

TRAINING TASK: KETTERING SAFE SENIORS PROGRAM (KSSP)

TASK # 37

Purpose

For the officer to familiarize themselves to the structure of KSSP
Recognition of KSSP participants and usage

Preceding Task:

Emotionally Disturbed people and Elderly Abuse
Communications/CAD

I. Statute and City Ordinances

None

II. Policy and Procedure

A. G.O. 41.2.8 Kettering Safe Senior Program

III. Operational Procedure

- A. Criteria for Program
 - 1. Kettering Resident of any age with Dementia or Alzheimer's
 - 2. 60 yrs of age or older with medical condition(s) that could render them incapacitated
 - 3. Juvenile or Adult that has a developmental disorder ie Down Syndrome, Autism, etc
 - 4. Case by Case exceptions can be granted by the KSSP Administrator
- B. Recognition of KSSP Household and/or Participants
 - 1. Dispatch
 - a. KSSP households have Address Advisories in CAD
 - b. Dispatch should alert the officer of the advisory prior to their arrival if it pertains to the type of call dispatched
 - 2. KSSP Decal
 - a. Each KSSP household has a Decal marking the house, Apt., and/or vehicle. The decal has the participant's KSSP

- Number. The number can be used to find the participant's "file for life" located in Alchemy
 - b. The Decal is usually located on a front window or door
 - c. The Decal is used as a back-up plan in case our Database is out of service or a power outage
 - 3. KSSP Medical ID Bracelet
 - a. Certain KSSP Participants are given an ID bracelet (potential wanderers)
 - b. ID bracelet only identifies the participant by their KSSP Number
 - c. Dispatch can access the KSSP Database from the number for Emergency Contact and other pertinent information
- C. Lockbox Procedures
 - 1. Address Advisory in CAD
 - a. The address advisory will advise dispatch if a KSSP Lockbox is on scene. The advisory will not point out the location or the combination. That is accessed through the database in Alchemy AKA "File of Life"
 - 2. Emergency Entry
 - a. If an entry is needed into the KSSP participant's residence the officer or KFD personnel can request Dispatch to enter database to retrieve the location and combination for the lock box. **THIS IS NOT TO BE TRANSMITTED OVER THE RADIO.** Dispatch will give out the information only over the phone or MDT.
 - b. Officers and KFD Personnel are allowed to force entry into a KSSP home if faster action is needed to give medical attention.
 - c. The lockbox is NOT to be used as a lock out tool. The KSSP participant and family have been made aware of this rule when they signed up for the program
 - d. The officer is responsible for the security of the residence and the lockbox
 - e. After the key has been used it is to be returned to the lockbox and the officer will email the KSSP Administrator advising of the incident. The Administrator will then change the combination of the lockbox immediately to reduce the claims of theft

IV. Administrative Procedure

- A. Reports
 - 1. A memo will be completed by an officer anytime the database is accessed to ascertain any information (ie lockbox, emergency contact address, etc)

2. The KSSP participant will be listed as the complainant/reportee

B. Referrals

1. Officers can email or copy an FI Card w/ story to the KSSP Administrator if they feel like the citizen would benefit from the KSSP.
2. Officers can also contact the City of Kettering Senior Services Coordinator, Vickie Carraher with the citizen's information
3. If the officer believes the person suffers from Dementia an attempt should be made to get other family member's information

I acknowledge that I received training in the skills and knowledge necessary to perform in the above Training/Task Topics, and I am able to perform at an acceptable level.

Probationary Officer Date

Supervisor Date

FTO Date