



Santa Cruz Consolidated Emergency Communications Center

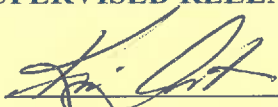
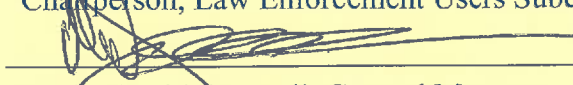
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9-1-1 FIRE
POLICE
MEDICAL



Michael J. McDougall
General Manager

COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

Policy No.	4525	Date Issued:	June 1, 1996
Section:	4500 – CLETS and Other Automated Systems	Date Revised:	September 8, 2006
Accreditation Standards:	None		
SUBJECT: SUPERVISED RELEASE FILE			
APPROVED:	 _____ Chairperson, Law Enforcement Users Subcommittee		
APPROVED:	 _____ Michael J. McDougall, General Manager		

1.0 Policy

- 1.1 To provide User personnel with accurate and timely return notifications when a subject is discovered to be on supervised parole through CLETS.
- 1.2 To ensure compliance with DOJ standards requiring the timely transmission of a “contact message” after a Supervised Release hit confirmation.

2.0 Procedure

- 2.1 Dispatchers will advise patrol units if subjects have a response from the Supervised Release File (SRF). When units are prepared to copy, dispatchers will broadcast the reason for parole, agency, and advisory information included in the response.
- 2.2 When receiving a positive SRF hit on a subject, dispatchers will first inform the officer who ran the subject. The broadcast format example for a SRF hit is:
"516 Capitola, your subject (last name) has a Supervised Release File Hit"

2.3 As required by the Department of Justice (DOJ), a contact message must be sent anytime an agency receives a positive SRF hit on a subject.

2.4 Dispatchers will send the required DOJ contact message.

2.4.1 As DOJ does not require contact messages to be sent within any specified time limit, dispatchers will send contact messages within 24 hours of the hit.

2.4.2 Dispatchers will enter contact messages with the minimum required information, which is readily available from the CAD incident.

2.4.3 In order to maximize efficiency, dispatchers will not enter supplemental (not required) contact message information, unless it is easily obtainable from the CAD incident.