

TRANSCRIPTION GUIDELINES

G.O. Transcription

1. Make sure **case status** is correct
2. Check **Date & Time of occurrence and reported**
3. **Approval** field is filled in
4. **Submitting officer** is correct
5. **Location** – correct address used, Unit or Apt #, Beat & Grid are filled in, INV: *Out of Simi* or UI: *Ventura County Jurisdiction* (**read narrative**)
6. Ensure **runaway/missing returns and 10851 recoveries** refer to the original GO
7. Confirm **Offense Code and extension** is correct (**read narrative**)
8. **Offense Location code**: make sure it indicates the correct location type
9. **Criminal activity** if applicable
10. **Weapon(s)** used if applicable
11. Check **severity classification** on summary tab (**misdemeanor, felony or leave blank if infraction or incident report**).
12. **Damaged value** for 594PC & 451PC when applicable
13. **Study field** if applicable
14. **Gang involvement** field If applicable and officer confirms
15. **Family violence** field if applicable
16. **Entities**: Make sure **all entities are entered**; check MNI to ensure we do not add duplicate names and spellings are correct, **make sure entity role is correct** (for persons and vehicles) and vehicle entity is entered and is correct if vehicle is involved (**read narrative**) **Note**: when you run a CDL for an arrest ensure CDL and entity match.
17. Complete **Victim Linkage** when applicable
18. **LEOKA** (officer injured) is completed when applicable.
19. Check **property Page** for property crimes/reports:
Make sure all property is entered
Make sure the number of pieces is filled in
Property Category is correct (use search feature)
Review items that are in Type Miscellaneous to see if they can be categorized.
Value of credit cards should equal \$0.00 not \$1.00
Value of CDL should be \$26.00
Ensure all serialized property is entered into or removed from CLETS (stolen, recovered, and lost)
Recovered property section is filled in when applicable
20. **Details page**: make sure a details page is completed for all missing persons, stolen vehicles, 459's, any crime against a person (211's, sex offenses,

ADW's), frauds, tows, DUI's, use of force, deaths and DV. Make sure suspect is linked to details page if known

21. **CIT template** for 5150's
22. **CLETS**: ensure all reports with CLETS information is either entered or canceled when applicable.
23. **BOLO's**: enter and remove when applicable
24. **Clearance Block**
25. **IBR check**: correct errors. Don't forget State Specific IBR Info: [F9] for Arson and [F11] for Homicides (found in victim entity).
26. **Route Case** – Rules should be set in place to take out any guess work. If applicable person/unit is not there, add it and route it.
27. **Release track** to applicable agencies for applicable reports (ie: tows, CIT, TE, RM ect...)

A.B. Transcription:

1. Status & Type
2. Date & Time of Arrest
3. Arresting officer is correct
4. Arrest status box for juvenile checked & status – **H**: C & R, Counseled & Released, Other or **R**: Incarcerated
5. Booking agency – VENT / EVSO / HALL
6. Location of arrest
7. UCR Arrest Dispo [F11]
8. Charge(s): verify in narrative
9. Warrant #
10. Related Event GO#
11. Dispo remarks for other related charges
12. No routing of AB

Note: when you run a CDL for an arrest ensure CDL and entity match.