HANDLE WITH CARE: Department Policy Template

Codified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. PURPOSE
6. The purpose of this policy is to explain the Handle with Care program and outline the process in which the program is to be used.
7. POLICY
8. It is the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and its employees to alert school officials whenever a child has been identified at the scene of a traumatic event, via the Handle with Care program. The program is intended to notify the school that a student has been exposed to a potentially traumatic event in the last 24 hours and may exhibit academic and/or behavioral problems.
9. DEFINITIONS
10. Handle with Care: A county-wide trauma informed response to a child maltreatment and children exposed to violence.
11. Child: Any child under the age of 18, who is currently enrolled in a school which falls in the \_\_\_\_\_\_\_\_\_ Judicial Circuit Court in the County of \_\_\_\_\_\_\_\_\_\_\_.
12. Traumatic Event: A traumatic event can be anything that could detrimentally affect a child’s psyche. Examples of a traumatic event would be the arrest of a family member, witnessing malicious wounding, being exposed to a death, etc.
13. PROCEDURE
14. Reporting Officer
15. The primary officer on a call in which a child has been exposed to a traumatic event is responsible for assessing that child for a Handle with Care report. If it is reasonable to believe that a child was exposed to a traumatic event, the officer will contact\_\_\_\_\_\_\_\_\_\_

and report the child’s name, age and the “Handle with Care” message to the child’s school official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as well as department shift supervisor. This form will be utilized for all children under the age of 18, who are currently enrolled in a school which falls in the \_\_\_\_\_\_\_\_\_ Judicial Circuit Court in the County of \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. The officer will not provide any details on the nature of the call or traumatic event and will only pass the “Handle with Care message to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The officer will document in their report that a Handle with Care notice was sent to the appropriate school representative.
3. The officer will send this Handle with Care message to \_\_\_\_\_\_\_\_\_\_

Regardless of whether the school is currently in session.

1. Supervisor

1. The Shift Supervisor will ensure that the Handle with Care notice has been sent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief of Police/Sheriff