

Caliber Online RMS

11.0

User Guide

April 2019

Caliber Public Safety

Caliber Online RMS 11.0

User Guide

April 2019

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Phone (24/7 support line): 800.274.2911
Fax: 336.722.3479
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- Whether all users are affected
- Any error messages on the screen
- Any efforts made to correct a situation
- Duration of the problem

This information will help us serve you more efficiently and accurately.

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The Caliber Online RMS 11.0 User Guide contains information and instructions for basic users.

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Table of Contents

Chapter 1. Introduction	1
Overview	1
Login Page	1
Production Site	1
Training Site	2
Caliber Main Website	2
Night Versus Day Mode	2
Set Mode Preference	3
Default Mode	3
Toggle Mode	4
Login Screen	4
Dashboard	5
Password Rules	5
Password Reset	6
Forgotten Password	6
Forgot Your Answers	6
Administrator Password Reset	7
User Account Inactivity Deactivation	7
Home Page	7
Top Navigation Bar Area	8
User Ribbon	8
User Information Menu	9
New Notification Alert	9
Toggle Night Versus Day Mode	10
Logout	10
Recent Activities	11

Quick Links	11
External Links	11
Charts	11
Broadcast Messages	11
Adding a Broadcast Message	12
Deleting a Broadcast Message	13
Notifications	14
New Notifications	14
Show All Notifications	15
Search Notifications	17
Delete Notifications	17
Add Notifications	18
Entering Dates and Times	19
Calendar Tool	20
Text Fields, Buttons, Boxes	20
Text Fields	21
Drop-Down Lists	21
Boxes	21
Required Fields	21
Column Sorting	22
SmartSearch	23
Export Search Results	23
Personnel Management	25
Chapter 2. Navigation Icons	27
Home Button	27
Incidents Button	27
Master Indices Button	28
Records Management Button	28

Forms And Reports Button	29
Help Options	29
User Information Menu	30
My Profile	31
Profile Information Tab	31
Security Settings Tab	32
Preferences Tab	33
Edit User Filters	34
Subscriptions Tab	34
Officer Information Tab	36
Manage Front Screen Layout	37
Daily Log	38
Image Upload	38
Logout	40
Chapter 3. Attachments	41
Attachments Overview	41
Add Attachments	41
Edit Attachments	43
Delete Attachments	44
Download Attachments	44
Chapter 4. Master Indices	47
Master Indices Overview	47
Master Index Security	49
Master Indices Security Levels	49
User Account Index Security Levels	49
Viewing Master Records	50
Person Search	51
Person Active Alerts	54

View Mobile Person Results in Online RMS	55
One Line Master Address Search	55
Adding Person	55
Manual Entry	57
Enter Person Information	57
Enter Residence Address	58
Enter Vehicle Information	59
Save Entry	59
Import/Update Person Results from External Systems	61
Import New Person	61
Update Person	63
Duplicate Record Search	65
No Duplicates Found	65
Possible Duplicates	65
Person Duplicates	65
Residence Address Duplicates	66
Vehicle Duplicates	68
Adding Address	69
Other Countries	71
Duplicate Records	72
Adding Photos	73
Adding the First Photo	73
Adding Additional Photos	74
Chapter 5. Photo Lineup	75
Photo Lineup Overview	75
Access Points	75
Records Management Menu	75
View and Edit Person Pages	76

Follow-up Case Management module	77
Create Photo Lineup	78
Remove a Photo	83
Search Lineups	83
Print Photo Lineup	85
View, Edit, Delete Lineups	86
View	86
Edit	88
Delete	88
Access Log	89
Delete Log	90
Chapter 6. Crime Visualization Tool	93
Crime Visualization Tool Overview	93
Spider Chart	94
Spider Chart Components	98
Structure and Terminology	98
Manually Re-size the Chart	99
Mouse	99
Keyboard	99
Manually Reposition the Chart	100
Re-Center and Filter the Chart	100
Access Points	101
Incident Report	101
Field Contact	102
Master Indices Detail Pages	103
Chapter 7. Calls for Service	105
Calls For Service Overview	105
Track and Document Calls	105

Access Calls For Service	105
Manage Calls for Service	106
Initiate New Call	107
Edit a Call	108
Call Information Tab	109
Officers Tab	110
People Tab	110
Vehicles Tab	111
Incident Reports Tab	111
History Tab	112
Attachments Tab	112
Call List	113
Edit, Take, View Calls	113
Clear, Dispatch, or Mark Call as OnScene	114
Close a Call	115
Search Calls for Service	116
Chapter 8. Incidents	119
Incidents Overview	119
Top Buttons	121
Incident Report – Requirements And Rules	121
Incident Security	122
Incident Report – Report Validations	124
View Incident Audit Trail	125
Create Incident Report	126
Incident Report Tabs	127
Incident Report Header Tab	128
Report Types & Times	128
Location	132

Officers	135
Incident Report Section – Offenses Tab	137
Incident Report Section – Names Tab	140
Offenders Section-Adding Unknown Offender(s)	140
Offender Section-Adding Known Offender(s)	141
Incident Victim(s)	142
Adding Organization as Victim	143
Other Names	144
Incident Report Section – Property & Vehicles Tab	145
Add Property	145
Add Vehicle	154
Add Existing Impound	156
Incident Report – Print Evidence Labels, Receipts, Chain of Custody	157
Incident Report Section – Narrative Tab	159
Incident Report Section – Attachments Tab	160
Incident Report Section – Validations Tab	161
Incident Report – Submit For Approval	162
Incident Report Section – Summary Tab	164
View Incident Reports	165
SmartSearch	167
Printing Options	169
Changing Incident Status	171
From View Incident Report	171
From the Incident Management Menu	173
Transfer Incident Report	175
My Recent Activities	175
Incidents Menu	176
Delete Initial Incident Report	177

Expunging Records	178
Chapter 9. Supplement to Incident Reports	179
Create Supplements	179
Supplement Rules	180
Supplement Templates	180
Chapter 10. Field Arrest	181
Field Arrest Overview	181
Search Field Arrests	181
Add Field Arrest	183
Edit Field Arrest	186
Officer	190
Associated Events	191
Create Incident	192
Select Existing Incident	193
Select Existing Call	194
Validations on Field Arrest Imports	196
Location	196
Charges and Warrants	198
Names	199
Property	200
Vehicle/Towing	201
Associate a Vehicle	201
Add Towing Information	202
Add Impound Information	203
Narrative	203
Attachments	204
Questions	205
Validations	205

Log	206
Duplicate Field Arrest	207
Delete Field Arrest	209
Chapter 11. Field Contacts	213
Overview	213
Add a Field Contact	214
Search for a Field Contact	215
Edit a Field Contact	218
View a Field Contact	219
Enter or Update Field Contact Details	220
Location, People, Vehicles, Gangs, Organizations	220
All Other Sections	222
Add Officer	223
Delete a Field Contact	223
Print Field Contacts	224
Chapter 12. Incident Mapping	225
Access Incident Mapping	225
Screen Layout	225
Filter Options Window	227
Query Window	229
Chapter 13. Supervisory Functions	231
Supervisory Function Overview	231
Approve/Disapprove Incident Report	231
Initiate from Recent Activities	232
Initiate from Notifications	233
Initiate from the Incident	233
Approval/Disapprove Process	235
Approval Utilities	236

Disapproval Comments	236
Edit the Incident Report	238
Finalize the Approval Process	238
Approve or Disapprove Field Arrests	242
Approve	243
Disapprove	244
Incident Security	244
Incident Management	245
Assign Supplement	245
Delete Incident Report	245
Incident Status	246
Incident Status Log	247
Incident Delete Log	247
Using Charts to Visualize Data	247
Home Page Image Charts	248
Interactive Charts	248
Offense Activity	250
Open Field Arrests	250
Snapshot	251
Unapproved Incidents	252
Chapter 14. Case Management	253
Case Management Overview	253
Create a Follow Up Case	254
Assign Officer to Case	259
Associate an Incident	260
Set Case Security Level	260
Close Incident with no Follow-Up Case	262
Navigating Throughout the Case	262

Review Case	265
Case Load	266
Chapter 15. Evidence Module	269
Evidence Module Overview	269
Check-In From Notification	269
Evidence Management Access	270
Evidence Management Screen	272
Evidence Management Tab	272
Chain of Custody	272
Check-In	274
Check-Out	275
Disposition of Evidence	277
Transfer Custody	278
Change Ownership	279
Change Evidence Location	281
Evidence Audit Reports	282
Search Audit Reports	283
Create a New Audit Report	283
Create Location Discrepancy Audit Report	285
Location Barcode Report	286
Quick Search Tab	287
Quick Check-In Tab	287
Chapter 16. Barcode Search Process	289
Barcode Search Process Overview	289
Run Barcode Report	290
Evidence Mega Menu	290
Create Property Or Evidence Without An Incident Report	291
Chapter 17. Officer Daily Log	295

Officer Daily Log (ODL) Overview	295
Create New Log	296
Assignment Tab	299
Officers	299
Vehicle & Equipment	300
Service Request	302
Activity Log Tab	302
Add Activity Log	303
Edit Activity Log	304
Delete Activity Log	304
Switch to Edit Status	304
Log Search	304
Post and Un-post Logs	306
Post Logs	306
Post Logs from Search Results	306
Post Current Log	307
Un-Post Log	308
Print Report	309
Exit or Close Daily Log	310
Close the Daily Log	310
Exit the Daily Log	311
Switch to Edit Status	312
Help and Tips	314
Chapter 18. Citations Enforcement	315
Citations/Enforcement Overview	315
Add a New Citation	316
Edit Citation	318
View Citation	319

Enter or Update Citation Details	320
Person, Vehicle, Location, Organization	321
Racial Profiling	323
Violations and Charges	323
Bond	324
Associate Incident Reports	324
Relate Citations	324
Associate Other Related Reports	324
Attached Forms	325
Attachments	325
All Other Sections	325
Duplicate Citation	326
Delete Citation	327
Print Citation	328
Chapter 19. Permits	329
Permits Overview	329
Search Permits	330
Add Permit	332
Edit Permit	333
Chapter 20. Warrants	337
Warrants Overview	337
Warrant Search	338
View Associated Data	339
Log Comments	339
Add Warrant	340
Edit Warrant	342
Warrant Information Tab	343
Choose or Add Alias Name	343

Warrant Log	346
Attachments Tab	346
Serve Warrant	347
Warrant Log	350
Warrant Attachments	351
Print Warrant Report	352
Chapter 21. Civil Process	355
Overview	355
Court Paper	356
Search	356
Add	359
Edit Court Paper	359
Print Court Paper	364
Add Mileage/Attempts and Fees	365
Status Details	366
Chapter 22. Vehicle Tow/Impound	369
Overview	369
Search Vehicle Tow/Impound	371
Enter New	373
Update Existing	374
Tow/Impound Tab	375
Vehicle Information	376
Tow Summary	376
Officers	376
Vehicle Description	377
Towing	377
People	378
Organizations	378

Inventory	379
Attachments	379
Holds Tab	379
Log Tab	379
Vehicle Holds	380
Place a Hold	380
Release Holds	381
Release Vehicles	383
Logs	384
Print	385
Chapter 23. Inventory and Assets	387
Inventory Overview	387
Inventory Roles	387
Inventory Management Page	388
Add Inventory	388
Search for Existing Inventory	390
Add to Existing Inventory	391
Add New Inventory	392
Edit Entries	394
Browse	395
Check In	400
Packs	402
Inspections / Audits	403
Officer Inventory Management	404
Self Checkout	405
Self Check In / Transfer	407
Dispose Consumable Items	408
Chapter 24. Fleet Management	409

Overview	409
Fleet Management Roles	409
Fleet Manager Overview	410
Fleet Management Dashboard	410
Manage Equipment	414
Search Equipment	414
Add Equipment	416
Delete Equipment	417
Edit Equipment	418
Manage Vehicles	419
Search Vehicles	419
Add Vehicles	421
Delete Vehicles	424
Edit Vehicles	424
Assign and Unassign Officers	427
End Assignments	429
Manage Fuel and Oil	430
Add a New Record	430
Edit a Record	432
Delete a Record	433
Add a Service Request	433
Edit a Service Request	435
Approve a Service Request	436
Take Action on a Service Request Notification	436
Edit the Vehicle	438
Complete a Service Request	439
Delete Service Requests	440
Add Service Maintenance and Repair	441

Update Service Maintenance and Repair	445
Fleet Officer Overview	446
View Vehicle	448
Search All Vehicles	450
Add or Update Overview	451
Add and Update Attachments	453
Add a Service Request	453
Update Service Requests	454
Delete Service Requests	455
Manage Fuel and Oil	455
Self-Assign Vehicles	459
End Self-Assignments	461
Delete Assignments	461
Manage Fuel and Oil	462
Delete Data	465
Chapter 25. Lost and Found Property	467
Lost and Found Property Overview	467
Standalone Module	467
Search Lost and Found Property	469
Specific Record	471
Multiple Records	471
Add Lost and Found Property	471
Create a New Master Property Index Record	472
Create the Property Lost & Found Record	473
Edit Lost and Found Property	474
Delete Lost and Found Property	476
Dispose Lost and Found Property	476
Dispose Multiple (Mass) Records	477

Dispose a Specific Record	477
Mass Lost and Found Functions	480
Mass Dispose	480
Mass Change Custody	482
Print Labels	482
Incident Report Lost and Found	483
Chapter 26. Expungements	485
Expungements Overview	485
Accessing the View Person Page	485
Expunge Offender or Arrestee	486
Expungement Results	489
Offender or Arrestee Name Restrictions	489
Other Expunged Data Restrictions	490
Expunge Field Arrest	491
Expungement Results	493
Un-Expunge	493
Chapter 27. Training Module	495
Overview	495
Training Module Dashboard	496
Courses	500
Template	500
Course Instance	500
Manage Courses	500
Search Courses	501
Add Course	503
Edit Course	506
Manage Certifications	510
Search Certifications	510

Add Certification	512
Edit Certification	513
Chapter 28. Reports	519
Reports Overview	519
Chapter 29. Interfaces	525
Citation to Court Case Management System	525
CAD to RMS Calls for Service	525
InterDEx Queries	527
Appendix A. Training Accounts	A
Generic Training Accounts	A
Appendix B. Resetting Passwords	C
Resetting OnlineRMS Password	C
Forgotten Password Procedure	D
Appendix C. Incident Based Reporting	G
Summary UCR Reporting	G
Introduction	G
Role and Permission Requirements	G
Overview	G
Filter	J
Reports on Page Adjustment	K
Additional Filters	K
Warnings	L
Generate the Submission File	M
Statistics Report	N
Run Summary UCR Reports	O
Finalize Data Set	Q
Errors Reported	Q
Accepting Reports after Error Reports have marked Rejected	R

Glossary S

IndexAK

Chapter 1. Introduction

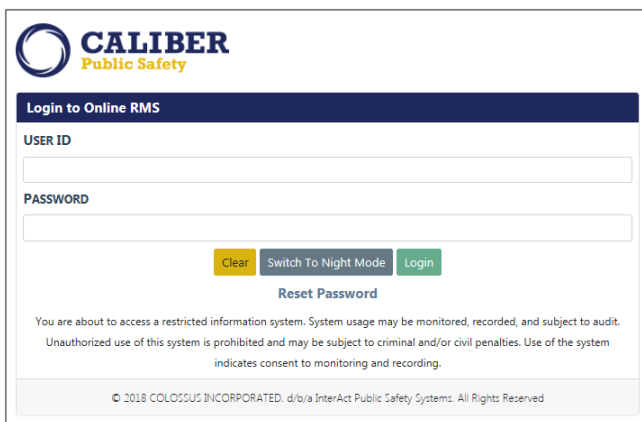
Overview

Caliber Online RMS is a comprehensive information management system designed specifically to meet the needs of federal, state, and local law enforcement and investigative agencies. It is the result of more than a decade of research, development, and direct feedback from hands-on users who prepare reports, manage records, investigate crime, and deploy resources on a day-to-day basis. Caliber Online RMS provides agency access to a central data hub to connect law enforcement with external data networks such as N-DEx, National Crime Information, and other local RMS databases.

Access to Caliber Online RMS begins with the customizable **Home Page**. For more information on the **Home Page** refer to "Home Page " on page 7.

Login Page

Caliber Online RMS is Internet based so it allows for anytime, anywhere access. As a user you will have access to the **Production** and **Training site**.

The screenshot shows the login interface for Caliber Public Safety. At the top left is the Caliber logo, consisting of a blue circle with a white dot inside, followed by the text "CALIBER" in bold blue and "Public Safety" in smaller blue text below it. Below the logo is a dark blue header bar with the text "Login to Online RMS" in white. Underneath the header are two input fields: "USER ID" and "PASSWORD". Below the password field are three buttons: a yellow "Clear" button, a grey "Switch To Night Mode" button, and a green "Login" button. Below these buttons is a link that says "Reset Password". A disclaimer text is present: "You are about to access a restricted information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of this system is prohibited and may be subject to criminal and/or civil penalties. Use of the system indicates consent to monitoring and recording." At the very bottom, in small grey text, is the copyright notice: "© 2018 COLOSSUS INCORPORATED. d/b/a InterAct Public Safety Systems. All Rights Reserved".

Production Site

<https://rms.public-safety-cloud.com/prod/>

Training Site

<https://rmstrain.public-safety-cloud.com/train/>

It is suggested to create a shortcut on your desktop and/or add the sites as Favorites on your Internet browser.

Caliber Main Website

<https://caliberpublicsafety.com>

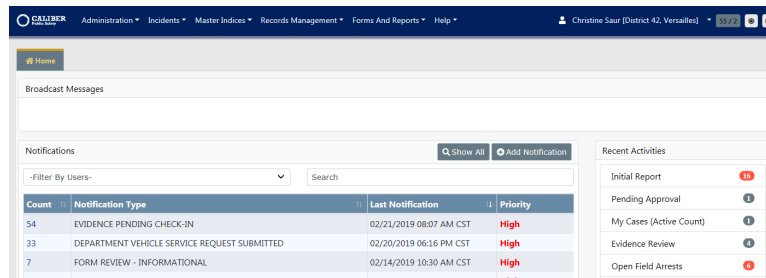
For best performance, Caliber Public Safety recommends using a computer, laptop, or tablet purchased within the last three years; running an industry popular web browser that is actively supported by the browser manufacturer and connects to the internet using DSL, Cable, or 4G cellular. The browser must support **TLS 1.2** or higher.

Night Versus Day Mode

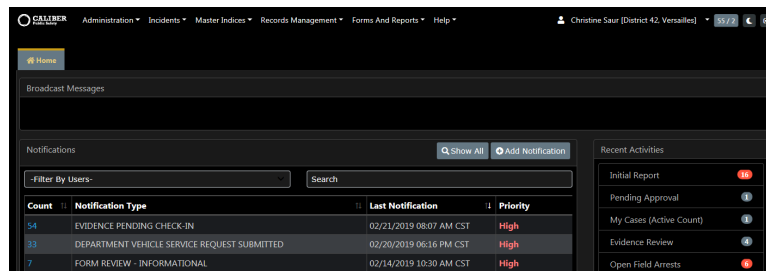
The Caliber Online RMS application offers a choice of two background colors: White or Black; **Day Mode** or **Night Mode** respectively. The **Day Mode** background appears by default when the application launches at login; however, you can set your **Mode Preference** to default to **Night Mode** if you wish.

You can also toggle between **Day Mode** and **Night Mode** at any time while in the application, regardless of the default setting.

Day Mode



Night Mode



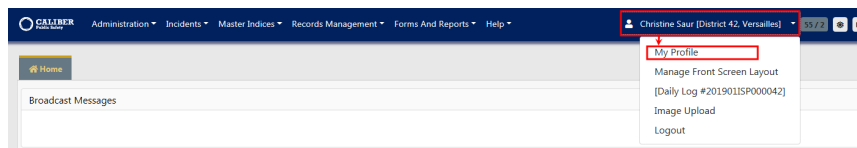
Set Mode Preference

You can set the **Mode** to always default to either **Day Mode** or **Night Mode** when the application launches, and you can also temporarily switch between **Modes** as often as you wish during your logged in session.

Default Mode

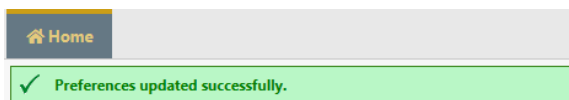
The **Day Mode** background appears by default when the application launches at login; however, you can set your **Mode Preference** to default to **Night Mode** at login if you wish.

1. Click on your **login name** on the top menu bar, then select **My Profile**.



2. Click on the **Preferences** tab in the *Manage User* window, then choose the **Mode** you wish to use as the default.

- Click the **Save** button at the bottom of the window and a confirmation message appears.



Toggle Mode

You can temporarily toggle between **Day Mode** and **Night Mode** as often as you like during your current logged in session, regardless of the default setting.

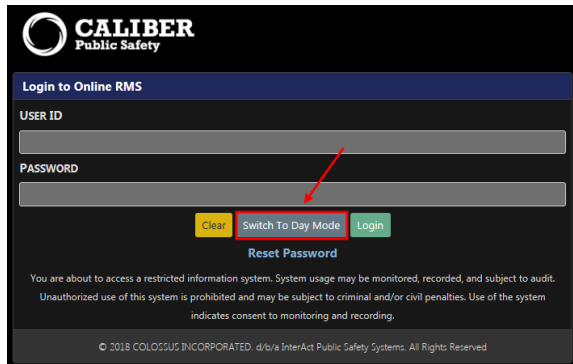
There are two ways to toggle between **Modes**:

- A toggle button on the *Login* screen.
- Click on your *login name* on the top menu bar of the Dashboard.

Login Screen

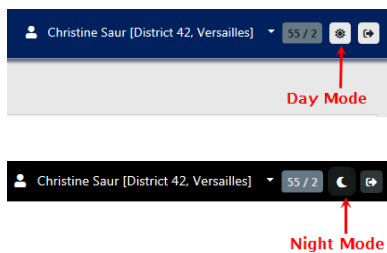
Click the **Switch to Night Mode** button to change the background color from white to black.

Click the **Switch to Day Mode** button to change the background color from black to white.



Dashboard

The icon to the left of your login name at the top of the *Dashboard* displays the **Mode** that is currently active. Click on the **Mode** icon to toggle between day and night **Mode**.



Password Rules

Each user will have a unique **User ID** and **Password**. Passwords expire every 90 days.

A new **User ID** and initial **Password** will be provided.

- After initial log-in you will be prompted to set up security questions.
- Change password using the following rules:
 - Minimum length shall be eight (8) characters
 - It shall be case sensitive
 - It shall be alphanumeric and allow for special character
 - It shall contain one lower case letter, one capital letter, and one number

- It shall not be the same as the User ID
- Passwords must be reset every 90 days or as defined by your system administrator.
- Passwords are on a rotation of ten passwords. Passwords must cycle through ten passwords before re-use.

Note: You will have three (3) attempts to enter a correct password. After these attempts have been exhausted, you will be prompted to reset your password. If you are unable to reset your password using the above methods, you will need to contact your agency administrator.

Password Reset

There are three ways to reset a password:

- Select **Forgotten Password** and challenge your security questions.
- Select **Forgot Your Answers?**
- Administrator resets your password.

Forgotten Password

1. Click **Reset Password** at the bottom of **Login Page**.
2. Provide correct answers to your **Security Questions**.
3. If you answer correctly, you are prompted to create a new password.

Forgot Your Answers

You can have a new temporary password emailed to you if you have forgotten your security answers.

1. Click **Forgot Your Answers?** at the bottom of the **Security Questions** page.
2. Enter your **User ID**.

3. An email containing a temporary password is sent to your email account on file.
4. Enter the temporary password then create a new password when prompted.

Administrator Password Reset

Your agency administrator has the ability to reset your password without submission of a Caliber Public Safety support ticket. Contact your administrator to request a password reset.

User Account Inactivity Deactivation

Caliber Online RMS enforces a User Account Inactivity Policy in accordance with CJIS Security requirements. User accounts that remain inactive for ninety days are automatically deactivated. A warning email is sent to the user thirty days prior to account deactivation.

From: noreply@interact911.com [mailto:noreply@interact911.com]
Sent: Thursday, August 17, 2017, 4:00 AM
To: CSmith@gmail.com>
Subject: Your Caliber RMS Account Will Expire in 30 days.

Chris Smith, your Caliber RMS account will become deactivated in 30 days due to inactivity. Failure to log into your account within the next 30 days will require you to contact a System Administrator to reactivate your account. After a total of 60 days, the user's account will become inactive.

For more information refer to the system administrator.

Home Page

Caliber Online RMS is a comprehensive information management system. Access to Caliber Online RMS begins with the customizable **Home page**. This page can display any combination of recent activities, charts of crime statistics, links to the most frequently used functions in the system, external links to frequently referenced web sites and documents, broadcast messages from the command and control center or other officers in the field, outstanding reports that need approval or additional information, and various other items.

When you first log into Caliber Online RMS, the **Home Page** displays. You can access the **Home page** from anywhere within RMS by clicking on the **Home** link when displayed, or the **Caliber** logo.



The basic structure of the **Home Page** consists of a Top Navigation Bar, User Ribbon, Broadcast Messages, Main Area, and the Side Bar.

The screenshot shows the Caliber Public Safety Home Page. The **TOP NAVIGATION BAR** contains the Caliber logo and navigation menus: Administration, Incidents, Master Indices, Records Management, Forms And Reports, and Help. The **USER RIBBON** shows the user's name, Christine Saur (District 42, Versailles), and a 50/1 notification badge. Below the navigation bar is a **Broadcast Messages** section. The **MAIN AREA** features a **Notifications** table with columns for Count, Notification Type, Last Notification, and Priority. The **SIDE BAR** includes **Recent Activities** (Initial Report, My Cases, Evidence Review, Open Field Arrests, Arrests Pending Release, Forms For Review, Pending UCR Review, Incidents For Review) and **Quick Links** (Approve Incident Report, Charts, Daily Log by Time Category).

Count	Notification Type	Last Notification	Priority
51	EVIDENCE PENDING CHECK-IN	12/20/2018 09:24 AM CST	High
32	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	12/19/2018 09:46 AM CST	High
4	INCIDENT REVIEW REQUEST	12/14/2018 06:00 PM CST	High
90	INCIDENT APPROVED	12/14/2018 05:54 PM CST	High
11	APPROVE INCIDENT REPORT - CID	12/12/2018 04:58 PM CST	High
16	INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	12/11/2018 07:30 AM CST	High
1	INCIDENT FOLLOW-UP CASE - NEW ACTIVITY ADDED	12/03/2018 10:29 AM CST	High
20	WARRANT / CHARGE REQUEST	11/30/2018 10:01 AM CST	Urgent
1	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	11/30/2018 03:03 PM CST	Medium
6	FIELD ARREST APPROVAL REQUEST - PATROL	11/23/2016 01:39 PM CST	High
4	WARRANT LOG	11/14/2018 02:39 PM CST	High
1	INCIDENT FOLLOW-UP CASE TRANSFER - CID	11/14/2013 10:30 AM CST	High
2	FIELD ARREST DISAPPROVED	11/13/2018 12:58 PM CST	High

The **Home Page** content and layout varies by user. With proper permissions, you can change what you display in the panels, and in which order.

For information on managing the **Home Page** layout, refer to "Home Page" on the previous page

Top Navigation Bar Area

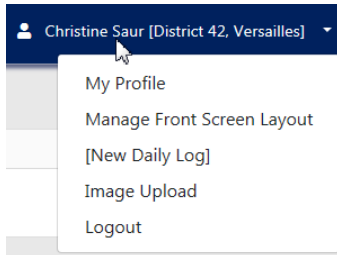
The Top Navigation Bar provides access to Incidents, Master Indices, Records Management, Forms and Reports, and Help menus. The Administration menu also appears for users with proper permissions.

User Ribbon

The User Ribbon contains user information with menu options from which to choose, new notifications alert, a button to toggle between the night and day setting, and a button to log out.

User Information Menu

Click on your user name to display the User Information Menu. Through this menu, you can change your user profile settings, manage the layout of your Home Page, access your current Daily Log or create a new log if one doesn't already exist, upload images, and logout of RMS.

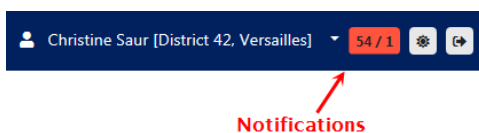


For more information on these options, refer to "User Information Menu" on page 30.

New Notification Alert

Notifications are used to relay important information to the user. There are automatic system notifications advising the user, depending on his/her role, when a report is submitted for approval, a report is disapproved, evidence is pending check-in, and other similar workflows. A user can also send an ad-hoc notification to another user or group of users.

The new notifications alert appears in the center of the User Ribbon in red. Click on the red notification to open a window listing the notifications.



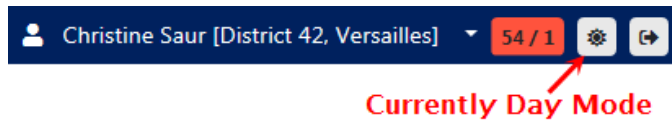
Notifications & Messages		
Notifications	Broadcast Messages	
Type	Priority	Description
ADMINISTRATIVE	Urgent	STATE_OFFICER15 Account Has Been Locked
ADMINISTRATIVE	Urgent	STATE_OFFICER15 Account Has Been Locked
ADMINISTRATIVE	Urgent	STATE_OFFICER14 Account Has Been Locked
INCIDENT APPROVED	High	Incident Report 2018D4210183 Supp #0 Has Been Approved. Offenses:35-42-2-1 B05 BATTERY- KNIFE

Click on an item in the list to open the notification.

For more information on notification alerts, refer to "Notifications" on page 14.

Toggle Night Versus Day Mode

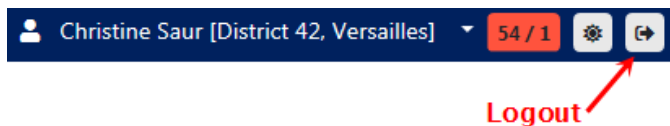
Click on the Night/Day mode icon on the User Ribbon to toggle between the two settings. When Day Mode is active, a sun-like image appears as the icon, and a moon for Night Mode.



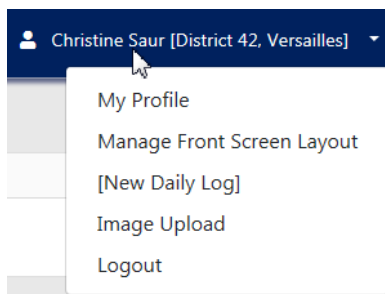
For more information on Night and Day Modes, refer to "Night Versus Day Mode" on page 2.

Logout

Click the Logout icon on the right of the User Ribbon to sign out of Caliber Online RMS and return to the Login window.



Alternatively, you can Logout through the *User Information Menu*. Click on your user name, then click Logout.



After you are logged out of RMS, click the X on the upper right corner to close the browser window.

For more information on the *User Information Menu*, refer to "User Information Menu" on page 30.

Recent Activities

The **Recent Activities** section that appears on the side bar of the Home Page allows quick access to edit a user's Incident reports, Cases, Open Field Arrests, Open Forms, Evidence Review and other areas specific to the logged in user.

Quick Links

Quick Links that appear on the side bar of the Home Page allows for quick access to different areas within Caliber Online RMS. You can manage which links you want to see here.

NOTE: Only you, as the user, can manage these links; the administrator cannot preset them for you.

External Links

External Links that appear on the side bar of the Home Page allow quick access to external sites which open in a new browser. These are made available by your administrator. You can manage which available links you want to see on your Home Page.

NOTE: Only you, as the user, can manage these links; the administrator cannot preset them for you.

Charts

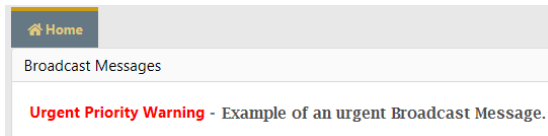
Charts allow users to access to statistical charts within Caliber Online RMS, with the proper authority.

Broadcast Messages

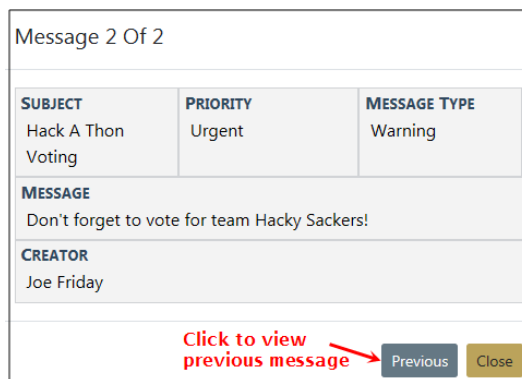
Broadcast Messages allows users to relay information. The information can be enforcement related, informational, or administrative in nature. **Broadcast Messages** relay administrative messages to users such as man-

datory meeting or firearms qualification notices as well as time sensitive information such as an Attempt to Locate notice for a stolen vehicle or reckless driver.

Each message includes a start and end date/time. . Various message types (informational, web sites, Amber Alerts, warnings, training tips, and so forth) are selected then set with specific priority levels.



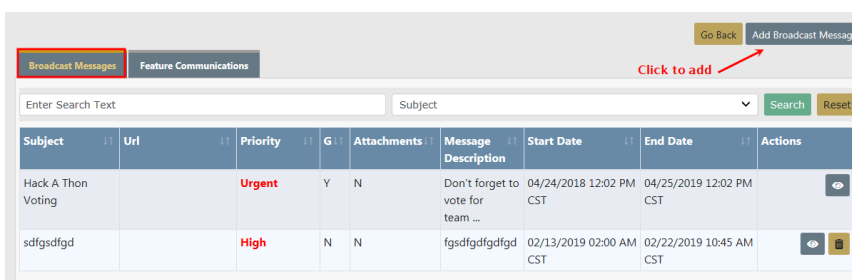
When more than one **Broadcast Message** is in the queue, each message will display for approximately fifteen seconds before transitioning to the next message. This will continue to the last message before starting the sequence again. You can display all messages in the queue by clicking on the message to open the *View Messages* window



Click on the **Next** or **Previous** button to view the next or previous message, or click **Close** to close the window.

Adding a Broadcast Message

1. Confirm you are currently on the Broadcast Messages tab. There should be a red line under the Broadcast Messages label located on the top left of the **Message Center**. Click on **Add Broadcast Message** link located on the top right above the message grid to open the **Add Message** window.



Broadcast Messages / Add Broadcast Message

Go Back Save

Message Details

SUBJECT URL

MESSAGE

MESSAGE TYPE PRIORITY

-Select- -Select-

AGENCY RECIPIENTS Select All Remove All

Click To Select

ROLE RECIPIENTS Select All Remove All

Click To Select

START DATE / TIME END DATE / TIME

03/12/2019 0846 03/13/2019 0846

Go Back Save

2. Complete the mandatory fields in the **Add Message** window. Any field with a red left-hand border is a required field. You must complete required fields to continue.
3. An optional URL can be entered if applicable to your message.
4. **Select Recipients** will allow you to choose one or more listed agency in the agency's schema/workgroup. The recipients can be narrowed down by specific **Role Types** if desired.
5. Click **Save** to create the message, or click **Back** to return to the Message Center.

Deleting a Broadcast Message

You and other users within your agency, who are authorized to delete messages, can delete each other's **Broadcast Messages**. For multi-tiered agencies: Users outside of your agency, who are also authorized to delete messages, cannot delete messages created by another agency.

To delete a **Broadcast Message**, click on the Delete icon . If the Delete icon does not exist, then you are not authorized to delete that message.

Broadcast Messages Feature Communications

Enter Search Text Subject Search Reset

Subject	Url	Priority	G	Attachments	Message Description	Start Date	End Date	Actions
Hack A Thon Voting		Urgent	Y	N	Don't forget to vote for team ...	04/24/2018 12:02 PM CST	04/25/2019 12:02 PM CST	
sdfgsdfgd		High	N	N	fgsdfgdfgdfgd	02/13/2019 02:00 AM CST	02/22/2019 10:45 AM CST	

Notifications

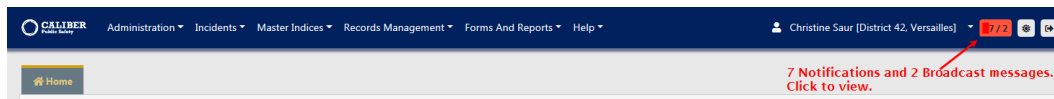
This area presents a grouped list of all **Notifications** for the user. The **Notification Types** can be:

- Information on the status of the user's Incidents or Arrests
- Messages sent to the user by another user or an administrator
 - Alerts from Master Indices subscriptions
 - Alerts from Warrant Logs
 - Other system notifications based on the user's role

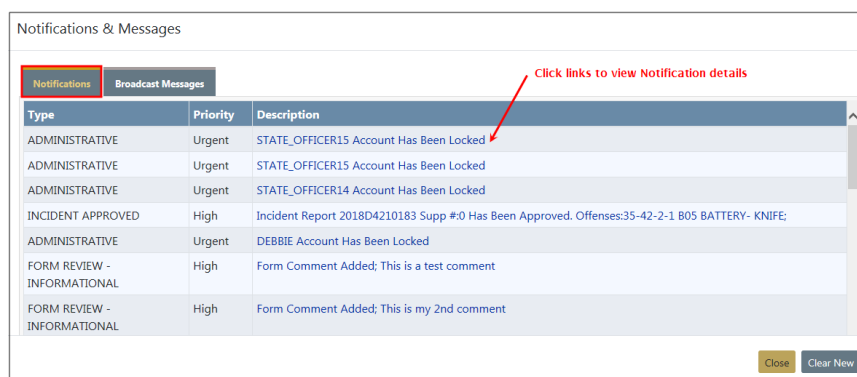
You can view a list of notifications two different ways: New notifications and all active notifications.

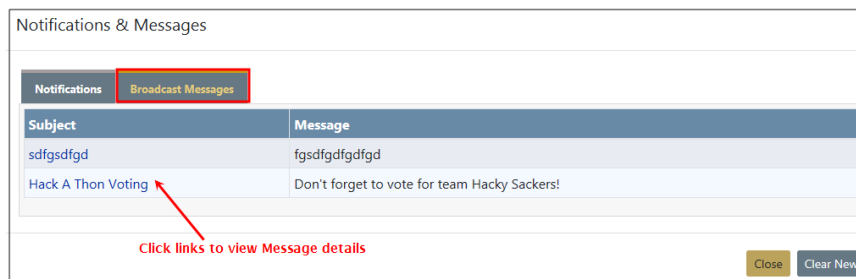
New Notifications

When new notifications arrive, the total number of Notifications appear in red near the top right of the screen.



Click on the red notification indicator to view the list of Notifications and Broadcast messages. Click on each tab to view.

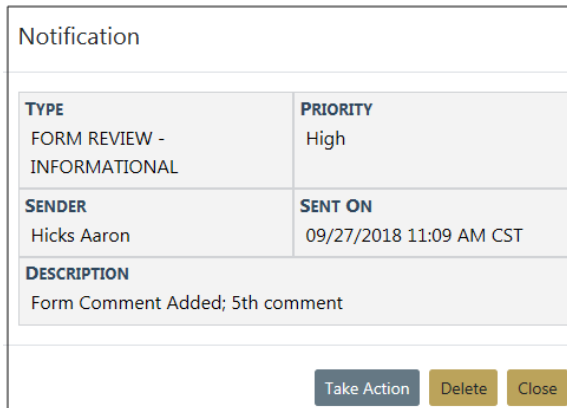




Click the **Clear New** button to clear all new notifications. The red notification indicator turns from red to gray.

Click **Close** to close the window.

Click on a notification link to open the **View Notification** window.



Depending on the type of notification, it can be canceled, replied to, reassigned, deleted, or acted on. The action buttons that appear on the bottom of the window vary by type of notification.

Show All Notifications

A list of all your notifications are displayed on the **Home** screen in a grid. A maximum number of notifications appear in the grid at one time. The **Count** of each **Notification Type** displays on the left.

Notifications

Search: Show All Add Notification

-Filter By Users-

Count	Notification Type	Last Notification	Priority
1	COURT PAPER ASSIGNED	02/13/2019 08:58 AM CST	High
92	INCIDENT APPROVED	02/11/2019 10:28 AM CST	High
11	APPROVE INCIDENT REPORT - CID	02/11/2019 10:26 AM CST	High
43	WARRANT REMOVED FROM FIELD ARREST	02/08/2019 04:34 PM CST	High
2	IMPOUND APPROVAL REQUEST - PATROL	02/08/2019 03:43 PM CST	High
3	APPROVE INCIDENT REPORT - PATROL	02/08/2019 01:37 PM CST	High

Recent Activities

- Initial Report: 14
- Follow Up Needed (Past 10 Days): 1
- Pending Approval: 1
- My Cases (Active Count): 1
- Evidence Review: 4
- Open Field Arrests: 6
- Arrests Pending Release: 12
- Forms For Review: 4
- Pending UCR Review: 0

Enter text into the **Search** box to display only messages that match your entered text.

If you set up **User Groups** then you see the **Filter By Users** option. For more information on **User Groups** refer to the *My Profile* section of "User Information Menu" on page 30.

Click to add new

Notifications View and manage Notifications Show All Add Notification

-Filter By Users- Click for a list Search Search by text entered here

Click the **Show All** button at the top of the grid to display all notifications. Check a box to the left of a notification to display the **Delete Selected** box on the upper right.

Show All Notifications

Search Enter Search Text Search By -Select- Filter By Users -Select- Search Reset Delete Selected

Type	Priority	Sender	Description	Sent On
<input type="checkbox"/> COURT PAPER ASSIGNED	High	Saur Christine	Court Paper Assignment:	02/13/2019 08:58 AM CST
<input checked="" type="checkbox"/> INCIDENT APPROVED	High	Simpson Homer	Incident Report 2014ISP0000610 Supp #0 Has Been Approved.	02/11/2019 10:28 AM CST
<input type="checkbox"/> APPROVE INCIDENT REPORT - CID	High	Simpson Homer	The Incident Report#: 2015ROOT0013 Supp#: 2 Has Been Submitted For Approval. Offenses: 11-8-8-17 Correction-Sex Offender Registration Violation;	02/11/2019 10:26 AM CST
<input type="checkbox"/> WARRANT REMOVED FROM FIELD ARREST	High	Simpson Homer	Warrant #369 (Docket #) removed from Field Arrest #1810589 by Homer Simpson. Status changed from Active to Active	02/08/2019 04:34 PM CST
<input type="checkbox"/> WARRANT REMOVED FROM FIELD ARREST	High	Simpson Homer	Warrant #1234 (Docket #) removed from Field Arrest #1810589 by Homer Simpson. Status changed from Pending Service to Active	02/08/2019 04:32 PM CST

Click on any column heading to sort the list by that column. For example, click on the **Type** column heading to sort the list by **Type**.

Click on a notification link in the **Description** column to open the **Notification** window.

Notification	
TYPE FORM REVIEW - INFORMATIONAL	PRIORITY High
SENDER Hicks Aaron	SENT ON 09/27/2018 11:09 AM CST
DESCRIPTION Form Comment Added; 5th comment	
<div>Take Action Delete Close</div>	

Depending on the type of notification, it can be canceled, replied to, reassigned, deleted, or acted on.

Search Notifications

You have the ability to **Search** for specific notifications in the **Show All Notifications** grid by entering text and selecting options from drop-down lists.

Enter text into the **Search** field. Select an option from the **Search By** and **Filter by Users** drop-down lists. Click the **Search** button to apply your search criteria.

Type	Priority	Sender	Description	Date
EVIDENCE PENDING CHECK-IN	High	Sir	Evidence Id: 783 and Property Description: Property - AMMUNITION; Ser#: 12345;	12/20/2018 09:24 AM CST
EVIDENCE PENDING CHECK-IN	High	Wright Frank	Location: Drawer; Evidence Id: 721 and Property Description: CASH;	12/20/2018 09:02 AM CST
EVIDENCE PENDING CHECK-IN	High	M Dana	Location: Drawer; Evidence Id: 719 and Property Description: Drug - SEEDS; SUSPECTED HEROIN; 1Gram;	12/20/2018 08:57 AM CST
EVIDENCE PENDING CHECK-IN	High	Livingwell Charles	Location: Drawer; Incident #:17-MPD-0059; Evidence Id: 781 and Property Description: Property - AIRCRAFT;	11/02/2018 03:26 PM CST

Click the **Reset** button to clear the entered Search text.

Delete Notifications

There are up to three ways to *Delete* Notifications that have the delete option.

- From the **New Notification** message. Refer to "New Notifications " on page 14.
- From the link in the **Description** column of the **Show All** notifications grid. Refer to "Show All Notifications" on page 15.

Notification	
TYPE FORM REVIEW - INFORMATIONAL	PRIORITY High
SENDER Hicks Aaron	SENT ON 09/27/2018 11:06 AM CST
DESCRIPTION Form Comment Added; This is my third comment	
<div> Delete Close </div>	

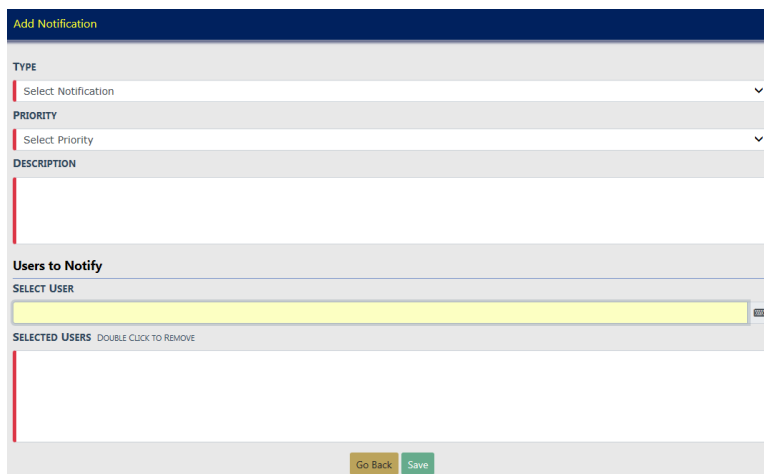
- Check the box in the **Show all** notifications grid.

Check the box next to the notification you want to delete, then click **Delete Selected** when the button appears.

Show All Notifications						
Search Enter Search Text		Search By -Select-	Filter By Users -Select-	Search	Reset	Delete Selected
<input type="checkbox"/>	Type	Priority	Sender	Description	Sent On	
<input type="checkbox"/>	COURT PAPER ASSIGNED	High	Saur Christine	Court Paper Assignment:	02/13/2019 08:58 AM CST	
<input checked="" type="checkbox"/>	INCIDENT APPROVED	High	Simpson Homer	Incident Report 2014ISP0000610 Supp #0 Has Been Approved.	02/11/2019 10:28 AM CST	
	APPROVE INCIDENT REPORT - CID	High	Simpson Homer	The Incident Report#: 2015ROOT0013 Supp#: 2 Has Been Submitted For Approval. Offenses: 11-8-8-17 Correction-Sex Offender Registration Violation;	02/11/2019 10:26 AM CST	
<input type="checkbox"/>	WARRANT REMOVED FROM FIELD ARREST	High	Simpson Homer	Warrant #369 (Docket #) removed from Field Arrest #1810589 by Homer Simpson. Status changed from Active to Active	02/08/2019 04:34 PM CST	
<input type="checkbox"/>	WARRANT REMOVED FROM FIELD ARREST	High	Simpson Homer	Warrant #1234 (Docket #) removed from Field Arrest #1810589 by Homer Simpson. Status changed from Pending Service to Active	02/08/2019 04:32 PM CST	

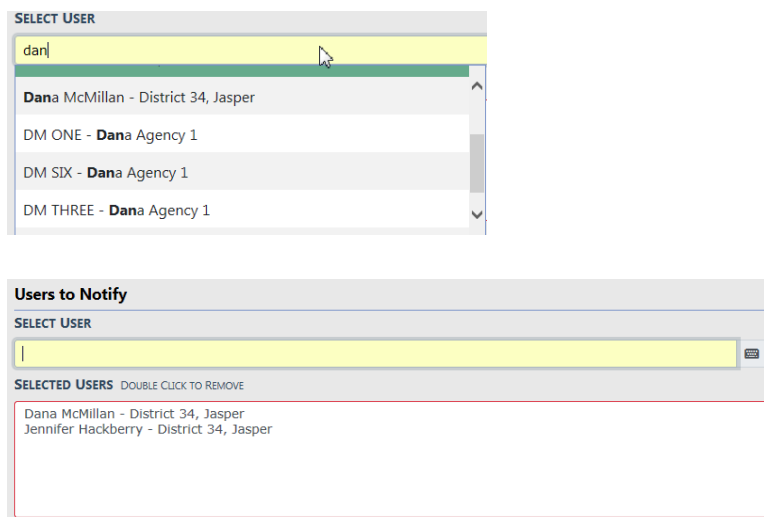
Add Notifications

User-initiated notifications can be sent by clicking the **Add Notification** link to display the Add Notification screen.



Select the **Type** and **Priority** from the drop-down lists and enter a **Description**.

In the **Select User** field, begin entering a user's name then choose from the list that appears based on the text you enter. You can choose one or multiple names that are to receive your message. When choosing names, the names appear in the **Selected Users** box. **Double Click** on a name to remove.



When finished, click the **Save** button.

Entering Dates and Times

Dates and times can be entered using different methods.

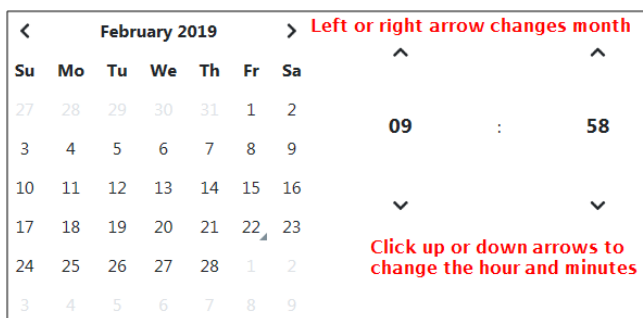
- Type a **T** in the date field then tab out to return the current date and time.
- Type **T-#** (# represents the number of days) to return a date/time less than the current month.

- Example: If today is 03/05/2019, enter **T-1** to return the date 03/04/2019.
- Type **T+#** (# represents the number of days) to return a date/time in to the future.
 - Example: If today is 03/05/2019, enter **T+2** to return the date 03/07/2019.
- Use the **Calendar Tool**, the icon to the right of the date and time field.

Calendar Tool

Throughout Caliber Online RMS, date fields have calendar icons on the right that are used to open the **Calendar Tool**. Using the **Calendar Tool** to enter dates into the system ensures that dates are always entered in a consistent format.

Click the calendar icon  to open the **Calendar Tool**.



The calendar defaults to the current month and year and the current day displays a triangle on the bottom right.

13 14 15
20 21 22

Click the **left** or **right arrow** at the top of the window to select the appropriate month and year if it is different than the default, then click on the appropriate **day** to select. Click on the **up** or **down arrows** to select the appropriate time and hour.

Text Fields, Buttons, Boxes

The following list provides information about the Text Fields, Buttons, and Boxes used in Caliber Online RMS.

Text Fields

Type information directly into the field.

NOTE: Some text fields are auto-complete fields. When you place your cursor in an auto-complete field, the field turns yellow and acts as an auto-complete field by offering drop-down choices for selection. If the entry you want is presented, click it to pull it into the field.

Drop-Down Lists

Click to the right of a field to display a list, then click a value to select it and pull it into the field.

Boxes

There are different types of boxes:

Function Button

Function buttons are used to initiate system functions. Examples of function buttons include, **Quick Print**, **Print**, **Exit Report**, **Transfer**, **Exit Wizard**, and **Submit for Approval**.

Radio Button

Only one radio button may be selected from a group (two or more displayed buttons).

Check Box

Click the box to select (insert a check mark) or deselect (remove a check mark) to activate/deactivate an option, or to filter a list by one or more parameters.\

Required Fields

Any field with a red left-hand border is a required field.

Header Information	
REPORT ID	
3225	
REPORT SECURITY	
Patrol Officer	
MEDIA/CRIME SUMMARY	
dsadsa	
INCIDENT REPORT TYPES 🔍	
✖ Burglary / Building	
REPORT DATE	
03/09/2019 1827	
DISPATCH DATE	
INCIDENT CLASSIFICATION	

You must complete required fields to continue. If you do not supply a value in a required field, a descriptive message highlighted in yellow displays directly below the field.

3225	
REPORT SECURITY	
Patrol Officer	
MEDIA/CRIME SUMMARY	
dsadsa	
INCIDENT REPORT TYPES 🔍	
✖ Burglary / Building	
REPORT DATE	
⚠ Report Date/Time is required	
DISPATCH DATE	
INCIDENT CLASSIFICATION	
-Select-	

Column Sorting

Caliber Online RMS allows you to sort any displayed column in ascending or descending order wherever data is listed in a columnar format.

For example, **Person Search Results** are in a columnar format. Click on any column heading to sort by ascending order, or click again to sort in descending order. The column you are sorting displays an up or down arrow to the right of the heading, indicating ascending or descending respectively.

Person Search / Person Search Results

13 result(s) found. 13 result(s) found using Online RMS statewide search.

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
JONES	BIGGY	TEST		M	W	01/01/1980	987-77-7777	123456789 987777777	Primary Name	880	
Jones	Bob			M	U				Primary Name	886	
Jones	Frank 1			M	W				Primary Name	883	
Jones	Frank			M	W				Primary Name	805	
Jones	Greg	Bobby		M	B	11/01/1968			Primary Name	885	
Jones	Janet			F	W	01/01/1960	666-65-5555		Primary Name	98	
Jones	Jeff			M	W	01/01/1960			Primary Name	99	
Jones	Jerry	J		M	W	02/17/1961			Primary Name	1	
Jones	Josh			M	W	03/29/1969			Primary Name	18	
Jones	Samuel			M	W	12/22/2014	123-45-6789	co12345	Primary Name	684	
JONES	WILLIAM			M	W	03/03/1965		oln123456	Alias	396	
JONES	WILLIAMS			M	W	03/03/1965		oln123456	Primary Name	396	
JONES	WILLIAMTWO			M	W	03/03/1965		oln123456	Alias	396	

Refine Search New Search

SmartSearch

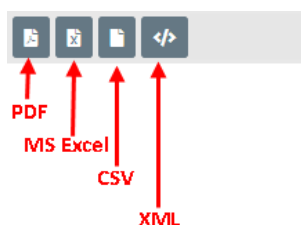
Users can search for incidents across all agencies in the Caliber Online RMS system within the user's state. This search adds a simple interface to perform searches the way one would in an Internet search engine, such as Google or Bing. The **SmartSearch** link is accessible from the *Incidents* main screen under the *Incident Reporting* section.

For details on using **SmartSearch** refer to "View Incident Reports" on page 165.

Export Search Results

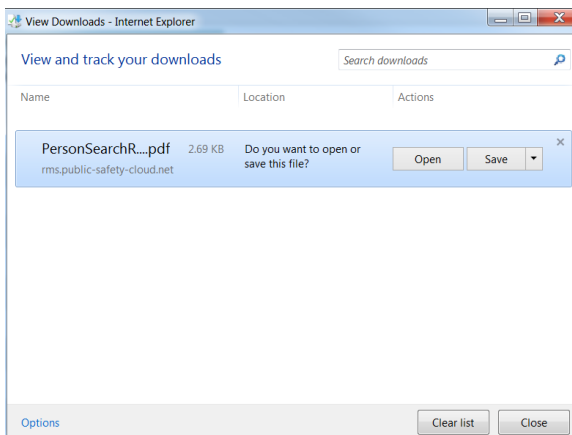
You have the ability to search data within the different modules of Caliber Online RMS, and export the results to various file types. For example, you can search Warrants, Incidents, or data in other modules to view a set of information, then export the search results to Excel or other supported formats.

There are four supported export formats from which to choose. Click on the associated icon to export the list.



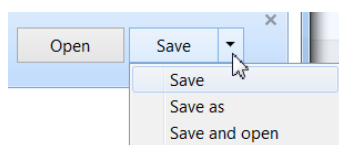
- PDF (Printable Document Format)
 - File that contain a captured image of a printed document.
- MS Excel
 - Microsoft Excel is an electronic spreadsheet; typically used for storing and calculating data.
 - **NOTE:** Caliber Online RMS supports MS Excel export up to 5,000 records.
- CSV (Comma-Separated Values)
 - Files that contain a collection of data in a standard format; typically used for exchanging data between applications that support CSV files.
 - **NOTE:** Caliber Online RMS supports CSV export up to 5,000 records.
- XML (Extensible Markup Language)
 - A plain text file that contains a collection of data with a defined set of structure and storage rules of that data; typically used for websites.

A pop-up question appears asking if you want to open or save the file.



- Click **Open** to view the file.
- Click **Save** to save the file to the Download folder on your computer

OR click the **down arrow** for additional **Save** options.



- Click **Cancel** to exit the export request.

Personnel Management

The **Personnel Management** module of Caliber Online RMS allows agency administrators to manage employee information, whether or not the employees are Caliber Online RMS users. Only administrators with the appropriate permissions can see and access this module.

There is one *Master Employee* record per person with information grouped into two tabs:

Employee Info

The *Employee Info* tab contains Employee Name, SSN, DOB, Medical Info, Driver License Number, Hire Date, Addresses, Service History, Education, Languages, Skills, Medial Info, Photos, Documents, and other information. Sensitive information such as SSN is masked with asterisks and encrypted in the database for security purposes.

Employee Search / Employee Search Results / Edit Employee

Go Back

Employee Info Training

ACTIVE STATUS: Active

AGENCY: District 42, Versailles

LAST NAME: Clark

FIRST NAME: Christine

MIDDLE NAME:

SUFFIX:

MAIDEN NAME:

TITLE: -Select-

SEX: Female

RACE: -Select-

ETHNICITY: -Select-

SSN: ***-**-1963

DOB: [Calendar Icon]

PLACE OF BIRTH:

EMPLOYEE ID:

EMPLOYEE TYPE: Communications Personnel

EMPLOYEE LEVEL: -Select-

HAND DOMINANCE: -Select-

BARGAINING UNIT:

BLOOD TYPE: -Select-

LONGEVITY DATE: [Calendar Icon]

HIRE DATE: [Calendar Icon]

END DATE: [Calendar Icon]

Go Back Update Save

Employee History +

Service History + Add Service History

Education + Add Education

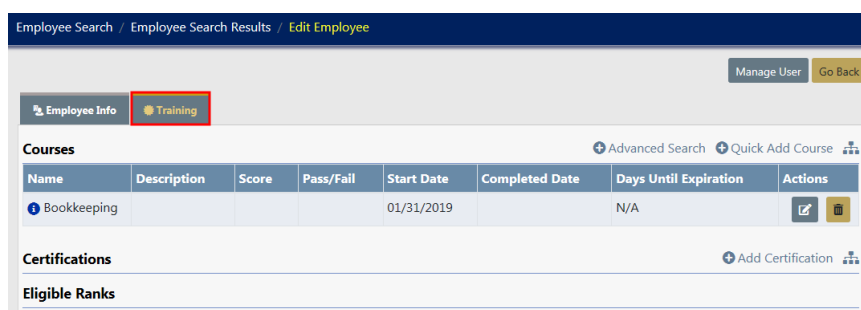
Languages + Add Language

The Employee record opens to the *Employee Info* tab by default.



Note: Sensitive information such as SSN is masked with asterisks and encrypted in the database for security purposes.

Training

The *Training* tab contains training courses, certifications, and eligible ranks for that employee.



The screenshot displays the 'Edit Employee' interface in Caliber Online RMS. At the top, a breadcrumb trail shows 'Employee Search / Employee Search Results / Edit Employee'. Below this, there are two tabs: 'Employee Info' and 'Training', with the latter being selected and highlighted with a red box. To the right of the tabs are 'Manage User' and 'Go Back' buttons. The main content area is divided into three sections: 'Courses', 'Certifications', and 'Eligible Ranks'. The 'Courses' section features a table with columns for Name, Description, Score, Pass/Fail, Start Date, Completed Date, Days Until Expiration, and Actions. A single course, 'Bookkeeping', is listed with a start date of 01/31/2019 and 'N/A' for days until expiration. The 'Certifications' section has an 'Add Certification' button. The 'Eligible Ranks' section is currently empty.

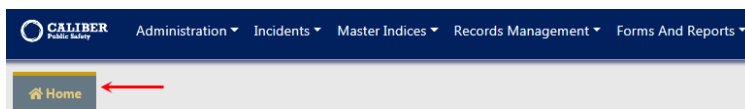
Name	Description	Score	Pass/Fail	Start Date	Completed Date	Days Until Expiration	Actions
Bookkeeping				01/31/2019		N/A	 

For more information refer your agency administrator or reference the *Personnel Management* chapter of the *Caliber Online RMS Administrative Guide*.

Chapter 2. Navigation Icons

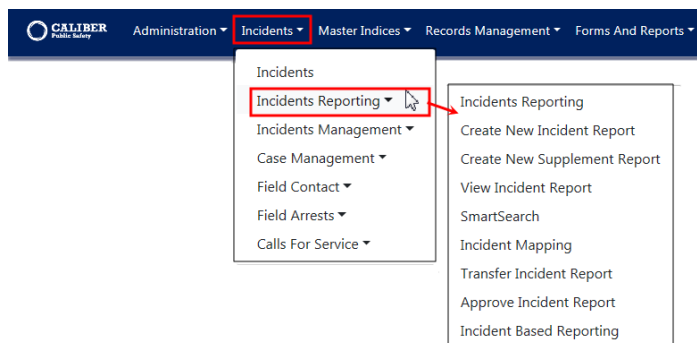
Home Button

The **Home** button will return you to your **Home Screen** regardless of what area of the application in which you are working.

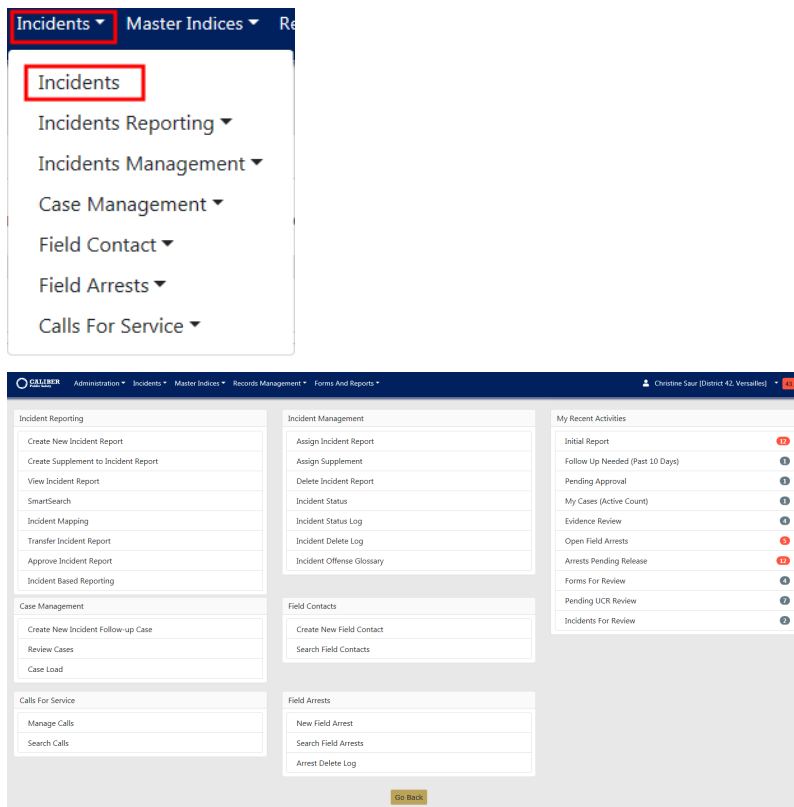


Incidents Button

The **Incidents** button is located on the navigation bar at the top of the Caliber Online RMS window. The down arrow on the right of the button indicates additional menu options are available. Click on the **Incidents** button to display menu options. There could be multiple layers of menu options.



Alternatively, click on the top menu option to display the full menu on one screen instead of navigating through the multiple drop-down menus.



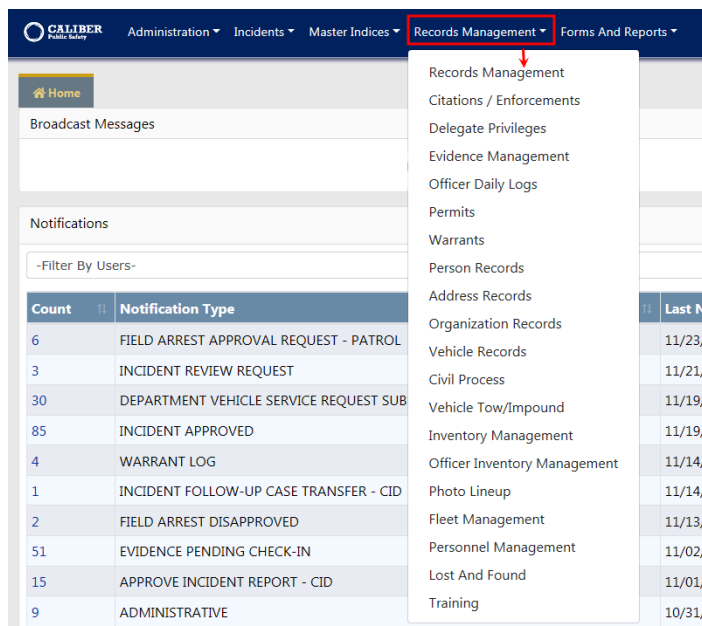
Your *Recent Activities* also appear on right of this screen.

Master Indices Button

The **Master Indices** button is located on the navigation bar at the top of the Caliber Online RMS window. The down arrow on the right of the button indicates additional menu options are available. Click on the **Master Indices** button to display menu options. For more information, see "Master Indices" on page 47.

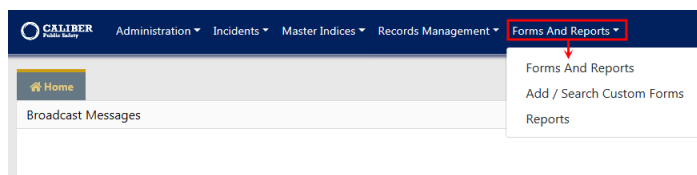
Records Management Button

The **Records Management** button is located on the navigation bar at the top of the Caliber Online RMS window. The down arrow on the right of the button indicates additional menu options are available. Click on the **Records Management** button to display menu options.



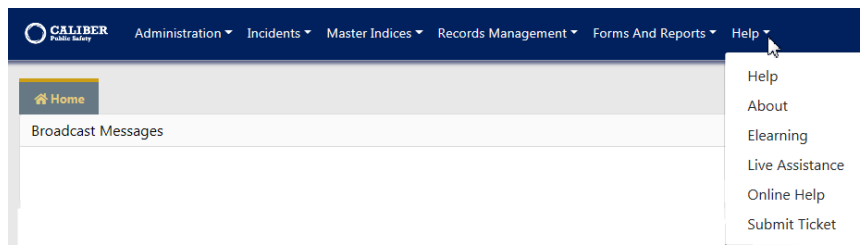
Forms And Reports Button

The **Forms and Reports** button is located on the navigation bar at the top of the Caliber Online RMS window. The down arrow on the right of the button indicates additional menu options are available. Click on the **Forms and Reports** button to display menu options. This area allows you to search completed forms or run statistical reports.



Help Options

Click Help to display a drop-down menu.



About

This section provides information about the application version being used, information about the user's computer including the operating system and browser, and information about the server being accessed.

ELearning

All users can access short training classes 24 hours a day for different modules within the Caliber Online RMS. The classes contain step-by-step instructional videos and offer assessment exams.

Live Assistance

This is a support tool prompted by our Support Team. It is used to view your computer screen and even take control of your mouse and keypad to assist with support issues. This is only available when prompted by an Caliber Support Team member and is not available otherwise.

Online Help

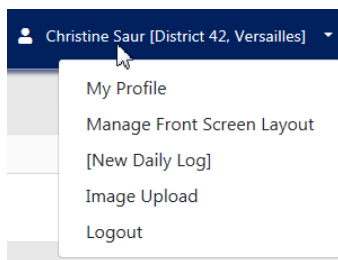
All users have access to this self-help option 24 hours a day. This area contains the Caliber Online RMS Knowledge Base, which contains information for all areas within RMS.

Submit Ticket

All users have the ability to submit a ticket to our Support Team 24 hours a day. Support tickets will be responded to by the Support Team within one business day, during regular business hours (ET). For more urgent issues please call 800.274.2911.

User Information Menu

Click on your user name to display menu options. The drop-down contains *My Profile*, *Manage Front Screen Layout*, *Current Daily Log* (or the option to create a new log if one does not already exist), *Image Upload*, and *Logout*.

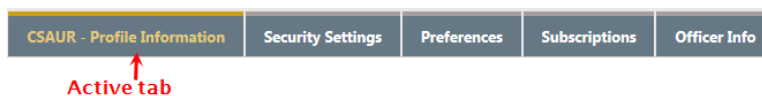


My Profile

This section allows you to manage your user information within Caliber Online RMS.

The **Profile** window contains four tabs:

- Profile Information
- Security Settings
- Preferences
- Subscriptions
- Officer Info



The active tab displays in a different color than the others.

Profile Information Tab

Your Name, Jurisdiction, Telephone, and Email Address exists with an option to enable the email to receive notifications from the system. This is also the location where you can, with proper permissions, change your Assignment from one District/Agency to another.

Also listed on this tab are the *Account Status History* that displays an activity log of changes made to your user account, and a list of *Case Supervisor Agencies*.

User Profile

Go Back Save

CSAUR - Profile Information Security Settings Preferences Subscriptions Officer Information

Contact Information

USER ID

CSAUR

LAST LOGIN DATE

03/12/2019 08:03:09 AM CST

FIRST NAME

Christine

MIDDLE NAME

LAST NAME

Saur

JURISDICTION

ISP Test (TSTC)

TELEPHONE

EMAIL

CSaur@caliberpublicsafety.com

SUBSCRIPTION LEVEL

Full Time

ENABLE EMAIL

☒

STATUS

Active

Account Status History

Status	Date	Changed By
Active	02/13/2019 14:17	Christine Saur
Active	11/15/2018 12:09	Joe Friday
Locked-Inactive	10/15/2018 08:00	System Updated
Active	02/23/2018 15:25	Joe Friday
Locked-Inactive	02/14/2018 15:50	Christine Saur
Locked-Inactive	02/14/2018 15:50	Christine Saur

Case Supervisor Agencies

Assignment Information

HOME AGENCY

District 42, Versailles

Change

NEW ASSIGNMENT

-Select-

START DATE

END DATE

ACTIVE

☒

Go Back Save

Security Settings Tab

Use this tab to change your password and security questions.

User Security Settings

Go Back Save

CSAUR - Profile Information **Security Settings** Preferences Subscriptions Officer Information

Change Password

OLD PASSWORD
NEW PASSWORD
CONFIRM PASSWORD

LAST PASSWORD CHANGE DATE
06/06/2018 03:42:02 PM CST

Change Password Reset Via Email

Security Questions

QUESTION	ANSWER
Color of your First Car	Test
In what Town was your First Job	Test
Name of the City you Were Born	Test

Go Back Save

Preferences Tab

Use this tab to set notification preferences. You can enable or disable the audible alert, set email notification priority preferences, enable or disable Incident Setup Wizard, enable or disable Breadcrumb Options, set Day or Night Mode, set the Default Search Agency and Interfaces, identify Geographical Areas for court papers and warrants, and manage User Filters.

User Preferences

Go Back Save

CSAUR - Profile Information Security Settings **Preferences** Subscriptions Officer Information

Notification Settings

Click to manage filters → Edit User Filters

EMAIL NOTIFICATIONS PRIORITY
--Select--

AUDIBLE ALERT
☐

HOURS FOR NOTIFICATIONS
Begin End

ALWAYS SEND SUBSCRIPTION NOTIFICATIONS
☐

Options

INCIDENT SETUP WIZARD
On

DAY / NIGHT MODE
Normal / Day Mode

BREADCRUMB OPTIONS
Enabled - Always show Breadcrumbs on pages that use them

DEFAULT SEARCH AGENCY
All Agencies/Schema

Default Search Interfaces

SELECT SEARCH INTERFACES
Click To Select

Geographic Areas

COURT PAPERS
Click To Select

WARRANTS
Click To Select

Go Back Save

Edit User Filters

The **Edit User Filters** link allows you define notification filters by **User Group**. For example, a supervisor can define a user groups to filter notifications by daytime and weekend officers.

Click on the **Edit User Filters** link to display the **User Groups** window.

Name	Users	Actions
Daytime Officers	Kris LeClaire Johnny Smith	[Edit] [Delete]
Daytime Officers	Guy Schedule Felix Unger	[Edit] [Delete]
Weekend Officers	Samual Adams Howard Fine	[Edit] [Delete]

Click the **Add Group** button and enter the desired data. Begin typing a user name and choose from the list that appears. The selected name will appear in the **Selected Users** text box.

Click **Save**.

Notifications can now be filtered by *Daytime Officers* and *Weekend Officers*. For more information on filtering Notifications refer to "Notifications" on page 14.

Subscriptions Tab

Use this tab to manage active Master Indices Subscriptions and offers the ability to create new ones. A **Subscription** can notify you when a record is accessed, updated or associated to another Caliber Online RMS module.

Name	Type	Index Name	Reason	Creation Date	Actions
Person	Index Accessed, Index Associated, Index Updated	JONES, WILLIAMS, 396	Test Subscription	09/01/2017	[Edit] [Delete]





Click **Add Subscription** to set up a **Subscription**. The *Master Index Search* window appears. Search for the index to which you want to **Subscribe**; it could be a *Person, Address, Organization, Vehicle, Property, or Gang*. For details on how to search the **Master Index** refer to "Viewing Master Records" on page 50.

When you have the appropriate **Master Index** record on the screen, click the **Manage Subscription** button on the upper right. The **Person Master Index** is shown in the example.

Check the appropriate **Action Types** and **Notification Methods** to turn options on or off, enter a **Reason** for the Subscription, and uncheck the **Silent Subscription** to turn off if you do not want others to view the **Subscription**.

SUBSCRIPTION TYPE	INDEX NAME
PERSON	JONES WILLIAMS
ACTION TYPE(S)	
<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Association	
REASON	
<input type="text" value="Test Subscription"/>	
NOTIFICATION METHODS	
<input type="checkbox"/> Notification Inbox <input checked="" type="checkbox"/> Notification E-Mail	
SILENT SUBSCRIPTION	
<input checked="" type="checkbox"/>	
<input type="button" value="Go Back"/> <input type="button" value="Delete"/> <input type="button" value="Save"/>	

Click **Save** when you are finished with defining the **Subscription**. Your Subscription will then appear under the **Subscription** tab.

CSAUR - Profile Information Security Settings Preferences Subscriptions Officer Info					
+ Add Subscription  					
Name	Type	Index Name	Reason	Creation Date	Actions
Person	Index Accessed, Index Associated, Index Updated	JONES, WILLIAMS, 396	Test Subscription	09/01/2017	 
<input type="button" value="Go Back"/>					

Click on the **Edit**  or **Delete**  icon in the *Actions* column to modify or delete the **Subscription**.

Officer Information Tab

This tab appears for Officers. It provides the officer name, title, badge number, dispatch ID, and CAD badge number that is used for CAD interfaces to match RMS officers with CAD officers.

CSAUR - Profile Information Security Settings Preferences Subscriptions Officer Information		<input type="button" value="Go Back"/>
Officer Information		
FIRST NAME	AGENCY	
<input type="text" value="Christine"/>	<input type="text" value="District 42, Versailles"/>	
MIDDLE NAME	BADGE #	
<input type="text"/>	<input type="text" value="SAUR111"/>	
LAST NAME	DISPATCH ID	
<input type="text" value="Saur"/>	<input type="text" value="ABC123"/>	
SUFFIX	CAD BADGE ⓘ	
<input type="text"/>	<input type="text"/>	
TITLE	JOB STATUS	
<input type="text"/>	<input checked="" type="checkbox"/> Patrol <input type="checkbox"/> Detective <input checked="" type="checkbox"/> Active	
<input type="button" value="Go Back"/> <input type="button" value="Update"/> <input type="button" value="Save"/>		

Certain fields are based on permissions and may not display as shown in the example.

Manage Front Screen Layout

You can customize your *Main Area* and *Side Bar* items by dragging and dropping the order in which they appear or omit items from showing on your home screen. Follow the directions displayed near the top of the window to customize the screen.

This page allows you to change the content of your home page. There are two areas to add content to: the main area and side bar. To add an item to either area, click on the icon at the top and select an item. Once an item is added, you may need to enter some extra information. You can then place the item where you want it by placing the mouse over the item's header and dragging it. You can remove an item by clicking on the icon.

Follow directions to customize the screen

Main Area

Notifications

Please specify the following:

Number of Notifications:

Charts

Side Bar

My Recent Activities

Quicklinks

Chart Menu

External Links

Go Back Restore Defaults Save

The *Main Area* and *Side Bar* of the Front Screen, or Home Page, is shown in the figure below.

Notifications

MAIN AREA

Show All

Add Notification

-Filter By Users-

Search

Count	Notification Type	Last Notification	Priority
51	EVIDENCE PENDING CHECK-IN	12/20/2018 09:24 AM CST	High
32	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	12/19/2018 09:46 AM CST	High
4	INCIDENT REVIEW REQUEST	12/14/2018 06:00 PM CST	High
90	INCIDENT APPROVED	12/14/2018 05:54 PM CST	High
11	APPROVE INCIDENT REPORT - CID	12/12/2018 04:58 PM CST	High
16	INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	12/11/2018 07:30 AM CST	High
1	INCIDENT FOLLOW-UP CASE - NEW ACTIVITY ADDED	12/03/2018 10:29 AM CST	High
20	WARRANT / CHARGE REQUEST	11/30/2018 10:01 AM CST	Urgent
1	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	11/30/2018 03:03 PM CST	Medium
6	FIELD ARREST APPROVAL REQUEST - PATROL	11/23/2016 01:39 PM CST	High
4	WARRANT LOG	11/14/2018 02:39 PM CST	High
1	INCIDENT FOLLOW-UP CASE TRANSFER - CID	11/14/2013 10:30 AM CST	High
2	FIELD ARREST DISAPPROVED	11/13/2018 12:58 PM CST	High

Recent Activities

SIDE BAR

Initial Report

My Cases (Active Count)

Evidence Review

Open Field Arrests

Arrests Pending Release

Forms For Review

Pending UCR Review

Incidents For Review

Quick Links

manage

Approve Incident Report

Charts

Daily Log by Time Category

Click **Save** when you are finished making changes, click **Restore Defaults** to reset your changes back to the default settings, or click **Go Back** to return to the **Home Page**.

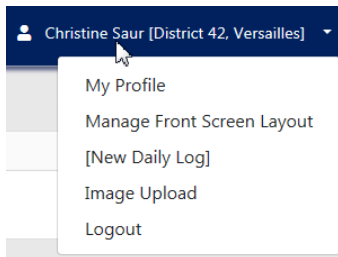
Go Back Restore Defaults Save

For more information on accessing the **Home Page** refer to "Home Page " on page 7.

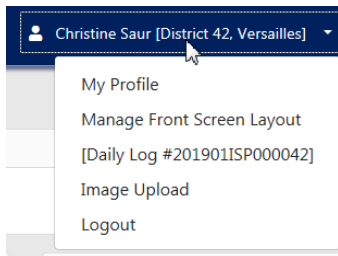
Daily Log

You can access your current Daily Log or create a new log if one doesn't already exist.

If a Daily Log has not yet been created, [New Daily Log] appears in the drop-down list. Click on that option to create a new log.



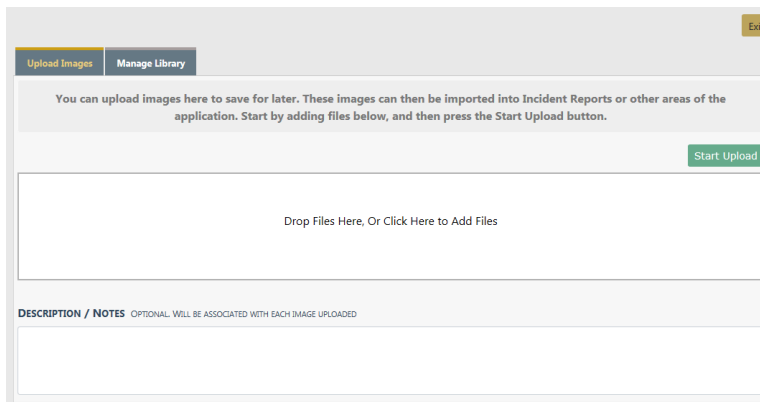
An existing Daily Log will appear in the drop-down list with a log number. Click on that option to open the existing log.



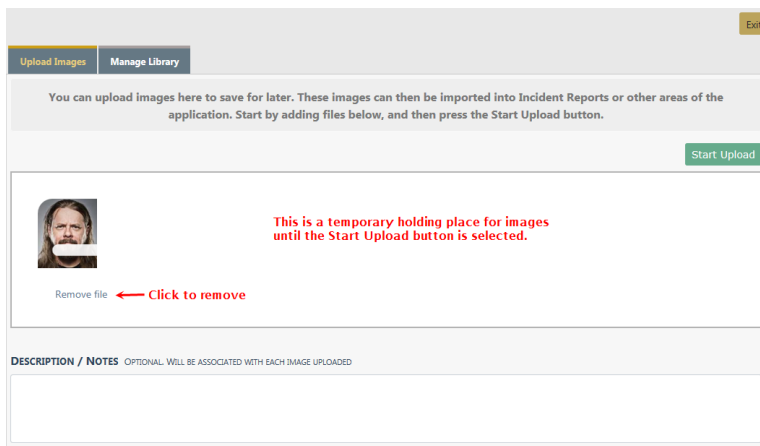
For more information on the Daily Log, refer to "Officer Daily Log" on page 295.

Image Upload

You can upload images then import into Incidents Reports or other areas of Online RMS later. Click on the *Image Upload* option to open the upload utility.



Either drag files from your source location and drop them into the temporary holding box provided, or click on *Click Here to Add Files* to open windows explorer. Chose one or multiple files to upload. Once the file appears in the box, you can click **Remove File** to discard it from the upload process if necessary. Enter Description/Notes if needed.



Once the images are uploaded you can download or delete them. Click on the *Manage Library* tab, select the image then either click the **Download Selected Images** or **Delete Selected Images** button.

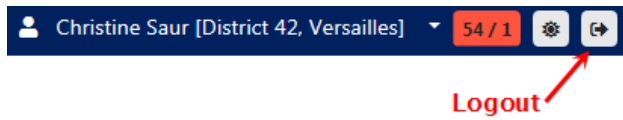


Select the **Exit** button to return to the previous screen.

Logout

The Logout option signs you out of Caliber Online RMS and returns you to the Login window.

Another option is to click the Logout icon on the right of the User Ribbon.





Once logged out, click the X on the upper right corner of the window to close.

Chapter 3. Attachments

Attachments Overview

Attachments are files that are accessed by other programs, such as a picture, document, spreadsheet, etc. These files are uploaded and saved to Caliber Online RMS modules that support attachments. For example, mugshot attachments could be uploaded and saved to person records, or mechanic hand-written quotes uploaded to Fleet Vehicle records.

Attachments appear in a grid, or columnar format.

Attachments Add Attachment				
Keyword	File Name	Description	Date of Info	Actions
Profile Picture	gift.jpg		11/27/2018	 

You can edit and delete attachments that were created by you. Users with administrator privileges have the ability to edit and delete attachments for any user.

Add Attachments

Several Caliber Online RMS modules support **Attachments**. Access the module and record that contains the **Attachment** you need to add. For example, to add an Attachment tied to a person, go to that person record and page down to the **Attachment** section, then follow the directions below.

Attachments Add Attachment				
Keyword	File Name	Description	Date of Info	Actions
Profile Picture	gift.jpg		11/27/2018	 

1. Click on the **Add Attachment** link to begin the upload process.

NOTE: Attachments are added to a temporary holding place or queue; you must then upload the files.

- a. **Drag** files to the **Queue** or click *Here* to add files from Windows Explorer.

Add Person Attachments Go Back

▼ Instructions Click to display instructions

You may use this to upload pdf,jpg,jpeg,bmp,png,doc,docx,xls,xlsx,txt,ppt,vsf,pptx files. Files must be no greater than **10 megabytes**.

You may upload a maximum of **10** files at once.

Once you have uploaded the files, you will be able to add descriptions / edit file names / etc..

Start Upload

Option 1: Drag and drop files into this box

Drop Files Here, Or Click Here to Add Files

Option 2: Click on the word Here to add files

- b. When all the files are in the **Queue**, click **Start Upload** button to add the attachments. Click on **Remove File** to remove from the Queue.

Add Person Attachments Go Back

▼ Instructions Click to display instructions

You may use this to upload pdf,jpg,jpeg,bmp,png,doc,docx,xls,xlsx,txt,ppt,vsf,pptx files. Files must be no greater than **10 megabytes**.

You may upload a maximum of **10** files at once.

Once you have uploaded the files, you will be able to add descriptions / edit file names / etc..

Start Upload

Remove file Click to remove the file in the queue

NOTE: To abandon the upload process and return to the previous window click the **Go Back** button.

- c. Modify the attachment details when the following dialog window appears.

Save & Close All

TYPE OF ATTACHMENT Image

KEYWORD Image

FILE NAME PersonAlertsCaution.png

DATE OF INFO 03/12/2019

DESCRIPTION

Save & Close


Save & Close All

- d. Click **Save & Close** to save each attachment individually, or click **Save & Close All** to save all of them at once.
- e. The attachments then appear in the **Attachments** grid. You can view additional information, download, edit, or delete the attachment.

NOTE: Up to ten (10) items or a maximum of 10 megabytes of data can be uploaded at one time.

Edit Attachments

Several Caliber Online RMS modules support **Attachments**. Access the module and record that contains the **Attachment** you need to update. For example, to update an Attachment tied to a person, go to that record and page down to the **Attachment** section, then follow the directions below.

1. Click the edit  icon on the record you need to update.

Attachments				
Keyword	File Name	Description	Date of Info	Actions
Profile Picture	gift.jpg		11/27/2018	
PDF	DetailedAssessmentOfTheTire.txt		11/28/2018	

NOTE: You cannot update attachments created by another user.

2. Make the necessary updates in the **Edit** window.

NOTE: The content of the **Edit** window will vary by module and file type. The **Edit Person Attachment** is used for illustration purposes.

Edit Person Attachment

Go Back

ATTACHMENT TYPE

Person Image

KEYWORD

Image

FILE NAME

gift.jpg

DESCRIPTION

PHOTO TYPE

Profile Picture

PRIMARY IMAGE

Click on information bubble for additional information

Green designates primary image. Click to disable.

PHYSICAL DESCRIPTION

Height: 6' 00"; Date Of Info: 10/31/2018;

DATE OF INFO

11/27/2018


Update








NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

3. Click **Update** to update the record, or click **Go Back** to return to the previous window without saving.

Delete Attachments

Several Caliber Online RMS modules support **Attachments**. Access the module and record that contains the **Attachment** you need to delete. For example, to delete an **Attachment** tied to a person, go to that record and page down to the **Attachment** section, then follow the directions below.

1. Click the delete icon  on the record you want to delete.

Attachments				
Keyword	File Name	Description	Date of Info	Actions
Profile Picture	gift.jpg	Click to view additional info	11/27/2018	  
PDF	DetailedAssessmentOfTheTire.txt	 Download	11/28/2018	  

NOTE: You cannot delete attachments created by another user.

2. A confirmation window appears. Click **Yes** to delete or **No** to return to the previous window without deleting.


Message From RMS

Are You Sure

No Yes

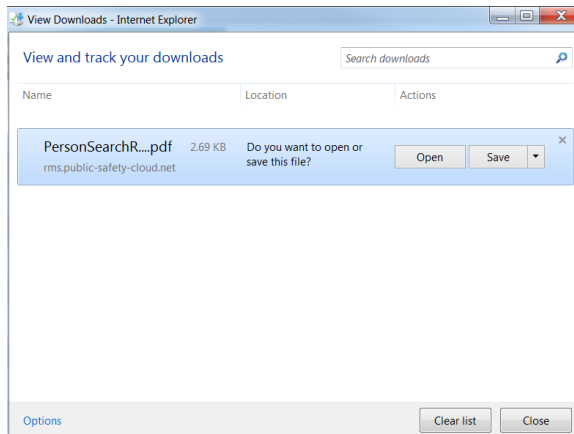
Download Attachments

Several Caliber Online RMS modules support **Attachments**. Access the module and record that contains the **Attachment** you want to download. For example, to download an **Attachment** tied to a person, go to that record and page down to the **Attachment** section, then follow the directions below.

1. Click the download  icon on the record you want to download.

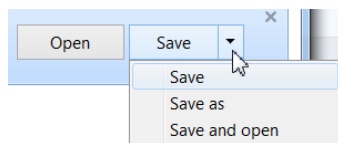
Keyword	File Name	Description	Date of Info	Actions
Profile Picture	gift.jpg		11/27/2018	
PDF	DetailedAssessmentOfTheTire.txt		11/28/2018	

2. A window appears at the bottom of your screen asking if you want to **Open**, **Save**, or **Cancel**.



- Click **Open** to view the Attachment.
- Click **Save** to save the Attachment to the Download folder on your computer

OR click the **down arrow** for additional **Save** options.



- Click **Cancel** to exit the download request.

Chapter 4. Master Indices

Master Indices Overview

Master Indices are centralized pieces of data that are accessed from different modules of the system for consistency. Each index is represented only once, such as a person, an address, a vehicle, etc. For example, all modules of Caliber Online RMS access the same person information for Joe Smith with SSN 123-12-1234 and the same vehicle information for VIN ABC1235223DE45455.

The following are considered **Master Indices**:

- Person

The **Master Person Index** stores identifying information for persons. Composite sketches and unlimited number of images can be attached, and person records can be linked to appropriate incident, arrests, and other system modules.

- Address

The **Master Address Index** stores address information. If a geo-file is available, the address can be validated and geo-coded (latitude and longitude values included).

- Organization

The **Master Organization Index** stores information about the organizations with which the department comes into contact. Each organization in the index can have multiple emergency contacts associated with it and can be linked to incidents, patrols, security alarms, standard operating procedures, and other system modules.

- Vehicle

The **Master Vehicle Index** tracks a vehicle's history with the department and has the ability to link a vehicle to incidents, name, businesses, stolen vehicle history, citations, evidence, and other system modules.

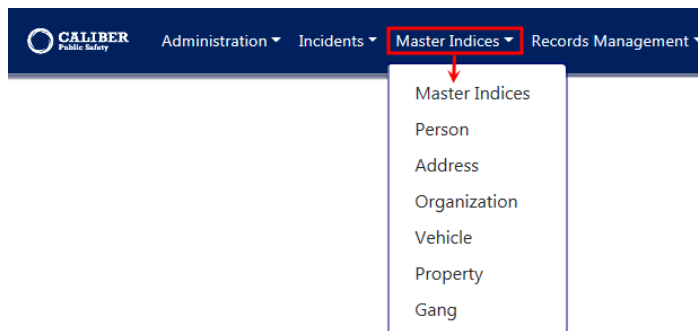
- Property

The **Master Property Index** tracks stolen, lost, and recovered property. It also stores descriptive information including property disposition and associated incident and person data. Media files and documents can be attached to the Master Property Index record. Property data is easily transferred to evidence, and property owner information is stored in the Master Person Index.

- Gang

The **Master Gang Index** stores information about street gangs with which the department comes into contact.

Master Indices are accessible, with appropriate permissions, by selecting the **Master Indices** button on the top navigation bar. The down arrow on the right of the button indicates additional menu options are available. Click on the **Master Indices** button to display menu options.



Each Index on the list contains additional information that pertain to that Index. For example, *Person* includes gender, race, date of birth, hair and eye color, ethnicity, etc.; *Vehicle* includes the vehicle model, color, VIN, etc.

You can update and print records, but you cannot delete them. **Master Index** records also provide Total Involvements of the record within Caliber Online RMS, Common Event Associations, and the ability to create a Subscription that notifies you when a particular record is accessed, updated, and/or associated to a module within RMS. You can also use **SmartSearch** in the person section for locating person involvement in incidents across all counties in the Caliber Online RMS system within your agency's state.

The standard configuration imposes a *100 hour edit lock rule* for all **Master Indices**. This means that the user adding the initial primary information has up to 100 hours to fix any errors but it cannot be edited by another user. Examples of primary information include an incorrect date of birth, social security number, street spelling, vehicle year, VIN, organization spelling, and gang spelling. You cannot edit primary information after 100 hours unless your administrator has given you access to do so, but you can add additional information at any time.

NOTE: The exceptions to this rule are Sex, Race, and Ethnicity. Updates to these fields are allowed if the previously selected value was *Unknown*, and your administrator has given you the *Master Indices - Add Missing Person Info Past Lock Hours* permission. Refer to your administrator for more information.

A *Search* window appears when you click on any one the of menu items. You must search for a particular record, or groups of records, to narrow the search results. You can export the search results to a file. For more information on searching, refer to "Viewing Master Records" on page 50.

Deleting Master Index records

You cannot delete **Master Index** records, only edit and collapse them.

Master Index Security

User access to master index data in Caliber Online RMS is controlled by **Master Index Security**, a hierarchical design where **Level 1** is the lowest and **Level 3** is the highest security. The Security Level exists on every master index record, and on each user account, to control data access. The **Master Index Security** applies to all master indices: Person, Address, Organization, Vehicle, Property, and Gang.

Master Indices Security Levels

SECURITY LEVEL	
Level 1 - Access to all Data	
Level 2 - Conditional Access to Data	
Level 3 - No Access to Data	

- **Level 1**
 - No security restrictions to the master index record.
 - The default level for new master indices records.
- **Level 2**
 - Conditional security in place to restrict viewing of involvement data from the indices summary page.
- **Level 3**
 - Restrict viewing of the master indices in searches and displaying on event records.

User Account Index Security Levels

INDEX SECURITY	
Level 1 - Access to all Data	
Level 2 - Conditional Access to Data	
Level 3 - No Access to Data	

- **Level 1**
 - View full details of master index records having **Security Level 1**.

- Only view the indices demographic information for master indices records having **Security Level 2**.
- And, Not see master indices records that have **Security Level 3**.
- The default level for all new user accounts.
- **Level 2**
 - View the full details for master indices records having **Security Level 1**.
 - View the details for master indices records having **Security Level 2**.
 - And, Not see master indices records that have **Security Level 3**.
- **Level 3**
 - View the full details for master indices records having **Security Level 1**.
 - View the full details for master indices records having **Security Level 2**.
 - And, view the full details for master indices records having **Security Level 3**.

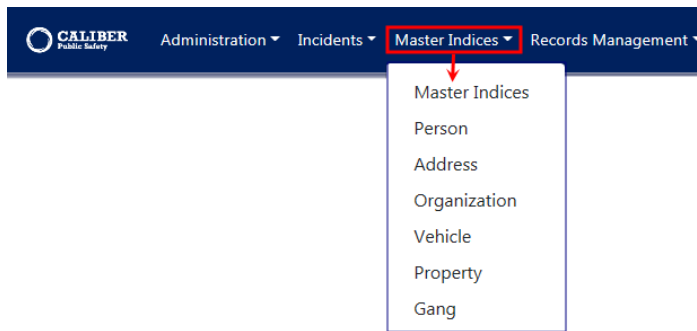
Viewing Master Records

The first step in viewing master index records is to search for and select specific records.

You can search any of the **Master Indices** at any time. Generally, searches are done to identify existing records when creating an Incident report or using another module within the application. If the record already exists, copy the information directly into the Incident report or other module. It is highly recommended you review the existing information prior to using it. This will give you the opportunity to update or add additional information if it is available. If an existing record is not available, you can, with proper premissions, create the master record directly from the module in which you are working.

NOTE: You can search and view Master Person or Vehicle records that were created on specific dates or by specific users.

Master Indices are accessible, with appropriate permissions, by selecting the **Master Indices** button on the top navigation bar. For more information on accessing the **Master Indices** button, refer to "Master Indices Overview" on page 47.



A *Search* window appears when you click on any one the of menu items. Each menu item considered a tab in the *Search* window. Choosing Master Indices or Person takes you to the Person tab of the *Search* window, choosing Address takes you to the Address tab, choosing Vehicle takes you to the Vehicle tab, etc.

A screenshot of the Caliber Public Safety Search window. At the top, there are tabs for Person, Address, Organization, Vehicle, Property, and Gang. A red arrow points to the 'Person' tab with the text 'Six tabs'. Below the tabs is a search form with various fields: LAST NAME, FIRST NAME, MIDDLE NAME, TITLE, DOB, AGE, RACE, SEX, DRIVERS LICENSE, DRIVERS LICENSE STATE, NAME TYPE, CREATOR, CREATION DATE FROM, CREATION DATE TO, PHONETIC, SOUNDEX, STATEWIDE SEARCH, and SEARCH PREFERENCE. The 'SEARCH' button is highlighted in blue.

Person Search instructions are provided, though the same general process is used when searching for Person, Address, Organization, Vehicle, Property, or Gang.

Person Search

Searching can be done with full or partial text in any of the fields, and **Additional Search Criteria** can be added using the drop down list at the bottom of the page. Searching with less information will yield more results. If too many results are displayed you can click on **Refine Search** button on the top right of the *Search Results* window to add or change your search criteria.

Mug Shot Search - By Physical Description Add Person

Person Address Organization Vehicle Property **Gang** ← Six tabs

LAST NAME FIRST NAME MIDDLE NAME

TITLE DOB AGE

RACE SEX INDEX ID

DRIVERS LICENSE DRIVERS LICENSE STATE SSN

NAME TYPE CREATOR

CREATION DATE FROM CREATION DATE TO

PHONETIC SOUNDEX STATEWIDE SEARCH SEARCH PREFERENCE

ALL ANY

ADDITIONAL SEARCH CRITERIA

- Select -

Search External Systems

Go Back Reset Search

CREATION DATE FROM CREATION DATE TO

PHONETIC SOUNDEX STATEWIDE SEARCH

ADDITIONAL SEARCH CRITERIA


- Select -

- Physical Description
- Birthplace/Citizenship
- Miscellaneous ID
- SMT
- Address
- Phones
- Vehicles
- Cautions
- Combo

Go Back Reset Search

©2018 Colossus, Incorporated d/b/a InterAct Public Safety Systems. ** For Official Use Only. Information it contributes to the Online RMS including but not limited to, the accuracy of the information it contributes to the Online RMS.




Tip: Choose **Cautions** from the **Additional Search Criteria** drop down to search person records by **Caution Code**.

Every master record will be assigned an Index ID number by Caliber Online RMS when it is created. Click on the **Index ID** or the **Last Name** in the *Search Results* window to open the *View Person Details* window to view a specific record. Select the edit icon  on the *Search Results* page to update a record.

Refine Search New Search Add Person Online RMS Statewide Search

Q Person Search Results

3 / 3

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
▲ JONES	WILLIAM			M	H	03/03/1965		oln123456	Alias	396	
▲ JONES	WILLIAMS			M	H	03/03/1965		oln123456	Primary Name	396	
▲ JONES	WILLIAMTWO			M	H	03/03/1965		oln123456	Alias	396	

Refine Search New Search


View Person Details contains three tabs with additional information about that index record, and on the right side of the screen is a summary of all associations to the master index record. Next to each association is a total count hyperlink. Click on the total count hyperlink to go directly to that list under the Summary tab.

NOTE: Select the **Update Details** button on the top right to switch to Update mode.

Person Search / Person Search Results / View Person Details (JONES, WILLIAMS)

Go Back Print Report Visualization Tool Create Photo Lineup Update Details Manage Subscription

Person Details Person Summary Index Summary **Three tabs**

 (2/2)
09/12/2012

Audit: Off

INDEX ID
396

LAST NAME	FIRST NAME	MIDDLE NAME
JONES	WILLIAMS	
TITLE	DOB	SSN
	03/03/1965	
SEX	RACE	ETHNICITY
Male	Hispanic	Not Hispanic or Latino
DRIVERS LICENSE	DRIVERS LICENSE STATE	
OLN123456	Alaska	
RESIDENCE PHONE	CELL PHONE	RESIDENCE ADDRESS
--	--	126 North 750 West IN

Caution Codes

Code	Comments	Start Date	Expiration Date	Next Review Date	Date Of Info
Assaultive/Combative		08/03/2017			08/03/2017

Aliases

Total Involvements

Incidents	08/15/2017	21
FieldArrest	08/03/2017	20
CourtPapers	01/20/2015	1
CustomForms	04/10/2014	8

Incident By Role

Arrestee	3
Offender	9
Victim	10
Other	2

Common Event Associations

Address	14
Gang	55
Organization	4

The right side of the screen summarizes the associations to this person throughout Online RMS. The total count displays on the right of each entry.

Click on the count to view records

Person Details Person Summary Index Summary

Go Back Print Report Visualization Tool Create Photo Lineup Update Details Manage Subscription

Total Involvements

Incidents	08/15/2017	21
FieldArrest	08/03/2017	20
CourtPapers	01/20/2015	1
CustomForms	04/10/2014	8

Incident By Role

Arrestee	3
Offender	9
Victim	10
Other	2

Common Event Associations

Address	14
Gang	55
Organization	4
Person	25
Property	1
Vehicle	3

User Subscriptions

Access	3
Associate	2
Update	2

By Offense Category

Property	9
Person	5
Vehicle	8
Society	5
Drug	2


By Incident Status

Initial Report	12
Approved Report	9

Involved Incidents

Exempt	Report#	Agency	Status	Offense(s)	Involved Role	Date
<input type="checkbox"/>	2017D4210119	District 42, Versailles	Approved Report	35-43-2-1 B08 BURGLARY- BUILDING	Arrestee.Suspect / Offender	08/15/2017
<input type="checkbox"/>	2017D4210117	District 42, Versailles	Initial Report	35-43-2-2 C04 CRIMINAL TRESPASS- RESIDENCE/DWELLING	Arrestee.Suspect / Offender	08/11/2017
<input type="checkbox"/>	0012416	All Other	Pending Approval	35-42-2-1.5 BATTERY- AGGRAVATED	Victim	07/06/2015

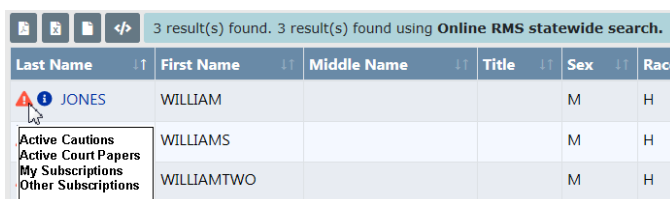
The Summary tab also summarizes the associations on the top portion of the tab. Click on the total count hyperlink to go directly to a list of those records. This functionality

If you search the **Master Indices** from within a module (Incident Report, for example), a select icon  appears that allows you to select and use the record easily. It is highly recommended you review the existing

information prior to using it. This gives you the opportunity to update or add additional information if it is available.

Person Active Alerts

A red *Alert Icon*, that appears next to the person's name in the *Person Search Results* window, indicates there are **Active Alerts** on that person. Hover your mouse over the *Alert Icon* to view a summary of the all the active alerts, or click on the *Alert Icon* to open details of all active alerts in a pop-up window.



Last Name	First Name	Middle Name	Title	Sex	Race
JONES	WILLIAM			M	H
	WILLIAMS			M	H
	WILLIAMTWO			M	H

A blue *Information Bubble*, that appears to the left of the person's name, indicates a photo exists on that person's record. Hover your mouse over the bubble to view the image.



Last Name	First Name
WILLIAM	WILLIAM
WILLIAMS	WILLIAMS
WILLIAMTWO	WILLIAMTWO

There are various types of **Person Alerts**: Active Cautions, Active Warrants, Active Court Papers, Juvenile, etc.

If the person is a juvenile, an alert displays in red.

System administrators with appropriate permissions can create custom Caution Codes, Caution Categories, and assign Caution Category Roles, allowing administration of Caution Codes by specified user Roles and Categories. For example, you could have a specialized unit that keeps track of persons on probation, and only system administrators or users assigned to this Role can add, edit or delete these codes on person records.

Refer to your system administrator or *Caliber Online RMS Administration Guide* for details on administering Caution Codes.

View Mobile Person Results in Online RMS

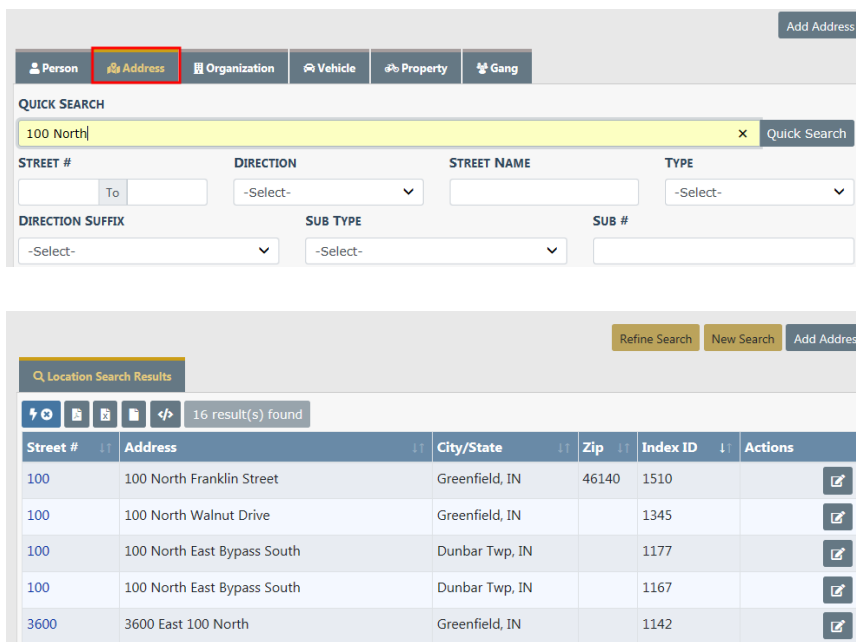
For agencies using both *Caliber Mobile* and *Online RMS*, person results that exist in *Caliber Mobile* within the last 24 hours are accessible on the Master Index Search page in *Online RMS* by a **Mobile Results Available** link prefixed by the number of results found.

Click on the **Mobile Results Available** link to display the *Mobile Results*.

One Line Master Address Search

The **One Line Master Address Search Field** returns all street addresses that match every typed word in the field. For example, *100 north* will return all master address records that contain the words *100* and *north*.

NOTE: You must use the individual address search files to search by city, state, zip code, county, or country.



QUICK SEARCH

100 North x Quick Search

STREET # To DIRECTION -Select- STREET NAME TYPE -Select-

DIRECTION SUFFIX SUB TYPE SUB #

-Select- -Select-

Refine Search New Search Add Address

Q Location Search Results

16 result(s) found

Street #	Address	City/State	Zip	Index ID	Actions
100	100 North Franklin Street	Greenfield, IN	46140	1510	
100	100 North Walnut Drive	Greenfield, IN		1345	
100	100 North East Bypass South	Dunbar Twp, IN		1177	
100	100 North East Bypass South	Dunbar Twp, IN		1167	
3600	3600 East 100 North	Greenfield, IN		1142	

Adding Person

After searching for a Master Person record, the *Person Search Results* screen either displays a list of names that match your search criteria, or it indicates no records are found. For more information about searching Master

Indices refer to "Viewing Master Records" on page 50.

To add a new person record, click the *Add Person* hyperlink to open the **Add Person** screen.

Starting with Caliber Online RMS 10.31.1, *Residence Address* and *Vehicle* are included on the **Add Person** screen. The system also checks for duplicate Master Person, Master Address, and Master Vehicle records automatically based on at least one of the following combinations per section:

Person Information

- Security Level
- *Last Name* and *First Name*
- *SSN*
- *Last Name*, *First name*, , and *DOB*
- *DL Number* and *DL State*

Note: *Sex* and *Race* are required, so you must also select values in these fields even though they are not criteria in the duplicate search process.

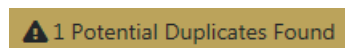
Residence Address

- *Street Number, Street Name, City, and State*

Vehicle

- *VIN*
- *License and State*

When the automatic duplicate search is complete, a message appears on the top right of each section, indicating whether or not possible duplicates are found.



For more information about duplicate auto searches, refer to the "Duplicate Record Search" on page 65 section.

You can add a person one of two ways:

- Manually enter the data in each section.
- Import from external systems, if applicable to your agency.

Manual Entry

Enter Person Information

Enter the person information. Caliber Online RMS checks for duplicates automatically, and it displays a message indicating whether or not duplicates exist. For more information about duplicate auto searches, refer to the "Duplicate Record Search" on page 65 section.

The **Security Level** field displays for users that have an **Index Security Level** greater than 1 defined on their user profile page. There are three levels that control data access: Level 1, Level 2, Level 3. Level 1 is the default security level for new master indices records and on all new user accounts.

SECURITY LEVEL
Level 1 - Access to all Data
Level 2 - Conditional Access to Data
Level 3 - No Access to Data

For more information on Master Index Security, refer to "Master Index Security" on page 49.

When entering the DOB, a verification message displays at the top of the form when the person is a Juvenile or is older than 100.

Person Search / Person Search Results / Add Person

Person Information

⚠ The subject you are entering is juvenile. Please check the date of birth to confirm accuracy. ✓ No Duplicates Found Go Back

LAST NAME FIRST NAME MIDDLE NAME

Poharcyk Robin

Add additional person and physical description information in the fields provided.

Enter Residence Address

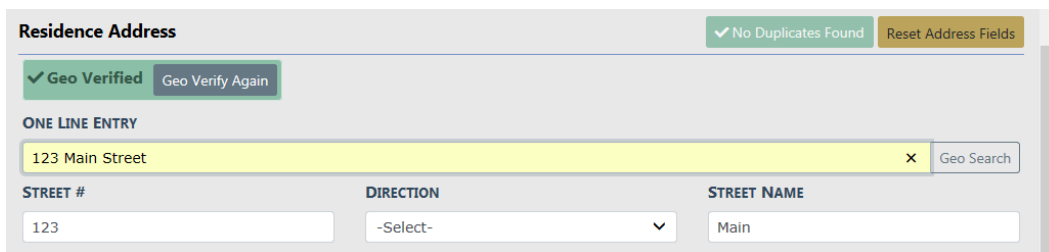
The first field *One Line Entry* can be used to type the entire address on one line and perform a **Geo Search** against Google Maps or you can add the Street #, Name, Type, and City, and State in the appropriate boxes, then click to **Geo Verify**. A green *Geo Verified* message appears on the top left of the *Residence Address* section when successfully verified.



The system imports the available information such as, County, Country, Latitude, Longitude, zip. Review the imported data for accuracy and add or update information as needed.

It is important that all addresses save with their corresponding coordinates as Caliber Online RMS uses the information when performing event mapping.

After entering address data, Caliber Online RMS checks the *Master Address Index* for duplicates automatically, and it displays a message indicating whether or not duplicates exist.



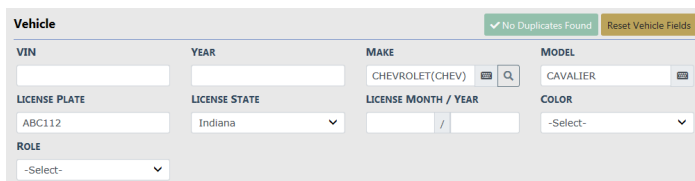
The screenshot shows the 'Residence Address' form. At the top right, there is a green status bar with '✓ No Duplicates Found' and a yellow 'Reset Address Fields' button. Below this is a green '✓ Geo Verified' button and a 'Geo Verify Again' button. The 'ONE LINE ENTRY' section contains a text field with '123 Main Street' and a 'Geo Search' button. Below this are three fields: 'STREET #' with '123', 'DIRECTION' with a '-Select-' dropdown, and 'STREET NAME' with 'Main'.

For more information about duplicate auto searches, refer to the "Duplicate Record Search" on page 65 section.

To reset, or blank-out, all the address fields click the **Reset Address Fields** button.

Enter Vehicle Information

After entering initial vehicle data, Caliber Online RMS checks the *Master Vehicle Index* for duplicates automatically, and it displays a message indicating whether or not duplicates exist.



The screenshot shows the 'Vehicle' form. At the top right, there is a green status bar with '✓ No Duplicates Found' and a yellow 'Reset Vehicle Fields' button. The form contains several fields: 'VIN', 'YEAR', 'MAKE' (with a dropdown showing 'CHEVROLET(CHEV)' and a search icon), 'MODEL' (with a dropdown showing 'CAVALIER' and a search icon), 'LICENSE PLATE' (with 'ABC112'), 'LICENSE STATE' (with a dropdown showing 'Indiana'), 'LICENSE MONTH / YEAR' (with a dropdown showing '/'), 'COLOR' (with a dropdown showing '-Select-'), and 'ROLE' (with a dropdown showing '-Select-').

For more information about duplicate auto searches, refer to the "Duplicate Record Search" on page 65 section.

Add additional vehicle information in the fields provided. You must select a **Role** before allowed to save the record.

To reset, or blank-out, all the vehicle fields click the *Reset Vehicle Fields* button.

Save Entry

After entering the necessary information, click the **Save** button on the bottom or top of the screen to save the entry and open the *Person Details* screen.

Person Details

Go Back Visualization Tool View Summary Subscribe

1 1 -Add-

INDEX ID
1135

SECURITY LEVEL
Level 1 - Access to all Data

LAST NAME
Leclaire

FIRST NAME
Christine

MIDDLE NAME

TITLE
-Select-

DOB
12/13/1989

SSN

SEX
Female

RACE
White

ETHNICITY
-Select-

DRIVERS LICENSE

DRIVERS LICENSE STATE
-Select-

RESIDENCE PHONE

CELL PHONE

RESIDENCE ADDRESS
LA PORTE, TX 77571

Go Back Save

No Images Available
Add Person Image

Caution Codes Add Caution Code

If you have appropriate permissions to add a **Caution Code** to a person record, click **Add Caution Code** to open the *Caution Code* window.

+ Add Caution Code

Caution Code

CAUTION CODE
Known drug user

DATE OF INFO
03/12/2019

START DATE
03/12/2019

EXPIRE DATE

NEXT REVIEW DATE

COMMENTS

Cancel Save

- Choose a **Caution Code** from the drop-down list.
- Enter the **Date of Info**.
- Enter the **Start Date**.
- Optionally enter the **Expiration Date**, **Next Review Date**, and **Comments**.

- Click **Save** to create an **Active Alert** on that person. A red *Alert Icon* appears next to the person's name in the *Person Search Results* window, indicating **Active Alerts**. Refer to "Viewing Master Records" on page 50 for details.

NOTE: The **Start Date** and **Expiration Date** determine whether a **Caution Code** is *Active*. If the current date falls within the range (or the **Expiration Date** is empty and the current date is after the **Start Date**), then the **Caution Code** is considered *Active*.

Apply any additional updates if needed, then click **Save**.

Import/Update Person Results from External Systems

Import New Person

If a person record does not exist in Caliber Online RMS, data from the external data source can be imported.

Caliber Mobile

For agencies using both *Caliber Mobile* and *Online RMS*, person results that exist in *Caliber Mobile* within the last 24 hours are accessible on the **Add Person** screen by clicking on the **Mobile Results Available** link that is also prefixed by the number of results found.

Click on the hand icon to select the record from the *Mobile Results* screen.

Statewide and InterDEX

For agencies having access to *Online RMS Statewide*, *InterDEX*, and other External Person Search interfaces, click on **InterDEX Search** results indicator on the *Person Search Results* page, or the **Statewide Search** results to view potential matches outside of the Caliber Online RMS for the person.

Person Search Results [Back] [Refine Search] [New Search] [Online RMS Statewide Search]

Search Results: **1 record(s) found. 1 results found using Online RMS statewide search.**
 Click one option to view potential person matches outside Online RMS

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
JONES	Albert	J		M	B			1234567	Primary Name	269	InterDex Search(2)

[Back] [Refine Search] [New Search] [Online RMS Statewide Search]

For *InterDex* search results, click on the option to **Import Record** to select from the available person demographic information from the external source to import.

Person Search Results [Back] [Refine Search] [New Search] [Online RMS Statewide Search]

Search Results: **InterDex Search X**

[Show Details](#) [Import Record](#)

Data Provider: Den Dup 3 - 1049
 First Name: ALBERT Last Name: JONES
 DOB: Booking Count: 2 Incident Count: 2

[Show Details](#) [Import Record](#)

Data Provider: Den Dup 3 - 1049
 First Name: ALBERT Last Name: JONES Middle Name: T
 DOB: SSN: Comments: AKA: JONES, ALBERT
 Booking Count: 3 Incident Count: 6 Photo Count: 1
 Vehicle Count: 1

[Back] [Refine Search] [New Search] [Online RMS Statewide Search]

For *Statewide* search results, click on the view icon in the *Actions* column to the right of the person you want to import.

Person Search Results [Back] [Refine Search] [New Search] [Local Search]

Search Results: **4 record(s) found. Highlighting indicates record is from a different county**

Country	Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
DPS Demo, TX	SMITH	ANTHONY			M	H				Primary Name	180	
DPS Demo, TX	SMITH	ANTHONY			F	H				Primary Name	180	

Click on the option to **Create Local Record** to select from the available person demographic information from the external source to import.

View State Person [Go Back] [Create Local Record](#)

Person Details

Creator Info: DPS Demo, TX - Deb Kull - Demo Police Agency

Last Name: SMITH First Name: ANTHONY Middle Name:
 DOB: Sex: Female Race: Hispanic
 SSN: Drivers License:
 Address: Phone: Cell Phone:
 Index Id: 180

Involved Incidents

Report #	Date	Role	Offense(s)	Reporting Officer	Agency
11-0003	06/14/2011	Victim	22990001: BURGLARY OF BUILDING - 30.02(C)(1) FS	Joe Friday	Demo Police Agency

After selecting one of the above search results options, the available person, address, vehicle, and image data then imports into the **Add Person** screen. The system then searches for duplicate Master Person, Master Address, and Master Vehicle data automatically. For more information about duplicate auto searches, refer to the "Duplicate Record Search" on page 65 section.

Add Person

Add Person


1 Potential Duplicates Found
1 mobile results available.

Last Name: Person First Name: Test Middle Name: N
 Title: Sex: Male DOB: 11/07/1979 Race: Black or African American Ethnicity: SSN: 123-45-6789
 DL #: CD111111 DL State: Colorado Residence Phone: Cell Phone:

Physical Description

Height: Feet: Inches Weight: 170 Pounds Eye Color: Brown
 Hair Color: Blond or Strawberry Facial Hair: Skin Color: Hair Length: Hair Style:
 Build: Glasses: Date Of Info:

Images to Import

Image	Person Image	Primary	Include
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Residence Address

Not Geo Verified [Geo Verify](#) **No Duplicates Found**

RMS has parsed 444 E 10th Ave Denver Colorado 80203 into the following fields. Please verify and change what you need. You can click reset address fields if you don't want to import an address

One Line: You can type an address here and press the Geo Search button to search the address for you [Geo Search](#) [Reset Address Fields](#)
 Street #: 444 Direction: East Street Name: 10th
 Street Type: Avenue Direction Suffix: Sub #: Zip: 80203
 City: Denver State: Colorado Country: Latitude: Longitude:
 Sub Type: Country: State: Zip: Latitude: Longitude:

Vehicle

No Duplicates Found

If you do not want to include this vehicle, click the Reset Vehicle Fields button.

[Reset Vehicle Fields](#)

VIN: 1BC0B1234FGH43273 Year: 1993 Make: CHEVROLET(CHEV) Model: S10 Blazer
 License: 123ABC State: New Jersey Lic Exp/Yr: 03 - 2004 Color: Green, Light
 Role: Owner

[Go Back](#) [Save](#)

Manually update data as needed.

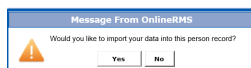
Click **Save** to create the applicable Master Index records or click **Go Back** to return to *Master Index Search*.

Update Person

If a matching person record exists in the Caliber Online RMS, data from the external data source can be added to the existing person record. Start by selecting the person from the duplicate search results dialog box.

Caliber Mobile

For updating persons coming from Mobile DIS returns, select the duplicate existing person record during the **Add Person** flow, then select **Yes** when asked if you would like to *import your data into the person record*.



For details on importing a person from Caliber Mobile refer to "Caliber Mobile" on page 61.

Statewide and InterDEX

For *Statewide*, *InterDEX*, and other External Search Sources, updates to add data from the external data source can be made directly from the *Edit Person* page. Select the **SmartSearch** link to view potential

matches from external data sources.

Person Search Results [Back](#) [Refine Search](#) [New Search](#) [Online RMS Statewide Search](#)

[Add Person](#) 1 record(s) found. 1 results found using [Online RMS statewide search](#).

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
JONES	Albert			M	B			1234567	Primary Name	269	Edit

[Back](#) [Refine Search](#) [New Search](#) [Online RMS Statewide Search](#)

Person Details [Visualization Tool](#) [Go Back](#) [Create Photo Lineup](#) [View Summary](#) [Subscribe](#)

[Add](#) [Edit](#) [Delete](#) [Duplicate](#) [InterDex Search](#) [SmartSearch \(2\)](#)

WARNING - Active Warrants Found Click SmartSearch then InterDex Search

Caution Codes - 3 Aliases - 1 Physical Descriptions - 1 Addresses - 2 Phones - 1 E-Mail - 1 SMs/Other Characteristics - 1 IDs - 1 Birth Place Relations Employment Gangs Vehicles Education Military Special Needs Languages Modus Operandi Permits Attachments - 1 Other Info

Person Details

Index ID: 269
Last Name: JONES
First Name: Albert
Middle Name:
Title:
Sex: Male
DOB:
SSN:
Race: Black or African American
Ethnicity: Hispanic or Latino
DL State:
Cell Phone:
Residence Phone:
Cell Phone:

Select **Update Record** to choose information from the external data source to add to the existing person record, including photo if available.

Person Details [Visualization Tool](#) [Go Back](#) [Create Photo Lineup](#) [View Summary](#) [Subscribe](#)

[Person Details](#) [InterDex Search](#) [SmartSearch](#)

[Show Details](#) [Update Record](#)

Data Provider: Den Dup 3 - ID#49
First Name: ALBERT
DOB:
Last Name: JONES
Middle Name:
SSN:
Booking Count: 2
Incident Count: 2

[Show Details](#) [Update Record](#)

Data Provider: Den Dup 3 - ID#49
First Name: ALBERT
DOB:
Last Name: JONES
Middle Name:
SSN:
Comments: AKA: JONES, ALBERT
Booking Count: 3
Vehicle Count: 1
Incident Count: 6
Photo Count: 1

Import Information Into Person Record [Go Back](#)

[Import Data](#) [Existing Person Data](#)

Please review the following information below and select what you would like to import. To see what currently exists on this person record, click the Existing Person Data tab to review. [Select All](#)

Physical Descriptions

Height: 5 Feet 11 Inches Weight: 220 lbs Eye Color: Brown
Hair Color: Brown Facial Hair: Skin Color: Hair Length: Hair Style: ☐ Include

Residence Address

☐ Not Geo Verified [Geo Verify](#) ☒ No Duplicates Found

RMS has parsed 1344 West 27th Street INDIANAPOLIS IN 46208 into the following fields. Please verify and change what you need. You can click reset address fields if you don't want to import an address.

One Line: You can type an address here and press the Geo Search button to search the address for you. [Geo Search](#) [Reset Address Fields](#)

Street #: 1344 Direction: West Street Name: 27th
Street Type: Street Direction Suffix: Sub #:
Sub Type: City: State: Zip:
Country: Country: Longitude:
Latitude:
[Save](#)

Duplicate Record Search

No Duplicates Found

If no duplicates are found, a green *No Duplicates Found* message appears on the top right of the section.



You may also create the *Master Address* and *Master Vehicle Index* records from the **Add Person** screen. Just as with person, the system checks for duplicate *Master Address* and *Master Vehicle Index* records automatically. If duplicates are found, click on the *Potential Duplicates Found* message that appears on the top right for details.

For more information on possible duplicates, refer to "Adding Person" on page 55.

Possible Duplicates

This section illustrates how to handle possible duplicates. This applies to the *Person*, *Residential Address* and *Vehicle* sections of the **Add Person** screen.


If duplicate records are found, a message appears on the top right of the section indicating the number of *Potential Duplicates Found*.



It is important that only one *Master Index* record exists per Person, Address, and Vehicle, as Caliber Online RMS references that same record throughout all modules of the system. For more information on the importance of Master Indices, refer to "Master Indices Overview" on page 47 .

Person Duplicates

Click on the *Potential Duplicates Found* message to display the list of duplicate records, to manually assess whether or not duplicates truly exist.

Potential Person Duplicates										
Index Id	Last Name	First Name	Middle Name	DOB	Race	Sex	SSN	Name Type	Other	Actions
396	JONES	WILLIAM		03/03/1965	Hispanic	Male		Alias	Residence Address: 126 North 750 West IN DL #: OLN123456 / AK	 Edit
View details										

With proper permissions you can view details or edit (update) the existing records that appear in the list instead of creating a new entry.

View Details

Details of the record appears when you click on the blue information bubble.

Index Id: 1077	First Name: Robin	Middle Name: --	DOB: --
Last Name: Poharcyk	Race: White	Ethnicity:	
Sex: Female	State:	SSN:	
DL #:	Cell Phone:		
Residence Phone:	Weight:	Eye Color:	
Email:	Complexion:	Citizenship:	
Address:			
Height:			
Hair Color:			
Place of Birth:			

No Image Present

Edit Record

You can update an existing record rather than create a new record, if appropriate. The *Details* screen appears after you select the **Edit** icon in the *Actions* column of the Potential Duplicates list.

Go Back Visualization Tool Create Photo Lineup View Summary Manage Subscription

Person Details

2/4 03/12/2012

INDEX ID 396

SECURITY LEVEL Level 1 - Access to all Data

LAST NAME JONES FIRST NAME WILLIAMS MIDDLE NAME

TITLE -Select- DOB 03/03/1965 SSN

SEX Male RACE White ETHNICITY Not Hispanic or Latino

DRIVERS LICENSE OLN123456 DRIVERS LICENSE STATE Alaska RESIDENCE ADDRESS 126 North 750 West IN

RESIDENCE PHONE CELL PHONE

Go Back Save

Make the necessary updates, then click **Save**, or click **Go Back** to return to the **Add Person** screen.

If you choose to click **Save** to create the record, even though potential duplicates are found, a screen appears asking you to select existing records as duplicates. Select duplicate records, or click the *I Don't Want to Select a Duplicate* button to create the record without selecting duplicates. You must enter the reason for the duplicate.

Potential Person Duplicates

Index Id	Last Name	First Name	Middle Name	DOB	Race	Sex	SSN	Name Type	Other	Actions
396	JONES	WILLIAM		03/03/1965	White	Male		Alias	Residence Address: 126 North 750 West IN DL #: OLN123456 / AK	

* If you don't want to select a duplicate, enter a reason and click the button below

I Don't Want to Select a Duplicate

Residence Address Duplicates

Enter the address information.

Residence Address ⚠️ 2 Potential Duplicates Found [Reset Address Fields](#)

✓ Geo Verified [Geo Verify Again](#)



ONE LINE ENTRY


You can type an address here and press the Geo Search button to search the address for you [Geo Search](#)


STREET #	DIRECTION	STREET NAME
1300	-Select-	Broadway
STREET TYPE	DIRECTION SUFFIX	
-Select-	-Select-	
SUB TYPE	SUB #	
-Select-		
CITY	STATE	ZIP
Denver	Colorado	80203 - 2104
COUNTY	COUNTRY	
-Select-	United States of America	
LATITUDE	LONGITUDE	
39.7377751	-104.9869158	

If potential duplicates are found, click on the *Potential Duplicates Found* message to display the list of duplicate records, to manually assess whether or not duplicates truly exist. With proper permissions you can view details or edit (update) the existing records that appear in the list instead of creating a new entry.

Residence Address Potential Duplicates

Index Id	Address	Geo Verified	Actions						
1655	1300 Broadway Denver, CO 80203	Yes	 						
<div><div><div>ADDRESS</div><div>1300 Broadway Denver, CO 80203</div><table><thead><tr><th>INDEX ID</th><th>LATITUDE</th><th>LONGITUDE</th></tr></thead><tbody><tr><td>1655</td><td>39.737775</td><td>-104.986915</td></tr></tbody></table></div><div><div>Cancel</div></div></div>				INDEX ID	LATITUDE	LONGITUDE	1655	39.737775	-104.986915
INDEX ID	LATITUDE	LONGITUDE							
1655	39.737775	-104.986915							

Optionally, click on or hover over the blue information bubble  to view additional information.

If one of the duplicates contains the address you need, select it instead of creating a new record by clicking on the Select icon  in the *Actions* column.

Optionally, click the **Reset Address Fields** button to clear the entered data.

Optionally, click the **Revert Selection** button on the upper left to remove the vehicle and redisplay vehicle fields

Residence Address ⚠️ 2 Potential Duplicates Found [Reset Address Fields](#)

[Revert Selection](#)

ADDRESS

1300 Broadway Denver, CO 80203

INDEX ID	LATITUDE	LONGITUDE
1655	39.737775	-104.986915

Residence Address ⚠ 2 Potential Duplicates Found Reset Address Fields

✓ Geo Verified Geo Verify Again

ONE LINE ENTRY

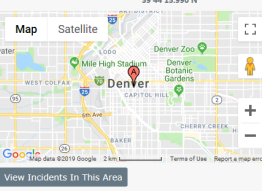
You can type an address here and press the Geo Search button to search the address for you Geo Search

STREET # 1300	DIRECTION -Select-	STREET NAME Broadway
STREET TYPE -Select-	DIRECTION SUFFIX -Select-	
SUB TYPE -Select-	SUB # 	
CITY Denver	STATE Colorado	ZIP 80203 - 2104
COUNTY -Select-	COUNTRY United States of America	
LATITUDE 39.7377751	LONGITUDE -104.9869158	

When selecting an existing record from the list, the system inserts the address map.

Geographical Information Geo Verify

REPORTING AREA -Select- **LATITUDE** 39.737775 **LONGITUDE** -104.986915
39 44 15.990 N 104 59 12.894 W



Go Back Save

Click the **Save** button.



Vehicle Duplicates

Click on the *Potential Duplicates Found* message to display the list of duplicate records, to manually assess whether or not duplicates truly exist. With proper permissions you can view details or edit (update) the existing records that appear in the list instead of creating a new entry.

Vehicle ⚠ 2 Potential Duplicates Found Reset Vehicle Fields

VIN abc123	YEAR 	MAKE 	MODEL
LICENSE PLATE 	LICENSE STATE -Select-	LICENSE MONTH / YEAR /	COLOR -Select-
ROLE -Select-			

Go Back Save

Optionally, click on the blue information bubble  to view additional information. If one of the duplicates contains the vehicle you need, select it instead of creating a new record by clicking on the Select icon  in the *Actions* column.

Potential Vehicle Duplicates							
Index Id	VIN	Year	Make	Model	License	State	Actions
355	ABC123	2017	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	ACCORD		AL	
745	abc123	2019	AUDI(AUDI)	A8	ANG123	PA	

Cancel

When selecting an existing record from the list, the system inserts the selected vehicle information. Select the **Role**.

Vehicle ⚠ 2 Potential Duplicates Found Reset Vehicle Fields

Revert Selection

YEAR 2019	VIN abc123	MAKE AUDI(AUDI)	MODEL A8	TYPE Automobile	STYLE Sedan, no. of doors unkno
LICENSE PLATE ANG123	LICENSE STATE PA	LICENSE MONTH / YEAR - / 2019	COLOR DBL	DATE OF INFO 02/01/2019 12:00:00 AM	INDEX ID 745

ROLE
Passenger

Go Back Save

Optionally, click the **Reset Vehicle Fields** button to clear the entered data.

Optionally, click the **Revert Selection** button on the upper left to remove the vehicle and redisplay vehicle fields.

Vehicle ⚠ 2 Potential Duplicates Found Reset Vehicle Fields

Revert Selection

VIN abc123	YEAR 2019	MAKE AUDI(AUDI)	MODEL A8
LICENSE PLATE ANG123	LICENSE STATE PA	LICENSE MONTH / YEAR - / 2019	COLOR DBL

ROLE
Passenger

Go Back Save

Click **Save**.

Adding Address

NOTE: When adding a new person, the address can be added as part of that process. For more information about adding a person, refer to "Adding Person" on page 55.

When an initial search of the database does not locate an existing address matching the search parameters, select the **Add Address** button to add the address. For more information about searching Master Indices refer to "Viewing Master Records" on page 50.

The top *Address Search* line can be used to type part or all of the address on one line and perform a **Geo Search** against Google Maps, or you can add the Street #, Direction, Street Name, Type, and City, and State in the appropriate boxes then click to **Geo Verify**.

NOTE: It is important that all addresses are saved with their corresponding coordinates as Caliber Online RMS uses the information when performing event mapping.

Address Information Go Back

SECURITY LEVEL
Level 1 - Access to all Data

ADDRESS SEARCH
123 Main Street Geo Search

STREET # **DIRECTION** **STREET NAME** **TYPE**
-Select- -Select- -Select- -Select-

DIRECTION SUFFIX **SUB TYPE** **SUB #**
-Select- -Select- -Select-

CITY **STATE** **ZIP**
-Select- -Select- -Select-

COUNTRY **COUNTRY**
-Select- United States of America

COMMENTS
-

Intersection
STREET # **DIRECTION** **STREET NAME** **TYPE**
-Select- -Select- -Select- -Select-

DIRECTION SUFFIX **DISTANCE**
-Select- -Select-

Geographical Information Geo Verify

REPORTING AREA **LATITUDE** **LONGITUDE**
-Select- -Select- -Select-

Go Back Save

Perform one-line address search above, or enter address into individual fields then click Geo Verify to verify the address.

The **Geo Search** returns either an exact address match along with a map showing a pin positioned on it and will fill in the Latitude and Longitude for the searched address, or possible address matches that you can select to use which fills in the Latitude and Longitude information. If the returned pin on the map is not in the exact location, you can move the pin by clicking on the map in the location that the pin should be positioned; this updates the Latitude and Longitude coordinates and you can select the **Use These Coordinates** link to save them to the record.

Geographical Information Geo Verify

REPORTING AREA -Select-

LATITUDE 44.293711
44 17 37.360 N

LONGITUDE -68.289209
68 17 21.152 W

Map **Satellite**

Exact Match Found
• 123 Main St, Northeast Harbor, ME 04662, USA (Exact Match Found)

Go Back Save

Once the correct **Geo Location** is selected and the coordinates are updated, verify the address information entered into each field. The address is saved based on the information entered into the bottom address information fields and NOT with the information in the address search field.

NOTE: Vehicle, Gang, and Organization information is added by using the same process; searching for an existing record first. If the record does not exist, select the add hyper-link.

Other Countries

When choosing a **County Code** other than the *United States*, the system does not validate or enforce **Zip Code** entry rules.

Address Information Go Back

SECURITY LEVEL
Level 1 - Access to all Data

ADDRESS SEARCH
Geo Search

STREET # -Select- **DIRECTION** -Select- **STREET NAME** -Select- **TYPE** -Select-

DIRECTION SUFFIX -Select- **SUB TYPE** -Select- **SUB #** -Select-

CITY -Select- **STATE** -Select- **ZIP** -Select-

COUNTRY -Select- **COUNTRY** Tunisia

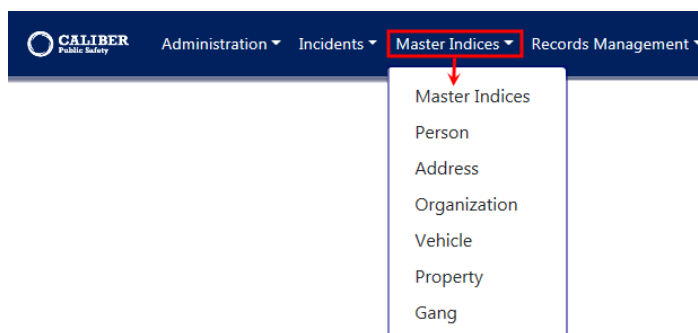
Duplicate Records

When attempting to enter a new person, address, organization, vehicle, property, or gang index record through the *Master Indices* menu, the system compares the entered data with existing records, and if a match between the two is found, an error message displays. If you continue creating the duplicate record, the system requires a reason as to why and the record is saved for later review.

NOTE: While the examples listed in this section reference Person, a similar process applies to all *Master Indices*.



For descriptive information on *Master Indices*, refer to "Master Indices Overview" on page 47.


For instructions on entering a new person or address record, refer to "Adding Person" on page 55 or "Adding Address" on page 69, respectively.



When entering a new Person record, a **Potential Duplicate Found** warning message appears if the system detects a match between the new record and an existing record.

Click on **Potential Duplicates Found** to view the existing records.

Potential Person Duplicates										
Index Id	Last Name	First Name	Middle Name	DOB	Race	Sex	SSN	Name Type	Other	Actions
1135	Leclaire	Christine		12/13/1989	White	Female		Primary Name	Residence Address: LA PORTE, TX 77571	
1081	LeClaire	Christine			White	Female		Primary Name	Residence Address: 15 West Howard Place, North Adams Denver, CO 80204-1111	

With appropriate permissions, you can edit the records on the list. Click the edit icon  that appears under the Actions column. Click **Close** to return to the Add Person screen.

If you choose to save the new record, click the **Save** button at the top or bottom of the Add Person screen to open a *Potential Person Duplicates* window.

If duplicate entries do exist for the same record they can be **Collapsed** together to create one record. Please contact your agency administrator if this function needs to be performed on the duplicate records.

Adding Photos

Adding the First Photo

1. Select the **Add Person Image** link on a *Master Person Index* record that does not yet have a photo.

Person Details

Go Back Visualization Tool View Summary Subscribe

1 1 1 -Add-

INDEX ID
1126

SECURITY LEVEL
Level 1 - Access to all Data

LAST NAME: Poharcyk FIRST NAME: Robin MIDDLE NAME: TITLE: -Select- DOB: 01/10/1910 SSN: SEX: Female RACE: White ETHNICITY: -Select- DRIVERS LICENSE: DRIVERS LICENSE STATE: -Select- RESIDENCE PHONE: CELL PHONE: RESIDENCE ADDRESS: 123 Main Street Mount Desert, ME 04662

Go Back Save

No Images Available
Add Person Image

Click to add the first photo

2. Follow the "Add Attachments" on page 41 instructions to add the new photo.

Adding Additional Photos

1. Page down and select the **Add Attachment** link.

Permits Add Permit

Attachments Add Attachment

2. Follow the "Add Attachments" on page 41 instructions to add the new photo.

Chapter 5. Photo Lineup

Photo Lineup Overview

The **Photo Lineup** module allows the agency to discover or confirm the identity of a suspect by displaying an array of photos of that person. Lineup images support multiple photo types such as mugshots, drivers license photos, etc., and you can mark an image as the primary image. The **Photo Lineup** module is included with the full subscription to Caliber Online RMS; however, the agency can contact Caliber Public Safety Support if they choose to disable this feature.

Access to *create, edit, view, or delete* a **Photo Lineup** is controlled by permissions set by your administrator. Refer to your administrator for more information.

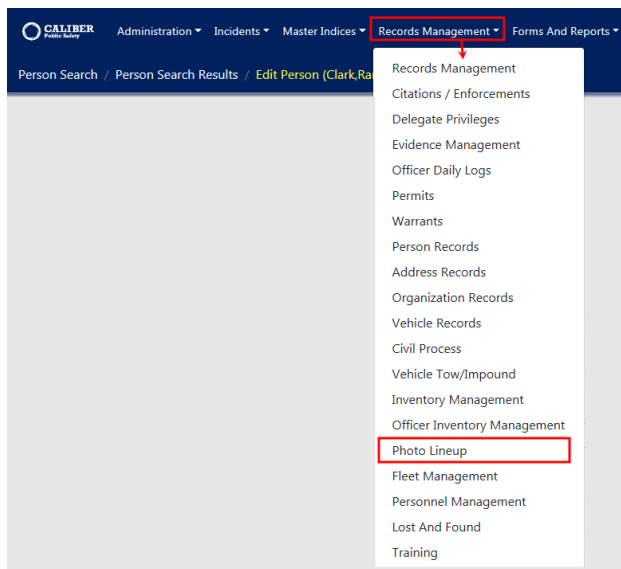
Access Points

The **Photo Lineup** module is accessed from three areas of Caliber Online RMS:

- Records Management Menu.
- View and Edit Person pages.
- Follow-up Case Management module.

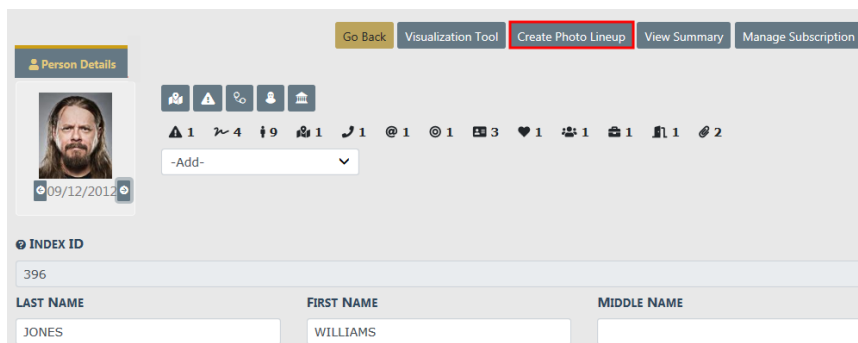
Records Management Menu

Access the **Photo Lineup** module from the **Records Management** menu.



View and Edit Person Pages

Search and select a person from the *Master Name Index* that has a person photo. For detailed instructions on how to search and access *Master Person* records refer to "Viewing Master Records" on page 50



If an image does not exist for that person, select *Add Person Photo*. For more information refer to "Adding Photos" on page 73.

Go Back Visualization Tool View Summary Subscribe

Person Details

1 1 1 -Add-

INDEX ID
1126

SECURITY LEVEL
Level 1 - Access to all Data

LAST NAME: Poharcyk FIRST NAME: Robin MIDDLE NAME:

TITLE: -Select- DOB: 01/10/1910 SSN:

SEX: Female RACE: White ETHNICITY: -Select-

DRIVERS LICENSE: -Select- DRIVERS LICENSE STATE: -Select-

RESIDENCE PHONE: - - - CELL PHONE: - - - RESIDENCE ADDRESS: 123 Main Street Mount Desert, ME 04662

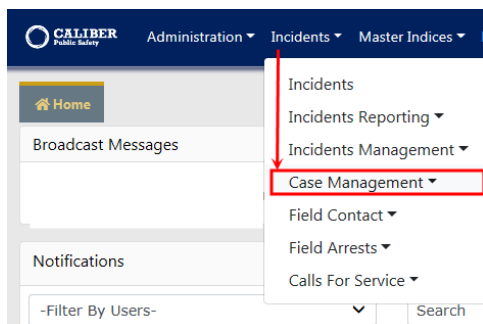
Go Back Save

No Images Available
Add Person Image

Click to add the first photo

Follow-up Case Management module.

Create a **Photo Lineup** from **Involved Names and Organizations** grid in the **Follow-up Case Management** module.



Open a Case, page down to the **Involved Names** section, then click on the Hand icon.

NOTE: For more information on accessing the **Case Management** module refer to "Case Management" on page 253.

Create Photo Lineup

Create a **Photo Lineup** from a *Master Person Index* record that already has an existing photo. If the person does not yet have a photo, one must be added. For instructions on adding an initial photo refer to "Adding Photos" on page 73.

1. Search and select a person from the *Master Name Index*. For instructions on searching for a person refer to "Viewing Master Records" on page 50.
2. Select the **Create Photo Lineup** button.

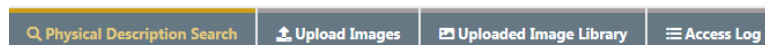
The screenshot shows the 'Person Details' page for a person with a photo and a date of 09/12/2012. The 'Create Photo Lineup' button is highlighted in red. Below the photo, there is a section for 'INDEX ID' with the value 396. Below that, there are three input fields for 'LAST NAME' (JONES), 'FIRST NAME' (WILLIAMS), and 'MIDDLE NAME'.

3. Select **Yes** to confirm the creation of the **Photo Lineup**.

The dialog box has a title 'Message From RMS' and a question 'Create Photo Lineup For This Person?'. At the bottom right, there are two buttons: 'No' and 'Yes'.

4. The **Photo Lineup** page appears.

- The left side of the window contains **Lineup** details such as the name, photo count, status, dates, lineup images, etc.
- The right side of the window contains tabs, with each tab serving a particular purpose.



- The primary person photo displays under *Suspect* on the left side of the page.
- A *Lineup* window displays a status of *Complete* or *Not Complete*. You can save your unfinished work and complete it another time.
- The **Photo Count** is the number of images that must be on a lineup as specified by the Agency.

Lineup

NAME

PHOTO COUNT

6

CREATED BY

Saur, Christine

DATE CREATED

03/12/2019 1100

COMPLETED

Not Complete

Go Back Save Complete

5. You must enter a Lineup **Name**.
6. Optionally, click on the **Search On Suspect Physical Description** drop-down menu to select the physical description information for the person image, to use for searching and finding similar images. After selecting from the list, search parameters will populate automatically based on your selection. Adjust the parameters as needed.

Or you can manually enter the search parameters without selecting from the drop-down list.

For example, if the search parameter displays *Large* you can change it to *Small*; or change it to *-Select-* if you do not want to include the build in your search.

Physical Description Search

SEARCH ON SUSPECT PHYSICAL DESCRIPTION

Height: 5'07" **Click in this field to display a list of items from which to choose**

HEIGHT FROM 5'05" **HEIGHT TO** 5'09" **WEIGHT** To

SEX Male **RACE** Hispanic **ETHNICITY** Not Hispanic or Latino

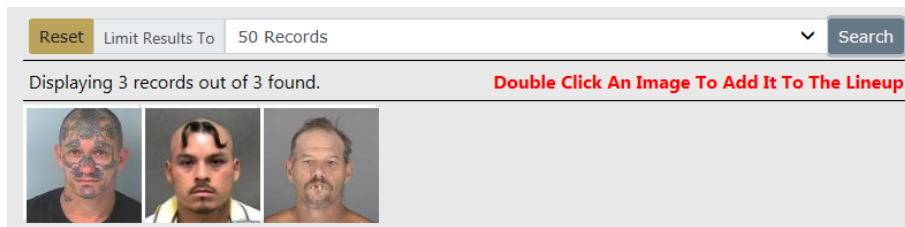
EYE COLOR Blue **SKIN COLOR** -Select- **BUILD** -Select-

HAIR COLOR -Select- **HAIR STYLE** -Select- **HAIR LENGTH** -Select-

7. Select the **Limit results to** drop down list to adjust the maximum number of photos in your search results as needed.

Limit Results To 50 Records

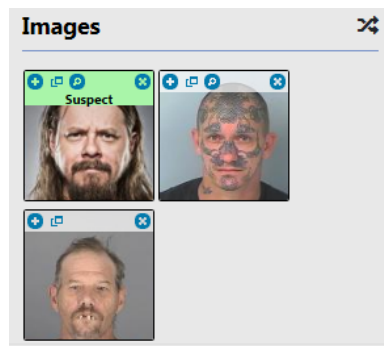
8. Select the **Search** button to find person photos in Caliber Online RMS that match your search criteria. The matching person photos appear on the bottom of the window.



9. You can either select from the displayed images for the **Lineup**, upload image files from your local or network drive, or both.

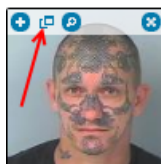
Select Displayed Images

- a. **Double click** on the displayed images you want to add to the lineup. The chosen images appear on the bottom left of the window under **Images**.



Upload Image File

- a. Select the **Upload Images** tab, and select the **Add Files** button or **Drag Files** to add photos from your local computer or network drive. For more information on uploading files, refer to "Add Attachments" on page 41.
 - b. Imported image files are added to **Images** automatically and saved in the **Uploaded Image Library** tab for future use.
10. Get additional photo information.
 - a. Click on the **Quick View** folder icon to open a **Person Quick View** tab containing details of that person.



Physical Description Search | Upload Images | Uploaded Image Library | Access Log | **Person Quick View** X

Person Details | Person Summary

Person Details

INDEX ID
351

LAST NAME Grill	FIRST NAME Edward	MIDDLE NAME R
TITLE	DOB 09/15/1986	SSN 635465163
SEX Male	RACE White	ETHNICITY Unknown
DL # G163516513251	DL STATE Illinois	
RESIDENCE PHONE 815-255-6262	CELL PHONE 309-848-4861	
RESIDENCE ADDRESS 123 West Olive Street Apartment #125 BLOOMINGTON, IL 61701		

Caution Codes

Code	Comments	Start Date	Expiration Date	Next Review Date	Date Of Info
Sex Offender - Regist.		03/12/2014	05/05/2015	03/14/2014	03/12/2014
Known drug user		11/05/2014	11/15/2014	11/25/2014	11/05/2014

Images




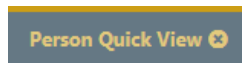
Image 1 of 2

09/06/2012

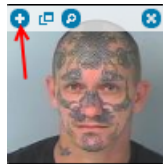
Total Involvements

Incidents	06/28/2017
Served Warrants	05/17/2015
Field Contacts	09/28/2012
Field Arrest	08/13/2015
Permits	
Court Papers	07/14/2014
Custom Forms	02/17/2014

Click on the X to close the tab, if you wish.



- b. Click on the + icon to view a larger image of the lineup photo.



- c. Click on the p icon to replace this image with another.



A *Select Image* window appears with images from which to choose.

11. If you wish to save your changes and finalize the **Lineup** later, click the **Save** button. The **Save** button changes from red to green.

Once saved, you may return to this **Lineup** to make additional changes until you finalize it by marking it as *Complete*.

12. Finalize the photo **Lineup**.

- When you are satisfied the **Lineup** is complete, click the **Complete** button to finalize.
- The status changes from *Not Complete* to *Complete*.

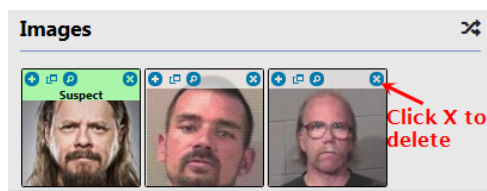
NOTE: The number of lineup images must match the **Photo Count** as specified by the Agency before the lineup can be completed.

13. Click the **Print** icon to the right of the **Complete** button to print the **Lineup**. For detailed instructions on how to print a photo lineup refer to "Print Photo Lineup" on page 85.
14. Click **Access Log** tab to view a log who accessed the lineup. For more information refer to "Access Log" on page 89.

Remove a Photo

You may want to remove a photo from the **Lineup** window or from the **Uploaded Image Library** tab.

1. Click the upper right **X** on the photos you want to remove from the **Lineup** window or from the **Uploaded Image Library** tab.



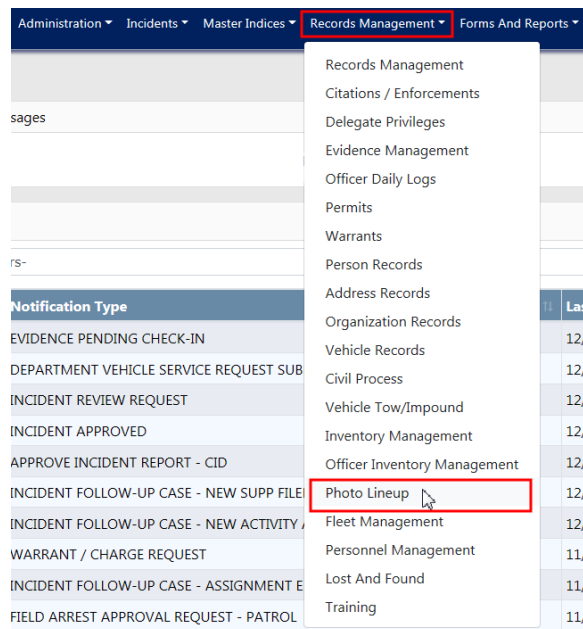
NOTE: Clicking the **X** removes the image immediately, without a confirmation window.

2. Click the **Save** button.

Search Lineups

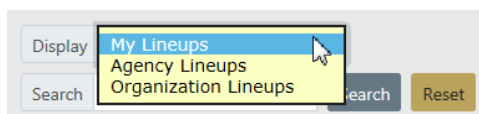
Search Lineups to *view, print, edit* or *delete* a lineup.

1. Select **Photo Lineup** from the **Records Management Menu**.



- Click the **Display** drop-down box to select the group of Lineups to search.

NOTE: User permissions set by the administrator determines what appears in this list. See your administrator for more information.



- The grid results will change based on the selected **Display** option.

Display	Agency Lineups	Go Back	Add Lineup	View Delete Log
Search	Search	Reset		
Lineup Name	Primary Suspect	Creator	Created Date	
20190124WJ	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/24/2019 1453	
	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/24/2019 1030	
	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/22/2019 1749	
Case #00000148CASE2018	Jackson-Smith, Henrietta	Simpson, Homer	12/03/2018 1056	
april lineup	AAPERSON, New	Simpson, Homer	04/17/2018 1148	

Display	My Lineups	Go Back	Add Lineup	View Delete Log
Search	Search	Reset		
Lineup Name	Primary Suspect	Creator	Created Date	
20190124WJ	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/24/2019 1453	
	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/24/2019 1030	
	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/22/2019 1749	

4. You can also enter text into the **Search** field then click the **Search Button** to display lineups where the Lineup Name contains the entered text.

The screenshot shows a search interface with a dropdown menu set to 'Organization Lineups'. Below it is a search bar containing '10.29' with a red border, and buttons for 'Search' and 'Reset'. To the right are buttons for 'Go Back', 'Add Lineup', and 'View Delete Log'. Below the search bar is a table with the following data:

Lineup Name	Primary Suspect	Creator	Created Date
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136


Click the **Reset** button to clear the entered Search text.

You can *print, view, edit, or delete* **Lineups** from the search results, providing your user account has the proper permissions to do so.

For more information on viewing, editing, or deleting **Lineups** refer to "View, Edit, Delete Lineups" on the next page

For more information on printing **Lineups** refer to "Print Photo Lineup" below.

Print Photo Lineup

The **Photo Lineup** can be printed from the **My Lineups** search results list, while viewing a Lineup, or while editing a Lineup by clicking on the Print icon .

1. Using one of the above methods, the **Print Options** window appears after clicking the Print icon.

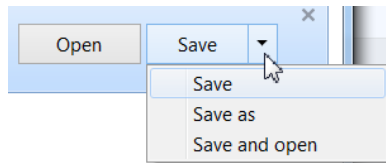
The screenshot shows a 'Print Options' window with the following options:

- ONE IMAGE PER PAGE? ☒
- INCLUDE SIGNATURE LINE? ☐
- INCLUDE IMAGE KEY? ☐

At the bottom are buttons for 'Cancel' and 'Run Report'.

2. Check all options that apply then click **Run Report**.
3. A window appears asking if you want to **Open, Save, or Cancel**.
 - Click **Open** to view the Lineup.
 - Click **Save** to save the Lineup to the Download folder on your computer

OR click the **down arrow** for additional **Save** options.



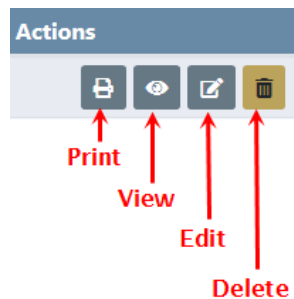
- Click **Cancel** to exit the download request.

View, Edit, Delete Lineups

You can *view*, *edit*, or *delete* **Lineups**, depending on your permissions set by your administrator. Refer to your administrator for more information.

1. **Search** for the **Photo Lineup** you want to *view*, *edit*, or *delete*. For details on searching refer to "Search Lineups" on page 83.

The icons listed under the **Actions** column of your search results indicate what is available to you, and it can differ by Lineup.

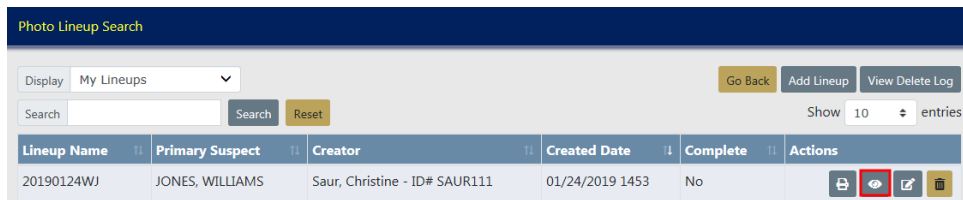


When an icon does not display, then that action is not available to you. For example, if you do not see the *Edit* icon, then you cannot edit that particular **Lineup**.

NOTE: Click the *Print* icon on the Lineup that appears in the search result grid, or print Lineups from other areas of the **Photo Lineup** module. For more information on printing refer to "Print Photo Lineup" on the previous page.

View

1. Click the *View* icon on the **Lineup** that appears in the search results grid.

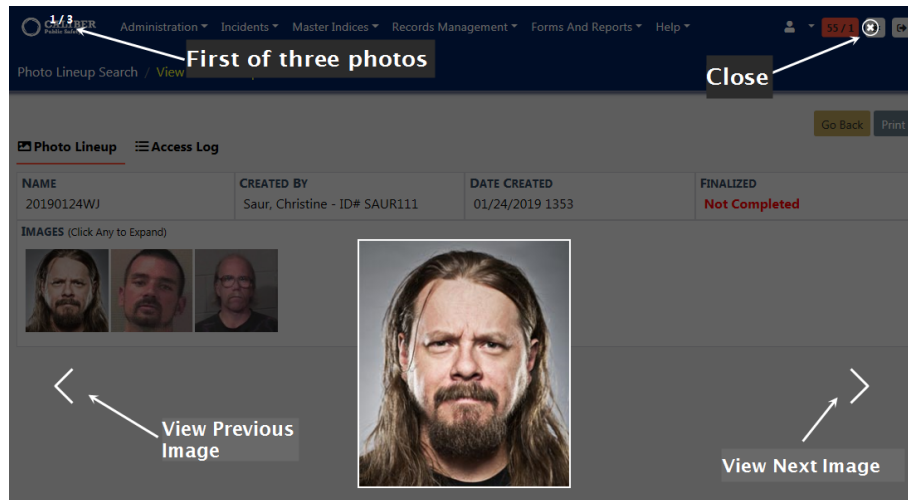


- The **Photo Lineup** contains photos, the date the **Lineup** was created, the person who created it, the current status, and an **Access Log** tab that tracks who *viewed* or *printed* the **Lineup**.



Enlarge an Image

Click on an image to enlarge it, then use the left and right arrows to view the other images, or click the upper right **X** to close it.



View the Access Log

Click on the **Access Log** tab to view who accessed the **Lineup**. For more information refer to "Access Log" on page 89.

Photo Lineup Search / View Photo Lineup

Go Back Print

Photo Lineup Access Log

NAME: 20190124WJ CREATED BY: Saur, Christine - ID# SAUR111 DATE CREATED: 01/24/2019 1353 FINALIZED: **Not Completed**

Show 10 entries Search:

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
View	01/28/2019 0929 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	01/24/2019 1515 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	01/24/2019 1353 HRS	CSAUR	Christine	Saur	District 42, Versailles

Showing 1 to 3 of 3 entries Previous 1 Next


Edit

- Click the *Edit* icon on the **Lineup** that appears in the search results grid.

Photo Lineup Search

Display: My Lineups Go Back Add Lineup View Delete Log

Search Search Reset Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
20190124WJ	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/24/2019 1453	No	

- Make the necessary changes to the **Lineup** page. *Editing* and *Creating Lineups* share the same functionality; therefore, refer to "Create Photo Lineup" on page 78 for more information.
- Click the **Save** button when finished.
- Click **Go Back** on the upper right of the window to return to the search results grid.


Delete

- Click the *Delete* icon on the **Lineup** that appears in the search results grid.

Photo Lineup Search

Display: My Lineups Go Back Add Lineup View Delete Log

Search Search Reset Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
20190124WJ	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/24/2019 1453	No	

- Enter the **Reason** for deleting the Lineup, then click **Delete**.

Delete Photo Lineup

Please enter reason to delete this Photo Lineup:

Created in error.

Cancel Delete

- Deleted **Lineups** are logged with high-level information such as the agency, suspect, the person who deleted them and why. Click the **View Delete Log** button to view a list of deleted **Lineups**. For more information refer to "Delete Log" on the next page.

Photo Lineup Search

Display My Lineups

Go Back Add Lineup View Delete Log

Search Search Reset

Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
-------------	-----------------	---------	--------------	----------	---------

Access Log

The **Photo Lineup** includes an **Access Log** that tracks who viewed, printed, and once finalized, who edited the **Lineup**. The **Access Log** is available when viewing and editing **Lineups**.

- Click on the **Access Log** tab to view the **Lineup** activity.

Photo Lineup Search / View Photo Lineup

Go Back Print

Photo Lineup Access Log

NAME 20190124WJ	CREATED BY Saur, Christine - ID# SAUR111	DATE CREATED 01/24/2019 1353	FINALIZED Not Completed
--------------------	---	---------------------------------	-----------------------------------

Show 10 entries Search:

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
View	01/28/2019 0929 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	01/24/2019 1515 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	01/24/2019 1353 HRS	CSAUR	Christine	Saur	District 42, Versailles

Showing 1 to 3 of 3 entries Previous 1 Next

The label **Finalized** contains the current status of the Phone Lineup:

- Not Completed* indicates the Lineup setup is still in progress and changes could yet occur.
- Completed* indicates the Lineup setup is complete and changes are not likely.

Enter text into the **Search** box to display only records that match that text. For example, to list only records that were printed, type *Print* in the **Search** box.

Photo Lineup Search / View Photo Lineup

Photo Lineup Access Log

Go Back Print

NAME 20190124WJ	CREATED BY Saur, Christine - ID# SAUR111	DATE CREATED 01/24/2019 1353	FINALIZED Not Completed
--------------------	---	---------------------------------	----------------------------

Show 10 entries

Search: print

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
---------------	------	---------------	------------	-----------	-------------

- Click the **Go Back** button to return to the **Search** results grid.

Delete Log

Deleted Lineups are logged and viewable. The log contains high-level information such as the agency, suspect, who deleted the Lineup and why, and the date it was removed.

- Click the **View Delete Log** to review deleted Lineups.

Photo Lineup Search

Display My Lineups

Go Back Add Lineup View Delete Log

Search Search Reset

Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
-------------	-----------------	---------	--------------	----------	---------

Photo Lineup Search / View Delete Log

Display Agency Lineups

Go Back

Search Search Reset

Show 10 entries

Lineup Name	Primary Suspect	Agency	Deleted By	Delete Date	Delete Comment
test	Potter, Harry 1	District 42, Versailles	Simpson, Homer	12/01/2017 1144	testing delete of "test"
20170731WJ	JONES, WILLIAMS	District 42, Versailles	Saur, Christine - ID# SAUR111	08/02/2017 1515	Duplicate Lineup.
	JONES, WILLIAMS	District 42, Versailles	Saur, Christine - ID# SAUR111	08/01/2017 0932	Duplicate
	JONES, WILLIAMS	District 42, Versailles	Saur, Christine - ID# SAUR111	08/01/2017 0932	Duplicate
my lineup again	N/A	District 42, Versailles	Simpson, Homer	05/10/2017 1257	asdfasdf
dmm 2	N/A	District 42, Versailles	McMillan, Dana - Patrol Officer, ID# DMM12345	05/10/2017 1115	deleting this lineup
delete primary image	N/A	District 42, Versailles	Simpson, Homer	11/18/2016 1044	asdf
delete other person image	N/A	District 42, Versailles	Simpson, Homer	11/18/2016 1044	asdf
DMM 2	Bundy, Al	District 42, Versailles	Simpson, Homer	11/18/2016 1044	asdf
DMM	A, A	District 42, Versailles	Simpson, Homer	11/18/2016 1044	asdf

Showing 1 to 10 of 12 entries

Previous 1 2 Next

- Enter text into the search box to display only records that match that text. For example, to list only records deleted by *Saur*, type *Saur* in the search box, then click the **Search** button.

Photo Lineup Search / [View Delete Log](#)

Display: Agency Lineups Go Back

Search: Search Reset Show 10 entries

Lineup Name	Primary Suspect	Agency	Deleted By	Delete Date	Delete Comment
20170731WJ	JONES, WILLIAMS	District 42, Versailles	Saur, Christine - ID# SAUR111	08/02/2017 1515	Duplicate Lineup.
	JONES, WILLIAMS	District 42, Versailles	Saur, Christine - ID# SAUR111	08/01/2017 0932	Duplicate
	JONES, WILLIAMS	District 42, Versailles	Saur, Christine - ID# SAUR111	08/01/2017 0932	Duplicate

Showing 1 to 3 of 3 entries

Previous 1 Next

3. Click the **Reset** button to remove the text from the search box, or click **Go Back** to return to the previous screen.

Chapter 6. Crime Visualization Tool

Crime Visualization Tool Overview

The **Crime Visualization Tool** displays connections, or network, between persons, vehicles, addresses, phones, and involvement in police-related events in a graphical format to identify complex relationships, which then improves the likelihood of solving more crimes. The **Crime Visualization Tool** produces a graph that is also known as the **Spider Chart** because of its web-like appearance.

The **Spider Chart** is made up of a network of associations that are connected: People, places, things, and events. The following **Network Associations** are currently supported:

People

- Vehicles
- Gangs
- Addresses
- Incidents
- Field Contacts
- Phone Numbers
- People (relationships)

Vehicles

- People
- Incidents
- Field Contacts

Gangs

- Field Contacts
- People
- Associated Gangs

Addresses

People

Incidents

Field Contacts

Phone Numbers

People

Field Contacts

People

Incidents

Gangs

Vehicles

Addresses

Incidents

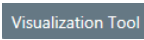
People

Vehicles

Addresses

Field Contacts

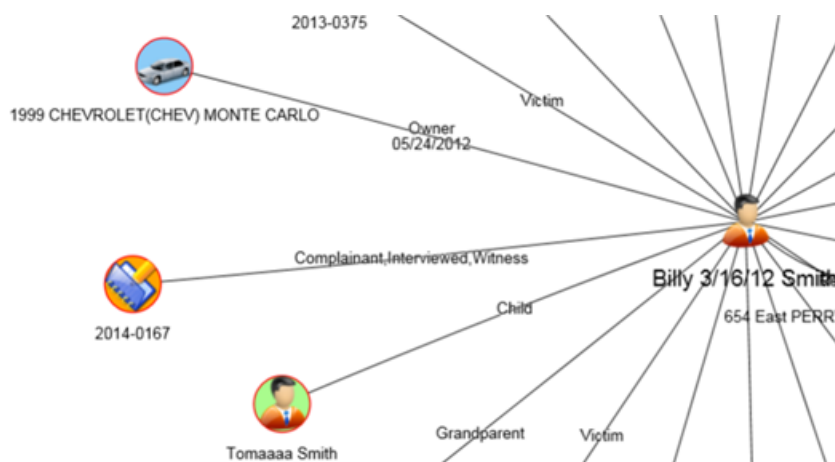
Spider Chart

The **Crime Visualization Tool** that generates the **Spider Chart** is accessible from various pages of Caliber Online RMS such as Incident Summary, Persons, etc., by clicking on the  button or other method, depending on the Caliber Online RMS page. For more information on accessing the **Crime Visualization Tool** refer to "Access Points" on page 101.

Below is an example of a **Spider Chart** generated from *Persons* for Billy Smith. Billy Smith appears in the center of the chart with connecting lines to each association, also known as **Element**.

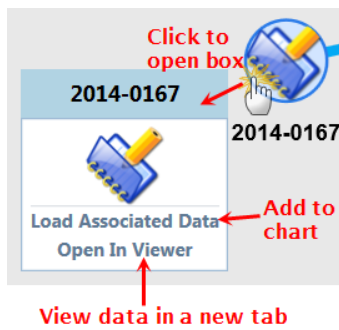


A closer view of the same chart shows the associated label to each **Element**, such as Grandparent, Victim, Child, etc.



Click on an **Element** to open a box containing links to either view the data in a new tab, or include all associations to that **Element** on the **Spider Chart**.

NOTE: Double Click on an **Element** to immediately open all associations to that **Element** on the **Spider Chart** without displaying the box.



Open in Viewer

Go Back

Center On Start

Configure Filters

Reset Filters

Network

2012-0341

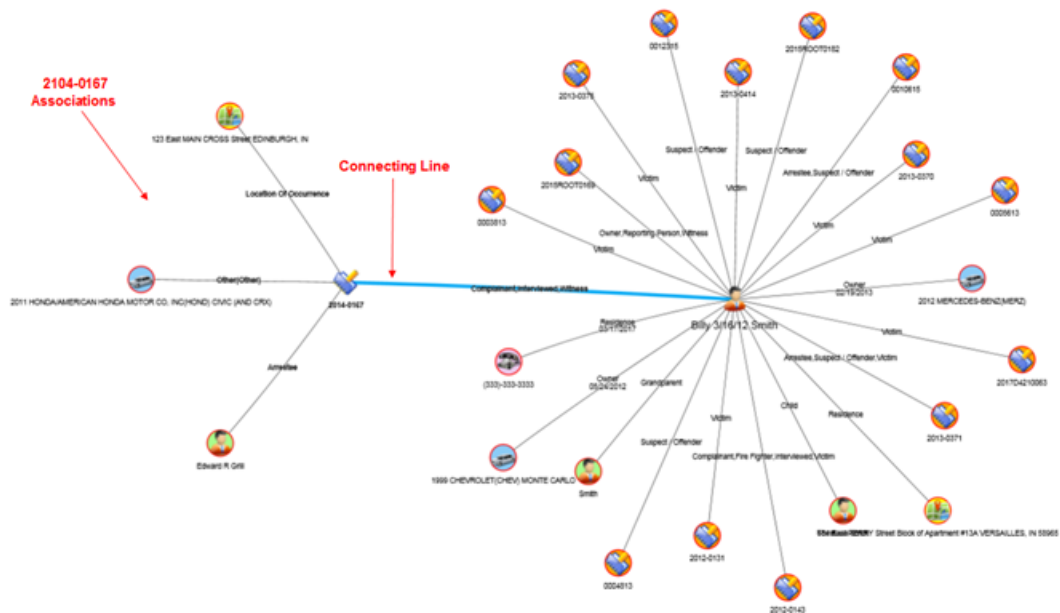
Incident

REPORT # 2014-0167	LOCATION 123 East MAIN CROSS Street EDINBURGH, IN	AGENCY District 16, Peru - GA
REPORTING AREA -	TYPES Burglary / Building	NIBRS CITY FRANKLIN
AGENCY OF OCCURRENCE District 16, Peru - GA	COUNTY Fulton County	REPORT DATE 04/14/2014 1018
OCCURRENCE DATE 04/14/2014 1018	TOWNSHIP	LOCATION REMARKS
DISPATCH DATE	ON SCENE DATE	CLEAR DATE
SUMMARY Media Report		

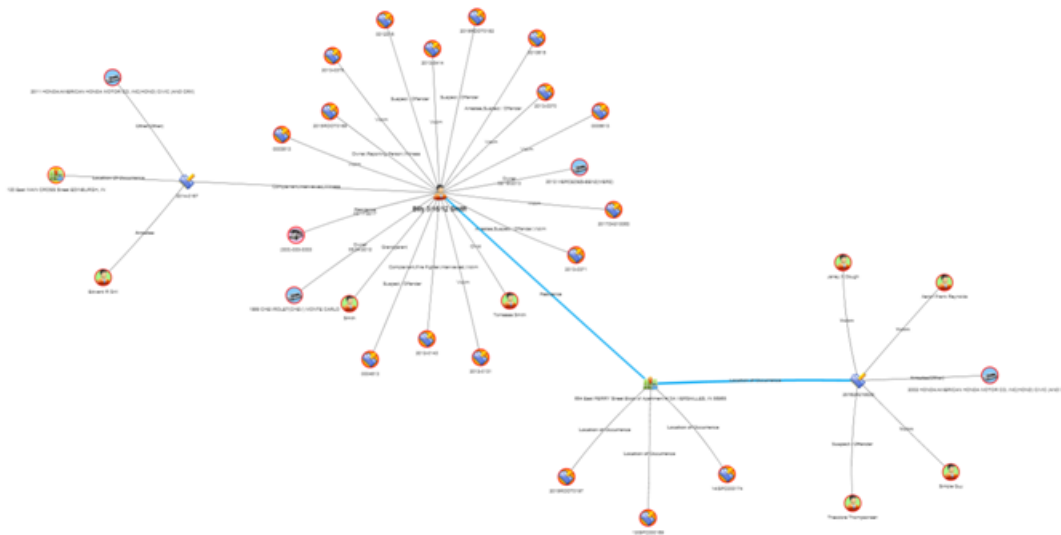
Supplements

Status	Responsible User	Security Level	Date Created	Date Approved	Approving User	Supp #

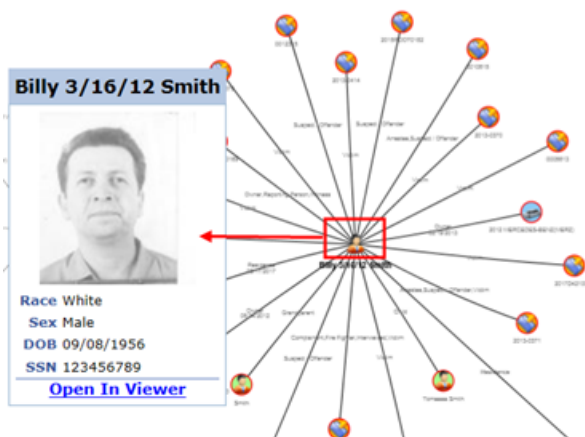
Load Associated Data



Open and expand associations to multiple **Elements**, and at multiple levels.



The record from which you accessed the **Crime Visualization Tool** displays as the center **Element** in the **Spider Chart**. The above chart generated from *Persons* for Billy Smith. Click on the *Billy Smith* **Element** to display a box with a link to additional information, then click **Open in Viewer** to display details of *Bill Smith* in a new tab.



Person Search / Person Search Results / Edit Person (Smith,Billy) / Visualization Tool

Network **Billy 3/16/12 Smith**

Person Details **Person Summary**

Person Details

INDEX ID 42		
LAST NAME Smith	FIRST NAME Billy	MIDDLE NAME 3/16/12
TITLE	DOB 09/08/1956	SSN 123456789
SEX Male	RACE White	ETHNICITY Hispanic or Latino
DL # DL123487566	DL STATE Virginia	
RESIDENCE PHONE 333-333-3333	CELL PHONE --	
RESIDENCE ADDRESS 654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965		

Aliases

Last Name	First name	Middle	Title	DOB	SSN	Type	Date Of Info
	SmithNWesson					Nickname	03/01/2017
Smith	Billy	3/16/12		09/08/1956	123-45-6789	Primary Name	03/16/2012

Physical Descriptions

Ht	Wt	Eye Color	Hair Color	Hair Style	Facial Hair	Hair Length	Build	Skin Color	Age	Glass	Date of Info

Images




Image 1 of 1

11/21/2016

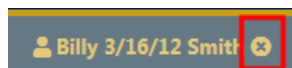
Total Involvements

Incidents	02/27/2017	15
Served	04/05/2012	1
Warrants		
FieldArrest	02/05/2019	7
CourtPapers	12/08/2015	3

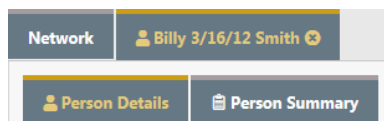
Incident By Role

Arrestee	2
Offender	1
Victim	9
Other	2

Click the **X** on the right side of the tab to close.



Click on the **Person Details** or **Person Summary** sub-tabs to view details of the associations, or a summary. The active tabs are underlined in red.



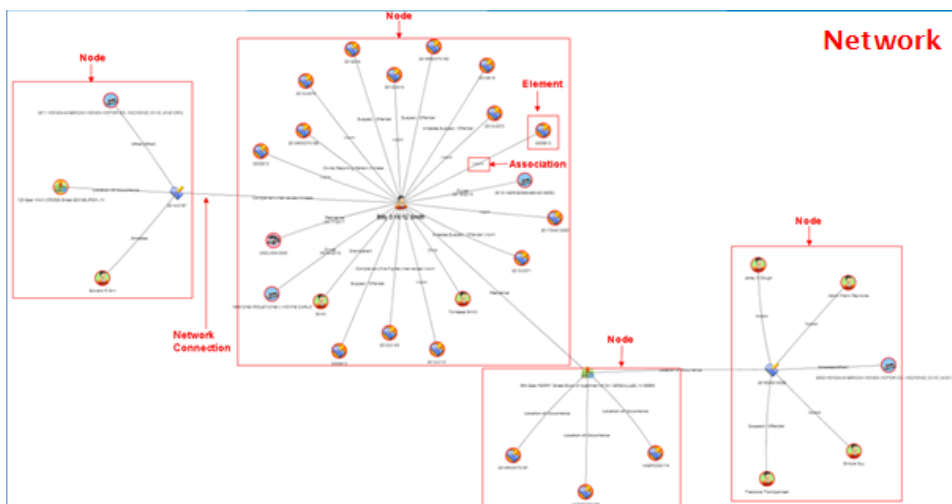
Spider Chart Components

Structure and Terminology

The Spider Chart consists of several components:

- Network
 - A visual representation of the entire collection of nodes, elements and associations, and how they interrelate.
- Node
 - Collection of elements and their association to one another.

- Element
 - The representation of specific people, places, things or events.
- Association
 - A line with description showing how elements are associated with one another.
- Network Connection
 - A line that represents the connection between Nodes within the Network.



Manually Re-size the Chart

You can re-size the chart by using the mouse or keyboard, though the mouse is more efficient.

Mouse

Click anywhere on the chart then move the mouse wheel away from you to enlarge the image on the screen, or move the mouse wheel toward you to decrease the size of the image.

Keyboard

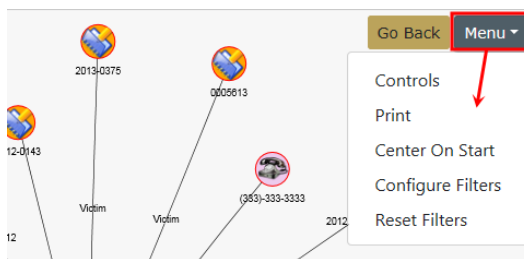
Press the **Ctrl** and **+** (plus sign) keys simultaneously to enlarge the image, or press the **Ctrl** and **-** (minus sign) keys to decrease the size.

Manually Reposition the Chart

Click anywhere on the chart then drag to a new location on the screen.

Re-Center and Filter the Chart

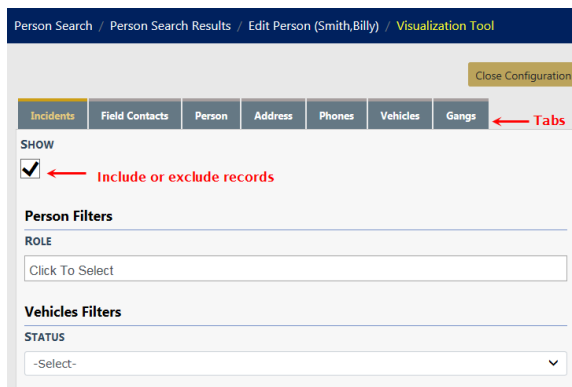
Click on the **Menu** button on the top right to re-center the chart and include or exclude filters, print, and set controls.



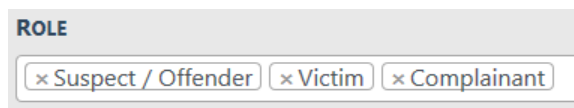
Center on Start

- Re-centers the **Network** display on the screen.

Configure Filters



- Select one or multiple roles from the list. To remove a chosen role, click on the X.



- Select one status from the list
- Click **Close Configuration** to apply the Filters.

NOTE: Filters are reciprocal, which means if you filter the incident category using person details, it also filters on the person category of the associated incidents.

Reset Filters

- Clears any Filters applied and redraws the chart.

Access Points

The **Crime Visualization Tool** is currently accessible from the following pages in Caliber Online RMS for users with the *Crime Visualization Tool Role*.

NOTE: For more information on the *Crime Visualization Tool Role* contact your administrator.

- Incident Summary.
- Master Indices Details, in both *View* and *Edit* modes.
 - Person, Address, Vehicle, and Gang.
- Field Interview, in both *View* and *Edit* modes.

Incident Report

The **Crime Visualization Tool** is currently accessible from the Caliber Online RMS **Incident Report** page for users with the *Crime Visualization Tool Role*.

NOTE: For more information on the *Crime Visualization Tool Role* contact your administrator.

Click on the **Actions** button then click on the **Visualization Tool** menu option.

Incident Summary: 12/12/2018 1342 Hrs - 600 East Haythorne Avenue Ter...
 Agency: District 42, Versailles
 Report #: 2018D4210206 Supp #: 0
 Status: Closed - No Action / Closed (12/12/2018)
 State Status: NOT REPORTABLE

Actions:

- View Incident Status
- View Incident Audit Trail
- View Incident Based Reporting Values
- Edit This Incident
- Warrant / Charge Request
- Narrative Maintenance
- Visualization Tool**

Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
Bright, Frank - Lead Investigator	Assign to CID	Open	10/30/2018	

REPORT SECURITY	REPORT TYPES
Patrol Officer	Child Abandon

SUMMARY

The **Spider Chart** will open with the **Incident Report** as the center **Element**. For more information on **Spider Chart** refer to "Spider Chart" on page 94.

Field Contact

The **Crime Visualization Tool** is currently accessible from the Caliber Online RMS **Field Contact** page in both the View and Edit modes, for users with the *Crime Visualization Tool Role*.

For more information on **Field Contacts**, refer to "Field Contacts" on page 213

View Mode

Field Contact Search / Search Results / View Field Contact

Go Back Visualization Tool Edit Field Contact Print

Field Contact Details

CONTACT ID	AGENCY	SECURITY LEVEL
285	District 42, Versailles	Patrol Officer

CONTACT TYPE	CONTACT DATE
Knock and Talk	12/13/2018 1354

Edit Mode

Field Contact Search / Search Results / Edit Field Contact

Go Back Visualization Tool View Summary Print

Field Contact Details

CONTACT ID	AGENCY	SECURITY LEVEL
285	District 42, Versailles	Patrol Officer Change Security

CONTACT TYPE	CONTACT DATE
Knock and Talk	12/13/2018 1354

The **Visualization Tool** displays a **Spider Chart** with the center **Element** as the record you are on, along with lines leading to its associated records. For example, the center **Element** would be the record in the above example. For more information on **Spider Chart** refer to "Spider Chart" on page 94.

Master Indices Detail Pages

The **Crime Visualization Tool** is currently accessible from the Caliber Online RMS **Master Indices** detail pages in both the *View* and *Edit* modes, for users with the *Crime Visualization Tool Role*.

For more information on **Master Indices**, refer to "Master Indices" on page 47.

The **Visualization Tool** displays a **Spider Chart** with the center **Element** as the record you are on, along with lines leading to its associated records. For example, if you open the tool from Billy Smith's Person record, the center **Element** is Billy Smith. For more information on **Spider Chart** refer to "Spider Chart" on page 94.

The **Visualization Tool** is available in either the *View* or *Edit* mode of each category. Below are a few examples.

Person

The screenshot shows the 'Person Details' page. At the top right, there are buttons: 'Go Back', 'Visualization Tool' (highlighted with a red box), 'Create Photo Lineup', 'View Summary', and 'Subscribe'. Below these is a row of icons for various actions. The main section contains a photo of a man, a date '11/21/2016', and an 'INDEX ID' field with the value '42'. Below this are three input fields: 'LAST NAME' (Smith), 'FIRST NAME' (Billy), and 'MIDDLE NAME' (3/16/12).

Address

The screenshot shows the 'Address Details' page. At the top right, there are buttons: 'Go Back', 'Visualization Tool' (highlighted with a red box), 'View Summary', and 'Subscribe'. Below these is a 'SmartSearch' button and a dropdown menu. The main section contains an 'INDEX ID' field with the value '1659'. Below this are four input fields: 'STREET #' (188), 'DIRECTION' (Block of), 'STREET NAME' (Main1), and 'TYPE' (Burgs). At the bottom, there are four more input fields: 'DIRECTION SUFFIX', 'SUB TYPE', 'SUB #', and 'CITY'.

Vehicle

[Go Back](#) [Visualization Tool](#) [View Summary](#) [Subscribe](#)

[Vehicle Details](#)

2 1 1 1

SmartSearch (0)
 -Add-

INDEX ID
635

YEAR
2017

MAKE
ACURA(ACUR)

MODEL
SLX

Gang

[Go Back](#) [Visualization Tool](#) [View Summary](#) [Subscribe](#)

[Gang Details](#)

1 9 1 6

-Add-

INDEX ID
38

GANG NAME
American Hustle

GANG LEVEL
National

GANG TYPE
Organized Crime

Chapter 7. Calls for Service

Calls For Service Overview

Track and Document Calls

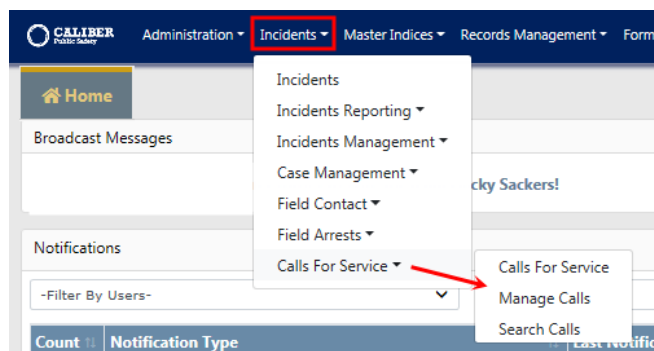
The **Calls For Service (CFS)** module allows a user to track calls and document how the call was received, caller's name, type of call, location of call, notes regarding the call, and disposition information. If units are dispatched the user can capture dispatch, on scene, and clear dates/times for each unit dispatched. If the call requires an Incident report, the CFS user can initiate the report for the responding unit which will link the CFS information to the Incident. This module was designed for agencies that do not require the full functionality of Caliber CAD.

Enhanced Integration from Caliber CAD

Agencies with an active Caliber CAD interface benefit from enhanced integration to Caliber Online RMS. The integration interface transfers Caliber CAD person and vehicle call information to the Caliber Online RMS **Calls For Service** module, and it initiates an Incident Report for the responding unit linking the Caliber CAD data to the report.

Access Calls For Service

The **Calls For Service** module is located on the top Navigation Bar under the *Incidents* menu option. Click on the **Calls For Service** menu option to display a sub-menu that allows you create, edit, view, and search calls

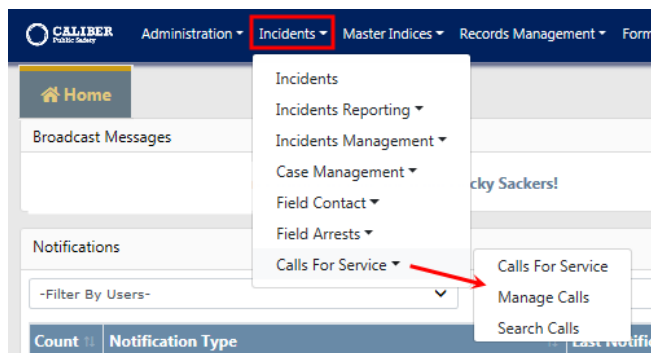


To create, edit, or view calls, refer to "Manage Calls for Service" below.

To search calls refer, to "Search Calls for Service" on page 116.

Manage Calls for Service

You can create, edit, view calls by selecting the Calls For Service **Manage Calls** sub-menu.



After selecting **Manage Calls** The Manage Dispatch screen appears with two tabs, *Call List* and *Call Map*. The *Call List* tab opens by default.

Manage Dispatch

Call List

Call Map

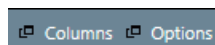
New Call

Toggle Officers

Exit

		Dispatch #	Time	Name	Address	Call / Activity	Priority	Actions
1	+	2018-0000687	09/14/2018 08:52	Kelly Hall	E Main St, GREENFIELD, IN	TRAFFIC STOP	Low	<div></div> <div></div>
2	+	2018-0000596	08/29/2018 09:21	BEVERLY GOODIN	N KENSINGTON WAY, MC CORDSVILLE, IN, Hancock	JUVENILE COMPLAINT	High	<div></div> <div></div>
3	+	0000000133BLAH18	05/31/2018 14:26	Robin	123 main			<div></div> <div></div>
4	+	2018-00000661	04/30/2018 13:53	Jim Guardian	400 ELM ST, FORTVILLE, IN, Hancock	DOMESTIC	High	<div></div> <div></div>

Using the Columns and Options buttons at the bottom of the screen, you can configure how the Call List displays.



Select the **Columns** button to open a screen to which you can choose what columns you want to view. The left side of the box is the columns you have chosen, the right side of the box are additional columns that are available. Choose the **+** sign to add and the **–** sign to remove.

Select columns		
7 items selected	Remove all	Add all
Dispatch #	-	Phone #
Time	-	Latitude
Name	-	Longitude
Address	-	Call Status
Call / Activity	-	Dispatcher
Priority	-	Agency
Actions	-	

Ok Cancel

Select the **Options** button to select whether or not to display calls that you do not own, along with the time range of the calls to view. For example, the screen shot indicates *Time For Last Closed Call: 1 day ago* which means that you only want to see all calls through the last call that was closed one day ago. This is adjustable based on what you would like to view. Grid Size is normally *Fit to Screen*.

Options

Display Other Calls I don't own: ☒

Time For Last Closed Call: 1 day ago
(e.g. 1 days 2 hours ago)

Grid Size: Fit To Screen

Ok Cancel

From the **Calls for Service** screen the Officer or Dispatcher has the ability to initiate a New Call, edit or view a call, Toggle Officers, Show Map, and Exit.

Initiate New Call

To start a **Call for Service**, access the *Manage Calls For Service* menu option, then click the **New Call** button at the top of the *Calls For Service* screen to open a *New Call* tab.

For more information on how to access the Manage Calls For Service menu option, refer to "Manage Calls for Service" on the previous page.

Addresses are *Geo Verified*. As with address section in RMS you can also associate a common place name as well.

Enter the information known and select **Save**.

A **Call Number** is assigned to the **Call For Service** record automatically and a *Edit Call* tab opens.

For information on editing a call, refer to "Edit a Call" below.

Edit a Call

Once the call is initiated, dispatch information such as time and place is available. For more information on initiating a call, refer to "Initiate New Call" on the previous page.

The Officer/Dispatcher has the ability to add any additional Incident Notes. You can return to the call later to finish your edits by accessing the *Manage Call For Service* sub-menu option. For more information on accessing the *Manage Call For Service* sub-menu, refer to "Manage Calls for Service" on page 106.

On the *Edit Call* screen, seven sub-tabs and a notes section at the bottom of the screen appears:

- Call Information with the caller name and the phone number. This tab opens by default.
- Officers tab for adding officers to the call.

- People tab for adding involved persons.
- Vehicle tab for adding involved vehicles.
- Incident Reports tab for creating a new incident from the call and assigning to the primary officer.
- History tab that shows you historical information based upon the address.
- Attachments tab for attaching photos or document files.

Manage Dispatch

New Call Toggle Officers Exit

Call List Call Map Edit Call 0000000134BLAH19

Call Information Officers People Vehicles Incident Reports History Attachments ← Seven sub-tabs

DISPATCH AGENCY
Indiana State Police

CALL DATE / TIME
01/28/2019 1533

CALL RECEIVED
PHONE

CALLER NAME
Kara Poharcyk

PHONE NUMBER

EVENT TYPE
Police

CALL / ACTIVITY
-Select-

PRIORITY
-Select-

CLOSE DATE / TIME

DISPOSITION
-Select-

INCIDENT LOCATION

Geo Code

COMMON PLACE REPORTING AREA LATITUDE LONGITUDE

-Select-

CALLER LOCATION

INCIDENT NOTES ← Call notes section

Check Spelling

Call Information Tab

You are taken directly to the **Call Information** sub-tab when the *Edit Call* tab opens as shown in the above image. This tab contains the caller information, location, and incident notes.

To close a call, enter the Close Date/Time and select a Disposition from this drop-down list. For more information on closing a call refer to "Close a Call" on page 115.

Officers Tab

Use the **Officers** sub-tab to assign the call to specific Officers and enter the Date and Time the officers are Dispatched; from this screen you also have the ability to indicate an On-scene time and Clear time.

People Tab

The **People** sub-tab is where involved persons are added. The first step in adding a person is to search for an existing Master Person record. The *Master Person Index* contains a unique record for each person. If the person you are looking for does not exist, then you have the option to create the *Master Person Index* record for that person.

The **Add Master Index Person** link allows you to search the *Master Person Index* for an existing person record, or add a person to the Master Index. The **Add Person** link allows you to add a person to the **Call for Service** record.

Click on **Add Master Index Person** to first search for the person. The *Master Index Search* screen for person appears. Enter the information you want to search on and click the **Search** button to view a list of person records that match your search criteria.

If the person record appears in the results list, click the **Hand** icon in the *Actions* columns to select it and add it to the call. If the person record does not appear in the results list, then click the **Add Person** link on the *Person Search Results* screen to create the *Master Person Index* record before adding it to the call.

NOTE: For more information on searching, selecting, and creating *Master Person Index* records refer to "Master Indices" on page 47.

Vehicles Tab

The **Vehicles** sub-tab is where involved vehicles are added. The first step in adding a vehicle is to search for an existing Master Vehicle record. The *Master Vehicle Index* contains a unique record for each vehicle. If the vehicle you are looking for does not exist, then you have the option to create the *Master Vehicle Index* record for that vehicle.

The **Add Master Index Vehicle** link allows you to search the *Master Vehicle Index* for an existing vehicle, or add a vehicle to the Master Index. The **Add Vehicle** link allows you to add a vehicle to the **Call for Service** record.

Click on **Add Master Index Vehicle** to first search for the vehicle. The *Master Index Search* screen for vehicle appears. Enter the information you want to search on and click the **Search** button to view a list of vehicle records that match your search criteria.

If the vehicle record appears in the results list, click the **Hand** icon in the *Actions* columns to select it and add it to the call. If the vehicle record does not appear in the results list, then click the **Add Vehicle** link on the *Vehicle Search Results* to create the *Master Vehicle Index* record before adding it to the call.

NOTE: For more information on searching, selecting, and creating *Master Vehicle Index* records refer to "Master Indices" on page 47.

Incident Reports Tab

The next sub-tab is the **Incident Reports** tab. Most agencies that are using CFS within Caliber Online RMS, or a CAD product, will have the Create Incident Report permission turned off at officer level, and make all incident reports start from CFS or CAD. In CFS under the *Incident Reports* tab you will see the **Create Incident Report** button.

The screenshot shows the 'Incident Reports' tab selected in the top navigation bar. Below the navigation bar, there is a table with columns: Report #, Supp #, Agency, and Reporting Officer. At the bottom right, a red box highlights a button labeled '+ Create Incident Report'. Other buttons visible include 'New Call', 'Toggle Officers', 'Exit', 'Exit', 'Update', and 'Update & Exit'.

This will take you into creating an Incident Report for the officer in Caliber Online RMS.

History Tab

The **History** Tab will give you database history within Caliber Online RMS, based on the Address, the Calling Party Name, or the phone number of calling party.

The screenshot shows the 'History' tab selected. It displays two search results for a person named Robin Poharcyk. The first result shows 'No incidents found at this location.' and 'No phone history found for # 4251231234'. The second result, titled 'Person History', shows 'Found 5 result(s) based on first name (Robin)'. Below this, there is a table with columns: LAST NAME, FIRST NAME, SEX, RACE, ADDRESS (RESIDENCE), and INDEX ID.

LAST NAME	FIRST NAME	SEX	RACE	ADDRESS (RESIDENCE)	INDEX ID
Poharcyk	Robin	Female	White	620 Apple Street GREENFIELD, IN 46140	1088
Poharcik	Robin	Female	White		1087
Poharcyk	Robin	DOB	SEX	RACE	
		01/10/1910 (Age: 109)	Female	White	
				ADDRESS (RESIDENCE)	INDEX ID
				122 Main Street Mount Desert, ME 04563	1125

Buttons at the bottom include 'Exit', 'Update', and 'Update & Exit'.

Attachments Tab

The **Attachments** tab allows you to attach photo and document files to the call record.

The screenshot shows the 'Attachments' tab selected. At the bottom right, a red box highlights a button labeled '+ Add Attachments'. Other buttons visible include 'Call List', 'Call Map', 'Edit Call 00000001348LAH19', 'Call Information', 'Officers', 'People', 'Vehicles', 'Incident Reports', 'History', 'Attachments', 'Exit', 'Update', and 'Update & Exit'.

NOTE: For more information on adding **Attachments** refer to "Attachments" on page 41.




Call List

Once all the appropriate information is entered within the **Call for Service**, the call appears in the *Call List*, usually at the top of the list.

		Call List		Call Map				New Call	Toggle Officers	Exit
		Dispatch #	Time	Name	Address	Call / Activity	Priority	Actions		
1	+	00000001348LAH19	01/26/2019 15:33	Kara Poharcyk						
2	+	2018-00009687	09/14/2018 08:52	Kelly Hall	E Main St, GREENFIELD, IN	TRAFFIC STOP	Low			
3	+	2018-00000596	08/29/2018 09:21	BEVERLY GOODIN	N KENSINGTON WAY, MC CORDSVILLE, IN, Hancock	JUVENILE COMPLAINT	High			

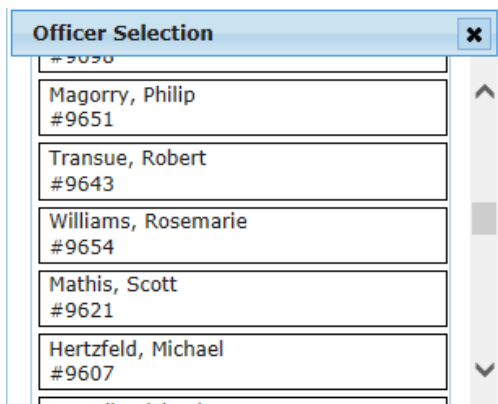
Edit, Take, View Calls

Under the *Actions* column you can edit, take, or view calls.

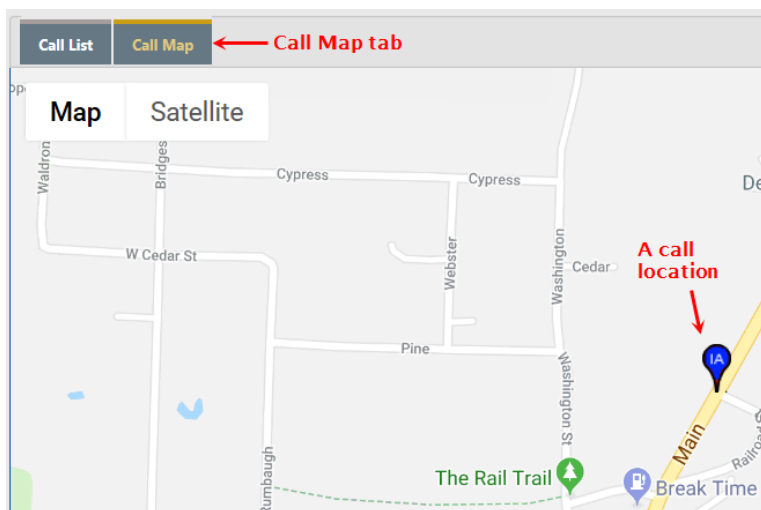
- **Edit:**  Indicates that the Call is in progress and assigned to an officer.
- **Take:**  Indicates the Call is in progress and has NOT been assigned to an officer. Click it to take ownership of the call.
- **View:**  Indicates the Call is complete.

NOTE: Dispatchers can edit or view another dispatcher's call they have started. This is a permission that needs to be requested in the application to allow another dispatcher to take ownership of the CFS and edit it.

Select the **Toggle Officers** button at the top of the page to display a list of officers who are available to respond to a call.



The **Call Map** tab displays a map with the call locations.



Clear, Dispatch, or Mark Call as OnScene

With the appropriate permissions, you have the ability to **Clear**, **Dispatch**, or mark an officer **On Scene**, directly from the **Call List**.

Click on the plus (+) sign on the left of the call to display officers that are assigned to the call, if any. The plus (+) sign changes to a minus (-) sign with information displayed directly below.

Calls that do not have an officer assigned have a *Dispatch#* with an orange background.

<div>New Call Toggle Officers Exit</div> <div>Call List Call Map</div>							
	Dispatch #	Time	Name	Address	Call / Activity	Priority	Actions
1	+ 0000000134BLAH19	01/28/2019 15:33	Kara Poharcyk				
2	+ 2018-00000687	09/14/2018 08:52	Kelly Hall	E Main St, GREENFIELD, IN	TRAFFIC STOP	Low	
3	+ 2018-00000596	08/29/2018 09:21	BEVERLY GOODIN	N KENSINGTON WAY, MC CORDSVILLE, IN, Hancock	JUVENILE COMPLAINT	High	
4	+ 0000000133BLAH18	05/31/2018 14:26	Robin	123 main			
5	+ 2018-00000061	04/30/2018 13:53	Jim Guardian	400 ELM ST, FORTVILLE, IN, Hancock	DOMESTIC	High	
6	+ ANGTEST00003	04/30/2018 13:53	Jim Guardian	400 ELM ST, FORTVILLE, IN, Hancock	DOMESTIC	High	
7	+ 2018-00000030	04/30/2018 03:17	Matt Johnson	600 NEW HOPE RD, ANDERSON, IN, L_SR3	DGFIH	High	

Officer assigned

3	- 2018-00000596	08/29/2018 09:21	BEVERLY GOODIN	N KENSINGTON WAY, MC CORDSVILLE, IN, Hancock	JUVENILE COMPLAINT	High	
	Radio #	Name	Dispatch	On Scene	Clear	Primary	
	101	1, Officer - Police Agency	08/29/2018 12:55	08/29/2018 12:56	08/29/2018 12:58	Y	

Officer is not assigned

4	- 0000000133BLAH18	05/31/2018 14:26	Robin	123 main			
	Radio #	Name	Dispatch	On Scene	Clear	Primary	

Click the **Dispatch** button to dispatch the officer, click **On Scene** to mark the officer as on the scene, or click **Clear** to clear the call. The current date and time replaces the button on the screen.

51	-	CFS2013-00000090	11/25/2013 13:03	De perry	AOA	Medium		
	Radio #	Name	Dispatch		On Scene	Clear	Primary	
	^=CAD6	Ranz, Greg - District 42, Versailles	Dispatch		On Scene		Clear	

Dispatch
09/14/2018 10:02

Close a Call

When the officer is finished with the call it is now time to close out the call and finalize. The call must first have a clear time and date associated to it.

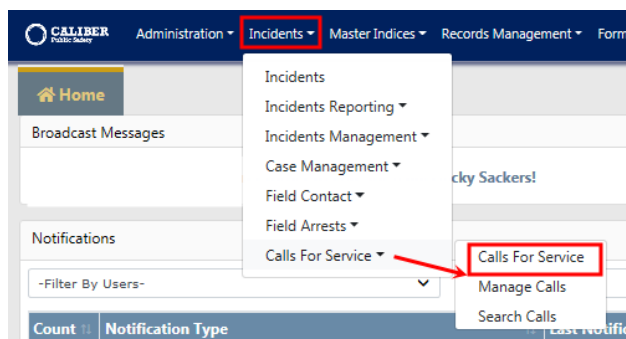
To close the call, add the clear time, clear date, and disposition on the Edit call tab of the *Manage Dispatch* form. For more information on accessing the *Manage Dispatch* form, refer to "Manage Calls for Service" on page 106.

NOTE: The **Clear** time/date on the *Call List* is not the same as the **Close** time and date. Closing a call also requires a disposition of the call. For more information about the *Call List*, refer to "Call List" on page 113.

Click **Update** to save updated info and stay in Call record. Click **Update & Exit** to save updated info and exit the Call record. Click **Exit** to return to the previous screen without saving.

Search Calls for Service

You can search calls by selecting Incidents from the top navigation bar, Calls For Service, then **Calls For Service** option on the sub-menu.



After selecting the **Calls For Service** option on the sub-menu, a *Calls For Service Search* screen appears.

Calls can be searched using any criteria on the search screen. Enter the search criteria then click the **Search** button, located on the top or bottom of the screen. If you search without entering any search criteria, the results will return the most current 200 records.

Calls For Service Search Go Back Search

Dispatch Search Details

DISPATCH #	CAD AGENCY Indiana State Police	RESPONDING AGENCY All Agencies	SERVICE AGENCY All Agencies
DISPATCHER	EVENT TYPE Police	CALL PRIORITY -Select-	CALL / ACTIVITY Click To Select
DISPOSITION TYPE -Select-	STATUS -Status-	CALLER NAME	CALLER PHONE #
CALL DATE FROM Last 24 Hours	CALL TIME FROM	CALL DATE TO	CALL TIME TO
INCIDENT REPORT #	ARREST #	NOTES	

Officer Details

FIRST NAME	LAST NAME	INTERNAL ID / BADGE#
SEARCH CALLS I'VE RESPONDED TO	PRIMARY OFFICER ONLY	

Person Details

FIRST NAME	LAST NAME	DOB	RACE
------------	-----------	-----	------


NOTE: Enter the Officer Name or Badge Number in the **Officer Details** section to only include calls based on the primary officer assigned.

Calls can be viewed or printed.

Click on the **View** icon  in the *Actions* column to display the call detail.

Calls For Service Search / Calls For Service Search Results Show Map Refine Search New Search

Q Search Results 1 result(s) found

Dispatch #	Agency	Dispatch Date	Call Type	Caller	Primary Officer	Location	Incident Report #	Actions
2018-00000687	District 42, Versailles	09/14/2018 08:52	TRAFFIC STOP	Kelly Hall - 4065898745	Officer Officer 1 #101	E Main St, GREENFIELD, IN	30GPD180002	

Refine Search New Search

Calls For Service Search / Calls For Service Search Results / View Dispatch Go Back Print

Dispatch Info - 2018-00000687

DISPATCHER Simpson, Homer	
DISPATCH AGENCY Indiana State Police	CALL DATE 09/14/2018 08:52
CALL RECEIVED PHONE	CALLER NAME Kelly Hall
PRIORITY Low	EVENT TYPE Police
DISPOSITION TYPE ABANDONED CALL	CLOSE DATE 09/17/2018 08:41
INCIDENT NOTES REMARKS/NARRATIVES: 09/14/2018 11:00:55 BRANDONM: test	

Scroll down to view additional call details.

Click the **Print** button to print.

NOTE: CFS records that integrated from Caliber CAD include person and vehicle data from the CAD Call for Service event; this applies only to agencies using the Caliber Online RMS CFS module and sites with an active CAD Interface.

NOTE: Warrant information displays only if your agency is using the **Warrants** module.

Chapter 8. Incidents

Incidents Overview

Incidents Reports can be created in Caliber Online RMS manually, or integrated from Caliber CAD for Agencies with an active Caliber CAD interface.

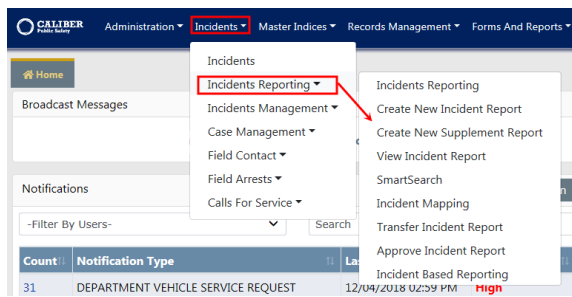
The *Integration Interface* transfers Caliber CAD call information to the Caliber Online RMS **Calls For Service** module and initiates an Incident Report for the responding unit, linking the Caliber CAD data to the report.

- **Incident Reporting** includes the following activities:

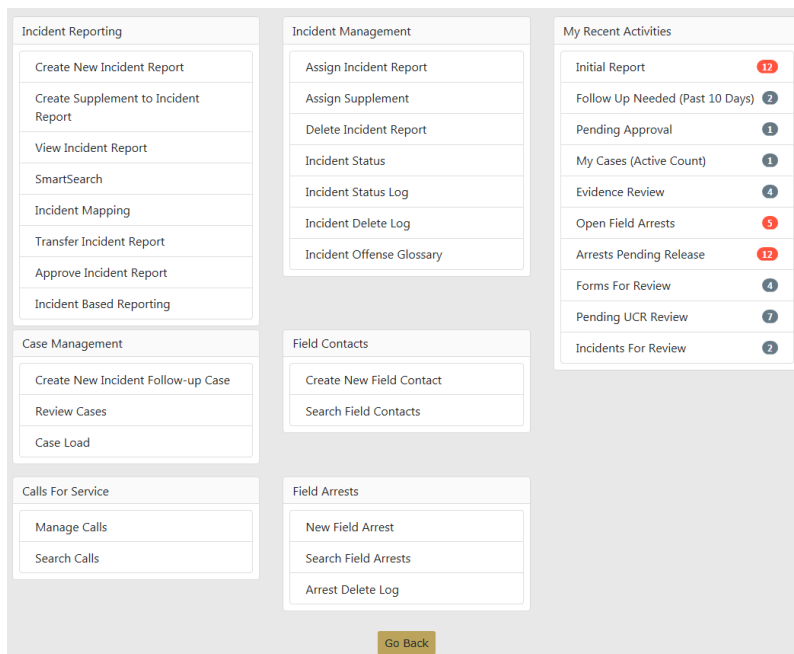
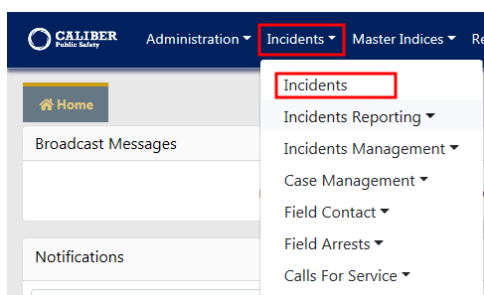
- Create New Incident Report manually, or by integration from Caliber CAD if applicable.

Note: The *Wizard* leads you through each section of the incident report to help you fulfill the system requirements for a valid incident report. The *Wizard* can be turned on and off, but you should leave it on to help ensure that you complete required information. This practice helps to prevent problems with validation at the end of the incident creation process.

- Create Supplement to Incident Report
 - View Incident Report
 - SmartSearch
 - Incident Mapping
 - Transfer Incident Report
 - Approve Incident Report. (Available with proper permissions.)
 - Incident Based Reporting (Available with proper permissions.)
- You can access these features from the Incident Reporting sub-menus. Click **Incidents** on the top navigation bar, then click the **Incident Reporting** to display more options from which you can select.



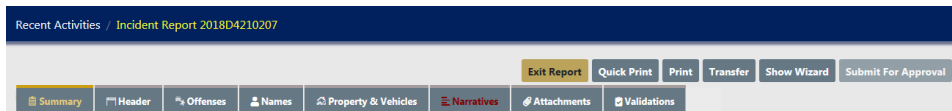
Or, you can click **Incidents** on the navigation bar, then click **Incidents** again to display all Incident options. Click on an option to access that module.



NOTE: Items that appear are based on permissions and vary by user.

Top Buttons

The **Incident Report** contains various buttons that enable the user to *Exit Report*, *Quick Print*, *Print*, *Transfer* the report to a different user, *Show* or *Exit* the *Wizard*. The *Submit for Approval* button remains inactive (gray) until the components of the report are completed appropriately and the report is ready for review by an officer supervisor or CID supervisor.



The top buttons appear regardless which tab the user is on. The active tab is underlined in red.

Incident Report – Requirements And Rules

Requirements:

There are four (4) minimum requirements before a report can be submitted for approval:

- Report/Occurrence Dates and Times
- Report Location
- Reporting Officer
- Narrative

Additional validation requirements may exist such as Media Crime Summary, Incident Types, Reporting Area, and Completion of Custom Form started within the Incident.

Additional validation requirements will be driven by any Offenses added to the report and possibly Custom Fields created by the agency.

Information entered on the Incident saves automatically as it is selected for the report. The Narrative auto saves every 60 seconds as the user is creating it.

Incident Rules:

- The Initial Report is designated as “Supp# 0” and Supplements are then added in sequential order (e.g., Supp. # 1, 2, 3, etc.).
- A user can submit another report owner's Incident.
- Incidents can be edited when in *Initial* or *Disapproved* status, otherwise will result in a Supplement.

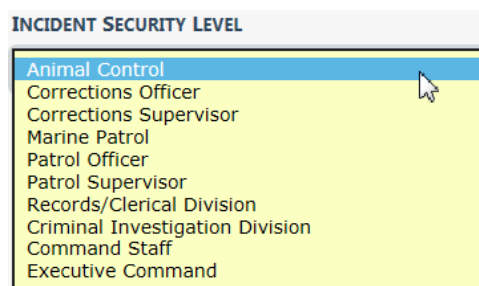
- Incidents that have been *Approved* can only be Supplemented.

Field Arrests, Field Contacts, Citations, and Warrants can be associated to an **Incident Report** within the **Summary** tab of the report.

Associated CAD information can be found within the **Header** and **Summary** tabs in the **Calls For Service** section.

Incident Security

Incident Security uses a hierarchical design. A user account is assigned incident security based on general rights to view the details of an incident report. **Animal Control** is the lowest incident security level and **Executive Command** is the highest incident security level.



Incident Security applies to each individual Incident Supplement. In addition to the security level, there are also security control to restrict to *Agency Only* and for *Security Groups*.

The default security for Incident Reports is set at the *Patrol Officer* level. This means users with *Patrol Officer* security rights can:

- View Incident Supplements having a security level of *Patrol Officer* or less.
- Cannot view Incident Supplements having a security level greater than *Patrol Officer*, unless the user is added to a security group assigned to the Incident Report.


It is understood that some Incident Reports will be of a more sensitive nature and may require a higher security level to minimize the number of users that have access to the report.

Users without the proper security level receive an access denied message when selecting an Incident report.

Go Back

You do not have access to view report # 2017D4210134. This report belongs to the following agency. If this is not your agency, please contact them if you need more information or need to view this report.

AGENCY District 42, Versailles	ADDRESS 902 South Adams Street Versailles IN 47042
PHONE 317-555-1717	POC District



The security of an Incident Report can be set by clicking on **Change Security** button from the **Incident Approve/Disapprove** screen when supervisors approve the supplement.

Incident Approval / Incident Report 2015ROOT0013 / Approve Incident Report Supp # 2 / Edit Security

Incident Summary: 01/19/2015 0936 Hrs - 208 Education Aven... **Agency:** District 42, Versailles

Offense(s): 11-8-8-17 - Correction- Sex Offender Registration Vi... **Report #:** 2015ROOT0013 **Supp #:** 2

Total Hours: 0

SUPP # 2 **AGENCY ONLY** ☐ **FOR PUBLIC RELEASE** ☒ **UPDATE ALL SUPPLEMENTS** ☐

All Supplements ☒

Slide the bar up or down to increase or decrease access to the Incident

Available: NO AGENCY TEST Test 42

Selected:

139 users have access

RESTRICT ACCESS TO SELECTED SECURITY GROUPS ☐

Go Back Save & Exit

- *Agency Only* - Check this box to restrict the Incident Report to users at your agency only.
- *For Public Release* - Deselect this box to print NOT FOR PUBLIC RELEASE across the top of the Incident report. This button is active (green) by default.
- *Update All Supplements* - Check this box to update the security on all Supplements.
- *Incident Security Levels* - Set the Incident's security level at a level equal or less than his or her security rights. This means other users at that level or above would have access to the report across all agencies (unless the Restrict to Agency Only is selected).
- *Security Groups* - Available security groups can be selected which will allow any user in the selected group to have access regardless of their individual security level. If Restrict Access to Selected Security Groups is checked, the Incident report can only be accessed by members of the selected Security Group.

The **Incident Security** screen can also be accessed at any time through the **Incident Status** screen by clicking on the **Security** icon .

Incident Summary: 11/01/2017 2300 Hrs - 1776 Lincoln Street Floor #8 Denver,...

Agency: District 42, Versailles

Offense(s): No Offense Specified

Report #: 2017D4210135 Supp #: 0

Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
Original Report	11/02/2017	ODL User #123456	Dana M	Pending Approval	Patrol Supervisor	

Go Back

You can access the **Incident Status** screen from the *View Incident Report* screen, or from the *Incident Report* menu. For more information on accessing the *Incident Report* menu, refer to "Incidents Overview" on page 119. For information on changing the Incident Status, refer to "Changing Incident Status" on page 171.

Incident Report – Report Validations

The Caliber Online RMS program has a built-in **Wizard** that guides you through the creation of the **Incident Report**. Navigational buttons are displayed to navigate through the report. The use of the Incident **Wizard** is highly recommended.

National Incident-Based Reporting System (NIBRS) validations use tab indicators to assist the user in entering all required information. The required information may change depending on the offense(s) added to the report. A tab that lists NIBRS validation information displays on the **Incident Validations** tab.

Exit Report Quick Print Print Transfer Exit Wizard Submit For Approval

Summary Header % Offenses Names Property & Vehicles Narratives Attachments **Validations**

Incident Summary: 07/16/2018 2300 Hrs

Agency: District 42, Versailles

Offense(s): 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX

Report #: 2018D4210173 Supp #: 0

Verify Incident Report

Online RMS has found errors on the incident report which require attention before the report may be submitted. You may use the links below to help guide you to the particular area of the report needing modification. Once all of the errors have been resolved, you may submit the report for approval.

Add Narrative	At least one Narrative is required.
Incident Officers	At least one Reporting officer is required.
Selected Incident Types	Incident Types are required for incidents from this agency.
Incident Summary	Incident report requires a Media/Crime Summary.
Add Incident Location and NIBRS City	Incident Location, NIBRS City is Required.
35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	Offense requires Property or Vehicle details.
35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	Offense Requires Victim Type of Person or Organization
35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	Offense requires Victim and Victim to Offender Relationship.
County of Occurrence	County of Occurrence is required for incidents from this agency.

The **Incident Validations** tab lists any missing required information to assist you. Click on any of the validations listed in **Incident Validations** to return to the area within the report to add or edit data. Once all the minimum required information has been entered, the report can be submitted for approval.

Click the **Exit Wizard** button to view and edit the report in **Form Mode**. This mode allows you to navigate through the necessary tabs in any order without following the linear style used in the **Wizard** mode. Nav-

igating to the **Summary** tab, or clicking on the tabs instead of the navigational buttons, may also cause you to exit the **Wizard** mode. Click the **Show Wizard** button at the top of the page to return to **Wizard** mode.

Note: The **Wizard** mode is only available when editing a *Supp 0* incident.

View Incident Audit Trail

Another valuable security tool for the Investigator is the **View Incident Audit Trail** feature. Information is captured anytime someone accesses an incident report. If you suspect another user is accessing or attempting to access an incident report set above their security level, you can view these access attempts.

To view the audit entries, select *View Incident Report*. When the correct report is located and selected, select the **Actions** button, then **View Incident Audit Trail** menu option

The screenshot shows the 'Summary' tab selected in the top navigation bar. Below the navigation bar, the incident summary is displayed: 'Incident Summary: 11/01/2017 2300 Hrs - 1776 Lincoln Street Floor #8 Denver...'. The 'Offense(s)' field shows 'No Offense Specified'. The 'Agency' is 'District 42, Versailles' and the 'Report #' is '2017D4210135 Supp #: 0'. The 'Actions' button is highlighted, and its dropdown menu is open, showing the 'View Incident Audit Trail' option selected. Other options in the menu include 'View Incident Status', 'Create Supplement', 'View Incident Based Reporting Values', 'Edit This Incident', and 'Visualization Tool'. The 'REPORT SECURITY' section shows 'Patrol Supervisor' and 'REPORT TYPES' shows 'Child Custody, Hate Crime'. The 'REPORT DATE' is '11/02/2017 1314', 'OCCURRENCE DATE START' is '11/01/2017 2300', and 'OCCURRENCE DATE END' is empty.

Anyone who accesses or attempts to access the Incident Report appears in the Audit History.

The screenshot shows the 'Audit History' tab selected in the top navigation bar. Below the navigation bar, the incident summary is displayed: 'Incident Summary: 11/01/2017 2300 Hrs - 1776 Lincoln Street Floor #8 Denver...'. The 'Offense(s)' field shows 'No Offense Specified'. The 'Agency' is 'District 42, Versailles' and the 'Report #' is '2017D4210135 Supp #: 0'. The 'Audit History' table is displayed below the summary.

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
IncidentView	02/01/2019 1012 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	02/01/2019 0949 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	10/05/2018 0910 HRS	STATE_OFFICER11	Homer	Simpson	District 42, Versailles
IncidentView	11/16/2017 1500 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	11/02/2017 1315 HRS	D_OFFICER	Dana	M	District 42, Versailles
IncidentView	11/02/2017 1314 HRS	D_OFFICER	Dana	M	District 42, Versailles

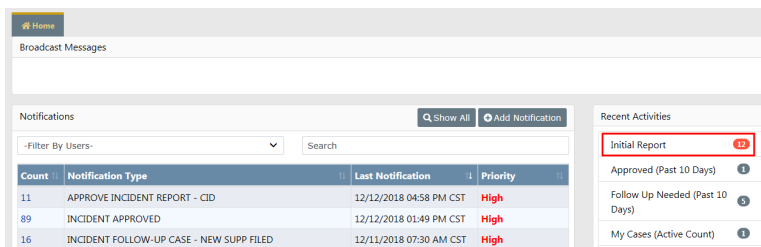
Create Incident Report

The Incidents module is where you input, retrieve, and edit professional law enforcement reports. Create reports step-by-step using the **Incident Report Wizard**. Each report is validated against state or federal guidelines which are driven by any offense(s) entered on the report.

Depending on your agencies configuration, incidents may be created manually or automatically via the **Caliber CAD** interface. Mobile users may also have access to generate a report in CAD using **Caliber Mobile**.

Incident Reports generated by **Caliber CAD**, or other CAD system through a system interface, will contain information generated by CAD or imported through the CAD interface.

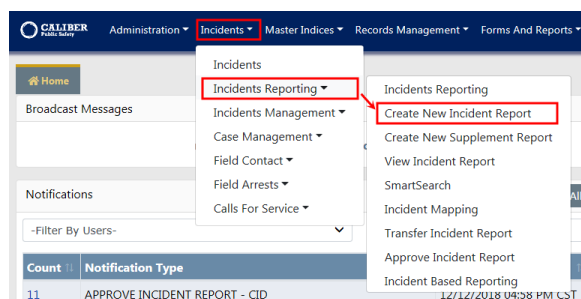
Once logged into Caliber Online RMS the Home Page displays. You can edit the CAD generated Incident from the *Recent Activities* section under **Initial Report** by clicking on the number to the right.



Incident Reports generated by the *Calls For Service* module contain the call dates and times in the **Header** tab. When you log into Caliber Online RMS, you can edit the CFS generated Incident from the *Recent Activities* section under **Initial Report**. These calls can be searched using the *Calls for Service* module. The associated call will show in the **Header** and **Summary** tabs of the **Incident Report**.

Incidents created manually by officers will use the following workflow:

The **Create New Incident Report** feature is located in the **Incidents** menu under **Incident Reporting**.



This allows you to create a report using your agency's numbering format. Some agencies will use *Automatic Number Generation* where the Incident report number will be populated automatically, and some agencies will have the opportunity to manually enter the report number based on the agency's business practice.

Create New Incident Report

Incident Report Number and Summary

Please verify the following information and click finished to create a new incident report

AGENCY
District 42, Versailles

REPORT #
Auto Generated

SECURITY LEVEL
Patrol Officer

MEDIA/CRIME SUMMARY [Check Spelling](#)

[Go Back](#) [Finished - Go To Next Section](#)

Select the Security Level, if different than the default.

Enter the Media/Crime Summary, and optionally click *Check Spelling* to validate and correct any spelling errors.

Click **Finished - Go To Next Section**. The wizard steps you through each tab, one at a time.

Incident Report Tabs

- *Summary tab*-provides a summary of all the information entered on an incident report.
- *Header tab*- captures the dates/times, report location, and reporting officer(s), associated arrests, and associated calls for service for the incident.
- *Offenses tab*-captures any and all offenses associated with the report. Validations are offense driven and will alert the user of necessary information.
- *Names tab*-captures Offenders, Victims, and Other Incident Names such as witnesses who are associated with the report.
- *Property & Vehicles tab*-captures applicable property or vehicles associated with the report. Evidence is also created in this section (See Incident Evidence section for a detailed explanation).
- *Narratives tab*-captures the users narration of the details surrounding the incident.
- *Attachments tab*-captures an incident related attachments such as crime scene photos or statements. Forms such as the Marijuana Eradication Form can be completed in this section also.
- *Validations tab*-does a final check of your report to ensure the minimum requirements are met based on the offense(s) entered on the report.

Incident Report Header Tab

Regardless of which method is used to initiate the report, the following workflow is the same for editing and completing a report; the only difference you may see is pre-populated information from CAD or Calls For Service module.

The **Header Tab** contains 3 separate sections: *Report Types & Times*, *Location*, and *Officer*. By using the **Wizard** the sections are completed in the listed order, though the use of the **Wizard** is not required.

Click on each button to access that information.

Report Types & Times

The *Header Information* area includes Report Security, For Public Release, Report Agency/District, the Media / Crime Summary box, Incident Report Types, Report Date, Occurrence Date Start, Incident Classification, and other information.

Report Security

Select the Incident Report security level.

For Public Release

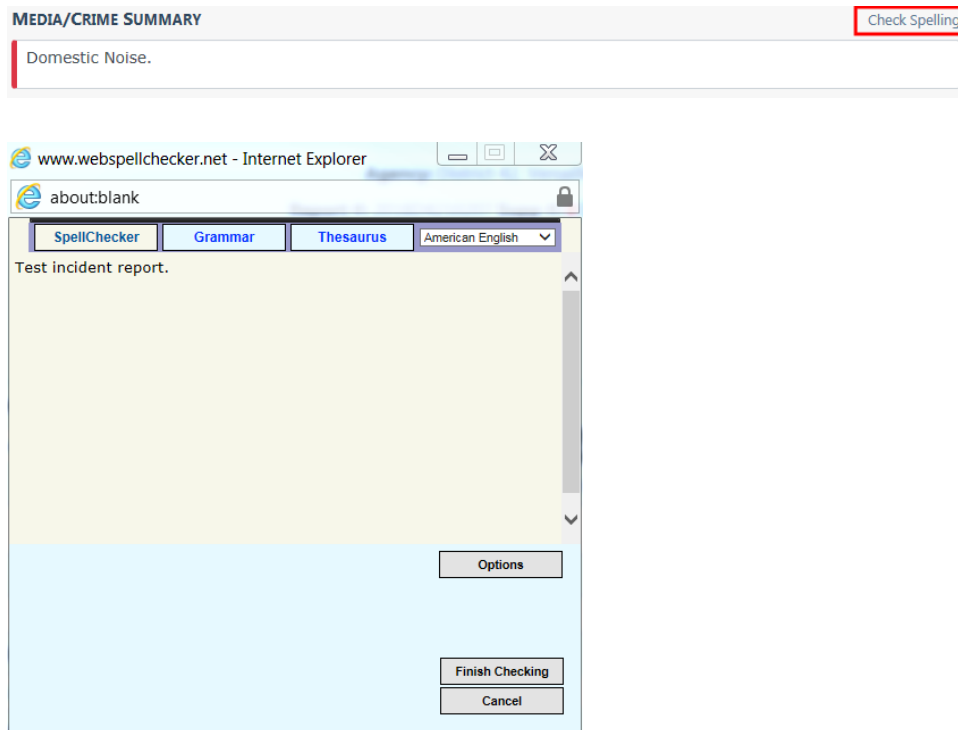
This field defaults to **Yes**. Change this value to **No** if this Incident should not be public. Hover over or click on the information bubble for more information.

Report Agency/District

Select the **Change** button to change the listed reporting agency. You must have proper permissions to access this function.

Media/Crime Summary

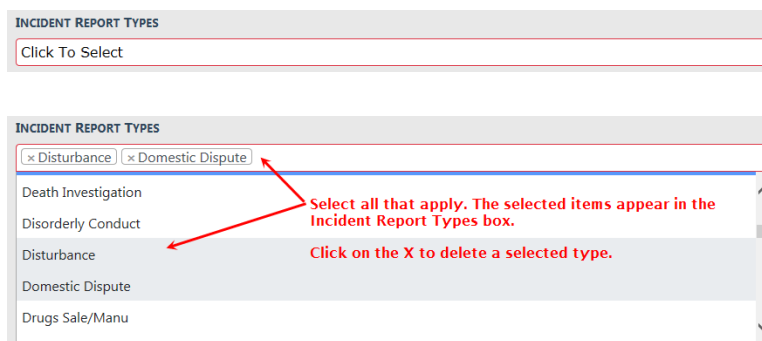
The Media/Crime Summary is designed to enter a brief description of the Incident. After entering a description, optionally select **Check Spelling** to open the *WebSpellChecker* window. When finished checking your entered text, select **Finish Checking**.



Incident Report Types

The Incident Type selection box is designed to categorize the general nature of the incident. Multiple selections may be selected to cover all applicable types that occurred during the incident. Incident Type is a searchable field when searching for incidents.

Click into the box and select all the applicable Incident Report Types.



Click on the **X** to remove a selected type from the list.

Incident Report Dates and Times

The Incident Report Times area contains the various times associated with the incident, Report Date, Occurrence Date, Dispatch Date, On Scene Date and Clear Date. These incident date(s) and time(s) may be completed in Incident Reports generated by Caliber CAD or by the Calls For Service module but they still need to be verified by the user for completeness and accuracy. Editing is permitted as needed.

Any field with a red left-hand border is a required field. You must complete required fields to continue.

REPORT DATE	OCCURRENCE DATE START	OCCURRENCE DATE END
<div>03/12/2019 1145</div>	<div>03/12/2019 1145</div>	<div></div>
DISPATCH DATE	ON SCENE DATE	CLEAR DATE
<div></div>	<div></div>	<div></div>

You can click on the date icon on the right of each date field to select a date and time, or type 'T' in the field then tab out to return the current date and time.

Additional Information

Complete the Additional Information section as needed.

Field Arrests and Calls For Service

Click on the **Add Field Arrest** link to associate a Field Arrest to the Incident, if applicable.

Field Arrests	+ Add Field Arrest
Calls For Service	

Enter the search criteria in the *Field Arrest Search* form to locate the Arrest record, then click the **Search** button.

Recent Activities / Incident Report 2018D4210207 / Field Arrest Search

Go Back


LAST NAME jones	FIRST NAME Williams	SSN 	RACE -Select-
SEX -Select-	DOB 	AGE 	To
ARREST DATE FROM 	ARREST TIME FROM 	ARREST DATE TO 	ARREST TIME TO
ARREST # 	AGENCY -All Agencies-	REFERENCE # 	REFERENCE # TYPE -Select-
STATUS -Select-	REVIEW STATUS -Select-	PLATE # 	WARRANT REFERENCE #
INCIDENT REPORT # 	CHARGE CODE 	INDEX ID 	

Officer

FIRST NAME 	LAST NAME 	BADGE # 	ROLE -Select-
----------------	---------------	-------------	------------------






ADDITIONAL SEARCH CRITERIA
-Select-

Go Back Reset Search

Click on the Select icon  in the *Actions* column to select the appropriate record in the *Search Results* window.

8 result(s) found

Refine Search New Search

Arrest Number	Status	Arrest Date	Last Name	First Name	Charges	Warrants	Incidents	Actions
1708568	Open	08/03/2017 0904	JONES	WILLIAMS	35-43-2-2 C04 - CRIMINAL TRESPASS- RESIDENCE/DWELLING		2017-PERY-0034, 2017D4210117, 2017D4210119	  
2013-0077	Completed	10/28/2013 0500	JONES	WILLIAMS	35-43-4-2 T13 - THEFT- BUSINESS SIGNS			 

In the *Associate Dispatches* window, select the **Calls for Service** records to associate with the Incident, if any. Then click **Save** to associate the records, or **Close** to ignore the request.

Associate Dispatches

Field Arrest #1708568 has the following Calls for Service record(s) associated.

Please indicate if you'd like to associate the following Calls for Service record(s) to the Incident.

☒ Calls For Service #2017-00000819

Close Save

If you chose to associate the **Calls for Service** records the Associate Incident form appears. Select all specifics that apply, then click **Save**.

Recent Activities / Incident Report 2018D4210207 / Field Arrest Search / Field Arrest Search Results / Incident Associations

Go Back

Incident Summary: 12/13/2018 1332 Hrs
Offense(s): No Offense Specified

Agency: District 42, Versailles
Report #: 2018D4210207 Supp #: 0

Select All

Location

439 North East ASHWOOD Lane, North Test DILLON, SC

Include Location (Incident Location)

Officers

Name	Role	Actions
Saur, Christine	Arresting	<input checked="" type="checkbox"/> Include Officer
Saur, Christine	Discharging	<input type="checkbox"/> Include Officer

Offenses

Offense Code	Description	Actions
35-43-2-2 C04	CRIMINAL TRESPASS- RESIDENCE/DWELLING	<input checked="" type="checkbox"/> Include Offense

The data then appears in the Arrest and Calls for Service sections.

Click the **Continue** button to progress to the *Report Location* tab.

Location

The Location is completed by selecting the geographic location, county of occurrence, township (if applicable) where the incident occurred. The incident address is also added on this screen by utilizing the Master Indices. There are three options available on this page: *View Location Details*, *Update Details*, or *Change Location*.

Location [View Location Details](#) [Update Details](#) [Change Location](#)

ADDRESS: 1001 North East Main Street
INDIANAPOLIS, IN

LATITUDE: 39.872057 LONGITUDE: -86.142280

REPORTING AREA: -Select- INCIDENT NIBR CITY: -Select- INCIDENT LOCATION REMARKS:

COMMON PLACE NAME: -Select- CAMPUS CODE: -Select-

GEOGRAPHIC LOCATION: District 42, Versailles COUNTY OF OCCURRENCE: -Select-

Back To Previous Section Save & Continue

Any field with a red left-hand border is a required field. You must complete required fields to continue.

If no Location exists, click the provided link to add one.

Location

No location specified. Click [here](#) to add a location.

View Location Details

This displays two tabs, *Address Details* and *Address Summary*, that lists all involved incidents tied to this location, and details about the location itself. The active tab is underlined in red.

Address Details Address Summary ← Two tabs

2

Index ID: 583

STREET #	DIRECTION	STREET NAME	TYPE
300	East	200	

DIRECTION SUFFIX	SUB TYPE	SUB #	CITY
East	Apartment		Lebanon

STATE	Zip	COUNTY	COUNTRY
Indiana	46052-		United States of America

COMMENTS

Intersection

STREET #	DIRECTION	STREET NAME	TYPE
123	East	Test	

DIRECTION SUFFIX	DISTANCE
West	100 Feet

Geographical Information

REPORTING AREA	LATITUDE	LONGITUDE
Test-Area	39.73382972861548	-86.36852515301796

Common Place Names

Common Place Name
Dead strip
4000-6000

Map

Total Involvements

Incidents	Count
04/16/2018	7
06/19/2017	1

By Offense Category

Vehicle	Count
	1

Common Event Associations

Person	Count
	4

Go Back Visualization Tool Update Details Subscribe

Address Details Address Summary

Total Involvements

Incidents	Date	Count
04/16/2018	7	
06/19/2017	1	

By Offense Category

Vehicle	Count
	1

Common Event Associations

Person	Count
	4

Involved Incidents

Report #	Agency	Status	Offense	Date Of Info
201804210161	District 42, Versailles	Initial Report		04/16/2018
201804210153	District 42, Versailles	Initial Report		03/05/2018
201804210147	District 42, Versailles	Initial Report		02/14/2018
201704210114	District 42, Versailles	Initial Report		08/01/2017
201704210081	District 42, Versailles	Initial Report		06/09/2017
2016-BCSO-000165	District 42, Versailles	Initial Report		08/08/2016
2016-BCSO-000164	District 42, Versailles	Initial Report		08/08/2016

Involved Court Papers

Court Paper Id	Agency	Status	Type	Sub Type	Filed Date	Received Date
366	District 42, Versailles	Open	Order/Criminal	Criminal	06/19/2017	06/19/2017

Person Common Event Associations

Name	Count
EVANS CHRIS P - RACE: Native Hawaiian or Other Pacific Islander SEX: Male DOB: 05/01/1990 (28 Yrs)	1
BROWN CHARLIE SNOOPS - RACE: White SEX: Male	1
ALLEN DONALD - RACE: White SEX: Male DOB: 10/24/1989 (29 Yrs)	1
BLACK BOB - RACE: American Indian or Alaska Native SEX: Male DOB: 06/01/1970 (48 Yrs)	1

Go Back Visualization Tool Update Details Subscribe

Update Details

Update Details allows you to update the details of the location.

Change Location

Change Location allows you to change the location, address of the Incident. You may also add an address to the Master Index if it doesn't already exist.



First search for an existing address to determine if the address already exists before adding a new one. It is recommended that you search by individual fields rather than the *Quick Search* field. See "Adding Address" on page 69 for further instructions on adding addresses to the Master Index.

If adding a new address, click the **Save and Select** button. This saves the address to the Master Indices and selects the record for the report.

Click the **Save & Continue** button at the bottom of the window to advance to *Officers*.

Officers

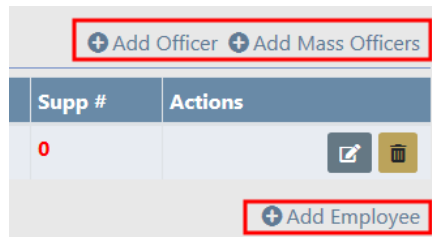
The Officers section is where all officers and employees involved in the incident are listed. The officer creating the report will default as the *Reporting Officer*.

Officers							+ Add Officer + Add Mass Officers
Last Name	First Name	ID	Title	Agency	Incident Role	Supp #	Actions
Saur	Christine	SAUR111		District 42, Versailles	Reporting	0	 

Employees							+ Add Employee
-----------	--	--	--	--	--	--	--------------------------------

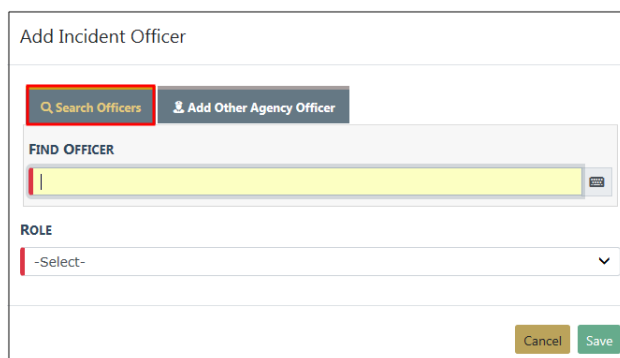
[Back to Previous Section](#)
[Finished - Go To Next Section](#)

Click the **Add Officer**, **Add Mass Officers**, or **Add Employee** hyperlink to add additional officers or employees.



Add Officer

Use this link to add one officer at a time. Begin entering the officer name in the **Find Officer** field to display a list of names that match the entered text, then click the appropriate name from the list. Select the **Role** from the drop-down list.



NOTE: All Supplement reports must have a *Reporting Officer* associated with the report.

Select **Add Other Agency Officer** to add officers from other agencies. These are officers who are not Caliber Online RMS users within the current schema.

Click **Save** to add the officer to the Incident.

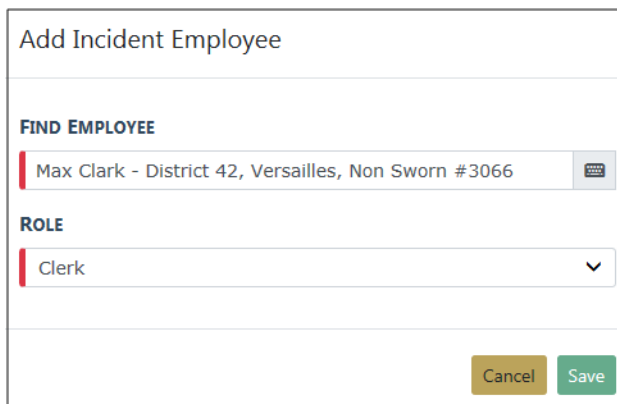
Add Mass Officers

Use this link to add multiple officers at one time. Begin entering the officer name in the **Find Officer** field to display a list of names that match the entered text, then click the appropriate name from the list. Select the **Role** from the drop-down list. Click **Add Officer** to add another officer, and repeat until all officers are included.

Click **Save** to add all selected officers to the Incident.

Add Employee

Use this link to add an employee to the Incident. Begin entering the employee name in the **Find Employee** field to display a list of names that match the entered text, then click the appropriate name from the list. Select the **Role** from the drop-down list.



The form is titled "Add Incident Employee". It contains a section labeled "FIND EMPLOYEE" with a text input field containing "Max Clark - District 42, Versailles, Non Sworn #3066" and a search icon. Below this is a "ROLE" section with a dropdown menu showing "Clerk". At the bottom right are "Cancel" and "Save" buttons.

Click **Save** to add the employee to the Incident.

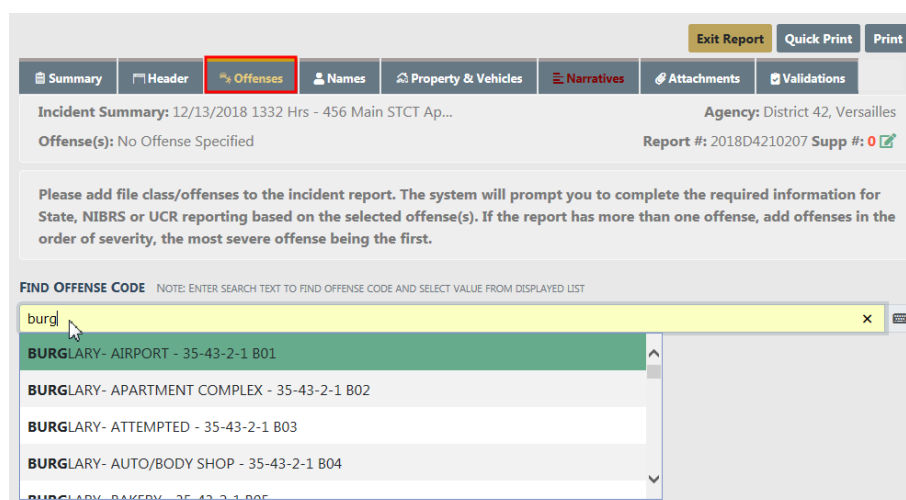
Click the **Finished - Go To Next Section** button to advance to the *Offenses* tab.

Incident Report Section – Offenses Tab

Upon completing the three sections of the **Header Tab** you are then taken to the **Offenses Tab**, where you enter any applicable offenses for the incident report.

If no offense was committed during this incident, select the **Skip Offense Section** and you are taken to the next tab of the report, the **Names** tab. This ability to skip the offense section allows for the agency to create incidents for recording non-criminal incidents (accidents, civil matters, ordinance violations, etc.).

To add an offense, begin by entering text into the **Find Offense Code** field and select a value from the displayed list. If the offense you entered is not found, refine your search text and the results will refresh as well. If the offense is still not located, contact your agency administrator.



The screenshot shows the "Offenses" tab in the incident report interface. At the top are buttons for "Exit Report", "Quick Print", and "Print". Below are tabs for "Summary", "Header", "Offenses" (highlighted), "Names", "Property & Vehicles", "Narratives", "Attachments", and "Validations". The "Incident Summary" shows "12/13/2018 1332 Hrs - 456 Main STCT Ap..." and "Agency: District 42, Versailles". The "Offense(s)" section shows "No Offense Specified" and "Report #: 2018D4210207 Supp #: 0". A message prompts the user to add file class/offenses. The "FIND OFFENSE CODE" section has a search bar with "burg" and a list of results including "BURGLARY- AIRPORT - 35-43-2-1 B01", "BURGLARY- APARTMENT COMPLEX - 35-43-2-1 B02", "BURGLARY- ATTEMPTED - 35-43-2-1 B03", and "BURGLARY- AUTO/BODY SHOP - 35-43-2-1 B04".

Once the offense has been selected, the system will display the **Offense Details**. This screen is used to describe the status of the offense and collect information related to state reporting guidelines.

The screenshot displays the 'Offense Details' screen. At the top, there are tabs for Summary, Header, Offenses (highlighted), Names, Property & Vehicles, Narratives, Attachments, and Validations. Below the tabs, the incident summary shows 'Incident Summary: 12/13/2018 1332 Hrs - 456 Main STC...' and 'Agency: District 42, Versailles'. The offense is listed as 'Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED' with 'Report #: 2018D4210207 Supp #: 0'. The NIBRS Code is 220 and the description is 'Burglary/Breaking and Entering'.

The 'Offense Details' section contains several fields:

- OFFENSE STATUS:** A dropdown menu set to 'Open/Pending'.
- OFFENSE STATUS DATE:** A date field set to '12/13/2018 1332'.
- REMARKS:** A text area for notes.
- SELECT A CHARGE:** A dropdown menu set to '-Select-'.
- ATTEMPTED / COMPLETED:** A dropdown menu set to 'Attempted'.
- CARGO THEFT:** A dropdown menu set to 'No'.
- BIAS:** A dropdown menu set to 'None (No Bias)', with a 'NONE (NO BIAS)' button nearby.
- TYPE OF LOCATION / PREMISE:** A dropdown menu set to 'Other/Unknown', with an 'OTHER/UNKNOWN' button nearby.
- SPECIFY WHETHER FORCE OR NO FORCE WAS USED BY AN OFFENDER TO ENTER A STRUCTURE?:** A dropdown menu set to 'No'.
- OFFENSE SUSPICION:** A dropdown menu set to 'Not Applicable', with a 'NOT APPLICABLE' button nearby.

Below these fields is 'Section A' with a 'test' label and an 'OFFENSE NOTES' text area. At the bottom are 'Go Back' and 'Update' buttons.


Select the appropriate answers about the offense by using the drop down menus or multi-select menus provided.

Click on **None**, **Unknown**, and **Not Applicable** buttons to quickly enter that selection into the field, when applicable.

This close-up shows three specific fields with red arrows pointing to buttons:

- BIAS:** The dropdown is set to 'None (No Bias)', and a red arrow points to the 'None (No Bias)' button.
- TYPE OF LOCATION / PREMISE:** The dropdown is set to 'Other/Unknown', and a red arrow points to the 'Other/Unknown' button.
- OFFENSE SUSPICION:** The dropdown is set to 'Not Applicable', and a red arrow points to the 'Not Applicable' button.

After the mandatory questions have been completed, select the **Save** button, which will then take you back to the **Offenses** tab for review.

Hover your mouse over the information bubble  to the left of the NIBRS code to view the NIBRS Crime Description.

Additional offenses may be added by clicking the **Add Another Offense** hyperlink and repeating the same process.

Click on the **Update All Offense's Status** hyperlink to update the offense status and status date on all edited offenses on the Supplement.

Select the **Offense Status** and enter the **Offense Status Date**, then click **OK**.

Depending on the offense(s) selected on the Incident, certain tabs may turn red. This indicates that additional information in those tabs is needed to validate the state reporting requirements for the agency. Placing the mouse pointer over the red tab displays a pop-up window displaying the required information.

Optional **Modus Operandi** information can also be added at the bottom of the page. Clicking the **Add Modus Operandi** link will display the **Modus Operandi** page where entry, exit, method, means, and trademark information can be added and associated to one or more of the offenses listed on the report.

Quick Print Print

Summary Header **Offenses** Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STC... Agency: District 42, Versailles
 Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Please provide Modus Operandi details and select the appropriate offense(s)

ENTRY METHOD EXIT
 -Select- -Select- -Select-

MEANS TRADEMARK
 -Select- -Select-

OFFENSES
 Click To Select

REMARKS

Go Back Save

Click **Save** after entering or selecting all required fields on the **Modus Operandi** page.

Click the **Finished – Go To Next Section** button to advance to the *Names* tab.

Incident Report Section – Names Tab

The **Names Tab** contains the list the names of all persons and organizations involved in the incident. The names section is broken into three sections, the *Offender*, *Victim*, and *Other Names*.

Exit Report Quick Print Print Transfer Exit Wizard Submit for Approval

Summary Header Offenses **Names** Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart... Agency: District 42, Versailles
 Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Offenders Offender Information Not Known Add Offender Add Unknown Offender

Victims Add Person Victim Add Organization Victim

Other Names Add Person Add Organization

Back to Previous Section Finished - Go To Next Section

Offenders Section-Adding Unknown Offender(s)

Exit Report Quick Print Print Transfer Show Wizard Submit for Approval

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart... Agency: District 42, Versailles
 Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Offenders Offender Information Not Known Add Offender Add Unknown Offender

Victims Add Person Victim Add Organization Victim

Other Names Add Person Add Organization

- **Add Unknown Offender**

Selecting the **Add Unknown Offender** hyperlink prompts you to list the number of unknown offenders by using a drop down menu. Once the number of unknown offenders is selected, add applicable sex, race, age, and description to each. *Not Known* is also an acceptable answer.

Click **Save** to create the Offender records.

- **Offender Information Not Known**

Selecting **Offender Information Not Known** enters one *Unknown Offender* record as a place holder, allowing you to return and update the record when details are known.

Name	Age (Yrs)	Role(s)	Supp #	Actions
Offender Information Not Known		Suspect / Offender	0	

The **Offender Information Not Known** hyperlink only appears when an Offender record is nonexistent.

Offender Section-Adding Known Offender(s)

If the **Add Offender** hyperlink is chosen you are taken to the **Master Indices Person Search** screen.

You can select person records for the incident report three ways:

- Search by entering your own criteria, then select from the search results list.
- Create new master person record and add it to the incident report.

- Search for a person that exists on a CFS record that is associated to the incident report, if applicable, then select from the search results list. An **Associated CFS Available** link appears if the incident is associated to a CFS record.

For more information on searching, selecting, and creating *Master Person* records, refer to "Master Indices" on page 47.

NOTE: Always search for *Master Person* prior to adding a new record. Search as broadly as possible to yield more results, then Refine Search as necessary to narrow the search. This will help to prevent Master Indices duplicate records for the same Person, Address, etc.

Once all information has been added to the person record click the **Select** button to continue to the next screen to add additional NIBRS/UCR related information for that person.

NOTE: This same process is used for adding the Offender(s), Victim(s) and Other Name(s).

If you select the box indicating that the Offender was also a victim of the offense, you are asked to confirm. Select **Yes** to confirm.

Message From RMS

Only choose this option if this Incident Report involves a single reciprocal offense such as domestic battery / assault that involved 2 or more offenders where each offender was also the victim for the offense.

No Yes

Select the **Save** button to return to the **Names** tab where the person will appear added to the Offender Section. If the offender was also a victim, the name is also listed under the victim section. Add additional offenders if applicable.

Incident Victim(s)

Society crimes will default **Society** as the victim.

Persons and Organizations can be added to the Incident following the same process used to add a Known Offender. For details on adding a Known Offender refer to "Offender Section-Adding Known Offender(s)" on the previous page.

At the bottom of the screen is an optional area where you can note Victim Rights Notification information if applicable.

Click **Continue** to return to the names tab where the person added can be seen. Add Additional victims in the same manner if applicable. If no other names are needed click the **Finished – Go To Next Section** button to proceed to the **Property & Vehicles** tab.

Adding Organization as Victim

Select the **Add Organization** hyperlink to advance to the **Master Indices Organization Search** screen. Search for the Organization they need to add to the report as a victim.

NOTE: Always search the Master Indices prior to adding a new record. Search as broadly as possible to yield more results then Refine Search as necessary to narrow the search. This will help to prevent duplicated records for the same Person, Address, etc. in the Master Indices.

The search results display either a list of organization names meeting the search parameters or will indicate that there were no results found.

If the desired organization is listed, you can select the existing record as the victim for the report. Best practice is to review the information by clicking on the Organization Name or Index ID to review the information and verify it is up to date prior to selecting the record for the report.

Q Organization Search Results

5 result(s) found

Organization Name	Organization Type	Organization #	Street #	Direction	Street Name	City	State	Zip	Index Id	Actions
Automation Incorporated	Computer Systems and Services including	911	122	West	Elm	Chicago	Illinois	60610	240000006	
Automation Industries	Law Office	123	2740	North	ADDISON MEADOWS	INDIANAPOLIS	Pennsylvania	46203	240000007	
Automation Solutions	Business/Personal Services	456	456	West	Livingwell	Denver	Colorado		240000014	
Fake Org Automation	Unknown	12345							240000028	
Mike's Auto Shop	Automotive & Service Station								4	

Refine Search

New Search

If the organization does not already exist in the Master Indices, select **Add Organization** to add the new record. Enter the Organization Name and Type fields then click **Save**, or click **Save & Select** to save and add to the Incident. Add additional known information such as the organization's address, phone number, employee information, and attachments.

Organization Information ✓ No Duplicates Found Go Back

ORGANIZATION NAME
Automation Series Inc


ORGANIZATION #

COMMENTS

Go Back Save

ORGANIZATION TYPE

-Select-
Agricultural Services/Forestry/Fishing
Alarm Services
Amusement & Recreational Services
Apparel & Accessories
Automotive & Service Station
Automotive Rental/Services
Building, Hardware & Garden Supplies
Business/Personal Services
Cleaning Services & Laundry
Computer Systems and Services including
Construction
Educational Public/Private
Financial, Insurance, etc.
Food & Beverage

If you are selecting an organization from the search results list, click the **Select** icon  to add the organization to the report. Add additional required information regarding the organization's role, the offense(s) the organization is a victim of, and the victim type.

Summary Header Offenses **Names** Property & Vehicles Narratives Attachments Validations Quick Print Print

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #100... Agency: District 42, Versailles
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Organization View Organization Summary Update Organization Change Organization

NAME	TYPE	BUSINESS #	INDEX ID
Automation Industries	Law Office	123	240000007

ADDRESS (BUSINESS)
126 North 750 West IN

Victim Details

INCIDENT ROLE
Victim

OFFENSE(S) [SELECT ALL] [SELECT NONE]
BURGLARY- ATTEMPTED

VICTIM TYPE
-Select-

Go Back Save

You can, with appropriate permissions, **View Organization Summary**, **Update Organization** information, or **Change Organization** by clicking on the respective links on this screen.

Organization View Organization Summary Update Organization Change Organization

NAME	TYPE	BUSINESS #	INDEX ID
Automation Industries	Law Office	123	240000007

Click the **Save** button to add to the Incident. Add additional names and organizations for the report if applicable.

Other Names

Additional persons and organizations can be added to the report when applicable.

Other Names Add Person Add Organization

The entry of **Other Names** is performed using the same method as adding a Person, Organization, Victim, or Known Offender.

For more information on adding a Known Offender refer to "Offender Section-Adding Known Offender(s)" on page 141.

For more information on adding an Organization as a Victim refer to [#AddOrgAsVictim](#).

Select the **Finished – Go To Next Section** button to proceed to the *Property & Vehicles* tab.

Incident Report Section – Property & Vehicles Tab

The **Property & Vehicles Tab** contains all the incident related property and vehicles.

Exit Report Quick Print Print Transfer Exit Wizard Submit for Approval

Summary Header Offenses Names **Property & Vehicles** Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Ap... Agency: District 42, Versailles

Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

The following offense(s) require PROPERTY or VEHICLES:
- 35-43-2-1 B03-BURGLARY- ATTEMPTED No Property Unknown Property Taken or Not Identified

Properties TOTAL VALUE(\$): 0.00 All Add Property

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PROPERTY							
1843	BACKPACK: Black/Yellow; Val: \$0.00	N/A		Found	\$0.00	0	

Vehicles TOTAL VALUE(\$): 0.00 Add Vehicle

Tow / Impounds Add Existing Impound

Back to Previous Section Finished - Go To Next Section

If there is an offense on the report that requires property or vehicle association to satisfy NIBRS/UCR valuations, the tab will be red and there will be instructions on the page stating the requirement.

Exit Report Quick Print Print Transfer Exit Wizard Submit for Approval

Summary Header Offenses Names **Property & Vehicles** Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment... Agency: District 42, Versailles

Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

The following offense(s) require PROPERTY or VEHICLES:
- 35-43-2-1 B03-BURGLARY- ATTEMPTED No Property Unknown Property Taken or Not Identified

Add Property

Click the **Add Property** button to display menu items from which to choose. You can add a single piece of property, or multiple (mass) property types listed.

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Sup #
1843	BACKPACK; Black/Yellow; Val: \$0.00	N/A		Found	\$0.00	0

There are five **Categories** for adding property: *Property*, *Drugs*, *Documents*, *Currency*, and *Guns*.

The majority of the time when dealing with a piece of property for an Incident report, the piece of property has not been dealt with by the user's agency. For this reason you are presented with the **Add Property** screen instead of a **Master Indices** search screen.

- **Add Single Property**

Click **Add Single Property** to display the *Property Information* screen. Click the **Category** to display additional fields specific to that Category to describe the property in more detail.

NOTE: If you have reason to believe the piece of property you are going to enter on the report has been dealt with previously, use the **Search Properties** button to the top right, locate the existing property in the **Master Indices**, and add it to the report.

Enter necessary data, then click **Save** to save your entry, or **Save & Select** to save your entry and add it to Incident Property.

- **Add Mass Entries**

You can add multiple (mass) property types for *Property*, *Drugs*, *Documents*, *Currency*, and *Guns*. If you choose any one of the Mass options, you can add multiple property records on one screen, rather than add them one at a time.

Refer to "Mass Entry" on page 151 for details.

NOTE: If you are entering *Mass Currency*, currency should only be used when dealing with large amounts of currency where the denominations are known. For smaller amounts, use the *Property* category and select **Cash** from the drop-down list. For example, *\$500 stolen from a person* would be entered as *Property*, **Cash** and the description could state *Miscellaneous 5, 10, & 20, dollar bills*.

Enter the property information in the fields provided then click **Save** to display *Additional Information*.

You have the ability to process the property as **Evidence**, **Lost & Found**, or **None** (neither), providing your agency elected to turn on these modules.

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) ⓘ

OFFENSE(S) [SELECT ALL] [SELECT NONE]

BURGLARY- ATTEMPTED

CURRENT STATUS

Found

PROPERTY OWNER

-Select-

STOLEN/DAMAGED/RECOVERED VALUE(\$)

.00

PROPERTY DAMAGE

PROPERTY DESCRIPTION

ADDITIONAL PROCESSING?

NONE EVIDENCE LOST & FOUND

Click on an option

Go Back Save Save + Add Another Property

If you choose **Evidence** or **Lost & Found**, a data entry screen appears with data specific to the option you choose. You must also select a **Current Status** from the drop-down list.

Lost & Found

The *Add Lost & Found Entry* screen appears after selecting the **Lost & Found** button.

Add Lost & Found Entry

FOUND BY

FOUND DATE/TIME

02/14/2019 1148

CUSTODY DATE/TIME

02/15/2019 1148

COMMENTS

SELECT DESTINATION

☒ Location
☐ Person

SELECT A LOCATION

Safe in Storage Room

CUSTODY COMMENTS

Cancel

Save

Enter the necessary information then click **Save**.

The newly entered **Lost & Found** information appears near the bottom of the *Additional Information* screen. If necessary, click on the **Edit** link to update the record.

Click **Save + Add Another Property** to save the new entry and add another property record, or click **Save + Continue** to save the new entry and display the property records.

NOTE: For information on the *Lost & Found Module*, refer to "Lost and Found Property" on page 467.

Evidence

For Evidence, select the **Evidence** button then click **Save** to display an evidence confirmation.

Message From RMS

You have selected to add this property as evidence. Select Yes to enter evidence details.

No

Yes

Selecting the **Yes** button displays the **Add Evidence** screen to enter the date and time of recovery, the location the evidence is being stored, description, comments, an extended chain of custody and if the evidence needs any testing. The status defaults to *Pending Check-in* and the Location list of values (LOV) will have the temporary storage locations specific to the user's agency.

Property Information Go Back

PROPERTY TYPE	SERIAL NUMBER	PROPERTY DESCRIPTION
BACKPACK		

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartme... Agency: District 42, Versailles
 Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Evidence Information

DATE/TIME RECOVERED	RECOVERY LOCATION	AGENCY
02/15/2019 1105		District 42, Versailles

DATE/TIME PLACED IN STORAGE	STATUS	LOCATION
02/15/2019 1158	Pending Check-In	Drawer

CUSTODY FROM: Saur, Saur ITEM #: 1

EVIDENCE DESCRIPTION

EVIDENCE COMMENTS

Extended Chain of Custody Add

Evidence Processing

Signature Go Back Save

Click Add to enter Extended Chain of Custody

An **Extended Chain of Custody** can be entered to show if a piece of evidence was collected and transferred prior to entering the evidence. This can be done for multiple transfers if necessary. The **Custody From** and **Custody To** fields are tied to system users; however, you can leave one or both of these fields blank then add the data to comments.

Extended Chain of Custody Add

CUSTODY FROM	CUSTODY TO
Officer Joe Hedges(Badge #: 7049) - All Other	Officer Peter (off) Avery(Badge #: 205) - District 22, Ft Wayne

DATE/TIME	LOCATION
02/15/2019 1354	Other

COMMENTS: To lab for testing. Remove

NOTE: In a multi-tiered agency the *Location* list filters based on the selected agency.

Select the **Signature** button to open the signature window.

Please Use Mouse to Enter Signature

Cancel Reset Submit

Sign for the custody change using the mouse then select **Submit** to apply the signature.

Extended Chain of Custody

CUSTODY FROM: [Field] CUSTODY TO: [Field]

DATE/TIME: 02/15/2019 1354 LOCATION: -Select-

COMMENTS: [Signature]

Evidence Processing can also be noted when entering a piece of evidence. Specific notes may be entered to relay specific information about the request. Multiple processing requests can be entered for a single piece of evidence.

Evidence Processing

EVIDENCE PROCESSING: Fingerprints

COMMENTS: [Field]

[Add]

[Signature]

[Go Back] [Save]

Select the **Signature** button to open the signature window.

Please Use Mouse to Enter Signature

[Signature Line]

[Cancel] [Reset] [Submit]

Sign for the evidence processing using the mouse then select **Submit** to apply the signature.

Evidence Processing: Synthetic Filer

COMMENTS: [Field]

[Signature]

[Cancel] [Save]

Select the **Save** button to add the item to the evidence database.

ADDITIONAL PROCESSING?

NONE **EVIDENCE**

Evidence Information

SYSTEM EVIDENCE ID	ITEM NUMBER	DATE/TIME	INITIAL/TEMPORARY STORAGE LOCATION
788	1	02/15/2019 1020	Transported - Unknown Location

EVIDENCE COMMENTS **EVIDENCE DESCRIPTION** **SEIZING OFFICER**

Saur, Christine, ID# SAUR111

[Go Back] [Save] [Save + Add Another Property]

After completing the evidence screen, you are returned to the **Property & Vehicles** screen. Either click the **Save** button or the **Save + Add Another Property** button.

NOTE: If you do not select one of the two save buttons, evidence will not save correctly to the report. If you click another incident tab, it will be listed in the evidence database and associated with the System Evidence Id but will not be attached to the incident report. It will be attached to the report as a piece of property in the report but not as evidence in the report.

You can now **Print Evidence Labels, Receipts, or Chain of Custody** from the current screen, or print at a later time.

NOTE: For more information on printing *Evidence Labels, Receipts, or Chain of Custody* refer to "Incident Report – Print Evidence Labels, Receipts, Chain of Custody" on page 157.

The screenshot shows the 'Property & Vehicles' tab in the incident report interface. At the top, there are buttons for 'Exit Report', 'Quick Print', 'Print', 'Transfer', 'Exit Wizard', and 'Submit for Approval'. Below these are tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles' (selected), 'Narratives', and 'Attachments'. A 'Validations' section is also visible.

The main content area displays the following information:

- Incident Summary:** 12/13/2018 1332 Hrs - 456 Main ST...
- Agency:** District 42, Versailles
- Offense(s):** 35-43-2-1 B03 - BURGLARY - ATTEMPTED
- Report #:** 2018D4210207 **Supp #:** 0

A warning message states: "The following offense(s) require PROPERTY or VEHICLES: - 35-43-2-1 B03-BURGLARY- ATTEMPTED". Below this, there are links for "No Property" and "Unknown Property Taken or Not Identified".

The **Properties** section shows a **TOTAL VALUE(\$): 0.00** and a dropdown menu set to "All". There are buttons for "Print Evidence" and "Add Property".

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PROPERTY							
1843	BACKPACK; Black/Yellow; Val: \$0.00	Evidence - Item # 1			\$0.00	0	View, Edit, Delete icons

The **Vehicles** section shows a **TOTAL VALUE(\$): 0.00** and a button for "Add Vehicle".

The **Tow / Impounds** section shows a button for "Add Existing Impound".

At the bottom, there are buttons for "Back to Previous Section" and "Finished - Go To Next Section".

Select the **Finished – Go To Next Section** button to proceed to the next tab.

NOTE: A warning message displays to unauthorized users who attempt to remove *Property* from the **Incident Report** that is processed as *Evidence*.

NOTE: For information on the *Evidence Module*, refer to "Evidence Module" on page 269.

Mass Entry

All five property **Categories** support **Mass Entry**, a form that allows you to enter multiple property records on the same screen. Click on the **Add Property** button to display a list of **Categories** from which to choose.

Select a mass category from the list to open the associated Mass Entry form. *Add Mass Drugs* is used in the example.

Enter the first row in the fields provided.

There are two ways to add additional fields: Click the **Add** button to add one row at a time. To add multiple rows at one time, enter the number of rows you want to add in the box on the left of the **Add More Rows** button, then click the **Add More Rows** button.



Select a radio button on the right of each line item to indicate how to process it: *Evidence*, *Lost & Found*, or *None*.

When all the required information and other known information have been entered, click the **Save** button. A confirmation window appears listing the number of mass records entered and how they are processed. Click **Yes** to create the records.

A window appears displaying the new entries with *Evidence* and *Lost & Found* separated into tabs.

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #100 Littleton, CA 12345
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED

Evidence **Lost & Found**


Agency	Date of Recovery	Recovery Location	Date Placed in Storage
Type: SEEDS Drug: SUSPECTED MARIJUANA Quantity: 0  District 42, Versailles	02/15/2019 1020		02/15/2019 1210
Type: DRUGS - COMMON MEDICINE Drug: SUSPECTED OTHER DEPRESSANTS Quantity: 0  District 42, Versailles	02/15/2019 1020		02/15/2019 1210

Signature

Go Back **Save**

Fill in all the required fields in each tab that display a red border to the left of the field, then click **Signature** to sign if required by your agency.



Click **Save** to add to the Incident Report.

Click the Edit icon  on the applicable properties to relate them to the report. Then choose all offenses or none.

















Exit Report **Quick Print** **Print** **Transfer** **Exit Wizard** **Submit for Approval**

Summary **Header** **% Offenses** **Names** **Property & Vehicles** **Narratives** **Attachments** **Validations**

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #100 Litt... **Agency:** District 42, Versailles
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED **Report #:** 2018D4210207 **Supp #:** 0

The following offense(s) require **PROPERTY** or **VEHICLES**:
 - 35-43-2-1 B03-BURGLARY- ATTEMPTED  No Property  Unknown Property Taken or Not Identified

Properties **TOTAL VALUE(\$):** 0.00 **All** **Print Evidence** **Add Property**

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PROPERTY							
1847	 PLANT; Drug Type: SUSPECTED MARIJUANA; 0.000	Lost & Found			\$0.00	0	  
1846	 DRUGS - COMMON MEDICINE; Drug Type: SUSPECTED OTHER DEPRESSANTS; 0.000	Evidence			\$0.00	0	  
1845	 SEEDS; Drug Type: SUSPECTED MARIJUANA; 0.000	Evidence			\$0.00	0	  
1843	 BACKPACK; Black/Yellow; Val: \$ 0.00	Evidence - Item # 1			\$0.00	0	  

Vehicles **TOTAL VALUE(\$):** 0.00 **Add Vehicle**

Tow / Impounds **Add Existing Impound**

Back to Previous Section **Finished - Go To Next Section**

Quick Print **Print**


Summary **Header** **% Offenses** **Names** **Property & Vehicles** **Narratives** **Attachments** **Validations**

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #100 Litt... **Agency:** District 42, Versailles
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED **Report #:** 2018D4210207 **Supp #:** 0



Property **View Property Details** **Update Details** **Change Property**


TYPE	DRUG	QUANTITY	VALUE(\$)	DATE OF INFO	INDEX ID
DRUGS - COMMON MEDICINE	SUSPECTED OTHER DEPRESSANTS	0	0	02/15/2019	1846

Additional Information


Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) 

OFFENSE(S) **SELECT ALL** **SELECT NONE** **Choose either all or none**



  BURGLARY- ATTEMPTED

When an offense on the report requires a property or vehicle association, validations are in red advising of the requirement. Make note of the instructions indicating what property should be associated to what types of offenses. Hovering over the information bubble  will provide examples.

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) 

OFFENSE(S) [SELECT ALL] [SELECT NONE]

  BURGLARY - ATTEMPTED

If the property being added needs to be tracked as **Evidence**, select **Yes** at the bottom of the screen answering the question, *Was Property confiscated and placed into evidence?* and follow the prompts. (see Incident Report – Incident Evidence for more information).

Select the **Save & Add another Property** button to add additional property or **Save & Continue** button to return to the **Property & Vehicles** tab for review.




Add Vehicle




Selecting the **Add Vehicle** hyperlink will display the **Search Vehicle** screen.



Recent Activities / Incident Report 2019D4210215 / Vehicle Search


Add Vehicle



Vehicle

YEAR MAKE   MODEL 

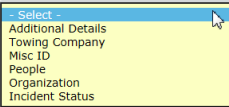
VIN TYPE   STYLE 

LICENSE PLATE LICENSE STATE   INDEX ID

CREATOR 

CREATION DATE FROM  CREATION DATE TO  SEARCH PREFERENCE

ADDITIONAL SEARCH CRITERIA



NOTE: Always search the Master Indices prior to adding a new record. Search as broadly as possible to yield more results and Refine Search as necessary to narrow the search. This helps to prevent duplicated records for the same Person, Address, Vehicles, etc. in the Master Indices, and it keeps all RMS system activities related to the record in a centralized location.

The search results display either a list of records matching the search parameters or will indicate that there were no results found. If the desired record is listed you can select the existing record as the victim for the

report. Best practice is to review the information by clicking on the VIN or Index ID to review the information and verify it is up to date prior to selecting the record for the report.

Recent Activities / Incident Report 2019D4210215 / Incident Vehicle

Quick Print Print

Summary Header Offenses Names **Property & Vehicles** Narratives Attachments Validations

Incident Summary: 02/20/2019 0907 Hrs Agency: District 42, Versailles
Offense(s): 14-29-8-5(2) - NATURAL RESOURCE- TRESPASS- CROSSING P... Report #: 2019D4210215 Supp #: 0

Vehicle View Vehicle Summary Update Details Change Vehicle

YEAR 2018	VIN 4567654567	MAKE ACURA(ACUR)	MODEL LEGEND	TYPE Automobile	STYLE Sedan, no. of doors unkno
LICENSE PLATE 444TYU	LICENSE STATE IN	LICENSE MONTH / YEAR - / -	COLOR LAV	DATE OF INFO 03/09/2018 12:04:13 PM	INDEX ID 661

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) ⓘ

OFFENSE(S) [SELECT ALL] [SELECT NONE]

NATURAL RESOURCE- TRESPASS- CROSSING PRIVATE LAND TO ACCESS STREAM

INCIDENT VEHICLE ROLE STATUS

-Select- -Select-

VEHICLE OWNER

-Select-

STOLEN/DAMAGED/RECOVERED VALUE(\$)

LOCKED KEYS IN VEHICLE

VEHICLE DAMAGE

REMARKS

Go Back Save Save + Add Another Vehicle

When an offense on the report requires a property or vehicle association, validations appear in red advising of the requirement. Make note of the instructions indicating what property should be associated to what types of offenses. Hovering over the information bubble ⓘ will provide examples.

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) ⓘ

Click to select/unselect the offense

OFFENSE(S) [SELECT ALL] [SELECT NONE]

BURGLARY- APARTMENT COMPLEX

Indicates this offense requires at least one property

INCIDENT VEHICLE ROLE STATUS

Suspect Used In Crime

Crime Not Selected/Associated

OFFENSE(S) [SELECT ALL] [SELECT NONE]

BURGLARY- APARTMENT COMPLEX

INCIDENT VEHICLE ROLE STATUS

Suspect Stolen

Crime Selected/Associated

OFFENSE(S) [SELECT ALL] [SELECT NONE]

☒ ☐ BURGLARY- APARTMENT COMPLEX

INCIDENT VEHICLE ROLE STATUS

Victim -Select-

Once all this information is completed select either the **Save & Add another Vehicle** button to add more property or the **Save & Continue** button to return to the **Property & Vehicles** tab for review.

Once all Property & Vehicle have been added, select the **Finished – Go to Next Section** to advance to the **Narrative** tab.

Add Existing Impound

Vehicle Tow/Impound can be associated with an Incident. However, the Tow/Impound grid will not appear on the Incident screens if the Agency is not using the Tow/Impound module.

Selecting the **Add Existing Impound** hyperlink displays the **Vehicle Tow/Impound Search** screen.

Recent Activities / Incident Report 2018D4210173 / Impound Search

Vehicle Tow/Impound Search [View Delete Log](#) [Add Vehicle Tow/Impound](#)

IMPOUND ID VEHICLE ID TOWING AGENCY

ASSOCIATED INCIDENT REPORT # OTHER REFERENCE # DISPOSITION

TOWED FROM CITY

DISPATCH NUMBER NON-RELEASED VEHICLE

TOW DATE FROM TOW DATE TO RELEASE DATE FROM RELEASE DATE TO

Vehicle Details

YEAR MAKE MODEL

VIN # VEHICLE TYPE VEHICLE STYLE

LICENSE #

[Go Back](#) [Reset](#) [Search](#)

Enter the necessary data to search for the record needed, then click the **Search** button to view the results.

Recent Activities / Incident Report 2018D4210173 / Impound Search / Impound Search Results

191 Result(s) Found

Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
203	765	District 42, Versailles	01/31/2019 09:39	DENVER	Initial	Select View Print

Click the **Select** icon  to select the record and to open the **Associate Incident to Vehicle Tow/Impound** page.

Recent Activities / Incident Report 2018D4210173 / Incident Impound

Quick Print
Print

Summary
Header
Offenses
Names
Property & Vehicles
Narratives
Attachments
Validations

Incident Summary: 07/16/2018 2300 Hrs
Agency: District 42, Versailles
Offenses(s): 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX
Report #: 2018D4210173 Supp #: 0

Vehicle

MAKE A & B TRAILER MFG CO, INC(ABTR)	MODEL TRAILER	TYPE Trailer/RVs	LICENSE PLATE NBR 097	LICENSE STATE IN	LICENSE MONTH / YEAR - / 1980
MISC ID 12345	COLOR TEA / PLE	DATE OF INFO 01/31/2019 01:51:37 PM	INDEX ID 765		

Additional Information

INCIDENT VEHICLE ROLE

Select:

- Abandoned
- Arrestee
- Attempt to Locate on vehicle
- Impounded Vehicle/Vessel
- Other
- Parking Violation
- Stolen
- Suspect
- Victim

STATUS
-Select-
Save

Select the proper **Incident Vehicle Role** and **Status** from the lists, then click the **Save** button.

The Tow/Impound record is now associated to the Incident.

Tow / Impounds					+ Add Existing Impound
Impound ID	Vehicle ID	Towing Agency	Tow Date	Supp #	Actions
203	765	District 42, Versailles	01/31/2019 09:39	0	View Print Delete

Incident Report – Print Evidence Labels, Receipts, Chain of Custody

After all the property and evidence have been entered you can review the property and/or evidence entered on the report. If evidence exists, you have the ability to print **Evidence Labels**, **Evidence Receipts**, and **Chain of Custody**.

There are two access points to print labels, receipts, and chain of custody:

- The **Summary** tab of the Incident Report, then scroll down to the **Property** section.

Exit Report

Quick Print

Print

Transfer

Exit Wizard

Submit for Approval

Summary

Header

Offenses

Names

Property & Vehicles

Narratives

Attachments

Validations

Properties

TOTAL VALUE(\$): 0.00

All

Print Evidence

Add Property

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PROPERTY							
1843	BACKPACK; Black/Yellow; Val: \$0.00	N/A		Found	\$0.00	0	

Vehicles

TOTAL VALUE(\$): 0.00

Add Vehicle

- The **Property and Vehicles** tab of the Incident Report.

Exit Report Quick Print Print Transfer Exit Wizard Submit for Approval

Summary Header % Offenses **Names** **Property & Vehicles** Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apa... Agency: District 42, Versailles
 Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

The following offense(s) require PROPERTY or VEHICLES:
 - 35-43-2-1 B03-BURGLARY- ATTEMPTED No Property Unknown Property Taken or Not Identified

Properties TOTAL VALUE(\$): 0.00 All Print Evidence Add Property

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PROPERTY							
1847	PLANT; Drug Type: SUSPECTED MARIJUANA; 0.000	Lost & Found			\$0.00	0	View Edit Delete
1846	DRUGS - COMMON MEDICINE; Drug Type: SUSPECTED OTHER DEPRESSANTS; 0.000	Evidence			\$0.00	0	View Edit Delete

Select **Print Evidence** button from either tab and a new Reports window displays.

Incident Properties Reports

Property
<input checked="" type="checkbox"/> Evidence Id: 789; Property Id: 1845 - Seeds
<input checked="" type="checkbox"/> Evidence Id: 788; Property Id: 1843 - Backpack
<input type="checkbox"/> Evidence Id: 790; Property Id: 1846 - Drugs - Common Medicine

Cancel Print Labels Print Receipt Report Print Chain Of Custody Report

Select which properties to include, then select one of the available print buttons. **Print Labels** is used in this example. The PDF generates and is sent to your download folder. Click **Open** to view the report or click **Save**.

View and track your downloads Search downloads

Name	Location	Actions
Evidence Labels.pdf rms.public-safety-cloud.net	6.22 KB	Do you want to open or save this file? Open Save

Options Clear list Close

NOTE: Only items in the *Selected* box print.

Incident Report Section – Narrative Tab

The **Narrative** tab opens to the Narrative entry screen where there is a built-in editor with formatting tools that supports grammar and spell checking, and provides the ability to format the body of the narrative.

The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type.

Some agencies may use **Narrative Templates** to guide you in creating their narrative. If a template is selected, the information will be applied to the narrative for you to complete and edit as required.

The **Narrative Title** will default to *Original Narrative* but you may edit the title if necessary.

There are icons for printing the narrative and for saving the narrative which can be used at any time while the narrative editor is open.




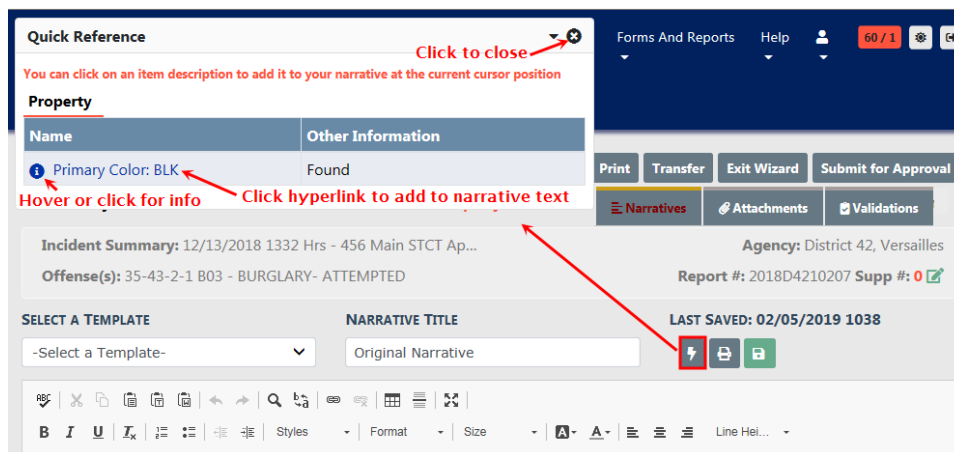
As the narrative is being typed, the system auto-saves the narrative every sixty seconds to help keep from data in the event the connection is lost or the computer becomes unusable.

If the application attempts to save and is not able to reach the server, you are presented with a Warning indicating the connection may be lost. Navigating away from this screen may cause you to lose up to 60 seconds worth of your narrative. Simply reestablish your connection and select the **Click Here to Try Again** link so the narrative can be saved to the server and continue the auto save feature.

You should only have one workstation logged in to Caliber Online RMS at any given time.

If you have two workstations open on the Narrative screen it will create an issue since each will update every 60 seconds. This means when you save and close a 2 page narrative on one workstation, the second workstation that may only have one sentence will auto save and the 2 page narrative will be edited to show the most current save of one sentence.

The **Quick Reference** icon  is a hyperlink that displays a window in the upper left hand corner which provides easy access to all the people, organizations, vehicles and property within the incident report. If no items exist for a particular tab, they are not shown.



The **Quick Reference** window contains blue hyperlinks. By clicking on the blue hyperlink you add that particular information directly into your report's narrative in the area where your cursor is located.

You may also place your mouse over the blue information bubbles to see additional information.

Once the narrative has been completed the can select the **Save & Continue** button which will display the **Narrative** tab for review. Additional narratives may be added to the report by selecting the **Add Narrative** link to the top right which will open a new narrative entry screen.

NOTE: If the agency is configured to bring over notes from CAD, you will see those narratives listed. You can view, edit, or delete the existing narrative as needed. A new narrative can be added by selecting the **Add Narrative** link.

When you have completed the narrative(s) for the report, select the **Finished - Go To Next Section** button to navigate to the **Attachments** tab.

Incident Report Section – Attachments Tab

The **Attachments** tab is used to capture incident related attachments such as crime scene photographs or statements, and you can download existing attachments. This is also the location where *Custom Forms* can be

completed if the agency is using them.

The screenshot displays the 'Attachments' tab in the Caliber Online RMS11.0 interface. At the top, there are buttons for 'Exit Report', 'Quick Print', 'Print', 'Transfer', 'Exit Wizard', and 'Submit for Approval'. Below these are tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments' (which is highlighted), and 'Validations'. The main content area shows 'Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #1...' and 'Agency: District 42, Versailles'. Below this, it says 'Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED' and 'Report #: 2018D4210207 Supp #: 0'. A red box highlights the 'Add Attachment' and 'Download Selected Attachments' links. Below this is the 'Attached Forms' section with an 'Add a Form' button and a dropdown menu set to '-Select-'. At the bottom, there are buttons for 'Back To Previous Section', 'Finished - Go To Next Section', and 'Submit for Approval'.

To add a file or image as an attachment, select the **Add Attachment** hyperlink.

For more information on adding and downloading attachments, refer to "Attachments" on page 41.

When all attachments are saved and closed the system returns to the **Attachments** Tab where the files will be displayed.

There are icons next to each file in the *Actions* column that allows you to download, view, edit, and delete the file.

Agency Forms can also be completed in the attachments section of the incident report. Select and complete the form from the drop-down menu. Refer to your administrator for details.

The screenshot shows the 'Attached Forms' section with a dropdown menu open. The dropdown menu lists various forms: '1 Custom Form to Rule Them All', 'A New Form', 'Ang Test Custom Form', 'Derek Test Form', 'Expense Log', 'Incident Offense Fields', 'Inheritance Test Form', 'Marijuana Eradication Form', 'RMS Demo Form', 'Street Gang Incident Offense Report', 'TTN114300', 'Towing Form', 'Use of Force Form', 'Vehicle Pursuit Report', and 'test'. The 'Finished - Go To Next Section' button is highlighted in green.

Select the **Finished - Go To Next Section** button to advance to the **Validations** Tab.

Incident Report Section – Validations Tab

The **Validations** Tab allows a final check of your report to ensure the minimum requirements are met based on the offense(s) entered on the report. The validation check occurs automatically when navigating to the **Validations** tab. The validation process verifies all the minimum requirements are met, then lists information still required for the report along with a hyperlink to that section of the report

Exit Report Quick Print Print Transfer Exit Wizard Submit for Approval

Summary Header Offenses Names Property & Vehicles Narratives Attachments **Validations**

Incident Summary: 04/30/2018 1353 Hrs - 400 Elm Street Fortville, IN... Agency: District 42, Versailles
 Offense(s): 35-42-2-1 B05 - BATTERY- KNIFE Report #: 2018-04-120-000011 Supp #: 0

Verify Incident Report

Online RMS has found errors on the incident report which require attention before the report may be submitted. You may use the links below to help guide you to the particular area of the report needing modification. Once all of the errors have been resolved, you may submit the report for approval.

Selected Incident Types	Incident Types are required for incidents from this agency.
Incident Summary	Incident report requires a Media/Crime Summary.
Add Incident Location and NIBRS City	Incident Location, NIBRS City is Required.
35-43-4-2 T02 - THEFT- AIR CONDITIONER/FAN	Offense requires Property details.
35-43-4-2 T02 - THEFT- AIR CONDITIONER/FAN	Offense Status Date cannot be prior to Incident Report Occurrence date or a date in the future.
Brown Charlie Snoops Race:White SEX:Male Age:45 Years Old	Victim Offense Details Required

Verify Incident Warnings

Audit warnings represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of this process is to ensure the quality and accuracy of data submitted to the IBR authority. Corrections are NOT required for approval.

Type	Message
NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.

Click on each hyperlink in blue to correct the errors. After each correction, click **Save**, **Continue**, or **Update** (the button differs on each form) to return to the Validations page, or click **Return to Incident Validation** to return without saving.

A message appears in the **Incident Validations** tab when the report passes all validations.

Summary Header Offenses Names Property & Vehicles Narratives Attachments **Validations**

Incident Summary: 03/27/2018 1257 Hrs - 789 North Livingwell Court D... Agency: District 42, Versailles
 Offense(s): No Offense Specified Report #: 2018D4210158 Supp #: 0

The Incident Report is valid.

Once the report is valid, submit it for approval. For more information on submitting for approval, refer to "Incident Report – Submit For Approval" below.

Incident Report – Submit For Approval

When the report passes all validations, it is ready for approval submission. Submit the report for approval by selecting the **Submit for Approval** button located at the far right hand of the screen just above the tabs.

Exit Report Quick Print Print Transfer Show Wizard **Submit for Approval**

Summary Header % Offenses Names Property & Vehicles Narratives Attachments **Validations**

Incident Summary: 03/27/2018 1257 Hrs - 789 North Livingwell Court D... Agency: District 42, Versailles

Offense(s): No Offense Specified Report #: 2018D4210158 Supp #: 0

The Incident Report is valid.

Users with approval authority will receive a message to either approve or submit the request.

Submission Options

You have authority to approve incidents. Would you like to approve or submit for approval?

Cancel Approve Submit

By selecting the **Submit** button, the **Submission** screen appears. The *Approving Agency* defaults to your home agency and the *Approving Group* defaults to the *Approving Supervisor*. A text box is provided to supply additional information for the *Approving Supervisor*. Select the **Submit** button for submission.

Submit Incident Report Supplement #0 for Approval

Incident Summary: 03/27/2018 1257 Hrs - 789 Nor... Agency: District 42, Versailles

Offense(s): No Offense Specified Report #: 2018D4210158 Supp #: 0

0 0 0 2 5 0 0 0 0

APPROVING AGENCY: District 42, Versailles APPROVING GROUP: PATROL Supervisor REPORT HOURS: Hrs 0 Min

OTHER COMMENTS

Go Back Submit

NOTE: Only a multi-tiered agency user will have the added ability of selecting the *Approving Agency* to direct the report for approval to the agency where the report was taken.

Select **Yes** to submit for approval.

Message From RMS

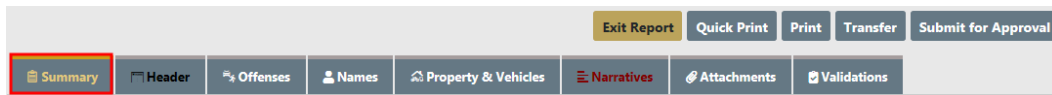
Confirm Submit for Approval?

No Yes

The *Approving Supervisor* receives notification that the Incident Report needs approval. For more information about the approval process refer to "Approve/Disapprove Incident Report" on page 231.

Incident Report Section – Summary Tab

The **Summary** tab contains a summary of all the information that is contained in the other tabs of the current Incident Report.



Information in the **Summary** tab is divided into sections, such as Officers, Employees, Offenders, Victims, Narratives, etc.

The icons under the tab headers and Incident description are hyperlinks that direct you to each section. Hover your mouse over the icon to view a description of the hyperlink.



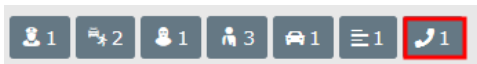
For example, select the *Offenses* hyperlink and you are directed to the *Offenses* section of the **Summary** tab.




Offenses							
Update All Offenses' Status Add Offense							
NIBRS	Severity	Offense	Remarks	Status Date	Status	Supp #	Actions
13A	1	35-42-2-1 B05 BATTERY- KNIFE		04/30/2018 1355	Unfounded	0	- + Print Delete
23D	2	35-43-4-2 T02 THEFT- AIR CONDITIONER/FAN		04/30/2018 1353	Warrant Request	0	- + Print Delete

Add data to the Incident Report in sections that contain an **Add** hyperlink. For example, the **+ Add Person** hyperlink opens the **Person Search** screen to begin the process of adding a person to the report, and the **+ Add Field Arrest** hyperlink provides the ability to associate a *Field Arrest* to the report. This functionality also applies to other tabs of the report. For more information on using the **Add** feature refer to "Incident Report Header Tab" on page 128.

The **Calls for Service** section is located at the bottom of the **Summary** tab. Page down or click on the icon hyperlink to go directly to the CFS section.



In the **Calls For Service** section, view the CFS by selecting the **View** icon  under the *Actions* heading.

Calls For Service						
Dispatch #	Agency	Event Type	Caller	Location	Dispatch Date	Actions
2018-00000061	District 42, Versailles	Police	Jim Guardian	400 ELM ST, FORTVILLE, IN, Hancock	04/30/2018 13:53	

Recent Activities / Incident Report 2018-04-120-000011 / [View Dispatch](#)

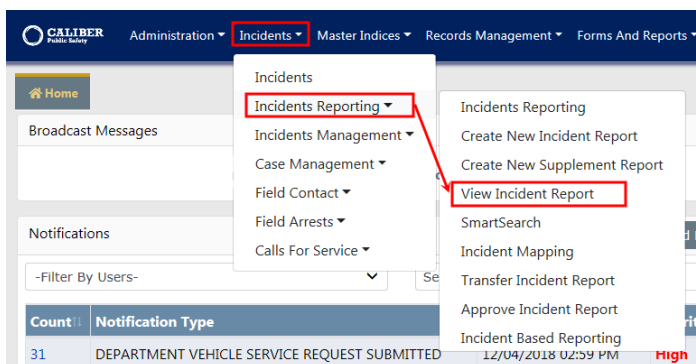
[Go Back](#) [Print](#)

Dispatch Info - 2018-00000061

DISPATCHER ang		
DISPATCH AGENCY Indiana State Police	CALL DATE 04/30/2018 13:53	
CALL RECEIVED PHONE	CALLER NAME Jim Guardian	CALLER PHONE # 111-222-3333
PRIORITY High	EVENT TYPE Police	CALL / ACTIVITY DOMESTIC

View Incident Reports

The option to **View Incident Reports** is in the Incidents menu.




This opens the **Incident Search** window where you can search by entering data in any field or combination of fields. When entering the report number you can use the % sign as a wildcard. For example, if you were looking for report number 2018D4210149, you could enter %10149 and the report would be located. Agency defaults to your agency, but with appropriate permissions, a different agency in your workgroup can be selected. Select the *Additional Search Criteria* for more search options.

You can search for incidents across all agencies within the user's state by clicking on the **Incident SmartSearch** button on the top right of the screen. For more information on **SmartSearch** refer to "SmartSearch" on the facing page.

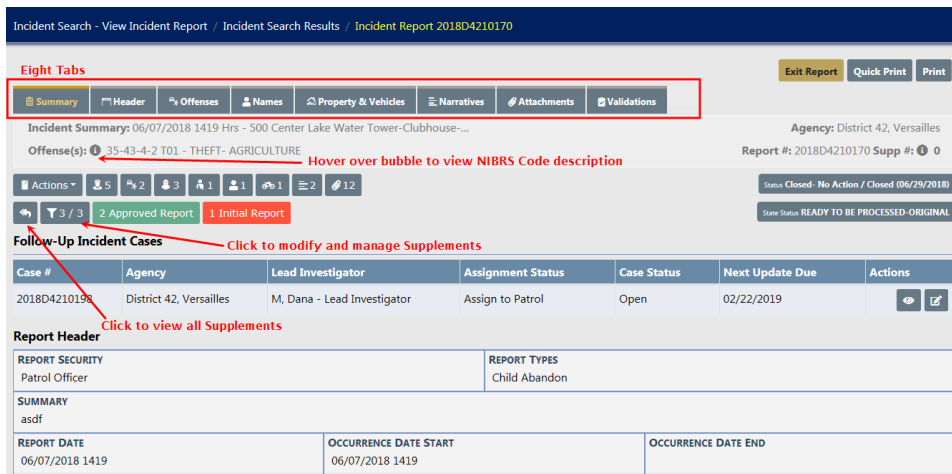
If you type in a specific report number, the system takes you directly to the report. If you click the **Search** button without entering any search criteria, a message appears in red at the top of the screen instructing you to specify at least one field when performing a search. Regardless of which method you use to query the system, except for specific report number, you will receive a list with reports matching your search criteria.

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210203	12/03/2018 0914 Hrs	0	4500 Ang Test create incident from Case IN 46614 Offense(s): 6: 25-2.1-13-3 - APARTMENT COMPLEX	View Report
D42	2018D4210202	11/27/2018 1500 Hrs	0	122 West Elm Street Chicago, IL 60610-0001	
D42	2018D4210201	11/20/2018 1104 Hrs	0	4233 East IRISH HILLS Drive, East Harper SOUTH BEND, IN 46614 Offense(s): 6: 25-2.1-13-3 - PROFESSION/OCCUPATION- ACCOUNTANTS- INDIVIDUAL/FIRM USE OF MISLEADING NAME/TERMS/TITLES, 25-22.5-8-28 - PROFESSION/OCCUPATION- MIDWIFERY WITHOUT A LICENSE, 35-42-2-1 B01 - BATTERY- ATTEMPTED	
D42	2018D4210200	11/20/2018 1103 Hrs	0		

At the top of the *Incident Search Results* window there is a **Show Map** feature that plots the listed reports with GEO Verified addresses using Google Maps. The **Export Results** allow you to export the list to a PDF document which can be printed, export to an Excel document, export to a Comma Spaced Values (CSV) file, or to an Extensible Markup Language (XML) file.

Click on the view icon  to view the Incident Report. The *Summary* tab opens by default. If the report has more than one Supplement, the number of Supplements are listed next to the  icon. For more information on the Summary tab, refer to "Incident Report Section – Summary Tab" on page 164.

Note: The *Summary* tab will also advise if a follow-up Case has been assigned to the incident.



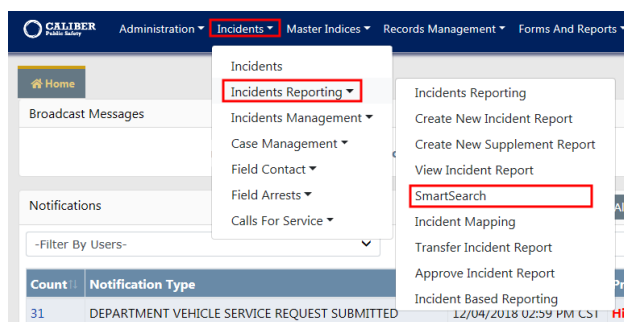
Click on each tab heading to navigate to the different tabs of the Incident report.

SmartSearch

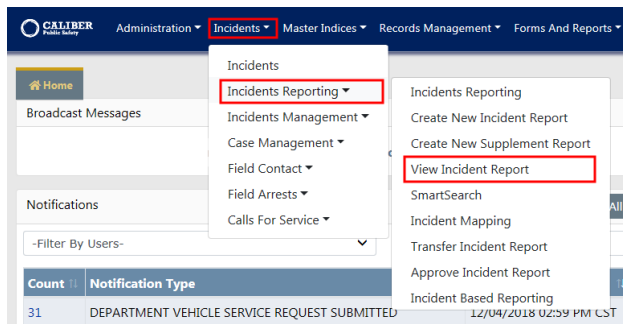
Users can, with appropriate permissions, search for incidents across all agencies in the Caliber Online RMS system within the user's state. This search adds a simple interface to perform searches the way one would in an Internet search engine, such as Google or Bing.

You can access **SmartSearch** two ways:

- Click the *Incidents* menu on the top navigation bar, click *Incidents Reporting*, then click the *SmartSearch* option.



- Or click *the Incidents* menu on the top navigation bar, click *View Incident Report*, then click the **Incident SmartSearch** button on the Incident Search screen.



 This screenshot shows the 'Incident Search - View Incident Report' screen. The 'Incident SmartSearch' button is highlighted with a red box. The screen contains several search filters: 'REPORT #' (text input), 'REPORT TYPE' (dropdown), 'APPROVAL STATUS' (dropdown), 'SUMMARY' (text input), 'FOLLOW UP ACTION' (dropdown), 'STATUS / DISPOSITION' (dropdown), 'ADDITIONAL SEARCH CRITERIA' (dropdown), 'AGENCY' (dropdown), 'REPORT DATE FROM' and 'REPORT DATE TO' (date pickers), 'OCCURRENCE DATE FROM' and 'OCCURRENCE DATE TO' (date pickers), 'APPROVAL DATE FROM' and 'APPROVAL DATE TO' (date pickers), and 'GANG RELATED' (dropdown). At the bottom, there are 'Go Back', 'Reset', and 'Search' buttons.

Either option opens the *Incident SmartSearch* screen.

 This screenshot shows the 'Incident SmartSearch' screen. The search bar and the 'Search' button are highlighted with a red box. The search bar contains the text '1'. The search button is labeled 'Search'. Below the search bar, there are options for 'Sort By' (Relevance, Descending) and checkboxes for 'Exclude Local Results', 'Match Any', 'Match All', 'List', and 'Map'.

Search by simply typing into the search text bar then clicking the **Search** button. The results display based on how well they match the entered text.

NOTE: The **SmartSearch** only searches on Approved incident reports across all agencies in the user's state including their own. Incident reports with other statuses for the user's agency can be searched for through the standard View Incidents option in the Incidents menu.

The default sorting option is *Relevance*, which means **SmartSearch** sorts the returning documents based on how well they match the entered text. There are other sorting options available in the *Sort By* area. You can choose to exclude incidents in your schema or workgroup by checking the *Exclude Local Results* option.

To ensure that each document contains every search word specified, check the *Match All* option. This forces the search to return documents which only contain all of the words or phrases entered in the search bar.

The green icons on the right side of the page indicate what areas of the incident report are being searched. Click on each icon to disable or enable an area. Disabling will cause **SmartSearch** to exclude that area from the search.

The results displays a highlighted list of text matching your query. If any *Offenders* in the matched reports have mug shots, these will be displayed also. You can view the report by clicking on the **Incident Report #** link at the top of each result. This will open a new tab, letting you view the report details without actually leaving the search page.

Printing Options

When viewing the **Incident Report** there are two print options available.



The **Quick Print** button will print a pre-formatted *Standard* view containing the basic information on the report, excluding attachments.

The **Print** button takes you to a full menu of print options. The top of the window has available print templates for easy selection.

- *Standard*-prints the main areas of the report and associated people. The checked areas can be edited to further customize your print.
- *Media*- selects the most common public information areas to include and appropriate redaction options. The checked areas can be edited to further customize your print. Please refer to your agency's policy on Public Information.
- *Full*- selects all areas of the report including attachments, forms and person details. The checked areas can be edited to further customize your print.

Incident Summary: 12/03/2018 0914 Hrs - 500 Lincoln Street Apartment #33 Terre...
Offense(s): 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX
Agency: District 42, Versailles
Report #: 2018D4210203 **Supp #:** 0

Templates

- ☒ Standard
- ☐ Media
- ☐ Full (Includes All Person Details Reports, PDF Attachments and Images)

Narrative Options

- ☒ Print Narratives
- ☐ Use Old Narrative Print Feature
- ☒ Print Signature Lines On Narratives
- ☒ Print 'DRAFT' Watermark on All Pages When Report is Not Approved
- ☒ Print 'Pending Review' on Page Headers When a Review is Still Pending.
- ☒ Print Page Breaks Between Narratives

Report Options

REPORT TITLE

Incident Report

- ☒ Print Only Original Officers
- ☐ Show Approving Officers
- ☒ Print Offender Mugshots
- ☐ Include Form Attachments
- ☒ Include Person Details Reports

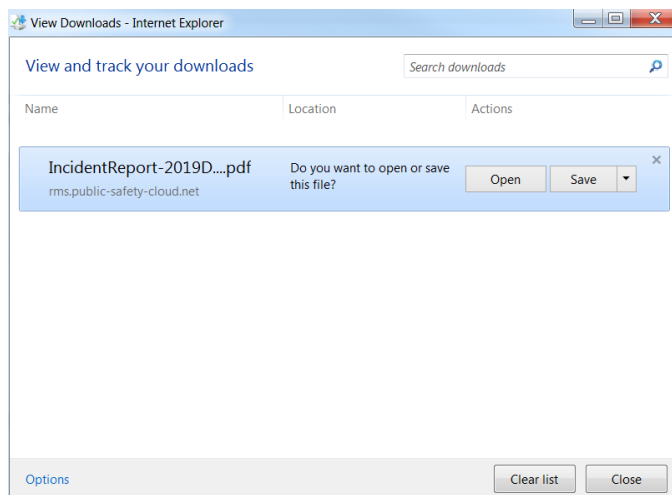
SELECT PEOPLE TO INCLUDE

☒ Suspect / Offender - ALEXANDER KAREN A (DOB: 08/01/2011, Age: 7 Years Old) ☒ Suspect / Offender - Smith (DOB: , Age: 30 Years Old)
☒ Victim - Prim Harry (DOB: , Age: 26 Years Old) ☒ Victim - Smithson Charles (DOB: 10/01/1974, Age: 44 Years Old)

- ☒ Include Custom Fields
- ☐ Include Citations
- ☐ Include Case Information

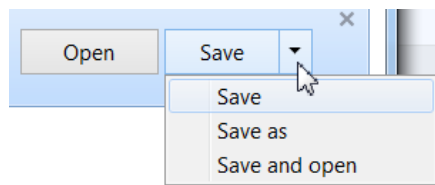
Choose a print template and select the options you wish to include on the report.

Click the **Print Report** button to display the open or save message. For your convenience, the **Print Report** button is located on the top right and on the bottom of the report window.



- When the open or save message appears, click **Open** to view the report, or click **Save** to save the report to the Download folder on the local computer.

OR, you can click the **down arrow** for additional **Save** options.



- Click **Cancel** to exit the report request.

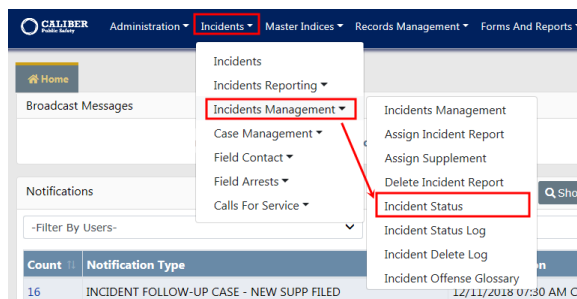
Changing Incident Status

With proper authority you can change the status of an *Approved Report* to either *Initial* or *Disapproved* from the **Incident Status** screen. Every change to the **Incident Status** is tracked in the *Status History*.

You can access the **Incident Status** screen from the *View Incident Report* screen, or from the *Incident Report* menu.

From View Incident Report

Click on the *Incidents* menu on the top navigation bar, select the *Incidents Reporting* submenu, then select *View Incident Report* to display the Incident Search screen.



Enter the search criteria then click the **Search** button to display the Search Results.

Incident Search - View Incident Report

Incident SmartSearch

REPORT #
2018D4210149

REPORT TYPE
Click To Select

APPROVAL STATUS
-Select-

SUMMARY
-

FOLLOW UP ACTION
-Select-

STATUS / DISPOSITION
-Select-

ADDITIONAL SEARCH CRITERIA
-Select-

AGENCY
All Agencies

REPORT DATE FROM
REPORT DATE TO

OCCURRENCE DATE FROM
OCCURRENCE DATE TO

APPROVAL DATE FROM
APPROVAL DATE TO

GANG RELATED
-Select-


Go Back Reset Search

On the *Incident Search Results* screen, click the view icon  to view the incident.

Incident Search Results

Show Map Refine Search New Search

1 result(s) found

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210149	02/21/2018 1040 Hrs	0	6523 Anystreet Anytown, NJ 45623-0123 Offense(s): 2: 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTIES OF OCCUPANTS, 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTIES OF OCCUPANTS	 Click to view

Refine Search New Search

Click the **Actions** button on the *Summary* tab of the Incident Report, then select **View Incident Status**.

Exit Report Quick Print Print

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 02/21/2018 1040 Hrs - 6523 Anystreet Anytown, NJ 45623-...

Offense(s): 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTL...

Agency: District 42, Versailles Report #: 2018D4210149 Supp #: 0

Status Open / Open Pending Destruction of Property (02/26/2018)

Scale Status NOT REPORTABLE

Actions 3 1 3 2 1 2 1 1

2 / 2 1 Approved Report 1 Initial Report

Follow-Up Incident Cases

Case #	Agency	Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
2018D4210149	District 42, Versailles	Ranz, Greg QA - Lead Investigator	Assign to CID	Open Pending Destruction of Property	03/14/2018	

Report Header

REPORT SECURITY Patrol Supervisor	REPORT TYPES Burglary / Vehicle, Child Abused, Child Abandon, Child Custody, Criminal Mischief, Child Neglect
--------------------------------------	--

Actions 3 1 3 2 1

View Incident Status

View Incident Audit Trail



Create Supplement







View Incident Based Reporting Values

Edit This Incident

Warrant / Charge Request

Visualization Tool

Click on the select icon  on the right of the appropriate Incident to open the **Incident Status** record, then click on the change status icon  to open the *Change Incident Report Status* screen.

Incident Summary: 02/21/2018 1040 Hrs - 6523 Anystreet Anytown, NJ 45623-...							Go Back	Quick Print	Print
Offense(s): 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTL...							Agency: District 42, Versailles		
Report #: 2018D4210149 Supp #: 0									
<input checked="" type="checkbox"/>	Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions		
<input checked="" type="checkbox"/>	Original Report	02/21/2018	SERGEANT-CAPTAIN-WIN Greg QA Ranz #9696	Homer Simpson	Approved Report	Patrol Supervisor			
<input checked="" type="checkbox"/>	Supp #1	02/21/2018	SERGEANT-CAPTAIN-WIN Greg SUPER LONG NAME QA Ranz SUPER LONG NAME #9696	Homer Simpson	Initial Report	Patrol Supervisor			
							Click to change the status		
							Go Back	Show Report (s)	

On the *Change Incident Report Status* screen, click **New Status** and select a status from the drop-down list, enter the **Reason For Change**, select whether or not to **Notify Report Owner**, then click the **Update Status** button.

Change Incident Report Status

CURRENT STATUS

Approved Report

NEW STATUS

Initial Report

NOTIFY REPORT OWNER

☒

REASON FOR CHANGE

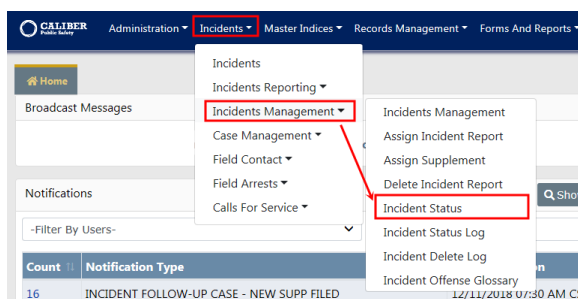
This report needs additional information.

Cancel

Update Status

From the Incident Management Menu

Click on the *Incidents* menu on the top navigation bar, select the *Incidents Management* submenu, then select *Incident Status* to display the Incident Search screen.



Enter the search criteria then click the **Search** button to display the Search Results.

Incident Search - Incident Report Status

Incident SmartSearch

REPORT #
2018D4210141

AGENCY
All Agencies

REPORT TYPE
Click To Select

APPROVAL STATUS
-Select-

SUMMARY

FOLLOW UP ACTION
-Select-

STATUS / DISPOSITION
-Select-

ADDITIONAL SEARCH CRITERIA
-Select-



REPORT DATE FROM
REPORT DATE TO

OCCURRENCE DATE FROM
OCCURRENCE DATE TO

APPROVAL DATE FROM
APPROVAL DATE TO


GANG RELATED
-Select-

Go Back Reset Search

Click on the select icon  on the right of the appropriate Incident to open the **Incident Status** record, then click on the change status icon  to open the *Change Incident Report Status* screen.

Incident Search Results

1 result(s) found

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210141	01/09/2018 1436 Hrs	0	515 Jefferson Boulevard Greenfield, IN Offense(s): 2; 35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO, 35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO	

Refine Search New Search

Click to open




Incident Search - Incident Report Status / Incident Search Results / Incident Status

Go Back Update Report #

Incident Summary: 01/09/2018 1436 Hrs - 515 Jefferson Boulevard Greenfield,...

Agency: District 42, Versailles

Report #: 2018D4210141 Supp #: 0

Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
Original Report	01/09/2018	SERGEANT-CAPTAIN-WIN Greg QA Ranz #9696	Homer Simpson	Approved Report	Patrol Supervisor	
Supp #1	01/09/2018	SERGEANT-CAPTAIN-WIN Greg QA Ranz #9696	Homer Simpson	Disapproved Report	Patrol Supervisor	
Supp #2	02/15/2018	Detective Brent (officer) Williams #643	Brent (officer) Williams	Disapproved Report	Patrol Officer	

Cancel

Click to change the status

On the *Change Incident Report Status* screen, click **New Status** and select a status from the drop-down list, enter the **Reason For Change**, select whether or not to **Notify Report Owner**, then click the **Update Status** button.

Change Incident Report Status

CURRENT STATUS
Approved Report

NEW STATUS
Initial Report

NOTIFY REPORT OWNER
☒

REASON FOR CHANGE
This report needs additional information.

Cancel Update Status

Transfer Incident Report

You have the ability to **Transfer Incidents** (Initial and Supplements) to other officers or to *Records*. You must *own* the report and it must be in *Initial* or *Disapproved* status. This can be done from the **Recent Activities** menu, or by searching for reports using the **Transfer Incident Report** section in the **Incidents** menu.

My Recent Activities













Recent Activities			
			Transfer icon Go Back
Report #	Supp #	Summary	Actions
2018D4210173	0	07/16/2018 23:00 Hrs - Offense(s) - 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	  

Select the **Transfer** icon to open a window with the transfer options.

Transfer Options

TRANSFER INCIDENT TO

If **Officers** is chosen, then select the appropriate officer by clicking the **Hand** icon.

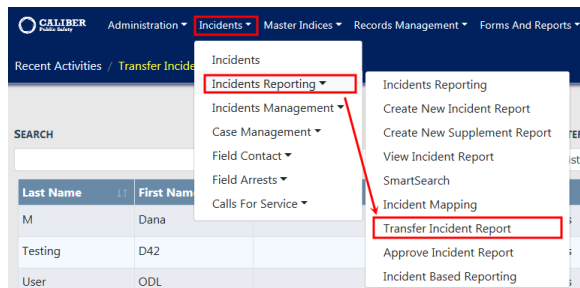
SEARCH		SEARCH BY	FILTER BY AGENCY		Go Back	Search
<input type="text"/>		-Select-	District 42, Versailles			
Last Name	First Name	Title	Agency	Badge#	Actions	
M	Dana		District 42, Versailles	12345		
Testing	D42		District 42, Versailles	888999		
User	ODL		District 42, Versailles	123456		
Waterman	Debbie	Captain	District 42, Versailles	12345		
Wright	Greg	SERGEANT-CAPTAIN-WIN	District 42, Versailles	9696		
Wright	Frank		District 42, Versailles	454545		

Select **Yes** to confirm the transfer, or select **No** to return to the *Select User* page.

Message From RMS

Transfer Supp #0 to user Greg Wright?

Incidents Menu









Enter the search criteria then click the **Search** button to return the search results, then select the **Transfer** icon to open a window with the transfer options..

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210203	12/03/2018 0914 Hrs	0	500 Lincoln Street Apartment #33 Terre Haute, IN Offense(s): 1: 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	Click to transfer

Select either **Officers** or **Records** in the *Transfer Options* window.

If **Officers** is chosen, then select the appropriate officer by clicking the **Hand** icon.

SEARCH		SEARCH BY	FILTER BY AGENCY			Go Back	Search
<input type="text"/>		-Select-	District 42, Versailles				
Last Name	First Name	Title	Agency	Badge#	Actions		
M	Dana		District 42, Versailles	12345			
Testing	D42		District 42, Versailles	888999			
User	ODL		District 42, Versailles	123456			
Waterman	Debbie	Captain	District 42, Versailles	12345			
Wright	Greg	SERGEANT-CAPTAIN-WIN	District 42, Versailles	9696			
Wright	Frank		District 42, Versailles	454545			

Select **OK** to confirm the transfer, or select **Cancel** to return to the *Select User* page.

Message From RMS

Transfer Supp #0 to user Greg Wright?

No Yes

NOTE: Once ownership has changed hands, only the new owner can edit it as if it were an *Initial Report* of their own.

Delete Initial Incident Report

A report that is initial status, and not submitted for approval, can be deleted by the owner of the report or by other users who have the delete authority. This can be done until you submit the report for approval. As the owner of a report, you can quickly access it from **Recent Activities** using the **Initial Report** link.

Recent Activities	
Initial Report	12
Approved (Past 10 Days)	1


NOTE: Before proceeding further be aware that reports that are deleted are not recoverable from the database. A *Delete Log* is available, where a list of reports that have been deleted and by whom can be viewed.

Use the following procedure to delete one of your reports that is still in **Initial Status**.

1. If needed, click the *Home* tab in the upper left corner of the screen to open your *Home* page.

- From the **Recent Activities** section, click on the number link to the right of **Initial Report** to open the **Recent Activities** window with a listing of your recent incident reports that are still in **Initial Status**.

Recent Activities			
			Go Back
Report #	Supp #	Summary	Actions
2018D4210173	0	07/16/2018 23:00 Hrs - Offense(s) - 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	 
2018D4210172	0	07/12/2018 23:00 Hrs - Offense(s) - 14-15-11-11 - NATURAL RESOURCE- OPERATE A MOTORBOAT WHILE LICENSE SUSPENDED	 
2018-04-120-000011	0	04/30/2018 13:53 Hrs - 400 Elm Street Fortville, IN 46040 - Offense(s) - 35-42-2-1 B05 - BATTERY- KNIFE	 

- Locate the report you want to delete and click the delete icon  to display a confirmation prompt.
- Click **OK** to display the **Delete Incident** window

Delete Incident

Please enter a comment for deletion of 2018D4210173 Supp # 0

COMMENT

Cancel Delete

- Type the reason for deletion in the **Comment** text box and click the **Delete** button to return to the **Recent Activities** window.

Expunging Records

Refer to your agency's policy on **Expunging Records**. When an agency is required to expunge a record, the specifics on what needs to be expunged are in the Court Order.

With proper permissions you can expunge an offender/arrestee from an Incident Report or expunge an entire Field Arrest. Expunged records will no longer be visible throughout Caliber Online RMS unless the user is granted permissions to view expunged details.

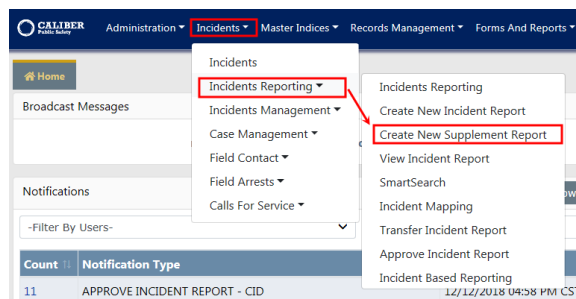
For detailed instructions on expunging records in Caliber Online RMS refer to "Expungements" on page 485.

Chapter 9. Supplement to Incident Reports

Create Supplements

Once an **Initial Report** is in the system, **Supplement Reports** can be created and attached to the **Initial Report**. The **Initial Report** is designated as *Supp# 0* and additional Supplements are then added in sequential order (e.g., *Supp. # 1*, *Supp. # 2*, etc.). Create **Supplements** to your own reports or to reports belonging to other users. A **Supplement** can be entered even if the **Initial Report** is not yet completed.

The create **Supplement to Incident Report** link is located in the *Incidents* menu.



You can then search for the report from *Recent Activities* or by using the *Search* screen. You must enter at least one search criteria. For more information on searching for incidents, refer to "View Incident Reports" on page 165.

Select the appropriate incident from the search results, then a *Confirm Incident Supplement* window appears.

Confirm Incident Supplement

Click Generate to create a new incident supplement

CancelGenerate

Click **Generate** to continue with creating the **Supplement**.

There is no Incident Wizard when creating **Supplements** since there are only two minimum requirements which must be met before it can be submitted for approval.

- Reporting Officer for the Supplement
- Narrative

Although these are the two minimum requirements, a user is able to contribute any and all applicable information to a **Supplement** including *Attachments*.

NOTE: The system adds you as a *Reporting Officer* automatically.

Supplement Rules

- The **Initial Report** is designated as *Supp# 0* and **Supplements** are then added in sequential order (e.g., *Supp. # 1*, *Supp. #2*, etc.).
- You must be the owner of the *Supp* to edit it.
- Incidents can only be edited when in **Initial Status** or **Disapproved Status**.
- Incidents cannot be edited while in **Approved Status**.

Supplement Templates

Agency Templates can be used when creating the *Narrative* section of the **Supplement**. At the top of the built-in narrative creator, there is a drop-down box labeled **Select a Template** where you can choose a template.

The screenshot displays the 'Narratives' tab in the Caliber Online RMS11.0 interface. A dropdown menu titled 'SELECT A TEMPLATE' is open, showing three options: 'Test', 'All Counties Incident Narrative Test', and 'Adams County Incident Narrative Test 1'. The 'NARRATIVE TITLE' field contains the text 'Supplement #2 Narrative'. The 'NARRATIVE NOT SAVED' warning is visible. The interface also shows a top navigation bar with tabs like 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments', and 'Validations'. The 'Incident Summary' is '12/12/2018 1342 Hrs - 600 East Haythorne Avenue Terre Haut...'. The 'Agency' is 'District 42, Versailles'. The 'Report #' is '2018D4210206' and the 'Supp #' is '2'.

Select a template from the list, complete the narrative, then click **Save**.

Chapter 10. Field Arrest

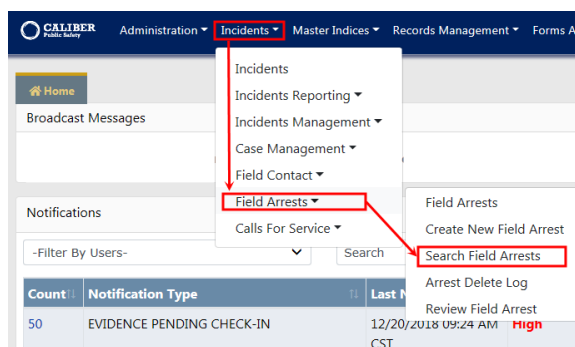
Field Arrest Overview

The **Field Arrest** module can be used to document the necessary information associated with an arrest. Once you select a person from the **Master Indices** or create a new person record, you can edit the **Field Arrest** information. The **Field Arrest** can stand alone or it can be associated to an Incident Report.

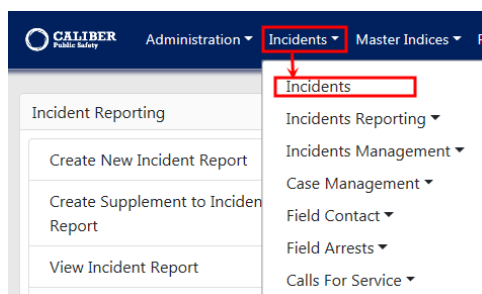
Search Field Arrests

To view or edit an existing **Field Arrest** you must first **Search** for the record. There are two ways to search, either method will open the *Search Field Arrests* screen:

- Click on the **Incidents** drop-down menu on the top *Navigation Bar*, click on **Field Arrests**, then **Search Field Arrests**.



- Or, click the **Incidents** label on the top *Navigation Bar*, click Incident on the sub-menu, then click the **Search Field Arrests** link.



The dashboard is divided into several sections:

- Incident Reporting:** Create New Incident Report, Create Supplement to Incident Report, View Incident Report, SmartSearch, Incident Mapping, Transfer Incident Report, Approve Incident Report, Incident Based Reporting.
- Incident Management:** Assign Incident Report, Assign Supplement, Delete Incident Report, Incident Status, Incident Status Log, Incident Delete Log, Incident Offense Glossary.
- Case Management:** Create New Incident Follow-up Case, Review Cases, Case Load.
- Field Contacts:** Create New Field Contact, Search Field Contacts.
- My Recent Activities:** Initial Report (14), Follow Up Needed (Past 10 Days) (2), My Cases (Active Count) (1), Evidence Review (5), Open Field Arrests (5), Arrests Pending Release (12), Forms For Review (4), Pending UCR Review (10), Incidents For Review (3).
- Calls For Service:** Manage Calls, Search Calls.
- Field Arrests (highlighted):** New Field Arrest, Search Field Arrests (indicated by a red arrow), Arrest Delete Log.

After choosing one of the two search methods, the *Field Arrest Search* screen appears. Enter the search criteria then click **Search** to display the *Search Results*. Click the **Reset** button to clear the entered criteria if you wish to start over.




The **Field Arrest Search** screen contains the following fields and controls:

- Go Back** button (top right).
- LAST NAME:** Text field with "jones".
- FIRST NAME:** Text field with "william".
- SSN:** Text field.
- RACE:** Dropdown menu with "-Select-" selected.
- SEX:** Dropdown menu with "-Select-" selected.
- DOB:** Text field with a calendar icon.
- AGE:** Text field with a calendar icon.
- ARREST DATE FROM:** Text field with a calendar icon.
- ARREST TIME FROM:** Text field.
- ARREST DATE TO:** Text field with a calendar icon.
- ARREST TIME TO:** Text field.
- ARREST #:** Text field.
- AGENCY:** Dropdown menu with "-All Agencies-" selected.
- REFERENCE #:** Text field.
- REFERENCE # TYPE:** Dropdown menu with "-Select-" selected.
- STATUS:** Dropdown menu with "-Select-" selected.
- REVIEW STATUS:** Dropdown menu with "-Select-" selected.
- PLATE #:** Text field.
- WARRANT REFERENCE #:** Text field.
- INCIDENT REPORT #:** Text field.
- CHARGE CODE:** Text field with a calendar icon.
- INDEX ID:** Text field.
- Officer Section:**
 - FIRST NAME:** Text field.
 - LAST NAME:** Text field.
 - BADGE #:** Text field.
 - ROLE:** Dropdown menu with "-Select-" selected.
- ADDITIONAL SEARCH CRITERIA:** Dropdown menu with "-Select-" selected.
- Buttons:** Go Back, Reset, Search.

Field Arrest Search / Field Arrest Search Results

Export options

8 result(s) found

Arrest Number	Status	Arrest Date	LastName	First Name	Charges	Warrants	Incidents	Actions
1708568	Open	08/03/2017 0904	JONES	WILLIAMS	35-43-2-2 C04 - CRIMINAL TRESPASS- RESIDENCE/DWELLING		2017-PERY-0034, 2017D4210117, 2017D4210119	Edit → 
2013-0077	Completed	10/28/2013 0500	JONES	WILLIAMS	35-43-4-2 T13 - THEFT- BUSINESS SIGNS			View → 
2013-0067	Complete Without Release	10/10/2013 0700	JONES	WILLIAMS	35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO	Warrant #: 12cf09826265;		

Click a link to view the Arrest

From the *Search Results* window, you have the ability to export the search results to various file types using the four icons directly above the *Search Results* grid. For more information on exporting search results refer to "Export Search Results" on page 23.

Click the **Arrest Number** link to view the *Field Arrest*, click the **Edit** icon to update the *Field Arrest*, or click the **Delete** icon to delete.

For more information on editing the **Field Arrest** refer to [FieldArrestEdit.htm](#).

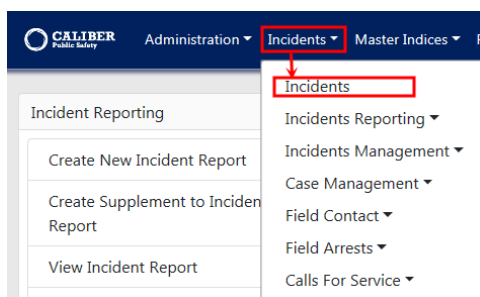
For more information on deleting a **Field Arrest** refer to "Delete Field Arrest" on page 209.

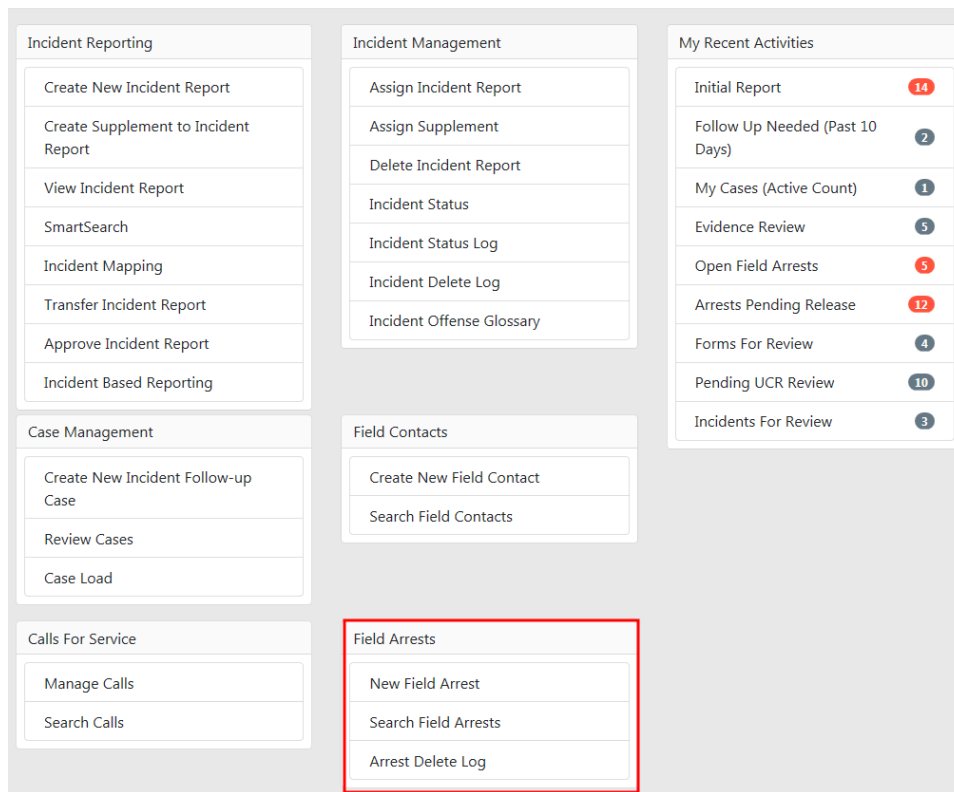
NOTE: The **Edit** and **Delete** icons are available if you have proper permissions to perform that action. Refer to your administrator for more information on permissions.

Click the **Refine Search** button to return to the *Field Arrest Search* form to update the criteria you initially entered, or click **New Search** to enter new criteria.

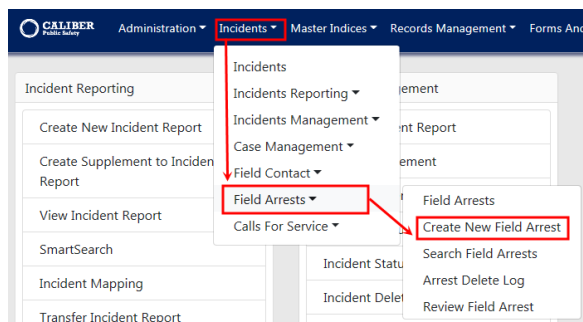
Add Field Arrest

To create a new **Field Arrest**, select *New Field Arrest* from either the Incidents menu or the Incident drop-down on the top Navigation Bar.

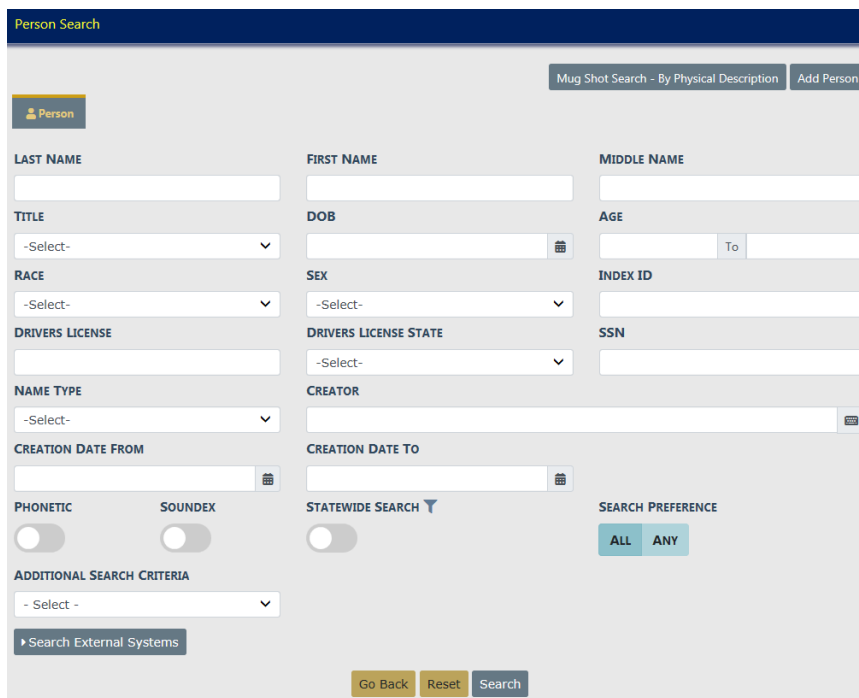




OR



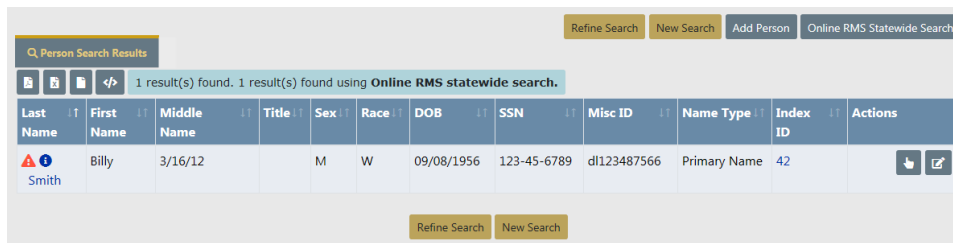
The **Person Search** screen opens. This searches through the *Master Person Index* records to locate existing records that match your entered criteria.






The **Person Search** form includes the following fields and controls:

- Buttons:** Mug Shot Search - By Physical Description, Add Person, Go Back, Reset, Search.
- Person Tab:** A tab labeled "Person" with a person icon.
- Search Fields:**
 - LAST NAME, FIRST NAME, MIDDLE NAME (text inputs)
 - TITLE (-Select- dropdown)
 - DOB (text input with calendar icon)
 - AGE (text input with "To" dropdown)
 - RACE (-Select- dropdown)
 - SEX (-Select- dropdown)
 - INDEX ID (text input)
 - DRIVERS LICENSE (text input)
 - DRIVERS LICENSE STATE (-Select- dropdown)
 - SSN (text input)
 - NAME TYPE (-Select- dropdown)
 - CREATOR (text input with calendar icon)
 - CREATION DATE FROM (text input with calendar icon)
 - CREATION DATE TO (text input with calendar icon)
 - PHONETIC (toggle switch)
 - SOUNDEX (toggle switch)
 - STATEWIDE SEARCH (toggle switch)
 - SEARCH PREFERENCE (ALL, ANY buttons)
 - ADDITIONAL SEARCH CRITERIA (- Select - dropdown)
 - Search External Systems (button)

Search for the person or use the **Add Person** button on the upper right to add the person. Once the *Person Search Results* screen comes up, use the Select icon  to select the correct person.



The **Person Search Results** window shows the following table:

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
 Smith	Billy	3/16/12		M	W	09/08/1956	123-45-6789	dl123487566	Primary Name	42	 

Summary: 1 result(s) found. 1 result(s) found using Online RMS statewide search.

From the *Person Search Results* window, you have the ability to export the search results to various file types using the four icons directly below the *Search Results* tab.

For more information on exporting search results refer to "Export Search Results" on page 23.

For more information on searching *Master Person Index* records, refer to "Master Indices" on page 47.

Click the Select icon  on the person you want on the **Field Arrest**.

When you have selected the person you are taken to the **Add Field Arrest** module.


Person Search / Person Search Results / Add Field Arrest

Go Back Save

Click to View or Edit the person record

Go Back

View Person Edit Person

LAST NAME Smith	FIRST NAME Billy	MIDDLE NAME 3/16/12	DOB 09/08/1956 (Age: 62)	SEX Male	RACE White	 11/21/2016
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # DL123487566	DRIVER'S LICENSE STATE Virginia	SSN 123-45-6789			
ALIASES SmithNWesson (Nickname)						
RESIDENCE PHONE (333)-333-3333	ADDRESS (RESIDENCE) 654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965			HEIGHT 6' 01"	WEIGHT 185	
EYE COLOR Black	HAIR COLOR Black	COMPLEXION Light Brown				
MISC IDS DL123487566 (OLN)						INDEX ID 42

Arrest Information

ARREST DATE AND TIME

AGE AT TIME OF EVENT
62 Years Old

ARRESTING AGENCY

PBT

FINGERPRINT

COMMENT

Verify the information under *Person Information* to be accurate. Enter the **Arrest Date and Time, PBT**, and **Comments**.

Click the **Edit Person** link to add or update person information. Click the **Save** button after updates are complete to return to the *Add Field Arrest* screen.

Click the **Save** button on the *Add Field Arrest* screen to save the entered data. The *Edit Field Arrest* screen opens.

For more information on editing a Field Arrest, refer to "Edit Field Arrest" below.

Edit Field Arrest


To **Edit** an existing **Field Arrest** you must first **Search** for the **Field Arrest** you want to **Edit**, then select the appropriate **Field Arrest** to open the *Edit Field Arrest* screen. For more information on searching **Field Arrests** refer to "Search Field Arrests" on page 181.

The *Edit Field Arrest* screens allows you to enter the remaining details of the **Field Arrest**.

Edit Field Arrest

Hide and unhide Person information Go Back Duplicate Print

Minimize | View Person | Edit Person | Change Person

LAST NAME Smith	FIRST NAME Billy	MIDDLE NAME 3/16/12	DOB 09/08/1956 (Age at Time of Arrest: 62 Years Old)	SEX Male	RACE White	 11/21/2016 Click to change person if needed
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # DL123487566	DRIVER'S LICENSE STATE Virginia	SSN 123-45-6789			
ALIASES SmithNWesson (Nickname)						
RESIDENCE PHONE (333)-333-3333	ADDRESS (RESIDENCE) 654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965			HEIGHT 6' 01"	WEIGHT 185	
EYE COLOR Black	HAIR COLOR Black	COMPLEXION Light Brown				
MISC IDS DL123487566 (OLN)					INDEX ID 42	

Previous Section Next Section

Arrest	Arrestee Information	Officers - 1	Associated Events - 1	Location - 1	Charges / Warrants - 0	Names - 2
Property - 0	Vehicle / Towing - 1	Narratives - 1	Attachments - 0	Questions	Validations	Log

Arrest Information

ARREST NUMBER 1902593	ARRESTING AGENCY District 42, Versailles Change	CREATOR NAME Saur, Christine	CREATOR DATE 02/05/2019 1443
--------------------------	---	---------------------------------	---------------------------------

Individual tabs located in the center of the *Edit Field Arrest* screen organize the **Field Arrest** details.

Arrest	Arrestee Information	Officers - 1	Associated Events - 1	Location - 1	Charges / Warrants - 0	Names - 2
Property - 0	Vehicle / Towing - 1	Narratives - 1	Attachments - 0	Questions	Validations	Log

You may wish to minimize the *Person Information* box so it is easier to go through your report. Do this by selecting **Minimize** at the top of the screen.

You must give the **Field Arrest** a *Disposition*. Based on what is selected, there are additional boxes that need to be completed:

Disposition

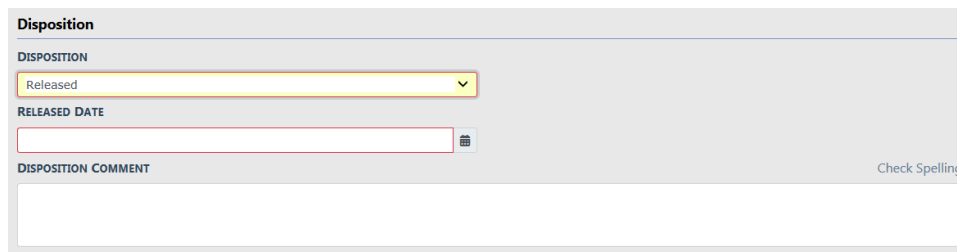
DISPOSITION

PLACEMENT COUNTY

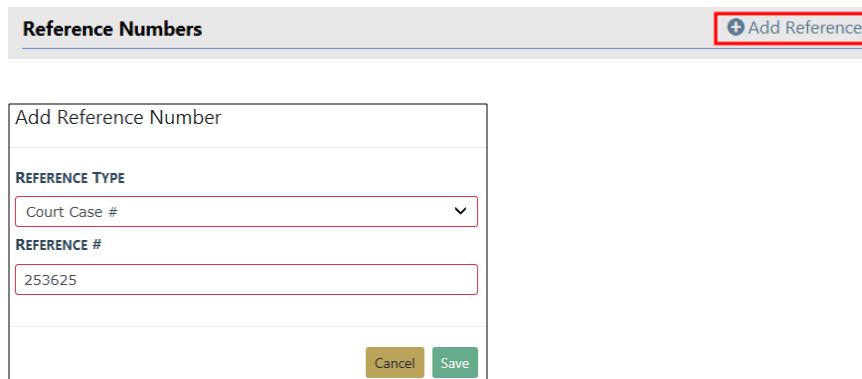
RELEASED DATE

DISPOSITION COMMENT

Check Spelling

A form titled "Disposition" with a light gray background. It contains three main sections: "DISPOSITION" with a dropdown menu showing "Released"; "RELEASED DATE" with a text input field and a calendar icon; and "DISPOSITION COMMENT" with a large text area. A "Check Spelling" link is located to the right of the comment area.

Click the **Add Reference** link to add a Reference Number in the *Add Reference Number* window if applicable.

A window titled "Add Reference Number" with a light gray header bar. The header bar contains the title "Reference Numbers" and a red-bordered button with a plus icon and the text "Add Reference". The main area of the window has a white background and contains two sections: "REFERENCE TYPE" with a dropdown menu showing "Court Case #", and "REFERENCE #" with a text input field containing "253625". At the bottom right are two buttons: "Cancel" (yellow) and "Save" (green).

Enter the appropriate Reference information and click the **Save** button.

If you have more than one **Field Arrest** for the same location and charges, you may choose to use the **Duplicate** button at the top of the page to duplicate the **Field Arrest** record systematically. When the *Duplicate Field Arrest* window appears, add as many *Arrestees* as necessary and choose which sections you want to duplicate, then click the **Duplicate** button on the bottom of the screen.

NOTE: For more information on the **Duplicate** process refer to "Duplicate Field Arrest" on page 207.

Edit Field Arrest / Duplicate Field Arrest Go Back

Arrest Summary: 02/05/2019 1433 Hrs ⓘ Agency: District 42, Versailles
Charges: Arrest #: 1902593

Duplicate Field Arrest

- Click Add Arrestee to select a new arrestee. You can add as many arrestees as you like. For each arrestee, a new field arrest record will be created.
- You can then choose which sections you would like duplicated.

BEFORE DUPLICATING THIS ARREST, ENSURE THE DATA IS CORRECT! Once you duplicate the arrest, you will have to edit each duplicated arrest if any changes are needed.

Arrestees Click to add an arrestee → + Add Arrestee

Person	Actions
Sections To Duplicate	
Section	Include
Disposition	<input checked="" type="checkbox"/>
Officers (1)	<input checked="" type="checkbox"/>
Custom Fields (1)	<input type="checkbox"/>

Duplicate

Click **Next Section** to navigate to *Arrestee Information* tab, or click on the *Arrestee Information* tab.

NOTE: Each tab has a **Next Section** link that advances you to the next tab. Or you may click on the individual tabs to navigate between tabs manually.

The data elements on this tab will directly update the Arrestee's master person information

Caution Codes + Add Caution Code

Aliases + Add Alias

Last Name	First name	Middle	Title	DOB	SSN	Type	Date Of Info	Actions
	SmithNWesson					Nickname	03/01/2017	
Smith	Billy	3/16/12		09/08/1956	123-45-6789	Primary Name	03/16/2012	

Physical Descriptions + Add Physical Description

Ht	Wt	Eye Color	Hair Color	Hair Style	Facial Hair	Hair Length	Build	Skin Color	Age	Glass	Date of Info	Actions
6' 01"	185	Black	Black			Short	Slight	Light Brown		No	11/21/2016	

SMTs and Other Characteristics + Add SMT

Addresses + Add Address

Address	Type	Occupied	Comments	Date of Info	Actions
654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965	Residence	-		02/21/2017	

Phone Numbers + Add Phone Number

Number	Type	Date Of Info	Actions
(333)-333-3333	Residence	03/17/2017	

Employment + Add Employment

Education + Add Education

Click on the individual **Add** buttons to enter the necessary *Arrestee Information*.

For example, click on **Add Physical Description** to add the Arrestee's physical description.

Physical Descriptions + Add Physical Description

Ht	Wt	Eye Color	Hair Color	Hair Style	Facial Hair	Hair Length	Build	Skin Color	Age	Glass	Date of Info
----	----	-----------	------------	------------	-------------	-------------	-------	------------	-----	-------	--------------

Physical Description

HEIGHT
6' 05"

WEIGHT
185

EYE COLOR
Black

HAIR COLOR
Black

FACIAL HAIR
-Select-

HAIR LENGTH
-Select-

BUILD
-Select-

SKIN COLOR
-Select-

HAIR STYLE
-Select-

GLASSES
☐

AGE
62

DATE OF INFO
02/05/2019

Click to auto-populate data from Master Person → **Populate From Most Recent** Cancel Save

If arresting a previously known person you can import the existing **Physical Description** from the *Master Person* record. Click on the **Populate From Most Recent** button to populate the data from the most recent *Master Person* record.

Update fields as needed.

Click **Save**, or click **Cancel** to return to *Edit Field Arrest* screen without adding a **Physical Description**.

Click **Next Section** or click on the **Officers** tab.

Officer

Ensure the information is correct on the **Officers** tab.

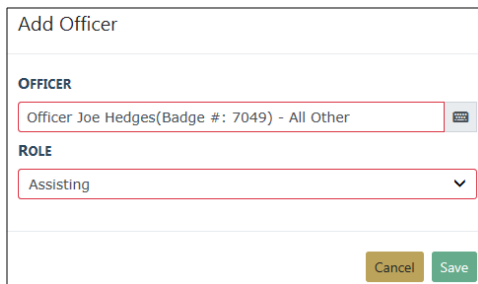
Arrest
Arrestee Information
Officers - 1
Associated Events - 1
Location - 1
Charges / Warrants - 0
Names - 2

Property - 0
Vehicle / Towing - 1
Narratives - 1
Attachments - 0
Questions
Validations
Log

+ Add Officer
+ Add Non-Agency Officer

Badge #	Name	Role	Agency	Actions
SAUR111	Saur, Christine	Arresting / Citing	District 42, Versailles	

The **Field Arrest** accommodates multiple officers with different roles. Click the **Add Officer** link to add officers to the **Field Arrest**.

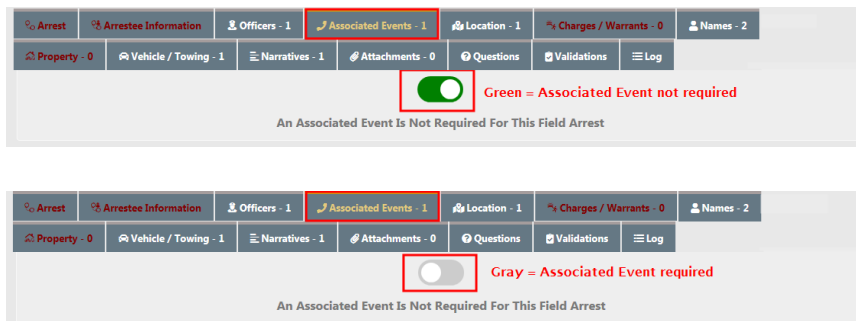
A form titled "Add Officer" with two sections. The "OFFICER" section has a text input field containing "Officer Joe Hedges(Badge #: 7049) - All Other" and a small icon to its right. The "ROLE" section has a dropdown menu with "Assisting" selected. At the bottom right are "Cancel" and "Save" buttons.

Choose the appropriate **Officer** and associated **Role**, then click **Save**. The added officer then appears in the **Officer** tab of the Field Arrest record.

The **Add Non-Agency Officer** link appears for multi-tiered agencies. With the proper permissions assigned by your administrator, this button allows you to assign officers from outside of your agency. For more information see your administrator.

Associated Events

This tab gives you the option to associate an **Incident** or **Calls for Service** to this **Field Arrest**. To waive the option, click on the **An Associated Event Is Not Required For This Field Arrest** button. The color changes from gray to green.

Two screenshots of the "Associated Events" tab in the software. The top screenshot shows a green toggle switch and the text "Green = Associated Event not required". The bottom screenshot shows a gray toggle switch and the text "Gray = Associated Event required". Both screenshots show a navigation bar with tabs: Arrest, Arrestee Information, Officers - 1, Associated Events - 1 (highlighted), Location - 1, Charges / Warrants - 0, Names - 2, Property - 0, Vehicle / Towing - 1, Narratives - 1, Attachments - 0, Questions, Validations, and Log. Below the toggle switch, the text "An Associated Event Is Not Required For This Field Arrest" is visible.

If you want to associate an **Incident** or **Calls for Service**, leave the button gray. You can either *create* or *select* an existing **Incident**, or *select* an existing **Call**.

NOTE: You may assign multiple **Associated Events** to the same **Field Arrest**.

Create Incident

Select the **Create Incident** link to create an **Incident**. The *Incident Report Number and Summary* screen opens.

Incidents [+ Create Incident](#) [+ Select Incident](#)

Field Arrest Recent Activities / Edit Field Arrest / [Create New Incident Report](#)

Incident Report Number and Summary

Please verify the following information and click finished to create a new incident report

AGENCY
District 42, Versailles

REPORT #
Auto Generated

SECURITY LEVEL
Patrol Officer

MEDIA/CRIME SUMMARY [Check Spelling](#)
Loud arguing heard by several neighbors.

[Go Back](#) [Finished - Go To Next Section](#)

Enter the necessary information then click the **Finished - Go To Next Section** button.

NOTE: Click the **Check Spelling** button to check your spelling before going to the next section if you wish.

The *Incident Associations* form opens.

Go Back

Incident Summary: 02/06/2019 1011 Hrs
Offense(s): No Offense Specified

Agency: District 42, Versailles
Report #: 2019D4210210 **Supp #:** 0

Include individual preferences or click Select All to include all preferences ☐ Select All

Incident Details

REPORT DATE 02/06/2019 1011 **OCCURRENCE DATE FROM** 02/05/2019 1433 **OCCURRENCE DATE TO**

Officers

Name	Role	Actions
Saur, Christine	Reporting	<input type="checkbox"/> Include Officer
Saur, Christine	Arresting	<input checked="" type="checkbox"/> Include Officer

Arrestee

LAST NAME	FIRST NAME	MIDDLE NAME	DOB	SEX	RACE	Include Arrestee
Smith	Billy	3/16/12	09/08/1956 (Age: 62)	Male	White	<input checked="" type="checkbox"/>
ETHNICITY	DRIVER'S LICENSE #	DRIVER'S LICENSE STATE	SSN			
Hispanic or Latino	DL123487566	Virginia	123-45-6789			
ALIASES						
SmithNWesson (Nickname)						
RESIDENCE PHONE	ADDRESS (RESIDENCE)		HEIGHT	WEIGHT		
(333)-333-3333	654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965		6' 01"	185		
EYE COLOR	HAIR COLOR	COMPLEXION	INDEX ID			
Black	Black	Light Brown	42			

Go Back Save

Select the items on the *Incident Associations* form to include on **Incident Report** from the **Field Arrest**.

NOTE: Additional information can be added to the **Incident Report** later. For more information on **Incident Reports** refer to "Incidents" on page 119.

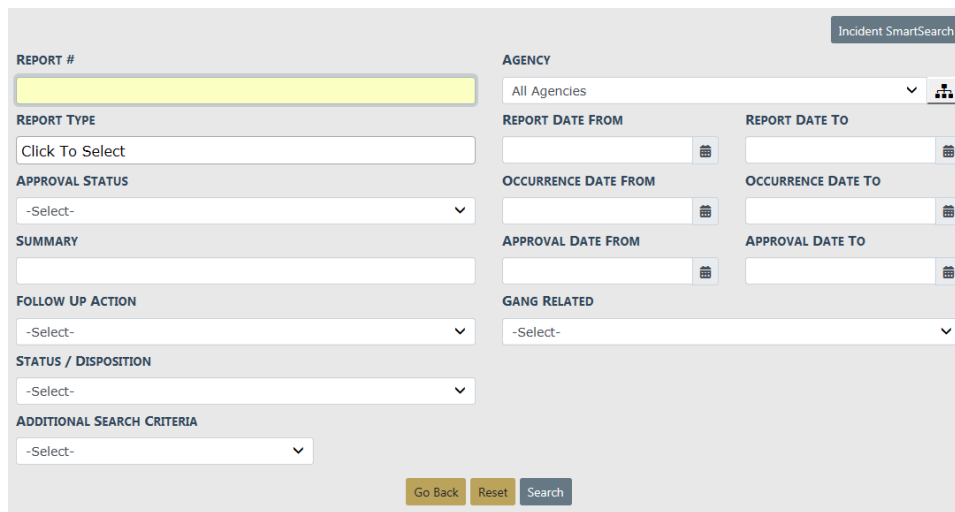
Click the **Save** button.

The associated **Incident** appears in the **Associated Events** tab of the *Edit Field Arrest* screen.

Select Existing Incident

Select the **Select Incident** link to associate an existing **Incident** to the **Field Arrest**. The *Incident Search* screen opens.

Incidents [+ Create Incident](#) [+ Select Incident](#)



Incident SmartSearch

REPORT #

REPORT TYPE

APPROVAL STATUS

SUMMARY

FOLLOW UP ACTION

STATUS / DISPOSITION

ADDITIONAL SEARCH CRITERIA

AGENCY

REPORT DATE FROM

REPORT DATE TO

OCCURRENCE DATE FROM

OCCURRENCE DATE TO

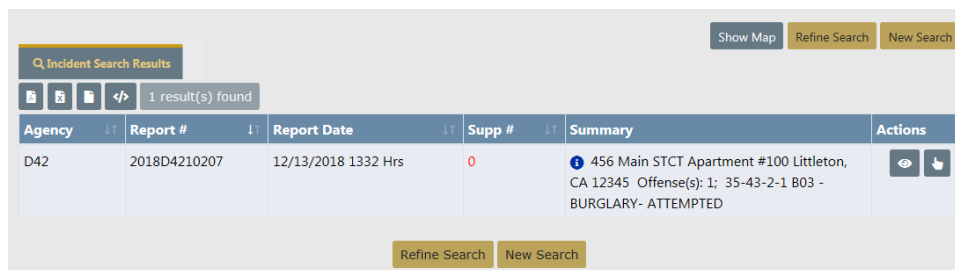
APPROVAL DATE FROM

APPROVAL DATE TO

GANG RELATED

Go Back Reset Search


Enter the **Report#** if known, otherwise enter the known information then click the **Search** button to view the results of your search.



Q Incident Search Results

Show Map Refine Search New Search

1 result(s) found

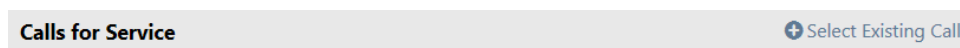
Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210207	12/13/2018 1332 Hrs	0	456 Main STCT Apartment #100 Littleton, CA 12345 Offense(s): 1; 35-43-2-1 B03 - BURGLARY- ATTEMPTED	

Refine Search New Search

Click on the **Select** icon  to select the appropriate **Incident Report**. The selected report will then appear on the **Associated Events** tab of the **Field Arrest** record.

Select Existing Call

Select the **Select Existing Call** link to associate an existing **Calls for Service** to the **Field Arrest**. The *Calls For Service Search* screen opens.



Calls for Service [+ Select Existing Call](#)

Field Arrest Recent Activities / Edit Field Arrest / Calls For Service Search

Dispatch Search Details

DISPATCH # <input type="text"/>	CAD AGENCY Indiana State Police	RESPONDING AGENCY All Agencies	SERVICE AGENCY All Agencies
DISPATCHER <input type="text"/>	EVENT TYPE Police	CALL PRIORITY -Select-	CALL / ACTIVITY Click To Select
DISPOSITION TYPE -Select-	STATUS -Status-	CALLER NAME <input type="text"/>	CALLER PHONE # <input type="text"/>
CALL DATE FROM 02/05/2019	CALL TIME FROM 1036	CALL DATE TO 02/06/2019	CALL TIME TO 1036
INCIDENT REPORT # <input type="text"/>	ARREST # <input type="text"/>	NOTES <input type="text"/>	

Officer Details

FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>	INTERNAL ID / BADGE# <input type="text"/>
SEARCH CALLS I'VE RESPONDED TO <input checked="" type="checkbox"/>	PRIMARY OFFICER ONLY <input type="checkbox"/>	



Person Details

FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>	DOB <input type="text"/>	RACE -Select-
SEX -Select-	ROLE -Select-		

Enter the **Dispatch#** if known, otherwise enter the known information then click the **Search** button to view the results of your search.

Incident Search Results

1 result(s) found

Dispatch #	Agency	Dispatch Date	Call Type	Caller	Primary Officer	Location	Incident Report #	Actions
2018-00000373	District 34, Jasper	12/04/2018 15:48	FIRE ALARM		Patrol Officer Dana McMillan #DMM12345	1429 W US 40, GREENFIELD, IN, Hancock		 

Refine Search New Search

Click on the **Select** icon  to select the appropriate **Calls for Service**. The selected CFS will then appear on the **Associated Events** tab of the **Field Arrest** record.

When you are finished adding the necessary associated events, click the **Next Section** button to advance to the **Location** tab.

Validations on Field Arrest Imports

The **Field Arrest** can be associated to an **Incident Report**, and data from the **Field Arrest** can be imported into the **Incident Report**.

When associating a **Field Arrest** to an **Incident Report**, don't assume all of the **Field Arrest** information is automatically associated to the **Incident Report**, for this has led to improper UCR and NIBRS reporting.

If a **Field Arrest** is associated to a report, then Caliber Online RMS verifies that at least one offense from the associated **Field Arrest** was added to the **Incident Report**, if no offense was associated or added to the **Incident Report** then validation errors occur:

- Field arrest information – At least one offense from the field arrest must be included.

If a **Field Arrest** is associated to a report, then Caliber Online RMS verifies that Arrestee (person name) from the associated **Field Arrest** is added to the **Incident Report**, if no arrestee was associated or added to the **Incident Report** then validation errors occur:

- Field Arrest Information – Arrestee from field arrest must be included on report.

Location

Add the **Location** to the **Field Arrest**. The location pulls from the **Master Address Index**. The recommendation is to always search for an existing Master Address record before adding a new one to prevent duplicates. For details on **Master Indices** refer to "Master Indices" on page 47.

Location	+ Quick Search + Advanced Search / Add
No Location Selected	

Click the **Quick Search** link to open the *Quick Search* window. You have the option to search by the street address only, or by separate fields that make up an address such as street number, street name, city, etc.

Quick Search

SEARCH TYPE



POSTAL ONE LINE ← Select One Line to search by street address only

ADDRESS

1001 Main

Reset Search

Show 10 entries

Index ID	Address	Common Place Name	Actions
14	1001 North East Main Street		 

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Close Advanced Search / Add

OR

Quick Search

SEARCH TYPE

POSTAL ONE LINE ← Select Postal to search by individual fields

STREET #

1001

DIRECTION

-Direction-

STREET NAME

Main

TYPE

-Type-

CITY



INTERSECTING STREET NAME

INTERSECTING STREET TYPE

-Type-

Reset Search

Show 10 entries


Index ID	Address	Common Place Name	Actions
14	1001 North East Main Street		 

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Close Advanced Search / Add

NOTE: If the **Location** you are looking for does not exist, click the **Advanced Search/Add** button to add it to the **Master Address Index**. For more information on adding a Master Address index record, refer to "Master Indices" on page 47.

Click the Select icon  to select the **Location** you want to add to the Location tab of the **Field Arrest**.

Arrest Arrestee Information Officers - 1 Associated Events - 1 **Location - 1** Charges / Warrants - 0 Names - 2

Property - 0 Vehicle / Towing - 1 Narratives - 1 Attachments - 0 Questions Validations Log


Location

View Location Edit Location Remove Location

ADDRESS

1001 North East Main Street INDIANAPOLIS, IN

INDEX ID	LATITUDE	LONGITUDE
14	39.872057	-86.142280



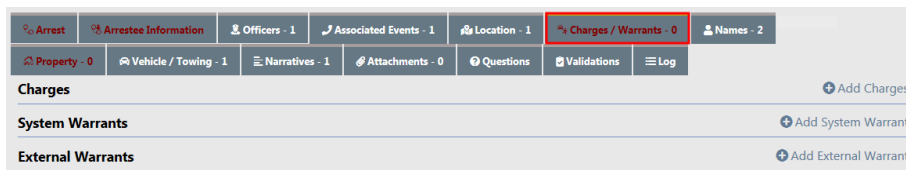
Click the **View Location** button to view details of that address, click **Edit Location** to change the address data, or click **Remove Location** to delete it from the **Location** tab.



Click the **Next Section** button to advance to the **Charges/Warrants** tab.

Charges and Warrants

On this screen you have the option to **Add Charges**, **Add System Warrants**, and **Add External Warrants**.



NOTE: If there is an active *System Warrant* a red link appears to the left of **+Add System Warrant** with the person's name. Click the red link for Warrant options.

Click the **Add Charges** link to add the Charge.

For the **Charge Code** type in a portion of the offense description then select from the drop-down.

Note: You must enter each charge separately.

 A screenshot of the 'Charge #1' form. At the top right are buttons: 'Add Charges', 'Enter # of C', 'Add', 'Go Back', and 'Save'. The form fields include: 'CHARGE CODE' (text input with a dropdown arrow, containing '35-43-4-2 T70 THEFT- PURSE (35-43-4-2 T70)'); 'CATEGORY' (dropdown menu, '-Select-'); 'CLASS' (dropdown menu, '-Select-'); 'OFFENSE DATE' (text input with a calendar icon); 'OFFENSE COUNT' (dropdown menu); 'CSAU' (dropdown menu, '-Select-'); 'BOND TYPE' (dropdown menu, '-Select-'); 'BOND AMOUNT' (text input); and 'DOMESTIC RELATED' (toggle switch). At the bottom are 'Go Back' and 'Save' buttons.

Any field with a red left-hand border is a required field. You must complete required fields to continue.

If the Charge is Domestic Related, select the Domestic Related button, turning the color from gray to green.

If a Charge is selected that has a default Bond Type or Amount configured for the Charge Category and Class related to the Charge Code or directly at the Charge Code level, the Bond Amount and Type automatically populates for you. You can update the Bond information as needed.

Click the **Add** button on the top right of the screen to add additional charges.

Click the **Save** button to add the Charges to the Field Arrest.

Click the **Add System Warrant** and **Add External Warrant** links to add that information, if appropriate.

Once you have completed all information, click the **Next Section** button to advance to the **Names** tab.

Names

The **Names** tab contains **Next of Kin/Emergency Contacts**, **Victims**, **Other Names**, and **Organizations**.

Related Person	Relation	Next of Kin	EC	Dependent	Date of Info	Actions
Fred Smith RACE: White SEX: Male DOB: 01/01/2003	Grandparent	Yes	No	No	03/26/2015	
Tomaana Smith RACE: White SEX: Male DOB: 11/07/1979	Child	Yes	Yes	Yes	04/19/2016	

Victims Quick Search Advanced Search / Add

Other Names Quick Search Advanced Search / Add

Other Organizations Quick Search Advanced Search / Add

Click the **Add Next of Kin/Emergency Contact** link to open the *Master Person Search* screen to search for the name in the Master Indices module.

[+ Add Next of Kin / Emergency Contact](#)

For Victim, click the **Quick Search** link to search for the name in the Master Indices module. If you do not find the name in the Master Indices, click the **Advanced Search/Add** link to add it. Use a similar process to select **Other Names** (witnesses) and **Organizations**.

[+ Quick Search](#) [+ Advanced Search / Add](#)

For more information on searching in and adding records to the Master Indices, refer to "Master Indices" on page 47.

Once you have completed all information, click the **Next Section** button to advance to the **Property** tab.

Property

Enter **Property** that needs to be inventoried and belonging to the Arrestee. If there is no **Property** to be inventoried, click the **Arrestee Property Not Inventoried** button to turn it from gray to green.

The screenshot shows the top navigation bar with tabs: Arrest, Arrestee Information, Officers - 1, Associated Events - 1, Location - 1, Charges / Warrants - 0, and Names - 2. Below this is a secondary bar with: Property - 0 (highlighted with a red box), Vehicle / Towing - 1, Narratives - 1, Attachments - 0, Questions, Validations, and Log. The main content area has a toggle switch labeled 'Arrestee Property Not Inventoried' which is currently grayed out. At the bottom, there is a 'Property' label and an 'Add Personal Property' link with a plus icon.

Click the **Add Personal Property** link to add property.

[+ Add Personal Property](#)

NOTE: The **Arrestee Property Not Inventoried** button must be unchecked (gray) for the **Add Personal Property** link to appear.

The *Logging Officer* defaults to the *Arresting Officer*. Make sure this information is accurate.

The screenshot shows the 'Property Details' form. At the top right is a 'Go Back' button. Below it is the 'LOGGING OFFICER' section with a text field containing 'Christine Saur'. Below that is a table with columns: Type, Description, Status, Comment, and Actions. The 'Type' dropdown is set to '-Select-', 'Description' is empty, 'Status' is 'Inventoried, not held', and 'Comment' is empty. Below the table is a red box around the 'Add Additional Property' link with a red arrow pointing to it. Below the link is the text 'Click to add additional property' and a green 'Save' button.

Using the Drop-downs and free text boxes, enter the appropriate description and any comments.

Click the **Add Additional Property** link to add additional property, if applicable

Click the **Save** button.

Once you have completed all information, click the **Next Section** button to advance to the **Vehicle/Towing** tab.

Vehicle/Towing

The **Vehicle** must exist in the *Master Index* module before you can associate it to an Arrestee. With the proper permissions, you can add it to the *Master Vehicle Index* if it doesn't exist. For more information about the *Master Index* module, refer to "Master Indices" on page 47.

Associate a Vehicle





You can associate a vehicle to the Arrestee three ways:

- **Select Vehicle Associated to Arrestee**

Click the **Select Vehicle Associated to Arrestee** link, if available, to add a **Vehicle** associated with the Arrestee. This link appears only when at least one vehicle is linked to the person listed as the Arrestee.

[+ Select Vehicle Associated to Arrestee](#)

Click the **Select** icon  to select the vehicle you want to associate with the Arrestee.

Index ID	VIN	Year	Make	Model	Actions
46	SAFG651AS32165ETR651	1999	CHEVROLET(CHEV)	MONTE CARLO	 
180	ER54TY65WE98	2012	MERCEDES-BENZ(MERZ)		 

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Close

NOTE: Only one vehicle can be associated with an Arrestee.

With appropriate permissions, you can click on the **Edit** icon  to update the *Master Vehicle Index* record, if necessary. For more information on updating a Master Vehicle Index record, refer to "Master Indices" on page 47.

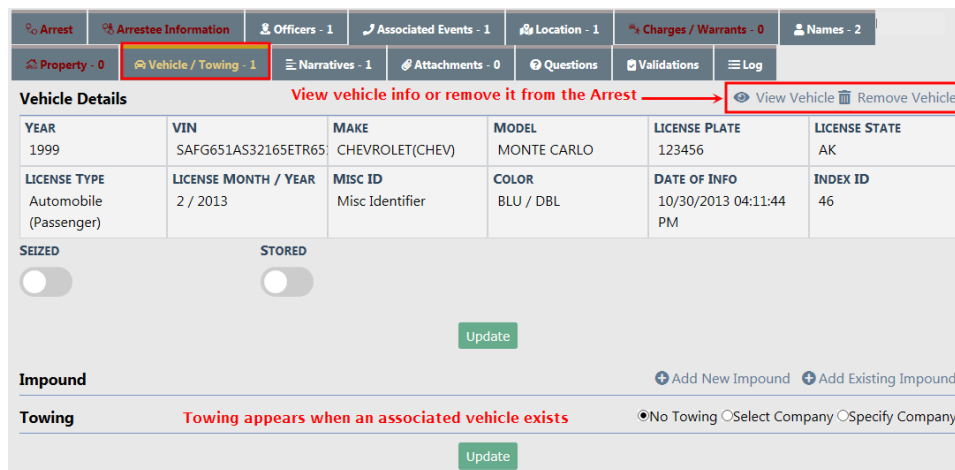
- **Quick Search**

Click the **Quick Search** link to search for the **Vehicle** by *VIN*, *License Plate*, and *State*. If the **Vehicle** appears on the search results, click the Select icon  to select it.

- **Advanced Search/Add**

If the **Vehicle** is not in the *Master Vehicle Index*, click the **Advanced Search/Add** link to add the **Vehicle** to the *Master Vehicle Index*. For more information on searching and adding a *Master Vehicle Index* record, refer to "Master Indices" on page 47.

Once you select the **Vehicle**, it appears in the Vehicle/Towing tab of the Field Arrest.



Vehicle Details					
YEAR	VIN	MAKE	MODEL	LICENSE PLATE	LICENSE STATE
1999	SAFG651AS32165ETR65	CHEVROLET(CHEV)	MONTE CARLO	123456	AK
LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR	DATE OF INFO	INDEX ID
Automobile (Passenger)	2 / 2013	Misc Identifier	BLU / DBL	10/30/2013 04:11:44 PM	46

SEIZED ☐ STORED ☐

[Update](#)

Impound [Add New Impound](#) [Add Existing Impound](#)

Towing Towing appears when an associated vehicle exists ☒ No Towing ☐ Select Company ☐ Specify Company

[Update](#)

You can click the **View Vehicle** link to view vehicle details or click the **Remove Vehicle** link to remove it from the Field Arrest.

Click on the **Seized** button if the vehicle was seized.

Click on the **Stored** button if the vehicle was stored.

Click the **Update** button to save your updates.

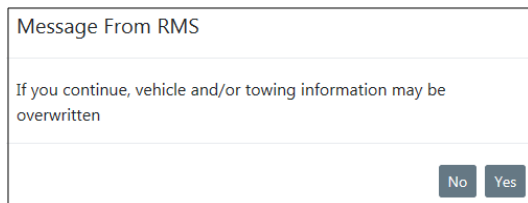
Add Towing Information

Towing appears at the bottom of the screen only when a vehicle exists on the Field Arrest. Three towing options appear: Choose **No Towing** when towing is not involved, choose **Select Company** to choose an existing towing company, or choose **Specify Company** to add and select a towing company. When selecting or specifying a company, additional entry fields appear.

Add Impound Information

Click the **Add New Impound** link to add a new record, or click **Add Existing Impound** to select an existing Impound record, then enter the necessary information.

If a vehicle record already exists on the Field Arrest, a warning stating the existing vehicle and towing information may be overwritten. Click **Yes** to continue and overwrite the existing vehicle and towing information, or click **No** to exit without overwriting.

A rectangular message box with a light gray border. The title bar at the top says "Message From RMS". The main text area contains the message: "If you continue, vehicle and/or towing information may be overwritten". At the bottom right of the box are two buttons: "No" and "Yes".

Message From RMS	
If you continue, vehicle and/or towing information may be overwritten	
No	Yes

NOTE: When adding an existing Impound record, the vehicle associated with the Impound is added to the Arrest.

Click the **Update** button after all information is entered.


Once you have completed all information, click the **Next Section** button to advance to **Narrative** tab.

Narrative

The **Narrative** is not required to complete the **Field Arrest**. You can create one or multiple **Narratives**. Click the **Add Narrative** link to open the *Add Narrative* screen. You must enter a **Title** and additional information in the body of the narrative.

The Narrative auto-saves every 60 seconds while you type. The last saved date and time displays on the form. The built-in spelling and grammar checker identifies mistakes and corrects them as you type.

Click the **Save** button.

Click on the Print icon  if you wish to print the Narrative.

Once you have completed all information, click the **Next Section** button to advance to the **Attachments** tab.

Attachments

Attachments are files that are accessed by other programs, such as a picture, document, spreadsheet, etc. These files are uploaded and saved to the **Field Arrest**. You can have none, one, or multiple **Attachments**.

Click on the **Add Attachment** link to add **Attachments**. For more information refer to "Attachments" on page 41.

Click the **Go Back** button after uploading **Attachments**.

Once you have completed all information, click the **Next Section** button to advance to the **Questions** tab.

Questions

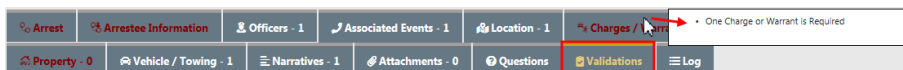
The screenshot shows the 'Questions' tab selected in the top navigation bar. The interface includes a 'MEDICAL COMMENT' text area and a 'Drugs Screening' section with two questions: 'Did person have drugs in possession?' and 'Did the person appear intoxicated?'. Each question has radio button options for 'Yes', 'No', and 'N/A', followed by a text input field. A 'Save' button is located at the bottom of the form.

Enter appropriate information then click the **Save** button.

Once you have completed all information, click the **Next Section** button to advance to the **Validations** tab.

Validations

You must enter all required information before the system allows you to create the **Field Arrest** record. Tabs with missing required information display in **red**. Hover your mouse over the **red** tab to display a missing data message.



The **Validations** tab will also display the errors that are causing **red** tabs.

Errors were found on the field arrest which require attention before the arrest may be completed. You may use the links below to help guide you to the particular area of the arrest needing modification. Once all the errors have been resolved, you may complete the field arrest.

- ▲ One Charge or Warrant is Required
- ▲ Arrest Disposition is Required
- ▲ At least one property of type Currency must be added
- ▲ A more recent physical description is required.
- ▲ Employer Name And Address Is Required

Click on each red tab to enter the missing data. Repeat until there are no longer **red** tabs.

If no errors then there will be no **red** tabs.

Click on the **Complete** button at the top of the screen.

Enter any comments and click the **Submit** button. An approval *Notification* is sent to the *Approval Group*.

Your **Field Arrest** is now complete.

Log

Activities affecting the **Field Arrest** are written systematically to the **Log** tab, creating a trail of events. For example, the system generates a **Log** entry when the **Field Arrest** is created, is updated, and another when it is submitted for approval. The **Log** entry includes the user name, date, and general description of the event.

You can also click on the Add Log button to create your own **Log** entry.

Arrest	Arrestee Information	Officers - 1	Associated Events - 1	Location - 1	% Charges / Warrants - 0	Names - 2
Property - 0	Vehicle / Towing - 1	Narratives - 1	Attachments - 0	Questions	Validations	Log

Arrest Log

Click to add your own log entry → Add Log

Creator Name	Date Created	Log Entry
Christine Saur	02/05/2019 1443	Field Arrest #1902593 created

Add Log

LOG

This is an example of a manual log entry.

Cancel Save

Click **Save** to create and commit the entry to the Log.

NOTE: **Log** entries cannot be updated or deleted.

Duplicate Field Arrest

There are times when multiple arrests occur for the same location and charges. You must create a separate **Field Arrest** record for each Arrestee, and for your convenience, the **Duplicate** button at the top of the *Edit Field Arrest* form duplicates the **Field Arrest** record for each Arrestee systematically to avoid duplicate manual entry.


During the **Duplicate** process, you also select the **Field Arrest** areas to **Duplicate**, such as officers, narrative, charges, etc.

When adding a new **Field Arrest** the *Edit Field Arrest* screen appears automatically after selecting the Arrestee. For more information on adding **Field Arrests** refer to "Add Field Arrest" on page 183.

To **Edit** an existing **Field Arrest** you must first **Search** for the **Field Arrest** you want to **Edit**, then select the appropriate **Field Arrest** to open the *Edit Field Arrest* screen. For more information on searching **Field Arrests** refer to "Search Field Arrests" on page 181.

When the *Edit Field Arrest* screen appears click the **Duplicate** button to begin the duplication process.

The screenshot shows the 'Edit Field Arrest' screen. At the top right, there are buttons for 'Go Back', 'Duplicate' (highlighted with a red box), and 'Print'. Below these are links for 'Minimize', 'View Person', 'Edit Person', and 'Change Person'. The form contains the following fields:

LAST NAME Smith	FIRST NAME Billy	MIDDLE NAME 3/16/12	DOB 09/08/1956 (Age at Time of Arrest: 62 Years Old)	SEX Male	RACE White	 11/21/2016
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # DL123487566	DRIVER'S LICENSE STATE Virginia	SSN 123-45-6789			
ALIASES SmithNWesson (Nickname)						
RESIDENCE PHONE (333)-333-3333	ADDRESS (RESIDENCE) 654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965			HEIGHT 6' 01"	WEIGHT 185	
EYE COLOR Black	HAIR COLOR Black	COMPLEXION Light Brown				
MISC IDS DL123487566 (OLN)						INDEX ID 42

At the bottom, there is a 'Previous Section' button and a 'Next Section' button. Below the form is a navigation bar with the following items:

- Arrest
- Arrestee Information
- Officers - 1
- Associated Events - 1
- Location - 1
- Charges / Warrants - 0
- Names - 2
- Property - 0
- Vehicle / Towing - 1
- Narratives - 1
- Attachments - 0
- Questions
- Validations
- Log (highlighted with a red box)

The *Duplicate Field Arrest* screen appears.

Go Back

Arrest Summary: 02/05/2019 1433 Hrs ⓘ Agency: District 42, Versailles

Charges: Arrest #: 1902593

Duplicate Field Arrest

- Click Add Arrestee to select a new arrestee. You can add as many arrestees as you like. For each arrestee, a new field arrest record will be created.
- You can then choose which sections you would like duplicated.

BEFORE DUPLICATING THIS ARREST, ENSURE THE DATA IS CORRECT! Once you duplicate the arrest, you will have to edit each duplicated arrest if any changes are needed.

Arrestees Click to add an arrestee → Add Arrestee

Person	Actions
--------	---------

Sections To Duplicate

Section	Include
Disposition	<input checked="" type="checkbox"/>
Officers (1)	<input checked="" type="checkbox"/>
Custom Fields (1)	<input type="checkbox"/>

Duplicate

Adding all applicable Arrestees is the first step in the duplication process. Click the **Add Arrestee** link to open the *Master Index Search* screen.

Search and select the person to add it to the duplicate Field Arrest record. For more information on searching and selecting a person, refer to "Master Indices" on page 47.

Click the **Add Arrestee** link to add another Arrestee if needed. You may add as many Arrestees as necessary.

After adding all the Arrestees, select the appropriate sections to duplicate. The list that appears in the *Sections to Duplicate* section vary based on the information that exists on the original **Field Arrest** record.

Click the **Duplicate** button to create a duplicate record for each Arrestee listed, or click **Go Back** at the top of the *Duplicate Field Arrest* screen to return to the *Edit Field Arrest* screen without duplicating.

If you chose to click the **Duplicate** button a confirmation message appears.

Message From RMS

You are about to duplicate this arrest for 1 arrestee(s). Click YES to duplicate or NO to cancel.

No Yes

Click **Yes** to duplicate, or click **No** to return to the *Duplicate Field Arrest* screen without duplicating.

The *Duplicate Field Arrest Results* screen appears indicating success or failure. Read the Instructions at the top of the screen to understand how to interpret the results.

Back To Original Arrest

Please check the results and ensure everything was duplicated properly. Anything in **red** indicates something went wrong.

Each arrest listed below will now appear in your field arrest recent activities, so even if you leave this page you can still access them there.

Each duplicated arrest will also have a log entry indicating the arrest it originated from. It may be used as a reference if needed.

Results

SUCCESS: Arrest # 1902594 created with arrestee ⓘ **Name:** Ranelle Marie Clark **Sex:** Female **Race:** White **DOB:** 03/16/1959 (Age:59)

- **Officers**
 - Officer : Saur, Christine
- **Location**
 - 1001 North East Main Street INDIANAPOLIS, IN
- **Narratives**
 -
- **Incidents**
 - Report #2018D4210207 associated

Back To Original Arrest

Click **Back to Original Arrest** to return to the original **Field Arrest**. To view Field Arrests for the other Arrestees, you must **Search** for their Field Arrest records. For more information on searching Field Arrests refer to "Search Field Arrests" on page 181.





You may edit the individual **Field Arrest** records. For information on editing Field Arrest records refer to "Edit Field Arrest" on page 186.

Delete Field Arrest

To **Delete** an existing **Field Arrest** you must first **Search** for the **Field Arrest** you want to **Delete**. For more information on searching **Field Arrests** refer to "Search Field Arrests" on page 181.

In the *Search Results* window locate the appropriate **Field Arrest** record then click on the **Delete** icon  under the *Actions* column. If the **Delete** icon does not appear on that record then you do not have delete permissions. See your administrator for more information on permissions.

1 result(s) found

Arrest Number	Status	Arrest Date	LastName	First Name	Charges	Warrants	Incidents	Actions
 1902594	Open	02/05/2019 1433	 Clark	Ranelle			2018D4210207	 

Refine Search

New Search

A confirmation box appears after you click on the **Delete** icon. Click **Yes** to confirm or **No** to return to the *Search Results* without deleting. If you choose to delete the arrest, any associated incidents become unassociated.

Message From RMS

Are you sure you want to delete Field Arrest # 1902594?

This arrest has incidents associated with it. If you delete this arrest, they will be un-associated from it

No Yes

If you clicked **Yes**, you must then enter the reason for the delete, then click the **Delete** button. Or click **Cancel** to abort the delete process.

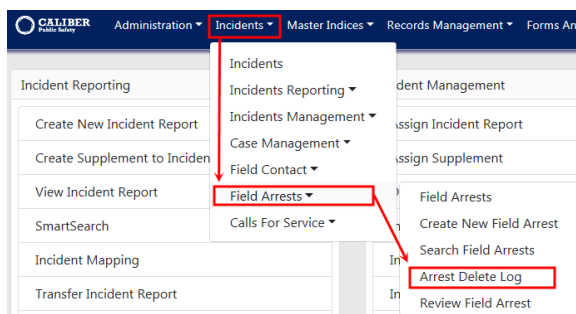
Delete Field Arrest Comments

DELETE COMMENT

Created for training purposes.

Cancel Delete

The deleted **Field Arrest** is logged automatically for tracking purposes. To view the log entry, select the *Incidents* menu, *Field Arrests*, then *Arrest Delete Log*.



The *Search Arrest Delete Log* screen appears. Search for the log entry by entering a date range or Arrest Number if you know it, or leave all fields blank to view all log entries, then click the **Search** button to return a list of all log entries that match your search criteria.

Search Deleted Field Arrests

ARREST #

AGENCY

District 42, Versailles

ARREST DATE FROM

ARREST DATE TO

Go Back Reset Search

You can export the search results to various file types, view the comments that were entered at the time the arrest record was deleted, and view the deleted log entry.

NOTE: For more information on exporting the results refer to "Export Search Results" on page 23.

Export Results

Refine Search New Search

Previous 1 2 Next

Arrest #	Arrest Date	Delete Comment	User	Agency	Actions
1902594	02/05/2019 1433		Christine Saur	District 42, Versailles	View Arrest Log Record
1807581	10/31/2018 1422		Homer Simpson	District 42, Versailles	View Arrest Log Record

Comments

Message From RMS

Created for training purposes.

Close

View Arrest Log Record

Search Deleted Field Arrests / Arrest Delete Search Results / [View Deleted Arrest](#)

ARREST NUMBER	ARREST DATE	CREATOR NAME	AGENCY
1902594	02/05/2019	Christine Saur	District 42, Versailles

DELETE COMMENT

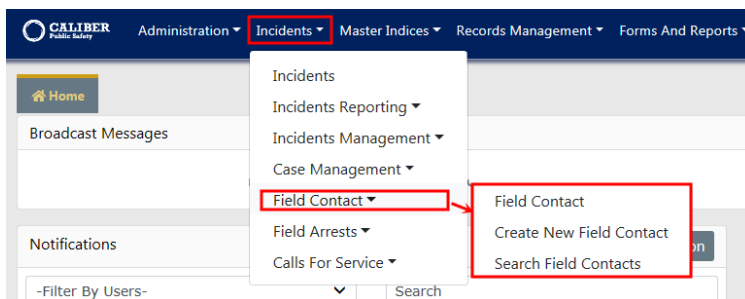
Created for training purposes.

Go Back

Chapter 11. Field Contacts

Overview

A **Field Contact** gives you the ability to document a situation such as an encounter with a suspicious person. The situation is such that it does not warrant an *Incident Report* but you still want to document it in the event something comes of it. That way it is searchable and you see the **Field Contact** associations within the *Master Indices* section. **Field Contacts** are located in the *Incidents* menu where you can search existing or create new **Field Contacts**.



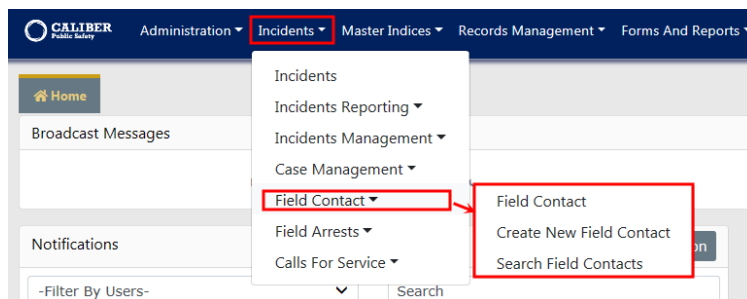
When completing a **Field Contact**, you are able to document:

- Notes
- Location
- People
- Officers
- Vehicles
- Gangs
- Organizations
- Attachments
- Associate existing Incidents from within the Field Contact.
- Create Incidents from within the Field Contact.
- Associate existing Calls from within the Field Contact.

An *Incident Report* can also be generated from the **Field Contact**, similar to the **Field Arrest**. Once the **Associate Incident** link is selected, you will be able to select what information should be transferred to the *Incident Report*.

Add a Field Contact

Field Contacts are located under the Incidents menu.



Click **Create New Field Contact** menu option to open the **Add Field Contact** form.

A screenshot of the 'Add Field Contact' form. The form has a dark blue header with the title 'Add Field Contact'. Below the header, there are several sections. The first section contains 'AGENCY' (District 42, Versailles), 'AGENCY ONLY' (No), 'CONTACT TYPE' (a dropdown menu with '-Select-' selected), and 'CONTACT DATE' (12/13/2018 1354). Below this is a 'SUMMARY' section with a text area. The next section is 'Terry Stop Data', which includes 'TYPE OF STOP' (a dropdown menu with '-Select-' selected) and 'STOP COMMENT' (a text area). At the bottom of the form are two buttons: 'Go Back' and 'Save & Continue'.

Enter the necessary data. Any field with a red left-hand border is a required field. You must complete required fields to continue.

Click **Save & Continue** to open the **Edit Field Contact** form.

Enter the applicable sections of the **Edit Field Contact** form, then click the **Save** button:

- Field Contact Details
- Stop Data
- Location

- People
- Officers
- Vehicles
- Gangs
- Organizations
- Attachments
- Add (associate) existing Incidents from within the Field Contact.
- Create Incidents from within the Field Contact.

NOTE: Once the **Associate Incident** link is selected, you will be able to select what information should be transferred to the *Incident Report*.

- Add (associate) existing Calls from within the Field Contact. If the selected Incident is associated with a Calls For Service, a dialog box with the information appears, giving you the option to associate the Calls For Service to the Field Contact.

Once the **Field Contact** is completed, you can increase the **Security Level** if necessary.

The screenshot shows the 'Edit Field Contact' interface. At the top, there's a title bar 'Edit Field Contact' and a navigation bar with buttons: 'Go Back', 'Visualization Tool', 'View Summary', and 'Print'. Below the navigation bar is a toolbar with various icons. The main content area is titled 'Field Contact Details' and contains a table with the following information:

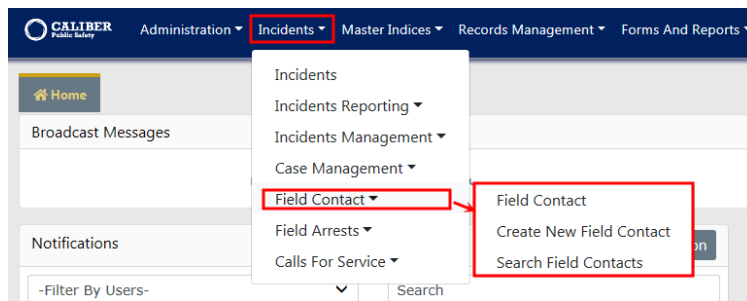
CONTACT ID	AGENCY	SECURITY LEVEL
285	District 42, Versailles	Patrol Officer

Below the table, there's a 'CONTACT TYPE' dropdown menu set to 'Knock and Talk' and a 'CONTACT DATE' field set to '12/13/2018 1354'. A red arrow points to a 'Change Security' button located next to the 'SECURITY LEVEL' field.

NOTE: For more information on the **Edit Field Contact** form, refer to "Edit a Field Contact" on page 218.

Search for a Field Contact

Field Contacts are located in the *Incidents* menu where you can search existing or create new **Field Contacts**.



1. Select **Search Field Contacts** from the menu to open the *Search Field Contacts* form.

A screenshot of the 'Field Contact Search' form. The form includes fields for CONTACT ID, CONTACT TYPE, AGENCY, CONTACT DATE FROM, CONTACT DATE TO, SUMMARY, NOTES, and ADDITIONAL SEARCH CRITERIA. The 'Add Field Contact' button is visible in the top right corner.

2. Enter the necessary data that assists with finding the **Field Contact** record.

The **Additional Search Criteria** allows you to include information from a specific section, if needed. Additional search fields will appear if you choose one of the available options from the list.

A screenshot of the 'ADDITIONAL SEARCH CRITERIA' dropdown menu. The menu is open, showing options: -- Select --, Location, People, Officers, Vehicles, Gangs, Organizations, and Custom Fields.




Vehicle example:

A screenshot of the 'ADDITIONAL SEARCH CRITERIA' form with 'Vehicles' selected. The form displays fields for YEAR, MAKE, MODEL, VIN, LICENSE PLATE, INDEX ID, and ROLE.

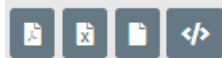
Custom Fields example:

NOTE: *Custom Fields* is available for agencies that have the *Custom Fields* feature enabled. *Custom Fields* captures data defined by the agency. For more information refer to your administrator.

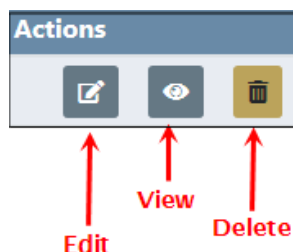
3. Click the **Search** button to view the *Search Results*.

Contact Id	Contact Type	Agency	Summary	Contact Date	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	  

From the *Search Results* window, you have the ability to export the search results to a file using the icons below the *Search Results* tab. For more information refer to "Export Search Results" on page 23.



4. If you want to make changes to your current search or start a new search, click the **Refine Search** button or the **New Search** button, respectively.
5. The icons under the *Actions* column of the *Search Results* allow you to *Edit*, *View*, or *Delete* a **Field Contact**, if you have the proper permissions. If an icon does not display, then you do not have access to perform that function.

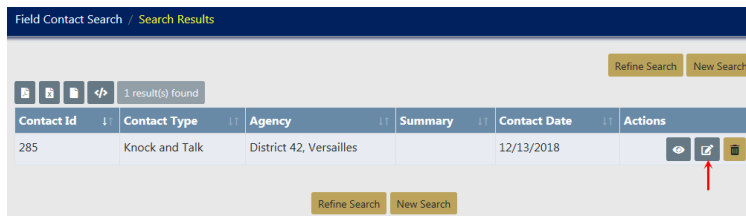


For more information refer to "Edit a Field Contact" on the next page, "View a Field Contact" on page 219, or "Delete a Field Contact" on page 223.

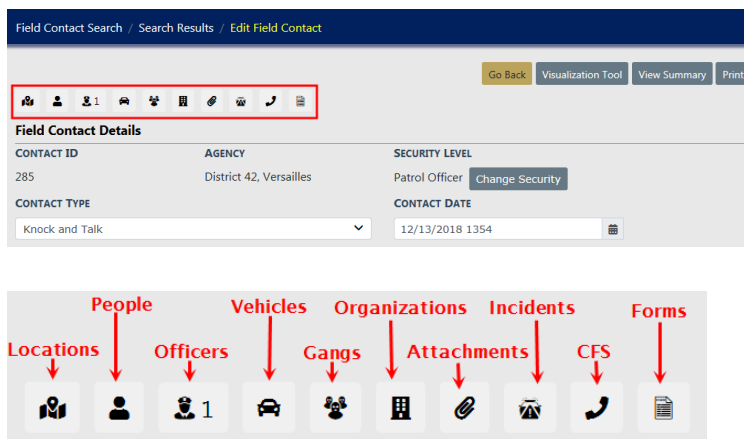
Edit a Field Contact

To edit a **Field Contact** you must first **Search** for the **Field Contact**, then select the *Edit* icon in the **Search Results** window. For more information on searching refer to "Search for a Field Contact" on page 215.

1. Select the **Edit** icon on the **Field Contact** record in the Search window to open the **Edit Field Contact** page.



There are several sections that make up the **Edit Field Contact** page. Each available section is listed across the top as icons. Click on any icon to go directly to the corresponding section, or scroll down the page to each section. The number that appears on the icon indicates the number of records associated with that icon. For example, the number 1 on the Officer icon indicates there is one officer record, and no number indicates there isn't a record associated with that icon.



NOTE: Field Contacts can associate with a Calls for Service (CFS) event while in Edit mode.

Click on the **Calls for Service Go To** link or page down to the **Calls for Service** grid to add an associated CFS to a Field Contact record. If the CFS has associated incidents, a pop-up window appears to select incidents that should also be related to the Field Contact.

- Click the **Print** button to print the **Field Contact**. For more information refer to "Print Field Contacts" on page 224.

- Click the **Visualization Tool** button to view display connections between people, addresses, involvements, etc., in a graphical format. For more information refer to "Crime Visualization Tool" on page 93.

NOTE: This button is based on user permissions and is not visible to all users. For more information contact your administrator.

- Click the **View Summary** button to view a summary of the **Field Contact**.

Field Contact Search / Search Results / View Field Contact

Go Back Visualization Tool Edit Interview Print Report

Field Contact Details

CONTACT ID:	AGENCY:	SECURITY LEVEL:
285	District 42, Versailles	Patrol Officer
CONTACT TYPE	CONTACT DATE	
Knock and Talk	12/13/2018 1354	
SUMMARY		
NOTES		

Terry Stop Data

TYPE OF STOP
Domestic Dispute
STOP COMMENT

Officers - 1

Badge #	Name	Agency	Role
SAUR111	Christine Saur	District 42, Versailles	Reporting

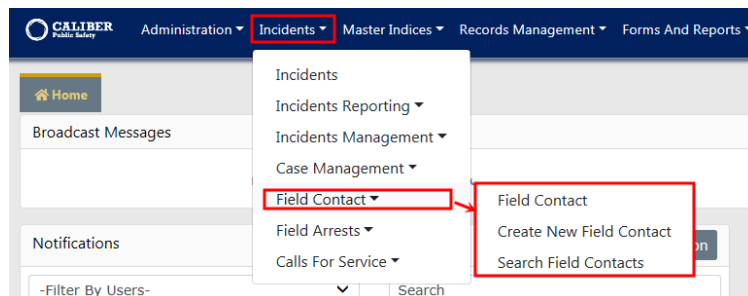
Go Back

Click **Go Back** to return to the *Search Results*, or click **Edit Interview** to return to the **Edit Field Contact** page.

- Complete all applicable sections and click the **Save** button after each section. For detailed instructions refer to "Enter or Update Field Contact Details" on the next page.

View a Field Contact

Field Contacts are located in the *Incidents* menu where you can search existing or create new **Field Contacts**. To view a Field Contact you must first search for the record.



Click **Search Field Contact** menu option to open the search form and enter the criteria to find and view the appropriate **Field Contact**. For more information on searching, refer to "Search for a Field Contact" on page 215.

Enter or Update Field Contact Details

Whether you are creating a new **Field Contact** record or updating one that already exists, the process of entering the details is fundamentally the same.

Field Contacts data is grouped into various sections: field contact details, notes, locations, people, vehicles, gangs, etc.














The **Field Contacts** module utilizes *Master Indices*. *Master Indices* are centralized pieces of data that are accessed from different modules of the system for consistency. Each index is represented only once, such as a person, gang, vehicle, and organization.

NOTE: For more information on *Master Indices* refer to "Master Indices" on page 47.

Sections containing **Quick Search** and **Advanced Search** links utilize the *Master Index*. Caliber strongly recommends that you first search the *Master Index* to determine whether or not this data already exists before adding or updating. If the record exists, you must use it in the **Field Contact**. If the record doesn't exist, then you can create it, providing you have the proper permissions. For more information on permissions see your administrator.

Click the **Save** button to save the entered data.

Location, People, Vehicles, Gangs, Organizations

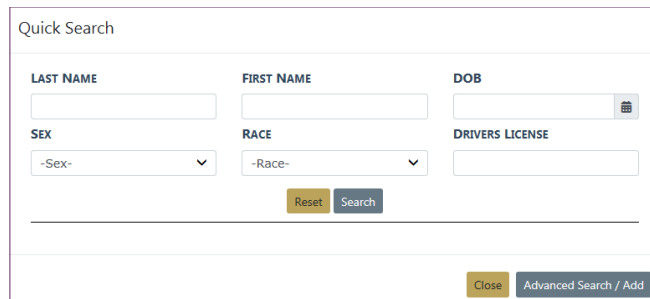
 Location	 Quick Search  Add Location
 People - 0	 Quick Search  Add Person
 Vehicles - 0	 Quick Search  Add Vehicle
 Gangs - 0	 Quick Search  Add Gang
 Organizations - 0	 Quick Search  Add Organization

There are two types of searches:

Quick Search

- Limited Master Index search. For example, for person you can only search by last name, first name, DOB, sex, race, and driver's license number.

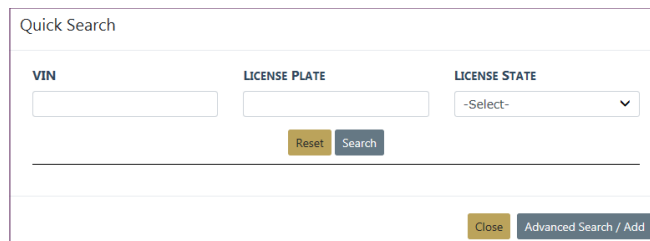
Person Example



Quick Search

LAST NAME	FIRST NAME	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>
SEX	RACE	DRIVERS LICENSE
<input type="text" value="-Sex-"/>	<input type="text" value="-Race-"/>	<input type="text"/>

Vehicle Example



Quick Search

VIN	LICENSE PLATE	LICENSE STATE
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>

Advanced Search

To perform an advanced search, click on the **Advanced Search/Add** button at the bottom right of the Quick Search window .

- Extensive Master Index search. For example, in addition to the Quick Search criteria for person, you can also search by age, middle name, physical features, age range, and more.
- This feature also allows you to add new *Master Index* records if they don't already exist, providing you have the proper permissions. See your administrator for more information.

Person Example

Person Additional Search Criteria → **Mug Shot Search - By Physical Description** [Add Person](#)

LAST NAME	FIRST NAME	MIDDLE NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
TITLE	DOB	AGE
<input type="text"/>	<input type="text"/>	<input type="text"/> To <input type="text"/>
RACE	SEX	INDEX ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
DRIVERS LICENSE	DRIVERS LICENSE STATE	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME TYPE	CREATOR	
<input type="text"/>	<input type="text"/>	
CREATION DATE FROM	CREATION DATE TO	
<input type="text"/>	<input type="text"/>	
PHONETIC	SOUNDEX	STATEWIDE SEARCH
<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDITIONAL SEARCH CRITERIA		SEARCH PREFERENCE
<input type="text"/>		<input type="text"/> <input type="text"/>
Search External Systems		
Go Back Reset Search		

Vehicle Example

Vehicle [Add Vehicle](#)

YEAR	MAKE	MODEL
<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN	TYPE	STYLE
<input type="text"/>	<input type="text"/>	<input type="text"/>
LICENSE PLATE	LICENSE STATE	INDEX ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
CREATOR		
<input type="text"/>		
CREATION DATE FROM	CREATION DATE TO	SEARCH PREFERENCE
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
ADDITIONAL SEARCH CRITERIA		
<input type="text"/>		
Search External Systems		
Go Back Reset Search		

All Other Sections

Enter data into all applicable sections.

Any field with a red left-hand border is a required field. You must complete required fields to continue.

Add Officer

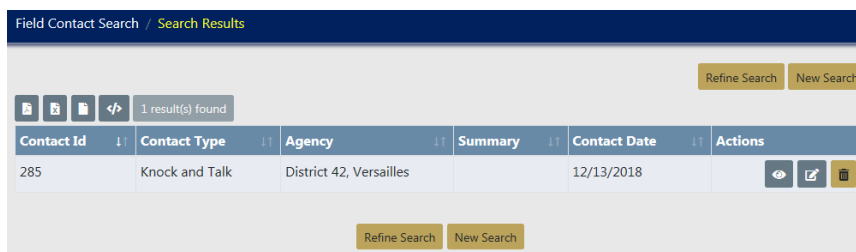
Click **+Add Officer** to include additional officers.


Delete a Field Contact

On rare occasions you may need to delete a **Field Contact** record, if you have proper permissions to do so.


NOTE: **Field Contacts** can be deleted only by the creator.

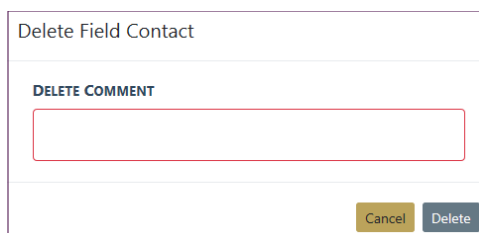
1. Search for the **Field Contact** record you want to delete. For more information on searching refer to "Search for a Field Contact" on page 215.
2. The **Field Contact** record you want to delete should appear in the Search Results window.



Contact Id	Contact Type	Agency	Summary	Contact Date	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	

The **Delete Icon**  in the *Actions* column allows you to **Delete** the record listed. If the delete icon does not display, then it is likely you do not have permissions to delete it. For more information on permissions, refer to your administrator.

3. Click the **Delete Icon**  on the record you want to delete.
4. Enter **Delete Comment** then click **Delete**.



Delete Field Contact

DELETE COMMENT

Cancel Delete

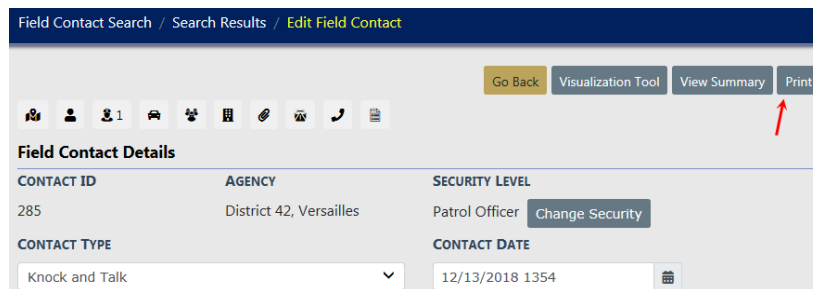
Print Field Contacts

You can print a Field Contact you are viewing or editing.

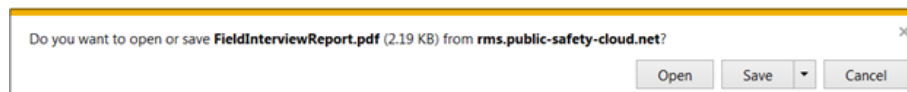
For more information on editing a Field Contact refer to "Edit a Field Contact" on page 218.

For more information on viewing a Field Contact refer to "View a Field Contact" on page 219.

1. Click the **Print** button while viewing or editing the **Field Contact**.

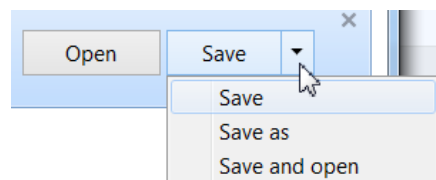


2. A pop-up question appears asking if you want to open or save the file.



- Click **Open** to view and **Print** the Field Contact Report. The report opens in a new window. Click on the X in the upper right-hand corner to close the window.
- Click **Save** to save the file to the Download folder on your computer

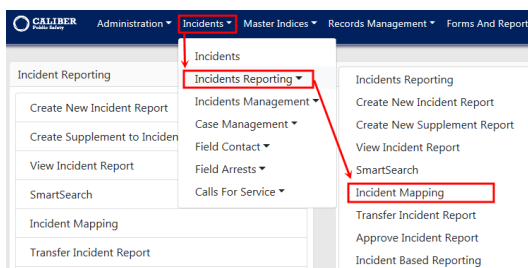
OR click the **down arrow** for additional **Save** options.



Chapter 12. Incident Mapping

Access Incident Mapping

To access **Incident Mapping**, click on the **Incidents Reporting** drop-down menu on the top *Navigation Bar*, then click on **Incident Mapping**.

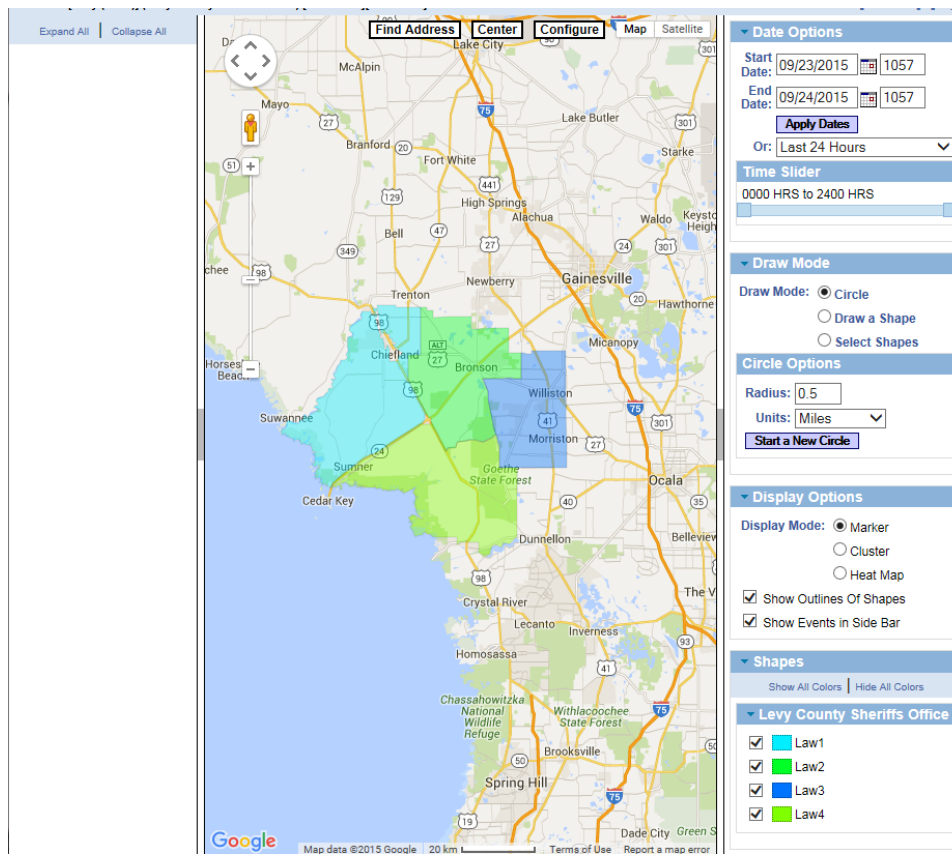


Screen Layout


Incident Mapping contains two windows that overlay the map:

- Filter Options
- Current Query

The *Current Query* window on the right displays search results based on the defined *Filter Options* in the left window.



Filter Options Window

- *Date Options* – Select a start date and time and an end date and time. You may also select a date range from the drop-down list, such as *Last 24 Hours*, *Week to Date*, *Last Week*, *Month to Date*, etc. There is also a Time Slider if you want to select just a specific Time range. Click the **Apply Dates** button.
- *Draw Mode* – This allows you to select a *Circle Radius*, *Draw a Shape*, or *Select Shapes*. If you select the *Circle* option, you need to select Radius and Units. The Radius and Units defaults to 0.5 Miles.
- *Display Options* – These are options on how the search results display.
- *Shapes* – are the Areas to which you want search results to be returned. Check the box next to the applicable areas then click the **Apply Selected Shapes** button when it appears. The **Apply Selected Shapes** button does not display until at least one area box is checked.
- *Search Address* - To search for a specific address, select the magnifying glass icon  on the top of the window to open the search window.

Enter the street address then select the **Search** button or press **Enter** to display a list of matching addresses. Click on the *[Draw Circle At Center]* link if you want to draw a circle on the map around a specific address from the list.

- *Configure* - To configure what and how event types Incidents, Active Warrants, Court Papers, and Calls for Service are displayed on the map, select the **Configure** icon

Your search results reflect what you select in the *Basic Configuration* tab.

After making your selections on each tab, click the **Exit Configuration** button to return to the previous screen.

- *Exit Incident Mappings window*. To exit the Incident Mappings window and return to your Home Page, select the **Go Back** icon
- *Center Map* - To center the Map on the screen, select the **Center Map** icon
- *Hide or Unhide Filter Window* - To hide or unhide the Filter Window, select the **Filter Options** button.

Query Window

The screenshot displays the Query Window interface. On the left, there are filter options including Date/Time Range (01/01/2019 1002 to 02/07/2019 1002), Time Slider (0000 HRS to 2400 HRS), Draw Mode (Circle, Draw a Shape, Select Shapes), Display Options (Marker, Cluster, Heat), and Shapes (Ang Test, CADTest, Downtown, Example Shape, LargeCADArea). The central map shows Indianapolis with several incident markers labeled 'Warrant' and 'Field Arrest'. On the right, the 'Events (10)' section shows the 'Current Query' results, including Start Date, End Date, Query, Event Types, and Total Events. Below this, 'Field Arrests (1)' and 'Active Warrants (9)' are listed with details such as Address, Arrest Number, Arrest Date, Arresting Agency, Geographic Agency, Person, and Charges. A red box highlights the 'Export to Excel or print results' link in the Events section.

From the *Current Query* section of the **Query Window** you have the ability to print or export the search results to an Excel document.

Click the **Zoom On Map** link to zoom to a specific event on the map.

The screenshot shows a detailed view of a 'Field Arrest' incident. On the left, a map shows the location of the incident at the intersection of Cornell Ave and Monrovia. On the right, the 'Field Arrests (1)' section provides detailed information: Address (1001 North East Main Street INDIANAPOLIS, IN), Arrest Number (1902593), Arrest Date (02/05/2019 14:33), Arresting Agency (District 42, Versailles), Geographic Agency (District 42, Versailles), Person (Smith, Billy 3/16/12 - DOB: 09/08/1956 RACE: White), and Charges. A red box highlights the 'Zoom On Map' link, which is used to zoom to the specific event on the map.

Anyone with permissions to view warrant locations on the **Incident Map** can also view, print and comment directly from the map to the Warrant. You must enter a Log Date and Time, Action Type and Comment. This will be added to the Warrant Log.

The screenshot displays the Caliber Online RMS11.0 interface. On the left, a map shows the location of a warrant in Indianapolis. A red box with the text "View, print, or make comments to warrants" is overlaid on the map. A red arrow points from this box to the "View | Print | Comment" links in the warrant details sidebar. The sidebar contains the following information:

Coordinates: 39.698527,-86.155949

Warrant

Address: 123 Green Street INDIANAPOLIS, IN 02345-2222

State ID:

Date Issued: 02/02/2015 00:23

Reference Number (s): 486486(Docket #)

Agency: Indiana State Police

Person: Friday, Joe - DOB: RACE: Middle Eastern SEX: Male

[View](#) | [Print](#) | [Comment](#)

Field Arrests (1)

Address: 1001 North East Main Street INDIANAPOLIS, IN

Arrest Number: 1902593

Arrest Date: 02/05/2019 14:33

Arresting Agency: District 42, Versailles

Geographic Agency: District 42, Versailles

Person: Smith, Billy 3/16/12 - DOB: 09/08/1956 RACE: White SEX: Male

Charges:

[Zoom On Map](#) | [View](#)

Active Warrants (9)

Address: 123 Green Street INDIANAPOLIS, IN 02345-2222

State ID:

Date Issued: 02/02/2015 00:23

Reference Number (s): 486486(Docket #)

Agency: Indiana State Police

Person: Friday, Joe - DOB: RACE: Middle Eastern SEX: Male

[Zoom On Map](#) | [View](#) | [Print](#) | [Comment](#)

Add Log

LOG DATE 02/08/2019 11:26 **ACTION TYPE** Comment

COMMENT

NOTIFY WARRANT AGENCY ☐ **NOTIFY ASSIGNED WARRANT OFFICER(S)** ☐

NOTIFY OTHER USERS

SELECTED USERS Double Click to Remove

[Cancel](#) [Save](#)

Click the **Save** button to commit the comment to the log, or click **Cancel** to abort the log entry and return to the map.

Chapter 13. Supervisory Functions

Supervisory Function Overview

Users with *Supervisor* rights have more options than the regular user. Most of these added functions will be seen in the Incidents menu. For more information on accessing the Incidents menu, refer to "Incidents Overview" on page 119.

Incident Reporting	Incident Management
Create New Incident Report	Assign Incident Report
Create Supplement to Incident Report	Assign Supplement
View Incident Report	Delete Incident Report
SmartSearch	Incident Status
Incident Mapping	Incident Status Log
Transfer Incident Report	Incident Delete Log
Approve Incident Report	Incident Offense Glossary
Incident Based Reporting	

Case Management	Field Contacts
Create New Incident Follow-up Case	Create New Field Contact
Review Cases	Search Field Contacts
Case Load	

Calls For Service	Field Arrests
Manage Calls	New Field Arrest
Search Calls	Search Field Arrests
	Arrest Delete Log

Approve/Disapprove Incident Report

You can initiate the approval process one of three ways:


- Click on *Pending Approval* in **Recent Activities** section, located on the right side of the home page.
- Directly from the **Notification** when Incident Reports are submitted for approval.

- Directly from the **Incident**.

Initiate from Recent Activities

Initiate the incident approval process by clicking on *Pending Approval* under Recent Activities.

The screenshot shows the 'Recent Activities' section of the Caliber Online RMS11.0 interface. On the left, there is a 'Notifications' table with columns: Count, Notification Type, Last Notification, and Priority. The table lists four notifications, all with a 'High' priority. On the right, there is a 'Recent Activities' sidebar with a list of activities: Initial Report (18), Follow Up Needed (Past 10 Days) (1), Pending Approval (2), My Cases (Active Count) (2), and Evidence Review (4). A red box highlights the 'Pending Approval' link, and a red arrow points to it with the word 'Click'.

Click on the select icon  to select the appropriate incident from the list.

The screenshot shows the 'Recent Activities' table in the Caliber Online RMS11.0 interface. The table has columns: Report #, Supp #, Summary, and Actions. There are two rows of data. The first row has Report # 2019D4210217, Supp # 0, and Summary '03/06/2019 14:35 Hrs - 100 North Main Street BLOOMINGTON, IL 61701 - Offense(s) - 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT'. The second row has Report # 2018D4210153, Supp # 0, and Summary '03/05/2018 13:24 Hrs - 300 East 200, East Test Lebanon, IN 46052 - Offense(s) - 35-43-4-2.5 V02 - THEFT- VEHICLE'. In the 'Actions' column for the first row, there is a red box highlighting a select icon (a hand cursor).

Click the **Approve/Disapprove** button to open the Incident Report.

The screenshot shows the 'Incident Reports' table in the Caliber Online RMS11.0 interface. The table has columns: Reports, Submitting User, Status, Reporting Officer(s), and Actions. There is one row of data: Original Report, CSAUR, 03/05/2018 13:24 Hrs - Pending Approval, Ranz-Greg-Qa. In the 'Actions' column, there is a red box highlighting a button with a thumbs up/down icon. A red arrow points to this button with the text 'Approve or Disapprove button'.

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" on page 235.

Initiate from Notifications

Users with a supervisory role for their agency will receive notifications when Incident Reports are submitted for approval. A supervisor can initiate the approval process directly from the notification.

For more information about accessing notifications, refer to "Notifications" on page 14.

Click on the appropriate notification to initiate the approval process.

Notifications & Messages		
<div> <div>Notifications</div> <div>Broadcast Messages</div> </div>		
INCIDENT APPROVED	High	Incident Report 2017D4210140 Supp #1 Has Been Approved. Offenses:35-43-2-1 B01 BURGLARY- AIRPORT; 35-43-2-1 B05 BURGLARY- BAKERY;
APPROVE INCIDENT REPORT - PATROL	High	The Incident Report#: 2018D4210153 Supp#: 0 Has Been Submitted For Approval. Offenses: 35-43-4-2.5 V02 THEFT- VEHICLE;
WARRANT REMOVED FROM FIELD ARREST	High	Warrant #121212 (Docket #) removed from Field Arrest #1810589 by Homer Simpson. Status changed from Pending Service to Active

Click on the **Take Action** button.

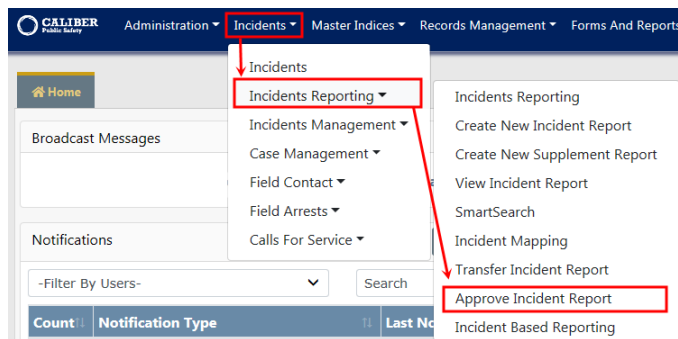
Notification	
TYPE APPROVE INCIDENT REPORT - PATROL	PRIORITY High
SENDER Saur Christine	SENT ON 02/08/2019 01:37 PM CST
DESCRIPTION The Incident Report#: 2018D4210153 Supp#: 0 Has Been Submitted For Approval. Offenses: 35-43-4-2.5 V02 THEFT- VEHICLE;	
<div> <div>Take Action</div> <div>Close</div> </div>	

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" on page 235.


Initiate from the Incident



Users with a supervisory role can also initiate approval directly from the Incident.

Click **Incidents** on the top navigation bar, click on **Incidents Reporting**, then click on **Approve Incident Report**.



The *Incident Search - Approve Incident Report* screen appears.

Enter the search criteria, click on the **Search** button to display the search results, then click the **select icon**  to begin the approval process.

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210153	03/05/2018 1324 Hrs	01	300 East 200, East Test Lebanon, IN 46052 Offense(s): 1: 35-43-4-2.5 V02 - THEFT - VEHICLE	 

Click the **Approve/Disapprove** button to open the Incident Report.

Incident Summary: 03/05/2018 1324 Hrs - 300 East 200 , East Test Lebanon, IN 460...

Offense(s): 35-43-4-2.5 V02 - THEFT- VEHICLE

Total Hours: 0

Agency: District 42, Versailles

Report #: 2018D4210153 Supp #: 0

Reports	Submitting User	Status	Reporting Officer(s)	Actions
Original Report	CSAUR	03/05/2018 1324 Hrs - Pending Approval	Ranz-Greg-Qa	Approve or Disapprove button

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" below.

Approval/Disapprove Process

After choosing a method to initiate the approval process, the *Incident Approval* screen appears, defaulting on the Summary tab.

Incident Search - Approve Incident Report / Incident Search Results / Incident Approval / Incident Report 2018D4210153

Exit Report Approval Utilities Approve/Disapprove Quick Print Print

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 03/05/2018 1324 Hrs - 300 East 200 , East Test Lebanon, IN 46...

Offense(s): 35-43-4-2.5 V02 - THEFT- VEHICLE

Total Hours: 0

Agency: District 42, Versailles

Report #: 2018D4210153 Supp #: 0

Add / Edit Disapproval Comments

Actions Add 7 1 1 1 1 1 2

2 / 2 1 Pending Approval 1 Initial Report

Report Header

REPORT ID	REPORT SECURITY	REPORT TYPES
3079	Patrol Officer	Stolen Property

SUMMARY

Theft of vehicle

REPORT DATE	OCCURRENCE DATE START	OCCURRENCE DATE END
03/05/2018 1324	03/05/2018 1324	

ISP

GANG INVOLVED

Alcohol Involved Info

ALCOHOL INVOLVED	NUMB
------------------	------

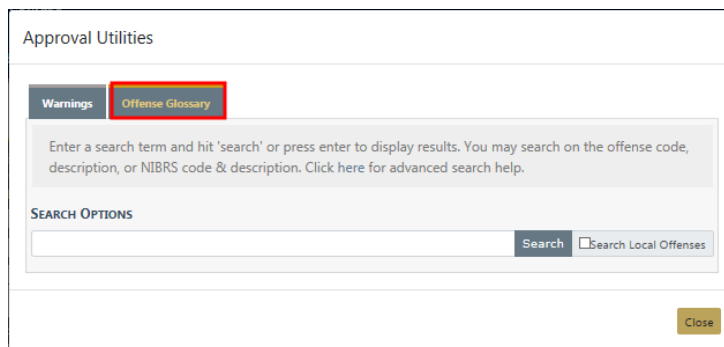
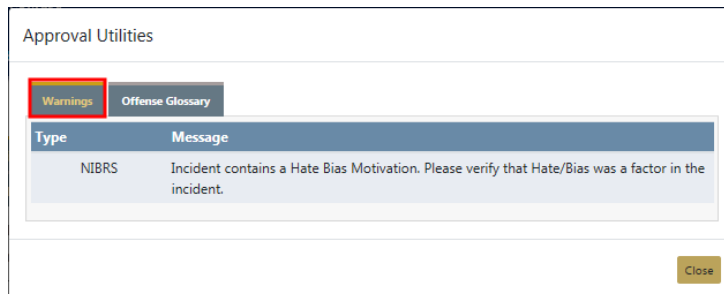
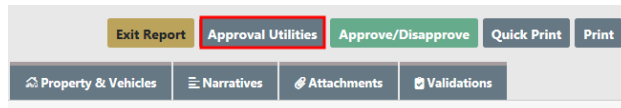
Additional Information

SUBCIDE	
GANG SUMMARY	NOWDATEANDTIME
AUTOCOMPLETIColor	OFFICERTEST
MULTISELECTBoxD	
BROKE A SWEAT	HAVINGFUN
	NOW DATE

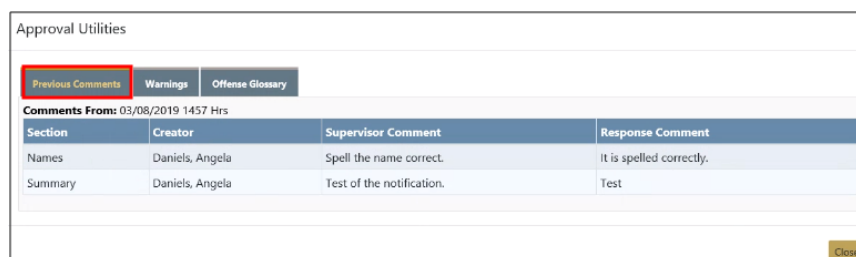
You can perform various functions, such as check for warnings, search for offense or NIBRS codes, add disapproval comments if applicable, and review the incident report. Supervisors can also edit the incident report providing the agency is setup to allow this function.

Approval Utilities

Optionally, click on the **Approval Utilities** button on the top right of the page to view *Warnings* and search for offense or NIBRS codes using the *Offense Glossary*.



A *Previous Comments* tab appears if the incident report is disapproved at least once. This tab contains comments that are made during the disapproval process.



Disapproval Comments

If applicable, you can add disapproval comments to various sections of the incident report two ways.

- Click the **Add/Edit Disapproval Comments**, then select an option from the list to incorporate disapproval comments to various sections. Add your comments then click **Save**.

Summary Header % Offense

Incident Summary: 03/05/2018 13

Offense(s): 35-43-4-2.5 V02 - THEFT- VEHICLE

Total Hours: 0

Add / Edit Disapproval Comments

Action Summary

Header

Offenses

Names

Property And Vehicles

Attachments

Disapproval Comments

COMMENT

Enter disapproval comments.

Cancel Save

- Or, you can page down and add **Disapproval Comments** to various sections like shown in the example below.

Offenses Disapproval Comments Update All Offenses' Status Add Offense

NIBRS	Severity	Offense	Remarks	Status Date	Status	Supp #	Actions
240	1	35-43-4-2.5 V02 THEFT- VEHICLE		03/05/2018 1324	Open/Pending	0	

Modus Operandi Add Modus Operandi

Offenders Disapproval Comments Add Offender Add Unknown Offender

Name	Age (Yrs)	Role(s)	Supp #	Actions
Aaberg, Ken Race: White Sex: M DOB: 07/09/1975	42 Years Old	Suspect / Offender	0	

Victims Disapproval Comments Add Person Victim Add Organization Victim

Name	Age (Yrs)	Offense(s)	Injuries	Role	Supp #	Actions
Dsqf, Joe Race: Native Hawaiian or Other Pacific Islander Sex: M	31 Years Old	35-43-4-2.5 V02- THEFT- VEHICLE		Victim	0	

Other Names Disapproval Comments Add Person Add Organization

Properties Disapproval Comments TOTAL VALUE(\$): 0.00 All Add Property

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PROPERTY							

Edit the Incident Report

The agency setup dictates whether or not supervisors can edit the incident report during the review process. If supervisors have been granted edit privileges, an **Edit** link appears on the top right of applicable sections.

Report Header			Edit
REPORT ID 3079	REPORT SECURITY Patrol Officer	REPORT TYPES Stolen Property	
SUMMARY Theft of vehicle			
REPORT DATE 03/05/2018 1324	OCCURRENCE DATE START 03/05/2018 1324	OCCURRENCE DATE END	
ISP			
GANG INVOLVED			
Alcohol Involved Info			
ALCOHOL INVOLVED		NUMB	
Additional Information			
SUICIDE			
GANG SUMMARY		NOWDATEANDTIME	
AUTOCOMPLETECOLOR		OFFICERTEST	
MULTISELECTBOX			
BROKE A SWEAT <input type="checkbox"/>	HAVINGFUN	NOW DATE	
Report Location			Edit
LOCATION 300 East 200 , East Test Lebanon, IN 46052	LATTITUDE 39.73382972861548	LONGITUDE -86.36852515301796	

Finalize the Approval Process

Click on the green **Approve/Disapprove** button on the top right of the incident report to open the *Approve Incident Report*.

Approval / Incident Report 2018D4210153

Exit Report
Approval Utilities
Approve/Disapprove
Quick Print
Print

Narratives
Attachments
Validations

IN 46...
Agency: District 42, Versailles
Report #: 2018D4210153 Supp #: 0

Incident Summary: 03/05/2018 1324 Hrs - 300 East 200 , East Test L... **Agency:** District 42, Versailles

Offense(s): 35-43-4-2.5 V02 - THEFT - VEHICLE **Report #:** 2018D4210153 **Supp #:** 0

Total Hours: 0

Approval Options | **Warnings** | **Incident** | **Offense Glossary**

INCIDENT FOLLOW-UP ACTION **INCIDENT STATUS / DISPOSITION**

ROUTE TO EXTERNAL AGENCY ☐

Notifications To Be Sent

Send	Notification	Destination Agency
<input checked="" type="checkbox"/>	INCIDENT APPROVED	<input type="text" value="District 42, Versailles"/>

ENTER NOTIFICATION COMMENTS HERE

Other Options

☒ **FOR PUBLIC RELEASE (Applies To All Supplements)** ☐ **NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST**

There are four tabs on the *Approve Incident Report* screen:

- **Approval Options**
 - Contains the necessary options to either Approve or Disapprove. The *Approve Incident Report* screen defaults to this tab.
- **Warnings**
 - Contains Incident Report validation warnings.

Approval Options | **Warnings** | **Incident** | **Offense Glossary**

Audit warnings represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of this process is to ensure the quality and accuracy of data submitted to the IBR authority. Corrections are NOT required for approval.

Type	Message
NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.

- **Incident**
 - Incident Report in view only mode.

The Offenses section includes details for the related NIBRS Offense code, NIBRS Offense Title, and offense description. Hover the mouse over the blue information bubble to view a summary of this information, or click on the blue information bubble to view details.

Approval Options	Warnings	Incident	Offense Glossary			
Incident Currently Viewing Supplement(s): 0 Show All Supplements						
REPORT # 2018D4210153		LOCATION 300 East 200 , East Test Lebanon, IN 46052				
REPORTING AREA Test-Area		AGENCY District 42, Versailles				
AGENCY OF OCCURRENCE District 42, Versailles		TYPES Stolen Property				
OCCURRENCE DATE 03/05/2018 1324		NIBRS CITY LEBANON				
DISPATCH DATE		COUNTY Ripley County				
ON SCENE DATE		REPORT DATE 03/05/2018 1324				
SUMMARY Theft of vehicle		LOCATION REMARKS				
Supplements						
Status	Responsible User	Security Level	Date Created	Date Approved	Approving User	Supp #
Pending Approval	Christine Saur	Patrol Officer	03/05/2018 1324			0
Officers						
Last Name	First Name	Badge #	Title	Agency	Role	Supp #
Ranz	Greg	9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	Reporting	0
Pangle	Brandon	8888a		District 42, Versailles	Assisting	0
M	Dana	12345		District 42, Versailles	Crime Scene Tech	0
Allen	Brenda (cid super)	20	CID Supervisor	District 42, Versailles	Citing	0
Officer	Dispatch	88888		District 42, Versailles	Detaining	0
User	ODL	123456		District 42, Versailles	Typist	0

- Offense Glossary
 - Contains a feature to lookup offenses to confirm accuracy of the offense selected for the Incident Report. Enter the search criteria in the search field provided, then press **Enter** or click **Search** to display a list of NIBRS Codes that contain the entered text.

Approval Options	Warnings	Incident	Offense Glossary
Enter a search term and hit 'search' or press enter to display results. You may search on the offense code, description, or NIBRS code & description. Click here for advanced search help.			
SEARCH OPTIONS			
assault			<input type="button" value="Search"/> <input type="checkbox"/> Search Local Offenses
	Offense Code / Description	NIBRS Code / Description	
+	35-42-2-1 B01 - BATTERY- ATTEMPTED	13B - Simple Assault	
+	35-42-2-1 B02 - BATTERY- BODY WASTE	13A - Aggravated Assault	
+	35-42-2-1 B03 - BATTERY- CHILD	13A - Aggravated Assault	
+	35-42-2-1 B04 - BATTERY- FIREARM	13A - Aggravated Assault	
+	35-42-2-1 B05 - BATTERY- KNIFE	13A - Aggravated Assault	
+	35-42-2-1 B06 - BATTERY- MENTAL PATIENT	13A - Aggravated Assault	
+	35-42-2-1 B07 - BATTERY- OTHER	13B - Simple Assault	
+	35-42-2-1 B08 - BATTERY- PHYSICAL	13A - Aggravated Assault	
+	35-42-2-1 B09 - BATTERY- POLICE OFFICER- FIREARM	13A - Aggravated Assault	

Approval Options

Depending on your agency's business practice, supervisors may have various options when approving a report:

- Restricting reports to the internal *Agency Only*. The **Route to External Agency** button is gray when the report is restricted to the internal agency, and green when selected to route to external agencies.

- Click on the **Change Security** button allowing for greater internal security among the users within an agency.
- Choose the **Follow-up Action**.
- Choose the **Status/Disposition**.
 - Your system administrator has the ability to map *Incident Status* codes to *Offense Status* codes to prevent mismatches. During the approval process, if you set an *Incident Status* to something other than what has been mapped to an *Offense Status*, a message appears disallowing that selection and it prompts you to verify the information and make any necessary changes. Refer to your system administrator for more information.

NOTE: The Follow-up/Action option you choose drives what Incident Status/Dispositions are available for selection.

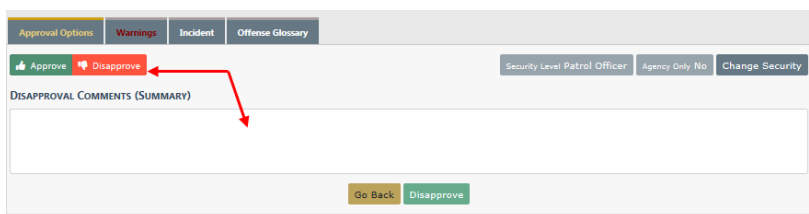
The different options available will depend on the workflow selected for **Case Management** by your agency. The *Notifications to Be Sent* section generates a notification to request a follow-up Case determination in an optional workflow. For more information refer to "Case Management" on page 253.

Make other necessary updates.

Click the **Approve** button to finalize the approval, or click the **Approve and Print** button to finalize the approval and print.

Disapprove

When **Disapprove** is selected, a comments box displays so the supervisor can advise the user of the reason for the disapproval. Enter comments then click the **Submit** button.



The screenshot shows a web interface for disapproval. At the top, there are tabs: 'Approval Options', 'Warnings', 'Incident', and 'Offense Glossary'. Below these, there are buttons for 'Approve' (with a green checkmark icon) and 'Disapprove' (with a red heart icon). A red arrow points from the 'Disapprove' button to a text input field labeled 'DISAPPROVAL COMMENTS (SUMMARY)'. To the right of the input field, there are three buttons: 'Security Level Patrol Officer', 'Agency Only No', and 'Change Security'. At the bottom of the input field, there are two buttons: 'Go Back' and 'Disapprove'.

The disapproval comments now appear in the *Previous Comments* tab in Approval Utilities.



The screenshot shows a navigation bar with several buttons: 'Exit Report', 'Approval Utilities' (highlighted with a red box), 'Approve/Disapprove', 'Quick Print', and 'Print'. Below this bar, there are four tabs: 'Property & Vehicles', 'Narratives', 'Attachments', and 'Validations'.

Approval Utilities

Previous Comments Warnings Offense Glossary

Comments From: 03/08/2019 1457 Hrs

Section	Creator	Supervisor Comment	Response Comment
Names	Daniels, Angela	Spell the name correct.	It is spelled correctly.
Summary	Daniels, Angela	Test of the notification.	Test

Close

Approve or Disapprove Field Arrests

As an Officer Supervisor for your agency, you receive notifications when officers submit **Field Arrests** for approval. You can initiate the approval process one of three ways:

- Click on the new *Notification* link to view the Notification, then click the **Take Action** button to open the **Review Field Arrest** form. For more information on Notifications refer to "Notifications" on page 14.
- Directly from the notification by clicking on the select icon under the Actions column.



Notifications

← Back 🔍 Show All ➕ Add Notification

-Filter By Users-

FIELD ARREST APPROVAL REQUEST - PATROL

Previous 1 Next

<input type="checkbox"/>	Priority	Sender	Description	Sent On	Actions
<input type="checkbox"/>	High	Tester Mr.	Arrest #1611504 has been submitted for approval	11/23/2016 01:39 PM CST	 

- Or select the **Review Field Arrest** link from the **Incidents** menu, then search for Field Arrest record.

CALIBER PUBLIC SAFETY Administration Incidents Master Indices Records Management Forms And

Incidents

- Incidents Reporting
- Incidents Management
- Case Management
- Field Contact
- Field Arrests
- Calls For Service

Field Arrests

- Create New Field Arrest
- Search Field Arrests
- Arrest Delete Log
- Review Field Arrest

Field Arrest Search - Review

Go Back

LAST NAME: FIRST NAME: SSN: RACE:

SEX: DOB: AGE: To:

ARREST DATE FROM: ARREST TIME FROM: ARREST DATE TO: ARREST TIME TO:

ARREST #: AGENCY: REFERENCE #: REFERENCE # TYPE:

STATUS: REVIEW STATUS: PLATE #: WARRANT REFERENCE #:

INCIDENT REPORT #: CHARGE CODE: INDEX ID:

Officer

FIRST NAME: LAST NAME: BADGE #: ROLE:




ADDITIONAL SEARCH CRITERIA:

Go Back Reset Search

Search for the **Field Arrest** record by entering the information you know about the arrest, then click the **Search** button to display a list of Arrests from which to choose.

- Click the **Review** icon to *Approve* or *Disapprove* the **Field Arrest** record.

2 results found

Arrest Number	Status	Arrest Date	Last Name	First Name	Charges	Warrants	Incidents	Actions
1807580	Open	10/29/2018 1516	Harris	Tom	35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT	Warrant #: MATT2016002, Docket #: 231321	2016D4210053, 2017-0088, 2017D4210068, 18-HCSD-0516, 18-HCSD-0029, 2018-00027, 2018D4210174, 2018D4210175	  

Field Arrest Search - Review / Field Arrest Search Results / Approve Field Arrest

Approve Field Arrest

Go Back Approve Disapprove Print

Person Information

Approve

Click the **Approve** button on the **Approve Field Arrest** screen, then click **Yes** in the confirmation window to approve.

Message From RMS

Are you sure you want to complete this action? You will be taken away from this page once the Approval is complete.

No Yes



Disapprove

Click the **Disapprove** button on the **Approve Field Arrest** screen, then enter **Comments** and click **Save**.

The creator of the **Field Arrest** will receive a **Disapproved** notification.

Incident Security

The default security for **Incident Reports** is set at the Patrol Officer level. This means anyone with Patrol Officer Security rights and above can access these reports. It is understood that some **Incident Reports** will be of a more sensitive nature and may require a higher security level to minimize the number of users that have access to the report. The security of an **Incident Report** can be done by clicking on **Change Security** from the **Incident Approve/Disapprove** screen.

Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
Original Report	12/13/2018	Christine Saur #SAUR111	Christine Saur	Initial Report	Patrol Officer	 

The **Incident Security** screen can also be accessed at any time through the **Incident Status** screen by clicking on the *Security* icon.

Agency Only- Selecting this button will restrict the **Incident Report** to users at your agency only.

For Public Release- Clicking the button to turn it gray will cause NOT FOR PUBLIC RELEASE to be printed across the top of the **Incident Report**.

Update All Supplements - Selecting this button updates all supplements you have access to.

Incident Security Levels- A user can set the Incident's security level at a level equal or less than their security rights. This means other users at that level or above would have access to the report across all agencies (unless the *Restrict to Agency Only* is selected).

Security Groups- Available security groups can be selected which will allow any user in the selected group to have access regardless of their individual security level. If *Restrict Access to Selected Security Groups* is selected, the **Incident Report** can only be accessed by members of the selected Security Group.

Incident Management

Assign Supplement

Supervisors can create a *Supplement* to an Incident Report and assign it to another user.

- Click **Assign Supplement** in Incidents menu.
- Search for and select the Incident to which you wish to create the **Supplement**.
- Click **Assign Supplement** at bottom of page.
- Enter the **Reporting Officer** you want to assign.
- Click **Assign Officer** at bottom of page.
- You will be prompted to create a comment for the officer.
- Click **Assign** at the bottom of page.
- The officer will receive a Notification regarding assignment.

Delete Incident Report

Reports can be deleted by users who have ownership of the report or by Supervisors.

Once a report is selected, the user can delete the report. A confirmation screen appears and users are required to give a reason for the deletion.

Delete Incident

Please enter a comment for deletion of 2018D4210173 Supp # 0

COMMENT

Cancel Delete

NOTE: Reports that are deleted are not recoverable from the database.






Incident Status

Users can view the status of a report from this location. The different report statuses are:

- Initial Report
- Pending Approval
- Approved Report
- Disapproved Report

Supervisors can use this section to change the status of a report from *Approved Report* to either *Initial* or *Disapproved* status to allow the user to edit the report. Every change in a report's status is tracked in the **Status History**.

From the Incident Status screen, click on the Change Status icon.

Incident Search - Incident Report Status / Incident Search Results / Incident Status						
Incident Summary: 06/29/2018 2335 Hrs - 500 East Broadway Street Apartmen...				Agency: District 42, Versailles		
Offense(s): 35-43-2-2 C03 - CRIMINAL TRESPASS- PROPERTY				Report #: 2018D4210171 Supp #: 0		
Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
Original Report	06/29/2018	SERGEANT-CAPTAIN-WIN Greg QA Wright #9696	Homer Simpson	Approved Report	Patrol Officer	  
Supp #1	09/20/2018	SERGEANT-CAPTAIN-WIN Greg QA Wright #9696	Homer Simpson	Initial Report	Patrol Officer	  

Change Incident Report Status

CURRENT STATUS
Approved Report

NEW STATUS
-Select- ▼

NOTIFY REPORT OWNER
☒

REASON FOR CHANGE

Cancel

Update Status

Select a new status from the drop-down menu and enter the reason for the change, you also have the ability to select to notify the report *Owner of the Status Change*.

Incident Status Log

This area is where users can search for an incident and obtain a *History* of the status changes and/or updates for any report.

Incident Delete Log

Deleted reports are listed in a report log with all the pertinent information for the report, including the required reason for the deletion.

Report #	Supp #	Agency	Deletion Comment	Deleted By	Deleted Date
2017-0014	0	District 42, Versailles	Testing delete	Simpson, Homer	04/19/2017
2012ISPO000019	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISPO000021	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISPO000022	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISPO000020	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISPO000023	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISPO000018	0	District 42, Versailles	TEST	Simpson, Homer	06/15/2012

NOTE: Remember that deleted reports cannot be recovered.

Using Charts to Visualize Data

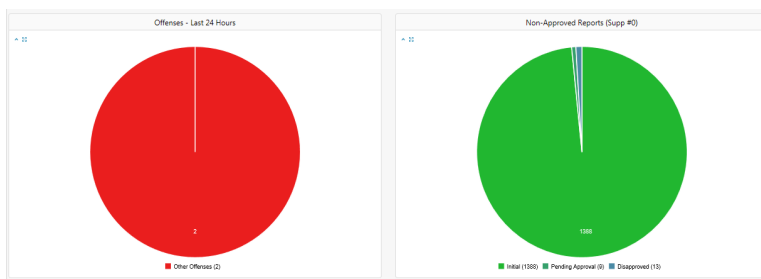
Charts provide a mechanism to users to visualize data in a quick and efficient manner right from the home page. There are two different types of charts we offer

- **Non-interactive** image charts which appear right on the home page,
- A menu of **Interactive** charts which can be accessed on the right side bar.

Home Page Image Charts

These charts are not interactive and are meant to give a very quick summary of data. As of our current release, they include:

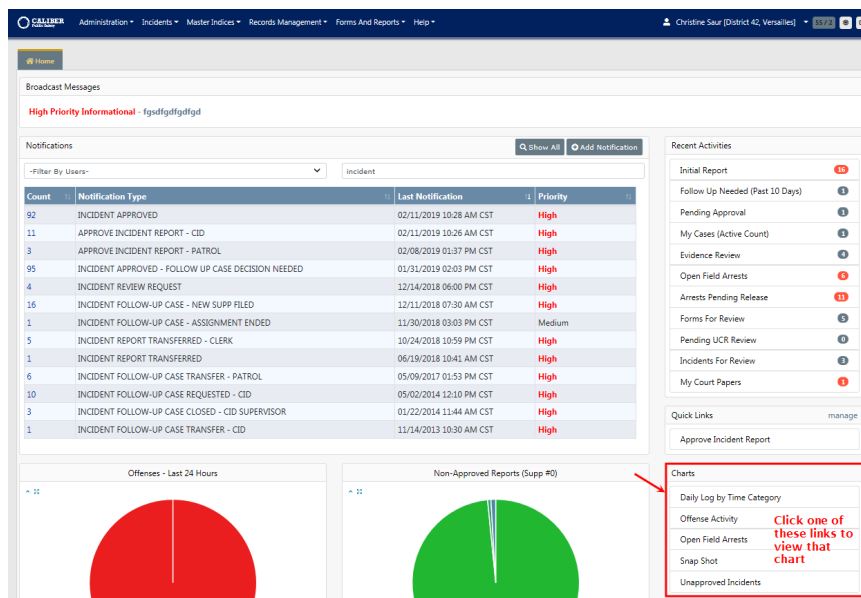
- *Offenses - Last 24 Hours* - This is a pie chart which summarizes offense in the last 24 hours. The offenses are grouped according to their NIBRS codes to offer simple categories such as larceny, assault, etc... Note that this chart's functionality is expanded in the interactive charts Offense Activity and Snap Shot, which are described below.
- *Non-Approved Reports* - This pie chart shows counts of all initial incident reports (Supp 0) which are not approved (i.e. either in initial status, pending approval, or disapproved). A more interactive version is available in the interactive charts, described below.



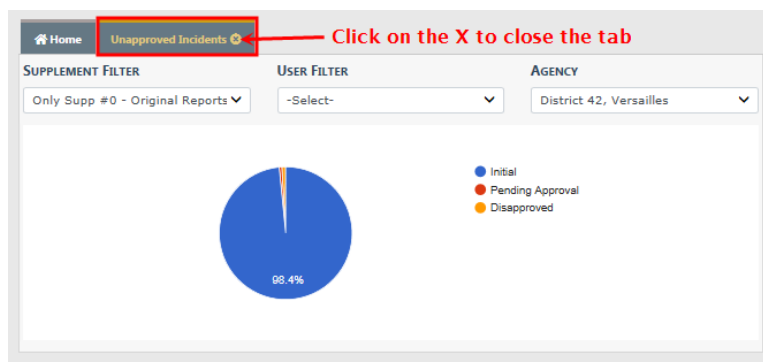
Above is an example of how the image charts are shown on the Caliber Online RMS home page

Interactive Charts

Interactive Charts are accessible from the right side bar of the home screen. Look for the section labeled **Charts**.



When you click on a chart link, a new tab opens on the home page to display that chart. Click on the **X** to close the tab.



Some charts have controls such as date ranges to allow you to customize the data you want to see.

Five **Interactive Charts** are currently available:

- Daily Log by Time Category
- Offense Activity
- Open Field Arrests
- Snap Shot
- Unapproved Incidents

Offense Activity

This chart displays offenses, by count, for various date ranges, and even allows you to display offense counts based on the time of day. The **Select a Display** select box allows you to choose what date range you want for visualizing data. It will either display a daily or monthly view depending on which range is selected. For example, the week to date option would show a daily view; however month to date & last month has far too many days to make sense on a graph, so it is shown in a monthly view.

You can also select **Show Results by Time of Day** to change the display to group offenses based on the time of day the occurred. The time of day is split up into four hour intervals starting from midnight.

Regardless of the display you select, results will be shown in color coded *Stacks*, with a legend at the bottom indicating what colors represent what offenses. You can hover the mouse over a particular section to show the offense type & count, and you can click on a section to bring up a list of actual Incident Reports containing those offenses on that date / time.

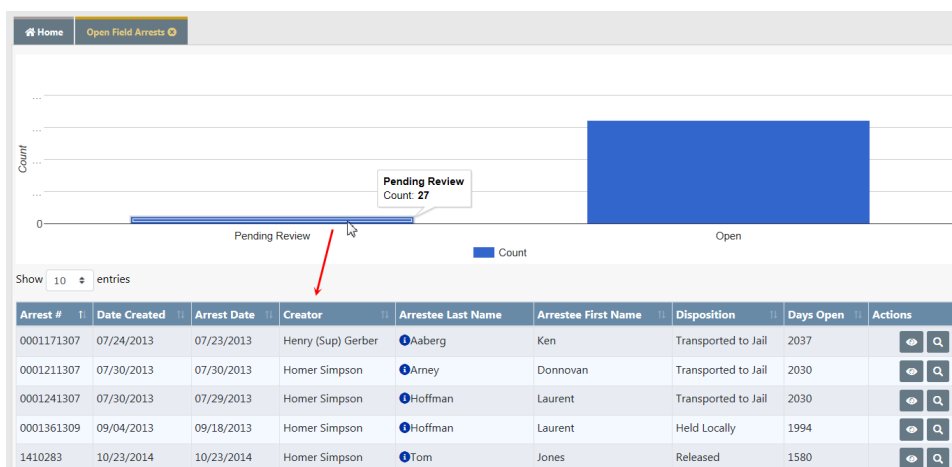
When viewing the incidents, you can click on the **Quick Tab** icon in the *Actions* column to open another tab which will give you a summary for that Incident Report. This is similar to the Incident Summary Page, but is presented in a view-only manner to give you quick access to the report.

Open Field Arrests

This bar chart identifies Arrests that are in *Open* or *Pending Review* status.

As a Officer Supervisor you can open the **Field Arrest Chart** and drill down to the details to either approve or disapprove the **Field Arrests**.

Hover your mouse over the blue boxes to see a total count, and click the blue boxes to display details of those counts in the bottom grid.




Click on the icons to the right to *view* [icon] or *review* [icon] an entry in the bottom grid. If an icon does not display, then you do not have access to that function.

- The **View** icon opens the *View Field Arrest* form. For more information on the disapproval process refer to [ApproveDisapproveFieldArrest.htm](#)

Approve Field Arrest Go Back Approve Disapprove Print


Person Information View Person

LAST NAME Aaberg	FIRST NAME Ken	DOB 07/09/1975 (Age at Time of Arrest: 38 Years Old)	SEX Male	RACE White	DRIVER'S LICENSE # 4444	 (1/4) 11/01/2016
SSN 123-45-6789	ALIASES Fredd Free(Maiden)		RESIDENCE PHONE (987)-987-9876	CELL PHONE (111)-111-1111 x111		
ADDRESS (RESIDENCE) 86 North East ASHWOOD Lane, North Test DILLON						
HEIGHT 5' 02"	WEIGHT 123	EYE COLOR Brown	HAIR COLOR Auburn	COMPLEXION Albino	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Aqua Lungers(Active) Bold Men(Active) Automation Boys(Active)		EMPLOYER NAME Fake Org Automation	SCHOOL HERTZ Rental		

- The **Review** icon opens the *Approve Field Arrest* form, where you can *Approve*, *Disapprove*, or *Print* the **Field Arrest**. For more information on the approval process refer to [ApproveDisapproveFieldArrest.htm](#).

Approve Field Arrest Go Back Approve Disapprove Print

Person Information View Person

LAST NAME Aaberg	FIRST NAME Ken	DOB 07/09/1975 (Age at Time of Arrest: 38 Years Old)	SEX Male	RACE White	DRIVER'S LICENSE # 4444	 (1/4) 11/01/2016
SSN 123-45-6789	ALIASES Fredd Free(Maiden)		RESIDENCE PHONE (987)-987-9876	CELL PHONE (111)-111-1111 x111		
ADDRESS (RESIDENCE) 86 North East ASHWOOD Lane, North Test DILLON						
HEIGHT 5' 02"	WEIGHT 123	EYE COLOR Brown	HAIR COLOR Auburn	COMPLEXION Albino	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Aqua Lungers(Active) Bold Men(Active) Automation Boys(Active)		EMPLOYER NAME Fake Org Automation	SCHOOL HERTZ Rental		

Snapshot

This is a by-the-numbers chart which varies based on what features your agency has access to. Currently it contains the following:

- A count of offenses.
- A count of citations based on the citation type.
- A map showing incident data.

This chart has a **Select a Display** option which allows you to select different date ranges. It is different from other charts in the date range options it presents, as it is only meant to display very recent data.

Unapproved Incidents

This is a more interactive version of the Non-Approved Reports chart featured on the home page. It gives you the option to display only initial incident reports (supplement 0) which are currently not approved (Initial, Disapproved, or Pending Approval), or all supplements not approved. You can click on a section of the chart to bring up a list of the incidents that fall under the category you clicked. You can then use the **Quick Tab** icon in the *Actions* column to view the details of the report.

Chapter 14. Case Management

Case Management Overview

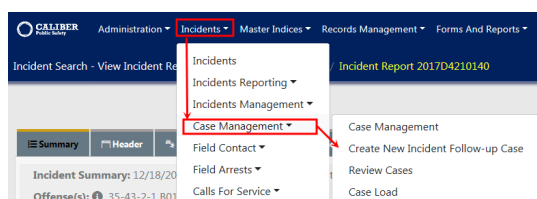
Case Management is controlled based on one of three options selected by your agency. When **Incident Reports** are created by users, a supervisor will approve or disapprove them. When an **Incident Report** is *Approved*, it will prompt one of the following **Case Management** options:

- The supervisor approving the report makes the decision whether or not to create a follow-up **Case**. If a decision to create a **Case** is made, the supervisor creates it and assigns it to a lead investigator, and if appropriate an officer.
- The supervisor approving the report selects a follow-up action and disposition. An *Incident Approved* notification requesting a *Follow-up Case Decision* is forwarded to a person or persons with a CID Supervisor Role (determined by the agency) for review. The CID Supervisor then reviews the **Incident** and decides to close the **Incident** without further follow-up, or to create a follow-up **Case**, and assign it to an officer.

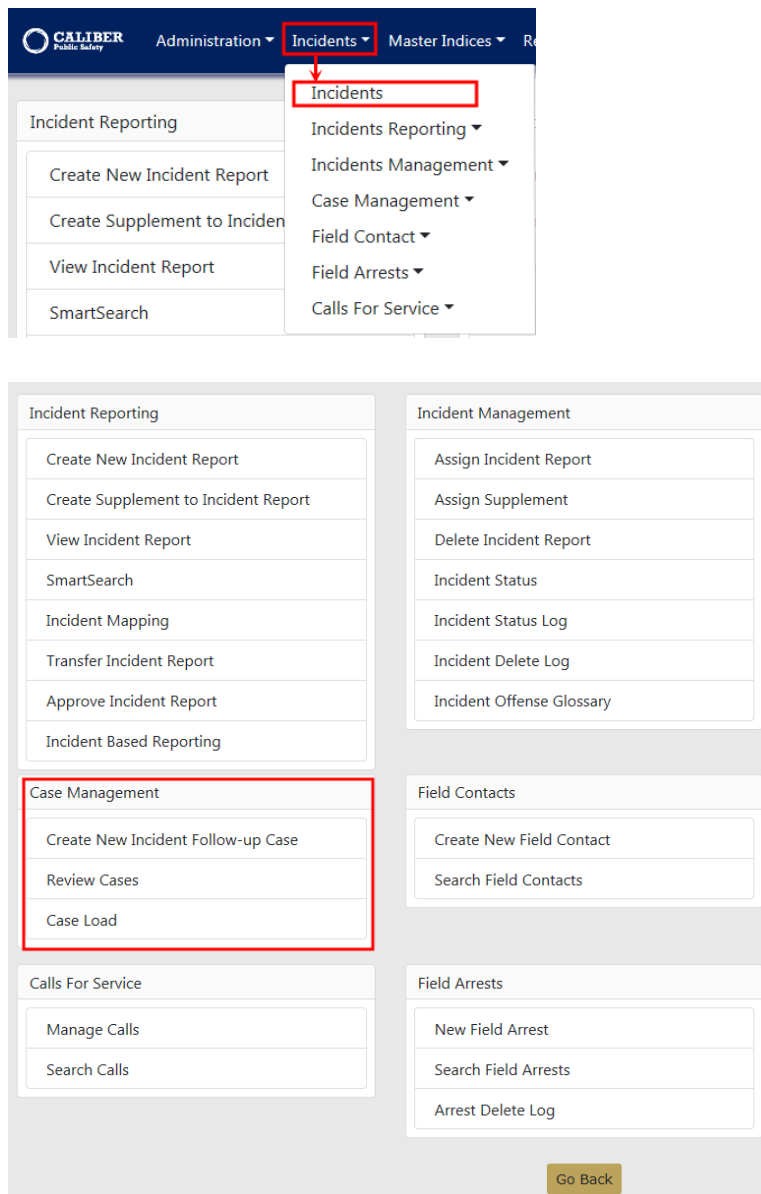
What is the difference between an **Incident Report** and a **Case**?

- In Caliber Online RMS, when a user takes a *Report*, he creates an **Incident Report**. If the type of report written needs follow-up activity, that **Incident** can then be associated with a follow-up **Case** for investigative purposes.
- A **Case** is a way to manage the investigative process for one or multiple **Incident Reports**. For example if you have several burglary reports and suspect that all the burglaries are connected, each burglary will have its own **Incident Report** but all the reports can be assigned to one **Case**. This allows anyone investigating the burglaries access to all the information in one location without having to look up the individual reports. Cases can have more than one officer assigned to them. The officers have the ability to add notes to their cases and can send those notes to their supervisors to keep them updated.

Case Management functions are centrally located under the *Incidents Menu* on top *Navigation Bar*.



Case Management functions can also be accessed from the *Incidents Page*.



Create a Follow Up Case

To create a **Follow-up Case**:

1. If the CID Supervisor decided that a **Case** is not to be created for the Incident, he will simply choose *Closed-No Action* for the **Follow-up Action** and select the reason why for the **Disposition**. Once selected, the report can be approved by selecting the **Approve** button.

Incident Approval / Incident Report 2017D4210126 / Approve Incident Report Supp # 0

Incident Summary: 09/19/2017 1212 Hrs - 200 Main Apartment #... Agency: District 42, Versailles
 Offense(s): 15-17-18-6 - AGRICULTURE/ANIMAL- IMPORT DISEAS... Report #: 2017D4210126 Supp #: 0
 Total Hours: 0

Approval Options Incident Offense Glossary

Approve Disapprove Click to approve or disapprove
 Click and select an action from the list

Security Level Patrol Supervisor Agency Only No Change Security

INCIDENT FOLLOW-UP ACTION Open INCIDENT STATUS / DISPOSITION Open

ROUTE TO EXTERNAL AGENCY

ENTER NOTIFICATION COMMENTS HERE

Cases



LEA Case #	Agency	Assignment Status	Case Status	Lead Investigator	Next Update Due
2017D4210126	District 42, Versailles	Assign to CID	Open	Ranz, Greg QA - Lead Investigator	11/01/2017

Other Options

FOR PUBLIC RELEASE (Applies To All Supplements) NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST

Go Back Approve Approve & Print

- From the approval process to create a **Case**, the Supervisor will select either *Follow-up Patrol*, *Follow-up CID*, or *Suspend/Pending Further Info*.
- You will then receive a prompt to approve the Incident and create a **Case**. Electing to approve will create the **Case** and allow you to assign a Lead Investigator, and if appropriate officer(s), to follow up with the Incident.
- Users with the CID Supervisor role (determined by the agency) can take action and review the report from the Notification or through the *Follow Up Needed* section in their **Recent Activities**.

Priority	Sender	Description	Sent On	Actions
High	Simpson Homer	Incident Report 2017D4210140 Supp #:1 Has Been Approved. Offenses:35-43-2-1 B01 BURGLARY-AIRPORT; 35-43-2-1 B05 BURGLARY- BAKERY;	01/31/2019 02:03 PM CST	 

Recent Activities	
Initial Report	18
Follow Up Needed (Past 10 Days)	1
Pending Approval	2
My Cases (Active Count)	1
Evidence Review	4

The user can then review the Incident report and make the decision on whether or not to create a **Follow-up Case** to the Incident.

- Review the Incident using whatever mechanism you wish. Then click on the **Actions** button on the top left to view menu options.

The screenshot shows the incident summary page for incident 12/18/2017 0951 Hrs - 500 South Main Street Point Marion, IN. The offense is 35-43-2-1 B01 - BURGLARY- AIRPORT. The Actions menu is open, showing options like View Incident Status, View Incident Audit Trail, Create Supplement, View Incident Based Reporting Values, Edit This Incident, Warrant / Charge Request, Create Case, Close Incident - No Follow Up Action, Notify Other Agency, Narrative Maintenance, and Visualization Tool. The Close Incident - No Follow Up Action option is highlighted with a red box.

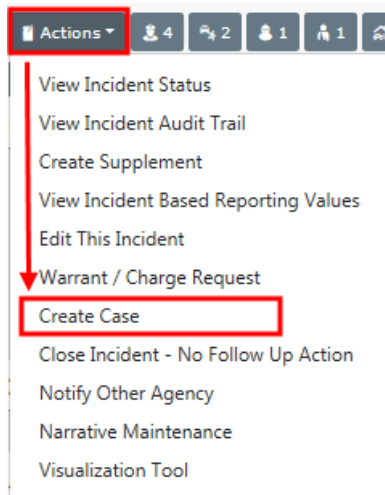
- From the review process to close an incident with no **Follow-up Case** needed, the CID Supervisor will select the **Close Incident – No Follow Up Action** menu option.

This is a close-up of the Actions menu from the previous screenshot. The 'Close Incident - No Follow Up Action' option is highlighted with a red box, and a red arrow points to it from the 'Actions' button.

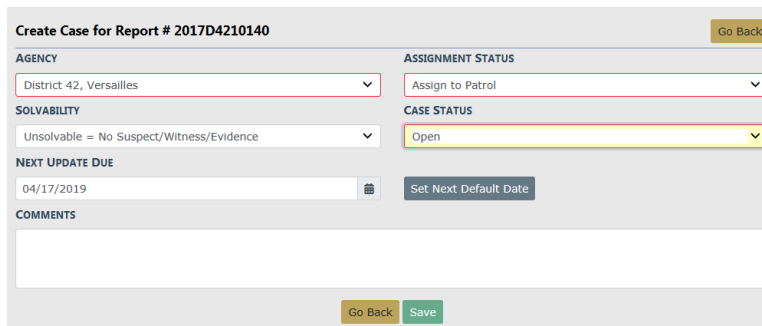
- A window appears where the **Incident Disposition** is selected from a list, then select the **Close** button to close the incident with no case follow-up.

The screenshot shows the 'Close Incident' window. It has a title bar 'Close Incident' and a section 'INCIDENT FOLLOW-UP ACTION' with the value 'CLOSED'. Below that is a section 'INCIDENT STATUS/DISPOSITION' with a dropdown menu showing '- Select -'. At the bottom right are 'Cancel' and 'Close' buttons.

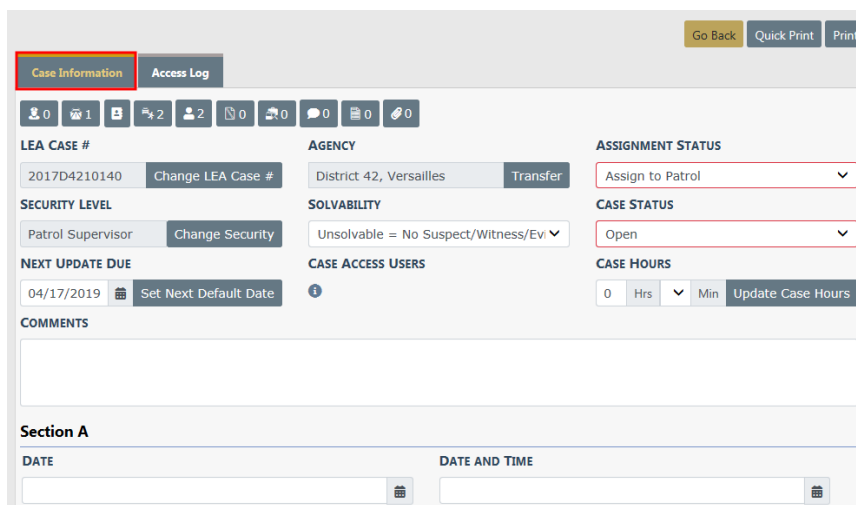
8. From the review process to create a Case, the CID Supervisor selects the **Create Case** menu option.



9. Using the **Create Case** menu option, create the Case and start the *Case Assignment* process. Select an **Assignment Status** which allows the assignment of the case to either Patrol or CID. A **Case Status** must also be chosen. Set a **Solvability** to the Case, set an **Next Update Due**, and add a **Comment**.



10. Click **Save** to open the *Edit Case* screen.



11. The **LEA Case #** generates automatically. If you chose to change the **LEA Case #**, you will have to select the icon and you (depending on the permission within the agency) will be able to change the **Case #**.
12. Next, the CID Supervisor will select the **Solvability** of the Case from the drop-down.
13. The CID Supervisor has the ability to change the **Next Update Due** date. The default is 60 days.
14. Next is the **Assignment Status**. The selections available here will be based on what your Agency has selected to have.
15. Next, the CID Supervisor will choose the **Case Status** from the drop-down selection.
16. The CID Supervisor has the ability to hover over the information bubble near the **Case Access Users** to see all the individuals who have access to the Case. If the CID Supervisor chooses to change the **Security level** of the case, they will select the **Change Security** button and select the security level to which they feel appropriate for the Case. Remember, if a patrol officer is assigned to the Case and Case is set at the *Criminal Investigations Division*, the Patrol Officer will not be able to access the Case.
17. Each Officer/Supervisor who is assigned to the Case, has the ability to log the Case hours by using the **Case Hours** fields. After selecting the appropriate hours, select **Update Case Hours**.
18. Once the upper portion of Case Management has been completed, select the **Update** button.
19. Page down to the *Assigned Officer(s)* section.

Assigned Officer(s) **Note:** One Lead Investigator Officer is required. [+ Assign Lead Incident Officer](#) [+ Assign Officer](#)

NOTE: One Lead Investigator Officer is required. Next, the CID Supervisor must assign a Lead Incident Officer.

Incident Report 2017D4210140 / Add Case / Edit Case (2017D4210140) / **Assign Officer**

Officer Name	Title	Internal ID/Badge#	Date Last Assigned	Open Assignments
M, Dana		12345	12/03/2018 09:02 AM CST	1

ROLE **ASSIGNMENT DATE**

Lead Investigator

COMMENTS

NOTIFY USER

☒

[Go Back](#) [Save](#) [Save & Assign Another Officer](#)

20. Add **Comments** and make other necessary changes. Click **Save** or **Save & Assign Another Officer**.

21. The CID Supervisor has the ability to change the security level of the Case by clicking on the **Change Security** button to open the *Edit Case Security* screen. After changes are made, click **Save** to return to the Edit Case screen.


For more information on setting the security level, refer to "Set Case Security Level" on the next page.

22. The CID Investigator as well as the *Assigned Lead Investigator* has the ability to *View Assignment History* as well as either *Create an Incident* from the Case (based on the permissions within the Agency) and/or associate additional incidents to the same case by selecting the **Associate Incident** icon.
23. The additional icons located under the *Actions* column. Hover your mouse over each icon for a description of what each one does: Review incident security/status, view incident, create a new supplement, associate an incident, and delete.

Assign Officer to Case

To **Assign** an officer to the Case click the **Assign Lead Incident Officer** or **Assign Officer** link. The **Assign Lead Incident Officer** link will default to officer who created the incident report. That officer can then be assigned to the case as the lead or as an assisting officer.

The **Assign Lead Incident Officer** link directly assigns the reporting officer to the case and the supervisor selects their role.

If the **Assign Officer** link is used the user will choose from a list of officers to assign to the case and their case assignment role, lead or assisting officer. Click the select icon  to choose an officer.

Search Parameters Go Back

AGENCY FILTER

☒ Case Agency
 ☐ My Organization

OFFICER FILTER

☒ Patrol

USE HISTORICAL DATA

☐

OPTIONAL SEARCH TEXT

Officer Name	Title	Agency	Date Last Assigned	Open Assignments	Actions
Christine Saur - #SAUR111		District 42, Versailles	11/30/2018 02:52 PM CST	1	
Dana M - #12345		District 42, Versailles	03/06/2019 03:35 PM CST	2	
Frank Wright - #454545		District 42, Versailles	02/07/2019 11:22 AM CST	1	
Greg QA Wright - #9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	11/30/2018 02:51 PM CST	55	
JMS USER - #12345		District 42, Versailles		0	
ODL User - #123456		District 42, Versailles		0	

Go Back

Select the **Role** and **Assignment Date**. Select the **Notify User** button to send an informational Notification to officer.

Incident Report 2017D4210140 / Add Case / Edit Case (2017D4210140) / Officer Search / **Assign Officer**

Officer Name	Title	Internal ID/Badge#	Date Last Assigned	Open Assignments
Saur, Christine		SAUR111	11/30/2018 02:52 PM CST	1

ROLE
Assisting Officer ▼

ASSIGNMENT DATE
03/06/2019 15:57

COMMENTS

NOTIFY USER
☒

Go Back Save Save & Assign Another Officer

Associate an Incident

To **Associate** an Incident to the **Case** click the **Assign Lead Incident Officer** or **Assign Officer** link. The **Assign Lead Incident Officer** link will default to officer who created the incident report. That officer can then be assigned to the case as the lead or as an assisting officer.

Set Case Security Level

To set the **Security Level** of the Case go to the *Review Case* page. At the top of the page the user will see a button entitled **Change Security**. Click the **Change Security** button; this will display the *Security Setting* screen.

Incident Report 2017D4210140 / Add Case / Edit Case (2017D4210140) / **Edit Case Security**

LEA Case #: 2017D4210140
Agency: District 42, Versailles

Assignment Status: Assign to Patrol
Case Status: Open

Slide the bar up to allow/increase access to case
Slide the bar down to restrict/decrease access to case
Current Security Level: Patrol Supervisor

Security Group(s): If desired, select available security groups to provide access to case
Security Group users have view access only

Case Access Levels

Allow
Executive Command
Command Staff
Criminal Investigation Division
Records/Clerical Division
Patrol Supervisor
71 users have access

Restrict
AGENCY ONLY

Case Workgroups

NO AGENCY TEST
Test 42

RESTRICT ACCESS TO SELECTED WORKGROUPS

Go Back Save

The CID Supervisor only has the ability to restrict up to the level of *Criminal Investigations Division*. If they restrict further, they would not have access to the Case. At this point, the CID Supervisor has the ability to see what users have access to the Case.

To adjust the security slide the bar up or down that is located just left of the **Case Access Level**. Sliding the bar up will allow more users access to the case, sliding the bar down will restrict access. Security can further be adjusted by assigning the case to a **Security Group**. Anyone within the **Case Access Level** box, and persons included in the **Security Group**, will have access to the case. If the box located below the **Security Group** is checked, this will restrict access to only persons in the **Security Group** and the officer assigned to the case.

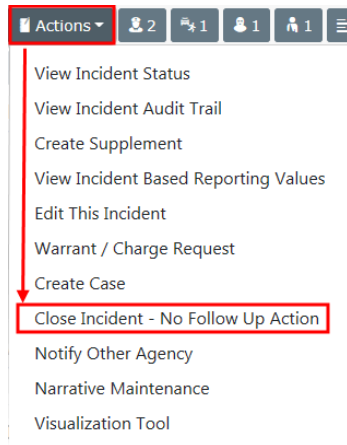
NOTE: If the user making the assignment is not part of the **Security Group** they will not have access to the case if the **Restrict Access** box is checked.

Ensure that person(s) who are not supposed to have access to the incident report cannot access the report; the incident security must be set. Associating a report to a “Case” which has restricted access will NOT restrict access to any incident report associated with that case. The incident report security has been restricted as well if you want to secure the incident report access. Incident security can be set at the time of approval of the report or by the USER reviewing the incident report. The supervisor reviewing the “incident report” cannot restrict access above his level. This prevents anyone from “locking” themselves out of the report.

The Lead Investigator along with the CID Supervisor needs to remember that if the Case security is changed, it does not automatically change the security of the associated Incident Report. The Lead Investigator and/or CID Supervisor must also change the security of the Incident Report if deemed appropriate.

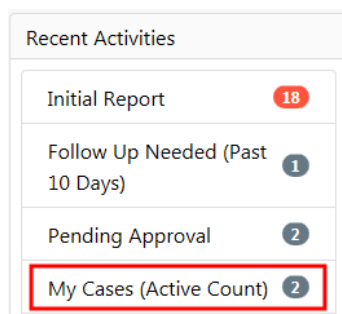
Close Incident with no Follow-Up Case

If it is decided the Incident does not warrant a Follow-up Case be assigned, close the Incident and give it a **Disposition** using the **Actions** button.



Navigating Throughout the Case

When a Lead Investigator and/or Officer is assigned a case, in their **Recent Activities** they will see a number next to *My Cases*.



Select the number and you will be brought to **My Active Cases** screen.

My Active Cases

Go Back

Open / Closed

Open (2) Closed (0)

By Case Status No Selection = All

Open 2

By Tag No Selection = All

Cases

More than 90 days Within 90 days Overdue

Search Reset Search

Show 10 entries

Reference Numbers	Status	Date Assigned	Location	Victims	Offenders	Offenses	Next Review Date	Actions
2017D4210140	Open	03/06/2019	Joe Dsfq		Jimmy Dean		04/17/2019	Information Print Edit
17-HCSD-0554	Open	09/05/2017					09/26/2017	Information Print Edit

Showing 1 to 2 of 2 entries

Previous 1 Next

Go Back

From this screen you have the ability to view the location of the Case by hovering over the **Information** icon. At this point you have the ability to view the entire entry by selecting **Click to view Entire Entry** at the bottom left of the **Location** box.

If offenses are associated with the Incident, hover over the **Information** icon under the *Offenses* column, to see the *Associated Offenses*. You will also have the ability to open the specific incident report directly from within this box.

By selecting the hyper-link under *Reference Numbers* it will take you directly to the **Record Viewer** which is a snapshot of the Case.

Incident - 2017D4210140

Hide Record Viewer

Click to open the associated incident summary page

Open in Incident Summary Page

Summary

REPORT # 2017D4210140	SUPPLEMENTS 1,0	AGENCY District 42, Versailles
REPORT DATE 12/18/2017 09:51	OCCURRENCE DATE 12/18/2017 09:51	
SUMMARY asdf		
LOCATION 500 South Main Street Point Marion, IN		

Cases

Case #	Agency	Lead Investigator	Assignment Status	Case Status
2017D4210140	District 42, Versailles		Assign to Patrol	Open

If you select the hyper-link **Open in Incident Summary** page it will open the associated incident at the **Summary** page.

My Active Cases / Incident Report 2017D4210140

Exit Report Quick Print Print

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/18/2017 0951 Hrs - 500 South Main Street Point... Agency: District 42, Versailles

Offense(s): 35-43-2-1 B01 - BURGLARY- AIRPORT Report #: 2017D4210140 Supp #: 0



Actions 4 2 1 1 4 2 2 1

2 / 2 2 Approved Report

Status Open / Open (03/06/2019)

State Status SENT WAITING FOR RESPONSE

Follow-Up Incident Cases

Case #	Agency	Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
2017D4210140	District 42, Versailles	M, Dana - Lead Investigator	Assign to Patrol	Open	04/17/2019	 

Report Header

REPORT ID 3036	REPORT SECURITY Patrol Supervisor	REPORT TYPES Child Neglect
SUMMARY asdf		
REPORT DATE 12/18/2017 0951	OCCURRENCE DATE START 12/18/2017 0951	OCCURRENCE DATE END

In the section *Follow-Up Incident Cases* you will have the ability to either view or edit (based on your permissions) the Case.

My Active Cases / Incident Report 2017D4210140

Exit Report Quick Print Print

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/18/2017 0951 Hrs - 500 South Main Street Point... Agency: District 42, Versailles

Offense(s): 35-43-2-1 B01 - BURGLARY- AIRPORT Report #: 2017D4210140 Supp #: 0



Actions 4 2 1 1 4 2 2 1

2 / 2 2 Approved Report

Status Open / Open (03/06/2019)

State Status SENT WAITING FOR RESPONSE

Follow-Up Incident Cases

Case #	Agency	Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
2017D4210140	District 42, Versailles	M, Dana - Lead Investigator	Assign to Patrol	Open	04/17/2019	 

Also from the **View Case** page, you have the ability to view the *Access Log* tab. This is an audit trail for the case.

My Active Cases / Incident Report 2017D4210140 / View Case (2017D4210140)

Go Back Quick Print Print Edit Case

View Case Access Log

LEA Case #: 2017D4210140 Assignment Status: Assign to Patrol

Agency: District 42, Versailles Case Status: Open

Show 10 entries Search:

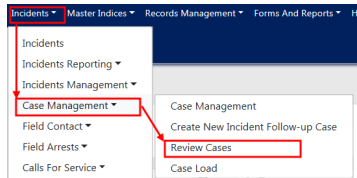
Activity Type	Date	Activity User	First Name	Last Name	Agency Name
View	03/06/2019 1640 HRS	CSAUR	Christine	Saur	District 42, Versailles
Edit	03/06/2019 1606 HRS	CSAUR	Christine	Saur	District 42, Versailles
Edit	03/06/2019 1530 HRS	CSAUR	Christine	Saur	District 42, Versailles

Showing 1 to 3 of 3 entries Previous 1 Next

Go Back

Review Case

- From the **Incidents** menu, select **Case Management**, then **Review Cases** to open the *Case Search* screen. Complete the fields for which you have information. The *Additional Search Criteria* drop down box provides more search options such as, *Field Contacts* and others.





 A screenshot of the 'Case Search' screen. It features several search filters: 'LEA CASE #', 'ASSIGNMENT STATUS', 'CASE STATUS', 'AGENCY', 'ASSIGNED DATE FROM/TO', 'NEXT REVIEW DATE FROM/TO', 'CREATION DATE FROM/TO', 'OVERDUE CASES', and 'CASES WITHOUT INCIDENTS'. The 'ADDITIONAL SEARCH CRITERIA' dropdown is open, showing options like Name, Case Activity, Officer, Incident Reports, Field Contacts, Address, Offense, Custom Fields, and Combo. 'Go Back', 'Reset', and 'Search' buttons are at the bottom.

- Click **Search** to open the *Search Results* page with the records that match your search criteria.


Case Search / Case Search Results

Next Review Indicators: ● More than 90 days ● Within 90 days ● Overdue

379 result(s) found

LEA Case #	Status	Assignment Status	Next Review Date	Creation Date	Assigned Officer	Incident Summary	Actions
00000009CASE2013	Cleared by Arrest	Cleared		05/24/2013		2017-0088 2017D4210076	
00000011CASE2013	Pending Review	Review		07/15/2013		2013ISP0000094	 
00000047CASE2014	Closed	Cleared		01/06/2014	RANZ, GREG QA - Lead Investigator	2019D4210208	

Hover your cursor over the information icon to display any additional information.

LEA Case #	Status	Assignment Status
00000000CASE2012	Cleared by Arrest	Cleared
<div> <div> <div>AGENCY</div> <div>District 42, Versailles</div> </div> <div> <div>ADDRESS</div> <div>902 South Adams Street Versailles IN 47042</div> </div> <div> <div>PHONE</div> <div>317-555-1717</div> </div> <div> <div>POC</div> <div>District</div> </div> <div>  </div> </div>		

The *Next Review Date* column uses three color indicators.

Case Search / Case Search Results	
Next Review Indicators: ● More than 90 days ● Within 90 days ● Overdue	

The Icons in the *Actions* column allows you to act on the **Case** such as, *Review*, *Edit*, or *Delete*. If you do not see one or more of these icons, then you do not have permissions to perform that particular action.

Case Load

Use the following procedure to view case loads for your assigned users.

1. Select the **Case Load** option from the *Case Management* submenu or click the **Case Load** link on the *Incidents* page to open the **Case Load** page.

Case Load

Search Parameters

Go Back

AGENCY FILTER

☒ My Agency ☐ My Organization

OFFICER FILTER

☒ Patrol

OPTIONAL SEARCH TEXT

Enter search text

Search By

Reset

Search

Officer	Title	Agency	Date Last Assigned	Open Assignments	Actions
Christine Saur - #SAUR111		District 42, Versailles	03/06/2019 04:05 PM CST	2	
Dana M - #12345		District 42, Versailles	03/06/2019 03:35 PM CST	2	
Frank Wright - #454545		District 42, Versailles	02/07/2019 11:22 AM CST	1	
Greg QA Wright - #9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	11/30/2018 02:51 PM CST	55	
JMS USER - #12345		District 42, Versailles		0	
ODL User - #123456		District 42, Versailles		0	

2. Filter the listings on this page using the radio buttons in the upper left corner.
3. If needed, type text in the **Search** text box to further limit your search to cases containing that specific text string. You can also select from the **Search By** drop-down box.

4. Click the **Search** button to display just those cases or click **Reset** to clear the criteria.
5. If an **MT** link exists in the *Actions* column, click it to display a monthly total for that user.

Chapter 15.Evidence Module

Evidence Module Overview

The **Evidence Management Module** captures descriptive information about property that is introduced as Evidence. The Evidence can be associated with incidents, cases, offense, and other system modules. Unlimited multi-media files and documents (evidence receipts, court documents, etc.) can be associated with the Evidence.

The Evidence custodian is responsible for tracking Evidence after an officer has placed it in one of the temporary storage locations. The Evidence custodian typically takes the Evidence from the temporary location and places it in a more permanent location in the agency's Evidence Room. Every action taken with a piece of Evidence can be tracked in the Caliber Online RMS **Evidence Module**.

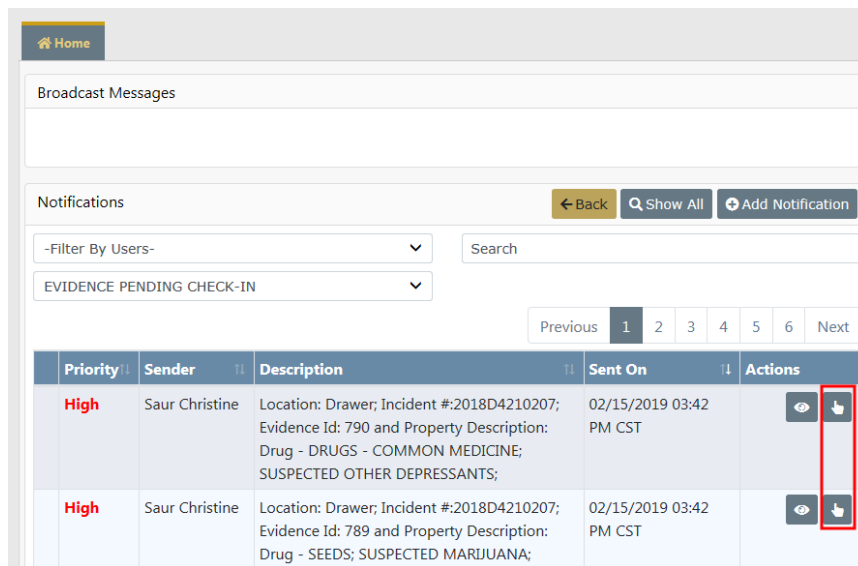
Other available features:

- A full *Chain of Custody* log is captured and can be searched.
- The system supports bar code reader for easy *check-in* and *checkout*.
- *Mass Checkout* can be performed when there are many pieces of evidence associated with the same incident.
- Evidence *Disposition* and *Disposal* are tracked by the system.

Check-In From Notification

The first step in taking ownership of a piece of Evidence is to complete a **Check-In**. This can be accomplished by taking *Action* on the system generated **Notification** which is the most common process. The **Check-In** process is also available within the **Evidence Module**. For more information refer to "Check-In" on page 274.

Click on the Select icon  to **Take Action**.



Home

Broadcast Messages





Notifications

← Back Show All Add Notification

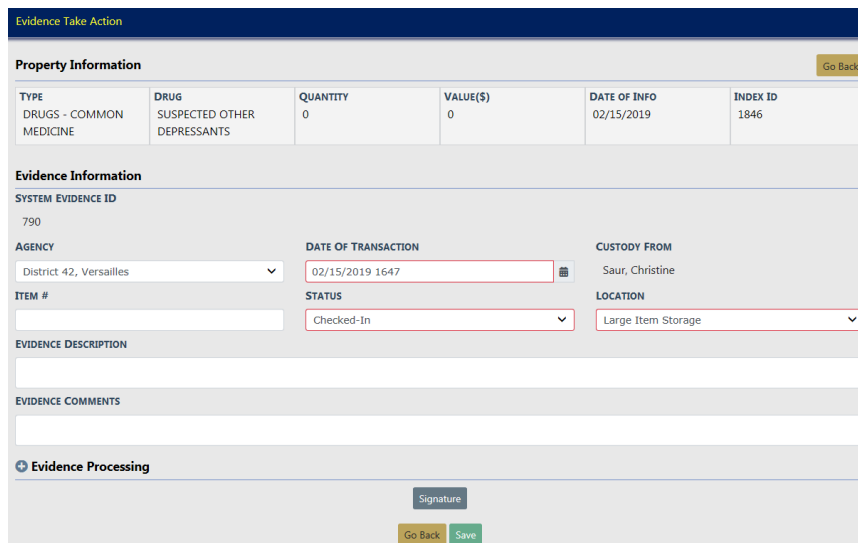
-Filter By Users- Search

EVIDENCE PENDING CHECK-IN

Previous 1 2 3 4 5 6 Next

Priority	Sender	Description	Sent On	Actions
High	Saur Christine	Location: Drawer; Incident #:2018D4210207; Evidence Id: 790 and Property Description: Drug - DRUGS - COMMON MEDICINE; SUSPECTED OTHER DEPRESSANTS;	02/15/2019 03:42 PM CST	 
High	Saur Christine	Location: Drawer; Incident #:2018D4210207; Evidence Id: 789 and Property Description: Drug - SEEDS; SUSPECTED MARIJUANA;	02/15/2019 03:42 PM CST	 

Complete the required fields that display a red boarder to the left of the left, then click the **Save** button.



Evidence Take Action

Property Information

Go Back

TYPE	DRUG	QUANTITY	VALUE(\$)	DATE OF INFO	INDEX ID
DRUGS - COMMON MEDICINE	SUSPECTED OTHER DEPRESSANTS	0	0	02/15/2019	1846

Evidence Information

SYSTEM EVIDENCE ID
790

AGENCY
District 42, Versailles

DATE OF TRANSACTION
02/15/2019 1647

CUSTODY FROM
Saur, Christine

ITEM #

STATUS
Checked-In

LOCATION
Large Item Storage

EVIDENCE DESCRIPTION

EVIDENCE COMMENTS

Evidence Processing

Signature

Go Back Save

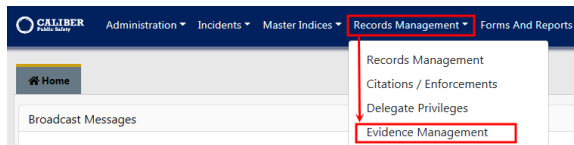
The **Evidence Description** and **Evidence Comments** can be edited by the custodian, and **Evidence Processing** can also be added.

Click the Signature button to sign if needed, or click **Save** to take the action and remove the Notification from the *Home* screen.

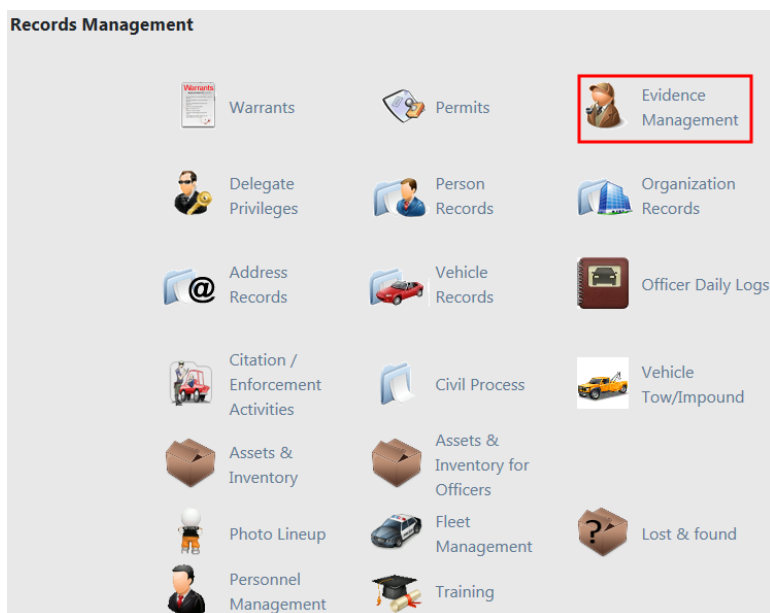
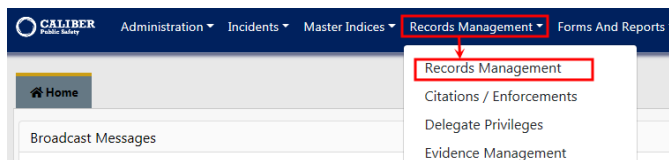
Evidence Management Access

All functions available to the Evidence Custodian are accessed two ways:

- Hover your mouse over the **Records Management** menu, then click on the **Evidence Management** submenu.

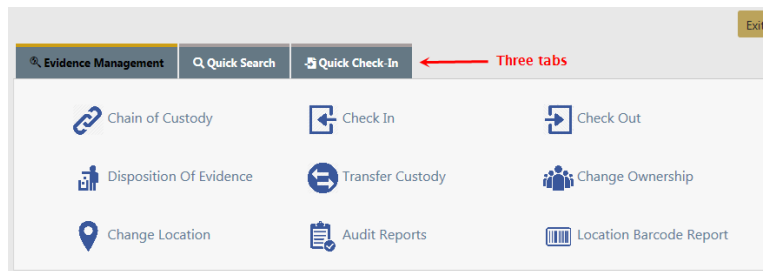


- Click on the **Records Management** menu, then click the **Evidence Management** link.



Either access method takes you to the *Evidence Management* Screen.

Evidence Management Screen



The *Evidence Management* screen contains three tabs:

- Evidence Management
 - Contains a link to all the Evidence functions. The *Evidence Management* screen defaults to this tab.
- Quick Search
 - Allows you to search Evidence records by **System Evidence ID**, **Incident Report #**, or both. You must fill in at least one.
- Quick Check-In
 - Allows you to **Check In** evidence quickly by using the barcoded **Evidence ID** and **Location Code**.

Evidence Management Tab

Chain of Custody

This screen has a wide range of functionality. Evidence Custodian can search for *Evidence* using any of these fields:

Chain of Custody

SYSTEM EVIDENCE ID: INCIDENT REPORT #: INDEX ID:

SERIAL NUMBER: ITEM #:

EVIDENCE DESCRIPTION:

CATEGORY: **ALL** PROPERTY DRUGS DOCUMENTS CURRENCY GUNS

AGENCY: EVIDENCE LOCATION: DISPOSITION:

CURRENT STATUS: ACTIVE HOLD:

CHAIN OF CUSTODY FROM: CHAIN OF CUSTODY TO: DISPOSED DATE FROM: DISPOSED DATE TO:

INITIAL EVIDENCE DATE FROM: INITIAL EVIDENCE DATE TO: SCHEDULED DISPOSITION DATE FROM: SCHEDULED DISPOSITION DATE TO:

REVIEW DATE FROM: REVIEW DATE TO:

PAST DUE DATE: ☐ PAST REVIEW DATE: ☐

[Go Back](#) [Reset](#) [Search](#)

Search fields change by selected category

Enter your search criteria then click the **Search** button to display the *Chain of Custody Search Results* screen.

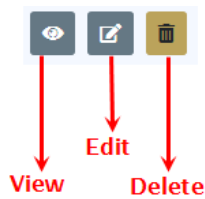
Chain of Custody [Refine Search](#) [New Search](#) [Print Evidence Labels](#) [Print Chain of Custody](#)

238 result(s) found

System Evidence ID	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input type="checkbox"/> 786	2018D4210203			Large Item Storage	District 42, Versailles		Property - BEER KEG; Val: 100;	Checked-In	
<input type="checkbox"/> 785	2018D4210203			Large Item Storage	District 42, Versailles		Property - ART OBJECT; Val: 200;	Checked-In	
<input type="checkbox"/> 784	2018-00021	1		Return to Owner	District 42, Versailles		Property - BASEBALL BAT; Make: Rawlings; Ser#: 123; Quantity: 1;	Disposed	
<input type="checkbox"/> 783	2018D4210141	1		Drawer	District 42, Versailles		Property - AMMUNITION; Ser#: 12345; Quantity: 1;	Pending Check-In	
<input checked="" type="checkbox"/> 782	2018D4210190	1		Large Item Storage	District 42, Versailles		Property - AIRCRAFT; Ser#: 123; Quantity: 1;	Checked-In	

Check to select

Select one or more evidence records to **Print Evidence Labels** or **Print Chain of Custody** for the selected items. Or if you have proper authority, you can **View**, **Edit**, or **Delete** specific Chain of Custody records by clicking on the appropriate icon under the *Actions* column. If one or more icons are absent then you do not have authority to perform that particular action.



Check-In

The **Check-In** link allows the user to search for Evidence to **Check-In**. The *Evidence Search - Check In* screen defaults to search on Evidence *Pending Check-In*, but you can also search on Evidence which has been **Checked-Out** for purposes of checking it back in to your custody.

The screenshot shows the 'Check In' search form. At the top right is a 'Barcode Search' button. Below it are input fields for 'SYSTEM EVIDENCE ID', 'INCIDENT REPORT #', 'INDEX ID', 'SERIAL NUMBER', and 'ITEM #'. Below these is a text area for 'EVIDENCE DESCRIPTION'. Further down is a 'CATEGORY' section with tabs: 'ALL', 'PROPERTY', 'DRUGS', 'DOCUMENTS', 'CURRENCY', and 'GUNS'. Below the categories are dropdown menus for 'AGENCY' (set to 'District 42, Versailles'), 'EVIDENCE LOCATION' (set to '-Select-'), 'CURRENT STATUS' (set to 'Pending Check-In'), and 'ACTIVE HOLD' (set to '-Select-'). At the bottom are 'Go Back', 'Reset', and 'Search' buttons. Red arrows point to the 'Barcode Search' button with the text 'Click to search by scanning a barcode', and to the 'GUNS' category tab with the text 'Choose a Category then enter search data'.

Enter your search criteria then click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search Evidence records by scanning the barcode.

The *Check In Search Results* screen appears.

The screenshot shows the 'Check In Search Results' screen. At the top right are buttons for 'Refine Search', 'New Search', and 'Continue'. Below them is a table with 7 columns: 'System Evidence ID', 'Report #', 'Item #', 'Offenses', 'Location', 'Agency', 'Scheduled Disposition', 'Property Information', 'Status', and 'Actions'. The table has two rows of data. The first row is selected, indicated by a red checkbox in the 'System Evidence ID' column. A red box highlights the text 'Select items using the check boxes and select "Continue"'. The table also shows pagination controls: 'Previous', '1', '2', '3', 'Next'.

System Evidence ID	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input checked="" type="checkbox"/> 783	2018D4210141	1		Drawer	District 42, Versailles		Property - AMMUNITION; Ser#: 12345; Quantity: 1;	Pending Check-In	
<input type="checkbox"/> 781	17-MPD-0059	1		Drawer	District 42, Versailles		Property - AIRCRAFT; Quantity: 1;	Pending Check-In	

Select the Evidence you want to Check In then click **Continue** to display the *Check In* screen.

Check In Add more Evidence to the Check In list → [Add Evidence](#)

System Evidence ID	Agency	Property Information	Custody From	Location	Evidence Description	Actions
783	District 42, Versailles	Type: AMMUNITION Serial #: 12345 Value(\$): 0	SERGEANT-CAPTAIN-WIN, Wright, Greg, ID# 9696	-Select-		

AGENCY: CUSTODY DATE / TIME:

CHECKED IN BY:

CHECK IN COMMENT:

[Signature](#)

[Go Back](#) [Save](#) [Save & Exit](#)

Choose the **Location** from the drop-down list.

If you wish, you can also add additional Evidence items to the **Check In** list by clicking on the **Add Evidence** button on the top right of the screen. The **Add Evidence** button takes you back to the *Evidence Search - Check In* screen. Follow the same process as above to search and select the Evidence you want to add then click **Continue**. The additional Evidence is then added to the **Check In** list.

Make other changes if needed, then click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page to print evidence receipts, labels, or chain of custody. Click **Save & Exit** to save your changes and exit the page.

NOTE: If you are in a *Multi-tier Organization*, the **Status** will default to *Pending Check-In*. Changing it to *Check-In* changes the **Location** to the previously checked in location, if it exists.

NOTE: If you are not in a *Multi-tier Organization*, the **Status** will default to *Check-In* and the **Location** will default to the previously checked in location, if it exists.

NOTE: An *Evidence Custodian* taking action on an *Evidence Pending Check-In* notification will default the **Location** to the previously checked in location, if the **Status** is set to *Check-In*.

Check-Out

The **Check-Out** link will allow the user to search for Evidence to **Check-Out**. The **Status** of the Evidence must be *Checked-In* to take this action. Once the item is located and selected, the user can document the person it is being checked out to and the destination.

Check Out

Barcode Search

SYSTEM EVIDENCE ID:

INCIDENT REPORT #:

INDEX ID:

SERIAL NUMBER:

ITEM #:

EVIDENCE DESCRIPTION:

CATEGORY: **ALL** PROPERTY DRUGS DOCUMENTS CURRENCY GUNS

AGENCY:

EVIDENCE LOCATION:

CURRENT STATUS:

ACTIVE HOLD:

Go Back Reset Search

Click to search by scanning a barcode

Choose a Category then enter search data

Enter your search criteria then click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search Evidence records by scanning the barcode.

The *Check Out Search Results* screen appears.

Check Out Refine Search New Search Continue

8 result(s) found. Select items using the check boxes and select 'Continue'

	System Evidence ID	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input type="checkbox"/>	786	2018D4210203			Large Item Storage	District 42, Versailles		Property - BEER KEG; Val: 100;	Checked-In	
<input checked="" type="checkbox"/>	785	2018D4210203			Large Item Storage	District 42, Versailles		Property - ART OBJECT; Val: 200;	Checked-In	

Select the Evidence you want to Check Out then click **Continue** to display the *Check Out* screen. Select multiple items to check out more than one.

Check Out Click to add more Evidence to the Check Out list Add Evidence

System Evidence ID	Agency	Property Information	Destination	Evidence Description	Actions
785	District 42, Versailles	Type: ART OBJECT Value(\$): 200	<input type="text" value="-Select-"/>	<input type="text"/>	

AGENCY:

CHECK OUT DATE / TIME:

EVIDENCE DUE DATE:

CHECK OUT BY:

CHECK OUT TO:

CHECK OUT COMMENT:

Signature:

Go Back Save Save & Exit

Choose the **Destination** from the drop-down list, enter **Check Out To** and other necessary data.

If you wish, you can also add additional Evidence items to the **Check Out** list by clicking on the **Add Evidence** button on the top right of the screen. The **Add Evidence** button takes you back to the *Evidence Search* -

Check Out screen. Follow the same process as above to search and select the Evidence you want to add then click **Continue**. The additional Evidence is then added to the **Check Out** list.

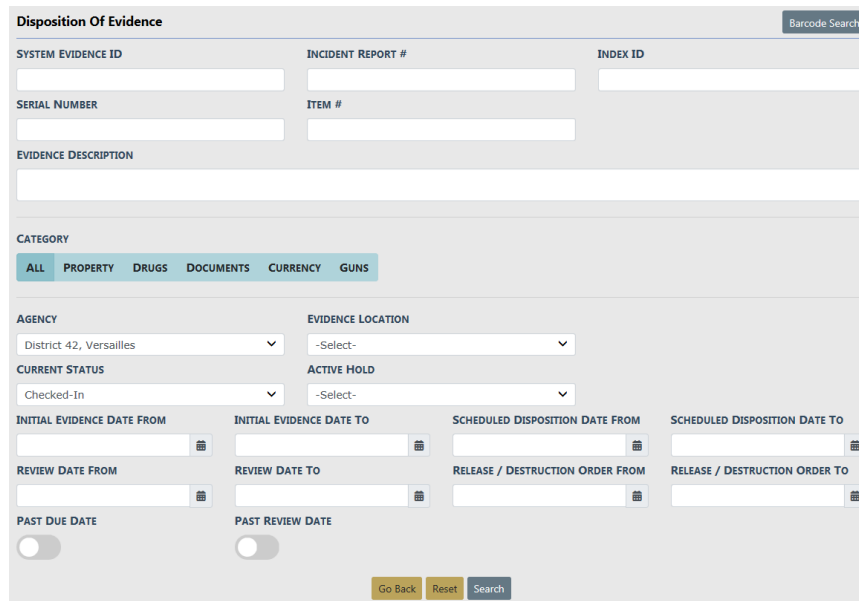
Click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page to print evidence receipts, labels, lab report, or chain of custody. OR click **Save & Exit** to save your changes and exit the page.

Disposition of Evidence

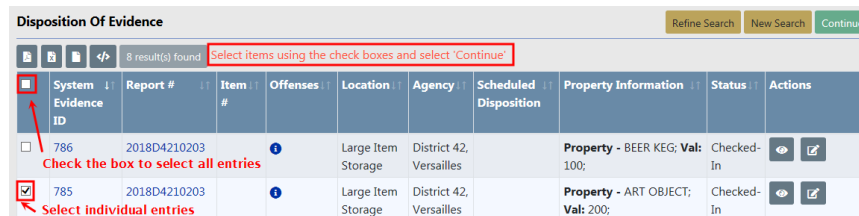
Evidence Custodians will use this feature to search for Evidence requiring disposal from your evidence room. The **Status** of the Evidence must be *Checked-In* to take this action. A **Disposition** is done when Evidence is released to its owner or other person, auctioned, destroyed, or given to another agency.

Click on the **Disposition of Evidence** link on the **Evidence Management** tab to display the *Evidence Search* screen.



The form is titled "Disposition Of Evidence" and includes a "Barcode Search" button in the top right. It contains several input fields for search criteria: SYSTEM EVIDENCE ID, INCIDENT REPORT #, INDEX ID, SERIAL NUMBER, ITEM #, and EVIDENCE DESCRIPTION. Below these is a CATEGORY section with tabs for ALL, PROPERTY, DRUGS, DOCUMENTS, CURRENCY, and GUNS. The AGENCY dropdown is set to "District 42, Versailles". The EVIDENCE LOCATION dropdown is set to "-Select-". The CURRENT STATUS dropdown is set to "Checked-In", and the ACTIVE HOLD dropdown is set to "-Select-". There are date pickers for INITIAL EVIDENCE DATE FROM, INITIAL EVIDENCE DATE TO, SCHEDULED DISPOSITION DATE FROM, SCHEDULED DISPOSITION DATE TO, REVIEW DATE FROM, REVIEW DATE TO, RELEASE / DESTRUCTION ORDER FROM, and RELEASE / DESTRUCTION ORDER TO. There are also toggle switches for PAST DUE DATE and PAST REVIEW DATE. At the bottom are "Go Back", "Reset", and "Search" buttons.

Select a **Category**, then enter your search criteria then click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search Evidence records by scanning the barcode.



The table is titled "Disposition Of Evidence" and shows 8 results. A red box highlights the instruction "Select items using the check boxes and select 'Continue'". The table has columns: System Evidence ID, Report #, Item #, Offenses, Location, Agency, Scheduled Disposition, Property Information, Status, and Actions. Two rows are visible: one for item 786 (Property: BEER KEG; Val: 100; Status: Checked-In) and one for item 785 (Property: ART OBJECT; Val: 200; Status: Checked-In). Red arrows point to the checkboxes in the first column of each row, with labels "Check the box to select all entries" and "Select individual entries".

System Evidence ID	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input type="checkbox"/> 786	2018D4210203			Large Item Storage	District 42, Versailles		Property - BEER KEG; Val: 100;	Checked-In	
<input checked="" type="checkbox"/> 785	2018D4210203			Large Item Storage	District 42, Versailles		Property - ART OBJECT; Val: 200;	Checked-In	

Select the Evidence records then click **Continue** to display the *Disposition* screen. Select multiple items to process more than one.

NOTE: The **Disposition Date** defaults to the current date. You can change the **Disposition Date**; however, a warning message appears if the date is prior to the check in date.

Any field with a red left-hand border is a required field. You must complete required fields to continue.

If you wish, you can also add additional Evidence items to the **Disposition** list by clicking on the **Add Evidence** button on the top right of the screen.

Click the **Signature** button to sign if needed.

Click the **Save** button to update and **Print Chain of Custody**, **Print Evidence Labels**, or **Print Evidence Receipt**. Or click the **Save & Exit** button to apply your changes and exit without print options.





Transfer Custody

The **Transfer Custody** link is used when a piece of Evidence which is **Checked-Out** transfers possession to another officer. For example, if the original officer taking Evidence to court gets sick and hands the Evidence to another officer. The Evidence custodian can show that **Transfer of Custody** within the Caliber Online RMS Evidence Module.




Click on the **Transfer Custody** link to display the *Evidence Search - Transfer Custody* screen.

Enter your search criteria then click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search Evidence records by scanning the barcode.

The *Transfer Custody Search Results* screen appears.

Transfer Custody									
111 result(s) found Select items using the check boxes and select 'Continue'									
System Evidence ID	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input type="checkbox"/> 779	2017D4210140	1		Court	District 42, Versailles		Property - ART OBJECT; Ser#: ASDF; Quantity: 1; Val: 300;	Checked-Out	 
<input checked="" type="checkbox"/> 778	2017D4210140			Officer	District 42, Versailles	10/31/2019	Drug - SEEDS; SUSPECTED BARBITURATES; Quantity: 2Value: ;	Checked-Out	 

Select the Evidence you want to transfer then click **Continue** to display the *Transfer* screen. Select multiple items to transfer more than one.

System Evidence ID	Agency	Property Information	Custody From	Custody To	Evidence Description	Actions
778	District 42, Versailles	Type: SEEDS Drug: SUSPECTED BARBITURATES Quantity: 2	Clark, Max, ID# 3066	<input type="text"/>	 	

AGENCY

TRANSFER DATE / TIME

DUE DATE

EVIDENCE DESTINATION

TRANSFER COMMENT

Enter the **Custody To**, choose the **Destination** from the drop-down list, and enter other necessary data.

Click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page or click **Save & Exit** to save your changes and exit the page.

Change Ownership

This link will be used to transfer Evidence from one Caliber Public Safety agency in a work group to another. The **Status** of the Evidence must be *Checked-In* to take this action.

Click on the **Change Ownership** link to display the *Evidence Search - Change Ownership* screen.

Change Ownership Barcode Search

SYSTEM EVIDENCE ID INCIDENT REPORT # INDEX ID

SERIAL NUMBER ITEM #

EVIDENCE DESCRIPTION

CATEGORY

ALL PROPERTY DRUGS DOCUMENTS CURRENCY GUNS

AGENCY EVIDENCE LOCATION

CURRENT STATUS ACTIVE HOLD

Go Back Reset Search

Enter your search criteria then click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search Evidence records by scanning the barcode.

The *Change of Ownership Search Results* screen appears.

Change Ownership Refine Search New Search Continue

7 result(s) found Select items using the check boxes and select 'Continue'

System Evidence ID	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input type="checkbox"/> 786	2018D4210203			Large Item Storage	District 42, Versailles		Property - BEER KEG; Val: 100;	Checked-In	
Check the box to select all entries									
<input checked="" type="checkbox"/> 782	2018D4210190	1		Large Item Storage	District 42, Versailles		Property - AIRCRAFT; Ser#: 123; Quantity: 1;	Checked-In	
Select individual entries									

Select the Evidence records then click **Continue** to display the *Transfer* screen. Select multiple items if you want to change ownership on more than one.

Change Ownership Add Evidence

System Evidence ID	Agency	Property Information	Ownership To	Evidence Description	Actions
782	District 42, Versailles	Type: AIRCRAFT Serial #: 123 Value(\$): 0	<input type="text" value="District 42, Versailles"/>	<input type="text"/>	

CHANGE OWNERSHIP DATE / TIME CHANGED BY

CHANGE OF OWNERSHIP COMMENT

Signature

Go Back Save Save & Exit

Enter the **Comments**, choose the **Ownership To** from the drop-down list if different than what displays, and modify other necessary data.

Click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page to print evidence receipts, labels, or chain of custody. Click **Save & Exit** to save your changes and exit the page.

Change Evidence Location

The Evidence Custodian can use this link to show Evidence movement from one place to another. The **Status** of the Evidence must be *Checked-In* to take this action. An example would be moving Evidence from one shelf to another within the Evidence room. Another example would be consolidating Evidence in temporary lockers to make lockers accessible for more Evidence.

Click on the **Change Location** link on the **Evidence Management** tab to display the *Evidence Search - Change Location* screen.

Enter your search criteria then click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search Evidence records by scanning the barcode.

System Evidence ID	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input type="checkbox"/> 786	2018D4210203			Large Item Storage	District 42, Versailles		Property - BEER KEG; Val: 100;	Checked-In	
<input checked="" type="checkbox"/> 782	2018D4210190	1		Large Item Storage	District 42, Versailles		Property - AIRCRAFT; Ser#: 123; Quantity: 1;	Checked-In	

Select the Evidence records then click **Continue** to display the *Change Location* screen. Select multiple items to process more than one.

Change Location Add Evidence

System Evidence ID	Agency	Current Location	Property Information	Location	Evidence Description	Actions
782	District 42, Versailles	Large Item Storage	Type: AIRCRAFT Serial #: 123 Value(\$): 0	-Select-		

AGENCY: District 42, Versailles
 CHANGED BY: Saur, Christine, ID# SAUR111
 CUSTODY DATE / TIME: 02/08/2019 1545

CHANGE OF LOCATION COMMENT

Signature

Go Back
Save
Save & Exit

Changed By defaults to the logged in user. Enter comments, choose the **Location** from the drop-down list, and enter or change other necessary data.

If you wish, you can also add additional Evidence items to the **Change Location** list by clicking on the **Add Evidence** button on the top right of the screen. The **Add Evidence** button takes you back to the *Evidence Search - Change Location* screen. Follow the same process as above to search and select the Evidence you want to add then click **Continue**. The additional Evidence is then added to the **Change Location** list.

Click the **Signature** button to sign if necessary

Click **Save** to save your changes and remain on the page to print evidence receipts, labels, or chain of custody. Click **Save & Exit** to save your changes and exit the page.

Evidence Audit Reports

Evidence Audit Reports allows Evidence custodians to perform self-audits of their agency's Evidence Vault. Perform audits at any time.

Click on **Audit Reports** from the **Evidence Management** home window to display the available reports.

Go Back

Generated Audits

Location Discrepancy Audits

Two tabs

Show10entries

Search:

Add Audit Report

Report #	Audit By	Audit Date	Finalized Date	Actions
00000201811	Simpson, Homer	11/01/2018 1153	11/01/2018 1208	
00000151710	Simpson, Homer	10/16/2017 1418		
00000101708	Saur, Christine - ID# SAUR111	08/17/2017 1528		
00000091706	Simpson, Homer	06/27/2017 1316		
00000071705	Simpson, Homer	05/11/2017 1040		
00000061703	Simpson, Homer	03/14/2017 1717		
00000051703	Friday, Joe	03/14/2017 1712		
00000041703	Friday, Joe	03/14/2017 1711		
1604006	Simpson, Homer	04/27/2016 0929		
1511005	Friday, Joe	11/17/2015 1318		

Showing 1 to 10 of 13 entries

Previous12Next

There are two tabs to the the Evidence Audit Reports screen:

- Generated Audits
- Location Discrepancy Audits

Search Audit Reports

On either tab you have the ability to search for specific reports.

Click in the **Search** field and enter all or a portion of the **data** into the search text box that pertains to the search criteria. The results that match your criteria and entered data display in the grid.

Create a New Audit Report

You have the ability to generate a new **Audit Report**.

Click the **Add New Audit Report** link on the *Generated Audits* tab to open the *Evidence Search* form.

Enter the **# of Records to Audit** and other applicable fields then click **Generate Audit Report** to display the **Evidence Audit Report**.

Generated Audit Details Go Back

AUDIT BY: Saur, Christine AUDIT DATE: 02/08/2019 1557 # OF RECORDS: 5

AUDIT COMMENTS

Save Audit To correct the Location, uncheck the select box and on the right, select the correct Location

Confirmed / Unconfirmed Evidence Items

	Evidence ID	Property Description	Incident Report	Status	Location	Comments / Confirm Location
<input checked="" type="checkbox"/>	786	Property - BEER KEG; Val: 100;	2018D4210203 3192	Checked-In	Large Item Storage	
<input checked="" type="checkbox"/>	782	Property - AIRCRAFT; Ser#: 123; Quantity: 1;	2018D4210190 3178	Checked-In	Large Item Storage	
<input checked="" type="checkbox"/>	770	Property - BADGE; Ser#: 234234; Quantity: 1; Val: 40;		Checked-In	Large Item Storage	
<input type="checkbox"/>	759	GUN - HANDGUN; Primary Color: Beige; Ser#: 123; Quantity: 1; Value: 20;	2017D4210133 2987	Checked-In	Other	Large Item Storage
<input checked="" type="checkbox"/>	758	Drug - SEEDS; SUSPECTED COCAINE; Quantity: 1 Dosage units; Value: Dosage units;	2017D4210133 2987	Checked-In	Large Item Storage	

If the **Location** is different, uncheck the box to the left, and select the correct **Location** from the list box on the right. Enter any necessary comments.

Click **Save Audit** to save the report, then click **Finalize** to add it to the **Evidence Audit** report list.

Generated Audits **Location Discrepancy Audits** Go Back

Show 10 entries Search: Add Audit Report

Report #	Audit By	Audit Date	Finalized Date	Actions
00000221902	Saur, Christine - ID# SAUR111	02/08/2019 1701	02/08/2019 1701	
00000201811	Simpson, Homer	11/01/2018 1153	11/01/2018 1208	
00000151710	Simpson, Homer	10/16/2017 1418		

Using the icons in the *Action* column you can view, edit or delete reports. If an icon does not appear, then you do not have permissions to perform that action. For example, if the edit icon does not appear next to a particular report then you cannot edit that report.

Click the **View** icon to view the **Evidence Audit** and print evidence labels.

Generated Audit Details Go Back Print Evidence Labels

AUDIT REPORT #	AUDIT BY	AUDIT DATE	# OF RECORDS
00000221902	Saur, Christine - ID# SAUR111	02/08/2019 1701	5

AUDIT COMMENTS

Confirmed / Unconfirmed Evidence Items

<input type="checkbox"/>	Confirmed	Evidence ID	Property Description	Location	Comments / Confirm Location
<input type="checkbox"/>	Yes	758	Drug - SEEDS; SUSPECTED COCAINE; Quantity: 1 Dosage units; Value: Dosage units;	Large Item Storage	
<input type="checkbox"/>	No	759	GUN - HANDGUN; Primary Color: Beige; Ser#: 123; Quantity: 1; Value: 20;	Other	/ Large Item Storage
<input type="checkbox"/>	Yes	770	Property - BADGE; Ser#: 234234; Quantity: 1; Val: 40;	Large Item Storage	
<input type="checkbox"/>	Yes	782	Property - AIRCRAFT; Ser#: 123; Quantity: 1;	Large Item Storage	
<input type="checkbox"/>	Yes	786	Property - BEER KEG; Val: 100;	Large Item Storage	

Create Location Discrepancy Audit Report

You have the ability to create a **Location Discrepancy Audit Report** from the *Location Discrepancy Audits* tab. This report lists all items currently in a particular location.

Go Back

Generated Audits **Location Discrepancy Audits**

Show 10 entries Search: Add Discrepancy Report

Incident Report	Audit By	Audit Date	Finalized Date	Actions
00000211811	Simpson, Homer	11/01/2018 1248	11/01/2018 1249	
00000181711	Saur, Christine - ID# SAUR111	11/20/2017 2035	11/20/2017 2036	
00000161710	Simpson, Homer	10/31/2017 1206	11/01/2018 1243	
00000141709	Simpson, Homer	09/13/2017 1200		
00000131708	Simpson, Homer	08/30/2017 0829	09/13/2017 1204	
00000121708	Saur, Christine - ID# SAUR111	08/17/2017 1616		
00000111708	Saur, Christine - ID# SAUR111	08/17/2017 1616		

Showing 1 to 7 of 7 entries Previous 1 Next

Click on the **Add Discrepancy Report** button to display the *Location Discrepancy Audit* form.

Location Discrepancy Audit Go Back

SELECT A LOCATION

-Select-

Confirmed / Unconfirmed Evidence Items

Additional Evidence Items Add Additional Evidence

Select a location to display the **Location Discrepancy Audit** report.

Location Discrepancy Audit Go Back

SELECT A LOCATION
Large Item Storage

AUDIT COMMENTS

Start Scanning

Save Audit

Confirmed / Unconfirmed Evidence Items

	Evidence ID	Property Description	Comments
<input type="checkbox"/>	474	Property - STEREO; Primary Color: Black; Secondary Color: Black; Ser#: 9082253; Quantity: 1; Val: 150;	
<input checked="" type="checkbox"/>	753	GUN - OTHER; individ; Make: Individ; Quantity: 1; Value: 800;	
<input type="checkbox"/>	758	Drug - SEEDS; SUSPECTED COCAINE; Quantity: 1 Dosage units; Value: Dosage units;	
<input type="checkbox"/>	770	Property - BADGE; Ser#: 234234; Quantity: 1; Val: 40;	
<input type="checkbox"/>	782	Property - AIRCRAFT; Ser#: 123; Quantity: 1;	
<input type="checkbox"/>	786	Property - BEER KEG; Val: 100;	

Additional Evidence Items Add an entry to the list Add Additional Evidence

Evidence ID	Property Description	Comments	Actions
-------------	----------------------	----------	---------

Select all items to that are *Confirmed*. You can select individual items, or all items at once. If all items are *Confirmed*, click the **Select All** box. To add an item to the list, enter the **Evidence ID** in the **Additional Evidence** field and click **Add**. If the **Evidence ID** entered does not exist, you will receive a message stating it could not be found.

Click the **Save Audit** button, then click **Finalize** to save the report to the **Location Discrepancy Audit Reports** tab.

Generated Audits Location Discrepancy Audits Go Back

Show 10 entries Search: Add Discrepancy Report

Incident Report	Audit By	Audit Date	Finalized Date	Actions
00000231902	Saur, Christine - ID# SAUR111	02/08/2019 1715	02/08/2019 1715	
00000211811	Simpson, Homer	11/01/2018 1248	11/01/2018 1249	

Using the icons in the *Action* column you can view, edit or delete reports. If an icon does not appear, then you do not have permissions to perform that action. For example, if the edit icon does not appear next to a particular report then you cannot edit that report.

Location Barcode Report

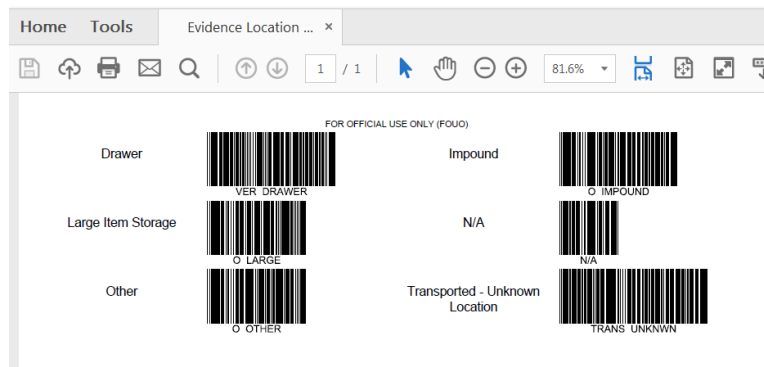
The Evidence Custodian can use this link to produce a **Location Barcode Report**.

Click on the **Location Barcode Report** link on the **Evidence Management** tab to generate the report. A window appears at the bottom of your screen asking if you want to **Open**, **Save**, or **Cancel**.

Do you want to open or save **Evidence Location Report.pdf** from **rms.public-safety-cloud.net**? Open Save Cancel ×

Click **Open** to view the report in PDF format, **Save** to save the file to the Download folder on your computer, or click the down arrow for additional **Save** options.

Example PDF report:



Quick Search Tab

This option works the same way as the **Evidence Search**. The process, however, is shortened by using a scanner and bar coding system.

Quick Check-In Tab

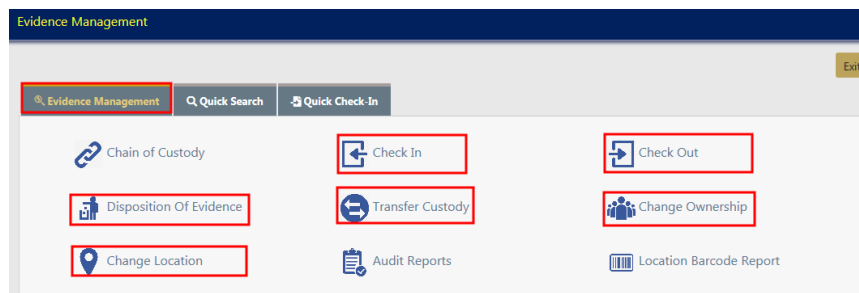
This option works the same way the **Check-In** link works. The process, however, is shortened by using a scanner and bar coding system.

Chapter 16. Barcode Search Process

Barcode Search Process Overview

The **Barcode Search** feature allows you to input multiple items into the **Evidence Module** automatically by scanning the barcode label. through the Evidence Management menu.

Access the scanning process through applicable links on the *Evidence Management* menu. For instructions on accessing the *Evidence Management* menu, refer to "Evidence Management Access" on page 270.



Click on one of the links to open the respective Search screen, then click on the **Barcode Search** button on the top right. While the **Check In** process is used in the example, the same process applies to the other applicable links.

A screenshot of the 'Check In' form. The form has a header with the title 'Check In' and a 'Barcode Search' button (highlighted with a red box) in the top right. The form contains several input fields: 'SYSTEM EVIDENCE ID', 'INCIDENT REPORT #', 'INDEX ID', 'SERIAL NUMBER', 'ITEM #', and 'EVIDENCE DESCRIPTION'. Below these fields is a 'CATEGORY' section with tabs: 'ALL', 'PROPERTY', 'DRUGS', 'DOCUMENTS', 'CURRENCY', and 'GUNS'. The 'ALL' tab is selected. Below the category tabs are two sections: 'AGENCY' and 'EVIDENCE LOCATION'. The 'AGENCY' section has a dropdown menu with 'District 42, Versailles' selected. The 'EVIDENCE LOCATION' section has a dropdown menu with '-Select-' selected. Below these sections are two more dropdown menus: 'CURRENT STATUS' with 'Pending Check-In' selected, and 'ACTIVE HOLD' with '-Select-' selected. At the bottom of the form are three buttons: 'Go Back', 'Reset', and 'Search'.

Click **Start Scanning** link to start the process of scanning each label. As each label is scanned there will be a beep from the system and a listing of the item will appear on the screen in the grid. You can delete a particular item if needed.

The screenshot shows the 'Check In' interface. At the top right are 'Go Back' and 'Continue' buttons. Below them is a 'Start Scanning' button with a red 'X' icon and a red arrow pointing to it with the text 'Click to start scanning'. Below this is a table with columns: System Evidence ID, Agency, Property Information, Incident Report, Status, and Actions. The table is empty, with the text 'No data available in table' at the bottom.

When you are finished scanning, click the **Stop Scanning** icon and select the **Continue** button.

The screenshot shows the 'Check In' interface after scanning. The 'Start Scanning' button is now 'Stop Scanning' with a green checkmark icon. A red arrow points to it with the text 'Click to stop scanning'. The 'Continue' button at the top right is highlighted with a red border. The table below remains empty with the text 'No data available in table'.

The system then continues to function as described in the "Evidence Management Access" on page 270 section.

Click **Save** to save your changes and remain on the page.

Click **Save & Exit** to save your changes and exit the page.

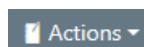
Run Barcode Report

This link allows the Evidence Custodian to print a report showing the evidence locations in the evidence room, along with a corresponding **Barcode**. This allows agencies to scan the location with a barcode scanner rather than select it from the **List of Values (LOV)**.

Evidence Mega Menu

When viewing the Chain of Custody for any piece of evidence there is a **Mega Menu** to the top left. Evidence custodians can use this menu to take action and change the **Status** of the evidence item without leaving the window. The *Actions* available will be shown based on the **Current Status** of the evidence.

Mega Menu.



Click on the **Mega Menu** button to display a drop-down of items from which to choose.

Choices available under the **Mega Menu** vary depending on the evidence **Current Status**.

Create Property Or Evidence Without An Incident Report

Officers can create property and indicate that the property is also evidence without creating an incident report. This functionality is not a part of the default setup but can be requested by an agency administrator if desired.

To create evidence without an incident report the officer goes to **Master Indices**, selects the *Property Tab*, then clicks the **Add Property** hyperlink. The **Add Property** screen appears to create the property. For information on accessing **Master Indices**, refer to "Master Indices" on page 47.

Click the **Category** to display additional fields specific to that Category to describe the property in more detail.

When all required information and as much other information as possible has been entered, click the **Save** button to add the property to the report.

The **Edit Property** screen appears. Click the **Add Evidence** hyperlink in the Evidence grid to add the property as evidence.

Property Search / Edit Property (1844)

Go Back Log Property as Evidence View Summary Subscribe

Property Details

SmartSearch (0) -Add-

INDEX ID: 1844

CATEGORY: Property

DATE OF INFO: 02/14/2019

TYPE: BACKPACK

MAKE: Levi

QUANTITY: 1

ITEM DESCRIPTION: Laptop backpack.

OTHER COMMENTS:

Go Back Save

Evidence Add Evidence

People Add Person

The standard **Property Evidence** screen appears. Select the **Location** and enter other necessary information. Any field with a red left-hand border is a required field. You must complete required fields to continue. Optionally, click **Signature** to add a signature. Click **Save**.

Property Search / Edit Property (1844) / Property Evidence

Go Back

Property Information

PROPERTY TYPE	SERIAL NUMBER	PROPERTY DESCRIPTION
BACKPACK		Laptop backpack.

Evidence Information

DATE/TIME RECOVERED: 02/14/2019 1230	RECOVERY LOCATION:	AGENCY: District 42, Versailles
DATE/TIME PLACED IN STORAGE:	STATUS: Pending Check-In	LOCATION: Drawer
CUSTODY FROM: Christine Saur (Badge #: SAUR111) - C	ITEM #:	

EVIDENCE DESCRIPTION: Laptop backpack.

EVIDENCE COMMENTS:

Extended Chain of Custody Add

Evidence Processing

Signature

Go Back Save

The **Edit Property** screen opens. The Property record now has a **Property Index Number** and **Evidence System ID** for tracking.

[Go Back](#) [View Summary](#) [Subscribe](#)

Property Details

1

SmartSearch (0) [-Add-](#)

INDEX ID
1844

CATEGORY
Property

DATE OF INFO
02/14/2019

TYPE
BACKPACK

SERIAL #

MISCELLANEOUS / OAN

VALUE
30

MAKE
Levi

MODEL

PRIMARY COLOR
Blue

SECONDARY COLOR
Black

QUANTITY
1

ITEM DESCRIPTION
Laptop backpack.

OTHER COMMENTS

[Go Back](#) [Save](#)

Evidence

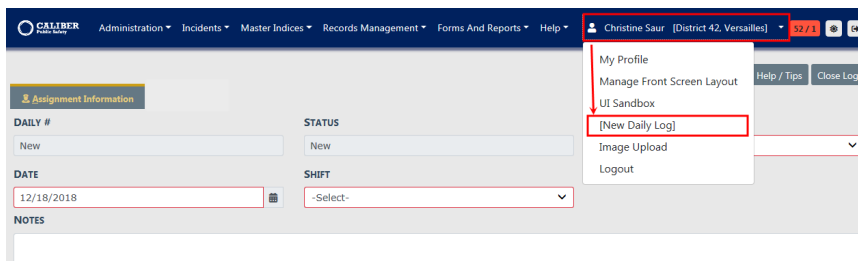
Chapter 17. Officer Daily Log

Officer Daily Log (ODL) Overview

As an Officer, you can access your existing current log from the *Home* page by clicking on your user name in the upper right corner, then click **Daily Log** (notice the current log number also displays).



You can create a new Daily Log from the *Home* page by clicking on your user name in the upper right corner, then click **New Daily Log**.



NOTE: For instructions on creating a new Daily Log, refer to "Create New Log" on the next page.

A law enforcement officer's **Daily Log** captures all the activity that the officer performs during the course of a shift. Assignments, issued equipment, report assignments and filings, and other activities are captured and summarized in the Officer **Daily Log**. The officer can enter data as needed, and certain activities, such as creation of incident reports, are automatically tracked in the log by the system.

NOTE: Once closed, the **Officer Daily Logs** are maintained in *Records Management*. Before a supervisor posts an officer's log, it can be viewed, edited or deleted by the owner of the log. Supervisors then post the logs in the *Records Management* area where they can be viewed as needed. A supervisor must un-post a log using the **Un-Post** feature before the log can be corrected or modified again.

There are two tabs in the **Officer Daily Log**:

- Assignment Information
- Activity Log

A screenshot of a software interface showing two tabs: 'Assignment Information' and 'Activity Log'. The 'Assignment Information' tab is selected and highlighted with a red underline. Below the tabs, there are three input fields: 'DAILY #' with the value '201707ISP000030', 'STATUS' with a dropdown menu showing 'Open', and 'ASSIGNMENT' with a dropdown menu showing 'Officer Daily'. In the top right corner, there are three buttons: 'Exit Log', 'Help / Tips', and 'Close Log'.

The tab you are currently on is underlined in red.

Create New Log

You can create a new Daily Log from the *Home* page by clicking on your user name in the upper right corner, then click **New Daily Log**.

A screenshot of a software interface showing a user menu dropdown. The user's name 'Christine Saur [District 42, Versailles]' is displayed in the top right corner. A dropdown menu is open, showing options: 'My Profile', 'Manage Front Screen Layout', 'UI Sandbox', '[New Daily Log]', 'Image Upload', and 'Logout'. The '[New Daily Log]' option is highlighted with a red box. In the background, there is a form with fields for 'DAILY #' (New), 'DATE' (12/18/2018), 'SHIFT' (-Select-), and 'NOTES'.

A *Shift Start Time* window opens, defaulting to the current date and time. Change the date and time if needed, then click **OK**.

A screenshot of a 'Shift Start Time' window. It has a title bar 'Shift Start Time'. Below the title bar, there is a section titled 'SHIFT START TIME'. Inside this section, there is a text input field containing '12/18/2018 1320'. To the right of the input field, there is a close button (X) and a calendar icon. At the bottom right of the window, there is an 'Ok' button.

An *Assignment Information* form appears. Enter the appropriate information in the fields provided.

[Exit Log](#)
[Help / Tips](#)
[Close Log](#)

Assignment Information

DAILY #

STATUS

ASSIGNMENT

DATE

SHIFT

NOTES

REPORTING AREAS

Officers
[+ Add Officer](#)

Badge #	Name	On Time	Off Time	Actions
SAUR111	Saur, Christine	12/18/2018 13:20		

Vehicles
[+ Add Vehicle](#)

Plate #	Description	Actions
No Vehicles Added		

Equipment
[+ Add Equipment](#)

Description	Start Time	End Time	Actions
No Equipment Added			

- The **Daily#** generates a number for you systematically after saving the form.
- The **Status** defaults to *New*.
- Any field with a red left-hand border is a required field. You must complete required fields to continue.
- Select **Assignment** and **Shift** from the drop-down lists.
- Enter any **Notes** and select the **Reporting Area**.
- Complete the Officers, Vehicles, Equipment sections as needed.

NOTE: For more information on *Assignment Information*, refer to [AssignmentTab.htm](#).

Click **Save & Continue**.

An *Activity Log* tab opens. Click **Add Activity Log** to create an entry.

Enter data into the fields provided then click **Save**.

NOTE: For more information on the *Activity Log*, refer to "Activity Log Tab" on page 302.

To exit the log and come back to it later, click **Exit Log**, or to close and submit the log for supervisor review, click **Close Log**.

NOTE: For more information on exiting and closing the log, refer to "Exit or Close Daily Log" on page 310.

To access your own current log throughout the day, click on your user name on the *Home* page, then click **Daily Log**.

NOTE: For more information on accessing your current log, refer to "Officer Daily Log (ODL) Overview" on page 295.

Assignment Tab

The Officer Daily Log defaults to the **Assignment Information** tab. Complete the top portion of the *Assignment Information*.

The screenshot shows the 'Assignment Information' tab. At the top, there are buttons for 'Exit Log', 'Help / Tips', and 'Close Log'. Below these are two tabs: 'Assignment Information' (selected) and 'Activity Log'. The form contains the following fields:

- DAILY #**: 201707ISP000030
- STATUS**: Open (dropdown menu)
- ASSIGNMENT**: Officer Daily (dropdown menu)
- DATE**: 07/24/2017
- SHIFT**: 8-5 Shift (dropdown menu)
- NOTES**: A text area for notes.
- REPORTING AREAS**: A section with a 'Click To Select' button.

NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

Complete the Officers, Vehicles, and Equipment sections as needed.

For more information on Officers, refer to "Officers" below.

For more information on Vehicles and Equipment, refer to "Vehicle & Equipment" on the next page.

Officers

There may be times an additional officer needs to be added to the **ODL**. To do this, select **Add Officer** under the *Officers* section.

Officers					Add Officer
Badge #	Name	On Time	Off Time	Actions	
SAUR111	Saur, Christine	07/24/2017 13:37		 	

Add Officer

OFFICER

ON TIME



OFF TIME

Close Ok

Start typing the officer's name/User ID in the Officer field to display a list of officers from which you can select.

If you need to select a different *On Time* you may use the Calendar tool to select a different date/time than the default.

Click **OK** and the Officer's information is added to the Officers grid.

Use the **EDIT**  or **DELETE**  icons to the right in the appropriate row of the grid/table to make changes as needed to your log.

NOTE: Agency specific values can be administered by an Agency Administrator under *Manage Agency*, and the **Officer Daily Log** tables under the *Agency Settings* tab.

NOTE: Additional officers added to the **Daily Log** must be added manually to the *Assignment* within **Fleet Management**. Refer to "Edit Vehicles " on page 424 for more information.

Vehicle & Equipment

If the vehicle to which you are assigned does not auto-generate into the **ODL**, you will need to **Add** the vehicle.

Vehicles			+ Add Vehicle
Plate #	Description	Actions	

Add Vehicle

MY ASSIGNED VEHICLES

-Select Assigned Vehicle-

VEHICLE

START MILES **END MILES** **OFF DUTY MILES** **TOTAL MILES**

FUEL (GALLONS) **FUEL TYPE** **TOTAL FUEL COST (DOLLARS)**

-Select-

OIL (QUARTS) **TOTAL OIL COST (DOLLARS)** **REPAIR COST (DOLLARS)** **PAYMENT TYPE**

-Select-

FLUID COST (DOLLARS) **TOTAL COST (DOLLARS)**

VENDOR ☐ Select ☒ Specify

COMMENTS

Click the **My Assigned Vehicles** field and choose a vehicle from the drop-down list. The **Vehicle** field will populate automatically. Or, you can add your own **Vehicle** by begin typing the **Unit #** or **Plate #** into the Vehicle field, then select the correct vehicle from the list that appears. It will auto-generate the **Start Miles** for you based on the previous users/your end miles. Select **OK**.

NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

Select the **SR** button to create a new **Service Request** for the assigned vehicle. Refer to "Service Request" on the next page for more information.

Vehicles			+ Add Vehicle
Plate #	Description	Actions	
M12345	<div><div>SR</div>Unit #5701 2010 - Patrol</div>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

You may also **Add**, **Edit** or **Delete** equipment assigned to you.

Equipment				+ Add Equipment
Description	Start Time	End Time	Actions	
RADAR - Smith And Wesson Focus - new radar	07/24/2017 13:37		<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
HANDCUFFS - Ruger Focus - test	07/24/2017 13:37		<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

NOTE: If any Vehicles or Equipment have been taken out-of-service by an Agency Administrator prior to you closing your **ODL**, you will not be able to close your **ODL** unless

the Vehicle and/or Equipment is put back in service. This is why it is important to make sure you close your **ODL** after your shift is complete.

Select the **Update** button on the bottom of the page to save your work.

Service Request

Select the **SR** button to create a new **Service Request** for the assigned vehicle, if applicable.

Vehicles			Add Vehicle	
Plate #	Description		Actions	
M12345	Unit #5701 2010 - Patrol	SR		

Select the **Request Type** from the drop down list, enter a description of what is needed, then click Save.

Vehicle Service Request

REQUEST TYPE

Repair

DESCRIPTION

Leaking Oil.

Cancel

Save

NOTE: The **Requesting Officer** defaults to the officer and the Status defaults to Pending.

A successful confirmation message briefly appears across the top of the window.

NOTE: Officers must edit **Services Requests** via the *Fleet Management* module. Refer to "Edit a Service Request " on page 435 for more information.

Activity Log Tab

Click on the **Activity Log** tab to manage activity. You can add, edit, or delete records.

The screenshot shows the 'Activity Log' tab selected. At the top right are buttons for 'Exit Log', 'Help / Tips', and 'Close Log'. Below the tabs, there's a summary bar showing 'Total Activity Time: 0 Hrs 0 Mins' and 'Misc Time: 23 Hrs 19 Mins'. A red arrow points to a '+ Add Activity Log' button with the text 'Click to add an activity'. Below this is a table of activities:

10:11 / 10:11 - 2019D4210210 - No Activities - Created incident 2019D4210210		
09:02 / 09:02 - 2019D4210214 - No Activities - Created incident 2019D4210214		
09:07 / 09:07 - 2019D4210215 - No Activities - Created incident 2019D4210215		
14:35 / 14:35 - 2019D4210217 - No Activities - Created incident 2019D4210217		

Add Activity Log

Click the **Add Activity Log** link to add a new record.

The screenshot shows the 'Add Activity Log' form. At the top right are buttons for 'Exit Log', 'Help / Tips', and 'Close Log'. Below the tabs, there's a summary bar showing 'Total Activity Time: 0 Hrs 0 Mins' and 'Misc Time: 0 Hrs 51 Mins'. A red box highlights the '+ Add Activity Log' button. The form fields are:

- DISPATCH**: A date and time field with a calendar icon.
- ON SCENE**: A date and time field with a calendar icon.
- CLEAR**: A date and time field with a calendar icon.
- TIME CATEGORY**: A text field with a dropdown arrow.
- COMMENTS**: A large text area.
- REPORT #**: A text field.
- TICKET #**: A text field.
- Buttons**: 'ADD ACTIVITY' and 'APPLY TEMPLATE' buttons.
- Footer**: 'Cancel' and 'Save' buttons.

Dispatch: Use the calendar tool to enter the dispatch date, and then type in the time you were dispatched to the scene. This may be auto-generated from CAD from the Dispatch Center.

On Scene: Current date is entered by the system, but you must enter the time you arrived on scene.

Clear: You must enter a date and time in these fields to save and/or continue.

Time Category: Start typing in this auto-complete field and the system displays a list of similar entries. Select the appropriate entry.

Comments: Type text in the text field. You can enter whatever information you want to include here, OR click **Apply Template** to copy standard text that has already been entered for you in a template.

NOTE: Administrators set up and maintain activity codes and templates in the *Tables* module. Administrators can refer to the *Tables* chapter in the RMS Administrator Guide for more information.

Report #: If applicable, enter a **Report Number**. If you completed an incident report as a part of this activity, you would enter the incident report number here.

Ticket #: If applicable, enter a **Ticket Number**. During the course of a traffic stop, you might issue a ticket or Citation. If so, you would record the ticket/Citation number here.

When all applicable fields are complete, select **Save** to save the record.

Continue working as follows:

Select **Add Activity Log** to enter another activity in the log.

Edit Activity Log

Select **Edit** to the far right of a log entry to open it and make any changes.

Delete Activity Log

Select **Delete** to the far right of the log entry to completely remove the entry.

Switch to Edit Status

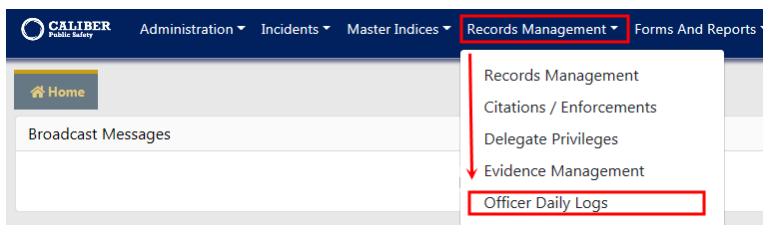
At this point you may choose to **Switch to Edit Status** if you have discovered something that would need editing.

NOTE: For more information on switching to edit status, refer to "Switch to Edit Status" on page 312.

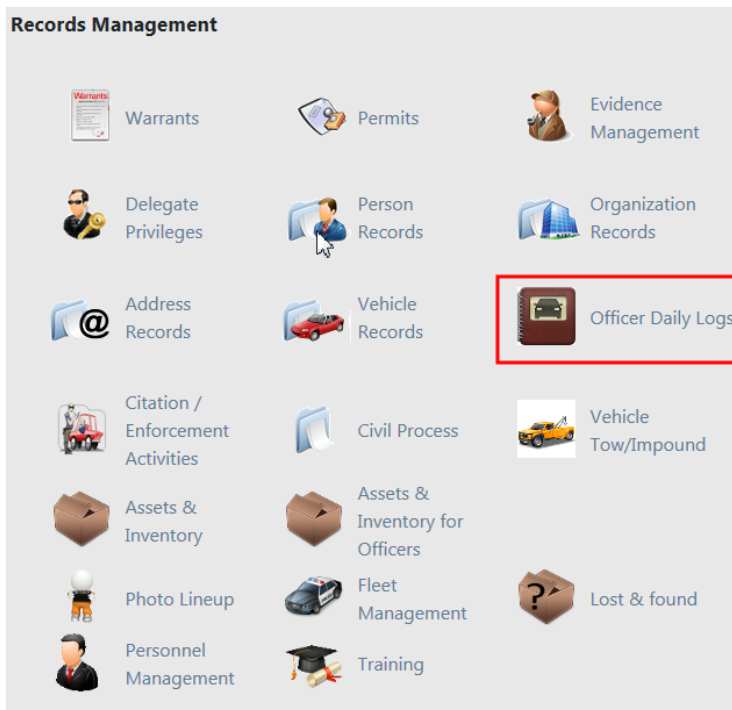
Log Search

Use the following procedures to search Officer Daily Logs:

Select *Records Management* from the top menu.



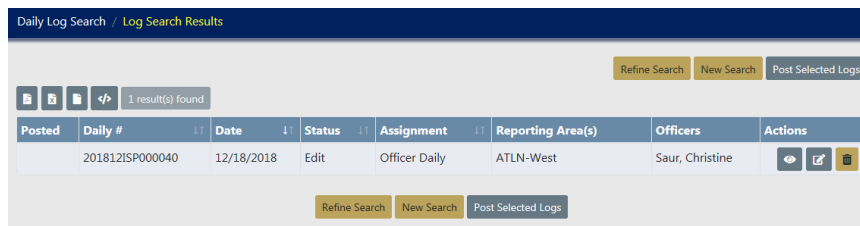
Or use the drop-down to select *Officer Daily Logs* or open the *Records Management* screen then select *Officer Daily Logs*.






The *Search Daily Logs* screen appears.

Complete fields to set search parameters or go directly to the next step to return ALL daily logs.

Select **Search** to display the *Daily Logs Search Results* page with a list of search results.



Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
	201812ISP000040	12/18/2018	Edit	Officer Daily	ATLN-West	Saur, Christine	  

NOTE: If needed, select **Refine Search** to narrow the search results by adding more parameters, or click **New Search** to start over with a new search.

Select the View icon  to view a report.

Select the Edit icon  to edit a log.

Select the delete icon  to delete a log.

Post and Un-post Logs

NOTE: Only supervisors with the proper role assignment can post and un-post daily logs.

Use the search feature to display a list of logs from which to choose. Refer to "Log Search" on page 304 for instructions on searching.

Post Logs

There are two ways to **Post** logs:

- Post a log you are currently viewing.
- Select and post one or more logs from the search results window.

Post Logs from Search Results

Search for a group of logs to post. For more information on searching logs, refer to "Log Search" on page 304.

In the Search Results window there is a box under the *Posted* column, next to the Logs that have not yet posted. Select each log you wish to post, then click the **Post Selected Logs** button. For your convenience, there is a button on the bottom and on the top right.

Daily Log Search / Log Search Results

Refine SearchNew SearchPost Selected Logs

8 result(s) found


Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
<input checked="" type="checkbox"/>	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, Greg	 
Posted	201811ISP000035	11/12/2018	Closed	ODL RDO Test	ATLN-West	Wright, Greg	 
Posted	201802ISP000032	02/23/2018	Closed	D42 Test		Ranz, Greg	 
<input checked="" type="checkbox"/>	201707ISP000030	07/24/2017	Closed	Officer Daily		 Gumbrell, Terry (cid super)	 
Posted	201707ISP000029	07/20/2017	Closed	Officer Daily		Saur, Christine	 
Posted	201707ISP000028	07/17/2017	Closed	Court Testifying		Ranz, Greg	 
Posted	201704ISP000026	04/27/2017	Closed	ODL Comp Test		Ranz, Greg	 
<input type="checkbox"/>	201704ISP000025	04/13/2017	Closed	D42 Test		User, ODL	 

Refine SearchNew SearchPost Selected Logs

The selected logs are now **Posted**.

Post Current Log

Search for the daily log you want to post. For more information on searching logs, refer to "Log Search" on page 304.

In the Daily Log Search Results window, click the View icon  in the *Actions* column of the log you want to post to display the *View Daily Log* page.

Refine Search

New Search

Post Selected Logs

1 result(s) found

Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
<input type="checkbox"/>	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, Greg	<div><div></div><div></div></div>

Refine Search

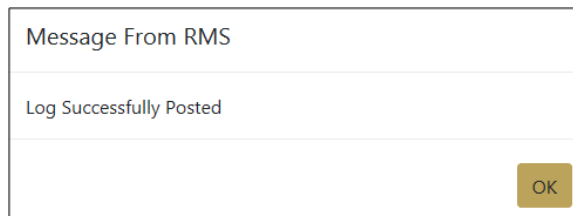
New Search

Post Selected Logs

On the *View Daily Log* window select the **Post** button.

Daily Log Search / Log Search Results / View Log			
		Go Back	Post
		Switch to Edit Status	Print Report
Assignment Details			
DAILY #	201811ISP000036	STATUS	Closed
SHIFT	8-5 Shift	DATE	11/14/2018
NOTES		ASSIGNMENT	Court Testifying
		ASSIGNMENT ID	47

A Successful dialog box displays. Select **OK**.




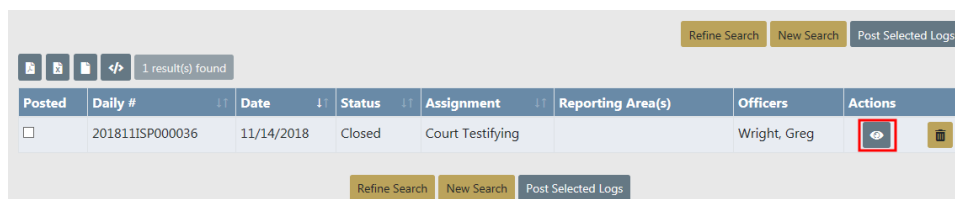
The log is now **Posted**.

Un-Post Log

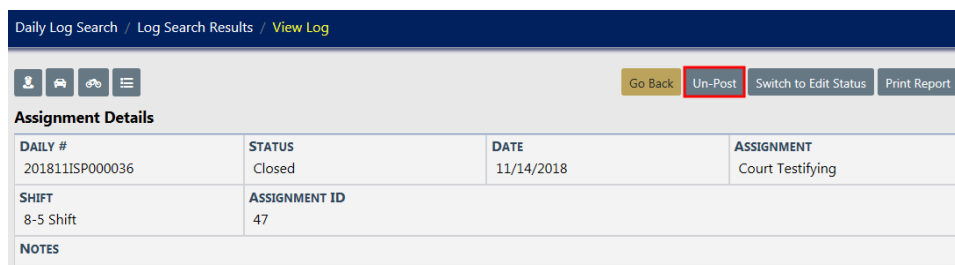
There may be times when a Daily Log needs to be un-posted. Perhaps one was posted by mistake, for example.

Use the *Officer Daily Logs Search* to find that specific log, defining your search parameters as specific as possible. Refer to "Log Search" on page 304 for instructions on searching.

In the Results window, click the  icon in the *Actions* column of the log you want to un-post and it will display the *View Daily Log* page.



Select **Un-Post**.



A Successful dialog box displays. Select **OK**.

Message From RMS
Log Successfully Un-Posted
<div>OK</div>

The log can now be edited by the Officer who created it.

Print Report

Daily Log Reports can be printed, saved to a file on your computer, or both.

Use the search feature to view the log you wish to print. Refer to "Log Search" on page 304 for instructions.

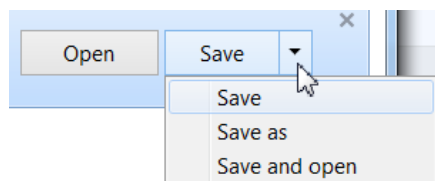
After you have searched and selected the Log you wish to print, click on the **Print Report** button on the *View Log* screen.

Daily Log Search / Log Search Results / View Log			
<div>Go Back Post Switch to Edit Status Print Report</div>			
Assignment Details			
DAILY # 201811ISP000036	STATUS Closed	DATE 11/14/2018	ASSIGNMENT Court Testifying
SHIFT 8-5 Shift	ASSIGNMENT ID 47		
NOTES			

A window appears asking if you want to **Open**, **Save**, or **Cancel**.

- Click **Open** to view the Daily Log Report.
- Click **Save** to save the Daily Log Report to the Download folder on your computer

OR click the **down arrow** for additional **Save** options.



- Click **Cancel** to exit the Print Report request.

Exit or Close Daily Log

You have the option to exit or close the ODL. There is a difference between the two.



Close the Daily Log

The last button at the top of the **ODL** is the **Close Log** button. Use this button to close your log at the end of the day/shift and make it available to your supervisor for review and posting. Once you select this option, you will not be able to edit the log.

 A confirmation dialog box titled 'Message From RMS'. The text inside asks: 'Are you sure you want to close this log? Once you do, you won't be able to edit it'. At the bottom right, there are two buttons: 'No' and 'Yes'.

Click **Yes** to begin the close process, or click **No** to return to the *Activity Log* tab.

If you clicked **Yes**, an **Edit Officer** window appears.

 A window titled 'Edit Officer'. It contains three main sections: 'OFFICER' with a text field containing 'Gumbrell, Terry (cid super) - #10'; 'ON TIME' with a date/time field containing '07/24/2017 1337'; and 'OFF TIME' with an empty date/time field. At the bottom right, there are two buttons: 'Close' and 'Ok'.

Select the **Off Time** for EACH officer that was on the **ODL**. Select **OK**.

If the log has vehicles or equipment, a separate window displays allowing you to select the **Ending Mileage** for the vehicle and any other appropriate fields that need to be filled in. Once those fields are complete; select **OK**.

A separate window displays for the equipment, if any. Apply the necessary data then select **OK**.

The *View Log* window displays, showing a status of **Closed**.

View Log

Go Back Post Switch to Edit Status Print Report

Assignment Details

DAILY # 201707ISP000030	STATUS Closed	DATE 07/24/2017	ASSIGNMENT Officer Daily
SHIFT 8-5 Shift	ASSIGNMENT ID 41		
NOTES			

Officers

Badge #	Name	On Date/Time	Off Date/Time
10	Gumbrell, Terry (cid super)	07/24/2017 13:37	12/14/2018 15:04
SAUR111	Saur, Christine	12/12/2018 13:37	12/14/2018 15:04

Vehicles Total Miles Driven: 2700.00

License	VIN	Description	Start Mileage	End Mileage	Total Miles	Costs	Comments
M12345	34567890	2010	5500	8200	2700.00		

Equipment

Type	Make	Model	Serial Number	Description	Start Date/Time	End Date/Time	Comments
RADAR	Smith And Wesson	Focus	new1234	new radar	12/13/2018 13:37	12/14/2018 15:14	
HANDCUFFS	Ruger	Focus	1234	test	12/13/2018 13:37	12/14/2018 15:14	

If you have discovered you need to make a correction to the Daily Log, click on the **Switch to Edit Status** button.

Go Back Post **Switch to Edit Status** Print Report

NOTE: For more information on switching to edit status, refer to "Switch to Edit Status" on the next page.

Exit the Daily Log

The first button on the top of the **ODL** is the **Exit Log** button. Use this button to exit your log but not close it. You can return to your active log at any time by selecting the **ODL** that is active in the top left corner.

CALIBER Administration Incidents Master Indices Records Management Forms And Reports Help

Christine Saur [District 42, Versailles] 31 / 1

My Profile
Manage Front Screen Layout
UI Sandbox
[Daily Log #201707ISP000030]
Image Upload
Logout

Assignment Information Activity Log

DAILY #
201707ISP000030

STATUS
Open

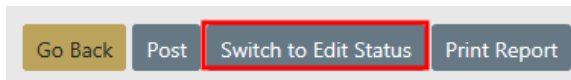
DATE
07/24/2017

SHIFT
8-5 Shift

Switch to Edit Status

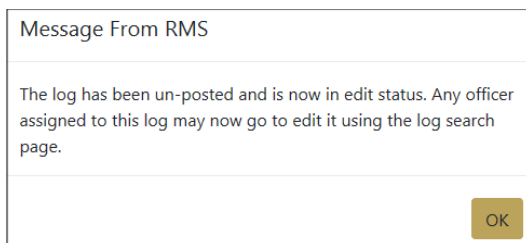
You can **Switch to Edit Status** if you have discovered a Daily Log needs editing.

If you have just closed the log, a **Switch to Edit Status** button appears near the top right of the form. If you closed the log earlier, then you need to search for and select the Daily Log to see the button.



For more information on searching for a Daily Log, refer to "Log Search" on page 304.

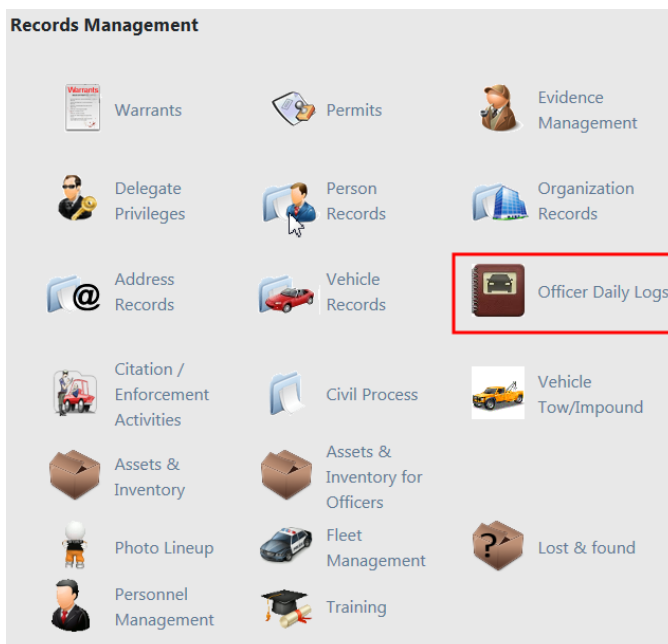
When you select the **Switch to Edit Status** button an un-posted confirmation message appears.



Select **OK**.

Select **Go Back**.

Click on the **Officer Daily Logs** hyperlink on the *Records Management* screen.



The *Search Daily Logs* screen appears.

Daily Log Search

Search Daily Logs

DAILY # STATUS ASSIGNMENT SHIFT

DATE FROM DATE TO POSTED REPORTING AREA

Officer


FIRST NAME LAST NAME INTERNAL # / BADGE ID

Enter the search criteria then select **Search** to display the search results. For more information on searching, refer to "Log Search" on page 304.

Daily Log Search / Log Search Results

1 result(s) found

Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
	201812ISP000040	12/18/2018	Edit	Officer Daily	ATLN-West	Saur, Christine	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>

Select the Edit icon  in the results window to open the log in edit mode.

Daily Log Search / Log Search Results

Assignment Information

DAILY # STATUS ASSIGNMENT

DATE SHIFT

NOTES

REPORTING AREAS

Officers

Badge #	Name	On Time	Off Time	Actions
SAUR111	Saur, Christine	12/18/2018 13:20	12/18/2018 14:48	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Make the necessary updates, then select **Close Log** to close the log. You have to complete the same steps that you completed when you initially closed the log. The status is now **Closed**.

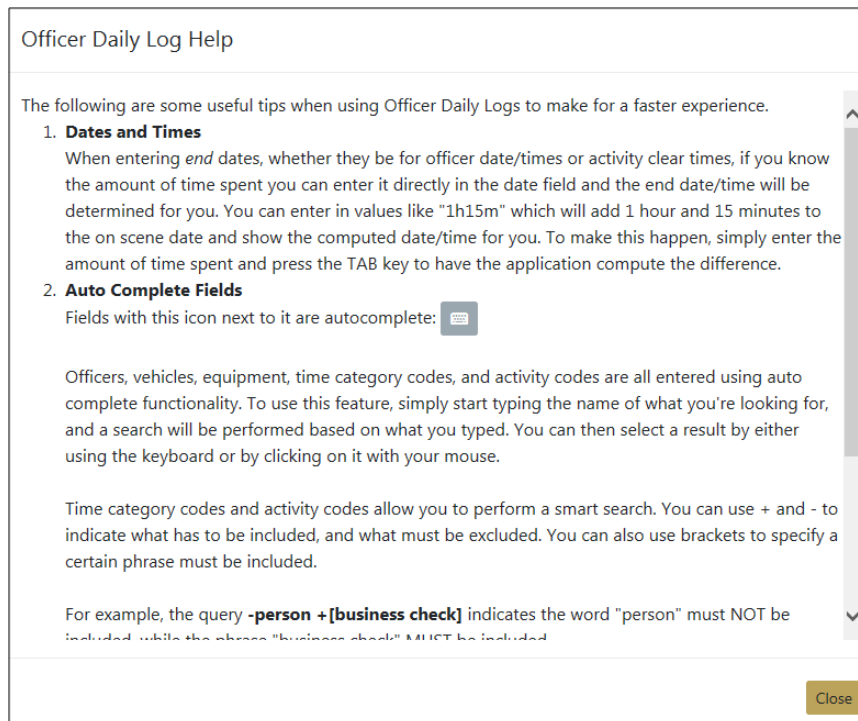
For more information on the *Assignment Information* tab, refer to "Assignment Tab" on page 299.

For more information on the *Activity Log* tab, refer to "Activity Log Tab" on page 302.

For more information on closing the daily log, refer to "Exit or Close Daily Log" on page 310.

Help and Tips

For Help with the Officer Daily Logs, Select the **Help/Tips** button. This window will display information about entering dates and times, using auto-complete fields and keyboard shortcuts.



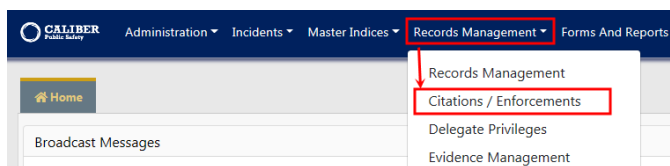
Click **Close** to close the window.

Chapter 18.Citations Enforcement

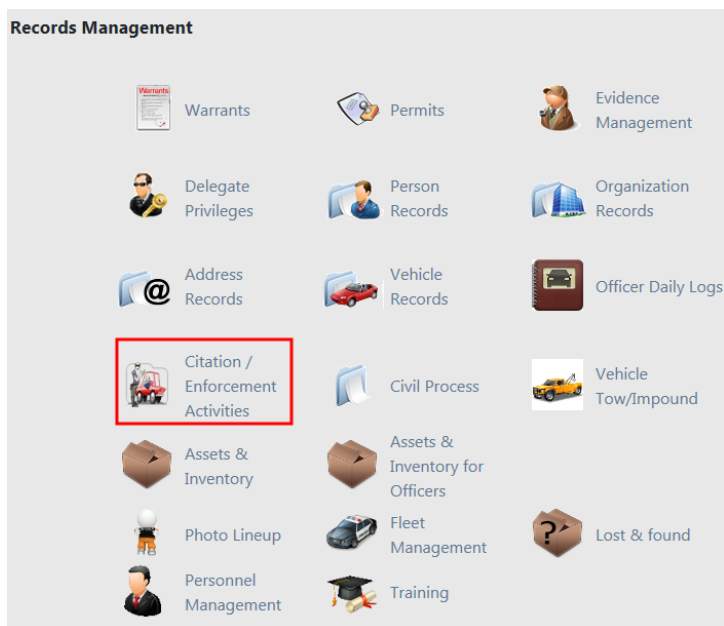
Citations/Enforcement Overview

This module is collection of Citation/Enforcement activities against persons, businesses, and/or vehicles. These activities can be related to Incident Reports, other Citation/Enforcement Activities, and other defined report types.

To access **Citation/Enforcement** records, select the **Citations/Enforcements** option from the *Records Management* drop-down menu or select the **Citation/Enforcement Activities** Icon/link from the *Records Management* main page.



OR



After selecting one of the above options, the **Citation Search** page opens. You can either search for an existing citation by entering search criteria into the available field then click **Search**, or click the **Add Citation** button to add a new citation.

TICKET #

ENFORCEMENT TYPE
 -Select-

ISSUING AGENCY
 All Agencies

PLAINTIFF

LOCATION TYPE
 -Select-

CITY
 -Select-

COUNTY
 -Select-

INDEX ID

ENFORCEMENT DATE FROM

ENFORCEMENT TIME FROM

ENFORCEMENT DATE TO

ENFORCEMENT TIME TO

FILED DATE FROM

FILED TIME FROM

FILED DATE TO

FILED TIME TO

Citing Officer

FIRST NAME

LAST NAME

BADGE #

ADDITIONAL SEARCH CRITERIA
 -Select-

[Go Back](#) [Reset](#) [Search](#) [Add Citation](#)

Add a New Citation

1. To **Add** a new **Citation**, select the **Add Citation/Enforcement** link on the **Citation/Enforcement Activity** page to display the **Citation Search** page.

TICKET #

ENFORCEMENT TYPE
 -Select-

ISSUING AGENCY
 All Agencies

PLAINTIFF

LOCATION TYPE
 -Select-

CITY
 -Select-

COUNTY
 -Select-

INDEX ID

ENFORCEMENT DATE FROM

ENFORCEMENT TIME FROM

ENFORCEMENT DATE TO

ENFORCEMENT TIME TO

FILED DATE FROM

FILED TIME FROM

FILED DATE TO

FILED TIME TO

Citing Officer

FIRST NAME

LAST NAME

BADGE #

ADDITIONAL SEARCH CRITERIA
 -Select-

[Go Back](#) [Reset](#) [Search](#) [Add Citation](#)

2. Click the **Add Citation** button on the top right to display the **Add Citation** page.

TICKET #

ENFORCEMENT TYPE

LOCATION TYPE

CITY

COUNTY

AGENCY

PLAINTIFF

ENFORCEMENT DATE / TIME

FILED DATE / TIME

TOWNSHIP ROAD
☐

Buttons: Go Back, Save

3. Add the necessary information then click **Save**.

NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

4. An **Officer Question** window displays.

Message From RMS

Are you the citing officer?

Buttons: No, Yes

5. Select **Yes** to add you to the **Citation** as the officer automatically, or **No** to manually add the officer.
6. Enter the necessary information on the **Edit Citation/Enforcement Details** page. For detailed instructions see "Enter or Update Citation Details" on page 320.

Citation / Enforcement Details

INDEX ID

TICKET #

ENFORCEMENT TYPE

ISSUING AGENCY

PLAINTIFF

LOCATION TYPE

CITY

COUNTY

ENFORCEMENT DATE

FILED DATE

TOWNSHIP RD
☐

Fields

STOP ID

Save

Person
 Quick Search **Advanced Search**

Vehicle
 Quick Search **Advanced Search**

Location
 Quick Search **Advanced Search**

Violations

POSTED SPEED LIMIT

ACTUAL SPEED

METHODS

Save

Charges
 Add Charge

Edit Citation

1. Complete the necessary fields on the **Citation/Enforcement Activities** page to search for the **Citation** you want to **Edit**.

The screenshot shows a search form for citations. It includes fields for Ticket #, Enforcement Type, Issuing Agency, Plaintiff, Location Type, City, County, Index ID, Enforcement Date From, Enforcement Time From, Enforcement Date To, Enforcement Time To, Filed Date From, Filed Time From, Filed Date To, Filed Time To, Citing Officer (First Name, Last Name, Badge #), and Additional Search Criteria. There are buttons for 'Go Back', 'Reset', 'Search', and 'Add Citation'.

2. Click the **Search** button to display the **Search Citations** results grid with a list of records matching the search criteria.

The screenshot shows the search results grid. At the top, there are buttons for 'Refine Search', 'New Search', and 'Add Citation'. Below the buttons, there is a table with the following columns: Index ID, Ticket #, Enforcement Type, Issuing Agency, Enforcement Date, County, and Actions. The table contains one row of data.

Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
393	2018CL01	Parking Meter	District 42, Versailles	02/08/2019 16:00	Adams County	



You have the ability to export the search results to various file types such as, PDF, MS Excel, CSV, and XML using icons above the IndexID on the Search Results grid. For more information refer to "Export Search Results" on page 23.

Click the **Add Citation** button to add a new citation. For more information on adding a new citation refer to "Add a New Citation" on page 316.

Your assigned roles determine which actions are available to you from the *Actions* column, located on the right. If an icon does not appear in the Action column then you do not have the ability to perform that action.

For example, if the **Delete** icon does not appear in the *Action* column, then you do not have the ability to delete that item.

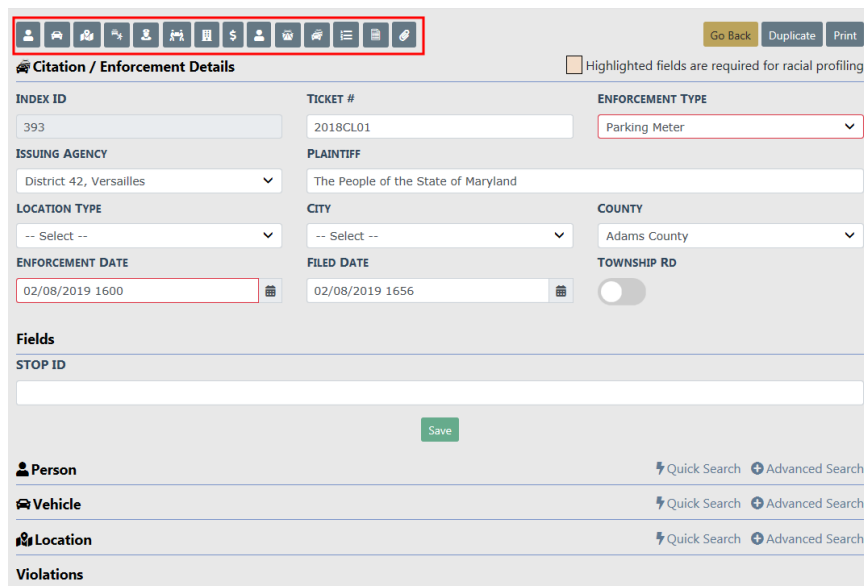
- The **View** icon allows you to view a snapshot of the record listed. For more information on viewing Citations refer to "View Citation" on the facing page.

- The **Edit** icon  allows you to open and edit the record listed.
- The **Delete** icon  allows you to delete the record listed. For details on deleting Citations refer to "Delete Citation" on page 327.

Click **Refine Search** or **New Search** to return to the **Citation Search** page, where you can redefine your search, start a new search (click **Reset** to clear all fields), or **Go Back** to return to the previous page.

3. Click the **Edit** icon to open the **Edit Citation/Enforcement Details** page.

There are several sections that make up this page. Each available section is listed in the **Go To** area at the top of the page as a link. Select any link to go directly to the corresponding section or scroll down the page to each section.



Click on the **Duplicate** button to create another **Citation** identical to the one you are on. For more information refer to "Duplicate Citation" on page 326.

Click on the **Print** button to print the **Citation**. For more information refer to "Print Citation" on page 328.

4. Complete all applicable sections. For detailed instructions see "Enter or Update Citation Details" on the next page.

View Citation

1. Complete the necessary fields on the **Citation Search** page to search for the **Citation** you want to **View**.

Ticket #

ENFORCEMENT TYPE

ISSUING AGENCY

PLAINTIFF

LOCATION TYPE

CITY

COUNTY

INDEX ID

ENFORCEMENT DATE FROM

ENFORCEMENT TIME FROM

ENFORCEMENT DATE TO

ENFORCEMENT TIME TO

FILED DATE FROM

FILED TIME FROM

FILED DATE TO

FILED TIME TO

Citing Officer

FIRST NAME

LAST NAME

BADGE #

ADDITIONAL SEARCH CRITERIA

Go Back **Reset** **Search** **Add Citation**

- Click the **Search** button to display the **Search Citations** results grid with a list of records matching the search criteria.

1 result(s) found

Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
393	2018CL01	Parking Meter	District 42, Versailles	02/08/2019 16:00	Adams County	

Refine Search **New Search** **Add Citation**

- Click the **View** icon to open the **Citation/Enforcement Details** page.
- Click on the **Go Back** button to return to the search results, or click on the **Print** button to print the **Citation**. For more information refer to "Print Citation" on page 328.

Enter or Update Citation Details

Whether you are creating a new **Citation** or updating one that already exists, the process of entering the details is fundamentally the same.

Citation data is grouped into various sections: enforcement details, persons, vehicles, locations, violations, officers, related reports, file attachments, etc. Each section contains information unique to that section. For example, Bond Type is located only under the Bond section of the Citation.

The **Citation** module utilizes *Master Indices*. *Master Indices* are centralized pieces of data that are accessed from different modules of the system for consistency. Each index is represented only once, such as a person, an address, a vehicle, a location, and the organization.

NOTE: For more information on *Master Indices* refer to "Master Indices" on page 47.

Sections containing **Quick Search** and **Advanced Search** links utilize the *Master Index*. You must first search the *Master Index* to determine whether or not this data already exists before adding or updating. If the record exists, you must use it in the **Citation**. If the record doesn't exist, then you can create it, providing you have the proper permissions. For more information on permissions see your administrator.

Click the **Save** button in each section to save the entered data. Whenever you save, a flashing notification at the top of the page indicates that the data has been added.

Person, Vehicle, Location, Organization

The screenshot displays the main menu of the Caliber Online RMS11.0 system. It features four primary sections: **Person**, **Vehicle**, **Location**, and **Organization**. Each section includes a 'Quick Search' and 'Advanced Search' link. The **Person** section is currently selected and expanded, revealing a 'Racial Profiling' form. This form contains several dropdown menus for 'PERCEIVED RACE', 'TYPE OF SEARCH', 'RESULT OF STOP', 'ARRESTED', 'USE OF PHYSICAL FORCE', 'DURATION OF STOP', and 'CONTRABAND FOUND'. It also includes a toggle for 'RACE KNOWN AT TIME OF STOP' and a text area for 'COMMENT'. A green 'Save' button is positioned at the bottom of the form.

There are two types of searches:

Quick Search

- Limited Master Index search. For example, for person you can only search by last name, first name, DOB, sex, race, and driver's license number.

Person Example

This is a 'Quick Search' form for a Person. It contains the following fields: 'LAST NAME' (text input), 'FIRST NAME' (text input), 'DOB' (text input with a calendar icon), 'SEX' (dropdown menu), 'RACE' (dropdown menu), and 'DRIVERS LICENSE' (text input). Below the fields are 'Reset' and 'Search' buttons. At the bottom right, there are 'Close' and 'Advanced Search / Add' buttons.

Vehicle Example

Quick Search

VIN

LICENSE PLATE

LICENSE STATE

Advanced Search

- Extensive Master Index search. For example, in addition to the Quick Search criteria for person, you can also search by age, middle name, physical features, age range, and more.
- This feature also allows you to add new *Master Index* records if they don't already exist, providing you have the proper permissions. See your administrator for more information.

Person Example

Additional Search Criteria → [Mug Shot Search - By Physical Description](#)

LAST NAME

FIRST NAME

MIDDLE NAME

TITLE

DOB

AGE To

RACE

SEX

INDEX ID

DRIVERS LICENSE

DRIVERS LICENSE STATE

SSN

NAME TYPE

CREATOR

CREATION DATE FROM

CREATION DATE TO

PHONETIC ☐

SOUNDEX ☐

STATEWIDE SEARCH ☐

SEARCH PREFERENCE

ADDITIONAL SEARCH CRITERIA

Vehicle Example

The screenshot shows a 'Vehicle' search form. At the top left is a 'Vehicle' tab with a car icon, and at the top right is an 'Add Vehicle' button. The form is organized into several sections: 'YEAR', 'MAKE', and 'MODEL' (each with a text input and a search icon); 'VIN', 'TYPE' (a dropdown menu), and 'STYLE' (a dropdown menu); 'LICENSE PLATE', 'LICENSE STATE' (a dropdown menu), and 'INDEX ID' (a text input); 'CREATOR' (a text input); 'CREATION DATE FROM' and 'CREATION DATE TO' (each with a text input and a calendar icon); 'SEARCH PREFERENCE' with 'ALL' and 'ANY' buttons; and 'ADDITIONAL SEARCH CRITERIA' (a dropdown menu). At the bottom left is a 'Search External Systems' button, and at the bottom center are 'Go Back', 'Reset', and 'Search' buttons.

Racial Profiling

Select an option from the drop-down menu in each field of the **Racial Profiling** section. Click the **Race Known At Time of Stop** button if it is a true statement; green represents true and gray represents false.

Violations and Charges

For Violations, enter the **Posted Speed Limit** and **Actual Speed limit**, if applicable, and select one or multiple violation **Methods** from the drop-down list.

Click **Save**.

Click on the **+Add Charge** link to open the **Citation Charge** window. Begin typing the desired Charge Statute to view a list of similar charges then select the one you need from the list.

Select the **Class** and **Disposition**. These each contain a drop-down list in accordance with the **Charge Statute** selected.

Complete all other fields required by your Agency, then click **Save**.

NOTE: Multiple charges can be listed on one citation (according to your Agency). You must add additional items for each charge (Class, Disposition etc.).

Click **+Add Charge** to add additional charges, if applicable. Click **Save** after entering each **Charge**.

Click **Go Back** to return to the previous page.

Bond

To enter Bond information, select the **Bond Type** from the drop-down list, enter the **Bond Amount**, **Appearance Date**, and click the **Must Appear** button if the person must appear; the button turns green when selected.

Click **Save**.

Associate Incident Reports

You can associate Incident Reports to the Citation. Click on **+Add Incident Report** to open the Incident Search screen, search for the incident and select it. For more information on searching Incidents, refer to "View Incident Reports" on page 165.


Relate Citations

You can associate other citations with the current citation. Click **+Add Citation/Enforcement**, enter the **Enforcement Ticket#** in the field provided, click **Quick Search**, then select the appropriate Citation from the results list.

Related Citations / Enforcements
Add Citation / Enforcement

Enforcement Ticket # 2018CL01 x Quick Search Cancel

Citation Quick Search

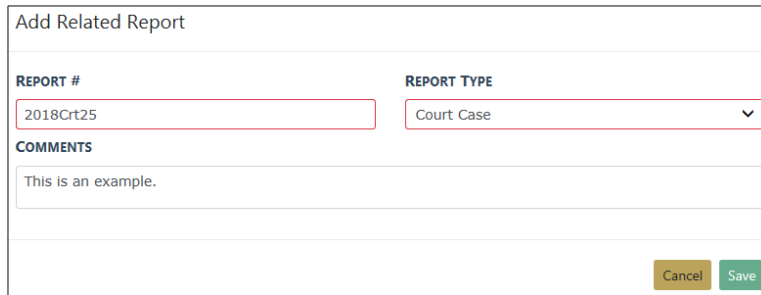
Index ID	Ticket Number	Enforcement Date	Enforcement Type	Agency	Actions
393	2018CL01	02/08/2019 16:00	Parking Meter	District 42, Versailles	

Cancel

Associate Other Related Reports

You can associate other reports as defined by your agency. Click **+Add Report** to open the *Add Related Report* window, enter the **Report #**, select the **Report Type** from the drop-down list, enter necessary **Comments**,

then click **Save**.

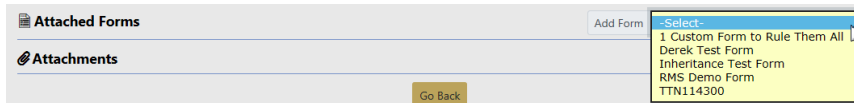


The 'Add Related Report' form contains the following fields:

- REPORT #**: A text input field containing '2018Crt25'.
- REPORT TYPE**: A dropdown menu with 'Court Case' selected.
- COMMENTS**: A text area containing 'This is an example.'
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

Attached Forms

If applicable to your agency, you can attach a custom form. Select an item from the Add Form drop-down list to open the chosen form. Complete the necessary fields, then click **Save** to remain on the form, or **Save And Exit** to save the form and return to the Citation.



The 'Attached Forms' section includes:

- Attached Forms** header with an 'Add Form' button.
- Attachments** header with a 'Go Back' button.
- Dropdown Menu**: A list of forms including '1 Custom Form to Rule Them All', 'Derek Test Form', 'Inheritance Test Form', 'RMS Demo Form', and 'TTN114300'.

Attachments

You can add photos and documents to the Citation. Click on **+Add Attachment** to open the *Add Attachments* screen. For more information on Attachments, refer to "Attachments" on page 41.

All Other Sections

Data entry in all other sections are fundamentally similar to adding Charges, but with different information.

Duplicate Citation

In cases where two or more people are being cited for the same charge(s), it may be more efficient to create one ticket, duplicate it, and then edit the duplicate for another person. The process can be repeated as many times as needed.

1. After entering and saving the **Citation**, click the **Duplicate** button to open the **Duplicate Citation** window.

Citation Search / Search Citations / Edit Citation (2019CCC10)

Go Back Duplicate Print

Citation / Enforcement Details ☐ Highlighted fields are required for racial profiling

INDEX ID 394	TICKET # 2019CCC10	ENFORCEMENT TYPE Parking Ticket (Non-Meter)
ISSUING AGENCY District 42, Versailles	PLAINTIFF The People of the State of Maryland	
LOCATION TYPE -- Select --	CITY -- Select --	COUNTY Boone County
ENFORCEMENT DATE 02/11/2019 0931	FILED DATE 02/11/2019 0931	TOWNSHIP RD <input type="checkbox"/>

Duplicate Citation

Select what information you want to duplicate

ITEMS TO DUPLICATE

☐ Location ☐ Person ☐ Organization ☐ Vehicle ☐ Citing Officer ☐ Other Officers ☐ Employees ☐ Bond

TICKET #

COMMENTS

Cancel Duplicate

2. In **Items To Duplicate**, click on the **x** to remove items you do not want to duplicate, or click into the field to choose additional items from a drop-down list.
3. Enter the **Ticket #** for this Citation.
4. Enter any additional comments.
5. Click the **Duplicate** button at the bottom of the window to display the message prompt:

Message From RMS

Citation/Enforcement Duplicated, would you like to edit it now?

No Yes

- Click **Yes** to open the new citation in the **Edit Citation/Enforcement Details** page and edit it as needed. For more information on editing a citation refer to "Edit Citation" on page 318.

Delete Citation

On rare occasions you may need to delete a **Citation**, if you have proper permissions to do so.

- Complete the necessary fields on the **Citation Search** page to search for the **Citation** you want to **Delete**. For more information on searching for a Citation, refer to "Edit Citation" on page 318.

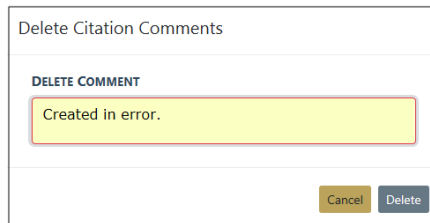
- Click the **Search** button to display the **Search Results** page with a list of records matching the search criteria.

Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
393	2018CL01	Parking Meter	District 42, Versailles	02/08/2019 16:00	Adams County	

The **Delete Icon**  in the *Actions* column allows you to **Delete** the record listed. If the delete icon does not display, then it is likely you do not have permissions to delete it. For more information on permissions refer to your administrator.

- Click the **Delete Icon** on the record you want to delete. A confirmation window appears.

- Click **Yes** to delete or click **No** to return to the search results without deleting. If you clicked **Yes**, a comment window appears.



A dialog box titled "Delete Citation Comments". Inside, there is a section labeled "DELETE COMMENT" with a yellow highlighted area containing the text "Created In error.". At the bottom right, there are two buttons: "Cancel" and "Delete".

- Enter the reason for deleting the Citation then click **Delete**.

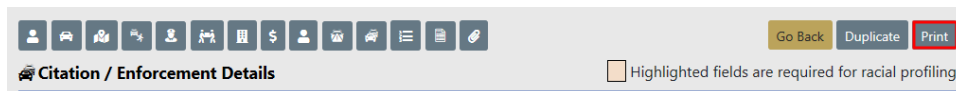
Print Citation

You can print a citation you are viewing or editing.

For more information on editing a citation refer to "Edit Citation" on page 318.

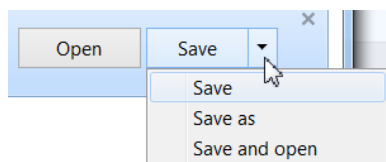
For more information on viewing a citation refer to "View Citation" on page 319.

- Click the **Print** button while on the **Edit Citation/Enforcement Activity** page or the **View Enforcement** page.



- A window opens, asking if you want to open or save the file.
 - Click **Open** to view and **Print** the citation. The citation opens in a new window. Click on the X in the upper right-hand corner to close the window.
 - Click **Save** to save the file to the Download folder on your computer

OR click the **down arrow** for additional **Save** options.



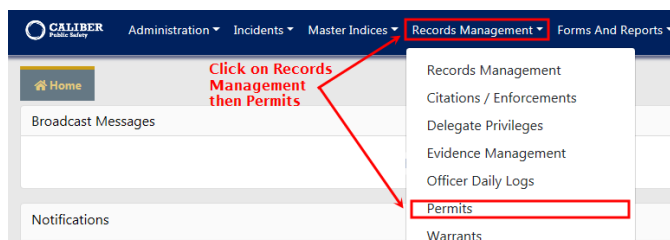
Chapter 19. Permits

Permits Overview

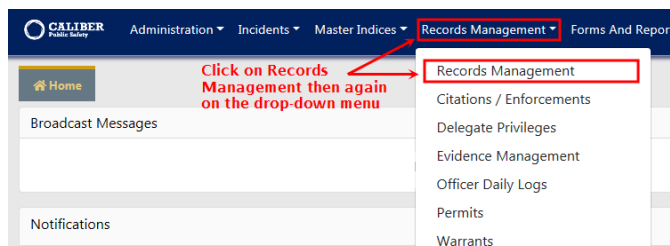
The **Permits** module allows you to view, create, or modify permit information. **Permits** include alcohol permits, bicycle licenses, burning permits, gun purchase permits, parking permits and so forth. The type of permits is controlled by the Agency Administrator.

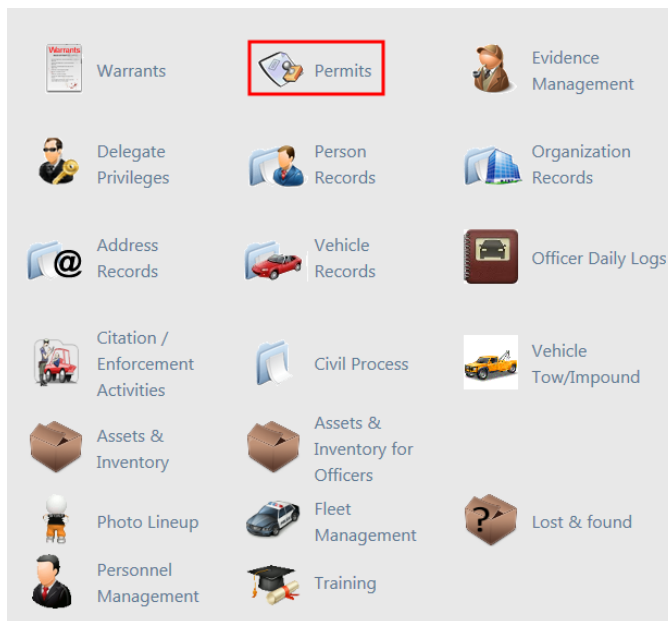
There are two ways to access the **Permit** module:

1. Click *Records Management* on the navigation bar, then click the **Permits** option from the drop-down menu.



2. Or click *Records Management* on the navigation bar, click the **Records Management** option from the drop-down menu, then click the **Permits** Icon/link.





Either option opens the *Permit Search* page.

Search Permits

From the **Permit** page complete as many of the fields in the *Permit Search* section as you can.

If applicable, click the **Show Date Criteria** button to open the *Date Criteria* section.

If applicable, select the next to **Additional Search Criteria** on the bottom left to open the drop-down list. Select the appropriate option to open another section where you can add information about People, Organization, Property, Vehicles, or Guns.

Enter your search criteria in the applicable search fields, then select **Search**. The *Permit Search Results* page displays all search results that meet the parameters of your search.


Permit Number	Agency	Permit Info	Last Name	First Name	Role	Permit ID	Actions
	District 42, Versailles	Permit#:Type:PARKING PERMIT;Status:DENIED;Reason:App Date:	Logitech	Mister	OTHER APPLICANT	84	
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	Evans	Christopher	MERCHANT/BUSINESS APPLICANT	81	
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	America	Captain	MERCHANT/BUSINESS APPLICANT	81	
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	DOWNES	ARTHUR	MERCHANT/BUSINESS APPLICANT	81	
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	Bacon	Chrispy	MERCHANT/BUSINESS APPLICANT	81	

The Icons in the *Actions* column display based on our role.

Select to view a permit.

Select to open a permit for editing.

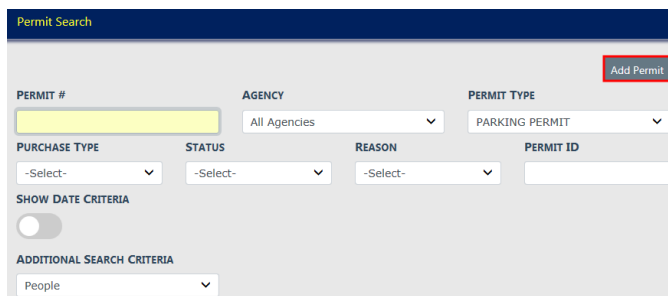
Select to delete a permit.

Several actions are available from the *Permit Search Results* page. These are indicated by four icons under the *Search Results* tab . You can then export your search results into that type of document. The **Add Permit** button accesses the *Add Permits* page where you can add a new **Permit**.

Add Permit

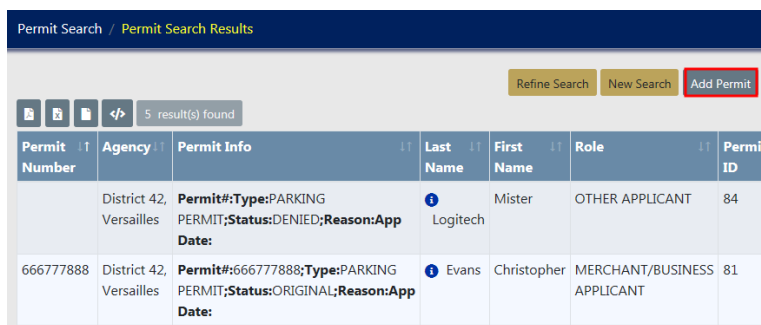
There are two ways to access the **Add Permit** page:

- The **Add Permit** button on the *Permit Search* page.



The screenshot shows the 'Permit Search' page with various search filters. The 'Add Permit' button is located in the top right corner and is highlighted with a red box.

- The **Add Permit** button on the *Permit Search Results* page.



The screenshot shows the 'Permit Search Results' page with a table of search results. The 'Add Permit' button is highlighted with a red box in the top right corner.

Permit Number	Agency	Permit Info	Last Name	First Name	Role	Permit ID
	District 42, Versailles	Permit#:Type:PARKING PERMIT;Status:DENIED;Reason:App Date:	Logitech	Mister	OTHER APPLICANT	84
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	Evans	Christopher	MERCHANT/BUSINESS APPLICANT	81

For search details, refer to "Search Permits" on page 330.

On the *Add Permit* page complete the required fields that display a red border to the left of the field, and all other fields for which you have information.

Permit Search / Permit Search Results / Add Permit

Go Back

PERMIT #

AGENCY
District 42, Versailles

PERMIT TYPE
-Select-

PERMIT STATUS
-Select-

PERMIT REASON
-Select-

PURCHASE TYPE
-Select-

APPLICATION DATE

PROCESS DATE

PROCESSED BY

ISSUE DATE

ISSUED BY

EXPIRE DATE

REVIEW DATE

REVIEWED BY

NEXT REVIEW DATE

INSPECTION DATE

INSPECTED BY

NEXT INSPECTION DATE

COMMENTS

Go Back Save

The only required fields for adding a permit are the **Permit Type** and **Status** fields, both of which have a drop-down list from which to select.

Once you have entered all the information, select **Save**, this will open the **Edit Permit** page.

Edit Permit

To edit a permit you either must have edit permissions, or you must add and save a new permit to open the **Edit Permit** page.

Permit Search / Permit Search Results / Edit Permit (CS12K21 - RENEWAL)

Permit Information [Go Back](#) [View Summary](#)

PERMIT # CS12K21	AGENCY District 42, Versailles	PERMIT ID 115
PERMIT TYPE PARKING PERMIT	PERMIT STATUS RENEWAL	PERMIT REASON -Select-
PURCHASE TYPE -Select-	APPLICATION DATE 02/19/2019	
PROCESS DATE	PROCESSED BY	
ISSUE DATE	ISSUED BY	EXPIRE DATE
REVIEW DATE	REVIEWED BY	NEXT REVIEW DATE
INSPECTION DATE	INSPECTED BY	NEXT INSPECTION DATE

COMMENTS

[Go Back](#) [Save](#)

People [+ Add Person](#)

Organizations [+ Add Organization](#)

Property [+ Add Property](#)

Vehicles [+ Add Vehicle](#)

To add additional information to the permit such as, People, Organization, Property, Vehicle, Attachments you must select the appropriate **+Add** link. You will first search for the record; i.e. People.

Permit Search / Permit Search Results / Edit Permit (CS12K21 - RENEWAL) / Person Search

[Mug Shot Search - By Physical Description](#) [Add Person](#)

Person

LAST NAME	FIRST NAME	MIDDLE NAME
TITLE	DOB	AGE
-Select-		To
RACE	SEX	INDEX ID
-Select-	-Select-	

Permit Search / Permit Search Results / Edit Permit (CS12K21 - RENEWAL) / Person Search / Person Search Results

[Refine Search](#) [New Search](#) [Add Person](#) [Online RMS Statewide Search](#)

Q Person Search Results

2 / 2

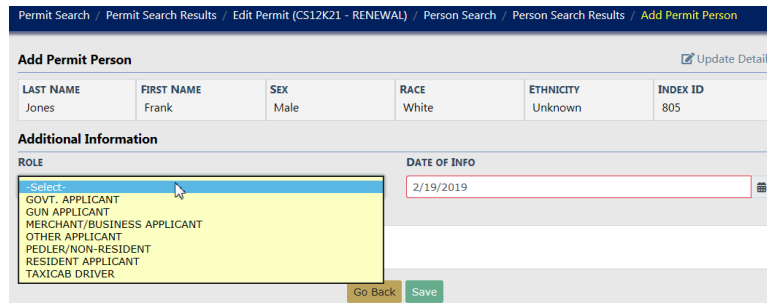
Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Jones	Frank			M	W				Primary Name	805	View Edit
Jones	Frank 1			M	W				Primary Name	883	View Edit

[Refine Search](#) [New Search](#)

Use the  under the *Actions* column to select the Person.

If there are no results found during your search, use the **Add Person** button. For more information on adding a person, refer to "Adding Person" on page 55 in the *Master Indices* module.

When you make a selection the *Add Permit Person* page opens.



LAST NAME	FIRST NAME	SEX	RACE	ETHNICITY	INDEX ID
Jones	Frank	Male	White	Unknown	805

Additional Information

ROLE: -Select- GOVT. APPLICANT GUN APPLICANT MERCHANT/BUSINESS APPLICANT OTHER APPLICANT PEDLER/NON-RESIDENT RESIDENT APPLICANT TAXICAB DRIVER

DATE OF INFO: 2/19/2019

Go Back Save

The **Date Of Info** defaults to the current date. You must make a selection from the drop-down for the **Role**. After you have made your selection, select **Save**. It brings you back to the **Edit Permit** page.

Once you have added all the necessary information to the **Permit**, select the **View Summary** button to review your work on the *Permit Details* page.

If you need to add or change information in the **Permit**, do so then select **Update Details**.

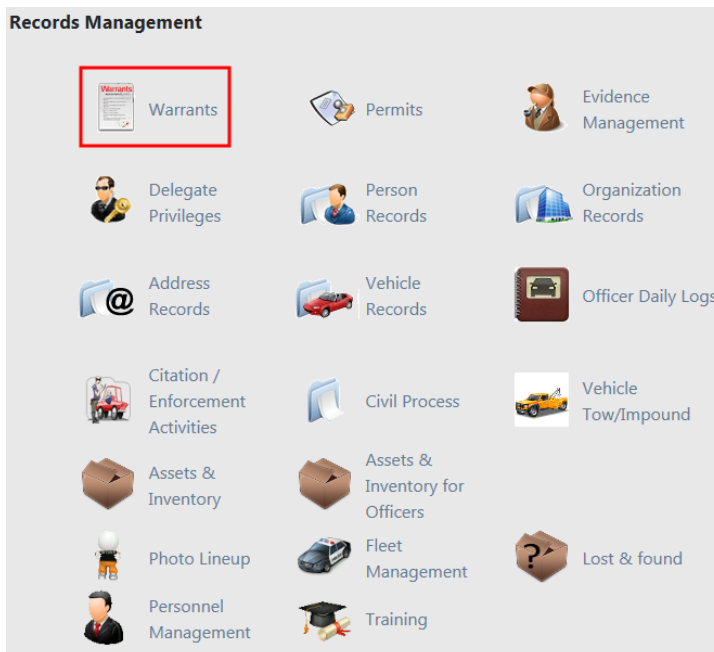
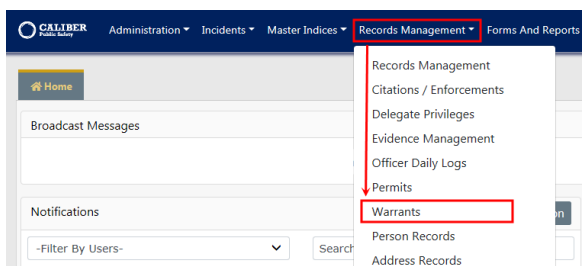
If you need to go back to the previous page, select the **Go Back** button.

Chapter 20.Warrants

Warrants Overview

The **Warrants** module handles the workflow of warrants in the Caliber Online RMS system. Information entered in this module drives the process of creating, activating, serving, and/or recalling warrants. Warrant logs are maintained throughout the lifecycle of the warrant, as are notifications to users in the system regarding the **Warrant**.

To access the **Warrants** module, select the **Warrants** option from the *Records Management* drop-down menu or select the **Warrants** Icon/link from the *Records Management* pages.



You are initially brought to the **Warrant Search** page. Caliber Public Safety recommends that you always search for a **Warrant** prior to adding a new one.

Warrant Search

From the **Warrant Search** page complete as many fields as you can, the more information you provide, such as *Date of Birth*, *SSN*, *Full Name*. The more specific you are, the more accurate your search will be. For example, you can search for a warrant by entering an Incident Report number to view only warrants that are tied to that specific Incident Report.

You can also search on a partial *Reference #* by adding wildcard % as part of the number. Wildcards search for all *Reference #*s that contain the number entered. For example, to search for all records with the Reference # containing the number 14, enter %14% in the Reference # field.

Enter information into the **Warrant Search** page then click **Search** or press the **Enter** key, click **Reset** to clear the entered search data to start the search over, or click **Go Back** to return to the previous screen without searching.

Warrants that meet the search parameters are listed. Icons that display in the *Actions* column depend on your assigned role.

Index ID	Status	Agency	Date Issued	Last Name	First Name	DOB	State ID	Actions
347	Initial	Indiana State Police	01/17/2019 1100	Jackson-Smith	Henrietta	10/20/2005		

Select the **View** icon  in the *Actions* column to view the warrant.


NOTE: If you have the ability to *Edit* a **Warrant** refer to "Edit Warrant" on page 342 for detailed instructions.

[Go Back](#) [Print](#) [Comment](#) [Serve Warrant](#)

[Warrant Information](#) [Warrant Log](#) [Attachments](#)

WARNING - Active Cautions Found

Person Information [View Person Summary](#)

LAST NAME Jackson-Smith	FIRST NAME Henrietta	MIDDLE NAME Francine	DOB 10/20/2005 (Age: 13) JUVENILE	SEX Female	RACE White	 Image 1 of 2 01/17/2019
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVER'S LICENSE STATE Colorado	SSN 111-11-1111			
ALIASES HEYHEY Framk(Nickname), Henry (Alias)						
RESIDENCE PHONE (111)-111-1111	CELL PHONE (222)-222-2222	E-MAIL email@work.com	ADDRESS (RESIDENCE) 456 Main STCT Apartment #100 Littleton, CA 12345			
HEIGHT 5' 02"	WEIGHT 120	EYE COLOR Black	HAIR COLOR Black	COMPLEXION Sallow	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Automation Boys(Inactive)		EMPLOYER NAME All Blacks Rugby	SCHOOL A School (No Yrs: 1)		
CAUTION CODES: Escape Risk, Illegal Alien			INDEX ID 1125			
SELECTED ALIAS Henrietta Francine Jackson-Smith - (10/20/2005) - Primary Name						

Caution Codes

Code	Comments	Date Of Info	Start Date	Expiration Date	Next Review Date
Escape Risk		01/17/2019	01/17/2019		

View Associated Data

Warrants associated with other activity, such as Incidents, Arrests, etc., display on the bottom half of the **Warrant** window. Click on the *hyperlink* to access details of that activity. For example, click on the Arrest # to open and view the Arrest record, or click on Incident Report# to view that particular Incident.

Log Comments

Select the **Comment** button to add comments.

[Go Back](#) [Print](#) [Comment](#) [Serve Warrant](#)

1. If you choose to log comments, enter the necessary information in the fields provided. Notify as many users as you wish. To remove a user name, double click on the name.

NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

2. Click **Save** to save the log entry.

Add Warrant

There are two ways to add a **Warrant** from the **Warrant** module:

- Select the **Add Warrant** link from the *Warrants Search* page

- Select the **Add Warrant** link from the *Warrant Search Results* page.

Index ID	Status	Agency	Date Issued	Last Name	First Name	DOB	State ID	Actions
347	Initial	Indiana State Police	01/17/2019 1100	Jackson-Smith	Henrietta	10/20/2005		View Edit Delete


Either option will open the *Master Index Search* page. Enter the necessary criteria to search for the person for whom to apply the **Warrant**, click **Search**, then select the appropriate person record for the Warrant.

NOTE: If the person for whom you are searching does not exist, select the **Add Person** button on top of the *Search Results* page to add that person. Refer to "Adding Person" on page 55 for instructions. After you have added the person to the Master Index, you can then select the record to add a warrant for that person.

For more information on the *Master Index*, refer to "Master Indices" on page 47.

When you select the appropriate person record, the **Add Warrant** page opens. The person data populates from the *Master Person Index* record automatically.

Person Information [View Person Details](#) [Update Person](#)

LAST NAME Jackson-Smith	FIRST NAME Henrietta	MIDDLE NAME Francine	DOB 10/20/2005 (Age: 13) JUVENILE	SEX Female	RACE White	 Image 1 of 2 01/17/2019
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVER'S LICENSE STATE Colorado	SSN 111-11-1111			
ALIASES HEYHEY Frank(Nickname), Henry (Alias)						
RESIDENCE PHONE (111)-111-1111	CELL PHONE (222)-222-2222	E-MAIL email@work.com	ADDRESS (RESIDENCE) 456 Main STCT Apartment #100 Littleton, CA 12345			
HEIGHT 5' 02"	WEIGHT 120	EYE COLOR Black	HAIR COLOR Black	COMPLEXION Sallow	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Automation Boys(Inactive)		EMPLOYER NAME All Blacks Rugby	SCHOOL A School (No Yrs: 1)		
CAUTION CODES: Escape Risk, Illegal Alien			INDEX ID 1125			
SELECT AN ALIAS Henrietta Francine Jackson-Smith - (10/20/2005) - Primary Name						

Warrant

WARRANT TYPE --Select--	AGENCY Indiana State Police	RECEIVED DATE <input type="text"/>	STATUS Initial
ISSUING COURT --Select--	SELECT COURT --Select--	ISSUE DATE <input type="text"/>	ISSUE TIME <input type="text"/>

You may *View Person Summary* data or *Update Person Details* by clicking on the links provided.

Warrant Search / Person Search / Person Search Results / **Add Warrant**

Person Information [View Person Details](#) [Update Person](#)

LAST NAME LeClaire	FIRST NAME Christine	SEX Female	RACE White	INDEX ID 1081
-----------------------	-------------------------	---------------	---------------	------------------

SELECT AN ALIAS
Christine LeClaire - Primary Name

Complete all required fields that display a red border to the left of the field, and all other fields required by your Agency.

At least one Reference Number is required. Type the number in the field, choose the Reference Type and select the **Add** button. Add additional Reference Numbers and Types as needed.

Click **Save** to open the *Edit Warrant* page.

Page down and add associated Incidents and Calls, if applicable.

Incidents	+ Add Incident
Calls For Service	+ Add Call

Add Incident

Select the **Add Incident** link to search for and select an existing incident to associate to the Warrant.

If the selected Incident has associated *Calls For Service*, a list of those Calls appear and you may choose whether or not to also associate the *Calls For Service* to the warrant.

Add Call

Select the **Add Call** link to search for and select an existing Calls to associate to the Warrant.

Complete the *Warrant Charge* section. Select the **Charge Category** and **Charge Class**, then the **Warrant Charge**.

Within the Warrant Charge field, search for arrest charges and statutes by entering numbers or text to display a list from which to choose.

NOTE: The **Warrant Charge** displays a list based on data entered into the **Charge Category** and **Charge Class** fields.

WARRANT CHARGE <input type="text" value="fraud"/>	CHARGE CATEGORY Civil	CHARGE CLASS Infraction	Add Charge
16-42-19-16 - 16-42-19-16 HEALTH- LEGEND DRUG FRAUD 23-19-5-8 - 23-19-5-8 BUSINESS- SECURITIES FRAUD 3-14-1-13 - 3-14-1-13 ELECTION- FILING FRAUDULENT REPORTS 3-14-2-1 - 3-14-2-1 ELECTION- FRAUDULENT APPLICATION FOR REGISTRATION OR ABSENTEE BALLOT/FRAUDULENT VOTING	NUMBER <input type="text"/>	Save Cancel	Add Reference Number
			Actions [Edit] [Delete]


Enter the **Charging Agency** section, if applicable.

Charging Agency ORIGINAL / CHARGING AGENCY <input checked="" type="radio"/> SELECT AGENCY <input type="radio"/> SPECIFY AGENCY <input type="text" value="District 42, Versailles"/>
--

Enter all other applicable information.

Click **Save** to add the Warrant.

Edit Warrant

From the *Warrant Search Results* page, select the Edit icon  icon in the *Actions* column of the Warrant you want to edit. For more information on searching for a warrant, refer to "Warrant Search" on page 338.

The *Edit Warrant* page appears.


[Go Back](#) [Delete](#) [Duplicate](#) [Activate](#) [Print](#) [Comment](#) [Serve Warrant](#) [Save](#)

Warrant Information
Warrant Log
Attachments

WARNING - Active Cautions Found

Person Information

[Change Person](#) [View Person Summary](#) [Update Details](#)

LAST NAME Jackson-Smith	FIRST NAME Henrietta	MIDDLE NAME Francine	DOB 10/20/2005 (Age: 13) JUVENILE	SEX Female	RACE White	 Image 1 of 2 01/17/2019
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVER'S LICENSE STATE Colorado	SSN 111-11-1111			
ALIASES HEYHEY Framk(Nickname), Henry (Alias)						
RESIDENCE PHONE (111)-111-1111	CELL PHONE (222)-222-2222	E-MAIL email@work.com	ADDRESS (RESIDENCE) 456 Main STCT Apartment #100 Littleton, CA 12345			
HEIGHT 5' 02"	WEIGHT 120	EYE COLOR Black	HAIR COLOR Black	COMPLEXION Sallow	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Automation Boys(Inactive)		EMPLOYER NAME All Blacks Rugby	SCHOOL A School (No Yrs: 1)		
CAUTION CODES: Escape Risk, Illegal Alien			INDEX ID 1125			

SELECT AN ALIAS

Henrietta Francine Jackson-Smith - (10/20/2005) - Primary Name

Caution Codes

The **Edit Warrant** window contains three tabs:

Warrant Information

Warrant Log

Attachments


Warrant Information Tab

The **Edit Warrant** window opens to the Warrant Information tab by default. For information on **Warrant Log** refer to "Warrant Log" on page 350, and for information on **Warrant Attachments** tab refer to "Warrant Attachments" on page 351.

Choose or Add Alias Name


Select the  to the right of the **Select an Alias** field to choose another name from the drop down list. If there are no names to choose from and you need to add an Alias, select the **Update Details** link in the upper right corner to open the *Person Details* page.

[Change Person](#)
[View Person Summary](#)
[Update Details](#)

SEX Female	RACE White	 Image 1 of 2 01/17/2019

[Go Back](#)
[Visualization Tool](#)
[Create Photo Lineup](#)
[View Summary](#)
[Subscribe](#)

Person Details


 Image 1 of 2
 01/17/2019

[Add](#)
[Caution Codes](#)
[Aliases](#)
[Physical Descriptions](#)
[Addresses](#)
[Phones](#)
[E-Mail](#)
[SMTs/Other Characteristics](#)
[IDs](#)
[Birth Place](#)
[Relations](#)
[Employment](#)
[Gangs](#)
[Vehicles](#)
[Education](#)
[Military](#)
[Special Needs](#)
[Languages](#)
[Permits](#)
[Attachments](#)
[Other Info](#)

INDEX ID
1125

LAST NAME
 Jackson-Smith

FIRST NAME
 Henrietta

MIDDLE NAME
 Francine

TITLE
 I

DOB
 10/20/2005

SSN
 111-11-1111

SEX
 Female

RACE
 White

ETHNICITY
 Hispanic or Latino

DRIVERS LICENSE
 CO1234545

DRIVERS LICENSE STATE
 Colorado

RESIDENCE PHONE
 111 - 111 - 1111

CELL PHONE
 222 - 222 - 2222

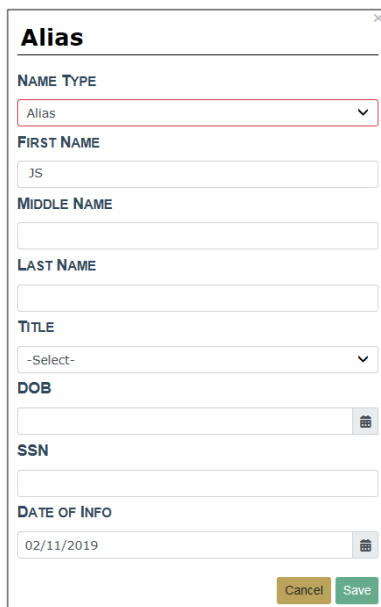
RESIDENCE ADDRESS
 456 Main STCT Apartment #100 Littleton, CA 12345

[Go Back](#)
[Save](#)

There are two ways to add an alias:

- Click into the **Add** field on the *Person Detail* window and select **Aliases** from the drop-down list.
- Or scroll down to the *Aliases* section of the *Person Detail* window and click **Add Alias**.

Either method will open the *Alias* window.

A screenshot of a web form titled "Alias". The form contains several fields: "NAME TYPE" (a dropdown menu with "Alias" selected), "FIRST NAME" (text input with "JS"), "MIDDLE NAME" (empty text input), "LAST NAME" (empty text input), "TITLE" (a dropdown menu with "-Select-"), "DOB" (text input with a calendar icon), "SSN" (empty text input), and "DATE OF INFO" (text input with "02/11/2019" and a calendar icon). At the bottom right are "Cancel" and "Save" buttons.

NAME TYPE
Alias

FIRST NAME
JS

MIDDLE NAME

LAST NAME

TITLE
-Select-

DOB

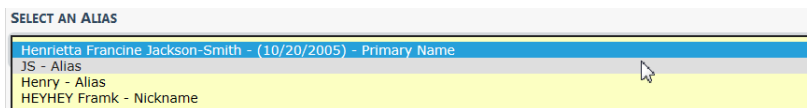
SSN

DATE OF INFO
02/11/2019

Cancel Save

Complete the fields and select **Save**.

Click **Go Back** to return to the **Edit Warrant** window and page down to the **Select An Alias** section. The new Alias you entered now appears in the drop-down list.

A screenshot of a dropdown menu titled "SELECT AN ALIAS". The menu is open, showing a list of aliases. The first item, "Henrietta Francine Jackson-Smith - (10/20/2005) - Primary Name", is highlighted in blue. The other items are "JS - Alias", "Henry - Alias", and "HEYHEY Frank - Nickname", all highlighted in yellow. A mouse cursor is pointing at the yellow items.

SELECT AN ALIAS
Henrietta Francine Jackson-Smith - (10/20/2005) - Primary Name
JS - Alias
Henry - Alias
HEYHEY Frank - Nickname

Page down on the *Edit Warrant* screen for other associated data, such as Service Addresses, Warrant Information, Incidents, Calls, Officers, Field Arrests, Charges, and Charging Agency information. You can view, update, add, or delete associated data if you have been given access to do so. For more information on the type of access that you have, see your administrator.

To add an associated record, click on the link that contains a **+** sign and a new window will open.

To return to the previous screen, select **Go Back**.

To add a comment about the warrant, select **Comment**.

If you have not selected **Save** and you have made some updates to the Warrant, an unsaved data warning message displays.

Message From RMS

Selecting "Yes" may result in LOST WORK! Are you sure you want to navigate away from this page? Select "Yes" to navigate away from page and LOSE unsaved work. Select "No" to remain on page and SAVE or complete data entry.

No Yes

You may want to select **No**, select **Save** then continue with **Comment**.

The **Event Date** defaults to the current date and time. Enter any comments to the Warrant.

Warrant Log

Select **Warrant Log** to view or add comments. This is also where you can view the date/time of each action taken.

Refer to "Warrant Log" on page 350 for more information.

Go Back Delete Duplicate Activate Print Comment Serve Warrant Save

Warrant Information **Warrant Log** Attachments

Show 10 entries Search: Add Log Entry

Creator	Date Created	Type	Log Entry	Actions
SERGEANT-CAPTAIN-WIN, Wright, Greg, ID# 9696	01/17/2019 12:14	Status Update	Warrant created with initial status of Initial	

Showing 1 to 1 of 1 entries Previous 1 Next

Attachments Tab

Go Back Delete Duplicate Activate Print Comment Serve Warrant Save

Warrant Information Warrant Log **Attachments**

Attached Forms Add Form -Select-

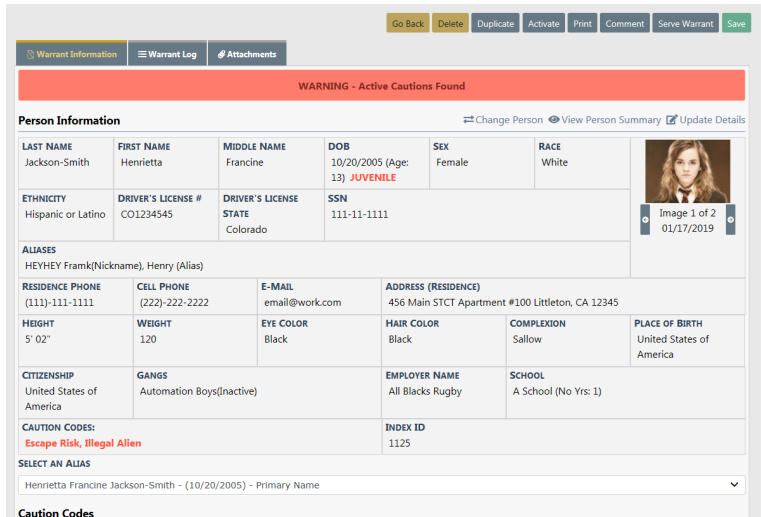
Attachments Add Attachment

Refer to "Warrant Attachments" on page 351 for more information.

Serve Warrant

From the *Warrant Search Results* page, select the Edit icon  icon in the *Actions* column of the Warrant you want to edit. For more information on searching for a warrant, refer to "Warrant Search" on page 338.

The *Edit Warrant* page appears.




Go Back Delete Duplicate Activate Print Comment Serve Warrant Save

Warrant Information Warrant Log Attachments

WARNING - Active Cautions Found

Person Information [Change Person](#) [View Person Summary](#) [Update Details](#)

LAST NAME Jackson-Smith	FIRST NAME Henrietta	MIDDLE NAME Francine	DOB 10/20/2005 (Age: 13) JUVENILE	SEX Female	RACE White	 Image 1 of 2 01/17/2019
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVER'S LICENSE STATE Colorado	SSN 111-11-1111			

ALIASES
HEYHEY Frank(Nickname), Henry (Alias)

RESIDENCE PHONE (111)-111-1111	CELL PHONE (222)-222-2222	E-MAIL email@work.com	ADDRESS (RESIDENCE) 456 Main STCT Apartment #100 Littleton, CA 12345			
HEIGHT 5' 02"	WEIGHT 120	EYE COLOR Black	HAIR COLOR Black	COMPLEXION Sallow	PLACE OF BIRTH United States of America	

CITIZENSHIP United States of America	GANGS Automation Boys(Inactive)	EMPLOYER NAME All Blacks Rugby	SCHOOL A School (No Yrs: 1)
---	------------------------------------	-----------------------------------	--------------------------------

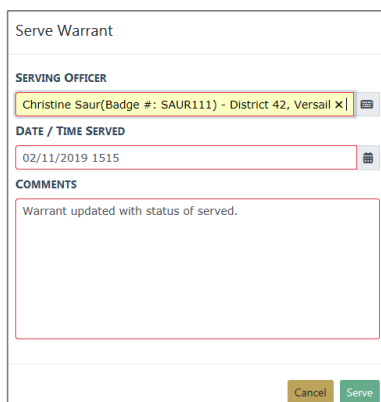
CAUTION CODES:
Escape Risk, Illegal Alien

INDEX ID
1125

SELECT AN ALIAS
Henrietta Francine Jackson-Smith - (10/20/2005) - Primary Name

Caution Codes

From the *Edit Warrant* page select the **Serve Warrant** button at the top right or bottom of the page to display the *Serve Warrant* page.



Serve Warrant

SERVING OFFICER
Christine Saur(Badge #: SAUR111) - District 42, Versail X


DATE / TIME SERVED
02/11/2019 1515

COMMENTS
Warrant updated with status of served.


Cancel Serve


The **Date/Time Served** field defaults to the current date and time, and the **Comment** field defaults to *Warrant updated with status of served*. You can change these values as needed.

Once you have verified the information on the *Serve Warrant* page, select **Save** to save the record. The status of the Warrant is now *Served*.

When using *Master Indices Person Search*, there will be an  icon to the left of the Last Name on the *Person Search Results* page when a person has an active Warrant.





NOTE: For more information on Master Indices, refer to "Master Indices" on page 47.

Q Person Search Results										
1 / 1										
Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID
 Jackson-Smith	Henrietta	Francine	I	F	W	10/20/2005	111-11-1111	co1234545 123454	Primary Name	1125

From the *Person Search Results* page select the Edit icon  to open the *Edit Person* page. An *Active Warrants Found* message appears in red on the Person Details screen.

WARNING - Active Warrants Found

Click on the *Active Warrants Found* message to open the *Person Summary* tab to the **Involved Warrants** section that displays the active warrant in red.

Involved Warrants					
Index ID	Agency	Status	References	Charges	Date Issued
281	Indiana State Police	Active			06/23/2016
267	All Other	Pending Service			04/13/2016
233	Indiana State Police	Served			04/15/2015

NOTE: You can also go directly to the **Involved Warrants** section from the **Total Involvements** summary section at the *Person Summary* tab. Click on the number to the right of the Warrants line item.

Go Back

Visualization Tool

Create Photo Lineup

View Summary

Subscribe

Person Details

Person Summary

Total Involvements

Incidents	11/20/2018	83
Served Warrants	04/15/2015	12
FieldArrest	10/31/2018	88
Permits		1
Citations	05/30/2017	2
CourtPapers	11/12/2018	17
CustomForms	09/26/2018	9
CallsForService	09/14/2018	1

User Subscriptions

Access	1
Associate	1
Update	2

Incident By Role

Arrestee	10
Offender	58
Victim	21
Other	4

Common Event Associations

Address	74
Gang	63
Organization	20
Person	106
Property	9
Vehicle	22

By Offense Category

Property	30
Person	21
Vehicle	24
Society	10
Drug	8

By Incident Status

Initial Report	48
Approved Report	35

Select the **Index ID** to the left of the *Active Warrant* to open the *View Warrant* screen.

Select the **Serve Warrant** button to open the *Serve Warrant* window.

Enter the **Serving Officer**. The **Date Served** fields default to the current date and time and the **Comments** field defaults to *Warrant updated with status of served*. You can change these values as needed.

Once you have verified the information on the *Serve Warrant* page, select **Save** to save the record, close it, and return to the Warrant Information section of the *Edit Warrant* page, where the status now shows **Served**.

Warrant Information				
INDEX ID 281		WARRANT #		
WARRANT TYPE Arrest Warrant	AGENCY Indiana State Police	RECEIVED DATE	STATUS Served	
ISSUING COURT		ISSUE DATE 06/23/2016 11:12		
JUDGE	PLAINTIFF The People of the State of Maryland		STATE Indiana	
BOND TYPE	BOND AMOUNT \$0.00	EXPIRATION DATE	REVIEW DATE	

Warrant Log

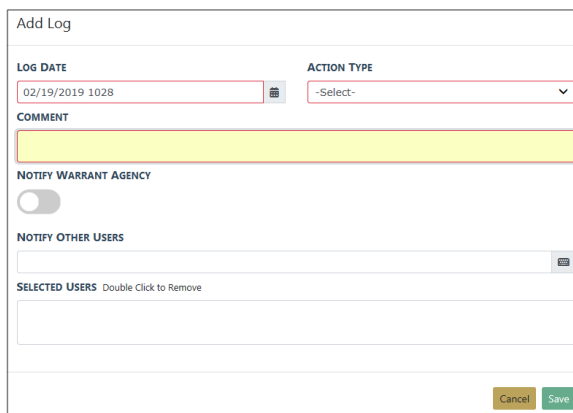
The **Warrant Log** tab allows you to view and record warrant actions.

You can access the **Warrant Log** from the **Edit Warrant** page.

Select the **Warrant Log** tab at the top of the page to display the **Warrant Log**.

You can perform a **Search** for log entries containing a specific character string. Type the text in the **Search** text box on the upper right of the window to filter the results in the grid that matches the text you type.

Select **Add Log Entry** to display the **Add Log** form. Required fields display a red border to the left of the field. Select the *Notify Warrant Agency* button to notify the Warrant Agency, or select other individual users or assigned officers.



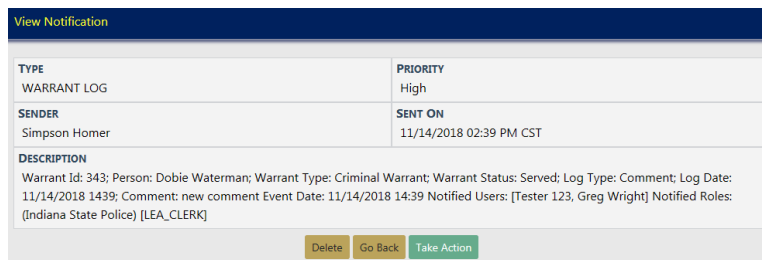
The 'Add Log' form contains the following fields and controls:

- LOG DATE:** A text input field containing '02/19/2019 1028'.
- ACTION TYPE:** A dropdown menu with '-Select-' selected.
- COMMENT:** A large yellow text area.
- NOTIFY WARRANT AGENCY:** A toggle switch currently turned off.
- NOTIFY OTHER USERS:** A text input field.
- SELECTED USERS:** A text input field with the instruction 'Double Click to Remove'.
- Buttons:** 'Cancel' (yellow) and 'Save' (green) buttons at the bottom right.

The **Log Date** defaults to the current date and time but can be changed.

Click **Save** to post the log.

To provide real-time awareness, an email is sent to the identified recipients notifying them of the new **Warrant Log**, and the officers and selected users receive an Caliber Online RMS *Notification*. For more information on *Notifications* refer to "Notifications" on page 14.



The 'View Notification' form displays the following information:

TYPE WARRANT LOG	PRIORITY High
SENDER Simpson Homer	SENT ON 11/14/2018 02:39 PM CST
DESCRIPTION Warrant Id: 343; Person: Dobie Waterman; Warrant Type: Criminal Warrant; Warrant Status: Served; Log Type: Comment; Log Date: 11/14/2018 14:39; Comment: new comment Event Date: 11/14/2018 14:39 Notified Users: [Tester 123, Greg Wright] Notified Roles: (Indiana State Police) [LEA_CLERK]	

Buttons at the bottom: Delete (yellow), Go Back (yellow), Take Action (green).

Warrant Attachments

There may be times when it is necessary to attach a copy of the *Warrant* or any other documentation to the warrant within Caliber Online RMS.

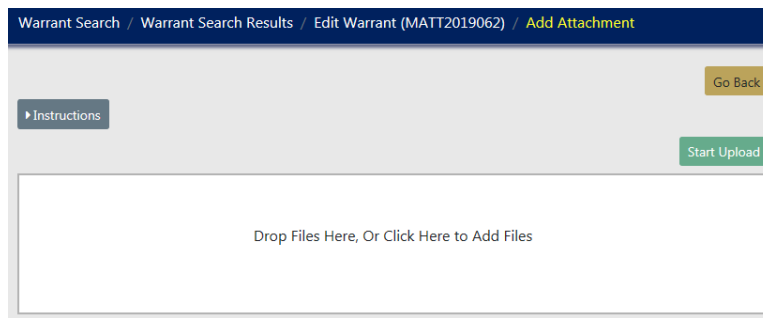
Access the **Attachments** tab from the *Edit Warrant* page.



The 'Edit Warrant (MATT2019062)' page shows the following elements:

- Navigation Bar:** Warrant Search / Warrant Search Results / Edit Warrant (MATT2019062)
- Buttons:** Go Back, Delete, Duplicate, Print, Comment, Save.
- Tabs:** Warrant Information, Warrant Log, **Attachments** (highlighted with a red box).
- Attached Forms:** A dropdown menu with 'Add Form' and '-Select-'.
- Attachments:** A section with an **Add Attachment** button (highlighted with a red box).

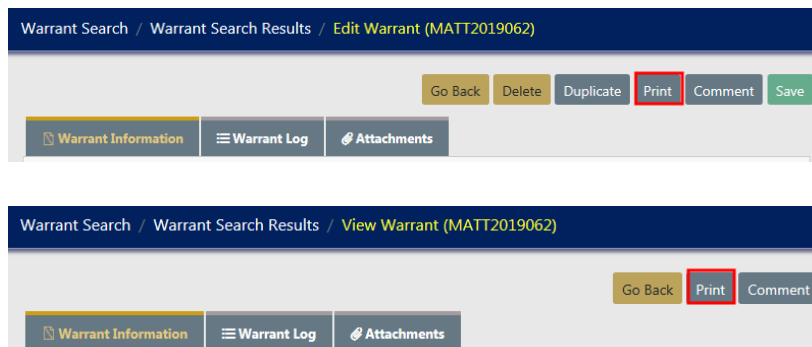
Select the **Add Attachments** link to open the *Add Attachment* page.



For details on adding Attachments refer to "Add Attachments " on page 41.

Print Warrant Report

Warrant Reports are printed from the *View Warrant* or *Edit Warrant* page by clicking on the **Print** button at the top of the page. You also have the option to select whether or not to include *PDF Attachments* and *Warrant Logs* in the **Warrant Report**.



1. Check all options that apply, then click **Print**.

Warrant Print Options

Please select what information you would like to Print.

WARRANT REPORT

☒

PERSON DETAILS REPORT

☐

LOGS

☐

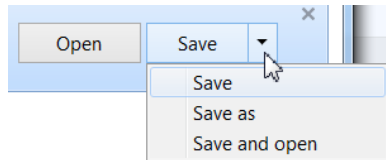
Cancel

Print

2. A window opens, asking if you want to open or save the file.



- Click **Open** to view the file.
- Click **Save** to save the file to the Download folder on your computer

OR click the **down arrow** for additional **Save** options.



- Click **Cancel** to exit the print request.

Example Warrant Report:

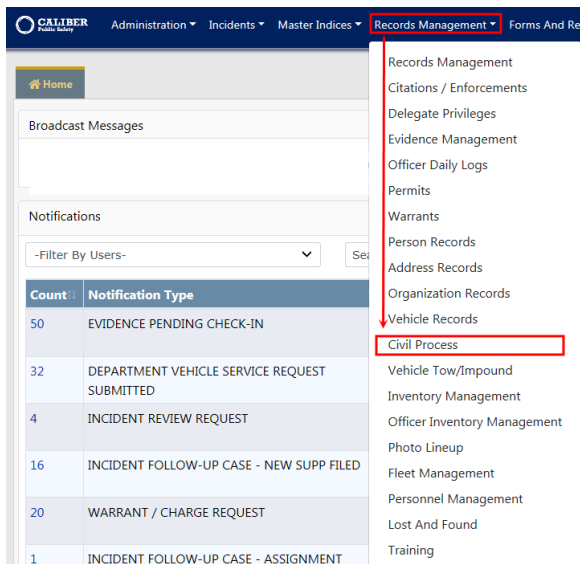
 Indiana State Police Warrant Report 100 Senate Avenue Indianapolis, IN 46204 Phone: (317) 899 - 8293 Fax: (317) 233 - 3057					
Person Information					
Index ID 1125	Name Jackson-Smith, Henrietta Francine			DOB 10/20/2005	
Sex Female	Race White	Ethnicity Hispanic or Latino			
DL# CO1234545 (Colorado)	Residence Phone (111) 111-1111	Cell Phone			
Address 456 Main STCT Apartment #100 Littleton, CA 12345					
Aliases (Nickname) HEYHEY Framk, (Person) Henrietta Francine Jackson-Smith, (Alias) Henry , (Alias) JS					
Physical Description Ht: 5' 02", Wt: 120, Build: Slight, Eyes: Black, Hair: Black, Hair Length: Long, Facial Hair: Beard, Skin: Sallow, Glasses: Yes					
					
Active Cautions					
Code Illegal Alien	Comments	Date of Info 01/17/2019	Start Date 01/17/2019	Expire Date	Next Review Date
Escape Risk		01/17/2019	01/17/2019		
Warrant Information					
Warrant Number MATT2019062	Warrant Type Criminal Show Cause	Status Served	Bond Type	Bond Amount	
Extradition Type No Limitation	Extradition Details				
Agency District 42, Versailles	Original/Charging Agency	Comments			
State Warrant ID	NIC Number 347	Warrant Index ID	Expiration Date	Serving Officer Christine Saur(Badge #: SAUR111) - District 42, Versailles	Served Date 02/19/2019
Plaintiff The People of the State of Maryland	State Indiana	Issuing Court	Judge	Issue Date 01/17/2019 at 11:00	
Charges					
Charge					
Reference Numbers					
Reference 123 - Docket #					

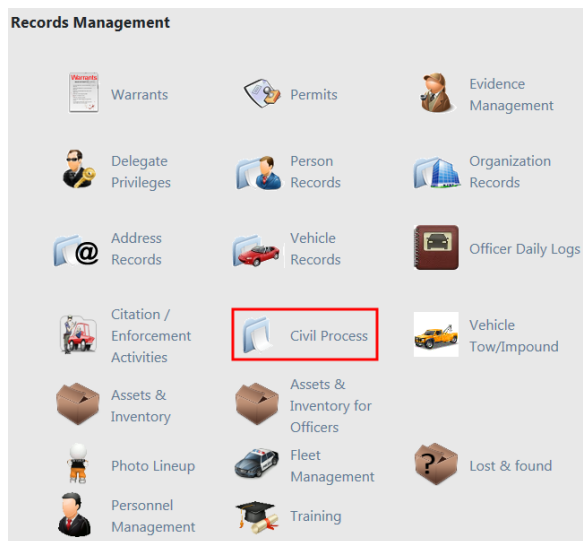
Chapter 21.Civil Process

Overview

The Civil Process application is found within the *Records Management* section. Click on Records Management
You can hover over the tab and drag and drop or you can hard click on the tab and screen will open as it looks below.

To access the **Civil Process** module, select the **Civil Process** option from the *Records Management* drop-down menu or select the **Civil Process** Icon/link from the *Records Management* pages.





When you click on **Civil Process** you are first taken to a *Search* page section within **Civil Process**. Searching this module is done similar to other areas within Caliber Online RMS.

NOTE: The terms *Court Paper* and *Civil Progress* used throughout this chapter are synonymous with each other.

Court Paper

Search

The search feature allows you to search upon any of the standard fields and additional criteria fields to generate the information you are seeking. Just like with our other search areas those results can then be exported out as reports to manage the data.

View Delete Log Add Court Paper

COURT PAPER TYPE
-Select-

STATUS
-Select-

AGENCY
All Agencies

ISSUING COUNTY
-Select-

ISSUING STATE
-Select-

REFERENCE TYPE
-Select-

REFERENCE #

PLAINTIFF

COURT PAPER ID

FILED DATE FROM

FILED DATE TO

RECEIVED DATE FROM

RECEIVED DATE TO

COURT APPEARANCE DATE FROM

COURT APPEARANCE DATE TO

SERVICE EXPIRATION DATE FROM

SERVICE EXPIRATION DATE TO

ADDITIONAL SEARCH CRITERIA
 Select
 Person
 Organization
 Court Location
 Received From Agency
 Officers
 Service Address
 Fee Collections
 Custom Fields













Go Back Reset Search

Click into the **Additional Search Criteria** field to search on other fields. This is where you are able to search by Person, organization, officer, etc. The more information you provide in the search, the narrower the search results.


The results of the search criteria from above are displayed below with all matching data.

Refine Search New Search Add Court Paper

6 result(s) found

Court Paper ID	Type/Sub Type	Reference #s	Expiration Date	People/Organizations	Agency	Actions
358	Order/Child Support	Case Prosecutor Number: CourtPaperPerson01		1	District 42, Versailles 1	 
309	Civil Protection Order/Criminal	Case Prosecutor Number: 123456		WILLIAMS JONES: Active	All Other 1	 
234	Subpoena/Child Support	Circuit Clerk's Number: 22C5678		Jeff Jones: Active	District 14, Lafayette 1	 
116	Order/Criminal	1		1	District 16, Peru - GA 1	 
74	Summons/Summons Information/Complaint	Court Case Number: 999999		1	District 16, Peru - GA 1	 
1	Civil Protection Order/Civil	Court Case Number: 123456		1	District 21, Toll Road - SC 1	 

Refine Search New Search

From this screen you can now access the record you want by using the **Edit** icon  on the right to make changes or update information. Click on the **Court Paper ID#** to enter the **View** mode for that particular court paper.

In **View** mode, you can see information about the paper as it was entered, add and view entries made in the log for service of the paper, and track incurred fees. This allows for tracking of changes, updates and service attempts.

There are three tabs: *Court Paper Information*, *Court Paper Log*, and *\$ Fee Audits*.

The *Court Paper Information* tab opens by default.

Go Back Quick Print Print

Court Paper Information **Court Paper Log** **\$ Fee Audits** ← Three tabs

Court Paper

COURT PAPER ID 358	STATUS Open	COURT PAPER TYPE Order	COURT PAPER SUB TYPE Child Support
ISSUING STATE Indiana	ISSUING COUNTY Allen	AGENCY District 42, Versailles	AGENCY ONLY No
FILED DATE 06/16/2017	RECEIVED DATE 06/16/2017	SERVICE EXPIRATION DATE	
PLAINTIFF The People of the State of Maryland			
COMMENT			

Section A

AUTO COMPLETE	CHECKBOX <input type="checkbox"/>
DATE AND TIME	SINGLE TEXT LINE
RADIO BUTTONS	OFFICER
SINGLE VALUE LOV	
MULTI VALUE LOV	

Reference Numbers

The *Court Paper Log* tab contains a log of updates made to the Court Paper, and the officer can manually log the attempts to serve the paper. Hover over the bubble to display the notes the officer made.

Go Back Delete Quick Print Print

Court Paper Information **Court Paper Log** **\$ Fee Audits**

Service Log [Add Log Entry](#)

FILTER BY TYPE

-Select-

Creator	Date Created	Type	Log Entry	Actions
Brenda (cid super) Allens	10/29/2014 1139	Person / Organization Updated	Person / Organization: Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male Status: Active Serving Person: Date Served: 10/29/2014 1139 Person Served: Serve Location: Comment: Initial Status	
Brenda (cid super) Allens	10/29/2014 1138	Person / Organization Updated	Person / Organization: Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male Status: No Service - Bad Address Serving Person: CID Supervisor Brenda (cid super) Allen (Badge #: 20) Date Served: 10/28/2014 1100 Serve Location: 106 Orange ST Indianapolis, IN 46225 Comment: bad address	

The *\$ Fee Audits* tab tracks incurred fees.

Go Back Delete Quick Print Print

Court Paper Information Court Paper Log **Fee Audits**

Fee Audits

Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male

New	Old	Changed By
Misc Fee: 50.25	Misc Fee: 50	User: Brenda (cid super) Allens Date: 09/16/2014 0730
Attempts: 10 Billable Attempts: 10 Mileage: 111 Mileage Fee: 55.5 Service Fee: 80 Misc Fee: 50	Attempts: Billable Attempts: Mileage: Mileage Fee: Service Fee: Misc Fee:	User: Brenda (cid super) Allens Date: 09/16/2014 0728

Toronto Dominion Bank

New	Old	Changed By

Red Cross

New	Old	Changed By
Service Fee: 250.25	Service Fee: 250.5	User: Brenda (cid super) Allens Date: 09/16/2014 0731
Service Fee: 250.5	Service Fee: 250	User: Brenda (cid super) Allens Date: 09/16/2014 0731
Misc Fee: 25.5	Misc Fee: 25	User: Brenda (cid super) Allens Date: 09/16/2014 0730

Add

To create a new Court Paper select the **Add Court Paper** button in upper right corner of the *Court Paper Search* screen.

Go Back

AGENCY
District 42, Versailles

COURT PAPER TYPE
Summons

ISSUING STATE
Indiana

PLAINTIFF
The People of the State of Maryland

REFERENCE TYPE
Court Case Number

FILED DATE
02/12/2019

COURT PAPER SUBTYPE
-Select-

ISSUING COUNTY
Brown County

AGENCY ONLY
☐

REFERENCE NUMBER
15EF45111

RECEIVED DATE
02/12/2019

Go Back Save

Select from the drop-down lists and enter other necessary information. Any field with a red left-hand border is a required field. You must complete required fields to continue.

Click the **Save** button to create the record and display the *Edit Court Papers* screen.

Edit Court Paper

The *Edit Court Paper* screen allows you to continue entering information section by section. Data entered in the *Add Court Paper* screen auto populates into the fields within this screen.

Go Back Delete Quick Print Print

Three tabs

Court Paper

COURT PAPER ID: 363 STATUS: Open COURT PAPER TYPE: Civil Protection Order COURT PAPER SUB TYPE: Criminal

ISSUING STATE: Indiana ISSUING COUNTY: Adams AGENCY: District 42, Versailles AGENCY ONLY: ☐

FILED DATE: 06/19/2017 RECEIVED DATE: 06/19/2017 SERVICE EXPIRATION DATE: SERVICE EXPIRATION TIME:

PLAINTIFF: The People of the State of Maryland

COMMENT:

Section A

Section A Help Message

AUTO COMPLETE: CHECKBOX: ☐

DATE AND TIME: SINGLE TEXT LINE:

RADIO BUTTONS: SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

SINGLE VALUE LOV: -Select-

MULTI VALUE LOV: Click To Select

Reference Numbers Add Reference Number

Reference Type	Reference Number	Actions
Case Prosecutor Number	CPPERS001	

Received From Agency Details

☐ NO RECEIVED FROM AGENCY ☒ SELECT RECEIVED FROM AGENCY ☐ SPECIFY RECEIVED FROM AGENCY

RECEIVED FROM AGENCY: AGENCY NAME 2: ADDRESS: ADDRESS 2: CITY: STATE: ZIP: PHONE: COMMENT:

Court Details

COURT APPEARANCE DATE / TIME: Enter Days to Respond:

☐ NO COURT LOCATION ☒ SELECT COURT LOCATION ☐ SPECIFY COURT LOCATION

COURT LOCATION: COURT NAME 2: ADDRESS: ADDRESS 2:

Red text annotations:

This section is designed to capture civil service information from other agencies such as Prosecutor Office. Not intended for Law Offices.


If court locations are filled out in agency settings, then they appear in the Select Court Location when that option is selected. Or you can manually type in information with Specify Location.

The next section is the Officer section of the module. This can be utilized if you want to assign the paper to a specific Officer. The officer receives notification of the assignment and it appears in their *Recent Activities*.

To add Officer to paper, click the **Assign Officer** link.

Officers

[+ Assign Officer](#)

The a list of officers appear. Click the Select icon  to make your selection. You can also apply filters to shorten the list from which to choose.

Search Parameters

AGENCY FILTER: AGENCY MY ORGANIZATION

OFFICER FILTER: ALL DETECTIVES PATROL

OPTIONAL SEARCH TEXT: Enter search text Search By

Reset Search

Officer Name	Title	Agency	Date Last Assigned	Active Papers Assigned	Actions
Christine Saur		District 42, Versailles		0	
Dana M		District 42, Versailles		0	
Dispatch Officer		District 42, Versailles		0	
Frank Wright		District 42, Versailles	01/14/2019	0	
Greg Wright	SERGEANT-CAPTAIN-WIN	District 42, Versailles		0	
JMS USER		District 42, Versailles		0	
ODL User		District 42, Versailles	11/08/2018	1	

Go Back

Officer Details window opens. This is where you can leave comments to officer and also check to notify officer.

Officer Details

Officer Name	Title	Internal ID / Badge #	Date Last Assigned	Active Paper Assignments
Christine Saur		SAUR111		0

ASSIGN DATE / TIME: 02/13/2019 0856

COMMENTS

NOTIFY USER: ☒

Go Back Save

Next two sections are about the Persons/Organizations to be served and the Other Persons/Organizations involved with the paper. Caliber Public Safety recommends using the **Advanced Search/Add** link to search *Master Index* data. For more information on *Master Index*, refer to "Master Indices" on page 47.

To Be Served People

Add Unknown Person Quick Search Person **Advanced Search / Add**


Person Details	Service Address	Status	Role	Fee Total	Actions
Name: Incident Person01 Sex: Female Race: Black or African American DOB: 11/01/1970 (Age:48)		Active	Petitioner	\$36.12	

To Be Served Organizations Quick Search Organization **Advanced Search / Add**

Other People Quick Search Person **Advanced Search / Add**




Other Organizations Quick Search Organization **Advanced Search / Add**

- The **Add Unknown Person** link captures service where evictions might be involved, or total number of people to be served is not known. Agencies have different uses for this.
- The *Other People/Organizations* section captures the non-serveable persons or organizations of the paper. Typical usage is for the payor, and where garnishments and fees are handled.








Perform search on the person /organization that you would like serve. Select the person that is to be served, if exists, by the **Index I.D.** or by using the **Select** icon  in the *Actions* column. Add new person if not in the *Master Index*. For more information on adding a person refer to "Adding Person" on page 55 in the *Master Indices* section.

[Refine Search](#) [New Search](#) [Add Person](#) [Online RMS Statewide Search](#)

Q, Person Search Results

3 / 3

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Clark	Ranelle	Marie		F	W	03/16/1959	123-99-1234		Primary Name	1080	 
 Clark	Ranelle			F	W	03/16/2010		t12344aa10	Primary Name	1082	 
CLARK	WILLIAM	RAY		M	W	07/18/1973	111-30-1750	2102131	Primary Name	405	 

[Refine Search](#) [New Search](#)

Half way down is a drop-down that lets you set the **Status** for the person. This is what triggers your *Master Name Index* to notify officers of an Active Paper when a master name search is done. Also, click on the **Select Service Address** link to select the address that ties to the selected person.

[Go Back](#)

Person Information
[View Person](#) [Update Person](#)

LAST NAME Clark	FIRST NAME Ranelle	MIDDLE NAME Marie	DOB 03/16/1959 (Age: 59)	SEX Female	RACE White
SSN 123-99-1234	ADDRESS (RESIDENCE) 6081 East 82nd Street #415 INDIANAPOLIS, IN 46250			INDEX ID 1080	

Status Details

ROLES

Click To Select

STATUS

Active ▼

Service Addresses

[+ Select Service Address](#)

Fee Details

ATTEMPTS	BILLABLE ATTEMPTS	MILEAGE	BILLABLE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
MILEAGE FEE(\$)	SERVICE FEE(\$)	MISC FEES(\$)	TOTAL FEE(\$)
<input type="text"/>	36.12	<input type="text"/>	36.12

FEE COMMENT

[Save](#)

Fee details are discussed little more in detail later. From the officer serving the paper they typically only have access to the non gray boxes and the comment section. Attempts also can be captured in the log with a note of mileage. The use of this would be a business process determine by agency of when and whom applies Fee details.

Click **Save** to save the person/organization record to the Court Paper.

Adding **Other Person/Organization** to paper is done by some advanced search/add method. After selecting from *Master Index* or adding new you will be taken to this page. For more information on *Master Index*, refer to "Master Indices" on page 47.

NOTE: The Fee collection only shows after the **Payor Role** is selected. You can have more than one role assigned.

Go Back

Organization Information View Organization Update Organization

NAME	TYPE	BUSINESS #	INDEX ID
Automation Industries	Law Office	123	240000007

ADDRESS (BUSINESS)
126 North 750 West IN

Details

ROLES
Click To Select

Save

ROLES

- Bounty Hunter
- Collection Organization
- Executor
- Garnishee
- Law Firm
- Other Contact Organization

- You can select more than one role. The *Payor* role triggers the *Fee Collections* section that keeps track of fees owed and is searchable.

ROLES

× Law Firm × Payor

Fee Collections Add

COLLECTION DATE	PAYMENT TYPE	CHECK #	AMOUNT
	-Select-		

COMMENTS

FEE COLLECTION FOR
Click To Select

- Any field with a red left-hand border is a required field. You must complete required fields to continue.

Click **Save** to save the other person/organization record to the Court Paper.

The last sections are the *Attachments* and *Forms* sections. You can add any relevant attachments to the paper or if your agency has a custom form associated with civil process it would be selectable here as well.

Attachments	Add Attachment
Attached Forms	<input type="text" value="Add Form"/> <input type="text" value="-Select-"/>

Print Court Paper

From the *View Court Paper* and *Edit Court Paper* screens there are **Print** and **Quick Print** options on the top right of the screen to print a cover page for your civil/court paper.

Go Back Delete Quick Print Print			
Court Paper Information Court Paper Log \$ Fee Audits			
Court Paper			
COURT PAPER ID	STATUS	COURT PAPER TYPE	COURT PAPER SUB TYPE
363	Open	Civil Protection On	Criminal

The **Print** button gives you selectable options to include on your cover sheet, whereas, **Quick Print** does not.

Go Back			
Details			
Available Print options for the cover sheet			
COURT PAPER SUMMARY			
Civil Protection Order, Criminal, Incident Person01 Ranelle Clark			
COURT PAPER ID	REFERENCES	AGENCY	RECEIVED DATE
363	Case Prosecutor Number:CPPERSON01	District 42, Versailles	06/19/2017
Print Options			
PRINT LOGS	PRINT FEE COLLECTIONS	PRINT FEE AUDIT LOGS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PRINT CUSTOM FORMS	PRINT OTHER PEOPLE / ORGANIZATIONS	PRINT SERVICE NOTES	PRINT OFFICERS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Go Back Print			

System creates system log entries automatically. You can also click the **Add Log Entry** link to manually enter log actions.

Go Back Delete Quick Print Print

Court Paper Information **Court Paper Log** Fee Audits

Service Log [+ Add Log Entry](#)

FILTER BY TYPE
-Select- ▼




Creator	Date Created	Type	Log Entry	Actions
Christine Saur	02/13/2019 0920	Person / Organization Added	Person / Organization: Clark, Ranelle Marie - DOB: 03/16/1959 RACE: White SEX: Female Status: Active Comment: Initial Status	
Christine Saur	02/13/2019 0858	Officer Added	Comment: Officer Christine Saur added to court paper.	
Homer Simpson	06/19/2017 0930	Person / Organization Added	Person / Organization: Person01, Incident - DOB: 11/01/1970 RACE: Black or African American SEX: Female Status: Active Comment: Initial Status	

Go Back

Add Mileage/Attempts and Fees

While on the Court Paper, page down to the **To Be Served People** section. . The permissions to manage Fee details is given by default to both the *Agency Admin Role* and *LEA Clerk Management Role*; all other users only have ability to edit the **Attempts** and **Mileage** boxes.

To Be Served People [Add Unknown Person](#) [Quick Search Person](#) [Advanced Search / Add](#)

Person Details	Service Address	Status	Role	Fee Total	Actions
Name: James X2 Fallon Sex: Male Race: White DOB: 06/01/1972 (Age:46)		Active	Petitioner	\$336.12	  

To Be Served Organizations [Quick Search Organization](#) [Advanced Search / Add](#)


Other People [Quick Search Person](#) [Advanced Search / Add](#)

Click on the **Edit** icon  to open the court paper. The *Person Information* displays.

Go Back

Person Information

View Person Update Person

LAST NAME Fallon	FIRST NAME James	MIDDLE NAME X2	DOB 06/01/1972 (Age: 46)	SEX Male	RACE White	 (1/2) 06/16/2017
DRIVER'S LICENSE # AK22222	DRIVER'S LICENSE STATE Alaska	SSN 222-22-2222	ALIASES Jimmy F(Alias)			
EYE COLOR Blue						
INDEX ID 996						

Status Details

ROLES

☒ Petitioner

STATUS

Current Status

DATE 06/16/2017 1208	SERVING PERSON
PERSON SERVED	LOCATION SERVED
STATUS COMMENT Initial Status	

At the bottom of the page is a section where you fill in the information in regards to tracking the service of the paper. You can notate attempts, the mileage for the attempts, and the fee's to be collected in regards to the court paper.

Fee Details

ATTEMPTS	BILLABLE ATTEMPTS	MILEAGE	BILLABLE
<input type="text"/>	<input type="text"/>	600	<input checked="" type="checkbox"/>
MILEAGE FEE(\$)	SERVICE FEE(\$)	MISC FEES(\$)	TOTAL FEE(\$)
300.00	36.12		336.12
FEE COMMENT			
<input type="text"/>			

Go Back Update

Status Details

The **Status** of the paper would be changed to show the final status that the paper would have. Choices would be in status details section in the following screen shot to capture a served-executed paper service.

STATUS
 Served - Executed

DATE / TIME
 02/13/2019 1013

SERVING PERSON
 Christine Saur (Badge #: SAUR111)

PERSON SERVED
☐ SELECT CURRENT PERSON ☐ SELECT MASTER NAME ☐ ENTER PERSON

LOCATION SERVED
☒ SELECT SERVICE ADDRESS ☐ SELECT MASTER ADDRESS ☐ ENTER ADDRESS

SERVICE ADDRESS
 Select

STATUS COMMENT

Select the **Update** button to save your changes.

Once you are finished with paper the *Fee Collections* section is completed. You now want to be able to collect fees and keep track of what has been paid on and what might still be owed.

Click the **Edit** icon on the *Organization Details* for the Payor and then click the **Add** link. This will create another entry point for receiving remainder fees as they come in.

Fee Audits also display on the *Edit Court Paper* screen.

Court Paper Search / Court Paper Search Results / **Edit Court Paper**

Go Back Delete Quick Print Print

Fee Audits

Fallon, Jim X3 - DOB: 06/01/1973 RACE: White SEX: Male

New	Old	Changed By
Mileage: 900	Mileage:	User: Homer Simpson
Mileage Fee: 450	Mileage Fee:	Date: 06/16/2017 1232
Service Fee: 36.12	Service Fee:	

Go Back

You can click the **Print** or Quick button to generate a *Court Paper Report*. For details on printing the report, refer to "Print Court Paper" on page 364.

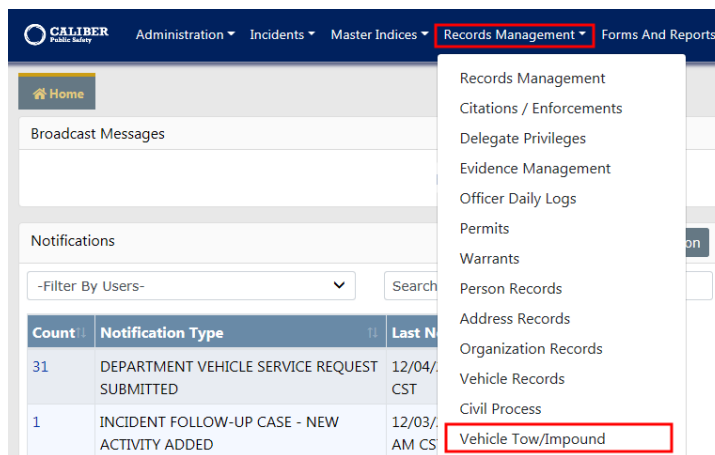
Chapter 22. Vehicle Tow/Impound

Overview

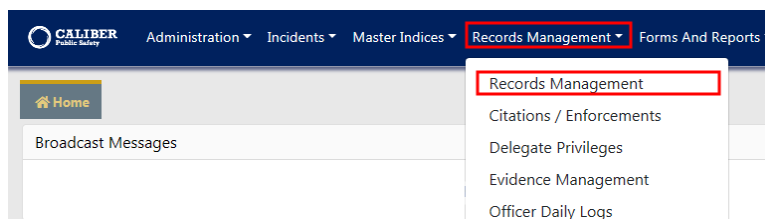
The **Vehicle Tow/Impound** module is found under the *Records Management* menu on the *Home Page*

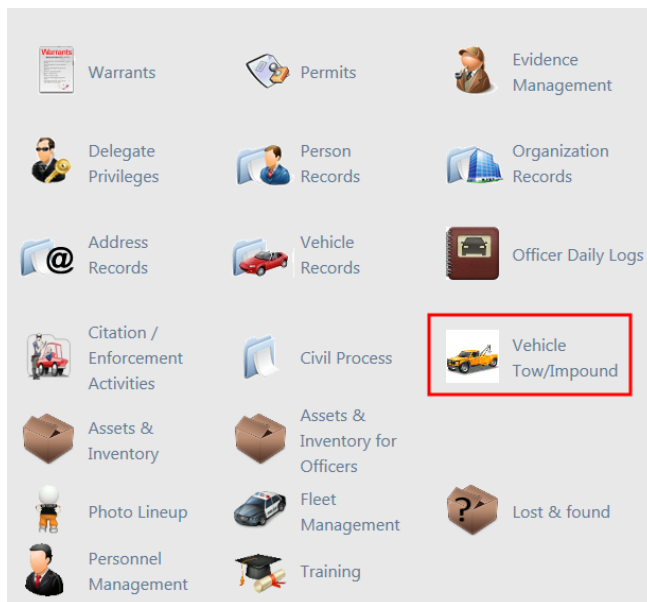
You can access this module two ways:

- Click *Records Management* on the top navigation bar, then click **Vehicle Tow/Impound**.



- Click *Records Management* on the top navigation bar, click on the *Records Management* option that appears in the drop-down list, then click the **Vehicle Tow/Impound** link.





Either method opens the *Vehicle Tow/Impound Search* screen. After selecting the icon you are taken to *Search* application. You can either view the delete log, add a new record, or search the system for data that matches specific criteria.

Vehicle Tow/Impound Search View Delete Log Add Vehicle Tow/Impound

IMPOUND ID	VEHICLE ID	TOWING AGENCY
<input type="text"/>	<input type="text"/>	All Agencies
ASSOCIATED INCIDENT REPORT #	OTHER REFERENCE #	DISPOSITION
<input type="text"/>	<input type="text"/>	-Select-
TOWED FROM		CITY
<input type="text"/>		<input type="text"/>
DISPATCH NUMBER	NON-RELEASED VEHICLE	
<input type="text"/>	<input type="checkbox"/>	
TOW DATE FROM	TOW DATE TO	RELEASE DATE FROM
<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle Details		
YEAR	MAKE	MODEL
<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN #	VEHICLE TYPE	VEHICLE STYLE
<input type="text"/>	-Select-	-Select-
LICENSE #	<input type="text"/>	
<input type="text"/>		
<input type="button" value="Go Back"/> <input type="button" value="Reset"/> <input type="button" value="Search"/>		

Click **Go Back** to return to the previous screen, click **Reset** to start a new search, or click the **Search** button to search for records containing the entered criteria.

For information on viewing the delete log refer to "Logs" on page 384.

For information on adding a new tow/impound record refer to "Enter New" on page 373.

For information on searching for existing records refer to "Search Vehicle Tow/Impound" on the facing page.

Search Vehicle Tow/Impound

Access the *Vehicle Tow/Impound Search* page to begin your search. For more information on accessing the *Vehicle Tow/Impound Search* page refer to "Overview" on page 369.

Vehicle Tow/Impound Search [View Delete Log](#) [Add Vehicle Tow/Impound](#)

IMPOUND ID <input type="text"/>	VEHICLE ID <input type="text"/>	TOWING AGENCY All Agencies <input type="text"/>
ASSOCIATED INCIDENT REPORT # <input type="text"/>	OTHER REFERENCE # <input type="text"/>	DISPOSITION -Select- <input type="text"/>
TOWED FROM <input type="text"/>	CITY <input type="text"/>	
DISPATCH NUMBER <input type="text"/>	NON-RELEASED VEHICLE <input type="checkbox"/>	
TOW DATE FROM <input type="text"/>	TOW DATE TO <input type="text"/>	RELEASE DATE FROM <input type="text"/>
RELEASE DATE TO <input type="text"/>		

Vehicle Details

YEAR <input type="text"/>	MAKE <input type="text"/>	MODEL <input type="text"/>
VIN # <input type="text"/>	VEHICLE TYPE -Select- <input type="text"/>	VEHICLE STYLE -Select- <input type="text"/>
LICENSE # <input type="text"/>		

[Go Back](#) [Reset](#) [Search](#)

Click on the **Add Vehicle Tow/Impound** link to add a new tow record. For more information on adding a new tow record, refer to "Enter New" on page 373.

[+ Add Vehicle Tow/Impound](#)

Click on the **View Delete Log** link to view deleted tow records.

[View Delete Log](#)

Tow/Impound Delete Log [Back](#)

Search [Search](#) [Reset](#) Show 10 entries

Log Id	Vehicle Id	Deleted By	Date	Comments	Impounding Agency	Location of Impound
1	33	Waterman, Debbie - Captain, ID# 12345(DEBBIE)	07/19/2018 1416	i	District 42, Versailles	
2	608	Simpson, Homer(STATE_OFFICER11)	11/29/2018 0856	i	District 42, Versailles	

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

Click the **Back** button to return to the *Vehicle Tow/Impound Search* page.

Enter your search criteria on the *Vehicle Tow/Impound Search* page to search and locate existing records that match your entered criteria.

When searching by Make and Model, begin entering a portion of the word and a list will appear from which to choose. For example, enter *Chev* in the **Make** field to display a list that contains *Chev* then click on the appropriate item that appears on the list. Optionally, do the same for **Model**

Vehicle Tow/Impound Search [View Delete Log](#) [Add Vehicle Tow/Impound](#)

IMPOUND ID	VEHICLE ID	TOWING AGENCY
ASSOCIATED INCIDENT REPORT #	OTHER REFERENCE #	DISPOSITION
TOWED FROM		CITY
DISPATCH NUMBER	NON-RELEASED VEHICLE <input type="checkbox"/>	
TOW DATE FROM	TOW DATE TO	RELEASE DATE FROM
		RELEASE DATE TO

Vehicle Details

YEAR	MAKE	MODEL
VIN #	chev	
LICENSE #	CHEVALLERO MOTOR HOME(CHVL) CHEVELLE MOBILE HOMES, INC(CHEX) CHEVROLET(CHEV) CHEVRON CORP(CHEP) CHEVELLE HOMES SALES CORP OF ALABAMA(CSUL)	

Click the **Search** button to display the search results.

[Refine Search](#) [New Search](#) [Add Vehicle Tow/Impound](#)

10 Result(s) Found

Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
126	75	District 42, Versailles	02/19/2014 00:23		Initial	
106	186	District 16, Peru - GA	06/27/2013 07:00	Oak and Center	Initial	
85	186	District 24, Bremen - NJ	01/25/2013 09:10	Street	Initial	
84	186	District 24, Bremen - NJ	01/25/2013 09:00	Bank Parking Lot	Initial	

Hover the mouse over the blue information bubble to view a summary of the vehicle or click on the Impound ID to view vehicle and tow details.

[Refine Search](#) [New Search](#) [Add Vehicle Tow/Impound](#)

10 Result(s) Found

Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
126	75	District 42, Versailles	02/19/2014 00:23		Initial	
106						
85						
84						






Click to view vehicle details

Hover over bubble to view vehicle summary

YEAR	MAKE	MODEL	TYPE	STYLE	LICENSE STATE
1964	CHEVROLET(CHEV)	IMPALA	Automobile	Coupe	CA
LICENSE TYPE	LICENSE MONTH / YEAR	COLOR	VALUE (\$)	DATE OF INFO	INDEX ID
Ex Prisoner of War	10 / -	COM / COM	100000	02/19/2014 02:20:38 PM	75

With proper permissions, you can view, edit, delete Tow/Impound records, release holds, or release vehicles using the icons that appear under the *Actions* column. Only the icons to which you have access appear. If you do not have permissions to perform any of these tasks, refer to your system administrator.

Action Icons


-  View Vehicle Tow/Impound Record
-  Edit Vehicle Tow/Impound Record. For instructions on editing tow records, refer to "Update Existing" on the next page.
-  Delete Vehicle Tow/Impound Record
-  Release Holds. For instructions on releasing holds, refer to "Vehicle Holds" on page 380.
-  Release Vehicle. All Holds must be released before you can release a vehicle.

Enter New

Access the *Vehicle Tow/Impound Search* page. For more information on accessing the *Vehicle Tow/Impound Search* page refer to "Overview" on page 369.

On the *Vehicle Tow/Impound Search* page, click the **Add Vehicle Tow/Impound** link to open the *Master Index Search* page. Search for the Master Vehicle Index record you want to add to the Tow/Impound module.

If the Master Vehicle Index record you are searching for does not exist, then click the **Add Vehicle** link to add a new Master Vehicle Index record. For more information on Master Indices refer to "Master Indices" on page 47.

In the *Vehicle Search Results* window, click the **Select**  icon on the vehicle you want to add to a new **Tow/Impound** record.

Refine Search

New Search

Add Vehicle

7 result(s) found

VIN	Type	Make/Model	Style	M/C CCs	Top/Bottom Color	License Plate	Year	State	Index ID	Actions
AJJD1599V74HR758	Automobile	CHEVROLET (CHEV) / CAMARO	Sedan, 4-door		White / Blue	GTO98837	2009		218	<div></div> <div></div>
12345678901234567890	Automobile	CHEVROLET (CHEV) / CAMARO	Hardtop, 2-door		Purple / -	ABC123	2016	Colorado	721	<div></div> <div></div>
SAFG651AS32165ETR651		CHEVROLET (CHEV) / MONTE CARLO			Blue / Blue, Dark	123456	1999	Alaska	46	<div></div> <div></div>

Vehicle Information					
YEAR 2009	VIN AJJDL599V74HR75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile	STYLE Sedan, 4-door
LICENSE PLATE GTO98837	LICENSE STATE MK	LICENSE TYPE Amateur radio	LICENSE MONTH / YEAR 7 / 2016	MISC ID 123	COLOR YEL / DBL
VALUE (\$) 123	ODOMETER 44555	CONDITION FAIR	DATE OF INFO 11/27/2018 11:43:00 PM	INDEX ID 218	

Vehicle Description		
LICENSE # GTO98837	LICENSE TYPE Amateur radio	STATE (Northern) Mariana Islands
LICENSE MONTH July	LICENSE YEAR 2016	
MISC IDENTIFIER 123	TOP COLOR Yellow	BOTTOM COLOR Blue, Dark
VALUE(\$) 	ODOMETER 	CONDITION -Select-
DAMAGE -Select-	DAMAGE REMARKS 	

Impound Information	
TOWING AGENCY District 42, Versailles	DATE/TIME OF TOW
OTHER REFERENCE # 	CAD #
TOWED FROM 	

Enter the tow date and time and other relevant information for this **Tow/Impound** record. Any field with a red left-hand border is a required field. You must complete required fields to continue.

Click the **Save** button on the bottom of the page, or upper right.


The *Edit Impound* page appears, allowing you to select a **Towing Company**, or specify one if it is not in the system. Also you can associate people, organizations, and other information. Holds are also managed here on a separate tab, along with an audit log on another tab. For more information on the *Edit Impound* page refer to "Update Existing" below.

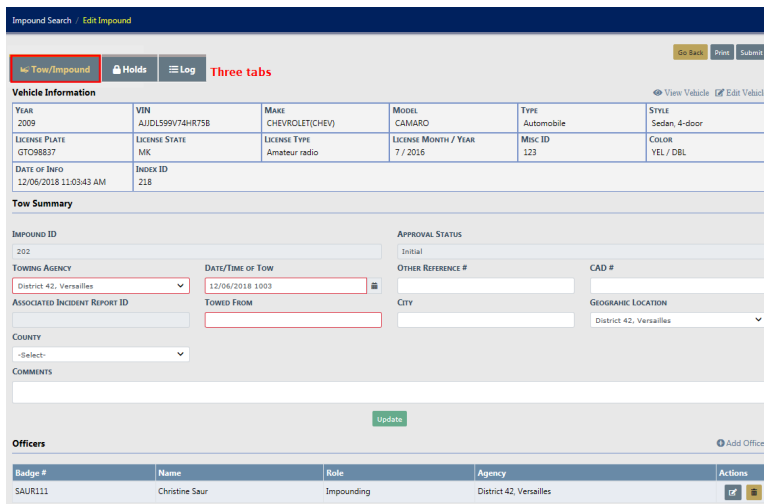
Click the **Print** button to print the record, or click the **Submit** button to submit the record for approval. For instructions on printing *Vehicle Tow/Impound* records, refer to "Print" on page 385.

Vehicle Information					
YEAR 2009	VIN AJJDL599V74HR75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile	STYLE Sedan, 4-door
LICENSE PLATE GTO98837	LICENSE STATE MK	LICENSE TYPE Amateur radio	LICENSE MONTH / YEAR 7 / 2016	MISC ID 123	COLOR YEL / DBL
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX ID 218				

Update Existing

Search for the *Vehicle Tow/Impound* record you want to update. For more information on searching for existing records, refer to "Search Vehicle Tow/Impound" on page 371.

On the *Search Results* window identify the record you want to update then click the update icon  in the *Actions* column to open the *Edit Impound* page.



Impound Search / Edit Impound

Go Back Print Submit

Tow/Impound Holds Log **Three tabs**

Vehicle Information View Vehicle Edit Vehicle

YEAR 2009	VIN AJDL59974H-R75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile	STYLE Sedan, 4-door
LICENSE PLATE GTO98837	LICENSE STATE MK	LICENSE TYPE Amateur radio	LICENSE MONTH / YEAR 7 / 2016	MISC ID 123	COLOR YEL / DBL
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX ID 218				

Tow Summary

IMPOUND ID: 202

APPROVAL STATUS: Initial

TOWING AGENCY: District 42, Versailles

DATE/TIME OF TOW: 12/06/2018 10:03

OTHER REFERENCE #:

CAD #:

ASSOCIATED INCIDENT REPORT ID:

TOWED FROM:

CITY:



GEOGRAPHIC LOCATION: District 42, Versailles

COUNTY: -Select-

COMMENTS:

Update

Officers Add Officer

Badge #	Name	Role	Agency	Actions
SAUR111	Christine Saur	Impounding	District 42, Versailles	 

The *Edit Impound* page contains three tabs:

- Tow/Impound
- Holds
- Log

Click the **Print** button on the top right to print the record. For instructions on printing *Vehicle Tow/Impound* records, refer to "Print" on page 385.

Tow/Impound Tab

The *Edit Impound* page defaults to this tab, which contains multiple sections:

- Vehicle Information
- Tow Summary
- Officers
- Vehicle Description
- Towing Details
- People

- Organizations
- Inventory
- Attachments (i.e., documents and photos)

Vehicle Information

This section displays the *Master Vehicle Index* data. You can click on the **View Vehicle** link to view details of the index record or you can, with proper permissions, click on the **Edit Vehicle** link to edit the *Master Vehicle Index* record.

Vehicle Information						View Vehicle Edit Vehicle
YEAR 2009	VIN AJJDLS99V74HR75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile	STYLE Sedan, 4-door	
LICENSE PLATE GTO98837	LICENSE STATE MK	LICENSE TYPE Amateur radio	LICENSE MONTH / YEAR 7 / 2016	MISC ID 123	COLOR YEL / DBL	
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX ID 218					



Tow Summary

Enter the appropriate information then click the **Update** button. Required fields display a red border to the left of the field.

Tow Summary			
IMPOUND ID 202		APPROVAL STATUS Initial	
TOWING AGENCY District 42, Versailles	DATE/TIME OF TOW 12/06/2018 1045	OTHER REFERENCE #	CAD #
ASSOCIATED INCIDENT REPORT ID	TOWED FROM	CITY	GEOGRAPHIC LOCATION District 42, Versailles
COUNTY -Select-			
COMMENTS			
<input type="button" value="Update"/>			

Officers

Click the **Add Officer** button to add an officer, then click **Save**. Required fields display a red border to the left of the field.

Officers				
Badge #	Name	Role	Agency	Actions
SAUR111	Christine Saur	Impounding	District 42, Versailles	 

Add Officer

OFFICER

Officer Joe Hedges(Badge #: 7049)

ROLE

Assisting

Cancel

Save

Vehicle Description

Enter the appropriate information then click the **Update** button. This is information based on your current observation.

Vehicle Description		
LICENSE #	LICENSE TYPE	STATE
GTO98837	Amateur radio	(Northern) Mariana Islands
LICENSE MONTH	LICENSE YEAR	
July	2016	
MISC IDENTIFIER	TOP COLOR	BOTTOM COLOR
123	Yellow	Blue, Dark
VALUE(\$)	ODOMETER	CONDITION
		-Select-
DAMAGE	DAMAGE REMARKS	
-Select-		
<div>Update</div>		

Towing

Select one towing option: *No Towing*, *Select Company*, or *Specify Company*.

If you choose *Select Company* or *Specify Company*, enter the appropriate information in the fields provided. If you choose *No Towing*, no additional fields appear. Required fields display a red border to the left of the field.

Towing

☐ No Towing
 ☒ Select Company
 ☐ Specify Company

COMPANY NAME: FILTER BY COUNTY:

ADDRESS: CITY: STATE:

ZIP: PHONE #: - - DRIVER:

REFERENCE NUMBER: IMPOUND STORAGE: AUTHORIZING OFFICER:

TOW REASONS:

Click to Sele

COMMENTS:

[Save](#)

Towing

☒ No Towing
 ☐ Select Company
 ☐ Specify Company

[Save](#)

Click the **Save** button to save the record.

People

The **People** section allows you to search the *Master Name Index* and use existing records if already in system by clicking on the **Quick Search Person** link, or you can, with proper permissions, add a new *Master Name Index* record by clicking on the **Advanced Search / Add** link. For more information on Master Indices, refer to "Master Indices" on page 47.

People [Quick Search Person](#) [Advanced Search / Add](#)

Person	Role	Actions
Name: Ranelle Marie Clark Sex: Female Race: White DOB: 03/16/1959 (Age:59)	Driver	Add Edit

Organizations

The **Organizations** section allows you to search the *Master Organization Index* and use existing records if already in system by clicking on the **Quick Search Organization** link, or you can, with proper permissions, add a new *Master Organization Index* record by clicking on the **Advanced Search/Add** link. For more information on Master Indices, refer to "Master Indices" on page 47.

Organizations [Quick Search Organization](#) [Advanced Search / Add](#)

Organization	Role	Actions
Name: All Blacks Rugby Type: Wholesale, Durable Goods Address: 2924 East 1250 South Building #99 Battle Ground, IN 47920 Phone (Business): 406-789-8954	Owner	Add Edit

Inventory

Click the **Add Item** link to add an Inventory item.

Inventory			+ Add Item
Description	Quantity	Actions	
No Data To Display			

Attachments

Click the **Add Attachment** link to add photos or documents.

Attachments

Add Attachment

Type	File Name	Description	Date of Info	Actions
No Data To Display				

For more information on attachments, refer to "Attachments" on page 41.

Holds Tab

This tab contains dates, reasons, and comments pertaining to vehicle holds and releases.

Tow/Impound

Holds

Log

Go Back

Print

Submit

Holds

Add Hold

Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
<div><div></div><div>6 hour hold</div></div>	Verify Owner	12/06/2018 1129		No		<div><div></div><div></div><div></div></div>

For more information on holds, refer to "Vehicle Holds" on the next page.

Log Tab

Data that contains the date, time, and a summary of what occurred such as, when the record was created in Caliber Online RMS, hold and release dates, etc. The data is generated by Caliber Online RMS automatically, and you have the ability to manually add a log entry.

Date/Time	Comment	Actions
12/06/2018 10:29	Impound Hold Added - 6 hour hold	
12/06/2018 09:03	Impound Record Created	

For more information on Log entries, refer to "Logs" on page 384.

Vehicle Holds

You can place a hold from the *Holds* tab of the *Edit Impound* page.

For more information on accessing the *Edit Impound* page, refer to "Update Existing" on page 374.

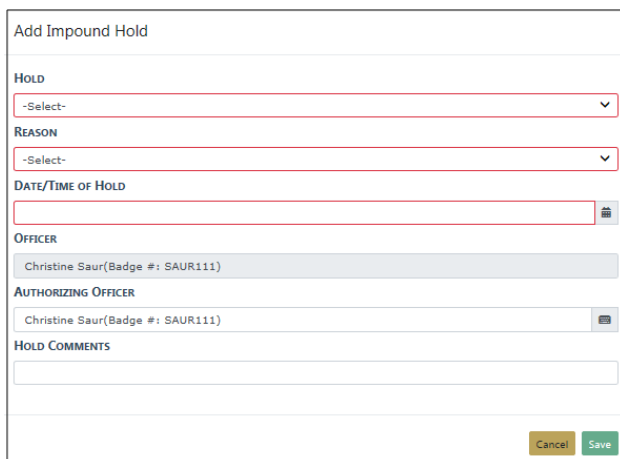
Place a Hold

Click on the *Holds* tab of the *Edit Impound* page.

Click on the **Add Hold** link to open the *Add Impound Hold* window.

Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
6 hour hold	Verify Owner	12/06/2018 1129		No		

Enter the appropriate information in the *Add Impound Hold* window, then click **Save**. Any field with a red left-hand border is a required field. You must complete required fields to continue.



Add Impound Hold

HOLD

REASON

DATE/TIME OF HOLD

OFFICER

AUTHORIZING OFFICER


HOLD COMMENTS

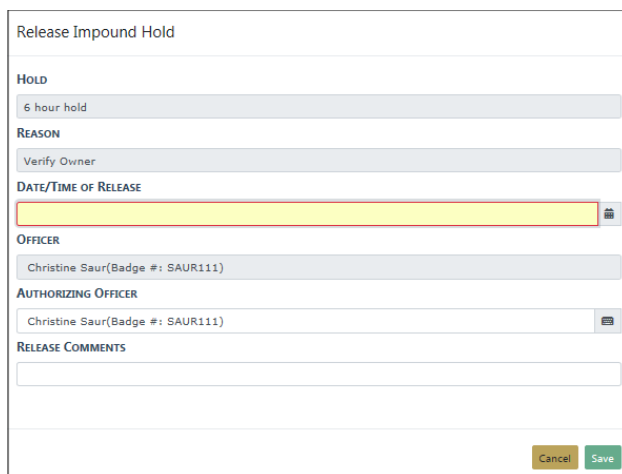
You can edit, delete, or release a hold by clicking on the appropriate action icon.

Release Holds

There are two ways you can release a hold:

- From the *Holds* tab of the *Edit Impound* page.

To release a hold on a vehicle, click on the **Release Hold** icon  that appears in the *Actions* column to open the *Release Impound Hold* window.



Release Impound Hold

HOLD

REASON

DATE/TIME OF RELEASE

OFFICER

AUTHORIZING OFFICER


RELEASE COMMENTS


Enter the **Date and Time of Release** and **Release Comments**, then click the **Save** button.

For more information on accessing the *Edit Impound* page, refer to "Update Existing" on page 374.

- From the *Impound Search Results*.

Click on the **Release Hold** icon  to open the *Release Impound* page

Impound Search / Impound Search Results						
130 Results Found						
Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
202	218	District 42, Versailles	12/06/2018 09:59		Initial	
201	218	District 42, Versailles	11/26/2018 22:43	walmart	Initial	

Click on the **Release Hold** icon  in the *Holds* section to open the *Release Impound Hold* window.

Impound Search / Impound Search Results / Release Impound

Go Back Print

Vehicle View Vehicle Edit Vehicle

YEAR 2009	VIN AJJDL599V74HR758	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile	STYLE Sedan, 4-door
LICENSE PLATE GTO98837	LICENSE STATE MIK	LICENSE TYPE Amateur radio	LICENSE MONTH / YEAR 7 / 2016	MISC ID 123	COLOR YEL / DBL
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX ID 218				

Release

All holds must be released.


RELEASED DATE: DISPOSITION:

RELEASING OFFICER:

AUTHORIZING OFFICER:


RELEASED TO:

Quick Search Advanced Search / Add

Person	Role	Actions
Name: Ranelle Marie Clark Sex: Female Race: White DOB: 03/16/1959 (Age:59)	Driver	

Save

Holds Add Hold

Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
6 hour hold	Verify Owner	12/06/2018 11:29		No		

Enter the Date and Time of Release, and **Release Comments**, then click **Save**.

Release Impound Hold

HOLD

6 hour hold

REASON

Verify Owner

DATE/TIME OF RELEASE

OFFICER

Christine Saur(Badge #: SAUR111)

AUTHORIZING OFFICER

Christine Saur(Badge #: SAUR111)

RELEASE COMMENTS


Cancel Save

For more information on accessing the search results, refer to "Search Vehicle Tow/Impound" on page 371.

Release Vehicles

Vehicles are **Released** from impound from the *Impound Search Results* page.



Search for the *Vehicle Tow/Impound* record you want to release from impound. For more information on accessing the *Impound Search* page refer to "Overview" on page 369.

Locate the appropriate record in the *Impound Search Results* page that you want to release, then click on the **Release Vehicle** icon  in the *Actions* column to open the *Release Vehicle Tow/Impound* form.

Impound Search / Impound Search Results

Refine Search New Search Add Vehicle Tow/Impound

191 Result(s) Found Previous 1 2 3 4 5 6 7 8 Next

Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
203	765	District 42, Versailles	01/31/2019 09:39	DENVER	Initial	
202	218	District 42, Versailles	12/06/2018 15:26	McDonalds	Pending Approval	

Impound Search / Impound Search Results / Release Impound (#203)

Go Back Print

View Vehicle Edit Vehicle

MAKE	MODEL	TYPE	LICENSE PLATE	LICENSE STATE	LICENSE MONTH / YEAR
A & B TRAILER MFG CO, INC(ABTR)	TRAILER	Trailer/RVs	NBR 097	IN	- / 1980

MISC ID	COLOR	DATE OF INFO	INDEX ID
12345	TEA / PLE	01/31/2019 01:51:37 PM	765

Release

RELEASED DATE DISPOSITION

RELEASING OFFICER

AUTHORIZING OFFICER

RELEASED TO

Quick Search Advanced Search

Person	Role	Actions
No Data To Display		

Save

Holds Add Hold

Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
6 hour hold	Drug Seizure	02/08/2019 1029		Yes	02/13/2019 1110	

Note: All vehicle **Holds** must be released prior to releasing the vehicle. For instructions on releasing **Holds**, refer to "Vehicle Holds" on page 380.


Any field with a red left-hand border is a required field. You must complete required fields to continue.

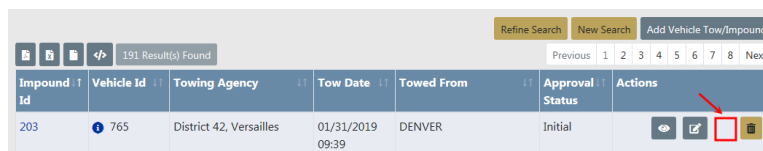
Click either the **Quick Search** or **Advanced Search** link to search and select the person to whom the vehicle is **Released To**.

Note: If the person does not exist and you have proper permissions, you can create the *Master Person Index* record by clicking on the **Advanced Search/Add** link on the bottom right of the search window. For instructions on creating a *Master Person Index* record, refer to the "Adding Person" on page 55 section of the *Master Indices* chapter. For more information on permissions, refer to your system administrator.

Click the **Save** button. A **Successfully Updated** message briefly appears above the **Released Date**.

A record is added to the **Log** automatically.

Click on the **Go Back** button at the top of the page to return to the *Search Results* page. The **Release Vehicle** icon  no longer displays in the *Actions* column on the vehicle record, indicating the vehicle is no longer in impound status.



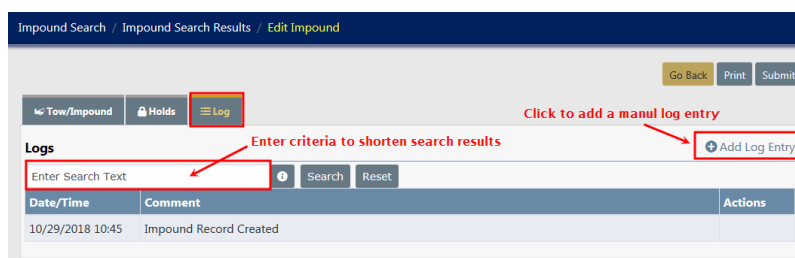
Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
203	765	District 42, Versailles	01/31/2019 09:39	DENVER	Initial	

Click on the **Go Back** button to return to the *Vehicle Tow/Impound Search* page.

Logs

The *Log* tab of the *Edit Impound* page displays impound activity that was systematically logged for that particular vehicle, including manual log entries you create. For details on accessing the *Edit Impound* page, refer to "Update Existing" on page 374.

The number of log entries can get long. To search for particular log entries, enter a keyword in the search text field then click the **Search** button.



Impound Search / Impound Search Results / Edit Impound

Go Back Print Submit

Tow/Impound Holds **Log**

Click to add a manual log entry

Enter criteria to shorten search results

Enter Search Text Search Reset Add Log Entry

Date/Time	Comment	Actions
10/29/2018 10:45	Impound Record Created	

Optionally, click on **Add Log Entry** to create your own log entry, then enter **Comments** and the **Save** button.

Add Log Entry

COMMENTS

This is a manual log entry.

Cancel Save




You can edit or delete manual log entries; however, log entries generated by the system are read-only. Click the edit icon  to update the record, or click the trash icon  to delete.

Go Back Print Submit

Tow/Impound Holds Log

Logs

Enter Search Text Search Reset

Date/Time	Comment	Actions
02/19/2019 13:57	Called Impound.	 
10/29/2018 10:45	Impound Record Created	

Manual entry can be edited or deleted

System generated entries are read-only

Print

You can print the *Vehicle Tow/Impound* record from the *Edit Impound* page. For instructions on accessing the *Edit Impound* page, refer to "Update Existing" on page 374.

Click the **Print** button on the top right of the window.

Impound Search / Impound Search Results / Edit Impound

Go Back Print Submit

Tow/Impound Holds Log

Vehicle Information

YEAR	VIN	MAKE	MODEL	TYPE	STYLE
2009	AJJD1599V74HR75B	CHEVROLET(CHEV)	CAMARO	Automobile	Sedan, 4-door
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR
GTO98837	MK	Amateur radio	7 / 2016	123	YEL / DBL
DATE OF INFO	INDEX ID				
12/06/2018 11:03:43 AM	218				

Tow Summary

IMPOUND ID	APPROVAL STATUS		
202	Initial		
TOWING AGENCY	DATE/TIME OF TOW	OTHER REFERENCE #	CAD #
District 42, Versailles	12/06/2018 0842		

The *Tow/Impound Print Options* window opens. Select the options you want to include in the report; green options are included and gray options are not.

Tow/Impound Print Options

Please select what information you would like to Print.

TOW RELEASE

☒

INVENTORY

☐

PDF ATTACHMENTS

☐

TOWING COMMENTS

☒

REDACT DOBS

☒

GARAGE OWNER SECTION

☐

CUSTOM FIELDS

☐

IMAGE ATTACHMENTS

☐

RELEASE COMMENTS

☐

Cancel

Select All

Select None

Print

Click the **Print** button on the bottom right, then either **Open** or **Save** the file to your computer or network. Or click **Cancel** to return to the *Edit Impound* page without printing.

Chapter 23.Inventory and Assets

Inventory Overview

Inventory Management allows an organization to designate storage locations and maintain on-hand stock items. A user-defined hierarchy and shared item descriptors provide the agency with a means to perform uniform data entry across the entire organization. Managers of these locations can assign items to officers, employees, locations, vehicles, and organizations. Additionally management capability allows officers, employees, and supervisors to manage and track issued equipment. Accountability is maintained for each transaction which creates a history within the module.

Inventory Roles

There are three system-level inventory roles for the *Assets* and *Inventory* Modules:

- *Inventory Manager* role is given to any user who manages warehouse locations.
- *Inventory Sub-Manager* role is given to any user who is not a warehouse manager but who has control over non-warehouse (other) locations.

NOTE: The two roles above are mutually exclusive. That is, no user should have both roles at the same time.

- *Inventory Admin* role is given to the user who controls the administrative set-up of the module. (This role can be combined with the Inventory Manager role) In addition, four pre-existing roles (Officer, Officer Supervisor, CID User, and CID Supervisor) have been given the new permission categories prefixed with Inventory For Officers.

Anyone who uses inventory management should have the *Inventory – Basic Access* permission category in order to have the basic inventory functionality.

Two basic permission categories are:

- Inventory – Show the Inventory Main Screen
- Inventory – Show the Officer Inventory Screen

NOTE: A user must have one of these to get started.

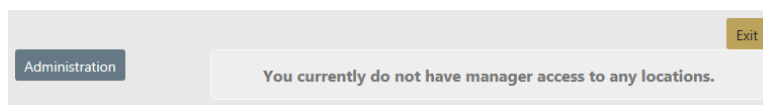
NOTE: Vehicle Make, Model, Type, and Styles share admin tables with the *Fleet Management Module*.

Inventory Management Page

When the administration or setup portion of *Inventory Management* is complete, the **Inventory Management** page appears. For more information on **Inventory Administration** refer to your system administrator.



To gain access to the Inventory Management page, you must be assigned as a Location Manager. If you are not assigned as a Location Manager a message appears on the right stating you do not have manager access to locations. If you have Inventory_Manager permissions, an **Administration** button also appears on the left of the **Inventory Management** page.



If visible, click the **Administration** button, to open the **Inventory Administration** page to set up Location Manager. For more information on **Inventory Administration** refer to the *Caliber Online Administration Guide*.

If the **Administration** button is not visible, contact your system administrator.

Add Inventory

Add Inventory allows you to add quantities to current items. Use the following procedures to add Inventory:

From the *Incident Management* page, select the **Add New Inventory** link to open the *Search For Existing Inventory* page.

The screenshot shows the 'Advanced Search - Search For Existing Inventory' page. At the top, there is a breadcrumb trail 'Inventory Management / Inventory Search' and two buttons: 'Go Back' and 'Add New Item'. The main search area is titled 'Advanced Search - Search For Existing Inventory'. It contains several input fields and dropdown menus arranged in a grid-like fashion. The fields include: 'INVENTORY NUMBER' (text input), 'STATUS' (dropdown menu with '-Select-' selected), 'AVAILABILITY' (dropdown menu with '-Select-' selected), 'UNIT #' (text input), 'BARCODE' (text input), 'SERIAL NUMBER' (text input), 'MAKE' (text input with a calendar icon), 'MODEL' (text input with a calendar icon), 'EXPIRATION DATE FROM' (text input with a calendar icon), 'EXPIRATION DATE TO' (text input with a calendar icon), 'MAINTENANCE DATE FROM' (text input with a calendar icon), 'MAINTENANCE DATE TO' (text input with a calendar icon), 'SEARCH ON TYPE' (dropdown menu with '-Select-' selected), and 'SEARCH ON CURRENT CUSTODY' (dropdown menu with '-Select-' selected). At the bottom of the form are two buttons: 'Reset' and 'Search'.

NOTE: The first step to adding inventory is always to search for existing inventory with descriptions that apply to the item(s) you want to add. This is to ensure that duplicate entries are not made. The goal is to locate and use existing entries to add additional quantities so that the same descriptors are shared across the entire organization.

Perform the search to display the Search Results page. For details refer to "Search for Existing Inventory" on the next page.

If there are no matches to your search then you need to add the new inventory. For details refer to "Add New Inventory" on page 392.

If the search results returns records, add the inventory to existing inventory. For details refer to "Add to Existing Inventory" on page 391

Inventory Management / Inventory Search / Inventory Search Results

Refine Search Go Back Add New Item

Your Search: Category: Clothing Previous 1 Next

INVENTORY NUMBER 123.4	MAKE Acme	Total On Hand: 439 Total Issued: 825	
MODEL Chaser	SIZE 34 x 32	LINE Mens	
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark		
DESCRIPTION Test description			
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.			

INVENTORY NUMBER 1234	Total On Hand: 1 Total Issued: 0
--------------------------	-------------------------------------

Search for Existing Inventory

From the *Incident Management* page, select the **Add New Inventory** link to open the *Search For Existing Inventory* page.

Inventory Management / Inventory Search

Go Back Add New Item


Advanced Search - Search For Existing Inventory

INVENTORY NUMBER <input type="text"/>	STATUS -Select- ▼	AVAILABILITY -Select- ▼
UNIT # <input type="text"/>	BARCODE <input type="text"/>	SERIAL NUMBER <input type="text"/>
MAKE <input type="text"/>	MODEL <input type="text"/>	
EXPIRATION DATE FROM <input type="text"/>	EXPIRATION DATE TO <input type="text"/>	
MAINTENANCE DATE FROM <input type="text"/>	MAINTENANCE DATE TO <input type="text"/>	
SEARCH ON TYPE -Select- ▼		
SEARCH ON CURRENT CUSTODY -Select- ▼		

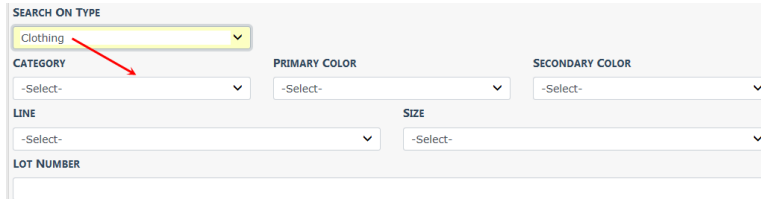
Reset Search

Complete as many of the fields in the Advanced Search section as you can.

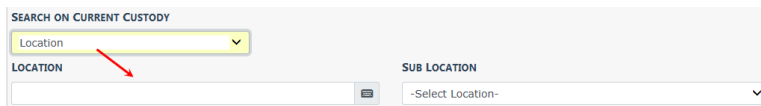
- The Inventory Number field is not required, and it only applies if your agency uses inventory numbers.
- Select/enter values for any of the fields for which you have information.

- Any field with an Auto Filter icon  to the right provides a list that matches your text. Begin typing in this field and it brings up a selection based on what you have typed. The fields that display **-Select-** contains a drop-down selection from which to choose. Click a selection to pull it into the field.

If you choose **Search On Type**, additional fields appear based on your selection.

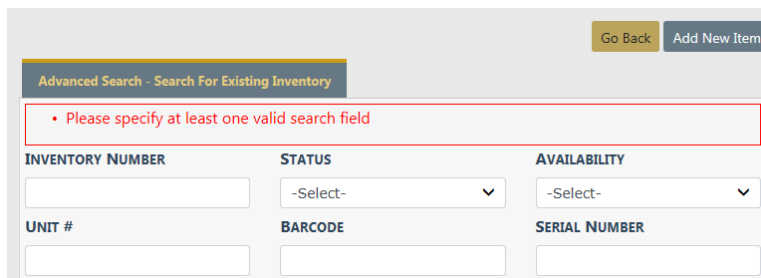


If you choose to **Search on Current Custody**, additional fields appear based on your selection.




Once you have made the selections, select **Search**.

If you select **Search** without entering a valid search field, the *Search For Existing Inventory* page displays with an error message as shown.



Add to Existing Inventory

Once you have performed a search and the search results page returns, locate an item description that matches the item(s) you want to add to the inventory then select the  next to the item to add to the inventory.

Inventory Management / Inventory Search / Inventory Search Results / **Add Inventory**

[Go Back](#)

INVENTORY NUMBER 123.4		MAKE Acme	
MODEL Chaser		SIZE 34 x 32	LINE Mens
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark		
DESCRIPTION Test description			
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.			
LOT NUMBER		UNIT PRICE	
<input type="text"/>		<input type="text"/>	
LOT DESCRIPTION			
<input type="text"/>			

Product Details And Quantity Destination Order ← **Tabs**

One EQ Blister Pack contains 1 Case. One Case contains 1 individual items.

# OF EQ BLISTER PACK	# OF CASE	TOTAL ITEMS ENTERED
<input type="text"/>	<input type="text"/>	<input type="text"/>

ENTER INDIVIDUAL ITEMS

☐

[Save](#)

Enter all the information you have available to include the Product Details and Quantity. Destination and Order Tabs. Select **Save**. You receive the message ensuring you that the new item(s) are being entered into the system.

Message From RMS

You are about to enter a total of 2 item(s) into the system.

[No](#) [Yes](#)

Click **Yes** to enter the new items, or click **No** to return to the previous screen without entering the new items.

Add New Inventory

If there is nothing in the system that matches your search, a *No search results found* message displays.

Inventory Management / Inventory Search / **Inventory Search Results**

[Refine Search](#) [Go Back](#) [Add New Item](#)

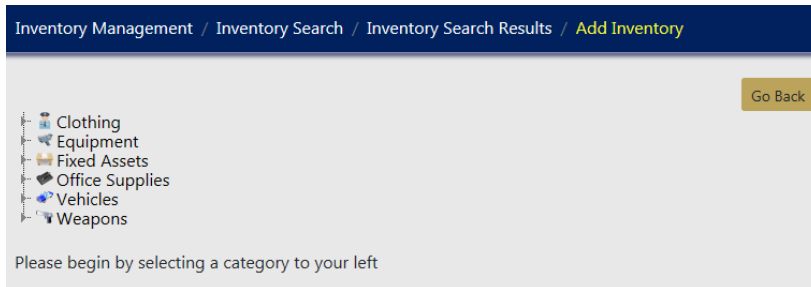
Your Search:
Inventory Number: 453

[Previous](#) [Next](#)

No search results found. ←

Add the new item by selecting the **Add New Item** button on the top right.

Begin by selecting a Category to your left.

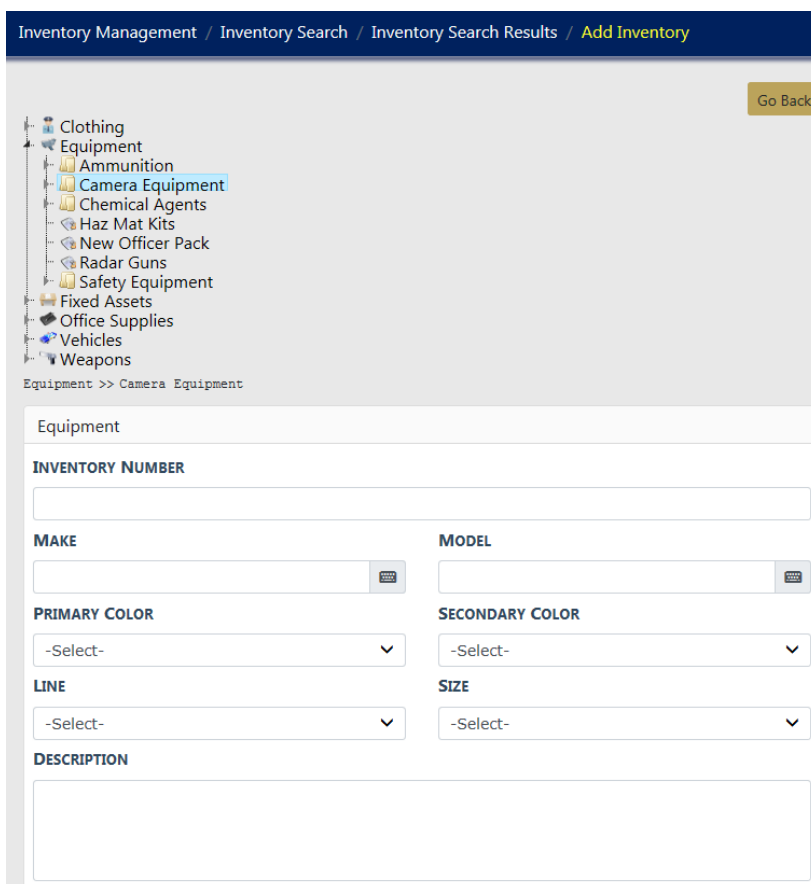


Inventory Management / Inventory Search / Inventory Search Results / **Add Inventory**

Go Back

- Clothing
- Equipment
- Fixed Assets
- Office Supplies
- Vehicles
- Weapons

Please begin by selecting a category to your left



Inventory Management / Inventory Search / Inventory Search Results / **Add Inventory**

Go Back

- Clothing
- Equipment
- Ammunition
- Camera Equipment
- Chemical Agents
- Haz Mat Kits
- New Officer Pack
- Radar Guns
- Safety Equipment
- Fixed Assets
- Office Supplies
- Vehicles
- Weapons

Equipment >> Camera Equipment

Equipment

INVENTORY NUMBER

MAKE **MODEL**

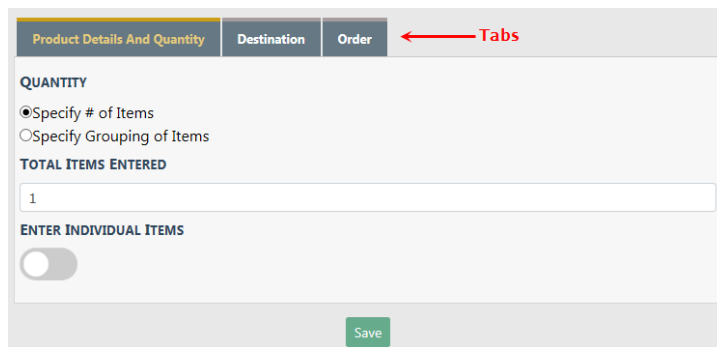
PRIMARY COLOR **SECONDARY COLOR**

LINE **SIZE**

DESCRIPTION

Enter as much information regarding the new Inventory item.

Page down to fill in the *Product Details*, *Destination* and *Order* tabs. Required fields display a red border to the left of the field. Be sure to check all tabs for required fields. Any field with a red left-hand border is a required field. You must complete required fields to continue.



Once all information is entered for the New Inventory Item, select **Save**.

You receive a notification that you are about to enter an amount of items into the system, select **Yes** or **No**.

Edit Entries

The inventory manager can edit entries in the inventory module. However, the manager must always be aware that item descriptors are shared so edits affect other agencies in the same organization.


- Editing Item Descriptors (shared): When adding new inventory the inventory manager searches to determine if the item descriptors already exist in Caliber Online RMS. If search results return a match, the manager selects item descriptors to add new quantity on-hand to update the warehouse. While reviewing the search results, the user can also edit item descriptors.

NOTE: Changes affect all entries across the entire organization. A warning banner displays across the top of the page if matching records exist.

There are a total of 11 items. Updating this record will update all of these items.

- Editing Item Details (not shared): While browsing existing inventory (stock on-hand), the manager can edit the on-hand detail specific to the warehouse. Fields open for edit include: Unit Number, Serial Number, Barcode Number, Expiration Date, Maintenance Date, Status, Usability, and the Disposed check box.

Log entries can be reviewed or created as needed per item. Custody history is also available for viewing and is updated automatically each time an event takes place

Select the  icon next to the item you wish to edit to display the edit page.

Item Properties

Exit

There are a total of 11 items. Updating this record will update all of these items.

INVENTORY NUMBER

CATEGORY

Clothing - Pants - Class A - Teflon - Silver - S

MAKE

Acme

MODEL

PA340

PRIMARY COLOR

Black

SECONDARY COLOR

Black

LINE

Mens

SIZE

13

DESCRIPTION

Uniform Shoes

SELF CHECKOUT

☐

CONSUMABLE

☐

SERVICE LIFE

2 Years 0 Months

QUANTITY TYPE

Box

AMOUNT

0

SUB-QUANTITY TYPE

Pallet

AMOUNT

0

Update

Make the needed changes then select **Update**. A message appears across the top of the page letting you know the Inventory Item has been updated. Select **Exit**.


You may edit another item or elect to **Go Back** so you can search for another item to perform the same or a different task.

Browse

Using the **Browse** feature, the inventory manager can search one or more warehouse locations by the type and category tree. (An advanced search is available for greater refinement.) The search results allow the inventory manager to select items to create a list. The inventory manager can then take action on the list, which is treated as a single group, and the selected action is applied to all items in the list. Actions available allow the inventory manager to assign items as needed to meet various needs. (Caliber Online RMS records each transaction as it occurs.)

From the *Inventory Management* page, click the **Browse** option to display the Browse screen.

The number of locations available to the current user is shown to the far left in the *Locations* banner near the top of the page.

Click the  icon to the left of *Locations* to set the locations.

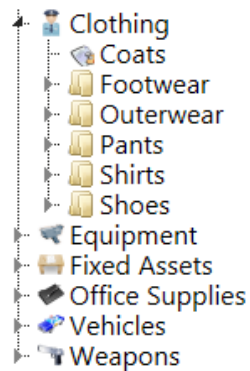
To make the listed location available, ensure the box to the right is checked

To make the location unavailable, remove the check mark

Types are listed in the **By Type & Category** section in the upper left.

Categories are contained within the types folders.

By Type & Category



The *Other Search Options* contains *Advanced Search*. Click on the Advanced Search button to view additional search fields.

By Type & Category

Other Search Options

Advanced Search

INVENTORY NUMBER

UNIT #

MAKE

EXPIRATION DATE FROM

MAINTENANCE DATE FROM

SEARCH ON TYPE

STATUS

BARCODE

AVAILABILITY

SERIAL NUMBER

MODEL

EXPIRATION DATE TO

MAINTENANCE DATE TO

Enter the search criteria then click the **Search** button to return results.

Inventory Management / Browse

Locations (2) 1 Take Action Dispose

By Type & Category

- Clothing
 - Coats
 - Footwear
 - Outerwear
 - Pants
 - Shirts
 - Shoes
- Equipment
- Fixed Assets
- Office Supplies
- Vehicles
- Weapons

Other Search Options
Advanced Search

Your Search:
Category: Clothing
Locations: D42 - Garage, D42 Warehouse A-1
Back To Advanced Search

Previous 1 Next

INVENTORY NUMBER 123.4	MAKE Acme	Total On Hand: 439 Total Issued: 825	
MODEL Chaser	SIZE 34 x 32	LINE Mens	
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark		
DESCRIPTION Test description			
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.			

Location: D42 - Garage Pending Location

Lot # 123.4-5

(Available) New: / 10 EQ Blister Pack / 10 Case / 10 Total 1 Selected
 (Available) Used: / 5 EQ Blister Pack / 5 Case / 5 Total +

To select items from a category, type the quantity that you want to select in text field to the immediate left of the + icon and click + to display the number of items you want to select as shown in the partial example below.


Location: D42 - Garage Pending Location

Lot # 123.4-5

(Available) New: / 10 EQ Blister Pack / 10 Case / 10 Total 1 Selected
 (Available) Used: / 5 EQ Blister Pack / 5 Case / 5 Total +

When you have selected items, the number of items selected as well as the Take Action and Dispose option replace the No Selection label to the far right in the Location banner.

1 Take Action Dispose

You can click on the  icon to display the *View Selected Items* page where you can delete individual items, Clear All Items, and/or Print your current selection. Select **Go Back** to return to the previous page.

Inventory Management / Browse / View Selected Items

Go Back Clear All Items Print

INVENTORY NUMBER 123.4	MAKE Acme					
MODEL Chaser	SIZE 34 x 32	LINE Mens				
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark					
DESCRIPTION Test description						
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.						

Current Custody	Lot Number	Status	Usability	Expiration Date	Count	Actions
D42 - Garage Pending Location	123.4-5	New	Available		1	

Continue to browse and select items as needed.

When you have selected all the items you want to take a particular action on, click **Take Action** to display the *Inventory Management* page as shown.

Inventory Management / Browse / Take Action

Go Back Print

Destination

☐ Checkout to Location
 ☐ Transfer to Other Warehouse
 ☐ Transfer to Other Location
 ☐ Checkout to Person
 ☒ Checkout to Organization
 ☐ Send to Vehicle
 ☐ Create Pack
 ☐ Add To Pack

ORGANIZATION

County Jail1

CUSTODY NOTES

INVENTORY NUMBER 123.4	MAKE Acme
MODEL Chaser	SIZE 34 x 32
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark
DESCRIPTION Test description	
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.	

Current Custody	Lot Number	Status	Usability	Expiration Date	Count
D42 - Garage Pending Location	123_4-5	New	Available		1

Save

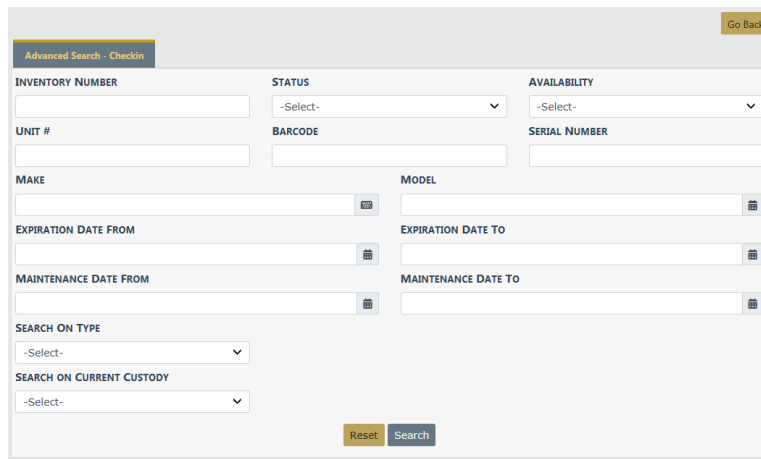
Select the appropriate radio button to indicate the destination of the item(s):

- Selection of Checkout to Location or Transfer to Other Location changes the display to include a field for selection of a Location.
- Selection of Checkout to Organization changes the display to include a field for selection of an Organization field.
- Selection of Checkout to Person changes the display to include a field for selection of an Officer / Employee.
- Selection of Transfer to Warehouse changes the display to include a field for selection of a Warehouse.
- Selection of Send to Vehicle displays the Select Vehicle window to allow selection of a vehicle.
- Selection of Create Pack changes the display to include additional fields to set up a pack.
- Selection of Add to Pack displays the Select Pack window to allow selection of a pack.

Check In

The inventory check-in process allows the manager to search for and check-in items that have been checked out (assigned) to a person, location, organization, or vehicle. A printed receipt to formalize the process is also available should one be needed.

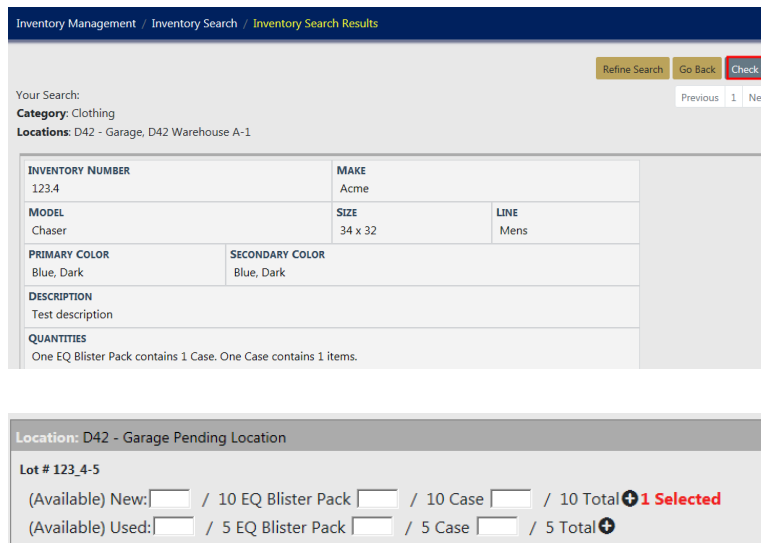
From the *Inventory Management* page, select **Check-In** to open the *Advanced Search - Checkin* page.



The 'Advanced Search - Checkin' form contains the following fields and controls:

- INVENTORY NUMBER**: Text input field.
- STATUS**: Dropdown menu with '-Select-'.
- AVAILABILITY**: Dropdown menu with '-Select-'.
- UNIT #**: Text input field.
- BARCODE**: Text input field.
- SERIAL NUMBER**: Text input field.
- MAKE**: Text input field with a dropdown arrow.
- MODEL**: Text input field with a dropdown arrow.
- EXPIRATION DATE FROM**: Date input field with a calendar icon.
- EXPIRATION DATE TO**: Date input field with a calendar icon.
- MAINTENANCE DATE FROM**: Date input field with a calendar icon.
- MAINTENANCE DATE TO**: Date input field with a calendar icon.
- SEARCH ON TYPE**: Dropdown menu with '-Select-'.
- SEARCH ON CURRENT CUSTODY**: Dropdown menu with '-Select-'.
- Buttons**: 'Reset' and 'Search' buttons at the bottom.
- Go Back**: Button in the top right corner.

Perform a search to locate the item(s) you want to check in. Enter the number to checkin to the left of the item, then click the plus sign (+) to select.



The 'Inventory Search Results' page displays the following information:

- Breadcrumbs**: Inventory Management / Inventory Search / Inventory Search Results
- Search Controls**: 'Refine Search', 'Go Back', and 'Check In' buttons. 'Previous', '1', and 'Next' pagination links.
- Your Search:**
 - Category:** Clothing
 - Locations:** D42 - Garage, D42 Warehouse A-1
- Item Details Table**:

INVENTORY NUMBER 123.4		MAKE Acme	
MODEL Chaser	SIZE 34 x 32	LINE Mens	
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark		
DESCRIPTION Test description			
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 Items.			
- Location Summary**:

Location: D42 - Garage Pending Location

Lot # 123_4-5

(Available) New: / 10 EQ Blister Pack / 10 Case / 10 Total **1 Selected**

(Available) Used: / 5 EQ Blister Pack / 5 Case / 5 Total **+**

Select **Check In** to display the *Check In* page.

Inventory Management / Inventory Search / Inventory Search Results / [Check In](#)

Go Back Print

DESTINATION LOCATION DATE TIME

02/21/2019 1304

NOTES

INVENTORY NUMBER 123.4 MAKE Acme

MODEL Chaser SIZE 34 x 32 LINE Mens

PRIMARY COLOR Blue, Dark SECONDARY COLOR Blue, Dark

DESCRIPTION Test description

QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.

Current Custody	Count	Lot #	Expiration Date	Status	Usability	Sub Location	Actions
OTHER LOCATION test	1	123_4-5		Used	Available	-Select Location-	<input checked="" type="radio"/> Check In All <input type="radio"/> Dispose All <input type="radio"/> Specify Groups

Check In

Complete the Destination Location field and other fields as needed. Select the applicable radio button in the *Actions* column.

When you choose to Dispose of an item(s) you are given the option to select the Disposition Method and enter any Disposition Comments, and click **Check In**.

Current Custody	Count	Lot #	Expiration Date	Status	Usability	Sub Location	Actions
OTHER LOCATION test	1	123_4-5		N/A	N/A	N/A	<input type="radio"/> Check In All <input checked="" type="radio"/> Dispose All <input type="radio"/> Specify Groups

Disposition Method: -Select- Disposition Comments:

When you choose to Specify Groups **Add Entry** and **Add Disposal Entry** links appear. Click on the links to enter additional information.

Current Custody	Count	Lot #	Expiration Date	Status	Usability	Sub Location	Actions
OTHER LOCATION test	1	123_4-5		N/A	N/A	N/A	<input type="radio"/> Check In All <input type="radio"/> Dispose All <input checked="" type="radio"/> Specify Groups

Total Needing Entry: 1 [Add Entry](#) [Add Disposal Entry](#)

A notification appears at the top of the screen advising the **Check In** was successful.

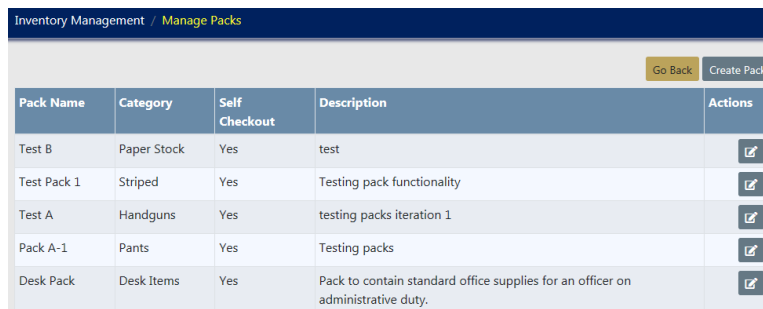
NOTE: For items checked back into a specific location, the on-hand count increases and the current location updates.

Packs

A **Pack** is a collection of items within a single grouping, i.e. initial issue. The **Pack** can then be checked out (assigned) as necessary.

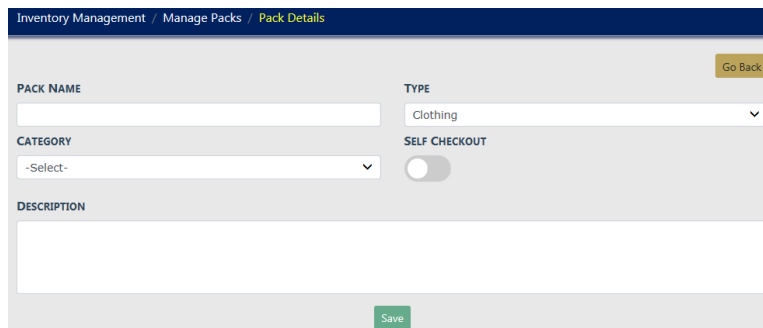
NOTE: Before a new **Pack** can be created, the inventory manager must set up a pack category in the inventory tree under the appropriate type. (Pack categories can be set up under more than one type.) This is done via the *Inventory Setup* tab in the *Inventory Administration*.

From the *Inventory Management* page, select the **Packs** option to open the *Inventory Management – Manage Packs* page.



Pack Name	Category	Self Checkout	Description	Actions
Test B	Paper Stock	Yes	test	
Test Pack 1	Striped	Yes	Testing pack functionality	
Test A	Handguns	Yes	testing packs iteration 1	
Pack A-1	Pants	Yes	Testing packs	
Desk Pack	Desk Items	Yes	Pack to contain standard office supplies for an officer on administrative duty.	

Select the **Create Pack** button to open the *Manage Packs – Pack Details* page.



Inventory Management / Manage Packs / Pack Details

Go Back

PACK NAME:

TYPE:

CATEGORY:

SELF CHECKOUT: ☐

DESCRIPTION:

Save

- Click in the Pack Name field and type a meaningful name to identify this grouping.
- In the Type field, select the type of inventory item to be grouped in this pack.
- In the Category field, select the appropriate pack category.
- If you want individuals to be able to check out this pack, click the Self Checkout box.
- In the Description field, type a brief description of the item.
- Select **Save** to return to the previous page where the new **Pack** now appears.

Inspections / Audits

Caliber Online RMS allows users with the appropriate roles to create inspections/audits and maintain the records. The idea is to create each type of inspection/audit that the agency needs. Print the report and use it to record the results of an inspection or audit.

NOTE: An **Audit** is a count of items by type, location, custody, and so forth. An **Inspection** also provides information about the item(s). The printed paper report available from each instance of an inspection/audit is used to record the results of the inspection/audit. The content of the report is persistent (stays the same over time) unless edited.

From the *Inventory Management* page select **Inspections / Audits**.

The *Inspection Search* page appears.




This page displays first to allow you to locate any existing inspection reports that suit your purpose, and if none are available, use the **Add Inspection** link to create a new one.

If you know that you need to create a new inspection, there is no need to perform a search, click the **Add Inspection** button to open the *Inventory Management – Add Inspection* page and create a new inspection (audit).

You can search by Inspection Date or Next Inspection Date (use the calendar icon to specify a beginning and/or ending date), by Status (New, Completed, Canceled), or you can limit the search to only the inspections you have created by clicking the Limit to My Inspections box, or just click Search to return a list of all inspection records, which may be an extensive list.

Complete the fields to limit your search as needed, then click **Search** to display the *Inspection Search Results* page.

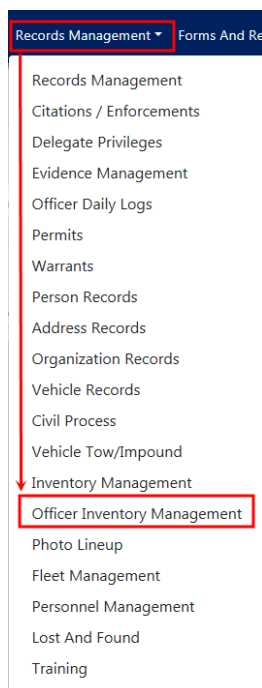
Id	Inspection Name	Search Notes	Agency	Inspection Date	Next Inspection Date	Status	Creator	Actions
117	Silver Striped Teflon Pants		District 42, Versailles	05/15/2017	07/01/2017	New	Homer Simpson	
108	Silver Striped Teflon Pants		District 42, Versailles	04/05/2013	07/01/2017	Cancelled	Homer Simpson	
113	Smith And Wesson		District 42, Versailles	04/05/2013	04/12/2013	New	Homer Simpson	

The icons in the *Actions* column allow you to edit  the inspection (if you are the owner), print  it, or review  it. If an icon is not available to you, then you do not have permissions to perform that action.

Officer Inventory Management

Use the following procedure to access the *Officer Inventory Management* module:

From the Home page, click the *Records Management* label then click on the Officer Inventory Management option to display a drop-down menu as shown.



Select the *Officer Inventory Management* option to display the *Inventory Management* page as shown below. There are four tabs available:

- View My Stock
- Self Check Out
- Self Check In/Transfer
- Dispose Consumable Items

NOTE: Depending upon your agency's configuration set-up and your roles and permissions, the options displayed may vary.

Select **View My Stock** to open the view *My Stock – Search Results* page.

Unit #	Serial #	Barcode	Status	Usability	Next Maintenance Date	Actions
DL88-1	107881	10788X-1	New	Out of Service	03/11/2013	
DL88-2	107882	10788X-2	New	Available	03/11/2013	

This allows the Officer/Employee to view the items that have been issued or checked out to them.

Self Checkout

The **Self Checkout** feature addresses the need for specific items to be available on a routine basis. To maintain accountability, items designated by the inventory manager for **Self Checkout** can be checked out and in without manager intervention from Self Checkout locations. For example, if hand held radar units were assigned to a patrol room and designated as available for **Self Checkout**, any officer on any shift can check the radar out and back in as needed.

Inventory for Officers / **Inventory Search - Checkout**

[Go Back](#)

SELECT A LOCATION

☒ D42 - Garage
☐ D42 - Other
☐ D42 Warehouse A-1
☐ D42 Warehouse B.1
☐ D42 Warehouse C_1

INVENTORY NUMBER

STATUS
 -Select-

AVAILABILITY
 -Select-

UNIT #

BARCODE

SERIAL NUMBER

MAKE

MODEL

EXPIRATION DATE FROM

EXPIRATION DATE TO

MAINTENANCE DATE FROM

MAINTENANCE DATE TO

SEARCH ON TYPE
 -Select-

[Reset](#) [Search](#)

In order to **Self Checkout** an item(s), the inventory manager must make the location of the item available for **Self Checkout**. At a minimum, a location must be selected prior to selecting **Search**. Define the search as needed, select **Search**.

Inventory for Officers / Inventory Search - Checkout / **Inventory Search Results - Checkout**

[Refine Search](#) [Go Back](#) [Finish Checkout](#)

Your Search:
 Self Checkout Only: Yes
 Location: D42 Warehouse A-1


[Previous](#) [1](#) [Next](#)

INVENTORY NUMBER 123.4	MAKE Acme	
MODEL Chaser	SIZE 34 x 32	LINE Mens
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark	
DESCRIPTION Test description		
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.		

Location: D42 Warehouse A-1 Room A-1

Lot # IA911

Unit #	Serial #	Barcode	Status	Usability	Next Maintenance Date	Actions
48517	746822	948127	New	Available	02/20/2013	+ -

Using the  icon, select the item(s) you wish to **Self Checkout**.

Once your selections are complete, select **Finish Checkout**.

Enter any Checkout Notes then select **Check Out**.

Inventory for Officers / Inventory Search - Checkout / Inventory Search Results - Checkout / **Checkout**

DATE: 02/21/2019 TIME: 10/10/2019 [Go Back](#)

CHECKOUT NOTES

INVENTORY NUMBER
10-7-88-2

Current Custody	Unit #	Serial #	Barcode	Status	Next Maintenance Date
D42 Warehouse A-1 Room A-1	48517	746822	948127	New	02/20/2013

[Check Out](#)

A confirmation message appears. Select the appropriate response.

Message From RMS

Confirm Checkout?

[No](#) [Yes](#)

Self Check In / Transfer

From the *Inventory for Officers* page, select **Self Check In / Transfer** to open the *Transfer Items - Search Results*.

The only items available on this screen are those that you had first Self Checked-Out.

Inventory for Officers / **Transfer Items - Search Results**

[Refine Search](#) [Go Back](#) [Finish Transfer](#)

Your Search:
Self Checkout Only: Yes
Officer: Christine Saur #SAUR111 - District 42, Versailles

Previous 1 Next

INVENTORY NUMBER DL88-1		MAKE Acme	
MODEL SL100		SIZE 34 x 32	LINE Mens
PRIMARY COLOR Black	SECONDARY COLOR Aluminum, Silver		

Officer: Christine Saur #SAUR111 - District 42, Versailles

Lot # DL10788-1

Unit #	Serial #	Barcode	Status	Usability	Next Maintenance Date	Actions
DL88-1	107881	10788X-1	New	Out of Service	03/11/2013	+ -
DL88-2	107882	10788X-2	New	Available	03/11/2013	+ -

Using the [+](#) icon, select the item you wish to **Self Check-In/Transfer**. Once you have made all the selections, select **Finish Transfer**.

Inventory for Officers / Transfer Items - Search Results / Self Transfer

☐ Checkin to Location ☒ Transfer to Person Go Back

OFFICER / EMPLOYEE
Officer Peter (off) Avery #205 - District 22, Ft. Wayne

DATE: 02/21/2019 TIME: 1018

NOTES

INVENTORY NUMBER DL88-1	MAKE Acme
MODEL SL100	SIZE 34 x 32
PRIMARY COLOR Black	SECONDARY COLOR Aluminum, Silver

Current Custody	Unit #	Serial #	Barcode	Status	Usability	Note
Christine Saur #SAUR111 - District 42, Versailles	DL88-2	107882	10788X-2	New	Available ▼	

Complete Transfer

Choose either **Check-In to a Location** or **Transfer to a Person**. Add any notes then select **Complete Transfer**.

You are brought back to the *Inventory for Officers* page.

Dispose Consumable Items

From the *Officer Inventory Management* page, select **Dispose Consumable Items** to open *Inventory Search - Dispose*.

Inventory for Officers / Inventory Search - Dispose Go Back

INVENTORY NUMBER	STATUS	AVAILABILITY
<input type="text"/>	-Select- ▼	-Select- ▼
UNIT #	BARCODE	SERIAL NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>
MAKE	MODEL	
<input type="text"/>	<input type="text"/>	
EXPIRATION DATE FROM	EXPIRATION DATE TO	
<input type="text"/>	<input type="text"/>	
MAINTENANCE DATE FROM	MAINTENANCE DATE TO	
<input type="text"/>	<input type="text"/>	
SEARCH ON TYPE		
-Select- ▼		

Reset Search

Complete as many fields as you can to narrow your search. Click **Search**.

Click  to select the items to dispose and click **Finish Disposal**.

Chapter 24. Fleet Management

Overview

The **Fleet Management** module provides the ability to manage ownership costs and service maintenance activities for agency vehicles and equipment assigned for officers' use. Use this module to track mileage and costs, maintenance history, what is due for maintenance, and submit or manage service requests for needed maintenance or repairs.

This module is available with full subscription access to Caliber Online RMS. It is disabled by default but can be enabled, and additional user training is available for purchase. Contact Caliber Public Safety Support for more information.

Fleet Management can be configured specific to your agency's needs, such as an eligible list of equipment and service types, service vendors, allowable vehicle types and categories, inspection types, and more. Refer to the Caliber Online RMS Administrator Guide for details.

Fleet Management Roles

There are three **Roles** tied to the Fleet Management module:

- **Fleet Managers** create, alter, view or delete all vehicles and equipment for the organization, approve service requests, manage vehicle assignments to officers, and create or edit service maintenance records.
- **Officers** view vehicles and equipment currently or previously assigned to them, assign themselves to existing vehicles, create fuel & oil and service requests on vehicles to which they are appointed.
- **Application Administrators** configure the set-up of the module, such as define the eligible list of equipment and service types, vehicle types and categories, service vendors, inspection types, and more. Refer to the Caliber Online RMS Administrator Guide for details.

The person with the **Fleet Manager** role could also have the **Application Administrator** role, or it could be two different people.

NOTE: Vehicle Make, Model, Type, and Styles for Fleet Vehicles share admin tables with the *Inventory and Asset Module*. Configure these values at the Organization level. The *Inventory and Asset Module* must be enabled, and the **Application Administrators** must also have

the **Inventory_Manager** role. Refer to the *Inventory and Asset* section of the Caliber Online RMS Administrator Guide for details.

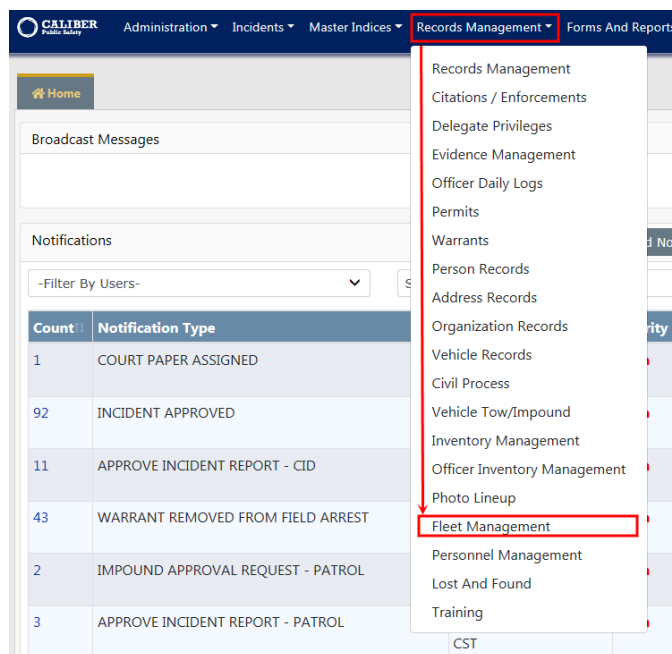
Functionality difference between the **Fleet Manager** and **Officer** roles:

- The **Fleet Manager** role allows you to create, update, view, or delete any vehicle, whereas the **Officer** can only edit fuel & oil and service requests on vehicles to which they are assigned.

Fleet Manager Overview

Fleet Management Dashboard

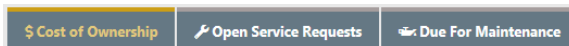
Click on the **Records Management** menu to access the **Fleet Management Dashboard**, a consolidated pathway for viewing and managing fleet data from a single screen.



<div> <div>Go Back</div> <div>Manage Vehicles</div> <div>Manage Equipment</div> </div>									
<div> <div>\$ Cost of Ownership</div> <div>Open Service Requests</div> <div>Due For Maintenance</div> </div>									
<div> <div>Agency</div> <div>All Agencies</div> <div>Search</div> <div>Search</div> <div>Reset</div> <div>Show 10 entries</div> </div>									
Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category	Total Miles/Hours	Total Cost	Cost Per Mile/Hour	Total Hours Down	Vehicle Status
1		HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT		77,788	\$0.00	\$0.00	0	Available
100	Automobile	TOYOTA(TOYo)	4Runner		-25,330	\$6,062.00	(\$0.24)	0	Available
111	Automobile	PORSCHE(PORS)	911		14,767	\$2,991.00	\$0.20	0	Assigned
123		HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT		0	\$0.00	\$0.00	0	Available
123	Automobile	PORSCHE(PORS)	911	Patrol Marked	14,100	\$2,056.00	\$0.15	98	Assigned

The **Fleet Management Dashboard** consists of several features:

1. There are three tabs that contain existing vehicle information. Data within these tabs are read-only; capable of being displayed, but not changeable:



The active tab is a slightly different color than the other tabs.

Cost of Ownership

- The total cost (purchase price + fuel and oil costs + maintenance and repair costs), total mileage or hours on the vehicle, and the cost per mile or hour. The dashboard defaults to this tab.

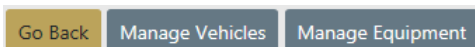
Open Service Requests

- Vehicles tied to submitted maintenance requests that are pending completion.


Due for Maintenance

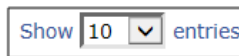
- Vehicles that meet set criteria since the last performed service maintenance.

2. Three buttons on the top right of the window:

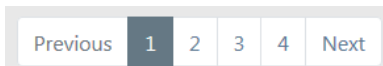


- Click the **Manage Vehicles** button to add, update, or delete vehicles. For details refer to "Manage Vehicles" on page 419.
- Click the **Manage Equipment** button to add, update, or delete equipment associated with vehicles. For details refer to "Manage Equipment" on page 414.
- Click the **Go Back** button to return to the dashboard.

3. You can change the number of entries that appear in the grid. Click on the **Show Entries**  and select 10, 25, 50 or 100. The default is 10.



4. The bottom of the window displays the number of entries and it allows you to navigate between pages.



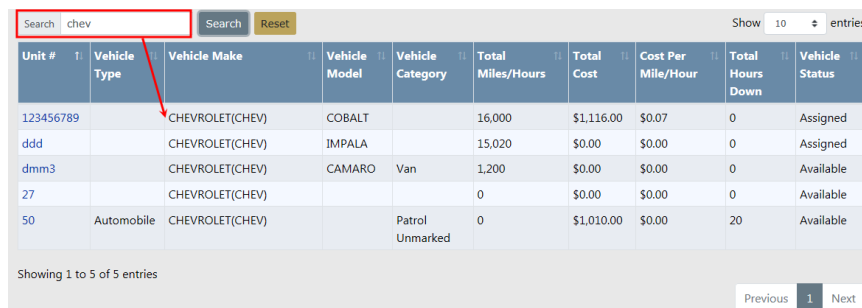
The highlighted number is the page currently being viewed. Click **Next** to advance to the next page, or click the page number you want to view. Click on **Previous** to view the previous page.

5. Each tab allows you to **Search** or filter data that appears in the grid.

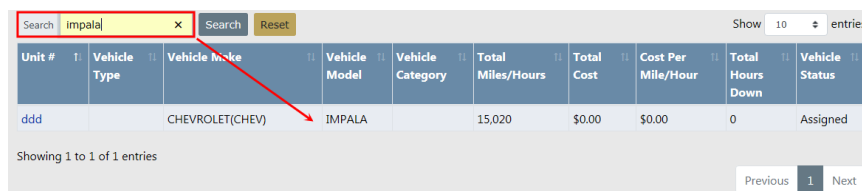


- Click on the tab you want to view, if different than the default **Cost of Ownership**.
- Enter text into the **Search** text box, then click the **Search** button or press **Enter** to display only records matching the entered text. The displayed list dynamically changes based on the entered text.

For example, on the **Cost of Ownership** tab enter *Chev* in the text box, then click **Search** or press **Enter** to show only records containing *Chev*. Change the text to *Impala* then click **Search** or press **Enter** to display only records containing *Impala*.



Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category	Total Miles/Hours	Total Cost	Cost Per Mile/Hour	Total Hours Down	Vehicle Status
123456789		CHEVROLET(CHEV)	COBALT		16,000	\$1,116.00	\$0.07	0	Assigned
ddd		CHEVROLET(CHEV)	IMPALA		15,020	\$0.00	\$0.00	0	Assigned
dmm3		CHEVROLET(CHEV)	CAMARO	Van	1,200	\$0.00	\$0.00	0	Available
27		CHEVROLET(CHEV)			0	\$0.00	\$0.00	0	Available
50	Automobile	CHEVROLET(CHEV)		Patrol Unmarked	0	\$1,010.00	\$0.00	20	Available



Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category	Total Miles/Hours	Total Cost	Cost Per Mile/Hour	Total Hours Down	Vehicle Status
ddd		CHEVROLET(CHEV)	IMPALA		15,020	\$0.00	\$0.00	0	Assigned

NOTE: Click the **Reset** button to remove the entered search text and list all available records.

- Click on the Unit ID to open the **View Fleet Vehicle** window for detailed information about that particular vehicle.

Search

chev

Search

Reset

Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category
123456789		CHEVROLET (CHEV)	COBALT	
ddd		CHEVROLET (CHEV)	IMPALA	
dmm3		CHEVROLET (CHEV)	CAMARO	Van

Fleet Management / View Fleet Vehicle

Go Back

Vehicle Assignments Fuel and Oil

Fleet Vehicle Information

AGENCY	District 42, Versailles	
YEAR	2008	
VIN		
LICENSE #	5656	
PRIMARY COLOR		
DESCRIPTION		
STATUS	Assigned	
ASSIGNMENT		
RATING		
PURCHASE DATE		
PURCHASE COMMENT		
WARRANTY EXPIRE DATE		
WARRANTY COMMENT		

VEHICLE ID	28
MAKE	CHEVROLET(CHEV)
MODEL	IMPALA
TYPE	
LICENSE STATE	
SECONDARY COLOR	
UNIT NUMBER	ddd
GROUP	
FUNDING VENDOR	
PURCHASE PRICE	
PURCHASE FROM	
STARTING MILEAGE	
STARTING HOURS	

The **View Fleet Vehicle** window contains three tabs:

Vehicle Assignments Fuel and Oil

The active tab is underlined in red.

Vehicle

- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. The **View Fleet Window** opens to this tab by default as shown in the above image.

Assignments

- A history of officers assigned to the vehicle, along with the dates.

Fuel and Oil

- Summarization of the type of fluids put in the vehicle, along with the dates and costs.

- Click on the **Back** button to return to the **Dashboard**. For your convenience, this button is located on the upper right of the window and on the lower center of the window; either will return you to the **Dashboard**.


Manage Equipment

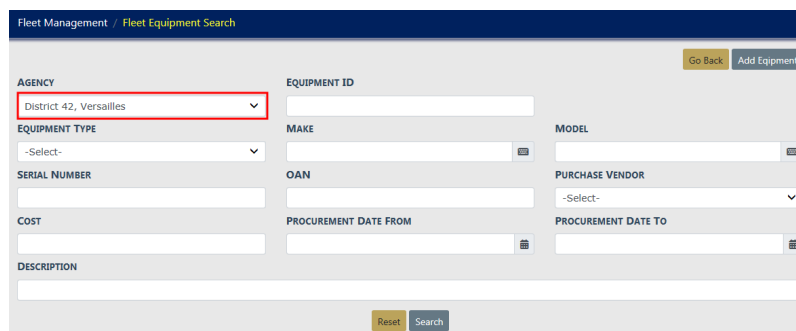
The **Manage Equipment** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search*, *Add*, *Edit*, and *Delete* equipment data. Equipment examples are handcuffs, shotguns, radar guns, etc.

To update or delete equipment you must first search for the equipment record. The search results will provide the option to update, delete, or view the equipment data.


Search Equipment

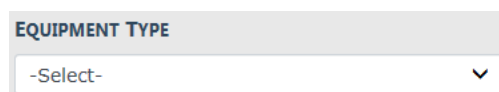
1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
2. The **Fleet Equipment Search** screen appears. Enter various pieces of information about the equipment such as, equipment type, make, model, etc.

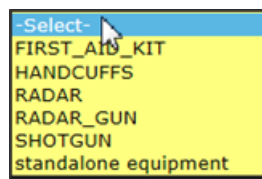
NOTE: The Agency of the equipment defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within your organization by clicking on the .



To add equipment click the **Add Equipment** button. For instructions on adding equipment refer to "Add Equipment " on page 416.

The fields with **-Select-** supply a specific list from which to choose. For example, to search for the **Equipment Type Handcuffs**, click on the  and a list will appear, then click *Handcuffs* from the list.







EQUIPMENT TYPE

HANDCUFFS ▼

NOTE: Equipment Types are unique per Organization.

The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *Acme* to view a list of *Acme* options from which to choose, then click on the option you want and it appears in the **Make** field.

MAKE

Acme Chemicals x 








3. Either click **Reset** to clear all fields to start over, click **Back** to return to the Fleet Management dashboard, click **Search** to display a list of existing equipment that matches the entered data, or **Add Equipment** to add the vehicle to the database.

If you selected **Search**, the results display in a grid. The example below is a search result for **Equipment Type** *Handcuffs* and **Agency** *District 42, Versailles*.


Fleet Management / Fleet Equipment Search / Fleet Equipment Search Results

Refine Search New Search

4 result(s) found

Equipment Id	Type	Make	Model	Agency	Active	Actions
22	HANDCUFFS	Acme Chemicals	GAS-1 mask	District 42, Versailles	true	  
19	HANDCUFFS	Smith And Wesson	Focus	District 42, Versailles	true	  
17	HANDCUFFS	911 Gear	Camaro	District 42, Versailles	true	  
14	HANDCUFFS	Ruger	Focus	District 42, Versailles	true	  

Refine Search New Search

Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over. Click on the Equipment ID of the equipment record to view details, or click on the *View* icon  on the right.

4. To export the search results to a file refer to "Export Search Results" on page 23.


Add Equipment

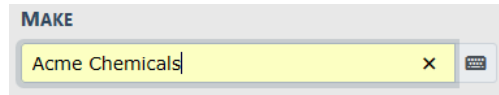
Fleet Managers have the ability to add equipment to the Fleet Management module by way of the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.

1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard.
2. The **Fleet Equipment Search** screen appears. Before adding the equipment, it is recommended you first search for the equipment to verify whether or not it already exists, though not required. For instructions on how to search for equipment refer to "Search Equipment" on page 414.
3. Click on the **Add Equipment** button on the **Fleet Equipment Search** window. Enter the Equipment information in the fields provided.

- The **Agency** of the equipment defaults to the Fleet Manager's agency; however, you can change it to any agency within the organization by clicking on the .
- The fields with **-Select-** supply a specific list from which to choose. For example, to search for the **Equipment Type Handcuffs**, click on the and a list will appear, then click *Handcuffs* from the list.

NOTE: Equipment Types are unique per Organization. The list of available **Styles** dynamically changes based on the chosen **Type**.

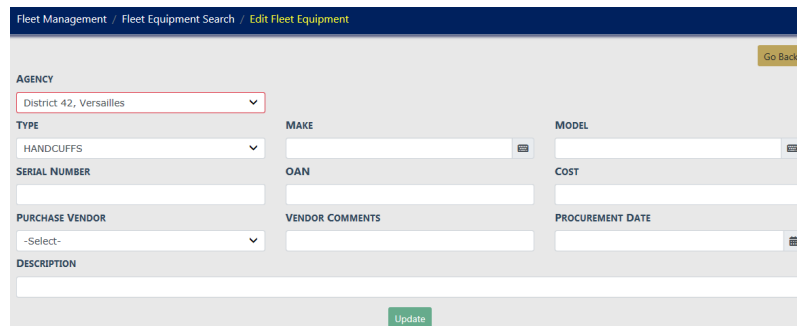
- The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *Acme* to view a list of *Acme* options from which to choose, then click on the option you want and it appears in the **Make** field.



NOTE: The list of available **Models** dynamically changes based on the chosen **Make**.

- Click **Save** to create the Equipment record, or click **Go Back** to return to the **Fleet Equipment Search** screen without creating the record.

When you select **Save**, the **Edit Equipment** screen displays.



- Click **Go Back** to return to the **Fleet Equipment Search** screen.

Delete Equipment

To delete equipment you must first **Search** for the equipment. The **Search Results** will provide the option to delete the equipment data.

- Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
- The **Fleet Equipment Search** screen appears. Search for the vehicle you want to delete. For instructions on how to search for equipment refer to "Search Equipment" on page 414.

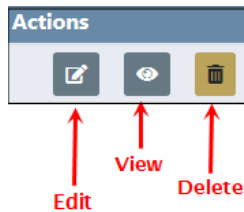
The results below are based on a search for equipment type Radar.

Fleet Management / Fleet Equipment Search / Fleet Equipment Search Results

2 result(s) found

Equipment Id	Type	Make	Model	Agency	Active	Actions
27	RADAR	RADAR CO	Lazer	District 42, Versailles	true	  
20	RADAR	Smith And Wesson	Focus	District 42, Versailles	true	  

The icons on the right allow you to *Edit*, *View*, or *Delete*.



- Click on the trash icon to *Delete* the appropriate equipment. The following confirmation screen appears.

Message From RMS

Are You Sure?

No Yes

- Click **Yes** to delete or **No** to return to the results window without deleting.

Edit Equipment






To edit equipment you must first **Search** for the equipment. The **Search Results** will provide the option to edit the equipment data.

- Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
- The **Fleet Equipment Search** screen appears. Search for the equipment you want to update. For instructions on how to search for equipment refer to [FleetManagerManageEquipSearch.htm](#).

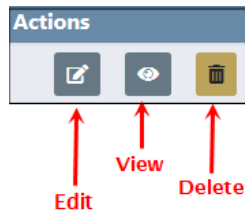
The results below are based on a search for equipment type Radar.

Fleet Management / Fleet Equipment Search / Fleet Equipment Search Results

2 result(s) found

Equipment Id	Type	Make	Model	Agency	Active	Actions
27	RADAR	RADAR CO	Lazer	District 42, Versailles	true	  
20	RADAR	Smith And Wesson	Focus	District 42, Versailles	true	  

The icons on the right allow you to *Edit*, *View*, or *Delete*.



3. Click the *Edit* icon on the equipment record you want to update and the **Edit Equipment** form opens.

A screenshot of the 'Edit Fleet Equipment' form. The form has a breadcrumb trail at the top: 'Fleet Management / Fleet Equipment Search / Fleet Equipment Search Results / Edit Fleet Equipment'. A 'Go Back' button is in the top right. The form fields are organized into three columns. The first column contains 'AGENCY' (a dropdown menu showing 'District 42, Versailles'), 'TYPE' (a dropdown menu showing 'RADAR'), 'SERIAL NUMBER' (a text field with '9999'), 'PURCHASE VENDOR' (a dropdown menu showing 'ISP Vendor'), and 'DESCRIPTION' (a text field with 'smoke test radar'). The second column contains 'MAKE' (a text field with 'RADAR CO'), 'OAN' (a text field), 'VENDOR COMMENTS' (a text field with 'like new'), and 'UPDATE' (a green button at the bottom). The third column contains 'MODEL' (a text field with 'Lazer'), 'COST' (a text field with '500'), and 'PROCUREMENT DATE' (a text field with '11/30/2017').

4. Modify the necessary information then click the **Update** button to save.
5. Click **Go Back** to return to the **Fleet Equipment Search** screen.


Manage Vehicles

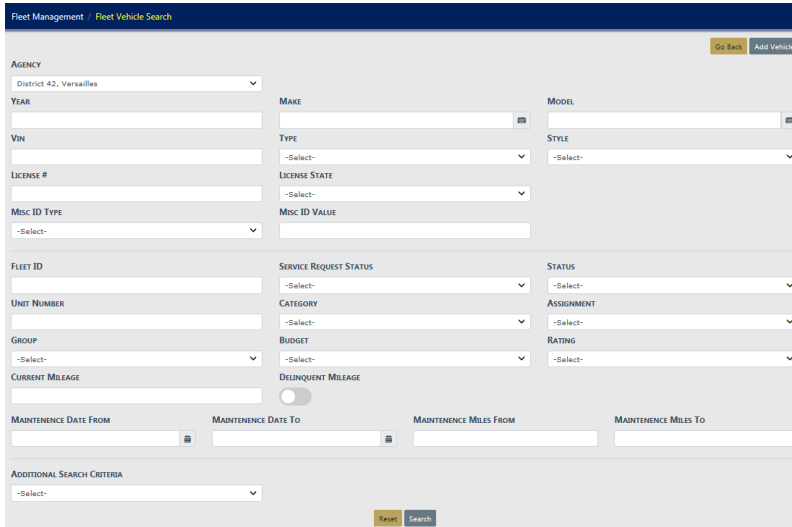
The **Manage Vehicles** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search*, *Add*, *Edit*, and *Delete* vehicle data.

To update or delete vehicles you must first search for the vehicle. The search results will provide the option to update, delete, or view the vehicle data.


Search Vehicles

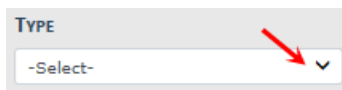
1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
2. The **Fleet Vehicle Search** screen appears. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc.

NOTE: The Agency of the vehicle defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within the organization by clicking on the  .




To add a vehicle click **Add Vehicle**. For details refer to "Add Vehicles" on the facing page.

The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the  and a list will appear, then click *Automobile* from the list and it appears in the field.



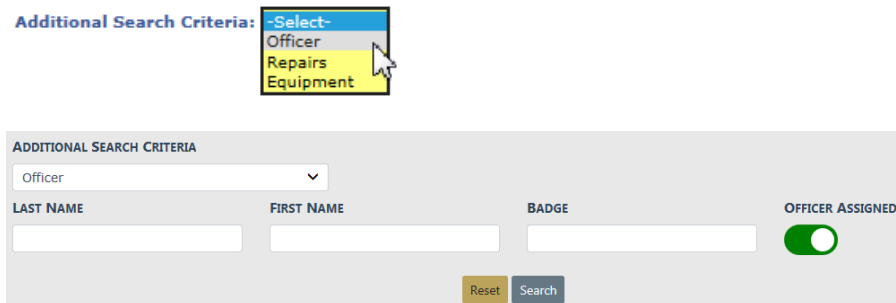
NOTE: The list of available **Styles** dynamically changes based on the chosen **Type**.

The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.



NOTE: The list of available **Models** dynamically changes based on the chosen **Make**.

You can also reduce your search results to include only **Additional Search Criteria** by using the drop-down list at the bottom left of the *Fleet Vehicle Search* screen. For example, you can search for all *Chevrolet* vehicles assigned to officers by selecting **Officer** in the **Additional Search Criteria** drop-down, then select **Officer Assigned** when the *Officer* window appears. **Officer Assigned** turns to green from gray when selected. Click **Search** to display the results or click **Reset** to begin the search over.



The screenshot shows the 'Additional Search Criteria' section of the Fleet Vehicle Search interface. A dropdown menu is open, showing options: '-Select-', 'Officer', 'Repairs', and 'Equipment'. Below the dropdown is a form with fields for 'LAST NAME', 'FIRST NAME', and 'BADGE'. To the right of these fields is a toggle switch labeled 'OFFICER ASSIGNED?' which is currently turned on (green). At the bottom of the form are 'Reset' and 'Search' buttons.

3. When the search results display, either click **Refine Search** to update your current search criteria or click **New Search** clear all fields to start over, click **Back** to return to the Fleet Management dashboard

Click on the Vehicle ID of the vehicle record to view details, or click on the *View* icon on the right.

4. To export search results to a file refer to "Export Search Results" on page 23.

Add Vehicles

Fleet Managers have the ability to add vehicles to the Fleet Management module by way of the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard.
2. The **Fleet Vehicle Search** screen appears. Before adding the vehicle, it is recommended you first search for the vehicle to verify whether or not it already exists, though not required. For instructions on how to search for vehicles refer to "Search Vehicles " on page 419.
3. Click on the **Add Vehicle** button on the **Fleet Vehicle Search** window. Enter the Vehicle information in the fields provided.

NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

- The **Agency** of the vehicle defaults to the Fleet Manager's agency; however, with appropriate permissions you can change it to any agency within the organization by clicking on the .
- The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the and a list will appear, then click *Automobile* from the list and it appears in the field.

NOTE: The list of available **Styles** dynamically changes based on the chosen **Type**.

- The fields with an on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.

NOTE: The list of available **Models** dynamically changes based on the chosen **Make**.

- You can enter the **Starting Mileage** or **Starting Hours** at time of purchase. This value is used in determining mileage or hours used on the vehicle.

NOTE: The **Status** is required when adding a new vehicle record. Examples are *Assigned*, *Out of Service*, and *Available*; though will vary by agency.

- Click **Save** to create the Vehicle record, or click **Go Back** to return to the **Fleet Vehicle Search** screen without creating the record.

When you select **Save**, the **Edit Fleet Vehicle** screen displays.

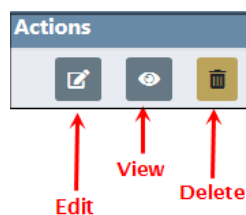
There are three tabs: *Vehicle*, *Assignments*, and *Fuel and Oil*; vehicle information, assignment history of the vehicle, and fuel & oil history, respectively. The active tab is underlined in red. For managing the information in these tabs refer to "Edit Vehicles " on the next page.

While on the *Vehicle* tab, page down to view or add additional vehicle information in grid format such as attachments, service requests, insurance, inspections, etc. The same general procedure is used for all grid topics, though information will vary. For general instructions refer to "Add a Service Request " on page 433.

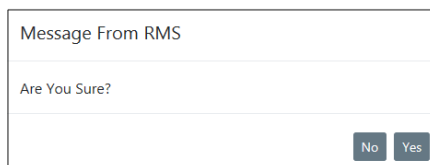
Delete Vehicles

To delete vehicles you must first **Search** for the vehicle. The **Search Results** will provide the option to delete the vehicle data.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
2. Search for the vehicle you want to delete, then in the search results window click the *Delete* icon on the vehicle record you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles" on page 419.




3. A confirmation window appears. Click **Yes** to delete or **No** to return to the search results window without deleting.

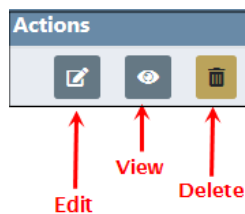


NOTE: If the vehicle is assigned to an officer, the option to delete is not allowed.

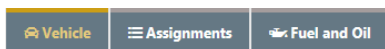
Edit Vehicles

To edit vehicles you must first **Search** for the vehicle. The **Search Results** will provide the option to edit the vehicle data.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
2. Search for the vehicle you want to update, then in the search results window click the *Edit*  icon on the vehicle record you want to update. For instructions on how to search for vehicles refer to "Search Vehicles" on page 419.



3. The **Edit Fleet Vehicle** form opens with three tabs that contain vehicle information, past and current officers assigned to the vehicle, and fuel and oil history. The active tab is underlined in red.



4. The **Vehicle** tab opens by default. You can update, add or delete various vehicle information.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results / Edit Fleet Vehicle

Go Back

Vehicle Assignments Fuel and Oil

These sections can be modified

Fleet Vehicle Information

AGENCY: District 42, Versailles
 YEAR: 2016
 VIN:
 LICENSE #: CHM789
 PRIMARY COLOR:
 DESCRIPTION:
 VEHICLE ID: S4
 MAKE: HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)
 MODEL: PILOT
 TYPE: -Select-
 LICENSE STATE: -Select-
 SECONDARY COLOR: -Select-
 STATUS: Available
 ASSIGNMENT: -Select-
 RATINGS: -Select-
 PURCHASE DATE:
 PURCHASE COMMENT:
 WARRANTY EXPIRE DATE:
 WARRANTY COMMENT:
 UNIT NUMBER: dmm2
 GROUP: -Select-
 FUNDING VENDOR: -Select-
 PURCHASE PRICE:
 CATEGORY: Covert
 BUDGET: -Select-
 PURCHASE FROM: -Select-
 STARTING MILEAGE:
 STARTING HOURS:
 CURRENT MILEAGE/HOURS: 2,000
 COST OF OWNERSHIP: \$0.00
 LAST DATE OF MILEAGE/HOURS:
 NEXT SERVICE MILEAGE/HOURS: 0
 MILEAGE/HOURS DRIVEN: 2,000
 NEXT SERVICE DATE:
 Read-only section is calculated by Online RMS

Update

dsadas

TEST

Equipment Add Equipment

Misc IDs Add Misc ID

Service Requests Add Service Request

Service / Maintenance Records Add Service/Maintenance Record

Inspections Add Inspection

Insurance Add Insurance

Insurance Claims Add Insurance Claim

Storage Locations Add Storage Location

Attachments Add Attachment

Attached Forms - 0 Add Form -Select-

Add, edit, or delete grid items


Click the **Go Back** button to return to the **Fleet Vehicle Search Results** window, if you wish.


5. Modify the necessary vehicle information on the top half of the form, then click the **Update** button to save.

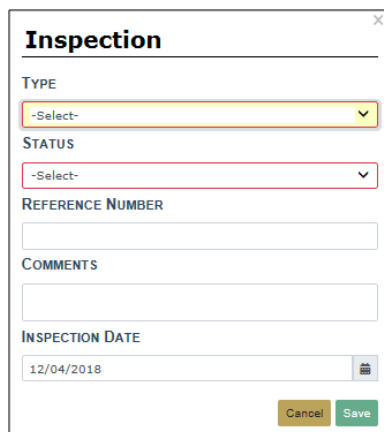
NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

6. Add, edit, or delete additional vehicle information that appears in grids below the **Update** button.

Add Additional Vehicle Information

- a. To add, click on the  button in the grid next to the item you want to add. Enter the necessary data in the window that appears.

For example, to add Inspection data, click on the  button next to *Add Inspection* and the following window appears:



The image shows a modal window titled "Inspection". It contains the following fields:

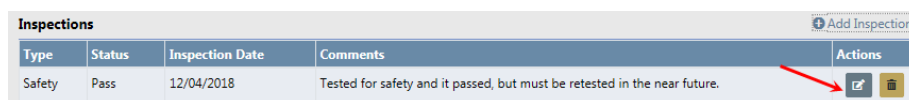
- TYPE**: A dropdown menu with "-Select-" selected. The field has a red border.
- STATUS**: A dropdown menu with "-Select-" selected. The field has a red border.
- REFERENCE NUMBER**: A text input field.
- COMMENTS**: A text input field.
- INSPECTION DATE**: A date input field showing "12/04/2018" with a calendar icon.

 At the bottom right are "Cancel" and "Save" buttons.



- b. Enter the necessary data then click **Save** to add, or **Cancel** to exit and return to the previous screen.

Edit Additional Vehicle Information

- a. Click on the edit Icon to the right of the item you want to update.



The image shows a table titled "Inspections" with a header row and one data row. The header row has columns: Type, Status, Inspection Date, Comments, and Actions. The data row has: Safety, Pass, 12/04/2018, Tested for safety and it passed, but must be retested in the near future. In the Actions column, there are two icons: a pencil (edit) and a trash can (delete). A red arrow points to the pencil icon.

Type	Status	Inspection Date	Comments	Actions
Safety	Pass	12/04/2018	Tested for safety and it passed, but must be retested in the near future.	 

- b. A window appears displaying the current information for that item.

Inspection

TYPE

Safety

STATUS

Pass

REFERENCE NUMBER

COMMENTS

Tested for safety and it passed, but must be retested in the near future.

INSPECTION DATE

12/04/2018



Cancel

Save

- c. Update as needed then click **Save** to apply the updates, or **Cancel** to return to the **Edit Fleet Vehicle** window without saving.

Delete Additional Vehicle Information

- Click on the trash can icon to the right of the item you want to delete.

Inspections				Add Inspection
Type	Status	Inspection Date	Comments	Actions
Safety	Pass	12/04/2018	Tested for safety and it passed, but must be retested in the near future.	 

- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Fleet Vehicle** window without deleting.

Message From RMS

Are You Sure?

No

Yes

Assign and Unassign Officers

1. Click on the **Assignments** tab to add, edit, and delete officer assignments.

Vehicle
Assignments
Fuel and Oil

Add Assignment

Show
10
entries

Officer(s)	Assign Date	Assign End Date	Mileage	Comments	Actions
Hicks, Aaron 06/06/2018 1608 - 06/06/2018 1610	06/06/2018 1608	06/06/2018 1610			
Lauren, Ralph 06/01/2018 1600 - 06/03/2018 1700	06/01/2018 1600	06/03/2018 1700	1000 - 2000		

Showing 1 to 2 of 2 entries


Previous
1
Next

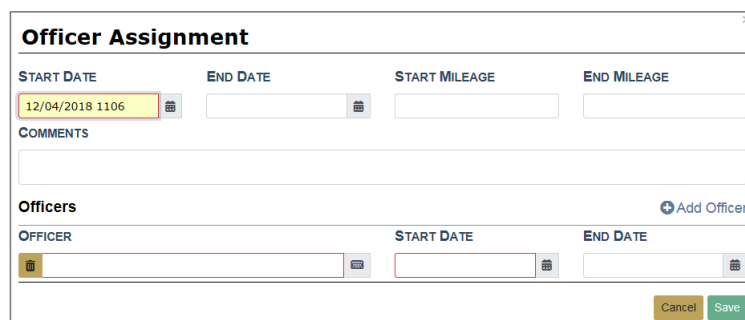
NOTE: New Assignments cannot be created on a vehicle with a **Status** of *Sold* or *Out of Service*.
A cannot assign message displays if you try to assign a vehicle that is no longer available.

• Cannot Assign this Vehicle Because it Currently has a Status of Out of Service


2. Officers can be assigned two ways: Edit an existing assignment, or add a new assignment.

Add a New Assignment


- a. Click on  *Add Assignment* to create a new assignment and enter the necessary data in the *Officer Assignment* window that appears as shown below.



NOTE: You must enter at least one officer. Any field with a red left-hand border is a required field. You must complete required fields to continue.

- b. As you enter the officer name, a list of names appear. Click on the appropriate officer name.
For example, if you enter the letters **ch**, a list will appear with all officers that contain the letters **ch** anywhere in their name. Click on the appropriate officer name to fill in the Officer field.
The dates of the officer must be within the dates of the Assignment. The officer **Start Date** will default to the Assignment start date, but it can be changed.
- c. Click on  *Add Officer* to add additional officers to the assignment, if any.
- d. Click **Save** to create the assignment, or click **Cancel** to return to the **Assignments Tab** without saving.

Edit an Existing Assignment

- a. Locate the Assignment you would like to edit, then click on the edit  icon to display the Officer Assignment window.

Officer Assignment

START DATE: 12/03/2018 1106 | END DATE: | START MILEAGE: 51541 | END MILEAGE: |

COMMENTS: |

Click to add an officer

Officers

OFFICER	START DATE	END DATE
Lauren, Ralph	12/03/2018 1106	
Hanover, Jeff - ID# 96965	12/03/2018 1119	12/05/2018 1124

Enter the End Date to end assignment for a particular officer

Cancel Save

- b. Update the necessary information, such as Start Mileage, Comments, etc.
- NOTE:** Starting mileage is entered at the time of assignment and ending mileage when the assignment is complete.
- c. Click on *Add Officer* to add additional officers, if applicable. Multiple officers can be added.
- d. Enter the **End Date** to end an Assignment for an officer, if applicable.
- e. Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

NOTE: Creating a new Assignment updates the Status of the vehicle to Assigned.

NOTE: Assigned vehicles display to the officer in the Daily Log module.

NOTE: Additional officers added to the Daily Log must also be added manually to the Assignment within Fleet Management. Refer to "Officers" on page 299 for more Daily Log information.

End Assignments





To close an entire Assignment, you must enter the **End Date** for all officers as well as the Assignment itself.

1. Click on the **Assignments** tab, then click the edit  icon on the **Assignment** you want to close.

Vehicle **Assignments** Fuel and Oil

Show 10 entries

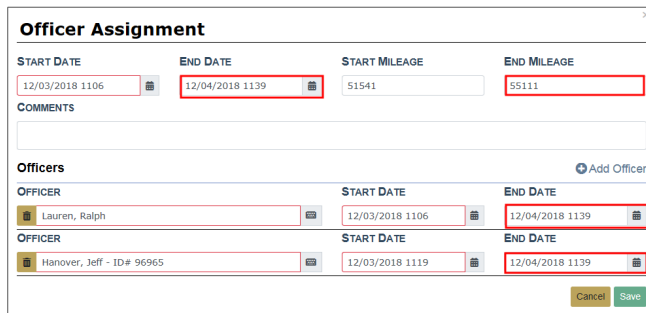
+ Add Assignment

Officer(s)	Assign Date	Assign End Date	Mileage	Comments	Actions
Hicks, Aaron 06/06/2018 1608 - 06/06/2018 1610	06/06/2018 1608	06/06/2018 1610			 
Lauren, Ralph 06/01/2018 1600 - 06/03/2018 1700	06/01/2018 1600	06/03/2018 1700	1000 - 2000		 

Showing 1 to 2 of 2 entries

Previous 1 Next

2. Enter the **End Date**.



Officer Assignment

START DATE: 12/03/2018 1106 | END DATE: 12/04/2018 1139 | START MILEAGE: 51541 | END MILEAGE: 55111

COMMENTS:

Officers ➕ Add Officer

OFFICER	START DATE	END DATE
Lauren, Ralph	12/03/2018 1106	12/04/2018 1139
Hanover, Jeff - ID# 96965	12/03/2018 1119	12/04/2018 1139

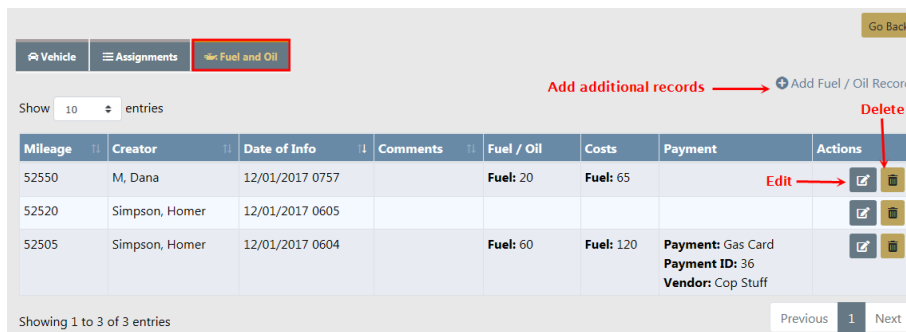
Cancel Save

NOTE: The officer End Dates must be on or before the Assignment End Date. Also, ending an Assignment updates the Status of the vehicle.

- Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

Manage Fuel and Oil

Fuel and Oil records for vehicles are managed under the **Fuel and Oil** tab on the **Edit Fleet Vehicle** screen.



Go Back

Vehicle | Assignments | **Fuel and Oil**

Show 10 entries

Add additional records → Add Fuel / Oil Record

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
52550	M, Dana	12/01/2017 0757		Fuel: 20	Fuel: 65		Edit ✎ 🗑
52520	Simpson, Homer	12/01/2017 0605					✎ 🗑
52505	Simpson, Homer	12/01/2017 0604		Fuel: 60	Fuel: 120	Payment: Gas Card Payment ID: 36 Vendor: Cop Stuff	✎ 🗑


Showing 1 to 3 of 3 entries

Previous 1 Next

Add a New Record

- Click on *Add Fuel / Oil Record* on the **Fuel and Oil** tab to add a new record.
- Enter the relevant information.

NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

- The *Current Mileage/Hours* and *Mileage/Hours Odometer* fields are both read-only.
- Fields with a down arrow  supply a list of values from which to choose. Click on the field then choose from the list that appears.
- The **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.

Select a Vendor Example:

☒ **SELECT VENDOR** ☐ **SPECIFY VENDOR**

Specify a Vendor Example:

☐ **SELECT VENDOR** ☒ **SPECIFY VENDOR**

3. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel and Oil Tab** without saving.
4. The record appears under the **Fuel and Oil Tab** of the **Edit Fleet Vehicle** screen.

The **Current Mileage** displayed on the **Vehicle Tab** reflects the mileage entered on the most recent Fuel and Oil record, and on the **Fleet Vehicle Search Results** screen.

Go Back

Vehicle Assignments Fuel and Oil

Add Fuel / Oil Record

Show 10 entries

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
55120	Saur, Christine - ID# SAUR111	12/04/2018 1345		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25	Payment: Out of Pocket Payment ID: 5 Vendor: Caseys	
52550	M, Dana	12/01/2017 0757		Fuel: 20	Fuel: 65		
52520	Simpson, Homer	12/01/2017 0605					
52505	Simpson, Homer	12/01/2017 0604		Fuel: 60	Fuel: 120	Payment: Gas Card Payment ID: 36 Vendor: Cop Stuff	

Showing 1 to 4 of 4 entries

Previous 1 Next

Vehicle Assignments Fuel and Oil

Fleet Vehicle Information

AGENCY District 42, Versailles	VEHICLE ID 51
YEAR 2016	MAKE Ford
VIN 987987	MODEL Crown Victoria
LICENSE # ABB81	TYPE Automobile
PRIMARY COLOR -Select-	STYLE 4-Door Sedan
SECONDARY COLOR -Select-	
DESCRIPTION	

STATUS Assigned	UNIT NUMBER	CATEGORY null
ASSIGNMENT -Select-	GROUP -Select-	BUDGET -Select-
RATING -Select-	FUNDING VENDOR -Select-	
PURCHASE DATE 11/28/2017	PURCHASE PRICE 5000	PURCHASE FROM ISP Vendor
PURCHASE COMMENT 123 comment		
WARRANTY EXPIRE DATE	STARTING MILEAGE 52500	STARTING HOURS
WARRANTY COMMENT		

CURRENT MILEAGE/HOURS 55,120	LAST DATE OF MILEAGE/HOURS 12/04/2018	MILEAGE/HOURS DRIVEN 2,620
COST OF OWNERSHIP \$5,244.12	NEXT SERVICE MILEAGE/HOURS 55,520	NEXT SERVICE DATE 03/01/2018

Update

Refine Search New Search

2 result(s) found

Vehicle Id	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
51	Ford	Crown Victoria	District 42, Versailles	Dana M Badge# 12345	11/28/2017	55120	
49	Ford	Crown Victoria	District 42, Versailles	Charles Livingwell Badge# 2014, ODL User Badge# 123456	05/01/2017	1600	

Refine Search New Search

Edit a Record

1. Click on the edit icon and apply the necessary updates.

2. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel and Oil Tab** without saving.

Delete a Record

1. Click on the trash can icon to delete a Fuel and Oil Record.


Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
55120	Saur, Christine - ID# SAUR111	12/04/2018 1345		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25	Payment: Out of Pocket Payment ID: 5 Vendor: Caseys	






2. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Fuel and Oil** window without deleting.

Add a Service Request

To add a **Service Request** to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.

2. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 419.
3. In the search results window, click the edit  icon on the vehicle that needs the **Service Request**.
4. Click on the *Vehicle* tab of the **Edit Fleet Vehicle** window, page down until you see the **Service Requests** grid, then click **Add Service Request**.

Service Requests				
			Click to add 	Add Service Request
Type	Status	Request Date	Description	Actions
Repair	Complete	12/01/2017	tires need air	 
Equipment	Pending	12/01/2017	new radar needed	 

5. Enter the values in the *Service Request* window.

Service Request

REQUESTING OFFICER

Christine Saur

REQUEST TYPE

-Select-

REQUEST DATE

12/04/2018

STATUS

Pending

DESCRIPTION

Cancel

Add Details

Save

NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

Requesting Officer defaults to the current user, but can be changed if the user is a Fleet Manager.

A notification is sent to all Fleet Managers when the Service Request is saved.

6. Click **Save** to create the Service Request, **Cancel** to return to the **Edit Fleet Vehicle** window without saving, or click **Add Details** to add **Attachments** to the **Service Request**.

If you clicked the **Add Details** button, a *Service Request Information* window appears where you can add attachments.

Service Request Information

STATUS: Pending

REQUEST TYPE: Repair

REQUESTING OFFICER: Saur, Christine - ID# SAUR111

REQUEST DATE: 12/04/2018

DESCRIPTION:

REVIEWED BY:

REVIEW DATE:

Go Back Save


Attachments: Add Attachment

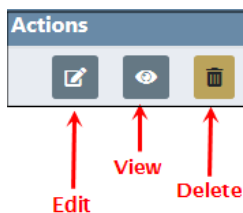
NOTE: Attachments are added to a temporary holding place or queue; you must then upload the files to the Service Request record.


For detailed instructions on adding attachments, refer to "Add Attachments" on page 41.

Edit a Service Request

To edit a Service Request that is associated to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
2. Search for the vehicle associated with the **Service Request**. For instructions on how to search for vehicles refer to "Search Vehicles" on page 419.
3. Click the edit  icon on the vehicle record that is associated with the **Service Request**.



4. Page down to the **Service Request** section on the **Edit Fleet Vehicle** window, then click on the edit  icon on the **Service Request** record you need to update.

Service Requests Add Service Request				
Type	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	 

5. Make the necessary updates in the **Edit Service Request** window.

Service Request Information

STATUS: Complete
REQUEST TYPE: Equipment
REQUESTING OFFICER: Simpson, Homer
REQUEST DATE: 05/11/2017
DESCRIPTION: windshield
REVIEWED BY:
REVIEW DATE:
Go Back Save

Associated Service / Maintenance Record

Odometer	Start Date	End Date	Comments
1010	05/11/2017		asdf update

Attachments

Keyword	File Name	Description	Date of Info	Actions
IMG	pano image 1.jpg		05/11/2017	Download Edit Delete

Any field with a red left-hand border is a required field. You must complete required fields to continue.

NOTE: You can also delete, edit, or download attachments. For more information on attachments refer to "Attachments" on page 41.

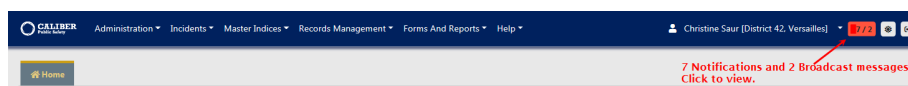
- Click **Save** to update the record, or click **Go Back** to return to the **Edit Fleet Vehicle** window without saving.

Approve a Service Request

To approve a **Service Request** the Fleet Manager may take action on the **Service Request Notification**, or edit the vehicle and select the *Edit* icon for the **Service Request**.

Take Action on a Service Request Notification

When new notifications arrive, the total number of Notifications appear in red near the top right of the screen.



- Click on the red notification indicator to view the list of Notifications and Broadcast messages.

For more information on accessing Notifications, refer to "Notifications" on page 14.

- Click on the **Notification** tab, then click on the appropriate Service Request Notification to take action.

Notifications & Messages

Notifications & Messages		
Notifications		Broadcast Messages
DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	High	Department vehicle # 51 has an open service request that requires approval.
INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	High	New Incident Supplement Added to Case #00000101CASE2015. Incident #2015ROOT0022 Supp # 1 Approved. Supplement Created by Dana M.; DMM IS THERE ANOTHER ONE? A new supplement was filed for a Closed Follow-up investigation. Please review the supplement and re-open the case as needed.
INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	High	New Incident Supplement Added to Case #00000099CASE2015. Incident #2015ROOT0013 Supp # 0 Approved. Supplement Created by Homer Simpson.; null

- Click the **Take Action** button. You may also click on the **Print** icon to print the Notification.

Notification	
TYPE DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	PRIORITY High
SENDER Saur Christine	SENT ON 12/04/2018 02:59 PM CST
DESCRIPTION Department vehicle # 51 has an open service request that requires approval.	
<div> Take Action Delete Close </div>	

NOTE: A warning message appears if you have already viewed or taken action on the Notification. Click **Yes** to **Take Action** or **No** to exit without taking action.

- If you chose to Take Action the Edit Service Request screen appears. Change the **Status** to **Approved**, enter the **Reviewed By** and **Review Date**.

Fleet Management / Edit Service Request

Go Back

Service Request Information

STATUS
Approved

REQUEST TYPE
Equipment

REQUESTING OFFICER
Hicks, Aaron

REQUEST DATE
05/11/2017

DESCRIPTION

REVIEWED BY
Christine Saur - District 42, Versailles

REVIEW DATE
02/20/2019

Go Back
Save

Attachments
Add Attachment

NOTE: Required fields display a red border to the left of the field.

- Click **Save** to Approve then click **Go Back** to the **Edit Fleet Vehicle** window. Or click **Go Back** to abort the change without saving.



5. If you chose to save, a **Notification** is sent to the **Requested by User**.

Edit the Vehicle

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
2. The **Fleet Vehicle Search** screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 419.

The results below are based on a search for a Toyota Highlander.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results								
6 result(s) found								
Vehicle ID	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions	
59	TOYOTA (TOYO)	Highlander	District 42, Versailles		12/16/2018	2305		
45	TOYOTA (TOYO)	Highlander	District 42, Versailles			15110		
44	TOYOTA (TOYO)	Highlander	District 42, Versailles	D13 Officer Badge# D13, ODL User Badge# 123456		10030		
43	TOYOTA (TOYO)	Highlander	District 42, Versailles	Dana M Badge# 12345		52550		
38	TOYOTA (TOYO)	Highlander	District 42, Versailles	Franklin (osuper) Harrowson Badge# 72, Sally Adams Badge# 1002, Charles Livingwell Badge# 2014		15090		
36	TOYOTA (TOYO)	Highlander	District 42, Versailles	ODL No Fleet Badge# 4444				

3. Click the edit  icon on the vehicle that needs **Service Request** approval.
4. Page down to the Service Request section, and click the edit  icon associated with the Service Request.
5. Change the **Status** to **Approved**, enter the **Reviewed By** and **Review Date**.

Fleet Management / Edit Service Request

Go Back

Service Request Information

STATUS

REQUEST TYPE

REQUESTING OFFICER

REQUEST DATE

DESCRIPTION

REVIEWED BY

REVIEW DATE

Go Back

Save

Attachments

Add Attachment

NOTE: Required fields display a red border to the left of the field.

- Click **Save** to Approve then click **Go Back** to the **Edit Fleet Vehicle** window. Or click **Go Back** to abort the change without saving.

If you chose to save, a **Notification** is sent to the **Requested by User** upon approval of the Service Request. The **Requested by User** then clicks on the Notification and opens the details to **Review**, **Reply**, or **Take Action**.

Complete a Service Request













After the Service Request has been approved and the maintenance has been done satisfactory, the Service Request should be marked complete. To complete a **Service Request** the Fleet Manager can associate the **Service Request** to a **Service Maintenance** record, or edit the vehicle and select the Edit icon for the **Service Request**. Change the Status on an existing Service Request.



NOTE: For detailed instructions on associating the **Service Request** to a **Service Maintenance** record, refer to "Add Service Maintenance and Repair" on page 441.

Change the Status on an existing Service Request:

- Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
- The **Fleet Vehicle Search** screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 419.

The results below are based on a search for a Toyota Highlander.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results							
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>6 result(s) found</div> <div>Refine Search New Search</div> </div>							
Vehicle ID	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
59	TOYOTA (TOYO)	Highlander	District 42, Versailles		12/16/2018	2305	 
45	TOYOTA (TOYO)	Highlander	District 42, Versailles			15110	 
44	TOYOTA (TOYO)	Highlander	District 42, Versailles	D13 Officer Badge# D13, ODL User Badge# 123456		10030	 
43	TOYOTA (TOYO)	Highlander	District 42, Versailles	Dana M Badge# 12345		52550	 
38	TOYOTA (TOYO)	Highlander	District 42, Versailles	Franklin (osuper) Harrowson Badge# 72, Sally Adams Badge# 1002, Charles Livingwell Badge# 2014		15090	 
36	TOYOTA (TOYO)	Highlander	District 42, Versailles	ODL No Fleet Badge# 4444			 
<div>Refine Search New Search</div>							

- Click the edit  icon on the vehicle that needs **Service Request** approval.
- Page down to the Service Request section, and click the edit  icon associated with the Service Request.

Service Requests Add Service Request				
Type	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	 

5. Change the **Status** to **Complete**.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results / Edit Fleet Vehicle / Edit Service Request

Go Back

Service Request Information

STATUS Complete	REQUEST TYPE General
REQUESTING OFFICER Saur, Christine	REQUEST DATE 02/20/2019
DESCRIPTION [Empty text area]	
REVIEWED BY [Empty text area]	REVIEW DATE [Empty date field]

Go Back Save

6. Click **Save** to Complete then click **Go Back** to the **Edit Fleet Vehicle** window, or click **Go Back** without saving to abort the change.

NOTE: Completing a Service Request removes it from the Open Dashboard.

Delete Service Requests













To delete service requests you must first **Search** for the vehicle that is tied to the service request. The **Search Results** will provide the option to delete the service request record.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
2. The **Fleet Vehicle Search** screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 419.



The results below are based on a search for a Toyota Highlander.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results


6 result(s) found

Vehicle ID	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
59	TOYOTA (TOYO)	Highlander	District 42, Versailles		12/16/2018	2305	 
45	TOYOTA (TOYO)	Highlander	District 42, Versailles			15110	 
44	TOYOTA (TOYO)	Highlander	District 42, Versailles	D13 Officer Badge# D13, ODL User Badge# 123456		10030	 
43	TOYOTA (TOYO)	Highlander	District 42, Versailles	Dana M Badge# 12345		52550	 
38	TOYOTA (TOYO)	Highlander	District 42, Versailles	Franklin (osuper) Harrowson Badge# 72, Sally Adams Badge# 1002, Charles Livingwell Badge# 2014		15090	 
36	TOYOTA (TOYO)	Highlander	District 42, Versailles	ODL No Fleet Badge# 4444			 

Refine Search New Search

- Identify which vehicle is associated with the service requests and click on the edit  icon.
- Page down to the Service Requests section and click on the Delete icon  to delete.

Service Requests + Add Service Request

Type	Status	Request Date	Description	Actions
General	Pending	02/20/2019		 

- A confirmation message appears.

Message From RMS

Are You Sure?

No Yes

- Click **Yes** to delete or **No** to return to the results window without deleting.

NOTE: Deleting a **Service Request** also removes it from an associated **Service Maintenance** record.

Add Service Maintenance and Repair













Service Maintenance records reflect the total service cost associated to an invoice, and **Service Repair** records reflect detailed costs of that invoice.


For example, a **Service Maintenance** record contains the total invoice amount of \$100 for invoice number 1234, and there are two **Service Repair** records (tire repair \$50 and oil change \$50) that equal \$100 for invoice number 1234.


To add a **Service Maintenance** record to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
2. The **Fleet Vehicle Search** screen appears. Search for the vehicle. For instructions on how to search for vehicles refer to "Search Vehicles " on page 419.

The results below are based on a search for a Toyota Highlander.

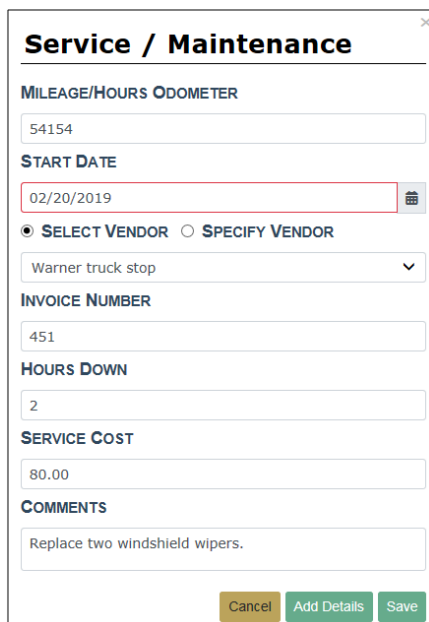
Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results							
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>6 result(s) found</div> <div> <div>Refine Search</div> <div>New Search</div> </div> </div>							
Vehicle ID	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
59	TOYOTA (TOYO)	Highlander	District 42, Versailles		12/16/2018	2305	 
45	TOYOTA (TOYO)	Highlander	District 42, Versailles			15110	 
44	TOYOTA (TOYO)	Highlander	District 42, Versailles	D13 Officer Badge# D13, ODL User Badge# 123456		10030	 
43	TOYOTA (TOYO)	Highlander	District 42, Versailles	Dana M Badge# 12345		52550	 
38	TOYOTA (TOYO)	Highlander	District 42, Versailles	Franklin (osuper) Harrowson Badge# 72, Sally Adams Badge# 1002, Charles Livingwell Badge# 2014		15090	 
36	TOYOTA (TOYO)	Highlander	District 42, Versailles	ODL No Fleet Badge# 4444			 
<div> <div>Refine Search</div> <div>New Search</div> </div>							

3. Click the edit  icon on the vehicle that needs the **Service Maintenance**.
4. Page down and click **Add Service/Maintenance Record** on the **Edit Fleet Vehicle** window.

Service Requests					+ Add Service Request	
Type	Status	Request Date	Description	Actions		
General	Pending	02/20/2019		 		
Service / Maintenance Records					+ Add Service/Maintenance Record	

Service Maintenance records then appear in the grid as shown above. You can edit or delete the **Service Maintenance** records.

5. Enter the values in the Service/Maintenance window.



Service / Maintenance

MILEAGE/HOURS ODOMETER
54154

START DATE
02/20/2019

☒ SELECT VENDOR ☐ SPECIFY VENDOR
Warner truck stop

INVOICE NUMBER
451

HOURS DOWN
2

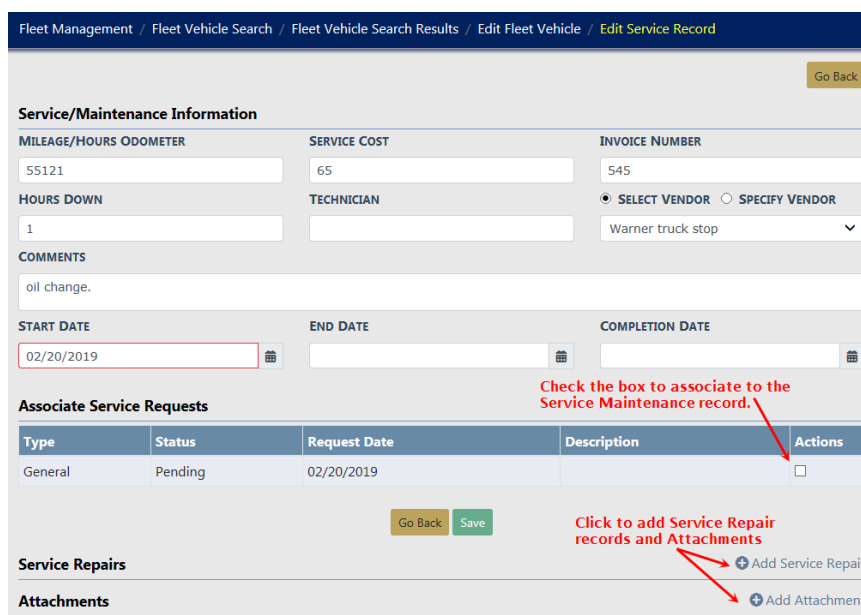
SERVICE COST
80.00

COMMENTS
Replace two windshield wipers.

Cancel Add Details Save

NOTE: Any field with a red left-hand border is a required field. You must complete required fields to continue.

- The **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.
- Click **Save** to create the **Service Maintenance** record, **Cancel** to return to the **Edit Fleet Vehicle** window without saving, or click **Add Details** to add **Service Repair** records.
 - If you chose to Add Details, the *Edit Service Record* appears. Select the Associate Service Requests, if applicable.



Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results / Edit Fleet Vehicle / Edit Service Record

Go Back

Service/Maintenance Information

MILEAGE/HOURS ODOMETER: 55121
SERVICE COST: 65
INVOICE NUMBER: 545
HOURS DOWN: 1
TECHNICIAN:
COMMENTS: oil change.
START DATE: 02/20/2019
END DATE:
COMPLETION DATE:
SELECT VENDOR (selected) SPECIFY VENDOR
Warner truck stop

Associate Service Requests

Check the box to associate to the Service Maintenance record.

Type	Status	Request Date	Description	Actions
General	Pending	02/20/2019		<input type="checkbox"/>

Go Back Save

Service Repairs

Click to add Service Repair records and Attachments

+ Add Service Repair

Attachments

+ Add Attachment

Note: The Fleet Manager can associate none, one, or multiple **Service Requests** to the **Service Record**. All selected **Service Requests** will become marked as **Complete**.

- Click **Add Service Repair** to enter repair types and costs associated with the **Service Maintenance** record, if any.

Service Repair

TYPE

Windshield

COST

70

DESCRIPTION

Wiper Motor.

Cancel

Save

- Click **Save** to create the Service Repair record. **Service Repair** records then appear in the grid as shown above. You can edit or delete the **Service Repair** records.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results / Edit Fleet Vehicle / Edit Service Record

Go Back

Service/Maintenance Information

MILEAGE/HOURS ODOMETER

55121

SERVICE COST

65

INVOICE NUMBER

545

HOURS DOWN

1

TECHNICIAN

SELECT VENDOR

WARNER TRUCK STOP

COMMENTS

oil change.

START DATE

02/20/2019

END DATE

COMPLETION DATE

Associate Service Requests

Type	Status	Request Date	Description	Actions
General	Pending	02/20/2019		

Go Back

Save

Service Repairs

Add Service Repair

Type	Cost	Description	Actions
Windshield	70	Wiper Motor.	

Attachments

Add Attachment

- Click **Add Attachment** to include images or documents to the **Service Maintenance** record, if any.

Attachments				
Keyword	File Name	Description	Date of Info	Actions
Profile Picture	gift.jpg	Click to view additional info	11/27/2018	<a>Edit <a>Delete
PDF	DetailedAssessmentOfTheTire.txt	Download	11/28/2018	<a>Edit <a>Delete

For more information on adding attachments, refer to "Add Attachments " on page 41.

- Click **Save**, or click **Go Back** to return to the **Edit Fleet Vehicle** window. Both pending and approved **Service Requests** can be associated with a **Service Maintenance Record**.

NOTE: A **Service Request** can be associated with only one **Service Maintenance Record**.

NOTE: All selected **Service Requests** will become marked as **Complete**.

Update Service Maintenance and Repair













Service Maintenance records reflect the total service cost associated to an invoice, and **Service Repair** records reflect detailed costs of that invoice.


For example, a **Service Maintenance** record contains the total invoice amount of \$100 for invoice number 1234, and there are two **Service Repair** records (tire repair \$50 and oil change \$50) that equal \$100 for invoice number 1234.

To update a **Service Maintenance** record to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

- Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager Overview" on page 410.
- The **Fleet Vehicle Search** screen appears. Search for the vehicle. For instructions on how to search for vehicles refer to "Search Vehicles " on page 419.

The results below are based on a search for a Toyota Highlander.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results							
6 result(s) found				Refine Search		New Search	
Vehicle ID	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
59	TOYOTA (TOYO)	Highlander	District 42, Versailles		12/16/2018	2305	 
45	TOYOTA (TOYO)	Highlander	District 42, Versailles			15110	 
44	TOYOTA (TOYO)	Highlander	District 42, Versailles	D13 Officer Badge# D13, ODL User Badge# 123456		10030	 
43	TOYOTA (TOYO)	Highlander	District 42, Versailles	Dana M Badge# 12345		52550	 
38	TOYOTA (TOYO)	Highlander	District 42, Versailles	Franklin (osuper) Harrowson Badge# 72, Sally Adams Badge# 1002, Charles Livingwell Badge# 2014		15090	 
36	TOYOTA (TOYO)	Highlander	District 42, Versailles	ODL No Fleet Badge# 4444			 
				Refine Search		New Search	

- Click the edit  icon on the vehicle that needs the **Service Maintenance** updated.
- Page down to the **Service/Maintenance Records** section of the **Edit Fleet Vehicle** window.

Service Requests					+ Add Service Request
Type	Status	Request Date	Description	Actions	
General	Pending	02/20/2019			

Service / Maintenance Records		+ Add Service/Maintenance Record
-------------------------------	--	--

Service Maintenance records then appear in the grid as shown above. Select the **Edit** icon on the maintenance record you want to update.

- Make the necessary updates in the **Service/Maintenance Information** window. You may also add **Service Repair** records and **Attachments** (for detailed instructions refer to the "Add Service Maintenance and Repair" on page 441 section).

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results / Edit Fleet Vehicle / **Edit Service Record**

[Go Back](#)

Service/Maintenance Information

MILEAGE/HOURS ODOMETER 55121	SERVICE COST 65	INVOICE NUMBER 545
HOURS DOWN 1	TECHNICIAN	<input checked="" type="radio"/> SELECT VENDOR <input type="radio"/> SPECIFY VENDOR Warner truck stop

COMMENTS
oil change.

START DATE 02/20/2019	END DATE	COMPLETION DATE
--------------------------	----------	-----------------

Associate Service Requests

Type	Status	Request Date	Description	Actions
General	Pending	02/20/2019		<input type="checkbox"/>

[Go Back](#) [Save](#)

Service Repairs [+ Add Service Repair](#)

Attachments [+ Add Attachment](#)

Check the box to associate to the Service Maintenance record.

Click to add Service Repair records and Attachments

Note: The Fleet Manager can associate none, one, or multiple **Service Requests** to the **Service Record**. All selected **Service Requests** will become marked as **Complete**.

- Click the **Save** button to save your changes, then click **Go Back** to return to the **Edit Fleet Vehicle** window.

Fleet Officer Overview

As a **Fleet Officer** you can perform the following in the **Fleet Management** module:













- View fleet vehicles currently or previously assigned to you.

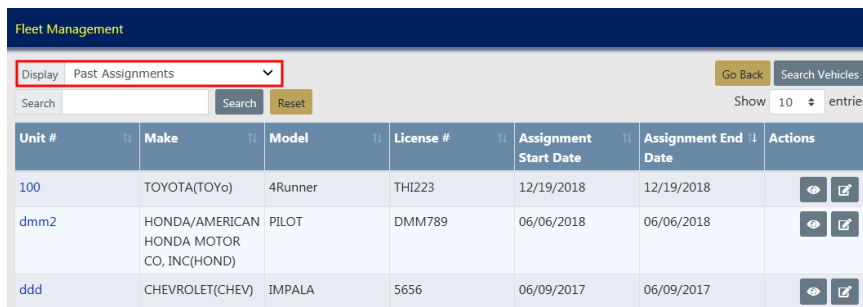
- Search all vehicles regardless of the assignees.
- Assign a vehicle to yourself or add yourself to an existing assignment.
- You can create and edit Fuel & Oil records and Service Requests to your assigned vehicle.
- You can delete Fuel and Oil records that you have created, but not records created by others.
- Add attachments to your assigned vehicle.

NOTE: Only Fleet Managers and Administrators have the ability to add, update, and delete Fleet Vehicles.

Below is an overview of the basic functionality:

1. Click on the **Records Management** menu then **Fleet Management** sub-menu to open the Fleet Management page.
2. Click the **Manage Vehicles** button to access **Fleet Vehicle Assignments**.
3. Vehicles *Currently assigned* to you display by default. You also have the option to change the *Display* to view vehicles *previously assigned* to you.

Fleet Management						
Display		Current Assignments				
Go Back		Search Vehicles				
Search		Search				
Reset		Show 10 entries				
Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions
63	FORD/COURIER/FORD	TAURUS GOLDLINE CAMPER (FORD)	987aaa	12/18/2018		 
123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		 
dmm1	TOYOTA(TOYo)	4Runner		06/01/2018		 
700	Ford	Crown Victoria	876123	07/06/2017		 
44	TOYOTA(TOYo)	Highlander	qqq111	06/09/2017		 
123	PORSCHE(PORS)	911	FAST-COP	05/11/2017		 
Showing 1 to 6 of 6 entries						
Previous		1 Next				

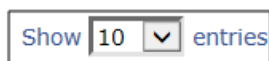


Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions
100	TOYOTA(TOYO)	4Runner	THI223	12/19/2018	12/19/2018	
dmm2	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	DMM789	06/06/2018	06/06/2018	
ddd	CHEVROLET(CHEV)	IMPALA	5656	06/09/2017	06/09/2017	

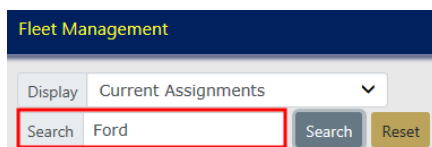
You may also search all vehicles, regardless of the officer assignment. Click on the **Search Vehicles** icon to display the **Fleet Vehicle Search** window.

For details on searching all vehicles refer to "Search All Vehicles " on page 450.

4. You can change the number of entries that appear in the grid. Click on the **Show Entries** and select 10, 25, 50 or 100. The default is 10.



5. Click the icons under the *Action* column to View or Edit .
6. **Search** or filter Vehicle Assignments to return a list that only matches the entered text.



Enter the text you want to search on in the Search text box, then click the **Search** button or press **Enter** to display only records matching the entered text. The displayed list dynamically changes based on the entered text. For example, enter *Ford* to list only vehicles that contain the word Ford. Click **Reset** to remove the entered text and display all vehicles.

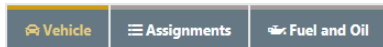
7. Click **Go Back** to return to the **Records Management** menu, from which to access the different Caliber Online RMS modules.

For information on **Records Management**, refer to "Records Management Button" on page 28.

View Vehicle


Click the **View** icon to view a particular vehicle record and the associated information. Information in the **View Fleet Vehicle** window is read-only and cannot be changed.

The **View Fleet Vehicle** window contains three tabs:



- Vehicle
 - Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. The **View Fleet Window** opens to this tab by default as shown in the above image.
- Assignments
 - A history of officers assigned to the vehicle, along with the dates.
- Fuel and Oil
 - Summarization of the type of fluids put in the vehicle, along with the dates.

Click on the **Back** button to return to the **Fleet Vehicle Assignments** window. For your convenience, this button is located on the upper right of the window and on the lower center of the window.

Click on the download icon  in the *Attachment* section of *Vehicle* tab to download available documents or photos.

[Go Back](#)

Vehicle
Assignments
Fuel and Oil

← Three tabs





Fleet Vehicle Information

AGENCY District 42, Versailles		VEHICLE ID 19
YEAR 2005	MAKE PORSCHE(PORS)	MODEL 911
VIN 987	TYPE Automobile	STYLE
LICENSE #	LICENSE STATE	
PRIMARY COLOR	SECONDARY COLOR	
DESCRIPTION		


STATUS Assigned	UNIT NUMBER 111	CATEGORY
ASSIGNMENT	GROUP Dana's Group 1	BUDGET Budget 200
RATING Rating 2	FUNDING VENDOR Dana's Funding Vendor 1	
PURCHASE DATE	PURCHASE PRICE 901	PURCHASE FROM
PURCHASE COMMENT longer comment to see spacing of screen		
WARRANTY EXPIRE DATE	STARTING MILEAGE 1234	STARTING HOURS 1234

Search All Vehicles

1. Click the **Search Vehicles** button on the **Fleet Vehicle Assignments** window.

Fleet Management							
Display: Current Assignments		Go Back		Search Vehicles			
Search: Ford		Search		Reset		Show 10 entries	
Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions	
63	FORD/COURIER/FORD	TAURUS GOLDLINE CAMPER (FORD)	987aaa	12/18/2018		 	
123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		 	

2. The **Fleet Vehicle Search** screen appears. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc.

NOTE: The Agency of the vehicle defaults to the Agency of the logged in user; however, you can change it to any agency within the organization by clicking on the .

Fleet Management / Fleet Vehicle Search

Go Back

AGENCY

District 42, Versailles

YEAR

VIN

LICENSE #

MISC ID TYPE

-Select-

FLEET ID

UNIT NUMBER

GROUP

-Select-

CURRENT MILEAGE

MAINTENANCE DATE FROM

MAINTENANCE DATE TO

MAINTENANCE MILES FROM

MAINTENANCE MILES TO

ADDITIONAL SEARCH CRITERIA

-Select-

MAKE

MODEL

TYPE

-Select-

STYLE

-Select-

LICENSE STATE

-Select-

MISC ID VALUE

SERVICE REQUEST STATUS

-Select-

STATUS

-Select-

CATEGORY

-Select-

ASSIGNMENT

-Select-

BUDGET

-Select-

RATING


-Select-

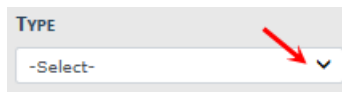
DELINQUENT MILEAGE


☐

Reset

Search

The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the  and a list appears, then select from the drop-down list that appears.




The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.



3. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the **Fleet Vehicle Assignments** window, or click **Search** to display a list of existing vehicles that match the entered data.


If you selected **Search** the results are displayed in a grid. The example below is a search result for **Make Toyota(Toyo)** and **Model Highlander** and **Agency District 42, Versailles**.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results							
<div>    6 result(s) found </div> <div> Refine Search New Search </div>							
Vehicle ID	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
59	TOYOTA (TOYo)	Highlander	District 42, Versailles		12/16/2018	2305	 
45	TOYOTA (TOYo)	Highlander	District 42, Versailles			15110	 
44	TOYOTA (TOYo)	Highlander	District 42, Versailles	D13 Officer Badge# D13, ODL User Badge# 123456		10030	 
43	TOYOTA (TOYo)	Highlander	District 42, Versailles	Dana M Badge# 12345		52550	 
38	TOYOTA (TOYo)	Highlander	District 42, Versailles	Franklin (osuper) Harrowson Badge# 72, Sally Adams Badge# 1002, Charles Livingwell Badge# 2014		15090	 
36	TOYOTA (TOYo)	Highlander	District 42, Versailles	ODL No Fleet Badge# 4444			 
<div> Refine Search New Search </div>							

Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over, or click **Go Back** to return to the **Fleet Vehicle Assignments** window. Click on the Vehicle ID of the vehicle record to view details, or click on the *View* icon on the right as shown below.

4. To export search results to a file refer to "Export Search Results" on page 23.

Add or Update Overview

As a **Fleet Officer** you can add, update, or delete *Fuel & Oil*, *Service Requests*, and *Attachments* to vehicles you are assigned. On the **Fleet Vehicle Assignments** window locate the vehicle you want to update, then click the edit  icon.

Fleet Management

Display

Current Assignments

Go Back

Search Vehicles

Search

Ford

Search

Reset

Show

10

entries

Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions
63	FORD/COURIER/FORD	TAURUS GOLDLINE CAMPER (FORD)	987aaa	12/18/2018		<div><div></div><div></div></div>
123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		<div><div></div><div></div></div>
dmm1	TOYOTA(TOYO)	4Runner		06/01/2018		<div><div></div><div></div></div>
700	Ford	Crown Victoria	876123	07/06/2017		<div><div></div><div></div></div>
44	TOYOTA(TOYO)	Highlander	qqq111	06/09/2017		<div><div></div><div></div></div>
123	PORSCHE(PORS)	911	FAST-COP	05/11/2017		<div><div></div><div></div></div>

The **Edit Fleet Vehicle** window appears.

Fleet Management / Edit Fleet Vehicle

Go Back

Vehicle

Assignments

Fuel and Oil

← Tabs

Fleet Vehicle Information

AGENCY District 42, Versailles	VEHICLE ID 63	
YEAR 2018	MAKE FORD/COURIER/FORD GOLDLINE CAMPER (FORD)	MODEL TAURUS
VIN dfdfdfdf	TYPE	STYLE
LICENSE # 987aaa	LICENSE STATE	
PRIMARY COLOR	SECONDARY COLOR	
DESCRIPTION		

The **Edit Fleet Vehicle** window contains three tabs:

Vehicle

Assignments

Fuel and Oil

Vehicle

- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. This tab opens by default.
- You can add, update, or delete *Service Requests* and *Attachments* from this tab on records created by you.

Assignments

- A history of officers assigned to the vehicle, along with the dates. You can assign yourself to the vehicle, and update assignment dates and mileage on records created by you. You can also delete records created by you.

Fuel and Oil

- A summary of the type of fluids put in the vehicle, along with the dates. Access this tab to add, update or delete fuel and oil records.

Click on the **Go Back** button to return to the **Fleet Vehicle Assignments** window.

Add and Update Attachments

Click on the appropriate icons to *Add*, *Edit*, and *Delete Attachments*.

Attachments					+ Add Attachment
Attachments					Add Attachment Delete
Keyword	File Name	Description	Date of Info	Actions	
Profile Picture	gift.jpg	Click to view additional info	11/27/2018	Download Edit Delete	
PDF	DetailedAssessmentOfTheTire.txt	Click to view additional info	11/28/2018	Download Edit Delete	

For more information on adding, editing, and deleting attachments, refer to "Attachments" on page 41.

Add a Service Request

1. From the **Edit Fleet Vehicle** window, click on the *Add Service Request* link to open the **Service Request** window.

Service Request

REQUESTING OFFICER

Aaron Hicks

REQUEST TYPE

-Select-

REQUEST DATE

02/20/2019

STATUS

Pending

DESCRIPTION

Cancel

Add Details

Save

Select the *Request Type*, *Request Date*, and enter a *Description*. You must enter data into the fields outlined in red.

NOTE: The *Requesting Officer* and *Status* cannot be changed.

2. Click **Save** to save the **Service Request** or click **Add Details** to add images and attachments. Click **Cancel** to exit without saving.

NOTE: Service Request attachments do not appear in the Attachments grid of the **Edit Fleet Vehicle** window. To view Service Request attachments you must open the **Service Request**.


3. If you chose to **Add Details**, enter the necessary information on the **Edit Service Request** screen then click **Add Attachment** to upload files.

NOTE: **Requesting Officer** defaults to the current user and can only be changed by the Fleet Manager. The **Status**, **Reviewed By** and **Review Date** cannot be changed.


A notification is sent to the Fleet Manager when the **Service Request** is saved.

For further instructions on adding Attachments refer to "Add and Update Attachments" on the previous page.

Update Service Requests

1. From the **Edit Fleet Vehicle** window, locate the **Service Request** record to update and click the edit  icon.

Service Requests + Add Service Request				
Type	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	 

NOTE: You can update **Service Requests** that were created by you. The edit  icon does not display on **Service Requests** that have been set up by someone else.

2. Modify the values as needed.

Fleet Management / Edit Fleet Vehicle / Edit Service Request

Go Back

Service Request Information

STATUS Pending	REQUEST TYPE Repair
REQUESTING OFFICER Hicks, Aaron	REQUEST DATE 02/20/2019
DESCRIPTION 	
REVIEWED BY	REVIEW DATE

Go Back Save



Attachments [Add Attachment](#)

NOTE: The **Requesting Officer**, **Status**, **Reviewed By** and **Review Date** cannot be changed.

- Click **Save** to save the updated information, or click **Go Back** to return to the previous screen without saving the updates.
- Optionally add, edit or delete Attachments. For detailed instructions refer to "Add and Update Attachments " on page 453.

Delete Service Requests

- From the **Edit Fleet Vehicle** window, locate the **Service Request** to delete then click the Delete icon .

Service Requests + Add Service Request				
Type	Status	Request Date	Description	Actions
General	Pending	02/20/2019		 

NOTE: You can delete **Service Requests** that were created by you. The Delete icon does not display on **Service Requests** that have been set up by someone else.

For further details on how to delete refer "Delete Data " on page 465.

Manage Fuel and Oil

As Fleet Officer you can add, update, or delete *Fuel and Oil* records that are assigned to you.

Go Back

Vehicle Assignments **Fuel and Oil**

Show 10 entries

+ Add Fuel / Oil Record

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
5060	Simpson, Homer	01/07/2019 1050		Fuel: 10			
5050	Hicks, Aaron	12/19/2018 0935		Fuel: 20 Oil: 20	Fuel: 20 Oil: 20 Fluid: 20	Payment: Credit Card Vendor: DMM	

Showing 1 to 2 of 2 entries

Previous 1 Next

Add Fuel and Oil

1. Click on *Add Fuel / Oil Record* on the **Fuel and Oil** tab to add a new record, then enter the relevant information.

Fuel/Oil/Mileage

CURRENT MILEAGE/HOURS: 5060 ← Value from most current Fuel and Oil record

MILEAGE/HOURS ODOMETER: 5242

MILES/HOURS USED: 182 ← Current Mileage/Hours minus Mileage/Hours Odometer

DATE OF INFO: 02/13/2019 1400

OFF DUTY MILES:

FUEL GALLONS:

TOTAL FUEL COST:

FUEL TYPE: -Select-

OIL QUANTITY:

TOTAL OIL COST:

OTHER FLUID TYPE: -Select-

OTHER FLUID COST:

COMMENTS:

PAYMENT TYPE: -Select-

PAYMENT ID:

• SELECT VENDOR ○ SPECIFY VENDOR

-Select-

Cancel Save

NOTE: Required fields display a red border to the left of the field.

- The *Current Mileage/Hours* and *Miles/Hours Used* fields are both read-only.
 - Fields with a down arrow supply a list of values from which to choose. Click on the field then choose from the list that appears.
 - The **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.
2. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel and Oil** tab without saving.
 3. The record appears under the **Fuel and Oil** tab of the **Edit Fleet Vehicle** screen.

The **Current Mileage** displayed on the **Vehicle Tab** reflects the *Mileage* entered on the most recent Fuel and Oil record, and on the **Fleet Vehicle Search Results** screen.

The **Cost of Ownership** displayed on the **Vehicle Tab** reflects the *Purchase Price + All Fuel & Oil Costs + All Service Maintenance Costs* entered for the vehicle.

Go Back

Vehicle Assignments Fuel and Oil

Show 10 entries

Add Fuel / Oil Record

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
55120	Saur, Christine - ID# SAUR111	12/04/2018 1345		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25	Payment: Out of Pocket Payment ID: 5 Vendor: Caseys	
52550	M, Dana	12/01/2017 0757		Fuel: 20	Fuel: 65		
52520	Simpson, Homer	12/01/2017 0605					
52505	Simpson, Homer	12/01/2017 0604		Fuel: 60	Fuel: 120	Payment: Gas Card Payment ID: 36 Vendor: Cop Stuff	

Showing 1 to 4 of 4 entries

Previous 1 Next

Vehicle Assignments Fuel and Oil

Fleet Vehicle Information

AGENCY District 42, Versailles	VEHICLE ID 51
YEAR 2016	MAKE Ford
VIN 9B7987	MODEL Crown Victoria
LICENSE # ABBB1	TYPE Automobile
PRIMARY COLOR -Select-	STYLE 4-Door Sedan
SECONDARY COLOR -Select-	





DESCRIPTION

STATUS Assigned	UNIT NUMBER	CATEGORY null
ASSIGNMENT -Select-	GROUP -Select-	BUDGET -Select-
RATING -Select-	FUNDING VENDOR -Select-	
PURCHASE DATE 11/28/2017	PURCHASE PRICE 5000	PURCHASE FROM ISP Vendor
PURCHASE COMMENT 123 comment		
WARRANTY EXPIRE DATE	STARTING MILEAGE 52500	STARTING HOURS
WARRANTY COMMENT		


CURRENT MILEAGE/HOURS 55,120	LAST DATE OF MILEAGE/HOURS 12/04/2018	MILEAGE/HOURS DRIVEN 2,620
COST OF OWNERSHIP \$5,244.12	NEXT SERVICE MILEAGE/HOURS 55,520	NEXT SERVICE DATE 03/01/2018

Update

2 result(s) found

Vehicle Id	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
51	Ford	Crown Victoria	District 42, Versailles	Dana M Badge# 12345	11/28/2017	55120	 
49	Ford	Crown Victoria	District 42, Versailles	Charles Livingwell Badge# 2014, ODL User Badge# 123456	05/01/2017	1600	 

Edit Fuel and Oil

- Click on the edit  icon and apply the necessary updates.

Fuel/Oil/Mileage


CURRENT MILEAGE/HOURS	MILEAGE/HOURS ODOMETER	MILES/HOURS USED
	55120	NaN
DATE OF INFO	OFF DUTY MILES	
12/04/2018 1345		
FUEL GALLONS	TOTAL FUEL COST	FUEL TYPE
23	50.37	Regular
OIL QUANTITY	TOTAL OIL COST	
1	5.5	
OTHER FLUID TYPE	OTHER FLUID COST	
Washer Fluid	3.25	
COMMENTS		
PAYMENT TYPE	PAYMENT ID	
Out of Pocket	5	
<input type="radio"/> SELECT VENDOR <input checked="" type="radio"/> SPECIFY VENDOR		
Caseys		

Cancel Save

NOTE: As a Fleet Officer you cannot update or delete **Fuel and Oil** records created by another user.

- Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel and Oil Tab** without saving.

Delete Fuel and Oil

- Click on the delete icon  to delete a Fuel and Oil Record.
- A confirmation window appears. Click **Yes** to delete or **No** to return to the **Fuel and Oil** window without deleting.

Message From RMS





Are You Sure?


No Yes

Self-Assign Vehicles

As Fleet Officer you can assign yourself to vehicles that are not on your **Current Assignment** list by searching for the vehicles first.

1. Click the **Search Vehicles** button on the **Fleet Vehicle Assignments** window list.

Fleet Management							
Display: Current Assignments		Go Back		Search Vehicles			
Search: Ford		Search		Reset		Show: 10 entries	
Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions	
63	FORD/COURIER/FORD	AURUS GOLDLINE CAMPER (FORD)	987aaa	12/18/2018		 	
123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		 	

2. Enter the vehicle details into the **Fleet Vehicle Search** window then click **Search**. For detailed instructions on how to search for vehicles refer to "Search All Vehicles " on page 450.
3. Click the edit  icon to the right of the vehicle in the **Fleet Vehicle Search Results** window you want to assign.

NOTE: Vehicles with a status of *Sold* or *Out of Service* cannot be edited by an officer.

4. Click on the **Assignments** tab from the **Edit Fleet Vehicle** window.

Fleet Management / Edit Fleet Vehicle

Go Back




Vehicle

Assignments

Fuel and Oil

+ Add Assignment

Show 10 entries

Officer(s)	Assign Date	Assign End Date	Mileage	Comments	Actions
Saur1, Christine 10/02/2017 1015 - Hicks, Aaron 07/06/2017 1015 -	07/06/2017 1015				
Saur1, Christine 07/06/2017 0845 -	07/06/2017 0845				
Livingwell, Charles 06/09/2017 0808 -	06/09/2017 0808				

Showing 1 to 3 of 3 entries

Previous


1

Next

Click **Go Back** to return to the **Fleet Vehicle Search Results** window, if you wish.

5. Officers can be assigned two ways: Add yourself to new or existing assignment.

Add Yourself to a New Assignment

- a. Click on  *Add Assignment* on the **Edit Fleet Vehicle** window to create a new assignment and enter the necessary data in the *Officer Assignment* window that appears as shown below.

Officer Assignment

START DATE	END DATE	START MILEAGE	END MILEAGE
02/20/2019 2009			

COMMENTS

Officers

OFFICER	START DATE	END DATE
Aaron Hicks	02/20/2019 2009	


Cancel Save

The **Officer** defaults to you and cannot be changed.

NOTE: Required fields display a red border to the left of the field.

- Enter your **Start Date**.
- Click **Save** to create the assignment, or click **Cancel** to return to the **Assignments Tab** without saving.

Add Yourself to an Existing Assignment

- Locate the Assignment in the **Edit Fleet Vehicle** window, then click the edit  icon to display the *Officer Assignment* window.

Officer Assignment

START DATE	END DATE	START MILEAGE	END MILEAGE
07/06/2017 1015			

COMMENTS

Officers

OFFICER	START DATE	END DATE
Saur1, Christine	10/02/2017 1015	
Hicks, Aaron	07/06/2017 1015	

Cancel Save

The bottom **Officer** defaults to you and cannot be changed. Other fields in gray cannot be changed.

NOTE: Required fields display a red border to the left of the field.

- The **Start Date** defaults to the current date but may be changed.
 - Enter the **End Date** and **Comments**, if applicable.
- NOTE:** To end the Assignment, there must be an **End Date** on the Assignment itself.
- Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

NOTE: You can create or edit *Fuel and Oil* and *Service Requests* for the vehicle once you have assigned yourself to the vehicle. For details refer to "Manage Fuel and Oil" on page 462.

Your new assignment puts the vehicle in ODL and sets status to *Assigned*. The new assignment also appears in your **Current Assignments** window.

End Self-Assignments

To close an entire Assignment that you assigned to yourself, you must enter the **End Date** on both the *Officer Assignment* and *Officers* sections. You cannot close an Assignment that was created by another user.

Officer Assignment

START DATE: 02/04/2019 1303 | END DATE: 02/04/2019 1306 | START MILEAGE: 2300 | END MILEAGE: 2305

COMMENTS:

Officers + Add Officer

OFFICER	START DATE	END DATE
Simpson, Homer	02/04/2019 1303	02/04/2019 1306
Wright, Frank	02/04/2019 1303	02/04/2019 1304

Cancel Save

NOTE: The End Dates must be on or before the Assignment End Date.

- Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

Delete Assignments

You may delete assignments that are created by you, and only when you are the only officer on the assignment.

- Locate the assignment to delete then click on the Delete icon

Go Back

Vehicle **Assignments** Fuel and Oil

+ Add Assignment

Show 10 entries

Officer(s)	Assign Date	Assign End Date	Mileage	Comments	Actions
Simpson, Homer 02/04/2019 1303 - 02/04/2019 1306 Wright, Frank 02/04/2019 1303 - 02/04/2019 1304	02/04/2019 1303	02/04/2019 1306	2300 - 2305		

Showing 1 to 1 of 1 entries

Previous 1 Next

NOTE: You do not have the authority to delete assignments without a Delete icon under the *Actions* column.

- A confirmation window appears. Click **Yes** to delete or **No** to exit without deleting.

Message From RMS

Are You Sure?

No Yes

Manage Fuel and Oil

As Fleet Officer you can add, update, or delete *Fuel and Oil* records that are assigned to you.

Go Back

Vehicle Assignments Fuel and Oil

Show 10 entries

+

Add Fuel / Oil Record

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
5060	Simpson, Homer	01/07/2019 1050		Fuel: 10			
5050	Hicks, Aaron	12/19/2018 0935		Fuel: 20 Oil: 20	Fuel: 20 Oil: 20 Fluid: 20	Payment: Credit Card Vendor: DMM	

Showing 1 to 2 of 2 entries

Previous 1 Next

Add Fuel and Oil

- Click on *Add Fuel / Oil Record* on the **Fuel and Oil** tab to add a new record, then enter the relevant information.

Fuel/Oil/Mileage

CURRENT MILEAGE/HOURS

5060 ← Value from most current Fuel and Oil record

MILEAGE/HOURS ODOMETER

5242

MILES/HOURS USED

182 ← Current Mileage/Hours minus Mileage/Hours Odometer

DATE OF INFO

02/13/2019 1400

OFF DUTY MILES

FUEL GALLONS

TOTAL FUEL COST

FUEL TYPE

-Select-

OIL QUANTITY

TOTAL OIL COST

OTHER FLUID TYPE

-Select-

OTHER FLUID COST

COMMENTS

PAYMENT TYPE

-Select-

PAYMENT ID

☒ SELECT VENDOR
☐ SPECIFY VENDOR


-Select-

Cancel

Save

NOTE: Required fields display a red border to the left of the field.

- The *Current Mileage/Hours* and *Miles/Hours Used* fields are both read-only.

- Fields with a down arrow  supply a list of values from which to choose. Click on the field then choose from the list that appears.
 - The **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.
- Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel and Oil** tab without saving.
 - The record appears under the **Fuel and Oil** tab of the **Edit Fleet Vehicle** screen.

The **Current Mileage** displayed on the **Vehicle Tab** reflects the *Mileage* entered on the most recent Fuel and Oil record, and on the **Fleet Vehicle Search Results** screen.










The **Cost of Ownership** displayed on the **Vehicle Tab** reflects the *Purchase Price + All Fuel & Oil Costs + All Service Maintenance Costs* entered for the vehicle.

[Go Back](#)

Vehicle
Assignments
Fuel and Oil

[Add Fuel / Oil Record](#)

Show entries

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
55120 	Saur, Christine - ID# SAUR111	12/04/2018 1345		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25	Payment: Out of Pocket Payment ID: 5 Vendor: Caseys	 
52550	M, Dana	12/01/2017 0757		Fuel: 20	Fuel: 65		 
52520	Simpson, Homer	12/01/2017 0605					 
52505	Simpson, Homer	12/01/2017 0604		Fuel: 60	Fuel: 120	Payment: Gas Card Payment ID: 36 Vendor: Cop Stuff	 

Showing 1 to 4 of 4 entries

[Previous](#)
[1](#)
[Next](#)

Vehicle

Assignments

Fuel and Oil

Fleet Vehicle Information

AGENCY	District 42, Versailles		VEHICLE ID	51	
YEAR	2016	MAKE	Ford	MODEL	Crown Victoria
VIN	987987	TYPE	Automobile	STYLE	4-Door Sedan
LICENSE #	ABBB1	LICENSE STATE	Idaho		
PRIMARY COLOR	-Select-	SECONDARY COLOR	-Select-		
DESCRIPTION					
STATUS	Assigned	UNIT NUMBER		CATEGORY	null
ASSIGNMENT	-Select-	GROUP	-Select-	BUDGET	-Select-
RATING	-Select-	FUNDING VENDOR	-Select-		
PURCHASE DATE	11/28/2017	PURCHASE PRICE	\$900	PURCHASE FROM	ISP Vendor
PURCHASE COMMENT					
123 comment					
WARRANTY EXPIRE DATE		STARTING MILEAGE	52500	STARTING HOURS	
WARRANTY COMMENT					
CURRENT MILEAGE/HOURS	55,120	LAST DATE OF MILEAGE/HOURS	12/04/2018	MILEAGE/HOURS DRIVEN	2,620
COST OF OWNERSHIP	\$5,244.12	NEXT SERVICE MILEAGE/HOURS	55,520	NEXT SERVICE DATE	03/01/2018

Update

2 result(s) found

Refine Search New Search

Vehicle Id	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
51	Ford	Crown Victoria	District 42, Versailles	Dana M Badge# 12345	11/28/2017	55120	<div> <div></div> <div></div> <div></div> </div>
49	Ford	Crown Victoria	District 42, Versailles	Charles Livingwell Badge# 2014, ODL User Badge# 123456	05/01/2017	1600	<div> <div></div> <div></div> <div></div> </div>

Refine Search New Search

Edit Fuel and Oil

- Click on the edit  icon and apply the necessary updates.

Fuel/Oil/Mileage

CURRENT MILEAGE/HOURS

MILEAGE/HOURS ODOMETER

MILES/HOURS USED

DATE OF INFO

12/04/2018 1345

55120

NaN

FUEL GALLONS

23

OFF DUTY MILES

OIL QUANTITY

1

TOTAL FUEL COST

50.37

FUEL TYPE

Regular

OTHER FLUID TYPE

Washer Fluid

TOTAL OIL COST

5.5

OTHER FLUID COST

3.25

COMMENTS

PAYMENT TYPE

Out of Pocket

PAYMENT ID

5

SELECT VENDOR

SPECIFY VENDOR

Caseys


Cancel

Save

NOTE: As a Fleet Officer you cannot update or delete **Fuel and Oil** records created by another user.

- Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel and Oil Tab** without saving.

Delete Fuel and Oil

- Click on the delete icon  to delete a Fuel and Oil Record.
- A confirmation window appears. Click **Yes** to delete or **No** to return to the **Fuel and Oil** window without deleting.


Message From RMS

Are You Sure?

No

Yes

Delete Data

Click the Delete icon  to delete records that were created by you. If the Delete icon does not exist, then you do not have the ability to delete. While Service Requests are used in the example below, the same procedure applies to other areas of the application.

Service Requests ➕ Add Service Request				
Type	Status	Request Date	Description	Actions
Equipment	Pending	12/19/2018	testing coming from ODL	 

The following confirmation screen appears.

Message From RMS
Are You Sure?
<input type="button" value="No"/> <input type="button" value="Yes"/>

Click **Yes** to delete or **No** to return to the previous window without deleting.

Chapter 25.Lost and Found Property

Lost and Found Property Overview

The **Lost and Found Property** module allows you to create, save, and edit *Master Property* records and mark them as lost. The **Lost and Found Property** module is included with the full subscription of Caliber Online RMS, though it is disabled for initial deployment. Please contact Caliber Support if your agency would like this module enabled.

When the module is enabled, user access is controlled by permissions configured by your administrator. For more information on permissions see your administrator.

This module utilizes the **Master Property Index**, where property data is represented only once for consistency. **Master Property** data is easily transferred to a new **Lost and Found Property** record by searching the **Master Property Index** for the appropriate property record. For more information on **Master Indices** refer to "Master Indices" on page 47.

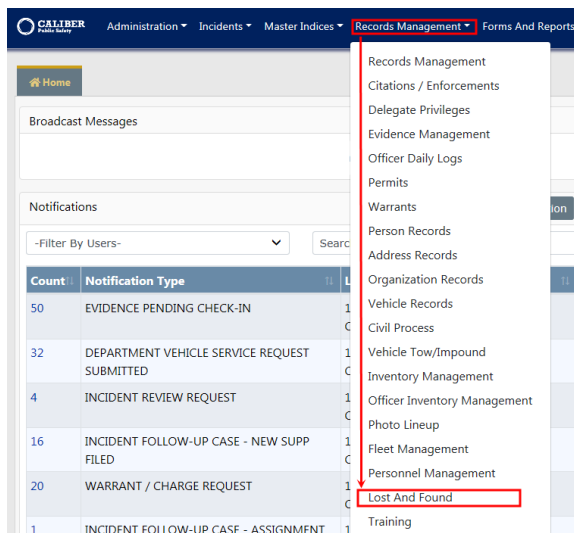
Lost and Found Property can be created and managed two ways within Caliber Online RMS:

- From the **Standalone Module** by selecting the *Lost and Found* option under the *Records Management Menu*.
- **Incident Lost and Found Property** (similar to logging property as evidence).

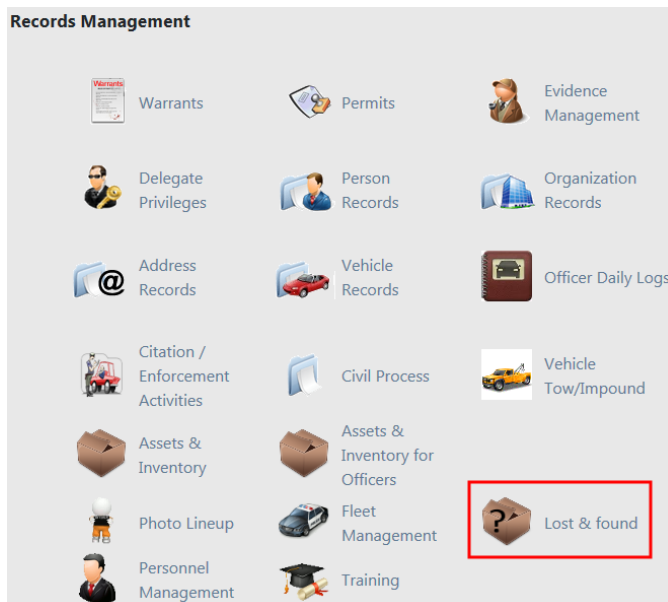
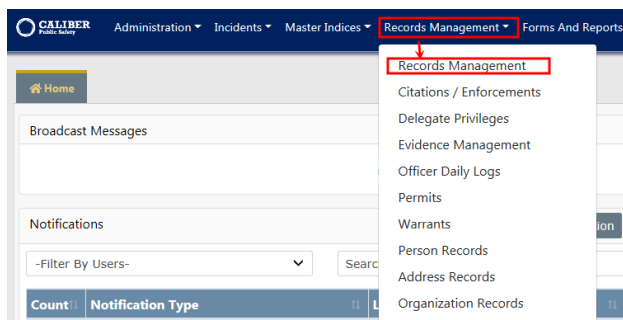
Standalone Module

There are two ways to access the **Lost & Found** Standalone Module:

- Click the **Records Management Menu** then click the **Lost and Found** submenu option.



- Click on the **Records Management Menu** then click on the **Lost & Found** link.



The *Property Lost & Found Search* screen appears. Click on the **Add New Lost & Found** button to create a new **Lost & Found** record if necessary.

Add New Lost & Found

Property Details

INDEX ID SERIAL NUMBER DESCRIPTION

CATEGORY

ALL PROPERTY DRUGS DOCUMENT CURRENCY GUNS

Lost & Found Details

AGENCY ID FOUND BY INCIDENT REPORT #

District 42, Versailles

FOUND DATE FROM FOUND DATE TO CREATED DATE FROM CREATED DATE TO

COMMENTS

Current Custody

LOCATION FIRST NAME LAST NAME

-Select-

Disposition

DISPOSED DISPOSITION DATE FROM DISPOSITION DATE TO DISPOSITION REASON

-Select-

RELEASED TO COMMENTS

Go Back Reset Search

For more information on searching **Lost & Found** records refer to Search Lost and Found.

Search Lost and Found Property

Access the **Lost & Found** Standalone Module to begin the search. For more information on accessing the module refer to "Standalone Module" on page 467.

The *Property Lost & Found Search* screen appears.

Add New Lost & Found

Property Details

INDEX ID	SERIAL NUMBER	DESCRIPTION
<input type="text"/>	<input type="text"/>	<input type="text"/>

CATEGORY

ALL PROPERTY DRUGS DOCUMENT CURRENCY GUNS

Lost & Found Details

AGENCY District 42, Versailles	ID <input type="text"/>	FOUND BY <input type="text"/>	INCIDENT REPORT # <input type="text"/>
FOUND DATE FROM <input type="text"/>	FOUND DATE TO <input type="text"/>	CREATED DATE FROM <input type="text"/>	CREATED DATE TO <input type="text"/>

COMMENTS

Current Custody

LOCATION -Select-	FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>
----------------------	------------------------------------	-----------------------------------

Disposition

DISPOSED -Select-	DISPOSITION DATE FROM <input type="text"/>	DISPOSITION DATE TO <input type="text"/>	DISPOSITION REASON -Select-
RELEASED TO <input type="text"/>	COMMENTS <input type="text"/>		

Go Back Reset Search

Choose one **Category** to display additional search fields. The search fields change based on the selected **Category**.

Add New Lost & Found

Property Details

INDEX ID	SERIAL NUMBER	DESCRIPTION
<input type="text"/>	<input type="text"/>	<input type="text"/>

CATEGORY

ALL **PROPERTY** DRUGS DOCUMENT CURRENCY GUNS

TYPE
-Select-

PRIMARY COLOR
-Select-

MISC/OAN

SECONDARY COLOR
-Select-

MAKE

MODEL

QUANTITY

Enter all search criteria then click the **Search** button to view the *Search Results*.

Refine Search New Search Add New Lost & Found

3 result(s) found

ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
<input type="checkbox"/> 35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	
<input type="checkbox"/> 15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	
<input type="checkbox"/> 2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	Disposed	08/23/2017 0905	

Refine Search New Search

Click **New Search** to start a new search, or **Refine Search** to modify your search.

You can **Export** the *Search Results* to a file by clicking on one of the export icons. For more information on exporting *Search Results* refer to "Export Search Results" on page 23.

From the *Search Results* window you can handle one record, or multiple records at once.

Specific Record

Dispose, Edit, or Delete a specific record.



If an icon does not appear in the *Actions* column then you do not have proper permissions to perform that *Action*. For example, if the **Dispose** icon does not appear then you do not have permissions to **Dispose** that record. For more information on permissions refer to your administrator.

Multiple Records

Caliber Online RMS provides a function to process multiple **Lost & Found** records at once. **Mass Dispose**, **Mass Change Custody**, and **Print Labels** buttons appear when one or more records on the *Property Lost & Found Search Results* screen are selected. Click one of the three buttons to process all selected records.

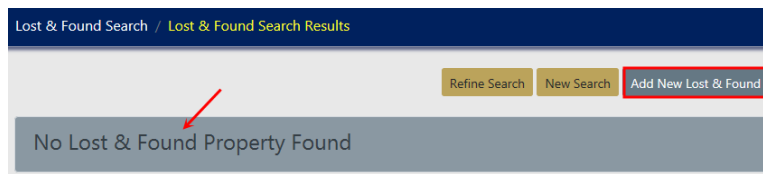


For more information on processing records in bulk refer to "Mass Lost and Found Functions" on page 480.

Add Lost and Found Property

Before you add a new record, first search to ensure it doesn't already exist. For more information on searching, refer to "Search Lost and Found Property" on page 469

The search results displays a message when the record you are searching for does not exist.



Create a New Master Property Index Record

If the record you are searching for does not appear in the *Lost & Found Search Results* then it's likely it does not exist in the index, so you need to create it.

Click on the **Add New Lost & Found** button on the top right of the *Lost & Found Search Results* window to display the *Add Property* screen.

Choose one **Category** on the *Add Property* screen. Additional fields appear based on the selected **Category** as shown in the below examples.

Lost & Found Search / Lost & Found Search Results / [Add Property](#)

Property Information Go Back

SECURITY LEVEL
Level 1 - Access to all Data

CATEGORY
PROPERTY DRUGS **DOCUMENTS** CURRENCY GUNS

TYPE <div>Select Type</div>	BANK <input type="text"/>	DOCUMENT NUMBER <input type="text"/>	DATE <input type="text"/>
ACCOUNT NAME <input type="text"/>	ACCOUNT # <input type="text"/>	PAYABLE TO <input type="text"/>	AMOUNT <input type="text"/>
ENDORSEE <input type="text"/>	ITEM DESCRIPTION <input type="text"/>		
DATE OF INFO <div>3/7/2019</div>	COMMENTS <input type="text"/>		

Go Back Save Save & Select

Lost & Found Search / Lost & Found Search Results / [Add Property](#)

Property Information Go Back

SECURITY LEVEL
Level 1 - Access to all Data

CATEGORY
PROPERTY **DRUGS** DOCUMENTS CURRENCY GUNS

TYPE <div>Select Type</div>	DRUG TYPE <div>-Select-</div>	QUANTITY <input type="text"/>	MEASURE <div>-Select-</div>
ITEM DESCRIPTION <input type="text"/>			
DATE OF INFO <div>3/7/2019</div>	COMMENTS <input type="text"/>		

Go Back Save Save & Select

NOTE: Required fields display a red border to the left of the field.

Enter the necessary data, then click **Save & Select** to transfer the newly added record to a new *Lost & Found* record.

Create the Property Lost & Found Record

The new property record you just created transfers into the **Add Property Lost & Found** screen.

Lost & Found Search / Lost & Found Search Results / Add Lost & Found

Go Back

Property Information transferred from Master Property

TYPE	MAKE	MODEL	SERIAL #	COLORS	QUANTITY
WATCH	Timex	Easy Reader	TIME1234	Gold	1
VALUE(\$)	DATE OF INFO	INDEX ID			
400	03/07/2019	1859			

Location / Person

FOUND BY: DATE / TIME FOUND: CUSTODY DATE / TIME:

SELECT DESTINATION: ☒ Location ☐ Person SELECT A LOCATION:

COMMENTS:

CUSTODY COMMENTS:

Go Back Save

NOTE: Required fields display a red border to the left of the field.

Enter the remaining lost and found information then click **Save** to open the *Edit Lost & Found* screen.

For more information on editing lost and found records, refer to "Edit Lost and Found Property" below.

Edit Lost and Found Property

Access the **Lost & Found** Standalone Module then search for the record(s) you want to **Edit**.






For more information on accessing the Standalone Module refer to "Standalone Module" on page 467.
For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 469.

From the *Search Results* window click on the **Edit** icon on the record you want to update.

Lost & Found Search / Lost & Found Search Results

Refine Search New Search Add New Lost & Found

39 result(s) found Previous 1 2 Next

ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
42	District 42, Versailles	PLANT		01/01/2019 1534	Disposed	02/15/2019 1534	
41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317	
40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315	
39	District 42, Versailles	WATCH	Dana	03/27/2018 0545	Front Counter	03/27/2018 1300	
38	District 42, Versailles	BANK RECORDS	Nelly Botch	03/27/2018 0000	, Truth, Kat, ID# 253523	03/27/2018 1246	

NOTE: Disposed records cannot be updated unless you have *Edit Disposition Information* permissions. For more information on permissions refer to your administrator.

The *Edit Property Lost & Found* screen appears. The *Master Property* information appears on the top section, *Lost & Found Property* information on the middle section, and *Chain of Custody* information on the bottom section.

The screenshot shows the 'Edit Lost & Found' screen. At the top, there's a breadcrumb trail: 'Lost & Found Search / Lost & Found Search Results / Edit Lost & Found'. Below this are buttons for 'Go Back', 'Dispose', and 'Print Label'. The first section, 'Property Master Property Index Section', contains a table with columns: TYPE, MAKE, QUANTITY, VALUE(\$), DATE OF INFO, and INDEX ID. The second section, 'Lost & Found Details', includes fields for ID, FOUND BY, DATE / TIME FOUND, and a COMMENTS text area. The third section, 'Chain of Custody', features a table with columns: Report #, Agency, Occurrence Date, Location, and Actions. Below this is a 'Chain of Custody' section with a search bar and a table with columns: Custody Date, Person / Location, Creator, and Comments.

With the proper permissions, you can click on the **View Property Details** or **Update Property Details** link to **View** or **Edit** the *Master Property Index* record respectively. For more information on permissions refer to your administrator.

Click on the **Change Custody** link to display the *Add Custody Entry* screen.

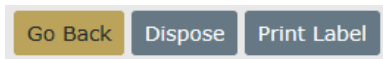
The screenshot shows the 'Add Custody Entry' screen. It has a title bar 'Add Custody Entry'. Below it are fields for 'CUSTODY DATE / TIME', 'SELECT DESTINATION' (with radio buttons for 'Location' and 'Person'), 'SELECT A LOCATION' (a dropdown menu), and a 'COMMENTS' text area. At the bottom are 'Cancel' and 'Save' buttons.

Select either **Location** or **Person**.

- If you selected **Location** then select a Location from the displayed list.
- If you selected **Person** then enter part of the officer's name in the text box and select the appropriate name that appears in a list.

Select **Save**.

You can also **Dispose** the selected record, or **Print Label**.









NOTE: For more information on how to **Dispose** a record refer to "Dispose Lost and Found Property" below.

Delete Lost and Found Property

Access the **Lost & Found** Standalone Module then search for the record(s) you want to **Delete**.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 467.
For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 469.

From the *Search Results* window click on the **Delete** icon in the *Actions* column on the record you want to delete.

								Refine Search	New Search	Add New Lost & Found
39 result(s) found								Previous 1 2 Next		
ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions			
42	District 42, Versailles	PLANT		01/01/2019 1534	Disposed	02/15/2019 1534	 			
<input type="checkbox"/> 41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317	 			
<input type="checkbox"/> 40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315	 			

A confirmation window appears.

Message From RMS

Are You Sure?

No Yes

Click **Yes** to delete or **No** to return to the *Search Results* window without deleting.

Dispose Lost and Found Property

Dispose is considered the end of life for the **Lost & Found** record(s).

Access the **Lost & Found** Standalone Module then search for the record(s) you want to **Dispose**.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 467.
For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 469.

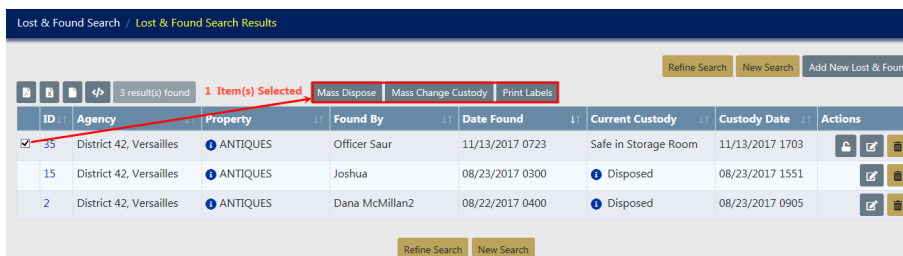
From the *Search Results* window you can **Dispose** multiple records at once, or a specific record.



	ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
<input type="checkbox"/>	35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	
<input type="checkbox"/>	15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	
<input type="checkbox"/>	2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	Disposed	08/23/2017 0905	

Dispose Multiple (Mass) Records

Select all records you want to **Dispose**, then click the **Mass Dispose** button.



	ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
<input checked="" type="checkbox"/>	35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	
<input checked="" type="checkbox"/>	15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	
<input checked="" type="checkbox"/>	2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	Disposed	08/23/2017 0905	

For more information on the mass functions refer to "Mass Lost and Found Functions" on page 480

Dispose a Specific Record

Locate the record you want to **Dispose** of then click the **Dispose** icon to display the *Lost & Found Disposition* screen.



NOTE: If the **Dispose** icon does not appear then you do not have proper permissions to perform that *Action*.

Lost & Found Search / Lost & Found Search Results / Dispose Lost & Found Go Back

Properties Selected

Id	Property	Current Custody	Custody Date
42	Type: PLANT Drug: SUSPECTED MARIJUANA Quantity: 0	Back Room	02/15/2019 1534

Disposition Information

RELEASED TO PERSON

☒ Enter Name ☐ Select Person

RELEASED BY DISPOSITION DATE DISPOSITION REASON

Saur, Christine, ID# SAUR111 02/21/2019 1406 -Select-

COMMENTS

Signature

Save

Enter the necessary data in the fields provided.

- Click **Enter Name** of the person to whom the property will be released and enter their name in the text box, OR click **Select Person** then click on **Select Person** to choose a name from the *Master Person Index*.

RELEASED TO PERSON

☒ Enter Name ☐ Select Person

OR

RELEASED TO PERSON

☐ Enter Name ☒ Select Person

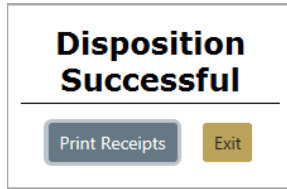
Select Person Select Incident Person

For more information on the *Master Person Index* refer to [MASTERINDICES.htm](#).

- Released By** name defaults to the logged in user; however, it can be changed.
- Disposition Date** and **Time** defaults to the current data and time; however, it can be changed.
- Select a **Disposition** from the list.
- Enter any **Comments**.

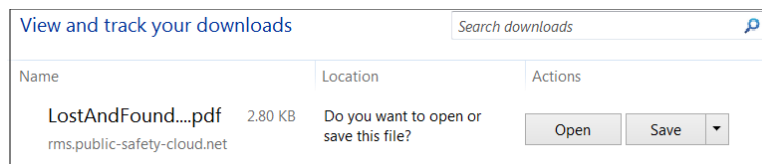
- If required by your agency, click on the **Signature** button for signature.

Click **Save** to display a successful confirmation message.



Click the **Print Receipts** button to print receipts, or click **Exit** to return to the *Search Results* screen without printing receipts.

If you chose to **Print Receipts** then you click **Open** to print, **Save** for more options, or **Cancel** to return to the *Search Results* screen.



Disposed appears on the property record in *Search Results*. Hover your mouse over or click on the blue circle to display detailed **Disposed** information.

Lost & Found Search / Lost & Found Search Results									
39 result(s) found				Refine Search			New Search		
				Add New Lost & Found			Previous 1 2 Next		
ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions		
42	District 42, Versailles	PLANT		01/01/2019 1534	Disposed	02/15/2019 1534			

Current Custody	Custody Date	Actions
Disposed		
Released To: Lab Tech Released By: Saur, Christine, ID# SAUR111 Disposition Date: 02/21/2019 1406 Click to view Entire Entry		

Mass Lost and Found Functions

Mass Lost and Found Functions allow you to process **Lost & Found** records in bulk. There are three bulk (mass) functions available:

- Dispose
- Change Custody
- Print Labels

To process records in bulk, access the **Lost & Found** Standalone Module then search for the record(s) you want to process in bulk.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 467. For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 469.

From the *Search Results* window select one or more records you want to process, and with the proper permissions, **Mass Dispose**, **Mass Change Custody**, and **Print Labels** buttons appears.

ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
42	District 42, Versailles	PLANT		01/01/2019 1534	Disposed	02/15/2019 1534	[Icon]
<input checked="" type="checkbox"/> 41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317	[Icon]
<input checked="" type="checkbox"/> 40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315	[Icon]
<input type="checkbox"/> 39	District 42, Versailles	WATCH	Dana	03/27/2018 0545	Front Counter	03/27/2018 1300	[Icon]

Mass Dispose

After selecting one or more records in the *Search Results* screen, click on the **Mass Dispose** button to display the *Lost & Found Disposition* screen.

Lost & Found Search / Lost & Found Search Results / Dispose Lost & Found Go Back

Properties Selected

Id	Property	Current Custody	Custody Date
40	Type: AMMUNITION Make: adf Model: adsf Serial #: 1 Value(\$): 1	Back Room	03/27/2018 1315
41	Type: ALCOHOL/LIQUOR Make: asdf Value(\$): 0	ISP location	03/27/2018 1317

Disposition Information

RELEASED TO PERSON

☒ Enter Name ☐ Select Person

RELEASED BY DISPOSITION DATE DISPOSITION REASON

Saur, Christine, ID# SAUR111 02/21/2019 1429 -Select-

COMMENTS

Signature

Save

Enter the necessary data in the fields provided.

- Click **Enter Name** of the person to whom the property will be released and enter their name in the text box, OR click **Select Person** then click on **Select Person** to choose a name from the *Master Person Index*.

RELEASED TO PERSON

☒ Enter Name ☐ Select Person

OR

RELEASED TO PERSON

☐ Enter Name ☒ Select Person

Select Person Select Incident Person

For more information on the *Master Person Index* refer to MASTERINDICES.htm.

- Released By** name defaults to the logged in user; however, it can be changed.
- Disposition Date** and **Time** defaults to the current data and time; however, it can be changed.
- Select a **Disposition** from the list.
- Enter any **Comments**.
- If required by your agency, click on the **Signature** button for signature.

Click **Save** to display a successful confirmation message.

Disposition Successful

Print Receipts Exit

NOTE: **Disposed** records cannot be updated unless you have *Edit Disposition Information* permissions. For more information on permissions refer to your administrator.

Mass Change Custody

After selecting one or more records in the *Search Results* screen, click on the **Mass Change Custody** button to display the *Mass Change Custody* screen.

Lost & Found Search / Lost & Found Search Results / Change Custody

Go Back

Properties Selected

Id	Property	Current Custody	Custody Date
40	Type: AMMUNITION Make: adf Model: adsf Serial #: 1 Value(\$): 1	Back Room	03/27/2018 1315
41	Type: ALCOHOL/LIQUOR Make: asdf Value(\$): 0	ISP location	03/27/2018 1317

Custody Information

CUSTODY DATE
02/21/2019 1433

SELECT DESTINATION
☒ Location ☐ Person

SELECT A LOCATION
-Select

COMMENTS

Save

Enter the necessary data in the fields provided.

- Click **Location** and select the location from the list, OR click **Person** then enter part of the officer's name and choose the appropriate name from the list that appears.
- The **Customer Date** and **Time** defaults to the current date and time. You can change it if necessary.
- Enter any **Comments**.

Click **Save**.

NOTE: Caliber Online RMS creates a new *Chain of Custody* with the entered information for each selected **Lost & Found** property record.

Print Labels

After selecting one or more records in the *Search Results* screen that need a label, click the **Print Labels** button.

Click **Open** to print, **Save** for more options, or **Cancel** to return to the *Search Results* screen.

View and track your downloads			Search downloads	
Name	Location	Actions		
LostAndFound....pdf rms.public-safety-cloud.net	2.80 KB	Do you want to open or save this file?	Open	Save ▾

Incident Report Lost and Found

Lost & Found property can be created from the *Property & Vehicles* tab on the *Incident Report* and marked as **Lost & Found**. You can choose to single or mass properties.

NOTE: The **Lost & Found** module must be turned on for your agency to utilize this module and functionality.

Exit Report Quick Print Print Transfer Exit Wizard Submit For Approval

Summary Header Offenses Names **Property & Vehicles** Narratives Attachments Validations

Incident Summary: 02/20/2019 0907 Hrs Agency: District 42, Versailles
Offense(s): 14-29-8-5(2) - NATURAL RESOURCE- TRESPASS- CR... Report #: 2019D4210215 Supp #: 0

Properties TOTAL VALUE(\$): 1500.00 All Print Evidence **Add Property**

Summary Header Offenses Names **Property & Vehicles** Narratives Attachments Validations

Incident Summary: 02/20/2019 0907 Hrs Agency: District 42, Versailles
Offense(s): 14-29-8-5(2) - NATURAL RESOURCE- TRESPASS- CR... Report #: 2019D4210215 Supp #: 0

Property View Property Details Update Details Change Property

TYPE	COLORS	QUANTITY	VALUE(\$)	DATE OF INFO	INDEX ID
BACKPACK	Black / Yellow	1	0	02/04/2019	1843

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) ⓘ

OFFENSE(S) [SELECT ALL] [SELECT NONE]

NATURAL RESOURCE- TRESPASS- CROSSING PRIVATE LAND TO ACCESS STREAM

CURRENT STATUS
-Select-

PROPERTY OWNER
-Select-

PROPERTY DAMAGE
0

PROPERTY DESCRIPTION

ADDITIONAL PROCESSING?
NONE EVIDENCE **LOST & FOUND**

Go Back Save Save + Add Another Property

For more information on Lost & Found from the *Property & Vehicles* tab on the *Incident Report* refer to "Incident Report Section – Property & Vehicles Tab" on page 145.

Chapter 26. Expungements

Expungements Overview

With proper permissions, you can expunge an offender or arrestee from an Incident Report or expunge an entire Field Arrest record. Incident **Expungements** apply to the offender only as there may be more than one offender. Contact your system administrator for more information on expungement permissions.

Offender and Arrestee **Expungements** are initiated from either the Offenders section of the Incident Reports or from the Person Summary tab of the View Person page. Field Arrest **Expungements** are also initiated from the Person Summary tab of the View Person page.

With proper permissions you can **Un-Expunge** an offender or arrestee on an Incident Report, or an entire Field Arrest.

NOTE: Expunged records are not visible throughout Caliber Online RMS unless the user is granted permissions to view expunged details.

Accessing the View Person Page

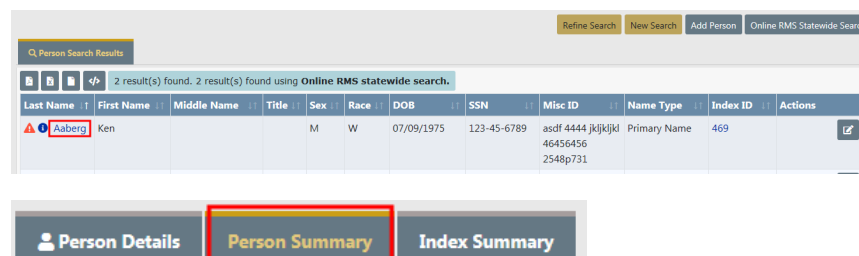
As with many areas of Caliber Online RMS, you can access the *View Person* page different ways:

- From the Master Person Record.

Search for the Master Person record by clicking on the **Master Indices** menu on the *Top Navigation Bar*, then click **Person** from the drop-down list to open the *Master Index Search* page.

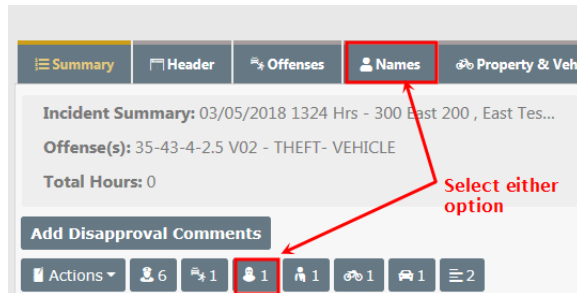
Enter the person's last name, first name, or other information to yield the desired results, then click the **Search** button to open the *Person Search Results* page.

Click on the appropriate person's **last name** to open the *View Person* page, then click on the *Person Summary* tab.



NOTE: For more information on Master Indices refer to "Master Indices" on page 47.

- From the Incident Report.
 - Search for and view the Incident Report. For more information on searching and viewing Incident Reports, refer to "View Incident Reports" on page 165.
 - While on the Incident Report click on the **Names** tab or the **Offenders** link.



- Locate the Offenders grid then click on the person's **Name** to open the *View Person* page.

Offenders				
Name	Age (Yrs)	Role(s)	Supp #	Actions
Aaberg, Ken Race: White Sex: M DOB: 07/09/1975	42 Years Old	Suspect / Offender	0	

NOTE: For more information on viewing Incident Reports refer to "View Incident Reports" on page 165.

Expunge Offender or Arrestee

You can expunge an offender or arrestee from a Incident Report, providing the Incident Report is *approved* and you have *Expunge Records* permissions. Refer to your system administrator for more information on *Expunge Records* permissions.

The Person Summary tab on the *View Person* page displays an **Expunge** column in the Involved Incidents grid. A red Expunge icon appears in the **Expunge** column on records that qualify for expungement.

NOTE: For details on how to access the *View Person* page refer to "Accessing the View Person Page" on the previous page.

Locate the Incident Report on the Summary tab of the *View Person* page from which you want to **Expunge** the offender, then click on the red Expunge icon in the **Expunge** column to open the *Expunge Person* page.

Involved Incidents		
	Expunge	Report#
<input type="checkbox"/>		2018D4210186
<input type="checkbox"/>		2017-0120
<input type="checkbox"/>		2017-0091
<input type="checkbox"/>		2016-BCSO-000177
<input type="checkbox"/>		2016D4210025
<input type="checkbox"/>		2015ROOT0220
<input type="checkbox"/>		2015ROOT0162
		2015ROOT0156
		2015ROOT0154
<input type="checkbox"/>		0011315

On the *Expunge Offender* page, review the Summary and remove all text that relates to the identity of the person being expunged, then click the **Update Summary** button. Also review **Narratives** tied to this Incident Report and remove all references to that person.

NOTE: Caliber Online RMS saves the original and the edited versions of the Narrative.

Person Search / Person Search Results / View Person Details (Akbar,Allah) / Expunge Person

Go Back

Incident Information

Incident Summary: 07/28/2015 1713 Hrs - 100 Ash Street INDIANAPO... Agency: District 42, Versailles
 Offense(s): 35-42-2-1.5 - BATTERY- AGGRAVATED Report #: 2015ROOT0162 Supp #: 0

Person Information

LAST NAME Akbar	FIRST NAME Allah	DOB 04/02/1980 (Age: 38)	SEX Male	RACE Middle Eastern	ETHNICITY Arabic
DRIVER'S LICENSE # 12345678	SSN 311-77-6788	GANGS American Hustle(Active)	EMPLOYER NAME Bank Of America	INDEX ID 540	

Incident Summary

PLEASE REVIEW THE INCIDENT SUMMARY FOR ANY REFERENCE TO THIS PERSON.

(Remove text that relates to the identity of the person being expunged.)

Update Summary

Remove identity references from Narratives.

Incident Narratives

PLEASE REVIEW THE INCIDENT NARRATIVES FOR ANY REFERENCE TO THIS PERSON.

Title	Created By	Date Of Info	Supp#	Actions
Supplement#1 - Narrative	Simpson, Homer	07/28/2015	1	
Original Narrative	Simpson, Homer	07/28/2015	0	

EXPUNGEMENT COMMENTS

Go Back Expunge

Click the **Back** button if you choose to cancel the expungement.

NOTE: If you cancel the expungement after updating the **Incident Summary** text, you need to update **Incident Summary** back to its original version manually.


To continue with the expungement, enter **Expungement Comments** at the bottom of the page then click the **Expunge** button.

EXPUNGEMENT COMMENTS

Enter your comments here.

Go Back Expunge

The *View Person* page refreshes automatically, returning you to the *Person Details* tab. Click on the *Person Summary* tab to see **[Expunged]** in the **Expunge** column of the Incident.

Involved Incidents		
	Expunge	Report#
<input type="checkbox"/>		2018D4210186
<input type="checkbox"/>		2017-0120
<input type="checkbox"/>		2017-0091
<input type="checkbox"/>		2016-BCSO-000177
<input type="checkbox"/>		2016D4210025
<input type="checkbox"/>		2015ROOT0220
<input type="checkbox"/>	[EXPUNGED] 	2015ROOT0162
		2015ROOT0156

Users without the *Expungement - View Expunged Records* permission do not see the Incident Involvement, and the Involvement counts do not include the Incident from which the person was expunged. For more information refer to "Expungement Results" below.

Expunged records are not visible in Caliber Online RMS without the *Expungement - View Expunged Records* permission. Refer to your system administrator for more information on permissions.

Expungement Results

Caliber Online RMS protects the identity and related data of expunged offenders or arrestees by applying restrictions based on a combination of user permissions and an Expunged flag placed on the data.

Offender or Arrestee Name Restrictions

The offender or arrestee's name is replaced with the word **EXPUNGED** for users *without* the *Expungement - View Expunged Records* permission.

The offender or arrestee's name displays with an **[EXPUNGED]** tag for users *with* the *Expungement - View Expunged* permission.

- Incident Summary Tab – Offenders Grid.

- Incident Names Tab – Offenders Grid (no view icon).
- Incident Names Tab – View Victim page – Victim/Offender relationship.
- Incident Property/Vehicle Tab – View Property page – Property Owner.
- Incident Property/Vehicle Tab – View Vehicle page – Vehicle Owner.
- Visualization – Incident Quick View – Offender Grid.
- Incident Mapping – Incident Quick View – Offender Grid.
- Case Management – Involved Names Grid.
- Evidence Labels – Property Owner.
- Evidence Lab Report – Suspect/Offender box.

Summary	Header	Offenses	Names	Property & Vehicles
Incident Summary: 07/28/2015 1713 Hrs - 100 Ash Street INDIANAPOLIS, IN				
Offense(s): 35-42-2-1.5 - BATTERY- AGGRAVATED				
Offenders				
Name				Age (Yrs)
Akbar, Allah Race: Middle Eastern Sex: M DOB: 04/02/1980 [EXPUNGED]				35 Years

Example for user with View Expunged Records permissions

Other Expunged Data Restrictions

The following changes are applicable throughout Caliber Online RMS for users *without* the *Expungement - View Expunged* permission.


- Master Indices – Person Common Event Associations (offender is not displayed at all).
- Visualization – Offender or Arrestee to Incident link.
- Visualization – Person Quick View – Person Summary tab (Incident not displayed for offender).
- Photo Lineup – Person Quick View – Person Summary (Incident not displayed for offender).
- Person Collapse – Person Quick View – Person Summary tab (Incident not displayed for offender).
- Incident Narratives – If updated during the expunge process, only the edited expunged version can be viewed.

- Incident Search – Name / Combo additional search criteria (Incident not returned when searching by offender).
- Incident Smart Search – by name (Incident not returned at all).
- Incident Smart Search – by any other part of incident (offender not displayed / image not displayed).
- Case Search – Name additional search criteria (Incident not returned when searching by offender).











Caliber Online RMS displays the above data with an **[EXPUNGED]** tag on the record for users *with* the *Expungement - View Expunged* permission. Users with this permission can also view both the original Incident Narratives and the edited expunged versions.

NOTE: Regardless of the user's permissions, the Print Incident page does not display the expunged offender or arrestee's name, and Quick Print will not print the expunged offender or arrestee.

Expunge Field Arrest

If you have the *Expunge Records* permission, locate the Involved Field Arrest on the Person Summary tab of the *View Person* page that you want to **Expunge**, then click on the red Expunge icon  in the **Expunge** column to open the *Expunge Arrest* page.

NOTE: For details on how to access the *View Person* page refer to "Accessing the View Person Page" on page 485.

Expunge	Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
	1507452	Arrestee	07/22/2015 0023	District 42, Versailles	35-43-4-2 T12 - THEFT- BUILDING MATERIAL	2015ROOT0154, 2015ROOT0156	
	1504424	Arrestee	04/03/2015 1134	District 42, Versailles			
	1503405	Arrestee	03/18/2015 1134	District 42, Versailles			
	1502371	Arrestee	02/20/2015 0023	District 42, Versailles			
	1410278	Arrestee	10/01/2014 0023	District 42, Versailles			

Review any **Narratives** tied to this Field Arrest and remove all references to that person.

NOTE: Caliber Online RMS saves the original and the edited versions of the Narrative.

Go Back

Arrest Information

Arrest Summary: 07/22/2015 0023 Hrs ⓘ **Agency:** District 42, Versailles

Charges: THEFT- BUILDING MATERIAL **Arrest #:** 1507452

Person Information

LAST NAME Akbar	FIRST NAME Allah	DOB 04/02/1980 (Age: 38)	SEX Male	RACE Middle Eastern	ETHNICITY Arabic
DRIVER'S LICENSE # 12345678	SSN 311-77-6788	GANGS American Hustle(Active)	EMPLOYER NAME Bank Of America	INDEX ID 540	

Narratives

Please review the arrest narratives for any reference to this person.

Title	Creator Name	Date Created	Actions
No Data To Display			

EXPUNGEMENT COMMENTS

Enter your comments here.











Go Back Expunge

Click the **Back** button if you choose to cancel the expungement.

To continue with the expungement, enter **Expungement Comments** then click the **Expunge** button.

The *View Person* page refreshes automatically, returning you to the *Person Details* tab. Click on the *Person Summary* tab to see the **[Expunged]** tag in the **Expunge** column of the Involved Field Arrest.

Involved Field Arrests

Expunge	Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
[EXPUNGED] 	1507452	Arrestee	07/22/2015 0023	District 42, Versailles	35-43-4-2 T12 - THEFT- BUILDING MATERIAL	2015ROOT0154, 2015ROOT0156	
	1504424	Arrestee	04/03/2015 1134	District 42, Versailles			
	1503405	Arrestee	03/18/2015 1134	District 42, Versailles			
	1502371	Arrestee	02/20/2015 0023	District 42, Versailles			
	1410278	Arrestee	10/01/2014 0023	District 42, Versailles			

Users *without* the *Expungement - View Expunged Records* permission do not see the Arrest Involvement or the Involvement counts for the expunged Field Arrest. Refer to your system administrator for more information on permissions.

Users *with* the *Expungement - View Expunged Records* permission the Involvement counts remain unchanged, the Field Arrest displays with an **[Expunged]** tag, common events to people, organizations, addresses, vehicles and property display, and an Un-Expunged icon appears to reverse the expungement.

NOTE: For more information on reversing an expungement refer to "Un-Expunge" on the facing page.

Expungement Results

Caliber Online RMS protects the identity and related data of expunged records by applying restrictions based on a combination of user permissions and an Expunged flag placed on the data.


For users *without* the *Expungement - View Expunged Records* permission, the Field Arrest will *not* display as follows:

- Field Arrest Search Results (search by number, Arrestee, Names).
- Incident Summary Tab – Arrest Grid (if associated).
- Warrants – Arrest Grid (if associated).
- Incident Names Tab – View Victim Page– Victim/Offender relationship.
- Master Indices – Common Event Associations/Involvement Counts.
- Incident Mapping – Incident Quick View.
- Visualization – Incident Quick View.

Caliber Online RMS displays the above data with an **[EXPUNGED]** tag on the record for users *with* the *Expungement - View Expunged* permission. Users with this permission can also view both the original Incident Narratives and the edited expunged versions.

Un-Expunge

Only users with the *Expungement - View Expunged Records* permissions can **Un-Expunge** an offender or arrestee on an Incident, or **Un-Expunge** a Field Arrest.

Click the red Expunge icon  in the *Expunge* column for the Incident or Field Arrest on the Person Summary tab of the View Person page.

NOTE: For details on how to access the *View Person* page refer to "Accessing the View Person Page" on page 485.

Involved Field Arrests	
Expunge	Arrest Number
[EXPUNGED] 	1507452
	1504424
	1503405
	1502371
	1410278

A confirmation message appears asking if you are sure. Click **Yes** to continue or click **No** to close the message without expunging.

Message From RMS
This will un-expunge the arrest record. Are you sure?
<div>NoYes</div>

If you chose to expunge, the Field Arrest becomes viewable to all users of the system, and the system discards both the edited expunge Narrative and Incident Summary.

Chapter 27. Training Module

Overview

The Caliber Online RMS **Training** module provides users with proper permissions the ability to create **Training Courses** and **Certifications** with date ranges and required prerequisites, then easily track employee involvement to ensure they each obtain and maintain the necessary training and certification based on their job duties.

This module is available with full subscription access to Caliber Online RMS. It is disabled by default but can be enabled, and additional user training is available for purchase. Contact Caliber Public Safety Support for more information.

The **Training** module can be configured specific to your agency's needs, such as an eligible list of course types (i.e. gun safety, mobile training, etc.) and classification levels. Refer to the Caliber Online RMS Administrator Guide for details on configuring these items.

There are two components to the **Training** module:

- *Courses*

Training classes with specific focus to refine skills (i.e., Online RMS training).

Attendees can be assigned to Courses two different ways:

- a. From the Course Instance record.
- b. From the Employee record.

- *Certifications*

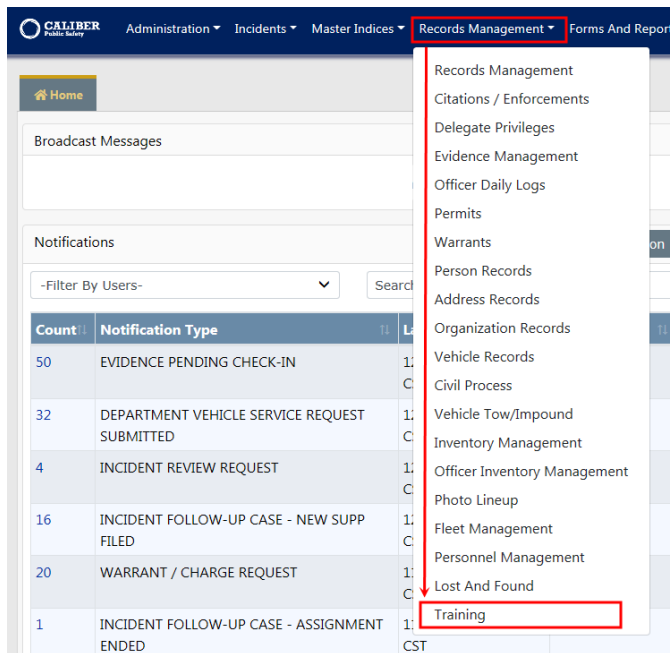
Proof of achieving specific skills or knowledge level that are mandatory for specific job duties (i.e., gun safety certification).

Attendees can be assigned to Certifications one way:

- a. From the Employee record.

Training Module Dashboard

Click the **Records Management** menu on the *Top Navigation Bar*, then click on the **Training** option to access a consolidated pathway for viewing and managing training data from a single screen.



The screenshot shows the Training Dashboard interface. At the top, there are tabs for 'Upcoming Courses', 'Expired Courses', 'Near Expired Courses', 'Expired Certifications', and 'Near Expired Certifications'. The 'Upcoming Courses' tab is selected. Below the tabs is a search bar with 'Search' and 'Reset' buttons. To the right of the search bar is a 'Show 10 entries' dropdown. The main table lists training courses with columns for 'Course', 'Agency', 'Location', 'Start Date', and 'Actions'. The 'Actions' column contains a trash icon for each row. At the bottom, there is a pagination bar showing 'Showing 1 to 7 of 7 entries' and 'Previous 1 Next' buttons.

Course	Agency	Location	Start Date	Actions
Basic Training 100				
Basic Training 102	District 35, Evansville			
Dana Course	District 42, Versailles	State		
Gun Safety	District 42, Versailles			
Matt's k9 test course	District 35, Evansville			
Online RMS Training		Room 500		
Test123				

NOTE: The **Training Dashboard** contents are based on permissions and can vary by user. For more information on permissions, refer to your system administrator.

The **Training Dashboard** consists of several features:

1. There are five tabs that contain various course and certification information. Each tab contains links that allow you to view or edit information, depending on your permissions set by the agency administrator. Available links vary by tab as outlined below.

Upcoming Courses

- A current list of active courses.
- View or edit upcoming courses.

Expired Courses

- A list of closed or inactive courses.
- View or edit employee records that are tied to an expired course.
- View or edit an expired course.

Near Expired Courses

- A list of courses that are scheduled to close in the near future making them unavailable.
- View or edit employee records that are tied to courses nearing expiration.
- View or edit courses nearing expiration.


Expired Certifications

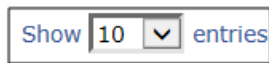
- A list of expired certifications by employee.
- View or edit employee records that are tied to expired certifications.
- View or edit expired certifications

Near Expired Certifications

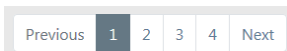
- A list of certifications about to expire by employee.
- View or edit employee records that are tied to certifications nearing expiration.
- View or edit certifications nearing expiration.

2. Three buttons on the top right of the window:
 - Click the **Manage Courses** button to add or update courses. For more information refer to "Manage Courses" on page 500.
 - Click the **Manage Certifications** button to add or update certifications.
 - Click the **Go Back** button to exit the dashboard.

3. You can change the number of entries that appear in the grid. Click on the **Show Entries**  and select 10, 25, 50 or 100. The default is 10.

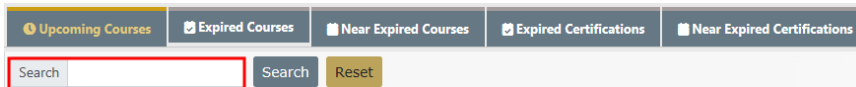


4. The bottom of the window displays the number of entries and it allows you to navigate between pages.



This example shows 10 entries per page. The highlighted number on the right is the page currently being viewed. Click **Next** to advance to the next page, or click the page number you want to view. Click on **Previous** to view the previous page.

5. Each tab allows you to **Search** or filter data that appears in the grid.



- Click on the tab you want to view, if different than the default **Upcoming Courses**.
- Enter text into the **Search** text box, then click the **Search** button or press **Enter** to display only records matching the entered text. The displayed list dynamically changes based on the entered text.

For example, on the **Upcoming Courses** tab enter *k9* in the text box, then click **Search** or press **Enter** to show only records containing *k9*.

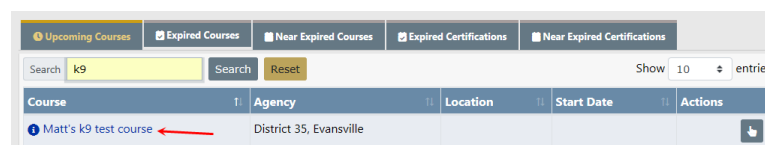


NOTE: Click the **Reset** button to remove the entered search text and list all available records.

6. Example of accessing information within a tab. The same general process applies to all tabs.

View Details Two Ways

- Click on a **Course** to view details about that particular course. This is view only, details cannot be changed here.



Training Dashboard / View Course				
COURSE ID	NAME		AGENCY	
8	Matt's k9 test course		District 35, Evansville	
COURSE TYPE	COURSE CLASSIFICATION		EXTERNAL	
Basic Training	Classification 1		No	
START DATE	TIME	END DATE	TIME	
EXPIRATION DAYS	MINIMUM HOURS		PASSING SCORE	
0	0		5	
MAX ATTENDEES	MINIMUM ATTENDEES		TRAINING COST	
0	0		\$0	

- b. Click on the information bubble to view the details without having to open the record itself.

 **Matt's k9 test course**


Course Details

COURSE ID: 8	NAME: Matt's k9 test course	AGENCY: District 35, Evansville
COURSE TEMPLATE ID: 3	TEMPLATE NAME: K-9 Training 101	
COURSE TYPE: Basic Training	COURSE CLASSIFICATION: Classification 1	
START DATE:	END DATE:	TRAINING COST: \$0
EXPIRATION DAYS: 0	MINIMUM HOURS: 0	PASSING SCORE: 5
MAX ATTENDEES: 0	MINIMUM ATTENDEES: 0	CURRENT ATTENDEES: 0
INSTRUCTOR:		
LOCATION:		
EXTERNAL: No		
DESCRIPTION:		
EQUIPMENT:		
COMMENTS:		

Close

Click on the **Close** button to close the window and return to the **Training** dashboard.

Edit the Details

- Or click on the **Select** icon  under the *Actions* column to edit the details of a particular course.
- Click on the **Back** button to return to the **Dashboard**. For your convenience, this button is located on the upper right of the window and on the lower center of the window; either will return you to the **Dashboard**.

Exit Training Module

- Click the **Go Back** button to return to the Records Management main menu.

Courses

There are two components to **Courses**:

- Template
- Course Instance

Template

A **Template** is a standard form that is used as a starting point when creating **Course Instances**. For example, users with proper permissions can create a **Template** that is pre-populated with a standard class description that will pull into the newly created **Course Instance** automatically.

NOTE: For more information on permissions and managing **Training Templates** refer to the *Caliber Online RMS Admin Guide*.

Course Instance

A **Course Instance** is a specific course to which employees can be assigned. There could be multiple records of the same course, but with different dates or other information. When creating a **Course Instance**, with proper permissions, you can either choose an existing **Template** from a list or create a new **Template** and **Course Instance** at the same time without moving between menus to do both.

NOTE: The phrase **Course Instance** is often referred to as **Course** throughout this guide.

Manage Courses

The **Manage Courses** button on the **Training** dashboard allows you to, with proper permissions, *Search*, *Add*, and *Edit Course Instance* data.

To update course data you must first search for the course. The search results will provide the option to update or view the course data.

NOTE: Once a Course Instance is created, you cannot delete it. Enter the appropriate **End Date** if created in error or if you need to end a particular Course Instance for whatever reason.

Search Courses

1. Click on the **Manage Courses** button on the **Training Dashboard**. For details on accessing the dashboard refer to "Training Module Dashboard" on page 496.
2. The **Course Search** screen appears.
3. With proper permissions you can select an **Agency** within the organization by using two methods.
 - a. Click in the Agency field then select from the list that appears.

Click to view Organization Hierarchy

Go Back Add Course

NAME AGENCY District 42, Versailles COURSE TYPE -Select- COURSE CLASSIFICATION -Select-

COURSE ID CATALOG COURSE -Select- INSTRUCTOR LOCATION

START DATE FROM 02/10/2019 0000 START DATE TO END DATE FROM END DATE TO

ADDITIONAL SEARCH CRITERIA -Select-

Go Back Reset Search

- b. Click on the hierarchy icon next to the **Agency** field to display the organization hierarchy.

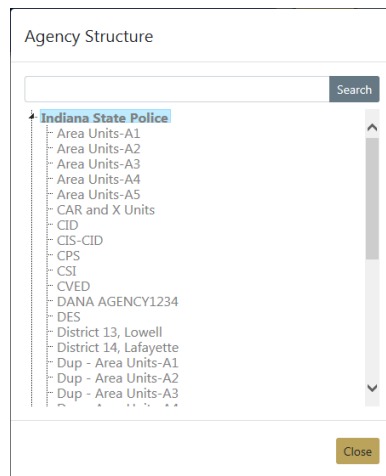
Agency Structure

Search

Indiana State Police
JEFF PD

Close

Hover over the agency to display a list of the agency's units.



Click on the agency you want to include in the search and the agency name appears in the **Agency** field.

4. The fields with **-Select-** supply a specific list from which to choose. For example, to search for a specific **Course Type** click in the field and a list will appear, then click on an item from the list.
5. Optionally reduce your search results to include only **Additional Search Criteria** by using the drop-down list at the bottom left of the screen., then enter the appropriate information in the additional fields that appear on the screen.

6. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Training dashboard, click **Search** to display a list of existing courses that match the entered data, or **Add Course** to add a course to the database without first searching. For details on how to add a course refer to "Add Course " on the facing page.

If you selected **Search** the results display in a grid.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>16 result(s) found</div> </div> <div>Refine Search New Search</div>									
Course	First Name	Last Name	Score	Completion Date	# Attendees	Start Date	End Date	Agency	Actions
ATTENDEES	George	Henderson	90		2	07/01/2018 09:00	07/01/2018 13:00	District 42, Versailles	
ATTENDEES	One	User	100	06/01/2018	2	07/01/2018 09:00	07/01/2018 13:00	District 42, Versailles	
Agency Startup	PAUL	TOBIN			2	10/04/2018 23:00	10/04/2018 23:00	District 21, Toll Road - SC	

Click **Refine Search** to modify your current search criteria, or **New Search** to start the search over.

Click on the course name to view course details, or click the Edit icon in the *Actions* column to edit the course. For details on editing the course refer to "Edit Course " on page 506.

7. To export search results to a file refer to "Export Search Results" on page 23.

Add Course

Add courses by way of the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 496.

1. Click on the **Manage Courses** button on the **Training** dashboard.
2. The **Course Search** screen appears. Before adding the course, it is recommended you first search for the course to verify whether or not it already exists, though not required. For instructions on how to search for courses refer to "Search Courses " on page 501.
3. Click on the **Add Course** button on the **Course Search** window to open the *Add Course* screen.

NOTE: Required fields display a red border to the left of the field.

- Select a course template from the **Catalog Course** list.

If you do not see an option on the list that fits the course you are adding, you can select the **-New Course-** option, located at the top of the list, and the system creates a Course Template automatically based on the data you enter on the *Add Course* form. Once you save the record, it will then appear in the **Catalog Course** list and is available to other users who also have the permissions to manage courses.

- Once you choose a **Catalog Course**, other fields on the form become available to accept data. Enter the appropriate data in the fields provided.

- Click **Save** to create the Course record, or click **Go Back** to return to the **Course Search** screen without creating the record.

When you select **Save**, the **Edit Course** screen displays.

[Go Back](#)

COURSE ID <input type="text" value="69"/>	NAME <input type="text" value="Advanced K-9 Training 201"/>	AGENCY <input type="text" value="Area Units-A1"/>
COURSE TYPE <input type="text" value="Advanced Training"/>	COURSE CLASSIFICATION <input type="text" value="Classification 1"/>	EXTERNAL <input type="checkbox"/>
START DATE <input type="text"/>	TIME <input type="text"/>	END DATE <input type="text"/>
EXPIRATION DAYS <input type="text" value="0"/>	MINIMUM HOURS <input type="text" value="0"/>	PASSING SCORE <input type="text" value="0"/>
MAX ATTENDEES <input type="text" value="0"/>	MINIMUM ATTENDEES <input type="text" value="0"/>	TRAINING COST <input type="text" value="\$0.00"/>
INSTRUCTOR <input type="text"/>		
LOCATION <input type="text"/>		
DESCRIPTION <input type="text"/>		
EQUIPMENT <input type="text"/>		
COMMENTS <input type="text"/>		

[Go Back](#) [Update](#)

Attendees [+ Add Attendee](#)

Groups [+ Restrict to Group](#)

Prerequisites

Course	Description
K-9 Training 101	

Attachments

Keyword	File Name	Description	Date of Info	Actions
IMG	K-9 Handler Safety		04/30/2018	Download
PDF	K-9 Officer Comfort		04/30/2018	Download


Additional information can be added such as, **Attendees** and **Groups**. For detailed instructions refer to "Edit Course " on the next page.

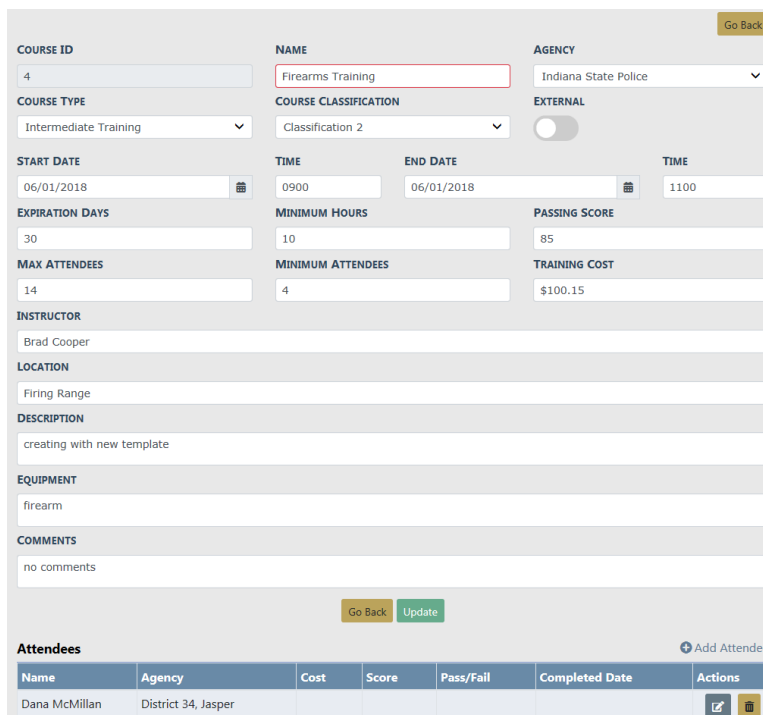
All **Attachments** and **Prerequisites** reside on the Class Template or Catalog Course that you chose for the class record; if they do not exist on the course template, then they do not appear on your course record. Adding attachments and prerequisites to class templates is an admin function.

NOTE: If you need to add attachments or prerequisites to a course, refer to the Caliber Online RMS Admin Guide for instructions or see your administrator.

Edit Course

To edit a course you must first **Search** for the course. The **Search Results** provides the option to edit the course data.

1. Click on the **Manage Courses** button on the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 496
2. The **Course Search** screen appears. Search for the course you want to update. For instructions on how to search for courses refer to "Search Courses " on page 501.
3. In the Course Search Results, click on the **Edit** icon  that appears in the *Actions* column of the course record you want to update. The **Edit Course** form opens.



Go Back

COURSE ID
4

NAME
Firearms Training

AGENCY
Indiana State Police

COURSE TYPE
Intermediate Training

COURSE CLASSIFICATION
Classification 2

EXTERNAL
☐

START DATE
06/01/2018

TIME
0900

END DATE
06/01/2018

TIME
1100

EXPIRATION DAYS
30

MINIMUM HOURS
10

PASSING SCORE
85

MAX ATTENDEES
14

MINIMUM ATTENDEES
4

TRAINING COST
\$100.15

INSTRUCTOR
Brad Cooper

LOCATION
Firing Range



DESCRIPTION
creating with new template

EQUIPMENT
firearm

COMMENTS
no comments

Go Back **Update**

Attendees **+ Add Attendee**

Name	Agency	Cost	Score	Pass/Fail	Completed Date	Actions
Dana McMillan	District 34, Jasper					 

4. Make the necessary updates to the existing data, then click the **Update** button to apply the changes, or click the **Go Back** button to return to the **Course Search Results** window, if you wish.

NOTE: You cannot delete a Course Instance. Enter the appropriate **End Date** if created in error or if you need to end a particular Course Instance for whatever reason.

5. You can *Add, Edit, or Delete* an Attendee.

Add an Attendee

- Click on the **Add Attendee** link while on the **Edit Course** form to add attendees to the class. The **Employee Search** screen appears.

The form is divided into three main sections for filtering:


- ACTIVE STATUS:** Active (dropdown)
- USER NAME:** FIRST NAME, MIDDLE NAME, LAST NAME, SUFFIX, MAIDEN NAME (text inputs)
- AGENCY:** All Agencies (dropdown)
- SEX:** -Select- (dropdown)
- RACE:** -Select- (dropdown)
- ETHNICITY:** -Select- (dropdown)
- SSN:** (text input)
- DOB:** (calendar icon)
- PLACE OF BIRTH:** (text input)
- EMPLOYEE ID:** (text input)
- EMPLOYEE TYPE:** -Select- (dropdown)
- EMPLOYEE LEVEL:** -Select- (dropdown)
- HAND DOMINANCE:** -Select- (dropdown)
- BARGAINING UNIT:** (text input)
- BLOOD TYPE:** -Select- (dropdown)
- LONGEVITY DATE FROM:** (calendar icon)
- LONGEVITY DATE TO:** (calendar icon)
- IS SYSTEM USER:** YES, NO (radio buttons)
- HIRE DATE FROM:** (calendar icon)
- HIRE DATE TO:** (calendar icon)
- END DATE FROM:** (calendar icon)
- END DATE TO:** (calendar icon)
- ADDITIONAL SEARCH CRITERIA:** -Select- (dropdown)

Buttons at the bottom: Go Back, Reset, Search.

- Enter the search criteria into the fields provided, then click **Search** to display the **Employee Search Results**.


Buttons: Refine Search, New Search, Add Employee

1 result(s) found

Last Name	First Name	Middle Name	Employee ID	Employee Type	User ID	Agency	Actions
LeClaire	Kris	Carol		Non Sworn	CCSAUR1@GMAIL.COM	District 42, Versailles	

Click to view employee data

Buttons: Refine Search, New Search

- Optionally click on the person's **Last Name** to view the employee record, or click the **Select** icon  under the *Actions* column to select and add the person to the course record.
- If the employee has not yet filled a *Prerequisite* that is associated with the course, a message appears indicating the selected employee cannot yet enroll in this course.

Course Details

Employee must complete and pass all of courses listed in red before enrolling in this course.

Course Prerequisites



Course	Description
Basic Training 100	a

Close

- If there are no *Prerequisites* to fulfill, the **Add Attendee** form appears.


- f. Enter the appropriate information then click **Save**, or click **Go Back** to return to the **Employee Search Results** screen without adding the attendee. Leave fields blank that do not currently apply.
- g. After clicking **Save**, An *Add Attachment* link appears. Click on the link to attach a photo or document to this attendee record. A prior certification, for example. For instructions on attaching documents refer to "Attachments" on page 41.

- h. If you made changes or added attachment, click **Update**, then **Go Back** to return to the **Edit Course** form, otherwise click **Go Back**.
- i. Attendees that are successfully enrolled in the course appear in the **Attendees** grid.

Attendees ➕ Add Attendee						
Name	Agency	Cost	Score	Pass/Fail	Completed Date	Actions
PAUL TOBIN	District 21, Toll Road - SC					 

NOTE: When enrolling an attendee, the system also add the course to the attendee's Caliber Online RMS Employee record automatically. For more information refer to the *Caliber Online RMS Administrator Guide* or your system administrator.


Edit an Attendee

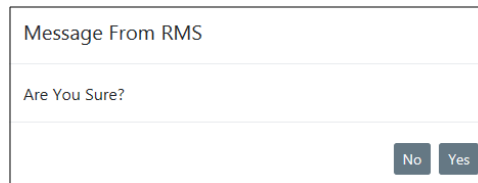
- a. Click the **Edit** icon  on the attendee record you want to update and the **Edit Attendee** form opens.

- b. Enter the relevant information then click **Update** to save your changes.

- c. Click **Go Back** to return to the **Edit Course** page.
- d. Make other needed updates if needed, then click **Update**. Click **Go Back** to return to the **Course Search Results** page.

Delete an Attendee

- a. Click the **Delete** icon  on the attendee record you want to delete.
- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Course** window without deleting.



Message From RMS

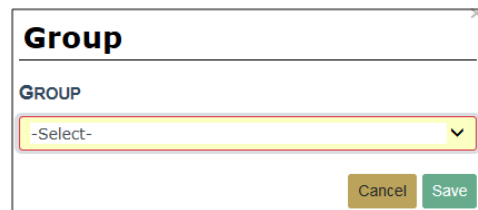
Are You Sure?

No Yes

6. You can restrict the class to specific groups.

Add a Group

- a. Click on the **Restrict to Group** link while on the **Edit Course** form. The **Group** window appears.



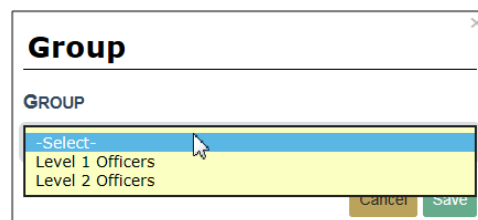
Group

GROUP

-Select-

Cancel Save

- b. Click on the **Group** field and select a group from the list. This list is configurable and is maintained by your administrator.



Group


GROUP

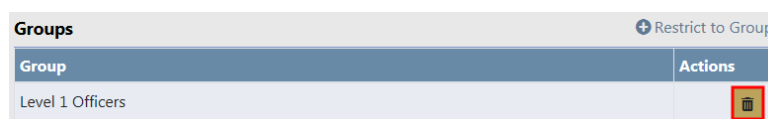
-Select-
Level 1 Officers
Level 2 Officers


Cancel Save

- c. Click **Save** to add the group or **Cancel** to return to the **Edit Course** window without adding the group.

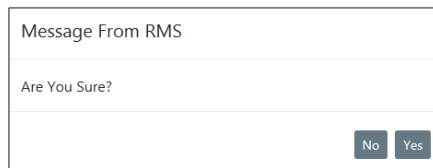
Delete a Group from the Course

- a. Click the **Delete** icon  on the group record you want to delete from the course.



Groups		Restrict to Group
Group	Actions	
Level 1 Officers		

- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Course** window without deleting.



Message From RMS

Are You Sure?

No Yes

NOTE: When deleting an enrolled attendee, the system also removes the course from the attendee's Caliber Online RMS Employee record automatically. For more information refer to the *Caliber Online RMS Administrator Guide* or your system administrator.

7. Click the **Go Back** button to return to the **Course Search Results** screen.

Manage Certifications

The **Manage Certifications** button on the **Training** dashboard allows you to, with proper permissions, *Search, Add, and Edit* **Certification** data.

To update certification data you must first search for the certification. The search results will provide the option to update or view the certification data.

NOTE: Once a Certification is created, you cannot delete it. Enter the appropriate **Expiration Days** if created in error or if you need to end a particular Certification for whatever reason.

Associating a certification to an employee is an administrator function. Refer to the *Caliber Online RMS Administrative Guide* for details or contact your system administrator.

Search Certifications

1. Click on the **Manage Certifications** button on the **Training Dashboard**. For details on accessing the dashboard refer to "Training Module Dashboard" on page 496.
2. The **Certification Search** screen appears.
3. With proper permissions you can select an **Agency** within the organization by using two methods.
 - a. Click on the Agency field then select from the list that appears.

Go Back Add Certification

NAME

AGENCY

District 42, Versailles

CREATION DATE FROM

CREATION DATE TO

Go Back Reset Search Click to display Organization Hierarchy

- b. Click on the hierarchy icon to display the organization hierarchy.

Agency Structure

Search

Indiana State Police

JEFF PD

Close

Hover the mouse over an agency to display a list of the agency's units.

Agency Structure

Search

Indiana State Police

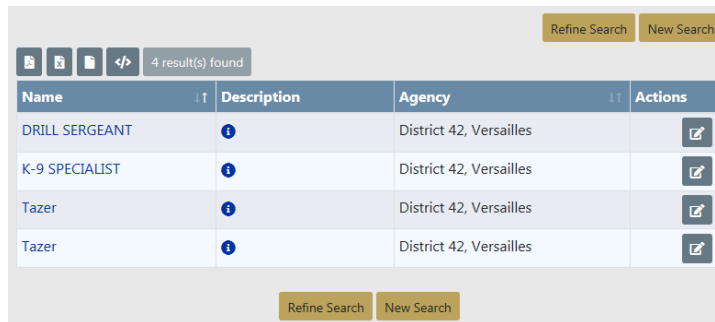
- Area Units-A1
- Area Units-A2
- Area Units-A3
- Area Units-A4
- Area Units-A5
- CAR and X Units
- CID
- CIS-CID
- CPS
- CSI
- CVED
- DANA AGENCY1234
- DES
- District 13, Lowell
- District 14, Lafayette
- Dup - Area Units-A1
- Dup - Area Units-A2
- Dup - Area Units-A3

Close


Click on the agency you want to include in the search and the agency name appears in the Agency field.

4. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Training dashboard, click **Search** to display a list of existing certifications that match the entered data, or **Add Certification** to add a certification to the database without first searching. For details on how to add a certifications refer to "Add Certification " on the next page.

If you selected **Search** the results display in a grid.



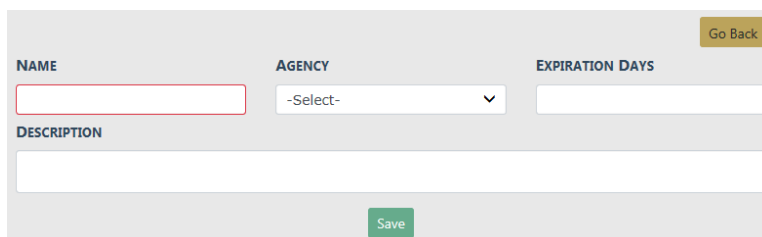
Name	Description	Agency	Actions
DRILL SERGEANT		District 42, Versailles	
K-9 SPECIALIST		District 42, Versailles	
Tazer		District 42, Versailles	
Tazer		District 42, Versailles	

- Click on the certification **Name** to view details, or click the **Edit** icon  in the *Actions* column on the right to edit the certification. For details on editing refer to "Edit Certification" on the facing page.
- Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over.
- To export search results to a file refer to "Export Search Results" on page 23.

Add Certification

Add certifications by way of the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 496.

- Click on the **Manage Certifications** button on the **Training** dashboard.
- The **Certification Search** screen appears. Before adding the certification, it is recommended you first search for the certification to verify whether or not it already exists, though not required. For instructions on how to search for certifications refer to "Search Certifications" on page 510.
- Click on the **Add Certification** button on the **Certification Search** window to open the *Add Certification* screen.



Go Back

NAME

AGENCY

EXPIRATION DAYS

-Select-

DESCRIPTION

Save

NOTE: Required fields display a red border to the left of the field.

- Enter a **Name** for the certification and other application information.

- Click **Save** to create the Certification record, or click **Go Back** to return to the **Certification Search** screen without creating the record.

When you select **Save**, the **Edit Certification** screen displays.

Go Back

NAME **AGENCY** **EXPIRATION DAYS**

Tazer District 42, Versailles

DESCRIPTION

Certification on the use of tazers.

Update

Course Prerequisites **+ Add Course Prerequisite**

Course	Description	Actions
Basic Training 100	a	

Certification Prerequisites **+ Add Certification Prerequisite**

Ranks **+ Add Certification Rank**

Additional information such as Course Prerequisites, Certification Prerequisites, and Ranks can be added to the certification. For detailed instructions refer to "Edit Certification " below.

NOTE: Once you create a certification, you cannot delete it. Enter the appropriate **Expiration Days** if created in error or if you need to end a particular certification for whatever reason.

Edit Certification

To edit a certification you must first **Search** for the certification. The **Search Results** provides the option to edit the course data.

- Click on the **Manage Certifications** button on the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 496
- The **Certification Search** screen appears. Search for the certification you want to update. For instructions on how to search for certifications refer to "Search Certifications " on page 510.
- Click on the **Edit** icon that appears in the *Actions* column of the certification record you want to update. The **Edit Certification** form opens.

NAME
Tazer

AGENCY
District 42, Versailles

EXPIRATION DAYS

DESCRIPTION
Certification for handling Tazers.

Update

Course Prerequisites [+ Add Course Prerequisite](#)

Certification Prerequisites [+ Add Certification Prerequisite](#)

Ranks [+ Add Certification Rank](#)

4. Make the necessary updates to the existing data, then click the **Update** button to apply the changes, or click the **Go Back** button to return to the **Certification Search Results** window, if you wish.

NOTE: Once you create a certification, you cannot delete it. Enter the appropriate **Expiration Days** if created in error or if you need to end a particular certification for whatever reason.

5. You can *Add* or *Delete* (remove) a **Course Prerequisite**.

Add a Course Prerequisite

- a. Click on the **Add Course Prerequisite** link while on the **Edit Certification** form. The **Course Prerequisite** screen appears.
- b. Click into the **Course** field and choose a **Course Prerequisite** from the list that appears. Prerequisites that appear on the list are managed by your administrator. For questions on list content see your administrator.

Course Prerequisite

COURSE

-Select-

Cancel **Save**

- c. Click **Save** to add the prerequisite to the certification or **Cancel** to return to the **Edit Certification** screen without adding the prerequisite.

NAME **AGENCY** **EXPIRATION DAYS**

DESCRIPTION


Course Prerequisites

Course	Description	Actions
Basic Training 100	a	<input type="button" value="Delete"/>

Certification Prerequisites

Ranks

Delete Prerequisite from a Certification

- Click the **Delete** icon  on the course prerequisite record you want to delete.
- A confirmation window appears. Click **OK** to delete or **Cancel** to return to the **Edit Certification** window without deleting.

Message From RMS

Are You Sure?

6. You can *Add* or *Delete* (remove) a **Certification Prerequisite**

Add a Certification Prerequisite

- Click on the **Add Certification Prerequisite** link while on the **Edit Certification** form. The **Certification Prerequisite** screen appears.

Certification Prerequisite

CERTIFICATION

- Click into the **Certification** field and choose a **Certification** from the list that appears. Prerequisites that appear on the list are managed by your administrator. For questions on list content see your administrator.

Certification Prerequisite

CERTIFICATION

- Select-
- ANOTHER
- DRILL SERGEANT
- EVIDENCE
- K-9 SPECIALIST
- K9 Trainer
- Outsider
- RMS USER
- SNIPER
- STAND ALONE
- Supervisor
- Tazer
- Tazer

- c. Click **Save** to add the prerequisite to the certification or **Cancel** to return to the **Edit Certification** screen without adding the prerequisite.

NAME **AGENCY** **EXPIRATION DAYS**

Tazer District 42, Versailles

DESCRIPTION

Certification on the use of tazers.

Update

Course Prerequisites + Add Course Prerequisite

Course	Description	Actions
Basic Training 100	a	

Certification Prerequisites + Add Certification Prerequisite

Certification	Description	Actions
ANOTHER	adsfa	

Ranks + Add Certification Rank

Delete Prerequisite from a Certification

- Click the **Delete** icon on the course prerequisite record you want to delete.
- A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Certification** window without deleting.

Message From RMS

Are You Sure?

No Yes

7. You can *Add* or *Delete* (remove) a **Certification Rank**

Add a Certification Rank

- Click on the **Add Certification Rank** link while on the **Edit Certification** form. The **Ranks** screen appears.



Ranks

RANK

-Select-

Cancel Save

- b. Click into the **Rank** field and choose a **Rank** from the list that appears. Ranks that appear on the list are managed by your administrator. For questions on list content see your administrator.



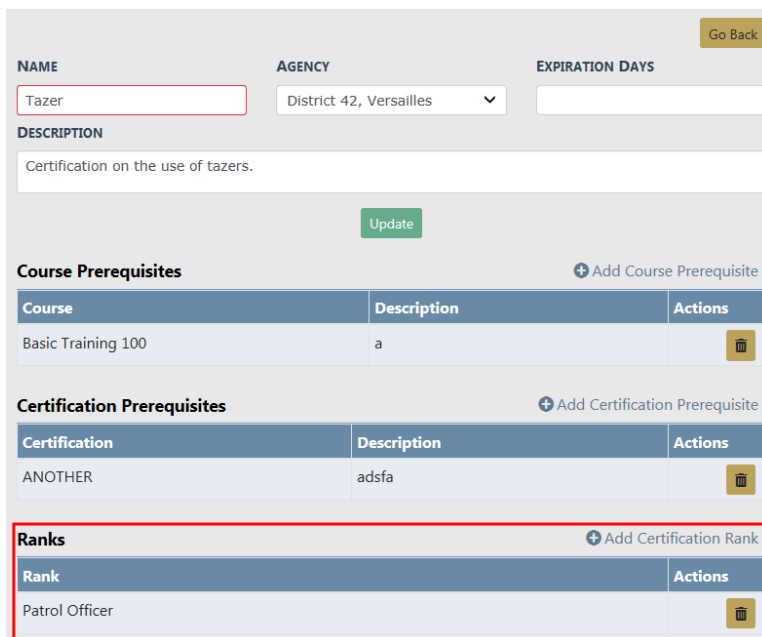
Ranks

RANK

-Select-

- Initial Rank/Title Code for Install - EJSDBA LOAD
- Patrol Officer
- Sergeant
- Detective
- Lieutenant
- Captain
- Chief
- Clerk
- Deputy Chief
- Dispatcher
- Officer
- Officer In Charge
- K-9 Officer
- Deputy
- Corrections Officer

- c. Click **Save** to add the rank to the certification or **Cancel** to return to the **Edit Certification** screen without adding the rank.



NAME Tazer **AGENCY** District 42, Versailles **EXPIRATION DAYS**

DESCRIPTION Certification on the use of tazers.

Update

Course Prerequisites + Add Course Prerequisite

Course	Description	Actions
Basic Training 100	a	


Certification Prerequisites + Add Certification Prerequisite

Certification	Description	Actions
ANOTHER	adsfa	

Ranks + Add Certification Rank

Rank	Actions
Patrol Officer	

Delete Rank from a Certification

- Click the **Delete** icon  on the rank record you want to delete.
- A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Certification** window without deleting.

Message From RMS
Are You Sure?
<input type="button" value="No"/> <input type="button" value="Yes"/>

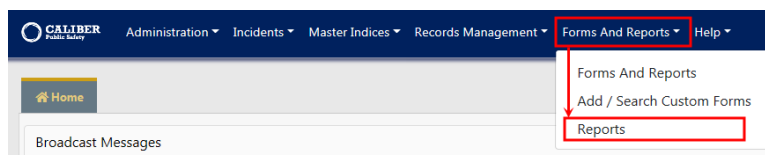
Chapter 28. Reports

Reports Overview

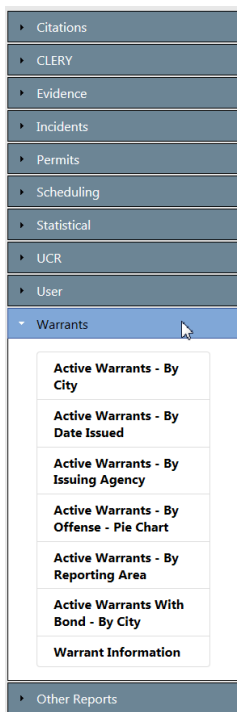
A **Report** returns a set of data in a structured format, so the information is easy to view, follow, and understand and available reports vary by agency. Caliber Online RMS offers a variety reports that can be viewed and printed, such as Incident Audit Reports, Offense Reports by Zip Code, and Offense Reports by City to name a few. Some reports may include charts or graphs that summarize data at a glance.

User permissions determine which reports are accessible. For example, it's unlikely administrators, officers, dispatchers, and supervisors all have access to the same reports. For more information on permissions refer to your administrator.

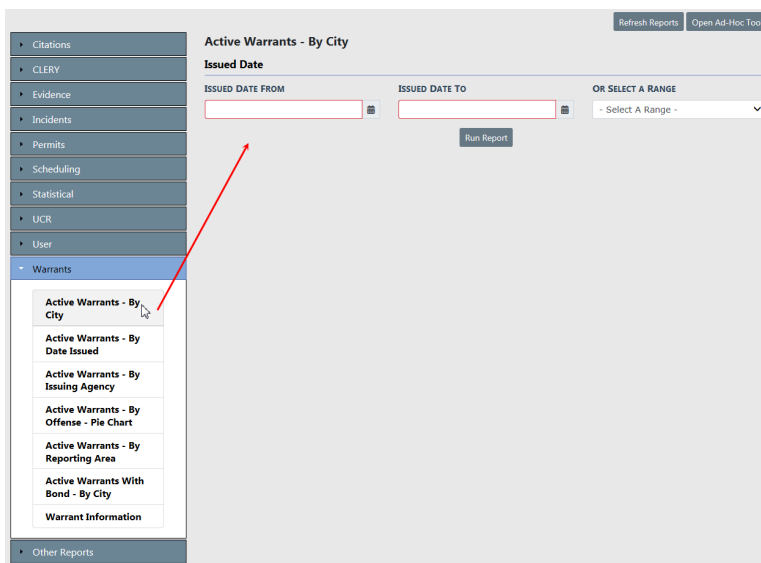
Reports are accessed from the top menu of Caliber Online RMS.



Reports are grouped by Module. Click on a Module to view the available reports.



Click on the report you want to generate then enter parameters to restrict the set of records that appear in the report. The *Active Warrants - By City* report is used in this example.



Click the **Run Report** button. A message displays while the report is loading. It may take several seconds to loads.

The report opens in a new tab.

Active Warrants - By City Data refreshed Aug 10, 2017 at 6:03:57 PM

search report


Active Warrants - By City
FOR OFFICIAL USE ONLY (FOUO)

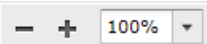
Index #	Date Issued	Reference Information	Person Information	Phys. Desc.	Address	Drivers License	Offense/Charge
301	2/28/17	WARRANT NUMBER: 8j	Name, Noone DOB: SEX: M RACE: A	WT: null HT: null EYES: null HAIR: null			
305	3/15/17	WARRANT NUMBER: asdf	Address, Person2 DOB: SEX: M RACE: W	WT: null HT: null EYES: null HAIR: null	55 Howard ACRE		
322	6/19/17	WARRANT NUMBER: 45612	Person03, Gal DOB: 06/01/1990 SEX: F RACE: B	WT: null HT: null EYES: BLU HAIR: null	123 N Automation RD TRLR	DL33333333	
BLOOMFIELD							
302	2/1/17	WARRANT NUMBER: 369	RANARD, MARC A DOB: SEX: U RACE: U	WT: null HT: null EYES: null HAIR: null	RR1BOX40 BLOOMFIELD, IN 47424		
Edmonton							
299	2/1/17	WARRANT NUMBER: 3333	Turnbull, Erica DOB: 01/01/1960 SEX: F RACE: W	WT: null HT: null EYES: null HAIR: null	4053 Morrison WAY NW Edmonton, IN TSE 653		
1529	5	5	5	5	4	1	0


Controls at the top of the window allow you save the report, adjust the report format, or change the parameters:

Active Warrants - By City Data refreshed Aug 11, 2017 at 9:32:10 AM

search report

- Data refreshed Aug 11, 2017 at 9:32:10 AM 

The **Refresh** button reloads the displayed report to include the newest data.
- 

Increase or decrease the displayed font size of the report. Click on the - or + sign, or enter your own percentage.
- 

Enter text into the search field to find matching text in the report. For example, enter a partial address to highlight the first occurrence on the report. Click the right or left arrow to highlight the next or previous occurrence.

BLOOMFIELD

302	2/1/17	WARRANT NUMBER: 369	RANARD, MARC A DOB: SEX: U RACE: U	WT: null HT: null EYES: null HAIR: null	RR1BOX40 BLOOMFIELD, IN 47424
-----	--------	---------------------	------------------------------------	--	-------------------------------

BLOOMFIELD

302	2/1/17	WARRANT NUMBER: 369	RANARD, MARC A DOB: SEX: U RACE: U	WT: null HT: null EYES: null HAIR: null	RR1BOX40 BLOOMFIELD, IN 47424
-----	--------	---------------------	------------------------------------	--	-------------------------------

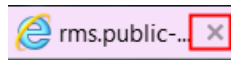
-  View the report in various formats.



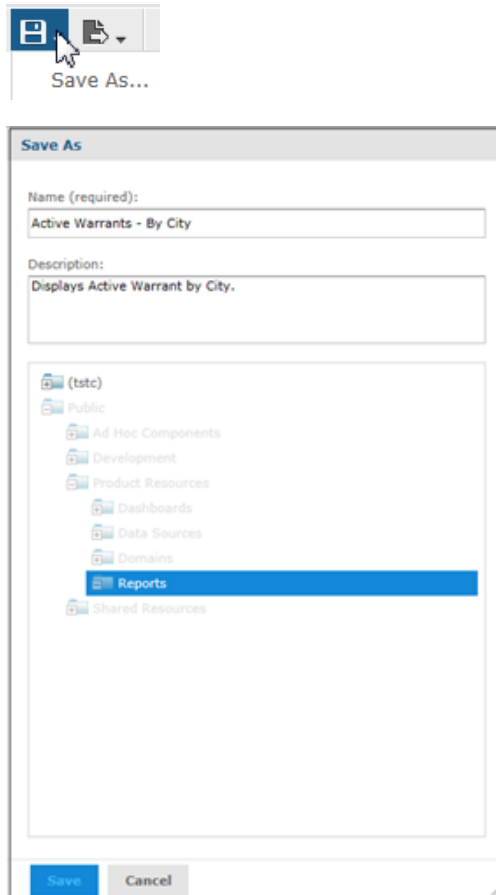
Choose an option and the report will open in a new tab. Hover your mouse near the bottom of the window and a menu will appear giving you the option to save, print, or page through the report. **As PDF** is used in the following example:


Active Warrants - By City					
FOR OFFICIAL USE ONLY (FOUO)					
Index #	Date Issued	Reference Information	Person Information	Phys. Desc.	Address
301	2/28/17	WARRANT NUMBER: lkj	Name, Noone DOB: SEX: M RACE: A	WT: null HT: null EYES: null HAIR: null	
305	3/15/17	WARRANT NUMBER: asdf	Address, Person2 DOB: SEX: M RACE: W	WT: null HT: null EYES: null HAIR: null	55 Howard ACRE
322	6/19/17	WARRANT NUMBER: 45612	Person03, Gal DOB: 06/01/1990 SEX: F RACE: B	WT: null HT: null EYES: BLU HAIR: null	123 N Automation RD TRLR
BLOOMFIELD					
302	2/1/17	WARRANT NUMBER: 369	RANARD, MARC A DOB: SEX: U RACE: U	WT: null HT: null EYES: null HAIR: null	RR1BOX40 BLOOMFIELD, IN 47424
Edmonton					
299	2/1/17	WARRANT NUMBER: 3333	Turnbull, Erica DOB: 01/01/1960 SEX: F RACE: W	WT: null HT: null EYES: null HAIR: null	4053 Morrison WAY NW Edmonton, IN T5E 6S3
1529	5	5	   1 / 1 		

Click the **X** to close the tab.



- Save the report to a shared folder on your network.



-  Change the report parameters and generate an updated report. The available *Input Controls* will vary by report.

Input Controls

Status **Select one or more statuses** Selected: 1

Available: 7

Search list...

A
E
H
I
P
R
S

✓ Select All ✕ Deselect All ⇅ Invert

Date Issued between

2017-01-01

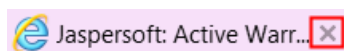
and

2017-08-11

Apply OK Reset Cancel Save

Make the desired changes then click **Apply** to generate an updated report.

Click the **X** to close the report tab.



Chapter 29.Interfaces

Citation to Court Case Management System

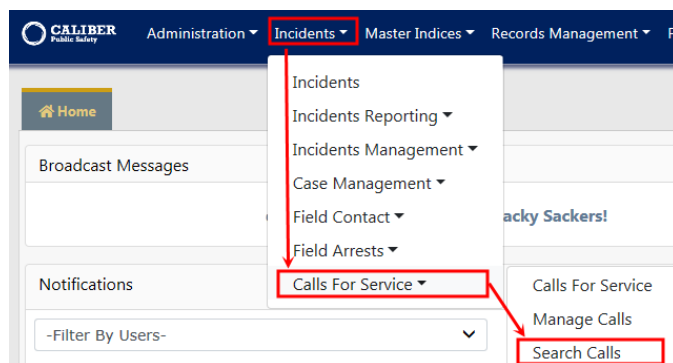
This Caliber Online RMS web service loads **RMS Citation** data into the **Court Case Management System (CMS)** as one-way only; data transmits from one system to another but does not return to the originating system.

Request a copy of the *Online RMS Web Services Guide* if you are interested in this interface. The standard interface fee applies to enable this interface.

CAD to RMS Calls for Service

Caliber Online RMS accepts Caliber CAD NG Call for Service (CFS) information to create *RMS Incident Reports* and allow users to search and view CAD CFS information while logged into RMS. CFS data that is spilled from CAD cannot be modified in RMS.

CAD CFS data spilled to Caliber Online RMS is searched and viewed from the **RMS Incidents** menu.



Go BackSearch

Dispatch Search Details

DISPATCH #

CAD AGENCY

RESPONDING AGENCY

SERVICE AGENCY

DISPATCHER

EVENT TYPE

CALL PRIORITY

CALL / ACTIVITY

DISPOSITION TYPE

STATUS

CALLER NAME

CALLER PHONE #

CALL DATE FROM

CALL TIME FROM

CALL DATE TO

CALL TIME TO

INCIDENT REPORT #

ARREST #

NOTES

Officer Details

FIRST NAME

LAST NAME

INTERNAL ID / BADGE#

SEARCH CALLS I'VE RESPONDED TO

PRIMARY OFFICER ONLY

Person Details

FIRST NAME

LAST NAME

DOB

RACE

Enter the search criteria and click the **Search** button to display *Search Results*.

Show MapRefine SearchNew Search

Q Search Results

45303 result(s) found

Previous12345678Next

Dispatch #	Agency	Dispatch Date	Call Type	Caller	Primary Officer	Location	Incident Report #	Actions
2012387			FIRE	BF20598 - (0) -		123 TOWN BLVD		
2012141			MEDICAL EMERGENCY	NOT ENTERED - -		3300 ABBEYWOOD DR		
2012210			LAW	SID QA - (444) 555-6666		400 ABERDEEN DR		
0000000136BLAH19		02/11/2019 15:00		345#\$				
0000000135BLAH19		02/11/2019 14:53		James King - 1112223333				

Click on the **View** icon that appears in the *Actions* column of the *Search Results* to view CFS details spilled from CAD.

[Go Back](#)
[Print](#)
[Switch To Edit Status](#)

Dispatch Info - 2018-00000373

DISPATCHER brandon		
DISPATCH AGENCY Indiana State Police	CALL DATE 12/04/2018 15:48	
CALL RECEIVED PHONE	CALLER NAME	CALLER PHONE #
PRIORITY High	EVENT TYPE Police	CALL / ACTIVITY FIRE ALARM
DISPOSITION TYPE Incident processing has been completed	CLOSE DATE 12/04/2018 15:49	
INCIDENT NOTES		

Location

INCIDENT LOCATION 1429 W US 40, GREENFIELD, IN, Hancock	CALLER LOCATION
COMMON PLACE NAME GARAGE DOORS OF GREENFIELD	REPORTING AREA
LATITUDE 39.78241	LONGITUDE -85.828634

Officers

Primary	Agency	Radio #	Name	Dispatch Date	On Scene Date	Cleared Date
N	District 16, Peru - GA	P201	Hospelhorn, Rachel (off)	12/04/2018 15:49		12/04/2018 15:49
Y	District 34, Jasper	6008a	McMillan, Dana	12/04/2018 15:49		12/04/2018 15:49

[Go Back](#)

NOTE: For more information on searching CFS records refer to "Search Calls for Service" on page 116.

InterDEx Queries

When searching directly from the Person, Vehicle or Property tab on the Master Indices screen, select the **Search External Systems** link to expand the list of available search interfaces for the master indices.

The Search interface displays under the **Search External Systems** button if you have the correct permissions. In this section, hovering over the information bubble by the interface name will determine the required attributes the user must enter for the search to execute.

The *Search Status* column contains the **Status** of the Interface. The Status indicates if all required attributes have not been populated for the search.

Once all the required attributes have been met, the Status will change to **Ready**. The Person, Vehicle and Property Master Indices search tabs all work the same.

Once you have the information complete and select **Search**, the Search results will display on a separate tab.

While viewing or editing a specific person, property or vehicle record, the user may execute an *InterDEx* query for more information by selecting **InterDEx Search**. Caliber Online RMS will execute the query for the specific person, property, vehicle record being viewed.

Caliber Online RMS displays a candidates list of potential matching results returned from *InterDEx* on a separate tab. Select **Show Details** to view additional information known for the person. Select **Import Record** to create a new master person record using the name information returned.

For details on importing a person record, refer to the *Import/Update Person Results from External Systems* section of "Adding Person" on page 55.

Appendix A. Training Accounts

Generic Training Accounts

When you connect to the Caliber Online RMS Training Database, you may utilize any of the following generic accounts. Each role has a selection of accounts and can be used by multiple individuals. These accounts are available for any actions you wish to perform in the Caliber Online RMS system. The training system does not contain any real criminal data so please ensure you only enter test data. For example, we often use cartoon characters or invented names and identifiers. Real address locations can be utilized to view the mapping functionality.

Simply go to the following website to enter the Caliber Online RMS Training DB:

<https://rmstrain.public-safety-cloud.com/train>

Training Accounts user IDs and passwords will be distributed by the administrator.

Appendix B Resetting Passwords

Resetting OnlineRMS Password

This guide explains how to reset the Caliber Online RMS password from the workstation web browser. We recommend using Microsoft Internet Explorer 7 or higher.

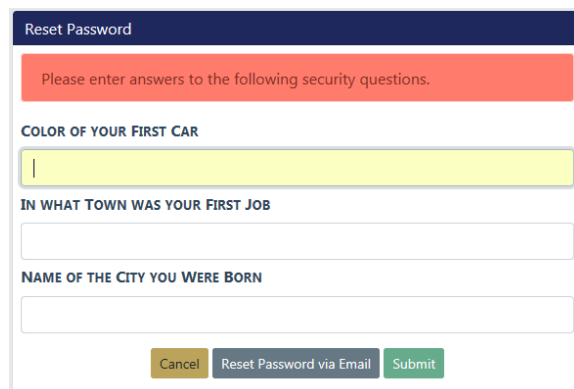
- Click the **Reset Password** link at the Caliber Online RMS login screen.
- Type the **User ID** and click the **Go** button.



The screenshot shows a web form titled "Reset Password". It contains a text input field labeled "USER NAME". Below the input field are two buttons: "Cancel" and "Go".

- For added security, the user will be prompted with three security questions. There are different questions available and they are configurable by the administrator. Answer the security questions and click the **Submit** button.

Questions can vary by user.



The screenshot shows a web form titled "Reset Password". It contains a red banner with the text "Please enter answers to the following security questions." Below the banner are three security questions, each with a text input field: "COLOR OF YOUR FIRST CAR", "IN WHAT TOWN WAS YOUR FIRST JOB", and "NAME OF THE CITY YOU WERE BORN". At the bottom of the form are three buttons: "Cancel", "Reset Password via Email", and "Submit".

NOTE: If you have gotten your password click on the **Reset Password via Email** link to receive a confirmation email. For detailed instructions refer to "Forgotten Password Procedure" on the next page.

NOTE: If no user security questions are found in the system, a window appears where you must reset your password via email.

- Once the credentials are validated, the user is taken to the *Change Password* screen.
- The password rules are as follows:

- The minimum password length shall be 8 characters.
 - Passwords shall be case sensitive.
 - Passwords shall be alphanumeric and allow for special characters.
 - Passwords shall contain at least one lower case, one capital letter, and one number
 - Passwords shall need to be reset every 90 days.
 - Passwords will be on a rotation of three (10) passwords.
 - The maximum amount of password attempts is five (5). Once the account is locked, the password will need to be changed.
- Type a new password in the **Enter** and **Re-Enter** fields and click **Submit**.
 - A warning message will appear if the password rules are not followed.
 - Once completed, the user will be transported to their *Home* screen.

NOTE: Click the **Cancel** button to abort the process at any time.

Forgotten Password Procedure

With the release of Caliber Online RMS 10.9, we have instituted a security policy that every user have a unique email address associated to their account. This requirement grants users with improved, self-administered password resets.

NOTE: In addition, this complies with the CJIS policy many of our users must follow. For information about this and the email address requirement, review the additional document called Secure Email Account Requirement for Caliber Online RMS users.

To facilitate the self-administration for forgotten passwords and/or security questions, Caliber Public Safety has implemented a new **Reset Password** procedure at the Caliber Online RMS login screen.

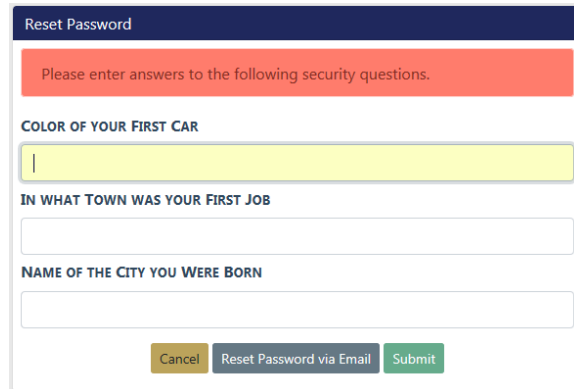
The reset password procedure will work in the following fashion:

1. At the Caliber Online RMS login screen, click the **Reset Password** link.
2. Type the **User ID** and click the **Go** button.



The screenshot shows a web form titled "Reset Password". It contains a text input field labeled "USER NAME". Below the input field are two buttons: "Cancel" and "Go".

3. Click on the **Reset Password via Email** link to receive a confirmation email



The screenshot shows a web form titled "Reset Password". It contains a red message box that says "Please enter answers to the following security questions." Below this are three text input fields with the following labels: "COLOR OF YOUR FIRST CAR", "IN WHAT TOWN WAS YOUR FIRST JOB", and "NAME OF THE CITY YOU WERE BORN". At the bottom of the form are three buttons: "Cancel", "Reset Password via Email", and "Submit".

4. You are prompted to provide the unique email address on file for your user account. Enter the email address then click the **Go** button. A confirmation message displays on screen:

“A new password has been sent to your email address. Please follow the instructions on the email for further information.”

If an incorrect email address is given, an error is presented and you cannot continue with the password reset.

5. An email is sent to you from Caliber Online RMS with the new temporary password.
6. Login with your User ID and this temporary password. You must re-register your account by:
 - Providing three new and unique security questions (using the drop down fields).
 - Providing answers to these new security questions.
 - Resetting and confirm a new password (following the same secure password rules when they initially registered their accounts)

Appendix C Incident Based Reporting

Summary UCR Reporting

Introduction

The purpose of this document is to provide instructions on the procedure necessary to produce **Summary UCR Reports** from the Caliber Online RMS application.

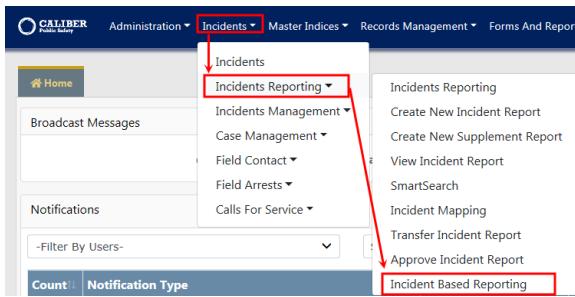
Role and Permission Requirements

To perform this procedure it is necessary that a user have the role of **LEA_RECORDS_MGMT** and/or the permission of **Incident Based Reporting**. The permission can be assigned to any role that the agency administrator would like. Please Contact Caliber Online RMS Support for assistance on any changes.

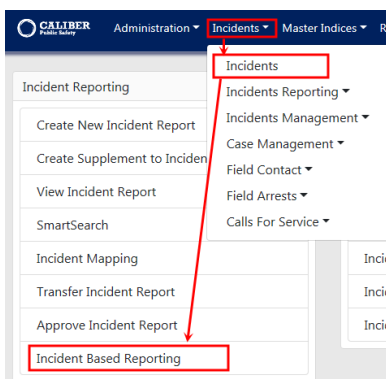
Overview

A data set (file) contains all agency reports with a reportable offense that is in approved status. The reports are filtered in the file to create **Summary UCR Reports**. This is usually on a monthly basis, but can be filtered as necessary.

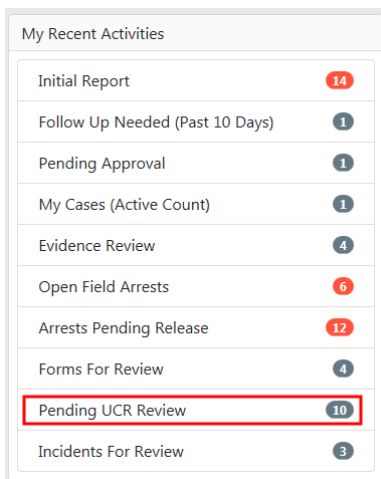
1. From your *Home* page there are three ways to access the **Incident Based Reporting** module of the application.
 - a. Incidents>Incident Reporting>Incident Based Reporting



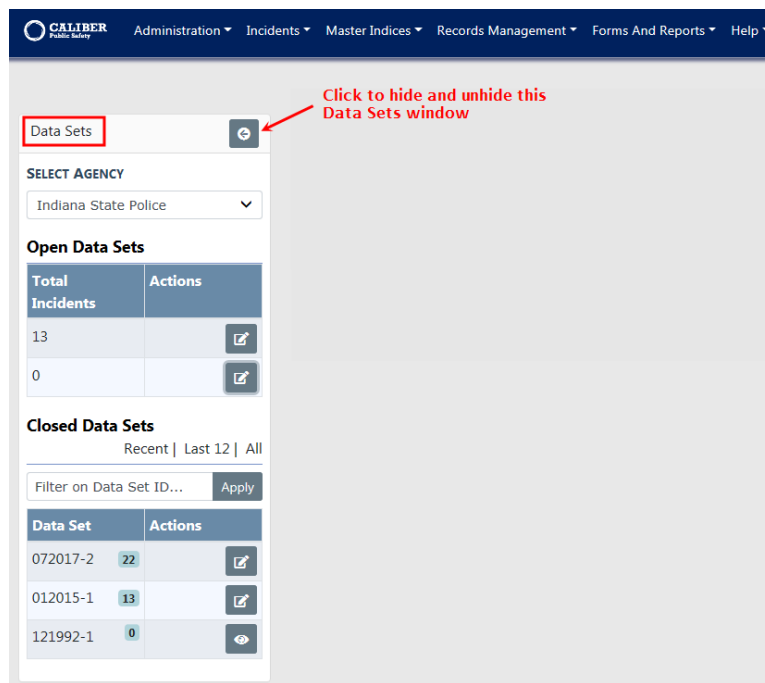
- b. Click on the *Incidents* tab and when the *Main Incident Menu* opens find **Incident Based Reporting** under the *Incident Reporting* header.



- c. Click on the number next to **Pending UCR Review** in the *Recent Activities* box,



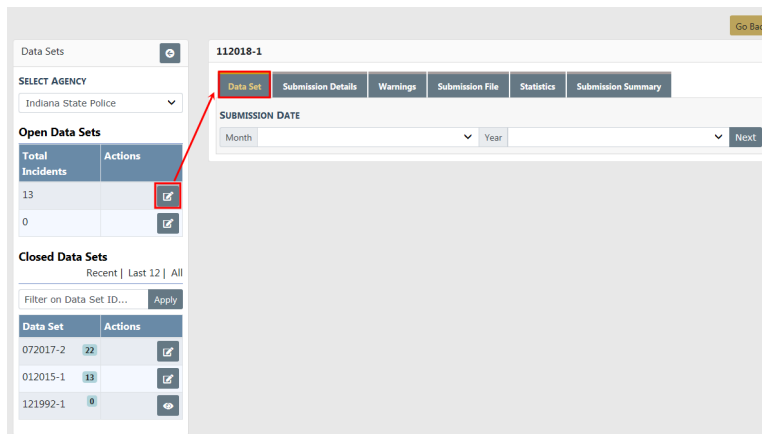
All above actions will open the *Data Sets* details page.




2. Accessing *Open Data Sets*.

- a. Find the *Open Data Set* you want to open and click on the **Edit** icon  under the *Actions* column.

The right windows display six tabs of *Open Data Set* topics, defaulting to the **Data Set** tab.



3. Accessing *Closed Data Sets*.

- a. Find the *Closed Set* you want to open and click on the **Edit** icon  under the *Actions* column.

The right windows display two tabs of *Closed Data Set* topics, defaulting to the **Closed Data Set** tab.

Data Set: 012015-1

Closed Data Set | Warning Notification History

Statistics

Total Incidents:	13
Accepted Incidents:	13
Rejected Incidents:	0
Balance:	0

System | **Download File** | **File Date**

CLERY		
NIBRS	310_NIBRS.txt	07/21/2015 1434
SCIBRS		

One or more Systems is compatible with XML Generation.

System | **# of Files Generated** | **Actions**

NIBRS	0 / 13	[Download] [Refresh]
-------	--------	----------------------

Search and select incident reports with errors and mark as 'Rejected'

REPORT #: | **STATUS**

Enter Comma Separated Report Numbers To Filter | -Select-

[Apply Filter] [Reset]

Action	Agency	Report Number	Occurrence Date	Report Date	Offenses	Submission Status	Actions
ACCEPTED	District 42, Versailles	2015ROOT0122	04/28/2015	04/28/2015	MURDER	ACCEPTED	[Download]

Filter

1. Enter the **Month** and **Year** of the reports that you want to report with this file. If you have not completed this action before you need to start at the Month and Year that you began using this application, then create Submission File by Month until you reach the present.

Data Set: 012019-1

Data Set | Submission Details | Warnings | Submission File | Statistics | Submission Summary

SUBMISSION DATE

Month: January | Year: 2019 | **Next**

2. Click the **Next** button to filter the reports. The *Search Results* page will then display under the **Submission Details** tab. This may take a minute depending on the number of reports in the selected month.

012019-2

Statistics

Total Incidents: 13
Included: 13
Not Included: 0
Date: 01/2019

REPORT #5 INCLUDED DATE FROM DATE TO
Enter Comma Separated R -All-
AGENCY DATE TYPE STATUS NIBRS CODE
-All Agencies- -All Statuses- -All NIBRS Codes-
Apply Filter Reset Include All In Filter Remove All In Filter
Include All NOT In Filter Remove All NOT In Filter

Total In Filter: 13

Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions
<input checked="" type="checkbox"/>	District 42, Versailles	201804210195	11/16/2018	11/16/2018	BATTERY- KNIFE	READY TO BE SENT	IBR

Reports on Page Adjustment

1. You can adjust the number of reports on each page by scrolling down. At the bottom left of the page you can select the number of reports you want to see on a page.

10 25 50 100

« 1 2 »

2. On the bottom right of the page the number of pages display based on your previous selection and the number of reports.

Additional Filters

1. If necessary you can enter criteria in the additional filter fields and **Apply Filter** to further define the reports you are reporting.

REPORT #5 INCLUDED DATE FROM DATE TO
Enter Comma Separated R -All-
AGENCY DATE TYPE STATUS NIBRS CODE
-All Agencies- -All Statuses- -All NIBRS Codes-
Apply Filter Reset Include All In Filter Remove All In Filter
Include All NOT In Filter Remove All NOT In Filter

2. Unchecking individual reports.

- a. If find reports you do not want to include, uncheck the checkbox in the *Included* column on the left side. An **Update Selected** button appears on the upper right once you uncheck a box. Click the **Update Selected** button.

Total In Filter: 13							Including: 2	Removing: 2	Update Selected
Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions		
<input type="checkbox"/>	District 42, Versailles	2018D4210195	11/16/2018	11/16/2018	BATTERY- KNIFE	READY TO BE SENT	IBR		
<input checked="" type="checkbox"/>	District 42, Versailles	2018D4210192	11/01/2018	11/01/2018	BURGLARY- APARTMEN...		IBR		
<input type="checkbox"/>	District 42, Versailles	2018D4210184	10/01/2018	10/01/2018	BATTERY- KNIFE, RA...	READY TO BE SENT	IBR		
<input checked="" type="checkbox"/>	District 42, Versailles	2018D4210183	09/24/2018	09/24/2018	BATTERY- KNIFE	READY TO BE SENT	IBR		

3. Click the **Next** button to advance to the **Warning** tab.

Warnings

The Warning tab provides the opportunity to self-audit incident reports included in the data submission that may be at risk of a data audit by the IBR authority

Go Back

012019-2

Data Set
Submission Details
Warnings
Submission File
Statistics
Submission Summary

After reviewing any warnings (if applicable), click NEXT to generate the submission file.
Next

Warnings
Warning Notification History
Two sub-tabs

The Data Audit Warnings tab provides the opportunity for an agency to self-audit incident reports included in the data submission that may be at risk of a data audit by the IBR authority. Data audits represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of this process is to ensure the quality and accuracy of data submitted to the IBR authority.

# of Affected Incidents	Type	Message
1	NIBRS	Incident has both Burglary and Theft offenses. Because larceny/theft is an element of Burglary, agencies should not report the larceny as a separate offense if it is associated with the unlawful entry of a structure. Please verify that the larceny is a separate offense. If not, remove it from the incident.
1	NIBRS	Incident was listed as being a Cargo Theft. Please review the incident and verify that a cargo theft actually occurred.
4	NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.
2	INCIDENT	Incident contains an offender 10 years old or younger. Please verify this for accuracy.
1	NIBRS	Incident contains a Hate Bias Motivation of Unknown. The state and federal IBR authorities will expect this to be updated as the investigation of an incident continues. Failure to update can trigger an audit in the future.

1. Review the warnings.
2. Click the **Next** button to advance to the **Submission File** tab.

Generate the Submission File

- To generate the submission file you must first check the appropriate checkboxes in the *Generate File* column, then click the **Generate Submission File** button.

The screenshot shows the '012019-2' data set configuration page. On the left, there's a sidebar with 'Open Data Sets' and 'Closed Data Sets'. The main area has tabs for 'Data Set', 'Submission Details', 'Warnings', 'Submission File' (active), 'Statistics', and 'Submission Summary'. Under 'Statistics', it shows 'Total Incidents: 13', 'Included: 13', and 'Not Included: 0'. The 'Date' is '01/2019'. A table on the right lists systems: CLERY, NIBRS, and SCIBRS, each with a 'Generate File' checkbox. The 'Generate Submission File' button is highlighted in red. Below this, a table shows 'System' and '# of Files Generated' for NIBRS (3 / 13).

- Depending on the number of files being included in this file, it may take a few minutes to generate the file. Once complete the **Download File** and **File Date** will fill in.

This screenshot shows the same interface as the previous one, but now the 'Download File' and 'File Date' columns are populated. For NIBRS, the 'Download File' is '291_NIBRS.txt' and the 'File Date' is '02/12/2019 1438'. The 'Generate File' checkbox for NIBRS is checked. The 'Generate Submission File' button is still highlighted.

- Agencies reporting by **Summary UCR Reports** will then click the **Close Data Set** button on the right side of the page. Note the number in the **Download File** name, as this will help you locate it later when running UCR Reports. You will also be able to locate the correct file as the Month and Year will be added next to the file name along with your ORI.

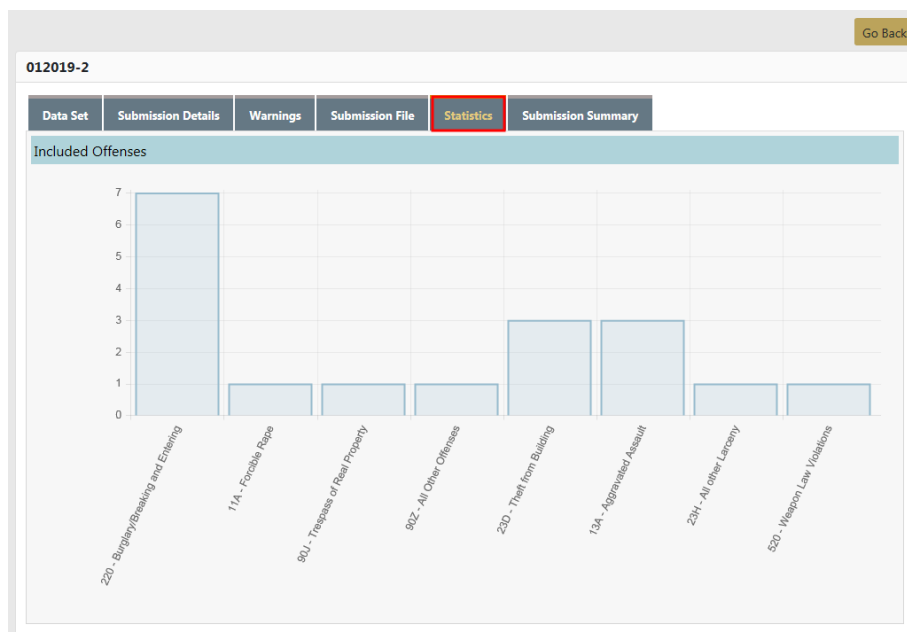
This screenshot shows the same interface as the previous ones, but now the 'Close Data Set' button is highlighted in red. The 'Download File' and 'File Date' columns are still populated with '291_NIBRS.txt' and '02/12/2019 1438'.

This will close the Data Set and place it in the *Closed Data Set* list on the left side of the page.

Data Sets	
SELECT AGENCY	
Indiana State Police	
Open Data Sets	
Total Incidents	Actions
0	
Closed Data Sets Recent Last 12 All	
Filter on Data Set ID... Apply	
Data Set	Actions
072017-2 22	
012015-1 13	
121992-1 0	

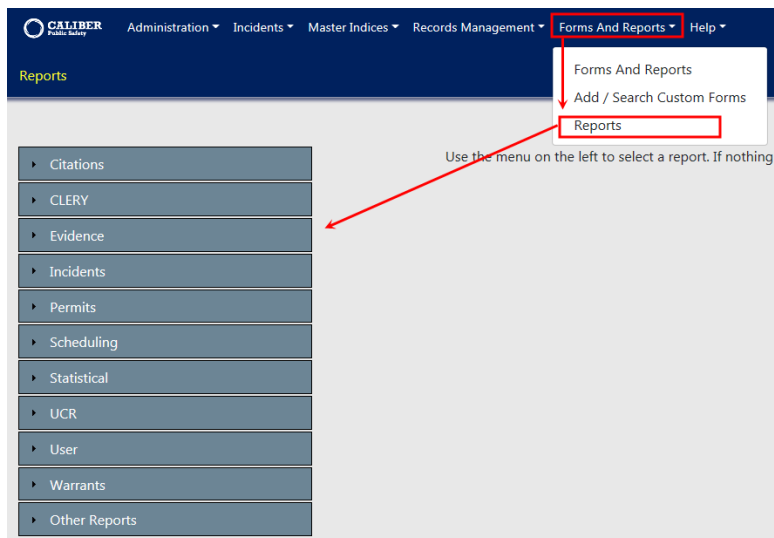
Statistics Report

The **Statistics** tab is to help you identify how many reports were in the original query and how many you did not include if you unchecked any reports. In the center is the **System** type that is specific to your agency and/or state. NIBRS is the basic and will be used by all agencies that report by **Summary UCR Reports** and those agencies reporting directly to the NIBRS Unit at the FBI.

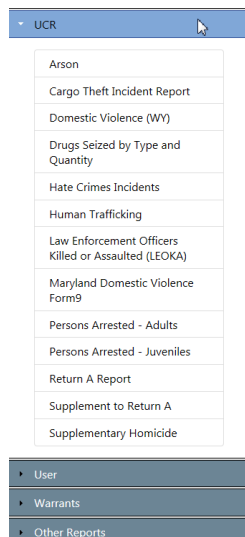


Run Summary UCR Reports

1. From your *Home* page click on the **Forms and Reports** tab at top of screen. Then click on **Reports**.



- a. On the left is a list of *Report Category*, click on the **UCR** category banner to display the UCR available reports in alphabetical order.



- b. Click on the Report you wish to run, most likely the **Return A**. A filter opens on the right of the window.

- c. Click into the **Data Sets** field and select the file or files you want to include.

The format of the listed files:

291 – 13 – January 2019- IPSC (291 is the file number you created, 13 is the number of reports in the file and Month Year is based off the median date of those reports. And then of course your ORI#)

- d. If **Show Detail** button is selected, the report lists the report number that the returned data was from so that you can verify any information that does not appear to be accurate. The button turns green when selected, otherwise it remains gray.

- e. It is recommended that you enter something into the **Header Help** field to help you identify the report that you are about to create, i.e. January 2019, December 2018, etc. Then click **Run File**.


NOTE: Creating the file may take several minutes to complete.

- f. Once completed open the PDF file that was created then **Print** or **Save**. You will then need to enter this information into the Worksheet file that was provided by the UCR Unit of the FBI or report UCR data to your State Reporting Agency as they have specified.

Finalize Data Set

1. Once you have completed your **Summary UCR Reports** it is necessary that you **Finalize** the **Data Set** that you closed when making the file. Return to the *Incident Based Reporting* page. Find the Data Set that you closed under the *Closed Data Sets* list.

For more information on accessing the *Incident Based Reporting* page, refer to "Overview" on page G.

2. Click the **Edit** icon  under the *Actions* column next to that file. It asks you if any errors were reported. As Summary UCR Reporting Agency you do not get an error report, so click the **No** button.

If errors were reported and you want an error report, click **Yes**. For more information, refer to "Errors Reported" below.

3. A warning displays stating this will set all Incidents to *Accepted* and *Finalized*. Click **Yes**.
4. The necessary actions on this **Data Set** are now complete.

Errors Reported

1. If errors are reported, click **Yes**.
2. A list of the reports appear. You can filter the list by entering one or more report numbers into the **Report#** field. Separate reports with a comma. Click **Apply Filter**.
3. Click the Apply Filter button as **Rejected**.
4. Click the **Update** button.
5. A message appears stating the action cannot be undone. Click **Yes** to continue or **No** to cancel.
6. You are returned to the report list to accept all the other reports.

Accepting Reports after Error Reports have marked Rejected

1. Once you have rejected the reports with errors you must mark all the other reports as accepted.
2. If your file has more than 50 or 100 records go to the bottom of the page and change the page count to 100, then return to the top of the list.
3. Click on the button **Apply Status to All on Page**.
4. Open this list and select **Accepted**.
5. Once selected it will mark all the radio buttons as **Accepted**, except the reports you rejected.
6. On the right side it will tell you how many reports on that page you will be updating to **Accepted** and the click the **Update** button. You will get the *This action cannot be undone* warning again.
7. If you have more than one page, navigate to the next page and repeat the marking as **Accepted**. You will have to change the **LOV** back to *Apply Status to All on Page* and then back to **Accepted** before the **Update** button will become available again. Continue this until you have marked all reports on all pages as accepted.
8. Once you have all the reports marked as either **Rejected** or **Accepted**, click on the **Accept and Finalize** button.
9. When the confirmation window appears, confirm you are sure.

Glossary

A list of definitions for terms and abbreviations associated with InterAct products follows. All terms included here are not necessarily found in the *Caliber Online RMS User Guide* or the *Caliber Online RMS Administrator Guide*.

9-1-1 or 911 — A three-digit telephone number used to report an emergency requiring response by a public safety agency (from *NENA Master Glossary of 9-1-1 Terminology*)

911 service area — The geographic area to which the government has granted authority to provide 911 service

911 system — A telephone system that automatically connects a person dialing “911” to an established PSAP through traditional telephone service facilities

abandoned call — A call placed to 911 in which the caller disconnects before the call can be answered by the PSAP attendant

access line — The connection between a customer premises network interface and the local carrier that provides access to the public switched telephone network

accident reports — Report category that enables sorting and viewing of accident query and accident state reports

active window — Indicated by a blue title bar, a window with which a user can interact

add-ons — Agency-defined field used to customize RMS for specific local needs,

AFIS — Automated Fingerprint Identification System (US FBI)

AFR — Abbreviation for *Automated Field Reporting*

alarm — Any notification made to an emergency agency that a situation exists or may exist and requires a response. An alarm can be generated via an electronic alarm system, telephone, radio, word-of-mouth, and so forth.

alert — A message, error, or notification of a situation (incoming calls, timer alerts, mail messages, and so forth) that may require immediate attention

ALI Database — Alternative name for DMS (Database Management System)

ALIDBS — Abbreviation for ALI Database

alias — A name, other than that recorded on an individual's birth certificate, by which the individual may be known

alternate routing — The routing of a 911 call or message over a designated substitute route when the primary 911 lines are unavailable for immediate use

Amber Alert — Broadcast system for *America's Missing: Broadcast Emergency Response*, Amber Alerts are immediate, up-to-date information to aid in the safe recovery of a missing child. Amber Alerts are dispatched to law enforcement, the media, and the public.

ANI/ALI — Abbreviation for *Automatic Name/Location Information/Identifier or Identification*

AOC — Abbreviation for *Authority Operation Center*

API — Abbreviation for application programming interface

Application — Generic term for a program or system that handles a specific business function

Application Programming Interface (API) — An interface used by programmers to write interfaces between their system and another vendor's system, thereby simultaneously integrating multiple systems

Application Software — A complete, self-contained program that can perform work for a user. This is in contrast to system software such as an operating system, server processes, and libraries that exist in support of application software.

AREA — Patrol Area/Zones/Beats

area of fire origin — The specific location where a fire started. May be a room, a portion of a room, a vehicle, a portion of a vehicle, or an open area devoted to a specific use. Every fire has an area of fire origin. (From NFIRS 5.0 Ref. Guide)

arrival time — The time at which a 911 call is received (if it generates an incident record) or at which an incident is created (if the call generates a manually-created incident)

arrived — Status of a unit indicating that it is assigned to respond to an incident and has arrived at the location specified on the incident record

assigned unit — A unit that is assigned (dispatched, en route, arrived, and so forth) to an incident. Some systems may be configured to consider units designated as busy (such as out for food, out for fuel, or at the station) as assigned.

Assigned Units Window — A CAD window that displays all units assigned to an incident. Some systems may be configured to consider units designated as busy (such as out for food, out for fuel, or at the station) as assigned.

Attendant Window — A CAD window that displays alerts to inform users of events or incidents that may require immediate attention

audit trail — Automated system records that show if database/fields have been changed, what changes were made, who made them, and when

automatic — When applied to fire protection devices, a device or system providing an emergency function without human intervention

automatic location identifier — Automatic PSAP display of a caller's telephone number, the phone location, and any additional emergency services information. If phone number is also included, it may be called ANI-ALI.

automatic number identification — Telephone number associated with the access line from which a 911 call originates

automatic vehicle locator — A product that allows a client to receive Global Positioning Satellite (GPS) coordinates, locating a client unit's position

available unit — A response unit not currently assigned to an incident

Available Units Window — A CAD/WebCAD window that displays all units (individuals, stations, and/or cars) not currently assigned to an incident. Some systems may be configured to consider units designated as busy (out for food, out for fuel, at the station, etc.) as assigned.

AVL — Abbreviation for *Automatic Vehicle Location*

B&E — Abbreviation for *breaking and entering*

bitmap — A picture representation that displays on the screen instead of text or numeric characters

BMP — File extension for bitmap, an image format commonly used on the web and in web applications

BOLO — Abbreviation for *Be on the Lookout*

building — A structure enclosed with walls and a roof and having a defined height (from NFIRS 5.0 Reference Guide)

busy — Status of a unit indicating that it is not assigned to an incident but is unavailable or may be slow to respond due to its current activities. Busy units include units that are out for food, out for service, at the station, and so forth. Some systems may be configured to consider units designated “busy” as assigned.

CAD — Abbreviation for *Computer Aided Dispatch*

call — An incident phoned into a police, fire, or EMS dispatch center

Call Detail Recording — Process of providing a written record, by telephone number, of all 911 calls received by a PSAP

Call Number Sequence — Sequence numbers in CAD to track and record CAD calls

Call Relay Method — Process by which a 911 call is answered at the PSAP and the call taker relays the information to the appropriate public or private safety agency for further action

Call Taker — The person in an agency that receives a call for an incident. This person may or may not be a dispatcher.

CFS — Abbreviation for *calls for service*

Caliber CAD — Caliber's CAD Solution

Call Transfer Method — Process by which the PSAP call taker determines the appropriate responding agency and transfers the 911 caller to that agency

casualty (fire) — A person who is injured or killed at the scene of a fire (from NFIRS 5.0 Reference Guide)

CATP — Abbreviation for *customer acceptance test plan*

charge — An accusation of wrongdoing, particularly an official statement that accuses someone of committing a crime

check box — An interface icon that when clicked turns an option *on (checked)* or *off (empty)*. When two or more checkboxes are offered as selections, the user may check as many choices as are applicable (unlike radio button selections, where the user can only select one option).

CID — Abbreviation for *Criminal Investigation Division*

CIR — Abbreviation for *Criminal Incident Report*

citation — A writ or ticket for a person to appear in court on a specific date to respond to a charge of breaking the law

citation reports — Report category that enables sorting and viewing the following report types: Charges by Person, Court Schedule, Ticket Inventory, and Officer Activity

civil process reports — Report category that enables sorting and viewing the following report types: Civil Process by Sector, Court Schedule, Payments Received, and Papers by IV-D

civilian fire casualty — Any non-fire service casualty who is injured or killed at the scene of a fire (from NFIRS 5.0 Reference Guide)

CIS — Abbreviation for *Criminal Information System*, an InterAct state switch interface product. CIS has also been referred to as *Javelin*. No product queries NCIC directly. NCIC queries are a result of a properly formatted query to a state switch.

CJIS — Abbreviation for *Criminal Justice Information System*

class — A type (Fire, Law, EMS) of incident or a type of responder

class group — The unit associated with an incident. The class group is a subset of the class.

CLR — Abbreviation for *clear*, a status code

COC — Abbreviation for *Chain of Custody*

combustible — A material that will release heat energy on burning (from NFIRS 5.0 Reference Guide)

complaint type — Complaint types convey more than just a description of the complaint. Each type has an associated priority, class, ten code, and responding departments. Your agency should determine the information for each complaint type and enter them into the system.

Computer Aided Dispatch (CAD) — Electronic dispatching system used to manage an agency's communications center

computer hardware — Devices capable of accepting and storing computer data, executing a system sequence of operations on computer data, or producing control outputs, including the computer, monitor, keyboard, printer, cabling, and other peripherals.

Computer Telephony Integration — Also called computer–telephone integration or CTI, is a common name for any technology that allows interactions on a telephone and a computer to be integrated or coordinated. The term is predominantly used to describe desktop-based interaction for helping users be more efficient, though it can also refer to server-based functionality such as automatic call routing.

configuration — The functional and/or physical characteristics and interrelationships of project hardware and software

COTS — Abbreviation for *Commercial off the Shelf*

Criminal Justice Information System — A division of the FBI that has the mission of reducing terrorist and criminal activities by maximizing the ability to provide timely and relevant criminal justice information to the FBI and to qualified law enforcement, criminal justice, civilian, academic, employment, and licensing agencies concerning individuals, stolen property, criminal organizations and activities, and other law enforcement related data. Each state has its own CJIS division. (*from CJIS Web site mission statement*)

CS — Abbreviation for *CAD Station*

CTI — Abbreviation for *Computer Telephony Integration*

daily files — Daily records update file received by PSAPs from telephone companies. Contains any changes made to subscribers, subscriber phone numbers, or subscriber addresses.

data — Numbers, text, graphics, images, and sound stored in a form that can be used by a computer

data integration server — An XML-based communications server that allows almost instant integration and use of any new data source

DBF — File extension for Data Base File, the dBase file format, used with SHP (see SHP)

data-sharing software — Systems such as NCIC Client that enable information to be sent and received from a single workstation to other workstations, databases and agencies elsewhere

default routing — The capability to route a 911 call to a designated (default) PSAP when the incoming call cannot be selectively routed due to ANI failure or other causes

DEM — Abbreviation for *Digital Elevation Model*

department — A specific segment of a responding agency, such as any city police department, any county sheriff, and any fire district department

design — Tasks associated with specifying and sketching the features and functions of a new application prior to coding

DGN — File extension - DesiGN file, the Microstation drawing format

DIG — Abbreviation for *Digital Information Gateway*

DIS — Abbreviation for *Data Integration Server*

dispatch center — The location from which a public or private safety agency's mobile units are dispatched.

dispatch time — Present duration (in minutes) in which the user must dispatch a unit to an incident before a supervisor receives an alert indicating that the incident is awaiting assignment

dispatched — Status of a unit that is assigned to respond to an incident

dispatcher — The person in an agency that enters a call for an incident into the CAD system. This person may or may not be a call taker.

disposition — The final outcome of a CAD incident

dissemination — Information concerning property or court dockets that is released to individuals involved in the case

DMV — Abbreviation for *Department of Motor Vehicles*

DNR — Abbreviation for *Department of Natural Resources*

DOB — Abbreviation for *Date of Birth*

DOT — Abbreviation for *Department of Transportation*

DRG — Abbreviation for *Digital Raster Graphic*

drop-down selection menu — A list of selections that displays when a down arrow on an input field is clicked

DSP — Abbreviation for *Dispatch*, a status code

DWG — File extension - DraWinG file, the AutoCad drawing format

DXF — File extension - Drawing eXchange Format, an AutoCad export file

E 911 (enhanced 911) — An emergency telephone system that includes network switching, database and CPE elements that can provide selective routing, selective transfer, fixed transfer, Automatic Location Identification (ALI), and Automatic Number Identification (ANI)

elapsed time — The duration since the previous contact time. Once a unit is assigned, the elapsed time indicates the time that has passed since the AGN STAT time.

EMD — Abbreviation for *Emergency Medical Dispatch*

emergency call — A telephone request for service which requires immediate action to prevent loss of life, reduce bodily injury, prevent or reduce loss of property, and other emergency situations as defined by local policy

Emergency Medical Dispatch — Critical medical advice offered by specially trained 911 call answering personnel. Advice follows approved protocols, given in logical sequence, for such conditions as heart attacks, choking, and child birth. Protocols are administered by phone until the arrival of emergency medical personnel on the scene.

Emergency Service Number — A three- to five-digit number that represents a unique combination of emergency services agencies (Law, Fire, EMS) designated to serve a specific range of locations within a geographical area. ESNs are set up by the telephone company in conjunction with subscriber input and transmitted along with E911 data. ESNs are not always available in the E911 ALI feed.

Emergency Service Zone — A geographical territory consisting of a specific combination of law enforcement, fire, and EMS coverage areas

EMS — Abbreviation for *Emergency Medical Service*

EMS Zone — Also called *Run Zone*, a specific area by which EMS responsibilities are defined

En Route — Status of a unit indicating that it is assigned to respond to an incident and is proceeding to the location specified on the incident record

ENR — Abbreviation for *Enroute*, a status code

environment — The set of tools and the physical surroundings in which software is developed, tested, and/or deployed

ESN — Abbreviation for emergency service number

ESRI — Abbreviation for Environmental Systems Research Institute (3rd party supplier of GIS and database software)

evacuation route — A route for a specific geographic area that dispatchers can use to instruct citizens in case of an evacuation

event code — Unique alphanumeric code that identifies the circumstance or occurrence that resulted in a call for help. Event codes may differ from one agency to another and are established by your system administrator.

exposure — A fire incident that results from a single igniting event. For record-keeping purposes, the initial fire incident(primary ignition event) is "Exposure 1" and each subsequent fire resulting from that initial exposure is sequentially numbered.

exposure — (fire) A fire in a building, structure, vehicle, or outside property resulting from a fire outside that building, structure, vehicle or outside property (from NFIRS 5.0 Reference Guide)

expungement — Permanently deletes chosen records from the RMS tables; there is no audit trail or logging of this activity.

Extensible Markup Language — (XML) A markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable. It is a highly compressible, standard markup language that defines a way of transmitting and representing data used for applications and the internet.

fatality — An injury that is fatal or becomes fatal within one year of the incident (from NFIRS 5.0 Reference Guide)

FDID — (Fire Department ID) A unique, five-character identifier assigned by the state to identify a particular fire department within that state (From NFIRS 5.0 Reference Guide)

field — An area on the screen into which you can enter information into a system

Field Reporting — Caliber applications used for wireless (via Mobile) reporting of various documents, such as incident reports, traffic tickets, and accident reports. Also functions as a stand-alone that can be accessed via a LAN workstation or notebook computer. All information entered into a report is reviewed by a supervisor and fed into a database.

fire casualty — A person working for an fire department who is injured or killed at the scene of a fire (From NFIRS 5.0 Reference Guide)

fire fatality — An injury that is fatal or becomes fatal within one year of a fire incident (From NFIRS 5.0 Reference Guide)

fire plan database — The fire plan database contains detailed information about a specific site for use in a fire or other emergencies. This information will help your agency respond quickly and efficiently to situations that are dangerous or have the potential to become dangerous. Using a fire plan, you can create and store address-specific information that includes data crucial to those responding to a fire.

fire (run) zone — A specific area by which fire responsibilities are defined.

footprint — A specific geographical area covered by a wireless cell or cell sector

function key (F key) — The computer keys labeled **F1** through **F12**, some of which may be assigned special functions (For example, **F8** is usually reserved for the *Exit* function in Caliber products.)

gcpk — file extension - geocoding package used for location calculations

geocoding — GIS operation to locate geographic coordinates associated with an address or point on map

geoprocessing — GIS operation to manipulate spatial data, including geocoding, searching, and routing

GIS — Abbreviation for *Geographical Information System*

Global Positioning System — (GPS) A space-based satellite navigation system that provides location and time information in all weather conditions, anywhere on or near the Earth where there is an unobstructed line of sight to four or more GPS satellites. The system provides critical capabilities to military, civil and commercial users around the world. Maintained by the United States government, it is freely accessible to anyone with a GPS receiver.

gpk — file extension - geocoding package used for route determination

GPM — Gallons per minute

GPS — Abbreviation for *Global Positioning System*

GPS Tracker — GPS/AVL tracking software

group — 1. (CAD) The unit associated with the same specific incident. The class group is a subset of the Class field. 2. (ENS) A list of call recipients that belong to the same area or community.

GUI — Abbreviation for *Graphical User Interface*

hardware — Physical equipment used to process, store, or transmit computer program data

hazardous materials — Any material that is an air-reactive material, flammable or combustible liquid, flammable gas, corrosive material, explosive material, organic peroxide, oxidizing material, radioactive material, toxic material, unstable material, or water reactive material; and any substance or mixture of substances that is an irritant or a strong sensitizer or that generates pressure through exposure to heat, decomposition, or other means. (From NFIRS 5.0 Ref. Guide)

hazmat — Abbreviation for *Hazardous Materials*

high cross street — A term used to indicate the next street that intersects a particular street in the direction in which that street's numbers ascend

hot sync — Using a third party device manager application, this allows the import and export of applications, files and data between computer servers and a desktop or laptop computer.

html — Abbreviation for *HyperText Markup Language*

hypertext — Text that is displayed electronically and contains links

iamap — File extension - InterAct map project file

icon — On a Windows interface, an image or button containing an image that represents various system functions

in service — Status of a response unit indicating that it is available for assignment. Often referred to as *On Duty*.

inactive window — Indicated by a gray title bar, a disabled window with which a user cannot interact because another window is selected

incident — An event that results in a call for help. CAD assigns an incident number to every call for help so that the call can be assigned to units as necessary. Incident records include details of the initial information given by the caller as well as details of every action the organization takes as a result of the call.

incident number — A unique, sequential number assigned to a specific incident record

Incident Wizard — An RMS feature that allows users to configure the system so that the appropriate screens automatically display upon creation of an incident record. This feature helps to ensure that all relevant known incident data is entered into RMS

interface — A connection between two devices or systems

ISSI — Abbreviation for *Individual Short Subscriber Identity*

ISPS — Abbreviation for *InterAct Safety Portal System*

issue — A problem to be solved or a decision that has not been made

JMS — Abbreviation for *Jail Management System*

JPG (jay-peg) — Abbreviation for the file extension *Joint Photographic Experts Group* which is an image format commonly used on the Web

jurisdiction — An overall area of responsibility. An installation could provide service for one or more jurisdictions. For example, an installation could be responsible for just one small county so it would need only one jurisdiction. Another installation could provide service for the county and the major city within that county. This installation could use two jurisdictions, one for the county, and one for the city.

LAN — Abbreviation for *Local Area Network*

latitude — The angular distance north or south of the earth's equator, measured in degrees along a meridian, as on a map or globe. Latitude lines run parallel to the equator. Values range from 0 degrees at the equator to 90 degrees at the North and South Poles. Minutes and seconds range from 0 to 59. (From *NFIRS 5.0 Ref. Guide*)

layer — Map (GIS) data layer that can be portrayed in map legend as an individual feature

LEO — Abbreviation for *Law Enforcement Officer*

LINK — Abbreviation for *Law Information Network of Kentucky*

link — Text that when clicked takes you to another page, topic, site, and so forth. Also called hyperlinks, links are typically underlined and of a different color than the surrounding text. An image can also be used as a link.

literal — A term used to refer to generic field names, or labels, for user-defined fields. Some RMS and JMS modules allow users to set up agency-specific fields. These fields must be assigned names (labels). Thus, a literal is a name/label that an agency assigns to a field.

local area network — A computer network that encompasses a discrete area, such as in a building. In a law enforcement agency, this may include Dispatch, CAD, GEO, MIS, and desktop computers.

location — The address at which an incident is occurring as provided by the ALI system or the caller

login — A process in which a user identifies and authenticates himself/ herself to a computer

longitude — Angular distance on the earth's surface, measured east or west from the prime meridian to the meridian passing through a position, expressed in degrees (or hours), minutes, and seconds. Longitude lines run north/south, are parallel at the equator, and converge at the North and South Poles. Values range from 0 at Greenwich, England, to 180 degrees at the International Date Line west of Hawaii. Minutes and seconds range from 0 to 59. (*From NFIRS 5.0 Ref. Guide*)

low cross street — A term used to indicate the next street that intersects a particular street in the direction in which that street's numbers descend

Maps — Map display of GIS data (raster and vector)

marker — Map icon/symbol used to display specific data (search results, incident, or unit location)

Master Street Address Guide (MSAG) — Computerized geographical file or database that consists of all streets and address ranges within the 9-1-1 system area. Key to selective routing capability of E911 systems; requires constant updating.

MDT — Abbreviation for *Mobile Data Terminal*

MM — Abbreviation for *Mile Marker*

MNI — Abbreviation for *Master Name Index*

MO — Abbreviation for *Method of Operation*

mobile property type — Property designed to be movable whether or not it still is (from NFIRS 5.0 Reference Guide)

move-ups — Move-Ups provide dispatchers with information when handling various types of calls, such as EMS. For example: When a dispatcher requests to view EMS move-ups, the system checks this database to see if the current situation matches any situations in the database. If a match is found, the instructions are displayed to the dispatcher. These instructions can indicate what station should move up a unit to provide back-up

coverage. They should also include whatever information your agency normally expects a dispatcher to have access to when dealing with a particular EMS situation.

mpk — File extension - ESRI map package file, vector map graphic data

MSAG — Abbreviation for *Master Street Address Guide*

Narrative — Additional description or details, in free-form text, associated with an incident

National Crime Information Computer — NCIC is a computerized index of criminal justice information that is available to Federal, state, and local law enforcement and other criminal justice agencies, and it is operational 24 hours a day, 365 days a year. The NCIC system provides a computerized database for ready access by a criminal justice agency making an inquiry and for prompt disclosure of information in the system from other criminal justice agencies about crimes and criminals. This information assists authorized agencies in criminal justice and related law enforcement objectives, such as apprehending fugitives, locating missing persons, locating and returning stolen property, as well as in the protection of the law enforcement officers encountering the individuals described in the system.

National Emergency Number Association — NENA's mission it is to foster the technological advancement, availability, and implementation of a universal emergency telephone number system in the United States. In carrying out its mission, NENA promotes research, planning, training and education. The protection of human life, the preservation of property and the maintenance of general community security are among NENA's objectives.

National Institute of Corrections — The National Institute of Corrections (NIC) is an agency of the United States government. It is part of the United States Department of Justice, Federal Bureau of Prisons. NIC provides support programs to assist federal, state, and local corrections agencies and provides funds to support programs that are in line with its key initiatives.

National Law Enforcement Telecommunication System — NLETS is the International Justice and Public Safety Information Sharing Network — a state-of-the-art secure information sharing system for state and local law enforcement agencies. It provides electronic messaging to allow information exchange between state, local, and federal agencies and support services to justice-related computer programs.

NCIC — Abbreviation for *National Crime Information Computer*, located in Washington, D.C.

NENA — Abbreviation for *National Emergency Number Association*

NFIRS — Abbreviation for *National Fire Incident Reporting System*

NIC — Abbreviation for *National Institute of Corrections*

NLETS — Abbreviation for *International Justice and Public Safety Network* formerly known as *National Law Enforcement Telecommunication System* (<https://www.nlets.org>)

NOK — Abbreviation for *Next of Kin*

Objective Jail Classification System — developed guidelines for assessing jail inmates' individual custody and program needs

OCA — Abbreviation for *Originating Case Agency*

OCC Number — The number of occupants at a location

occupancy — The specific property use of a building or portion of a building

Off Duty — See *Out of Service*

officer reports — Report category that allows access and viewing of Associated Papers and Case Assignment Records

OJC — Abbreviation for *Objective Jail Classification*

OMS — Abbreviation for *Offender Management System* which is replacing JMS

On Duty — See “in service”

on-site materials — Any significant amounts of commercial, industrial, energy, or agricultural products or materials on the property, whether or not they became involved in the fire. Note: For more information, refer to the NFIRS 5.0 Complete Reference Guide, available from www.fema.gov/nfirs.

ORI — Abbreviation for *Originating Agency Identifier*, a nine-digit code used by agencies on the law enforcement network

Originating Case Agency — A term used in RMS Case Management to refer to the first agency to respond to and/or create a report about an incident

ORION — Abbreviation for *Originating Agency Identifier On-line Directory*

OS — Abbreviation for *On Scene*, a status code

out of service — Status of a unit indicating that it is not assigned to an incident but is unavailable for assignment, often referred to as Off Duty

PACE — Abbreviation for *Pro-Active Criminal Enforcement*

patrol area — Geographical area of a jurisdiction that a unit works

PCB — Abbreviation for *product change bulletin*

PCN — Abbreviation for *product change notice*

PCS — Abbreviation for *Public Communications Supervisor*

pending call — A call to which no units have been assigned

person history reports — Report category that enable sorting and viewing of the following report types: Person Involvement, Crimes by Person, Gender and Race Profile, Arrest History Summary, Civil and Warrants by Defendant, Civil and Warrants by Plaintiff, and Sex Offender Registration

phases — The divisions of a software development life cycle into discrete stages (requirements, design, code, test, and so forth)

pictometry — Aerial image capture and display, orthogonal and oblique images (3rd party)

place alias — A common name for a business, landmark, or general location that a caller may use to identify a place when unsure of the exact location

place file — Function that cross-references a place (alias) name with a location record.

png — File extension - Portable Network Graphics which is a commonly used image format

pod — Used in JMS/OMS, this term is equivalent to cell block

POI — Abbreviation for *Point of Interest*

pop-up — A window that opens "pops up" when an option is selected or a function key is pressed. A pop-up window usually contains a menu of commands and stays on the screen only until a command is selected.

priority — Level of importance assigned to an incident. CAD includes the following priorities: Priority 1 - Emergency. Priority 2 - Important, but not an emergency. Priority 3 - Less important; not an emergency.

probation — An alternative to prison/jail in which offenders can remain in the community under court supervision

process — The step-by-step sequence of activities (systematic approach) that must be carried out to complete a project

Product Change Bulletin — A document summarizing changes (such as fixes, enhancements, and usability improvements) to a product since the last major release (for example, 10.1 to 10.2)

Product Change Notice — A document summarizing changes (such as fixes, enhancements, and usability improvements) to a product since the last minor release (for example, 10.1.1 to 10.1.2)

property — An item of value that can be FIXED on the Earth's surface, i.e., water, land, roadways, structures, buildings, or MOBILE, i.e., ships, airplanes, trains, trucks, automobiles (from NFIRS 5.0 Reference Guide)

proximity distance — Relative distance that determines when the symbols for two or more AVL units merge together to show up as one symbol on the GIS map

PSAP — Abbreviation for *Public Safety Answering Point*

Public Safety Answering Point — The initial answering location of a 911 call. Sometimes called a 911 center.

Quality Assurance — The process of tracking and oversight functions for monitoring project performance, adherence to commitments, and budget requirements

radio button — Interface icon with a round button shape that can be clicked to indicate a choice. A radio button operates like the buttons on a radio tuner, when a button is pressed, all other buttons are disengaged, allowing only one selection at a time.

Records Management System — Also known as RMS, a centralized electronic package of modules used to enter, maintain, track and manage data related to criminal incidents, evidence, cases, and so forth

remark — A comment or note that may be appended to a unit's log or sent to a unit's pager as an alpha-numeric text message

responding unit — The unit currently assigned to respond to an incident

response — Deployment of an emergency service resource to an incident (from the NFIRS 5.0 Reference Guide)

rich text format — generic word processing format

RL — Abbreviation for *Radio Log*

RMS — Abbreviation for *Records Management System*

route — GIS function used to determine route/directions from one point on a map to another

RTF — Abbreviation for *rich text format*, a file extension

run cards — Run cards are sets of instructions for dispatchers to follow based on given situations. Each run card contains one set of instructions.

run number — A chronological value assigned to a recorded incident. Also called *OCA number* or *case number*.

SBN — A file extension used by files that store the spatial index of the features used by Maps

SBX — A file extension used by files that store the spatial index of the features used by Maps

SDE — Abbreviation for *Spatial Database Engine*

SDTS — Abbreviation for *Spatial Data Transfer Standard*

scope — The magnitude of the effort required to complete a project

sealing — A means to flag records as sealed. This activity produces no audit trail nor is it logged. Typically, general users do not have access to sealed records, but with appropriate permissions set up in File Maintenance, a user may be allowed access.

search reports — A report category that can be used to sort vehicle, charge, person, and property records

sequence number — Number identifying a row in the System Monitor table. Clicking on the sequence number displays the incident details. The sequence number is not permanently associated with the incident record displayed in the row. In other words, an incident may be moved to another row and consequently associated with another sequence number as incidents are added to or removed from the table.

session time out — Inactive status of an application that occurs when a page is left open and untouched for a customer defined / configured duration (example: 30 minutes). The User Login page displays at session time out, prompting the user to log in again.

sid — File extension - MrSid georeferenced raster graphic file, aerial imagery map data

SME — Abbreviation for *Subject Matter Expert*

Spatial Database Engine — Helps manage spatial data to provide a quicker retrieval of that data from database engines such as Oracle, SQLSever, and Informix

Spatial Data Transfer Standard — A standard used to describe earth-referenced spatial data. It was designed to easily transfer and use spatial data on different computer platforms.

SOD — Abbreviation for *Special Operations Division*

solvability factors — Factors that influence whether crimes are more or less likely to be solved. Agencies assign relative weights to these factors. These weights are then used to assess the solvability of a case to determine assignment of investigative resources.

soundex — A coded name index based on the way a word sounds rather than the way it is spelled. Names that sound the same, but are spelled differently, like SMITH and SMYTH have the same code and are filed together. The soundex coding system allows you to find a surname even though it may have been recorded under various spellings.

SOP — Abbreviation for *Standard Operating Procedures*

SQL — Structured Query Language

SSM — System Status Monitor

specifications — General term for the wide variety of paper-based descriptions of a program or system

stacking — This allows a user to hold/stack an incident for a certain unit. Example: If a unit is on an incident and a second incident is created in that unit's zone/beat, the user can hold/stack the second incident until the unit clears the first incident.

station — A particular fire station within a fire department. If used, station IDs are assigned locally.

teleco — Abbreviation for *telephone company*

telecommunicator — The person in an agency that monitors phone activity and talks with the callers dialing 911. This person may or may not be a dispatcher.

testing — The set of defect removal tasks that include execution of all, or part, of an application on a computer

TMD — Abbreviation for Tactical Map Display

tpk — File extension - ESRI tile package file, raster map graphic data

TS — Abbreviation for *Traffic Stop*

UCR — Abbreviation for *Uniform Crime Reporting*

UID — Abbreviation for *Unit ID*

Uniform Crime Reporting — A collective effort on the part of city, county, state, tribal, and federal law enforcement agencies to present a nationwide view of crime. Agencies throughout the country participating in the UCR program provide summarized reports on offenses known to law enforcement and reports on persons arrested. (From the *Introduction of the U.S. Department of Justice's [FBI] Uniform Crime Reporting Handbook – 2004*)

Uniform Crime Reports (UCR) — An FBI program that collects and disseminates data on arrests and crimes

unit — An entity dispatched using a single code. A unit might be one officer, a patrol car, an EMS station, or even a fire station.

use of force — A classification of an incident, indicating that use of force was required

vacant — Not occupied or put to use; with no furnishings or equipment present

validation — Process that ensures that the entered data is correct

VIN — Abbreviation for *Vehicle Identification Number*

VINE — Victim Information and Notification Everyday. VINE is a system that allows crime victims across the U.S. to obtain up-to-date information about criminal cases and the custody status of offenders at any time over the telephone, through the Web, or by e-mail.

warrant — A judicial writ authorizing an officer to make a search, seizure, or arrest, or to execute a judgment

warrant reports — A report category of that enables sorting and viewing of the following types of reports: Warrants Served by Officer, Warrants to Expire, Served by Officer/Date Range, Status Snapshot by Date Range, Warrants by Dept/Status, Warrants by Process Dept, and City/County Warrant Report

wildcard character — A character, usually an asterisk, that is used to take the place of other unknown characters to perform searches. For example, to search for a person with the name *Jansen* or *Jensen* you would use “j*nsen” to find all occurrences of both.

wildcard search — The Master Vehicle Index (MVI) and Master Name Index (MNI) modules allow for wildcard searches to broaden search terms and find information. In RMS, the wildcard symbol is an asterisk (*). This symbol is used to search the indices for possible matches to, or hits on, data entries.

wildland — An unsettled, uncultivated region or minimal to no development, covered with timber, woodland, brush, or grass. (From NFIRS 5.0 Ref. Guide)

window — A section of a screen that contains an application or part of an application

wrecker — A vehicle that is used in recovering or removing a wreck, especially a truck with a hoist and towing apparatus used in towing disabled or wrecked vehicles

XML — File extension and Abbreviation for *Extensible Markup Language*. XML is a highly compressible, standard generalized markup language to define a way of transmitting and representing data. Designed to transmit data used for applications and the internet.

zone — An area to which dispatchers are assigned to dispatch responsibilities; may include an entire city or county or only certain regions, depending on zoning, which is based on the agency's call activity and the agency size

Index

A

Access log	89	Alert	9
Actions Menu	101, 290	Approval Utilities Button	236
Activity log		Approval/Disapprove Process	231
Edit	304	Approve Service Request	436
Activity Log	302	Assets	387
Add Activity	303	Assign Attendee	507
Delete	304	Assignment Tab	299
Edit Status	304, 312	Associated Calls For Service	195
Add Certification	512	Associated Incidents	192
Add Course	502-503, 511	Association Summary	53
Add Equipment	415-416	Attachments	41, 346
Add Hold	380	Add	41, 379, 453
add inventory	379	Delete	44
Add Person		Download	44
Import from External Systems	61	Edit	43
Manual Entry	57	Overview	41
Residence Address;Vehicle	56	Queue	41
Add Service Maintenance	441	Update	453
Add Service Request	433, 453	Audit Reports	
Add Vehicles	421	Create	283
Address		Location Discrepancy	285
Other Countries	71	Search	283
Advanced Search	221, 322	Auto-save	159
		Automatic Number Generation	126
		B	
		Barcode Report	290
		Barcode Search	289
		Overview	289

Barcode Search Process	289	Load	266
Broadcast Message	11	Navigating	262
Add	12	Review	265
Delete	13	Security Level	260
Broadcast Messages		Case Management	253
View	12	Overview	253
Browser		Catalog Course	504
Favorites	2	Caution Code	54, 60
C		Center on Start	100
CAD to Online RMS		Certification Prerequisite	515-516
Integration Interface	105, 119	Certification Rank	516
Calendar Tool	20	Certifications	495, 497
Call List	106, 113, 115	Manage	510
Clear Call	114	CFS	105, 119
Dispatch Call	114	Associated with Incident Report	142
Edit Call	113	Change Custody	475
Take Call	113	Charge	323
View Call	113	Disposition	323
Calls for Service	105	Charts	
Close	115	Interactive	248
Manage Calls	106	Non-Interactive	248
Overview	105	Citation	525
Search	116	Add	316
Calls For Service	119	Associate Incidents	324
Access	105	Associate Other Reports	324
Case	262	Attached Forms	325
Assign Officers	259	Attachments	325
Associate Incident	260	Delete	327

Details	320	Template	500
Duplicate	326	Court Paper	
Edit	318	Add	359
Print	328	Edit	359
Racial Profiling	323	Print	364
Relate Citations	324	create a call	107
View	319	Crime Visualization	
Citation to CMS Interface	525	Spider Chart	94
Citations	315	Crime Visualization Tool	93
Enforcements	315	Access Points	101
Overview	315	Field Contact	102
Citations Enforcement	315	Incident Report	101
Citing Officer	317	Master Indices Details	103
Civil Process	355	Overview	93
Attempts	365	Custom Fields	217
Court Paper	356	Custom Forms	161, 325
Fees	365	D	
Mileage	365	Daily Log	
Overview	355	Officers	299
Status Details	366	Daily Log Access	9, 38
CMS	525	Daily Log Close	310
Collapsed	48, 73	Daily Log Create	9, 38
Column Sorting	22	Daily Log Exit	311
Complete Service Request	439	Daily Log Help	314
Course Prerequisite	514-515	Dashboard	
Courses	495, 497	Training Module	496
Course Instance	500	Day Mode	2, 10
Manage	500	definitions	S

Delete Activity Log	304	Delete Attendee	509
Delete Assignments	461	Edit Attendee	508
Delete Attendee	509	Restrict to Group	509
Delete Certification	510, 514	Edit Equipment	418
Delete Course	501, 506	Edit Impound Record	374
Delete Equipment	417	edit lock rule	48
Delete Log	90	Edit Person	
Delete Master Index	48	Import from External Systems	61
Delete Rank	517	Edit Service Request	435
Delete Service Requests	440	Edit Tow Record	374
Delete Vehicle Information	427	Edit User Filters	34
Delete Vehicles	424	Edit Vehicles	424
Disapproval Comments	236	Employee Info	
Dispose	476	Training	508, 510
E		employee information	25
edit a call	108	End Self-Assignments	461
edit a person record	52	End Vehicle Assignment	429
Edit Activity Log	304	Enforcements	315, 318
Edit Attendee	508	Evidence	154
Edit Certification	513	Audit Reports	282
Add Certification Prerequisite	515	Change Location	281
Add Certification Rank	516	Change Ownership	279
Add Course Prerequisite	514	Check-In	274
Delete Certification Prerequisite	516	Check-In from Notification	269
Delete Course Prerequisite	515	Check-Out	275
Delete Rank	517	Create without Incident	291
Edit Course	506	Disposition	277
Add Attendee	507	Location Barcode Report	286

Location List of Value	148	Associated Events	191
Management	270	Attachments	204
Overview	269	Charges	198
Quick Check-In	287	Delete	209
Quick Search	287	Duplicate	207
Search	272	Edit	186
Transfer Custody	278	Location	196
Vault	282	Log	206
Evidence Mega Menu	290	Names	199
Evidence Module	269	Narrative	203
Evidence Processing	150	Officer	190
Evidence Property		Overview	181
Create without Incident	291	Property	200
Evidence System ID	292	Questions	205
Expired Certifications	497	Search	181
Expired Courses	497	Validations	205
Export Search Results	23	Vehicle Tow	201
Expunge	178	Warrants	198
Expungements	485	Field Arrests	
Field Arrest	491	Approve	243
Offender or Arrestee	486	Disapprove	244
Overview	485	Validations	196
Un-Expunge	493	Field Contacts	
View Person Page	485	Add New	214
F		Delete	223
Favorites	2	Details	220
Field Arrest	181, 213	Overview	213
Add	183	Print	224

Search	215	Fuel and Oil	430
Update	218	G	
View	219	Generic Training Accounts	A
Filter	100	Geo Search	70
Fleet Management	409	Geo Verify	58, 70, 107
Dashboard	410	glossary	S
Fleet Manager Overview	410	Grammar Check	159
Fleet Officer Overview	446	H	
Manage Equipment	414	Help Options	29
Manage Vehicles	419	Hierarchy Icon	501, 511
Overview	409	Home Page	1, 7
Roles	409	Charts	11
Fleet Management Dashboard		External Links	11
Add Equipment	415	Manage Layout	37-38
Fleet Manager	410	Quick Links	11
Fleet Manager Overview	410	Recent Activities	11
Fleet Managers	409	Top Navigation	8
Fleet Officer	446	User Ribbon	8
Add Fuel and Oil	455, 462	I	
Delete Fuel and Oil	455, 462	Impound ID	372
Fleet Vehicle Assignments	447	Incident	
Self-Assign Vehicles	459	Status History	246
Update Fuel and Oil	455, 462	Incident Approval	
Follow-up Case		Edit Incident	238
Create	254	From Incident	233
Follow-up Cases		From Notifications	233
Decision	253	From Recent Activities	232
Front Screen Layout	37-38		

Incident Approval Process	235	Offenses Tab	137
Incident Associations	192	Print Chain of Custody	157
Incident Based Reporting	G	Print Evidence Labels	157
Incident Delete Log	247	Print Evidence Receipts	157
Incident Management	245	Printing Options	169
Assign Supplement	245	Property Tab	145
Delete Incident	245	Requirements	121
Delete Log	247	Rules	121
Incident Status	246	Security	122
Status Log	247	Submit for Approval	162
Incident Mapping	225	Summary Tab	164
Access	225	Supplement	119
Filter Options	227	Tabs	127
Query Window	229	Transfer	175
Screen Layout	225	Validation	124
Incident Report	111, 119	Validations Tab	161
Actions Menu	101	Vehicles Tab	145
Associated with CFS	142	View	165
Attachments Tab	160	Incident Reports	
Change Status	171	Audit Trail	125
Create	126	Incident Security	244
Create Supplements	179	Incident SmartSearch	167
Delete Initial	177	Incident Status	171-172, 174, 246
Disapprove	241	Incident Status Log	247
Expunge Records	178	Incidents	119
Header Tab	128	Overview	119
Names Tab	140	Top Buttons	121
Narrative Tab	159	Index Security Level	57

Information Bubble	154-155	Dispose Consumable	408
initiate a new call	107	Edit	394
Integration Interface		Inspections and Audits	403
CAD to Online RMS	105, 119	Officer	404
Interfaces	525	Overview	387
CAD to RMS CFS	525	Packs	402
Citation to CMS	525	Roles	387
InterDEx Queries	527	Search	390
Introduction	1	Self Check In	407
Boxes	20	Self Checkout	405
Buttons	20	Transfer	407
Calendar Tool	20	Inventory Roles	387
Column Sorting	22		
Entering Dates	19	L	
Export Search Results	23	Labels	482
Login Page	1	Login Page	
Notifications	14	Day Mode	2
Overview	1	Introduction	1
Password Reset	6	Night Mode	2
Password Rules	5	Production Site	1
Personnel Management	25	Training	2
SmartSearch	23	Logout	10
Text Fields	20	Lost and Found Property	467
User Account Inactivity Deactivation	7	Add	471
Inventory Management	387-388	Delete	476
Add	388, 391	Dispose	476
Browse	395	Edit	474
Check In	400	Incident Report	147, 483
		Mass Functions	480

Overview	467	Manage Vehicles	419
Search	469	Add Service Maintenance	441
Standalone Module Access	467	Add Service Request	433
LOV	148, 270	Add Vehicles	421
M		Approve Service Request	436
manage calls for service	106	Complete Service Request	439
Manage Certifications	510	Delete Service Requests	440
Add	512	Delete Vehicles	424
Delete	510, 514	Edit Service Request	435
Edit	513	Edit Vehicles	424
Search	510	Search Vehicles	419
Manage Courses	500	Update Service Maintenance	445
Add Course	502-503, 511	Mass Actions	289
Delete Course	501, 506	Mass Entry	151
Edit Course	506	Master Indices	47, 220, 320
Search Courses	501	Delete	48
Manage Equipment	414	Overview	47
Add Equipment	416	Security	49
Delete Equipment	417	Viewing	50
Edit Equipment	418	Master Indices Subscriptions	34
Search Equipment	414	Master Indices	
Manage User		Add Address	69
Officer Info	36	Add Person	55
Preferences	33	Add Photos	73
Profile Info	31	Duplicate Records	72
Security Settings	32	Mega Menu	290
Subscriptions	34	Mobile Results	55

Mode	2	Subscription	35
Default	3	Types	14
Set Preference	3	Notifications	9, 14, 233
Toggle	4	Add	18
Modus Operandi	139	Delete	17
My Profile	31	New	14
Manage User	31	Search	17
Preferences Tab	33	Show All	15
Profile Information Tab	31		
Security Settings Tab	32	O	
N		ODL	295-296
Narrative Template	159	Offense Details	138
Navigation Icons	27	Officer	
Forms and Reports Button	29	Search All Vehicles	450
Help Options	29	Officer Daily Log	295
Home Button	27	Activity Log Tab	302
Incidents Button	27	Assignment Tab	299
Master Indices Button	28	Close	310
Record Management Button	28	Create New Log	296
User Information Menu	30	Exit	311
Near Expired Certifications	497	Help and Tips	314
Near Expired Courses	497	Overview	295
Network	93	Post	306
Network Associations	93	Print	309
NIBRS	124, 142, 196	Search	304
Night Mode	2, 10	Service Request	302
Notification		Un-Post	308
Add	19	Vehicle and Equipment	300

Officer Fleet Vehicle		Person	
Add Service Request	453	Active Alerts	54, 61
Update Service Request	454	Caution Code	54, 60
Officer Fleet Vehicles		Person Import	61
Add Records	451	New	61
Delete Data	465	Update	63
Update Records	451	Person Search	51
View	448	Mobile Results	55
Officer Info	36	Personnel Management	25
Officer Inventory Management	404	Photo Lineup	75
Officer Vehicle Assignment	427-428	Access Log	89
One Line Search	55	Access Points	75
Options Button		Create	78
Manage Front Screen	37	Delete	86
P		Delete Log	90
Password	32	Edit	86
Forgotten	D	Overview	75
Reset	6, C	Person Quick View	81
Rules	5	Photo Count	79
Security Questions	6	Print	85
Password Reset	C	Remove Photo	83
Permit		Search	83
Add	332	Uploaded Image Library	81
Edit	333	View	86
Permits	329	Place a Hold	380
Overview	329	Preferences	33
Search	330	Officer Info Tab	36
		Subscriptions Tab	34

User Filters	34
Previous Comments Tab	236, 241
Print Evidence Chain of Custody	157
Print Evidence Labels	157
Print Evidence Receipts	157
Print Vehicle Tow	374-375
Profile Information	31
Property	
Add	145
Mass Entry	151
Property Index Number	292

Q

Queue	41
Quick Reference	160
Quick Search	221, 321

R

Ranks	516
Recent Activities	232
Release Holds	373, 381
Release Vehicle	373
Reports	519
Overview	519
Required Fields	21
Reset Address Fields	67
Reset Vehicle Fields	69
Restrict to Group	509
Revert Selection	67, 69

S

Search	17
Search All Vehicles	
Officer	450
Search Certifications	510
Search Courses	501
Hierarchy Icon	501, 511
Search Equipment	414
Search Properties	146
Search Property Index	146
Search Vehicles	419
Security Level	49, 57
security questions	32
Security Settings	32
Self-Assign Vehicles	459
Service Maintenance	
Service Repair	441, 445
Service Request	302
Service Request Notification	
Take Action	436
SmartSearch	23, 48, 166-167
Sorting Columns	22
Spell Check	159
Spider Chart	93-94
Filter	100
Network Association	93
Re-Center	100
Re-Size	99

Reposition	100	Training Module	495
Structure	98	Courses	500
Terminology	98	Overview	495
Stacks	250	Training Dashboard	496
Subscriptions	34		
Summary of Associations	53	U	
Supervisory Functions	231	UCR	196
Charts	247	UCR Reporting	G
Field Arrests Approval	242	Accepting	R
Incident Approve/Disapprove	231	Errors	Q
Incident Management	245	Filter	J, K
Incident Security	244	Finalize Data Set	Q
Overview	231	Overview	G
Supplement	119, 179	Page Adjustments	K
Rules	180	Permissions	G
Templates	180	Run Summary	O
Supplement Reports	179	Statistics Report	N
		Submission File	M
T		Warnings	L
Take Action	436	Un-Expunge	493
Templates	500	Upcoming Courses	497
terms and abbreviations	S	Update Equipment	418
Training Accounts	A	Update Impound Record	374
Training Dashboard		Update Service Maintenance	445
Expired Certifications	497	Update Service Request	454
Expired Courses	497	Update Tow Record	374
Near Expired Certifications	497	Update Vehicles	424
Near Expired Courses	497	Uploaded Image Library	81
Upcoming Courses	497	User Account Inactivity Deactivation	7

User Filters	34
User ID	5
User Ribbon	
User Information Menu	9
V	
Validation	124
Vehicle Assignments	447
End	429
Fuel and Oil	430
Officers	427-428
Vehicle Impound	369
Vehicle Tow	369
Delete	373
Delete Log	371
Edit	374
Enter New	373
Holds	379-380
Log	379
Logs	384
Overview	369
Place a Hold	380
Print	374-375, 385
Release Holds	381
Release Vehicles	383
Search	371
Update Existing	374
view a person record	52
Violation	323

W

Warrant Attachments	351
Warrant Log	346, 350
Warrant Report	352
Warrants	337
Add	340
Edit	342
Log Comments	339
Overview	337
Search	338
Serve	347
View Associated Data	339
Wizard	124, 126, 128, 179