



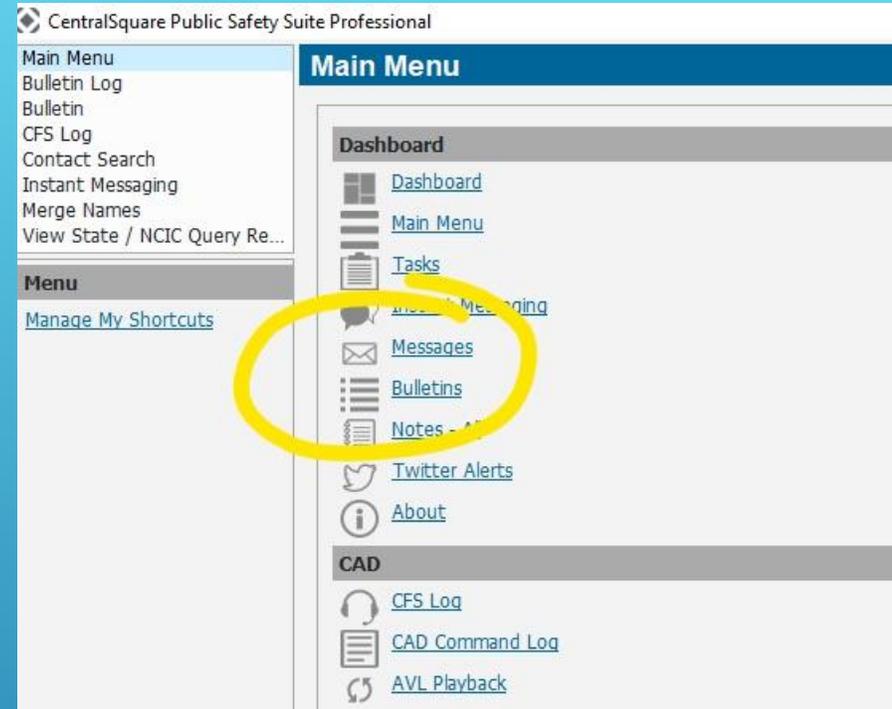
# PRO SUITE

Adding Bulletins



# BULLETINS

- You can access Bulletins from your Main Menu in Pro Suite
- Or Control G to Springboard "Bulletins"



- ▶ **Date and time** are automatically populated
- ▶ **Type** there are multiple types listed, choose the best for your case
- ▶ **Expires** choose a reasonable date, a repo only needs to be a couple days, an officer safety may be a couple years
- ▶ **Associated Event** you can add a CFS or case number to reference
- ▶ **Message** this is free text, add any important information to help pass along officer safety information
- ▶ **Names** people involved, pull in their name card. \*Remember if it's an officer safety issue it should be added as a name note not just a bulletin. If they already have a name card do not add a new one, simply edit what is there
- ▶ **Vehicles** any vehicles that may be associated with the BOLO
- ▶ **Location** any address that should be flagged as involved, remember to always look for a green or yellow check mark. A blue plus sign is also acceptable and means the address is verified. \*Remember if it's an officer safety issue at a certain address it needs to be added as a location note not just a bulletin
- ▶ **Agencies** indicates who you want the information sent to, if left blank it will go to every agency within the Zuercher system
- ▶ **Divisions** bulletins can be sent to certain divisions within an agency, or left blank and sent to all divisions



# NEW BULLETIN

Log ON, AMBI (03/13/77)
Save and Close
Audit Trail
Print Preview

port WCSO-2006-W...

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[Document](#)

[Scanned Document](#)

[Link to Record](#)

**Bulletin**

**Created** 01/14/21 10:08

**Modified** 01/14/21 15:14

**Type** BOLO

**Expires** 3/1/2021 17:00

**Associated Event** None

**Message**

Investigative Services has a search warrant for this 2009 Chevrolet Traverse that is brown in color. Indiana license plate 234DLA, [vin:1GNER23DX9S147523](#). The vehicle is registered to [Ambi T. Robinson](#) at 321 South 15th Street.

Other addresses to check are;

234 SW 2nd St

109 & 111 Kinsey St

South 7th possibly between A & E

Area of N 8th & N "I" red house

**Names**

[AMBI ROBINSON B](#) [Edit](#) [Remove](#)

DOB: 1977-03-13 Sex: Female

Race: Unknown Ethnicity: U

Eye Color: Unknown

**Vehicles**

[234DLA IN B](#) [Add Vehicle](#)

2009 Brown Chevrolet Traverse [Edit](#) [Remove](#)

Owner: [ROBINSON, AMBI B](#)

**Locations**

[321 S 15TH ST, RICHMOND, IN 47374](#) [Address Card](#) [B](#) [Edit](#) [Remove](#)

[234 SW 2ND ST, RICHMOND, IN 47374](#) [Address Card](#) [B](#) [Edit](#) [Remove](#)

[109 KINSEY ST, RICHMOND, IN 47374 \(Dream Team Construction LLC\)](#) [Address Card](#) [B](#) [Edit](#) [Remove](#)

[111 KINSEY ST, RICHMOND, IN 47374](#) [Address Card](#) [B](#) [Edit](#) [Remove](#)

[N 8TH ST / N I ST, RICHMOND, IN 47374](#) [Address Card](#) [B](#) [Edit](#) [Remove](#)

**Agencies**

Dashboard

Main Menu

Instant Messaging

CFS Log

Bulletins

Triple I

Notes - CAD

Name Search

Vehicle Search

Warrants

Sign Out

Leave blank to send


# EXAMPLE OF ENTRY SCREEN