

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 214-P

REFERENCE STANDARDS:

SUBJECT: Premise Alert Program

POLICY: It is the policy of this department to provide consistently high levels of public safety services are available to all members of the community, including people who may require special consideration in order to access services. It is the intent of this program to offer guidance and direction to police department employees in responding to and assisting those people with special needs or disabilities or both with whom they will have contact in the performance of their duties and responsibilities. The ability to effectively deal with special needs individuals is enhanced with knowledge or information. The ability to identify special needs individuals, their places of employment, educational facilities, and residences are valuable resources in instances when or if an emergency response by law enforcement is needed.

PURPOSE: The purpose of this order is to establish policies and procedures for responding to calls for service in compliance with the Illinois Premise Alert Program Act.

I. DEFINITIONS

For the purpose of this policy, the following definitions apply:

- A. "Disability" means an individual's physical or mental impairment that substantially limits one or more of the major life activities; a record of such impairment; or when the individual is regarded as having such an impairment.
- B. "Special needs individuals" means those individuals who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by individuals generally.
- C. "Public safety agency" means a functional division of a public agency that provides firefighting, police, medical, or other emergency services.
- D. "Computer aided dispatch" or "CAD" means a database maintained by the public safety agency or public safety answering point used in conjunction with 9-1-1 caller data.

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- E. "Premise Alert Program" or "PAP" means a computer aided dispatch database of individuals with special needs maintained by public safety agencies.

II. PROCEDURES

A. Reporting of Special Needs Individuals

1. The Hanover Park Police Department will make reasonable efforts to publicize the Premise Alert Program (PAP) by posting the request form and program information on the village website.
2. Families, caregivers, or the individuals with disabilities or special needs may contact the police department to provide information regarding the Premise Alert Program (PAP)
3. The DuComm Illinois Premise Alert Program (PAP) Enrollment Form (Appendix A) will be provided to a citizen requesting to provide PAP information so that the information can be provided in a uniform manner.
 - a. Blank forms will be provided to the citizen at the police department front desk.
 - b. Police employees may also direct a citizen requesting to provide PAP information to the village website to obtain a copy of a blank form.
 - c. It is preferable that written permission is obtained from a parent, guardian, family member, or caregiver of the individual prior to being entered into the Premise Alert Program (PAP) database.
4. Completed DuComm Illinois Premise Alert Program (PAP) Enrollment Forms will be accepted by the on-duty records employee at the police department front desk.
 - a. The records employee shall forward the completed form to the Police Records Supervisor as soon as is practicable.
 - b. The Police Records Supervisor shall forward the completed form to DuComm as soon as is practicable.
5. All information entered into the Premise Alert Program (PAP) database will be reviewed by DU-COMM and if necessary updated every two (2) years or when such information changes.

B. Dissemination

1. When an address is flagged with Premise Alert Program (PAP) information, the Telecommunicator shall relay it to the responding police employee via the radio channel.
2. The information gathered as part of the Premise Alert Program (PAP) is strictly confidential.
3. The information shall be used only to provide assistance to emergency medical and police responders.
4. The PAP information may be included in a police report documenting the call for service.

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