



**Santa Cruz Consolidated  
Emergency Communications Center**


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**9-1-1** FIRE  
POLICE  
MEDICAL



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General Manager

**COMMUNICATIONS TECHNICAL  
POLICY/PROCEDURE**

<b>Policy No.</b> 3052	<b>Date Issued:</b> March 29, 1999
<b>Section:</b> 3000 – Technical	<b>Date Revised:</b> September 24, 2008
<b>Accreditation Standards:</b>	
<b>SUBJECT: USE OF INCIDENT FIELDS</b>	
<b>APPROVED:</b> 	
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1.0 Purpose

- 1.1 To define the appropriate use of the incident fields on the incident initiate <F8> form.
- 1.2 To reduce confusion and error by consistent use of the incident fields on the incident initiate <F8> form.

2.0 Procedure

- 2.1 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).
- 2.2 “Addr:” field: the address of where the incident occurred (not necessarily where the reporting party (RP) is).
- 2.3 “Ty:” field: incident type.
- 2.4 “MC” field: modifying circumstances. *This field is not to be used.*
- 2.5 “Loc:” field: clarifies the address.
  - Business name
  - Resident name
  - 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
- 2.6 "COM:" field: if the RP wants contact. Y = RP wants contact; N = RP does not want contact. **Defaults to N if not changed.**
- 2.7 "FAS:" field: if highlighted, fire and ambulance sent. *This field is not to be used.*
- 2.8 "Pr:" field: priority.
- 2.9 "Bldg:" field: *This field is not to be used.*
- 2.10 "Apt:" field: apartment number This must be used if there is an apartment, space, or unit number associated with the address. Be sure to put in the location field, too.
- 2.11 "Cadd:" field: The address where the RP lives or can be contacted (CPS, Probation, etc.) If RP is an employee of the business, use the business address. If RP lives at address of occurrence, use "same".
- 2.12 "Cnam;" field: RP's name.
- 2.13 "Cph:" field: RP's phone number at home or business number (see "Cadd:" field). If RP can be reached at a number other than their home number, put it in the "Loc:" field (i.e., "call RP at 123-4567") or put it in the first line of comments (so dispatcher doesn't broadcast everything on the radio, then get to page 4 of the comments and realize it's a phone detail).
- 2.14 "Next Screen:" field. Directs CAD to the screen that will be displayed when the F8 form is completed. Choices are:
- D – The Incident Dispatch form
  - U – The Incident Update form
  - C – Cleared window
  - V – Vehicle/Suspect Information Form. *This selection is not to be used.*