



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



532.15 PROJECT LIFESAVER 08-10-17

PURPOSE

The purpose of this policy is to establish guidelines for the operation of the Project Lifesaver Program.

POLICY

It shall be the policy of the Sacramento Police Department to follow established guidelines and procedures for the implementation and use of the Project Lifesaver Program.

PROCEDURE

A. GENERAL

1. The Project Lifesaver Program uses technology in conjunction with ground and air support resources to search for and locate missing persons who suffer from specifically diagnosed mental disorders as quickly as possible.
2. Project Lifesaver places personalized electronic bracelets on citizens selected to participate.
3. Only trained operators of the Project Lifesaver equipment are authorized to use the equipment during the search for a missing person.
4. Electronic receivers, recovery equipment, and supplies will be kept in the shift supervisor's office at the Communications Center.
5. Equipment shall be inspected on a monthly basis by the Project Lifesaver Coordinator to ensure it is functioning properly, and a log will be kept of inspection details.
6. Operators of the Project Lifesaver equipment shall be certified by instructors who have successfully completed a course of instruction using the standards set by the National Project Lifesaver Program and shall be re-certified bi-annually.

B. RESPONSE

1. Once alerted to a missing citizen who is participating in the Project Lifesaver Program, officers shall be dispatched in accordance with G.O. 510.04 (Dispatching Sequence of Assignment) to the last known location of the individual and shall begin a visual search.
2. On-duty Project Lifesaver team members will also be dispatched to conduct the electronic search. Should no Project Lifesaver team members be on duty at the time, the Communications Center will immediately notify the Project Lifesaver team, identifying the missing citizen, last known location, and the time element.
3. The first officer on scene shall contact the family member or caregiver to confirm information and coordinate additional resources accordingly.
4. If available, air support shall be requested and dispatched.
5. The closest available officer or CSO to the Communications Center shall retrieve the tracking equipment from a Communications supervisor and respond to the last known location of the missing citizen.
6. Once the tracking equipment and Project Lifesaver trained personnel arrive on scene, an electronic search shall begin as soon as possible from the last known location.
7. If the missing citizen's frequency is not detected within a reasonable time frame, the district sergeant may request assistance from outside agencies in the region with Project Lifesaver trained personnel and their equipment.
8. If necessary, the district sergeant will ensure that emergency medical support and other Project Lifesaver agencies are notified.



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9. Upon locating and recovery of the missing citizen, personnel at the location scene shall determine if medical treatment and/or transportation home is necessary.
 10. The Watch Commander shall determine when a search is to be terminated.
 11. An After-Action Report (AAR) shall be completed by the Project Lifesaver team upon completion of the search.
 12. The Project Lifesaver Coordinator shall upload all AAR information (e.g., name, length of search, outcome, etc.) into the Project Lifesaver database.
- C. PARTICIPANT SELECTION AND REMOVAL FROM THE PROJECT LIFESAVER PROGRAM
1. Citizens shall meet the following criteria to be selected for participation in the Project Lifesaver Program:
 - a. Must live in the City of Sacramento.
 - b. Must be diagnosed by a medical doctor to have any of the following:
 - (1) Alzheimer's
 - (2) Dementia
 - (3) Autism
 - (4) Down Syndrome
 - c. Must be under 24-hour supervision
 - (1) Family member or caregivers must be willing to test equipment and maintain a daily log.
 - (2) Citizen must be willing to participate.
 - (3) Citizens who live in assisted living type care facilities are not eligible
 2. Participants may be referred by
 - a. Patrol.
 - b. Records Division or other department employees.
 - c. Outside agencies.
 - d. Adult Protective Services or other social service agencies.
 - e. Community requests.
 3. A member of the Project Lifesaver team shall meet with a potential citizen's family member or caregiver to determine if the individual meets the criteria established for consideration.
 4. The Project Lifesaver Coordinator and/or Captain of Investigations shall approve all potential citizens.
 5. Upon acceptance into the Project Lifesaver Program, a contract shall be presented to the family member or caregiver for consideration. The family member or caregiver must sign the contract and return it to the Project Lifesaver Coordinator.
 6. Once the contract is agreed upon and signed by the family member or caregiver, the new citizen shall be fitted with a bracelet by a member of the Project Lifesaver team.
 7. A transmitter tester and monthly maintenance logs shall be left with the family member or caregiver.
 8. The Project Lifesaver Coordinator shall create an administrative file on the citizen and maintain it in a secure location. No medical information from this file shall be released to anyone unless approved by the Chief of Police or authorized designee.
 9. Citizen information will be available in Versadex and the Hub under Tech Deployments.
 10. Should the family member or caregiver request to terminate the contract, a team member of the Project Lifesaver Program shall remove all equipment and retrieve all documentation from the citizen and family member or caregiver and return the equipment to the shift supervisor's office.
 11. An exit interview shall be conducted to establish the reason for this termination. The contract shall be signed and dated by the family member or caregiver indicating the termination of the



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contract, and the reason documented as to why the family member or caregiver requested the termination.

12. A monthly fee of \$25.00 will be paid to the Sacramento Police Department Project Lifesaver Program while the citizen is an active participant in the program.
13. Family members or caregivers will be responsible for the cost of equipment replacement for any damaged, stolen, or lost equipment belonging to the Sacramento Police Department Project Lifesaver Program while participating in the program.
14. Any requests for service by the family member or caregiver of a citizen will be responded to as soon as possible and services or information rendered by a trained member of the Sacramento Police Department Project Lifesaver team.
15. Should funding become available, this program would be offered at no cost to residents of the City of Sacramento needing the service.

D. MONTHLY MAINTENANCE OF EQUIPMENT

1. The Project Lifesaver Coordinator shall be responsible for scheduling the bi-monthly maintenance of the bracelet issued to a citizen.
2. Batteries shall be replaced in each bracelet every 45-55 days from the date installed by a member of the Project Lifesaver team and tested to ensure that the bracelet is properly functioning.
3. Citizens' bracelets shall be replaced and adjusted during the bi-monthly maintenance visit.
4. Tracking equipment shall be checked monthly by the Project Lifesaver Coordinator to ensure the equipment is functioning properly and the batteries are charged.
5. All monthly maintenance of tracking equipment shall be documented by the Project Lifesaver Coordinator in the Project Lifesaver Maintenance Log. Each bi-monthly citizen visit will be documented in the citizen file located at ProjectLifesaver.org and Versadex.