



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: AUGUST 9, 2023	CHAPTER: 7 - Communications	PAGE: 1 of 2	NUMBER: 7.01.04
SUBJECT: CAD PREMISE / HAZARD FILE			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** The Computer-Aided Dispatch (CAD) Premise/Hazard File (P/H File) can alert responding officers to noteworthy items at a specific address.

**POLICY:** **It is the policy of the Cleveland Division of Police** to use the CAD Premise/Hazard File to enhance officer safety and provide efficient police response. The Communications Control Section (CCS) shall maintain the P/H File. Divisions of Fire and Emergency Medical Services (EMS) can share, add, delete, or change the information in this file.

**PROCEDURES:**

I. General Guidelines

- A. *Members that have noteworthy information regarding premise or hazard information at a residence or business shall complete a CAD/Premise Hazard File Form-1 and forward to the Communications Control Section (CCS).*
- B. *CCS shall advise responding officers over the air of any P/H File information when dispatched to an assignment at that location.*

II. Premise/Hazard Information

- A. Premise Information includes information about a business or a residence for responding officers. It may include, but is not limited to:
  - 1. Owner information
  - 2. Emergency contact information
  - 3. Past point(s) of entry
  - 4. Physical challenges of occupants (i.e., hearing impaired or immobile)
  - 5. *Crisis Intervention (CIT) information*
- B. Hazard Information includes address information to alert responding officers of a potential hazard. It may include, but is not limited to:
  - 1. Dangerous person(s).
  - 2. *Weapon(s) information.*

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3. Criminal history.
4. Threats made against a police officer, firefighter, paramedic, or public official.
5. Hazards of a non-criminal nature, (i.e., vicious animal).

### III. Officer Responsibilities

- A. Officers with knowledge of a potentially hazardous location or about a person at a particular address shall submit the information for entry in the P/HFile.
- B. Officers shall complete the attached Form-1 *electronically* and forward it to the Communications Control Section (CCS) at [bsupervisor1@clevelandohio.gov](mailto:bsupervisor1@clevelandohio.gov) with concise and accurate information including:
  1. The exact address of the location (include apartment number, up, down, rear, side).
  2. Description of person(s) or hazard(s).
  3. Name and telephone number of emergency contact(s).
  4. A “Purge Date” to indicate when the information should be deleted from the system.
  5. Other divisions or agencies that may be affected by this information.
  6. Information sources (i.e., officer’s name, badge number, and assignment).

**THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERCEDED.**