



OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS  
CITY OF CHICAGO

February 28, 2014

Tracy Siska - FA-14-0048  
Chicago Justice Project  
tsiska@chicagojustice.org

RE: **FOIA Request**

Dear Tracy Siska,

On behalf of the Office of Emergency Management and Communications (OEMC), I am responding to your Freedom of Information (FOIA) request that our office received on January 21, 2014 where you requested the following information:

*"Per our telephone conversation we agreed that you were seeking the data fields that are captured when a 911 call is received."*

In response to your request, documents have been provided responsive to your request.

Sincerely,

Dionne Tate  
Freedom of Information Officer  
Office of Emergency Management and Communications  
312-746-9424

### 6.2.1 EVENT ENTRY FORM

A sample Event Entry form is shown below. This section explains how each field, indicator, and button on the Event Entry form. To enter a new event, only a valid **TYPE**, **PRI**, **LOC OF SERV**, **ADDR OF OCC**, **BEAT OF OCC**, **ANONYMOUS FIELD**, and **DISTRICT** or **SERVICE BEAT** are required.

Shown below is the Event Entry form.

The screenshot shows a software interface for entering event information. At the top, there is a title bar 'WT: EVA (Type)'. Below it are fields for 'Command', 'Response', 'Type' (a dropdown menu), 'Pri', 'Event#', and 'Date'. A vertical list of numbers '8', '9', '1', '1' is visible on the left side. The main form area contains several input fields: 'Loc of Serv' (with 'Apt' and 'Floor' sub-fields), 'Cross Street', 'Loc Remarks', 'Addr of Occ' (with 'Beat of Occ' sub-field), 'Comp Name', 'Comp Addr', and 'Phone'. There is also an 'Anonymous? (Y/N)' checkbox. Below these fields is a row of indicators: 'Src' (dropdown), 'LIC', 'LIS', 'LIT', 'FAOW' (checkbox), 'ARS', 'CIT', and 'Actions'. A large text area labeled 'EVA' and 'Remarks' is in the center. At the bottom, there are fields for 'Disposition', 'District', 'Srv Beat', and 'DOC/HOT'. A row of buttons includes 'Loc Info', 'Loc Hist', 'Geo', 'S911', 'Loc Choices', 'Supp/Dup', 'DOC/HOT', 'Ok', and 'Exit'.

| Field             | Description  |
|-------------------|--|
| Type              | <p>Event Type. The initial type classification you assign to the event. The event type determines much of the subsequent PCAD functionality such as priority, overdue timers, and initial unit response complement.</p> <p>A drop-down list box at this field lists the valid event types defined for the CPD. Some values are followed by the words <i>on view only</i>. These values are only used when the event is field-initiated and can only be required by a Dispatcher. <b>Required</b></p> |
| Pri               | <p>Priority. The initial priority assigned to this event. The default priority is assigned based on the event type and determines the order that pending events are displayed to the dispatcher. The default priority displays when the user selects an event type and tabs out of the field. You will be able to override this field. <b>Required</b></p>   |
| Event#            | <p>The system-assigned event number displays in this field after the event is entered. An event number is assigned to every event even if the event is dispositioned as "No Action". <i>Display Only</i></p>   |
| Date              | <p>Displays the date the event was entered. <i>Display Only</i></p>  |
| S911 Display Area | <p>Displays the pertinent ANI/ALI information for this event. <i>Display Only</i></p>  |
| Loc of Serv       | <p>Location of Service. The location where the Police resources will respond. You can enter the address or transfer it from S911 ALI if the location of service is the same as the address where the call originated. You can also override this field. ANI/ALI transfer methods are discussed later in this lesson. <b>Required</b></p>   |
| Apt               | <p>The apartment number, if any, for the location in the Loc of Serv field.</p>  |
| Cross Street      | <p>After location verification, this field displays the high and low cross street for the location. If the location is an intersection, only a / will display. <i>Display Only</i></p>   |

|             |   |
|-------------|---|
| Floor       | The floor number, if any, for the location entered in the Loc of Serv field.  |
| Loc Remarks | Location Remarks. A free-form text field that allows you to enter more explicit directions or a more detailed description of the Loc of Serv. For example: in front of building or in alley.  |
| Addr of Occ | Address of Occurrence. The location where the event occurred. You can enter this address or it will be transferred from S911 ALI. You can also override this field. ANI/ALI transfer methods and location verification are discussed later in this lesson.<br><b>Required</b>   |
| Beat of Occ | The beat where the event occurred. After a successful verification of the Addr of Occ, the default beat displays for that address. <b>Required</b>  |
| Comp Name   | You may enter the name or transfer it from S911 ALI if the caller is also the subscriber of the telephone service where the call originated. You can also override this field. ANI/ALI transfer methods are discussed later in this lesson.   |
| Phone       | The caller's telephone number. The number may be entered or transferred from S911 ANI if the telephone number is the same as the number where the call originated. You can also override this field. ANI/ALI transfer methods are discussed later in this lesson. To enter area codes, enter only the number, not the 1- prefix or the dashes. For example, enter 7735555555 <i>not</i> 1-773-555-5555. |
| Comp Addr   | The complainant's address. You may enter the address or transfer it from S911 ALI if the complainant's address is the same as the address where the call originated. You can also override this field. ANI/ALI transfer methods are discussed later in this lesson.   |

|                               |   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
|-------------------------------|---|-------|--------------------|---|-------------------|---|------|---|---------------------------------------|---|----------|---|----------------|
| Anonymous?                    | Indicates if the caller wishes to be anonymous.<br><br><b>Y</b> (Yes) The caller wished to be anonymous. All caller information is blanked out on subsequent display messages and notifications.<br><br><b>N</b> (No) The caller does not wish to be anonymous. Required  |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| Src                           | Source. The source of the call-for-service. The user may override the source entry.   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| LIC                           | License plate field. If the caller gives a license plate number enter it into this field.   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| LIS                           | License state field. Defaults to IL for Illinois if left blank.   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| LIT                           | License field type. Defaults to PC for passenger car if left blank.   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| <input type="checkbox"/> FAOW | When activated, it indicates that Fire services are responding.   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| Actions                       | Specifies actions beyond basic event entry. These special processing action codes are discussed in more detail later in this lesson. Actions include the following:<br><br><table> <tr> <td>blank</td> <td>Normal event entry</td> </tr> <tr> <td>D</td> <td>Details to follow</td> </tr> <tr> <td>F</td> <td>File</td> </tr> <tr> <td>L</td> <td>Person, Vehicle, Lookout Supplemental</td> </tr> <tr> <td>R</td> <td>RD issue</td> </tr> <tr> <td>S</td> <td>Schedule event</td> </tr> </table> | blank | Normal event entry | D | Details to follow | F | File | L | Person, Vehicle, Lookout Supplemental | R | RD issue | S | Schedule event |
| blank                         | Normal event entry  |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| D                             | Details to follow   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| F                             | File  |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| L                             | Person, Vehicle, Lookout Supplemental   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| R                             | RD issue  |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| S                             | Schedule event  |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| Remarks                       | A free-form multi-line text field to record additional information or details relative to the event.  |       |                    |   |                   |   |      |   |                                       |   |          |   |                |
| Disposition                   | If no dispatch is required, the final disposition of the event.   |       |                    |   |                   |   |      |   |                                       |   |          |   |                |

|          |  |
|----------|--|
| District | The district where the Loc of Service is located. After a successful verification of the Addr of Service, the default district displays for that address. If the location does not verify or is overridden, you must type a valid district. You may also override the default. This may affect which dispatcher controls the event. "Hits" are discussed later in this lesson. |
| Srv Beat | Service Beat. The Police beat where the Loc of Serv is located. If a "hit" is found in the Geofile, PCAD fills in this field.  |
| DOC/HOT  | This is a protected field that will remain blank until the user clicks the <input type="button" value="DOC/HOT"/> button. If the address entered into the location of service is in a DOC area, the box will read "HOTSPOT", if it is not in a DOC area, the box will remain blank and the response line will read "Address not in DOC/HOTSPOT Area".                          |

### Event Entry Form Buttons

These buttons provide additional event-related functionality. Windows that these buttons access are described later in this course.

| Button                                  | Function   |
|---|--|
| <input type="button" value="ARS"/>      | Alternate Response Section. When this button is activated event is advised (filed). Follow current OEMC procedures for forwarding the actual telephone call to ARS.  |
| <input type="button" value="CIT"/>      | Crisis Intervention Team. When clicked, the CIT Triage questions will appear on the EVA. After questions have been answered and an event is created, it will then appear to the dispatcher as a CIT-related event. |
| <input type="button" value="LOC INFO"/> | Location Information. Illuminated when PCAD finds location information associated with the verified Loc of Serv. Clicking this button displays a window containing the corresponding location information.         |

|             |   |
|-------------|---|
| LOC HIST    | Location History. Illuminated when PCAD finds a history of events associated with the verified Loc of Serv. Clicking this button displays a window containing the corresponding location histories.   |
| GEO         | Geographic Data. Illuminated when the Loc of Serv has been successfully verified. Clicking this button displays a window containing geographic data associated with the location.   |
| S911        | ANI/ALI (S911). Illuminated when the call is received via S911. Clicking this button displays a window containing the full ANI/ALI record received through S911.  |
| LOC CHOICES | Illuminated when the verification of the Loc of Serv found was not unique. Clicking this button displays the window containing the list of choices that were displayed at the time of verification.   |
| Supp/Dup    | Not functional at this time.  |
| OK          | Illuminated after the Type field has been entered with a valid event type code and the Loc of Serv has been entered and verified. Clicking this button enters the event into PCAD.  |
| NO ACTION   | If the event information originated from a S911 call, this button dismisses an event with one of the Advised event types selected from the drop down list. Checking this button gives the event an event number and closes the event. The event is not forwarded to a dispatcher. |
| CLEAR       | If the event information did not originate from a 911 call, use this button to clear the event information from the Event Entry form.   |
| EXIT        | If the event information did not originate from a 911 call, use this button to exit the Event Entry form.   |
| DOC/HOT     | After an address is verified, the DOC/HOT button will become illuminated. By clicking on the button, the user will receive either a response line message or HOTSPOT will appear in the DOC/HOT field.  |