



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

Location Risk Awareness File

Distribution:	All Personnel		Policy Number:	OPS 0703
Responsible Unit:	Police Operations		Rescinds:	MAN4400 dated 8/20/13
Original Issued Date:	03/16/22	Revision #:	1	Latest Revision Date: 04/22/25
Latest Required Review was Completed:		04/22/25	Next Review Due:	04/30/28

1. Purpose

To establish guidelines and procedures for entry and deletion of **location risks** within the Computer Aided Dispatch System (CAD).

2. Policy

The Harford County Sheriff's Office (HCSO) will maintain a **Location Risk Awareness File** to ensure the safety of Agency members responding to calls for service at locations where **location risks** are known to exist or have existed in the past.

3. Procedures

A. **Criteria for Inclusion in Location Risk Awareness File**

1. **Only the following categories qualify for inclusion, and each entry must include supporting explanation and documentation where noted:**
 - a. **Specific Threats to HCSO Personnel** - Individuals who have made credible or documented threats against Harford County Sheriff's Office (HCSO) employees.
 - b. **Specific Threats to DES Personnel** - Individuals who have made credible or documented threats against Harford County Department of Emergency Services (DES) personnel.
 - c. **Assaultive or Aggressive Behavior Toward Law Enforcement** - Subjects with a history of assaulting law enforcement deputies or engaging in violent resistance (serious threats only, with detailed explanation).
 - d. **Weapons Used in Felony or Domestic Incidents** - Residences known to contain weapons that were used or involved in a felony or domestic violence incident (requires explanation).
 - e. **Subjects with Known Mental Health, Behavioral, or Physical Conditions** - Individuals exhibiting or documented to have mental health, behavioral, or

physical conditions that may affect their response to law enforcement (requires explanation).

- f. Presence of Vicious or Dangerous Animals - Locations with animals known to pose a threat to officer safety (requires explanation).

B. General Guidelines

1. No location risk will be accepted unless reviewed by a supervisor after a deputy completes a Location Risk Awareness File Entry/Delete Request (SO-092).
2. The location risk must include the name, race, sex, date of birth, and a brief physical description of the offending subject for entry.
3. Information should include the specific problem, names of person(s) involved, and if weapons are involved.
4. No location risk will be accepted via radio or phone unless approved by a supervisor.
5. Supervisor must review any deletion request and forward to the Harford County Department of Emergency Services (DES) who will forward to the CAD Administrator.
6. If a location risk needs to be placed on a residence in case of an emergency, a Location Risk Awareness File Entry/Delete Request (SO-092) must follow as soon as possible.
7. Location risks will be reviewed, maintained, and deleted as necessary by DES personnel as per Harford County Computer Aided Dispatch MOU for Entry of Special Address Instructions Policy.

C. Deputies

1. Will complete and sign the Location Risk Awareness File Entry/Delete Request (SO-092).
2. The form will be given to the Duty Officer.
3. Any location risk that is no longer valid will require the deputy to complete a Location Risk Awareness File Entry/Delete Request (SO-092) and submit it to a supervisor by the end of their tour of duty.

D. Supervisor

1. Will approve or disapprove the Location Risk Awareness File Entry/Delete Request (SO-092).
2. Once approved, the supervisor will email the Location Risk Awareness File Entry/Delete Request (SO-092) to the Records Supervisor RecordsSupervisors@harfordsheriff.org and DES CAD team cadteam@harfordpublicsafety.org for entry.

3. Any other division or agency that wishes to enter or delete a **location risk** from the file will submit a **Location Risk Awareness** File Entry/Delete Request (SO-092) to one of the **supervisors** at the precinct that is responsible for that particular address.

E. Police Communications

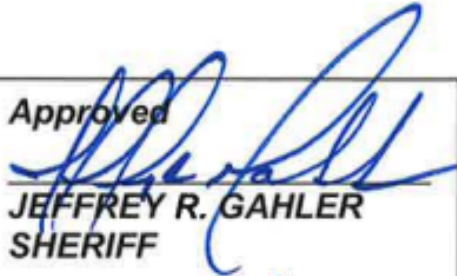
1. Dispatchers will ask deputies who are clearing calls for service where **location risks** are in place whether the **location risk** is still valid.
2. If the **location risk** is no longer valid it will be the responsibility of the deputy to follow proper deletion procedures.

F. Law Enforcement Records

1. Records supervisors will enter the information into the Law Enforcement Records Management System (RMS) in the Master Location and Master Name indexes.

4. **Summary of Changes**

- A. On 04/22/25 the 3-Year agency policy review was conducted resulting in the following edits:
1. Changed title of policy from "Hazard File" to "Location Risk Awareness File."
 2. Under Section 3. Procedures A. Criteria for Inclusion in Location Risk Awareness File. updated the descriptions of current categories that qualify for inclusion.
 3. Revised text under Section 3. Procedures C.3. Deputies as follows: "Any location risk that is no longer valid will require the deputy to complete a Location Risk Awareness File Entry/Delete Request (SO-092) and submit it to a supervisor by the end of their tour of duty."
 4. Revised text under Section 3. Procedures D.2. Supervisor as follows: "Once approved, the supervisor will email the Location Risk Awareness File Entry/Delete Request (SO-092) to the Records Supervisor recordssupervisors@harfordsheriff.org and DES CAD team cadteam@harfordpublicsafety.org for entry."

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 5/4/25