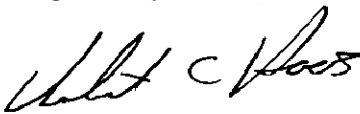
 <p>Cambridge Police Department</p>	POLICY & PROCEDURES		No. 519
	Subject/Title: Middlesex Sheriff's SafetyNet™ Tracking Program		
	Issuing Authority:  Robert C. Haas Police Commissioner	Review Date: Jan. 29, 2013	
		Issue Date: August 27, 2013	
		Effective Date: September 10, 2013	
		Rescinds:	
References/ Attachments: Reference Materials Provided by the Middlesex Sheriff's Office.		Accreditation Standards: 41.2.5 (f)	

I. PURPOSE:

The purpose of this directive is to describe collaborative partnership that exists between the Cambridge Police Department and the Middlesex Sheriff's Office as it relates to the Middlesex Sheriff's SafetyNet™ Program. The objective of this directive is to accomplish the following:

- Describe the Middlesex Sheriff's Safety Net™ Program and how it works.
- Describe the procedures to be followed whenever an individual is reported missing, and who has been identified as a subscriber to Safety Net™ tracking device.
- Identify the coordinating entity within the department, who will serve as the principle point of contact between the Sheriff's Office, ECC, and community members who are enrolled in the Sheriff's SafetyNet™ Program.
- Describe how caregivers can get an individual enrolled in the Sheriff's SafetyNet™ Program.

II. POLICY:

In interests of providing greater protections and safeguards for those individuals who have the potential of becoming easily disoriented and may have the tendency to wander off, the Cambridge Police Department has entered into a collaborative partnership with the Middlesex Sheriff's Office by adopting the Middlesex Sheriff's SafetyNet™ Program. The department will be leveraging tracking technology that is designed to provide greater peace of mind for caregivers of individuals who suffer from serious cognitive problems (i.e., dementia, cognitive developmental issues, or autism). Whenever an officer of this department learns of an individual who may have gone missing and who is in a possession of a tracking device, the following protocols will be observed.

III. DEFINITIONS:

- A. **The SafetyNet™ Search and Rescue System by LoJack®:** The SafetyNet™ Search and Rescue System is equipment that is specifically designed to track and locate radio frequency transmitters known as Personal Locator Units (PLU). Members of the Middlesex Sheriff's Office are trained in the use of the tracking devices designed to locate a PLU once it has been activated.

- B. **Personal Locator Units (PLU):** Battery operated devices that emit a radio frequency that can be tracked by the SafetyNet™ Search and Rescue System. Each PLU emits a unique radio signal and is worn on the subject's wrist or ankle 24 hours a day.

- C. **SafetyNet™ Project Lifesaver Client Management System:** A database that provides subscriber information and PLU frequencies. The database contains recent photos, contact information, subscriber diagnosis, and information regarding possible destinations the subscriber may be attracted. The website address is www.lojacksafetynet.com/agency. The database can be accessed using the department's username and password, which will be maintained by the Emergency Communications Department and SafetyNet by LoJack.

IV. GENERAL CONSIDERATIONS & GUIDELINES:

The Cambridge Police Department recognizes that a significant number of people in the community suffer from serious cognitive problems (i.e., dementia, cognitive developmental issues, Alzheimer's disease, and autism). One of the gravest risks facing these individuals is their vulnerability of wandering off or becoming lost and disoriented. Once these individuals become disoriented in the community they are at serious risk for injury or death caused by exposure, victimization, other medical complications, or other forms of harm.

In the interest of quickly locating individuals who may have wandered off or who have gone missing, the Cambridge Police Department has entered into a collaborative partnership with the Middlesex Sheriff's Office, whereby Sheriff's Officers have been specifically trained in the use of LoJack's SafetyNet™ Search and Rescue System. These specially trained Sheriff's Officers are available for call out on a twenty-four hour / seven day a week basis, and will respond once notified by the ECC of a case involving an individual who is in possession of a PLU.

V. ADMINISTRATION OF THE PROGRAM:

- A. Program Coordinator:** Unless otherwise designated by the Police Commissioner, the Supervisor in charge of the department's Community Relations Unit will serve as the Program Coordinator of the Sheriff's SafetyNet™ Program. The SafetyNet™ Program Coordinator will have the following responsibilities and oversee the following aspects of the program:
1. Serve as the principle point of contact for the Cambridge Police Department and the Sheriff's designated program coordinator.
 2. Work with the department's Director of Communications and Public Relations to acquaint various other city departments, such as the School Department, Department of Human Services, Cambridge Elderly Services, other social service providers, and the general public on the availability of the Sheriff's SafetyNet™ Program.
 3. Respond to any inquiries relative to the Sheriff's SafetyNet™ Program, to include but not limited to, enrollment into the program, any concerns that might exist with equipment problems, concerns expressed by the caregivers, and serve as a resource to department personnel.
 4. Update any records that are being maintained on individuals who are subscribers to the SafetyNet™ Program.
 5. Maintain a master list of all current Cambridge-based subscribers in the SafetyNet™ Program (this would not only include individuals living in the city, but also individuals who may be attending programs in the city and who have been enrolled into the SafetyNet™ Program operated by LoJack®).
 6. Serve as the principle point of contact with the Director of Operations of ECC with respect to operational procedures and other matters involving the program.
 7. Ensure that alerts associated with the individuals and address locations are appropriately flagged and maintained with current data.
- B. Enrollment into the Program:** Any inquiries about the SafetyNet™ Program and/or enrollment into the Sheriff's SafetyNet™ Program should be channeled through the department's Program Coordinator, providing the individual with the contact information for the Program Coordinator. The actual registration into the Sheriff's SafetyNet™ Program will be handled by the SafetyNet™ Program Coordinator (Phone # (877) 434-6384).
1. The Sheriff's Program Coordinator will provide the department's Program Coordinator with registration information on any new subscribers and any updates with existing accounts.

2. The department's Program Coordinator will ensure that the department's RMS is updated to reflect the most current information, to include ensuring that the appropriate warning flags associated with the MNI and address file have been appropriately updated.
3. The department's Program Coordinator will notify ECC's Director of Operations of any additions, changes, or modifications to any of the records regarding SafetyNet™ Program subscribers. Generally such notifications will be in the form of an email.
4. Any inquiries for financial assistance with respect to enrollment into the Sheriff's SafetyNet™ Program will be assessed and coordinated through the vendor. The department's Program Coordinator will assist in providing any additional information that might be required to adequately assess whether an applicant would qualify for any financial assistance.

VI. OPERATIONAL PROCEDURES:¹

- A. **Responding to Calls for a Missing Person:** Whenever officers are responding to a call for a missing person, the general provisions outlined in either *Policy #518 – Missing Adults & Unidentified Adults* or *Policy #520 – Missing Children & Unidentified Children* will generally apply to this directive.
- B. **Missing Person Calls Received by ECC:** Whenever a call-taker receives a call involving a missing person, the following protocols should be observed:
 1. Typically, the ECC call-taker should ascertain the following information whenever a report is received on a missing person:
 - a. The identity of the missing person (name, address, etc.), to include any available clothing description, and any distinguishing characteristics, to include any mannerisms.
 - b. Whether the missing individual has any cognitive problems, which might account for the person being missing.
 - c. Whether there are any known medical conditions or other known factors that would place the person at a much higher risk or danger (e.g., special medications that must be received, a history of causing harm to him/herself, not properly clothed for the current weather conditions, etc.).
 - d. When and where was the person last seen? Whether there is a history of the person wandering to the same location?

¹ CALEA Std. 41.2.5 – A written directive provides procedures for reporting and investigating adult missing persons which include, at a minimum:

f. any special considerations applicable to critically missing or at-risk persons.

- e. Whether the missing individual has been enrolled into the SafetyNet™ Search and Rescue System, and whether or not the person is believed to be in possession of the PLU (or SafetyNet™ tracking device).
- f. Contact information on the person reporting the missing person.
- g. Any other special considerations or other information that might be relevant to the person's disappearance.

C. ECC Notification to Sheriff's SafetyNet™ Team: Once it has been learned that a missing person may be in possession of a PLU (or SafetyNet™ tracking device), personnel from ECC will make notification to the Sheriff's SafetyNet™ Team (Phone # (978) 667-1711 or (617) 494-4410) for purposes of requesting a response, providing the pertinent information so as to activate the PLU radio transponder. While the Sheriff's SafetyNet™ Team is being notified, Cambridge police units will be dispatched to the location, to include the covering Sector Sergeant.

D. SafetyNet™ Response Procedures: In addition to the procedures outlined in the department's protocols with respect to missing adults or children (refer to *Section VI. subsection A* of this directive), the following procedures will be observed as it relates to an incident involving a missing person who might be in possession of a PLU (or SafetyNet™ tracking device):

1. The covering Sector Sergeant will respond with other dispatched police units to assume Incident Command in beginning the investigative and search process.
2. As the Sector Sergeant obtains additional information, he/she will furnish that information to ECC, who will then relay it to the responding members of the Sheriff's SafetyNet™ Team, if direct radio communications have not already been established with the responding units.
3. The Sector Sergeant should determine the appropriateness of enlisting the aid of the Cambridge Fire Department and/or Pro Ambulance if there are some prevailing medical issues that might raise concerns for immediate medical attention.
4. Once members of the Sheriff's SafetyNet™ Team have arrived at the designated staging/meeting area, the Sector Sergeant serving as the IC will coordinate search efforts with all of the various resources being deployed to search for the missing party.
5. If the missing person cannot be located within a reasonable amount of time, or if there are extenuating circumstances that might have led to the person's disappearance, the Incident Commander will determine the appropriateness of sending out a missing person alert through the BAPER system, the CJIS network, and/or requesting additional investigative resources.

6. An officer will be assigned to complete an incident report, which at minimum will contain the following:
 - a. The identifying information of the parties involved, the circumstances under which the individual went missing;
 - b. The efforts that were employed to locate the missing person;
 - c. Obtain the identity of the members of the Sheriff's SafetyNet™ Team who responded and assisted with the search.
 - c. Any additional information that is learned that might be helpful should there be a reoccurrence;
 - d. The outcome of the incident; and
 - e. Whether there needs to be any follow up action with respect to the individual who went missing.
7. A copy of the completed report will be forwarded to the department's Program Coordinator, who will do the following:
 - a. Review the report for any additional information that should be incorporated into the RMS alerts that have been established for the individual.
 - b. Forward a copy of the report to the Sheriff's SafetyNet™ Program Coordinator for his/her records.
 - c. Communicate any additional information to the ECC Director of Operations which might be useful should there be a reoccurrence.
 - d. Assess whether any other protective or preventive measures should be taken to avoid a reoccurrence.
 - e. Maintain a copy of the report and any other additional documentation as part of the file being maintained by the Program Coordinator.

- E. Encountering a Person with a SafetyNet™ PLU:** There may be occasions when an officer may encounter an individual who appears to be disoriented, confused, and/or lost. Because of the number of communities that are now using or having access to the SafetyNet™ Search and Rescue System, an individual may have wandered off without anyone realizing it. Typically an individual who has a SafetyNet™ tracking device will be wearing a bracelet on his/her ankle or wrist. If an officer discovers someone with SafetyNet™ tracking device and cannot otherwise identify that person, the officer should do the following:
1. Each SafetyNet™ tracking device has a unique transmitter identification number. If the officer obtains that ID number off the tracking device, he/she then can furnish that information to ECC.

2. ECC personnel will then make contact with the Sheriff's SafetyNet™ Team, who then can track the number through their database: www.lojacksafetynet.com/agency to learn the identity of the person and other relevant information.