



# Alzheimers New Zealand

This Memorandum of Understanding (MoU) is made on 10 August 2011.

**Between** The National Director of Alzheimers NZ

**And** The Commissioner of the New Zealand Police.

(collectively the Parties)

## Introduction

1. In 1986 ADARDS NZ was established under the Incorporated Societies Act 1908. ADARDS NZ later became Alzheimers NZ.

2. The New Zealand Police is regulated by the Policing Act 2008.

3. The Parties currently work together and offer advice to each other. They wish to formalise their relationship in accordance with the terms of this MoU.

## Purpose

4. The purpose of this MoU is to:

- (a) enhance the safety of people with dementia
- (b) share information about identification of people with dementia
- (c) share information about best practice when dealing with people with dementia
- (d) implement strategies for locating missing persons with dementia
- (e) develop communication and media strategies concerning people with dementia.

## Outcomes

5. The Parties will strive to enhance the safety and wellbeing of people with dementia.

## Annual meeting

6. The Parties agree to meet at least once annually to discuss their respective strategic directions, priorities and plans for the management of people with dementia. Prior to the meeting, the Parties will agree on an Agenda for the meeting.

## Schedules to the memorandum of understanding

7. The Parties agree that from time to time they may develop strategies relating to specific procedures and activities involving the safety and wellbeing of people with dementia.

8. The Parties may from time to time reach agreement on management of operational procedures and activities. Where appropriate, and as agreed by the Parties, such an agreement may be attached to this document as a Schedule.

## Communication and media strategies

9. The Parties agree, where practicable, to consult with each other prior to providing information or comment to the media on a matter which relates to the safety and wellbeing of people with dementia, or which relates to an incident or search involving a person with dementia.

10. The Parties agree to raise concerns about any matters, including operational or policy matters, relating to management of people with dementia with each other directly, and not through the media.

## Sharing information

11. The Parties will develop strategies to share information to enhance the safety and wellbeing of people with dementia. These strategies should seek to take advantage of new technology that will enhance the safety and wellbeing of people with dementia.



### **Issue or dispute resolution**

12. All issues, disputes and differences between the Parties will be resolved in the first instance at the earliest opportunity. Matters that remain unresolved or need further adjudication will be referred in writing, to the National Director of Alzheimers NZ and an Assistant Commissioner of Police, for final resolution.

### **Termination**

13. Either Party may terminate this MoU by providing 14 days written notice to the other Party.

### **Conditions**

14. Nothing in this MoU is intended to create legal relations between the Parties and neither Party will be liable for the actions of the other.

### **Parties' representatives**

15. The Parties specified addresses, facsimile numbers, email and party representatives are:

#### **Alzheimers NZ**

Name: Heather Hind

Address: Courtney Place, Wellington

Telephone: 04 381 2362

Facsimile: 04 381 2365

Email: [nationaloffice@alzheimers.org.nz](mailto:nationaloffice@alzheimers.org.nz)

#### **New Zealand Police**

Name: Inspector Gerard Prins

Address: 180 Molesworth Street, Wellington

Telephone: 04 4749421

Facsimile: 04 4987406

Email: [gerard.prins@alzheimers.org.nz](mailto:gerard.prins@alzheimers.org.nz)



**Signed by the National Director of Alzheimers NZ**

Signature:

Name: Johan Vos

in the presence of:

Name: Heather Hind

Signature:

Address: 142 B Kamahi St., Stokes Valley

Occupation: Office Manager

**Signed by the Commissioner of Police [other representative]**

Signature:

Name: Peter Marshall

In the presence of:

Name: Kim Watson

Signature:

Address: 180 Molesworth Street, Wellington

Occupation: Executive Assistant



# **Schedule 1 - Joint initiative of NZ Police and Alzheimers NZ when dealing with people who are affected with Dementia**

## **Information for Police Officers**

### **A. A person with Dementia may:**

- be aged anywhere from 40 to 90 +, but usually over 60 years old.
- be very forgetful of recent events - memory for distant past generally seems better, but some details may be forgotten or confused.
- blame others for "stealing" mislaid items.
- repeat themselves or forget their line of thought.
- be confused regarding time and place and time of day - may go out shopping at night.
- behave inappropriately, e.g.; go outdoors in nightwear, partially dressed or with lots of layers of clothing on.
- wander around the streets, sometimes becoming completely lost.
- see or hear things that are not there.
- become angry or upset or distressed very rapidly and may become aggressive if feeling threatened.
- show little or no recognition of friends or relatives.
- have difficulty understanding what is said to them, and their speech may make little sense.
- be restless, perhaps looking for a long-dead relative or for a small child now grown up.
- have an unsteady gait or appear intoxicated.

### **B. If you come into contact with someone who exhibits some or all of the above characteristics:**

- approach the person gently, in a non-threatening manner.
- look for an identification bracelet or necklace and check items of clothing for name labels. (These may be in unexpected places)
- ask questions which are uncomplicated, requiring only one simple answer at a time.
- reassure the person that you will help them.
- don't leave them alone.
- try to keep them in a quiet area.

**C.** If the person has not been reported missing but appears to have dementia, and you can not determine their identity or place of abode, contact your local Alzheimers member organisation. (refer [attached list](#))

## **Information for Carers**

### **D. ID Profile**

- Complete an identification form of the person and forward to your local Alzheimers member organisation (refer attached list)
- Alzheimers member organisations to advise local Police so that an alert can be entered against the person in the National Intelligence Database.

### **E. If a person with dementia goes missing:**

- Stay calm.
- make a thorough but quick search of the home and outbuildings.
- notify the neighbours.
- notify the Police. Do this within 20 minutes, or immediately if you realise the person has been missing for some time.



- notify Police even if you have people out looking for the person and think you will be able to locate them yourself.

### **F. Contact your local Police**

In the case of an emergency dial 111, or contact any 24 hour Police Station by using the appropriate number listed in the telephone directory. When you speak to the operator, tell them that the missing person has Dementia and that there are concerns for their safety.

You may have to explain what dementia is and how it affects the person.

### **G. Visit by Police**

Make yourself available for a Police Officer to visit, who will take a full missing person report. Only the briefest of details will have been taken over the telephone. If you go out searching, ensure someone remains at home to take messages or take care of the person with dementia should they return.

### **H. Description of the Missing Person**

The Police Officer will require a full description of the missing person including the clothing worn at the time. They will want to know who saw the person last and this person will be interviewed as they may be able to supply valuable information in addition to what is in the report.

### **I. Familiar places**

You will be asked whether the person with dementia has been missing before. If so, where was he or she found? The area will be checked. If they have short term memory loss, people with dementia may have strong memories from their childhood. Sometimes people are found in areas where they grew up, looking for places that no longer exist.

### **J. Further action by the police**

Details will be circulated to all local officers in neighboring areas. The police will usually search the home and outbuildings to ensure the missing person has not returned without being noticed. This is a standard procedure and should not be looked on as a distrust of the person who reported the incident.

### **K. Identification**

One of the difficulties with finding people, who have Dementia, is identifying who they are. They often go missing late at night or in the early hours of the morning, and they may be unable to assist with their identity or where they live, or to call out or answer if called. One possible way around this problem is for them to wear some form of identity bracelet, badge or necklace, which gives their name and a contact telephone number. Another suggestion is to have a 'tracking' device that is electronically monitored. (refer [schedule 3](#))



## Schedule 2 - Alzheimers New Zealand Member Organisations

### Contact List

Organisation name	Postal address	Physical address	Phone	Email
Alzheimers Ashburton	P O Box 305 Ashburton 7742	Nurses Hostel, Ashburton Hospital, Elizabeth Street, Ashburton	(03) 308-0176	<a href="mailto:ashburton@alzheimers.org.nz">ashburton@alzheimers.org.nz</a>
Alzheimers Auckland	P O Box 24-237 Royal Oak Auckland 1345	877 Manukau Road, Royal Oak, Auckland	(09) 622-4230	<a href="mailto:info@alzheimers.co.nz">info@alzheimers.co.nz</a>
Alzheimers Canterbury	P O Box 32-074 Christchurch 8147	314 Worcester Street, Christchurch	(03) 379-2590	<a href="mailto:darral@alzcanty.co.nz">darral@alzcanty.co.nz</a>
Alzheimers Counties Manukau	P O Box 51-291 Pakuranga Manukau Auckland 2140	Alzheimers Centre, Williams-Roberts Rd, Pakuranga, Manukau, Auckland	(09) 576-7776	<a href="mailto:bonnie.robinson@alzcm.org.nz">bonnie.robinson@alzcm.org.nz</a>
Alzheimers Eastern Bay of Plenty	P O Box 13 Whakatane 3158	St John's Complex, 25 Arawa Road, Whakatane	(07) 308-0525	<a href="mailto:alzheimereasternbop@xtra.co.nz">alzheimereasternbop@xtra.co.nz</a>
Alzheimers Gisborne	P O Box 1020 Gisborne 4040	Morris Adair Building, Gisborne Hospital, Ormond Road, Gisborne	(06) 867-0752	<a href="mailto:gisborne.alzheimers@xtra.co.nz">gisborne.alzheimers@xtra.co.nz</a>
Alzheimers Hastings	P O Box 11-103 Hastings North 4158	106 Windsor Ave, Parkvale, Hastings	(06) 878-7502	<a href="mailto:hastings.alzheimers@xtra.co.nz">hastings.alzheimers@xtra.co.nz</a>
Alzheimers Manawatu	P O Box 527 Palmerston North 4440	Marion Kennedy Centre 642 Featherston Street Palmerston North	(06) 357-9539 (06) 357-9543	<a href="mailto:manawatu@alzheimers.org.nz">manawatu@alzheimers.org.nz</a>
Alzheimers Marlborough	8 Wither Road, Blenheim	8 Wither Road, Blenheim	(03) 577-6172	<a href="mailto:alzheimersmarlb@xtra.co.nz">alzheimersmarlb@xtra.co.nz</a>
Alzheimers Napier	P O Box 4084, Marewa, Napier 4140	46 Nelson Crescent, Napier	(06) 834-0417	<a href="mailto:napier@alzheimers.org.nz">napier@alzheimers.org.nz</a>
Alzheimers Nelson	Community Groups Centre 50 Halifax Street Nelson	Community Groups Centre 50 Halifax Street Nelson	(03) 546-7702	<a href="mailto:Nelson.alzheimers@xtra.co.nz">Nelson.alzheimers@xtra.co.nz</a>
Alzheimers Northland	P O Box 1179 Whangarei 0140	321 Western Hills Drive Kingston House, Hone Heke Rd Kerikeri Kaitaia Community House 12 Puckey Ave, Kaitaia	(09) 438 7771	<a href="mailto:northland@alzheimers.org.nz">northland@alzheimers.org.nz</a>

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



<b>Organisation name</b>	<b>Postal address</b>	<b>Physical address</b>	<b>Phone</b>	<b>Email</b>
Alzheimers Otago	P O Box 5304 Dunedin 9058	Community House 283 – 301 Moray Place Dunedin	(03) 471 6154	<a href="mailto:adards.otago@xtra.co.nz">adards.otago@xtra.co.nz</a>
Central Otago	P O Box 203 Alexandra 9340	45 Centennial Avenue Alexandra 9016	(03) 448 9056	<a href="mailto:alexandraadards.otago@xtra.co.nz">alexandraadards.otago@xtra.co.nz</a>
North Otago	P O Box 226 Oamaru 9444		(03) 434 9090	<a href="mailto:oamaruadards.otago@xtra.co.nz">oamaruadards.otago@xtra.co.nz</a>  <a href="mailto:manageradards.otago@xtra.co.nz">manageradards.otago@xtra.co.nz</a>
Alzheimers Rotorua	P O Box 430 Rotorua 3040	Community House, 1st floor, 1115 Haupapa Street Rotorua	(07) 349-0053	<a href="mailto:alzheimersro@xtra.co.nz">alzheimersro@xtra.co.nz</a>
Alzheimers South Canterbury	P O Box 983 Timaru 7940	Community House, Room 11 27 Strathallan St Timaru	(03) 687 7583	<a href="mailto:southcanterbury@alzheimers.org.nz">southcanterbury@alzheimers.org.nz</a>
Alzheimers Southland	Southland Community House, 46 Kelvin Street Invercargill 9810	Southland Community House, 46 Kelvin Street, Invercargill 9810	(03) 214-0984	<a href="mailto:alzheimers.southland@xtra.co.nz">alzheimers.southland@xtra.co.nz</a>
Alzheimers Taranaki	P O Box 8303 New Plymouth Central New Plymouth 4342	Powderham Business Centre 117 Powderham St New Plymouth 4310	(06) 769-6916	<a href="mailto:alzheimers.taranaki@xtra.co.nz">alzheimers.taranaki@xtra.co.nz</a>
Alzheimers Taupo	P O Box 595 Taupo 3351	St Andrew's Anglican Church, Titiraupenga Street, Taupo	(07) 377 4330	<a href="mailto:alzheimers.taupo@vodafone.co.nz">alzheimers.taupo@vodafone.co.nz</a>
Alzheimers Tauranga	P O Box 15553 Tauranga 3144	116, 13 <sup>th</sup> Avenue, Tauranga	(07) 577-6344	<a href="mailto:jane@alzheimers.net.nz">jane@alzheimers.net.nz</a>
Alzheimers Waikato	P O Box 5720 Hamilton 3242	St Stephen's Anglican Church 2 Mahoe Street Hamilton South	(07) 929 4042 022 607 6548	<a href="mailto:Waikato@alzheimers.org.nz">Waikato@alzheimers.org.nz</a>  <a href="mailto:Jane.kay@alzheimers.org.nz">Jane.kay@alzheimers.org.nz</a>
Alzheimers Wairarapa	P O Box 865 Masterton 5840	C/- WOOPs, Solway Showgrounds, Fleet Street Masterton	(06) 377-0066	<a href="mailto:alzheimerswairarapa@xtra.co.nz">alzheimerswairarapa@xtra.co.nz</a>
Alzheimers Wanganui	P O Box 7018 Wanganui 4541	Suite 5, 136 Victoria Avenue, Wanganui	(06) 345-8833	<a href="mailto:alzheimers.wang@xtra.co.nz">alzheimers.wang@xtra.co.nz</a>



Version : 11.0

<b>Organisation name</b>	<b>Postal address</b>	<b>Physical address</b>	<b>Phone</b>	<b>Email</b>
Alzheimers Wellington	P O Box 39393 Wellington Mail Centre  P O Box 23 Paraparaumu 5254  4 Bay Road, Kilbirnie	55 Hutt Road, Petone  4 Bay Road, Kilbirnie	(04) 939-0133  (04) 297-3179  (04) 387 8345 Wellington South	<a href="mailto:wellington@alzheimers.org.nz">wellington@alzheimers.org.nz</a>  <a href="mailto:kapiti@alzheimers.org.nz">kapiti@alzheimers.org.nz</a>  <a href="mailto:swellington@alzheimers.org.nz">swellington@alzheimers.org.nz</a>



## **Schedule 3 - Tracking systems**

### **Tracking system guidelines**

There has been a general increase in Police response to persons with Dementia who have wandered and require locating. Person tracking systems have successfully been used to locate a lot of these persons with the numbers increasing. With the aging population, this is seen as an area of growth.

This schedule will provide some guidelines for both Parties in respect of these tracking systems.

There are several tracking systems in existence, which enables a person wearing a device to be located using a tracking wand or similar, through trained Police SAR Squads or LandSAR. These tracking systems comprise of a pendant or watch worn by a person who is prone to wandering. Police have access to the tracking wand, (radio tracking and directional finding aerial), which will track the person wearing the device.

One such product, 'Wandatrak', has been implemented nationally, with Auckland and Tasman Police Districts taking the lead and pioneering this successful system, involving community partnerships and Alzheimers NZ.

The extent of Police involvement with any tracking system will depend on the system and will be a District decision.

### **Alzheimers NZ, and member organizations, will:**

- take the public lead in developing any tracking program.
- coordinate with and obtain permission from either, the Health Practitioners, Rest home, Next of Kin, or Caregivers, to place someone within the tracking program. This decision should be made by health care specialists and Next of Kin in consultation with Alzheimers NZ. Police may recommend that a person be considered for the program but will not decide who wears a tracking device.
- keep the records of who is in the program.
- if someone joins the program, Alzheimers NZ will send District Police a copy of that person's signed Alzheimers SAR profile sheet (see attached copy)
- send District Police regular updates of who is on the program or any changes to wearers or pendants.
- in consultation with local SAR squads and community organisations, coordinate and arrange the purchase of the pendants and tracking devices.
- in consultation with local SAR Squads and community organisations, coordinate and arrange the battery replacements of the tracking device and pendants.
- help arrange financial support for the program from community sources.

### **Police responsibilities**

#### **Police will:**

- have responsibility for Category 1 SAROP's and will treat any response to a person wandering as a standard search and rescue incident.
- assist in the training of LandSAR volunteers in tracking systems - eg :Wandatrak.
- develop, in conjunction with all local SAR squads, Alzheimers NZ and Health industry partners, an operational preplan for all aspects of dementia search.
- Search and Rescue Squads will train Police sectional staff in aspects of the reflex tasking stage of a dementia search.



Version : 11.0

- enter all known information about a pendant wearer into the Police National Intelligence Application system. Enabling an immediate response once the police have been alerted that someone with a tracking system e.g. 'Wandatrak' is missing.
- store and secure Tracking Devices when not in use.
- keep up to date the 'Wandatrak' master standard operating procedures located on the Police Communications Centre intranet site.