



**D. Text Directions**

Within the context of this directive, the term “text directions” refers to directions that are recorded in the computer-aided dispatch (CAD) address server file and are provided to assist responding units in locating the hundred block street segment of the dispatched location.

**IV. PROCEDURE**

**A. General Provisions**

1. Location information file entries fall into four categories:
  - a) Hazard;
  - b) Homeland security location of interest (HSLOI);
  - c) Premise information; and
  - d) Text directions.
2. Information, other than that which clearly falls within the listed categories, will be considered on a case by case basis and categorized appropriately.
3. Hazard, HSLOI and premise information will be entered into CAD with a priority of high; text directions entries will have a priority of low.
4. Hazard, premise information and text directions are viewable through CAD and MDCs to both law enforcement and fire/rescue system users.
5. HSLOI information is viewable through CAD by both law enforcement and fire/rescue system users and only to law enforcement users through use of the Mobile Data Computers (MDCs).
6. Entries other than non-expiring information will become inactive, and no longer viewable, on their associated expiration dates and permanently deleted from the system one year after the expiration date.
  - a) Employees can run a query from the MCPD Intranet and print a report detailing, by address and date, expiring location information file entries.
  - b) If an entry is due to expire and the officer wants to extend

it, an MCP Request for CAD Location Information File Entry form (MCP 255) must be submitted in the manner outlined within this directive.

**B. Entry of Information**

1. When an officer has information that will enhance the safety of first responders, the officer will complete a MCP 255 form.
2. Completed MCP 255 forms shall be submitted to the officer's supervisor for review.
3. In the interest of the safety of first responders, the completed form shall contain as much detail as possible, such as height, weight, DOB, etc. on persons of interest or concern.
4. Upon supervisory approval, the supervisor shall ensure that the completed form is faxed to the PSCC CAD Manager (Fax number: 240-773-7020).
5. The CAD Manager will not accept forms that have not been approved by a supervisor, are illegible, or contain inappropriate information.
6. Forms not approved will be returned to the officer who submitted the form for additional information.
7. The initiating officer is responsible for the accuracy of information submitted in the MCP 255 and for notifying the PSCC CAD Manager of any changes in the information (residence now vacant, hazard notation no longer necessary, etc.)
8. During normal business hours, information will be entered into the CAD system by the PSCC CAD Manager as soon as possible.
9. During non-business hours, weekends and holidays, the information will be entered by the on-duty PSCC Supervisor/Operations Manager as soon as possible.
10. After entry by PSCC, copies of the MCP 255 will be distributed to the originating officer, the officer's commander and, if an HSLOI entry, MCP Vice & Intelligence Section.
11. Because location information can be accessed from MDCs, it is possible to include information in the description that is not to be broadcast over the air. Items within the description that are

sensitive should be clearly labeled “DO NOT BROADCAST.”

**C. Hazard Entries**

1. The PSCC CAD Manager maintains a record of hazard file entries.
2. Hazard entries can be submitted with the following retention periods:
  - a) Temporary – 60 days;
  - b) Long term – one year; or
  - c) Date specific period (not to exceed one year).
3. Hazard entries may be renewed prior to expiration; requesting officers are responsible for renewing hazard entries, via submission of an updated MCP 255, to the Public Safety Communications Center (PSCC).
4. Examples of suitable hazard entries include:
  - a) Previous violent incident, hostage/barricade incident, threats against police, police fighter, weapons present, martial arts expert, etc.;
  - b) Threats made against an occupant, crime victim or witness retaliation/intimidation;
  - c) The residence and/or occupant(s) have been involved in domestic violence incidents such as ongoing domestic violence, protective order, AWARE Program, prior incident(s) of serious abuse, weapons, spousal arrest, stalking incident, etc.;
  - d) The occupant has a psychiatric problem or medical disability, psychosis, delusions, incoherence or a communicable disease;
  - e) The premise has unusual security or has been the scene of a hazardous materials (HAZMAT) incident or situation, or there are other unusual hazards present, such as high voltage, armed security personnel, dog present, etc.; and
  - f) History of false reports/calls, emergency or non-emergency, have been made from/to the address or place.

**D. Homeland Security Location of Interest (HSLOI) Entries**

1. HSLOI entries can be submitted with the following retention periods:
  - a) Temporary HSLOI – specify retention; or
  - b) Non-expiring HSLOI.
2. HSLOI entries will be entered for the following subject areas:
  - a) Government Indicator – Government facilities or residences associated with a person’s career position (federal officials, diplomats, etc.) that will usually involve notification to a federal law enforcement agency (U.S. Secret Service, U.S. Marshals, State Department Security, etc.);
  - b) Financial Indicator – Major financial facility such as NASDAQ or a bank computer operations center;
  - c) Symbolic Indicator – Large public gathering place (mall, stadium, etc.) or the site of a religious organization;
  - d) Hazmat Indicator – Hazardous materials storage / radioactivity;
  - e) Infrastructure Indicator – Dams and major utility (power, communications, water, etc.) site/transfer stations;
  - f) Special Interest Indicator – Prone to domestic terrorism, such as animal facilities, World Bank, abortion clinics, and corporations; and
  - g) Persons of Interest Indicator – Subject associated with terrorist activity.
3. Approved HSLOI entries will be forwarded to the MCP Vice & Intelligence Supervisor for a secondary approval.
  - a) The Vice & Intelligence Supervisor will forward approved forms to the PSCC CAD Manager;
  - b) A printout of non-expiring HSLOI entries will be sent to Vice & Intelligence for annual review and update.

**E. Premise Information**

1. Premise Information entries can be submitted with the following retention periods:
  - a) Temporary premise information – specify retention; or
  - b) Non-expiring premise information.
2. Non-expiring premise information will be reviewed for accuracy by the CAD Manager annually.
3. Examples of suitable premise information include:
  - a) An entrance or driveway to a location that is difficult to locate or is located on a different street than the actual street address;
  - b) Information describing methods of access to a facility, which often may be temporary in nature, due to renovation/construction projects;
  - c) Information describing building/entrance layouts to large apartment, office, or industrial complexes; and
  - d) Information describing life saving equipment that may be located on the premises.

**F. Hazard Entries for Registered Sex Offenders**

1. Hazard entries will be made for addresses of registered sex offenders and officers will be advised when responding to such locations.
  - a) The PSCC will advise the location is the address of a registered sex offender and provide a description of the subject; and
  - b) Unless otherwise warranted, there is no probable cause for search or arrest of the subject.
2. Officers must be vigilant in their observations while at such locations, to include:
  - a) Conducting plain view searches;

- b) Establishing probable cause for further searches;  
and
  - c) Requesting consent to search, when appropriate.
3. Items that may be of interest or warrant further investigation include, but are not limited to:
- a) Evidence suggesting the presence of children (clothing, toys, baby food, etc.);
  - b) Multiple computers; and
  - c) Video/digital recorders.
4. An event report must be completed any time officers are dispatched to the residence of a registered sex offender.
- a) If responding to a report call that does not appear to be related to the subject's status as a sex offender, officers' observations shall be included in that report.
  - b) If no crime has been committed or the call would not otherwise warrant an event report, a police information report shall be completed to document officers' observations.
  - c) A copy of the event report shall be faxed to MCP Family Crimes Division (240-773-5549) by the approving supervisor, prior to the conclusion of the officer's tour of duty.
5. MCP Family Crimes Division will be responsible for providing the PSCC CAD Manager with the information for these hazard entries and updates when the registered offender relocates.