

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> November 28, 2006	<i>Number</i> GO06-6.7
<i>Subject</i> Automated Emergency Notification System		
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I. Policy

It is the policy of the Dalton Police Department to utilize, when circumstances dictate, an automated emergency notification system in order to enhance the ability to contact community members in emergencies and other situations in order to give instructions, information, or warnings.

II. Definitions

- A. *CodeRED* – A trademark of Emergency Communications Network and a general concept that refers to using a telephone database, combined with a digital map, to notify community members of emergencies, missing persons, or other information. In this policy, the automated emergency notification system is referred to by its product name, “CodeRED”.
- B. *Telephone Database* – The names, addresses, and telephone numbers of businesses and residents in the community. The database for this system is maintained by CodeRED and updated on a yearly basis or more frequently, if needed. This database may not be used in routine investigations to obtain occupant information or telephone number-name cross references.
- C. *Digital Map* – An electronic map provided by the vendor to synchronize with the telephone database in order to allow a system user to outline geographic features within which notifications may be made.
- D. *Outbound Session* – Refers to any message transmitted by a system user to any notification list or geozone.
- E. *Notification List* – Any pre-determined group(s), individual(s), or first responder(s) for which a potential for notification has been identified in advance of emergencies.
- F. *Geozone* – A section of the digital map, of any shape, that is selected by a system user for use in delivering a message in an outbound session. Geozones can be developed as a situation occurs or in advance, based on a perceived potential hazard.

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- G. *Mobilization* – The ability to use system modules to develop scenarios and functions for notifying any or all Department members and responders.

III. **Procedures**

A. System Users

1. Only trained Whitfield County 911 Center and Whitfield County Emergency Management Agency personnel may access the CodeRED system.
2. One person shall serve as the site administrator for the county departments. The site administrator shall be responsible for overall maintenance of the system data and phone lines and for controlling access to the system by assigning user names and passwords. The site administrator shall promptly seek appropriate technical assistance if problems occur. One additional person shall be designated as the backup site administrator.
3. The Whitfield County 911 Center and the Whitfield County Emergency Management Agency shall be responsible for launching all emergency notification sessions upon request.

B. Testing and Maintenance

Testing and maintenance of the system shall be completed by employees of the Whitfield County 911 Center and the Whitfield County Emergency Management Agency.

C. Authorization for Launch

Department Supervisors have the authority to coordinate with Whitfield County 911 Center or Whitfield County Emergency Management Agency personnel to activate the system, when necessary. Activations may occur during the following situations:

1. Community Policing Operations
 - a. Missing children / elderly alerts
 - b. Crime prevention notices
 - c. Investigative canvassing
 - d. Endangered missing adult
 - e. Prisoner escape
 - f. Shelter-in-place
2. Staff Notifications

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Activation of the mobilization system may be used to notify Department personnel. All mobilization sessions shall take a lower priority than emergency sessions. In order to maximize the effectiveness of the mobilization system, pre-determined lists and groupings must be developed prior to activation.

3. Other Situations

- a. There may be other situations in which public alerting becomes necessary. It is not practical to define all cases where the CodeRED system could be used.
- b. The following criteria shall be used as a general guideline for determining the need to launch an outbound session:
 - (1) Severity – Is there a significant threat to public life and safety?
 - (2) Public Protection – Is there a need for members of the public to take a protective action in order to reduce loss of life or substantial loss of property?
 - (3) Warning – Will warning members of the public assist in making the decision to take proper and prudent action?
 - (4) Timing – Does the situation require immediate public knowledge in order to avoid adverse impact?
 - (5) Geographic area – Is the situation limited to a defined geographic area? Is that area of a size that will allow for an effective use of the system, given the outgoing call capacity?
 - (6) Are other means of disseminating the information inadequate to ensure proper and timely delivery of the information?
- c. If the answer to all the questions above is “yes,” then the CodeRED system should be considered.

D. Notification Messages

1. The Supervisor requesting an activation of the CodeRED system shall provide the Whitfield County 911 Center with the message to be sent.
2. The maximum length of an outgoing message shall be no longer than one (1) minute in length.
3. The warning message shall be written in a style that clearly conveys the potential hazard to the public. An effective warning must be specific, clear, consistent, and accurate.

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4. The content of the message shall include, if applicable, the following information:
 - a. The person(s) and organization responsible for generating the alert
 - b. A detailed description of the event that has occurred (or may occur) and the danger that it poses
 - c. A detailed description of the geographic areas that are at risk, using well-known landmarks and / or geographic boundaries
 - d. Guidance on what people should do to protect themselves
 - e. The time available for those in the affected area to take the appropriate protective action

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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