



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: 05/24/10	REVISED DATE:	NO. PAGES: 1 of 4	NUMBER: 9.1.09
SUBJECT: AUTOMATIC VEHICLE LOCATOR (AVL) SYSTEM			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

PURPOSE: To establish guidelines regarding the use of the Automatic Vehicle Locator (AVL) System.

POLICY: The Cleveland Division of Police shall use the AVL System to provide better emergency services for the citizens of the City of Cleveland, improve police response to calls for service, and enhance officer safety. It is to be used for the official business and management of Division resources.

The AVL System may be utilized to recommend the closest available unit(s) to an incident, or to identify the location of units involved in an incident at the request of supervisory personnel. The AVL system may be used to identify unit locations if radio transmissions fail, advise incoming units of the location of the primary unit or instances where radio transmissions are unintelligible. AVL may also be used to follow vehicle pursuits, provide the involved units with location and direction of the pursuit vehicle and provide information to responding units and/or field supervisors. Additionally, AVL may be used to document vehicle speed and direction for administrative action by the Traffic Safety Analysis Panel.

PROCEDURES:

I. Supervisor Responsibilities

- A. Upon completion of Roll Call the sector/support supervisor shall fax the District Assignment Line Up/Patrol sheet to the Communications Control Section (CCS) indicating which vehicles are MDC and/or AVL equipped. The Sector Supervisor shall then log onto the AVL intranet website at <http://safetyavl/clevelandpd/skyview.dll>. Upon log in the sector supervisor shall verify that all AVL equipped vehicles are appearing on the Skyview map.

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- B. Supervisors shall ensure that MDC/AVL equipped vehicles are assigned to patrol officers and supervisors until the inventory of such equipped vehicles is exhausted. Only after the available supply of MDC/AVL equipped units is exhausted may supervisors place into service a non-MDC/AVL equipped vehicle.
- C. Should an AVL equipped vehicle not appear on the Skyview map the Sector Supervisor shall inspect the AirLink Modem in the trunk of the malfunctioning vehicle and check for any obvious signs of tampering or damage.
 - 1. If there are obvious signs of damage or tampering (i.e. cut wire, damaged hardware/wiring), the Sector Supervisor shall notify their immediate Supervisor and begin an investigation. The results of that investigation shall be forwarded through the chain of command to the Integrity Control Section (ICS). The Sector Supervisor shall also ensure that the Mobile Support Unit (MSU) is advised of the damage or tampering so that repairs can be made.
 - 2. If no obvious signs of damaging or tampering are evident, the Sector Supervisor shall contact the Mobile Support Unit at (216) 664-6172 notifying it of the vehicle, problem/malfunction, date, time, location, car number, and P-Code. Sector Supervisors shall note in their Daily Duty Reports the vehicle numbers and times that AVL was not functioning and that MSU was notified. CCS dispatchers shall also be notified by the Sector Supervisor of any vehicles that are not appearing on the Skyview AVL map.
- D. Sector Supervisors shall use the Skyview AVL system to help them monitor vehicles under their command during their assigned tour.
- E. Supervisors or investigative units requiring a copy of an AVL playback shall complete the AVL playback request form and fax same to the Mobile Support Unit at (216) 348-7121.

II. Communications Control Section Responsibilities

- A. CCS dispatchers shall act as a back up to the Sector Supervisors and shall verify that vehicles that are AVL equipped are appearing on the Skyview map.

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- B. If a CCS dispatcher notices an AVL equipped vehicle disappear from the Skyview map or notices a vehicle that appears to be malfunctioning on the Skyview map, the dispatcher shall contact the Sector Supervisor and advise them of same.
- C. CCS dispatchers shall use the AVL Skyview map as an aid to identify the closest available units to an incident when exigent circumstances warrant an immediate response.
- D. CCS dispatchers shall use the AVL Skyview map to enhance officer safety by relaying vehicle location information to other responding units and supervisors as needed.
- E. In the interest of officer safety and the efficient delivery of services to the community, CCS dispatchers shall notify the sector supervisor of any lack of movement that is inconsistent with that police unit's assignment. The sector supervisor shall determine if the concerns are substantive and take action as appropriate.

III. Patrol Officer Responsibilities

- A. Patrol Officers can log onto the AVL Skyview map by clicking on the AVL Skyview link in the Internet Explorer Favorites section of the Mobile Data Computer (MDC) desk top. Officers shall use the vehicle number on their assigned police vehicle as the Username and Password for log in to the Skyview AVL system. When logging in, AGENCY: Shall remain DEFAULT and UNIT ID shall be left blank. Username and Password are required to gain access to the AVL Map.
- B. Patrol Officers can use the AVL Skyview map to assist them with verifying the location of their vehicle and other responding vehicles during any incident.
- C. Patrol Officer can use the replay feature of the AVL Skyview system to assist them in completing their Daily Duty Report.
- D. Patrol Officers that discover damage to the MDC or AVL equipment in their assigned vehicles shall immediately contact their Sector Supervisor

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IV. Mobile Support Unit (MSU) Responsibilities

- A. MSU shall create and maintain all Skyview AVL accounts.
- B. MSU shall be responsible for inventorying, installing, and repairing all AVL related systems and hardware, as well as maintaining all related maintenance records.
- C. MSU shall assist and train officers and supervisors on Log-In procedures and the use of the AVL system and its functions.
- D. MSU shall be responsible for producing AVL playback copies via the AVL Playback Request form or as directed by the Chief's Office.

V. Requests for assistance in accessing or working with the Skyview AVL system shall be directed to the Mobile Support Unit at (216) 664-6172.

VI. Willful tampering or damaging of AVL and/or MDC equipment is a violation of the law and City of Cleveland and Division of Police policy. Members found to have tampered with AVL and/or MDC equipment will be investigated criminally and subject to Divisional charges and disciplinary action up to and including suspension or termination.

VII. The Integrity Control Section shall monitor compliance with the directives contained herein.