

VISINET MOBILE QUICK REFERENCE SHEET

Rev: 1.3

- EVERY INCIDENT GETS AN AUTOMATIC INCIDENT NUMBER ASSIGNED TO IT (BCSO-2010-999999)
- CASE NUMBERS ARE ONLY GENERATED WHEN A WRITTEN REPORT WILL BE WRITTEN (2010-BCSO-999999)
- WRITTEN REPORTS WILL BE GENERATED WHEN YOU HAVE ANY CRIME THAT IS COMMITTED OR YOU NEED TO DOCUMENT ANY PERSONAL OR PRIVATE INFORMATION SUCH AS DOB/SSN/VIN# etc.

-LOGGING ON: Launch Visinet Mobile, a small and large window will open, minimize large window and focus on the small window and wait for ALL downloads to completely download.

-When choosing Capabilities: HOLD DOWN <CTRL> KEY WHILE PICKING MULTIPLE CAPABILITIES.

-Your 1st time password (and whenever your password gets reset): **(#BCLE + employee number): #BCLE12345**

-Passwords must be 8-10 characters long and contain a letter, number, and a symbol.

-Choose any Additional Personnel, if applicable, add any important Comments such as vehicle damage, rider info, etc.









Vehicle Check: Runs a vehicle check. Puts returns in **Returns Box**. Alerts if stolen. Does not create an Incident.



Traffic Stop: Runs a vehicle check. Creates an Incident and marks unit out on traffic. Alerts if stolen.

-IF VEHICLE DOESN'T STOP RIGHT AWAY, PRESS "F11" key then "ENTER" to update your location.



Status:       **RELO-** Relocate to, or back to, a Sector. (You Must Hit 'AVAIL')
Select a status and/or En Route Alternate Location.

Choose **STAGED** when IN THE AREA. Click **SECURE** so everyone knows your okay. **OOS** – PR Break, Court, etc.



Primary Officer Clearing Call: PICK A DISPOSITION (TYPE COMMENTS or enter placard# or ticket#)

-If N-Code or Blue-Form type of call, PICK DISPOSITION and TYPE COMMENTS, TYPE COMMENTS!!!

-If Offense, or any call where you have to gather personal info (DOB/SSN/VIN#, etc) you will need to get a case number and write a report. (YOUR COMMENTS WILL DISPLAY UNDER 'PRIORS' FOR ANY FUTURE CALLS)



'AVAIL' Clears your Status, Makes You Available: This clears ALL Statuses except Primary Officer.

'AVAIL' clears all Assisting Officers and **OOS** (Out of Service) such as Gas Pumps, Court, or PR Break, and **RELO**.

Assisting Officer: ADD COMMENTS (what you did) to the Primary Officer's Call Sheet before you clear!!!



Active Calls: Queue containing ALL Dispatched Calls. You can Self-Assign yourself to any of these calls.



Units Queue: Queue containing ALL Units on duty. Sort and spread columns to your liking.

-**Watch List** determines what Units and Calls are displayed on the map and in the Unit Queue. Always check Show Units in My Home Sector



Emergency: Declares an emergency and alerts dispatcher and all units logged on of your location on the map.



Back Button: Takes you back to several previous screens.



Person Check: Runs Person Check. Puts returns in Returns Box. Alerts if Active Hits. Does not create Incident.



Returns Box: Puts ALL your Vehicle and Person Returns here. Also puts any Query Searches here.



Search:



Boat, Gun, Property NCIC/TCIC. Also searches Incidents, Addresses, Radius, Unit/Vehicle, and Personnel.

-To pull up ALL INCIDENTS you were assigned to, Click on Search, then Incident, scroll down and type in your Unit Name.



On Site Activity: Check Out on Patrol-By's, when you are flagged down by citizens, or drive up on an incident.



Active Incident Information:



-Pertains to Call you are assigned to. ALWAYS Declare yourself '**Primary Unit**'. (Request Case # from Dispatcher if needed.)



Map: Center



Info

Map Tracking: 'NORMAL' releases zoom buttons. Hit 'RECALCULATE' to update route.


-Your location is HyperLink on bottom left of screen. Call location is HyperLink on bottom right. Click Exit to turn off Driving Directions.



Mailbox: Alerts you of New Messages and Returns.



Out of Vehicle: Only Advises people sending you messages that you are out of your vehicle.

ON THE WAY TO PUMPS- Hit , then **oos**, then select 'Gas Pumps' – HIT '**AVAIL**' ONCE AT STATION.

LOGGING OFF: Click <More>, then Red Power Button , Then '**Logout**'. Status should display '**LOGGED OUT**'



More:



Active Calls, Unit History, Generate Call, Activity Log, FBR, Web Portal



Change Password, Modify Login, Position Update, Day/Night Mode, MOCHA, BOLOs, Patrol Bys



Sent Mail, Deleted Mail