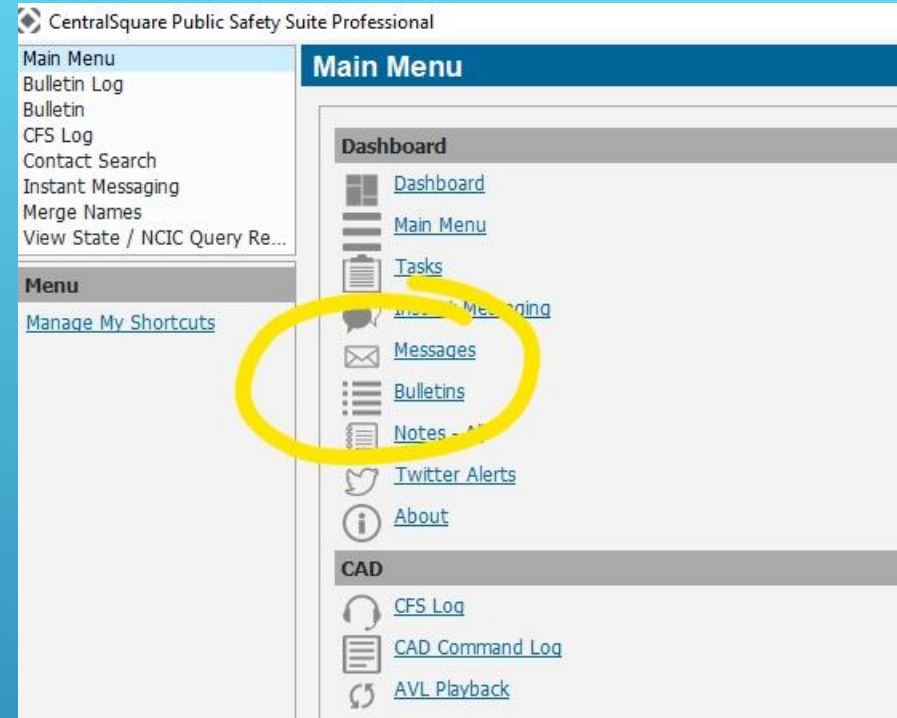




# PRO SUITE

Adding Vacant Houses



# BULLETINS

- Vacant houses are now added as bulletins in Pro Suite
- You can access Bulletins from your Main Menu in Pro Suite



- ▶ **Date and time** are automatically populated
- ▶ **Type** is Vacant House
- ▶ **Expires** is date the homeowner is returning, be as specific if possible, a time is required
- ▶ **Associated Event** can be a CFS number, but will normally be none for Vacant House
- ▶ **Message** should have important information about the property, animals left on premises, lights left on or on a timer, damage to the house, vehicles with permission to be on the property for dispatch there is a template saved on each desktop to help you remember what to ask
- ▶ **Names** will be owners, keyholders and people with permission to be on the property, make sure all name cards are up to date with proper contact info. (DO NOT CREATE A NEW NAME CARD IF ONE ALREADY EXISTS!!)
- ▶ **Vehicles** are vehicles left on premises if the homeowners know the plate numbers and can give them they can go in this field if not list good descriptions in the above message field
- ▶ **Location** is the address of the vacant house, remember to always look for a green or yellow check mark. A blue plus sign is also acceptable and means the address is verified
- ▶ **Agencies** indicates the jurisdiction that the vacant house is in- *THIS IS AN IMPORTANT PART OF THE VACANT HOUSE REPORT*, make sure you choose WCSD if it's in the county. Choosing the proper agency is what generates the vacant house report for officers
- ▶ **Divisions** can be left blank



# NEW BULLETIN



Modified 01/07/21 14:37

Type Vacant House

Expires 1/8/2021 17:00

Associated Event None

Message

test\*\* test\*\* test | WILL RETURN TOMORROW AFTER WORK AROUND 1700 HOURS

Alarm: Yes or No- If yes who is the company? YES- FRONT POINT 1-800-800-8000

Animals left on premises: 1 HUSBAND, 3 HEDGEHOGS

Damage to residence: none

Lights left on or on timers: LIVING ROOM- ON A TIMER IN THE EVENINGS

Vehicles left or that have permission to be on property: GREEN CHEV SUV PARKED IN FRONT, RED PICK UP TRUCK IN THE DRIVE

Names

ERIN CAMPBELL [Edit](#) [Remove](#)

Sex: Female Race: White

Ethnicity: N Complexion: Dark

Eye Color: Unknown

Vehicles

Locations

4169 ELIZABETH ST, RICHMOND, IN 47374 [Address Card](#) [Edit](#) [Remove](#)

Agencies

WCSD

Leave blank to send to all agencies.

# EXAMPLE OF ENTRY SCREEN





Modified	Type	Expires	Attachments	Created By	Message
01/07/21 14:41	Vacant House	01/08/21 17:00	No	Campbell, Erin	test** test** test WILL RETURN TOMORROW AFTER WORK AROUND 1700 HOURS       Alarm: Yes or No- If yes who is the company? YES- FRONT POINT 1-800-800-8000   Animals left c
01/07/21 14:37	Special Attention	02/26/21 01:00	No	Martin, Carey	Family request extra attention 700 Fountain Ave. Recent relative 10-0 / Family will be in and out
01/07/21 14:31	FYI	01/09/21 14:30	No	Dunaway, Rebecca	information only: honor guard will be doing a 21 gun salute at the cambridge city christian church on 1/9/21 saturday at 13:45 hrs contact is carl vickers 960-8580 rep from wright pat af base will
01/07/21 10:18	Keep Check	01/31/21 10:16	No	Ware, Renee	extra attn 1901 Liberty Ave. He has a property near the tree line( se from his residence) that was broken into...nothing missing. Requests this during 3RD SHIFT HOURS. you will have to drive dov
01/06/21 23:29	FYI	01/08/21 01:00	No	Cougill, Hunter	Mike Miller states he locked himself out of his Red Ford 500 and will be calling a lock smith tomorrow. His vehicle is located right out front of the jail. Mike asks us not to tow it. Mikes phone numbe
01/06/21 16:29	FYI	01/11/21 23:59	No	Dunaway, Rebecca	on 1-5-21 at approximately 0300 hours Officer Uphaus took a VT report of a silver   Toyota Tacoma. The vehicle was found later that morning abandoned on the   Cardinal Gre
01/06/21 15:55	Officer Safety	02/28/21 00:00	No	Leverton, Curt	I received a call from Randolph County Sheriff's Department. They received information Joshua Strazheim is in possession of a .22 Wrangler revolver. Josh reportedly sold the
01/06/21 11:56	Keep Check	02/06/21 23:59	No	Dunaway, Rebecca	EXTRA ATTN: 6370 SYCAMORE ST WILLIAMSBURG MIKE HYLTON 277-1726 HAD A TRAILER ON HIS PROPERTY MOVED OVERNIGHT.
01/06/21 10:48	Repo	01/07/21 23:59	No	Hibbard, Carl	REPO Chad with Superior Auto Repoed a Maroon 2011 Jeep Patriot from a Sebrina Baker and Marcus Saine. Owners are unaware of Repo.
01/06/21 09:44	Vacant House	01/18/21 02:00	No	Kuhn, Larry	Night light on in the front room 8-11pm   Night lights throughout the house     Key holders     Bill and Peggy Rhm 478-5021   Sharon Benedct: 478-9274   Faith and Fred Jensen 478-4303   SH
01/06/21 03:23	Special Attention	01/08/21 00:00	No	Bradley, Amanda	ATL / OK WELFARE OF 60YO KEITH J WISE REF SUICIDAL COMMENTS TO REID STAFF - W/M 600/300 GRV/BLU - POSS STAYING AT A HOTEL/MOTEL SOMEWHERE IN THE RICHMOND AREA.
01/05/21 19:55	Special Attention	02/05/21 08:00	No	Bradley, Amanda	EXTRA ATTN: 401 N 13TH ST REF HARRASSMENT & THREATS FROM JALIN WHITE (JUUG/ABM) TWRDS THE CPS TEENAGE DAUGHTER. JALIN MAY BE IN A BLK HATCHBACK W/ OH PLATES. CP
01/05/21 16:48	FYI	01/23/21 00:00	No	Cougill, Hunter	EXTRA ATTENTION****Larry Lahman would like extra attention at the residence of 937 sheridan st. Larry states his father used to live there until he passed away in February. One neighbor had

test\*\* test\*\* test WILL RETURN TOMORROW AFTER WORK AROUND 1700 HOURS

Alarm: Yes or No- If yes who is the company? YES- FRONT POINT 1-800-800-8000

Animals left on premises: 1 HUSBAND, 3 HEDGEHOGS

Damage to residence: none

Lights left on or on timers: LIVING ROOM- ON A TIMER IN THE EVENINGS

Vehicles left or that have permission to be on property: GREEN CHEV SUV PARKED IN FRONT, RED PICK UP TRUCK IN THE DRIVE

Agencies: WCSD Divisions: All Divisions

**ERIN CAMPBELL** [Show Name Card](#)

Sex: Female Race: White  
 Ethnicity: N Complexion: Dark  
 Eye Color: Unknown

**Locations**

4169 ELIZABETH ST, RICHMOND, IN 47374 [Address Card](#)

EXAMPLE AFTER ENTRY



## Vacant House Template for Bulletins

Cut and copy the information below and paste it in the "MESSAGE" section of the BULLETIN to help remind you of important information to ask the caller.

**Alarm: Yes or No- If yes who is the company?**

**Animals left on premises:**

**Damage to residence:**

**Lights left on or on timers:**

**Vehicles left or that have permission to be on property:**

**Misc. notes:**

|



# VACANT HOUSE TEMPLATE (FOR DISPATCH)

- ▶ A list of vacant houses can be generated using a report. WCSD Patrol Officers have this report on their dashboard. The report that generates this list is called **WCSD Vacant Houses**. The dashboard part that you add to see this list is also called **WCSD Vacant Houses**.

## LISTING VACANT HOUSES

