

Online RMS

11.5

Small Agency User Guide

December 2020

Caliber Public Safety Online RMS 11.5 Small Agency User Guide December 2020

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Phone (24/7 support line):	800.274.2911
Fax:	336.722.3479
Email:	TechSupport@caliberpublicsafety.com

Before you call, e-mail or fax, please gather the following information:

- Whether all users are affected
- Any error messages on the screen
- Any efforts made to correct a situation
- Duration of the problem

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

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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 8.

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**.

	SAFETY
Login to O	nline RMS
USER ID	
PASSWORD	
	Clear Switch To Night Mode Login
	Reset Password
You are at	yout to access a restricted information system. System usage may be
monitore	d, recorded, and subject to audit. Unauthorized use of this system is
prohibited a	nd may be subject to criminal and/or civil penalties. Use of the system
	indicates consent to monitoring and recording.
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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

albe	Administration Incidents Master Indices	 Records Management * 	Forms And Reports * Help		🚊 Chris	tine Saur (District 42, Versailles) 🔹 🔢	/0 3
🛱 Home							
Broadcast /	Messages Show All						
No Messag	jes To Display						
Notificatio	ns			Q Show All O Add No	tification	Recent Activities	
-Filter By U	Jsers-	• Search				Initial Report	23
Count	II Notification Type	п	Last Notification	11 Priority	n.	Follow Up Needed (Past 10 Days)	C
5	APPROVE INCIDENT REPORT - PATROL		11/14/2019 10:05 AM CST	High		Pending Approval	3
103	INCIDENT APPROVED - FOLLOW UP CASE DECIS	ION NEEDED	11/14/2019 09:46 AM CST	High		My Cases (Active Count)	2
106	INCIDENT APPROVED		11/14/2019 09:46 AM CST	High			
2	INCIDENT FOLLOW-UP CASE - ASSIGNMENT EN	DED	09/26/2019 11:22 AM CST	Medium		My Case Activities (Active Count)	
						Evidence Review	

Night Mode

Caliber	Administration * Incidents * Master Indices * Reco	rds Management '	Forms And Reports *	Help *		2	Christi	ne Saur (District 42, Versailles) 🔹 💷	/0 🕻 🛛
# Home									
Broadcast Mes	sages Show All								
	To Display								
Notifications				٩	Show All 💿 A	dd Notification		Recent Activities	
								Initial Report	23
Count 11	Notification Type		Last Notification		Priority			Follow Up Needed (Past 10 Days)	•
	APPROVE INCIDENT REPORT - PATROL		11/14/2019 10:05 AM CS		High				
103								My Cases (Active Count)	(2)
	INCIDENT APPROVED		11/14/2019 09:46 AM CS		High				-
2								my case accimites (Active Count)	-
	ADMINISTRATIVE		09/16/2019 09:54 AM CS		Urgent			Evidence Review	
1									6

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.

۵	Christine Saur [District 42, Versailles]	 ■ 102 / 0 	* •
	A My Profile		
	Manage Home Screen		
	Daily Log #201901ISP000042		
	🖪 Image Upload		

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

					Go Back Save
CSAUR - Profile Information	Security Settings	Preferences	Subscriptions	Officer Information	
Notification Settings					C Edit User Filters
EMAIL NOTIFICATIONS PRIORITY				AUDIBLE ALERT	
Select			•		
HOURS FOR NOTIFICATIONS				ALWAYS SEND SUBSCRIPTION NOTIFICATIONS	
Begin	End				
Options					
INCIDENT SETUP WIZARD				Day / Night Mode	
On			T	Normal / Day Mode	
BREADCRUMB OPTIONS				Normal / Day Mode	
Enabled - Always show Brea	adcrumbs on pages t	hat use them	Ŧ	All Agencies/Schema	٣

3. Click the Save button and a confirmation message briefly appears.

Preferences updated successfully.	1

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.

RMS Password validation enforces defined policy configuration that align with the *FBI CJS Security Policy Basic Password Standard*. It is recommended that agencies also implement a departmental policy for end-user password compliance.

- After initial log-in you will be prompted to set up security questions.
- Passwords are not displayed on entry.
- Passwords are encrypted for storage and transmission.
- Passwords expire every ninety (90) days.

- This option is configurable at the schema level for sites requiring expiration days different than the default configuration. Contact Caliber Support for assistance in updating this configuration setting.
- Change password using the following rules:
 - Minimum length shall be eight (8) characters. This option is configurable at the schema level for sites requiring a minimum length different than the default configuration. Agency admins should contact Caliber Support for assistance in updating this configuration setting.
 - 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 are on a default rotation of ten (10) passwords. Passwords must cycle through ten passwords before re-use. This option is configurable at the schema level for sites requiring a rotation different than the default configuration. Agency admins should contact Caliber Support for assistance in updating this configuration setting.

Notes:

- 1. By default, 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.
 - This option is configurable at the schema level for sites requiring unsuccessful login attempts different than the default configuration. Agency admins should contact Caliber Support for assistance in updating this value.
- 2. Advance Authentication options are available. Agency admins should contact Caliber Support for more information.

Password Reset

There are three ways to reset a password:

• Select Reset Password on the login page.

- Request to **Reset Password via Email**.
- From 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" below.

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.
- 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 *Change Password* link of My Profile. For information on My Profile, refer to "My Profile Overview" on page 45.

- 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.

Change Password from My Profile

1. Click **Change Password** on My Profile. For more information, refer to "My Profile Overview" on page 45.

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.

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, broad-cast 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.

Calber				💄 Christine Saur [District 42, Versailles]	9870 🛞 여
# Home				1	
Broadcast Me	essages Show All Top Navigation Bar			User Ribbon	
Broadcas	t Messages				
Notifications	Main Area		Q Show All O Add Notification	Recent Activities Side Bar	
-Filter By Us	ers- •	Search		Initial Report	23
Count	11 Notification Type	11 Last Notification	11 Priority 11	Follow Up Needed (Past 10 Days)	0
6	APPROVE INCIDENT REPORT - PATROL	11/14/2019 10:05 AM CST	High	Pending Approval	8
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/14/2019 09:46 AM CST	High	My Cases (Active Count)	0
106	INCIDENT APPROVED	11/14/2019 09:46 AM CST	High	Mu Care Anti-Mar (Anti-A Care)	-
2	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	09/26/2019 11:22 AM CST	Medium	My Case Activities (Active Count)	
14	ADMINISTRATIVE	09/16/2019 09:54 AM CST	Urgent	Evidence Review	8
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATE REQUESTED	07/02/2019 11:04 AM CST	High	Open Field Arrests	6
61	EVIDENCE PENDING CHECK-IN	07/01/2019 05:05 PM CST	High	Arrests Pending Release	•
14	FORM REVIEW	04/05/2019 10:31 AM CST	High	Forms For Review	0
20	INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	04/02/2019 05:39 PM CST	High	Insidents For Paviaw	
5	INCIDENT REVIEW REQUEST	04/02/2019 12:04 PM CST	High	and denits for neview	-
40	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	03/28/2019 01:39 PM CST	High	My Court Papers	0
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	Quick Links	manage
1	COURT PAPER ASSIGNED	02/13/2019 08:58 AM CST	High	Approve Incident Report	
43	WARRANT REMOVED FROM FIELD ARREST	02/08/2019 04:34 PM CST	High	Approve and enc Report	
20	WARRANT / CHARGE REQUEST	11/30/2018 10:01 AM CST	Urgent		

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.

💄 Christine Saur [District 42, Versailles] 🔻 54/1 😻 😝					
Notifications					
Notifications & Messages					

Notifications Broadcast Messages					
Туре	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 21.

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.

•	Christine Saur [District 42, Versailles]	•	54/1	۲	•
	Currer	itly	Day	Mo	de



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.

Christine Saur [District 42, Versailles] • 100/0 * • Logout

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.

Quick Links	manage
Approve Incident Report	

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

Administration - Incidents - Master Indices - Record	ds Management 👻 Forms And Reports 👻 Help 👻 💄 💌 11370 🔹 😝						
Choose the links to be shown on the landing page							
Internal Links							
Internal Link	Category						
Address	Default Links						
 Approve Incident Report 	Reports						
INVENTORY INVENTORY	RMS						
Pending UCR Review	RMS						
Transfer	Default Links						
View CAD Calls	RMS						
External Links							
Link							
Approve Incident Report - External (https://192.168.53.62/rms/Approvallr	cReport.do?dispatchto=getRecentActivitiesCount&origin=menu#)						
State Statutes (https://law.lexisnexis.com/infopro/zimmermans/disp.aspx?	:=1967)						
Go Back 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 Extneral Links area.

manage

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

Collider Administration - Incidents - Master Indices - Record	ds Management 👻 Forms And Reports 👻 Help 🎽 💄 👻 🚺 象 🚱					
Choose the links to be shown on the landing page						
Internal Links						
Internal Link	Category					
Address	Default Links					
 Approve Incident Report 	Reports					
INVENTORY INVENTORY	RMS					
Pending UCR Review	RMS					
Transfer	Default Links					
View CAD Calls	RMS					
External Links						
Link						
Approve Incident Report - External (https://192.168.53.62/rms/ApprovalIncReport.do?dispatchto=getRecentActivitiesCount&origin=menu#)						
State Statutes (https://law.lexisnexis.com/infopro/zimmermans/disp.aspx?z=1967)						
Go Back 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.

	Administration •	Incidents 🔻	Master Indices 🔻	Records Management -	Forms And Reports -	Help 🔻
🖀 Home						
Broadcast Messages Show All						
No Messages To Display						

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 to display menu	
Broadcast Messages Show All		
No Messages To Display		
]
Administration 🔻		
Incidents 🕶		
Master Indices 👻		
Records Management 🔻	-	
Forms And Reports -		
Help 🔻		
🚊 👻		
98/0		
*		
•		

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 upload-ing images to the Image Library, refer to "Image Library" on page 63.

Broadcast Messages

Broadcast Messages allows users with appropriate permissions to relay information to other users, with the option to send to specific schemas.

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 Message* window

SUBJECT	PRIORITY	MESSAGE TYPE
Test	Low	Informational
Message This is a simple test pri	iority broadcast message.	
CREATOR		

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.

SUBJECT	PRIORITY	Message Type
Scheduled Maintenance	Low	Informational
MESSAGE Online RMS will be unavailable	ofor 15 minutes during an upcom	ing scheduled maintenance window TEST
CREATOR Christine Saur		
Notification		
Online RMS maintenance is so to Online RMS during this main	heduled at 1:00 AM - 1:15 AM CS ntenance window.	T on Sunday, June 28, 2020. You will not have acce
TEST		

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 Messag
Broadcast Message	s Feature Communi	cations						
Enter Search Text				Subjec	t			Search Reset
Subject ⊥†	Url 11	Priority ⊥†	G ⊥†	Attachments ⊥↑	Message IT Description	Start Date ⊥†	End Date 11	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 Bi	roadcast Message			
				Go Back Save
Message Details				
SUBJECT			URL	
Message				
				10
Message Type			PRIORITY	
-Select-		~	-Select-	*
GLOBAL	LOGIN NOTIFICATION			
Agency Recipients				Select All Remove All
Click To Select				
ROLE RECIPIENTS				Select All Remove All
Click To Select				
START DATE / TIME			END DATE / TIME	
06/15/2020 0935		曲	06/16/2020 0935	曲
		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 **Global** checkbox if you want to send the notification to schemas rather than agency recipients.

Note: This option is only available to users with *c_admin* permissions.

a. A Schemas field appears. Select one or more Schemas.

GLOBAL	LOGIN NOTIFICATION
Schemas Q	
🗶 ISP Test (TSTC) 🗶 Texa	as County, TX (TSTB)

5. Select the Login Notification checkbox if you want the notification to display to users upon login.

Message Type			PRIORITY		
Informational 🗸			Low		
GLOBAL	Login Notification Z	Require Acknowledgment			
🥵 X 🔓 🛱	È Ē ← → Q bà	• • •	= 56		
BI <u>U</u> <u>T</u> _x	≣ ∎ IE IE Styles	- Format -	Size - ▲ - ≡ = Line Hei		
Online RMS mainter maintenance window	nance is scheduled at 1:00 / r.	AM - 1:15 AM CST on S	unday, June 28, 2020. You will not have access to Online RMS during this		

- 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.
- 6. Select Agency Recipients. Choose one or more listed agency in the agency's schema/workgroup.

Note: If Global is checked, skip this step.

- 7. Select one or more Role Recipients.
- 8. 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 **1**. If the Delete icon does not exist, then you are not authorized to delete that message.

	_						Go Back	Add Broadcast Message
Broadcast Message	Feature Communic	ations						
Enter Search Text Subject								Search Reset
Subject ⊥†	Url Lt	Priority 11	Git	Attachments 11	Message 11 Description	Start Date 11	End Date 11	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	
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	6 🖌 🖬

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 red 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							
Туре	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		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 re		test available for review;tesitng (District 42, Versailles)					
FORM REVIEW	High	Towing Form available for review;asdfasdfa (District 42, Versailles)					
WARRANT REMOVED	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.

ГҮРЕ	PRIORITY
FORM REVIEW -	High
INFORMATIONAL	
Sender	SENT ON
Hicks Aaron	09/27/2018 11:09 AM CST
DESCRIPTION	
Form Comment Added;	5th comment

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					
Broadcas	t Messages Show All				
No Mess	ages To Display				
Notificat	ions	Q Show /	All 🕂 Add Notification	Recent Activities	
-Filter B	y Users-	h		Initial Report	
Count	11 Notification Type 11	Last Notification 14	Priority 11	Follow Up Needed (Past 10	0
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/18/2019 12:37 PM CST	High	Days)	
3	INFORMATIONAL	11/18/2019 12:33 PM CST	High	Pending Approval	
6	APPROVE INCIDENT REPORT - PATROL	11/14/2019 10:05 AM CST	High	My Cases (Active Count)	
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/14/2019 09:46 AM CST	High	My Case Activities (Active	
106	INCIDENT APPROVED	11/14/2019 09:46 AM CST	High	Count)	
2	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	09/26/2019 11:22 AM CST	Medium	Evidence Review	
14	ADMINISTRATIVE	09/16/2019 09:54 AM CST	Urgent	Open Field Arrests	
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	Arrests Pending Release	

Note: With Caliber Public Safety version 11.5 and higher, a Notification Type sub-category includes the Custom Form name, if applicable, for improved usability for reviewing Custom Forms submissions and taking action.

Notifications Q Show All Add Notification							
-Filter By l	Jsers-	\sim	Search				
Count 11	Notification Type		ţ1	Last Notification	1J	Priority	ţ١
1	FORM REVIEW - Trespassing Notice			11/15/2020 12:47 PM CST		High	
1	FORM REVIEW			10/29/2020 11:37 AM CST		High	

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 Mana	age Noti	ficatio	NS 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 A					
					Add Notification
Search	Enter Search Text	Search By	Select- 🗢 F	ilter By Users -Select-	Search Reset Delete Selected
•	Type 11	Priority 11	Sender 11	Description 1	Sent On 1
	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 #: 201904210229 -Address: 100 North Main Street BLOOMINGTON, IL 61/O1 -Offense: 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	11/18/2019 12:37 PM CST
	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:33 PM CST
	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:28 PM CST
	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.

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

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.

Show Al									
									Add Notification
Search	evidence		Search I	By	-Select-		Filter By Users	-Select-	Search Reset
		_			-Select-			-Select-	
•	Type 11	Prior	ity 11	s	Notification Type Priority	6		Daytime Officers	11
	EVIDENCE PENDING CHECK-IN	High		S	Sender		ent #·2019D4	Weekend Officers	PM CST
					Description Date		on: Property -	BASEBALL BAT; Ser#: ASD;	
	EVIDENCE PENDING CHECK-IN	High		s	impson Homer	Location: Impound; In	cident #:2019D	4210224; Evidence Id: 800	07/01/2019 04:59 PM CST
						and Property Descript	ion: Property -	BASEBALL BAT; Ser#: ASD;	
	EVIDENCE PENDING CHECK-IN	High		S	impson Homer	Location: Drawer; Incid and Property Descript	dent #:2019D42 ion: Property -	210224; Evidence Id: 799 BEER; Ser#: 11;	07/01/2019 04:55 PM CST

Click the Reset button to clear the entered Search text.

Delete Notifications

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

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

FYPE FORM REVIEW - INFORMATIONAL	PRIORITY High	
SENDER Hicks Aaron	SENT ON 09/27/2018 11:06 AM CST	
DESCRIPTION	ant	

• 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.

					Add Notification
Search	Enter Search Text	Search By	Select- 🗘 F	ilter By Users -Select-	Search Reset Delete Selected
	Type 11	Priority 11	Sender 11	Description 11	Sent On 11
	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	High	Saur Christine	LEA CASE #: 00000158/CASE2019 ACTIVITY VIPE: Case Note ACTIVITY OPE: Case Note ACTIVITY OPE: Conflict 00828 COMMENTS: Updated net: review date. INCIDENTS: Report #: 201904210229 - Address: 100 North Main Street BLOOMINGTON, IL 61701 - Offense: 35-43-21 B02 - BURGLARY- APARTMENT COMPLEX	11/18/2019 12:37 PM CST
	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:33 PM CST
	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:28 PM CST
	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	
Түре	
Select Notification	•
PRIORITY	
Select Priority	•
DESCRIPTION	
Users to Notify	
SELECT USER	
1	-
SELECTED USERS DOUBLE CLOCYTO REMOVE	
	*
Go Eack 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 - Dan a Agency 1	Â
DM FOUR - Dan a Agency 1	
Dana M - District 42, Versailles	
Dana McMillan - DANA AGENCY1234	
DM ONE - Dan a Agency 1	-
Users to Notify	
SELECT USER	
I	
SELECTED USERS DOUBLE CLICK TO REMOVE	
Dana M - District 42, Versailles	
Christine Saul 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.

<		Febr	uary 2	019		>	Left or right arrow cha	nges month
Su	Мо	Tu	We	Th	Fr	Sa	^	^
27					1	2	09	59
3	4	5	6	7	8	9	09 :	50
10	11	12	13	14	15	16	~	~
17	18	19	20	21	22	23	Click up or down	
24	25	26	27	28			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.



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: O Small

Medium

Large

Floating Buttons

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

Person Search	Administration •	Incidents -	Master Ind	ices - Reco	ords Management *	Forms And Reports -	Help 🔻	Go Back Search
A Person	🕼 Address 🛛 🛄 Org	ganization t	P Vehicle	మ Property	쑿 Gang	Mug Shot Search	n - By Physica	I Description Add Person

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.

Header Information	
Report ID	
3225	
REPORT SECURITY	
Patrol Officer	•
Media/Crime Summary	
dsadsa	
Incident Report Types Q	
* Burglary / Building	
Report Date	
03/09/2019 1827	曲
DISPATCH DATE	
	曲
Incident Classification	

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

3225	
REPORT SECURITY	
Patrol Officer	T
Media/Crime Summary	
dsadsa	
Incident Report Types Q	
× Burglary / Building	
Report Date	
	曲
A Report Date/Time is required	
DISPATCH DATE	
	曲
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.

Q Person Search Results Sort order indicator Image: Sort order indicator Image: Sort order indicator								
Last Name 斗	First Name 💷	Middle Name 💷	Title 11	Sex 11	Race 11	DOB 11		
🛕 🕕 Jones	Jerry	J		М	W	02/17/1961		
Jones	Josh			М	W	03/29/1969		
Jones	Janet			F	W	01/01/1960		
▲ Jones	Jeff			М	W	01/01/1960		

Smart Search

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 Incident **SmartSearch** refer to the Incident"SmartSearch" on page 189.

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 file 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 Searc	h Results / Ec	lit Employee			
Employee Info					Go Back
ACTIVE STATUS		Agency			
Active	•	District 42, Versailles	•		
LAST NAME		First Name		MIDDLE NAME	
Clark		Christine			
SUFFIX		MAIDEN NAME		Τπιε	
				-Select-	•
SEX		RACE		Етнисту	
Female	•	-Select-	•	-Select-	T
SSN		DOB		PLACE OF BIRTH	
***-**-1963			益		
EMPLOYEE ID		EMPLOYEE TYPE		EMPLOYEE LEVEL	
		Communications Personnel	•	-Select-	٣
HAND DOMINANCE		BARGAINING UNIT		BLOOD TYPE	
-Select-	•			-Select-	T
LONGEVITY DATE		HIRE DATE			
	曲		曲		曲
		Go Back Update Sav	/e		

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.

							Go Back
🔁 Employee Info	Training						
Courses					0	Advanced Search 👴	Quick Add Course 👬
Name	Description	Score	Pass/Fail	Start Date	Completed Date	Days Until Expiration	Actions
 Basic Training 100 	0					N/A	6
Certifications						c	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. The menu options vary by agency and permissions.



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

ncidents • Master Indice	es 🔻	
Incidents		
Incidents Reporting 🔻		
Incidents Management 🔻		
Case Management 🔻		
Field Contact 🕶		
Field Arrests 🔻		
Celle Fan Comies =		
Administration - Incidents	 Master Indices Records Management Forms And Reports 	Help ✓ <u>100 /</u>
ncident Reporting	Incident Management My R	ecent Activities
Create New Incident Report	Assign Incident Report Init	tial Report
Create New Incident Report Create Supplement to Incident Report	Assign Incident Report Ini Assign Supplement Fo	ial Report Iow Up Needed (Past 10 Days)
Create New Incident Report Create Supplement to Incident Report View Incident Report	Assign Incident Report Ini Assign Supplement Fo Delete Incident Report Pe	tial Report Iow Up Needed (Past 10 Days) nding Approval
Create New Incident Report Create Supplement to Incident Report View Incident Report SmartSearch	Assign Incident Report Ini Assign Supplement Fo Delete Incident Report Pe Incident Status My	iial Report low Up Needed (Past 10 Days) nding Approval cases (Active Count)
Create New Incident Report Create Supplement to Incident Report View Incident Report SmartSearch Incident Mapping	Assign Incident Report Ini Assign Supplement Fo Delete Incident Report Per Incident Status My Incident Status Log My	lial Report Iow Up Needed (Past 10 Days) Inding Approval Cases (Active Count) Case Activities (Active Count)
Create New Incident Report Create Supplement to Incident Report View Incident Report SmartSearch Incident Mapping Transfer Incident Report	Assign Incident Report Ini Assign Supplement Foi Delete Incident Report Pei Incident Status My Incident Delete Log Evi	iial Report low Up Needed (Past 10 Days) nding Approval : Cases (Active Count) : Case Activities (Active Count) dence Review
Create New Incident Report Create Supplement to Incident Report View Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report	Assign Incident Report Ini Assign Supplement Fo Delete Incident Report Per Incident Status Log My Incident Delete Log Evi Incident Offense Glossary Op	iial Report Iow Up Needed (Past 10 Days) Iow Up Needed (Past 10 Days) Iow Cases (Active Count) I Case Activities (Active Count) I dence Review In Field Arrests
Create New Incident Report Create Supplement to Incident Report View Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting	Assign Incident Report Ini Assign Supplement Foi Delete Incident Report Pei Incident Status My Incident Status Log My Incident Delete Log Evi Incident Offense Glossary Op	iial Report Iow Up Needed (Past 10 Days) Inding Approval Cases (Active Count) Case Activities (Active Count) dence Review en Field Arrests ests Pending Release
Create New Incident Report Create Supplement to Incident Report View Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Case Management	Assign Incident Report Ini Assign Supplement Foi Delete Incident Report Pei Incident Status My Incident Status Log My Incident Offense Glossary Op Field Contacts Foi	ial Report low Up Needed (Past 10 Days) nding Approval c Cases (Active Count) c Case Activities (Active Count) dence Review en Field Arrests ests Pending Release ms For Review
Create New Incident Report Create Supplement to Incident Report View Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Create New Incident Follow-up Case	Assign Incident Report Ini Assign Supplement Foi Delete Incident Report Pei Incident Status My Incident Status Log My Incident Offense Glossary Op Field Contacts Foi Create New Field Contact Pei	iial Report low Up Needed (Past 10 Days) nding Approval 'Cases (Active Count) 'Case Activities (Active Count) dence Review en Field Arrests ests Pending Release ms For Review nding UCR Review
Create New Incident Report Create Supplement to Incident Report View Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting ase Management Create New Incident Follow-up Case Review Cases	Assign Incident Report Ini Assign Supplement Foi Delete Incident Report Pei Incident Status My Incident Status Log My Incident Offense Glossary Op Field Contacts Foi Create New Field Contact Pei Search Field Contacts Incident Contacts	iial Report Iow Up Needed (Past 10 Days) Inding Approval Cases (Active Count) Case Activities (Active Count) dence Review en Field Arrests ents Pending Release ms For Review Inding UCR Review idents For Review
Create New Incident Report Create Supplement to Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Create New Incident Follow-up Case Review Cases Case Load	Assign Incident Report Ini Assign Supplement Foi Delete Incident Report Pei Incident Status My Incident Status Log My Incident Offense Glossary Op Field Contacts Pei Search Field Contacts My	iial Report iou Up Needed (Past 10 Days) onding Approval cases (Active Count) case Activities (Active Count) dence Review en Field Arrests ests Pending Release ms For Review idents For Review court Papers
Create New Incident Report Create Supplement to Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Create New Incident Follow-up Case Review Cases Case Load Case Load Case Service	Assign Incident Report Initial Assign Supplement Delete Incident Report Period Incident Status My Incident Status Log My Incident Offense Glossary Op Field Contacts Period Create New Field Contact Incident My Search Field Contacts My Field Arrests My	ial Report Iow Up Needed (Past 10 Days) Iow Up Needed (Past 10 Days) Iow Cases (Active Count) Iow Case Activities (Active Count) Iow Case Active Active Count) Iow Case Active Active Active Active Active Active Iow Case Active
Create New Incident Report Create Supplement to Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Case Management Create New Incident Follow-up Case Review Cases Case Load Calls For Service Manage Calls	Assign Incident Report Initial Status Delete Incident Report Per Incident Status My Incident Status Log My Incident Delete Log Evi Incident Offense Glossary Op Field Contacts Per Search Field Contacts Inc Field Arrests My	lial Report low Up Needed (Past 10 Days) nding Approval c Cases (Active Count) c Case Activities (Active Count) dence Review en Field Arrests ests Pending Release ms For Review nding UCR Review idents For Review c Court Papers
Create New Incident Report Create Supplement to Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Create New Incident Follow-up Case Review Cases Case Load Case Load Case Supplement Case Manage Calls Search Calls	Assign Incident Report Initial Assign Supplement Foil Delete Incident Report My Incident Status My Incident Status Log My Incident Delete Log Evi Incident Offense Glossary Op Field Contacts Pee Create New Field Contact Incident My Search Field Contacts My Field Arrests Search Field Arrests	iial Report Iow Up Needed (Past 10 Days) Inding Approval Cases (Active Count) Case Activities (Active Count) Case Activities (Active Count) Case Activities (Active Count) Cases Pending Release Trus For Review Inding UCR Review Inding UCR Review Court Papers

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 Incides** button to display menu options. For more

information, see "Master Indices" on page 69. The menu options vary by agency and permissions.

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. The menu options vary by agency and permissions.

Master Indices 🔻	Records Management - Forms	And Reports 🔻
	Records Management	
	Citations / Enforcements Civil Process Collapse – Delegate Privileges Evidence Management Fleet Management Inventory Management Lost And Found	otification
IVITY UPDATED	Officer Daily Logs Officer Inventory Management	2019 12:37 PI 2019 12:28 PI
ROL P CASE DECISION N IGNMENT ENDED	Permits Personnel Management Photo Lineup Training Vehicle Tow/Impound Warrants	2019 10:05 A 2019 09:46 A 2019 09:46 A 2019 11:22 A 2019 09:54 A
IVITY UPDATE REQ		2019 11:04 A

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.

The menu options vary by agency and permissions.



For more information on *Custom Forms* and how to search for and view them, refer to "Custom Forms" on page 1.

Help Options

Click Help to display a drop-down menu. The menu options vary by agency and permissions.



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.

Training Videos Library

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.

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*.

💄 Ch	ristine Saur [District 42, Versailles] 🔻
	💄 My Profile
	🖀 Manage Home Screen
	2 Daily Log #201901ISP000042
	🖪 Image Upload

My Profile

My Profile is a page that contains an organized set of links to various user settings and functions, such as profile information, preferences, subscriptions, officer information, change password and security questions links, and more.

My Profile				
L Christine Saur	Profile Information	n		Go Back Update
User ID: CSAUR				
Status: Active	User Information			
Type: Full Time		FIDET NAME	MIDDLE NAME	LAST NAME
Organization: Indiana State Police				
Home Agency: District 42, Versailles		Christine		Saur
Officer: Yes - Active		TELEPHONE	E-MAIL	E-MAIL ENABLED
Employee: No			CS	
User Quick Links				
Change Password				
Change Security Questions				
Change Home Agency				
Create Assignment				
Go To				
Profile Information				
Preferences				
Subscriptions				
Officer Information				
Account History				
1				

For more information, refer to "My Profile" on page 45.

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.

			Go Back Restore De	faults Save
This page allows you to chang To add an item to either area, information. You can then plac by clicking on the 🛙 icon.	e the content of your home page. There are tw click on the D icon at the top and select an ite e the item where you want it by placing the m	o areas to add content to: the r m. Once an Item is added, you ouse over the item's header and	nain area and side bar. may need to enter some ext d dragging it. You can remov	ra /e an item
	Folio	w directions to customize	s the screen	
Main Area		Side	Bar	0
	Notifications	0	My Recent Activities Ouicklinks	8
Number of Notifications	5		Chart Menu	0
	Charts	0	External Links	8

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

Notificatio	ons MAIN AREA	Q Show All	dd Notification	Recent Activities SIDE	BAR
-Filter By	v Users-			Initial Report	14
Count	Notification Type	Last Notification	11 Priority	My Cases (Active Count)	0
51	EVIDENCE PENDING CHECK-IN	12/20/2018 09:24 AM CST	High	Evidence Review	3
32	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	12/19/2018 09:46 AM CST	High	Open Field Arrests	6
4	INCIDENT REVIEW REQUEST	12/14/2018 06:00 PM CST	High	Arrests Pending Release	12
90	INCIDENT APPROVED	12/14/2018 05:54 PM CST	High	Forms For Review	0
11	APPROVE INCIDENT REPORT - CID	12/12/2018 04:58 PM CST	High	Danding LICP Payiou	0
16	INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	12/11/2018 07:30 AM CST	High	Pending OCK Review	
L	INCIDENT FOLLOW-UP CASE - NEW ACTIVITY ADDED	12/03/2018 10:29 AM CST	High	Incidents For Review	3
20	WARRANT / CHARGE REQUEST	11/30/2018 10:01 AM CST	Urgent	A.1.17.1	
1	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	11/30/2018 03:03 PM CST	Medium	Quick Links	manage
5	FIELD ARREST APPROVAL REQUEST - PATROL	11/23/2016 01:39 PM CST	High	Approve Incident Report	
	WARRANT LOG	11/14/2018 02:39 PM CST	High		
L	INCIDENT FOLLOW-UP CASE TRANSFER - CID	11/14/2013 10:30 AM CST	High	Charts	
2	FIELD ARREST DISAPPROVED	11/13/2018 12:58 PM CST	High	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 8.

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 243.

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.

	Exit
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 Uploa	d
Drop Files Here, Or Click Here to Add Files	
DESCRIPTION / NOTES OPTIONAL WAL BE ASSOCIATED WITH EACH IMAGE UPLOADED	

For more information on uploading images to your personal RMS Image Library, refer to "Image Library" on page 63.

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. My Profile

My Profile Overview

My Profile is a page that contains an organized set of links to various user settings and functions, such as profile information, preferences, subscriptions, officer information, change password and security questions links, and more.

My Profile				
L Christine Saur	Profile Informatio	n		Go Back Updat
User ID: CSAUR				
Status: Active	User Information			
Type: Full Time		FIRST NAME	MIDDLE NAME	LAST NAME
Organization: Indiana State Police Home Agency: District 42 Versailles		Christian		
Officer: Yes - Active		Christine		Saur
Employee: No		TELEPHONE	E-MAIL	E-MAIL ENABLED
User Quick Links			CS	
Change Password				
Change Security Questions				
Change Home Agency				
Create Assignment				
Go To				
Profile Information				
Preferences				
Subscriptions				
Officer Information				
Account History				

Access My Profile

To access **My Profile**, click your name on the upper right of the window, then select My Profile.



My Profile Page Layout

My Profile contains three sections on the left sidebar of the window:

My Profile
L Christine Saur
User ID: CSAUR
Status: Active
Type: Full Time
Organization: Indiana State Police
Home Agency: District 42, Versailles
Officer: Yes - Active
Employee: No
User Quick Links
Change Password
Change Security Questions
Change Home Agency
Create Assignment
Go To
Profile Information
Preferences
External Searches
Subscriptions
Officer Information
Account History

User Information

Various user information, such as the user id, an active or inactive user account, whether the user is full or part time, the organization and home agency of the user, whether or not the user is an officer, and whether the user is an active or inactive employee.

This section is read-only.

User Quick Links

Links for quick access to specific functions, such as change password, change security questions, change home agency, and create assignment.

Change Password

Use this link to change your password while logged into Online RMS. When prompted, enter your new password, re-enter to confirm, then click the **Change Password** button, or click **Reset Via E-Mail** to have a temporary password emailed to you.

If you have forgotten your password, you can reset it from the Online RMS Login page. For more information, refer to "Resetting OnlineRMS Password" on page C.

Change Security Questions

Use this link to change your security questions. You can change one, two, or all three questions and answers. Click **Save**.

Change Home Agency

Use this link to change your home agency, if applicable. Select the agency from the drop-down list then click **Save**.

Create Assignment

Use this link to create an assignment, if applicable.

Select the assignment from the drop-down list, select a start date, select end date, if applicable, deselect Active if you do not want to enable the setting at this time, then click **Save**.

Go To

These are tabs to other user settings, such as profile information, preferences, external searches, subscriptions, officer information, and account history.

The tabs are based on permissions and may vary by user.

Click a tab to display settings for that tab. For example, click Preferences to view and update notification and other preference settings.

The Profile Information tab opens by default when you access My Profile.

Click on a tab under the **Go To** section of the left sidebar to access the tab. Profile Information is used in the below example.

My Profile				
Christine Saur	Profile Informatio	n		Go Back
Jser ID: CSAUR Status: Active	User Information			
ype: Full Time Organization: Indiana State Police		First Name	MIDDLE NAME	Last Name
Iome Agency: District 42, Versailles		Christine		Saur
Officer: Yes - Active Employee: No		Telephone	E-MAIL	E-MAIL ENABLED
Jser Quick Links			CS	■ ⁴
Change Password Change Security Questions Change Home Agency Create Assignment				
іо То				
Profile Information				
Preferences				
External Searches				
Subscriptions				
Officer Information				
Account History				

Note: Your agency administrator can update, add, enable or disable Jurisdictions for users. For more information on jurisdictions, refer to the *Caliber Public Safety Online RMS Administrator Guide*, or refer to your agency administrator.

Refer to the following for tab details:

- "Profile Information Tab" below
- "Preferences Tab" on the facing page
- "External Searches Tab" on page 51
- "Subscriptions Tab" on page 52
- "Officer Information Tab" on page 53
- "Account History Tab" on page 55

Profile Information Tab

Your Name, Telephone, and Email Address exists with an option to enable the email to receive notifications from the system.

Profile Information			Go Back Emulate Update
User Information			
	First Name	MIDDLE NAME	Last Name
	Christine		SaurTest
	TELEPHONE	E-MAIL	E-MAIL ENABLED
	5551112222	ccsa	
	SUBSCRIPTION LEVEL		
	Full Time	~	

Make any necessary changes then click the **Update** button to save changes.

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.

You can update your preferences from My Profile.

- 1. Access *My Profile* page. For instructions, refer to "My Profile Overview" on page 45.
- 2. Click Preferences under the Go To section.



3. Preferences opens.

			_			Go Back Save
ODL_USER - Profile Information	Security Settings	Preferences	Subscriptions	Officer Information	Employee Information	
Notification Settings						CEdit User Filter
EMAIL NOTIFICATIONS PRIORITY			AUDIB	LE ALERT		
Select			v 🖉			
HOURS FOR NOTIFICATIONS			ALWAY	S SEND SUBSCRIPTION NOT	IFICATIONS	
Begin	End					
Options						
INCIDENT SETUP WIZARD			Day /	NIGHT MODE		
On			• Nor	mal / Day Mode		•
BREADCRUMB OPTIONS			DEFAU	LT SEARCH AGENCY		
Enabled - Always show Breader	rumbs on pages that	use them	• All A	Agencies/Schema		٣
Default Search Interfaces						
SELECT SEARCH INTERFACES						
Click To Select						
Geographic Areas						
COURT PAPERS Q						
Click To Select						
WARRANTS Q						
Click To Select						
		(Go Back Save			

- 4. Complete the form as needed.
- 5. With proper permissions, you can optionally click the **Edit User Filters** link to include or exclude yourself in or from user groups.

For example, a supervisor can define a user group to filter notifications by daytime and weekend officers.

Preferences	
Notification Settings	Edit User Filters
EMAIL NOTIFICATIONS PRIORITY	
-Select-	~
Hours For Notification	
Begin End	
User Groups	
Show 100 ¢ entries	
Name ti	Users
Daytime Officers	Kris LeClaire Johnny Smith
Daytime Officers	Guy Schedule Felix Unger
Weekend Officers	Samual Adams Howard Fine

a. Optionally, click the Add Group button to create a new group.

			Go Back
Group Details			
Group Options		 	
Name			
Jsers			
ELECTED USERS [Remove All]			
	_		*
	Save		

Enter a unique Name, select Users, then click Save.

- b. Optionally, click on the edit icon \mathbf{Z} to edit an existing group.
- c. Optionally, click on the trash icon $\overline{\mathbf{m}}$ to delete an existing group.

External Searches Tab

Caliber Public Safety Online RMS allows users to set their default external search interfaces.

You can access your external searches from My Profile.

- 1. Access *My Profile* page. For instructions, refer to "My Profile Overview" on page 45.
- 2. Click External Searches under the Go To section.



3. External Searches opens.

External Searches	Go Back Update	
Default External Search Interfaces		
SELECT DEFAULT SEARCH INTERFACES		
Search		Select All Select None
Incident SmartSearch Jail Tracker: Person In Jail		

The available search interfaces appear on the left.

- 4. Two search interfaces are shown for illustration purposes. If many are listed, then you could **search** for a particular interface rather than page down to look through a long list.
- 5. Click on an interface in the list to **select**. The selected interface moves to the right side of the window.

Select Default Search Interfaces				
Search			Select All	Select None
Jail Tracker: Person In Jail	Incident SmartSea	rch		

Select as many available interfaces as you wish.

To **deselect**, click on an interface on the right and it moves back to the available column on the left.

6. Click the Update button to save.

Subscriptions Tab

You can update or delete your existing subscriptions from *My Profile*.
- 1. Access My Profile page. For instructions, refer to "My Profile Overview" on page 45.
- 2. Click Subscriptions under the Go To section.

Go To								
Pro	ile Information							
Pret	erences							
Exte	rnal Searches							
Sub	scriptions							
Offi	cer Information							
Acc	ount History							
-								
								Go Back
OFFICER_DMM -	Profile Information	Security Setti	ngs Preferences	Subscription	ns Officer Information	Employee Information		
							•	Add Subscription
Name ↓	Туре		Index Name		Reason	11	Creation ↓↑ Date	Actions
Vehicle	Index Accessed		, 336		Asdf		05/04/2017	e i
Property	Index Accessed		APPLIANCE 1588		Asdf		05/03/2017	e

Note: The Emulate button appears only for users with proper permissions.

3. Click the edit icon 🗹 to edit the subscription, or click the trash icon 🛅 to delete the subscription.

You can **Subscribe** to existing master index records (person, address, vehicle, etc.) to receive notification when someone views, updates or associates records to which you have interest.

For example, you can **Subscribe** to Williams Jones' master person record to receive notification when someone updates information on his master person record.

For more information on creating a **Subscription**, refer to "Subscribe to Master Records" on page 108.

Officer Information Tab

You can view your officer record from the *My Profile* page.

- 1. Access *My Profile* page. For instructions, refer to "My Profile Overview" on page 45.
- 2. Click Officer Information under the Go To section.

Go To	
Profile Information	
Preferences	
External Searches	
Subscriptions	
Officer Information	
Account History	

3. Officer Information opens.

Officer Information			
Officer			
FIRST NAME Chief3	MIDDLE NAME	Last Name State	
TITLE Assistant Chief	Suffix	AGENCY District 21, Toll Road - SC	
BADGE # 1234567890	DISPATCH ID	CAD Badge	
Patrol Detective	Active		

This form is read-only. Refer to your agency administrator for necessary updates or questions.

If you receive a note stating no officer exists for the user, then with appropriate permissions, you can click on the provided link to add one.

Officer Information		Go Back Emulate Save
No C	Officer Record Exists for This U	Jser
	Click Here to Add One	

4. Complete each of the fields for which you have information. Any field with a red lefthand border is a required field. You must complete required fields to continue.

Hover your mouse over the CAD Badge blue information bubble ¹⁰ for mapping instructions with CAD users.

Note: For agencies with Caliber CAD spill integration with Online RMS, **CAD Badge** *must* match **Badge Number** in Caliber CAD. **Note**: The system does not allow you to create or reactivate an RMS user with a duplicate badge number.

5. Click the **Update** button on the top right of the form to save.

Account History Tab

Caliber Public Safety Online RMS automatically captures and logs when users log in or out of the application and whenever user account statuses change.

You can view your account history from My Profile.

- 1. Access My Profile page. For instructions, refer to "My Profile Overview" on page 45.
- 2. Click Account History under the Go To section.

Go To	
Profile Information	
Preferences	
External Searches	
Subscriptions	
Officer Information	
Account History	

3. Account History opens as read-only.

There are two tabs: Status History and Login History.

The Status History tab opens by default.

Account History			Go Back Emulate
Status History Login History			
Last Login Date 10/26/2020 1437		LAST PASSWORD CHANGE DAT 06/01/2020 1025	TE
Status 11	Date	11	User 11
Active	11/18/2019 10:53		Joe Friday
Locked-Inactive	11/15/2019 09:00		System Updated
Active	06/13/2019 17:08		MICHELLE LEVI
Locked-Inactive	06/13/2019 14:18		Christine Saur
Locked-Inactive	06/13/2019 14:18		Christine Saur
Active	02/13/2019 15:17		Christine Saur
Active	11/15/2018 13:09		Joe Friday
Locked-Inactive	10/15/2018 09:00		System Updated
Active	02/23/2018 16:25		Joe Friday
Locked-Inactive	02/14/2018 16:50		Christine Saur
Locked-Inactive	02/14/2018 16:50		Christine Saur

Account History Go Back Emulate					Go Back Emulate		
Status History Login History							
10 🗢 << < > >>	10 🗘 < < > >> 422 1/43						
Login Date 11	Logout Date 11	City 11	State 11	Country 11	Latitude 🔃	Longitude 👔	Login Failed 🛛 👔
10/26/2020 14:37:41		Oelwein	US-IA	US	42.6811	-91.91311	No
10/26/2020 09:49:08	10/26/2020 14:04:31	Oelwein	US-IA	US	42.6811	-91.91311	No
10/23/2020 09:26:24	10/23/2020 14:11:27	Oelwein	US-IA	US	42.6811	-91.91311	No
10/22/2020 14:42:13	10/22/2020 19:34:07	Oelwein	US-IA	US	42.6811	-91.91311	No
10/22/2020 09:13:58	10/22/2020 13:32:10	Oelwein	US-IA	US	42.6811	-91.91311	No
10/21/2020 16:34:26	10/21/2020 18:56:48	Oelwein	US-IA	US	42.6811	-91.91311	No
10/21/2020 11:53:19	10/21/2020 16:34:08	Oelwein	US-IA	US	42.6811	-91.91311	No
10/21/2020 08:52:26	10/21/2020 11:32:44	Oelwein	US-IA	US	42.6811	-91.91311	No
10/20/2020 14:29:20	10/20/2020 18:57:22	Oelwein	US-IA	US	42.6811	-91.91311	No
10/20/2020 09:22:22	10/20/2020 10:57:36	Oelwein	US-IA	US	42.6811	-91.91311	No

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	Attachments 🗠 Image Library 🕏 Add Attachn			rary 🕄 Add Attachment
Keyword	File Name	Description	Date of Info	Actions
Mugshot - Front	383_1		09/25/2012	1 C 💼

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 63.



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.

Ø Attachments			🖪 Image Libr	ary 🔂 Add Attachment
Keyword	File Name	Description	Date of Info	Actions
Mugshot - Front	383_1		09/25/2012	1 C 💼

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

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

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

Add Person Attachments		Go Back
 Instructions Click to dis 	splay instructions	
You may use this to upload pdf, greater than 10 megabytes.	jpg.jpeg.bmp.png.doc.docx,xls,xlsx,txt,ppt,vsf,pptx files. Files m	ust be no
You may upload a maxiumum o	of 10 files at once.	
Once you have uploaded the file	es, you will be able to add descriptions / edit file names / etc	
		Start Upload
Option 1: Drag and drop files into this box	Drop Files Here, Or Click Here to Add Files Option 2: Click on the word Here to add files	

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

Add Person Attachments Go Back
✓ Instructions
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 maxiumum of 10 files at once.
Once you have uploaded the files, you will be able to add descriptions / edit file names / etc
Start Upload
Remove file Click to remove the file in the queue

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

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

1	TYPE OF ATTACHMENT		KEYWORD	
	Image	~	Image	~
	FILE NAME		DATE OF INFO	
	AddArrestChargeCode.png		03/19/2019	曲
	DESCRIPTION			
		Save & Clo	ose	

- 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				Add Attachment
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt	0	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 f	lack
ATTACHMENT TYPE	
Person Image	~
KEYWORD	
Image	~
FILE NAME	
383_1	
DESCRIPTION	
РНОТО ТҮРЕ	
Mugshot - Front	~
O PRIMARY IMAGE	
PHYSICAL DESCRIPTION	
Height: 5' 10"; Weight: 195; Eye Color: Blue; Hair Color: Blond or Strawberry; Hair Style: Braided; Hair L 🗸	0
DATE OF INFO	
09/25/2012	
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	0	11/22/2019	
			Download	Edit Delete

NOTE: You cannot delete attachments created by another user.

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

Message From RMS	
Are You Sure	
	No Yes

Download Attachments

Several 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	Add Attachment			
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt	0	11/22/2019	
			Dowilload	Edit Delete

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

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.

				Go Back
Upload Images	Manage Library			
	Select None	🕂 Select All	Lownload Selected Images	Delete Selected Images
	2			

Delete Image Files

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

				Go Back
Upload Images	Manage Library			
Selected Image	Select None	Select All	L Download Selected Images	Delete Selected Images
	2			

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



NOTE: You can also delete uploaded images after you import them into an incident, fields 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	noperty & 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 #: 0 1 2 Total Hours: 0 1								
	0 🗸	Op	Select w	which images you would Delete Imported Images F ect to delete from the I	like to import. rom Library mage Library			

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	mage Viewer 🛓	Download Selected Attachments
	Keyword	File Name	Description	Date of Info	Supp #	Actions
	 Image File 	3079_1_1		03/27/2019	1	± 0 7 💼

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 Jbe 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.

Note: If configured for your agency, you can take photos directly from the Online RMS Field Arrest or Master Person Index record using the Hunter Camera integration software installed on your local machine. The software associates the images with the *Master Person Index* record. For more information on the camera software, refer to "Hunter Camera" on page 1.

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

 Person Details 	& % ≥ ∀ 2 7~2 † 1 & 1 & 1	WARNING - Active Warrants Found	Go Back Visu
INDEX ID		SECURITY LEVEL	
949		Level 3 - No Access to Data	•
LAST NAME		First Name	
ALLEN		BOB	

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

• 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 link 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 attach to the Master Property Index record. Property data easily transfers to evidence, and property owner information resides 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.

erson Search										
								Mug Shot Search - By	Physical Description	Add Per
💄 Person	🛍 Address	II Organization	🖨 Vehic	le කි Property	😵 Gang					
Last Name				First Name				MIDDLE NAME		
TITLE				DOB				Age		
-Select-							#		то	
RACE				SEX				INDEX ID		
-Select-			•	-Select-			Y			
DRIVERS LICEN	SE			DRIVERS LICENSE ST	ATE			SSN		
				-Select-			Y			
NAME TYPE				CREATOR						
-Select-			Ŧ							E
CREATION DAT	E FROM			CREATION DATE TO						
			曲				#			
PHONETIC		SOUNDEX		CALIBER POWER SEA	RCH T			SEARCH PREFERENCE		
								ALL ANY		
DDITIONAL SE	ARCH CRITERIA									
- Select -			•							
Search Ext	ernal Systems									
				Go B	ack 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

A search can be done with full or partial text in any of the fields provided. Searching with less information yields more results. If too many results display, you can click on the **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	d Person
Person 🕸 Address	II Organization	🛱 Vehic	le 🏾 최 Property 🕈 Gang			
Last Name		_	First Name		MIDDLE NAME	
Тпте			DOB		Age	
-Select-		•		曲	То	
RACE			Sex		INDEX ID	
-Select-		T	-Select-	۳		
DRIVERS LICENSE			DRIVERS LICENSE STATE		SSN	
			-Select-	*		
N AME Т ҮРЕ			CREATOR			
-Select-		•				
CREATION DATE FROM			CREATION DATE TO			
		#		#		
	SOUNDEX		CALIBER POWER SEARCH T		SEARCH PREFERENCE	
ADDITIONAL SEARCH CRITERIA						
- Select -		•				
• Search External Systems						
			Go Back Reset Search			

Search Mug Shots By Physical Description

Optionally, click the **Mug Shot Search - By Physical Description** button to display the *Physical Description Search* window.

Person Search / Physical Description Search		
		Go Back Help
Q Search		
HEIGHT FROM	Ныснт То	WEIGHT
-Select- 🗸 ' -Select- 🖌 "	-Select- 🗸 ' -Select- 🗸 '	То
Sex	RACE	Етнистту
-Select-	-Select-	-Select-
Eye Color	SKIN COLOR	Build
-Select-	-Select-	-Select-
HAIR COLOR	HAIR STYLE	HAIR LENGTH
-Select-	-Select-	-Select-
FACIAL HAIR	GLASSES	Age
-Select-	-Select-	То
IMAGE TYPE	IMAGE DATE FROM	IMAGE DATE TO
-Select-		ŧ
Optional		
SMT TYPE	SMT LOCATION	SMT DESCRIPTION
-Select-	-Select-	·
Gang Member		
Limit Results To 50 Records		~
	Reset Search	
Ente	er one or more search terms and click Search to	o continue

Enter or select one or more search criteria, then click **Search** to display a mug shot photos that match your search criteria.

Optionally, click the **Help** button for tips and guidance on this Search window.

Additional Search Criteria

You can also include Additional Search Criteria if configured for your agency.



- Note: Choose Cautions from the Additional Search Criteria drop down to search person records by Caution Code.
- Note: Choose Person Images to search images by photo type (mugshots, etc.) and by date range.
- **Note**: Choose Combo to search by a combination of fields such as, physical description, miscellaneous IDs, address, phone, vehicle, and caution codes.

Power Search

You can conduct a **Power Search** across other counties, if configured for your agency.

Check the **Caliber Power Search** box, then click on the **funnel T** to choose which counties you would like to include in your search.

Caliber Power Search T	
Available Counties	
Select which systems you want to search on Select None Select All C Demo RMS (DEMO)	
 ✓ COUNTY DEMO, TX (TXDEMO) ✓ DEMO RMS (DEMO) 	6
MODEMO (MODEMO)	
	Close

The list of available counties varies by agency.

Search Results

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 if on the *Search Results* page to update a record.

							Re	fine Search	lew Search	Add F	Person O	nline RMS DataShare Search
Q Person	Q Person Search Results											
9 O 🗈	50 B B A 4 2/2											
Last ⊥† Name	First ⊥† Name	Middle 11 Name	Title ⊥1	Sex 11	Race 11	DOB .t	SSN L1	Misc ID	IT Name Type	Lt	index ⊥ ID	Actions
A JONES	WILLIAMS			м	W	03/03/1965		20obtnc001 oln123456	6 Primary Name	,	396	ď
A JONES	WILLIAM			м	W	03/03/1965		oln123456	Alias		396	ď
						Refine Search	New Search					

View Person Details

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.

erson Search / Person Sear	ch Results / V	lew Person Detail	(UUNES,WILLIAMS)					
			Go	Back Print Report Visuali	ization Tool Create Pho	to Lineup Update Deta	ils 🛛 Manage Subs	cription
Person Details Person	Summary	тт	vo tabs					
(1/4) 09/12/2012	R 1 M	°o 😩 🏛 4 i 9 ii 1		■ 3 ♥ 1 ■ 1 ■ The rig summariz the pers	ht side of the ses of the associon throughout RMS.	→ (s) == (f) 1 screen clation to Online	Click on t total coun view reco	he t to rds
O INDEX ID						Total Involvem	ents	1
396						Incidents	09/24/2018	22
		FIRST NAME		MIDDLE NAME		FieldArrest	08/03/2017	20
JUNES		WILLIAMS		(C))		CourtPapers	01/20/2015	1
Inte		03/03/1965		222		CustomForms	04/10/2014	8
SEX		RACE		ETHNICITY		Incident By Role		
Male		White		Not Hispanic or Lat	tino	Arrestee		3
DRIVERS LICENSE		DRIVERS LICENSE	STATE			Offender		6
OLN123456		Alaska				Victim		11
RESIDENCE PHONE		CELL PHONE		RESIDENCE ADDRESS		Other		
			126 North 750 Wes	st IN	Other		2	
Caution Codes						Common Event	Associations	
Code	Comments	Start Date	Expiration Date	Next Review Date	Date Of Info	Address		15
Assaultive/Combative		08/03/2017			08/03/2017	Gang		65

				Go Back	Print Report	Visualization Tool	Create Photo Lineup	Update Details	Manage Subscription
💄 Person Details	Person Summary								
otal Involvement	ts		Incident B	y Role			Common Event A	ssociations	
incidents	09/24/201	8 22	Arrestee			3	Address		1
FieldArrest	08/03/201	7 20	Offender			6	Gang		6
CourtPapers	01/20/201	5 1	Victim			11	Organization		6
CustomForms	04/10/201	4 8	Other			2	Person		29
							Property		1
							Vehicle		5
Jser Subscription	5	3	By Offense Property	e Category		10	By Incident Statu	s	1:
Associate		2	Person			5	Approved Report		9
Update		2	Vehicle			9			
			Society			6			
			Drug			2			
nucluad Incidents	_								
				-					
Expunge	Report#	Agency		Status	Offense(s)			Role	Date
	2018D4210183	District 42, Versail	lles	Pending	0 35-43-2	2-1 B01 BURGLAR	Y- AIRPORT	Victim	09/24/2018

Master Index Associations

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

Click on the Residence Address link to access the address record.

Drivers License State Alaska	
Cell Phone	RESIDENCE ADDRESS
	126 North 750 West IN

The address record integrates with **Google Maps** when a latitude and longitude are associated with the address, displaying the address location on the map.

			Go Back Visu	alization Tool Upd	ate Details Sub:	scribe
\Lambda Address Details	Address Summary					
B 3				•	SmartSearch (0) -
Audit Off				_		
				Мар		
457 STREET #	DIRECTION	STREET NAME	Туре			
126	North	750			•	
DIRECTION SUFFIX	SUB TYPE	Sub #	Сіту			
West	_	-			Holt	ton
STATE	ZIP	COUNTY	COUNTRY		7	
Indiana	-		United States of America	Google	Map data @	2020
Comments				View Incid	ents In This Area	•
				Total Involve	ments	
Intersection				Incidents	04/16/2018	9

Click on the **View Incidents In This Area** button to view closet incidents on the map.

Click on the **Print Report** button to print the master person record. For details, refer to "Print Master Person Records" on page 105.

If you search the **Master Indices** from within a module (Incident Report, for example), a select icon **S** appears that allows you to select and use the record easily. It is highly recommended you review the existing information prior to using it. This gives you the opportunity to update or add additional information if it is available.

Person Active Alerts

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



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).

								Ad	dd Address
💄 Person	🕺 Address	I Organization	🛱 Vehicle	ని Property	🐭 Gang				
QUICK SEA	RCH Street #, Directio	n, Street Name, Street T	ype, City, State, Zip						
100 Ash								Quick	Search
STREET #		DIRECTION		STREET N	AME	Түр	ΡE		
	То	-Select-	•				Select	-	•
Q Location	Search Results	result(s) found		Ĭ	Yes/No				
Street ⊥î #	Address		11 City/State	t ⊥t Zip	⊥1 Index ID	↓1 Geo Verified		Actions	
100	100 North Ash Stre	et Advance IN 4610	2 Advance, I	N 46102	656	Yes			Ø
100	100 Ash Street IND 7777	VIANAPOLIS IN 01234	4- INDIANAP IN	OLIS, 01234 7777	- 120	Yes			ď
			Refine Searc	ch New Search	h				

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



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

CREATOR	CREATION DATE FROM	CREATION DATE TO			
Christine Saur - District 42, Versa		04/01/2019	曲	12/01/2019	曲

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.

Additional Search Criteria		
Other Info		
LATITUDE	LONGITUDE	SEARCH RADIUS (FEET)
37.791768	-122.3944	100

For instructions on adding an address to the Master Index, refer to "Adding Address" on page 92.

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 72.

For details on searching for Master Index records, refer to "Searching Master Records" on page 73.

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 73.

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

Person Search / Person Search Results			
	Refine Search New Search	Add Person	Online RMS Statewide Search
Q. Person Search Results			
0 result(s) found. 0 result(s) found using Online RMS statewide search.			
No People Found Add This Person			

Person Search / Person Sea	stration < Inciden	ts ▼ Master I Person	ndices 🔻 Record:	s Manageme	nt 🔻 Forms And Rep	oorts 🔻 H	elp ▼		2 9 Go	Back Save
Person Information	Displays for Security Lev	users wii vel greate	th Index r than 1				U A	2 Potent	ial Duplicates Found	d Go Back
SECURITY LEVEL					Checks fo auton	r dupli naticall	cates Y			
LAST NAME	FIRST NAME		MIDDLE NAME		Тпь		DOB		SSN	
LeClaire	Christine				-Select-	•		苗		
SEX	RACE		ETHNICITY		DRIVER'S LICENSE NU	MBER	DRIVER'S LICENSE STAT	E		
Female •	White	T	-Select-	T			-Select-	•		
RESIDENCE PHONE		CELL PHONE								
•	•									
Physical Description										
Ныснт			WEIGHT		EYE COLOR		HAIR COLOR		FACIAL HAIR	
-Select- • Feet	-Select-	 Inches 		Pounds	-Select-	•	-Select-	•	-Select-	•
HAIR LENGTH	BUILD		SKIN COLOR		HAIR STYLE		GLASSES		DATE OF INFO	
-Select-	-Select-	¥	-Select-	•	-Select-	T	-Select-	٣		曲
Person Photo / Mugshot	t									
SELECT PICTURE Q Select Fro	m Library				Рното Туре					
Choose File No file chosen					Drivers License					•
Residence Address										5
ONE LINE ENTRY										
You can type an address h	ere and press the	Geo Search but	ton to search the a	ddress for yo	ou					Geo Search
STREET #	DIRECTION		STREET NAME		STREET TYPE		DIRECTION SUFFIX		SUB TYPE	
	-Select-	•			-Select-	Ŧ	-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 98

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 98.

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.

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

For more information on Master Index Security, refer to "Master Index Security" on page 70.

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

Person Information					✓ No Duplicates Found Go Back
SECURITY LEVEL					
Level 1 - Access to al	▲ The subject you are ente	ring is juvenile. Please check t	he date of birth to confirm ac	curacy.	
LAST NAME	First Name	MIDDLE NAME	Тпь	DOB	SSN
Boevers	Christine		-Select-	09/25/2010	3
SEX	RACE	ETHNICITY	DRIVER'S LICENSE NUMBER	DRIVER'S LICENSE STATE	
Female 🔻	White 🔻	-Select-		-Select-	•

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 98.

Residence Address		🖍 🗸 Geo Verified 📗 🛦 1 Potential Duplicates Found
ONE LINE ENTRY		
123 Main Street		Geo Search
Street #	DIRECTION	STREET NAME
123	-Select-	▼ Main

To remove your entered text from the residence address fields, click on the Reset but-



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 98.

Vehicle		c
VIN	Year	Make
Model	LICENSE PLATE	LICENSE STATE
8	ABC112	-Select-
LICENSE MONTH / YEAR	COLOR	ROLE
1	-Select-	-Select-

To remove your entered text from the residence address fields, click on the Reset but-



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.

		Go B	ack Visualization Tool V	iew Summary Subscribe
🚨 Person Details				
24-1 4841			-Add-	~
			Add	
Level 1 - Access to all Data				
	FIRST NAME			
Leclaire	Christine			
TITLE	DOB		SSN	
-Select-	12/13/1989			
SEX	RACE		ETHNICITY	
Female 🗸	White	~	-Select-	~
DRIVERS LICENSE	DRIVERS LICENSE STATE			
	-Select-	~		
RESIDENCE PHONE	CELL PHONE		RESIDENCE ADDRESS	
			LA PORTE, TX 77571	
	Go Back Save			
	No Images Available Add Person Image			
Caution Codes				Hadd 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.



CAUTION CODE	
Known drug user	~
DATE OF INFO	
03/12/2019	
START DATE	
03/12/2019	
EXPIRE DATE	
	
NEXT REVIEW DATE	
	
COMMENTS	

- 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 73 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 🛛 🕰 A	ddress 🛛 🕱 Organization	,	🛱 Vehicle	ని Property	🚼 Gang				
LAST NAME			First N	AME			MIDDLE NAME	Mobile Res Available I appears he applicabl	ults ink re if le
Τπιε			DOB				Age		
-Select-		۳				曲		То	
RACE			SEX				INDEX ID		
-Select-		٠	-Sele	ct-		•			
DRIVERS LICENSE			DRIVERS	LICENSE STATE			SSN		
			-Sele	ct-		•			
N АМЕ Туре			CREATOR	2					
-Select-		٠							
CREATION DATE FROM	1		CREATIO	N DATE TO					
		苗				曲			
				Power Search	Г		SEARCH PREFEREN	ICE	
ADDITIONAL SEARCH C	RITERIA								
- Select -		۲							
• Search External !	Systems								
				Go Back	Reset Searc	h			

Select the person record from the Mobile Results screen.

nage	Summary	Actions
(B)	Last Name:Person First Name:Test Middle Name:N DOB:1107/1979 Driver: License:CO111111 Weight:170 Eyes:BRO Hain:BLN Source:DMV:DMV Address:444 E 10th Ave Denver: Colorado 80203 VINABCD:E1244F6H3237 Vaen1990 Make:CHV 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.

sults	o view res	irch to	wide searc	MS state	ne RI	Ick External Search Results indicator to view results										
						ewide search.	ine RMS state	using On	s) found	1 result(1 result(s) found.	<i> </i> >	92 · B B B ↔			
Actions	ndex ID 🟦 🖡	e It I	Name Type 1	ID II	Misc	SSN 11	DOB IT	Race⊥†	Sex⊥†	Title 11	Middle Name 🗈	11	earch(2)	InterDEx :		
ľ	269	ame 2	Primary Name	1567	1234			В	м				A	. 🕄 DNES		
	269	ame 2	Primary Name	1567	1234			В	м				A	0 DNES		

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

Q Person Search Results Inter	DEx Search			Refine Search New Search Add Person Online RMS Statewide Search
Q Expand Details	t Record			
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.

										Refine Search	New Search	dd Person 🛛 Local Sear
Q Person Search Results												
	b b 4 1 result(s) found. Highlighting indicates record is from a different county											
County It	Last II Name	First 11 Name	Middle Name 11	Title 11	Sex 11	Race 11	DOB IT	SSN IT	Misc ID 11	Name Type 11	Index ID 11	Actions
Horn Lake PD, MS	MacNorma	Dana			F	w	04/01/1978	111-11-1111		Primary Name	107809	•
						Refin	e Search New Sea	arch				

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 98.

Person Information		📋 🛩 No Duplicates Found 🛛 🛛 Go Back
LAST NAME	First Name	MIDDLE NAME
Jones	A	1
Тітья	DOB	SSN
-Select-		
Sex	Race	ETHNICITY
Female 🔻	White •	-Select-
DRIVER'S LICENSE NUMBER	DRIVER'S LICENSE STATE	
	Indiana 🔻	
RESIDENCE PHONE	CELL PHONE	
Неіднт	WEIGHT	EVE COLOR
5 v Feet 02 v Inches	157 Pounds	Green
HAIR COLOR	FACIAL HAIR	HAIR LENGTH
Brown	-Select-	-Select-
Build	SKIN COLOR	HAIR STYLE
-Select-	-Select-	-Select-
GLASSES	DATE OF INFO	
-Select-		

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*.

Message From RMS	
Would you like to import your data into this person record?	
	NoYes

For details on importing a person from Caliber Mobile refer to "Caliber Mobile" on page 89.

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 83.

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 73.

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					G	eo Search
Street #	DIRECTION		STREET NAME		Түре	
	-Select-	· •			-Select-	•
DIRECTION SUFFIX		SUB TYPE		≤ув #		
-Select-	•	-Select-		•		
CITY		STATE		Zip		
		-Select-		•		-
COUNTY		COUNTRY				
-Select-	•	United States of	America	Perform	one-line s	search
COMMENTS				individ	lual fields,	then
				click Ge ti	o Verify to 1e address	verify
Intersection						
Street #	DIRECTION		STREET NAME		Түре	
	-Select-	· •			-Select-	•
DIRECTION SUFFIX	DISTANCE					1
-Select-		-Select- 🔻				1
Geographical Information					8	Geo Verify
REPORTING AREA		LATITUDE (Y)		LONGITUDE	(X)	
-Select-	Y					
		Go Back	Save			

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				3 Geo Verify
REPORTING AREA	LATITUDE (Y)		Longitude (X)	
-Select-	• 37.791768	37 47 30.365 N	-122.3944	122 23 39.937 W
NORTH BEACH Ne Arts TOT EMBAR GEO FINANCE San Francisco Composition 2 km Ter	ms of Use Report a map error	Exact Match Found • 123 Main St, Match Found	San Francisco, CA)	A 94105, USA (Exact
	Go Ba	ck 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.

Geographica	l Information					Geo Verify
REPORTING ARE	A		LATITUDE (Y)		LONGITUDE (X)	
-Select-		•	37.223087	37 13 23.113 N	-95.706035	95 42 21.726 W
Мар	(199) Satellite	BUS [287]		Multiple Matches Found • W 7th St, Fort Wo • 7th St, Los Angele	l irth, TX, USA <mark>[Use This Lo is, CA, USA[Use This Loc</mark>	ocation] ation]

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 Goggle search results.

Address Search	
main street and front street, Bloomington Illinois 61701	Geo Search

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

Reporting Asta Latrupe (Y) Longitude (X) -Select- - Map Satellite - Normal - Normal - Bames -	Geographical Information		Geo Verify
-Select- Map Satellite Normal Normal Barnes Barnes	Reporting Area	Latitude (Y)	Longitude (X)
Map Satellite Normal Normal Bames Bames	-Select-		
	Map Satellite Normal	Barnes	undefined. Some possible matches: • N Main St & W Front St, Bloomington, IL 61701, USA[Use This Location]

undefined. Some possible matches:

• N Main St & W Front St, Bloomington, IL 61701, USA[Use This Location]

ADDRESS SEARCH							
main street and front street,	Bloomingt	on Illinois 61701				Geo Search	
STREET #	DIRECTION		Street Name		Түре		
	North	v	Main		-Select-	•	
DIRECTION SUFFIX		SUB TYPE		SUB #			
-Select-	*	-Select-	•				
Сіту		STATE		ZIP			
Bloomington		Illinois	•	61701		-	
COUNTY	COUNTRY						
-Select-	•	United States of A	America 🔻				
COMMENTS							
						11	
Intersection							
STREET #	DIRECTION		STREET NAME		Түре		
	West	τ.	Front		Street	τ.	
DIRECTION SUFFIX	DISTANCE						
-Select-		-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.

-Select-			-Select-			
Спт Brooklyn	Messa	ge From	RMS			
County -Select-	Moving written a	the map m address. Do	arker will result in a you want to conti	a change to the lat long nue?	, but not the	
					No Yes	
Intersection						
STREET #		DIRECTION		STREET NAME	Туре	
		-Select-	¥		-Sele	ect-
DIRECTION SUFFIX		DISTANCE				
-Select-	T		-Select- 🔻			
Geographical Infor	mation					Geo Verify
REPORTING AREA			LATITUDE (Y)		LONGITUDE (X)	
-Select-		•	40.639315	40 38 21.534 N	-73.972155	73 58 19.758 W
Map Sate	ellite The Fa	ebt A 🕎 T II	Cafe Modelin Locum P Cort Rugby R Here Str	Multiple Matches Fo 514 E 7th St, Found)[Use T 514 E 7th St, Found)[Use T 514 E 7th St	bund Brooklyn, NY 11218 'his Location] Austin, TX 78701, U 'his Location] St David MN 55101	, USA (Exact Match SA (Exact Match

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	4		STREET NAME			Түре	
	-Select-		~				-Select-	~
DIRECTION SUFFIX		SUB TYPE				SUB #		
-Select-	~	-Select-			~			
CITY		STATE				ZIP		
		-Select-			~			-
COUNTY		COUNTRY						
-Select-	~	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.

			Go E	Back Visualization Tool View Summary Subscribe
💄 Person Details				
8				
∼1 №1 ⊜1				-Add- 🗸
INDEX ID				
1126				
SECURITY LEVEL				
Level 1 - Access to all Data	~			
LAST NAME		FIRST NAME		MIDDLE NAME
Poharcyk		Robin		
TITLE		DOB		SSN
-Select-	~	01/10/1910	曲	
SEX		RACE		ETHNICITY
Female	~	White	~	-Select- 🗸
DRIVERS LICENSE		DRIVERS LICENSE STATE		
		-Select-	~	
RESIDENCE PHONE		CELL PHONE		RESIDENCE ADDRESS
				123 Main Street Mount Desert, ME 04662
		Go Back Save		
		No Images Available Add Person Image		Click to add the first photo

2. Follow the "Add Attachments" on page 57 instructions to add the new photo.

Adding Additional Photos

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

2 Permits	O Add Permit
@ Attachments	🖾 Image Library 🔁 Add Attachment

To add image files 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. 2. Refer to "Add Attachments" on page 57 or "Image Library" on page 63 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 69.

For instructions on entering a new person or address record, refer to "Adding Person" on page 83 or "Adding Address" on page 92, 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.

じ 🗸 No Duplicates Found

Possible Duplicates Found

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

	stration 👻 Incidents 👻 Ma	aster Indices 🔻 Records Manag	ement 👻 Forms And Reports 👻	Help -		Go Back Save
Person Search / Person Se Person Information	arch Results / Add Person Displays for users	with Index]	I A 2 Potential Dur	licates Found Go Back
SECURITY LEVEL	Security Level gro	eater than 1	Checks for dup automatica	licates		
LAST NAME	FIRST NAME	MIDDLE NAME	Τπιε	DOB	SS	N
LeClaire	Christine		-Select-		#	
SEX	RACE	ETHNICITY	DRIVER'S LICENSE NUMBER	DRIVER'S LICENS	e State	
Female •	White	• -Select-	•	-Select-	•	
- Physical Description	-	-				
Неіднт		WEIGHT	EYE COLOR	HAIR COLOR	Fac	IIAL HAIR
-Select- • Feet	t -Select- Tinch	es Pound	s -Select-	-Select-	•	Select-
HAIR LENGTH	BUILD	SKIN COLOR	HAIR STYLE	GLASSES	DA	TE OF INFO
-Select-	-Select-	• -Select-	• -Select- •	-Select-	•	曲
Person Photo / Mugsho	t					
SELECT PICTURE Q Select Fro	om Library		Рното Туре			
Choose File No file chosen			Drivers License			*
Residence Address						0
ONE LINE ENTRY						
You can type an address	here and press the Geo Sear	ch button to search the address f	or you			Geo Search
	Discricition	STOLET MANE	STREET TYPE	DIRECTION SUSS	v Su	Type
STREET #	DIRECTION	STREET INAME	STREET THE	DIRECTION DOTT		DITPE

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 Du	uplicates									
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	┏ ↑	
View det	tails									Edit	
											Close

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:		No Image Present
Residence Phone:	Cell Phone:			
Email:				
Address:				
Height:	Weight:	Eye Color:		
Hair Color:	Complexion:			
Place of Birth:		Citizenship:		
Hair Color: Place of Birth:	Complexion:	Citizenship:		

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 I	Photo Lineup View Summary Mana	ge Subscriptior
🚢 Person Details					
	№ ▲ [®] ♣ ▲1 ~4 i9	▲ & 1 <i>2</i> 1 @1 ©1 ⊑3 ¶	1 🛎 1	≙ 1 ∬ 1 Ø4	
(2/4) ♥ 09/12/2012	-Add-	~			
O INDEX ID					
396					
SECURITY LEVEL					
Level 1 - Access to al	I Data 🗸 🗸				
LAST NAME		FIRST NAME		MIDDLE NAME	
JONES		WILLIAMS			
TITLE		DOB		SSN	
-Select-	~	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	
		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.

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

Residence Address Duplicates

Enter the address information.

Residence Address		A 2 Poten	tial Duplicates Found	Reset Address Fields
✓ Geo Verified Geo Verify Again				
ONE LINE ENTRY				
You can type an address here and p	ress the Geo Search button to	search th	e address for you	Geo Search
STREET #	DIRECTION		STREET NAME	
1300	-Select-	~	Broadway	
STREET TYPE	DIRECTION SUFFIX			
-Select-	-Select-	~		
SUB TYPE	SUB #			
-Select-				
CITY	STATE		ZIP	
Denver	Colorado	~	80203	- 2104
COUNTY	COUNTRY			
-Select-	United States of America	· · ·		
LATITUDE	LONGITUDE			
39.7377751	-104.9869158			

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

Residence Address Potential Duplicates

Inde	x Id	Address Geo Verified Actions 1300 Broadway Denver, CO 80203 Yes Image: Constraint of the second secon			
	655	1300 Broadwa	y Denver, CO 80203	Yes	•
3 1	ADDRESS 1300 Broa	•			
	INDEX ID 1655	LATITUDE 39.737775	LONGITUDE -104.986915		Cancel

Optionally, click on or hover over the blue information bubble ¹ 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 **Select** 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			A 2 Potential D	uplicates Found	Reset Address Fie	lds
Revert Selec	tion						
ADDRESS 1300 Broad	dway Denver, O	O 80203					
INDEX ID 1655	LATITUDE 39.737775	LONGITUDE -104.98691	5				
Residence	Address			A 2 Poten	tial Duplicates Fo	ound Reset Add	Iress Fields
🗸 Geo Ve	rified Geo Ve	rify Again					
ONE LINE E	NTRY						
You can ty	pe an address	here and pr	ress the Geo Search buttor	n to search the	e address for y	ou G	eo Search
STREET #			DIRECTION		STREET NAM	ME	
1300			-Select-	~	Broadway		
STREET TYP	E		DIRECTION SUFFIX				
-Select-		~	-Select-	~			
SUB TYPE			SUB #				
-Select-		~					
СІТҮ			STATE		ZIP		
Denver			Colorado	~	80203	- 2104	
COUNTY			COUNTRY				
-Select-		~	United States of Amer	rica 🗸			
LATITUDE			LONGITUDE				
39.73777	51		-104.9869158				

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

Geographical Information	1		😯 🛛 Geo Verify
REPORTING AREA	aphical Information ING AREA LATITUDE ING AREA J-044,986915 J9 44 15.990 N App Satellite Deriver Zoo Deriver Gardens Deriver Gardens Deriver Gardens Deriver Gardens Deriver Gardens Deriver Contacts This Area Co Back Save		
-Select- 🗸	AREA LATITUDE LONGITUDE 39.73775 -104.986915 39.44 15.990 N 104 59 12.894 W Satellite Derver 20.0 Gardens Cardens Derver 20.0 Cardens <t< td=""></t<>		
	39 44 15.990 N	O Geo Verify UDE -104.986915 15.990 N 104 59 12.894 W State -104.986915 15.990 N 104 59 12.894 W	
Map Satellite vater WEST COLFAS WEST COLFAS WEST COLFAS WEST COLFAS WEST COLFAS WEST COLFAS WEST COLFAS WEST COLFAS WIRE HIGH ST WIRE H	Derver Zoo 🖓 ntum Derver Gardens Antitot Hitt 🖗 0 + + CHEBRY CE ELE H T Terms of Use Apport a map error		
	Go Ba	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					A 2 Potentia	I Duplicates Found	Reset Vehicle Fields
VIN		YEAR		Маке		MODEL	
abc123					Q		
LICENSE PLATE		LICENSE STATE		LICENSE MONTH / YEAR		COLOR	
		-Select-	~	1		-Select-	~
ROLE							
-Select-	~						
			Go Back	Save			

Optionally, click on the blue information bubble ⁽²⁾ 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 **(3)** in the *Actions* column.

ndex d	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	•

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

Vehicle					A 2 Potential Duplicat	es Found Reset Vehicle Fields
Revert Selection						
YEAR	VIN	MAKE	MODEL	ТҮРЕ	STYLE	
2019	abc123	AUDI(AUDI)	A8	Automobile	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				1 2 Potenti	al Duplicates Found	Reset Vehicle Fields
VIN	YEAR		Маке		MODEL	
abc123				Q		
LICENSE PLATE	LICENSE STATE		LICENSE MONTH / YEAR		COLOR	
	-Select-	~	1		-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 72.

For details on searching for Master Index records, refer to "Searching Master Records" on page 73.

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

							Refine	Search New Se	arch Add P	erson On	line RMS DataShare Search
Q Person	Search Results										
	D 🚸 3/3	3									
Last ⊥↑ Name	First ⊥↑ Name	Middle 11 Name	Title ⊥↑	Sex 11	Race 11	DOB IT	SSN	11 Misc ID 11	Name 11 Type	Index ⊥↑ ID	Actions
A O JONES	WILLIAM		.0-	м	W	03/03/1965		oln123456	Alias	396	ľ
A B JONES	WILLIAMS			м	W	03/03/1965		oln123456	Primary Name	396	2→☞
A 3 JONES	WILLIAMTWO			м	W	03/03/1965		oln123456	Alias	396	Ø
					Re	efine Search	New Search				

- 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
Le Person Details				/	-	
• (1/4) 09/12/2012	& ▲ % ♣ ≜ ▲1 7~4 †9 & 1] 1 √ 1 @ 1 0 1	5 3 ♥1 * 1	≜ 1) f l 1) Ø 4	-Add-	v
INDEX ID		SECURITY LEVEL				
396		Level 1 - Access to all	Data	•		
Last Name		First Name		MIDDLE NAME		
JONES		WILLIAMS				

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

▲ Person Details Person Summary	Go Back Print R	eport Visualization Tool Create Photo Lin	eup Update Details	Manage Subscr	iption
INDEX ID			Total Involve	ments	
396			Incidents	09/24/2018	22
LAST NAME	FIRST NAME	MIDDLE NAME	FieldArrest	08/03/2017	20
JONES	WILLIAMS				

Person Details Print Options		
Please select what information you would Details Report.	d like to include in the P	Person
Detail Information: 🕑	Summary Information:	Select All:
Warrants: 🖌	Incidents: 🖌	
Field Contacts: 🖌	Citations: 🖌	
Permits: 🖌	Field Arrests: 🖌	
Attachments(PDFs): 🖌	Court Papers: 🖌	
Redact Social Security #s: 🖌		
Display Common Event Associations:		
Persons: 🖌	Addresses: 🖌	
Vehicles: 🖌	Gangs: 🖌	
Properties: 🕑		
	Clo	se Print

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.

nDetailsR	eport.pdf					1/9					¢			
				FOR	OFFICIAL	USE ONL	Y (FOUO)				JONES	, WILLIAM	IS 03/03/19	65
WIDIANA STATE POLICE	,		100 S	In Pe ienate	diana S erson De Avenue 7) 899 - 82	State F etails F Indiana 293 Fax:	Police Report apolis, IN 46 (317) 233 - 30	6204 157	Ļ					
Index Id	Date of Info										(173)			
390	02/15/2019		7.4 0.00				_							
JONES, W	on Name IES, WILLIAMS			03/03/1965 55			nge 55			- 8	100			
Sex	Race		Ethnicity SSN				\neg			A min	2			
Male	White		Not Hispanic or Latino						X	(Phased)	2			
DL #			DL State							1 Sector	37			
OLN12345	i6		PA								09/12/2012			
					Ca	utions								T
Code Comments						SI	tart Date	Expi	re Date	Next	Review Date	Date	of Info	ī
Assaultive	saultive/Combative					0	8/03/2017					08/0	03/2017	_
				Al	iases									
Name				Т	itle	1	DOB	5	SSN		Туре	Date	of Info	ī
Willy											A	07/	19/2017	
Jones, Wil	liamtwo					(03/03/1965				A	06/*	19/2012	
Jones, Wil	liam			T			03/03/1965	Т			A	06/*	19/2012	
												_		-

Subscribe to Master Records

You can **Subscribe** to existing master index records (person, address, vehicle, organization, etc.) to receive a notification when someone views, updates or associates the master index records to which you have an interest.

For example, you can **Subscribe** to Williams Jones' master person record to receive notification when someone applies updates to his master person record.

Follow these steps to Subscribe:

1. Search for the master person record to which you want to subscribe.

For more information on searching, refer to "Searching Master Records" on page 73.

2. From the search results grid, **View** or **edit** the record to which you want to subscribe.

							Refine Search	New Search	Add Person	Online R	MS Statewide Search	
Q Person Search Results												
	🗋 🍫 3/3											
Last ⊥† Name	First ↓↑ Name	Middle∔↑ Name	Title↓↑	Sex↓↑	Race↓↑	DOB ↓↑	SSN I	î Misc ↓î ID	Name ⊥ î Type	Index↓↑ ID	Actions	
A B JONES	WILLIAM			М	Н	03/03/1965		oln123456	Alias	396 /iew	Edit	
A 3 JONES	WILLIAMS			М	н	03/03/1965		oln123456	Primary Name	396	ľ	
▲ JONES	WILLIAMTWO			М	н	03/03/1965		oln123456	Alias	396	ľ	
					Refine	e Search Ne	w Search					

- 3. The view or edit form opens, based on which option you chose.
- 4. Whichever option you chose, a Subscription button appears on the top right of the window.

The button varies on whether this is an existing or new subscription:

Subscribe = Add a new subscription.

Manage Subscription

Update or delete the existing subscription.

5. Click the button that applies in this case.

6. The Subscription form opens.

If adding a new subscription, an empty Add Subscription form opens.

Person Search / Person Search Results / Edit Person (JONES, W	LUAMS) / Add Subscription
SUBSCRIPTION TYPE	Index Name
PERSON	JONES WILLIAMS
ACTION TYPE(S)	
View Update Association	
Reason	
NOTIFICATION METHODS	
Notification Inbox Notification E-Mail	
SILENT SUBSCRIPTION	
Go Back	Save

If managing an existing subscription, the Edit Subscription form opens.

Person Search / Person Search Results / Edit Person	n (JONES,WILLIAMS) / Edit Subscription
SUBSCRIPTION TYPE PERSON ACTION TYPE(S) View Update Association Reason	INDEX NAME JONES WILLIAMS
Test Subscription	
Notification METHODS	
SILENT SUBSCRIPTION	
Go Bac	k Delete Save

7. Select or deselect the appropriate check boxes and provide the reason for the subscription.

If the **Silent Subscription** box is checked, the subscription cannot be viewed by another user.

- 8. Click Save.
- **9.** If you want to delete the existing subscription, click the **Delete** button, then confirm deletion.

Chapter 7. 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, 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 120.

Below is an example of a **Spider Chart** generated from the *Edit Person* page 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.

Person Search / Pe	erson Search Results / Edit Pe	rson (Smith,Billy) / Vi	sualization Tool				
Network 🔯 2014	I-0167 😵						
Incident							
REPORT #		LOCATION			AGENCY		
2014-0167		123 East MAIN C	ROSS Street EDINBURG	H, IN	District	16, Peru - GA	
REPORTING AREA		TYPES			NIBRS	Сттү	
-		Burglary / Buildir	ng		FRANK	LIN	
AGENCY OF OCCURREN	CE	COUNTY			REPORT	Date	
District 16, Peru - 0	SA	Fulton County		04/14/2014 1018			
OCCURRENCE DATE		TOWNSHIP		LOCATION REMARKS			
04/14/2014 1018							
DISPATCH DATE		ON SCENE DATE	ON SCENE DATE			ATE	
SUMMARY							
Media Report							
Supplements							
Status	Responsible User	Security Level	Date Created	Date Appr	oved	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

Open in Viewer

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 Details

Person Details

INDEX ID

42

LAST NAME
Smith
TITLE

SEX
Male
DL#
DL123487566

Residence Phone
333-333-3333

Aliases

Last Name

earch Results /	Edit Person (Smith,Billy) / Visualization	Tool		
Smith 😢				
rson Summary				
			Images	
			-	
	FIRST NAME	MIDDLE NAME	131	6
	Billy	3/16/12	. 5. /-	
	DOB	SSN	1	In
	09/08/1956	123456789	Image	a 1 of 1
	RACE	ETHNICITY	Inage	
	White	Hispanic or Latino	 11/2 	1/2016 🕨
	DL STATE		Total Invol	vemente
	Virginia		Total Invol	vements
	CELL PHONE		Incidents	02/27/2017
			Served	04/05/2012
			Warrants	

SSN

FieldArrest 02/05/2019

CourtPapers 12/08/2015

Incident By Role

Arrestee

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

Middle Title DOB



654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965

First name

SmithNWesson

Click on the **Person Details** or **Person Summary** sub-tabs to view details of the associations, or a summary.

Туре

Nickname

Date Of Info

03/01/2017

Network	💄 Billy	3/16/12 Smith 🙁
💄 Person	Details	🛱 Person 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

									Close Configuration
External	Incidents	Field Contacts	Person	Address	Phones	Vehicles	Gangs	Organization	
SHOW									
•									
Person Fil	ters								
ROLE									
Click To S	elect								
Vehicles F	ilters								
STATUS									
-Select-									•

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

ROLE	
Suspect / Offender × Victim × Complaine	ant

- 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.
 - Organization, Person, Address, Vehicle, and Gang.
- Field Contacts, 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.

									Exit Report	Quick Print Prin
🗎 Summary	🗔 Header	≒, Offenses	💄 Name	s කි Property	y & Vehic	les 🖹 Narrati	ves 🧉	Attachments	Validations	
Incident Su Offense(s):	Incident Summary: 04/09/2019 0833 Hrs - 100 North Main Street BLO Agency: District 42, Versailles Offense(s): 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX Report #: 2019D4210229 Supp #: 0									
I Actions ▼ View Incide View Incide	2 [™] 1 · nt Status nt Audit Trail	8 1 n 1	\$1 Ē:	1 1					Status C)pen / Open (04/09/2019 BE PROCESSED-ORIGINA
Create Sup	plement		Lead In	vestigator	Assign	nent Status	Case St	atus Nex	t Update Due	Actions
View Incide Edit This In Warrant / C	nt Based Report cident 'harge Request	ing Values			Assign 1	o Patrol	Open	07/1	6/2019	• 2
Varrative N	laintenance		SECURITY			REPORT TYPES				
Visualizatio	n Tool		I Officer			Burglary / Build	ling			
SUMMARY Stolen property reported.										
REPORT DATE 04/09/2019 0	833		O (CCURRENCE DATE S	TART			OCCURRENCE	DATE END	

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 113.

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 205

View Mode

Field Contact Search / Search Results / View Field Contact											
🔹 💵 🛞 🖗 関 🥒 😨 🔹 Go Back Visualization Tool Print											
Field Contact Details											
CONTACT ID		Agency	SECURITY LEVEL								
287		District 42, Versailles	Animal Control								
CONTACT TYPE	CONTACT DATE		· · · · · · · · · · · · · · · · · · ·								
Alarm Response	04/02/2019	1332									
Summary	SUMMARY										
Notes											

Edit Mode

Field Contact Search / Search Results	/ Edit Field Contact					
😢 🛓 🗓 🙊 🚼 🛛	Ø ū J 🖩		Go Back Visualiza	ition Tool	View Summary	Print
Field Contact Details						
CONTACT ID	Agency		SECURITY LEVEL			
277	District 42, Versailles		Patrol Officer Change Security			
CONTACT TYPE			CONTACT DATE			
Knock and Talk		•	06/07/2018 1113	曲		
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 113.

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 69.

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 113.

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

Organization

		G	io Back	Visualization Tool	View Summary	Subscribe
I Organization Details						
🖓 3 迄 6 📱 1 🗭 2 🛛 1						
					-Add-	•
INDEX ID		SECURITY LEVEL				
240000007		Level 1 - Access to	all Dat	a		•
NAME	ORGANIZATION TYPE		0	RGANIZATION #		
Automation Industries	Law Office	•		123		
COMMENTS						
						11

Person

		Go Back	Visualization Tool	Create Photo Lineup	View Summary	Subscribe
💄 Person Details						
• (1/1) 11/21/2016	& & & ± ~ 2 i 1 & 1 € 1 € 1 & 2 ⊗	2 2 1		-Add	ŀ	•
O INDEX ID	SECURITY LEVEL					
42	Level 1 - Access to a	all Data	*			
LAST NAME	First Name			MIDDLE NAME		
Smith	Billy			3/16/12		

Address

			G	o Back Visualiza	ition Tool	Update Details	Subscribe
🖓 Address Details	Address Summary						
						% SmartSea	rch (0) 🔻
Audit Off							
INDEX ID					Commo	n Event Associ	ations
1693							
STREET #	DIRECTION	STREET NAME	Туре				
1238	East	Calrson	Lane				

Vehicle

		Go Back Visualization Tool	View Summary Subscribe
🛱 Vehicle Details			
			F SmartSearch (0) ▼
			-Add-
O INDEX ID	SECURITY LEVEL		
67	Level 1 - Access to all Dat		
YEAR	Маке	MODEL	
2009	AGRICULTURAL MA 🔤 🔍	FARM AND GARDEN EQL	

Gang

		Go	Back Visualization Tool	View Summary	Subscribe
😵 Gang Details					
				-Add-	•
INDEX ID		SECURITY LEVEL			
21		Level 1 - Access to all Data			•
GANG NAME	GANG LEVEL		GANG TYPE		
4 Cheese Burritos23423423423	Local	T	Asian Gang		Ŧ
Chapter 8. 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 150.
- 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 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.

Incidents 🕶 Master Indices 🕶	Records Management - Forms And R				
Incidents					
Incidents Reporting	Incidents Reporting				
Incidents Management 🔻					
Case Management 🔻	Create New Incident Report				
Field Contact 🔻	Create New Supplement Report				
Field Arrests 🔻	View Incident Report SmartSearch				
Calls For Sonvice 🔻					
	Incident Mapping				
ti Las	Transfer Incident Report				
UP CASE - ACTIVITY 11/	Approve Incident Report				
	Incident Based Reporting				
11/	/18/2019 12:28 PM CST High				

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.

Incidents Master Indices
Incidents
Incidents Reporting •
Incidents Management 🕶
Case Management 🔻
Field Contact 🕶
Field Arrests 🔻
Calls For Service 🔻

Incident Reporting	Incident Management	My Recent Activities
Create New Incident Report	Assign Incident Report	Initial Report 12
Create Supplement to Incident	Assign Supplement	Follow Up Needed (Past 10 Days) 2
Report	Delete Incident Report	Pending Approval 1
View Incident Report	Incident Status	My Cases (Active Count) 1
SmartSearch	Incident Status Log	Evidence Review (4)
Incident Mapping	Incident Delete Log	Open Field Arrests 5
Transfer Incident Report	Incident Offense Glossary	Arrests Pending Release
Approve Incident Report		Earme For Paviau
Incident Based Reporting		Pending UCR Review 7
Case Management	Field Contacts	Incidents For Review 2
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	
	Co Back	

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.

					Exit Report	Quick Print	Print T	ransfer	Submit for Approval
🛢 Summary	🕅 Header	∺¥ Offenses	A Names	ని Property & Vehicles	≧ Narratives	& Attachments	s 🖄 Va	alidations	

The top buttons appear regardless which tab the user is on.

Google Maps Integration

Google Maps appears on the *Summary* tab of the Incident, showing the location of the report location when a latitude and longitude are associated with the address.

Report Location			
Address	LATITUDE	LONGITUDE	
1770 Block of Lincoln Denver, CO 80104	39.739577	-104.999408	
REPORTING AREA	INCIDENT NIBRS CITY CANNELTON	Incident Location Remarks	
Common Place Name	CAMPUS CODE Off Campus		NEIGHBORHOOD
GEOGRAPHIC LOCATION District 42. Versailles	COUNTY OF OCCURRENCE Hancock	TOWNSHIP OF OCCURRENCE	View Nearby Incidents

Click on the View Nearby Incidents link to view incidents on the map.



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 LEVEL

Animal Control	N
Corrections Officer	3
Corrections Supervisor	
Marine Patrol	
Patrol Officer	
Patrol Supervisor	
Records/Clerical Division	
Criminal Investigation Division	
Command Staff	
Executive Command	

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 v not your agency, ple	view report # 2017D4210134. This report belon case contact them if you need more informatio	gs to the following agency. If this is n or need to view this report.
AGENCY District 42, Versailles	ADDRESS 902 South Adams Street Versailles IN 47042	HUIAAAA STATE POLICE
PHONE 317-555-1717	POC District	

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

Incident Summary: 01/19/2015 0936 Hrs - 208 Education Aven Offense(s): 11-8-8-17 - Correction- Sex Offender Registration Vi Total Hours: 0	Agency: District 42, Versailles Report #: 2015ROOT0013 Supp #: 2
SUPP # AGENCY ONLY 2	FOR PUBLIC RELEASE () Applies To UPDATE ALL SUPPLEMENTS () All Supplements
Slide the bar up or down to increase or decrease access to the Incident	If desired, select available security groups to provide access to the Incident
Allow Executive Command Command Staff Criminal Investigation Division Records/Circical Division Patrol Supervisor Patrol Officer 139 users have access	Available Selected
kestrict	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.
 - **Note:** If access is restricted to the selected security groups, a message appears on the summary tab of the incident indicating which security groups have access.

📱 Actions 👻 1 🎽 1 🗮 1		
🇠 🟹 1 / 1 🚺 1 Initial Report	Security Gro	ups: ANGTEST
Report Header		
Report ID		REPORT SECURITY
3320		Marine Patrol

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 Update Repo											
Inci	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							17 Supp #: 🕕 2 📝				
Tot	al Hours: 0										
2	Demost	Dete	Prosting Officer	Sumplement	Ammount	Committee	Actions				
Type Supprement Approval Security Actions							Actions				
•	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 125. For information on changing the Incident Status, refer to "Changing Incident Status" on page 193.

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	Sector Validations		
Incident Su	mmary: 07/1	6/2018 2300 H	rs				Agency: District 42, Versailles		
Offense(s): 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX Report #: 2018D4210173 Supp							Report #: 2018D4210173 Supp #: 0 📝		
Verify Incide	nt Report								
Online RMS you to the	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 Narr	ative is required	d.		
Incident Office	ers			,	At least one Rep	orting officer is	required.		
Selected Incid	ent Types			I	incident Types ar	e required for in	ncidents from this agency.		
Incident Summ	nary			I	incident report re	equires a Media,	/Crime Summary.		
Add Incident I	ocation and I	NIBRS City		I	Incident Location	, NIBRS City is F	Required.		
35-43-2-1 B02	- BURGLARY	- APARTMENT	COMPLEX	X 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 Occ	urrence			0	County of Occur	ence is required	d 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

							Exit Report	Approve/Disapprove Quick Print Print	
🖹 Summary	🗖 Header	≅ _* Offenses	🚨 Names	ని Property & Vehicles	≣ Narratives	Attachments	Validations		
Incident Summary: 11/01/2017 2300 Hrs - 1776 Lincoln Street Floor #8 Denver Agency: District									
Offense(s):	No Offense S	pecified						Report #: 2017D4210135 Supp #: 0	
Add Disappr	oval Comme	nts							
🖞 Actions 🕶	2 1 ≡1	□ 1							
View Incide	nt Status								
View Incide	nt Audit Trai	>	1						
Create Sup	olement	ý	EPORT SECU	RITY	REPORT	TYPES			
View Incide	nt Based Rep	orting Values	atrol Super	visor	Child C	ustody, Hate Crim	e		
Edit This Inc	ident								
Visualizatio	n Tool								
11/02/2017 1	314			OCCURRENCE DATE ST/ 11/01/2017 2300	ART		OCCURRENC	E 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 11	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	М	District 42, Versailles		
IncidentView	11/02/2017 1314 HRS	D_OFFICER	Dana	М	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.

🔏 Ho	me						
Broa	dcast Messa	ges Show All					
No I	Messages To	Display					
Noti	fications				← Back Q Show Al	I 🕒 Add Notificat	on Recent Activities
-Filt	er By Users-		•	Search			Initial Report
INC	IDENT FOLLO	W-UP CASE	NEW SUPP FILED		Denvi		Follow Up Needed (Past 10 Days)
	Priority 11	Sender 11	Description	t1	Sent On	1 2 N	Pending Approval
	High	Simpson Homer	New Incident Supplement Added to (#00000153CASE2019. Incident #2019 0 Approved. Supplement Created by null	Case D4210226 Supp # Homer Simpson.;	04/02/2019 05:39 PM CST	4	My Cases (Active Count) My Case Activities (Active Count)

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.

Create New Incident Report	
Incident Report Number and Summary	
Please verify the following information and click finished to create a new incident report	
Agency	
District 42, Versailles	•
Report #	
Auto Generated	
SECURITY LEVEL	
Patrol Officer	•
MEDIA/CRIME SUMMARY	Check Spelling
I	
Go Back Finished - Go To Next Section	

Select the Security Level, if different than the default.

Enter the Media/Crime Summary, and optionally click *Check Spelling* to validate and correct any spelling errors.

Click **Finished - Go To Next Section**. The wizard steps you through each tab, one at a time.

Incident Report Tabs

- Summary tab-provides a summary of all the information entered on an incident report.
- *Header tab* captures the dates/times, report location, and reporting officer(s), associated arrests, and associated calls for service for the incident.
- Offenses tab-captures any and all offenses associated with the report. Validations are offense driven and will alert the user of necessary information.
- Names tab-captures Offenders, Victims, and Other Incident Names such as witnesses who are associated with the report.
- *Property & Vehicles tab*-captures applicable property or vehicles associated with the report. Evidence is also created in this section (See Incident Evidence section for a detailed explanation).
- Narratives tab-captures the users narration of the details surrounding the incident.
- Attachments tab-captures an incident related attachments such as crime scene photos or statements. Forms such as the Marijuana Eradication Form can be completed in this section also.
- Validations tab-does a final check of your report to ensure the minimum requirements are met based on the offense(s) entered on the report.

Incident Report Header Tab

Regardless of which method is used to initiate the report, the following workflow is the same for editing and completing a report; the only difference you may see is pre-populated information from CAD or Calls For Service module.

The **Header Tab** contains 3 separate sections: *Report Types & Times, Location*, and *Officer*. By using the **Wizard** the sections are completed in the listed order, though the use of the **Wizard** is not required.

						Exit	Report Quick Pri	int Print Tr	ransfer Exi	it Wizard	Submit For Approval
	🖹 Summary	🗂 Header	∺a Offenses	💄 Names	බ Property & Vehicles	≣ Narratives	& Attachments	Validations			
	Incident Sun	nmary: 12/1	3/2018 1332 H	rs						Agency: [District 42, Versailles
	Offense(s): N	No Offense S	pecified						Report #:	:2018D42	10207 Supp #: 0 📝
O Types & Times					Location				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.



Report Agency/District

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

REPORT AGENCY / DISTRICT	
District 42, Versailles	Change

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**.

Μ	EDIA/CRIME SUMMARY	Check Spelling
ľ	Domestic Noise.	

www.webspellchecke	r.net - Google Chron	ne	
about:blank			
SpellChecker	Grammar	Thesaurus	American English 🔻
This is a sample in	cident report.		
			Options
			Finish Checking
			Cancel

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.

INCIDENT REPORT TYPES Q	
Click To Select]
Incident Report Types Q	
× Disturbance × Domestic Dispute	

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.

Chapter 8. Incidents

REPORT DATE		OCCURRENCE DATE START		OCCURRENCE DATE END	
03/12/2019 1145	曲	03/12/2019 1145	#		
DISPATCH DATE		ON SCENE DATE		CLEAR DATE	
	曲		#		曲

You can click on the date icon on the right of each date field to select a date and time, or type T in the field then tab out to return the current date and time.

Additional Information

Complete the Additional Information section as needed.

Field Arrests and Calls For Service

Click on the **Add Field Arrest** link to associate a Field Arrest to the Incident, if applicable.

Field Arrests	G Add Field Arrest
Calls For Service	

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

							Go Back
LAST NAME		FIRST NAME		SSN		RACE	
jones		Williams				-Select-	~
SEX		DOB		Age 🚱			
-Select-	~		#		Т	5	
ARREST DATE FROM		ARREST TIME FROM		ARREST DATE TO		ARREST TIME TO	
	#				#		
ARREST #		AGENCY		REFERENCE #		REFERENCE # TYPE	
		-All Agencies-	~			-Select-	~
STATUS		REVIEW STATUS		PLATE #		WARRANT REFERE	NCE #
-Select-	~	-Select-	~				
INCIDENT REPORT #		CHARGE CODE		INDEX ID			
							
Officer							
FIRST NAME		LAST NAME		BADGE #		ROLE	
						-Select-	~
ADDITIONAL SEARCH CRI	ITERIA						
-Select-		~					
		Go Ba	ick R	eset Search			

Click on the Select icon in the *Actions* column to select the appropriate record in the *Search Results* window.

Refine Search New Search & Result(s) found										
Arrest ↓↑ Number	Status ↓†	Arrest ↓† Date	LastName↓†	First ↓î 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	•	2	
3 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	

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	t #: 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		✓ Include Officer
Saur, Christine		Discharging		Include Officer
Offenses				
Offense Code	Description			Actions
35-43-2-2 C04	CRIMINAL TRESPASS- RESIDENCE/DWELLI	NG		☑ Include Offense

The data then appears in the Arrest and Calls for Service sections.

Click the **Continue** button to progress to the *Report Location* tab.

Location

The Location is completed by selecting the geographic location, county of occurrence, township (if applicable) where the incident occurred. The incident address is also added on this screen by utilizing the Master Indices. There are three options available on this page: *View Location Details, Update Details,* or *Change Location*.

Location				View Location Details	Update [Details ≓ Change Location
ADDRESS		LATITUDE	LONGITUDE			
1001 North East Main Street INDIANAPOLIS, IN		39.872057	-86.142280			Охвож
REPORTING AREA		INCIDENT NIBR CI	тү	INCIDENT LOCATION REMARKS		
-Select-	~	-Select-	~			Google Map data 02019 Google
COMMON PLACE NAME		CAMPUS CODE				
-Select-	~	-Select-			~	
GEOGRAPHIC LOCATION		COUNTY OF OCCUP	RRENCE			
District 42, Versailles	~	-Select-	~			
		Bac	k To Previous Section	ave & 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	
N	o 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.

🕯 Address Detai	ils 🗎 Address Sum	mary	—— Two tabs	Go Back		subsc
		inary	-		🕈 Sma	rtSearch (0)
Audit Off						
INDEX ID					Map	
14						
STREET #	DIRECTION		STREET NAME	Түре		
1001	North East	1	Main	Street		D XE
DIRECTION SUFFIX	SUB TYPE		SUB #	CITY		West
_			-	INDIANAPOLIS	/	
STATE	ZIP		COUNTY	COUNTRY		
Indiana	-		Allen	America	View Incidents	Map data
COMMENTS					Total Involvem	ents
					Incidents	11/21/2019
ntersection					FieldInterviews	04/19/2012
STREET #	DIRECTION		STREET NAME	Туре	FieldArrests	05/31/2019
					CourtPapers	12/29/2014
DIRECTION SUFFIX	DISTANCE				court apers	12/25/2011
	0				By Offense Cat	egory
eographical I	nformation				Property	
Processies Acres	Lerrups (V		Lougrands (V)		Person	
REPORTING AREA	39 872057	,	-86 142280		Society	
	55.672057		-00.112200		Vehicle	
					Drug Type	
					Common Even	t Associatio
					Person	, Associatie
					Person	
			Go Bac			
				Go Back Visualization	Tool Update Details Subscrib	e
🍂 Address Detai	ls 📋 Address Summa	iry				
Total Involvem	ients		By Offense Category	Common E	vent Associations	
Incidents	11/21/2019	20	Property	7 Person	1	
FieldInterviews	04/19/2012	1	Person	4		
FieldArrests	05/31/2019	10	Society	3		
CourtPapers	12/29/2014	1	Vehicle Drug Type	3		
			2.28-			
Report #	Agency		Status	Offense	Date Of	
					Info	4
2019D4210231	District 42, Versailles		Initial Report		11/21/2019	
2019D4210218	District 42, Versailles		Initial Report		03/12/2019	

Update Details

14-00020 Police Agency

2015ROOT0140 District 42, Versailles Initial Report

2013-0166 District 16, Peru - GA Initial Report

Update Details allows you to update the details of the location.

Approved Report

0

0

0

07/10/2015

11/10/2014

11/21/2013

			Go Back Visualization Tool View Summary Subscribe
📌 Address Details			
B 2			SmartSearch (0)
			-Add- 🗸
INDEX ID	SECURITY LEVEL		
583	Level 1 - Access to all Data	×	
STREET #	DIRECTION	STREET NAME	Түре
300	East	✓ 200	-Select-
DIRECTION SUFFIX	SUB TYPE	SUB#	Спу
East 🗸	Apartment	·	Lebanon
STATE	ZIP	COUNTY	COUNTRY
Indiana 🗸	46052 -	-Select-	United States of America 🗸
COMMENTS			
Intersection			
STREET #	DIRECTION	STREET NAME	Түре
123	East	✓ Test	-Select- V
DIRECTION SUFFIX	DISTANCE		
West	100 Feet	~	
Geographical Information			😌 🛛 Geo Verify
REPORTING AREA	LATITUDE	LONGITUDE	
Test-Area 🗸	39.73382972861548	-86.36852515301796	
	39 44 1.787 N	86 22 6.691 W	
Man Satellite			
Gale -			
(B) Alon			
	* Indianapolia		
	- Six Points		
Plainfield			
Cartersburg			

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.

						Add #	ddress
स्थि Address							
QUICK SEARCH							
						Quick Se	arch
STREET #	DIRECTIO	N		STREET NAME		Туре	
To	-Select		~			-Select-	~
DIRECTION SUFFIX			SUB TYPE		SUB #		
-Select-		~	-Select-	~			
Спу			STATE		ZIP		
		8	-Select-	~		-	
COMMON PLACE NAME			REPORTING AREA		INDEX ID		
			-Select-	~			
COMMENTS							
Intersection							
STREET #	DIRECTIO	N		STREET NAME		STREET TYPE	
	-Select		~			-Select-	~
PHONETIC SEARCH PREFERE	ENCE						
ALL ANY							
Additional Search Criteria							
- Select -		~					
▶ Search External Systems							
			Go Back Re	set Search			

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 92 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 Odd Officer O Add Mass Officer							
Last Name	First Name	ID	Title	Agency	Incident Role	Supp #	Actions
Saur	Christine	SAUR111		District 42, Versailles	Reporting	0	Z
Employees OAda							• Add Employee
Back to Previous Section Finished - Go To Next Section							

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

• Add	Officer • Add Mass Officers
Supp #	Actions
0	2
	Add Employee

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.

Add Incident Off	icer	
Q Search Officers	2 Add Other Agency Officer	
		a
-Select-		~
•		Cancel Save

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.

dd Incident Offi	cer		
Q Search Officers	S. Add Other Agency Officer		
FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
AGENCY	TITLE	BADGE #	CAD BADGE # 🕄
District 42, Vers 🗸	•		
ROLE			
-Select-			~
			Course 1

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.

Add Incident Officers			
	Click to add additional offic	ers	→ O Add Officer
FIND OFFICER	ROLE		
icer Joe Hedges(Badge #: 7049) - All Other	Assisting	~	Î
FIND OFFICER	ROLE		
	-Select-	~	Î
			Cancel Save

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.

Add Incident Employee	
FIND EMPLOYEE	
Max Clark - District 42, Versailles, Non Sworn #3066	
ROLE	
Clerk	~
Cancel	Save

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 Repo	ort Quick Print Prin	int		
🖹 Summary	🗖 Header	™+ Offenses	💄 Names	ని 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 fi NIBRS or UC severity, the FIND OFFENSE CODE	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.									
burg							E			
BURGLARY- AIF	RPORT - 35-4	3-2-1 B01								
BURGLARY- AP	ARTMENT CO	OMPLEX - 35-43	-2-1 B02							
BURGLARY- AT	TEMPTED - 3	5-43-2-1 B03								
BURGLARY- AU	ITO/BODY SH	IOP - 35-43-2-1	B04							
BURGLARY- BA	KERY - 35-43	-2-1 B05				•				

If your agency administrator relates an offense to one or more Incident Types, the offense requires at least one of the related offenses on the Incident Report when that Incident Type is added to an Incident Report.

In this case, a Quick Select Report Type Offenses link appears on the Offenses tab.

Please add file c NIBRS or UCR re severity, the mos	ass/offenses to the incident report. The system will prompt you to complete porting based on the selected offense(s). If the report has more than one of t severe offense being the first.	the required information for State, fense, add offenses in the order of
FIND OFFENSE CODE	Note: Enter search text to find offense code and select value from displayed list	Ouick Select Report Type Offenses
1		

Click the link to open a dialog box that lists the offense(s) from which to choose. You can filter by Incident Type by selecting from the list. Only one offense appears in the below example for illustration purposes.

Incident Type Offenses							
FILTER BY INCIDENT TYPE:	-Select- 🗸						
		Cancel					

If you do not choose a related offense, a notification appears on the Validations tab.

Add Narrative	At least one Narrative is required.	
Add Incident Location and NIBRS City	Incident Location, NIBRS City is Required.	
Domestic Dispute	Requires at Least One Related Offense	

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 🔝 1	Property & Vehicles	≣ Narratives	& Attachment	s 🗳 Validat	tions				
Incident Summary: 12/13/2018 1332 Hrs - 456 Main STC			Agency: Dist	trict 42, Versa	illes				
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED		Report	#: 2018D4210	207 Supp #: () 📝				
Offense: 35-43-2-1 B03 - BURGLARY- ATTEMPTED NIBRS Code: 220 Description: Burglary/Breaking and E	Intering								
Offense Details									
OFFENSE STATUS	OFFENSE STA	TUS DATE							
Open/Pending	 12/13/201 	8 1332			曲				
REMARKS	SELECT A CH	SELECT A CHARGE							
	-Select-				~				
ATTEMPTED / COMPLETED	CARGO THEF	CARGO THEFT							
Attempted	✓ No				~				
BIAS NONE (NO BI	(AS) TYPE OF LOC	ATION / PREMISE		OTHER,	UNKNOWN				
None (No Bias)	✓ Other/Unk	nown			~				
SPECIFY WHETHER FORCE OR NO FORCE WAS USED BY AN	OFFENSE SUS	PICION		NOT A	PPLICABLE				
OFFENDER TO ENTER A STRUCTURE?	× Not App	olicable							
NO	*								
Section A									
test OFFENSE NOTES									
Go B	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.

B	IIAS	NONE (NO BIAS)	TYPE OF LOCATION / PREMISE	OTHER/UNKNOWN
I	None (No Bias)	~	Other/Unknown	× ×
s 0	PECIFY WHETHER FORCE OR NO FORCE WAS USE OFFENDER TO ENTER A STRUCTURE?	ED BY AN	OFFENSE SUSPICION	NOT APPLICABLE
	No	~		

After the mandatory questions have been completed, select the **Save** button, which will then take you back to the **Offenses** tab for review.

					Exit R	eport Qu	ick Prin	t Print	Transfer	Exit Wizar	d Sub	mit for Approval
🖹 Summ	ary F	Header	≒∗ Offenses	🚨 Names	කි Property & \	/ehicles	🗄 Narra	tives 🤇	Attachment	: 🖻 Vali	dations	
Incide	Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart Agency: District 42, Versailles											
Offen	se(s): 35-	43-2-1 BC	3 - BURGLARY	- ATTEMPTED					Repor	t #: 2018D	421020	7 Supp #: 0 📝
Offense	s								≓Update	All Offens	es' Statu	s 🕂 Add Offense
NIBRS	Severit	ty Offe	nse		Remarks	Status Date	s	tatus	Supp #	Ac	tions	
3 220	1	35-4 ATTE	3-2-1 B03 BUR MPTED	GLARY-		12/13/201 1332	L8 C	pen/Pend	ing 0			0 C 🗊
Modus (Modus Operandi										🔂 Add	Modus Operandi
Back To Previous Section						Finished -	- Go To	Next Sec	ion			

Hover your mouse over the information bubble ¹⁹ 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	ОК

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.

								Q	uick Print Prin
🛱 Summary	🗂 Header	∺x Offenses	& Names	🔊 Prope	erty & Vehicles	≣ Narr	atives		Validations
Incident Su Offense(s):	immary: 12/1 35-43-2-1 B0	3/2018 1332 H 3 - BURGLARY	lrs - 456 Maii '- ATTEMPTEI	n STC D			Report	Agency: Distric	t 42, Versailles 7 Supp #: 0 📝
Please provid	le Modus Op	erandi details	and select t	he appro	priate offense	e(s)			
ENTRY			METHOD				EXIT		
-Select-		~	-Select-			~	-Sel	ect-	~
MEANS					TRADEMARK				
-Select-				~	-Select-				~
OFFENSES									
Click To Sele	ect								
REMARKS									
				Go Back	Save				

Click Save after entering or selecting all required fields on the Modus Operandi page.

Click the Finished - Go To Next Section button to advance to the Names tab.

Incident Report Section – Names Tab

The **Names Tab** contains the list the names of all persons and organizations involved in the incident. The names section is broken into three sections, the *Offender*, *Victim*, and *Other Names*.

				Exit F	leport Q	uick Print	Print	Transfer	Exit	Wizard	Submit for Approval
🖹 Summary	T Header	∺a Offenses	💄 Names	ి Property &	Vehicles	🗄 Narrati	ves	& Attachmer	nts	🖉 Validat	tions
Incident Su	mmary: 12/13	3/2018 1332 Hi	rs - 456 Main	STCT Apart					A	gency: D	District 42, Versailles
Offense(s):	35-43-2-1 BO	3 - BURGLARY-	ATTEMPTED)				Repo	ort #:)	2018D42	10207 Supp #: 0 📝
Offenders				Of	fender Inf	ormation N	lot Kno	wn 🚨 Add	Offer	nder 🚨 A	dd Unknown Offender
Victims							â	Add Persor	n Victi	im 🞚 Ado	d Organization Victim
Other Names									💄 Ad	ld Person	Add Organization
			Back to Pre	vious Section	Finished	l - Go To N	ext Sec	tion			

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 Offense(s): No Offense Specified	Report #	Agency: District 42, Versailles : 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	ê î 2					
Henry, Fred Sex: Male			0000000139BLAH20	Other Contact Person	ê A 主					
Doea, Jane Bonny Race: Unknown Sex: Female			0000000139BLAH20	None Specified	â â â					

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 83.

Offenders Section-Adding Unknown Offender(s)

				Exit Report Qu	ick Print Print	Transfer Sho	w Wizard Submit for Approval			
🖹 Summary	🗖 Header	≒ Offenses	💄 Names	ని Property & Vehicles	≣ Narratives	@ Attachments	Sections			
Incident Su Offense(s):	mmary: 12/13 35-43-2-1 B03	3/2018 1332 Hi 3 - BURGLARY-	rs - 456 Mair ATTEMPTEE	- 456 Main STCT Apart Agency: District 42, Versailles ATTEMPTED Report #: 2018D4210207 Supp #: 0 📝						
Offenders				Offender Inf	ormation Not Kr	nown 🐣 Add Off	ender 🙎 Add Unknown Offende			
Victims 🗍 Add Person Victim 🞚 Add Organization										
Other Names	Dther Names Add Person 🗒 Add Organiz									

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.

Add Unknown Offenders						
SELECT # OF UNKNOWN OFFENDERS						
1			~			
Offender # 1						
SEX		RACE			APPROX. AGE	
-Select-	~	-Select-		~	-Select-	~
REMARKS						
DESCRIPTOR						
-Select-						~
			Go Back Save			

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.

Offenders & Add Offender & Add Unknown Off							
Name	Age (Yrs)	Role(s)	Supp #	Actions			
Offender Information Not Known		Suspect / Offender	0	ā			

The **Offender Information Not Known** hyperlink only appears when an Offender record is nonexistent.

Offender Section-Adding Known Offender(s)

				Exit Report	Quick Print Prin	nt Transfer E	xit Wizard Submit for Approval
🖹 Summary	T Header	≒≉ Offenses	💄 Names	ణి Property & Vehicles	≣ Narratives	& Attachments	Validations
Incident Su	mmary: 12/1	3/2018 1332 H	rs - 456 Maiı	n STCT Apart			Agency: District 42, Versailles
Offense(s):	35-43-2-1 B0	3 - BURGLARY	- ATTEMPTE	D		Report #	#: 2018D4210207 Supp #: 0 📝
Offenders				Offender Int	formation Not K	nown 🚨 Add Off	ender 🚨 Add Unknown Offender

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 69.

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.

	Add Organization
똃 Organization	
ORGANIZATION NAME	ORGANIZATION #
ORGANIZATION TYPE	INDEX ID
-Select- 🗸	
PHONETIC	SEARCH PREFERENCE
	ALL ANY
ADDITIONAL SEARCH CRITERIA	
- Select -	
Employee	Reset Search
Associated Organization Vehicles	
venicies	

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 Resu	Q Organization Search Results												
b b 4 5 result(s) found													
Organization Name ↓↑	Organization ↓↑ Type	Organization↓↑ #	Street↓↑ #	Direction	Street ↓↑ Name	City ↓↑	State ↓î	Zip↓î	Index ↓î Id	Actions			
Automation Incorporated	Computer Systems and Services including	911	122	West	Elm	Chicago	Illinois	60610	240000006	• 2			
▲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	• 0			
			Refin	e Search Nev	v 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		ORGANIZATION TYPE
Auto Series Inc.		-Select-
ORGANIZATION #		Agricultural Services/Forestry/Fishing Alarm Services Amusement & Recreational Services Apparel & Accessories
COMMENTS		Automotive & Services Automotive Rental/Services Building, Hardware & Garden Supplies Business/Personal Services Cleaning Services & Laundry
	Go Back Save	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 70.

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.

							Qu	iick Print Print
🖹 Summary	⊟ Header	ें Offenses	🛔 Names	බ Property & Vehicles	≣ Narratives	& Attachments	Validations	
Incident Su Offense(s): Total Hour	immary: 03/0 35-45-1-3 - s: 0	06/2019 1435 H PUBLIC ORDER	Irs - 100 No - DISORDER	rth Main Street LY CONDUCT		Repor	Agency: District t #: 2019D4210217	42, Versailles Supp #: () 1
Organizatior	ı			≓ Change C	Organization 🐵	View Organizatior	n Summary 🗹 Upd	ate Organizatio
NAME Auto Series In	nc. Tra Co	PE ansportation, ommunications,	240 etc	x ID 000091				
Victim Detai	ls							
INCIDENT ROLE								
Victim								~
VICTIM TYPE								
-Select-								~
				Go Back S	ave			

You can, with appropriate permissions, **View Organization Summary**, **Update Organization** information, or **Change Organization** by clicking on the respective links on this screen.

Organization			$oldsymbol{\otimes}$ View Organization Summary 📝 Update Organization \rightleftarrows Change Organization
NAME	TYPE	BUSINESS #	INDEX ID
Automation Industries	Law Office	123	24000007

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.



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 153.

For more information on adding an Organization as a Victim refer to <u>#AddOrgAsVictim</u>.

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 Quic	k Print Print	Transfer	Exit Wizard	Submit for Approval	
j≡ Sumn	nary 🗂 Header	≒ Offenses	💄 Names	🕫 Property & Vehicl	es 🖹 Narrativ	es 🕜 Atta	chments	Validations	
Incide	nt Summary: 12/13	3/2018 1332 Hi	s - 456 Main S	ТСТ Ар			Agency:	District 42, Versailles	
Offens	Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0 📝								
The fol - 35-4	The following offense(s) require PROPERTY or VEHICLES: - 35-43-2-1 803-BURGLARY- ATTEMPTED ON Property Ounknown Property Taken or Not Identified								
Properti	es				TOTAL	/ALUE(\$): 0.0	OO AII 🗸	🕀 Add Property 👻	
Index	December Decemb		Descention	Ontoinel	Cumant	N/-1	6	Actions	
ID	Property Descri	puon	Processing	Status	Status	(\$)	#	Actions	
ID OTHER P	PROPERTY	ption	Processing	Status	Status	(\$)	#	Actions	
ID OTHER P 1843	PROPERTY BACKPACK; B Val: \$.00	lack/Yellow;	N/A	Status	Status	\$0.00	supp #		
ID OTHER P 1843 Vehicles	PROPERTY BACKPACK; B Val: \$.00	lack/Yellow;	N/A	Status	Status Found	Value (\$) \$0.00 TOTA	0	Cons	
ID OTHER P 1843 Vehicles Tow / In	PROPERTY BACKPACK: B Val: \$.00	ilack/Yellow;	N/A	Status	Found	\$0.00 TOTA	0 IL VALUE(\$)	CONS C C Add Vehicle Add Existing Impound	

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 F	Report Quick P	Print Print	Transfer Exit Wiza	rd Submit for Approval
i≡ Summary	THeader	🏞 Offenses	💄 Names	🗞 Property & Vehicles	E Narratives	& Attachment	ts 🕑 Validations	
Incident Su Offense(s):	ımmary: 12/1 : 35-43-2-1 B0	.3/2018 1332 H)3 - BURGLARY	lrs - 456 Mai - ATTEMPTE	n STCT Apartment D			Agency Report #: 2018D4	: District 42, Versailles 4210207 Supp #: 0
The followin - 35-43-2-	n <mark>g offense(s)</mark> 1 B03-BURGL	r <mark>equire PROPEI</mark> ARY- ATTEMP1	RTY or VEHIC	CLES: roperty 🛨 Unknown Pro	perty Taken or N	Not Identified		

Add Property

Click the **Add Property** button to display menu items from which to choose. You can add a single piece of property, or multiple (mass) property types listed.

Properties TOTAL VALUE(\$): 0.00				.00 A	I Add Property -		
Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Sup #	Add Single Property Add Mass Property
OTHER F	OTHER PROPERTY						Add Mass Drugs
1843	BACKPACK; Black/Yellow; Val: \$.00	N/A		Found	\$0.00	0	Add Mass Documents Add Mass Currency
Vehicles	1				тот		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.

Property Information	Select a Category to	display additional fields	Go Back Search Properties
SECURITY LEVEL	CATEGORY		
Level 1 - Access to all Data	✓ O PROPERTY O DR	UGS O DOCUMENTS O CURRENCY	✓ ○ GUNS
DATE OF INFO	COMMENTS		
3/13/2019			
	Go Back Save	Save & Select	
Property Information			Go Back Search Properties
SECURITY LEVEL	CATEGORY		
Level 1 - Access to all Data	PROPERTY O DR	UGS O DOCUMENTS O CURRENCY	✓ ○ GUNS
Түре	SERIAL #	MISCELLANEOUS / OAN	VALUE
-Select-			
МАКЕ	MODEL	PRIMARY COLOR	SECONDARY COLOR
		-Select- 🗸	-Select- 🗸
QUANTITY	ITEM DESCRIPTION		
1			
DATE OF INFO	COMMENTS		
3/13/2019			
	Go Back Save	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 164 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.

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) ()				
	STOLEN/DAMAGED/RECOVERED VALUE(\$)			
	0			
ave	+ Add Another Property			
	ave			

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 COMMENTS	FOUND DATE/TIME	Cu	D3/13/2019 1006	
SELECT DESTINATION				
-Select CUSTODY COMMENTS			· · · · · · · · · · · · · · · · · · ·	•
			Cancel	e

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.

Evidence

For Evidence, select the **Evidence** button then click **Save** to display an evidence confirmation.

Message From RMS
You have selected to add this property as evidence. Select Yes to enter evidence details.
No Yes

Selecting the **Yes** button displays the **Add Evidence** screen to enter the date and time of recovery, the location the evidence is being stored, description, comments, an extended chain of custody and if the evidence needs any testing. The status defaults to *Pending Check-in* and the Location list of values (LOV) will have the temporary storage locations specific to the user's agency.
Property Information					Go Back
PROPERTY TYPE	SERIAL N	UMBER	PROPERTY DESCRIP	PTION	
SEEDS					
Incident Summary: 12/13/20	18 1332 H	rs - 456 Main STCT		Agency: District 42,	Versailles
Offense(s): 35-43-2-1 B03 - E	URGLARY	ATTEMPTED		Report #: 2018D4210207 S	Supp #: 0
Evidence Information					
DATE/TIME RECOVERED		RECOVERY LOCATION		AGENCY	
02/15/2019 1020	曲			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				Click to enter Exten Chain of Custody —	ded Add
C Evidence Processing					
		Signa	ture		
		Go Back	Save		

An **Extended Chain of Custody** can be entered to show if a piece of evidence was collected and transferred prior to entering the evidence. This can be done for multiple transfers if necessary. The **Custody From** and **Custody To** fields are tied to system users; however, you can leave one or both of these fields blank then add the data to comments.

Extended Chain of Custody			Add
CUSTODY FROM		CUSTODY TO	
DATE/TIME		LOCATION	
03/13/2019 1011	#	-Select-	~
COMMENTS			Remove
	Signa	ature	

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

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

Plea	ase Use I	Mouse t	o Enter	Signat	ure		
				C	ancel	Reset	Submit

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

CUSTODY FROM	CUSTODY TO	
	8	8
DATE/TIME	LOCATION	
03/13/2019 1011	-Select-	~
COMMENTS		Remove
ch.	At SI	

Evidence Processing can also be noted when entering a piece of evidence. Specific notes may be entered to relay specific information about the request. Multiple processing requests can be entered for a single piece of evidence.

EVIDENCE PROCESSING		COMMENTS
Fingerprints	~	
		Add
		Signature

Select the Signature button to open the signature window.

Please Use Mouse to E	nter Signature
	Cancel Reset Submit

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

Evidence Processing: Synthetic Fibers 💌 Commentar	0	A 40
Edward Sand		
Carcel Ser	_	

Select the Save button to add the item to the evidence database.

ADDITIONAL PROCE	SSING? DENCE Nation		
SYSTEM EVIDENCE I	D ITEM NUMBER	DATE/TIME	INITIAL/TEMPORARY STORAGE
789	2	02/15/2019 1020	LOCATION
_			Drawer
EVIDENCE COMMEN	TS 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.

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 170.

		Exit R	leport Quic	k Print Print	Transfer	Exit Wiz	ard Submit for Approv
i≣ Sumn	nary 🗖 Header 🖏	Offenses 🔒 Names	🗞 Proper	ty & Vehicles	≣ Narrative	: 🔗 At	ttachments
🛛 Valida	tions						
Incide	ent Summary: 12/13/20)18 1332 Hrs - 456 M	ain ST			Agenc	y: District 42, Versailles
Offen	se(s): 35-43-2-1 B03 - I	3URGLARY- ATTEMPT	ED		Report	#: 2018	04210207 Supp #: 0 📝
The fo - 35- Propert	Illowing offense(s) requ 43-2-1 B03-BURGLARY ies	re PROPERTY or VEH - ATTEMPTED 🚯 No	ICLES: Property ① TOTAL VALUE	Unknown Prop (\$): 0.00 All	erty Taken o	or Not Ide	entified nce 💽 🕀 Add Property 🕯
Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER I	PROPERTY						
	• • • • • • • • • • •						
1843	BACKPACK; Black/Yellow; Val: \$.0	Evidence - Item			\$0.00	0	• 2 1
1843 /ehicle :	BACKPACK; Black/Yellow; Val: \$.0	Evidence - Item)0 # 1			\$0.00 Тота	0 IL VALUE(
1843 /ehicle: Fow / Ir	BACKPACK; Black/Yellow; Val: \$.0 s npounds	Evidence - Item			\$0.00 Тота	0 IL VALUE(Add Existing Impoun

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

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.

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.

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.

🔒 Pr	int Evi	dence	🕀 Add Property 👻			
ماليم	Sur	Add S	Single Property			
)	#	Add Mass Property				
		Add M	Mass Drugs			
0.00	0	Add M	Mass Documents			
		Add M	Mass Currency			
Тота	L VAL	Add N	Mass Guns			

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 133 Offense(s): 35-43-2-1 B03 - BURGLA	2 Hrs - 456 Main STCT RY- ATTEMPTED	Enter number of rows to add and click Add More Rows button Rep	Agency: District 42, Versailles oort #: 2018D4210207 Supp #: 0
Mass Drug Entry		Property C	Count: 1 Add More Rows
Туре	Drug Type	Value	Quantity
💼 -Select- 🗸 🗸	-Select-	↓	↓
<			>
Add Reset			
Comments, Offense Associatio	on, and the Offense Statu	s' will be applied to <u>ALL</u> property	y added from this screen!
DATE OF INFO COMM	MENTS		
03/13/2019			
Only associate a piece of property t	o an offense if that prope	rty was a "target" or incurred a	loss resulting from that offense
(i.e., the property was Stolen & Re	ecovered, Burned, Counte seizu	rfeited/Forged, Destroyed/Dam ires) 🚯	aged/Vandalized, or for drug
	Offenses in RED requi	re at least one property.	
OFFENSE(S) [SELECT ALL] [SELECT NONE]			
• OFFENSE			
1 35-43-2-1 B03-BURGLAR	Y- ATTEMPTED		
CURRENT STATUS			
-Select- 🗸			
	Go Bac	k 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-	~ <	-	● None ○ Evidence ○ 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/ Offense(s): 35-43-2-1 B03	2018 1332 Hrs - 456 Main STCT Apa - BURGLARY- ATTEMPTED	Rep	Agency: District 42, Versailles ort #: 2018D4210207 Supp #: 0
Evidence Lost & Found	← Tabs		
Agency	Date of Recovery	Recovery Location	Date Placed in Storage
()Type: DRUGS / NARCOTI	CS - CONTROLLED SUBSTANCE Drug: SU	JSPECTED MORPHINE Quantity: 0	
District 42, Versaille	s 🗸 🗸 02/15/2019 1020		✔ 02/15/2019 1210
<			>
	Signa	ture	
	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 \square on the applicable properties to relate them to the report. Then choose all offenses or none.

					Exit Report	Quick Print Print	Transfer	Exit Wiza	rd Submit for Appro	val
j≡ Summa	ary 🗖 Header	🖏 Offenses 🔒 Names	🗞 Property & Vehicl	es 🖹 Narratives	& Attachme	ents 🛛 😨 Validations				
Incider Offens	nt Summary: 12/ æ(s): 35-43-2-1 B	(13/2018 1332 Hrs - 456 Main 803 - BURGLARY- ATTEMPTED	STCT Apartment #1	.00 Littl			Repo	Agency	: District 42, Versailles 4210207 Supp #: 0	5
The fol - 35-4	lowing offense(s) I3-2-1 B03-BURG	require PROPERTY or VEHICLI LARY- ATTEMPTED	ES: operty 🕒 Unknown	Property Taken or N	Not Identified	I				
Properti	es				TOTAL	VALUE(\$): 0.00 All	•	Print Eviden	ice 🛛 🔂 Add Property	•
Index ID	Property Desc	cription		Processing	Original Status	Current Status	Value (\$)	Supp #	Actions	
OTHER P	ROPERTY									
1847	1 PLANT; Dru	Ig Type: SUSPECTED MARIJU	ANA; 0.000	Lost & Found			\$0.00	0	Image: Contract of the second seco	Ŭ
1846	DRUGS - CO OTHER DEPRESE	OMMON MEDICINE; Drug Ty SSANTS; 0.000	DE: SUSPECTED	Evidence			\$0.00	0	• 2 1	Ö
1845	SEEDS; Dru	IG Type: SUSPECTED MARUUA	NA; 0.000	Evidence			\$0.00	0		D
1843	BACKPACK	; Black/Yellow; Val: \$.00		Evidence - Item # 1			\$0.00	0	• 7	ď
Vehicles							то	TAL VALUE(\$): 0.00 🚯 Add Vehic	cle
Tow / In	npounds							¢	Add Existing Impou	nd
			Back to Previous	Section Finished	- Go To Next	Section				
									Quick Print Pr	int
)≡ Summa	ny 🗖 Header	ैं + Offenses 🔒 Names	🗞 Property & Vehicle	s 🖹 Narratives	& Attachme	nts 🕑 Validations				
Inciden	nt Summary: 12/2	13/2018 1332 Hrs - 456 Main !	STCT Apartment #1	00 Littl				Agency	District 42, Versailles	5
Offense	e(s): 35-43-2-1 B	03 - BURGLARY- ATTEMPTED					Repo	rt #: 2018D-	4210207 Supp #: 0 📝	
Property					6	View Property Deta	ils 🕜 U	pdate Detai	ls 🕽 Change Proper	rty
TYPE DRUGS - MEDICIN	COMMON	DRUG SUSPECTED OTHER DEPRESSANTS	QUANTITY 0	VALUE(0	\$)	DATE OF IN 02/15/201	FO .9	IN 13	DEX ID 346	
Addition	al Information									
Only	associate a piec	e of property to an offense i Recovered, Burned, C	f that property wa ounterfeited/Forg	is a 'target' or incu ed, Destroyed/Dai	rred a loss r naged/Vanc	esulting from that o lalized, or for drug :	offense (i seizures)	.e., the prop	oerty was Stolen &	
OFFENSE(S)	SELECT ALL] [SE	ELECT NONE] - Choose	either all or non	e						
8	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.



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 evid-ence*?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

R Vehicle				Add Vehicle
YEAR	Маке		MODEL	
		■ Q		
VIN	Түре		STYLE	
	-Select-	~	-Select-	~
LICENSE PLATE	LICENSE STATE		INDEX ID	
	-Select-	~		
CREATOR				
				
CREATION DATE FROM	CREATION DATE TO		SEARCH PREFERENCE	
l i i	1	曲	ALL ANY	
ADDITIONAL SEARCH CRITERIA				
- Select - Additional Details Towing Company Misc ID People Organization Incident Status	Go Back Reset Search			

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.

Incident Summans	12/12/2018 1222 Her - 456	Main STCT Apartment #100 Littleton			Agonge District 42 Vorsaillos
Offense(s): 35-43-2	-1 B03 - BURGLARY- ATTEN	APTED		Report #	: 2018D4210207 Supp #: 0 📝
/ehicle				♥ View Vehicle Summary	date Details "D Change Vehic
Year 2013	VIN 123	Make ASTON - MARTON(ASTO)	MODEL VANTAGE	TYPE Automobile / Passenger	STYLE Convertible
LICENSE PLATE AUTOMATION2	LICENSE STATE NC	LICENSE TYPE Judge/Justice (State/Fed.)	LICENSE MONTH / YEAR 12 / 2012	COLOR BLU / BLU	DATE OF INFO 03/20/2014 12:12:08 PM
INDEX ID 110					
Additional Informat Only associate a p OFFENSE(S) [SELECT ALL	ion iece of property to an off Burn] [SELECT NONE] RY- ATTEMPTED	ense if that property was a 'target' o led, Counterfeited/Forged, Destroye	incurred a loss resulting fron //Damaged/Vandalized, or fo	a that offense (i.e., the proper drug seizures)	ty was Stolen & Recovered,
Additional Informat Only associate a p DFFENSE(S) [SELECT ALL O A BURGLA NCIDENT VEHICLE ROLE	ion iece of property to an off Burn] [SELECT NONE] RY- ATTEMPTED	ense if that property was a 'target' o ted, Counterfeited/Forged, Destroye	incurred a loss resulting from //Damaged/Vandalized, or for STATUS	n that offense (i.e., the proper drug seizures) 🚯	ty was Stolen & Recovered,
Additional Informat Only associate a p DFFENSE(S) (SELECT ALL O A BURGLA NCIDENT VEHICLE ROLE -Select-	ion iece of property to an off Burn] [SELECT NONE] RY- ATTEMPTED	ense if that property was a 'target' o ned, Counterfeited/Forged, Destroye	incurred a loss resulting from //Damaged/Vandalized, or for STATUS -Select-	n that offense (i.e., the proper drug seizures)	ty was Stolen & Recovered,
Additional Informat Only associate a p OFFENSE(S) [SELECT ALL O A BURGLA NCIDENT VEHICLE ROLE -Select- /EHICLE OWNER	ion iece of property to an off Bur] [Stract None] RY- ATTEMPTED	ense if that property was a 'target' o ned, Counterfeited/Forged, Destroye	incurred a loss resulting from //Damaged/Vandalized, or for STATUS Select-	n that offense (i.e., the proper drug seizures)	ty was Stolen & Recovered,
Additional Informat Only associate a p OHFENSE(S) [SELECT ALL ON BURGLA NCIDENT VEHICLE ROLE -Select- VEHICLE OWNER -Select-	ion iece of property to an off Burn] [SELECT NONE] RY- ATTEMPTED	ense if that property was a 'target' o ned, Counterfeited/Forged, Destroye	incurred a loss resulting from //Damaged/Vandalized, or for STATUS -Select-	n that offense (i.e., the proper drug seizures)	ty was Stolen & Recovered,
Additional Informat Only associate a p OFFENSE(S) [SELECT ALL OFFENSE(S) [SELECT ALL OFFENSE(S) [SELECT ALL OFFENSE(S) [SELECT ALL OFFENSE -Select- Stolect- Stolect- Stolect/DAMAGED/REC	ion liece of property to an off Burn] [SELECT NOHE] RY- ATTEMPTED OVERED VALUE(\$)	ense if that property was a 'target' o ted, Counterfeited/Forged, Destroye	incurred a loss resulting from //Damaged/Vandalized, or for STATUS -Select- LOCKED	that offense (i.e., the proper drug seizures) ① Keys IN Ve	ty was Stolen & Recovered,
Additional Informat Only associate a p Orrense(s) [Steter Att Orrense(s) [Steter Att Orrense(s) [Steter Att Orrense(s) [Steter Att BURGLA BURG	ion iece of property to an off Burn] [SELECT NONE] RY- ATTEMPTED OVERED VALUE(S)	ense if that property was a 'target' o need, Counterfeited/Forged, Destroye	incurred a loss resulting from //Damaged/Vandalized, or for STATUS -Select- LOCKED	that offense (i.e., the proper drug seizures) 🕐 Keys IN VE	ty was Stolen & Recovered,
Additional Informat Only associate a p Orrense(s) [SELECT ALL Only associate a p Orrense(s) [SELECT ALL Only associate a p Select- TeHICLE OWNER -select- TeHICLE DAMAGE TeHICLE DAMAGE	ion iece of property to an off Burn] [SELECT NONE] RY- ATTEMPTED OVERED VALUE(S)	ense if that property was a 'target' o ned, Counterfeited/Forged, Destroye	incurred a loss resulting from //Damaged/Vandalized, or for STATUS -Select- LOCKED	n that offense (i.e., the proper drug seizures) • • • • • • • • •	ty was Stolen & Recovered,

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

OFFENSE(S) [SELECT ALL] [SELECT NONE]		
BURGLARY- ATTEMPTED		
INCIDENT VEHICLE ROLE		STATUS
-Select-	~	-Select-

Crime Selected/Associated

OFFENSE(S) [SELECT ALL] [SELECT NONE]		
BURGLARY- ATTEMPTED		
INCIDENT VEHICLE ROLE		STATUS
Victim	~	-Select-

Once all this information is completed select either the **Save & Add another Vehicle** button to add more property or the **Save & Continue** button to return to the **Property & Vehicles** tab for review.

Once all Property & Vehicle have been added, select the **Finished – Go to Next Section** to advance to the **Narrative** tab.

Add Existing Impound

Vehicle Tow/Impound can be associated with an Incident. However, the Tow/Impound grid will not appear on the Incident screens is the Agency is not using the Tow/Impound module.

Selecting the Add Existing Impound hyperlink displays the Vehicle Tow/Impound Search screen.

			View Delete Log 🛛 🔂 Add Vehicle Tow/Impo	und
IMPOUND ID	VEHICLE ID		TOWING AGENCY	
			All Agencies	~
ASSOCIATED INCIDENT REPORT #	OTHER REFERENCE #		DISPOSITION	
			-Select-	~
TOWED FROM			CITY	
DISPATCH #	NON-RELEASED VEHICLE			
TOW DATE FROM TOW DATE	TO RELEASE DATE F	ROM	RELEASE DATE TO	
	#		m	#
Vehicle Details				
YEAR	Маке		MODEL	
				
VIN #	Түре		STYLE	
	-Select-	~	-Select-	~
LICENSE PLATE				
	Go Back Reset Search			

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

				Refine	Search New Se	arch	Add	Vehicl	e Tow/I	m
	4 191 Result(s) Foun	d			Previous 1	2	3 4	5 6	7	3
Impound∔† Id	Vehicle Id ↓↑	Towing Agency ↓↑	Tow Date ⊥†	Towed From ⊔↑	Approval ⊥: Status	Acti	ons			
203	765	District 42, Versailles	01/31/2019 09:39	DENVER	Initial	•		•	ľ	ĺ

Click the **Select** icon **b** to select the record and to open the **Associate Incident to Vehicle Tow/Impound** page.

								Quick Print P
🖹 Summary	🗂 Header	≒ Offenses	💄 Names	කි Property	& Vehicles	≣ Narratives	& Attachments	Validations
Incident Su Offense(s):	mmary: 12/1 35-43-2-1 B0	13/2018 1332 Hr 03 - BURGLARY-	s - 456 Maii ATTEMPTEI	n STCT A D			Agency Report #: 201	: District 42, Versaille 8D4210207 Supp #:
/ehicle								
YEAR 2009	VIN AJJD	L599V74HR75B	Make Chevro	LET(CHEV)	MODEL CAMARC)	TYPE Automobile / Passenger	Sedan, 4-door
LICENSE PLATE GTO98837	LICEN MK	SE STATE	LICENSE T Amateur	YPE radio	LICENSE M YEAR 7 / 2016	Ionth /	MISC ID 123	COLOR YEL / DBL
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX 218	ID						
Additional In	formation							
NCIDENT VEHIC	LE ROLE				STATUS			
-Select- Abandoned Arrestee Attempt to Lo Impounded V Other Parking Viola Stolen	ocate on vehi Vehicle/Vesse tion	icle I		c	-Select	t-		

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

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.



Properties	i		TOTAL VALUE(\$): 0.00 All → Print Evidence OAdd P				e € Add Property -
Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PRO	OPERTY						
1843	BACKPACK; Black/Yellow; Val: \$.00	N/A		Found	\$0.00	0	0 C 💼
Vehicles					Тота	L VALUE(\$)	: 0.00 O Add Vehicle

• The Property and Vehicles tab of the Incident Report.

				Exit Re	eport Quic	k Print Print	Transfer	Exit Wizard	Submit for Approv
i≡ Sumr	nary 🗖 Header	ೆ + Offenses	😩 Names	🔊 Property	& Vehicles	≣ Narratives	& Attachm	ents 🖻 V	'alidations
Incide	ent Summary: 12/13	3/2018 1332 Hr	s - 456 Main !	STCT Apa				Agency:	District 42, Versailles
Offen	ise(s): 35-43-2-1 B03	- BURGLARY-	ATTEMPTED				Report	#: 2018D42	10207 Supp #: 0 📝
The following offense(s) require PROPERTY or VEHICLES: - 35-43-2-1 B03-BURGLARY- ATTEMPTED Image: State of the sta									
Propert	ies			Т	OTAL VALUE	(\$): 0.00 All	✓ ⊕ Pri	nt Evidence	Add Property
Index ID	Property Descrip	tion	Proc	essing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER	PROPERTY								
1847	PLANT; Drug MARIJUANA; 0.00	Fype: SUSPECT 0	ED Lost	& Found			\$0.00	0	 ∅ 𝔅
1846	DRUGS - COM Drug Type: SUSP DEPRESSANTS: 0.0	MON MEDICIN ECTED OTHER	IE; Evide	ence			\$0.00	0	 ∅ 𝔅

Select Print Evidence button from either tab and a new Reports window displays.

Incide	Incident Properties Reports									
	Property	^								
	Evidence Id: 789; Property Id: 1845 - Seeds									
	Evidence Id: 788; Property Id: 1843 - Backpack									
	Evidence Id: 790; Property Id: 1846 - Drugs - Common Medicine									
	Cancel Print Labels Print Receipt Report Print Chain Of Custody Report	rt								

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.

				Exit Report	Quick Prin	nt Print	Transfer	Exit Wizard	Submit for J	Approval
🛱 Summary	🗂 Header	≒ Offenses	💄 Names	సు Property 8	کehicles کو	≣ Narrative	es 🥜 Ar	ttachments	Validations	
Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Ap Agency: District 42,										ersailles
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0 2										
SELECT A TEMPLAT	re i		NARRATI			LAST SA	VED: 12/01/20	020 1234		
-Select a Templ	ate-	~	Original	Narrative			•	8		
Associated Peop	LE Q								Select All	Remove All
1										
🤓 X 🔓 (☞ ※ 6 @ @ @ < → Q % = ∞ ∞ = = = %									
B I U	B I U I _x ≟≣ :≣ :li≋ :li≋ Styles • Format • Size • M • A • ≌ ≡ ⊑ Line Hei… •									

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

ABC	ж	6	Ē	(T		•	*	Q	₽÷g	œ	eş	-	⊞		23	
-----	---	---	---	------------	--	---	---	---	-----	---	----	---	---	--	----	--

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

Image	×
URL:	
Upload:	Browse
	ок Сапсеі

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.

SELECT A TEMPLATE	NARRATIVE TITLE	LAST SAVED: 02/05/2019 1027			
-Select a Template-	Original Narrative	9 🖶 🖻			
All Counties Incident Narrative Test Adams County Incident Narrative Test 1					
B I <u>U</u> I _× ≟≣ ∷≣ ∈i≣ ∈i≣ Styles	▪ Format ▪ Size ▪ 🗛 • 🛓	🚊 🚊 Line Hei 👻			

The **Narrative Title** will default to *Original Narrative* but you may edit the title if necessary.

Select **Associated People** to associate the Incident persons to the Narrative. Select as many that apply.

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.

Quick Reference								
People Vehicles Property	Dates / Times							
Name		Other In	formation					
🚯 Primary Color: BLK 👡		Found			Print	Transfer	Exit Wizard	Submit for Approval
Hover or click for info	Click	hyperlink	to add to narrati	ve text	≣Na	irratives	@ Attachments	Validations
Incident Summary: 12	/13/2018 133	32 Hrs - 456	Main STCT Ap				Agency: [District 42, Versailles
Offense(s): 35-43-2-1	B03 - BURGL	ARY- ATTEM	PTED			Rep	ort #: 2018D42	10207 Supp #: 0 📝
SELECT A TEMPLATE		NA	RRATIVE TITLE			LAST	SAVED: 02/05/2	2019 1038
-Select a Template-		✓ Or	iginal Narrative			•	8	
* × ~ @ @ @	+ → Q	¢*a ∞ ∞						
B I <u>U</u> <u>I</u> _× ≟≣ ∷≡	ti≣ ti≣ St	tyles 🔹	Format - Size	- A-	<u>A</u> - ≡	2 2	Line Hei 👻	

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.

						Exit Report	uick Print	Print	Transfer	Exit Wizard	Submit for Approval
🖹 Summary	🗔 Header	≒ Offenses	🚨 Names	🗟 Proper	ty & Vehicles	≣ Narratives		ments	🖉 Validatio	ons	
Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #1 Agency: District 42, Versailles											
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0 📝										210207 Supp #: 0 📝	
File And Im	age Attach	ments		O In	age Library	C Add Attach	ment 🛛	Image '	Viewer 🛓	Download S	elected Attachments
Attached Forms Add a Form -Select-										~	
		Ba	is Section	Finished – (Go To Next Secti	on Subr	nit for A	pproval			

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 57.

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 63.

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

			Exit	Report Quick	Print Print	Transfer	Exit Wizard	Submit for Approval			
🖹 Summary 🗖 Header	∺a Offenses	💄 Names	పే Property & Vehicles	≣ Narratives	& Attachme	nts 😫 Va	lidations				
Incident Summary: 04/3	0/2018 1353 H	rs - 400 Elm :	Street Fortville, IN				Agency: [District 42, Versailles			
Offense(s): () 35-42-2-1	B05 - BATTER	Y- KNIFE				Report #: 2	2018-04-120-0	00011 Supp #: 0 🗹			
Verify Incident Report											
Online RMS has found e below to help guide you the report for approval.	errors on the in a to the partic	ncident repo ular area of	ort which require attent the report needing mo	tion before the dification. One	e all of the e	be submitt rrors have	ed. You may t been resolved	use the links d, you may submit			
Selected Incident Types			Incident Types ar	e required for i	ncidents from	this agency	<i>.</i>				
Incident Summary			Incident report re	Incident report requires a Media/Crime Summary.							
Add Incident Location and	NIBRS City		Incident Location	Incident Location, NIBRS City is Required.							
35-43-4-2 T02 - THEFT- AIF		R/FAN	Offense requires	Offense requires Property details.							
35-43-4-2 T02 - THEFT- AIF	CONDITIONE	R/FAN	Offense Status D future.	Offense Status Date cannot be prior to Incident Report Occurrence date or a date in the future.							
Brown Charlie Snoops Race Old	:White SEX:Mal	e Age:45 Yea	victim Offense D	Victim Offense Details Required							
Verify Incident Warning	s										
Audit warnings represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of this process is to ensure the quality and accuracy of data submitted to the IBR authority. Corrections are NOT required for approval.											
Туре	Message										
NIBRS	Incident co	ontains a Hate	e Bias Motivation. Please	verify that Hate	e/Bias was a fa	actor in the	incident.				

Click on each hyperlink in blue to correct the errors. After each correction, click **Save**, **Continue**, or **Update** (the button differs on each form) to return to the Validations page, or click **Return to Incident Validation** to return without saving.

A message appears in the **Incident Validations** tab when the report passes all validations.

🖹 Summary	🗂 Header	≒ Offenses	💄 Names	పి Property & Vehicles	≣ Narratives	& Attachments	Validations		
Incident Summary: 03/27/2018 1257 Hrs - 789 North Livingwell Court D Agency: District 42, Versailles Offense(s): No Offense Specified Report #: 2018D4210158 Supp #: 0 🖍									
The Incident Report is valid.									

Once the report is valid, submit it for approval. For more information on submitting for approval, refer to "Incident Report – Submit For Approval" below.

Incident Report – Submit For Approval

When the report passes all validations, it is ready for approval submission. Submit the report for approval by selecting the **Submit for Approval** button located at the far right hand of the screen just above the tabs.

Exit Report Quick Print Print Transfer Show Wizard Submit for Approval									
🖹 Summary	T Header	≒ + Offenses	💄 Names	කි Property & Vehicles	≣ Narratives	& Attachments	🖉 Validations		
Incident Summary: 03/27/2018 1257 Hrs - 789 North Livingwell Court D Agency: District 42, Versailles									
Offense(s):	No Offense S	pecified					Report #: 20	018D42101	.58 Supp #: 0 📝
The Incident Report is valid.									

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

Submission Options	
You have authority to approve incidents. Wou approve or submit for approval?	ıld you like to
Cancel	Approve Submit

By selecting the **Submit** button, the **Submission** screen appears. The *Approving Agency* defaults to your home agency and the *Approving Group* defaults to the *Approving Supervisor*. A text box is provided to supply additional information for the *Approving Supervisor*. Select the **Submit** button for submission.

Submit Incident Report Supplement #0 for Approval										
Incident Summary: 03/27/2018	L257 Hrs - 789 Nor	Agency: District 42, Versailles								
Offense(s): No Offense Specified	Report #: 2018D4210158 Supp #: 0 📝									
\$ 0 n 0 ≜ 0 ≡2 \$\$\$5 \$\$										
APPROVING AGENCY	APPROVING GROUP	REPORT HOURS								
District 42, Versailles 🗸 🗸	PATROL Supervisor	Hrs 0 🗸 Min								
OTHER COMMENTS										
	Go Back Submit									

NOTE: Only a multi-tiered agency user will have the added ability of selecting the *Approving Agency* to direct the report for approval to the agency where the report was taken.

Select Yes to submit for approval.

Message From RMS	
Confirm Submit for Approval?	
	No Yes

The *Approving Supervisor* receives notification that the Incident Report needs approval. For more information about the approval process refer to "Approve/Disapprove Incident Report" on page 223.

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.

# Home Broadcast	Messages Stow All					
otificati	ons		Q Sho	ow All O Add Notification	Recent Activities	
-Filter By	Users- 🗸 🗧	Search			Initial Report	
Count	Notification Type	Ţ	Last Notification	11 Priority 11	Disapproved	
	DISAPPROVED INCIDENT REPORT		03/26/2019 03:43 PM CST	Urgent	Follow Up Needed (Past 10 Days)	
7	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED		03/22/2019 01:56 PM CST	High	Pending Approval	
9	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED		03/19/2019 11:34 AM CST	High		
8	INCIDENT APPROVED		03/19/2019 11:34 AM CST	High	ivity cases (Active Count)	
4	EVIDENCE PENDING CHECK-IN		03/13/2019 10:18 AM CST	High	Evidence Review	
					Open Field Arrests	

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.

				Go Back
Report # 11	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	7	Z
		Go Back		

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 Rep	oort Quick Pr	rint Print	Transfer	Submit for Approv
📋 Summary	🗂 Header	≓¥ Offenses	🚨 Names	n Property	& Vehicles	≣ Narratives	& Attac	hments	Validations
Incident Su	ı mmary: 03/06/	/2019 1435 Hrs -	100 North I	Main Stree				Agency:	District 42, Versailles
Offense(s):	35-45-1-3 - PU	BLIC ORDER- DI	SORDERLY (CONDUCT			Report #: 20)19D42102	217 Supp #: 🕕 1 🗹
Total Hour	s: 0								
🗩 Disapprova	I Comments	(Click to v	view Appr	oving Su	pervisor co	omments		
🛯 Actions 🕶	Add - 🧘 2	5,1 21	Å 1 ≣ 2						
• 7 2/2	1 Pending Ar	nroval 1 Dis	approved Re	nort					
Dement bland									
REPORT ID	er	REPORT SE	CURITY		REPORT TV	PES			
3206		Patrol Off	ficer		Disturband	e			
SUMMARY									
Loud music a	t 2am.								
REPORT DATE			OCCURREN	NCE DATE STAR	π	C	OCCURRENCE	DATE END	
03/06/2019 1	435		03/06/20	19 1435					
ISP									
GANG INVOLV	ΈD								
Alcohol Invol	lved Info								
ALCOHOL INVO	DLVED				NUMB				
Additional In	formation								
Additional In	Tormation								
					Exit R	eport Quic	k Print		
*≱ Offenses	Enter an offense t	o show PC for the st	op.	arratives	& Attaci	nments 🛃	Validatio		
2010 1200 11	-								
2019 1200 H	s - 17140 we	st wortnam Ro	ad Sauciei	r, IVI					

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	 ✓ 	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 Rep	oort Quick P	rint Print	Transfer	Submit for A	Approval
曽 Summary	🗂 Header	≒* Offenses	🚨 Names	කි Property 8	& Vehicles	≣ Narratives	Attack	ments	Validations	
Incident Su Offense(s): Total Hours	Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Stree Agency: District 42, Versailles Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 12 Total Hours: 0 Control Hours: 0									
 Disapproval Actions • * 2 / 2 	Disapproval Comments Add → 2 2 4 1 2 1 1 2 2 T 2 / 2 1 Pending Approval 1 Disapproved Report									
Report Heade	er									Edit
REPORT ID		REPORT SI	CURITY		REPORT TYPES					
3206		Patrol Of	ficer		Disturbance					
SUMMARY Loud music at	2am.									
REPORT DATE			OCCURREN	CE DATE START	r		OCCURRENCE	DATE END		
03/06/2019 14	435		03/06/203	19 1435						
ISP										
GANG INVOLV	ED									
Alcohol Invol	ved Info									
ALCOHOL INVO	LVED				NUMB					
Additional In	formation									

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 177.

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 Su	immary: 03/06/2019 1435	Hrs - 10	0 North Main St	treet			Agency:	District 4	2, Versa	illes
Offense(s):	35-45-1-3 - PUBLIC ORDE	Report #: 2	Report #: 2019D4210217 Supp #: 🚯 1							
Total Hour	s: 0									
8 1 Å 0	≗ 0 ≣1 ଈ0 �0	A 0	∅ 0 🖬 0							
APPROVING AG	GENCY		APPROVING G	ROUP		REPORT HO	URS			
District 42, V	/ersailles	~	PATROL Sup	ervisor	~		Hrs	0	~	Mir
OTHER COMME	NTS									
Disapproval	Comments									
Section	Supervisor Comment			Creator	Response C	Comment	A	Acknowledged		
Summary	Please provide additiona	ents.	Saur, Christine	Detailed co	mments added.		~			
										_

Select Yes to submit for approval.

Message From RMS	
Confirm Submit for Approval?	
	NoYes

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 223.

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.

					Exit Repor	Quick Print	Print	Transfer	Submit for Approval
自 Summary	🗂 Header	≒¥ Offenses	💄 Names	వి Property & Vehicles	≣ Narratives	& Attachments	🖄 Va	alidations	

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.

🗎 Su	mmary	🗖 Header	≒* Offenses	2 Name	s 🍰 Pro	operty & Vehi	cles			
Inc	Incident Summary: 04/30/2018 1353 Hrs - 400 Elm Street Fortville, IN									
Off	Offense(s): 1 35-42-2-1 B05 - BATTERY- KNIFE									
📔 Ac	لاً Actions ▼ Add ▼ 🐍 1 🖡 2 🕹 1 💏 3 🚔 1 🚍 1 🛃 🖋 1									
Offense	5					₽	Update All Of	ifenses' Status 🕒 Add Offe		
Offense	Severity	Offense		Remarks	Status Date	Status	Update All Of Supp #	fenses' Status		
Offense: NIBRS 3 13A	Severity	Offense 35-42-2-1 B05 BATT	TERY- KNIFE	Remarks	Status Date 04/30/2018 1355	Status Unfounded	Update All Of Supp # 0	fenses' Status 🌢 Add Offer Actions		

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 136.

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 **and et al.** under the *Actions* heading.

Calls For Servi	alls 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	•			

Dispatch Info - 2018-00000061		Go Back Print
DISPATCHER		
ang		
DISPATCH AGENCY	CALL DATE	
Indiana State Police	04/30/2018 13:53	
CALL RECEIVED	CALLER NAME	CALLER PHONE #
PHONE	Jim Guardian	111-222-3333
PRIORITY	EVENT TYPE	CALL / ACTIVITY
High	Police	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 agency.

🗎 Summary	THeader	P¥ Offen
Incident Sur Offense(s):	mmary: 11/26 14-23-7-5 - N/	/2019 104 ATURAL RI
Actions -	Add - ™ 1	81
View Incide	nt Status	t
View Incide Add Crimina	nt Audit Trail Il Complaints	-
Crash Repor	ting	
Change Rep	ort Number	
Create Case		'
Transfer		
Visualization	n Tool	,

Crash Reporting

If configured for your agency, this option is a single sign-on to the Ethos home page for States where the LexisNexis Ethos Crash application is available.

Add Criminal Complaints

This option is available providing you have the appropriate permissions and the feature is turned on for your agency.

Perform one of the following options on the **Summary** tab to add a Criminal Complaint:

- Click the Actions menu button, then click Add Criminal Complaints.
- or Page down on the Summary tab to the Criminal Complaints section and click Add Criminal Complaints.

The Create Criminal Complaint form opens.

Create Cr	riminal Complaint(s)				
A crimin	al complaint with the following details	s will be created for	each selected person		*
OFFENDERS					
~	Person Name		Roles		
	Holly Stone		Suspect / Offender		
Details					
CHARGES					
	Charge				
	35-43-4-2 T68 THEFT- POSSESS S	STOLEN PROPERTY			
Complaint Summon	r Type s 🗸				
Маке Ме т	THE COMPLAINT OFFICER				
Аттасн Fu	ll Incident Printed Report PDF				-
•				•	
				Cancel	/e

Select the Offenders.

- The names listed are only the Incident suspect/offenders that do not already have a criminal complaint associated with the incident.
- A Criminal Complaint is created for each person selected.
- Only displays.

Select one or more Charges.

- At least one charge is required.

Select the **Complaint Type** from the drop-down list.

If applicable, check the box to make yourself the **Complaint Officer**.

If the Incident has Custom Forms, an option displays allowing you to select any or all **Custom Forms** to be associated with the criminal complaint.

If applicable, check the box if you want to attach the full **Incident Printed PDF Report**.

 If the Incident has Custom Forms and it is configured to create a fillable form, the fillable form PDF is associated with the criminal complaint instead of the custom form. Click **Save** to create the Criminal Complaints and associate them to the Incident Report supplement automatically.

- The complaints are listed in a grid on the *Summary* page. You can further edit the complaint and submit for approval.

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 facing page.

Click on the view icon on 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 \mathbf{T} 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.

Note: If access is restricted to the selected security groups, a message appears on the summary tab of the incident indicating which security groups have access.

For more information on the *Summary* tab, refer to "Incident Report Section – Summary Tab" on page 182.

Eight Tabs			Exit Report	Quick Print Print							
🗎 Summary	🗂 Header	≒* Offenses	💄 Names	ର୍ଲ Property & Vehicles	≣ Narratives	& Attachments	Validation	15			
Incident Sum	Incident Summary: 06/07/2018 1419 Hrs - 500 Center Lake Water Tower-Clubhouse Agency: District 42, Versailles										
Offense(s): (235-43-4-2 T01 - THEFT- AGRICULTURE Hover over bubble to view NIBRS Code description Report #: 2018D4210170 Supp #: (0 0											
Image: Actions - Image: State											
Case #	Agen	cy	Lead	Investigator	Assi	gnment Status	Case S	Status	Next Update Due	Actions	
2018D4210198	Distric	t 42, Versailles	M, D	ana - Lead Investigator	Assi	gn to Patrol	Open		02/22/2019	* C	
Click to view all Supplements Report Header											
REPORT SECURITY Patrol Officer						REPORT TYPES Child Abandon					
SUMMARY asdf	SUMMARY asdf										
REPORT DATE 06/07/2018 141	OPORT DATE OCCURRENCE DATE START 6/07/2018 1419 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 #	Agen	Y	
	All	Agencies	т А
REPORT TYPE	REPOR	T DATE FROM	REPORT DATE TO
Click To Select		#	#
APPROVAL STATUS	Осси	RENCE DATE FROM	OCCURRENCE DATE TO
-Select-	•	#	
SUMMARY	Appro	VAL DATE FROM	APPROVAL DATE TO
		曲	
FOLLOW UP ACTION	GANG	RELATED	
-Select-	• -Se	lect-	Ŧ
STATUS / DISPOSITION			
-Select-	٣		
Additional Search Criteria			
-Select-			
-Select-			
Name	Go Back Reset S	earch	
Offense			
Officer			
Property			
Organization			
Combo			
Citations			
Partial Incident Narrative			
Incident Based Reporting			
Public Release			
Case Review Status			
Calls for Service			
Custom nerus			

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 page 189.

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.

Show Map Refine Search New Search Q Incident Search Results Export results to a file 24 result(s) found									
Agency	1 Report # 1	Report Date	Ĵ₽	Supp #	Ļ↑	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 	iew Repor		
D42	2019D4210230	06/18/2019 1457 Hrs		0		Hover over blue bubble to	0		
D42	2019D421022 Sto Clie	len property reported. k to view Entire Entry			ŀ	0 100 North Main Street BLOOMINGTON, IL 61701 Offense(s): 1; 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	•		

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 2 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 1 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.

Incident Search - View Incident Report / I	ncident SmartSearch	
		Go Back Help
Search		
Enter your search terms here		Search Relevance T Descending T
Match Any O Match All Elist	Map	▋#≧₿₿⁵₃₦₳₷
CREATION DATE FROM	CREATION DATE TO	LOCAL/EXTERNAL RESULTS
		Local & External Results

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.

# # E 8 & % 🍋 🤗	
LOCAL/EXTERNAL RESULTS Victims	
Local & External Results	•

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.



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 186.

					Incide	nt SmartSearch
REPORT #			AGENCY			
2018D4210149			All Agencies			× .
REPORT TYPE			REPORT DATE FROM		REPORT DATE TO	
Click To Select				-		=
APPROVAL STATUS			OCCURRENCE DATE FROM		OCCURRENCE DATE TO	
-Select-		~		-		=
SUMMARY			APPROVAL DATE FROM		APPROVAL DATE TO	
				-		=
FOLLOW UP ACTION			GANG RELATED			
-Select-		~	-Select-			~
STATUS / DISPOSITION						
-Select-		~				
ADDITIONAL SEARCH CRITERIA						
-Select-	~					
		Go Back R	leset Search			

On the Incident Search Results screen, click the view icon <a> to view the incident.

Agency ii Report # ii Report Date ii Supp # ii Summary D42 2018D4210149 02/21/2018 1040 Hrs 0 05523 Anysteet Anytown	Actions
D42 2018D4210149 02/21/2018 1040 Hrs 00 06523 Anystreet Anytown	Actions
2 (41-3-3 NAU DAUL CRASH- DUTIES OF OCCU RESOURCE: WATERCRAFT OCCUPANTS	n, NJ 45623-0123 Offense(s): RESOURCE- WATERCRAFT PANTS, 14-15-4-3 - NATURAL CRASH- DUTIES OF Click to

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

									Exit Report	Quick Print Print
🗎 Summary	🗖 Header	≒ Offenses	💄 Names	කි Property & Vo	hicles	Narratives	& Attachments	Validations		
Incident Sur	nmary: 02/2	1/2018 1040 H	Irs - 6523 Any	street Anytown,	NJ 4562	23			Agency: Dis	strict 42, Versailles
Offense(s):	1 4-15-4-3	- NATURAL R	ESOURCE- W	ATERCRAFT CRA	SH- DU	Π			Report #: 2018D4210	149 Supp #: 🕕 0
Actions -	2 3 3 1	≗ 3 Ø∿2	₿1 ⊌1	≣2 %1 🕅	2 🧖 1	1 81		Status Open /	Open Pending Destruction o	of Property (02/26/2018)
()	1 Approved	Report 1 Ir	nitial Report						Stat	e Status NOT REPORTABLE
Follow-Up Inc	ident Case	s								
Case #	Agency	Lea	d Investigato		Assign Status	ment	Case Status		Next Update Due	Actions
2018D4210149	District 42, Versailles	Ran Inve	z, Greg QA - I estigator	.ead	Assign	to CID	Open Pending De Property	estruction of	03/14/2018	
Report Heade	er									
REPORT SECURE Patrol Supervis	TY sor					REPORT Burgla	TYPES ry / Vehicle, Child /	Abused, Child Ab	andon, Child Custody,	Criminal Mischief,
						Child I	leglect			
Action:	s • 💄	3 ₽\$	23	øðo 2 🛛 🚔 :	ı					
View Ir	ncident S	Status								
View Ir	ncident /	Audit Trai	1							
Create	Suppler	nent								
View Ir	ncident B	Based Rep	porting V	alues						
Edit Th	is Incide	nt								
Warrar	nt / Char	ge Reque	est							
Visuali	zation T	loc								

Click on the select icon **b** on the right of the appropriate Incident to open the **Incident Status** record, then click on the change status icon **c** to open the *Change Incident Report Status* screen.

						Go Back	Quick Print Print			
Inc	Incident Summary: 02/21/2018 1040 Hrs - 6523 Anystreet Anytown, NJ 45623 Agency: District									
Off	Offense(s): 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTI Report #: 2018D421014									
~	Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions			
•	Original Report	02/21/2018	SERGEANT-CAPTAIN-WIN Greg QA Ranz #9696	Homer Simpson	Approved Report	Patrol Supervisor	1 = €			
V	Supp #1	02/21/2018	SERGEANT-CAPTAIN-WIN Greg SUPER LONG NAME QA Ranz SUPER LONG NAME #9696	Homer Simpson	Initial Report	Patrol Supervisor	Slick to			
	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.

CURRENT STATUS	NEW STATUS	NOTIFY REPORT OWNER
Approved Report	Initial Report	\checkmark
REASON FOR CHANGE		
This report needs approva	l information.	

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.

Incidents Master Indices	Records Management 🔻 Forms A					
Incidents						
Incidents Reporting 🔻						
Incidents Management >	Incidents Management					
Case Management ▼ Field Contact ▼ Field Arrests ▼	Assign Incident Report Assign Supplement Delete Incident Report					
	Incident Status					
ID •	Incident Status Log					
	Incident Delete Log					
	Incident Offense Glossary					
scription	11 Sent On 11 Actions					

Enter the search criteria then click the **Search** button to display the Search Results.

				Incident Sn	nartSe	arch
REPORT #		AGENCY				
2018D4210141		All Agencies			~	ф.
REPORT TYPE		REPORT DATE FROM		REPORT DATE TO		
Click To Select						#
APPROVAL STATUS		OCCURRENCE DATE FROM		OCCURRENCE DATE TO		
-Select-	~		#			#
SUMMARY		APPROVAL DATE FROM		APPROVAL DATE TO		
			#			#
FOLLOW UP ACTION		GANG RELATED				
-Select-	~	-Select-				~
STATUS / DISPOSITION						
-Select-	~					
ADDITIONAL SEARCH CRITERIA						
-Select-						
	Go Back	Reset Search				

Click on the select icon **b** on the right of the appropriate Incident to open the **Incident Status** record, then click on the change status icon **c** to open the *Change Incident Report Status* screen.

		_					Show Map	Refine Search	New Search		
Q Incid	Q Incident Search Results B B C D I regult/c) found										
Agency	Lî Repo	rt# ↓↑	Report Date	Ļţ	Supp #	Summary			Actions		
D42	20180	04210141	01/09/2018 1436 Hrs		00	 (515) Jefferson Boulevard Greenfield, IN Offense(s): 2; 35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO, 35-43-2-2 C01 - CRIMINA TRESPASS- AUTO 			Click to		
			Re	fine Se	arch New S	earch			open		
								Go Back	Update Report#		
Inciden	t Summary: 01/0	09/2018 1436 Hrs	- 515 Jefferson Boulevard G	Greenfield	d,			Agency: District	42, Versailles		
Offense(s): 0 35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO Report #: 2018D4210141 Supp #: 0								Supp #: 🚯 0			
Report Type	Date	Reporting Offi	cer	Supple	ment Owner	Approval Status	Security L	.evel	Actions		
Original Report	01/09/2018	SERGEANT-CAP #9696	TAIN-WIN Greg QA Ranz	Homer	Simpson	Approved Report	Patrol Sup	ervisor	5 ≓ ≙		
Supp #1	01/09/2018	SERGEANT-CAP #9696	TAIN-WIN Greg QA Ranz	Homer	Simpson	Disapproved Report	Patrol Sup	ervisor	5		
Supp #2	02/15/2018	Detective Brent	(officer) Williams #643	Brent (c	officer) Williams	Disapproved Report	Patrol Offi	cer	3		
					Cancel			C	lick to change he 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)									
		Tra	nsfer	icon	Go Back				
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		=	2				

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

Ti	ansfer Op	tions
	TRANSFER IN	CIDENT 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 AGE	NCY	Go Back Search
		-Select-	~	District 42,	Versailles	~
Last Name 🛛 🕸	First Name ↓↑	Title ↓↑	Agency	11	Badge#	↓↑ Actions
М	Dana		District 42, Versa	illes	12345	•
Testing	D42		District 42, Versa	illes	888999	•
User	ODL		District 42, Versa	illes	123456	•
Waterman	Debbie	Captain	District 42, Versa	illes	12345	•
Wright	Greg	SERGEANT-CAPTAIN-WIN	District 42, Versa	illes	9696	•
Wright	Frank		District 42, Versa	illes	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

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.

							Inciden	t SmartS	earch
REPORT #				AGENCY					
				All Agencie	2S			~	-
REPORT TYPE				REPORT DAT	E FROM		REPORT DATE TO		
Click To Sele	ect				i	 			m
APPROVAL STAT	rus			OCCURRENCE	E DATE FROM		OCCURRENCE DATE T	0	
-Select-			~		i	 			曲
SUMMARY				APPROVAL D	ATE FROM		APPROVAL DATE TO		
					i	 			=
FOLLOW UP AC	TION			GANG RELAT	ED				
-Select-			~	-Select-					~
STATUS / DISPO	SITION								
-Select-			~						
ADDITIONAL SE	ARCH CRITERIA								
-Select-		~							
		Go Bac	k Re	eset Search					
	_					Show	Map Refine Search	New S	Search
Q Incident Sea	rch Results								
	✓ 76 result(s) found						Previous 1 2	3 4	Next
Agency 1	Report #	11 Report Date	Ļ١ :	Supp # ↓↑	Summary			Action	s
D42	2018D4210203	12/03/2018 0914 Hrs		0	1500 Lincoln Street Haute, IN Offense BURGLARY- APAR	eet Apa e(s): 1; RTMEN	artment #33 Terre 35-43-2-1 B02 - T COMPLEX <mark>Click</mark>	to tra	Image: A start of the start

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

Tr	ansfer Op	otions
	TRANSFER IN	ICIDENT TO
	OFFICERS	RECORDS

If Officers is chosen, then select the appropriate officer by clicking the Hand icon.

SEARCH		SEARCH BY		FILTER BY AGE	INCY	Go Back Search
		-Select-	~	District 42,	Versailles	~
Last Name 🕸	First Name 🕸	Title ↓↑	Agency	Ļţ	Badge#	↓↑ Actions
М	Dana		District 42, Versa	ailles	12345	•
Testing	D42		District 42, Versa	illes	888999	•
User	ODL		District 42, Versa	ailles	123456	•
Waterman	Debbie	Captain	District 42, Versa	ailles	12345	•
Wright	Greg	SERGEANT-CAPTAIN-WIN	District 42, Versa	ailles	9696	•
Wright	Frank		District 42, Versa	illes	454545	5

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 ↓î #	Summary	Actions	
2018D4210173	0	07/16/2018 23:00 Hrs - Offense(s) - 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	=	2
2018D4210172	0	07/12/2018 23:00 Hrs - Offense(s) - 14-15-11-11 - NATURAL RESOURCE- OPERATE A MOTORBOAT WHILE LICENSE SUSPENDED	H	2
2018-04-120- 000011	0	04/30/2018 13:53 Hrs - 400 Elm Street Fortville, IN 46040 - Offense(s) - 1 35-42-2-1 B05 - BATTERY- KNIFE	=	2

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.

Chapter 9. Supplement to Incident Reports

Create Supplements

Once an **Initial Report** is in the system, **Supplement Reports** can be created and attached to the **Initial Report**. The **Initial Report** is designated as *Supp# 0* and additional Supplements are then added in sequential order (e.g., *Supp. # 1, Supp. # 2*, etc.). Create **Supplements** to your own reports or to reports belonging to other users.

A **Supplement** can be entered 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 186.

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.

Associated Inc	ident(s)	OCreate Incident OAssociate Incident								
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	0		06/18/2019	This Case					
	Create Supplement									

• From the Actions menu when viewing an incident report.



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.

							Exit Report	Quick Print	Print	Transfer	Submit for Approva		
🖹 Summary	🗂 Header	*** Offenses	🚢 Names	කි Property & Vehicles	≣ Narratives	& Attachments	Validatio	ns					
Incident Summary: 12/12/2018 1342 Hrs - 600 East Haythorne Avenue Terre Haut Agency: District 42, Ver													
Offense(s): No Offense Specified Report #: 2018D4210206 Supp #: 🔮 2 📝													
SELECT A TEMPL	ATE			NARRATIVE TITLE			NARRATIVE NOT SAVED						
-Select a Tem Test	plate-		D	Supplement #2 N	larrative		9 🖶 🖻	Toggle I	Preview				
All Counties In Adams County	rcident Narral Incident Nar	tive Test rative Test 1		= 54	1 22								
BIU	F _× 2≣ :≡ 0	🗄 📲 Styles	- Forma	- Size - 🛛	· <u>A</u> • ≞ ≞	🔳 Line Hei							

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

Chapter 10. 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.

AGENCY				
District 42 Versailles		No		
		CONTACT DATE		
CONTACT TYPE		CONTACT DATE		
-Select-	~	03/14/2019 0836	曲	
SUMMARY				
Terry Stop Data				
TYPE OF STOP				
-Select-				~
STOP COMMENT				
Terry Stop Data				
TYPE OF STOP				
-Select-				~
COMMENT				
Go Back	k Sav	e & 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.

		Go Back Visualization Tool View S
n 2 21 A 2 1	@ w J 🗎	
Field Contact Details		
CONTACT ID	AGENCY	SECURITY LEVEL
285	District 42, Versailles	Patrol Officer Change Security
CONTACT TYPE		CONTACT DATE
Knock and Talk	~	12/13/2018 1354

NOTE: For more information on the **Edit Field Contact** form, refer to "Edit a Field Contact" on page 210.

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.

					Add Fie	ld Contact				
CONTACT ID			AGENCY							
			-All Agencies-			~				
CONTACT TYPE			CONTACT DATE FROM		CONTACT DATE TO					
Select		~		#						
SUMMARY										
NOTES										
ADDITIONAL SEARCH CRITERIA										
Select	~									
		Go Back Re	set Search							

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.

ADDITIONAL SEARCH CRITERIA	
Select Location People Officers Vehicles	3
Organizations Custom Fields	

Vehicle example:

ADDITIONAL SEARCH CRITE	RIA					
Vehicles	~					
YEAR		MAKE			MODEL	
				-		8
VIN		LICENSE PLATE			INDEX ID	
ROLE						
Role	~					
		Go Back	eset Search			

Custom Fields example:

ADDITIONAL SEARCH CRITERIA											
Custom Fields	~										
AVAILABLE FIELDS											
-Select Field- Field Contact Fields Type of Stop											

NOTE: *Custom Fields* is available for agencies that have the *Custom Fields* feature enabled. *Custom Fields* captures data defined by the agency. For more information refer to your administrator.

3. Click the Search button to view the Search Results.



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.



- 4. If you want to make changes to your current search or start a new search, click the **Refine Search** button or the **New Search** button, respectively.
- 5. The icons under the *Actions* column of the *Search Results* allow you to *Edit*, *View*, or *Delete* a **Field Contact**, if you have the proper permissions. If an icon does not display, then you do not have access to perform that function.



For more information refer to "Edit a Field Contact" below, "View a Field Contact" on page 212, or "Delete a Field Contact" on page 215.

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 208.

1. Select the **Edit** icon on the **Field Contact** record in the Search window to open the **Edit Field Contact** page.

				R	tefine Search New Search
	1 result(s) found				
Contact Id 🛛 🕸	Contact Type 🛛 🕸	Agency ↓↑	Summary 🕸	Contact Date 🛛 🕸	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	0 C 💼
					Î
		Refine Search	New Search		

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.

	Go Back Visualization Tool View Summary Print
🕺 🚨 😫 🛤 🗳 盟 🖉 亟 🤳 🗎	
Field Contact Details	
CONTACT ID AGENCY	SECURITY LEVEL
285 District 42, Versailles	Patrol Officer Change Security
CONTACT TYPE	CONTACT DATE
Knock and Talk	▶ 12/13/2018 1354

	Pe	ople	•	Vehi	cles	Org	Organizations I					ncidents			
Location ↓	15	,	Officers ↓		G	angs ↓		At	tachme	ents		CFS			
181	ł		21	¢	à	*	J		Ø		r -	و			

- **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 216.
- 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 111.

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
R.	1	21	8	쓭		ø	ŵ	2									
Field	l Cont	tact D	etails														
CONT	CONTACT ID: AGENCY:										SE	CURITY L	EVEL:				
285						Distr	ict 42	, Vers	ailles		Pa	atrol Offic	er				
CONT	ACT T	YPE				CON	CONTACT DATE										
Knoc	k and [·]	Talk				12/1	3/201	.8 135	4								
SUMM	MARY																
NOTE	s																
Terry	y Stop	p Data	•														
Түре	OF ST	ОР															
Dor	nestic	Disput	e														
STOP	P COM	MENT															
<u>2</u> 0	fficer	s - 1															
Bad	Badge # Name										Agency					Role	
SAU	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 208.

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 69.

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

N Location	Squick Search Add Location
People - 0	🕈 Quick Search 🔂 Add Person
🛱 Vehicles - 0	🕈 Quick Search 🚯 Add Vehicle
්ෂ් Gangs - 0	🖡 Quick Search 😯 Add Gang
Organizations - 0	Quick Search 🕒 Add Organization

There are two types of searches:

Quick Search

 Limited Master Index search. For example, for person you can only search by last name, first name, DOB, sex, race, and driver's license number.

Person Example

LAST NAME		FIRST NAME		DOB
SEX		RACE		DRIVERS LICENSE
-Sex-	~	-Race-	~	
		Reset Search		
		Reset		

Vehicle Example

uick Search		
VIN	LICENSE PLATE	LICENSE STATE
		-Select-
	Reset Search	

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			Additional — search criteria	→ Mu	ug Shot Search - By Physical Description Add Person
LAST NAME			FIRST NAME		MIDDLE NAME
TITLE			DOB		Age
-Select-		~			То
RACE			SEX		INDEX ID
-Select-		~	-Select-	~	
DRIVERS LICENSE			DRIVERS LICENSE STATE		SSN
			-Select-	~	
NAME TYPE			CREATOR		
-Select-		~			
CREATION DATE F	ROM		CREATION DATE TO		
		#		#	
PHONETIC	SOUNDEX		STATEWIDE SEARCH		SEARCH PREFERENCE
					ALL ANY
ADDITIONAL SEAF	RCH CRITERIA				
- Select -		~			
► Search Extern	al Systems				
			Go Back Reset Search		

Person Example

Vehicle Example

🙊 Vehicle								Add Vehicle
YEAR		Маке			MODEL			
				Q				
VIN		Түре			STYLE			
		-Select-		~	-Selec	t-		~
LICENSE PLATE		LICENSE STATE			INDEX I	D		
		-Select-		~				
CREATOR								
CREATION DATE FROM		CREATION DATE TO			SEARCH	PREFER	ENCE	
					ALL	ANY		
ADDITIONAL SEARCH CRITERIA					_			
- Select -	~							
• Search External Systems								
		Go Back Reset Sea	arch					

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 208.
- 2. The Field Contact record you want to delete should appear in the Search Results window.

	1 result(s) found			F	Refine Search New Search
Contact Id 🗐	Contact Type	Agency ↓î	Summary ↓↑	Contact Date	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	 Image: Image: Image:
		Refine Search	New Search		

The **Delete** Icon in the *Actions* column allows you to **Delete** the record listed. If the delete icon does not display, then it is likely you do not have permissions to delete it. For more information on permissions, refer to your administrator.

- 3. Click the **Delete** Icon 🛅 on the record you want to delete.
- 4. Enter **Delete Comment** then click **Delete**.

Delete Field Contact	
DELETE COMMENT	
	Cancel Delete

Print Field Contacts

You can print a Field Contact you are viewing or editing.

For more information on editing a Field Contact refer to "Edit a Field Contact" on page 210.

For more information on viewing a Field Contact refer to "View a Field Contact" on page 212.

1. Click the **Print** button while viewing or editing the **Field Contact**.

										Go Back	Visualization Toc	1
181	-	2 1	8	샇		Ø	Ŵ	2	B			
Field	Con	tact D	etails									
CONT	ACT II)			AG	ENCY				SECURITY LEVEL		
285					Dis	trict 4	2, Ve	rsaille	s	Patrol Officer Cha	nge Security	
CONT	АСТ Т	YPE								CONTACT DATE		
Kno	ck an	d Talk							~	12/13/2018 1354		曲

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 11. 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

< Q 7 /	▼Filter Options
02/08/2019 1002	
OR SELECT A RANGE	Click to hide and
Last 24 Hours	
Appl	v Dates
Аррі	y Dates
Time Slider	
0000 HRS to 2400 HRS	_
Draw Mode	
DRAW MODE	
● Circle ○ Draw a Shape ○ Sel	lect 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	✓ 0
Indiana State Police	√ 0
Ang Test	
CADTest	
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		×	Search
 100 Main Ave, Passaic, NJ 07055, US 	A[Draw Circle At Center]		
 100 N Main Ave, Fallbrook, CA 9202 	8, USA[Draw Circle At Center]		
	Ť		
	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 In	clude					
 Incidents 						
 Field Arrests 						
☑ Active Warrants	Note: Start	and End Dates / 1	'ime Slider do r	not apply		
✓ Citations						
Recovered Vehic	les					
 Field Contacts 						
Court Papers No	ote: Start an	d End Dates / Tim	e Slider do not	apply		
Calls for Service						
Query Only Select	ted Event Ty	pes				
Agencies						
RECORD AGENCIES (V	VHERE APPLIC	ABLE. NO SELECTIO	N = ALL)			
Click To Select						
AGENCY OF OCCURRE	NCE (WHERE	APPLICABLE. NO SE	LECTION = 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 <a>.

• *Hide or Unhide Filter Window* - To hide or unhide the Filter Window, select the **Filter Options** button.

Query Window



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.



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.



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 12. 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 125.

Incident Management
Assign Incident Report
Assign Supplement
Delete Incident Report
Incident Status
Incident Status Log
Incident Delete Log
Incident Offense Glossary
Field Contacts
Create New Field Contact
Search Field Contacts
Field Arrests
New Field Arrest
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.

🛠 Home				
Broadcas	t Messages Show All			
No Mess	sages To Display			
Notificat	ions	Q Show All	Add Notification	Recent Activities
-Filter B	y Users-	:h		Initial Report 23
Count 11	Notification Type 11	Last Notification 1	Priority 11	Follow Up Needed
7	APPROVE INCIDENT REPORT - PATROL	11/21/2019 10:24 AM CST	High	Pending Approval
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/18/2019 12:37 PM CST	High	My Cases (Active Count)
2	INFORMATIONAL	11/18/2019 12:28 PM CST	High	My Case Activities
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/14/2019 09:46 AM CST	High	(Active Count) Evidence Review

Click on the select icon **b** to select the appropriate incident from the list.

			Go Back
Report # 11	Supp 1† #	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	
		Go Back	

Click the Approve/Disapprove button to open the Incident Report.

				Go Back Quick Print			
Incident Summ	nary: 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	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	1 6 / 14			
Supp #1	CSAUR	03/06/2019 1449 Hrs - Pending Approval	Saur-Christine	1 6 / 1 9			
		Go Back					

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" on page 227.

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 21.

Click on the appropriate notification to initiate the approval process.

Notifications & Messages						
Notifications Broadcast Messa	iges					
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	Ihe Incident Report#: 2018D4210153 Supp# 0 Has Been Submitted For Approval. Offenses: 35-43-4-2.5 V02 THEFT- VEHICLE:				
WARRANT REMOVED FROM FIELD ARREST	High	Warrant #121212 (Docket #) removed from Field Arrest #1810589 by Homer Simpson. Status changed from Pending Service to Active				

Click on the Take Action button.

Notification	
TYPE APPROVE INCIDENT REPORT - PATROL	PRIORITY High
SENDER Saur Christine	SENT ON 02/08/2019 01:37 PM CST
DESCRIPTION The Incident Report#: 2018D4210153 Supp#: 0 Has I V02 THEFT- VEHICLE;	Been Submitted For Approval. Offenses: 35-43-4-2.5
	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.

Incident Search					Incident	SmartSearch
REPORT #			Agency		APPROVING AGENCY	
2019D4210217			All Agencies	* 🚠	-Select-	•
REPORT TYPE			REPORT DATE FROM		REPORT DATE TO	
Click To Select				#		曲
APPROVAL STATUS			OCCURRENCE DATE FROM		OCCURRENCE DATE TO	
Pending Approval		•		曲		苗
SUMMARY			APPROVAL DATE FROM		APPROVAL DATE TO	
				曲		#
FOLLOW UP ACTION			GANG RELATED			
-Select-		•	-Select-			•
STATUS / DISPOSITION						
-Select-		¥				
Additional Search Criteria						
-Select-	Ŧ					
		Go Back R	eset 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.

Q Incident Search Results								
	1 result(s) f	oun	1					
Agency	IT Report #	11	Report Date	t	Supp #		Summary	Actions
D42	2019D4210217		03/06/2019 1435 Hrs		00		100 North Main Street BLOOMINGTON, IL 61701 Offense(s): 1; 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT	6
Refine Search New Search								

Click the Approve/Disapprove button to open the Incident Report.

				Go Back Quick Print		
Incident Summ	nary: 03/06/2019 1435 Hrs	- 100 North Main Street BLO	Agency: District 42, Versailles			
Offense(s): 35-	45-1-3 - PUBLIC ORDER- D	ISORDERLY CONDUCT	Report #: 201	L9D4210217 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	14 / ¹ 4		
Supp #1	CSAUR	03/06/2019 1449 Hrs - Pending Approval	Saur-Christine	10 / ¹ 9		
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 Re	port Approval Uti	ilities Approve/Dis	approve Quick Print Print	
🗎 Summary 🥅 Header 🖏 Off	fenses 💄 Names	🗟 Property & Vehicles	≧ Narratives	& Attachments	Validations	
Incident Summary: 03/06/2019 1	.435 Hrs - 100 North N		A	gency: District 42, Versailles		
Offense(s): 35-45-1-3 - PUBLIC O	RDER- DISORDERLY C	Report #: 2019D4210217 Supp #: 🕕 0 🗹				
Total Hours: 0						
Add / Edit Disapproval Comments -						
📲 Actions 🕶 Add 🕶 🚨 3 🎽 1	\$1 \$1 ₹3					
S T 3 / 3 2 Pending Approval	1 Initial Report	1				
Report Header					Edit	
REPORT ID	REPORT SECURITY	REPOR	t Types			
3206	Patrol Officer Disturbance					
SUMMARY						
Loud music at 2am.						
REPORT DATE	OCCURRI	ENCE DATE START		OCCURRENCE DATE E	ND	
03/06/2019 1435	03/06/	2019 1435				
ISP						
GANG INVOLVED						
Alcohol Involved Info						
ALCOHOL INVOLVED		NUM	В			
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 Repo	ort Approval U	tilities Approve	/Disapprove	Quick Print	Print	
ని Property &	Vehicles	E Narratives	& Attachments	Validatio	ns		
Approval U	tilities						
Warnings	Offense G	lossary					
Туре	I	Message					
NIBF	KS I i	Incident contains incident.	a Hate Bias Motivat	ion. Please veri	ify that Hate/Bi	as was a fa	ctor in the
							Close

Approval U	ltilities	
Warnings	Offense Glossary	
Enter a se descriptio	arch term and hit 'search' or press enter to display results. You may search or on, or NIBRS code & description. Click here for advanced search help.	n the offense code,
SEARCH OPT	IONS Search	Frank Level Offeren
		Lisearch Local Offenses
		Close

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.

Previous Commen	ts Warnings Offense Glossa	ny l			
omments 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.



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					🗩 Disa	● Disapproval Comments ⇄ Update All Offenses' Status � Add Offense						
NIBRS	Severity	Offense		R	emarks	Status Date		Status		Supp #	Acti	ions
240	1	35-43-4 THEFT- 1	-2.5 V02 VEHICLE	0	0		/2018 Open/Pend		Pending	0		0 C 📋
Modus Operandi OAdd Modus Operan									• Add Modus Operandi			
Offenders Disapproval Comments & Add Offender & Add Unknown Offender								Add Unknown Offender				
Name Age (Y				Yrs)	Role(s)			Supp #	Act	ions		
Aaberg, Ken Race: White Sex: M DOB: 42 Ye 07/09/1975				42 Yea	ars Old	Suspect / Offender			0		Q 🛛 🗹 🧰	
Victims					9	Disappro	val Co	mments	s 🐧 Add	Person Vi	ctim 且 A	dd Organization Victim
Name			Age Offense(s) (Yrs)			Inj	uries	Role	Supp #	Act	ions	
 Dsfq, . Hawaiian Islander S 	Joe Race: Na or Other Pa Sex: M	ative cific	31 Years Old	35-4 THE	35-43-4-2.5 V02- THEFT- VEHICLE				Victim	0		Q 🛛 🗹 🧰
Other Na	Other Names Disapproval Comments & Add Person II Add Organization								on 📕 Add Organization			
Properties Disapproval Comments TOTAL VALUE(\$): 0.00 All C Add Property -												
Index ID	Property	Descripti	on	Proces	ssing	Original Status		Current Status	:	Value (\$)	Supp #	Actions
OTHER P	OTHER PROPERTY											

Edit the Incident Report

The agency setup dictates whether or not supervisors can edit the incident report during the review process. If supervisors have been granted edit privileges, an **Edit** link appears on the top right of applicable sections.

Report Header Edit							
REPORT ID	ORT 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							
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/Disa	pprove Quick Print Print
≘ Narratives & Attachments Dalidations	
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	
📌 Approval Options 🛱 Incident 🛛 Q. Offense Glossary	
Approve 🏴 Disapprove	Security Level Patrol Officer 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
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 Approv	Approve & Print

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.

Approval Options Warnings Incident Offense Glossary								
Audit warnings evaluated by the IBR authority. Co	Audit warnings represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of this process is to ensure the quality and accuracy of data submitted to the IBR authority. Corrections are NOT required for approval.							
Turne	Message							
туре								
NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.							

- Incident
 - Incident Report in view only mode.

The Offenses section includes details for the related NIBRS Offense code, NIBRS Offense Title, and offense description. Hover the mouse over the blue information bubble to view a summary of this information, or click on the blue information bubble to view details.

🏚 Approval Options	🗑 Incident	Q Offense Glossary				
Incident Currently Viewing Supplement(s): 0 Show All Supplement:						
REPORT #		LOCATION		Agency		
2019D4210217		100 North M	ain 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 03/06/2019 1435		TOWNSHIP		LOCATION REMARKS		
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.
| ı d A | pproval Options 📓 Incident 🔍 Offense Glossary | |
|-----------|---|--|
| En
Cli | ter a search term and hit 'search' or press enter to display results. You may search on the offense code, de
ck here for advanced search help. | escription, or NIBRS code & description. |
| SEARCH | OPTIONS | |
| assa | ult | Search Search Local Offenses |
| | Offense Code / Description | NIBRS Code / Description |
| + | 35-42-2-1 B01 - BATTERY- ATTEMPTED | 13B - Simple Assault |
| + | 35-42-2-1 B02 - BATTERY- BODY WASTE | 13A - Aggravated Assault |
| + | 35-42-2-1 B03 - BATTERY- CHILD | 12A - Aggravated Accoult |
| | | U ISA - Aggravateu Assault |
| + | 35-42-2-1 B04 - BATTERY- FIREARM | 13A - Aggravated Assault 13A - Aggravated Assault |
| +
+ | 35-42-2-1 B04 - BATTERY- FIREARM
35-42-2-1 B05 - BATTERY- KNIFE | 13A - Aggravated Assault 13A - Aggravated Assault 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.

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)	
*	
l	Go Back Disapprove

The disapproval comments now appear in the *Previous Comments* tab in Approval Utilities.

	Exit Report Approv	al Utilities Approve/	Disapprove Q	uick Print Print		
කි Property 8	& Vehicles 🛛 😑 Narrative	es 🖉 Attachments	Validations			
pproval Utiliti	es					
Previous Commen	ts Warnings Offense Glossa	Y				
Comments From	: 03/08/2019 1457 Hrs					
Section	Creator	Supervisor Commer	ıt	Response Com	ment	
Names	Daniels, Angela	Spell the name correct	:t.	It is spelled corr	ectly.	
Summary Daniels, Angela		Test of the notificatio	n.	Test	Test	
					Ck	

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.

Incident Summary: 12/13/2018 1332 Hrs - 456 Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEM	Main STCT Apartment #100 Littleton, PTED		Agency: District 42, Versailles Report #: 2018D4210207 Supp #: 0		
SUPP # AGENCY ONLY Original Report		FOR PUBLIC RELEASE () Applies UPDATE ALL SUPPLEM To All Supplements			
Slide the bar up or down to incre to the Incident	ase or decrease access	If desired, select available se access to the Incident	curity groups to provide		
Allow Executive Command Command Staff Criminal Investigation Division Records/Created Division Patrol Supervisor Patrol Officer	139 users have access	Available NO AGENCY TEST Test 42 Image: Constraint of the second	Selected		

Agency Only- Selecting this button will restrict the **Incident Report** to users at your agency only.

For Public Release- Clicking the button to turn it gray will cause NOT FOR PUBLIC RELEASE to be printed across the top of the **Incident Report**.

Update All Supplements - Selecting this button updates all supplements you have access to.

Incident Security Levels- A user can set the Incident's security level at a level equal or less than their security rights. This means other users at that level or above would have access to the report across all agencies (unless the *Restrict to Agency Only* is selected).

Security Groups- Available security groups can be selected which will allow any user in the selected group to have access regardless of their individual security level. If *Restrict Access to Selected Security Groups* is selected, the **Incident Report** can only be accessed by members of the selected Security Group.

Incident Management

Assign Supplement

Supervisors can create a *Supplement* to an Incident Report and assign it to another user.

- Click Assign Supplement in Incidents menu.
- Search for and select the Incident to which you wish to create the Supplement.
- Click Assign Supplement at bottom of page.
- Enter the **Reporting Officer** you want to assign.
- Click Assign Officer at bottom of page.
- You will be prompted to create a comment for the officer.
- Click Assign at the bottom of page.
- The officer will receive a Notification regarding assignment.

Delete Incident Report

Reports can be deleted by users who have ownership of the report or by Supervisors.

Once a report is selected, the user can delete the report. A confirmation screen appears and users are required to give a reason for the deletion.

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

NOTE: Reports that are deleted are not recoverable from the database.

Incident Status

Users can view the status of a report from this location. The different report statuses are:

Initial Report

- Pending Approval
- Approved Report
- Disapproved Report

Supervisors can use this section to change the status of a report from *Approved Report* to either *Initial* or *Disapproved* status to allow the user to edit the report. Every change in a report's status is tracked in the **Status History**.

From the Incident Status screen, click on the Change Status icon.

					Go Bad	Change Report #
Inciden	nt Summary: 06/	29/2018 2335 Hrs - 500 East Broadway Stre	eet Apartmen		Agency:	District 42, Versailles
Offense	e(s): 35-43-2-2 C	03 - CRIMINAL TRESPASS- PROPERTY			Report #: 2018D42	10171 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	8 ≓ 8
Supp #1	09/20/2018	SERGEANT-CAPTAIN-WIN Greg QA Wright #9696	Homer Simpson	Initial Report	Patrol Officer	8
			Go Back			
Change	e Incident Re	port Status				
CURRENT	STATUS	NEW STATUS	NOTIFY REPORT O	WNER		
Approve	ed Report	-Select-	~ ~			
REASON F	FOR CHANGE					
I						
			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 #	↓î Supp #	↓† Agency	1 Deletion Comment	↓î Deleted By	1 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**.

Broadcast	Messages					
Notificatio	ns			Q Show All O Add Notification	n Recent Activities	
-Filter By	Users-	incident			Initial Report	16
Count	Notification Type		1 Last Notification	11 Priority	Follow Up Needed (Past 10 Days)	0
92	INCIDENT APPROVED		02/11/2019 10:28 AM CST	High	Pending Approval	0
11	APPROVE INCIDENT REPORT - CID		02/11/2019 10:26 AM CST	High	My Cases (Active Count)	n
3	APPROVE INCIDENT REPORT - PATROL		02/08/2019 01:37 PM CST	High	Evidence Paview	0
95	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED		01/31/2019 02:03 PM CST	High	Evidence Review	
4	INCIDENT REVIEW REQUEST		12/14/2018 06:00 PM CST	High	Open Field Arrests	G
16	INCIDENT FOLLOW-UP CASE - NEW SUPP FILED		12/11/2018 07:30 AM CST	High	Arrests Pending Release	•
1	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED		11/30/2018 03:03 PM CST	Medium	Forms For Review	5
5	INCIDENT REPORT TRANSFERRED - CLERK		10/24/2018 10:59 PM CST	High	Pending UCR Review	0
1	INCIDENT REPORT TRANSFERRED		06/19/2018 10:41 AM CST	High	Incidents For Review	8
6	INCIDENT FOLLOW-UP CASE TRANSFER - PATROL		05/09/2017 01:53 PM CST	High	My Court Papers	0
10	INCIDENT FOLLOW-UP CASE REQUESTED - CID		05/02/2014 12:10 PM CST	High	ing court opers	
3	INCIDENT FOLLOW-UP CASE CLOSED - CID SUPERVISOR		01/22/2014 11:44 AM CST	High	Quick Links	manage
1	INCIDENT FOLLOW-UP CASE TRANSFER - CID		11/14/2013 10:30 AM CST	High	Approve Incident Report	
	Offenses - Last 24 Hours		Non-Approved Repor	rts (Supp #0)	Charts	
8		A 21			Daily Log by Time Category	
					Offense Activity Click	one of
					Open Field Arrests these view	links to that
					Snap Shot chart	
					Unapproved Incidents	

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 <u>ApproveDisapproveFieldArrest.htm</u>

Approve Field A	rrest						Go Back Appr	ove Disapprove Print
Person Informati	on							
								View Person
LAST NAME Aaberg	FIRST NAME DOB SEX Ken 07/09/1975 (Age at Time of Arrest: 38 Years Old) Male		SEX Male		RACE White		DRIVER'S LICENSE # 4444	
SSN 123-45-6789	ALIASES Fredd Free(Maide	ALIASES Fredd Free(Maiden)			RESIDENCE PHONE (987)-987-9876		CELL PHONE (111)-111-1111 x111	⁰(1/4) 11/01/2016♥
ADDRESS (RESIDE 86 North East A	E NCE) SHWOOD Lane, Nor	th Test DILLON						
НЕІБНТ 5' 02''	WEIGHT 123	EYE COLOR Brown		HAIR COLOR Auburn		OR COMPLEXIC Albino		PLACE OF BIRTH United States of America
CITIZENSHIP United States of America	CTTIZENSHIP GANGS United States of Aqua Lungers(Active) E America Automation Boys(Active		ive)	e) Fake Org Automation		SCHO HER	DOL TZ 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.

Caliber Public Safety

Approve Field A	rrest						Go Back Appr	ove Disapprove Print
Person Informati	on							
								 View Person
LAST NAME Aaberg	FIRST NAME DOB SEX Ken 07/09/1975 (Age at Time of Arrest: 38 Years Old) Male		SEX Male		RACE White		DRIVER'S LICENSE # 4444	
SSN 123-45-6789	ALIASES Fredd Free(Maiden)				RESIDENCE PHONE (987)-987-9876		CELL PHONE (111)-111-1111 x111	G(1/4) 11/01/2016 €
ADDRESS (RESIDE 86 North East A	E NCE) SHWOOD Lane, Nort	th Test DILLON						
НЕІБНТ 5' 02''	WEIGHT 123	EYE COLOR Brown	1	HAIR COLOR Auburn		OR COMPLEXION Albino		PLACE OF BIRTH United States of America
CITIZENSHIP United States of America	GANGS Aqua Lungers Automation B	GANGS Aqua Lungers(Active) Bold Men(Active) Automation Boys(Active)		EMPLOYER NAME SCHOO Fake Org Automation HERT		DOL TZ 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 13. 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 exiting 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

		Exit Log Help / Tips Close	Log
& Assignment Information			
DAILY #	STATUS	ASSIGNMENT	
201707ISP000030	Open	✓ 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**

Shift Start Time	
SHIFT START TIME	
12/18/2018 1320	× 🛱
	_
	Ok

An Assignment Information form appears. Enter the appropriate information in the fields provided.

	_					Exit Log Help	/ Tips Close Log
Salar Signment Informat	tion					Acception	
DAILY #			STATUS			ASSIGNMENT	
New			New			-Select-	•
DATE			SHIFT				
01/22/2019		 	-Sele	ct-	~		
NOTES							
REPORTING AREAS							
Click To Select							
Officers							• Add Officer
Badge #	Name			On Time		Off Time	Actions
SAUR111	Saur, Christi	ne		12/18/2018 13:20			2
Vehicles							• Add <u>V</u> ehicle
Plate #			Desc	ription			Actions
				No Vehicles Added			
Equipment							• Add <u>Equipment</u>
Description		Sta	art Time		End Tin	ne	Actions
				No Equipment Added			
				Save & Continue			

- 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 <u>AssignmentTab.htm</u>.

Click Save & Continue.

An Activity Log tab opens. Click Add Activity Log to create an entry.

				Exit Log Help / Tips Close Log
Lessignment Information	≡ Activity <u>L</u> og			
Total Activity Time: 0 H	rs 0 Mins Misc Tim	ne: 0 Hrs 6 Mins		Add Activity Log
DISPATCH				REPORT #
1	#			
ON SCENE	TIME CAT	EGORY		TICKET #
11/21/2019 0938	#			
CLEAR	COMMENT	rs		
	曲			ADD ACTIVITY APPLY TEMPLATE
			11	
		<u>Cancel</u> Save		

Enter data into the fields provided then click Save.

NOTE: For more information on the *Activity Log*, refer to "Activity Log Tab" on page 251.

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 258.

To access your own current log throughout the day, click on your user name on the *Home* page, then click **Daily Log**.

L (Christine Saur [District 42, Versaille	s] 🔻 98/0 🏶 🕞
	Christine Saur District 42, Versailles ISP Test (TSTC) US/Central	
ification	My Profile Manage Home Screen	142 23
71	🖪 Image Upload	0
	My Cases (Active Count)	0

NOTE: For more information on accessing your current log, refer to "Officer Daily Log (ODL) Overview" on page 243.

Assignment Tab

The Officer Daily Log defaults to the **Assignment Information** tab. Complete the top portion of the Assignment Information.

				Exit Log Help / Tip	os Close Log
& Assignment Information	≡ Activity [₂og			
DAILY #		STATUS		ASSIGNMENT	
201901ISP000042		Open	~	Officer Daily	~
DATE		SHIFT			
01/22/2019	曲	8-5 Shift	~		
NOTES					
REPORTING AREAS					
Click To Select					

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				
Badge #	Name	On Time	Off Time	Actions
SAUR111	Saur, Christine	07/24/2017 13:37		6

Add Officer	
OFFICER	
Saur,Christine - #SAUR111	
ON TIME	
01/22/2019 0924	#
OFF TIME	
	#
Close	e 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 for more information.

Vehicle & Equipment

If the vehicle to which you are assigned does not auto-generate into the **ODL**, you will need to **Add** the vehicle.

Vehicles		• Add <u>V</u> ehicle
Plate #	Description	Actions

-Select Assigned Vehicle						
VEHICLE						
START MILES	END MIL	ES	OFF DUTY MILES		TOTAL MILES	
FUEL (GALLONS)		FUEL TYPE		TOTAL	FUEL COST (DOLLARS)
OIL (QUARTS)	TOTAL O	-Select-	REPAIR COST (DOL	LARS)	PAYMENT TYPE	
					-Select-	
FLUID COST (DOLLARS)		TOTAL COST (DOLL	ARS)			
VENDOROSelect ©Specify						
COMMENTS						

Click the **My Assigned Vehicles** field and choose a vehicle from the drop-down list. The **Vehicle** field will populate automatically. Or, you can add your own **Vehicle** by begin typing the **Unit #** or **Plate #** into the Vehicle field, then select the correct vehicle from the list that appears. It will auto-generate the **Start Miles** for you based on the previous users/your end miles. Select **OK**.

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

Select the **SR** button to create a new **Service Request** for the assigned vehicle. Refer to "Service Request" on the next page for more information.

Vehicles		• Add <u>V</u> ehicle
Plate #	Description	Actions
M12345	SR Unit #5701 2010 - Patrol	e

You may also Add, Edit or Delete equipment assigned to you.

Equipment				
Description	Start Time	End Time	Actions	
RADAR - Smith And Wesson Focus - new radar	07/24/2017 13:37		2	
HANDCUFFS - Ruger Focus - test	07/24/2017 13:37		2	

NOTE: If any Vehicles or Equipment have been taken out-of-service by an Agency Administrator prior to you closing your **ODL**, you will not be

able to close your **ODL** unless the Vehicle and/or Equipment is put back in service. This is why it is important to make sure you close your **ODL** after your shift is complete.

Select the **Update** button on the bottom of the page to save your work.

Service Request

Select the **SR** button to create a new **Service Request** for the assigned vehicle, if applicable.

Vehicles		• Add <u>V</u> ehicle
Plate #	Description	Actions
M12345	SR Unit #5701 2010 - Patrol	2

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 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
<u>Assignment Information</u> ≡ 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	5 🕜 💼
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 261.

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	ı				
DAILY #	STATUS	ASSIGNMENT	Shift		
1	-Select-	-Select-	-Select-		
DATE FROM	DATE TO	POSTED	REPORTING AREA		
	#	-Select-	-Select-		
Officer					
FIRST NAME	Last Name	INTER	RNAL # / BADGE ID		
	Go Back R	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.

	1 result(s)	found			Refine Sear	ch New Sear	ch Post Selected Logs
Posted	Daily # ⊥1	Date ⊥↑	Status ⊥†	Assignment ⊥†	Reporting Area(s)	Officers	Actions
	201901ISP000042	01/22/2019	Open	Officer Daily		Saur, Christine	• 2 1
	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 <a> to view a report.

Select the Edit icon \blacksquare 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 unpost daily logs.

Use the search feature to display a list of logs from which to choose. Refer to "Log Search" on page 252 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 252.

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.

					Refin	e Search New Searc	ch Post Selected Logs
	5 result(s) fo	bund					
Posted	Daily # 💷	Date 11	Status ⊥†	Assignment 11	Reporting Area(s)	Officers	Actions
Posted	201811ISP000039	11/20/2018	Closed	Court Testifying		Wright, Greg	 Image: Image: Ima
	201811ISP000038	11/19/2018	Edit	D42 Test		 Wright, Greg 	 Image: Image: Ima
	201811ISP000037	11/18/2018	Open	D42 Test		Wright, Frank	•
	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, Greg	 Image: Image: Ima
Posted	201811ISP000035	11/12/2018	Closed	ODL RDO Test	ATLN-West	Wright, Greg	 Image: Image: Ima
			Refine Sea	rch New Search	Post Selected Logs		

The selected logs are now **Posted**.

Post Current Log

Search for the daily log you want to post. For more information on searching logs, refer to "Log Search" on page 252.

In the Daily Log Search Results window, click the View icon of in the Actions column of the log you want to post to display the View Daily Log page.

						Refine Search New	Search Post Selected Logs
	1 result(s) found						
Posted	Daily # ↓↑	Date ↓↑	Status ↓1	Assignment 🕸	Reporting Area(s)	Officers	Actions
	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, Gr	eg 💽 💼
Refine Search New Search Post Selected Logs							

On the View Daily Log window select the Post button.

اللہ ھ Assignment Details			Go Back Post Switch to Edit Status Print Report
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 Posted	
	ОК

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 252 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.

	1 result(s) found				F	lefine Search New Search	Post Selected Logs
Posted	Daily # ↓↑	Date ↓↑	Status ↓1	Assignment 🛛	Reporting Area(s)	Officers	Actions
	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, Greg	e
			Refine Searc	ch New Search Pos	t Selected Logs		

Select Un-Post.

≗ 🛱 💩 😑 Assignment Details		Go Back Un-Po	st Switch to Edit Status Print Report
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	
	ОК

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 252 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.

2 🛱 🕫 😑		Go Back	Post Switch to Edit Status Print Report
Assignment Details			
DAILY # 201811ISP000036	STATUS Closed	DATE 11/14/2018	ASSIGNMENT Court Testifying
SHIFT 8-5 Shift	ASSIGNMENT ID 47		
NOTES			

A PDF file downloads to your machine.

Click on the file to open the PDF in a new tab.

gView.pdf		1/1	¢	• ± [
	FOR OF	FICIAL USE ONLY (FOUO)	2018111SP0000	136
HULANA STATE POLICE	India Officer	ana State Police Daily Log Summary		P
	Phone: (317) 8	99 - 8293 Fax: (317) 233 - 3057		
Daily #	Assignment Activity Time	Date Shift	Misc Time	
Notes		• •		
		Officers		
Name		Start Date / Time	End Date / Time	
Wright, Greg		11/14/2018 07:57	11/14/2018 07:58 Hrs	
		Equipment		
Equipment		Start Date / Time	End Date / Time	
Comments:		11/19/2010 09.10		-
asdb				
		Activities		
			lot	
Dispatch	On Scene 11/14/2018 0	7:57 Hrs	clear 11/14/2018 08:02 Hrs	

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.



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.

Edit Officer

OFFICER
Saur,Christine - #SAUR111

ON TIME

01/22/2019 0924

OFF TIME

Close Ok

If you clicked Yes, an Edit Officer window appears.

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						
2 🛋 🕯 🗮			Go Back	Post Switc	h to Edit Statu	s Print Report
Assignment Detail	S					
DAILY #	S TATUS		DATE		ASSIGNMENT	
201901ISP000042	Closed		01/22/2019		Officer Dai	ily
Shift	ASSIGNMENT I	D				
8-5 Shift	53					
Notes						
Officers						
Badge #	Name	On Dat	On Date/Time		Off Date/Time	
SAUR111	Saur , Christine	01/22/2	/2019 09:24 01		1/22/2019 15:30	
Vehicles						
License VIN	Description	Start Mileage	End Mileage	Total Miles	Costs	Comments
	2015 TOYOTA(TOY Highlander	′o)				
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.



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 243.



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 252.

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.

Records Management / Da	ily Log Search				
Officer Daily Log Search					
DAILY #	STATUS	ASSIGNMENT		Shift	
	-Select-	-Select-	•	-Select-	•
DATE FROM	D ATE T O	POSTED		REPORTING AREA	
	#	-Select-	٣	-Select-	•
Officer					
First Name	LAST NAME		INTERNAL	# / BADGE ID	
	Go Back	Reset Search			

Enter the search criteria then select **Search** to display the search results. For more information on searching, refer to "Log Search" on page 252.

	1 result(s)	found			Refine Sear	ch New Sear	Post Selected Logs
Posted	Daily # L1	Date ⊥î	Status ⊥î	Assignment 11	Reporting Area(s)	Officers	Actions
	201901ISP000042	01/22/2019	Open	Officer Daily		Saur, Christine	• 6 1
		Refin	e Search	New Search Post	Selected Logs		

Select the Edit icon \blacksquare in the results window to open the log in edit mode.

				Exit Log Help	/ Tips Close Log
2 <u>A</u> ssignment Informat	ion 🗮 Activi	ty Log			
DAILY #		STATUS		ASSIGNMENT	
201812ISP000040		Edit	•	Officer Daily	•
DATE		Shift			
12/18/2018	曲	4-1 Shift	¥		
NOTES					
Testing a new Officer	Daily Log.				
REPORTING AREAS					
× ATLN-West					
Officers					• Add Officer
Badge # Na	me	On Time	Off Time	e	Actions
SAUR111 Sau	ır, Christine	12/18/2018 13:20	12/18/20)18 14:48	2

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 247.

For more information on the Activity Log tab, refer to "Activity Log Tab" on page 251.

For more information on closing the daily log, refer to "Exit or Close Daily Log" on page 258.

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. 1. Dates and Times	^
When entering <i>end</i> 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	ne
amount of time spent and press the TAB key to have the application compute the difference. 2. 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 - t indicate what has to be included, and what must be excluded. You can also use brackets to specify certain phrase must be included.	o a
For example, the query -person + [business check] indicates the word "person" must NOT be included	~
С	iose

Click **Close** to close the window.

Chapter 14. 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 standard Caliber video-based learning to all users and optionally, agency-specific videos. Videos can also be configured to pop-up on a certain page when a feature is enabled.

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 266.

- Provides the ability to watch videos more than once.
- Ability to enforce required training.
- Provides a history of e-training participation.

Video Rules and Requirements

- Agency must have the **Online Training** feature turned on and configured to get the pop-up (required) videos. Contact Caliber Public Safety to turn on and configure this feature.
- Agency must enable this feature on the agency profile for users to have access to non-standard 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 271.

For more information on **Training Videos Library**, refer to "Training Videos Library" on page 266.

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 can be 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.

Grouping happens when the pop-up option is turned on and the agency administrator configures specific videos to pop-up on a specific page.

For example, if the agency administrator turns the feature on and they configure the Incident Category video to pop-up on the Incidents page, the Incident Category page displays under the Incidents category.

This the pop-up feature is not turned on, all videos appear under the Other Videos category.

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)

Training Videos Library									
Training Videos	Only Show Videos Added in Last	10	Day(s)	Only Show	-Select-	۳	Videos	Reset	Filter

- 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.

Training Videos Library					
Training Videos	Only Show Videos Ad	ded in Last 10	Day(s) Only Sh	now -Select-	Videos Reset Filter
Other Videos					
PUBLI		PUBLI	SAFETY	PUBLI	SAFETY
Other - No Page		Other - No Page		Other - No Page	
Incidents - Approval Proc	cess	Incidents - Names		Incidents - Report Stat	tus
10 Day(s) Ago	Watched	10 Day(s) Ago	Unwatched	10 Day(s) Ago	Unwatched

Show Watched or Unwatched Videos

Training Videos Library								
Training Videos	Only Show Videos Added in Last	10	Day(s)	Only Show	-Select-	Videos	Reset	Filter
Other Videos					-Select- Unwatched Watched			

- 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.

Training Videos Library								
Training Videos	Only Show Videos Added in Last	10	Day(s)	Only Show	Watched	▼ Video	s Reset	Filter
Other Videos								
	Other	- No Page nts - Approval Process	er					
	10 0	Day(s) Ago	Wato	hed				
		Go Back						

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 266.
- 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.

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**.

PUBLISAFE	er
Other - No Page	
Incidents - Smart Search	
10 Day(s) Ago	Watched

Chapter 15. Reports

Reports Overview

A **Report** returns a set of data in a structured format, so the information is easy to view, follow, and understand. Online RMS offers a variety reports that can be viewed and printed, such as Incident Reports, User Reports, and NIBRS Reports to name a few. Some reports may include charts or graphs that summarize data at a glance.

Available reports vary by agency and permissions. 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.



Page down to the bottom and select the Output Type from the drop-down list.

Output Type	
Select An Output Type	
PDF File	~

Click the Run Report button.

The report file downloads to your local machine.

Chapter 16. Manage Agencies

Manage Agencies Overview

To access this option from the Online RMSHome page, perform one of the following tasks:

- Click on the Administration icon/label to display the drop-down menu and select the **Agencies** option.
- Click the Administration icon/label to open the *Administration Home* page and click the **Agencies** icon.

For System Administrators, the Manage Agencies page displays as shown here.



- Click **Add Agency** on the top right of the page to open an empty *Agency Profile* page where you can complete fields as needed to add another agency to your schema. Refer to "Add Agency" on page 335 for more information.
- Click **[edit]** next to an agency name to open the existing *Agency Profile*. Refer to "Agency Profile" below for details.

Agency Profile

From the *Manage Agencies* page, click **[edit]** next to an agency to open the *Agency Profile* page for that agency. The *Agency Profile* contains up to six tabs. You may or may see all tabs, depending on your permissions.

					Go Back Upda
Agency Information - Ang Police Department	Sub Agency	Agency Organizatio	n Number Generation	Quick Links	Agency Settings
Agency Information					
Agency Internal Code		ORI Nu	MBER		
ANGPD					
AGENCY DISPLAY CODE		WEBSITE			
ANGPD					
AGENCY CODE DISPLAY TEXT		PHONE			
Ang Police Department		415-8	88-9999		
AGENCY TYPE		Fax			
Police Agency		•			
TIME ZONE		INCIDEN	REPORT HEADER DISPLAY		
(GMT-06:00) Central Time(US and Canad	a)	•			
Agency Administrators					
ADD USER					
Select User		Add			

The **Agency Information** tab is the first tab (far left) on the *Agency Profile* page. If another tab is in front, click the **Agency Information** tab to bring it to the front. "Agency Information Tab" below for more information.

Agency Information Tab

The Agency Profile has five tabs, defaulting to the Agency Information tab.

	_				
Agency Information - Ang Police Department	Sub Agency	Agency Organization	Number Generation	Quick Links	Agency Settings
Agency Information					
AGENCY INTERNAL CODE		ORI NUMB	ER		
ANGPD					
AGENCY DISPLAY CODE		WEBSITE			
ANGPD					
AGENCY CODE DISPLAY TEXT		PHONE			
Ang Police Department		415-888	-9999		
AGENCY TYPE		Fax			
Police Agency		•			
TIME ZONE		INCIDENT RI	EPORT HEADER DISPLAY		
(GMT-06:00) Central Time(US and Canada	a)	T			
Agency Administrators					
ADD USER					
Select User		Add			

The Agency Information tab has twelve sections, depending on your permissions:

Agency Information

This section is used to record and maintain identification and other information data specific to the agency. The data recorded here is printed under the badge/logo on the incident reports.

Agency Administrators

This section is comprised of a grid or table listing all agency administrators. When agency administrators are listed, click in the **Actions** column to open the *Manage User* page for the agency administrator listed in that row. The *Manage User* page allows you to enter/edit profile information, security settings, preferences, subscriptions, and employee information for the selected user. ("Manage Users" on page 337 for more information.)

To add an agency administrator, select a user from the drop-down box and click **Add**.

Agency User Subscriptions

Agency administrators can easily track end-user subscriptions by monitoring the allocation and usage of user subscriptions. Caliber Admins enter user subscription limits when a new agency is added to Online RMS, and subscription limits are updated when your agency purchases additional user subscriptions.

This section is read-only to agencies. The *Manage Subscription Counts* link is accessible to Caliber Admin staff only.

Agency User Subscriptions O Manage Subscription Co					
Subscription Type	Allocated	Actual	Difference		
Full Time	10	0	10		
Part Time	10	0	10		
Reserve	10	0	10		
Full Time Non-Sworn	10	0	10		
Part Time Non-Sworn	10	0	10		
View Only	10	0	10		
TOTAL	60	0	60		

Note: If your agency's user subscription allowed limit has been reached, you receive a warning stating the maximum number has been reached and to contact support to add additional subscriptions, or deactivate an existing user account. For more information on User Subscriptions, refer to "Agency Information Tab" on the previous page.

You have reached the maximum number of active named user accounts for your Organization. Please contact support to add additional user accounts or deactivate an existing user account.

Features

The section enables Online RMS personnel to enable the features.

Search Interfaces

This section allows the agency to select interfaces to use. The <u>Setup User Search</u> <u>Interface Access</u> link opens the <u>Setup User Search Interfaces</u> page where you can select screens from the drop-down selection list (or leave the default values as is) and select available search interfaces from the drop-down selection list.

Search Interfaces	
SELECT SEARCH INTERFACES	
× InterAct (Tab) × LEAP Quick Search (Tab) × Jail Tracker: Person In Jail (Tab)	
Setup User Search Interface Access	

Attachment Interfaces

Jail Tracker - Facilities to Search

State Submissions Configuration

Miscellaneous

This section is used to set up LEA Security Level and LEA CASE Update Days and other miscellaneous information. It is also used to select NIBR City Indicators from the **Available** box and moved them to the **Selected** box. An administrator with the appropriate permissions can use the arrows to move available features

NIBR City Indicator

Address Information

This section is used to edit/maintain agency address information and set the Geo Code (latitude and longitude values) for the agency address.

Agency Logo

This section is used to upload and display an image of the agency logo. This logo appears on printed incident reports.

Sub Agency Tab

A sub agency is one for which the primary agency dispatches in response to calls for service. The **Sub Agency** tab is used to add sub agencies and to delete them.

Use the following procedure to add a sub agency.

- 1. Access the Agency Profile page for the primary agency.
- 2. Click the Sub Agency tab, the second from the left tab.

Agencies / Sub Agencies					
					Go Back
Agency Information - Ang Police Department	Sub Agency	Agency Organization	Number Generation	Quick Links	s Agency Settings
					Add Sub Agency
Show 10 ¢ entries					Search:
Sub Agency	ti Sub Agei	ncy Type		11	Actions
		No data available ir	n table		
Showing 0 to 0 of 0 entries					Previous Next

3. Click the Add Sub Agency link to open the Add Sub Agency window.

Add Sub Agency	
SUB AGENCY	
ANGTESTAGENCY	~
Түре	
- Select -	~
	Cancel Save

- 4. Click 💌 to the right of the **Sub Agency** field and select an agency.
- 5. Click I to the right of the **Type** field and select an agency type.
- 6. Click **Save** to close the window and return to the **Sub Agency** tab of the *Agency Profile* page with the new sub agency listed.

Agency Organization Tab

Agency Organization is the third tab from the left on the *Agency Profile* page. If another tab is in front, click the **Agency Organization** tab to bring the *Agency Organization Entry* page to the front as shown in the following example.

		Go Back Upda
Agency Information - Ang Police D	Department Sub Agency Age	ncy Organization Number Generation Quick Links Agency Settings
Current Org Settings		Edit Org Settings
LEVEL	В оот	LEVEL ROOT
ID	Users / Assignments	ID USERS / ASSIGNMENTS
PARENT Indiana State Police	Is GEOGRAPHIC	PARINT IS GEOGRAPHIC
RESTRICT SELF ASSIGNMENT Default	Access Restricted	Restrict Self Assignment Access Restricted
RESTRICT CASE SHARING		Default Restrict Case Sharing
		Default
Jisplay Header Use this field to specify a u Display Header from one o organization's children org	inique display header that may ar f this organization's parents may anization units.	ppear on reports and screens for this organization unit. If this is omitted, a be used, if it is included, this display header may be inherited by this
CURRENT DISPLAY HEADER (THIS OR	g Unit)	Active Display Header (This Org Unit Or a Parent) Ang Police Department
EDIT DISPLAY HEADER		
Ang Police Department		
Route Settings		
Edit Route Settings		
		Go Back Update

This tab is used for statewide configurations. To share data with agencies outside of your State, contact Caliber Support to configure this ability. The parent agency is made a root agency then the regions or districts are configured as child agencies. This function is configured by Caliber Admins only. Then the Header can be configured to show the agency's name.

Note: To share data with agencies outside of your State, contact *Caliber Support* to configure this ability.

The top panel is used to set and maintain organization settings.

Current Org Settings: Display the current settings.

Edit Org Settings: Provide fields and boxes to use for editing organization settings.

The bottom panel is used to specify a unique display header.

Display Header – This field is used to specify a unique display header that may appear on reports and screens for this organization unit.

Current Display Header (This Org Unit)

Edit Display Header: Use this text field to edit the display header.

Active Display Header (This Org Unit Or a Parent)

Route Settings:

Edit Route Settings link opens the Agency Route Settings page where you can select the appropriate value for Case Management Review, Field Arrest Submit, Impound Submit, and Pending Approval.

CASE MANAGEMENT REVIEW	Go Back Save
User Agency	~
FIELD ARREST SUBMIT	
User Agency	~
IMPOUND SUBMIT	
User Agency	~
PENDING APPROVAL	
User Agency	~

Click **Save** to save new settings; click **Go Back** to return to the Agency Organization Entry page.

Number Generation Tab

The **Number Generation**tab is the fourth tab on the *Agency Profile* page. The **Number Generation** tab is used to set up and format automatic number generation for system forms and reports.

Add Number Generation

Beginning with Online RMS 11.3.2, agencies can create *Community Reporting* public forms using the *Custom Forms* module, making the forms available to the public via the agency's website. Publicly available custom forms require an active **Number Generation** format.

For more information about *Community Reporting* public forms, refer to "Community Reporting with Custom Forms" on page 1.

Use the following procedure to add a number generation for a type of form/report.

1. On the *Administrative Home* page, click the **Agencies** icon to display the *Manage Agencies* page.

- 2. Click [edit] in the same row as an agency listing to open the Agency Profile page for that agency.
- 3. On the *Agency Profile* page, click the **Number Generation** tab to bring it to the front as shown.

							Go Back	
Agency Information - Olive Branch Police I	Department Sub Agency	Agency Organization	Number Generation	Quick Links	Agency Settings			
Indicates # is currently in use 🗌 Hide Expired								
Turne	Format	Next Number	Dissekelder	Effective	Data	End Data	Antinen	
туре	Format	Next Number	Placenoider	Effective	Date	End Date	Actions	
Dispatch #	YYYY00000000	1	•	1/1/11 1	2:00:00 AM		2 0	
Dispatch #	YYYY00000000	1	-	1/1/11 1	2:00:00 AM			
Evidence Audit Report #	YYYYIR000	1	•	1/1/11 1	2:00:00 AM		2 0	
Evidence Audit Report #	YYYYIR000	1		1/1/11 1	2:00:00 AM		2 0	
Incident	YYYY00000000	1		1/1/11 1	2:00:00 AM		2 0	
Incident	YYYY00000000	1		1/1/11 1	2:00:00 AM		20	
LEA Case Number	0000YY	1	•	1/1/11 1	2:00:00 AM		2	
Officer Daily Log #	YYMMIR0000	1	-	1/1/11 1	2:00:00 AM		1	

4. Click the Add Number Generation link on the top right, immediately under the tab headers to open the Number Generation form.

Number Generation		
ТУРЕ		FORMAT
Warrant	~	000YYYYMM 🗸
PLACE HOLDER		NEXT NUMBER
-		1
EFFECTIVE DATE		END DATE
04/01/2019	#	#
		Close Save

5. In the selection field under the **Type** column, click and select a type (for example, Dispatch, Incident, or Officer Daily Log #) from the list.

Note: If using the *Create Incident* option from publicly available custom forms, select *Incident* as the **Type**.

6. In the select format field under the **Format** column, click and select a format from the list.

Zeros represent the number of digits in each Next Number; the IR Value is whatever value you choose (one or more letters, numbers, symbols, and so forth – or nothing at all); YY indicates a two digit representation of the year; YYYY represents a four digit representation of the year; and MM represents a two digit representation of the month.

- **Note:** If using the *Create Incident* option from publicly available custom forms and users manually enter the Incident Number from Caliber CAD, select a **Format** that matches the **Tracking Number** format configured in Caliber CAD.
- 7. Enter the Place Holder.
 - **Note:** If using the *Create Incident* option from publicly available custom forms, enter a **Place Holder** such as **CR**. This placeholder value replaces the **IR** value in the selected format.
- 8. In the **Next Number** field, type the beginning number for this series of numbers (e.g. 1).
 - **Note:** If using the Create Incident option from publicly available custom forms and users manually enter the Incident Number from Caliber CAD, enter **0** (zero) as the **Next Number**.
- 9. In the **Effective Date** field, use the calendar tool to specify a beginning date.
- 10. Optionally, use the calendar tool to specify an End Date.
- 11. Click Save to add this generation of numbers.
 - **Note**: You cannot create a number generation when a valid, unexpired already exists. You can edit an existing entry to add an expiration date, then create a new one to pick up where the last one left off.

Edit Number Generation

Use the following procedure to edit a number generation.

- 1. On the Administrative Home page, click the **Agencies** icon to display the Manage Agencies page.
- 2. Click [edit] on the same row as an agency listing to open the Agency Profile page for that agency.
- 3. On the *Agency Profile* page, click the **Number Generation** tab to bring it to the front as shown.

							Go Back
Agency Information - Olive Branch Police I	Department Sub Agency	Agency Organization	Number Generation	Quick Links	Agency Settings		
Indicates # is currently in use	Hide Expired					Ac	d Number Generation
Turne	Format	Next Number	Placebolder	Effective	Data	End Date	Actions
Dimetels #	Vanavagagagaga	Next Humber	Flacenoider	1/1/11.1	2.00.00 414	Life Date	
Dispatch #	****0000000	1	-	1/1/11 1	.2:00:00 AM		2 0
Dispatch #	YYYY00000000	1	-	1/1/11 1	2:00:00 AM		B
Evidence Audit Report #	YYYYIR000	1	•	1/1/11 1	2:00:00 AM		6
Evidence Audit Report #	YYYYIR000	1		1/1/11 1	2:00:00 AM		2
Incident	YYYY00000000	1		1/1/11 1	2:00:00 AM		2 0
Incident	YYYY00000000	1		1/1/11 1	2:00:00 AM		2 0
LEA Case Number	0000YY	1	•	1/1/11 1	2:00:00 AM		6
Officer Daily Log #	YYMMIR0000	1	-	1/1/11 1	2:00:00 AM		6

- 4. Locate the listing of the number generation that you want to edit in the **Number Generation** grid.
- 5. Click in the Actions column to the far left in the same row as the listing to pull the details of that record into the fields at the bottom of the page as shown.

Number Generation	
Түре	FORMAT
Warrant 🗸	000YYYYMM 🗸
PLACE HOLDER	NEXT NUMBER
-	1
EFFECTIVE DATE	END DATE
04/01/2019	#
-	
	Close Save

- 6. Make changes as needed. (Use the drop-down selection lists and calendar icons where available to ensure consistency and accuracy.)
- 7. Click Save to save the changes and refresh the display with the new values.

Delete Number Generation

Use the following procedure to delete a number generation record.

- 1. On the *Administrative Home* page, click the **Agencies** icon to display the *Manage Agencies* page.
- 2. Click [edit] the same row as an agency listing to open the Agency Profile page for that agency.

- 3. On the *Agency Profile* page, click the **Number Generation** tab to bring it to the front as shown.
- 4. Locate the listing of the number generation that you want to delete in the **Number Generation** grid.
- 5. Click to the far left in the same row to display the prompt, Are you sure?
- 6. Click Yes to confirm deletion and close the window.

The listing no longer appears in the Number Generation grid.

Quick Links Tab

Access the Agency Profile page for any agency from the Manage Agency page. The Quick Links tab is the fourth (from the left) on the Agency Profile page. If another tab is in front, click the **Quick Links** tab to bring it to the front as shown in the following example.

Agencies / Quick Links					
					Go Back
Agency Information - Ang Police Department	Sub Agency	Agency Organization	Number Generation	Quick Links	Agency Settings
County Internal Links					
Quick Link		Category		Agency	
Address		Default Links			
INVENTORY		RMS			
View CAD Calls		RMS			
Agency Internal Links					 Add Agency Internal Quick link
County External Links					
Quick Link			Agency		
State Statutes					
Agency External Links					• Add Agency External Quick link
		Go Back Upda	ate		

- "Edit Quick Link" on the next page for instruction on editing an existing quick link.
- "Add Quick Link" on the next page for instruction on creating a new quick link.

Edit Quick Link

On the Agency Quick Links page, use the following procedure to edit an agency quick link.

From the Agency Internal Quick Links grid or the Agency External Quick Links grid, click in the Action column in the same row as the link to be edited.

The Edit Agency Internal Quick Link or the Edit Agency External Quick Link window displays.

- 2. Make changes to the field content as needed.
- 3. Click **Update** to save the changes, close the window, and return to the *Agency Quick Links* page.

Add Quick Link

Use the following procedure to add a quick link.

- 1. Determine if you want to add an internal quick link or an external quick link.
 - Click <u>Add Agency Internal Quick Link</u> to open the Add Agency Internal Quick Link window.

Internal Quick Link	
QUICK LINK NAME	
INK	
Select Link	~
CATEGORY	
Default Links	~
AGENCY	
State of Mark	
	Cancel Save

• Click the <u>Add Agency External Quick Link</u> to open the <u>Add Agency External Quick</u> Link window.

External Quick Link	
LINK NAME	
URL	
AGENCY	
State of Mark	
	Cancel Save

- 2. Complete all the fields on the window.
- 3. Click Save.

Agency Settings

Agency Settings is the fifth (from the left) tab on the *Agency Profile* page. If another tab is in front, click the **Agency Settings** tab to bring it to the front as shown in the following example. Refer to "Agency Profile" on page 279 for instructions on accessing the *Agency Profile*.

Agency Organization	Number Generation	Quick Links	Agency Settings	Go Back
Agency Organization	Number Generation	Quick Links	Agency Settings	
vity Tables		Other Tables	5	
Activity Codes Activity Templates Time Categories	0 0 0	 Q. Evider Q. Evider Q. Evider ✓ Report ✓ Towin ▲ Judge 	nce Locations nce Destinations ting Areas Ig Companies	1 1 0 23 16
nty & Township Tables			Locations se Codes	0
County Codes Township Codes	0	 Case 0 Screet ✓ Vehici Narra Case 1 Case 1 Searci Gase 1 Maint 	Officer Groups ning Questions le Location Codes tive Templates Routing h Options Values	0 0 0
m	Activity Codes Activity Templates Time Categories ty & Township Tables County Codes Township Codes	Activity Codes 0 Activity Templates 0 Time Categories 0 ty & Township Tables County Codes 0 Township Codes 0	Activity Codes 0 Activity Templates 0 Time Categories 0 ty & Township Tables ∞ County Codes 0 Township Codes 0 Ownship Codes 0 Screet ∞ We Note ∞ Outy Codes 0 Screet ∞ We Note ∞ API Ke ∞	Activity Codes 0 Activity Templates 0 Time Categories 0 Image: Construction of the second

This page consists of five panels, each of which contains links to specific areas of the Online RMS application. Assignment Set Up and Activity Tables are used in the Officer Daily Module. Calls for Service Tables are used only in the Calls for Service module. The County & Township Tables and Other Tables are self explanatory. Each of these tables is described in a separate topic as listed.

Assignment Setup Panel – "Assignment Set up" on the next page.

Activity Tables Panel - "Activity Tables" on page 300.

Calls for Service Tables Panel – "Calls for Service Tables" on page 306.

County and Township Tables Panel - "County and Township Tables" on page 310.

Other Tables Panel – "Other Tables" on page 313.

Assignment Set up

The **Assignment Setup** panel contains four links to the *Officer Daily Log Administration* page which contain several tabs of information. Each link in the **Assignment Setup** panel display a total record count of information that exists in particular tabs of the *Officer Daily Log Administration* page.

Assignment Setup					
▦	Assignment Shift Codes	2			
2	Assignment Codes	2			
Ť	Agency Vehicles	1			
56	Agency Equipment	0			

ficer Daily	y Log Administratio	n					Go Ba
Ang Police	Department Configuratio	on					
Config	Assignment Codes	Activity Codes	Activity Templates	Time Category Codes	Shift Codes	Vehicles	Equipment
Codes	s configured by admin nistering.	nistrators which a	re not specific to any	/ agency will also be av	ailable to the a	gency you a	ire
For ea tab. Y	ach code table listed l ou will only be able t	here, you can viev o add/edit/remov	v every single code ti ve codes that are exc	his agency has access to lusive to the agency yo	by selecting t ur are adminis	he "effective tering.	e codes"
Agency	Configuration						
Use Lates	T ACTIVITY TIME WHEN E	NTERING NEW ACTIVIT	TES				
Yes							•
			Sav	e			

For example, the Assignment Shift Codes in the **Assignment Setup** panel ties to the Shift Codes tab of the *Officer Daily Log Administration* page. If two entries in the Shift Codes tab exist, then the number 2 appears to the right of the Assignment Shift Codes in the **Assignment Setup** panel.

Officer Daily Log Administration Go Back Activity Codes Activity Templates Time Category Codes Assignment Codes Vehicles Equipment Exclusive Agency Codes Effective Agency Codes + Add Shift Code Two entries Show 10 \$ entries Search: Code Description Actions Active PATROL3RD Patrol Midnight - 8AM Shift No Î PATROLDDAYSHIFT Patrol 8 AM - 4 PM No 6 Previous 1 Next Showing 1 to 2 of 2 entries

Assig	Assignment Setup				
曲	Assignment Shift Codes	→2			
٢	Assignment Codes	2			
Ť	Agency Vehicles	1			
56	Agency Equipment	0			

Assignment Shift Codes

Click the <u>Assignment Shift Codes link</u> link to open the Officer Daily Log Administration page, then click on the **Shift Codes** tab.

cer Dai	er Daily Log Administration Go							
ate of Ma	ark Configuration							
Config	Assignment Codes	Activity Co	odes Activity Temp	olates Tim	e Category Codes	Shift Codes	Vehicles	Equipment
Exclu	sive Agency Codes	Effectiv	ve Agency Codes					
							e	Add Shift Code
Show	10 \$ entries					Searc	ch:	
Code		†↓	Description			11 Active	ţ1	Actions
PATROL3RD Patrol Midnight - 8				AM Shift		No		2
PATROLDDAYSHIFT Patrol 8 AM - 4 PM						No		Z
							Dentis	1 1

• Click *in the Actions* column to open the *Edit Shift Code* window.

Edit Shift Code		
DESCRIPTION		
	Close	Save

- Change field content as needed.
- Check the Active box to activate/deactivate the code. (If a code is active, Yes displays in the Active column to the right of that code listing on the Assignment Shift Codes page, if not, No displays.)
- Click Save to update the assignment shift code and close the window; click Close to cancel changes and close the window.
- Click 💼 in the Actions column to delete the record listed in the same line.

Note: A record that has been used cannot be deleted. It can only be edited or made inactive.

 Click the Add Shift Code button to open the Add Assignment Shift Code window to add an assignment shift code.

New Shift Code	
CODE	
DESCRIPTION	
Active	
	Close Save

- Complete the Code and Description fields. Shift Code must be UPPERCASE.
- Check the Active box to activate the code. (If a code is active, Yes displays in the Active column to the right of that code listing on the Assignment Shift Codes page, if not, No displays.)

- Click **Save** to add the assignment shift code and close the window; click **Close** to cancel and close the window.
- Click **Go Back** to close the Assignment Shift Codes page and return to the Agency Settings page.

Assignment Codes

Click the <u>Assignment Codes</u> link to open the Officer Daily Log Administration page, then click on the **Assignment Codes** tab.

er Daily Log Administration Go							
ate of Mark Configuration							
Config Assignment Code	s Activity Codes	Activity Templa	ates Time C	ategory Codes	Shift Codes	Vehicles	Equipment
Exclusive Agency Codes	Effective Agency Coo	les					
						► Add Æ	Assignment Code
Show 10 + entries					Searc	Add A	Assignment Code
Show 10 Assignment Code 1	Description	Category 1	Module 14	Minimum Sta	Searc	→ O Add A ch: Active î↓	Assignment Code Actions
Show 10 + entries Assignment Code 1 FOOT_TRAIN	Description 14 Foot Patrol	Category 11	Module 14	Minimum Sta	Searc	Add A ch: Active 11 Yes	Assignment Code Actions
Show 10 + entries Assignment Code 1 FOOT_TRAIN TRAFFIC_TRAIN	Description 11 Foot Patrol ATLN Training	Category 11 Training	Module 14	Minimum Sta No No	Search ffing 12 ,	Add A	Assignment Code Actions C C 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

• Click in the Actions column to open the Edit Assignment Code window.

Edit Assignment Code	
CODE FOOT_TRAIN DESCRIPTION Foot Patrol	
ACTIVE MINIMUM STAFFING	
MODULE	
O Officer Daily Log O Scheduling	
CATEGORY	
Training	
	Close Save

- Change field content as needed.

- Click Save to update the assignment shift code and close the window; or click
 Close to cancel changes and close the window.
- Click 💼 in the Actions column to delete a record listed.

Note: A record that has been used cannot be deleted. It can only be edited or made inactive.

 Click the Add Assignment Code button to open the Add Assignment Code window to add an assignment code.

New Assignment Code	
CODE	
ACTIVE	
MODULE O Officer Daily Log O Scheduli	NG
CATEGORY -Select-	
	Close Save

- Complete the Code. Enter letters and/or numbers. Letters must be in UPPERCASE.
- Add a **Description**
- Check the Active box or leave it blank to make it inactive.
- Optionally click Minimum Staffing.
- Optionally select one **Module**.
- Optionally select a **Category** from the list.
- Click Save to add the assignment code and close the window; or click Close to cancel and close the window.

• Click **Go Back** to close the Assignment Codes page and return to the Agency Settings page.

Agency Vehicles

Click the <u>Agency Vehicles</u> link to open the *Officer Daily Log Administration* page, then click on the **Agency Vehicles** tab.

er Daily Log Administration Go B									
ate of Mar	k Configurati	on							
Config	Assignment	Codes	Activity Codes	Activity Template	s Time	Category Codes	Shift Codes	Vehicles	Equipment
Agenc	y Vehicles	Effe	ctive Agency Ve	hicles					
									Add Vehicle
Show 1	.0 \$ entr	ies					Sea	rch:	
Year ↑↓	Make î	Model	ti VIN	ti Lie	ense 11	Description	ţ1	Active î	Actions
2010			V123456234	337HZK33 2H	IT4U	Marked Patrol U	Jnit - Black	Yes	2
Showing	1 to 1 of 1	entries						Previ	ous 1 Next

• Click in the Actions column to open the Update Agency Vehicle window as shown.

Agency Vehicle	
YEAR	VIN
2010	V123456234337HZK33
Маке	MODEL
LICENSE	UNIT #
2HT4U	
ACTIVE	
\checkmark	
DESCRIPTION	
Marked Patrol Unit - Black	
	Close Save

- Change field content as needed.
- Check the Active box to activate the vehicle. (If a vehicle is active, Yes displays in the Active column to the right of that code listing on the Agency Vehicles page, if not, No displays.)
- Click Save to update the vehicle record and close the window; click Close to cancel changes and close the window.

• Click in the Actions column to delete the record listed in the same line.

Note: A record that has been used cannot be deleted. It can only be edited or made inactive.

Click the Add Vehicle button to open the Add Agency Vehicle window to add a vehicle.

Agency Vehicle	
YEAR	VIN
Маке	MODEL
E	E
LICENSE	UNIT #
ACTIVE	
\checkmark	
DESCRIPTION	
	Close Save

- Complete fields.
- Click Save to add the vehicle and close the window; click Close to cancel and close the window.
- Click Go Back to close the Agency Vehicles page and return to the Agency Settings page.

Agency Equipment

Click the <u>Agency Equipment</u> link to open the Officer Daily Log Administration page, then click the **Agency Equipment** tab.

cer Dali	y Log Administra	ition				Go
tate of Mai	rk Configuration					
Config	Assignment Codes	Activity Codes	Activity Templates	Time Category Codes	Shift Codes	Vehicles Equipment
Agend	cy Equipment	Effective Agency	Equipment			
						Add Equipment
Show	10 💠 entries				Search:	
Туре	î↓ Serial #	11 Make	11 Model	11 Description	11 Active	11 Actions
			No data avail	able in table		
Showing	g 0 to 0 of 0 entries					Previous Next

- Click *in the Actions column to open the Update Agency Equipment window.*
 - Change field content as needed.
 - Check the Active box to activate the equipment. (If the equipment is active, Yes displays in the Active column to the right of that code listing on the Agency Equipment page, if not, No displays.)
 - Click Save to update the agency equipment record and close the window; click
 Close to cancel changes and close the window.
- Click 👼 in the Actions column to delete the record listed in the same line.

Note: A record that has been used cannot be deleted. It can only be edited or made inactive.

 Click the Add Equipment button to open the Add Agency Equipment window to add equipment.

Agency Equipment		
Түре		SERIAL NUMBER
-Select-	~	
Маке		MODEL
ACTIVE		
DESCRIPTION		
		Close Save

- Complete fields.

- Click Save to add the equipment and close the window; click Close to cancel and close the window.
- Click **Go Back** to close the *Agency Equipment* page and return to the *Agency Settings* page.

Activity Tables

The Activity Tables panel contains three links, each of which is described below.

Activity Codes

Click the <u>Activity Codes</u> link to open the *Officer Daily Log Administration* page, then click on the **Activity Codes** tab.

cer Daily Log Administration Go							
ate of Mark Configuration							
Config Assignment Codes Ac	tivity Codes Activity Tem	plates Time Category Codes	Shift Codes V	ehicles Equipment			
Exclusive Agency Codes Effective	ve Agency Codes						
				Add Activity Code			
Show 10 + entries			Se	arch:			
Activity Code	14 Description		11 Active	11 Actions			
ANIMAL	Animal Com	plaint	Yes	6			
PARKING	Parking Com	iplaint	Yes	6			
Showing 1 to 2 of 2 entries				Previous 1 Next			

• Click in the Actions column to open the Edit Activity Code window as shown.

Edit Activity Code			
DESCRIPTION			
Animal Complaint			
		Close	Save

- Change field content as needed.

- Check the Active box to activate the code. (If a code is active, Yes displays in the Active column to the right of that code listing on the Activity Codes page, if not, No displays.)
- Click Save to update the activity code and close the window; click Close to cancel changes and close the window.
- Click 💼 in the Actions column to delete the record listed in the same line.

Note: A record that has been used cannot be deleted. It can only be edited or made inactive.

 Click the Add Activity Code button to open the New Activity Code window to add an activity code.

New Activity Code	
CODE	
DESCRIPTION	
	Close Save

- Complete the Code and Description fields. The Code must be UPPERCASE.
- Check the Active box to activate the code. (If a code is active, Yes displays in the Active column to the right of that code listing on the Activity Codes page, if not, No displays.)
- Click Save to add the activity code and close the window; click Close to cancel and close the window.
- Click **Go Back** to return to the Agency Settings page.

Activity Templates

Click the <u>Activity Templates</u> link to open the *Officer Daily Log Administration* page, then click on the **Activity Templates** tab.

		_					1
Config Assignment Co	des A	ctivity Codes	Activity Templates	Time Category Codes	Shift Codes	Vehicles	Equipment
Exclusive Agency Co	odes	Effective Age	ency Codes				
						🕀 Add Acti	vity Template
Show 10 \$ entries					Search:		
Activity Code	t↓	Description	1	1↓ Active 1↓	Activities	11 🗛	tions

• Click I in the Actions column to the right of the activity template that requires another activity to open the Add Activity To Template window as shown.

Template Activity		
TEMPLATE CODE		
10		
ACTIVITY		
Animal Complaint		~
COUNT		
0		
	Close	Save

- Select the appropriate activity code.
- Complete the **Count** field. A number goes here is for a template for a recurring activity that occurs at the agency, for example, for downtown building checks, the number could be 5 to indicate that five buildings are checked.
- Click Save to add the activity code and close the window; click the X in the upper right corner of the window to cancel and close the window.
- Click C in the Actions column to the right of the template requiring changes to open the Edit Template window as shown.

Activity Template	
TEMPLATE CODE	
10	
DESCRIPTION	
Downtown Checks	
	Close Save

- Change field content as needed.
- Check the Active box to activate the code. (If a code is active, Yes displays in the Active column to the right of that code listing on the Activity Templates page, if not, No displays.)
- Click Save to add the activity code and close the window; click the X in the upper right corner of the window to cancel and close the window.
- Click in the **Actions** column to delete the template listed in the same line. A system message, *Activity Template Deleted Successfully*, confirms the deletion of the template.

Note: A record that has been used cannot be deleted. It can only be edited or made inactive.

Click the Add Template button to open the Add Template window to add an activity template.

Activity Template	
TEMPLATE CODE	
DESCRIPTION	
ACTIVE	
	Close Save

 Complete the Template Code and Description fields. The Template Code must be in UPPERCASE.

- Check the Active box to activate the code. (If a code is active, Yes displays in the Active column to the right of that code listing on the Activity Templates page, if not, No displays.)
- Click Save to add the template code and close the window; click Close to cancel and close the window.
- Click **Go Back** to return to the Agency Settings page.

Time Categories

Click the <u>Time Categories</u> link to open the *Officer Daily Log Administration* page, then click on the **Time Category Codes** tab.

cer Dail	y Log Administra	tion						Go
Config	Assignment Codes	Activity Codes	Activity Templates	Time Categ	ory Codes	Shift Codes	Vehicles	Equipment
Exclus	ive Agency Codes	Effective Age	ency Codes					
Show	10 🗢 entries					Gearch:	Add Time C	ategory Code
Code	t⊧	Description		†↓	Active		î↓ Ac	tions
GAS		Gas Vehicle			Yes			2
Showing	1 to 1 of 1 entries						Previous	1 Next

• Click C in the Actions column to the right of the time category code that you want to change to open the Edit Time Category Code window as shown.

Edit Time Category Code	
CODE	
GAS	
DESCRIPTION	
Gas Vehicle	
ACTIVE	
\checkmark	
	Close Save

- Change field content as needed.
- Check the Active box to activate the code. (If a code is active, Yes displays in the Active column to the right of that code listing on the *Time Category Codes* page, if not, *No* displays.)
- Click **Save** to update the time category code and close the window; click **Close** to cancel changes and close the window.
- Click in the **Actions** column to delete the time code listed in the same line. A system message, *Time Category Code Deleted Successfully*, confirms the deletion of the template.

Note: A record that has been used cannot be deleted. It can only be edited or made inactive.

 Click the Add Time Category link to open the New Time Category Code window to add a time category code.

New Time Category Code		,
CODE DESCRIPTION ACTIVE		
	Close	e

- Complete the Code and Description fields. The Code must be UPPERCASE.
- Check the Active box to activate the time category code. (If a code is active, Yes displays in the Active column to the right of that code listing on the Time Category Codes page, if not, No displays.)
- Click Save to add the time category code and close the window; click Close to cancel and close the window.
- Click **Go Back** to return to the *Agency Settings* page.

Calls for Service Tables

The **Calls for Service Tables** panel contains three links, each of which is described below.

Disposition Codes

The Disposition Codes link opens the Call Disposition Codes page.

		Go Ba	Add Disposition Code
Show 10 ¢ entries		Searc	h:
Disposition Code	Description 11	Event Type	11 Actions
4	Noise	Police	e
10	Animal Abuse	Police	
Showing 1 to 2 of 2 entries			Previous 1 Next
	Go Back		

• Click *C* in the **Actions** column to open the *Edit Call Disposition Code* window as shown.

Edit Disposition Code
DISPOSITION CODE
4
DESCRIPTION
Noise
EVENT TYPE
Police
Close Save

- Change field content as needed.
- Click Save to update the call disposition code and close the window; click Close to cancel changes and close the window.
- Click 💼 in the Actions column to delete the record listed in the same line.

Note: A record that has been used cannot be deleted. It can only be edited or made inactive.

 Click the Add Disposition Code button to open the Add Call Disposition Code window to add a call disposition code.

Add Disposition Code	
DISPOSITION CODE	
1	
DESCRIPTION	
EVENT TYPE	
-Select-	~
	Close Save

- Complete the **Disposition Code** and **Description** fields.
- Select an Event Type from the drop-down list.
- Click Save to add the call disposition code and close the window; click Close to cancel and close the window.
- Click **Go Back** to close the *Activity Codes* page and return to the *Agency Settings* page.

Call Type Codes

The Call Type Codes link opens the Call Type Codes page.

					Go Back	🕀 A	dd Call Type Code
Show 10 \$ entries					Search:		
Call Type Code	11 Description	11 Dispatch Event	11 Default Priority	î1	Active	î.	Actions
15	Trespassing	Police	Low		true		2
Showing 1 to 1 of 1 entrie	25				F	Previo	us 1 Next
		Go Back					

• Click in the Actions column to open the Edit Call Type Code window as shown.

Edit Call Type Code
CALL TYPE CODE
15
DESCRIPTION
Trespassing
EVENT TYPE
Police
DEFAULT PRIORITY
Low
ACTIVE
\checkmark
Close Save

- Change field content as needed.
- Check the Active box to activate the code. (If a code is active, *true* displays in the Active column to the right of that code listing on the Call Type Codes page, if not, *false* displays.)
- Click Save to update the call type code and close the window; click Close to cancel changes and close the window.
- Click in the Actions column to delete the record listed in the same line. A system message, *Call Type Code Deleted Successfully*, confirms the deletion of the code.
- Click the Add Call Type Code link to open the Add Call Type Code window to add a call type code.

Add Call Type Code	
CALL TYPE CODE DESCRIPTION EVENT TYPE -Select-	· · ·
Low Active	~
	Close Save

- Complete the Call Type Code and Description fields.

- Select the appropriate **Event Type** from the drop down list.
- Select the appropriate **Default Priority** from the drop down list.
- Check the **Active** box to activate the code. (If a code is active, *true* displays in the **Active** column on the *Call Type Codes* page, if not, *false* displays.)
- Click Save to add the call type code and close the window; click Close to cancel and close the window.
- Click **Go Back** to close the *Call Type Codes* page and return to the *Agency Settings* page.

Call Received Codes

The <u>Call Received Codes</u> link opens the Call Received Codes page.

			Go Back Add Received Code
Show 10 + entries			Search:
Call Received Code	1↓	Description	14 Actions
Emergency Call		9-1-1	Z
InPerson		Walk-in	Z
Showing 1 to 2 of 2 entries			Previous 1 Next
	Go Bac	k	

• Click *C* in the **Actions** column to open the *Edit Call Received Code* window as shown.

Edit Call Received Code	
CALL RECEIVED CODE	
Emergency Call	
DESCRIPTION	
9-1-1	×
•	
	Close Save

- Change field content as needed.
- Click Save to update the call disposition code and close the window; click Close to cancel changes and close the window.

- Click in the **Actions** column to delete the record listed in the same line. A system message, *Call Received Code Removed Successfully*, confirms the deletion of the code.
- Click the Add Call Received Code link to open the Add Call Received Code window to add a call received code.

Add Call Received Code	
CALL RECEIVED CODE	
DESCRIPTION	
L	Close Save

- Complete the Received Code and Description fields.
- Click Save to add the call received code and close the window; click Close to cancel and close the window.
- Click **Go Back** to close the *Call Received Codes* page and return to the *Agency Settings* page.

County and Township Tables

This panel contains two links, each of which is described below.

County Codes

The County Codes link opens the County Codes page.

Show 10 🗢 entri	es			Sear	Go Back Ad	dd County Code
Code 1	Description	11 Notes	11 Agency	ţ†	Actions	11
ISPBENTON	Benton County	Benton County, IN	State of Mark			2
ISPBOONE	Boone County	Boone County, IN	State of Mark			2
Showing 1 to 2 of 2 e	entries				Previous	1 Next

• Click in the Actions column to open the Edit County Code window as shown.

Edit County Code
Agency
State of Mark
County Code
ISPBENTON
County Name
Benton County
Notes
Benton County, IN
Cancel Save

- Change field content as needed.
- Click Save to update the county code and close the window; click Cancel to cancel changes and close the window.
- Click in the Actions column to delete the record listed in the same line. The system message, "County Code Removed Successfully," confirms deletion of the record.
- Click the <u>Add County Code</u> button to open the Add County Code window to add a county code.

Add County Code
SELECT EXISTING COUNTY
-Select-
COUNTY CODE
COUNTY NAME
NOTES
Cancel Save

- Select Existing County from the drop-down selection list.
- Complete the **County Code** and **County Name** fields
- Enter notes in the **Notes** field, if needed.

- Click Save to add the county code and close the window; click Cancel to cancel and close the window.
- Click **Go Back** to close the *County Codes* page and return to the *Agency Settings* page.

Township Codes

The Township Codes link opens the Township Codes page.

				Go Back Ad	d Township Code
Show 10 + entries Search:					
Code 1↓	Description 11	Notes 11	County Code 🛛 🕮	County Desc 1	Actions 1
ISPBENTON	Benton Township	Benton Township, IN	ISPBENTON	Benton County	2
ISPBOONE	Boone	Boone Township, IN	ISPBOONE	Boone County	2
Showing 1 to 2 of	2 entries			Previo	us 1 Next

• Click *in the Actions column to open the Edit Township Code window as shown.*

Edit Township
COUNTY
Benton County
TOWNSHIP CODE
ISPALLEN
TOWNSHIP NAME
Allen Township
NOTES
Benton Township, IN
Cancel Save

- Change field content as needed.
- Click Save to update the township code and close the window; click Cancel to cancel changes and close the window.
- Click in the Actions column to delete the record listed in the same line. The system message, "Township Code Removed Successfully," confirms deletion of the record.

• Click the <u>Add Township Code</u> button to open the **Add Township Code** window to add a township code.

Add Township	
COUNTY CODE	
-Select-	~
SELECT EXISTING TOWNSHIP	
-Select-	~
TOWNSHIP CODE	
TOWNSHIP NAME	
NOTES	
	Cancel Save

- Select County Code from the drop-down selection list.
- Select Existing Township from the drop-down selection list.

Or enter new

- Township Code and Township Name fields.
- Enter notes in the **Notes** field, if needed.
- Click Save to add the township code and close the window; click Cancel to cancel and close the window.
- Click Go Back to close the Township Codes page and return to the Agency Settings page.

Other Tables

The **Other Tables** panel on the **Agency Settings** tab contains eleven links, each of which is described below.

Evidence Locations

The Evidence Locations link opens the Evidence Locations page.

Code	1 Description	†∔ Lock	er 11 Officer 1 Access	Active	11 Actions 11
N/A	N/A	N	Y	Y	2
O_IMPOUND	Impound	Ν	Υ	Υ	2
O_LARGE	Large Item Storage	Ν	Υ	Y	2
O_OTHER	Other	N	Υ	Y	2
TRANS_UNKNWN	Transported - Unknown Location	Y	Y	Y	2

If needed, type a search value in the **Search** field and click **Search** to redisplay the *Evid*ence Locations page with the search results.

• When you have located the listing of the record requiring editing, click in the **Actions** column to the far right of the listing to open the *Edit Evidence Locations* page.

CODE	AGENCY
N/A	Indiana State Police
DESCRIPTION	
N/A	
LOCKER	OFFICER ACCESS
	\checkmark
STATUS	
Active	
Go E	ack Save

- Change field content as needed.
- If needed, check the Locker box to indicate that the evidence location is a locker or click to remove the check if the location is not a locker. (If Locker is checked, Ydisplays under the Locker column for the location on the Evidence Locations page.)
- Uncheck the Officer Access box to prevent access.
- Select Active or Inactive from the Status field drop-down selection list to indicate whether or not the location is active. (If the location status is active, Ydisplays in the Active column on the *Evidence Locations* page, if not, *N* displays.)
- Click Save to save changes to the record and return to the Evidence Locations page.

- Click in the Actions column to delete the record listed in the same line. The message, "Are you sure you want to delete this Evidence Location?" displays. Click Yes to confirm deletion or click No to keep the record.
- Click the Add Evidence Location link to open the Add Evidence Locations window to add another evidence location record.

Add Evidence Locations	
CODE	AGENCY
	Indiana State Police
DESCRIPTION	
LOCKER	OFFICER ACCESS
STATUS	
Active	~
	Cancel Save

- Complete the fields appropriately.
- Click Save to return to the Evidence Locations page where the new evidence location is now listed.

Evidence Destinations

The Evidence Destinations link opens the Evidence Destinations page.

DESTINATION CODE		Save	2
Code	Description	Active	Actions
CRT	Court	Y	e e
ATTR	Defense Attorney	Y	2
LIMS_M	Mailed to LIMS	Y	2
OFF	Officer	Y	2
PROS	Prosecutor	Y	2
T_LIMS	Submitted to LIMS	Υ	2
TOOFF	TO Officer	Y	2
	Go Back		

• Click in the **Actions** column of the record you want to update. Three fields at the top of the page populate with the record you are updating. Use these fields to edit the record as follows:

DESTINATION CODE		DESCRIPTION Court		S	ave
Code	Description		~	Active	Actions
CRT	Court			Y	C i
ATTR	Defense Attorney			Y	e
LIMS_M	Mailed to LIMS			Y	e
OFF	Officer			Y	e
PROS	Prosecutor			Y	e i
T_LIMS	Submitted to LIMS			Y	2
TOOFF	TO Officer			Y	2
		Go Back			

- Change the content in the **Destination Code** and the **Description** fields as needed.
- Check the Active box to activate the code. (If a code is active [Active check box checked], Ydisplays in the Active column on the Evidence Destination page, if not, N displays.)
- Click Update to update the evidence destination record and close the window; click Cancel to cancel changes and close the window.
- Click in the Actions column to delete the record listed in the same line. The message, "Are you sure you want to delete?", displays. Click **Yes** to confirm deletion or click **No** to keep the record.
- To add another evidence destination, use the three fields near the bottom of the page as follows:
 - Click in the **Destination Code** field and type in a code for the evidence destination.
 - Click in the **Description** field and type in a brief description of the evidence destination.
 - Check the Active box to activate the code. (If the Active check box is checked, Y displays in the Active column on the Evidence Destination page, if not, N displays.)
 - Click Save to save the new destination code or click Go Back to clear the fields and return to the Agency Settings page.

Reporting Areas

The <u>Reporting Areas</u> link opens the *Reporting Areas* page.

Show 10 + entries		<table-cell> Show Sea</table-cell>	Map • Add Reporting Areas
Reporting Area 1	Status 14	Agency Name	Actions îl
Downtown-East	Active	State of Mark	0
West-Business	Active	State of Mark	•
Showing 1 to 2 of 2 entries			Previous 1 Next
	Gol	Back	

• Click the <u>Show Map</u> link to open the *Mapping Shapes* map as shown in the following example.



 Click Satellite in the upper left corner to change the display as shown in the following example.



- Go Back Upload Shape 😰 🗙 LargeCADArea 📑 🗙 CADTest 📑 🗶 Example Shape 📑 🗶 Ang Test Downtown **X**× REVILLE 53 Мар Satellit 70 ntain ew E 30th Ave W 29th Av FIVE POINTS r Zoo 🌍 0 E 221 ligh Stadium 💝 Ogd C W Denver CAPITOL HILL 0 0 Google -
- Click on the different areas to view that area on the map.

 Click on the Organization Shapes (View Only) tab to view for the organization only.



 Click on the Upload Shape button on the upper right of the page to select a file to upload.

FILE		SHAPE NAME
	Browse	
SHAPE TYPE		COLOR
Other	~	
	Go Back	Upload

- Click on the Shape Indexing tab to index the shapes.

				Go Back Upload Shape
Agency Shapes	Organization Shapes (View Only)	Shape Indexing		
				Show Totals
Name	Last Index Date	Indexed Total	Actual Total	Actions
Downtown	08/11/2016 1647			•
LargeCADArea	08/11/2016 1704			•
CADTest	08/11/2016 1705			
Example Shape	08/11/2016 1705			•
Ang Test	08/09/2017 1515			

Click on the select icon **b** to index a shape.

- Click Save Changes to save your changes and return to the Reporting Areas page.
- Click **Go Back** to return to the *Reporting Areas* page.
- If needed, type a search value in the **Search** field and click **Search** to redisplay the *Reporting Areas* page with the search results.
- Click 2 in the Actions column to the far right of the listing to open the View Reporting Areas page.

BEAT	
Test	
SUB BEAT	
Test	
STATUS	
Active	
	Go Back

- This is a view only page.
- Click **Go Back** to close the *View Reporting Areas* page and return to the *Reporting Areas* page.
- Click the <u>Add Reporting Area</u> link to open the *Add Reporting Areas* page to add another reporting area record.

BEAT	
SUB BEAT	
STATUS	
-Select-	~
	Go Back Save

- Complete the fields appropriately.
- Click Save to save the new record and return to the *Reporting Areas* page where the new reporting area is listed.
- Click Go Back to close the Add Reporting Areas window without saving and return to the Reporting Areas page.
- On the *Reporting Areas* page, click **Go Back** to return to the *Agency Settings* page.

Towing Companies

Show 10 + entries				I	Go Back Add
Name 1	Street 11	Phone 11	County 1	Active 14	Actions 1
Aaa Tow	1300 Bush Street	111 333 3333		No	2
AAA TOWING	100 Main	111 222 3333	ANG TEST COUNTY	No	2
ABC 123 Towing	102 Smith Dr.	888 222 2555	Daviess DIST 34	Yes	2
ACME WRECKER	100 Anywhere	777 777 7777	Ripley County	Yes	2
Asdfsa	Asdfadf	581 635 1635		Yes	2
Big John's Towing	2358 East St.	456 158 1651	Red	Yes	2
Big Tow	345 Howard Street, Building G	888 777 7777	Elkhart	Yes	2
Browns	123 Front St	555 555 1234	LaGrange County	Yes	2
Delco Road Towing	123 Delco Road	444 444 4444	Crawford DIST34	Yes	2
DI Towing	1200 Broadway	303 333 2333		Yes	2
Showing 1 to 10 of 23 entries			Pre	vious 1	2 3 Next

The Towing Companies link opens the Towing Companies page.

• Click in the Actions column to the far right of the listing to open the Edit Towing Company page.

COMPANY NAME		STREET NAME	
Aaa Tow		1300 Bush Street	
CITY	STATE		ZIP
San Francisco	California	~	94115
PHONE	COUNTY		ACTIVE
111 - 333 - 3333	-Select-	~	
	Go Back	Save	

- Change field content as needed.
- Click Save to save changes to the record and return to the Towing Companies page.
- Click in the Actions column to delete the record listed in the same line. The message, "Are you sure?" displays. Click **Yes** to confirm deletion or click **No** to keep the record.
- Click Add in the upper right corner to open the Add Towing Company page as shown.

COMPANY NAME		STREET NAME	
СІТҮ	STATE		ZIP
	-Select-	~	
PHONE	COUNTY		ACTIVE
	-Select-	~	\checkmark
	Go Back	Save	

- Complete the fields appropriately.
- Click Save to save the new record and return to the *Towing Companies* page where the new towing company is listed.
- Click Go Back to close the Add Towing Company page without saving and return to the Towing Companies page.
- Click **Go Back** to return to the Agency Settings page.

<u>Judges</u>

The <u>Judges</u> link opens the Judges page.

							Go Back
							🕂 Add Judge
Show 10	entries				Searc	:h:	
No. 1	Last Name 11	First Name 🛛 🕄	Middle Name 🛛 🕅	Title 🕮	User ID 🛛 🕮	Active 🕮	Actions
7	Stem	Robert		Judge		Υ	6
8	Roe	Jan		Judge		Y	2
9	Webber	Fredrick		Judge		Y	2
10	Zan	Debbie		Judge		Y	2
11	Smith	John		JUDGE		Y	2
12	Smith	John		JUDGE		Y	2
14	Bloom	Judy		JUDGE		Y	2
15	Bloom	Judy		JUDGE		Y	2
16	Jerry	Smith		JUDGE		Y	2
17	Judy	Judge		JUDGE		Y	2
Showing 1	to 10 of 16 entries					Previous 1	2 Next

• Click in the Actions column to the far right of the listing to open the Edit Judges page.

Judge	
LAST NAME	
Stem	
FIRST NAME	
Robert	
MIDDLE NAME	
TITLE	
Judge	
USER ID	
ACTIVE	
\checkmark	
	Close Save

- Change field content as needed.
- Click **Save** to save changes to the record and return to the *Judges* page.
- Click in the Actions column to delete the record listed in the same line. The message, "Are you sure?" displays. Click Yes to confirm deletion or click No to keep the record.
- Click Add Judge in the upper right corner to open the Judges page as shown.

Judge		
LAST NAME		
FIRST NAME		
MIDDLE NAME		
TITLE		
USER ID		
ACTIVE		
	Close Save	

- Complete the fields appropriately.
- Click **Save** to save the new record and return to the *Judges* page, or click **Close** to return to the *Judges* listing without saving the new record.
- Click **Go Back** to return to the Agency Settings page.

Court Locations

The <u>Court Locations</u> link opens the *Court Locations* page.

					Go	Back 🕂	Add Court Location
Show 50 \Leftrightarrow entries Search:							
ID †I.	Name î	Address 11	Status 🔃	Court	Receiving 🗈 Agency	Sort 11 Order	Actions 11
58	Court #1 -	7865 Westbrook Street San Francisco California 94115-	Active	true	true	2	6
72	Court #2 -	65 Eastbrook Street Carpinteria California 93013-	Active	true	false	4	6
88	Court #3 -	1 Main Indianapolis Indiana 12345-	Active	false	false	3	6

• Click in the Actions column to the far right of the listing to open the Edit Court Location page.

Court Location			Go Back
COURT NAME		Court Name 2	
Court #1			
Address 1		Address 2	
7865 Westbrook Street			
Сітү		STATE	
San Francisco		California	~
Zip		PHONE	
94115 -			
JURISDICTION NAME		JURISDICTION TYPE	
		-Select-	~
COMMENT			
SORT ORDER			
2			
COURT LOCATION	RECEIVED FROM AGENCY		AFFIDAVIT FOOTER
-	•	-	
	s	ave	

- Change field content as needed.
- The Sort Order is where this record falls in the Court List Of Values. In this example, Court #1 appears as the second option on the list.

Complaint Details			
CRIMINAL COMPLAINT NUMBER			
20COMP0181			
Court			
-Select- 🔓 🗸 🗸			
-Select-			
Judy's Court			
Court #1			
Court #3			
Court #2			
A'postrophe's Court			
another court			
Court Location 1			
DL Supreme Court			
New Court			
test			

- Click **Save** to save changes to the record and return to the *Court Locations* page.
- Click in the Actions column to delete the record listed in the same line. The message, "Are you sure?" displays. Click **Yes** to confirm deletion or click **No** to keep the record.
- Click Add Court Location in the upper right corner to open the *Court Location* page as shown.

Court Location			Go Back
Court Name		Court Name 2	
1			
Address 1		Address 2	
Сіту		STATE	
		-Select-	~
Zip		PHONE	
JURISDICTION NAME		JURISDICTION TYPE	
		-Select-	~
Comment			
SORT ORDER			
COURT LOCATION	RECEIVED FROM AGENCY	Active	Affidavit Footer
	Sa	ve	

- Complete the fields appropriately.
- The **Sort Order** is where this record falls in the Court *List Of Values*.
- Click Save to save the new record and return to the Court Locations page, or click Go Back to return to the Court Locations listing without saving the new record.
- Click **Go Back** to return to the Agency Settings page.

Offense Codes

The Offense Codes link opens the Local Offense Codes page.

Go Back Add Local Offense Code Brit Show 10 entries Search:					Code 🕒 Print
Local ↑i Offense	Description 14	State Offense 1	NIBRS Code 11	Status: A	ctions 🗈
0001	Ordinance Violation - Disorderly Conduct			Inactive	e
1111555	Test			Inactive	2
12333	Local Offense - Failure to Register			Active	e i
6.2.106.A :M: 1350	Homicide Criminally Negligent Manner	35-42-1-1 M01	09A	Inactive	2
ANG TEST	Ang Test			Active	e
IA-32644	Testing			Inactive	e
REGION 2 LOCAL OFFENSE TEST	Region 2 Local Offense Test			Active	2
TEST LOCAL OFFENSE	Test Offense Description	10-14-3-29.5	90Z	Active	
TESTING123	Testing123	9-21-8-52A	90Z	Inactive	2
Showing 1 to 9 o	f 9 entries			Previous	1 Next

• Click in the Actions column to the far right of the listing to open the Edit Local Offense Code page.

		Go Back
OFFENSE	REQUIRE APPROVAL	
0001		
AGENCY		
× County of Mark		
DESCRIPTION		
Ordinance Violation - Disorderly Conduct		
STATE OFFENSE		
-Select-		~
NIBRS CODE		
-Select-		~
STATUS		
Active		~
ARREST CODES		
	Go Back Save	

- Ensure that the button to the left of the Require Approval label is checked, if all incident reports with this offense must be approved.
- Change content in all fields as needed.
- Select Active or Inactive from the Status field drop-down selection list to indicate whether or not the offense code is active. (If the offense code status is active, Active displays in the Status column on the Local Offense Codes page, if not, Inactive displays.)
- Click Save to save changes to the record and return to the Local Offense Codes page. Click Go Back to cancel changes and return to the Local Offense Codes page.
- Click in the Actions column to delete the record listed in the same line. The message, "Are you sure you want to delete Offense Code?" displays. Click **Yes** to confirm deletion or click **No** to keep the record.
- Click the Add Local Offense Code button to open the Add Local Offense Code page to add another offense code record.

	Go Back
OFFENSE	
DESCRIPTION	
Go Ba	ck Save

- Complete the fields appropriately.
- Click Save to save the new record and return to the Local Offense Codes page where the new reporting area is listed.
- Click Go Back to close the Add Local Offense Code page without saving and return to the Local Offense Codes page.
- Click **Go Back** to return to the Agency Settings page.

Case Officer Groups

The <u>Case Officer Groups</u> link opens the Case Officer Groups page.

Show 10 🛊 entries	5	Go Back Add Officer Group
Name 1	Officers	11 Actions
D35 GROUP	Jennifer Hackberry Brian DeNoyer	2 0
D42 GROUP 12	Jimmy Buffett Peter (off) T Avery Annelyn Aficial Charles Livingwell	2 0
GROUP 2	Derek J Livangood Dana McMillan Derek J Livangood Dana M	20
Showing 1 to 3 of 3 ent	ries	Previous 1 Next
	Go Back	

• Click in the Actions column to the far right of the listing to edit an existing record.

Officer Group				
GROUP NAME				
D35 GROUP				
OFFICERS				
Search			Select All	Select None
Employee Evidence2 #654321	^	Jennifer Hackberry #4		^
Christian (osuper) Fred Gordmanson #200		Brian DeNoyer #702		
Christian (osuper) Gordmanson2 #90				
Crispy Pastry #94672				
Officer Sunsonsen #68249				
ReallyReallyReally VeryVeryVeryVeryVery	~			~
			Canc	el Update

- Click an officer in the left window to move it to the right window. Officers that appear in the right window are included in the group. Click the Select All button to include all officers that appear in the left window. Click the Select None button to remove all officers from the group.
- Click the **Update** button to save your changes.
- Click in the Actions column to delete a record. The message, "Are you sure?" displays. Click Yes to confirm deletion or click No to keep the record.
- Click the CAD Add Officer Group button to add a new Officer Group record.

Officer Group			
GROUP NAME			
OFFICERS			
Search		Select All	Select None
Employee Evidence2 #654321 Christian (osuper) Fred Gordmanson #200 Christian (osuper) Gordmanson2 #90 Crispy Pastry #94672 Officer Sunsonsen #68249	^		^
ReallyReallyReally VeryVeryVeryVeryVery	~		~
		Ca	ancel Save

- Enter a unique Group Name. It must be unique within the organization.
- Click an officer in the left window to move it to the right window. Officers that appear in the right window are included in the group. Click the Select All button to include all officers that appear in the left window. Click the Select None button to remove all officers from the group.

The group may contain any officer in the organization. A single group may contain officers from different agencies.

Users with access to the *Agency Settings* tab can see all groups for the entire organization.

- Click the **Save** button.

Screening Questions

Screening Questions are used with the *Field Arrest* module in conjunction with the incarceration progress.

The <u>Screening Questions</u> link opens the *Screening Questions* page that lists the question sets.

				Go Back
			O Ada	Question Type
Name	Module	Active	Special Category	Actions
Juvenile Protection:	Field Arrests	No	Juvenile Questions	e
Screening Questions	Field Arrests	No		e
Drugs Screening	Field Arrests	Yes		e
test	Field Arrests	No	Juvenile Questions	2

• Click the <u>Add Question Type</u> link on the top right of the window to open the Screening Questions page to add a question set.

NAME	MODULE	Go Back
Juvenile Protection:	Field Arrests	~
ACTIVE	SPECIAL CATEGORY	
	-Select-	~
	Save	
		Add Question
Question	Active	Actions

- Enter a Name for the question set, select values for the Module and Special Category.
- Check the Active box to make it active, or leave the box blank to make it inactive.
- Click Save to save the new record, or click Go Back to cancel the entry and return to the previous screen.
- Once you have created a new question set, click the <u>Add Question</u> link on the bottom right of the page to open the *Screening Questions* page to enter more questions related to the question set.

	Go Back
NAME	YES / NO QUESTION
Sa	ve

- Enter the question in the **Name** field.

 Check the Yes/No Question box if the question can be answered with a Yes or No, others leave it blank. Click Save to display the answer options.

If a Yes/No Question

NAME	ACTIVE		Go Back
Was the minor in possession of drugs	\checkmark		
		¢	Add Answer
Answer	Comment Required	Default	Actions
Yes			Ē
No			Ē
N/A			Ē
	Save		

If not a Yes/No Question

NAME ACTI	VE		Go Back
Were minors present and was action taken?			
		•	Add Answer
Answer	Comment Required	Default	Actions
Yes, minor(s) were released to a responsible family			Ē
Yes, social service responded directly to take charge of the	r 🗆		Ē
TEST NEW RESPONSE TO QUESTION			Ē
Maybe			Ē
Save			

- Check the Active box to make it active, or leave the box blank to make it inactive.
- Select appropriate values based on the question type.
- Click the <u>Add Answer</u> link on the upper right of the window to add additional answers if needed, click **Save**, then click the **Go Back** button to return to the previous page.

Note: Use the icons in the Actions column to edit or delete questions.

Note: If there are no answers tied to a question, the **Active** checkbox on the Question automatically is unchecked and disabled until at least one answer is added.

Vehicle Location Codes

This link opens the Vehicle Impound Location Codes page as shown.

Go I Show 10 + entries					
Code 1	Description 11	Agency Code î↓	Actions	ţ†	
CLAB	Crime Lab Garage	IPSC		2	
STLOT	Storage Lot	IPSC		2	
WRCK	Wrecker Company	IPSC		2	
Showing 1 to 3 o	Previous	1 Next			

To add a code, click the ^Q <u>Add Location Code</u> link to display the *Add Impound Location Code* window.

Location Code	
IMPOUND LOCATION CODE	
DESCRIPTION	
	Cancel Save

Type an alphanumeric code in the **Impound Location Code** field, and type a description for the code in the **Description** field. Click **Save** to save the code and return to the *Vehicle Impound Location Code* page with the new code listed.

Add as many location codes as needed. The following page example shows four location codes.

To edit a code, click in the **Actions** column to the far right of the code listing to open the *Edit Vehicle Impound Location Code* window where you can edit the code and/or description then click **Save**.

To delete a code click in the **Actions** column to the far right of the code listing to open the message, *Vehicle Impound Code Deleted Successfully*. Click **Yes** to return to the page where the deleted code is no longer listed.

Narrative Templates

The <u>Narrative Templates</u> link opens the *Narrative Templates* page.

			_		Gol	Back Add	l Template
Agency Templates	E	ffective Agency Template	s				
Show 10 🜩 e	entries						
Name	t↓	Description	ţ†	Offenses	†↓	Actions	ţ1
		No	data available i	n table			
Showing 0 to 0 o	f0en	tries				Previous	Next
<							>

- Click in the Actions column to the far right of a listing to open the Edit Narrative Template page.
 - Change content in all fields as needed.
 - Click Save to save changes to the record and return to the Narrative Templates page. Click Cancel to cancel changes and return to the Narrative Templates page.
- Click in the Actions column to delete the record listed in the same line. The message, Are you sure you want to delete this template?displays. Click Yes to confirm deletion or click Cancel to keep the record.
- Click the <u>Add Template</u> button in the title bar of the grid to open the Add Narrative Template page to add another narrative template.

COUNTY Templates with no county will apply to all counties.	Go Back Save
-Select-	~
TEMPLATE NAME	NARRATIVE CATEGORY
	-Select- 🗸
DESCRIPTION	
ՀԴՈՅՅՅ(+→)ՉԿՅ(ՅՅՉ ⊞≣ ⊻	
B I U I _x ≟≣ ∷≣ ⊕E ⊕E Styles • Format •	Size • 🛛 • 📥 • 📄 🚊 Line Hei •
Go Back	Save

- Complete the fields at the top of the page appropriately.
- Type the content of the template in the large pane, using the tool bar at the top of the pane to format the text as needed.
- Click **Save** to save the new template as often as needed.
- Click Go Back to close the Add Narrative Template page and return to the Narrative Templates page.
- Click **Go Back** to return to the Agency Settings page.

Case Routing

Administrators with appropriate permissions can route cases to external agencies.

The <u>Case Routing</u> link opens the Agency Case Routing page.

	Go Back
In addition to agencies within the organization, select the external agencies cases can be route	ed to
LECT AGENCIES	
× A_standalone Pd	
Save	

- To *select* an available agency, click in the **Select Agencies** box then select one or more agencies from the list that appears.
 - To deselect an agency, click on the X to the left of the agency name to remove it from the Select Agencies box.
- Click Save. A successful message appears in green when the save is complete.
- Click **Go Back** on the upper right of the page to return to the Agency Settings page.

Search Options

Administrators of a multi-tier organization have the ability with appropriate permissions to set the Online RMS *Default Search Options* to control what agency data is searchable by default. For example, the *Search Option* default could be set to either allow users to search data within their agency, all agencies within an organization., or all agency schemas.

The Search Options link opens the Agency Search Options page.

- Click on the **down arrow** then select an option from the list.
- Click **Update** to save the change.
- Click **Go Back** on the upper right of the page to return to the Agency Settings page.

Maint Values

Maintenance Values provides administrators with proper permissions the ability to configure module behavior and restrictions for the agency.

For details, refer to "Maintenance Values" on page 1.

Add Agency

Use the following procedure to add an agency record.

- 1. On the Administrative Home page, click the **Agencies** icon to display the Manage Agencies page.
- 2. Click Add Agency link in the upper right corner to display the Agency Profile page as shown.

				C	o Back Save		
Agency Information -							
Agency Information							
AGENCY INTERNAL CODE		ORIN	UMBER				
AGENCY DISPLAY CODE		WEBS	ITE				
AGENCY CODE DISPLAY TEXT		PHONE					
AGENCY TYPE		FAX					
-Select-	~						
TIME ZONE		POINT	OF CONTACT				
-Select-	~						
External Authentication							
Enabled Type Host	Port		Shared Secret	Enable Leve	Action		
					~		
Agency Administrators							

3. Complete each of the sections.

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

- "Agency Information Tab" on page 280 for information on the Agency Information tab.
- "Sub Agency Tab" on page 283 for information on the Sub Agency tab.
- "Agency Organization Tab" on page 283 for information on the Agency Organization tab.
- See "Quick Links Tab" on page 289 for information on the Quick Links tab.
- "Agency Settings" on page 291 for information on the Agency Settings tab.

Chapter 17. Manage Users

Users Overview

Administrators with the appropriate permissions can add and update users to an agency or schema.

- One user may be permitted to log into different schemas, depending upon the roles assigned to that user.
- A user has multiple roles, depending upon the tasks that user is expected to perform.
- User names cannot be deleted, only disabled (made inactive).
- A user name can only be used once within one database.
- An administrator with the appropriate permissions can emulate another user and view that user's screens to troubleshoot.

Manage Users

From the *Administration Home* page, click the **Users** icon to open the *Manage Users* page. (Alternatively, select **Users** from the **Administration** drop-down menu.) For details on accessing the *Administration Home* page refer to Access Administration.

Manage U	Jsers								
									Go Back Add User Mass User Entry
User Ad	counts I	.og							
Search	hicks		S	tatus Act	ive	 Subs 	scription Level	-All-	Reset Search
									Show 100 ¢ entries
First 11	Middle 🔃	Last 11	User 11 Name	Status 🔃	Subscription 11	Agency	TI SA TI	User Role	Actions
Aaron		Hicks	ODL_US ER	Active	Full Time	District 42, Versaille	Default	OFFICER OFFICER_SUPERVISOR	
Showing	1 to 1 of 1 e	entries							Change Password Previous 1 Next
						Go B	lack		

The *Manage Users* page contains buttons to add users, and two tabs: *User Accounts* and *Log.* The *User Accounts* tab opens by default.

Filter Results List

You can filter the results list by using the Search, Status, and Subscription Level search boxes. For example, to only list active user accounts, select *Active* in the Status field, or enter part of the person's name in the Search text box.

Click the **Search** button to display the search results based on the entries in the search fields.

Add User Buttons

You can add one user or enter multiple users by using the Add User or Mass User Entry button on the top right of the form.

To add one user, refer to "Add a User" on page 367.

To add multiple users, refer to "Add Mass Users" on page 368.

User Accounts Tab

From the *User Accounts* tab you can use the icons in the *Action* column to Manage User Accounts, Change Passwords, Deactivate or Activate Users, and Emulate Users.

- Edit 🗹 icon
 - Click the Edit icon under the Actions column to open the User Details page to update user roles, employee information, security settings, etc. See "User Details" on page 341 for more information.



- Emulate users 🖿 icon
 - Click the Emulate icon under the Actions column.
 - See "Emulate a User" on page 364 for instructions.
- Change passwords 🗖 icon

There are two ways to change a password: The Change Password or Edit Icon.

a. Change Password Icon

Click the **Change Password icon** under the *Actions* column to display the *Change Password* window.

Change Passwoi	rd		
NEW PASSWORD			
CONFIRM PASSWORD)		
•			
	Cancel	Change Password	Reset Via E-Mail

Enter **New Password** and re-enter to **Confirm**, then click **Change Password** or **Reset Via Email**.

b. Edit Icon

Click the **Edit icon** under the *Actions* column to open the *User Details* page, then click the **Change Password** link on the left sidebar navigation under *User Quick Links*. See "User Details" on page 341 for more information.

• Deactivate 🚨 and Activate 🔳 users icons

- Click on the red or green person icon under the *Actions* column, whichever applies. (The example displays a red icon.)
- See "Deactivate a User" on page 346 and "Activate a User" on page 345 for instructions.

Log Tab

Multi-tier organizations can temporarily assign a user to a different agency. Assignment changes are recorded automatically to a database log table. The *Log* tab allows you to view the assignment changes that have taken place.

Click on the Log tab to open the search screen.

					Go Back Add User	Mass User Entry
User Accounts Log						
Agency		OLD AGENCY	DATE FROM		D ATE T O	
-Select-	•	-Select-	•	#		曲
ASSIGNEE		Туре				
		All	τ			
			Reset Search			
			Go Back			

Enter your **search criteria**, then click the **Search** button to list records that match your entered data.

- Select a specific Agency. To select all, leave the choice as -Select-.
- Select a specific **Old Agency**. To select all, leave the choice as **-Select-**.
- Select the Date From and Date To, or leave them blank to select all dates.
- Enter all or part of the Assignee name, or leave it blank to select all.
- Select the **Type** of assignment.

Note: The **Type** *Home* means the default agency association changed to another agency within the organization.
Go Back Add User Mass User Entry User Acco Log AGENCY OLD AGENCY DATE FROM DATE TO Area Units-A1 • -Select-• 曲 曲 ASSIGNEE Түре • All Reset Search Agency Old Agency Assigner Start Date ↓↑ End Date Assignee Туре 02/15/2018 15:38 Area Units-A1 Area Units-A1 Brent (officer) Brent (officer) Home Williams Williams Area Units-A1 06/01/2012 24:00 Ralph Lauren Ralph Lauren Assignment Area Units-A1 Ralph Lauren Ralph Lauren 05/31/2012 24:00 Assignment Go Back

User Details

The User Details is a landing page that contains an organized set of links to various user settings and functions, such as security settings, officer information, employee information, profile information, change password, deactivate or activate account, and more.

Manage Users / User Details				
🛓 Dana M	Profile Information			
User ID: D_OFFICER				
Status: Active Type: Full Time	User Information			
Organization: Indiana State Police		First Name	MIDDLE NAME	
Home Agency: District 42, Versailles		Dana		
Officer: No		TELEPHONE	E-Mail	
Employee: Yes - Active			1K @b	
User Quick Links		C	Jid light	
Deactivate User Change Password		SUBSCRIPTION LEVEL		
Change Home Agency		Full Time	~	
Create Assignment				
Go To				
Profile Information				
Security Settings				
Preferences				
External Searches				
Subscriptions				
Agency & Assignments				
Officer Information				
Employee Information				
Jurisdictions				
Account History				

A photo of the employee can be uploaded via the Employee Management page. For details, refer to Manage an Employee.

Access User Details

- 1. Access the *Manage Users* page from the *Administration* menu on the top menu bar. For instructions, refer to "Manage Users" on page 337.
- 2. Access the User Details page from the Manage Users page by editing or adding new users.

Manage l	Jsers								
									Go Back Add User Mass User Entry
User Ac	counts l	.og							
Search	hicks		St	atus Acti	ive	 Subscrip 	ption Level	-All-	Reset Search
									Show 100 ¢ entries
First 🏦	Middle 🔃	Last 🔃	User †⊥ Name	Status 🔃	Subscription 11	Agency 11	SA 11	User Role	Actions
Aaron		Hicks	ODL_US	Active	Full Time	District	Default	OFFICER	Edit 🛶 🖉 😰 🔎 📮
			LIV			Versailles		officer_sof envisor	Emulate Delete
Showing	1 to 1 of 1 e	entries							Change Password
									Previous 1 Next
						Go Back	:		

User Details Page Layout

The User Details page contains three sections on the left sidebar of the window:

🛓 Dana M
User ID: D_OFFICER
Status: Active
Type: Full Time
Organization: Indiana State Police
Home Agency: District 42, Versailles
Officer: No
Employee: Yes - Active
User Quick Links
Deactivate User
Change Password
Change Home Agency
Create Assignment
Go To
Profile Information
Security Settings
Preferences
External Searches
Subscriptions
Agency & Assignments
Officer Information
Officer Information Employee Information
Officer Information Employee Information Jurisdictions

User Information.

- Various user information, such as the user id, an active or inactive user account, whether the user is full or part time, the organization and home agency of the user, whether or not the user is an officer, and whether the user is an active or inactive employee.
- This section is read-only.

• Quick Links.

 Links for quick access to specific functions, such as the ability to quickly deactivate or inactivate the user, change the password, change their home agency, and create an assignment.

"Deactivate a User" on page 346

"Activate a User" on page 345

"Change Password" on page 346

"Change Home Agency" on page 348

"Create Assignment" on page 349

- Go To.
 - These are tabs to other user settings, such as Subscriptions, Officer Information, Preferences, and more.
 - Click a tab to display the user settings for that tab. For example, click Preferences to view and update notification and other preference settings.
 - The Profile Information tab opens by default when you access the User Details landing page.
 - Click on a tab under the Go To section of the left sidebar to access the tab. Profile Information is used in the below example.

Profile Information			Go Back Emulate Update
User Information			
	First Name	MIDDLE NAME	Last Name
	Dana		М
	TELEPHONE	E-MAIL	E-MAIL ENABLED
		JK @ha	
	SUBSCRIPTION LEVEL		
	Full Time	~	

Refer to the following for tab details:

"Profile Information Tab" on page 351

- "Security Settings Tab" on page 351
- "Preferences Tab" on page 352
- "Subscriptions Tab" on page 354

"Agency & Assignments Tab" on page 354

- "Officer Information Tab" on page 356
- "Employee Information Tab" on page 358
- "Jurisdictions" on page 360
- "Account History" on page 363

Activate a User

Use the following procedure to activate a user.

- 1. Access the *Manage Users* page. For more information, refer to "Manage Users" on page 337.
- 2. Locate the user to *Activate* and click on the green person icon in the *Actions* column on the user record.

Manage User	anage Users												
User Accounts Log Search Status Deactivated Subscription Level -All+ Reset Search Show 1													
First 👔	Middle 11	Last 11	User 11 Name	Status †	Subscription 11	Agency 1	SA 11	User Role	Actions				
Angeline		Ng	OFFICER ANG	Deactivated	Full Time	Indiana State Police	Default	AGENCY_ADMIN DBA SYSTEM_ADMIN					

Note: The system does not allow you to create or reactivate an RMS user with a duplicate badge number.

Note: Agency administrators can easily track end-user subscriptions by monitoring the allocation and usage of User Subscriptions. If your agency's user subscription allowed limit has been reached, you receive a warning stating the maximum number has been reached and to contact support to add additional subscriptions, or deactivate an existing user account. For more information on User Subscriptions, refer to "Agency Information Tab" on page 280 of the Agency Profile.

You have reached the maximum number of active named user accounts for your Organization. Please contact support to add additional user accounts or deactivate an existing user account.

3. Click Yes to confirm, or No to return to the Users Lookup page.



Deactivate a User

Use the following procedure to deactivate, or disable, a user record to make them inactive.

- 1. Access the *Manage Users* page. For more information, refer to "Manage Users" on page 337.
- 2. Locate the user to *Deactivate* and click on the **red person** icon in the *Actions* column on the user record.

	ers								
									Go Back Add User
User Acco	ounts Lo	g							
				_		-			•
Search			Statu	as Active		Subscription L	evel -A	II- • Reset Search	Show 100 ¢ entries
First 1	Middle 11	Last 11	User 11	Status 🖽	Subscription 11	Agency 11	SA 11	User Role	Actions
			Name		Level				
Aaron		Hicks	ODL_US	Active	Full Time	District 42,	Default	OFFICER	C 🛎 👂 🔼
			ER			Versailles		OFFICER_SUPERVISOR	

3. Click Yes to confirm, or No to return to the Manage Users page.

Message From RMS	
Are You Sure?	
	No Yes

Change Password

Administrators can change a user's password when the user has forgotten their password or is locked out.

However, users are encouraged to reset their own password using the **forgot password** link on the login page. Refer to the *Forgotten Password Procedure* section in the *Online RMS User Guide* for instructions.

There are two ways to reset a user's password:

- From the Manage Users page.
- From the Users Detail page.

Reset from Manage Users Page

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click on the Change Password icon.

Manage U	Aanage Users											
User Ac	User Accounts Log											
Search saur Status Active V Subscription Level -All- V Reset Search Show 100 ¢ entries									Show 100 ¢ entries			
First 1	Mide	dleîl	Last 11	User 11 Name	Status 11	Subscription 11 Level	Agency 11	SA 11	User Role		Actions	
Christine	2		SaurTest	CSAURTE ST3	Active	Full Time	District 42, Versailles	Default	LEA_CLERK		2 * 2 -	

Reset from Users Detail Page

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click on the Edit icon to open the Users Detail page.

N	/lanage U	sers									
										Go Ba	Add User Mass User Entry
	User Ac	counts Log	,								
	Search	saur		Statu	s Active	~	Subscription	Level -	All-	✓ Reset Search	Show 100 ¢ entries
	First 1	Middle 1	Last 11	User 11 Name	Status 11	Subscription 11 Level	Agency 11	SA 11	User Role	Ad	ctions
	Christine	2	SaurTest	CSAURTE ST3	Active	Full Time	District 42, Versailles	Default	LEA_CLERK		C 🛎 👂 🔼

3. Click Change Password.



Change Home Agency

Administrators can change a user's home agency from the User Details page.

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click on the Edit icon to open the Users Detail page.

r Entry
ntries
_

3. Click Change Home Agency.



4. Select the Home Agency from the drop-down list.

Change Home Agency							
District 42, Versailles	~						
	Cancel Save						

5. Click Save.

Create Assignment

Administrators can create a user's assignment from the User Details page.

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click on the Edit icon on the Manage Users page to open the Users Detail page.

Manage U	sers										
										Go Back	Add User Mass User Entry
User Ac	counts Log	,									
Search	caur		Statu	Active	~	Subscription	Level	.All_	× Reset	Search	Show 100 + entries
Scorem	3001		5.000	Active		Subscription				Scaren	
First 1	1 Middle 1	Last 11	User 11 Name	Status 11	Subscription 11	Agency 11	SA 11	User Role		Actions	•
Christine	2	SaurTest	CSAURTE ST3	Active	Full Time	District 42, Versailles	Default	LEA_CLERK			e 🛎 👂 💶

3. Click Create Assignment.

Manage Users / User Details					
Christine SaurTest					
User ID: CSAURTEST3					
Status: Active					
Type: Full Time					
Organization: Indiana State Police					
Home Agency: District 42, Versailles					
Officer: No					
Employee: Yes - Active					
User Quick Links					
Deactivate User					
Change Password					
Change Home Agency					
Create Assignment					
Go To					
Profile Information					

4. In the New User Assignment dialog box opens.

New User Assignment				
Assignment				
-Select-				~
START DATE		END DATE		
	曲			曲
Active				
			Cancel	Save

- 5. Select the Assignment from the drop-down list.
- 6. Select the Start Date.
- 7. Optionally, select an End Date.
- 8. Deselect **Active** if you do not want enable this setting at this time, otherwise, keep it checked.
- 9. Click Save.
- **10.** Click the **Update** button on the top right of the window.

Profile Information Tab

The *Profile Information* tab of the *User Details* page contains basic user contact information.

Profile Information			Go Back Emulate Update
User Information			
	First Name	MIDDLE NAME	Last Name
	Christine		SaurTest
	TELEPHONE	E-Mail	E-MAIL ENABLED
	5551112222	ccsa	
	SUBSCRIPTION LEVEL		
	Full Time	~	

For details on accessing the User Details page, refer to "User Details" on page 341.

Make any necessary changes then click the **Update** button to save changes.

To Emulate a user, refer to "Emulate a User" on page 364.

Security Settings Tab

The Security Settings tab of the User Details page contains settings, such as roles and security levels assigned to the user, two factor authentication, and mobile integration.

Roles and Security Levels

- 1. Click I in the **Incident Security Level** field and select the appropriate incident security level for this user.
- 2. Click I in the Index Security Level field and select the appropriate index security level for this user.

Level 1 is the lowest security level; users with this security level have access only to data that has not been restricted. Level 3 is the highest level; users with this security level have access to all data.

- 3. Check the **Is Caliber Employee System Admin** box if this employee is an agency admin, or leave it blank.
- 4. Click on one or more Roles to select from the list of roles that appear on the left.

To *deselect* a role, click a **Role** on the right.

You can also shorten the roles list by using the **Search** text box. Enter part of the role name to shorten the list by your entered text.

Optionally, use the Select All or Select None button to quickly select or deselect all.

5. Click into the **Security Groups** text box, then select one or more security groups from the list of groups that appears. This feature is the same as that described for Roles.

Two Factor Authentication

- 1. Check the box to Enable.
- 2. Optionally, type the User Name.

Mobile Integration

- a. Enter the **Mobile User Name**, if applicable.
- b. Enter a Terminal ID, if applicable.
- c. Enter the **Unit ID**, if applicable.
- d. Enter the One Time Password User Name, if applicable

Click **Update** on the top right of the window.

Preferences Tab

Administrators can update the user's preferences from the User Details page.

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click the Edit icon on the Manage Users page.

Manage U	sers									
									Go Back	Add User Mass User Entry
User Ac	counts Log	9								
Search	saur		Statu	s Active	~	Subscription	n Level	-All-	Reset Search	Show 100 \$ entries
First 1	1 Middle 11	Last 11	User 11 Name	Status 11	Subscription 11	Agency 11	SA 11	User Role	Actio	ons
Christine	2	SaurTest	CSAURTE ST3	Active	Full Time	District 42, Versailles	Default	LEA_CLERK		C 🛎 👂 占

3. Click **Preferences** on the User Details page.



4. Preferences opens.

							Go Back	Save		
ODL_USER - Profile Information	Security Settings	Preferences	Subscri	ptions	Officer Information	Employee Information				
Notification Settings							🔁 Edit Use	r Filters		
EMAIL NOTIFICATIONS PRIORITY				AUDIBL	ALERT					
Select			•	e						
HOURS FOR NOTIFICATIONS				ALWAYS	SEND SUBSCRIPTION NOT	IFICATIONS				
Begin	End									
Options										
INCIDENT SETUP WIZARD				DAY / I	IGHT MODE					
On	•	Normal / Day Mode								
BREADCRUMB OPTIONS				DEFAULT SEARCH AGENCY						
Enabled - Always show Breadc	rumbs on pages that	use them		All Agencies/Schema						
Default Search Interfaces										
SELECT SEARCH INTERFACES Q										
Click To Select										
Geographic Areas										
COURT PAPERS Q										
Click To Select										
WARRANTS Q										
Click To Select										
			Go Back	Save						

- 5. Complete the form as needed.
- 6. Optionally, click the Edit User Filters link to include or exclude this user in or from user groups.

For more information on *Preferences*, refer to the *Online RMS User Guide*.

Subscriptions Tab

The Subscriptions tab displays existing subscriptions for the user you are viewing.

								Go Back
OFFICER_DMM - P	rofile Information	Security Settin	gs Preferences	ns	Officer Information	Employee Information	1	
							•	Add Subscription
Name ↓†	Туре		Index Name	Rea	Ison		Creation ↓↑ Date	Actions
Vehicle	Index Accessed		, 336	Asd	f		05/04/2017	2
Property	Index Accessed		APPLIANCE 1588	Asd	f		05/03/2017	6

Click the edit icon \blacksquare to edit the subscription, or click the trash icon \blacksquare to delete the subscription.

With appropriate permissions, users can **Subscribe** to existing master index records (person, address, vehicle, etc.) to receive notification when someone views, updates or associates records to which they have interest.

For example, users can **Subscribe** to Williams bnes' master person record to receive notification when someone applies updates to his master person record.

For more information on creating a new subscription, refer to the Master Indices chapter in the *Caliber Online RMS User Guide*.

Agency & Assignments Tab

Administrators can update the user's agency and assignments from the User Details page.

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click the Edit icon on the Manage Users page.

Go Back Add User Mass User Entry
✓ Reset Search Show 100 \$ entries
le Actions
RK E

3. Click Agency & Assignments on the User Details page.



4. Agency & Assignments opens.

Agency & Assignm	ents	Go Back Emulate Update								
Self Assignment										
ENABLE SELF	Agencies User Can Self Assign To (No Selection = All)									
Assignment	Search	Select All Select None								
Default	Area Units-A1 Area Units-A2 Area Units-A3 Area Units-A4 Area Units-A5 CAR and X Units CID CIS-CID									
Supervised Agencies Select Supervised Agenci	ES									
Search		Select All Select None								
Area Units-A1 Area Units-A2 Area Units-A3 Area Units-A4 Area Units-A5 CAR and X Units CID CIS-CID										

- 5. Change the **Enable Self Assignment** to *No* if you do not want the user to self-assign. Otherwise, leave it as *Default* to use the setting set for your agency, or change it to Yes to allow the user to self-assign.
- 6. If applicable, limit the **agencies** to which the user can self-assign, otherwise do not select any agencies from the list if you want the user to have the ability to self-assign with all agencies.
- 7. If applicable, select Supervised Agencies.
- 8. Click the Update button.

Officer Information Tab

Administrators can update the user's officer information from the User Details page.

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click the Edit icon on the Manage Users page.

vlanage U	sers									
User Acc	counts Log	,							G	Back Add User Mass User Entry
Search	saur		Statu	s Active	~	Subscription	Level -	All-	✓ Reset Search	Show 100 ¢ entries
First 1	Middle	Last 11	User 11 Name	Status 11	Subscription 11	Agency 11	SA 11	User Role		Actions
Christine	2	SaurTest	CSAURTE ST3	Active	Full Time	District 42, Versailles	Default	LEA_CLERK		🕑 🛎 👂 🔼

3. Click Officer Information on the User Details page.

Go To							
Profile Information							
Security Settings							
Preferences							
Subscriptions							
Agency & Assignments							
Officer Information							
Employee Information							
Jurisdictions							
Account History							

4. Officer Information opens.

												Go Bad
OFFICE	R_DMM - Prot	file Informat	tion Secu	rity Settings	Prefer	ences Subscriptions	Officer Inform	nation	Employee Inform	ation		
Officer	Informati	on										
FIRST NA	ME					A	GENCY					
Dana							District 34, Jas	per				~
MIDDLE	NAME					В	ADGE #					
							DMM12345					
LAST NA	ME					D	ISPATCH ID	Hov CAD	er mouse over Badge detail	r info b s	ubble for	
McMilla	an						5008a	/	, in the second s			
SUFFIX						c	AD BADGE 👩	·				
							6008a This value is used for CAD interfaces to					
TITLE						JC	JOB STATUS match officers in RMS with CAD officers.					
Patrol O	Officer					V	Patrol 🗌 Dete	ctive 🗹	Active			
						Go Back Updat	e Save					
Officer	History											
Date	Last Name	First Name	Middle Name	Suffix	Title	Agency	Badge Number	Dispat Id	ch CAD Badge	Patrol	Detective	Active
2017- 06-21	McMillan	Dana			Patrol Officer	District 42, Versailles	DMM12345		6008a	Y	N	Ν
2017- 06-08	McMillan	Dana			Patrol Officer	District 34, Jasper	DMM12345		6008a	Y	Ν	Ν
2017- 02-02	McMillan	Dana			Patrol Officer	District 42, Versailles	DMM12345		6008a	Y	N	Ν
2015- 07-23	McMillan	Dana			Patrol Officer	District 42, Versailles	DMM12345			Y	N	N

If you receive a note stating no officer exists for the user, then click on the provided link to add one.

Officer Information		Go Back Emulate Save
No C	Officer Record Exists for This U	Jser
	Click Here to Add One	

5. Complete each of the fields for which you have information. Any field with a red lefthand border is a required field. You must complete required fields to continue.

Hover your mouse over the CAD Badge blue information bubble ¹⁰ for mapping instructions with CAD users.

Note: For agencies with Caliber CAD spill integration with Online RMS, **CAD Badge** *must* match **Badge Number** in Caliber CAD.

Note: The system does not allow you to create or reactivate an RMS user with a duplicate badge number.

6. Click the **Update** button on the top right of the form to save.

Employee Information Tab

Administrators can update employee information from the User Details page.

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click the Edit icon on the Manage Users page.

Mar	age U	sers									
User Accounts Log										G	o Back Add User Mass User Entry
S	earch	saur		Statu	s Active	~	Subscription	Level -	All-	✓ Reset Search	Show 100 ¢ entries
Fi	rst 1	Middle	Last 11	User 11 Name	Status 11	Subscription 11	Agency 11	SA 11	User Role		Actions
C	nristine	2	SaurTest	CSAURTE ST3	Active	Full Time	District 42, Versailles	Default	LEA_CLERK		1 🖉 📽 👂 占

3. Click Employee Information on the User Details page.



4. Employee Info sub-tab opens.

Employee Informatior	ı				Go Back Emulate			
Lemployee Info	•	Tabs						
	_							
		Active Status		User				
		Active	CSAURTEST3					
		Agency						
		District 42, Versailles						
Last Name		First Name		MIDDLE NAME				
SaurTest		Christine						
Suffix		MAIDEN NAME		TITLE				
				-Select-	~			
Sex		RACE		Етнысіту				
Female	~	White	~	-Select-	~			
SSN		DOB		PLACE OF BIRTH				
			曲					
Employee ID		Employee Type		Employee Level				
		Patrol Sworn	~	-Select-	~			
HAND DOMINANCE		BARGAINING UNIT		BLOOD TYPE				
-Select-	~			-Select-	~			
LONGEVITY DATE		HIRE DATE		END DATE				
	曲		曲		曲			
		Go Back Update Save]					
Employee History					0			
Service History				• Ad	ld Service History			
Education				(• Add Education			

Note: This page and the *Personnel Management Module* share the same employee data.

- 5. Complete the form, then click **Update** to save without archiving, or click **Save** to archive the employee record.
- 6. Optionally, click the **Training** tab to add training courses or certification to the employee record.

Employee Inf	Employee Information			
🐁 Employee Info	Training			
Courses	O Advanced Search	Ouick Add Course		
Certifications		• Add Certification	æ.	
Eligible Ranks				

- a. Click the catalog icon 📠 to the right of **Course** to view the course catalog.
- b. Click the catalog icon to the right of **Certification**s to view the certification catalog.

For more information on courses and certifications, refer to the Training Module.

7. Click **Go Back** to return to the *Manage Users* page.

Jurisdictions

You can update, add, enable or disable Jurisdictions.

Update or Add Jurisdiction

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click the Edit icon on the Manage Users page.

Manage U	sers									
User Ac	counts Log	,							G	o Back Add User Mass User Entry
Search	saur		Statu	5 Active	~	Subscription	n Level -	-All-	✓ Reset Search	Show 100 ¢ entries
First 1	1 Middle 11	Last 11	User 11 Name	Status 🛍	Subscription 11 Level	Agency 11	SA 11	User Role		Actions
Christin	2	SaurTest	CSAURTE ST3	Active	Full Time	District 42, Versailles	Default	LEA_CLERK		2 # 2 🗅

3. Click Jurisdictions on the User Details page.



4. *Jurisdictions* opens.

Jurisdictio	ns	[Go Back Er	nulate Ad	d Jurisdiction	
County 1	Agency 11	Date Created 11	Date Disabled 11	Default 🔃	Active 🔃	Actions
ISP Test (TSTC)	District 42, Versailles	10/22/2020		Yes	Yes	A

Note: Click the **Emulate** button to emulate that user. For more information on emulating users, refer to "Emulate a User" on page 364.

- 5. If applicable, click Add Jurisdiction to add a jurisdiction.
 - a. Select a Jurisdiction from the drop-down list.
 - b. If applicable, select an Agency from drop drop-down list.
 - c. Click Save.

Change the Default Jurisdiction

You can change the default Jurisdiction when multiple Jurisdictions exist. Only one Jurisdiction can be marked as the default.

1. Click on the **Default Schema** icon to flag that entry as the default schema. The record without the Default Schema icon is considered the default.

Jurisdictions			(Go Back	mulate Add Jurisdiction
County 1	Agency 11	Date Created 11	Date Disabled 11	Default 🔃	Active 11 Actions
ISP Test (TSTC)	District 42, Versailles	10/22/2020		Yes	Yes 🔪 🧧
State of Maryland (TSTD)	City Police Department	10/26/2020		No	Yes 🔭 👩 🤷
Jurisdictions			(Go Back	mulate Add Jurisdiction
County 1	Agency 11	Date Created 11	Date Disabled 11	Default 11	Active 11 Actions
ISP Test (TSTC)	District 42, Versailles	10/22/2020		No	Yes 👩 🤷
State of Maryland (TSTD)	City Police Department	10/26/2020		Yes	Yes 🦲

• Hover your mouse over the icon to see a description of the icon.

Enable or Disable Jurisdictions

You can enable or disable Jurisdictions.

1. Click on the red paddle lock icon to **Disable** or the green icon to **Enable**.

Jurisdictions Go Back Emulate Add Jurisdiction											
County 1	Agency 11	Date Created 11	Date Disabled 🔃	Default 🔃	Active 🕮	Actions					
ISP Test (TSTC)	District 42, Versailles	10/22/2020		Yes	Yes						
State of Maryland (TSTD)	City Police Department	10/26/2020	10/26/2020	No	No	_					

2. Click Yes to confirm, or No to return to Jurisdictions without performing the requested change.

Account History

Caliber Public Safety Online RMS automatically captures and logs when users log in or out of the application and whenever user account statuses change.

The log files can be viewed for specific users from the User Details page.

- 1. Access the *Manage Users* page from the Administration top menu bar and search for the user account. For instructions, refer to "Manage Users" on page 337.
- 2. Click the Edit icon on the Manage Users page.

Manage Use	ers									
User Acco	ounts Log	,							G	Back Add User Mass User Entry
Search s	saur		Statu	s Active	~	Subscription	Level -	All-	Reset Search	Show 100 ¢ entries
First 11	Middle	Last 11	User 11 Name	Status 11	Subscription 11 Level	Agency 11	SA 11	User Role		Actions
Christine		SaurTest	CSAURTE ST3	Active	Full Time	District 42, Versailles	Default	LEA_CLERK		C 🛎 🕈 🔼

3. Click Account History on the User Details page.

Manage Users / User Detail	s
Christine SaurTest	
User ID: CSAURTEST3	
Status: Active	
Type: Full Time	
Organization: Indiana State Police	
Home Agency: District 42, Versaille	s
Officer: No	
Employee: Yes - Active	
User Quick Links	
Deactivate User	
Change Password	
Change Home Agency	
Create Assignment	
Go To	
Profile Information	
Security Settings	
Preferences	
Subscriptions	
Agency & Assignments	
Officer Information	
Employee Information	
Jurisdictions	
Account History	

4. Account History opens as read-only.

There are two tabs: Status History and Login History.

The Status History tab opens by default.

Account History								Go Back Emulate
Status History Login His	itory							
Last Login Date 10/26/2020 1437				Last Password Change Date 06/01/2020 1025				
Status	ţ1	Date			11	User		t↓
Active		11/18/2019 10:5	3			Joe Friday		
Locked-Inactive		11/15/2019 09:0	0			System Up	odated	
Active		06/13/2019 17:0	8			MICHELLE	LEVI	
Locked-Inactive		06/13/2019 14:1	8			Christine S	Saur	
Locked-Inactive		06/13/2019 14:1	8			Christine S	Saur	
Active		02/13/2019 15:1	7			Christine S	Saur	
Active	11/15/2018 13:0	9			Joe Friday			
Locked-Inactive	10/15/2018 09:0	0			System Up	odated		
Active	02/23/2018 16:2	5	Joe Friday					
Locked-Inactive	02/14/2018 16:5	0			Christine S	Saur		
Locked-Inactive		02/14/2018 16:5	0			Christine S	Saur	
Account History								Go Back Emulate
Status History Login Hist	lory							
10 🗢 << < > >>	422 1/43							
Login Date 11	Logout Date	11 City	11 State	11 Country	ti Latitud	de 11	Longitude	11 Login Failed 11
10/26/2020 14:37:41		Oelwein	US-IA	US	42.681	1	-91.91311	No
10/26/2020 09:49:08	10/26/2020 14:04:31	Oelwein	US-IA	US	42.681	1	-91.91311	No
10/23/2020 09:26:24	10/23/2020 14:11:27	Oelwein	US-IA	US	42.681	1	-91.91311	No
10/22/2020 14:42:13	10/22/2020 19:34:07	Oelwein	US-IA	US	42.681	1	-91.91311	No
10/22/2020 09:13:58	10/22/2020 13:32:10	Oelwein	US-IA	US	42.681	1	-91.91311	No
10/21/2020 16:34:26	10/21/2020 18:56:48	Oelwein	US-IA	US	42.681	1	-91.91311	No
10/21/2020 11:53:19	10/21/2020 16:34:08	Oelwein	US-IA	US	42.681	1	-91.91311	No
10/21/2020 08:52:26	10/21/2020 11:32:44	Oelwein	US-IA	US	42.681	1	-91.91311	No
10/20/2020 14:29:20	10/20/2020 18:57:22	Oelwein	US-IA	US	42.681	1	-91.91311	No
10/20/2020 09:22:22	10/20/2020 10:57:36	Oelwein	US-IA	US	42.681	1	-91.91311	No

Emulate a User

Administrators, with appropriate permissions, can **Emulate** (act as) other users within their own agency. Emulation is a troubleshooting tool, allowing the administrator to look at a user account to determine the nature of a problem and facilitate solutions.

Note: Emulation activity is logged to the database for auditing and tracking purposes.

There are two ways to Emulate a user:

• From the Manage Users page.

• From the User Details page.

Manage Users Page

Use the following procedure to **Emulate** a user's account from the *Manage Users* page.

- 1. Access the *Manage Users* page and search for the user you want to emulate. For more information, refer to "Manage Users" on page 337.
- 2. Click on the emulate icon in the Actions column to display that user's Home page.

User Details Page

Use the following procedure to **Emulate** a user's account from the User Details page.

- 1. Access the User Details page for that user. For more information, refer to "User Details" on page 341.
- 2. Click the **Emulate** button on the top right of the window to emulate the user.

Emulate

Navigate Online RMS as the Emulated User

1. Whichever method you use to emulate a user, the **Home Page** appears as if you are that user.

Caliber	Incidents - Master Indices - Records Management -	Forms And	Reports 👻 Help 👻		🚢 Christine SaurTest 🔹	25/0 🛛
😭 Home						
Broadcast N	Messages					
No Messag	jes To Display					
Notification	ns		[Q Show All	Recent Activities	
-Filter By U	Jsers-	Search			My Cases (Active Count)	0
Count 1	Notification Type	11 La	st Notification	11 Priority 11	My Case Activities (Active C	ount) 🗿
1	Welcome to Online RMS	10	/22/2020 06:04 PM EST	Low/Informational	Forms For Review	0
47	WARRANT REMOVED FROM FIELD ARREST	10	/21/2020 07:24 PM EST	High		
1	FORM REVIEW - Online Police Self-Reporting Form	10	/20/2020 04:54 PM EST	High	Quick Links	manage
1	FORM REVIEW - test	10	/20/2020 04:07 PM EST	High		
10	FORM REVIEW	01	/29/2020 02:10 PM EST	High	External Links	manage
6	FORM REVIEW - INFORMATIONAL	02	/14/2019 11:30 AM EST	High		
3	WARRANT LOG	1	/14/2018 03:39 PM EST	High		

Notice that the name of the user you are emulating appears on the top right.

- 2. Navigate through Online RMS as if you were the user to locate the information you need.
- 3. To stop emulation, refer to "Stop Emulating User" below.

Stop Emulating User

Whichever method you use to emulate a user, the same process stops emulation.

1. To stop emulating the user, click on the user's name, then select [Emulation] Main User from the drop-down list.



2. Your own **Home Page** appears and your name displays on the top right of the window.

Christine Saur [District 42, Versailles]	-	25/0	۲	()	

Add a User

Use the following procedure to add one user record.

Note: For instructions on adding multiple user records at once, refer to "Add Mass Users" on the next page.

- 1. Access the Manage Users page. For details, refer to "Manage Users" on page 337.
- 2. Click the Add User button to open the Add User page.

Manage Users				
User Accounts Log			Add	Go Back Add User Mass User Entry
Manage Users / Add User				
				Go Back Save
User Information				
This is a Caliber RMS Admin U	Jser			
User ID		Password		Confirm Password
FIRST NAME		MIDDLE NAME		Last Name
Agency		E-MAIL		TELEPHONE
-Select-	~			
* O Sworn O Not Sworn		Agency Administrator		
Sex		RACE		SUBSCRIPTION LEVEL
-Select-	~	-Select-	~	-Select- 🗸

Note: Agency administrators can easily track end-user subscriptions by monitoring the allocation and usage of **User Subscriptions**. If your agency's user subscription allowed limit has been reached, you receive a warning stating the maximum number has been reached and to contact support to add additional subscriptions, or deactivate an existing user account. For more information on **User Subscriptions**, refer to "Agency Information Tab" on page 280 of the Agency Profile.

You have reached the maximum number of active named user accounts for your Organization. Please contact support to add additional user accounts or deactivate an existing user account.

- 3. Check This is a Caliber RMS Admin User if the user is an admin user, otherwise leave it blank.
- 4. Complete the form with the appropriate information.
 - Fields with the left red border are required.
 - You must choose either **Sword** or **Not Sworn**. The user is automatically assigned roles to fit these needs.
 - Check the Agency Administrator box if applicable.
- 5. Click Save to save your entries to this tab.

Note: The system automatically creates an employee record.

6. The User Details page opens. Enter the necessary information in the applicable sections.

For more information on the *User Details* page and applicable sections, refer to "User Details" on page 341.

Add Mass Users

Use the following procedure to add multiple user records at once.

Note: For instructions on adding one user record, refer to "Add a User" on the previous page.

- 1. Access the Manage Users page. For details, refer to "Manage Users" on page 337.
- 2. Click the Mass User Entry button to open the Mass User Entry page.

Manage Users		
User Accounts	Log	Ge Back Add User Mass User Entry Add Multiple Users

Manage Users / Mass User E	intry					
Click the add user link to insert another user	This is a Calibor BMC Admin L	cor				Go Back Save
Add Another User	User ID	sei	Password		CONFIRM PASSWORD	
NEW USER	csaur					
	First Name		MIDDLE NAME		LAST NAME	
	Agency		E-MAIL		Telephone	
	-Select-	~				
	* ○ Sworn ○ Not Sworn		Agency Administrator			
	Sex		RACE		SUBSCRIPTION LEVEL	
	-Select-	~	-Select-	~	-Select-	~

Note: Agency administrators can easily track end-user subscriptions by monitoring the allocation and usage of User Subscriptions. If your agency's user subscription allowed limit has been reached, you receive a warning stating the maximum number has been reached and to contact support to add additional subscriptions, or deactivate an existing user account. For more information on User Subscriptions, refer to "Agency Information Tab" on page 280 of the Agency Profile.

You have reached the maximum number of active named user accounts for your Organization. Please contact support to add additional user accounts or deactivate an existing user account.

- 3. Check This is a Caliber RMS Admin User if an admin user, otherwise leave it blank.
- 4. Complete the form with the appropriate information.
 - Fields with the left red border are required.
 - You must choose either Sword or Not Sworn.
 - When you enter the person's first and last name, the NEW USER name on the left changes to the first and last name as shown below.

Manage Users / Mass User E				
Click the add user link to insert another user				
Add Another User				
Click the add user link to insert another user	This is a Caliber RMS Admin Liser			
Add Another User	User ID			
	csaurTest			
	Christine			

5. Click the Add Another User to display another set of user fields. Notice that NEW USER displays on the left until you enter the first and last name.

Manage Users / Mass User E	ntry				
Click the add user link to insert					Go Back Save
another user Add Another User	This is a Caliber RMS Admin User User ID	is is a Caliber RMS Admin User ID			Confirm Password
Christine SaurTes NEW USER	csaurTest				••••••
- \	First Name		MIDDLE NAME		LAST NAME
\	Christine				SaurTest
\	Agency		E-MAIL		TELEPHONE
\	District 42, Versailles	~	ccsaur1@gmail.com		5551112222
·	* O Sworn Not Sworn		 Agency Administrator Organization Administrator 		
\	Sex		RACE		SUBSCRIPTION LEVEL
	Female	~	White	~	Full Time (987 Remaining) 🗸 🗸
	This is a Caliber RMS Admin User				
	User ID		Password		CONFIRM PASSWORD
		-1			
	First Name		MIDDLE NAME		Last Name
		- 1		- 1	
	Agency		E-MAIL		TELEPHONE
	-Select-	~			
	* O Sworn O Not Sworn		Agency Administrator		Superson lange
	Calast	~	Calast		Solast X
	-Select-	*	-Select-		-Select-

- 6. Repeat steps 3 and 4.
- 7. Repeat steps 5 and 6 until all the new users have been entered.
- 8. Click Save to save all new entries.
- 9. Click Go Back to return to the Manage Users page.
- **10.** On the *Manage Users* page, search for the newly added records to update the roles, preferences, subscriptions.

For more information on searching and updating, refer to "Manage Users" on page 337.

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.

Reset Password	
USER NAME	
1	
	Cancel Go

• For added security, the user will be prompted with three security questions. There are different questions available and they are configurable by the administrator or user with proper permissions. Answer the security questions and click the **Submit** button.

Questions can vary by user and apply only when configured.

Reset Password
Please enter answers to the following security questions.
COLOR OF YOUR FIRST CAR
IN WHAT TOWN WAS YOUR FIRST JOB
NAME OF THE CITY YOU WERE BORN
Cancel Reset Password via Email Submit

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.

Reset Password		
User Name		
	Cancel Go	

3. Click on the Reset Password via Email link to receive a confirmation email

Reset Password
Please enter answers to the following security questions.
Color of your First Car
IN WHAT TOWN WAS YOUR FIRST JOB
NAME OF THE CITY YOU WERE BORN
Cancel Reset Password via Email Submit

4. You are prompted to provide the unique email address on file for your user account. Enter the email address then click the **Go** button. A confirmation message displays on screen:

"A new password has been sent to your email address. Please follow the instructions on the email for further information." If an incorrect email address is given, an error is presented and you cannot continue with the password reset.

- 5. An email is sent to you from 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

Overview

The purpose of this document is to provide instructions on producing Incident Based Reports from the Online RMS application. The application collects FBI data based on the National Incident Based Reporting (NIBRS) requirements.

You access a data set (file) that contains all Agency reports that have a reportable offense that is in approved status. They filter out the reports for inclusion in the file to be used to create the NIBRS Reports. This is typically 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 8.

Note: While UCR functionality is still available within Online RMS, the FBI is no longer accepting UCR Summary Data as of Jan 1, 2021.



Any option above opens the Data Sets details page:



- 2. Accessing Open Data Sets.
 - a. Find the Open Data Set you want to open and click on the Edit icon I under the Actions column.

The right windows display six tabs of *Open Data Set* topics, defaulting to the **Data Set** tab.

								Go Bac
Data Sets	G	112018-1						
SELECT AGENCY		Data Set	Submission Details	Warnings	Submission File	Statistics	Submission Summary	
Indiana State Police	~		DATE					
Open Data Sets	/	Month			✓ Year			✓ Next
Total Actions Incidents								
13	ß							
0	ď							
Closed Data Sets								
Recent Las	t 12 All							
Filter on Data Set ID	Apply							
Data Set Actions								
072017-2 22	Ľ							
012015-1 13	ď							
121992-1 0	0							

- 3. Accessing Closed Data Sets.
 - a. Find the *Closed Set* you want to open and click on the **Edit** icon *C* under the *Actions* column.

The right windows display two tabs of *Closed Data Set* topics, defaulting to the **Closed Data Set** tab.

							Go Bac
Data Sets	Data Set: 012015-1						
SELECT AGENCY	Closed Data Set W	/arning Notification History					
Indiana State Police 🗸	1			Sustam	Download File	File D	ata
Open Data Sets	Statistics			CLERY	Download File	File D	ate
Total Actions	Total Incidents:		13	NIBRS	310_NIBRS.txt	07/21/2015	5 1434
13	Accepted Incidents:		13	SCIBRS			
0	Rejected Incidents:		0	On	e or more Systems is	compatible wi Gene	th XML eration.
Closed Data Sets	Balance:		0	System	# of Files Genera	ted Actio	ons
Recent Last 12 All				NIBRS		0/13 📀	*
Filter on Data Set ID Apply							
Data Set Actions	Search and select	incident reports with	errors and m	ark as 'Rejected'			
072017-2 22	REPORT #S:			STATUS			
012015-1 13	Enter Comma Separ	ated Report Numbers To	Filter	-Select-			~
121992-1 0	Apply Filter Reset						_
	Action Agen	cy ^{1†} Report ^{1†}	Occurrenc	e ^{lî} Report ^{li}	Offenses	Submission	Acti
		Number	Date	Date		Status	
	ACCEPTED Distric 42, Versai	t 2015ROOT0122	04/28/201	5 04/28/2015	MURDER	ACCEPTED	•

Role and Permission Requirements

To perform this procedure it is necessary that a user have the role of **LEA_RECORDS_ M GMT** 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.

Filter

1. Enter the **Month** and **Year** of the reports that you want to report with this file. If you have not completed this action before you need to start at the Month and Year that you began using this application, then create Submission File by Month until you reach the present.

Data Sets	G
SELECT AGEN	CY
Indiana Sta	te Police 🗸 🗸
Open Data	Sets
Total	Actions
Incidents	
13	┏
0	ľ

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.

								Go Bac
Data Sets O	012019-2							
SELECT AGENCY	Data Set	Submission D	etails Warning	s Submission I	-	ics Submission Summary		
Indiana State Police 🗸							_	
Open Data Sets	After appl	lying any fil	ters, click NEXT	to review any w	/arnings			Next
Total Actions Incidents	Statistics							
13	Total Inciden	nts: 13						
	Included:	13						
	Not Included	i: 0						
Closed Data Sets	Date:	01/	2019	Res	et			
Recent Last 12 All	D //-		-	_			D	
Filter on Data Set ID Apply	REPORT #S		INCLUDE	b	DATE	FROM	DATE TO	
Data Set Actions	Enter Comm	a Separated	R -All-		×			
072017-2 22	AGENCY			PE		Statucas V		
012015-1 13	Analy Filter	Decet	·		• -All	statuses"	-All NID	KS Coules- •
121002.1	Apply Filter	Reset				Include All In Filter	Remov	e All In Filter
121552-1						Include All NOT In Filter	Remov	e All NOT In Filter
	Total In Filte	er: 13						
	Included	Agency↓↑	Report i Number	Occurrence I↑ Date	Report ⊥î Date	Offenses	Status	Actions
		District 42, Versailles	2018D4210195	11/16/2018	11/16/2018	BATTERY- KNIFE	READY TO BE SENT	IBR 🛛

Reports on Page Adjustment

1. You can adjust the number of reports on each page by scrolling down. At the bottom left of the page you can select the number of reports you want to see on a page.

»

2. On the bottom right of the page the number of pages display based on your previous selection and the number of reports.

Additional Filters

1. If necessary you can enter criteria in the additional filter fields and **Apply Filter** to further define the reports you are reporting.

REPORT #S	INCLUDED		DATE FROM	DATE TO	
Enter Comma Separated	-All-	~	#		
AGENCY	DATE TYPE		STATUS	NIBRS CODE	
-All Agencies-		~	-All Statuses-	-All NIBRS Codes-	
Apply Filter Reset			Include All In Filter	Remove All In Filter	
			Include All NOT In Filter	Remove All NOT In Filter	

- 2. Unchecking individual reports.
 - a. If find reports you do not want to include, uncheck the checkbox in the *Included* column on the left side. An **Update Selected** button appears on the upper right once you uncheck a box. Click the **Update Selected** button.

REPORT #s	REPORT #S INCLUDED			DATE FRO	DATE FROM			DATE TO	
Enter Comm	a Separated Repor	-All-	,	•					曲
AGENCY		D ATE T YPE		S TATUS			NIBRS COL	DE	
-All Agencies	5- v		,	-All St	atuses-	•	-All NIBR	S Codes-	•
Reset	ly Filter				Include All In I	e All In Filter Remove All In Filter			
					Include All NO	T In Fi	ter Rem	iove All NOT In F	ilter
Total In Filte	r: 3				Including:	0 R e	moving: 1	Update Sele	cted
Included	Agency IT	Report ⊥† Number	Occurrence ⊥↑ Date	Report ⊥† Date	Offenses	Statu	15	Actions	
	District 42, Versailles	2018-08-220- 000015	08/08/2018	08/08/2018	BURGLARY- AUTO/BOD	READ SENT	Y TO BE	IBR	۲
•	District 42, Versailles	2018-08-218- 000014	08/06/2018	08/06/2018	ROBBERY- DOCTORS O	READ SENT	Y TO BE	IBR	۲
•	District 42, Versailles	2017D4210062	02/27/2017	02/27/2017	THEFT- AGRICULTURE	READ SENT	Y TO BE	IBR	۲
10 25	50 100								

3. Click the Next button to advance to the Warning tab.

Warnings

L

The Warning tab provides the opportunity to self-audit incident reports included in the data submission that may be at risk of a data audit by the IBR authority

		Go Ba
12019-2		
Data Set	Submission Det	ails Warnings Submission File Statistics Submission Summary
After revi	ewing any wa	rnings (if applicable), click NEXT to generate the submission file.
Warnings	Warning Not	ification History
The Dat submiss flagged this prod	a Audit Warnin ion that may b by IBR authori cess is to ensur	gs tab provides the opportunity for an agency to self-audit incident reports included in the data e at risk of a data audit by the IBR authority. Data audits represent data situations that are commonly ties as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of re the quality and accuracy of data submitted to the IBR authority.
# of Affected Incidents	Туре	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	Insident contains a Liste Disc Mativation. Discass varify that Liste (Disc was a factor in the insident
> 2		incident contains a nate bias wotivation. Please verify that nate/bias was a factor in the incident.
× 1	INCIDENT	Incident contains a nate bias motivation. Please verify that nate/bias was a lactor in the incident. Incident contains an offender 10 years old or younger. Please verify this for accuracy.
× 1	INCIDENT NIBRS	Incident contains a nate bias includent. Please verify that nate/bias was a lactor in the incident. Incident contains an offender 10 years old or younger. Please verify this for accuracy. 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.

311_NIBRS - Notepad		
File Edit Format View Help		
006321072017 8529637412017-0124 220AA 02 N 15		
030731072017 8529637412017-0124 1		
01414I072017 8529637412017-0124 001220 I27 M	WUR	
0046510/2017 852963/412017-0124 0128 FA		
006321072017 SC028000017-MPD-0023 13ACC 45 J 30 88		- 01
004651072017 SC028000017-MPD-0023 00113A 141 M	WROI I	1 01
00881I072017 SC028000017-MPD-0045 20170531 10N		
0053210/201/ SC02800001/-MPD-0045 13ACD 38 J 30 88 014141072017 SC028000017-MPD-0045 00113A I05 M	W RO1 E	3 01_
		·

1. To generate the submission file you must first check the appropriate checkboxes in the *Generate File* column, then click the **Generate Submission File** button.

											Go B
Data Sets		G	012019-2								
SELECT AGENC	Y		Data Set Submi	ission Details	Warnings	Submission File	Stati	stics Sub	mission Summary		
Indiana Stat	e Police	~	Statistics					System	Download File	File Date	Generate File
Open Data S	Sets		Total Incidents:	13				CLERY			
Total Incide	nts Actions		Included:	13				NIBRS			V
13		Ľ	Not Included:	0				SCIBRS			
0		ď	Date:	01/2019		Rese	:t	Generate	Submission File	lose Data Set	
Closed Data	Sets Recent La	st 12 All	One or more Syste	ms is compat	ible with XMI	Generation.					
Filter on Dat	a Set ID	Apply	System		# of Files	Generated				Actions	
Data Set	Actions		NIBRS		3/13						(†) (†) 🛓
072017-2	22	ď									
012015-1	13	Ľ									
121992-1	0	•									

a. 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.

											Go Ba
012019-2											
Data Set	Submiss	ion Details	Warnings	Submission File	Statis	itics	Subn	nission Summary			
Statistics						Syst	em	Download File	File Date	Generate	
Total Incide	nts:	13								File	
Included:		13				CLE	RY				
Not Include	d:	0				NIBRS		291_NIBRS.txt	02/12/2019 1438		
Date:		01/2019		Rese	et	SCIE	RS				
						Ger	ierate :	Submission File	Close Data Set		
One or mor	e System	is is compat	ble with XMI	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				
NIBRS	291_NIBRS.txt Reset		02/12/2019 1438	
SCIBRS				
Generate S	Submission File	Clo	se 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	G				
SELECT AGENCY					
Indiana State Police	• •				
Open Data Sets					
Total Incidents	Actions				
0	ľ				
Closed Data Sets Recent Last 12 All					
Closed Data Sets	Recent Last 12 All				
Filter on Data Set II	C Apply				
Filter on Data Set II	Actions				
Filter on Data Set II Data Set 072017-2 22	Recent Last 12 All D Apply Actions				
Closed Data Sets Filter on Data Set II Data Set 072017-2 22 012015-1 13	Recent Last 12 All D Apply Actions				
Data Set Filter on Data Set II Data Set 072017-2 22 012015-1 13 121992-1 0	Recent Last 12 All D Apply Actions C Actions C Actions C Actions				

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.



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.

Data Set Submi	ssion Details Warni	ngs Submission File	Statistics	Submission Su	mmary	
Statistics			System	Download	File	Generate
Total Incidents:	70			File	Date	File
Included:	70		NIBRS			
Not Included:	0		Generate S	ubmission File	Close Data S	Set
Date:	11/2019	Reset				
One or more System	ns is compatible with X	ML Generation.				
System 🔶	# of Files Ger	nerated		Actions		

# 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.

Note: While UCR functionality is still available within Online RMS, the FBI is no longer accepting UCR Summary Data as of Jan 1, 2021.



Run Summary UCR Reports

Note: While UCR functionality is still available within Online RMS, the FBI is no longer accepting UCR Summary Data as of Jan 1, 2021.

1. From your *Home* page click on the **Forms and Reports** tab at top of screen. Then click on **Reports**.

Administration	Incidents N	laster Indices 🔻	Records Management 🔻	Forms And Reports 🔻 Help	
Reports				Forms And Reports	
Citation ReportsClery Reports	Use the me	nu on the left to	select a report.	Add / Search Custom Form Reports	oper
 Evidence Reports Incident Reports Other Reports 				•	
 Permit Reports Scheduling Reports 					
 Statistical Reports System Admin Reports Trace Reports 					
UCR Reports USer Reports					
• Warrants 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.

R



b. Click on the Report you wish to run, most likely the **Return A**. A filter opens on the right of the window.

	Go Back Refresh Reports Open Ad-Hoc Tool	
 Citation Reports 	Return A Report	
Clery Reports	Return A ReportUCR Report. UCR reports are only available for agencies using the standard FBI NIBRS	
Evidence Reports	configuration.	
Incident Reports	Report Parameters	
Other Reports	DATA SET(S)	
 Permit Reports 	Search Select All Select None	
 Scheduling Reports 	320 - 1 - July 2015 - D16	
 Statistical Reports 	315 - 1 - January 2015 - D13	
System Admin Reports	314 - 1 - February 2015 - D13	
 Trace Reports 	313 - 1 - July 2015 - D13	
 UCR Reports 	311 - 23 - July 2017 - IPSC	
Arson	310 - 14 - January 2015 - IPSC	
Cargo Theft Incident Report Domestic Violence (WY)	Header Nore	
Drugs Seized by Type and Quantity	Output Type	
Hate Crimes Incidents	SELECT AN OUTPUT TYPE	
Human Trafficking PDF File		
Law Enforcement Office's Killed or Assaulted (LECKA) Maryland Domestic Violence Form9	Run Report	
Persons Arrested - / dults Persons Arrested - Juveniles 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#)

F	Report Parameters					
l	DATA SET(S)					
I	Search		Select All	Select None		
	320 - 1 - July 2015 - D16	^		^		
I	315 - 1 - January 2015 - D13					
I	314 - 1 - February 2015 - D13					
I	313 - 1 - July 2015 - D13					
I	311 - 23 - July 2017 - IPSC					
l	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.

leport Parameters			
DATA SET(S)			
Search		Select All Select None	
315 - 1 - January 2015 - D13	▲ 320 - 1 - July 2015 - D	16	
314 - 1 - February 2015 - D13	313 - 1 - July 2015 - D	13	
310 - 14 - January 2015 - IPSC			
305 - 1 - December 1992 - IPSC			
303 - 1 - July 2015 - IPSC			
302 - 1 - January 2014 - 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

 Once you have completed your **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 I 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.

 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 *Avelin*. 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

E911 (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

EMSZone — 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 of 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 extention - 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
- **MS** Abbreviation for *Jail Management System*

PG (jay-peg) — Abbreviation for the file extension *bint 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 Listice 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

OL — Abbreviation for *Objective* Jail Classification

OMS— Abbreviation for Offender Management System which is replacing MS

On Duty - See "in service"

on-site materials — Any significant amounts of commercial, industrial, energy, or agricultural products or materials on the property, whether or not they became involved in the fire. Note: For more information, refer to the NFIRS 5.0 Complete Reference Guide, available from www.fema.gov/nfirs.

ORI — Abbreviation for *Originating Agency Identifier*, a nine-digit code used by agencies on the law enforcement network

Originating Case Agency — A term used in RMS Case Management to refer to the first agency to respond to and/or create a report about an incident

ORION — Abbreviation for Originating Agency Identifier On-line Directory

OS— Abbreviation for *On Scene*, a status code

out of service — Status of a unit indicating that it is not assigned to an incident but is unavailable for assignment, often referred to as Off Duty

PACE — Abbreviation for Pro-Active Criminal Enforcement

patrol area — Geographical area of a jurisdiction that a unit works

PCB — Abbreviation for product change bulletin

PCN — Abbreviation for *product change notice*

PCS — Abbreviation for Public Communications Supervisor

pending call — A call to which no units have been assigned

person history reports — Report category that enable sorting and viewing of the following report types: Person Involvement, Crimes by Person, Gender and Race Profile, Arrest History Summary, Civil and Warrants by Defendant, Civil and Warrants by Plaintiff, and Sex Offender Registration

phases — The divisions of a software development life cycle into discrete stages (requirements, design, code, test, and so forth)

pictometry — Aerial image capture and display, orthogonal and oblique images (3rd party)

place alias — A common name for a business, landmark, or general location that a caller may use to identify a place when unsure of the exact location

place file — Function that cross-references a place (alias) name with a location record.

png — File extension - Portable Network Graphics which is a commonly used image format

pod — Used in JMS/OMS, this term is equivalent to cell block

POI — Abbreviation for *Point of Interest*

pop-up — A window that opens "pops up" when an option is selected or a function key is pressed. A pop-up window usually contains a menu of commands and stays on the screen only until a command is selected.

priority — Level of importance assigned to an incident. CAD includes the following priorities: Priority 1 - Emergency. Priority 2 - Important, but not an emergency. Priority 3 -Less important; not an emergency.

probation — An alternative to prison/jail in which offenders can remain in the community under court supervision

process — The step-by-step sequence of activities (systematic approach) that must be carried out to complete a project

Product Change Bulletin — A document summarizing changes (such as fixes, enhancements, and usability improvements) to a product since the last major release (for example, 10.1 to 10.2)

Product Change Notice — A document summarizing changes (such as fixes, enhancements, and usability improvements) to a product since the last minor release (for example, 10.1.1 to 10.1.2)

property — An item of value that can be FIXED on the Earth's surface, i.e., water, land, roadways, structures, buildings, or MOBILE, i.e., ships, airplanes, trains, trucks, automobiles (from NFIRS 5.0 Reference Guide)

proximity distance — Relative distance that determines when the symbols for two or more AVL units merge together to show up as one symbol on the GIS map

PSAP — Abbreviation for Public Safety Answering Point

Public Safety Answering Point — The initial answering location of a 911 call. Sometimes called a 911 center.

Quality Assurance — The process of tracking and oversight functions for monitoring project performance, adherence to commitments, and budget requirements

radio button — Interface icon with a round button shape that can be clicked to indicate a choice. A radio button operates like the buttons on a radio tuner, when a button is pressed, all other buttons are disengaged, allowing only one selection at a time.

Records Management System — Also known as RMS, a centralized electronic package of modules used to enter, maintain, track and manage data related to criminal incidents, evidence, cases, and so forth

remark — A comment or note that may be appended to a unit's log or sent to a unit's pager as an 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 imagry 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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