



Tulsa Police Department

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Policy # 103D

Effective Date 08/15/2003

Policy Name Radio Communications/Caution Indicator File

Approved Date 08/15/2003

Approved by *Wendell Franklin, Chief of Police*

Previous Date 06/05/2002

PURPOSE OF CHANGE:

To update the policy format.

POLICY:

The Tulsa Police Department's Computer Aided Dispatching System (CADS) shall use a Caution Indicator File system to warn officers who are assigned to addresses where there is known to be a high potential risk to officers' safety.

SUMMARY: Procedures for activating a Caution Indicator for a specific address.

APPLIES TO: All police personnel

DEFINITIONS:

CAUTION INDICATOR FILE – a system within CADS by which a caution is attached to a particular address and which will “pop up” for any location within 500 feet of the particular address. These addresses are those in which there is an armed and dangerous person, a potential for a violent confrontation, or where someone has made a specific threat to an officer's safety.

PROCEDURES:

1. Officers shall contact a field supervisor or shift commander to request that a Caution Indicator be placed on an address.
2. After determining that a Caution Indicator is warranted, a field supervisor or shift commander may contact the Public Safety Communications (PSC) supervisor by telephone to have it placed on the address immediately. The request should include:
 - a. The address.
 - b. The name of the person involved.
 - c. A description of the person involved.
 - d. The types of weapons involved.
 - e. The most recent date of incident.
 - f. A brief description of the incident which presents a dangerous situation to an officer making a call at that address.
3. The field supervisor or shift commander will follow up with a written request to PSC detailing the information within 24 hours of the incident.
4. PSC personnel will synopsize the request to meet the Caution Indicator File limitations (4 lines of 80 characters each), log the request, and enter it into CADS.

5. The dispatcher will notify responding officers immediately of a Caution Indicator attached to the address of the call and of all information available in the Caution Indicator File.
6. All entries in the Caution Indicator File will be reviewed for purge after 90 days. The requesting shift commander or supervisor shall be notified before an entry is purged.
7. The requesting shift commander or supervisor will investigate the situation and make a recommendation to continue, update, or purge the caution information.
8. The shift commander will return the recommendation to the PSC administrative offices.

REGULATIONS: None

REFERENCES:

103A, *Radio Communications/General Information*
103B, *Radio Communications/Assignment of Calls*
103C, *Radio Communications/Emergency Radio Traffic*
TOG 2014, Radio Communications