

#### SANTA CRUZ REGIONAL 9-1-1

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Amethyst Uchida, General Manager

## COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

**Policy No.** 4345.81 Date Issued: May 1, 1999

Section: 4300 – Radio Procedures Date Revised: September 6, 2022

SUBJECT: DOCUMENTING BE ON THE LOOKOUT BROADCASTS

APPROVED:

Amethyst Uchida, General Manager

## 1.0 Purpose

Establish a methodical way of processing "be on the look out" (BOL) printouts; eliminate confusion and duplication; and ensure the broadcasting of BOLs in accordance with policy No. 4345 (Be On the Look Out (BOL) Broadcasts).

## 2.0 Procedure

- 2.1 The on-duty Lead Dispatcher will be responsible for assuring the CLETS printer and electronic messages are routed as described below. All electronic messages received from CLETS and NCIC are automatically printed by the terminal.
- 2.2 Determine if the printout meets the criteria for broadcast.

#### 3.0 Non-Broadcasted BOL's

- 3.1 Administrative messages and BOLs not requiring a radio broadcast will be put in the "Out-Of-County" section of the BOL binder.
- 3.2 Training notices go in the Administrative Supervisors' in-box.
- 3.3 Notifications of CLETS being out or in service will be put in the recycling bin near the printer station for later shredding.
- 3.4 Responses to CLETS inquiries made by a dispatcher will be delivered to the initiating dispatcher.
- 3.5 All other messages will go to the lead dispatcher. The lead will handle any unusual printouts, including Homeland Security Alerts, Terrorist Threats, weather, tsunami alerts, and warnings.

#### 4.0 Local BOL Broadcasts

- 4.1 Local BOL broadcasts may occur during an incident by the incident dispatcher (before a printout is received). Local BOL broadcasts done before receiving the printout will be documented by entering CAD comment. A printed copy of the incident (with the BOL comment) will be put in the "In-County" section of the BOL binder after the incident is concluded.
- 4.2 Printouts meeting the criteria for local agency BOL broadcast will be stamped with the BOL stamp delivered to the appropriate primary dispatcher(s) for broadcast, and forwarded electronically to law user MDCs.
- 4.3 Printouts that do not meet any broadcast criteria will be filed in the In-County section of the BOL binder, including cancellations and after-hours duplicate messages.
- 4.4 If the dispatcher is not sure if a message should be broadcast, the dispatcher will give the printout to the lead dispatcher for clarification.

# 5.0 County Wide BOL Broadcast

5.1 In most circumstances, a county wide BOL broadcast is for an in-progress incident and will not come over the CLETS printer.

### 6.0 Documentation

- 6.1 On occasion, duplicates of the same message are received by our terminals. File only one copy of each BOL to avoid confusion.
- 6.2 Primary dispatchers receiving and broadcasting BOL printouts will write on the BOL printout the time of broadcast, channels broadcasts, and their initials (including badge #).
- 6.3 The BOL printout, with the above notation, will be placed in the In-County section of the BOL binder.

Policy No. 4345.81