**Policy #03-01                Alert Code Usage Policy                              Approved By:**

**Date Adopted:** VIBRS ADVISORY **April 7, 2004** BOARD

 **Updated: 2/6/19**

Note: This is a *Mandatory* Policy.

1. **Purpose**
	1. The purpose of alert codes are to convey to responding police personnel a public safety concern in order to protect themselves and the public from potential harm. They are also used to provide pertinent information and resources to assist officers in dealing with people and incidents.
	2. The purpose of the alert code policy and procedure is to provide guidelines for their establishment, use and removal.
2. **Goal**
	1. The goal is to maintain an accurate and credible alert code database.

2.2 The goal is also to provide responding police personnel with accurate information that will allow them to protect themselves, the public and to provide information to properly handle an incident.

1. **Policy**

3.1 It shall be policy of the Agency of Digital Services - Department of Public Safety Division (ADS – DPS) and the VIBRS Advisory Board (VIBRS AB) to establish alert codes and define them for use by all contributing agencies of the network.

3.2 It shall also be the policy of ADS – DPS and VIBRS AB to encourage users and user agencies to ensure the accuracy of the alert codes by only establishing a code in accordance with this policy, to remove a code whenever it no longer applies to the situation and to hear appeals regarding their use.

1. **Alert Codes**

4.1 The following alert codes are established:

|  |  |
| --- | --- |
| Abbreviation | Description |
| ASLT | Assault Conviction |
| ASSP | Assaulted/Threatened Police Officer |
| ATTS | Attempted/Threatened Suicide |
| BPHT | Barricaded Person/Hostage Taker |
| BURG | Burglary Conviction |
| DOMV | Domestic Violence |
| DUSR | Convicted Drug User |
| FEL | Known Felon |
| GANG | Gang Member |
| MART | Martial Arts Expert |
| STLK | Stalking Conviction |
| THRO | Threatened Public Official |
| UWC | Used Weapon in Crime |

1. **Alert Code Definitions**

5.1 The following definitions for alert codes are established:

|  |  |
| --- | --- |
| Abbreviation | Definitions |
| ASLT – Assault Conviction | This This code shall be assigned when an officer has a factual basis to believe the person has been convicted of an assault. |
| ASSP Assaulted /Threatened Police Officer | This code shall be assigned when an officer has a factual basis to know the person has been involved with an assault on a police officer or has threatened a police officer and there is reason to believe that the person may pose a danger to a police officer trying to effect an arrest on the person(s). |
| ATTS Attempted /Threatened Suicide   | This code shall be assigned when an officer has a factual basis to know the person has been attempted suicide or has threatened to commit suicide. |
| BPHT  Barricaded Person/Hostage Taker | This code shall be assigned when an officer has a factual basis to know the person has previously barricaded themselves and/or previously taken hostages and been the subject of a negotiation. |
| BURG Burglary Conviction | This code shall be assigned when an officer has a factual basis to believe the person has been convicted of a Burglary. |
| DOMV Domestic Violence | This code shall be assigned when an officer has a factual basis to believe the person has been an abuser in a domestic violence situation or is (or has been) the subject of an abuse prevention order. |
| DUSR Convicted Drug User | This code shall be assigned when an officer has a factual basis to believe the person has been convicted of using drugs. |
| FEL  Known Felon | This code shall be assigned when an officer has a factual basis to believe the person the person has been convicted of a felony. |
| GANG  Gang Member | This code shall be assigned when an officer has a factual basis to believe the person is a member of a gang. This may be determined by the wearing colors, intelligence information informing police that the person is a gang member or other credible information that suggest this identification must be made to alert police of potential danger. |
| MART Martial Arts Expert | This code shall be assigned when an officer has a factual basis to believe the person is a martial arts expert. |
| STLK Stalking Conviction | This code shall be assigned when an officer has a factual basis to believe the person has been convicted of a stalking violation. |
| THRO Threatened Public Official (non-law enforcement) | This code shall be assigned when an officer has a factual basis to believe the person has made threats in the past to public officials. |
| UWC Used Weapon in Crime | This code shall be assigned when an officer has a factual basis to believe the person has used any type of weapon during the commission of a crime. |

1. **Procedures**

6.1 Any authorized system user from a contributing agency may assign an alert code to an individual adhering to the following procedure.

6.1.1 Documentation for each alert code entered is REQUIRED.

6.1.2 Documentation for each ALERT CODE will be entered as a “Miscellaneous” Involvement under the Name record on which the ALERT CODE is entered. The text entry of the Miscellaneous Involvement must use the “cue card” template labeled “ALERT CODE Documentation”. The text is as follows:

 ALERT CODE Documentation:

                                                1 Type of ALERT CODE entered

                                                2 Name of person entering

                                                3 Date of ALERT CODE entered

                                                4 Full explanation documenting ALERT CODE validity

                                                5 Contact information for any questions or verification

 6.1.3 Each ALERT CODE must have all of the above entered or answered.

 6.1.3.1 Shown below is an example of documentation:

 ***1.       ATTS - Threatened Suicide***

***2.       Entered by John Doe***

***3.       Entered on 02/04/2004***

***4.       Subject Smith threatened suicide at his residence on 02/03/2004 and was taken into custody and treated at Central Vermont Hospital. Incident number*** ***04A3000XX .***

***5.       Contact: John Doe, VSP HQ, 241-xxxx for information***

6.2 Alert codes shall be removed by the contributing agency when they no longer apply to the situation or individual.

6.3 An agency is responsible for adhering to the established alert codes and their definitions.

6.4 An agency must be prepared to justify the use of an alert code if its questioned by anyone.

6.5 Generally it is the responsibility of the user agency to maintain the accuracy of their data.

6.6 Appeal of the use of an alert code.

6.6.1 If a complaint is received by the VIBRS Advisory Board or the Department of Public Safety concerning the use of an alert by a contributing law enforcement agency then that agency shall be contacted and the complaint forwarded to the agency head.

6.6.2 If anyone wishes to appeal the decision of a contributing law enforcement agency head regarding the use of an alert code they may appeal to the VIBRS AB.

6.6.3 The VIBRS AB shall determine whether the alert code was properly applied and adheres to this policy.

6.6.4 If the use of the alert code does not fit within this policy then the VIBRS AB may recommend that it be modified or removed.