

To: Police Staff
From: Sgt. R. Carlson
RE: Illinois Premise Alert Program Act

9-21-09

During the summer 2009 session of the Illinois legislature the Illinois Premise Alert Act (ILPAA) (PA 96-0788) was passed that requires that Public Safety agencies with CAD programs initiate a Premise Alert Program (PAP) to maintain information on individuals with special needs within their coverage area. This act was signed by Governor Quinn on August 28, 2009.

Agencies are required to publicize the program and accept notifications from the individuals, their families or caregivers. Agencies are then required to be able to identify and be aware of these situations when responding to calls or coming across individuals.

Public Safety agencies are to maintain the database including the name, DOB, phone number, address and employment locations when possible. In addition, agencies should attempt to obtain written permission from an authorized parent or caregiver to enter the information in the database.

Agencies are also supposed to verify the special need, this can be done by statements from the individual, caregivers, family members, friends or medical personnel. The signature on the form should suffice for this.

The act also requires agencies that share CAD systems share the information amongst members of the system. Any information sent to an agency in error is to be forwarded to the proper agency. Information needs to be renewed every two years or when it changes.

Upon coming across a Special Needs person the information retrieved from the CAD system must be relayed to the field personnel by telecommunicators. The information may only be used for legitimate needs and must remain confidential otherwise.

The Township Social Worker should be asked to provide forms to individuals he or she may come across in his or her duties and help facilitate these persons completion of the forms.

The forms should be made available at the Police and Fire stations' lobbies, the Village Hall, the Township offices, the Village website and any other locations deemed suitable.

A Special Needs person may have any conditions that require some sort of added attention or response on the part of the Police or Fire departments or other responders. This could include deafness, blindness, autism, mobility issues, inability to communicate, special medical needs or any condition that may affect the needs of the individual with regards to interactions with First Responders.

Attached please find the:

Draft PAP Notification Form;
Copy of PA 96-0788, The Illinois Premise Alert Program Act;
Set of instructions for Police Department handling of the data and interaction with Special Needs persons.

Illinois Premise Alert Program Instructions:

Below is a list of instructions for Police personnel to comply with this legislation:

When a completed Premise Alert Program Notification form is received by any Village or Township office they should be forwarded to the Police Records Section.

The Police Records Section will have the information entered into the Police CAD System and sign off in the spaces provided. The information will be entered into the Global Jacket entry for the individual if such a Global Jacket exists, otherwise a Global Jacket will be created for the individual. The residence and business addresses of the individual will also be noted with a Location Note pointing to the Global Jacket of the individual.

After entry the Police Records Section will forward a copy of the form to the Fire Department via inter-office mail for their use and entry. If the work or residence address of the person is in another jurisdiction a copy of the form will be sent to that jurisdiction.

If a form is received for a person who does not live or work in the Village it will be forwarded to the proper agency that serves the persons address(s)

The Fire Department will cause the information to be entered into the FD's CAD system and file the copy of the form for the FD's use.

If essential information is not provided by the citizen filing the form the Records Section will attempt to retrieve the information and notate these efforts on the form prior to entry and forwarding to the FD.

The Records Section will file the forms in the appropriate location in Records and on or about the first of each month will check for expiring notifications. The forms will be filed with the newest forms to the rear of the file.

A new form will be mailed to the last known address of the requestor in the month prior to the expiration of the last form filed by the person.

Upon receipt of a renewal or updated form the Records Section will update the CAD entry and forward a copy of the revised form to the FD as listed above.

When a person or an address comes up in CAD during any type of police action the responders will be notified of the existence of a Premise Alert. When the officer is available to receive the information he or she will be provided with the information. If the FD requests the PD check an address or person for Special Needs the information will be provided.

Public Act 096-0788

SB2057 EnrolledLRB096 11315 KTG 21748 b

AN ACT concerning public safety.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Short title.

This Act may be cited as the Illinois Premise Alert Program (PAP) Act.

Section 5. Purpose.

It is the policy of the State of Illinois to ensure that consistently high levels of public safety services are available to all members of the State, including people who may require special consideration in order to access services. This program shall seek to afford people with disabilities or special needs or both the same access to public safety services provided to all citizens. It is the intent of this program to offer guidance and direction to public safety workers in responding to and assisting those people with special needs or disabilities or both with whom they will have contact in the performance of their duties and responsibilities. The ability to effectively deal with special needs individuals is enhanced with knowledge or information. The ability to identify special needs individuals, their places of employment, educational facilities, and residences are valuable resources in instances when or if an emergency response by law enforcement or fire protection personnel or both are needed.

Section 10. Definitions. As used in this Act:

"Disability" means an individual's physical or mental impairment that substantially limits one or more of the major life activities; a record of such impairment; or when the individual is regarded as having such an impairment.

"Special needs individuals" means those individuals who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by individuals generally.

"Public safety agency" means a functional division of a public agency that provides firefighting, police, medical, or other emergency services.

"Computer aided dispatch" or "CAD" means a database maintained by the public safety agency or public safety answering point used in conjunction with 9-1-1 caller data.

"Premise Alert Program" or "PAP" means a computer aided dispatch database of individuals with special needs maintained by public safety agencies.

Section 15. Reporting of Special Needs Individuals.

(a) Public safety agencies shall make reasonable efforts to publicize the Premise Alert Program (PAP) database. Means of publicizing the database include, but are not limited to, pamphlets and websites.

(b) Families, caregivers, or the individuals with disabilities or special needs may contact their local law enforcement agency or fire department or fire protection district.

(c) Public safety workers are to be cognizant of special needs individuals they may come across when they respond to calls. If workers are able to identify individuals who have special needs, they shall try to ascertain as specifically as possible what that special need might be. The public safety worker should attempt to verify the special need as provided in item (2) of subsection (d).

(d) The disabled individual's name, date of birth, phone number, and residential address or place of employment should also be obtained for possible entry into the PAP database.

(1) Whenever possible, it is preferable that written permission is obtained from a parent, guardian, family member, or caregiver of the individual themselves prior to being entered into the PAP database.

(2) No individual may be entered into a PAP database unless the special need has been verified. Acceptable means of verifying a special need for purposes of this program shall include statements by:

- (A) the individual,
- (B) family members,
- (C) friends,
- (D) caregivers, or
- (E) medical personnel familiar with the individual.

(e) For public safety agencies that share the same CAD database, information collected by one agency serviced by the CAD database is to be disseminated to all agencies utilizing that database.

(f) Information received at an incorrect public safety agency shall be accepted and forwarded to the correct agency as soon as possible.

(g) All information entered into the PAP database must be updated every 2 years or when such information changes.

Section 20. Provision of information to the field.

When special needs information comes up in a CAD database, the telecommunicator shall relay that information to responding personnel.

Section 24. Data control.

Any person designated by a public safety agency to control data entered into the PAP database shall develop policies and procedures for the control of such data.

Section 25. Confidentiality.

The information gathered as part of PAP shall remain strictly confidential. The information shall be used only to provide assistance to emergency medical and police responders. No public safety worker shall knowingly violate this confidentiality clause. Citizens who believe their health privacy rights have been violated may file a complaint with the U.S. Department of Health and Human Services (DHHS) via the Office of Civil Rights (OCR).

Section 30. Liability.

Except for willful or wanton misconduct, a public safety agency shall not be subject to civil liabilities for duties relating to the reporting of special needs individuals.

Section 35. Citizen advisory.

Citizens electing to participate in PAP must be advised that the provision of special needs information will not result in preferential treatment.

Section 40. Duration of program.

The establishment and continued existence of PAP shall be based on funding availability.

Section 99. Effective date.

This Act takes effect upon becoming law.

Winnetka Police Department



Premise Alert Program Notification Form

The Illinois Premise Alert Program (Public Act 96-0788) provides for Public Safety Agencies in the State of Illinois to allow people with special needs to provide information to police, fire and EMS personnel to be kept in a database. The information can then be provided to responders dealing with situations involving the Special Needs individuals.

The below information provided by you will be kept confidential and used only to provide Police, Fire and EMS personnel with the information needed to deal with situations or emergencies involving a Special Needs person.

The notification expires 2 (two) years after the date it was submitted. You may update or renew it at any time by filing the form.

Please return the completed for to:

**Winnetka Police Department
Records Section
410 Green Bay Road
Winnetka, IL 60093**

The data is provided by the individual or other person in order to provide responding Police, Fire or EMS personnel information to provide emergency services. The information will be entered into databases maintained by the Police and Fire Departments and may be shared with other police, fire or EMS agencies as needed to provide services to the individual.

The individuals must understand that the information provided here will not result in any type of preferential treatment to the individual and that the Village of Winnetka, its police and fire departments nor any other responding agencies will not be held liable for duties relating to the reporting of special needs individuals.

I also understand that if any of the above information changes I must notify the Winnetka Police Department by filing an amended request form. The information will self expire 2 (two) years from the date received by the Police Department and I must renew the form if I want the information kept in the Police and Fire Databases.

I understand and agree to these terms:

Signature

Print Name

Date Signed

Police & Fire Use Only:

Date received by PD: _____

Date entered into PD CAD _____ Entered by: _____ ID # _____

Date forwarded to FD _____

Date entered into FD CAD _____ Entered by: _____ ID # _____

Special Needs Person information: **New** **Update** **Renewal**

Name _____ Employed by: _____

Home Address _____ Work Address: _____

City _____ State _____ ZIP _____ City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____ Work Phone _____ Other Phone (Type) _____

Date of Birth _____ Sex () M () F Height _____ Weight _____ Eyes _____ Hair _____

Special Needs Information: Please advise nature of Special Needs for this individual:

Please advise what type of precautions Emergency Services personnel should be aware of

Information Provider / Contact persons

This information is being provided by: _____ Or: () The individual named above

Name _____ Relationship to the Special Needs Person _____

Address _____ City _____ State _____ ZIP _____

Home Phone _____ Alternate Phone _____