



PRO SUITE

Tips & Tricks



SPRINGBOARD!

-Control + G = Springboard

You can go to any function of Pro Suite from the Springboard

**Name Search, Contact Search, Vehicle Search, Telephone Search,
Warrants, etc.**



- ▶ Name Search: Takes you to the Master Name Database or (MND)
- ▶ At time of conversion there were 300,000 duplicate names, it's imperative that you not add a new name to the MND if the person is already in there. Simply edit the information on their name card
- ▶ Contact tab: You'll find name, DOB (far right) address, telephone numbers and any alias names. Alias names should only be used for legal name changes or verified street names
- ▶ Appearance tab: You'll find height, weight, eye & hair color as well as any scars, marks or tattoos
- ▶ Identification tab: You'll find any other numeric identifiers, OLN, SOC, FBI number
- ▶ Background tab: You'll find education, martial status, place of birth
- ▶ History tab: You'll find all their involvements; you can filter by use the drop-down menu that says "all types"
- ▶ Mugshots tab: Any book in photos locally
- ▶ Relationships tab: Any associates of the person
- ▶ Modus Operandi: Drop down menu, shows the persons M.O.
- ▶ Vehicle: any known vehicles associated with the person
- ▶ Link analysis: shows a web of who the person is linked to
- ▶ ****** NOTE ANY INFORMATION ON THE LEFT-HAND SIDE IN RED ARE BULLETINS OR NAME NOTES AND COULD CONTAIN OFFICER SAFETY INFORMATION ******

MASTER NAME DATABASE

- ▶ To run a drivers license query on a subject:
 - ✓ Name search
 - ✓ Open the name card
 - ✓ Make sure they have a numeric identifier DOB or OLN
 - ✓ On the left hand side under menu "Run NCIC"

RUNNING A 10-27

The screenshot displays a user interface for a law enforcement database. On the left, a sidebar menu is visible with the following items: CAMPBELL, ERIN (08/22/83), Name Search, CFS Log, Triple I Log, Warrant (W202100052), Warrant Log, and Vehicle. The 'Run NCIC' option is highlighted in yellow. The main content area shows the subject's profile for ERIN CAMPBELL, with the date 08/22/83. The profile includes a 'Save and Close' button and a navigation bar with tabs for Contact, Appearance, Identification, Background, History, Mugshots, Attachments, and Alarms. The 'Street Address' section shows 'Street 4169 ELIZABETH ST' and 'City RICHMOND'. Below this, there is an 'Additional Address' section and a 'Phone Numbers' section with a 'Home' number '(765) 935-2293' and an 'Edit' link '(01/22/13)'. The 'Email Addresses' section is also visible at the bottom.

- ▶ You can run a 10-28 from the MND under the vehicles tab
 - ▶ Find the vehicle you want to run
 - ▶ Click “Run NCIC” on the left under menu

RUNNING A 10-28

The screenshot shows a web application interface for vehicle records. The main window is titled 'Vehicle' and contains the following information:

- Vehicle Information:**
 - Plate #: 168788L
 - Plate Exp Year: [Empty]
 - Plate Type: [Dropdown]
 - Plate State: IN - Indiana
 - Plate County: [Dropdown]
 - VIN: [Empty]
 - Style: Other
 - Year: 1993
 - Make: FORD
 - Model: RANGER
 - Color 1: TAN
 - Color 2: [Dropdown]
 - Features: [Text Area]
- Registered Owners:** [Table with columns for Name, Address, and NCIC link]
- Lienholder:** [Table with columns for Name, Address, and NCIC link]
- History:** A table with columns for Date, Agency, Type, and Case #.

Date	Agency	Type	Case #
11/05/08 21:00	RPD	Case	#RPD-2008-04366
Other; Incident Code VEH THEFT-MOPED : Investigate Veh Theft- Moped			
09/26/03 19:30	RPD	Case	#RPD-2003-04190
Other			

CFS Log

Recent 1/19/2021 00:00 12/31/8000 23:59

Call Taker All Call Takers Resp. Agency All

Incident Code Street

CFS / IR # Disposition

Plate # Other

Time Reported	CFS #	Incident R	Description
01/20/21 11:49	CFS21-004395	SIREN : Siren Activation 401 E MAIN ST, RICHMOND, IN 47374	Incident
01/20/21 11:47	CFS21-004394	INVESTIGATION : Investigation Papa Joe's Liquors - NW 5th - 1215 NW 5TH ST, RICHMOND, IN 47374	Primary Incident
01/20/21 11:41	CFS21-004393	TRAFFIC : Traffic Stop ARBA PIKE / CHESTER RD, RICHMOND, IN 47374	Primary Incident
01/20/21 11:39	CFS21-004392	INVESTIGATION : Investigation Elstro Auto - 1119 NW 5TH ST, RICHMOND, IN 47374	Primary Incident
01/20/21 11:33	CFS21-004391	CHECK : Business Check 3783 NATIONAL RD E, RICHMOND, IN 47374	Primary Incident
01/20/21 11:28	CFS21-004390	SWO : Speak with Officer 127 N FOOTE ST, CAMBRIDGE CITY, IN 47327	Primary Incident
01/20/21 11:27	CFS21-004389	MVA-PD : MVA-Pr BRIDGE AVE / SIM	Primary Incident
01/20/21 11:26	CFS21-004388	MVA-PD : MVA-Pr BRIDGE AVE / SIM	Primary Incident
01/20/21 11:25	CFS21-004387	ANIMAL : Animal P 723 S 14TH ST, RICHMOND, IN 47374	Primary Incident
01/20/21 11:22	CFS21-004386	RESD-ALARM : Alar 2270 INKE RD, RICHMOND, IN 47374	Primary Incident
01/20/21 11:19	CFS21-004385		Primary Incident

View State / NCIC Query Returns

New State / NCIC Query View State / NCIC Returns

Date Today 1/20/2021 00:00 1/20/2021 23:59

Query Type All Queries CFS #

User All Users Terminal All Terminals

Note Return Text

Requested On	Request	Note
01/20/21 12:00:36	Vehicle Registr...	
01/20/21 11:47:49	Vehicle Registr...	
01/20/21 11:46:55	Driver History ...	
01/20/21 11:4...	Driver Licens...	
01/20/21 11:45:43	Vehicle Registr...	
01/20/21 11:45:00	Driver License ...	
01/20/21 11:43:01	Vehicle Registr...	
01/20/21 11:41:25	Vehicle Registr...	
01/20/21 11:36:33	Vehicle Registr...	
01/20/21 11:36:06	Vehicle Registr...	
01/20/21 11:3...	Driver Licens...	

Request Information

Requested By C1 - Roberts, Richard
Requested For ORI IN0890200 - Cambridge City Police Department
CFS # New CFS Choose CFS

Request Field Values Rerun Query

Return available for use Yes
License Plate # (LIC) VYN833
License Plate Year (LIY) 2021
License Plate Type (LIT) CM
State IN

RUNNING 10-27/10-28'S CONTINUED

You can run drivers license and plates without being in the name card you just need to open an NCIC/IDACS query screen.

To do that go to your CFS Log Under menu choose "New CAD window"

That will open another menu- at the very bottom choose "State NCIC queries"

Expand that box and choose "New State /NCIC Query" in the upper left-hand corner

- ▶ Contact Search can help you search for other personnel who are built into the system, it can often provide you with a telephone number or email address.
- ▶ Contact search can also help you search for telephone numbers for other agencies like OSP, ISP or DNR

CONTACT SEARCH



- ▶ Can help you determine keyholder information at a specific address
- ▶ Will provide any hazards or officer safety information (bulletins) listed at the address

ADDRESS SEARCH





- ▶ Make sure you select all agencies
- ▶ You can adjust the date filter to see warrants that were issue in the last week or month
- ▶ You can filter by status (active or served)
- ▶ You can also search by first or last name, address or charge
- ▶ Just double click the name to open the warrant and see more detailed warrant information

WARRANTS



Name Search
CFS Log
Dashboard

Menu
[New Triple I](#)

Agency Other

Run Date	Subject	
01/13/21 17:07	GREENE, TYLER	Cam
01/13/21 17:05	Crull, Scott	Cam
01/13/21 17:05	LANE, CHRISTOPHER R	Cam
01/13/21 17:03	DAVIS, TIMOTHY G	Cam

- ▶ To add a new Ill you can use the Springboard and type in TRIPLE I or find the Triple I screen on your dashboard
- ▶ On the left click new Triple I
- ▶ On that screen you can choose an associated event call for service number (CFS) or case number
- ▶ Date and time are auto populated
- ▶ Requested by is your name
- ▶ Requesting agency is your agency
- ▶ Purpose is Criminal Justice, Criminal Justice employment or Firearms Permit
- ▶ Purpose details is your case number if you didn't already choose one at the top
- ▶ Subject is the person you want the Ill on, this information will pull from the MND, if the person isn't in the MND you can add them from this screen by clicking tab (select name box comes up) NEW PERSON hyper link
- ▶ After you've added the person, just click save and close and it will automatically go to dispatch to run.
- ▶ * You must still pick up and sign for all Ill at the dispatch center

TRIPLE I