



Roll Call Training Bulletin

Produced by: Officer Dillon Bortmas, East/Central Problem Oriented Policing Team
Prepared by: Officer Mark Kimble, PSU

Katherine Lester, Chief of Police
Volume 25-7

Text Browse Feature

09-16-2025

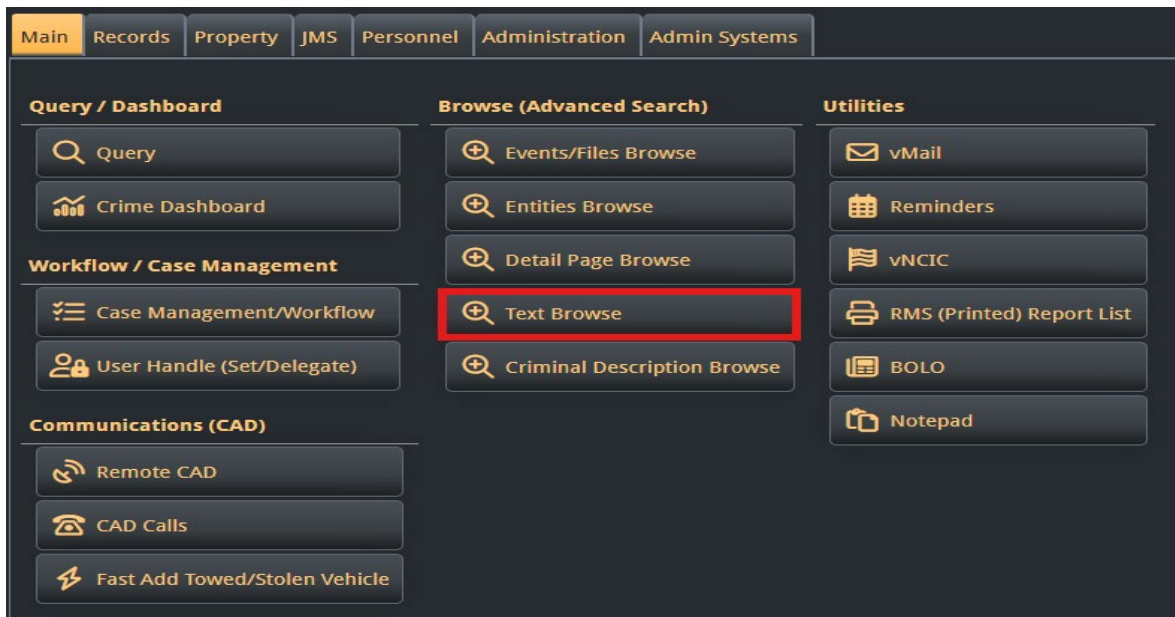
USING THE TEXT BROWSE TOOL IN VERSADEX (RMS)

What is Text Browse?

The **Text Browse** tool helps you quickly search for keywords or phrases inside any text report (e.g., narratives, supplements, follow-ups, and CAD calls) stored in RMS. It's useful for looking up past cases, names, topics, or any detail related to ongoing investigations.

Step-by-Step: How to Search Text Documents

1. **Open the Text Browse tool:**
 - o From the **Main tab** on the RMS desktop, click the **Text Browse** button.



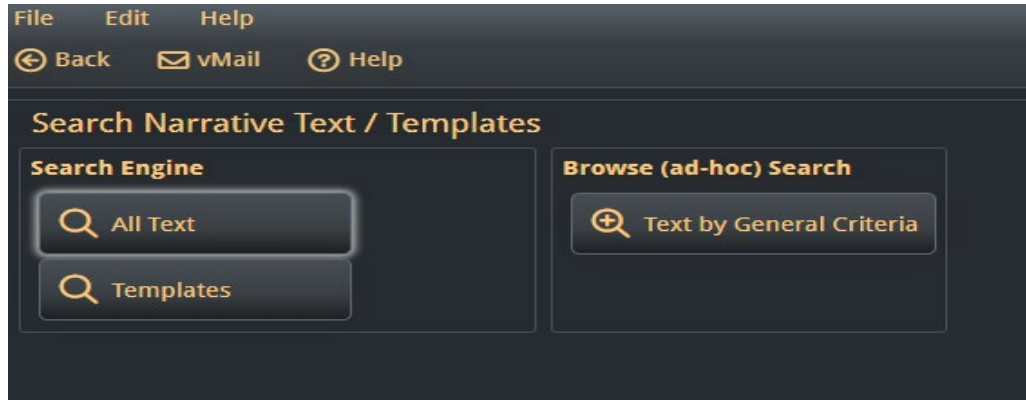


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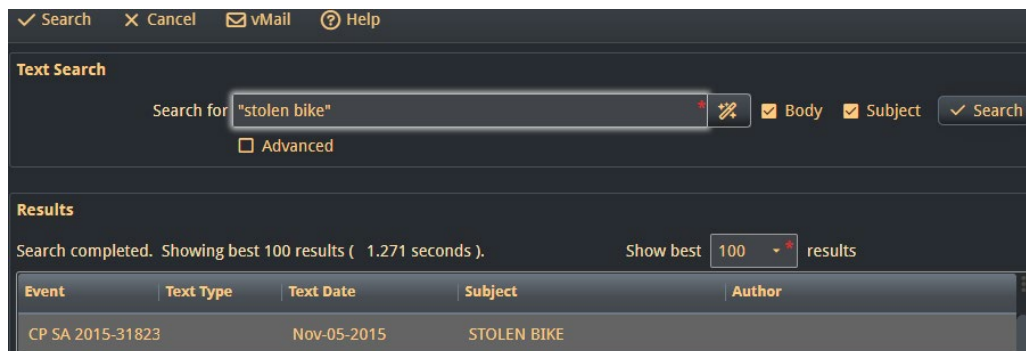
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- Then click **All Text** to open the **Text Search** screen.



2. Enter Your Search:

- In the **Search for** field, type the word or phrase you're looking for (e.g., "domestic", "blue Honda", or "#stolenbike").



- Names can also be searched, and reports that the individual is associated with will return as well as when that name was searched in the Mobile Data Terminal.
- The “wand” icon next to the search field is also capable of searching for “exact phrase” to narrow down the results.

3. Use Search Filters (optional):

- You can narrow results using filters to search:
 - Author (who wrote it)
 - Event type (e.g., burglary, traffic stop)
 - Date range
 - Jurisdiction
- To access these filters, check the **Advanced** box.



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Text Search

Search for ☒ Body ☒ Subject

☒ **Advanced**

Advanced Options

Author OP Code

Event type Jurisdiction

Text date From To

Number Year

Text type

Results

Show best 100 results

Event	Text Type	Text Date	Subject	Author
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4. Search Templates:

Search Narrative Text / Templates

Search Engine

Browse (ad-hoc) Search

- Choose a "TEMPLATE" to search
 - Fill in the template data to search (i.e., name of: SMITH). When searching for common names (for example, SMITH), best results will come by providing a specific date range.
 - Advanced search options are available for Templates to narrow results.



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Template: ALL - GANG VALIDATION FORM

Gang Validation Form

Suspect Name: SMITH Moniker:

Gang Type:

Gang Subset:

Associates:

For Juveniles - Parent/Guardian Name, Address and Phone Number:

Gang Member Validation Criteria

Consistent with state standards, two (2) of the below listed criteria, which were modeled after the Department of Justice CalGangs entry criteria, are needed unless subsections (3) or (10) are used for validation. In the event subsections (3) or (10) are used, the Sacramento Police Department requires that an additional subsection (for a total of 3) is required to complete the validation. The gang criteria include the following subsections:

- ☐ The person admits his/her membership in a gang.
- ☐ The person has tattoos, marks, scars or branding indicating criminal street gang membership.
- ☐ The person is in the company of a validated and/or admitted gang member(s). (List names in report and link entities as associates)
- ☐ The person is involved in gang-related crimes within the past

Template Search

Template: ALL - GANG VALIDATION FORM Search

☐ Advanced

Template parameters Results (22)

Search completed. Showing best 22 results (0.107 seconds). Show best 100 results

Event	Text Type	Text Date	Subject	Author	Relevance
GO SA 2020-2	GANG ACTIVITY	Jul-13-2020	GANG VALIDA		
GO SA 2020-3	GANG ACTIVITY	Feb-05-2020	ALL - GANG V		

Narrative Text GO SA 2020-210152 UNABLE TO MODIFY DOCUMENT - DOCUMENT IS LOCKED Locked

Gang Validation Form

Suspect Name: [] Moniker: []

Gang Type: [] Gang Subset: []



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Template Search

Template:

☒ Advanced

Advanced Options

Author	OP Code
Event type	Jurisdiction
Text date	From To
Number	Year
Text type	

Template parameters Results

Gang Validation Form

Suspect Name: [] Moniker: []

Gang Type: []

Gang Subset: []

Associates: []

5. Search Text by General Criteria:

Search Narrative Text / Templates

Search Engine	Browse (ad-hoc) Search
<input type="button" value="All Text"/>	<input checked="" type="button" value="Text by General Criteria"/>
<input type="button" value="Templates"/>	



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6. Customize your search area:

- By default, the system searches both the subject and body of each document.
- You can uncheck if you only want to search one part.

7. Click "Search" to run your query.

Viewing the Results

- The system will show a list of the best 100 matches (you can increase to 500 or more if needed).

- When you click on a result, the document opens on the right side.
- Your search word(s) will be **highlighted in yellow** to help you spot them quickly.
- Double-click** a result to open the full text document in detail.

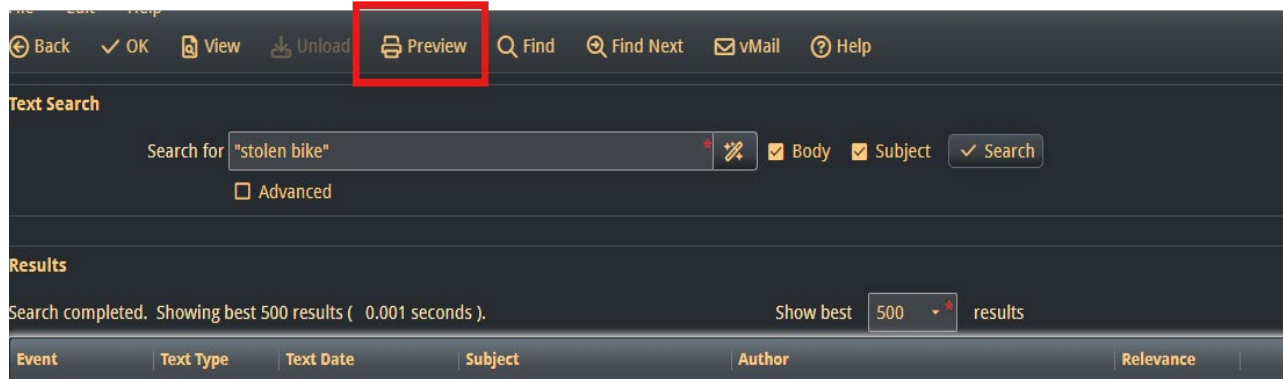
- Click the **Preview** button if you need to print it.



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Tips and Tricks

- **Ctrl + F:** To search *within* a text document (like in a browser), press **Ctrl + F** to find specific words fast.
- **Search Operators:** Use special search tools (like AND, OR, quotation marks) for better accuracy. Click **Search Assist** for help.
- **Hashtags (#):** Use hashtags in reports to group related cases (e.g., #narcotics, #surveillance). You can later search for that hashtag.
- **At symbol (@):** Use @ to tag people or groups (e.g., @CIDteam). This helps teams find relevant text later.

Why It's Useful for You

- Find similar cases or suspects quickly.
- Track patterns like repeat offenders or crime trends.
- Pull up old narratives without guessing report numbers.
- Tag and organize important case info with # and @.