

Policy Number: 06-007

# Lucas County Sheriff's Office Policy and Procedure



Approved by Sheriff:

*Michael J. Navarre*

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

## PROJECT LIFESAVER

### I. POLICY

To provide timely response to save lives and reduce potential injury for adults and children with the propensity to wander due to a cognitive condition.

### II. PROCEDURE

Potential client will be screened by organization referring them to Project Lifesaver.

Application packet will be given to potential client to be filled out and returned to organization.

Organization will forward application packet to the Lucas County Sheriff's Office Project Lifesavers Representative.

Lucas County Sheriff's Office Representative will schedule a date with client and client's caseworker to apply Project Lifesavers Transmitter.

Once client is active in Project Lifesaver:

1. Copies of client's paperwork and picture will be scanned and placed in Project Lifesaver file in Records Sergeants shared file.
2. Client's information will be sent to the COG Supervisor requesting that a Premise History be entered for the client's address indicating that the client is involved in Project Lifesaver.
3. The Premise History will indicate that the on-duty Sheriff's Office Records Sergeant needs to be notified immediately if client is to of wandered off.

Original client paperwork will be placed in Project Lifesaver file box in Sheriff's Office Records Section.

If client does wander off:

1. Client's caregiver is instructed to call 9-1-1.

2. Caregiver is to inform 9-1-1 Call Taker that their individual has wandered off and is in Project Lifesaver.
3. 9-1-1 Call Taker will obtain needed information to dispatch a crew, and will relay the necessary information to the Lucas County Sheriff's Office on duty Records Sergeant as noted in premise history.
4. Records Sergeant will obtain needed information to be given to search team:
  - a. Name
  - b. Address where last seen
  - c. Clothing
5. Records Sergeant will activate Project Lifesaver Team (S.W.A.T.) through WENS.

As Project Lifesaver team member's call in the Records Sergeant will give needed information to team members so they can proceed to the address the client was last seen at.

Commanding Officer of the team will be directed by Records Sergeant to proceed to the Lucas County Records Section and pick up Project Lifesaver equipment and file folder of client. (Located on shelf outside Records Lieutenant's Office.)

Remaining Project Lifesaver team members will proceed to the address where client was last seen, and assist crews on scene with searching for client until Project Lifesaver equipment arrives.