

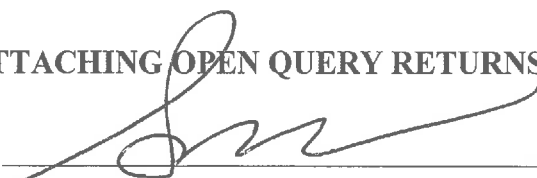


**COMMUNICATIONS MISCELLANEOUS
POLICY/PROCEDURE**

Policy No. 4565 **Date Issued:** July 14, 2010
Section: **Date Revised:**
Accreditation Standards:

SUBJECT: ATTACHING OPEN QUERY RETURNS TO CAD REPORTS

APPROVED:



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1.0 Purpose

- 1.1 To provide direction for attaching information from Open Query to CAD incident reports.
- 1.2 To prevent important information in CAD reports from being obscured by excessive Open Query returns.

2.0 Criteria for Information To be Attached

- 2.1 Only information that is relevant to a call and affects the outcome should be attached to the incident report.
 - 2.1.1 Comments about the results of an inquiry can often suffice in place of attaching the full return, i.e. noting that the subject who was run has a valid driver's license, rather than attaching the whole license.
 - 2.1.2 Relevant information can be attached by cutting and pasting the information from Open Query into CAD or by running the subject through the appropriate query mask to get an exact match.
- 2.2 Open Query information should never be attached to a fire or ambulance incident report.
- 2.3 Criminal History information should never be attached to a CAD incident report.

3.0 Procedure for Attaching Information

- 3.1 Open Query information should be attached to the incident report at the discretion of the radio dispatcher with the exception of vehicle registration information, when an associated license plate is given to a call taker. In that case, the call taker should run the license plate in Open Query, if time allows, and attach it to the incident report.
- 3.2 Only the part of a return that is directly associated with the subject being run should be attached to a call. Returns for people or property not associated with the call should never be attached to the incident report.
 - 3.2.1 This can be accomplished by utilizing the cut and paste feature or completing a more specific query.