



## **What is the Clay County Sheriff's Office, Clay Watch, special needs registry?**

The Special Needs registry is a way for the Clay County Sheriff's Office to receive information about residents who have special needs that would be helpful for emergency responders to know.

**The Special Needs Registry program is completely voluntary. None of the information requested on this form is mandatory.**

### **Registration Procedures:**

To register applicants, their parents or guardians complete the registration form or the web based application. If the paper form is used, please return to the Clay County Sheriff's Office. Forms can be dropped off at the department, picked up by a deputy, or emailed to the Clay County Sheriff's Office at [communityaffairs@claysheriff.com](mailto:communityaffairs@claysheriff.com). Parents and caregivers may enroll any 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 other special needs may also enroll themselves. All registration information will be confirmed in person by the Community Affairs Unit prior to inclusion in the database.

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

Participants will receive a Clay County Sheriff's Office vinyl decal to display on or near the front door of your home. Additional decals can be obtained and placed on a vehicle if you wish. A premise note will be added to the home address so that responding deputies will have knowledge of the special needs individual prior to their arrival. When a Clay County Sheriff's Deputy has contact with a person listed on the registry, our communications center can provide useful information to help the officer successfully interact and communicate with your loved one. The registry can also provide the parent or caregiver's emergency contact information. Access to this information during an emergency can save valuable time.



**Personal Information**

**Please input the personal information of the special needs individual below.**

Name (First, Middle, Last):

Date of Birth:

Gender:

Race:

Hair Color:

Eye Color:

Identifying Features (Scars/Birthmarks/Tattoos):

Primary Language:

**Residential Information**

Home Address:

City, State, and Zip Code:

Development Name:

Phone:

Email Address:



**Parent or Guardian Information**

**Please input the personal information of a Parent and/or Guardian below.**

Name:

Home Phone:

Cell Phone:

Place of Employment:

Email Address:

***Additional Contact(s) Information:***

Name:

Home Phone:

Cell Phone:

Place of Employment:

Email Address:

***Additional Contact(s) Information:***

Name:

Home Phone:

Cell Phone:

Place of Employment:

Email Address:



**Registry Information: Disability/ Special Needs/Medical Needs**

**Please input the personal information of the special needs individual below.**

Primary Diagnosis:

Co-Existing Diagnosis:

Additional Notes:

Medication(s):

Doctor:



**Please list any characteristics that are associated with this person:**

*(Examples include sensory issues, certain behaviors, physical aggression, calming strategies, trigger mechanisms, audio or visual aids, or previous dealings with police.)*

**What is the best method of communication with this individual?**

*(Examples include words, pictures, electronic devices, etc.)*



**Please carefully read this information and print all pages for an in-person submission. This form may also be emailed to Clay County Sheriff's Office Community Affairs at [communityaffairs@claysheriff.com](mailto:communityaffairs@claysheriff.com).**

**On page 7, you may initial electronically, or by original ink**

Check one:

- I am the registered individual.
- I \_\_\_\_\_, am the parent or legal guardian of the registered individual. My relationship to the registered individual is his/her \_\_\_\_\_.

#### **STATEMENT REGARDING PURPOSE OF SPECIAL NEEDS REGISTRY**

I acknowledge and fully understand:

- 1) That the information I am providing to the Clay County Sheriff's Office Special Needs Registry ("Clay Watch") will be maintained in a database readily accessible to law enforcement officers and first responders so that it may assist such officers when responding to calls for service. Law enforcement agencies are not HIPAA-covered entities and are not subjected to the privacy rules set forth in the HIPAA law;
- 2) That by enrolling myself or someone else in the Clay County Sheriff's Office Special Needs Registry, the personal information provided may be used by emergency personnel including, but not limited to, law enforcement officers, emergency medical services (first aid/paramedics), and fire department personnel in the event of an emergency situation; and
- 3) That completion of this form and participation in the Clay Watch is voluntary. Participation in the Special Needs Registry does not guarantee and is not intended to create, convey or warrant, either expressly or impliedly, certain outcomes, rights, duties, promises, benefits, or special treatment based on the information provided to the Clay County Sheriff's Office upon registration and participation in this program.

### **Release and Hold Harmless Agreement**

For participation in Clay Watch, I, individually or on behalf of the registered person, as applicable, hereby waive, release, discharge, and hold harmless the County from and against all claims, losses, damages, personal injuries (including but not limited to death), or liability (including reasonable attorney's fees), which directly or indirectly arise out of or result from any act or failure to act based on information received through Clay Watch or which relates to the dissemination of information received through Clay Watch.

I represent by signing below that the information provided is truthful, and that I am authorized to submit it on my own behalf or as the parent or legal guardian with authority to submit it on behalf of another for inclusion into the Clay Watch special needs registry administered by the Clay County Sheriff's Office.

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

Printed name: \_\_\_\_\_



## **Frequently Asked Questions**

### **What is the Clay Watch Special Needs Registry?**

The registry is intended to compile and maintain a list of individuals who have “special needs” due to mental or neurological disabilities, and who reside within Clay County. Residents are invited to proactively provide information about any loved one with special needs, regardless of age, who may require special assistance in an emergency situation or interaction with Clay County Sheriff’s Deputies. None of the fields on the form are mandatory. The information you choose to disclose is voluntary.

**The Special Needs Registry program is completely voluntary.**

### **Who is eligible?**

The registry is developed with the intent to serve all members (adult or juvenile) of our community who have a “special need” and volunteer to register with the Clay County Sheriff’s Office.

### **As soon as I register, will the information be immediately available to responding police officers?**

No. The content from the registration form must be entered into our internal Clay County Sheriff’s Office database, and then forwarded to Communications. The process may take up to two (2) weeks to finalize.

### **Who has access to my family member’s profile?**

Clay County Sheriff’s personnel who require this information in the performance of their official duties will have access to the information. This information may be shared with other police agencies during an emergency situation, or if the registered person is missing within another jurisdiction. There are strict regulations with respect to accessing and disseminating this information.



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

Information can be updated anytime it might bring a significant impact on our policing response. Some examples would include a change in address, or change in emergency contact information.

Changes can be made by contacting the Clay County Sheriff's Office Community Affairs unit at [communityaffairs@claysheriff.com](mailto:communityaffairs@claysheriff.com), or by submitting a new registration form.

**How will this registry help if my family member is missing?**

If the registered individual is reported missing by the parent/guardian, our responding deputies have easy access to their information through Clay Watch. Knowing an individual's special needs (including triggers, stimulants, and de-escalation techniques) greatly assists our deputies in locating your loved one, and safely handling an encounter.

If the individual is not reported missing, but otherwise is contacted by our deputies, a computer query of our Special Needs Registry may allow us to quickly identify and reunite you with your loved one.