

Terrence B. Sheridan
Chief of Police

Baltimore County Police Department
Headquarters
700 E. Joppa Road
Towson, MD 21286
(410) 887-2214
Fax (410) 887-8887



"INTEGRITY...FAIRNESS...SERVICE"

SPECIAL ORDER # 2018-02

DATE: February 26, 2018

TO: All Police Department Personnel. To be Announced at Roll Call and a Copy Posted on the Department's Intranet Site.

RE: Project Lifesaver Program.

EFFECTIVE: Immediately.

BACKGROUND: The Baltimore County Police Department has partnered with Project Lifesaver International to provide timely response to save lives and reduce potential injury for children and adults who wander due to Alzheimer's disease, autism, Down syndrome, dementia, and other cognitive conditions or disorders.

Project Lifesaver is a 501(C)(3) non-profit organization that bridges the gap for at risk populations and public safety agencies by providing first responders with a comprehensive program on the use of specialized electronic search and rescue equipment, technology, and procedures for locating enrolled clients when they wander. The program also trains first responders how to effectively communicate with people afflicted with cognitive conditions, which is essential to successful rescues.

Clients enrolled in the Project Lifesaver Program wear a small personal transmitter around their wrist or ankle that emits an individualized tracking signal. If a client enrolled in the Project Lifesaver Program goes missing, their caretaker is trained to immediately notify the 9-1-1 Communications Center, so that a trained emergency team can be dispatched to the client's area. With the help of Project Lifesaver, clients who wander are typically found within a few miles, and search times have been reduced from hours and days to minutes. According to Project Lifesaver, recovery time for clients enrolled in Project Lifesaver averages 30 minutes, 95 percent less time than standard search operations.

PURPOSE: To establish the Project Lifesaver Program and implement procedures for its use by the Baltimore County Police Department.

RELATIONSHIP TO DEPARTMENTAL VALUES: The Project Lifesaver Program supports the Department's value of **SERVICE** by ensuring Department members are trained and equipped to safely locate individuals with cognitive conditions who wander from their caretaker and do not possess the mental capability to return on their own accord.

POLICY: The procedures contained in this Order are in addition to, not a replacement for, established Department procedures for missing persons investigations.

PROCEDURES:

DEFINITIONS

- Client - an individual who meets the eligibility requirements of the Project Lifesaver Program, has completed registration with the Department, and wears an issued Project Lifesaver transmitter.

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- Transmitter - a battery operated device with a unique, assigned frequency and frequency identification number which emits an automatic tracking signal every second.

PROJECT LIFESAVER PROGRAM

- Utilized to provide timely response to save lives and reduce potential injury for children or adults who:
 1. Wander due to Alzheimer's disease, autism, Down syndrome, or other cognitive conditions or disorders; and
 2. Are registered and enrolled in the Project Lifesaver Program.
- Activated by a client's caretaker by notifying the 9-1-1 Communications Center when a client has wandered.
- Requires the completion of a Form MPR-1, State of Maryland Missing Person Report Form, per standard missing persons investigation protocols. The Form MPR-1 must include the following information whenever a Project Lifesaver Program client is reported missing:
 1. Client's name.
 2. Caretaker/caller's name.
 3. Client's frequency number.
 4. Name and identification number of the Electronic Search Specialist (ESS) who responded, and whether they were on duty or called in to work.
 5. Total time the client was missing.
 6. Amount of time it took from when the original call was dispatched to when the client was located.
 7. Whether or not the ESS and search equipment located the client.

NOTE: If the client is found prior to the filing of a MPR-1, an Incident Report using the offense code "Missing Person" will be filed in lieu of a Form MPR-1.

9-1-1 COMMUNICATIONS CENTER

- Ascertains the following information upon receiving a 9-1-1 call for service stating that a Project Lifesaver client is missing:
 1. Name, location, and callback number for the caretaker/caller.
 2. Name and description of the client.
 3. Frequency of the client's transmitter.
 4. Exact location the client was last observed and the possible direction of travel.
 5. Time delay since the client was last observed.
- Dispatches a minimum of one patrol officer and a squad supervisor to the location the client was last seen.
- Broadcasts the client's name, physical description, clothing description, location last observed, and possible direction of travel, and re-broadcasts the information, as necessary.
- Issues a County-wide broadcast for an ESS.
NOTE: An ESS may be contacted via the 9-1-1 Police Liaison, when one or more are not on duty or available to respond.

PRIMARY INVESTIGATING OFFICER

- Ensures their supervisor and shift commander are notified that a Project Lifesaver client is missing and that an ESS needs to be dispatched.
- Responds to the location the client was last observed.
NOTE: A second officer will be dispatched to the location of the caretaker/caller, if he/she is not present at the location where the client was last observed.
- Assists the assigned ESS in the search for the client.
- Completes the appropriate report, and ensures a copy is forwarded to the Project Lifesaver Program Coordinator, via departmental mail (i.e., for Forms MPR-1) or electronic distribution (i.e., for Incident Reports) to the Youth & Community Services Section (YCSS).
- Upon recovery, ensures that the client:
 1. Is evaluated by Emergency Medical Services (EMS), if needed.
 2. Receives medical care by the EMS or is transported to the hospital, as needed.

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3. Is returned to the custody of the caretaker.

SQUAD SUPERVISOR

- Responds to the location the client was last observed, to assist the ESS.

SHIFT COMMANDER

- Ensures an ESS is dispatched to the location that the client was last observed.
NOTE: Multiple ESS trained officers may be requested.
- Directs all responding personnel and coordinates the search plan.
- Directs officers to check nearby bodies of water and pools.
- Ensures responding personnel possess up to date information on the client's description and direction of travel.
- Requests support units (K-9 Unit, Aviation Team, etc.), as needed.

ELECTRONIC SEARCH SPECIALISTS

- May be subject to on-call response to Project Lifesaver emergency calls for service.
- Research the client's name in the Project Lifesaver database, and verify the transmitter frequency, upon receiving notification that a client is missing.
- Respond to the location the client was last observed.
- Activate the Project Lifesaver equipment while en route to the location the client was last observed.
- Pair with a patrol officer during search efforts.
- Search in an outward circular motion, 360 degree pattern when utilizing Project Lifesaver equipment on foot.
- Maintain radio contact with the Shift Commander responsible for the search plan, providing updates of their progress.
- May request additional ESS trained officers to assist in the search, by contacting the Shift Commander, when needed.
- Continue searching until the client is located.
EXCEPTION: When relieved by another ESS, or at the direction of the Shift Commander, upon consultation with the Project Lifesaver Program Coordinator.
- Must successfully complete the Project Lifesaver course of instruction as prescribed by Project Lifesaver International and the Department.
- Require recertification every two years.
- Periodically train with the Project Lifesaver equipment to maintain proficiency.

ELECTRONIC SEARCH SPECIALIST INSTRUCTORS

- Conduct initial and recertification trainings for Electronic Search Specialists.
- May be subject to on-call response to Project Lifesaver calls for service.
- Must successfully complete the Project Lifesaver course of instruction as prescribed by Project Lifesaver International and the Department.
- Require recertification every two years.
- Periodically train with the Project Lifesaver equipment to maintain proficiency.

PROJECT LIFESAVER PROGRAM COORDINATOR

- Acts as a liaison between the Baltimore County Police Department and Project Lifesaver International, other law enforcement agencies, other Project Lifesaver active member agencies, clients, their family and caretakers, and the public.
- Reviews interest cards and referrals to determine if potential clients are eligible for acceptance into the Project Lifesaver Program, and notifies caretakers of the decision.

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- Schedules and conducts:
 1. Installation of a transmitter, when a client has been accepted into the Project Lifesaver Program, and a transmitter is available.
 2. Monthly maintenance of transmitters.
- Updates incident and client information within the Project Lifesaver database.
- Maintains a copy of all reports pertaining to missing Project Lifesaver clients and forwards a copy to the:
 1. Project Lifesaver International.
 2. Chief of Police.
- Must successfully complete the Project Lifesaver course of instruction as prescribed by Project Lifesaver International and the Department.
- Requires recertification every two years.
- Periodically trains with the Project Lifesaver equipment to maintain proficiency.
- May be subject to on-call response to Project Lifesaver calls for service.

CLIENT REGISTRATION PROCEDURES

- Caretakers for prospective clients may submit an interest card through the Baltimore County Government website, providing the Project Lifesaver Coordinator with information about the potential client.
- Referrals may be brought directly to the attention of the Project Lifesaver Coordinator via interested parties (e.g., caretakers, social service agencies, Department members, etc.).
- Accepted clients will be provided with a Department transmitter, battery tester, monthly maintenance schedule, and caretaker forms.

NOTE: If a Department transmitter is not available, the caretaker will be referred to Project Lifesaver International to lease a transmitter, which will be shipped to the Department for installation upon lease. The Department will not be involved in any financial arrangements between a caretaker and Project Lifesaver International, when equipment is leased by a caretaker from Project Lifesaver International.

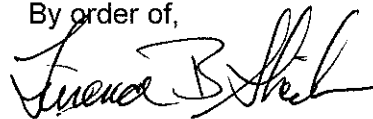
PROJECT LIFESAVER EQUIPMENT

- Housed by the YCSS, or as directed by the Chief of Police.

EXCEPTION: Equipment related to transmitter receivers (i.e., antennas, headphones, and equipment bag with accessories) may be housed at the precinct level, in precincts where clients are enrolled.
- Stored in a secure but accessible manner.
- Inspected on a weekly basis, as directed by the YCSS Commander.
- That is damaged or malfunctioning will be reported immediately to the Project Lifesaver Coordinator.

IMPLEMENTATION: This Special Order will be distributed electronically to all Department members. Shift/Unit supervisors will be responsible for the referencing of this Special Order.

By order of,



Terrence B. Sheridan
Chief of Police