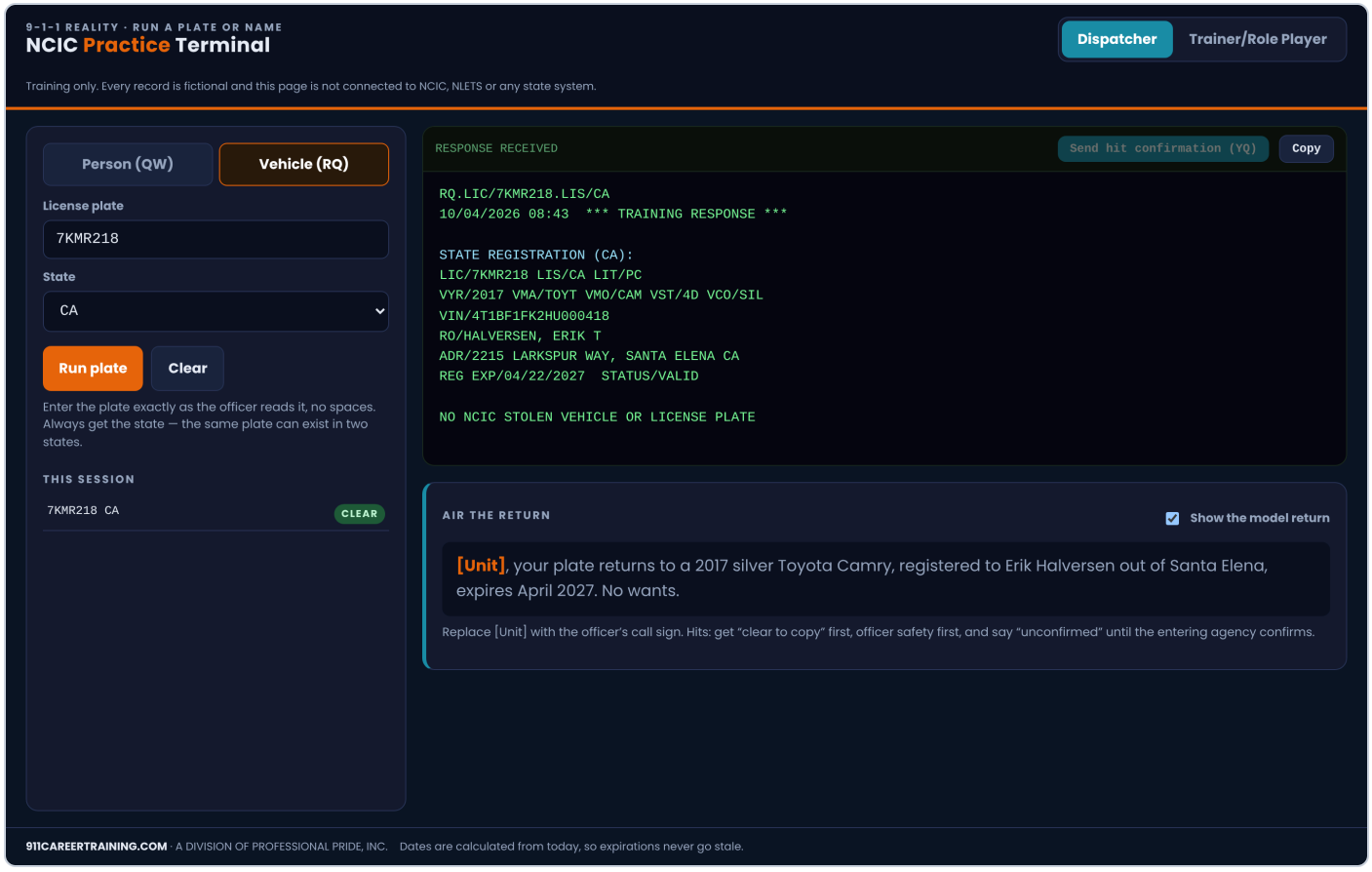
Dispatcher How-To

An officer in the field calls you on the radio with a plate or a name. You run it, read the return, and air it back clearly — officer safety first. Every record in this app is fictional; it is not connected to DRC or any state system.

1 Your screen



Left: query forms and your query history. Right: the terminal (results) and the Air the return box.

1. **Dispatcher** must be selected at the top right.
2. **Vehicle (RQ)** tab: run a plate.
3. **Person (QW)** tab: run a name.
4. **This session** lists every query you ran. Click one to see it again.
5. **Terminal**: the return. Red lines are problems; yellow lines are warnings.
6. **Send hit confirmation (YQ)** lights up when there is a hit.
7. **Air the return**: a model of what to say. Turn it off to practice from memory.

2 The rhythm of every request

Officer: "Dispatch, 12, can you run a plate?" **You:** "12, go ahead." **Officer:** "8-G-Z-T-1-0-4, California." **You:** "8-G-Z-T-1-0-4, California, stand by."

Always repeat it back before you run it. One wrong character or the wrong state gives you somebody else's car — or no record at all.

DRC is a fictional training database; not connected to live law enforcement systems.

3 Run a plate or a person

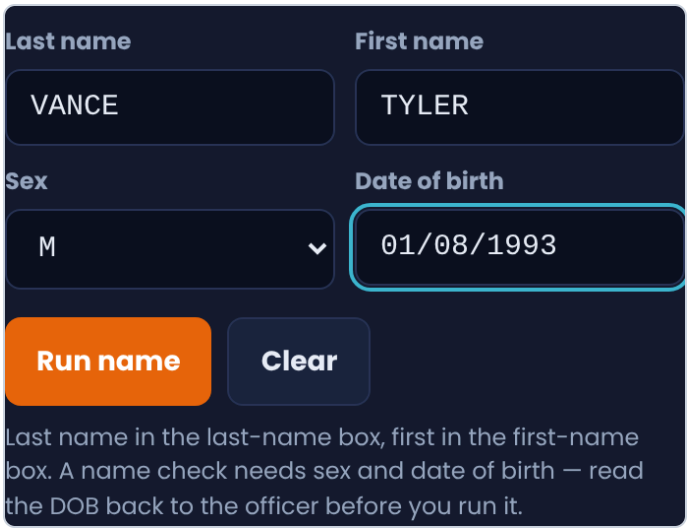
Plate — Vehicle (RQ) tab

1. Type the plate with no spaces.
2. Choose the **state**. If the officer didn't give one, ask.
3. Click **Run plate**.

Person — Person (QW) tab

1. **Last name** in the Last box, **first name** in the First box.
2. Choose **sex**.
3. Type the **date of birth** — just the numbers; the slashes fill in.
4. Click **Run name**.

> A name check needs the exact DOB. Two people can share a name — the DOB is how you tell them apart.



Person (QW) form, filled in.

4 Read the return

CODE	MEANS	CODE	MEANS
`LIC / LIS`	License plate / plate state	`NAM`	Name (LAST, FIRST MIDDLE)
`LIT`	Plate type (PC passenger, CM commercial, MC motorcycle)	`SEX / RAC / DOB`	Sex / race / date of birth
`VYR / VMA / VMO`	Vehicle year / make / model	`HGT / WGT / EYE / HAI`	Height / weight / eyes / hair
`VST / VCO`	Vehicle style / color	`OLN / OLS`	Driver license number / state
`VIN`	Vehicle identification number	`STATUS`	License: valid, suspended, revoked, expired
`RO / ADR`	Registered owner / address	`MKE`	Type of record (wanted, stolen, missing)
`REG EXP`	Registration expiration	`ORI`	Entering agency
`OFF / BAIL`	Offense / bail amount	`OCA / NIC`	Agency case number / **DRC** number
`DOW / DOT`	Date of warrant / date of theft	`MIS`	Notes — extradition limits live here



No record.

No record?

Before you tell the officer "no record," check: plate characters, the **state**, name spelling, name order and DOB. Then ask the officer to verify:

> "12, no record on that plate in California. Can you verify the plate and the state?"

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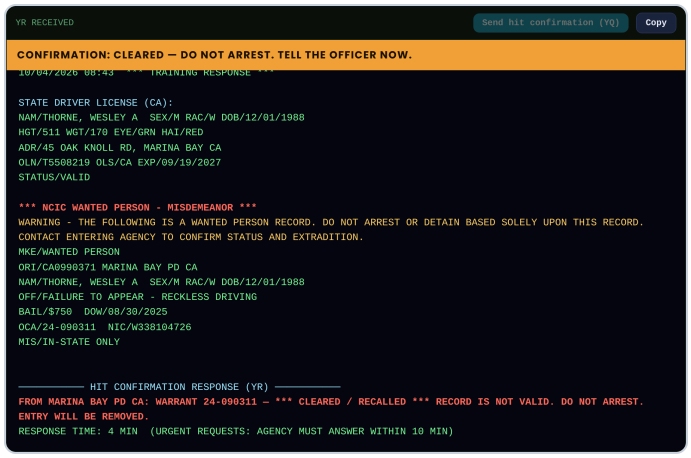
5 When you get a hit



A hit: red banner, caution and warrant in red.

1. **Ask first:** "12, are you clear to copy?" Wait for "go ahead." The officer may need to step away from the subject.
2. **Caution first.** Armed and dangerous, violent tendencies, a firearm on a protection order — say it before anything else.
3. **Give the hit as unconfirmed:** who entered it, what for, bail, extradition.
4. **Click Send hit confirmation (YQ).** The entering agency answers in a few seconds.
5. **Tell the officer the result** — confirmed or not.
6. **Start a cover unit** and notify a supervisor per your center's policy.

> **12**, are you clear to copy? … **12**, use **CAUTION** — armed and dangerous, violent tendencies. Tyler Vance, 01/08/1993, shows an **unconfirmed felony warrant** out of Marina Bay PD for assault 2nd degree – domestic violence, no bail, full extradition. Stand by for confirmation.



Confirmation came back CLEARED.

Never skip the confirmation

Some warrants are no longer good. When the confirmation says **CLEARED**, tell the officer immediately:

> **12**, the warrant on your subject came back **CLEARED**. It is not valid — do not arrest on it.

Not every hit is a warrant. You may also get a **stolen vehicle**, a **stolen plate** on the wrong car, a **missing person** or a **protection order**. Read the MKE line to know which.

6 Air a clear return

> **12**, your plate returns to a 2017 silver Toyota Camry, registered to Erik Halversen out of Santa Elena, expires April 2027. No wants.

Every return:

- ☐ Repeated the plate or name and DOB back before running it
- ☐ Year, color, make, model and registered owner
- ☐ Expired, suspended or revoked status said out loud
- ☐ On a hit: clear to copy → caution → "unconfirmed" → YQ → result
- ☐ Calm, clear, plain language — no guessing

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