



## Online RMS

11.4

User Guide

August 2020



# Caliber Public Safety

## Online RMS 11.4

### User Guide

August 2020

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- Duration of the problem

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#### Document Information

Software	Document Type	Storage Location	Technical Writer
Online RMS11.4	User Guide		Christine Saur

#### Abstract or Description:

The Online RMS 11.4 User Guide contains information and instructions for basic users.

#### Amendment History

Rev #	Date	Comment	Developed/Reviewed By	Approved By
1	12/1/2019	Upgrade	AC/P&D Groups	
2	04/1/2020	Upgrade	AC/P&D Groups	
3	08/1/2020	Upgrade	AC/P&D Groups	



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# Chapter 1. Introduction

## Overview

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. 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 Online RMS begins with the customizable **Home Page**. For more information on the **Home Page** refer to "Home Page " on page 9.

## Login Page

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's Online RMS. At the top is the Caliber Public Safety logo. Below it is a blue header bar with the text "Login to Online RMS". The main form area contains two input fields: "USER ID" and "PASSWORD". Below these fields are three buttons: "Clear" (yellow), "Switch To Night Mode" (dark grey), and "Login" (green). Under the buttons is a link labeled "Reset Password". A disclaimer text block follows, stating that the system is restricted and usage is monitored. At the bottom, a copyright notice reads "© 2019 COLOSSUS INCORPORATED. 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>

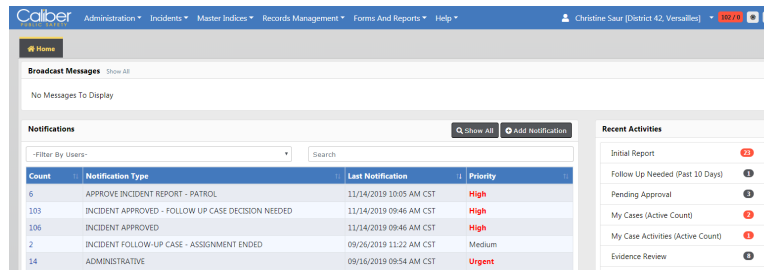
For best performance, Caliber Public Safety recommends using a computer, laptop, or tablet purchased within the last three years; running an industry popular web browser that is actively supported by the browser manufacturer and connects to the internet using DSL, Cable, or 4G cellular. The browser must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

## Night Versus Day Mode

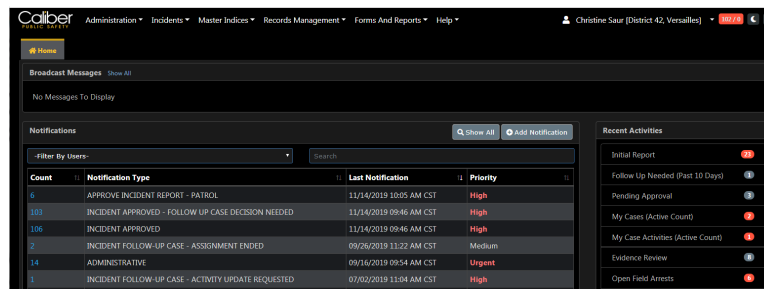
The Online RMS application offers a choice of two background colors: White or Black; **Day Mode** or **Night Mode** respectively. The **Day Mode** background appears by default when the application launches at login; however, you can set your **Mode Preference** to default to **Night Mode** if you wish.

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



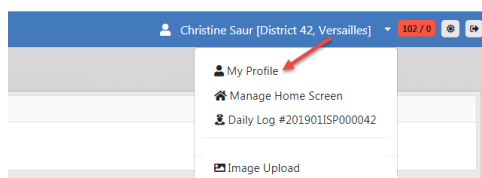
## Set Mode Preference

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**.



- 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 and a confirmation message briefly appears.

✓ Preferences updated successfully.

## 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**:

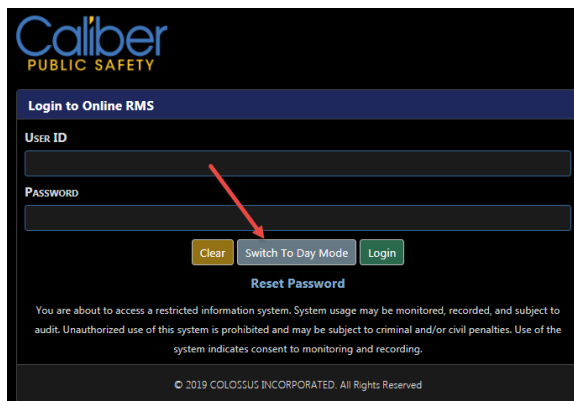
- A toggle button on the *Login* screen.
- Click on your *login name* on the top menu bar of the Dashboard.

## Login Screen

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

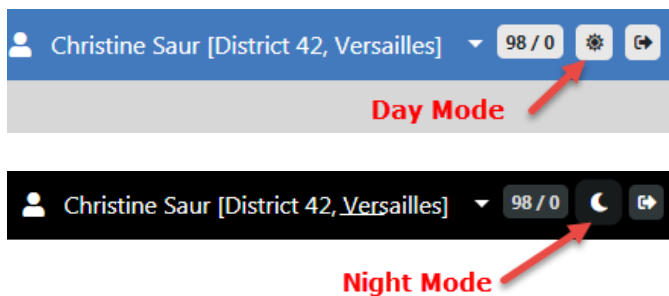


Click the **Switch to Day Mode** button to change the background color from black to white.



## 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 **Reset Password** on the login page.
- Request to **Reset Password via Email**.
- From the *Security Settings* tab of My Profile.
- Administrator resets your password.

## Forgotten Password

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

If you do not remember the answers to the security questions, see "Reset Password via Email" on the facing page.

## Reset Password via Email

You can have a new temporary password emailed to you, which can come in handy when you have forgotten your security answers.

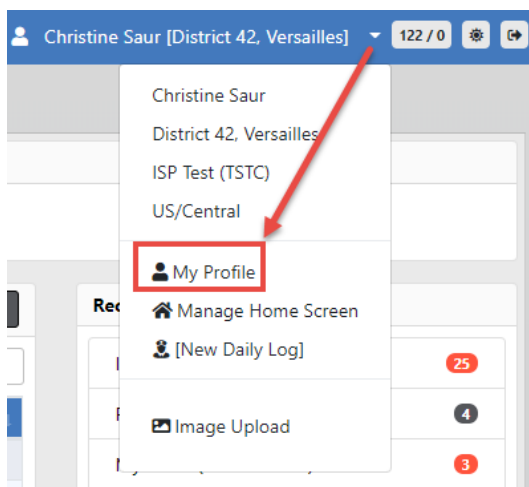
1. Click **Reset Password** on the **Login Page**.
2. Click the **Reset Password via Email** button at the bottom of the **Security Questions** page.

**NOTE:** There is also a **Reset Password via Email** button on the *Security Settings* tab of My Profile. For instructions on accessing this tab, refer to "Security Settings Tab of My Profile" below.

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.

## Security Settings Tab of My Profile

There are two methods from which to chose when changing your password through the *Security Settings* tab of My Profile:



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

Go Back Save

**Change Password**

OLD PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

LAST PASSWORD CHANGE DATE  
 06/06/2019 02:07:15 PM CST

Change Password Reset Via Email

**Security Questions**

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

Go Back Save

Click the **Change Password** button to change your password, or click **Reset Via Email** to have a temporary password emailed to you.

## 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

Online RMS enforces a User Account Inactivity Policy in accordance with CJS 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

Online RMS is a comprehensive information management system. Access to 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 Online RMS, the **Home Page** displays. You can access the **Home page** from anywhere within RMS by clicking on the **Caliber** logo that is located on the top left of the window.



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

**Top Navigation Bar:** Administration, Incidents, Master Indices, Records Management, Forms And Reports, Help

**User Ribbon:** Christine Saur (District 42, Versailles)

**Broadcast Messages:** Broadcast Messages (Show All)

**Main Area:**

Count	Notification Type	Last Notification	Priority
6	APPROVE INCIDENT REPORT - PATROL	11/14/2019 10:05 AM CST	High
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/14/2019 09:46 AM CST	High
106	INCIDENT APPROVED	11/14/2019 09:46 AM CST	High
2	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	09/26/2019 11:22 AM CST	Medium
14	ADMINISTRATIVE	09/16/2019 09:54 AM CST	Urgent
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATE REQUESTED	07/02/2019 11:04 AM CST	High
61	EVIDENCE PENDING CHECK-IN	07/01/2019 05:05 PM CST	High
14	FORM REVIEW	04/05/2019 10:31 AM CST	High
20	INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	04/02/2019 05:39 PM CST	High
5	INCIDENT REVIEW REQUEST	04/02/2019 12:04 PM CST	High
40	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	03/28/2019 01:39 PM CST	High
13	APPROVE INCIDENT REPORT - CID	03/26/2019 05:45 PM CST	High
1	INCIDENT FOLLOW-UP CASE ASSIGNED	03/06/2019 04:06 PM CST	High
8	FORM REVIEW - INFORMATIONAL	02/25/2019 11:24 AM CST	High
1	COURT PAPER ASSIGNED	02/13/2019 08:58 AM CST	High
43	WARRANT REMOVED FROM FIELD ARREST	02/08/2019 04:34 PM CST	High
20	WARRANT / CHARGE REQUEST	11/30/2018 10:01 AM CST	Urgent

**Side Bar:**

**Recent Activities:**

- Initial Report (2)
- Follow Up Needed (Past 10 Days) (3)
- Pending Approval (3)
- My Cases (Active Count) (2)
- My Case Activities (Active Count) (1)
- Evidence Review (3)
- Open Field Arrests (3)
- Arrests Pending Release (11)
- Forms For Review (3)
- Incidents For Review (3)
- My Court Papers (1)

**Quick Links:**

- Approve Incident Report

**Charts:**

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 the *Manage Front Screen Layout* section of "User Information Menu" on page 39.

## 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.

The Top Navigation Bar adapts to mobile devices by utilizing a Collapsible Menu. For more information, refer to "Mobile Device Friendly" on page 14

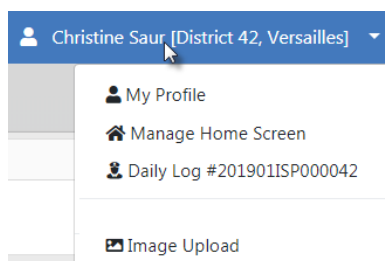
## User Ribbon

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.

The User Ribbon adapts to mobile devices by utilizing a Collapsible Menu. For more information, refer to "Mobile Device Friendly" on page 14

### ***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 Screen, 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 39.

## 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

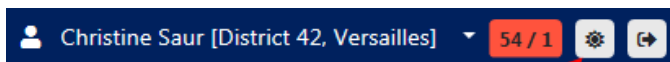
Notifications & Messages		
Notifications		Broadcast Messages
Type	Priority	Description
ADMINISTRATIVE	Urgent	STATE_OFFICER15 Account Has Been Locked
ADMINISTRATIVE	Urgent	STATE_OFFICER15 Account Has Been Locked
ADMINISTRATIVE	Urgent	STATE_OFFICER14 Account Has Been Locked
INCIDENT APPROVED	High	Incident 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 20.

## 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.



Currently Day Mode

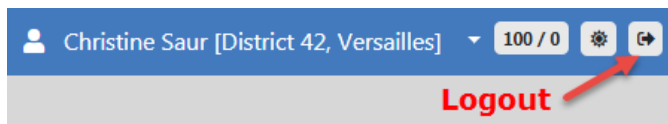


Night  
Mode

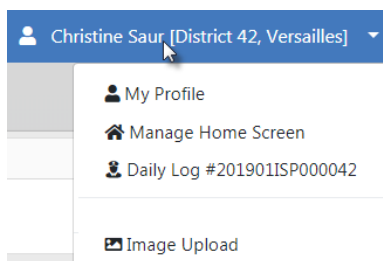
For more information on Night and Day Modes, refer to "Night Versus Day Mode" on page 2.

## Logout

Click the Logout icon on the right of the User Ribbon to sign out of 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 39.

## Recent Activities

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

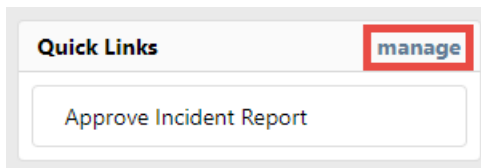


## Quick Links

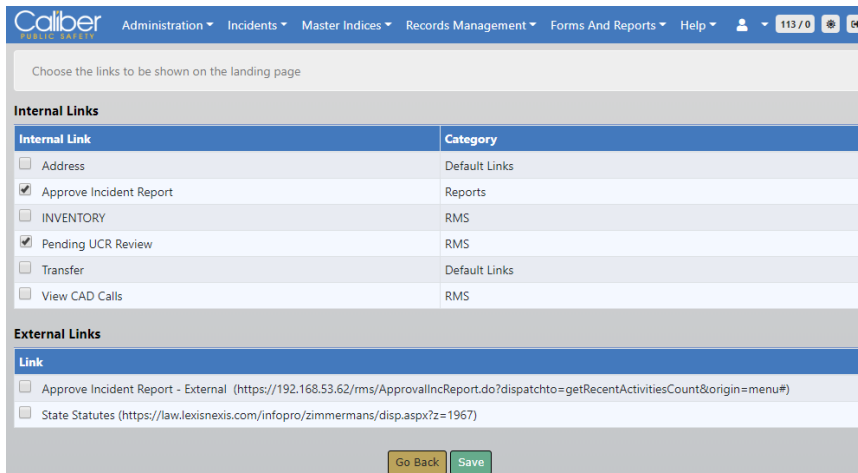
**Quick Links** that appear on the side bar of the Home Page allows for quick access to different areas within Online RMS. You can manage which links you want to see here.

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

Click on the **Manage** link to add items to the Quick Links area.



Check applicable links in the **Internal Links** section, then click **Save**.

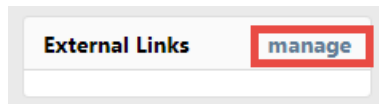


## External Links

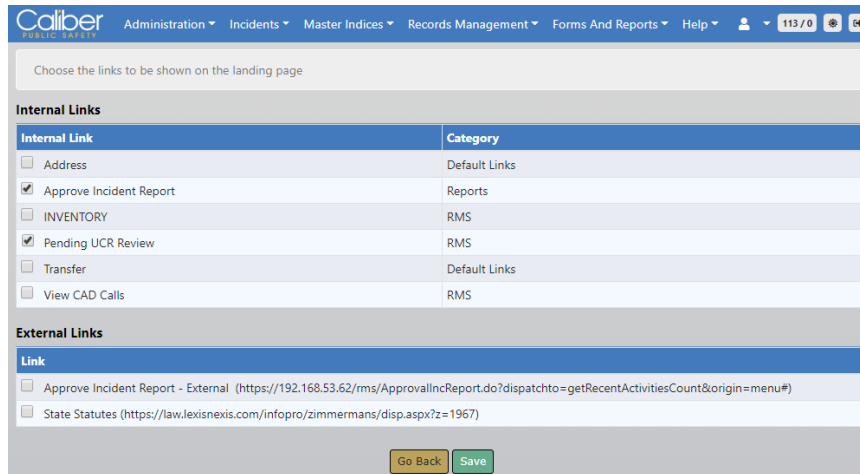
**External Links** that appear on the side bar of the Home Page allow quick access to external sites which open in a new browser. These are made available by your administrator. You can manage which available links you want to see on your Home Page.

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

Click on the **Manage** link to add items to the External Links area.



Check applicable links in the **External Links** section, then click **Save**.



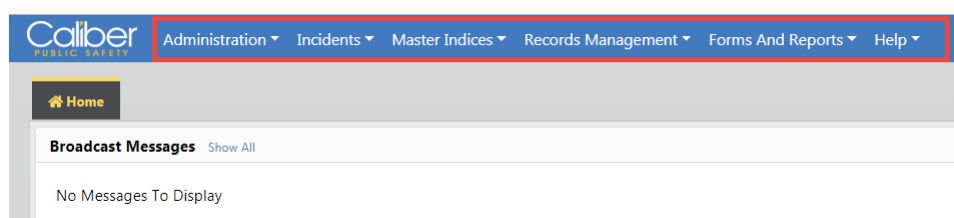
## Charts

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

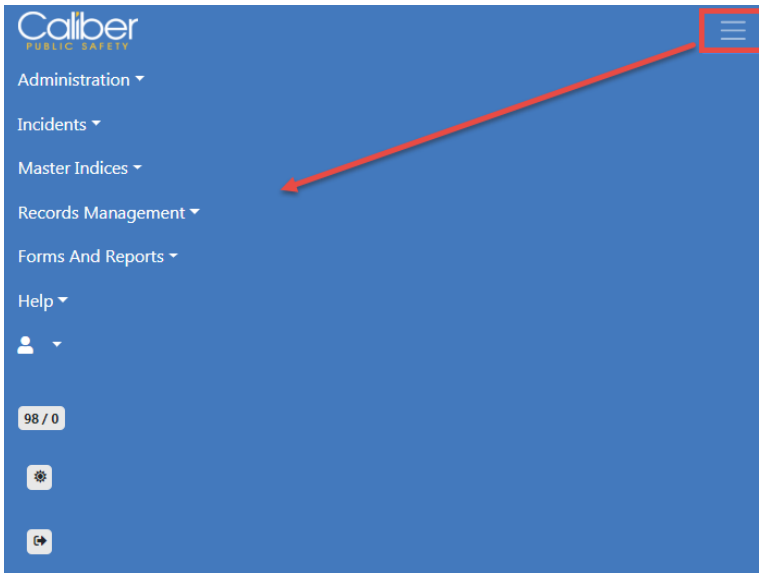
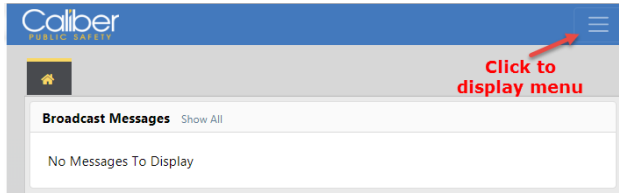
## Mobile Device Friendly

Online RMS content easily adapts to devices of various sizes by leveraging a scalable, responsive web-based design. Online RMS auto-adjusts layout and content according to the screen size, making navigation easy on any mobile device.

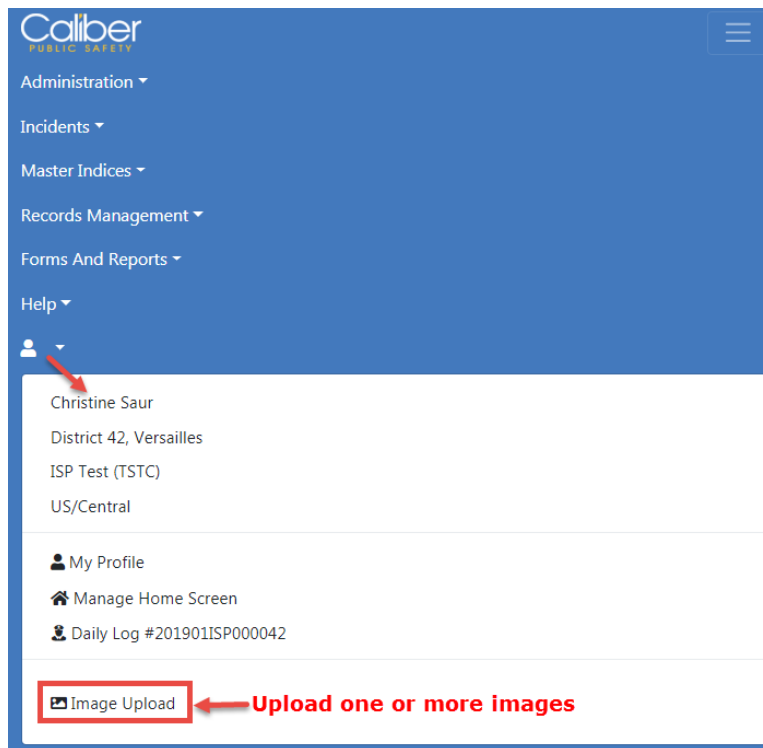
On larger screens, drop-down and other menus appear across the top of the screen.



On smaller screens, such as mobile devices, a **Collapsible Menu** appears on the top right. Click on the **Collapsible Menu** to display various drop-down menus on the left of the screen, and click again to close.



Click on various drop-down menus for sub-menus or additional options, and click again to close.



Upload one or more images directly from your mobile device to your personal RMS Image Library. You can then easily import the images from the Image Library into an incident report, field arrest, or master person record. For more information on uploading images to the Image Library, refer to "Image Library" on page 57.

## Broadcast Messages

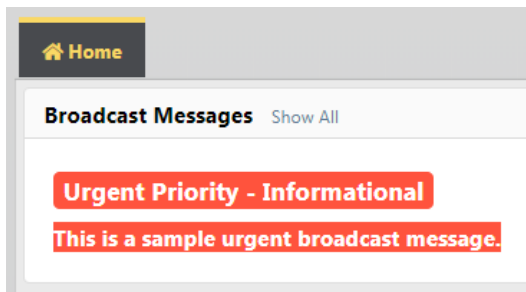
**Broadcast Messages** allows users to relay information. The information can be enforcement related, informational, or administrative in nature. **Broadcast Messages** relay administrative messages to users such as mandatory meeting or firearms qualification notices as well as time sensitive information 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.

Color coded messages improves awareness and recognition of critical and high priority messages.

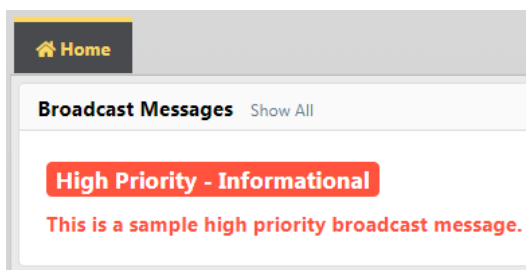
### Urgent Priority Message

Full color coding of the message.



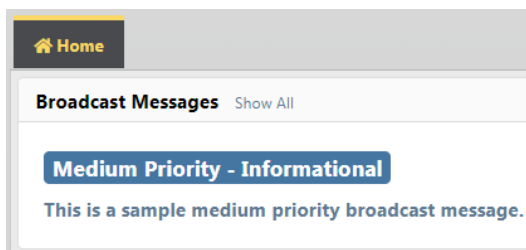
### High Priority Message

Color Coding of high priority message.

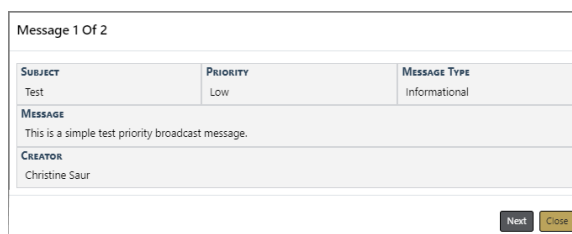


### Medium Priority Message

Color coding of medium priority message.



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** button to view the next message, if applicable.

If a message requires acknowledgment, the message appears every time you log in, until you select the **Acknowledgment** checkbox.

Message 2 Of 2

SUBJECT	PRIORITY	MESSAGE TYPE
Scheduled Maintenance	Low	Informational

**MESSAGE**  
Online RMS will be unavailable for 15 minutes during an upcoming scheduled maintenance window. - TEST

**CREATOR**  
Christine Saur

**NOTIFICATION**  
Online RMS maintenance is scheduled at 1:00 AM - 1:15 AM CST on Sunday, June 28, 2020. You will not have access to Online RMS during this maintenance window.  
TEST

**I ACKNOWLEDGE THAT I HAVE READ THIS NOTIFICATION** ☐

Previous Close




## Adding a Broadcast Message

1. Click on the Broadcast Messages tab. Click on the **Add Broadcast Message** button located on the top right above the message grid to open the **Add Message** window.

Go Back Add Broadcast Message

Broadcast Messages Feature Communications

Enter Search Text Subject Search Reset

Subject	Url	Priority	G	Attachments	Message Description	Start Date	End Date	Actions
Test		Medium	N	N	This is a sample medium priori...	11/18/2019 11:52 AM CST	11/19/2019 11:52 AM CST	  

Broadcast Messages / Add Broadcast Message

Go Back Save

**Message Details**

**SUBJECT**

**URL**

**MESSAGE**

**MESSAGE TYPE**

**PRIORITY**

**LOGIN NOTIFICATION** ☐

**AGENCY RECIPIENTS**  Select All Remove All

**ROLE RECIPIENTS**  Select All Remove All

**START DATE / TIME**

**END DATE / TIME**

Go Back Save

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

2. Enter a **Subject**.
3. Optionally enter a URL.
4. Select the **Login Notification** checkbox if you want the notification to display to users upon login.

**MESSAGE TYPE**

**PRIORITY**

**GLOBAL** ☐

**LOGIN NOTIFICATION** ☒

**REQUIRE ACKNOWLEDGMENT** ☒

**B** **I** **U** **Text Color** **Background Color** **List** **Link** **Image** **Table** **Fullscreen** **Print**


Online RMS maintenance is scheduled at 1:00 AM - 1:15 AM CST on Sunday, June 28, 2020. You will not have access to Online RMS during this maintenance window.

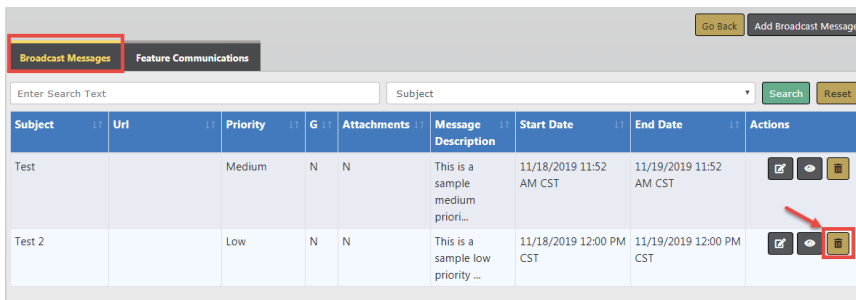
- a. When you select the **Login Notification** checkbox, a text editor opens, where you can enter a message and format the content.



- b. Select the **Require Acknowledgment** checkbox if you want to require users to acknowledge the message. If this option is checked, the message appears every time a user logs in, until the user acknowledges the message.
5. Select **Agency Recipients**. Choose one or more listed agency in the agency's schema/workgroup.
6. Select **Role Recipients**.
7. 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.



Subject	Uri	Priority	G	Attachments	Message Description	Start Date	End Date	Actions
Test		Medium	N	N	This is a sample medium priority...	11/18/2019 11:52 AM CST	11/19/2019 11:52 AM CST	
Test 2		Low	N	N	This is a sample low priority ...	11/18/2019 12:00 PM CST	11/19/2019 12:00 PM 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

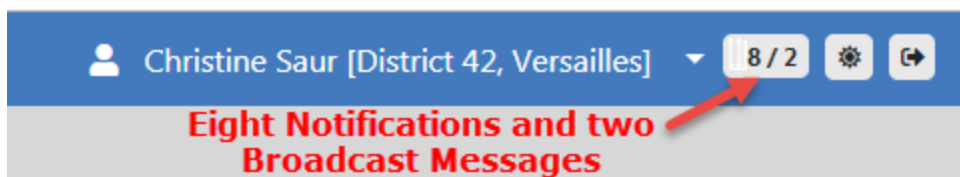


- Alerts from Warrant Logs
- Alerts from a Public Custom Form submission.
- Other system notifications based on the user's role

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 near the top right of the screen appear with a red background. The red turns to a white background when the messages have been read as shown in the example.



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

Notifications & Messages		
Notifications	Broadcast Messages	
Type	Priority	Description
FORM REVIEW - INFORMATIONAL	High	Form Comment Added; This is a test comment
FORM REVIEW - INFORMATIONAL	High	Form Comment Added; This is my 2nd comment
FORM REVIEW	High	1 Custom Form to Rule Them All available for review;Resubmitted. please approve., (District 42, Versailles)
FORM REVIEW	High	1 Custom Form to Rule Them All available for review;test (District 42, Versailles)
FORM REVIEW	High	1 Custom Form to Rule Them All available for review;test (District 42, Versailles)
FORM REVIEW	High	test available for review;testng (District 42, Versailles)
FORM REVIEW	High	Towing Form available for review;asdfsdfa (District 42, Versailles)
WARRANT REMOVED FROM FIELD ARREST	High	Warrant #123456 (Case #) removed from Field Arrest #1807579 by Homer Simpson. Status changed from Served to Active

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

Notification	
<b>TYPE</b> FORM REVIEW - INFORMATIONAL	<b>PRIORITY</b> High
<b>SENDER</b> Hicks Aaron	<b>SENT ON</b> 09/27/2018 11:09 AM CST
<b>DESCRIPTION</b> 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. The action buttons that appear on the bottom of the window vary by type of notification.

Click the **Clear New** button at the bottom of the screen to clear all new notifications.

Click **Close** to close the window.

## 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.

Home

Broadcast Messages Show All  
No Messages To Display

Notifications
Show All Add Notification

-Filter By Users- Search

Count	Notification Type	Last Notification	Priority
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/18/2019 12:37 PM CST	High
3	INFORMATIONAL	11/18/2019 12:33 PM CST	High
6	APPROVE INCIDENT REPORT - PATROL	11/14/2019 10:05 AM CST	High
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/14/2019 09:46 AM CST	High
106	INCIDENT APPROVED	11/14/2019 09:46 AM CST	High
2	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	09/26/2019 11:22 AM CST	Medium
14	ADMINISTRATIVE	09/16/2019 09:54 AM CST	Urgent
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATE REQUESTED	07/02/2019 11:04 AM CST	High
61	EVIDENCE PENDING CHECK-IN	07/01/2019 05:05 PM CST	High

Recent Activities

Initial Report 23  
Follow Up Needed (Past 10 Days) 1  
Pending Approval 3  
My Cases (Active Count) 2  
My Case Activities (Active Count) 1  
Evidence Review 8  
Open Field Arrests 6  
Arrests Pending Release 11

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 39.

**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, then confirm deletion when prompted.

**Show All Notifications**

Search Enter Search Text Search By -Select- Filter By Users -Select- [Add Notification](#) [Delete Selected](#)

<input type="checkbox"/>	Type	Priority	Sender	Description	Sent On
<input type="checkbox"/>	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	High	Saur Christine	LEA CASE #: 00000158CASE2019 ACTIVITY TYPE: Case Note ACTIVITY DATE: 07/01/2019 0828 COMMENTS: Updated next review date. INCIDENTS: Report #: 2019D4210229 -Address: 100 North Main Street BLOOMINGTON, IL 61701 -Offenses: 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	11/18/2019 12:37 PM CST
<input checked="" type="checkbox"/>	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:33 PM CST
<input checked="" type="checkbox"/>	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:28 PM CST
<input type="checkbox"/>	INFORMATIONAL	Low/Informational	Saur Christine	Sample Notification.	11/18/2019 12:27 PM CST
	APPROVE INCIDENT REPORT - PATROL	High	Simpson Homer	The Incident Report#: 2018D4210183 Supp#: 2 Has Been Submitted For Approval. Offenses: 35-42-2-1 B05 BATTERY- KNIFE; 35-43-2-1 B01 BURGLARY- AIRPORT;	11/14/2019 10:05 AM 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**

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

[Take Action](#) [Delete](#) [Close](#)

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.

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 21.
- From the link in the **Description** column of the **Show All** notifications grid. Refer to "Show All Notifications" on page 22.

- 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
Type	Priority	Sender	Description	Sent On	
<input type="checkbox"/> INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	High	Saur Christine	LEA CASE #: 00000158CASE2019 ACTIVITY TYPE: Case Note ACTIVITY DATE: 07/01/2019 0828 COMMENTS: Updated next review date. INCIDENTS: Report #: 2019D4210229 -Address: 100 North Main Street BLOOMINGTON, IL 61701 -Offenses: 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	11/18/2019 12:37 PM CST	1
<input checked="" type="checkbox"/> INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:33 PM CST	
<input checked="" type="checkbox"/> INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:28 PM CST	
<input type="checkbox"/> INFORMATIONAL	Low/Informational	Saur Christine	Sample Notification.	11/18/2019 12:27 PM CST	
APPROVE INCIDENT REPORT - PATROL	High	Simpson Homer	The Incident Report#: 2018D4210183 Supp#: 2 Has Been Submitted For Approval. Offenses: 35-42-2-1 B05 BATTERY- KNIFE; 35-43-2-1 B01 BURGLARY- AIRPORT;	11/14/2019 10:05 AM CST	

## Add Notifications

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

Show All Notifications / Add Notification

### Add Notification

**TYPE**  
Select Notification

**PRIORITY**  
Select Priority

**DESCRIPTION**

**Users to Notify**

SELECT USER

SELECTED USERS Double Click to Remove

Go Back Save

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.

SELECT USER

dan

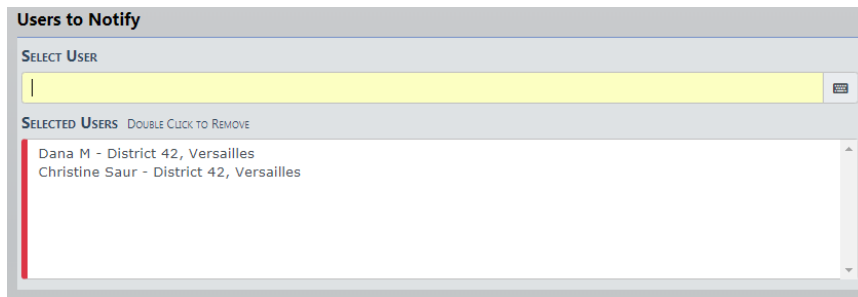
DM FIVE - Dana Agency 1

DM FOUR - Dana Agency 1

Dana M - District 42, Versailles

Dana McMillan - DANA AGENCY1234

DM ONE - Dana Agency 1



**Users to Notify**

SELECT USER

SELECTED USERS DOUBLE CLICK TO REMOVE

- Dana M - District 42, Versailles
- Christine Saur - District 42, Versailles

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 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**.

February 2019							> Left or right arrow changes month		
Su	Mo	Tu	We	Th	Fr	Sa	^	^	
27	28	29	30	31	1	2	09	:	58
3	4	5	6	7	8	9			
10	11	12	13	14	15	16	▼	▼	
17	18	19	20	21	22	23			
24	25	26	27	28	1	2	Click up or down arrows to change the hour and minutes		
3	4	5	6	7	8	9			

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, Drop-Downs, Buttons, Check Boxes

The following list provides information about the Text Fields, Drop-Downs, Buttons, and Check Boxes used in 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.

## Buttons

There are different types of buttons: Function Buttons, Radio Buttons, and Floating Buttons.

### *Function Buttons*

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**.

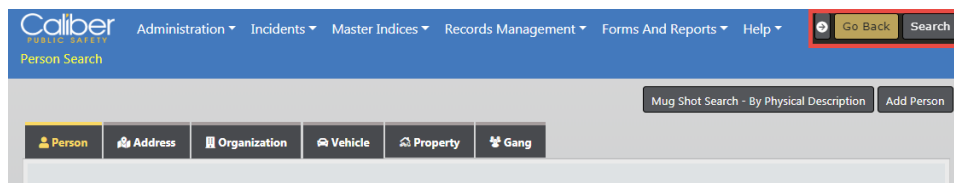
### *Radio Buttons*

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

Size: ☐ Small ☒ Medium ☐ Large

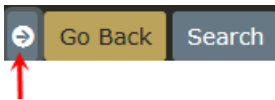
### *Floating Buttons*

Floating action buttons appear on the top right of search pages for easy navigation without scrolling.



Click on the arrow to hide, and click on the arrow again to unhide.





## Check Boxes

Click the box to select (insert a check mark) or deselect (remove a check mark) to activate or 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.

<b>Header Information</b>	
<b>REPORT ID</b>	
<input type="text" value="3225"/>	
<b>REPORT SECURITY</b>	
<div></div>	<input type="text" value="Patrol Officer"/>
<b>MEDIA/CRIME SUMMARY</b>	
<div></div>	<input type="text" value="dsadsa"/>
<b>INCIDENT REPORT TYPES</b>	
<div></div>	<input type="text" value="x Burglary / Building"/>
<b>REPORT DATE</b>	
<div></div>	<input type="text" value="03/09/2019 1827"/>
<b>DISPATCH DATE</b>	
<div></div>	<input type="text"/>
<b>INCIDENT CLASSIFICATION</b>	

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

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 Results** 🔍

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

Last Name	First Name	Middle Name	Title	Sex	Race	DOB
⚠️ Jones	Jerry	J		M	W	02/17/1961
Jones	Josh			M	W	03/29/1969
Jones	Janet			F	W	01/01/1960
⚠️ Jones	Jeff			M	W	01/01/1960

## SmartSearch

Users can search for incidents across all agencies in the Online RMS system within the user's State, or agencies can choose to share data with other agencies outside of their

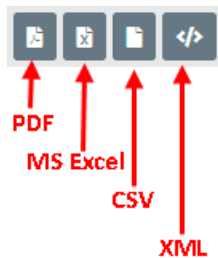
**State.** This search adds a simple interface to perform searches the way one would in an Internet search engine, such as Google. The **SmartSearch** link is accessible from the *Incidents* main screen under the *Incident Reporting* section.

For details on using **SmartSearch** refer to "View Incident Reports" on page 205.

## Export Search Results

You have the ability to search data within the different modules of 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:** 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:** 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.

## Personnel Management

The **Personnel Management** module of Online RMS allows agency administrators to manage employee information, whether or not the employees are 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:

PLACE OF BIRTH:

EMPLOYEE ID:

EMPLOYEE TYPE: Communications Personnel

EMPLOYEE LEVEL: -Select-

HAND DOMINANCE: -Select-

BARGAINING UNIT:

BLOOD TYPE: -Select-

LONGEVITY DATE:

HIRE DATE:

END DATE:

Go Back Update Save

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.

Employee Info **Training** Go Back

**Courses** Advanced Search Quick Add Course

Name	Description	Score	Pass/Fail	Start Date	Completed Date	Days Until Expiration	Actions
Basic Training 100						N/A	

**Certifications** Add Certification

**Eligible Ranks**

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



## Chapter 2. Navigation Icons

### Home Button

Click on the Caliber logo in the upper left corner of the window to return to your **Home Screen**, regardless of what area of the application in which you are working.

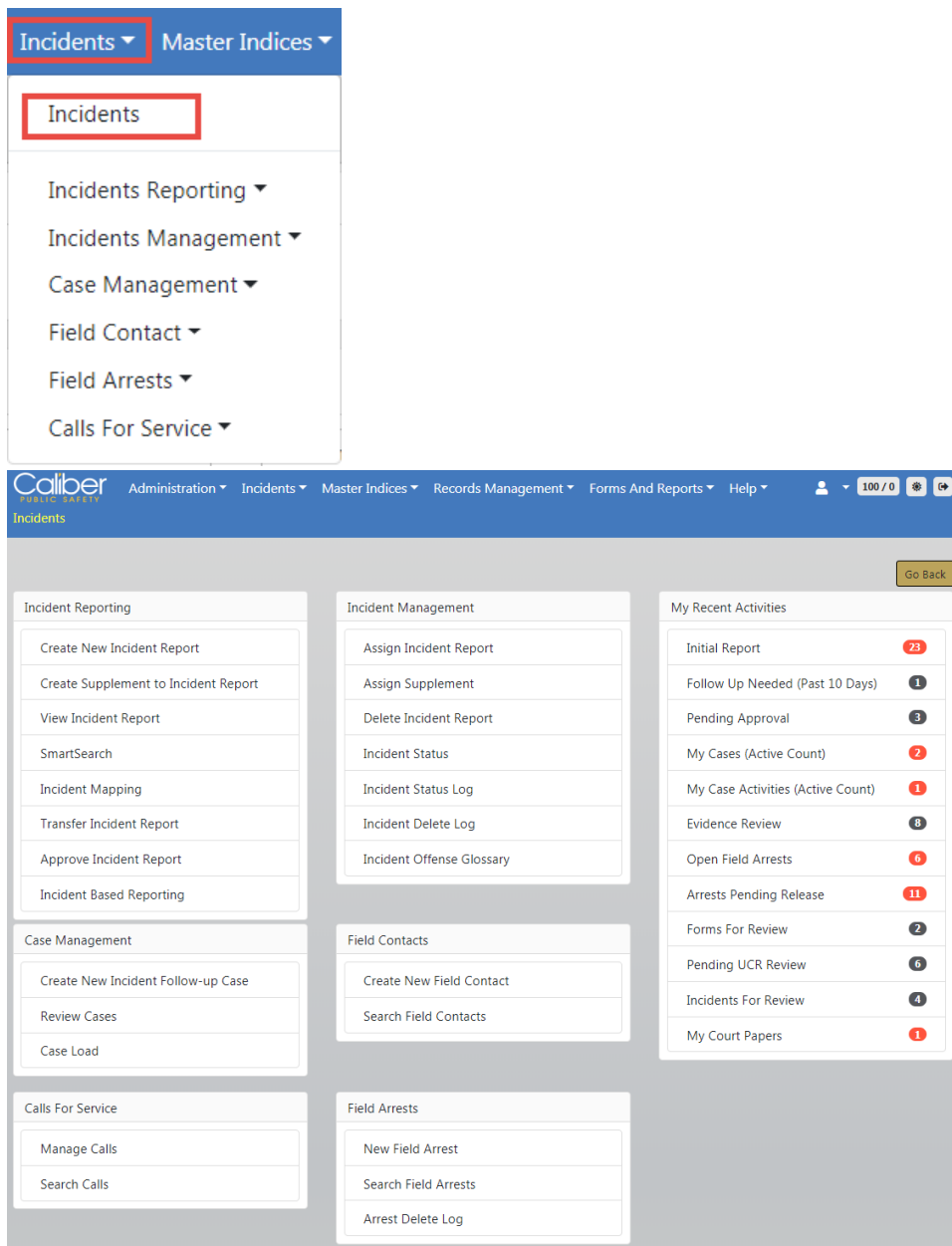


### Incidents Button

The **Incidents** button is located on the navigation bar at the top of the 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

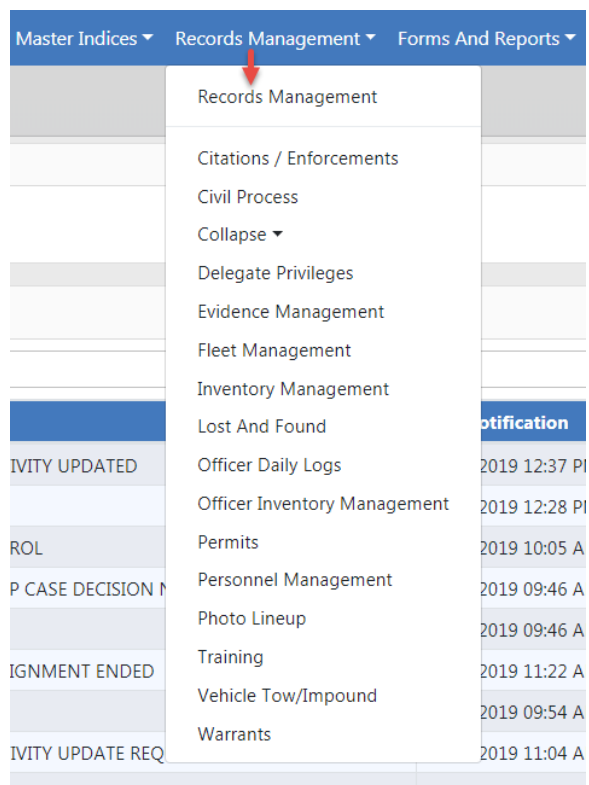
The **Master Indices** button is located on the navigation bar at the top of the Online RMS window. The down arrow on the right of the button indicates additional menu options



are available. Click on the **Master Indices** button to display menu options. For more information, see "Master Indices" on page 63.

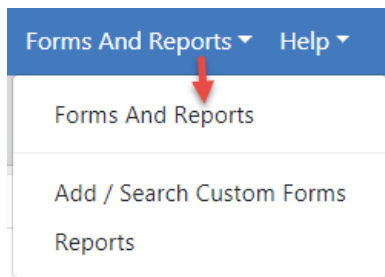
## Records Management Button

The **Records Management** button is located on the navigation bar at the top of the 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

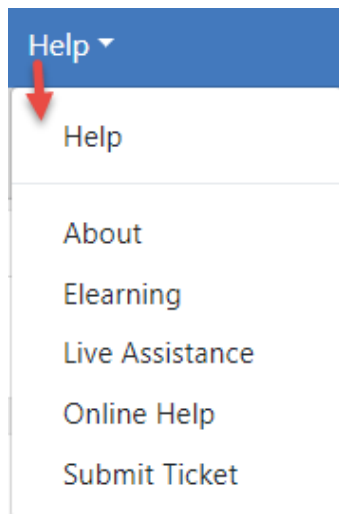
The **Forms and Reports** button is located on the navigation bar at the top of the Online RMS window. The down arrow on the right of the button indicates additional menu options are available. Click on the **Forms and Reports** button to display menu options. This area allows you, with appropriate permissions,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



For more information on *Custom Forms* and how to search for and view them, refer to “Custom Forms” on page 49.

## 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 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

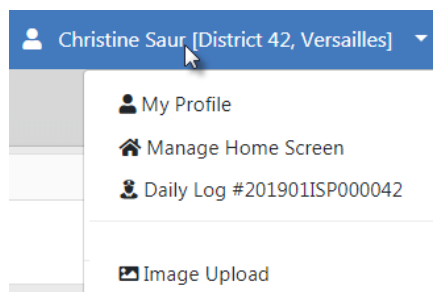
All users have access to this self-help option 24 hours a day. This area contains the Online RMS Knowledge Base, which contains information for all areas within RMS.

### 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 Home Screen*, *Current Daily Log* (or the option to create a new log if one does not already exist), and *Image Upload*.



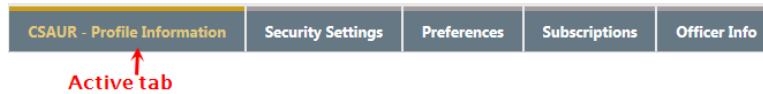
## My Profile

This section allows you to manage your user information within 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: 11/18/2019 10:57:29 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	11/18/2019 09:53	Joe Friday
Locked-Inactive	11/15/2019 08:00	System Updated
Active	06/13/2019 16:08	MICHELLE LEVI
Locked-Inactive	06/13/2019 13:18	Christine Saur
Locked-Inactive	06/13/2019 13:18	Christine Saur
Active	02/13/2019 14:17	Christine Saur
Active	11/15/2018 12:09	Joe Friday

**Case Supervisor Agencies**

**Assignment Information**

HOME AGENCY  
District 42, Versailles Change

NEW ASSIGNMENT  
-Select- ▼

START DATE  
[Text Field] [Calendar Icon]

END DATE  
[Text Field] [Calendar Icon]

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  
[Text Field]

NEW PASSWORD  
[Text Field]

CONFIRM PASSWORD  
[Text Field]

LAST PASSWORD CHANGE DATE  
06/06/2019 02:07:15 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.

## 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.

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 20.

## 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 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	

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 "Searching Master Records" on page 67.

The screenshot shows the 'Person Master Index' form. At the top, there are tabs for 'Person', 'Address', 'Organization', 'Vehicle', 'Property', and 'Gang'. The 'Person' tab is active. The form includes fields for:
 

- LAST NAME (highlighted in yellow)
- FIRST NAME
- MIDDLE NAME
- TITLE (dropdown menu)
- DOB (date field)
- AGE (range field)
- RACE (dropdown menu)
- SEX (dropdown menu)
- INDEX ID
- DRIVERS LICENSE
- DRIVERS LICENSE STATE (dropdown menu)
- SSN
- NAME TYPE (dropdown menu)
- CREATOR
- CREATION DATE FROM (date field)
- CREATION DATE TO (date field)
- PHONETIC (checkbox)
- SOUNDEX (checkbox)
- STATEWIDE SEARCH (checkbox)
- SEARCH PREFERENCE (ALL, ANY buttons)
- ADDITIONAL SEARCH CRITERIA (dropdown menu)
- Search External Systems button
- Go Back, Reset, and Search buttons at the bottom.

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.

The screenshot shows the top navigation bar with the following buttons: Go Back, Print Report, Visualization Tool, Create Photo Lineup, Update Details, and **Manage Subscription** (highlighted in red). Below these are tabs for 'Person Details' and 'Person Summary'.





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**.



The screenshot shows the 'Subscription' configuration form. It includes:
 

- SUBSCRIPTION TYPE: PERSON
- INDEX NAME: JONES WILLIAMS
- ACTION TYPE(s): View, Update, Association (all checked)
- REASON: Test Subscription
- NOTIFICATION METHODS: Notification Inbox (unchecked), Notification E-Mail (checked)
- SILENT SUBSCRIPTION: (unchecked)
- Go Back, Delete, and Save buttons at the bottom.

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 <b>Subscriptions</b> 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	 
<a href="#">Go Back</a>					

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.

Officer Settings

[Go Back](#)

[CSAUR - Profile Information](#)   [Security Settings](#)   [Preferences](#)   [Subscriptions](#)   **[Officer Information](#)**

Officer Information

FIRST NAME

Christine

MIDDLE NAME

LAST NAME

Saur

SUFFIX

TITLE

AGENCY

District 42, Versailles

BADGE #

SAUR111

DISPATCH ID

ABC123

CAD BADGE

JOB STATUS

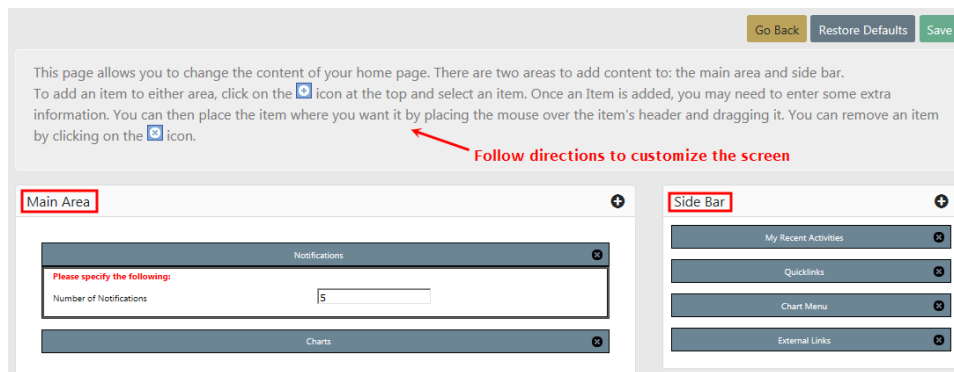
☒ PATROL   ☐ DETECTIVE   ☒ ACTIVE

[Go Back](#)

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

## Manage Home Screen

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.

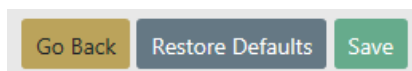


The *Main Area* and *Side Bar* of the Front Screen, or Home Page, is shown in the figure below.

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	11
My Cases (Active Count)	1
Evidence Review	1
Open Field Arrests	5
Arrests Pending Release	12
Forms For Review	1
Pending UCR Review	1
Incidents For Review	1
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**.

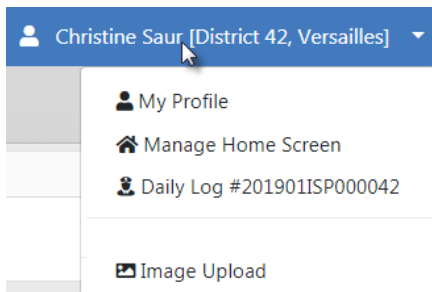


For more information on accessing the **Home Page** refer to "Home Page " on page 9.

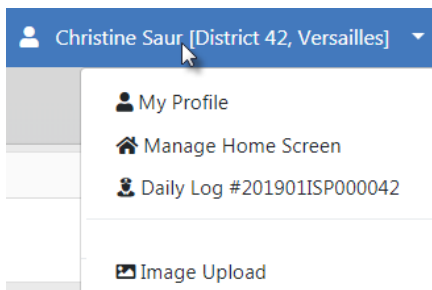
## Daily Log

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.

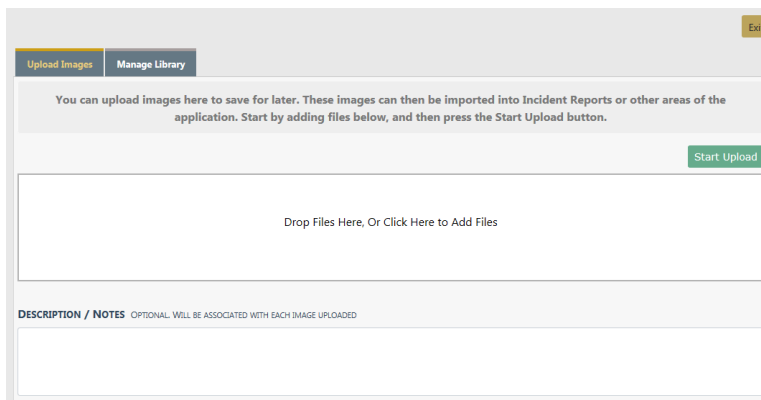


For more information on the Daily Log, refer to "Officer Daily Log" on page 421.

## Image Upload

You can upload images directly from your mobile device or other devices into your personal RMS Image Library, then import later into Incidents Reports, Field Arrests, and other areas of Online RMS.

Click on the *Image Upload* option to open the upload utility.

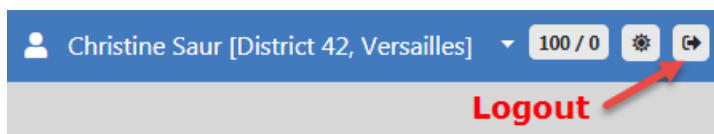


For more information on uploading images to your personal RMS Image Library, refer to "Image Library" on page 57.

## Logout

The Logout option signs you out of 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. Custom Forms

### Search For and View Custom Forms

The Custom Forms feature must be enabled by Caliber Public Safety personnel. Only administrative users who have been assigned the appropriate role with the custom forms privileges can create or end custom forms, and only users who have been assigned roles with the custom forms privileges can use or search for the forms.

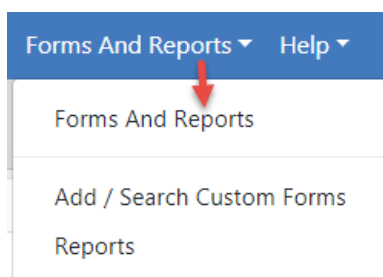
Online RMS 11.3.2 and above supports **Community Reporting** of minor crimes, tips, and other police-related events. The **Community Reporting** feature leverages the power of Online RMS *Custom Forms* for your agency to embed a *public form* in an existing website using only a couple lines of HTML code.

For more information on **Community Reporting**, or public forms, refer to “CommunityReporting” on page 225.

To search for and view Custom Forms follow these steps:

**Note:** Searching for and viewing a publicly available custom form is the same as searching for a non-publicly available custom form.

1. Click on **Forms and Report** on the top menu.



2. Click on the **Add/Search Custom Forms** option.
3. Enter the search criteria using the fields provided. Click into the **Form Search Fields** to select Custom Form fields, and repeat to select multiple fields as shown below.

**Search Forms**

Go Back Add Form -Select-

**Online Police Self-Reporting Form**

**AGENCY**  
District 42, Versailles

**OFFICER**  
[Empty]

**DATE CREATED FROM**  
[Empty]

**DATE CREATED TO**  
[Empty]

**STATUS**  
-Select-

**SEARCH PREFERENCE**  
☐ All ☐ Any Search Term(s)

**FORM SEARCH FIELDS**  
-Select-

Field	Search Parameter	Actions
First Name	Joe	[View Icon]
Last Name	Public	[View Icon]

Reset Search

- Click the **Search** button to display the Custom Forms results that match your search criteria.

**Online Police Self-Reporting Form**

1 Result(s) found Agency: DEMO First Name: Joe Last Name: Public

Creator	Create Date	Officer	Agency	Status	Record Details	Actions
System User, Auto	05/22/2020 1517		Caliber Public Safety PD	Reviewed	Type: Incidents	[View Icon]

Refine Search New Search

- Click the **View icon**  to view the form.

For more information on *Custom Forms* and how to enable the feature, refer to “Custom Forms” on page 49.




For more information on adding and managing Custom Forms, refer to the *Caliber Online RMS Admin Guide*, or your system administrator.

# Chapter 4. Attachments

## Attachments Overview

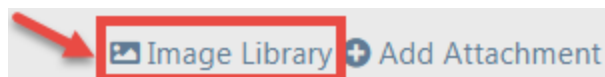
Attachments are files that are accessed by other programs, such as a picture, document, spreadsheet, etc. These files are uploaded and saved to Online RMS modules that support attachments. For example, mugshot attachments could be uploaded and saved to person records, or mechanic hand-written quotes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

Attachments appear in a grid, or columnar format.

Attachments					Image Library + Add Attachment	
Keyword	File Name	Description	Date of Info	Actions		
Mugshot - Front	I130000643.jpeg		09/12/2012	  		




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.

Click on the **Image Library** link to access your personal RMS image library that contains images uploaded by you from a mobile device, or other devices. For more information, refer to "Image Library" on page 57.



## Add Attachments

Several 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					Image Library + Add Attachment	
Keyword	File Name	Description	Date of Info	Actions		
Mugshot - Front	I130000643.jpeg		09/12/2012	  		

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.

The screenshot shows the 'Add Person Attachments' dialog box. At the top right is a 'Go Back' button. Below it is a collapsed 'Instructions' section. A red arrow points to the 'Instructions' header with the text 'Click to display instructions'. The instructions text reads: '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..'. Below the instructions is a green 'Start Upload' button. At the bottom is a large white box with the text 'Drop Files Here, Or Click Here to Add Files'. A red arrow points to the word 'Here' with the text 'Option 2: Click on the word Here to add files'. To the left of this box, the text 'Option 1: Drag and drop files into this box' is displayed.

- 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.

This screenshot shows the same 'Add Person Attachments' dialog box, but now a file queue is visible. The queue contains a single file represented by a blue icon. Below the file icon is a 'Remove file' button. A red arrow points to this button with the text 'Click to remove the file in the queue'. The 'Start Upload' button remains at the top right of the queue area.

**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 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 <span>➕ Add Attachment</span>				
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt		11/22/2019	  

Download Edit Delete

**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**  
 image.jpg

**DESCRIPTION**  
 Charlie

**PHOTO TYPE**  
 Mugshot - Front

**PRIMARY IMAGE**  
☒ Click information bubble for a description  
Check the box to designate as a primary image

**PHYSICAL DESCRIPTION**  
 Height: 5' 02"; Weight: 170; Eye Color: Black; Hair Color: Brown; Hair Style: Braided; Hair Length: Bald on top, ▼

**DATE OF INFO**  
 03/04/2010 📅


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 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** ➕ Add Attachment

Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt	<span>ℹ</span>	11/22/2019	<span>Download</span> <span>Edit</span> <span>Delete</span>


**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
<div>No Yes</div>

## Download Attachments

Several 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.

Attachments <span>➕ Add Attachment</span>				
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt		11/22/2019	<div>  </div> <div>Download Edit Delete</div>

2. The file downloads to your local machine. Double-click on the file to open.



# Chapter 5. Image Library

## Image Library Overview

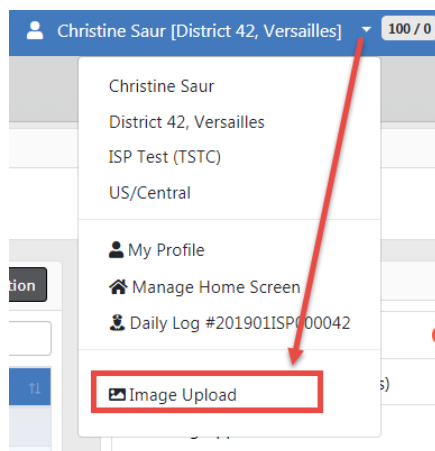
The **Image Library** is a personal RMS image library that contains images uploaded by you from a mobile device, or other devices. Only your user account has access to these personal images.

You can then easily import images from your Image Library into incident reports, field arrests, and master person records.

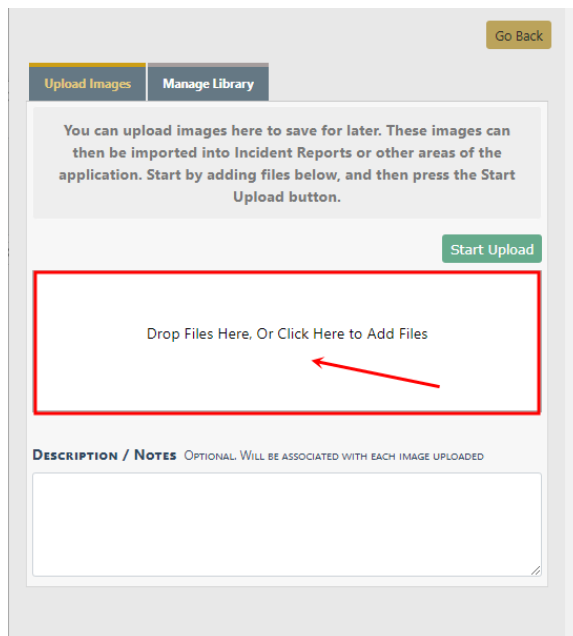
## Upload Image

You can upload images into the Image Library from your computer, or directly from your mobile device.

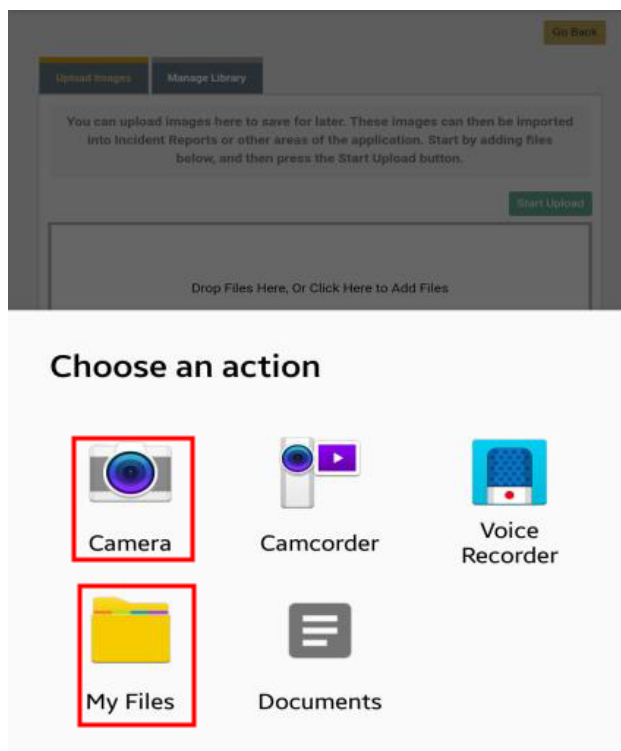
Click on the **My Profile** icon, then click **Image Upload**.



Drop files into the box, or click **Add Files**.

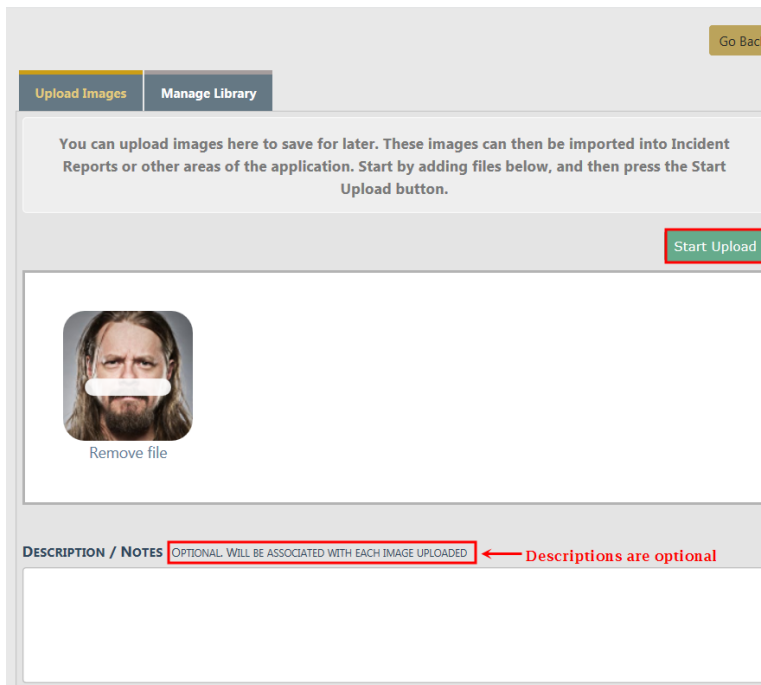


If uploading from your *mobile device*, select **Camera** to take a photo and upload directly from the camera on your mobile device, or select **My Files** (or local folder) to upload from device storage.



**NOTE:** Only images are supported from the Image Uploader at this time. Video support coming in a future release that requires a subscription to large file storage option.

Click **Start Upload**.



Go Back

Upload Images Manage Library

You can upload images here to save for later. These images can then be imported into Incident Reports or other areas of the application. Start by adding files below, and then press the Start Upload button.

Start Upload

Remove file

DESCRIPTION / NOTES OPTIONAL. WILL BE ASSOCIATED WITH EACH IMAGE UPLOADED ← Descriptions are optional

Click **Go Back** when the upload finishes.

You can delete and download images that exist in your Image Library. For more information, refer to "Manage Library " below.

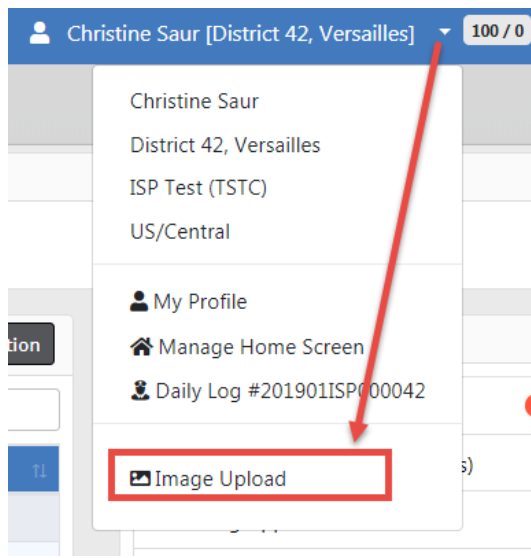
You can also attach library images to incidents, arrests, and master person records.

For more information on delet

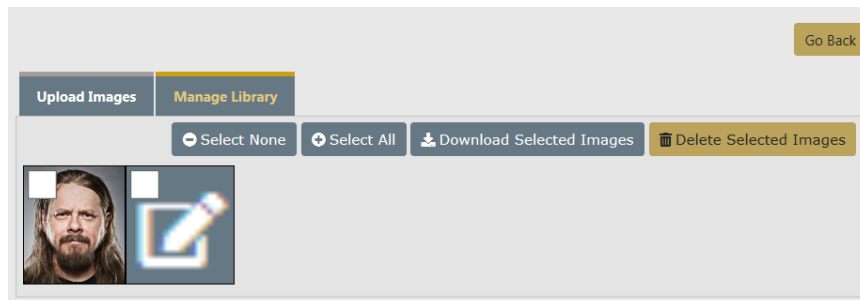
## Manage Library

You can delete or download images from your personal RMS Image Library.

Click on the **My Profile** icon, then click **Image Upload**.

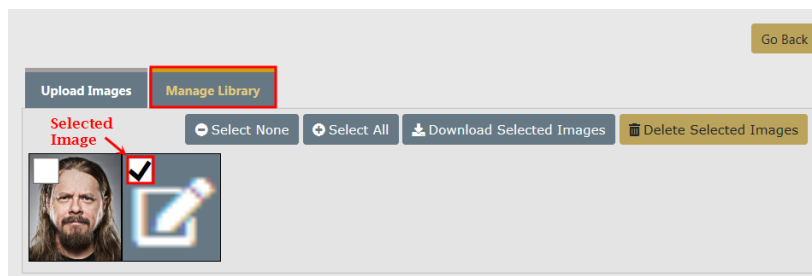


Click on the **Manage Library** tab to access your uploaded image files.



## Delete Image Files

Click on the **Manage Library** tab to access your uploaded image files, then select the image files you want to delete.



Click the **Delete Selected Images** button, then click **Yes** to confirm.

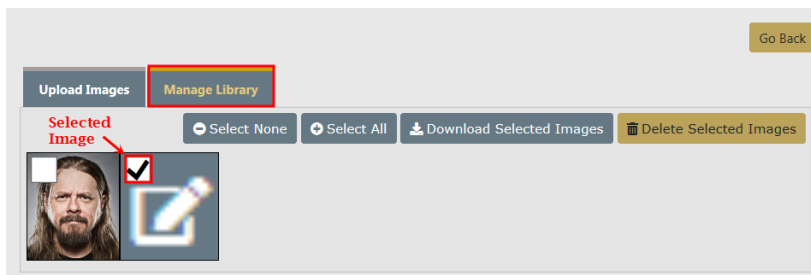


Message From RMS
Are You Sure You Want to Delete 1 Images?
<div>No Yes</div>

**NOTE:** You can also delete uploaded images after you import them into an incident, field arrest, or person record. For more information, refer to "Import Images From Library" below.

## Download Image Files

Click on the **Manage Library** tab to access your uploaded image files, then select the image files you want to download.

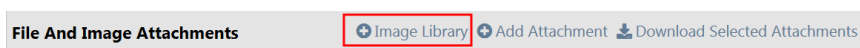


Click the **Download Selected Images** button, then click **Open** or **Save** the files.

## Import Images From Library

You can import image files from your personal Image Library into incidents, field arrests, and person records.

Click on the **Image Library** link under *File and Image Attachments* section. Incidents is used in this example; however, the same general process applies to field arrests and persons.



Select one or more images you want to import. You also have the option to delete the selected images from the Image Library.

Quick Print Print

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

Incident Summary: 03/05/2018 1324 Hrs - 300 East 200 , East Test... Agency: District 42, Versailles  
 Offense(s): 35-43-4-2.5 V02 - THEFT - VEHICLE Report #: 2018D4210153 Supp #: 1  
 Total Hours: 0

Select which images you would like to import.





☐ Delete Imported Images From Library

Optionally select to delete from the Image Library

Go Back Import Images

Click the **Import Images** button at the bottom of the page. The image file then appears under *File and Image Attachments*.

File And Image Attachments Image Library Add Attachment Image Viewer Download Selected Attachments

	Keyword	File Name	Description	Date of Info	Supp #	Actions
<input type="checkbox"/>	Image File	3079_1_1		03/27/2019	1	   

# Chapter 6. Master Indices

## Master Indices Overview

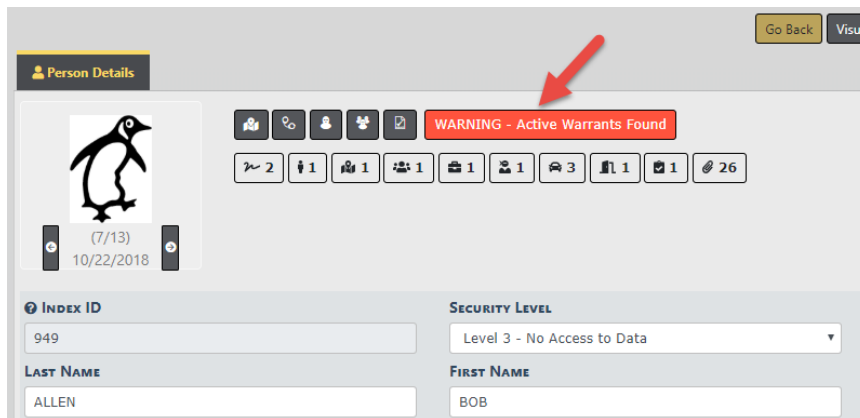
**Master Indices** are centralized pieces of data that are accessed from different modules of the system for consistency. Each index is represented only once, such as a person, an address, a vehicle, etc. For example, all modules of Online RMS access the same person information for Joe Smith with SSN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

When a person is associated with an active warrant, an automatic Caution Flag appears on the master person index record:



The screenshot shows a web interface for a person's details. At the top right are 'Go Back' and 'Visual' buttons. Below the 'Person Details' header, there is a profile picture of a penguin, a date '(7/13)', and a date '10/22/2018'. To the right of the profile picture is a row of icons representing different data types, followed by a red banner that reads 'WARNING - Active Warrants Found'. Below the banner is a row of icons with numbers: a person icon with '2', a person icon with '1', a person icon with '1', a person icon with '1', a person icon with '1', a person icon with '3', a person icon with '1', a person icon with '1', and a person icon with '26'. Below this row are two sections: 'INDEX ID' with a value of '949' and 'SECURITY LEVEL' with a dropdown menu showing 'Level 3 - No Access to Data'. At the bottom, there are two input fields: 'LAST NAME' with the value 'ALLEN' and 'FIRST NAME' with the value 'BOB'.

For more information on active warrants, refer to "Activate Warrant" on page 481.

- 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 Index Security

User access to master index data in 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.

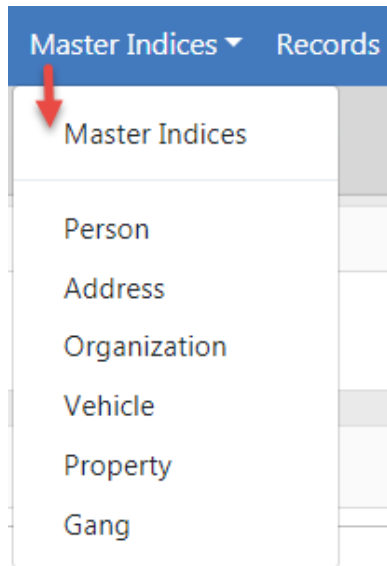
- The default level for new master indices records.
- **Level 2**
  - Conditional security in place to restrict viewing of involvement data from the indices summary page.
- **Level 3**
  - Restrict viewing of the master indices in searches and displaying on event records.

## User Account Index Security Levels

- **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**.

## Accessing Master Indices

**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 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 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.

To access a particular master record, you must first search for the record. A *Search* window appears when you click on any one the of menu items. Search for a particular record, or groups of records, to narrow the search results, then select the record from the list. You can also export the search results to a file. For more information on searching, refer to "Searching Master Records" below.

## Searching Master 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 permissions, 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 "Accessing Master Indices" on the previous page .

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.

Person Search

Mug Shot Search - By Physical Description Add Person

Person Address Organization Vehicle Property Gang

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 CALIBER POWER SEARCH SEARCH PREFERENCE

ALL ANY

ADDITIONAL SEARCH CRITERIA

Search External Systems

Go Back Reset Search

**NOTE:** Person and Address search instructions are provided, though the same general process is also used when searching for Organization, Vehicle, Property, and 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.



Person Search

Mug Shot Search - By Physical Description Add Person

Person Address Organization Vehicle Property Gang

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 CALIBER POWER 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

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Contributes to the Online RMS including but not limited to, the accuracy of the information. Receiving agency.

**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 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.

<a href="#">Refine Search</a> <a href="#">New Search</a> <a href="#">Add Person</a> <a href="#">Online RMS Statewide Search</a>											
<b>Person Search Results</b>											
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>3 / 3</div> </div>											
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	

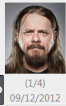
*View Person Details* contains two tabs with additional information about that index record, and on the right side of the screen is a summary of all associations to the master index record. Next to each association is a total count hyperlink. Click on the total count hyperlink to go directly to that 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](#) ← Two tabs



(1/4)  
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	White	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

**Total Involvements**

Incidents	09/24/2018	22
Field Arrest	08/03/2017	20
Court Papers	01/20/2015	1
Custom Forms	04/10/2014	8

**Incident By Role**

Arrestee	3
Offender	6
Victim	11
Other	2

**Common Event Associations**

Address	15
Gang	65

The right side of the screen summarizes the association to the person throughout Online RMS.

Click on the total count to view records



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.



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 *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*.

## Address Search

The **Quick Search** returns 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*. For a list of everyone living in Indianapolis, Indiana, simply type: Indianapolis IN. You can enter the street number, direction, street name, street type, city, state, and zip, or a combination (*100 Indianapolis*, for example).

The screenshot shows the 'Address' tab selected in the top navigation bar. The 'QUICK SEARCH' field contains '100 Ash'. Below the search bar, there are fields for 'STREET #', 'DIRECTION', 'STREET NAME', and 'TYPE'. The search results section, titled 'Location Search Results', shows '2 result(s) found'. A table displays the results with columns: Street #, Address, City/State, Zip, Index ID, Geo Verified, and Actions. The 'Geo Verified' column is highlighted with a red box, and a red arrow points to it with the text 'Geo Verified Yes/No'.

Street #	Address	City/State	Zip	Index ID	Geo Verified	Actions
100	100 North Ash Street Advance IN 46102	Advance, IN	46102	656	Yes	
100	100 Ash Street INDIANAPOLIS IN 01234-7777	INDIANAPOLIS, IN	01234-7777	120	Yes	

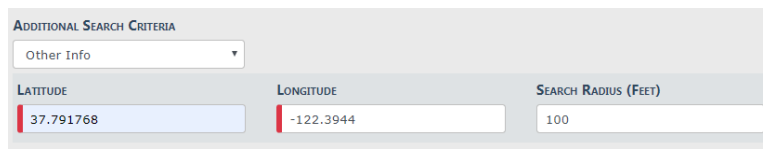
In the results list, click on an Index ID link to quickly view address details.

Zip	Index ID	Geo Verified
46102	656	Yes

You can search for records that were created within a particular date range or by a particular user.

The screenshot shows the search filters section with three fields: 'CREATOR' (Christine Saur - District 42, Versa), 'CREATION DATE FROM' (04/01/2019), and 'CREATION DATE TO' (12/01/2019).

You can search for address records by Latitude and Longitude using the **Search Radius (Feet)** option under *Additional Search Criteria* located at the bottom of the page.



For instructions on adding an address to the Master Index, refer to "Adding Address" on page 83.

## Adding Master Index Records

Master Index records can be added with appropriate permissions. If the Master Index record you searched for does not exist, click on the **Add** button to create the Master Index record.

**NOTE:** Person and Address instructions are provided, though the same general process is also used when adding Organization, Vehicle, Property, and Gang.

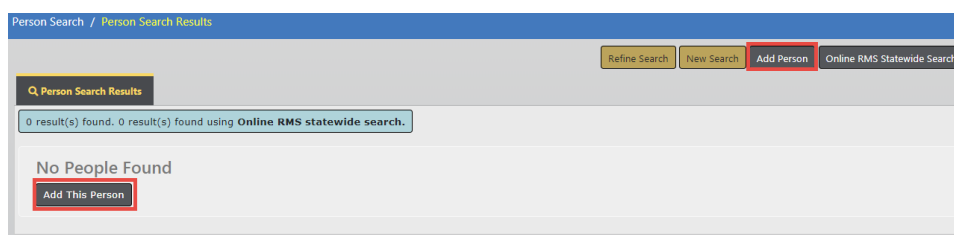
For details on accessing the Master Indices, refer to "Accessing Master Indices" on page 66.

For details on searching for Master Index records, refer to "Searching Master Records" on page 67.

## 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 "Searching Master Records" on page 67.

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



**Person Information** Displays for users with Index Security Level greater than 1 Checks for duplicates automatically 2 Potential Duplicates Found

SECURITY LEVEL  
Level 1 - Access to all

LAST NAME: LeClaire FIRST NAME: Christine MIDDLE NAME: TITLE: -Select- DOB: SSN:

SEX: Female RACE: White ETHNICITY: -Select- DRIVER'S LICENSE NUMBER: DRIVER'S LICENSE STATE: -Select-

RESIDENCE PHONE: CELL PHONE:

**Physical Description**

HEIGHT: -Select- Feet -Select- Inches WEIGHT: Pounds EYE COLOR: -Select- HAIR COLOR: -Select- FACIAL HAIR: -Select-

HAIR LENGTH: -Select- BUILD: -Select- SKIN COLOR: -Select- HAIR STYLE: -Select- GLASSES: -Select- DATE OF INFO:

**Person Photo / Mugshot**

SELECT PICTURE: Select From Library PHOTO TYPE: Drivers License

Choose File No file chosen

**Residence Address** Geo Search

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

STREET # DIRECTION STREET NAME STREET TYPE DIRECTION SUFFIX SUB TYPE

-Select- -Select- -Select- -Select- -Select- -Select-

*Physical Description, Person Photo/Mugshot, 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:

**Note:** To maximize your screen real estate and improve usability, the *Add Person* entry fields dynamically scale to screen size, reducing the number of rows when adding a new master person record.

### 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.

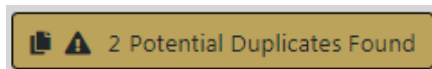
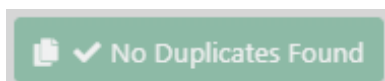
**Residence Address**

- *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 records, refer to "Duplicate Records" on page 89.

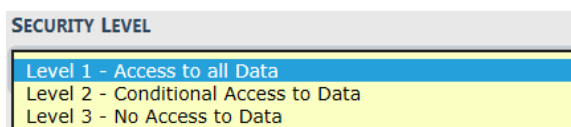
You can add a person one of two ways:

- 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. Online RMS checks for duplicates automatically, and it displays a message indicating whether or not duplicates exist. For more information about duplicate records, refer to "Duplicate Records" on page 89.

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.





For more information on Master Index Security, refer to "Master Index Security" on page 64.

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.

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.

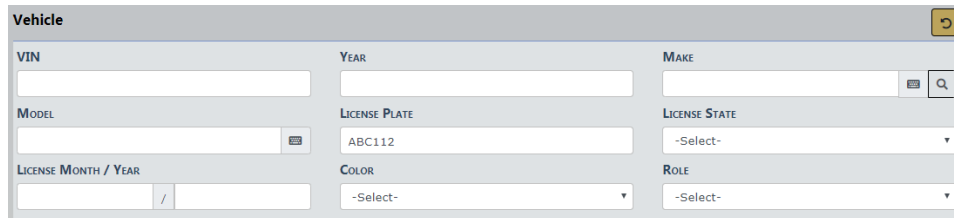
It is important that all addresses save with their corresponding coordinates as Online RMS uses the information when performing event mapping.

After entering address data, Online RMS checks the *Master Address Index* for duplicates automatically, and it displays a message indicating whether or not duplicates exist. For more information about duplicate records, refer to "Duplicate Records" on page 89.

To remove your entered text from the residence address fields, click on the **Reset** button .


## Enter Vehicle Information

After entering initial vehicle data, Online RMS checks the *Master Vehicle Index* for duplicates automatically, and it displays a message indicating whether or not duplicates exist. For more information about duplicate records, refer to "Duplicate Records" on page 89.



The 'Vehicle' form contains the following fields:

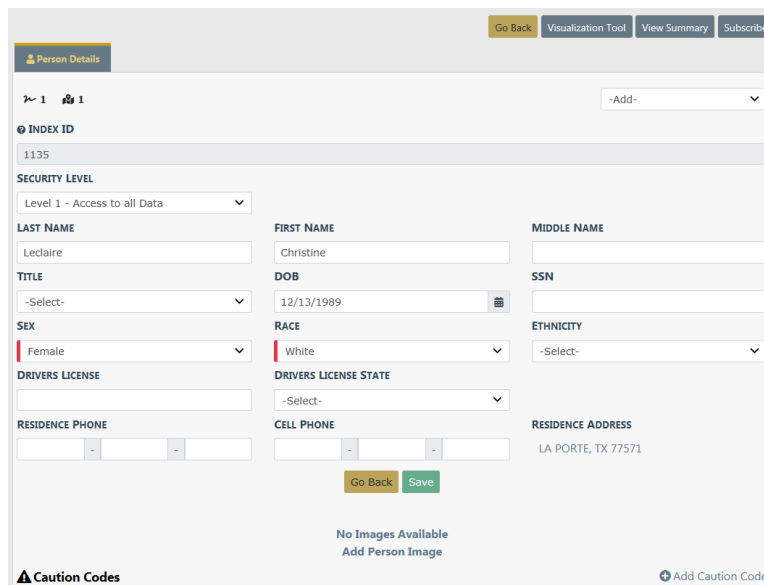
- VIN: Text input
- YEAR: Text input
- MAKE: Text input with a search icon
- MODEL: Text input with a dropdown arrow
- LICENSE PLATE: Text input (example: ABC112)
- LICENSE STATE: Dropdown menu (example: -Select-)
- LICENSE MONTH / YEAR: Text input with a dropdown arrow
- COLOR: Dropdown menu (example: -Select-)
- ROLE: Dropdown menu (example: -Select-)

To remove your entered text from the residence address fields, click on the **Reset** button .

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

## 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.

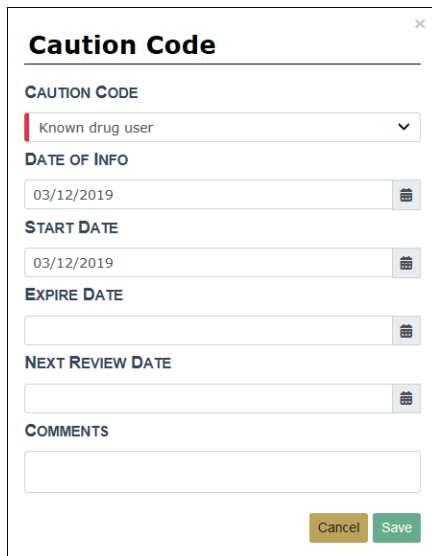


The 'Person Details' form contains the following fields and sections:

- Navigation: Go Back, Visualization Tool, View Summary, Subscribe
- Person Details: 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
- Buttons: Go Back, Save
- Footer: No Images Available, Add Person Image, 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.





- 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 "Searching Master Records" on page 67 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 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.

Person Search

Mug Shot Search - By Physical Description Add Person

Person Address Organization Vehicle Property Gang

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 SOUNDSEX CALIBER POWER SEARCH SEARCH PREFERENCE

ALL ANY

ADDITIONAL SEARCH CRITERIA

Search External Systems

Go Back Reset Search

Mobile Results Available link appears here if applicable

Select the person record from the *Mobile Results* screen.

Mobile Results		
Image	Summary	Actions
	Last Name: Person First Name: Test Middle Name: N DOB: 11/07/1979 Drivers License: CO111111 Weight: 170 Eyes: BRO Hair: BLN Source: DMV/DMV Address: 444 E 10th Ave Denver Colorado 80203 VIN: ABCDE1234FGH43273 Year: 1993 Make: CHEV Model: BLA License: NJ	

## 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 Online RMS for the person.

Click External Search Results Indicator to view results

Or click Online RMS statewide search to view results

Person Search Results

InterDex Search(2)

1 result(s) found. 1 result(s) found using Online RMS statewide search.

Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
JONES	A	M	B			1234567	Primary Name	269	

Refine Search New 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

InterDex Search

Expand Details Import Record CAUTION

Data Provider: Den Dup 3 - IN84

First Name: A Last Name: Jones Middle Name: J

DOB: SSN:

Comments: AKA:COLEM

Booking Count: 1 Citation Count: 1 Incident Count: 1

Photo Count: 1 Warrant Count: 1

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

Person Search Results

1 result(s) found. Highlighting indicates record is from a different county

County	Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Horn Lake PD, MS	MacNorma	Dana			F	W	04/01/1978	111-11-1111		Primary Name	107809	

Refine Search New Search

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

Go Back Create Local Record

Person Details

CREATOR INFO

Horn Lake PD - Dana McMillan - All Other

LAST NAME	FIRST NAME	MIDDLE NAME
MacNorma	Dana	
DOB	SEX	RACE
04/01/1978	Female	White
SSN	DRIVERS LICENSE	ADDRESS
111-11-1111		
PHONE #	CELL PHONE #	INDEX ID
		107809

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 records, refer to "Duplicate Records" on page 89.

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 Existing Person

If a matching person record exists in the 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 80.

### 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.

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

## 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 74.

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 addresses, refer to the *Address Search* section of "Searching Master Records" on page 67 .

### ***Specific Address***

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 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

DIRECTION SUFFIX  SUB TYPE  SUB #

CITY  STATE  ZIP

COUNTRY  COUNTRY

COMMENTS

**Intersection**

STREET #  DIRECTION  STREET NAME  TYPE

DIRECTION SUFFIX  DISTANCE

**Geographical Information** Geo Verify

REPORTING AREA  LATITUDE (Y)  LONGITUDE (X)

Go Back Save

**Perform one-line search 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 a possible list of address matches from which you choose 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.

Example of an exact match:

**Geographical Information** Geo Verify

REPORTING AREA  LATITUDE (Y)  LONGITUDE (X)

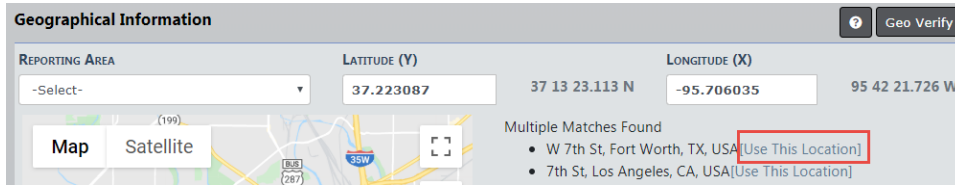
37 47 30.365 N -122.3944 122 23 39.937 W

Exact Match Found  
• 123 Main St, San Francisco, CA 94105, USA (Exact Match Found)

Go Back Save



If multiple addresses appear in the list a **Use This Location** link appears next to every listed address record. Click the **Use This Location** link to choose a selected address and add it to the record.



The screenshot shows the 'Geographical Information' form. It includes fields for 'REPORTING AREA' (a dropdown menu), 'LATITUDE (Y)' (37.223087), and 'LONGITUDE (X)' (-95.706035). Below these fields is a map with 'Map' and 'Satellite' buttons. To the right of the map, a box titled 'Multiple Matches Found' lists two entries: 'W 7th St, Fort Worth, TX, USA' and '7th St, Los Angeles, CA, USA'. Each entry has a 'Use This Location' link next to it, which is highlighted with a red box.

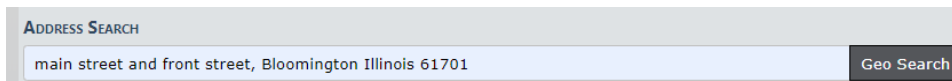
Once the correct **Geo Location** is selected and the coordinates are updated, verify the address information entered into each field.

**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* hyperlink.

## Intersections

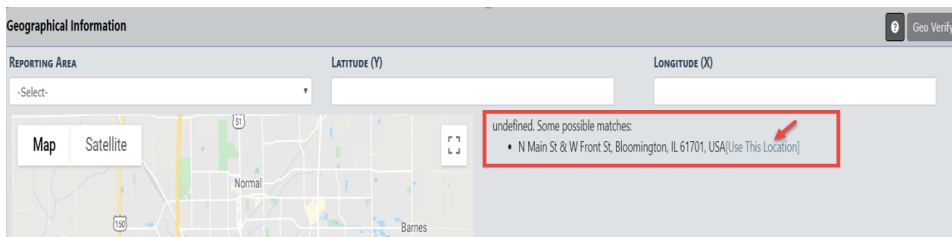
Intersection information can be parsed from Google search results and imported into the address record.

Enter the intersection information into the **Address Search** field then click **Geo Search** to view the Google search results.



The screenshot shows the 'ADDRESS SEARCH' form. It has a text input field containing 'main street and front street, Bloomington Illinois 61701' and a 'Geo Search' button.

In the Google search results window, click the **Use This Location** link to parse the intersection information and import into the record.



The screenshot shows the 'Geographical Information' form. It includes fields for 'REPORTING AREA' (a dropdown menu), 'LATITUDE (Y)', and 'LONGITUDE (X)'. Below these fields is a map with 'Map' and 'Satellite' buttons. To the right of the map, a box titled 'undefined. Some possible matches:' lists one entry: 'N Main St & W Front St, Bloomington, IL 61701, USA'. This entry has a 'Use This Location' link next to it, which is highlighted with a red box and a red arrow.



This is a close-up of the match list from the previous screenshot. It shows the text 'undefined. Some possible matches:' followed by a single entry: 'N Main St & W Front St, Bloomington, IL 61701, USA'. A red arrow points to the 'Use This Location' link next to the entry.

**ADDRESS SEARCH**  
Geo Search

<b>STREET #</b> <input type="text"/>	<b>DIRECTION</b> <input type="text" value="North"/>	<b>STREET NAME</b> <input type="text" value="Main"/>	<b>TYPE</b> <input type="text" value="-Select-"/>
<b>DIRECTION SUFFIX</b> <input type="text" value="-Select-"/>	<b>SUB TYPE</b> <input type="text" value="-Select-"/>	<b>SUB #</b> <input type="text"/>	
<b>CITY</b> <input type="text" value="Bloomington"/>	<b>STATE</b> <input type="text" value="Illinois"/>	<b>ZIP</b> <input type="text" value="61701"/> <input type="text" value="-"/>	
<b>COUNTY</b> <input type="text" value="-Select-"/>	<b>COUNTRY</b> <input type="text" value="United States of America"/>		
<b>COMMENTS</b> <input type="text"/>			

**Intersection**

<b>STREET #</b> <input type="text"/>	<b>DIRECTION</b> <input type="text" value="West"/>	<b>STREET NAME</b> <input type="text" value="Front"/>	<b>TYPE</b> <input type="text" value="Street"/>
<b>DIRECTION SUFFIX</b> <input type="text" value="-Select-"/>	<b>DISTANCE</b> <input type="text"/> <input type="text" value="-Select-"/>		

### Dynamic Map Marker

For events occurring at locations that are not at a specific address, you can drag the map marker location on the map to use Geo-Coordinates for that location. Choose a result from the location matches found, then drag the Map Marker to the exact location on the map to update the Geo-Coordinates for the Master Location record.

A message appears stating that moving the marker results in a change to the lat long, but not the written address. Select **No** to abort the change, or **Yes** to continue.

**Message From RMS**

Moving the map marker will result in a change to the lat long, but not the written address. Do you want to continue?

No Yes

**Intersection**

STREET # DIRECTION STREET NAME TYPE

DIRECTION SUFFIX DISTANCE

**Geographical Information** Geo Verify

REPORTING AREA LATITUDE (Y) LONGITUDE (X)

40.639315 40 38 21.534 N -73.972155 73 58 19.758 W

Map Satellite

Multiple Matches Found

- 514 E 7th St, Brooklyn, NY 11218, USA (Exact Match Found)[Use This Location]
- 514 E 7th St, Austin, TX 78701, USA (Exact Match Found)[Use This Location]
- 514 E 7th St, St Paul, MN 55101, USA (No Exact Match Found)

## 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 # DIRECTION STREET NAME TYPE

DIRECTION SUFFIX SUB TYPE SUB #

CITY STATE ZIP

COUNTRY COUNTRY

Tunisia

# 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.

The screenshot shows the 'Person Details' form. At the top right are buttons: 'Go Back', 'Visualization Tool', 'View Summary', and 'Subscribe'. Below these is a 'Person Details' tab. The form contains various fields: 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, and RESIDENCE ADDRESS (123 Main Street Mount Desert, ME 04662). At the bottom, there are 'Go Back' and 'Save' buttons. A red box highlights the text 'No Images Available' and 'Add Person Image' with a red arrow pointing to it from the text 'Click to add the first photo'.

2. Follow the "Add Attachments " on page 51 instructions to add the new photo.

## Adding Additional Photos

1. Page down and select the **Add Attachment** or **Image Library** link.

The screenshot shows the 'Permits' and 'Attachments' sections. In the 'Attachments' section, there are two links: 'Image Library' and 'Add Attachment'. Both links are highlighted with a red box.

To add image files from your personal *Image Library*, select the **Image Library** hyper-link. If images do not exist in your Image Library, then the hyperlink does not appear.

2. Refer to "Add Attachments " on page 51 or "Image Library" on page 57 for more information.

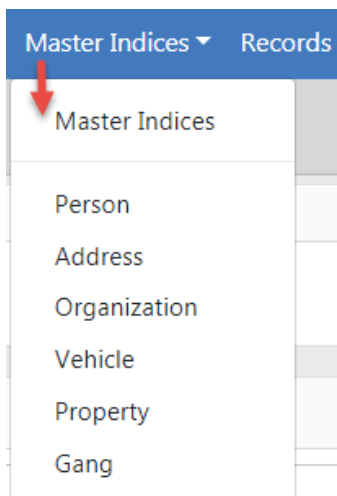
## Duplicate Records

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 63.

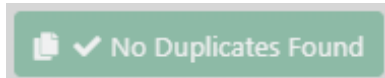
For instructions on entering a new person or address record, refer to "Adding Person" on page 74 or "Adding Address" on page 83, respectively.



When entering a new Person record, the system checks for possible duplicate records and a message displays indicating whether or not a possible duplicate is found.

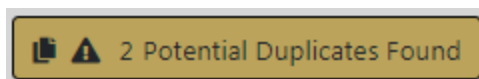
## No Duplicates Found

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



## Possible Duplicates Found

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



Caliber PUBLIC SAFETY Administration Incidents Master Indices Records Management Forms And Reports Help

Person Search / Person Search Results / Add Person

**Person Information** Displays for users with Index Security Level greater than 1 2 Potential Duplicates Found Go Back Save

SECURITY LEVEL: Level 1 - Access to all

LAST NAME: LeClaire FIRST NAME: Christine MIDDLE NAME: TITLE: -Select- DOB: SSN: [icon]

SEX: Female RACE: White ETHNICITY: -Select- DRIVER'S LICENSE NUMBER: DRIVER'S LICENSE STATE: -Select-

RESIDENCE PHONE: CELL PHONE:

**Physical Description**

HEIGHT: -Select- Feet: -Select- Inches: WEIGHT: Pounds: EYE COLOR: -Select- HAIR COLOR: -Select- FACIAL HAIR: -Select-

HAIR LENGTH: -Select- BUILD: -Select- SKIN COLOR: -Select- HAIR STYLE: -Select- GLASSES: -Select- DATE OF INFO: [icon]

**Person Photo / Mugshot**

SELECT PICTURE: Select From Library Choose File No file chosen PHOTO TYPE: Drivers License

**Residence Address**

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 STREET TYPE DIRECTION SUFFIX SUB TYPE

-Select- -Select- -Select- -Select- -Select- -Select-

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

## 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	
<a href="#">View details</a>										<a href="#">Edit</a>
<a href="#">Close</a>										

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

If duplicate entries 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.

### View Details

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

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

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**

Photo: [Image] (2/4) 09/12/2012

**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 PHONE**

**CELL PHONE**

**RESIDENCE ADDRESS**  
126 North 750 West IN

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

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


**ADDRESS**

1300 Broadway Denver, CO 80203

INDEX ID	LATITUDE	LONGITUDE
1655	39.737775	-104.986915

Cancel

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

<b>STREET #</b> 1300	<b>DIRECTION</b> -Select-	<b>STREET NAME</b> Broadway
<b>STREET TYPE</b> -Select-	<b>DIRECTION SUFFIX</b> -Select-	
<b>SUB TYPE</b> -Select-	<b>SUB #</b> 	
<b>CITY</b> Denver	<b>STATE</b> Colorado	<b>ZIP</b> 80203 - 2104
<b>COUNTRY</b> -Select-	<b>COUNTRY</b> United States of America	
<b>LATITUDE</b> 39.7377751	<b>LONGITUDE</b> -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  
39 44 15.990 N

**LONGITUDE**  
-104.986915  
104 59 12.894 W



[View Incidents In This Area](#)

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

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

Go Back Save

Click **Save**.

## Deleting Master Index Records

You cannot delete **Master Index** records, only edit and collapse them. For more information on collapsing records, refer to your system administrator.

## Print Master Person Records

Master person records can be printed from the *View Person Details* page.

### To print a master person record:

Search for and select the appropriate master person record.

For details on accessing the Master Indices, refer to "Accessing Master Indices" on page 66.

For details on searching for Master Index records, refer to "Searching Master Records" on page 67.

Access the *View Person Details* page using one of the following two methods from the *Search Results*:

Refine Search

New Search


Add Person

Online RMS DataShare Search

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	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	

1. Click on the **Last Name** or **Index ID** to open that person's *View Person Details* page.
2. Or, click on the edit icon  to open the *Edit Person* page
  - a. Then click on the **View Summary** button to open the *View Person Details* page.

Go Back
Visualization Tool
Create Photo Lineup
View Summary
Manage Subscription

Person Details



(1/4)  
09/12/2012

Icons: Person, Home, Location, Group, Building

Icons: Warning (1), Wrench (4), Up Arrow (9), Group (1), Phone (1), @ (1), Target (1), Mail (3), Heart (1), Group (1), Briefcase (1), Forklift (1), Pencil (4)

-Add-

INDEX ID
396

LAST NAME
JONES

SECURITY LEVEL
Level 1 - Access to all Data

FIRST NAME
WILLIAMS

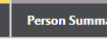
MIDDLE NAME

From the *View Person Details* page, click on the **Print Report** button to open the *Person Details Print Options*.

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

Person Details

Person Summary



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87
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99
100

(1/4)  
09/12/2012

Audit Off

INDEX ID  
396

LAST NAME	FIRST NAME	MIDDLE NAME
JONES	WILLIAMS	

Total Involvements

Incidents	09/24/2018	22
Field Arrest	08/03/2017	20

**Person Details Print Options**

Please select what information you would like to include in the Person Details Report.

<b>Detail Information:</b> <input checked="" type="checkbox"/>	<b>Summary Information:</b> <input checked="" type="checkbox"/>	<b>Select All:</b> <input checked="" type="checkbox"/>
<b>Warrants:</b> <input checked="" type="checkbox"/>	<b>Incidents:</b> <input checked="" type="checkbox"/>	
<b>Field Contacts:</b> <input checked="" type="checkbox"/>	<b>Citations:</b> <input checked="" type="checkbox"/>	
<b>Permits:</b> <input checked="" type="checkbox"/>	<b>Field Arrests:</b> <input checked="" type="checkbox"/>	
<b>Attachments(PDFs):</b> <input checked="" type="checkbox"/>	<b>Court Papers:</b> <input checked="" type="checkbox"/>	
<b>Redact Social Security #s:</b> <input checked="" type="checkbox"/>		
<b>Display Common Event Associations:</b>		
<b>Persons:</b> <input checked="" type="checkbox"/>	<b>Addresses:</b> <input checked="" type="checkbox"/>	
<b>Vehicles:</b> <input checked="" type="checkbox"/>	<b>Gangs:</b> <input checked="" type="checkbox"/>	
<b>Properties:</b> <input checked="" type="checkbox"/>		

Select one or more options listed, or Select All to include all options.


Click the **Print** button.

A **PersonDetailsReport.PDF** file generates and downloads to your local machine.


Open and print the PDF file. This document could contain several pages, depending on the number of chosen options.

PersonDetailsReport.pdf 1 / 9

FOR OFFICIAL USE ONLY (FOUO) JONES, WILLIAMS 03/03/1965



**Indiana State Police**  
 Person Details Report  
 100 Senate Avenue Indianapolis, IN 46204  
 Phone: (317) 899 - 8293 Fax: (317) 233 - 3057



Index Id 396	Date of Info 02/15/2019				
Person Name JONES, WILLIAMS		Title	DOB 03/03/1965	Age 55	
Sex Male	Race White	Ethnicity Not Hispanic or Latino	SSN		
DL # OLN123456		DL State PA			

**Cautions**

Code	Comments	Start Date	Expire Date	Next Review Date	Date of Info
Assaultive/Combative		08/03/2017			08/03/2017

**Aliases**

Name	Title	DOB	SSN	Type	Date of Info
Willy				A	07/19/2017
Jones, Williamtwo		03/03/1965		A	06/19/2012
Jones, William		03/03/1965		A	06/19/2012

# Chapter 7. 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 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.

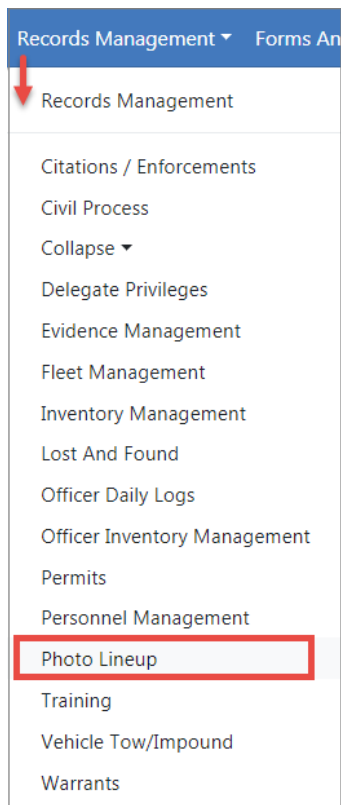
## Access Points

The **Photo Lineup** module is accessed from three areas of 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 "Searching Master Records" on page 67.

A screenshot of the 'Person Details' page in the software. The page has a header with navigation buttons: 'Go Back', 'Visualization Tool', 'Create Photo Lineup' (highlighted with a red box), 'View Summary', and 'Manage Subscription'. Below the header is a 'Person Details' section with a profile picture of a man, a date '09/12/2012', and a list of social media-style icons with counts. Below this is an 'INDEX ID' field with the value '396'. At the bottom, there are three input fields for 'LAST NAME' (containing 'JONES'), 'FIRST NAME' (containing 'WILLIAMS'), and 'MIDDLE NAME'.

If an image does not exist for that person, select *Add Person Image*. For more information refer to "Adding Photos" on page 88.



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

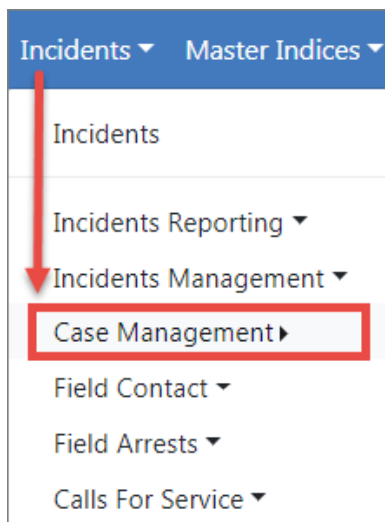
Go Back Save

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 357.

## 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 88.

1. Search and select a person from the *Master Name Index*. For instructions on searching for a person refer to "Searching Master Records" on page 67.
2. Select the **Create Photo Lineup** button.

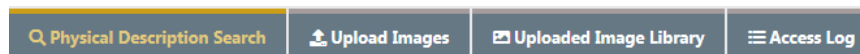
The screenshot shows the 'Person Details' page in the RMS system. At the top, there are navigation buttons: 'Go Back', 'Visualization Tool', 'Create Photo Lineup' (highlighted with a red box), 'View Summary', and 'Manage Subscription'. Below these is a 'Person Details' section with a photo of a man, a date '09/12/2012', and a row of social media-style icons. Below the photo is a dropdown menu labeled '-Add-'. Further down is the 'INDEX ID' section with the value '396'. At the bottom, there are three input fields: 'LAST NAME' with the value 'JONES', 'FIRST NAME' with the value 'WILLIAMS', and 'MIDDLE NAME' which is empty.

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

The screenshot shows a confirmation dialog box titled 'Message From RMS'. It contains the text 'Create Photo Lineup For This Person?' and two buttons at the bottom: '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** Upload Images Uploaded Image Library Access Log

SEARCH ON SUSPECT PHYSICAL DESCRIPTION

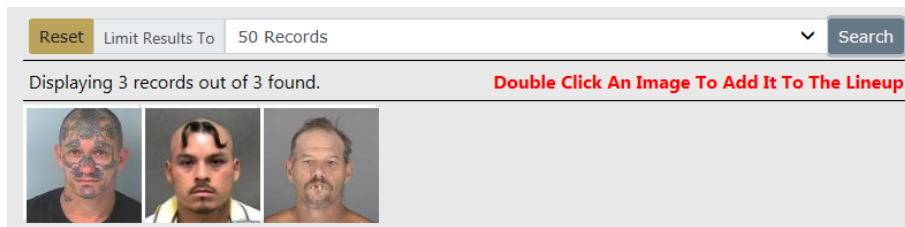
Height: 5'07" **Click in this field to display a list of items from which to choose**

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

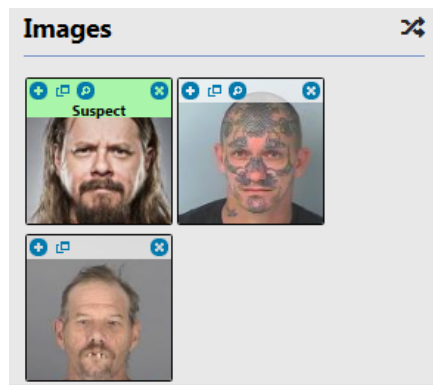
8. Select the **Search** button to find person photos in Online RMS that match your search criteria. The matching person photos appear on the bottom of the window.



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

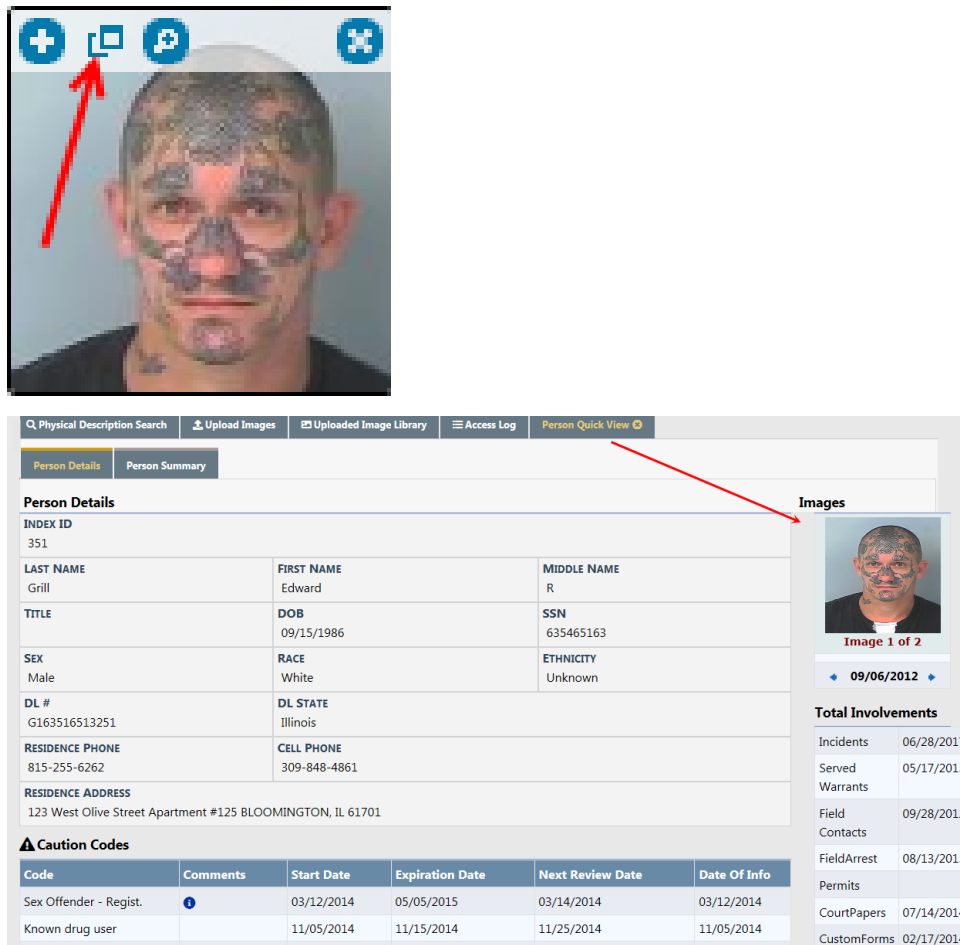
### Select Displayed Images

- 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 51.
  - 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.



**Person Quick View**

**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.	i	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

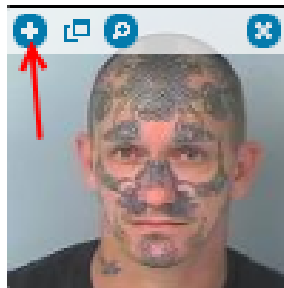
**Total Involvements**

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

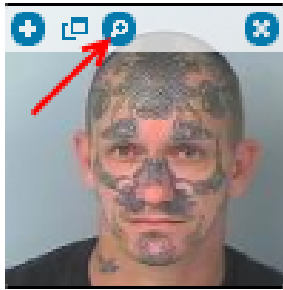
Click on the X to close the tab, if you wish.



- 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**.

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

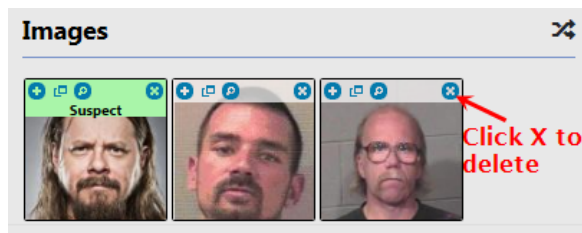
**NOTE:** The number of lineup images must match the **Photo Count** as specified by the Agency before the lineup can be completed.

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 110.
14. Click **Access Log** tab to view a log who accessed the lineup. For more information refer to "Access Log" on page 115.

## 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.

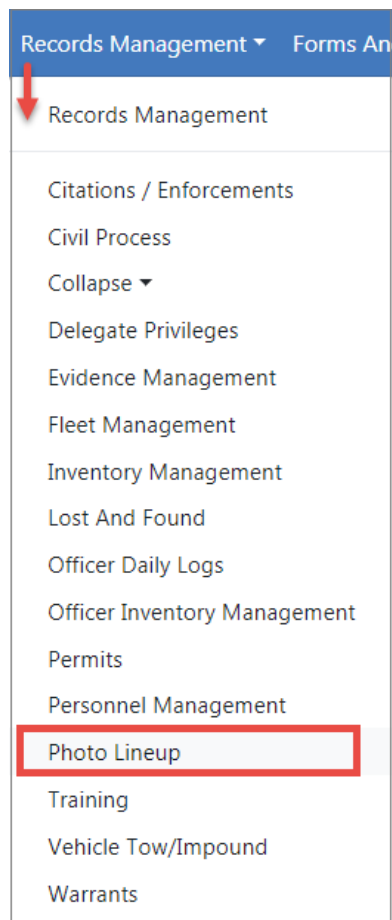
2. Click the **Save** button.

## Search Lineups

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

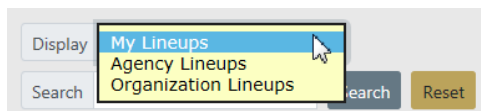
1. Select **Photo Lineup** from the **Records Management Menu**.





- 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

Reset

Search

Show

10

entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	<div><div></div><div></div><div></div><div></div></div>
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1311	No	<div><div></div><div></div><div></div><div></div></div>
Case #00000009CASE2013	Jackson-Smith, Henrietta	Simpson, Homer	06/10/2019 1738	No	<div><div></div><div></div></div>
TEST	Evans, Christoph	Simpson, Homer	03/25/2019 1501	No	<div><div></div><div></div><div></div><div></div></div>
	JONES, WILLIAMS	Saur, Christine	03/12/2019 1200	No	<div><div></div><div></div><div></div><div></div></div>

Display

My Lineups

Go Back

Add Lineup

View Delete Log

Search

Reset

Search

Show

10

entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	01/24/2019 1030	No	<div><div></div><div></div><div></div><div></div></div>
	JONES, WILLIAMS	Saur, Christine	01/22/2019 1749	No	<div><div></div><div></div><div></div><div></div></div>
20170731WJ	N/A	Saur, Christine	08/02/2017 1603	No	<div><div></div><div></div><div></div><div></div></div>

Showing 11 to 12 of 12 entries

Previous

1

2

Next

- 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.

Display

Agency Lineups

Go Back

Add Lineup

View Delete Log

Search

10.29

Reset

Search

Show

10

entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	<div><div></div><div></div><div></div></div>
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	<div><div></div><div></div><div></div></div>
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	<div><div></div><div></div><div></div></div>


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 facing 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 .

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

### Print Options

**ONE IMAGE PER PAGE?**  
☒

**INCLUDE SIGNATURE LINE?**  
☐

**INCLUDE IMAGE KEY?**  
☐

2. Check all options that apply then click **Run Report**.
3. A file generates and downloads to your local machine automatically.

Display: My Lineups
Go Back Add Lineup View Delete Log

Search:
Reset Search
Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1311	No	
	JONES, WILLIAMS	Saur, Christine	03/12/2019 1200	No	
	JONES, WILLIAMS	Saur, Christine	03/12/2019 1158	No	
GrillE	Grill, Edward	Saur, Christine	02/22/2019 1426	Yes	
GrillE	Grill, Edward	Saur, Christine	02/22/2019 1423	No	
	Grill, Edward	Saur, Christine	02/22/2019 1421	No	
JonesW	JONES, WILLIAMS	Saur, Christine	02/22/2019 1410	No	
20190124WJ	JONES, WILLIAMS	Saur, Christine	01/24/2019 1453	No	
	JONES, WILLIAMS	Saur, Christine	01/24/2019 1030	No	

Showing 1 to 10 of 12 entries
Previous 1 2 Next

PhotoLineup-57 (1).pdf
Show all

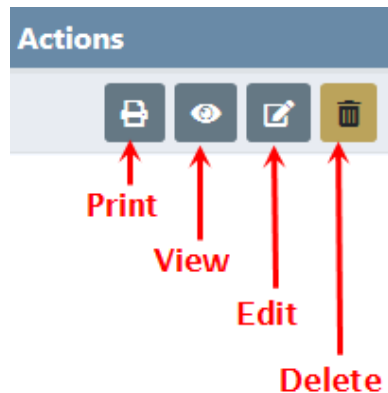
Click on the file to open the report, then print if applicable.

## 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 108.

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

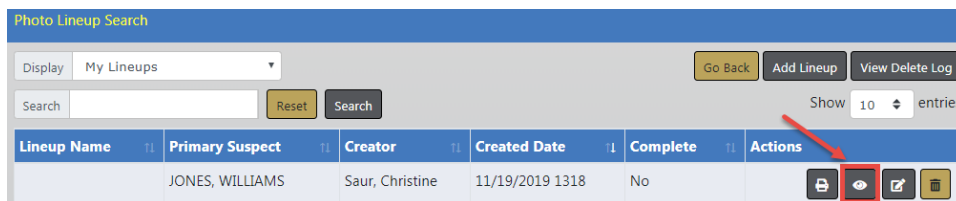


When an icon does not display, then that action is not available to you. For example, if you do not see the *Edit* icon, then you cannot edit that particular **Lineup**.

**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 page 110.

## View

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



2. 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**.

Go Back Print

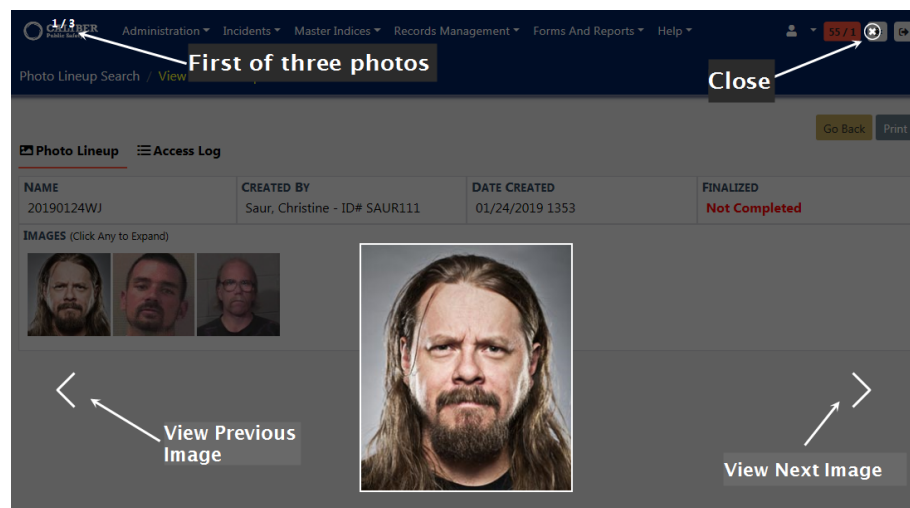
**Photo Lineup** **Access Log**

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

**IMAGES** (Click Any to Expand)

## 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 115.

Go Back Print

**Photo Lineup** **Access Log**

<b>NAME</b> 20190124WJ	<b>CREATED BY</b> Saur, Christine - ID# SAUR111	<b>DATE CREATED</b> 01/24/2019 1353	<b>FINALIZED</b> 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

1. 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 [ ] Reset Search

Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	

2. Make the necessary changes to the **Lineup** page. *Editing* and *Creating Lineups* share the same functionality; therefore, refer to "Create Photo Lineup" on page 102 for more information.
3. Click the **Save** button when finished.
4. Click **Go Back** on the upper right of the window to return to the search results grid.

## Delete

1. 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 [ ] 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	

2. 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

3. 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 facing page.

Photo Lineup Search

Display: My Lineups Go Back Add Lineup View Delete Log

Search:  Reset Search Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	

## 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**.

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

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:

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 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:

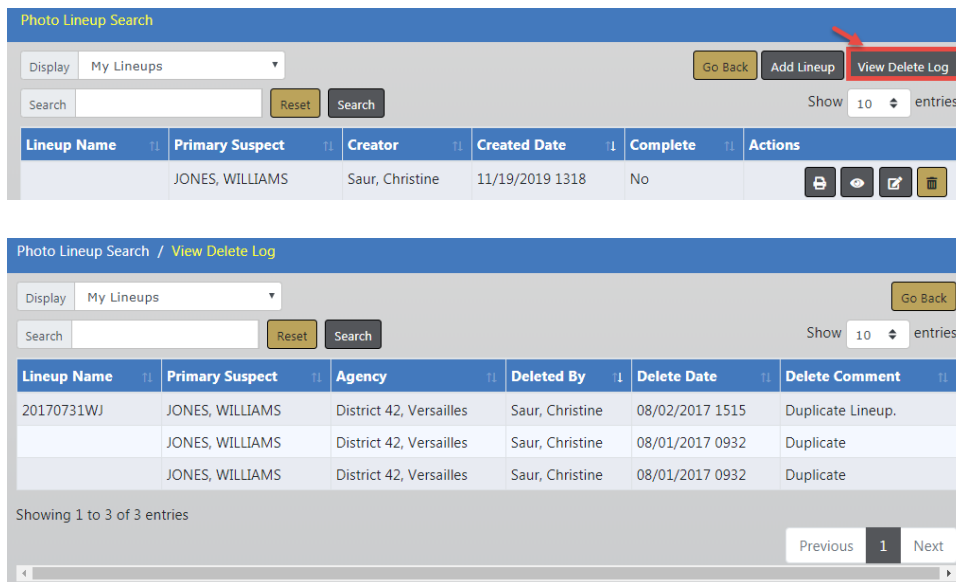
Activity Type	Date	Activity User	First Name	Last Name	Agency Name
---------------	------	---------------	------------	-----------	-------------

2. 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.

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



The screenshot shows the 'Photo Lineup Search' interface. At the top, there is a 'Display' dropdown set to 'My Lineups', a 'Search' input field, and buttons for 'Go Back', 'Add Lineup', and 'View Delete Log'. The 'View Delete Log' button is highlighted with a red box and an arrow. Below the buttons is a table with the following data:

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
20170731WJ	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	[Icons: Print, View, Edit, Delete]

Below the table, there is a 'Showing 1 to 3 of 3 entries' message and a pagination control with 'Previous', '1', and 'Next' buttons.

2. 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.



The screenshot shows the 'Photo Lineup Search' interface with the search box containing the text 'saur'. The 'Search' button is highlighted with a red box. The 'Display' dropdown is set to 'My Lineups' and the 'Go Back' button is visible.

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



# Chapter 8. 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:

### Organizations

- People

- Addresses

- Phone Numbers

- Vehicles

- Incidents

- Field Contacts

- Organizations (Relationships)

### People

- Vehicles

- Gangs

- Addresses

- Incidents

- Field Contacts

- Phone Numbers

- Organizations (Employment, Education)

People (relationships)

**Vehicles**

People

Incidents

Field Contacts

**Gangs**

Field Contacts

People

Associated Gangs

**Addresses**

People

Organizations

Incidents

Field Contacts

**Phone Numbers**

People

Organizations

**Field Contacts**

People

Incidents

Gangs

Vehicles

Addresses

**Incidents**

People

Organizations (Victims, Other Names)

Vehicles

## Addresses

## Field Contacts

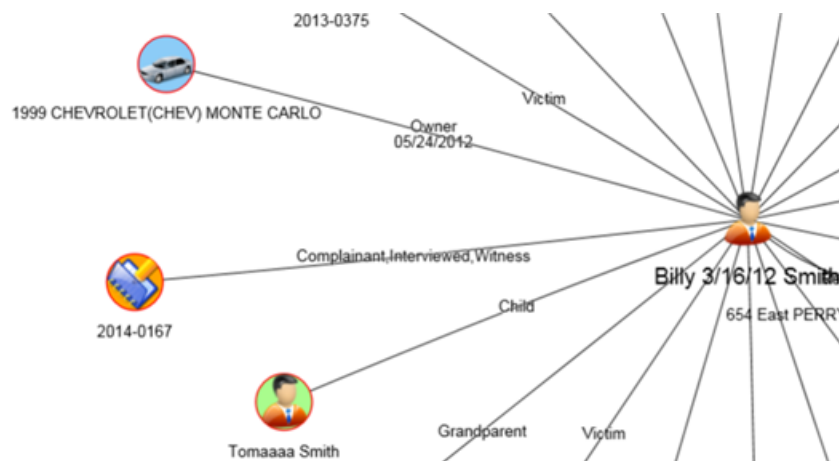
## Spider Chart

The **Crime Visualization Tool** that generates the **Spider Chart** is accessible from various pages of Online RMS such as Incident Summary, Persons, etc., by clicking on the **Visualization Tool** button or other method, depending on the Online RMS page. For more information on accessing the **Crime Visualization Tool** refer to "Access Points" on page 126.

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

Person Search

Person Search Results

Edit Person (Smith,Billy)

Visualization Tool

Network

2014-0167

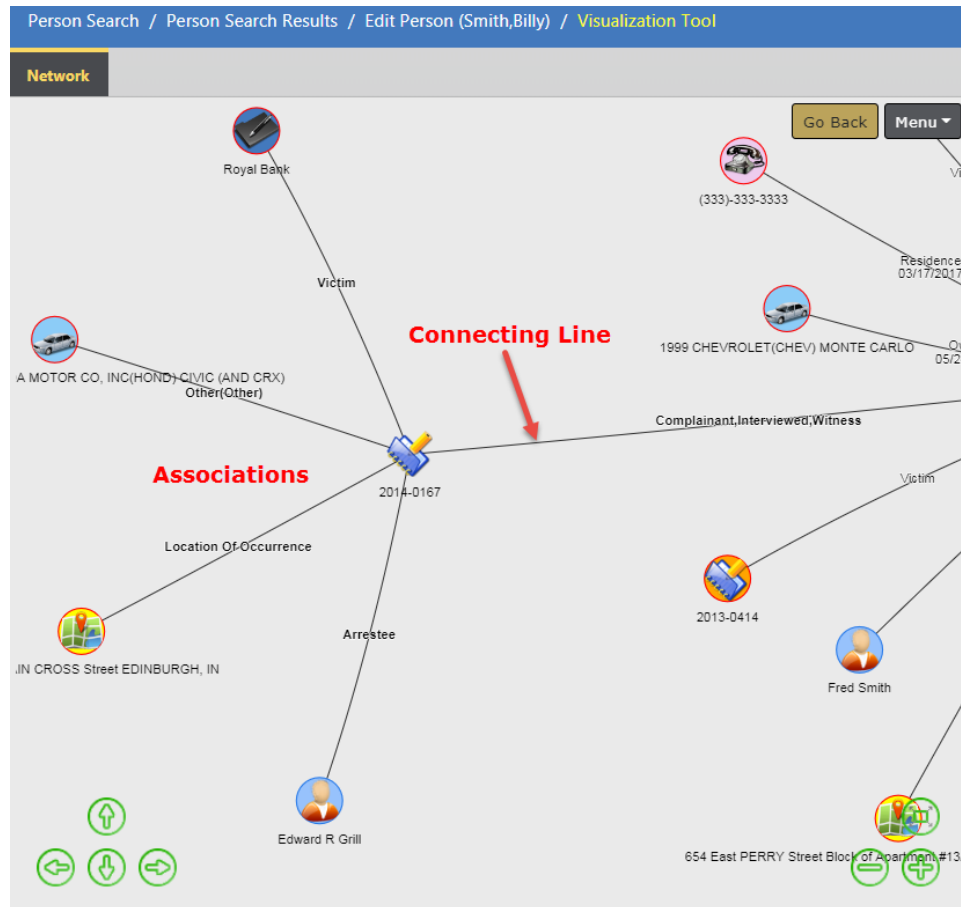
Incident

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

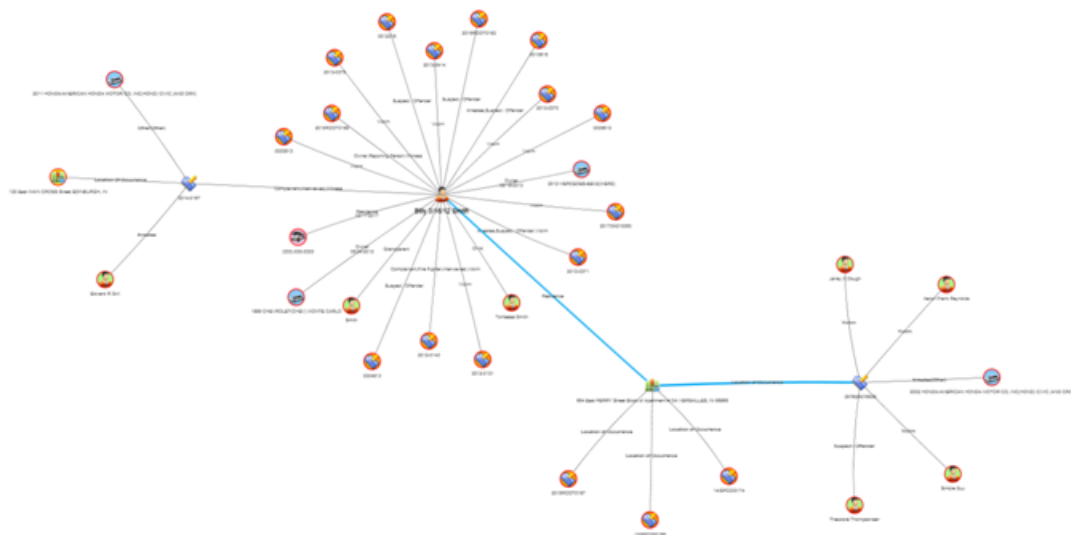
Supplements

Status	Responsible User	Security Level	Date Created	Date Approved	Approving User	Supp #
Approved Report	Rachel (off) Hospelhorn		04/14/2014 1018	04/14/2014	Julio (osuper) Arnez	0
Approved Report	Brenda (cid super) Allens	Patrol Officer	04/14/2014 1348	04/14/2014	Brenda (cid super) Allens	1
Initial Report	Rachel (off) Hospelhorn	Patrol Officer	04/14/2014 2311			2

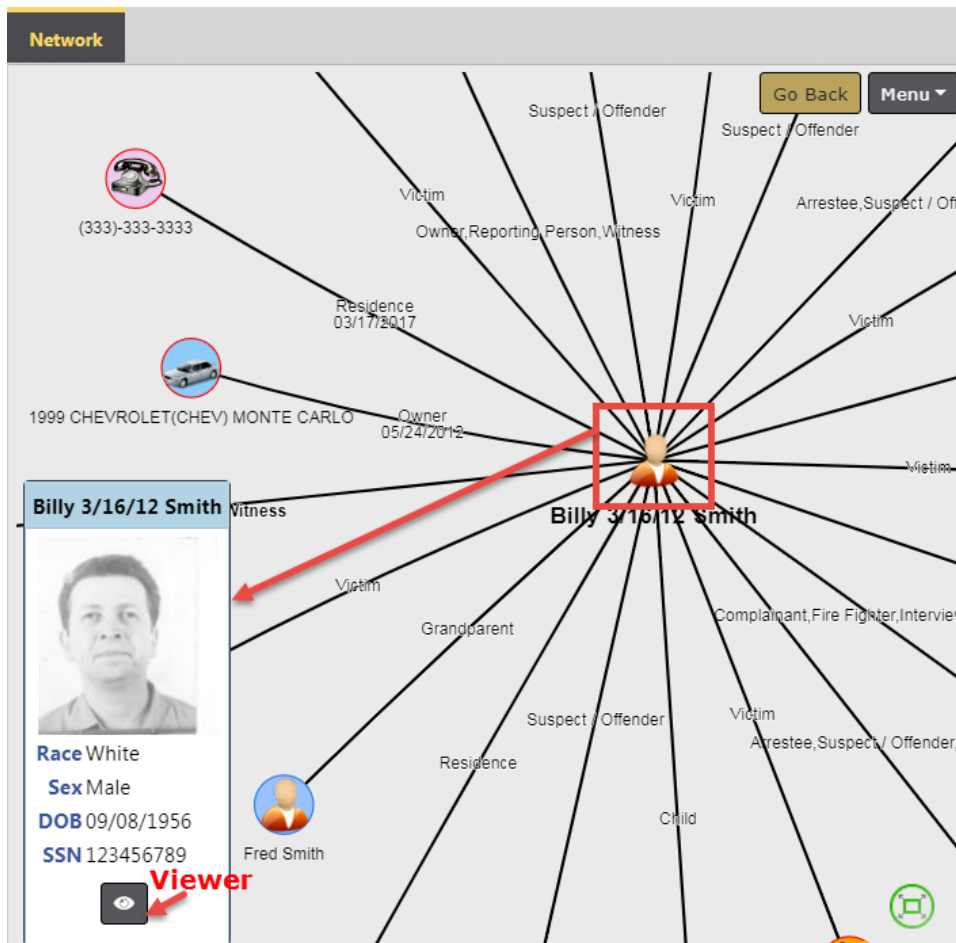
## Load Associated Data



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

**Images**



Image 1 of 1

11/21/2016

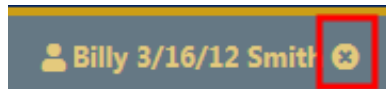
**Total Involvements**

Incidents	02/27/2017
Served Warrants	04/05/2012
Field Arrest	02/05/2019
Court Papers	12/08/2015

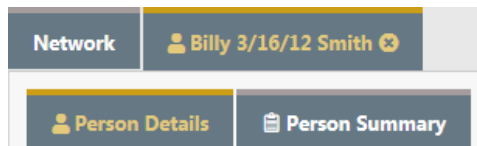
**Incident By Role**

Arrestee	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.



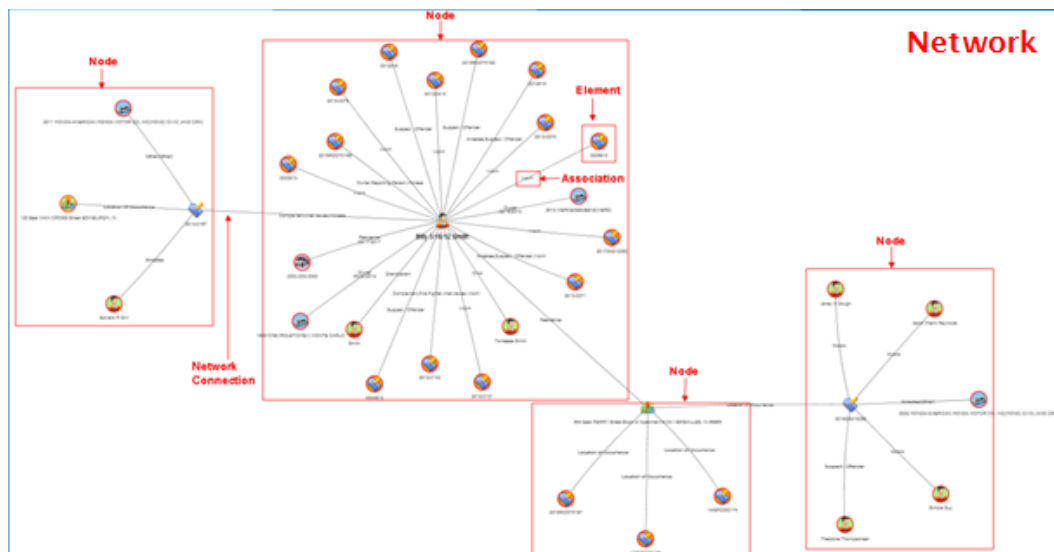
## Spider Chart Components

### 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, keyboard, or the resizing icons.

#### **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.

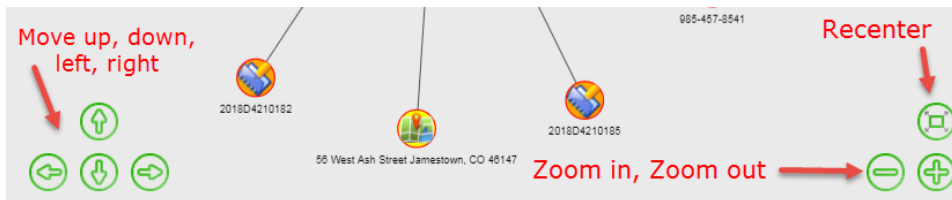


## Keyboard

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

## Resizing Icons

The resizing icons allow you to easily zoom in, zoom out, re-center, or move the visualization up, down, left or right.

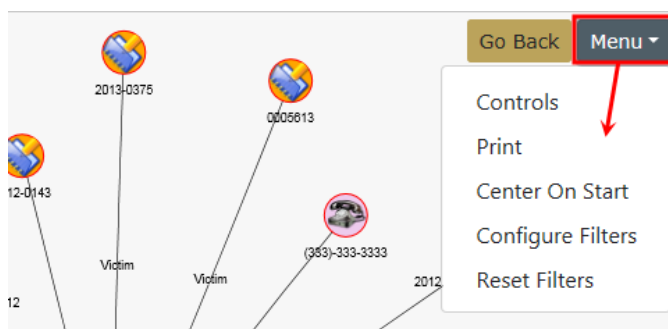


## Manually Reposition the Chart

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

## Re-Center and Filter the Chart

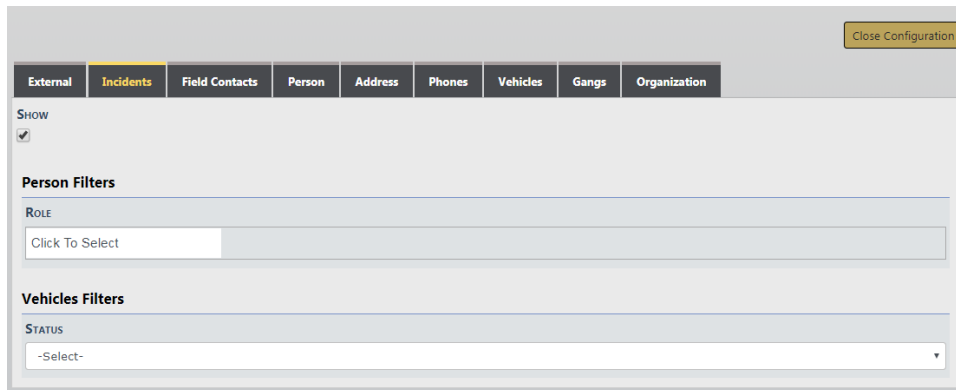
Click on the **Menu** button on the top right to re-center the chart and include or exclude filters, print, and set controls.



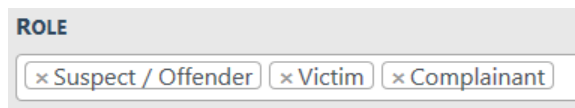
### Center on Start

- 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 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 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.

The screenshot displays the 'Incident Report' interface. At the top, there are tabs for Summary, Header, Offenses, Names, Property & Vehicles, Narratives, Attachments, and Validations. The 'Summary' tab is active, showing incident details: 'Incident Summary: 04/09/2019 0833 Hrs - 100 North Main Street BLO...' and 'Offense(s): 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX'. The 'Actions' button is highlighted with a red box, and its dropdown menu is open, showing various options. The 'Visualization Tool' option is highlighted with a red box. The background shows incident details for a burglary on 04/09/2019.

Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
	Assign to Patrol	Open	07/16/2019	

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 119.

## Field Contact

The **Crime Visualization Tool** is currently accessible from the 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 311

## View Mode

Field Contact Search / Search Results / View Field Contact

Go Back Visualization Tool Print

**Field Contact Details**

CONTACT ID 287	AGENCY District 42, Versailles	SECURITY LEVEL Animal Control
CONTACT TYPE Alarm Response	CONTACT DATE 04/02/2019 1332	
SUMMARY		
NOTES		

## Edit Mode

Field Contact Search / Search Results / Edit Field Contact

Go Back Visualization Tool View Summary Print

**Field Contact Details**

CONTACT ID 277	AGENCY District 42, Versailles	SECURITY LEVEL Patrol Officer <a href="#">Change Security</a>
CONTACT TYPE Knock and Talk	CONTACT DATE 06/07/2018 1113	
SUMMARY Neighbors complaining about noise.		

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 119.

## Master Indices Detail Pages

The **Crime Visualization Tool** is currently accessible from the 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 63.

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 119.

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

## Organization

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

**Organization Details**

3 6 1 2 1

-Add-

**INDEX ID**  
240000007

**SECURITY LEVEL**  
Level 1 - Access to all Data

**NAME**  
Automation Industries

**ORGANIZATION TYPE**  
Law Office


**ORGANIZATION #**  
123

**COMMENTS**

## Person

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

**Person Details**



(1/1)  
11/21/2016

<

## Gang

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

**Gang Details**

1

1

-Add-

**INDEX ID**  
21

**SECURITY LEVEL**  
Level 1 - Access to all Data

**GANG NAME**  
4 Cheese Burritos23423423423

**GANG LEVEL**  
Local

**GANG TYPE**  
Asian Gang

# Chapter 9. Calls for Service

## Calls For Service Overview

### Track and Document Calls

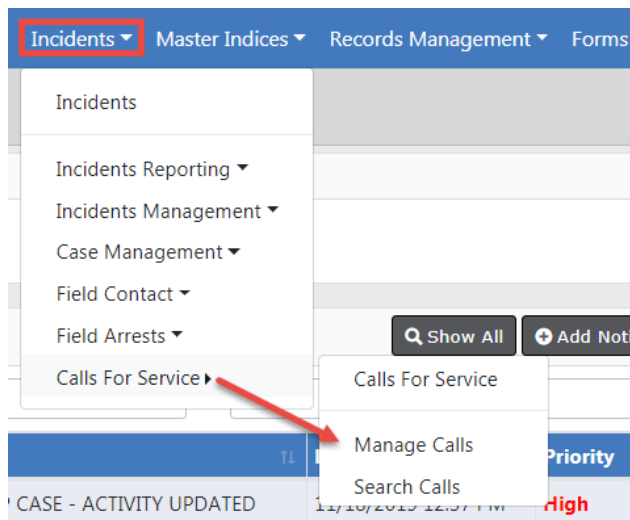
The **Calls For Service (CFS)** module allows a user to track calls and document how the call was received, caller's name, type of call, location of call, notes regarding the call, and disposition information. If units are dispatched the user can capture dispatch, on scene, and clear dates/times for 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 Online RMS. The integration interface transfers Caliber CAD person and vehicle call information to the 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

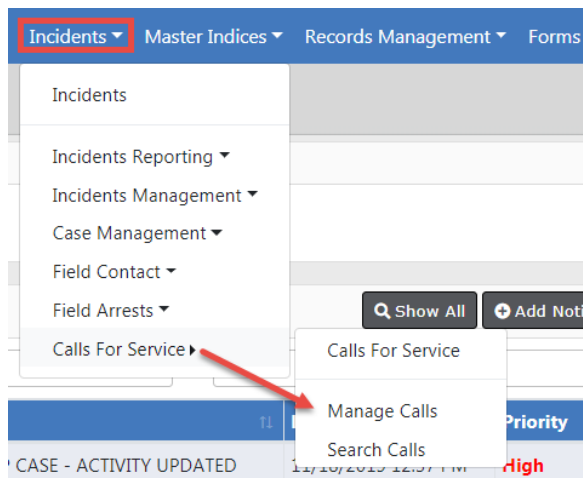


To create, edit, or view calls, refer to "Manage Calls for Service" below.

To search calls refer, to "Search Calls for Service" on page 143.

## 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.



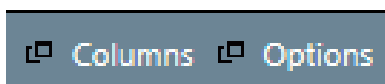
Manage Dispatch

New Call Toggle Officers Exit

Call List Call Map

		Dispatch #	Time	Name	Address	Call / Activity	Priority	Actions
1	+	00000001378LAH19	03/25/2019 12:28					
2	+	00000001368LAH19	02/11/2019 15:00	345#5	10198 Cavetown Road			
3	+	00000001358LAH19	02/11/2019 14:53	James King			Low	
4	+	00000001348LAH19	01/28/2019 15:33	Kara Poharcyk				
5	+	2018-00000687	09/14/2018 08:52	Kelly Hall	E Main St, GREENFIELD, IN	TRAFFIC STOP	Low	

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



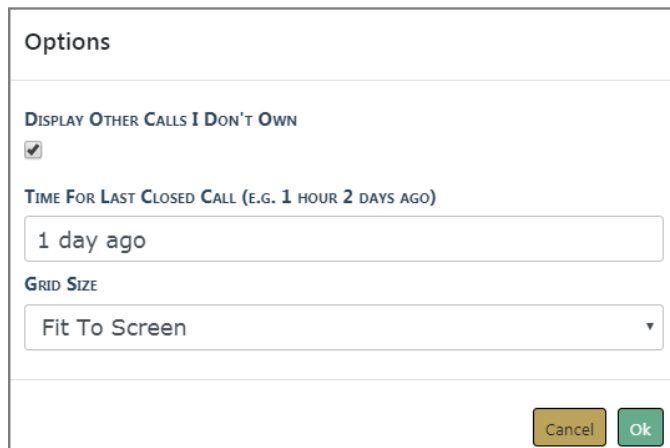
Select the **Columns** button to open a screen to which you can choose what columns you want to view. The left side of the box is the columns you have chosen, the right side of the box are additional columns that are available. Choose the + sign to add and the – sign to remove.

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. The example shows *Time For Last Closed Call: 1 day ago*, 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*.



The image shows a dialog box titled "Options". It contains three settings: a checked checkbox for "DISPLAY OTHER CALLS I DON'T OWN", a text input field for "TIME FOR LAST CLOSED CALL (E.G. 1 HOUR 2 DAYS AGO)" with the value "1 day ago", and a dropdown menu for "GRID SIZE" set to "Fit To Screen". At the bottom right are "Cancel" and "Ok" buttons.

Options	
DISPLAY OTHER CALLS I DON'T OWN	<input checked="" type="checkbox"/>
TIME FOR LAST CLOSED CALL (E.G. 1 HOUR 2 DAYS AGO)	1 day ago
GRID SIZE	Fit To Screen
<div>Cancel Ok</div>	

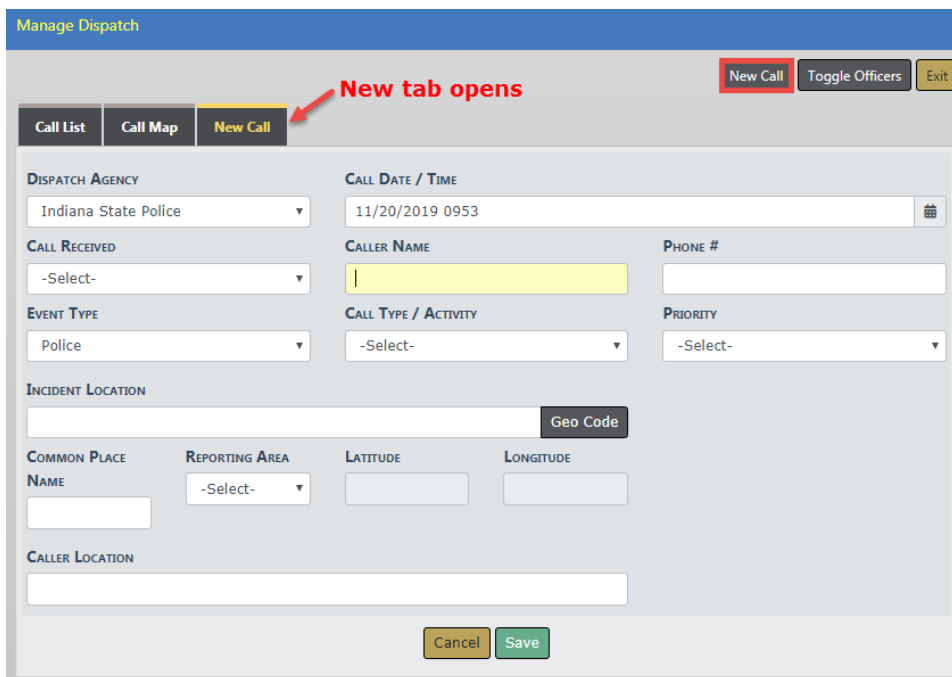
From the **Calls for Service** screen the Officer or Dispatcher has the ability to initiate a New Call, edit or view a call, Toggle Officers, Show Map, and Exit.

## 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 page 132.

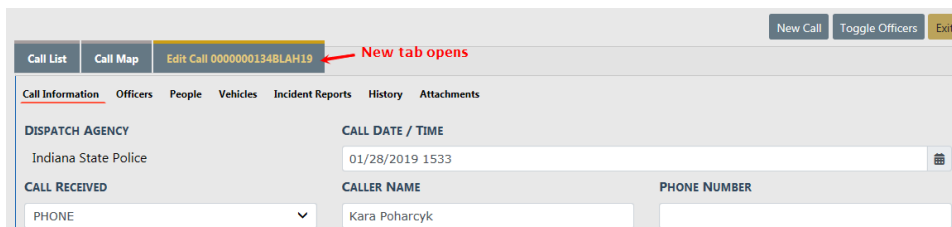
**Addresses** are *Geo Verified*. As with address section in RMS you can also associate a common place name as well.



The screenshot shows the 'Manage Dispatch' interface. At the top, there are three tabs: 'Call List', 'Call Map', and 'New Call'. The 'New Call' tab is highlighted, and a red arrow points to it with the text 'New tab opens'. To the right of the tabs are three buttons: 'New Call' (highlighted with a red box), 'Toggle Officers', and 'Exit'. Below the tabs, the form contains several sections: 'DISPATCH AGENCY' with a dropdown menu showing 'Indiana State Police'; 'CALL DATE / TIME' with a text field showing '11/20/2019 0953'; 'CALL RECEIVED' with a dropdown menu showing '-Select-'; 'CALLER NAME' with a text field; 'PHONE #' with a text field; 'EVENT TYPE' with a dropdown menu showing 'Police'; 'CALL TYPE / ACTIVITY' with a dropdown menu showing '-Select-'; 'PRIORITY' with a dropdown menu showing '-Select-'; 'INCIDENT LOCATION' with a text field and a 'Geo Code' button; 'COMMON PLACE' with a text field; 'REPORTING AREA' with a dropdown menu showing '-Select-'; 'LATITUDE' with a text field; 'LONGITUDE' with a text field; and 'CALLER LOCATION' with a text field. At the bottom of the form are two buttons: 'Cancel' and 'Save'.

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.



The screenshot shows the 'Manage Dispatch' interface with the 'Edit Call' tab selected. The 'Edit Call' tab is highlighted, and a red arrow points to it with the text 'New tab opens'. To the right of the tabs are three buttons: 'New Call', 'Toggle Officers', and 'Exit'. Below the tabs, the form contains several sections: 'DISPATCH AGENCY' with a dropdown menu showing 'Indiana State Police'; 'CALL DATE / TIME' with a text field showing '01/28/2019 1533'; 'CALL RECEIVED' with a dropdown menu showing 'PHONE'; 'CALLER NAME' with a text field showing 'Kara Poharcyk'; 'PHONE NUMBER' with a text field; and 'INCIDENT LOCATION' with a text field. At the bottom of the form are two buttons: 'Cancel' and 'Save'.

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 132.

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.

The screenshot displays the 'Manage Dispatch' interface for editing a call. At the top, there are buttons for 'New Call', 'Toggle Officers', and 'Exit'. Below these are tabs for 'Call List', 'Call Map', and 'Edit Call 0000000138BLAH19'. The main content area features seven sub-tabs: 'Call Information', 'Officers', 'People', 'Vehicles', 'Incident Reports', 'History', and 'Attachments'. A red arrow points to these tabs with the text 'Seven sub-tabs'. The 'Call Information' tab is active, showing fields for 'DISPATCH AGENCY' (Indiana State Police), 'CALL DATE / TIME' (11/20/2019 0953), 'CALL RECEIVED' (-Select-), 'CALLER NAME', 'PHONE NUMBER', 'EVENT TYPE' (Police), 'CALL / ACTIVITY' (-Select-), 'PRIORITY' (-Select-), 'CLOSE DATE / TIME', 'DISPOSITION TYPE' (-Select-), 'INCIDENT LOCATION', 'COMMON PLACE', 'REPORTING AREA' (-Select-), 'LATITUDE', 'LONGITUDE', 'CALLER LOCATION', and 'INCIDENT NOTES'. A 'Geo Code' button is next to the 'INCIDENT LOCATION' field. A 'Check Spelling' link is next to the 'INCIDENT NOTES' text area. At the bottom, there are buttons for 'Exit', 'Update', and 'Update & Exit'.

## 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 142.

## 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.

The screenshot shows the 'Officers' sub-tab of the 'Edit Call 00000001388LAH19' screen. At the top, there are buttons for 'New Call', 'Toggle Officers', and 'Exit'. Below the sub-tab header, there are tabs for 'Call Information', 'Officers' (which is selected), 'People', 'Vehicles', 'Incident Reports', 'History', and 'Attachments'. The main area contains an 'OFFICER' search field, a 'DISPATCH DATE' field with a calendar icon, and an 'Add' button. Below these fields is a table with columns: 'Primary', 'Radio #', 'Name', 'Dispatch', 'On Scene', 'Clear', and 'Actions'. At the bottom of the form are buttons for 'Exit', 'Update', and 'Update & Exit'.

## 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 63.

## 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.

Index ID	Vehicle Info	Actions
N/A	VIN: 1234456541548BC545 Year: 2019 Make: CHEVROLET(CHEV) Model: CAMARO	[Hand icon] [Trash icon]

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 63.

## Incident Reports Tab

The next sub-tab is the **Incident Reports** tab. Most agencies that are using CFS within 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.

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

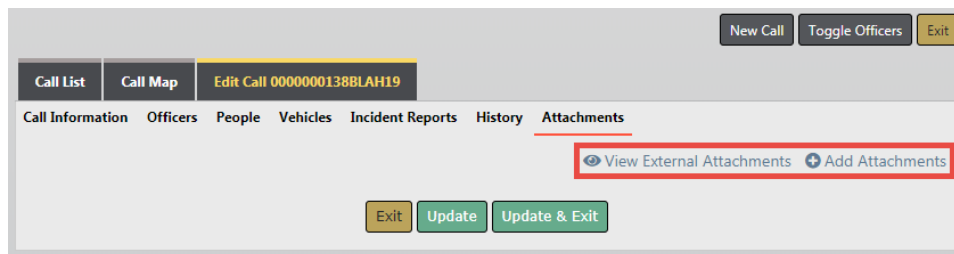
## History Tab

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

LAST NAME	FIRST NAME	SEX	RACE	INDEX ID
Pohorcyk	Robin	Female	White	1088
Poharcik	Robin	Female	White	1087

## Attachments Tab

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



**NOTE:** For more information on adding **Attachments** refer to "Attachments" on page 51.

## 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.

	Dispatch #	Time	Name	Address	Call / Activity	Priority	Actions
1	+ 0000000138BLAH19	11/20/2019 09:53					
2	+ 00000001378BLAH19	03/25/2019 12:28					
3	+ 00000001368BLAH19	02/11/2019 15:00	345#5	10198 Cavetown Road			

## Edit, Take, View Calls

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

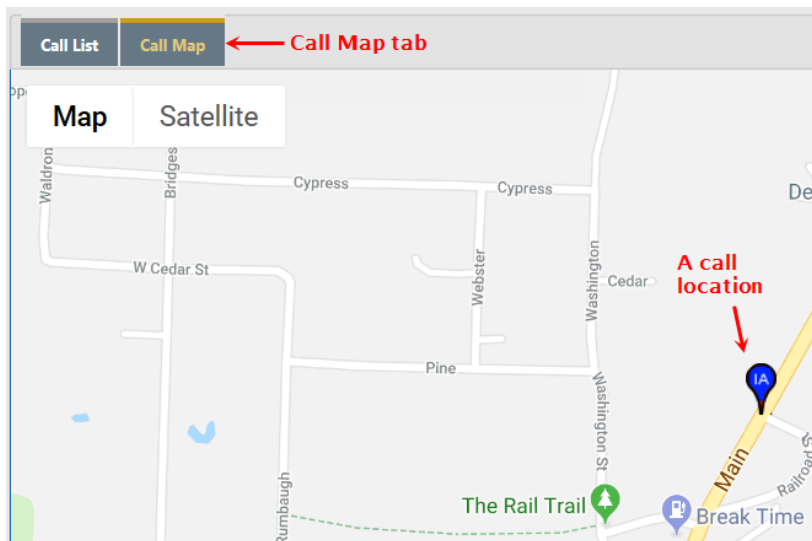
- **Edit:** Indicates that the Call is in progress and assigned to an officer.
- **Take:** Indicates the Call is in progress and has NOT been assigned to an officer. Click it to take ownership of the call.
- **View:** Indicates the Call is complete.



**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.

Call List		Call Map								
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	DGFIGH	High			

## Officer assigned

3	2018-0000596	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	CFS2013-0000090	11/25/2013 13:03	0 e perry	AOA	Medium		
	Radio #	Name	Dispatch	On Scene	Clear	Primary	
	^=CAD6	Ranz, Greg - District 42, Versailles	Dispatch	On Scene	Clear	Y	

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 132.

**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 140.

Call List Call Map Edit Call 00000001388LAH19

Call Information Officers People Vehicles Incident Reports History Attachments

DISPATCH AGENCY  
Indiana State Police

CALL DATE / TIME  
11/20/2019 0953

CALL RECEIVED  
-Select-

CALLER NAME

PHONE NUMBER

EVENT TYPE  
Police

CALL / ACTIVITY  
-Select-

PRIORITY  
-Select-

CLOSE DATE / TIME  
11/14/2019 1013

DISPOSITION TYPE  
CITATION ISSUED

INCIDENT LOCATION

COMMON PLACE

REPORTING AREA  
-Select-

LATITUDE

LONGITUDE

CALLER LOCATION

INCIDENT NOTES

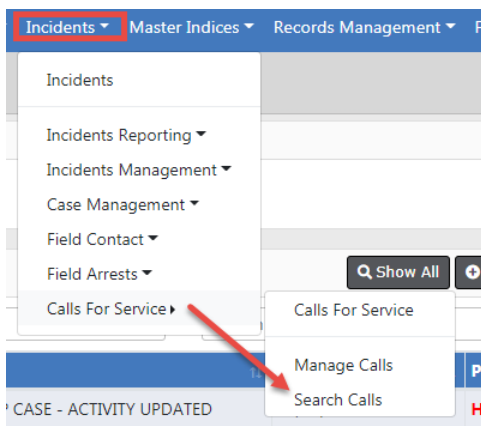
Check Spelling

Exit Update Update & Exit

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 **Search Calls** option on the sub-menu.



After selecting the **Search Calls** 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.

**Caliber PUBLIC SAFETY**  
Calls For Service Search

Go Back 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 Last 24 Hours <input type="text"/>	CALL TIME FROM <input type="text"/>	CALL DATE TO <input type="text"/>	CALL TIME TO <input type="text"/>
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 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-		

**Vehicle Details**

VIN <input type="text"/>	YEAR <input type="text"/>	MAKE <input type="text"/>	MODEL <input type="text"/>
-----------------------------	------------------------------	------------------------------	-------------------------------

**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.

[Show Map](#) [Refine Search](#) [New Search](#)

**Q Search Results**

45324 result(s) found

[Previous](#) | [1](#) | [Next](#)

Dispatch #	Agency	Dispatch Date	Call Type	Caller	Primary Officer	Location	Incident Report #	Actions
2012387			FIRE	BF20598 - (0) -		123 TOWN BLVD		

[Go Back](#) [Print](#) [Switch To Edit Status](#)

**Dispatch Info - 2012387**

DISPATCHER DEB		
DISPATCH AGENCY Indiana State Police	CALL DATE	
CALL RECEIVED O	CALLER NAME BF20598	CALLER PHONE # (0) -
PRIORITY High	EVENT TYPE Police	CALL / ACTIVITY FIRE
DISPOSITION TYPE	CLOSE DATE 10/30/2012 11:46	
INCIDENT NOTES		

**Location**

INCIDENT LOCATION 123 TOWN BLVD	CALLER LOCATION
COMMON PLACE NAME	REPORTING AREA
LATITUDE	LONGITUDE

[Go Back](#)

Scroll down to view additional call details.

Click the **Print** button to print.

Click the **Switch to Edit Status** to edit the call. For more information on editing a call, refer to "Edit a Call" on page 135.

**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 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 10. Incidents

## Incidents Overview

Incidents Reports can be created in 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 Online RMS **Calls For Service** module and initiates an Incident Report for the responding unit, linking the Caliber CAD data to the report.

**Note:** If the CFS module and integration is turned on, and the integration process cannot match people that exist on the CFS record with RMS, the unmatched names appear on the Names tab of the Incident Report. With appropriate permissions, you have the option to add unmatched people to the Master Index in RMS, then associate them with the Incident Report. For details, refer to "Incident Report Section – Names Tab" on page 171.

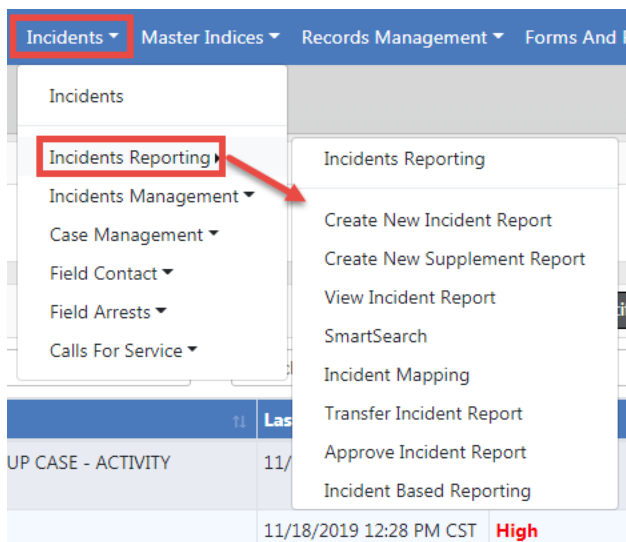
- **Incident Reporting** includes the following activities:
  - Create New Incident Report manually, or by integration from Caliber CAD, if applicable.

**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

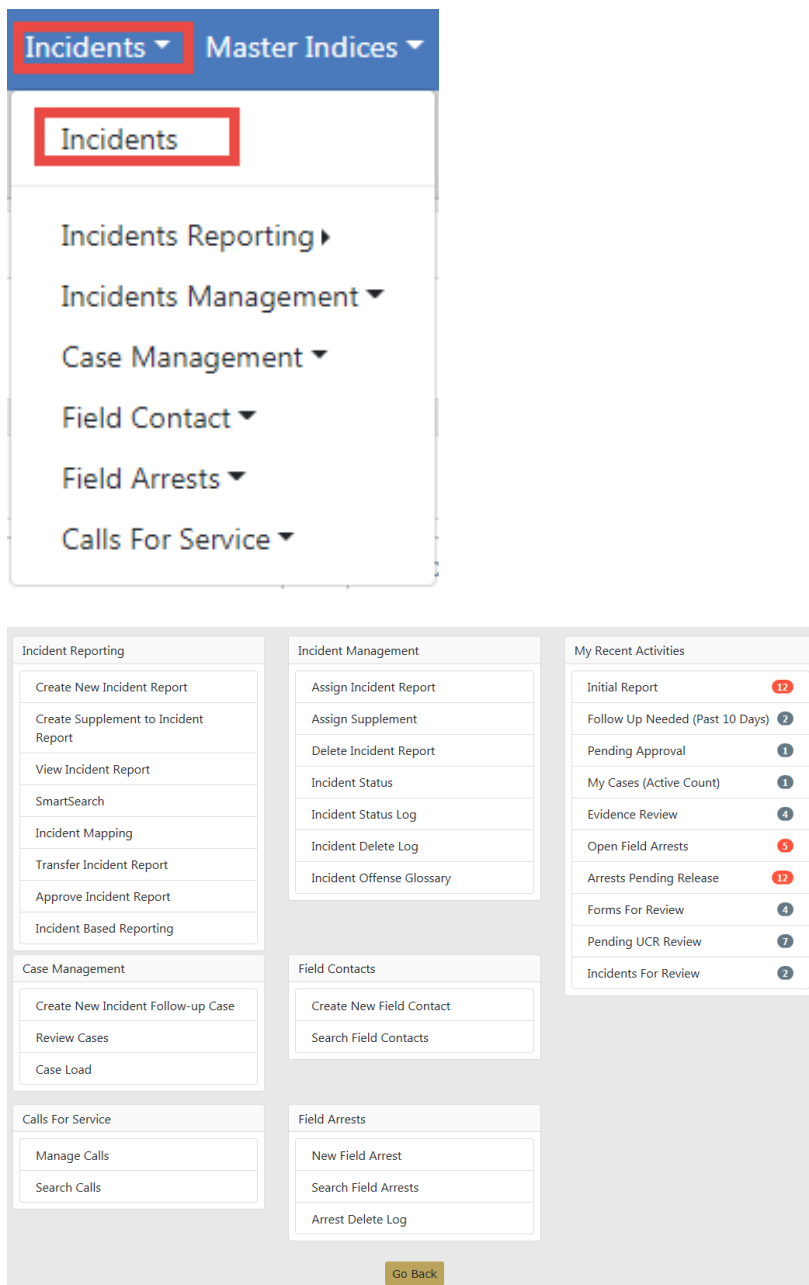
**Note:** With appropriate permissions, investigators can create a case on an initial unapproved Incident to begin working on an investigation without waiting for Incident approval. Refer to "Create a Follow-Up Case" on page 361 for details.

- 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.



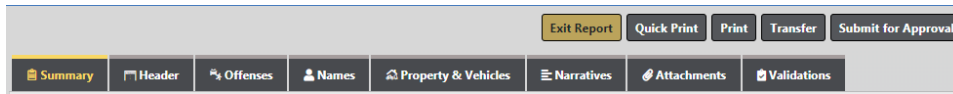


**NOTE:** Items that appear are based on permissions and vary by user.

## 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.

## 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:

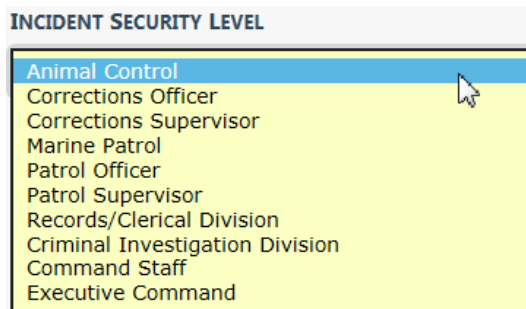
- The Initial Report is designated as “Supp# 0” and Supplements are then added in sequential order (e.g., Supp. # 1, 2, 3, etc.).
- A user can submit another report owner's Incident.
- Incidents can be edited when in *Initial* or *Disapproved* status, otherwise will result in a Supplement.
- Incidents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

<b>AGENCY</b> District 42, Versailles	<b>ADDRESS</b> 902 South Adams Street Versailles IN 47042
<b>PHONE</b> 317-555-1717	<b>POC</b> 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 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** i Applies To

All Supplements

☒

**UPDATE ALL SUPPLEMENTS** i

☐

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

Allow

Restrict

Executive Command

Command Staff

Criminal Investigation Division

Records/Clerical Division

Patrol Supervisor

Patrol Officer

139 users have access

If desired, select available security groups to provide access to the Incident

**Available**

NO AGENCY TEST

Test 42

>

>>

<

<<

**Selected**


**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 .

Go Back Quick Print Print Update Report #

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BLO... Agency: District 42, Versailles

Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 2

Total Hours: 0

<input checked="" type="checkbox"/>	Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
<input checked="" type="checkbox"/>	Original Report	03/06/2019	Christine Saur #SAUR111	Christine Saur	Pending Approval	Patrol Officer	 

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 147. For information on changing the Incident Status, refer to "Changing Incident Status" on page 212.

## Incident Report – Report Validations

The 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. Navigating 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 displays the Incident Report interface. At the top, there are tabs for Summary, Header, Offenses, Names, Property & Vehicles, Narratives, Attachments, and Validations. The Summary tab is active. Below the tabs, the incident details are shown: Incident Summary: 11/01/2017 2300 Hrs - 1776 Lincoln Street Floor #8 Denver..., Agency: District 42, Versailles, Report #: 2017D4210135 Supp #: 0. Below this, there is a section for 'Add Disapproval Comments' and an 'Actions' button. The 'Actions' button is highlighted with a red box, and its dropdown menu is open, showing options: View Incident Status, View Incident Audit Trail (highlighted with a red box), Create Supplement, View Incident Based Reporting Values, Edit This Incident, and Visualization Tool. Below the menu, there are sections for REPORT SECURITY (Patrol Supervisor), REPORT TYPES (Child Custody, Hate Crime), and a table with columns for REPORT DATE, OCCURRENCE DATE START, and OCCURRENCE DATE END.

Anyone who accesses or attempts to access the Incident Report appears in the Audit History.

Audit History

Notification History

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

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

Go Back

## 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 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.

Home

Broadcast Messages

Show All

No Messages To Display

Notifications

← Back

🔍 Show All

➕ Add Notification

-Filter By Users-

INCIDENT FOLLOW-UP CASE - NEW SUPP FILED

Search

Previous

1

2

Next

	Priority	Sender	Description	Sent On	Actions
<input type="checkbox"/>	High	Simpson Homer	New Incident Supplement Added to Case #00000153CASE2019. Incident #2019D4210226 Supp # 0 Approved. Supplement Created by Homer Simpson; null	04/02/2019 05:39 PM CST	<div><div></div><div></div></div>

Recent Activities

Initial Report

23

Follow Up Needed (Past 10 Days)

1

Pending Approval

3

My Cases (Active Count)

2

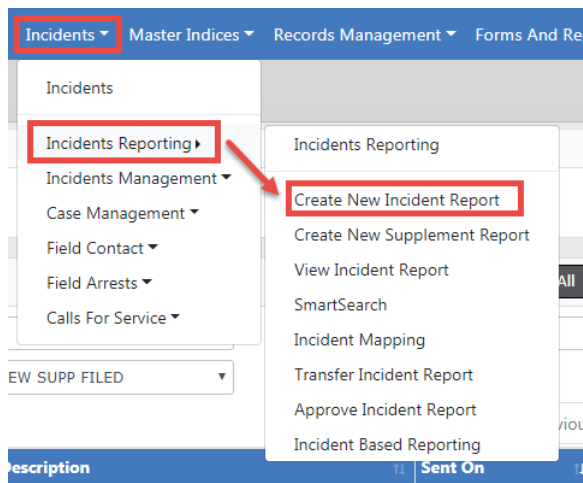
My Case Activities (Active Count)

1

**Incident Reports** generated by the *Calls For Service* module contain the call dates and times in the **Header** tab. When you log into 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.

 A screenshot of the 'Create New Incident Report' form. The form has a title bar 'Create New Incident Report' and a section header 'Incident Report Number and Summary'. Below the header, there is a message: 'Please verify the following information and click finished to create a new incident report'. The form contains several fields: 'AGENCY' with a dropdown menu showing 'District 42, Versailles'; 'REPORT #' with a dropdown menu showing 'Auto Generated'; 'SECURITY LEVEL' with a dropdown menu showing 'Patrol Officer'; and 'MEDIA/CRIME SUMMARY' with a large text area. There is a 'Check Spelling' link next to the text area. At the bottom of the form, there are two buttons: 'Go Back' and '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.

The screenshot shows the RMS incident report interface. At the top, there are buttons: Exit Report, Quick Print, Print, Transfer, Exit Wizard, and Submit For Approval. Below these are tabs: Summary, Header (selected), Offenses, Names, Property & Vehicles, Narratives, Attachments, and Validations. The main area displays 'Incident Summary: 12/13/2018 1332 Hrs' and 'Offense(s): No Offense Specified'. On the right, it shows 'Agency: District 42, Versailles' and 'Report #: 2018D4210207 Supp #: 0'. At the bottom, there are three circular icons labeled 'Types & Times', 'Location', and 'Officers'.

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.

The screenshot shows the 'FOR PUBLIC RELEASE' field with a 'Yes' button. A tooltip is displayed, stating: 'Unchecking this checkbox will include the wording of "Not For Public Release" on the printed incident report and when viewing the incident report in RMS. Important: This setting does Not control incident security. Click to view Entire Entry'.

### Report Agency/District

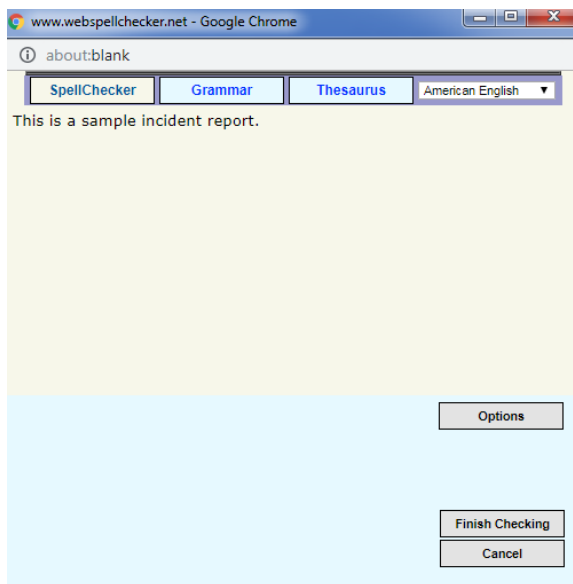
Select the **Change** button to change the listed reporting agency. You must have proper permissions to access this function.

The screenshot shows the 'REPORT AGENCY / DISTRICT' field. It contains a text box with 'District 42, Versailles' and a 'Change' button.

### 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**.

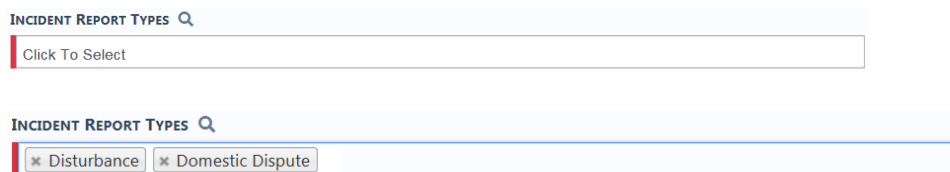
The screenshot shows the 'MEDIA/CRIME SUMMARY' field. It contains a text box with 'Domestic Noise.' and a 'Check Spelling' button.



## 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 from the provided list.



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.

<b>REPORT DATE</b> 03/12/2019 1145	<b>OCCURRENCE DATE START</b> 03/12/2019 1145	<b>OCCURRENCE DATE END</b> 
<b>DISPATCH DATE</b> 	<b>ON SCENE DATE</b> 	<b>CLEAR DATE</b> 

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.

<b>Field Arrests</b>	<a href="#">+ Add Field Arrest</a>
<b>Calls For Service</b>	

Enter the search criteria in the *Field Arrest Search* form to locate the Arrest record, then click the **Search** button.

[Go Back](#)


<b>LAST NAME</b> jones	<b>FIRST NAME</b> Williams	<b>SSN</b> 	<b>RACE</b> -Select-
<b>SEX</b> -Select-	<b>DOB</b> 	<b>AGE</b> 	<b>TO</b> 
<b>ARREST DATE FROM</b> 	<b>ARREST TIME FROM</b> 	<b>ARREST DATE TO</b> 	<b>ARREST TIME TO</b> 
<b>ARREST #</b> 	<b>AGENCY</b> -All Agencies-	<b>REFERENCE #</b> 	<b>REFERENCE # TYPE</b> -Select-
<b>STATUS</b> -Select-	<b>REVIEW STATUS</b> -Select-	<b>PLATE #</b> 	<b>WARRANT REFERENCE #</b> 
<b>INCIDENT REPORT #</b> 	<b>CHARGE CODE</b> 	<b>INDEX ID</b> 	



Officer

<b>FIRST NAME</b> 	<b>LAST NAME</b> 	<b>BADGE #</b> 	<b>ROLE</b> -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.

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	  
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**.

Go Back

Incident Summary: 12/13/2018 1332 Hrs  
Agency: District 42, Versailles  
Offense(s): No Offense Specified  
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](#)

<b>ADDRESS</b>	<b>LATITUDE</b>	<b>LONGITUDE</b>
1001 North East Main Street INDIANAPOLIS, IN	39.872057	-86.142280

**REPORTING AREA** **INCIDENT NIBR CITY** **INCIDENT LOCATION REMARKS**

-Select- -Select-

**COMMON PLACE NAME** **CAMPUS CODE**

-Select- -Select-

**GEOGRAPHIC LOCATION** **COUNTY OF OCCURRENCE**

District 42, Versailles -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.

Go Back Visualization Tool Update Details Subscribe

Address Details Address Summary **Two tabs**

Audit Off SmartSearch (0)

**INDEX ID**  
14

STREET #	DIRECTION	STREET NAME	TYPE
1001	North East	Main	Street
DIRECTION SUFFIX	SUB TYPE	SUB #	CITY
			INDIANAPOLIS
STATE	ZIP	COUNTY	COUNTRY
Indiana	-	Allen	United States of America
COMMENTS			

**Map**

View Incidents In This Area

**Total Involvements**

Incidents	11/21/2019	20
FieldInterviews	04/19/2012	1
FieldArrests	05/31/2019	10
CourtPapers	12/29/2014	1

**By Offense Category**

Property	7
Person	4
Society	3
Vehicle	3
Drug Type	1

**Common Event Associations**

Person	1
--------	---

**Intersection**

STREET #	DIRECTION	STREET NAME	TYPE
DIRECTION SUFFIX	DISTANCE		
	0		

**Geographical Information**

REPORTING AREA	LATITUDE (Y)	LONGITUDE (X)
	39.872057	-86.142280

Go Back

Go Back Visualization Tool Update Details Subscribe

Address Details Address Summary

**Total Involvements**

Incidents	11/21/2019	20
FieldInterviews	04/19/2012	1
FieldArrests	05/31/2019	10
CourtPapers	12/29/2014	1

**By Offense Category**

Property	7
Person	4
Society	3
Vehicle	3
Drug Type	1

**Common Event Associations**

Person	1
--------	---

**Involved Incidents**

Report #	Agency	Status	Offense	Date Of Info
2019D4210231	District 42, Versailles	Initial Report		11/21/2019
2019D4210218	District 42, Versailles	Initial Report		03/12/2019
2015ROOT0140	District 42, Versailles	Initial Report	1	07/10/2015
14-00020	Police Agency	Approved Report	1	11/10/2014
2013-0166	District 16, Peru - GA	Initial Report	1	11/21/2013

## 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 83 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

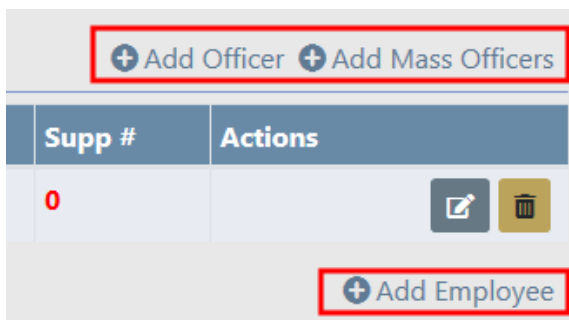
The Officers section is where all officers and employees involved in the incident are listed. The officer creating the report will default as the *Reporting Officer*.

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	
							<a href="#">Back to Previous Section</a> <a href="#">Finished - Go To Next Section</a>	

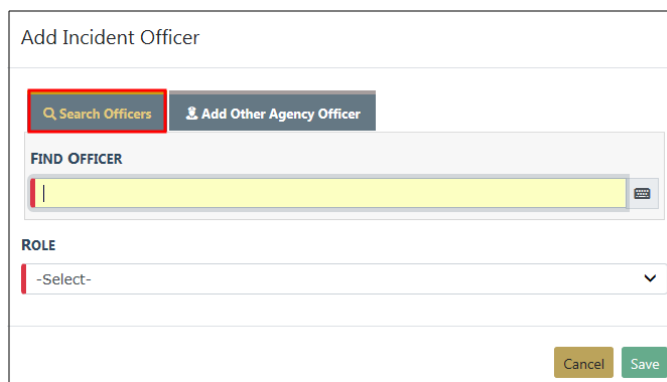
Click the **Add Officer**, **Add Mass Officers**, or **Add Employee** hyperlink to add additional officers or employees.



The screenshot shows the 'Officers' section with a table containing one officer, Christine Saur. Above the table, there are two links: '+ Add Officer' and '+ Add Mass Officers', both highlighted with a red box. Below the table, there is a link '+ Add Employee', also highlighted with a red box. The table has columns for 'Supp #' and 'Actions'.

## 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.



The screenshot shows the 'Add Incident Officer' form. It has a 'Search Officers' field with a magnifying glass icon, highlighted with a red box. Next to it is a button 'Add Other Agency Officer'. Below these is a 'FIND OFFICER' section with a text input field containing a vertical bar. Below that is a 'ROLE' section with a dropdown menu showing '-Select-'. At the bottom right are 'Cancel' and 'Save' buttons.

**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 Online RMS users within the current schema.

Click **Save** to add the officer to the Incident.

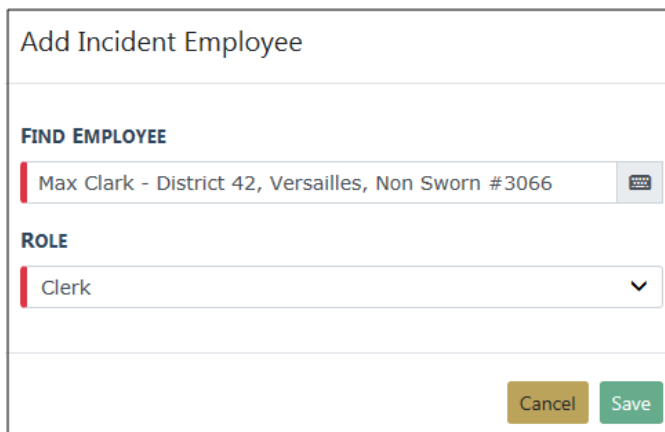
### Add Mass Officers

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.

A screenshot of a web form titled "Add Incident Employee". The form has a header section with the title. Below the header is a section labeled "FIND EMPLOYEE" containing a text input field with the value "Max Clark - District 42, Versailles, Non Sworn #3066" and a small icon to its right. Below this is a section labeled "ROLE" containing a dropdown menu with "Clerk" selected and a downward arrow. At the bottom right of the form are two buttons: "Cancel" (yellow) and "Save" (green).

Add Incident Employee	
<b>FIND EMPLOYEE</b>	
Max Clark - District 42, Versailles, Non Sworn #3066	
<b>ROLE</b>	
Clerk	▼
<div>Cancel Save</div>	

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.

Exit Report Quick Print Print

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

Incident Summary: 11/21/2019 0937 Hrs - 1001 North East Mai... Agency: District 42, Versailles

Offense(s): No Offense Specified Report #: 2019D4210231 Supp #: 0

Please add file class/offenses to the incident report. The system will prompt you to complete the required information for State, NIBRS or UCR reporting based on the selected offense(s). If the report has more than one offense, add offenses in the order of severity, the most severe offense being the first.

FIND OFFENSE CODE NOTE: ENTER SEARCH TEXT TO FIND OFFENSE CODE AND SELECT VALUE FROM DISPLAYED LIST

burgl

- BURGLARY- AIRPORT - 35-43-2-1 B01
- BURGLARY- APARTMENT COMPLEX - 35-43-2-1 B02
- BURGLARY- ATTEMPTED - 35-43-2-1 B03
- BURGLARY- AUTO/BODY SHOP - 35-43-2-1 B04
- BURGLARY- BAKERY - 35-43-2-1 B05

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.

Exit 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

Offense: 35-43-2-1 B03 - BURGLARY- ATTEMPTED  
NIBRS Code: 220 Description: Burglary/Breaking and Entering

**Offense Details**

**OFFENSE STATUS**  
Open/Pending

**OFFENSE STATUS DATE**  
12/13/2018 1332

**REMARKS**

**SELECT A CHARGE**  
-Select-

**ATTEMPTED / COMPLETED**  
Attempted

**CARGO THEFT**  
No

**BIAS**  
None (No Bias)

**TYPE OF LOCATION / PREMISE**  
Other/Unknown

**SPECIFY WHETHER FORCE OR NO FORCE WAS USED BY AN OFFENDER TO ENTER A STRUCTURE?**  
No

**OFFENSE SUSPICION**  
Not Applicable

**Section A**  
test

**OFFENSE NOTES**

Go Back Update

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.

BIAS: None (No Bias) [None (No Bias) button]

TYPE OF LOCATION / PREMISE: Other/Unknown [Other/Unknown button]

OFFENSE SUSPICION: Not Applicable [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.

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

Offenses Update All Offenses' Status Add Offense

NIBRS	Severity	Offense	Remarks	Status Date	Status	Supp #	Actions
220	1	35-43-2-1 B03 BURGLARY- ATTEMPTED		12/13/2018 1332	Open/Pending	0	[Eye] [Edit] [Trash]

Modus Operandi Add Modus Operandi

Back To Previous Section Finished - Go To Next Section

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.

### Update All Offenses' Status

For the edited Offenses on this Supplement, the Offense Status and Status Date entered below will be applied.

**OFFENSE STATUS**

-Select-

**OFFENSE STATUS DATE**

Cancel OK

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*.

Agencies using Caliber CAD and entering person contact data, the Person Name data is automatically added to the incident report in Online RMS without user action using one of the following criteria:

- *Person exact match.* Caliber CAD CFS Contact Type matches Online RMS involvement role.
  - Person is added to the incident report Offenders, Victims, or Other Names section automatically without user action.
- *Person exact match.* Caliber CAD Person Contact Type is **not** provided **nor** matches Online RMS involvement role.
  - Person is added to Master Person Index automatically without user action. Use **Quick Select Names - CF People** option to add person to incident report.
- *No Person exact match.*
  - Use **Quick Select Names - CFS People** option to create the master person index record and add to the incident report.






### Quick Select Names - CFS People

If the CFS module and integration is turned on, and the integration process cannot match people that exist on the CFS record with RMS, the unmatched names appear in this section of the **Names Tab**. With appropriate permissions, you have the option to add unmatched people to the Master Index in RMS, then associate them with the Incident Report.

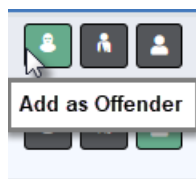
Incident Summary: 02/11/2019 0800 Hrs - 420 Oakbend Drive Lewis... Agency: District 42, Versailles  
 Offense(s): No Offense Specified Report #: 2019D4210213 Supp #: 0

Note: People listed in the below grid are from the CFS call on this report. These people could not be matched with RMS results due to too little information. You can use the provided actions to add them and use the person add screen to enter the missing information and select a potential duplicate.

Quick Select Names - CFS People

Name	Address	Physical Description	Call #	Roles	Actions
Jones, Susan Sex: Female			0000000139BLAH20	Suspect / Offender	  
Henry, Fred Sex: Male			0000000139BLAH20	Other Contact Person	  
Doea, Jane Bonny Race: Unknown Sex: Female			0000000139BLAH20	None Specified	  

Click the appropriate icon in the *Actions* column to add the name as an Offender, Victim, or Other Person. Hover your mouse over each icon for a description of what the icon does.



**NOTE:** A green icon suggests the Recommended Action based on the CFS Contact Type/Involvement Role. For example, if the *Add as Offender* icon is green, that is the recommended action.

**NOTE:** Names appearing as black text, lack unique person identifiers required to match to or create a new master person index record.

After clicking the appropriate icon, the **Add Person** screen appears. Fill in the appropriate information then add and select the person. When adding a new person record, the system notifies you if there are potential duplicates.



- For more information, refer to "Adding Person" on page 74.


### 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  Add Offender 

Victims  Add Organization Victim

Other Names  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 63.

**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.

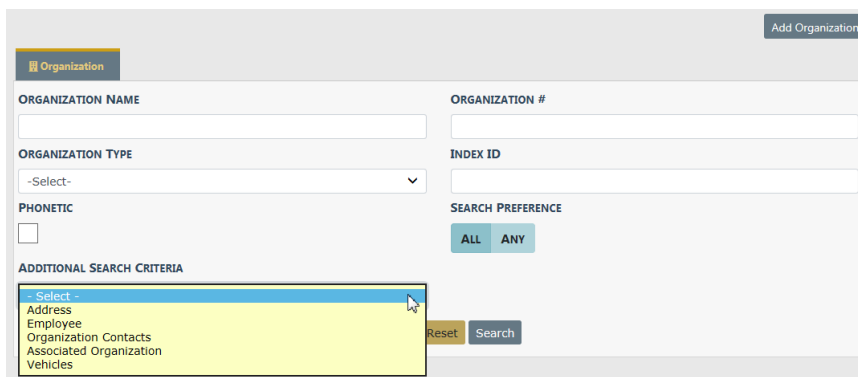
Persons and Organizations can be added to the Incident following the same process used to add a Known Offender. For details on adding a Known Offender refer to "Offender Section-Adding Known Offender(s)" on the previous page.

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.



The screenshot shows the 'Add Organization' screen. At the top right is a button labeled 'Add Organization'. Below it is a tab labeled 'Organization'. The form contains several input fields: 'ORGANIZATION NAME', 'ORGANIZATION #', 'ORGANIZATION TYPE' (a dropdown menu currently showing '-Select-'), and 'INDEX ID'. There is a checkbox for 'PHONETIC'. Below these is a section for 'ADDITIONAL SEARCH CRITERIA' with a dropdown menu that is open, showing options: '- Select -', 'Address', 'Employee', 'Organization Contacts', 'Associated Organization', and 'Vehicles'. To the right of this dropdown are buttons for 'SEARCH PREFERENCE' with 'ALL' and 'ANY' options, and 'Reset' and 'Search' buttons at the bottom right.

**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 Refine Search New Search Add Organization

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

**SECURITY LEVEL**  
 Level 1 - Access to all Data

**ORGANIZATION NAME**  
 Auto 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

With proper permissions, you can select the **Security Level**. For more information, refer to "Master Index Security" on page 64.

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.

Quick Print Print

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

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street... Agency: District 42, Versailles  
 Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 1  
 Total Hours: 0

Organization Change Organization View Organization Summary Update Organization

NAME	TYPE	INDEX ID
Auto Series Inc.	Transportation, Communications, etc	240000091

Victim Details

INCIDENT ROLE  
 Victim

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 173.

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 validations, 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

**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 VAL

### 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.

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

**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 VAL

- Add Single Property
- Add Mass Property
- Add Mass Drugs
- Add Mass Documents
- Add Mass Currency
- Add Mass Guns

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. Select the **Category** to display additional fields to describe the property in more detail.

The screenshot shows the 'Property Information' form. At the top, there is a header bar with 'Property Information' on the left, 'Select a Category to display additional fields' in the center, and 'Go Back' and 'Search Properties' buttons on the right. Below this, the 'CATEGORY' section is highlighted with a red box and a red arrow pointing to it. The 'CATEGORY' section contains five radio buttons: 'PROPERTY', 'DRUGS', 'DOCUMENTS', 'CURRENCY', and 'GUNS'. The 'PROPERTY' radio button is selected. Below the 'CATEGORY' section, there are fields for 'SECURITY LEVEL' (a dropdown menu set to 'Level 1 - Access to all Data'), 'DATE OF INFO' (a date field set to '3/13/2019'), and 'COMMENTS' (a text area). At the bottom, there are three buttons: 'Go Back', 'Save', and 'Save & Select'.

The screenshot shows the 'Property Information' form with the 'PROPERTY' category selected. The form is expanded to show additional fields. The 'CATEGORY' section is still highlighted with a red box and a red arrow. Below the 'CATEGORY' section, there are four columns of fields: 'TYPE' (a dropdown menu set to '-Select-'), 'SERIAL #' (a text field), 'MISCELLANEOUS / OAN' (a text field), and 'VALUE' (a text field). Below these, there are four rows of fields: 'MAKE' (a text field), 'MODEL' (a text field), 'PRIMARY COLOR' (a dropdown menu set to '-Select-'), and 'SECONDARY COLOR' (a dropdown menu set to '-Select-'). Below these, there are two rows of fields: 'QUANTITY' (a text field set to '1') and 'ITEM DESCRIPTION' (a text area). At the bottom, there are three buttons: 'Go Back', 'Save', and 'Save & Select'.

**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 185 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(\$)

0

PROPERTY DAMAGE

PROPERTY DAMAGED DESCRIPTION

ADDITIONAL PROCESSING?

☒ NONE ☐ EVIDENCE ☐ LOST & FOUND

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:

CUSTODY DATE/TIME: 03/13/2019 1006

COMMENTS:

SELECT DESTINATION

☒ Location ☐ Person

SELECT A LOCATION

-Select

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 627.

## **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		
PROPERTY TYPE	SERIAL NUMBER	PROPERTY DESCRIPTION
SEEDS		
Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT...		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 1020		District 42, Versailles
DATE/TIME PLACED IN STORAGE	STATUS	LOCATION
02/15/2019 1210	Pending Check-In	Drawer
CUSTODY FROM	ITEM #	
Saur, Christine, ID# SAUR111	1	
EVIDENCE DESCRIPTION		
EVIDENCE COMMENTS		
Extended Chain of Custody <span style="color: red;">Click to enter Extended Chain of Custody →</span> <span>Add</span>		
+ Evidence Processing		
<div style="text-align: center;"> <span>Signature</span>  <span>Go Back</span> <span>Save</span> </div>		

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.

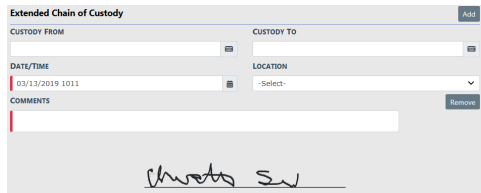
Extended Chain of Custody	
CUSTODY FROM	CUSTODY TO
DATE/TIME	LOCATION
03/13/2019 1011	-Select-
COMMENTS	
<div style="text-align: center;"> <span>Signature</span> </div>	

**NOTE:** In a multi-tiered agency the *Location* list filters based on the selected agency.

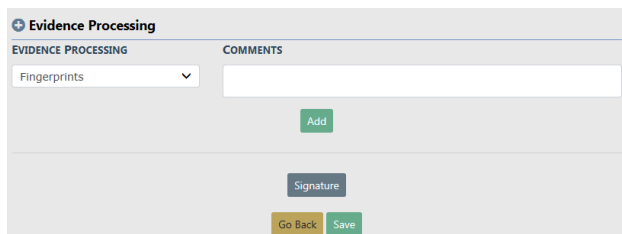
Select the **Signature** button to open the signature window.

Please Use Mouse to Enter Signature
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
<div style="text-align: center;"> <span>Cancel</span> <span>Reset</span> <span>Submit</span> </div>

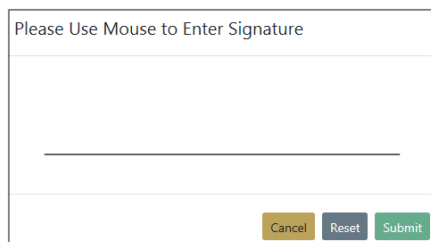
Sign for the custody change using the mouse then select **Submit** to apply the signature.



**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.



Select the **Signature** button to open the signature window.




Sign for the evidence processing using the mouse then select **Submit** to apply the signature.



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
 789	2	02/15/2019 1020	Drawer

**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 191.


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 ST...      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							
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

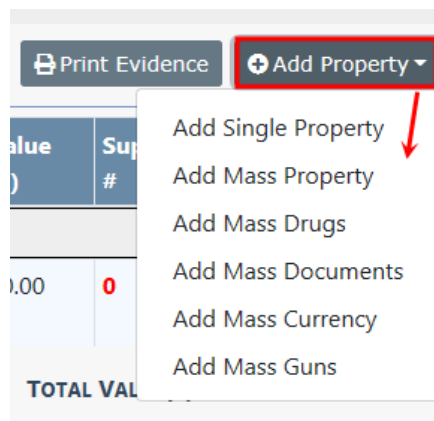
Select the **Finished – Go To Next Section** button to proceed to the next tab.

**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 395.

### **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.

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT... Agency: District 42, Versailles  
 Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

**Mass Drug Entry** First Entry Property Count: 1 Enter number of rows to add and click Add More Rows button Report #: 2018D4210207 Supp #: 0

Type	Drug Type	Value	Quantity
-Select-	-Select-		

Add Reset

Comments, Offense Association, and the Offense Status' will be applied to ALL property added from this screen!

**DATE OF INFO** 03/13/2019 **COMMENTS**

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)

Offenses in RED require at least one property.

**OFFENSE(S)** [SELECT ALL] [SELECT NONE]

☒ OFFENSE  
 1 35-43-2-1 B03-BURGLARY- ATTEMPTED

**CURRENT STATUS**  
 -Select-

Go Back Save

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 to the far right of each line item to indicate how to process it: *Evidence*, *Lost & Found*, or *None*. You may need to slide the bar to the right to see the radio buttons.

Property Owner	Processing
-Select-	<input checked="" type="radio"/> None <input type="radio"/> Evidence <input type="radio"/> Lost & Found

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 Apa... **Agency:** District 42, Versailles

**Offense(s):** 35-43-2-1 B03 - BURGLARY- ATTEMPTED **Report #:** 2018D4210207 **Supp #:** 0

**Evidence** **Lost & Found** **← Tabs**


Agency	Date of Recovery	Recovery Location	Date Placed in Storage
<b>Type:</b> DRUGS / NARCOTICS - CONTROLLED SUBSTANCE <b>Drug:</b> SUSPECTED MORPHINE <b>Quantity:</b> 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. Any field with a red left-hand border is a required field. You must complete required fields to continue. 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; <b>Drug Type:</b> SUSPECTED MARIJUANA; 0.000	Lost & Found			\$0.00	0	  
1846	DRUGS - COMMON MEDICINE; <b>Drug Type:</b> SUSPECTED OTHER DEPRESSANTS; 0.000	Evidence			\$0.00	0	  
1845	SEEDS; <b>Drug Type:</b> SUSPECTED MARIJUANA; 0.000	Evidence			\$0.00	0	  
1843	BACKPACK; Black/Yellow; <b>Val:</b> \$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 blue 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]

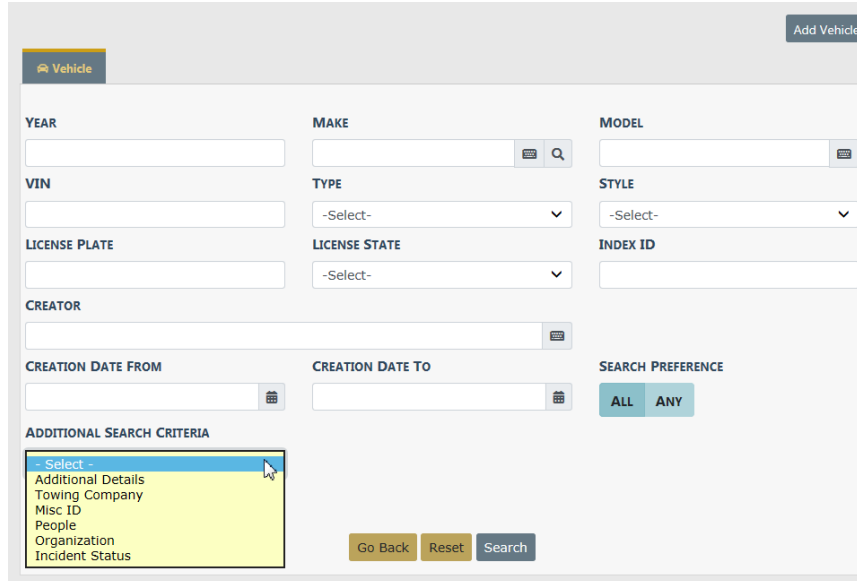
  BURGLARY- ATTEMPTED

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.



**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.

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 blue information bubble will provide examples.

## Crime Not Selected/ Associated

## Crime Selected/ Associated

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.

Enter the necessary data to search for the record needed, then click the **Search** button to view the results.

151 Result(s) Found						
Refine Search	New Search	Add Vehicle Tow/Imp	Previous 1 2 3 4 5 6 7 8			
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 the **Select** icon  to select the record and to open the **Associate Incident to Vehicle Tow/Impound** page.

Quick Print Print

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

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT A...

Agency: District 42, Versailles

Offense(s): 35-43-2-1 803 - BURGLARY- ATTEMPTED

Report #: 2018D4210207 Supp #: 0

Vehicle

YEAR 2009	VIN AJJDL599V74HR75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile / Passenger	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				

Additional Information

INCIDENT VEHICLE ROLE

STATUS

-Select-

Select

Abandoned

Arrestee

Attempt to Locate on vehicle

Impounded Vehicle/Vessel

Other

Parking Violation

Stolen




Suspect

Victim

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					
Impound ID	Vehicle ID	Towing Agency	Tow Date	Supp #	Actions
203	765	District 42, Versailles	01/31/2019 09:39	0	  

## 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	View Edit Delete

**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

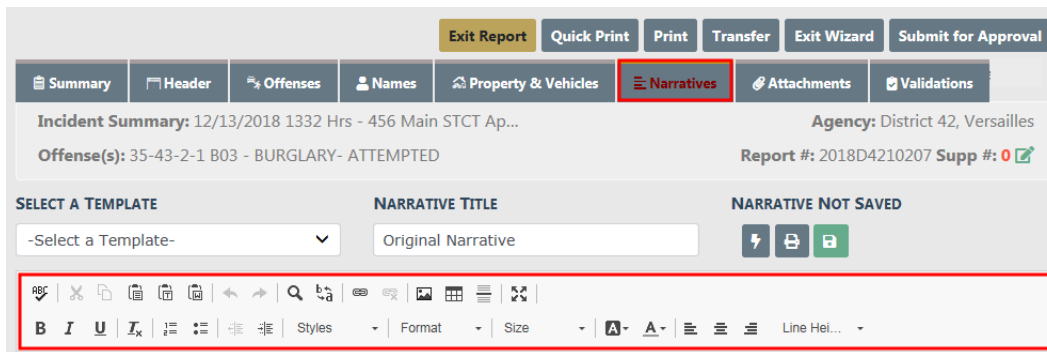
Cancel Print Labels Print Receipt Report Print Chain Of Custody Report

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**.

**NOTE:** Only items that are checked print.

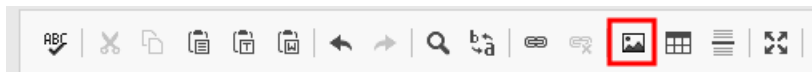
## Incident Report Section – Narrative Tab

While on the **Narrative** tab, click on the **Add Narrative** button to open 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 screenshot shows the Narrative entry screen. At the top, there are buttons: Exit Report, Quick Print, Print, Transfer, Exit Wizard, and Submit for Approval. Below these are tabs: Summary, Header, Offenses, Names, Property & Vehicles, Narratives (highlighted with a red box), Attachments, and Validations. The main area displays incident details: 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, and Supp #: 0. Below this is a section for selecting a template and entering the narrative title. The narrative title is 'Original Narrative'. To the right, there are icons for saving and a 'NARRATIVE NOT SAVED' warning. At the bottom, there is a rich text editor toolbar with various formatting options, including bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, image, table, and text color. The image icon is highlighted with a red box.

When inserting an image, you must use the **Image** icon on the tool bar.



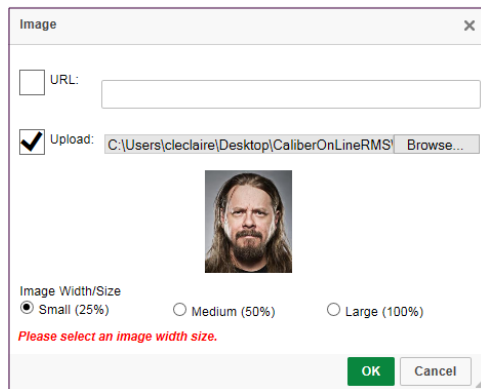
A dialog window appears giving you the option to insert an image from a URL or file.



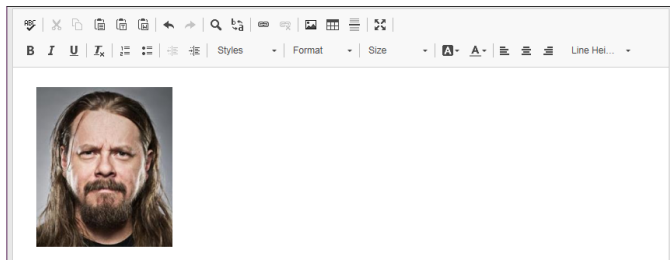
The screenshot shows the 'Image' dialog window. It has two radio buttons: 'URL' and 'Upload'. The 'URL' radio button is selected. Below the 'URL' radio button is a text input field. Below the 'Upload' radio button is a text input field with a 'Browse...' button next to it. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

**Note:** You cannot drag and drop, or copy and paste images at this time. You must use the **Image** icon to insert.

Select **URL** or **Upload**, select the **Image Size**, then click **OK**.



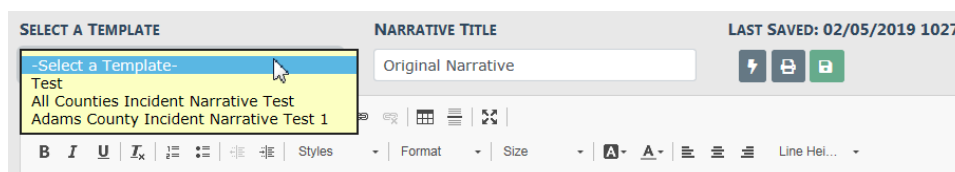
The image inserts into the body of the narrative.



To *remove the image* from the body of the narrative, click on the image then press the **Delete** key on your keyboard.

The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type your narrative.

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 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.

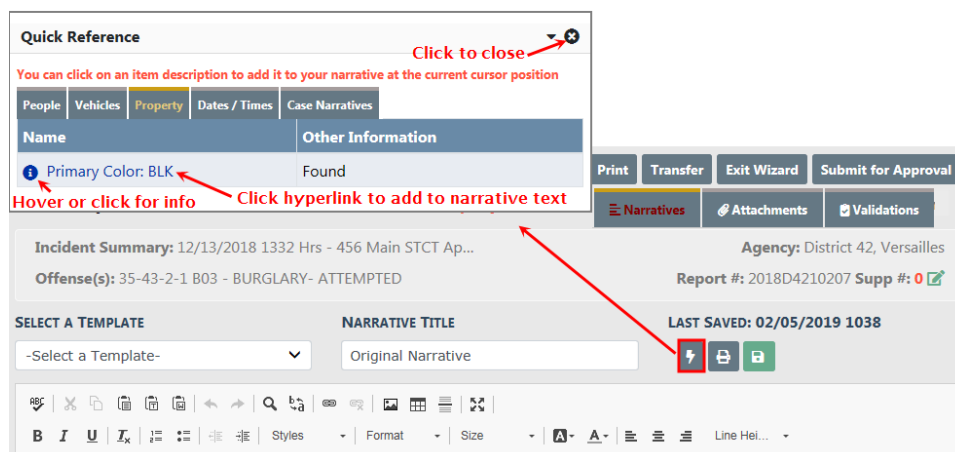
You should only have one workstation logged in to Online RMS at any given time.

If you have two workstations open on the Narrative screen, the first session open to the Narrative page is saved in Online RMS. If you write a lengthy narrative on the second open session, it does not save on your report.

**Note:** Always **Save and Exit** your Narrative when leaving the computer for any length of time, or move to a different computer to complete your report.

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, and case narratives within the incident report.

**Note:** If no items exist for a particular tab, that tab does not appear. For example, if a Case Narrative does not exist with an associated Case, then the Case Narrative tab does not appear.



The screenshot shows the 'Quick Reference' window in the upper left corner. It has a title bar 'Quick Reference' and a close button. Below the title bar is a message: 'You can click on an item description to add it to your narrative at the current cursor position'. There are five tabs: 'People', 'Vehicles', 'Property', 'Dates / Times', and 'Case Narratives'. The 'Property' tab is selected. Below the tabs is a table with two columns: 'Name' and 'Other Information'. The first row in the table has 'Primary Color: BLK' under 'Name' and 'Found' under 'Other Information'. A red arrow points to the 'Primary Color: BLK' text with the label 'Click hyperlink to add to narrative text'. Another red arrow points to the close button with the label 'Click to close'. Below the table is a message: 'Hover or click for info'. To the right of the Quick Reference window is the main narrative screen. It has a toolbar with buttons: 'Print', 'Transfer', 'Exit Wizard', 'Submit for Approval', 'Narratives', 'Attachments', and 'Validations'. Below the toolbar is a section for 'Incident Summary' and 'Offense(s)'. The 'Incident Summary' shows '12/13/2018 1332 Hrs - 456 Main STCT Ap...'. The 'Offense(s)' shows '35-43-2-1 B03 - BURGLARY- ATTEMPTED'. To the right of this is 'Agency: District 42, Versailles' and 'Report #: 2018D4210207 Supp #: 0'. Below this is a section for 'SELECT A TEMPLATE' and 'NARRATIVE TITLE'. The 'SELECT A TEMPLATE' dropdown shows '-Select a Template-'. The 'NARRATIVE TITLE' text box shows 'Original Narrative'. To the right of this is 'LAST SAVED: 02/05/2019 1038'. At the bottom of the main screen is a rich text editor toolbar with various formatting options. A red arrow points to the 'Quick Reference' icon (a lightning bolt in a square) in the toolbar.

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 you 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 shows the 'Attachments' tab selected in the 'Incident Report Section'. The top navigation bar includes buttons for 'Exit Report', 'Quick Print', 'Print', 'Transfer', 'Exit Wizard', and 'Submit for Approval'. Below this, a tabbed interface shows 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments' (selected), and 'Validations'. The 'Attachments' tab displays a section titled 'File And Image Attachments' with links for 'Image Library', 'Add Attachment', 'Image Viewer', and 'Download Selected Attachments'. Below this is a section for 'Attached Forms' with a dropdown menu labeled 'Add a Form' and '-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 51.

To add an image file from your personal Image Library, select the **Image Library** hyperlink. If images do not exist in your Image Library, then the hyperlink does not appear. For more information on the Image Library, refer to "Image Library" on page 57.

To view an image, select the **Image Viewer** hyperlink.

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.

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

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.

The screenshot shows the 'Validations' tab selected in the top navigation bar. Below the tabs, the incident summary is displayed: 'Incident Summary: 03/27/2018 1257 Hrs - 789 North Livingwell Court D...'. The offense is listed as 'Offense(s): No Offense Specified'. The agency is 'District 42, Versailles'. The report number is '2018D4210158' and the support number is '0'. A green banner at the bottom of the tab area states '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.

This screenshot is similar to the previous one, but it includes a row of buttons above the tabs: 'Exit Report', 'Quick Print', 'Print', 'Transfer', 'Show Wizard', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box. The rest of the interface, including the incident summary and the 'Validations' tab, remains the same.

Users with approval authority will receive a message to either approve or submit the request.

The 'Submission Options' dialog box contains the text: 'You have authority to approve incidents. Would you like to approve or submit for approval?'. At the bottom, there are three buttons: 'Cancel', 'Approve', and '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
  2
  5
  0
  0
  0

**APPROVING AGENCY**  
 District 42, Versailles

**APPROVING GROUP**  
 PATROL Supervisor

**REPORT HOURS**  
 Hrs 0 Min

**OTHER COMMENTS**

**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?

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 329.

There may be times when the *Approving Supervisor* **disapproves** the Incident Report and routes it back to you for more information or to make corrections. After making corrections, you have an opportunity to resubmit for approval. For more information, refer to "Incident Report – Disapproval Notice Corrections" below.

### ***Incident Report – Disapproval Notice Corrections***

The *Approving Supervisor* may **disapprove** the Incident Report and route it back to you for more information or to make corrections. You will then have an opportunity to make the necessary corrections and resubmit for approval.

The Recent Activities section of your Home page displays those that have been disapproved.

The screenshot shows the Caliber Public Safety interface. At the top, there's a 'Home' button and a 'Broadcast Messages' section with a 'Show All' link. Below this is the 'Notifications' section, which includes a search bar and a table of notifications. The table has columns for Count, Notification Type, Last Notification, and Priority. The 'Recent Activities' section on the right shows a list of activities, with 'Disapproved' highlighted in red and a red circle indicating 1 item.

Count	Notification Type	Last Notification	Priority
1	DISAPPROVED INCIDENT REPORT	03/26/2019 03:43 PM CST	Urgent
37	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	03/22/2019 01:56 PM CST	High
99	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	03/19/2019 11:34 AM CST	High
98	INCIDENT APPROVED	03/19/2019 11:34 AM CST	High
54	EVIDENCE PENDING CHECK-IN	03/13/2019 10:18 AM CST	High
2	INCIDENT FOLLOW-UP CASE ASSIGNED	03/08/2019 03:04 PM CST	High

Click the **Disapproved** link to display a list. The number of incidents that appear in the list match the disapproved number that displays in Recent Activities.

The screenshot shows the incident report details page. It includes a 'Go Back' button in the top right corner. The main content is a table with columns for Report #, Supp #, Summary, and Actions. The first row shows a report with Report # 2019D4210217, Supp # 1, and a summary of an incident on 03/06/2019 at 14:35 Hrs. The Actions column contains a transfer icon and an edit icon. A 'Go Back' button is also located at the bottom center.

Report #	Supp #	Summary	Actions
2019D4210217	1	03/06/2019 14:35 Hrs - 100 North Main Street BLOOMINGTON, IL 61701 - Offense(s) - 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT	

Click the transfer icon to transfer the incident to another user, or click the edit icon to make changes to the incident.

The *Incident Report* opens if you chose to edit. Click the red **Disapproval Comments** button to view the *Approving Supervisor* comments, or mouse over tabs highlighted in red to view disapproval comments associated with that tab.

Exit Report Quick Print Print Transfer Submit for Approval

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street... Agency: District 42, Versailles

Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 1

Total Hours: 0

Disapproval Comments Click to view Approving Supervisor comments

Actions Add 2 1 1 1 2

2 / 2 1 Pending Approval 1 Disapproved Report

Report Header Edit

REPORT ID	REPORT SECURITY	REPORT TYPES
3206	Patrol Officer	Disturbance

SUMMARY

Loud music at 2am.

REPORT DATE	OCCURRENCE DATE START	OCCURRENCE DATE END
03/06/2019 1435	03/06/2019 1435	

ISP

GANG INVOLVED

Alcohol Involved Info

ALCOHOL INVOLVED	NUMB
------------------	------

Additional Information

Exit Report Quick Print

Offenses Enter an offense to show PC for the stop. Narratives Attachments Validation

7/2019 1200 Hrs - 17140 West Wornham Road Saurier, M...

1 - DRIVING WHILE INTOXICATED - 49.04 : MB

Review the supervisor comments and check the **Acknowledged** box. Add **Response Comments**, if any, then click **Save** to return to the *Incident Report* page.

View Comments

Supervisor Comment	Creator	Acknowledged	Response Comment (Optional)
Please provide additional comments.	Saur, Christine	<input checked="" type="checkbox"/>	Detailed comments added.

Close Save

**NOTE:** All disapproval comments must be acknowledged prior to submitting report for approval.

On the *Incident Report* page, click **Edit** on the top right of applicable sections to make any necessary changes.

Exit Report Quick Print Print Transfer **Submit for Approval**

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street... Agency: District 42, Versailles  
 Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 1 1  
 Total Hours: 0

**Disapproval Comments** ←

Actions Add 2 1 1 1 2

2 / 2 1 Pending Approval 1 Disapproved Report

**Report Header** Edit

REPORT ID	REPORT SECURITY	REPORT TYPES
3206	Patrol Officer	Disturbance

**SUMMARY**  
Loud music at 2am.

REPORT DATE	OCCURRENCE DATE START	OCCURRENCE DATE END
03/06/2019 1435	03/06/2019 1435	

**ISP**

**GANG INVOLVED**

**Alcohol Involved Info**

ALCOHOL INVOLVED	NUMB

**Additional Information**

**NOTE:** The **Disapproval Comments** button turns green when supervisor disapproved comments are acknowledged.

Click the **Submit for Approval** button on the top right of the *Incident Report* page. For more information on submitting incidents for approval, refer to "Incident Report – Submit For Approval" on page 198.

Click the **Submit** button on the bottom of the *Submit for Approval* page. Notice the disapproval comments and responses appear on the bottom of the page.

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street... Agency: District 42, Versailles  
 Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 1 1  
 Total Hours: 0

1 0 0 1 0 0 0 0 0

**APPROVING AGENCY** District 42, Versailles **APPROVING GROUP** PATROL Supervisor **REPORT HOURS** Hrs 0 Min

**OTHER COMMENTS**

**Disapproval Comments**

Section	Supervisor Comment	Creator	Response Comment	Acknowledged
Summary	Please provide additional comments.	Saur, Christine	Detailed comments added.	✓

Go Back **Submit**

Select **Yes** to submit for approval.

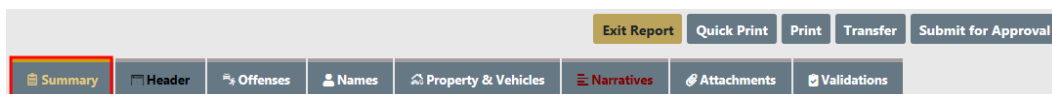
Message From RMS
Confirm Submit for Approval?
<div style="text-align: right;"> <input type="button" value="No"/> <input type="button" value="Yes"/> </div>

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 329.

Click **Go Back** to return to your Home page.

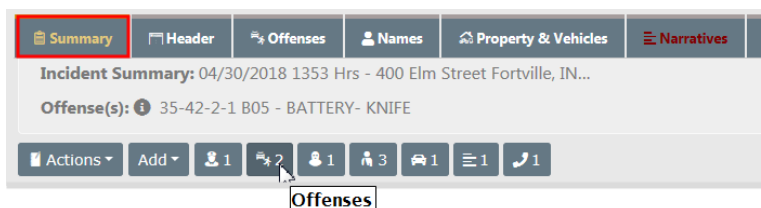
### Incident Report Section – Summary Tab

The **Summary** tab contains a summary of all the information that is contained in the other tabs of the current Incident Report.

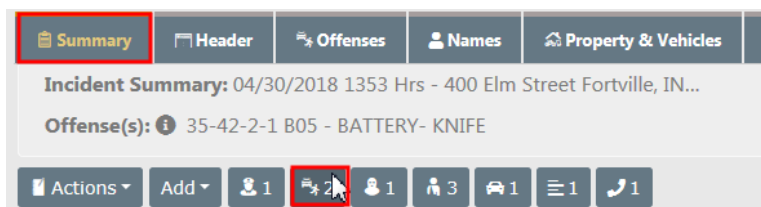










Information in the **Summary** tab is divided into sections, such as Officers, Employees, Offenders, Victims, Narratives, etc.

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.



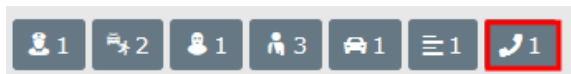
For example, select the *Offenses* hyperlink and you are directed to the *Offenses* section of the **Summary** tab.




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	   
23D	2	35-43-4-2 T02 THEFT- AIR CONDITIONER/FAN		04/30/2018 1353	Warrant Request	0	   

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 157.

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.



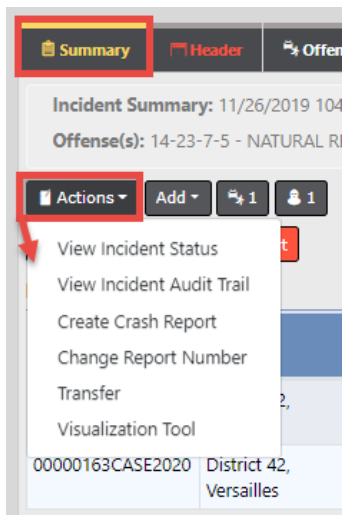
In the **Calls For Service** section, view the CFS by selecting the **View** icon  under the **Actions** heading.

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	

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	

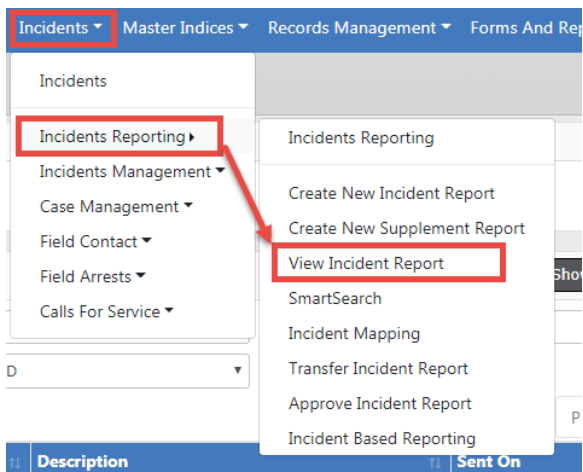
The Summary tab also contains an **Actions** button that allows you to perform certain actions. Click on the button to view a drop-down list of choices from which to choose. This list is based on permissions and varies by user.






## View Incident Reports

The option to **View Incident Reports** is in the Incidents menu.



A **Incident Search** window opens, where you can search for a particular incident to view by entering data in any field or combination of fields. For more information on incident searching, refer to "Incident Search" on the next page.

Click on the view icon  in the incident Search Results 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.

**Note:** The *Summary* tab will also advise if a follow-up Case has been assigned to the incident.

**Note:** With appropriate permissions, an investigative case can be created directly from an *initial unapproved* Incident report using the **Actions** button.

For more information on the *Summary* tab, refer to "Incident Report Section – Summary Tab" on page 203.

**Eight Tabs**

Summary | Header | Offenses | Names | Property & Vehicles | Narratives | Attachments | Validations

Incident Summary: 06/07/2018 1419 Hrs - 500 Center Lake Water Tower-Clubhouse-...

Offense(s): 35-43-4-2 T01 - THEFT- AGRICULTURE

Agency: District 42, Versailles

Report #: 2018D4210170 Supp #: 0

Status: Closed- No Action / Closed (06/29/2018)

State Status: READY TO BE PROCESSED-ORIGINAL

Follow-Up Incident Cases

Case #	Agency	Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
2018D4210198	District 42, Versailles	M, Dana - Lead Investigator	Assign to Patrol	Open	02/22/2019	

Report Header

REPORT SECURITY Patrol Officer	REPORT TYPES Child Abandon
SUMMARY asdf	
REPORT DATE 06/07/2018 1419	OCCURRENCE DATE START 06/07/2018 1419
OCCURRENCE DATE END	

Click on each tab heading to navigate to the different tabs of the Incident report.

## Incident Search

The **Incident Search** window allows you to search for incidents 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.

**Incident Search** Incident SmartSearch

REPORT #

REPORT TYPE

APPROVAL STATUS

SUMMARY

FOLLOW UP ACTION

STATUS / DISPOSITION

AGENCY

REPORT DATE FROM

REPORT DATE TO

OCCURRENCE DATE FROM

OCCURRENCE DATE TO

APPROVAL DATE FROM

APPROVAL DATE TO

GANG RELATED

ADDITIONAL SEARCH CRITERIA

- Select-
- Select-
- Name
- Address
- Offense
- Officer
- Property
- Vehicles
- Organization
- Combo
- Citations
- Partial
- Incident Narrative
- Incident Based Reporting
- Public Release
- Case Review Status
- Calls for Service
- Custom Fields

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 next 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.

**Incident Search Results** Show Map Refine Search New Search

**Export results to a file**

24 result(s) found



Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2019D4210231	11/21/2019 0937 Hrs	0	1001 North East Main Street INDIANAPOLIS, IN Offense(s): 1; 35-43-2-1 B03 - BURGLARY-ATTEMPTED	
D42	2019D4210230	06/18/2019 1457 Hrs	0	100 North Main Street BLOOMINGTON, IL 61701 Offense(s): 1; 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	
D42	2019D421022	Stolen property reported.			

**View Report**

**Hover over blue bubble to view more information**

**Click to view Entire Entry**

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.

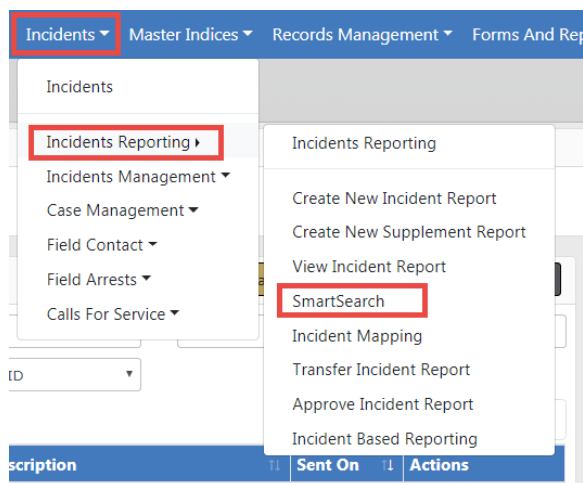
Click on the view icon  to view the Incident Report. The *Summary* tab opens by default. If the report has more than one Supplement, the number of Supplements are listed next to the  icon.

## SmartSearch

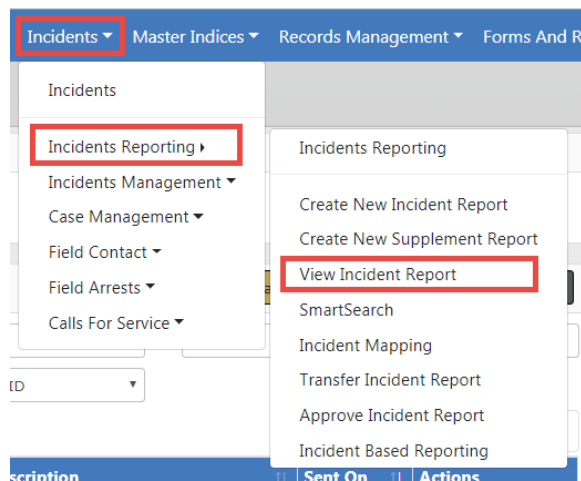
Users can, with appropriate permissions, search for incidents across all agencies in the Online RMS system within the user's State, outside of the State if configured by your agency, or both. You can also limit your search using date range filters. This search adds a simple interface to perform searches the way one would in an Internet search engine, such as Google.

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.



Either option opens the *Incident SmartSearch* screen.

Enter a word or phrase into the search box on the upper left, then click the **Search** button. The results display based on how well they match the entered text.

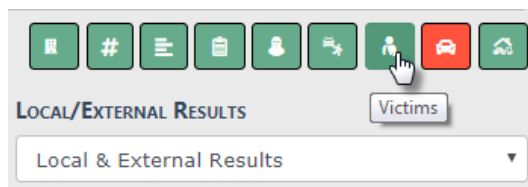
**NOTE:** The **SmartSearch** only searches on Approved incident reports. Incident reports with other statuses can be searched using the standard View Incidents option in the Incidents menu.

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.

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.

Review the search results in a *List* format, or on a *Map*.

The green icons on the right side of the page indicate what areas of the incident report are being searched. Hover your mouse over an icon to view what it represents. Click on each icon to disable or enable an area. Disabling will cause **SmartSearch** to exclude that area from the search; red icon excludes and green includes.



Optionally, enter a date range to filter your search results for specific date ranges.

You can filter by *Local Results Only*, *External Results Only*, or *Local & External Results* if configured by your agency.

If you chose to display the results in a *List*, the results highlight the text matching your query. If any *Offenders* in the matched reports have mug shots, these also display. You can view the report by clicking on the **Incident Report #** link at the top of each result. This opens a new tab, letting you view the report details without actually leaving the search page. To return to the search page, click the Search tab.

Click on the print icon to print a specific Incident Report that appears in the results list.

Incident SmartSearch

Search

thrift Enter word or phrase here Search Relevance Descending

Match Any Match All List Map

CREATION DATE FROM 04/01/2018 CREATION DATE TO 12/01/2019

Click to view the Incident

Results display below

LOCAL/EXTERNAL RESULTS Local & External Results

4 Result(s) Found Previous 1 Next

District 42, Versailles - 2018D4210165 35-43-4-2 T47 - THEFT- IDENTITY

05/09/2018 at 300 North MAIN Street CLEVELAND, IN

DLW 5/9/2018 Testing NIBR code 26F Identity Theft Fraud Offenses False Pretenses/Swindle/Confidence Game - 26A Property 2601

- 26D Property None Wire Fraud - 26E Property 2608 Identity Theft - 26F Property 2610 Hacking/Computer Invasion

35-43-4-2 T47 - THEFT- IDENTITY

Click to print

Your entered word or phrase is highlighted

District 42, Versailles - 2018D4210170 35-43-4-2 T01 - THEFT- AGRICULTURE

06/07/2018 at 500 Center Lake Water Tower-Clubhouse-Librar Road Apartment #ZZ IN

35-43-4-2 T01 - THEFT- AGRICULTURE

District 42, Versailles - 2018D4210170 35-43-4-2 T01 - THEFT- AGRICULTURE

06/07/2018 at 500 Center Lake Water Tower-Clubhouse-Librar Road Apartment #ZZ IN

35-43-4-2 T01 - THEFT- AGRICULTURE

District 42, Versailles - 2018D4210184 35-42-4-1 R01 - RAPE- ARMED

10/01/2018 at 4060 North 150 West Apartment #E2 COLUMBUS, IN 47201

35-42-4-1 R01 - RAPE- ARMED, 35-43-4-2 T02 - THEFT- AIR CONDITIONER/FAN

## Printing Options

When viewing the **Incident Report** there are two print options available.



The **Quick Print** button will download 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.

Go Back Print Report

Incident Summary: 11/21/2019 0937 Hrs - 1001 North East Main Stre... Agency: District 42, Versailles  
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2019D4210231 Supp #: 0

**Templates**

- ☒ Standard
- ☐ Media
- ☐ Full (Includes All Person Details Reports, PDF Attachments and Images)

**Narrative Options**

- ☒ Print Narratives
- ☐ Use Old Narrative Print Feature Note: Narrative images will not be printed.
- ☒ 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 Custom Fields

Choose a print template and select the options you wish to include on the report.

Click the **Print Report** button to download the report to your local machine, click on the report to open it in a new window, then click on the printer icon to send it to the printer. For your convenience, the **Print Report** button is located on the top right and on the bottom of the report window.

## 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. For more information using this method, refer to "View Incident Reports" on page 205.



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

OCURRENCE DATE FROM

APPROVAL DATE FROM

GANG RELATED

-Select-

REPORT DATE TO

OCURRENCE DATE TO

APPROVAL DATE TO

Go Back

Reset

Search

On the *Incident Search Results* screen, click the view icon  to view the incident.

1 result(s) found

Show Map
Refine Search
New Search

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	

Refine Search
New Search

Click the **Actions** button on the *Summary* tab of the Incident Report, then select **View Incident Status**.

Summary

Header

Offenses

Names

Property & Vehicles

Narratives

Attachments

Validations

Incident Summary: 02/21/2018 1040 Hrs - 6523 Anystreet Anytown, NJ 45623-...

Agency: District 42, Versailles

Offense(s): 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTL...

Report #: 2018D4210149 Supp #: 0

Actions

3

1

3

2

1

1

2

1

2

1

1

Status: Open / Open Pending Destruction of Property (02/26/2018)

State Status: NOT REPORTABLE

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

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

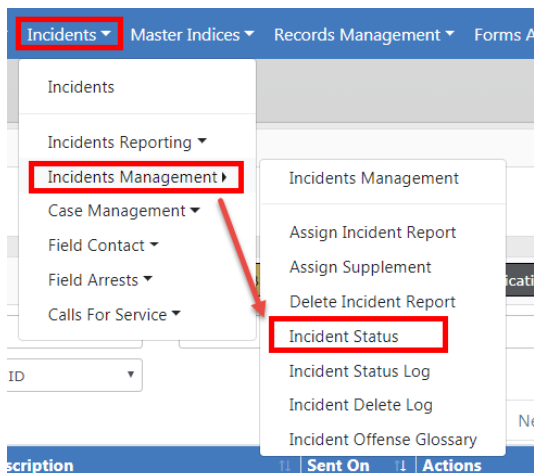
This report needs approval information.

Cancel

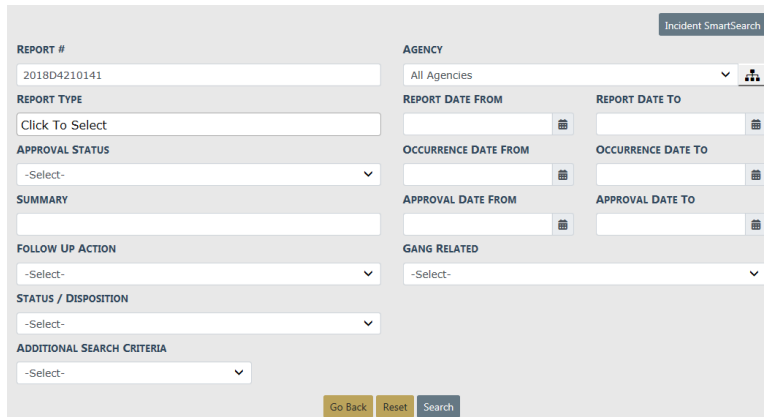
Update Status

## 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.

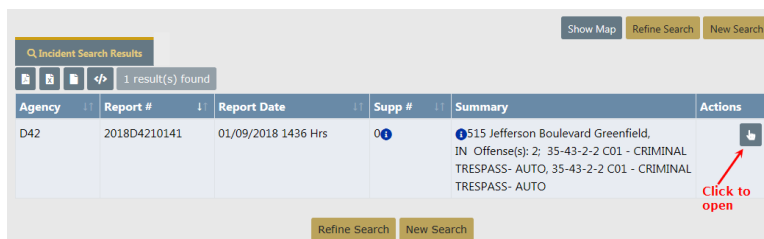


The Incident SmartSearch form contains the following fields:


- REPORT #**: Text input with value 2018D4210141
- AGENCY**: Dropdown menu with value All Agencies
- REPORT TYPE**: Dropdown menu with value Click To Select
- APPROVAL STATUS**: Dropdown menu with value -Select-
- SUMMARY**: Text input
- FOLLOW UP ACTION**: Dropdown menu with value -Select-
- STATUS / DISPOSITION**: Dropdown menu with value -Select-
- ADDITIONAL SEARCH CRITERIA**: Dropdown menu with value -Select-
- REPORT DATE FROM**: Date picker
- REPORT DATE TO**: Date picker
- OCCURRENCE DATE FROM**: Date picker
- OCCURRENCE DATE TO**: Date picker
- APPROVAL DATE FROM**: Date picker
- APPROVAL DATE TO**: Date picker
- GANG RELATED**: Dropdown menu with value -Select-

Buttons at the bottom: 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	

Buttons: Refine Search, New Search. Red arrow points to the select icon with text: Click to open.



Incident Summary: 01/09/2018 1436 Hrs - 515 Jefferson Boulevard Greenfield, Versailles  
Offense(s): 35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO

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	  




Buttons: Go Back, Update Report#, Cancel. Red arrow points to the change status icon with text: 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.

## 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 (Initial Report)			
			Transfer icon
Report #	Supp #	Summary	Actions
2019D4210231	0	11/21/2019 09:37 Hrs - 1001 North East Main Street INDIANAPOLIS, IN - Offense(s) - 35-43-2-1 B03 - BURGLARY- ATTEMPTED	  

Select the **Transfer** icon to open a window with the transfer options.

Transfer Options

TRANSFER INCIDENT TO  
☐ OFFICERS ☐ RECORDS

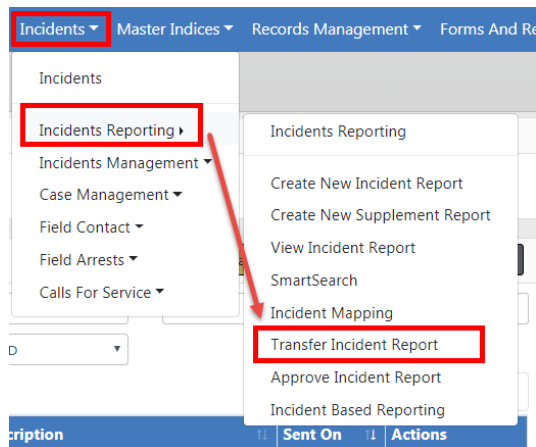
Select **Officers** or **Records** then click the **Transfer** button. If **Officers** is chosen, then select the appropriate officer by clicking the **Hand** icon.

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?
<input type="button" value="No"/> <input type="button" value="Yes"/>

## 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..

REPORT #

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

Incident SmartSearch

Incident Search Results

76 result(s) found

Previous 1 2 3 4 Next

Select either **Officers** or **Records** in the *Transfer Options* window then click the **Transfer** button.







Transfer Options

TRANSFER INCIDENT TO

OFFICERS RECORDS

Cancel Transfer

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?

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.
2. 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**.

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	 

3. Locate the report you want to delete and click the delete icon .

Delete Incident

Please enter a comment for deletion of 2019D4210218 Supp # 0

COMMENT

Cancel Delete

4. 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 Online RMS unless the user is granted permissions to view expunged details.

For detailed instructions on expunging records in Online RMS refer to "Expungements" on page 645.



# Chapter 11. Supplement to Incident Reports

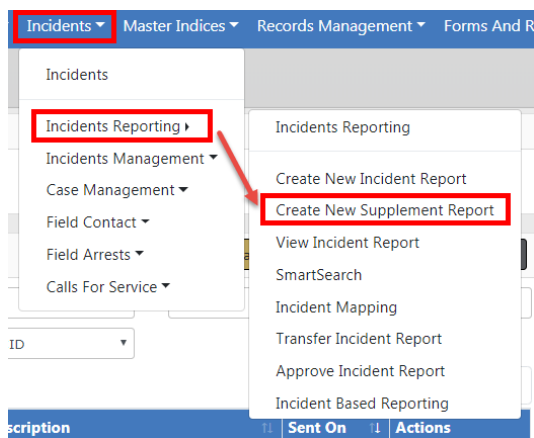
## Create Supplements

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 to a report from your agency, even if the **Initial Report** is not yet completed; however, you cannot create a supplement to a report from another agency unless that **Initial Report** has been approved.

Supplements can be created using different methods:


- From the Incidents Menu.













Search for the report by using the provided *Incident Search* screen. You must enter at least one search criteria. For more information on searching for incidents, refer to "View Incident Reports" on page 205.

Select the appropriate incident from the search results.

- From an existing Case, to which an Incident is associated.

Access the Case, then page down to the *Associated Incident(s)* section. Click on the Create Supplement icon  on the appropriate Incident. For more information on Cases, refer to "Case Management" on page 357.

Associated Incident(s)						
Report #	Incident Summary	Offenses	Comments	Date Of Info	Associated Event #	Actions
2019D4210230	06/18/2019			06/18/2019	This Case	   
2019D4210216	03/04/2019 - 700 North Broadway Street Greenfield, IN			06/18/2019	This Case	    

Create Supplement

- From the *Actions* menu when viewing an incident report.

Summary | Header | Offenses | Names | Property & Vehicles

Incident Summary: 04/03/2019 1514 Hrs - 123 Cherry Lane Golden, IN  
Offense(s): 35-43-2-1 B01 - BURGLARY- AIRPORT

Actions

View Incident Status  
View Incident Audit Trail  
Create Supplement  
View Incident Based Reporting Values  
Edit This Incident  
Warrant / Charge Request  
Create Case  
Narrative Maintenance  
Visualization Tool

REPORT SECURITY  
Animal Control

OCCURRENCE DATE S  
04/03/2019 1514

Whichever method you choose, a *Confirm Incident Supplement* window appears once you elect to create a Supplement:

Confirm Incident Supplement

Click Generate to create a new incident supplement

Cancel Generate

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 can add a supplement that does not include NIBRS reporting data (i.e., add a narrative only) and submit for approval without satisfying any NIBRS validations that may exist from a previous supplement.
- 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**.
- Incidents can only be deleted when in **Initial 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 Narrative Creator interface. At the top, there are tabs for Summary, Header, % Offenses, Names, Property & Vehicles, **Narratives** (highlighted with a red box), Attachments, and Validations. Below the tabs, the incident summary is shown: "Incident Summary: 12/12/2018 1342 Hrs - 600 East Haythorne Avenue Terre Haut..." and "Offense(s): No Offense Specified". The agency is listed as "District 42, Versailles". The report number is "2018D4210206 Supp #: 2". A red box highlights the "SELECT A TEMPLATE" dropdown menu, which is open and shows a list of templates: "Test", "All Counties Incident Narrative Test", and "Adams County Incident Narrative Test 1". The "NARRATIVE TITLE" field contains "Supplement #2 Narrative". A "Toggle Preview" button is visible. The interface also includes a "NARRATIVE NOT SAVED" warning and a "Submit for Approval" button.

Select a template from the list, complete the narrative, then click **Save**.



# Chapter 12. CommunityReporting

## Community Reporting Overview

In response to COVID-19, Caliber Public Safety is offering a new product feature with Online RMS 11.3.2 to support **Community Reporting** of minor crimes, tips, and other police-related events. The **Community Reporting** feature leverages the power of Online RMS *Custom Forms* for your agency to embed a public form in an existing website using only a couple lines of HTML code.

With this enhancement, your agency can create their **Community Reporting** public forms using the *Custom Forms* module and make the forms available to the public via your agency's website.

### Benefits of **Community Reporting**:

- Promote social distancing by reducing officer to public interactions for minor police reports.
- Better service your community by reducing non-essential contacts to ensure officers are available to provide help when emergencies arise.
- Keep officers on patrol and protecting communities by offering an alternate method for the public to report minor police reports without the need to dispatch an officer.

**Routing** for *Publicly Available Custom Forms* notifies Online RMS users when a new public submission of a form occurs. Taking action to review a *Custom Form* submission is a very similar process to reviewing non-public *Custom Forms*.

There are two ways to take action on *Publicly Submitted Forms*:

- From a Notification.
- From your Recent Activities.

For more information on taking action, refer to “Taking Action on Publicly Submitted Forms” on page 226.

Searching for and viewing *Publicly Available Custom Forms* is the same as searching for *Non-Publicly Available Custom Forms*. For more information, refer to “Search For and View Custom Forms” on page 49.

**Note:** For details on **Community Reporting** configuration, refer to the *Online RMS Admin Guide* or your agency administrator.

## Taking Action on Publicly Submitted Forms

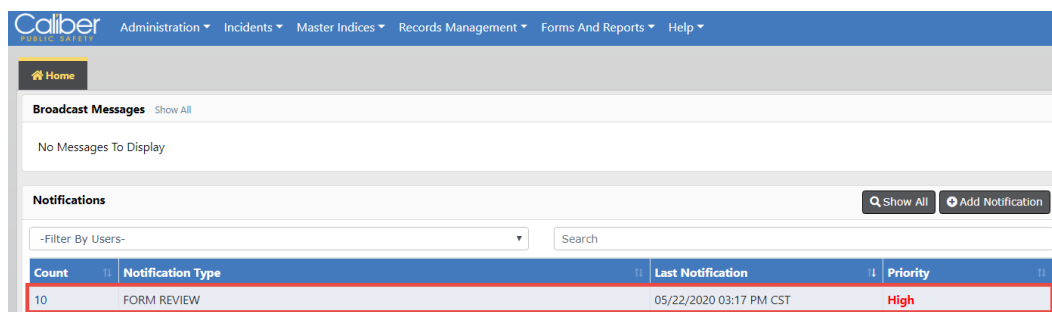
**Routing** for *Publicly Available Custom Forms* notifies Online RMS users when a new public submission of a form occurs. Users designated by name or by role on the *Custom Form* configuration page, by your Online RMS agency administrator, receive a notification every time the public makes a new submission of a form. **Community Reporting** leverages the existing workflow and power of the Online RMS *Custom Forms* module. Taking action to review a *Custom Form* submission is a very similar process to reviewing non-public *Custom Forms*.

There are two ways to take action on *Publicly Submitted Forms*:

- “Taking Action via Notifications” on page 226.
- “Taking Action via Recent Activities” on page 233.

## Taking Action via Notifications

When the public makes a new submission of a public form, a notification appears on the **Online RMS Home Page**, within your **Notifications** queue.



The **Notification Type** for public form submissions is FORM REVIEW.

**Note:** For more information on **Notifications**, refer to “Notifications” on page 20.

Follow these steps to review and take action.

The screenshot shows the Caliber Public Safety interface. The top navigation bar includes links for Administration, Incidents, Master Indices, Records Management, Forms And Reports, and Help. Below this is a Home button. The main content area is titled 'Broadcast Messages' and shows 'No Messages To Display'. Below that is the 'Notifications' section, which includes a search bar and a table. The table has columns for Count, Notification Type, Last Notification, and Priority. The first row is highlighted with a red box, showing a count of 10 for 'FORM REVIEW' notifications, with the last notification dated 05/22/2020 03:17 PM CST and a priority of 'High'.

Count	Notification Type	Last Notification	Priority
10	FORM REVIEW	05/22/2020 03:17 PM CST	High

1. Click on the hyperlinked **Count** indicator.

The Notification **Description** begins with the name of the *Custom Form*.

- Use the **Search By** option to filter by **Description** if your agency uses more than one *Custom Form* configured with *Form Review Routing*.

The screenshot shows the Caliber Public Safety interface with the 'Notifications' section. The 'Filter By Users' dropdown is set to '-Filter By Users-'. The 'FORM REVIEW' dropdown is selected. The search bar contains the text 'online police'. The table below shows two notifications, both with a 'High' priority. The first notification is from 'Pangle Brandon' and the second is from 'System User Auto'. Both notifications describe the 'Online Police Self-Reporting Form available for review: (District 42, Versailles)'. The 'Sent On' date and time are 05/28/2020 01:45 PM CST and 05/28/2020 01:40 PM CST respectively. The 'Actions' column shows icons for viewing and taking action.

Priority	Sender	Description	Sent On	Actions
High	Pangle Brandon	Online Police Self-Reporting Form available for review: (District 42, Versailles)	05/28/2020 01:45 PM CST	
High	System User Auto	Online Police Self-Reporting Form available for review: Form Submitted From Public Website (District 42, Versailles)	05/28/2020 01:40 PM CST	

2. Click on the **Take Action** icon to open the form.

Go Back

You have been notified to review and comment on this form.

[Review](#)

[Reject](#)

Online Police Self-Reporting Form Attachments Audit Log Comments And Routing History

Pending Review Print Form Change Status

**Form Description**

IF THIS IS AN EMERGENCY PLEASE DIAL 911 NOTE: In the event that this involves shoplifting, you may be asked to come to the Police Department at a later date to file charges and you may also be asked to provide additional documentation regarding the statement or receipt of the stolen items. Once submitted, you will be contacted by a representative of the Police Department within 5 business days. If you have not heard from someone within 5 business days, please call 662-393-8652 to check the status of your report.

**Form Details**

SECURITY LEVEL

Animal Control Update Security Level

**Questions**

DO YOU KNOW THAT FILING A FALSE POLICE REPORT IS A CRIME?

No

ARE YOU EIGHTEEN (18) YEARS OF AGE OR OLDER?

No

DID THE INCIDENT OCCUR WITHIN THE CITY LIMITS?

No

DO YOU KNOW WHO COMMITTED THIS CRIME?

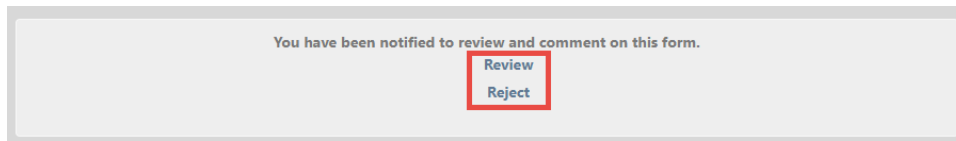
No

There are four tabs.

- Tab 1 includes the **Information** as submitted by the public.
  - The form opens to this tab by default.
  - This tab is where you **Take Action**.
- Tab 2 includes **Images** submitted by the public.
  - Click on this tab to review images.
  - Presently, only one image can be uploaded with a public submission. *Allowing more images is planned for a future release.*
- Tab 3 maintains an **Audit** history of users access to the *Custom Form*.
- Tab 4 maintains **Comments** and **Routing History** of the submission and routing actions.



3. At the top section of Tab 1, **Reject** or **Review** (Accept) the form by choosing one of the options below.



You have been notified to review and comment on this form.

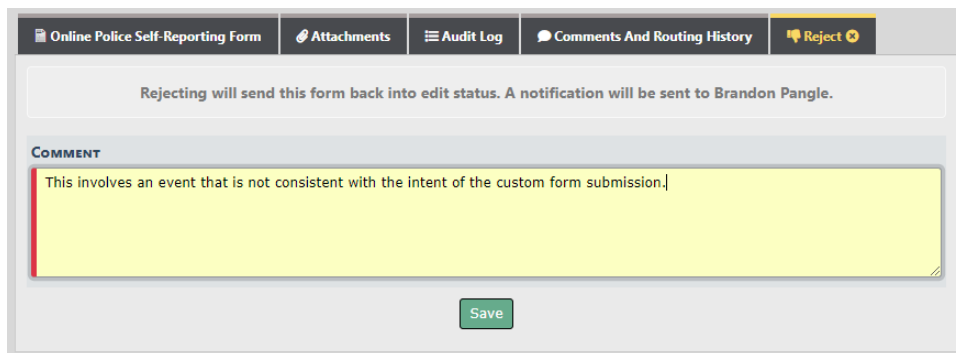
Review  
Reject

## **Reject**

1. Click **Reject** to reject the submission.

It is suggested that you use this option to track that the public submission is not consistent with the purpose of the custom form (e.g. does not involve a crime or is an event for which the public submission was **not** designed or your agency **does not** wish to track).

2. Enter a **Comment** or reason.



Online Police Self-Reporting Form | Attachments | Audit Log | Comments And Routing History | Reject

Rejecting will send this form back into edit status. A notification will be sent to Brandon Pangle.

COMMENT

This involves an event that is not consistent with the intent of the custom form submission.

Save

3. Click **Save**.
4. **Manually inform** the public submitter by email or phone call.

**Note:** Informing the public submitter does not happen automatically; this is a manual process.

## **Review without a Police Report**

Follow these steps when the submission involves an event that does not require a police report. You do, however, want to show the *Custom Form* was **Reviewed** and

**Accepted** by your agency.

1. Click **Review**.

The screenshot shows the 'Approve Form' tab selected. It features three sub-tabs: 'Approve Form' (active), 'View Form', and 'Attachments'. Below these is a 'COMMENT' section with a text area containing 'Reviewed public submission.'. Underneath is a 'CREATE INCIDENT' section with an unchecked checkbox. At the bottom right is a green 'Save' button.

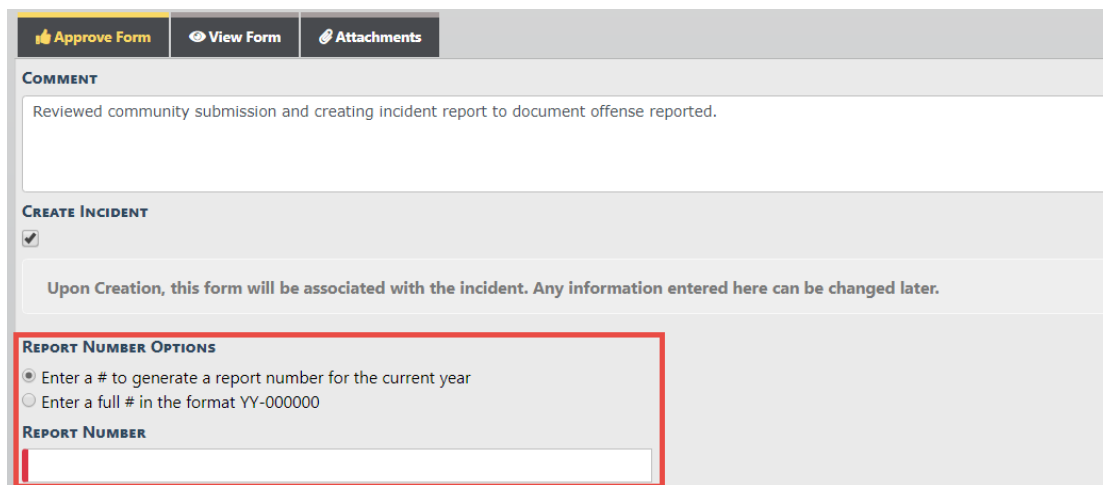
2. Enter a **Comment**.
3. Leave the **Create Incident** box *unchecked*.
4. Click **Save**.

### ***Review and File a Police Report***

Follow these steps when the submission involves a crime or event for which you need to **file an official police report**.

1. Click **Review**.
2. Check the **Create Incident** box on the *Approve Form* tab.
3. Depending on the configuration by your agency, the **Report Number** will either be *Auto Generated* or require *manual entry of a Case Number* requested and obtained from a CAD system, respectively as shown below.

This screenshot shows the 'Approve Form' tab with the 'CREATE INCIDENT' checkbox checked. The 'COMMENT' field contains 'Reviewed community submission and creating incident report to document offense reported'. Below the checkbox is a note: 'Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.' The 'REPORT NUMBER' field is highlighted with a red box and contains 'Auto Generated'. At the bottom, there are three fields: 'REPORT DATE/TIME' (06/05/2020 1544), 'OCCURRENCE DATE/TIME' (empty), and 'INCIDENT TYPE' (dropdown menu).



If the Report Number is **Auto Generated** as shown in the first example above, no additional action is required for the Report Number.

If the **Report Number Options** displays as shown in the second example above, enter the **Report Number** based on one of the following options you choose:

- a. The default option is to enter the digits of the Report Number obtained from CAD. RMS then generates the number using the **format defined**.
- b. You can select the option to enter the **full #** obtained from CAD in the specified format.

4. Complete the remaining fields on the *Approve Form* tab.

**Note:** The *View Form* tab easily switches views, to view the Form for information needed to complete the Incident Fields on the *Approve Form* tab.

- a. **Report Date/Time** - Default to the system date and time. Update as needed.
- b. **Occurrence Date/Time** - Set to the date and time reported by public form submitter.
- c. **Incident Type** - This can be set to default to a **Type**, allowing tracking of incident reports originating from a *Publicly Available Custom Form*. If defaulted, it is recommended that you do not change the value.
- d. **Summary** - This field relates to the Crime/Media Summary field on the incident report.
  - Use the **Copy From** LOV to select copy text from a *Custom Form* field to the Summary.

- Use the LOV multiple times to **copy** information from multiple fields in the *Custom Form*.
- e. **Responsible User** - Default to your name as the creator of the incident report. You can select another user from your agency to assign/transfer the report.
- f. **Narrative** - Optional entry. Use this field to quickly create the Narrative for the incident report.
  - Use the **Copy From** LOV to select copy text from a *Custom Form* field to the Narrative.
  - Use the LOV multiple times to **copy** information from multiple fields in the *Custom Form*.

**COMMENT**

Reviewed community submission and creating incident report to document offense reported

**CREATE INCIDENT**

☒

Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.

**REPORT NUMBER**

Auto Generated

**REPORT DATE/TIME** 06/05/2020 1544 **OCCURRENCE DATE/TIME** **INCIDENT TYPE**

**SUMMARY**

I was having a cup of coffee and watching TV when I heard a noise outside. I looked out my front window and saw a teenage male running away from my mailbox, which was not lying on the ground. Suspect was observed to be a white male under the age of 16, wearing a face mask, black hat, blue jacket, and blue jeans.

Copy From: -Select-

**RESPONSIBLE USER**

Christine Saur Badge #: SAUR111

**NARRATIVE (OPTIONAL)**

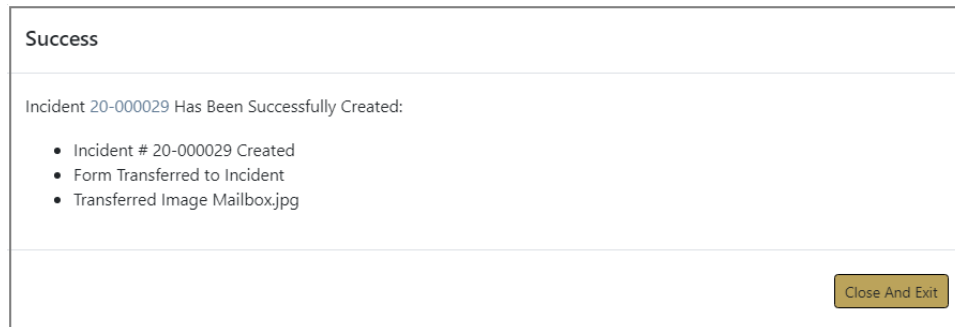
I was having a cup of coffee and watching TV when I heard a noise outside. I looked out my front window and saw a teenage male running away from my mailbox, which was not lying on the ground. Suspect was observed to be a white male under the age of 16, wearing a face mask, black hat, blue jacket, and blue jeans.

Copy From: -Select-

**Save**

5. Click **Save** to create the **Incident Report** and set the **Status** of the *Custom Form* to **Reviewed**.

6. A message displays indicating an **Incident Report** was created and the *Custom Form* and Image were automatically associated to the **Incident Report**.



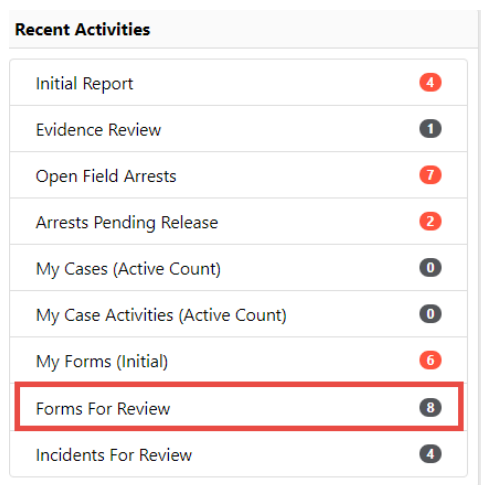
A success message box with a white background and a thin grey border. The title bar at the top says "Success". Below it, the text reads "Incident 20-000029 Has Been Successfully Created:". Underneath, there is a bulleted list: "Incident # 20-000029 Created", "Form Transferred to Incident", and "Transferred Image Mailbox.jpg". In the bottom right corner, there is a button labeled "Close And Exit".

Success	
Incident 20-000029 Has Been Successfully Created:	
<ul style="list-style-type: none"><li>Incident # 20-000029 Created</li><li>Form Transferred to Incident</li><li>Transferred Image Mailbox.jpg</li></ul>	
<button>Close And Exit</button>	

- The user assigned to the incident report can take action to complete the report from their **Recent Activities - Initial Report** queue.
- Complete the incident report, adding location, offenses, names, and property/vehicles as required.

## Taking Action via Recent Activities

As an alternative to taking action via a *Notification*, you can, if you have access to review *Publicly Available Custom Forms*, **Take Action** from your *Recent Activities - Forms For Review* queue.



A table titled "Recent Activities" with a light grey header. The table lists various activity categories and their counts. The "Forms For Review" row is highlighted with a red border.

Recent Activities	
Initial Report	4
Evidence Review	1
Open Field Arrests	7
Arrests Pending Release	2
My Cases (Active Count)	0
My Case Activities (Active Count)	0
My Forms (Initial)	6
Forms For Review	8
Incidents For Review	4

The process of reviewing the Custom Form from *Recent Activities* is the same as taking action from a *Notification*.

For information on accessing *Recent Activities*, refer to “Home Page” on page 9.

For information on taking action from a *Notification*, refer to “Taking Action via Notifications” on page 226.

**Note:** Once a *Form Review* is complete by either Accepting (Reviewing) or Rejecting the Custom Form, the notification deletes automatically and the Custom Form no longer appears for review in the *Recent Activities - Forms For Review* queue.

# Chapter 13. Criminal Complaint

## Criminal Complaint Overview

The **Criminal Complaint** module allows users, with appropriate permissions, to create and manage criminal complaints against arrestees and offenders, and approve or disapprove through a guided review process before submitting it to the state.

**Note:** To utilize this module, it must be turned on for the agency.

The agency has the option to utilize a 1 or 2 level approval:

### 1-Level Approval Process

The creator of the complaint sends it to the supervisor for approval.

The supervisor can disapprove and send the complaint back to the creator.

The supervisor approves and submits the complaint data to the court in one action, or approves then submits later

### 2-Level Approval Process

The creator of the complaint sends it to the supervisor for approval.

The supervisor can disapprove and send the complaint back to the creator.

The supervisor approves the complaint.

The court officer can disapprove an approved complaint and send the complaint back to the creator.

The court officer submits the approved complaint data to the court.

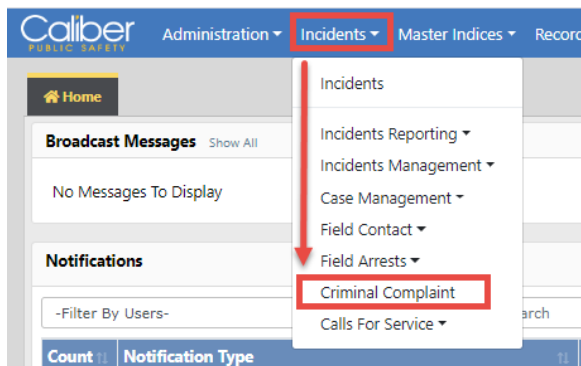
For more information on the approval process, refer to “Approve or Disapprove Criminal Complaint” on page 343.

## Accessing Criminal Complaint Module

The **Criminal Complaint** module must be turned on for the agency, and users with appropriate permissions can access it using various methods.

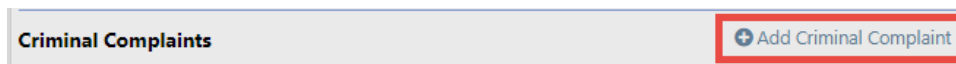
### *Standalone Module*

To access the standalone **Criminal Complaint** standalone module, select the **Criminal Complaint** option from the *Incidents* drop-down menu.



### *From the Field Arrest*

There is a Criminal Complaints section on the Field Arrest, where you can add a Criminal Complaint or access existing Criminal Complaints.



For more information, refer to “Edit Field Arrest” on page 278.

## Criminal Complaint Search

To search **Criminal Complaints** follow these steps:



1. Access the *Criminal Complaint* module. For instructions, refer to “Criminal Complaint Overview” on page 235.
2. A *Criminal Complaint Search* window appears.



**Note:** Click on the **Add Criminal Complaint** button to add a **Criminal Complaint**. For more information, refer to “Add a Criminal Complaint” on page 238

3. Enter the search **criteria** into the fields provided. The more criteria you use, the shorter the results list.
4. Click the **Search** button to display the search results.

Criminal Report Number	Date/Time	Agency	Complaint Type	Person	Status	Submission Status	Actions
20COMP0032	03/19/2020	District 42, Versailles	Summons	Martin, Sue	Initial		
20COMP0031	03/13/2020	District 42, Versailles	Hearing	Martin, Sue	Approved		

You can, with appropriate permissions, view, edit, and delete **Criminal Complaint** records from the results window.

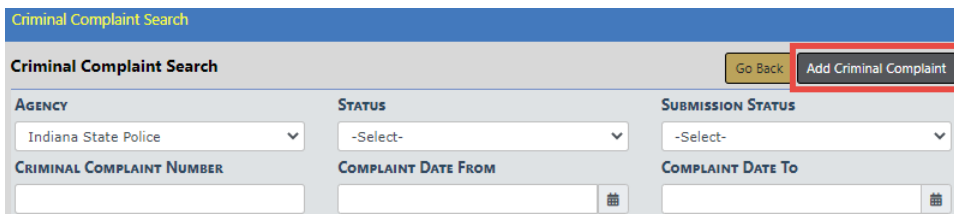
- Click on the **View icon** to view. For more information on viewing, refer to “View a Criminal Complaint” on page 245.

- Click on the **Edit icon**  to edit. For more information on editing the **Criminal Complaint**, refer to “Edit a Criminal Complaint” on page 241.
- Click on the **Delete icon**  to delete, enter a **Comment** at the prompt to explain why you are deleting it, then click **Delete**.

## Add a Criminal Complaint

To add a **Criminal Complaint** record follow these steps:

1. Access the *Criminal Complaint* module. For instructions, refer to “Criminal Complaint Overview” on page 235.
2. The *Criminal Complaint Search* screen appears. Before adding the criminal complaint, it is recommended you first search for the criminal complaint record to verify whether or not it already exists, though not required. For instructions on how to search refer to “Criminal Complaint Search” on page 236.
3. Click on the **Add Criminal Complaint** button on the *Criminal Complaint Search* screen.



4. The *Criminal Complaint Search / Person Search* screen appears.

Criminal Complaint Search / Person Search

Mug Shot Search - By Physical Description Add Person

**Person**

LAST NAME Jones	FIRST NAME William	MIDDLE NAME 
TITLE -Select-	DOB 	AGE To
RACE -Select-	SEX -Select-	INDEX ID 
DRIVERS LICENSE 	DRIVERS LICENSE STATE -Select-	SSN 
NAME TYPE -Select-	CREATOR 	
CREATION DATE FROM 	CREATION DATE TO 	

☐ PHONETIC
 ☐ SOUNDSEX
 ☐ CALIBER POWER SEARCH
 SEARCH PREFERENCE: **ALL** ANY

ADDITIONAL SEARCH CRITERIA  
- Select -

Search External Systems

Go Back Reset Search

- Enter the appropriate search **criteria** in the fields provided.

For more information on the search criteria options, refer to “Searching Master Records” on page 67.







- Click the **Search** button to display the search results.

Criminal Complaint Search / Person Search / Person Search Results


Refine Search New Search Add Person Online RMS DataShare Search

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	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

- Click the **Select icon**  to choose the person record you want to associate with the **Criminal Complaint**.

If the person record doesn't exist in the results list, with appropriate permissions, you can click the **Add Person** button to add a *Master Person* record, then select it.

For instructions on adding a *Master Person* record, refer to “Adding Person” on page 74.

You have the option to click the **Edit icon**  to update the master person record to correct or update person details before you select the record. You also have an opportunity to edit the person details from the *Add Criminal Complaint* screen on the next step.

8. The *Add Criminal Complaint* form opens.

Criminal Complaint Search / Person Search / Person Search Results / Add Criminal Complaint Go Back

---


**Complaint Details**

<b>DATE AND TIME</b> 06/16/2020 1149	<b>COMPLAINT TYPE</b> -Select-	<b>COMPLAINT AGENCY</b> District 42, Versailles	<b>COURT</b> -Select-
<b>COURT CASE NUMBER</b> 	<b>HEARING TYPE</b> -Select-	<b>THREAT TYPE</b> -Select-	<b>CHARGE TYPE</b> -Select-

**Is JUVENILE**  
☐

---

**Person Details** View Person Details Update Person

<b>LAST NAME</b> JONES	<b>FIRST NAME</b> WILLIAMS	<b>DOB</b> 03/03/1965 (Age: 55)	<b>SEX</b> Male	<b>RACE</b> White	<b>ETHNICITY</b> Not Hispanic or Latino	 (2/4) 09/12/2012
<b>DRIVER'S LICENSE #</b> OLN123456	<b>DRIVER'S LICENSE STATE</b> Alaska	<b>ALIASES</b> Willy (Alias), WILLIAMTWO JONES(Alias), WILLIAM JONES(Alias)			<b>E-MAIL</b> testme@gmail.com	
<b>ADDRESS (RESIDENCE)</b> 126 North 750 West IN						
<b>HEIGHT</b> 5' 11"	<b>WEIGHT</b> 185	<b>PLACE OF BIRTH</b> United States of America	<b>CITIZENSHIP</b> United States of America	<b>EMPLOYER NAME</b> A1A Car Wash123		
<b>CAUTION CODES:</b> Assaultive/Combative						
<b>Misc IDs</b> OLN123456 (OLN) OLN123456 (OLN) OLN123456 (OLN)						
<b>SMTs AND OTHER CHARACTERISTICS:</b> Tattoo / Back						<b>INDEX ID</b> 396

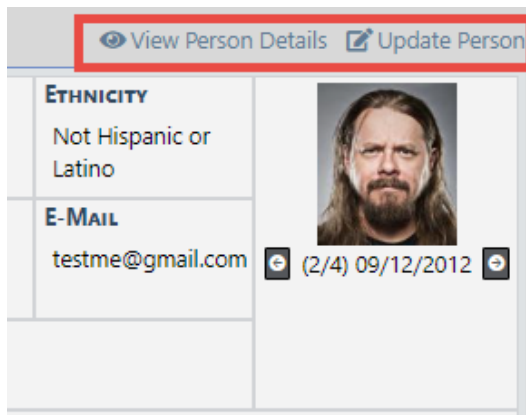
---

**Complainant Details**

**OFFICER**

Go Back Save & Continue

9. Enter the information in the fields provided.
10. Optionally, view or update person details.



**View Person Details** **Update Person**

**ETHNICITY**  
Not Hispanic or Latino


**E-MAIL**  
testme@gmail.com

(2/4) 09/12/2012

11. Click the **Save & Continue** button.
12. The *Edit Criminal Complaint* form opens.
13. Make the necessary updates. For more information on updating the Criminal Complaint record, refer to “Edit a Criminal Complaint” on page 241.



## Edit a Criminal Complaint

To edit a **Criminal Complaint** record follow these steps:

1. **Search** for the Criminal Complaint record you want to edit. For instructions on how to search refer to “Criminal Complaint Search” on page 236.
2. In the *Search Results* grid, click the **Edit icon**  on the record you want to update.

Criminal Complaint Search / Criminal Complaint Search Results

1 result(s) found

Criminal Report Number	Date/Time	Agency	Complaint Type	Person	Status	Submission Status	Actions
20COMP0056	06/16/2020	District 42, Versailles	Warrant	JONES, WILLIAMS	Initial		  

Refine Search New Search

3. The *Edit Criminal Complaint* form opens.

Criminal Complaint Search / [Edit Criminal Complaint](#)


[Go Back](#) [Print](#) [Submit for Approval](#)

### Complaint Details

CRIMINAL COMPLAINT NUMBER 20COMP0056	DATE AND TIME 06/16/2020 1149	STATUS Initial	STATUS DATE AND TIME 06/16/2020 1209
SUBMISSION STATUS -	SUBMISSION STATUS DATE AND TIME	COMPLAINT TYPE Warrant	COMPLAINT AGENCY District 42, Versailles
COURT -Select-	COURT CASE NUMBER	HEARING TYPE -Select-	THREAT TYPE Flight Risk
CHARGE TYPE Only Misdemeanors	OBTN	IS JUVENILE <input type="checkbox"/>	

### Person Details

[View Person Details](#) [Update Person](#)

LAST NAME JONES	FIRST NAME WILLIAMS	DOB 03/03/1965 (Age: 55)	SEX Male	RACE White	ETHNICITY Not Hispanic or Latino	 (2/4) 09/12/2012
DRIVER'S LICENSE # OLN123456	DRIVER'S LICENSE STATE Alaska	ALIASES Willy (Alias), WILLIAMTWO JONES(Alias), WILLIAM JONES(Alias)			E-MAIL testme@gmail.com	
ADDRESS (RESIDENCE) 126 North 750 West IN						
HEIGHT 5' 11"	WEIGHT 185	PLACE OF BIRTH United States of America	CITIZENSHIP United States of America	EMPLOYER NAME A1A Car Wash123		

**CAUTION CODES:**  
Assaultive/Combative

**Misc IDs**  
OLN123456 (OLN) OLN123456 (OLN) OLN123456 (OLN)

**SMTs AND OTHER CHARACTERISTICS:**  
Tattoo / Back

**INDEX ID**  
396

**SELECT PERSON ADDRESS**  
126 North 750 West IN - Residence - Latest

### Complainant Details

**OFFICER**  
Christine Saur(Badge #: SAUR111) - District 42, Versailles

**Comments**

**COMMENT**

[Update](#)

**Arrests**

**Incidents** [+ Select Incident\(s\)](#)

**Location Details** [Quick Search](#)

**Offenses** [+ Add Offense](#)

[Go Back](#)

If the Criminal Complaint is associated with a Field Arrest, the **Arrest Tracking Number** displays as read-only. The label could show **Arrest Tracking Number**, or **OBTN**, depending on your agency's configuration.

**Complaint Details**

<b>CRIMINAL COMPLAINT NUMBER</b> 20COMP0056	<b>DATE AND TIME</b> 06/16/2020 1149
<b>SUBMISSION STATUS</b> ▼	<b>SUBMISSION STATUS DATE AND TIME</b> 
<b>COURT</b> -Select- ▼	<b>COURT CASE NUMBER</b> 
<b>CHARGE TYPE</b> Only Misdemeanors ▼	<b>OBTN</b> 

4. Make any necessary updates in the available fields, then click the **Update** button to save your changes.
5. Page down to view *Arrests* associated with the Criminal Complaint, if any. This grid is read-only and is populated when the complaint is created via the arrest.

For more information on arrests, refer to “Field Arrest Overview” on page 273.

6. If applicable, click the **Select Incident(s)** link to associate *Incidents* with the Criminal Complaint.

**Note:** The **Select Incident(s)** link only displays if there are incidents where the person on the complaint is the offender.

[+ Select Incident\(s\)](#)

Select Incident(s)				
<input type="checkbox"/>	Report #	Incident Summary	Offenses	Report Date
<input checked="" type="checkbox"/>	2017D4210119		<a href="#">i</a>	08/15/2017 0700
<input type="checkbox"/>	2017D4210117		<a href="#">i</a>	08/11/2017 1552
<input type="checkbox"/>	2013-0401		<a href="#">i</a>	07/15/2013 1543
<input type="checkbox"/>	0005213		<a href="#">i</a>	05/31/2013 1430
<input type="checkbox"/>	2012-0341		<a href="#">i</a>	12/13/2012 1418
<input type="checkbox"/>	2012-0330			11/12/2012 1428

- a. **Select** the applicable Incidents.
- b. Click the **Save Selected** button to associate the selected Incidents with the Criminal Complaint.

Incidents <a href="#">+ Select Incident(s)</a>				
Report #	Incident Summary	Offenses	Report Date	Actions
2017D4210119		<a href="#">i</a>	08/15/2017 0700	<input type="button" value="eye"/> <input type="button" value="trash"/>

7. If applicable, click **Select Location** then select from the displayed list, or use quick search to pick any address.

**Note:** The **Select Location** link only displays if there are associated incidents.

8. Click **Add Offense** or **Select Offense(s)** to include at least one Offense.
  - a. If you choose **Add Offense**, an *Add Offense* dialog box appears.

Add Offense

CHARGE CODE

35-43-2-1 B01 BURGLARY- AIRPORT test (35-43-2

OFFENSE DATE

07/07/2020

OFFENSE TIME

1930

COMMENTS

Test offense

Close

Save

Enter the **Charge Code**, **Offense Date**, **Offense Time**, and **Comments**.

Click **Save**.

- b. If you choose **Select Offense(s)**, a list appears of offenses that are on the associated Incidents.


Select Offense(s)


	Offense Code	Description	Offense Date
<input checked="" type="checkbox"/>	35-43-2-1 B08	BURGLARY- BUILDING	08/14/2017 1122

Close

Save Selected

**Check** each Offense you wish to include, then click **Save Selected**.

9. If applicable, click on the Edit icon  to update any **Court Case** that may be associated to the Criminal Complaint.

Court Case				
Court Case ID	Court Case Number	Status	Filed Date	Actions
23		Filed	06/16/2020 1149	




For general information about Court Case, refer to “Court Case Overview” on page 251.

For more information on updating a Court Case, refer to “Edit Court Case” on page 255.

10. Optionally, click on the **Print** button on the top right to print the Criminal Complaint record. A PDF file downloads to your local machine.
11. Click the **Submit For Approval** button on the top right, whenever you are ready to submit the Criminal Complaint for approval. For more information, refer to “Submit Criminal Complaint for Approval” on page 247.

## View a Criminal Complaint

To view a **Criminal Complaint** record follow these steps:

1. **Search** for the Criminal Complaint record you want to view. For instructions on how to search refer to “Criminal Complaint Search” on page 236.
2. In the *Search Results* grid, click the **View icon**  on the record you want to view.

Criminal Complaint Search / Criminal Complaint Search Results							
    1 result(s) found						<a href="#">Refine Search</a> <a href="#">New Search</a>	
Criminal Report Number	Date/Time	Agency	Complaint Type	Person	Status	Submission Status	Actions
20COMP0056	06/16/2020	District 42, Versailles	Warrant	JONES, WILLIAMS	Initial		  
						<a href="#">Refine Search</a> <a href="#">New Search</a>	

3. The *View Criminal Complaint* form opens.

Criminal Complaint Search / Criminal Complaint Search Results / [View Criminal Complaint](#)


Go Back Print Submit for Approval

### Complaint Details

CRIMINAL COMPLAINT NUMBER 20COMP0056	DATE AND TIME 06/16/2020 1149	STATUS Initial	STATUS DATE AND TIME 06/16/2020 1209
SUBMISSION STATUS	SUBMISSION STATUS DATE AND TIME	COMPLAINT TYPE Warrant	COMPLAINT AGENCY District 42, Versailles
COURT	COURT DOCKET NUMBER	HEARING TYPE	THREAT TYPE Flight Risk
CHARGE TYPE Only Misdemeanors	OBTN	IS JUVENILE No	

### Person Details

[View Person Details](#)

LAST NAME JONES	FIRST NAME WILLIAMS	DOB 03/03/1965 (Age: 55)	SEX Male	RACE White	ETHNICITY Not Hispanic or Latino	 (2/4) 09/12/2012
DRIVER'S LICENSE # OLN123456	DRIVER'S LICENSE STATE Alaska	ALIASES Willy (Alias), WILLIAMTWO JONES(Alias), WILLIAM JONES(Alias)			E-MAIL testme@gmail.com	
ADDRESS (RESIDENCE) 126 North 750 West IN						
HEIGHT 5' 11"	WEIGHT 185	PLACE OF BIRTH United States of America	CITIZENSHIP United States of America	EMPLOYER NAME A1A Car Wash123		
CAUTION CODES: Assaultive/Combative						
MISC IDS OLN123456 (OLN) OLN123456 (OLN) OLN123456 (OLN)						
SMTs AND OTHER CHARACTERISTICS: Tattoo / Back						INDEX ID 396

### PERSON ADDRESS

126 North 750 West IN

### Complainant Details

OFFICER  
Christine Saur #SAUR111

### Comments

COMMENT


### Incidents

Report #	Incident Summary	Offenses	Report Date
2017D4210119		1	08/15/2017 0700

Arrests that are associated with the Criminal Complaint appear in a grid near the bottom, similar to Incidents.

*View Criminal Complaint* is read-only. For instructions on editing, refer to “Edit a Criminal Complaint” on page 241.

- Optionally, click the **Print** button to print;. a PDF file downloads to your machine.
- Optionally, click on the Incident **Report #** link, if applicable, to view the Incident Report associated to the **Criminal Complaint**.

Incidents			
Report #	Incident Summary	Offenses	Report Date
2017D4210119			08/15/2017 0700

6. Click the **Submit For Approval** button to submit the **Criminal Complaint** for approval. For more information, refer to “Submit Criminal Complaint for Approval” on page 247.

## Submit Criminal Complaint for Approval

You can submit a **Criminal Complaint** record for approval two ways:

- From the *View Criminal Complaint* form.
- From the *Edit Criminal Complaint* form.

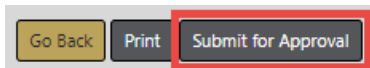
To submit for approval, follow these steps:

1. Access the *View* or *Edit Criminal Complaint* form.


For instructions on viewing, refer to “View a Criminal Complaint” on page 245.

For instructions on editing, refer to “Edit a Criminal Complaint” on page 241.

2. Click on the **Submit for Approval** button on the top right of the form.



3. A message appears when more information is needed before you can submit the request. If this message does not appear, continue to the next step.

Message From RMS
The complaint cannot be submitted without the following required fields:
At Least One Charge is Required


**Note:** The content of the message box varies, as it based on the information that is missing.

- a. Make note of the needed corrections, then click **OK**

- b. *Edit* the **Criminal Complaint** record to include the missing information.

For instructions, refer to “Edit a Criminal Complaint” on page 241. You can then submit for approval from the *Edit Criminal Complaint* page after you have made the appropriate corrections.

4. If the **Arrest Tracking Number**, or **OBTN**, depending on your agency's configuration, is blank, then a message box appears informing you that this number is required to submit for approval.

Answer **Yes** to generate the number.

5. Online RMS sets the **Criminal Complaint** status to *Pending Approval* and it generates a *Criminal Complaint Approval Request* notification to users with the role configured for the notification type.

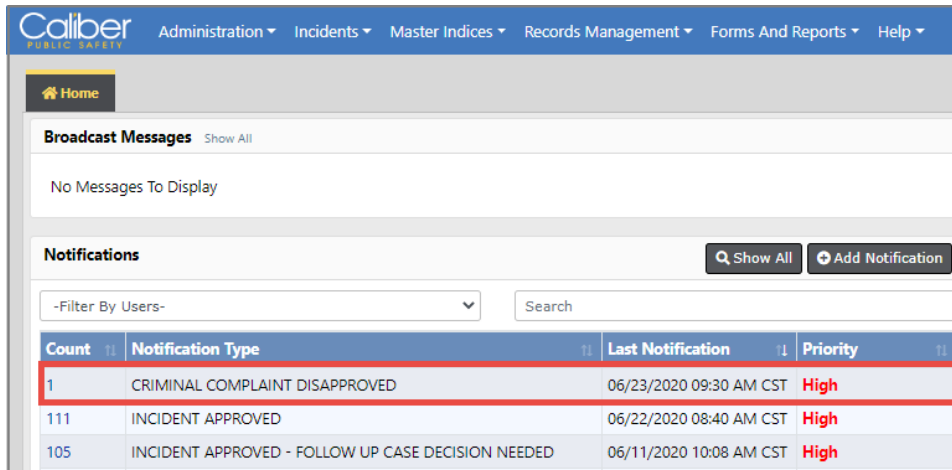
Notifications				
-Filter By Users-		Search		
Count	Notification Type	Last Notification	Priority	
107	Gang Alert	06/19/2020 11:25 AM CST	Urgent	
3	CRIMINAL COMPLAINT APPROVAL REQUEST	06/18/2020 03:20 PM CST	High	
16	DISAPPROVED INCIDENT REPORT	06/11/2020 11:32 AM CST	Urgent	

- If the complaint is **Disapproved**, Online RMS generates a notification to the creator of the Criminal Complaint. The creator has the option to resubmit for approval. For more information, refer to “Take Action on Disapproved Notifications” on page 249.
- If the complaint is **Approved**, Online RMS creates a Court Case automatically, providing your agency has the Court Case module turned on. For more information on Court Cases, refer to “Court Case Overview” on page 251.
- If the approved complaint data is **Submitted** to the court and is **successful**, the *Submission Status* on the Criminal Complaint changes to *Submitted* automatically.
- If the approved complaint data is **Submitted** to the court and is **unsuccessful**, the *Submissions Status* on the Criminal Complaint changes to *Submission Error* automatically. You can review and update the Criminal Complaint as needed, then resubmit. For more information on court submissions, refer to “Approve or Disapprove Criminal Complaint” on page 343.

For information on the approval process, refer to “Approve or Disapprove Criminal Complaint” on page 343.

## Take Action on Disapproved Notifications

If the supervisor *Disapproves* your *Criminal Complaint Request for Approval*, Online RMS generates and sends you a **Disapproved** notification.

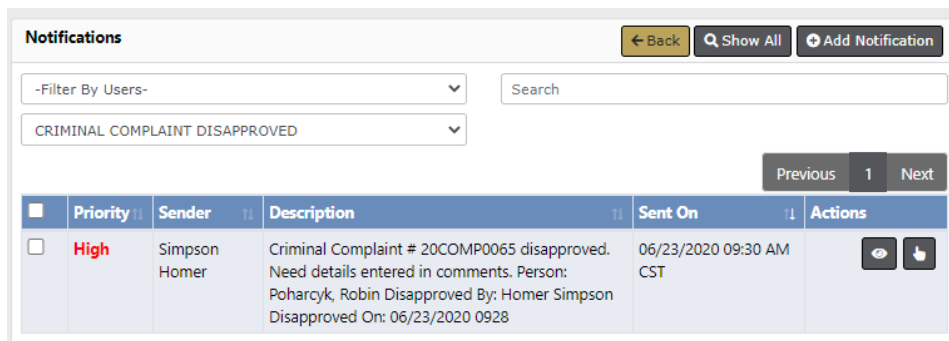



Count	Notification Type	Last Notification	Priority
1	CRIMINAL COMPLAINT DISAPPROVED	06/23/2020 09:30 AM CST	High
111	INCIDENT APPROVED	06/22/2020 08:40 AM CST	High
105	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	06/11/2020 10:08 AM CST	High


For more information on Notifications refer to "Notifications" on page 20.

Follow the steps below take action on the notification:

1. Click on the **Count** in the first column of the notification to view the *Criminal Complaint Disapproved* list. There is only one in this example.

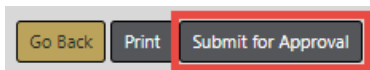


Priority	Sender	Description	Sent On	Actions
High	Simpson Homer	Criminal Complaint # 20COMP0065 disapproved. Need details entered in comments. Person: Poharcyk, Robin Disapproved By: Homer Simpson Disapproved On: 06/23/2020 0928	06/23/2020 09:30 AM CST	

2. Click the **Select icon**  on the Criminal Complaint record to open *Edit Criminal Complaint*.
3. Review and make the appropriate changes, then click the **Update** button.

For instructions on editing, refer to "Edit a Criminal Complaint" on page 241.

4. Click on the **Submit for Approval** button on the top right of the form.



For more information on submitting for approval, refer to “Submit Criminal Complaint for Approval” on page 247.

# Chapter 14. Court Case

## Court Case Overview

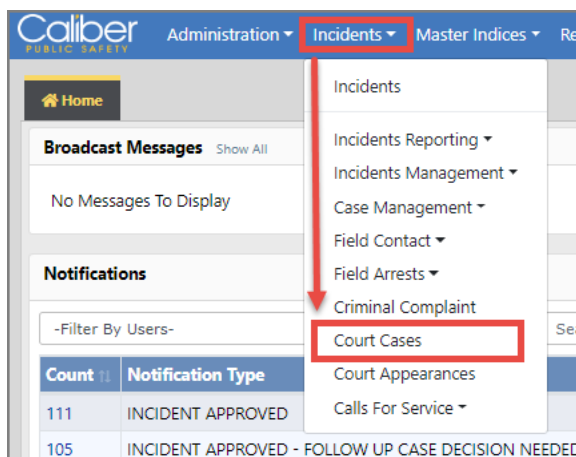
The **Court Case** module allows users, with appropriate permissions, to create and manage court cases against arrestees and offenders.

## Accessing the Court Case Module

The **Court Case** module must be turned on for the agency, and users with appropriate permissions can access it using various methods.

### Standalone Module

To access the standalone **Court Case** standalone module, select the **Court Cases** option from the *Incidents* drop-down menu.



For information on searching for a **Court Case**, refer to “Court Case Search” on page 252




## From the Criminal Complaint


You can access **Court Cases** that are associated with Criminal Complaints.

1. Access the appropriate Criminal Complaint.

For more information on accessing, refer to “Criminal Complaint Overview” on page 235.

2. On the Criminal Complaint record, page down to the **Court Case** section.

Location Details					Quick Search
Offenses					Add Offense
Charge Code	Description	Comments	Offense Date	Actions	
35-43-2-2 C03	CRIMINAL TRESPASS- PROPERTY		06/22/2020 0928	 	
Court Case					
Court Case ID	Court Case Number	Status	Filed Date	Actions	
35		Filed	06/23/2020 1026		

3. Click the **Court Case ID** link to view the record, or click the **Edit icon**  to update the Court Case record.

For more information on updating the **Court Case** record, refer to “Edit Court Case” on page 255.

## Court Case Search

To search **Court Cases** follow these steps:

1. Access the standalone *Court Case* module. For instructions, refer to “Court Case Overview” on page 251.
2. A *Court Case Search* window appears.



**Note:** You can click on the **Add Court Case** button to add a **Court Case**. For more information, refer to “Court Case Add” on page 254

- Enter the search **criteria** into the fields provided. The more criteria you use, the shorter the results list.
- Click the **Search** button to display the search results.

Court Case ID	Court Case Number	Filed Date	Agency	Status	Person	Person Role	Actions
1	DMM123	04/15/2020 1450	District 42, Versailles	Active	Smith, Joe		

You can, with appropriate permissions, view, edit, and delete **Court Case** records from the results window.

- Click on the **View icon** to view. For more information on viewing, refer to
- Click on the **Edit icon** to edit. For more information on editing the **Court Case**, refer to .
- Click on the **Delete icon** to delete, enter a **Comment** at the prompt to explain why you are deleting it, then click **Delete**.

## Court Case Add

There are two ways to add a Court Case:

- Through the standalone Court Case module.
- Through the Criminal Complaint module, if your agency has the module turned on.
  - The Court Case is created automatically from the Criminal Complaint when it is approved. The information from the Criminal Complaint pulls into the Court Case record automatically.

For more information on Criminal Complaint, refer to “Criminal Complaint Overview” on page 235.

To add a **Court Case** record follow these steps:

1. Access the standalone *Court Case* module. For instructions, refer to “Court Case Overview” on page 251.
2. The *Court Case Search* screen appears. Before adding the court case, it is recommended you first search for the court case record to verify whether or not it already exists, though not required. For instructions on how to search refer to “Court Case Search” on page 252.
3. Click on the **Add Court Case** button on the *Court Case Search* screen.

The screenshot shows the 'Court Case Search' interface. At the top, there's a blue header with 'Court Case Search'. Below it, a grey bar contains 'Court Case Search' and two buttons: 'Go Back' and 'Add Court Case'. The 'Add Court Case' button is highlighted with a red box. The main form area has several fields: 'COURT CASE ID', 'COURT CASE #', 'AGENCY' (a dropdown menu showing 'Indiana State Police'), 'STATUS' (a dropdown menu showing '-Select-'), 'FILED DATE FROM', and 'FILED DATE TO'. Each date field has a calendar icon.

4. The *Add Court Case* screen appears.

The screenshot shows the 'Add Court Case' interface. At the top, there's a blue header with 'Court Case Search / Add Court Case'. Below it, a grey bar contains 'Add Court Case'. The main form area has several fields: 'COURT CASE NUMBER', 'FILED DATE AND TIME' (with a calendar icon), 'STATUS' (a dropdown menu showing '-Select-'), and 'AGENCY' (a dropdown menu showing 'District 42, Versailles'). There is also a 'COMMENTS' section with a text area. At the bottom, there are two buttons: 'Go Back' and 'Save'.

5. Enter the appropriate information in the fields provided.

6. Click **Save**.
7. The *Edit Court Case* screen appears.

Court Case Search / Edit Court Case

Go Back

**Court Case Details**

COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	STATUS
38		06/25/2020 1004	Active

**AGENCY**

District 42, Versailles

**COMMENTS**

This is a test court case record

Update

**People** + Add Person

**Officers** + Add Officer

**Arrests** + Add Arrest

**Incidents** + Add Incident

**Reference Numbers** + Add Reference Number

**Court Appearances** + Add Court Appearance

**Attachments** View External Attachments + Add Attachment

Go Back

8. Optionally, make the necessary changes in the fields provided on the top section of the screen, then click **Update**.
9. Optionally, add other data to the **Court Case**, such as People, Officers, Arrests, Incidents, Reference Numbers, Court Appearances, and Attachments.

For more information, refer to “Edit Court Case” on page 255.

## Edit Court Case

To edit a **Court Case** record follow these steps:

1. Access the **Court Case** record you want to edit.

You can access the record by searching for the **Court Case**, or by accessing the Criminal Complaint record to which a **Court Case** is associated.

For more information on the different methods of accessing the **Court Case**, refer to “Court Case Overview” on page 251.

2. After selecting the appropriate **Court Case**, the *Edit Course Case* opens.

3. Click the **Select People** or **Add Person** link to add one or more people to the Court Case.

**Note:** The Person grid only shows a **Select People** link if there are associated incidents.



### Select People:

- a. Choose the appropriate people from the list that appears.

	Person Name	Incident Role	Incident Report #
<input type="checkbox"/>	DUSTIN ARNEY	Victim	2020D4210270
<input type="checkbox"/>	Christopher Evans	Other Person	2020D4210270
<input checked="" type="checkbox"/>	Charles Brown	Other Person	2020D4210270
<input type="checkbox"/>	Steve Buschemy	Witness	2020D4210271
<input type="checkbox"/>	Carol Burnette	Witness	2020D4210271

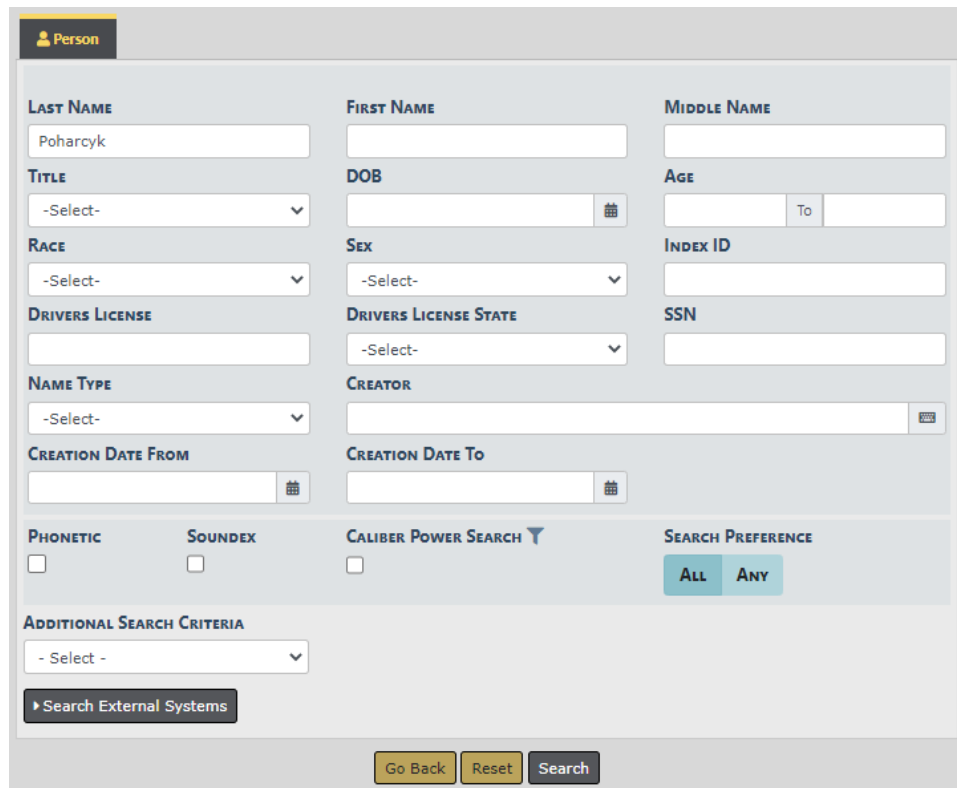
- b. Click **Save Selected**.

- c. The people you added now appears under the *People* section of the *Edit Court Case* screen.

With appropriate permissions, you can edit  the person record, or delete  it from the **Court Case**. Deleting does not delete the person record itself, it removes the association only.

### Add Person:

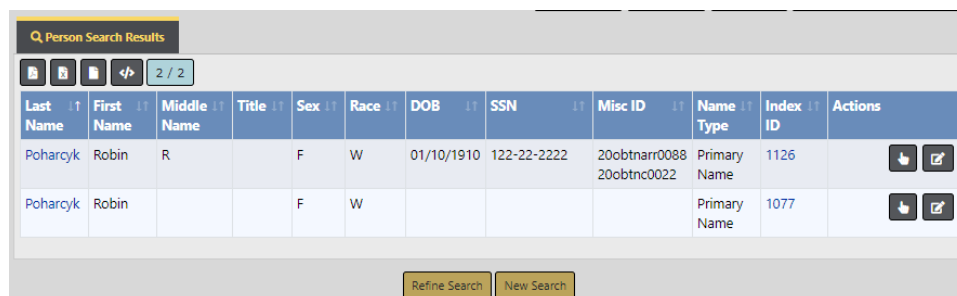
- a. The *Person Search* screen appears.







The **Person** search screen contains the following fields and controls:

- LAST NAME:** Text input with "Poharcyk" entered.
- FIRST NAME:** Text input.
- MIDDLE NAME:** Text input.
- TITLE:** Dropdown menu with "-Select-" selected.
- DOB:** Date picker.
- AGE:** Range selector with "To" between two inputs.
- RACE:** Dropdown menu with "-Select-" selected.
- SEX:** Dropdown menu with "-Select-" selected.
- INDEX ID:** Text input.
- DRIVERS LICENSE:** Text input.
- DRIVERS LICENSE STATE:** Dropdown menu with "-Select-" selected.
- SSN:** Text input.
- NAME TYPE:** Dropdown menu with "-Select-" selected.
- CREATOR:** Text input with a user selection icon.
- CREATION DATE FROM:** Date picker.
- CREATION DATE TO:** Date picker.
- PHONETIC:** ☐
- SOUNDEX:** ☐
- CALIBER POWER SEARCH:** ☐ (with a magnifying glass icon)
- SEARCH PREFERENCE:** Buttons for **ALL** and **ANY**.
- ADDITIONAL SEARCH CRITERIA:** Dropdown menu with "- Select -" selected.
- Search External Systems:** Button.
- Navigation:** **Go Back**, **Reset**, and **Search** buttons at the bottom.


- b. Enter the search criteria, then click **Search** to display the search results.



The **Person Search Results** screen displays a table of search results. The table has the following columns: Last Name, First Name, Middle Name, Title, Sex, Race, DOB, SSN, Misc ID, Name Type, Index ID, and Actions. There are 2 results shown, with a "2 / 2" indicator at the top left of the table.

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Poharcyk	Robin	R		F	W	01/10/1910	122-22-2222	20obtnarr0088 20obtnrc0022	Primary Name	1126	 
Poharcyk	Robin			F	W				Primary Name	1077	 

At the bottom of the screen are **Refine Search** and **New Search** buttons.

- c. Click the **Select icon**  on the appropriate person record to add the person to the **Court Case**.

**NOTE:** If the person you want to add to the **Court Case** does **not** exist in your search, with appropriate permissions you can add the master person to Online RMS, then add that person to the **Court Case**.

For more information on master indices, refer to "Master Indices Overview" on page 63.

For more information on searching master records, refer to "Searching Master Records" on page 67.

For more information on adding a master person index record, refer to "Adding Person" on page 74.

- d. After selecting the appropriate person, the **Add Person** screen appears.

Person Details					
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>DOB</b>	<b>SEX</b>	<b>RACE</b>
Poharcyk	Robin	R	01/10/1910 (Age: 110)	Female	White
<b>ETHNICITY</b>	<b>SSN</b>	<b>ADDRESS (RESIDENCE)</b>			<b>INDEX ID</b>
Unknown	122-22-2222	123 Main Street Mount Desert, ME 04662			1126

**SELECT PERSON ROLE**

Defendant

Go Back Save

- e. Select the **Person Role** for that person.
- f. Click **Save**.
- g. The person now appears under the *People* section of the *Edit Court Case* screen.

Court Case Search / [Edit Court Case](#)

[Go Back](#)

### Court Case Details

COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	STATUS
38		06/25/2020 1004	Active

AGENCY: District 42, Versaille

COMMENTS: This is a text court case record

[Update](#)

### People

[+ Add Person](#)

Person Details	Role	Actions
<b>Name:</b> Robin R Poharcyk <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/10/1910 (Age:110)	Defendant	<a href="#">Edit</a> <a href="#">Delete</a>

Officers [+ Add Officer](#)

Arrests [+ Add Arrest](#)



Incidents [+ Add Incident](#)

Reference Numbers [+ Add Reference Number](#)

Court Appearances [+ Add Court Appearance](#)

Attachments [View External Attachments](#) [+ Add Attachment](#)

[Go Back](#)


With appropriate permissions, you can edit  the person record, or delete  it from the **Court Case**. Deleting does not delete the person record itself, it removes the association only.

- Optionally, add other data, such as Officers, Arrests, Incidents, Reference Numbers, Court Appearances, and Attachments.

**Note:** For more information on Court Appearances, refer to “Court Appearances Overview” on page 263.

## View Court Case

To view a **Court Case** record follow these steps:

- Search** for the Court Case record you want to view. For instructions on how to search refer to “Court Case Search” on page 252.
- In the *Search Results* grid, click the **View icon**  on the record you want to view.

Court Case Search / Court Case Search Results							
1 result(s) found				<a href="#">Refine Search</a> <a href="#">New Search</a>			
Court Case ID	Court Case Number	Filed Date	Agency	Status	Person	Person Role	Actions
1	DMM123	04/15/2020 1450	District 42, Versailles	Active	Smith, Joe		
				<a href="#">Refine Search</a> <a href="#">New Search</a>			

3. The *View Court Case* form opens.

Court Case Search / Court Case Search Results / View Court Case					
			<a href="#">Go Back</a>		
<b>Court Case Details</b>					
<b>Court Case ID</b> 1	<b>Court Case Number</b> DMM123	<b>Filed Date and Time</b> 04/15/2020 1450	<b>Status</b> Active		
<b>Agency</b> District 42, Versailles	<b>Comments</b> testing				
<b>People</b>					
<b>Person Details</b>			<b>Role</b>		
<b>Name:</b> Susan Marie Smithson <b>Sex:</b> Female <b>Race:</b> White					
<b>Name:</b> Joe Smith <b>Sex:</b> Male <b>Race:</b> White					
<b>Arrests</b>					
<b>Arrest #</b>	<b>Arrest Date</b>	<b>Agency</b>	<b>Charges</b>	<b>Last Name</b>	<b>First Name</b>
2003602	03/10/2020 1351	District 42, Versailles	CRIMINAL TRESPASS- AUTO	Smithson	Susan
<b>Court Appearances</b>					
<b>Court Appearance ID</b>	<b>Type</b>	<b>Appearance Date / Time</b>	<b>Status</b>	<b>Reason</b>	<b>Officers</b>
19	OFFICER	05/14/2020 1410	Active	REASON 1	Brandon Pangle 8888a District 42, Versailles
2	OFFICER	04/15/2020 1436	CWOF	REASON 2	Charles Livingwell 2014 District 42, Versailles

*View Court Case* is read-only. For instructions on editing, refer to “Edit Court Case” on page 255.

4. Optionally, click on the person name, Arrest ID, Court Appearance ID, etc., to view details.



People					
Person Details					Role
1	Name	Susan Marie Smithson	Sex:	Female	Race: White
1	Name	Joe Smith	Sex:	Male	Race: White
Arrests					
Arrest #	Arrest Date	Agency	Charges	Last Name	First Name
2003602	03/10/2020 1351	District 42, Versailles	CRIMINAL TRESPASS- AUTO	Smithson	Susan
Court Appearances					
Court Appearance ID	Type	Appearance Date / Time	Status	Reason	Officers
19	OFFICER	05/14/2020 1410	Active	REASON 1	Brandon Pangle 8888a District 42, Versailles
2	OFFICER	04/15/2020 1436	CWOF	REASON 2	Charles Livingwell 2014 District 42, Versailles



# Chapter 15. Court Appearances

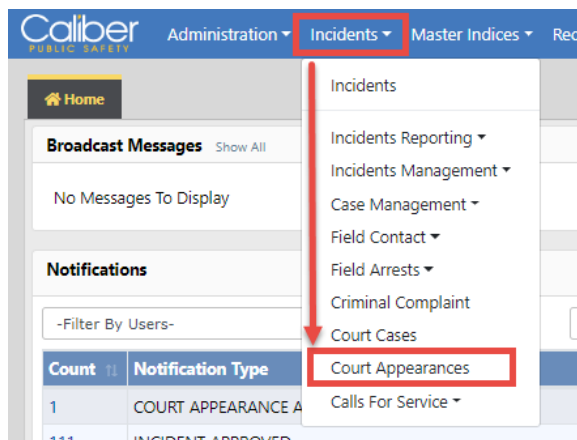
## Court Appearances Overview

**Court Appearances** are added through the Court Case module. A Court Appearance cannot exist without a Court Case.

## Accessing Court Appearances

### *From the Incidents Top Menu*

Select **Court Appearances** from the *Incidents* drop-down menu.



You must have *Manage Court Appearances* permissions to see the **Court Appearances** option on the list.

The *Search Court Appearances* form opens. Search for and select the Court Appearance record.

For information on searching **Court Appearances**, refer to “Court Appearances Search” on page 266.

## From the Court Case

**Court Appearances** are associated to Court Cases.

1. Access the appropriate Court Case.

For more information on accessing Court Cases, refer to “Court Case Overview” on page 251.

2. On the Court Case record, page down to the **Court Appearances** section.

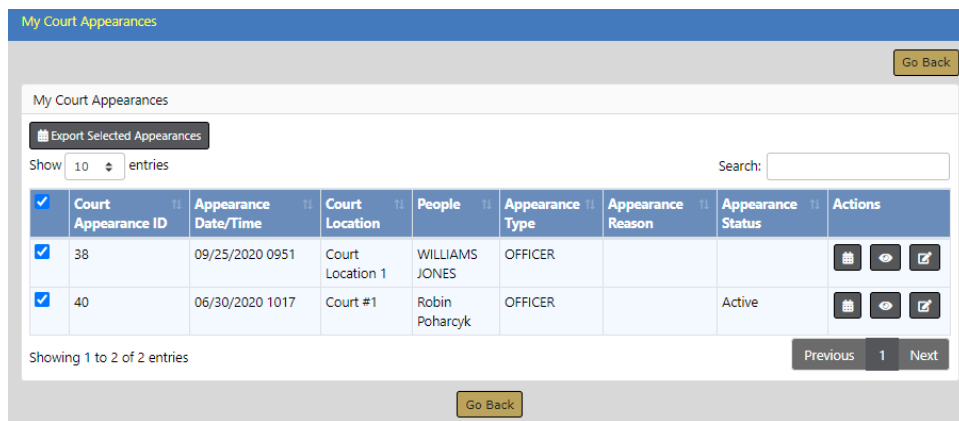
Court Appearance ID	Type	Appearance Date / Time	Status	Reason	Officers	Actions
14	OFFICER	02/01/2020 1409			Christian (osuper) Fred Gordmanson Badge #: 200 District 21, Toll Road - SC	
31	OFFICER	09/05/2020 1153	Active		Charles Livingwell Badge #: 2014 District 42, Versailles	
18	OFFICER	07/01/2020 1800	Dismissed	REASON 1	Charles Livingwell Badge #: 2014 District 42, Versailles Brandon Pangle Badge #: 8888a District 42, Versailles	


## From Recent Activities

For your convenience, you can quickly open a list of your upcoming **Court Appearances** from *Recent Activities* on your Home Page.

Initial Report	25
Pending Approval	4
My Cases (Active Count)	3
My Case Activities (Active Count)	3
Evidence Review	8
Open Field Arrests	7
Arrests Pending Release	11
<b>My Court Appearances</b>	<b>2</b>
Forms For Review	36

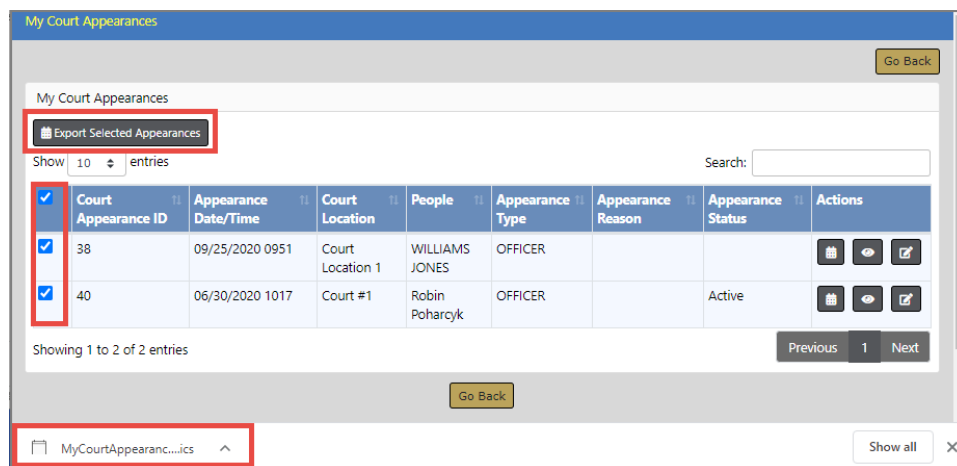
1. Click on **My Court Appearances** under *Recent Activities*.



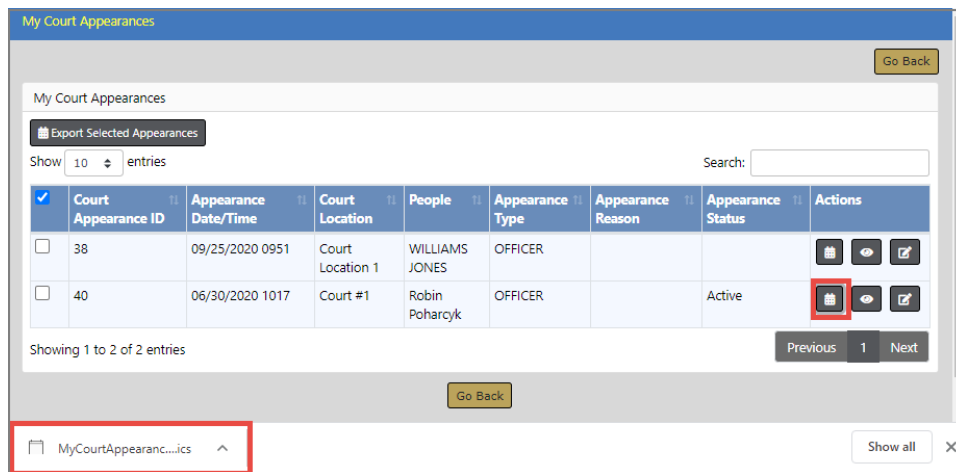
2. Click the View icon  to view the Court Appearance as read-only. For more information on viewing, refer to “View Court Appearances” on page 271.
3. Click the Edit icon  to update the Court Appearance. For more information on updating, refer to “Court Appearances Edit” on page 269.

You must have *Manage Court Appearances* permissions to edit **Court Appearances**.

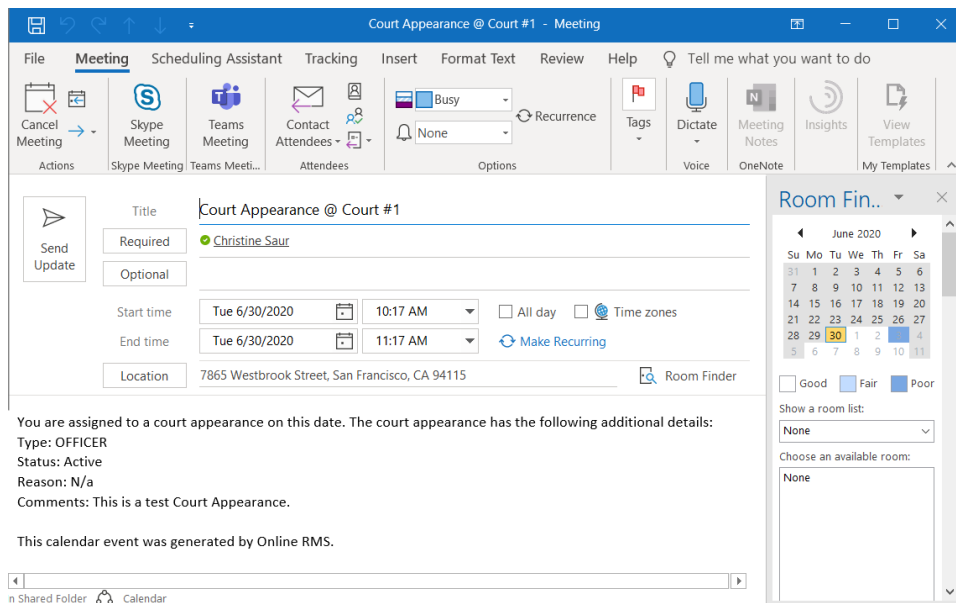
4. Optionally, add the Court Appearance to your **calendar**. You can add multiple to your calendar at once, or one at a time.
  - a. For **multiple** Court Appearances, **check** all that apply, then click **Export Selected Appearances** to download all selected schedules to one ics file.



OR, for **one** Court Appearance, click the **calendar** button to download an *ics file* for that specific Court Appearance.



- b. **Right click** on the downloaded *ics* file to open the meeting notice.



- c. Update the notice if needed, then click **Send Update** to add it to your calendar.

**NOTE:** You must remove the notice from your calendar manually once it is added.



## Court Appearances Search

To search **Court Appearances** follow these steps:



1. On the top menu bar, click **Incidents**, then **Court Appearances**. For instructions, refer to “Court Appearances Overview” on page 263.

2. A *Court Appearance Search* window appears.

3. Enter the search **criteria** into the fields provided. The more criteria you use, the shorter the results list.
4. Click the **Search** button to display the search results.

Court Appearance ID	Court Case Number	Appearance Date	Agency	Type	Reason	Status	Officers	Case Defendants	Actions
38		09/25/2020 0951	District 42, Versailles	OFFICER			Christine Saur Badge #: SAUR111	WILLIAMS JONES	 

You can, with appropriate permissions, view or edit **Court Appearance** records from the results window.

- Click on the **View icon**  to view. For more information on viewing, refer to “View Court Appearances” on page 271.
- Click on the **Edit icon**  to edit. For more information on editing, refer to “Court Appearances Edit” on page 269.

## Court Appearances Add

Court Appearances are associated to Court Cases.

To add a **Court Appearance** to a Court Case, follow these steps:

1. Access the standalone Court Case module. For instructions, refer to “Court Case Overview” on page 251.
2. The *Court Case Search* screen appears. Search for and select the appropriate Court Case record. For instructions on how to search refer to “Court Case Search” on page 252 .
3. On the Court Case record, page down to the Court Appearances section, then click **Add Court Appearance**.

Court Appearances	<a href="#">+ Add Court Appearance</a>
-------------------	--

4. The Court Case opens in edit mode, with an *Add Court Appearance* section.

Court Case Search / Court Case Search Results / Edit Court Case / [Add Court Appearance](#)

### Court Case Details

<b>COURT CASE ID</b> 38	<b>COURT CASE NUMBER</b>	<b>FILED DATE AND TIME</b> 06/25/2020 1004	<b>STATUS</b> Active
<b>AGENCY</b> District 42, Versailles	<b>COMMENTS</b> This is a text court case record		
<b>PEOPLE</b> <b>Name:</b> Robin R Poharcyk <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/10/1910 (Age:110)			

### Add Court Appearance

<b>APPEARANCE DATE / TIME</b> [Calendar Icon]	<b>TYPE</b> -Select-	<b>STATUS</b> -Select-	<b>REASON</b> -Select-
<b>COMMENTS</b> [Text Area]			
<b>Court Location</b> <input checked="" type="radio"/> Select Court Location <input type="radio"/> Specify Court Location			
<b>COURT LOCATION</b> -Select-			
<b>COURT NAME 2</b>	<b>ADDRESS</b>	<b>ADDRESS 2</b>	
[Text Field]	[Text Field]	[Text Field]	
<b>CITY</b>	<b>STATE</b> -Select-	<b>ZIP</b>	<b>PHONE</b>
[Text Field]	[Text Field]	[Text Field] - [Text Field]	[Text Field]
<b>COMMENT</b> [Text Area]			

### Officers

[+ Add Officer](#)

Officer	Actions

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




5. Enter the appearance **Date/Time** and **Type**
6. Optionally, select the **Status** and **Reason**, and enter **Comments**.
7. For the **Court Location**, choose one of the following:
  - a. **Select Court Location** - to choose a court location from a drop down list. The address populates automatically for you. This option is selected by default.
  - b. **Specify Court Location** - to manually enter the address.
8. Optionally, enter a **Comment** for the Court Location.
9. Click the **Add Officer** link to add at least one officer. Either a list of officers on the Court Case appears from which you choose, or you can enter an officer, whichever applies.
10. Click **Save** to save the Court Appearance to the Court Case.

## Court Appearances Edit

You must have *Manage Court Appearances* permissions to edit **Court Appearances**.

To edit a **Court Appearance**, follow these steps:

1. Search for the Court Appearances record, from the standalone module or from the Court Case. For more information, refer to “Court Appearances Overview” on page 263.
2. Click on the Edit icon  to open the *Edit Court Appearance* form, with the Court Case Details shown at the top as read-only.

Court Appearance Search / Court Appearance Search Results / [Edit Court Appearance](#)

[Go Back](#)

### Court Case Details

COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	STATUS
23		06/16/2020 1149	Filed

AGENCY	COMMENTS
District 42, Versailles	

**PEOPLE**

**1** Name: WILLIAMS JONES Sex: Male Race: White DOB: 03/03/1965 (Age:55) Role: Defendant

### Edit Court Appearance

**COURT APPEARANCE ID**

38

**APPEARANCE DATE / TIME** **TYPE** **STATUS** **REASON**

09/25/2020 0951 OFFICER -Select- -Select-

**COMMENTS**

### Court Location

☒ Select Court Location ☐ Specify Court Location

**COURT LOCATION**

Court Location 1

**COURT NAME 2** **ADDRESS** **ADDRESS 2**

Alternate Name 101 Webster St. Room #345

**CITY** **STATE** **ZIP** **PHONE**

Bloomington Colorado 11111 - 2222 292-111-1111

**COMMENT**

On 3rd floor

[Go Back](#) [Update](#)

### Officers

[+ Add Officer](#)

Officer	Actions
Christine Saur Badge #: SAUR111 District 42, Versailles	<a href="#">Edit</a>


**Attachments** [View External Attachments](#) [+ Add Attachment](#)

3. Make any necessary changes in the fields provided. For more information on the available fields, refer to “Court Appearances Add” on page 267.
4. Click the **Update** button to apply your changes.
5. Optionally, click the **Add Officer** link to add an officer, then click **Save**.

6. Optionally, **Add Attachments**.

## View Court Appearances

To view a **Court Appearance** as read-only, follow these steps:

1. Search for the Court Appearances record, from the standalone module or from the Court Case. For more information, refer to “Court Appearances Overview” on page 263.
2. Click on the **View** icon  to open the *View Court Appearance* form, with the Court Case Details shown at the top.

Court Appearance Search / Court Appearance Search Results / View Court Appearance Go Back

**Court Case Details**

<b>COURT CASE ID</b> 23	<b>COURT CASE NUMBER</b>	<b>FILED DATE AND TIME</b> 06/16/2020 1149	<b>STATUS</b> Filed
<b>AGENCY</b> District 42, Versailles	<b>COMMENTS</b>		
<b>PEOPLE</b> <b>Name:</b> WILLIAMS JONES <b>Sex:</b> Male <b>Race:</b> White <b>DOB:</b> 03/03/1965 (Age:55) <b>Role:</b> Defendant			

**Court Appearance Details**

<b>COURT APPEARANCE ID</b> 38			
<b>APPEARANCE DATE / TIME</b> 09/25/2020 0951	<b>TYPE</b> OFFICER	<b>STATUS</b>	<b>REASON</b>
<b>COMMENTS</b>			

**Court Location**

<b>COURT NAME</b> Court Location 1			
<b>COURT NAME 2</b> Alternate Name	<b>ADDRESS</b> 101 Webster St.	<b>ADDRESS 2</b> Room #345	
<b>CITY</b> Bloomington	<b>STATE</b> Colorado	<b>ZIP</b> 11111 - 2222	<b>PHONE</b> (292)-111-1111
<b>COMMENT</b> On 3rd floor			

**Officers**

<b>Officer</b> Christine Saur SAUR111 District 42, Versailles
--

Go Back

Changes cannot be made to the data on this form while in view mode. For instructions on updating the data, refer to “Court Appearances Edit” on page 269.



# Chapter 16. Field Arrest

## Field Arrest Overview

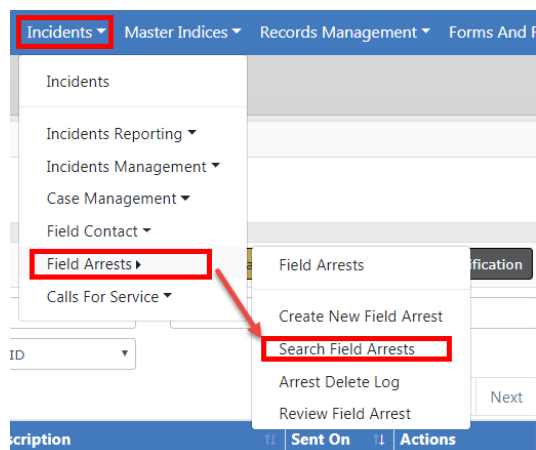
The **Field Arrest** module can be used to document the necessary information associated with an arrest. Once you select a person from the **Master Indices** or create a new person record, you can edit the **Field Arrest** information. The **Field Arrest** can stand alone or it can be associated to an Incident Report.

Beginning with Online RMS 11.4.0, you can add a **Criminal Complaint** associated to a **Field Arrest**, providing you have the appropriate permissions and the feature is turned on.

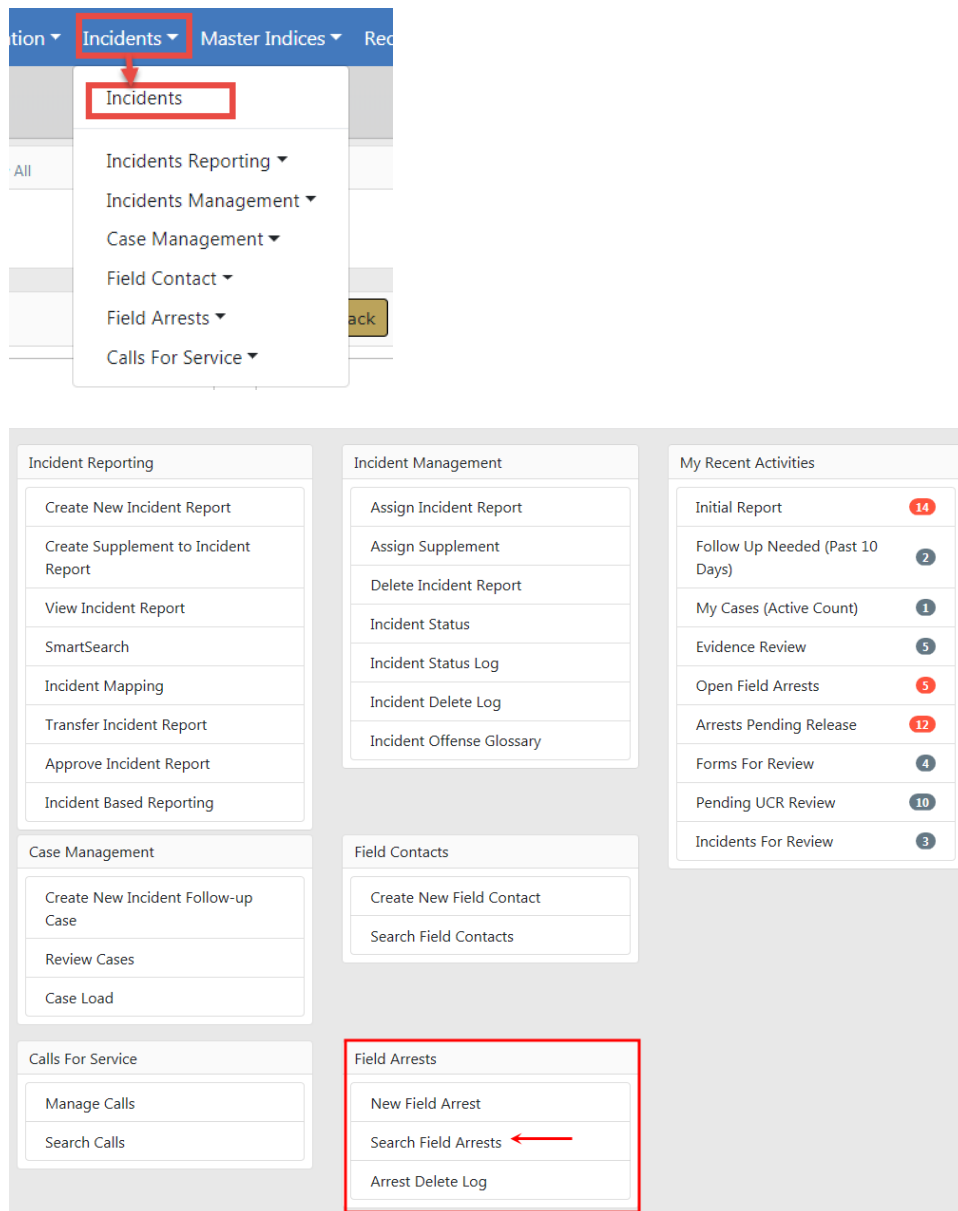
## Search Field Arrests

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:

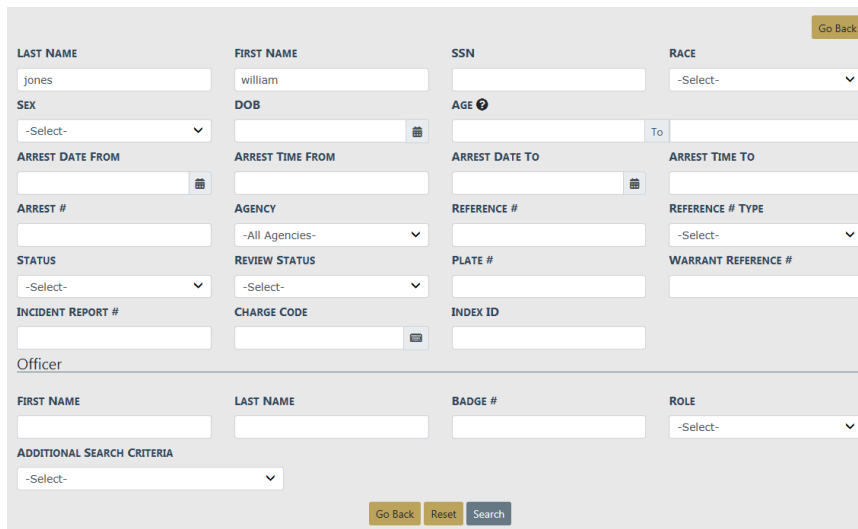
- Click on the **Incidents** drop-down menu on the top *Navigation Bar*, click on **Field Arrests**, then **Search Field Arrests**.



- Or, click the **Incidents** label on the top *Navigation Bar*, click Incident on the sub-menu, then click the **Search Field Arrests** link.



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 search form is organized into several sections. The top section contains fields for personal information: LAST NAME (jones), FIRST NAME (william), SSN, and RACE (-Select-). Below this is a section for arrest details: SEX (-Select-), DOB, AGE, ARREST DATE FROM, ARREST TIME FROM, ARREST DATE TO, and ARREST TIME TO. The next section includes ARREST #, AGENCY (-All Agencies-), REFERENCE #, and REFERENCE # TYPE (-Select-). This is followed by STATUS (-Select-), REVIEW STATUS (-Select-), PLATE #, and WARRANT REFERENCE #. The bottom section contains INCIDENT REPORT #, CHARGE CODE, and INDEX ID. At the very bottom, there is an Officer section with fields for FIRST NAME, LAST NAME, BADGE #, and ROLE (-Select-). An ADDITIONAL SEARCH CRITERIA dropdown is also present. Navigation buttons at the bottom include Go Back, Reset, and Search.



The table displays search results with columns: Arrest Number, Status, Arrest Date, LastName, First Name, Charges, Warrants, Incidents, and Actions. Three rows are shown, all for JONES WILLIAMS. The first row (1708568) is 'Open' with an arrest date of 08/03/2017. The second row (2013-0077) is 'Completed' with an arrest date of 10/28/2013. The third row (2013-0067) is 'Complete Without Release' with an arrest date of 10/10/2013. Annotations include: 'Export options' pointing to icons above the table; 'Click a link to view the Arrest' pointing to the '2013-0067' link; 'Delete' pointing to the delete icon in the Actions column; and 'Refine Search' and 'New Search' buttons at the top right.

Arrest Number	Status	Arrest Date	LastName	First Name	Charges	Warrants	Incidents	Actions
<a href="#">1708568</a>	Open	08/03/2017 0904	JONES	WILLIAMS	35-43-2-2 C04 - CRIMINAL TRESPASS- RESIDENCE/DWELLING		2017-PERY-0034, 2017D4210117, 2017D4210119	Edit, Delete
<a href="#">2013-0077</a>	Completed	10/28/2013 0500	JONES	WILLIAMS	35-43-4-2 T13 - THEFT- BUSINESS SIGNS			View
<a href="#">2013-0067</a>	Complete Without Release	10/10/2013 0700	JONES	WILLIAMS	35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO	Warrant #: 12cf09826265;		

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 31.

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](#).

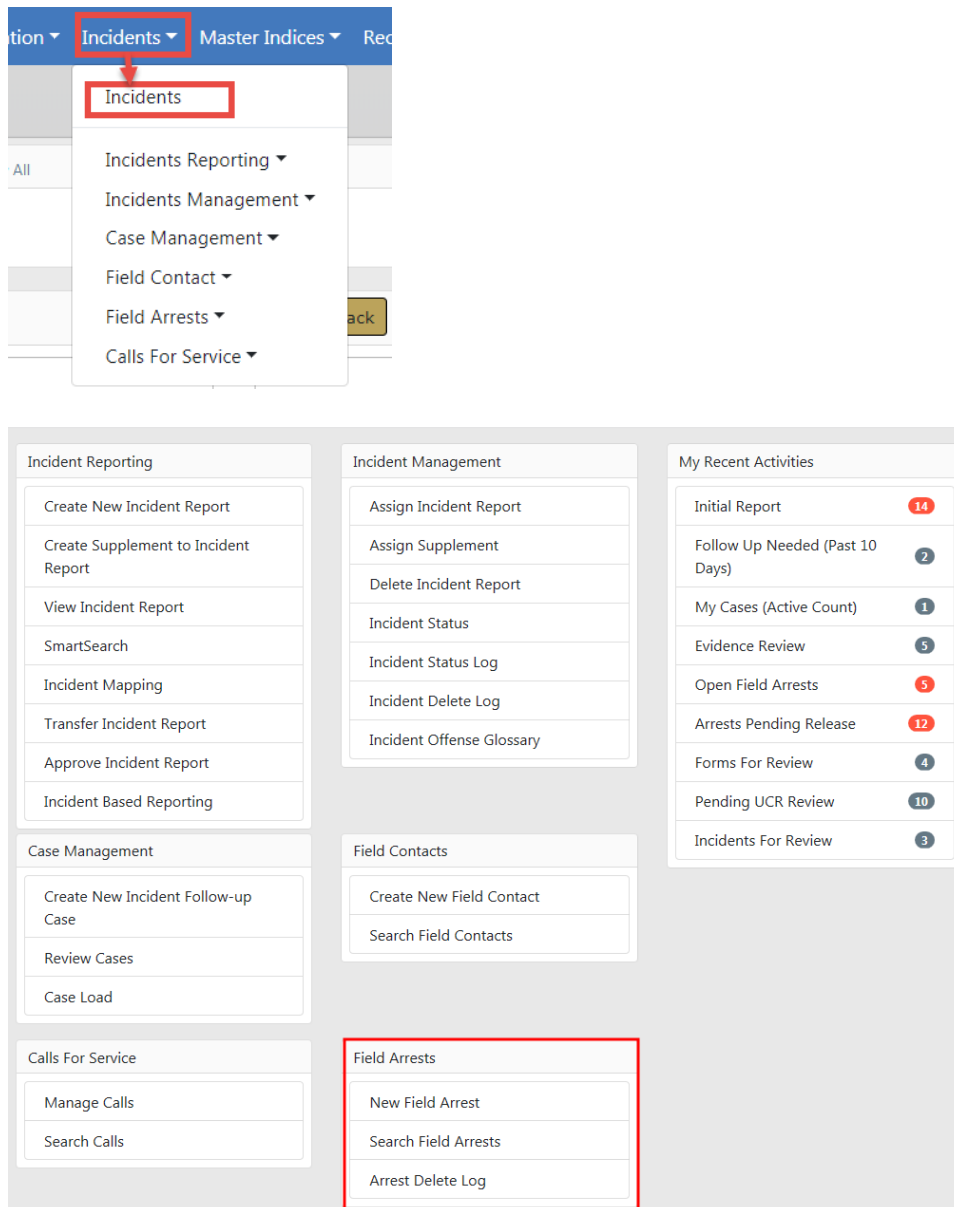
For more information on deleting a **Field Arrest** refer to "Delete Field Arrest" on page 305.

**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.

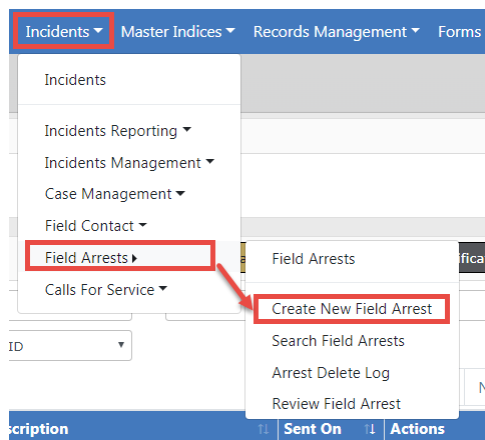
## Add Field Arrest

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.




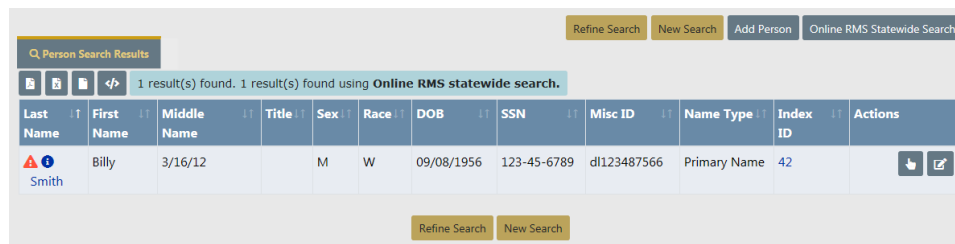
OR





The **Person Search** screen opens. This searches through the *Master Person Index* records to locate existing records that match your entered criteria.

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.



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 31.

For more information on searching *Master Person Index* records, refer to "Master Indices" on page 63.


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 Information** Go Back

Click to View or Edit the person record

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	 (1/1) 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** Enter arrest date and time

ARREST DATE AND TIME <input type="text"/>	AGE AT TIME OF EVENT 62 Years Old	ARRESTING AGENCY District 42, Versailles
PBT <input type="text"/>	FINGERPRINT -Select-	
COMMENT <input type="text"/>		

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


The *Edit Field Arrest* screens allows you to enter details of the **Field Arrest**.

**Note:** After the **Field Arrest** form is complete, you can print a *Field Arrest Report* from this page. For details, refer to "Print Field Arrest" on page 307.

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	ARRESTING AGENCY	CREATOR NAME	CREATOR DATE
1902593	District 42, Versailles	Saur, Christine	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.

1. Give the **Field Arrest** a *Disposition*: Based on what is selected, there are additional boxes that need to be completed:

### Disposition

DISPOSITION

Transported to Jail

PLACEMENT COUNTY

-Select-

RELEASED DATE

### Disposition

DISPOSITION

Released

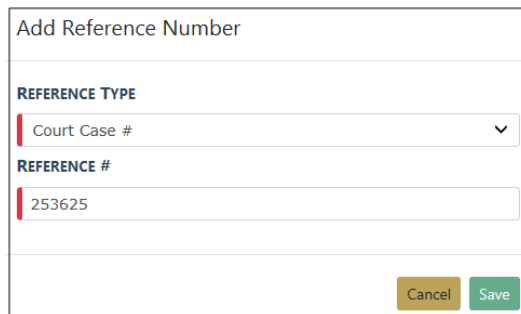
RELEASED DATE

- Click the **Add Reference** link to add a Reference Number in the *Add Reference Number* window if applicable.



Reference Numbers + Add Reference

- Enter the appropriate Reference information and click the **Save** button.



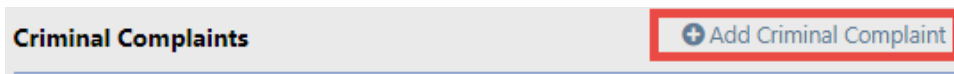
Add Reference Number

**REFERENCE TYPE**

**REFERENCE #**

Cancel Save

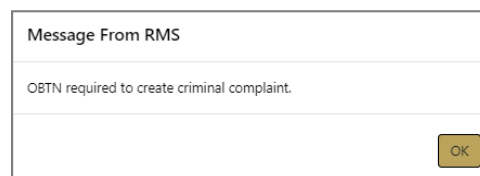
- Optionally, click the **Add Criminal Complaint** link to add a criminal complaint, if applicable. This option appears providing you have the appropriate permissions and the feature is turned on.



Criminal Complaints + Add Criminal Complaint

- If you receive a **OBTN** required message, click **OK**, then page-up on the Field Arrest to the **OBTN**(Offender Based Tracking Number for criminal complaints).

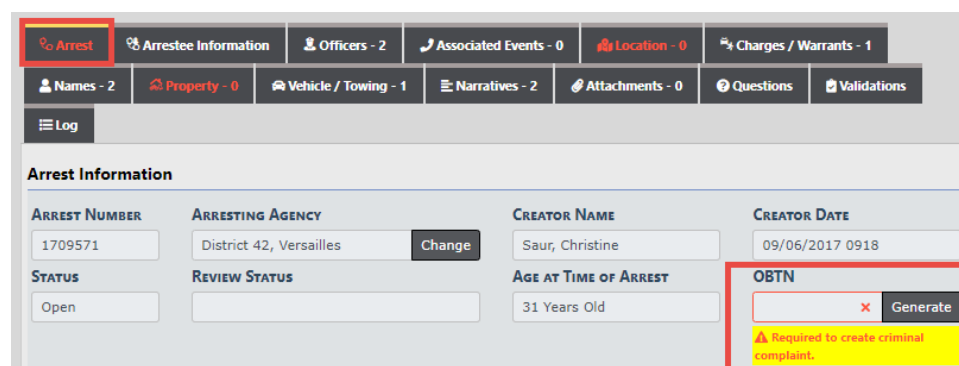
**Note:** The label **OBTN** could appear as **Arrest Tracking Number** for your agency. This label is configurable by agency.



Message From RMS

OBTN required to create criminal complaint.

OK



**Arrest** Arrestee Information Officers - 2 Associated Events - 0 Location - 0 Charges / Warrants - 1

Names - 2 Property - 0 Vehicle / Towing - 1 Narratives - 2 Attachments - 0 Questions Validations

Log

**Arrest Information**

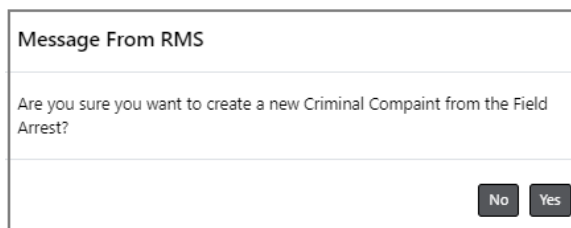
<b>ARREST NUMBER</b> 1709571	<b>ARRESTING AGENCY</b> District 42, Versailles <span>Change</span>	<b>CREATOR NAME</b> Saur, Christine	<b>CREATOR DATE</b> 09/06/2017 0918
<b>STATUS</b> Open	<b>REVIEW STATUS</b> <input type="text"/>	<b>AGE AT TIME OF ARREST</b> 31 Years Old	<b>OBTN</b> <input type="text"/> <span>Generate</span> <span style="background-color: yellow; border: 1px solid red; padding: 2px;">⚠ Required to create criminal complaint.</span>

**Enter** or **Generate** the OBTN number, depending on how your administrator configured the OBTN number.

**Note:** The functionality of this field is configurable by agency. Your agency has the option to have users enter or generate the number.

**Page-down** and click **Add Criminal Complaint** after entering or generating the OBTN number.

- b. A new *Criminal Complaint confirmation* box appears, asking if you are sure you want to create a new one.

A confirmation dialog box titled "Message From RMS". The main text asks, "Are you sure you want to create a new Criminal Complaint from the Field Arrest?". At the bottom right, there are two buttons: "No" and "Yes".

Message From RMS
Are you sure you want to create a new Criminal Complaint from the Field Arrest?
<input type="button" value="No"/> <input type="button" value="Yes"/>

- c. Click **Yes** to create the Criminal Complaint record and open the *Edit Criminal Complaint* form.

Recent Activities (Open Field Arrests) / Edit Field Arrest / Edit Criminal Complaint

Go Back Print Submit for Approval

### Complaint Details

CRIMINAL COMPLAINT NUMBER 20COMP0054	DATE AND TIME 06/15/2020 1525	STATUS Initial	STATUS DATE AND TIME 06/15/2020 1525
SUBMISSION STATUS -	SUBMISSION STATUS DATE AND TIME -	COMPLAINT TYPE Arrest	COMPLAINT AGENCY District 42, Versailles
COURT -Select-	COURT CASE NUMBER OBTN 20OBTNARR0023	HEARING TYPE -Select-	THREAT TYPE -Select-
CHARGE TYPE -Select-	Is JUVENILE <input type="checkbox"/>		

### Person Details

View Person Details Update Person

LAST NAME ARNEY	FIRST NAME DUSTIN	DOB 10/10/1985 (Age: 34)	SEX Male	RACE Unknown	DRIVER'S LICENSE # 1360099593
DRIVER'S LICENSE STATE Indiana	ADDRESS (RESIDENCE) 8230 HARRIS Road POLAND, IN 47868			HEIGHT 5' 08"	WEIGHT 234
EYE COLOR Brown	EMPLOYER NAME A School				
Misc IDs 20OBTNARR0023 (OBTN) 1360099593 (OLN)					INDEX ID 355

SELECT PERSON ADDRESS  
8230 HARRIS Road POLAND, IN 47868 - Residence - Latest

### Complainant Details

OFFICER  
Christine Saur (Badge #: SAUR111) - District 42, Versailles

### Comments

COMMENT  
|

Update

The OBTN number appears on the form as read-only as shown above.

### Arrests

Arrest #	Arrest Date	Agency	Charges	Last Name	First Name
1709571	09/06/2017 0700	District 42, Versailles	UTILITY/TRANSPORTATION- AIRCRAFT- OPERATE INTOXICATED/HEALTH DISORDER	ARNEY	DUSTIN

### Incidents


Select Incident(s)

### Location Details

Quick Search Select Location

### Offenses

Add Offense

Charge Code	Description	Comments	Offense Date	Actions
8-21-4-8	UTILITY/TRANSPORTATION- AIRCRAFT- OPERATE INTOXICATED/HEALTH DISORDER		09/06/2017 0000	 

### Court Case

Go Back

The Arrestee, Arresting Officer, Location, and Offenses from the Field Arrest pulls into the Criminal Complaint form automatically as shown above.

- d. Make the appropriate changes on the *Edit Criminal Complaint* and click the **Update** button.


For more information on editing the Criminal Complaint, refer to "Edit a Criminal Complaint" on page 241.

- Optionally, click the **Print** button to print the Criminal Complaint. A PDF file downloads to your local machine.
- Optionally, click the **Submit for Approval** button to submit the Criminal Complaint for approval.

For more information on submitting for approval, refer to "Submit Criminal Complaint for Approval" on page 247

**Note:** When the Criminal Complaint is approved, the approval process creates a Court Case automatically, providing your agency has the Court Case module turned on. For more information on Court Case, refer to "Court Case Overview" on page 251.

- e. You are taken back to the *Edit Field Arrest* screen. **Page down** to see the Criminal Complaint associated with the Field Arrest.

Criminal Complaints					
Complaint Number	Person Name	Date	Status	Submission Status	Actions
20COMP0066		06/24/2020 11:50	Initial		

5. Click **Next Section** on the *Edit Field Arrest* screen 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](#)

6. 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**

<b>HEIGHT</b> <div>-Select- <span>ft</span> -Select- <span>in</span></div>	<b>WEIGHT</b> <div></div>
<b>EYE COLOR</b> <div>-Select-</div>	<b>HAIR COLOR</b> <div>-Select-</div>
<b>FACIAL HAIR</b> <div>-Select-</div>	<b>HAIR LENGTH</b> <div>-Select-</div>
<b>BUILD</b> <div>-Select-</div>	<b>SKIN COLOR</b> <div>-Select-</div>
<b>HAIR STYLE</b> <div>-Select-</div>	<b>GLASSES</b> <input type="checkbox"/>
<b>AGE</b> <div>62</div>	<b>DATE OF INFO</b> <div>03/13/2019</div>

[+ Populate From Most Recent](#) [Cancel](#) [Save](#)



- a. 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.
  - b. Update fields as needed.
  - c. Click **Save**, or click **Cancel** to return to *Edit Field Arrest* screen without adding a **Physical Description**.
7. Click **Next Section** on the *Edit Field Arrest* screen, 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
						<a href="#">Add Officer</a> <a href="#">Add Non-Agency Officer</a>
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**.

Add Officer

OFFICER  
Officer Joe Hedges(Badge #: 7049) - All Other

ROLE  
Assisting

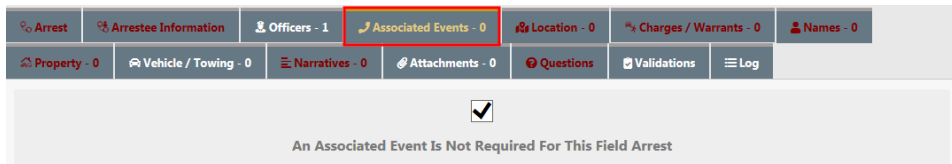
Cancel Save

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, check the **An Associated Event Is Not Required For This Field Arrest** box.



Associated Events - 0

☒ An Associated Event Is Not Required For This Field Arrest

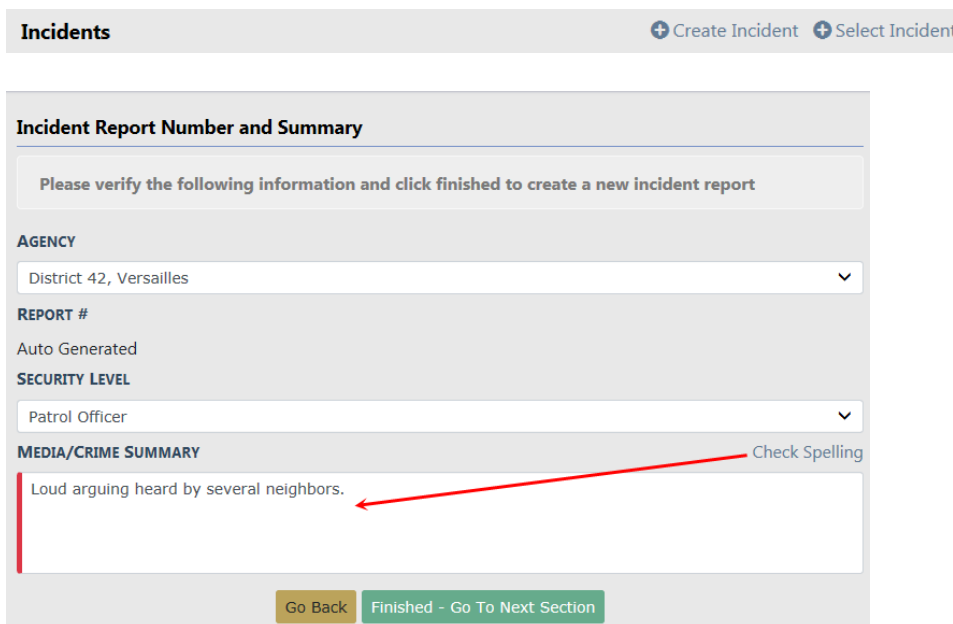
If you want to associate an **Incident** or **Calls for Service**, leave the box unchecked. You can either *create* or *select an existing Incident*, or *select an existing Call*.

**NOTE:** You may assign multiple **Associated Events** to the same **Field Arrest**.

## Create Incident

Create Incident only applies if your agency allows the manual creation of incidents.

Select the **Create Incident** link to create an **Incident**. The *Incident Report Number and Summary* screen opens.



**Incidents** [+ Create Incident](#) [+ Select Incident](#)

**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.

**Incident Summary:** 03/13/2019 1450 Hrs  
**Offense(s):** No Offense Specified  
**Agency:** District 42, Versailles  
**Report #:** 2019D4210220 **Supp #:** 0

**Incident Details**

**REPORT DATE** 03/13/2019 1450 **OCCURRENCE DATE FROM** 02/05/2019 1433 **OCCURRENCE DATE TO**

**Location**  
 1001 North East Main Street INDIANAPOLIS, IN ☐ **Include Location (Incident Location)**

**Officers**

Name	Role	Actions
Saur, Christine	Reporting	<input type="checkbox"/> <b>Include Officer</b>
Saur, Christine	Arresting	<input checked="" type="checkbox"/> <b>Include Officer</b>

**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"/> <b>Include Arrestee</b>

**Arrestee Details:**  
 ETHNICITY: Hispanic or Latino  
 DRIVER'S LICENSE #: DL123487566  
 DRIVER'S LICENSE STATE: Virginia  
 SSN: 123-45-6789  
 (1/1)  
 11/21/2016

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 147.

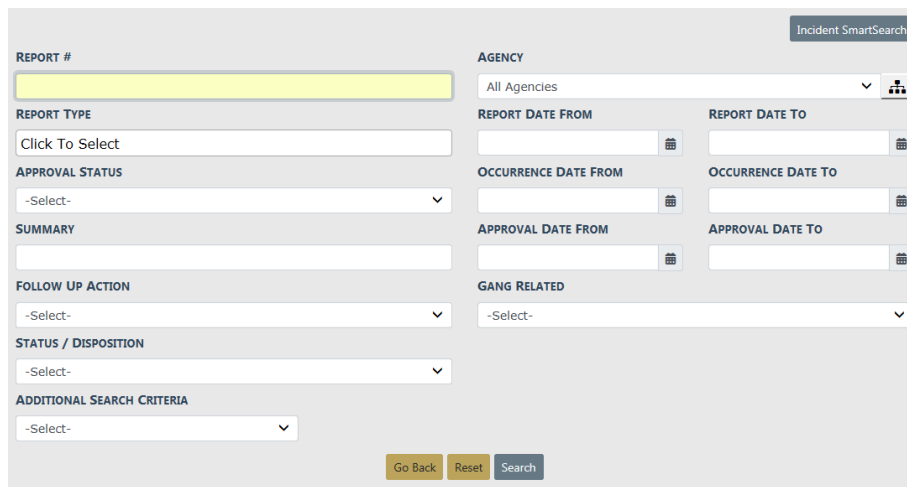
Click the **Save** button at the bottom of the screen.

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

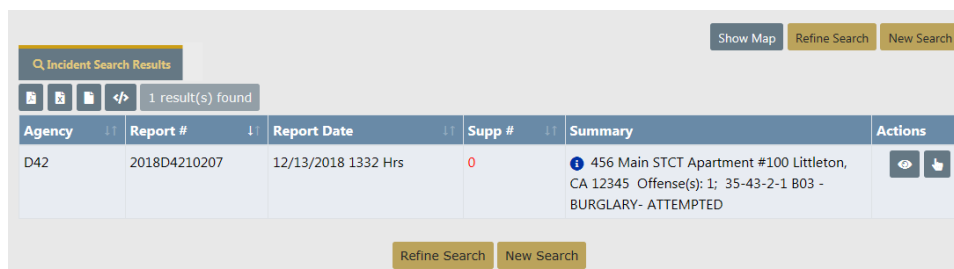
APPROVAL DATE FROM

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

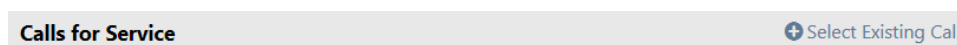
Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210207	12/13/2018 1332 Hrs	0	456 Main STCT Apartment #100 Littleton, CA 12345 Offense(s): 1: 35-43-2-1 B03 - BURGLARY- ATTEMPTED	

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](#)

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 03/12/2019	CALL TIME FROM 1454	CALL DATE TO 03/13/2019	CALL TIME TO 1454
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

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 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 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 63.

**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

Select to add to Location tab

Index ID	Address	Common Place Name	Actions
14	1001 North East Main Street		<div></div> <div></div>

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

Close

Advanced Search / Add

OR

Quick Search

SEARCH TYPE Select Postal to search by individual fields

**POSTAL** ONE LINE

STREET #  DIRECTION  STREET NAME  TYPE

CITY  INTERSECTING STREET NAME  INTERSECTING STREET TYPE


---

Show  entries

Index ID	Address	Common Place Name	Actions
14	1001 North East Main Street		<input type="button" value="Select"/> <input type="button" value="Edit"/>

Showing 1 to 1 of 1 entries

**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 63.

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**

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.

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, check the Domestic Related box.

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. Alternatively, you can enter the number of charges in the Add Charges text box to add a set of fields for that many charges.

The screenshot shows a form for adding charges. At the top right, there is a text box labeled 'Add Charges' containing the number '2', with an 'Add' button next to it. Below this, there are two sections for charges, labeled 'Charge #1' and 'Charge #2'. Each section has a 'CHARGE CODE' field, a 'CATEGORY' dropdown, a 'CLASS' dropdown, an 'OFFENSE DATE' field, an 'OFFENSE COUNT' dropdown, a 'CSAU' dropdown, a 'BOND TYPE' dropdown, a 'BOND AMOUNT' field, and a 'DOMESTIC RELATED' checkbox. The 'Charge #1' section is pre-filled with '35-43-4-2 T70 THEFT- PURSE (35-43-4-2 T70)' for the charge code.

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.

The screenshot shows a section with two tabs: 'System Warrants' and 'External Warrants'. Below each tab is a button: 'Add System Warrant' and 'Add External Warrant' respectively. The buttons are highlighted with blue circles.

### Add System Warrant

Click **Add System Warrant** to open *Warrant Search*. Search for the existing Warrant, then select from the results list to add it to the Arrest.

The screenshot shows a 'Warrant Search' form. It has a header with 'View Delete Log' and 'Add Warrant' buttons. The form is divided into several sections with fields for searching warrants: LAST NAME, FIRST NAME, DOB, PERSON INDEX ID, WARRANT INDEX ID, WARRANT TYPE, AGENCY, ORIGINAL / CHARGING AGENCY, STATUS, ISSUING COURT, PLAINTIFF, STATE WARRANT ID, REFERENCE TYPE, NCIC #, REFERENCE #, INCIDENT REPORT #, JUDGE, BOND TYPE, BOND AMOUNT, and WARRANT #. The 'Add Warrant' button is highlighted with a blue circle.

If the Warrant does not exist, you can click on the **Add Warrant** button on the Warrant Search screen. For more information on searching or adding Warrants, refer to [WARRANTS.htm](#).

### Add External Warrants

Click **External Warrants** to open the *Add External Warrant* form.

WARRANT #

OUT OF STATE ☐

COUNTY

BOND TYPE

BOND AMOUNT

CHARGE DESCRIPTION

COMMENT

Save

Enter the appropriate information then click **Save** to add it to the Arrest.

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**.

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

**Next of Kin / Emergency Contact** The relations here directly update the Arrestee's master person information

Add Next of Kin / Emergency Contact

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	
Tomaaaa 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 63.

Once you have completed all information, click the **Next Section** button to advance to the **Property** tab.

## Property

The **Property** tab is applicable only when *Field Arrest Property* is setup to be used from the *Field Arrest Module Admin* page.

Enter **Property** that needs to be inventoried and belonging to the Arrestee. If there is no **Property** to be inventoried, check the **Arrestee Property Not Inventoried** box.

Arrestee Property Not Inventoried

Property [+ Add Personal Property](#)

Click the **Add Personal Property** link to add property.

[+ Add Personal Property](#)

**NOTE:** The **Arrestee Property Not Inventoried** box must be unchecked for the **Add Personal Property** link to appear.

The *Logging Officer* defaults to the *Arresting Officer*. Make sure this information is accurate.

**Property Details** Go Back

LOGGING OFFICER  
Christine Saur

Type	Description	Status	Comment	Actions
-Select-		Inventoried, not held		

[Add Additional Property](#) Click to add additional property Save

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

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

No Vehicle Selected Select Vehicle Associated to Arrestee Quick Search Advanced Search / Add

No Impound Selected Add New Impound Add Existing Impound

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 63.


## 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.

Quick Search

Show 10 entries


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 63.

- 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 63.

Once you select the **Vehicle**, it appears in the Vehicle/Towing tab of the Field Arrest.

Arrest Arrestee Information Officers - 1 Associated Events - 2 Location - 1 Charges / Warrants - 0 Names - 2

Property - 0 **Vehicle / Towing - 1** Narratives - 1 Attachments - 0 Questions Validations Log

**Vehicle Details** View vehicle info or remove it from the Arrest  

YEAR 1999	VIN SAFG651AS32165ETR6	MAKE CHEVROLET(CHEV)	MODEL MONTE CARLO	LICENSE PLATE 123456	LICENSE STATE AK
LICENSE TYPE Automobile (Passenger)	LICENSE MONTH / YEAR 2 / 2013	MISC ID Misc Identifier	COLOR BLU / DBL	DATE OF INFO 10/30/2013 04:11:44 PM	INDEX ID 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.

Check the **Seized** box if the vehicle was seized.

Check the **Stored** box if the vehicle was stored.

Click the **Update** button to save your updates.

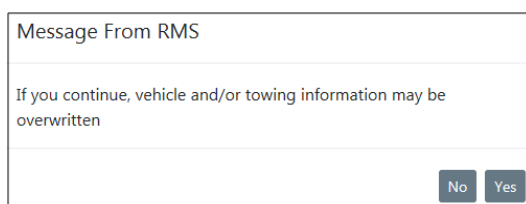
## Add Towing Information

**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

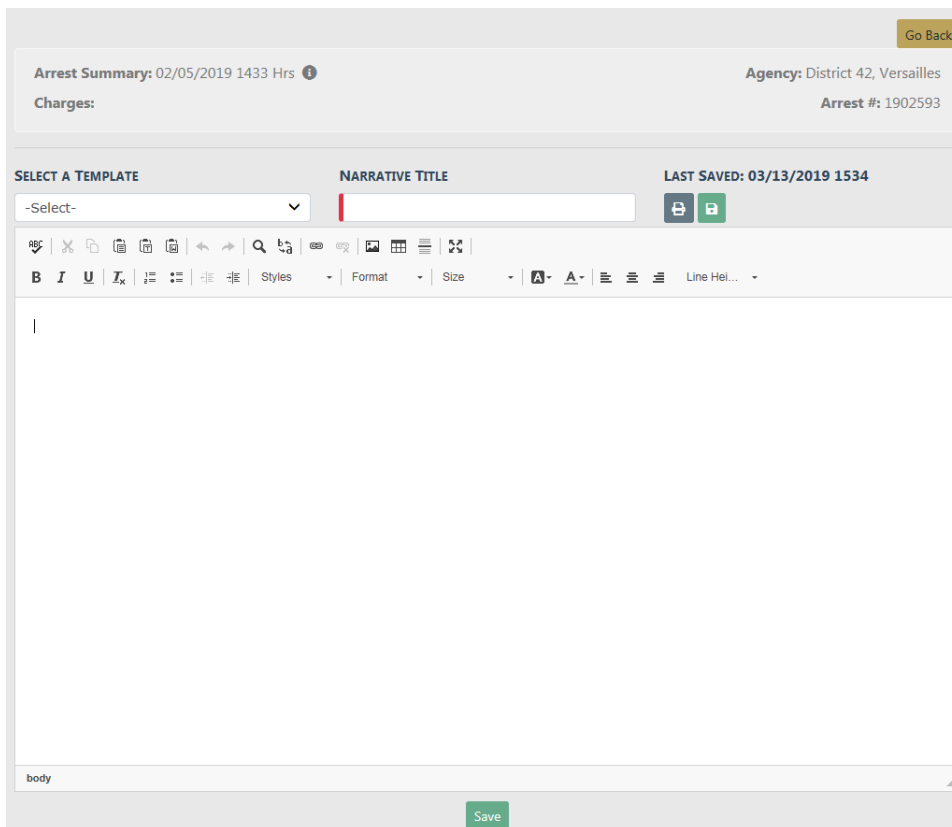
**NOTE:** When adding an existing Impound record, the vehicle associated with the Impound is added to the Arrest.

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

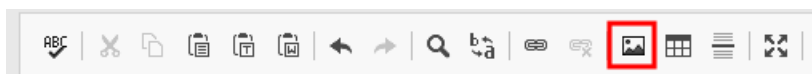
The **Narrative** is not required to complete the **Field Arrest**. You can create one or multiple **Narratives**. Click the **Add Narrative** link to open the *Add Narrative* screen. You must enter a **Title** and additional information in the body of the narrative.



The screenshot shows the 'Add Narrative' screen. At the top, there's a header with 'Arrest Summary: 02/05/2019 1433 Hrs' and 'Agency: District 42, Versailles'. Below this, there's a 'Charges:' field and 'Arrest #: 1902593'. The main form area has a 'SELECT A TEMPLATE' dropdown (currently showing '-Select-'), a 'NARRATIVE TITLE' field, and a 'LAST SAVED: 03/13/2019 1534' timestamp. Below these is a rich text editor with various formatting icons (bold, italic, underline, link, etc.) and a large text area for the narrative body. A 'Save' button is at the bottom right.

You can use the formatting icons to customize the layout of your narrative. The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type.


To insert images, you must use the **Image** icon.



**Note:** For more information on Narratives, refer to "Incident Report Section – Narrative Tab" on page 193.

The Narrative auto-saves every 60 seconds while you type. The last saved date and time displays on the form.

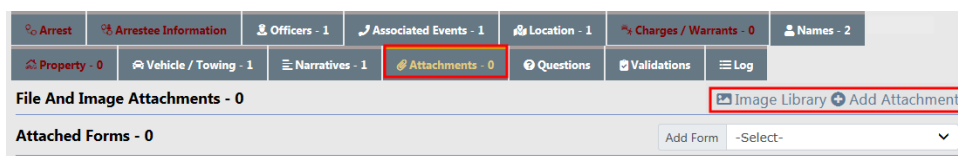
Click the **Save** button.

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**.



The screenshot shows the RMS11.4 interface with the **Attachments** tab selected. The top navigation bar includes tabs for Arrest, Arrestee Information, Officers - 1, Associated Events - 1, Location - 1, Charges / Warrants - 0, and Names - 2. Below this, a secondary bar shows Property - 0, Vehicle / Towing - 1, Narratives - 1, Attachments - 0 (highlighted with a red box), Questions, Validations, and Log. The main content area is titled "File And Image Attachments - 0" and contains a red-bordered box with the text "Image Library" and "Add Attachment". Below this, there is a section for "Attached Forms - 0" with an "Add Form" button and a dropdown menu currently set to "-Select-".

Click on the **Add Attachment** link to add attachments, or click **Image Library** to add image files from your personal *Image Library*. If images do not exist in your Image Library, then the hyperlink does not appear.

Refer to "Attachments" on page 51 or "Image Library" on page 57 for more information.

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. Below the tabs is a 'MEDICAL COMMENT' text area. Underneath is the 'Drugs Screening' section with two questions:

- Did person have drugs in possession?
  - ☐ Yes
  - ☒ No
  - ☐ N/A
- Did the person appear intoxicated?
  - ☐ Yes
  - ☒ No
  - ☐ N/A

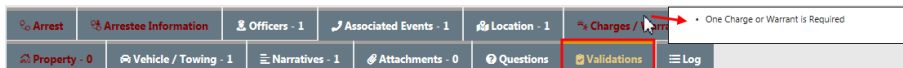
Each question has an associated text input field. A green 'Save' button is located at the bottom right of the form.

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.

The screenshot shows the 'Validations' tab with a list of errors that need to be resolved before the field arrest can be completed. The message reads: '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.

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 276.

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 273.

When the *Edit Field Arrest* screen appears click the **Duplicate** button to begin the duplication process.

The screenshot shows the 'Edit Field Arrest' form for an individual named Billy Smith. The form is divided into several sections: Personal Information (Last Name, First Name, Middle Name, DOB, Sex, Race), License Information (Ethnicity, Driver's License #, State, SSN), Physical Attributes (Height, Weight, Eye Color, Hair Color, Complexion), and Address (Residence Phone, Address, MISC IDs). A navigation bar at the top right includes buttons for 'Go Back', 'Duplicate' (highlighted in red), and 'Print'. Below the form, a summary bar shows counts for various categories: Arrest, Arrestee Information, Officers, Associated Events, Location, Charges/Warrants, Names, Property, Vehicle/Towing, Narratives, Attachments, Questions, Validations, and Log (highlighted in red).

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	

Navigation Bar: Go Back, Duplicate, Print

Summary Bar: 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

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 63.

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 273.

You may edit the individual **Field Arrest** records. For information on editing Field Arrest records refer to "Edit Field Arrest" on page 278.

## 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 273.

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.

[Refine Search](#) [New Search](#)

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.

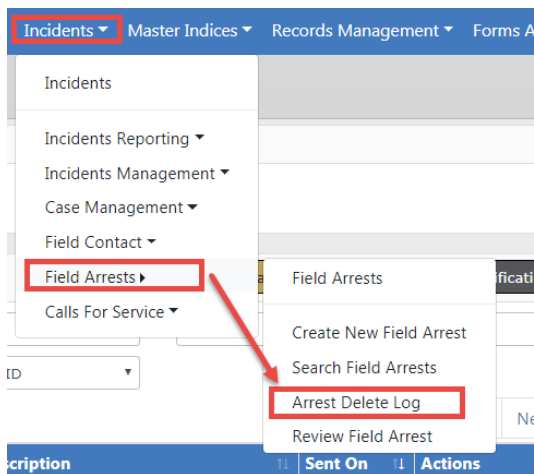
Delete Field Arrest Comments

**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

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 31.

**Export Results** 31 result(s) found

[Refine Search](#) [New Search](#)

Previous 1 2 Next

Arrest #	Arrest Date	Delete Comment	User	Agency	Actions
1902594	02/05/2019 1433	<a href="#">View Comments</a>	Christine Saur	District 42, Versailles	<a href="#">View Arrest Log Record</a>
1807581	10/31/2018 1422	<a href="#">View Comments</a>	Homer Simpson	District 42, Versailles	<a href="#">View Arrest Log Record</a>

## 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**

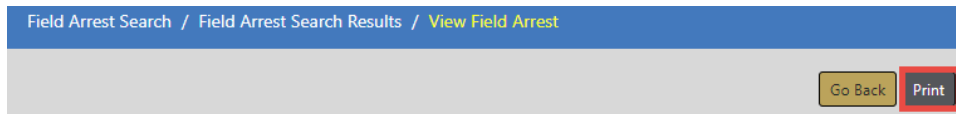
Created for training purposes.

[Go Back](#)

## Print Field Arrest

You can **Print** an existing Field Arrest from either the *View Field Arrest* or *Edit Field Arrest* page.

1. From either page, click on the **Print** button.

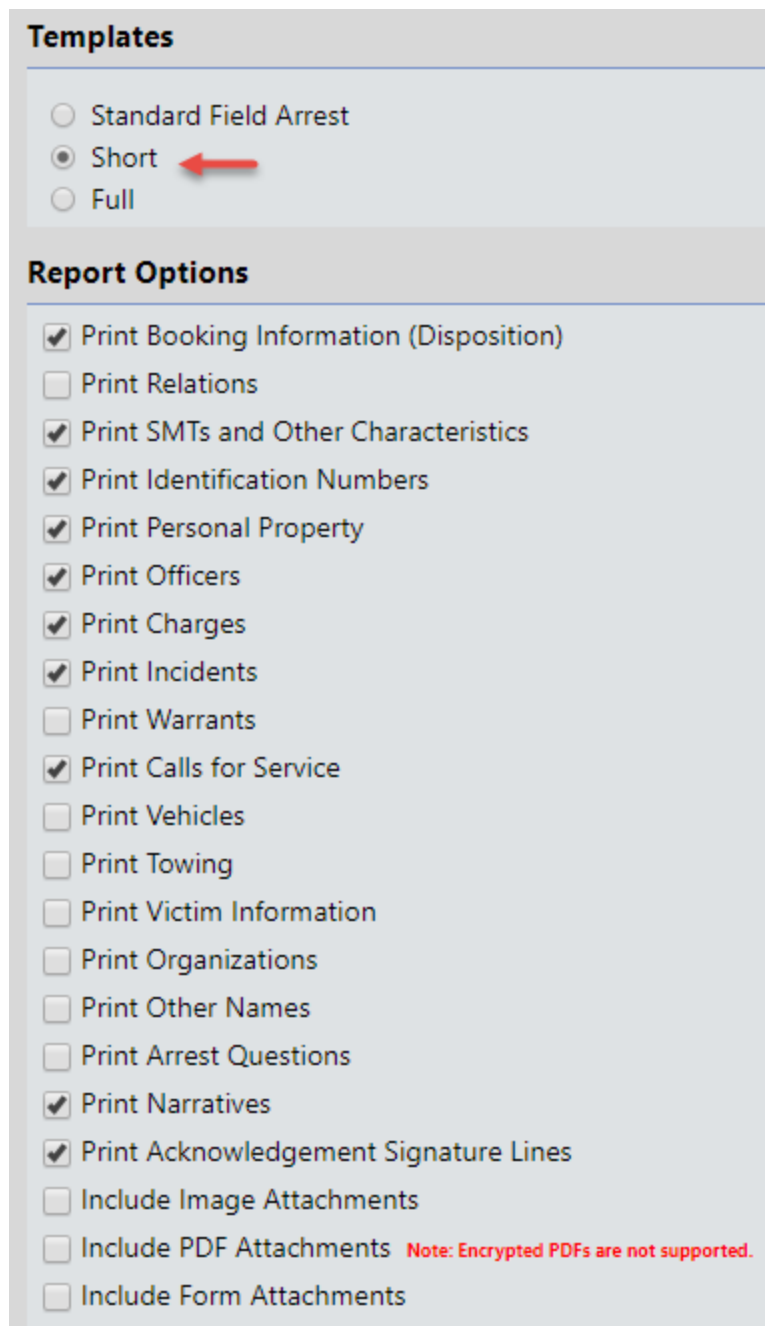


- The **Print Options** page opens, with the default settings selected automatically.

- Select the **Template** you wish to use. The template preselects report options for you.
  - Standard Field Arrest
    - Selected by default.




- All print options are available, and all, except for the *Print Acknowledgment Signature Lines*, are preselected as shown in step 2.
- Short
  - A shortened set of print options are available, and fewer print options are preselected.



**Templates**

☐ Standard Field Arrest

☒ Short 

☐ Full

**Report Options**

☒ Print Booking Information (Disposition)

☐ Print Relations

☒ Print SMTs and Other Characteristics

☒ Print Identification Numbers

☒ Print Personal Property

☒ Print Officers

☒ Print Charges

☒ Print Incidents

☐ Print Warrants

☒ Print Calls for Service

☐ Print Vehicles

☐ Print Towing

☐ Print Victim Information

☐ Print Organizations

☐ Print Other Names

☐ Print Arrest Questions

☒ Print Narratives

☒ Print Acknowledgement Signature Lines

☐ Include Image Attachments

☐ Include PDF Attachments Note: Encrypted PDFs are not supported.

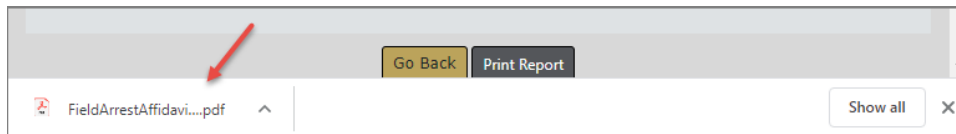
☐ Include Form Attachments

- Full

- All print options are available, as shown in step 2, except all are preselected, including *Print Acknowledgment Signature Lines*.

**Note:** Whichever template you choose, you can still elect to select or deselect print options.

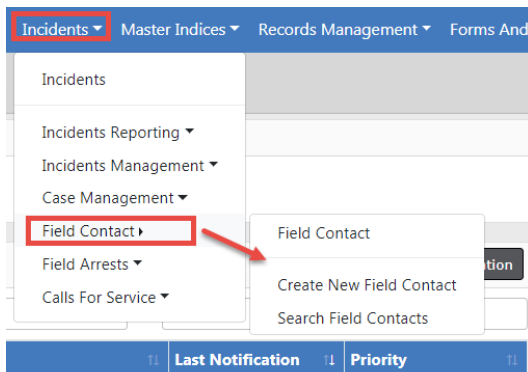
4. Select or deselect any **Report Options**, if needed.
5. Select **Arrest Image Options**, if applicable, by clicking **Select All** to include all existing arrest images on the report, or click **Select None** to exclude all arrest images.
6. Select the **PDF Attachments** you want to include or exclude, if applicable, by clicking **Select All** to include all existing PDF attachments on the report, or click **Select None** to exclude all.
7. Select the **Form Attachments** you want to include or exclude, if applicable, by clicking **Select All** to include all existing form attachments on the report, or click **Select None** to exclude all.
8. Click on the **Print Report** button to download the PDF report to your local machine.



# Chapter 17. 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:

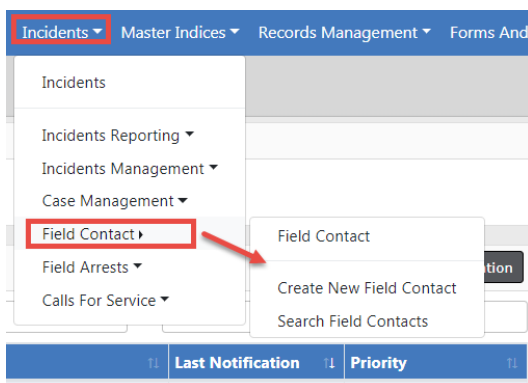
- Notes
- Location
- People
- Officers
- Vehicles
- Gangs
- Organizations
- Attachments
- Associate existing Incidents from within the Field Contact.

- 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.

<b>AGENCY</b> District 42, Versailles	<b>AGENCY ONLY</b> No
<b>CONTACT TYPE</b> -Select-	<b>CONTACT DATE</b> 03/14/2019 0836
<b>SUMMARY</b> [Text Area]	
<b>Terry Stop Data</b>	
<b>TYPE OF STOP</b> -Select-	
<b>STOP COMMENT</b> [Text Area]	
<b>Terry Stop Data</b>	
<b>TYPE OF STOP</b> -Select-	
<b>COMMENT</b> [Text Area]	
Go Back 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' form. At the top right are buttons: 'Go Back', 'Visualization Tool', 'View Summary', and 'Print'. Below these is a toolbar with various icons. The form is titled 'Field Contact Details'. It contains the following fields:

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

Below the table, there are two more fields:

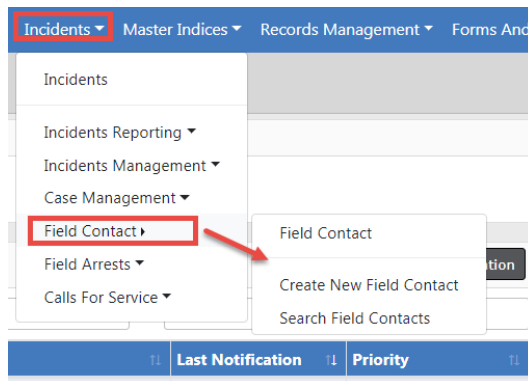
CONTACT TYPE	CONTACT DATE
Knock and Talk	12/13/2018 1354

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 316.

## Search for a Field Contact

**Field Contacts** are located in the *Incidents* menu where you can search existing or create new **Field Contacts**.

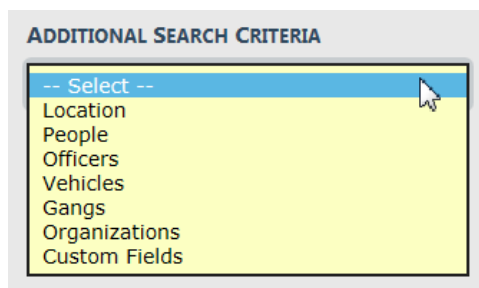


1. Select **Search Field Contacts** from the menu to open the *Search Field Contacts* form.

 A screenshot of the 'Search Field Contacts' form. The form has several input fields: 'CONTACT ID' (a text box), 'CONTACT TYPE' (a dropdown menu), 'AGENCY' (a dropdown menu), 'CONTACT DATE FROM' (a date picker), and 'CONTACT DATE TO' (a date picker). There are also sections for 'SUMMARY' and 'NOTES' (text areas). At the bottom, there is an 'ADDITIONAL SEARCH CRITERIA' dropdown menu. The form includes 'Go Back', 'Reset', and 'Search' buttons at the bottom right.

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.



*Vehicle* example:

*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.

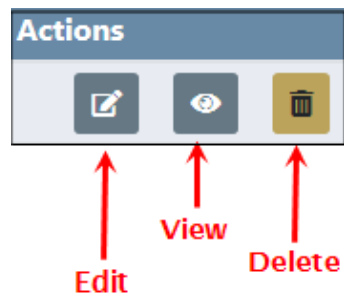
- Click the **Search** button to view the *Search Results*.

Contact Id	Contact Type	Agency	Summary	Contact Date	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	[Edit] [View] [Delete]

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 31.



- 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.
- 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.

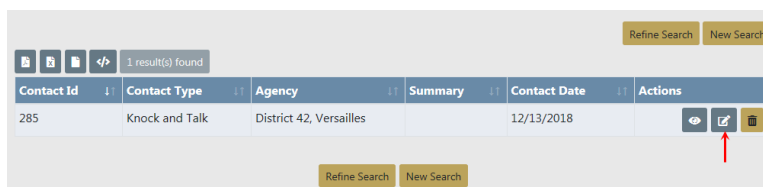


For more information refer to "Edit a Field Contact" below, "View a Field Contact" on page 318, or "Delete a Field Contact" on page 321.

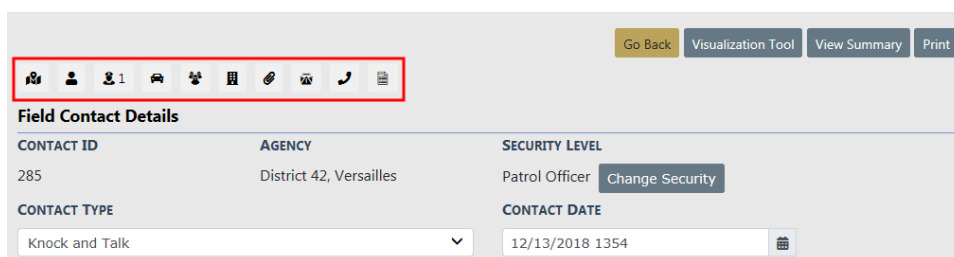
## Edit a Field Contact

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 314.

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 322.
- 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 117.

**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**.

[Go Back](#)
[Visualization Tool](#)
[Edit Interview](#)
[Print Report](#)

### Field Contact Details

<b>CONTACT ID:</b>	<b>AGENCY:</b>	<b>SECURITY LEVEL:</b>
285	District 42, Versailles	Patrol Officer
<b>CONTACT TYPE</b>	<b>CONTACT DATE</b>	
Knock and Talk	12/13/2018 1354	
<b>SUMMARY</b>		
<b>NOTES</b>		

### Terry Stop Data

<b>TYPE OF STOP</b>
Domestic Dispute
<b>STOP COMMENT</b>

### Officers - 1

Badge #	Name	Agency	Role
SAUR111	Christine Saur	District 42, Versailles	Reporting

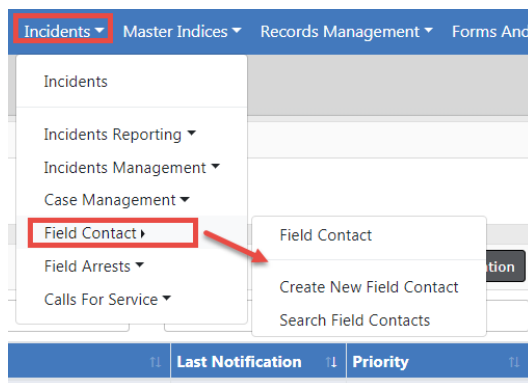
[Go Back](#)

Click **Go Back** to return to the *Search Results*, or click **Edit Interview** to return to the **Edit Field Contact** page.

2. Complete all applicable sections and click the **Save** button after each section. For detailed instructions refer to "Enter or Update Field Contact Details" below.

## 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 314.

## 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 63.

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	<a href="#">Quick Search</a> <a href="#">Add Location</a>
 People - 0	<a href="#">Quick Search</a> <a href="#">Add Person</a>
 Vehicles - 0	<a href="#">Quick Search</a> <a href="#">Add Vehicle</a>
 Gangs - 0	<a href="#">Quick Search</a> <a href="#">Add Gang</a>
 Organizations - 0	<a href="#">Quick Search</a> <a href="#">Add Organization</a>

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

SEX

-Sex-

RACE

-Race-

DRIVERS LICENSE

Reset

Search

Close

Advanced Search / Add

#### Vehicle Example

Quick Search

VIN

LICENSE PLATE

LICENSE STATE

-Select-

Reset

Search

Close

Advanced Search / Add

## 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

Additional search criteria → Mug Shot Search - By Physical Description Add Person

**Person**

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 SOUNDSEX STATEWIDE SEARCH SEARCH PREFERENCE

ALL ANY

ADDITIONAL SEARCH CRITERIA

- Select -

Search External Systems

Go Back Reset Search

### Vehicle Example

Add Vehicle

**Vehicle**

YEAR MAKE MODEL

VIN TYPE STYLE

LICENSE PLATE LICENSE STATE INDEX ID

CREATOR

CREATION DATE FROM CREATION DATE TO

SEARCH PREFERENCE

ALL ANY

ADDITIONAL SEARCH CRITERIA

- Select -

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

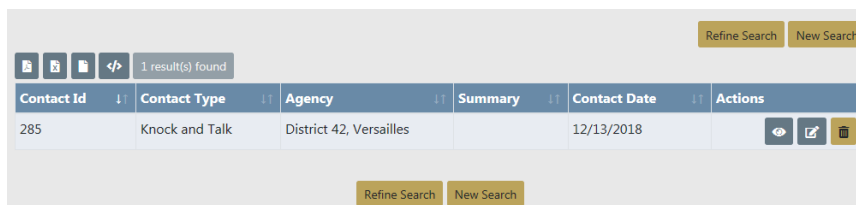
Click **+Add Officer** to include additional officers.

## 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 314.
2. The **Field Contact** record you want to delete should appear in the Search Results window.

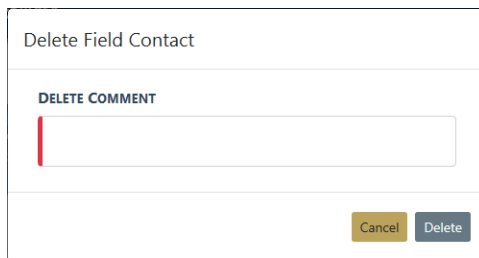


The screenshot shows a search results interface. At the top right are buttons for 'Refine Search' and 'New Search'. Below these is a status bar indicating '1 result(s) found'. The main content is a table with the following columns: Contact Id, Contact Type, Agency, Summary, Contact Date, and Actions. A single record is displayed with the following data: Contact Id 285, Contact Type Knock and Talk, Agency District 42, Versailles, and Contact Date 12/13/2018. The Actions column for this record contains three icons: a speech bubble, a document, and a trash can (the delete icon). At the bottom of the table are buttons for 'Refine Search' and 'New Search'.

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**.



A dialog box titled "Delete Field Contact". It contains a section labeled "DELETE COMMENT" with a text input field. At the bottom right, there are two buttons: "Cancel" and "Delete".

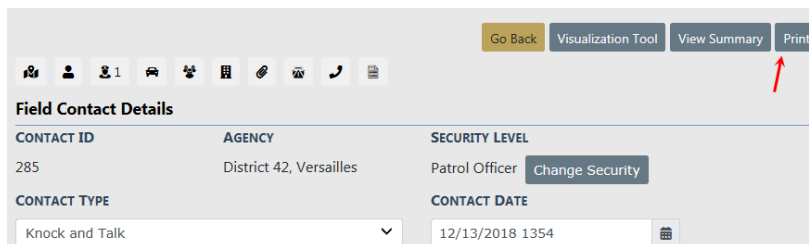
## Print Field Contacts

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 316.

For more information on viewing a Field Contact refer to "View a Field Contact" on page 318.

1. Click the **Print** button while viewing or editing the **Field Contact**.



A screenshot of the "Field Contact Details" screen. At the top right, there is a row of buttons: "Go Back", "Visualization Tool", "View Summary", and "Print". A red arrow points to the "Print" button. Below the buttons is a toolbar with various icons. The main content area displays the following details:

CONTACT ID	AGENCY	SECURITY LEVEL
285	District 42, Versailles	Patrol Officer <a href="#">Change Security</a>

Below the table, there are two sections:

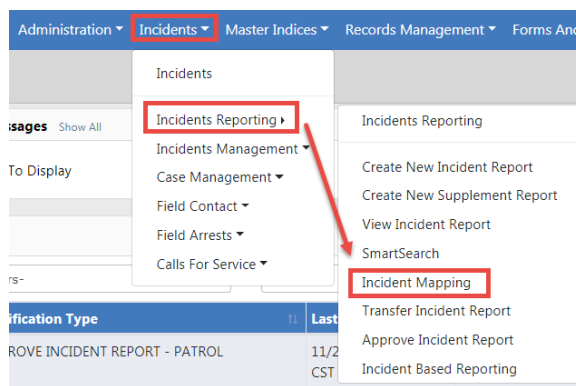
- CONTACT TYPE**: A dropdown menu showing "Knock and Talk".
- CONTACT DATE**: A date and time field showing "12/13/2018 1354" with a calendar icon.

2. A file downloads to your machine. Click on the file to open the file in a new window, then click the print icon on the upper right-hand corner.

# Chapter 18. 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* displays search results based on the defined *Filter Options*.

## Filter Options Window

02/08/2019 1002

OR SELECT A RANGE

Last 24 Hours

Apply Dates

Time Slider

0000 HRS to 2400 HRS

Draw Mode

DRAW MODE

☒ Circle ☐ Draw a Shape ☐ Select Shapes

RADIUS UNITS

0.5 Miles

Start a New Circle

Display Options

DISPLAY MODE

☒ Marker ☐ Cluster ☐ Heat

☒ Show Outlines Of Shapes ☒ Show Events in Side Bar

Shapes

Indiana State Police


☐ Ang Test

☐ CADTest

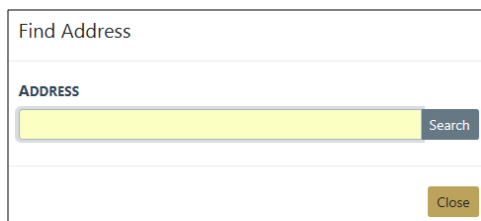
☐ Downtown

☐ Example Shape

☐ LargeCADArea

- **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.





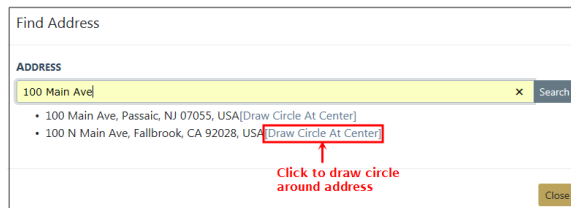
Find Address

ADDRESS

Search

Close

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.



Find Address


ADDRESS

100 Main Ave x Search

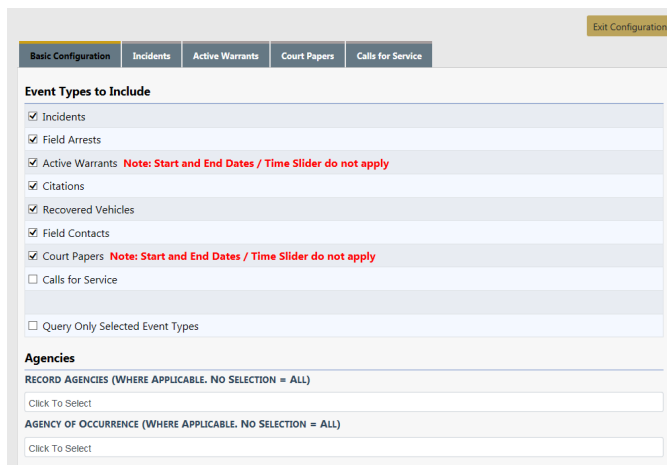
- 100 Main Ave, Passaic, NJ 07055, USA *[Draw Circle At Center]*
- 100 N Main Ave, Fallbrook, CA 92028, USA *[Draw Circle At Center]*

Click to draw circle around address

Close

- **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.



Exit Configuration

Basic Configuration Incidents Active Warrants Court Papers Calls for Service

**Event Types to Include**

- ☒ Incidents
- ☒ Field Arrests
- ☒ Active Warrants **Note: Start and End Dates / Time Slider do not apply**
- ☒ Citations
- ☒ Recovered Vehicles
- ☒ Field Contacts
- ☒ Court Papers **Note: Start and End Dates / Time Slider do not apply**
- ☐ Calls for Service
- ☐ Query Only Selected Event Types

**Agencies**



RECORD AGENCIES (WHERE APPLICABLE. NO SELECTION = ALL)

Click To Select

AGENCY OF OCCURRENCE (WHERE APPLICABLE. NO SELECTION = ALL)

Click To Select

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

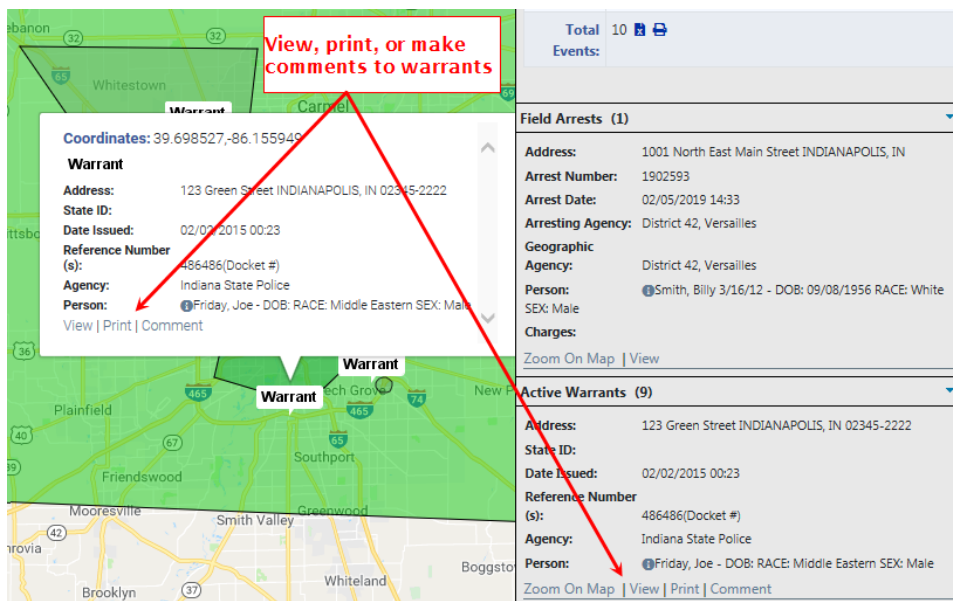
The screenshot displays the Query Window interface. On the left is a sidebar with filters for Date/Time, Draw Mode, Display Options, and Shapes. The main area shows a map of Indianapolis with several incident markers labeled 'Warrant' and 'Field Arrest'. On the right, the 'Events (10)' panel shows the 'Current Query' details, including Start/End Dates, Query text, Event Types, and Total Events. Below this, it lists 'Field Arrests (1)' and 'Active Warrants (9)' with their respective details. Red arrows point from the text 'The search results populate in a list and pinpoint on the map' to the map and the Events list. Another red arrow points from 'Export to Excel or print results' to the 'Total 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.

This screenshot shows a zoomed-in view of a 'Field Arrest' incident on a map. The sidebar on the right displays the incident details for 'Field Arrests (1)'. The details include Address, Arrest Number, Arrest Date, Arresting Agency, Geographic Agency, Person, and Charges. A red arrow points from the 'Field Arrest' marker on the map to the 'Zoom On Map' link in the sidebar.

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.



**View, print, or make comments to warrants**

**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](#)

**Total Events:** 10

**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](#)

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 19. 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 147.

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	<b>Incident Status</b>
Incident Mapping	Incident Status Log
Transfer Incident Report	Incident Delete Log
<b>Approve Incident Report</b>	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
<b>Case Load</b>	

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' sidebar on the right with the following items:









- Initial Report (23)
- Follow Up Needed (Past 10 Days) (1)
- Pending Approval (4)** (highlighted with a red box and arrow)
- My Cases (Active Count) (2)
- My Case Activities (Active Count) (1)
- Evidence Review (8)

The main 'Notifications' table has the following data:

Count	Notification Type	Last Notification	Priority
7	APPROVE INCIDENT REPORT - PATROL	11/21/2019 10:24 AM CST	High
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/18/2019 12:37 PM CST	High
2	INFORMATIONAL	11/18/2019 12:28 PM CST	High
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/14/2019 09:46 AM CST	High

Click on the select icon  to select the appropriate incident from the list.

The screenshot shows a table with the following data:

Report #	Supp #	Summary	Actions
2018D4210153	1	03/05/2018 13:24 Hrs - 300 East 200 East Apartment , 123 East Test West Lebanon, IN 46052 - Offense(s) - 35-43-4-2.5 V02 - THEFT- VEHICLE	 
2018D4210153	0	03/05/2018 13:24 Hrs - 300 East 200 East Apartment , 123 East Test West Lebanon, IN 46052 - Offense(s) - 35-43-4-2.5 V02 - THEFT- VEHICLE	 
2019D4210217	1	03/06/2019 14:35 Hrs - 100 North Main Street BLOOMINGTON, IL 61701 - Offense(s) - 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT	 
2019D4210217	0	03/06/2019 14:35 Hrs - 100 North Main Street BLOOMINGTON, IL 61701 - Offense(s) - 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT	 

Click the **Approve/Disapprove** button to open the Incident Report.

[Go Back](#) [Quick Print](#)

**Incident Summary:** 03/06/2019 1435 Hrs - 100 North Main Street BLO...

**Offense(s):** 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT

**Total Hours:** 0

**Agency:** District 42, Versailles

**Report #:** 2019D4210217 **Supp #:** 0

**Incident Reports**

Reports	Submitting User	Status	Reporting Officer(s)	Actions
Original Report	CSAUR	03/06/2019 1435 Hrs - Pending Approval	Saur-Christine	
Supp #1	CSAUR	03/06/2019 1449 Hrs - Pending Approval	Saur-Christine	

[Go Back](#)

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" on page 333.

### 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 20.

Click on the appropriate notification to initiate the approval process.

Notifications & Messages

[Notifications](#) [Broadcast Messages](#)

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	<a href="#">The Incident Report#: 2018D4210153 Supp#: 0 Has Been Submitted For Approval. Offenses: 35-43-4-2.5 V02 THEFT- VEHICLE;</a>
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

<b>TYPE</b>	<b>PRIORITY</b>
APPROVE INCIDENT REPORT - PATROL	High
<b>SENDER</b>	<b>SENT ON</b>
Saur Christine	02/08/2019 01:37 PM CST
<b>DESCRIPTION</b>	
The Incident Report#: 2018D4210153 Supp#: 0 Has Been Submitted For Approval. Offenses: 35-43-4-2.5 V02 THEFT- VEHICLE;	

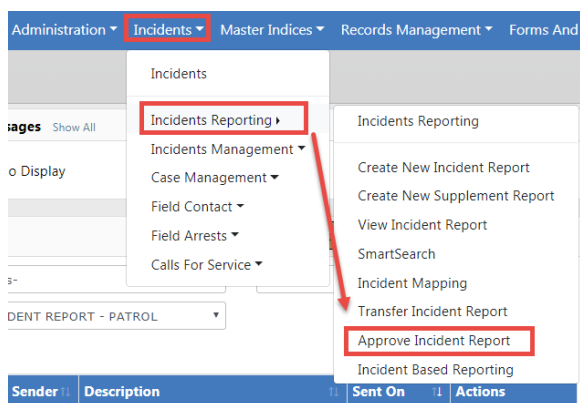
[Take Action](#) [Close](#)

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" on the facing page.

### 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.

 A screenshot of the 'Incident Search' form. The form is titled 'Incident Search' and includes a 'SmartSearch' button. It contains several input fields and dropdown menus for search criteria:
 

- REPORT #**: 2019D4210217
- REPORT TYPE**: Click To Select
- APPROVAL STATUS**: Pending Approval
- SUMMARY**: (empty text field)
- FOLLOW UP ACTION**: -Select-
- STATUS / DISPOSITION**: -Select-
- ADDITIONAL SEARCH CRITERIA**: -Select-
- AGENCY**: All Agencies
- APPROVING AGENCY**: -Select-
- REPORT DATE FROM**: (calendar icon)
- REPORT DATE TO**: (calendar icon)
- OCCURRENCE DATE FROM**: (calendar icon)
- OCCURRENCE DATE TO**: (calendar icon)
- APPROVAL DATE FROM**: (calendar icon)
- APPROVAL DATE TO**: (calendar icon)
- GANG RELATED**: -Select-



 At the bottom of the form are three buttons: 'Go Back', 'Reset', and 'Search'.

Enter the search criteria, click on the **Search** button to display the search results, then click the **select icon**  to begin the approval process.



Incident Search Results

1 result(s) found

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2019D4210217	03/06/2019 1435 Hrs	0	100 North Main Street BLOOMINGTON, IL 61701. Offense(s): 1; 35-45-1-3 - PUBLIC ORDER-DISORDERLY CONDUCT	 





Refine Search New Search

Click the **Approve/Disapprove** button to open the Incident Report.

Go Back Quick Print

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BLO... Agency: District 42, Versailles  
 Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 0  
 Total Hours: 0

Incident Reports

Reports	Submitting User	Status	Reporting Officer(s)	Actions
Original Report	CSAUR	03/06/2019 1435 Hrs - Pending Approval	Saur-Christine	 
Supp #1	CSAUR	03/06/2019 1449 Hrs - Pending Approval	Saur-Christine	 

Go Back

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.

Exit Report Approval Utilities Approve/Disapprove Quick Print Print

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

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BL... Agency: District 42, Versailles

Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 0 0

Total Hours: 0

Add / Edit Disapproval Comments

Actions Add 3 1 1 1 3

3 / 3 2 Pending Approval 1 Initial Report

**Report Header** Edit

REPORT ID	REPORT SECURITY	REPORT TYPES
3206	Patrol Officer	Disturbance

**SUMMARY**

Loud music at 2am.

REPORT DATE	OCCURRENCE DATE START	OCCURRENCE DATE END
03/06/2019 1435	03/06/2019 1435	

**ISP**

**GANG INVOLVED**

**Alcohol Involved Info**

ALCOHOL INVOLVED	NUMB

**Additional Information**

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*.

Exit Report Approval Utilities Approve/Disapprove Quick Print Print

Property & Vehicles Narratives Attachments Validations

**Approval Utilities**

**Warnings** Offense Glossary

Type	Message
NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.

Close

Approval Utilities

Warnings **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

☐ Search Local Offenses

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.

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

## 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 - THEI

Total Hours: 0

**Add / Edit Disapproval Comments**

Action Summary

Header

Offenses

**Report**

Names

Property And Vehicles

Attachments

Disapproval Comments

COMMENT

Enter comments here

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		
REPORT ID 3206	REPORT SECURITY Patrol Officer	REPORT TYPES Disturbance
SUMMARY Loud music at 2am.		
REPORT DATE 03/06/2019 1435	OCCURRENCE DATE START 03/06/2019 1435	OCCURRENCE DATE END
ISP		
GANG INVOLVED		
Alcohol Involved Info		
ALCOHOL INVOLVED	NUMB	
Additional Information		
SUICIDE		
GANG SUMMARY	NOWDATEANDTIME	

### 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*.

Exit Report	Approval Utilities	Approve/Disapprove	Quick Print	Print
Narratives	Attachments	Validations		

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BLO...		Agency: District 42, Versailles
Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT		Report #: 2019D4210217 Supp #: 0
Total Hours: 0		
<div> <div>Approval Options</div> <div>Incident</div> <div>Offense Glossary</div> </div>		
<div> <div>Approve</div> <div>Disapprove</div> </div>		
<div> <div>Security Level Patrol Officer</div> <div>Agency Only No</div> <div>Change Security</div> </div>		
INCIDENT FOLLOW-UP ACTION		INCIDENT STATUS / DISPOSITION
Closed- No Action		-Select-
ROUTE TO EXTERNAL AGENCY		
<input type="checkbox"/>		
Notifications To Be Sent		
Send	Notification	Destination Agency
<input checked="" type="checkbox"/>	INCIDENT APPROVED	District 42, Versailles
ENTER NOTIFICATION COMMENTS HERE		
<div></div>		
Other Options		
FOR PUBLIC RELEASE (Applies To All Supplements)		NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST
<input checked="" type="checkbox"/>		<input type="checkbox"/>
<div> <div>Go Back</div> <div>Approve</div> <div>Approve &amp; Print</div> </div>		

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 (if applicable)
  - Contains Incident Report validation warnings.

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.

Incident		
REPORT #	LOCATION	AGENCY
2019D4210217	100 North Main Street BLOOMINGTON, IL 61701	District 42, Versailles
REPORTING AREA	TYPES	NIBRS CITY
-	Disturbance	BLOOMINGTON
AGENCY OF OCCURRENCE	COUNTY	REPORT DATE
District 42, Versailles	Hancock	03/06/2019 1435
OCCURRENCE DATE	TOWNSHIP	LOCATION REMARKS
03/06/2019 1435		
DISPATCH DATE	ON SCENE DATE	CLEAR DATE
SUMMARY		
Loud music at 2am.		

- 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.

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

## 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 357.

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.

Approval Options | Warnings | Incident | Offense Glossary

Approve | Disapprove | Security Level Patrol Officer | Agency Only No | Change Security

DISAPPROVAL COMMENTS (SUMMARY)

Go Back | Disapprove

The disapproval comments now appear in the *Previous Comments* tab in Approval Utilities.

Exit Report | Approval Utilities | Approve/Disapprove | Quick Print | Print

Property & Vehicles | Narratives | Attachments | 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 20.
- Directly from the notification by clicking on the select icon under the Actions column.





Notifications

← Back   🔍 Show All   ➕ Add Notification

-Filter By Users-   arrest approval

FIELD ARREST APPROVAL REQUEST - PATROL

Previous   1   Next

Priority	Sender	Description	Sent On	Actions
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.

Administration   **Incidents**   Master Indices   Records Management   Forms

Incidents

Incidents Reporting

Incidents Management

Case Management

Field Contact

**Field Arrests**

Field Arrests

Create New Field Arrest

Search Field Arrests

Arrest Delete Log

**Review Field Arrest**

Field Arrest Search

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.

Arrest Number	Status	Arrest Date	LastName	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	  

**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.

## Disapprove

Click the **Disapprove** button on the **Approve Field Arrest** screen, then enter **Comments** and click **Save**.

Disapprove Field Arrest

Disapproving the arrest will send a notification to the creator to make edits.

COMMENT

Need more details in your narrative.

The creator of the **Field Arrest** will receive a **Disapproved** notification.

## Approve or Disapprove Criminal Complaint

### ***Approval Levels***

The agency has the option to utilize a 1 or 2 level approval:

#### **1-Level Approval Process**

The creator of the complaint sends it to the supervisor for approval.

The supervisor can disapprove and send the complaint back to the creator.

The supervisor approves and submits the complaint data to the court in one action, or approves then submits later.

#### **2-Level Approval Process**

The creator of the complaint sends it to the supervisor for approval.

The supervisor can disapprove and send the complaint back to the creator.

The supervisor approves the complaint.

The court officer can disapprove an approved complaint and send the complaint back to the creator.

The court officer submits the approved complaint data to the court.

Level 1 is the default setting. Your agency administrator can elect to turn on the 2-Level Approval Process using the **Maint Value** settings under the *Administration* menu.

For more information on **Maint Value** settings, refer to the Maintenance Values chapter of the *Caliber Online RMS Administrator Guide*.

### ***Approve the Complaint***

If you have permissions to approve Criminal Complaints, you receive *Criminal Complaint Approval Request* notifications when users submit Criminal Complaints for approval.



**Edit Criminal Complaint**

Go Back Print Approve Disapprove

**Complaint Details**

<b>CRIMINAL COMPLAINT NUMBER</b> 20COMP0048	<b>DATE AND TIME</b> 06/08/2020 1131	<b>STATUS</b> Pending Review	<b>STATUS DATE AND TIME</b> 06/19/2020 1318
<b>SUBMISSION STATUS</b> -	<b>SUBMISSION STATUS DATE AND TIME</b> -	<b>COMPLAINT TYPE</b> Summons	<b>COMPLAINT AGENCY</b> District 42, Versailles
<b>COURT</b> -Select-	<b>COURT CASE NUMBER</b> -	<b>HEARING TYPE</b> -Select-	<b>THREAT TYPE</b> -Select-
<b>CHARGE TYPE</b> -Select-	<b>OBTN</b> 20OBTNC0019	<b>IS JUVENILE</b> <input type="checkbox"/>	

**Person Details** View Person Details Update Person

<b>LAST NAME</b> Smith	<b>FIRST NAME</b> Willard	<b>DOB</b> 09/25/1968 (Age: 51)	<b>SEX</b> Male	<b>RACE</b> Black or African American	<b>SSN</b> 878-88-8777
<b>ADDRESS (RESIDENCE)</b> 428 Grand Avenue Brooklyn, NY 11238			<b>HEIGHT</b> 5' 12"		
<b>Misc IDs</b> 20OBTNC0019 (OBTN)					<b>INDEX ID</b> 1163

The approval action buttons that appear on the top right of the screen vary based on your permissions, the approval level defined by your agency, and the complaint status.

You may see one or more of the following: **Approve**, **Approve & Submit**, **Submit**, **Disapprove**. Refer to the next step for details.

4. Review the complaint then finalize the approval by following the appropriate approval level defined by your agency:
  - [1-Level Approval Process](#)
  - [2-Level Approval Process](#)

For more information on approval levels, refer to "Approval Levels" on page 343.

For more information on updating the Criminal Complaint, refer to "Edit a Criminal Complaint" on page 241.

### 1-Level Approval Process

1. The officer supervisor performs one of the following actions:

Approve Approve & Submit Disapprove

- **Approve** - Approve the complaint.

- A brief green *Success* message appears across the top of the screen when the approval is successful. If it is not successful, a red *Failed* message appears across the top.
- Upon success, a **Submit** button replaces **Approve & Submit**, allowing you to submit to the court as a separate step later.
- Upon success, the approval process changes the Criminal Complaint status to *Approved*, and the **Approve** button no longer appears.
- If the Court Case feature is turned on for your agency and the approval is successful, the process generates a Court Case record and displays it on the complaint.

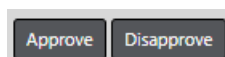
Court Case				
Court Case ID	Court Case Number	Status	Filed Date	Actions
35		Filed	06/23/2020 1026	

**NOTE:** The officer manually enters the **Court Case Number** after the Criminal Complaint is submitted and accepted by the court. The court provides the **Court Case Number**.

- **Approve & Submit** - Approve the complaint and submit the data to the court as a single action. For more information on **Submit**, refer to "Submit to Court" on the facing page
- **Disapprove** - Disapprove the complaint. For disapprove instructions, refer to [#disapprove](#).

## 2-Level Approval Process

1. The officer supervisor receives notification to approve or disapprove the complaint.



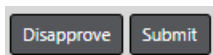
- **Approve** - Approve the complaint.
  - A brief green *Success* message appears across the top of the screen when the approval is successful. If it is not successful, a red *Failed* message appears across the top.
  - Upon success, the approval process changes the Criminal Complaint status to *Approved*, and the **Approve** button no longer appears.

- If the Court Case feature is turned on for your agency and the approval is successful, the process generates a Court Case record and displays it on the complaint.

Court Case				
Court Case ID	Court Case Number	Status	Filed Date	Actions
35		Filed	06/23/2020 1026	

**NOTE:** The officer manually enters the **Court Case Number** after the Criminal Complaint is submitted and accepted by the court. The court provides the **Court Case Number**.

- **Disapprove** - Disapprove the complaint. For disapprove instructions, refer to [#disapprove](#).
2. The court officer receives notification to submit the data to court. The court officer also has the option to disapprove the approved complaint.



- **Submit** - Submit the complaint data to the court. Refer to "Submit to Court" below.
- **Disapprove** - Disapprove the approved complaint. For disapprove instructions, refer to [#disapprove](#).

## Submit to Court

The behavior varies slightly, depending on whether your agency is utilizing **1-Level Approval Process** versus **2-Level Approval Process**.

If your agency is utilizing **1-Level Approval Process**:

1. Click the **Submit** button or **Approve & Submit** button on the complaint, whichever applies.
  - If submission is **successful**, a brief message appears across the top of your screen in green and the *Submission Status* on the Criminal Complaint changes to *Submitted* automatically.
  - If submission is **unsuccessful**, the *Submissions Status* on the Criminal Complaint changes to *Submission Error* automatically. Review and update the Criminal Complaint as needed, then resubmit.

If your agency is utilizing **2-Level Approval Process**:

1. The court officer receives notification to submit the complaint data to the court.
2. Click **Submit** on the complaint.

For more information on the different approval levels, refer to "Approval Levels" on page 343.



## Disapprove

1. Click the **Disapprove** button on the *Edit Criminal Complaint* screen, then enter **Comments** and click **Save**.
2. The creator of the Criminal Complaint receives a **Disapproved** notification. The user has the option to take action, including resubmitting for approval.

For more information on users taking action, refer to "Take Action on Disapproved Notifications" on page 249.

## 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.



The screenshot shows the 'Incident Summary' section at the top with details like date, time, location, and offense. Below this are several controls: 'SUPP #' with an 'Original Report' button, 'AGENCY ONLY' with a checkbox, 'FOR PUBLIC RELEASE' with a checked checkbox and a 'To All Supplements' label, and 'UPDATE ALL SUPPLEMENTS' with a checkbox. A slider bar is present for 'Slide the bar up or down to increase or decrease access to the Incident', with a list of roles (Executive Command, Command Staff, Criminal Investigation Division, Records/Clerical Division, Patrol Supervisor, Patrol Officer) and a note '139 users have access'. To the right, there's a section for 'If desired, select available security groups to provide access to the Incident', featuring 'Available' and 'Selected' lists with navigation buttons. At the bottom, there's a checkbox for 'RESTRICT ACCESS TO SELECTED SECURITY GROUPS'.

**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.

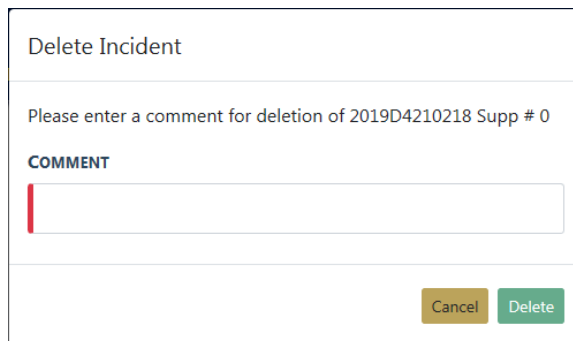
- Click **Assign Supplement** in Incidents menu.
- Search for and select the Incident to which you wish to create the **Supplement**.

- 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.

A screenshot of a web application window titled "Delete Incident". Below the title bar, there is a text prompt: "Please enter a comment for deletion of 2019D4210218 Supp # 0". Underneath this prompt is a label "COMMENT" followed by a text input field. At the bottom right of the window, there are two buttons: "Cancel" (light blue) and "Delete" (orange).

**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 Summary: 06/29/2018 2335 Hrs - 500 East Broadway Street Apartmen... Offense(s): 35-43-2-2 C03 - CRIMINAL TRESPASS- PROPERTY						<a href="#">Go Back</a> <a href="#">Change Report #</a>
Agency: District 42, Versailles						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	<a href="#">Edit</a> <a href="#">Change Status</a> <a href="#">Lock</a>
Supp #1	09/20/2018	SERGEANT-CAPTAIN-WIN Greg QA Wright #9696	Homer Simpson	Initial Report	Patrol Officer	<a href="#">Edit</a> <a href="#">Lock</a>

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
2012ISP0000019	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000021	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000022	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000020	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000023	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000018	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 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**.

Home

Broadcast Messages

Notifications

Filter By Users: incident

Count	Notification Type	Last Notification	Priority
92	INCIDENT APPROVED	02/11/2019 10:28 AM CST	High
11	APPROVE INCIDENT REPORT - CID	02/11/2019 10:26 AM CST	High
3	APPROVE INCIDENT REPORT - PATROL	02/08/2019 01:37 PM CST	High
95	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	01/31/2019 02:03 PM CST	High
4	INCIDENT REVIEW REQUEST	12/14/2018 06:00 PM CST	High
16	INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	12/11/2018 07:30 AM CST	High
1	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	11/30/2018 03:03 PM CST	Medium
5	INCIDENT REPORT TRANSFERRED - CLERK	10/24/2018 10:59 PM CST	High
1	INCIDENT REPORT TRANSFERRED	06/19/2018 10:41 AM CST	High
6	INCIDENT FOLLOW-UP CASE TRANSFER - PATROL	05/09/2017 01:53 PM CST	High
10	INCIDENT FOLLOW-UP CASE REQUESTED - CID	05/02/2014 12:10 PM CST	High
3	INCIDENT FOLLOW-UP CASE CLOSED - CID SUPERVISOR	01/22/2014 11:44 AM CST	High
1	INCIDENT FOLLOW-UP CASE TRANSFER - CID	11/14/2013 10:30 AM CST	High

Offenses - Last 24 Hours

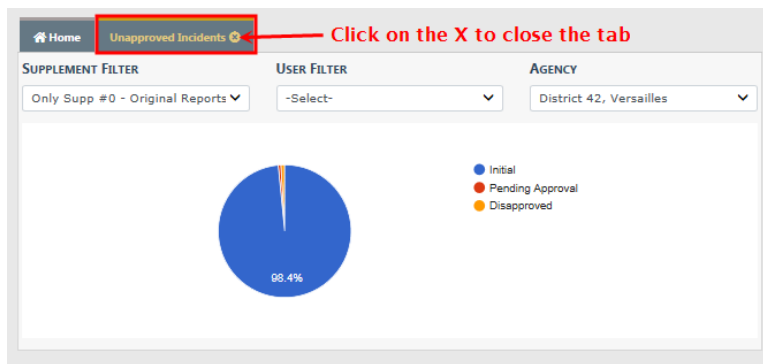
Non-Approved Reports (Supp #0)

Charts

- Daily Log by Time Category
- Offense Activity
- Open Field Arrests
- Snap Shot
- Unapproved Incidents

Click one of these links to view that chart

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.

Various **Interactive Charts** are available.

- Daily Log by Time Category
- Offense Activity
- Open Field Arrests
- Snap Shot
- Unapproved Incidents
- Calls for Service

### 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.

The **Agency** filter is available for multi-tiered agencies to view events at the top organization level for all agencies, or an individual agency beneath the parent organization.

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*  or *review*  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

<b>LAST NAME</b> Aaberg	<b>FIRST NAME</b> Ken	<b>DOB</b> 07/09/1975 (Age at Time of Arrest: 38 Years Old)	<b>SEX</b> Male	<b>RACE</b> White	<b>DRIVER'S LICENSE</b> # 4444	 <span>(1/4) 11/01/2016</span>
<b>SSN</b> 123-45-6789	<b>ALIASES</b> Fredd Free(Maiden)		<b>RESIDENCE PHONE</b> (987)-987-9876	<b>CELL PHONE</b> (111)-111-1111 x111		
<b>ADDRESS (RESIDENCE)</b> 86 North East ASHWOOD Lane, North Test DILLON						
<b>HEIGHT</b> 5' 02"	<b>WEIGHT</b> 123	<b>EYE COLOR</b> Brown	<b>HAIR COLOR</b> Auburn	<b>COMPLEXION</b> Albino	<b>PLACE OF BIRTH</b> United States of America	
<b>CITIZENSHIP</b> United States of America	<b>GANGS</b> Aqua Lungers(Active) Bold Men(Active) Automation Boys(Active)		<b>EMPLOYER NAME</b> Fake Org Automation	<b>SCHOOL</b> 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.

### Calls for Service

You can view CFS event imported from CAD or directly entered via the Online RMS module. The chart provides awareness of activities for shift briefings. Time ranges allow users to view events from a prior shift or particular time frame. Geo-coded events are available for plotting on a map display. You can filter by agency and user groups.



# Chapter 20. Case Management

## Case Management Overview

**Case Management** is controlled based on one of three options selected by your agency:

- The approving officer supervisor can create a **Case** and send the notification to the CID supervisor for assignment, or not create a **Case** and not send a notification to the CID supervisor.
  - 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.

For information on closing an Incident without a follow-up case, refer to "Close Incident with no Follow-Up Case" on page 376

- All approved Incidents are sent to the CID supervisor for a **Case** creation decision.
- No Case is automatically created and no notification is sent to the CID supervisor. The CID supervisor must manually create any Cases using the Case Management module.

## What is the difference between an Incident Report and a Case?

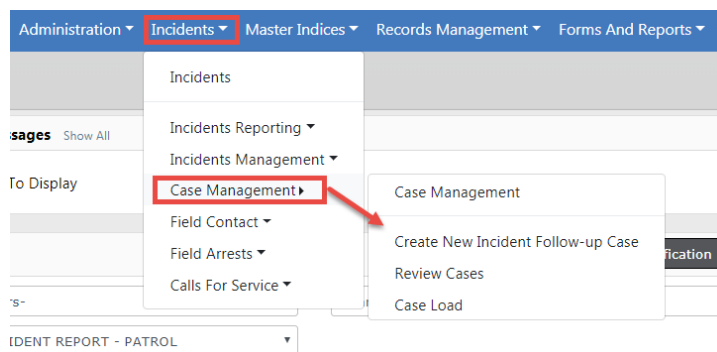
In Online RMS, when a user takes a *Report*, he creates an **Incident Report**. If the type of report written needs follow-up activity, that **Incident** can then be associated with a follow-up **Case** for investigative purposes.

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

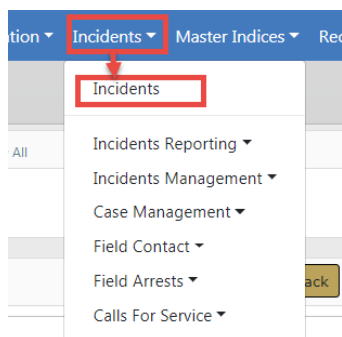
burglaries are connected, each burglary will have its own **Incident Report** but all the reports can be assigned to one **Case**. This allows anyone investigating the burglaries access to all the information in one location without having to look up the individual reports. Cases can have more than one 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.

## Accessing the Case Management Module

**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*.



The screenshot displays the Caliber Public Safety Online RMS1 1.4 interface. It features a grid of functional areas. The 'Incident Reporting' section includes options like 'Create New Incident Report' and 'View Incident Report'. The 'Incident Management' section includes 'Assign Incident Report' and 'Delete Incident Report'. The 'Case Management' section, which is highlighted with a red border, contains 'Create New Incident Follow-up Case', 'Review Cases', and 'Case Load'. Other sections include 'Field Contacts', 'Calls For Service', and 'Field Arrests'. A 'Go Back' button is located at the bottom center.

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

Go Back

## Case Management Form

The Case Management form contains four tabs:

### 1. *Case Information*

- Contains detailed information about the case, such as the case number, agency, status, security level, important dates, assigned officers, associated incidents, associated field arrests, associated field contacts, offenses, involved names and organizations, involved warrants, associated LEA cases, and attachments.

### 2. *Case Activities*

- The *Case Activities* tab contains activities on the case such as notes made by the officer or investigating officer, status and type of activity performed on the case, important dates, and the hours worked on each activity. You can also assign officers and other information when adding a Case Activity.
- On an existing Case Activity, with appropriate permissions you can request an update from all assigned officers by clicking on an icon.

Case Information | **Case Activities** | Access Log | Case Logs

LEA Case #: 2017D4210140      Assignment Status: Assign to Patrol      Case Hours: 1.5  
 Agency: District 42, Versailles      Case Status: Open

Case Activities      ● More than 5 days      ● Within 5 days      ● Overdue      Show All Descriptions      Add Case Activity

Search:

Activity Type	Status	Activity Date	Assigned Officers	Notify Users	Next Review Date	Activity Description	Actions
Case Note		11/26/2019 1542	Saur, Christine		12/10/2019 ●		

Showing 1 to 1 of 1 entries

Click to request an update from all assigned officers

Go Back

The assigned officers receive a *Notification* to update the Case Activity. The Notification appears under the *Notifications* grid on their *Home* page. For more information on Notifications, refer to "Notifications" on page 20.

Notifications      Show All      Add Notification

-Filter By Users-      Search:

Count	Notification Type	Last Notification	Priority
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATE REQUESTED	07/02/2019 11:04 AM CST	High
61	EVIDENCE PENDING CHECK-IN	07/01/2019 05:05 PM CST	High

### 3. Access Log

- The system automatically logs when the case is viewed or updated. The log captures the user's name, agency, and the date it occurred. The *Access Log* tab displays those log entries in a read-only format.

Case Information | Case Activities | **Access Log** | Case Logs

LEA Case #: 2017D4210140      Assignment Status: Assign to Patrol      Case Hours: 1.5  
 Agency: District 42, Versailles      Case Status: Open

Show 10 entries      Search:

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
View	11/26/2019 1542 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	11/26/2019 1427 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	11/21/2019 1640 HRS	CSAUR	Christine	Saur	District 42, Versailles

### 4. Case Logs

- Activity that occurs on the case.

Log Type	Notification Type	Activity Type	Created By	Creator Date	Sent To	Comments
Activity Hours Update	N/A	Case Note	Saur, Christine	11/26/2019 1546	N/A	Hours for Case Note on 11/26/2019 1542 changed from 1.5 to 1.5
Activity Hours Update	N/A	Case Note	Saur, Christine	11/26/2019 1543	N/A	Hours for Case Note on 11/26/2019 1542 changed from 0 to 1.5

## Create a Follow-Up Case

Multiple methods are available in creating a follow-up Case, depending on your permissions:

- From the initial unapproved Incident, investigators can create a case to begin working on an investigation without waiting for Incident approval.
- During the Incident review process. Incidents can be reviewed during the approval process, from a Notification, or from the Follow-Up Needed link under Recent Activities.

For information on the Incident approval process, refer to "Approve/Disapprove Incident Report" on page 329.

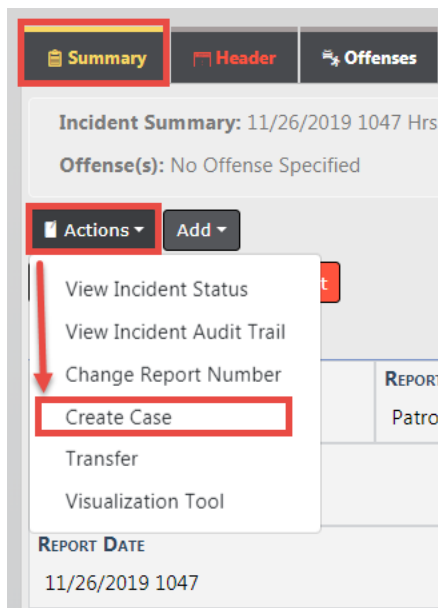
- From the Case Management menu.

For information on accessing Case Management, refer to the *Access Case Management Module* section of [CaseManagementOverview.htm](#).

## Initiate from the Initial Unapproved Incident Report

Create an investigative case directly from an initial unapproved Incident report. You must have the permission *Create Case from Unapproved Incident* to access this feature. Refer to your system administrator for details.

1. On the initial unapproved Incident report, click the **Action** button from the Summary tab, then select **Create Case** from the drop down menu.



2. The *Add Case* screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" on page 365

## Initiate through Incident Review

1. Create a Case while reviewing the Incident. Review the Incident by choosing one of the following methods:
  - From the Approval Process
    - The supervisor selects an **Incident Follow-up Action** of either *Follow-up Patrol*, *Follow-up CID*, or *Suspend/Pending Further Info*.

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

Security Level Patrol Supervisor Agency Only No Change Security

INCIDENT FOLLOW-UP ACTION INCIDENT STATUS / DISPOSITION

Closed- No Action -Select-

ROUTE TO EXTERNAL AGENCY

☐

Notifications To Be Sent

Send	Notification	Destination Agency
<input checked="" type="checkbox"/>	INCIDENT APPROVED	District 42, Versailles

ENTER NOTIFICATION COMMENTS HERE

Other Options

☒ FOR PUBLIC RELEASE (Applies To All Supplements) NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST

☐

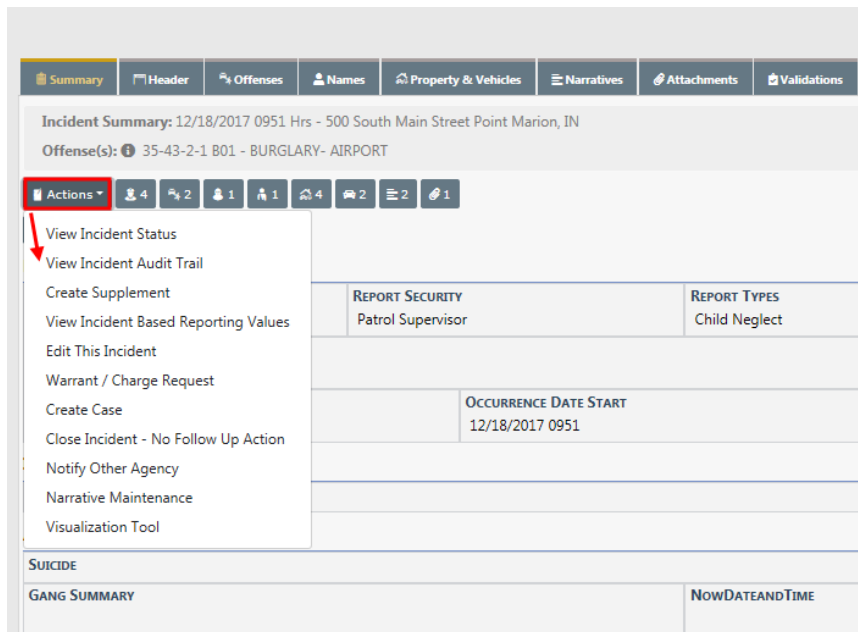
Go Back Approve Approve & Print

- A prompt appears to approve the Incident and create a **Case**. Electing to approve creates the **Case** and allows you to assign a Lead Investigator, and if appropriate, assign officer(s) to follow up with the Incident.
- From a Notification
  - Users with the CID Supervisor role (determined by the agency) can review the report from the Notification.
- From the Follow-Up Needed link under Recent Activities
  - Click on the *Follow-Up Needed* link to review the Incident report and make the decision on whether or not to create a **Follow-up Case** to the Incident, or close the Incident without a follow-up case.

Recent Activities	
Initial Report	18
Follow Up Needed (Past 10 Days)	1
Pending Approval	2
My Cases (Active Count)	1
Evidence Review	4

For information on closing an Incident without a follow-up case, refer to "Close Incident with no Follow-Up Case" on page 376

- Review the Incident using whichever method you wish, then click on the **Actions** button on the top left of the Incident Summary tab to view menu options.



Incident Summary: 12/18/2017 0951 Hrs - 500 South Main Street Point Marion, IN  
Offense(s): 35-43-2-1 B01 - BURGLARY- AIRPORT

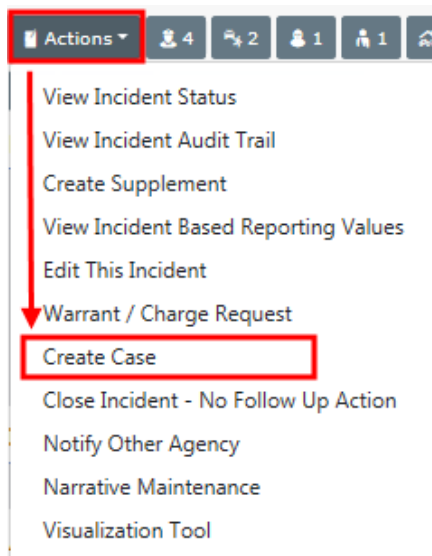
**Actions** ▼

- 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
- Visualization Tool

REPORT SECURITY: Patrol Supervisor  
REPORT TYPES: Child Neglect  
OCCURRENCE DATE START: 12/18/2017 0951

SUICIDE  
GANG SUMMARY  
NowDATEANDTIME

- The CID Supervisor selects the **Create Case** menu option.



**Actions** ▼

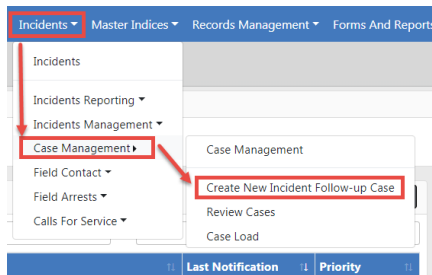
- View Incident Status
- View Incident Audit Trail
- Create Supplement
- View Incident Based Reporting Values
- Edit This Incident
- Warrant / Charge Request
- Create Case
- Close Incident - No Follow Up Action
- Notify Other Agency
- Narrative Maintenance
- Visualization Tool

- The *Add Case* screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" on the facing page



## Initiate from the Case Management Menu

1. Create a Follow-Up Case from the Case Management Menu.



For additional methods of accessing the Case Management menu, refer to the *Access Case Management Module* section of [CaseManagementOverview.htm](#)

2. The *Add Case* screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" below

## Enter Case Data

You can enter Case data when you create a new Case or update an existing Case.

1. If you are creating a new Case, initiate a new Case Follow-Up by using an available method. For details on the available methods, refer to "Create a Follow-Up Case" on page 361.

The *Add Case* page appears.

A screenshot of the 'Add Case' form in the Caliber Public Safety software. The form is divided into several sections. The 'AGENCY' section has a dropdown menu with 'District 42, Versailles' selected. The 'ASSIGNMENT STATUS' section has a dropdown menu with 'Assign to Patrol' selected. The 'SOLVABILITY' section has a dropdown menu with '-Select-' selected. The 'CASE STATUS' section has a dropdown menu with 'Open' selected. The 'NEXT UPDATE DUE' section has a date field with '07/09/2019' and a 'Set Next Default Date' button. The 'COMMENTS' section is a large text area. At the bottom of the form, there are 'Go Back' and 'Save' buttons.

Enter necessary data then click the **Save** button to open the *Edit Case* screen.

2. If you are updating an existing Case, search for the Case then choose update to open the *Edit Case* screen. For more information on searching for and updating a Case, refer to "Review Cases" on page 379
3. The *Edit Case* screen contains four tabs: Case Information, Case Activities, Access Log, Case Logs. The *Case Information* tab opens by default. For general information about the four tabs, refer to "Case Management Overview" on page 357.

4. 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**.
5. 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 #**.
6. 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 page 374.

7. Next, the CID Supervisor will select the **Solvability** of the Case from the drop-down.
8. The CID Supervisor has the ability to change the **Next Update Due** date. The default is 60 days.
9. Next is the **Assignment Status**. The selections available vary by agency.
10. Next, the CID Supervisor will choose the **Case Status** from the drop-down selection.

11. 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.
12. Each Officer and Supervisor 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**.
13. Finish completing the upper section of the Case, then select the **Update** button.

**Note:** There are icons located under the *Actions* column throughout the remaining sections of the Case. 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, print, and delete.

14. Page down to the *Assigned Officer(s)* section. Click on the **Assign Officer** link to assign an officer.

#### Assigned Officer(s)

**Note:** One Lead Investigator Officer is required. [Assign Officer](#)

**NOTE:** One Lead Investigator Officer is required. The CID Supervisor must assign a Lead Incident Officer.

For more information on assigning officers, refer to [#AssignCaseOfficer](#).

15. When at least one officer is assigned, a **View Assignment History** link appears in the *Assigned Officer(s)* section.


#### Assigned Officer(s)

Click the link to view the assignment history.

LEA Case #: 00000162CASE2019					
Agency: District 42, Versailles			Assignment Status: Assign to Patrol		Case Hours:
			Case Status: Open		
Start Date	End Date	Assigned To / Role	Assigned By	Ended By	End Comments
11/26/2019 1615 Hrs		SERGEANT-CAPTAIN-WIN Greg Wright / Assisting Officer	Christine Saur		
11/26/2019 1612 Hrs		Christine Saur / Lead Investigator	Christine Saur		

Click **Go Back** to return to the Case.

16. Page down to the *Associated Incident(s)* section. The CID Investigator and the Assigned Lead Investigator has the ability to click on **Create Incident** to create a new Incident from the Case, or click on **Associate Incidents** to associate other Incidents to the same case. For details, refer to "Associate an Incident" on page 371.

With proper permissions, you can create a Supplement by clicking on the Create Supplement icon  under the *Actions* column on Summary tab of the Incident form. For more information about creating a Supplement, refer to "Create Supplements" on page 221.

**Note:** Offenses associated with the Incident appear in the Offenses section as read-only.

17. To associate field arrests to the case, click on **Associate Field Arrests** in the *Associated Field Arrests* section. For more information on associating field arrests, refer to "Associate a Field Arrest" on page 373.
18. To associate field contacts to the case, click on **Associate Field Contact** in the *Associated Field Contacts* section. For more information on associating field contacts, refer to "Associate a Field Contact" on page 373.
19. Offenses that exist on Associated Incidents appear for convenience in the **Offenses** section as read-only.

Offenses					
Offense	Remarks	Status	Status Date/Time	Incident Report#	Supp #
14-23-7-5 - NATURAL RESOURCE- OPEN BURNING IN EMERGENCY FIRE HAZARD AREA		Open/Pending	11/26/2019 10:47	2019D4210232	0

20. Involved persons and organizations on Associated Incidents appear for convenience in the **Involved Names and Organizations** section as read-only. You have the option to show or hide the details by clicking the **Show/Hide** button.

Involved Names and Organizations				Show/Hide
Summary	Role	Associated Event #	Photo Lineup	
Poharcyk, Robin RACE:White SEX:Female DOB: 01/10/1910(109)	Suspect / Offender	Incident Report# - 2019D4210232		

Involved Names and Organizations				Show/Hide
----------------------------------	--	--	--	-----------

21. Associated evidence appears in the **Involved Property** section as read-only.

Involved Property							Schedule Disposition	Show/Hide
Summary	Current Status	Associated Event #	Evidence	Evidence Status	Evidence Location	Scheduled Disposition Date	Actions	
Type: DRUGS - COMMON MEDICINE Drug: SUSPECTED COCAINE Quantity: 1 Fluid ounce	Seized	Incident Report # - 2014ISP0000410 Supp# 0	No					

If you have appropriate permissions, you can schedule one or more dispositions of associated evidence directly from the case and notify evidence custodian.

- a. Click **Schedule Disposition** to open *Schedule Evidence Disposition*.

Schedule Evidence Disposition

**Check this box to select all items in the grid**

<input type="checkbox"/>	Summary	Current Status	Associated Event #	Scheduled Disposition Date
<input type="checkbox"/>	Type: ART OBJECT Serial #: ASDF Value(\$): 300	Stolen	Incident Report # - 2017D4210140 Supp# 1	
<input checked="" type="checkbox"/>	Type: SEEDS Drug: SUSPECTED BARBITURATES Quantity: 2	Stolen	Incident Report # - 2017D4210140 Supp# 1	10/31/2019
<input checked="" type="checkbox"/>	Type: DRUGS - COMMON MEDICINE Drug: CrazyDrug Quantity: 1	Stolen	Incident Report # - 2017D4210140 Supp# 1	

DISPOSITION DATE  
03/31/2020

COMMENT  
This is a test.

NOTIFY EVIDENCE CUSTODIANS  
☒

Close Save

- b. Check each evidence record that applies, or check the box on the upper left to select all evidence records.
- c. Enter the **Disposition Date** and **Comments**.
- d. Check the **Notify Evidence Custodians** box, if applicable.
- e. Click **Save**.


22. Involved Warrants appear in the **Involved Warrants** section as read-only.

23. Click the **Associate LEA Case** link to associate LEA Cases.

24. Attach a form in the **Attached Forms** section by selecting from the list.

25. Click the **Add Attachment** link to add attachments to the Attachments section. Attachments can be photos or documents.

## 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 only appears when a lead Incident officer has not yet been assigned. It defaults the case to the 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, choose from a list of officers to assign to the case. Click the select icon  to choose an officer from the results list.

**Search Parameters** Go Back









AGENCY FILTER  
☒ Case Agency ☐ My Organization

OFFICER FILTER  
☒ All ☐ Detectives ☐ Patrol

Use HISTORICAL DATA ☐

OPTIONAL SEARCH TEXT  
 Enter search text Search By

Reset Search

Officer Name	Title	Agency	Date Last Assigned	Open Assignments	Actions
Christine Saur - #SAUR111		District 42, Versailles	06/18/2019 02:15 PM CST	2	 
Greg QA Wright - #9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	06/18/2019 02:15 PM CST	52	 
Jeff Hanover - #96965	Officer Supervisor	District 42, Versailles	09/23/2013 10:11 PM CST	1	 
ODL User - #123456		District 42, Versailles	08/29/2019 11:56 AM CST	0	 

Go Back

- Select the **Role** and **Assignment Date**. Optionally, select the **Notify User** box to send an informational Notification to officer.

Officer Name	Title	Internal ID/Badge#	Date Last Assigned	Open Assignments
Saur, Christine		SAUR111	06/18/2019 02:15 PM CST	2

**ROLE**  
Lead Investigator

**ASSIGNMENT DATE**  
11/26/2019 1612

**COMMENTS**

**NOTIFY USER**  
☐

Go Back Save Save & Assign Another Officer

**Note:** You can also assign officers when creating a Case Activity. For more information on creating Case Activities, refer to "Create Case Activity" on page 383.

## Associate an Incident

You can associate an Incident by either creating an Incident directly from the Case or selecting an existing Incident. Page down to the *Associated Incident(s)* section of the Case and click either the **Create Incident** or **Associate Incident** link.

Associated Incidents						<a href="#">+ Create Incident</a> <a href="#">+ Associate Incident</a>
Report #	Incident Summary	Offenses	Comments	Date Of Info	Associated Event #	Actions

### Create Incident

1. To create an Incident and associate it to the Case, click the **Create Incident** link.
2. A message appears informing you the newly created Incident will automatically be associated with the Case. Click **No** to return to the Case without creating the Incident, or click **Yes** to create the Incident and continue to the next step.

Message From RMS

You are about to create a new incident. Once the incident is created, it will automatically be associated with this case. Do you want to proceed?

3. If you chose to create the Incident, an *Incident Report Number and Summary* screen appears. Review and make any necessary changes. Enter comments into the **Medical/Crime Summary** text box, then click the **Finished-Go To Next Section** button.

**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  
Creating an Incident directly from a Case.

[Go Back](#) [Finished - Go To Next Section](#)

- The Incident Report wizard opens. Add the necessary information to the Incident Report. Click the **Exit Report** button on the top of the screen at any time to return to the Case. For more information on entering data into various tabs of the Incident Report, refer to "Incident Report Tabs" on page 157.

[Exit Report](#) [Quick Print](#) [Print](#) [Transfer](#) [Exit Wizard](#) [Submit For Approval](#)

[Summary](#) [Header](#) [Offenses](#) [Names](#) [Property & Vehicles](#) [Narratives](#) [Attachments](#) [Validations](#)

Incident Summary: 06/18/2019 1457 Hrs Agency: District 42, Versailles  
Offense(s): No Offense Specified Report #: 2019D4210230 Supp #: 0

Types & Times Location Officers

**Header Information**

REPORT SECURITY: Patrol Officer FOR PUBLIC RELEASE: Yes REPORT AGENCY / DISTRICT: District 42, Versailles [Change](#)

**MEDIA/CRIME SUMMARY** Check Spelling  
Creating an Incident directly from a Case.

- The newly created Incident Report appears in the *Associated Incidents(s)* grid of the Case.

Associated Incidents <span>Create Incident Associate Incident</span>						
Report #	Incident Summary	Offenses	Comments	Date Of Info	Associated Event #	Actions
2019D4210232	11/26/2019			11/26/2019	This Case	

## Associate Existing Incident

- To associate an existing Incident, click the **Associate Incident** link to open the *Incident Search* screen.




The screenshot shows the 'Incident Search' form. It includes fields for 'REPORT #', 'REPORT TYPE' (with a 'Click To Select' button), 'APPROVAL STATUS' (dropdown), 'SUMMARY', 'FOLLOW UP ACTION' (dropdown), 'STATUS / DISPOSITION' (dropdown), and 'ADDITIONAL SEARCH CRITERIA' (dropdown). On the right, there are filters for '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). A 'Go Back' button, a 'Reset' button, and a 'Search' button are at the bottom. An 'Incident SmartSearch' button is in the top right corner.

2. Search for the Incident and select it from the results grid. For more information on searching for Incidents, refer to "View Incident Reports" on page 205.
3. The selected Incident Report appears in the *Associated Incidents(s)* grid of the Case.

## Associate a Field Arrest

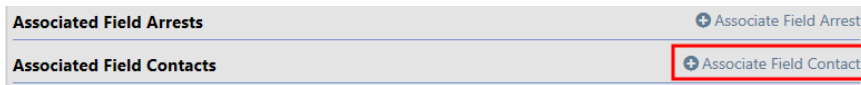
1. To associate a Field Arrest to the Case, click the **Associate Field Arrest** link.

The screenshot shows two links: 'Associate Field Arrest' and 'Associate Field Contact'. The 'Associate Field Arrest' link is highlighted with a red box.

2. A *Field Arrest Search* screen appears.
3. Search for the Field Arrest you want to associate to the Case. For details on searching for a Field Arrest, refer to "Search Field Arrests" on page 273.
4. Select the appropriate Field Arrest from the results grid by clicking on select icon  in the *Actions* column. The selected Field Arrest then appears under the *Associated Field Arrests* section of the Case.


## Associate a Field Contact

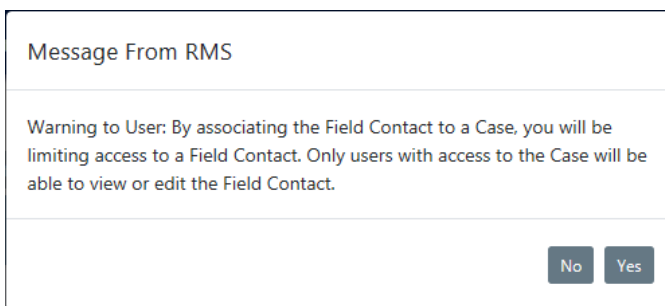
1. To associate a Field Contact to the Case, click on the **Associate Field Contact** link.



Associated Field Arrests Associate Field Arrest

Associated Field Contacts Associate Field Contact

2. A *Field Contact Search* screen appears.
3. Search for the Field Contact you want to associate to the Case. For more information on searching for a Field Contact, refer to "Search for a Field Contact" on page 314.
4. Select the appropriate Field Contact from the results grid by clicking on select icon  in the *Actions* column.
5. A warning message appears informing you that by associating the Field Contact to the Case, limited access to the Field Contact occurs. Only users with access to the Case are able to view or edit the Field Contact. Click **No** to return to the Case without associating the Field Contact, or click **Yes** to associate the Field Contact to the Case.



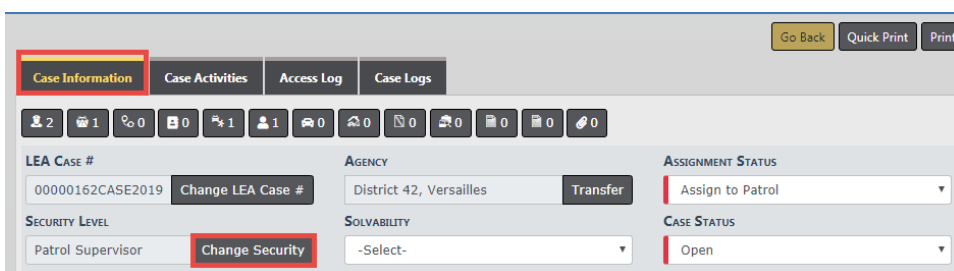
Message From RMS

Warning to User: By associating the Field Contact to a Case, you will be limiting access to a Field Contact. Only users with access to the Case will be able to view or edit the Field Contact.

6. If you chose **Yes**, the selected Field Contact then appears under the *Associated Field Contacts* section of the Case.

## Set Case Security Level

1. To set the **Security Level** of the Case go to the top of the Case Information tab. Click the **Change Security** button to display the *Security Setting* screen.



Go Back Quick Print Print

Case Information Case Activities Access Log Case Logs

LEA CASE # 00000162CASE2019 Change LEA Case # AGENCY District 42, Versailles Transfer ASSIGNMENT STATUS Assign to Patrol

SECURITY LEVEL Patrol Supervisor Change Security SOLVABILITY -Select- CASE STATUS Open

The screenshot displays the Case Management interface for LEA Case #: 00000162CASE2019. The Agency is District 42, Versailles, and the Case Status is Open. The Assignment Status is Assign to Patrol, and Case Hours are not specified. Instructions indicate that the bar on the left can be slid up to allow/increase access or down to restrict/decrease access. The Current Security Level is Patrol Supervisor. Security Group(s) can be selected to provide access, with a note that Security Group users have view access only. The Case Access Levels section shows a vertical bar with a slider set at the Patrol Supervisor level, with 141 users having access. The Case Workgroups section shows a list of workgroups (NO AGENCY TEST, Test 42) and a checkbox for RESTRICT ACCESS TO SELECTED WORKGROUPS. Buttons for Go Back and Save are at the bottom.

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.

2. 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.

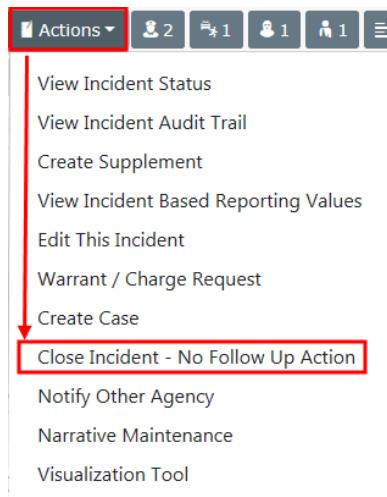
3. Click the **Save** button.

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

To close an incident from the review process with no **Follow-up Case** needed, the CID Supervisor selects the **Close Incident – No Follow Up Action** menu option 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 CID Supervisor can also keep an Incident, but not create a **Case**:

When the CID Supervisor decides a **Case** should not be created for the Incident, they select *Closed-No Action* for the **Follow-up Action** and select the reason for the **Incident Status/Disposition**. Select an **Incident Status**. The report can then be approved by selecting the **Approve** button.

For more information on the Incident approval process, refer to "Approve/Disapprove Incident Report" on page 329.

Incident Summary: 09/19/2017 1212 Hrs - 200 Main Apartment #...  
Offense(s): 15-17-18-6 - AGRICULTURE/ANIMAL- IMPORT DISEAS...  
Total Hours: 0

Agency: District 42, Versailles  
Report #: 2017D4210126 Supp #: 0

Approval Options Incident Offense Glossary

Approve Disapprove Click to approve or disapprove

Security Level Patrol Supervisor Agency Only No Change Security

INCIDENT FOLLOW-UP ACTION Closed- No Action Click and select an action from the list

INCIDENT STATUS / DISPOSITION -Select-

ROUTE TO EXTERNAL AGENCY

Notifications To Be Sent

Send	Notification	Destination Agency
<input checked="" type="checkbox"/>	INCIDENT APPROVED	District 42, Versailles

ENTER NOTIFICATION COMMENTS HERE

Other Options

FOR PUBLIC RELEASE (Applies To All Supplements) NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST

☒ ☐

Go Back Approve Approve & Print

## 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*.

Recent Activities

Initial Report	18
Follow Up Needed (Past 10 Days)	1
Pending Approval	2
My Cases (Active Count)	2

Select the number and the **My Active Cases** screen opens.

Go Back

Open / Closed

Open (2) Closed (0)

By Case Status No Selection = All

By Tag No Selection = All












Open 2

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	   
17-HCSD-0554	Open	09/05/2017					09/26/2017	   

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.

Using the **Tag** icon  you can tag cases with keywords you choose, to group cases based on similar actions, suspects, or other information. For more information on tags, refer to "Investigative Case Tags" on page 392.

If offenses are associated with the Incident, hover over the **Information** icon under the **Offenses** column, to see the *Associated Offenses*.


By selecting the hyper-link under *Reference Numbers* you are taken directly to the **Record Viewer** which is a snapshot of the Case.

Incident - 2017D4210140

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.

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 Status Open / Open (03/06/2019)  
 2 / 2 2 Approved Report 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.

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 Status Open / Open (03/06/2019)  
 2 / 2 2 Approved Report 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 *Case Activities*, *Access Log*, and *Case Logs* tabs.

**View Case** Case Activities Access Log Case Logs

2 1 2 2 1 4

**Case Information**

LEA Case #  
2017D4210140

## Review Cases

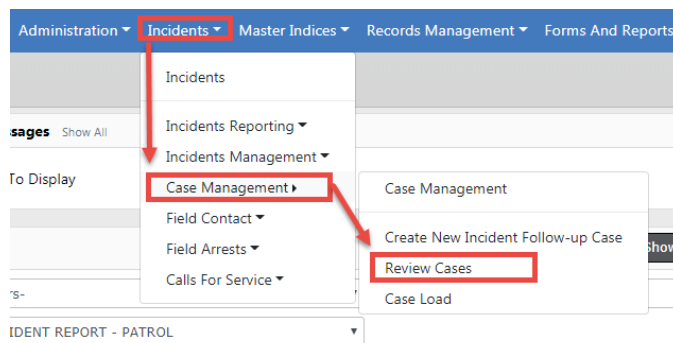
You can search for and review selected Cases to which you have permissions. Review mode provides read-only details of the Case and a data summary of each module to which the Case is linked:

- Assigned Officers
- Incidents
- Associated Field Arrests
- Offenses
- Involved Names and Organizations
- Involved Vehicles
- Involved Warrants

**Note:** While Review mode is read-only, you have the option to toggle to edit mode to apply updates.

To review the Case:

1. From the **Incidents** menu, select **Case Management**, then **Review Cases** to open the *Case Search* screen.



2. Enter the criteria you for which to search. The *Additional Search Criteria* drop down box provides more search options such as, *Field Contacts* and others.



**Case Search**

**Case Search**

LEA Case #

ASSIGNMENT STATUS

CASE STATUS

AGENCY

ASSIGNED DATE FROM

ASSIGNED DATE TO

NEXT REVIEW DATE FROM

NEXT REVIEW DATE TO

CREATION DATE FROM

CREATION DATE TO

OVERDUE CASES ☐

CASES WITHOUT INCIDENTS ☐

**ADDITIONAL SEARCH CRITERIA**

- 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

389 result(s) found

LEA Case #	Status	Assignment Status	Next Review Date	Creation Date	Assigned Officer	Incident Summary	Actions
00000155CASE2019	Open	Assign to Patrol	07/10/2019 <span style="color: gold;">●</span>	06/19/2019			
2019D4210216	Open	Assign to Patrol	07/09/2019 <span style="color: gold;">●</span>	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230	<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/>
00000154CASE2019	Open	Assign to Patrol	07/08/2019 <span style="color: gold;">●</span>	06/17/2019			<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/>
2018D4210202	Open	Assign to Patrol	04/24/2019 <span style="color: red;">●</span>	04/03/2019		2018D4210202	
00000153CASE2019	Open	Assign to Patrol	04/23/2019 <span style="color: red;">●</span>	04/02/2019		2019D4210226	<input type="button" value="i"/> <input type="button" value="e"/> <input type="button" value="d"/>

- You can hover over the information icon  to display additional information.

LEA Case #	Status	Assignment Status
00000155CASE2019	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 that quickly identifies cases with upcoming review dates, or have surpassed the next review date.

● More than 90 days ● Within 90 days ● Overdue

LEA Case #	Status	Assignment Status	Next Review Date	Creation Date
00000156CASE2019	Open	Assign to Patrol	07/10/2019	06/19/2019
00000155CASE2019	Open	Assign to Patrol	07/10/2019	06/19/2019
2019D4210216	Open	Assign to Patrol	07/09/2019	06/18/2019
00000154CASE2019	Open	Assign to Patrol	07/08/2019	06/17/2019
2018D4210202	Open	Assign to Patrol	04/24/2019	04/03/2019

6. The icons in the *Actions* column allows you to act on the Case such as, *Add Case Activity*, *View*, or *Edit*, respectively. If you do not see one or more of these icons, then you do not have permissions to perform that particular action.



- Click on the **Add Case Activity** icon to add an activity. For more information on adding a Case Activity, refer to "Create Case Activity" on the facing page.
- Or click the **View** icon to open the Case in view-only mode.

**View Only Mode**

Go Back Quick Print Print Edit Case

View Case Case Activities Access Log Case Logs

2 2 1 1 1 1 1 1 1

**Case Information**

LEA CASE #	AGENCY	ASSIGNMENT STATUS
2019D4210216	District 42, Versailles	Cleared
SOLVABILITY	CASE STATUS	NEXT UPDATE DUE
	Closed	
COMMENTS		

- Or click the **Edit Case** icon to open the Case in edit mode and make necessary updates to the Case.


For details on entering information on the Case Information tab, refer to "Enter Case Data" on page 365.

For details on entering information on the Case Activities tab, refer to "Create Case Activity" on the facing page.

For details on the contents of the Access Log, refer to "Case Management Overview" on page 357.

## Create Case Activity













The *Case Activities* tab of a Case contains activities on the case such as notes made by the officer or investigating officer, status and type of activity performed on the case, important dates, and the hours worked on each activity. You can also assign officers when adding a **Case Activity**.

1. Use one of two methods to initiate a new **Case Activity** record.
  - From the *Case Search Results* screen. For instructions on Case searching, refer to "Review Cases" on page 379.
    - Search for and locate the Case, then click on the **Add Case Activity** icon  in the *Actions* column.


Next Review Indicators: ● More than 90 days ● Within 90 days ● Overdue

Refine Search New Search

4 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	SAUR, CHRISTINE - Lead Investigator	2017-0088 2017D4210076	  
2019D4210216	Open	Assign to Patrol	07/09/2019 <span style="color: orange;">●</span>	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230	  
2017D4210140	Open	Assign to Patrol	04/17/2019 <span style="color: red;">●</span>	03/06/2019	M, DANA - Lead Investigator	2017D4210140	  
00000143CASE2017	Open	Assign to Patrol	09/26/2017 <span style="color: red;">●</span>	09/05/2017	SAUR, CHRISTINE - Lead Investigator	17-HCSD-0554	  













Refine Search New Search

- From the *Case Activities* tab of the *Edit Case* page.
  - Search for and locate the Case, then click on the **Update** icon  in the *Actions* column.

Next Review Indicators: ● More than 90 days ● Within 90 days ● Overdue

Refine Search New Search

4 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	SAUR, CHRISTINE - Lead Investigator	2017-0088 2017D4210076	  
2019D4210216	Open	Assign to Patrol	07/09/2019 <span style="color: orange;">●</span>	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230	  
2017D4210140	Open	Assign to Patrol	04/17/2019 <span style="color: red;">●</span>	03/06/2019	M, DANA - Lead Investigator	2017D4210140	  
00000143CASE2017	Open	Assign to Patrol	09/26/2017 <span style="color: red;">●</span>	09/05/2017	SAUR, CHRISTINE - Lead Investigator	17-HCSD-0554	  

Refine Search New Search

- Click on the *Case Activities* tab of the *Edit Case* page, then click on **Add Case Activity**.

My Cases / Edit Case (00000143CASE2017)

Go Back Quick Print Print

Case Information Case Activities Access Log Case Logs

LEA Case #: 00000143CASE2017 Assignment Status: Assign to Patrol Case Hours:

Agency: District 42, Versailles Case Status: Open

Case Activities More than 5 days Within 5 days Overdue Show All Descriptions Add Case Activity

Search:

Activity Type	Status	Activity Date	Assigned Officers	Notify Users	Next Review Date	Activity Description	Actions
Showing 0 to 0 of 0 entries							

Go Back

- The *Add Case Activity* page opens. Enter the necessary information into the fields provided, then click the **Save Activity** button.

LEA Case #: 00000143CASE2017 Assignment Status: Assign to Patrol Case Hours:

Agency: District 42, Versailles Case Status: Open

ACTIVITY DATE: 11/27/2019 1255 ACTIVITY TYPE: Case Note HOURS SPENT:

START DATE: END DATE: NEXT REVIEW DATE: 12/11/2019 Set Next Default Date

PRIORITY: -Select- STATUS: -Select-

ACTIVITY DESCRIPTION:

USERS TO NOTIFY OF ACTIVITY HEADER CHANGES: Click To Select

Assigned Officers Assign Myself Assign Officer Group Assign Officer

Go Back Save Activity

- The page changes from *Add Case Activity* to *Edit Case Activity*, and the **Save Activity** button changes to **Update Activity**.

Go Back

LEA Case #: 00000143CASE2017 Assignment Status: Assign to Patrol Case Hours: 0

Agency: District 42, Versailles Case Status: Open

ACTIVITY DATE: 11/27/2019 1255 ACTIVITY TYPE: Case Note HOURS SPENT: 0.0 Add Hours:

START DATE: END DATE: NEXT REVIEW DATE: 12/11/2019 Set Next Default Date

PRIORITY: -Select- STATUS: -Select-

ACTIVITY DESCRIPTION:

USERS TO NOTIFY OF ACTIVITY HEADER CHANGES: Click To Select

Go Back Notify User/Supervisor Update Activity

Assigned Officers Assign Myself Assign Officer Group Assign Officer

Narratives Add Narrative

Attached Forms

Case Incidents

4. Optionally, make additional changes or page down and add officers, narratives, and other information to the Case Activity.

When adding Officers, you can assign yourself as the officer, add an officer group , or assign one officer by clicking on the respective link.

5. **Custom Field** support allows agencies to capture custom data by adding agency specific data elements, such as text fields, list of values, checkboxes, etc. The **Custom Field** feature must be enabled for it to be available.

For more information on adding information to the Case Activity, refer to "Update Case Activity" below.

## Update Case Activity

You can update a Case Activity by using one of three methods:

- From the **Case Activity** tab of an existing Case.

For more information on searching and selecting a Case, refer to "Review Cases" on page 379.

- From the **My Case Activities** link under the *Recent Activities* section on your *Home* page. You must be associated with at least one existing Case Activity for the link to appear.

For more information on **My Case Activities**, refer to "Show My Case Activities" on page 393.

- When creating a new Case Activity.

For more information on creating a Case Activity, refer to "Create Case Activity" on page 383.

1. Open the *Edit Case Activity* page of the Case Activity you want to update, using one of the methods mentioned above.

The screenshot shows a 'Case Management' form. At the top, it displays 'LEA Case #: 00000143CASE2017', 'Agency: District 42, Versailles', 'Assignment Status: Assign to Patrol', 'Case Status: Open', and 'Case Hours: 0'. Below this, there are fields for 'ACTIVITY DATE' (11/27/2019 1255), 'ACTIVITY TYPE' (Case Note), 'HOURS SPENT' (0.0), and 'Add Hours'. There are also fields for 'START DATE', 'END DATE', 'NEXT REVIEW DATE' (12/11/2019), and a 'Set Next Default Date' button. Below these are 'PRIORITY' and 'STATUS' dropdown menus, both set to '-Select-'. A large text area for 'ACTIVITY DESCRIPTION' is present. Below that is a section for 'USERS TO NOTIFY OF ACTIVITY HEADER CHANGES' with a 'Click To Select' button. At the bottom of the form, there are three buttons: 'Go Back', 'Notify User/Supervisor', and 'Update Activity' (which is highlighted with a red border). Below the buttons are sections for 'Assigned Officers', 'Narratives', 'Attached Forms', and 'Case Incidents', each with a corresponding '+ Add' button.

Make the necessary changes to the top section then click the **Update Activity** button to save.

2. To notify specific users of the case update, click the **Notify User/Supervisor** button to open the *Notify User/Supervisor* form.

The screenshot shows the 'Notify User/Supervisor' form. It has a title bar 'Notify User/Supervisor'. Below the title bar is a section for 'USERS' with a text input field containing 'Saur, Christine'. Below that is a section for 'COMMENT' with a text area containing 'Setting up a test case.' At the bottom right of the form are two buttons: 'Cancel' and 'Send'.

Select one or more **Users** to notify and type a **Comment**.

Click **Send** to send a Notification message to the selected users informing them of the case update. The notification appears on the users home page under Notifications.

The screenshot shows the Caliber Public Safety interface. At the top, there is a 'Home' button. Below it, the 'Broadcast Messages' section is displayed, showing 'No Messages To Display'. The 'Notifications' section is also visible, featuring a 'Show All' button and an 'Add Notification' button. A table lists notifications with columns for Count, Notification Type, Last Notification, and Priority. The table shows one notification with a count of 2, titled 'INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED', with a last notification of '11/27/2019 02:12 PM CST' and a priority of 'High'.

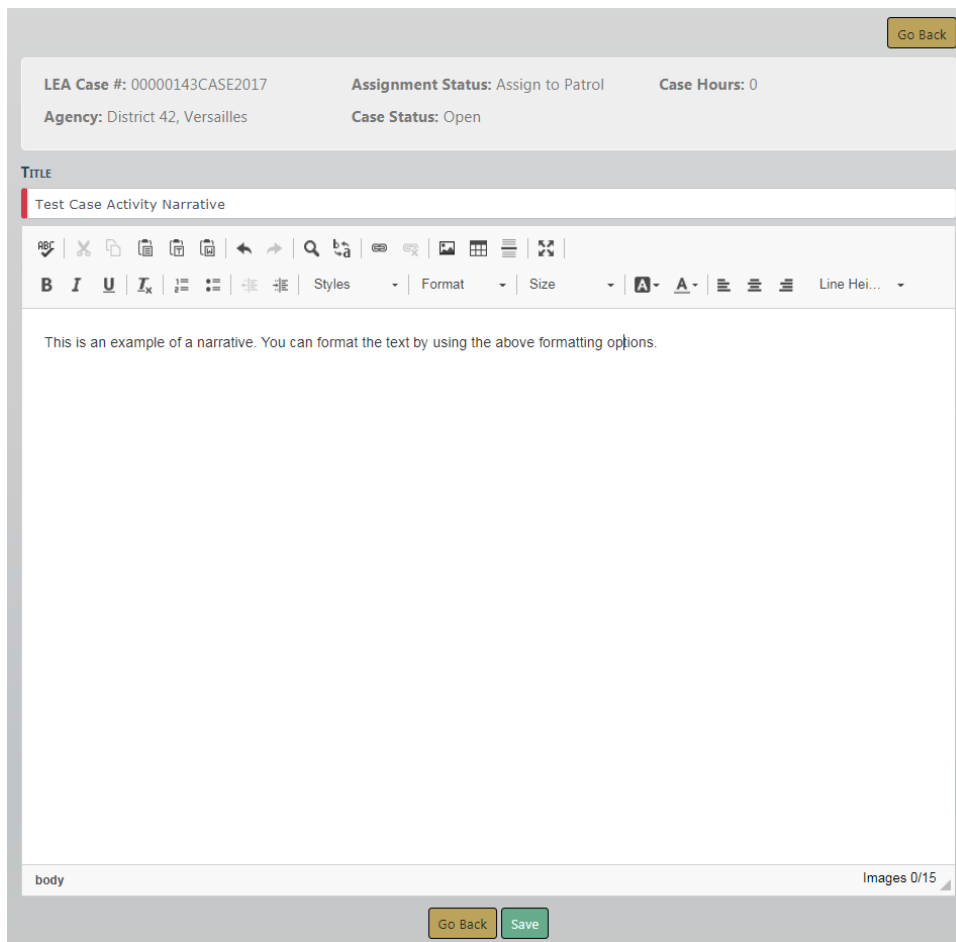
Count	Notification Type	Last Notification	Priority
2	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/27/2019 02:12 PM CST	High

For more information on notifications, refer to "Notifications" on page 20.

3. In the Officer section, optionally click the **Assign Myself** link to add yourself as the officer, click on the **Assign Officer Group** link to assign two or more officers, or click on the **Assign Officer** link to add one officer.
4. Optionally, click the **Add Narrative** link to add a Narrative.

The screenshot shows the 'Narratives' section of the Caliber Public Safety interface. It includes a red-bordered button labeled 'Add Narrative'.

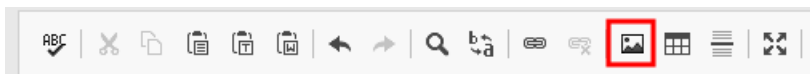
Give the Narrative a **Title** and enter your comments using the available format options. The system auto-saves the Narrative every sixty seconds in the event the connection is lost or the computer becomes unusable.



The screenshot displays a web-based interface for case management. At the top, there is a header bar with a "Go Back" button. Below this, a summary section contains the following information: "LEA Case #: 00000143CASE2017", "Assignment Status: Assign to Patrol", "Case Hours: 0", "Agency: District 42, Versailles", and "Case Status: Open". The main area is titled "TITLE" and contains a text input field with the placeholder text "Test Case Activity Narrative". Below the input field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and other functions. The editor area contains the text "This is an example of a narrative. You can format the text by using the above formatting options." At the bottom of the editor, there is a status bar showing "body" and "Images 0/15". A "Go Back" button and a "Save" button are located at the bottom right of the interface.

You can use the formatting icons to customize the layout of your narrative. The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type.

You can *insert an image* by clicking on the **Image** icon.






**Note:** For more information on Narratives, refer to "Incident Report Section – Narrative Tab" on page 193.

**Note:** You have the ability to reference the Case Activity Narrative on the Incident Narrative using the Quick Reference icon. For more information, refer to "Incident Report Section – Narrative Tab" on page 193.



Click the **Save** button when you are finished, then click **Go Back** to return to the Case Activity.

Narratives				<a href="#">+ Add Narrative</a>
Title	Created By	Date Of Info	Actions	
Test Case Activity Narrative	Christine Saur	06/27/2019 12:42	  	

With proper permissions, you can view, edit, or delete the Narrative by clicking on the respective icons in the *Actions* column.


- With proper permissions, you can create a Supplement to a Case Incident that appears in the grid. Click on the **Create Supplement** icon.


Case Incidents					
Report #	Incident Summary	Offenses	Comments	Date Of Info	Actions
<a href="#">2019D4210216</a>	03/04/2019 - 700 North Broadway Street Greenfield, IN			06/18/2019	
<a href="#">2019D4210230</a>	06/18/2019			06/18/2019	

A prompt appears asking you to select the **Supplement Responsible User**.

Create Incident Supplement

SUPPLEMENT RESPONSIBLE USER

Assign To Me 

Click into the field then choose an available name from the list, then click **Save** to create the Supplement.

- Optionally, click on the **Associate Field Contact** link to search for and select a Field Contact. For more information on searching and selecting Field Contacts, refer to "Field Contacts" on page 311.

Associated Field Contacts	<a href="#">+ Associate Field Contact</a>
---------------------------	---

- Optionally, associate Warrants to the Case Activity. Click on **Select Case Warrant** to choose a Warrant related to the Case if any, or click on **Associate Warrant** to search for and select a Warrant that is not related to the Case.

Associated Warrants	<a href="#">+ Select Case Warrant</a>	<a href="#">+ Associate Warrant</a>
---------------------	---------------------------------------	-------------------------------------

8. Optionally, click on the **Associate Field Arrest** to search for and select a Field Arrest. For more information on searching and selecting Field Arrests, refer to "Field Arrest" on page 273.

9. People, Vehicles existing on Incidents, Field Contacts, and Field Arrests associated to a Follow-up Investigative Case will appear to relate to a case activity. If People and Vehicles exists, click **Select Case Involved Name** in the Involved Names and Organizations section to relate a name and business. Click **Select Case Involved Vehicle** in the Involved Vehicles section to relate a vehicle.

10. **Custom Field** support allows agencies to capture custom data by adding agency specific data elements, such as text fields, list of values, checkboxes, etc. The **Custom Field** feature must be enabled for it to be available. If your agency is using Custom Fields and is configured for Case Activity, the custom fields appear at the bottom of the form.

11. When finished updating the Case Activity, click **Go Back** to return to the previous screen.

## 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	11/26/2019 04:12 PM CST	3	
Greg QA Wright - #9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	11/26/2019 04:15 PM CST	53	
Jeff Hanover - #96965	Officer Supervisor	District 42, Versailles	09/23/2013 10:11 PM CST	1	
ODL User - #123456		District 42, Versailles	08/29/2019 11:56 AM CST	0	

2. Filter the listings on this page using the **My Agency** or **My Organization** radio button that appear 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. Click the view icon under the *Actions* column on a particular officer in the grid to view that officer's cases.

**Case Load / View Officer Cases** Go Back

LEA Cases For	Open Assignments	Last Assigned Date
Saur, Christine - ID # SAUR111	3	11/26/2019 04:12 PM CST

Show Open ▼

Include	Status	Sub-Total
<input checked="" type="checkbox"/>	Open	3

LEA Case #	Incident Summary	Assigned Date	Role	Update Due	Case Status	Assignment Status	Case Agency
2017D4210140	<b>Report #:</b> 2017D4210140 <b>Report Date:</b> 12/18/2017 <b>Offense(s):</b> 35-43-2-1 B01-BURGLARY-AIRPORT, 35-43-2-1 B05-BURGLARY-BAKERY <b>Location:</b> 500 South Main Street Point Marion, IN	03/06/2019 04:05 PM CST	Assisting Officer	04/17/2019	Open	Assign to Patrol	District 42, Versailles
00000162CASE2019	<b>Report #:</b> 2019D4210232 <b>Report Date:</b> 11/26/2019 <b>Offense(s):</b> 14-23-7-5-NATURAL RESOURCE- OPEN BURNING IN EMERGENCY FIRE HAZARD AREA	11/26/2019 04:12 PM CST	Lead Investigator	12/17/2019	Open	Assign to Patrol	District 42, Versailles
00000143CASE2017	<b>Report #:</b> 17-HCSD-0554 <b>Report Date:</b> 09/01/2017 <b>Location:</b> 810 North Broadway Street Greenfield, IN	09/05/2017 08:48 AM CST	Lead Investigator	09/26/2017	Open	Assign to Patrol	District 42, Versailles

Go Back

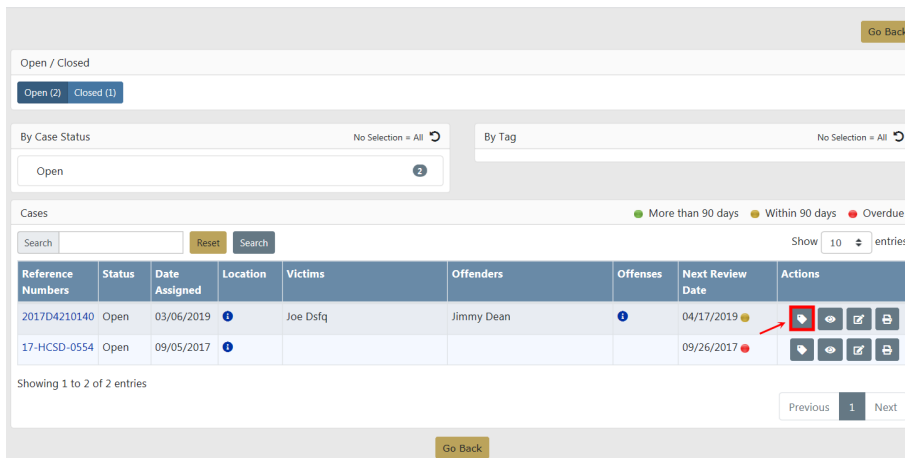
For convenience, the **Offenses** are listed under the *Incident Summary* column.

- If an **MT** link exists in the *Actions* column, click it to display a monthly total for that user.

## Investigative Case Tags

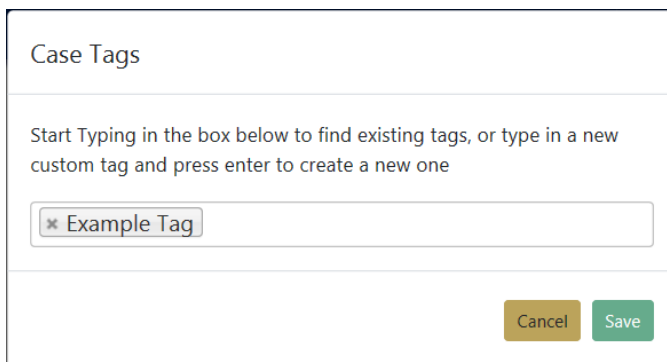
In *My Active Cases*, you can **Tag** cases with keywords you choose. This allows investigators to increase efficiency by creating their own tags to group cases based on similar actions, suspects, or other information. For more information on accessing *My Active Cases*, refer to "Navigating Throughout the Case" on page 377.

Click on a **Tag** icon .



The screenshot shows the 'My Active Cases' interface. At the top, there are filters for 'Open / Closed' (Open (2), Closed (1)) and 'By Case Status' (Open). Below these are filters for 'By Tag' and 'By Case Status' (No Selection = All). A table of cases is displayed with columns: Reference Numbers, Status, Date Assigned, Location, Victims, Offenders, Offenses, Next Review Date, and Actions. The table shows two cases: 2017D4210140 and 17-HCSD-0554. The 'Actions' column for the second case contains a red box around a 'Tag' icon (a tag with a plus sign). Below the table, there are pagination controls: 'Showing 1 to 2 of 2 entries', 'Previous', '1', and 'Next'. A 'Go Back' button is in the top right corner.

In the *Case Tags* window, start typing in the box to find existing tags, or type a new custom tag and press enter to create a new tag. Add one or more tags.



The screenshot shows the 'Case Tags' window. It has a title bar 'Case Tags'. Below the title bar is a text input box with the placeholder text 'Start Typing in the box below to find existing tags, or type in a new custom tag and press enter to create a new one'. The input box contains the text 'Example Tag'. Below the input box are two buttons: 'Cancel' and 'Save'.

Click **Save** to create the tag and return to *My Cases*.

View case counts by *Case Tag*.

**My Cases** Go Back

Open / Closed  
Open (3) Closed (1)

By Case Status: No Selection = All  
 1

By Tag: No Selection = All  
 1

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
17-HCSD-0554	Open	09/05/2017	810 North Broadway Street Greenfield, IN				09/26/2017	
2017D4210140	Open	03/06/2019	500 South Main Street Point Marion, IN	Joe Dstq	Jimmy Dean		04/17/2019	
2019D4210232	Open	11/26/2019			Robin Poharoyk		12/17/2019	

Showing 1 to 3 of 3 entries

Previous 1 Next

## Show My Case Activities

You have the ability to view a list of your active and completed Case Activities.

- From your *Home* page, click on the **My Case Activities** link under *Recent Activities*.

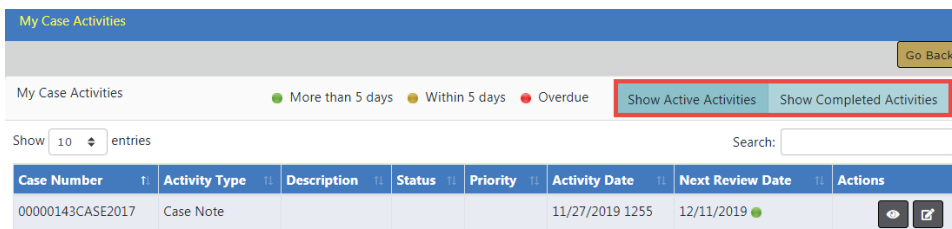
**Recent Activities**

Initial Report	23
Pending Approval	4
My Cases (Active Count)	2
<b>My Case Activities (Active Count)</b>	<b>1</b>
Evidence Review	8
Open Field Arrests	6
Arrests Pending Release	11
Forms For Review	2
Pending UCR Review	6
Incidents For Review	4
My Court Papers	1

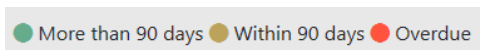
**Note:** You must have at least one Case Activity for this link to appear.

Color coding provides awareness to assigned users of upcoming and overdue active case activities.

- A red circle indicates one or more case activities are overdue.
  - A yellow circle indicates one or more case activities are coming due within 90 days.
2. The *My Case Activities* page appears. Click on the **Show Active Activities** or **Show Completed Activities** button to toggle between the two lists. Whichever button you select, the corresponding list appears below the buttons.



The *Next Review Date* column uses color indicators that quickly identifies cases with upcoming review dates, or have surpassed the next review date.



Activity Date	Next Review Date
11/27/2019 1255	12/11/2019 <span style="color: green;">●</span>

3. With appropriate permissions, you can view or edit your Case Activities. Click on the view or edit icon that appears in the *Actions* column, respectively.



**Note:** You can edit the Case Activity even when the status is set to Complete.

For more information on updating the Case Activity, refer to [UpdateCaseActivity.htm](#).

# Chapter 21. 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 Online RMS **Evidence Module**.

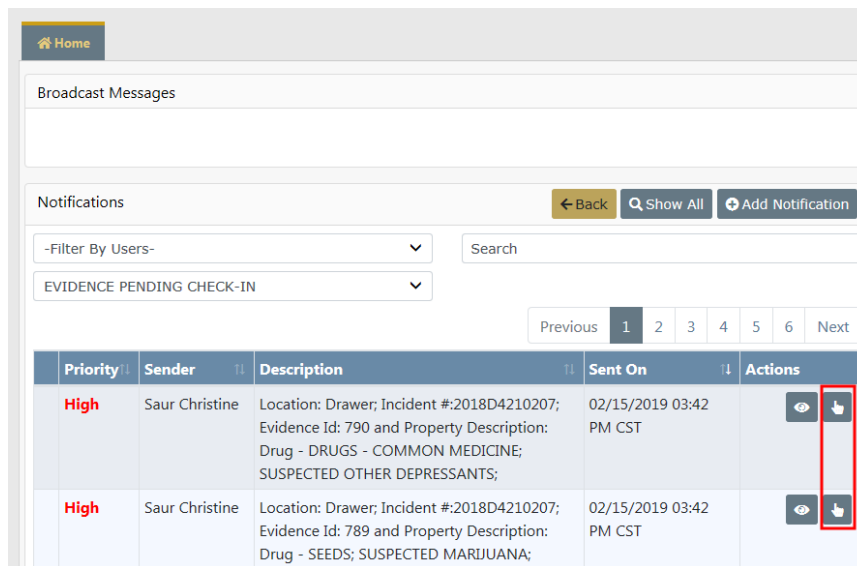
### Other available features:

- 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 400.

Click on the Select icon  to **Take Action**.



Home

Broadcast Messages





Notifications

← Back   🔍 Show All   ➕ Add Notification

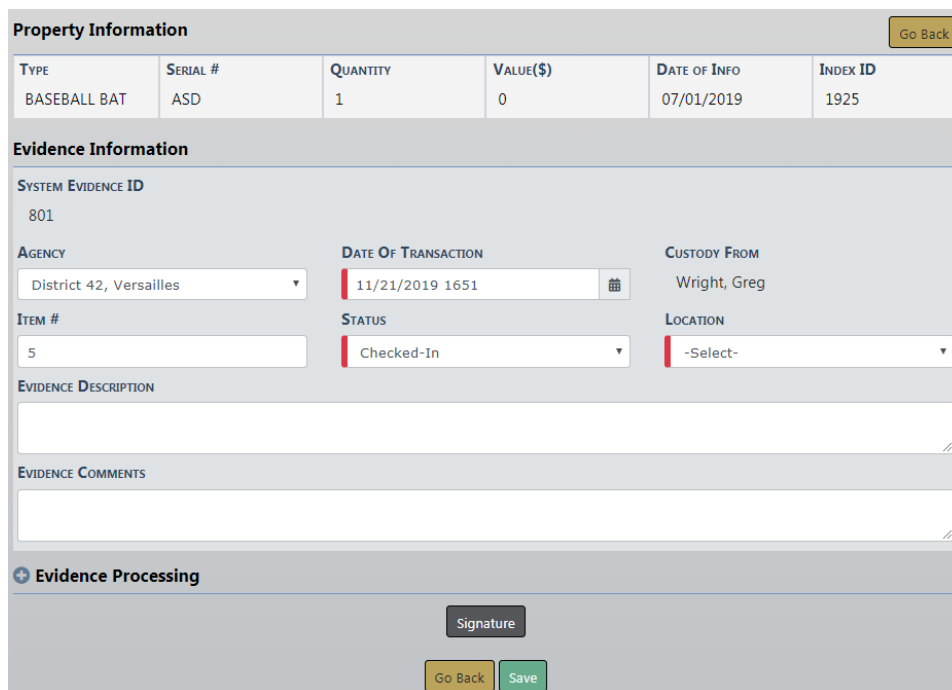
-Filter By Users-   Search

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.



Property Information

Go Back

TYPE	SERIAL #	QUANTITY	VALUE(\$)	DATE OF INFO	INDEX ID
BASEBALL BAT	ASD	1	0	07/01/2019	1925

Evidence Information

SYSTEM EVIDENCE ID  
801

AGENCY  
District 42, Versailles

DATE OF TRANSACTION  
11/21/2019 1651

CUSTODY FROM  
Wright, Greg

ITEM #  
5

STATUS  
Checked-In

LOCATION  
-Select-

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.

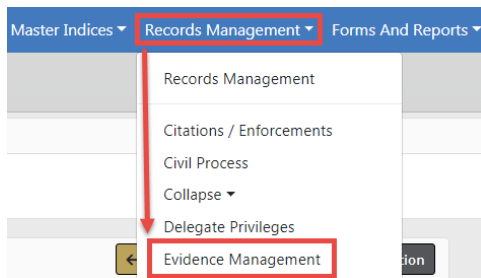
Click the Signature button to sign if needed, or click **Save** to take the action and remove the Notification from the *Home* screen.



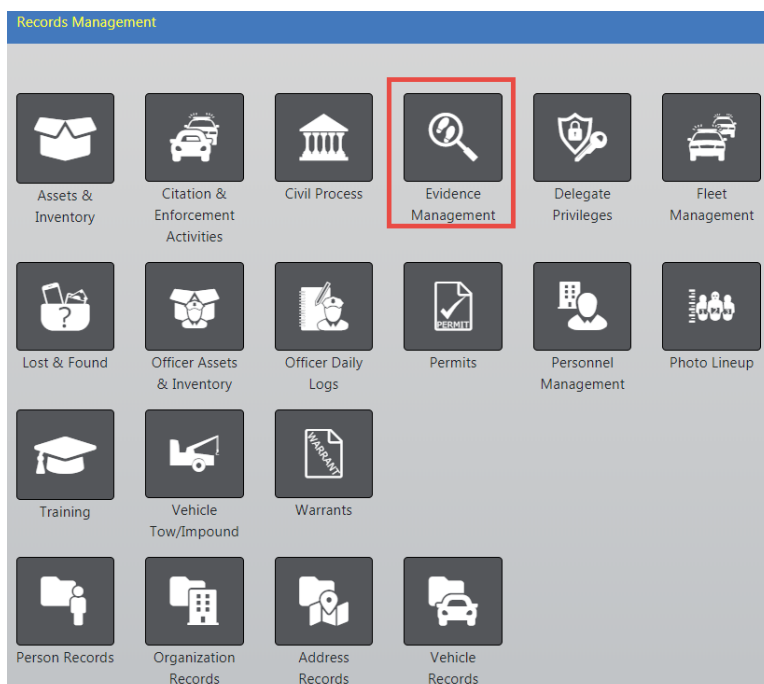
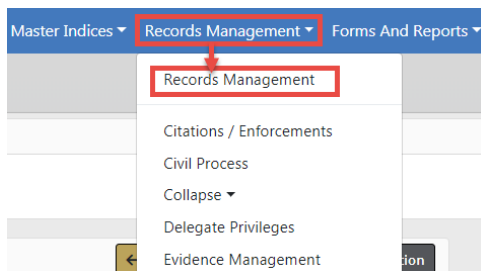
## Evidence Management Access

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.

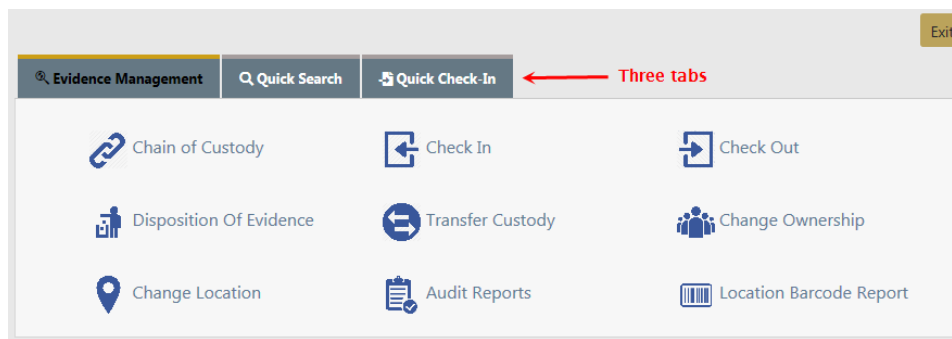


- Click on the **Records Management** menu, then click the **Evidence Management** link.



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**

### Property Information

**CATEGORY**  
☒ All ☐ Property ☐ Drugs ☐ Documents ☐ Currency ☐ Guns

### Additional Information

**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**  
☐

The fields that display below change based on the selected Category

Enter your search criteria then click the **Search** button to display the *Chain of Custody Search Results* screen.

Chain of Custody

Refine SearchNew SearchPrint Evidence LabelsPrint Chain of Custody

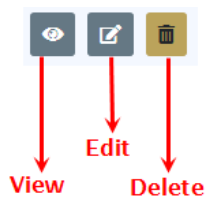
238 result(s) found

Previous12345678Next

	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	

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. It includes fields for SYSTEM EVIDENCE ID, INCIDENT REPORT #, INDEX ID, SERIAL NUMBER, and ITEM #. There is a 'Barcode Search' button in the top right corner. Below these fields is a 'CATEGORY' section with radio buttons for ALL, PROPERTY, DRUGS, DOCUMENTS, CURRENCY, and GUNS. There are also dropdown menus for AGENCY (set to 'District 42, Versailles') and EVIDENCE LOCATION (set to '-Select-'). At the bottom, there are dropdowns for CURRENT STATUS (set to 'Pending Check-In') and ACTIVE HOLD (set to '-Select-'). A red arrow points from the text 'Click to search by scanning a barcode' to the 'Barcode Search' button. Another red arrow points from the text 'Choose a Category then enter search criteria' to the 'CATEGORY' section.

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. It features a table with columns: System Evidence ID, Report #, Item #, Offenses, Location, Agency, Scheduled Disposition, Property Information, Status, and Actions. There are two rows of data. The first row has a checked checkbox in the 'System Evidence ID' column. The second row has an unchecked checkbox. Above the table, there is a red box with the text 'Select items using the check boxes and select 'Continue''. The table data is as follows:

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 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: District 42, Versailles CUSTODY DATE / TIME: 03/14/2019 1107

CHECKED IN BY: Saur, Christine, ID# SAUR111

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 criteria

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** Add Evidence

System Evidence ID	Agency	Property Information	Destination	Evidence Description	Actions
782	District 42, Versailles	Type: AIRCRAFT Serial #: 123 Value (\$): 0	-Select-		

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.

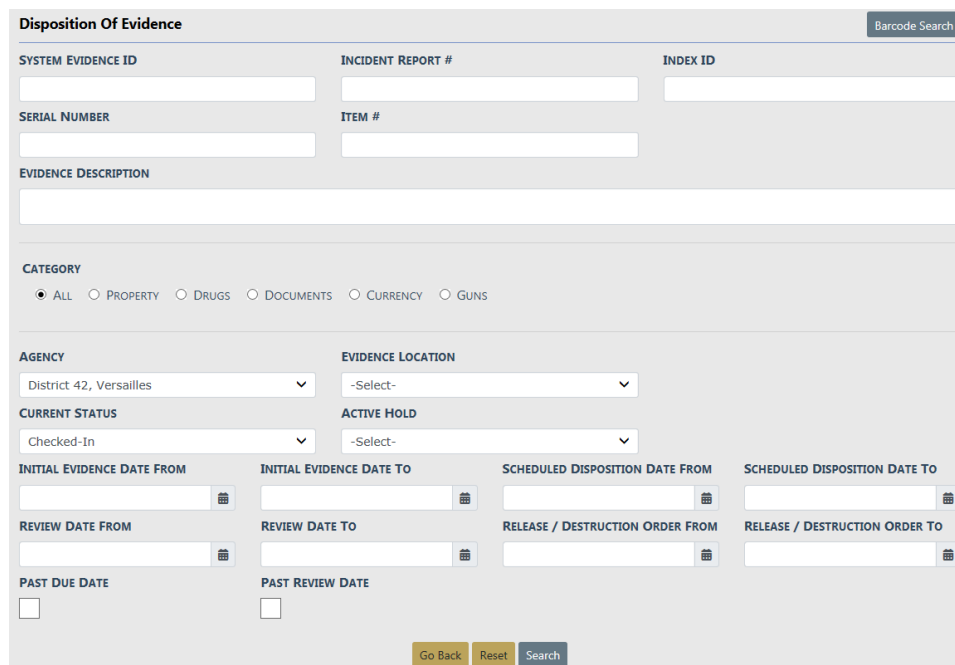
Click the **Signature** button to sign if necessary.

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 screenshot shows the 'Disposition Of Evidence' search form. It includes a 'Barcode Search' button in the top right. The form is divided into several sections: 'SYSTEM EVIDENCE ID' with fields for 'INCIDENT REPORT #' and 'INDEX ID'; 'SERIAL NUMBER' and 'ITEM #' fields; a large 'EVIDENCE DESCRIPTION' text area; a 'CATEGORY' section with radio buttons for 'ALL', 'PROPERTY', 'DRUGS', 'DOCUMENTS', 'CURRENCY', and 'GUNS'; 'AGENCY' and 'EVIDENCE LOCATION' dropdown menus; 'CURRENT STATUS' and 'ACTIVE HOLD' dropdown menus; date pickers for 'INITIAL EVIDENCE DATE FROM/TO' and 'SCHEDULED DISPOSITION DATE FROM/TO'; date pickers for 'REVIEW DATE FROM/TO' and 'RELEASE / DESTRUCTION ORDER FROM/TO'; and checkboxes 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.


**Disposition Of Evidence** 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	 
<b>Check the box to select all entries</b>										
<input checked="" type="checkbox"/>	785	2018D4210203			Large Item Storage	District 42, Versailles		Property - ART OBJECT; Val: 200;	Checked-In	 
<b>Select individual entries</b>										

Select the Evidence records then click **Continue** to display the *Disposition* screen. Select multiple items to process more than one.

**Disposition** Add Evidence

System Evidence ID	Agency	Property Information	Disposition	Evidence Description	Actions
782	District 42, Versailles	Type: AIRCRAFT Serial #: 123 Value(\$): 0	-Select-		

**DISPOSED BY** Saur, Christine, ID# SAUR111

**DISPOSITION DATE / TIME** 03/14/2019 1114

**DISPOSITION COMMENT**

Signature

Go Back Save Save & Exit

**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 Online RMS **Evidence Module**.

Click on the **Transfer Custody** link to display the *Evidence Search - Transfer Custody* screen.



**Transfer Custody** 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  DESTINATION

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 *Transfer Custody Search Results* screen appears.

**Transfer Custody** Refine Search New Search Continue

111 result(s) found Select items using the check boxes and select 'Continue' Previous 1 2 3 4 5 Next

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.

**Transfer** Add Evidence

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"/>	<input type="text"/>	

AGENCY

TRANSFER DATE / TIME

DUE DATE  EVIDENCE DESTINATION

TRANSFER COMMENT

Signature

Go Back Save Save & Exit

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.

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 bar-code.

The *Change of Ownership Search Results* screen appears.

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 *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	District 42, Versailles		

CHANGE OWNERSHIP DATE / TIME: 03/14/2019 1154

CHANGED BY: Saur, Christine, ID# SAUR111

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.

**Change Location** Barcode Search

SYSTEM EVIDENCE ID	INCIDENT REPORT #	INDEX ID
SERIAL NUMBER	ITEM #	
EVIDENCE DESCRIPTION		
<b>CATEGORY</b> <input checked="" type="radio"/> ALL <input type="radio"/> PROPERTY <input type="radio"/> DRUGS <input type="radio"/> DOCUMENTS <input type="radio"/> CURRENCY <input type="radio"/> GUNS		
AGENCY	EVIDENCE LOCATION	
District 42, Versailles	-Select-	
CURRENT STATUS	ACTIVE HOLD	
Checked-In	-Select-	
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.

**Change Location** 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	
<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: 03/14/2019 1157

CHANGE OF LOCATION COMMENT

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

Show 10 entries 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 Previous 1 2 Next

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.

Go Back

Generated Audits Location Discrepancy Audits

Show 10 entries Search: 1511 X Add Audit Report

Report #	Audit By	Audit Date	Finalized Date	Actions
1511005	Friday, Joe	11/17/2015 1318		
1511004	Friday, Joe	11/17/2015 1313		
1511003	Simpson, Homer	11/17/2015 1200		
1511002	Simpson, Homer	11/17/2015 1152		

Showing 1 to 4 of 4 entries (filtered from 13 total entries) Previous 1 Next

### 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.

# OF RECORDS TO AUDIT

SYSTEM EVIDENCE ID

INCIDENT REPORT #

INDEX ID

SERIAL NUMBER

ITEM #

EVIDENCE DESCRIPTION

CATEGORY

☒ ALL
 ☐ PROPERTY
 ☐ DRUGS
 ☐ DOCUMENTS
 ☐ CURRENCY
 ☐ GUNS

AGENCY

District 42, Versailles

EVIDENCE LOCATION

-Select-

CURRENT STATUS

Checked-In

ACTIVE HOLD

-Select-

Go Back Reset Generate Audit Report

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.

Go Back

Generated Audits Location Discrepancy Audits

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.

Generated Audits					Go Back
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

<input type="checkbox"/>	Evidence ID	Property Description	Comments
<input type="checkbox"/>	474	Property - STEREO; Primary Color: Black; Secondary Color: Black; Ser#: 9082253; Quantity: 1; Val: 150;	<input type="text"/>
<input checked="" type="checkbox"/>	753	GUN - OTHER; individ; Make: Individ; Quantity: 1; Value: 800;	<input type="text"/>
<input type="checkbox"/>	758	Drug - SEEDS; SUSPECTED COCAINE; Quantity: 1 Dosage units; Value: Dosage units;	<input type="text"/>
<input type="checkbox"/>	770	Property - BADGE; Ser#: 234234; Quantity: 1; Val: 40;	<input type="text"/>
<input type="checkbox"/>	782	Property - AIRCRAFT; Ser#: 123; Quantity: 1;	<input type="text"/>
<input type="checkbox"/>	786	Property - BEER KEG; Val: 100;	<input type="text"/>

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.



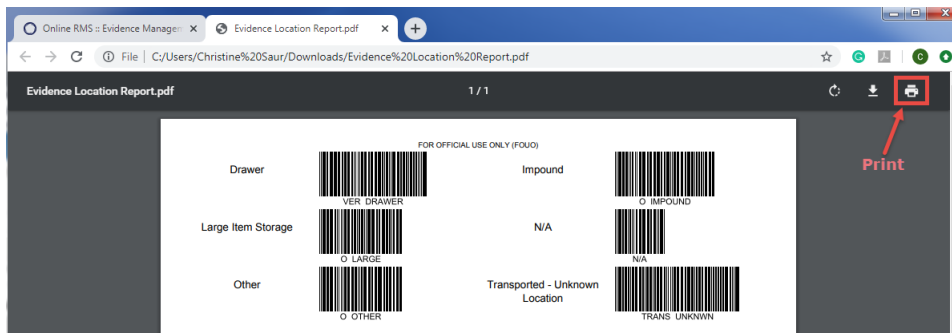
## Location Barcode Report

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 PDF file downloads to your machine.

Click on the file to view the report in a new tab.



Click on the **Print** icon to print.

Click the **X** to close the tab.

## 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.

Evidence Management **Quick Search** Quick Check-In

SYSTEM EVIDENCE ID INCIDENT REPORT #

Reset Search Exit

## 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.

The screenshot shows a web application interface for the Evidence Management module. At the top, there is a navigation bar with three tabs: "Evidence Management", "Quick Search", and "Quick Check-In". The "Quick Check-In" tab is selected and highlighted with a red border. To the right of the tabs is an "Exit" button. Below the tabs, there are two input fields: "SYSTEM EVIDENCE ID" and "LOCATION CODE". Below these fields are two buttons: "Reset" and "Check In". At the bottom of the interface, there is a list of four instructions:

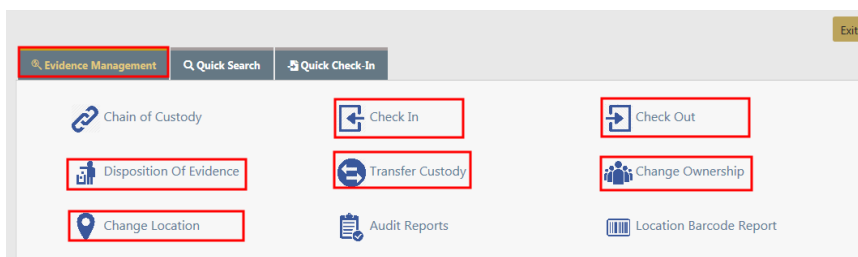
- 1) Quick Check-IN will allow the use of barcoded Evidence ID's and Evidence Location Codes.
- 2) Both evidence "Checked-OUT" and evidence "Pending Check-IN" can be handled using the Quick Check-IN method.
- 3) By using the Quick Check-IN method the current date and time will be the defaulted evidence "Custody Date & Time".
- 4) If the Check in Comment or Evidence Description details need to be entered use the standard evidence "Check-IN" screen.

# Chapter 22. 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.

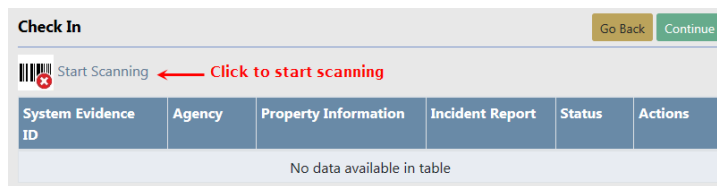
Access the scanning process through applicable links on the *Evidence Management* menu. For instructions on accessing the *Evidence Management* menu, refer to "Evidence Management Access" on page 397.



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 in a software application. The form has a 'Barcode Search' button in the top right corner. It contains several input fields: 'SYSTEM EVIDENCE ID', 'INCIDENT REPORT #', 'INDEX ID', 'SERIAL NUMBER', 'ITEM #', and 'EVIDENCE DESCRIPTION'. Below these fields, there is a 'Property Information' section with a 'CATEGORY' dropdown menu (options: ALL, PROPERTY, DRUGS, DOCUMENTS, CURRENCY, GUNS). Below that is an 'Additional Information' section with 'AGENCY' (dropdown: District 42, Versailles), 'EVIDENCE LOCATION' (dropdown: -Select-), 'CURRENT STATUS' (dropdown: Pending Check-In), and 'ACTIVE HOLD' (dropdown: -Select-). 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.



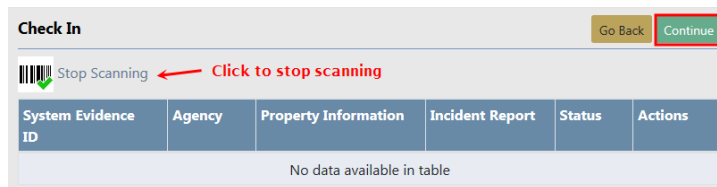
Check In

Go Back Continue

Start Scanning Click to start scanning

System Evidence ID	Agency	Property Information	Incident Report	Status	Actions
No data available in table					

When you are finished scanning, click the **Stop Scanning** icon and select the **Continue** button.



Check In

Go Back Continue

Stop Scanning Click to stop scanning

System Evidence ID	Agency	Property Information	Incident Report	Status	Actions
No data available in table					

The system then continues to function as described in the "Evidence Management Access" on page 397 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

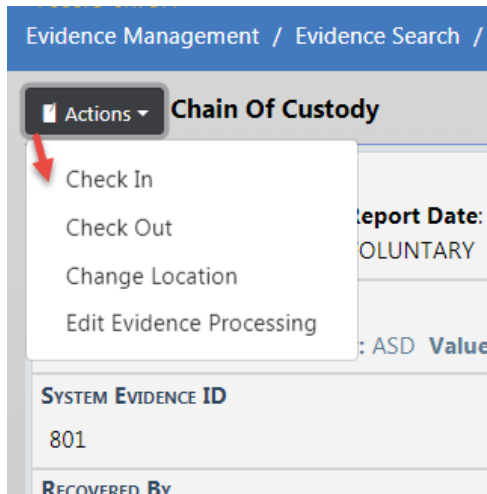
When viewing the Chain of Custody for any piece of evidence there is a **Mega Menu** to the top left. Evidence custodians can use this menu to take action and change the **Status** of the evidence item without leaving the window. The *Actions* available will be shown based on the **Current Status** of 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**.

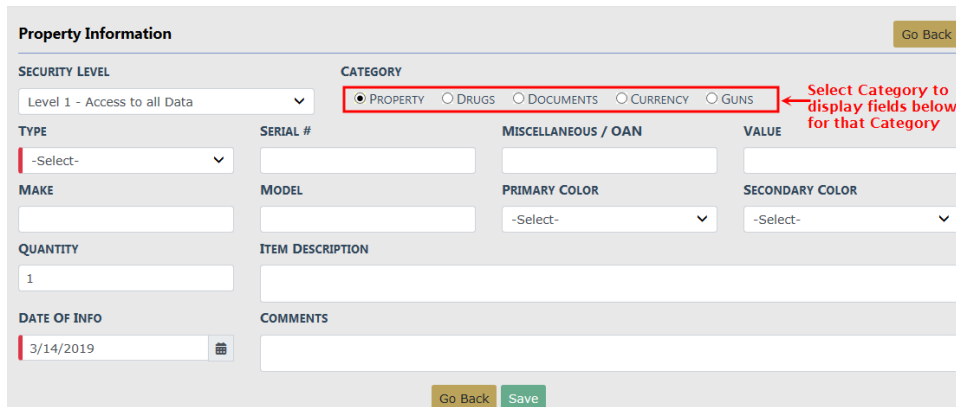


## Create Property Or Evidence Without An Incident Report

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 63.

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 Details

Go Back Log Property as Evidence View Summary Subscribe

SmartSearch (0) -Add-

INDEX ID: 1844 CATEGORY: Property DATE OF INFO: 03/14/2019

TYPE: AUDIO TAPE/CD/DVD 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 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 Information

Go Back

PROPERTY TYPE	SERIAL NUMBER	PROPERTY DESCRIPTION
BACKPACK		Laptop backpack.

Evidence Information

DATE/TIME RECOVERED: RECOVERY LOCATION: AGENCY: District 42, Versailles

DATE/TIME PLACED IN STORAGE: STATUS: Pending Check-In LOCATION: -Select-

CUSTODY FROM: Saur, Saur 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**  
03/14/2019

**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**

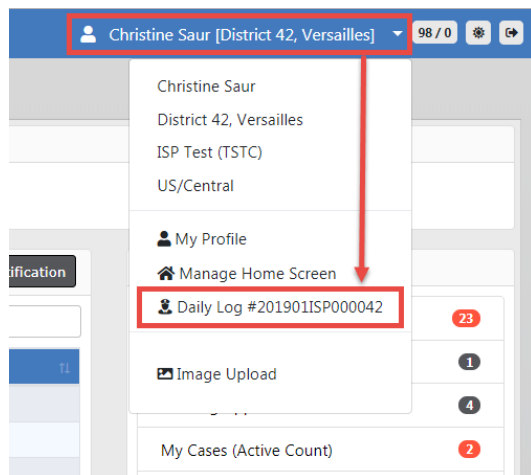




# Chapter 23. Officer Daily Log

## 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).



If a Daily Log has not yet been created, a **[New Daily Log]** option appears on the menu instead of the existing Daily Log that contains a number. Click on **[New Daily Log]** to create.

**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.

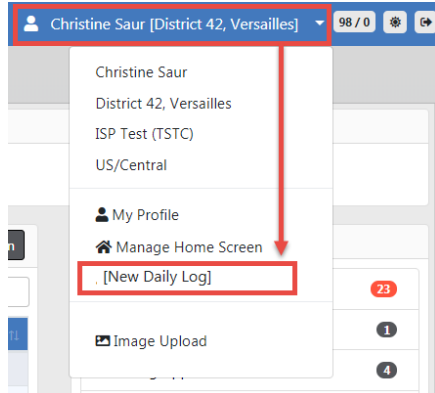
There are two tabs in the **Officer Daily Log**:

- Assignment Information
- Activity Log

The screenshot shows the top of the Officer Daily Log interface. At the top right are three buttons: 'Exit Log' (yellow), 'Help / Tips' (grey), and 'Close Log' (grey). Below these are two tabs: 'Assignment Information' (highlighted with a red box) and 'Activity Log' (grey). Below the tabs 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'.

## 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 *Shift Start Time* window opens, defaulting to the current date and time. Change the date and time if needed, then click **OK**.

The screenshot shows a 'Shift Start Time' window. It has a title bar 'Shift Start Time'. Below the title bar is a section titled 'SHIFT START TIME'. Inside this section is a text input field containing '12/18/2018 1320'. To the right of the input field are a close button 'x' and a calendar icon. At the bottom right of the window is an 'Ok' button.

An *Assignment Information* form appears. Enter the appropriate information in the fields provided.

The screenshot shows the 'Assignment Information' form. At the top right are buttons for 'Exit Log', 'Help / Tips', and 'Close Log'. The form has several sections:

- Assignment Information:** Contains fields for 'DAILY #' (with a red left border and 'New' text), 'STATUS' (with a red left border and 'New' text), 'ASSIGNMENT' (a dropdown menu with '-Select-' selected), 'DATE' (with a red left border, '01/22/2019', and a calendar icon), and 'SHIFT' (a dropdown menu with '-Select-' selected).
- NOTES:** A large text area for entering notes.
- REPORTING AREAS:** A dropdown menu with 'Click To Select'.
- Officers:** A table with columns 'Badge #', 'Name', 'On Time', 'Off Time', and 'Actions'. It shows one officer: SAUR111, Saur, Christine, 12/18/2018 13:20. There is an 'Add Officer' button.
- Vehicles:** A table with columns 'Plate #', 'Description', and 'Actions'. It shows 'No Vehicles Added'. There is an 'Add Vehicle' button.
- Equipment:** A table with columns 'Description', 'Start Time', 'End Time', and 'Actions'. It shows 'No Equipment Added'. There is an 'Add Equipment' button.

At the bottom is a green 'Save & Continue' button.

- 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 429.

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 436.

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 421.

## 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 selected. At the top right are buttons for 'Exit Log', 'Help / Tips', and 'Close Log'. Below the tab header, there are three main sections: 'DAILY #' with a text input containing '201901ISP000042'; 'STATUS' with a dropdown menu set to 'Open'; and 'ASSIGNMENT' with a dropdown menu set to 'Officer Daily'. Below these are 'DATE' with a calendar icon and input '01/22/2019', and 'SHIFT' with a dropdown menu set to '8-5 Shift'. A 'NOTES' section with a text area is below that. At the bottom is a 'REPORTING AREAS' section with a 'Click To Select' button. Fields with a red left-hand border indicate required fields.

**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				
				<a href="#">+ Add Officer</a>
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 579 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			<a href="#">+ Add Vehicle</a>
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)

OIL (QUARTS)      TOTAL OIL COST (DOLLARS)      REPAIR COST (DOLLARS)      PAYMENT TYPE

FLUID COST (DOLLARS)      TOTAL COST (DOLLARS)

VENDOR ☐ Select ☒ Specify

COMMENTS

Close Ok

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	Unit #5701 2010 - Patrol	SR	

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			
HANDCUFFS - Ruger Focus - test	07/24/2017 13:37			


**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		<a href="#">+ Add Vehicle</a>
Plate #	Description	Actions
M12345	<div>SR</div> Unit #5701 2010 - Patrol	<div></div>

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.

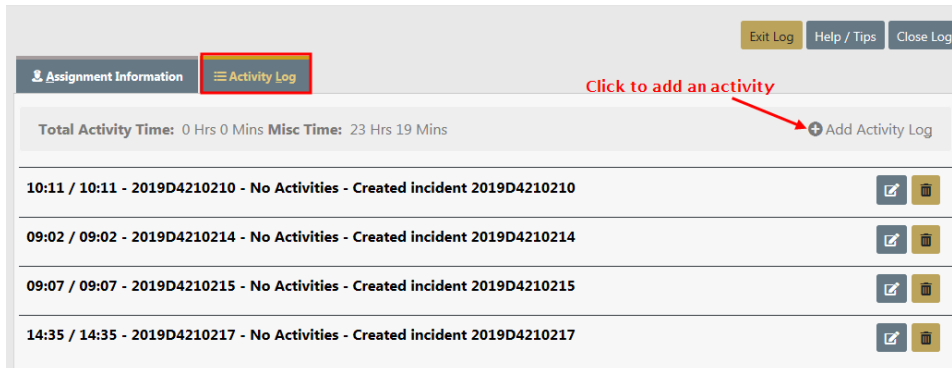
A successful confirmation message briefly appears across the top of the window.

**NOTE:** Officers must edit **Services Requests** via the *Fleet Management* module. Refer to "Edit a Service Request " on page 590 for more information.



## Activity Log Tab

Click on the **Activity Log** tab to manage activity. You can add, edit, or delete records.











Exit Log Help / Tips Close Log

Assignment Information **Activity Log**

Click to add an activity

Total Activity Time: 0 Hrs 0 Mins Misc Time: 23 Hrs 19 Mins

+ Add Activity Log

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.

**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

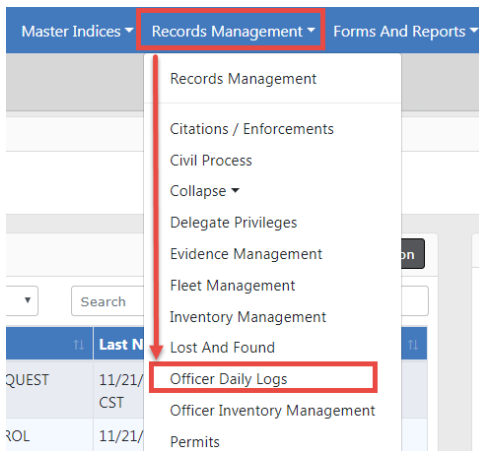
At this point you may choose to **Switch to Edit Status** if you have discovered something that would need editing.

**NOTE:** For more information on switching to edit status, refer to "Switch to Edit Status" on page 439.

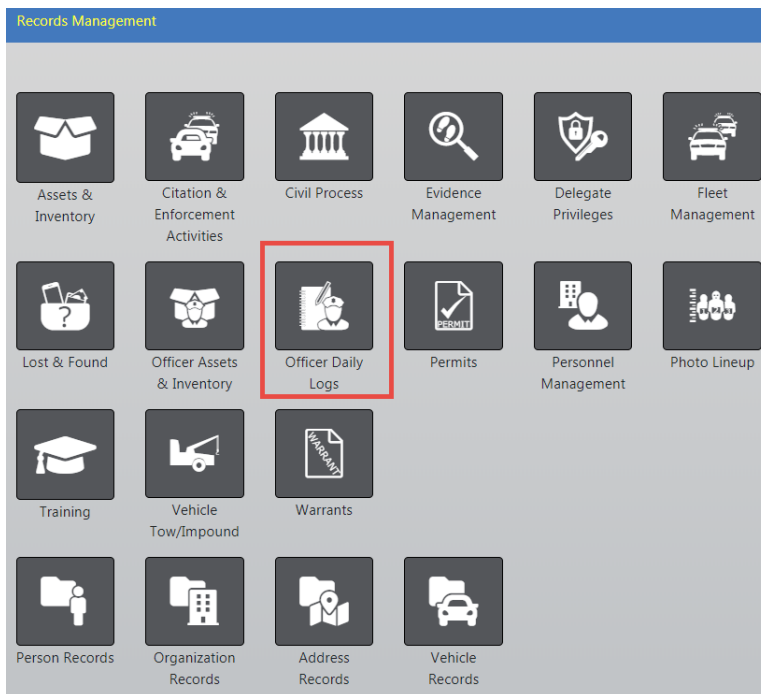
## Log Search

Use the following procedures to search Officer Daily Logs:

Select *Records Management* from the top menu, then select *Officer Daily Logs*.



Or, select *Records Management* to open the Records Management menu, then select *Officer Daily Logs*.



Whichever method you choose, the *Search Daily Logs* screen appears.

Records Management / Daily Log Search

### Officer Daily Log Search

DAILY # <input type="text"/>	STATUS -Select-	ASSIGNMENT -Select-	SHIFT -Select-
DATE FROM <input type="text"/>	DATE TO <input type="text"/>	POSTED -Select-	REPORTING AREA -Select-

### Officer

FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>	INTERNAL # / BADGE ID <input type="text"/>
------------------------------------	-----------------------------------	---




Go Back Reset Search

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.

Refine Search New Search Post Selected Logs


1 result(s) found

Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
	201901ISP000042	01/22/2019	Open	Officer Daily		Saur, Christine	  

Refine Search New Search Post Selected Logs

**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 430 for instructions on searching.

## Post Logs

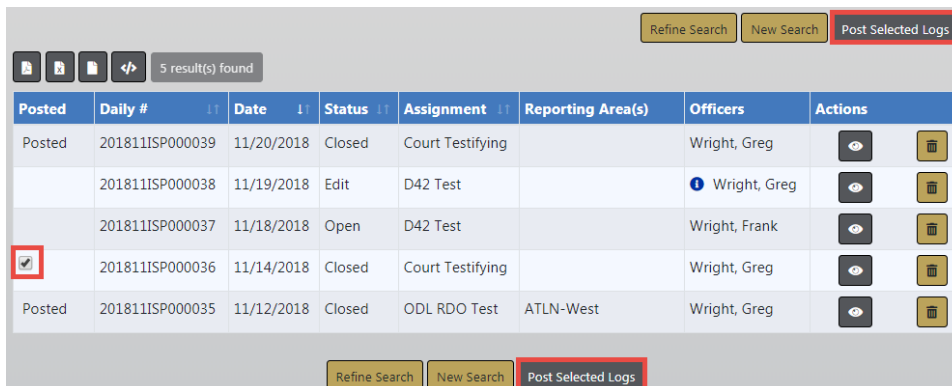
There are two ways to **Post** logs:











- 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 430.

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.




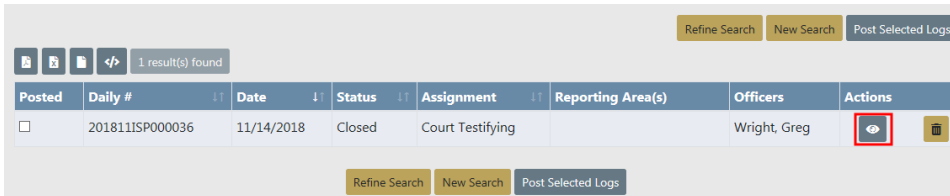
Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
Posted	201811ISP000039	11/20/2018	Closed	Court Testifying		Wright, Greg	 
	201811ISP000038	11/19/2018	Edit	D42 Test		Wright, Greg	 
	201811ISP000037	11/18/2018	Open	D42 Test		Wright, Frank	 
<input checked="" type="checkbox"/>	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, Greg	 
Posted	201811ISP000035	11/12/2018	Closed	ODL RDO Test	ATLN-West	Wright, Greg	 



The selected logs are now **Posted**.

## Post Current Log

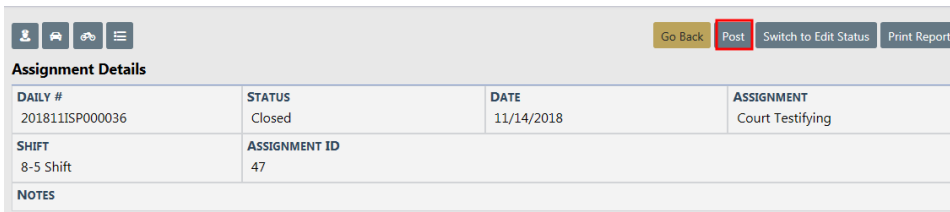
Search for the daily log you want to post. For more information on searching logs, refer to "Log Search" on page 430.

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.



Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
<input type="checkbox"/>	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, Greg	 

On the *View Daily Log* window select the **Post** button.

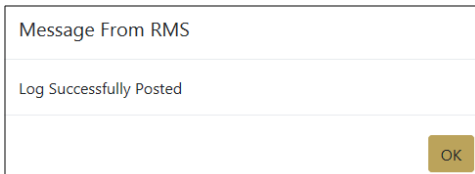


DAILY #	STATUS	DATE	ASSIGNMENT
201811ISP000036	Closed	11/14/2018	Court Testifying

SHIFT	ASSIGNMENT ID
8-5 Shift	47

NOTES

A Successful dialog box displays. Select **OK**.



Message From RMS

Log Successfully Posted


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 430 for instructions on searching.

In the Results window, click the view  icon in the *Actions* column of the log you want to un-post and it will display the *View Daily Log* page.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>1 result(s) found</div> </div> <div> <div>Refine Search</div> <div>New Search</div> <div>Post Selected Logs</div> </div>							
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>
<div> <div>Refine Search</div> <div>New Search</div> <div>Post Selected Logs</div> </div>							

Select **Un-Post**.

<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div>Go Back</div> <div>Un-Post</div> <div>Switch to Edit Status</div> <div>Print Report</div> </div>
<b>Assignment Details</b>	
DAILY # 201811ISP000036	STATUS Closed
DATE 11/14/2018	ASSIGNMENT Court Testifying
SHIFT 8-5 Shift	ASSIGNMENT ID 47
NOTES	

A Successful dialog box displays. Select **OK**.

Message From RMS
Log Successfully Un-Posted
OK

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 430 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.

Go Back Post Switch to Edit Status **Print Report**

**Assignment Details**

<b>DAILY #</b> 201811ISP000036	<b>STATUS</b> Closed	<b>DATE</b> 11/14/2018	<b>ASSIGNMENT</b> Court Testifying
<b>SHIFT</b> 8-5 Shift	<b>ASSIGNMENT ID</b> 47		
<b>NOTES</b>			

A PDF file downloads to your machine.

Click on the file to open the PDF in a new tab.

**DailyLogView.pdf** 1 / 1

FOR OFFICIAL USE ONLY (FOUO) 201811ISP000036

**Indiana State Police**  
Officer Daily Log Summary  
100 Senate Avenue Indianapolis, IN 46204  
Phone: (317) 899 - 8293 Fax: (317) 233 - 3057

Daily # 201811ISP000036	Assignment Court Testifying	Activity Time 0 Hrs 5 Minutes	Date 11/14/2018	Shift 8-5 Shift	Misc Time 0 Hrs 0 Minutes
Notes					
<b>Officers</b>					
Name Wright, Greg		Start Date / Time 11/14/2018 07:57		End Date / Time 11/14/2018 07:58 Hrs	
<b>Equipment</b>					
Equipment FIRST_AID_KIT #369		Start Date / Time 11/19/2018 09:18 Hrs		End Date / Time 11/19/2018 10:18 Hrs	
Comments: asdb					
<b>Activities</b>					
Dispatch		On Scene 11/14/2018 07:57 Hrs		Clear 11/14/2018 08:02 Hrs	
Time Category		Activities			
Comments					

Click on the **Print** icon to print.

Click on the **X** to close the tab.

## Exit or Close Daily Log

You have the option to exit or close the ODL. There is a difference between the two.

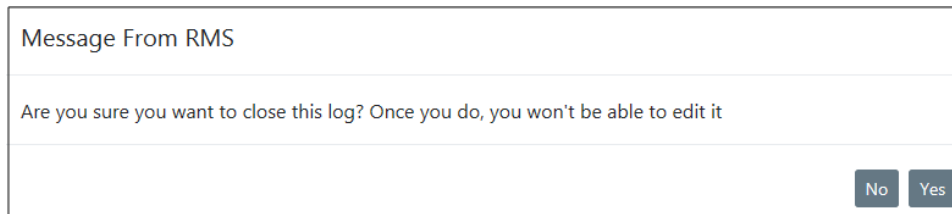
Exit Log Help / Tips Close Log

Assignment Information Activity Log



## 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.



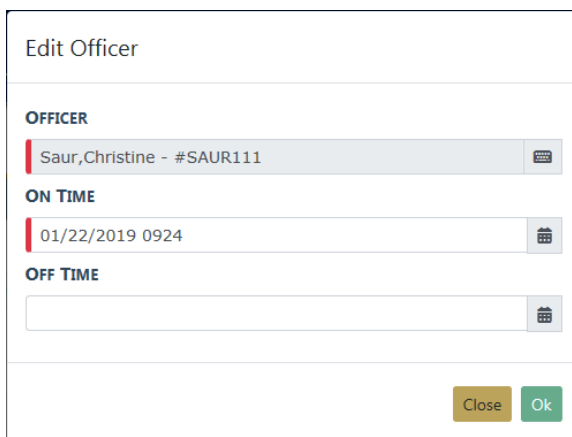
Message From RMS

Are you sure you want to close this log? Once you do, you won't be able to edit it

No 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.



Edit Officer

**OFFICER**

Saur,Christine - #SAUR111

**ON TIME**

01/22/2019 0924

**OFF TIME**

Close 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**

<b>DAILY #</b> 201901ISP000042	<b>STATUS</b> Closed	<b>DATE</b> 01/22/2019	<b>ASSIGNMENT</b> Officer Daily
<b>SHIFT</b> 8-5 Shift	<b>ASSIGNMENT ID</b> 53		
<b>NOTES</b>			


**Officers**

Badge #	Name	On Date/Time	Off Date/Time
SAUR111	Saur, Christine	01/22/2019 09:24	01/22/2019 15:30

**Vehicles**

License	VIN	Description	Start Mileage	End Mileage	Total Miles	Costs	Comments
		2015 TOYOTA(TOYo) Highlander					

**Activities** Total Activity Time: Misc Time: 6 Hrs 6 Minutes Expand All | Collapse All

	Dispatch Date/Time	On Scene Date/Time	Clear Date/Time	Report #	Ticket #	# Activities	Time Category
		02/06/2019 10:11	02/06/2019 10:11	2019D4210210		0	

If you have discovered you need to make a correction to the Daily Log, click on the **Switch to Edit Status** button.

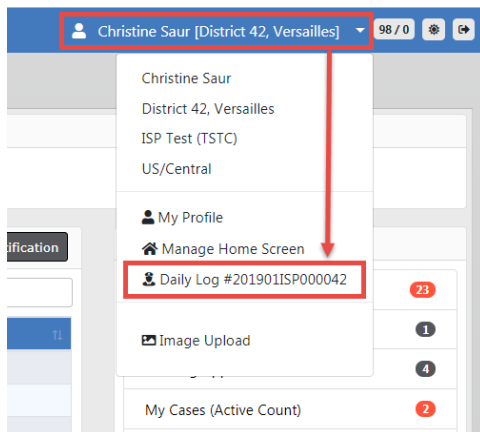
[Go Back](#)
[Post](#)
[Switch to Edit Status](#)
[Print Report](#)

**NOTE:** For more information on switching to edit status, refer to "Switch to Edit Status" on the facing 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.

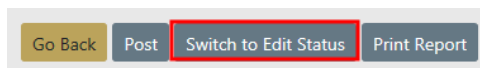
You can return to your active log at any time by selecting the **ODL** that is active. For more information on accessing your current active log, refer to "Officer Daily Log (ODL) Overview" on page 421.



## Switch to Edit Status

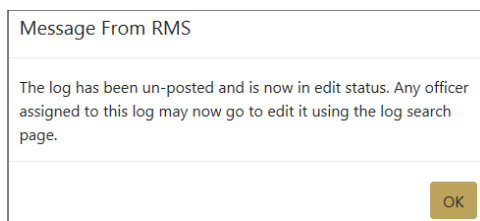
You can **Switch to Edit Status** if you have discovered a Daily Log needs editing.

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 430.

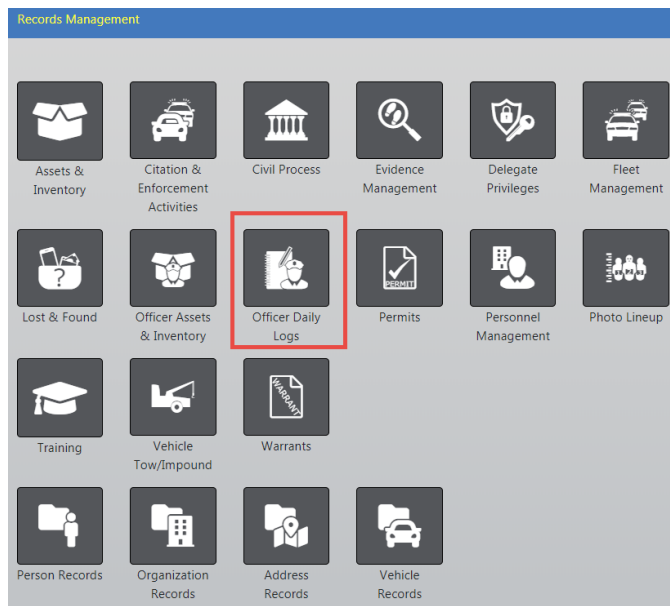
When you select the **Switch to Edit Status** button an un-posted confirmation message appears.



Select **OK**.

Select **Go Back**.

Click on the **Officer Daily Logs** hyperlink on the *Records Management* screen.



The *Search Daily Logs* screen appears.

 A screenshot of the 'Officer Daily Log Search' form. The form is titled 'Records Management / Daily Log Search' and 'Officer Daily Log Search'. It contains several input fields and dropdown menus: 'DAILY #' (text field), 'STATUS' (dropdown menu), 'ASSIGNMENT' (dropdown menu), 'SHIFT' (dropdown menu), 'DATE FROM' (calendar icon), 'DATE TO' (calendar icon), 'POSTED' (dropdown menu), and 'REPORTING AREA' (dropdown menu). Below these is an 'Officer' section with 'FIRST NAME', 'LAST NAME', and 'INTERNAL # / BADGE ID' fields. At the bottom are 'Go Back', 'Reset', and 'Search' buttons.

Enter the search criteria then select **Search** to display the search results. For more information on searching, refer to "Log Search" on page 430.

Refine Search New Search Post Selected Logs

1 result(s) found

Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
	201901ISP000042	01/22/2019	Open	Officer Daily		Saur, Christine	

Refine Search New Search Post Selected Logs

Select the Edit icon in the results window to open the log in edit mode.

Exit Log Help / Tips Close Log

**Assignment Information** Activity Log

**DAILY #**  
201812ISP000040

**STATUS**  
Edit

**ASSIGNMENT**  
Officer Daily



**DATE**  
12/18/2018

**SHIFT**  
4-1 Shift

**NOTES**  
Testing a new Officer Daily Log.

**REPORTING AREAS**  
x ATLN-West

**Officers** Add Officer

Badge #	Name	On Time	Off Time	Actions
SAUR111	Saur, Christine	12/18/2018 13:20	12/18/2018 14:48	 

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 425.

For more information on the *Activity Log* tab, refer to "Activity Log Tab" on page 429.

For more information on closing the daily log, refer to "Exit or Close Daily Log" on page 436.

## 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.

Officer Daily Log Help

The following are some useful tips when using Officer Daily Logs to make for a faster experience.

- Dates and Times**

When entering *end* dates, whether they be for officer date/times or activity clear times, if you know the amount of time spent you can enter it directly in the date field and the end date/time will be determined for you. You can enter in values like "1h15m" which will add 1 hour and 15 minutes to the on scene date and show the computed date/time for you. To make this happen, simply enter the amount of time spent and press the TAB key to have the application compute the difference.
- Auto Complete Fields**

Fields with this icon next to it are autocomplete: 

Officers, vehicles, equipment, time category codes, and activity codes are all entered using auto complete functionality. To use this feature, simply start typing the name of what you're looking for, and a search will be performed based on what you typed. You can then select a result by either using the keyboard or by clicking on it with your mouse.

Time category codes and activity codes allow you to perform a smart search. You can use + and - to indicate what has to be included, and what must be excluded. You can also use brackets to specify a certain phrase must be included.

For example, the query **-person +[business check]** indicates the word "person" must NOT be included, while the phrase "business check" **MUST** be included.

Close

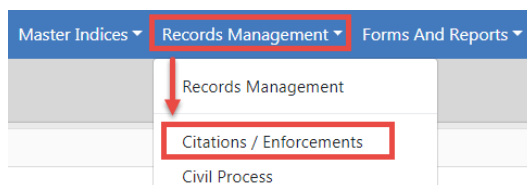
Click **Close** to close the window.

# Chapter 24. Citations Enforcement

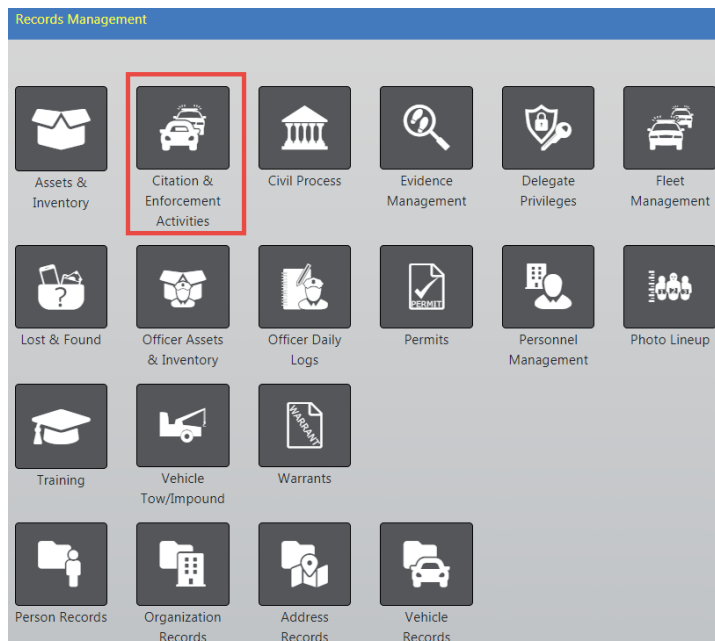
## Citations/Enforcement Overview

This module is a 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.

**Citation Search** Add 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**

**Charges**

**CHARGES**

**SELECTED CHARGES** Double Click to Remove

**NATURE OF OFFENSE**

**Citing Officer**

**FIRST NAME**

**LAST NAME**

**BADGE #**

**ADDITIONAL SEARCH CRITERIA**  
 -Select- ▼

Go Back Reset Search

## 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.



**Citation Search** Add Citation

TICKET #	ENFORCEMENT TYPE	ISSUING AGENCY
<input type="text"/>	-Select-	All Agencies
PLAINTIFF	LOCATION TYPE	CITY
<input type="text"/>	-Select-	-Select-
COUNTY	INDEX ID	
-Select-	<input type="text"/>	
ENFORCEMENT DATE FROM	ENFORCEMENT TIME FROM	ENFORCEMENT DATE TO
<input type="text"/>	<input type="text"/>	<input type="text"/>
FILED DATE FROM	FILED TIME FROM	FILED DATE TO
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Charges**

CHARGES

SELECTED CHARGES Double Click to Remove

NATURE OF OFFENSE

**Citing Officer**

FIRST NAME	LAST NAME	BADGE #
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADDITIONAL SEARCH CRITERIA

-Select-

Go Back Reset Search

- Click the **Add Citation** button on the top right to display the **Add Citation** page.

**Add Citation** Go Back

TICKET #	ENFORCEMENT TYPE
<input type="text"/>	-Select-
LOCATION TYPE	CITY
--Select--	-Select-
COUNTY	PLAINTIFF
-Select-	The People of the State of Maryland
AGENCY	ENFORCEMENT DATE / TIME
District 42, Versailles	<input type="text"/>
FILED DATE / TIME	TOWNSHIP ROAD
12/04/2019 0945	<input type="checkbox"/>

Go Back Save

- 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.

- An **Officer Question** window displays.

Message From RMS

Are you the citing officer?

No

Yes

- Select **Yes** to add you to the **Citation** as the officer automatically, or **No** to manually add the officer.
- Enter the necessary information on the **Edit Citation/Enforcement Details** page. For detailed instructions see "Enter or Update Citation Details" on page 451.

Go Back

Duplicate

Print

Citation / Enforcement Details

Highlighted fields are required for racial profiling

INDEX ID

397

TICKET #

T12445652

ENFORCEMENT TYPE

Ordinance Violation

ISSUING AGENCY

District 42, Versailles

PLAINTIFF

The People of the State of Maryland

LOCATION TYPE

Private Property or Other

CITY

-- Select --

COUNTY

Benton

ENFORCEMENT DATE

03/14/2019 1404

FILED DATE

03/14/2019 1404

TOWNSHIP RD

Fields

STOP ID

Save

Person

Quick Search Advanced Search

Racial Profiling

PERCEIVED RACE

-- Select --

RACE KNOWN AT TIME OF STOP

DURATION OF STOP

-- Select --

TYPE OF SEARCH

-- Select --

ARRESTED

-- Select --

CONTRABAND FOUND

-- Select --

RESULT OF STOP

-- Select --

USE OF PHYSICAL FORCE

-- Select --

## Edit Citation

- Complete the necessary fields on the **Citation/Enforcement Activities** page to search for the **Citation** you want to **Edit**.

**Citation Search** Add Citation

TICKET # <input type="text"/>	ENFORCEMENT TYPE -Select- ▼	ISSUING AGENCY All Agencies ▼
PLAINTIFF <input type="text"/>	LOCATION TYPE -Select- ▼	CITY -Select- ▼
COUNTY -Select- ▼	INDEX ID <input type="text"/>	
ENFORCEMENT DATE FROM <input type="text"/>	ENFORCEMENT TIME FROM <input type="text"/>	ENFORCEMENT DATE TO <input type="text"/>
FILED DATE FROM <input type="text"/>	FILED TIME FROM <input type="text"/>	FILED DATE TO <input type="text"/>
FILED TIME TO <input type="text"/>		

**Charges**

CHARGES

SELECTED CHARGES Double Click to Remove

NATURE OF OFFENSE

**Citing Officer**

FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>	BADGE # <input type="text"/>
------------------------------------	-----------------------------------	---------------------------------

ADDITIONAL SEARCH CRITERIA  
-Select- ▼

Go Back
Reset
Search

The **Nature of Offense** field is free text that allows you to enter additional charging information not contained in the Charge Code LOV. For agencies having an interface that imports citation data into Online RMS from an *eCitation System*, the **Nature of Offense** field contains charging descriptions as entered in the *eCitation System* when a charge code does not exist in Online RMS.

The **Additional Search Criteria** allows you to include information from a specific section, if needed. Additional search fields appear if you choose one of the available options from the list.

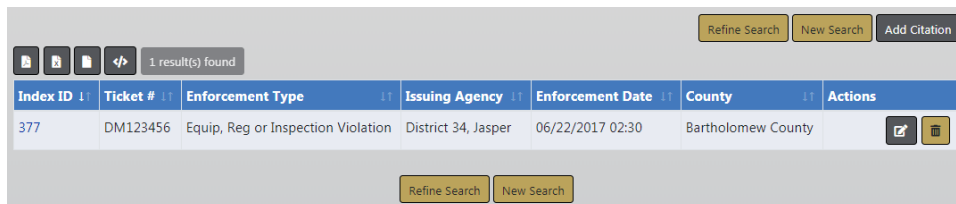
**ADDITIONAL SEARCH CRITERIA**




-- Select --

- Location
- People
- Officers
- Vehicles
- Gangs
- Organizations
- Custom Fields

**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.

- Click the **Search** button to display the **Search Citations** results grid with a list of records matching the search criteria.






Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew 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 31.

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 444.

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 458.

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.

- 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.

**Citation / Enforcement Details**

Highlighted fields are required for racial profiling

Go Back Duplicate Print

INDEX ID: 397

TICKET #: T12445652

ENFORCEMENT TYPE: Parking Meter

ISSUING AGENCY: District 42, Versailles

PLAINTIFF: The People of the State of Maryland

LOCATION TYPE: -- Select --

CITY: -- Select --

COUNTY: Benton

ENFORCEMENT DATE: 03/14/2019 1404

FILED DATE: 03/14/2019 1404

TOWNSHIP RD:

Fields

STOP ID:

Save

Person Quick Search Advanced Search

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 457.

Click on the **Print** button to print the **Citation**. For more information refer to "Print Citation" on page 459.

4. Complete all applicable sections. For detailed instructions see "Enter or Update Citation Details" on page 451.

## View Citation

1. Complete the necessary fields on the **Citation Search** page to search for the **Citation** you want to **View**.

**Citation Search** Add Citation

<b>TICKET #</b> <input type="text"/>	<b>ENFORCEMENT TYPE</b> -Select- ▼	<b>ISSUING AGENCY</b> All Agencies ▼	
<b>PLAINTIFF</b> <input type="text"/>	<b>LOCATION TYPE</b> -Select- ▼	<b>CITY</b> -Select- ▼	
<b>COUNTY</b> -Select- ▼	<b>INDEX ID</b> <input type="text"/>		
<b>ENFORCEMENT DATE FROM</b> <input type="text"/>	<b>ENFORCEMENT TIME FROM</b> <input type="text"/>	<b>ENFORCEMENT DATE TO</b> <input type="text"/>	<b>ENFORCEMENT TIME TO</b> <input type="text"/>
<b>FILED DATE FROM</b> <input type="text"/>	<b>FILED TIME FROM</b> <input type="text"/>	<b>FILED DATE TO</b> <input type="text"/>	<b>FILED TIME TO</b> <input type="text"/>

**Charges**

CHARGES

SELECTED CHARGES Double Click to Remove

NATURE OF OFFENSE

**Citing Officer**

<b>FIRST NAME</b> <input type="text"/>	<b>LAST NAME</b> <input type="text"/>	<b>BADGE #</b> <input type="text"/>
---	--	--

ADDITIONAL SEARCH CRITERIA  
-Select- ▼

Go Back Reset Search

- Click the **Search** button to display the **Search Citations** results grid with a list of records matching the search criteria.

Refine Search New Search Add Citation

1 result(s) found

Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew County	

Refine Search New Search

- 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 459.

## 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 63.

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

**Person** Quick Search Advanced Search

**Racial Profiling**

PERCEIVED RACE: -- Select --

RACE KNOWN AT TIME OF STOP: ☐

DURATION OF STOP: -- Select --

TYPE OF SEARCH: -- Select --

ARRESTED: -- Select --

CONTRABAND FOUND: -- Select --

RESULT OF STOP: -- Select --

USE OF PHYSICAL FORCE: -- Select --

COMMENT:

Save

**Vehicle** Quick Search Advanced Search

**Location** Quick Search Advanced Search

**Organization** Quick Search Advanced Search

The Enforcement Type determines whether or not the racial profiling fields appear

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:

SEX: --Sex--

RACE: --Race--

DRIVERS LICENSE:

Reset Search

Close Advanced Search / Add

#### Vehicle Example

Quick Search

VIN:

LICENSE PLATE:

LICENSE STATE: --Select--

Reset Search

Close Advanced Search / Add



## 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 Add Person

**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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL SEARCH CRITERIA		SEARCH PREFERENCE
<input type="text"/>		<input type="button" value="ALL"/> <input type="button" value="ANY"/>
<input type="button" value="Search External Systems"/>		
<input type="button" value="Go Back"/> <input type="button" value="Reset"/> <input type="button" value="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="button" value="ALL"/> <input type="button" value="ANY"/>
ADDITIONAL SEARCH CRITERIA		
<input type="text"/>		
<input type="button" value="Search External Systems"/>		
<input type="button" value="Go Back"/> <input type="button" value="Reset"/> <input type="button" value="Search"/>		

## Racial Profiling

The **Enforcement Type** determines whether or not the Racial Profiling fields appear. For example, the fields appear when *Ordinance Violation* is chosen, but not for *Parking Meter*.

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 205.

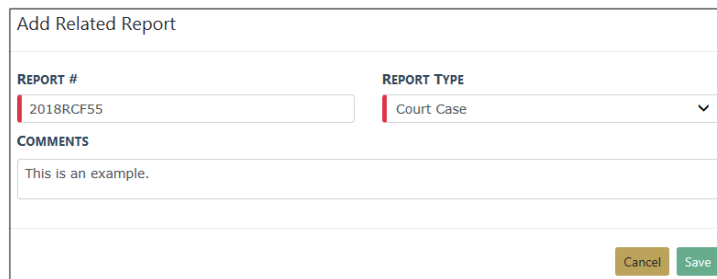
## Relate Citations

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.

Index ID	Ticket Number	Enforcement Date	Enforcement Type	Agency	Actions
393	2018CL01	02/08/2019 16:00	Parking Meter	District 42, Versailles	

## 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**.

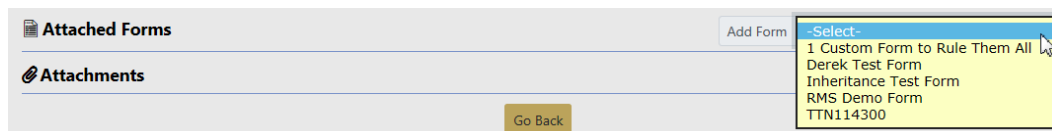


The 'Add Related Report' form contains the following fields:

- REPORT #**: A text input field containing '2018RCF55'.
- 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 shows a list of forms and an 'Add Form' button. The dropdown menu is open, showing the following options:

- Select-
- 1 Custom Form to Rule Them All
- Derek Test Form
- Inheritance Test Form
- RMS Demo Form
- 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 51.

## 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.

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:

- 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 446.

## Delete Citation

On rare occasions you may need to delete a **Citation**, if you have proper permissions to do so.

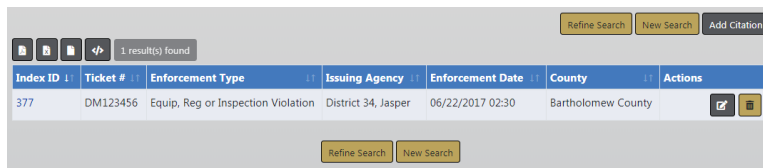
- Complete the necessary fields on the **Citation Search** page to search for the **Citation** you want to **Delete**. For more information on searching for a Citation, refer to "Edit Citation" on page 446.


The screenshot shows the 'Citation Search' form. At the top right is an 'Add Citation' button. The form is divided into several sections:
 


- Ticket #**: A text input field.
- ENFORCEMENT TYPE**: A dropdown menu with '-Select-' as the current value.
- ISSUING AGENCY**: A dropdown menu with 'All Agencies' as the current value.
- PLAINTIFF**: A text input field.
- LOCATION TYPE**: A dropdown menu with '-Select-' as the current value.
- CITY**: A dropdown menu with '-Select-' as the current value.
- COUNTY**: A dropdown menu with '-Select-' as the current value.
- INDEX ID**: A text input field.
- ENFORCEMENT DATE FROM**: A date picker.
- ENFORCEMENT TIME FROM**: A time input field.
- ENFORCEMENT DATE TO**: A date picker.
- ENFORCEMENT TIME TO**: A time input field.
- FILED DATE FROM**: A date picker.
- FILED TIME FROM**: A time input field.
- FILED DATE TO**: A date picker.
- FILED TIME TO**: A time input field.
- Charges**: A section with a 'CHARGES' input field and a 'SELECTED CHARGES Double Click to Remove' list area.
- NATURE OF OFFENSE**: A text input field.
- Citing Officer**: A section with 'FIRST NAME', 'LAST NAME', and 'BADGE #' input fields.
- ADDITIONAL SEARCH CRITERIA**: A dropdown menu with '-Select-' as the current value.

 At the bottom are three buttons: 'Go Back', 'Reset', and 'Search'.

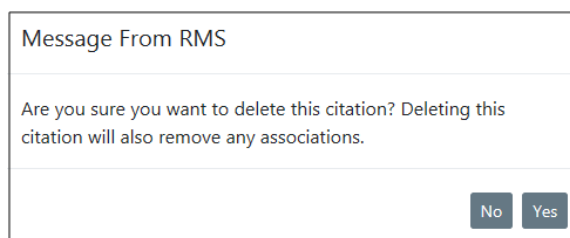
- Click the **Search** button to display the **Search Results** page with a list of records matching the search criteria.



Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew 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.



Message From RMS

Are you sure you want to delete this citation? Deleting this citation will also remove any associations.

No Yes

- Click **Yes** to delete or click **No** to return to the search results without deleting. If you clicked **Yes**, a comment window appears.



Delete Citation Comments

DELETE COMMENT

Created in error.

Cancel 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 446.

For more information on viewing a citation refer to "View Citation" on page 449.

- Click the **Print** button while on the **Edit Citation/Enforcement Activity** page or the **View Enforcement** page.

**Citation / Enforcement Details** ☐ Highlighted fields are required for racial profiling

2. A PDF file downloads to your machine.
3. Click on the file to open the PDF in a new tab.
4. Click on the **Print** icon to print.

Online RMS :: Edit citation x Citation.pdf x

File | C:/Users/Christine%20Saur/Downloads/Citation.pdf

Citation.pdf 1 / 1

FOR OFFICIAL USE ONLY (FOUO) DM12345

**Indiana State Police**  
Citation / Enforcement Activity Report  
100 Senate Avenue Indianapolis, IN 46204  
Phone: (317) 899 - 8293 Fax: (317) 233 - 3057

**Citation / Enforcement Details**

Ticket #	Enforcement Type	Issuing Agency	Plaintiff
DM12345	FEDERAL CODE	District 42, Versailles	The People of the State of Maryland
Location Type	City	County	Township Rd
		Adams	No
Enforcement Date	Filed Date		
09/04/2019 11:19	09/05/2019 11:18		

**Violations**

Posted Speed	Actual Speed	Methods

**Officers**

Badge #	Name	Agency	Role
9696	Greg Wright	District 42, Versailles	Citing

**Bond**

Bond Type	Bond Amount	Appearance Date	Must Appear
			No

5. Click the **X** on the tab heading to close the tab.



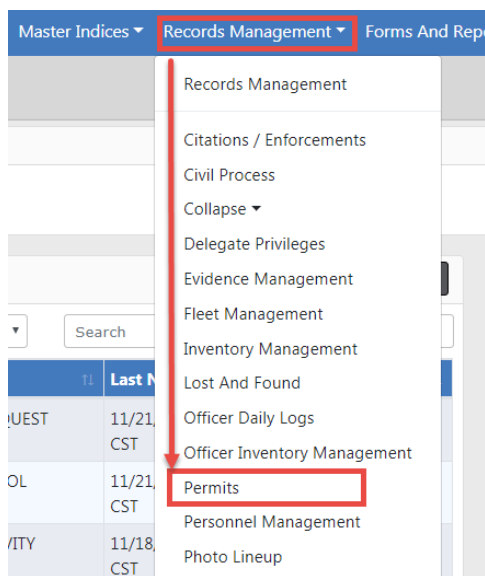
# Chapter 25. Permits

## Permits Overview

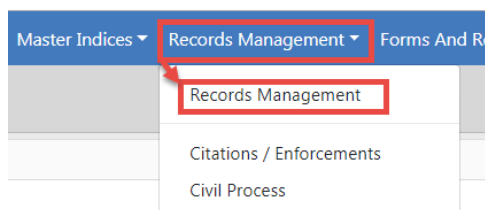
The **Permits** module allows you to view, create, or modify permit information. **Permits** include alcohol permits, bicycle licenses, burning permits, gun purchase permits, parking permits and so forth. The type of permits is controlled by the Agency Administrator.

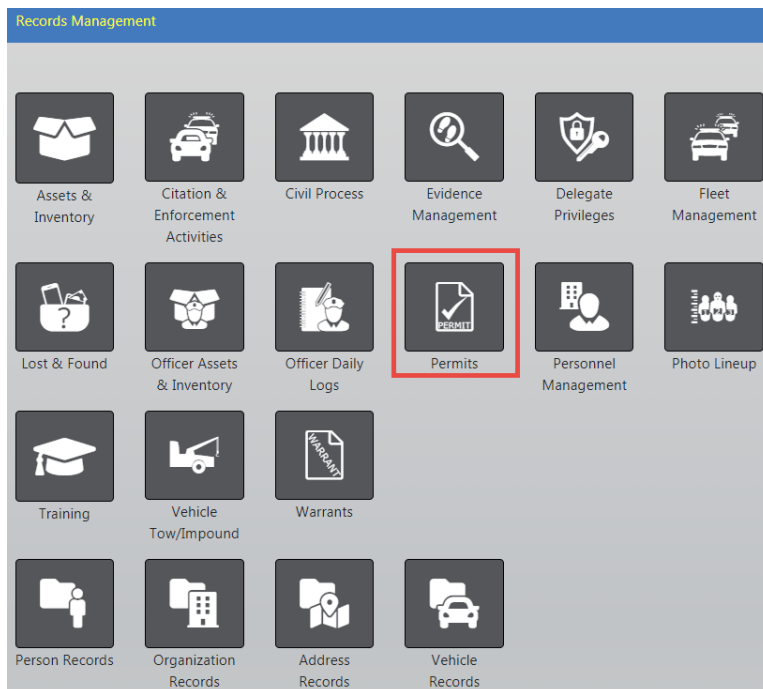
There are two ways to access the **Permit** module:

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.

A screenshot of the 'Permit Search' form. The form has a header 'Permit Search' and an 'Add Permit' button. It contains several search criteria: 'PERMIT #' (text input), 'AGENCY' (dropdown menu with 'All Agencies' selected), 'PERMIT TYPE' (dropdown menu with '-Select-' selected), 'PURCHASE TYPE' (dropdown menu with '-Select-' selected), 'STATUS' (dropdown menu with '-Select-' selected), 'REASON' (dropdown menu with '-Select-' selected), and 'PERMIT ID' (text input). There is a 'SHOW DATE CRITERIA' checkbox and an 'ADDITIONAL SEARCH CRITERIA' dropdown menu with '- Select -' selected. At the bottom, there are 'Go Back', 'Reset', and 'Search' buttons.

## 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 down arrow 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.

[Refine Search](#) [New Search](#) [Add Permit](#)

5 result(s) found

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:	DOWNNS	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	

[Refine Search](#) [New Search](#)

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' form with fields for Permit #, Agency (All Agencies), Permit Type (-Select-), Purchase Type (-Select-), Status (-Select-), Reason (-Select-), and Permit ID. A checkbox for 'SHOW DATE CRITERIA' is at the bottom left. The 'Add Permit' button is in the top right corner, highlighted with a red rectangle.

- The **Add Permit** button on the *Permit Search Results* page.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>129 result(s) found</div> </div> <div> <div>Refine Search</div> <div>New Search</div> <div>Add Permit</div> </div>				
<div>Previous 1 Next</div>				
Permit #	Agency	Permit Info	Last Name	First Name
120	District 42, Versailles	Permit#:X;Type:BURNING PERMIT;Status:RENEWAL;Reason:APPLICANT DOES NOT MEET REQUIREMENTS;App Date:	Kid	Bill

For search details, refer to "Search Permits" on page 462.

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.

Go Back

PERMIT #

AGENCY

District 42, Versailles

PERMIT TYPE

PERMIT STATUS

PERMIT REASON

-Select-

-Select-

-Select-

PURCHASE TYPE

APPLICATION DATE

-Select-

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 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.

Mug Shot Search - By Physical Description Add Person





**Person**

LAST NAME	FIRST NAME	MIDDLE NAME
TITLE	DOB	AGE
RACE	SEX	INDEX ID


Refine Search New Search Add Person Online RMS Statewide Search

**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	 
Jones	Frank 1			M	W				Primary Name	883	 

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 74 in the *Master Indices* module.

When you make a selection the *Add Permit Person* page opens.

Add Permit Person

Update Detail

LAST NAME Jones	FIRST NAME Frank	SEX Male	RACE White	ETHNICITY Unknown	INDEX ID 805
--------------------	---------------------	-------------	---------------	----------------------	-----------------

Additional Information

ROLE

Select-

GOVT. APPLICANT  
GUN APPLICANT  
MERCHANT/BUSINESS APPLICANT  
OTHER APPLICANT  
PEDLER/NON-RESIDENT  
RESIDENT APPLICANT  
TAXICAB DRIVER

DATE OF INFO

3/14/2019

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.





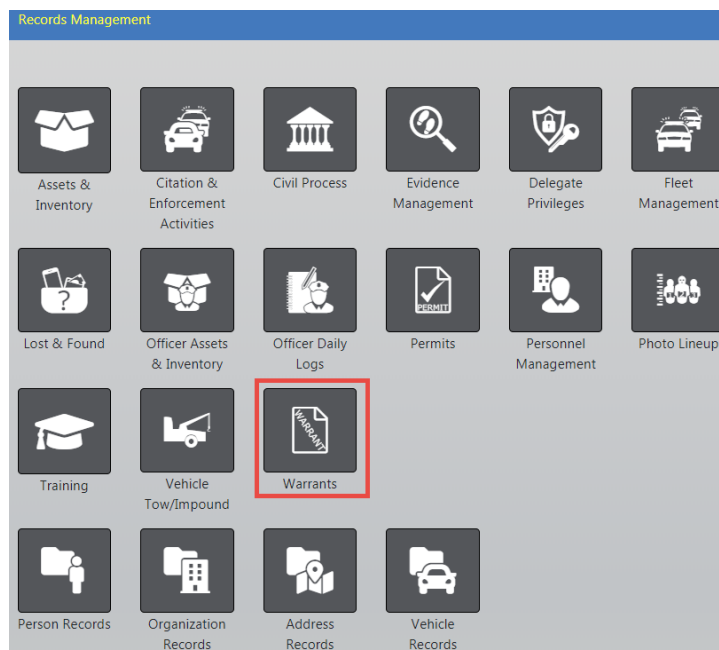
# Chapter 26. Warrants

## Warrants Overview

The **Warrants** module handles the workflow of warrants in the 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.

Or click *Records Management* on the navigation bar, click the **Records Management** option from the drop-down menu, then click the **Warrants** icon/link.



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** View Delete Log + Add Warrant

LAST NAME <input type="text"/>	FIRST NAME <input type="text"/>	DOB <input type="text"/>
PERSON INDEX ID <input type="text"/>	WARRANT INDEX ID <input type="text"/>	WARRANT TYPE -Select-
AGENCY All Agencies	ORIGINAL / CHARGING AGENCY <input checked="" type="radio"/> SELECT <input type="radio"/> SPECIFY -Select-	STATUS Active
ISSUING COURT <input checked="" type="radio"/> SELECT <input type="radio"/> SPECIFY -Select-	JUDGE <input type="text"/>	PLAINTIFF <input type="text"/>
STATE WARRANT ID <input type="text"/>	BOND TYPE -Select-	REFERENCE TYPE -Select-
NCIC # <input type="text"/>	BOND AMOUNT <input type="text"/>	REFERENCE # <input type="text"/>
INCIDENT REPORT # <input type="text"/>	WARRANT # <input type="text"/>	

You can view the warrant delete log or add a warrant from the Warrant Search page. For more information on search warrants, refer to "Warrant Search" below.

## Warrant Search

The **Warrant Search** page allows you to search for a group of warrants or a specific warrant. You can also *View Delete Log* and *Add Warrant* from this page by clicking on the respective links on the top right of the page.



For more information on deleting a warrant, refer to "Delete Warrant" on page 490.

For more information on adding a warrant, refer to "Add Warrant" on the facing page.

**Warrant Search** View Delete Log + Add Warrant




LAST NAME <input type="text"/>	FIRST NAME <input type="text"/>	DOB <input type="text"/>
PERSON INDEX ID <input type="text"/>	WARRANT INDEX ID <input type="text"/>	WARRANT TYPE -Select-
AGENCY All Agencies	ORIGINAL / CHARGING AGENCY <input checked="" type="radio"/> SELECT <input type="radio"/> SPECIFY -Select-	STATUS Active
ISSUING COURT <input checked="" type="radio"/> SELECT <input type="radio"/> SPECIFY -Select-	JUDGE <input type="text"/>	PLAINTIFF <input type="text"/>
STATE WARRANT ID <input type="text"/>	BOND TYPE -Select-	REFERENCE TYPE -Select-
NCIC # <input type="text"/>	BOND AMOUNT <input type="text"/>	REFERENCE # <input type="text"/>
INCIDENT REPORT # <input type="text"/>	WARRANT # <input type="text"/>	

On 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.

1 Result(s) Found								
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.

Select the **Edit** icon  to update the warrant. For more information refer to "Edit Warrant" on page 474.

Select the **Delete** icon  to delete the warrant. For more information refer to "Delete Warrant" on page 490.

## 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** button 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 74 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 63.

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](#)

<b>LAST NAME</b> Jackson-Smith	<b>FIRST NAME</b> Henrietta	<b>MIDDLE NAME</b> Francine	<b>DOB</b> 10/20/2005 (Age: 13) <b>JUVENILE</b>	<b>SEX</b> Female	<b>RACE</b> White	
<b>ETHNICITY</b> Hispanic or Latino	<b>DRIVER'S LICENSE #</b> CO1234545	<b>DRIVER'S LICENSE STATE</b> Colorado	<b>SSN</b> 111-11-1111	 (1/2)  01/17/2019		
<b>ALIASES</b> JS (Alias), Henry (Alias), HEYHEY Framk(Nickname)						
<b>RESIDENCE PHONE</b> (111)-111-1111	<b>CELL PHONE</b> (222)-222-2222	<b>E-MAIL</b> email@work.com	<b>ADDRESS (RESIDENCE)</b> 456 Main STCT Apartment #100 Littleton, CA 12345			
<b>HEIGHT</b> 5' 02"	<b>WEIGHT</b> 120	<b>EYE COLOR</b> Black	<b>HAIR COLOR</b> Black	<b>COMPLEXION</b> Sallow	<b>PLACE OF BIRTH</b> United States of America	
<b>CITIZENSHIP</b> United States of America	<b>GANGS</b> Automation Boys(Inactive)		<b>EMPLOYER NAME</b> All Blacks Rugby	<b>SCHOOL</b> A School (No Yrs: 1)		
<b>CAUTION CODES:</b> <b>Escape Risk, Illegal Alien</b>			<b>INDEX ID</b> 1125			

**SELECT AN ALIAS**

Henrietta Francine Jackson-Smith - (10/20/2005) - Primary Name

**Warrant**

<b>WARRANT TYPE</b> -Select-	<b>AGENCY</b> Indiana State Police	<b>RECEIVED DATE</b> <input type="text"/>	<b>STATUS</b> Initial
<b>ISSUING COURT</b> <input checked="" type="radio"/> SELECT COURT <input type="radio"/> SPECIFY COURT -Select-		<b>ISSUE DATE</b> <input type="text"/>	<b>ISSUE TIME</b> <input type="text"/>
<b>JUDGE</b> <input type="text"/>	<b>PLAINTIFF</b> The People of the State of Maryland	<b>STATE</b> Indiana	

You may *View Person Summary* data or *Update Person Details* by clicking on the links provided.

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.

<b>Incidents</b>	<a href="#">+ Add Incident</a>
<b>Calls For Service</b>	<a href="#">+ Add Call</a>

### 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.

The screenshot shows the 'WARRANT CHARGE' section of a software interface. A search bar at the top contains the text 'fraud'. Below the search bar, a list of results is displayed, each with a date range and a description: '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', and '3-14-2-1 - 3-14-2-1 ELECTION- FRAUDULENT APPLICATION FOR REGISTRATION OR ABSENTEE BALLOT/FRAUDULENT VOTING'. To the right of the list is a green button labeled 'Charge'. Below the list is a field labeled 'REFERENCE NUMBER'.


Enter the **Charging Agency** section, if applicable.

The screenshot shows the 'Charging Agency' section. It has a header 'Charging Agency' and two radio buttons: 'ORIGINAL / CHARGING AGENCY' (selected) and 'SELECT AGENCY' (unselected). Below the radio buttons is a dropdown menu with the text 'District 42, Versailles' selected. To the right of the dropdown menu is a small icon of three horizontal lines.

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 470.


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**
[View Person Summary](#) [Update Details](#)



 (1/2) 01/17/2019 

<b>LAST NAME</b> Jackson-Smith	<b>FIRST NAME</b> Henrietta	<b>MIDDLE NAME</b> Francine	<b>DOB</b> 10/20/2005 (Age: 14) <b>JUVENILE</b>	<b>SEX</b> Female	<b>RACE</b> White
<b>ETHNICITY</b> Hispanic or Latino	<b>DRIVER'S LICENSE #</b> CO1234545	<b>DRIVER'S LICENSE STATE</b> Colorado	<b>SSN</b> 111-11-1111		
<b>ALIASES</b> JS (Alias), Henry (Alias), HEYHEY Frank(Nickname)					
<b>RESIDENCE PHONE</b> (111)-111-1111	<b>CELL PHONE</b> (222)-222-2222	<b>E-MAIL</b> email@work.com	<b>ADDRESS (RESIDENCE)</b> 456 Main STCT Apartment #100 Littleton, CA 12345		
<b>HEIGHT</b> 5' 02"	<b>WEIGHT</b> 120	<b>EYE COLOR</b> Black	<b>HAIR COLOR</b> Black	<b>COMPLEXION</b> Sallow	<b>PLACE OF BIRTH</b> United States of America
<b>CITIZENSHIP</b> United States of America	<b>GANGS</b> Automation Boys(Inactive)		<b>EMPLOYER NAME</b> All Blacks Rugby	<b>SCHOOL</b> A School (No Yrs: 1)	
<b>CAUTION CODES:</b> Escape Risk, Illegal Alien			<b>INDEX ID</b> 1125		

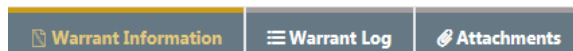
The *Edit Warrant* page contains up to eight action buttons on the top right of the window:

[Go Back](#) [Delete](#) [Duplicate](#) [Activate](#) [Print](#) [Comment](#) [Serve Warrant](#) [Save](#)

- **Go Back** returns to the previous page.
- **Delete** a warrant, refer to "Delete Warrant" on page 490.
- **Duplicate** a warrant, refer to "Duplicate Warrant" on page 479.
- **Activate** a warrant from initial status, refer to "Activate Warrant" on page 481.
- **Print** a warrant, refer to "Print Warrant Report" on page 489.
- Log a **Comment**, refer to "Warrant Log" on page 486.
- To **Serve Warrant**, refer to "Serve Warrant" on page 483.
- **Save** applies your updates to the database.

**Note:** The appearance of the action buttons are controlled by the warrant Status. For example, the Serve Warrant button does not appear when the warrant status is Served.

The *Edit Warrant* page contains three tabs:



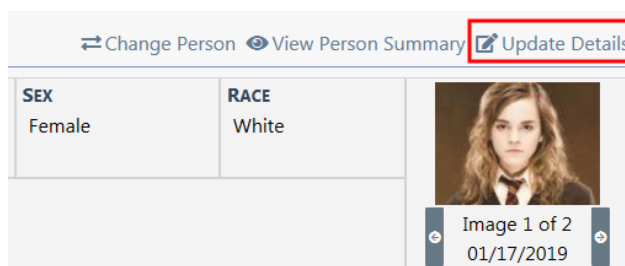
- For information on the Warrant Information tab, refer to "Warrant Information Tab" below.
- For information on the Warrant Log tab, refer to "Warrant Log Tab" on page 478.
- For information on the Attachments tab, refer to "Attachments Tab" on page 479.

## 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 486, and for information on **Warrant Attachments** tab refer to "Warrant Attachments" on page 488.

### Choose or Add Alias Name

Select the down arrow 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.





Person Details

Go Back Visualization Tool Create Photo Lineup View Summary Subscribe

Image 1 of 2  
01/17/2019

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.

Alias

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.



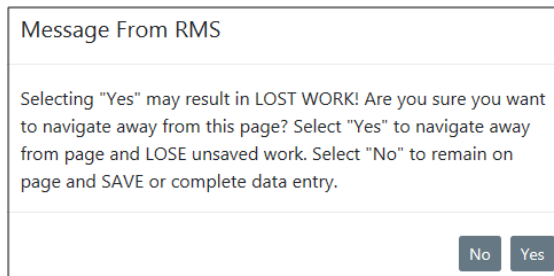
Page down on the *Edit Warrant* screen for other associated data, such as Service Addresses, Warrant Information, Incidents, Calls, Officers, Field Arrests, Charges, and Charging Agency information. You can view, update, add, or delete associated data if you have been given access to do so. For more 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.



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 Tab

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 486 for more information.

The screenshot shows the 'Warrant Log' tab selected. At the top, there are buttons: Go Back, Delete, Duplicate, Activate, Print, Comment, Serve Warrant, and Save. Below these are tabs for Warrant Information, Warrant Log (selected), and Attachments. A search bar is present with the text 'Show 10 entries' and a search input field. A table displays the log entries:

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	

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: Previous, 1, Next.


## Attachments Tab

The screenshot shows the 'Attachments' tab selected. At the top, there are buttons: Go Back, Delete, Duplicate, Activate, Print, Comment, Serve Warrant, and Save. Below these are tabs for Warrant Information, Warrant Log, and Attachments (selected). There is a section for 'Attached Forms' with a dropdown menu set to '-Select-'. Below that is a section for 'Attachments' with an 'Add Attachment' button.

Refer to "Warrant Attachments" on page 488 for more information.


## Duplicate Warrant

Users with proper permissions can duplicate warrants. For more information on permissions, refer to your system administrator.

From the *Warrant Search Results* page, select the Edit icon  icon in the *Actions* column of the Warrant you want to delete. For more information on searching for a warrant, refer to "Warrant Search" on page 470.

The *Edit Warrant* page appears.

The screenshot shows the 'Edit Warrant' page. At the top, there are buttons: Go Back, Delete, Duplicate (highlighted), Activate, Print, Comment, Serve Warrant, and Save. Below these are tabs for Warrant Information, Warrant Log, and Attachments. The main section is titled 'Person Information' and includes links for 'Change Person', 'View Person Summary', and 'Update Details'. A form displays the following information:

LAST NAME	FIRST NAME	SEX	RACE	ETHNICITY	 (2/10) 10/22/2018
ALLEN	BOB	Male	White	Unknown	
ALIASES		ADDRESS (RESIDENCE)			
bobby Allen(Nickname)		2924 East 1250 South Building #99 Battle Ground, IN 47920			
HEIGHT					
2' 03"					
WEIGHT	EYE COLOR	HAIR COLOR	COMPLEXION	EMPLOYER NAME	INDEX ID
150	Brown	Black	Albino	All Blacks Rugby	949

Click on the **Duplicate** button at the top of the page to select items to duplicate.

Click the **Add Original Person** button to add the person on the original warrant, or click **Add Person** to add a different person.


If you clicked **Add Person**, the person search window appears. Search for and select the person to add them to the duplicate warrant. Repeat as needed until all names have been added.


In addition to core warrant data, select the available options to duplicate.

Click the **Duplicate** button to display a confirmation window.

Click **Yes** to duplicate, or click **No** to close the window without duplicating.


If you clicked **Yes**, a *Warrant Successfully Duplicated* window appears listing any errors that may have occurred.

<div>Back To Original Warrant</div> <div>Warrant Successfully Duplicated. Each duplicated warrant will appear below. Should any errors have occurred, they will be listed below too.</div>			
Warrant Index Id #	Person	Errors	Actions
350	<b>Name:</b> Ken Aaberg <b>Sex:</b> Female <b>Race:</b> Middle Eastern <b>DOB:</b> 07/09/1975 (Age:43)	No Errors	

Click **Back to Original Warrant**, or click the edit icon  in the actions column to edit the duplicated warrant.

## Activate Warrant

Users with proper permissions can activate warrants from an *Initial Status*. For more information on permissions, refer to your system administrator.

From the *Warrant Search Results* page, select the Edit icon  icon in the *Actions* column of the Warrant you want to delete. For more information on searching for a warrant, refer to "Warrant Search" on page 470.

The *Edit Warrant* page appears. Click on the **Activate** button at the top of the page.

Go Back	Delete	Duplicate	Activate	Print	Comment	Serve Warrant	Save
---------	--------	-----------	----------	-------	---------	---------------	------

Warrant Information


Warrant Log

Attachments

Change Person

View Person Summary

Update Details

LAST NAME ALLEN	FIRST NAME BOB	SEX Male	RACE White	ETHNICITY Unknown	 (2/10) 10/22/2018
ALIASES bobby Allen(Nickname)		ADDRESS (RESIDENCE) 2924 East 1250 South Building #99 Battle Ground, IN 47920			
HEIGHT 2' 03"					
WEIGHT 150	EYE COLOR Brown	HAIR COLOR Black	COMPLEXION Albino	EMPLOYER NAME All Blacks Rugby	
					INDEX ID 949


A *Warrant Successfully Activated and Updated* message briefly appears across the top of the page. The **Activate** button no longer appears at the top of the page, and the warrant **Status** changed from *Initial* to *Active*.

Go Back Delete Duplicate Print Comment Serve Warrant Save

The Activate button is no longer available

Warrant Information Warrant Log Attachments



Person Information Change Person View Person Summary Update Details

LAST NAME ALLEN	FIRST NAME BOB	SEX Male	RACE White	ETHNICITY Unknown	 (2/10) 10/22/2018
ALIASES bobby Allen(Nickname)		ADDRESS (RESIDENCE) 2924 East 1250 South Building #99 Battle Ground, IN 47920			
HEIGHT 2' 03"					
WEIGHT 150	EYE COLOR Brown	HAIR COLOR Black	COMPLEXION Albino	EMPLOYER NAME All Blacks Rugby	INDEX ID 949

SELECT AN ALIAS

BOB ALLEN - Primary Name

Service Addresses Select Service Address

Location	Comments	Primary	Actions
2924 East 1250 South Building #99 Battle Ground, IN 47920		Yes	 

Warrant

INDEX ID 349	WARRANT NUMBER MATT2019064
WARRANT TYPE City Ordinance	AGENCY Indiana State Police
RECEIVED DATE	STATUS Active
ISSUING COURT -Select-	ISSUE DATE 03/14/2019

When the warrant status is *Active*, an automatic Caution Flag appears on the master person index record:

Go Back Visual

Person Details

  
(7/13)  
10/22/2018

WARNING - Active Warrants Found

2 1 1 1 1 1 3 1 1 26

INDEX ID  
949

SECURITY LEVEL  
Level 3 - No Access to Data

LAST NAME  
ALLEN

FIRST NAME  
BOB

For more information on master index records, refer to "Master Indices Overview" on page 63.

**NOTE:** When the warrant **Status** changes from *Active*, the Caution Flag is removed from the master person index record automatically.

The change in status also posted to the Warrant Log. Click on the **Warrant Log** tab to view the entry. For more information about log entries, refer to "Warrant Log" on page 486.

Go Back Delete Duplicate Print Comment Serve Warrant Save

Warrant Information **Warrant Log** Attachments


Show 10 entries Search:

Add Log Entry

Creator	Date Created	Type	Log Entry	Actions
Saur, Christine, ID# SAUR111	03/15/2019 09:34	Warrant Modified	Old Status: Initial New Status: Active	

Apply other necessary updates to the warrant as needed, then click **Save**. For more information on editing the warrant, refer to "Edit Warrant" on page 474.

## 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 470.


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 [View Person Summary](#) [Update Details](#)

LAST NAME Jackson-Smith	FIRST NAME Henrietta	MIDDLE NAME Francine	DOB 10/20/2005 (Age: 14) <b>JUVENILE</b>	SEX Female	RACE White	 (1/2) 01/17/2019
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVER'S LICENSE STATE Colorado	SSN 111-11-1111			
ALIASES JS (Alias), Henry (Alias), HEYHEY Frank(Nickname)						
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: <b>Escape Risk, Illegal Alien</b>			INDEX ID 1125			

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, Versailles

DATE / TIME SERVED

03/14/2019 1545

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 a red triangle 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 63.

Person Search Results

Refine Search

New Search


Add Person

Online RMS Statewide Search

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
<div> <div></div> <div>Jackson-Smith</div> </div>	Henrietta	Francine	I	F	W	10/20/2005	111-11-1111	co1234545 123454	Primary Name	1125	<div></div>

Refine Search

New Search

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	<a href="#">i</a>		06/23/2016
267	All Other	Pending Service	<a href="#">i</a>		04/13/2016
233	Indiana State Police	Served	<a href="#">i</a>	<a href="#">i</a>	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

### 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

### User Subscriptions

Access	1
Associate	1
Update	2

### 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.

<a href="#">Go Back</a> <a href="#">Print</a> <a href="#">Comment</a> <a href="#">Serve Warrant</a>			
<a href="#">Warrant Information</a> <a href="#">Warrant Log</a> <a href="#">Attachments</a>			
<b>WARNING - Active Cautions Found</b>			
<b>Person Information</b>		<a href="#">View Person Summary</a>	

Select the **Serve Warrant** button to open the *Serve Warrant* window.

Serve Warrant

SERVING OFFICER

Christine Saur(Badge #: SAUR111) - District 42, Versailles

DATE / TIME SERVED

03/14/2019 1545

COMMENTS

Warrant updated with status of served.

Cancel

Serve

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

Warrant activity is systematically logged for tracking purposes, and you have the ability to manually create a log entry.

A log entry is created automatically when the warrant is created, updated, deleted, etc. Each entry captures the user's name, date, type of change, and comments.

The **Warrant Log** tab is accessible through the *Edit Warrant* page. For more information, refer to "Edit Warrant" on page 474.

Go Back Delete Duplicate Activate Print **Comment** Serve Warrant Save

Warrant Information **Warrant Log** Attachments

Choose a method to log a comment

Search: **+ Add Log Entry**

Creator	Date Created	Type	Log Entry	Actions
Saur, Christine, ID# SAUR111	03/14/2019 16:54	Warrant Duplicated	Warrant Duplicated to Warrant Index Id #350	
Saur, Christine, ID# SAUR111	03/14/2019 09:30	Status Update	Warrant created with initial status of Initial	
Saur, Christine, ID# SAUR111	03/14/2019 09:30	Service Address Added	Address Added: 2924 East 1250 South Building #99 Battle Ground, IN 47920	

Showing 1 to 3 of 3 entries Previous 1 Next

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.

You can log your own comments one of two ways:

- Click on the **Comment** action button on the top of the page.
- Or click on the **Add Log Entry** hyperlink.

Click on the method of your choice 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.

Add Log

LOG DATE: 03/14/2019 1550 ACTION TYPE: -Select-

COMMENT: [Large yellow text area]

NOTIFY WARRANT AGENCY: ☐

NOTIFY OTHER USERS: [Text input]

SELECTED USERS: [Text input] Double Click to Remove

Cancel Save

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 Online RMS *Notification*. For more information on *Notifications* refer to "Notifications" on page 20.

<b>TYPE</b> WARRANT LOG	<b>PRIORITY</b> High
<b>SENDER</b> Simpson Homer	<b>SENT ON</b> 11/14/2018 02:39 PM CST
<b>DESCRIPTION</b> Warrant Id: 343; Person: Dobie Waterman; Warrant Type: Criminal Warrant; Warrant Status: Served; Log Type: Comment; Log Date: 11/14/2018 1439; Comment: new comment Event Date: 11/14/2018 14:39 Notified Users: [Tester 123, Greg Wright] Notified Roles: (Indiana State Police) [LEA_CLERK]	
<a>Delete</a> <a>Go Back</a> <a>Take Action</a>	

## 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 Online RMS.

Access the **Attachments** tab from the *Edit Warrant* page.

The screenshot shows the 'Edit Warrant' page with tabs for 'Warrant Information', 'Warrant Log', and 'Attachments'. The 'Attachments' tab is highlighted with a red box. Above the tabs are buttons: 'Go Back', 'Delete', 'Duplicate', 'Print', 'Comment', and 'Save'. Below the tabs, there is a section for 'Attached Forms' with an 'Add Form' button and a dropdown menu. Below that is the 'Attachments' section with an 'Add Attachment' button, also highlighted with a red box.

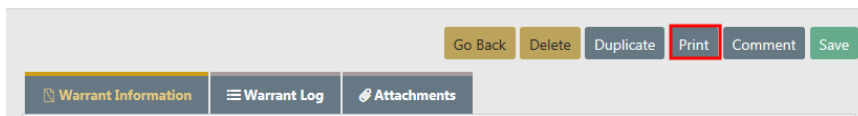
Select the **Add Attachments** link to open the *Add Attachment* page.

The screenshot shows the 'Add Attachment' page. It has a 'Go Back' button in the top right corner. On the left, there is a button labeled 'Instructions'. In the center, there is a large rectangular area with the text 'Drop Files Here, Or Click Here to Add Files'. In the bottom right corner, there is a 'Start Upload' button.

For details on adding Attachments refer to "Add Attachments" on page 51.

# 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 PDF file downloads to your machine.
3. Click on the file to open the PDF in a new tab.

The screenshot shows a web browser window with the file 'WarrantReport.pdf' open. The form is titled 'Indiana State Police Warrant Report' and contains the following sections:


- Person Information:** Includes fields for Index ID (1125), Name (Jackson-Smith, Henrietta Francine), Sex (Female), Race (White), Ethnicity (Hispanic or Latino), DLA (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), and 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:** Includes Code (Illegal Alien), Comments, Date of Info (01/17/2019), Start Date (01/17/2019), Expire Date (01/17/2019), and Next Review Date.
- Warrant Information:** Includes Warrant Number (MATT2019062), Warrant Type (Criminal Show Cause), Status (Served), Bond Type, and Bond Amount.
- Extradition Details:** Includes Extradition Type (No Limitation) and Agency (District 42, Versailles).
- Original/Charging Agency:** Includes District 42, Versailles, State Warrant ID, NIC Number (347), Warrant Index ID, Expiration Date, Serving Officer (Christine Saur (Badge #: SAUR111) - District 42, Versailles), and 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:** Section for listing charges.
- Reference Numbers:** Includes Reference (123 - Docket #).

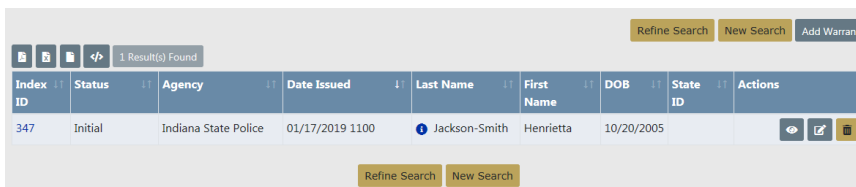
4. Click on the **Print** icon to print.
5. Click the **X** on the tab heading to close the tab.




## Delete Warrant

Users with proper permissions can delete warrants. For more information on permissions, refer to your system administrator.

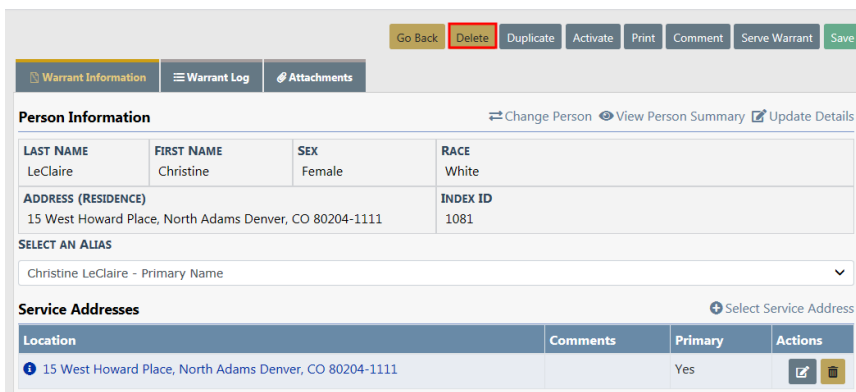
There are two ways to delete a warrant:

- From the *Warrant Search Results* page, click the **Delete** icon  in the *Actions* column. For more information on searching for a warrant, refer to "Warrant Search" on page 470.



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		  

- From the *Edit Warrant* page, click on the **Delete** button at the top of the page. For more information on editing a warrant, refer to "Edit Warrant" on page 474.





LAST NAME	FIRST NAME	SEX	RACE
LeClaire	Christine	Female	White

ADDRESS (RESIDENCE)	INDEX ID
15 West Howard Place, North Adams Denver, CO 80204-1111	1081

SELECT AN ALIAS

Christine LeClaire - Primary Name

Location	Comments	Primary	Actions
15 West Howard Place, North Adams Denver, CO 80204-1111		Yes	 

Whichever method you use, a *Delete Warrant* window appears.

Delete Warrant

**DELETE COMMENT**

Created in error.

Cancel Delete

Enter your **Delete Comment** then click the **Delete** button.

A *Warrant Successfully Deleted* message briefly appears across the top of the window, and a warrant delete log entry is created automatically with the deleted date, the user who deleted the warrant, comments, and other information. For instructions on accessing the Warrant Delete Log, refer to "View Warrant Delete Log" below.

## View Warrant Delete Log

The Warrant Delete Log is accessed through the *Warrant Search* page. Click on the **View Delete Log** hyperlink to open the *Warrant Delete Search* page. For more information on how to access the *Warrant Search* page, refer to "Warrant Search" on page 470.

**Warrant Search**
View Delete Log Add Warrant

<b>LAST NAME</b> <input type="text"/>	<b>FIRST NAME</b> <input type="text"/>	<b>DOB</b> <input type="text"/>
<b>PERSON INDEX ID</b> <input type="text"/>	<b>WARRANT INDEX ID</b> <input type="text"/>	<b>WARRANT TYPE</b> <input type="text" value="-Select-"/>
<b>AGENCY</b> <input type="text" value="All Agencies"/>	<b>ORIGINAL / CHARGING AGENCY</b> <input checked="" type="radio"/> <b>SELECT</b> <input type="radio"/> <b>SPECIFY</b> <input type="text" value="-Select-"/>	<b>STATUS</b> <input type="text" value="Active"/>
<b>ISSUING COURT</b> <input checked="" type="radio"/> <b>SELECT</b> <input type="radio"/> <b>SPECIFY</b> <input type="text" value="-Select-"/>	<b>JUDGE</b> <input type="text"/>	<b>PLAINTIFF</b> <input type="text"/>
<b>STATE WARRANT ID</b> <input type="text"/>	<b>BOND TYPE</b> <input type="text" value="-Select-"/>	<b>REFERENCE TYPE</b> <input type="text" value="-Select-"/>
<b>NCIC #</b> <input type="text"/>	<b>BOND AMOUNT</b> <input type="text"/>	<b>REFERENCE #</b> <input type="text"/>
<b>INCIDENT REPORT #</b> <input type="text"/>	<b>WARRANT #</b> <input type="text"/>	

Enter search criteria then click **Search** to display a results list. This is useful when searching for a specific person, warrant type, etc., as the delete log can get quite lengthy over time. To display all entries, click **Search** without entering criteria.

LAST NAME: alexander

FIRST NAME:

AGENCY: All Agencies

WARRANT TYPE: -Select-

WARRANT INDEX ID:

STATE WARRANT ID:

REFERENCE #:

REFERENCE TYPE: -Select-

DELETED DATE FROM:

DELETED DATE TO:

DELETED BY:

Export results to different file types

Go Back Reset Search

Warrant Index ID	Status	Issuing Agency	Last Name	First Name	Deletion Comment	Deleted By	Deleted Date
25	Expired	District 21, Toll Road - Sc	ALEXANDER	KAREN		Lauren, Ralph J	11/04/2014
11	Served	Indiana State Police	ALEXANDER	KAREN		Simpson, Homer	03/27/2015

You can export the results to PDF, Excel, CSV, or XML formats by clicking on one of the icons above the Warrant Index ID column. Hover your mouse over the icon to view the file format.

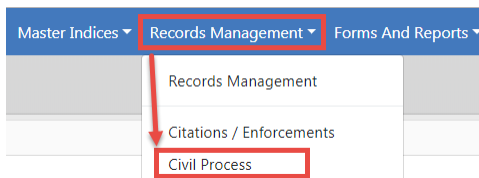


# Chapter 27. Civil Process

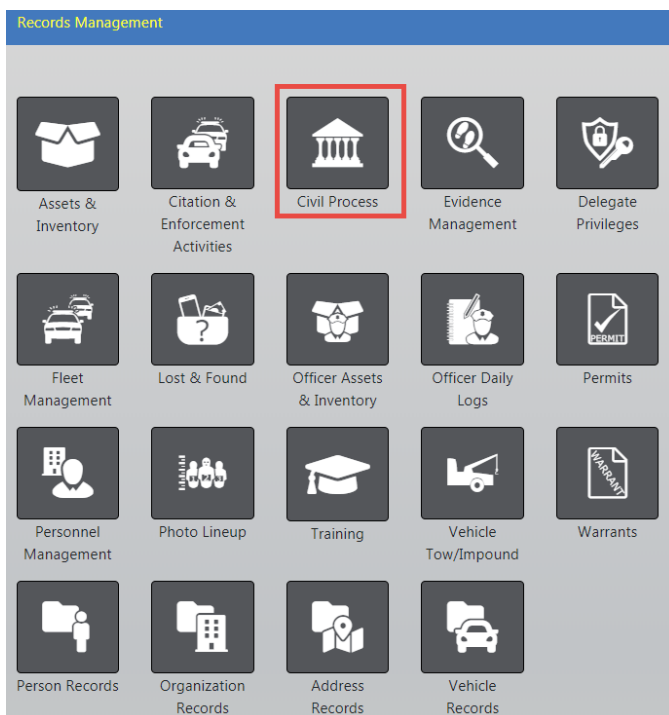
## Overview

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 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.

**Court Paper Search** 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-  
-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


359 result(s) found

Previous

1

Next

Court Paper ID	Type / Sub Type	Reference #s	Expiration Date	People / Organizations	Agency	Actions
383	Order/Child Support	<b>Circuit Clerk's Number:</b> 12345			District 42, Versailles 	
382	Summons/Domestic Violence	<b>Court Case Number:</b> CRT1255			District 42, Versailles 	
381	Summons/Civil	<b>Court Case Number:</b> 15EF45111			District 42, Versailles 	

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

Delete

Quick Print

Print

Court Paper Information

Court Paper Log

\$ Fee Audits

← Three tabs

### Court Paper

<b>COURT PAPER ID</b> <input type="text" value="350"/>	<b>STATUS</b> <input type="text" value="Open"/>	<b>COURT PAPER TYPE</b> <input type="text" value="Order"/>	<b>COURT PAPER SUB TYPE</b> <input type="text" value="Civil"/>
<b>ISSUING STATE</b> <input type="text" value="Indiana"/>	<b>ISSUING COUNTY</b> <input type="text" value="Allen County"/>	<b>AGENCY</b> <input type="text" value="District 42, Versal"/>	<b>AGENCY ONLY</b> <input type="checkbox"/>
<b>FILED DATE</b> <input type="text" value="04/19/2016"/>	<b>RECEIVED DATE</b> <input type="text" value="04/19/2016"/>	<b>SERVICE EXPIRATION DATE</b> <input type="text"/>	<b>SERVICE EXPIRATION TIME</b> <input type="text"/>
<b>PLAINTIFF</b> <input type="text" value="The People of the State of Maryland"/>			
<b>COMMENT</b> <input type="text"/>			

### Section A

Section A Help Message

<b>AUTO COMPLETE</b> <input type="text"/>	<b>CHECKBOX</b> <input type="checkbox"/>
<b>DATE AND TIME</b> <input type="text"/>	<b>SINGLE TEXT LINE</b> <input type="text"/>

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.

**Note:** The **Add Log Entry** hyperlink appears while in *Edit* mode, and not while in *View* mode.

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	<b>Person / Organization:</b> Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male <b>Status:</b> Active <b>Serving Person:</b> <b>Date Served:</b> 10/29/2014 1139 <b>Person Served:</b> <b>Serve Location:</b> <b>Comment:</b> Initial Status	
Brenda (cid super) Allens	10/29/2014 1138	Person / Organization Updated	<b>Person / Organization:</b> Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male <b>Status:</b> No Service - Bad Address <b>Serving Person:</b> CID Supervisor Brenda (cid super) Allen (Badge #: 20) <b>Date Served:</b> 10/28/2014 1100 <b>Serve Location:</b> 106 Orange ST Indianapolis, IN 46225 <b>Comment:</b> 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
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 to open the *Add Court Paper* screen.

**Add Court Paper** Go Back

**AGENCY**  
District 42, Versailles

**COURT PAPER TYPE**  
-Select-

**COURT PAPER SUBTYPE**  
-Select-

**ISSUING STATE**  
Indiana

**ISSUING COUNTY**  
-Select-

**PLAINTIFF**  
The People of the State of Maryland

**AGENCY ONLY**  
☐

**REFERENCE TYPE**  
-Select-

**REFERENCE NUMBER**

**FILED DATE**  
11/22/2019

**RECEIVED DATE**  
11/22/2019

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 Paper* 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](#)

🏠 Court Paper Information 📋 Court Paper Log 💰 Fee Audits

Three tabs

### Court Paper

<b>COURT PAPER ID</b> 382	<b>STATUS</b> Open	<b>COURT PAPER TYPE</b> Summons	<b>COURT PAPER SUB TYPE</b> Domestic Violence
<b>ISSUING STATE</b> Indiana	<b>ISSUING COUNTY</b> Benton County	<b>AGENCY</b> District 42, Versall	<b>AGENCY ONLY</b> <input type="checkbox"/>
<b>FILED DATE</b> 03/15/2019	<b>RECEIVED DATE</b> 03/15/2019	<b>SERVICE EXPIRATION DATE</b>	<b>SERVICE EXPIRATION TIME</b>
<b>PLAINTIFF</b> The People of the State of Maryland			
<b>COMMENT</b>			

### Section A

Section A Help Message

<b>AUTO COMPLETE</b>	<b>CHECKBOX</b>
	<input type="checkbox"/>
<b>DATE AND TIME</b>	<b>SINGLE TEXT LINE</b>
<b>RADIO BUTTONS</b>	<b>OFFICER</b>
<input type="radio"/> SUNDAY <input type="radio"/> MONDAY <input type="radio"/> TUESDAY <input type="radio"/> WEDNESDAY <input type="radio"/> THURSDAY <input type="radio"/> FRIDAY <input type="radio"/> SATURDAY	
<b>SINGLE VALUE LOV</b>	
-Select-	

### MULTI VALUE LOV

Click To Select

### Reference Numbers

[+ Add Reference Number](#)

Reference Type	Reference Number	Actions
Court Case Number	CRT1255	<a href="#">📄</a>

### Received From Agency Details

☐ NO RECEIVED FROM AGENCY 
 ☒ SELECT RECEIVED FROM AGENCY 
 ☐ SPECIFY RECEIVED FROM AGENCY

RECEIVED FROM AGENCY

This section is dsigned to capture civil service information from other agencies such as Prosecutor Office. Not intended for Law Offices.

<b>AGENCY NAME 2</b>	<b>ADDRESS</b>	<b>ADDRESS 2</b>
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
	-Select-	
		<b>PHONE</b>
<b>COMMENT</b>		

**Court Details**

COURT APPEARANCE DATE / TIME  Enter Days to Respond

**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*.**

☐ NO COURT LOCATION ☒ SELECT COURT LOCATION ☐ SPECIFY COURT LOCATION

COURT LOCATION

COURT NAME 2  ADDRESS  ADDRESS 2

CITY  STATE  ZIP  PHONE

COMMENT

**Officers**

**To Be Served People**

**To Be Served Organizations**

**Other People**

**Other Organizations**

**Fee Collections**

TOTAL FEES FOR COURT PAPER: \$0.00 REMAINING UNPAID FEES: \$0.00


**Attachments**

**Attached Forms**

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**

When 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.

Go Back

### 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	02/13/2019	1	
Dispatch Officer		District 42, Versailles	03/05/2019	1	
Greg Wright	SERGEANT-CAPTAIN-WIN	District 42, Versailles		0	
Jeff Hanover	Officer Supervisor	District 42, Versailles	02/26/2015	2	
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.

Go Back

### Officer Details

Officer Name	Title	Internal ID / Badge #	Date Last Assigned	Active Paper Assignments
Christine Saur		SAUR111		0

**ASSIGN DATE / TIME**  
 03/15/2019 1320

**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 63.

**To Be Served People** Add Unknown Person Quick Search Person **Advanced Search / Add**

Person Details	Service Address	Status	Role	Fee Total	Actions
<b>Name:</b> Incident Person01 <b>Sex:</b> Female <b>Race:</b> Black or African American <b>DOB:</b> 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 74 in the *Master Indices* section.

<div> <span>Person Search Results</span> <span>Refine Search</span> <span>New Search</span> <span>Add Person</span> <span>Online RMS Statewide Search</span> </div>											
<div> <span>3 / 3</span> </div>											
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	 

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	FIRST NAME	MIDDLE NAME	DOB	SEX	RACE
Clark	Ranelle	Marie	03/16/1959 (Age: 59)	Female	White
SSN	ADDRESS (RESIDENCE)		INDEX ID		
123-99-1234	6081 East 82nd Street #415 INDIANAPOLIS, IN 46250		1080		

Status Details

ROLES

Click To Select

STATUS

Active

Service Addresses

Select Service Address

Fee Details

ATTEMPTS	BILLABLE ATTEMPTS	MILEAGE	BILLABLE
			<input checked="" type="checkbox"/>
MILEAGE FEE(\$)	SERVICE FEE(\$)	MISC FEES(\$)	TOTAL FEE(\$)
	36.12		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 63.

**NOTE:** The Fee collection only shows after the **Payor Role** is selected. You can have more that one role assigned.

- You can select more than one role. The *Payor* role triggers the *Fee Collections* section that keeps track of fees owed and is searchable.
- 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.

## 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.

The screenshot shows the top of the 'Court Paper' screen. At the top right are four buttons: 'Go Back' (yellow), 'Delete' (grey), 'Quick Print' (red outline), and 'Print' (red outline). Below these is a navigation bar with three tabs: 'Court Paper Information' (active, yellow), 'Court Paper Log' (grey), and '\$ Fee Audits' (grey). The main heading 'Court Paper' is visible below the tabs.

The **Print** button gives you selectable options to include on your cover sheet, whereas, **Quick Print** does not.

The screenshot shows the 'Print Options' dialog box. At the top left is the 'Details' section with a 'Go Back' button. Below it is the 'COURT PAPER SUMMARY' section containing: 'Civil Protection Order, Criminal, Jimmy Fallon', 'COURT PAPER ID: 357', 'REFERENCES: Case Prosecutor Number: Person01Civil', 'AGENCY: District 42, Versailles', and 'RECEIVED DATE: 06/16/2017'. The 'Print Options' section contains several checkboxes: 'PRINT LOGS' (checked), 'PRINT CUSTOM FORMS' (checked), 'PRINT FEE COLLECTIONS' (unchecked), 'PRINT OTHER PEOPLE / ORGANIZATIONS' (checked), 'PRINT FEE AUDIT LOGS' (unchecked), 'PRINT SERVICE NOTES' (unchecked), and 'PRINT OFFICERS' (checked). At the bottom are 'Go Back' and 'Print' buttons.

System creates system log entries automatically. You can also click the **Add Log Entry** link to manually enter log actions.

The screenshot shows the 'Service Log' screen. At the top right are four buttons: 'Go Back' (yellow), 'Delete' (grey), 'Quick Print' (grey), and 'Print' (grey). Below these is a navigation bar with three tabs: 'Court Paper Information' (grey), 'Court Paper Log' (active, red outline), and '\$ Fee Audits' (grey). The 'Service Log' heading is at the top right, with an 'Add Log Entry' button (red outline) next to it. Below the heading is a 'FILTER BY TYPE' dropdown menu set to '-Select-'. A table of log entries follows:




Creator	Date Created	Type	Log Entry	Actions
Christine Saur	02/13/2019 0920	Person / Organization Added	<b>Person / Organization:</b> Clark, Ranelle Marie - DOB: 03/16/1959 RACE: White SEX: Female <b>Status:</b> Active <b>Comment:</b> Initial Status	
Christine Saur	02/13/2019 0858	Officer Added	<b>Comment:</b> Officer Christine Saur added to court paper.	
Homer Simpson	06/19/2017 0930	Person / Organization Added	<b>Person / Organization:</b> Person01, Incident - DOB: 11/01/1970 RACE: Black or African American SEX: Female <b>Status:</b> Active <b>Comment:</b> Initial Status	

At the bottom is a 'Go Back' button.

## 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
<b>Name:</b> James X2 Fallon <b>Sex:</b> Male <b>Race:</b> White <b>DOB:</b> 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

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 <input type="text"/>	BILLABLE ATTEMPTS <input type="text"/>	MILEAGE <input type="text" value="600"/>	BILLABLE <input checked="" type="checkbox"/>
MILEAGE FEE(\$) <input type="text" value="300.00"/>	SERVICE FEE(\$) <input type="text" value="36.12"/>	MISC FEES(\$) <input type="text"/>	TOTAL FEE(\$) <input type="text" value="336.12"/>

FEE COMMENT

[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.

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.

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 503.



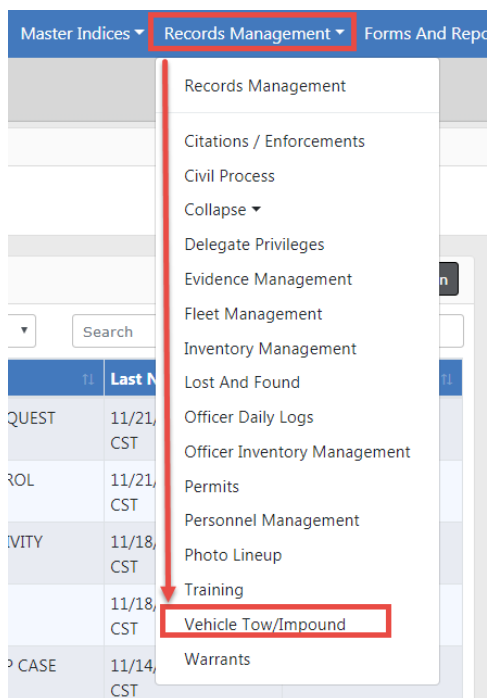
# Chapter 28. Vehicle Tow/Impound

## Overview

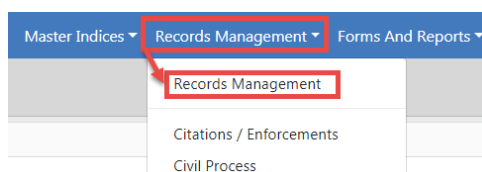
The **Vehicle Tow/Impound** module is found under the *Records Management* menu on the *Home Page*

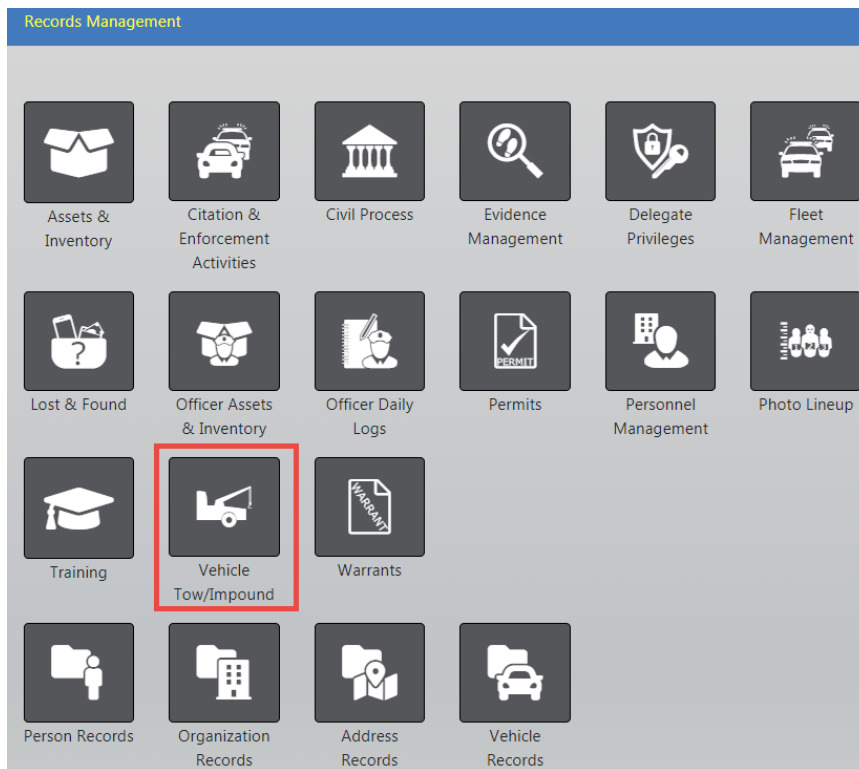
You can access this module two ways:

- 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.

**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 #	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"/>
RELEASE DATE TO		
<input type="text"/>		

**Vehicle Details**

YEAR	MAKE	MODEL
<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN #	TYPE	STYLE
<input type="text"/>	-Select-	-Select-
LICENSE PLATE	<input type="text"/>	
<input type="text"/>		

**ADDITIONAL SEARCH CRITERIA**

-- Select --

Go Back Reset 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 523.

For information on adding a new tow/impound record refer to "Enter New Vehicle Tow" on page 512.

For information on searching for existing records refer to "Search Vehicle Tow/Impound" below.

## 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 507.

The screenshot shows the 'Impound Search' form. At the top right are two buttons: 'View Delete Log' and 'Add Vehicle Tow/Impound'. The form is divided into several sections. The first section contains fields for 'IMPOUND ID', 'VEHICLE ID', 'TOWING AGENCY' (a dropdown menu with 'All Agencies' selected), 'ASSOCIATED INCIDENT REPORT #', 'OTHER REFERENCE #', 'DISPOSITION' (a dropdown menu with '-Select-' selected), 'TOWED FROM', and 'CITY'. Below these are 'DISPATCH #' and a 'NON-RELEASED VEHICLE' checkbox. The next section contains four date pickers: 'TOW DATE FROM', 'TOW DATE TO', 'RELEASE DATE FROM', and 'RELEASE DATE TO'. The 'Vehicle Details' section includes fields for 'YEAR', 'MAKE', 'MODEL', 'VIN #', 'TYPE' (a dropdown menu with '-Select-' selected), 'STYLE' (a dropdown menu with '-Select-' selected), and 'LICENSE PLATE'. At the bottom is an 'ADDITIONAL SEARCH CRITERIA' dropdown menu with '-- Select --' selected. At the very bottom are three buttons: 'Go Back', 'Reset', and 'Search'.

Click on the **Add Vehicle Tow/Impound** button to add a new tow record. For more information on adding a new tow record, refer to "Enter New Vehicle Tow" on page 512.

Click on the **View Delete Log** button to view deleted tow records.

Vehicle Tow / Impound Search / Tow / Impound Delete Log

Go Back

Search  Reset Search 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		District 42, Versailles	
2	608	Simpson, Homer(STATE_OFFICER11)	11/29/2018 0856		District 42, Versailles	
3	765	Simpson, Homer(STATE_OFFICER11)	03/11/2019 1321		District 42, Versailles	DENVER

Showing 1 to 3 of 3 entries

Previous 1 Next

Click the **Go 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**

MAKE MODEL

chev

- CHEVALLERO MOTOR HOME(CHVL)
- CHEVELLE MOBILE HOMES, INC(CHEX)
- CHEVROLET(CHEV)
- CHEVRON CORP(CHEP)
- CHEVELLE HOMES SALES CORP OF ALABAMA(CCHL)

The **Additional Search Criteria** allows you to include **Custom Fields**. The **Available Fields** appear; click in the field and choose from the drop-down list.

ADDITIONAL SEARCH CRITERIA














Custom Fields

AVAILABLE FIELDS

-Select Field-

**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.

Click the **Search** button to display the search results.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>39 Result(s) Found</div> <div> <div>Refine Search</div> <div>New Search</div> <div>Add Vehicle Tow/Impound</div> </div> </div>						
Previous 1 Next						
Impound ID	Vehicle ID	Towing Agency	Tow Date	Towed From	Approval Status	Actions
202	 218	District 42, Versailles	12/06/2018 15:26	McDonalds	Approved	  
201	 218	District 42, Versailles	11/26/2018 22:43	walmart	Initial	  
189	 721	District 42, Versailles	07/31/2018 07:00		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.






Click to view vehicle details

Hover over bubble to view vehicle summary

<div><div><div></div><div></div><div></div><div></div></div><div>39 Result(s) Found</div><div><div>Refine Search</div><div>New Search</div><div>Add Vehicle Tow/Impound</div></div></div>						
<div>Previous1Next</div>						
Impound ID	Vehicle ID	Towing Agency	Tow Date	Towed From	Approval Status	Actions
202	<div><div></div>218</div>	District 42, Versailles	12/06/2018 15:26	McDonalds	Approved	<div><div></div><div></div><div></div></div>
<div><div><div>YEAR</div><div>VIN</div><div>MAKE</div><div>MODEL</div><div>TYPE</div><div>STYLE</div></div><div><div>2009</div><div>AJJDLS99V74HR75B</div><div>CHEVROLET(CHEV)</div><div>CAMARO</div><div>Automobile / Passenger</div><div>Sedan, 4-door</div></div><div><div>LICENSE PLATE</div><div>LICENSE STATE</div><div>LICENSE TYPE</div><div>LICENSE MONTH / YEAR</div><div>MISC ID</div><div>COLOR</div></div><div><div>GTO98837</div><div>MK</div><div>Amateur radio</div><div>7 / 2016</div><div>123</div><div>Yellow / Blue, Dark</div></div><div><div>DATE OF INFO</div><div>INDEX ID</div></div><div><div>12/06/2018 11:03:43 AM</div><div>218</div></div></div>						
141	<div><div></div>142</div>	District 42, Versailles	06/17/2014 00:23		Initial	<div><div></div><div></div><div></div><div></div></div>

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 page 513.
-  Delete Vehicle Tow/Impound Record
-  Release Holds. For instructions on releasing holds, refer to "Vehicle Holds" on page 519.
-  Release Vehicle. All Holds must be released before you can release a vehicle.

## Enter New Vehicle Tow

Access the *Vehicle Tow/Impound Search* page. For more information on accessing the *Vehicle Tow/Impound Search* page refer to "Overview" on page 507.

On the *Vehicle Tow/Impound Search* page, click the **Add Vehicle Tow/Impound** button 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 63.

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
AJJDLS99V74HR75B	Automobile	CHEVROLET (CHEV) / CAMARO	Sedan, 4-door		White / Blue	GTO98837	2009		218	 
12345678901234567890	Automobile	CHEVROLET (CHEV) / CAMARO	Hardtop, 2-door		Purple / -	ABC123	2016	Colorado	721	 
SAFG651AS32165ETR651		CHEVROLET (CHEV) / MONTE CARLO			Blue / Blue, Dark	123456	1999	Alaska	46	 

**Vehicle Information** [View Vehicle](#) [Edit Vehicle](#)

YEAR 2009	VIN AJJDLS99V74HR75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile / Passenger	STYLE Sedan, 4-door
LICENSE PLATE GTO98837	LICENSE STATE MK	LICENSE TYPE Amateur radio	LICENSE MONTH / YEAR 7 / 2016	MISC ID 123	COLOR Yellow / Blue, Dark
DATE OF INFO 12/06/2018 11:03:43 AM	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**

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 524.

YEAR	VIN	MAKE	MODEL	TYPE	STYLE
2009	AJJDL599V74HR75E	CHEVROLET(CHEV)	CAMARO	Automobile / Passenger	Sedan, 4-door
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR
GTO98837	MK	Amateur radio	7 / 2016	123	Yellow / Blue, Dark
DATE OF INFO	INDEX ID				
12/06/2018 11:03:43 AM	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 509.

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.

[Go Back](#)
[Print](#)
[Submit](#)

[Tow/Impound](#)
[Holds](#)
[Log](#)

---

**Vehicle**
[View Vehicle](#)
[Edit Vehicle](#)

YEAR 2009	VIN AJJDL599V74HR75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile / Passenger	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 201		APPROVAL STATUS Initial	
TOWING AGENCY District 42, Versailles	DATE/TIME OF TOW 11/26/2018 22:43	OTHER REFERENCE #	CAD #
ASSOCIATED INCIDENT REPORT ID	TOWED FROM walmart	CITY	GEOGRAPHIC LOCATION District 42, Versailles
COUNTY -Select-			
COMMENTS			

[Update](#)

**Officers**
[Add Officer](#)

Badge #	Name	Role	Agency	Actions
---------	------	------	--------	---------

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 524.

## 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						<a href="#">View Vehicle</a> <a href="#">Edit Vehicle</a>
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					

## Tow Summary

Enter the appropriate information then click the **Update** button. Required fields display a red border to the left of the field.

**Note:** The **Towing Agency** defaults to your agency and should not be changed.

Tow Summary			
<b>IMPOUND ID</b> <input type="text" value="201"/>		<b>APPROVAL STATUS</b> <input type="text" value="Initial"/>	
<b>TOWING AGENCY</b> <input type="text" value="District 42, Versailles"/>	<b>DATE/TIME OF TOW</b> <input type="text" value="11/26/2018 2243"/>	<b>OTHER REFERENCE #</b> <input type="text"/>	<b>CAD #</b> <input type="text"/>
<b>ASSOCIATED INCIDENT REPORT ID</b> <input type="text"/>	<b>TOWED FROM</b> <input type="text" value="walmart"/>	<b>CITY</b> <input type="text"/>	<b>GEOGRAPHIC LOCATION</b> <input type="text" value="District 42, Versailles"/>
<b>COUNTY</b> <input type="text" value="-Select-"/>			
<b>COMMENTS</b> <input type="text"/>			
<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				
				<a href="#">Add Officer</a>
Badge #	Name	Role	Agency	Actions
SAUR111	Christine Saur	Impounding	District 42, Versailles	<a href="#">Edit</a> <a href="#">Delete</a>

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 PLATE	LICENSE TYPE	LICENSE STATE
GTO98837	Amateur radio	(Northern) Mariana Islands
LICENSE MONTH	LICENSE YEAR	
July	2016	
MISC ID	TOP COLOR	BOTTOM COLOR
123	Yellow	Blue, Dark
VALUE(\$)	ODOMETER	CONDITION
123	44555	FAIR
DAMAGE	DAMAGE REMARKS	
Burned	Testing	
<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

**FILTER BY COUNTY**  **COMPANY NAME**

**ADDRESS**  **CITY**  **STATE**

**ZIP**  **PHONE #**  -  -  **DRIVER**

**REFERENCE NUMBER**  **IMPOUND STORAGE**  **AUTHORIZING OFFICER**

**TOW REASONS**

☒ Accident ☐ Investigation ☐ Other

**COMMENTS**

**Towing**

☐ NO TOWING ☒ SELECT COMPANY ☐ SPECIFY COMPANY

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 63.

<b>People</b>			<a href="#">Quick Search Person</a> <a href="#">Advanced Search / Add</a>	
Person		Role	Actions	
<b>Name:</b> Ranelle Marie Clark <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 03/16/1959 (Age:59)		Driver	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

**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 63.

Organizations			Quick Search Organization	Advanced Search / Add
Organization	Role	Actions		
<b>Name:</b> All Blacks Rugby <b>Type:</b> Wholesale, Durable Goods <b>Address:</b> 2924 East 1250 South Building #99 Battle Ground, IN 47920 <b>Phone (Business):</b> 406-789-8954	Owner	 		

## Inventory

Click the **Add Item** link to add an Inventory item.

Inventory			<a href="#">+ Add Item</a>
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 51.

## Holds Tab

This tab contains dates, reasons, and comments pertaining to vehicle holds and releases.

Tow/Impound

Holds

Log

Go BackPrintSubmit

Holds

Add Hold

Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
<div>6 hour hold</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 facing page.

## Log Tab

Data that contains the date, time, and a summary of what occurred such as, when the record was created in Online RMS, hold and release dates, etc. The data is generated by 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 523.

## 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 513.

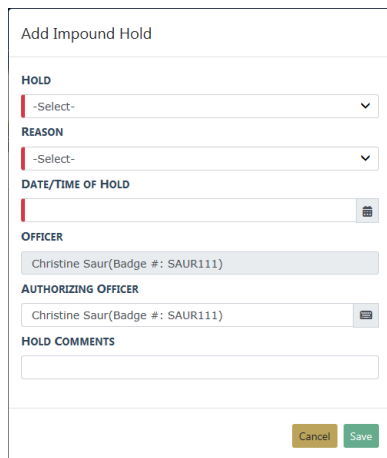
## Place a Hold

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**  
-Select- ▼

**REASON**  
-Select- ▼

**DATE/TIME OF HOLD**  
[Calendar icon]

**OFFICER**  
Christine Saur(Badge #: SAUR111)

**AUTHORIZING OFFICER**  
Christine Saur(Badge #: SAUR111) [Message icon]

**HOLD COMMENTS**  
[Text area]

Cancel Save

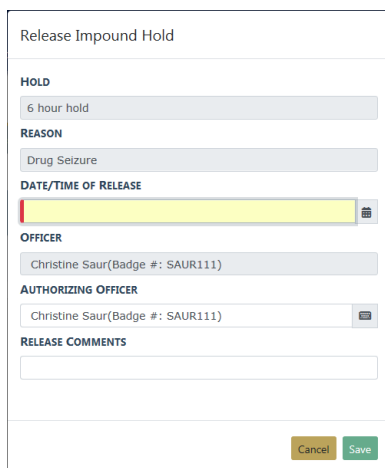
You can edit, delete, or release a hold by clicking on the appropriate action icon.

## 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**  
6 hour hold

**REASON**  
Drug Seizure

**DATE/TIME OF RELEASE**  
[Calendar icon]

**OFFICER**  
Christine Saur(Badge #: SAUR111)

**AUTHORIZING OFFICER**  
Christine Saur(Badge #: SAUR111) [Message icon]

**RELEASE COMMENTS**  
[Text area]









Cancel Save


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 513.

- From the *Impound Search Results*.

Click on the **Release Hold** icon  to open the *Release Impound* page

190 Result(s) 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.

Go Back Print

View Vehicle Edit Vehicle

YEAR	VIN	MAKE	MODEL	TYPE	STYLE
2009	AJJDLS99V74HR75B	CHEVROLET(CHEV)	CAMARO	Automobile	Sedan, 4-door
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR
GTC98837	MK	Amateur radio	7 / 2016	123	YEL / DBL
DATE OF INFO	INDEX ID				
12/06/2018 11:03:43 AM	218				

Release

All holds must be released.

RELEASED DATE

DISPOSITION

RELEASING OFFICER

Christine Saur(Badge #: SAUR111)

AUTHORIZING OFFICER

Christine Saur(Badge #: SAUR111)

RELEASED TO

Person

Name: Ranelle Marie Clark Sex: Female Race: White DOB: 03/16/1959 (Age:59)

Role





Driver

Actions

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

Drug Seizure

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 509.

## 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 507.

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.

191 Result(s) Found						
<a href="#">Refine Search</a> <a href="#">New Search</a> <a href="#">Add Vehicle Tow/Impound</a>						
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	  

[Go Back](#)
[Print](#)

[View Vehicle](#)
[Edit Vehicle](#)

<b>MAKE</b> A & B TRAILER MFG CO, INC(ABTR)	<b>MODEL</b> TRAILER	<b>TYPE</b> Trailer/RVs	<b>LICENSE PLATE</b> NBR 097	<b>LICENSE STATE</b> IN	<b>LICENSE MONTH / YEAR</b> - / 1980
<b>MISC ID</b> 12345	<b>COLOR</b> TEA / PLE	<b>DATE OF INFO</b> 01/31/2019 01:51:37 PM	<b>INDEX ID</b> 765		

**Release**

**RELEASED DATE**

**DISPOSITION**

-Select-

**RELEASING OFFICER**

Christine Saur(Badge #: SAUR111)

**AUTHORIZING OFFICER**

Christine Saur(Badge #: SAUR111)



**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 519.


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 74 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.

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	   

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 513.

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.

Go Back Print Submit

Tow/Impound Holds Log

Click to add a manual log entry

Enter criteria to shorten search results

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 example 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

Add Log Entry

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 513.

Click the **Print** button on the top right of the window.

Go Back Print Submit

Tow/Impound Holds Log

Vehicle

View Vehicle Edit Vehicle

VIN	MAKE	MODEL	LICENSE PLATE	LICENSE STATE	LICENSE TYPE
ZZFG651AS32165	JEEP/JEEP USE ONLY FOR THOSE	GRAND CHEROKEE	123	AG	Amateur radio

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.

<b>TOW RELEASE</b> <input type="checkbox"/>	<b>GARAGE OWNER SECTION</b> <input type="checkbox"/>
<b>INVENTORY</b> <input type="checkbox"/>	<b>CUSTOM FIELDS</b> <input type="checkbox"/>
<b>PDF ATTACHMENTS</b> <input type="checkbox"/>	<b>IMAGE ATTACHMENTS</b> <input type="checkbox"/>
<b>TOWING COMMENTS</b> <input type="checkbox"/>	<b>RELEASE COMMENTS</b> <input type="checkbox"/>
<b>TOW SUMMARY COMMENTS</b> <input type="checkbox"/>	<b>REDACT DOBs</b> <input checked="" type="checkbox"/>

Click the **Print** button on the bottom right.

A PDF file downloads to your machine.

Click on the file to open the PDF in a new tab.

Online RMS :: Edit Vehicle Tow/Impound :: impoundVehicleReport.pdf

File | C:/Users/Christine%20Saur/Downloads/impoundVehicleReport.pdf

impoundVehicleReport.pdf 1 / 1

**FOR OFFICIAL USE ONLY (FOUO)** 212

**INDIANA STATE POLICE**

**ABANDONED / IMPOUNDED VEHICLE REPORT**  
District 22, Ft Wayne

Hold <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reason for Hold	CAD number 1
---	-----------------	-----------------

LOCATION AND DESCRIPTION OF ABANDONED / IMPOUNDED VEHICLE					
Street address and, if applicable, rental property name 1		County LaGrange County	City 1	Date Towed (mm/dd/yyyy) 09/08/2019 11:09 AM	
Make JEEP/JEEP USE ONLY FOR THOSE MFD AFTER 1988 FOR OTHERS SEE JEEP OR AMERICAN MOTORS(JEEP)	Model GRAND CHEROKEE	Year 2015	Type Automobile / Passenger	Style Sedan, 4-door	Odometer 1
Color Top/Bottom Black	Misc ID 1	Vehicle Identification Number (VIN) 854SOXRODXX			
Damage Burned	Damage Remarks 1				
Plate SOXROX	Plate State Illinois	Plate Month/Year - / 2016	License Type	As determined by: <input checked="" type="checkbox"/> Plate <input checked="" type="checkbox"/> VIN	
Person Last in Possession					
Owner					
Owner's Address (number and street)			City	State	ZIP Code
Disposition Unclaimed			Release Date 09/16/2019 11:46 AM		

TO BE PREPARED BY IMPOUNDING OFFICER		
Police Agency Name District 22, Ft Wayne	Is the total value of the vehicle \$1000 or more? No	Condition of Vehicle <input type="checkbox"/> Good <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Poor
Reason for the Tow:		

Click on the **Print** icon to print.

Click the **X** on the tab heading to close the tab.



# Chapter 29. 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:

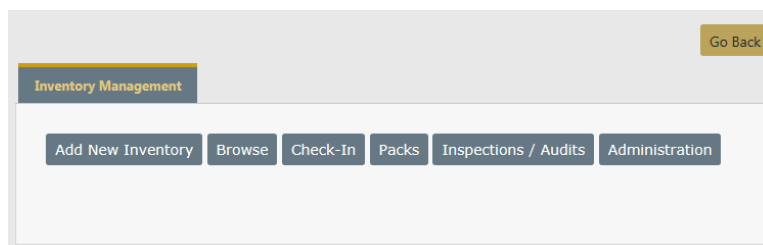
- Inventory – Show the Inventory Main Screen
- Inventory – Show the Officer Inventory Screen

**NOTE:** A user must have one of these to get started.

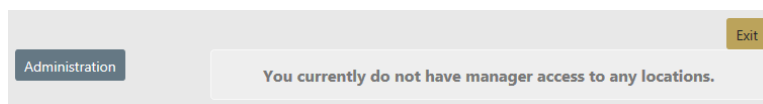
**NOTE:** Vehicle Make, Model, Type, and Styles share admin tables with the *Fleet Management Module*.

## 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 **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 a web form titled "Advanced Search - Search For Existing Inventory". At the top right are "Go Back" and "Add New Item" buttons. The form contains several input fields and dropdown menus: "INVENTORY NUMBER" (text), "STATUS" (dropdown), "AVAILABILITY" (dropdown), "UNIT #" (text), "BARCODE" (text), "SERIAL NUMBER" (text), "MAKE" (text with a calendar icon), "MODEL" (text with a calendar icon), "EXPIRATION DATE FROM" (text with a calendar icon), "EXPIRATION DATE TO" (text with a calendar icon), "MAINTENANCE DATE FROM" (text with a calendar icon), "MAINTENANCE DATE TO" (text with a calendar icon), "SEARCH ON TYPE" (dropdown), and "SEARCH ON CURRENT CUSTODY" (dropdown). At the bottom are "Reset" and "Search" buttons.

**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 533.

If the search results returns records, add the inventory to existing inventory. For details refer to "Add to Existing Inventory" on page 531

Refine Search New Search Add New Item

Your Search: **Make:Acme;** Previous 1 Next

<b>INVENTORY NUMBER</b> 123.4		<b>CATEGORY</b> Clothing - Pants - Class A - Teflon - Silver - Striped	<b>Total On Hand: 437</b> <b>Total Issued: 824</b> 
<b>MAKE</b> Acme		<b>MODEL</b> Chaser	
<b>SIZE</b> 34 x 32	<b>LINE</b> Mens	<b>PRIMARY COLOR</b> Blue, Dark	
<b>SECONDARY COLOR</b> Blue, Dark			
<b>DESCRIPTION</b> Test description			
<b>QUANTITIES</b> One EQ Blister Pack contains 1 Case. One Case contains 1 items.			

## Search for Existing Inventory

From the *Incident Management* page, select the **Add New Inventory** link to open the *Search For Existing Inventory* page.


Go Back Add New Item

Advanced Search - Search For Existing Inventory

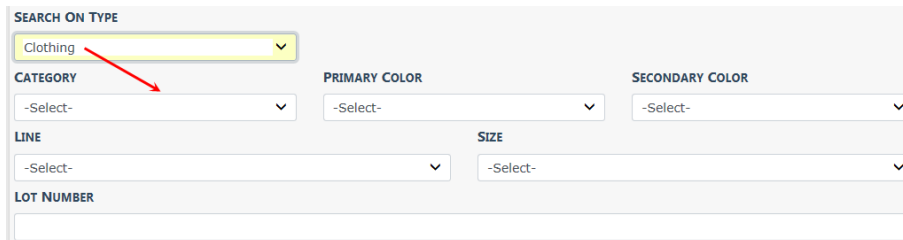
<b>INVENTORY NUMBER</b> <input type="text"/>	<b>STATUS</b> -Select- ▼	<b>AVAILABILITY</b> -Select- ▼
<b>UNIT #</b> <input type="text"/>	<b>BARCODE</b> <input type="text"/>	<b>SERIAL NUMBER</b> <input type="text"/>
<b>MAKE</b> <input type="text"/>	<b>MODEL</b> <input type="text"/>	
<b>EXPIRATION DATE FROM</b> <input type="text"/>	<b>EXPIRATION DATE TO</b> <input type="text"/>	
<b>MAINTENANCE DATE FROM</b> <input type="text"/>	<b>MAINTENANCE DATE TO</b> <input type="text"/>	
<b>SEARCH ON TYPE</b> -Select- ▼		
<b>SEARCH ON CURRENT CUSTODY</b> -Select- ▼		
Reset Search		

Complete as many of the fields in the Advanced Search section as you can.

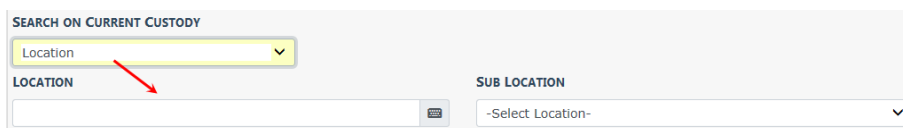
- The Inventory Number field is not required, and it only applies if your agency uses inventory numbers.
- Select/enter values for any of the fields for which you have information.

- 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.

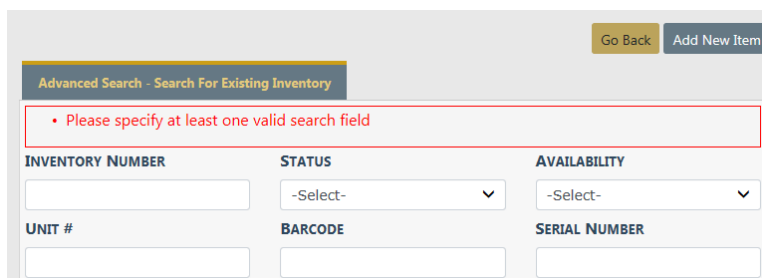


If you choose to **Search on Current Custody**, additional fields appear based on your selection.




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.

[Go Back](#)

<b>INVENTORY NUMBER</b> 123.4		<b>CATEGORY</b> Clothing - Pants - Class A - Teflon - Silver - Striped
<b>MAKE</b> Acme		<b>MODEL</b> Chaser
<b>SIZE</b> 34 x 32	<b>LINE</b> Mens	<b>PRIMARY COLOR</b> Blue, Dark
<b>SECONDARY COLOR</b> Blue, Dark		
<b>DESCRIPTION</b> Test description		
<b>QUANTITIES</b> One EQ Blister Pack contains 1 Case. One Case contains 1 items.		
<b>LOT NUMBER</b>		<b>UNIT PRICE</b>
<input type="text"/>		<input type="text"/>
<b>LOT DESCRIPTION</b> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		

**Product Details And Quantity**
**Destination**
**Order** ← Tabs

One EQ Blister Pack contains 1 Case. One Case contains 1 individual items.

<b># OF EQ BLISTER PACK</b>	<b># OF CASE</b>	<b>TOTAL ITEMS ENTERED</b>
<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.

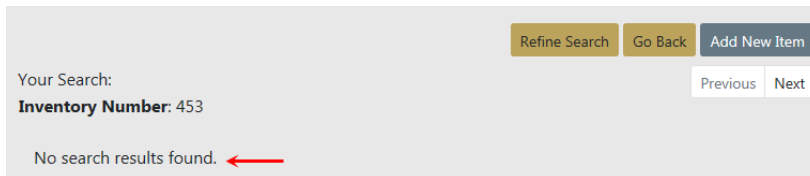
[No](#)
[Yes](#)

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.



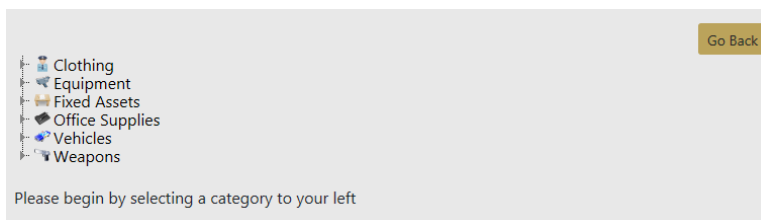
Refine Search Go Back Add New Item

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.

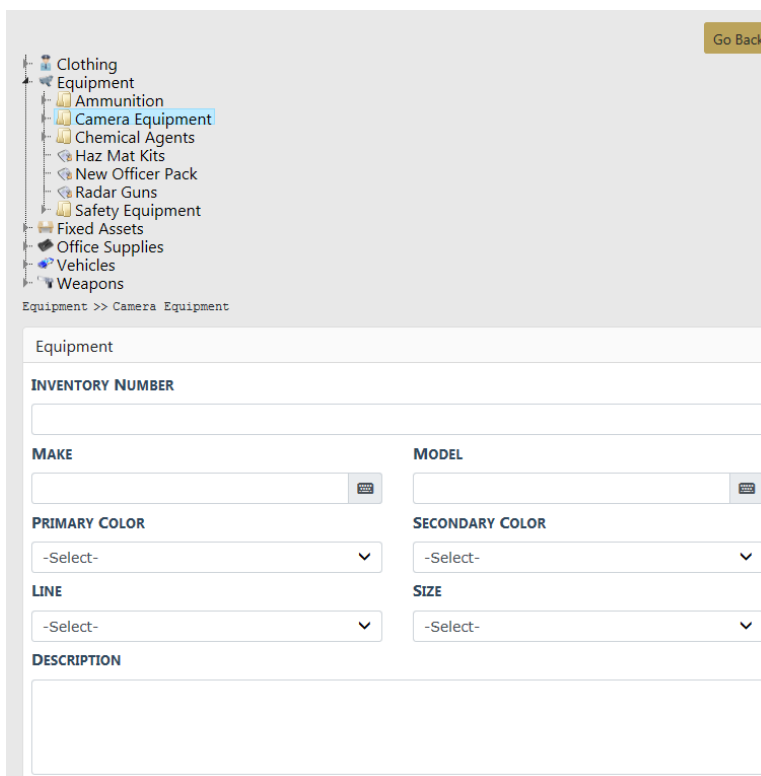
Begin by selecting a Category to your left.



Go Back

- Clothing
- Equipment
- Fixed Assets
- Office Supplies
- Vehicles
- Weapons

Please begin by selecting a category to your left



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**

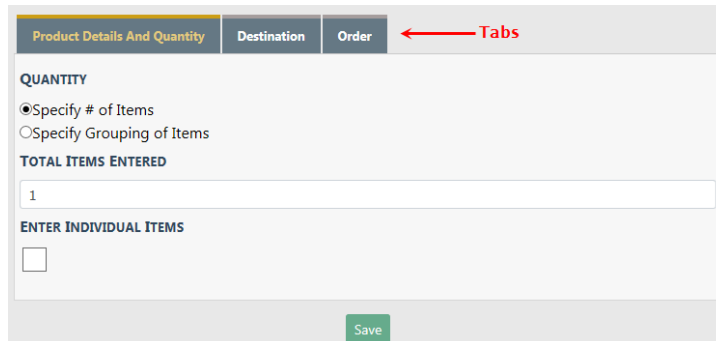
**PRIMARY COLOR**  **SECONDARY COLOR**

**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 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.

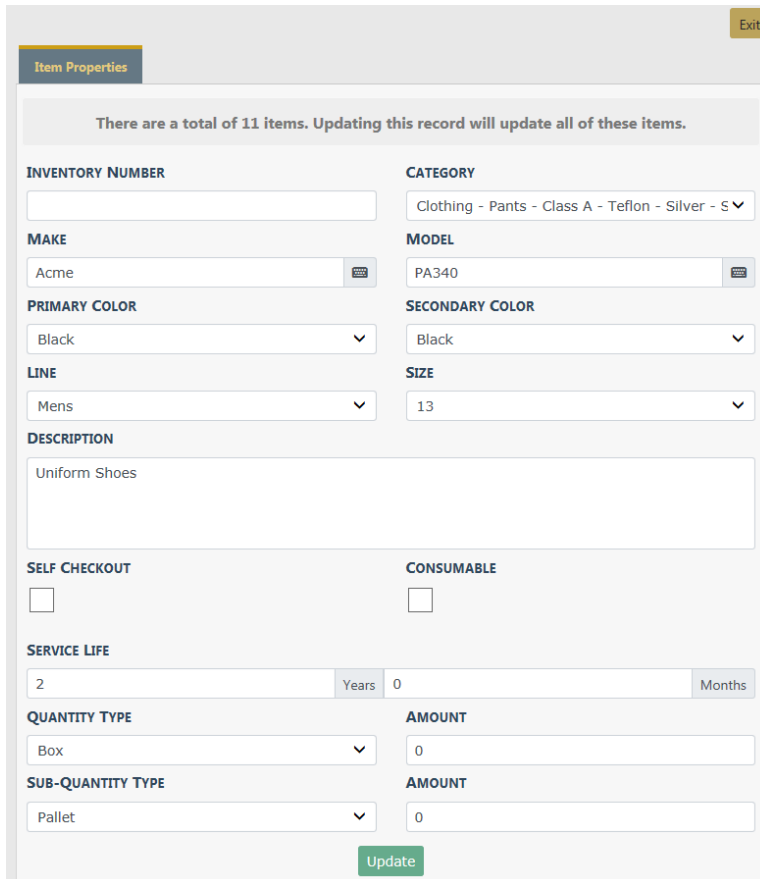
**NOTE:** Changes affect all entries across the entire organization. A warning banner displays across the top of the page if matching records exist.

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.



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**.

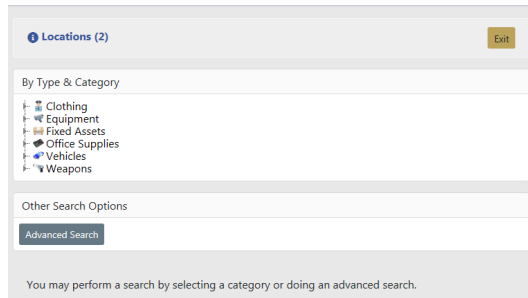
You may edit another item or elect to **Go Back** so you can search for another item to perform the same or a different task.

## 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. (Online RMS records each transaction as it occurs.)

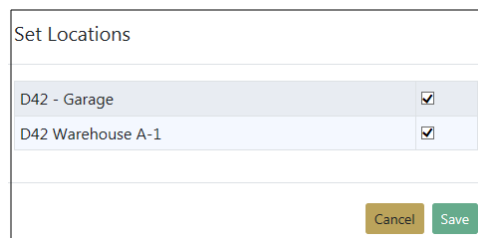
From the *Inventory Management* page, click the **Browse** option to display the Browse screen.



The screenshot shows the 'Browse' screen. At the top, there is a banner that says 'Locations (2)' with an 'Exit' button. Below this is a section titled 'By Type & Category' which contains a list of categories: Clothing, Equipment, Fixed Assets, Office Supplies, Vehicles, and Weapons. Each category has a small icon to its left. Below the categories is a section titled 'Other Search Options' with an 'Advanced Search' button. At the bottom, there is a note: 'You may perform a search by selecting a category or doing an advanced search.'

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 blue information bubble icon to the left of *Locations* to set the locations.



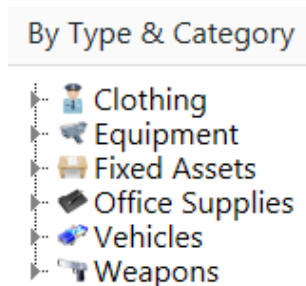
The screenshot shows the 'Set Locations' dialog box. It has a title bar 'Set Locations'. Inside, there is a table with two rows. The first row is 'D42 - Garage' with a checked checkbox. The second row is 'D42 Warehouse A-1' with a checked checkbox. At the bottom right, there are 'Cancel' and 'Save' buttons.

Location	Available
D42 - Garage	<input checked="" type="checkbox"/>
D42 Warehouse A-1	<input checked="" type="checkbox"/>

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.



The screenshot shows the 'By Type & Category' section. It has a title 'By Type & Category'. Below the title is a list of types: Clothing, Equipment, Fixed Assets, Office Supplies, Vehicles, and Weapons. Each type has a small icon to its left and a small arrow to its right, indicating it is expandable.

Categories are contained within the types folders.



The *Other Search Options* contains *Advanced Search*. Click on the Advanced Search button to view additional search fields.

A screenshot of the "Other Search Options" search form. At the top is a "By Type & Category" filter menu. Below it is a section titled "Other Search Options" containing a button labeled "Advanced Search", which is highlighted with a red box and a red arrow pointing to the "INVENTORY NUMBER" field. The form includes several input fields and dropdown menus: "INVENTORY NUMBER", "UNIT #", "MAKE", "EXPIRATION DATE FROM", "MAINTENANCE DATE FROM", "SEARCH ON TYPE" (a dropdown menu), "STATUS" (a dropdown menu), "BARCODE", "MODEL", "EXPIRATION DATE TO", "MAINTENANCE DATE TO", "AVAILABILITY" (a dropdown menu), and "SERIAL NUMBER". At the bottom are "Reset" and "Search" buttons.

Enter the search criteria then click the **Search** button to return results.

**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

Previous 1 Next

[Back To Advanced Search](#)

<b>INVENTORY NUMBER</b> 123.4	<b>MAKE</b> Acme	<b>Total On Hand:</b> 439	
<b>MODEL</b> Chaser	<b>SIZE</b> 34 x 32	<b>LINE</b> Mens	<b>Total Issued:</b> 825
<b>PRIMARY COLOR</b> Blue, Dark	<b>SECONDARY COLOR</b> Blue, Dark		
<b>DESCRIPTION</b> Test description			
<b>QUANTITIES</b> 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.

Go Back Clear All Items Print

<b>INVENTORY NUMBER</b> 123.4	<b>MAKE</b> Acme		
<b>MODEL</b> Chaser	<b>SIZE</b> 34 x 32	<b>LINE</b> Mens	
<b>PRIMARY COLOR</b> Blue, Dark	<b>SECONDARY COLOR</b> Blue, Dark		
<b>DESCRIPTION</b> Test description			
<b>QUANTITIES</b> 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	<span>+</span>

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.

The screenshot shows a web form for inventory management. At the top right are 'Go Back' and 'Print' buttons. Below is a 'Destination' section with radio buttons for: Checkout to Location, Transfer to Other Warehouse, Transfer to Other Location, Checkout to Person, Checkout to Organization (selected), Send to Vehicle, Create Pack, and Add To Pack. Below this is an 'ORGANIZATION' dropdown menu. A 'CUSTODY NOTES' section follows. The main form area contains fields for: INVENTORY NUMBER (123.4), MAKE (Acme), MODEL (Chaser), SIZE (34 x 32), LINE (Mens), PRIMARY COLOR (Blue, Dark), and SECONDARY COLOR (Blue, Dark). Below these is a 'DESCRIPTION' field with 'Test description' and a 'QUANTITIES' section stating 'One EQ Blister Pack contains 1 Case. One Case contains 1 items.' At the bottom is a table with columns: Current Custody, Lot Number, Status, Usability, Expiration Date, and Count. The table has one row: D42 - Garage Pending Location, 123\_4-5, New, Available, and 1. A 'Save' button is at the bottom right.

Current Custody	Lot Number	Status	Usability	Expiration Date	Count
D42 - Garage Pending Location	123_4-5	New	Available		1

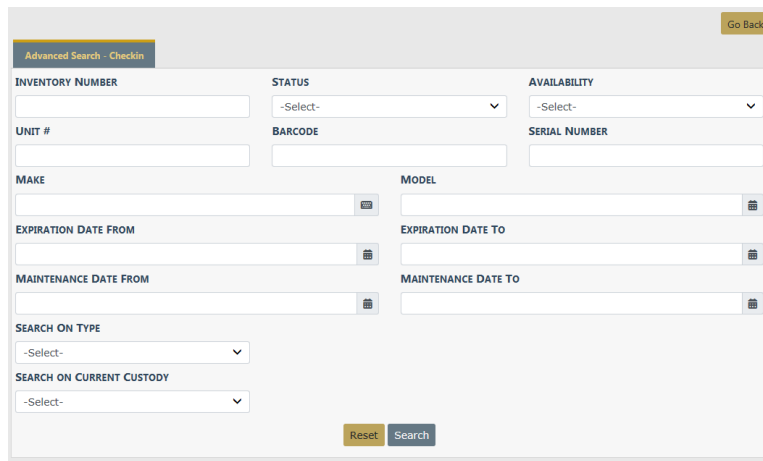
Select the appropriate radio button to indicate the destination of the item(s):

- 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.

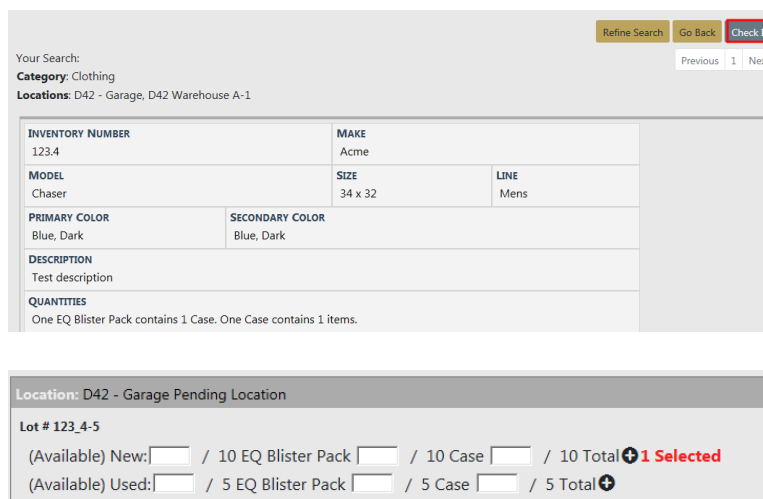
From the *Inventory Management* page, select **Check-In** to open the *Advanced Search - Checkin* page.



The 'Advanced Search - Checkin' form contains the following fields and controls:

- Go Back** button (top right)
- Advanced Search - Checkin** tab
- INVENTORY NUMBER**: Text input field
- STATUS**: Dropdown menu (default: -Select-)
- AVAILABILITY**: Dropdown menu (default: -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 picker
- EXPIRATION DATE TO**: Date picker
- MAINTENANCE DATE FROM**: Date picker
- MAINTENANCE DATE TO**: Date picker
- SEARCH ON TYPE**: Dropdown menu (default: -Select-)
- SEARCH ON CURRENT CUSTODY**: Dropdown menu (default: -Select-)
- Reset** and **Search** buttons (bottom center)

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 search results page displays the following information:

- Your Search:**
  - Category:** Clothing
  - Locations:** D42 - Garage, D42 Warehouse A-1
- Refine Search**, **Go Back**, and **Check In** buttons (top right)
- Previous**, **1**, and **Next** navigation links
- Item Details Table:**

<b>INVENTORY NUMBER</b> 123.4	<b>MAKE</b> Acme	
<b>MODEL</b> Chaser	<b>SIZE</b> 34 x 32	<b>LINE</b> Mens
<b>PRIMARY COLOR</b> Blue, Dark	<b>SECONDARY COLOR</b> Blue, Dark	
<b>DESCRIPTION</b> Test description		
<b>QUANTITIES</b> One EQ Blister Pack contains 1 Case. One Case contains 1 items.		
- Location:** D42 - Garage Pending Location
- Lot # 123\_4-5**
- Summary:**

(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.



[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 <input type="button" value="v"/>	Available <input type="button" value="v"/>	-Select Location- <input type="button" value="v"/>	<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:  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.

<a href="#">Go Back</a> <a href="#">Add Pack</a>				
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 **Add Pack** button to open the *Manage Packs – Pack Details* page.

[Go Back](#)

**PACK NAME**

**TYPE**  

Clothing

**CATEGORY**  

-Select-

**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.

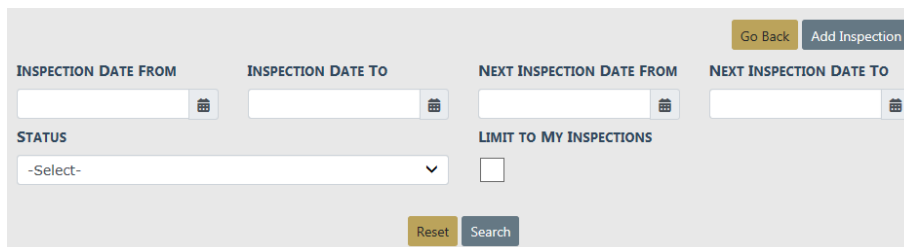
## Inspections / Audits

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.

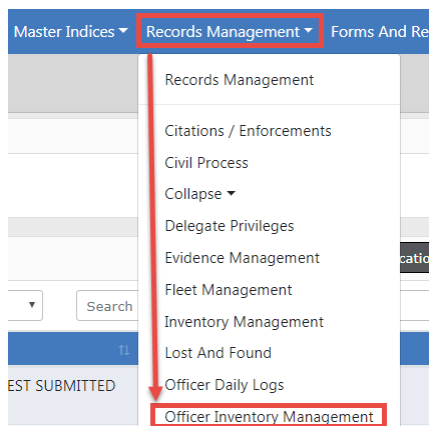
<a href="#">Refine Search</a> <a href="#">New Search</a> <a href="#">Add Inspection</a>								
Id	Inspection Name	Search Notes	Agency	Inspection Date	Next Inspection Date	Status	Creator	Actions
117	Silver Striped Teflon Pants		District 42, Versailles	05/15/2017	07/01/2017	New	Homer Simpson	
108	Silver 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.

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**.

Refine Search Go Back Finish Checkout


Your Search:  
Self Checkout Only: Yes  
Location: D42 Warehouse A-1


Previous 1 Next

<b>INVENTORY NUMBER</b> 123.4		<b>MAKE</b> Acme	
<b>MODEL</b> Chaser		<b>SIZE</b> 34 x 32	<b>LINE</b> Mens
<b>PRIMARY COLOR</b> Blue, Dark	<b>SECONDARY COLOR</b> Blue, Dark		
<b>DESCRIPTION</b> Test description			
<b>QUANTITIES</b> 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**.

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.

Refine Search Go Back Finish Transfer

Your Search:  
Self Checkout Only: Yes  
Officer: Christine Saur #SAUR111 - District 42, Versailles

Previous 1 Next

INVENTORY NUMBER	MAKE
DL88-1	Acme

MODEL	SIZE	LINE
SL100	34 x 32	Mens

PRIMARY COLOR	SECONDARY COLOR
Black	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	<span>+</span> <span>✎</span>
DL88-2	107882	10788X-2	New	Available	03/11/2013	<span>+</span> <span>✎</span>

Using the + icon, select the item you wish to **Self Check-In/Transfer**. Once you have made all the selections, select **Finish Transfer**.

☐ Check-In to Location ☒ Transfer to Person Go Back

OFFICER / EMPLOYEE

DATE: 02/21/2019 TIME: 1018

NOTES

INVENTORY NUMBER: DL88-1 MAKE: Acme

MODEL: SL100 SIZE: 34 x 32 LINE: Mens

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*.

Go Back

INVENTORY NUMBER:

STATUS:

AVAILABILITY:

UNIT #:

BARCODE:

SERIAL NUMBER:

MAKE:

MODEL:

EXPIRATION DATE FROM:

EXPIRATION DATE TO:

MAINTENANCE DATE FROM:

MAINTENANCE DATE TO:

SEARCH ON TYPE:

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 30. 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 manage crash reports, 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 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 *Online RMS Administrator Guide* for details.

## Fleet Management Permission Categories

There are four permission categories tied to the Fleet Management module:

- **Fleet Managers** have the authority to access the Fleet Management Dashboard, create, alter, view or delete all fleet vehicles and equipment for the organization, manage crash reports, approve service requests, manage vehicle assignments to officers, and create or edit service maintenance records.
- **Fleet Officers** view fleet 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.
- **Manage Fuel & Oil** view fleet vehicles and manage fuel & oil tab only.
- **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 *Online RMS Administrator Guide* for details.

Permission categories can be assigned to any role to allow the agency to best manage user access to application modules.

The person with the **Fleet Manager** permission category could also be an **Application Administrator**, 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 Online RMS Administrator Guide for details.

### Fundamental Differences

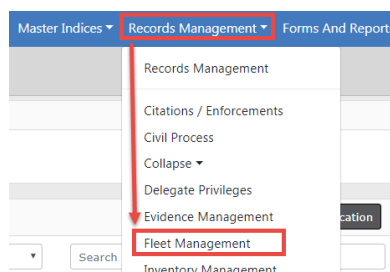
The following are the fundamental differences between Fleet Manager, Fleet Officer, and Manage Fuel & Oil permission categories:

- **Fleet Manager** allows you to create, update, view, or delete any vehicle.
- **Fleet Officer** edit fuel & oil and service requests on vehicles to which you are assigned.
- **Manage Fuel & Oil** add fuel & oil records, and edit fuel & oil records only if you are the creator and only if within lock hours.

## Fleet Manager

### *Fleet Management Dashboard*

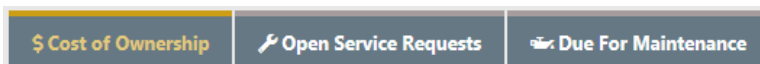
Click on the **Records Management** menu to access the **Fleet Management Dashboard**, an interactive user interface used as a launching pad for viewing and managing fleet data.



<div> Go Back Manage Crashes Manage Vehicles Manage Equipment </div>									
<div> <div> \$ Cost of Ownership Open Service Requests Due For Maintenance </div> <div> Agency: All Agencies Assignment: -Select- Search: Reset Search </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	\$2.00	\$0.00	16	Assigned
123	Automobile	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	Patrol Marked	13,700	\$1,451.12	\$0.11	13	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.

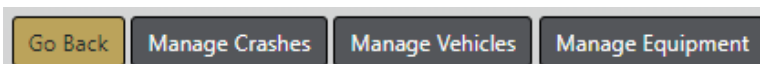
### Open Service Requests

- Vehicles tied to submitted maintenance requests that are pending completion.


### Due for Maintenance

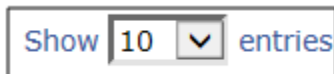
- Vehicles that meet set criteria since the last performed service maintenance.

2. Four buttons on the top right of the window:

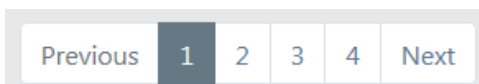


- Click the **Manage Crashes** button to add, update, or delete fleet crash reports. For details refer to "Manage Fleet Crash Reports" on page 555.

- Click the **Manage Vehicles** button to add, update, or delete vehicles. For details refer to "Manage Vehicles" on page 573.
  - Click the **Manage Equipment** button to add, update, or delete equipment associated with vehicles. For details refer to "Manage Equipment" on page 567.
  - 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.

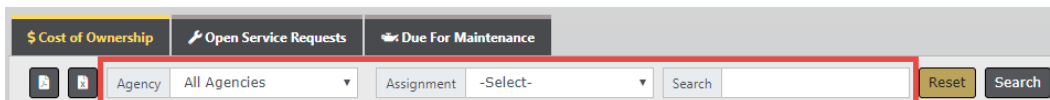


4. The bottom of the window displays the number of entries and it allows you to navigate between pages.



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 filter the grid data that appears in the grid. Depending on permissions you can filter by agency, assignments, and a specific word or phrase.



- a. Click on the tab you want to view, if different than the default **Cost of Ownership**.
- b. Select one, two, or all three search options:
  - If applicable, optionally select an **Agency** from the list. The results list immediately displays only records pertaining to that selection.
  - Optionally, select an **Assignment** from the list. The results list immediately displays only records pertaining to that selection.
  - Optionally, enter text into the **Search** 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.

Search text 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*.

Search  Search Reset Show 10 entries

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

Showing 1 to 5 of 5 entries

Previous 1 Next

Search  x Search Reset Show 10 entries

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

Showing 1 to 1 of 1 entries

Previous 1 Next

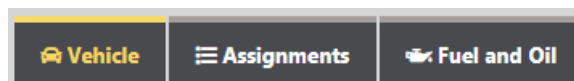
**NOTE:** Click the **Reset** button to remove the entered search text and list all available records.

- c. Click on the **Unit ID** to open the *View Fleet Vehicle* window for detailed information about that particular vehicle.

Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category
123456789		CHEVROLET (CHEV)	COBALT	
ddd		CHEVROLET (CHEV)	IMPALA	
dmm3		CHEVROLET (CHEV)	CAMARO	Van

Fleet Vehicle Information		
AGENCY District 42, Versailles	VEHICLE ID 28	
YEAR 2008	MAKE CHEVROLET(CHEV)	MODEL IMPALA
VIN	TYPE	STYLE
LICENSE # 5656	LICENSE STATE	
PRIMARY COLOR	SECONDARY COLOR	
DESCRIPTION		
STATUS Assigned	UNIT NUMBER ddd	CATEGORY
ASSIGNMENT	GROUP	BUDGET
RATING	FUNDING VENDOR	
PURCHASE DATE	PURCHASE PRICE	PURCHASE FROM
PURCHASE COMMENT		

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 fluid types and the dates and costs.
- d. 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 Fleet Crash Reports

The **Manage Crashes** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search, Add, Edit, or Delete* fleet crash report data.

To update or delete crash reports you must first search for the crash record. Depending on permissions, the search results provide the option to update, delete, or view the crash data. The search page also provides the option to create a new crash report.

**NOTE:** The **Manage Crashes** button only appears if you have appropriate permissions.

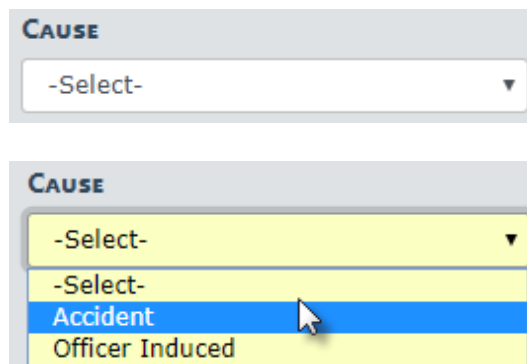
### Search Fleet Crash Reports

1. Click on the **Manage Crashes** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
2. The *Crash Search* screen appears. Enter various pieces of information about the crash report such as, status, cause, dates, crash report number, vehicle id, etc.


**NOTE:** The Agency of the crash report defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within your organization by selecting from the drop down list.

To add a crash report, click the **Add Crash** button on the top right of the screen. For instructions on adding a crash report refer to "Add Crash Report" on the next page.

The fields with **-Select-** supply a specific list from which to choose. For example, to search for a **Cause** click in the field and select from the drop down list.



The image shows two screenshots of a web form labeled 'CAUSE'. The top screenshot shows a closed dropdown menu with the text '-Select-' and a downward arrow. The bottom screenshot shows the same dropdown menu open, displaying a list of options: '-Select-', '-Select-', 'Accident', and 'Officer Induced'. A mouse cursor is pointing at the 'Accident' option, which is highlighted in blue.

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 **Officer** field and type a portion of the officer's name to view a list that matches your entered text, then click on an option from the list to populate the Officer field.

**OFFICER** **UNIT NUMBER**

chrisl

Christian (osuper) Gordmanson2(Badge #: 90) - District 21, Toll Road - SC

Christian (osuper) Gordmanson(Badge #: 200) - District 21, Toll Road - SC

Christine Saur(Badge #: SAUR111) - District 42, Versailles

**OFFICER**

Christine Saur(Badge #: SAUR11)

**NOTE:** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

Select any applicable check boxes that apply to the search. For example, select **On Traffic Stop** to search for crash report that pertain to traffic stops.

3. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Fleet Management dashboard, click **Search** to display a list of existing crashes that match the entered data.

If you selected **Search**, the results display in a grid.

2 result(s) found

Crash Report #	Officer	Unit #	Vehicle ID	Crash Date / Time	Summary	Agency	Status	Cause	Preventable?	Actions
005-20		DM123	57	03/03/2020 1358		District 35, Evansville	Open		No	
004-20		123	60			District 42, Versailles	Open		No	

Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over. Click on the Crash Report Number of the crash 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 31.

### Add Crash Report

Fleet Managers, with proper permissions, have the ability to add crash reports to fleet vehicles.

There are two ways to initiate a new crash report:

- From the *Crash Search* page.




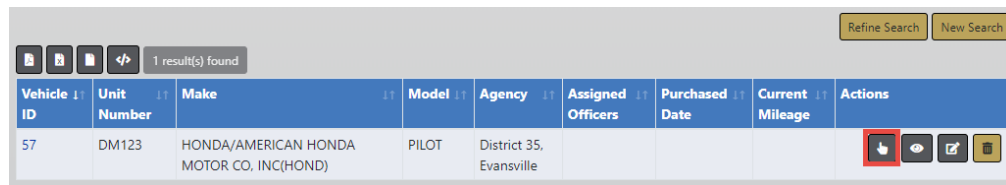
- From the fleet vehicle record.





Perform the following steps to add a crash report:

1. Access the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
2. Choose one of the following methods to initiate a new crash report:

#### From the Crash Search page:


- a. Click on the **Manage Crashes** button on the **Fleet Management Dashboard** to open the *Crash Search* page.
- b. Click on the **Add Crash** button.
- c. The *Vehicle Search* page opens.
- d. Search for the vehicle record that you want to associate with the crash report. For more information on searching for a vehicle record, refer to "Search Vehicles" on page 573.
- e. Click the *Select* icon  on the appropriate vehicle record in the results grid to add the vehicle to the new crash report.

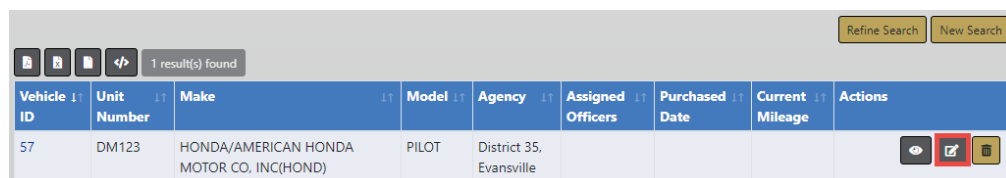





Vehicle ID	Unit Number	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
57	DM123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	District 35, Evansville				   

- f. The *Edit Crash* page opens.

#### From the Fleet Vehicle:

- a. Click on the **Manage Vehicle** button on the **Fleet Management Dashboard** to open the *Vehicle Search* page.
- b. Search for the vehicle record that you want to associate with the crash report. For more information on searching for a vehicle record, refer to "Search Vehicles" on page 573.
- c. In the *Fleet Vehicle Search Results* grid, click the *Edit* icon  on the vehicle you want to associate with the new crash report.



Vehicle ID	Unit Number	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
57	DM123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	District 35, Evansville				  

- d. The *Edit Vehicle* page opens.

- e. On the *Edit Vehicle* page, **page down** to the *Crashes* section of the fleet vehicle record.

Crashes <span>➕ Add Crash</span>								
Crash Report #	Crash Type	Crash Cause	Status	Officer	Preventable	Crash Date / Time	Summary	Actions
010-20			Open		No			 
005-20			Open	Livingwell, Charles, ID# 2014	No	03/03/2020 1358		 

- f. Click on the **Add Crash** link located on the top right of the *Crashes* section.
- g. Click on the **Yes** button when asked if you want to continue.
- h. The *Edit Crash* page appears.

3. Enter the relevant information on the *Edit Crash* page, then click **Update**.











For more information on the *Edit Crash* page, refer to "Edit Crash Report" on the facing page.

### Delete Crash Report

To delete a crash report you must first **Search** for the crash report. The **Search Results** will provide the option to delete.

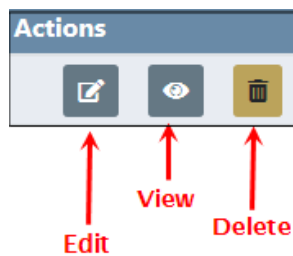
- Click on the **Manage Crashes** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
- The *Crash Search* screen appears. Search for the crash report you want to delete. For instructions on how to search, refer to "Search Fleet Crash Reports" on page 555.

Example of search results:


<div>     2 result(s) found </div> <div>Refine Search New Search</div>										
Crash Report #	Officer	Unit #	Vehicle ID	Crash Date / Time	Summary	Agency	Status	Cause	Preventable?	Actions
005-20		DM123	57	03/03/2020 1358		District 35, Evansville	Open		No	  
004-20		123	60			District 42, Versailles	Open		No	  

Refine Search New Search

The icons on the right allow you to *Edit*, *View*, or *Delete*.



**NOTE:** If you do not see the delete icon, then you do not have appropriate permissions to do so.

3. Click on the trash icon  to delete the appropriate equipment. The confirmation screen appears.

Message From RMS
Are You Sure?
<div>No Yes</div>

4. Click **Yes** to delete or **No** to return to the results window without deleting.

### Edit Crash Report

Fleet Managers, with proper permissions, have the ability to edit crash reports.

There are two ways to access the *Edit Crash* page:

- By searching for a specific crash report using the *Crash Search* page.
- From the fleet vehicle itself.









Perform the following steps to edit a crash report:

1. Access the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
2. Choose one of the following methods to access the *Edit Crash* page:


#### From the *Crash Search* page:

- a. Click on the **Manage Crashes** button on the **Fleet Management Dashboard**.
- b. The *Crash Search* screen appears. Search for the crash report you want to update. For instructions on how to search, refer to "Search Fleet Crash Reports" on page 555.


Search results example:

4 result(s) found										
Crash Report #	Officer	Unit #	Vehicle ID	Crash Date / Time	Summary	Agency	Status	Cause	Preventable?	Actions
007-20	Gordmanson2, Christian (osuper), ID# 90	dmm3	55	03/05/2020 1222		District 42, Versailles	Open		No	 
005-20	Livingwell, Charles, ID# 2014	DM123	57	03/03/2020 1358		District 35, Evansville	Open		No	 
006-20	Evidence2, Employee, ID# 654321	1abc	59	02/29/2020 1221		District 42, Versailles	Open		No	 
004-20	Officer Supervisor, Gordmanson, Christian (osuper), ID# 70	123	60	02/29/2020 1211		District 42, Versailles	Open		Yes	 

### From the Fleet Vehicle:

- Search for the vehicle and click the edit icon  to update the vehicle record. For more information on searching for a vehicle record, refer to "Edit Vehicles " on page 579.
- On the *Edit Vehicle* screen, page down to the *Crashes* section of the fleet vehicle record.

Crashes									
Crash Report #	Crash Type	Crash Cause	Status	Officer	Preventable	Crash Date / Time	Summary	Actions	
010-20			Open		No			 	
005-20			Open	Livingwell, Charles, ID# 2014	No	03/03/2020 1358		 	

- Click the edit icon  on the crash report you want to update. The *Edit Crash* form opens.

Go Back

#### Vehicle Information

VEHICLE ID	AGENCY	UNIT NUMBER	YEAR
57	District 35, Evansville	DM123	2018
MAKE	MODEL	STYLE	CATEGORY
HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT		Patrol Marked
VIN	LICENSE #	CURRENT MILEAGE	ASSIGNMENT
12345		0	

#### Crash Details

CRASH REPORT #	TOTAL COST	STATUS
005-20	\$0.00	Open
AGENCY	CRASH DATE / TIME	CRASH DAY OF WEEK
District 35, Evansville	03/03/2020 1358	TUESDAY
CRASH TYPE	HOURLY GROUP	COUNTY
-Select-	-Select-	-Select-
CRASH CAUSE		
-Select-		
PREVENTABLE?	PURSUIT?	ON TRAFFIC STOP?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SUMMARY**

**Location Details** [+ Add Location](#)

[Update](#)

**Officer** [+ Change Officer](#) [+ Remove Officer](#)

**NAME**  
Livingwell, Charles, ID# 2014

**Incidents** [+ Associate Incident](#)

**References** [+ Add Reference](#)

**Insurance** [+ Add Insurance](#)

**Service / Maintenance Records** [+ Add Service/Maintenance Record](#)

**Crash Towing** [+ Add Towing](#)

**Attachments** [+ Add Attachment](#)

**NOTE:** Data in the *Vehicle Information* section comes directly from the fleet vehicle record and cannot be modified.

**NOTE:** **Total Cost** is read-only and it calculates automatically: Tow costs + service/maintenance costs.

### Crash Details

1. Modify the necessary information in the *Crash Details* section, then click the **Update** button to save.

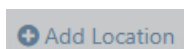
**NOTE:** Fields that are grayed-out cannot be modified. Fields with the left red bar are required.

### Location

1. Optionally, search for and choose an existing address.

**NOTE:** The location must exist in the Master Address Index. If the location doesn't exist, with proper permissions, you can add it to the Master Address Index then select the newly added record. For more information on Master Index, refer to "Master Indices Overview" on page 63.

- a. Click **Add Location** to open *Location Search*.



**Address**

**QUICK SEARCH** Street #, Direction, Street Name, Street Type, City, State, Zip

Quick Search

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

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

CITY STATE -Select- ZIP

COMMON PLACE NAME REPORTING AREA -Select- INDEX ID

CREATOR CREATION DATE FROM CREATION DATE TO

COMMENTS

**Intersection**

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

PHONETIC SEARCH PREFERENCE

ALL ANY

ADDITIONAL SEARCH CRITERIA


- Select -

Search External Systems

Go Back Reset Search



- b. Enter as much information as possible to find the address record, then click the **Search** button to display results that match your entered criteria.

For more information on searching address records, refer to the *Address Search* section of "Searching Master Records" on page 67.

- c. Click on the select icon  to select the appropriate address record that appears in the grid.

**Location Search Results**

1 result(s) found

Street #	Dir	Street Name/Type	Dir Suffix	Sub Type	Sub #	City/State	Zip	Common Place	Reporting Area	Geo Verified	Index ID	Actions
123	Cherry, Lane					Golden, IN				Yes	1690	 

Refine Search New Search Add Address

Refine Search New Search

### When address you need does not exist:

When the address you are looking for does not exist in the system, you can, with appropriate permissions, add the record then select it.

Click on the **Add Address** button on the top right to add a new address record. If the button does not appear on your screen, then you do not have appropriate permissions.

For more information on adding an address record, refer to "Adding Address" on page 83.

- d. The address is added to the *Location Details* grid of the Crash Report.

- e. Optionally, enter **Location Comments** then click on the **Update** button to save.
- f. Click the **Change Location** link to change the address, if applicable. The link open the *Address Search* form.
- g. Click the **Remove Location** link to remove the location and location comment from the grid, if applicable. Then confirm deletion.

### Officer

1. Click on the **Assign Officer** link.
2. The *Assigned Officers* windows appears.

Officer(s)	Assign Start Date	Assign End Date	Actions
Simpson, Homer	06/04/2019 1303		
Wright, Frank	06/04/2019 1303		

OFFICER

Cancel Save

Officers assigned or previously assigned to the vehicle the past twelve months appear in the list.


3. Select the appropriate officer from the list provided, or find and select another officer by entering the name in the Officer field.
4. Click **Save**.

To remove an Officer, click on the delete icon then confirm deletion.

### Associate Incident

1. If applicable, click on the **Associate Incident** link to associate the crash report with an incident.
2. The *Incident Search* window opens. Enter the search criteria and click the **Search** button to display the results, then select the appropriate incident from the results grid.

For more information on searching for incidents, refer to "Incident Search" on page 206.

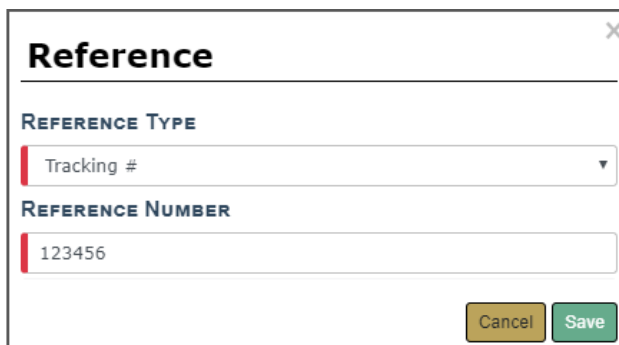
3. To remove an associated incident from the crash report, click the delete icon  then confirm deletion.



If the delete icon is not present, then you do not have appropriate permissions.

**NOTE:** This removes the association to the incident from the crash report; it does not remove the incident from the system.

## References

1. If applicable, click on the **Add Reference** link to include a reference.

A screenshot of a 'Reference' dialog box. The dialog has a title bar with 'Reference' and a close button (X). Inside, there are two sections: 'REFERENCE TYPE' with a dropdown menu showing 'Tracking #' and a small downward arrow, and 'REFERENCE NUMBER' with a text input field containing '123456'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

2. Select the **Reference Type**.
3. Enter the **Reference Number**.
4. Click **Save** to add it to the crash report.
5. To edit a reference record, click on the edit icon , make changes, then click **Save**.
6. To delete a reference record, click on the delete icon , then click **Yes** to confirm deletion.

## Insurance

1. If applicable, click on the **Add Insurance** link to add insurance to the crash report. The *Insurance* window opens.
2. Enter the information, then click **Save**.



## Service/Maintenance Records

1. If applicable, click on the **Add Service/Maintenance** link to add service/maintenance to the crash report. The *Service/Maintenance* window opens.
2. Enter the values into the Service/Maintenance window.

**Service / Maintenance**

**MILEAGE/HOURS ODOMETER**

54154

**START DATE**

03/18/2019

☒ **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.

For vendor, **Select Vendor** from a list or click **Specify Vendor** enter your own.

3. 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.
4. If you chose to **Add Details**, the *Edit Service Record* appears.

**Service/Maintenance Information**

MILEAGE/HOURS ODOMETER: 55121

ESTIMATED COST:

INVOICE NUMBER: 545

SERVICE COST: \$65.00

SUPPLEMENTAL COST: \$0.00

TOTAL COST: \$0.00

HOURS DOWN: 1

TECHNICIAN:

☒ SELECT VENDOR ☐ SPECIFY VENDOR

Warner truck stop

COMMENTS: Oil Change

START DATE: 02/05/2020

END DATE:



COMPLETION DATE:

Go Back Save

Service Repairs [Add Service Repair](#)

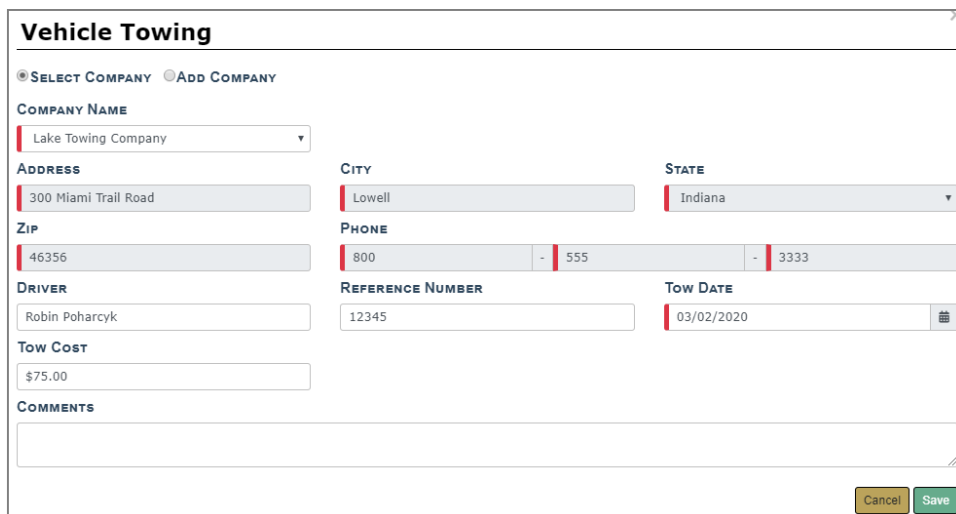
Attachments [Add Attachment](#)

**NOTE:** Items specific to crash reports:



- Maintenance records created within a crash report are only visible within the crash report, not in the Service Maintenance grid on the fleet vehicle itself.
  - Costs associated with service maintenance records within a crash report are not included in the Cost of Ownership on the fleet vehicle itself.
  - Mileage associated with the service maintenance records within a crash report are not used when determining Next Service Mileage and Next Service Date on the fleet vehicle itself.
5. To edit an existing service/maintenance record on the crash report, click on the edit icon , make changes, then click **Save**.
  6. To delete a service/maintenance record from the crash report, click on the delete icon , then click **Yes** to confirm deletion.

### Crash Towing

1. If applicable, click on the **Add Towing** link to add towing to the crash report. A *Vehicle Towing* window opens.
2. You can **Select Company** then choose from a drop-down list, or **Add Company** and complete the necessary information.

A screenshot of a 'Vehicle Towing' form. The form has a title bar with a close button. Below the title, there are two radio buttons: 'SELECT COMPANY' (selected) and 'ADD COMPANY'. The form contains several input fields: 'COMPANY NAME' (dropdown menu showing 'Lake Towing Company'), 'ADDRESS' (text field with '300 Miami Trail Road'), 'CITY' (text field with 'Lowell'), 'STATE' (dropdown menu showing 'Indiana'), 'ZIP' (text field with '46356'), 'PHONE' (text field with '800 - 555 - 3333'), 'DRIVER' (text field with 'Robin Poharcyk'), 'REFERENCE NUMBER' (text field with '12345'), 'TOW DATE' (text field with '03/02/2020' and a calendar icon), 'TOW COST' (text field with '\$75.00'), and 'COMMENTS' (text area). At the bottom right, there are 'Cancel' and 'Save' buttons. Red vertical bars on the left side of the 'COMPANY NAME', 'ADDRESS', 'CITY', 'STATE', 'ZIP', 'PHONE', 'DRIVER', 'REFERENCE NUMBER', and 'TOW DATE' fields indicate they are required.

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

3. Click **Save** to add the towing record to the crash report.
4. To edit an existing towing record on the crash report, click on the edit icon , make changes, then click **Save**.
5. To delete a towing record from the crash report, click on the delete icon , then click **Yes** to confirm deletion.

### Attachments

1. If applicable, click on the **Add Attachment** link to attach a photo or document to the crash report.

For more information on adding attachments, refer to "Add Attachments" on page 51.

For general information about attachments, refer to "Attachments Overview" on page 51.


### Manage Equipment

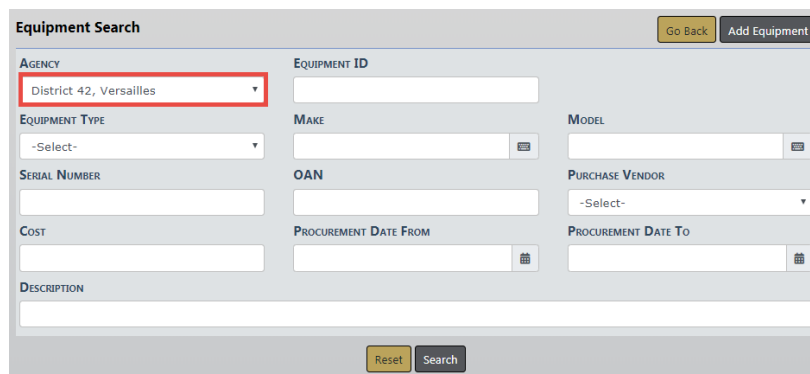
The **Manage Equipment** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search*, *Add*, *Edit*, and *Delete* equipment data. Equipment examples are handcuffs, shotguns, radar guns, etc.

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

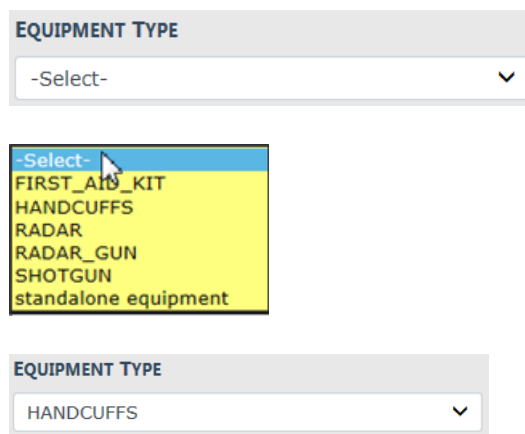
1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
2. The **Fleet Equipment Search** screen appears. Enter various pieces of information about the equipment such as, equipment type, make, model, 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 .




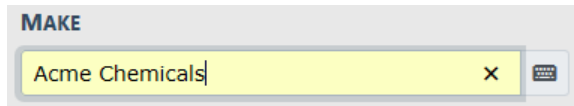
To add equipment click the **Add Equipment** button. For instructions on adding equipment refer to "Add Equipment " on the facing page.

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.

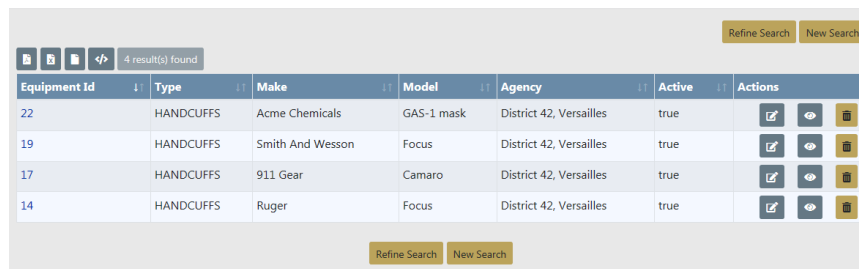
The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *Acme* to view a list of *Acme* options from which to choose, then click on the option you want and it appears in the **Make** field.
















**NOTE:** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

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 equipment 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**.



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	  

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 31.

### 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" on page 550.

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 the previous page.

- 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:** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

**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

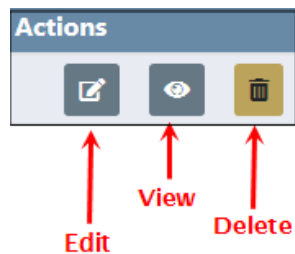
To delete equipment you must first **Search** for the equipment. The **Search Results** will provide the option to delete the equipment data.

- Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
- The **Fleet Equipment Search** screen appears. Search for the equipment you want to delete. For instructions on how to search for equipment refer to "Search Equipment" on page 568.

The results below are based on a search for equipment type Radar.

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 on the trash icon to *Delete* the appropriate equipment. The following confirmation screen appears.

Message From RMS

---

Are You Sure?

No

Yes







4. 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.

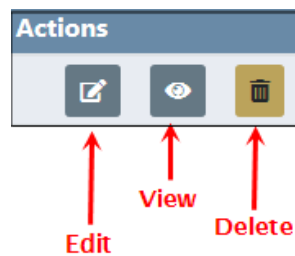
1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
2. The **Fleet Equipment Search** screen appears. Search for the equipment you want to update. For instructions on how to search for equipment refer to [FleetManagerManageEquipSearch.htm](#).

The results below are based on a search for equipment type Radar.

							Refine Search	New Search
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	  		
							Refine Search	New Search

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 Equipment' form. It has a 'Go Back' button in the top right. The form fields are: AGENCY (District 42, Versailles), TYPE (RADAR), MAKE (RADAR CO), MODEL (Lazer), SERIAL NUMBER (70707), OAN, COST (500), PURCHASE VENDOR (ISP Vendor), VENDOR COMMENTS (like new), and PROCUREMENT DATE (11/30/2017). There is a DESCRIPTION field with the text 'smoke test radar'. At the bottom are 'Go Back' and 'Update' buttons.

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

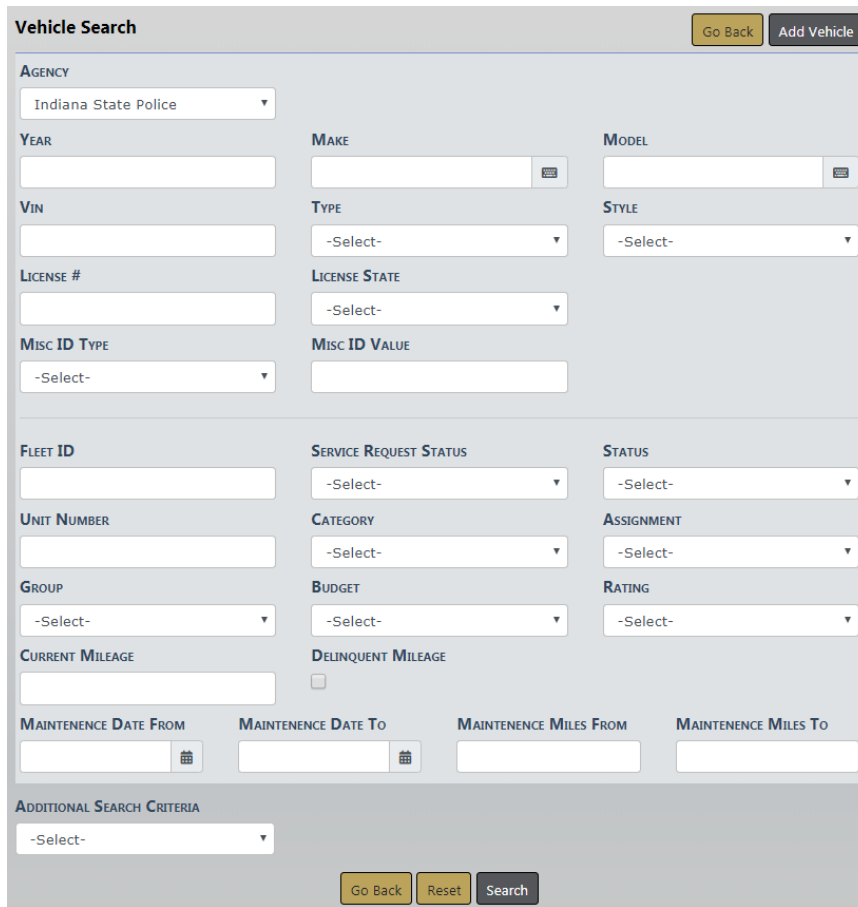
The **Manage Vehicles** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search, Add, Edit, and Delete* vehicle data.

To update or delete vehicles you must first search for the vehicle. The search results provide the option to update, delete, or view fleet 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" on page 550.
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 .




**Vehicle Search** Go Back Add Vehicle

**AGENCY**  
Indiana State Police

**YEAR**  
[Text Field]

**MAKE**  
[Text Field] 

**MODEL**  
[Text Field] 

**VIN**  
[Text Field]

**TYPE**  
-Select-

**STYLE**  
-Select-

**LICENSE #**  
[Text Field]

**LICENSE STATE**  
-Select-

**MISC ID TYPE**  
-Select-

**MISC ID VALUE**  
[Text Field]

**FLEET ID**  
[Text Field]

**SERVICE REQUEST STATUS**  
-Select-

**STATUS**  
-Select-

**UNIT NUMBER**  
[Text Field]

**CATEGORY**  
-Select-

**ASSIGNMENT**  
-Select-



**GROUP**  
-Select-

**BUDGET**  
-Select-

**RATING**  
-Select-

**CURRENT MILEAGE**  
[Text Field]


**DELINQUENT MILEAGE**  
☐

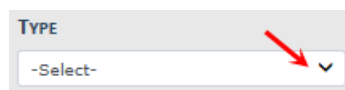
**MAINTENANCE DATE FROM**  **MAINTENANCE DATE TO**  **MAINTENANCE MILES FROM** [Text Field] **MAINTENANCE MILES TO** [Text Field]

**ADDITIONAL SEARCH CRITERIA**  
-Select-


Go Back Reset Search

To add a vehicle click **Add Vehicle**. For details refer to "Add Vehicles " on page 576.


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.



**TYPE**

-Select- 

**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.



**MAKE**

CHEVROLET(CHEV) 

**NOTE:** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

**NOTE:** The list of available **Models** dynamically changes based on the chosen **Make**.

You can also reduce your search results by including **Additional Search Criteria**, along with your other search parameters or by themselves, 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' dropdown menu open, displaying options: '-Select-', '-Select-', Officer, Repairs, Equipment, and Custom Fields. Below the menu is the search form with fields for LAST NAME, FIRST NAME, BADGE, and OFFICER ASSIGNED? (checked). Buttons for Go Back, Reset, and Search are at the bottom.

You can search **Custom Fields** if configured by your agency. The **Available Fields** appear; click in the field and choose from the drop-down list.

The screenshot shows the 'ADDITIONAL SEARCH CRITERIA' dropdown menu with 'Custom Fields' selected. Below it is the 'AVAILABLE FIELDS' dropdown menu with '-Select Field-' selected.

**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. 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 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 31.

### 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" on page 550.



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 573.
3. Click on the **Add Vehicle** button on the **Fleet Vehicle Search** window to open the **Add Fleet Vehicle** screen. Enter the Vehicle information in the fields provided.

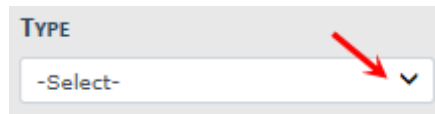
The screenshot shows the 'Add Fleet Vehicle' form with the following fields and their states:

- AGENCY:** District 42, Versailles (dropdown)
- YEAR:** (text input)
- VIN:** (text input)
- LICENSE #:** (text input)
- PRIMARY COLOR:** -Select- (dropdown)
- DESCRIPTION:** (text input)
- STATUS:** Available (dropdown)
- ASSIGNMENT:** -Select- (dropdown)
- RATING:** -Select- (dropdown)
- PURCHASE DATE:** (calendar icon)
- PURCHASE COMMENT:** (text input)
- WARRANTY EXPIRE DATE:** (calendar icon)
- MAKE:** (text input)
- MODEL:** (text input)
- TYPE:** -Select- (dropdown)
- LICENSE STATE:** -Select- (dropdown)
- SECONDARY COLOR:** -Select- (dropdown)
- CATEGORY:** -Select- (dropdown)
- GROUP:** -Select- (dropdown)
- BUDGET:** -Select- (dropdown)
- FUNDING VENDOR:** -Select- (dropdown)
- PURCHASE PRICE:** (text input)
- PURCHASE FROM:** -Select- (dropdown)
- STARTING MILEAGE:** (text input)
- STARTING HOURS:** (text input)


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

**NOTE:** Custom Fields, if applicable, do not appear until after you add required fields and select the **Save** button. Once the screen refreshes, the custom fields appear for filling in.

- 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:** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

**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.

4. 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.

**Fleet Vehicle Information**

AGENCY: District 42, Versailles

VEHICLE ID: 66

YEAR: 2018

MAKE: TOYOTA(TOYO)

MODEL: Highlander

VIN: 987YYYY

TYPE: -Select-

STYLE: -Select-

LICENSE #: YYY123

LICENSE STATE: California

PRIMARY COLOR: -Select-

SECONDARY COLOR: -Select-

DESCRIPTION:

STATUS: Assigned

UNIT NUMBER: D123

CATEGORY: -Select-

ASSIGNMENT: -Select-

GROUP: -Select-

BUDGET: -Select-

RATING: -Select-

FUNDING VENDOR: -Select-

PURCHASE DATE:

PURCHASE PRICE:

PURCHASE FROM: -Select-

There are three tabs: *Vehicle*, *Assignments*, and *Fuel and Oil*; vehicle information, assignment history of the vehicle, and fuel & oil history, respectively. For managing the information in these tabs refer to "Edit Vehicles " on the facing 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 589.

TEST

Equipment ➕ Add Equipment

Equipment Type	Assign Date	Assign End Date	Comments	Actions
RADAR	01/27/2020			

Crashes ➕ Add Crash

Crash Report #	Crash Type	Crash Cause	Status	Officer	Preventable	Crash Date / Time	Summary	Actions
001-20			Open	Cid Detective. Harrison, Benjamin (cid), ID# 306	No			
002-20			Open		No			

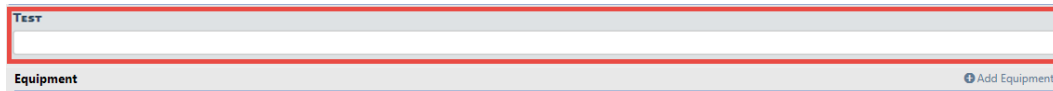
Miscellaneous IDs ➕ Add Miscellaneous ID

Service Requests ➕ Add Service Request

Type	Status	Request Date	Description	Actions
Equipment	Pending	11/22/2019		

Service / Maintenance Records ➕ Add Service/Maintenance Record

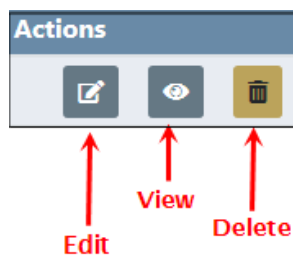
**NOTE:** Custom Fields, if applicable, appear on the screen immediately above the grid section on the *Vehicle* tab. The custom field Test is used as an example.



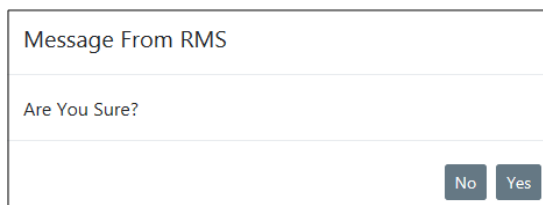
## Delete Vehicles

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" on page 550.
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 573.



3. A confirmation window appears. Click **Yes** to delete or **No** to return to the search results window without deleting.




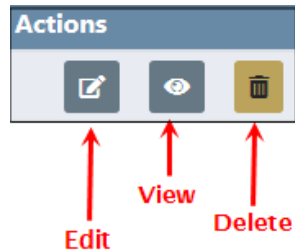
**NOTE:** If the vehicle is assigned to an officer, the option to delete is not allowed.

## Edit Vehicles

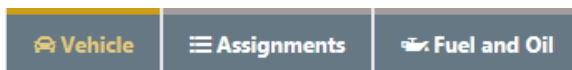
To edit vehicles you must first **Search** for the vehicle. The **Search Results** will provide the option to edit the vehicle data.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.

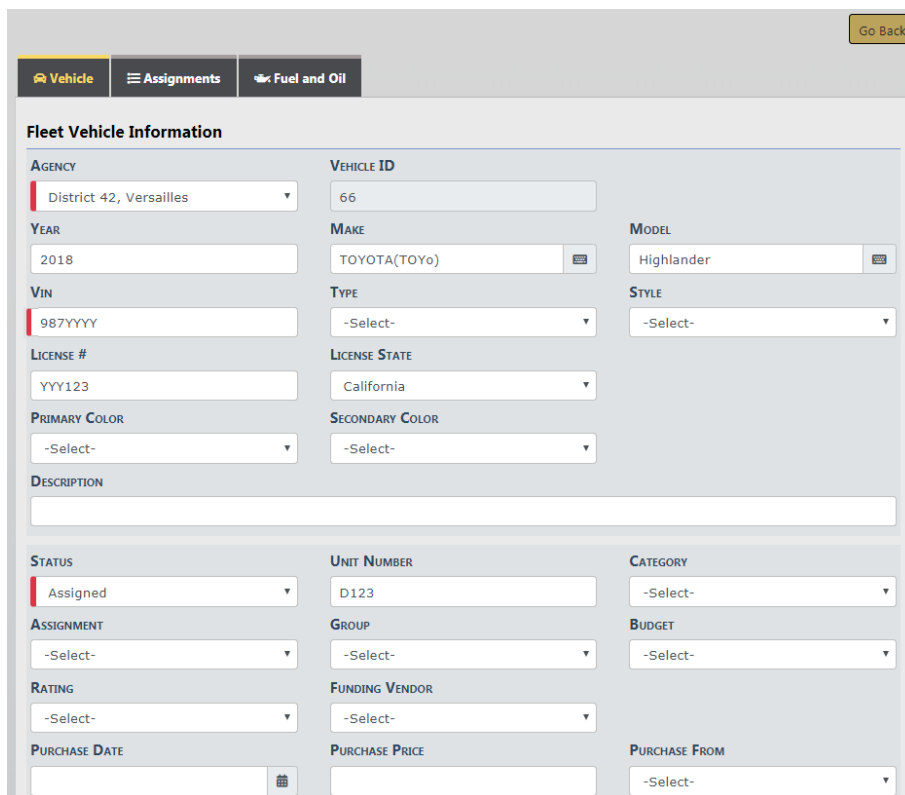
2. Search for the vehicle you want to update, then in the search results window click the **Edit**  icon on the vehicle record you want to update. For instructions on how to search for vehicles refer to "Search Vehicles" on page 573.



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.



4. The **Vehicle** tab opens by default. You can update, add or delete various vehicle information.



**Fleet Vehicle Information**

**AGENCY**  
District 42, Versailles

**VEHICLE ID**  
66

**YEAR**  
2018

**MAKE**  
TOYOTA(TOYo)

**MODEL**  
Highlander

**VIN**  
987YYYY

**TYPE**  
-Select-

**STYLE**  
-Select-

**LICENSE #**  
YYY123

**LICENSE STATE**  
California

**PRIMARY COLOR**  
-Select-

**SECONDARY COLOR**  
-Select-

**DESCRIPTION**

**STATUS**  
Assigned

**UNIT NUMBER**  
D123

**CATEGORY**  
-Select-

**ASSIGNMENT**  
-Select-

**GROUP**  
-Select-

**BUDGET**  
-Select-

**RATING**  
-Select-

**FUNDING VENDOR**  
-Select-

**PURCHASE DATE**

**PURCHASE PRICE**

**PURCHASE FROM**  
-Select-



CURRENT MILEAGE/HOURS 131,001	LAST DATE OF MILEAGE/HOURS	MILEAGE/HOURS DRIVEN 20,001
COST OF OWNERSHIP \$0.00	NEXT SERVICE MILEAGE/HOURS 0	NEXT SERVICE DATE

Update

dsadas

TEST

Custom Field example

Equipment + Add Equipment

*Read-only section, calculated by Online RMS*

**NOTE:** Custom Fields, if applicable, appear on the screen immediately above the grid section on the *Vehicle* tab. The custom field Test is used as an example.

**NOTE:** Cost of Ownership does not include service maintenance records created within a crash report, and

**NOTE:** Be aware of the following crash report items:

- Maintenance records created within a crash report are only visible within the crash report, not in the Service Maintenance grid on the fleet vehicle itself.
- Costs associated with service maintenance records within a crash report are not included in the Cost of Ownership on the fleet vehicle itself.
- Mileage associated with the service maintenance records within a crash report are not used when determining Next Service Mileage and Next Service Date on the fleet vehicle itself.

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.

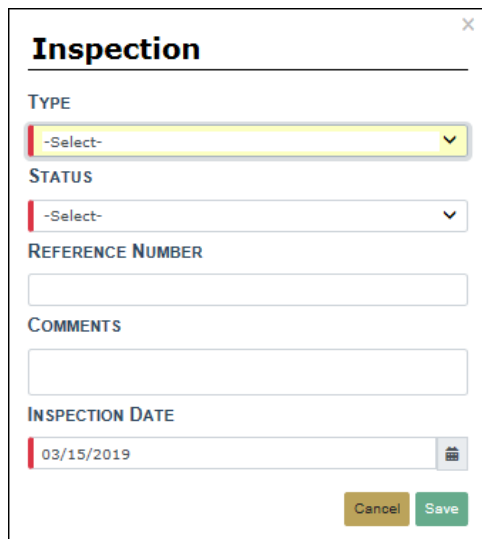
**NOTE:** Any field with a red left-hand border is a required field. You must complete required fields to continue.

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 'Inspection' form window contains the following fields:

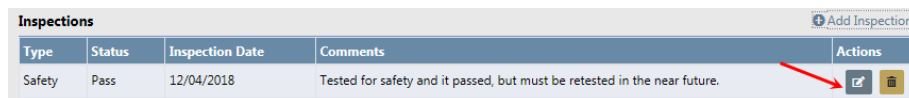
- TYPE**: A dropdown menu with '-Select-' selected.
- STATUS**: A dropdown menu with '-Select-' selected.
- REFERENCE NUMBER**: A text input field.
- COMMENTS**: A text input field.
- INSPECTION DATE**: A date picker showing '03/15/2019'.



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.

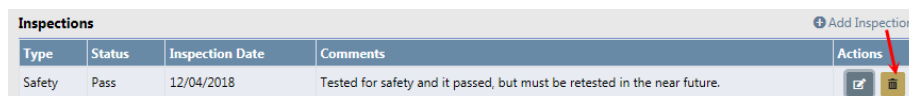




Type	Status	Inspection Date	Comments	Actions
Safety	Pass	12/04/2018	Tested for safety and it passed, but must be retested in the near future.	 

- b. An Inspection window appears displaying the current information for that item.
- c. Update as needed then click **Save** to apply the updates, or **Cancel** to return to the **Edit Fleet Vehicle** window without saving.

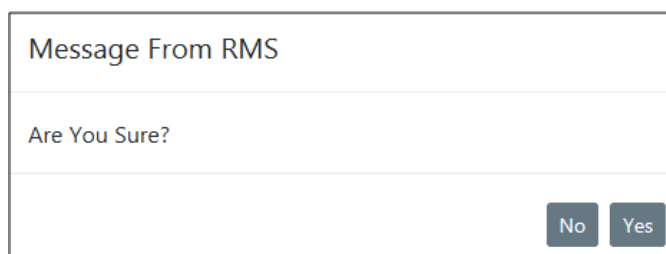
### Delete Additional Vehicle Information

- a. Click on the trash can icon to the right of the item you want to delete.



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.



The confirmation window has the following content:

- Header: Message From RMS
- Text: Are You Sure?
- Buttons: 'No' and 'Yes' at the bottom right.

## Assign and Unassign Officers

1. Click on the **Assignments** tab to add, edit, and delete officer assignments.

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			[Edit] [Delete]
Lauren, Ralph 06/01/2018 1600 - 06/03/2018 1700	06/01/2018 1600	06/03/2018 1700	1000 - 2000		[Edit] [Delete]

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.

**Officer Assignment**

START DATE: 03/15/2019 1646 | END DATE: | START MILEAGE: | END MILEAGE: |

COMMENTS:

**Officers** | Add Officer

OFFICER	START DATE	END DATE
[Select Officer]	[Select Start Date]	[Select End Date]


Cancel Save

**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.

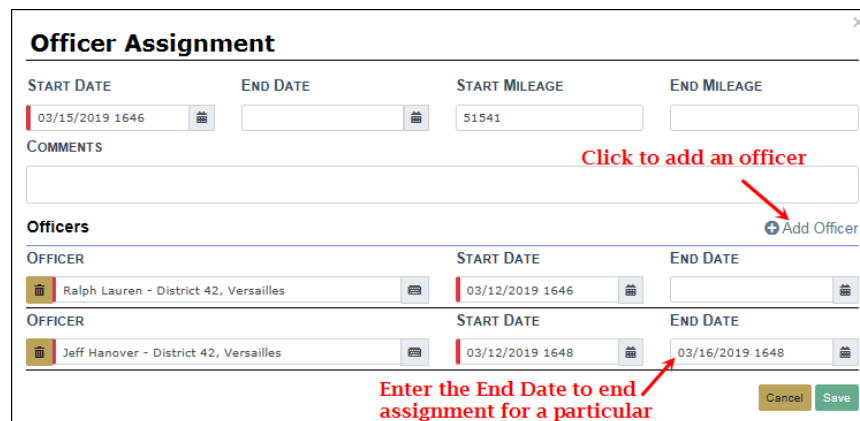
For example, if you enter the letters **ch**, a list will appear with all officers that contain the letters **ch** anywhere in their name. Click on the appropriate officer name to fill in the Officer field.

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: 03/15/2019 1646 | END DATE: | START MILEAGE: 51541 | END MILEAGE: |

COMMENTS:

Click to add an officer 

**Officers**

OFFICER	START DATE	END DATE
 Ralph Lauren - District 42, Versailles	03/12/2019 1646	
 Jeff Hanover - District 42, Versailles	03/12/2019 1648	03/16/2019 1648

Enter the End Date to end assignment for a particular

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.

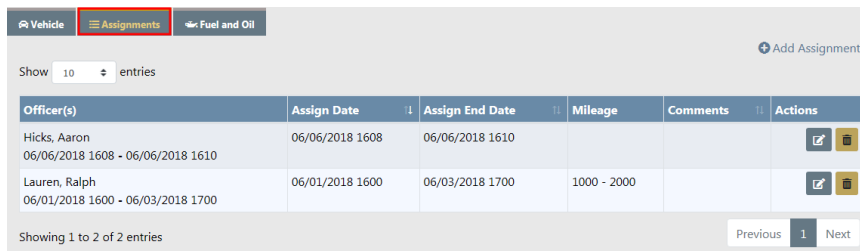
**NOTE:** Assigned vehicles display to the officer in the Daily Log module.





**NOTE:** Additional officers added to the Daily Log must also be added manually to the Assignment within Fleet Management. Refer to "Officers" on page 425 for more Daily Log information.

## End Assignments

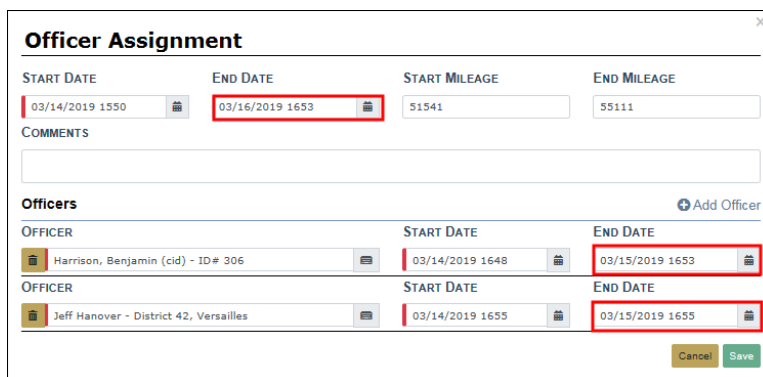
To close an entire Assignment, you must enter the **End Date** for all officers as well as the Assignment itself.

1. Click on the **Assignments** tab, then click the edit  icon on the **Assignment** you want to close.



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		 

2. Enter the **End Date**.



**Officer Assignment**

START DATE: 03/14/2019 1550 | END DATE: 03/16/2019 1653 | START MILEAGE: 51541 | END MILEAGE: 55111

COMMENTS:

**Officers**

OFFICER	START DATE	END DATE
Harrison, Benjamin (cid - ID# 306)	03/14/2019 1648	03/15/2019 1653
Jeff Hanover - District 42, Versailles	03/14/2019 1655	03/15/2019 1655

Buttons: 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.

3. 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**

Add additional records → Add Fuel / Oil Record

Show 10 entries

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
52550	M, Dana	12/01/2017 0757		Fuel: 20	Fuel: 65		Edit Delete
52520	Simpson, Homer	12/01/2017 0605					Edit Delete
52505	Simpson, Homer	12/01/2017 0604		Fuel: 60	Fuel: 120	Payment: Gas Card Payment ID: 36 Vendor: Cop Stuff	Edit Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

## Add a New Record

1. Click on *Add Fuel / Oil Record* on the **Fuel and Oil** tab to add a new record.
2. Enter the relevant information.

**Fuel/Oil/Mileage**

CURRENT MILEAGE/HOURS: 13505 ← Value from most current Fuel and Oil record

DATE OF INFO: 12/04/2019 1131

FUEL GALLONS:

OIL QUANTITY:

OTHER FLUID TYPE: -Select-

COMMENTS:

PAYMENT TYPE: -Select-

PAYMENT ID:

☒ SELECT VENDOR ☐ SPECIFY VENDOR

Hide Fields ← Click to display only relevant fields

Cancel Save

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

**Fuel/Oil/Mileage**

CURRENT MILEAGE/HOURS: 13505

DATE OF INFO: 12/04/2019 1131

MILEAGE/HOURS ODOMETER:

OFF DUTY MILES:

MILES/HOURS USED: -

SERVICE INTERVAL: -Select-


Show Fields ← Click to show all hidden fields

Cancel Save

Click the **Show Fields** button to display all hidden fields.

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

**NOTE:** A permission category controls the default look is this screen. If the permission category is assigned, then you see all the fields with a **Hide Fields** button; otherwise, only a portion of the fields appear with the **Show Fields** button.

- 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.
- If applicable, 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.

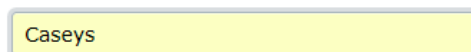
*Select* a Vendor Example:

☒ **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**

Show 10 entries Add Fuel / Oil Record

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
13701	Saur, Christine	12/04/2019 1131		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25		 
13505	Simpson, Homer	12/18/2018 0924		Fuel: 10 Oil: 10 Fluid: Air Conditioning Coolant	Fuel: 100 Oil: 100 Fluid: 100	Vendor: Cop Stuff	 





Showing 1 to 2 of 2 entries Previous 1 Next

CURRENT MILEAGE/HOURS 13,701	LAST DATE OF MILEAGE/HOURS 12/04/2019	MILEAGE/HOURS DRIVEN 13,700
COST OF OWNERSHIP \$1,451.12	NEXT SERVICE MILEAGE/HOURS 57,154	NEXT SERVICE DATE 06/18/2019

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.

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	 

2. 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

### 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" on page 550.
2. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 573.
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

03/18/2019

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.

- 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**  
General

**REQUESTING OFFICER**  
Saur, Christine

**REQUEST DATE**  
03/18/2019

**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.

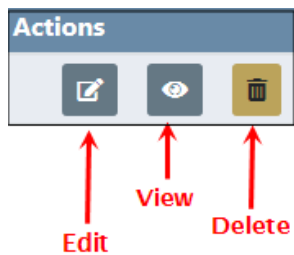
For detailed instructions on adding attachments, refer to "Add Attachments" on page 51.

### 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.

- Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
- Search for the vehicle associated with the **Service Request**. For instructions on how to search for vehicles refer to "Search Vehicles" on page 573.

- Click the edit  icon on the vehicle record that is associated with the **Service Request**.



- 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 <span style="float: right;">+ Add Service Request</span>				
Type	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	 

- Make the necessary updates in the **Edit Service Request** window.

Go Back

### Service Request Information

<b>STATUS</b>	<b>REQUEST TYPE</b>
Pending	General
<b>REQUESTING OFFICER</b>	<b>REQUEST DATE</b>
Saur, Christine	03/18/2019
<b>DESCRIPTION</b>	
<input type="text"/>	
<b>REVIEWED BY</b>	<b>REVIEW DATE</b>
<input type="text"/>	<input type="text"/>

Go Back Save


**Attachments**
+ Add Attachment

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 51.

- 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.

1. 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 20.

1. 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

2. Click the **Take Action** button. You may also click on the **Print** icon to print the Notification.

Notification	
<b>TYPE</b> DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	<b>PRIORITY</b> High
<b>SENDER</b> Saur Christine	<b>SENT ON</b> 12/04/2018 02:59 PM CST
<b>DESCRIPTION</b> 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**.

**Service Request Information**

**STATUS**: Approved

**REQUEST TYPE**: General

**REQUESTING OFFICER**: Saur, Christine

**REQUEST DATE**: 03/18/2019

**DESCRIPTION**

**REVIEWED BY**: Christine Saur - District 42, Versailles

**REVIEW DATE**: 03/18/2019

**Attachments** + Add Attachment

Go Back Save

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



- 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**.

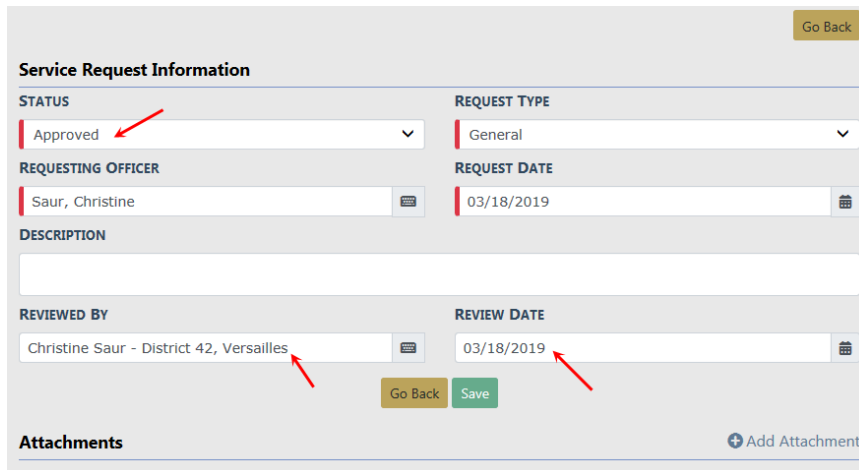
### Edit the Vehicle

- Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
- 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 573.

The results below are based on a search for a Toyota Highlander.

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**.



**NOTE:** Required fields display a red border to the left of the field.

6. 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 597.



### Change the Status on an existing Service Request:

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.

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 573.

The results below are based on a search for a Toyota Highlander.

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.

Service Requests				
<a href="#">Add Service Request</a>				
Type	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	 

5. Change the **Status** to **Complete**.

[Go Back](#)

**Service Request Information**

**STATUS**  

Complete

**REQUEST TYPE**  

General

**REQUESTING OFFICER**  

Saur, Christine

**REQUEST DATE**  

03/18/2019

**DESCRIPTION**

**REVIEWED BY**  

Christine Saur - District 42, Versailles

**REVIEW DATE**  

03/18/2019

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

**Attachments** [Add Attachment](#)

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" on page 550.
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 573.

The results below are based on a search for a Toyota Highlander.

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. Identify which vehicle is associated with the service requests and click on the edit  icon.
4. Page down to the Service Requests section and click on the Delete icon  to delete.

Service Requests				
<a href="#">+ Add Service Request</a>				
Type	Status	Request Date	Description	Actions
General	Pending	02/20/2019		 

5. A confirmation message appears.

Message From RMS

Are You Sure?

No Yes

6. 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" on page 550.
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 573.

The results below are based on a search for a Toyota Highlander.

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			 		

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

03/18/2019

☒ 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.
6. 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.
  7. If you chose to **Add Details**, the *Edit Service Record* appears. Select the Associate Service Requests, if applicable.

Go Back

### Service/Maintenance Information

MILEAGE/HOURS ODOMETER 55121	ESTIMATED COST 	INVOICE NUMBER 545
SERVICE COST \$65.00	SUPPLEMENTAL COST 	TOTAL COST ⓘ \$65.00
HOURS DOWN 1	TECHNICIAN 	<input checked="" type="radio"/> SELECT VENDOR <input type="radio"/> SPECIFY VENDOR Warner truck stop
COMMENTS Oil Change		
START DATE 03/09/2020	END DATE 	COMPLETION DATE 

Associate Service Requests

Check the box to associate to the Service Maintenance record

Type	Status	Request Date	Description	Actions
Equipment	Pending	11/22/2019		<input type="checkbox"/>

Go Back Save

Click to add Service Repairs and Attachments

Service Repairs [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**.

**Note:** Total Cost is read-only and calculates automatically: Service cost + supplemental costs + repair costs.

- 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.

Go Back

### Service/Maintenance Information

MILEAGE/HOURS ODOMETER 55121	ESTIMATED COST 	INVOICE NUMBER 545
SERVICE COST \$65.00	SUPPLEMENTAL COST 	TOTAL COST ⓘ \$135.00
HOURS DOWN 1	TECHNICIAN 	<input checked="" type="radio"/> SELECT VENDOR <input type="radio"/> SPECIFY VENDOR Warner truck stop
COMMENTS Oil Change		
START DATE 03/09/2020	END DATE 	COMPLETION DATE 

### Associate Service Requests

Type	Status	Request Date	Description	Actions
Equipment	Pending	11/22/2019		<input type="checkbox"/>

Go Back   Save

### Service Repairs

Add Service Repair

Type	Cost	Description	Actions
Windshield	\$70.00	Wiper Motor	

### Attachments

Add Attachment

10. Click **Add Attachment** to include images or documents to the **Service Maintenance** record, if any.

Attachments Add Attachment

Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt	ⓘ	11/22/2019	

Download → Edit → Delete

For more information on adding attachments, refer to "Add Attachments " on page 51.

11. 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.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 550.
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 573.

The results below are based on a search for a Toyota Highlander.

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				

3. Click the edit icon on the vehicle that needs the **Service Maintenance** updated.
4. 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.

5. 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 597 section).

**Service/Maintenance Information**

**MILEAGE/HOURS ODOMETER**  
55121

**ESTIMATED COST**

**INVOICE NUMBER**  
545

**SERVICE COST**  
\$65.00

**SUPPLEMENTAL COST**

**TOTAL COST**  
\$65.00

**HOURS DOWN**  
1

**TECHNICIAN**

**SELECT VENDOR** ☒ **SPECIFY VENDOR** ☐  
Warner truck stop

**COMMENTS**  
Oil Change

**START DATE**  
03/09/2020

**END DATE**

**COMPLETION DATE**

**Associate Service Requests**

Type	Status	Request Date	Description	Actions
Equipment	Pending	11/22/2019		<input type="checkbox"/>

**Service Repairs**  
[Add Service Repair](#)

**Attachments**  
[Add Attachment](#)

**Go Back** **Save**

**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

By having the **Fleet Officer** permission category, 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.
- You can edit 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.

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		<div></div> <div></div>
123	HONDA/AMERICAN	Pilot	1	12/17/2018		<div></div> <div></div>
dmm1	TOYOTA(TOYO)	4Runner		06/01/2018		<div></div> <div></div>
700	Ford	Crown Victoria	876123	07/06/2017		<div></div> <div></div>
44	TOYOTA(TOYO)	Highlander	qqq111	06/09/2017		<div></div> <div></div>
123	PORSCHE(PORS)	911	FAST-COP	05/11/2017		<div></div> <div></div>

Showing 1 to 6 of 6 entries

Previous

1

Next

Display

Past Assignments

▼

Go Back

Search Vehicles

Search

Search

Reset

Show


10

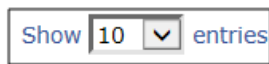
entries



Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions
100	TOYOTA(TOYO)	4Runner	THI223	12/19/2018	12/19/2018	<div></div> <div></div>
dmm2	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	DMM789	06/06/2018	06/06/2018	<div></div> <div></div>
ddd	CHEVROLET(CHEV)	IMPALA	5656	06/09/2017	06/09/2017	<div></div> <div></div>

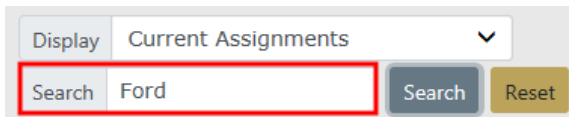
You may also search all vehicles, regardless of the officer assignment. Click on the **Search Vehicles** icon to display the **Fleet Vehicle Search** window.

For details on searching all vehicles refer to "Search All Vehicles " on page 605.

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.

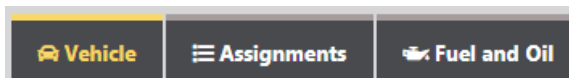
7. Click **Go Back** to return to the **Records Management** menu, from which to access the different Online RMS modules.

For information on **Records Management**, refer to "Records Management Button" on page 37.

## 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:




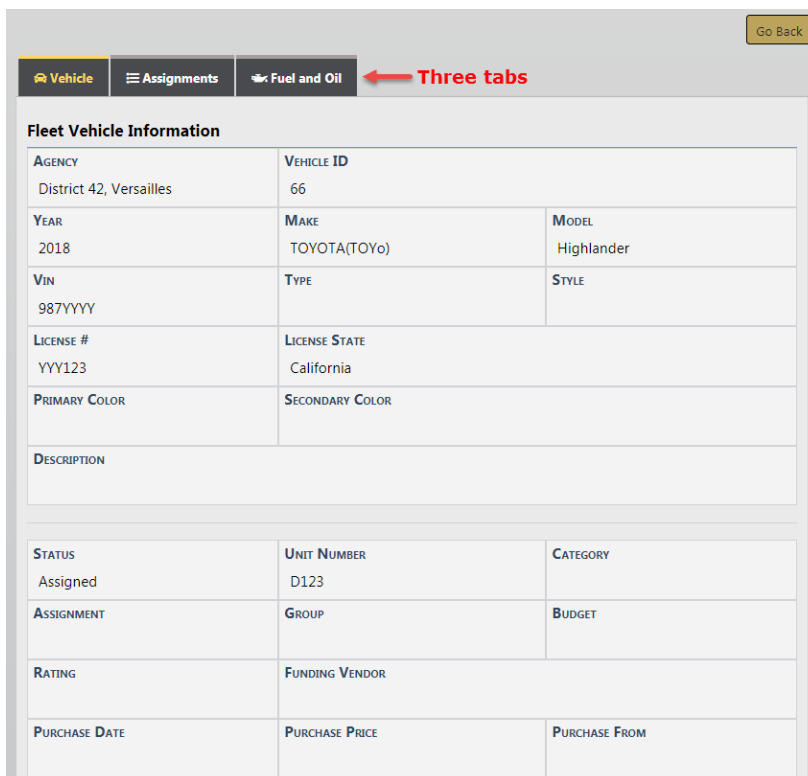
- Vehicle
  - Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. The **View Fleet Window** opens to this tab by default as shown in the above image.
- 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	VEHICLE ID	
District 42, Versailles	66	
YEAR	MAKE	MODEL
2018	TOYOTA(TOYO)	Highlander
VIN	TYPE	STYLE
987YYYY		
LICENSE #	LICENSE STATE	
YYY123	California	
PRIMARY COLOR	SECONDARY COLOR	
DESCRIPTION		
STATUS	UNIT NUMBER	CATEGORY
Assigned	D123	
ASSIGNMENT	GROUP	BUDGET
RATING	FUNDING VENDOR	
PURCHASE DATE	PURCHASE PRICE	PURCHASE FROM

## Search All Vehicles

1. Click the **Search Vehicles** button on the **Fleet Vehicle Assignments** window.

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		<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>

- 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 .

**Vehicle Search**
Go Back
Add Vehicle

AGENCY  
Indiana State Police

YEAR  
MAKE  
MODEL

VIN  
TYPE  
STYLE

LICENSE #  
LICENSE STATE  
MISC ID TYPE  
MISC ID VALUE

FLEET ID  
SERVICE REQUEST STATUS  
STATUS

UNIT NUMBER  
CATEGORY  
ASSIGNMENT

GROUP  
BUDGET  
RATING

CURRENT MILEAGE  
DELINQUENT MILEAGE

MAINTENANCE DATE FROM  
MAINTENANCE DATE TO  
MAINTENANCE MILES FROM  
MAINTENANCE MILES TO


ADDITIONAL SEARCH CRITERIA

Go Back
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.

**TYPE**

-Select-

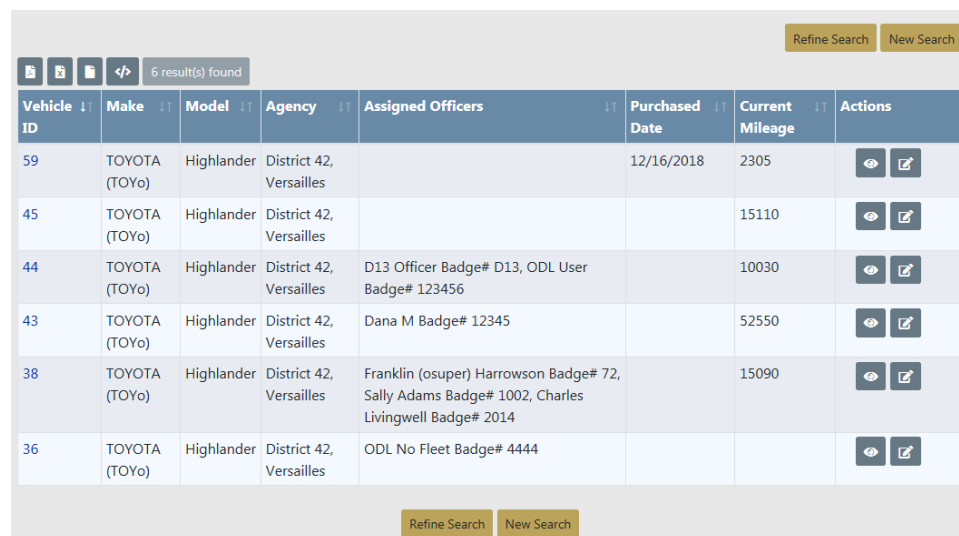
The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.















**NOTE:** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

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**.




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			 

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 31.

## Add or Update Overview

By having the **Fleet Officer** permission category, 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.

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	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.

Go Back

Vehicle
Assignments
Fuel and Oil

### Fleet Vehicle Information

AGENCY  
District 42, Versailles

VEHICLE ID  
63

YEAR  
2018

MAKE  
FORD/COURIER/FORD GOLDLIN

MODEL  
TAURUS

VIN  
dfdfdfdf

TYPE  
-Select-

STYLE  
-Select-

LICENSE #  
987aaa

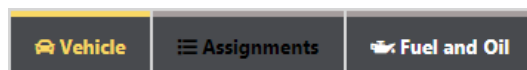
LICENSE STATE  
-Select-

PRIMARY COLOR  
-Select-

SECONDARY COLOR  
-Select-

DESCRIPTION

The **Edit 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. 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.

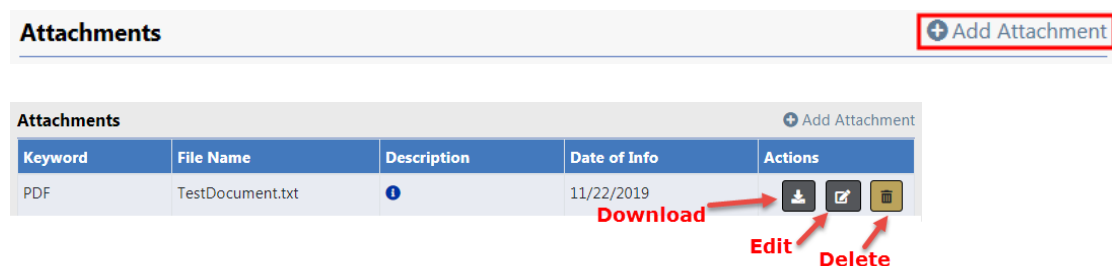
#### Fuel and Oil

- 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

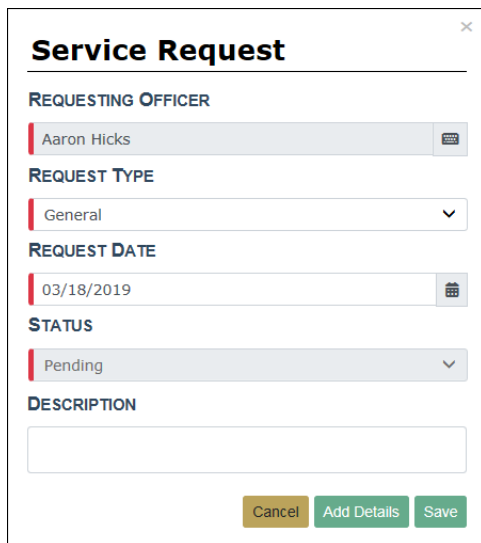
Click on the appropriate icons to *Add*, *Edit*, *Delete*, and *Download Attachments*.



For more information on adding, editing, and deleting attachments, refer to "Attachments" on page 51.

#### 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**  
 General

**REQUEST DATE**  
 03/18/2019

**STATUS**  
 Pending

**DESCRIPTION**

Cancel Add Details Save

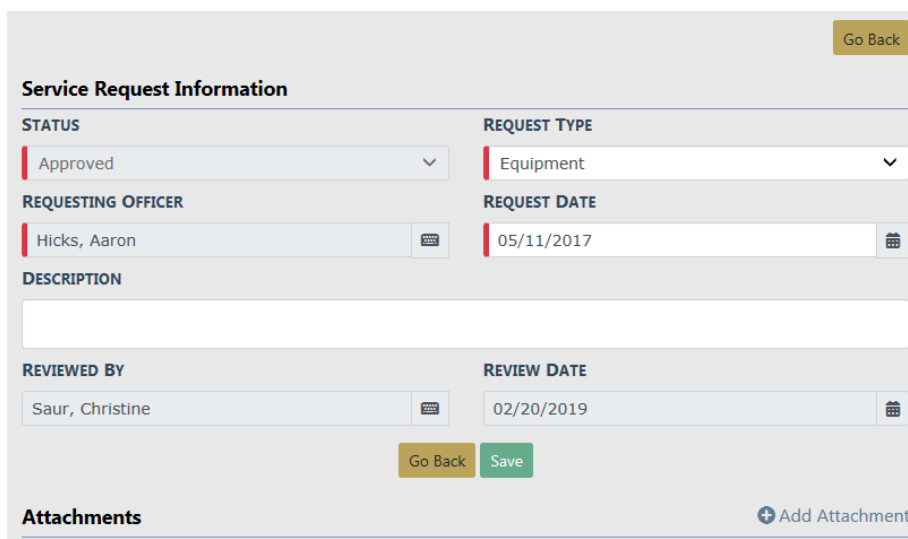
Select the *Request Type*, *Request Date*, and enter a *Description*. Any field with a red left-hand border is a required field. You must complete required fields to continue.

**NOTE:** The *Requesting Officer* and *Status* cannot be changed.

- 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**.

- If you chose to **Add Details**, enter the necessary information on the **Edit Service Request** screen then click **Add Attachment** to upload files.



Go Back

**Service Request Information**

**STATUS**  
 Approved

**REQUEST TYPE**  
 Equipment

**REQUESTING OFFICER**  
 Hicks, Aaron

**REQUEST DATE**  
 05/11/2017

**DESCRIPTION**

**REVIEWED BY**  
 Saur, Christine

**REVIEW DATE**  
 02/20/2019

Go Back Save


**Attachments** + Add Attachment

**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 page 609.

### Update Service Requests

1. From the **Edit Fleet Vehicle** window, locate the **Service Request** record to update and click the edit  icon.

Service Requests <span style="float: right;">+ Add Service Request</span>				
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.

Go Back

**Service Request Information**

**STATUS**  

Approved

**REQUESTING OFFICER**  

Hicks, Aaron

**DESCRIPTION**

**REQUEST TYPE**  

Equipment

**REQUEST DATE**  

05/11/2017

**REVIEWED BY**  

Saur, Christine

**REVIEW DATE**  

02/20/2019

Go Back


Save



**Attachments** + Add Attachment

**NOTE:** The **Requesting Officer**, **Status**, **Reviewed By** and **Review Date** cannot be changed.

3. Click **Save** to save the updated information, or click **Go Back** to return to the previous screen without saving the updates.
4. Optionally add, edit or delete Attachments. For detailed instructions refer to "Add and Update Attachments " on page 609.

### Delete Service Requests

1. From the **Edit Fleet Vehicle** window, locate the **Service Request** to delete then click the Delete icon .

Service Requests <span style="float: right;">+ Add Service Request</span>				
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 619.

### Manage Fuel and Oil

By having the **Fleet Officer** permission category, you can add, update, or delete *Fuel and Oil* records that are assigned to you. However, the ability to update or delete may vary, depending on whether or not your agency is utilizing the lock hours feature, or you always have edit fuel and oil permissions.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

**NOTE:** Fleet Managers may update and delete fuel and oil records, regardless of the configured lock hours.

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
13505	Simpson, Homer	12/18/2018 0924		<div>Fuel: 10</div> <div>Oil: 10</div> <div>Fluid: Air Conditioning Coolant</div>	<div>Fuel: 100</div> <div>Oil: 100</div> <div>Fluid: 100</div>	Vendor: Cop Stuff	<div></div> <div></div>

Showing 1 to 1 of 1 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**  
13505 ← **Value from most current Fuel and Oil record**

**MILEAGE/HOURS ODOMETER**  
13701

**MILES/HOURS USED**  
196 ← **Current Mileage/Hours minus Mileage/Hours Odometer**

**DATE OF INFO**  
12/04/2019 1131

**OFF DUTY MILES**  
[Empty field]

**FUEL GALLONS**  
[Empty field]

**TOTAL FUEL COST**  
[Empty field]

**SERVICE INTERVAL**  
-Select-

**OIL QUANTITY**  
[Empty field]

**TOTAL OIL COST**  
[Empty field]

**FUEL TYPE**  
-Select-

**OTHER FLUID TYPE**  
-Select-

**OTHER FLUID COST**  
[Empty field]

**COMMENTS**  
[Empty text area]

**PAYMENT TYPE**  
-Select-

**PAYMENT ID**  
[Empty field]

☒ **SELECT VENDOR** ☐ **SPECIFY VENDOR**

**Vendor Selection**  
-Select-

**Buttons:** Hide Fields, Cancel, Save

Click to display only relevant fields

**NOTE:** Required fields display a red border to the left of the field.

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

**Fuel/Oil/Mileage**

**CURRENT MILEAGE/HOURS**  
13505

**MILEAGE/HOURS ODOMETER**  
[Empty field]

**MILES/HOURS USED**  
-

**DATE OF INFO**  
12/04/2019 1131


**OFF DUTY MILES**  
[Empty field]

**SERVICE INTERVAL**  
-Select-

**Buttons:** Show Fields, Cancel, Save

Click to show all hidden fields

Click the **Show Fields** button to display all hidden fields.

- 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.

- If applicable, 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.
- **Service Interval** allows you to select the number of miles until the next service. The list values are configured by the agency. For details, refer to your administrator.

SERVICE INTERVAL

-Select-

-Select-

5,000

10,000

15,000

20,000

25,000

30,000

35,000

40,000

45,000

50,000

55,000

60,000

65,000

- 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 10 entries

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
13701	Saur, Christine	12/04/2019 1131		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25		
13505	Simpson, Homer	12/18/2018 0924		Fuel: 10 Oil: 10 Fluid: Air Conditioning Coolant	Fuel: 100 Oil: 100 Fluid: 100	Vendor: Cop Stuff	

Showing 1 to 2 of 2 entries

Previous 1 Next

CURRENT MILEAGE/HOURS	LAST DATE OF MILEAGE/HOURS	MILEAGE/HOURS DRIVEN
13,701	12/04/2019	13,700
COST OF OWNERSHIP	NEXT SERVICE MILEAGE/HOURS	NEXT SERVICE DATE
\$1,451.12	57,154	06/18/2019

Update


## Edit Fuel and Oil

You can edit fuel and oil records under the following conditions:

- You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have edit fuel and oil permissions.
- Click on the edit  icon and apply the necessary updates.

**NOTE:** As a Fleet Officer you cannot update or delete **Fuel and Oil** records created by another user.

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

- Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel and Oil Tab** without saving.


## Delete Fuel and Oil

You can delete fuel and oil records under the following conditions:

- You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can delete the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have delete fuel and oil permissions.
- 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.

- Click the **Search Vehicles** button on the **Fleet Vehicle Assignments** window list.

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		 	

- 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 605.
- 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.

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.

The **Officer** defaults to you and cannot be changed.

**NOTE:** Required fields display a red border to the left of the field.

- b. Enter your **Start Date**.
- c. Click **Save** to create the assignment, or click **Cancel** to return to the **Assignments Tab** without saving.

### Add Yourself to an Existing Assignment

- a. Locate the Assignment in the **Edit Fleet Vehicle** window, then click the edit icon to display the *Officer Assignment* window.

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.

- b. The **Start Date** defaults to the current date but may be changed.
- c. Enter the **End Date** and **Comments**, if applicable.

**NOTE:** To end the Assignment, there must be an **End Date** on the Assignment itself.

- d. 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 612.

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.

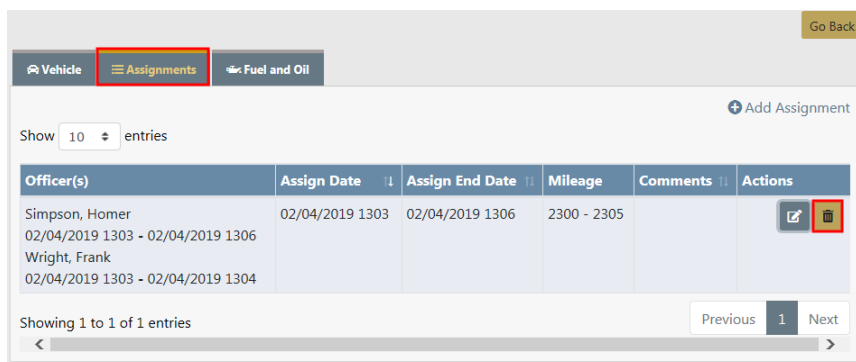
**NOTE:** The End Dates must be on or before the Assignment End Date.


- 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 .



**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?

## 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 <span style="float: right;">+ Add Service Request</span>				
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?

Click **Yes** to delete or **No** to return to the previous window without deleting.

## Manage Fuel & Oil

By having the **Manage Fuel and Oil** permission category, you can perform the following in the **Fleet Management** module:

- View fleet vehicles.
- You can add fuel & oil records to fleet vehicle records.
- You can edit fuel & oil records only if you are the creator and only within the lock hours.

**NOTE:** Only Fleet Managers and Administrators have the ability to add, update, and delete Fleet Vehicles.

To access Fuel & Oil:

1. Click on the **Records Management** menu then **Fleet Management** sub-menu to open the Fleet Vehicle Search page.
2. Search for and select the Vehicle.

**NOTE:** For more information on searching and selecting, refer to "Search Vehicles" on page 622.



Go Back

**Vehicle** | **Assignments** | **Fuel and Oil** ← **Three tabs**

**Fleet Vehicle Information**

<b>AGENCY</b> District 42, Versailles	<b>VEHICLE ID</b> 66	
<b>YEAR</b> 2018	<b>MAKE</b> TOYOTA(TOYo)	<b>MODEL</b> Highlander
<b>VIN</b> 987YYYY	<b>TYPE</b>	<b>STYLE</b>
<b>LICENSE #</b> YYY123	<b>LICENSE STATE</b> California	
<b>PRIMARY COLOR</b>	<b>SECONDARY COLOR</b>	
<b>DESCRIPTION</b>		

<b>STATUS</b> Assigned	<b>UNIT NUMBER</b> D123	<b>CATEGORY</b>
<b>ASSIGNMENT</b>	<b>GROUP</b>	<b>BUDGET</b>
<b>RATING</b>	<b>FUNDING VENDOR</b>	
<b>PURCHASE DATE</b>	<b>PURCHASE PRICE</b>	<b>PURCHASE FROM</b>

The **View 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.

#### Assignments

- A history of officers assigned to the vehicle, along with the dates.

#### Fuel and Oil

- A summary of the type of fluids put in the vehicle, along with the dates. Access this tab to add records, or update records if you are the creator and only if within the lock hours.

**NOTE:** The Vehicle and Assignment tabs are read-only.


Click on the **Fuel and Oil** tab to add, update, or delete fuel and oil records. Refer to "Search Vehicles" on the next page for details.

Or, click on the **Go Back** button to return to the previous window.











## Search Vehicles

1. Click on the **Records Management** menu then **Fleet Management** sub-menu to open the Fleet Vehicle Search page.


The screenshot shows the 'Fleet Vehicle Search' form. It has a blue header bar with the title 'Fleet Vehicle Search'. Below the header is a 'Vehicle Search' section with a 'Go Back' button in the top right corner. The form contains several input fields and dropdown menus organized in a grid-like structure. The fields include: AGENCY (dropdown with 'Indiana State Police' selected), YEAR, MAKE, MODEL, VIN, TYPE (dropdown with '-Select-' selected), STYLE (dropdown with '-Select-' selected), LICENSE #, LICENSE STATE (dropdown with '-Select-' selected), MISC ID TYPE (dropdown with '-Select-' selected), MISC ID VALUE, FLEET ID, SERVICE REQUEST STATUS (dropdown with '-Select-' selected), STATUS (dropdown with '-Select-' selected), UNIT NUMBER, CATEGORY (dropdown with '-Select-' selected), ASSIGNMENT (dropdown with '-Select-' selected), GROUP (dropdown with '-Select-' selected), BUDGET (dropdown with '-Select-' selected), RATING (dropdown with '-Select-' selected), CURRENT MILEAGE, DELINQUENT MILEAGE (checkbox), MAINTENANCE DATE FROM, MAINTENANCE DATE TO, MAINTENANCE MILES FROM, MAINTENANCE MILES TO, and ADDITIONAL SEARCH CRITERIA (dropdown with '-Select-' selected). At the bottom of the form are three buttons: 'Go Back', 'Reset', and 'Search'.

**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  .

2. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc., then click **Search** to display the results.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>52 result(s) found</div> </div> <div> <div>Refine Search</div> <div>New Search</div> </div> <div> <div>Previous</div> <div>1</div> <div>2</div> <div>3</div> <div>Next</div> </div>								
Vehicle ID	Unit Number	Make	Model	Agency	Assigned Officers	Purchased Date	Current Mileage	Actions
69	DMM3			District 42, Versailles	Charles (cid) Goodman Badge# 303			 
68	DMM2			District 42, Versailles				 
67	DMM2			District 42, Versailles				 
66	D123	TOYOTA(TOYO)	Highlander	District 42, Versailles	Benjamin (cid) Harrison Badge# 306, Ralphie (off) Lauren Badge# 1010		131001	 
64				District 42, Versailles	Ralphie (off) Lauren Badge# 1010		20012	 

## Add Fuel and Oil

1. Locate the vehicle you want to edit then click on the *Edit*  icon in the Actions column of the Search Results window to open the Edit Fleet Vehicle page.

Go Back

Vehicle

Assignments

Fuel and Oil

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							

2. Click on the **Fuel and Oil** tab, then click **Add Fuel/Oil Record** to add a new record.

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
5242	Saur, Christine	02/13/2019 1400				Vendor: Caseys	
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 3 of 3 entries

Previous 1 Next

**Fuel/Oil/Mileage**

CURRENT MILEAGE/HOURS: 13505

MILEAGE/HOURS ODOMETER:

MILES/HOURS USED: -

DATE OF INFO: 12/04/2019 1131

OFF DUTY MILES:

SERVICE INTERVAL: -Select-

Show Fields Click to show all hidden fields

Cancel Save

Only relevant fields for which you need to supply data display automatically.

Click the **Show Fields** button to display all available fields.

**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.
- Service Interval** allows you to select the number of miles until the next service. The list values are configured by the agency. For details, refer to your administrator.

SERVICE INTERVAL

-Select-

-Select-

5,000

10,000

15,000

20,000

25,000

30,000

35,000

40,000

45,000

50,000

55,000

60,000

65,000

3. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel and Oil** tab without saving.
4. If you chose to click **Save**, 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.

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
5535	Smith, Johnny	03/23/2020 1431					
5242	Saur, Christine	02/13/2019 1400				Vendor: Caseys	
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 4 of 4 entries

Previous 1 Next

The *Edit* and *Delete* icons appear on fuel and oil records to which you have appropriate permissions.

## Edit Fuel and Oil

You can edit fuel and oil records under the following conditions:

- You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have edit fuel and oil permissions.
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 Fuel and Oil**

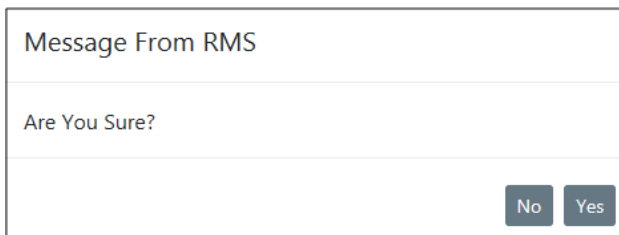
You can delete fuel and oil records under the following conditions:

- You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can delete the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have delete fuel and oil permissions.
1. Click on the delete icon  to delete a Fuel and Oil Record.
  2. 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

# Chapter 31. 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 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 63.

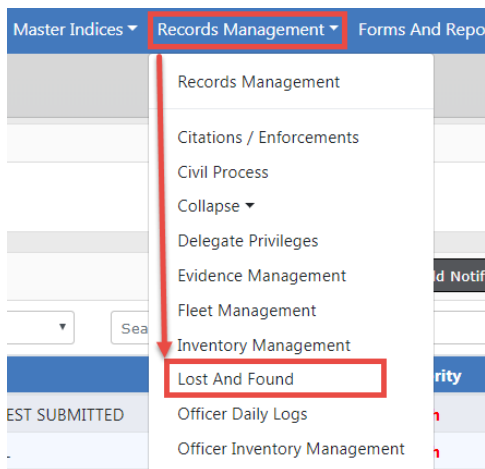
**Lost and Found Property** can be created and managed two ways within Online RMS:

- 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).

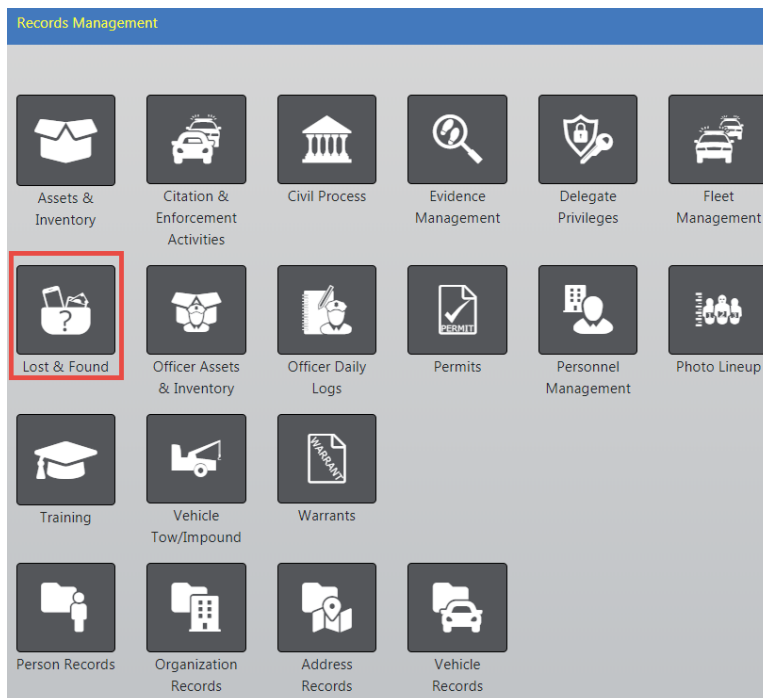
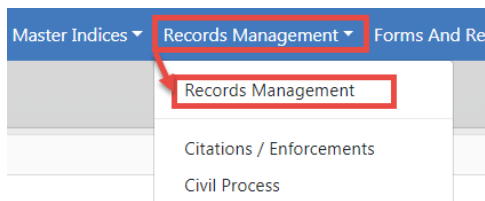
## Standalone Module

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 #

FOUND DATE FROM

FOUND DATE TO

CREATED DATE FROM

CREATED DATE TO

COMMENTS

Current Custody

LOCATION

FIRST NAME

LAST NAME

Disposition

DISPOSED

DISPOSITION DATE FROM

DISPOSITION DATE TO

DISPOSITION REASON

RELEASED TO

COMMENTS

Go Back

Reset

Search

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" below .

## 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 627.

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	ID	FOUND BY	INCIDENT REPORT #
<input type="text" value="District 42, Versaill"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FOUND DATE FROM	FOUND DATE TO	CREATED DATE FROM	CREATED DATE TO
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

**COMMENTS**

### Current Custody

LOCATION	FIRST NAME	LAST NAME
<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>

### Disposition

DISPOSED	DISPOSITION DATE FROM	DISPOSITION DATE TO	DISPOSITION REASON
<input type="text" value="-Select-"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="-Select-"/>

RELEASED TO	COMMENTS
<input type="text"/>	<input style="width: 95%;" 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**

**MISC/OAN**

**MAKE**

**MODEL**

**PRIMARY COLOR**

**SECONDARY COLOR**

**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	
15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	
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 31.

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

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.



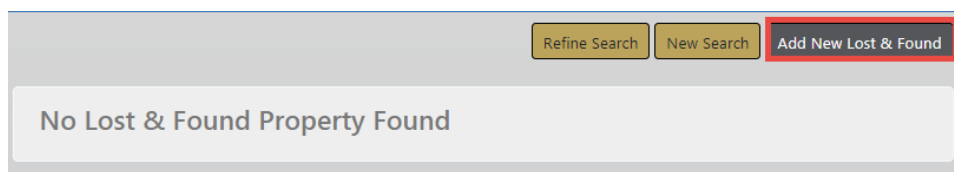
ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	[Icons]
15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	[Icons]
2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	Disposed	08/23/2017 0905	[Icons]

For more information on processing records in bulk refer to "Mass Lost and Found Functions" on page 640.

## 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 629

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.

**Property Information** Go Back

**SECURITY LEVEL**  
Level 1 - Access to all Data

**CATEGORY**  
☒ PROPERTY ☐ DRUGS ☐ DOCUMENTS ☐ CURRENCY ☐ GUNS

**TYPE** **SERIAL #** **MISCELLANEOUS / OAN** **VALUE**  
WATCH AC12345 500.00

**MAKE** **MODEL** **PRIMARY COLOR** **SECONDARY COLOR**  
Timex Easy Reader Gold -Select-

**QUANTITY** **ITEM DESCRIPTION**  
1 Woman's watch.

**DATE OF INFO** **COMMENTS**  
3/18/2019

Go Back Save Save & Select

**Property Information** Go Back

**SECURITY LEVEL**  
Level 1 - Access to all Data

**CATEGORY**  
☐ PROPERTY ☐ DRUGS ☒ DOCUMENTS ☐ CURRENCY ☐ GUNS

**TYPE** **BANK** **DOCUMENT NUMBER** **DATE**  
CREDIT CARDS 3/18/2019

**ACCOUNT NAME** **ACCOUNT #** **PAYABLE TO** **AMOUNT**

**ENDORSEE** **ITEM DESCRIPTION**

**DATE OF INFO** **COMMENTS**  
3/18/2019

Go Back Save Save & Select

**Property Information** Go Back

**SECURITY LEVEL**  
Level 1 - Access to all Data

**CATEGORY**  
☐ PROPERTY ☒ DRUGS ☐ DOCUMENTS ☐ CURRENCY ☐ GUNS

**TYPE** **DRUG TYPE** **QUANTITY** **MEASURE**  
PLANT SUSPECTED MARIJUANA -Select-

**ITEM DESCRIPTION**

**DATE OF INFO** **COMMENTS**  
3/18/2019

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.

[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

**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 627.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 629.

From the *Search Results* window click on the **Edit** icon on the record you want to update.

[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	
<input type="checkbox"/> 39	District 42, Versailles	WATCH	Dana	03/27/2018 0545	Front Counter	03/27/2018 1300	
<input type="checkbox"/> 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.

[Go Back](#) [Dispose](#) [Print Label](#)

**Property**

[View Property Details](#) [Update Property Details](#)

TYPE	QUANTITY	VALUE(\$)	DATE OF INFO	INDEX ID
ALCOHOL/LIQUOR	0	100	04/08/2019	1908

**Lost & Found Details**
Master Property Index Section

**ID**

**FOUND BY**

**DATE / TIME FOUND**

**COMMENTS**

[Save](#)

**Incident**

Report #	Agency	Occurrence Date	Location	Actions
2017-11-317-000025	District 42, Versailles	11/13/2017 0945	500 South Oak Street Fortville, IN 46040	

**Chain of Custody**

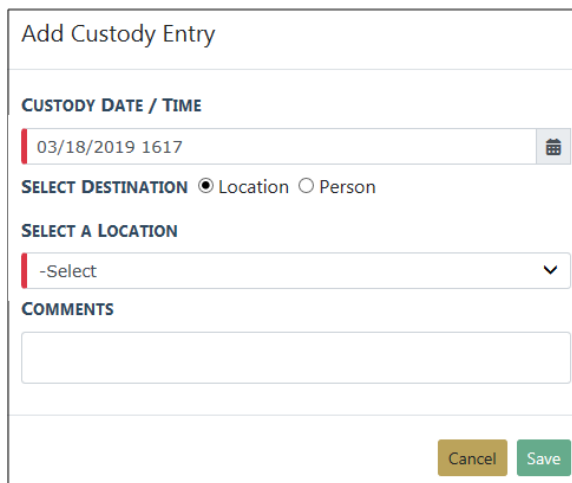
[Print Chain of Custody](#) [Change Custody](#)

Search:

Custody Date	Person / Location	Creator	Comments
04/08/2019 1040	Back Room	Homer Simpson	

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.

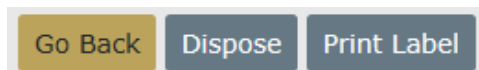


Select either **Location** or **Person**.

- 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" on the facing page.

## 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 627.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 629.

From the *Search Results* window click on the **Delete** icon in the *Actions* column on the record you want to delete.



39 result(s) found								
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 627.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 629.

From the *Search Results* window you can **Dispose** multiple records at once, or a specific record.

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	 
15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	 
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
35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	[Lock] [Edit] [Trash]
15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	[Lock] [Edit] [Trash]
2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	Disposed	08/23/2017 0905	[Lock] [Edit] [Trash]

For more information on the mass functions refer to "Mass Lost and Found Functions" on page 640

## 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*.

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: ☒ ENTER NAME ☐ SELECT PERSON

PERSON:

RELEASED BY:

DISPOSITION DATE:

DISPOSITION REASON:

COMMENTS:

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: ☒ Enter Name ☐ Select Person

PERSON:

OR

RELEASED TO: ☐ Enter Name ☒ Select Person

PERSON:

For more information on the *Master Person Index* refer to [MASTERINDICES.htm](#).

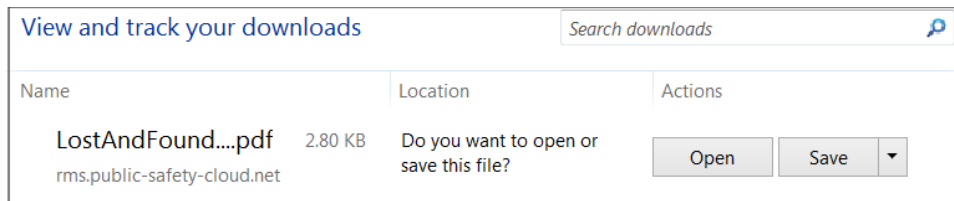
- Released By** name defaults to the logged in user; however, it can be changed.
- Disposition Date** and **Time** defaults to the current data and time; however, it can be changed.
- Select a **Disposition** from the list.
- Enter any **Comments**.
- If required by your agency, click on the **Signature** button for signature.

Click **Save** to display a successful confirmation message.

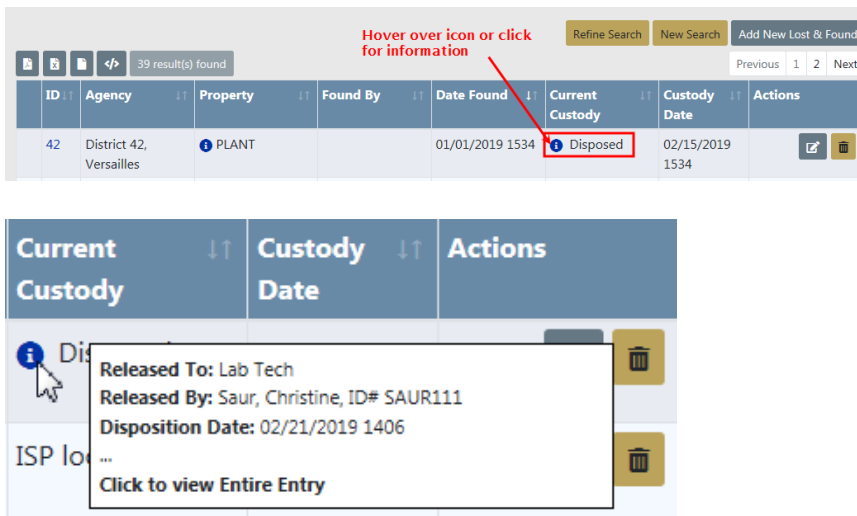
**Disposition Successful**

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.



## 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 627.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 629.

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.

<span>39 result(s) found</span> <span>2 Item(s) Selected</span> <span>Mass Dispose</span> <span>Mass Change Custody</span> <span>Print Labels</span> <span>Previous</span> <span>1</span> <span>2</span> <span>Next</span>								
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 checked="" type="checkbox"/> 41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317		
<input checked="" type="checkbox"/> 40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315		
<input type="checkbox"/> 39	District 42, Versailles	WATCH	Dana	03/27/2018 0545	Front Counter	03/27/2018 1300		

## 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.

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**

☒ ENTER NAME
 ☐ SELECT PERSON

**PERSON**

**RELEASED BY**

User, ODL, ID# 123456

**DISPOSITION DATE**

03/18/2019 1629

**DISPOSITION REASON**

-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
<input checked="" type="radio"/> Enter Name <input type="radio"/> Select Person	<input type="text"/>

OR

RELEASED TO	PERSON
<input type="radio"/> Enter Name <input checked="" type="radio"/> Select Person	<input type="button" value="Select Person"/> <input type="button" value="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**

---

**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.

[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**

**SELECT DESTINATION**      **SELECT A LOCATION**

☒ LOCATION   ☐ PERSON     

**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:** 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.

## 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.

The screenshot displays the 'Incident Report' interface. At the top, there is a navigation bar with tabs: Summary, Header, Offenses, Names, **Property & Vehicles** (highlighted with a red box), Narratives, Attachments, and Validations. Above these tabs are action buttons: Exit Report, Quick Print, Print, Transfer, Exit Wizard, and Submit For Approval. Below the tabs, the 'Incident Summary' section shows the date and time '02/20/2019 0907 Hrs' and the agency 'District 42, Versailles'. The 'Offense(s)' section lists '14-29-8-5(2) - NATURAL RESOURCE- TRESPASS- CR...'. The 'Report #' is '2019D4210215' and 'Supp #' is '0'. At the bottom, the 'Properties' section shows 'TOTAL VALUE(\$): 1500.00' and a dropdown menu set to 'All'. To the right of this are buttons for 'Print Evidence' and 'Add Property' (highlighted with a red box).

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 178.



# Chapter 32. 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 Online RMS unless the user is granted permissions to view expunged details.

## Accessing the View Person Page

As with many areas of 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.

Person Search Results

2 result(s) found. 2 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
Aaberg	Ken			M	W	07/09/1975	123-45-6789	asdf 4444 kjkl 46456456 2548p731	Primary Name	469	

Person Details | **Person Summary** | Index Summary

**NOTE:** For more information on Master Indices refer to "Master Indices" on page 63.

- 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 205.
  - While on the Incident Report click on the **Names** tab or the **Offenders** link.

Summary | Header | Offenses | **Names** | Property & Vehicle

Incident Summary: 03/05/2018 1324 Hrs - 300 East 200 , East Tes...

Offense(s): 35-43-4-2.5 V02 - THEFT- VEHICLE

Total Hours: 0

Add Disapproval Comments

Actions | 6 | 1 | **1** | 1 | 1 | 1 | 2

Select either option

- 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 205.

## 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 page 645.

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:** Online RMS saves the original and the edited versions of the Narrative.

**Incident Information**

Incident Summary: 07/28/2015 1713 Hrs - 100 Ash Street INDIANAPOLIS, IN 46204  
 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.)

**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**

Enter your comments here.

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"/>		<a href="#">2018D4210186</a>
<input type="checkbox"/>		<a href="#">2017-0120</a>
<input type="checkbox"/>		<a href="#">2017-0091</a>
<input type="checkbox"/>		<a href="#">2016-BCSO-000177</a>
<input type="checkbox"/>		<a href="#">2016D4210025</a>
<input type="checkbox"/>		<a href="#">2015ROOT0220</a>
<input type="checkbox"/>	<b>[EXPUNGED]</b> 	<a href="#">2015ROOT0162</a>
		<a href="#">2015ROOT0156</a>

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 Online RMS without the *Expungement - View Expunged Records* permission. Refer to your system administrator for more information on permissions.

## Expungement Results

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
<b>Incident Summary:</b> 07/28/2015 1713 Hrs - 100 Ash Street INDIANAPOLIS, IN 46204 <b>Offense(s):</b> 35-42-2-1.5 - BATTERY- AGGRAVATED				
<b>Offenders</b>				
<b>Example for user with View Expunged Records permissions</b>				
Name				Age (Yrs)
ⓘ Akbar, Allah <b>Race:</b> Middle Eastern <b>Sex:</b> M <b>DOB:</b> 04/02/1980 <b>[EXPUNGED]</b>				35 Years

## Other Expunged Data Restrictions


The following changes are applicable throughout 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).











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 645.

Involved Field Arrests							
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:** Online RMS saves the original and the edited versions of the Narrative.

Go Back

**Arrest Information**  
**Arrest Summary:** 07/22/2015 0023 Hrs ⓘ  
**Charges:** THEFT- BUILDING MATERIAL

**Agency:** District 42, Versailles  
**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
 <b>[EXPUNGED]</b>	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 next page.

## Expungement Results

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.


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 645.

Involved Field Arrests	
Expunge	Arrest Number
<b>[EXPUNGED]</b>  	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>No Yes</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 33. Training Videos

## Training Videos Overview

Beginning with Online RMS 11.4.0, agencies can enhance users' training and learning experience with the **Online Training** feature. The **Online Training** feature offers video-based learning to all users where agencies use and enable this feature.

### Benefits of Video-Based Learning

- A cost-effective training approach.
- Provides up-to-date training opportunities.
- Provides a **Training Video Library** where users can keep track of their videos.

**Note:** For more information on the **Training Video Library**, refer to “Training Videos Library” on page 658.

- Provides the ability to watch videos more than once.
- Ability to enforce required training.
- Provides a history of e-training participation.

### Rules and Requirements

- Agency must have the **Online Training** feature to get the pop-up videos.
- Agency must enable this feature on the agency profile for users to have access to the videos.
- No roles or permissions are associated with this feature; the **Online Training** feature controls access.

- Supports only MP4 files at this time.
- Contact Caliber Public Safety to upload videos.
- The agency administrator has the option to require user acknowledgment after viewing the video.
- The **date and time** watched by users are saved to the database on videos that **require acknowledgment**.

## Acknowledgment Required vs. Optional

The agency administrator has the option to **require your acknowledgment** after viewing videos. By acknowledging a video, you are stating that you have watched the video in its entirety. The video pops-up automatically each time you log into Online RMS and access a page to which the video is associated until you acknowledge having watched it.

Unlike videos that require acknowledgment, **optional** videos do not pop-up automatically when you log into Online RMS.

All videos are stored in your **Training Videos Library**. You can watch videos whenever you wish by navigating to your **Training Videos Library**.

For more information on **watching** and **acknowledging** videos, refer to “Watch Training Videos” on page 663.

For more information on **Training Videos Library**, refer to “Training Videos Library” on page 658.

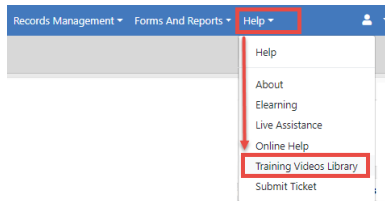
## Training Videos Library

Training videos reside in your personal Online RMS **Training Videos Library**, where you can keep track of the videos you have and haven't watched, and you can watch these videos as often and as many times as you wish.

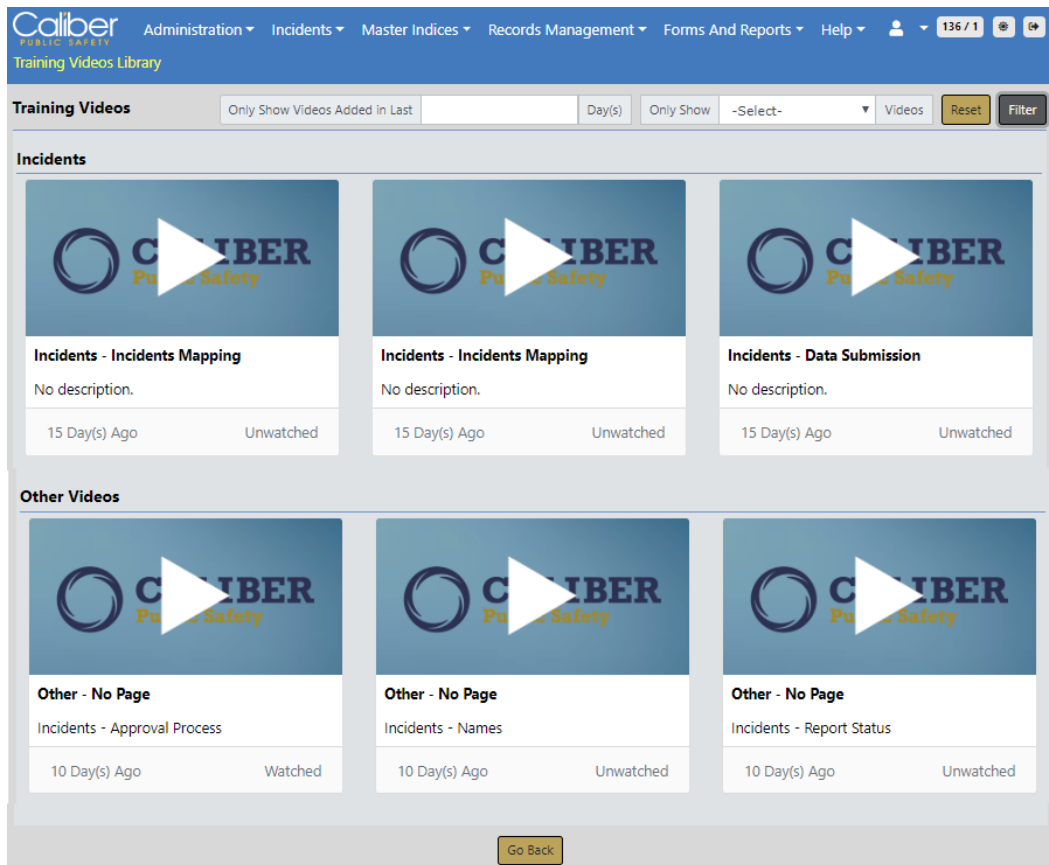
## Access the Training Videos Library

Follow these steps to access your **Training Videos Library** in Online RMS:

1. Click **Help** on the top navigation menu, then click **Training Videos Library**.



2. The **Training Videos Library** Opens.



## Understanding the Training Videos Library

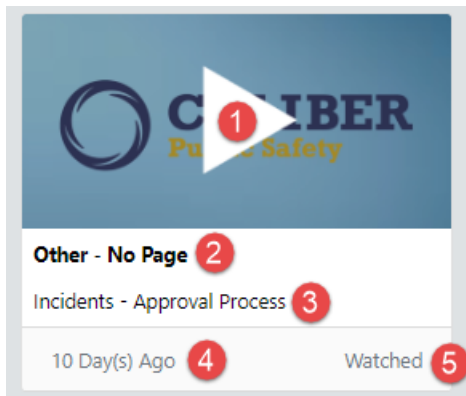
### *Videos are divided into groups*

Group examples:

- Incidents

- This group contains incident-based reporting videos.
- Other Videos
  - This group contains videos that do not fall into the other groups.

## Video Elements



1. Click to **Play**.
2. The **Group** to which the video belongs (i.e., Incidents or Other Videos).
3. **Description** of the video.
4. The **number of days** the video has been in your Training Video Library.
5. **Status** of the video (i.e., Watched or Unwatched).

## Filter Video List

Across the top of the **Training Video Library**, you have the option to filter the video list by only showing videos that have been added within a *specified number of days*, and only show *watched* or *unwatched* videos.

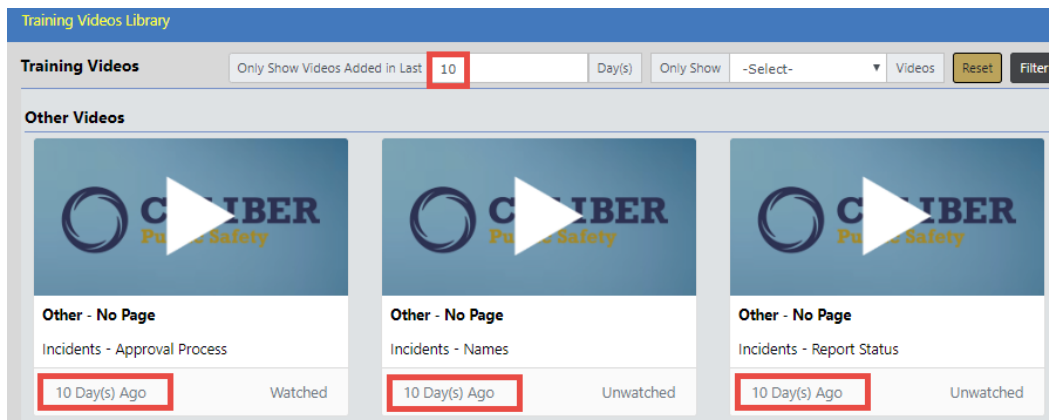
### Show Videos Added in Last Number of Day(s)



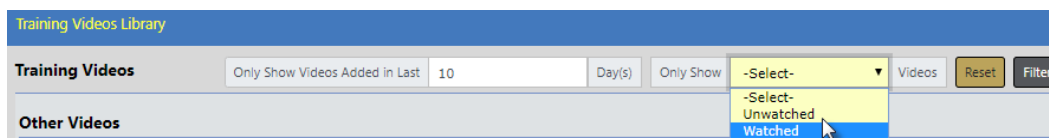
1. Enter the **number of days** in the field provided.



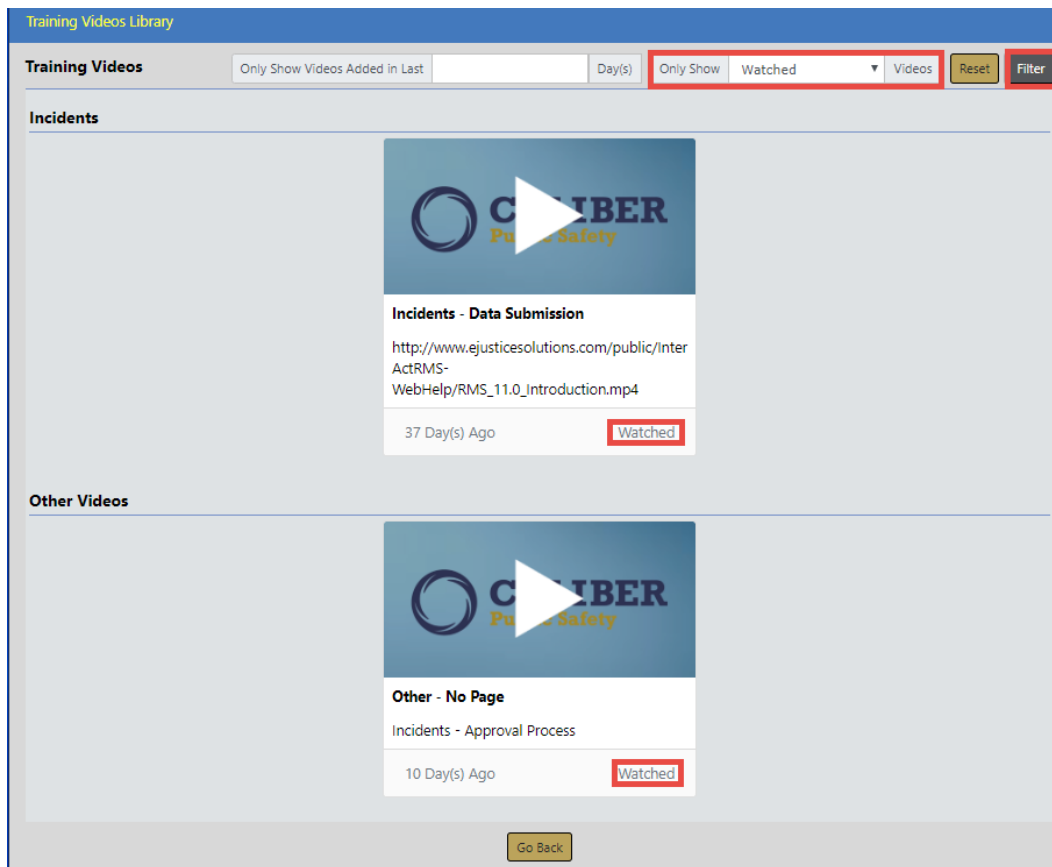
2. Click **Filter** to display only the videos that were posted to your **Training Video Library** within the days specified.



### Show Watched or Unwatched Videos

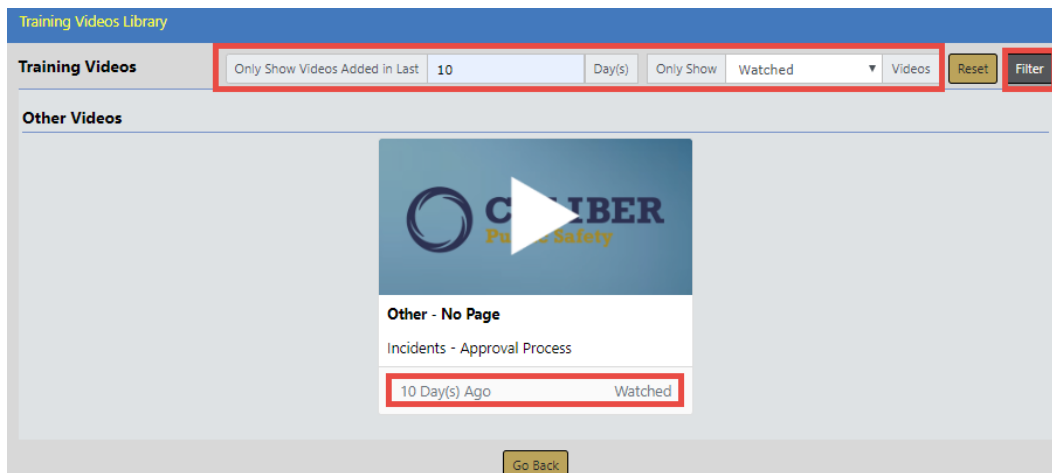


1. Click into the **Only Show** field and select **Watched** or **Unwatched** from the list. **Watched** is used in the example.
2. Click **Filter** to display only the videos that match your criteria.



### Show Videos with Combined Criteria

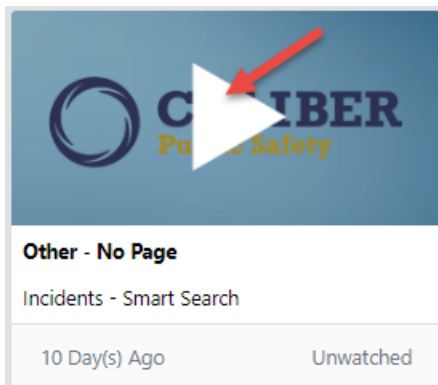
1. Enter the **number of days** in the field provided.
2. Click into the **Only Show** field and select **Watched** or **Unwatched** from the list. **Watched** is used in the example.
3. Click **Filter** to display only the videos that match your combined criteria.

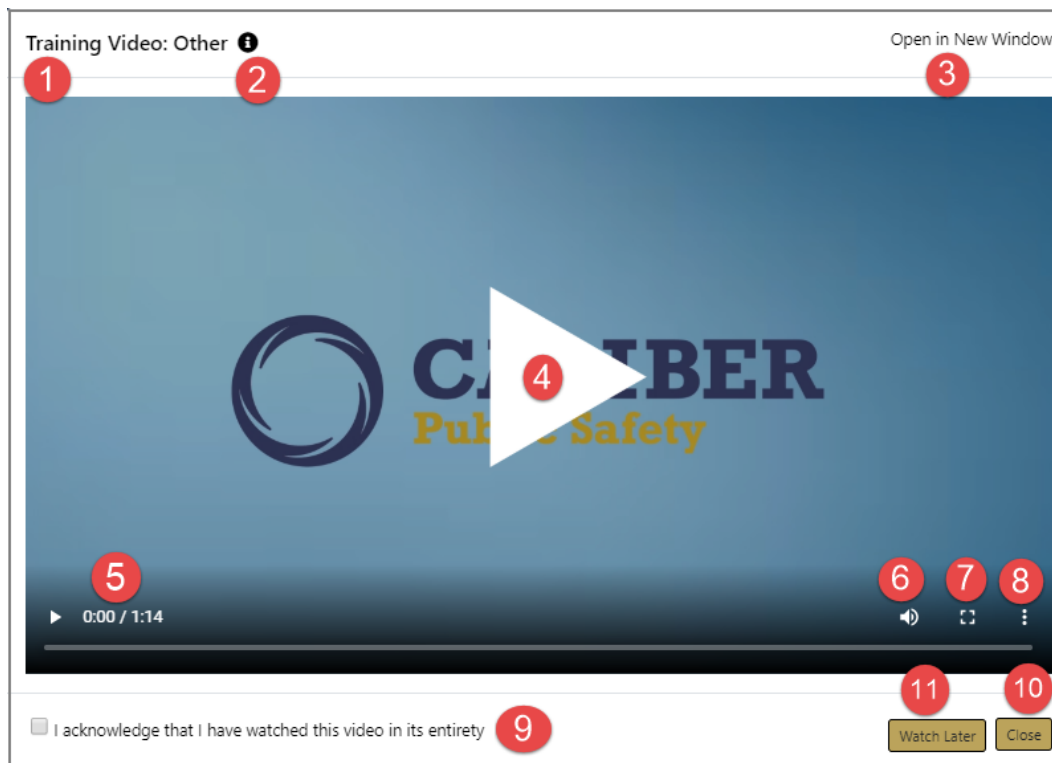


## Watch Training Videos

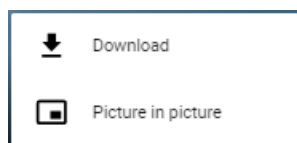
Follow these steps to watch training videos in Online RMS:

1. Identify the training video you wish to watch. There are two ways to do this:
  - a. When a video *requires your acknowledgment*, the video pops-up automatically each time you log into Online RMS and access a page to which the video is associated until you acknowledge having watched it..
  - b. Or, you can go to your **Training Videos Library** for a list of videos available to you. For details on accessing videos in your **Training Videos Library**, refer to “Training Videos Library” on page 658.
2. Click the **Play** button to launch the video with additional options.





1. The **Group** to which the video resides in your Training Video Library. The Group **Other** appears in the example.
2. Hover mouse over, or click on, the **information bubble** to view the Description of the video.
3. Click on **Open in New Window** to open the video in a new window, separate from Online RMS.
4. Click to **Play** the video.
5. The length of time left and total video time, respectively.
6. Click to manage the **audio**.
7. Click to watch the video in **Full Screen** mode.
8. Click to **Download** the video or view it **Picture in Picture**.



9. Click **acknowledge** after watching the video in its entirety.

**Note:** This option only appears when an acknowledgment is required. For more information, refer to your agency administrator.

**Note:** The video pops-up automatically every time you log into Online RMS until you acknowledge having watched it.

10. Click to **Close** the window.

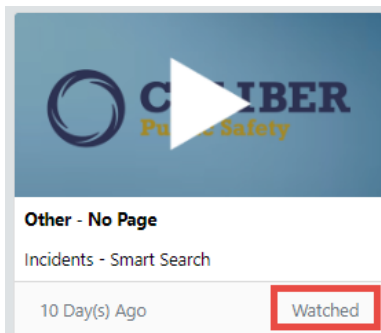
**Note:** This option is grayed-out if the an acknowledgment is required, and the acknowledgment checkbox has not been checked.

11. Click **Watch Later** if you wish to close and return to the video later.

**Note:** This option appears only if the an acknowledgment is required, and it grays-out when the acknowledgment box is checked.

**Note:** If you do not acknowledge having watched the video, the video pops-up automatically each time you log into Online RMS and access a page to which the video is associated.

3. After the video plays and the window is closed, the video status changes from **Unwatched** to **Watched**.





# Chapter 34. Training Module

## Overview

The 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 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 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*

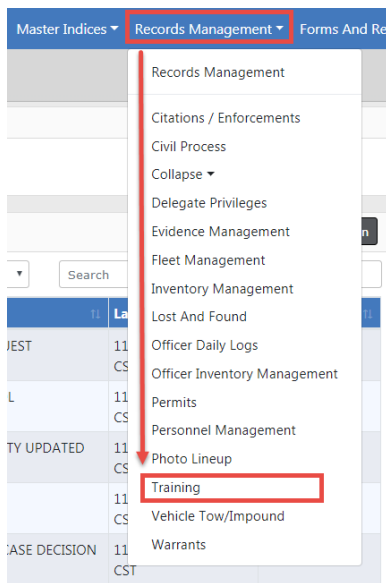
Proof of achieving specific skills or knowledge level that are mandatory for specific job duties (i.e., gun safety certification).

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.



Go Back

Manage Courses

Manage Certifications

Upcoming Courses

Expired Courses

Near Expired Courses

Expired Certifications

Near Expired Certifications

Search

Search

Reset

Show 10 entries

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				

Showing 1 to 7 of 7 entries

Previous

1

Next

**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

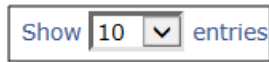
### **Near Expired Certifications**

- 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 673.
- 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.

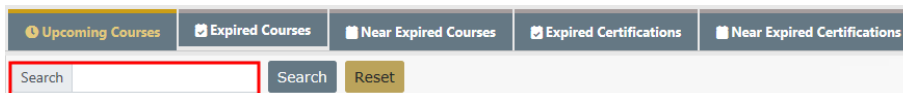


- 4. The bottom of the window displays the number of entries and it allows you to navigate between pages.



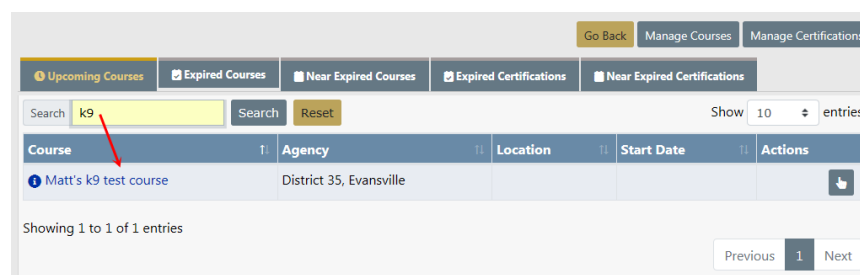
This example shows 10 entries per page. The highlighted number on the right is the page currently being viewed. Click **Next** to advance to the next page, or click the page number you want to view. Click on **Previous** to view the previous page.

- 5. Each tab allows you to **Search** or filter data that appears in the grid.



- a. Click on the tab you want to view, if different than the default **Upcoming Courses**.
- b. 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

- a. Click on a **Course** to view details about that particular course. This is view only, details cannot be changed here.

Upcoming Courses	Expired Courses	Near Expired Courses	Expired Certifications	Near Expired Certifications
Search	k9	Search	Reset	Show 10 entries
Course	Agency	Location	Start Date	Actions
 Matt's k9 test course	District 35, Evansville			

Training Dashboard / View Course

[Go Back](#)

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	
INSTRUCTOR			
LOCATION			
DESCRIPTION			
EQUIPMENT			
COMMENTS			


- b. Click on the information bubble to view the details without having to open the record itself.



Course Details		
<b>COURSE ID:</b> 8	<b>NAME:</b> Matt's k9 test course	<b>AGENCY:</b> District 35, Evansville
<b>COURSE TEMPLATE ID:</b> 3	<b>TEMPLATE NAME:</b> K-9 Training 101	
<b>COURSE TYPE:</b> Basic Training	<b>COURSE CLASSIFICATION:</b> Classification 1	
<b>START DATE:</b>	<b>END DATE:</b>	<b>TRAINING COST:</b> \$0
<b>EXPIRATION DAYS:</b> 0	<b>MINIMUM HOURS:</b> 0	<b>PASSING SCORE:</b> 5
<b>MAX ATTENDEES:</b> 0	<b>MINIMUM ATTENDEES:</b> 0	<b>CURRENT ATTENDEES:</b> 0
<b>INSTRUCTOR:</b>		
<b>LOCATION:</b>		
<b>EXTERNAL:</b> No		
<b>DESCRIPTION:</b>		
<b>EQUIPMENT:</b>		
<b>COMMENTS:</b>		
<div>Close</div>		

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 *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 668.
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 COURSE TYPE COURSE CLASSIFICATION

COURSE ID CATALOG COURSE INSTRUCTOR LOCATION

START DATE FROM START DATE TO END DATE FROM END DATE TO

ADDITIONAL SEARCH CRITERIA

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.

The 'Agency Structure' dialog box contains a search bar at the top with a 'Search' button. Below the search bar is a list of agencies and units. 'Indiana State Police' is highlighted in blue. Other items in the list include 'Area Units-A1' through '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', and 'Dup - Area Units-A3'. A 'Close' button is located at the bottom right of the dialog.

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.

The 'ADDITIONAL SEARCH CRITERIA' form features a dropdown menu at the top with '-Select-' and 'Attendees' options. Below this, there are several input fields organized into rows. The first row contains 'FIRST NAME', 'LAST NAME', 'NUMBER OF ATTENDEES', and 'EMPLOYEE ID'. The second row contains 'SCORE' and 'COST'. The third row contains 'COMPLETION DATE FROM' and 'COMPLETION DATE TO'. Each of these last three fields has a calendar icon next to it. The 'Attendees' dropdown is currently selected.

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 " below.

If you selected **Search** the results display in a grid.

16 result(s) found										Refine Search	New Search
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 679.

7. To export search results to a file refer to "Export Search Results" on page 31.

## Add Course

Add courses by way of the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 668.

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 674.
3. Click on the **Add Course** button on the **Course Search** window to open the *Add Course* screen.



Go Back

**CATALOG COURSE**

-Select- ▼

<b>COURSE ID</b>	<b>NAME</b>	<b>AGENCY</b>
0		-Select- ▼
<b>COURSE TYPE</b>	<b>COURSE CLASSIFICATION</b>	<b>EXTERNAL</b>
-Select- ▼	-Select- ▼	<input type="checkbox"/>
<b>START DATE</b>	<b>TIME</b>	<b>END DATE</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>EXPIRATION DAYS</b>	<b>MINIMUM HOURS</b>	<b>PASSING SCORE</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>MAX ATTENDEES</b>	<b>MINIMUM ATTENDEES</b>	<b>TRAINING COST</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>INSTRUCTOR</b>		
<input type="text"/>		
<b>LOCATION</b>		
<input type="text"/>		
<b>DESCRIPTION</b>		
<input type="text"/>		
<b>EQUIPMENT</b>		
<input type="text"/>		
<b>COMMENTS</b>		
<input type="text"/>		

Go Back Save

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

- Select a course template from the **Catalog Course** list.

**CATALOG COURSE**

-Select-

-New Course-

ANG Test

Advanced K-9 Training 201

Agency Startup

Andy Test

Basic Training 100

Basic Training 102

Bookkeeping

Dana Course

EMP TEST

Employee Training

Firearms Training

Gun Safety

Gun Safety 101

K-9 Training 101

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**

<b>COURSE ID</b> 69	<b>NAME</b> Advanced K-9 Training 201	<b>AGENCY</b> Area Units-A1
<b>COURSE TYPE</b> Advanced Training	<b>COURSE CLASSIFICATION</b> Classification 1	<b>EXTERNAL</b> <input type="checkbox"/>
<b>START DATE</b> [Calendar Icon]	<b>TIME</b> [Time Input]	<b>END DATE</b> [Calendar Icon]
<b>EXPIRATION DAYS</b> 0	<b>MINIMUM HOURS</b> 0	<b>PASSING SCORE</b> 0
<b>MAX ATTENDEES</b> 0	<b>MINIMUM ATTENDEES</b> 0	<b>TRAINING COST</b> \$0.00

**INSTRUCTOR**  
[Text Input]

**LOCATION**  
[Text Input]

**DESCRIPTION**  
[Text Input]

**EQUIPMENT**  
[Text Input]

**COMMENTS**  
[Text Input]






**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	
PDF	K-9 Officer Comfort		04/30/2018	


Additional information can be added such as, **Attendees** and **Groups**. For detailed instructions refer to "Edit Course " below.

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 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 668
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 674.
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](#)

<b>COURSE ID</b> <input type="text" value="4"/>	<b>NAME</b> <input type="text" value="Firearms Training"/>	<b>AGENCY</b> <input type="text" value="Indiana State Police"/>
<b>COURSE TYPE</b> <input type="text" value="Intermediate Training"/>	<b>COURSE CLASSIFICATION</b> <input type="text" value="Classification 2"/>	<b>EXTERNAL</b> <input type="checkbox"/>
<b>START DATE</b> <input type="text" value="06/01/2018"/>	<b>TIME</b> <input type="text" value="0900"/>	<b>END DATE</b> <input type="text" value="06/01/2018"/>
<b>EXPIRATION DAYS</b> <input type="text" value="30"/>	<b>MINIMUM HOURS</b> <input type="text" value="10"/>	<b>PASSING SCORE</b> <input type="text" value="85"/>
<b>MAX ATTENDEES</b> <input type="text" value="14"/>	<b>MINIMUM ATTENDEES</b> <input type="text" value="4"/>	<b>TRAINING COST</b> <input type="text" value="\$100.15"/>
<b>INSTRUCTOR</b> <input type="text" value="Brad Cooper"/>		
<b>LOCATION</b> <input type="text" value="Firing Range"/>		
<b>DESCRIPTION</b> <input type="text" value="creating with new template"/>		
<b>EQUIPMENT</b> <input type="text" value="firearm"/>		
<b>COMMENTS</b> <input type="text" value="no comments"/>		

[Go Back](#)
[Update](#)

**Attendees**
[Add Attendee](#)

Name	Agency	Cost	Score	Pass/Fail	Completed Date	Actions
Dana McMillan	District 34, Jasper					<a href="#">Edit</a> <a href="#">Delete</a>

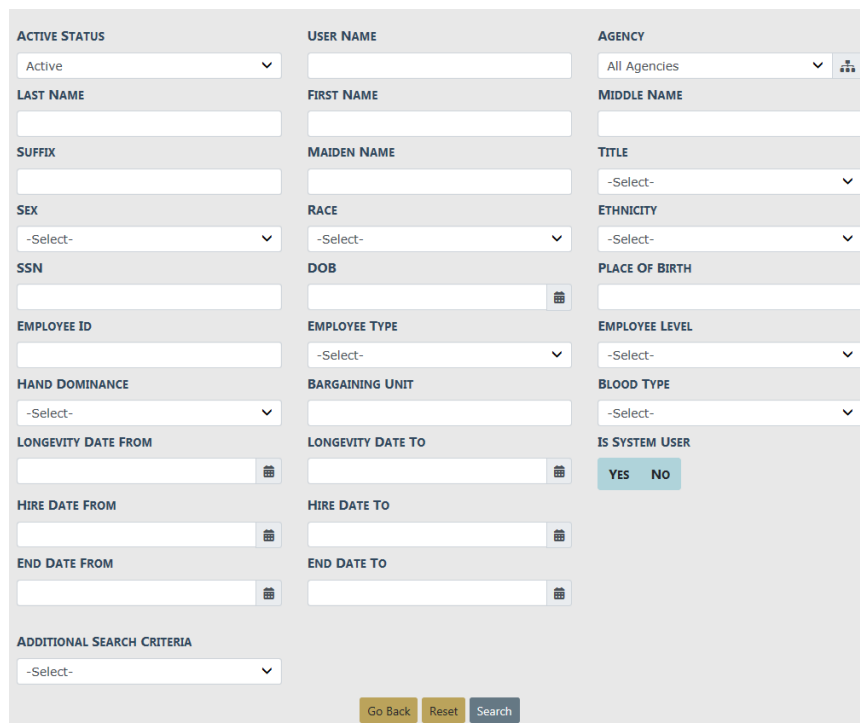
4. Make the necessary updates to the existing data, then click the **Update** button to apply the changes, or click the **Go Back** button to return to the **Course Search Results** window, if you wish.

**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

- a. Click on the **Add Attendee** link while on the **Edit Course** form to add attendees to the class. The **Employee Search** screen appears.

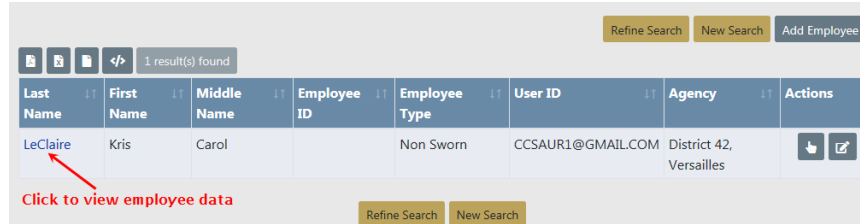


The form is divided into three columns and contains the following fields:

- ACTIVE STATUS:** Active (dropdown)
- USER NAME:** (text input)
- AGENCY:** All Agencies (dropdown)
- LAST NAME:** (text input)
- FIRST NAME:** (text input)
- MIDDLE NAME:** (text input)
- SUFFIX:** (text input)
- MAIDEN NAME:** (text input)
- TITLE:** -Select- (dropdown)
- SEX:** -Select- (dropdown)
- RACE:** -Select- (dropdown)
- ETHNICITY:** -Select- (dropdown)
- SSN:** (text input)
- DOB:** (date picker)
- 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:** (date picker)
- LONGEVITY DATE TO:** (date picker)
- IS SYSTEM USER:** YES NO (radio buttons)
- HIRE DATE FROM:** (date picker)
- HIRE DATE TO:** (date picker)
- END DATE FROM:** (date picker)
- END DATE TO:** (date picker)
- ADDITIONAL SEARCH CRITERIA:** -Select- (dropdown)



Buttons at the bottom: Go Back, Reset, Search.

- b. Enter the search criteria into the fields provided, then click **Search** to display the **Employee Search Results**.




Buttons: Refine Search, New Search, Add Employee

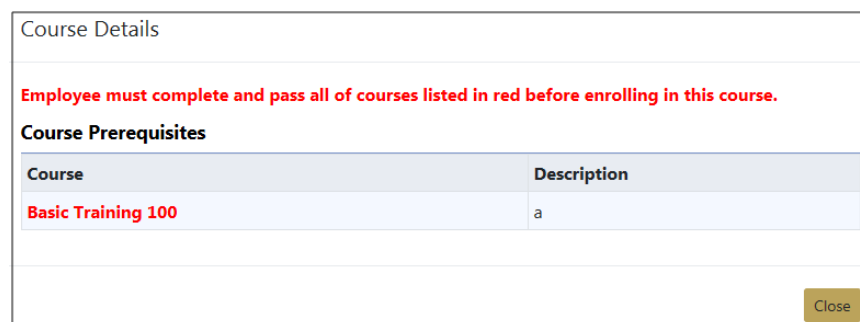
1 result(s) found

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

- c. 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.
- d. 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

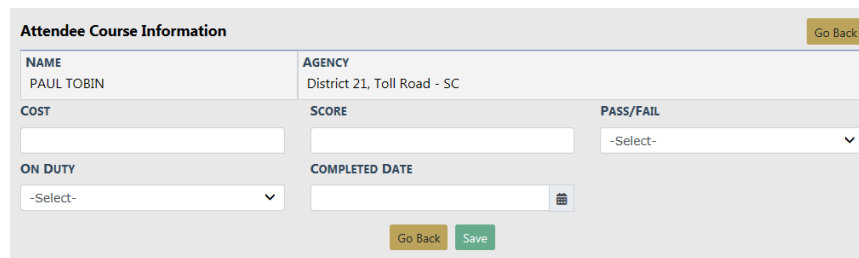
Employee must complete and pass all of courses listed in red before enrolling in this course.

**Course Prerequisites**

Course	Description
Basic Training 100	a

Close

- e. If there are no *Prerequisites* to fulfill, the **Add Attendee** form appears.

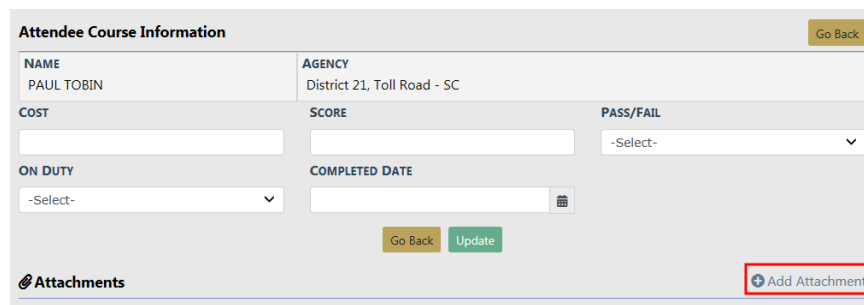


**Attendee Course Information** Go Back

<b>NAME</b> PAUL TOBIN	<b>AGENCY</b> District 21, Toll Road - SC	
<b>COST</b> <input type="text"/>	<b>SCORE</b> <input type="text"/>	<b>PASS/FAIL</b> -Select- ▼
<b>ON DUTY</b> -Select- ▼	<b>COMPLETED DATE</b> <input type="text"/>	

Go Back Save

- 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 51.



**Attendee Course Information** Go Back

<b>NAME</b> PAUL TOBIN	<b>AGENCY</b> District 21, Toll Road - SC	
<b>COST</b> <input type="text"/>	<b>SCORE</b> <input type="text"/>	<b>PASS/FAIL</b> -Select- ▼
<b>ON DUTY</b> -Select- ▼	<b>COMPLETED DATE</b> <input type="text"/>	

Go Back Update

**Attachments**  Add Attachment

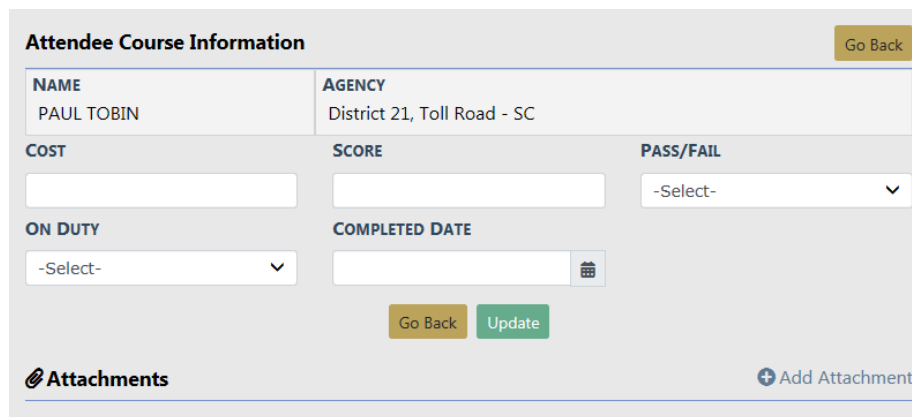
- h. If you made changes or added attachment, click **Update**, then **Go Back** to return to the **Edit Course** form, otherwise click **Go Back**.
- i. Attendees that are successfully enrolled in the course appear in the **Attendees** grid.

Attendees <span> Add Attendee</span>						
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 Online RMS Employee record automatically. For more information refer to the *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.



**Attendee Course Information** Go Back


<b>NAME</b> PAUL TOBIN	<b>AGENCY</b> District 21, Toll Road - SC	
<b>COST</b> <input type="text"/>	<b>SCORE</b> <input type="text"/>	<b>PASS/FAIL</b> -Select- ▼
<b>ON DUTY</b> -Select- ▼	<b>COMPLETED DATE</b> <input type="text"/> 	

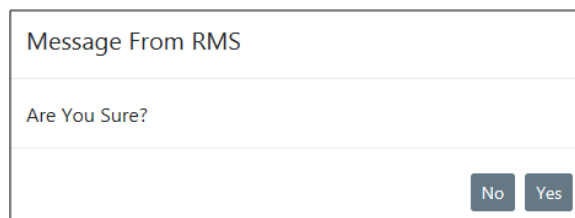
Go Back Update

 **Attachments** + Add Attachment

- 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

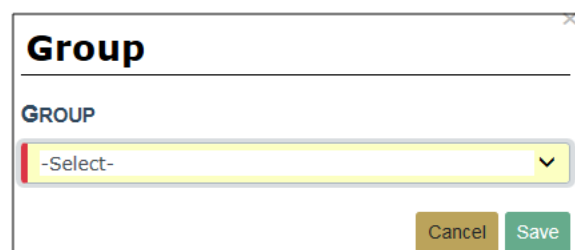
Are You Sure?

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.

- 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 <span style="float: right;">+ Restrict to Group</span>	
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.

**NOTE:** When deleting an enrolled attendee, the system also removes the course from the attendee's Online RMS Employee record automatically. For more information refer to the *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 *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 668.
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.

The screenshot shows the 'Certification Search' interface. At the top right are 'Go Back' and 'Add Certification' buttons. The form has four main sections: 'NAME' with a text input; 'AGENCY' with a dropdown menu showing 'District 42, Versailles' and a hierarchy icon; 'CREATION DATE FROM' with a date input and calendar icon; and 'CREATION DATE TO' with a date input and calendar icon. At the bottom are 'Go Back', 'Reset', and 'Search' buttons. A red arrow points to the hierarchy icon in the AGENCY section, accompanied by the text 'Click to display Organization Hierarchy'.

- b. Click on the hierarchy icon to display the organization hierarchy.



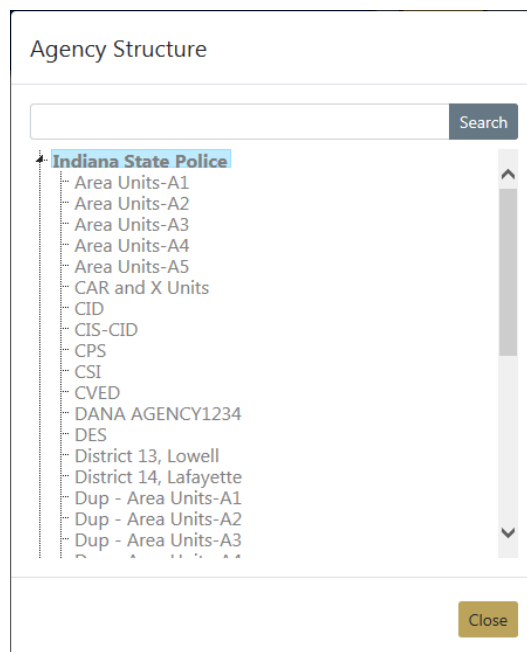
Agency Structure

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

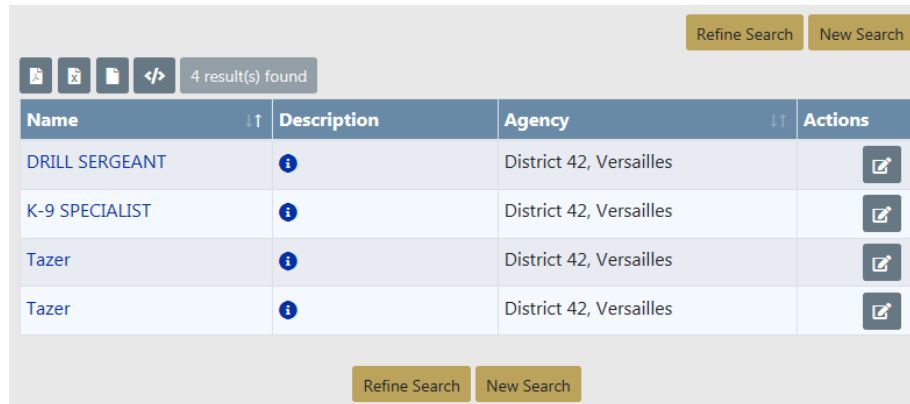
Close

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 " below.


If you selected **Search** the results display in a grid.



The screenshot shows a search results interface. At the top right are buttons for 'Refine Search' and 'New Search'. Below these is a toolbar with icons for file operations and a status bar indicating '4 result(s) found'. The main content is a table with four columns: Name, Description, Agency, and Actions. The table contains four rows of results, all from 'District 42, Versailles'. Each row has an 'i' icon in the Description column and an edit icon in the Actions column.

Name	Description	Agency	Actions
DRILL SERGEANT	i	District 42, Versailles	
K-9 SPECIALIST	i	District 42, Versailles	
Tazer	i	District 42, Versailles	
Tazer	i	District 42, Versailles	

At the bottom of the table are buttons for 'Refine Search' and 'New Search'.

- 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 page 689.
- 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 31.

## Add Certification

Add certifications by way of the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 668.

- 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 685.
- Click on the **Add Certification** button on the **Certification Search** window to open the *Add Certification* screen.

NAME AGENCY EXPIRATION DAYS

-Select-

DESCRIPTION

Save

Go Back

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

- Enter a **Name** for the certification and other application information.
4. 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.

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


Go Back

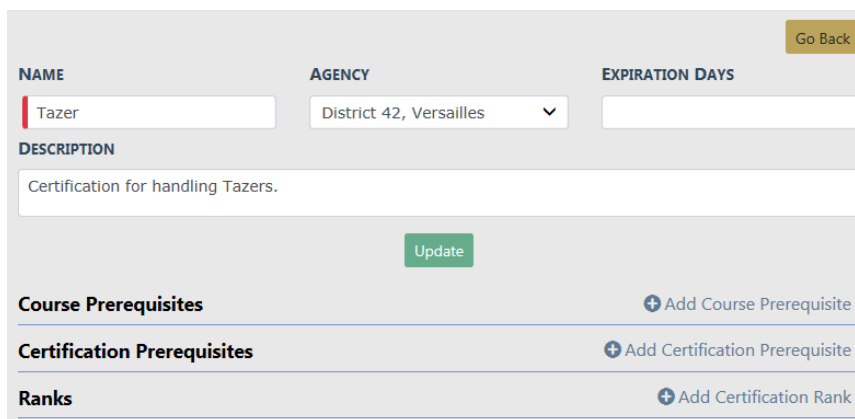
Additional information such as Course Prerequisites, Certification Prerequisites, and Ranks can be added to the certification. For detailed instructions refer to "Edit Certification" on the facing page.

**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.

1. Click on the **Manage Certifications** button on the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 668
2. 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 685.
3. Click on the **Edit** icon  that appears in the *Actions* column of the certification record you want to update. The **Edit Certification** form opens.



The screenshot shows the 'Edit Certification' form. It includes a 'Go Back' button in the top right corner. The form has three main input fields: 'NAME' with the value 'Tazer', 'AGENCY' with a dropdown menu showing 'District 42, Versailles', and 'EXPIRATION DAYS' which is empty. Below these is a 'DESCRIPTION' field containing the text 'Certification for handling Tazers.' and an 'Update' button. At the bottom of the form, there are three sections: 'Course Prerequisites', 'Certification Prerequisites', and 'Ranks'. Each section has a corresponding '+ Add' button to its right.

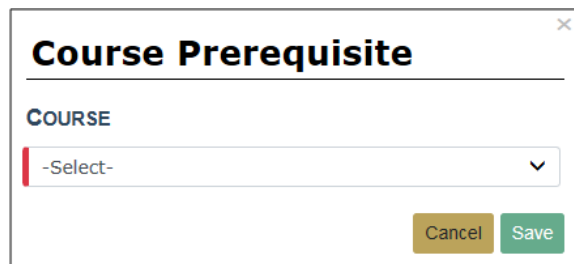
4. Make the necessary updates to the existing data, then click the **Update** button to apply the changes, or click the **Go Back** button to return to the **Certification Search Results** window, if you wish.

**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.



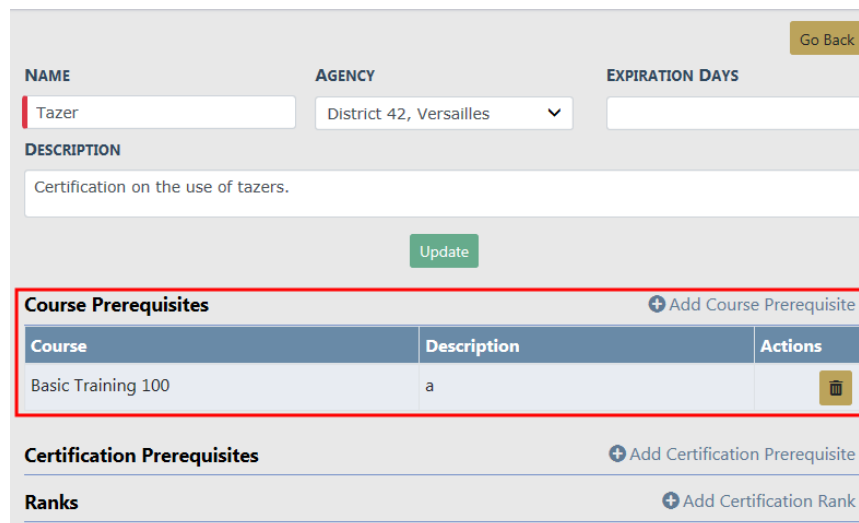
**Course Prerequisite**

**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.




Go Back

**NAME** Tazer **AGENCY** District 42, Versailles **EXPIRATION DAYS**

**DESCRIPTION**  
Certification on the use of tazers.

Update


**Course Prerequisites** + Add Course Prerequisite

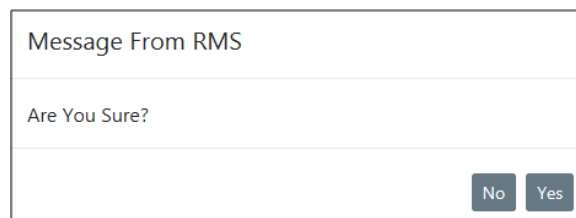
Course	Description	Actions
Basic Training 100	a	

**Certification Prerequisites** + Add Certification Prerequisite

**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 **OK** to delete or **Cancel** to return to the **Edit Certification** window without deleting.



Message From RMS

Are You Sure?

No Yes

### 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

-Select-

Cancel

Save

- b. 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.

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

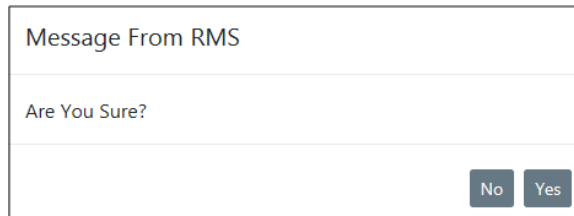
Certification	Description	Actions
ANOTHER	adsfa	

Ranks

+ Add Certification Rank

### Delete Prerequisite from a Certification

- a. Click the **Delete** icon  on the course prerequisite record you want to delete.
- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Certification** window without deleting.



Message From RMS

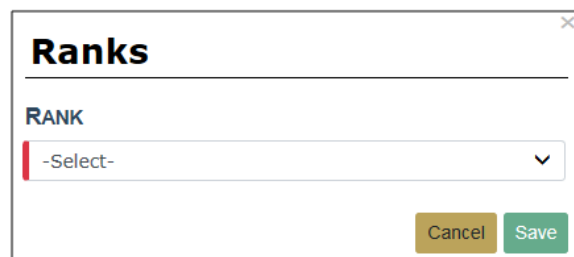
Are You Sure?

No Yes

### 7. You can *Add* or *Delete* (remove) a **Certification Rank**

#### Add a Certification Rank

- a. 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.



[Go Back](#)

**NAME**

**AGENCY**

**EXPIRATION DAYS**

**DESCRIPTION**

[Update](#)

**Course Prerequisites** [+ Add Course Prerequisite](#)

Course	Description	Actions
Basic Training 100	a	<a href="#">Delete</a>


**Certification Prerequisites** [+ Add Certification Prerequisite](#)

Certification	Description	Actions
ANOTHER	adsfa	<a href="#">Delete</a>

**Ranks** [+ Add Certification Rank](#)

Rank	Actions
Patrol Officer	<a href="#">Delete</a>

### 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?

[No](#)
[Yes](#)



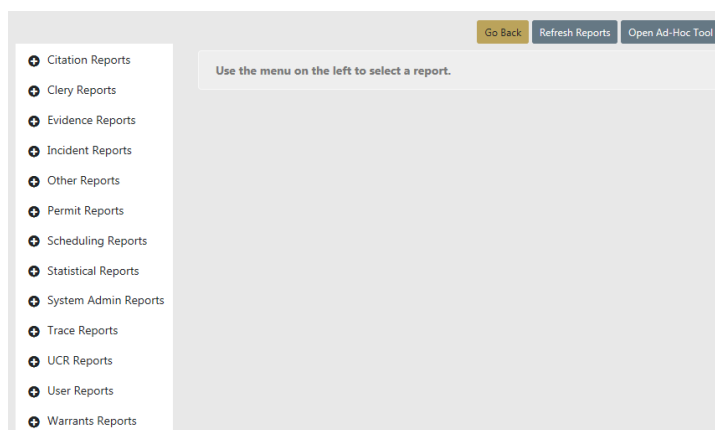
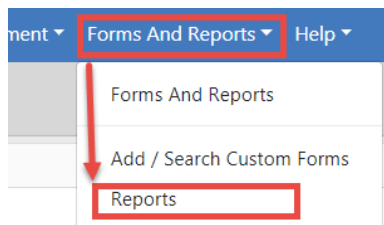
# Chapter 35. Reports

## Reports Overview

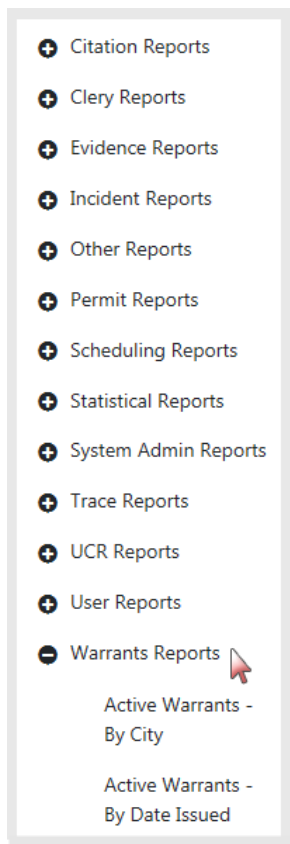
A **Report** returns a set of data in a structured format, so the information is easy to view, follow, and understand and available reports vary by agency. Online RMS offers a variety of reports that can be viewed and printed, such as Incident Audit Reports, Offense Reports by Zip Code, and Offense Reports 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.

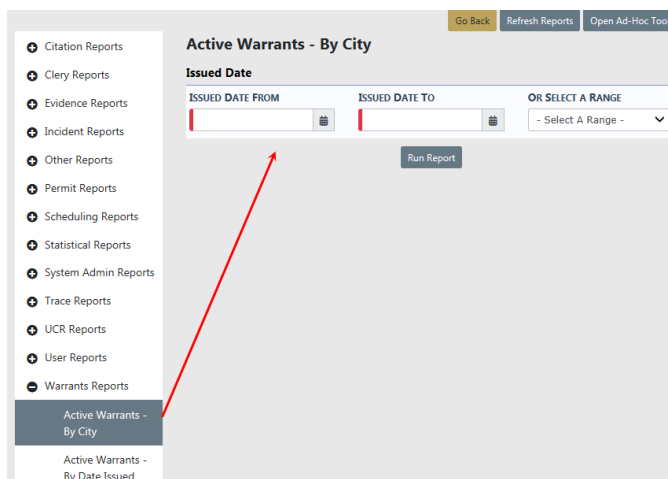
Reports are accessed from the top menu of Online RMS.



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 below is used as an example of a Jasper Ad Hoc report.



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


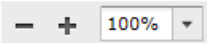

Active Warrants - By City  
FOR OFFICIAL USE ONLY (FOUO)

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.

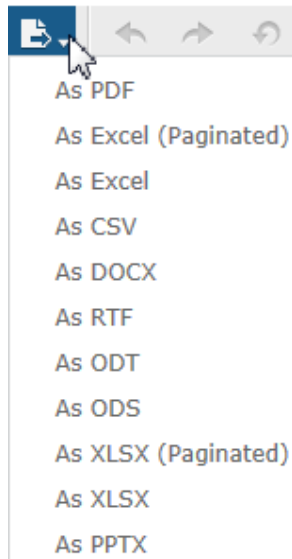
BLOOMFIELD

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
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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
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-  View the report in various formats.



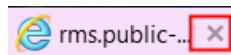
Choose an option and the report will open in a new tab. Hover your mouse near the bottom of the window and a menu will appear giving you the option to save, print, or page through the report. **As PDF** is used in the following example:

Active Warrants - By City

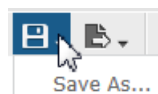
FOR OFFICIAL USE ONLY (FOUO)

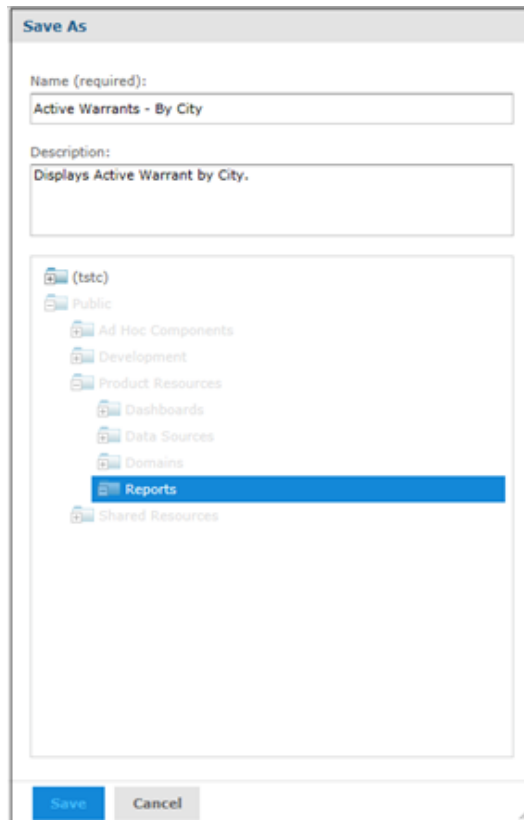
Index #	Date Issued	Reference Information	Person Information	Phys. Desc.	Address
301	2/28/17	WARRANT NUMBER: lkj	Name, Noone DOB: SEX: M RACE: A	WT: null HT: null EYES: null HAIR: null	
305	3/15/17	WARRANT NUMBER: asdf	Address, Person2 DOB: SEX: M RACE: W	WT: null HT: null EYES: null HAIR: null	55 Howard 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	<div><div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div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Click the **X** to close the tab.




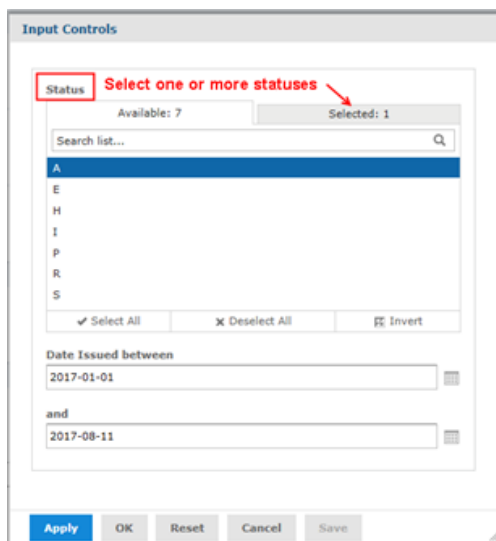
- Save the report to a shared folder on your network.





The 'Save As' dialog box is shown. It has a title bar 'Save As'. Below it, there is a 'Name (required):' field with the text 'Active Warrants - By City'. Below that is a 'Description:' field with the text 'Displays Active Warrant by City.'. Below the description is a tree view showing a folder structure: '(tstc)' > 'Public' > 'Ad Hoc Components' > 'Development' > 'Product Resources' > 'Dashboards' > 'Data Sources' > 'Domains' > 'Reports' (highlighted in blue) > 'Shared Resources'. At the bottom are 'Save' and 'Cancel' buttons.

-  Change the report parameters and generate an updated report. The available *Input Controls* will vary by report.

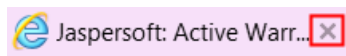


The 'Input Controls' dialog box is shown. It has a title bar 'Input Controls'. Below it, there is a 'Status' field with a red box around it and a red arrow pointing to it. The text 'Select one or more statuses' is next to it. Below that, there is a list of statuses: 'A', 'E', 'H', 'I', 'P', 'R', 'S'. The 'A' status is selected. Below the list are buttons: 'Select All', 'Deselect All', and 'Invert'. Below that, there is a 'Date Issued between' section with two date pickers: '2017-01-01' and '2017-08-11'. At the bottom are buttons: 'Apply', 'OK', 'Reset', 'Cancel', and 'Save'.

Make the desired changes then click **Apply** to generate an updated report.

Click the **X** to close the report tab.







# Chapter 36. Interfaces

## Interfaces Overview

An **Interface** is where two systems meet and interact. Caliber Public Safety leverages this technology to share information between our flagship products. For example, Online RMS accepts Call for Service information from Caliber CAD NG to create RMS Incident Reports and allow users to view CAD Calls for Service (CFS) information while logged into RMS. Another example is where the Court Case Management System (CMS) can retrieve and use Online RMS Citation data using a Web Interface. Standard interface fees may apply to enable an interface.

## Citation to Court Case Management System

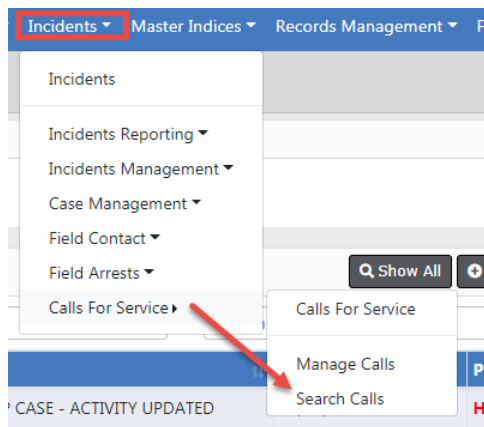
This Online RMS web service loads **RMS Citation** data into the **Court Case Management System (CMS)** as one-way only; data transmits from one system to another but does not return to the originating system.

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

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 Online RMS is searched and viewed from the **RMS Incidents** menu.



Caliber  
PUBLIC SAFETY  
Calls For Service Search

Go Back 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 Last 24 Hours <input type="text"/>	CALL TIME FROM <input type="text"/>	CALL DATE TO <input type="text"/>	CALL TIME TO <input type="text"/>
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 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-		

### Vehicle Details

VIN <input type="text"/>	YEAR <input type="text"/>	MAKE <input type="text"/>	MODEL <input type="text"/>
-----------------------------	------------------------------	------------------------------	-------------------------------

Enter the search criteria and click the **Search** button to display *Search Results*.

Click on the **View** icon  that appears in the *Actions* column of the *Search Results* to view CFS details spilled from CAD.

Dispatch Info - 2012387		
DISPATCHER DEB		
DISPATCH AGENCY Indiana State Police	CALL DATE	
CALL RECEIVED O	CALLER NAME BF20598	CALLER PHONE # (0) -
PRIORITY High	EVENT TYPE Police	CALL / ACTIVITY FIRE
DISPOSITION TYPE	CLOSE DATE 10/30/2012 11:46	
INCIDENT NOTES		
Location		
INCIDENT LOCATION 123 TOWN BLVD	CALLER LOCATION	
COMMON PLACE NAME	REPORTING AREA	
LATITUDE	LONGITUDE	

**NOTE:** For more information on searching CFS records refer to "Search Calls for Service" on page 143.

## 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.

Mug Shot Search - By Physical Description Add Person

Person Address Organization Vehicle Property Gang

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 CALIBER POWER SEARCH SEARCH PREFERENCE

ALL ANY

ADDITIONAL SEARCH CRITERIA

Search External Systems

Go Back Reset Search

Add Vehicle

Person Address Organization Vehicle Property Gang

YEAR MAKE MODEL

VIN TYPE STYLE

LICENSE PLATE LICENSE STATE INDEX ID

CREATOR

CREATION DATE FROM CREATION DATE TO

SEARCH PREFERENCE

ALL ANY

ADDITIONAL SEARCH CRITERIA

Search External Systems

Go Back Reset Search

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**. Online RMS will execute the query for the specific person, property, vehicle record being viewed.

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 74.





# Appendix A. Training Accounts

## Generic Training Accounts

When you connect to the 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 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 Online RMS Training DB:

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

Training Accounts user IDs and passwords will be distributed by the administrator.

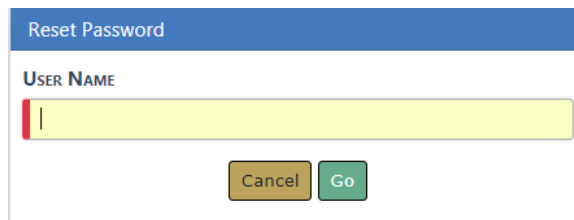


# Appendix B. Resetting Passwords

## Resetting OnlineRMS Password

This guide explains how to reset the Online RMS password from the workstation web browser.

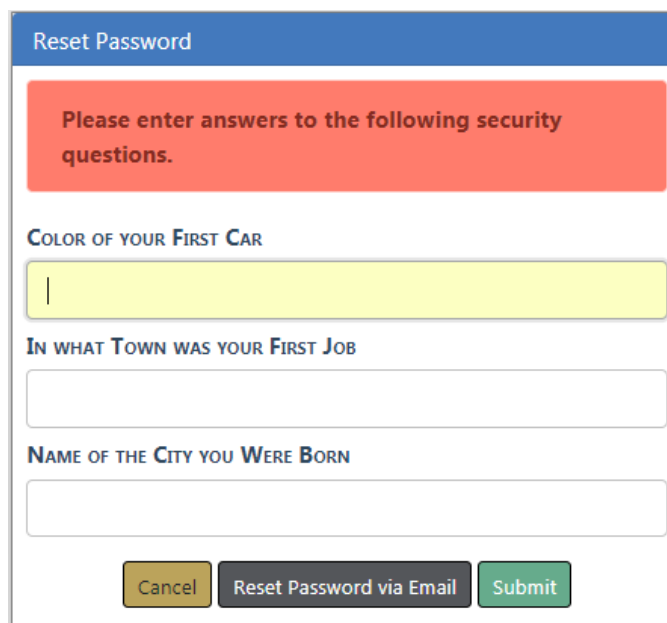
- Click the **Reset Password** link at the Online RMS login screen.
- Type the **User ID** and click the **Go** button.



The screenshot shows a web form titled "Reset Password" with a blue header. Below the header is a label "USER NAME" in blue. Underneath is a yellow text input field with a red vertical bar on the left. At the bottom of the form are two buttons: "Cancel" (yellow) and "Go" (green).

- For added security, the user will be prompted with three security questions. There are different questions available and they are configurable by the administrator or user with proper permissions. Answer the security questions and click the **Submit** button.

Questions can vary by user and apply only when configured.



The screenshot shows a web form titled "Reset Password" with a blue header. Below the header is a red box with the text "Please enter answers to the following security questions." in white. Below this are three text input fields with blue 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" (yellow), "Reset Password via Email" (dark grey), and "Submit" (green).

**NOTE:** If you have forgotten your password click on the **Reset Password via Email** link to receive a confirmation email. For further assistance contact your agency administration or refer to "Forgotten Password Procedure" below

**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 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.

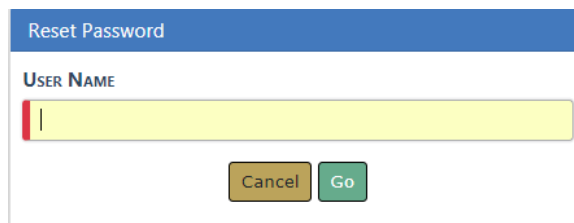
**NOTE:** In addition, this complies with the CJS policy many of our users must follow. For information about this and the email address

requirement, review the additional document called Secure Email Account Requirement for 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 Online RMS login screen.

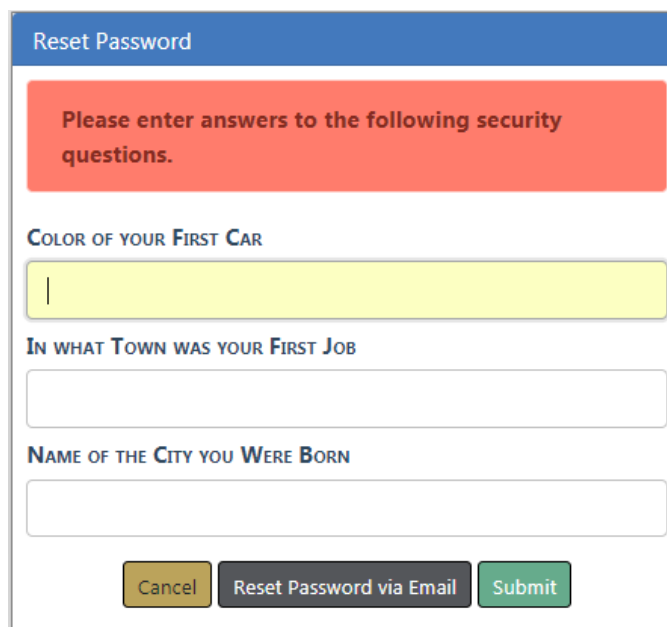
The reset password procedure will work in the following fashion:

1. At the 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" with a blue header. Below the header is a label "USER NAME" in blue. Underneath is a yellow input field with a red vertical bar on the left. At the bottom of the form are two buttons: "Cancel" (yellow) and "Go" (green).

3. Click on the **Reset Password via Email** link to receive a confirmation email



The screenshot shows a web form titled "Reset Password" with a blue header. Below the header is a red box with the text "Please enter answers to the following security questions." in white. Underneath are three questions, each with a yellow 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" (yellow), "Reset Password via Email" (dark grey), and "Submit" (green).

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 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 Online RMS application.

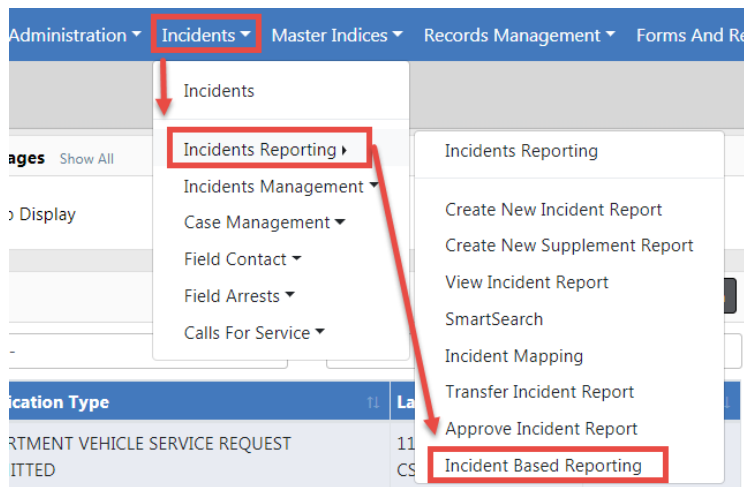
## Role and Permission Requirements

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 Online RMS Support for assistance on any changes.

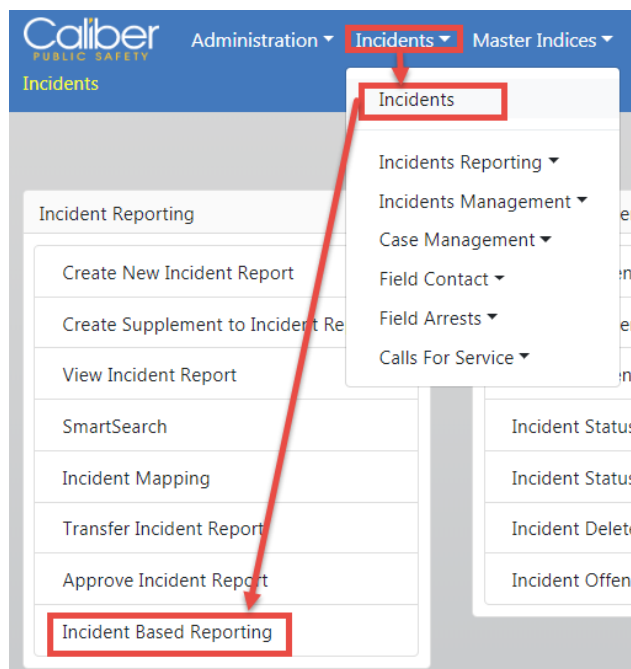
## Overview

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

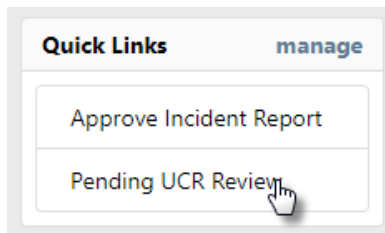


- b. Click on the *Incidents* tab and when the *Main Incident Menu* opens find **Incident Based Reporting** under the *Incident Reporting* header.

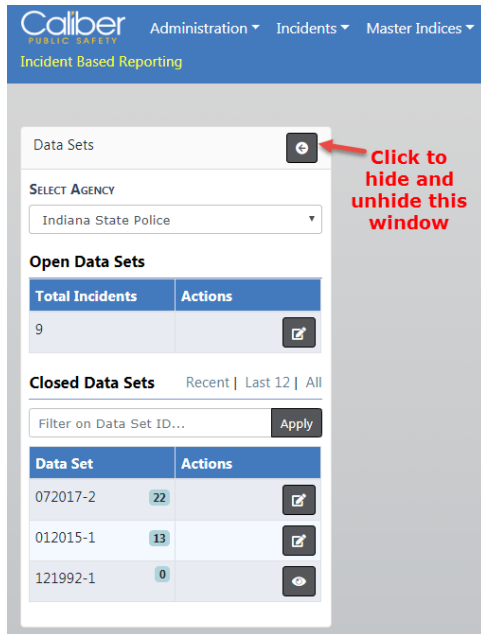


- c. If available, click on the **Pending UCR Review** link in the *Quick Links* box. If the **Pending UCR Review** link doesn't appear, you can with appropriate permissions, add this link to the *Quick Links* box. This appears only on your Home Page, no one else's. For instructions, refer to the Quick Link section of "Home Page " on page 9.






Any option above opens the *Data Sets* details page:




## 2. Accessing Open Data Sets.

- 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.

The screenshot shows the 'Data Sets' interface. On the left, there's a sidebar with 'SELECT AGENCY' (Indiana State Police), 'Open Data Sets' (Total Incidents: 13, 0), and 'Closed Data Sets' (Recent | Last 12 | All). The 'Closed Data Sets' table lists '072017-2' (22), '012015-1' (13), and '121992-1' (0). The '012015-1' row has an 'Edit' icon highlighted with a red box. A red arrow points from this icon to the 'Data Set' tab in the main content area. The main content area shows the 'Data Set' tab for '112018-1', with sub-tabs for 'Submission Details', 'Warnings', 'Submission File', 'Statistics', and 'Submission Summary'. The 'SUBMISSION DATE' section shows 'Month' and 'Year' dropdowns and a 'Next' button.

### 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.

The screenshot shows the 'Data Set: 012015-1' interface. On the left, the sidebar is the same as the previous screenshot. The 'Closed Data Sets' table has '012015-1' (13) highlighted with a red box, and its 'Edit' icon is highlighted with a red box. A red arrow points from this icon to the 'Closed Data Set' tab in the main content area. The main content area shows the 'Closed Data Set' tab for '012015-1', with a sub-tab for 'Warning Notification History'. The 'Statistics' section shows 'Total Incidents: 13', 'Accepted Incidents: 13', 'Rejected Incidents: 0', and 'Balance: 0'. The 'System' section shows 'CLERY', 'NIBRS' (310\_NIBRS.txt, 07/21/2015 1434), and 'SCIBRS'. Below this, it says 'One or more Systems is compatible with XML Generation.' The 'System' section also shows 'NIBRS' with '# of Files Generated: 0 / 13' and 'Actions' (eye and user icons). The 'REPORT #S' section has a text input 'Enter Comma Separated Report Numbers To Filter' and a 'STATUS' dropdown set to '-Select-'. Below this are 'Apply Filter' and 'Reset' buttons. The bottom section is a table with columns: Action, Agency, Report Number, Occurrence Date, Report Date, Offenses, Submission Status, and Actions. The first row shows 'ACCEPTED', 'District 42, Versailles', '2015ROOT0122', '04/28/2015', '04/28/2015', 'MURDER', 'ACCEPTED', and an 'Actions' icon.

## 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.

The screenshot shows the 'Data Sets' interface. On the left, there's a sidebar with 'SELECT AGENCY' set to 'Indiana State Police' and a table of 'Open Data Sets' with 13 incidents. The main area shows the '012019-1' submission. The 'Data Set' tab is active, and the 'SUBMISSION DATE' section has 'Month' set to 'January' and 'Year' set to '2019'. A red box highlights the 'Next' button.

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.

The screenshot shows the 'Submission Details' interface for '012019-2'. The 'Submission Details' tab is active. The 'Statistics' section shows 'Total Incidents: 13', 'Included: 13', and 'Not Included: 0'. The 'REPORT #S' section has filters for 'INCLUDED', 'DATE FROM', 'DATE TO', 'AGENCY', 'DATE TYPE', 'STATUS', and 'NIBRS CODE'. A red box highlights the 'Next' button. Below the filters, a table shows the 'Total In Filter: 13' reports. The table has columns: 'Included', 'Agency', 'Report Number', 'Occurrence Date', 'Report Date', 'Offenses', 'Status', and 'Actions'. The first row shows a report from 'District 42, Versailles' with report number '2018D4210195' and date '11/16/2018', with status 'READY TO BE SENT'.

## 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 »

- On the bottom right of the page the number of pages display based on your previous selection and the number of reports.

## Additional Filters

- If necessary you can enter criteria in the additional filter fields and **Apply Filter** to further define the reports you are reporting.

<b>REPORT #S</b> Enter Comma Separated	<b>INCLUDED</b> -All-	<b>DATE FROM</b> 	<b>DATE TO</b> 
<b>AGENCY</b> -All Agencies-	<b>DATE TYPE</b> 	<b>STATUS</b> -All Statuses-	<b>NIBRS CODE</b> -All NIBRS Codes-
<b>Apply Filter</b> <b>Reset</b>		<b>Include All In Filter</b> <b>Include All NOT In Filter</b>	<b>Remove All In Filter</b> <b>Remove All NOT In Filter</b>

- Unchecking individual reports.
  - 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.

<b>REPORT #S</b> Enter Comma Separated Report	<b>INCLUDED</b> -All-	<b>DATE FROM</b> 	<b>DATE TO</b> 
<b>AGENCY</b> -All Agencies-	<b>DATE TYPE</b> 	<b>STATUS</b> -All Statuses-	<b>NIBRS CODE</b> -All NIBRS Codes-
<b>Reset</b> <b>Apply Filter</b>		<b>Include All In Filter</b> <b>Include All NOT In Filter</b>	<b>Remove All In Filter</b> <b>Remove All NOT In Filter</b>

**Total In Filter: 3** **Including: 0** **Removing: 1** **Update Selected**

Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions
<input type="checkbox"/>	District 42, Versailles	2018-08-220-000015	08/08/2018	08/08/2018	BURGLARY-AUTO/BOD...	READY TO BE SENT	<b>IBR</b>
<input checked="" type="checkbox"/>	District 42, Versailles	2018-08-218-000014	08/06/2018	08/06/2018	ROBBERY-DOCTORS O...	READY TO BE SENT	<b>IBR</b>
<input checked="" type="checkbox"/>	District 42, Versailles	2017D4210062	02/27/2017	02/27/2017	THEFT-AGRICULTURE	READY TO BE SENT	<b>IBR</b>

10 25 50 100

- 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

012019-2

Go Back

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

There are two types of submission files:

- Flat Files

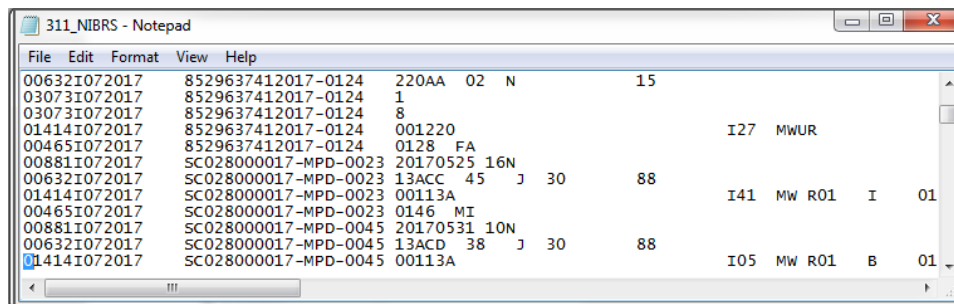
A flat file contains data that is stored in plain text format, and there is one record per line. Columns are typically separated by a tab, comma, or another single value character; Online RMS creates flat files with tabs to separate the columns.

- XML Files

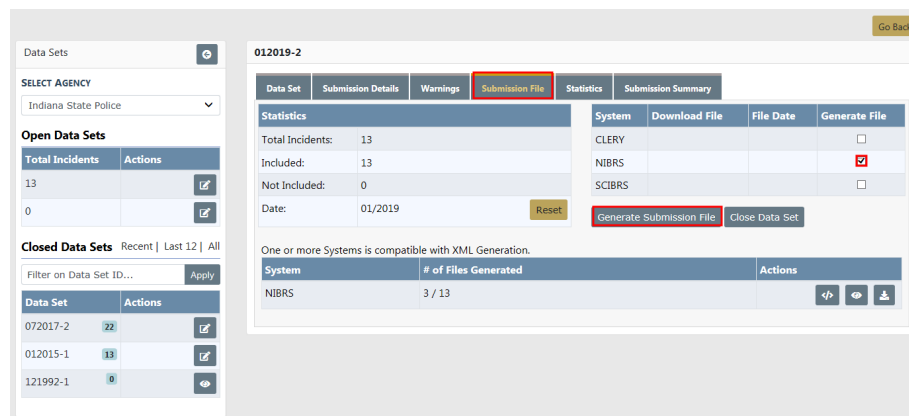
An XML file is an XML (Extensible Markup Language) data file. They are plain text files that store information in a hierarchical standard format that is commonly used in data transfers. Unlike flat files, *custom tags* are used in XML files instead of *tabs* to define different columns of data.

## Flat File

A flat file contains data that is stored in plain text format, and there is one record per line. Columns are typically separated by a tab, comma, or another single value character; Online RMS creates flat files with tabs to separate the columns.



- To generate the submission file you must first check the appropriate checkboxes in the *Generate File* column, then click the **Generate Submission File** button.



- 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.

012019-2 Go Back

**Data Set** **Submission Details** **Warnings** **Submission File** **Statistics** **Submission Summary**

Statistics	
Total Incidents:	13
Included:	13
Not Included:	0
Date:	01/2019 <span>Reset</span>

System	Download File	File Date	Generate File
CLERY			<input type="checkbox"/>
NIBRS	291_NIBRS.txt <span>Reset</span>	02/12/2019 1438	<input checked="" type="checkbox"/>
SCIBRS			<input type="checkbox"/>

Generate Submission File Close Data Set

One or more Systems is compatible with XML Generation.

System	# of Files Generated	Actions
NIBRS	3 / 13	

- b. 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.

System	Download File	File Date	Generate File
CLERY			<input type="checkbox"/>
NIBRS	291_NIBRS.txt <span>Reset</span>	02/12/2019 1438	<input checked="" type="checkbox"/>
SCIBRS			<input type="checkbox"/>

Generate Submission File Close Data Set

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	

## XML File

An XML file is an XML (Extensible Markup Language) data file. They are plain text files that store information in a hierarchical standard format that is commonly used in data transfers. Unlike flat files, *custom tags* are used in XML files instead of *tabs* to define data.

```
<?xml version="1.0" encoding="UTF-8"?>
<nibrs:Submission xmlns:s="http://release.
xmlns:nc="http://release.
xmlns:j="http://release.
xmlns:cjis="http://fbi.gov/
  <cjis:MessageMetadata>
    <cjis:MessageDateTime>2019-12-19T12:21:42</cjis:MessageDateTime>
    <cjis:MessageIdentification>
      <nc:IdentificationID>NC0 2019-0989</nc:IdentificationID>
    </cjis:MessageIdentification>
    <cjis:MessageImplementationVersion>4.2</cjis:MessageImplementationVersion>
    <cjis:MessageSubmittingOrganization>
      <j:OrganizationAugmentation>
        <j:OrganizationORIIdentification>
          <nc:IdentificationID>NC0</nc:IdentificationID>
        </j:OrganizationORIIdentification>
      </j:OrganizationAugmentation>
    </cjis:MessageSubmittingOrganization>
  </cjis:MessageMetadata>
  <nibrs:Report>
    <nibrs:ReportHeader>
      <nibrs:NIBRSReportCategoryCode>GROUP A INCIDENT
      REPORT</nibrs:NIBRSReportCategoryCode>
      <nibrs:ReportActionCategoryCode>R</nibrs:ReportActionCategoryCode>
    </nibrs:ReportHeader>
    <nibrs:ReportDate>
      <nc:YearMonthDate>2019-11</nc:YearMonthDate>
```

The **Statistics** section on the *Submission File* tab help you to identify how many reports were in the original query and how many you did not include.

The **System** type section is specific to your agency or State. NIBRS is the basic, and is used by all agencies that report by Summary UCR Reports, and agencies that report directly to the NIBRS Unit at the FBI.

112019-1

Data Set	Submission Details	Warnings	Submission File	Statistics	Submission Summary								
<div> <div> <b>Statistics</b> <ul style="list-style-type: none"> <li>Total Incidents: 70</li> <li>Included: 70</li> <li>Not Included: 0</li> <li>Date: 11/2019 <span>Reset</span></li> </ul> </div> <div> <table border="1"> <thead> <tr> <th>System</th> <th>Download File</th> <th>File Date</th> <th>Generate File</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <div> <span>Generate Submission File</span> <span>Close Data Set</span> </div> </div> </div>						System	Download File	File Date	Generate File	NIBRS			<input type="checkbox"/>
System	Download File	File Date	Generate File										
NIBRS			<input type="checkbox"/>										
<p>One or more Systems is compatible with XML Generation.</p> <table border="1"> <thead> <tr> <th>System</th> <th># of Files Generated</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td>66 / 70</td> <td> <span>📄</span> <span>🔍</span> <span>⚠️</span> <span>👁</span> <span>📥</span> </td> </tr> </tbody> </table>						System	# of Files Generated	Actions	NIBRS	66 / 70	<span>📄</span> <span>🔍</span> <span>⚠️</span> <span>👁</span> <span>📥</span>		
System	# of Files Generated	Actions											
NIBRS	66 / 70	<span>📄</span> <span>🔍</span> <span>⚠️</span> <span>👁</span> <span>📥</span>											

**# of Files Generated**

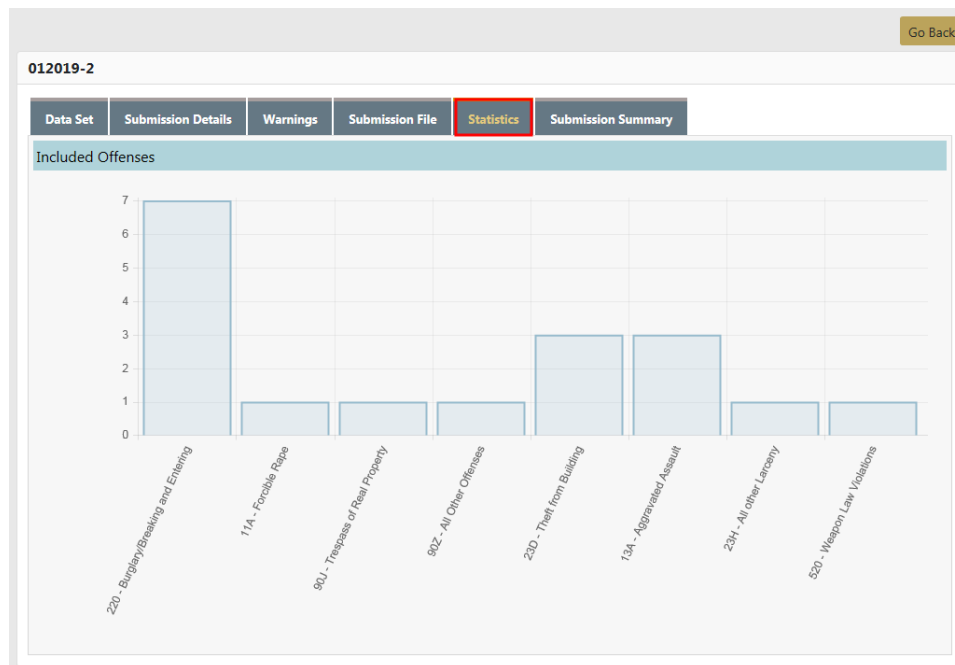
66 / 70 ← 66 out of 70 files generated



For more information on XML submission files, refer to the *Incident Based Reporting Guide* found under the Help Menu in Online RMS.

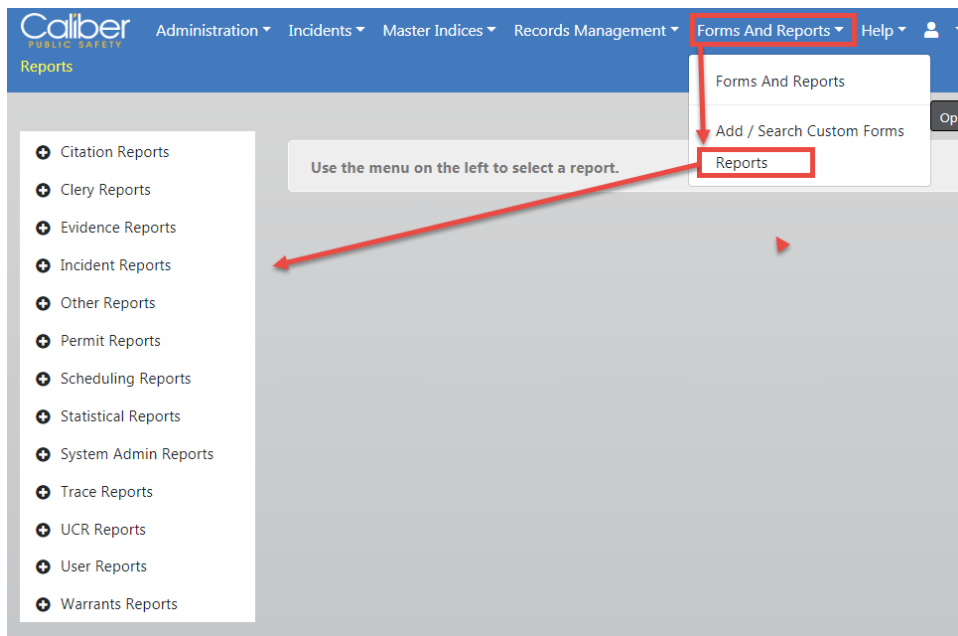
## Statistics Report

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.

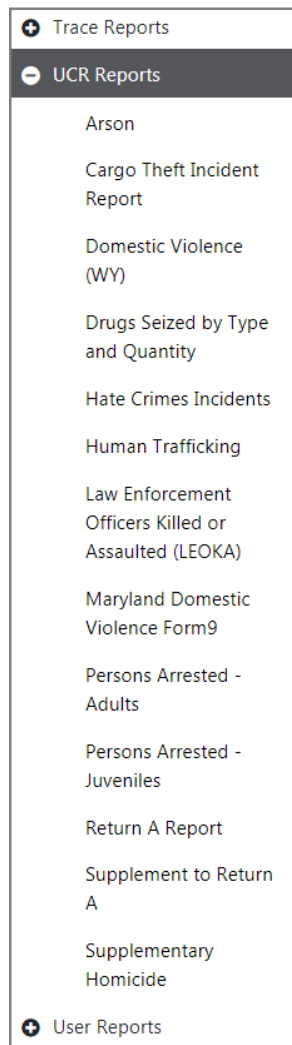


## Run Summary UCR Reports

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 Reports** category banner to display the UCR available reports in alphabetical order.



The screenshot shows a vertical menu with a dark header bar. The header bar contains two items: 'Trace Reports' with a plus icon and 'UCR Reports' with a minus icon. The 'UCR Reports' item is selected, and its list of sub-items is displayed below it. The sub-items are: Arson, Cargo Theft Incident Report, Domestic Violence (WY), Drugs Seized by Type and Quantity, Hate Crimes Incidents, Human Trafficking, Law Enforcement Officers Killed or Assaulted (LEOKA), Maryland Domestic Violence Form9, Persons Arrested - Adults, Persons Arrested - Juveniles, Return A Report, Supplement to Return A, and Supplementary Homicide. At the bottom of the menu, there is a 'User Reports' item with a plus icon.

- Trace Reports
- UCR Reports
  - Arson
  - Cargo Theft Incident Report
  - Domestic Violence (WY)
  - Drugs Seized by Type and Quantity
  - Hate Crimes Incidents
  - Human Trafficking
  - Law Enforcement Officers Killed or Assaulted (LEOKA)
  - Maryland Domestic Violence Form9
  - Persons Arrested - Adults
  - Persons Arrested - Juveniles
  - Return A Report
  - Supplement to Return A
  - Supplementary Homicide
- User Reports

- b. Click on the Report you wish to run, most likely the **Return A**. A filter opens on the right of the window.

**Return A Report**

Return A Report UCR Report. UCR reports are only available for agencies using the standard FBI NIBRS configuration.

**Report Parameters**

**DATA Set(S)**

Search...

Select All Select None

- 320 - 1 - July 2015 - D16
- 315 - 1 - January 2015 - D13
- 314 - 1 - February 2015 - D13
- 313 - 1 - July 2015 - D13
- 311 - 23 - July 2017 - IPSC
- 310 - 14 - January 2015 - IPSC

**SHOW DETAIL**

☐

**HEADER NOTE**

**Output Type**

SELECT AN OUTPUT TYPE

PDF File

Run Report

**Return A Report**

- c. Click on the **Data Set** file or files you want to include. You can also enter search criteria to shorten the available list.

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#)

**Report Parameters**

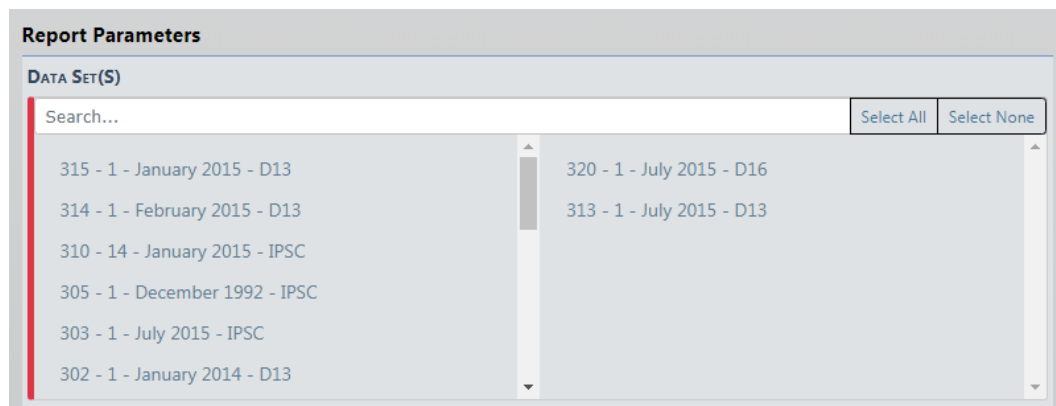
**DATA Set(S)**

Search...

Select All Select None

- 320 - 1 - July 2015 - D16
- 315 - 1 - January 2015 - D13
- 314 - 1 - February 2015 - D13
- 313 - 1 - July 2015 - D13
- 311 - 23 - July 2017 - IPSC
- 310 - 14 - January 2015 - IPSC

The selected parameters move from the left to the right window. To deselect a parameter, click on the parameter in the right window to move it back to the left.



The screenshot shows a window titled "Report Parameters". Inside, there is a section labeled "DATA SET(S)" with a search bar and two buttons: "Select All" and "Select None". Below the search bar is a list of data sets, each consisting of a report number, a date range, and a type. The list is split into two columns. The left column contains: 315 - 1 - January 2015 - D13, 314 - 1 - February 2015 - D13, 310 - 14 - January 2015 - IPSC, 305 - 1 - December 1992 - IPSC, 303 - 1 - July 2015 - IPSC, and 302 - 1 - January 2014 - D13. The right column contains: 320 - 1 - July 2015 - D16 and 313 - 1 - July 2015 - D13. Vertical scroll bars are visible on both columns.

Report Number	Date Range	Type
315	1 - January 2015	D13
314	1 - February 2015	D13
310	14 - January 2015	IPSC
305	1 - December 1992	IPSC
303	1 - July 2015	IPSC
302	1 - January 2014	D13
320	1 - July 2015	D16
313	1 - July 2015	D13

- 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" on the next page.

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 Caliber 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*, a Caliber 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.

**CJS** — 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 CJS division. (*from CJS 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 *Hyper Text Markup Language*

**hypertext** — Text that is displayed electronically and contains links

**iamap** — File extension - Caliber 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 *Caliber 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.n-lets.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](http://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 alphanumeric 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

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