LUPD DISPATCH AND RADIO LOG RELEASE NOTES

RELEASE DATE: 06.14.17

Dispatch and Radio Log Implementation

The information contained below is only for users who have the LUPD Dispatch role.

1. **Starting a Shift.** When Dispatch starts a shift, they will be taken through a “Start Shift” wizard.
   - From the LUPD Student Manager page, click on **Dispatch**
   - Once in Dispatch, click the **Start Shift** button
- Enter Location and Squad, and select the Officers on Duty. “Day” and “Night” shift are automatically detected based on the time of day. The list of Officers names are configurable by Admins.

- The shift information will appear on the top line of the log
- Selecting the box for will keep the most recently added logs in primary view without having to scroll
- The Dispatch page will search for new entries every 5 seconds

- To create a log entry, fill out the applicable fields (From, LUID, Phone Number, To, Location of Incident, VCIN, and Transmission) then click the button
- Radio Log entries will automatically save without having to reload the page
<table>
<thead>
<tr>
<th>Time</th>
<th>From</th>
<th>LU ID</th>
<th>Phone #</th>
<th>To</th>
<th>VCIN</th>
<th>Location</th>
<th>Transmission</th>
<th>CCF#</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:04</td>
<td>300 - SGT. Doyle</td>
<td>123456</td>
<td>(123) 456-7896</td>
<td>no</td>
<td>Vins</td>
<td>Enroute to assure clear access to tunnel</td>
<td>Assign Case</td>
<td></td>
</tr>
<tr>
<td>09:04</td>
<td>400 - Forsberg</td>
<td>1234578</td>
<td>(555) 123-4567</td>
<td>no</td>
<td>Demoss</td>
<td>Deposit ready</td>
<td>Assign Case</td>
<td></td>
</tr>
<tr>
<td>09:19</td>
<td>300 - SGT. Doyle</td>
<td>123456</td>
<td>(123) 456-7896</td>
<td>no</td>
<td>LCA</td>
<td>Out for traffic</td>
<td>Assign Case</td>
<td></td>
</tr>
<tr>
<td>09:21</td>
<td>300 - SGT. Doyle</td>
<td>123456</td>
<td>(123) 456-7896</td>
<td>no</td>
<td>Bailey Lot</td>
<td>Demanding vehicles moved</td>
<td>Assign Case</td>
<td></td>
</tr>
<tr>
<td>09:22</td>
<td>400 - Forsberg</td>
<td>1234578</td>
<td>(555) 123-4567</td>
<td>no</td>
<td>LUPD Lit</td>
<td>Damage to vehicle 127</td>
<td>11-456</td>
<td></td>
</tr>
<tr>
<td>09:27</td>
<td>302 - Dogan</td>
<td>123456</td>
<td>(123) 456-7896</td>
<td>no</td>
<td>Green Hall</td>
<td>Morning codes</td>
<td>Assign Case</td>
<td></td>
</tr>
<tr>
<td>09:27</td>
<td>302 - Dogan</td>
<td>123456</td>
<td>(123) 456-7896</td>
<td>no</td>
<td>IT Marketplace</td>
<td>Deposit ready, 310 advised</td>
<td>Assign Case</td>
<td></td>
</tr>
<tr>
<td>09:29</td>
<td>400 - Forsberg</td>
<td>1234578</td>
<td>(555) 123-4567</td>
<td>no</td>
<td>Bailey Lot</td>
<td>Enroute regarding request for vehicles moved</td>
<td>Assign Case</td>
<td></td>
</tr>
<tr>
<td>09:31</td>
<td>302 - Dogan</td>
<td>123456</td>
<td>(123) 456-7896</td>
<td>no</td>
<td>Green Hall</td>
<td>Morning Codes</td>
<td>Assign Case</td>
<td></td>
</tr>
</tbody>
</table>

**Auto scroll to new entries**

**DAY Shift - Green Hall - 06/07/2017**

<table>
<thead>
<tr>
<th>From</th>
<th>LU ID</th>
<th>Phone Number</th>
<th>Location of Incident</th>
<th>VCIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>400 - Forsberg</td>
<td>12345678</td>
<td>Green Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PD</td>
<td>(555) 123-4567</td>
<td>Green Hall</td>
<td></td>
</tr>
</tbody>
</table>

**Transmission**

Out for traffic detail

[Submit Radio Log Entry]
2. **Editing a Radio Log Entry.** Entries can only be edited during the current, active shift
   - Click on the entry that needs to be edited
   - The line item will appear red so that the Dispatcher can visually confirm the correct log
   - Once the fields reappear and corrections are made, select

3. **Ending a Shift.** After submitting the final log of the shift, click the End Shift button
4. **Searching for a Previous Shift (Read-Only).**

- From the LUPD Student Manager page, click **Dispatch**.
- Once in Dispatch, click the **Find Shift** button.
- Enter the Shift Date and Shift Type, then search.

- Radio Log entries cannot be edited for previously submitted shifts, but a Dispatcher is still able to assign a case.
5. **Assigning an Incident to an Officer.**

- If a Radio Log entry requires an Incident to be created in the RMS, click on Assign Case for that record in the CC# column.

- On the next screen, the Dispatcher can choose to assign an existing incident or create and assign a new incident.

- If a Radio Log entry corresponds to an existing CC#, select.

- Enter the corresponding CC# and click the Verify button. If the CC# is not found, the Assign Incident button will appear disabled.

- Once the CC# is properly verified, click.

- Multiple Radio Log entries can be assigned to a CC#.
If a Radio Log entry does not already exist and the Dispatcher would like to start an RMS Incident, select

Create and Assign Incident

On the Incident Starter page, fill out the applicable information into the fields. At a minimum, the Dispatcher must have “Assign to” and “LU Case Number” filled out for an Incident to be created. Once complete, click

Create and Assign Incident
The information contained below is only for Officers who have the Incident assigned to them from Dispatch.

- On the RMS screen, the Related Radio Log Entries will appear in the **Narrative** section to aid officers in their narrative. It will not appear in the Incident Form PDF or the View Only report.
RMS Feature Enhancements

1. **Scrollable Search Box.** Once the search box reaches a certain height on the RMS page, a scroll bar will appear.

2. **Additional Narrative Boxes.** In case the Officer needs to write more than 4,000 characters in their narrative, they will have the option to add more Narrative boxes if necessary.
3. **Modification / Supplement Forms.** Officers are able to specify what type of report they create when they click on the Modification / Supplement button.