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VCADHazard

Hazard Address Flags and Itineraries

<u>**HAZARDS:**</u> A hazard record includes any officer safety information that will affect the way in which a call is dispatched or any information that will alert the BOEC call taker to be aware of known issues at an address. Examples would be dangerous and/or known armed subject at a location, requests for additional or expedited service, and the need to screen calls from known chronic callers.

<u>**ITINERARIES:**</u> An itinerary is information that is needed or could be useful to responding units but does not affect the initial dispatch of a call. Examples of this type of information would be lockbox information, out of sequence address or directions for a difficult to locate address.

VCAD Hazard Form.pdf

INFORMATION FOR SPECIALISTS:

The entry of hazard addresses flags into VCAD will be done by an on-duty PRTC, PDS or as assigned. These entries replace the BOEC address flag, which BOEC no longer enters or manages. Each agency is responsible for their own address flags.

1. Officers can call Numbering (X▬▬▬) to have a 72 hour emergency hazard placed on an address. This information will automatically expire after 72 hours unless the officer submits a special report with specific reasons/justification to extend the flag.
2. Pertinent information must be obtained and include:
    1. Address
    2. Officer's name/DPSST and Precinct/Division
    3. Reason
    4. Persons (including all relevant information)
    5. Vehicles (including all relevant information)
    6. Effective Dates
    7. Remarks
3. All reports received in Records for hazard entries will be given to an on-duty PRTC. No processing or case number is necessary prior to giving these to a PRTC.

INFORMATION FOR COORDINATORS/SUPERVISORS:

FORMAT FOR ENTRIES:

When there is a name and a date of birth available, this information should be entered in the following manner <u>using only periods</u> (no commas or other delineators). The birth date must be <u>month/day/full year</u>. Entering names and date of birth in this manner allows BOEC call takers to quickly copy/paste this information so they may easily run a person for warrants or other necessary information**.**

- Doe.John.B.01011980
- Doe.John..01011980 *(two periods, one representing no middle name)*

When there is an associated vehicle, information needs to be entered as follows:

- ABC123.OR

Entry of a New Hazard Flag is done in Remote VCAD in Address Maintenance.

1. Select New
2. Enter Jurisdiction (PP)
3. Category - SEE BELOW
4. Effective Dates –72 hours without report, maximum 2 year with report
5. Location – Must be a valid address and when entered will fill in the District/Zone/Grid/X/Y fields
6. Originator (Officer)
7. Include in Radius Search? Always enter Yes
8. Check Send to MDT
9. Enter pertinent remarks given to you by the requesting officer including case number, if applicable (owner hates police, ref #11-1234)
10. Is Owner – Select Police
11. Can Access – Select Both
12. Retention (Set to 9999 – this is how long it is saved in the database and has nothing to do with expiry date set in the effective dates)
13. **When entering a HAZ entry where multiple cars are to be dispatched, it must state at the beginning of the entry: "2 (or 3) car minimum response, for any reason, at any time, for any 911 call."**

If there is a person or vehicle entity, select "Maintain Person Entity" or "Maintain Vehicle Entity". As you can only have <u>one</u> entity, select person if there are both a person and a vehicle. The vehicle information will then need to be included in the remarks section of the hazard flag entry.

<u>Entry of a Person Entity will include:</u>

- Role
- All pertinent information given by the officer including any description given

<u>Entry of a Vehicle Entity will include:</u>

- Role
- All pertinent information given by the officer including any description given

Once all person information is entered, save & exit, which brings you back to the hazard entry. Write the Hazard Record number on the report or call form, then save & exit. The report or call form will be filed in Hazard number order in the cabinet next to BruceCo.

Updating an entry is also done through the Address Maintenance menu. You can search by address or record number. Searching by address could return multiple entries, so care needs to be taken to select the correct one you wish to update.

Once you have the correct entry it is now open for updating or deleting. Once you have updated the necessary information, save & exit and the new information will be updated/added to the entry.

HAZARD CATEGORIES

- A - Mentally ill, Suicidal Persons, Persons in crisis
- B - BOEC use only
- D - Dangerous Occupants such as drug or alcohol abusers
- H - FIRE use only
- L - Home of Politicians or other VIP's
- M - Medical (DAR and FIRE use primarily)
- O - Vicious dogs, multiple car response
- R - High Rise - FIRE use only
- S - Location is a School
- T - Sites with electronic tracking devices (banks, drug stores, etc)
- U - Unsafe Building - FIRE use only
- V - Violent [NO LONGER USED, use Dangerous Person]
- W - Known to have weapons at location

HAZARD ENTRY WITH NO ADDRESS

When we need to add a person to the system, long term, instead of a BOLO.

You must put in all the other details - effective time frame, type of hazard, say NO on radius, yes to MDT, owner is Police, access on these if special interest is Police, then remarks/details. Then enter the Person Entity.

HAZARD EXAMPLES:

Heightened Police Response/Probable Cause/Warrant Info:

The basic format will be what the record is for, name/DOB, physical description, any known weapons information, vehicle information, any additional information, officer contact if provided.

- 2 cars, Occupant armed and dangerous, likes to fight with police. DOE.JOHN.B.01011980, mw, 5/10, hvy, known to carry guns, keeps shotgun by front door
- PC for Harassment on NAME, DOB ███████, FW, 5'3, thin, assoc w/bro 98 Ford Taurus ABC123.OR, if located contact Officer (name) at (ph#)
- Loc is confidential address of informant in murder case. Has been receiving death threats from suspects family, suspect is NAME,DOB ████████

Dispatch Operations Alert:

Some residential care facilities ask that their address be flagged to ensure that Radio will call the location first to verify the validation of a call. This is used in the case of facilities that care for elderly and/or mentally disabled residents who have access to phones, but don't always relay valid information. It is important that this type of record is put in as a HAZARD so that it is viewed by Radio from the onset of the call so as not to delay service if needed.

- Location is a care facility for (elderly/Alzheimer patients/mentally disabled), please call location first to verify need
- Location is private residence. Screen calls from Doe.Jane..01011960. Imagines people breaking into her home, lives with sister, Doe.Sara..01011960. Confirm all calls with Sara at (phone number).

Gang Bench Probation:

- When a copy of the gang bench probation is received make the same entry into vCAD that is entered in the Misc field of the persons PPDS record.
- The category used will be Other (O)
- The effective date will be the date of the bench probation
- The duration will be for 18 months
- No hazard address
- Remarks will be the same as the Misc entry in PPDS
- Establish person entity

Write hazard number on bench probation copy, enter hazard number in PPDS misc name entry, and file in Hazard file.

Example vCAD remarks entry:

GANG BENCH PROBATION 18 MONTHS IMPOSED BY JUDGE BALDWIN ON 030811; REFER TO SPECIFIC SPECIFIC GANG CONDITIONS ON FORM ACCESSIBLE IN RVIEW UNDER CASE NUMBER 10-████ & 10-█████; PPDS #████████ LAST NAME , RST MID NAME .0DOB ██████
                                                                                                                         AME

Example PPDS misc entry:

BENCH PROBATION 18 MONTHS IMPOSED BY JUDGE BALDWIN ON 030811; REFER TO SPECIFIC SPECIFIC GANG CONDITIONS ON FORM ACCESSIBLE IN RVIEW UNDER CASE #S 10-████1, 10-█████ (VCAD HAZARD #██████ -- 18782

ITINERARIES

Itineraries are for information pertaining to an address that does not create a hazardous situation. Itineraries are for entry of Trespass Agreements, codes for lockboxes, directions, premise information or temporary road closures or detours.

Trespass agreements are the responsibility of the PASS in TRU. Other itinerary entries will be done by a PRTC or as assigned.

An Itinerary entry will include:

- Subject (*Lockbox Code, Road Closure, etc*)
- Effective Dates
- Address
- Remarks, to include pertinent information and case number, if applicable (lockbox code 1234, ref case #11-1234)
- Owner – Police
- Can Access – Both

Itineraries also assign an Itinerary number that will be written on the information sheet. Itineraries will be filed in the same cabinet as hazards, by the itinerary number.

Trespass Agreements are for 2 years.   If no expiration date is given, all other Itinerary entries are for 3 years.