



Office of Regional Communications and Technology

November 18, 2014

Central Consolidated Dispatch Center Police Department Operational Review Team Meeting Minutes

Broward County Staff in Attendance:

Antonio "Tony" Sabin	Communications Manager
Lory Farmer	Administrative Aide

Broward Sheriff's Office Staff in Attendance:

Bob Pusins	Executive Director, Department of Community Services
Lisa Zarazinski	Director of Regional Communications Division/911
Suzanne Lowe	Site Manager, Central Consolidated Dispatch Center

A Central Consolidated Dispatch Center Police Department Operational Review Team Meeting was held on Tuesday, November 18, 2014, at the Sunrise Public Safety Building, Community Room, 10440 West Oakland Park Boulevard, Sunrise, Florida.

Tony Sabin called the meeting to order at 9:02 a.m.

Mr. Sabin reviewed the agenda, a copy of which is attached hereto and made a part hereof these minutes. He advised agency representatives to compile a list of staff members who they wish to have listen-only access to audio files. The objective is to provide agencies access to their audio recordings via the internet. A training session will be scheduled. It is still necessary (for the County's legal department to review this process) to ensure audio recordings are listen-only and the official record is accessed through the protocol established by BSO (Broward Sheriff's Office). He continued to review the agenda, and noted that, for the most part, ORT (Operational Review Team) members from all consolidated dispatch centers believed the 15-minute timer for status updates on pending calls was adequate. Though there have been discussions as to the possibility of customizing timeframes (for cities). He recalled the Fort Lauderdale Police Department had an issue with the 15-minute interval because of high call volume. Hence, the (customization) option is being looked at. Discussion ensued.

Mr. Sabin stated that, presently, there are no known open status Priority 1 incidents for police agencies dispatched at the Central Consolidated Dispatch Center. No opposing statements were offered. He noted that data review information will be presented at an upcoming ORT meeting. He asked the meeting attendees if there were any policy issues they wished to discuss. Captain Anthony Rosa of the Sunrise Police Department said he believed self-dispatching from mobiles is currently disabled. He asked if that relates to Broward County or BSO. Mr. Sabin said the matter would be taken as an action item. He went on to ask BSO representatives if there were any Operator policy issues to be raised. Lisa Zarazinski and

Suzanne Lowe said there were no issues. Mr. Sabin indicated that the ORT meetings would be scheduled monthly going forward. There was no objection. He went on to ask if any attendees had any new business to raise. Ms. Zarazinski stated that she did not have new business to address, but rather wanted to comment on universal precautions (old business). She noted that BSO's legal department is currently reviewing the matter of whether radio announcements can be made about individuals with infectious diseases. The concern is that it could equate to a HIPAA (Health Insurance Portability and Accountability Act) violation. With regard to the 15-minute timer issue, she noted that agency-specific programming can be done. So, if the Fort Lauderdale Police Department prefers a 30-minute interval, that can be done and the dispatcher would not be required to manipulate the timer.

Mr. Sabin indicated that an email reminder would be sent to agency representatives to submit names of the individuals to be granted access to agency audio. An agency representative from Lauderdale recalled an issue raised at the Broward County Chiefs of Police Association meeting was whether agencies can release CAD (Computer Aided Dispatch) information because technically the County owns that record. He stated that his agency releases CAD information (when a public request is made). The legal opinions from the cities of Hallandale Beach, Lauderdale, and Fort Lauderdale differed. The legal opinion of the city of Lauderdale is, because the city can access and utilize the CAD information, the city can release it to fulfill public records requests. Captain Rosa indicated that the Sunrise Police Department is of the same opinion. Mr. Sabin thought the city has access to the data and can publish it. However, in the event an official, complete public records request is made, it should be directed to BSO. There must only be one (official) record. A given agency representative can only retrieve CAD records for his agency. Captain Rosa noted the distinction between CAD records and audio access is, in the case of audio access, BSO is simply allowing agencies access to their database. The information can be utilized, but not captured. Mr. Sabin indicated that he was correct. However, that would not preclude the chance that a hand-held recorder could be used to record the audio files. The idea is to solidify the process in order to prevent that occurrence. In response to Ms. Zarazinski's inquiry, he explained that audio access to agencies will include every recorded (telephone line and channel), and a sorting feature will be available. Major Eric Brogna of the Fort Lauderdale Police Department asked if there are any circumstances involving an in-progress event where a dispatcher will (ask an officer to switch to INFO channel for updates). He elaborated upon a recent incident involving his agency. Ms. Zarazinski explained that any in-progress, priority incident should be handled on MAIN channel; INFO is an ancillary channel.

There being no further matters to address, the meeting adjourned at 9:21 a.m.



Agenda

**Central PD Operational Review Team Meeting
Sunrise Public Safety Building
10440 W. Oakland Park Blvd - Community Room
(ground floor)**

Date: Tuesday, November 18, 2014

Time: 9:00 AM

- I. Call to Order
- II. Old Business
 - a. Agency access to audio – provide designated agency representatives
 - b. Universal precautions
 - c. Consensus to maintain 15-minute timer
- III. Priority 1 Incident Review
- IV. Incident Disposition Review
- V. Data Review
- VI. Participating Agency Policy Issues
- VII. Operator Policy Issues
- VIII. New Business
 - a. Monthly ORT meetings
- IX. Adjourn