

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

September 30, 2021

**SUBJECT: EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM  
SPECIAL LOCATIONS/PREMISE HAZARD FILE – REVISED; AND,  
SPECIAL LOCATIONS/PREMISE HAZARD REQUEST, FORM 15.93.00  
– REVISED**

**PURPOSE:** The purpose of this Order is to revise Department Manual Section 4/105.30, *Emergency Command Control Communications System (ECCCS) Special Locations/Premise Hazard File*, which will streamline the process for entering addresses and information into the ECCCS Special Locations/Premise Hazard File. This also revises the Special Locations/Premise Hazard Request, Form 15.93.00.

**PROCEDURE:**

- I. EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM  
SPECIAL LOCATIONS/PREMISE HAZARD FILE – REVISED.** Attached is the revised Department Manual Section 4/105.30, *Emergency Command Control Communications System (ECCCS) Special Locations/Premise Hazard File*, with revisions indicated in italics.
- II. SPECIAL LOCATIONS/PREMISE HAZARD REQUEST, FORM 15.93.00  
– REVISED.** Attached is the revised Special Locations/Premise Hazard Request, Form 15.93.00, with the revisions indicated in italics. The completion of the form has been revised. The use and distribution of this form remains unchanged.

**FORM AVAILABILITY:** The Special Locations/Premise Hazard Request Form is available in E-Forms on the Department's Local Area Network (LAN). A copy of the form is attached for immediate use and duplication.

**AMENDMENT:** This Order amends Section 4/105.30 of the Department Manual. The "Form Use" link applicable to the Special Locations/Premise Hazard Request is accessible in E-Forms on the Department's LAN.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30



MICHEL R. MOORE  
Chief of Police

Attachment

DISTRIBUTION "D"

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**105.30 EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM (ECCCS) SPECIAL LOCATIONS/PREMISE HAZARD FILE.**

The Special Locations/Premise Hazard File is an important and valuable part of the Emergency Command Control Communications System (ECCCS) and is designed to *enter* pertinent information regarding a particular location. Such information provides critical assistance when dispatching calls for service to a location and also provides additional insight to the responding units. The importance of maintaining the Special Locations/Premise Hazard File includes, but is not limited to, the identification of the following:

- High risk locations, such as prior uses of force or officer-involved shootings;
- Possible ambush locations;
- *Mental health facilities;*
- Consulate buildings;
- Faith Center locations;
- “Code-5” locations;
- Residences belonging to high-profile individuals;
- Chronic 9-1-1 abusers;
- Entertainment industry filming locations; *and,*
- *Locations housing mentally ill persons exhibiting high-risk behavior, including credible suicide-by-cop actions, repeated behavior likely to provoke a use of force from officers, or prior behavior that reveals a critical need to warn responding officers of danger.*

***Note:** If the location's hazard is related to suspected mental illness, Case Assessment Management Program (CAMP), Detective Support and Vice Division (DSVD), shall be consulted and will give final approval on the verbiage used to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA).*

**Employee’s Responsibilities.** Department employees having information which would assist in the dispatching of calls for service or provide further insight to units responding to a particular location must complete the Special Locations/Premise Hazard Request, Form 15.93.00, and provide this information to the watch commander of the concerned Area prior to the employee’s end of watch.

**Watch Commander’s Responsibilities.** Area watch commanders receiving information regarding a location suitable for inclusion into the Special Locations/Premise Hazard File shall:

- Review the Special Locations/Premise Hazard Request for accuracy and relevance;
- Approve or disapprove the request;
- Send the Special Locations/Premise Hazard Request via fax or electronic mail (e-mail) to the Communications Division (CD) watch commander;
- Follow-up to ensure that CD received the Special Locations/Premise Hazard Request to be entered into the Special Locations/Premise Hazard File;

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- Ensure that the reporting employee and watch commander's names and serial numbers are documented on the Special Locations/Premise Hazard Request; *and*,
- *Ensure Mental Evaluation Unit (MEU), DSVD, is notified on all mental health-related entries.*

**Communications Division's Responsibilities.** Communications Division shall:

- Ensure information from the Special Locations/Premise Hazard Request is entered into the Special Locations/Premise Hazard File;
- Send an e-mail notification to the Area watch commander advising that the location was entered into the Special Locations/Premise Hazard File; *and*,
- *Ensure MEU approves of any mental health-related entries.*

**Note:** The inputting employee and CD watch commander's names and serial numbers will respectively appear under the "Entry Completed By" and "Verified by Communications Division WC" fields of the Special Locations/Premise Hazard Request.

***Emergency Command Control Communications System Division's Responsibilities.***  
*Emergency Command Control Communications System Division (ECCCS), Information Technology Bureau, is responsible for the maintenance of the Special Locations/Premise Hazard File and shall:*

- Generate a complete list of all Special Locations/Premise Hazard File locations and provide the information to the Office of Operations (OO) *and MEU* for validation *bi-annually*; *and*,
- Remove Special Locations/Premise Hazard File locations from the system upon receipt of an e-mail or via an Intradepartmental Correspondence, Form 15.02.00.

**Note:** *Every six months* OO will distribute the Special Locations/Premise Hazard File list to the geographic bureaus to determine the need to maintain or remove particular locations from the Special Locations/Premise Hazard File. *The Area or Division making the entry shall be responsible for determining whether the entry will be maintained.*

**Area Commanding Officer's Responsibilities.** Area commanding officers shall:

- After receiving the *bi-annual* report, ensure that all listings are reviewed for accuracy;

**Note:** Nothing precludes Areas from conducting routine inspections, in addition to the annual reviews.

- Validate the need for a location to remain as a Special Location/Premise Hazard;
- Request the removal of a Special Location/Premise Hazard that no longer meets the criteria, via an e-mail or an Intradepartmental Correspondence to *ECCCS*; *and*,
- Retain hard copies of all Special Locations/Premise Hazard Requests in a file.

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**Note:** Nothing in this *section* precludes Areas from requesting locations to be entered for periods of less than a year. In addition, the responsibility remains with the Areas to ensure short term locations are removed in a timely manner by submitting an e-mail or an Intradepartmental Correspondence to the *ECCCSO*.

**Mental Evaluation Unit's Responsibilities.** The Case Assessment Management Program of the Mental Evaluation Unit (MEU), Detective Support and Vice Division, shall be responsible for ensuring the locations of high-risk mentally ill persons *which have not been requested by the Area*, are accurately and promptly *entered* into the Special Locations/Premise Hazard File. *If the high-risk behavior is determined to be due to a mental illness*, the MEU will contact CD and the concerned Area watch commander to inform them of the new location. *Every six months a* review of the Special Locations/Premise Hazard File shall be conducted by MEU to determine if a location should be removed as a Special Location/Premise Hazard.

**USE OF FORM**  
**(Accessible in LAPD Forms, on the Department's Local Area Network)**  
**Revised by Special Order No. 18, 2021**

**15.93.00 SPECIAL LOCATIONS/PREMISE HAZARD REQUEST, FORM 15.93.00.**

15.93.00-01 **Use of Form.** This form will be used to request that a location be entered into the Special Locations/Premise Hazard File.

15.93.00-10 **Completion.** *This form shall be completed within two business days after identification of the Special Location.*

**15.93.00-80 Distribution.**

1 - Original, Area.

1 - Copy, Communications Division.

**2 - TOTAL**

## Special Locations/Premise Hazard Request

Area/Division Making Entry: \_\_\_\_\_

Reporting District: \_\_\_\_\_

Person/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Purge Date: \_\_\_\_\_

Code (circle one letter): C = Caution Location, G = Government Building,  
I = Information/Miscellaneous, S = Special Instructions

Name of Employee Requesting: \_\_\_\_\_ Serial No. \_\_\_\_\_

Approved by Watch Commander (WC): \_\_\_\_\_ Serial No. \_\_\_\_\_

*(Only if mental health-related)*

Approved by CAMP OIC / MEU WC: \_\_\_\_\_ Serial No. \_\_\_\_\_

Description:

Entry Completed by: \_\_\_\_\_ Serial No. \_\_\_\_\_

Verified by Communications Division WC: \_\_\_\_\_ Serial No. \_\_\_\_\_