

* If police are submitting a request form based upon mental health, the police must first obtain a signed release on the form approved by the Warren County Prosecutor's Office

Notice At Address Policy

The Warren County Communications Center will accept "Notice at Address" request forms for consideration of entry into its Computer Aided Dispatch System. **The requestor must complete and sign the form and authorizes that any information on the form may be provided to emergency personnel responding to an emergency or condition at the above location.** Sensitive information will be relayed to first responders via telephone or text message *when possible* rather than by radio.

- If police are submitting a request form based upon mental health, the police must first obtain a signed release on the form approved by the Warren County Prosecutor's Office.
- Any medical or HIPAA restricted information regarding an adult must be signed and authorized by that adult for distribution to emergency services staff responding to an incident or specified location.
- Any request involving information on a minor must be signed and authorized by a parent or guardian, even if submitted via a Law Enforcement or Emergency Services agency.
- Information involving students, employees or staff must be submitted via the law enforcement agency having jurisdiction for that location, and be signed or authorized by the affected person (or parent/guardian in the case of a minor)

RESPONSIBILITY FOR UPDATES AND EXPIRATION PERIODS

- Persons submitting request forms for themselves or their family must submit a renewal annually by the end of December. The Warren County Department of Public Safety will **NOT** notify anyone of the need for a renewal.
- Agencies or emergency services staff submitting requests on behalf of local residents, patients or facilities take responsibility for renewing or canceling previously submitted forms on an annual basis and will not receive expiration or renewal reminders.
- Notices involving a person, special needs, medical conditions, or mental health needs will expire **at the end of one year** following year of entry. This is due to the frequency of people moving from a residence or changes in medical conditions.
- Notices involving permanent structures, access, physical hazards, etc. will expire **five years** from the year of entry.
- Temporary notices for 100 days or less can also be submitted (see check box on form).

EXAMPLES OF ACCEPTABLE NOTICES

- Special medical conditions (alzheimers, autism, mental health patient, etc.)
- Emergency Access (use side door, apartment in rear, shared driveways, weight/height limits on entrance road etc.)
- Address conflicts (odd numbered house on even side of street, out of sequence house numbers, driveway on different street, driveway entrance in different town, etc.)
- Location aliases / also known as / past names ("Centerpoint", "the old diner", "the saw mill")
- TCPA facilities (do not list specific hazmat inventories – consult Right To Know sheets)
- Abandoned/Condemned locations (old industrial sites, long-vacant buildings, etc)
- Selected known hazards (electrical substation, acid pond, radiation hazard)

EXAMPLES OF REJECTED NOTICES *

The following are examples of notices that will not be accepted due to their complexity, sensitivity, tendency to change frequently, potential for an excessive volume of similar notices or legal liability issues.

- Non-emergency information [example: resident sells home made patio furniture]
- Medications used by a patient [possible HIPAA law violations]
- Location of private residential premise keys, door access codes, unlocked entrances [security concerns]
- Alarm bypass, reset or cancel codes [security concerns]
- Construction types (e.g. balloon construction, truss roofing) [volume of notices concerns]
- Location of special devices, such as AEDs [legal concerns - they may be removed, expired or not maintained]

** While useful, some of this information is best researched, updated, pre-planned and/or secured by a first responder agency itself that covers that location. Additional notice categories and requests are subject to approval/denial based on potential volume considerations, sensitivity/privacy concerns, and/or legal considerations and responsibilities.*

WARREN COUNTY COMMUNICATIONS CENTER

1024 Route 57

Washington, New Jersey 07882-9618



Telephone: (908) 835-2000

Fax: (908) 835-2062

Hazards / Special Notice at Address Request Form (ver. 3.4)

New Renewal Date: _____

This form must be filled out, signed and authorized by the requesting person or agency

Street Address: _____

Township (actual township where above address is located - may be different from mailing address):

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> 91-Allamuchy | <input type="checkbox"/> 84-Frelinghuysen | <input type="checkbox"/> 38-Hope | <input type="checkbox"/> 28-Mansfield | <input type="checkbox"/> 76-Washington Twp |
| <input type="checkbox"/> 82-Alpha | <input type="checkbox"/> 98-Greenwich | <input type="checkbox"/> 73-Independence | <input type="checkbox"/> 39-Oxford | <input type="checkbox"/> 93-White |
| <input type="checkbox"/> 21-Belvidere | <input type="checkbox"/> 78-Hackettstown | <input type="checkbox"/> 41-Knowlton | <input type="checkbox"/> 94-Phillipsburg | |
| <input type="checkbox"/> 46-Blairstown | <input type="checkbox"/> 92-Hardwick | <input type="checkbox"/> 72-Liberty | <input type="checkbox"/> 75-Pohatcong | |
| <input type="checkbox"/> 57-Franklin | <input type="checkbox"/> 23-Harmony | <input type="checkbox"/> 74-Lopatcong | <input type="checkbox"/> 83-Washington Boro | |

Phone Number at above location: () _____ - _____ Landline Cell Unlisted

Authorization by Resident or Person submitting request:

Or Authorization by Emergency Services Officer & Agency submitting request on behalf of named resident or person (see note at bottom) *

Name: _____

O Name: _____

R

Signature: _____

Agency: _____

(Authorizes release of below data to first responders)

Police Fire EMS Other:

Add check mark if parent or guardian of below person

(Agency is responsible for updating/renewing/deleting request)

Notice Duration – (check box below) *It is the responsibility of the authorizing person or agency named above to cancel or renew this request prior to its expiration date. You will NOT be contacted to renew this notice.*

- Notices involving a person, special needs, medical conditions, or mental health needs expire **one year** after year of entry.
- Notices involving permanent structures, access, physical hazards, etc. will expire **five years** after year of entry.
- Temporary notices can be in effect 100 days or less – please specify number of days here (< 100): _____

Notice Category: Police related EMS (medical) Fire related Access Special

Notice Text: (Limited to 5 lines max - if EMS related, DO NOT include information on medications as they frequently change. This information *may* be relayed to first responders in an emergency):

RCVD BY: Oper:___ Date:_____

ENTERED BY: Oper:___ Date:_____