**TEMPLATE for HWC Notification Protocols**  
(First Responder Agencies)

First Responder Agency Logo here

Chief’s Directive # \_\_\_\_

To: All Employees

From: \_\_\_\_\_\_\_\_\_, Chief of ------

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

Subject: **Handle With Care Notification Protocols**

On \_\_(date)\_\_\_\_\_, \_\_(name of first responder agency)\_\_\_\_ implemented the [**“Handle With Care” notification protocols**](https://handlewithcareok.org/handle-with-care-for-law-enforcement/). These protocols make it possible for school-age children to receive follow-up counseling and other services, as needed, after being exposed to a traumatic event. Studies show that the majority of children experience some type of trauma in their lives. If left unaddressed without supports, this trauma can lead to significant risk factors including medical illness, substance abuse, and incarceration.[[1]](#footnote-1) Officers should consider that routine police incidents/calls, although normal to police officers, may be quite traumatic to school-age children.

When any first responder encounters a child/juvenile, and the child/juvenile has been exposed to trauma of any kind (arrest of a parent, witness to a violent crime, victim of abuse, etc.) an e-mail must be sent to \_\_(email determined by school district such as [handlewithcare@nameofschool.org](mailto:handlewithcare@nameofschool.org) OR 911 Dispatch Center that would contact the school/daycare)\_\_ only listing the child/juvenile’s name, age, and the school/daycare they attend. This is separate from any existing DHS notification on child abuse calls or protective custody incidents. The utilization of Handle With Care protocols must be documented in the first responder daily activity report and will be discussed in supervision meetings. If the incident does not warrant a report, a notation will be made on the Computer Aided Dispatch (CAD call) indicating that a Handle With Care notification was still made.

[School administrators will notify school counseling resources and classroom teachers of the HWC notice.](https://handlewithcareok.org/handle-with-care-for-schools/) Teachers will continue to observe and support the child the very next school day, as needed. Quarterly meetings with school teams are encouraged. These notifications should continue throughout the summer months when school is not in session as the information will be useful the following school year.

It is the primary first responder’s responsibility to make sure the Handle With Care protocols are followed and properly documented. Supervisors (of the first responders) will make certain this process is being followed when reviewing reports for approval.

**\*this template can be modified and customized to your community**

1. <https://www.ncbi.nlm.nih.gov/books/NBK207191/> [↑](#footnote-ref-1)