



# Colorado Springs Police Department

## General Order

### 1620 Enhanced Tactical Communications System (ETACS)

#### Section 1600 – Information Systems and Police Records

Effective Date: 9/22/2020

Supersedes Date: 2/12/2013

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## **.01 Purpose**

The purpose of this directive is to specify the purpose and procedures for use of the department's Enhanced Tactical Communications System (ETACS).

## **.02 Cross Reference**

[GO 1690 Public Information Office and News Media](#)

## **.03 Discussion**

With a focus on safety and in the interest of effectively sharing information about events of public interest/safety, department personnel will use the ETACS.

## **.04 Policy**

ETACS was designed as an information management system with all aspects of its preparation and delivery being vested in the office of the chief of police.

Department personnel disseminating information through the system will ensure the accuracy of their information; that the information does not publicly disclose sensitive personal information about those individuals involved; and that it does not compromise the integrity of an on-going investigation.

The system will not be used to disseminate information about personnel or administrative matters.

Department personnel submitting information through the ETACS will adhere to the ETACS Usage Policy, detailed under point .10.

## **.05 Definitions**

*Enhanced Tactical Communications System (ETACS):* A department-wide consolidated electronic reporting system that provides timely information to the chief of police or from department personnel about noteworthy events concerning the department. Each division may make entries on a daily basis, concerning events within the division's purview.

*Investigative Integrity:* Specific details that could make it difficult for investigators to determine the veracity of information pertinent to an investigation. Examples include: the amount of money stolen during a robbery, the number of shots fired during an assault, or the identity of individuals who may be cooperating with an investigation.

*Sensitive Personal Information:* Information that includes an individual's date of birth and social security number.

## **.10 Usage Policy**

Department personnel who access and/or disseminate information using ETACS will adhere to the following ETACS Usage Policy, as well as all specific division/unit procedures.

*The Colorado Springs Police Department has implemented a web-based system for disseminating important, critical and tactical information throughout the Department. The ETACS (Enhanced Tactical Communications System) will take the place of the manual, paper-based Daily Occurrence Sheets.*

*The ETACS system is an on-line system which uses web technologies to allow individuals to enter, view and search through data contained within the ETACS database all through their internet browsers.*

*ALL users must read through the Usage Policy and Instructions documents BEFORE entering or viewing data within the ETACS system. Your use of the ETACS system is your implied consent to all policies and procedures contained within the Usage Policy and Instruction documents as well as all specific Division/Unit policies and procedures.*

*The information contained within the ETACS system may be disseminated to the public and press ONLY if there is a YES in the release to media/public box AND all sensitive data has been REMOVED.*

**(REDACTED)**

**(REDACTED)**

*Since this information is available to the public, individuals that enter information on suspects or other individuals should limit personal information to name, race/sex, and age. The date of birth or any other identifying information that could be used to facilitate in identity theft should not be entered.*

*Specific individuals as designated by their Division/Unit will be responsible for entering data into the system. All entries must be approved by a Supervisor before entering the data into the database. It is the responsibility of each Division/Unit to develop policies and procedures on the use of the ETACS system. The ETACS system is taking the place of the Daily Occurrence Sheets and should not be used to log in all calls for service. This system is for important, critical and tactical information which needs to be disseminated throughout the Department.*

*Only CSPD employees with a valid NT logon account have the appropriate permissions to view data within the ETACS site. (REDACTED) While the remainder of the City organization (Fire, Purchasing, Planning, etc.), may view our Intranet site, they do NOT have permissions to open the ETACS site.*

**(REDACTED)** *You may refer the public to that site at <https://coloradosprings.gov/police-department/page/police-blotter> and tell them to click the Police Blotter link. (REDACTED)*

## **.12 General Usage**

Entries from the Media Release dropdown marked as *Yes-Remove Sensitive Information* will ensure **(REDACTED)** will be made publicly available.

**(REDACTED)**

**(REDACTED)**

Department personnel will not publicly identify child victims/witnesses, victims of sexual crimes, or at risk adults in any public facing field. If necessary, any such information will be included in the Sensitive Information field.

## **.20 Required Entries**

In the interest of communicating information about events that garner increased community interest and those that can impact department operations, supervisory personnel are required to submit entries using the ETACS. As all possible contingencies cannot be accounted for, a complete list of such items cannot be specified. Department personnel are expected to use their best judgment in determining which incidents should be reported on using the ETACS. Significant

events quickly become matters of public interest and public record, therefore, it is important for personnel to provide information about those events to allow timely responses to additional inquiries.

Examples of events that must be reported on include the following:

- Deaths from other than natural causes, such as homicides, suicides that pose a risk to the safety of others, traffic crashes and other types of accidents.
- Major crimes of interest (e.g., business robberies; crimes involving serious injury or imminent death; hostage incidents; burglaries involving significant losses or appear to be professional jobs).
- Significant narcotics or vice operations, to include significant drug/weapon recoveries.
- Incidents requiring mobilization of the Tactical Enforcement Unit (TEU).
- All felony-in-progress arrests.
- Significant confrontations between police and the community.
- Hate or biased based crimes, to include those committed as a result of a person's religious affiliation, race, ethnicity, etc.
- Vehicle pursuits.
- Injuries to on-duty officers.
- Incidents in which officers discharge a firearm at a person.
- Other incidents that might be regarded as newsworthy.
- All incidents that threaten a public facility (including police facilities) or any person therein.
- Situations affecting police services or community access to those services (e.g., priority dispatching as a result of a significant event, phone disruptions).

## **.22 Sensitive Information**

While public transparency is essential to the services the department provides, operational efficiency, investigative integrity, and safety can be impacted if sensitive information is released to the community. For those reasons, it is important for personnel be mindful of the information being released to the public.

**(REDACTED)**

## **.24 Prohibited Use**

ETACS entries will not be completed based solely on the fact that an event involves an off-duty department member, a city employee, a member of an outside law enforcement agency, or any related family member. If an entry is required (as detailed in .20 Required Entries), the name of

the off-duty member, city employee, member of an external law enforcement agency, or any related family member will not be documented in the entry.

## **.25 Chain of Command Notifications**

Department personnel should consider notifying the chain of command of any event involving an off-duty member, a city employee, a member of an external law enforcement agency, or any related family members.

Supervisors involved in such notifications will obtain and provide the information to the duty lieutenant, who will then notify the division's commander or the staff duty officer (for weekend notifications).

The assigned commander may elect to notify the deputy chief, who may then notify the chief of police. In situations involving an off-duty member or their relative, the deputy chief may elect to notify the involved member's commander. Notifications will be made on a need to know basis.

## **.30 Arrest or Death of a Department Member**

The chief of police or their designee will make all decisions concerning the public release of any/all personnel who are arrested as part of a criminal investigation and those who pass away, either on or off duty. Any such information will not be released using ETACS without authorization from the chief of police or their designee.

**(REDACTED)**