

# ARMS FAQ

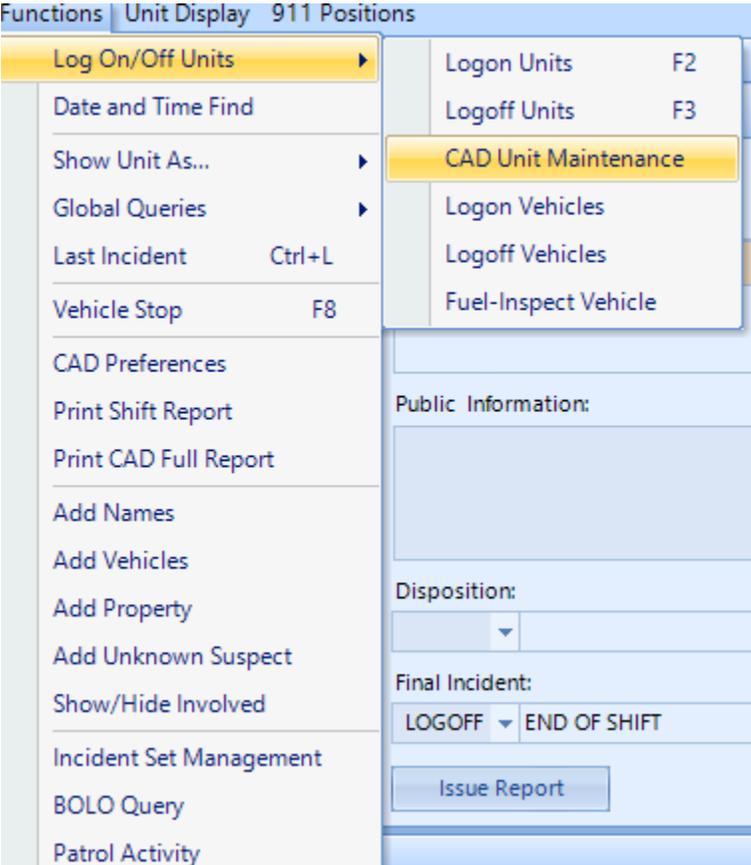
## Question:

How do I add two officers of the same unit to one vehicle in CAD?

## Answer:

To add officers of the same unit to one vehicle, where only one officer is primary:

1. In CAD, go to Functions>Log On/Off Units>CAD Unit Maintenance, and select it.





2. From the CAD Unit Maintenance window that appears, click log on.

**CAD Unit Maintenance**

Filter column: None Filter string:

Unit #	Dept	Description	Involved	Logged On At	Logged Off At	Assigned Officer	Beat	Vehicles
E61		MERRITT TRACEY A	<input type="checkbox"/>	05/28/2019 14:27		BAEZ, MERRITT		589--03
T361		BOXER WAYNE R	<input type="checkbox"/>		01/18/2018 16:52			
F68		BRECHT NANCY O	<input type="checkbox"/>		02/11/2009 23:07			
65		COURTNEY DARREN L	<input type="checkbox"/>		01/21/2018 18:27			
80		DARRELL DONNA L	<input type="checkbox"/>		01/22/2018 18:00			
E58		DI GRAZIA TAMMY A	<input type="checkbox"/>		09/02/2017 01:45		HBOI	

Logon Logoff Modify Save Cancel Mode: View

Date: 05/07/2010 16:04:00 Shift: Unit #: 67

Street: Beat:

Common Name: Look Up Validation

Location Detail:

Call #	Officer Name	Dept	Radio	Keys	Vehicle
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Call #	License	Make	Model	Mileage
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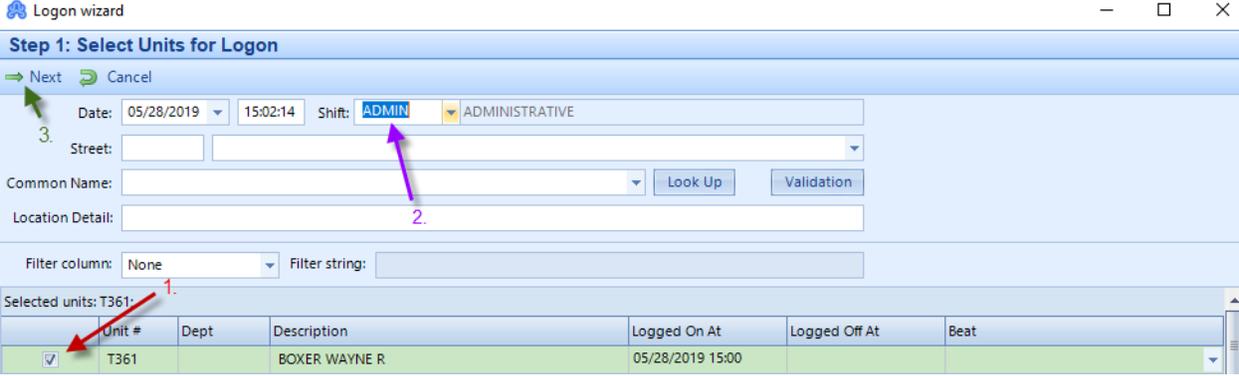
Filter column: None Filter string: Filter column: None Filter string:

Call #	Officer Name	Dept	Keys	Radio
T143	BAEZ, SONIA			
J357	BANNER, JAMES			
338	BETHEL, RICKEY			
206	BOLDIN, ULYSSES			

Call #	License	Make	Model	Mileage
0418G		GOLF CART		35574
0494G		GOLF CART		12345
0498G		GOLF CART		3
0499G		GOLF CART		2

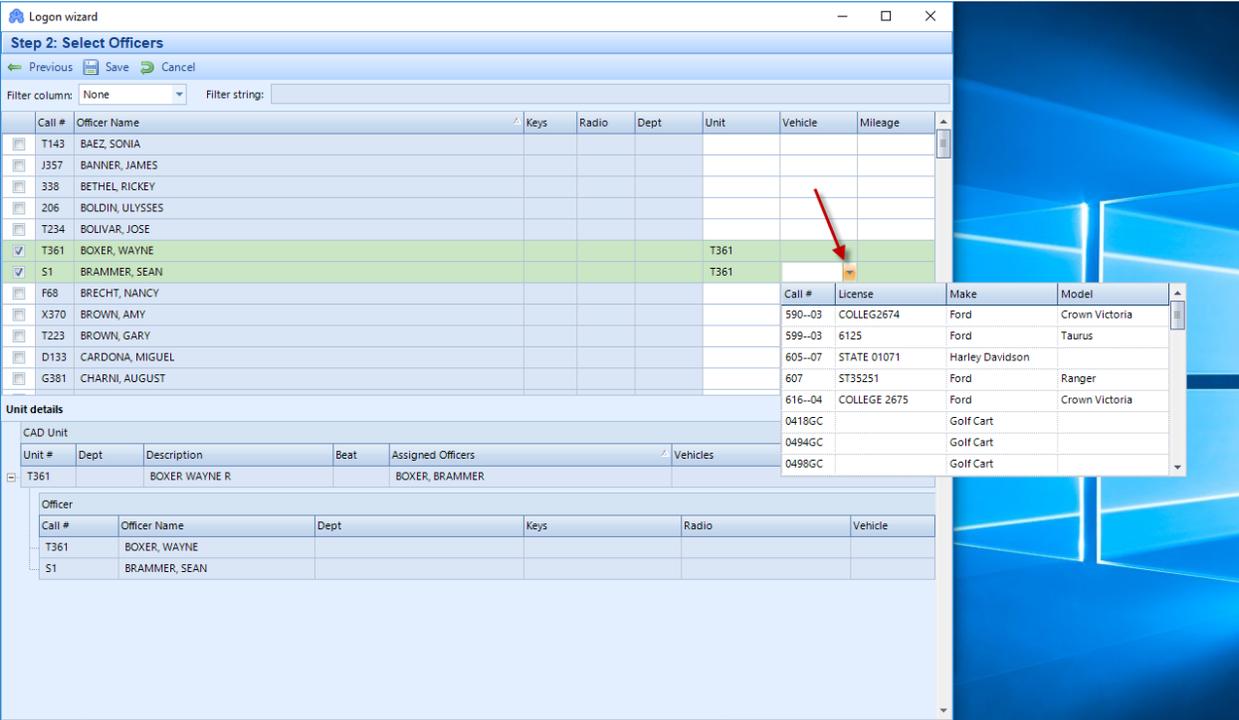
3. Check the box next to the name that will be the primary officer associated with the vehicle. In other words, this person will be the presumed driver.

4. Select the shift for the officer from the drop-down menu near the top, then click Next.



5. Check the box next to the name of the other officer that will be in the vehicle with the driver.

6. In the vehicle cell, hit the drop-down arrow and choose the vehicle in which both officers will ride.



7. Click Save.



8. Done! The presumed driver and the other officer selected are now both assigned to that vehicle.

Note CAD does not allow you to assign two officers to the same vehicle at the same time for various reasons. For example, assigning an officer to a vehicle could be used to determine liability for damage to the police car. In other words, CAD is designed to associate only one primary employee with a vehicle, that is, one driver for one vehicle.