



**COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE**

Policy No. 3065

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Section: 3000 – Technical

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Accreditation Standards:

**SUBJECT: USE OF PREMISE HISTORY FIELD IN COMPUTER AIDED
DISPATCH (CAD) SYSTEM INCIDENT**

APPROVED:

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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 six categories: 1) AED On Site (A), 2) Hazardous Materials (H), 3) Officer Safety (O), 4) Location Information (L), 5) Response Classifications (R), or 6) 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 Procedure

- 2.1 Generally the information placed in the premise history field is generated by responding officers who request that a specific address be flagged. The premise history field in CAD can only be changed by Lead Dispatchers or higher ranking employees.
- 2.2 Requesting officers should speak directly with the SCR911 employee that will enter the data into CAD. If no one is immediately available to speak to the requesting officer, the Operations Supervisor should be forwarded a message so that they can contact the requesting officer.
- 2.3 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.

2.4 Data entered must fall into one of six categories:

2.4.1 AED On Site (A)

2.4.1.1 Example: *AED Located at Headquarters per BC Hajduk, SCFD. Entered 051413 300SZ*

2.4.2 Hazardous Materials (H)

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

2.4.3 Officer Safety (O)

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

2.4.4 Location Information (L)

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

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

2.4.5 Response Classifications (R)

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

2.4.6 Target Hazards (T)

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

3.0 Purge Criteria

3.1 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:

3.1.1 AED On Site: These should generally not be purged from CAD

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

3.1.3 Officer Safety: 12 months from date entered

- 3.1.4 Location Information: 6 months from date entered, except for gate codes which may not have a purge date
 - 3.1.5 Response Classifications: These should generally not be purged except by a CAD config request from a User
 - 3.1.6 Target Hazards: These should generally not be purged from CAD.
- 3.2 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 4/11/2014, six months later would be 10/11/2014 and the purge date should be set to 11/1/2014.
- 3.3 On a monthly basis, Systems personnel run a purge of CAD records. Premise History records with an expired purge date will be removed from CAD when this process is completed.