



# Policy 718

Subject

## SENIOR/VULNERABLE CITIZEN DATABASE

Date Published

10 August 2016

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1 of 4

*By Order of the Police Commissioner*

### POLICY

1. **Citizen Safety.** It is the policy of the Baltimore Police Department (BPD) to ensure that all citizens residing in Baltimore City are provided with the utmost protection to pursue their daily lives confidently. All members of the BPD are available to provide support and assistance when needed. This especially applies to the safety, security, health and welfare of our senior and vulnerable citizens.
2. **Database.** The BPD maintains a readily accessible database of senior and vulnerable citizens who reside in Baltimore City. This database, called the Senior/Vulnerable Citizen Database, provides members with the locations where senior/vulnerable citizens reside and significant information relating to health and quality of life issues. The Senior/Vulnerable Citizen Database is available to members with “read only” access. The information contained in the Senior/Vulnerable Citizen Database is confidential and is for BPD use only. In addition, each resident registered with the Senior/Vulnerable Citizen Database will be given an individually numbered identification (ID) bracelet.

### REQUIRED ACTION

#### **Senior Citizen Liaison Unit**

1. Coordinate with the Commission on Aging and Retirement Education on the distribution of the Senior/Vulnerable Citizen Information Form, Form 319 (Appendix A), and the ID bracelet.
2. Recruit and schedule civilian volunteers:
  - 2.1. To gather data for the Senior/Vulnerable Citizen Information Form.
  - 2.2. To enter and update the Senior/Vulnerable Citizen Database at all Districts.
3. When a Senior/Vulnerable Citizen Information Form has been entered in the database, destroy the form.

NOTE: The information contained on the Senior/Vulnerable Citizen Information Form and in the Senior/Vulnerable Citizen Database is confidential. (Information should be released only to authorized personnel.)

#### **Member/Supervisor**

1. When requested, assist the Senior Citizen Liaison Unit in gathering the information for the

Senior/Vulnerable Citizen Information Form.

2. Contact your Shift Commander for issuance of the ID bracelet, and give the bracelet to the registered citizen. Ensure the bracelet's numerical identifier is entered on the Senior/Vulnerable Citizen Information Form.
3. Submit all completed forms to the Administrative Sergeant/Lieutenants.
4. Make periodic checks of all senior citizens in your assigned patrol area, especially during times of extreme weather conditions and/or unusual occurrences in their immediate neighborhood.
5. When a call for service or an investigation requires pertinent information from the database:
  - 5.1. Contact the Supervisor, Communications Section, to obtain the information; or
  - 5.2. Utilize mobile workstations to obtain the information.

#### **Shift Commander**

When a member requests an ID bracelet, review the form. Upon approval of the form, give the bracelet to the member or the registered citizen.

#### **District Administrative Lieutenant/Sergeant**

1. Ensure all submitted Senior/Vulnerable Citizen Information Forms are completed to include post and District.
2. Coordinate with the Senior Citizen Liaison Unit and civilian volunteers for data entry.
3. Forward Senior/Vulnerable Citizen Information Forms that have been entered into the database to the Senior Citizen Liaison Unit.

#### **Communications Unit**

1. When the Computer Aided Dispatch (CAD) system flags a location where a senior citizen has registered with the Senior/Vulnerable Citizen Database, notify responding unit(s).
2. When a member requests information that may be in the Senior/Vulnerable Citizen Database, the Supervisor, Communications Unit, will (be authorized to) access the complete file via the Senior/Vulnerable Citizen Database.

**NOTE:** The information contained in the Senior/Vulnerable Citizen Resource Database is confidential and is for departmental use only. Authority to review the information will be restricted to members designated by the Commanding Officer, Communications Section.

**APPENDIX**

A. Senior Citizen Information Form 319

**RESCISSION**

Remove and destroy/recycle General Order G-18, Senior/Vulnerable Citizen Database, dated 27 March 2006.

**COMMUNICATION OF POLICY**

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

**APPENDIX A**

Senior Citizen Information Form 319

Senior/Vulnerable Citizen Database Information Collection Form Form 319/05	<b>POLICE DEPARTMENT                  BALTIMORE, MARYLAND</b>																		
<b>SENIOR/VULNERABLE CITIZEN INFORMATION FORM</b>																			
<input type="checkbox"/> New Enrollment <input type="checkbox"/> Update File <input type="checkbox"/> Refusal                    Date _____																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"><b><u>PERSONAL INFORMATION</u></b></td> <td style="width: 40%; text-align: center; padding: 5px;"> <b>ID Bracelet Number</b>  <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">                     Name _____ Date Of Birth _____                 </td> </tr> <tr> <td colspan="2" style="padding: 5px;">                     Address _____ Apt. # _____ Age _____                 </td> </tr> <tr> <td colspan="2" style="padding: 5px;">                     City _____ State _____ Zip Code _____                 </td> </tr> <tr> <td colspan="2" style="padding: 5px;">                     Home Phone _____ Other Phone _____                 </td> </tr> <tr> <td colspan="2" style="padding: 5px;">                     Medical Alerts: _____                      _____                      _____                 </td> </tr> </table>		<b><u>PERSONAL INFORMATION</u></b>	<b>ID Bracelet Number</b> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							Name _____ Date Of Birth _____		Address _____ Apt. # _____ Age _____		City _____ State _____ Zip Code _____		Home Phone _____ Other Phone _____		Medical Alerts: _____ _____ _____	
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