

**Operation
Update
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**San Leandro Police Department
Dispatch Operations Update Index**

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Date: March 27, 2019

Dispatch Operation Update Homeless and Mental Health Dispos

I. PURPOSE

The purpose of this operational update is to advise Dispatchers of new dispositions and CAD call types related to mental health and homeless. There are four dispositions and one new CAD code that are further defined in the attached documentation.

II. DIRECTIVE

When dealing with an individual with mental health issues, the officer shall input the disposition "MH" from their MDT or advise of the "MH" disposition over the radio for the dispatcher to add. This is effective April 1, 2019.

When officers take a 5150 report, the officer shall input the disposition "5150R" from their MDT or advise of the "5150R" disposition over the radio for the dispatcher to add. This is effective April 1, 2019.

When officers deal with a transient on a call for service, the officer shall input the disposition "TRA" from their MDT or advise of the "TRA" disposition over the radio for the dispatcher to add. This is effective April 1, 2019.

When an officer onviews or a dispatcher receives a call regarding a homeless encampment, the CAD code "CAMP" will be used. If there is a crime occurring at a homeless encampment, we will continue to use the CAD code associated to crime to classify the call. This is effective April 1st.

III. This directive will be in effect April 1, 2019 and should be followed until directed otherwise. A reference sheet is attached and has been distributed to all Dispatchers.

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19-02

San Leandro Police Department
Dispatch Operation Update

Date: June 29, 2019

Dispatch Operation Update
Missing Person Entry

I. PURPOSE

The purpose of this operational update is to advise Dispatchers of the change in policy regarding entering a missing person.

II. DIRECTIVE

Effective immediately, missing people must be entered through the NCIC "Missing Person-Entry" form in CAD. A double entry to ensure its in AWS is no longer required. As long as the person is entered into MUPS, we have satisfied the DOJ requirement.

- III.** This directive will be in effect immediately and should be followed until directed otherwise. Please see attached for Sample

Date: June 29, 2019

Dispatch Operation Update Clearing AWS Warrants

I. PURPOSE

The purpose of this operational update is to advise Dispatchers of the change in policy regarding the clearing of AWS warrants in the CAD system.

II. DIRECTIVE

Effective immediately, all AWS warrants must be cleared through the LEWS form in CAD. Until further notice, abstracts must still be sent through the ALCO screen.

III. This directive will be in effect immediately and should be followed until directed otherwise. Please see attached for sample.

Operation
Update
19-04

San Leandro Police Department

Dispatch Operation Update

Date: July 4, 2019

Dispatch Operation Update Parking Enforcement

I. PURPOSE

The purpose of this operational update is to advise Dispatchers of the new parking enforcement policy for the City.

II. DIRECTIVE

Effective immediately, SP Plus will be providing parking services to the City of San Leandro. Their operating hours are Monday-Friday 0730-1800 and Saturday from 0800-1800. During those hours, all parking issues and requests should be referred to them at 510-949-1810. Any parking issues after hours can be referred to Patrol if it needs immediate attention.

Any issues with SP Plus shall be referred solely to Supervisors Graham and Wilske. They will forward the complaint to the proper person.

Parking Aides will not have police radios and will call dispatch via the non-emergency line for assistance. Parking Aides will no longer be used for police functions which includes traffic control.

III. This directive will be in effect immediately and should be followed until directed otherwise.

Date: September 25, 2019

Dispatch Operation Update Calls For Service Holding

I. PURPOSE

The purpose of this operational update is to advise Dispatch of the change in policy regarding calls for service that are I/P or holding for more than an hour.

II. DIRECTIVE

Any call that is a priority 3 or higher and I/P shall be dispatched immediately or put out in the blind for any available officer to respond. If no officers respond, the Sergeant shall be notified that the call is holding.

The Patrol Sergeant on duty shall be notified as soon as possible of any calls that are holding for longer than one hour.

III. This directive will be in effect immediately and should be followed until directed otherwise.

Operation
Update
19-05

San Leandro Police Department
Dispatch Operation Update

Date: August 23, 2019

Dispatch Operation Update
SB-54 Notifications

I. PURPOSE

The purpose of this operational update is to advise Dispatchers of the change in policy regarding the acceptance of phone calls from Homeland Security Investigations (HSI) and Immigration and Customs Enforcement (ICE).

II. DIRECTIVE

Senate Bill 54 is intended to curtail the role of state and local police agencies in federal immigration enforcement. Effective immediately, any phone call received in dispatch from HSI of ICE shall immediately be routed to a Watch Commander. If a Watch Commander is not on duty, the Sergeant shall be notified.

III. This directive will be in effect immediately and should be followed until directed otherwise.

Date: 10/24/19

Dispatch Operation Update Command and Control

I. PURPOSE

The purpose of this operational update is to advise Dispatch to identify command and control in a command post incident.

II. DIRECTIVE

For any prolonged or active incident on the radio that requires the establishment of a command post, the dispatcher shall inquire who will conduct tactical command and who will manage incident command if it is not provided. The Dispatcher will also clarify where the command post is located.

III. This directive will be in effect immediately and should be followed until directed otherwise.