

JACKSONVILLE POLICE DEPARTMENT

Policy: 3-5
Effective 05-01-11
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TAKE ME HOME PROGRAM

PURPOSE: To establish an orderly and uniform process for the use of the Take Me Home Program.

POLICY: The Take Me Home program allows for the rapid identification and safe return of citizens who are unable to adequately communicate vital information such as their name and address to Law Enforcement Officers. Those who are registered in this program are placed in a database that is accessible by Police Department and Communication Center employees for quick dissemination to the officer in the field.

PROCEDURES:

I. OFFICER CONTACTS

- A. When an officer comes into contact with an individual who may have trouble communicating; such as persons with Down's syndrome, developmental or cognitive disabilities, dementia, or Alzheimer's, the officer will contact the Communications Center to see if the person is registered in the Take Me Home program database.
 - 1. If the person is found in the database the officer will have immediate access to personal information such as their home address and phone numbers to reach loved ones. A photo will be available to officers for identification purposes. If the family has no adequate photo available, the Program Coordinator will take a photo of the subject and place into database.
 - 2. The database information may also contain certain words, phrases, or gestures that the officer may need in order to calm or assure the individual that the officer is there to help, not harm them.
- B. If an officer comes into contact with someone that is not registered in the program, but in the opinion of the officer, fits the criteria for the program, the officer will explain the program to the appropriate care giver and encourage them to register their loved one during normal administrative hours.

II. PROGRAM COORDINATOR AND SUPERVISOR RESPONSIBILITIES

- A. The Support Services Division Sergeant will be the Program Coordinator and the primary point of contact for the Take Me Home program. He will be responsible for the following:
 - 1. The Sergeant will be responsible for maintaining the database with the most current information and making it readily accessible to officers in the field.
 - 2. The Sergeant will be responsible for providing public awareness through education programs.
 - 3. The Sergeant is responsible for educating employees, to include Communication Center personnel, about the registration and database processes.
 - 4. The Sergeant is responsible for providing a monthly report to the Captain via the Lieutenant.
 - 5. The Sergeant is responsible for providing an annual report on the Take Me Home program via the Support Service Division chain of command to the Chief of Police, due in January of each year.
 - 6. The Sergeant will be the liaison with the Communications Center.