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SECONDS MATTER

SANTA CRUZ REGIONAL 9·1·1
495 Upper Park Road, Santa Cruz, California 95065
831.471.1000 Fax 831.471.1010
Dennis Kidd, General Manager

COMMUNICATIONS STANDARDIZED
RADIO/REPORTING POLICY

Policy No.	**9030**	Date Issued:	November 3, 1997
Section:	9000 Radio/Reporting Policy	Date Revised:	February 11, 2013
Accreditation Standards:			

SUBJECT: PREMISE HISTORY FILES

APPROVED: _____
Chairperson, Users Committee

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Dennis Kidd, General Manager

1.0   Policy

The premise history field in the Computer Aided Dispatch (CAD) is used to identify location information for specific addresses. This information is used to alert responders to existing conditions that have been identified at a specific location. The conditions will fall into one of five categories: 1) Hazardous Materials (H), 2) Officer Safety (O), 3) Location Information (L), 4) Response Classifications (R), or 5) Target Hazards (T). In order to maintain accurate files, most information entered into premise history will have a purge date. The information will be removed by Systems Division personnel during monthly CAD maintenance after the purge date. Agencies will be notified prior to purging records so the purge date can be extended if necessary.

2.0   Authorization to Add Premise Information

2.1   Any member of a User Agency with operational responsibility may request that information be added, updated or removed from the Premise History database. Requests must include the specific address that is affected. Requests can be made through any Operations Supervisor, Senior Dispatcher or Systems (for certain Fire information).

2.2   Data entered into premise history must include:

- Agency/Beat/Address/City/Business (This will be verified using an address verification form)
- The requesting officer's name/rank.
- The name/ID of dispatcher making entry.
- The date of entry.
- A purge date that will flag the information for removal from the system (see purge criteria section of this policy/procedure).
- Specific information that would assist a responder in making decisions regarding the appropriate response.

2.3 Data entered must fall into one of five categories:

    2.3.1 Hazardous Materials (H)

        2.3.1.1 Example; *Hazardous chemicals stored in basement per Capt Smith, SCFD. Entered 01/01/07 DSK.*

    2.3.2 Officer Safety (O)

        2.3.2.1 Example; *Resident, Bob Smith, has a 5150 history and owns handguns per Sgt. Jones, SCSO. Entered 12/15/06 #146.*

    2.3.3 Location Information (L)

        2.3.3.1 Types of entries could include: directions, gate codes, first, last has Alzheimer's caretaker can be reached at ###, etc)

        2.3.3.2 Example: *Driveway gate code is 1234. Entered 02/15/07 300SZ.*

    2.3.4 Response Classifications (R)

        2.3.4.1 Example; *Response Class VFQ, This is a response classification for SVFD per Ron Whittle, do not purge. Entered 10/17/09 #598.*

    2.3.5 Target Hazards (T)

        2.3.5.1 Example; *SCFD target hazard 1-16 per John Lucchesi, do not purge. Entered 10/17/09 #598*

3.0 Retention of Premise Information

3.1 The information contained in this database can be of tremendous value to the responding units and must be kept current in order to be reliable. Certain types of information will be considered temporary and an end date will be included. If information is not temporary, it will remain in the database until a request is received to delete it.

3.2 The purge criteria for the premise history file is intended to keep information in the CAD system current and reliable. When the data is entered, use the following criteria to fill in the "Purge Date" field based on the categories explained in section 2.4 of this policy:

    3.2.1 Hazardous Materials: These should generally not be purged from CAD

    3.2.2 Officer Safety: 12 months from date entered

    3.2.3 Location Information: 6 months from date entered, except for gate codes which may not have a purge date

3.2.4   Response Classifications: These should generally not be purged except by a CAD config request from a User

3.2.5   Target Hazards: These should generally not be purged from CAD.

4.0   Restrictions

4.1   Only information that meets the current laws and regulations for radio broadcast may be included in the Premise History database. For example, conviction records and infectious disease information are not permissible.