




INITIAL SIGN-ON

TEMPORARY PASSWORD: **CAD.911** (ALL CAPS)

MEMBERS ARE **REQUIRED** TO CHANGE THEIR PASSWORD UPON LOG-IN

PASSWORD MUST BE CJIS-COMPLIANT

(MINIMUM OF 8 CHARACTERS WITH A SYMBOL, NUMBER AND UPPERCASE LETTER)



Enter Login Credentials:

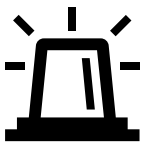
User ID* Password*

Unit ID* Agency*

Vehicle ID

Radio ID

Role*



RADIO NUMBERS

HQ	HQCLERK1	HQCLERK2	HQCLERK3	HQCLERK4
CPD	CPDCLERK1	CPDCLERK2	CPDCLERK3	CPDCLERK4
MPD	MPDCLERK1	MPDCLERK2	MPDCLERK3	MPDCLERK4
EPD	EPDCLERK1	EPDCLERK2	EPDCLERK3	EPDCLERK4
NPD	NPDCLERK1	NPDCLERK2	NPDCLERK3	NPCCLERK4
SPD	SPDCLERK1	SPDCLERK2	SPDCLERK3	SPDCLERK4
SCPD	SCPCLERK1	SCPCLERK2	SCPCLERK3	SCPCLERK4

**REFER TO THE FOLLOWING PAGE FOR CASE REPORT NUMBER (CRN)
GENERATION INSTRUCTIONS**



NEED HELP?

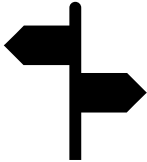
E-MAIL: CADADMIN@KCPD.ORG

TELEPHONE: EXT. 4326 -OR- EXT. 0991



GENERATING A CASE REPORT NUMBER

- 1) F2—GENERATE CRN
- 2) CHANGE **MOD CIRCUM** TO APPLICABLE REPORT CLASSIFICATION
- 3) ENTER LOCATION AND CLICK **VERIFY** (SEE BELOW FOR LOCATION TYPES)
- 4) SELECT APPROPRIATE LOCATION (ENSURE KANSAS CITY IS SELECTED) AND CLICK **SELECT**
- 5) CLICK **SUBMIT**
- 6) CRN IS AUTOMATICALLY GENERATED AND DISPLAYED NEXT TO REPORT #
- 7) OPTIONAL: TO ENTER ANY REMARKS/COMMENTS, SELECT COMMENTS TAB, CLICK **EDIT**, ENTER REMARKS, THEN CLICK **SUBMIT**
- 8) OPTIONAL: TO ENTER PERSON(S), SELECT PERSONS TAB, CLICK ADD PERSON BUTTON, ENTER PERSON, THEN CLICK **SUBMIT**
- 9) OPTIONAL: TO ENTER VEHICLE(S), SELECT VEHICLES TAB, CLICK ADD VEHICLE BUTTON, ENTER VEHICLE, THEN CLICK **SUBMIT**
- 10) F1—HOME TO RETURN HOME -OR- F2—GENERATE CRN TO CREATE A NEW INCIDENT/CRN



LOCATION TYPES

ADDRESS: 1125 LOCUST ST

414 E 12TH ST

INTERSECTION: TRUMAN / PROSPECT

31ST / BROADWAY

HIGHWAY: LINWOOD / US 71

M 152 / N OAK

68TH / US 169

FREEWAY: I 70 / PASEO

23RD / I 435



EXITING THE SYSTEM / LOGGING OFF

SELECT **LOGGED IN** DROPDOWN → **MORE** → **EXIT** -OR- SELECT **X** IN UPPER RIGHT CORNER OF SCREEN, THEN CLICK **YES**