



LESSON PLAN

SUBJECT: Communications Center Basic Operation of the Milestone System (non-analytics)

LENGTH: 30 minutes

PREPARED BY: Michael Anderson, iXP & Captain Scott VanScoy

DATE PREPARED: October 15, 2014

APPROVED BY: _____

A handwritten signature in cursive script, appearing to read "Scott VanScoy", written over a horizontal line.

DATE APPROVED: _____

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I. Performance Objectives/Job-Related Objectives:

The purpose of this training is to teach Communications Center personnel and sworn staff how to operate the Milestone System Smart Client software in the Communications Center. Communications and sworn staff will demonstrate a basic functional level of competency and understanding of how to use the Milestone Smart Client.

II. Type of Instruction:

The instructor will review the program features and user interface controls with the student. The student will demonstrate understanding by navigating through the camera menus and operating cameras.

III. Course Outline:

A. System Logon

- a. Workstation
- b. Milestone Application

B. The User Interface

1. Functions available to the Dispatcher.
2. Limitations to Dispatcher functionality.
3. The camera network hierarchy and tree.
4. Preset camera views and how to use them.
5. Operation of PTZ cameras.
6. Reviewing of recorded video.

IV. Practical Exercise

A. Complete system logon

B. Operation of the Milestone Smart Client

- a. Bring camera(s) to screen
- b. Operation of a PTZ camera
- c. Review recorded video

V. Closing

A. Questions & Comments