


<b>POLICY 102</b>	<b>COMMUNICATIONS/CALL PRIORITIZATION</b>	
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### A. PURPOSE

The Fort Lauderdale Police Department is a full-service agency prepared to respond to any type of emergency or call for service received from the community we serve, 24 hours a day, 7 days a week. The Regional Communications Center is most often the first point of contact between the community and Department. The policies in this section through a partnership with the Broward Sheriff's Office and the Regional Communications Centers will govern how calls for service are received, evaluated, prioritized and dispatched.

### B. USE OF RADIO

Refer to the Operations Manual for the use of Department-issued radios. The Operations Manual is located in the Training Unit.

1. Talk group designations
  - a. Patrol, District 1
  - b. Patrol, District 2
  - c. Patrol, District 3
  - d. Records (City teletype)

- e. BCP TTY1 (A8 B8 C8) (County Teletype)
  - f. BCP-HQ (B7) (County Info)
  - g. BCMOPS15 (County Dispatch Channel)
  - h. 8TAC91 (State Dispatch Channel)
  - i. Various tactical and specialized unit talk groups
2. Radio Codes: Use only Broward County Uniform Codes and Signals and the International Phonetic Alphabet.

<u>Type</u>	<u>Incident Description</u>
1	Drunk Driver
2	Drunk Pedestrian
3	Hit & Run (Delayed)
3	Hit & Run (Just Occurred)
3I	Hit & Run w/injuries (Delayed)
3I	Hit & Run w/injuries (Just Occurred)
4	Accident Minor (Delayed)
4	Accident Minor (Just Occurred)
4E	Accident Rollover or Extrication
4H	Accident Highway
4I	Accident w/injuries
4OW	Accident Open Water
5	Murder
6	Escaped Prisoner
7	Dead Person
8	Missing Person/Runaway
8E	Missing Person (Endangered)
8R	Missing Person (Recovered)
9A	Stolen Tag Attempt (Delayed)
9A	Stolen Tag Attempt (Just Occurred)
9	Stolen Tag (Delayed)
9	Stolen Tag (In Progress)
9	Stolen Tag (Just Occurred)
9R	Stolen Tag Recovery
10	Stolen Vehicle (Delayed)
10	Stolen Vehicle (In Progress)
10	Stolen Vehicle (Just Occurred)
10R	Stolen Vehicle (Recovery)
11	Abandoned Vehicle
12	Reckless Driver
13I	Suspicious Incident/Package
13P	Suspicious Person (Delayed)
13P	Suspicious Person (Delayed w/weapon)
13P	Suspicious Person (In Progress)
13P	Suspicious Person (In Progress w/weapon)

13P Suspicious Person (Just Occurred)  
 13P Suspicious Person (Just Occurred w/weapon)  
 13PS Suspicious Person - School, Daycare, Child Facility (Delayed)  
 13PS Suspicious Person - School, Daycare, Child Facility (Delayed w/weapon)  
 13PS Suspicious Person - School, Daycare, Child Facility (In Progress)  
 13PS Suspicious Person - School, Daycare, Child Facility (In Progress w/weapon)  
 13PS Suspicious Person - School, Daycare, Child Facility (Just Occurred)  
 13PS Suspicious Person - School, Daycare, Child Facility (Just Occurred w/weapon)  
 13V Suspicious Vehicle (Delayed)  
 13V Suspicious Vehicle (In Progress)  
 14 Information  
 15 Special Detail  
 16 Child/Elderly Abuse/Abandonment/Neglect (Delayed)  
 16 Child/Elderly Abuse/Abandonment/Neglect (In Progress)  
 16C Child/Elderly Abuse CPIS/DCF  
 17 Contact  
 18 Felony WARRANT  
 19 Misdemeanor WARRANT  
 20 Mentally Ill Person  
 21A Breaking & Entering (Burglary) Attempt (Delayed)  
 21A Breaking & Entering (Burglary) Attempt (Just Occurred)  
 21B Breaking & Entering (Burglary) Boat (Delayed)  
 21B Breaking & Entering (Burglary) Boat (In Progress)  
 21B Breaking & Entering (Burglary) Boat (Just Occurred)  
 21C Breaking & Entering (Burglary) Commercial (Delayed)  
 21C Breaking & Entering (Burglary) Commercial (In Progress)  
 21C Breaking & Entering (Burglary) Commercial (Just Occurred)  
 21R Breaking & Entering (Burglary) Residential (Delayed)  
 21R Breaking & Entering (Burglary) Residential (In Progress)  
 21R Breaking & Entering (Burglary) Residential (Just Occurred)  
 21U Breaking & Entering (Burglary) Unknown  
 21V Breaking & Entering (Burglary) Vehicle/Vessel (Delayed)  
 21V Breaking & Entering (Burglary) Vehicle/Vessel (Just Occurred)  
 22 Disturbance (Unknown Weapon)  
 22 Disturbance (Weapon)  
 22N Disturbance - Noise Complaint  
 22S Disturbance - School, Daycare, Child Facility (Weapon)  
 22S Disturbance - School, Daycare, Child Facility (Unknown Weapon)  
 24A Kidnapping/False Imprisonment Attempt (Delayed)  
 24A Kidnapping/False Imprisonment Attempt (Delayed w/weapon)  
 24A Kidnapping/False Imprisonment Attempt (Just Occurred)  
 24A Kidnapping/False Imprisonment Attempt (Just Occurred w/weapon)  
 24 Kidnapping/False Imprisonment (Delayed)  
 24 Kidnapping/False Imprisonment (Delayed w/weapon)  
 24 Kidnapping/False Imprisonment (In Progress)  
 24 Kidnapping/False Imprisonment (In Progress w/weapon)  
 24 Kidnapping/False Imprisonment (Just Occurred)  
 24 Kidnapping/False Imprisonment (Just Occurred w/weapon)

25BF Boat Marine-Fire  
 25BF Boat Marine Fire Ocean  
 25BFW Boat Marine Fire – Inland/Coastal  
 25CF Commercial Structure Fire  
 25CFH Commercial Structure Fire with Hazmat  
 25CSC Confined Space / Structure Collapse  
 25EH Electrical/Utility Fire  
 25ENT Extrication / Trapped (Machinery - non MVA)  
 25EV Elevator Rescue  
 25HR Heavy Rescue  
 25OT Any fire not otherwise categorized  
 25RS Residential Fire  
 25SI Smoke Investigation  
 25VF Vehicle Fire  
 26 Drowning  
 26OW Drowning - Open Water  
 27S Prowler/Peeping Tom - School, Daycare, Child Facility  
 27 Prowler/Peeping Tom  
 29 Reckless Operation-Boat  
 30A Larceny Attempt (Delayed)  
 30A Larceny Attempt (Just Occurred)  
 30 Larceny (Delayed)  
 30 Larceny (In Progress)  
 30 Larceny (Just Occurred)  
 31 Assault (Delayed)  
 31 Assault (Delayed w/weapon)  
 31 Assault (In Progress)  
 31 Assault (In Progress w/weapon)  
 31 Assault (Just Occurred)  
 31 Assault (Just Occurred w/weapon)  
 32 Suicide - Suicide Attempt (Weapon)  
 32 Suicide - Suicide Attempt (Unknown Weapon)  
 32T Suicide - Suicide Threat Only (Unknown Weapon)  
 32T Suicide - Suicide Threat Only (Weapon)  
 33 Shooting (Delayed)  
 33 Shooting (In Progress)  
 33 Shooting (Just Occurred)  
 33S Shooting (Shotspotter)  
 34 Stabbing (Delayed)  
 34 Stabbing (In Progress)  
 34 Stabbing (Just Occurred)  
 35A Sexual Assault Attempt (Delayed)  
 35A Sexual Assault Attempt (Delayed w/weapon)  
 35A Sexual Assault Attempt (Just Occurred)  
 35A Sexual Assault Attempt (Just Occurred w/weapon)  
 35 Sexual Assault (Delayed)  
 35 Sexual Assault (In Progress)  
 35 Sexual Assault (Just Occurred)

36 Fight (Delayed)  
 36 Fight (Delayed w/weapon)  
 36 Fight (In Progress)  
 36 Fight (In Progress w/weapon)  
 36 Fight (Just Occurred)  
 36 Fight (Just Occurred w/weapon)  
 37 Disturbance Juvenile (Unknown Weapon)  
 37 Disturbance Juvenile (Weapon)  
 37S Disturbance Juvenile - School, Daycare, Child Facility (Weapon)  
 37S Disturbance Juvenile - School, Daycare, Child Facility (Unknown Weapon)  
 38 Domestic Disturbance (Delayed)  
 38 Domestic Disturbance (Delayed w/weapon)  
 38 Domestic Disturbance (In Progress)  
 38 Domestic Disturbance (In Progress w/weapon)  
 38 Domestic Disturbance (Just Occurred)  
 38 Domestic Disturbance (Just Occurred w/weapon)  
 38V Domestic Disturbance Verbal  
 39 Disturbance Neighbor (Unknown Weapon)  
 39 Disturbance Neighbor (Weapon)  
 40 Vandalism/Malicious Mischief (Delayed)  
 40 Vandalism/Malicious Mischief (In Progress)  
 40 Vandalism/Malicious Mischief (Just Occurred)  
 40A Vandalism/Malicious Mischief Attempt (Delayed)  
 40A Vandalism/Malicious Mischief Attempt (In Progress)  
 40A Vandalism/Malicious Mischief Attempt (Just Occurred)  
 41A Robbery - Attempt (Delayed)  
 41A Robbery - Attempt (Delayed w/weapon)  
 41A Robbery - Attempt (Just Occurred)  
 41A Robbery - Attempt (Just Occurred w/weapon)  
 41AR Robbery - Armed (Delayed)  
 41AR Robbery - Armed (In Progress)  
 41AR Robbery - Armed (Just Occurred)  
 41HI Robbery - Home Invasion (Delayed)  
 41HI Robbery - Home Invasion (Delayed w/weapon)  
 41HI Robbery - Home Invasion (In Progress)  
 41HI Robbery - Home Invasion (In Progress w/weapon)  
 41HI Robbery - Home Invasion (Just Occurred)  
 41HI Robbery - Home Invasion (Just Occurred w/weapon)  
 41SA Robbery - Strong Arm – Personal/Business (Delayed)  
 41SA Robbery - Strong Arm – Personal/Business (In Progress)  
 41SA Robbery - Strong Arm – Personal/Business (Just Occurred)  
 41V Robbery - Vehicle/Carjacking (Delayed)  
 41V Robbery - Vehicle/Carjacking (Delayed w/weapon)  
 41V Robbery - Vehicle/Carjacking (In Progress)  
 41V Robbery - Vehicle/Carjacking (In Progress w/weapon)  
 41V Robbery - Vehicle/Carjacking (Just Occurred)  
 41V Robbery - Vehicle/Carjacking (Just Occurred w/weapon)  
 42 Child Molestation (Delayed)

42 Child Molestation (In Progress)  
 42 Child Molestation (Just Occurred)  
 43 Lewd-Lascivious Acts (Delayed)  
 43 Lewd-Lascivious Acts (In Progress)  
 43 Lewd-Lascivious Acts (Just Occurred)  
 44 Boat-Marine Accident  
 44OW Boat-Marine Accident - Open Water  
 451 Aircraft (Alert 1)  
 452 Aircraft (Alert 2)  
 453 Aircraft (Alert 3)  
 46 Bomb/CBRN Threat  
 47 Vice Case (Non-Drug)  
 48 Open Door  
 49A Audible/Intrusion Alarm  
 49AA Active Assailant  
 49F Fire Alarm  
 49G GPS Tracker  
 49H Hold-Up Alarm  
 49L Listening Alarm  
 49M Medical Alarm  
 49P PACE Alarm (Varda)  
 49S Silent Alarm  
 49SH Silent Hold-Up Alarm  
 49SI Silent Intrusion Alarm  
 49V Vehicle Alarm  
 49VF Accident with Fire  
 51 Trespassing  
 51S Trespassing - School, Daycare, Child Facility  
 52 Forgery-Counterfeit (Delayed)  
 52 Forgery-Counterfeit (In Progress)  
 52 Forgery-Counterfeit (Just Occurred)  
 53 Embezzlement-Fraud (Delayed)  
 53 Embezzlement-Fraud (In Progress)  
 53 Embezzlement-Fraud (Just Occurred)  
 54 Hijack Aircraft  
 55 Explosion  
 56 Beverage Violation  
 57 Narcotics  
 61 Gambling  
 63 Impersonating Officer  
 64A Larceny-Auto Parts Attempt (Delayed)  
 64A Larceny-Auto Parts Attempt (Just Occurred)  
 64 Larceny-Auto Parts (Delayed)  
 64 Larceny-Auto Parts (In Progress)  
 64 Larceny-Auto Parts (Just Occurred)  
 65 Shoplifter (Delayed)  
 65 Shoplifter (In Progress)  
 65 Shoplifter (Just Occurred)

66 Civil Matter/Custody Issue  
 67AP Medical - Abdominal Pain  
 67AR Medical - Allergic Reaction  
 67BU Medical - Burn  
 67CK Medical - Choking  
 67CP Medical - Chest Pains non-traumatic  
 67CR Medical – Cardiac/Respiratory Arrest  
 67DB Medical – Diabetic  
 67EI Medical – Eye Injury  
 67EL Medical - Electrocution  
 67EX Medical - Heat/Cold Exposure  
 67F Medical - Fall No Injury  
 67FI Medical - Fall Injury  
 67HE Medical - Headache  
 67HM Medical - Hemorrhage/Laceration  
 67IJ Medical - Injury  
 67OB Medical - Obstetrical/Pregnancy/Childbirth/Miscarriage  
 67OD Medical - Overdose/Poisoning  
 67OW Medical - Open Water Sick Person  
 67PO Medical - Unconscious/Fainting  
 67SP Medical - Sick Person  
 67ST Medical - Stroke  
 67SZ Medical - Seizure  
 67T Medical - Inter facility Transport  
 67TB Medical - Trouble Breathing  
 67UM Medical - Unknown Medical  
 68 Police Service Call  
 68WA Soberhouse Walk away  
 68WO Weather Disaster  
 69 Animal Service Call  
 70AA Animal Abuse  
 70AB Animal Bite  
 71 Snake Bite  
 72 Lost/Found Property  
 73 Traffic/Parking Complaint  
 74 Re-call  
 76 AOA (Assist Other Agency)  
 77 Code Enforcement  
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 79 Harassment / Stalking / Threat (Delayed)  
 79 Harassment / Stalking / Threat (Delayed w/weapon)  
 79 Harassment / Stalking / Threat (In Progress)  
 79 Harassment / Stalking / Threat (In Progress w/weapon)  
 79 Harassment / Stalking / Threat (Just Occurred)  
 79 Harassment / Stalking / Threat (Just Occurred w/weapon)  
 79 Harassment / Stalking / Threat at School  
 83 Shots Fired / Weapons Complaint (Delayed)  
 83 Shots Fired / Weapons Complaint (In Progress)

83	Shots Fired / Weapons Complaint (Just Occurred)
85	Possible Wanted Person/Vehicle
8L	Lost Person
911	911 Hang Up/Drop Off
DANGER	Caller in Danger
KILL	Active Assailant
LPR	License Plate Reader Hit
PI	Private Investigator
RPO	Risk Protection Order

3. Response Codes:

- a. Code 1: Normal response; obey all traffic rules and regulations.
- b. Code 2: Expedited response; officers will employ continuous use of emergency lights and intermittent use of siren as needed.
- c. Code 3: Any transmission preceded by an alert tone where there appears to be a danger of death or serious bodily harm may be run CODE 3. When running CODE 3, emergency lights and siren will be in operation continuously from start to finish.

4. Vehicle and Pedestrian Stops

- a. Vehicles: Provide location, license number, license state, license type, color of vehicle, make of vehicle, race/sex, number of occupants and reason for the stop. All vehicle stops must be transmitted via radio and not entered in the CAD by officers in the field. Related policy 212.1
- b. Pedestrians: Provide location, reason for the stop, and a description of the subject(s).

5. Back-up Calls:

All calls for back-up of another officer will be made routinely and safely. When an officer requests emergency back-up, Code 3 shall be the designated response. If an officer requests a back-up, does not specify a code and stops communicating with Dispatch, Code 3 shall be the designated response.

**C. AUTHORITY OF THE POLICE DISPATCHER**

- 1. The authority to dispatch calls for services to Fort Lauderdale Police Department personnel is delegated to the Broward County Regional Communications Centers and the Broward County Sheriff's Office Dispatchers by the Chief of Police.

This authority is not to be questioned over the radio unless the following conditions exist:

- a. There is a true emergency.



- b. There are concerns regarding the safety of police officers or citizens.
2. Procedures for resolving complaints related to Police Dispatchers (under conditions not described in C.1.):
- a. If the complaint needs to be addressed immediately, supervisors will contact the Broward Sheriff's Office Communications Shift Duty Officers. The nature of the complaint and resolution must be emailed to the Regional Dispatch Complaints (Regionaldispatchcomplaints) email group. This ensures that all complaints and resolutions are documented and tracked.
  - b. If a complaint is not an emergency, and is submitted orally or verbally by personnel, supervisors will forward the complaint to the Regional Dispatch Complaints (Regionaldispatchcomplaints) email group. The complaint will be evaluated and a determination for submission will be made. The Logistics Sergeant will forward the complaints to the Broward Sheriff's Office and the Office of Regional Communications for investigation. Once a complaint has been investigated and the result is determined, the Logistics Sergeant will disseminate the findings to the personnel making the complaint via their chain of command.
  - c. At no time should single complaints or questions of procedure, such as "can this be sent to SRO?" or "Isn't there a PSA?" be directed to the dispatcher.
    - (1). Line personnel with questions or complaints of this nature shall direct them to their immediate supervisor.
    - (2). Supervisors will direct such inquiries to Broward Sheriff's Communications Duty Officer or through the chain of command.
3. Resolving problems related to improper response by an officer:

Broward Sheriff's Office Communications personnel who have a complaint related to department personnel shall notify the district supervisor. The supervisor will take appropriate action as necessary. The nature of the complaint and resolution must be emailed to the Regional Dispatch Complaints (Regionaldispatchcomplaints) email group. This ensures that all complaints and resolutions are reviewed internally.

#### **D. ASSIGNMENT OF CALLS**

- 1. All requests for service will be assigned a dispatch priority upon entry into the CAD system. Responses are indicated by the use of priority numbers 1 through 4:
  - a. Priority Levels:
    - 1 - Immediate threat of bodily harm
    - 2 - Immediate threat of loss of property
    - 3 - Calls of a routine nature

#### 4 - Delayed calls that do not require an urgent response

#### 2. The status is defined as follows:

##### a. Priorities 1 and 2

- (1). Any bona fide threat to life or great danger of serious physical injury or major property damage or loss.
- (2). Any active felony, violent misdemeanor or active incident that may result in either a felony or a violent misdemeanor.
- (3). Any felony or violent misdemeanor that recently occurred and the logical probability exists that a suspect is near the scene or in the area and may be apprehended.
- (4). Any serious injury that may result in substantial personal harm including personal injury accidents.
- (5). Any incident involving exigent or unique circumstances such as snipers, threat of explosive devices, etc. that demands an immediate response.
- (6). Any incident on school grounds while class is in session, e.g., disturbances, trespassers, etc.

##### b. Priority 3 and 4

- (1). Any active incident that does not represent a significant threat to life or property.
- (2). Any non-active incident that involves a minor violation or offense such as noise complaints or loitering.
- (3). Any property damage motor vehicle accident that, from information received does not appear to represent a significant hazard to the free flow of traffic.
- (4). Any non-violent misdemeanor that is not in progress which, because of its nature, cannot be referred for a Station Report.
- (5). Any felony of considerable delay (over one hour) where preservation of the scene or immediate investigation is not an issue.

##### c. Public Safety Aide (PSA)

- (1). PSAs will not be permitted to respond Code 2 or 3 to any calls. If a PSA gets a call such as a traffic crash and there are injuries requiring an expedited response, a patrol officer will also be dispatched.

- (2). PSAs will not be dispatched or respond to crimes in progress where there is a likelihood of the suspect(s) still being on scene or in the immediate area unless there is a sworn officer present.
- (3). If a PSA is dispatched to a call for service and it is found that the call exceeds the responsibilities of a PSA (i.e., missing person call appears to be a kidnapping, etc.), the PSA will immediately notify a supervisor who will determine the appropriate sworn officer response.
- (4). PSAs (when available) will be assigned first on all traffic related calls (i.e., accident, hit and run, traffic control). If the dispatcher is unsure if the PSA should respond to certain calls, the field supervisor will be consulted for direction. PSAs are qualified, but not limited, to handle the following examples of calls for service:
  - (a). Disabled vehicles
  - (b). Prohibited parking complaints
  - (c). Missing persons
  - (d). Vehicle burglaries
  - (e). Business burglaries
  - (f). Stolen vehicles
  - (g). Recovery of unoccupied stolen vehicle
  - (h). Stolen tag
  - (i). Larcenies
  - (j). Fraud/Forgeries

d. Station Report

A station report consists of all non-emergency calls that can be completed by an employee over the telephone. No in-progress call is ever to be handled as “Station Reporting”.

e. No Police Response

- (1). All service calls received by the Police Department for which no direct police response is necessary, e.g., fires, sick persons. These include calls received by the Police Department that are referred to other agencies.

The Dispatcher will advise the nature of the call and the fact that Fire/Rescue is responding to an address, in the event the District Supervisor desires to provide assistance.

- (2). Missing juvenile runaway reports received from a state authorized facility (Juvenile Detention Center, halfway house, emergency shelter, etc.), per policy 213.0, section C.2.
- (3). Delayed misdemeanor larcenies (under \$750) will be sent to Station Report. If the reporting person requires contact, an officer or PSA will respond to the location and document the complaint. In the event the reporting person is unable to make a report over the phone, they will be directed to the Police Department between the hours of 0800-1700 to meet with a station report employee. See related policy 212.

## **E. PROCEDURES FOR POLICE SUPERVISORS**

Police Supervisors are expected to be aware of activity within their district and/or area of responsibility. Dispatchers will advise when calls are holding and no officers are available to respond.

District Supervisors shall when requested:

1. Assist the Dispatcher in assigning units to calls.
2. In appropriate cases, personally respond to the incidents.
  - a. Whenever the Fort Lauderdale Police Department is confronted with a situation or event requiring enhanced control and coordination of resources and personnel, a supervisor will respond and assume on-scene command until the situation is resolved, or they are relieved by a person of higher rank.
  - b. Circumstances requiring on-scene command by a patrol supervisor or person of higher rank include, but are not limited to:
    - (1). Critical incidents such as hostage/barricaded subjects; large disturbances; plane or train crashes; fatal accidents; environmental and natural disasters.
    - (2). High-risk incidents such as the use of deadly force and pursuits.
    - (3). Incidents which attract unusual media attention.
    - (4). The injury of a department employee which requires immediate hospital care.
  - c. Any Incident or situation which has the potential to affect the sensitivities of the various constituents and groups comprising the community may also

necessitate a supervisor's response. These incidents include, but not limited to:

- (1). Robbery
- (2). Sexual Battery
- (3). Aggravated Assault and Battery
- (4). Other crimes against persons

## **F. PROCEDURES FOR POLICE OFFICERS**

All officers engaged in patrol operations shall have constant access to radio communications. Officers are issued portable radios for two-way communication between patrol vehicles, the Communications Center, and specialty units.

1. Officers performing patrol duties are required to contact the Communications Center in the following circumstances:
  - a. At the beginning of shift;
  - b. To acknowledge a call from a dispatcher with call sign and location;
  - c. Upon arrival at a call;
  - d. When changing or updating a location while on a call;
  - e. When a call is completed;
  - f. When making an investigative or traffic stop; and
  - g. When going out of service.
2. Members in the field shall contact the Communications Center via radio to request additional resources, such as:
  - a. Fire Rescue equipment;
  - b. Environmental and human services; FPL, TECO
  - c. Fire Rescue/Ambulances;
  - d. Aircraft;
  - e. Taxis; and
  - f. Other services which are not components of the Police Department.

## G. COMPUTER AIDED DISPATCH HAZARD FILE INFORMATION FORM

### 1. INTRODUCTION

Computer Aided Dispatch includes a HAZARD FILE that notifies Dispatch that special conditions exist which may be a hazard to public safety personnel. Entry into this file may also be informational in nature, i.e., entry codes, known hearing impaired individuals, etc. These files are entered based on address, not names. The exact address must be provided. Anytime there is HAZARD File response within the proximity of a location, a response will automatically alert personnel via the CAD. The HAZARD File information can be viewed by selecting the PREM/HAZARD tab on the incident screen.

### 2. RESPONSIBILITIES

- a. OFFICER - An officer identifying an immediate hazard should advise dispatch over the radio of the hazard. Officers are also required to notify their supervisor, who will complete a hazard form. If the hazard poses an immediate threat to responding officers, a copy of the Hazard File Form will be placed on the Patrol Briefing Board and read at subsequent briefings as an officer safety alert. The entry into the CAD system may take several days based upon the availability of data entry personnel.

The hazard form is to be used by sergeants wanting to add a hazard information notification to any particular location. This information must be kept as brief as possible. If the officer has knowledge of an expiration date for the hazard, the officer shall notify their supervisor who will indicate that information on the form.

An officer responding to a hazard location, who finds that the hazard no longer exists, shall notify their sergeant to cancel the hazard notification using the same form.

- b. SERGEANT - The sergeant shall review the submitted form to determine whether the information to be entered is pertinent and complete. The sergeant will sign and date the bottom of the form and forward it via email to the Regional Communications Center at [rpsasupport@broward.org](mailto:rpsasupport@broward.org) for entry into the CAD database.
- c. DISPATCHER - The dispatcher shall be required to notify responding officers of any hazard information which displays in the Hazard field on their screen. Dispatchers must be sure to review all of the hazard information, as some addresses have more than one entry.
- d. CAD Administrator - The CAD Administrator (or designee) shall be responsible for ensuring that the information contained on the form is entered precisely and immediately upon receipt. If, during the CAD Administrator's (or designee's) off-duty hours, the information is determined to warrant immediate entry into the system by a supervisor, the

appropriate administrator shall be contacted via telephone so the entry may be made without delay. The date of entry and authorizing officer's name will be included. If a purge date is applicable, it will also be entered into the file.

- e. PURGE RESPONSIBILITY - The CAD Administrator will ensure that the file is purged as needed.