



**COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE**

Policy No. 3052

Date Issued: March 29, 1999

Section: 3000 – Technical

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SUBJECT: USE OF INCIDENT FIELDS

APPROVED: <signed copy on file>

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1.0 Purpose

To define the appropriate use of the incident fields on the incident initiate <F8> form and associated Person/Vehicle tab and to reduce confusion and error by consistent use of the incident fields on the incident initiate <F8> form.

2.0 Procedure

Certain reporting party information may be sensitive and/or inappropriate to broadcast or reveal to other parties. Dispatchers may indicate sensitive information by entering the information in parenthesis and/or denoting the abbreviation “DNB” (Do Not Broadcast).

2.1 “Location:” field: the address of where the incident occurred (not necessarily where the reporting party (RP) is.

2.2 “Incid Type:” field: incident type.

2.3 “Mod Circum” field: modifying circumstances.

2.4 “Description:” field: clarifies the address.

- Business name
- Resident name (when processing an alarm call)
- Address clarification (rear house, in front of, etc)
- Clarifies the RP’s location (RP at records)
- Phone detail if RP has requested such.
- Nearest Cross street, if it clarifies the location

- 2.5 “Contact:” field: indicates the RP’s desire for contact.
- Yes = RP wants contact
 - No = RP does not want contact.
 - May = RP is available for contact but not required.
 - **Defaults to blank if not changed.**
- 2.6 “Priority:” field: indicates the priority level of the incident.
- 2.7 “Apt/Unit:” field: apartment number. This must be used if there is an apartment, space, or unit number associated with the address.
- 2.8 Caller contact information/Use of Person tab
- “Address:” field: The address where the RP lives or can be contacted. If RP is an employee of the business, use the business address. If a caller is associated with an agency that is requesting assistance (CPS, Probation, etc.), the name of the agency can be entered in the address field in lieu of their actual address since it is most likely irrelevant.
 - “First;” field: RP’s first name.
 - “Middle;” field: RP’s middle name if provided (not required). This field is used if an RP declined to leave their name (ANON), alarm company name, another agency if no name is required (CHP, State Parks, Records, etc.).
 - “Last,” field; RP’s last name
 - “Phone:” field: RP’s phone number at home or business number. If RP can be reached at an alternate number, put it in the “Misc Info:” field (i.e., “call RP at 123-4567”).