

**BERLIN TOWNSHIP POLICE DEPARTMENT**  
**GENERAL ORDER**



SUBJECT: <b>SPECIAL NEEDS REGISTRY</b>	
EFFECTIVE DATE: <b>April 28, 2023</b>	NUMBER OF PAGES: <b>6</b>
ACCREDITATION STANDARD(S):	BY THE ORDER OF: <b>Chief Louis J. Bordi</b>
PRIOR ORDER:	

**PURPOSE:** The purpose of this order is to be in compliance with the Camden County Prosecutor’s Directive 2023-02, which now creates a Special Needs Registry (SNR). The SNR was created to help police officers and other first responders assist our residents who may need extra assistance in the event of an emergency.

**POLICY:** It is the policy of the Berlin Township Police Department to participate in the Camden County Special Needs Registry (SNR), which is a no-cost, voluntary service that is open to all persons with special needs who live, work, or attend school in Camden County. The SNR will ensure that those first on scene have vital information readily available about a registrant’s physical or mental impairment, emergency contact information, physical description, current photograph, and any known calming methods.

**PROCEDURE:**

**I. DEFINITIONS**

A. Special needs are very broadly defined for purposes of the SNR. Special needs are often defined as a physical or mental impairment that causes an individual to require additional or specialized services or accommodations.

Examples of special needs include, but are not limited to:

- Mental Health Issues
- Mobility Issues (wheelchairs, power chairs, walkers)
- Dementia or Alzheimer’s Disease
- Cognitive Impairments
- Autism
- Oxygen Dependency
- Hearing, Vision, or Speech Deficits
- Post-Traumatic Stress Disorder
- Dialysis Dependent

- Paralysis /Stroke Patients
- Developmental/ Intellectual Disabilities
- Life-Threatening Allergies

**II. The Camden County Special Needs Registry (SNR) Pocket Cards/Forms**

- A. Special Needs Registry (SNR) Pocket Forms with QR Code are located in the Patrol room and also in the Community Affairs Bureau Office. Additionally, SNR Forms are available through the Camden County Prosecutors Office Webpage (<https://camdencountypros.org/community-page/41>) and shall be printed by officers to carry while on patrol to have on hand if needed.
- B. The Special Needs Registry (SNR) form can also be accessed by Berlin Township Residents through the Berlin Township Police website ([berlintwp.com/berlin-township-police-department/](http://berlintwp.com/berlin-township-police-department/)) under the “Quick Links” block.

**III. Completion and Submittal of the Camden County Special Needs Registry (SNR)**

- A. An officer handling a call for service at the scene involving a subject with Special Needs shall advise the subject’s family or caregiver of the Camden County Special Needs Registry (SNR) and shall leave a (SNR) Pocket Card with the family or direct them to the online link for the (SNR) program on the Camden County Prosecutor’s website.
  - 1. Individuals can register themselves, or they can be registered by a caretaker, family member, or loved one. If someone is registering an adult other than themselves, they must have that person’s permission or be the legal guardian of the individual they are registering. Registration can be accomplished through any of the secure OPS community interfaces (websites) on the OPS Network.
  - 2. The officer shall advise the Community Affairs Bureau that they left a (SNR) pocket card or form with the resident or family member as well as all their contact information for the Community Affairs Bureau to follow-up with the family.
- B. If an individual would like to register and does not have a computer, smartphone, or tablet, the following alternatives exist:
  - 1. The officer can provide them with a paper form (bin in squad room) that includes all of the information on the website that they can fill out manually. The officer can then submit the forms to the Community Affairs Lieutenant for review.
  - 2. The Officer can also work with a registrant to input details over the phone and submit his/her information on their behalf.
  - 3. The Community Affairs Lieutenant or designee, can meet with the registrant at our agency or visit them with a laptop computer to assist them with their registration.
  - 4. If the registrant has transportation to a local library or a public social services office, they can access the internet to register there.

- C. The information required for the registry includes the registrant's personal identifiers, such as:
- Name
  - Address
  - Date of Birth
  - Height
  - Weight
  - Emergency contact information
  - Details regarding their special need
  - A recent photo
  - Medical information such as blood type, medications, and treating doctors contact information may be added but are not mandatory.
  - For FAQs or to register, visit the following link – (<https://camdencountypros.org/community-page/41>)
- D. If any of the information on the registration changes, they are encouraged to inform BTPD as soon as possible.

#### **IV. Supervisor Responsibilities**

- A. Upon completion of the (SNR) Form submitted by an officer, the Shift Supervisor shall review the application for completeness and shall submit the form to the Community Affairs Lieutenant with a current photograph of the registrant.
- B. The Community Affairs Bureau Lieutenant will ensure the (SNR) is entered into the (SNR) registry and the hard copy form is filed within the Community Affairs Office. The Community Affairs Lieutenant shall ensure the following entries are completed as soon as possible, but no longer than 2 business days of receipt by a member of the Berlin Township Police Department.
1. Community Affairs Lieutenant or designee strikes a case number for "Other Non-Criminal".
  2. Place Registrant information in the names file.
  3. Create a Flag file for the registrant, adding any pertinent information that will help officers when responding to a call for services with the individual such as terms or actions that will generate a positive response and negative response. (Example: Subject is diagnosed with Alzheimer is combative with spouse at times or Subject is diagnosed with Autism and gravitates to areas with water.)
  4. Place all emergency contacts in the name files for the registrant.

5. Scan the SNR Packet into the case file.
6. Scan the photo of the registrant into the case file.
7. Update the Bulletin Board on Infoshare to display the registrant information.
8. Write the case number on top of the SNR Packet.
9. File the SNR hard copy in the Community Affairs Office.

**V. Access to the (SNR) Registry**

- A. When someone registers on the SNR Website, an e-mail notification is automatically sent to the Community Affairs Bureau Lieutenant. All information obtained during the registration on the OPS Network should be readily available to the dispatcher. This information would include a photograph of the individual, medical diagnosis, and any known calming methods. During an emergency, when an individual has been properly registered and flagged in the agency CAD system, an SNR Alert will be visible to dispatch if there is a 911 call at either the registrant's address or if their name is associated with the emergency call.
- B. The SNR Registry information can also be accessed through Infoshare's Records Management System's (RMS) bulletin screen.
  1. The SNR registry will be listed as "SNR Quick Reference Guide" on the bulletin screen.
  2. Research the registrant's name on the guide and record the case number.
  3. Enter that case number through RMS and the registrant's SNR information will be listed for review under "Document" tab.

**VI. The Role of the SNR Liaison (Community Affairs Bureau Lieutenant) and Backup Liaison (Community Affairs Bureau Sergeant)**

- A. The SNR Liaisons are key to the success of this program. The SNR Liaisons are the bridge between a person or their loved one with special needs and our agency. The SNR Liaisons provide an invaluable service by giving peace of mind that first responders can deliver the appropriate help in an emergency situation.
- B. Community Affairs Bureau Lieutenant Responsibilities:
  1. The Community Affairs Bureau Lieutenant must review each registrant's application and verify the information provided. For example, did the registrant's picture upload properly, and did they fill in all the required fields?
  2. Any changes that need to be made to the registration should be documented in the "additional information" section of the registration form. The original registration should not be altered. Once the registrant's information is confirmed to be accurate, a note should be added to the OPS Network entry, and it should be marked as recorded. If an agency receives registration for a jurisdiction other than their own, it should be shared, via the OPS Network, with that agency on the network so they can add it to their CAD System.

3. The Community Affairs Bureau Lieutenant must flag our registrants in our CAD System within two business days.
4. The Community Affairs Bureau Lieutenant shall apprise the CCPO Special Needs Team of any technical issues, concerns, or questions that registrants may have about the registry.
5. The Community Affairs Bureau Lieutenant shall advise the CCPO Special Needs Team of any emergency situations where the SNR assisted in a positive outcome or if a specific situation raised concerns that should be addressed to improve the current SNR program.
6. The Community Affairs Bureau Lieutenant or his/her designee shall call the registrant or visit the registrant's residence to get to know their registrants and their respective concerns.
7. The Community Affairs Bureau Lieutenant will ensure that organizations that provide services to the special needs community in our jurisdiction are aware of the registry and its availability. This can be accomplished by having a "registration" event and speaking to school administrators, guidance counselors, and social service organizations working with our community's special needs populations.
8. The Community Affairs Bureau Lieutenant shall maintain in Infoshare a (SNR) database that would allow communication regarding any registration changes, updated photos, or updated medical information on an annual basis.

#### **VII. Special Needs Registry Annual Update and Review**

- A. The (SNR) Registry will be updated and reviewed annually by the Community Affairs Bureau Lieutenant or his/her designee.
  1. The Community Affairs Bureau Lieutenant or his/her designee will contact each registrant to verify their current status as a (SNR) registrant and inquire if any changes will need to be made to their current registration.
- B. Update the registrant's photograph as needed.

#### **VIII. Appendix**

APPENDIX A - Berlin Township Police SNR Pocket Card



**Berlin Township Police Department**

**Special Needs Registry**

**Appendix A**

**Berlin Township Police Department – Special Needs Registry Pocket  
Card**