

**Pathforward Meeting
Communications
(Boorman)**

1. When an officer is performing a search warrant / investigation make sure you give the following information to the Comm Center:
 - county
 - full address
 - city/township/village
 - single or multiple unit (other agency involved)

2. When a division is doing a special project that will utilize the Comm Center resources, contact the Comm Center Supervisor or Administrator by phone or email with details. Advise the Comm Center as soon as the project is scheduled. If it is scheduled months in advanced, still notify the Comm Center Supervisor or Administrator so they can make arrangement with the Comm Center staff to cover it. Information that would be needed is as follows:
 - date/time
 - location
 - individuals involved (officers) /groups
 - talkgroup (s) used

3. If an officer has a lot of subjects that they will need information on (LEADS, CCH, BMV Images, WIS, DPLS, WL Arrest), it is better for them to call the information in by phone to the Comm Center instead of using the radio.

4. Officers that have a second officer riding along with them need to sign them on with their own MCT. If they cannot sign the second officer on the MCT, call the Comm Center so they can record who is riding with whom. The following is the information that is needed for the Comm Center to report the first & second officers sign on.
 - A. Second party sign on with the Comm Center (Double Unit)
 - 1) Both Vehicle license plate #
 - 2) Both Officer's unit #
 - 3) What county they will be patrolling
 - 4) Information will be placed in the log and on Officer notes on CAD.
 - B. Second party sign off with the Comm Center (Back Single Unit)
 - 1) Both Vehicle license plate #
 - 2) Both Officer's unit #