

San Diego Police Department

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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USE OF ARJIS EQUERY FOR LOCATING FIELD INTERVIEWS

I. PURPOSE

The purpose of this bulletin is to provide Department members with updated information on how to use eQuery through ARJIS to locate Field Interviews that have been submitted electronically via ARJIS phones and NetRMS.

II. BACKGROUND

There are currently three different sources for which Field Interview information is generated by the San Diego Police Department. Those sources are as follows:

- Hard copy (data entry) forms
- NetRMS
- Mobile application (ARJIS phones).

In January 2020, 50% of the Field Interviews were received via hard copy, 26% came from NetRMS and 24% came from the mobile application.

Field Interviews received through NetRMS and the mobile application do not allow for the traditional review by investigators as no hard copy form is generated. In order for investigators to assure they are able to review all of the Field Interviews generated for a particular service area and/or for a specific crime type (Robbery, Narcotics, etc.), investigators will need to use eQuery through the ARJIS application to conduct a search for non-hard copy Field Interviews.

III. eQUERY INSTRUCTIONS

- A. From the SDPD Intranet screen, select 'Arjisnet Portal' from the SDPD Useful Links drop down menu. This will take you to the ARJISNET home page.
- B. On the left side of the screen, select 'eQuery (MOI11)' which will take you to another screen where you will select the Sign In link located at the upper right portion of the screen,

- C. Once the sign in box is displayed, type 'arjisnet\sXXXX' where XXXX is your four-digit PD ID. Then enter your ARJIS password and select 'OK' (Passwords are case-sensitive).
- D. Once inside eQuery, you have a host of possible selections on how to expand and narrow your search. However, since this is a Field Interview Training Bulletin, two examples will be provided on how to search for Field Interviews for a specific Beat or Command.

Example #1

Example #1 is a search for all FI's for the 520's Service Areas completed by SDPD officers only between January 01, 2020 and March 1, 2020.

- i. Uncheck all of the options at the top middle of the screen leaving only a check in the FI box.
- ii. Selecting SAN DIEGO in the AGENCY drop down forces the search to return SDPD documents only.
- iii. Selecting INCIDENT from the REL (location relationship) dropdown to the right of RADIUS will retrieve only FI's taken in this area. Leaving it blank will retrieve FI's happening elsewhere, but the suspect lives or works in the area.
- iv. Select 'Submit' in the lower left corner of the screen.

The screenshot shows the ARJIS eQuery search interface. The following fields and options are highlighted with red boxes to indicate the search criteria for Example #1:

- Search Type:** The 'FI' checkbox is checked, while all other checkboxes (ALL, AR, CA, CC, TA, ONS, SP) are unchecked.
- REASON CODE (Required Field):** The text 'ARJISNET TRAINING BULLETIN' is entered in the search box.
- AGCY:** The dropdown menu is set to 'SAN DIEGO'.
- DATE/TIME:** The date range is set from '01 01 2020' to '03 01 2020'.
- REL:** The dropdown menu is set to 'INCIDENT'.
- DISTRICT:** The dropdown menu is set to 'CE 520'.
- REL:** The dropdown menu is set to 'SUSPECT'.

Additional visible fields include NAME SEARCH (LAST, FIRST, MIDDLE, SUFFIX, NICKNAME, SEX, RACE, AGE, DOB), ORGANIZATION, ORGANIZATION ROLE, SYS CNTL #, INCIDENT SEARCH (OFF ID, INCIDENT TYPE / NO, BOOKING NO, VIOL CODE / SECTION, BCS), LOCATION (ADDR NO, STREET, DIR, NAME, TYPE, APT#, RADIUS), JURIS, BEAT(S), COMMON PLACE, CENTRACT, PHYSICAL ODDITIES, DRIVERS LICENSE, ST, SSN, OTHER IDENTIFICATION, PHONE #, VEH LICENSE, STATE, MAKE, MODEL, YEAR, TYPE, COLORS, OTHER VEHICLE DESCRIPTORS, and FREE TEXT SEARCH (NARRATIVES, CLOTHING).

Example #2

Example #2 is a search for all FI's occurring in Eastern completed regardless of the agency in the month of January 2020.

- v. Uncheck all of the options at the top middle of the screen leaving only a check in the FI box.
- vi. Make sure the AGCY drop down is blank.
- vii. Selecting SAN DIEGO from the JURIS drop down will include results from other agencies.
- viii. Selecting INCIDENT from the REL (location relationship) dropdown to the right of RADIUS will retrieve only FI's taken in this area. Leaving it blank will retrieve FI's happening elsewhere, but the suspect lives or works in the area.
- ix. Select 'Submit' in the lower left portion of the screen.

The screenshot shows a search interface with the following elements highlighted in red:

- FI** checkbox (checked) in the top filter row.
- ARJISNET TRAINING BULLETIN** text in the REASON CODE field.
- AGCY** dropdown menu.
- Date range: **01/01/2020 - 01/31/2020**.
- INCIDENT** dropdown menu in the REL field.
- SAN DIEGO** dropdown menu in the JURIS field.
- EA** dropdown menu in the DISTRICT field.

Other visible fields include: Submit, Clear, ALL, AR, CA, CC, TA, ONS, SP, Search Type, Use * for wildcard search on the following fields: LAST NAME, FIRST NAME, MIDDLE NAME, NICKNAME, ORG. NAME, INCIDENT NO, PHYSICAL ODDITIES and SSN., NAME SEARCH (NAME, LAST, FIRST, MIDDLE, SUFFIX, NICKNAME, SEX, RACE, AGE, DOB), ORGANIZATION, ORGANIZATION ROLE, SYS CNTL #, INCIDENT SEARCH (AGCY, OFF ID, INCIDENT TYPE / NO, BOOKING NO, VIOL CODE / SECTION, BCS), DATE/TIME, LOCATION (ADDR NO, STREET, DIR, NAME, TYPE, APT#, RADIUS, REL), JURIS, BEAT(S), COMMON PLACE, CENTRACT, DISTRICT, REL, HEIGHT, WEIGHT, HAIR, EYE, PHYSICAL ODDITIES, SUSPECT, DRIVERS LICENSE, ST, SSN, OTHER IDENTIFICATION, PHONE #, VEH LICENSE, STATE, MAKE, MODEL, YEAR, TYPE, COLORS, OTHER VEHICLE DESCRIPTORS, VEH LICENSE wildcards options, FREE TEXT SEARCH: NARRATIVES, CLOTHING, AND.

a. Helpful Hints:

- x. You must choose between “AGENCY” and “JURIS,” you cannot use both. “AGENCY” is document based whereas “JURIS” is location based.
- xi. You can enter specific crime sections using the drop downs under ‘VIOL CODE / SECTION’ or you can use the generalized sections under ‘BCS’.
- xii. Under ‘BEAT(s)’ you can enter up to 6 Beats, but they must all be from the same agency.

- E. When the results return, they will come in the form of a list that starts just below your search screen. Select 'View' to review specific Field Interviews. When you are ready to return to the list, select 'Back to eQuery' in the upper left portion of the screen. You can choose how you want your results to be displayed under "Search Type" on the top line. If you choose NAME, you will get the same number of records however name information is summarized and will provide nicknames if indicated on the FI. VEHICLE will provide vehicle details without having to look within each record however it limits the results to only those with vehicle descriptions.
- F. Some of the Field Interviews that are submitted electronically have a photograph attached:

ARJIS Home Data Forms Applications Bulletins Cognos Agencies Groups & Projects Training Policies and Documentation Search

Field Interview (FIENT)
Lookup Successful.

[Back to eQuery](#) AGENCY: SH

FI NO	DATE	TIME	RECORD NO	DOC TYPE	COMMUNITY
153217	02182020	2130			45

VIOLATIONS - SECTION/LEVEL/CODE/DESCRIPTION

211	F	PC	ROBBERY (F)
166(A)(4)	M	PC	CONTEMPT OF COURT:DISOBEY COURT ORDER (M)
5150	O	WI	MENTAL DISORDER 72 HR OBSERVATION

FI LOC: NUMBER DIR STREET NAME TYPE APT
CROSS STREET: LOC OVERRIDE:

REMARKS: ON 02-18-2020, I CONDUCTED A PERT FOLLOW-UP WITH CLINICIAN GRIFFIN AT THE ABOVE LOCATION. MEZA HAS TWO YOUNG CHILDREN AGES 9 AND 1 YEARS OF AGE. SHE WAS TAKEN ON A 5150 HOLD ON 02-05-2020. MEZA IS ON ACTIVE HIGH RISK PROBATION FOR 211 PC. SEE ONS # N913423212. MEZA'S PO IS TISHA MARTINEZ. MEZA IS SUBJECT ACTIVE TO HIGH RISK OFFENDER DIVISION. IF CONTACTED, CONTACT PO AT 760-518-4075. MEZA HAS BEEN CHECKING IN LATELY AND HAS AN ACTIVE 4TH WAIVER UNTIL JUNE 13, 2021. 4TH WAIVER MUST BE VERIFIED PRIOR TO CONDUCTING SEARCH. CALL DETENTION CONTROL UNIT AT 858-694-4305.

OFFICER 1 ID: 0726 OFFICER 2 ID: BEAT: 419

NAME: LAST FIRST MIDDLE SUF NICKNAME RES-PH:
MEZA PATRICIA CAROLINA

ADDR: NUMBER DIR STREET NAME TYPE APT CITY ST
ALVA RD 222 SAN DIEGO CA

SSN: RACE: H SEX: F HAIR: BRO EYES: BRO HEIGHT: 500 WEIGHT: 180 DOB:

DL NUMBER: ISSUING STATE: CLOTHING:

PHYSICAL ODDITIES:

PHYSICAL INFO

HAIR LONG:	<input checked="" type="checkbox"/>	SHORT:	<input type="checkbox"/>	BALD:	<input type="checkbox"/>	STYLE AFRO:	<input type="checkbox"/>	WAVY:	<input type="checkbox"/>	BRAIDED:	<input type="checkbox"/>
FACE MSTCH:	<input type="checkbox"/>	BEARD:	<input type="checkbox"/>	GOATEE:	<input type="checkbox"/>	COMPLEX LIGHT:	<input type="checkbox"/>	DARK:	<input type="checkbox"/>	ACNE:	<input type="checkbox"/>
BUILD THIN:	<input type="checkbox"/>	HEAVY:	<input checked="" type="checkbox"/>	MSCLR:	<input type="checkbox"/>	GLASSES:	<input type="checkbox"/>				

[Back to eQuery](#)

There are multiple ARJIS training classes offered throughout the year. The dates, locations and class details can be found on the ARJIS home page.

Any questions regarding this bulletin can be directed to Operational Support Lieutenant Jeffrey Peterson at (619) 531-2149.