



# TEXT FORMATTING

Basic Academy



# 5 W'S

- **WHERE** (1020 where are you sending the police?)
- **WHAT** (what is going on?)
- **WHEN did this occur** (Time Element?)
- **WEAPONS** /1051 / 11300 (What kind, Who has them?)
- **WHO** (Suspect, Victim, Involved parties?)

# EVENT GOLDEN RULE

TYPE CODE AND PRIORITY

MUST

MATCH TEXT !!!



# SJPD PRIORITIES



1-6



# PRIORITY 1

- There is a present or imminent danger to life, or
- There is major damage to/loss of property, i.e., large-scale incident or cases where there is an in-progress or just occurred major felony.
- District and/or channel-wide response (district wide pertains to units within the district of the call for service only whereas channel wide pertains to any units on the channel involved.). City-wide notification is automatic and may include notification of adjacent agencies
- The incident may have an immediate impact on and need for citywide police resources.



# PRIORITY 1 Examples

- FILL3, C20, C30, C1000, or similar multiple casualty incidents.
- 211A occurred within 10 minutes,
- 1033S busn hold-up alarm
- 459 in progress, and a
- 415W (weapon seen).



# PRIORITY 2

- District wide response when a crime is in progress or has just occurred, **and**
- There are injuries or there is the potential for injury, **or**  
The suspect is still present in the area
- All at risk missing persons reports (including children 11 and under, mentally handicapped, or disoriented adults)
- Situations where the **suspect is in** custody for any violent crime, or for a nonviolent crime and is uncooperative.

# PRIORITY 2 EXAMPLES

- 415A / 415F
- 1053
- 1179
- Outside Agency Aid Calls





# PRIORITY 3

- There is property damage or the potential for it to occur but the suspect has most likely left the area.
- Situations where the suspect is in custody for a non-violent crime and is cooperative.
- Situations when a prior crime against the person occurred, **and**
  - There are no injuries to the victim necessitating immediate medical care, **and**
  - The suspect is not present.

# PRIORITY 3 EXAMPLES

- 1125
- 1182 (when 1125)
- Civil Standby
- 459R
- 20002



# PRIORITY 4

- District wide response to a non-violent crime when there is no present or potential danger to life/property, **and** one or more of the below:
- The suspect is no longer in the area.
- Beat or district information.
- Details in the event are for broadcast purposes only.
- The response may be handled sometime during the shift.

# PRIORITY 4 Examples

- 415M
- PATCK
- INFO
- 1021
- CODE5
- 484BOL
- FNDPRP



# PRIORITY 5 & 6

## *Priority 5*

- Priority 5 is automatically assigned to events that officers “on-view.”

## *Priority 6*

- Priority 6 is automatically assigned to administrative dispatches on all car and person stops. If an officer changes the type code on these events, the dispatcher shall ensure the priority 6 is maintained.

(Refer to RAD 3.160 – UNIT COMMANDS - DEU, MEU, UEU.)



EVENT TEXT

# WHAT

- **WHAT is occurring**  
**(supports the Type Code)**
  - 3 men walked by store w/guns
  - Mom vs dad, verbal
  - Car taken at gunpoint
  - Veh vs Ped
  - 4 y/o missing for 45 mins
  - Person Shot or stabbed

# WHEN

- **Time Element**

(supports the priority)

- 1 ago, 3 ago, 10 ago, 1 hour ago.
- Just occurred
- Last night



# FIRST LINE OF TEXT

[REDACTED]

- Time plus Crime

- How Many Doing What

- Y vs Z

# OFFICER SAFETY

- Weapons (what type?)
  - Drugs (what kind?)
  - Alcohol
- 
- Officer Safety Issues
  - Swimming Pool
  - Pets? (Dogs, cats, chickens, goats????)

# SUSPECT DESCRIPTION

Name: L/N, F/N

- 
- SHOOTER, SUSP #1, DRIVER, PASSENGER.
- Race, Gender and Age
  - WMA, WFA, BMA, BFA, HMJ, VMJ
- Height & Weight
  - 6'01", 180. 5'9"/200, 507/145
- If suspect unknown use how he/she is related to call.

# SUSPECT DESC CONT.

- Hair & Eye Color.
  - BLK/BRN, RED/GRN, BLN/BLU,
- Clothing Descriptions are top to bottom and outside in.
  - LSW: BLU JKT, WHI SHIRT, BLU JEANS
  - LSW: WHI HAT, TAN DRESS, RED SHOES



# SUSPECT DESC CONT.

## FORMAT:

[L/N, F/N], RACE-GENDER-A OR J, AGE, [DOB],  
HEIGHT/WEIGHT, HAIR/EYE COLOR,  
CLOTHING DESC

## EXAMPLE:

[REDACTED], WMA, 40, 01011980, 510/180,  
BLN/BLU, LSW: BLU JKT, WHI SHIRT, BLK PANTS

# WEAPONS INFO

- What is the weapon?
- Describe the weapon
- Where is it now?
- MAKE THE WEAPON STAND OUT IN THE EVENT
  - \*\*\*BLK RIFLE\*\*\*
  - >>3 FT COPPER PIPE<<

# EVENT TEXT

- 3 AGO, PERSON SHOT, MTF  
(accept call to create new event)
- SHOOTER: HMA 19, 502/135, BRN/BRN  
LSW: RED 49ER JKT, WHI SHIRT,  
BAGGY BLK JEANS. \*\*\* CHROME  
PISTOL \*\*\* LS WB ON FOOT, MTF  
(send supplement)

# VEHICLE DESCRIPTION

C – color

Y – year

M – make/model

B – body style

A – accessories (if any)

L – license plate

S – state (of license plate)

EX: SIL '00 BMW M5, 4DR, TINTED  
WINDOWS, 18" CHROME RIMS, PLT:  
5SLOP10, TX



# VEHICLE INFO

- **Vehicle location**

- LS IN DRIVEWAY

- IN PLOT OF \_\_\_\_\_

- **DOT**

- LS ACR STREET FROM \_\_\_\_\_

- LS TWDS HY 101 FRM KING

- LS GOING SB ON JORDAN WAY

# EVENT TEXT

- 3 AGO, PERSON SHOT, MTF  
(accept call to create new event)
- SHOOTER: HMA 19, 502/135, BRN/BRN LSW: RED  
49ER JKT, WHI SHIRT, BAGGY BLK JEANS. \*\*\*  
CHROME PISTOL \*\*\* LS WB ON FOOT, MTF  
(send supplement)
- SHOOTER GOT IN SUSP VEH: SIL '00 BMW M5, 4DR,  
TINTED WINDOWS, 18" CHROME RIMS, PLT:  
5SLOP10/TX. LS SB WHITE TOWARDS HY 280  
(send supplement)

# ADDITIONAL INFO

- **What next?**
- **If caller is safe and can provide updates, stay LL**
- **Is suspect still 10-97? If so, where?**
  - **Make sure you find out his/her current location. Still Armed?**  
**Aware if PD has been called?**

# ADDITIONAL INFO CONT.

- Does suspect have
- Anyone else in the residence?
  - Relatives or friends
  - Other suspects or victims
- Suspect gone and medical needed
  - If scene is secure for Fire to enter xfer caller to Fire for P.A.I. and supplement the event that the caller is LL with Fire



## EXAMPLE TEXT

**LOC:** [REDACTED] AV

- RP VS 16 Y/O BRO, VERBAL, HIST OF 242ING RP, MTF [REDACTED]

**TYPE CODE: 415F, PRIORITY: 2**

- BRO: [REDACTED], AMJ 16, DOB/ [REDACTED] 1997, NO SHIRT, SHORTS, NEG WEPS/1051 HIST 113  
POSS HIGH NOW

- RP: [REDACTED], AFJ, 13, BLK TSHRT, WHT SHORTS
- BRO IN HIS BEDROOM BREAKING THINGS, BEDROOM ON 1<sup>ST</sup> FLOOR TTREAR OF RESD BY SWIMMING POOL
- GRN ACURA IN DRIVEWAY

# EXAMPLE TEXT

**LOC:** [REDACTED] **RD**

- **J/O VEH VS PED, VEH 1097, MTF**  
**TYPE CODE: 1179, PRIORITY: 2**
- **PED LYING ON GROUND BLEEDING FROM HEAD, 10 YO, MALE, UNK CONSCIOUS/UNK BREATHING**
- **VEH: BLK 2006 FORD F150, LIC: [REDACTED], CA**
- **DRIVER:HMA, 20'S,510/200, BLK, LSW: BLU BB CAP, GRN SHIRT, BLU SHORTS**

