

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 1

January 27, 2015

SUBJECT: COMPUTER AIDED DISPATCH SUMMARY REPORT PROCEDURES FOR
PATROL PERSONNEL - ESTABLISHED

PURPOSE: Office of Operations personnel are currently required to submit a Daily Field Activities Report (DFAR), Form 15.52.00, or a Traffic Daily Field Activities Report (TDFAR), Form 15.52.01, to document their activities. This Order establishes guidelines and procedures for the implementation and use of the Computer Aided Dispatch (CAD) Summary Report for patrol personnel. The CAD Summary Report will increase officer efficiency by minimizing the need to use a DFAR to track a unit's activities.

This Order does not apply to uniformed officers working traffic assignments. There are no changes to the requirements to complete the TDFAR. Additionally, this Order does not apply to officers who drive vehicles that are not equipped with a Mobile Data Computer (MDC). Personnel who are required to submit a DFAR/TDFAR but do not have access to an MDC will continue to use the DFAR/TDFAR to document their activity.

PROCEDURE: Effective immediately, officers will use the MDC to document their daily field activities by recapping information into the INCIDENT DISPOSITION screen in the system. The recap and other related incident entries will appear in chronological order in the CAD Summary Report.

I. OFFICER'S RESPONSIBILITIES. Officers using the CAD Summary Report must:

- * Log onto the MDC through the LOGON screen;
- * Update the Unit Status to "SW - Start of Watch" on the STATUS CHANGE screen at the beginning of watch;
- * After handling a call, input all **pertinent** recap information and detailed comments into the INCIDENT DISPOSITION screen that would normally be written on a DFAR. This would include a short and accurate description of events that occurred, citation numbers, names of involved parties, supervisors that responded, booking numbers, productivity numbers, etc.;

Note: Automated Field Data Reporting (AFDR) reference numbers are not required in the comments section of the INCIDENT DISPOSITION screen. However, officers are still required to complete an AFDR.

- * Input a disposition code into the INCIDENT DISPOSITION screen in order to provide a disposition for an incident. Officers should **not** request Communications Division (CD) to enter the incident disposition, except in rare circumstances (e.g., the MDC has no signal or when the call stack is full and an officer requests a radio call over the Area's radio frequency);

Note: When an officer requests CD to enter the incident disposition via the Area's radio frequency, that specific incident's comment box will be left blank on the CAD Summary Report. This will require the officer to have the incident re-opened and reassigned before the officer's end of watch, in order to input comments to accurately reflect what occurred at the call.

- * Ensure the information recorded for each incident in the INCIDENT DISPOSITION screen is complete and accurately reflects the officer's activities before logging off the MDC and going end of watch;

Note: Officers must be aware that once the recap, disposition and comments are entered into the MDC, it becomes a permanent record and cannot be retracted. Therefore, officers must be thorough when inputting comments into the INCIDENT DISPOSITION screen. Officers must maintain professional standards when inputting comments. Inappropriate comments may be considered misconduct and result in discipline.

- * Update the unit status to "EW - End of Watch" on the STATUS CHANGE screen before logging off at the end of watch; and,
- * Log off the MDC at the end of watch. The CAD Summary Report may be viewed and printed via the Local Area Network (LAN) by logging into the AFDR system, entering the officer's serial number and LAN password, then selecting the CAD Summary link.

The CAD Summary Report is intended to replace the use of the DFAR. However, in the event the officer cannot access the INCIDENT DISPOSITION screen (e.g. the MDC is inoperable), the officer must complete a DFAR consistent with procedures outlined in the Patrol Daily Field Activities Report - Field Notebook Divider, Form 18.31.00.

II. **TRAINING COORDINATOR'S RESPONSIBILITIES.** Area training coordinators or their designee must provide training and/or remediation to officers who demonstrate difficulties accurately inputting information into the INCIDENT DISPOSITION screen on the MDC.

III. **SUPERVISOR'S RESPONSIBILITIES.** Supervisors assigned to field duties must:

- * Review officers' daily field activities by logging onto the AFDR system with their serial number and LAN password, then selecting the CAD Summary link;
- * Ensure that officers in a vehicle equipped with an MDC, utilize the INCIDENT DISPOSITION screen in order to provide detailed comments, recap and a disposition for an incident;
- * Verify that all incidents are properly documented and that any applicable recap is correctly entered into the CAD System. Should the supervisor discover any errors in the CAD Summary Report, the supervisor must thereafter meet with the involved officers and provide appropriate direction to prevent any further issues from occurring;
- * Document in their Sergeant's Daily Report, Form 15.48.00, that they reviewed the CAD Summary Reports; and,
- * Ensure that officers are not, as a matter of routine, requesting CD to conduct incident dispositions over the Area's radio frequency.

IV. **WATCH COMMANDER'S RESPONSIBILITIES.** Area watch commanders must:

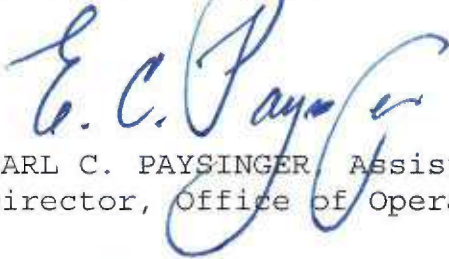
- * Ensure personnel are familiar with the CAD Summary Report completion procedures;
- * Designate a supervisor each watch and/or workday to review the submitted CAD Summary Reports from the previous watch and/or workday; and,
- * Assure that the designated supervisor has documented in their Sergeant's Daily Report that they reviewed CAD Summary Reports from the day prior as directed.

V. **PATROL COMMANDING OFFICER'S RESPONSIBILITIES.** Patrol commanding officers must ensure that all personnel within their command are in compliance with this Order.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

January 27, 2015

Should you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

A handwritten signature in blue ink, appearing to read "E. C. Paysinger". The signature is written in a cursive style with a large, looping initial "E".

EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

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