



SKILLS EXERCISE · PRACTICE MAKES PERFECT

TAKING DESCRIPTIONS

On many police calls you will need to take a description of a person or a vehicle. There is a particular method for doing it, and you will learn it here.

Two scripts, read at speed. Hand write or keyboard every one you can catch.

PERSON DESCRIPTIONS · VEHICLE DESCRIPTIONS

9-1-1 CAREER TRAINING

A DIVISION OF PROFESSIONAL PRIDE, INC.

911CAREERTRAINING.COM
1-800-830-8228

HOW TO USE THIS EXERCISE

DISPATCHER

AUDIO TRACK Descriptions.mp3 · Descriptions Veh Intntl.mp3 (vehicles)

HAND WRITE OR KEYBOARD EACH DESCRIPTION

You must be fast, and you must know your abbreviations.

IF YOU KEYBOARD THEM

You will need to type about 40 words per minute. Don't dismay if you don't type that fast — just get what you can, and skip every other one if you need to. This gives you good numbers practice on the keyboard, and we all know we need to practice our keyboard.

GET SOME ASSISTANCE

You cannot possibly keep up with this unless you know how your Trainer wants you to abbreviate. Never guess at how an abbreviation should be. Use the common abbreviations given here, and always check with your agency once you are hired.

NOW, PRACTICE

As you hear each description, visualize the person or the vehicle in your mind. This is a very important skill for a call taker: **if you can't see it, you will need to ask it.**

PERSON DESCRIPTIONS — KEY

TRAINER SCRIPT · READ AT BROADCAST PACE

- 01** WMA 30 510 150 brn crew cut, blu eyes, wire rimmed glasses, blk baseball hat, camouflage grn shirt, blu jeans, blk lace up boots.
- 02** BFA 22 506 150 blk, bro, Raiders coat, blk spandex shorts, whi sandals.
- 03** WMA 30-40, med hgt & bld, drk hair & eyes, drk mustache, drk sweatshirt w/unk whi type logo, jeans.
- 04** WMA 50's, 506, 175, desc as short & stocky, salt & pepper hair, blk glasses, tattoo of bulldog on rt forearm, plaid red/blk shirt, gray slacks, no shoes.
- 05** BMA 25 600 190 blk brn, well groomed beard & mustache, gray three piece suit, carrying a briefcase.
- 06** AMJ 15 505, 135, blk hair short on top long in back, scar over left eye, wearing only blk shorts and whi & purple high top tennis shoes.
- 07** WFJ 18 508 175, bln shldr length permed hair, blue eyes, numerous gold bracelets, pnk top, blk short skirt, blk shoes.
- 08** WFA 50 504 250, red/bln short curly hair, blu eyes, dangly gold earrings, blk button up shirt, blk stretch slacks, whi tennis shoes.
- 09** BMJ 16-18, described as short and stocky, blk, bro, dk skinned, spoke w/heavy Jamaican accent, khaki shirt, jeans shorts, blk loafers no socks.
- 10** Joe Zanuck, 20 yrs. WM 603, 165, bln shld length straight hair, blu eyes, blnd mustache and day old growth of beard, numerous tattoos on arms, chest and back, red headband, blk leather jacket & no shirt, jeans, blk MC boots.
- 11** Theresa Cappa, 04/10/69 WF 511, 130, long dk bln curly hair, blu eyes, numerous pierced earrings both ears, last seen wearing whi college sweatshirt and faded blue jeans.
- 12** Jackson White, 07/03/48 WM 602 240, blk balding, bro eyes, mustache, pot belly, unk clothing. Subject is known to carry an ankle holster gun.
- 13** Marsha Conners, 8/8/82 WF 500 100 dk brn shld length hair, brn eyes, last seen wearing blu swimming suit and pink shorts, pink tennis shoes. Last contact was at 1800 hrs this date, pushing a small red ten speed bicycle from Memorial Park.
- 14** Arnie Blaker 11/11/62 BM 504 130 blk hair shaved around the bottom, long on top, bro eyes, left ear deformity, whi T-shirt, jeans, whi tennis shoes. Subject is mentally impaired to the age of 10, last seen waiting for a bus at 8th and Main.

VEHICLE DESCRIPTIONS — KEY

TRAINER SCRIPT · READ AT BROADCAST PACE

- 01 Burg 77 Honda Civic PXO209. AR
- 02 Lt Grn 75 Ford Pinto WEN880
- 03 Lt Blu 78 Buick Skylark, CB antenna, 331AXT. MN
- 04 Dk colored 85 Toyota Corolla, loud muffler, backfired, unreadable plate
- 05 Metallic Blu 85 Olds Cutlass, lg wheels, personalized plate MYOLDS
- 06 Faded red 78 Dat B210, numerous bumper stickers, 539A321. LA
- 07 Dk Grn 75 Audi Fox EXB990. IL
- 08 Blk 89 Chrys LeBaron, personal plate CHAD
- 09 Whi 80 Ford Fairmont, 2SAM239. CA
- 10 Bright orange 70 Chev Cvt, blu pinstripe, 549HRB
- 11 Dk Brn 66 Pontiac GTO, large wheels, crager mags, unk plate
- 12 Tan 89 Chev Astrovan, 95A395. NB
- 13 Lt Grn 76 F150, Econoline, Jerry's Carpet on driver's door, CARPET1
- 14 Blk 86 Chev C1500 PU, hot pink & turq graphics in wide stripes around the vehicle
- 15 Red 72 Harley Davidson Sportster, sissy bar, leather bags, unk plate
- 16 Red 74 Peterbilt cab over, logo Willamette Express, both doors
- 17 Blk 85 Yamaha 350, 093552 poss. plate
- 18 Dk Met Blu 92 Ford T Bird, pink graphic spray on hood, rose etched in rear driver window, personal plate GRTWLDO
- 19 Dk Gray 83 Chev Caprice, Canadian plate Ontario, partial only first three 339...

DESCRIPTIONS — PRACTICE SHEET

SHEET 1 OF 2 · ONE DESCRIPTION PER BOX

NAME _____

01

02

03

04

05

06

DESCRIPTIONS — PRACTICE SHEET

SHEET 2 OF 2 · ONE DESCRIPTION PER BOX

NAME

01

02

03

04

05

06