

UPPER MERION TOWNSHIP POLICE DEPARTMENT
POLICY AND PROCEDURE

No. 170

Supersedes: 89-2-54.2.1A

Effective: August 15, 1989

Page: All Section: All

Page: 1 OF 3

Date: August 14, 1989

HOMELESS OR INDIGENT TRANSIENTS

- I. **PURPOSE:** To provide guidelines by which assistance is provided to homeless or indigent transient persons.
- II. **OBJECTIVES:**
- A. To work in cooperation with the Upper Merion Interfaith Council of Churches to provide assistance to homeless or indigent transient persons. Assistance may be offered in the form of shelter, food or transportation needs.
- III. **POLICY:**
- A. Upper Merion Township Police realize the plight of the homeless and indigent transient persons in Upper Merion Township. We also are aware of the limited public and private resources to assist these people. Upper Merion Township Police Department will make every effort in cooperation with the Upper Merion Interfaith Council of Churches, given the limited available resources, to provide assistance to homeless or indigent transients.
- IV. **RESPONSIBILITIES:**
- A. INVESTIGATING OFFICER:
1. Identify the homeless or indigent transient person and provide this information to the dispatcher.
 2. To transport the homeless or indigent person within Upper Merion Township only, as requested by the on-duty pastor.

B. DISPATCHER:

1. Initiate an Event in the CAD System based on information provided by the investigating officer or pastor.
2. Conduct a NCIC/CLEAN and criminal records check on the person.
3. Call the on-duty pastor and relate the circumstances to the pastor. The pastor will determine if aid will be provided and what type of aid.
4. Enter information on the person into the Police Records Management System.

C. RECORDS:

1. Each month, printout all Events relating to homeless or indigent transients and give a copy to the Captain of Police.

V. **PROCEDURES:**

A. The first situation will exist when the initial contact with the homeless or indigent transient is made by the police either during routine patrol or after answering a call for service.

1. The investigating officer will identify the homeless or indigent person and call this information into the dispatcher. An Event will be initiated and the dispatcher will check NCIC/CLEAN and do a criminal records check. Upper Merion Township Police Department Records will also be checked to determine if this person has requested aid in the past.
2. If the person is not wanted, the dispatcher will call the on-duty pastor (information at the Police Communications Center) and inform the pastor of the circumstances. The pastor will make the determination if aid will be provided and what type of aid. The pastor may request the Upper Merion Township Police Department to transport the person to a particular church, to a motel, restaurant, or service station. We will not transport to locations outside of Upper Merion Township.

B. The second situation may occur when the homeless or indigent person makes initial contact with one of the churches in the Council.

1. The pastor will call our dispatcher and provide the identifying information of the person. The dispatcher will initiate an Event and conduct a NCIC/CLEAN check and records check and report the results to the pastor. The pastor will again make the determination whether or not to aid the person, and also may make the same transportation requests. Any additional information should be recorded in the CAD notes.

VI. MISCELLANEOUS INFORMATION:

1. Dispatchers will record all identifying information on the homeless or indigent person in the CAD notes and enter this information into our Police Records Management System.
2. Other information, such as “Transportation to Upper Merion Baptist Church by Officer at the request of Pastor” and the amount of aid provided can be documented in the CAD notes.
3. This program is only for transients in need of temporary short term help. There are no funds available under this program for long term, extensive aid, although individual pastors can extend any help at their own expense.
4. This program is not in any way related to the Upper Merion Township Police Department Emergency Aid Fund which is intended to aid and assist Upper Merion Township residents in time of need.
5. The on-duty pastor will change every month and a schedule will be provided. The on-duty pastor information will be available at the Police Communications Center.
6. Each month the Records Division will print out all Events relating to homeless or indigent transients or the previous month. This information will be shared with the Council of Churches.

APPROVED: _____

DATE: _____

APPROVED: _____

DATE: _____

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers
 All police dispatchers
 Township Manager
 File