

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

“CLEARANCE CARD” PROCEDURE

Reviewed by: Lt. Joseph Butcher	Effective Date: June 22, 2004
Authorized by: Asst. Chief Randall McKinley	Revision Date: September 17, 2008

PURPOSE

The purpose of this S.O.P. is to establish a procedure for issuing “clearance cards” for persons seeking assistance through local community care givers.

PROCEDURE

Various community resources, including the Bloomington Township Office, Safe Harbor, Home Sweet Home Mission, and the PATH Brown House/City House, rely upon “clearance cards” issued by the Bloomington Police Department when making client care decisions. In order to maintain the integrity of our “clearance card” program, the following procedure will be followed.

1. No clearance card other than the official “Bloomington Police Department Clearance Card” will be issued by any employee, regardless of the agency requesting the clearance. The official “Clearance Card” will be computer generated at one of the front desk computers from the Approach database, and it will have a control number assigned.
2. Acceptable photographic identification is required from all applicants, without exception. Only original documents (i.e., no photocopies) are to be accepted for identification. The issuing officer/employee will record the type of identification presented. The form must be signed by the applicant before it can be issued.
3. The officer/employee issuing the “Clearance Card” shall read the “hold harmless” or “waiver of liability” clause aloud to the applicant, as well as the “release of information” section, in the event the applicant cannot read.
4. No “Clearance Card” will be issued to anyone who (a) does not produce acceptable photographic identification, (b) has one or more outstanding criminal warrants, (c) is a registered sex offender, or (d) is currently on parole.
5. We will abide by all appropriate regulations and not disclose criminal history records information concerning applicants for “Clearance Cards.”

Individual service agencies may choose to admit applicants to whom a “Clearance Card” has been refused. That is their option; however, Bloomington Police employees shall adhere to this procedure.