

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Information to be Recorded		CHAPTER/SECTION NO.: 53.6	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 81.2.4			

53.6 Policy

- 53.6.1 WACDC shall maintain a record of all service requested from the community which the law enforcement agency serves. The information recorded shall include at a minimum:
- A. Incident control number
 - B. Date and time of request
 - C. Name and address of complainant, if available
 - D. Type of incident reported
 - E. Location of incident reported
 - F. Identification of Deputies assigned to the call
 - G. Time of dispatch
 - H. Time Deputy arrived
 - I. Time Deputy returned to service
 - J. Disposition or status of reported incident
- 53.6.2 This information shall be recorded for all requests for service, including those received by telephone, letter, in person, self-initiated by Deputy, or reported to Deputies in the field.
- 53.6.3 Complaint Control Number
- A. WACDC shall affix a incident number to all calls for service with a disposition noted, if known. The incident number serves as the basis for filing and retrieving subsequent reports of the incident and is indispensable when auditing the information system.
- 53.6.4 Relevant information requests

- A. WACDC personnel shall solicit as much information as possible to enhance the safety of the Deputy and assist in anticipating conditions likely to be encountered at the scene. This will include notifying the deputy of hazard or persons alert "flags" assigned to locations or persons the deputy is responding to or may encounter.
 - 1. Deputies may notify WACDC to assign a hazard or persons alert "flag" to a location or person for officer safety or criminal information purposes. WACDC will assign the "flag" and submit a request to the deputies supervisor for review and continued approval.

- B. WEBER COUNTY SHERIFF'S OFFICE personnel will inquire if the following conditions exist and if the request for service warrants such inquiries. The conditions include, but are not limited to:
 - 1. Are weapons involved?
 - 2. Are drugs or alcohol involved?
 - 3. Is a crime in progress?
 - 4. Are offenders attempting to escape?
 - 5. Is there a history of mental disorders?
 - 6. Are persons injured?
 - 7. Are there special instruction on location?
 - 8. Are there special instructions on how law enforcement should approach?
 - 9. Bomb threats?