



COMMUNICATIONS STANDARDIZED
RADIO/REPORTING POLICY

Policy No. 9030.80 Date Issued: November 4, 1997
Section: 9000 Radio/Reporting Policy Date Revised: February 11, 2013
Accreditation Standards:
SUBJECT: BROADCASTING PREMISE HISTORY INFORMATOIN
APPROVED: Rudy Escalante
Chairperson, Users Committee
APPROVED: Dennis Kidd, General Manager

1.0 Purpose

- 1.1 To provide direction to dispatch staff for the broadcasting of premise history information.
1.2 To provide direction to dispatch staff for the retrieval of premise history information.

2.0 Procedure

- 2.1 Dispatchers will broadcast premise history information to responding units as additional information after the initial dispatch.
2.2 The existence of premise history information for an incident is indicated in the premise field of the incident recall screen.
2.2.1 When no premise history information exists,..N/A.. displays in the premise field of incident recall mask.
2.3 Premise history flags are, in the order in which they appear:

- O (Officer Safety)
H (Hazardous Materials)
L (Location Information)

T (Target Hazards)
R (Response Classifications)

- 2.4 Direct hits for premise information is indicated by a capital letter, proximity hit are indicated by a lower case letter. Proximity hits only exist for officer safety and location information.
- 2.5 Premise information is retrieved by pressing **Shift+F5** (or **Shift+F10**) keys.
- 2.5.1 **Shift+F5** automatically displays the first flag displayed on the premise line.. **Shift+F8** pages through any other entries for the address.
- 2.5.2 **Shift+F10** brings up the premise history menu with allows the dispatcher to view a specific category of premise information.
- 2.6 Whenever premise information is viewed, a record is written to the audit trail that document which forms were viewed, who viewed the forms, and the times at which the forms were viewed.