



# **HOT SHEET INFORMATION AND POLICE BULLETINS**

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## **I. POLICY**

It is the department's policy and practice to *disseminate information about crime patterns, officer safety, quality of life issues, environmental hazards and other relevant and timely general information to department personnel. Hot Sheet Information, Police Bulletins and mobile communication technology are used for this purpose.*

## **II. HOT SHEET INFORMATION**

- A. *Hot Sheet Information is information distributed to police department personnel about missing persons; stolen vehicles; stolen tags; district specific information such as directed patrols, requests for periodic checks and quality of life issues; and district and department-wide general information. Hot Sheet Information is disseminated via the "Police Portal."*
- B. *Communications Section TeleType Operators are responsible for disseminating Hot Sheet Information regarding missing persons, stolen tags and stolen vehicles that are entered into NCIC.*
- C. *Officers, detectives and supervisors are responsible for disseminating all other Hot Sheet Information related to district specific and department-wide general information.*

## **III. POLICE BULLETINS**

- A. *Police Bulletins are used to disseminate information about officer safety; crime patterns; attempts to identify persons; attempts to locate people, property or vehicles; intelligence information; and other general crime and timely actionable information. Police Bulletins are disseminated via the "Police Portal."*
- B. *Police Bulletins are generally created and disseminated by officers, detectives and crime analysts in a traditional "poster" style document. The "Police Portal" also facilitates the dissemination of Police Bulletin information, including photos, short video clip files, etc. without creating a traditional "poster" (if a "poster" is not desired or needed).*

## **IV. PROCEDURES FOR DISSEMINATION OF HOT SHEET INFORMATION AND POLICE BULLETINS**

- A. *Hot Sheet Information and Police Bulletins are distributed via the "Police Portal." The Police Portal is a secure web based application. The content is stored in an encrypted database. The Police Portal is accessible to police department personnel and uses "One Login" authentication and Google Groups to manage authorized access to the content.*

*The Police Portal user interface facilitates the entry of Hot Sheet information and Police Bulletins. The user interface also provides a display of the most recent Hot Sheet entries and Police Bulletins. Hot Sheet information and Police Bulletins are visible on the Police Portal as soon as they are entered. Content from the past 30 days is visible, but is searchable beyond that time frame. The Police Portal includes search and filter capabilities.*

- B. All Police Bulletins will be distributed via the Police Portal. Personnel should not circumvent the entry of Police Bulletins via the Police Portal by sending them directly to a group email (i.e. "police\_all").*
- C. Documents attached to Hot Sheet and Police Bulletin entries should be saved and uploaded as PDF documents. They should not be uploaded in "MS Word" or "Google Doc" format. The PDF format enhances security of the document, limits the ability to edit the document and facilitates distribution and viewing without formatting issues, especially on mobile devices. Other files types related to photos and short video clips may also be attached to Hot Sheet Information and Police Bulletin entries.*
- D. Hot Sheet Information is generally viewed on the Police Portal and is not distributed via email. Police Bulletins are viewed on the Police Portal, but are also distributed via email to police department personnel to facilitate timely delivery of information.*
- V. OTHER TIME SENSITIVE COMMUNICATION**
- A. National Weather Service Severe Weather Alerts are automatically distributed to all police department personnel via group email. Due to the immediate danger to human life and property, the Communications Section will broadcast on all radio channels and send a group text message to all departmental cell phones when a "Tornado Warning" is issued for Anne Arundel County, along with any specific location information, immediately upon receipt of the alert.*
- B. Other time sensitive information is communicated to police personnel via radio communication, group text messaging and group email messaging.*
- VI. PROPONENT UNIT:** Communications Section *and Bureau of Patrol.*
- VII. CANCELLATION:** This directive cancels Index Code 203.1, dated ***01-10-14***.