

SPOT Tracking Devices		Inspection and Enforcement New Brunswick	2.1.6
Policy Title	New or Amended	Division / Branch / Section	Policy #
Chief/Executive Director	April 1, 2018	April 14, 2023	April 2025
Approved by	This policy was approved on:	This version takes effect on:	This policy will be reviewed by:

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1. Purpose of Policy

SPOT Devices provide location-based messaging and emergency notification technology that allows Inspection and Enforcement (IENB) Officers to communicate from almost any location around the world. This policy will explain and outline the proper usage, procedures, and maintenance of the SPOT Devices.

2. Procedures

- A. SPOT Devices have been issued to Inspection and Enforcement's Conservation and Highway Safety Officers as part of their equipment required for active duty.
- B. The Department of Justice and Public Safety shall provide training in the use of the SPOT Device and the web-based tracking site.
- C. Officers will review this SPOT Policy and the SPOT Device Gen3/Gen4 User Guide before using the Device for active duty.
- D. The respective Inspectors will be responsible to ensure that the SPOT message profiles (Officer information) are kept up to date.

3. Property of Employer

SPOT Devices are the property of the Department of Justice & Public Safety and are to be checked periodically by both Officers and their supervisors to ensure general maintenance and proper operation.

4. Use of SPOT Devices

- A. Officers are to familiarize themselves and have a working understanding of the available features of their GPS Messenger unit. Officers must review the SPOT Gen3/Gen4 User Guide and notify their Supervisor once this has been completed.
- B. At the commencement of each shift, each Officer is to turn on their assigned GPS Messenger (SPOT™) unit and put it on track mode when commencing patrol work until the end of shift. The SPOT Device must be kept on their person at all times while working (i.e. alone or not alone). The unit has satellite communication functions, remote tracking, and emergency notification features.
- C. Officers must immediately report to their immediate supervisor when a communication device (i.e. GPS Messenger Unit (SPOT™)), may have/has been lost, misplaced, stolen, damaged etc.

- D. Officers must have applicable emergency telephone numbers readily available should the need arise to report an emergency situation. Also understand the emergency notification feature on their GPS Messenger (SPOT™) unit and deploy if necessary.
- E. SPOT Device administrative web functions will be designated to Corporals, Sergeants, Inspectors, and Superintendents to assist and support staff while engaged in active duty. Any other designations will be made by the respective Superintendent. The web address, username and password may be given out to any Officer in the event of an emergency situation making sure to notify the respective Inspector of this after the emergency situation has been resolved. The Inspector will notify the manager of SPOT system for a password change.
- F. Only lithium 8x batteries (listed in the SPOT Device Gen3 User Guide) or NiMH rechargeable batteries will be used in the SPOT Devices to ensure proper functionality. Officers will carry at least one spare set of proper SPOT Device batteries with them while on active duty.
- G. SPOT devices must normally be worn on the outside of the Officers duty vest attached to the vest or to a jacket, in the outside breast pocket of a coat/vest, or in a cargo pant pocket. It is recommended to provide proper satellite coverage and prolong battery life Officers should, upon entering a vehicle, place the device on the dash of the vehicle and plug the device in to a power supply.
- H. To prolong battery life during extreme cold weather patrols, Officers may store the SPOT Device inside a pocket of their patrol equipment that may shield it from exposure and provide warmth. Ex: snowmobile patrols.
- I. To ensure prolonged battery life Officers are to switch off their SPOT Device at the end of their shift.
- J. There will be no “testing” of the “Help” button on the SPOT device without the permission of the respective Inspector.
- K. There will be no “testing” of the “SOS” button on the SPOT device.
- L. For covert enforcement patrols during the night Officers may place tape over the orange color of the device and/or the lights in order to remain hidden from sight. At no time will tape be allowed to be placed over the “HELP/SPOT ASSIST” button and/or the “S.O.S.” button in order to provide easy access in case of an emergency.

5. Emergency Protocol

- A. “HELP” CALL (non-life threatening):

In the event an Inspection and Enforcement Officer has activated the “HELP” button on their SPOT device an emergency “HELP – AIDEZ MOI” signal will be automatically sent by the device to an assigned Duty Officer via text message. The Emergency Duty Officer will

immediately call PMCC indicating that a “HELP” message has been received, the Officer’s name that sent the message, and the location of said Officer. Emergency Duty Officer will forward the “HELP” text message to DOTPMCC@GNB.CA

B. PMCC Protocol:

- I. PMCC receives phone call notification from Duty Officer along with individuals NAME AND LOCATION
- II. Receives email via DOTPMCC@GNB.CA from Emergency Duty Officer which will include a link to google maps of the HELP Officer’s location.
- III. Calls out via radio to the ZONE in question using Justice and Public Safety talk group Challenges the HELP individual with “INDIVIDUALS LAST NAME STATUS CHECK”
- IV. Queries the user to determine type of emergency and/or the response required.
- V. Suspicious or no response from user:
 - a. Queries users on same frequencies within surrounding area to determine if assistance can be provided for the HELP call (co- ordinates and/or map to be given to responders)
 - b. If no radio response from surrounding area, then PMCC will begin calling Officers cell/home numbers in the HELP Officers district requesting assistance.
 - c. Record time, date, User Alias, and general description of call

IF CONTACT IS MADE WITH THE OFFICER: AFTER 60 SECONDS THE OFFICER MUST RECONTACT THE PMCC CONFIRMING “ALL CLEAR” IF NOT DONE THE PMCC ONCE AGAIN CONTACTS DUTY OFFICER OF NO “ALL CLEAR”

- VI. Emergency Duty Officer will decide if the Police of jurisdiction will be notified.
- VII. Emergency Duty Officer will coordinate with PMCC and first responders to ensure the quick and immediate response to assist the HELP Officer.
- VIII. Emergency Duty Officer will confirm the HELP Officer has received assistance.

C. “SOS” CALL (life threatening):

In the event an Inspection and Enforcement Officer has activated the “SOS” button on their SPOT device an emergency signal will be automatically sent by the device to FocusPoint International, Inc. – Overwatch & Rescue Coordination Centre (ORCC).

FOCUSPOINT INTERNATIONAL INC. – ORCC
+1.619.790.9940 EMERGENCY Direct Number
+1.619.717.8549 Non-Emergency Related Direct

D. FOCUSPOINT INTERNATIONAL INC.-ORCC Protocol:

FOCUSPOINT INTERNATIONAL INC.-ORCC will then contact the Provincial Mobile Communication Center (PMCC) at (506) 453-7171 to notify them of the SOS call from the specific SPOT device and as well they will send a screen shot or an internet link of the SPOT device's location to dotpmcc@gnb.ca.

(Note: This protocol is written into each SPOT device's SOS message profile on the SPOT website which will be received by FOCUSPOINT INTERNATIONAL INC.-ORCC in the event of an SOS message being received)

E. PMCC Protocol:

- i. PMCC receives phone call notification from FOCUSPOINT INTERNATIONAL INC.-ORCC of SOS ALARM along with individuals NAME AND LOCATION.
- ii. Receives email via DOTPMCC@GNB.CA with screen shot of SOS individual's location.
- iii. Calls out via radio to the ZONE in question using Justice and Public Safety talk group.
- iv. Challenges the SOS individual with "INDIVIDUALS LAST NAME STATUS CHECK".
- v. Queries the user to determine type of emergency and/or the response required.
- vi. Suspicious or no response from user:
 - a. Queries users on same frequencies within surrounding area to determine if assistance can be provided for the SOS call (co- ordinates and/or map to be given to responders)
 - b. Escalate to: Emergency Duty Officer - list on file with PMCC
 1. Police of jurisdiction
 2. Other – As listed above
- vii. If there is no answer by the Emergency Duty Officer, proceed to contact the police of jurisdiction providing all available information.

- viii. If Emergency Duty Officer is contacted, then they will decide if the Police of jurisdiction will be further notified.
- ix. Follow-up with the Emergency Contacts as listed above.
- x. If GPS is available, provide location details.
- xi. Record time, date, User Alias, and general description of call.

IF CONTACT IS MADE WITH THE OFFICER: AFTER 60 SECONDS THE OFFICER MUST RECONTACT THE PMCC CONFIRMING "ALL CLEAR" IF NOT DONE THE PMCC ONCE AGAIN CONTACTS DUTY OFFICER OF NO "ALL CLEAR"

- xii. XII. Emergency Duty Officer will coordinate with PMCC and first responders to ensure the quick and immediate response to assist the SOS Officer in distress.
- xiii. XIII. Emergency Duty Officer will confirm the SOS Officer has received assistance.