



Santa Cruz Consolidated Emergency Communications Center

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9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS TRAINING POLICY/PROCEDURE

Policy No.: 8601
Date Issued: April 30, 1997
Date Revised:

APPROVED:


General Manager, SCCECC

SUBJECT: INTERMEDIATE CAD SKILLS TASK LIST

The Intermediate CAD Skills Task List will be completed in accordance with Policy No. 8270 (Trainee Task List).

Trainee: <i>Task/Competency</i>	Training Start Date:		
	<i>Date</i>	<i>Trainee</i>	<i>CTO</i>
1.0 SIGN ON/SIGN OFF			
1.1 CC Command			
1.2 SW Command			
2.0 INCIDENT COMMANDS			
2.1 IC (Clear Incident Comment)			
2.2 II (Incident Initiate) from Command Line			
2.3 IN (Incident Display)			
2.4 IO (Incident Open)			
2.5 IR (Incident Recall)			
3.0 UNIT COMMANDS			
3.1 FR (Free Units)			
3.2 PU (Change Primary Unit)			
3.3 TU (Transfer Unit)			
3.4 UX (Unit Exchange)			
3.5 VS (Vehicle Status)			
3.6 UO (Reset Unit Overdue Timer)			

<i>Task/Competency</i>	<i>Date</i>	<i>Trainee</i>	<i>CTO</i>
4.0 LOCATION COMMANDS			
4.1 LD (Location Detail)			
4.2 LU (Location Look Up, Fire Only)			
4.3 CRT Console			
5.0 MISCELLANEOUS COMMANDS			
5.1 RE (EMS Ready Reference File)			
5.2 RF (Fire Ready Reference File)			
5.3 RP (Police Ready Reference File)			
5.4 RM (Reports Menu)			
5.5 TN (Fire/EMS Toning)			
6.0 FUNCTION KEYS			
6.1 F11 (Unit Status)			
6.2 Shift + F11 (911 Display)			
6.3 F13 (Location Information)			
6.3 Shift + F13 (Location Menu)			
6.4 F15 (Previous Incidents)			
6.5 Shift + F15 (TMD Display)			
6.6 Shift + F16 (Page Dispatch Comments)			
7.0 USING ON-LINE HELP (AWW)			
8.0 OTHERS			