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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

Hazard File

Distribution:	All Employees	Index:	OPS 0703
Responsible Unit:	Police Operations	Rescinds:	MAN4400 dated 8/20/13
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1. Purpose

To establish guidelines and procedures for entry and deletion of hazards within the Computer Aided Dispatch System (CAD).

2. Policy

The Harford County Sheriff's Office (HCSO) will maintain a Hazard File to ensure the safety of Agency members responding to calls for service at locations where hazards are known to exist or have existed in the past.

3. Procedures

A. Criteria for Inclusion in File

1. HCSO Employees.
2. Harford County Department of Emergency Services (DES) Employees.
3. Ex Parte Protective and Peace Orders.
4. Police fighter and assaults police (with explanation).
5. Weapons in residence if used in a felony or domestic (with explanation).
6. Subjects with Mental Health Issues (with explanation).
7. Vicious animals (with explanation).

B. General Guidelines

1. No hazard will be accepted unless reviewed by a supervisor after a deputy completes a Hazard File Entry/Delete Request (SO-092).
2. The hazard must include the name, race, sex, date of birth, and a brief physical description of the offending subject for entry.

3. Information should include the specific problem, names of person(s) involved, and if weapons are involved.
4. For officer safety the information should be extremely specific.
5. No hazard will be accepted via radio or phone unless approved by a supervisor.
6. Supervisor must review any deletion request and forward to the Harford County Department of Emergency Services (DES) who will forward to the CAD Administrator.
7. If a hazard needs to be placed on a residence in case of an emergency, a Hazard File Entry/Delete Request (SO-092) must follow as soon as possible.
8. If the supervisor does not approve a Hazard File Entry/Delete Request (SO-092) the hazard will be deleted through proper procedures.
9. Hazards will be reviewed, maintained, and deleted as necessary by DES personnel as per Harford County Computer Aided Dispatch MOU for Entry of Special Address Instructions Policy.

C. Supervisor

1. Will approve or disapprove the Hazard File Entry/Delete Request (SO-092).
2. Once approved, the supervisor will email the Hazard File Entry/Delete Request (SO-092) to the CAD Administrator at the DES for entry into the CAD system.
3. Any other division or agency that wishes to enter or delete a hazard from the file will submit a Hazard File Entry/Delete Request (SO-092) to one of the Watch Commanders at the precinct that is responsible for that particular address.
4. All Watch Commanders will be responsible for final review of hazard entries and deletions on their respective shifts.

D. Deputies

1. Will complete and sign the Hazard File Entry/Delete Request (SO-092).
2. The form will be given to the Watch Commander or Duty Officer.
3. Any hazard that is no longer valid will require the deputy to complete a Hazard File Entry/Delete Request (SO-092) and submit it to a supervisor.

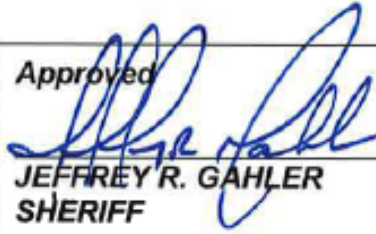
E. Police Communications

1. Once a Hazard File Entry/Delete Request (SO-092) is received, the hazard will be entered into the CAD system by DES Dispatch and forwarded to the CAD Administrator.
2. Dispatchers will ask deputies who are clearing calls for service where hazards are in place whether the hazard is still valid.

3. If the hazard is no longer valid it will be the responsibility of the deputy to follow proper deletion procedures.

F. **Law Enforcement Records**

1. DES will forward requests to the Law Enforcement Records Unit (Records) after entering the additions and/or deleted information into CAD.
2. Records supervisors will enter the information into the Law Enforcement Records Management System (RMS) in the Master Location and Master Name indexes.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 3.16.2022