



<h1>NORTH PORT FIRE RESCUE</h1>		
<h2>STANDARD OPERATING GUIDELINE</h2> <h3>154 SPECIAL NEEDS ASSESSMENT PROGRAM (SNAP)</h3>		
Effective Date: May 16, 2023	Revision Date: NEW	Reference: NPPD 900.19
Scott Titus, Fire Chief 		

I. PURPOSE

To establish guidelines and an overview of the Special Needs Assessment Program. This program is a partnership between parents, caregivers, North Port Police Department (NPPD) and North Port Fire Rescue (NPFR) to ensure safety and education when dealing with community members who have cognitive disabilities.

The Special Needs Assessment Program (SNAP) is an outreach program that will allow NPPD and NPFR to better serve those in our community that have a myriad of cognitive disabilities. Through this program, a protected database will be maintained that provides information to help our departments respond appropriately to assist community members with disabilities.

II. DEFINITIONS

Autism – or autism spectrum disorder (ASD), refers to a broad range of conditions characterized by challenges with social skills, repetitive behaviors, speech, and nonverbal communication.

Cognitive Impairment – is when a person has trouble remembering, learning new things, concentrating, or making decisions that affect their everyday life.

Special Needs – any of various difficulties such as a physical, emotional, behavioral, or learning disability or impairment that causes an individual to require additional or specialized services or accommodations.

III. PROCEDURES

A. ELIGIBILITY - Individuals who meet the following criteria, can participate in the North Port Police Department Special Needs Assessment Program:

1. Current resident of the City of North Port or qualifying occupant; and
2. Individual identifies as special needs due to any of the below conditions:
 - a. Autism;
 - b. Blind;
 - c. Deaf;
 - d. Non-verbal;
 - e. Intellectual disability;
 - f. Prone to seizures;
 - g. Dementia; or
 - h. Any other cognitive impairment.

B. REGISTRATION PROCESS – Individuals who are interested in being placed on the NPPD Special Needs Assessment Program database should complete the application form electronically on the North Port Police Department Special Needs Program webpage. The form is also available to be filled out manually, or via email.

1. The form should be filled out with the information about the person with special needs.
2. Once the entire form is completed, the individual completing the form will click the submit information button.
3. The information will be kept confidential and made available only to law enforcement entities.

C. APPROVAL PROCESS

1. Upon submission of the Special Needs Program application form via the Police Department webpage, the form will be sent directly to NPPD's Community Policing Unit (CP) and reviewed for further processing by the CP Sergeant.
2. If the request meets the eligibility requirements for participation in the program, the CP Sergeant will complete a name flag for the individual and email it to records for entry into the Records Management System and CAD. The submitted form will be attached to the person's name record in RMS and able to be accessed by NPPD officers responding to the listed residence. The CP Sergeant shall ensure that the appropriate decal(s) are given to the requester.
3. If the request does not meet the eligibility criteria, the sergeant will contact the requestor or guardian and advise as to the reason for denial.
4. It will be the responsibility of the CP Sergeant to maintain all application forms and keep the Special Needs Assessment Program database current.

D. ANNUAL RENEWAL REQUIREMENT

1. Each accepted form will be good for 1 year.
2. It will be the responsibility of the parent or caregiver to renew any participating members each year.
3. Any changes to the participating members can be emailed to the Community Policing email group.

E. DECALS

1. All participants of this program will be provided with decals to be placed on their vehicles and residence to signify to a responding NPFR and/or NPPD officer that the vehicle or residence they are responding to may involve a person with special needs.


2. The decal should be placed on the front door, or nearest window to the entrance of the residence and should be easily visible. On any conveyance, the decal can be displayed anywhere that is not inconspicuous.
3. Additional decals can be provided as needed.

F. RESPONSIBILITIES

1. NPPD officers will be responsible for ensuring that information received by RMS and CAD is kept confidential unless communicating any of the information with other law enforcement and fire department entities.
2. NPPD officers responding to a residence, regardless of a RMS or CAD premise alert, should make it a practice to check for the program's decal on the front door or nearest window prior to making contact with any of the occupants.
3. All registered participants will be maintained on a database located within the RMS. NPPD officers responding to an address that contains a premise flag for SNAP shall utilize the database for more detailed information about the registered participant prior to making contact if time permits based on the level of response necessary. In situations where an NPPD officer does not have the ability to review the database the NPPD officer shall request for telecommunications personnel to review the database and communicate any pertinent information.
4. All individuals shall be treated with dignity and with respect for their individual needs and/or differences.
5. All NPPD officers shall receive annual training on Autism in accordance with FDLE standards.

SPECIAL NEEDS ASSESSMENT PROGRAM DECALS

Each 3” x 3” color-coded decal shall be printed upon a reflective backing to ensure maximum visibility by first responders.




EMERGENCY RESPONDERS

**AN OCCUPANT MAY BE
DIABETIC
MAY NOT RESPOND TO
VERBAL COMMANDS**




EMERGENCY RESPONDERS

**AN OCCUPANT MAY HAVE
AUTISM OR
SPECIAL NEEDS
MAY NOT RESPOND TO
VERBAL COMMANDS**



EMERGENCY RESPONDERS

**AN OCCUPANT MAY HAVE
ALZHEIMER’S OR
DEMENTIA
MAY NOT RESPOND TO
VERBAL COMMANDS**




EMERGENCY RESPONDERS

**AN OCCUPANT MAY HAVE
EPILEPSY OR
SEIZURE DISORDER
MAY NOT RESPOND TO
VERBAL COMMANDS**



EMERGENCY RESPONDERS

**AN OCCUPANT MAY BE
DEAF OR HARD
OF HEARING
MAY NOT RESPOND TO
VERBAL COMMANDS**



EMERGENCY RESPONDERS

**AN OCCUPANT MAY BE A
SPECIAL NEEDS
PROGRAM ENROLLEE
MAY NOT RESPOND TO
VERBAL COMMANDS**