



# C.I.R.C.L.E.

Combined Indian River County  
Law Enforcement

## Special Needs Registry

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### **What is the C.I.R.C.L.E. Special Needs Registry?**

The C.I.R.C.L.E. Special Needs Registry is a voluntary program of the combined Indian River County First Responder agencies. Its purpose is to compile and maintain a list of individuals who have “special needs” due to mental or neurological disabilities and who may reside or frequently visit Indian River County. Residents of Indian River County are invited to provide information about themselves, or a loved one with special needs of any age, who may require special assistance in an emergency or interaction with local first responder agencies.

The registration is completely voluntary.

### **How to register?**

To register for the C.I.R.C.L.E. Special Needs Registry, complete the C.I.R.C.L.E. Special Needs Registry Form and turn it into your local Police/Sheriff Department. Parents/caregivers/individuals may enroll themselves or a person of any age with any type of medical condition or disability, including but not limited to: Autism Spectrum Disorder, Alzheimer’s or Dementia, Bipolar Disorder and Down Syndrome. Adults with special needs such as hearing or speech impaired may also enroll themselves.

### **What happens once the person is registered?**

When a first responder has contact with the person on this form, our 911 center can provide us with the information needed to successfully interact and communicate with your loved one, as well as provide us with your contact information.



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**Contact Information:**

*Person with Special Needs:*

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Hair Color: \_\_\_\_\_

Eye Color: \_\_\_\_\_

Photograph Taken: \_\_\_\_\_ Yes \_\_\_\_\_ No

*Scars/Birthmarks/Tattoos:*

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## Special Needs Registry

### Residence Information

Home Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_

### Parent or Guardian Information

#### First Parent or Guardian

Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Place of Employment: \_\_\_\_\_

#### Second Parent or Guardian

Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Place of Employment: \_\_\_\_\_

#### Disability/ Special Need

Primary Diagnosis: \_\_\_\_\_

Co-Existing Diagnosis: \_\_\_\_\_



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## Special Needs Registry

Notes:

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## Special Needs Registry

Please list any characteristics that are associated with this person: (Examples are sensory issues, certain behaviors, physical aggression, past dealings with first responders, calming strategies that work, nick names, etc.)

How does your family member/special needs registrant communicate? (words, pictures, device, etc.)

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## Special Needs Registry

### Emergency Contact Information

#### *First Emergency Contact*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

#### *Second Emergency Contact*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_



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## Special Needs Registry

**Please read and Initial:**

I am the lawful and legal parent and/or guardian of the person with special needs listed in this safety roster: \_\_\_\_\_ Relationship \_\_\_\_\_

I understand the information provided is for first responders to have all the necessary information to better handle a situation and that information may be subject to public records laws,- F.S.S. Ch. 119- ***however, special needs are protected under HIPPA laws and will be redacted when necessary*** \_

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### **RELEASE OF INFORMATION**

I, hereby give my permission for the Vero Beach Police Department, Indian River County Sheriff, Sebastian Police Department, Fellsmere Police Department, Indian River Shores Public Safety Department to retain and distribute the information contained in this registration form to other first responder personnel for the sole purpose of identification and protection of the person identified above in an emergency or crisis situation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Special Needs Registry

### RELEASE OF PHOTOGRAPH

I, hereby give my permission for the Vero Beach Police Department, Indian River County Sheriff, Sebastian Police Department, Fellsmere Police Department, Indian River Shores Public Safety Department to retain and distribute the photograph contained with this registration form to other first responder personnel for the sole purpose of identification and protection of the person identified above in an emergency or crisis situation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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## Special Needs Registry

### Frequently Asked Questions

#### **What is the C.I.R.C.L.E. Special Needs Registry?**

The C.I.R.C.L.E. Special Needs Registry is a voluntary program of the combined Indian River County Emergency Services agencies. Its purpose is to compile and maintain a list of individuals who have “special needs” due to mental or neurological disabilities and who may reside or frequently visit Indian River County. Family members, caregivers, or an individual are invited to provide information about themselves or a loved one with special needs of any age, who may require special assistance in an emergency or interaction with local Police or Deputies. The registration is **completely voluntary**.

#### **Who is eligible?**

The registry has been developed with the intent to serve all members (adult or juvenile) of our community or people who frequent our community who have a “special need” and want to register with C.I.R.C.L.E.

#### **As soon as I register, will the information be immediately available in case first responder response is required?**

No. The registration form will need to be entered in order to capture all relevant information. The process may take up to two (2) weeks to be fully processed. You will receive a wrist band with a number that is specifically designated to the individual with special needs and an identification card. These items will be mailed to you from C.I.R.C.L.E. at **no charge**.



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### **Who has access to mine or my family member/special needs registrant's profile?**

First responder personnel who require this information in the performance of their duties will have access to the information. There are strict regulations with respect to accessing and disseminating information. The sharing of this information with other agencies during an emergency can be helpful when a person with special needs is contacted within Indian River County or another jurisdiction.

### **Can I update my profile if there are changes? How do I do that?**

You may request changes on information that has a significant impact on response of emergency services. Some examples would include a change in address, school, triggers or emergency contact. You do not need to report a change in hair color, for example, as first responders are familiar with the changes that can be made and are more likely to notice height, weight and eye color. Changes can be made on a new registry form, however, a new wrist band and card will not be sent out as the information on the registrant will still be under the same designated number in the database.



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## Special Needs Registry

**After my child/dependent adult is registered, and if there is an incident, do I need to do something to notify the law enforcement agency that responds?**

You should report any emergency or missing person as normal via 911. However, when making the report, it is preferable that you let the 911 center know that the individual is registered with the C.I.R.C.L.E. Special Needs Registry. This may help expedite information being disseminated to the responding Officers/Deputies without having to ask the parents/guardians during a high stress situation to remember identifiers and particular facts that may help in resolving the case faster.

**How will this registry help if my child/dependent adult goes missing?**

If the individual goes missing and is reported by the parent/guardian, information about his/her physical appearance, the most likely places where he/she would go to, as well as triggers, stimulants, and de-escalation techniques will be sent to every Police Officer/Deputy in the area to look for the missing person. It is also extremely helpful in situations where Police Officers/Deputies come in contact with an individual with special needs who may be in distress but cannot communicate well enough to provide pertinent information to assist with bringing them home or turning them over to the proper caregiver or family member. In these situations, the Special Needs Registry wrist band/ID card can assist with locating the information on file to achieve a successful outcome to the contact.