



# Public Safety Professional

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Course Catalog



## Contact us

CentralSquare Technologies  
1000 Business Center Drive  
Lake Mary, Florida 32746  
[centralsquare.com](http://centralsquare.com)

## Connect Community

[community.centralsquare.com](http://community.centralsquare.com)

## Education and training

[csu@centralsquare.com](mailto:csu@centralsquare.com) • (800) 727-8088 • [catalog.centralsquare.com](http://catalog.centralsquare.com)

## Support

[support.centralsquare.com](http://support.centralsquare.com) • (888) 663-7877

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## Contents

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<b>Professional Suite</b> .....	<b>i</b>
System Walk-Through .....	i
System Basics .....	i
Basics .....	ii
System Administrator Courses .....	iii
Portal Attorney Case View .....	iii
Advanced Personnel .....	iii
Agency Administration .....	iv
<b>Jail Professional</b> .....	<b>v</b>
Quick Book .....	v
Jail Incident Reports & Disciplinary Actions .....	v
Jail Functionality .....	v
<b>CAD Professional</b> .....	<b>vi</b>
Calls for Service .....	vi
Basic Call Taking .....	vi
Completing a Call for Service .....	vii
Additional Call Taking Features .....	vii
<b>Records Professional</b> .....	<b>viii</b>
Cases .....	viii
Civil .....	viii
Civil Processes .....	viii
Case Approval .....	ix
<b>Mobile Professional</b> .....	<b>x</b>
Field Ops Basics .....	x

## Professional Suite

### System Walk-Through

**Description:** This program will take you on a system walk-through of CentralSquare Public Safety Professional.

**Duration:** 45 minutes

Course/Description	Duration
<b>Call for Service and Case Report</b> <ul style="list-style-type: none"><li>Let's take a look at an incident from start to finish. We will begin by taking a call for service, then responding to the call, and then editing a case report.</li></ul>	23 mins
<b>Book an Inmate and Assign a Cell</b> <ul style="list-style-type: none"><li>We will continue to take a look at an incident from start to finish. We will end by looking at how to book an inmate, enter demographics, and assigning them to a cell.</li></ul>	22 mins

### System Basics

**Description:** In this program, we will cover the basics of navigating the system. We will also explore the basics of searching, messaging, searching, Name Card Records, and more.

**Duration:** 90 minutes

Course/Description	Duration
<b>Navigation</b> <ul style="list-style-type: none"><li>Discover the basics of navigating CentralSquare Public Safety Professional.</li></ul>	14 mins
<b>Messages &amp; Bulletins</b> <ul style="list-style-type: none"><li>Discover how to send messages &amp; post bulletins in the software.</li></ul>	16 mins
<b>Master Searching</b> <ul style="list-style-type: none"><li>Learn how to run a handful of Master Searches in the CentralSquare Public Safety Professional software.</li></ul>	17 mins

Course/Description	Duration
<b>Name Card Records Overview</b> <ul style="list-style-type: none"> <li>In this course, learn the basics of what fields are available on Name Card Records in the system.</li> </ul>	26 mins
<b>Adding a New Name Card Record</b> <ul style="list-style-type: none"> <li>Learn how to add a new card record from scratch.</li> </ul>	17 mins

## Basics

**Description:** Upon completion of this learning path, you will learn about the following of the Public Safety Professional Suite: Dashboard, Tasks, the Main Menu. Communication, and Master Searches.

**Duration:** 50 minutes

Course/Description	Duration
<b>Dashboard Overview and Management</b> <ul style="list-style-type: none"> <li>Upon completion of this course, you'll understand the basic functionalities of the Dashboard, as well as how to manage your Dashboard.</li> </ul>	10 mins
<b>Tasks and the Main Menu</b> <ul style="list-style-type: none"> <li>Upon completion of this course, you'll understand Tasks as well as be able to navigate the Main Menu in Public Safety Professional.</li> </ul>	9 mins
<b>Communication</b> <ul style="list-style-type: none"> <li>Upon completion of this course, you'll understand Notes and Messaging.</li> </ul>	8 mins
<b>Master Search Records</b> <ul style="list-style-type: none"> <li>Upon completion of this course, you'll understand the Master Name Search, which includes how to search a name, a record overview and tabs. You'll also understand Alerts, Business Records, as well as Address, Phone and Vehicle Record searches.</li> </ul>	23 mins

## System Administrator Courses

Course/Description	Duration
<b>Basics of Creating a Custom Module</b> <ul style="list-style-type: none"><li>In this course meant for System Administrators, learn the basics of how to create a Custom Module in the CentralSquare Public Safety Professional software.</li></ul>	17 mins

## Portal Attorney Case View

This course is applicable for Public Safety Professional 20.3 and higher.

Course/Description	Duration
<b>Portal Attorney Case View</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to prep for a case to enter the portal which includes approval and case notifications. You'll also understand how to navigate in Attorney View where you'll view Case Details, Property and Evidence as well learn how to download a Case Report.</li></ul>	20 mins

## Advanced Personnel

**Course Description:** Upon completion of this course, you will know how to use promotions, commendations, and disciplinary actions; add, view, and edit individual and bulk training records; Log service history; create and change new positions; and filter Personnel Logs.

**Duration:** 26 minutes

This course is applicable for Public Safety Professional 20.3 and higher.

Course/Description	Duration
<b>Rewards and Discipline</b> <ul style="list-style-type: none"><li>Upon completion of this module, you will know how to use Promotions, Commendations, and Disciplinary Actions.</li></ul>	9 mins

Course/Description	Duration
<b>Training</b> <ul style="list-style-type: none"> <li>Upon completion of this module, you will know how to add, view, and edit individual and bulk training records.</li> </ul>	9 mins
<b>Service History and Positions</b> <ul style="list-style-type: none"> <li>Upon completion of this module, you will know how to log Service History, create and change new Positions, and filter Personnel Logs.</li> </ul>	8 mins

## Agency Administration

**Description:** In this learning path, you will learn how to review fleet logs, equipment, inventory, inventory requests, service dogs, purchase requisitions, and the policy manual.

**Duration:** 1 hour 31 minutes

Course/Description	Duration
<b>Fleet Management</b> <ul style="list-style-type: none"> <li>Upon completion of this course, you will be able to review the fleet logs, add new entries, and edit existing entries to records.</li> </ul>	31 mins
<b>Equipment &amp; Inventory</b> <ul style="list-style-type: none"> <li>Upon completion of this course, you will be able to review the logs of equipment and inventory, as well as add new entries and edit existing entries to above records.</li> </ul>	26 mins
<b>Citizen Feedback and Service Dogs</b> <ul style="list-style-type: none"> <li>Upon completion of this course, you will be able to review the logs of Citizen Feedback and Service Dogs, as well as add new entries and edit existing entries.</li> </ul>	18 mins
<b>Policy Manual and Purchase Requisitions</b> <ul style="list-style-type: none"> <li>Upon completion of this course, you will be able to review the logs of Purchase Requisitions, Policy Manual, Notes, and the Dashboard.</li> </ul>	16 mins



## Jail Professional

### Quick Book

Course/Description	Duration
<b>Quick Book</b> <ul style="list-style-type: none"><li>This course will teach you how to Quick Book an inmate.</li></ul>	12 mins

### Jail Incident Reports & Disciplinary Actions

Course/Description	Duration
<b>Jail Incident Reports &amp; Disciplinary Actions</b> <ul style="list-style-type: none"><li>In this course, you will learn about creating incident reports and recording disciplinary actions.</li></ul>	16 mins

### Jail Functionality

**Description:** Learn the basic functionalities available to you in CentralSquare Jail Professional, such as how to book an inmate from a case report, how to create a jail incident report, and how to add disciplinary actions.

**Duration:** 32 minutes

Course/Description	Duration
<b>Booking Inmates &amp; Scheduling Activities</b> <ul style="list-style-type: none"><li>Learn how to navigate the main screen on the jail side of the software, book an inmate from a case, create a bulk activity, and schedule a bulk activity for the future.</li></ul>	17 mins
<b>Inmate Checks &amp; Incident Reports</b> <ul style="list-style-type: none"><li>Learn how to conduct a cell check and a head count, create an Incident Report, and enter disciplinary actions.</li></ul>	15 mins

## CAD Professional

### Calls for Service

**Description:** This program provides a detailed walk-through of how to create a Call for Service, how to utilize the various CAD windows, and more!

**Duration:** 1 hour 28 minutes

Course/Description	Duration
<b>Part 1</b> <ul style="list-style-type: none"><li>In this course, we will learn how to search for historical calls for service, as well as how to create a new call for service.</li></ul>	25 mins
<b>Part 2</b> <ul style="list-style-type: none"><li>In this course, learn how to enter details on the CFS Log, learn the functions of the tabs on the CFS Log, as well as how to complete a call for service.</li></ul>	20 mins
<b>Part 3</b> <ul style="list-style-type: none"><li>Learn how to utilize the New CAD Windows menu option on the CFS Log window.</li></ul>	18 mins
<b>Part 4</b> <ul style="list-style-type: none"><li>Learn how to use the CAD Command Log, Instant Messenger, edit your CAD Window Template, and send a page.</li></ul>	13 mins
<b>Assessment</b>	12 mins

### Basic Call Taking

Course/Description	Duration
<b>Basic Call Taking</b> <ul style="list-style-type: none"><li>Let's learn how to navigate CAD Professional and create a new Call for Service, add call details, use Command Line.</li></ul>	13 mins

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## Completing a Call for Service

Course/Description	Duration
<b>Completing a Call for Service</b> <ul style="list-style-type: none"><li>Let's learn how to complete a Call for Service and use Freeform for name entry.</li></ul>	16 mins

## Additional Call Taking Features

Course/Description	Duration
<b>Additional Call Taking Features</b> <ul style="list-style-type: none"><li>Let's learn how to use Global for name entry and find your Call for Service.</li></ul>	17 mins

## Records Professional

### Cases

**Description:** In this learning path, you will learn how to create a case, the various Dashboard functions, how to create a Case Report, enter the appropriate details, and submit for final approval using CentralSquare Public Safety Professional.

**Duration:** 1 hour 9 minutes

Course/Description	Duration
<b>Dashboard Functions</b> <ul style="list-style-type: none"><li>After completing this course, you will know how to navigate Records Professional, add Tasks, send Messages, create Notes, and modify visual preferences.</li></ul>	7 mins
<b>Create a Case</b> <ul style="list-style-type: none"><li>After completing this course, you will know how to complete Name Searches, complete Vehicle Searches, and create a new Case.</li></ul>	12 mins
<b>Adding a Case Report</b> <ul style="list-style-type: none"><li>Learn how to create a case report, navigate the Case Report window, enter involvement details, and how to fill out forms associated with a case.</li></ul>	17 mins
<b>Entering Additional Information</b> <ul style="list-style-type: none"><li>Learn how to enter items to Property and Evidence, assign access tags, transfer evidence items to an external entity, fix NIBRS errors, and submit a Case Report for approval.</li></ul>	19 mins

### Civil

#### *Civil Processes*

**Description:** This program covers the Civil module within CentralSquare Public Safety Professional.

**Duration:** 36 minutes

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Course/Description	Duration
<b>Adding Civil Papers</b> <ul style="list-style-type: none"><li>In this course, we will cover the basics of adding a new civil paper.</li></ul>	22 mins
<b>Adding an Execution Paper</b> <ul style="list-style-type: none"><li>In this course, we will cover the basics of adding new execution papers.</li></ul>	14 mins

## Case Approval

**Description:** In this learning path, you will learn how to review a case and how to complete tasks for case approval.

**Duration:** 41 minutes

Course/Description	Duration
<b>Case Review</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to navigate the dashboard, review a Case, and kick it back for edits.</li></ul>	21 mins
<b>Completing Tasks for Case Approval</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how officers will complete a Task kicked back to them, finish a Task as a supervisor, and approve cases.</li></ul>	20 mins

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## Mobile Professional

### Field Ops Basics

Course/Description	Duration
<b>Field Ops Basics</b> <ul style="list-style-type: none"><li>Let's learn how to use the Dispatch functions, perform NCIC Queries, and gather media from your Android or Mobile device.</li></ul>	5 mins