

# CAMDEN COUNTY POLICE DEPARTMENT



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**ORDER TYPE: STANDARD OPERATING  
PROCEDURE**

**SUBJECT: CAMDEN COUNTY SPECIAL NEEDS REGISTRY  
PROGRAM**

**EFFECTIVE DATE:**

**07/12/2023**

**ACCREDITATION  
STANDARDS:**

**N/A (LE)**

**REVISION DATE**

**12/23/2024**

**PAGE REVISIONS**

**REFORMATTED**

**BY THE ORDER OF:**

**Chief Gabriel Rodriguez**

**SUPERSEDES DIRECTIVE:**

**PURPOSE:** The purpose of this directive is to maintain procedures for implementing and maintaining our Department's involvement with the Camden County Special Needs Registry.

**POLICY:** It is the policy of the Camden County Police Department to participate in and use the Camden County Special Needs Registry to better serve the community and citizens we are entrusted with protecting.

## PROCEDURE:

### I. GENERAL INFORMATION

- A. The [Camden County Special Needs Registry](#) is a no-cost, voluntary service that is open to all persons with special needs who live, work, or attend school in Camden County.
- B. The Special Needs Registry was created to help police officers and other first responders assist our residents who may need additional or special assistance in the event of an emergency.
- C. The Special Needs Registry will ensure that those first on scene have vital information readily available about a participant's physical or mental impairment, emergency contact information, a physical description, a current photograph, and any known calming methods.

### II. DEFINING SPECIAL NEEDS

- 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. For purposes of the SNR, examples of special needs include, but are not limited to:
  - 1. Mental Health Issues,
  - 2. Mobility Issues (wheelchairs, power chairs, walkers),
  - 3. Dementia or Alzheimer's Disease,
  - 4. Cognitive Impairments,
  - 5. Autism,
  - 6. Oxygen Dependency,
  - 7. Hearing, Vision, or Speech Deficits,
  - 8. Post-Traumatic Stress Disorder,
  - 9. Dialysis Dependent,
  - 10. Paralysis/Stroke Patients,
  - 11. Developmental/Intellectual Disabilities, and
  - 12. Life Threatening Allergies.
- B. Appointment of Department's Special Needs Registry Liaison
  - 1. The Chief of police will appoint one or more Officers and/or Employees as the Department's Special Needs Registry Liaison.
- C. Role of a Special Needs Registry Liaison

1. The Special Needs Registry Liaison is key to the success of this program. The Special Needs Registry Liaison is the bridge between individuals with special needs/ their family members and your agency. The Special Needs Registry Liaison provides an invaluable service by giving peace of mind that first responders can provide emergency services that take into account the participant's special needs.
2. The Special Needs Registry Liaison must review each participant's application and verify the information provided. For example, did the participant's picture upload properly, and did they fill in all of the required fields? The Special Needs Registry Liaison should consider calling the participant or visiting the participant's residence to get to know the participant and their respective concerns. Changes that need to be made to the registration should be documented in the "additional information" section of the registration form. The original form should not be altered. Once the participant's information is confirmed to be accurate, a note should be added to the OPS Network entry and marked as recorded. If a Special Needs Registry Liaison receives a registration for a jurisdiction other than their own, it is to be shared via the OPS Network with that other agency on the network so they can add it to their own CAD System.
3. The Special Needs Registry Liaison must flag new participants in the CAD System within two (2) business days.
  - a. It is permissible for a dispatcher or other Employee/Officer to do this, but it must be completed within two (2) business days.
4. The Special Needs Registry Liaison will ensure that organizations that provide services to the special needs community in the City of Camden and Camden County are aware of the registry and its availability.
  - a. This can be accomplished by having a registration event and speaking to school administrators, guidance counselors, and social service organizations who work with our community's special needs populations.
5. The Special Needs Registry Liaison should consider strategies that allow them to stay in touch with the participants.
  - a. For example, establishing a special needs database would allow communication regarding any registration changes, updated photos, or updated medical information on an annual basis.
6. The Special Needs Registry Liaison will apprise the Camden County Prosecutor's Office Special Needs Team of any technical issues, concerns, or questions that participants may have about the registry.
7. The Special Needs Registry Liaison will advise the Camden County Prosecutor's Office Special Needs Team of any emergency situations where the Special Needs Registry assisted in a special needs situation or if a specific situation raised concerns that should be addressed to improve the current Special Needs Registry program.

D. TRAINING

1. Special Needs Registry Liaisons will be trained in the appropriate material in order to perform the program's mission properly and adequately.

2. All new Special Needs Registry Liaisons are required to view the following training video:

<https://onlinepolicingsolutions.com/wp-content/uploads/2020/12/Special-Needs-Video.mp4>

E. Supervision of Special Needs Registry Liaisons

1. Special Needs Registry Liaisons will be supervised by their immediate supervisor unless otherwise directed by the Chief of Police or their designee.

F. Department Website

1. The Department's website will contain contemporary information regarding the Camden County Special Needs Registry program, linked to the current policy through the department's PowerDMS policy system.

<https://camdencountypd.org/ccpd-policies>

2. The following e-mail will be listed on the Camden County Police Department's website under a tab for the Special Needs Registry Program.

[specialneedsregistryliaisons@ccpd.org](mailto:specialneedsregistryliaisons@ccpd.org)

G. Promotion of the Camden County Special Needs Registry

1. The Camden County Special Needs Registry will be promoted on the Camden County Police Department's website under a tab by the same name.
2. It is the responsibility of all Officers and Employees of the Camden County Police Department to promote the Camden County Special Needs Registry program.
3. When an Officer or Employee encounters a potential participant in the program (as identified in Section II.A of this policy), they shall make a referral in writing to a Department-assigned Special Needs Registry Liaison.

H. Special Needs Registry Participant Registration

1. General Registration Methods:

- a. Individuals can [register themselves](#) for the Special Needs Registry or be registered by a caretaker, family member, or loved one.

Self-registration hyperlink:

<https://camdencountypros.org/special-needs-registry>

- b. If someone is registering an adult other than themselves, they must have that person's permission to do so or be the legal guardian of the individual they are registering.

- c. Registration is accomplished through the secure OPS community interface website on the OPS Network.

2. If an individual wishes to register and does not have a computer, smartphone, or tablet, the following alternatives exist:
  - a. The Department's Special Needs Registry Liaison may meet with any participant at the Police Administration Building (PAB) or may visit them with a laptop computer to assist them with their registration.
  - b. The Department's Special Needs Registry Liaison may work with a participant to input details over the phone and submit his/her information on their behalf.
  - c. Registration may be completed at a local library or a social services office that provides public internet access if the participant feels more comfortable.
  - d. The Department's Special Needs Registry Liaison may provide participants with a form detailing the registration information needed, and once the participant fills out the form by hand and returns it to the Special Needs Registry Liaison or another Department member who will turn it over to the Special Needs Registry Liaison who will then input the information on the Special Needs Registry Liaison website.

3. Post Registration

- a. When someone registers on the Special Needs Registry Website, an e-mail notification is automatically sent to the Special Needs Registry Liaison in the municipality where the participant resides.
- b. All information obtained during the registration on the OPS Network should be readily available to a dispatcher.
- c. This information should include a photograph of the individual, medical diagnosis, and any known calming methods.
- d. During an emergency, when a participant has been properly registered and flagged in the Department's CAD system, a Special Needs Registry Alert will be visible to dispatch if there is a call for service at either 1) the participant's address or 2) the participant's name is associated with the emergency call.

- I. Special Needs Registry Required Information

1. The information required for the registry includes the following:
  - a. Name,
  - b. Address,
  - c. Date of birth,
  - d. Height,
  - e. Weight,
  - f. Emergency contact information,

- g. Details regarding their special needs,
- h. A recent photo of the participant,
- i. Any known calming methods, and
- j. Medical information such as blood type, medications, and treating doctor's contact information may be provided but are not mandatory.

J. Operational Use of the Camden County Special Needs Registry Program

- 1. All Officers are required to use the Camden County Special Needs Registry Program as needed in the performance of their duties. Officers are strongly encouraged to check with dispatch on names and locations to verify if either is currently in the Camden County Special Needs Registry Program. If a person is a current participant of the Camden County Special Needs Registry Program, the Officer should follow the directions containing the specific information about the participant and interact with them based upon their training and experience. Preservation of life is the most important mission for Camden County Officers. Therefore, it is critical that all Officers and Employees utilize the Camden County Special Needs Registry Program to the full extent possible.

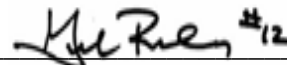
**OTHER PROVISIONS**

All personnel are responsible for adhering to the requirements of this written Directive until rescinded or amended by written order of the Chief of Police. Employees have an ongoing and continuous responsibility to seek guidance and verify their understanding of this and all directives, including orders, policies, procedures, and rules. This Directive shall take effect 12/23/2024 and remain in force and effect unless and until it is repealed, amended, or superseded by Order of the Chief of Police. All directives not expressly altered by this order remain in full force and effect.

The provisions of this Directive shall be severable. If any phrase, clause, sentence, or provision of this Directive is declared by a court of competent jurisdiction to be invalid, the remainder of the Directive shall not be affected.

Non-enforceability by third parties. This Directive is issued pursuant to the Chief of Police's authority to ensure the uniform and efficient enforcement of the laws and administration of criminal justice by department members. This Directive imposes limitations that may be more restrictive than the limitations imposed under the United States and New Jersey Constitutions, as well as federal and state statutes and regulations. Nothing in this Directive shall be construed in any way to create any substantive right that may be enforced by any third party.

By Order of



Chief Gabriel Rodriguez # 12  
Chief of the Department

Attest:



Michael Shomo # 149  
Assistant Chief