



SAN ANDREAS REPUBLIC

SONORANCAD REPORT WRITING

This quick, short guide will show you what to do to accurately and correctly fill out reports as a member of the LEO faction when using Sonoran CAD.

GENERAL POINTS

- Make sure your identifier is correct! If you have the wrong agency selected, character name, etc, then the information at the top of the citation will be incorrect.
- Double check your grammar and spelling. Make it professional.
- By clicking the “search” feature next to “civilian information” and “vehicle information,” you can find the correct civilian and car if they are on the CAD. Selecting them will then autofill the corresponding fields. You can still manually type in the details, even when the vehicle or person you ticket is not on the CAD.
- The flag “officer safety risk” should not be added to any reports aside from warrants and BOLOs.
- MAKE SURE YOU CLICK “ADD RECORD” WHEN DONE!

Questions should be sent to Director M. Griffon/Alfa1561 at Alfa1561#7596 on discord.

VEHICLE CITATIONS

NEW VEHICLE CITATION			
RECORD TYPE VEHICLE CITATION			
VEHICLE TYPE		LICENSE PLATE	
MAKE	MODEL	COLOR	YEAR
CITATION INFORMATION:			
VEHICLE SPEED		SPEED LIMIT	PACE TYPE
COURT DATE 2020/05/15	COURT TIME	FINE \$ 0	
NARRATIVE:			
NARRATIVE			
STATUS:			
STATUS		DATE SUBMITTED 2020/04/15	
SUPERVISOR/JUDICIAL SIGNATURE		OBSERVING OFFICER'S SIGNATURE	
+ ADD RECORD			

- “Vehicle Citation” is to be used for speeding tickets only. As seen above, the fields available are geared towards the speeding offence.

Fields

- Vehicle Speed - Self explanatory. This is where you fill in the speed of the vehicle you stopped. This is measured in MPH (Miles Per Hour).
- Speed Limit - The speed limit of the road you caught the violator speeding on. If a road doesn't have a posted speed sign, check Penal Code (8)17 for state set speeds on different types of roads.
- Pace Type - This is how you measured the speed of the violator. Most stops are done by radar, generally the built in radar in your patrol car. “Pace” method is when you follow a vehicle at the same speed it is doing for a short distance to determine their speed by looking at your own. You must maintain the same gap between your vehicles for this to be accurate.
- Court Date - A date for their court sitting. Input any future date you like, except for Sundays and Holidays. Keep it within a weeks time of the stop.
- Court Time - Usually 9 AM or 12 AM (Midday).
- Fine - This is the speeding fine you issue to them. If you wish to issue a written warning, use the “citation” form instead.

- Narrative - Write out the narrative of the stop. Note what you were doing when you caught them (e.g. patrol, speed trap), describe the vehicle you saw, mention the street on which you caught it breaking the speed limit and then mention the road where the traffic stop took place (if it is different to where you observed the speeding).
- Status - Generally mark it closed once the citation is issued.
- Supervisor/Judicial Signature - Only required if the stopped individual requests a supervisor and a supervisor responds. Have the supervisor approve of your citation and then write their name in full in this field. Otherwise leave blank or write "N/A."
- Observing Officer's Signature - Your signature. Write your name in full here.

CITATIONS

NEW CITATION

RECORD TYPE
CITATION

MAKEMODELCOLORYEAR

CHARGES: + ADD CHARGE

FINE TOTAL: \$0.00

#1 REMOVE	CHARGE	CHARGE TYPE	COUNTS 1
	TITLE, CODE	BOND TYPE	BOND/FINE AMOUNT \$0
			JAIL TIME

NARRATIVE:
NARRATIVE

STATUS:

STATUS	DATE SUBMITTED 2020/04/15
SUPERVISOR/JUDICIAL SIGNATURE	OBSERVING OFFICER'S SIGNATURE

+ ADD RECORD

- Used for any sort of citation, whether it is vehicle related or not, save for speeding (unless you wish to make it a written warning for speeding and not a fine, in which case use this form).
- You may leave the vehicle fields blank if this is a citation for on foot crimes (e.g. public intoxication).
- Click "add charge" to create extra fields so you can issue the citation for multiple crimes in one go.

Fields

- Charge - Select the charge from the drop down here. This will auto fill other fields in this section. **MAKE SURE YOU ARE USING THE CORRECT CHARGE!** Click [here](#) to view the penal code and ensure your charges are correct.
- Charge Type - This will default to whatever the standard type of charge applies to the penal code you've selected in the "charge" field. However, you can modify "infraction" charges to "warning" if you do not wish to issue a citation to an offender and instead desire to issue a written warning.
- Counts - How many times the person committed the offense.
- Title, code - Autofills with the correct title and code of the offense you selected.
- Bond type - The type of bail/bond the suspect can avail of. If you're issuing a citation, then this should be set to "citation release."
- Bond/Fine Amount - The amount issued as a fine. Change to \$0 if you wish to issue a warning.
- Jail Time - Displays the available jail time to issue for the offense. Leave as be or set to "0 seconds" when issuing citations. Doesn't matter which for citations, really.
- Narrative - include your narrative of the events for which you are issuing the citation. Be sure to include the location (e.g. street) where the offense took place and then the location you stopped the individual (if it differs). Include anything relevant which led you to the decision to cite them, especially listing your probable cause and/or reasonable suspicion for the stop and citation.
- Status - Can generally just be set to "closed."
- Supervisor/Judicial Signature - If a supervisor was called to your stop/showed up, have them approve your citation and then put their full name in this field. Otherwise leave blank or write "N/A."
- Observing Officer's Signature - Your full character name goes here.

ARREST REPORT

NEW ARREST

RECORD TYPE
ARREST

CHARGES: + ADD CHARGE

FINE TOTAL: \$0.00

#1 REMOVE	CHARGE	CHARGE TYPE	COUNTS 1
	TITLE, CODE	BOND TYPE	BOND/FINE AMOUNT \$0

WEAPON(S)	ARREST TYPE	PROBATIONARY OFFICER
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NARRATIVE:

NARRATIVE

STATUS:

STATUS	DATE SUBMITTED 2020/04/15
SUPERVISOR/JUDICIAL SIGNATURE	OBSERVING OFFICER'S SIGNATURE

+ ADD RECORD

- Used every time you make an arrest (utilisation of the jail script or putting someone in a cell). It may also be used to issue a “criminal summons.” This is where you could jail them, but decide to let them leave the station with an order to show up to court on a certain day, or let them leave a scene with an order to show up to court on a certain day. This differs from a citation in that they cannot simply pay to make it go away and would have to go to court, where they could still face jail time. (In game, you basically let them leave, but the character obtains a criminal record and would ICly attend court). See “fields” for info on how to make an arrest report a criminal summons.
- You may leave the vehicle fields blank if the arrest has no relevance to use of a vehicle. If the charge relates to a stolen vehicle, put the stolen vehicle’s details in the vehicle section.
- Click “add charge” to create extra fields so you can issue the arrest for multiple crimes in one go.

Fields

- Charge - Select the charge from the drop down here. This will auto fill other fields in this section. MAKE SURE YOU ARE USING THE CORRECT CHARGE! Click [here](#) to view the penal code and ensure your charges are correct.

- Charge Type - This will default to whatever the standard type of charge applies to the penal code you've selected in the "charge" field. You should not change this for arrests.
- Counts - How many times the person committed the offense.
- Title, code - Autofills with the correct title and code of the offense you selected.
- Bond type - The type of bail/bond the suspect can avail of.
 - IF ARRESTING SOMEONE ON FOOT OF A WARRANT, CHANGE THIS TO "NO BAIL"
- Bond/Fine Amount - The amount issued as a fine or bond.
- Jail Time - Displays the available jail time to issue for the offense. This displays the maximum. You may reduce the time per offense if you so wish. Please ensure this is accurate to the time you then input on the jail script. If you are issuing a criminal summons via the arrest report, then leave the "jail time" as the default value that was set when you selected the charge.
- Weapon(s) - Weapons the arrested party was in possession of, if any.
- Arrest type - The type of arrest this report is for. See below for details.
 - On view - This means the officer formed the probable cause necessary to arrest the offender on the scene. The arrest was made without a warrant and instead on the basis of probable cause. (Used for most arrests that result in use of the jail script).
 - Criminal Summons - This is what you set the arrest type to when you wish to issue the offender with a summons to appear in court and then allow them to leave the scene/station.
 - Order for Arrest - Use this when the arrest you made was on the basis of an arrest warrant from any court for the individual in question. Basically, used when you've arrested a person with a warrant. Even if you charge the offender with more crimes than just the warrant, leave this as "Order for Arrest."
- Probationary Officer - You can input a random, sensible name here if you wish, or the actual name of someone's Parole Agent character. M. Griffon's parole agent is named "David Murphy" and you may use this name if you wish.
- Narrative - include your narrative of the events which led to the arrest. Be sure to include the location (e.g. street) where the offense took place and then the location you stopped the individual (if it differs). Include anything relevant which led you to the decision to arrest them, especially listing your probable cause and/or reasonable suspicion for the stop, search and arrest. If the arrest is for a warrant, simply state this and include details of the arrest itself.
- Status - Can generally just be set to "closed." However, if the arrest is part of a detective investigation, leave as "active."
- Supervisor/Judicial Signature - If a supervisor was called to your stop/showed up, have them approve your arrest and then put their full name in this field. You should try to have a supervisor review the arrest at the police station. Otherwise leave blank or write "N/A."
- Observing Officer's Signature - Your full character name goes here.

ARREST WARRANT

ENROUTE

CODE SIX

NEW WARRANT

RECORD TYPE

WARRANT

EMERGENCY CONTACT	RELATIONSHIP	CONTACT NUMBER
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CHARGES:

+ ADD CHARGE

FINE TOTAL: \$0.00

#1	CHARGE	CHARGE TYPE	COUNTS
REMOVE			1
	TITLE, CODE	BOND TYPE	BOND/FINE AMOUNT
			\$0
			JAIL TIME

NARRATIVE:

NARRATIVE

STATUS:

STATUS

DATE SUBMITTED

2020/04/15

SUPERVISOR/JUDICIAL SIGNATURE	OBSERVING OFFICER'S SIGNATURE
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+ ADD RECORD

- Used to put out a court order to have an individual arrested for a crime they have committed.
- Only to be submitted if you have evidence (or ICly would have evidence) of the crime having happened - enough to satisfy a judge to issue a warrant.
- Click “add charge” to create extra fields so you can issue the warrant for multiple crimes in one go.
- Should be deleted once the person with the warrant has been arrested for the warrant.

Fields

- Charge - Select the charge from the drop down here. This will auto fill other fields in this section. MAKE SURE YOU ARE USING THE CORRECT CHARGE! Click [here](#) to view the penal code and ensure your charges are correct.
- Charge Type - This will default to whatever the standard type of charge applies to the penal code you’ve selected in the “charge” field. You should not change this for warrants.
- Counts - How many times the person committed the offense.
- Title, code - Autofills with the correct title and code of the offense you selected.
- Bond type - The type of bail/bond the suspect can avail of.
- Bond/Fine Amount - The amount issued as a fine or bond.

- Jail Time - Displays the available jail time to issue for the offense. This displays the maximum. On warrants, this should be left at the default value after the offense is selected.
- Narrative - include your narrative of the events which led to you requesting a warrant. Be sure to include the location (e.g. street) where the offense took place. Include anything relevant which led you to the decision to make a warrant, especially listing your probable cause and/or reasonable suspicion for the warrant. Mention any evidence that exists, e.g. CCTV footage, witness statements, bodycam/dashcam footage, officer statements, fingerprints, etc.
- Status - Set this to "Active."
- Supervisor/Judicial Signature - This must be filled out with the name of the issuing judge. (Make up a name, or use my Judge character "Judge Mark Howard").
- Observing Officer's Signature - Your full character name goes here.

BOLO (Be On the Lookout)

ENROUTE
CODE SIX

NEW BOLO

RECORD TYPE
BOLO

EMERGENCY CONTACT
RELATIONSHIP
CONTACT NUMBER

VEHICLE INFORMATION:
SEARCH

VEHICLE TYPE
LICENSE PLATE

MAKE
MODEL
COLOR
YEAR

CHARGES:
+ ADD CHARGE

FINE TOTAL: \$0.00

#1	CHARGE	CHARGE TYPE	COUNTS
REMOVE			1
	TITLE, CODE	BOND TYPE	BOND/FINE AMOUNT
			\$ 0
			JAIL TIME

NARRATIVE:

NARRATIVE

+ ADD RECORD

- Used to alert other officers to the existence of a criminal who has recently evaded law enforcement or is otherwise currently active and to be sought out for an arrest, usually based on existing probable cause from the initial interaction or a specific crime.

- Dispatchers will often create BOLOs when a suspect successfully evades law enforcement or officers need to be on the lookout for a specific vehicle related to a crime.

Fields

- Charge - Select the charge from the drop down here. This will auto fill other fields in this section. **MAKE SURE YOU ARE USING THE CORRECT CHARGE!** Click [here](#) to view the penal code and ensure your charges are correct.
- Charge Type - This will default to whatever the standard type of charge applies to the penal code you've selected in the "charge" field. You should not change this for BOLOs.
- Counts - How many times the person committed the offense.
- Title, code - Autofills with the correct title and code of the offense you selected.
- Bond type - The type of bail/bond the suspect can avail of.
- Bond/Fine Amount - The amount issued as a fine or bond.
- Jail Time - Displays the available jail time to issue for the offense. This displays the maximum. Leave it as is for a BOLO.
- Narrative - Detail the events that occurred leading to the issuing of the BOLO, e.g. a witness reported a kidnapping. The kidnappers used a black Vapid Stanier with the plate 46EEK572. Another example, a distraught wife reports her husband has a gun and is hunting her down to kill her. The husband's name is John Smith and a BOLO is issued on him to help officers find the husband.