



<b>Policy Name:</b>	CAD HAZARDS		
<b>Policy #:</b>	OP 8.2	<b>Last Updated:</b>	2022-03-03
<b>Issued By:</b>	COMMUNITY POLICING BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

**1. PURPOSE**

1.1. To ensure that addresses which contain potentially serious safety Hazards are flagged in the Computerized Automated Dispatch (CAD) system in Police Records Information Management Environment (PRIME-BC), when a call for service is received from or about that address, Members can be made aware that a significant safety Hazard exists at that address or premises.

**2. SCOPE**

2.1. This policy applies to all SPS Members and Operational Communications Centre (OCC) Employees.

**3. POLICY**

3.1. Care must be taken that the creation of a CAD Hazard will not create implicit or explicit bias against the occupant(s) of the subject address. When considering whether to activate a CAD Hazard, the Member must consider whether the specific Hazard or observed Hazardous behaviour may have been situational. A CAD Hazard should only be considered when an ongoing safety risk to any member of the public and/or to the police can be clearly articulated.

3.2. A decision to activate a CAD Hazard must be based on facts which have been determined during an investigation and which clearly support the decision.

3.3. The following Hazards are to be used as a guideline to determine whether the circumstances of the file justify the use of a CAD Hazard associated to a premises:

- i. intimate partner violence;
- ii. armed & dangerous occupants;
- iii. concealed trap / hidden danger;

- iv. occupant with history of escape;
- v. firearms/multiple weapons;
- vi. organized crime;
- vii. vicious animals;
- viii. significant history of violence; and
- ix. other serious safety Hazard (specify the Hazard)

3.4. The duration of a CAD Hazard may be for any period to a maximum of 12 months. After the initial period, the CAD Hazard must be reviewed by the Member who requested the CAD Hazard, who may recommend removal or extension of the CAD Hazard.

3.5. Only an OCC Supervisor may activate or remove an approved CAD Hazard.

#### **4. PROCEDURE**

##### **Member**

- 4.1. When a Member identifies a significant safety Hazard associated to a specific address or location they will complete the CAD Hazard Request Form (OP-8201), listing the nature of the Hazard(s), and the facts which substantiate each Hazard.
- 4.2. The Member requesting the CAD Hazard must submit a Form OP-8201 to their Supervisor for review and approval.
- 4.3. Once approved, a copy of the approved Form OP-8201 will be forwarded to the OCC Supervisor and request a CAD Hazard be entered on PRIME.
- 4.4. In the case of a CAD Hazard related to intimate partner violence or any other urgent matter, Members must ensure the CAD Hazard has been added as soon as practicable, and no later than the end of their shift.
- 4.5. The Member entering the CAD Hazard on PRIME will create a General Occurrence (GO) report on the PRIME-BC file with "CAD Hazard – DO NOT LOCK" in the subject line.
- 4.6. In the text of the OR, the Member must document how the investigation supports the request to have the CAD Hazard added (e.g., the purpose of the CAD Hazard, what the specific Hazard is, how the Member learned about the Hazard, and the information which supports the CAD Hazard entry). The Member must ensure that this information is consistent with the information on the CAD Hazard Request Form.
- 4.7. The Member must indicate the length of time, to a maximum of 12 months, that they are recommending the CAD Hazard remain active. The NCO Reviewer will assign a follow-up with a date based on this information.

- 4.8. When the follow-up comes due, the Member will conduct the necessary queries to determine if the risk remains or if the risk no longer exists/has been mitigated. The Member must:
- i. document their findings on the “CAD Hazard” GO, including a recommendation for either extension or cancellation of the CAD Hazard;
  - ii. route the file to the Supervisor for review; and
  - iii. if the risk remains and the recommendation is to extend the CAD Hazard, the Member will indicate the length of time, to a maximum of 12 months, the Hazard is to remain active.
- 4.9. If the CAD Hazard is to remain in effect, the NCO Reviewer will create a new follow-up for the Member who requested the CAD Hazard.
- 4.10. The Member who requested the CAD Hazard will continue to review the file as per the follow-up(s) until there is no longer any need for the CAD Hazard to remain. Once the Member believes that the CAD Hazard is no longer required, the Member must add the supporting rationale to the “CAD Hazard” GO and route the file for the Supervisor to review.

#### **Member’s Supervisor**

- 4.11. Upon receipt of a CAD Hazard Request Form for approval, the Supervisor will review the information on the form and on the PRIME file to determine if the facts of the investigation support the request.
- 4.12. If the recommendation is substantiated, the Supervisor will approve the CAD Hazard Request Form and return it to the Member.
- 4.13. After the Member has created the “CAD Hazard” GO, the Supervisor will add supporting comments and signature block to the “CAD Hazard” GO and route the file to the Review Unit.
- 4.14. The Supervisor must confirm that the Member has forwarded the approved Form to the OCC Supervisor.
- 4.15. If the Supervisor does not support the recommendation to assign a CAD Hazard, the Supervisor must provide reasons for non-support in the “Supervisor Comments” section of the CAD Hazard Request Form and return it to the Member.
- 4.16. If the original Member is no longer positioned to complete the follow up review, the Supervisor must assign the matter to another Member.
- 4.17. When an update is added to the “CAD Hazard” GO, the Supervisor must review the update. If the Member’s update indicates the original Hazard(s) continue to exist, or new Hazards are identified, the Supervisor will approve the extension of the CAD Hazard record by adding their comments and signature block to the “CAD Hazard” GO.

4.18. If the Member's update indicates the original Hazard(s) no longer exist and there are no new Hazards identified, the Supervisor will approve the removal of the CAD Hazard record by adding their comments and signature block to the "CAD Hazard" GO and sending a Notify to the OCC Supervisor and conclude the file to Records or route to the appropriate handle if the investigation is ongoing.

**NCO Reviewer**

4.19. The NCO Review will review for completion and Supervisor authorization a routed "CAD Hazard" GO file. The NCO Reviewer will assign a follow-up to the Member for the review of the CAD Hazard at the conclusion of the time period.

**OCC Supervisor**

4.20. Upon receipt of a completed NCO-approved CAD Hazard Request Form, the OCC Supervisor will Activate the CAD Hazard feature in CAD.

4.21. The OCC Supervisor will make a notation on the CAD Hazard Request Form that the address flag has been activated and forward the document to Records for retention on the investigational file.

4.22. The OCC Supervisor is responsible for extending or removing the CAD Hazard feature upon receipt of a Notify for a file in which the Supervisor or NCO Reviewer has concurred with the approved extension or removal on the CAD Hazard.

4.23. The OCC Supervisor will add a notation to the CAD Hazard GO indicating the date on which the CAD Hazard was extended or removed.

## **APPENDIX A: DEFINITIONS**

“CAD” means computerized automated dispatch.

“GO” means a General Occurrence report in the PRIME-BC records management system.

“Hazard” means a potential safety threat to police officers or the public is associated to a premises.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“NCO” means non-commissioned officer and includes the ranks of Sergeant and Staff Sergeant or a Member acting in that role.

“NCO Reviewer” means an NCO in the Operational Review Unit (ORU).

“OCC” means Operational Communications Centre.

“PRIME-BC” means the Police Records Information Management Environment, the provincial police records management system.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

## APPENDIX B: REFERENCES