

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

PREMISE HISTORY FILE
SUBJECT

DATE: August 5, 2021

NO: B-08

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: PREMISE HISTORY FILE

I. PURPOSE

- A. To provide policy and procedures for the entering, use of, and purging of information in the Premise History File in the Telecommunications Center.

II. DEFINITIONS

- A. Premise History File – An electronic file that contains relevant law enforcement related information on a specific location maintained as part of the Telecommunications Center computer systems. Premise History is broken down into four relevant categories:
1. PW – Police Warning - Information entered under this category is for officer safety. (i.e. resident is CCW, scanner inside, subject is hostile toward or made threats against Law Enforcement). This category is also for entry of Emergency Protective Orders (EPOs).
 2. PH – Police History - Information entered under this category is used to evaluate the call or caller, appropriately. (i.e. expedite units to address, condition blue/still respond, etc.)
 3. OC – Occupant - Information in this category is to contain names and telephone numbers of individuals to contact when needed at a specific location (business or residence). This file also includes alarm information that is entered by the Alarm Coordinator.
 - a. In general, specific information regarding a medical diagnosis may not be entered, however, a premise could be flagged with "medical precautions necessary," or some other similar language that does not identify the specific person or specific diagnoses.
 4. INFO – Information – Information in this category pertains to general information on premises including gate codes, knox-box locations, etc.

III. POLICY

- A. Premise History information shall be maintained in the Telecommunications Center in accordance with the Telecommunications Manual and Operating Procedures.

IV. PROCEDURE

- A. Department Personnel requesting premise history information be added to a specific location will ensure the information is accurate and relevant to the specific location. Officers will forward this request to the Telecommunications Center via their chain of command.
- B. Supervisors will ensure the validity and relevance of the premise history information requested and will forward the request to the on-duty Telecommunications Center supervisor, who will process the request and ensure entry of the information into the premise history file in accordance with the Telecommunications Center manual.
- C. To ensure the validity and legitimacy of the premise history file, Department personnel who become aware of information in the premise history file that is no longer current or valid shall make a similar request through their chain of command to have the information removed from the premise history file.
- D. Officers on a call for service can access the Premise History file by clicking on the link labeled "PH" under the address in the CAD log. For Officers not currently on a call, Premise History for a location can be accessed by using the "FRM PH" or "FRM PI" command on the MDC. "FRM PI" provides both Premise History information and recent calls for service at the given location.