

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 537-S

REFERENCE STANDARDS:      81.1.1      81.1.2      81.2.1      81.2.2      81.2.3  
   81.2.4      81.2.5      81.2.6      81.2.7      81.2.8  
   81.2.9      81.2.10      81.2.11      81.2.12

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SUBJECT:      Communications Data Control System

POLICY:      The Village of Hanover Park endeavors to provide the most efficient and effective police communications system possible. Thus the Village has entered into a contractual agreement with DuPage Public Safety Communication (DU-COMM) for its Law Enforcement emergency communications service system. (81.1.1)

PURPOSE:      To establish and outline the functions and operations of the communication component within the Department. Also to clarify its relationship to other Department sections.

## I.      COMMUNICATION FUNCTION

- A.      The basic function of DU-COMM is to satisfy the informational needs of the Police Department in the course of its normal daily activities and during emergency situations. (81.2.1)
  - 1.      Provides continuous two-way radio communications capability between the communications center and on-duty field personnel; (81.2.2)
  - 2.      Provides emergency telephone communications 24 hours a day;
  - 3.      Continuous teletype and automated data communications, and
  - 4.      Alarm monitoring.
- B.      DU-COMM conveys information from the public to the Police Department through communications personnel, to the officer, to other law enforcement and public service agencies, and to information storage and retrieval systems.
- C.      DU-COMM telecommunicators, through radio transmissions, shall assign officers to complaints and calls for service that relate to the police function and assist on informational inquiries from officers and citizens. (81.2.3)

1. Police employees dispatched on calls for service or self-initiated activities shall be monitored by the telecommunicator "Watch Dog Timer" that, dependant upon the nature of activity, will prompt the operator to check on the status of the employee on the assignment. (81.2.6e)
- D. The telecommunicators employed through DU-COMM shall follow the rules and operating procedures of that agency. The rules and procedures are not all inclusive and should be used in conjunction with other existing training materials, equipment manufacturers manuals, Illinois Commerce Commission Regulations, and F.C.C regulations. (81.1.2)
- E. DU-COMM personnel shall be responsible for:
1. Answering all phone calls to the E-911 emergency phone line on a 24-hour basis. (81.2.1)
  2. Operations of the computerized aided dispatch (CAD) system.
- F. DU-COMM shall initiate all information on the CAD system. It shall maintain the radio and telephone recording equipment that has the capability to playback pertinent information while maintaining a continuous record of on-going activity. Recorded tapes are changed on a twenty-four hour basis and are held in rotation for a minimum ninety day period. (81.2.7a) Tapes that must be retained for evidence shall be stored by DU-COMM as outlined in their procedure manual. (81.2.7b) Request for review of a particular incident shall be made by someone of the rank of Sergeant or above on the Incident Clarification Form supplied by DU-COMM. (Appendix A) (81.2.7c)
- G. DU-COMM personnel shall be responsible for the monitoring and assigning of all alarms that are activated on the alarm board. (81.2.12)
1. Customarily, upon receipt of a security alarm, the telecommunicator will dispatch an officer to the location of the alarm. Unless advised otherwise by a on-duty supervisor, a back-up officer shall also be assigned to the alarm.
  2. When dispatching an alarm, DU-COMM will give the type of alarm, the address, the business or resident name, and any other pertinent information.
  3. At the direction of the responding officers, DU-COMM shall advise a key holder of the situation and any action needed.
  4. Established procedures for the dispatch and response to security alarms may be altered by a DU-COMM Supervisor or on-duty patrol supervisor in the event of severe weather or other extreme or unusual circumstances.
- H. Personnel assigned to the Records Bureau of the department shall be responsible for answering the administrative telephone number on a 24-hour basis. In the event an

emergency telephone call is received or the caller requests the services of police personnel, the call taker is to suggest the caller call 9-1-1 or the call may be transferred to the telecommunicator at DU-COMM.

- I. The department maintains various radio frequencies for non-emergency situations that have a base unit within the radio room area of the records bureau. All personnel who utilize these frequencies shall adhere to the rules and regulations governing radio etiquette.
- J. Records personnel shall maintain a listing of external services available on an emergency basis that might be needed within the community. These listing shall include emergency telephone numbers for public works employees, police employees, elected officials, social service agencies, etc. (81.2.6f)

## II. DATA COLLECTION FUNCTION

- A. DU-COMM personnel shall obtain and record relevant information of each request for criminal and non-criminal service or self-initiated activity to include: (81.2.3)
  - 1. Record/case control number; (81.2.3a)
  - 2. The date and time of the request; (81.2.3b)
  - 3. The name and address of the complainant, if possible; (81.2.3c)
  - 4. The type of incident being reported; (81.2.3d)
  - 5. The location of the incident being reported; (81.2.3e)
  - 6. The identification number of the police personnel assigned as the primary and backup units; (81.2.3f)
  - 7. Time of dispatch; (81.2.3g)
  - 8. Time of arrival; (81.2.3h)
  - 9. Time of the police personnel's return to service; and (81.2.3i)
  - 10. Report classification code and disposition or status code of the reported incident. (81.2.3j)
- B. The record information shall be downloaded on a daily basis by personnel assigned to the department's records bureau for use in the records management function.

## III. SHIFT BEAT ASSIGNMENT

- A. DU-COMM telecommunicators shall assign and record dispatched and self-initiated activity for police personnel based upon their daily beat assignment as determined by the on-duty patrol supervisor. A duty roster shall be prepared for the next working day that shall include:
  - 1. The beat/radio designator for patrol personnel working, i.e.:
    - a. 1 Yankee 1 – denotes patrol shift 0800 to 1600 hours assigned to Beat 1
    - b. 2 Yankee 1 – denotes patrol shift 1600 to 2400 hours assigned to Beat 1
    - c. 3 Yankee 1 – denotes patrol shift 0000 to 0800 hours assigned to Beat 1
  - 2. The employee's identification number and name; and
  - 3. Any special instructions applicable for that shift period.
- B. It shall be the responsibility of the on-duty patrol supervisor to prepare the next working days duty roster. Once completed, the personnel assigned to the record's bureau shall FAX the duty roster to DU-COMM no less than two (2) hours prior to the start of the on-coming patrol shift. DU-COMM telecommunicator shall then enter that information into their CAD system.
- C. All radio communications shall be based upon the working duty roster. Beat assignments are predetermined based upon the geographics of the community that have been determined by the volume of activities reported, time of day, and minimum staffing levels.
- D. Radio transmissions shall be based upon a modified 10 code and signal code system. The International Phonetic alphabet shall also be used to spell names and/or used in alpha/numeric combinations. (Appendix B)

#### IV. USE OF L.E.A.D.S./N.C.I.C./OTHER DATABASES (81.2.8)

- A. Due to the in-house computer system being in operation, the department has access to LEADS and NCIC at all terminals by using CJIS, Criminal Justice Information System.
- B. The Hanover Park Police Department participates in the LEADS computerized telecommunications system. The heart of this system is the LEADS computer in Springfield, Illinois, operated by the Illinois Department of Law Enforcement. Terminals and computers located in authorized law enforcement and criminal justice agencies are connected to the LEADS computer. This gives these agencies access to information stored in the LEADS files and, through LEADS, gives them access to other criminal justice information systems such as NCIC. Police employees have access to information from LEADS via CJIS terminals located throughout the police facility and MDTs located in police vehicles. The LEADS agreement prohibits access to certain information such as CQHS unless the user is a certified LEADS operator.

1. The Director of the Illinois Department of Law Enforcement is responsible for establishing policies, procedures, and regulations consistent with state and federal rules, policies, and law by which LEADS operates. The director has appointed a LEADS Advisory Policy Board to reflect the needs and desires of the law enforcement and criminal justice community, and to make recommendations concerning policies and procedures consistent with state and federal rules. All LEADS regulations regarding obtaining and disseminating of information shall be observed. Information regarding LEADS policies, procedures, and regulations may be found in the Illinois LEADS Reference Manuals that are available in the Communications and Records Section of the Police Department.
- C. The use of any NCIC, LEADS or any other police database shall be limited to law enforcement purposes only. Any violations of the use of NCIC or LEADS information shall call for disciplinary action.

## V. RADIO COMMUNICATION PROCEDURES

- A. Operations are more efficient and officer safety is enhanced when field personnel and Communications personnel know the status of field units, their locations, the nature of their cases and developments in their investigations.
  1. The following are Communications guidelines: (81.2.4a)
    - a. Whenever a field unit is dispatched, the location, nature of the call, and any other important information will be relayed to the unit. The unit receiving the dispatch will acknowledge the call.
    - b. Upon arrival at the scene, the responding field unit will inform the telecommunicator of arrival. When clearing from the scene, the unit will advise the telecommunicator that he is clear of the scene and give the appropriate disposition code via radio or CAD.
    - c. When making a traffic or pedestrian stop, the officer will inform the telecommunicator of the location of the stop, vehicle registration and/or other identifying information. When clearing from the stop, the officer will give the appropriate disposition code.
    - d. When assigned to incidents involving possible violent crime, unknown disturbances, service of criminal warrants, traffic accidents and during traffic stops, officers shall attempt to keep DU-COMM informed regarding current status and whether additional assistance is necessary.
    - e. When emergencies such as crimes in progress, fresh pursuit situations, or unknown disturbances arise and the telecommunicator or on-duty supervisor deems it necessary, a request shall be made to have all units not involved with the emergency incident in question switch to an alternate available talk group. Depending on the circumstances, the on-duty supervisor or Communications personnel may opt to have the units handling the emergency incident switch to the alternate talk group, and have all other units remain on the primary talk group.

- f. It is important that field personnel be courteous to others and listen before transmitting. The use of clear and distinct speech enables messages to be understood correctly. Personnel shall not display emotion by words or voice inflection to convey or indicate irritation, disgust, or sarcasm.
- 2. Communications personnel shall record employees' status changes from in and out of service. Information recorded will include: (81.2.4b)
  - a. Time out of service.
  - b. Officer's location.
  - c. Reason.
  - d. Time back in service.
- 3. Radio designators: The Department uses a radio call sign system which consists of a prefix, which designates the call designation of the Department, and a suffix, which identifies the specific unit of assignment. The prefix will be the phonetic representation of a single letter. In the Patrol Division, the number 1, 2, or 3 to designate a specific watch will precede the prefix. (See Appendix C, Radio Designators.) (81.2.4c)
  - a. The Department uses a phonetic alphabet to ensure understanding and accurate interpretation of names and addresses. The phonetic alphabet is a list of alpha characters followed by common names and words that begin with that letter of the alphabet.
  - b. The 10-codes were developed to achieve reliability and speed. Reliability is achieved by the "TEN" (10-) portion of the code wherein the "10-" is an audio phonic alert attesting to the fact that information is about to follow. Speed is achieved by the "code" portion (the number following the "10-"), which is a condensation of several words allowing for brevity. Speed is also achieved due to the fact that numbers, because of inflection, are not as easily confused as words, and are also more understandable through noise or other interference. Use of multiple 10-codes in one transmission should be limited to no more than two. Do not drop the "10-" portion. The complete 10-code will be used. In some situations, plain language may be necessary to avoid confusion. A 10-code is complete in itself; additional words are seldom necessary.
- 4. Cooperation and coordination among area agencies are governed by existing mutual aid agreements. (81.2.4d)
  - a. Emergency radio communication between area departments will be conducted on ISPERN or shared talk groups on the trunked radio system.
    - 1) Communication on ISPERN will be in accordance with the guidelines described in the ISPERN manual.
  - b. Non-emergency communications between area departments will be conducted via telephone, via LEADS or, where feasible, mobile data terminals.
    - 1) All such communications should be for the purpose of police business only.

5. Incident Response. (81.2.4e)
  - a. One unit will generally be dispatched to handle routine calls for service.
  - b. Response to some calls may require several employees to deal effectively and safely with the situation. The types of situations requiring the response of at least two employees include, but are not limited to:
    - 1) Employees calling for help.
    - 2) Reports of crimes in progress.
    - 3) Reports of domestic disturbance.
    - 4) Alarms.
    - 5) Possibility of or actual use of force.
    - 6) Reports of a fight.
    - 7) At the request of the initial responding unit.
    - 8) Any other call where, in the judgment of a supervisor or telecommunicator, the need exists for additional units to respond.
    - 9) All situations involving an arrest.
    - 10) Life-saving situations.
  - c. Telecommunicators will ensure the dispatch of two employees to calls listed above. An employee facing a circumstance as listed above will request back-up assistance if it has not already been assigned. Two employees assigned to such a call will coordinate a simultaneous arrival, where possible.
6. On-scene supervisory presence. (81.2.4f)
  - a. On-duty supervisors shall monitor employee response to calls for service to ensure compliance with Department directives, employee safety, public safety, and efficient response.
  - b. On-duty supervisors will be notified, proceed to, and assume command of the following types of incidents:
    - 1) Serious injury to a Department employee.
    - 2) Accidents involving a police vehicle, especially if an employee is injured, other persons are injured, or major damage is involved.
    - 3) Major crimes to include:
      - a) Murder, homicide or manslaughter.
      - b) Bank robbery.
      - c) Heinous battery.
      - d) Violent crime where a death may result.
    - 4) Prisoner escape.
    - 5) Hate crimes.
    - 6) Barricaded subject/hostage situation.
    - 7) Disasters, catastrophes, or severe weather producing emergency conditions.
    - 8) Serious complaints or incidents involving a police employee.
    - 9) Serious accident, injury, or incident involving Village personnel or property.
    - 10) Vehicle accidents involving death or serious injury.

- 11) Pursuits as described in DIR 203-P, Pursuit Driving Guidelines.
  - 12) Any other incident where the on-duty supervisor is requested.
- c. On-duty supervisors shall be responsible for evaluating the circumstances that justify an emergency call assignment, assisting telecommunicators in evaluating such circumstances, and intervening when assignments given by the telecommunicator do not correspond to the circumstances.

## VI. COMMUNICATIONS ACCESS TO DEPARTMENTAL RESOURCES (81.2.6c)

- A. All Patrol Division personnel engaged in field assignment shall carry with them a portable radio for the purposes of exchanging information, requesting assistance, transmitting orders or instructions, and responding to calls for service. Other Department personnel who may require assistance and/or be dispatched or monitored by the Communications Section shall also carry with them a portable radio for the above-mentioned uses. Communications personnel have immediate access to the following resources:
1. Watch Commander, On-duty supervisors or designated officer in charge (OIC). (81.2.5a)
  2. The duty roster of shift personnel. (81.2.5b)
  3. Access to telephone numbers for all police department personnel through communications with department clerical personnel. (81.2.5c)
    - a. The pager numbers for those employees assigned pagers.
    - b. Department personnel are not authorized to give out police employee home telephone numbers, pager numbers or addresses to the public or non-employees.
  4. Communications personnel have visual status indicators to denote the status of all officers under their control. (81.2.5e)
    - a. The CAD system identifies field unit status by means of terminology utilized and CRT screen colors. Communications personnel can identify where, for how long, an officer is on a call or other activity. This enables personnel to readily identify which officers are available for service.
    - b. In the event the CAD system is not in service, field unit status is tracked by means of manual punch cards and a manual status board which indicate unit status, activity, and incident times.
  5. Communications personnel may have to contact special services not available within the Police Department. These services include, but are not limited to: (81.2.5f)
    - a. Fire fighting services.
    - b. Emergency medical services.
    - c. Environmental/hazardous services.
    - d. Helicopter services.



- e. Towing services.
  - f. Foreign language specialists.
  - g. Village-operated utilities.
  - h. Other public utilities.
  - i. Department of Transportation (state and county).
  - j. Taxi cabs.
  - k. Environmental and disaster services, along with services that require special law enforcement resources.
6. Communications personnel shall have immediate access to tactical dispatch plans. These plans shall include, but are not limited to: (81.2.5g)
- a. Procedures to be followed in directing resources and obtaining information on crimes in progress, such as robberies or thefts.
  - b. Procedures to be followed during operations that include matters such as roadblocks or pursuits of offenders.
  - c. The supervisor in charge of the tactical exercise shall be responsible for ensuring the communications personnel are aware of the exercise taking place. Dependent upon the sensitivity of the operation, the supervisor of the operation shall supply communications personnel the operation plan of the exercise.
  - d. Communications personnel have immediate access to multi-jurisdictional response plans, N.I.P.A.S. and DuPage County Mutual Aid, in the event an incident should occur of that magnitude.
7. Pertinent information and applicable procedures regarding these services are maintained in the Communications/Records section which also include local and regional area telephone books.
8. These resources are to be utilized as conditions necessitate and when contact of such agencies/resources falls within the scope of responsibility of the Communications personnel. If there is any question of responsibility, it will be clarified with the on-duty patrol supervisor or a designee.
9. Location Specialty Information (L.S.I.)
- a. L.S.I. data shall be forwarded to DU-COMM by the on-duty supervisor whenever it is determined that a particular location has been identified as being a high risk site that would require additional police personnel being dispatched when emergency or calls for service are received. (Appendix D)
  - b. An authorization to release individual records form shall be completed when it becomes known that a particular residence has occupants having unique medical conditions that would necessitate a specialized response by police personnel. The form must be complete and signed by the “patient” before being transmitted to DU-COMM. (Appendix E)

## VII. RESPONSE TO CALLS FOR INFORMATION OR SERVICES

- A. Communications and clerical personnel occasionally receive calls requesting information or services. Personnel may become aware of danger to a caller. Employees will promptly attempt to contact, alert, and offer appropriate assistance.
  - 1. Characteristics of the call for service should be judged to determine whether an emergency or non-emergency response is required. Criteria to be used in determining appropriate assistance include, but are not limited to: (81.2.6a)
    - a. Nature of the problem.
    - b. Type of help or remedy required.
    - c. The agency best suited to provide a remedy.
  - 2. The caller should be informed of the response or assistance to be provided, including: (81.2.6b)
    - a. Advising the caller which Village agency or agencies/units will be responding.
    - b. Advising the caller which other jurisdictions or agencies the information is being referred to, and what assistance can be reasonably expected of them.

## VIII. ISPERN ACCESS (81.2.10)

- A. Police officers have access to ISPERN, Illinois State Police Emergency Radio Network, equipped radios. Allowable types of communications on ISPERN include:
  - 1. Emergency messages.
  - 2. Flash messages.
  - 3. Mobile-to-mobile coordination messages.
  - 4. Service messages.
  - 5. Testing.
- B. Specific procedures for using ISPERN are described in an operating manual produced by the ISPERN Governing Board.

## IX. EMERGENCY NOTIFICATIONS (81.1.10)

- A. Delivering emergency notifications is a legitimate law enforcement function. Requests for emergency notifications can come from different sources such as citizens, hospitals, medical examiners, and other law enforcement agencies.
- B. All requests for emergency notification received by clerical personnel shall be referred or transferred to DU-COMM Communications Center.

- C. When police employees receive a request to make an emergency notification from another law enforcement agency, the requesting agency will be instructed to submit its request over the LEADS terminal at DU-COMM and/or the department's LEADS computer in the radio room. When a requesting agency does not have access to LEADS, the information to be dispatched will be verified with that agency by callback via a taped telephone line.

**X. MISDIRECTED EMERGENCY CALLS (81.2.11)**

- A. The Police Department responds to emergency calls on a priority basis. This sometimes includes responding to emergency calls where proper jurisdiction cannot immediately be determined.
- B. Occasionally, the Department receives emergency telephone calls that are obviously intended for, or under the jurisdiction of, another law enforcement agency or public service agency. In those cases of emergency situations or need for prompt police assistance, the employee involved will:
  - 1. Preferably, transfer the call to the appropriate agency while staying on the telephone line with the caller until the request for assistance has been processed by the other agency, or
  - 2. If necessary, obtain all pertinent information from the caller and relay that information immediately to the appropriate agency via telephone or radio.

## DU-COMM INCIDENT CLARIFICATION FORM

_____	_____	Yes _____ No _____
Date and Time of Report	Incident in Question	Tape Requested

_____	_____	Yes _____ No _____
Inquiring Agency	Date and Time of Incident	Hold Master

_____	_____	_____
Inquiring Party	Location of Incident	Radio Channel

*Nature of Inquiry* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Expectations* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____	_____	_____
Inquiring Party	Supervisor	Command Authority

\_\_\_\_\_

_____	_____	_____	Yes _____ No _____ # _____
Date/Time of Response	Responding Agency	Cassette #	Master in Evidence

*Results of Inquiry* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Action Taken* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Responder

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Command Authority

Cc: Chief

## 10 CODES

10-01 SIGNAL WEAK  
 10-02 SIGNAL GOOD  
 10-04 MESSAGE RECEIVED  
 10-06 BUSY – AVAILABLE  
 10-07 BUSY – NOT AVAILABLE  
 10-09 REPEAT  
 10-17 ENROUTE  
 10-20 LOCATION  
 10-21 CONTACT BY TELEPHONE  
 10-22 DISREGARD  
 10-23 ARRIVAL AT SCENE  
 10-24 ASSIGNMENT COMPLETED  
 10-25 REPORT TO IN PERSON  
 10-27 DRIVERS LICENSE  
 10-28 LICENSE PLATE  
 10-29 CHECK FOR WANTED  
 10-33 EMERGENCY  
 10-41 BEGINNING SHIFT  
 10-42 ENDING SHIFT  
 LIGHTS  
 10-43 INFORMATION  
 10-46 MOTORIST ASSIST  
 10-50 ACCIDENT (PD/PI)  
 10-55 INTOX. DRIVER  
 10-56 INTOX. PERSON  
 10-57 HIT AND RUN  
 10-96 MENTAL SUBJECT  
 10-99 WANTED/STOLEN

## SIGNAL CODES

Signal 1 MEET OPERATOR AT  
 Signal 2 PICK UP PAPER  
 Signal 3 OFFICER NEEDS ASSISTANCE  
 Signal 4 PERSONAL RELIEF  
 Signal 5 ALARM (B-BANK, H-HOLDUP)  
 Signal 6 CONFIDENTIAL  
 Signal 7 CAR WASH  
 Signal 8 COMPLAINT NUMBER  
 Signal 9 TRAFFIC STOP  
 Signal 10 VEHICLE MAINTENANCE  
 Signal 11 BOMB THREAT

## CODE RESPONSES

Code 1 NORMAL RESPONSE, NO LIGHTS  
 Code 2 EXPEDITE, MAY USE  
 Code 3 EMERGENCY, USE LIGHTS AND SIREN

## INTERNATIONAL PHONETIC ALPHABET

ALPHA NOVEMBER  
 BRAVO OSCAR  
 CHARLIE PAPA  
 DELTA QUEBEC  
 ECHO ROMEO  
 FOXTROT SIERRA  
 GOLF TANGO  
 HOTEL UNIFORM  
 INDIA VICTOR  
 JULIET WHISKEY  
 KILO X-RAY  
 LIMA YANKEE  
 MIKE ZULU

## RADIO DESIGNATORS

**NOTE:** Y “Yankee” designates Hanover Park Police Department through DU-COMM Communications

### ADMINISTRATION

Y-70 Chief of Police  
Y-71 Deputy Chief of Operations  
Y-72 Deputy Chief of Support Services

Y-73 Lieutenant  
Y-74 Lieutenant  
Y-75 Lieutenant

### COMMUNITY SERVICE/CODE

#### ENFORCEMENT/PARKING

#### ENFORCEMENT

Y-80 through Y-99 series

### INVESTIGATIONS

Y-50 Series

### FIRST SHIFT PATROL

1-Y-31 On-duty Shift Patrol Supervisor  
1-Y-1 Patrol area Beat 1 Officer  
1-Y-2 Patrol area Beat 2 Officer  
1-Y-3 Patrol area Beat 3 Officer  
1-Y-4 Patrol area Beat 4 Officer  
1-Y-5 Patrol area Beat 5 Officer (if applicable)  
1-Y-20 Patrol area cover Officer (Community wide – if applicable)  
1-Y-40 Patrol area Traffic Officer (Community wide – if applicable)

### SECOND SHIFT PATROL

2-Y-31 On-duty Shift Patrol Supervisor  
2-Y-1 Patrol area Beat 1 Officer  
2-Y-2 Patrol area Beat 2 Officer  
2-Y-3 Patrol area Beat 3 Officer  
2-Y-4 Patrol area Beat 4 Officer  
2-Y-5 Patrol area Beat 5 Officer  
2-Y-20 Patrol area cover Officer (Community wide – if applicable)  
2-Y-26 Patrol area cover Officer (southside of community – if applicable)  
2-Y-27 Patrol area cover Officer (northside of community – if applicable)  
2-Y-40 Patrol area Traffic Officer (Community wide – if applicable)

### THIRD SHIFT PATROL

3-Y-31 On-duty Shift Patrol Supervisor  
3-Y-1 Patrol area Beat 1 Officer  
3-Y-2 Patrol area Beat 2 Officer  
3-Y-3 Patrol area Beat 3 Officer  
3-Y-4 Patrol area Beat 4 Officer  
3-Y-5 Patrol area Beat 5 Officer (if applicable)  
3-Y-20 Patrol area cover Officer (Community wide – if applicable)  
3-Y-40 Patrol area Traffic Officer (Community wide – if applicable)

### TACTICAL /CRIME PREVENTION UNITS

Y-60 Series

**REQUEST FOR LSI DATA ENTRY**

Please note: Any requests to flag addresses with any medical related information must be accompanied by a signed and dated release authorization. Medical LSI requests without a signed release authorization will be returned to the requesting agency.

\*\*\*\*\*

DATE: \_\_\_\_\_

REQUESTING AGENCY: \_\_\_\_\_

REQUESTING OFFICER RANK/NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(please be sure to show the complete address including numbers, street type and apartment number)

NAME OF RESIDENT: \_\_\_\_\_

LSI DATA (please type or print legibly): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>FOR DU-COMM USE ONLY</b>	
Entered By: _____	Date: _____
Sub-File (A-Z): _____	



## AUTHORIZATION TO RELEASE INDIVIDUAL RECORDS

Name Of Patient: \_\_\_\_\_ ("Patient")

Date Services Rendered: \_\_\_\_\_

Location Of Incident: \_\_\_\_\_

Requested By: \_\_\_\_\_ ("Requestor")

\*\*\*\*\*

I, \_\_\_\_\_, hereby authorize the release of the following medical information to DU-COMM and its member public safety agencies which it serves.  
Medical Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that my medical information is confidential and protected by physician-patient privilege. I waive the physician-patient privilege relating to the authorization for release of my confidential medical information.

I understand that I may revoke this authorization any time after written i en notice to DU-COMM except to the extent that prior action has been taken on the basis of this authorization.

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

\_\_\_\_\_  
Signature of Patient

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print/Type Witness Name

### NOTICE TO PATIENT

This information will be used by DU-COMM and its member public safety agencies to provide a safer and more effective response to public safety emergencies. This information will only be used by DU-COMM and the agencies it serves. Any other disclosure of this information will be only after your written authorization.