



APPENDIX 41 – L

PROJECT LIFESAVER PROGRAM

UPDATED 09/03/2025

I. Purpose

The purpose of this document is to describe the organization and scope of the New Castle County Police Department's Project Lifesaver Program. The purpose of Project Lifesaver is to use state-of-the art technology, in coordination with existing public safety operations, to support emergency response efforts for locating missing persons suffering from Alzheimer's disease, dementia, autism, Down syndrome, or other related cognitive disorders.

II. Policy

- A. It is the policy of the New Castle County Police Department that the Project Lifesaver Program is an officially endorsed function of this agency. All personnel on the Project Lifesaver Team will be trained in the use of the locator systems equipment, installation and maintenance of client transmitter equipment, and response/search procedures. Team members or the client's legal and capable caregiver will conduct maintenance checks of transmitters that have been issued to clients every **60** days. Caregivers must contact a team member via email after conducting a maintenance check. Team members will respond to search & rescue callouts or dispatches for clients of the program.

III. Procedures

- A. Organization of the Project Lifesaver Program
 - 1. The Community Services Unit Supervisor will be the Primary Project Lifesaver Coordinator along with two co-coordinators. The Primary Coordinator or their designee will organize all Project Lifesaver responses, training, and staffing.
 - 2. The Project Lifesaver Coordinator will appoint one co-coordinator to be the Administrative Coordinator. They will be responsible for the day-to-day operations and coordination of the Project Lifesaver Program.
 - 3. The Project Lifesaver Coordinator will appoint one co-coordinator to be the Training Coordinator. They will be responsible for initial training of new members, bi-annual training for existing members, and familiarization training for recruits in the police academy.
 - 4. The coordinator or designee will maintain a database for all clients and caregivers and disseminate this information to all team members in a timely and efficient manner. In addition, the coordinator or designee will maintain statistics and provide reports for all Project Lifesaver activities.
 - 5. The coordinator or designee will ensure that new and/or replacement equipment is ordered as needed and that all team equipment is kept in proper working order.

6. The coordinator will develop and advance good relationships with surrounding jurisdictions to ensure cooperation between our agencies. This may include search and rescue training exercises with other Project Lifesaver Teams or training with search and rescue units in other jurisdictions.
7. The Project Lifesaver team members will be sworn New Castle County Police Department Officers, civilian employees or agency approved volunteers.
8. Team members (officers) are responsible for installation of battery replacements or other equipment, and other administrative support functions; however, a client's caregiver can also replace batteries.
9. Team members that are on duty will respond to missing person calls to assist with the search, recovery, and safe return of clients. Off duty team members may be called if additional team members are needed.
10. The initial LEISS report shall be completed by the Patrol Section.
 - a. All assisting units shall complete a supplemental report documenting their efforts.

B. Client Selection and System Setup

1. All potential clients/caregivers who contact the New Castle County Police Department will be directed to the project coordinator's office.
2. The coordinator will determine the capacity of the Project Lifesaver Program and will create a waiting list for future clients based upon a first-come, first-served basis.
3. The caregiver will be sent the Project Lifesaver application and caregiver contract and will be required to read and complete both documents.
4. Eligibility for enrollment in this program requires a physician's diagnosis of a progressive brain disorder, cognitive decline, dementia-related conditions (including Alzheimer's disease), autism, Down syndrome, or another related cognitive or developmental disorder.
5. The coordinator or designee will respond to the client/caregiver's residence and provide an overview of Project Lifesaver. A photograph of the client will be taken, and client information will be documented during this visit.
6. The wristband containing the transmitter will then be applied to the client after a designee ensures that the transmitter has received a unique frequency number. The caregiver will then be briefed concerning handling and care of the equipment.
7. Before leaving the area, the coordinator or designee will test the equipment to ensure that a signal is received from the transmitter and that he/she records the best frequency.
8. Upon returning to headquarters, the coordinator will update client/caregiver information in the database and make the necessary copies for the files. A premise history will be completed with the client's name and address. In the comments section information about the client being a member should be noted as well as the frequency number for the client's wristband for tracking purposes.
9. Equipment shall not be placed on a client without the consent of a legally responsible party.

10. A client can be removed from the program if the caregiver violates any terms of the caregiver's contract (refer to the contract for terms).

IV. Training

- A. All The Project Lifesaver Coordinator will provide familiarization training to the recruits during the police academy.
- B. All training records will be maintained in the project coordinator's office with copies forwarded to the Professional Development Unit for filing.

V. Equipment Maintenance

- A. All Project Lifesaver equipment is to be checked monthly.
- B. All wrist transmitter batteries will be changed approximately every **45** days but not more than **60** days, from the date of installation.
- C. The LSI Osprey receiver batteries will be checked and changed as needed.
- D. Equipment will be stored in the Arms room and the Community Services Unit office to ensure 24-hour accessibility. The Arms room access protocol will be followed when retrieving equipment.
- E. The Project Lifesaver Administrative Coordinator will maintain an equipment/maintenance log.

VI. After-Action Report

- A. An After-Action report will include a division memorandum when a search is conducted for a client in this program. A patrol supervisor involved in the search for the client will write the memorandum and direct it to the project coordinator.
 1. If the client is assigned to one of the search team members, that team member will draft the memorandum.
 2. At a minimum, the memorandum will include the following information:
 - a. A copy of all incident reports related to the investigation.
 - b. The duration of the search.
 - c. The area covered during the search.
 - d. Any overtime used for the search.
 - e. Identification of all personnel and assets utilized for the search.
 - f. Identification of all personnel and assets called out for the search.
 - g. A summary of the results; was the missing person located, what was their condition, etc.