

## APPENDIX X

### CAD NOTIFY and PREMISE HISTORY COMPUTER AIDED DISPATCH FLAG POLICY

#### *Purpose:*

To provide added information and security for field units who have occasion to respond to a location that has some history of importance (either noteworthy or hazardous).

To provide immediate information for officers who are responding to a call.

To provide location information for hard to find places or accessing a specific location.

To establish a guide and procedure for entering, processing, disseminating, and validating premise information.

#### *Policy:*

This procedure will act as a guide for gathering and disseminating of important and timely premise information by the Computer Aided Dispatch System (CAD). Premise History information and Geo information will be available to all responders as deemed appropriate by the Communications Center.

#### *Information:*

- A. The term "**Premise History**" refers to any information which is directly stored in CAD from the dispatch information that is connected to a specific address. This information will be stored in CAD after each event. Premise history less than 24 Hours old will be indicated by the "**24H**" Flag. The "**Premise History**" Flag will indicate a premise history event that is 24 hours old or older. Premise history may be used as an aid to the Communications Center in assisting the responders with locating an incident or relaying of past events potentially related to the current call.

#### *Procedure:*

1. XCAD will show last 100 Premise History entries by default. If you click on "View All" you will be able to view all Premise History that is in the system.
2. Any police related or EMS call with the potential criminal activity call will generate a Premise History record with exception to.
  - a. Traffic related events
  - b. Information or general requests.

3. The dispatcher will access any **24H** Premise History Flag and determine if any information may be of assistance to the current dispatch. Any relevant or pertinent information will be relayed to the responding agency. Events which only generate a Premise History Flag will be accessed at the request of an officer.

**B.** The term **“Notify Flag”** refers to validated information connected to a specific address that may be of interest to responding agencies. CAD Notify Flags will be submitted by responders. CAD Notify Flag information may include the following items:

1. Validated Police Warnings: a possible hazard to police officers, i.e., violent mentally impaired person, wanted fugitive, possible weapons on premises.
2. Addresses of special interests that may require a special notification, i.e. Federal Judges, critical infrastructure, etc.

(KNOX Box has its own flag)

***Procedure:***

**General:**

The Department of Public Safety (DPS) is responsible for loading CAD Notify Flag information into the CAD.

1. Information reported should be for the purpose of alerting responders to a condition regarding a specific location.
  - a. The location has to be a validated street address.
2. Discretion should be used regarding the amount of information entered. Information should be factual and concise. All requests are subject to review and will be edited by DPS if necessary.
3. No entry can be made which will completely deny service to someone for any reason.
4. The dispatcher will attempt to provide any information under a Notify Flag to the responding agency prior to arrival of responders. The method of relaying information to the responders will be by a voice transmission. If information is of a sensitive nature and cannot be broadcast, information will be relayed by phone.

**Police CAD Notify Flag Entry:**

1. When a determination is made to establish a CAD Notify Flag entry on an address, an officer must contact the Communications Center Shift Supervisor for direct CAD entry.
  - a. Officer's entries will be automatically purged in 7 days unless a request for extension is submitted to DPS.

To request an extension, the agency must submit a letter of request or submit an e-mail detailing the requests. An approved extension will be valid for 120 days. At the conclusion of the 120 days, the CAD Notify Flag will be purged unless a request is received from the agency to extend the period. A permanent CAD Notify Flag can be submitted with justification.

Requests for CAD Notify Flag extensions must be submitted to:

Cumberland County Department of Public Safety  
1 Public Safety Drive  
Carlisle, PA 17013-7300

or e-mail to one (1) of the below in order:

Troy Russell – [trussell@ccpa.net](mailto:trussell@ccpa.net)  
Molly Baker – [mbaker@ccpa.net](mailto:mbaker@ccpa.net)  
David (Tom) Vogelsong – [dvogelsong@ccpa.net](mailto:dvogelsong@ccpa.net)  
Brian Hamilton – [bhamilton@ccpa.net](mailto:bhamilton@ccpa.net)

**KNOX Box Entry:**

This information must be submitted to:

Cumberland County Department of Public Safety  
1 Public Safety Drive  
Carlisle, PA 17013-7300

Attention: KNOX Entry