



THE HOT SHEET

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EFFECTIVE DATE: 11-04-08

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I. POLICY

It is the department's policy and practice to identify potential and actual police hazards in the County and to disseminate information about them to all affected personnel. The Hot Sheet is published every 8 hours prior to change of shift for this purpose.

II. LOOKOUTS AND HAZARDS – THE HOT SHEET

A. A police hazard is any situation, person, property, or place that may create or contribute to an incident calling for some police or law enforcement action.

B. Information regarding current and ongoing hazards will be passed on to all affected personnel over the police radio or by telephone, as appropriate.

C. Officers receiving information on hazards, wanted persons, stolen property, and other information of interest to law enforcement will ensure that it is placed on the hot sheet.

D. Severe weather bulletins received by the Communications Section from the U.S. Weather Bureau will be broadcast over the police radio for information of patrol units in the field. Patrol units are responsible for advising the Communications Section of severe road and weather related conditions which they encounter during patrol.

III. PROCEDURES FOR DISSEMINATION OF THE HOT SHEET

The preparation and dissemination of the Hot Sheet will now be accomplished via GroupWise email. Utilizing GroupWise, Teletype operators will be able to enter the Hot Sheet information into a Microsoft Word document file. Upon completion of each shift, just prior to shift change (3 times daily), the Hot Sheet will be sent in an attachment via GroupWise to all Police Department email addresses. It is the responsibility of each shift's supervision to log into GroupWise and receive the Hot Sheet, and to promptly disseminate the information to their personnel. It is the responsibility of Teletype personnel to ensure the accuracy of all information placed on the Hot Sheet.

IV. PROPONENT UNIT: Communications Section.

V. CANCELLATION: This directive cancels Index Code 203.1, dated 07-01-07.