

|            |   |                   |
|------------|---|-------------------|
| Chapter 9  | Operational Guidelines – Communication Centre                       | February 16, 2017 |
| Section 41 | <b>Government of Alberta Motor Vehicle System<br/>(MOVES/ROADS)</b> | Page 1 of 3       |

**Goal:**

To establish a procedure for using the MOVES/ROADS program.

**Scope:**

To have a procedure for:

1. Access;
2. Passwords(MOVES);
3. ROADS;
4. Training.



|            |   |                   |
|------------|---|-------------------|
| Chapter 9  | Operational Guidelines – Communication Centre                       | February 16, 2017 |
| Section 41 | <b>Government of Alberta Motor Vehicle System<br/>(MOVES/ROADS)</b> | Page 2 of 3       |

## 1.0 Access

1.1 Whose information may be accessed in MOVES:

- People requested by CPOs in the performance of their duties
- People requested by Fire Services only with the permission of an on-duty CPO or the Manager of the respective CPO service
- You are **NOT** permitted to access your own information

## 2.0 Passwords (MOVES)

2.1 When you log into MOVES for the day and you receive a message saying that the password is expired, follow the instructions on the screen to create a new password. New passwords are created by using the same word as the previous password with the attached number being increased by one. (i.e. sierra72 would go to sierra73). No spaces between the word and the number. Note: *The passwords are different for each work station.*

2.2 When the password is changed the new password is recorded in the password log and a label is printed and posted on the MOVES screen.

2.3 If you type in the password twice and it does not let you in, shut down the MOVES program and start over. Sometimes a letter is wrong or the Caps Lock is on. Check these before signing in again.

2.4 If you attempt to sign in three (3) times without success the program will lock you out and only the MOVES registered account holder (MD of Bonnyville Public Safety Director) will be able to reset the account.

2.5 Should you be locked out of MOVES for any reason including 2.4 above, email the MD of Bonnyville Public Safety Director and the Regional Fire Chief advising that you have been locked out of MOVES and include the following information:

- The date and time
- The dispatch work station
- The SGML number (user number)
- Previous password
- Provide your full name



|            |   |                   |
|------------|---|-------------------|
| Chapter 9  | Operational Guidelines – Communication Centre                       | February 16, 2017 |
| Section 41 | <b>Government of Alberta Motor Vehicle System<br/>(MOVES/ROADS)</b> | Page 3 of 3       |

### 3.0 ROADS

- 3.1 To access ROADS click on the ROADS icon on the MOVES computer.
- 3.2 A window opens requesting username and password. Username and password are on the top edge of the monitor. Enter the username and password and click ok.
- 3.3 A pop up window saying MOVES Law Enforcement will open, click on it. This will take you the legal notice. Hit Enter at the bottom of the page. This takes you into the MOVES screen.
- 3.4 Once in MOVES all functionality is the same as normal MOVES operations.

### 4.0 Training

- 4.1 The MOVES/ROADS program may be accessed for training purposes by using information previously retrieved and recorded in the Community Peace Officer log books only.
- 4.2 You are **NOT** permitted to access your own information

