



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

TRAINING BULLETIN

#25-009

BLUE ENVELOPE PROGRAM

This training bulletin is intended to educate and inform Department members about the Blue Envelope Program initiative spearheaded by the Ventura County Law Enforcement Coordinating Committee.

BACKGROUND INFORMATION

The Blue Envelope Program is designed to help law enforcement recognize that community members may have conditions or disabilities that affect their communication or behavior during traffic stops, service calls, or other interactions. The Blue Envelope logo serves as an immediate, visible signal to officers, helping them quickly identify and understand behaviors that might otherwise be misunderstood. The Program's overall goal is to enhance public safety, strengthen trust between the community and law enforcement, and provide practical tools to help officers appropriately respond to individuals who may need special consideration.



*Blue Envelope
Program logo.*

BLUE ENVELOPE PROGRAM GUIDELINES

Participation in the Blue Envelope Program is completely voluntary, and there is no registration process or record of participants. The VCCCD Police Department will maintain Blue Envelope Program materials and related items featuring the Blue Envelope logo. These materials can be picked up by anyone at the front desks of the police stations, as well as each college's Educational Assistance Center and Student Health Center. These materials are not limited only to individuals with disabilities or medical conditions.

Participants may choose to display Blue Envelope items, such as stickers or other merchandise, which are often referred to as "swag," on themselves, their vehicles, or personal belongings. They may also present a actual blue envelope with the Program logo to an officer during any interaction. The envelope can contain documents like a driver license, vehicle registration, and automotive insurance, as well as optional information about any medical conditions or disabilities. This allows officers to quickly recognize the individual's needs and adjust their communication and approach appropriately during a contact, call for service, or emergency.

PROCEDURE

Upon seeing the Blue Envelope Program logo or receiving the envelope, officers should do the following:

- **Recognize the Indicator:** Understand that the person may have a condition or disability requiring special consideration or assistance.
- **Adapt Communication:** Speak calmly, clearly, and simply; provide extra time for the individual to respond; and avoid rapid questioning or unnecessary raised voices.



- **Be Aware of Sensitivities:** Remain mindful of potential sensory triggers such as bright lights (e.g., patrol car lights, flashlights, etc.), loud sounds (e.g., radios, traffic, barking dogs, etc.), or sudden movements.
- **Prioritize Safety:** Maintain standard officer safety practices while adjusting communication and response strategies to accommodate behaviors that may differ from typical interactions. The purpose of the Blue Envelope Program is to foster positive encounters. **Officer safety should never be compromised.**
- **Document the Encounter:** Record the presence of the Blue Envelope or any Blue Envelope logo items in the report or CAD notes, as appropriate, to support ongoing awareness and consistency in future contacts.

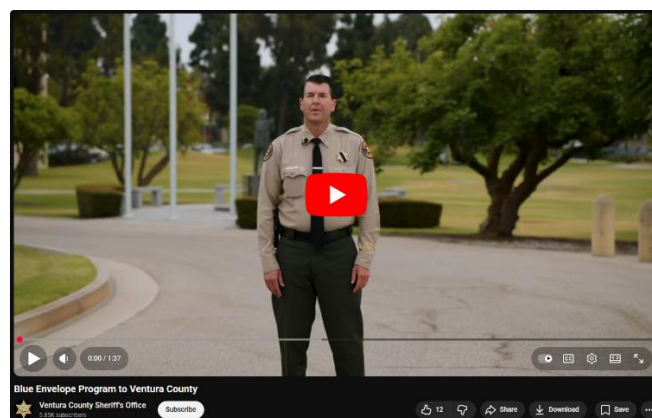
CHALLENGES AND CONCERNS

As with any well-intentioned program, there is the potential for misuse by individuals seeking personal advantage. Some may display Blue Envelope Program items or present an envelope in hopes of influencing an officer's safety practices or receiving preferential treatment. Officers should continue to apply the law fairly and appropriately, considering the totality of the situation. Participation in the Blue Envelope Program does not exempt anyone from legal responsibility or justify behavior that endangers others.

Another possible concern is that some participants may fear becoming targets by displaying the Blue Envelope Program logo. Officers can reassure them that participation is entirely based on personal comfort and choice. Individuals may display the logo as much or as little as they wish, and it is never intended to increase their risk. Participants should use Blue Envelope items only in ways that feel safe and appropriate—for example, keeping them out of sight until interacting with law enforcement or first responders. The choice to display or use Blue Envelope materials is a personal decision, much like choosing when to share information about one's condition or disability.

PUBLIC AWARENESS VIDEO

The Ventura County Sheriff's Office has composed an informative public awareness video that discusses the Blue Envelope Program within Ventura County.





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BLUE ENVELOPE PROGRAM MATERIALS

TELL THE DEPUTY/OFFICER  YOU HAVE A BLUE ENVELOPE

BLUE ENVELOPE

-  **Stop at a safe location.**
-  **Stay in your car. DO NOT LEAVE until you are told it's okay to leave.**
-  **Keep your hands on the steering wheel.**
-  **Follow instructions.**


Scan the QR code to learn more about the Blue Envelope Program

BlueEnvelopeProgram@venturacounty.gov



WHAT TO PUT INSIDE THIS ENVELOPE

- ✓ A copy of your driver license.
- ✓ Vehicle registration.
- ✓ Current insurance card.



OFFICER INSTRUCTIONS

- Driver may exhibit signs of anxiety or nervousness due to bright lights, loud noises, or other external inputs.
- Driver may need additional time to formulate responses.
- When possible, use clear language rather than commands.
- For help with communication, consider calling one of the emergency contacts on the envelope.
- When the stop is concluded, clearly advise the driver the stop is over, and they are free to leave (if applicable).

Blue Envelope PROGRAM

My name is: _____

In an emergency, please contact:

_____ at (____) _____ - _____

_____ at (____) _____ - _____

_____ at (____) _____ - _____

Special notes about me:



Training Bulletin composed by:
CSO Andrew Bumblis