

CLIENT SUSPENSION OF SERVICES (BAN) REQUEST FORM

☐ Request for Suspension of Services ☐ Request for Reconsideration ☐ Request for Modification

Client Last Name/First Name): _____

Program: _____ Bldg/Flr/Bed #: _____ HMIS #: _____

Date and Time of Incident: _____

Violation Prompting Request: _____

Nature/Description of incident OR why a reconsideration/modification of suspension is being requested
(use additional sheets if needed):

List all witnesses to the incident (indicate whether staff or client): _____

Was an Incident Report completed? ☐ Yes ☐ No Incident Report attached? ☐ Yes ☐ No
Is Video available? ☐ Yes ☐ No

Was a Temporary Suspension of Services implemented? ☐ Yes ☐ No If Yes, Effective Date: _____

Request submitted by (PRINT NAME) Signature Date

☐ Department/Program Director ☐ Case Manager ☐ Clinician ☐ Other: _____

Department/Program Director (PRINT) Signature Date

Executive Director (PRINT) Signature Date

This completed form and any attachments should be submitted via email to _____. You will be notified when the Client Rights Committee meets and whether/what staff may be required to attend.

	Violation
N/A	Violation of, or noncompliance with, program rules and/or requirements (not violent)
1	Making verbally abusive statements directed toward other shelter participants, staff, volunteers, or others – three (3) months)
2	Making threatening statements, including threats of physical abuse or violence, directed toward shelter participants, staff, volunteers, or others - three (3) months
3	Engaging in threatening, or disruptive or violent behavior directed toward shelter participants, staff, volunteers, or others - six (6) months.
4	Sexual harassment of shelter participants, staff, volunteers, or others, including sexual misconduct involving a minor – one (1) year
5	Possession/use of illegal drugs on shelter property – one (1) year
6	Possession of weapons, with perceived threat, on shelter property – one (1) year
7	Theft of property from other shelter participants, staff, volunteers or others, or theft of shelter property, including in-kind donations – one (1) year
8	Destruction of property belonging to other shelter participants, staff, volunteers or others, or belonging to the shelter – one (1) year
9	Physical violence against another shelter participant, staff or volunteer - Minimum one (1) year ban; may be the cause for a permanent ban from the shelter.