

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 16

March 24, 2026

**SUBJECT: EMERGENCY COMMAND CONTROL COMMUNICATIONS
SYSTEM SPECIAL LOCATIONS/PREMISE HAZARD FILE
- 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*, that had been managed by the Application Development and Support Division (ADSD) since 2010, and return it to the Emergency Command Control Communications System Division that maintains the technology support functions for the Department's Dispatch, 911 and radio systems.

PROCEDURE: Department Manual Section 4/105.30, *Emergency Command Control Communications System Special Locations/Premise Hazard File*, has been revised and is attached with the revisions in italics.

AMENDMENT: This Order amends Section 4/105.30 of the Department Manual.

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.



JIM McDONNELL
Chief of Police

Attachments

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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 Systems (ECCCS) and is designed to allow for input of 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;
- Locations housing high-risk mentally ill persons;
- Consulate buildings;
- Faith Center locations;
- “Code-5” locations;
- Residences belonging to high-profile individuals;
- Chronic 9-1-1 abusers; and,
- Entertainment industry filming locations.

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; and,
- Ensure that the reporting employee and watch commander’s names and serial numbers are documented on the Special Locations/Premise Hazard Request.

Communications Division’s Responsibilities.

- Ensure information from the Special Locations/Premise Hazard Request is entered into the Special Locations/Premise Hazard File; and,

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- Send an e-mail notification to the Area watch commander advising that the location was entered into the Special Locations/Premise Hazard File.

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

Emergency Command Control Communication Systems Division's Responsibilities. *Emergency Command Control Communication Systems Division (ECCCSO), 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) for validation 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: Each year, the 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.

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

- After receiving the 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 *ECCCSO*; and,
- Retain hard copies of all Special Locations/Premise Hazard Requests in a file.

Note: Nothing in this Order 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 are accurately and promptly inputted into the Special Locations/Premise Hazard File. The MEU will contact CD and the concerned Area

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watch commander to inform them of the new location. An annual 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.