




**COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE**

Policy No. 3021	Date Issued: April 30, 1997
Section: 3000 – Technical Policies	Date Revised: July 28, 2010
Accreditation Standards: None	
SUBJECT: CAD CONFIGURATION CHANGES	
APPROVED: 	
Scotty A. Douglass, General Manager	

1.0 Purpose

- 1.1 To establish proper authority for implementing CAD configuration changes.
- 1.2 To establish responsibility for implementing CAD configuration changes.
- 1.3 To properly document all CAD configuration changes.

2.0 Authority

- 2.1 Any CAD configuration changes affecting a Law Enforcement User Agency's CAD agency must be approved by a representative of that Law Enforcement User Agency.
 - 2.1.1 Normally the Law Enforcement User Agency representative with authority to change CAD configuration will be the Agency Liaison or of management rank (Lieutenant or higher).
- 2.2 Any CAD configuration changes submitted by a fire department that may affect multiple neighboring fire agencies must be approved by the Fire Operations Policy Task Team.
 - 2.2.1 Prior to submitting a CAD configuration change that affects one neighboring agency, the submitting agency should obtain approval from their neighbor.

- 2.3 Any CAD configuration changes affecting AMR or County Health Services must be approved by a representative of the affected agency.

3.0 Implementation

- 3.1 CAD configuration changes will be implemented by a Systems Division employee or their designee.

3.1.1 Within the Systems Division, the Systems Manager has divided responsibility for discipline specific configuration amongst the employees at his/her direction. Whenever possible, the Systems Division employee with responsibility for the discipline requiring a CAD configuration change will make the change him/herself.

4.0 Documentation

- 4.1 All CAD configuration changes will be documented on the appropriate form and forwarded to the Systems Manager.
- 4.2 Copies of completed CAD configuration change forms will be provided to the appropriate User Agency liaison.
- 4.3 The Systems Manager will maintain the original forms in some manner which facilitates the retrieval of documented changes, should questions arise.

5.0 Interim Configuration

- 5.1 Nothing in this procedure is intended to encumber or restrict creativity and experimentation.
- 5.2 When, as a result of the appropriate process, an interim or temporary configuration is ready to be tested, it should be implemented and it is not necessary to formally document the temporary or interim configuration.
- 5.3 When a temporary or interim configuration is made permanent, the configuration must be properly documented according to the above procedure.

CAD CONFIGURATION CHANGE FORM

Discipline: Law Fire Medical Other:

Section:

- Agency Parameters and Information
- Personnel and Console Data
- Incident Related Data Agency Response
- Vehicle Data System Parameters
- Location Data

User Agency:	Date Requested:
Requested By:	Date Changed:
Phone:	Changed By:
Authorized By:	MN Number: Field
User Agency:	
Phone:	

Original Configuration (changed from) (BE SPECIFIC!)

Configuration Change (changed to) (BE SPECIFIC!)

To Operations Coordinator	By:	Date:
To Agency Liaison	Via:	Date: