



## Law Enforcement Technology Shared Services

Information Technology Services • 128 E. Buffalo Street • Ithaca, NY 14850 • (607)274-5417 • Fax (607)274-5420

|  |  |
|--|--|
| <b>POLICY/PROCEDURE #:</b><br>LETSS11-01   | <b>TITLE:</b><br><br><b>Assigning Officers To Units Within the Spillman System</b>   |
| <b>EFFECTIVE DATE:</b><br>06/01/2013 00:00 |  |
| <b>NEXT SCHEDULED REVIEW:</b><br>12/2017   | <b>REFERENCES:</b><br>Tompkins County Resolution #R248-08<br>LETSS By Laws, Adopted 7/8/2009<br>LETSS Agreement, Adopted 7/7/2009, modified 2/13/2012<br>LETSS policy 12-02 Enforcement and Sanction |
| <b>MODIFIED/REVIEWED DATE:</b><br>12/2016  |  |

### Objective:

The purpose of this policy is to define the procedures to establish a process for Law Enforcement to put themselves "on-duty" and to take themselves "off-duty" within the Spillman system.

### Policy Statement:

It shall be the responsibility of each LETSS member agency to ensure its individual members are assigned to a unit and put "on-duty" at the start of each shift, and that each individual is properly taken "off-duty" at the end of each shift. It is understood that emergency/exigent circumstances can occur, making the time frames outlined in this policy not applicable.

**General Information:** N/A

### Definitions:

**Policy** - A statement of intention to guide political, management, financial, or administrative decisions and achieve rational outcome(s). LETSS approval is required for new policies or modifications to existing policies.

**Procedure** - A prescribed and documented set of steps, actions, or activities generally needed to obtain consistent results as documented within a defined and approved LETSS policy.

**Spillman Mobile** - Mobile client which allows two way data communications with the Spillman data server and Spillman CAD.

**Spillman Mobile Status(es)** – Spillman designated abbreviations for LEO status(es). Examples include, but are not limited to: ONDT (on-duty), ENRT(enroute to scene), ARRVD(arrived on scene), BUSY(not available)

**Active Duty Status** - A unit status within the Spillman system that, once activated, shows the Law Enforcement Unit on the CAD screen as an available unit. These include, but are not limited to ONDT, BUSY, ENRT.

**Procedure:**

It shall be the choice of each LETSS agency to determine whom in the agency shall be responsible for these functions, and for completion of these processes at the start of each shift.

**"On-Duty" –**

**Step One** – Use the UPDUO command to assign an officer to a unit in Spillman (not Mobile). In the event that an officer is sent to a call at the start of a shift, and the assignment to a unit has not been completed, dispatch will assist when requested via radio. These should be the exception to the rule.

**Step Two** – Log into Spillman Mobile with the proper assigned unit.

Once assigned to an unit via UPDUO in Spillman, the officer will then log into Spillman Mobile with the proper assigned unit noted in the area labeled "Unit:" on the Spillman Mobile log-in screen.

**Step Three** – Set the initial status as ONDT. It is expected that the officer will assign themselves to an active duty status within 30 minutes of start of their shift. For example, if an officer has briefing at the start of their shift, they should indicate a status of BUSY, with a radio log entry of "Briefing". When ready, the officer's unit status should be updated to ONDT, indicating to dispatch that they are available for service.

NOTE: In the event that the appropriately assigned shift unit is not showing ONDT and available for dispatch in CAD, then the call will be dispatched via radio, and noted by dispatch with a call comment entry of "radio", time permitting.

**"Off-Duty" –**

Set the end of shift status as OFFDT.

Note: In the event that the officer is unable to set the end of shift status as OFFDT, then the officer, or an agency supervisor, will communicate with dispatch via radio and request their unit's status be changed to OFFDT.

The dispatcher will attempt to communicate with any remaining units with an active status from the previous shift to determine current status. This should be completed within 30 minutes of the start of the shift. If radio communication is not successful, dispatch will attempt to notify the agency supervisor.