



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 510.10 HAZARD FILES 08-18-17

### **PURPOSE**

The purpose of this order is to establish procedures for entry, retention, and maintenance of Hazard Files.

### **POLICY**

It shall be the policy of the Sacramento Police Department to utilize CAD System Hazard Files for the storage and immediate retrieval of information vital to officer safety and to assist in providing a more efficient level of service.

### **PROCEDURE**

#### **A. GENERAL**

Hazard Files shall contain pertinent and/or precautionary information regarding specific addresses to minimize the risk to responding officers.

#### **B. ENTRY INFORMATION**

1. Hazard File entries shall contain narrative information describing the nature of the hazard. Entries shall include all pertinent information concerning weapons, suspect(s) names and descriptions, possible infectious disease transmissions, and any other information that may pertain to officer safety.
2. Entries shall
  - a. Be handled by a Dispatcher III or CAD team member.
  - b. Be the result of specific incidents encountered by Police or Fire Department personnel.
  - c. Expire in a designated amount of time to be determined by the requestor.

#### **C. FILE MAINTENANCE/UPDATE RESPONSIBILITIES**

1. The CAD team shall
  - a. Provide and update instructions for Hazard File maintenance in the Supervisor CAD Manual.
  - b. Initiate a monthly review for those Hazard Files that are expiring.
2. Dispatchers shall
  - a. Broadcast via radio Hazard File information to units with no MDCs.
  - b. Broadcast via radio to all units any applicable surrounding hazards related to the call to which the unit is responding.
  - c. Officers shall ensure that they have all pertinent hazard information prior to responding to the call. To receive sensitive hazard information, units with no MDCs shall either call the Communication Center or confer with a unit that has an MDC.

#### **D. RETENTION PERIODS**

1. Retention periods shall
  - a. Be specified in days.
  - b. Not exceed 365 days.
2. Purging Hazard Files
  - a. Hazard Files shall be reviewed by the CAD Team to determine if they are still necessary. If it cannot be determined, the CAD Team shall seek direction from the requestor, district sergeant, detective, or watch commander of the area in which the Hazard is located.
  - c. If the Hazard is still relevant, the date will be extended.
  - d. Hazard Files that are no longer needed shall be purged by a Dispatcher III or CAD team member.