

CAD and System Mechanics

801.1 CAD PREMISE HISTORY

Designated communications personnel have the ability to enter data into the Special Situation file in CAD, which alerts dispatchers and field personnel of important information related to a specific address.

A “Dispatch Premise History Request” form shall be completed and submitted to a dispatch supervisor for any requests for information to be entered in the CAD Special Situation file.

Premise History entries shall only be used for such information as:

- Emergency Contact Information
- Stored Chemicals
- Dangerous or Armed Subjects
- Explosive Family 415 situations
- Narcotic Activity
- Any Officer Safety Issues
- Subjects 918V / 5150
- Locations designated by Regulatory Affairs as “No Response” for alarms
- Restraining or Emergency Protective Orders

Any other information deemed pertinent for field personnel.

Include the entry date, the expiration date and the initials of the personnel making the entry in CADDDBM.

801.2 AUDIO RECORDING REQUESTS

If any department employee requests a copy of an audio tape, they must complete a request. The primary responsibility of audio recording request processing will be the function of the Irvine Police Department Records Bureau, however, Communications Supervisors may be called up to assist with these requests.

Records of audio recordings are kept for 2 years. If any department employee requests a hold be placed on a recording beyond 2 years it must be booked into evidence.