

GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



G.O. Number: 22.4	Subject: Project Lifesaver	
Chapter: Locating Individuals With Cognitive Impairments	Number of Pages: 6	
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By Order of Chief of Police: Reo B. Hatfield III <i>Reo B. Hatfield</i>	Revised: N/A Status: New	

SECTIONS:

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RESCINDS: All existing orders in conflict.

PURPOSE: The primary objective of Project Lifesaver is to be used as an aid in locating clients who have been reported missing and have a cognitive impairment including Dementia/Alzheimer’s, Autism, or other diagnosed medical conditions that may cause a person to wander

SCOPE: All departmental personnel.

POLICY: Project Lifesaver utilizes personalized radio transmitters, placed on qualified persons with Dementia/Alzheimer’s, Autism, or other diagnosed medical conditions. South Miami Police Officers encountering individuals, who meet the criteria of Project Lifesaver, will contact the Project Lifesaver Coordinator, so that person can be evaluated as a participant in the program. South Miami Police Department will establish and maintain a Project Lifesaver Program to include screening of recipients and training of caregivers, training of personnel in search techniques, and administration of the program.

22.4.1 DEFINITIONS

- A. **BRACELET:** A transmitter device assigned to the client. The bracelet sends a continuous electronic signal through a very high frequency (VHF).
- B. **CAREGIVER:** A person who is responsible for the care of the client such as a parent, spouse or other family member, legal guardian, or through contracted employment for the provision of care.
- C. **CLIENT:** An individual who is a program member and has a medical diagnosis of Dementia/Alzheimer's, Autism, or other cognitive impairment and is considered "At Risk."
- D. **CLIENT NUMBER:** An exclusive Radio Frequency number assigned to the bracelet at the time of enrollment with Project Lifesaver International.
- E. **CLIENT PROFILE:** Documents completed by the caregiver that contain vital information about the client enrolled in Project Lifesaver International. This profile will be used during search and recovery.
- F. **PROJECT LIFESAVER (PLS):** A rapid response program aiding victims and families suffering from Alzheimer's disease, Dementia, and Autism.
- G. **PROJECT LIFE SAVER COORDINATOR (PLC):** Agency member trained in all aspects of the Project Lifesaver search equipment and trains all Project Lifesaver Operators.
- H. **PROJECT LIFESAVER OPERATOR (PLO):** Agency member trained as an electronic search specialist in the use of the Project Lifesaver International search equipment.

22.4.2 PROCEDURES

- A. **Program Administration**
 - 1. The South Miami Police Department will administer the Project Lifesaver Program in accordance with the standards established by Project Lifesaver International.
 - 2. The Project Lifesaver Coordinator (PLC) shall serve as the program coordinator for the following:
 - a. Clients and Caregivers registration, training, and maintenance.
 - b. Act as a liaison for other agencies and organizations serving individuals with disabling conditions that may cause the Client to wander from the Caregiver.
 - c. In conjunction with Project Lifesaver International.

3. The PLC shall coordinate training for equipment operators, instructions for Caregivers and enrollment of eligible Clients.
4. The PLC shall maintain all the information on Clients enrolled in the program.

B. Qualified for Participation

Upon receipt of a request for participation in Project Lifesaver, The PLC will process the request and ensure the following conditions are met:

1. The applicant must be diagnosed by a licensed physician with Alzheimer's, Dementia, or any other qualifying developmental disability.
2. The Client must have a qualified Caregiver that has daily interaction with the Client and is actively involved in the Client's ongoing care.
3. The qualified Caregiver must agree to participate in the program on behalf of the Client and be responsible for the daily testing of the assigned equipment.
4. The Client, or their Caregiver, must voluntarily agree to participate in the program. The Client or Caregiver will have the understanding that they may withdraw from the program at any time for any reason.

C. Cost

The South Miami Police Department will cover the expected costs associated with The Project Lifesaver Program through grant funding and other financial options.

D. Enrollment

The PLC, or designee, shall be the point of contact for scheduling interviews with potential Clients, to determine suitability set forth by the guidelines or Project Lifesaver International.

1. The PLC will review Client applications to determine participation eligibility.
2. When enrolled, the following personal information shall be collected from the Client:
 - a. Client identification
 - b. Physical description
 - c. Locations that Clients frequent
 - d. Medical diagnosis
 - e. Assigned equipment and transmitter frequency will be entered by the PLC.

3. All Client information shall be accessible to agency members trained in the search function. Excluding information or medical data protected under Federal HIPPA guidelines.
4. Once eligibility requirements for enrollment are met, the PLC will issue Project Lifesaver equipment to the Client and Caregiver.
5. The following will be completed by the PLC at the time of delivery:
 - a. A Project Lifesaver Program Contract Form
 - b. A Project Lifesaver Client Profile Form
 - c. A Caregiver Daily Inspection Report will be provided at the time of delivery.

22.4.3 MAINTENANCE AND EQUIPMENT

E. Ongoing Maintenance of the Program and Equipment

1. Replacement of batteries and supplies will be ordered by the department as needed.
2. The South Miami Police Department will be responsible for the following:
 - a. Purchase and maintenance of all equipment made through Project Lifesaver and to be maintained by the PLC.
 - b. Search and Recovery efforts associated with tracking Clients in the event the Client is reporting missing.
 - c. When authorized, the PLC may be required to assist other jurisdictions with search and rescue efforts.

22.4.4 DUTIES AND RESPONSIBILITIES

F. Duties and Responsibilities

1. The PLC, or designee shall report directly to their immediate supervisor for the purposes of this program.
2. Deliver the equipment and provide all applicable training to Caregivers.
3. Make monthly contact with the Client and Caregiver to verify Client's status and to facilitate equipment servicing.

4. The Monthly Inspection Sheet form will be completed at the time of the contact with the Client.
5. Complete and maintain all records on Client information.
6. Training members in the utilization of tracking equipment.
7. Maintaining a list of certified trained members in using tracking equipment, and provide it to Communications for on-call purposes.
8. PLC will notify Project Lifesaver International of all incidents and outcomes when Project Lifesaver Equipment is used. This notification shall be completed as soon as practical.
9. Any and all other duties as assigned.

22.4.5 TRAINING REQUIREMENTS

G. Training

1. PLO will be required to complete 16 hours of training set by Project Lifesaver.
2. PLC will create and facilitate practical application training for new and existing PLO's
3. Shall be required to attend recertification as needed to maintain an Active Status as a PLC or PLO.

22.4.6 SEARCH AND RECOVERY

H. Search and Recovery Efforts

1. Patrol Units, and other responding members, will coordinate all search and rescue efforts as per G.O. 18.2.11 Missing Persons.
2. Early identification of a missing person as a Project Lifesaver Client is critical to the program's success.
3. The Project Lifesaver notification "Client" will be accessible through the RMS notification that is entered by Communications. Data may include the recipient's emergency contacts, physical description, special medical needs, current photo, etc.

4. A supervisor, or designee, should notify the PLC via email, by the end of their shift with the outcome of any search efforts pertaining to the use of any Project Lifesaver equipment.
5. The Patrol Lieutenant or designee will ensure that a trained PLO uses the tracking equipment to assist in the search. This request will be made via Communications. Communications will be given a current roster of all certified PLO's for on-call purposes.
6. The PLO certified in using the tracking equipment, should be on the scene and coordinate with the Supervisor in charge of the search and recovery efforts.
7. Project Lifesaver is not designed or intended to replace any of the normal search and recovery efforts conducted by the South Miami Police Department such as the use of:
 - a. K-9 Units
 - b. Miami Dade County Aviation Unit
 - c. Posted Flyers
 - d. BOLO's
 - e. Silver Alerts
7. Once the Client is located, the officer assigned to the incident will be responsible for completing the Offense/Incident Report. They shall include such pertinent information as where the client was located and whether the Project Lifesaver receivers were successful in accomplishing the recovery. The officer will use the PLS code. This will assist in tracking all incident reports associated with the PLS Program.