

TRAINING TASK: RECORDS AND COMPUTER

TASK # 9

Purpose

To learn how to use the Kettering Police Department's computer system.

Preceding Task:

None

I. Statute and City Ordinances

None

II. Policy and Procedure

- A. G.O. 82.1.1 Records Privacy and Security
- B. G.O. 82.1.4 Information Accessibility
- C. G.O. 82.2.1 Field Reporting system

III. Operational Procedure

- A. Use of Records Section and Records retrieval
 - 1. Entrance to Record Section restricted
 - 2. If need a blueprint you need:
 - a. Date of Complaint
 - b. Event number of complaint
 - c. Use Alchemy for self-service 24/7.
 - 1) Log onto network, double click Alchemy
 - 2) User name is CISCO name issued
 - 3) Password is CISCO password (assigned)
 - 4) Specific training in Alchemy is supplied through supervisor or records.
- B. Computer Systems and use (Building Desktops).
 - 1. Login to computer system (Novell)
 - a. User name- Issued
 - b. Password- Issued but needs changed every 60 days
 - 2. CISCO Application (police computer system)
 - a. User name
 - b. Password- Issued and permanent

- c. CAPS- Used to locate calls for service, Event numbers, Master name searches, address searches. Contains all dispatch, jail, and records entries.
 - d. A-CAD Computer Aided Dispatch- Used to monitor call screen. Use of dispatch screen prohibited out of dispatch room.
 - e. CITATIONS information on citations- Lists all citations by date or issuing officer plus other information.
- 3. Groupwise- Departmental e-mail system
 - a. Recommended to create password protection
 - b. Check mail every day you work
 - c. Options- Create folders to save mail, may send and receive e-mail via internet, your e-mail address will be your name (first.last)@Ketteringoh.org. Preference is to use internet based e-mail (hotmail, yahoo, etc.)
- 4. Word Processor or Excel (spreadsheet)
 - a. No restrictions- Save all work to your assigned "H" drive.
- 5. Internet Explorer
 - a. Access to internet and internet e-mail
 - b. All internet activity is recorded
 - c. It is not permissible to download and install any files without permission of Data Systems manager
- 6. Report writing system
 - a. Used for all installed report forms
 - b. Training Task gives detailed instructions on use.
- 7. Power DMS
 - a. Computerized General Orders, Documents and Manuals
 - 1. Login
- C. Computer System-MDTs
 - 1. Login to System
 - a. Use of Token
 - b. User name same as Novell login
 - c. Password must be changed every 60 days
 - 2. System self-starts-Login-User name, password, beat
 - 3. Log in to Accu Globe with beat assignment
 - 4. Status-Screen – Lists all crews and their status
 - 5. Mail-Rarely Used, mail between cars, can send when receiver is logged off and they can retrieve upon login
 - 6. Talk- Car to car or to dispatch (must be released to public upon request)
 - 7. Announce- System wide broadcasts, defaults to KPD, use ALL for all units on system
 - 8. NCIC – All LEADS functions
 - 9. Summary – LEADS inquiry results

10. Forms – Dispatch Screen
11. Information – Administrative status of your laptop
12. STOPTRACKER - used after every traffic stop
13. Mobile Office – For all report forms installed
15. E-Citations – login user name and permanent password (case sensitive)
16. Justice Web
17. OHLEG

D. Parameters of use

1. Use for official business only
2. No “customizing” of any type allowed

I acknowledge that I received training in the skills and knowledge necessary to perform in the above Training/Task Topics, and I am able to perform at an acceptable level.

Probationary Officer Date

Supervisor Date

FTO Date