

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

February 17, 2015

SUBJECT: EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM
SPECIAL LOCATIONS/PREMISE HAZARD FILE - ESTABLISHED;
AND, SPECIAL LOCATIONS/PREMISE HAZARD REQUEST,
FORM 15.93.00 - ACTIVATED

PURPOSE: This Order establishes Department Manual Section 4/105.30 to streamline the process for entering addresses and information into the Emergency Command Control Communications System (ECCCS) Special Locations/Premise Hazard File. This Order supersedes Operations Order No. 11, *The Emergency Command Control Communications System - Revised*, dated April 19, 2006. This Order also activates the Special Locations/Premise Hazard Request, Form 15.93.00.

PROCEDURE:

- I. **EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM SPECIAL LOCATIONS/PREMISE HAZARD FILE - ESTABLISHED.** This Order establishes Department Manual Section 4/105.30, *Emergency Command Control Communications System Special Locations/Premise Hazard File*.

The Special Locations/Premise Hazard File is an important and valuable part of the ECCCS, and is designed to allow for input of pertinent information regarding a particular location. Such information provides critical assistance when dispatching calls for service to a location and also provides additional insight to the responding units. The importance of maintaining the Special Locations/Premise Hazard File includes, but is not limited to, the identification of the following:

- High risk locations, such as prior uses of force or officer-involved shootings;
- Possible ambush locations;
- Locations housing high-risk mentally ill persons;
- Consulate buildings;
- Faith Center locations;
- "Code-5" locations;
- Residences belonging to high-profile individuals;
- Chronic 9-1-1 abusers; and,
- Entertainment industry filming locations.

- II. EMPLOYEE'S RESPONSIBILITIES.** Department employees having information which would assist in the dispatching of calls for service or provide further insight to units responding to a particular location must complete the Special Locations/Premise Hazard Request, Form 15.93.00, and provide this information to the watch commander of the concerned Area prior to the employee's end of watch.
- III. WATCH COMMANDER'S RESPONSIBILITIES.** Area watch commanders receiving information regarding a location suitable for inclusion into the Special Locations/Premise Hazard File must:
- Review the Special Locations/Premise Hazard Request for accuracy and relevance;
 - Approve or disapprove the request;
 - Send the Special Locations/Premise Hazard Request via fax or electronic mail (e-mail) to the Communications Division (CD) watch commander;
 - Follow-up to ensure that CD received the Special Locations/Premise Hazard Request to be entered into the Special Locations/Premise Hazard File; and,
 - Ensure that the reporting employee and watch commander's names and serial numbers are documented on the Special Locations/Premise Hazard Request.
- IV. COMMUNICATIONS DIVISION'S RESPONSIBILITIES.** Communications Division will:
- Ensure information from the Special Locations/Premise Hazard Request is entered into the Special Locations/Premise Hazard File; and,
 - Send an e-mail notification to the Area watch commander advising that the location was entered into the Special Locations/Premise Hazard File.
- Note:** The inputting employee and CD watch commander's names and serial numbers will respectively appear under the "Entry Completed By" and "Entry Verified by Communications Division WC" fields of the Special Locations/Premise Hazard Request.
- V. APPLICATION DEVELOPMENT AND SUPPORT DIVISION'S RESPONSIBILITIES.** Application Development and Support Division (ADSD), Information Technology Bureau, is responsible for the maintenance of the Special Locations/Premise Hazard File and will:

- Generate a complete list of all Special Locations/Premise Hazard File locations and provide the information to the Office of Operations (OO) for validation annually; and,
- Remove Special Locations/Premise Hazard File locations from the system upon receipt of an e-mail or via an Intradepartmental Correspondence, Form 15.02.00.

Note: Each year, the OO will distribute the Special Locations/Premise Hazard File list to the geographic bureaus to determine the need to maintain or remove particular locations from the Special Locations/Premise Hazard File.

VI. AREA COMMANDING OFFICER'S RESPONSIBILITIES. Area commanding officers will:

- After receiving the annual report, ensure that all listings are reviewed for accuracy;

Note: Nothing precludes Areas from conducting routine inspections, in addition to the annual reviews.

- Validate the need for a location to remain as a Special Location/Premise Hazard;
- Request the removal of a Special Location/Premise Hazard that no longer meets the criteria, via an e-mail or an Intradepartmental Correspondence to ADSD; and,
- Retain hard copies of all Special Locations/Premise Hazard Requests in a file.

Note: Nothing in this Order precludes Areas from requesting locations to be entered for periods of less than a year. In addition, the responsibility remains with the Areas to ensure short term locations are removed in a timely manner by submitting an e-mail or an Intradepartmental Correspondence to the ADSD.

VII. MENTAL EVALUATION UNIT'S RESPONSIBILITIES. The Case Assessment Management Program of the Mental Evaluation Unit (MEU), Detective Support and Vice Division, will be responsible for ensuring the locations of high-risk mentally ill persons are accurately and promptly inputted into the Special Locations/Premise Hazard File. The MEU will contact CD and the concerned Area watch commander to inform them of the new location. An annual review of the Special Locations/Premise Hazard File will be conducted by MEU to determine if a location should be removed as a Special Location/Premise Hazard.

VIII. **SPECIAL LOCATIONS/PREMISE HAZARD REQUEST, FORM 15.93.00 - ACTIVATED.** The Special Locations/Premise Hazard Request, Form 15.93.00, is activated.

- A. **Use of Form.** This form will be used to request that a location be entered into the Special Locations/Premise Hazard File.
- B. **Completion.** Completion of this form is self-explanatory.
- C. **Distribution.** The distribution for the Special Locations/Premise Hazard Request is as follows:

1 - Original, Area

1 - Copy, Communications Division

2 - **TOTAL**

FORM AVAILABILITY: The Special Locations/Premise Hazard Request is accessible in E-Forms on the Department's Local Area Network. A copy of this form is attached for immediate use and duplication.

AMENDMENTS: This Order adds Section 4/105.30 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

Special Locations/Premise Hazard Request

Area/division: _____

Reporting District: _____

Person/Business Name: _____

Address: _____

Code: (see codes below) _____

Name of Employee Requesting: _____

Serial No. _____

Approved by Watch Commander (WC): _____

Serial No. _____

Description:

Codes:

C = Caution Location

G = Government Building

I = Information/Miscellaneous

S = Special Instructions

Entry Completed by: _____

Serial No. _____

Entry Verified by Communications Division WC: _____

Serial No. _____