

## SOP #207 Handle With Care Program

<b>MIDDLE TOWNSHIP POLICE DEPARTMENT</b>			
<i>Standard Operating Procedure</i>			
SOP # 207	# OF PAGES: 2		
<b>SUBJECT: Handle With Care Program</b>			
EFFECTIVE DATE: September 1, 2018	ACCREDITATION STANDARDS: None	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Christopher Leusner			
SUPERCEDES ORDER #: None- New Policy			

### I. Purpose:

To enhance awareness of the significant risks to children exposed to traumatic events and establish a protocol for communication through a partnership with school districts to reduce the impact of these traumatic experiences.

### II. Policy

The Middle Township Police Department recognizes the significant impact traumatic events can have on our juveniles. Many times when officers come in contact with a juvenile during a traumatic event, there are limited options for the officers to assist that juvenile. If a juvenile is exposed to a traumatic event, he might not be able to comply with school's requirement the following day or longer. Through no fault of their own, the teachers or school administration might compound the trauma by disciplining the child (ex. homework not done, absent-minded in class, or acting out).

Now through a partnership with the school district, this Department, by instituting the program "Handle with Care", we will be able to provide support to those juveniles exposed to any traumatic event. The following policy will bridge the gap between the juvenile's out of school and in school life and will provide for an opportunity to receive additional support from school.

## SOP #207 Handle With Care Program

### III. Procedures:

- A. An officer, upon having contact with any juvenile who was victim or witness or otherwise involved in any traumatic event shall do the following:
  1. The officer shall be guided by SOP#206 Trauma Responsive Policing in all interactions with the juvenile/child.
  2. The officer shall obtain the following information:
    - a. Name
    - b. Age
    - c. School
    - d. Relationship to involved parties
  3. Upon completion of the call for service, the officer should document the call for service with all necessary reports.
  4. The officer should then ensure that all reports, a copy of the finalized CAD entry and the Middle Township Police Department **“Handle with Care Notice”** are completed and forwarded to the Patrol Lieutenant, the Special Services Sergeant and all School Resource Officers. This shall be done before the end of the officer’s shift, or before 7am of the following day, whichever comes first.
  5. Contact will be made by the Special Services Sergeant or his designee with school Principal or Vice Principal prior to the arrival of the child to school. The “Handle with Care” notification will be forwarded to the school with the child’s name and the simple message “Handle with Care”. See Notice attached to this policy.
    - a. If the child attends a school outside of Middle Township, contact will be made with the Police Department in which the child’s school is located.
    - b. All information will be relayed to that Police Department (SRO if applicable), as well as the reason for the notification and explanation of our “Handle with Care” Program.
  6. A follow up will be conducted by the Special Services Unit within one week to check the outcome of the referral and document it in the CAD entry.
  7. Referral Tracking will be kept by the Special Services Unit to include the following:
    - a. Child’s Name and age
    - b. School
    - c. Date
    - d. Case Number
    - e. Outcome
  8. The Special Services Unit Sergeant will ensure training with the school officials and provide a copy of this policy at the beginning of every school year.