

LMDT INSTRUCTIONS
August, 2004

SIGN-ON

Hold SHIFT key down and press F1 -or- touch ON button. Enter the information on the sign-on screen. Hold SHIFT key down and press F1 -or- touch ON button.

NOTE1: When using the form, use the tab key (->|) to skip from field to field, do not use the ENTER, RETURN, or SPACE BAR keys.

NOTE2: Enter radio# after badge# ONLY. When you have your personal-issue radio, you do not need to enter the radio#.

NOTE3: Enter the RAU unit number in the Vehicle Radio# field.

Call#.Channel.Vehicle#.RAU unit#.1st Officer Badge#.1st Officer Radio#.2nd Officer Badge#.2nd Officer Radio#.1st Officer Password and press the proper ON keys.

Example: One Officer: 4120A.1F.7407.AK0348.0123.EPR4010...SAPD
Two Officers: 4120A.1F.7407.AK0348.0123.EPR4010.0124.EPR4011.SAPD
One Officer, two radios (Motor-Officer Only)
1122.1H.7244.TDR3011.0322.TDR3056...SAPD

You will get a sign-on confirmation message displaying your Call#, Badge#, and notice of any outstanding BOLO messages.

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SIGN OFF

Type the word OFF, hold the SHIFT key down and press F2 -or- press the OFF button. The LMDT program will automatically close.

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DRIVER'S LICENSE OR ID NUMBER

DL Key Enter the DL# or ID# from a clear screen and press the DL button or F2 or press the DL key to return the form. If the DL state is not Texas, you must enter the state abbreviation. These are found by entering HELP.ST-ABRV1.or HELP.ST-ABRV2.and pressing the MISC key(s).

Example: 06316908 press DL key for Texas DL.
451802234.VA press DL key for Virginia DL.
..SMITH,JOHN.W.M.012244 press DL key for Texas DL information by name, race, sex, and DOB.
SMITH,JANE.... press DL key for Texas DL information by name only.
.VA.SMITH,JOHN.W.M.012244 press DL key for Virginia DL information by name, race, sex, and DOB.

For a complete Texas DL history check, enter:

06316908.....X press DL key for Texas DL.

LICENSE PLATE REGISTRATION

REG Key Enter the license plate number from a clear screen and press the REG button or F1 for a Texas plate or press the REG button or F1 to return the form. If the plate is out of state, minimum entry is plate# and

state abbreviation. State abbreviations are found by entering HELP.ST-ABRV1. or HELP.ST-ABRV2. and pressing the MISC key(s).

Example: ABC123 press REG key for Texas plate.
TTE904...OR press REG key for Oregon plate.

VIN Inquiry From a clear screen, enter four dots, the vin, and press the REG key or press the REG key to return the form.

Example:Vin-Number. press the REG key.

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WANTED PERSON INQUIRY

WANT Key Enter the name, race, sex, and DOB (mmddyy) of the person from a clear screen and press the WANT button or press the WANT button to return the form. See Sample Wanted Person Return for explanation of messages sometimes received. Valid race codes: W-White, B-Black, I-Indian, A-Asian, U-Unk.

Example: SMITH,JOHN.W.M.012244 and press WANT key.
SMITH,JOHN.W.M.012244.X checks DOB +/- 2 years on local system only.
SMITH,JOHN.W.M.012244..X only local system inquiry.
SMITH,JOHN.W.M.012244...X will not return DL information.
SMITH,JOHN.W.M.012244.X.X checks +/- 2 years on DOB locally and no TCIC check.
SMITH,JOHN.W.M.012244.X.X.X checks +/- 2 years on DOB locally, and no TCIC/DL check.

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STOLEN GUN OR BOAT INQUIRY

PROP Key OLD: Press SHIFT and PROP keys; NEW:Press MDI and PROP keys.
This key is only used to check GUNS and BOATS. From a clear screen, enter the following:

Gun Check: G..S.Serial-Number and press PROP keys
Boat Check: B..R.Registration-Number and press PROP keys
Boat Check: B..H.Hull-Number and press PROP keys

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MISC – Miscellaneous Key

ADRS.A.House#.Street. returns the district, upper and lower cross streets,
ADRS.B.Block#.Street. map coordinates, zip code, location notes, and
ADRS.I.Str-1.Str-2. protective order information, by address, block
(ADRS.I.24th ST NW.RUIZ.) number, or intersection.
(ADRS.A.214.NUEVA ST W.) End each street name with a dot.

ALRM. returns permit data on active dispatched call.
ALRM.A.House#.Street returns permit data by address.
ALRM.P.Permit#. returns permit data by permit#.
ALRM.S.Service-Number. returns permit data by service#.

BADG.Badge#.MMDDYY returns all calls (disposition, time, 10-code, address, case#, and an R indicating report responsibility) that this badge was assigned.

BOLO.L returns a list of Active BOLO messages.
BOLO.N.Bolo# displays actual BOLO message.
BOLO.L.MMDDYY returns BOLO's entered for Date specified.
BOLO.D.Dist returns Active BOLO's for District specified.
BOLO.D.Dist.MMDDYY returns BOLO's entered for District & Date specified.

CARD.Service-Number returns keycard (KC) on currently active (dispatched) call.

CASE.Case-Number returns updated keycard on previous request for service.

DATE returns current date and time.

DISP returns name of all the current dispatchers.

DIST.Dist.MMDDYY (DIST.6160.101592)	returns all calls (time, 10-code, address, and case#) made in that district on a specific date.
FCR.B.Badge#.YYMM (FCR.B.0883.9407)	displays the field contact reports entered by badge# for the year and month.
FCR.I.Number (FCR.I.000021)	displays the actual field contact report.
FCR.N.Last,First.R.S.DOB (FCR.N.Smith,J....)	inquiry into field contact system by subject name, race, sex, and DOB. (Minimum inquiry is last name and first initial).
FCR.P.Last,First.R.S.DOB (FCR.P.Garza,P....)	inquiry into field contact system by the phonetic name of the subject. (Minimum inquiry is last name and first initial).
FCR.A.Alias Name. (FCR.A.Snake.)	inquiry into field contact system by subject's alias name can name. Alias contains NO commas and must end with a dot.
FCR.X.Number.Deletes (FCR.X.000021)	deletes a field contact report. Report can only be deleted from an MDT and only by the same officer who input the field contact.
FCR.D.Dist.YYMM	inquiry into field contact system by patrol district. (Specify the year and month)
FONE.Telephone#. (FONE.5546070.C) (FONE.5546070.A) (FONE.5546070.D)	returns up to 5 pages of previous 911 call information which displays case number, month and year, and either Caller's name; dispatch Address; or the first line of the keycard Details. Excellent criss-cross inquiry.
FOTO. N.Last,First.Race.Sex.Dob	returns mugshot photo by name,r,s,dob.
FOTO.D.DL number	returns mugshot photo by DL number.
FOTO.S.Sid number	returns mugshot photo by MNF Sid number.
GATE.X (GATE.A)	returns list of Gated Communities alphabetically showing entry and exit codes. X is the starting letter of the community name.
GDP.Case# (GDP.93028683)	returns, by SAPD case number, the Gang District Profile Record. Used in conjunction with the PROF inquiry.

Inquiries into the City-County Gang System

GNG.N.Name.R.S.DOB (GNG.N.TORRES,E.)	inquiry into Gang System by subject name, race, sex, & DOB. (Minimum inquiry is last name & first initial).
GNG.L.DL#	inquiry into Gang System by DL#.
GNG.C.SSN	inquiry into Gang System by Social Security Number.
GNG.D.DOB	inquiry into Gang System by DOB.
GNG.S.SID#	returns actual Gang Record.
GNG.T.Tag Name. (GNG.T.GHOST.)	Inquiry into Gang by tag name.
HELP.HELP. HELP.MDT.	returns the options which may be selected using HELP. <u>These options contain all instructions on MDT usage.</u>
HIST.A.House#. Street. (HIST.A.8517.STARCREST.)	returns call history by address (case#, date, time, and final offense) made to that specific address.
HIST.C.Case-Number (HIST.C.94123456)	returns call history by case number (case#, date, time, & & final offense) for the address assigned to a case.
HIST.S.Service-Number (HIST.S.029)	returns call history by service number (case#, date, time & final offense) for the address on an active KC.

Inquiries (JUV) into the City Juvenile System

JUV.N.Name.R.S.DOB. (JUV.N.Hernandez,J....)	inquiry by exact name, race, sex, and DOB. (Minimum inquiry is last name and first initial).
JUV.P.Name.R.S.DOB. (JUV.P.Wood,J....)	inquiry by phonetic name, race, sex, and DOB. (Minimum inquiry is last name and first initial).
JUV.B.Sid# JUV.D.DOB JUV.S.Sid#	returns SAPD arrests. inquiry by DOB only. returns the Juvenile Identification Record.
KCRD.Unit# (KCRD.2131S)	displays keycard of Bexar County officer by unit/call number.
KSTS.Section (KSTS.21)	displays status of Bexar County officers by section. Enter first 2 digits of call number.
KIN.Kin# (KIN.000001.)	returns confidential information from Crime Analysis (PIPS) files. <u>See Sample PIP Return.</u>
KWAR.Warrant# (KWAR.0587433)	returns Bexar County warrant info including warrant status, by BCSO warrant number for completing slip.
KWAR.Warrant#.F (KWAR.0587433.F)	returns next Active Felony BCSO warrant after the warrant# entered. <u>See Sample KWAR Warrant Return.</u>

LINEUP This function returns all officers presently signed-on the MDT system. From a clear screen enter:

LINEUP	returns all officers in your service area.
LINEUP.4	returns officers in service area 4.
LINEUP.41	returns officers in section 41.
LINEUP.4120A	returns the single officer.
LINEUP.8	returns CID officers.
LINEUP.S	returns all BCSO officers.
LINEUP.CITY	returns list of all Outside Agencies.
LINEUP.AHPD	returns list of users for that Agency.
LINEUP.O (OH)	returns officers from Outside agencies.

Last Known Position	This function returns the last known position as reported by the Global Positioning Satellites. From a clear screen, enter:
LNP.	returns position info for units in your section.
LNP.4	returns position info by service area.
LNP.41	returns position info for a section.
LNP.City	returns position info for entire agency.

LJCK.LOJACK#
(LJCK.ML4L4) returns LOJACK stolen vehicle record.

MAG.Bdg#.YYMM
(MAG.0883.9407) returns persons arrested by badge# for year and month specified.

Inquiries (MCRT) into the Municipal Court System

MCRT.N.Name.R.S.DOB. (MCRT.N.Dukes,L....)	returns driver history by name. When multiple names are returned, use the MCRT.M.Mid# inquiry below. (Minimum inquiry is last name and first initial).
MCRT.M.Mid#. (MCRT.M.0587156.)	returns driver history by MID number. This number is always returned on all local municipal warrant hits. <u>See Sample Municipal Court Driver History Return.</u>
MCRT.L.Licplt#. (MCRT.L.300RPX.)	returns all individuals issued citations in this vehicle.

MCRT.D.DL#. (MCRT.D.04741067.)	returns local driver history by driver's license or DPS Identification number.
MCRT.C.Badge#.YYMM. (MCRT.C.0883.9212.)	returns officer subpoena information regarding court appearance date, time, and ticket number for badge, year, and month specified.
MCRT.T.Ticket#. (MCRT.T.S900660A.)	returns violation information by ticket number. <u>See Sample Municipal Court Violation Return.</u>
MCRT.B.B-Case#. (MCRT.B.B423156.)	returns violation information by B-Case number.
MCRT.O.Offense code. (MCRT.O.0036I.) (MCRT.O.0002 .)	returns MCRT violation code description. The code must be 5 letters in length followed by a dot.
MKRN.K	returns which officers are marked-out to Kilo channel during a 10-41T. Entering:7.K and pressing the CODE key(s) marks the unit out to Kilo channel.
MKRN.code	returns units marked out by code. CODES: F=Food, D=Drink, etc.
<u>Inquiries (MNF) into the Master Name File</u>	
MNF.N.Name.R.S.DOB (MNF.N.Wood,J....)	returns persons by name, race, sex and DOB. (Minimum inquiry is last name and first initial).
MNF.P.Name.R.S.DOB. (MNF.P.Wood,J....)	returns person by phonetic name, race, sex and DOB. (Minimum inquiry is last name and first initial).
MNF.D.DOB.R.S.	returns persons by DOB, race, and sex.
MNF.D.DOB.R.	returns persons by DOB and race.
MNF.D.DOB (MNF.D.051068)	returns persons by DOB only.
MNF.L.DL# (MNF.L.02399705)	returns persons by driver's license number.
MNF.C.SSN (MNF.C.104286095)	returns persons by social security number.
MNF.S.SID# (MNF.S.0535908)	returns physical description information by SID number. <u>See Sample MNF ID Return.</u>
MNF.J.SID# (MNF.J.0535908)	returns active and closed court cases by SID#. <u>See Sample Judicial Return.</u>
MNF.B.SID# (MNF.B.0535908)	returns previous bookings/arrests by SID#. If booked on on multiple charges on the same date, only the first charge is shown. <u>See Sample Booking Return.</u>
MNF.A..Street. (MNF.A..Timberhill.)	returns persons living on street entered. Expect multiple multiple pages to be returned.
MNF.A.HSE#.Street. (MNF.A.6618.Timberhill.)	returns persons living at a particular address.
MTIME	Will refresh the date and time on the Motorola unit. You must press the SHIFT and ERASE keys twice to view new date and time.

Municipal Court Warrant Verification Process

MWAR.V.MID# OLD STYLE MDT:	enters verify request. This is already preformatted. Press Tab Key (1st key left of space bar), Press Return Key, and Press Shift and MISC Keys.
NEW STYLE MDT: MWAR.L MWAR.L.MID# MWAR.U	Press Down Arrow , Press Enter Key, and MISC Key. displays all pending verification requests. displays Municipal Court reply to a verification request. displays by your call#, the status of requests for current date.
MWAR.U.MMDDYY	displays by your call#, the status of requests for date entered.
MWAR.C.MID# MWAR.D.Call#	cancel a warrant verification request. displays by any call#, the status of requests for current date.

Inquiries (ODR) into the Officer Daily Report System

ODR.D.BADG#.YYMMDD ODR.M.BADG#.YYMM ODR.T.BADG#.YYMM	shows the actual report. shows which reports are on file for the year and month. shows the total numbers by officer for the month. Totals are re-calculated at 0100 Hrs daily.
OWNR.House#.Street. (OWNR.11823.ABBOTTSWOOD.)	returns City Water Board and City Tax file information. The street name must be spelled correctly & end with a dot. Use STRT inquiry to verify street name spelling.
HELP.PCD1.	returns Penal Code sections with classifications. Use PCD1 thru PCD8.
PAPB	use TIME inquiry to display officer information by bdg#.
PAPN.Last, PAPN.Last,First.	returns Badge#, Name, Office, RD's, Status, and Year of employment. Minimum inquiry is last name and first initial.
PCAS.D.Bdg# PCAS.E.Bdg#.Office.Priority (PCAS.E.0161.TCD.001)	displays transfer requests in Career Activities system. Enters a transfer requests in Career Activities system. See HELP.OFF1. thru OFF4 for office values. Enter 3 digit priority# where 001 is highest.
PCAS.X.Bdg#.Office (PCAS.D.0161.TCD)	deletes a transfer request in Career Activities system.
PEMS.BDG#	displays future special event assignments.
PNET	displays active RAU units.
POFS.E.BDG#.MMDDYY.S.PT. (POFS.E.0883.041995.A.OT.)	entry for day available to work Fiesta S=Shift, PT=Pay-Type → Over Time, Comp Time.
POFS.E.BDG#. POFS.S.BDG# POFS.S.BDG#.MMDDYY.XX	to list all your entries. display Fiesta assignments. to decline a Fiesta work assignment.
PROF.D.District (PROF.D.6120)	returns all events from the Gang District Profile System (record#, address, MMDD, and event type). Event types: DB - drive by shooting, GR - gang related, MS - miscellaneous. <u>See Sample District-Profile Return.</u>
PROF.N.Record# (PROF.N.00288)	returns the individual event record from the Gang District Profile System. <u>See also GDP inquiry by Case#.</u>

PROP.A.Serial#.
(PROP.A.123.) returns articles by serial number listed as stolen in the local files.

PROP.B.Serial#.
(PROP.B.HC654570.) returns bicycles listed as stolen by serial number in the local files.

PROP.L.Licplt#.
(PROP.L.GLG68H.) returns license plates listed as stolen in the local files.

PROP.O.Oan.
(PROP.O.MARY.) returns any property type by owner assigned number listed as stolen in the local files.

PROP.P.Serial#.
(PROP.P.34812.) returns boat parts and vehicle parts, e.g. engines, transmissions, etc., listed as stolen in local files.

PSES.E.BDG#.MMDDYY.CODE.S.PT.PHONE
sign up for special event: code = special event code;
S = shift or RD, PT = pay type; Phone with area code if requesting stand-by sign up.

(PSES.E.0883.041995.TMA.RD.OT..) sign up for event, but not std-by.
(PSES.E.0883.041995.TMA.A.OT.2102078191) sign up for event, and std-by.

PSES.D.Bdg# displays sign up entries; S = sign up, A = assigned
PSES.D.Bdg#.MMDDYY.CODE.XX cancels a sign up entry.
PSES.S.Bdg# display special event assignments.
PSES.S.Bdg#.MMDDYY.CODE.XX cancels special event assignment.

PSOS.D.District
(PSOS.D.3130) returns sex offenders residing in patrol district.

PSOS.I.SystemID#
(PSOS.I.0281) returns sex offenders individual record.

PTIS.B.BDG#.YR
(PTIS.B.1234.01) inquiry by badge number to find out when an officer is scheduled for in-service training.

PTIS.C.X.YR
(PTIS.C.P.01) inquiry by class to find out when training classes are being offered and if there are still openings.
CODES: X = F (FTO), P (Patrol), D(Detective), S (Supervisor)

REPO.Licplt#.
(REPO.BSP47N.) returns vehicle and owner information by license plate number if repossessed, relocated, or impounded.
RNAS.Case# returns complainant's name, address, phone, by case#.

SCRD (SCHARDS) Shift Change & Relief Day System for Patrol officers.
Definitions:
Priority = two digits, i.e., 01,02,03,04,(01=highest).
Section = two digits, i.e., 21,21,31,41,52,71,etc.
Pswd = Mdt password
Office = three letter office code, i.e., CPA,NPC, etc.
Service Area(Sgts & Lts) = one letter, i.e.,C,N,P, etc.
See Help.OFF1. thru OFF4 for office values. Although the system will always return a response after every successful transaction, the officer is responsible for verifying his/her entries were made correctly.

ENTER RD REQUEST
SCRD.ER.BDG.PSWD.PRIORITY.RDs.SECTION
(SCRD.ER.0202.SAPD.01.SS.31) Officer entered RD request with highest (01) priority for Saturday/Sunday in 31 Section.

ENTER OFFICE REQUEST
SCRD.EO.BDG.PSWD.PRIORITY.OFFICE
(SCRD.EO.0202.SAPD.02.CPA) Officer entered Office change with priority of 02 to request transfer to office CPA.

ENTER OFFICE REQUEST (Sgt's & Lt's only)
SCRD.EO.BDG.PSWD.PRIORITY.SERVICE AREA
(SCRD.EO.4057.SAPD.01.E)Lt. entered Service Area change to East Patrol.

DELETE RD REQUEST
SCRD.XR.BDG.PSWD.PRIORITY.RDs.SECTION
(SCRD.XR.0202.SAPD.01.SS.21) Officer is deleting the above RD request.

DELETE OFFICE REQUEST
SCRD.XO.BDG.PSWD.PRIORITY.OFFICE
(SCRD.XO.0202.SAPD.02.CPA) Officer is deleting the above Office request.

DELETE OFFICE REQUEST (Sgt's & Lt's only)
SCRD.DO.BDG.PSWD.PRIORITY.SERVICE AREA
(SCRD.DO.4057.SAPD.01.E) Lt. deleted Service Area change to East Patrol.

DISPLAY ALL RD REQUESTS
SCRD.DR.BDG
(SCRD.DR.0202) Officer displays all RD requests entered.

DISPLAY ALL OFFICE REQUESTS
SCRD.DO.BDG
(SCRD.DO.0202) Officer displays all Office change requests entered.

DISPLAY PENDING TRANSFER
SCRD.DT.BDG
(SCRD.DT.0202) Officer will see if any pending transfer.

DELETE ALL RD REQUESTS
SCRD.*R.BDG.PSWD
(SCRD.*R.0202.SAPD) Officer deletes all RD requests.

DELETE ALL OFFICE REQUESTS
SCRD.*O.BDG.PSWD
(SCRD.*O.0202.PSWD) Officer deletes all Office change requests.

SID.Sid# returns local Master Name File information, including
(SID.0254264) Booking, Judicial, and PIPS related information by SID number. See Sample SID Return.

STKR.LP Sticker# returns MVD license plate registration information
(STKR.15550459WX) using the LP sticker# located on the windshield.

STRT.Street-Name. returns the correct street name spelling for use in the
(STRT.NUEVA.) OWNR, HIST, ADRS, and ALRM inquiries above.

TICK return court appearance date to be used on traffic/
misdemeanor citations and daily sunrise and sunset.

TIME.Badge# returns officer name, office, shift, RD's & accumulated
(TIME.0883) leave accounting information by badge number.

TRK.Unit returns unit location on the Map. To turn off tracking, enter the
(TRK.4120A) same command.

VEH.Vehicle# returns person assigned to SAPD vehicle.
(VEH.7851)

VIN.####.
(VIN.1234.)

returns local-only active stolen vehicles and vehicle parts using the last four digits of a VIN number.

MSG - Message Key

This key allows you to send an administrative message to another MDT or to an office printer. Office printers are found by entering HELP.OFFICE1.or HELP.OFFICE2. & pressing the MISC Key.

INDIVIDUAL Message To send a message to another MDT or printer, clear the screen, enter the call number, or office ID, press the RETURN or ENTER key, type the message, and press the MSG key(s).

Example: 6120A -or- VICE
 This is the message. This is the message.

GROUP Message To send a message to a particular group of officers, clear the screen, enter one of the following:

- GROUP.2 Sends msg to entire service area.
- GROUP.21 Sends msg to section officers.
- GROUP.S Sends msg to all BCSO officers.
- GROUP.City Sends msg to all units by agency name.
- GROUP.O (OH) Sends msg to all Outside agency officers.
- GROUP.2210A.3240A.7260A.2220A.7270A Sends msg to units entered.

FINGER.Unit (FINGER.4120A) Returns unit sign-on, unit status, and unit location info for the unit entered.

WHOME Returns unit sign-on, unit status, and unit location info for your unit.

LOCK Key To lock your MDT from unauthorized use, press the LOCK key(s). To Un-lock the MDT, clear the screen, enter your password, and press the LOCK key(s). Or perform the SIGN OFF and SIGN ON process.

CHANGE PASSWORD To change your MDT password, clear the screen, enter:
CPW/your old password/your new password press Sign-ON keys.
Example: (CPW/SAPD/FRED)

DAILY Key Displays the Officer Daily Report Form for entry purposes.
See Daily Report Instruction Sheet Attached.

DISPATCH RELATED FUNCTIONS

- KC Key** Pressing this key returns the keycard and updates the dispatcher's screen to show you en-route.
- 10-6 Key** Pressing this key shows you at-the-scene on the dispatcher's screen and returns a confirmation message. When you 10-6 on a code-3 call, a printed message is also sent to the dispatcher.
- 10-8 Key** Pressing this key shows you cleared from the call on the dispatcher's screen and returns a confirmation message.

NOTE1: You will have to 10-8 using the CODES key when your call is flagged as needing a DI. Clear the screen, and enter:

8.Y. and press CODES key to send a DI, or

8.N. and press CODES key to cancel DI

NOTE2 The system will assume a Y if you fail to enter either the Y or N.

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CODES Key This key is used to: NCODE reports, 10-8 calls where a DI may be needed, change report responsibility, markout of service, and request action of the dispatcher.

NCODE: To NCODE a case, enter: 24.Ncode#.and press CODES key.

Valid NCODES:

01 - Arrived, no such address/location (24.1)

02 - Arrived, no incident occurred (24.2)

03 - Arrived, unable to contact complainant (24.3)

04 - False alarm, premise secure (24.4)

05 - Return call on a previous incident (24.5.Original Case#)

06 - Outside case, will be handled by another jurisdiction (24.6)

09 - False alarm due to bad weather (24.9)

10 - Recovered stolen under original case# (24.10.Original Case#)

NOTE1: Prior to an N-Code 03 or 06, refer to General Manual Procedure to see when a written report is required.

NOTE2: To NCODE 4 where keycard address is the same as alarm location, enter: 24.4...s. and press CODES key. If using the form, put the letter S in the address field.

NOTE3: To NCODE 4 where the alarm address is different from the keycard, enter: 24.4..house#.street. and press CODES key. Only an NCODE 4 charges the premise owner with a false alarm fee issued by the Police Alarm unit.

NOTE4: To NCODE 5 or 10, you must enter the original case number.
(24.5.97123456 or 24.10.97123456 press Codes Key)

10-8: Clear the screen and enter:
8.Y.and press CODES key to send a DI or
8.N.and press CODES key to cancel DI.

CHANGE REPORT RESPONSIBILITY: To change report responsibility, the officer will take report responsibility only while still assigned to the call by entering: 23. and pressing the CODES key.

NOTE: The officer must be currently assigned on the call and can only take responsibility for the report, it cannot be delegated by another MDT. If the officer has already cleared from the call, report responsibly changes can only be made by the dispatcher.

MARKOUT

OF SERVICE: To markout of service while currently on a call, enter: 7.reason code. and press the CODES KEY.

Valid Reason Codes:

AT	Out-Auto Theft Off.	* M	Moving to Other Location	SE	Out-Eastside Sub
BG	Out-Burglary Off.	ME	Out-Medical Examiner Off.	SN	Out-North Sub
CJ	Out-County Juv.	MG	Out-Magistrate Office	SO	Out-SOU/SWAT Off
CO	Out-Chief's Office	MH	Out-MHMR	SP	Out-Prue Rd. Sub
CS	Out-Children's Shelter	MP	Out-Military Police	SS	Out-South Sub
DX	Out-Detox	MS	Out-Missing Person Off.	SW	Out-Westside Sub
H	Out-Hospital	NC	Out-Narcotics Office	TI	Out-TIU Office
HM	Out-Homicide Office	ND	Out-Night Detectives Off.	TO	Out-Theft Office
ID	Out-ID/Latent Office	PR	Out-Property Room	TR	Out-Traffic Off.
IN	Out-Intoxilizer Office	RB	Out-Records Bureau	VI	Out-Vice Office
J	Out-Jail	RO	Out-Rope Office	VS	Out-Veh. Storage
L	Going to Hospital	RY	Out-Robbery Office	W	Out-Warrant Off.
K	Switch to Kilo	SC	Out-Central Sub	YB	Out-Youth Bureau

* (You should enter your new location, Example: 7.M.2100 BLK SW MILITARY.)

OTHER MARKOUT REASONS: To markout of service when not assigned a call, enter: 7.reason code. and press the CODES KEY.

G	Gas Pumps	R	Radio Shop	P	Personal Reasons	V	Vehicle Repair
MC	MunCourt	MD	MDT Shop	**T	Traffic Stop		

** (Enter the license plate # and location, Example: 7.T.ABC123,3200 BLK IH35N.)
|--- up to 25 characters. ---|

REQUESTS OF DISPATCHER:

You may use any of the following Ten Code requests. The dispatcher will respond to your request.

Valid 10-Code Requests:

11	Request Cover Officer	16	Request Prisoner Transport
12	Request DI	17	Request Traffic Assistance
13	Request Sergeant	18	Request Ambulance
14	Request Swat Team	19	Request Wrecker
15	Request Bomb Squad	21	Request Coffee/Drink
22	Request Food		

Example: 19. and press CODES key to request a wrecker.

CALLS Key

This key displays the call history of the address listed on your active keycard.

STAT Key

This key returns the status of a district or an entire section. Also returns an active keycard and call location on the map.

Enter:

S.4120A press STAT key gives district status.

S.41 press STAT key gives section status.

K.4120A press STAT key gives the keycard that district officer 4120A is assigned.

L.4120A press STAT key and then press MAP key displays location of call assigned to 4120A.

From a supervisor's MDT, three additional functions are:

Enter:

A. and press STAT key gives all ACTIVE (dispatched) calls in the supervisor's section.

H. and press STAT key gives all calls being HELD for additional or special dispatch in the supervisor's section.

U. and press STAT key gives all UNDISPOSED calls (calls waiting) in the supervisor's section.

SAMPLE KEYCARD

Date and Time Dispatched to Officer

UNIT: 4240A R DISP: 03/02/92 1106

Ten Code Suffix

- A = Attempt
- C = 911 Call Back
- D = Expeditable
- E = In Progress
- F = Fire Works
- G = Gun
- K = Knife
- L = At Location
- M = EMS/Fire on Scene
- N = Non Expeditable
- P = Expediter Handle
- S = On Site
- U = Urgent
- X = Gang

CASE: 92126606 10-55G FAM-DIST

Service Number to Call Back Compl.

SVC: 016 OCCUR: 03/02/92 1045 DOC: 4250 District of Occurrence

Date and Time Received by 911 Clerks

LOCATION: 02640 WALKTA ST

PLACE: Place name **PROTECT ORDER** Protective Order at Location

CROSS STRTS: 03500 WALTERS ST S
FMAP: 651 E 3 02000 ADELE ST

(Ferguson Map Location)

COMPLAINANT: SMITH, JOHN (YES) Contact complainant

ADDRESS: Where the complainant is (phone# from 911 system)

PHONE: Number complainant called from (911) CMAP: 490 2 C

VEH: Suspect vehicle information (City Map Location)

USE SCRL KEYS INFO GATE: Entry/Exit <----(Gate Entry & Exit Codes)

DETAILS: Details of the call.....

SAMPLE 2ND PAGE OF KEYCARD

UNIT: 4240A R DISP: 03/02/92 1106

CASE: 92126606 10-55G FAM-DIST

SVC: 016 OCCUR: 03/02/92 1045 DOC: 4250

PD: SAPD OFFICER RESIDES THIS LOCATION

FD: HAZARDOUS MATERIALS THIS LOCATION

NOTE: If you need to add or modify Location Notes on an address, you may send an MDT message to: HELP, open 24 hours. This is a printer in the Information Systems Office where these modifications are made daily.

SAMPLE KWAR WARRANT RETURN

KWAR.0587433.

0002608 ADAMS, ANDREW L 0587433 A
B M 100942 BLK BRO 508 150 06214325
02211 MONUMENTAL SAN ANTONIOTX
THEFT-\$750-20000-VEH-OTHERS F3 240409
112092 D187 91CR0702
BENCH WARRANT
* RWOB *

(SID#, Name, Warr#, WARRANT STATUS)
(Race, Sex, DOB, Hair, Eye, Hgt, Wgt, DL#)
(Address)
(Warr Description, Type, Booking Code)
(Warr Date, Court, Court Case#)
(Reason for warrant)
(Bond amount)

(Warrant Status: A-Active, R-Returned, C-Cleared)

SAMPLE ALARM PERMIT RETURN

00115 PLEASANT VALLE PERMIT: YES
9006725 MARTINEZ, GEORGE
CONTACT NAME PHO-DAY PHO-NGT
SONIA B MARTINEZ 9230388 9230388
MINERVA SALAZAR 9235757 9235757
IS: dr101590 EX: 101594 RV:
ALRM CNT: BRG: 1 ROB: 0 FIR:0
LAST CHARGEABLE ALARM: 061294 TYP:B
COMPANY: RANGER AMERICAN OF TEXAS, INC

SAMPLE WANTED-PERSON RETURNS

BEXAR COUNTY WARRANT RETURN

BLEVINS, ADA IDELL W F 080739 (Name, Race, Sex, DOB)
DL: TX 015301403 SID: C 0504132 5-06 HAZ (DL-ST, DL#, SID#, Height, Eye Color)
12682 WELCOME DR. LIVE OAK TX (Address)
WAR/0581125 POSS COCAINE 921005 F2 +002+ (Warrant Information Line)

(Warrant#, Charge, Warrant Type of Total Number of active BCSO warrants)
Date Warrant
(Run KWAR.0581125 inquiry under the MISC key for complete warrant information)

MASTER NAME FILE RETURN

0504132 BLEVINS, ADA IDELL 051323 (Sid#, Name, Kin# used in PIPS inquiry)
W F 080739 506 HAZ 12682 WELCOME DR. (Race,Sex,DOB,Height,Eye color,Addr.)

(Run the SID and KIN inquiries under the MISC key for Confidential)
(Criminal History Information from the Master Name and PIPS files)

MUNICIPAL COURT WARRANT RETURN

BISHOP, STANLEY R W M 111951 (Name, Race, Sex, DOB)
DL: TX 00806260 MID: 0008121 (DL-ST,DL#,MID# used in MCRT inquiry)
00154 W MANDALAY SAN ANTONIO TX (Resident address)
S884822A 0037A 100890 C +001+ (Warrant Information line)

(Ticket# Violation Offense Type of Total Number of Active Mun-Crt Warrants)
Date Warrant
(Warrant Types: W-Warrant, C-Capias)
(Run the MCRT.M. (MID#) inquiry under the MISC key for complete)
(driver history information from the Municipal Court file)

SAMPLE PIP RETURN

** CONFIDENTIAL SAPD INFORMATION **

036127 DOE, JOHN
W M 010139 500 100 4838 CASTLE BRIDGE
THEFT UNDER \$20 AP 90015876
THEFT UNDER \$20-VEH AP 90012345
THEFT UNDER \$20 SP 90015876
THEFT \$750-20000-VEH FO 90123456
THEFT OVER \$20000-VEHCD 90456789

(KIN#, Name)
(Race, Sex, DOB, Hgt, Wgt, Address)
(Offense Description, Status, Case#)

This information is confidential and is not to be disseminated.

(Status: AP-Arrested, SP-Suspect, FO/CD: Filed On/Charge and Disposition
rpt filed)

SAMPLE LICENSE PLATE RETURNS

MUNICIPAL COURT WARRANT RETURN

MWAR.V.0825641.
0671WF + ACTIVE MUNC COURT WARRANTS +
0825641 RAMOS,GABRIELL M 041474 03

this type of return means this vehicle was used to commit a traffic violation in the past. Currently, a warrant or capias has been issued for the driver on the previous violation, who is listed along with the number of active warrants to the left.

THIS MAY NOT BE THE PERSON NOW NOW OPERATING THE VEHICLE.

Mid# Name R S DOB #of
Warrant(s)

(Run the MCRT.M. (MID#) inquiry under the MISC key for complete)
(driver history information from the Municipal Court file)

DPS HEAT PROGRAM PARTICIPANT

3BCRM TX 85 FORD TK TAN CPR VN
OWNER: BISHOP, STEVEN B
HOME PHONE: 65301080
POSSIBLE DRIVERS:

this type of return means this vehicle is a HEAT program participant. Participating in this program, the officer may stop this vehicle between 100 and 0500 hours and determine driver identity. If the person operating the vehicle is not one of the "possible drivers" listed to the left, the owner should be telephoned to determine if the driver is authorized to operate the vehicle.

BARNEY BISHOP
FRAN BISHOP

(NOTE: IT IS NOT A VIOLATION FOR A HEAT PROGRAM PARTICIPANT TO DRIVE THE VEHICLE BETWEEN 0100 AND 0500 HOURS)

SAMPLE SUSPECT VEHICLE RETURN

2306RM
** SAPD SUSPECT VEHICLE RECS **
SUS 90 CHEV SS
VEHICLE SN IN RBA
CASE# 94123456

this type of return means this license plate# was given to police as part of an offense -or- this vehicle is wanted by a CID Unit.

SAMPLE GANG VEHICLE RETURN

2306RM
** SAPD SUSPECT VEHICLE RECS **
GNG 90 CHEV SS PK BLK
GANG MEMBER VEHICLE

this type of return means this vehicle is listed as a gang vehicle.

SAMPLE GANG VEHICLE WITH GANG MEMBERS

2306RM
GNGS ASSOCIATED WITH THIS VEHICLE
004307 061393 ESCAMILLA, REBEA
000307 061393 CARRION, CHRIS
001502 061393 ORTA, JOE ROLAND
003205 061393 ADAME, JOHN

this follows the gang-vehicle return to list gang members contacted in this vehicle previously. You can inquire on each member using the GNG.S.# inquiry.

SAMPLE PIP VEHICLE WITH PIP INDIVIDUALS

2306RM
PIPS ASSOCIATED WITH THIS VEHICLE
036127 101991 SMUCK, JOE
032321 100991 HARRIS, JAMES.
041613 052493 JONES, CHARLES
042314 090993 WASHINGTON, JOHN

this return shows PIP individuals contacted in this vehicle, you can inquire on these people using the KIN inquiry.

SAMPLE MUNICIPAL COURT APPEARANCE-DATE RETURN

0883 9212 ** POSSIBLE COURT DATES **
T354996A 031192 0034Q NJ 101992 0800 07
T351611A 071392 0040F JT 103092 0800 07
B569050 080292 2011A NJ 103192 0800 05

This return displays by year and month all the possible court dates an officer may or will be subpoenaed from Municipal Court.

The different court types are:
NJ = Non-Jury, **JT** = Jury Trial,
PT = Pre-Trial, **SC** = Show Cause,
PB = Probation Hearing

Tkt#/ Viol- Viol. Ct Court
B-no. Date Date Time No.

SAMPLE MUNICIPAL COURT VIOLATION RETURN

0621970 CASTELLANOS, ELENA L F 070138
10788243 TX 01226 PYRON W WARR
081992 1017 0001A 47 35 Y 6110

Mid#, Name, Race, Sex, DOB, DL-ST, Address, Warrant Flag Viol-Date, Time, Viol, Speeds, Radar: Y/N, and District of occurrence.

COMMERCIAL AT MILITARY DR

Violation location

672LBC TX 79 CHEV
(When WARR is displayed, the individual has at least one outstanding warrant.)

Vehicle description

SAMPLE MNF ID RETURN

0505680 CARDONA, ANTHONY 050670
L M 030573 506 150 BRO HAZ
03002 MARTIN L KING 002399705 466259450
SAPD: 0286965 BCSO: 0202159
DPS : 4369334 FBI : 89983MA5
SCAR: SC CHIN
TAT B ARMS
TAT L HND
TAT R LEG

(SID#, Name, KIN# from PIPS file)
(Race, Sex, 3-DOB's, Hgt, Wgt, Hair, Eye)
(Address, TDL#, Soc-Security#)

(Up to 4 lines of Scars, Marks, Tattoos)

SAMPLE JUDICIAL RETURN

0505680 CARDONA, ANTHONY L M 030573
90390006 F2 AT BURG HAB W-INT THFT-FRC-
121790 PG CT-GUILTY
92253924 F2 BURG W-INT THEFT-FORCE-NORE

(SID#, Name, Race, Sex, DOB)
(SAPD Case#, Type of Charge, Charge)
(Disposition Date, Disposition)
(SAPD Case#, Type of Charge, Charge)

110492 DSMD AND REDUCED (Disposition Date, Disposition)
92253924 MB CRIM MISCH-\$20-200-PRIVATE (SAPD Case#, Type of Charge, Charge)
(Case is still open)
MA DRIVING WHILE INTOXICATED 1 (Non-SAPD Case, Type Charge, Charge)
(Case is still open)

SAMPLE BOOKING RETURN

0357075 MCHENRY,LOWELL B M 090462 (SID#, Name, Race, Sex, DOB)
90573121 1190 MB FAIL IDENT TO P-O WTH (SAPD Case#, Arrest Month & Year,
91112058 0391 W F2 POSS COCAINE UNDER 28 "W" indicates arrested on Warrant,
0491 W MA UNLAW CARRY WPN Offense Type, Offense)
92130686 0392 MA UNLAW CARRY WPN
0892 W F2 ATT COMMIT MURDER-NON
1092 W F2 POSS COCAINE UNDER 28
93063529 0293 F3 POSS MARIH 4 OZ-5 LBS

SAMPLE MNF MULTIPLE-PERSONS RETURN

0034144 HERNANDEZ, FERNANDO 016466 (SID#, Name, KIN# from PIPS file)
L M 042854 507 BRO 00522 RIVERDALE (Race, Sex, DOB, Hgt, Eye, Address)
0042268 BENAVIDES, RALPH STONE 005817
L M 121334 508 BRO 00722 CRESTFIELD
0070954 BASALDUA, TIBURICO JR
L M 022754 511 GRN 01800 CAMPBELL
0092400 GARCIA, RENE SANCHEZ
L M 073056 506 BRO 00601 SANTA ROSA

SAMPLE MULTIPLE-JUVENILE RETURN

JUV.0000538 HERNANDEZ, JANIE (SID#, Name)
L F 041874 504 HAZ 01651 DROUGHT WAY (Race, Sex, DOB, Hgt, Eye, Address)
JUV.0007885 HARMON, JOHN A
W M 012375 509 HAZ 00143 CLAREMONT

SAMPLE JUV ID RETURN

JUV.S.0031642 MARTINEZ, REGINA (Inquiry, Name)
L F 081079 500 130 BLK BRO BKN-HOME: Y (Race,Sex,DOB,Hgt,Wgt,Hair,Eye,Home)
07262 FERNVIEW (Address)
PHO: 5232658 ARR: 01 SCH: COKE STEVENSON (Phone#, No of Arrests, School Name)
M: CASTILLO, ROSE 07262 FERNVIEW (Mother's Name and Address)
F: MARTINEZ, ROBERT 07262 FERNVIEW (Father's Name and Address)
SCR R ARM (Up to 4 lines Scars,Marks,Tattoos)

SAMPLE JUV SAPD-ARREST RETURN

JUV.0031645 CLAYTON, NENA EL B F 110175 (SID#, Name, Race, Sex, DOB)
91476250 0991 THEFT-\$20-200 (SAPD Case#, Arrest Month and Year,
92561572 1092 THEFT-\$20-200 Arrest Charge)

SAMPLE DISTRICT-PROFILE RETURN

PROF.D.6120					(District Profile Inquiry)
00288	1101	FENFIELD AV	0730	DB	(Record#, Address, Month and
00286	926	PEABODY AV	0531	DB	Day MMDD, Event type)
00297	209	CLAREDON ST	0429	DB	
00291	619	FENFIELD AV	0421	DB	

SAMPLE PROFILE RECORD RETURN

00309	9103	LYTLE AV	0126	0029	(Record#, Address, Month Day, Time)
DB	93046099	ATT COMMIT MURDER			(Event type, Case#, Finalized offense)
SON, JESSE GARCIA AND THE SUSPECTS HAD					(Up to 4 lines of text)
A CONFRONTATION AT SOUTH PARK MALL					
AND LATER THE HOUSE WAS SHOT.					

78	79	OLDS CUT 2DR	BGE		(Suspect Vehicle description)
SUSP:	LA BOYS	ACTR	HITS	OBJ	(Name of Gang suspected of offense)
VCTM:	FELLAS	3	5	S	Victim Gang name, No. of Suspects,
					No. of hits, Object of attack)
RIFLE, AUTOMATIC					(Up to two gun descriptions)
VALLE, JOSE L M					(Suspect/Arrested person(s):
BENAVIDES, WI L M					Name, Race, Sex, DOB, Hgt, WGT,
					Hair and Eye color)

(Event Type: **DB** - drive by shooting, **GR** - gang related, **MS** - miscellaneous)
(Object of Attack: **V** - vehicle, **P** - person, **S** - structure, **O** - other)

SAMPLE SID RETURN

0256982	FLORES, RENE				(SID Name)
L M	061157	506 BLK	00377	RIVAS	(R, S, DOB, Hgt, Hair, Address)
022690	ALIAS WARR-MOVING	TRAFFIC	MC		(Arrest Date, Offense, Class)
091692	THEFT BY CHECK		M		
121594	POSS CS PG 1 < 1G		***FS		(***=still in jail on this charge)
122990	ATT SEXUAL ASSAULT		F3		
CLS DSMD-OTHER					
091391	THEFT-\$20-200-CHECK		MB		
JAL					
(JAL=indicates subject still in jail)					
121594	POSS CS PG 1 < 1G		FS		
JAL					
** NO SAPD P-I-P REC FOUND **					

MUNICIPAL COURT DRIVER HISTORY RETURN

0008121	BISHOP, STANLEY R	W M	111951		(Mid#, Name, Race, Sex, DOB)
00806260	TX 00514 W MANDALAY	WARR			(DL#, DL-ST, Address, Warrant Flag)
100890	0037A S884822A	263NDV	100291	C	(Municipal Court History records)
041191	1006A B536760		010199		
072991	1007A B543585		082691	G	
<u>072991</u>	<u>1006A</u>	<u>B543586</u>	<u>022492</u>	<u>D</u>	

Viol-	Type-	Tkt#-	Licplt#	Dspstn	Type	
Date	Viol	Case#		Date	Dspstn:	G - guilty, D - dismissed,
						W - warrant, C - Capias,
						blank - case still open

Daily Report Instructions

To display the daily report form on the MDT, press the following keys:

Old Style MDT: Shift and Want Keys **New Style MDT:** MDI and #8 Keys

1. Use TAB (->) or ENTER keys to move field to field, **DO NOT USE SPACE BAR.**
2. When entering any daily report, the system will use the first two digits of your current MDT call# when adding any daily report to the system.
3. You may enter a daily report for any day in the past or future.
4. Enter a number (2, 02, or 2_) in only those fields that apply to you.

DAILY REPORT DATE: __ - __ - __ (MM-DD-YY)
 (-Enter report date, 01-20-94.)

BADGE: __ PASSWORD: __ OFFICE: __ (-Enter badge#, MDT password, & 3 letter
 (office value if diff from current office
 (assignment. To check your present office,
 (enter: TIME. Badge# press Misc Key.

PERSONS CHARGES WARRANTS
 ARRESTED FLNY MISD DWI FLNY MISD MUNCRT (-Enter total nbr of persons you arrested;
 (-Enter total# of charges by type for your
 (arrested persons; - Enter total nbr of
 (of warrants cleared, by type, for each
 (arrest.

T R A F F I C R E C V R Y / D I S C V R Y
 RDR HZD NHZD WARN PARK VEH WANT-MIS BUR (-Enter nbr of citations written, type:
 (RDR=Radar, HZD=Hazardous,
 (NHZD=Non-Hazardous, WARN=
 (Warning, PARK=Parking;
 (-Enter nbr of vehs recovered, the nbr
 (of Wanted/Missing persons found, the
 (nbr of burglaries found.

RPT/CALLS
 ASG OFFNS ADNT DWI NCODE COVER INTRVW (-Enter # of reports written by type:
 (ASG=Incident, OFFNS=Offense,
 (ADNT=Accident, DWI=Dwi/Duid,
 (NCODE=Ncoded. COVER=cover calls
 (made, INTRVW=field contacts-field
 (interviews written.

ON- R V C S H I B D M T S 1 2 3 (-Enter, in whole hours only, nbr of
 DTY D C T K D J D F L G P CRT SA SA SA (hours spent by category. ON DTY=On
 (duty, RD=relief day, VC=vacation,
 (CT=comp time, SK=sick, HD=holiday,
 (IJ=injured, BD=bonus day, DF=death in
 (family, ML=military leave, TG=training,
 (SP=suspended/LWOP, CRT=in court.

(Enter up to 3 different special assignments (SA) in whole hours & one of these letters:
 (A = alamodome, C = convention center, D = dispatcher, E = escorts, F = fiesta
 (M = miscellaneous, P = parade, R = rodeo, T = other traffic, X = dignitary protection.
 (enter the number of hours followed by one of the above letters.

***** NOTE: ALL HOURS ENTERED ON THIS LINE MUST TOTAL TO 8 HOURS OR YOUR *****
***** REPORT WILL BE REJECTED AND MUST BE COMPLETELY RE-ENTERED.*****

VEH. PUSHED: __ TOWED: __ (-Enter nbr of **vehs pushed** using patrol
 (vehicle and nbr of vehicles **towed** for
 (traffic violations.