

Melissa R. Hyatt
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 # 2019-01

DATE: August 21, 2019

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

RE: Handle with Care.

EFFECTIVE: Immediately.

BACKGROUND: In 2013, the state of West Virginia initiated a program, Handle with Care (HWC), to address the needs and issues affecting children who are exposed to violence and trauma. Exposure to violence and trauma can seriously undermine children's ability to focus, behave appropriately, and learn in school. These behaviors can often lead to school failure, truancy, suspension/expulsion, dropping out, or involvement in the juvenile justice system.

In February 2018, the state of Maryland implemented its Handle with Care program. The goals of the program are to promote safe and supportive homes, schools, and communities that protect and help traumatized children heal and thrive; to prevent children's exposure to trauma and violence; to mitigate the negative effects experienced by children exposed to trauma and violence; and to increase knowledge and awareness of this issue.

Handle with Care promotes school-community partnerships aimed at ensuring children who are exposed to, or affected by, trauma or violence in their home, school, or community receive appropriate interventions to help them achieve academically at their highest levels despite whatever traumatic circumstances they may have endured.

PURPOSE: To establish the Handle with Care program and implement procedures for its use by the members of the Department.

RELATIONSHIP TO DEPARTMENTAL VALUES: The Handle with Care program supports the Department's value of **SERVICE** by ensuring Department members identify children at scenes who may have been exposed to, or affected by, violence or trauma and provide notification to the Baltimore County Public Schools (BCPS) system when the child is a BCPS student.

POLICY: Members of the Department will provide notification to the BCPS when they encounter a child who may have been exposed to, or affected by, violence or trauma and is enrolled in the BCPS system.

PROCEDURES:

MEMBERS

- Identify children at scenes who may have been exposed to, or affected by, violence or trauma (e.g., witness, victim, suspect, etc.).
- Determine if the exposed/affected children are enrolled in the BCPS system.
- Complete a Form 343, Handle With Care Notice, if a child enrolled in the BCPS system may have been exposed to, or affected by, violence or trauma during an incident that occurred:
 1. In Baltimore County.

SPECIAL ORDER #2019-01 (Continuation)

2. Outside of Baltimore County.
3. In the past, but was recently discovered.

EXCEPTION: If schools are not in session (i.e., summer).

- Will not include any information on the Form 343 regarding the details of the trauma experienced by the child (i.e., no additional information may be added to Forms 343).

NOTE: This prohibition reflects the requirements of Maryland's Courts & Judicial Proceedings Article.

- Send the Form 343 to the BCPS via e-mail at hwcen@bcps.org.

NOTE: All original Forms 343 will be forwarded to the Safe Schools Facilitator to be filed for one year and then destroyed.

- Will provide no additional information about the incident, if contacted by a member of the BCPS system in reference to a Form 343 they submitted.

NOTE: All requests for additional information will be forwarded to the Safe Schools Facilitator or Assistant Safe Schools Facilitator.

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,



Melissa R. Hyatt
Chief of Police