



## **YORKVILLE POLICE DEPARTMENT**

### **315 – Citizen At Risk C.A.R Program**

**SUBJECT:** Citizen At Risk C.A.R. Program  
**EFFECTIVE DATE:** May 11, 2020  
**DISTRIBUTION:** All Personnel  
**REVIEW DATE:** May 11, 2020

**Purpose:** The purpose of this General Order is to provide guidelines and procedures governing the Citizens at Risk Program in order to provide the citizens of Yorkville who may be at greater risk of becoming confused, disoriented, lost or missing a voluntary program designed to assist in their safe return.

**Policy:** It shall be the policy of the Yorkville Police Department to establish guidelines and procedures for the dissemination and management of information pertaining to at risk residents enrolled in the Yorkville Police Department Citizens at Risk Program (C.A.R).

This Policy shall be comprised of the following sections:

- I. Definitions**
- II. Procedures**
- III. Attachments**
- IV. Compliance**
- V. Effective Date**

#### **I. Definitions**

##### C.A.R- Citizens at Risk

The Citizens at Risk (C.A.R) Program will be open to all residents of Yorkville, including school district #115 students. This is a voluntary, proactive, assistance program intended to identify residents that may become confused, disorientated, missing or lost. C.A.R is designed to assist officers in gathering first hand information for quicker dissemination to other officers, as well as other police departments, for citizens with special needs or care. C.A.R will allow parents, children of senior parents, or seniors of sound mind to register with the Yorkville Police Department creating a record for that person in the event that person is lost, missing and could be in danger or easy prey for criminals due to special needs.

#### **II. Procedures:**

- A. The initial C.A.R. application will be readily accessible at the Yorkville Police Department. It also can be mailed to any person interested in the program. Once completed and received at the department, the application will be reviewed by department personnel to ensure proper follow-up.
- B. After receiving the completed initial application, an Officer will contact the party responsible for the application to schedule a meeting, during which:
  - 1. Additional information will be added to the intital application.

2. A serialized C.A.R bracelet will be issued, and the serial number will be recorded on the initial application and associated paperwork.
  3. A picture of the at-risk resident, their name, date of birth, physical description, serialized bracelet number and other pertinent information will be collected to be maintained in an in-house computer system.
- C. The Records division will maintain C.A.R files. The completed application and associated paperwork will be on file until such time as participation is no longer requested. After receiving notification of non-participation, the serialized bracelet will be returned. Participants, or their responsible party, will be required to provide the department with updated information regarding the at-risk resident.
- D. The Missing Person policy guidelines and procedures will be followed for all reported missing persons. The C.A.R. program is to be utilized as a tool to assist if possible.
1. In the event the at-risk resident is missing, the reporting party will advise the responding officer about participation in C.A.R and the corresponding serial number from the identification bracelet.
  2. The department shall be authorized to release information contained in the application to other law enforcement agencies and emergency medical service agencies.
  3. If a call is received by the Yorkville Police Department indicating a C.A.R. participant is missing from another jurisdiction and that appropriate jurisdiction has not been already notified, department members will obtain all pertinent information and notify the appropriate jurisdiction.
- E. Utilization of the Reverse 911, Amber Alert, or A Child Is Missing systems may be implemented if deemed necessary and authorized by shift supervisor.

### **III. Attachments**

Attachment A: C.A.R. Registration Form  
Attachment B: C.A.R. Release (self)  
Attachment C: C.A.R. Release (other)

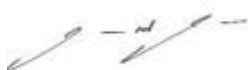
### **IV. Compliance**

It is the responsibility of all Officers, Supervisors, and Administrative Personnel to comply with all sections of this directive. This Policy supersedes all previous written and unwritten policies and procedures of the Yorkville Police Department on the above subject.

### **V. Effective Date**

This Policy shall be effective as of: **May 11, 2020**

By order of,



James Jensen  
Chief of Police