Santa Cruz Consolidated Emergency Communications Center

495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

9-1-1 FIRE
POLICE
MEDICAL

Michael J. McDougall
General Manager

COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY

Policy No. 4150.80	Date Issued:	December 3, 1997
Section: 4100 – CAD Procedures	Date Reviewed:	November 14, 2000
Accreditation Standards:		

SUBJECT: ADDING BEAT TO FORCED CALLS

APPROVED: _____

Chairperson, Law Enforcement Users Subcommittee

APPROVED: _____

Michael J. McDougall, General Manager

1.0 Purpose

    1.1   To ensure the correct beat is added to all law enforcement calls for service.

        1.1.1   For the purpose of this policy, a "beat" includes whatever beat and/or zone identified by the User Agency for operational and reporting purposes.

2.0 Procedure

    2.1   When initiating an incident that must be forced (geofile verification is bypassed), the call taker will include the correct beat in the **Bt/Zn:** (beat/zone) field, if known.

        2.1.1   If the call taker does not know the correct beat, s/he will not delay the initiating of the incident by pausing to look up the beat. S/he will initiate the incident without assigning the beat.

    2.2   It is the radio dispatcher's responsibility to ensure the beat has been added to the forced call.

2.2.1 If the call taker initiated an incident without a beat, the radio dispatcher will add the correct beat before closing the incident.

2.3 A map book with the User Agency's defined beats and zones drawn in is available at each primary dispatch position.

2.3.1 The beat map books may not be removed from the primary dispatch positions.

2.4 The beat and zone can be updated from the computer aided dispatch (CAD) system command line or from the incident update form.

2.4.1 The command line syntax to correct the beat and zone is: **IU.**<*incident number or unit ID*>**.BZ;**<*correct beat/zone*><**F10**>

2.4.2 To correct the beat and zone from the incident update form, type **IU.**<*incident number or unit ID*><**F10**>. Place the cursor in the comments field and type **BZ;**<*correct beat/zone*><**F12**>.