

	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.19.1</b>	
Subject:		Distribution:
<b>Homeless</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 04-12</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

ElderNet is the Lower Merion Police Department's primary contact for providing emergency shelter for the homeless. Additionally, these agencies follow up with the necessary social services in an attempt to provide long-term solutions for the homeless.

## **POLICY**

Homeless person(s) must be able to properly care for themselves to qualify for this program. They cannot be intoxicated nor have a drinking problem. They cannot be mentally impaired to the point of being destructive or disruptive. Extreme care must be exercised in this area to assure the continued availability of rooms. Furthermore, the person involved must agree to meet with a representative from ElderNet on the next business day.

## **PROCEDURE**

In the past, unqualified homeless people were inappropriately housed, resulting in the loss of one facility and jeopardizing another. Therefore, police personnel wishing to house a homeless person(s) will strictly adhere to the following:

### **A. Police supervisors shall:**

1. In all cases, ensure that the homeless person(s) qualifies for shelter.
2. Personally contact ElderNet at 610-525-0706 during normal business hours. On weekends and non-business hours Officers will make contact with an ElderNet representative through the contact list in the CAD System.
  - a. In the event that ElderNet representatives cannot be reached, a Letter of Authorization may be used to secure lodging for the homeless individual for

that night or in the event that it is a weekend, until Monday morning. The Letter of Authorization will be left with the clerk at the Summit Motor Inn, 351 East Township Line Rd., Upper Darby, PA 19082. Accompanying the Letter of Authorization is a form letter that will be completed by the investigating officer and then forwarded to ElderNet via fax to 610-525-7106. The Letter of Authorization and the form letter can be obtained from the file that contains the food certificates at the Report Review window.

3. Advise the subject that they must agree to meet with a representative from ElderNet.
4. Contact ElderNet 610-525-0706 providing all pertinent information to include the incident number. For convenience, a telephone answering machine will answer calls when no one is available.
5. Instruct appropriate police personnel to prepare a report to include notifications.
6. Advise shelter management that, if any problems arise concerning the homeless person(s), Lower Merion Police personnel will respond and resolve the matter.

**B. Police officers shall:**

1. Notify a supervisor in all cases when emergency shelter is required.
2. Ensure that all homeless persons in need of shelter are interviewed by a supervisor.
3. Upon approval, transport the person(s) to the Summit Motor Inn, 351 East Township Line Road, Upper Darby, PA 19082 - 610-449-6000.
4. Advise the motel manager to contact Lower Merion Police headquarters if any problems arise as a result of the placement of this person(s).
5. Prepare a report including all pertinent information.

**C. Report Review Officers shall:**

1. Maintain Letters of Authorization, and form letters in a clearly marked folder on the Auxiliary Services Unit bookcase at the Report Review desk.
2. Contact ElderNet at 610-525-0706 for Letters of Authorization, and accompanying form letters when needed. The Letters of Authorization must contain an original signature from the ElderNet representative.
3. Whenever shelter is provided, forward copies of all reports to the Auxiliary Services Unit Commander and ElderNet, 9 S. Bryn Mawr Avenue, Bryn Mawr, PA 19010.

4. The Report Review Officer will insure that the form letter and fax receipt (if applicable) shall be filed with the incident report.

### **RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.

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