



COMMUNICATIONS TECHNICAL POLICY/PROCEDURE

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| Policy No. 3065 | Date Issued: June 6, 2007 |
| Section: 3000 – Technical | Date Revised: June 28, 2023 |
| SUBJECT: USE OF PREMISE HAZARD FIELD IN COMPUTER AIDED DISPATCH (CAD) | |
| APPROVED: _____ Amethyst Uchida, General Manager | |

1.0 Policy

The premise hazard field in the Computer Aided Dispatch (CAD) is used to identify location information for specific addresses. This information is used to alert responders and dispatchers to existing conditions that have been identified at a specific location.

In order to maintain accurate files, most information entered into premise hazard 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 Procedure

- 2.1 Generally, the information placed in the premise hazard field is generated by responding officers who request that a specific address be flagged.
- 2.2 New premise hazard records can be created by any person who has authorized access to CAD or Mobile.
- 2.3 The premise history field in CAD can only be changed by Lead Dispatchers or higher-ranking employees.
- 2.4 Requesting officers should speak directly with the SCR9-1-1 employee that will enter the data into CAD if they cannot do it themselves. If no one is immediately available to speak to the requesting officer, a help desk should be created with information needed for the entry. .
- 2.5 Data entered into premise hazard must include:

- Title of the record – Address of the location is required. Other additional information this could be helpful are phrase likes “2-Unit Response,” or the gate code.
- Agency/Beat/Address/City/Business (This will be set by using verified location information.)
- The requesting officer’s name/rank.
- The date of entry. (automatically generated by the system)
- 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.

2.6 Data entered must fall into one of the following categories:

2.6.1 AED On Site

2.6.1.1 Example: *AED Located at Headquarters per BC Hajduk, SCFD.*

2.6.2 Hazardous Materials

2.6.2.1 Example: *Hazardous chemicals stored in basement per Capt Smith, SCFD.*

2.6.3 Officer Safety

2.6.3.1 Example: *Resident, Bob Smith, has a 5150 history and owns handguns per Sgt. Jones, SCSO.*

2.6.4 Location Information

2.6.4.1 Types of entries could include: directions, first, last has Alzheimer’s caretaker can be reached at ###, etc)

2.6.4.2 Example: *Driveway gate code is 1234.*

2.6.5 EDP -Emotionally Disturbed Person in SO jurisdiction

2.6.5.1 Example; Resident, Jane Doe, known for reporting unfounded high-priority crimes and typically calls from uninitiated phone

2.6.6 LVAD – Left Ventricular Assist Device

2.6.6.1 Example; 84YO PATIENT WITH A LVAD. NOTIFY EMS RESPONDERS OF THIS AND CONTACT CPMC on-call MD (###) ###-####

2.6.7 Universal Precautions

2.6.7.1 Example; Hotel where County is housing vulnerable populations or potentially exposed COVID persons - Broadcast to use universal precautions at this location.

2.6.8 Local Official

2.6.8.1 Example; Notify patrol sergeant that this is an elected official’s address - DNB confidential information. City Council First Name, Last Name

2.6.9 Judge’s House

2.6.9.1 Example; This is the residence of Judge Dave W. Miranda who is a Judge at the Merced Co Superior Court.

2.6.10 Lock Box

2.6.10.1 Example; There is a lock box for Building A ONLY, the code is #0500.

2.6.11 Gate Code

2.6.11.1 Example; gate code # 1225, drive all the way up to the gate, small box on the right hand side.

3.0 Field Parameters

3.1 The table below contains the appropriate entry for the associated record type.

| Record type | Authorizing agency | Purge Period Set for 1st of the upcoming month |
|--------------------------------|---------------------------|--|
| AED | AM or SA | Don't Purge |
| Gate Code | NC | Don't Purge |
| Lock Box | NC | Don't Purge |
| HAZMAT | Authorizing FD agency | Don't Purge |
| Map | NC | Don't Purge |
| Location (not gate code) | Authorizing agency | 6 months |
| EDP | Authorizing Law Agency | one year |
| Officer Safety | Authorizing agency | one year |
| Hazard | Authorizing FD agency | Don't Purge |

- 3.2 The purge criteria for the premise hazard record is intended to keep information in the CAD system current and reliable. All data entered will use the criteria in the table below.
- 3.3 The purge date should always be set to the first day of the month following its expiration date. For example, if location information is entered on 4/11/2023, six months later would be 10/11/2023 and the purge date should be set to 11/1/2023.