

NICE RECORDING SYSTEM (DISPATCH OPS)

Effective: 05-4-2022

PURPOSE

To minimize/eliminate disruptions in our ability to record telephone and radio traffic.

POLICY

On a nightly basis the Dispatch Supervisor shall properly close-out and restart the NICE program between the hours of 0300 and 0500.

PROCEDURE

1. Click on the square button in the upper right-hand corner of the program under "Reconstruction". (NOT THE RED X)
2. Left click on the square button. The dialogue box will ask if you really want to log out. Click "YES".
3. Wait 30 seconds before relogging on.