

**Goal:**

To have a policy to assign and monitor CPOs and their vehicles.

**Scope:**

To develop a procedure for:

1. Assigning Vehicles to CPOs;
2. Monitor CPO Vehicles(Bonnyville);
3. Un-assign Vehicles from CPOs (Bonnyville).



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### **1.0 Assigning Vehicles to CPOs**

- 1.1 When a CPO logs on for their shift the dispatcher will write that information in the appropriate agency's Traffic Stop book.
- 1.2 For Bonnyville CPO's the dispatcher will go to the Fleet Centre (GPS Public Safety) screen on the main monitor, and will do the following:
  - a. Go to Fleet Centre on the main monitor and sign in to Fleet Centre.
  - b. After sign in, a map will populate on the screen.
  - c. On the left-hand side of the screen click on the Administration bar.
  - d. In the drop down menu click on vehicle administration.
  - e. All the Unit numbers will come up.
  - f. Click on the unit number for the unit being assigned. In the pop up window enter the CPO call sign in the display name box and click save.
  - g. A second pop up will appear to confirm the save, click on ok.
  - h. Log out and log back into the program for changes to take effect.

### **2.0 Monitor CPO Vehicles (Bonnyville)**

- 2.1 Periodically throughout the dispatcher shift, check screen to make sure all CPO's are accounted for
- 2.2 If CPO's are not all accounted for, log out and back into the program. If all the CPOs are not accounted for after logging out and back in, notify the CPO Supervisor on duty.

### **3.0 Un-Assign Vehicles from CPOs (Bonnyville)**

To take a CPO out of a car the dispatcher will do the following:

- a. Go to Fleet Centre on the main monitor and sign in to Fleet Centre.
- b. After sign in, a map will populate on the screen.
- c. On the left-hand side of the screen click on the Administration bar.
- d. In the drop down menu click on vehicle administration.
- e. All the Unit numbers will come up.
- f. Click on the unit number for the unit being unassigned. In the pop up window delete the CPO call sign in the display name box and click save.
- g. A second pop up will appear to confirm the save, click on ok.
- h. Log out and log back into the program for changes to take effect.



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