**Santa Cruz Consolidated
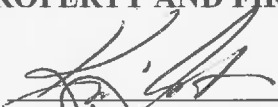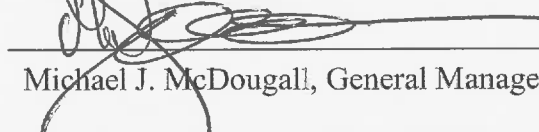Emergency Communications Center**
495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

9-1-1 FIRE
POLICE
MEDICAL

Michael J. McDougall
General Manager

COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY

Policy No.	**4570**	Date Issued:	June 1, 1996
Section:	4500 – CLETS and Other Automated Systems	Date Revised:	September 8, 2006

Accreditation Standards: None

SUBJECT: PROPERTY AND FIREARM CHECKS

APPROVED: _____

Chairperson, Law Enforcement Users Subcommittee

APPROVED: _____

Michael J. McDougall, General Manager

1.0   Policy

Dispatchers will provide field units with timely and accurate returns on "hot checks" of property items and firearms via radio transmission in a uniform format in accordance with the following procedure.

2.0   Procedure

2.1   When a field unit requests a "hot check" on any property item or a firearm, enter the serial number and make/model into the CAD incident.

2.2   Code 4 Return Format

- Unit ID
- (Dispatch) ID
- (Item or weapon) is code 4
- Unit acknowledgment.

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2.3   Code 6 Return Format

   ♦   Unit ID
   ♦   (Dispatch) ID
   ♦   (Item or weapon) is code 6
   ♦   Unit acknowledgment

2.4   Firearm

   2.4.1   Firearm returns are the same as property returns; however units may
   request Dealer Report Of Sale (DROS) information in addition to return
   information. When requests for DROS information are made, dispatchers will
   read back DROS information, in the following order, when the units are clear
   to copy,:

   ♦   Dealer's record of sale
   ♦   Date of transaction
   ♦   Make
   ♦   Caliber
   ♦   Type
   ♦   Description
   ♦   Registered owner

2.5   Dispatchers will wait for field units' acknowledgments before proceeding
with additional information. When units advise they are "clear to copy", dispatchers
will provide the additional information.

2.6   If field units fail to acknowledge after two attempts at contact, dispatchers will
immediately notify the appropriate patrol supervisor.

2.7   Code 6 property returns must be confirmed with the originating agency.
Dispatchers will not withhold code 6 information pending confirmation.