**Special Requests of Outreach Teams**

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| **Special Requests of Outreach Teams** |
| **POLICY** | To ensure that special requests of outreach workers is done in an organized manner. In addition, to ensure a uniform collection of information so it can be easily summarized. Resources are evaluated as a team due to limited resources. |
| **PURPOSE** | To ensure cooperation between Outreach teams and other local community law enforcement or community leaders.  |
| **PROCEDURE** | If a community official or business places a request for a team to hit a location on an ongoing basic, they will be directed to the Outreach Coordinating Entity (OCE) or local government leader, who will initiate the following procedure:* OCE will analyze to determine what specialized placements or resources are available to honor the request.
* OCE Director will evaluate if location needs to be added to the hot spot report. Appropriate teams based upon zones will be alerted that an area will be added as a hot spot. OCE director will alert dispatch team to add to report along with dispatch shift request.
* OCE leadership agree that an outreach team needs to be sent to a location on an ongoing basic, the OCE director will alert dispatch team and outreach supervisors.
* If the request cannot be accommodated by outreach, OCE and local community lead will follow up with person who placed the request.
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