



User Guide April 2021

Caliber Public Safety Online RMS 11.6 User Guide April 2021

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- Duration of the problem

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

#### **Document Information**

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The Online RMS 11.6 User Guide contains information and instructions for basic users.

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

alibe	Administration * Incidents * Master Indices *	Records Management *	Forms And Reports * Hel	p *	💄 Christine Saur [District 42, Versailles] 💌 🚺	270 🛛
🛠 Home						
Broadcast /	Messages Show All					
No Messag	jes To Display					
Notification	ns			Q Show All O Add Noti	fication Recent Activities	
-Filter By U	Users-	• Search			Initial Report	23
Count	Notification Type	п	Last Notification	11 Priority	Follow Up Needed (Past 10 Days)	O
6	APPROVE INCIDENT REPORT - PATROL		11/14/2019 10:05 AM CST	High	Pending Approval	3
103	INCIDENT APPROVED - FOLLOW UP CASE DECISIO	ON 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	A Constant of the Constant	-
2	INCIDENT FOLLOW-UP CASE - ASSIGNMENT END	ED	09/26/2019 11:22 AM CST	Medium	My case Activities (Active Count)	
					Evidence Review	

#### Night Mode

Caliber	Administration * Incidents * Master Indices *	Records Management	<ul> <li>Forms And Reports </li> </ul>	Help *		*	Christine 5	Saur (District 42, Versailles)	102/0
# Home									
Broadcast Me	isages Show All								
	To Display								
Notifications				Qst	ow All O Add Noti	lication	R	ecent Activities	
-Filter By Use								Initial Report	23
Count	Notification Type		Last Notification	11 6	riority			Follow Up Needed (Past 10 Day	s) 🕕
	APPROVE INCIDENT REPORT - PATROL		11/14/2019 10:05 AM CST	•	ligh			Pending Approval	3
								My Cases (Active Count)	(2)
	INCIDENT APPROVED		11/14/2019 09:46 AM CST		ligh			Mr. Com. Anti-iting (Antion Council	
								my case actimites (Active Count	
	ADMINISTRATIVE		09/16/2019 09:54 AM CST		Jrgent			Evidence Review	
									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]	- <b>102/0</b> 🛞 🕩
	A My Profile	
	A 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					CEdit 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			×	Normal / Day Mode	
BREADCRUMB OPTIONS				Normal / Day Mode	
Enabled - Always show Brea	adcrumbs on pages t	hat use them	٣	All Agencies/Schema	٣

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

✓ Preferences updated successfully.	
-------------------------------------	--

#### Toggle Mode

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

There are two ways to toggle between Modes:

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

#### Login Screen

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



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



#### Dashboard

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



### **Password Rules**

Each user will have a unique User ID and Password.

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 47.

- 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 47.

#### **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 agency administrator.

# Home Page

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

When you first log into Online RMS, the **Home Page** displays. You can access the **Home page** from anywhere within RMS by clicking on the **Caliber** logo that is located on the top left of the window.



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

Calibe						💄 Christine Saur [Dist		- 9870 🖲 😝
# Home	1						1	
Broadcast	Messages Show Al						Iser Ribbon	
Broadca	st Messages							
_						1		
Pinned Reco	rds 1179	Ma	ain Area			Recent Activities	Side Bar	
Record Type	Record Description				Actions	Initial Report		23
Person	Name: JONES. WILLIAMS   DOB: 03/03/1965					Falley, Da Mandad (Dr		0
						rollow op Needed (Pa	St 10 Days)	0
Notification	5				Q Show All O Add Notification	Pending Approval		8
-Filter By U	sers-	~	Search			My Cases (Active Cou	nt)	0
Count	11 Notification Type			II Last Notification	1 Priority 11	My Case Activities (Ac	tive Count)	0
4	FORM REVIEW - test			02/23/2021 01:55 PM EST	High			-
60	PROPERTY PENDING CHECK-IN			02/17/2021 01:23 PM EST	High	Evidence Review		•
6	INCIDENT FOLLOW-UP CASE - PROPERTY DISPOSITION REQUESTED			02/16/2021 02:03 PM EST	High	Open Field Arrests		6
116	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED			02/11/2021 05:10 PM EST	High			_
130	INCIDENT APPROVED			02/11/2021 05:10 PM EST	High	Arrests Pending Relea	se	•
4	FORM REVIEW - Online Police Self-Reporting Form			12/15/2020 10:49 AM EST	High	Forms For Review		0
1	WARRANT ASSIGNED			11/12/2020 04:14 PM EST	High	Insidents Can Deview		0
21	INCIDENT FOLLOW-UP CASE - NEW SUPP FILED			11/09/2020 09:59 AM EST	High	Incidents For Neview		•
4	FORM REVIEW - ROUTING_ROLES			11/05/2020 12:06 PM EST	High	My Court Papers		0
26	FIELD ARREST APPROVAL REQUEST - CID			10/29/2020 01:06 PM EST	High			
17	CRIMINAL COMPLAINT APPROVAL REQUEST			10/23/2020 08:04 PM EST	High			
8	FIELD ARREST APPROVAL REQUEST - PATROL			10/23/2020 12:16 PM EST	High			
47	WARRANT REMOVED FROM FIELD ARREST			10/21/2020 07:24 PM EST	High	Quick Links		manage
4	FORM REVIEW - ROUTING_USERANDROLES			10/20/2020 04:23 PM EST	High			
11	FORM REVIEW - INFORMATIONAL			10/20/2020 01:34 PM EST	High	Approve Incident Rep	ort	
2	FORM REVIEW - ROUTING_USERS_ONLY			10/05/2020 01:34 PM EST	High			
1	FORM REVIEW - ROUTING_USERS_ONLY			10/05/2020 01:32 PM EST	High	Charte		

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 41.

#### Main Area

*Pinned Records* and *Notifications* appear in the Main Area. You have the option to change the display order or remove content; perhaps you prefer *Notifications* to appear before *Pinned Records*, or you don't want *Pinned Records* to appear on your **Home Page**.

Refer to the *Manage Front Screen Layout* section of "User Information Menu" on page 41 for instructions.

#### Pinned Records

You can pin incident reports, cases, or person records to add those records to the **Home Page** for quick access.

By default, you can pin up to 50 records.

 The pinned record count and remaining available pin count displays on the section title bar.



- Your agency administrator has the ability to change the maximum number of pinned records.
- If you attempt to pin a record while at the maximum number, you are notified you need to unpin other records first.
- The pin counter color changes to yellow when within five records from the maximum.
- The pin counter color changes to red when at the maximum count.

With appropriate permissions you can view, edit, or unpin the pinned records from the **Home Page** using the buttons under the *Actions* column, respectively. A button will not display if you do not have permission to perform the function.



- When unpinning records, you must navigate from the **Home Page** for it to take effect. This allows you to re-pin the record if it was unpinned by accident.

For information on pinning incident reports, cases, or person records, refer to the respective sections.

#### Notifications

This area presents a grouped list of Notifications specific to the logged-in user.

For more information on *Notifications*, refer to "Notifications" on page 22.

#### **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 15

#### 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 15

#### **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 41.

#### New Notification Alert

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

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



Notifications & Messages								
Notifications Broadcast Messages								
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 22.

#### Toggle Night Versus Day Mode

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





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

#### Logout

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

2	Christine Saur [District 42, Versailles]	•	100/0	۲	6	
	L	.og	jout 🕯			

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 41.

#### **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.

Recording to 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						
<ul> <li>Approve Incident Report</li> </ul>	Reports						
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/ApprovalIn	cReport.do?dispatchto=getRecentActivitiesCount&origin=menu#)						
State Statutes (https://law.lexisnexis.com/infopro/zimmermans/disp.aspx?z=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.

External Links manage

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

Administration - Incidents - Master Indices - Record	ds Management 🔻 Forms And Reports 👻 Help 👻 💄 👻 🚺							
Choose the links to be shown on the landing page								
Internal Links								
Internal Link	Category							
Address	Default Links							
<ul> <li>Approve Incident Report</li> </ul>	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/ApprovalIn	cReport.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 Mes	sages 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		
		1
Administration <b>*</b>		
Incidents 🕶		
Master Indices 👻		
Records Management 🔻	-	
Forms And Reports 🕶		
Help 🔻		
<b>4</b> •		
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 uploading images to the Image Library, refer to "Image Library" on page 69.

### **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.

🖨 Home	
Broadcast Messages	Show All
Urgent Priority - In	nformational
This is a sample urger	nt broadcast message.

#### **High Priority Message**

Color Coding of high priority message.

A Home
Broadcast Messages Show All
<b>High Priority - Informational</b> This is a sample high priority broadcast message.

#### Medium Priority Message

Color coding of medium priority message.



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

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

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.

PRIORITY	Message Type	
Low	Informational	
for 15 minutes during an upcom	ning scheduled maintenance windov	v TEST
heduled at 1:00 AM - 1:15 AM C Itenance window.	ST on Sunday, June 28, 2020. You w	ill not have access
ACKNOWLEDGE THAT I HAVE RE	AD THIS NOTIFICATION	
	PRIORITY Low for 15 minutes during an upcom heduled at 1:00 AM - 1:15 AM C itenance window.	PRIORITY       MESSAGE TYPE         Low       Informational         e for 15 minutes during an upcoming scheduled maintenance window         heduled at 1:00 AM - 1:15 AM CST on Sunday, June 28, 2020. You watenance window.         I ACKNOWLEDGE THAT I HAVE READ THIS NOTIFICATION

### Adding a Broadcast Message

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

	_						Go Back	Add Broadcast Message
Broadcast Message	Feature Communi	cations						
Enter Search Text				Subjec	t			Search Reset
Subject ⊥†	Url 11	Priority 11	G ⊥†	Attachments ↓↑	Message Li Description	Start Date ⊥†	End Date 17	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	201

Broadcast Messages / Add B	roadcast Message			
Message Details				Go Back Save
Subject			URL	
Message				
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 Caliber Admin users.

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

LOGIN NOTIFICATION
s County, TX (TSTB)

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

20



- 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 🔳. If the Delete icon does not exist, then you are not authorized to delete that message.

	_							Go Back	Add Broadcast Message
Broadcast Messages Feature Communications									
Enter Search Text		Subject							Search Reset
Subject 11	Uri	L It	Priority 11	G 11	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	201

# 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 Broadd	cast 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 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	RM REVIEW High 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.

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

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			
Notificati	lons	0.5		dd Notification
-Filter By	y Users-	rch		Initial Report
Count	Notification Type	Last Notification	11 Priorit	Follow Up Needed (Past 10
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/18/2019 12:37 PM CS	ST High	Days)
3	INFORMATIONAL	11/18/2019 12:33 PM CS	ST High	Pending Approval
6	APPROVE INCIDENT REPORT - PATROL	11/14/2019 10:05 AM C	ST High	My Cases (Active Count)
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	D 11/14/2019 09:46 AM C	ST High	My Case Activities (Active
106	INCIDENT APPROVED	11/14/2019 09:46 AM C	ST High	Count)
2	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	09/26/2019 11:22 AM C	ST Mediur	Evidence Review
14	ADMINISTRATIVE	09/16/2019 09:54 AM C	ST Urgent	Open Field Arrests
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATE REQUESTED	D 07/02/2019 11:04 AM C	ST High	Open field Arrests
61	EVIDENCE PENDING CHECK-IN	07/01/2019 05:05 PM C	ST 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.

Notification	15	Q sh	ow /	All 🕒 Add Notification		
-Filter By L	Jsers-	$\sim$	Search			
Count 1	Notification Type		†↓	Last Notification	îĮ	Priority 11
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 your agency administrator.

Notifications	View and Mana	15 Q Show All Add Notification		
-Filter By Users-	Click for a list	¥	Search	Search by text entered here

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

Show	All Notifications				
					Add Notification
Sear	ch Enter Search Text	Search By	-Select-	Filter By Users -Select-	Search Reset Delete Selected
	Type 11	Priority 11	Sender	Description 11	Sent On 11
	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	High	Saur Christine	LEA CASE #: 00000158CASE2019 ACTUITY TYPE: Case Note ACTUITY 04TE: 0701/2019 0828 COMMENTS: Updated next review date. INCIDENTS: Report #: 201904210229 -Address: 100 North Main Street BLOOMINGTON, IL 61701 -Offense: 35-43-2-1 802 - 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 - Informational	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 AI	I Notifications								
									Add Notification
Search	evidence		Search B	y	-Select-		Filter By Users	-Select-	Search Reset
•	Type 11	Prior	ity 11	s	-Select- Notification Type	6		-Select- Daytime Officers	11
	EVIDENCE PENDING CHECK-IN	High		s	Priority Sender Description Date	-	ent #:2019D42 on: Property -	Weekend Officers BASEBALL BAT; Ser#: ASD;	PM CST
	EVIDENCE PENDING CHECK-IN	High		Si	mpson Homer	Location: Impound; Ind and Property Descripti	ident #:2019D on: Property -	4210224; Evidence Id: 800 BASEBALL BAT; Ser#: ASD;	07/01/2019 04:59 PM CST
	EVIDENCE PENDING CHECK-IN	High		Si	mpson Homer	Location: Drawer; Incid and Property Descripti	lent #:2019D42 on: Property -	10224; 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 22.
- From the link in the **Description** column of the **Show All** notifications grid. Refer to "Show All Notifications" on page 23.

<b>TYPE</b> FORM REVIEW - INFORMATIONAL	PRIORITY High	
SENDER Hicks Aaron	SENT ON 09/27/2018 11:06 AM CST	
DESCRIPTION Form Comment Added; THis is my third co	nment	

• 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: Co7012/039 0828 COMMENTS: Updated netr review date. INCIDENTS: Report #: 2019/04210229 - Address: 100 North Main Street BLOOMINGTON, IL 61701 - 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

#### **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	
Туре	
Select Notification	•
Priority	
Select Priority	•
DESCRIPTION	
Users to Notify	
Select User	
<u> </u>	
SELECTED USERS DOUBLE CLICK TO REMOVE	
	×
Go Back Save	

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

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

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 ch	anges month
Su	Мо	Tu	We	Th	Fr	Sa	^	^
27					1	2	09	5.9
3	4	5	6	7	8	9	09 :	50
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		•
24	25	26	27	28			change the hou	vn arrows to ir 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 autocomplete 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	Administr	ation - Incident	s ▼ Master Ir	ndices 🔻 Ree	cords Management 🔻	Forms And Reports -	Help 🔻	Go Back Search
Le Person	🞗 Address	Organization	🛱 Vehicle	మే Property	e 🔮 Gang	Mug Shot Search	n - By Physica	al 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	ort order indica	tor				
	> 13 result(s) fo	und. 13 result(s) found	using <b>Onli</b> r	ne RMS st	atewide se	earch.	
Last Name 🕸	First Name 💷	Middle Name	Title 💷	Sex 11	Race 11	DOB L	1
🛕 🕕 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 232.

# **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.

mployee Search / Employee Sea	arch Results / E	dit Employee			
🐁 Employee Info 🔶 Training					Go Back
ACTIVE STATUS		Agency			
Active	•	District 42, Versailles	•		
LAST NAME		FIRST NAME		MIDDLE NAME	
Clark		Christine			
SUFFIX		MAIDEN NAME		TITLE	
				-Select-	•
SEX		RACE		ETHNICITY	
Female	•	-Select-	•	-Select-	•
SSN		DOB		PLACE OF BIRTH	
***-**-1963			苗		
EMPLOYEE ID		EMPLOYEE TYPE		EMPLOYEE LEVEL	
		Communications Personnel	٣	-Select-	•
HAND DOMINANCE		BARGAINING UNIT		BLOOD TYPE	
-Select-	*			-Select-	•
LONGEVITY DATE		HIRE DATE		END 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
鬼 Employee Info	Training						
Courses					0	Advanced Search 🚯 🤇	uick Add Course  👬
Name	Description	Score	Pass/Fail	Start Date	Completed Date	Days Until Expiration	Actions
<ol> <li>Basic Training 100</li> </ol>	0					N/A	
Certifications						0	Add Certification  👬
Eligible Ranks							

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

## **Printing from Online RMS**

You can print Online RMS content wherever you see a print icon or a print button:

Print Icon: 🖶



Clicking on the icon or button generates a PDF document in a new tab in the browser keeping the current Online RMS page open. A separate tab also allows you to view the PDF before you decide whether you want to save it with a custom filename, print it, or both. If you do not want to save the PDF, simply close the tab.

**Note:** Internet Explorer does not support custom filenames. If you are using Internet Explorer, the filename defaults to the name of the current page's name (i.e., PersonAction, IncidentPrint). After saving the PDF, you can rename the file if you wish.

# **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.

Incidents 🔻 Master Indice	es 🕶	
Incidents		
Incidents Reporting 🔻		
Incidents Management 🔻	,	
Case Management 🕶		
Field Contact 🕶		
Field Arrests ▼		
Calla For Sonvice 🔻		
Incident Reporting	Incident Management	Go B
ncident Reporting	Incident Management	My Recent Activities
Create New Incident Report	Assign Incident Report	Initial Report (23)
Create Supplement to Incident Report	Assign Supplement	Follow Up Needed (Past 10 Days)
View Incident Report	Delete Incident Report	Dending Approval
G 10 1		Pending Approval
SmartSearch	Incident Status	My Cases (Active Count)
SmartSearch	Incident Status Incident Status Log	My Case Activities (Active Count)
smartsearch Incident Mapping Transfer Incident Report	Incident Status Incident Status Log Incident Delete Log	My Cases (Active Count)       My Case Activities (Active Count)       Evidence Review
Smartsearch Incident Mapping Transfer Incident Report Approve Incident Report	Incident Status Incident Status Log Incident Delete Log Incident Offense Glossary	My Cases (Active Count)       My Case Activities (Active Count)       Evidence Review       Open Field Arrests
Smartsearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting	Incident Status Incident Status Log Incident Delete Log Incident Offense Glossary	My Cases (Active Count)         My Case Activities (Active Count)         Evidence Review         Open Field Arrests         Arrests Pending Release
Smartsearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Case Management	Incident Status Incident Status Log Incident Delete Log Incident Offense Glossary Field Contacts	My Cases (Active Count)         My Case Activities (Active Count)         Evidence Review         Open Field Arrests         Arrests Pending Release         Forms For Review
Smartsearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Case Management Create New Incident Follow-up Case	Incident Status Incident Status Log Incident Delete Log Incident Offense Glossary Field Contacts Create New Field Contact	Pending Approval       Image: Comparison of Co
Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Case Management Create New Incident Follow-up Case Review Cases	Incident Status Incident Status Log Incident Delete Log Incident Offense Glossary Field Contacts Create New Field Contact Search Field Contacts	My Cases (Active Count)         My Case Activities (Active Count)         Evidence Review         Open Field Arrests         Arrests Pending Release         Forms For Review         Pending UCR Review         Incidents For Review         My Caut Paper
Smartsearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting Case Management Create New Incident Follow-up Case Review Cases Case Load	Incident Status Incident Status Log Incident Delete Log Incident Offense Glossary Field Contacts Create New Field Contact Search Field Contacts	Pending Approval       Image: Comparison of Co
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	Incident Status Incident Status Log Incident Delete Log Incident Offense Glossary Field Contacts Create New Field Contact Search Field Contacts Field Arrests	Pending Approval       •         My Cases (Active Count)       •         My Case Activities (Active Count)       •         Evidence Review       •         Open Field Arrests       •         Arrests Pending Release       •         Forms For Review       •         Pending UCR Review       •         Incidents For Review       •         My Court Papers       •
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	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	Pending Approval       Image: Comparison of Co
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 Search Calls	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	Pending Approval       Image: Comparison of Co

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 75. 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.

Indices <del>*</del>	Records Management •	Forms And Rep		
	Records Management			
	Citations / Enforcements			
	Civil Process			
	Collapse 🕶			
	Create Held Property			
	Delegate Privileges	w		
~	Evidence / Property M	anagement		
	Fleet Management			
	Inventory Management			
	Lost And Found	E		
	Officer Daily Logs	E		
	Officer Inventory Mana	igement E		
ISPOSITIO	Permits	E		
	Personnel Managemer	nt E		
a Form	Photo Lineup	F		
gronn	Training			
	Vehicle Tow/Impound	E		
ILED	Warrants	E		
	11/03/	2020 12.00 FIVE		

# **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 59.

# **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*.



### **My Profile**

**My Profile** is a page that contains an organized set of links to various user settings and functions.

My Profile				
L Christine Saur	Profile Information	า		Go Back Update
User ID: CSAUR				
Status: Active	User Information			
Type: Full Time		FIRST NAME	MIDDLE NAME	Last Name
Organization: Indiana State Police				
Officer Vec. 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				

For more information, refer to "My Profile Overview" on page 47.

### 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 Defaults Save
This page allows you to change the content of your home screen. There are two areas to ad To add an item to either area, click on the <b>o</b> icon at the top and select an item. Once an Ite some extra information. You can then place the item where you want it by placing the mous it. You can remove an item by clicking on the <b>o</b> icon.	d content to: the main area and side bar. em is added, you may need to enter e over the item's header and dragging
Main Area	Side Bar
	My Recent Activities
Pinned Records	Quicklinks
Notifications C	Chart Menu 😵
Charts 😽	External Links

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 465.

### 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 u	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 Uplo	pad
	Drop Files Here, Or Click Here to Add Files	
DESCRIPTION / NO	OTES OPTIONAL WILL BE ASSOCIATED WITH EACH DAGE UPLOADED	

For more information on uploading images to your personal RMS Image Library, refer to "Image Library" on page 69.

### 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 Information	า		Go Back Update
User ID: CSAUR				
Status: Active	User Information			
Type: Full Time		FIRST NAME	MIDDLE NAME	Last Name
Organization: Indiana State Police				
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 Online RMS 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				
L Christine Saur	Profile Informatio	n		Go Back Upda
User ID: CSAUR Status: Active Type: Full Time	User Information			
Organization: Indiana State Police		First Name	MIDDLE NAME	Last Name
Home Agency: District 42, Versailles		Christine		Saur
Officer: Yes - Active 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				
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 53

"Subscriptions Tab" on page 54

"Officer Information Tab" on page 55

"Account History Tab" on page 57

### **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 47.
- 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			-			C Edit User	r Filters
EMAIL NOTIFICATIONS PRIORITY			AUDIE	LE ALERT			
Select			<b>v</b>				
HOURS FOR NOTIFICATIONS			ALWA	YS SEND SUBSCRIPTION NOT	IFICATIONS		
Begin	End		<b>e</b>				
Options							
INCIDENT SETUP WIZARD			DAY /	NIGHT MODE			
On			• No	mal / Day Mode			•
BREADCRUMB OPTIONS			DEFAU	ILT SEARCH AGENCY			
Enabled - Always show Breader	rumbs on pages that	use them	• All	Agencies/Schema			•
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	Cedit User Filters
EMAIL NOTIFICATIONS PRIORITY	
-Select-	~
HOURS FOR NOTIFICATION	
Begin End	
User Groups	
Show 100 ¢ entries	
Name 1	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 Bao
Group Details		
broup Options		
VAME		
Jsers		
		8
SELECTED 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 47.
- 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		Sele	ct All Select None
Jail Tracker: Person In Jail	Incident SmartSea	arch	

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 47.
- 2. Click Subscriptions under the Go To section.

Go To			
Profile Information			
Preferences			
External Searches			
Subscriptions			
Officer Information			
Account History			
-			
			Go Back
OFFICER_DMM - Profile Information Security Setti	ngs Preferences	Subscriptions Officer Information	Employee Information
			Add Subscription
Name Iî Type Iî	Index Name	Lt Reason	Creation IT Actions Date
Vehicle Index Accessed	, 336	Asdf	05/04/2017
Property Index Accessed	APPLIANCE 1588	Asdf	05/03/2017

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 117.

### **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 47.
- 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		Go Back
Officer		
FIRST NAME Chief3	MIDDLE NAME	Last Name State
TITLE Assistant Chief	Suffix	AGENCY District 21, Toll Road - SC
<b>BADGE #</b> 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	Jser
	Click Here to Add One	

4. Complete each of the fields for which you have information.

Hover your mouse over the CAD Badge blue information bubble <sup>1</sup> 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 47.
- 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 DA 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							
Status History Login History							
10 🗢 << < > >>	422 1 / 43						
Login Date 11	Logout Date 11	City 11	State 11	Country 11	Latitude 11	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. Custom Forms**

## **Search For and View Custom Forms**

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

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

For more information on **Community Reporting**, or public forms, refer to "Community Reporting" on page 249.

To search for and view Custom Forms follow these steps:

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

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



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

earch Forms						
					Go Back Add For	m -Select- 🔻
<ul> <li>All Forms</li> </ul>	Online Police Self-Rep	oorting Form				
A New Form	Agency			OFFICER		
Another Test Form	District 42, Versailles		~ <b>#</b>			
(Inactive)	STATUS			INSTANCE NUMBER		
Derek Test Form	-Select-		~			
Evpanse Log	DATE CREATED FROM			DATE CREATED TO		
Expense Log			曲			<b>#</b>
Incident Offense Fields	SEARCH PREFERENCE					
Interior Test	All      Any Search Terr	m(s)				
Form	Field	Search Parameter				Actions
Marijuana	First Name	Joe				ā
Eradication Form	Last Name	Public				â
Online Police Self-						
Reporting Form			Deast	Count		
RMS Demo Form			Reset	Search		

If the form contains sub forms, an additional **Search Sub Forms** option also displays:

SEARCH PREFERENCE					
All O Any Search Term(s)					
FORM SEARCH FIELDS					
-Select-	-Select-				
Search Sub Forms					
-Select-					

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

Q, Oxine Police Self Reporting Form						
🖹 🚺 🚺 🕩 1 Resul	It(s) Found Agency: DEMO First	Name: Joe Last Name: Public				
Creator	11 Create Date 11	Officer 11	Agency	Status	Record Details	Actions
System User, Auto	05/22/2020 1517		Caliber Public Safety PD	Reviewed	Type: Incidents	0
		Refine Search New	Search			

- 5. Click the View icon 💿 to view the form.
- 6. Click the **Print Form** button to select print options, then click **Print** to open the form in a new tab in your browser. You can then download to a file or print directly to the printer.

7. With appropriate permissions, you can click the **Change Status** button to open the form for edit. Once opened, the creator of the form will have access to edit the form.

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

If you receive a *Form Review Notification*, refer to "Taking Action via Notifications" on page 250 or "Taking Action via Recent Activities" on page 257 for more information. Refer to "Notifications" on page 22 for more information on Notifications.

# **Chapter 5. 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.

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 69.



# **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 Lib	rary 🔂 Add Attachment
Keyword File Name Description Da				Actions
Mugshot - Front	383_1		09/25/2012	± 🗹 💼

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

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

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

Add Person Attachments	Go Back				
Instructions     Click to dis	splay 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 o	f <b>10</b> files at once.				
Once you have uploaded the files, you will be able to add descriptions / edit file names / etc					
	Start Upload				
Ontion 1:	Dron Files Here Or Click Here to Add Files				
Drag and drop files into this box	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.

			Save & Close A
TYPE OF ATTACHMENT		KEYWORD	
Image	~	Image	~
FILE NAME		DATE OF INFO	
AddArrestChargeCode.png		03/19/2019	<b></b>
DESCRIPTION			
	Save & Clo	se	
			Save & Close A

- 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 Oview External A				Attachments OAdd Attachment
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt	0	11/22/2019	
			Dowinoad	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 B	ack
ATTACHMENT TYPE	
Person Image	~
KEYWORD	
Image	~
FILE NAME	
383_1	
DESCRIPTION	
РНОТО ТҮРЕ	
Mugshot - Front	~
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	<b></b>
Update	

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		View External	Attachments OAdd Attachment	
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt	0	11/22/2019	
			Dominoad	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			View External A	Attachments OAdd 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 6. 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 Bac
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 CONTINUES 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.



### **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	★ Download Selected Images	Delete Selected Images

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.

File And Image Attachments	Image Library	Add Attachment	Lownload Selected Attachments
----------------------------	---------------	----------------	-------------------------------

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	i Header	≒ Offenses	🚨 Names	noperty & Vehicles	<b>≣</b> Narratives	& Attachments	🖻 Validations				
Incident Summary: 03/05/2018 1324 Hrs - 300 East 200 , East Test         Agency: District 42, Versailles           Offense(s): 35-43-4-2.5 V02 - THEFT- VEHICLE         Report #: 2018D4210153 Supp #: 1 2           Total Hours: 0         1											
	9 🗸	Ор	Select w	which images you would Delete Imported Images F eect 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 An	d Image Attachmer	nts	Image Library	💿 🖸 Image Library 💿 Add Attachment 👁 Image Viewer 🛓 Download Selected Attachme				
	Keyword	File Name	Description	Date of Info	Supp #	Actions		
	Image File	3079_1_1		03/27/2019	1	± 0 C 💼		
# **Chapter 7. Master Indices**

## **Master Indices Overview**

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

The following are considered Master Indices:

Person

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

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 751.

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

<ul> <li>✔ Pin Person</li> <li>▲ Person Details</li> <li>▲ Cr/13) 10/22/2018</li> </ul>	& & & 2 ↓ 1 & 1 ↓ 1	WARNING - Active Warrants Found	Go Back Visua
INDEX ID		SECURITY LEVEL	
949		Level 3 - No Access to Data	•
Last Name		First Name	
ALLEN		вов	

For more information on active warrants, refer to "Activate Warrant" on page 527.

While viewing or editing a person record, you can *Pin* it to your Home Page for quick reference.

To *Pin*, click on the green **Pin Person** button located on the top left of the page; the button color then changes from green to gold and the label changes to **Unpin Person**.

Fin Person

To unpin, click on the gold Unpin Person button.

For more information on pinned records that appear on the Home Page, refer to "Home Page " on page 8.

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							
Lever 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 **Master Indices** records. Beginning with the Online RMS 11.6 release, you can delete Person records with appropriate permissions. **Master Indices** 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 page 78.

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.

								Mug Shot Search - By Physical Description Add F	Per
🛓 Person	🛿 Address	🗒 Organization	🖨 Vehic	le 🍰 Property	🚼 Gang				
Last Name				First NAME				MIDDLE NAME	
TITLE				DOB				Age	
-Select-			•				<b>#</b>	То	
<b>ACE</b>				SEX				INDEX ID	
-Select-			•	-Select-			•		
DRIVERS LICENSE				DRIVERS LICENSE STA	ITE			SSN	
				-Select-			•		
NAME TYPE				CREATOR					
-Select-			•						e
CREATION DATE	FROM			CREATION DATE TO					
			<b>#</b>				<b>#</b>		
PHONETIC		SOUNDEX		CALIBER POWER SEAF	ксн 🍸			SEARCH PREFERENCE	
								ALL ANY	
ADDITIONAL SEA	RCH CRITERIA								
- Select -			•						
Search Exte	rnal Systems	]							
				Go Ba	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 Ad	dd Person
💄 Person 🔊 Address	🛚 Organization	🖨 Vehic	le 🔍 Property 😽 Gang			
LAST NAME		_	First Name		MIDDLE NAME	
Тпь			DOB		Age	
-Select-		×		<b>#</b>	То	
RACE			Sex		INDEX ID	
-Select-		¥	-Select-	•		
DRIVERS LICENSE			DRIVERS LICENSE STATE		SSN	
			-Select-	•		
NAME ТҮРЕ			CREATOR			
-Select-		•				<b></b>
CREATION DATE FROM			CREATION DATE TO			
		<b>#</b>		<b>#</b>		
			CALIBER POWER SEARCH		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 S	earch				
Q, Search					Go Back Help
Height From		Неібнт То		Weight	
-Select- 🗸 ' -Select-	•	-Select- 🗸 ' -Select-	<b>~</b> •	То	
Sex		Race		Етнистт	
-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-	~		曲		曲
Optional					
SMT Type		SMT LOCATION		SMT DESCRIPTION	
-Select-	~	-Select-	~		
Gang Member					
Limit Results To 50 Records					~
		Reset Search			
	Enter	one or more search terms and click S	earch to cor	ntinue	

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, caution codes, and person images.

#### **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 <b>T</b>	
Available Counties	
Select which systems you want to search on Select None Select All Process RMC (DEMO)	
COUNTY DEMO, TX (TXDEMO)	3
MODEMO (MODEMO)	
	Close Ok

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  $\Box$  on the *Search Results* page to update a record.

							Re	fine Search Ne	w Search Add	d Person Or	nline RMS DataShare Search
Q Person Search Results											
<b>f O B B  D 4</b> 2/2											
Last ⊥† Name	First 11 Name	Middle ⊥† Name	Title 11	Sex 11	Race 11	DOB LT	SSN	Misc ID 11	Name ⊥1 Type	Index 11	Actions
A O JONES	WILLIAMS			м	W	03/03/1965		20obtnc0016 oln123456	Primary Name	396	ď
A O JONES	WILLIAM			м	W	03/03/1965		oln123456	Alias	396	Ø
						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.

Pin Person		- Tu	vo tabs	Go Back Print Report Vis	ualization Tool Create Pho	to Lineup Update Deta	ils Manage Subs	cription
Person Details Per     (1/4)     ()9/12/2012	son Summary	°o ♣ ≜ 4 ∳9 № 1	<b>J</b> 1 @1 ⊚	1 ☐ 3 ♥1 ♣ 1 The r summar the pe	a 1 a a find a soor right side of the assor right so the assor right roughout RMS.	→ & ■ 1 screen ciation to Online	Click on t total coun view reco	he t to rds
INDEX ID						Total Involvem	ents	1
Los News		Emer Mane		Monus Naus		Incidents	09/24/2018	22
IONES		WILLIAMS		WIDDLE NAME		FieldArrest	08/03/2017	20
Tms		DOB		SSN		CourtPapers	01/20/2015	1
		03/03/1965		5511	CustomForms 04/10/2014			
SEX		RACE		ETHNICITY		Incident By Role		
Male		White		Not Hispanic or	Latino	Arrestee		3
DRIVERS LICENSE		DRIVERS LICENSE	STATE			Offender		6
OLN123456		Alaska				Victim		11
RESIDENCE PHONE		CELL PHONE		RESIDENCE ADDRESS		Other		2
				126 North 750 V	Vest IN			~
A 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 Subscriptie
💄 Person Details	Person Summary							
fotal Involvemen	ts		Incident By Role			Common Event A	ssociations	
Incidents	09/24/201	8 22	Arrestee		3	Address		15
FieldArrest	08/03/201	7 20	Offender		6	Gang		65
CourtPapers	01/20/201	5 1	Victim		11	Organization		6
CustomForms	04/10/201	4 8	Other		2	Person		29
						Property		1
						Vehicle		5
User Subscription	s	2	By Offense Cate	gory	10	By Incident Statu	s	11
Access		2	Person		10	Approved Report		13
Lindate		2	Vehicle		9	Approved Report		
opute		-	Society		6			
			Drug		2			
			brug					
Involved Incident	s 🛻 🗕							
Expunge	Report#	Agency	Statu	s Offense(s	)		Involved Role	Date
	2018D4210183	District 42, Versai	illes Pendi Appro	ng 35-43- wal	2-1 B01 BURGLAR	Y- AIRPORT	Victim	09/24/2018

While viewing or editing a person record, you can *Pin* it to your Home Page for quick reference.

To *Pin*, click on the green **Pin Person** button located on the top left of the page; the button color then changes from green to gold and the label changes to **Unpin Person**.

Fin Person	Tunpin Person
------------	---------------

To *unpin*, click on the gold **Unpin Person** button.

For more information on pinned records that appear on the Home Page, refer to "Home Page " on page 8.

#### **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	Visualization Tool	Update Details	Subscribe
🖓 Address Details	Address Summary					
<b>B</b> 3					SmartSea	rch (0) 🔹
Audit Off						
<b>@ INDEX ID</b> 457				Мар		
STREET #	DIRECTION	STREET NAME	Түре			
126	North	750				
DIRECTION SUFFIX West	SUB TYPE	Sub #	Сіту			
STATE	ZIP	COUNTY	COUNTRY			Holton
Indiana	-		United States of America	a Google	Mar	data @2020
Comments				View 1	Incidents In Thi	s Area
Intersection				Incidents	olvements 04/16/	2018 9

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

View Incidents In This Area

Click on the **Print Report** button to print the master person record. For details, refer to "Print Master Person Records" on page 115.

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.

Agency 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 agency administrators or users assigned to this Role can add, edit or delete these codes on person records.

Refer to your agency 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).

								Add Addre
💄 Person	🕺 Address	Organization	🛱 Vehicle	ణి Property	🐭 Gang			
QUICK SEA	RCH Street #, Directio	on, Street Name, Street T	ype, City, State, Zip					
100 Ash								Quick Search
STREET #		DIRECTION		STREET N	AME	Тү	PE	
	То	-Select-	*			-	Selec	t- •
Q Location	Search Results	result(s) found			Yes/No			
Street ⊥† #	Address		1↑ City/State	.t <b>Zip</b>	⊥† Index ID	↓† Geo Verified		Actions
L00	100 North Ash Stre	eet Advance IN 4610	2 Advance, If	N 46102	656	Yes		ď
100	100 Ash Street INE 7777	DIANAPOLIS IN 01234	4- INDIANAPO IN	OLIS, 01234 7777	- 120	Yes		ľ
			Refine Searc	:h New Search	h			-

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

Zip ⊥î	Index ⊥î ID	Geo ⊥↑ Verified
46102	656	Yes

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	<b></b>	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 98.

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

For details on accessing the Master Indices, refer to "Accessing Master Indices" on page 78.

For details on searching for Master Index records, refer to "Searching Master Records" on page 79.

#### 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 79. 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 <b>Online RMS statewide search.</b>				
No People Found Add This Person				

Person Information Displays for users with Index   Scourry Love   Level 1 - Access to al   Level 1 - Access to al   Lectaire   Christine   Race   Race   Ranale   White   Citre Prove		stration 🔻 Incidents 👻 Maste	r Indices 🔻 Records Managem	ent 👻 Forms And Reports 👻	Help 🔻	Go Back Save
Person Information       Displays for users with Index         <th colspan="2</th> <th>Person Search / Person Sea</th> <th>arch Results / Add Person</th> <th></th> <th></th> <th></th> <th></th>	Person Search / Person Sea	arch Results / Add Person				
Securary Level 1 - Access to al - Level 1 - Access to al - Lectaire Finate Mane Minote Name True DOB SSN Lectaire Christine Go Security Level 1 - Select - Christine Go Security Christin	Person Information	Displays for users w Security Level great	vith Index ter than 1		🕒 🛦 2 Pote	ential Duplicates Found Go Back
Level 1 - Access to al *       First Name       Mitoble Name       Title       DOB       SSN         LaClaire       Christine       SSN       SSN       SSN       SSN         LaClaire       Christine       Strete Name       Davies's License Numeer       Davies's License Strate         Female       White       -Select       SSN       SSN       SSN         Female       White       -Select       Davies's License Numeer       Davies's License Strate         Female       White       -Select       SSN       SSN       SSN         Response Prove       CEL Prove       -Select       SSN       SSN       SSN         Hars       Select       Inches       Select       Sel	SECURITY LEVEL			Checks for dup	licates	
Lac NAME     Pinst NAME     MinDLE NAME     TITLE     DOB     SSN       LaCLaire     Christine     Christine     Select-     Select-     Rec     Enwicry     Select-     Diwver's License Numeere     Diwver's License Starre       Female     White     Select-     Diwver's License Numeere     Select-	Level 1 - Access to al			automatica	iiiy	
Leclaire Christine FRACE ETHNECTV DRIVER'S LICENSE NUMBER DRIVER'S LICENSE STATE   Female White -Select Select S	LAST NAME	FIRST NAME	MIDDLE NAME	Тпте	DOB	SSN
Sex     R.cc     ETHNECTY     DRAVER'S LICENSE NUMBER     DRAVER'S LICENSE NUMBER       Female     White     -select     -select     -select     -select       RESIDENCE PHONE     CLL PHONE     CLL PHONE     -select     -select     -select       Harr     CLL PHONE     CLL PHONE     CLL PHONE     -select     -select       Harr     Feet     Select     Version     -select     -select       - select     Statu     Statu     -select     -select     -select       - select     - select     -select     -select     -select     -select       - select     - select     -select     -select     -select     -select	LeClaire	Christine		-Select-	曲	
Female       • White       -select-       -select-       •         RESIDENCE PHONE       CELL PHONE       •	SEX	RACE	ETHNICITY	DRIVER'S LICENSE NUMBER	DRIVER'S LICENSE STATE	
RESIDENCE PHONE     CELL PHONE	Female 🔻	White •	-Select-		-Select-	
Image: Physical Description     Mark Color     Mark Color     Facule Har       Select -     *     feet     -select -     *     -select -     *       Select -     *     feet     -select -     *     Select -     *       -select -     *     feet     -select -     *     *     *       -select -     *     feet     -select -     *     *     *       -select -     *     select -     *     *     *     *       -select -     *     select -     *     *     *     *       -select -     *     *     select -     *     *     *	RESIDENCE PHONE	CELL PHONE				
Heiseription   Heiseri   Select   Sel	•	•				
Herein     Weight     Eve Color     Har Coore     Facal Har       - Select     Inches     Pounds     -Select     -Select     Select     -Select     Select     -Select     Select     -Select     Select     -Select     Select     -Select     Select     -Select     -Select     Select     -Select     -Select     Select     Select     -Select     -Select     Select     -Select     -Select     Select     Select     -Select     Select     Select<	Physical Description					
- Select-     • Feet     - Select-     • Select	Неіднт		WEIGHT	EYE COLOR	HAIR COLOR	FACIAL HAIR
HARE LENGTH BUILD SKIN COLOR HARE STYLE GLASSES DATE or Inro   -SelectSelectSelectSelectSelectSelectSelect- Image: Select Selec	-Select- • Feet	t -Select- Tinches	Pounds	-Select- •	-Select-	-Select-
- Select Select-     - Select Select-     - Select Select-     Photo Type     Drivers License     Drivers License     Drivers License     One Link Entry     You can type an address her- and press the Geo Search button to search the address for you     Street M     Discrion     Street Type     -Select-     -Select-  <	HAIR LENGTH	BUILD	SKIN COLOR	HAIR STYLE	GLASSES	DATE OF INFO
Person Photo / Mugshot     Photo Type       Statcr Picture: Q Select From Library     Photo Type       Choose File     No file chosen     Drivers License       tesidence Address     Drivers License     Drivers License       One Link Entror     Coose Select -	-Select-	-Select-	-Select-	-Select-	-Select-	<b></b>
Stetct Picrure Q Select From Library     PHoto Type       Choose File No file chosen     Drivers License         Drivers License           Drivers License           One Line Entrary           You can type an address here and press the Geo Search button to search the address for you         Street #           One Line Street Yee         Street #         Select-	Person Photo / Mugsho	t				
Choose File     No file choose       Choose File     No file choose       Choose File     No file choose       Choose File     Not file choose       Choose File choose     Not file choose <td>SELECT PICTURE Q Select Fro</td> <td>om Library</td> <td></td> <td><b>Ρ</b>ΗΟΤΟ <b>Τ</b>ΥΡΕ</td> <td></td> <td></td>	SELECT PICTURE Q Select Fro	om Library		<b>Ρ</b> ΗΟΤΟ <b>Τ</b> ΥΡΕ		
Itesidence Address     Itesidence Address       One Linke Entrav       You can type an address here and press the Geo Search button to search the address for you     Geo Search       You can type an address here and press the Geo Search button to search the address for you     Geo Search       You can type an address here and press the Geo Search button to search the address for you     Geo Search       Strater #     Direction Surfix     Sub Type       -Select-     -Select-     -Select-     -Select-	Choose File No file chosen			Drivers License		T
One Line Entropy     Geo Search       You can type an address here and press the Geo Search button to search the address for you     Geo Search       Street #     Direction     Street Name     Street Type     Direction Suffix     Sub Type       -Select-     -Select-     -Select-     -Select-     -Select-     -Select-	Residence Address					2
You can type an address her and press the Geo Search button to search the address for you         Geo Search           Street #         Direction         Street Type         Direction SurFix         Sub Type           -Select-	ONE LINE ENTRY					
DIRECTION         STREET NAME         STREET TYPE         DIRECTION SUFFIX         SUB TYPE           -Select-	You can type an address I	here and press the Geo Search b	utton to search the address for y	rou		Geo Search
-Select- • -Select- • -Select- •	STREET #	DIRECTION	STREET NAME	STREET TYPE	DIRECTION SUFFIX	SUB TYPE
		-Select-		-Select-	-Select-	-Select-

*Physical Description, Person Photo/Mugshot, Residence Address* and *Vehicle* are included on the **Add Person** screen. The system also checks for duplicate Master Person, Master Address, and Master Vehicle records automatically based on at least one of the following combinations per section:

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

#### **Person Information**

- Security Level
- Last Name and First Name
- SSN

- Last Name, First Name, and DOB
- *DL Number* and *DL State*.
- **Note**: Sex and *Race* are required, so you must also select values in these fields even though they are not criteria in the duplicate search process.

#### **Residence Address**

• Street Number, Street Name, City, and State

#### Vehicle

- VIN
- License and State

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



For more information about duplicate records, refer to "Duplicate Records" on page 106

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

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

For more information on Master Index Security, refer to "Master Index Security" on page 77.

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	A 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	
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 106.

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 106.

Vehicle			0
VIN		YEAR	Маке
			( Q
MODEL		LICENSE PLATE	LICENSE STATE
	<b>—</b>	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 Back	Visualization Tool	View Summary	Subscribe
🚢 Person Details					
<b>2∼1</b> β <b>§</b> 1			-Add	-	~
@ INDEX ID					
1135					
SECURITY LEVEL					
Level 1 - Access to all Data					
LAST NAME	FIRST NAME	N	IDDLE NAME		
Leclaire	Christine				
TITLE	DOB	S	SN		
-Select-	12/13/1989	<b>#</b>			
SEX	RACE	E	THNICITY		
Female 🗸	White	~	-Select-		~
DRIVERS LICENSE	DRIVERS LICENSE STATE				
	-Select-	~			
RESIDENCE PHONE	CELL PHONE	F	RESIDENCE ADDRESS		
			LA PORTE, TX 775	71	
	Go Back Save				
	No Images Available Add Person Image				
A Caution Codes				🔁 Add Cau	tion 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	1
CAUTION CODE	
Known drug user	~
DATE OF INFO	
03/12/2019	曲
START DATE	
03/12/2019	曲
EXPIRE DATE	
	曲
NEXT REVIEW DATE	
	曲
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 79 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.

							Mug Shot Search - By Phy	ysical Description A	dd Person
Le Person	🕰 Address 📃 🤇	Organization	🛱 Vehicle	කි Property	🚼 Gang				
LAST NAME			First N	AME			MIDDLE NAME	Available lin appears here	ts ik if
								аррисаріе	
Τπιε			DOB				Age		
-Select-		*						То	
RACE			SEX				INDEX ID		
-Select-		Ŧ	-Sele	ect-		•			
DRIVERS LICEN	SE		DRIVERS	LICENSE STATE			SSN		
			-Sele	ct-		<b>v</b>			
NAME TYPE			CREATO	R					
-Select-		٣							
CREATION DAT	E FROM		CREATIO	N DATE TO					
		曲				曲			
PHONETIC	SOUND	EX	CALIBER	Power Search	T		SEARCH PREFERENCE		
							ALL ANY		
ADDITIONAL SE	ARCH CRITERIA								
- Select -		*							
Search Ext	ernal Systems								
				Go Back	Reset Sear	rch			

Select the person record from the Mobile Results screen.



#### Statewide and InterDEx

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

Ick External Search Results indicator to view results									wide search	Person Online	e RMS Statewide Sear
<b>9</b> 2 - 📘		1 result(s) found.	1 result(	s) found	using <b>On</b>	line RMS stat	ewide search.				
InterDEx S	Search(2)	Middle Name 🗈	<b>Title</b> 11	Sex⊥†	Racel1	DOB IT	SSN IT	Misc ID	Name Type ⊥†	Index ID 💵	Actions
A 3 JONES	A			М	В			1234567	Primary Name	269	ď
PONES Refine Search New Search											

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

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	Add Person	Local Search
Q Person Search Results													
B B B Ø	b b 4 1 result(s) found. Highlighting indicates record is from a different county												
County It	County It Last I First I Middle Name I Title I Sex I Race I DOB II SSN II Misc ID II Name Type II Index ID II 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						
CREATOR INFO							
FIRST NAME	MIDDLE NAME						
Dana							
SEX	RACE						
Female	White						
DRIVERS LICENSE	ADDRESS						
CELL PHONE #	INDEX ID						
	107809						
	FIRST NAME Dana SIX Female DRIVERS LICENSE CELL PHONE #						

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 106.

Person Information				🗊 🗸 No Duplicates Found 🛛 Go Back		
LAST NAME		First Name		MIDDLE NAME		
Jones		Α		1		
TITLE		DOB		SSN		
-Select-	٠					
Sex		Race		ETHNICITY		
Female	٠	White	•	-Select-		
DRIVER'S LICENSE NUMBER		DRIVER'S LICENSE STATE				
		Indiana	•			
RESIDENCE PHONE		CELL PHONE				
Неіднт		WEIGHT		Eye Color		
5 • Feet 02 •	Inches	157	Pounds	Green		
HAIR COLOR		FACIAL HAIR		HAIR LENGTH		
Brown	٠	-Select-	•	-Select-		
BUILD		SKIN COLOR		HAIR STYLE		
-Select-	٠	-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?	
	No Yes

For details on importing a person from Caliber Mobile refer to "Caliber Mobile" on page 95.

#### 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 89.

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 79.

#### 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 Bac
SECURITY LEVEL					
Level 1 - Access to all Data	•				
ADDRESS SEARCH					
123 Main Street					Geo Search
Street #	DIRECTION	4	STREET NAME		Түре
	-Select	t- •			-Select-
DIRECTION SUFFIX		SUB TYPE		SUB #	
-Select-	•	-Select-	٣		
Сіту		STATE		ZIP	
		-Select-			-
COUNTY		COUNTRY			
-Select-	•	United States of A	America 🔹	Perform	one-line search
COMMENTS				individ	lual fields, then
				click Ge tl	o Verify to verify ne address
Intersection					
Street #	DIRECTION	4	STREET NAME		Туре
	-Select	t- •			-Select-
DIRECTION SUFFIX	DISTANCE				
-Select-		-Select- 🔻			
Geographical Information					Geo Verify
REPORTING AREA		LATITUDE (Y)		LONGITUDE	: (X)
-Select-	•				

The **Geo Search** returns either an exact address match along with a map showing a pin positioned on it and will fill in the Latitude and Longitude for the searched address, or a possible list of address matches from which you choose fills in the Latitude and Longitude information. If the returned pin on the map is not in the exact location, you can move the pin by clicking on the map in the location that the pin should be positioned; this updates the Latitude and Longitude coordinates.

Example of an exact match:

Geographical Information				Geo Verify
REPORTING AREA	LATITUDE (Y)		LONGITUDE (X)	
-Select-	37.791768	37 47 30.365 N	-122.3944	122 23 39.937 W
NORTH BEACH Ne Arts TO EMBAR ATTO DISTRUCTION San Francisco Generation 2 km Terme	of Use Report a map error	Exact Match Found 123 Main St, 3 Match Found	San Francisco, CA )	. 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.

Geographical	Information					Geo Verify
REPORTING AREA			LATITUDE (Y)		Longitude (X)	
-Select-		•	37.223087	37 13 23.113 N	-95.706035	95 42 21.726 W
Мар	(199) Satellite	ESS (201		Multiple Matches Found • W 7th St, Fort Wo • 7th St, Los Angele	rth, TX, USA <mark>(Use This Lo s, CA, USA(Use This Loc</mark>	ocation]

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.

4	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.

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

undefined. Some possible matches:

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

ADDRESS SEARCH						
main street and front street,	Bloomington	Illinois 61701				Geo Search
STREET #	DIRECTION		STREET NAME		Туре	
	North	•	Main	_	-Select-	•
DIRECTION SUFFIX	Su	ив Түре		SUB #		
-Select-	•	-Select-	•			
Сіту	ST	TATE		Zip		
Bloomington		Illinois	•	61701		-
COUNTY	Co	OUNTRY				
-Select-	•	United States of A	merica 🔻			
COMMENTS						
Intersection						
STREET #	DIRECTION		STREET NAME		Туре	
	West	τ.	Front		Street	•
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-			
Спу Brooklyn	Messa	ge From	RMS			-
County -Select-	Moving written a	the map m address. Do	arker will result in you want to cont	a change to the lat long inue?	, but not the	
Comments					No Yes	
Intersection						
STREET #		DIRECTION		STREET NAME	Туре	
		-Select-	Ŧ		-Sele	ct- 🔻
DIRECTION SUFFIX		DISTANCE				
-Select-	T		-Select- 🔻			
Geographical Info	rmation					<b>?</b> Geo Verify
REPORTING AREA			LATITUDE (Y)		LONGITUDE (X)	
-Select-		T	40.639315	40 38 21.534 N	-73.972155	73 58 19.758 W
Map Sat	ellite The Fa	e ebt A Yr 1	Cafe Modelin Socum Pi Cort august riev august We	Multiple Matches Fe 514 E 7th St, Found)[Use T 514 E 7th St, Found)[Use T 514 E 7th St,	ound Brooklyn, NY 11218, 'his Location] Austin, TX 78701, US 'his Location]	USA (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 Ba	ck Visualization T	Fool 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	<b>#</b>			
SEX		RACE		ETHNICITY		
Female	~	White	~	-Select-		~
DRIVERS LICENSE		DRIVERS LICENSE STATE				
		-Select-	~			
RESIDENCE PHONE		CELL PHONE		RESIDENCE ADD	RESS	
				123 Main Stre	et Mount Desert, ME	04662
		Go Back Save				
		No Images Available Add Person Image		Click to a first phot	add the to	

2. Follow the "Add Attachments" on page 63 instructions to add the new photo.

## **Adding Additional Photos**

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

2 Permits	😌 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 63 or "Image Library" on page 69 for more information.

## **Adding Property**

When an initial search of the database does not locate an existing property record that matches the search parameters, select the **Add Property** button. For more information about searching, refer to "Searching Master Records" on page 79.

**Note:** If applicable to your agency and with appropriate permissions, you can click on the **Records Management** top menu, then **Create Held Property** to add a property record. This option is only available to users with the *Evidence - Create Held Property* permission.

The Add Property form opens.

Property Information			Go Back
SECURITY LEVEL	CATEGORY		
Level 1 - Access to all Data	Property	ODrugs ODocuments OCurre	ncy 🔘 Guns
Туре	SERIAL #	MISCELLANEOUS / OAN	nents O Currency O Guns s / OAN Value R SECONDARY COLOR C-Select-
-Select- 🗸			
Маке	Model	PRIMARY COLOR	Secondary Color
		-Select-	-Select- V
QUANTITY	ITEM DESCRIPTION		
1			
DATE OF INFO	Comments		
3/8/2021 🗰			
	Go Ba	Save	

Select a **Security Level**. For more information on Master Index security levels, refer to "Master Index Security" on page 77.

Select a **Category**. The fields that appear on the form may change based on the Category you choose.

Enter details of the property in the fields provided.

Select the Save button to create the record and open the Edit Property form.

		Go Back	Log Property as Evidence /	oerty View S	ummary	Subscribe	
http://www.commonscience.com							
					<b>%</b> 5	martSea	rch (0) 🝷
						-Add-	~
INDEX ID	CATEGORY		DATE OF INFO		SECURITY LE	VEL	
2015	Property		03/08/2021	曲	Level 1 -	Access to	all Da 🗸
Түре	SERIAL #		MISCELLANEOUS / OAN		VALUE		
CALCULATOR ~	CALC123				0		
Маке	MODEL		PRIMARY COLOR		SECONDARY	COLOR	
			-Select-	~	-Select-		~
QUANTITY							
1							
ITEM DESCRIPTION							
							.1
OTHER COMMENTS							
	(	Go Back	Save				
® Evidence / Held Property				(	🕀 Add Evide	nce / Hel	d Property
Le People						<b>O</b> A	dd Person
Organizations					(	Add Or	ganization
🖽 Additional Details					O Ad	d Additio	nal Details
SRelated Properties					🔁 Ad	ld Relate	d Property
Permits						<b>O</b> A	dd Permit

Enter other information into the fields provided and click Save.

Optionally click on the plus sign (+) to associate the various categories, such as person, organization, properties, permits, or add additional information such as details or attachments. These categories vary by agency and permissions.

 An alternative method is to select an option from the drop-down list that does the same thing.



 Also, you can click the Log Property Evidence/Held Property button to log the property as either evidence or held property. For more information on evidence and held property, refer to "Evidence/Property Mgmt Module Overview" on page 427.

**Note:** To have access to the **Evidence** drop-down option and the **Log Property Evidence/Held Property** button, you must have the *Master Indices - Add Evidence to Master Index Property* permission.

Click on the **Subscribe** button to receive a notification when another user views, updates or associates the property record. For more information on subscribing, refer to "Subscribe to Master Records" on page 117.

## **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 75.

For instructions on entering a new person or address record, refer to "Adding Person" on page 89 or "Adding Address" on page 98, respectively.



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

## **No Duplicates Found**

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



### **Possible Duplicates Found**

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



	ministration - Incidents - Mast	er Indices 👻 Records Manag	gement 👻 Forms And Rej	ports 👻 Help 👻		Go Back Save
Person Search / Perso	n Search Results / Add Person					
Person Information	Displays for users Security Level great	with Index Iter than 1			🍺 🛦 2 Poten	tial Duplicates Found Go Back
SECURITY LEVEL	•		Checks fo auton	or duplicates natically		
LAST NAME	FIRST NAME	MIDDLE NAME	TITLE	DOB		SSN
LeClaire	Christine		-Select-	•	<b>#</b>	
SEX	RACE	ETHNICITY	DRIVER'S LICENSE NU	IMBER DRIVER'S	LICENSE STATE	
Female	• White •	-Select-	•	-Selec	t- *	
RESIDENCE PHONE	CELL PHON					
-	-	•				
Physical Description						
Height		WEIGHT	EYE COLOR	HAIR COL	OR	FACIAL HAIR
-Select- *	Feet -Select- Tinches	Poun	ds -Select-	• -Selec	t- •	-Select-
HAIR LENGTH	BUILD	SKIN COLOR	HAIR STYLE	GLASSES		DATE OF INFO
-Select-	-Select-	-Select-	• -Select-	• -Selec	t- *	曲
Person Photo / Mug	shot					
SELECT PICTURE Q Select	t From Library		<b>Ρ</b> ΗΟΤΟ <b>Τ</b> ΥΡΕ			
Choose File No file chos	sen		Drivers License			•
Residence Address						<b>೨</b>
ONE LINE ENTRY						
You can type an addr	ess here and press the Geo Search	button to search the address	for you			Geo Search
STREET #	DIRECTION	STREET NAME	STREET TYPE	DIRECTION	N SUFFIX	SUB TYPE
	-Select-		-Select-	<ul> <li>Selection</li> </ul>	t- •	-Select- 🔻

Click on Potential Duplicates Found to view the existing records.

#### **Person Duplicates**

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

Index Id	Last Name	First Name	Middle Name	DOB	Race	Sex	SSN	Name Type	Other	Actions
<b>▲ 1</b> 396	JONES	WILLIAM		03/03/1965	Hispanic	Male		Alias	Residence Address: 126 North 750 West IN DL #: OLN123456 / AK	┏ ↑

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: Last Name: Sex: DL #: Residence Phone: Email: Address:	1077 Poharcyk First Name: Female Race: State: Cell Phone:	Robin Middle Name: White Ethnicity: SSN:	DOB:	No Image Present
Height: Hair Color: Place of Birth:	Weight: Complexion:	Eye Color: 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 Ph	oto Lineup View Summary	Manage Subscription
🚢 Person Details						
		≜ &1 .71 @1 @	1 1983 191	<b>25</b> 1 1	<b>a</b> 1 <b>b</b> 1 <b>b</b> 4	
(2/4) 9)/12/2012	-Add-	×		•••		
@ INDEX ID						
396						
SECURITY LEVEL						
Level 1 - Access to all (	Data 🗸					
LAST NAME		FIRST NAME			MIDDLE NAME	
JONES		WILLIAMS				
TITLE		DOB			SSN	
-Select-	~	03/03/1965		<b>#</b>		
SEX		RACE			ETHNICITY	
Male	~	White		~	Not Hispanic or Latino	~
DRIVERS LICENSE		DRIVERS LICENSE STAT	é			
OLN123456		Alaska		~		
RESIDENCE PHONE		CELL PHONE			RESIDENCE ADDRESS	
-	-	-	-		126 North 750 West IN	
		Go Bac	k Save			

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

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

Potential	Person D	uplicates									
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	ľ	
If you do	n't want to	select a dupl	icate, enter a	a reason and cli	ick the b	utton b	elow				
									I Don't Want to	Select a Dupli	ate

#### **Residence Address Duplicates**

Enter the address information.

Residence Address		1 2 Potent	ial Duplicates Found	Reset Address Fields			
✓ Geo Verified Geo Verify Again							
ONE LINE ENTRY							
You can type an address here and press the Geo Search button to search the address for you Geo Search							
STREET #	DIRECTION		STREET NAME				
1300	-Select-	~	Broadway				
STREET TYPE	DIRECTION SUFFIX						
-Select-	-Select-	~					
SUB TYPE	SUB #						
-Select-							
СІТҮ	STATE		ZIP				
Denver	Colorado	~	80203	- 2104			
COUNTY	COUNTRY						
-Select-	United States of America	×					
LATITUDE	LONGITUDE						
39.7377751	-104.9869158						

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

Residence Address Potential Duplicates

Index Id		Address		Geo Verified	Actions	
	1300 Broadway Denver, CO 80203 Yes		Yes	•		
01	ADDRESS     1300 Broadway Denver, CO 80203					
	<b>INDEX ID</b> 1655	LATITUDE 39.737775	LONGITUDE -104.986915		Cancel	

Optionally, click on or hover over the blue information bubble <sup>1</sup> to view additional information.

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

Optionally, click the **Reset Address Fields** button to clear the entered data.
Optionally, click the **Revert Selection** button on the upper left to remove the vehicle and redisplay vehicle fields

Residence A	Address			A 2 Potential Du	uplicates Found	Reset Add	dress Fields
Revert Selecti	ion						
ADDRESS							
1300 Broad	way Denver, C	O 80203					
INDEX ID 1655	LATITUDE 39.737775	LONGITUDE -104.986915	5				
Residence	Address			A 2 Potent	tial Duplicates Fo	ound Re	set Address
🗸 Geo Ver	ified Geo Ve	rify Again					
ONE LINE EN	ITRY						
You can ty	pe an address	here and pre	ess the Geo Search buttor	to search the	address for y	ou	Geo Se
STREET #			DIRECTION		STREET NA	ME	
1300			-Select-	~	Broadway	/	
STREET TYPE	I		DIRECTION SUFFIX				
-Select-		~	-Select-	~			
SUB TYPE			SUB #				
-Select-		~					
СІТҮ			STATE		ZIP		
Denver			Colorado	~	80203	-	2104
COUNTY			COUNTRY				
-Select-		~	United States of Amer	ica 🗸			
LATITUDE			LONGITUDE				
39.737775	1		-104.9869158				

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

Geographical I	nformation			Geo Verify
REPORTING AREA		LATITUDE	LONGITUDE	
-Select-	~	39.737775	-104.986915	
		39 44 15.990 N	104 59 12.894 W	
Map Sa	tellite 낌			
/ater	1000	Denver Zoo 🎯		
	Mile High Sta	dium Denver		
WEST COLFAX	🚽 🖾 Der	Gardens		
95		APITOL HILL		
	6th Ave	CHERRY CREEK		
/ / 20	BAKE			
Goo Map data ©201	9 Google 2 km	Terms of Use Report a map error		
View Incidents	In This Area			
		Go B	ack Save	
		GOB	Jave	

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					<b>Q</b>		
LICENSE PLATE		LICENSE STATE		LICENSE MONTH / YEAR		COLOR	
		-Select-	~	1		-Select-	~
ROLE							
-Select-	~						
			Go Back	Save			

Optionally, click on the blue information bubble <sup>1</sup> to view additional information. If one of the duplicates contains the vehicle you need, select it instead of creating a new record by clicking on the Select icon in the *Actions* column.

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**.

Revert Selection           YEAR         VIN         MAKE         MODEL         TYPE         STYLE           2019         abc123         AUDI(AUDI)         A8         Automobile         Sedan, no. of doors unkno           LICENSE PLATE         LICENSE STATE         LICENSE MONTH / PA         COLOR         DATE OF INFO         INDEX ID           ROLE         Sedan, no. of doors unkno         DBL         02/01/2019         745         745	/ehicle					2 Potential Duplica
YEAR 2019         VIN abc123         MAKE AUDI(AUDI)         MODEL A8         TYPE Automobile         STYLE Sedan, no. of doors unkno           LICENSE PLATE ANG123         LICENSE STATE PA         LICENSE MONTH / VEAR (2019)         COLOR DBL         DATE OF INFO 02/01/2019 12:00:00 AM         INDEX ID 745           ROLE         VEAR         DATE OF INFO 02/01/2019         TAS	Revert Selection					
LICENSE PLATE ANG123 PA	<b>YEAR</b> 2019	VIN abc123	MAKE AUDI(AUDI)	MODEL A8	TYPE Automobile	STYLE Sedan, no. of doors unkno
Role	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
December	ROLE					

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					A 2 Potentia	I Duplicates Found	Reset Vehicle Fields
VIN		YEAR		Маке		MODEL	
abc123					<b>Q</b>		
LICENSE PLATE		LICENSE STATE		LICENSE MONTH / YEAR		COLOR	
		-Select-	~	1		-Select-	~
ROLE							
-Select-	~						
			Go Back	Save			

Click Save.

# **Deleting Master Index Records**

You can edit and collapse Master Index records.

With Online RMS version 11.6 and above, you can also delete Person Master Index records with appropriate permissions, providing the record is not linked to other Online RMS modules. This feature will be available to other master index types in future releases. Refer to your agency administrator for more information.

# **Delete Master Person Index Record**

If you have appropriate permissions to delete a Master Person Index record, a **Delete** button appears on *Person Details*.

<b>∓</b> Pin Person		Go Back D	elete Visualization Tool	View Summary Subscribe	٥
A Person Details					
ŵ \$ 1 1 1 1 1 3 1 1				• SmartSearch (0)       -Add-	) •
INDEX ID	SECURITY LEVEL				
1126	Level 1 - Access to all Data	$\sim$			
Last Name	First Name		MIDDLE NAME		
Poharcyk	Robin		R		
TITLE	DOB		SSN		
-Select-	01/10/1910	<b>#</b>	122-22-2222		

For details on accessing the Master Indices, refer to "Accessing Master Indices" on page 78.

For details on searching for Master Index records, refer to "Searching Master Records" on page 79.

Click on the **Delete** button, then answer **Yes** to confirm deletion.

Message From RMS	
This will permenantly delete this record. Are You Sure?	
	No Yes

The process then scans the system for possible links to other Online RMS modules.

• If the Master Person Index record is not linked to other Online RMS modules, a window appears where you enter the **Reason** you want to delete the record.

Delete Person Record	
Please enter reason to delete this person record:	
Created the record in error.	
	.1
	Cancel Delete

Click **Delete** to delete the record and return to the *Person Search* page.

• If the Master Person Index record is linked to other Online RMS modules, a message displays stating the record cannot be deleted with a list the linked modules.

Arrests COUNT: 1

ΟК

This record could not be deleted for the following reasons
Criminal Complaints COUNT: 2
E Warrants COUNT: 1

Court Case People COUNT: 2 Criminal Complaints COUNT: 3 Dispatch Event People COUNT: 1 People Properties COUNT: 1 People Vehicles COUNT: 1 Person Addresses COUNT: 1

Click **OK** to close the window.

# **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 78.

For details on searching for Master Index records, refer to "Searching Master Records" on page 79.

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

							Refine S	Search New Se	arch Add P	erson On	ine RMS DataShare Search
Q Person	Search Results										
	<b>)</b> 💠 3 / 3	3									
Last ⊥↑ Name	First Lt Name	Middle 11 Name	Title ⊥↑	Sex 11	Race 11	DOB IT	SSN 1	t Misc ID 11	Name 11 Type	Index ⊥↑ ID	Actions
A 3 JONES	WILLIAM		.0-	м	W	03/03/1965		oln123456	Alias	396	ľ
A 3 JONES	WILLIAMS			м	W	03/03/1965		oln123456	Primary Name	396	2→☞
A 3 JONES	WILLIAMTWO			м	W	03/03/1965		oln123456	Alias	396	ľ
					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 do open the Edit Person page
  - a. Then click on the View Summary button to open the View Person Details page.

Fin Person	Go Back Visualization Tool Create Photo Lineup View Summary Manage Subscription
Person Details	
(1/4) 09/12/2012	& ▲ <sup>©</sup> ♣ ≜ ▲1 2~4 i9 & 1 ✓1 @1 @1 ⊞3 ♥1 2 1 ≜1 £1 Ø4 -Add- ▼
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*.

▼ Pin Person         ▲ Person Details       Person Summary         ↓       ↓ <th>Go Back Print R ©</th> <th>eport Visualization Tool Create Photo Lin</th> <th>eup Update Details</th> <th>Manage Subscr</th> <th>iption</th>	Go Back Print R ©	eport Visualization Tool Create Photo Lin	eup Update Details	Manage Subscr	iption
INDEX ID			Total Involve	ments	_
	First Name	MIDDLE NAME	Incidents	09/24/2018	22
JONES	WILLIAMS		FieldArrest	08/03/2017	20



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

Click the **Print** button.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

# Subscribe to Master Records

You can **Subscribe** to existing master index records (person, address, vehicle, organization, property, and gang) 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 79.

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

						F	Refine Search N	lew Search	Add Person	Online R	MS Statewide Search
Q, Person	Search Results										
	🗋 🍫 3/3										
Last ⊥† Name	First ↓î Name	Middle ↓↑ Name	Title↓↑	Sex↓↑	Race↓↑	DOB ↓î	SSN ⊥î	Misc ⊥î ID	Name⊥† Type	Index↓↑ ID	Actions
A B JONES	WILLIAM			М	Н	03/03/1965		oln123456	Alias	<sup>396</sup> View	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
					Renne	e search ivev	v 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,WILLIAMS) / Add Subscription
SUBSCRIPTION TYPE PERSON ACTION TYPE(S) View Update Association REASON	INDEX NAME JONES WILLIAMS
Notification Methods Notification Inbox Notification E-Mail SILENT SUBSCRIPTION	
	Go Back Save

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

Person Search / Perso	on Search Results / Edit Person (JONES,WILLIAMS) / Edit Subscription
SUBSCRIPTION TYPE PERSON ACTION TYPE(S) View Update REASON	INDEX NAME JONES WILLIAMS
Test Subscription	
Notification Metho Notification Indox Silent Subscriptio	Notification E-Mail
	Go Back 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 8. Photo Lineup**

# **Photo Lineup Overview**

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

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

# **Access Points**

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

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

**Records Management Menu** 

Access the Photo Lineup module from the Records Management menu.



# **View and Edit Person Pages**

Search and select a person from the *Master Name Index* that has a person photo. For detailed instructions on how to search and access *Master Person* records refer to "Searching Master Records" on page 79.

🚔 Person Details		Go Bac	k Visualizatio	on Tool Crea	te Photo Lineup	View Summary	Manage Subscription
	▲ & & & ▲ 1 ~ 4 <b>;</b> 9	■ 1 • • 1	@1 ©1	<b>⊡</b> 3 ♥1	<b>≥</b> 1 ≜1	<b>L</b> 1 @2	
○09/12/2012	-Add-	~					
@ INDEX ID							
396							
LAST NAME		FIRST NAME			MIDD		
JONES		WILLIAMS					

If an image does not exist for that person, select *Add Person Image*. For more information refer to "Adding Photos" on page 103.

			Go Back	Visualization Too	I View Summary	Subscribe
🚨 Person Details						
8						
~1 №1 @1				-Ad	id-	~
Ø INDEX ID						
1126						
SECURITY LEVEL						
Level 1 - Access to all Data						
LAST NAME		FIRST NAME		MIDDLE NAME		
Poharcyk		Robin				
TITLE		DOB		SSN		
-Select-	<ul> <li>Image: A second s</li></ul>	01/10/1910	<b></b>			
SEX		RACE		ETHNICITY		
Female		White	~	-Select-		~
DRIVERS LICENSE		DRIVERS LICENSE STATE				
		-Select-	~			
RESIDENCE PHONE		CELL PHONE		RESIDENCE ADDRE	SS	
				123 Main Street	Mount Desert, ME	04662
		Go Back Save				
		No Images Available 🖌 Add Person Image		Click to ad first photo	d the	

Follow-up Case Management module.

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

Ir	ncidents 👻 Master Indices 👻
	Incidents
	Incidents Reporting 🔻
	/Incidents Management ▼
	Case Management ►
	Field Contact 🕶
	Field Arrests 🔻
	Calls For Service ▼

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

**NOTE**: For more information on accessing the **Case Management** module refer to "Case Management" on page 389.

# **Create Photo Lineup**

Create a **Photo Lineup** from a *Master Person Index* record that already has an existing photo. If the person does not yet have a photo, one must be added. For instructions on adding an initial photo refer to "Adding Photos" on page 103.

- 1. Search and select a person from the *Master Name Index*. For instructions on searching for a person refer to "Searching Master Records" on page 79.
- 2. Select the Create Photo Lineup button.

Barran Datalla		Go Back	Visualization To	ol Create Pho	to Lineup	View Summary	Manage Subscription
▲ Person Decails ■ 09/12/2012 ●	<ul> <li>№ ▲ № ♣</li> <li>▲ 1 № 4 ∮9</li> <li>-Add-</li> </ul>	▲ & 1 <i>, 2</i> 1 (0 ∨	91 ©1 <b>5</b>	3 ♥1 🏜	1 81	<b>L</b> 1 Ø2	
INDEX ID							
396							
LAST NAME		FIRST NAME			MIDDI	LE NAME	
JONES		WILLIAMS					

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



4. The Photo Lineup page appears.

Lineup	Q Physical Description Search	1 Upload Im	ages 🖪 Up	loaded Image Library		20			
NAME	States On Surger Burney December			······		-9 			
	SEARCH ON SUSPECT PHYSICAL DESCRIPT	ION							
PHOTO COUNT	-Select-					•			
6	HEIGHT FROM	HEIGH	т ТО		WEIGHT				
CREATED BY	-Select- 🗸 🤺 -Select- 🗸	" -Sele	ect- 🖌 👌 -9	Select- 🗙 👘		То			
Saur, Christine	SEX	RACE			ETHNICITY				
DATE CREATED	-Select-	<ul> <li>✓ -Sele</li> </ul>	ect-	~	-Select-	~			
03/12/2019 1100	EYE COLOR	SKIN C	COLOR		BUILD				
COMPLETED	-Select-	<ul> <li>✓ -Sele</li> </ul>	ect-	~	-Select-	~			
Not Complete	HAIR COLOR	HAIR	STYLE		HAIR LENGTH				
	-Select-	✓ -Sele	ect-	~	-Select-	~			
Go Back Save Complete	FACIAL HAIR	GLASS	ES		AGE				
Ð	-Select-	✓ -Sele	ect-	~		То			
Suspect	IMAGE TYPE	IMAGE	DATE FROM		IMAGE DATE TO				
WILLIAMS JONES	-Select-	<b>~</b>		<b></b>		<b>#</b>			
(Plan	Optional								
	SMT TYPE	SMT I	OCATION		SMT DESCRIPTI	ON			
N S C N	-Select-	<ul> <li>✓ -Sele</li> </ul>	ect-	~					
A granter A	GANG MEMBER								
A Distant OK									
	Limit Results To 50 Records					~			
Race: White; Sex: Male; Ethnicity: Not									
Hispanic or Latino; DOB: 03/03/1965 Height: 5' 07"; Date Of Info:			Reset Se	earch					
09/12/2012; Change Suspect I Remove	Enter	one or more s	earch terms a	ind click Search to	continue				
Change Suspect I Kenlove									

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

Q Physical Description Search	🗙 Upload Images	🖬 Uploaded Image Library	⊞ Access Log
-------------------------------	-----------------	--------------------------	--------------

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

Lineup
NAME
РНОТО СОUNT
6
CREATED BY
Saur, Christine
DATE CREATED
03/12/2019 1100
COMPLETED
Not Complete
Go Back Save Complete

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

Or you can manually enter the search parameters without selecting from the dropdown list.

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

Q. Physical Description Search     ± Upload Images     ⊡ Uploaded Image Library     ≡ Access Log       SEARCH ON SUSPECT Physical Description								
Height: 5'07" Click in this field to display a list of items from which to choose								
HEIGHT FROM		HEIGHT TO	WEIGHT					
5 🖌 ' 05	• "	5 🗸 ' 09	✓ " To					
SEX		RACE	ETHNICITY					
Male	~	Hispanic	✓ Not Hispanic or Latino	~				
EYE COLOR		SKIN COLOR	BUILD					
Blue	~	-Select-	✓ -Select-	~				
HAIR COLOR		HAIR STYLE	HAIR LENGTH					
-Select-	~	-Select-	✓ -Select-	~				

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

Limit Results To	50 Records	~	
------------------	------------	---	--

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



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

### Select Displayed Images

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



#### **Upload Image File**

- a. Select the **Upload Images** tab, and select the **Add Files** button or **Drag Files** to add photos from your local computer or network drive. For more information on uploading files. refer to "Add Attachments" on page 63.
- b. Imported images files are added to **Images** automatically and saved in the **Uploaded Image Library** tab for future use.
- **10.** Get additional photo information.
  - a. Click on the **Quick View** folder icon to open a **Person Quick View** tab containing details of that person.



Q Physical Description Search	1 Upload Images	🗈 Uploaded Image	Library 🛛 🖂 Access Log	Person Quick View 😣			
Person Details Person Sur	nmary						
Person Details						Images	
INDEX ID							
351						62-3	285
LAST NAME		FIRST NAME		MIDDLE NAME		1 Cont	The second second
Grill		Edward		R			3/
TITLE		DOB		SSN			
		09/15/1986		635465163		Image 1	of 2
SEX		RACE		ETHNICITY		Image 1 of 2	
Male	White Unknown		White			<ul><li>09/06/2</li></ul>	012 🔹
DL #		DL STATE				Tetel Terrebus	
G163516513251		Illinois				Total Involve	ments
RESIDENCE PHONE		CELL PHONE				Incidents	06/28/2017
815-255-6262		309-848-4861				Served	05/17/2015
RESIDENCE ADDRESS						Warrants	
123 West Olive Street Apar	tment #125 BLOOM	/INGTON, IL 61701				Field	09/28/2012
A.C. (1. C. )						Contacts	
A Caution Codes						FieldArrest	08/13/2015
Code	Comments	Start Date	Expiration Date	Next Review Date	Date Of Info	Permits	
Sex Offender - Regist.	0	03/12/2014	05/05/2015	03/14/2014	03/12/2014	CourtPapers	07/14/2014
Known drug user		11/05/2014	11/15/2014	11/25/2014	11/05/2014	Gustam Farma	02/17/201/
						customronnis	02/1//2014

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



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



c. Click on the 2 icon to replace this image with another.



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

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

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

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

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

- 13. Click the Print icon to the right of the Complete button to print the Lineup. For detailed instructions on how to print a photo lineup refer to "Print Photo Lineup" on page 132.
- 14. Click Access Log tab to view a log who accessed the lineup. For more information refer to "Access Log" on page 136.

# **Remove a Photo**

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

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



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

2. Click the Save button.

# **Search Lineups**

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

1. Select Photo Lineup from the Records Management Menu.



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

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

Display	My Lineups		
Search	Organization Lineups	earch	Reset

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

Display Agency Lineup	s T			Go Bac	k Add Lineup View Delete Log
Search	Reset Search				Show 10 ¢ entries
Lineup Name 11	Primary Suspect 11	Creator 11	Created Date 11	Complete 11	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	8 🛛 🖬
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1311	No	8000
Case #00000009CASE2013	Jackson-Smith, Henrietta	Simpson, Homer	06/10/2019 1738	No	₽⊘
TEST	Evans, Christoph	Simpson, Homer	03/25/2019 1501	No	- ● ■
	JONES, WILLIAMS	Saur, Christine	03/12/2019 1200	No	₽ ⊘ ৫ 💼

Display My Lineups	T			Go Bac	k Add Lineup View Delete Log
Search	Reset Search	J			Show 10 \$ entries
Lineup Name 🛛 🏦	Primary Suspect 🕕	Creator 11	Created Date 11	Complete 11	Actions
	JONES, WILLIAMS	Saur, Christine	01/24/2019 1030	No	8 🔹 🖬
	JONES, WILLIAMS	Saur, Christine	01/22/2019 1749	No	8 🔹 🖬
20170731WJ	N/A	Saur, Christine	08/02/2017 1603	No	8 🔹 🖬
Showing 11 to 12 of 12 er	ntries				
					Previous 1 2 Next

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

Display Agency Lineup	s <b>v</b>			Go Bac	k Add Lineup View Delete Log
Search 10.29	Reset Search				Show 10 \$ entries
Lineup Name 👘	Primary Suspect 11	Creator 11	Created Date 11	Complete 11	Actions
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	8 💿 💼
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	8 💿 💼
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	8 💿 💼

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

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

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

For more information on printing **Lineups** refer to "Print Photo Lineup" on the next page.

# **Print Photo Lineup**

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

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

Print Options	
One Image Per Page?	
Include Signature Line?	
INCLUDE IMAGE KEY?	
	Cancel Run Report

2. Check all options that apply then click Run Report.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

# View, Edit, Delete Lineups

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

1. Search for the Photo Lineup you want to *view*, *edit*, or *delete*. For details on searching refer to "Search Lineups" on page 130.

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

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.



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

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

## View

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

Photo Lineup Search					
Display My Lineups	T			Go Bac	k Add Lineup View Delete Log
Search	Reset	Search			Show 10 🗢 entries
Lineup Name 👔	Primary Suspect 👔	Creator 11	Created Date 1	Complete 11	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	8 0 7 1

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

🖻 Photo Lineup 🛛 🗮 Access Log			Go Back Print
NAME 20190124WJ	CREATED BY Saur, Christine - ID# SAUR111	DATE CREATED 01/24/2019 1353	FINALIZED Not Completed
IMAGES (Click Any to Expand)			

### Enlarge an Image

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



### View the Access Log

Click on the **Access Log** tab to view who accessed the **Lineup**. For more information refer to "Access Log" on page 136.

🖻 Photo Lineup 🛛 🚍 Ac	ccess Log							Go Back	Print
		CREATED BY	# CAUD111		REATED		FINALI	ZED	
20190124003		Saur, Christine - ID	# SAURIII	01/24/2	2019 1353		NOT	ompieted	
Show 10 \$ entries	;						Sea	arch:	
									-
Activity Type	Date		Activity User	First	t Name	Last Name		Agency Name	
View	01/28/2019	0929 HRS	CSAUR	Chri	istine	Saur		District 42, Versailles	
View	01/24/2019	1515 HRS	CSAUR	Chri	istine	Saur		District 42, Versailles	
View	01/24/2019	1353 HRS	CSAUR	Chri	istine	Saur		District 42, Versailles	
Showing 1 to 3 of 3 entri	es							Previous 1	Next

## Edit

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

Photo Lineup Search					
Display My Lineups	T			Go Bac	Add Lineup View Delete Log
Search	Reset	Search			Show 10 🗢 entries
Lineup Name ា	Primary Suspect	Creator 11	Created Date 11	Complete 🕦	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	8 🛛 🗹 💼

- 2. Make the necessary changes to the Lineup page. *Editing* and *Creating* Lineups share the same functionality; therefore, refer to "Create Photo Lineup" on page 124 for more information.
- 3. Click the Save button when finished.
- 4. Click **Go Back** on the upper right of the window to return to the search results grid.

### Delete

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

Photo Lineup Search					
Display My Lineups	~			Go Back	Add Lineup View Delete Log
Search	Search R	eset			Show 10 \$ entries
Lineup Name 1	Primary Suspect	Creator 1	Created Date 1	Complete 1	Actions
20190124WJ	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/24/2019 1453	No	8 🛛 🖬

2. Enter the Reason for deleting the Lineup, then click Delete.

Delete Photo Lineup		
PLEASE ENTER REASON TO DELETE THIS PHOTO LINEUP Created in error.	-	
		Cancel Delete

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

Photo Lineup Search					<b>N</b>
Display My Lineups	T			Go Back	Add Lineup View Delete Log
Search	Reset	Search			Show 10 ¢ entries
Lineup Name 11	Primary Suspect	Creator 11	Created Date 1	Complete 11	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	8 0 6 💼

# Access Log

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

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

🖻 Photo Lineup 🛛 🗮 A	ccess Log						Go Back Print
NAME		CREATED BY		DATE CREATED		FINAL	IZED
20190124WJ		Saur, Christine - ID	# SAURIII	01/24/2019 1353		Not	Completed
snow 10 + entrie	S					Se	earch:
Activity Type	Date		Activity User	First Name	Last Name		Agency Name
View	01/28/2019	0929 HRS	CSAUR	Christine	Saur		District 42, Versailles
View	01/24/2019	1515 HRS	CSAUR	Christine	Saur		District 42, Versailles
	01/04/0010	1050 UDC	CCALID	Christino	Court		District 42 Versailles
View	01/24/2019	1353 HKS	CSAUK	Christine	Saul		District 42, versailles

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

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

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

Photo Lineup 🗮 Access Log			Go Back Print
NAME 20190124WJ	CREATED BY Saur, Christine - ID# SAUR111	DATE CREATED 01/24/2019 1353	FINALIZED Not Completed
Show 10 ¢ entries			Search: print
Activity Type Date	Activity User	First Name Last Name	Agency Name

2. Click the Go Back button to return to the Search results grid.

# **Delete Log**

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

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

Photo Lineup Search					~
Display My Lineups	•			Go Back	dd Lineup View Delete Log
Search	Reset	Search			Show 10 ¢ entries
Lineup Name 👔	Primary Suspect	Creator 11	Created Date 11	Complete 11 Acti	ons
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	8 🔹 🖻 💼
Photo Lineup Search /	View Delete Log				
Display My Lineups	Ŧ				Go Back
Search	Reset	Search			Show 10 \$ entries
			Deleted Barrow	Dalata Data	Dalata Caramant
	Primary Suspect 11	Agency		Delete Date TI	Delete Comment 1
20170731WJ	JONES, WILLIAMS	District 42, Versailles	Saur, Christine	08/02/2017 1515	Duplicate Lineup.
	JONES, WILLIAMS	District 42, Versailles	Saur, Christine	08/01/2017 0932	Duplicate
	JONES, WILLIAMS	District 42, Versailles	Saur, Christine	08/01/2017 0932	Duplicate
Showing 1 to 3 of 3 en	tries				
					Previous 1 Next
•					•

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

P	hoto Lineup Search / View Delete	og	
	Display My Lineups	*	Go Back
Ľ	Search saur	Reset Search	Show 10 ¢ entries

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

# **Chapter 9. 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 148.

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 Per	rson (Smith,Billy) / Vi	sualization Tool						
Network 🔯 2014	4-0167 🙁								
Incident									
REPORT #		LOCATION			AGENCY				
2014-0167		123 East MAIN C	ROSS Street EDINBURG	H, IN	District	16, Peru - GA			
REPORTING AREA		TYPES			NIBRS C	Ίπγ			
-		Burglary / Buildir	ng		FRANKL	IN			
AGENCY OF OCCURREN	ICE	COUNTY			REPORT D	ATE			
District 16, Peru -	GA	Fulton County			04/14/2	014 1018			
OCCURRENCE DATE		TOWNSHIP	Township			LOCATION REMARKS			
04/14/2014 1018									
DISPATCH DATE		ON SCENE DATE			CLEAR DATE				
SUMMARY									
Media Report									
Supplements									
Status	Responsible User	Security Level	Date Created	Date 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 Search / Person Search Results /	Edit Person (	Smith,Billy)							
Network & Billy 3/16/12 Smith 😣									
💄 Person Details 🛢 Person Summary									
Person Details							Images		
INDEX ID									
42							0		
LAST NAME	FIRST N	AME			MIDDLE NAME		100		
Smith	Billy				3/16/12		. 8 - 8		
Тпь	DOB				SSN		1	In	
	09/08/	1956			123456789		Image	1 of 1	
SEX	RACE				ETHNICITY		indge i er i		
Male	White				Hispanic or Latino		• 11/21	/2016 🔶	
DL #	DL STAT	DL STATE				Total Involu	/ements		
DL123487566	Virgini	a					Incidents	02/27/2017	
RESIDENCE PHONE	CELL PH	ONE					incidents	02/2//2017	
333-333-3333							Warrants	04/05/2012	
RESIDENCE ADDRESS							FieldArrest	02/05/2019	
654 East PERRY Street Block of Apartmen	nt #13A VERSA	AILLES, IN 58	965				CourtPapar	12/09/2015	
ሉ Aliases							CourtPapers	12/08/2015	
Last Name First name	Middle	Title	DOB	SSN	Туре	Date Of Info	Incident By	Role	
SmithNWesson					Nickname	03/01/2017	Arrestee	2	

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



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

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	ielect								
Vehicles F	ilters								
STATUS									
-Select-									<b>v</b>

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

ROLE	
Suspect / Offender × Victim × Complai	nant

- 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	न्द्र Offenses	💄 Names	කි Property & Vehi	cles 🖹 Narrat	ives 🛛 🥔 A	ttachments	Validations		
Incident Su	mmary: 04/09	/2019 0833 Hrs	- 100 North I	Main Street BLO				Agency: Di	strict 42, Versa	ailles
Offense(s):	35-43-2-1 B02	- BURGLARY- A	APARIMENT				R	port #: 2019D4	210229 Supp	#: 0
Actions -	<b>2</b> 2 ≒1	â1 <b>h</b> 1	\$1 1	<b>⊠</b> 1				Status O	)pen / Open (04/0	9/2019
View Incide View Incide	nt Status nt Audit Trail						5	ate Status <b>READY TO </b>	BE PROCESSED-OI	KIGINA
Create Sup	olement		Lead Inves	stigator Assign	ment Status	Case Stat	us Next l	pdate Due	Actions	
View Incide	nt Based Repo	rting Values		Assign	to Patrol	Open	07/16/	2019	•	ľ
Warrant / C	harge Reques	t								
Narrative N	laintenance		SECURITY		REPORT TYPES					
Visualizatio	n Tool		I Officer		Burglary / Buil	ding				
SUMMARY										
Stolen proper	ty reported.									
REPORT DATE			Occu	RRENCE DATE START			OCCURRENCE D	TE END		
04/09/2019 0	833		04/0	9/2019 0833						

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 141.

# **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 343

#### View Mode

Field Contact Search / Search Results	/ View Field (	Contact	
S 1 2 1	🖉 1 🖾	<b>J</b>	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			
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 141.

# **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 75.

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 141.

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

# Organization

		Go	o Back	Visualization Tool	View Summary	Subscribe
Organization Details						
🗚 3 🔁 6 🔛 1 🚔 2 🖄 1						
					-Add-	Ŧ
O INDEX ID		SECURITY LEVEL				
24000007		Level 1 - Access to a	all Data			•
NAME	ORGANIZATION TYPE		ORG	ANIZATION #		
Automation Industries	Law Office	•	12	3		
COMMENTS						
						11

#### Person

		Go Back	Visualization Tool	Create Photo Lineup	View Summary	Subscribe
💄 Person Details						
• (1/1) 11/21/2016	<b>&amp; © ≥ ±</b> ₩2 <b>1 €</b> 1 <b>€</b> 1 <b>€</b> 2 <b>€</b> 2	2 @ 1		-Add	1-	•
INDEX ID	SECURITY LEVEL					
42	Level 1 - Access to al	Data	Ŧ			
LAST NAME	First Name			MIDDLE NAME		
Smith	Billy			3/16/12		

## Address

			Go Back	Visualization Tool Update Details Subscribe
🕼 Address Details	🖹 Address Summary			
				♥ SmartSearch (0) ▼
Audit Off				
INDEX ID				Common Event Associations
1693				
STREET #	DIRECTION	STREET NAME	Туре	
1238	East	Calrson	Lane	

# Vehicle

		Go Back Visualization Tool Vi	ew Summary Subscribe
🛱 Vehicle Details			
		(	🕈 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

		G	o Back Visu	ualization Tool	View Summary	Subscribe
🐭 Gang Details						
					-Add-	Ŧ
INDEX ID		SECURITY LEVEL				
21		Level 1 - Access to al	ll Data			Ŧ
GANG NAME	GANG LEVEL		GANG TY	PE		
4 Cheese Burritos23423423423	Local	T	Asian	Gang		T

# **Chapter 10. Calls for Service**

# **Calls For Service Overview**

# **Track and Document Calls**

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

#### Enhanced Integration from Caliber CAD

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

## **Access Calls For Service**

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



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

To search calls refer, to "Search Calls for Service" on page 165.

# Manage Calls for Service

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



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

N	lanag	je D	ispatch						
								New	Call Toggle Officers Exit
I	Call	l ist	Call Man						
ľ,	Cull		Can map						
			Dispatch #	Time 🌲	Name	Address	Call / Activity	Priority	Actions
		+	0000000137BLAH19	03/25/2019 12:28					
		+	0000000136BLAH19	02/11/2019 15:00	345# <b>\$</b>	10198 Cavetown Road			
		+	0000000135BLAH19	02/11/2019 14:53	James King			Low	•
		+	0000000134BLAH19	01/28/2019 15:33	Kara Poharcyk				ß
		+	2018-00000687	09/14/2018 08:52	Kelly Hall	E Main St, GREENFIELD, IN	TRAFFIC STOP	Low	Image: A start of the start

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



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

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

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

Options	
DISPLAY OTHER CALLS I DON'T OWN	
TIME FOR LAST CLOSED CALL (E.G. 1 HOUR 2 DAYS AGO)	
1 day ago	
GRID SIZE	
Fit To Screen	•
	Cancel

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

# **Initiate New Call**

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

For more information on how to access the Manage Calls For Service menu option, refer to "Manage Calls for Service" on page 154.

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

Manage Dispatch		
Call List Call Map New Call	New tab opens	New Call Toggle Officers Exit
DISPATCH AGENCY	CALL DATE / TIME	
Indiana State Police	11/20/2019 0953	曲
CALL RECEIVED	CALLER NAME	PHONE #
-Select-		
EVENT TYPE	CALL TYPE / ACTIVITY	PRIORITY
Police	-Select-	-Select-
INCIDENT LOCATION		
	Geo Code	
COMMON PLACE REPORTING AREA NAME -Select-	LATITUDE LONGITUDE	
CALLER LOCATION		
	Cancel Save	

Enter the information known and select Save.

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

			New Call Toggle Officers	Exit						
Call List Call Map	Edit Call 0000000134BLAH19 🛩	it Call 0000000134BLAH19								
Call Information Officers	all Information Officers People Vehicles Incident Reports History Attachments									
DISPATCH AGENCY		CALL DATE / TIME								
Indiana State Police		01/28/2019 1533		<b></b>						
CALL RECEIVED		CALLER NAME	PHONE NUMBER							
PHONE	~	Kara Poharcyk								

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

# Edit a Call

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

The Officer/Dispatcher has the ability to add any additional Incident Notes. You can return to the call later to finish your edits by accessing the *Manage Call For Service* submenu option. For more information on accessing the *Manage Call For Service* submenu, refer to "Manage Calls for Service" on page 154.

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

- Call Information with the caller name and the phone number. This tab opens by default.
- Officers tab for adding officers to the call.
- People tab for adding involved persons.
- Vehicle tab for adding involved vehicles.
- Incident Reports tab for creating a new incident from the call and assigning to the primary officer.
- History tab that shows you historical information based upon the address.
- Attachments tab for attaching photos or document files.

anage Dispaten		
		New Call Toggle Officers Exit
Call List Call Man Edit Call 00000001	38RI AH19	
Call Information Officers People Vehicles	Incident Reports History Attachmen	s Seven sub-tabs
·		
DISPATCH AGENCY	CALL DATE / TIME	
Indiana State Police	11/20/2019 0953	t
CALL RECEIVED	CALLER NAME	PHONE NUMBER
-Select-		
EVENT TYPE	CALL / ACTIVITY	PRIORITY
Police •	-Select-	-Select-
CLOSE DATE / TIME		DISPOSITION TYPE
	ŧ	-Select-
INCIDENT LOCATION		_
	Geo Code	
COMMON PLACE REPORTING AREA	LATITUDE LONGITUDE	
-Select- 🔻		
CALLER LOCATION		
INCIDENT NOTES		Check Spelling
		17
	Exit Update Update & Exit	

### **Call Information Tab**

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

To close a call, enter the Close Date/Time and select a Disposition from this drop-down list. For more information on closing a call refer to "Close a Call" on page 164.

#### **Officers Tab**

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

							New Call Tog	ggle Officers	Exit	
Call List	Call Map	Edit Call 00000013	8BLAH19							
Call Informat	ion Officers	People Vehicles	Incident Reports	History	Attachments					
OFFICER DISPATCH DATE										
					<b>#</b>	Add				
Primary	Radio #	Name			Dispatch	On Scene	Clear	Actions		
			Exit Upda	te Upd	ate & Exit					

#### People Tab

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

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

Click on **Add Master Index Person** to first search for the person. The *Master Index Search* screen for person appears. Enter the information you want to search on and click the **Search** button to view a list of person records that match your search criteria. If the person record appears in the results list, click the **Hand** icon in the *Actions* columns to select it and add it to the call. If the person record does not appear in the results list, then click the **Add Person** link on the *Person Search Results* screen to create the *Master Person Index* record before adding it to the call.

**Note**: For more information on searching, selecting, and creating *Master Person Index* records refer to "Master Indices" on page 75.

### Vehicles Tab

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

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

							New Cal	I Toggle Officers Exit
Call List	Call M	ap Edit Ca	II 000000013	8BLAH19				
Call Informa	tion Of	ficers People	Vehicles	Incident Reports	History	Attachmer	nts	
							• Add Master Index V	/ehicle 🔂 Add Vehicle
Index ID		Vehicle Info						Actions
N/A		VIN: 1234456	54154BBC5	545 <b>Year:</b> 2019 <b>M</b>	ake: CHE\	/ROLET(CHI	EV) Model: CAMARO	<b>(2)</b>
				Exit Upda	ate Upd	ate & Exit		

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

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

**Note**: For more information on searching, selecting, and creating *Master Vehicle Index* records refer to "Master Indices" on page 75.

### Incident Reports Tab

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

							New Call Toggle Officers Exit		
Call List Call	Мар	Edit Call	000000013	8BLAH19					
Call Information	Officers	People	Vehicles	Incident Reports	History	Attachments			
							Create Incident Report		
Report #	Supp #	2			Agency		Reporting Officer		
Exit Update & Exit									

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

## History Tab

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

					New Call	Toggle Officers	Exit			
Call List Call N	ap Edit Call 0000000134BLA	119								
Call Information Of	ficers People Vehicles Incide	ent Reports <u>History</u> Attachment	5							
			^							
No phone history found for # 4251231234										
Person History										
Found 5 result(s)	) based on first name (Robin)									
LAST NAME Pohorcyk	FIRST NAME Robin	SEX Female	RACE White							
ADDRESS (RESID 620 Apple Stre	et GREENFIELD, IN 46140		INDEX ID 1088							
LAST NAME	FIRST NAME	SEX	RACE	INDEX ID						
Poharcik	Robin	Female	White	1087						
LAST NAME	FIRST NAME	DOB	SEX	RACE						
Poharcyk	Robin	01/10/1910 (Age: 109)	Female	White						
ADDRESS (RESID	ENCE)		INDEX ID				~			
177 Main Chron	H Mount Decart ME 04660		1106			>				
		Exit Update	e Update & Exit							

### Attachments Tab

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

		New Call Toggle Officers Exit								
Call List Call Map	Edit Call 0000000138BLAH19									
Call Information Officers	s People Vehicles Incident Repor	ts History Attachments								
		View External Attachments OAdd Attachments								
Exit Update & Exit										

**Note**: For more information on adding **Attachments** refer to "Attachments" on page 63.

# **Call List**

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

							New Call	Toggle Officers Exit
Call	List	Call Map						
		Dispatch #	Time ≑	Name	Address	Call / Activity	Priority	Actions
1	+	0000000138BLAH1	11/20/2019 09:53					Ø
2	+	0000000137BLAH1	03/25/2019 12:28					<b>•</b>
3	+	0000000136BLAH1	02/11/2019 15:00	345#\$	10198 Cavetown Road			Ø 6

### Edit, Take, View Calls

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

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

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

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



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

### Clear, Dispatch, or Mark Call as OnScene

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

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

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

Ca	II Lis	t Call Map					New	Call Toggle Officers
		Dispatch #	Time 🔶	Name	Address	Call / Activity	Priority	Actions
	÷	0000000134BLAH19	01/28/2019 15:33	Kara Poharcyk				ľ
2	+	2018-00000687	09/14/2018 08:52	Kelly Hall	E Main St, GREENFIELD, IN	TRAFFIC STOP	Low	
	÷	2018-00000596	08/29/2018 09:21	BEVERLY GOODIN	N KENSINGTON WAY, MC CORDSVILLE, IN, Hancock	JUVENILE COMPLAINT	High	0
	÷	0000000133BLAH18	05/31/2018 14:26	Robin	123 main			ß
	÷	2018-00000061	04/30/2018 13:53	Jim Guardian	400 ELM ST, FORTVILLE, IN, Hancock	DOMESTIC	High	
;	÷	ANGTEST00003	04/30/2018 13:53	Jim Guardian	400 ELM ST, FORTVILLE, IN, Hancock	DOMESTIC	High	0
	÷	2018-0000030	04/30/2018 03:17	Matt Johnson	600 NEW HOPE RD, ANDERSON, IN, L_SR3	DGFIGH	High	0

3 -	2018-00000596	08/29/2018 09:21 BEVERLY GOODIN N KENSINGTON WAY, MO			RDSVILLE, IN, Hancock	UVENILE COMPLAINT	High		0	•
	Radio #				Dispatch	On Scene			Primary	
	101	1, Officer - Police Agency			08/29/2018 12:55	08/29/2018 12:56	08/29/2	018 12:58	Y	

Off	Officer is not assigned											
4	-	000000133BLAH18	05/31/2018 14:26	Robin	123 main						ľ	
	5	Radio #	Radio # Name			Dispatch	On Scene			Clear	Primary	

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

Radio # Name Dispatch On Scene Clear	51 -	CFS2013-00000090	11/25/2013 13:03		0 e perry		AOA		Medium		<ul> <li>Image: Image: Ima</li></ul>
A=CAD6 Banz Greg - District 42 Versailles Dispatch 4		Radio #							ene		Primary
	-	^=CAD6	Ranz, Greg - District 42, Versailles			Dispatch 🗲	-	On Scene		Clear 🔶	Y



# Close a Call

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

To close the call, add the clear time, clear date, and disposition on the Edit call tab of the *Manage Dispatch* form. For more information on accessing the *Manage Dispatch* form, refer to "Manage Calls for Service" on page 154.

**Note**: The **Clear** time/date on the *Call List* is not the same as the **Close** time and date. Closing a call also requires a disposition of the call. For more information about the *Call List*, refer to "Call List" on page 162.

		New Call Toggle Officers Exit
Call List Call Map Edit Call 00000	00138BLAH19	
Call Information Officers People Vehi	cles Incident Reports History Attachments	
DISPATCH AGENCY	CALL DATE / TIME	
Indiana State Police	11/20/2019 0953	曲
CALL RECEIVED	CALLER NAME	PHONE NUMBER
-Select-		
EVENT TYPE	CALL / ACTIVITY	PRIORITY
Police	-Select-	-Select-
CLOSE DATE / TIME		DISPOSITION TYPE
11/14/2019 1013	<b>#</b>	CITATION ISSUED •
INCIDENT LOCATION		
	Geo Code	
COMMON PLACE REPORTING AREA	LATITUDE LONGITUDE	
-Select- 🔻		
CALLER LOCATION		
INCIDENT NOTES		Check Spelling
	Exit Update Update & Exit	

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

# Search Calls for Service

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



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

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

Callber FUBLIC SAFETY Calls For Service Search					Go Back Search
Dispatch Search Details					
DISPATCH #	CAD AGEN	сү	RESPONDING AGENCY		SERVICE AGENCY
1	Indiana	State Police 🔹	All Agencies	•	All Agencies 🔻
DISPATCHER	EVENT TYPE		CALL PRIORITY		CALL / ACTIVITY
	Police	•	-Select-	•	Click To Select
DISPOSITION TYPE	STATUS		CALLER NAME		CALLER PHONE #
-Select-	-Status-	•			
CALL DATE FROM Last 24 Hours	CALL TIME	FROM	CALL DATE TO		CALL TIME TO
<b></b>				苗	
INCIDENT REPORT #	ARREST #		Notes		
Officer Details					
First Name		Last Name		INTERNAL I	D / BADGE#
SEARCH CALLS I'VE RESPONDED TO		PRIMARY OFFICER ONLY			
Person Details					
First Name	LAST NAME		DOB		RACE
				t	-Select-
Sex	ROLE				
-Select-	-Select-	•			
/ehicle Details					
	Vran		Maye		Monri
VIN	TEAK		IVIAKE		WIODEL

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

Calls can be viewed or printed.

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

						Show	v Map	Refine S	earch New S	earc
Q Search Results										
<b>1 1 1 1 1 1 1 1 1 1</b>	result(s) found							Ρ	revious 1 N	lext
Dispatch # 11 Agenc	ny Dispatch ⊥↑ Date	Call Type	ţţ	Caller ⊥↑	Primary 11 Officer	Location	1†	Incident   Report #	† Actions	
2012387		FIRE		BF20598 - (0) -		123 TOWN BLVD			<	>
						Go	Back	Print	Switch To Edit S	tatu
Dispatch Info - 2012387										
DISPATCHER										
DEB										
DISPATCH AGENCY		CALL DATE								
Indiana State Police										
CALL RECEIVED		CALLER NAME				CALLER PHONE	e #			
0		BF20598				(0) -				
PRIORITY	1	EVENT TYPE				CALL / ACTIVE	тү			
High		Police				FIRE				
DISPOSITION TYPE		CLOSE DATE								
		10/30/2012 11:46								
Incident Notes										
ocation										
Incident Location				CALLER LOC	ATION					
123 TOWN BLVD										
COMMON PLACE NAME				REPORTING	Area					
LATITUDE				LONGITUDE						
			Go	Back						

Scroll down to view additional call details.

Click the **Print** button to print.

If applicable, click the **Switch to Edit Status** to edit the call. For more information on editing a call, refer to "Edit a Call" on page 157.

If your agency is setup to integrate calls from Caliber CAD and you have appropriate permissions, a **Create Incident** button appears if the CFS record integrated from Caliber CAD without an Incident Report assigned.

You must have access to create Incident Reports and a role with one of the following permission categories:

- Calls for Service Create Incident From My Calls
- Calls for Service Create Incident From My Agency Calls

Click the **Create Incident** button to create the Incident Report.

- **Note**: CFS records that integrated from Caliber CAD include person and vehicle data from the CAD Call for Service event; this applies only to agencies using the Online RMS CFS module and sites with an active CAD Interface.
- **Note**: Warrant information displays only if your agency is using the **Warrants** module.

# **Chapter 11. 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 "Names Tab" on page 194.
- Incident Reporting includes the following activities:
  - Create New Incident Report manually, or by integration from Caliber CAD, if applicable.
  - Note: The *Wizard* leads you through each section of the incident report to help you fulfill the system requirements for a valid incident report. The *Wizard* can be turned on and off, but you should leave it on to help ensure that you complete required information. This practice helps to prevent problems with validation at the end of the incident creation process.
  - Create Supplement to Incident Report
  - View Incident Report
  - **Note**: With appropriate permissions, investigators can create a case on an initial unapproved Incident to begin working on an investigation without waiting for Incident approval. Refer to "Create a Follow-Up Case" on page 393 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 <b>T</b> Forms And R				
Incidents					
Incidents Reporting	Incidents Reporting				
Incidents Management 🔻	Conta New Locid and Decent				
Case Management 🔻	Create New Incident Report				
Field Contact 🕶	Create New Supplement Report				
Field Arrests 🔻	View Incident Report				
Calls For Service 🔻	SmartSearch				
	Incident Mapping				
11 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
Create Supplement to Incident	Assign Supplement	Follow Up Needed (Past 10 Days)
	Delete Incident Report	Pending Approval
	Incident Status	My Cases (Active Count)
SmartSearch	Incident Status Log	Evidence Review
Incident Mapping	Incident Delete Log	Open Field Arrests
Transfer Incident Report	Incident Offense Glossary	Arrests Pending Release
Approve Incident Report		Forms For Review
Incident Based Reporting		Pending UCR Review
Case Management	Field Contacts	Incidents For Review
Create New Incident Follow-up Case	Create New Field Contact	
Review Cases	Search Field Contacts	
Case Load		
Calls For Service	Field Arrests	
Manage Calls	New Field Arrest	
Search Calls	Search Field Arrests	
	Arrest Delete Log	
	Go Back	

**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 *Pin Incident, 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.

Fin Incident					Exit Report	Quick Print	Print	Transfer	Submit for Approval
🗎 Summary	🗂 Header	न्द्र Offenses	💄 Names	ର୍ଲି Property & Vehicles	E Narratives	& Attachment	ts I	Validations	

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

While viewing or editing an incident record, you can *Pin* it to your Home Page for quick reference.

To *Pin*, click on the green **Pin Incident** button located on the top left of the page while on the *Summary* tab; the button color then changes from green to gold and the label changes to **Unpin Incident**.

 Fin Incident
 Incident

To *unpin*, click on the gold **Unpin Incident** button.

For more information on pinned records that appear on the Home Page, refer to "Home Page " on page 8.

# **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	39.739577	-104.999408	
80104			- REET HIST FIC
REPORTING AREA	INCIDENT NIBRS CITY	INCIDENT LOCATION REMARKS	-DISTRICT
	CANNELTON		WESTSIDE
COMMON PLACE NAME	CAMPUS CODE		NEIGHBORHOOD
	Off Campus		CALCOLIN DADK
GEOGRAPHIC LOCATION	COUNTY OF OCCURRENCE	TOWNSHIP OF OCCURRENCE	Map data ©2020 Google
District 42. Versailles	Hancock		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.



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

Incident Summary: 01/19/2015	0936 Hrs - 208 Education Aven	Agency: District 42, Versailles				
Offense(s): 11-8-8-17 - Correctio	on- Sex Offender Registration Vi	Report	#: 2015ROOT0013 Supp #: 🕕 2			
Total Hours: 0						
SUPP #		FOR PUBLIC RELEASE  Applies To All Supplements	UPDATE ALL SUPPLEMENTS ()			
Slide the bar up or down to inc the Incident	rease or decrease access to	If desired, select available security groups to provide access to the Incident				
Allow Executive Command Command Staff Criminal Investigation Division Records/Cierciao Division Patrol Supervisor Patrol Officer	139 users have access	Available NO AGENCY TEST Test 42 >>> <	Selected			
Restrict		RESTRICT ACCESS TO SELECTED SECU	RITY 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	
S T 1 / 1 I Initial Report	Security Groups: 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 Prir	Nt Update Report #
Inc	ident Summ	ary: 03/06/2019	9 1435 Hrs - 100 North Main Street BLO			Agency:	District 42, Versailles
Of	fense(s): 35-	45-1-3 - PUBLIC	ORDER- DISORDERLY CONDUCT		Repo	rt #: 2019D42102	17 Supp #: 🕕 2 📝
То	tal Hours: 0						
•	Report	Date	Reporting Officer	Supplement	Approval	Security	Actions
	Туре			Owner	Status	Level	
•	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 169. For information on changing the Incident Status, refer to "Changing Incident Status" on page 236.

# **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 P	rint Print	Transfer	Exit Wizard	Submit For Approval
🖹 Summary	🗖 Header	न्द्र Offenses	💄 Names	කි Property & Vehicles	<b>≣</b> Narratives	& Attachments	🖉 Validation	ns		
Incident Su	<b>mmary:</b> 07/1	6/2018 2300 H	rs						Agency:	District 42, Versailles
Offense(s):	35-43-2-1 BO	2 - BURGLARY	- APARTMEN	T COMPLEX				Repo	ort #: 2018D4	210173 Supp #: 0 📝
Verify Incide	nt Report									
Online RMS you to the	5 has found e particular are	errors on the in ea of the repo	ncident repo rt needing m	rt which require atten nodification. Once all c	tion before the of the errors hav	report may be su ve been resolved,	ubmitted. Yo , you may su	ou may us Ibmit the	e the links be report for ap	elow to help guide proval.
Add Narrative					At least one Nar	rative is required.				
Incident Office	ers				At least one Rep	orting officer is re	quired.			
Selected Incid	ent Types			:	Incident Types a	re required for inc	idents from t	this agency	<i>ı</i> .	
Incident Summ	nary			:	Incident report r	equires a Media/C	Crime Summa	ary.		
Add Incident I	ocation and I	NIBRS City		:	Incident Location	n, NIBRS City is Re	quired.			
35-43-2-1 B02	- BURGLARY	- APARTMENT	COMPLEX		Offense requires	Property or Vehic	le details.			
35-43-2-1 B02	- BURGLARY	- APARTMENT	COMPLEX		Offense Require:	s Victim Type of P	erson or Org	anization		
35-43-2-1 B02	- BURGLARY	- APARTMENT	COMPLEX		Offense requires	Victim and Victim	n to Offender	r Relations	hip.	
County of Occ	urrence				County of Occur	rence is required f	for incidents	from this a	igency.	

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

Fin Incident							Exit Report	Approve/Disapprove	Quick Print	Print
🖹 Summary	🗖 Header	≒ + Offenses	💄 Names	la Property & Vehicles	<b>≣</b> Narratives	& Attachments	Validations			
Incident Su	<b>mmary:</b> 11/0	1/2017 2300 H	rs - 1776 Linc	oln Street Floor #8 Den	ver			Agency: [	istrict 42, Ver	sailles
Offense(s):	No Offense S	pecified						Report #: 2017D	4210135 <b>Sup</b>	p #: <mark>0</mark>
Add Disappr	oval Comme	ints								
Actions -	\$1 ≡1	<b>1</b>								
View Incide	ent Status									
View Incide	ent Audit Traik		1							
Create Sup	plement	a)	FPORT SECU	RITY	REPORT	TYPES				
View Incide	nt Based Rep	orting Values	atrol Super	visor	Child C	ustody, Hate Crim	e			
Edit This In	cident									
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 Notifica	ation History				Go Back
Incident Summary: 1	1/01/2017 2300 Hrs - 1776 Li	ncoln Street Floor #8 Denver,.			Agency: District 42, Versailles
Offense(s): No Offens	se Specified			Repo	ort #: 2017D4210135 Supp #: 0
Activity Type 🛛 🕸	Date ↓↑	Activity User	First Name ↓î	Last Name ↓î	Agency Name ↓↑
IncidentView	02/01/2019 1012 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	02/01/2019 0949 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	10/05/2018 0910 HRS	STATE_OFFICER11	Homer	Simpson	District 42, Versailles
IncidentView	11/16/2017 1500 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	11/02/2017 1315 HRS	D_OFFICER	Dana	M	District 42, Versailles
IncidentView	11/02/2017 1314 HRS	D_OFFICER	Dana	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.

Home 🕈						
Broadcast N	lessages Show All					
No Messag	es To Display					
Votification	s		[	← Back Q Show All	• Add Notification	Recent Activities
-Filter By L	sers-	•	Search			Initial Report
INCIDENT	FOLLOW-UP CASE	NEW SUPP FILED				Follow Up Needed (Past 10
				Braviau	1 2 Novt	Days)
Prior	ity 11 Sender 11	Description	11	Previous Sent On 11	1 2 Next	Days) Pending Approval

**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
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. You can insert an image directly into the body of the Narrative.

- 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.
  - **Note:** With appropriate permissions, you can *Pin* the Incident while on the Summary tab to add it to your Home Page for quick reference. For more information, refer to "Incidents Overview" on page 169.

### 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	nt Print Tra	ansfer Exit Wizard	Submit For Approval
🛢 Summary 🕅 Header 🤻 Of	ffenses 🔒 Names	ని Property & Vehicles	<b>≣</b> Narratives	& Attachments	Validations		
Incident Summary: 12/13/2018	3 1332 Hrs					Agency: D	istrict 42, Versailles
Offense(s): No Offense Specified	:d					Report #: 2018D421	10207 Supp #: 0 📝
0							
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**.

EDIA/CRIME SUM	MARY		
Domestic Noise.			
www.webspellchecke	r.net - Google Chror	me	
D about:blank			
SpellChecker	Grammar	Thesaurus	American English 🔻
his 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.

REPORT DATE		OCCURRENCE DATE START		OCCURRENCE DATE END	
03/12/2019 1145	曲	03/12/2019 1145	<b>#</b>		曲
DISPATCH DATE		ON SCENE DATE		CLEAR DATE	
	曲		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-	~		<b>#</b>		Тс		
ARREST DATE FROM		ARREST TIME FROM		ARREST DATE TO		ARREST TIME TO	
	<b>#</b>				<b></b>		
ARREST #		AGENCY		<b>REFERENCE</b> #		<b>REFERENCE # TYPE</b>	
		-All Agencies-	~			-Select-	~
STATUS		REVIEW STATUS		PLATE #		WARRANT REFERENCE	CE #
-Select-	~	-Select-	~				
INCIDENT REPORT #		CHARGE CODE		INDEX ID			
Officer							
FIRST NAME		LAST NAME		BADGE #		ROLE	
						-Select-	~
ADDITIONAL SEARCH CR	RITERIA						
-Select-		~					
		Go Ba	ack R	eset Search			

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

Refine Search New Search Refine Search									
Arrest ↓⊺ Number	Status ↓1	Arrest ↓↑ Date	LastName↓î	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	•	<b>đ</b>
3 2013- 0077	Completed	10/28/2013 0500	JONES	WILLIAMS	35-43-4-2 T13 - THEFT- BUSINESS SIGNS			•	۲

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.	
ZCalls For Service #2017-00000819	
Close	Save

If you chose to associate the **Calls for Service** records, the Associate Incident form appears. Select all specifics that apply, then click **Save**.

			Go Back		
Incident Summary: 12	Agency: District 42, Versailles				
Offense(s): No Offense	e Specified	Report #: 2018D4210207 Supp #: 0			
			Select A		
Location					
439 North East ASHW	/OOD Lane, North Test DILLON, SC		□ Include Location (Inciden 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-	CRIMINAL TRESPASS- RESIDENCE/DWELLING			

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  U	pdate Details ≓ Change Location
ADDRESS		LATITUDE	LONGITUDE		
1001 North East Main Street INDIANAPOLIS, IN		39.872057	-86.142280		Охвои
REPORTING AREA		INCIDENT NIBR C	пү	INCIDENT LOCATION REMARKS	
-Select-	~	-Select-	~		Google Map data 02019 Google
COMMON PLACE NAME		CAMPUS CODE			
-Select-	~	-Select-			~
GEOGRAPHIC LOCATION		COUNTY OF OCCU	RRENCE		
District 42, Versailles	~	-Select-	~		
		Bac	k To Previous Section	ave & Continue	

If no Location exists, click the provided link to add one.

Location	
	No location specified. Click here to add a location.

# **View Location Details**

This displays two tabs, *Address Details* and *Address Summary*, that lists all involved incidents tied to this location, and details about the location itself.

						🦻 Sma	artSearch (0)
Audit Off							
INDEX ID						Мар	
14							
STREET #	DIRECTION		STREET NAME	Түре			
1001	North East		Main	Street		- 5    LE	E
DIRECTION SUFFIX	SUB TYPE		SUB #	Стту			Westf
				INDIAN	APOLIS		
STATE	ZIP		COUNTY	COUNTRY			
Indiana	-		Allen	United :	States of	Google	Map data
Country				America		View Incident	s In This Are
COMMENTS						Total Involven	nents
						Incidents	11/21/2019
tersection						FieldInterviews	04/19/2012
STREET #	DIRECTION		STREET NAME	Туре		FieldArrests	05/31/2019
						CourtPapors	12/29/2014
DIRECTION SUFFIX	DISTANCE					court apers	12/25/2014
	0					By Offense Ca	tegory
eographical In	formation					Property	
	ionnation an					Person	
KEPORTING AREA	LATITUDE (Y)		LONGITUDE (X)			Society	
	35.872037		-00.142200			Vehicle	
						Drug Type	
						Common Even	it Associatio
						Person	
				_			
			Go Bac	:k			
				Go Back	Visualization Tool	Update Details Subscri	be
	Address Summary						
Address Details			<u>.</u>				
🛱 Address Details			ense Category	7	Demon Event A	ssociations	-
Address Details	nts	D Proper	h.,		reison	-	
Address Details	nts 11/21/2019 2 04/19/2012 1	0 Proper	ty	4			-
Address Details	nts 22 11/21/2019 22 04/19/2012 1 05/31/2019 1	0 Proper	,	4			
Address Details	nts 22 11/21/2019 2 04/19/2012 1 05/31/2019 1 12/29/2014 1	0 Proper Person 0 Society Vehicle	ty ,	4 3			
Address Details	nts 11/21/2019 2 04/19/2012 1 05/31/2019 1/ 12/29/2014 1	0 Proper Person 0 Society Vehicle Drug T	ype	4 3 3 1			
Address Details	nts 11/21/2019 2 04/19/2012 1 05/31/2019 1 12/29/2014 1 ts	0 Proper Person 0 Society Vehicle Drug T	ty ype	4 3 3 1			
Address Details	nts 11/21/2019 2 04/19/2012 1 05/31/2019 1 12/29/2014 1 ts Agency	0 Proper Person 0 Society Vehicle Drug T	ty ype	4 3 3 1	inse	Date Of	
Address Details	nts 11/21/2019 2 04/19/2012 1 05/31/2019 1 12/29/2014 3 ts Agency	0 Proper Person 0 Society Vehicle Drug T	ty e ype tus	4 3 3 1	inse	Date Of Info	
Address Details     Total Involvem     Incidents     FieldInterviews     FieldArrests     CourtPapers     involved Incident     Report # 2019D4210231	11/21/2019     2       04/19/2012     1       12/29/2014     1       12/29/2014     1       12/29/2014     1	0 Proper Person 0 Society Drug T Sta Init	ty yppe tus al Report	4 3 3 1	mse	Date Of Info 11/21/2019	

# **Update Details**

14-00020

Police Agency 2013-0166 District 16, Peru - GA

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

Approved Report

Initial Report

0

0

11/10/2014

11/21/2013

				Go Back Visualization Tool View S	ummary Subscribe
🛱 Address Details					
<b>B</b> 2				<b>9</b> s	martSearch (0) •
				-Add-	~
INDEX ID	SECURITY LEVEL				
583	Level 1 - Access to all Data	~			
STREET #	DIRECTION	STREET NAME		Туре	
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-	~
DIRECTION SUFFIX	DISTANCE				
West 🗸	100 Feet	~			
Geographical Information					3 Geo Verify
REPORTING AREA	LATITUDE	LONGITUDE			
Test-Area 🗸	39.73382972861548	-86.36852515301796			
	39 44 1.787 N	86 22 6.691 W			
Map Satellite		E.			
Gale -					
E B Alon					
	8				
	<ul> <li>Indianapolia</li> <li>International</li> </ul>				
	- Six Points				
Plainfield					
Cartersburg		<b>+</b>			
		-			

## **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 Address
it Address								
QUICK SEARCH								
								Quick Search
STREET #	DIRECTION			STREET NAME			Түре	
То	-Select-		~				-Select-	~
DIRECTION SUFFIX			SUB TYPE		SUB#			
-Select-		<b>~</b>	-Select-	~				
Спу			STATE		ZIP			
		8	-Select-	~				
COMMON PLACE NAME			REPORTING AREA		INDEX I	0		
			-Select-	~				
Comments								
Intersection								
STREET #	DIRECTION			STREET NAME			STREET TYPE	
	-Select-		~				-Select-	~
PHONETIC SEARCH PREFEREN	CE							
All ANY								
Additional Search Criteria								
- Select -		×						
▶Search External Systems								
			Go Back Res	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 98 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 Officers								
Last Name	First Name	ID	Title	Agency	Incident Role	Supp #	Actions	
Saur	Christine	SAUR111		District 42, Versailles	Reporting	0	<b>Z</b>	
Employees Add Emplo							• 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	cer
Q Search Officers	2. Add Other Agency Officer
FIND OFFICER	
	<b>E</b>
ROLE	
-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.

Add Incident Officer							
Q Search Officers	🙎 Add Other Agency Officer						
FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX				
District 42, Vers		BADGE #					
ROLE							
-Select-			~				
			Cancel Save				

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 add add add additional office	ers	→ O Add Officer
FIND OFFICER	ROLE		
icer Joe Hedges(Badge #: 7049) - All Other	Assisting	~	Ē
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.

# **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 Repor	t Quick Print Print
🛢 Summary	🗖 Header	∺≱ Offenses	💄 Names	ని Property & Vehicles	<b>≧</b> Narratives	Attachments	Validations
Incident Su	<b>mmary:</b> 11/21,	/2019 0937 Hrs	- 1001 North	East Mai		Agency:	District 42, Versailles
Offense(s):	No Offense Sp	ecified				Report #: 2019D42	210231 Supp #: 0 🗹
Please add file class/offenses to the incident report. The system will prompt you to complete the required information for State, NIBRS or UCR reporting based on the selected offense(s). If the report has more than one offense, add offenses in the order of severity, the most severe offense being the first.							
burg							
BURGLARY- A	IRPORT - 35-4	3-2-1 B01				<b>^</b>	
BURGLARY- A	PARTMENT CO	OMPLEX - 35-43	3-2-1 B02				
BURGLARY- ATTEMPTED - 35-43-2-1 B03							
BURGLARY- AUTO/BODY SHOP - 35-43-2-1 B04							
BURGLARY- B	AKERY - 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 class/offenses to the incident report. The system will prompt you to complete the required information for State, NIBRS or UCR reporting based on the selected offense(s). If the report has more than one offense, add offenses in the order of severity, the most severe offense being the first.				
FIND OFFENSE CODE	Note: Enter search text to find offense code and select value from displayed list	Quick 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 F	Report Quick Print Print				
🖹 Summary 🥅 Header 🖏 Offenses 🚔 Names 🔊 Pro	erty & Vehicles 🖹 Narratives 🔗 Att	tachments 🕑 Validations				
Incident Summary: 12/13/2018 1332 Hrs - 456 Main STC	Age	ncy: District 42, Versailles				
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED	Report #: 2018D4210207 Supp #: 0 📝					
Offense: <b>35-43-2-1 B03 - BURGLARY- ATTEMPTED</b> NIBRS Code: <b>220</b> Description: <b>Burglary/Breaking and Entering</b>						
Offense Details						
OFFENSE STATUS	OFFENSE STATUS DATE					
Open/Pending	12/13/2018 1332	<b>#</b>				
REMARKS	SELECT A CHARGE					
	-Select-	~				
ATTEMPTED / COMPLETED	CARGO THEFT					
Attempted 🗸	No	~				
BIAS NONE (NO BIAS)	TYPE OF LOCATION / PREMISE	OTHER/UNKNOWN				
None (No Bias)	Other/Unknown	~				
SPECIFY WHETHER FORCE OR NO FORCE WAS USED BY AN	OFFENSE SUSPICION	NOT APPLICABLE				
No V	* Not Applicable					
Section A						
test OFFENSE NOTES						
Go Bac	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 Qui	ick Print	Print	Transfer	Exit Wi	zard Su	Ibmit for Approval
🖨 Summ	hary 🖪 H	leader	≒ Offenses	🚨 Names	ରି Property & \	Vehicles	🖹 Narrati	ves 🦪	Attachment	s 🖄 \	/alidations	
Incide	Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart Agency: District 42, Versailles											
Offen	Offense(s):         35-43-2-1         B03 - BURGLARY- ATTEMPTED         Report #:         2018D4210207         Supp #:         0 📝											
Offense	Offenses											tus 🔂 Add Offense
NIBRS	Severity	Offe	nse		Remarks	Status Date	Sta	itus	Supp #	ŧ l	Actions	
3 220	1	35-4 ATTE	3-2-1 B03 BUR MPTED	GLARY-		12/13/201 1332	L8 Op	en/Pendin	g 0			0 ľ
Modus	Operandi										🔁 Ad	ld Modus Operandi
				Back To Prev	vious Section	Finished -	Go To N	lext Sectio	n			

Hover your mouse over the information bubble <sup>1</sup> 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
t
Cancel OK

## Select the Offense Status and enter the Offense Status Date, then click OK.

Depending on the offense(s) selected on the Incident, certain tabs may turn red. This indicates that additional information in those tabs is needed to validate the state reporting requirements for the agency. Placing the mouse pointer over the red tab displays a pop-up window displaying the required information.

Optional **Modus Operandi** information can also be added at the bottom of the page. Clicking the **Add Modus Operandi** link will display the **Modus Operandi** page where entry, exit, method, means, and trademark information can be added and associated to one or more of the offenses listed on the report.

								٩	uick Print Prin				
🖹 Summary	🗂 Header	≒× Offenses	💄 Names	🗟 Prope	rty & Vehicles	≣ Narr	atives		Validations				
Incident Su Offense(s):	<b>ımmary:</b> 12/1 : 35-43-2-1 B0	3/2018 1332 ⊦ 3 - BURGLARY	lrs - 456 Maii - ATTEMPTEI	n STC D			Report	Agency: Distric	t 42, Versailles 7 <b>Supp #: 0 </b>				
Please provid	Please provide Modus Operandi details and select the appropriate offense(s) ENTRY METHOD EXIT												
-Select-		~	-Select-			✓ -Select-			~				
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.

# 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	Exi	t Wizard	Subm	it for Approval
🖹 Summary	T Header	≂a Offenses	💄 Names	ి Property &	Vehicles	🗄 Narrati	ves	& Attachme	nts	🖉 Validat	tions	
Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart Agency: District 42, Versail											42, Versailles	
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0										Supp #: 0 📝		
Offenders				😮 Of	fender Infe	ormation N	lot Kno	wn 🚨 Add	Offe	nder 😩 A	dd Unl	known Offende
Victims							ň	Add Persor	n Vict	im 🗒 Ado	d Orga	nization Victim
Other Names									Ac	dd Person	🛄 Ad	d Organization
			Back to Pre	vious Section	Finished	- Go To N	ext Sect	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		Agency: District 42, Versailles Report #: 2019D4210213 Supp #: 0									
Note: People listed in the below grid are from the CFS call on this report. These people could not be matched with RMS results due to too little information. You can use the provided actions to add them and use the person add screen to enter the missing information and select a potential duplicate.											
Quick Select Names - CFS People											
Name	Address	Physical Description	Call #	Roles	Actions						
Jones, Susan <b>Sex:</b> Female			0000000139BLAH20	Suspect / Offender	â â <b>2</b>						
Henry, Fred <b>Sex:</b> Male			0000000139BLAH20	Other Contact Person	ê A 主						
Doea, Jane Bonny Race: Unknown Sex: Female			0000000139BLAH20	None Specified	â â <b>2</b>						

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 89.

#### 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	<b>≣</b> Narratives	@ Attachments	Sections			
Incident Su Offense(s):	<b>mmary:</b> 12/13 35-43-2-1 B03	3/2018 1332 Hi 3 - BURGLARY-	2 Hrs - 456 Main STCT Apart     Agency: District 42, Versailles       ARY- ATTEMPTED     Report #: 2018D4210207 Supp #: 0 🗹							
Offenders				Offender Inf	ormation Not Kr	nown 🐣 Add Off	ender 🙎 Add Unknown Offende			
Victims	/ictims Å Add Person Victim 🖩 Add Organization									
Other Names	•					<b>.</b>	Add Person 🞚 Add Organization			

## Add Unknown Offender

Selecting the **Add Unknown Offender** hyperlink prompts you to list the number of unknown offenders by using a drop down menu. Once the number of unknown offenders is selected, add applicable sex, race, age, and description to each. *Not Known* is also an acceptable answer.

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 C								
Name	Age (Yrs)	Role(s)	Supp #	Actions				
Offender Information Not Known		Suspect / Offender	0	â				

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	🗖 Header	≒ Offenses	💄 Names	ి Property & Vehicles	<b>≣</b> Narratives	& Attachments	Validations				
Incident Su	Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart Agency: District 42, Versailles										
Offense(s):	Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED 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 75.

**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
盟 Organization	
ORGANIZATION NAME	ORGANIZATION #
ORGANIZATION TYPE	INDEX ID
-Select-	
PHONETIC	SEARCH PREFERENCE
	ALL ANY
ADDITIONAL SEARCH CRITERIA	
- Select -	
Employee	eset Search
Associated Organization	
Vehicles	

**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	Refine Search Results Add Organization												
Image: Second system     5 result(s) found													
Organization Name ↓↑	Organization ↓↑ Type	Organization↓↑ #	Street↓↑ #	Direction	Street ↓↑ Name	<b>City</b> ↓↑	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			
	Refine Search New Search												

If the organization does not already exist in the Master Indices, select **Add Organization** to add the new record. Enter the Organization Name and Type fields then click **Save**, or click **Save & Select** to save and add to the Incident. Add additional known information such as the organization's address, phone number, employee information, and attachments.

Organization Information		✓ No Duplicates Found Go Back
SECURITY LEVEL		
Level 1 - Access to all Data	~	
ORGANIZATION NAME		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 77.

If you are selecting an organization from the search results list, click the **Select** icon to add the organization to the report. Add additional required information regarding the organization's role, the offense(s) the organization is a victim of, and the victim type.

								Quick Print Print
🖨 Summary	<b>⊡</b> Header	∺a Offenses	🚨 Names	ని Property & Vehicles	<b>≣</b> Narratives	& Attachments	Validations	
Incident Summary:     03/06/2019     1435     Hrs - 100     North Main Street       Offense(s):     35-45-1-3     PUBLIC ORDER-     DISORDERLY CONDUCT     Report #:     2019D4210217     Supp       Total Hours:     0								
Organizatior	ı			<b>≓</b> Change C	Organization 🐵	View Organizatior	n Summary 🗹 🛛	pdate Organizatio
NAME Auto Series In	nc. Tra Co	PE ansportation, ommunications,	etc	<b>x ID</b> 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 197.

For more information on adding an Organization as a Victim refer to #AddOrgAsVictim.

Select the **Finished – Go To Next Section** button to proceed to the *Property & Vehicles* tab.

# Property & Vehicles Tab

The Property & Vehicles Tab contains all the incident related property and vehicles.

				Exit Report Quick Print P	rint Transfe	er 🛛 Exit Wi	zard Submit For Approval	
🖹 Summ	ary 🕅 Header 🐴 O	offenses 🔒 Names 🍣 Property &	Vehicles ENarratives & Attac	hments				
Incider Offens	Incident Summary: 11/09/2020 1713 Hrs         Agency: District 42, Versailles           Offense(s): 35-46-3-12.5 - ANIMAL OFFENSE- CRUELTY- FOR DOMESTIC VIOLENCE PUR         Report #: 202004210324 Supp #: 0 @'							
Propertie	Properties Total Value(\$): 0.00 All 👻 🕒 Print Evidence / Held Property 🗘 O Add Property -							
Index ID	Property Description	Processing	Property Loss Code - Original Status	Property Loss Code - Current Status	Value(\$)	Supp #	Actions	
OTHER P	ROPERTY							
2009	BACKPACK; Val: \$.00	Held Property - Item # 1 - System ID 823		Found	\$0.00	0	0 C 🗎	
Vehicles	Vehicles Total Value(\$): 0.00 OAdd Vehicle							
Tow / Im	pounds						OAdd Existing Impound	
	Back to Previous Section   Finished - Go To Next Section							

If there is an offense on the report that requires property or vehicle association to satisfy NIBRS/UCR validations, the tab will be red and there will be instructions on the page stating the requirement.

				Exit F	Report Quick F	Print Print Tra	ansfer Exit Wizard	Submit for Approval
/☰ Summary	🗖 Header	≒ Offenses	💄 Names	🗞 Property & Vehicles	∃ Narratives	& Attachments	Validations	
Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment     Agency: District 42, Versailles       Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED     Report #: 2018D4210207 Supp #: 0 27								
The following offense(s) require PROPERTY or VEHICLES:           - 35-43-2-1 B03-BURGLARY- ATTEMPTED IN No Property Interview On the second se								

#### 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.

Propertie	operty 🛛 🗢 Add Property 🔹							
Index ID	Property Description	Processing	Property Loss Code - Original Status	Property Loss Code - Current Status	Value(\$)	Supp #	Add Single Property Add Mass Property	
OTHER PE	OTHER PROPERTY							
2009	BACKPACK; Val: \$.00	Held Property - Item # 1 - System ID 823		Found	\$0.00	0	Add Mass Documents Add Mass Currency	
Vehicles					То	TAL VA	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		RUGS O DOCUMENTS O CURRENC	y O 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		RUGS O DOCUMENTS O CURRENC	cy O 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 Sav	e & 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 & 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 207 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/Held Property**, **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)  OFFENSE(s) [SELECT ALL] [SELECT NONE] CLICK on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.  ANIMAL OFFENSE- CRUELTY- FOR DOMESTIC VIOLENCE PURPOSE CURRENT STATUSSelect- PROPERTY OWNER STOLEN/DAMAGED/RECOVERED VALUE(S)Select- PROPERTY DAMAGE  PROPERTY DAMAGE  ADDITIONAL PROCESSING?  None Current of Held Property Cust & Found	Additional Information						
OFFENSE(S) [SELECT ALL] [SELECT NONE]  Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.  Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.  Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.  Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.  CURRENT STATUS -Select- PROPERTY DAMAGED/RECOVERED VALUE(S) -Select- PROPERTY DAMAGED PROPERTY DAMAGED DESCRIPTION  ADDITIONAL PROCESSING?  None Clickdence / Held Property Clost & Found	Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) ()						
Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.  ANIMAL OFFENSE- CRUELTY- FOR DOMESTIC VIOLENCE PURPOSE  CURRENT STATUS -Select- PROPERTY OWNER STOLEN/DAMAGED/RECOVERED VALUE(\$) -Select- 0 PROPERTY DAMAGE  ROPERTY DAMAGE  ADDITIONAL PROCESSING?  None Current Add A practice Property Current Add A practice Property	OFFENSE(S) [SELECT ALL] [SELECT NONE]						
ANIMAL OFFENSE - CRUELTY - FOR DOMESTIC VIOLENCE PURPOSE  CURRENT STATUS -Select- PROPERTY OWNER STOLEN/DAMAGED/RECOVERED VALUE(\$) -Select- 0 PROPERTY DAMAGE  ROPERTY DAMAGE  ADDITIONAL PROCESSING?  O None O Evidence / Held Property O Lost & Found	Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.						
CURRENT STATUS -Select- PROFERTY OWNER STOLEN/DAMAGED/RECOVERED VALUE(\$) -Select- 0 PROFERTY DAMAGE ROOPERTY DAMAGED ROOPERTY DAMAGED DESCRIPTION	ANIMAL OFFENSE- CRUELTY- FOR DOMESTIC VIOLENCE PURPOSE						
-Select- PROPERTY OWNER STOLEN/DAMAGED/RECOVERED VALUE(\$) -Select- PROPERTY DAMAGE ROPERTY DAMAGE ROPERTY DAMAGED DESCRIPTION	CURRENT STATUS						
PROPERTY OWNER     STOLEN/DAMAGED/RECOVERED VALUE(\$)       -Select-     •       PROPERTY DAMAGE         PROPERTY DAMAGED DESCRIPTION	-Select-						
-Select- v 0 PROPERTY DAMAGE PROPERTY DAMAGED DESCRIPTION ADDITIONAL PROCESSING? O None O Evidence / Held Property O Lost & Found	PROPERTY OWNER STOLEN/DAMAGED/RECOVERED VALUE(\$)						
PROPERTY DAMAGE	-Select- 0						
ADDITIONAL PROCESSING?	PROPERTY DAMAGE						
ADDITIONAL PROCESSING?							
PROPERTY DAMAGED DESCRIPTION  ADDITIONAL PROCESSING?  None O Evidence / Held Property O Lost & Found  Control Course 4 did Agenter Description							
ADDITIONAL PROCESSING? None O Evidence / Held Property O Lost & Found	PROPERTY DAMAGED DESCRIPTION						
ADDITIONAL PROCESSING? None O Evidence / Held Property O Lost & Found							
ADDITIONAL PROCESSING?     O Evidence / Held Property O Lost & Found							
None O Evidence / Held Property O Lost & Found	Additional Processing?						
Car Banki Cours - Add Another Departur	None O Evidence / Held Property O Lost & Found						
So Back Save + Add Another Property	Go Back Save + Add Another Property						

Note: Your agency may elect to default the Additional Processing selection based on the Incident Current Status and Property Loss Current Status. For example, if the Incident Current Status is Seized, the agency may elect to default the selection to Evidence/Held Property. Contact Caliber Public Safety by entering a Support Ticket to request this configuration option.

If you choose **Evidence/Held Property** 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.

**Note:** With Online RMS version 11.6 and above, your agency administrator has the option to configure which Statuses default the Processing radio button to **Evidence/Held Property**; otherwise, **None** is the default.

### Lost & Found

The Add Lost & Found Entry screen appears after selecting the Lost & Found button.

Add Lost & Found Entry				
FOUND BY	FOUND DATE/TIME		CUSTODY DATE/TIME	
		<b></b>	03/13/2019 1006	<b></b>
COMMENTS				
SELECT DESTINATION				
● Location ○ Person				
SELECT A LOCATION				
-Select				~
CUSTODY COMMENTS				
			Cancel	Save

Enter the necessary information then click Save.

The newly entered **Lost & Found** information appears near the bottom of the *Additional Information* screen. If necessary, click on the **Edit** link to update the record.

Click **Save + Add Another Property** to save the new entry and add another property record, or click **Save + Continue** to save the new entry and display the property records.

**Note**: For information on the *Lost & Found Module*, refer to "Lost and Found Property" on page 673.

### **Evidence/Held Property**

For Evidence/Held Property, select the **Evidence/Held Property** button, select a **Current Status**, then click **Save** to display an evidence confirmation.

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

Selecting the **Yes** button displays the **Evidence - Held Property** screen to enter the type (evidence or held property), date and time of recovery, the location the evidence is being stored, data and time it was placed in storage, description, comments, an extended chain of custody and if the evidence needs any testing.

The Status defaults to either *Pending Check-in* or *Pending Check-in* and *Check-in*, depending on your agency setting. The Location list of values (LOV) will be filtered based on the Status and Type.

Property Information					
PROPERTY TYPE	SERIAL NU	JMBER	PROPERTY DESCRIPTION	ON	
BAG					
Evidence / Held Property In	formation				
Туре					
Evidence	~				
DATE/TIME RECOVERED		Recovery Location		Agency	
03/02/2021 1636	曲			District 42, Versailles	~
DATE/TIME PLACED IN STORAGE		STATUS		LOCATION	
03/03/2021 1636	曲	Pending Check-In	~	-Select-	~
Custody From		ITEM #			
Saur, Christine	<b>E</b>	2			
DESCRIPTION					
Extended Chain of Custody				E	.:i
Decorrents	/ Processing	Contractor			
-Select-		COMMENTS			
-36664-	-				
		Ad	d		
		Signa Go Back	ture		

An **Extended Chain of Custody** can be entered to show if a piece of evidence was collected and transferred prior to entering the evidence. Click the black **Add** button to add one or more 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	曲	-Select-	~
COMMENTS			Remove
	Signa	ature	

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

Under **Evidence/Held Property Processing** section, select a **Processing** option from the drop-down list and enter **Comments**. Click the green **Add** button to add it to the incident. Click the **plus sign** to the left of the Evidence/Held Property Processing label to add additional processing methods if needed.

Online RMS11.6

**Note:** With Online RMS version 11.6 and above, your agency administrator has the option to set the *Evidence\_Processing\_Required* maintenance value to **Y** to require at least one processing record when adding evidence/held property records.

PROCESSING		Comments	
Fingerprints	~		
		Add	

Select the Signature button to open the signature window.

Plea	se Use Mo	ouse to E	nter Sigr	ature		
						_
				Cancel	Reset	Submit

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

Extended Chain of Custo	dy			Add
CUSTODY FROM			CUSTODY TO	
		8		8
DATE/TIME			LOCATION	
03/13/2019 1011			-Select-	~
COMMENTS				Remove
•				
	ch At	0	5.1	
	V000	7		

Select the Save button.

Click on the **Print Evidence/Held Property** button to print *Labels*, *Receipts*, or *Chain of Custody* from the current screen, or print at a later time.

**Note:** For more information on printing *Labels*, *Receipts*, or *Chain of Custody* refer to "Print Labels, Receipts, Chain of Custody" on page 212.

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

- **Note**: A warning message displays to unauthorized users who attempt to remove *Property* from the **Incident Report** that is processed as *Evidence/Held Property*.
- **Note**: For information on the *Evidence/Property Management Module*, refer to "Evidence/Property Mgmt Module" on page 427.

## 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.

Ð	Print Evidence	/ Held P	roperty 🕒 Add Property 🕶				
ent	Value(\$)	Supp #	Add Single Property				
			Add Mass Drugs				
	\$0.00	0	Add Mass Documents				
			Add Mass Currency				
	\$0.00	0	Add Mass Guns				

Select a mass category from the list to open the associated Mass Entry form. Add Mass Property is used in the example.

Mass Property Entry			
Туре	Make	Model	Color
BACKPACK ~	•	•	↓ -Select-
<			<b>→</b>
Add Reset		Scroll to the and the	e right to see all fields, <i>Processing</i> options
Additional Information			
	Comments, O	ffense Association, and the O	ffense Status' will be applied to <u>ALL</u> proper
Date Of Info	COMMENT	s	
03/04/2021	曲		
Offense Information			
Only associate a piece of pro	perty to an offense if that p	roperty was a "target" or incu Destroyed/Dan	rred a loss resulting from that offense (i.e., naged/Vandalized, or for drug seizures) <b>()</b>
OFFENSE(S) [SELECT ALL] [SELECT NON	E]		
Click on the gray checkbox to the le	ft of each offense to associa	te an offense. Selected Offen	ses will appear as a green checkbox.
2 35-43-2-1 B02-Burgl	ary- Apartment Complex		
CURRENT STATUS			
Confiscated			×
			Go Back Save

**Note:** The offenses that require at least one property appear in red, otherwise they appear in black.

Enter the property details in the fields provided; be sure to scroll to the right to see all fields. See "Evidence/Held Property" on page 204 for instructions on entering the details.

Be sure to scroll to the far right for *Processing* radio buttons.

Mass Property En	ntry	Property Count: 1 Add More Rows		
Mi	lisc/OAN	Item Description	Property Owner	Processing
	4	•	-Select- 🗸 🗸	○ None    Evidence / Held   Lost & Found ↓
<				> >

Add additional property rows if needed.

There are two ways to add additional property:

- To add one row, click the Add button on the left.
- To add multiple rows, enter the number of rows you want to add in the text box next to the Add More Rows button, then click the Add More Rows button.

Select the **Current Status** and, the **Date of Info** if different than the default, and any **Comments**.

You can associate all property listed with all offenses, none, or a specific offense.

Additional Information
Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) 0
OFFENSE(s) [SELECT ALL] [SELECT NONE] Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.
ANIMAL OFFENSE- CRUELTY- FOR DOMESTICY TOLENCE PURPOSE
Burglary- Apartment Complex

After selecting offense option, enter additional information if prompted.

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.



Click the **Save** button.

If you selected the **Evidence/Held** radio button on one or more property items, click **Yes** to enter the items as evidence/held property when prompted.

- The Evidence/Held Property screen opens where those are listed in mass.

Evidence / Held Property							
Agency		Туре		Date of Recovery		Recovery Location	Date Placed
<b>1</b> Type: BACKPACK Value(\$):	50						
District 42, Versailles	<ul> <li>✓</li> </ul>	Held Property	<ul> <li>✓</li> </ul>	03/02/2021 1636	<b># •</b>		03/03/202
<b>1 Type:</b> BICYCLE Make: Trek	Model: Ver	ve 3 Value(\$): 600					
District 42, Versailles	<ul> <li>✓</li> </ul>	Held Property	<ul><li>✓</li></ul>	03/02/2021 1636	<b>#</b>		03/03/202
Canall back	la a set a la i		-				>
Scroll to t	ne rign	t to see all field	s	Signature			
			Go	Back Save			

- Enter the information in the fields provided, and be sure to scroll to the right for all fields.
- Select the Save button.

You are taken back to the **Property & Vehicles** tab for review.

## Add Vehicle

Selecting the Add Vehicle hyperlink will display the Search Vehicle screen.

R Vehicle			I	Add Vehicle
YEAR	Маке		MODEL	
		Q		<b></b>
VIN	ТҮРЕ		STYLE	
	-Select-	~	-Select-	~
LICENSE PLATE	LICENSE STATE		INDEX ID	
	-Select-	~		
CREATOR				
		<b></b>		
CREATION DATE FROM	CREATION DATE TO		SEARCH PREFERENCE	
<b></b>		曲	ALL ANY	
ADDITIONAL SEARCH CRITERIA				
- Select - Additional Details Towing Company Misc ID People Organization Incident Status	Go Back Reset Search			

**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.

					Quick Print Print
🛢 Summary 🕅 Head	ler 🕏 Offenses 💄 Names	© Property & Vehicles ■Narrative	es 🕜 Attachments 🖄 Valida	tions	
Incident Summary:	12/13/2018 1332 Hrs - 456 Ma	in STCT Apartment #100 Littleton,			Agency: District 42, Versailles
Offense(s): 35-43-2-	-1 B03 - BURGLARY- ATTEMPTE	Ð		Report #:	: 2018D4210207 Supp #: 0 📝
Vehicle			0	View Vehicle Summary 🗷 Upo	date Details 🏾 🗂 Change Vehicl
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	ion				
BURGLA	RY- ATTEMPTED		STATUS		
-Select-		~	-Select-		
VEHICLE OWNER					
-Select-		~			
STOLEN/DAMAGED/RECO	OVERED VALUE(\$)		LOCKED	KEYS IN VE	HICLE
VEHICLE DAMAGE					
Remarks					
		Go Back Save Sav	ve + Add Another Vehicle		

When an offense on the report requires a property or vehicle association, validations appear in red advising of the requirement. Make note of the instructions indicating what property should be associated to what types of offenses. Hovering over the blue information bubble will provide examples.

Additional Information		
Only associate a piece of Stolen Click to select OFFERVE(S) [SELECT ALL] [SELECT	property to an offense if that property was a 'ta & Recovered, Burned, Counterfeited/Forged, De :/ <b>UNSELECT THE Offense</b> CT NONE]	rget' or incurre estroyed/Dama
BURGLARY- AP	ARTMENT COMPLEX	
INCIDENT VEHICLE ROLE	<ul> <li>Indicates this offense requires at least one property</li> </ul>	STATUS

## **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 Lo	g 🗣 Add Vehicle Tow/Impound			
IMPOUND ID	VEHICLE ID		TOWING AGENCY				
			All Agencies				
ASSOCIATED INCIDENT REPORT #	OTHER REFERENCE #		DISPOSITION				
			-Select-	~			
TOWED FROM			CITY				
DISPATCH #	NON-RELEASED VEHIC	LE					
TOW DATE FROM	OW DATE TO	RELEASE DATE FROM	F	RELEASE DATE TO			
<b></b>	曲		<b></b>	曲			
Vehicle Details							
YEAR	MAKE		MODEL				
				<b>—</b>			
VIN #	Түре		STYLE				
	-Select-	~	-Select-	~			
LICENSE PLATE							
	Go Back R	Search					

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

	4 191 Result(s) Foun	d		Refi	Previous 1	Add Vehicle Tow/Im 2 3 4 5 6 7 8
Impound⊥† Id	Vehicle Id ↓↑	Towing Agency ↓↑	Tow Date ⊥†	Towed From	1 Approval 11 Status	Actions
203	<b>6</b> 765	District 42, Versailles	01/31/2019 09:39	DENVER	Initial	• • 2

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

						Quick Print Print			
🖹 Summary 🛛	∃Header shoffenses	😩 Names 🔊 Property	v & Vehicles	<b>≣</b> Narratives	& Attachments	🖻 Validations			
Incident Summary:         12/13/2018         1332         Hrs - 456         Main STCT A         Agency:         District 42, Versailles           Offense(s):         35-43-2-1         BUG JARY- ATTEMPTED         Report #:         2018D4210207         Supp #:         0									
Vehicle									
<b>YEAR</b> 2009	VIN AJJDL599V74HR75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO		T <b>YPE</b> Automobile / Passenger	STYLE Sedan, 4-door			
LICENSE PLATE GTO98837	LICENSE STATE MK	LICENSE TYPE Amateur radio	LICENSE M YEAR 7 / 2016	ONTH /	<b>MISC ID</b> 123	COLOR YEL / DBL			
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX ID 218								
Additional Info	rmation								
INCIDENT VEHICLE	ROLE		STATUS						
-Select- Abandoned Arrestee Attempt to Loca Impounded Veh Other	ite on vehicle icle/Vessel	c	-Select-						
Parking Violatio Stolen Suspect Victim	n								

Select the proper **Incident Vehicle Role** and **Status** from the lists, then click the **Save** button.

The Tow/Impound record is now associated to the Incident.

Tow / Impounds • Add Existing Impound								
Impound ID	Vehicle ID	Towing Agency	Tow Date	Supp #	Actions			
203	765	District 42, Versailles	01/31/2019 09:39	0	<ul> <li>⊘ 2 <sup>±</sup></li> </ul>			

#### Print Labels, Receipts, Chain of Custody

After all the property and evidence have been entered you can review the property, evidence, or held property entered on the report. If evidence or held property exists, you have the ability to print **Labels**, **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.

7 Pin Incident				E	xit Report	Quick Pri	nt Pri	nt Tran	sfer	Exit Wizar	d Su	bmit for Appr	oval
	🗂 Header	≒ Offenses	🛔 Names	🕫 Property 8	& Vehicles	🗄 Narrat	ives	ves & Attachments		s 🛛 Validations			
Properties TOTAL VALUE(\$): 0.00 All 🗹 🕒 Print Evidence O Add Proper													
Index ID	Property D	escription	F	Processing	Origina Status		Curre Status	nt ;	Va (\$)	lue	Supp #	Actio	15
OTHER PR	OPERTY												
1843	BACKPA	CK; Black/Ye	llow; N	N/A			Found		\$0	.00	0		0
Vehicles										TOTAL	VALU	E(\$): 0.00	• Add

• The Property & Vehicles tab of the Incident Report.

				Exit Re	port Quick Print I	rint Transfe	er Exit Wi	zard Submit For Approv		
🖹 Summa	ry ⊡Header <sup>#</sup> kt	Offenses Anames APrope	rty & Vehicles	Attachments	Validations					
Inciden	t Summary: 11/09/202	20 1713 Hrs					Agend	<b>y:</b> District 42, Versailles		
Offense(s): 35-46-3-12.5 - ANIMAL OFFENSE- CRUELTY- FOR DOMESTIC VIOLENCE PUR Report #: 202004210324 Supp #: 0 🗹										
Propertie	s			TOTAL VALUE(\$): 0.	00 All 🗠 😝 P	int Evidence ,	/ Held Prop	erty 🕹 Add Property		
Index ID	Property Description	Processing	Property Loss Code - Status	Original Property Lo Status	oss Code - Current	Value(\$)	Supp #	Actions		
OTHER PROPERTY										
2009	BACKPACK; Val:	Held Property - Item # 1 - Syst	em	Found		\$0.00	0	0 C 🛙		

Select **Print Evidence/Held Property** and the *Incident Properties Reports* window displays.

Incident Pr	operties Reports
	Property
$\checkmark$	System ID: 823; Property Id: 2009 - Backpack
	×
	Cancel Print Labels Print Receipt Report Print Chain Of Custody Report

Select which properties to include, then select the **Print Labels** button.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

# 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	t Pri	nt 1	Transfer	Exit Wizard	Submit for	Approval
🖨 Summary	🗖 Header	≒ Offenses	💄 Names	කි Property 8	د Vehicles	<u></u> ∎ Nar	ratives	e 🥔 At	tachments	Validations	
Incident Su	<b>mmary:</b> 12/1	3/2018 1332 H	rs - 456 Mair	n STCT Ap					Agency:	District 42, V	ersailles
Offense(s):	Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED								rt #: 2018D4	210207 <b>Supp</b>	#: 0 📝
SELECT A TEMPLAT	re		Narrati	VE TITLE				LAST SA	VED: 12/01/20	20 1234	
-Select a Templ	ate-	~	Original	Narrative				7	8		
Associated Peop	LE Q									Select All	Remove Al
1											
QUICK ADD IMAGES	to Narrative 🕕										Show Images
🍇   X 🖓 🚇											
В <i>I</i> <u>U</u> <u>Т</u> <sub>х</sub>	}≡ :≡   : E : E	Styles - Fo	ormat - Siz	• • 🖪 • <u>A</u>		Line H	eight •				

You can insert an **image** directly into the Narrative. Before you insert an image, click into the body of the Narrative where you want to place the image.

There are two ways to insert an image on the Incident Narrative:

1. Click on the Image icon on the tool bar.



A dialog window appears giving you the option to select a file.



Click Browse then select an image file and click Open.

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.

2. Insert image from your Image Library.

**Note:** This option is not available when entering Arrest or Case Narratives.

Select the **Show Images** link to display the images in your personal Image Library.





To hide the photos, click the **Hide Images** link on the upper right.

Click on the **image** to select and insert it into the Narrative.



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	♥         ●			
All Counties Incident Narrative Test Adams County Incident Narrative Test 1	◎ 🖘   🏛 블   🔀				
B I <u>U</u>   I <sub>x</sub>   1≣ :≡   ⊕E ⊕E   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           You can click on an item description to add it           People         Vehicles           Property         Dates / Times	Quick Reference       Click to close       Click to close         /ou can click on an item description to add it to your narrative at the current cursor position         People       Vehicles       Property       Dates / Times       Case Narratives						
Name	Other Information						
Primary Color: BLK	Found	Print Transfer Exit Wizard Submit for Approval					
Hover or click for info	Typerlink to add to narrative text	E Narratives & Attachments Validations					
Incident Summary: 12/13/2018 133	2 Hrs - 456 Main STCT Ap	Agency: District 42, Versailles					
Offense(s): 35-43-2-1 B03 - BURGLA	RY- ATTEMPTED	Report #: 2018D4210207 Supp #: 0 🗹					
SELECT A TEMPLATE	NARRATIVE TITLE	LAST SAVED: 02/05/2019 1038					
-Select a Template-	Original Narrative	<b>7</b> 🖶 🖬					
♥   X ि Ê Ê È < >   Q	¢9   ∞ ∞   ► ⊞ ≣   ∑						
B I <u>U</u> I <sub>x</sub> i≣ ∷≣ i≡ i≡ sty	les • Format • Size • 🗛•	• <u>A</u> • <u>≥</u> <u>≡</u> 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.

# 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.

					- I	Exit Report	Quick Print	Print	Transfer	Exit Wizard	Submit for Approval
🖹 Summary	🗖 Header	≒ Offenses	🔒 Names	మి Property 8	& Vehicles	<b>≣</b> Narratives	& Attac		🖸 Validatio	ons	
Incident Su	Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #1 Agency: District 42, Versailles										
Offense(s):	Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0 🗹										
File And Im	age Attach	ments		🔁 Imag	je Library	O Add Attac	hment 🛛	Image	Viewer 🛓	Download S	elected Attachments
Attached Fo	Attached Forms Add a Form -Select-								~		
		Ba	ck To Previou	IS Section	inished – C	Go To Next Se	tion Sub	mit for A	Approval		

To add a file or image as an attachment, select the **Add Attachment** hyperlink. For more information on adding and downloading attachments, refer to "Attachments" on page 63.

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 69.

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.

Attached Forms			Add a Form	-Select- 1 Custom Form to Rule Them All
	Back To Previous Section	Finished – Go To Next Section	on Submi	A New Form Ang Test Custom Form Derek Test Form Expense Log Incident Offense Fields Inheritance Test Form Marijuana Eradication Form RMS Demo Form Street Gang Incident Offense Report TTN114300 Towing Form Use of Force Form Vehicle Pursuit Report test

Select the Finished - Go To Next Section button to advance to the Validations Tab.
## 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

Fin Incident				Exit	Report Quick	Print Print Tra	ansfer Exit Wizard	Submit for Approval				
🗎 Summary	🗖 Header	್ Offenses	La Names	ରି Property & Vehicles	<b>≣</b> Narratives	& Attachments	Section Validations					
Incident Su	<b>mmary:</b> 04/3	0/2018 1353 H	rs - 400 Elm 9	Street Fortville, IN			Agency: [	District 42, Versailles				
Offense(s):	35-42-2-1	B05 - BATTER	Y- KNIFE			Rep	ort #: 2018-04-120-0	00011 Supp #: 0 📝				
Verify Incide	nt Report											
Online RMS below to he the report f	6 has found e lp guide you or approval.	errors on the in a to the partic	ncident repo ular area of t	rt which require attent the report needing mo	tion before the dification. Onc	report may be su e all of the errors	ubmitted. You may u have been resolved	use the links I, you may submit				
Selected Incide	ent Types			Incident Types ar	e required for in	icidents from this	agency.					
Incident Sumn	nary			Incident report re	Incident report requires a Media/Crime Summary.							
Add Incident L	ocation and I	NIBRS City		Incident Location	Incident Location, NIBRS City is Required.							
35-43-4-2 T02	- THEFT- AIR		R/FAN	Offense requires	Offense requires Property details.							
35-43-4-2 T02	- THEFT- AIR	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 Old	Snoops Race	:White SEX:Mal	e Age:45 Yea	rs Victim Offense D	Victim Offense Details Required							
Verify Incide	nt Warning	s										
Audit warn evaluated b authority. C	ings represen by the agency Corrections a	nt data situati y prior to subr re NOT requir	ons that are nission. The ed for appro	commonly flagged by goal of this process is val.	IBR authorities to ensure the q	as uncommon o uality and accura	r overly used that sl acy of data submitte	hould be ed to the IBR				
Туре		Message										
NI	BRS	Incident co	ntains a Hate	Bias Motivation. Please	verify that Hate	/Bias was a factor	in the incident.					

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

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

🖹 Summary	🗖 Header	ೆ Offenses	💄 Names	ని Property & Vehicles	<b>≣</b> Narratives	& Attachments	Validations				
Incident Su	<b>mmary:</b> 03/2	7/2018 1257 H	rs - 789 Nort		Agency: District 42, Versailles						
Offense(s):	Acident Summary: 03/27/2018 1257 Hrs - 789 North Livingwell Court D     Agency: District 42, Versailles       Iffense(s): No Offense Specified     Report #: 2018D4210158 Supp #: 0 Iffense Supp #: 0 Iffens										
				The Incident F	Report is valid.						

Once the report is valid, submit it for approval. For more information on submitting for approval, refer to "Submit For Approval" on the next page.

#### 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       ummary     Ti Header     ** Offenses     * Names     > Property & Vehicles     * Narratives     # Attachments     Validations       ident Summary:     03/27/2018 1257 Hrs - 789 North Livingwell Court D     * * Agency:     District 42, Versailles										
🖹 Summary	🗖 Header	≒ + Offenses	💄 Names	බ Property & Vehicles	<b>≣</b> Narratives	& Attachments	Validations				
Incident Su	Incident Summary: 03/27/2018 1257 Hrs - 789 North Livingwell Court D Agency: District 42, Versa										
Offense(s):	No Offense S	pecified					Report #: 2018D4	210158 Supp #: 0 📝			
				The Incident F	teport is valid.						

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

Submission Options	
You have authority to approve inc approve or submit for approval?	idents. Would 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 Suppl	ement #0 for Approval						
Incident Summary: 03/27/2018 1	Agency: District 42, Versailles						
Offense(s): No Offense Specified	Report #: 2018D4210158 Supp #: 0 📝						
\$0 \$\$0 \$\$0 \$\equiv 2 \$\$ \$\$	0 🚔 0 🖉 0 🗎 0						
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 361.

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 "Disapproval Notice Corrections" below.

#### **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 Show All					
Notificati	ons		Q Show	All • Add Notification	Recent Activities	
-Filter By Users-		Search			Initial Report	
Count	Notification Type	t	L Last Notification	Priority 11	Disapproved	0
1	DISAPPROVED INCIDENT REPORT		03/26/2019 03:43 PM CST	Urgent	Follow Up Needed (Past 10 Days)	8
37	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED		03/22/2019 01:56 PM CST	High	Pending Approval	0
99	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED		03/19/2019 11:34 AM CST	High	Mu Career (Active Count)	0
98	INCIDENT APPROVED		03/19/2019 11:34 AM CST	High	my cases (Active County	
54	EVIDENCE PENDING CHECK-IN		03/13/2019 10:18 AM CST	High	Evidence Review	0
2	INCIDENT FOLLOW-UP CASE ASSIGNED		03/08/2019 03:04 PM CST	High	Open Field Arrests	6

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	# <b>2</b>
		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.

<b>∓</b> Pin Incident				Exit Rep	ort Quick P	int Print	Transfer	Submit for Approva			
🖹 Summary 🕅 Header	≒¥ Offenses	🚨 Names	ని Property	& Vehicles	E Narratives     ■	& Attack	nments	Validations			
Incident Summary: 03/06/2	)19 1435 Hrs -	100 North M	Main Stree				Agency:	District 42, Versailles			
Offense(s): 35-45-1-3 - PUB Total Hours: 0	JC ORDER- DI	SORDERLY C	CONDUCT			Report #: 20	19D42102	217 Supp #: 🚯 1 📝			
🗩 Disapproval Comments 🗲	(	Click to v	view Appro	oving Sup	ervisor co	mments					
Actions • Add • 2 2	™ 1 🔒 1	å 1 Ē2	port								
Report Header			_					Ed			
REPORT ID	REPORT SE	PORT SECURITY			ES						
3206	Patrol Off	Patrol Officer			Disturbance						
SUMMARY											
Loud music at 2am.											
REPORT DATE		OCCURREN	ICE DATE STAR	т	(	OCCURRENCE	RENCE DATE END				
03/06/2019 1435		03/06/20	19 1435								
ISP											
GANG INVOLVED											
Alcohol Involved Info											
ALCOHOL INVOLVED				NUMB							
Additional Information											
************************************											
• Offenses	how PC for the sto	op.	arratives	& Attach	iments 😰	/alidatio					
2019 1200 Hrs - 17 140 West	wortnam K	ad Saucier									
	D 40.04+N	AD	,								

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	<ul> <li>✓</li> </ul>	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.

7 Pin Incident					Exit Rep	oort Quick P	rint Print	Transfer	· Submit for Appr	roval
🛢 Summary	🗖 Header	∺* Offenses	🚨 Names	කි Property 8	k Vehicles	■ Narratives	@ Attacl	nments	Validations	
Incident Su Offense(s): Total Hours	<b>mmary:</b> 03/06/20 35-45-1-3 - PUBL <b>::</b> 0	)19 1435 Hrs IC ORDER- D	- 100 North N ISORDERLY C	/lain Stree ONDUCT			Report #: 20	<b>Agency:</b> 19D42102	District 42, Versaille 217 Supp #: <b>() 1</b>	es Z
<ul> <li>Disapproval</li> <li>Actions *</li> <li>Actions *</li> <li>2 / 2</li> <li>Report Heade</li> </ul>	Comments Add • 2 2 1 Pending App	™1 81 roval 1 Dis	approved Rep	port					[	Edi
REPORT ID		REPORT SE	CURITY		REPORT TYP	ES				
3206		Patrol Of	ficer		Disturbance					
SUMMARY Loud music at	: 2am.									
REPORT DATE			OCCURREN	ICE DATE START			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 "Submit For Approval" on page 220.

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 S Offense(s)	Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT							Agency: District 42, Versailles Report #: 2019D4210217 Supp #: 🚯 1 🗹					
Total Hou	rs: 0												
<b>2</b> 1 <b>A</b> 0	<b>≜</b> 0 <b>≡</b> 1 <b>≈</b> 0 <b>€</b> 0	<b>⊜</b> 0 <b>Ø</b> 0	<b>0</b>										
APPROVING A	PROVING AGENCY APPROVING GROUP					REPORT H	IOURS						
District 42,	/ersailles Y PATROL Su			r	~		н	s O	~	M			
Disapproval	Comments												
Section	Supervisor Comment			or	Response	Comment		Acknowledged					
Summary	ummary Please provide additional comments.			Christine	Detailed co	mments adde	d.						
			Go Ba	k Submit									

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 361.

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

### Summary Tab

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

Fin Incident					Exit Report	Quick Print	Print	Transfer	Submit for Approval
🖹 Summary	🗂 Header	≒¥ Offenses	💄 Names	ని Property & Vehicles	<b>≣</b> 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	immary	🗖 Header	≒* Offenses	💄 Name	s 🍰 Pro	operty & Vehi	cles	
Inc	ident Su	<b>ımmary:</b> 04/3	0/2018 1353 H	rs - 400 E	lm Street F	ortville, IN		
Off	ense(s):	35-42-2-1	B05 - BATTER	Y- KNIFE				
[] Ac	tions 🔻	Add 🕶 🚨 1	<b>™</b> *2 <b>8</b> 1	<b>i</b> 3 <b>f</b>	•1 ≣1	<b>J</b> 1		
	_							
Offenses	5					≓	Update All O	ffenses' Status 🕒 Add Offe
Offenses	s Severity	Offense		Remarks	Status Date	, Status	Update All O	ffenses' Status
Offenses NIBRS 13A	Severity	Offense 35-42-2-1 805 BATT	TERY- KNIFE	Remarks	Status Date 04/30/2018 1355	₹ Status Unfounded	Update All O Supp # 0	ffenses' Status 🗣 Add Offe 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 "Header Tab" on page 181.

**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 <sup>(2)</sup> under the *Actions* heading.

Calls For Servio	e					
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.



#### **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	will be created for each selected person
0		
	Person Name	Roles
	Holly Stone	Suspect / Offender
Detelle		
CHARGES		
	Charge	
	35-43-4-2 T68 THEFT- POSSESS S	TOLEN PROPERTY
COMPLAIN	т Туре	
Summon	s 🗸	
Маке Ме 1	THE COMPLAINT OFFICER	
ATTACH FU	ll Incident Printed Report PDF	
•		•
		Cancel

#### 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.

#### Add Court Case

Perform one of the following options on the **Summary** tab to add a Court Case:

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

The Create Court Case form opens.

Create Co	ourt Ca	se					
Details							^
COURT CAS	е Numb	ER	FILED DATE AND TIM	E			
CASE0058	•		03/10/2021 1602		曲		
PEOPLE							
		Person Name		I	ncident R	ole	
		ANDREZ THOMAS		(	Offender		
OFFICERS							
	Office	r				Incident Role(s)	
$\checkmark$	Christi	ne Saur #SAUR111				Reporting	
$\checkmark$	SERGE	ANT-CAPTAIN-WIN	Greg Wright #9696			Approving, Reporting	
<							>
						Car	icel Save

Enter the Court Case Number.

Select the Filed Date and Time.

Select the **People** involved.

Select the appropriate Officers.

Click **Save** to create the Court Case and associate to the Incident Report supplement automatically.

#### 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.

## **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 page 231.

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 ricon.

**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 "Summary Tab" on page 224.

Fin Incident	Eigł	nt Tabs							Exit Repor	t Quick Print Print
🗎 Summary	THeader	≒ + Offenses	💄 Names	వే Property & Vehicles	<b>≣</b> Narrative	s 🧳 Attachments	🖉 Validation	ns		
Incident Su	<b>mmary:</b> 06/0	7/2018 1419 H	rs - 500 Cent	ter Lake Water Tower-Clu	ubhouse				Agency:	District 42, Versailles
Offense(s):	35-43-4-2	101 - THEFT- /	AGRICULTUR	E Hover over bubble	e to view I	NIBRS Code descr	ription		Report #: 2018D4	210170 Supp #: 🕕 0
🗹 Actions 👻	<b>2</b> 5 ™+2	83 👘 1	1 🕫 1	≡2					Status Closed- No A	Action / Closed (06/29/2018)
<b>(%) (</b> 3/3)	2 Approved	Report 1 Ini	tial Report	Security Groups: ANGTEST	М	essage if access to security g	is restricte roups	ed	State Status READY	TO BE PROCESSED-ORIGINAL
Follow-Up In	cident Case	5 (	Click to me	odify and manage Su	pplements	i				
Case #	Ageno	сy	Lead	l Investigator	Ass	ignment Status	Case	Status	Next Update Due	Actions
2018D421019	Distric	t 42, Versailles	M, D	ana - Lead Investigator	Ass	ign to Patrol	Open		02/22/2019	* C
Report Heade	Click to v	/iew all Supp	olements							
REPORT SECURI	тү					REPORT TYPES				
Patrol Officer						Child Abandon				
SUMMARY										
asdf										
REPORT DATE				OCCURRENCE DAT	E START			OCCURREN	ICE DATE END	
06/07/2018 14	419			06/07/2018 1419	)					

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

**Note:** With appropriate permissions, you can *Pin* the Incident while on the Summary tab to add it to your Home Page for quick reference. For more information, refer to "Incidents Overview" on page 169.

Click on the Actions button to perform additional tasks shown.



# **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				Incide	ent SmartSearch
Report #		Agency			
		All Agencies			• 🚠
REPORT TYPE		REPORT DATE FROM		REPORT DATE TO	
Click To Select			#		<b>#</b>
APPROVAL STATUS		OCCURRENCE DATE FROM		OCCURRENCE DATE TO	
-Select-	T		曲		曲
SUMMARY		APPROVAL DATE FROM		APPROVAL DATE TO	
			#		<b></b>
FOLLOW UP ACTION		GANG RELATED			
-Select-	Ŧ	-Select-			٣
STATUS / DISPOSITION					
-Select-	•				
Additional Search Criteria					
-Select-					
-Select-					
Address	Go Back Re	eset Search			
Offense					
Officer					
Property					
Vehicles					
Organization					
Citations					
Partial					
Incident Narrative					
Incident Based Reporting					
Public Release					
Case Review Status					
Calls for Service					
and the second se					

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 232.

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.

Q Incident S	Search Results	xport results to	а	file		Show Map Refine St	earch	New Search
	24 result(s) f	ound						
Agency	LT Report # LT	Report Date		Supp #		Summary	Act	ions
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	Viev	Repor
D42	2019D4210230	06/18/2019 1457 Hrs		0		Hover over blue bubble t	0	•
D42	2019D421022 Stole Click	n property reported. t <b>to view Entire Entry</b>			·	0 100 North Main Street BLOOMINGTON, IL 61701 Offense(s): 1; 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX		0

At the top of the *Incident Search Results* window there is a **Show Map** feature that plots the listed reports with GEO Verified addresses using **Google Maps**. The **Export Results** allow you to export the list to a PDF document which can be printed, export to an Excel document, export to a Comma Spaced Values (CSV) file, or to an Extensible Markup Language (XML) file.

Click on the view icon 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.

# Smart Search

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.

Incidents 🕶 Master I	ndices 🔻	Records Management - Forms And Rep
Incidents		
Incidents Reporting	•	Incidents Reporting
Incidents Managem Case Management • Field Contact • Field Arrests • Calls For Service •	ent •	Create New Incident Report Create New Supplement Report View Incident Report SmartSearch Incident Mapping Transfer Incident Report Approve Incident Report Incident Based Reporting
scription		11 Sent On 11 Actions

• 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.

Incidents 🔻	Master Indices 🔻	Records Manage	ement 🔻	Forms And	Re	
Incidents						
Incidents R	eporting •	Incidents Repo	orting			
Incidents M Case Mana Field Conta Field Arrest Calls For Se	fanagement ▼ gement ▼ ict ▼ iss ▼ ervice ▼	Create New In Create New Su View Incident SmartSearch Incident Mapp Transfer Incide Approve Incid	cident Re upplemer Report bing ent Repor ent Repor	eport nt Report rt rt		
rintion		Incident Based	Action	ng s		
ription REPORT #		Incident Based	Action Action	ng s		Inciden
REPORT #		Incident Based	Action Action Agence	ng s y jencies		Inciden
REPORT #		Incident Based	Action Action Agence All Ag REPORT	r DATE FROM		Inciden REPORT DATE TO
REPORT # I REPORT TYPE Click To Select		Incident Based	Action Action Agence All Ag REPORT	r y y r Date FROM	ŧ	Inciden REPORT DATE TO
REPORT # I REPORT TYPE Click To Select APPROVAL STATUS		Incident Based	Action Action AGENC	Y yencies r Date FROM RENCE DATE FROM	m the second sec	REPORT DATE TO OCCURRENCE DAT
REPORT # I REPORT TYPE Click To Select APPROVAL STATUS -Select-		Incident Based	Action Action Agence All Ag REPORT	y jencies r Date FROM RENCE DATE FRO	i i i i i i i i i i i i i i i i i i i	REPORT DATE TO OCCURRENCE DAT
REPORT # REPORT TYPE Click To Select APPROVAL STATUS -Select- SUMMARY		Incident Based	Action Action All Ag REPORT OCCUR	y jencies r Date FROM RENCE DATE FROM	₩ œ	REPORT DATE TO OCCURRENCE DATE APPROVAL DATE
REPORT # REPORT TYPE Click To Select APPROVAL STATUS -Select- SUMMARY		Incident Based	Action Action All Ag REPORT OCCURI	Y Igencies IT DATE FROM RENCE DATE FROM	M m m	REPORT DATE TO OCCURRENCE DATE APPROVAL DATE
REPORT # REPORT # Click To Select APPROVAL STATUS -Select- SUMMARY FOLLOW UP ACTION	N	Incident Based	AGENCI AGENCI AII AG REPORT	Y Y Igencies IT DATE FROM RENCE DATE FROM RELATED	i M m m m m m m m m m m m m m m m m m m	REPORT DATE TO OCCURRENCE DAT APPROVAL DATE
REPORT # REPORT # Click To Select APPROVAL STATUS -Select- SUMMARY FOLLOW UP ACTION -Select-	N	Incident Based	A Reportin Actions Agence All Ag Report Occurs Approv GANG I	Y y gencies r DATE FROM VAL DATE FROM RELATED ct-	M m m	REPORT DATE TO OCCURRENCE DAT APPROVAL DATE
REPORT # REPORT TYPE Click To Select APPROVAL STATUS -Select- SUMMARY FOLLOW UP ACTION -Select- STATUS / DISPOSITI	N ION	Incident Based	A Reportin Actions Agence All Ag Report Occura Approv GANG I -Seles	Y y gencies r DATE FROM VAL DATE FROM VAL DATE FROM RELATED ct-	M m m m	REPORT DATE TO OCCURRENCE DAT APPROVAL DATE
REPORT #  REPORT #  REPORT TYPE  Click To Select  APPROVAL STATUS  -Select- Status / Dispositi  -Select-	N 10N	Incident Based	A Reportin Action All Ag REPORI OCCUR APPRO GANG I -Sele	Y y gencies r DATE FROM RENCE DATE FROM VAL DATE FROM RELATED ct-		REPORT DATE TO OCCURRENCE DAT APPROVAL DATE
REPORT # REPORT # REPORT TYPE Click To Select APPROVAL STATUS -Select- SUMMARY FOLLOW UP ACTION -Select- STATUS / DISPOSITI -Select- ADDITIONAL SEARC	N ION	Incident Based	A Reportin Action Action All Ag REPORI OCCUR APPRO GANG I -Sele	Y y gencies r DATE FROM RENCE DATE FROM VAL DATE FROM RELATED ct-	M m m	REPORT DATE TO OCCURRENCE DAT Approval Date

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 <b>v</b> Descending <b>v</b>
Match Any O Match All      Ist	Мар	
CREATION DATE FROM	CREATION DATE TO	LOCAL/EXTERNAL RESULTS
	<b> </b>	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.



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

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

If you chose to display the results in a *List*, the results highlight the text matching your query. If any *Offenders* in the matched reports have mug shots, these also display. You can view the report by clicking on the **Incident Report #** link at the top of each result.

This opens a new tab, letting you view the report details without actually leaving the search page. To return to the search page, click the Search tab.

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

Incident SmartSearch			
Search			Go Back Help
theft Enter word or phrase	here	Search Relevance	• Descending •
Match Any      Match All     Ist     Ma	ap Results dis	play below 🔳 💷	
CREATION DATE FROM	CREATION DATE TO	LOCAL/EXTER	NAL RESULTS
04/01/2018	<b>ii</b> 12/01/2019	🗰 🛛 Local & E	xternal Results
Click to view the Inci	dent	4R	tesult(s) Found Previous 1 Next
05/09/2018 at 300 North MAIN Street CLEVELAND, J E DLW 5/9/2018 Testing NIBR code 261 로 - 26D Property None Wire Fraud - 26 특 35-43-4-2 T47 - THEFT- IDENTITY	IN F Identity Theft Fraud Offenses False Prete E Property 2608 Identity Theft - 26F Prope You	1ses/Swindle/Confidence Game - rty 2610 Hacking/Computer Invas r <b>entered word or p</b>	26A Property 2601 sion <b>bhrase is highlighted</b>
District 42, Versailles - 2018D4210170 35-43 06/07/2018 at 500 Center Lake Water Tower-Clubhc =\$ 35-43-4-2 TOI - THEFT - AGRICULTUF	8-4-2 T01 - THEFT- AGRICULTURE 👔 puse-Librar Road Apartment #ZZ IN RE		
District 42, Versailles - 2018D4210170 35-43 06/07/2018 at 500 Center Lake Water Tower-Clubho ==x 35-43-4-2 T01 - THEFT - AGRICULTUF	3-4-2 T01 - THEFT- AGRICULTURE Duse-Librar Road Apartment ≢ZZ IN RE		
District 42, Versailles - 2018D4210184 () 3 10/01/2018 at 4060 North 150 West Apartment #E2 3 35-42-4-1 R01 - RAPE- ARMED,35-43	5-42-4-1 R01 - RAPE- ARMED <b>R</b> COLUMBUS, IN 47201 8-4-2 T02 - <b>THEFT</b> - AIR CONDITIONER/FAI	J	

# **Printing Options**

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



The **Quick Print** button opens a PDF document in a *Standard* format 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 N	orth East Main Stre	Agency: District 42, Versailles
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPT	ED	Report #: 2019D4210231 Supp #: 0
Tomoletes		
Templates		
<ul> <li>Standard</li> </ul>		
O Media	den and the second	
<ul> <li>Full (Includes All Person Details Reports, PDF Atta</li> </ul>	chments and Images)	
Narrative Options		
Print Narratives		
Use Old Narrative Print Feature Note: Narrative images will	I not be printed.	
Print Signature Lines On Narratives		
Print 'DRAFT' Watermark on All Pages When Repo	rt is Not Approved	
Print 'Pending Review' on Page Headers When a R	eview 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		
<ul> <li>Include Custom Fields</li> </ul>		

Choose a **Template** and select the options you wish to include on the report.

Click the **Print Report** button.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

# **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 229.

					Incid	ent 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-		~		<b></b>		<b></b>
SUMMARY			APPROVAL DATE FROM		APPROVAL DATE TO	
				<b></b>		<b></b>
FOLLOW UP ACTION			GANG RELATED			
-Select-		~	-Select-			~
STATUS / DISPOSITION						
-Select-		~				
ADDITIONAL SEARCH CRITERIA						
-Select-	~					
		Go Back R	eset Search			

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

Q Incident Se	arch Re	esults				Show Map Refine Search	New Search
	4>	1 result(s) found	Report Date	Sunn #	11	Summary.	Actions
D42		2018D4210149	02/21/2018 1040 Hrs	00		G6523 Anystreet Anytown, NJ 45623-0123 Offense(s): 2; 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTIES OF OCCUPANTS, 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTIES OF OCCUPANTS	Click to
			Refine S	earch New Search	h		view

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

7 Pin Incident	Pin Incident							Б	xit Report	uick Print Print	
🖹 Summary	<b>⊡</b> Header	ैं Offenses	💄 Names	කි Property & Veł	nicles 📃 🗄	Narratives	& Attachments	Validations			
Incident Summary: 02/21/2018 1040 Hrs - 6523 Anystreet Anytown, NJ 45623 Agency: District 42, Versailles											
Offense(s): 🛈 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTI Report #: 2018D4210149 Supp #: 🕥 0											
📱 Actions * 🕹 3 🗞 1 🌲 3 🚓 2 🗭 1 😺 1 🖹 2 🗞 1 🔯 2 🦂 1 🔯 2 🥳 1 🕅 2 👼 1 🔂 3 📾 4 Same Open / Open Pending Destruction of Property (02/26/2018)											
<b>(%) \</b> 2/2	1 Approved	l Report 1 In	itial Report							State St	atus NOT REPORTABL
Follow-Up Inc	ident Case	s									
Case #	Agency	Lea	d Investigato	or i	Assignmei Status	nt	Case Status		Next I Due	Update	Actions
2018D4210149	District 42, Versailles	Ran Inve	z, Greg QA - stigator	Lead .	Assign to CID		Open Pending De Property	estruction of	03/14/	/2018	
Report Heade	r										
REPORT SECURE Patrol Supervis	r <b>y</b> ior					REPORT Burglar Child N	TYPES ry / Vehicle, Child / leglect	Abused, Child Ab	andon, Chi	ld Custody, Ci	riminal Mischief,



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.

Inc	cident Sumr	nary: 02/21/201	3 1040 Hrs - 6523 Anystreet Anytown, NJ 456	123		Go Back Agency: Dis	Quick Print Print trict 42, Versailles
<b>v</b>	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	5 ≓ ≙
•	Supp #1	02/21/2018	SERGEANT-CAPTAIN-WIN Greg SUPER LONG NAME QA Ranz SUPER LONG NAME #9696	Homer Simpson	Initial Report	Patrol Supervisor	D A
			Go Bao	ck Show Report (s)			change the status

On the *Change Incident Report Status* screen, click **New Status** and select a status from the drop-down list, enter the **Reason For Change**, select whether or not to **Notify Report Owner**, then click the **Update Status** button.

CURRENT STATUS	NEW STATUS	NOTIFY REPORT OWNER
Approved Report	Initial Report	~
REASON FOR CHANGE		
This report needs approva	al 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 <b>T</b> Forms A
Incidents	
Incidents Reporting 🔻	
Incidents Management >	Incidents Management
Case Management ▼ Field Contact ▼ Field Arrests ▼ Calls For Service ▼	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 Sm	artSearch
REPORT #			AGENCY			
2019D4210217			All Agencies			× .
REPORT TYPE			REPORT DATE FROM		REPORT DATE TO	
Click To Select				<b>#</b>		<b></b>
APPROVAL STATUS			OCCURRENCE DATE FROM		OCCURRENCE DATE TO	
-Select-		~		<b></b>		<b></b>
SUMMARY			APPROVAL DATE FROM		APPROVAL DATE TO	
				<b>#</b>		曲
FOLLOW UP ACTION			GANG RELATED			
-Select-		~	-Select-			~
STATUS / DISPOSITION						
-Select-		~				
ADDITIONAL SEARCH CRITERIA						
-Select-	~					
		Go Back R	leset Search			

Click on the select icon **b** on the right of the appropriate Incident to open the **Incident Status** record.

	Go Back Change Report #									
Incident Summary: 03/06/2019 1535 Hrs - 100 North Main Street BLOOMINGTON, IL 61701 Agency: District 42, Versailles										
Offense(s): 3	Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 201904210217 Supp #: 🕖 0									
Total Hours:	0									
Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions				
Original Report	03/06/2019	Christine Saur #SAUR111	Christine Saur	Approved Report	Patrol Officer	C 🕈 🗉	<b>A</b>			
Supp #1	03/06/2019	Christine Saur #SAUR111	Christine Saur	Pending Approval	Patrol Officer	8	<b>A</b>			
Supp #2	03/28/2019	Christine Saur #SAUR111	Christine Saur	Initial Report	Patrol Officer					
			Go Back							

## Disapprove

To disapprove, either click on the disapprove icon **to** disapprove and add comments.

Or click on the revert to initial status icon to choose a **New Status** of *Disapproved Report*, enter the **Reason For Change** and select whether or not to **Notify Report Owner**.

## Change back to Initial Report

Click on the revert to initial status icon

On the *Change Incident Report Status* screen, click **New Status** and select *Initial Report* from the drop-down list.

Enter the Reason For Change.

Select whether or not to Notify Report Owner.

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 # 11	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		=	6				

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



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	ENCY	Go Back	Search
		-Select-	~	District 42,	Versailles		~
Last Name 🕸	First Name 🕸	Title ↓↑	Agency	Ļt	Badge#	↓† Actio	ns
м	Dana		District 42, Versa	ailles	12345	•	/
Testing	D42		District 42, Versa	ailles	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	ailles	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 SmartSearch
REPORT #			AGENCY			
			All Agencie	es		× 🚠
REPORT TYPE			REPORT DAT	TE FROM	REPORT DATE TO	
Click To Sele	ect			<b></b>		<b></b>
APPROVAL STAT	rus		OCCURRENC	E DATE FROM	OCCURRENCE DATE T	D
-Select-		~		<b></b>		<b></b>
SUMMARY			APPROVAL D	DATE FROM	APPROVAL DATE TO	
				<b></b>		<b></b>
FOLLOW UP AC	TION		GANG RELAT	TED		
-Select-		~	-Select-			~
STATUS / DISPO	SITION					
-Select-		~				
ADDITIONAL SE	ARCH CRITERIA					
-Select-	、 、	*				
		Go Back F	Reset Search			
Q Incident Sea	rch Results			l	Show Map Refine Search	New Search
					Previous 1 2	3 4 Next
Agency 💷	Report #	Report Date 1	Supp # 💷	Summary		Actions
D42	2018D4210203	12/03/2018 0914 Hrs	0	1500 Lincoln Stree Haute, IN Offense BURGLARY- APART	et Apartment #33 Terre s): 1; 35-43-2-1 B02 - MENT COMPLEX	<b>≓</b> ⊗ ↑

Select either **Officers** or **Records** in the *Transfer Options* window 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	ENCY	Go Back Search
		-Select-	~	District 42,	Versailles	~
Last Name ↓↑	First Name ↓↑	Title ↓†	Agency	1t	Badge#	11 Actions
М	Dana		District 42, Versa	ailles	12345	•
Testing	D42		District 42, Versa	ailles	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	ailles	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	
Approved (Past 10 Days) 💶	

**Note**: Before proceeding further be aware that reports that are deleted are not recoverable from the database. A *Delete Log* is available, where a list of reports that have been deleted and by whom can be viewed.

Use the following procedure to delete one of your reports that is still in Initial Status.

- 1. If needed, click the *Home* tab in the upper left corner of the screen to open your *Home* page.
- From the Recent Activities section, click on the number link to the right of Initial Report to open the Recent Activities window with a listing of your recent incident reports that are still in Initial Status.

				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	<b>H</b>	2
2018-04-120- 000011	0	04/30/2018 13:53 Hrs - 400 Elm Street Fortville, IN 46040 - Offense(s) - <b>1</b> 35-42-2-1 B05 - BATTERY- KNIFE	=	C i

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

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

4. Type the reason for deletion in the **Comment** text box and click the **Delete** button to return to the **Recent Activities** window.

# **Expunging Records**

Refer to your agency's policy on **Expunging Records**. When an agency is required to expunge a record, the specifics on what needs to be expunged are in the Court Order.

With proper permissions you can expunge an offender/arrestee from an Incident Report or expunge an entire Field Arrest. Expunged records will no longer be visible throughout Online RMS unless the user is granted permissions to view expunged details.

For detailed instructions on expunging records in Online RMS refer to "Expungements" on page 691.

# Chapter 12. 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:

SmartSearch

Incident Mapping Transfer Incident Report

Approve Incident Report Incident Based Reporting

Sent On 11 Actions



• From the Incidents Menu.

Field Arrests -

ID

scription

Calls For Service •

•

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 229.

Select the appropriate incident from the search results.

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

Access the Case, then page down to the Associated Incident(s) section. Click on the

Create Supplement icon on the appropriate Incident. For more information on Cases, refer to "Case Management" on page 389.

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	A C 🖶 🗖
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.

						I	Exit Report	Quick Print	Print	Transfer	Submit for Appr	roval
🖹 Summary	🗂 Header	*** Offenses	🚨 Names	la Property & Vehicles	<b>≣</b> Narratives	& Attachments	🖸 Validatio	ns				
Incident Summary: 12/12/2018 1342 Hrs - 600 East Haythorne Avenue Terre Haut										Agency:	District 42, Versail	lles
Offense(s):	No Offense S	pecified						Re	port #: 20	18D42102	206 Supp #: 🕕 2	ľ
SELECT A TEMPLATE			NARRATIVE TITLE NARRATIVE NOT SAVED									
-Select a Template-			Supplement #2 N	larrative			9 🔒 🖻	Toggle	Preview			
All Counties Incident Narrative Test Adams County Incident Narrative Test 1				- 123								
B I U I <sub>x</sub> i≡ :≡ :i≋ Styles - Format				-   Size -   🗛	- <u>A</u> - ≞ ≘	≝ Line Hei						

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

Caliber	Publi	ic Safety
Gunder	I UDI	

# **Chapter 13. Community Reporting**

# **Community Reporting Overview**

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

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

### Benefits of Community Reporting:

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

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

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

- From a Notification.
- From your Recent Activities.

For more information on taking action, refer to "Taking Action on Publicly Submitted Forms" on page 250.

Searching for and viewing *Publicly Available Custom Forms* is the same as searching for *Non-Publicly Available Custom Forms*. For more information, refer to "Search For and View Custom Forms" on page 59.

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

# **Taking Action on Publicly Submitted Forms**

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

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

- "Taking Action via Notifications" on page 250.
- "Taking Action via Recent Activities" on page 257.

## **Taking Action via Notifications**

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

Caliber	Administration 👻	Incidents 🔻	Master Indices 🔻	Records Management -	Forms And Reports -	Help 🕇	
😤 Home							
Broadcast Me	ssages Show All						
No Messages	To Display						
Notifications						C C C C C C C C C C C C C C C C C C C	Show All 🕒 Add Notification
-Filter By Use	rs-			Ŧ	Search		
Count 1	Notification Type	2			11	Last Notification	Priority 🕦
10	FORM REVIEW					05/22/2020 03:17 PM CST	High

The Notification Type for public form submissions is FORM REVIEW - FORM NAME

**Note:** For more information on **Notifications**, refer to "Notifications" on page 22.

Follow these steps to review and take action.

Çalber	Administration -	Incidents 🔻	Master Indices -	Records Management -	Forms And Reports -	Help 🕶	
😭 Home							
Broadcast Me	ssages Show All						
No Messages	To Display						
Notifications						٩	Show All 🕽 🔂 Add Notification
-Filter By Use	rs-			Ŧ	Search		
Count 1	Notification Type	e			†↓	Last Notification 🛛	Priority 11
10	FORM REVIEW				(	05/22/2020 03:17 PM CST	High

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

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

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

Notif	ications		ack <b>Q</b> Show All	🕂 Add Noti	fication		
-Filt	er By Users-		٣	online police			
FOR	M REVIEW		<b>v</b>				
					Previous	1 2 3	Next
	Priority 11	Sender 11	Description	11	Sent On 1	Actions	
	High	Pangle Brandon	Online Police Self-Reporting review; (District 42, Versaille	g Form available for es)	05/28/2020 01:45 PM CST	6	
	High	System User Auto	Online Police Self-Reporting review;Form Submitted Fro (District 42, Versailles)	g Form available for m Public Website	05/28/2020 01:40 PM CST	0	

2. Click on the Take Action icon 5 to open the form.

		Go Back
	You have been notified to review Re	w and comment on this form. eview
	R	eject
Online Police Self-Reporting Form	& Attachments \ \approx Audit Log	Comments And Routing History
Pending Review		Print Form Change Status
Form Description		
receipt of the stolen items. Once subr you have not heard from someone wi	nitted, you will be contacted by a r thin 5 business days, please call 66	epresentative of the Police Department within 5 business days. If i2-393-8652 to check the status of your report.
Animal Control	Update Security Level	
Questions		
	-	
No	POLICE REPORT IS A CRIME?	
Do you know that filing a false i No Are you eighteen (18) years of ag	POLICE REPORT IS A CRIME?	
Do you know that filing a false i No Are you eighteen (18) years of ag No	POLICE REPORT IS A CRIME?	
Do you know that filing a false i No Are you eighteen (18) years of ag No Did the incident occur within th	POLICE REPORT IS A CRIME? E OR OLDER? E CITY LIMITS?	
Do you know that filing a false i No Are you eighteen (18) years of ag No Did the incident occur within th No	POLICE REPORT IS A CRIME? E OR OLDER? E CITY LIMITS?	
Do you know that filing a false i No Are you eighteen (18) years of ag No Did the incident occur within th No Do you know who committed this	POLICE REPORT IS A CRIME? E OR OLDER? E CITY LIMITS? S CRIME?	

There are four tabs.

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

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

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

### Reject

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

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

2. Enter a Comment or reason.

Online Police Self-Reporting Form	Attachments	⊞ Audit Log	Comments And Routing History	👎 Reject 😣			
Rejecting will send	this form back int	o edit status. A	notification will be sent to Brandor	n Pangle.			
COMMENT This involves an event that is not consistent with the intent of the custom form submission.							
Save							

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

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

## Review without a Police Report

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

Accepted by your agency.

1. Click Review.

💼 Approve Form		& Attachments	Go Back Save
Comment			
Reviewed public su	bmission.		Ŀ.
Other Users To N	otify		
ADD USER			
			<b>E</b>
SELECTED USERS Do	UBLE CLICK TO REMOVE		
			< >
CREATE INCIDENT			

- 2. Enter a Comment.
- 3. Add other Users to notify others from review routes for awareness only.
- 4. Leave the Create Incident box unchecked.
- 5. Click Save.

## Review and File a Police Report

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

- 1. Click Review.
- 2. Check the Create Incident box on the Approve Form tab.
- 3. Depending on the configuration by your agency, the **Report Number** will either be *Auto Generated* or require *manual entry of a Case Number* requested and obtained from a CAD system, respectively as shown below.
| COMMENT   Received community submission and creating incident report to document offense reported.   Other Users To Notify   ADD Users   SELECTED USERS Douele curce to remove   CREATE INCIDENT   Vipon Creation, this form will be associated with the incident. Any information entered here can be changed later.   CREATE INCIDENT   Vipon Creation, this form will be associated with the incident. Any information entered here can be changed later.   | View Form  |
|--|--|
| Received community submission and creating incident report to document offense reported.   |  |
| Other Users To Notify     ADD USER     SELECTED USERS DOUBLE CLICK TO REMOVE     CREATE INCIDENT        Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.     CREATE INCIDENT        CREATE INCIDENT     Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.   | unity submission and creating incident report to document offense reported.                            |
| ADD USER  SELECTED USERS DOUBLE CLICK TO REMOVE  SELECTED | a)<br>Notify   |
| SELECTED USERS DOUBLE CLICK TO REMOVE     CREATE INCIDENT        Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.     CREATE INCIDENT     CREATE INCIDENT     Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.   |  |
| SELECTED USERS DOUBLE CLICK TO REMOVE  |  |
| CREATE INCIDENT Upon Creation, this form will be associated with the incident. Any information entered here can be changed later. REPORT NUMBER Auto Generated CREATE INCIDENT Upon Creation, this form will be associated with the incident. Any information entered here can   |  |
| Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.  REPORT NUMBER Auto Generated  CREATE INCIDENT  Upon Creation, this form will be associated with the incident. Any information entered here can  |  |
| REPORT NUMBER<br>Auto Generated<br>CREATE INCIDENT<br>Upon Creation, this form will be associated with the incident. Any information entered here can  | on, this form will be associated with the incident. Any information entered here can be changed later. |
| CREATE INCIDENT  CREATE INCIDENT  Upon Creation, this form will be associated with the incident. Any information entered here can  | d d  |
| Upon Creation, this form will be associated with the incident. Any information entered here can  | ENT  |
|  | ation, this form will be associated with the incident. Any information entered here can be             |
| Report Number Options  | BER OPTIONS  |
| <ul> <li>Enter a # to generate a report number for the current year</li> <li>Enter a full # in the format YY-000000</li> </ul>   | o generate a report number for the current year<br># in the format YY-000000                           |
| Report Number  | BER  |

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

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

- a. The default option is to enter the digits of the Report Number obtained from CAD. RMS then generates the number using the **format defined**.
- b. You can select the option to enter the **full #** obtained from CAD in the specified format.
- 4. Add Other Users to Notify to notify them for awareness purposes only. If your agency administrator requires at least one user, a note appears in red.



- 5. Complete the remaining fields on the Approve Form tab.
  - **Note:** The *View Form* tab easily switches views, to view the Form for information needed to complete the Incident Fields on the *Approve Form* tab.
  - a. Report Date/Time Default to the system date and time. Update as needed.
  - b. **Occurrence Date/Time** Set to the date and time reported by public form submitter.
  - c. **Incident Type** This can be set to default to a **Type**, allowing tracking of incident reports originating from a *Publicly Available Custom Form*. If defaulted, it is recommended that you <u>do not</u> change the value.
  - d. **Summary** This field relates to the Crime/Media Summary field on the incident report.
    - Use the **Copy From** LOV to select copy text from a *Custom Form* field to the Summary.
    - Use the LOV multiple times to **copy** information from multiple fields in the *Custom Form*.
  - e. **Responsible User** Default to your name as the creator of the incident report. You can select another user from your agency to assign/transfer the report.
  - f. **Narrative** Optional entry. Use this field to quickly create the Narrative for the incident report.
    - Use the **Copy From** LOV to select copy text from a *Custom Form* field to the Narrative.
    - Use the LOV multiple times to **copy** information from multiple fields in the *Custom Form*.
- 6. Click Save to create the Incident Report and set the Status of the Custom Form to Reviewed.
- 7. A message displays indicating an **Incident Report** was created and the *Custom Form* and Image were automatically associated to the **Incident Report**.

Success	
Incident 20-000029 Has Been Successfully Created:	
<ul> <li>Form Transferred to Incident</li> <li>Transferred Image Mailbox.jpg</li> </ul>	
	Close And Exit

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

### **Taking Action via Recent Activities**

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

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

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

For information on accessing Recent Activities, refer to "Home Page " on page 8.

For information on taking action from a *Notification*, refer to "Taking Action via Notifications" on page 250.

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

# **Chapter 14. Criminal Complaint**

# **Criminal Complaint Overview**

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

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

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

#### **1-Level Approval Process**

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

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

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

#### 2-Level Approval Process

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

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

The supervisor approves the complaint.

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

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

For more information on the approval process, refer to "Approve or Disapprove Criminal Complaint" on page 375.

### Accessing Criminal Complaint Module

If turned on for your agency, and you have appropriate permissions, the **Criminal Complaint** module is accessible using various methods.

#### Standalone Module

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



#### From the Field Arrest

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

Criminal Complaints	O Add Criminal Complaint
---------------------	--------------------------

For more information, refer to "Edit Field Arrest" on page 306.

#### From the Incident Report

With appropriate permissions, you can add Criminal Complaints from the Actions Menu or the Criminal Complaints grid on the Summary tab of the Incident Report. You can also access existing Criminal Complaints from the Criminal Complaints grid.

For more information, refer to "Summary Tab" on page 224.

#### From Recent Activities

For your convenience, any **Initial Complaints**, **Complaints Pending Submission**, and **Complaints Submitted** within a past number of days defined by your administrator, appear under *Recent Activities* on your home page.

Recent Activities
Initial Report (27)
Pending Approval
My Cases (Active Count) 3
My Case Activities (Active Count) 3
Evidence Review 8
Open Field Arrests 7
Arrests Pending Release 11
Forms For Review (19)
Incidents For Review
Complaints Pending Submission 19
Complaints Submitted (Past 10 Days) 🕚
Complaints - Initial
My Court Papers

Click on an activity to display the result list, for quick access to view or edit a complaint to add Case Number, appearance information and more.

For more information on editing, refer to "Edit a Criminal Complaint" on page 266.

For more information on viewing, refer to "View a Criminal Complaint" on page 271.

# **Criminal Complaint Search**

To search Criminal Complaints follow these steps:

1. Access the *Criminal Complaint* module. For instructions, refer to "Criminal Complaint Overview" on page 259.

2. A Criminal Complaint Search window appears.

Criminal Complaint Search					
Criminal Complaint Search		Go	Back Delete Log	Add Criminal Com	plaint
Agency	Status				
Indiana State Police	-Select-	~			
SUBMISSION STATUS	SUBMISSION STATUS DATE FROM		SUBMISSION STAT	us Date To	
-Select-		<b>#</b>			<b>#</b>
CRIMINAL COMPLAINT NUMBER	COMPLAINT DATE FROM		COMPLAINT DATE	То	
		<b>#</b>			<b>#</b>
HEARING TYPE	Complaint Type				
-Select-	-Select-	~			
Person First Name	Person Middle Name		Person Last Nam	1E	
Additional Search Criteria					
-Select-					
	Go Back Reset Search				

- Note: Click on the Add Criminal Complaint button to add a Criminal Complaint. For more information, refer to "Add a Criminal Complaint" on page 263.
- **Note:** Click on the **Delete Log** button to view the *Criminal Complaint Delete Log*, a listing of deleted Criminal Complaints.
- 3. Enter the search **criteria** into the fields provided. The more criteria you use, the shorter the results list.
  - Select Additional Search Criteria to search on Custom Fields.
- 4. Click the **Search** button to display the search results.

Criminal Complaint Search / Criminal Complaint Search Results										
Refine Search New Search										
Criminal Report	Date/Time 11	Agency 11	Complaint ⊥1 Type	Person 11	Status 11	Submission 11 Status	Actions			
20COMP0032	03/19/2020	District 42, Versailles	Summons	Martin, Sue	Initial		• 7 💼			
20COMP0031	03/13/2020	District 42, Versailles	Hearing	Martin, Sue	Approved		0 C 🛅			
Refine Search New Search										

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

- Click on the **View icon** to view. For more information on viewing, refer to "View a Criminal Complaint" on page 271.
- Click on the **Edit icon** it to edit. For more information on editing the **Criminal Complaint**, refer to "Edit a Criminal Complaint" on page 266.
- Click on the **Delete icon** to delete, enter a **Comment** at the prompt to explain why you are deleting it, then click **Delete**.

# Add a Criminal Complaint

To add a Criminal Complaint record follow these steps:

- 1. Access the *Criminal Complaint* module. For instructions, refer to "Criminal Complaint Overview" on page 259.
- 2. The *Criminal Complaint Search* screen appears. Before adding the criminal complaint, it is recommended you first search for the criminal complaint record to verify whether or not it already exists, though not required. For instructions on how to search refer to "Criminal Complaint Search" on page 261.
- 3. Click on the Add Criminal Complaint button on the Criminal Complaint Search screen.

Criminal Complaint Search					
Criminal Complaint Search				Go Back	Add Criminal Complaint
Agency		Status		SUBMISSION STATUS	
Indiana State Police	~	-Select-	~	-Select-	~
CRIMINAL COMPLAINT NUMBER		COMPLAINT DATE FROM		COMPLAINT DATE TO	
			曲		曲

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

Criminal Complaint	Search / Person S	earch							
Person				Mug	Shot Search - By Physical Desc	cription A	dd Persor		
Last Name			First Name		MIDDLE NAME				
Jones			William						
TITLE			DOB		Age				
-Select-		~		苗	То				
RACE			Sex		INDEX ID				
-Select-		~	-Select-	~					
DRIVERS LICENSE			DRIVERS LICENSE STATE		SSN				
			-Select-	~					
<b>NAME Туре</b>			CREATOR						
-Select-		~					<b>223</b>		
CREATION DATE F	ROM		CREATION DATE TO						
		苗		苗					
PHONETIC	Soundex		CALIBER POWER SEARCH		SEARCH PREFERENCE				
					ALL ANY				
Additional Searc	CH CRITERIA								
- Select -		~							
• Search External	Systems								
			Go Back Reset Search	1					

5. Enter the appropriate search criteria in the fields provided.

For more information on the search criteria options, refer to "Searching Master Records" on page 79.

6. Click the Search button to display the search results.

Criminal Complaint Search / Person Search / Person Search Results											
Refine Search New Search Add Person Online RMS DataShare Search											
Q Person Search Results											
	B B • 4 3/3										
Last ⊔î Name	Fir <del>st</del> ⊥î Name	Middle ⊥î Name	Title ⊥î	Sex 11	Race ⊥†	DOB IT	SSN IT	Misc ⊥î ID	Name ∷î Type	Index ↓î ID	Actions
A O JONES	WILLIAM			м	W	03/03/1965		oln123456	Alias	396	• 🖉
A O JONES	WILLIAMS			м	W	03/03/1965		oln123456	Primary Name	396	• 2
A O JONES	WILLIAMTWO			м	W	03/03/1965		oln123456	Alias	396	• 2
	Refine Search New Search										

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

If the person record doesn't exist in the results list, with appropriate permissions, you can click the **Add Person** button to add a *Master Person* record, then select it. For instructions on adding a *Master Person* record, refer to "Adding Person" on page 89.

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

8. The Add Criminal Complaint form opens.

		-	-		-				
JATE AND TIME		COMPLAINT	IYPE		COMPLA	INT AGENCY		COURT	
06/16/2020 1149	<b>•••</b>	-Select-		~	Distric	ct 42, Versailles	~	-Select-	
OURT CASE NUMBER			(PE		THREAT	IYPE		CHARGE IVI	PE
		-Select-		•	-Selec	L-	· ·	-Select-	
erson Details								• View Person	Details 🕑 Update Per
AST NAME	FIRST NAME	DOB		Sex		RACE	Етни		
JONES	WILLIAMS	03/03/	'1965 (Age: 55)	Male		White	Not	Hispanic or	
							Latin	0	NAA
DRIVER'S LICENSE #	DRIVER'S LICENSE	ALIASES	<b>;</b>				E-MA		
OLN123456	Alaska	Willy (	Alias), WILLIAM	I WO JONES(/	Alias), WILLI	AM JONES(Alias)	testr	ne@gmail.com	(2/4) 09/12/2012
Address (Residenci	E)								
126 North 750 Wes	t IN								
Неіднт	WEIGHT		PLACE OF BIRT	н	CITIZENSH	IIP	EMPLOYER N	AME	
5' 11"	185		United States	of America	United St	ates of America	A1A Car Wa	sh123	
AUTION CODES:									
Assaultive/Comba	tive								
Visc IDs									
OLN123456 (OLN) (	OLN123456 (OLN) O	LN123456 (O	LN)						
MIS AND OTHER C	HARACTERISTICS:								INDEX ID
attoo / Rack									590
http://back									
omplaintant Deta	ils								

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



- 11. Click the Save & Continue button.
- 12. The Edit Criminal Complaint form opens.
- **13.** Make the necessary updates. For more information on updating the Criminal Complaint record, refer to "Edit a Criminal Complaint" on page 266.

# **Edit a Criminal Complaint**

To edit a Criminal Complaint record follow these steps:

1. Search for the Criminal Complaint record you want to edit or access it from Recent Activities on your home page.

For instructions on how to search refer to "Criminal Complaint Search" on page 261.

For instructions on accessing from Recent Activities refer to "Criminal Complaint Overview" on page 259.

2. In the Search Results grid, click the Edit icon  $\square$  on the record you want to update.

Criminal Complaint Search / Criminal Complaint Search Results										
						Refir	e Search New Search			
Image: Second state     1 result(s) found										
Criminal Report 11 Number	Date/Time ⊥1	Agency 11	Complaint 11 Type	Person 11	Status 11	Submission 11 Status	Actions			
20COMP0056	06/16/2020	District 42, Versailles	Warrant	JONES, WILLIAMS	Initial		• 7 •			
		ſ	Refine Search N	ew Search						

3. The Edit Criminal Complaint form opens.

Criminal Complaint Se	arch / Edit Crimina	l Complaint							
								Go Back	Print Submit for Approval
Complaint Details									
CRIMINAL COMPLAINT NUMBER DATE AND		IME		STATUS			STATUS DAT	re and Time	
20COMP0056		06/16/20	20 1149	曲	Initial		~	06/16/202	20 1209
SUBMISSION STATUS		SUBMISSION	STATUS DATE /	AND TIME	COMPLA	INT TYPE		COMPLAINT	Agency
	~				Warra	nt	~	District 4	12, Versailles 👻
COURT		COURT CASE	NUMBER		HEARING	а Туре		THREAT TYP	E
-Select-	~				-Select	t-	~	Flight Ris	k 🗸
CHARGE TYPE		OBTN			Is JUVEN	ILE			
Only Misdemeanors	~								
Person Details								View Person	Details 💽 Update Person
LAST NAME	FIRST NAME	DOB		Sex		Race	Етны	сіту	
JONES	WILLIAMS	03/03/	1965 (Age: 55)	Male		White	Not I Latin	Hispanic or D	1
DRIVER'S LICENSE #	DRIVER'S LICENSE	ALIASES					E-MA	L	
OLN123456	State Alaska	Willy (	Alias), WILLIAM	TWO JONES(A	lias), WILLIAM JONES(Alias) testn		ie@gmail.com	G (2/4) 09/12/2012 O	
Address (Residence	E)								
126 North 750 West	t IN								
Ныднт	WEIGHT		PLACE OF BIRTH		CITIZENSHIP EMP		EMPLOYER N	AME	
5' 11"	185		United States of America United States of America		ates of America	A1A Car Wash123			
CAUTION CODES:									
Assaultive/Combat	tive								
Misc IDs OLN123456 (OLN) C	OLN123456 (OLN) O	LN123456 (O	LN)						
SMTs AND OTHER C	HARACTERISTICS:								INDEX ID
Tattoo / Back									396
SELECT PERSON ADDR	ESS								
126 North 750 West	t IN - Residence - La	atest							~

Complaintant Details	👆 Select Myself as Officer 🖕 Select Officer				
OFFICER					
Christine Saur(Badge #: SAUR111) - District 42, Versailles	203				
Comments					
Comment					
	li li				
Update					
Arrests	Select Arrest				
Incidents	Select Incident				
Location Details	Quick Search Select Location				
Offenses	Add Offense Select Offense(s)				
Attachments	View External Attachments     Add Attachment				
Attached Forms	Add Form -Select-				
Go Back					

With Online RMS version 11.5 and higher, certain fields are set as required or disabled and the available **Hearing Type** list of values changes based on the selected **Complaint Type**. Examples:

- If **Complaint Type** = Arrest, then **Charge Type**, Hearing Type and Threat Type list of values become disabled to not allow entry.
- If **Complaint Type** = *Warrant*, then **Charge Type** and **Hearing Type** list of values becomes disabled to not allow entry and **Threat Type** becomes required.

**Note:** Configurations for required and disabled fields are managed by Caliber Admins. If your agency uses Criminal Complaints and would like to use these configurations, please contact Caliber Public Safety Support.

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

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

- 4. Select Person Address from the available choices.
- 5. Select Officer under the Complainant Details section.

The select officer link displays a dialog listing all officers on associated arrests and incidents for quick selection.

You can quickly select any officer associated to the incidents and arrests identified on the criminal complaint record.

Click **Select Myself as Officer** to set the officer as yourself, click **Select Officer** to select an officer from an associated record, or type in the auto-complete field to add any other officer.

Only one officer can be chosen.

- 6. Enter any Comments.
- 7. Make any necessary updates in the available fields near the top of the form, then click the **Update** button to save your changes.

8. If applicable, click the **Select Arrest** link to associate an *Arrest* with the Criminal Complaint, based o the Criminal Complaint person's involved records.

Only one *Arrest* can be associated with the Criminal Complaint. The **Select Arrest** link does not display when an *Arrest* association exists.

The OBTN, if initially blank, populates automatically from the associated *Arrest* record.

For more information on arrests, refer to "Field Arrest Overview" on page 299.

**9.** If applicable, click the **Select Incident** link to associate an *Incident* with the Criminal Complaint.

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

Select Incident				
Report #	Incident Summary	Offenses	Report Date	Actions
2019D4210232	This is a test incident report.	0	11/26/2019 1147	
2019D4210229	Stolen property reported.	8	04/09/2019 0933	•
2019D4210214	Trespassing on neighbor's property.	0	02/20/2019 1002	
				Close

Only one Incident can be associated with the Criminal Complaint.

- a. Select the applicable Incident.
- b. The selected *Incident* displays in the grid. The **Select Incident** link does not display when an *Incident* association exists.

Incidents				
Report #	Incident Summary	Offenses	Report Date	Actions
2019D4210229	Stolen property reported.	0	04/09/2019 0933	

If there is an arrest associated with the incident where the arrestee is the complaint defendant, Online RMS adds the arrest to the complaint, if not already associated. If that arrest has an OBTN, the OBTN is also added to the complaint.

 If applicable, click Select Location then select from the displayed list, or use Quick Search to pick any address.

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

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

Add Offense	
Charge Code	
35-43-2-1 B01 BURGLARY- AIRPORT test (35-43-2	<u></u>
Offense Date	
11/05/2020	曲
Offense Time	
1930	
CITATION #	
Quick Selec	ct •
Comments	_
Test Offense	
Ciose	ave

Enter the **Charge Code**, **Offense Date**, **Offense Time**, **Citation #**, and **Comments** where applicable.

Click Save.

Note: If you enter a charge code that is associated with **Tokens**, additional token fields appear. These tokens submit with each charge if the complaint is submitted to the court.

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



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

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

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

For general information about Court Case, refer to "Court Case Overview" on page 277.

For more information on updating a Court Case, refer to "Edit Court Case" on page 282.

13. Optionally, add any Attachments

For more information on adding Attachments, refer to "Add Attachments" on page 63.

- **14.** If Applicable for your agency, optionally attach a custom form by selecting from the list under the **Attached Forms** section.
  - a. Once you select a custom form, the form opens. Complete the necessary information then click **Save** or **Save and Exit**.
- 15. If applicable, click on the **Print** button on the top right to print the Criminal Complaint record. A PDF file opens as a new tap in your browser where you can print or save the document. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.
- **16.** Click the **Submit For Approval** button on the top right, whenever you are ready to submit the Criminal Complaint for approval.

For more information, refer to "Submit Criminal Complaint for Approval" on page 273.

# **View a Criminal Complaint**

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

1. Search for the Criminal Complaint record you want to view or access it from Recent Activities on your home page.

For instructions on how to search refer to "Criminal Complaint Search" on page 261.

For instructions on accessing from Recent Activities refer to "Criminal Complaint Overview" on page 259.

2. In the Search Results grid, click the View icon on the record you want to view.

Caliber Public Safety

Criminal Complaint Sear	ch / Criminal C	omplaint Search	Results				
						Refin	e Search New Search
<b>b b 4</b> 1	result(s) found						
Criminal Report 11 Number	Date/Time ⊥†	Agency It	Complaint 11 Type	Person 11	Status 11	Submission 11 Status	Actions
20COMP0056	06/16/2020	District 42, Versailles	Warrant	JONES, WILLIAMS	Initial		• 2 💼
		ſ					
			Refine Search N	lew Search			

## 3. The View Criminal Complaint form opens.

Criminal Complaint Sea	arch / Criminal Co	mplaint S	Search Results / View	Criminal Corr	nplaint				
								Go Back	Print Submit for Approval
Complaint Details									
CRIMINAL COMPLAIN	T NUMBER	DATE A	'E AND TIME		Status			STATUS DATE	and Time
20COMP0056	06/16/2020		/2020 1149		Initial			06/16/2020	1209
SUBMISSION STATUS		SUBMIS	SSION STATUS DATE AN	d Time	COMPLAIN	іт Түре		COMPLAINT A	GENCY
					Warrant			District 42, V	ersailles
COURT		COURT	DOCKET NUMBER		HEARING	Түре		THREAT TYPE	
								Flight Risk	
CHARGE TYPE		OBTN			IS JUVENII	.E			
Only Misdemeanors					No				
Person Details									View Person Details
Last Name	FIRST NAME	D	OB	Sex		RACE	Етни		Pa
JONES	WILLIAMS 03/03		03/03/1965 (Age: 55) Male			White No Lat		Hispanic or 10	
DRIVER'S LICENSE # OLN123456	DRIVER'S LICENSE STATE Alaska	A	<b>LLIASES</b> Willy (Alias), WILLIAMT	<b>ases</b> Ily (Alias), WILLIAMTWO JONES(Alias), WILLIAM JONES(Alias)			E-M. test	AIL me@gmail.com	<ul> <li>(2/4) 09/12/2012</li> </ul>
ADDRESS (RESIDENCE 126 North 750 West	Address (Residence) 126 North 750 West IN								
Неіднт	WEIGHT		PLACE OF BIRTH	н	CITIZENSH	IP	EMPLOYER I	NAME	
5' 11"	185		United States	of America	United St	ates of America	A1A Car W	ash123	
CAUTION CODES: Assaultive/Combat	ive								
Misc IDs OLN123456 (OLN) C	LN123456 (OLN) O	LN12345	56 (OLN)						
SMTs AND OTHER CH	HARACTERISTICS:			INDEX ID					
	396				396				
Tattoo / Back									

Person Address			
126 North 750 West IN			
Complainant Details			
OFFICER			
Christine Saur #SAUR111			
Comments			
Comment			
Incidents			
Report #	Incident Summary	Offenses	Report Date
2017D4210119		0	08/15/2017 0700

Arrests that are associated with the Criminal Complaint appear in a grid near the bottom, similar to Incidents.

*View Criminal Complaint* is read-only.

For instructions on editing, refer to "Edit a Criminal Complaint" on page 266.

- 4. Optionally, click the **Print** button to print, if applicable; A PDF file opens as a new tab in your browser from where you can print or download. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.
- 5. Optionally, click on the Incident **Report #** link or the view icon <a>?</a>, if applicable, to open the Incident Report associated to the **Criminal Complaint**.

Incidents			
Report #	Incident Summary	Offenses	Report Date
2017D4210119		0	08/15/2017 0700

 Click the Submit For Approval button to submit the Criminal Complaint for approval.

For more information, refer to "Submit Criminal Complaint for Approval" on page 273.

# Submit Criminal Complaint for Approval

You can submit a **Criminal Complaint** record for approval two ways:

- From the View Criminal Complaint form.
- From the Edit Criminal Complaint form.

To submit for approval, follow these steps:

1. Access the View or Edit Criminal Complaint form.

For instructions on viewing, refer to "View a Criminal Complaint" on page 271.

For instructions on editing, refer to "Edit a Criminal Complaint" on page 266.

2. Click on the Submit for Approval button on the top right of the form.

Go Back Print Submit for Approval

**3.** A message appears when more information is needed before you can submit the request. If this message does not appear, continue to the next step.

Message From RMS
The complaint cannot be submitted without the following required fields: At Least One Charge is Required
ОК

**Note:** The content of the message box varies, as it is based on missing information. (i.e., One charge code required, DOB required, etc.)

- a. Make note of the needed corrections, then click OK
- b. Edit the Criminal Complaint record to include the missing information.

For instructions, refer to "Edit a Criminal Complaint" on page 266. You can then submit for approval from the *Edit Criminal Complaint* page after you have made the appropriate corrections.

4. If the Arrest Tracking Number (OBTN) is blank, then a message box appears informing you that this number is required to submit for approval.

Answer Yes to generate the number.

5. Online RMS sets the **Criminal Complaint** status to *Pending Approval* and it generates a *Criminal Complaint Approval Request* notification to users with the role configured for the notification type.

Notifications Q Show All O Add Notification						
-Filter By	Users- 🗸	Search				
Count 11	Notification Type	11	Last Notification	Priority 11		
107	Gang Alert		06/19/2020 11:25 AM CST	Urgent		
3	CRIMINAL COMPLAINT APPROVAL REQUEST		06/18/2020 03:20 PM CST	High		
16	DISAPPROVED INCIDENT REPORT		06/11/2020 11:32 AM CST	Urgent		

**Note:** After submitting for approval, and if you have *Review* permissions, Online RMS immediately displays the *Edit Complaint* screen with the **Approve/Disapprove** buttons allowing for self-approval. If you also have *Submit* permissions and your agency is configures for court submissions, the **Approve & Submit** button displays.

- If the complaint is **Disapproved**, Online RMS generates a notification to the creator of the Criminal Complaint. The creator has the option to resubmit for approval. For more information, refer to "Take Action on Disapproved Notifications" on page 275.
- If the complaint is **Approved**, Online RMS creates a Court Case automatically, providing your agency has the Court Case module turned on. For more information on Court Cases, refer to "Court Case Overview" on page 277.
- If the approved complaint data is **Submitted** to the court and is **successful**, the *Submission Status* on the Criminal Complaint changes to *Submitted* automatically.
- If the approved complaint data is **Submitted** to the court and is **unsuccessful**, the *Submission Status* on the Criminal Complaint changes to *Submission Error* automatically. You can review and update the Criminal Complaint as needed, then resubmit. For more information on court submissions, refer to "Approve or Disapprove Criminal Complaint" on page 375.

For information on the approval process, refer to "Approve or Disapprove Criminal Complaint" on page 375.

# **Take Action on Disapproved Notifications**

If the supervisor *Disapproves* your *Criminal Complaint Request for Approval*, Online RMS generates and sends you a **Disapproved** notification.

Ç	Caliber	Administration -	Incidents 🔻	Master Indices		Records Ma	anagement 🔻	Forms And	Reports 🔻	Help 🔻
	者 Home									
	Broadcast I	Messages Show All								
	No Messag	es To Display								
	Notificatio	15						Q Show All	• Add I	Notification
	-Filter By l	Jsers-		~	:	Search				
	Count 11	Notification Type				t1	Last Notifica	tion 1⊥	Priority	ţ1
	1	CRIMINAL COMPLAIN	T DISAPPROV	ED			06/23/2020 0	9:30 AM CST	High	
	111	INCIDENT APPROVED					06/22/2020 0	8:40 AM CST	High	
	105	INCIDENT APPROVED	- FOLLOW UP	CASE DECISION	NEE	DED	06/11/2020 1	0:08 AM CST	High	

For more information on Notifications refer to "Notifications" on page 22.

Follow the steps below take action on the notification:

1. Click on the **Count** in the first column of the notification grid to view the *Criminal Complaint Disapproved* list. There is only one in this example.

Noti	fications				(	← Back Q Sh	ow All	🕀 Add Noti	fication
-Filt	ter By Users-			~	Search				
CRI	MINAL COMP	LAINT DISAPP	ROVED	~			Pre	vious 1	Next
	<b>Priority</b> 11	Sender 1	Description		îl	Sent On	11	Actions	

- 2. Click the Select icon **b** on the Criminal Complaint record to open *Edit Criminal Complaint*.
- 3. Review and make the appropriate changes, then click the **Update** button.

For instructions on editing, refer to "Edit a Criminal Complaint" on page 266.

4. Click on the Submit for Approval button on the top right of the form.



For more information on submitting for approval, refer to "Submit Criminal Complaint for Approval" on page 273.

# **Chapter 15. Court Case**

# **Court Case Overview**

The **Court Case** module allows users, with appropriate permissions, to create and manage court cases against arrestees and offenders.

### Accessing the Court Case Module

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

#### Standalone Module

To access the standalone **Court Case** standalone module, select the **Court Cases** option from the *Incidents* drop-down menu.



For information on searching for a **Court Case**, refer to "Court Case Search" on page 278

### From the Criminal Complaint

You can access Court Cases that are associated with Criminal Complaints.

1. Access the appropriate Criminal Complaint.

For more information on accessing, refer to "Criminal Complaint Overview" on page 259.

2. On the Criminal Complaint record, page down to the Court Case section.

Location Details				Quick Search
Offenses				Add Offense
Charge Code	Description	Comments	Offense Date	Actions
35-43-2-2 C03	CRIMINAL TRESPASS- PROPERTY		06/22/2020 0928	<b>Z</b>
Court Case				
Court Case ID	Court Case Number	Status	Filed Date	Actions
35		Filed	06/23/2020 1026	ď

3. Click the **Court Case ID** link to view the record, or click the **Edit icon** it to update the Court Case record.

For more information on updating the **Court Case** record, refer to "Edit Court Case" on page 282.

#### From the Incident Report

You can create or view associated **Court Cases** while viewing or editing an Incident Report.

For details, refer to "View Incident Reports" on page 229 and "Summary Tab" on page 224.

# Court Case Search

To search Court Cases follow these steps:

- 1. Access the standalone *Court Case* module. For instructions, refer to "Court Case Overview" on page 277.
- 2. A Court Case Search window appears.

Court Case Search				Go Back Add Cou	rt Case
Court Case ID		Court Case #		Agency	
				District 42, Versailles	~
Status		FILED DATE FROM		FILED DATE TO	
-Select-	~		▦		曲
Arrest #		Incident Report #		CRIMINAL COMPLAINT #	
Person First Name		Person Middle Name		Person Last Name	
Person Role					
-Select-	~				
Additional Search Criteria					
-Select-	~				
-Select- Court Appearances		Go Back Reset Search			

Note: You can click on the Add Court Case button to add a Court Case. For more information, refer to "Court Case Add" on page 280

3. Enter the search **criteria** into the fields provided. The more criteria you use, the shorter the results list.

You can also search by **Court Appearances** located in the *Additional Search Criteria* drop-down list. Additional search fields appear when choosing this option.

4. Click the Search button to display the search results.

Court Case Search / Court Case Search Results								
							Refin	e Search New Search
	1 result(s) found							
Court Case 11 ID	Court Case 11 Number	Filed Date 1	Agency		Status ⊥î	Person 11	Person 11 Role	Actions
1	DMM123	04/15/2020 1450	District 42, Versailles		Active	Smith, Joe		0 7 💼
		R	efine Search	New Se	arch			

**Note:** If you elect to include Court Appearances in your search, the results list will also include various Court Appearance fields such as, ID, date, type, status, reason, and officer.

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

• Click on the View icon 💁 to view. For more information on viewing, refer to

- Click on the Edit icon 🗹 to edit. For more information on editing the Court Case, refer to .
- Click on the **Delete icon** to delete, enter a **Comment** at the prompt to explain why you are deleting it, then click **Delete**.

# **Court Case Add**

There are two ways to add a Court Case:

- Through the standalone Court Case module.
- Through the Criminal Complaint module, if your agency has the module turned on.
  - The Court Case is created automatically from the Criminal Complaint when it is approved. The information from the Criminal Complaint pulls into the Court Case record automatically.

For more information on Criminal Complaint, refer to "Criminal Complaint Overview" on page 259.

To add a **Court Case** record follow these steps:

- 1. Access the standalone *Court Case* module. For instructions, refer to "Court Case Overview" on page 277.
- 2. The *Court Case Search* screen appears. Before adding the court case, it is recommended you first search for the court case record to verify whether or not it already exists, though not required. For instructions on how to search refer to "Court Case Search" on page 278.
- 3. Click on the Add Court Case button on the Court Case Search screen.

Court Case Search					
Court Case Search				Go Back	Add Court Case
COURT CASE ID		COURT CASE #		Agency	
				Indiana State Police	~
Status		FILED DATE FROM		FILED DATE TO	
-Select-	~		曲		曲

4. The Add Court Case screen appears.

Court Case Search / Add Court Case						
Add Court Case						
COURT CASE NUMBER	FILED DATE AND TIME	Status		Agency		
	曲	-Select-	~	District 42, Versailles 🛛 🗙		
Comments						
	Go B	ack Save				

- 5. Enter the appropriate information in the fields provided.
- 6. Click Save.
- 7. The Edit Court Case screen appears.

Court Case Search / Court Case Search	h Results / Edit Court Case			
Court Case Details				Go Back
Court Case ID	Court Case Number	Filed Date and Time	Status	
38		06/25/2020 1104	Active	~
Agency	Comments			
District 42, Versailles	This is a text court case record			
	Upd	iate		
People				Add Person
Person Details			Role	Actions
Name: Robin R Poharcyk Sex: Fer	nale <b>Race:</b> White <b>DOB:</b> 01/10/1910 (Ag	je:111)	Defendant	
Officers			Add Officer	Add Myself as Officer
Arrests				Add Arrest
Incidents				• Add Incident
Citations				Add Citation
Reference Numbers			•	dd Reference Number
Court Appearances			c	Add Court Appearance

- 8. Optionally, make the necessary changes in the fields provided on the top section of the screen, then click **Update**.
- 9. Optionally, add other data to the **Court Case**, such as People, Officers, Arrests, Incidents, Reference Numbers, Court Appearances, and Attachments.

For more information, refer to "Edit Court Case" on page 282.

# Edit Court Case

To edit a **Court Case** record follow these steps:

1. Access the Court Case record you want to edit.

You can access the record by searching for the **Court Case**, or by accessing the Criminal Complaint record to which a **Court Case** is associated.

For more information on the different methods of accessing the **Court Case**, refer to "Court Case Overview" on page 277.

2. After selecting the appropriate Court Case, the Edit Course Case opens.

Court Case Search / Court Case Search	ch Results / Edit Court Case			
Court Case Details				Go Back
Court Case ID	Court Case Number	FILED DATE AND TIME	Status	
38		06/25/2020 1104	di Activ	e 🗸
Agency	Comments			
District 42, Versailles	This is a text court case record			
	Up	date		
People				Add Person
Person Details			Role	Actions
Name: Robin R Poharcyk Sex: Fe	male Race: White DOB: 01/10/1910 (A	ge:111)	Defendant	2 💼
Officers			• Add Office	Add Myself as Officer
Arrests				G Add Arrest
Incidents				Add Incident
Citations				Add Citation
Reference Numbers				Add Reference Number
Court Appearances				Add Court Appearance

3. Click the Select People or Add Person link to add one or more people to the Court Case.

Select People Add Person

**Note:** The Person grid only shows a **Select People** link if there are associated incidents.

#### Select People:

a. Choose the appropriate people from the list that appears.

		inclucine none	mendent Report #
]	DUSTIN ARNEY	Victim	2020D4210270
]	Christopher Evans	Other Person	2020D4210270
2	Charles Brown	Other Person	2020D4210270
	Steve Buschemy	Witness	2020D4210271
	Carol Burnette	Witness	2020D4210271

- b. Click Save Selected.
- c. The people you added now appears under the *People* section of the *Edit Court Case* screen.

With appropriate permissions, you can edit  $\square$  the person record, or delete  $\square$  it from the **Court Case**. Deleting does not delete the person record itself, it removes the association only.

#### Add Person:

a. The Person Search screen appears.

Last Name			First Name		MIDDLE NAME	l -
Poharcyk						
TITLE			DOB		Age	
-Select-		~		曲		То
Race			Sex		INDEX ID	
-Select-		~	-Select-	~		
DRIVERS LICENSE			DRIVERS LICENSE STATE		SSN	
			-Select-	~		
<b>NAME ТҮРЕ</b>			CREATOR			
-Select-		~				E
CREATION DATE F	ROM		CREATION DATE TO			
		曲		曲		
Phonetic	SOUNDEX		CALIBER POWER SEARCH		SEARCH PREFE	RENCE
					ALL ANY	
Additional Sear	CH CRITERIA					
- Select -		~				
▶ Search Externa	l Systems					

b. Enter the search criteria, then click **Search** to display the search results.

Q Person	Q Person Search Results										
Last ⊥↑ Name	First ⊥1 Name	Middle 11 Name	Title ⊥î	Sex 11	Race ⊥î	DOB 11	SSN LT	Misc ID 11	Name ⊥î Type	Index ⊥î ID	Actions
Poharcyk	Robin	R		F	W	01/10/1910	122-22-2222	20obtnarr0088 20obtnc0022	Primary Name	1126	• 6
Poharcyk	Robin			F	W				Primary Name	1077	• 6
						Refine Search	New Search				

c. Click the **Select icon b** on the appropriate person record to add the person to the **Court Case**.

**Note:** If the person you want to add to the **Court Case** does **not** exist in your search, with appropriate permissions you can add the master person to Online RMS, then add that person to the **Court Case**.

For more information on master indices, refer to "Master Indices Overview" on page 75.

For more information on searching master records, refer to "Searching Master Records" on page 79.

For more information on adding a master person index record, refer to "Adding Person" on page 89.

d. After selecting the appropriate person, the Add Person screen appears.

ourt Case Sear	ch / Edit Court Case	/ Person Search / F	Person Search Results /	Add Person					
Person Details									
Last Name	FIRST NAME	MIDDLE NAME	DOB	Sex	RACE				
Poharcyk	Robin	R	01/10/1910 (Age: 110)	Female	White				
Етниісіту	SSN	ADDRESS (RESIDE	Address (Residence) Index ID						
Unknown	122-22-2222	123 Main Street	Mount Desert, ME 0466	2	1126				
Select Person Role									
Defendant									
		Go Bi	ack Save						

- e. Select the Person Role for that person.
- f. Click Save.
- g. The person now appears under the *People* section of the *Edit Court Case* screen.

Court Case Search / Edit Cou	rt Case			
				Go Back
Court Case Details				
COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	Status	4
38	CASE0058	06/25/2020 1004	di Activ	/e 🗸
Agency	Comments			
District 42, Versaille: 💙	This is a text court case r	ecord		
				//
		Jpdate		
People				Add Person
Person Details			Role A	tions
Name: Robin R Poharcyk	Sex: Female Race: White D	<b>DB:</b> 01/10/1910 (Age:110)	Defendant	
Officers				Add Officer
Arrests				• Add Arrest
Incidents				Add Incident
Reference Numbers			🔂 Add	Reference Number
Court Appearances			O Ac	ld Court Appearance
Attachments		View Extern	nal Attachments	Add Attachment
	C	io Back		

With appropriate permissions, you can edit  $\square$  the person record, or delete  $\square$  it from the **Court Case**. Deleting does not delete the person record itself, it removes the association only.

4. Optionally, add other associations to the Court Case, such as Officers, Arrests, Incidents, Citations, Reference Numbers, Court Appearances, and Attachments.

**Note:** For more information on Court Appearances, refer to "Court Appearances Overview" on page 289.

## **View Court Case**

To view a **Court Case** record follow these steps:

- 1. **Search** for the Court Case record you want to view. For instructions on how to search refer to "Court Case Search" on page 278.
- 2. In the Search Results grid, click the View icon on the record you want to view.

Court Case Search / Court Case Search Results							
							e Search New Search
	Image: Strategy of the second seco						
Court Case 11 ID	Court Case It Number	Filed Date 11	Agency 1	† Status ⊥†	Person 11	Person 11 Role	Actions
1	DMM123	04/15/2020 1450	District 42, Versailles	Active	Smith, Joe		0 7 💼
		R	lefine Search New	Search			

3. The View Court Case form opens.

Court Case Search / Court Case Search Results / View Court Case									
Court Case Det	tails							Go Bac	
COURT CASE ID		COURT CAS	COURT CASE NUMBER FILED DATE AND TIME STATUS						
1		DMM123			04/15/2020 1450		Active		
Agency		COMMENTS	5						
District 42, Ver	sailles	testing							
People									
Person Details							Role		
Name: Susa	an Marie Smithso	on Sex: Female Ra	ice: White						
Name: Joe	Smith Sex: Male	e Race: White							
Arrests									
Arrest #	Arrest Date	Agency	Charges				Last Name	First Name	
2003602	03/10/2020 1351	District 42, Versailles	CRIMINAL T	RESPASS- AUT	Ö		Smithson	Susan	
Court Appeara	inces								
Court Appearance ID	Туре	Appearance Date / Time	Status	Reason	Officers				
	05510550	05/14/2020	Active	REASON 1	Brandon Panole 8888a Distric	ct 42. Versa	illes		
19	OFFICER	1410			brandon r angle bood bistrie	,			

*View Court Case* is read-only. For instructions on editing, refer to "Edit Court Case" on page 282.

4. Optionally, click on the person name, Arrest ID, Court Appearance ID, etc., to view details.

People

Person Details         O Name       Susan Marie Smithson         Sex: Female Race: White         Name       Joe Smith         Sex: Male Race: White							
Arrests							
Arrest #	Arrest Date	Agency	Charges			Last Name	First Name
2003602	03/10/2020 1351	District 42, Versailles	CRIMINAL T	RESPASS- AUTO	Smithson	Susan	
Court Appearar	ices						
Court Appearance ID	Туре	Appearance Date / Time	Status	Reason	Officers		
19	OFFICER	05/14/2020 1410	Active	REASON 1	Brandon Pangle 8888a District 42, Versai	les	
2	OFFICER	04/15/2020 1436	CWOF	REASON 2	Charles Livingwell 2014 District 42, Versa	illes	

# **Chapter 16. Court Appearances**

# **Court Appearances Overview**

**Court Appearances** are added through the Court Case module. A Court Appearance cannot exist without a Court Case.

**Accessing Court Appearances** 

#### From the Incidents Top Menu

Select Court Appearances from the Incidents drop-down menu.

Calibe	Administration -	Incidents 🔻	Master Indices 🔻	Rec
🛠 Home		Incidents		
Broadcast	Messages Show All	Incidents I		
No Messa	iges To Display	Case Man		
Notificatio	ons	Field Cont	act ♥ its ♥	
-Filter By Users-		Criminal C Court Case	omplaint 25	
Count 11	Notification Type	Court App	earances	
1	COURT APPEARANCE A	Calls For S	ervice 🕶	
111	INCIDENT ADDROVED			

You must have *Manage Court Appearances* permissions to see the **Court Appearances** option on the list.

The Search Court Appearances form opens. Search for and select the Court Appearance record.

For information on searching **Court Appearances**, refer to "Court Appearances Search" on page 292.

#### From the Court Case

Court Appearances are associated to Court Cases.

1. Access the appropriate Court Case.

For more information on accessing Court Cases, refer to "Court Case Overview" on page 277.

2. On the Court Case record, page down to the Court Appearances section.

Court Appearances O Add Court Appear						
Court Appearance ID	Туре	Appearance Date / Time	Status	Reason	Officers	Actions
14	OFFICER	02/01/2020 1409			Christian (osuper) Fred Gordmanson Badge #: 200 District 21, Toll Road - SC	• 2 1
31	OFFICER	09/05/2020 1153	Active		Charles Livingwell Badge #: 2014 District 42, Versailles	<ul> <li>Image: Image: Image:</li></ul>
18	OFFICER	07/01/2020 1800	Dismissed	REASON 1	Charles Livingwell Badge #: 2014 District 42, Versailles Brandon Pangle Badge #: 8888a District 42, Versailles	• 6 1

#### From Recent Activities

For your convenience, you can quickly open a list of your upcoming **Court Appearances** from *Recent Activities* on your Home Page.

Recent Activities					
Initial Report	25				
Pending Approval	4				
My Cases (Active Count)	8				
My Case Activities (Active Count)	3				
Evidence Review	8				
Open Field Arrests	7				
Arrests Pending Release	0				
My Court Appearances	0				
Forms For Review	36				

1. Click on My Court Appearances under Recent Activities.
| My Cou                                      | irt Appearances           |                            |                      |                   |                       |                         |                         |         |
|---|---------------------------|----------------------------|----------------------|-------------------|-----------------------|-------------------------|-------------------------|---------|
|   |                           |                            |                      |                   |                       |                         |                         | Go Back |
| My Court Appearances                        |                           |                            |                      |                   |                       |                         |                         |         |
| 🛗 Exp                                       | port Selected Appearance  | ies                        |                      |                   |                       |                         |                         |         |
| Show  | 10 ¢ entries              | _                          |                      |                   |                       |                         | Search:                 |         |
| <b>×</b>                                    | Court 11<br>Appearance ID | Appearance 11<br>Date/Time | Court 11<br>Location | People 11         | Appearance 11<br>Type | Appearance 11<br>Reason | Appearance 11<br>Status | Actions |
|   | 38                        | 09/25/2020 0951            | Court<br>Location 1  | WILLIAMS<br>JONES | OFFICER               |                         |                         | ₩ ⊘ ৫   |
|   | 40                        | 06/30/2020 1017            | Court #1             | Robin<br>Poharcyk | OFFICER               |                         | Active                  | ≝ ⊘ ৫   |
| Showing 1 to 2 of 2 entries Previous 1 Next |                           |                            |                      |                   |                       |                         |                         |         |
|   |                           |                            |                      | Go Ba             | ack                   |                         |                         |         |

- 2. Click the View icon 💿 to view the Court Appearance as read-only. For more information on viewing, refer to "View Court Appearances" on page 297.
- 3. Click the Edit icon C to update the Court Appearance. For more information on updating, refer to "Court Appearances Edit" on page 295.

You must have Manage Court Appearances permissions to edit Court Appearances.

- 4. Optionally, add the Court Appearance to your **calendar**. You can add multiple to your calendar at once, or one at a time.
  - a. For **multiple** Court Appearances, **check** all that apply, then click **Export Selected Appearances** to download all selected schedules to one ics file.

Μγ Cοι	urt Appearances							Go Back
My Court Appearances           Export Selected Appearances           Show         10 <ul> <li>entries</li> <li>Search:</li> </ul>								
	Court 11 Appearance ID	Appearance 11 Date/Time	Court 11 Location	People 11	Appearance 11 Type	Appearance 11 Reason	Appearance 11 Status	Actions
	38	09/25/2020 0951	Court Location 1	WILLIAMS JONES	OFFICER			<b>*</b> • <b>*</b>
	40	06/30/2020 1017	Court #1	Robin Poharcyk	OFFICER		Active	<b>#</b> • <b>C</b>
Showi	ing 1 to 2 of 2 entries						Pre	vious 1 Next
				Go Ba	ack			
Π N	/lyCourtAppearancic							Show all

OR, for **one** Court Appearance, click the **calendar** button to download an *ics file* for that specific Court Appearance.

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Ay Court Appearances								
								Go Back
My Court Appearances								
Boport Selected Appearances								
Show	10 💠 entries	_					Search:	
	Court 11 Appearance ID	Appearance 11 Date/Time	Court 11 Location	People 11	Appearance 11 Type	Appearance 11 Reason	Appearance 11 Status	Actions
	38	09/25/2020 0951	Court Location 1	WILLIAMS JONES	OFFICER			# ⊘ ⊄
	40	06/30/2020 1017	Court #1	Robin Poharcyk	OFFICER		Active	<b>≝</b>
Showi	ng 1 to 2 of 2 entries	5					Pre	vious 1 Next
	Go Back							
<sup>™</sup> N	lyCourtAppearancic	is 🔨						Show all

b. Right click on the downloaded ics file to open the meeting notice.

<b>8</b> 90			Co	ourt Appea	arance @ Cou	ırt #1 - Meeting				<b></b>			×
File Meet	ing Scheo	duling Assista	nt Tracking	Insert	Format Tex	d Review	Help	🛛 Tell m	e what	t you war	nt to do		
$\begin{array}{c} \\ Cancel \\ Meeting \end{array}  \\ Actions \end{array}$	Skype Meeting Skype Meeting	Teams Meeting Teams Meeti	Contact Attendees - E - Attendees	L Nor	Busy - ne - Option	• Recurrence	Tags	Dictate • Voice	N Meet Not	ing Insi es ote	Ĵ ghts	View Template	s es 🔨
Þ	Room Fin • ×									×			
Send Update	Required	Christine S	Saur						_	Su Mo 31 1	June 20. Tu We 2 3	20 Th Fr Si 4 5 6 11 12 12	^
	Start time End time	Tue 6/30/ Tue 6/30/	2020 🚺 1 2020 🔂 1	0:17 AM 1:17 AM	• •	] All day  □( → Make Recurrin	👲 Time zor 19	nes		14 15 21 22 28 29 5 6	16     17       23     24       30     1       7     8	18     19     20       25     26     2       2     3     4       9     10     1	5 7 1
	Location	7865 Westb	rook Street, San Fran	cisco, CA 9	94115		·Q	Room Find	er	Good	j 📄 Fa	ir Po	or
Location       7865 Westbrook Street, San Francisco, CA 94115       Room Finder       Good Fair Poor Show a room list:         You are assigned to a court appearance on this date. The court appearance has the following additional details:       None       Choose an available room:         Yup: OFFICER       Comments: This is a test Court Appearance.       None       Choose an available room:         This calendar event was generated by Online RMS.       This calendar event was generated by Online RMS.       This calendar event was generated by Online RMS.								~					
↓ n Shared Folder 🏾 🖧	Calendar								►				~

c. Update the notice if needed, then click Send Update to add it to your calendar.

**Note:** You must remove the notice from your calendar manually once it is added.

# **Court Appearances Search**

To search Court Appearances follow these steps:

1. On the top menu bar, click **Incidents**, then **Court Appearances**. For instructions, refer to "Court Appearances Overview" on page 289.

2. A Court Appearance Search window appears.

Court Appearance Search					
Court Appearance Search					Go Back
COURT APPEARANCE ID		Court Case #		Agency	
				Indiana State Police	~
Туре		Reason		Status	
-Select-	~	-Select-	~	-Select-	~
QUICK APPEARANCE DATE RANGE		Appearance Date From		Appearance Date To	
-Select-	~		曲		曲
Arrest #		Incident Report #		CRIMINAL COMPLAINT #	
Defendant First Name		Defendant Middle Name		Defendant Last Name	
Officer					
		Go Back Reset Search			

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

Court Appearance Search / Court Appearance Search Results									
Refine Search     New Search       Image: Search     New Search									
Court 11 Appearance ID	Court 11 Case Number	Appearance 1 Date	Agency ⊥†	Type ⊥î	Reason ⊥î	Status 11	Officers ⊥1	Case ⊥† Defendants	Actions
38		09/25/2020 0951	District 42, Versailles	OFFICER			Christine Saur Badge #: SAUR111	WILLIAMS JONES	• 7
			Refir	ne Search	New Search	]			

You can, with appropriate permissions, view or edit **Court Appearance** records from the results window.

- Click on the **View icon** <sup>●</sup> to view. For more information on viewing, refer to "View Court Appearances" on page 297.
- Click on the **Edit icon** it to edit. For more information on editing, refer to "Court Appearances Edit" on page 295.

# **Court Appearances Add**

Court Appearances are associated to Court Cases.

To add a **Court Appearance** to a Court Case, follow these steps:

- 1. Access the standalone Court Case module. For instructions, refer to "Court Case Overview" on page 277.
- The Court Case Search screen appears. Search for and select the appropriate Court Case record. For instructions on how to search refer to "Court Case Search" on page 278.
- 3. On the Court Case record, page down to the Court Appearances section, then click Add Court Appearance.

Court Appearances	• Add Court Appearance

4. The Court Case opens in edit mode, with an Add Court Appearance section.

COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	Status
38		06/25/2020 1004	Active
Agency	Comments		
District 42, Versailles	This is a text court case reco	ord	
PEOPLE <b>Name:</b> Robin R Pohard	zyk Sex: Female Race: White D	<b>OB:</b> 01/10/1910 (Age:110)	
dd Court Appearance			
APPEARANCE DATE / TIME	Туре	Status	Reason
曲	-Select- 🗸	-Select-	<ul> <li>Select-</li> </ul>
Comments			
ourt Location			
© Select Court Location COURT LOCATION -Select-	O Specify Court Location	Address 2	
Sourt Location Select Court Location COURT LOCATION -Select- COURT NAME 2	O Specify Court Location	Address 2	
© Select Court Location © Select Court Location COURT LOCATION -Select- ✓ COURT NAME 2 CITY	O Specify Court Location Address State	Address 2 Zip	Рноле
© Select Court Location © Select Court Location COURT LOCATION -Select- ✓ COURT NAME 2	O Specify Court Location ADDRESS STATE -Select- ✓	Address 2 Zip -	Рноне
Court Location  Select Court Location  COURT LOCATION  -Select- COURT NAME 2  CITY  COMMENT	O Specify Court Location ADDRESS STATE -Select-	Address 2 Zip	Рнопе
Court Location  Select Court Location  COURT LOCATION  -Select- COURT NAME 2  CITY  COMMENT	O Specify Court Location ADDRESS STATE -Select-	Address 2 Zip	Рноне
© Select Court Location © Select Court Location COURT LOCATION -Select- ✓ COURT NAME 2	O Specify Court Location  ADDRESS  STATE  -Select-	Address 2 Zip	Рноне
Court Location  Select Court Location  COURT LOCATION  -Select- COURT NAME 2  CITY  COMMENT  Comment  Officers	O Specify Court Location	Address 2 Zip -	Рноме 

- 5. Enter the appearance Date/Time and Type
- 6. Optionally, select the Status and Reason, and enter Comments.
- 7. For the Court Location, choose one of the following:
  - a. **Select Court Location** to choose a court location from a drop down list. The address populates automatically for you. This option is selected by default.
  - b. Specify Court Location to manually enter the address.
- 8. Optionally, enter a **Comment** for the Court Location.
- Click the Add Officer link to add at least one officer. Either a list of officers on the Court Case appears from which you choose, or you can enter an officer, whichever applies.
- **10.** Click **Save** to save the Court Appearance to the Court Case.

### **Court Appearances Edit**

You must have Manage Court Appearances permissions to edit Court Appearances.

To edit a **Court Appearance**, follow these steps:

- Search for the Court Appearances record, from the Court Appearances standalone module or from the Court Case. For more information, refer to "Court Appearances Overview" on page 289.
- 2. Click on the Edit icon it to open the Edit Court Appearance form, with the Court Case Details shown at the top as read-only.

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Court Appearance Search / (	Court Appearance Search Result	s / Edit Court Appearance	
		Go Back	Add Next Court Appearance
Court Case Details			
COURT CASE ID	Court Case Number	FILED DATE AND TIME	Status
23		06/16/2020 1149	Filed
Agency	Comments		
District 42, Versailles			
PEOPLE			
Name: WILLIAMS JONE	S Sex: Male Race: White DOB:	03/03/1965 (Age:55) Role: Def	endant
Edit Court Appearance			
COURT APPEARANCE ID			
38			
Appearance Date / Time	Туре	Status	Reason
09/25/2020 0951 🛱	OFFICER 🗸	-Select- 🗸	-Select- 🗸
Comments			
			18
Court Location			
• Select Court Location	O Specify Court Location		
COURT LOCATION			
Court Location 1			
Court Name 2	Address	Address 2	
Alternate Name	101 Webster St.	Room #345	
Сіту	STATE	Zip	Phone
Bloomington	Colorado 🗸 🗸	11111 - 2222	292-111-1111
COMMENT			
On 3rd floor			
	//		
	Go Back	Update	
o			Add Officer
Officers			G Add Officer
Officer			Actions
Christine Saur Badge #: SAU	R111 District 42, Versailles		Ē
Attachments		View External Att	achments 🖸 Add Attachment

- 3. Make any necessary changes in the fields provided. For more information on the available fields, refer to "Court Appearances Add" on page 293.
- 4. Click the **Update** button to apply your changes.
- 5. Optionally, click the Add Officer link to add an officer, then click Save.

- 6. Optionally, Add Attachments.
- 7. Optionally, click the Add Next Court Appearance button on the top right of the form to schedule the next court appearance.

# **View Court Appearances**

To view a **Court Appearance** as read-only, follow these steps:

- Search for the Court Appearances record, from the standalone module or from the Court Case. For more information, refer to "Court Appearances Overview" on page 289.
- 2. Click on the **View** icon to open the *View Court Appearance* form, with the Court Case Details shown at the top.

Court Appearance Search / Cour	t Appearance Search Results / View	Court Appearance	
			Go Back
Court Case Details			
COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	Status
23		06/16/2020 1149	Filed
Agency	Comments		
District 42, Versailles			
PEOPLE			
Name: WILLIAMS JONES Se	ex: Male Race: White DOB: 03/03/196	55 (Age:55) <b>Role:</b> Defendant	
Court Appearance Details			
COURT APPEARANCE ID			
38			
Appearance Date / Time	Туре	Status	Reason
09/25/2020 0951	OFFICER		
COMMENTS			
Court Location			
Court Name			
Court Location 1			
Court Name 2	Address	ADDRESS 2	
Alternate Name	101 Webster St.	Room #345	
Сіту	State	ZIP	PHONE
Bloomington	Colorado	11111 - 2222	(292)-111-1111
Comment			
On 3rd floor			
UTTICETS			
Officer			
Christine Saur SAUR111 District	42, Versailles		
		Go Back	

Changes cannot be made to the data on this form while in view mode. For instructions on updating the data, refer to "Court Appearances Edit" on page 295.

# **Chapter 17. Field Arrest**

# **Field Arrest Overview**

The **Field Arrest** module can be used to document the necessary information associated with an arrest. Once you select a person from the **Master Indices** or create a new person record, you can edit the **Field Arrest** information. The **Field Arrest** can stand alone or it can be associated to an Incident Report.

Beginning with Online RMS 11.4.0, you can add a **Criminal Complaint** associated to a **Field Arrest**, providing you have the appropriate permissions and the feature is turned on.

**Hunter Camera** integration allows Online RMS to send a message to a virtual camera on our local machine, then receive pictures back and post to the Online RMS *Master Person Index* record.

**Livescan** integration transmits the most recent arrest and arrestee information from the *Master Person Index* to **LiveScan**.

### **Recent Activities**

Certain **Field Arrest** links appear under Recent Activities on your Home page. The below example shows two examples.

Recent Activities	
Initial Report	28
Pending Approval	2
My Cases (Active Count)	3
My Case Activities (Active Count)	3
Evidence Review	8
Open Field Arrests	0
Arrests Pending Release	13

For more information about Recent Activities, refer to "Home Page " on page 8.

#### **Open Field Arrests**

Click on the link to view a list of arrests that are open. You can then edit a **Field Arrest** that appears on the list.

#### Field Arrests Pending Release

Agencies using Field Arrests and having a **Disposition** configured with a **Status Code** of *Complete Without Release*, displays an **Arrests Pending Release** link under Recent Activities.

Click on the link to view a list of arrests that are pending release.

Recent Activities (Arrests Pending Release)										
						Go Back				
13 Result(s) Found	13 Result(s) Found									
Arrest # 11	Arrest Date 11	Last Name 💷	First Name 💷	Placement 11	Placement Date	Actions				
0 2009657	09/23/2020 1123	<ol> <li>Henry</li> </ol>	James	Jail 1	10/29/2020 1220	<b></b>				
3 2009652	09/17/2020 1114	1 Thomas	Max	Jail 1	10/29/2020 1310	<b></b>				
1706559	06/01/2017 0200	O Potter	Harry	Jail 2	06/01/2017 0230	<b></b>				

Click on the release icon on the right to release the Field Arrest to open the *Release Field Arrest* form.

On the *Release Field Arrest* form, change the **Disposition** to *Released*, then click the **Update Disposition** button.

# **Search Field Arrests**

To view or edit an existing **Field Arrest** you must first **Search** for the record. There are two ways to search, either method will open the *Search Field Arrests* screen:

• Click on the **Incidents** drop-down menu on the top *Navigation Bar*, click on **Field Arrests**, then **Search Field Arrests**.



• Or, click the **Incidents** label on the top Navigation Bar, click Incident on the submenu, then click the **Search Field Arrests** link.



Incident Reporting	Incident Management	My Recent Activities
Create New Incident Report	Assign Incident Report	Initial Report 14
Create Supplement to Incident	Assign Supplement	Follow Up Needed (Past 10
View Incident Report	Delete Incident Report	My Cases (Active Count)
Creart Course	Incident Status	Fuidance Review
SmartSearch	Incident Status Log	Evidence Review 3
Incident Mapping	Incident Delete Log	Open Field Arrests 3
Transfer Incident Report	Incident Offense Glossary	Arrests Pending Release 12
Approve Incident Report		Forms For Review 4
Incident Based Reporting		Pending UCR Review 10
Case Management	Field Contacts	Incidents For Review 3
Create New Incident Follow-up	Create New Field Contact	
Case	Search Field Contacts	
Review Cases		
Case Load		
Calls For Service	Field Arrests	]
Manage Calls	New Field Arrest	
Search Calls	Search Field Arrests	
	Arrest Delete Log	

After choosing one of the two search methods, the *Field Arrest Search* screen appears. Enter the search criteria then click **Search** to display the *Search Results*. Click the **Reset** button to clear the entered criteria if you wish to start over.

							Go Back
LAST NAME		FIRST NAME		SSN		RACE	
jones		william				-Select-	~
SEX		DOB		Age 😧			
-Select-	<b>~</b>		<b></b>		То		
ARREST DATE FROM		ARREST TIME FROM		ARREST DATE TO		ARREST TIME TO	
	<b> </b>			<b></b>			
ARREST #		AGENCY		REFERENCE #		REFERENCE # TYPE	
		-All Agencies-	~			-Select-	~
STATUS		REVIEW STATUS		PLATE #		WARRANT REFERENCE #	
-Select-	~	-Select-	~				
INCIDENT REPORT #		CHARGE CODE		INDEX ID			
Officer							
FIRST NAME		LAST NAME		BADGE #		ROLE	
						-Select-	~
ADDITIONAL SEARCH CRITERIA							
-Select-		~					
			_				
		Go Ba	ick Re	set Search			

	Export of	otions					3	Refine Search New Search				
	E C 4 8 result(s) found Delete											
Arrest ↓↑ Number	Status I1	Arrest ↓† Date	LastName↓↑	First ↓↑ Name	Charges	Warrants	Incidents	Actions				
1708568	Open	08/03/2017 0904	JONES	WILLIAMS	35-43-2-2 C04 - CRIMINAL TRESPASS- RESIDENCE/DWELLING		2017-PERY-0034, 2017D4210117, 2017D4210119	Edit 🛶 🗹 🧯				
3 2013-0077	Completed	10/28/2013 0500	JONES	WILLIAMS	35-43-4-2 T13 - THEFT- BUSINESS SIGNS			View —				
2013-0067	Complete Without Release	10/10/2013 0700	JONES	WILLIAMS	35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO	<ul> <li>Warrant #: 12cf09826265;</li> </ul>		Ø				
Click a link t	o view the Arrest											

From the Search Results window, you have the ability to export the search results to various file types using the four icons directly above the Search Results grid. For more information on exporting search results refer to "Export Search Results" on page 32.

Click the **Arrest Number** link to view the *Field Arrest*, click the **Edit** icon to update the *Field Arrest*, or click the **Delete** icon to delete.

For more information on editing the Field Arrest refer to FieldArrestEdit.htm.

For more information on deleting a **Field Arrest** refer to "Delete Field Arrest" on page 335.

**Note**: The **Edit** and **Delete** icons are available if you have proper permissions to perform that action. Refer to your administrator for more information on permissions.

Click the **Refine Search** button to return to the *Field Arrest Search* form to update the criteria you initially entered, or click **New Search** to enter new criteria.

## **Add Field Arrest**

To create a new **Field Arrest**, select *New Field Arrest* from either the Incidents menu or the Incident drop-down on the top Navigation Bar.



Incident Reporting	Incident Management	My Recent Activities
Create New Incident Report	Assign Incident Report	Initial Report 14
Create Supplement to Incident Report	Assign Supplement	Follow Up Needed (Past 10 Days)
View Incident Report	Delete Incident Report	My Cases (Active Count)
SmartSearch	Incident Status	Evidence Review 5
Incident Mapping	Incident Status Log	Open Field Arrests 5
Transfer Incident Report	Incident Offense Gloscan	Arrests Pending Release 12
Approve Incident Report	Incident Offense Glossary	Forms For Review 4
Incident Based Reporting		Pending UCR Review 10
Case Management	Field Contacts	Incidents For Review 3
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	

#### OR



- 1. The **Person Search** screen opens. This searches through the *Master Person Index* records to locate existing records that match your entered criteria.
- 2. Search for the person or use the Add Person button on the upper right to add the person.

3. Once the Person Search Results screen appears, use the Select icon **b** to select the correct person.

Q Person Si	earch Results	esult(s) found. 1 r	esult(s) fo	ound usi	ng <b>Online</b>	e RMS statewi	R	efine Search Nev	v Search Add Pe	rson Online I	RMS Statewide Search
Last ∣î Name	First ↓↑ Name	Middle ↓î Name	Title↓î	Sex⊥î	Race↓î	DOB IT	SSN IT	Misc ID ↓1	Name Type ↓î	Index ↓↑ ID	Actions
▲ Smith	Billy	3/16/12		М	w	09/08/1956	123-45-6789	dl123487566	Primary Name	42	• 2
						Refine Search	New Search				

From the *Person Search Results* window, you have the ability to export the search results to various file types using the four icons directly below the *Search Results* tab.

For more information on exporting search results refer to "Export Search Results" on page 32.

For more information on searching *Master Person Index* records, refer to "Master Indices" on page 75.

4. When you have selected the person you are taken to the Add Field Arrest module.

Person Informatio				Click to the perso	View on rec	or Edit		Go Back			
										>0	View Person 📝 Edit Person
LAST NAME Smith	FIR Bil	ST NAME ly	MIDDLE 3/16/1	<b>NAME</b> 2	<b>DOB</b> 09/08/1956 62)	8/1956 (Age: Male			RACE White		(13) (13)
ETHNICITY         DRIVER'S LICENSE #         DRIVER'S LICE           Hispanic or Latino         DL123487566         STATE           Virginia         Virginia				s LICENSE	SSN 123-45-6789						◎(1/1) 11/21/2016 ◎
ALIASES SmithNWesson (Nic	knar	ne)									
RESIDENCE PHONE (333)-333-3333	E PHONE         ADDRESS (RESIDENCE)           3-3333         654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965							HEIGHT 8965 6' 01"			<b>WEIGHT</b> 185
EYE COLOR Black		HAIR COLOR Black		COMPLEXION Light Brown							
MISC IDS DL123487566 (OLN	)										INDEX ID 42
Arrest Information	n	Enter arrest da	te and	time							
ARREST DATE AND TI	ИE	/		AGE AT TIME	OF EVENT				ARRESTING AGENCY		
		1	曲	62 Years O	Id				District 42, Versa	illes	~
РВТ						FINGERP	RINT				
						-Select	e.				~
COMMENT											

- 5. Verify the information under *Person Information* to be accurate. Enter the **Arrest Date** and **Time**, **PBT**, and **Comments**.
- 6. Click the Edit Person link to add or update person information.

- 7. Click the **Save** button after updates are complete to return to the *Add Field Arrest* screen.
- 8. Click the **Save** button on the *Add Field Arrest* screen to save the entered data. The *Edit Field Arrest* screen opens.

For more information on editing a Field Arrest, refer to "Edit Field Arrest" below.

# **Edit Field Arrest**

The Edit Field Arrest screens allows you to enter details of the Field Arrest.

						Go Ba	Duplicate	Print Tra	ansmit Livescan	
						Minimize	View Person	Edit Persor	Change Persor	
LAST NAME Smith	FIRST NAME Billy	ME MIDDLE NAME DOB 3/16/12 09/08/19 Time of A Years Old		NAME DOB SEX RAC 09/08/1956 (Age at Male Wh Time of Arrest: 62 Vears Old)		RACE White		(	Real Property	
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # DL123487566	DRIVER'S LICENSE STATE Virginia	SSN Hide and unhide person information				9 11	/21/2016 Click to change		
ALIASES SmithNWesson (Nie	ckname)								needed	
RESIDENCE PHONE (333)-333-3333	ADDRESS (RESID 654 East PERRY	ENCE) Street Block of Apar	tment #13A VEF	RSAILLES, IN 589	65 é	EIGHT 5' 01"		<b>WEIGHT</b> 185		
EYE COLOR Black	HAIR COLOR Black	COMPLEX Light Bro	uon own							
MISC IDS DL123487566 (OLN	))							INDEX IE	)	
Previous Section									Next Section	
ର Arrest ୧୫ Arres	a Arrest 🗞 Arrestee Information 🙎 Officers - 1 🧈 Associated Events - 1 🕫 Location - 1 🖧 Charges / Warrants - 0 😩 Names - 2									
🔊 Property - 0 🛛 🕫	C Property - 0 🛛 R Vehicle / Towing - 1 👌 E Narratives - 1 🖉 Attachments - 0 🛛 😡 Questions 🖉 Validations 🖉 E Log									
Arrest Informatio	n									
ARREST NUMBER	ARRESTING AG	NCY		CREATOR N	AME		CREATOR D	ATE		
1902593	District 42, V	ersailles	Change	Change Saur, Christine 02/05				2/05/2019 1443		

There are action buttons on the top right of the *Edit Field Arrest* screen.

**Note:** Certain buttons may not be visible, depending on your agency's configuration.



- **Go back** Return to the previous screen.
- **Duplicate** Duplicate the Arrest record for each Arrestee systematically to avoid duplicate manual entry.

For more information, refer to "Duplicate Field Arrest" on page 333.

• **Print** - After the **Field Arrest** form is complete, you can print a *Field Arrest Report* from this page.

For details, refer to "Print Field Arrest" on page 338.

• **Camera** - After the Arrest record is complete, take a photo using *Hunter Camera*. Depending on your agency's configuration, there may be one or multiple cameras from which to choose.

One: 🗖			
Multiple:	ø	-Select-	~

For details on using the camera software, refer to "Hunter Camera" on page 751.

• **Transmit Livescan** - After the Arrest record is complete, transmit the most recent physical description and the person images associated with that physical description to LiveScan.

For details on using the LiveScan software, refer to "LiveScan" on page 753.

Individual tabs located in the center of the *Edit Field Arrest* screen organize the **Field Arrest** details.

⁰o Arrest	<b>%</b> ∤	Arrestee Information	2	Officers - 1	<b>, 9</b> A:	ssociated Events - 1	🕼 Location - 1	🖏 Charges / Warrants - 0		💄 Names - 2
a Property	- 0	🛱 Vehicle / Towing -	1	<b>≣</b> Narrative	s - 1	Attachments - 0	<b>Q</b> Questions	Validations	≣Log	

You may wish to minimize the *Person Information* box so it is easier to go through your report. Do this by selecting **Minimize** at the top of the screen.

1. Give the **Field Arrest** a *Disposition*: Based on what is selected, there are additional boxes that need to be completed as shown in the example below:

Disposition	
DISPOSITION	
Transported to Jail	~
PLACEMENT COUNTY	
-Select-	~
RELEASE FROM CUSTODY DATE	
	曲

Disposition	
Disposition	
Released	~
RELEASE FROM CUSTODY DATE	
	曲

2. Click the Add Reference link to add a Reference Number in the Add Reference Number window if applicable.

Reference Numbers	• Add Reference

3. Enter the appropriate Reference information and click the Save button.

Add Reference Number	
REFERENCE TYPE	
Court Case #	~
REFERENCE #	
253625	
	Cancel Save

4. Optionally, click the Add Criminal Complaint link to add a criminal complaint, if applicable. This option appears providing you have the appropriate permissions and the feature is turned on.

Criminal Complaints	Octomologia Add Criminal Complaint

a. If you receive a **OBTN** required message, click **OK**, then page-up on the Field Arrest to the **OBTN**(Offender Based Tracking Number for criminal complaints).

**Note:** The label **OBTN** could appear as **Arrest Tracking Number** for your agency. This label is configurable by agency.

Message From RMS	
OBTN required to create criminal complaint.	
	ОК

% Arrest	8 Arrestee Information	Arrestee Information 2 Officers - 2 J Associated Events - 0		0 🔒 Location - 0	مَّ Charges / W	/arrants - 1
A Names - 2	🔊 Property - 0	🛱 Vehicle / Towing - 1	I ≣ Narratives - 2		Questions	Validations
<b>≣ Log</b>						
Arrest Inform	nation					
ARREST NUME	BER ARRESTING	Agency	CREAT	R DATE		
1709571	District 42	2, Versailles	Change Saur	, Christine	09/06/	2017 0918
Status	REVIEW ST	ATUS	Age a	TTIME OF ARREST	OBTN	
Open	Open		31 Y	31 Years Old		× Generate
					A Requir complain	red to create criminal t.

**Enter** or **Generate** the OBTN number, depending on how your administrator configured the OBTN number.

**Note:** The functionality of this field is configurable by agency. Your agency has the option to have users enter or generate the number.

**Page-down** and click **Add Criminal Complaint** after entering or generating the OBTN number.

b. A new *Criminal Complaint confirmation* box appears, asking if you are sure you want to create a new one.

Message From RMS	
Are you sure you want to create a new Criminal Compaint from the Field Arrest?	
No Yes	

c. Click **Yes** to create the Criminal Complaint record and open the *Edit Criminal Complaint* form.

Recent Activities (Ope	en Field Arrests	) / Edit Fiel	d Arrest / Edit Crin	ninal	Complaint				
						G	Back Prin	t Submit for Ap	oproval
Complaint Details									
CRIMINAL COMPLAIN	T NUMBER	DATE AND	Тіме		Status		STATUS D	ATE AND TIME	
20COMP0054		06/15/2	020 1525	<b>#</b>	Initial	~	06/15/2	020 1525	
SUBMISSION STATUS		SUBMISSI	ON STATUS DATE AND	D	COMPLAINT TYPE		COMPLAIN	T AGENCY	
	~	Тіме			Arrest	~	District	42, Versailles	~
Court		COURT CA	se Number		HEARING TYPE		THREAT T	/PE	
-Select-	~				-Select-	~	-Select-		~
CHARGE TYPE		OBTN		1	IS JUVENILE				
-Select-	~	200BTN	ARR0023						
Person Details						<ul> <li>View</li> </ul>	w Person De	tails 📝 Update	Persor
Last Name	FIRST NAME		DOB		Sex	RACE		DRIVER'S LICEN	ISE #
ARNEY	DUSTIN		10/10/1985 (Age:	34)	Male	Unknown		1360099593	
DRIVER'S LICENSE	Address (R	ESIDENCE)				Неіднт		WEIGHT	
STATE Indiana	8230 HARR	IS Road POL	AND, IN 47868			5' 08"		234	
EYE COLOR	EMPLOYER N	AME							
Brown	A School								
Misc IDs								INDEX ID	
200BTNARR0023 (0	OBTN) 1360099	9593 (OLN)						355	
SELECT PERSON ADDR	ESS								
8230 HARRIS Road	POLAND, IN 4	7868 - Resi	dence - Latest						~
Complaintant Deta	ails								
OFFICER									
Christine Saur(Bad	ge #: SAUR11	1) - District	42, Versailles						8778
Comments									
Comment									
1									
				Up	date				

The OBTN number appears on the form as read-only as shown above.

Arrests						
Arrest #	Arrest Date	Agency	Charges	Last Name	First Name	
1709571	09/06/2017 0700	District 42, Versailles	UTILITY/TRANSPORTATION- AIRCRAFT- OPER INTOXICATED/HEALTH DISORDER	ARNEY	DUSTIN	
ncidents					(	Select Incident
Location De	etails				PQuick Search	• Select Locatio
Offenses						Add Offens
Charge Code	Description			Comments	Offense Date	Actions
8-21-4-8	UTILITY/TRA DISORDER	NSPORTATION-	AIRCRAFT- OPERATE INTOXICATED/HEALTH		09/06/2017 0000	2
Court Case						
			Go Back			

The Arrestee, Arresting Officer, Location, and Offenses from the Field Arrest pulls into the Criminal Complaint form automatically as shown above.

d. Make the appropriate changes on the *Edit Criminal Complaint* and click the **Update** button.

For more information on editing the Criminal Complaint, refer to "Edit a Criminal Complaint" on page 266.

- Optionally, click the **Print** button to print the Criminal Complaint. A PDF file opens as a new tab in your browser from where you can print or save the document. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.
- Optionally, click the **Submit for Approval** button to submit the Criminal Complaint for approval.

For more information on submitting for approval, refer to "Submit Criminal Complaint for Approval" on page 273

**Note:** When the Criminal Complaint is approved, the approval process creates a Court Case automatically, providing your agency has the Court Case module turned on. For more information on Court Case, refer to "Court Case Overview" on page 277.

e. You are taken back to the *Edit Field Arrest* screen. **Page down** to see the Criminal Complaint associated with the Field Arrest.

Criminal Complaints					
Compliant Number	Person Name	Date	Status	Submission Status	Actions
20COMP0066		06/24/2020 1150	Initial		ľ

- 5. Click **Next Section** on the *Edit Field Arrest* screen to navigate to *Arrestee Information* tab, or click on the *Arrestee Information* tab.
  - **Note**: Each tab has a **Next Section** link that advances you to the next tab. Or you may click on the individual tabs to navigate between tabs manually.

~ Alia	ses											_	🔂 Add A
Last N	lame	First	name	Middle	Title	DOB		SSN		Туре		Date Of Info	Actions
		Smit	hNWesson							Nicknar	ne	03/01/2017	<b>e</b>
Smith		Billy		3/16/12		09/08/19	956	123-4	5-6789	Primary	Name	03/16/2012	
Phys	ical De	escription	IS									O Add Phys	sical Descript
Ht	Wt	Eye Color	Hair Color	Hair Style	Facial Hair	Hair Length	В	uild	Skin Color	Age	Glass	Date of Info	Actions
5' )1"	185	Black	Black			Short	Sli	ight	Light Brown		No	11/21/2016	2
) SM	Ts and	l Other Cl	haracterist	ics									• Add S
Ad	dresse	s											Add Addr
Addre	SS						Туре		Occupied	Com	ments	Date of Info	Actions
54 Ea	ist PER	RY Street B	lock of Apar	tment #13A	VERSAILLES,	IN 58965	Resic	lence				02/21/2017	2
7 Pho	ne Nu	umbers										🔂 Add	Phone Num
Numl	er					Тур	e					Date Of Info	Actions
333)-	333-33	33				Resi	idence	e				03/17/2017	2
Em	olovm	ent										<b>G</b> A	dd Employm

6. Click on the individual Add buttons to enter the necessary Arrestee Information.

For example, click on **Add Physical Description** to add the Arrestee's physical description.

🛉 Phys	ical De		O Add Ph	ysical Description							
Ht	Wt	Eye Color	Hair Color	Hair Style	Facial Hair	Hair Length	Build	Skin Color	Age	Glass	Date of Info

HEIGHT	WEIGHT	
-Select- 💙 " -Select-	✓ '	
EYE COLOR	HAIR COLOR	
-Select-	✓ -Select-	~
FACIAL HAIR	HAIR LENGTH	
-Select-	✓ -Select-	~
BUILD	SKIN COLOR	
-Select-	✓ -Select-	~
HAIR STYLE	GLASSES	
-Select-	✓	
Age	DATE OF INFO	
62	03/13/2019	

- a. If arresting a previously known person you can import the existing Physical Description from the Master Person record. Click on the Populate From Most Recent button to populate the data from the most recent Master Person record.
- b. Update fields as needed.
- c. Click **Save**, or click **Cancel** to return to *Edit Field Arrest* screen without adding a **Physical Description**.
- d. Continue adding all other necessary information.

**Note: Citizenship** under the **Birth Place** section is required. If **Country** is blank, it defaults to the same value as **Citizenship**. If needed, you can select a different Country than Citizenship.

7. Click Next Section on the Edit Field Arrest screen, or click on the Officers tab.

## Officer

Ensure the information is correct on the **Officers** tab.

% Arrest	영 Ari	estee Inform	nation	🚨 Officers - 1	J Ass	sociated Events - 1	월 Location - 1	🐄 Charges / W	🎭 Charges / Warrants - 0 💦 🔒		nmes - 2	
😂 Property -	- 0	🛱 Vehicle /	Towing - 1	<b>≣</b> Narrative	s - 1	Attachments - 0	• Questions	Validations	⊞ Log			
											Add Officer	Add Non-Agency Officer
Badge #			Name			Role		Agency				Actions
SAUR111			Saur, Chr	istine		Arresting / Citing	9	District 4	2, Versaille	s		â

The Field Arrest accommodates multiple officers with different roles.

1. Click the Add Officer link to add officers to the Field Arrest.

Add Officer		
OFFICER		
Officer Joe Hedges(Badge #: 7049) - All Other		<b></b>
ROLE		
Assisting		~
	Cancel	Save

- 2. Choose the appropriate Officer and associated Role, then click Save.
- 3. The added officer then appears in the **Officer** tab of the Field Arrest record.

The **Add Non-Agency Officer** link appears for multi-tiered agencies. With the proper permissions assigned by your administrator, this button allows you to assign officers from outside of your agency. For more information see your administrator.

# **Associated Events**

This tab gives you the option to associate an **Incident** or **Calls for Service** to this **Field Arrest**. To waive the option, check the **An Associated Event Is Not Required For This Field Arrest** box.

% Arrest	- <del>8</del> 8	Arrestee Information 2. Officers - 1		rrestee Information & Officers - 1 JAssociated Events - 0		sociated Events - 0	🕰 Location - 0 🖏 Charges / Warrants		rrants - 0	🚢 Names - 0
la Property	r - 0	0 🖨 Vehicle / Towing - 0 🗮 Narratives -		0	Attachments - 0	<b>Q</b> uestions	🖉 Validations	≣Log		
			А	An Associa	ated	Event Is Not Requ	ired For This Fi	eld Arrest		

If you want to associate an **Incident** or **Calls for Service**, leave the box unchecked. You can either *create* or *select an existing* **Incident**, or *select an existing* **Call**.

**Note**: You may assign multiple **Associated Events** to the same **Field Arrest**.

### **Create Incident**

Create Incident only applies if your agency allows the manual creation of incidents.

1. Select the **Create Incident** link to create an **Incident**. The *Incident Report Number* and Summary screen opens.

Incidents

• Create Incident • Select Incident

Incident Report Number and Summary
Please verify the following information and click finished to create a new incident report
AGENCY
District 42, Versailles
REPORT #
Auto Generated
SECURITY LEVEL
Patrol Officer 🗸
MEDIA/CRIME SUMMARY Check Spelling
Loud arguing heard by several neighbors.
Go Back Finished - Go To Next Section

2. Enter the necessary information, then click the **Finished - Go To Next Section** button.

**Note**: Click the **Check Spelling** button to check your spelling before going to the next section if you wish.

3. The Incident Associations form opens.

								Go Back		
Incident Su	<b>mmary:</b> 03/13/20	19 1450 Hrs						Agency: District 42, Versailles		
Offense(s):	No Offense Speci	fied					Repor	t #: 2019D4210220 Supp #: 0		
					Include Select A	individual p All to includ	preferences or c e all preference	lick Select All		
Incident Deta	ils					<u>\</u>				
REPORT DATE			OCCURRENCE DA	TE FROM	Л	OCCURRENCE DATE TO				
03/13/2019 1	450	<b></b>	02/05/2019 14	433		a t		曲		
Location										
1001 North	East Main Street	INDIANAPOLIS, I	N					Include Location (Incident Location)		
Officers										
Name					Role			Actions		
Saur, Christine					Reporting	J		Include Officer		
Saur, Christine					Arresting		$\setminus$	Include Officer		
Arrestee							```			
LAST NAME Smith	FIRST NAME Billy	MIDDLE NAME 3/16/12	DOB 09/08/1956 (Age: 62)	SEX Male		RACE White		Include Arrestee		
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE STATE Virginia	SSN 123-45-6789				¢ (1/1) 11/21/2016	Ð			

4. Select the items on the *Incident Associations* form to include on **Incident Report** from the **Field Arrest**.

- **Note**: Additional information can be added to the **Incident Report** later. For more information on **Incident Reports** refer to "Incidents" on page 169.
- 5. Click the Save button at the bottom of the screen.
- 6. The associated **Incident** appears in the **Associated Events** tab of the *Edit Field Arrest* screen.

#### Select Existing Incident

1. Select the **Select Incident** link to associate an existing **Incident** to the **Field Arrest**. The *Incident Search* screen opens.

Incidents			Cre	eate Incident   S	Selec	t Incide
				Incident	SmartSe	earch
REPORT #		AGENCY				
		All Agencies			~	<b>#</b>
REPORT TYPE		REPORT DATE FROM		REPORT DATE TO		
Click To Select			<b></b>			<b>#</b>
APPROVAL STATUS		OCCURRENCE DATE FROM		OCCURRENCE DATE TO		
-Select-	~		<b></b>			<b></b>
SUMMARY		APPROVAL DATE FROM		APPROVAL DATE TO		
			<b>#</b>			<b>#</b>
FOLLOW UP ACTION		GANG RELATED				
-Select-	~	-Select-				~
STATUS / DISPOSITION						
-Select-	~					
ADDITIONAL SEARCH CRITERIA						
-Select-						
	Go Back	Reset Search				

2. Enter the **Report#** if known, otherwise enter the known information, then click the **Search** button to view the results of your search.

Q Incident	Searc	h Results	d					Show Map Refine Search	New Search
Agency	ţţ	Report #	ţ↑	Report Date ↓↑		Supp #	lî	Summary	Actions
D42		2018D4210207		12/13/2018 1332 Hrs		0		456 Main STCT Apartment #100 Littleton, CA 12345 Offense(s): 1; 35-43-2-1 B03 - BURGLARY- ATTEMPTED	0
	Refine Search New Search								

3. Click on the **Select** icon **b** to select the appropriate **Incident Report**. The selected report will then appear on the **Associated Events** tab of the **Field Arrest** record.

### Select Existing Call

1. Select the **Select Existing Call** link to associate an existing **Calls for Service** to the **Field Arrest**. The *Calls For Service Search* screen opens.

Calls for Service					Select Existing Cal
Dispatch Search Details					
DISPATCH #	CAD AGENCY		RESPONDING AGENCY		SERVICE AGENCY
1	Indiana State Police	~	All Agencies	~	All Agencies 🗸
DISPATCHER	EVENT TYPE		CALL PRIORITY		CALL / ACTIVITY
	Police	~	-Select-	~	Click To Select
DISPOSITION TYPE	STATUS		CALLER NAME		CALLER PHONE #
-Select-	-Status-	~			
CALL DATE FROM Last 24 Hours	CALL TIME FROM		CALL DATE TO		CALL TIME TO
03/12/2019	1454		03/13/2019	<b></b>	1454
INCIDENT REPORT #	ARREST #		NOTES		
Officer Details					
FIRST NAME	LAST NAME			INTERNAL I	D / BADGE#
SEARCH CALLS I'VE RESPONDED TO	PRIMARY O	FFICER ONLY			
$\checkmark$					
Person Details					

- 2. Enter the **Dispatch#** if known, otherwise enter the known information.
- 3. Click the Search button to view the results of your search.

Q Incident Search Results     New Search       Image: Image										
Dispatch ↓î #	Agency	Dispatch ↓î Date	Call ↓î Type	Caller↓î	Primary Officer ↓1	Location 11	Incident ↓↑ Report #	Actions		
2018- 00000373	District 34, Jasper	12/04/2018 15:48	FIRE ALARM		Patrol Officer Dana McMillan #DMM12345	1429 W US 40, GREENFIELD, IN, Hancock		60		
				Refine	Search New Search					

- 4. Click on the **Select** icon **b** to select the appropriate **Calls for Service**.
- 5. The selected CFS then appears on the **Associated Events** tab of the **Field Arrest** record.

When you are finished adding the necessary associated events, click the **Next Section** button to advance to the *Location* tab.

## **Validations on Field Arrest Imports**

The **Field Arrest** can be associated to an **Incident Report**, and data from the **Field Arrest** can be imported into the **Incident Report**.

When associating a **Field Arrest** to an **Incident Report**, don't assume all of the **Field Arrest** information is automatically associated to the **Incident Report**, for this has led to improper UCR and NIBRS reporting.

If a **Field Arrest** is associated to a report, then Online RMS verifies that at least one offense from the associated **Field Arrest** was added to the **Incident Report**, if no offense was associated or added to the **Incident Report** then validation errors occur:

• Field arrest information – At least one offense from the field arrest must be included.

If a **Field Arrest** is associated to a report, then Online RMS verifies that Arrestee (person name) from the associated **Field Arrest** is added to the **Incident Report**, if no arrestee was associated or added to the **Incident Report** then validation errors occur:

• Field Arrest Information – Arrestee from field arrest must be included on report.

### Location

Add the **Location** to the **Field Arrest**. The location pulls from the **Master Address Index**. The recommendation is to always search for an existing Master Address record before adding a new one to prevent duplicates.

For details on Master Indicies refer to "Master Indices" on page 75.

Location	Quick Search	O Advanced Search / Add
No Location Selected		

1. Click the Quick Search link to open the Quick Search window.

You have the option to search by the street address only, or by separate fields that make up an address such as street number, street name, city, etc.

Quick Search	
SEARCH TYPE POSTAL ONE LINE  Select One Line to search by street ad ADDRESS 1001 Main Enter part of the street address to list matches Reset Search	dress only
Show 10 + entries	Select to add to Location tab
Index 1: Address ID	Common Place 13 Actions 13     Name
14     1001 North East Main Street	<b>.</b>
Showing 1 to 1 of 1 entries	First Previous 1 Next Last
	Close Advanced Search / Add

OR

Quick Search			
SEARCH TYPE SE POSTAL ONE LIN	elect Postal to search by indivi	idual fields	
STREET #	DIRECTION	STREET NAME	ТҮРЕ
1001	-Direction- 🗸	Main	-Туре- 🗸
CITY	INTERSECTING STREET	INTERSECTING STREET TYP	E
	NAME	-Туре-	
	Reset	Search	
Show 10 \$ er	ntries		
Index 1↓ Address ID	5	t∔ Co Na	mmon Place      †↓    Actions †↓ Ime
14 1001 No	orth East Main Street		• 2
Showing 1 to 1 of 1 e	entries	First	Previous 1 Next Last
			Close Advanced Search / Add

- Note: If the Location you are looking for does not exist, click the Advanced Search/Add button to add it to the Master Address Index. For more information on adding a Master Address index record, refer to "Master Indices" on page 75.
- 2. Click the Select icon 5 to select the Location you want to add to the Location tab of the Field Arrest.

% Arrest	ି Arrestee Informa	ion 🧕	Officers - 1	۸ ور	ssociated Events - 1	🖧 Location - 1	🐄 Cha	rges / Wi	arrants - 0	💄 Names - 2	
🗟 Property	- 0 🔗 Vehicle / To	wing - 1	<b>≣</b> Narrativo	es - 1	Attachments - 0	<b>Q</b> Questions	🗟 Valio	lations	⊞ Log		
Location	Location										TREMOVE Location
ADDRESS 1001 North East Main Street INDIANAPOLIS, IN											E OXBOW
INDEX ID 14	LATITUDE 39.872057	LONG -86.1	<b>ITUDE</b> .42280								
										God	gle H H

- 3. Click the View Location button to view details of that address.
- 4. Click Edit Location to change the address data, or click Remove Location to delete it from the Location tab.

● View Location 🗹 Edit Location 🛅 Remove Location

Click the Next Section button to advance to the Charges/Warrants tab.

# **Charges and Warrants**

On this screen you have the option to Add Charges, Add System Warrants, and Add External Warrants.

% Arrest	Arrestee Information	2 Officers - 1	A C.	ssociated Events - 1	🕼 Location - 1	🐄 Charges / Wa	ী៖ Charges / Warrants - 0		
🔊 Property - 0	R Vehicle / Towing	1 🖹 Narrativ	es - 1	& Attachments - 0	<b>O</b> Questions	Validations	≣Log		
Charges									🔂 Add Charg
System Wa	rrants								O Add System Warra
External Wa	arrants								Add External Warra

Note: If there is an active System Warrant a red link appears to the left of +Add System Warrant with the person's name. Click the red link for Warrant options.

- 1. Click the Add Charges link to add the Charge.
- 2. For the **Charge Code** type in a portion of the offense description then select from the drop-down.

**Note:** You must enter each charge separately.

						Add Charges	Enter # of Charges	Add	Co Rock	Sava
Charge #1						Add charges	Enter # or onarges	Add	SO DACK	Save
CHARGE CODE										
35-43-4-2 T70 THEFT- PURSE (35-43-4-2	T70)									-
CATEGORY				CLASS						
-Select-			~	-Select-						~
OFFENSE DATE		OFFENSE COUNT				CSAU				
	<b># *</b>				*	-Select-			~	$\mathbf{\Psi}$
BOND TYPE		BOND AMOUNT				DOMESTIC RE	LATED			
-Select-	✓ ↓				*					Û
			Go Back	Save						

- 3. If the Charge is domestic related, check the **Domestic Related** box.
- 4. If a Charge is selected that has a default Bond Type or Amount configured for the Charge Category and Class related to the Charge Code or directly at the Charge Code level, the **Bond Amount** and **Type** automatically populates for you. You can update the Bond information as needed.
- 5. Click the Add button on the top right of the screen to add additional charges. Alternatively, you can enter the number of charges in the Add Charges text box to add a set of fields for that many charges.

						Add Charges 2	Add	Go Back	Save
Charge #1									
CHARGE CODE									
35-43-4-2 T70 THEFT- PURS	SE (35-43-4-2 T70)								
CATEGORY				CLASS					
-Select-			~	-Select-					~
OFFENSE DATE		OFFENSE COUNT				CSAU			
	<b># *</b>				*	-Select-			• •
BOND TYPE		BOND AMOUNT				DOMESTIC RELATED			
-Select-	<ul> <li>✓</li> <li>✓</li> </ul>				*				î
Charge #2									
CHARGE CODE									
I									8
CATEGORY				CLASS					
-Select-			~						~
OFFENSE DATE		OFFENSE COUNT				CSAU			
	<b>m v</b>				*	-Select-			• •
BOND TYPE		BOND AMOUNT				DOMESTIC RELATED			
-Select-	<ul> <li>✓</li> <li>✓</li> </ul>				*				<b>a</b>

- 6. Click the Save button to add the Charges to the Field Arrest.
- 7. Click the Add System Warrant and Add External Warrant links to add that information, if appropriate.

System Warrants	Add System Warrant
External Warrants	O Add External Warrant

a. Click Add System Warrant to open Warrant Search.

Warrant Search			View Delete Log	Add Warrant
LAST NAME	FIRST NAME		DOB	
				曲
PERSON INDEX ID	WARRANT INDEX ID		WARRANT TYPE	
			-Select-	~
AGENCY		LECT O	STATUS	
All Agencies	SPECIFY		Active	~
	-Select-	<b>.</b>		
ISSUING COURT  SELECT  SPECIFY	JUDGE		PLAINTIFF	
-Select-		8000		
STATE WARRANT ID	BOND TYPE		REFERENCE TYPE	
	-Select-	~	-Select-	~
NCIC #	BOND AMOUNT		REFERENCE #	
INCIDENT REPORT #	WARRANT #			

b. **Search** for the existing Warrant, then select from the results list to add it to the Arrest.

If the Warrant does not exist, you can click on the **Add Warrant** button on the Warrant Search screen. For more information on searching or adding Warrants, refer to <u>WARRANTS.htm</u>.

c. Click External Warrants to open the Add External Warrant form.

					Go Back
WARRANT #			OUT OF STATE		
COUNTY					
-Select-	~				
BOND TYPE		BOND AMOUNT		CHARGE DESCRIPTION	
-Select-	~				
COMMENT					
		Sa	ave		

d. Enter the appropriate information, then click **Save** to add it to the Arrest.

Once you have completed all information, click the **Next Section** button to advance to the **Names** tab.

### Names

The Names tab contains Next of Kin/Emergency Contacts, Victims, Other Names, and Organizations.

⁰₀ Arrest	% Arrestee Information	3 Officers - 1	Associated Events - 1	🕰 Location - 1	🎭 Charges / Wa	arrants - O	🛔 Names - 2					
🔊 Property	0 🛛 🖓 Vehicle / Towing	- 1 🖹 Narrative	s - 1 🕜 Attachments - 0	<b>Q</b> uestions	Validations	≡Log						
Next of Ki	Next of Kin / Emergency Contact The relations here directly update the Arrestee's master person information											
Add Next of Kin / Emergency Contact												
Related Pe	rson			Relation	Next of Kin	EC	Depender	nt Date of Info	Actions			
Fred Smith	RACE: White SEX: Male I	DOB: 01/01/2003		Grandparent	Yes	No	No	03/26/2015				
Tomaaaa Si	mith RACE: White SEX: M	Male DOB: 11/07/	1979	Child	Yes	Yes	Yes	04/19/2016				
Victims	Victims Quick Search Q Advanced Search / Add											
Other Nan	Other Names OQuick Search () Advanced Search / Add											
Other Orga	Other Organizations Our Advanced Search / Add											

Click the **Add Next of Kin/Emergency Contact** link to open the *Master Person Search* screen to search for the name in the Master Indices module.

• Add Next of Kin / Emergency Contact

For Victim, click the **Quick Search** link to search for the name in the Master Indices module. If you do not find the name in the Master Indices, click the **Advanced Search/Add** link to add it. Use a similar process to select **Other Names** (witnesses) and **Organizations**.

Ouick Search Advanced Search / Add

For more information on searching in and adding records to the Master Indices, refer to "Master Indices" on page 75.

Once you have completed all information, click the **Next Section** button to advance to the **Property** tab.

### Property

The **Property** tab is applicable only when *Field Arrest Property* is setup to be used from the *Field Arrest Module Admin* page.

Enter **Property** that needs to be inventoried and belonging to the Arrestee.

If there is **no Property** to be inventoried, check the **Arrestee Property Not Inventoried** box.

% Arrest %	% Arrest % Arrestee Information		Associated Events - 2			🗟 Charges / Wa	irrants - 0	💄 Names - 2	
🗟 Property - 0	Property - 0 🛛 🛱 Vehicle / Towing - 1		≣ Narratives - 1		<b>Q</b> Questions	Validations	≣Log		
	Arrestee Property Not Inventoried								
Property	Property OAdd Personal Property								

If there **is Property** to be inventoried, follow the next steps:

1. Click the Add Personal Property link to open Property Details.

Add Personal Property

**Note**: The **Arrestee Property Not Inventoried** box must be unchecked for the **Add Personal Property** link to appear.

2. The Logging Officer defaults to the Arresting Officer. Make sure this information is accurate.

Property Detail	s			Go Back
LOGGING OFFICER				
Christine Saur				
Туре	Description	Status	Comment	Actions
-Select-	~	Inventoried, not	held 🗸	Ô
-Select- Add Additional Pro	operty	Inventoried, not	held 🗸	ĺ.
	Click to add additional p	roperty Save		

- 3. Using the Drop-downs and free text boxes, enter the appropriate description and any comments.
- 4. Click the Add Additional Property link to add additional property, if applicable
- 5. Click the Save button.
- 6. The Property appears in the grid and a Print Selected Property Labels link appears.

Print Selected Property Labels O Add Personal Property

7. Select one or more property records, then click the Print Selected Property Labels.

Propert	ty			Print Selected Property Labels 3 Add Personal Property						
•	Туре	Description	Logging Officer	Status	Comment	Release Info	Actions			
	Other	asdf	SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	Inventoried, not held						
	Currency	\$100.00	SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	Inventoried, not held						

8. A FieldArrestProperty.pdf file downloads to your machine.

**Note:** If a **Release Property link** appears, you can click on the link to release property. For more information on releasing property, refer to "Release Property" on the facing page.

▲ Release Property

Once you have completed all information, click the **Next Section** button to advance to the **Vehicle/Towing** tab.

#### **Release Property**

For your convenience, you can release property from the *Property* tab of the *Edit Field Arrest* page.

१	o Arrest	% Arres	stee Information	2 Officers - 1	Officers - 1 🥒 Associate		events - 0 🔊 Location		on - 1	1 <sup>#</sup> * Charges /		rrants - 1	A Names -	0
6	å Property	y-2 🗧	Vehicle / Towing -	0 <b>≣</b> Narrative	s - O	Attachments	5 - 0	Quest	tions	🖢 Validati	ons	≣Log		
Property				🔓 Relea	ase Prop	perty 🔒	Print S	elected Pro	perty	Labels 🔂 A	dd Personal F	property		
		Туре	Description	Logging Off	Logging Officer		Status	Status Comn		iment Rele		ase Info	Actions	;
		Wallet		Saur, Christin	Saur, Christine, ID# SAUR		Held						ľ	Ē
		Watch		Saur, Christin	Saur, Christine, ID# SAUR		Invent	oried					ľ	Ē

The link appears only if there is at least one property record that is eligible for release.

1. Click on the **Release Property** link to open the *Release Property* form listing the property that is eligible for release.

Release	Release Property Go Ba											
	Туре	Description	Logging Offic	er	Status	Comment						
<b>Z</b>	Watch		Saur, Christine,	ID# SAUR111	Inventoried							
Released	То			DATE RELEASED								
Robin P	oharcyk, Arre	estee		11/20/2020 1025			曲					
Releasin	g Officer											
Christin	ie Saur											
	Signature											
	Save											

- 2. Check one or more property records you want to release. While one item appears in the example, there could be multiple.
- 3. Enter Released To and Date Released.
- 4. Select a different Releasing Officer or leave as the default.
- 5. Optionally, click the **Signature** button to sign.

- 6. Click Save.
- 7. The release information appears on the property record.

Property 🕒 Print Selected Property Labels 💿 Add Personal Propert													
	Туре	Description	Logging Officer	Status	Comment	Release Info	Actions						
	Wallet		Saur, Christine, ID# SAUR111	Held									
	Watch		Saur, Christine, ID# SAUR111	Inventoried		Released To: Robin Poharcyk, Arrestee Released Date: 11/20/2020 1025 Releasing Officer: Saur, Christine, ID# SAUR111	C D						

Notice the **Release Property** link no longer appears. In this example, there are no longer existing property records that are eligible for release; if there were, the link would still be available.

# Vehicle/Towing

% Arrest % Arrestee Information		Associated Events ، الم		ssociated Events - 1	🖧 Location - 1	ैं៖ Charges / Warrants - 0		💄 Names - 2			
🔊 Property - 0	🛱 Vehicle / Towing -	1	≣ Narrative	s - 1	& Attachments - 0	<b>Q</b> uestions	Validations	≣Log			
No Vehicle Selected					Select Vehicle Associated to Arrestee 🕈 Quick Search 🕏 Advanced Search / A						
No Impound Se	lected						🔂 Add Ne	ew Impoun	d 🔂 Add Existing Impo		

The **Vehicle** must exist in the *Master Index* module before you can associate it to an Arrestee. With the proper permissions, you can add it to the *Master Vehicle Index* if it doesn't exist. For more information about the *Master Index* module, refer to "Master Indices" on page 75.

### Associate a Vehicle

You can associate a vehicle to the Arrestee three ways:

#### Select Vehicle Associated to Arrestee

Click the **Select Vehicle Associated to Arrestee** link, if available, to add a **Vehicle** associated with the Arrestee. This link appears only when at least one vehicle is linked to the person listed as the Arrestee.

Select Vehicle Associated to Arrestee

Click the **Select** icon **b** to select the vehicle you want to associate with the Arrestee.
Quick Search							
Show 10	entries						
Index ID 🕇		Year 11	Make 🕫	Model	11 Actions 11		
<b>()</b> 46	SAFG651AS32165ETR651	1999	CHEVROLET(CHEV)	MONTE CARLO	• 2		
180	ER54TY65WE98	2012	MERCEDES-BENZ(MERZ)		• 🗹		
Showing 1 to	2 of 2 entries	First Previous 1	Next Last				
					Close		

**Note**: Only one vehicle can be associated with an Arrestee.

With appropriate permissions, you can click on the **Edit** icon **I** to update the *Master Vehicle Index* record, if necessary. For more information on updating a Master Vehicle Index record, refer to "Master Indices" on page 75.

• Quick Search

Click the **Quick Search** link to search for the **Vehicle** by *VIN*, *License Plate*, and *State*. If the **Vehicle** appears on the search results, click the Select icon **b** to select it.

Advanced Search/Add

If the **Vehicle** is not in the *Master Vehicle Index*, click the **Advanced Search/Add** link to add the **Vehicle** to the *Master Vehicle Index*. For more information on searching and adding a *Master Vehicle Index* record, refer to "Master Indices" on page 75.

Once you select the **Vehicle**, it appears in the Vehicle/Towing tab of the Field Arrest.

<sup>9</sup> ₀ Arrest	Arresto	e Information	3. Offic	ers - 1	rs - 1 🥒 Associated Ever		ents - 2	nts - 2		≒ Charges / Warrants -		🚨 Names - 2	
🔊 Property - 0	) A\	/ehicle / Towing -	1 🗐	Narrative	s - 1	🖉 Attachi	ments - 0	Questions	🖻 Val	idations	≣Log		
Vehicle Det	ails		View v	/ehicle	info	or remov	/e it fro	n the Arrest	t <del></del>	View	/ehicle <b>i</b>	🖥 Remove Vehicle	
<b>YEAR</b> 1999		VIN MAKE SAFG651AS32165ETR6 CHEVROLET(CHEV)		MODEL MONTE CARLO		LICENSE 123456	LICENSE PLATE 123456		LICENSE STATE AK				
LICENSE TYPE Automobile (Passenger)	I	LICENSE MONT YEAR 2 / 2013	гн /	MISC I Misc I	MISC ID COLO Misc Identifier BLU		COLOR BLU / D	BL 10/30/2 PM		ATE OF INFO I 10/30/2013 04:11:44		INDEX ID 46	
SEIZED		: [				Upo	late						
Impound								C	Add Nev	v Impound	Add	Existing Impound	
Towing Towing appears when an associated vehicle exists INO Towing Oselect Company Ose							Specify Company						
						Upo	late						

You can click the **View Vehicle** link to view vehicle details or click the **Remove Vehicle** link to remove it from the Field Arrest.

Check the **Seized** box if the vehicle was seized.

Check the **Stored** box if the vehicle was stored.

Click the **Update** button to save your updates.

### **Add Towing Information**

**Towing** appears at the bottom of the screen only when a vehicle exists on the Field Arrest. Three towing options appear: Choose **No Towing** when towing is not involved, choose **Select Company** to choose an existing towing company, or choose **Specify Company** to add and select a towing company. When selecting or specifying a company, additional entry fields appear.

### Add Impound Information

Click the **Add New Impound** link to add a new record, or click **Add Existing Impound** to select an existing Impound record, then enter the necessary information.

If a vehicle record already exists on the Field Arrest, a warning stating the existing vehicle and towing information may be overwritten. Click **Yes** to continue and overwrite the existing vehicle and towing information, or click **No** to exit without overwriting.

Message From RMS	
If you continue, vehicle and/or towing information may be overwritten	
м	lo Yes

**Note**: When adding an existing Impound record, the vehicle associated with the Impound is added to the Arrest.

Click the **Update** button after all information is entered.

Once you have completed all information, click the **Next Section** button to advance to **Narrative** tab.

# Narrative

The **Narrative** is not required to complete the **Field Arrest**. You can create one or multiple **Narratives**. Click the **Add Narrative** link to open the *Add Narrative* screen. You must enter a **Title** and additional information in the body of the narrative.

			Go Bac
Arrest Summary: 02/05/2019 1433 Hrs ()			Agency: District 42, Versailles
Charges:			Arrest #: 1902593
ELECT A TEMPLATE	NARRATIVE TITLE		LAST SAVED: 03/13/2019 1534
-Select-			8 8
ۇ 🌾 🕹 🔓 🕼 🕼 🔸 → 🔍 🦕 📾	∞ ∝   🖬 🖿 🗮   🗙		
B I U   I <sub>x</sub>   ≟≣ ∷≣   ≝≣ ⊞E   Styles	• Format • Size	• 🖾• 🔺 🖹 🚍 :	Line Hei 👻
1			
body			
	Sa	ve	

You can use the formatting icons to customize the layout of your narrative. The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type.

To insert images, you must use the **Image** icon.

**Note**: For more information on Narratives, refer to "Narrative Tab" on page 213.

The Narrative auto-saves every 60 seconds while you type. The last saved date and time displays on the form.

Click the Save button.

Click on the Print icon <sup>(D)</sup> if you wish to print the Narrative. Refer to "Printing from Online RMS" on page 35 for details.

Once you have completed all information, click the **Next Section** button to advance to the **Attachments** tab.

### Attachments

**Attachments** are files that are accessed by other programs, such as a picture, document, spreadsheet, etc. These files are uploaded and saved to the **Field Arrest**. You can have none, one, or multiple **Attachments**.

% Arrest	<sup>약</sup> Arrestee Information 🚨 Officers - 1		Officers - 1	Associated Events - 1		🔒 Location - 1	* Charges / Warrants - 0		💄 Names - 2			
🗟 Property	r - <b>O</b>	🕾 Vehicle / Towing - 1 📄 Narrative		s - 1	Attachments - 0	Questions	Validations		≡Log			
File And I	File And Image Attachments - 0											
Attached Forms - 0									Add For	m -Sele	ct-	~

Click on the **Add Attachment** link to add attachments, or click **Image Library** to add image files from your personal *Image Library*. If images do not exist in your Image Library, then the hyperlink does not appear.

Refer to "Attachments" on page 63 or "Image Library" on page 69 for more information.

Click the Go Back button after uploading Attachments.

Once you have completed all information, click the **Next Section** button to advance to the **Questions** tab.

# Questions

⁰o Arrest	<sup>Q&amp;</sup> Arrestee Information	🚨 Officers - 1	🤳 As	sociated Events - 1	🔊 Location - 1	🖏 Charges / Wa	arrants - 0	💄 Names - 2	
la Property	- 0 🛱 Vehicle / Towing -	1 🖹 Narrative	:s - 1	& Attachments - 0	<b>Q</b> uestions	🖉 Validations	≣Log		
MEDICAL CO	MMENT								
Drugs Scre	ening								
Did person	have drugs in possessior	n		○ Yes					
				● No ○ N/A					
Did the per	son appear intoxicated?			O Yes					
				No					
				⊖ N/A					
				Save					

Select and enter appropriate information in the fields provided.

A red left border in the **comments** fields indicates comments are required. The border may appear depending on the answer you provide to the left of the comment. In the below example, the comments field becomes required when you indicate the person appears intoxicated.

Did person have drugs in possession	<ul><li>○ Yes</li><li>● No</li><li>○ N/A</li></ul>	
Did the person appear intoxicated?	● Yes ○ No ○ N/A	Slurring his words.
Were minors present and was action taken?	<ul> <li>○ Yes</li> <li>● No</li> <li>○ N/A</li> </ul>	

Click the Save button.

Once you have completed all information, click the **Next Section** button to advance to the **Validations** tab.

# **Validations**

You must enter all required information before the system allows you to create the **Field Arrest** record. Tabs with missing required information display in red. Hover your mouse over the red tab to display a missing data message.

⁰₀ Arrest	- 98 J	Arrestee Information	& Officers - 1		ssociated Events - 1	월 Location - 1	🐄 Charges / 😡	• One Charge or Warrant is Required		
🗟 Property	- 0	🛱 Vehicle / Towing -	1 🖹 Narrativ	es - 1	& Attachments - 0	Questions	🖉 Validations	≡Log		

The Validations tab will also display the errors that are causing red tabs.

1	Errors were found on the field arrest which require attention before the arrest may be completed. You may use the links below to help guide you to the particular area of the arrest needing modification. Once all the errors have been resolved, you may complete the field arrest.
A	One Charge or Warrant is Required
A	Arrest Disposition is Required
A	At least one property of type Currency must be added
A	A more recent physical description is required.
A	Employer Name And Address Is Required

Click on each red tab to enter the missing data. Repeat until there are no longer red tabs.

If no errors then there will be no red tabs.

Click on the **Complete** button at the top of the screen.

Enter any comments and click the **Submit** button. An approval *Notification* is sent to the *Approval Group*.

Your Field Arrest is now complete.

### Log

Activities affecting the **Field Arrest** are written systematically to the **Log** tab, creating a trail of events. For example, the system generates a **Log** entry when the **Field Arrest** is created, is updated, and another when it is submitted for approval. The **Log** entry includes the user name, date, and general description of the event.

You can also click on the Add Log button to create your own Log entry.

% Arrest % Arres	tee Information	🖲 Officers - 1	Associated Events - 1	🕼 Location - 1	🕆 Charges / W	/arrants - 0	💄 Names - 2			
කි Property - 0 🔗	Vehicle / Towing - 1	<b>≣</b> Narrative	es - 1	0 Questions	: 🕑 Validations	⊞ Log				
Arrest Log					(	Click to a	idd your own	log entry	→ OAdd Log	
Creator Name		Date	e Created		Log Entry					
Christine Saur		02/0	95/2019 1443		Field Arrest #19	02593 creat	ted			
Add Log										
This is an exam	nple of a manua	al log entry	Cancel S	ave						

Click **Save** to create and commit the entry to the Log.

Note: Log entries cannot be updated or deleted.

# **Duplicate Field Arrest**

There are times when multiple arrests occur for the same location and charges. You must create a separate **Field Arrest** record for each Arrestee, and for your convenience, the **Duplicate** button at the top of the *Edit Field Arrest* form duplicates the **Field Arrest** record for each Arrestee systematically to avoid duplicate manual entry.

During the **Duplicate** process, you also select the **Field Arrest** areas to **Duplicate**, such as officers, narrative, charges, etc.

When adding a new **Field Arrest** the *Edit Field Arrest* screen appears automatically after selecting the Arrestee. For more information on adding **Field Arrests** refer to "Add Field Arrest" on page 303.

To **Edit** an existing **Field Arrest** you must first **Search** for the **Field Arrest** you want to **Edit**, then select the appropriate **Field Arrest** to open the *Edit Field Arrest* screen. For more information on searching **Field Arrests** refer to "Search Field Arrests" on page 300.

1. When the *Edit Field Arrest* screen appears, click the **Duplicate** button to begin the duplication process.

								Go Back	Duplicate Print
LAST NAME	FIRST NAME	MIDDLE	NAME D	OB	SEX		Minimize View	Person Edit Pe	rson Change Person
Smith	Billy	3/16/12	(	09/08/1956 (Age at Time of Arrest: 62 Yea Old)	Male		White		
ETHNICITY DRIVER'S LICENSE # DRIVER'S		LICENSE STATE S	SN	0 1	1/21/2016 💿				
Hispanic or Latino	c or Latino DL123487566 Virginia 123-45-6789								
ALLASES SmithNWesson (Nickname)									
RESIDENCE PHONE (333)-333-3333	ADDRESS (R 654 East PE	ESIDENCE) RRY Street Block o	f Apartment #13A \	A VERSAILLES, IN 58965 6' 01			HEIGHT 6' 01"		
EYE COLOR Black	HAIR COLOR Black		COMPLEXION Light Brown						
MISC IDS DL123487566 (OLN)	Misc IDs         INDEX ID           DL123487566 (OLN)         42								
Previous Section	Previous Section Next Section								
% Arrest % Arrester	Information	Officers - 1 🎝 As	sociated Events - 1	🔊 Location - 1 🐂	Charges / Warrants -	0 🚨 Na	mes - 2		
කි Property - 0 🔿 V	© Property - 0 ⊗ Vehicle / Towing - 1 ≣ Narratives - 1 # Attachments - 0 @ Questions @ Validations ≣Log								

2. The Duplicate Field Arrest screen appears.

	Go Back
Arrest Summary: 02/05/2019 1433 Hrs 🚺	Agency: District 42, Versailles
Charges:	<b>Arrest #:</b> 1902593
Duplicate Field Arrest	
<ul> <li>Click Add Arrestee to select a new arrestee. You can add as many arrestees as yo</li> <li>You can then choose which sections you would like duplicated.</li> </ul>	u like. For each arrestee, a new field arrest record will be created.
BEFORE DUPLICATING THIS ARREST, ENSURE THE DATA IS CORRECT! Once you arrest if any changes are needed.	duplicate the arrest, you will have to edit each duplicated
Arrestees	Click to add an arrestee • Add Arrestee
Person	Actions
Sections To Duplicate	
Section	Include
Disposition	Select what you vish to duplicate
Officers (1)	$\checkmark$
Custom Fields (1)	
Dunlicate	

- 3. Adding all applicable Arrestees is the first step in the duplication process. Click the **Add Arrestee** link to open the *Master Index Search* screen.
- 4. Search and select the person to add it to the duplicate Field Arrest record. For more information on searching and selecting a person, refer to "Master Indices" on page 75.
- 5. Click the **Add Arrestee** link to add another Arrestee if needed. You may add as many Arrestees as necessary.
- 6. After adding all the Arrestees, **select** the appropriate sections to duplicate. The list that appears in the Sections to Duplicate section vary based on the information that exists on the original **Field Arrest** record.
- 7. Click the **Duplicate** button to create a duplicate record for each Arrestee listed, or click **Go Back** at the top of the *Duplicate Field Arrest* screen to return to the *Edit Field Arrest* screen without duplicating.
- 8. If you chose to click the **Duplicate** button a confirmation message appears.

Message From RMS	
You are about to duplicate this arrest for 1 arrests to duplicate or NO to cancel.	ee(s). Click YES
	No Yes

9. Click Yes to duplicate, or click No to return to the *Duplicate Field Arrest* screen without duplicating.

**10.** If you chose to duplicate, the *Duplicate Field Arrest Results* screen appears indicating success or failure. Read the Instructions at the top of the screen to understand how to interpret the results.

Back To Original Arrest
Please check the results and ensure everything was duplicated properly. Anything in <b>red</b> indicates something went wrong.
Each arrest listed below will now appear in your field arrest recent activities, so even if you leave this page you can still access them there.
Each duplicated arrest will also have a log entry indicating the arrest it originated from. It may be used as a reference if needed.
Results
SUCCESS: Arrest # 1902594 created with arrestee 🚯 Name: Ranelle Marie Clark Sex: Female Race: White DOB: 03/16/1959 (Age:59) <ul> <li>Officers</li> <li>Officer : Saur, Christine</li> <li>Location</li> <li>1001 North East Main Street INDIANAPOLIS, IN</li> </ul> <li>Narratives <ul> <li>Report #2018D4210207 associated</li> </ul> </li>
Back To Original Arrest

11. Click Back to Original Arrest to return to the original Field Arrest.

To view Field Arrests for the other Arrestees, you must **Search** for their Field Arrest records. For more information on searching Field Arrests refer to "Search Field Arrests" on page 300.

You may edit the individual **Field Arrest** records. For information on editing Field Arrest records refer to "Edit Field Arrest" on page 306.

### **Delete Field Arrest**

To **Delete** an existing **Field Arrest** you must first **Search** for the **Field Arrest** you want to **Delete**. For more information on searching **Field Arrests** refer to "Search Field Arrests" on page 300.

 In the Search Results window locate the appropriate Field Arrest record then click on the Delete icon under the Actions column. If the Delete icon does not appear on that record then you do not have delete permissions. See your administrator for more information on permissions.



2. A confirmation box appears after you click on the **Delete** icon.



- 3. Click **Yes** to confirm or **No** to return to the *Search Results* without deleting. If you choose to delete the arrest, any associated incidents become unassociated.
- 4. If you clicked **Yes**, you must then enter the reason for the delete, then click the **Delete** button. Or click **Cancel** to abort the delete process.

Delete Field Arrest Comments	
DELETE COMMENT	
Created for training purposes.	
	Cancel Delete

### **View Arrest Delete Log**

The deleted **Field Arrest** is logged automatically for tracking purposes. To view the log entry, select the *Incidents* menu, *Field Arrests*, then *Arrest Delete Log*.

Incidents  Master Indices	Records Management 🔻 Forms A
Incidents	
Incidents Reporting ▼ Incidents Management ▼ Case Management ▼ Field Contact ▼	
Field Arrests >	Field Arrests ification
Calls For Service	Create New Field Arrest
	Arrest Delete Log Review Field Arrest
cription	11 Sent On 11 Actions

1. The Search Arrest Delete Log screen appears.

Search Deleted Field Arrests			
Arrest #		Agency	
		District 42, Versailles	• #
ARREST DATE FROM		ARREST DATE TO	
	<b></b>		<b></b>
	Go Back Re	Search	

- 2. Search for the log entry by entering a date range or Arrest Number if you know it, or leave all fields blank to view all log entries, then click the **Search** button to return a list of all log entries that match your search criteria.
- 3. You can export the search results to various file types, view the comments that were entered at the time the arrest record was deleted, and view the deleted log entry.

**Note**: For more information on exporting the results refer to "Export Search Results" on page 32.

~	Export Results					Refine Search	New Searc	:h
<b>B B B 4</b> > 3	1 result(s) found					Previous	1 2 Ne	xt
Arrest #	Arrest Date	ŧ† I	Delete Comment ↓↑	User ↓†	Agency	μţ.	Actions	
1902594	02/05/2019 1433	- [	0 View	Christine Saur	District 42, Versailles	View Arrest	<u>→</u> 💿	
1807581	10/31/2018 1422	-	Comments	Homer Simpson	District 42, Versailles	Log necora	9	

#### Comments

Message From RMS	
Created for training purposes.	
	Close

#### **View Arrest Log Record**

Search Deleted Field Arrests / Arrest Delete Search Results / View Deleted Arrest				
ARREST NUMBER	ARREST DATE	CREATOR NAME	AGENCY District 42 Versailles	
DELETE COMMENT				
Created for training purposes.				
Go Back				

# **Print Field Arrest**

You can **Print** an existing Field Arrest from either the *View Field Arrest* or *Edit Field Arrest* page.

1. From either page, click on the **Print** button.



2. The Print Options page opens, with the default settings selected automatically.

	Go Back	Print Report	Print Booking Summary Label
[emplates			
Standard Field Arrest			
○ Short			
⊖ Full			
Report Options			
Print Booking Information (Disposition)			
Print Relations			
Print SMTs and Other Characteristics			
Print Identification Numbers			
Print Personal Property			
Print Property Signature Lines			
Print Officers			
Print Charges			
Print Incidents			
Print Warrants			
Print Calls for Service			
Print Vehicles			
Print Towing			
Print Impound			
Print Victim Information			
Print Organizations			
Print Other Names			
Print Arrest Questions			
Print Narratives			
✓ Print SSN			
Print Acknowledgement Signature Lines			
✓ Include Image Attachments			
Arrest Image Options			
Select the images you want included: [Select All] [Select None	1		
	1		

Include PDF Attachments Note: Encrypted PDFs are not supported.
Attachment Options
Select the attachments you want included: [Select All] [Select None]
✓ Include Form Attachments
Form Attachment Options
Select the forms you want included: [Select All] [Select None]
Go Back Print Report

- 3. Select the **Template** you wish to use. The template preselects report options for you.
  - Standard Field Arrest
    - Selected by default.

- All print options are available, and all, except for the *Print Acknowledgment* Signature Lines, are preselected as shown in step 2.
- Short
  - A shortened set of print options are available, and fewer print options are preselected.

#### **Report Options**

- Print Booking Information (Disposition)
- Print Relations
- Print SMTs and Other Characteristics
- Print Identification Numbers
- Print Personal Property
- Print Officers
- Print Charges
- Print Incidents
- Print Warrants
- Print Calls for Service
- Print Vehicles
- Print Towing
- Print Victim Information
- Print Organizations
- Print Other Names
- Print Arrest Questions
- Print Narratives
- Print Acknowledgement Signature Lines
- Include Image Attachments
- Include PDF Attachments Note: Encrypted PDFs are not supported.
- Include Form Attachments
- Full
  - All print options are available, as shown in step 2, except all are preselected, including *Print Acknowledgment Signature Lines*.

**Note:** Whichever template you choose, you can still elect to select or deselect print options.

4. Select or deselect any Report Options, if needed.

- 5. Select Arrest Image Options, if applicable, by clicking Select All to include all existing arrest images on the report, or click Select None to exclude all arrest images.
- 6. Select the **PDF Attachments** you want to include or exclude, if applicable, by clicking **Select All** to include all existing PDF attachments on the report, or click **Select None** to exclude all.
- 7. Select the Form Attachments you want to include or exclude, if applicable, by clicking Select All to include all existing form attachments on the report, or click Select None to exclude all.
- 8. Click on the **Print Report** button to open a PDF as a new tab in your browser. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.
- Optionally select the Print Booking Summary Label button to open a PDF as a new tab in your browser. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

The PDF includes a barcode, arresting officer, arrestee information such as, SSN, address, DOB, offenses, and physical description.

# **Chapter 18. 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 CONTACT TYPE	Agency Only No Contact Date	
-Select-	03/14/2019 0836	<b></b>
SUMMARY		
Terry Stop Data		
TYPE OF STOP		
-Select-		~
STOP COMMENT		
Terry Stop Data		
TYPE OF STOP		
-Select-		~
COMMENT		
Go Back Sa	ve & Continue	

Enter the necessary data.

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 Too
A 1 81 A 2 1	Ø 👜 🤳 🗎	
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 348.

# 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		~		曲		<b>#</b>
SUMMARY						
NOTES						
ADDITIONAL SEARCH CRITERIA						
Select	~					
		Go Back Re	eset 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 Gangs	2
Organizations Custom Fields	

Vehicle example:

ADDITIONAL SEARCH CRITERIA					
Vehicles	~				
YEAR		MAKE		MODEL	
			-		=
VIN		LICENSE PLATE		INDEX ID	
ROLE					
Role	~				
		Go Back Reset Search			

Custom Fields example:

ADDITIONAL SEARCH CRITERIA	
Custom Fields	~
AVAILABLE FIELDS	
-Select Field- Field Contact Fields	L.

**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 32.



- 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 350, or "Delete a Field Contact" on page 353.

## 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 346.

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

	1 coult(c) found			R	lefine Search New Search
Contact Id 41	Contact Type	Agency ↓†	Summary 1	Contact Date ↓↑	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	<ul> <li>Ø </li> <li>Ø </li> <li>Ø </li> </ul>
					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.

ණ ≛ &1 බ ් ඕ ඒ ඕ ඒ ඕ Field Contact Details	]	Go Back Visualization Tool View Summary Prin
CONTACT ID AGENCY		SECURITY LEVEL
285 District 42, Versaille	s	Patrol Officer Change Security
CONTACT TYPE		CONTACT DATE
Knock and Talk	~	12/13/2018 1354

	Pe	ople	e 1	Vehic	les	Orgai	nizat	ions l	ncid	ents	Fo	rms
Locatior ↓	15	,	Officers ↓		Gar	ig s	At	tachme	ents	CI	-S	
181	4	2	21	A	*	2		Ø		•	,	

- **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 354.
- 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 139.

**Note**: This button is based on user permissions and is not visible to all users. For more information contact your administrator.

		Go Back	Visualization Tool	Edit Interview	Print Report
A 1 21 A ¥	盟 @ ∞ J 🗎				
Field Contact Details					
CONTACT ID:	AGENCY:	SECURITY LEVEL:			
285	District 42, Versailles	Patrol Officer			
CONTACT TYPE	CONTACT DATE				
Knock and Talk	12/13/2018 1354				
SUMMARY					
NOTES					
Terry Stop Data					
TYPE OF STOP Domestic Dispute					
STOP COMMENT					
🖁 Officers - 1					
Badge #	Name	Agency		Role	
SAUR111	Christine Saur	District 42, Versailles		Reporting	
		Go Back			

• Click the **View Summary** button to view a summary of the **Field Contact**.

Click **Go Back** to return to the *Search Results*, or click **Edit Interview** to return to the **Edit Field Contact** page.

 Complete all applicable sections and click the Save button after each section. For detailed instructions refer to "Enter or Update Field Contact Details" on the next page.

### **View a Field Contact**

**Field Contacts** are located in the *Incidents* menu where you can search existing or create new **Field Contacts**. To view a Field Contact you must first search for the record.



Click **Search Field Contact** menu option to open the search form and enter the criteria to find and view the appropriate **Field Contact**. For more information on searching, refer to "Search for a Field Contact" on page 346.

# **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 75.

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

<b>N</b> Location	♥ Quick Search ♥ Add Location
People - 0	🕈 Quick Search 🔂 Add Person
🛱 Vehicles - 0	🕈 Quick Search 🚯 Add Vehicle
📽 Gangs - 0	FQuick Search 🔂 Add Gang
Organizations - 0	PQuick 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 Sea	irch	
		Reset Sea	arch	

#### Vehicle Example

Juick Search			
VIN	LICENSE PLATE	LICENSE STATE	
		-Select-	~
	Reset Search		
		Close Advanced Search	/ A

#### **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.

LAST NAME			FIRST NAME		MIDDLE NAME	
TITLE			DOB		Age	
-Select-		~		<b></b>	То	
RACE			SEX		INDEX ID	
-Select-		~	-Select-	~		
DRIVERS LICENSE			DRIVERS LICENSE STATE		SSN	
			-Select-	~		
NAME TYPE			CREATOR			
-Select-		~				6
CREATION DATE FROM	1		CREATION DATE TO			
		<b>#</b>		<b></b>		
PHONETIC	SOUNDEX		STATEWIDE SEARCH		SEARCH PREFERENCE	
					ALL ANY	
ADDITIONAL SEARCH	CRITERIA					
- Select -		~				

#### Person Example

#### Vehicle Example

🛱 Vehicle						Add Vehicle
YEAR		Маке			MODEL	
				Q		<b></b>
VIN		ТҮРЕ			STYLE	
		-Select-		~	-Select-	~
LICENSE PLATE		LICENSE STATE			INDEX ID	
		-Select-		~		
CREATOR						
CREATION DATE FROM		CREATION DATE TO			SEARCH PREFERENCE	
					ALL ANY	
ADDITIONAL SEARCH CRITERIA						
- Select -	~					
▶ Search External Systems						
		Go Back Reset Sea	irch			

### All Other Sections

Enter data into all applicable sections.

#### 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 346.
- 2. The Field Contact record you want to delete should appear in the Search Results window.

				F	Refine Search New Search
	1 result(s) found				
Contact Id ↓↑	Contact Type ↓↑	Agency ↓î	Summary 🕸	Contact Date 🛛 🕸	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	<ul> <li>Image: Image: Ima</li></ul>
		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 **b** 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 348.

For more information on viewing a Field Contact refer to "View a Field Contact" on page 350.

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

										Go Back	Visualization Toc	ol 🗌
R.	1	21	•	쓭		ø	ŵ	٦				
Field	Con	tact D	etails	5								
CONT	ACT I	D			AG	ENCY				SECURITY LEVEL		
285					Dis	trict 4	2, Ve	saille	s	Patrol Officer Ch	ange Security	
CONT	АСТ Т	YPE								CONTACT DATE		
Kno	ck an	d Talk							~	12/13/2018 1354	1	<b></b>

- 2. Select the **Print Options** you would like to include, such as images, PDF, or Form attachments.
- 3. Select Print.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

# **Chapter 19. 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	<b></b>
OR SELECT A RANGE	Click to hide and
Last 24 Hours	unnide window
A	alu Datas
App	by Dates
Time Slider	
0000 HRS to 2400 HRS	
Draw Mode	
DRAW MODE	
● Circle ○ Draw a Shape ○ S	elect 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	✓ <b>0</b>
Indiana State Police	<b>√ 0</b>
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
<ul> <li>100 Main Ave, Passaic, NJ 07055,</li> </ul>	USA[Draw Circle At Center]		
<ul> <li>100 N Main Ave, Fallbrook, CA 9.</li> </ul>	2028, USA[Draw Circle At Center]		
	Click to draw sizele		
	around address		

 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				
<ul> <li>Incidents</li> </ul>					
Field Arrests					
Active Warrants	Note: Start	and End Dates / T	'ime Slider do r	not apply	
☑ Citations					
Recovered Vehic	les				
Field Contacts					
Court Papers N	ote: Start an	d End Dates / Tim	e Slider do not	apply	
Calls for Service					
Query Only Sele	cted 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></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.

II AV		
BRICS	Field Arrests (1)	
	Address: Arrest Number:	1001 North East Main Street INDIANAPOLIS, IN 1902593
	Arrest Date:	02/05/2019 14:33
	Arresting Agency:	District 42, Versailles
Field Arrest	Geographic Agency:	District 42, Versailles
	Person: SEX: Male	Smith, Billy 3/16/12 - DOB: 09/08/1956 RACE: White
ornel	Charges:	
	Zoom On Map	iew

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 20. 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 169.

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**.
  - **Note:** You can *disapprove* or change the status back to *Initial Status* on approved incidents by way of the Incident Status form. For more information, refer to "Changing Incident Status" on page 236.
  - **Note:** If your agency configures *Review Routing*, a *Secondary Review Route* may initiate additional review opportunities after an incident is approved. With Online RMS 11.6 and above, the reviewer may also include Disapproval Comments during *Secondary Review*.

#### Initiate from Recent Activities

Initiate the incident approval process by clicking on *Pending Approval* under Recent Activities.

🛠 Home				
Broadcas	st Messages Show All			
No Mes	sages To Display			
Notificat	tions	Q Show All	€ Add Notification	Recent Activities
-Filter B	y Users-	:h		Initial Report 🛛 🤅
Count 11	Notification Type 11	Last Notification 11	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	Evidence Review

Click on the select icon 5 to select the appropriate incident from the list.

			Go Back
Report # 11	Supp 11 #	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 Sumn	Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BLO Agency: District 42, Versailles						
Offense(s): 35-	45-1-3 - PUBLIC ORDER- E	DISORDERLY CONDUCT	Report #: 2019D4210217 Supp #: 1 0				
Total Hours: 0							
Incident Report	5						
Reports	Submitting User	Status	Reporting Officer(s)	Actions			
Original Report	CSAUR	03/06/2019 1435 Hrs - Pending Approval	Saur-Christine	18 / <sup>1</sup> 9			
Supp #1	CSAUR	03/06/2019 1449 Hrs - Pending Approval	Saur-Christine	1 <b>6</b> / <sup>1</sup> 9			
		Go Back					

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" on page 365.

### 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 22.

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

Click on the Take Action button.

Notification	
TYPE APPROVE INCIDENT REPORT - PATROL	<b>PRIORITY</b> High
SENDER Saur Christine	SENT ON 02/08/2019 01:37 PM CST
DESCRIPTION The Incident Report#: 2018D4210153 Supp#: 0 V02 THEFT- VEHICLE;	0 Has 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				<b>#</b>		曲
APPROVAL STATUS			OCCURRENCE DATE FROM		OCCURRENCE DATE TO	
Pending Approval		•		曲		苗
SUMMARY			APPROVAL DATE FROM		APPROVAL DATE TO	
				曲		<b>#</b>
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 b** to begin the approval process.

Q Incident !	Search Results	oun	3			Show Map Refine Se	New Searc
Agency	11 Report #	1†	Report Date	11	Supp # 11	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	<b>b 0</b>
			R	efine	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 #: 2019D4210217 Supp #: () 0			
Total Hours: 0	Total Hours: 0					
Incident Reports	5					
Reports	Submitting User	Status	Reporting Officer(s)	Actions		
Original Report	CSAUR	03/06/2019 1435 Hrs - Pending Approval	Saur-Christine	11 / 14		
Supp #1	CSAUR	03/06/2019 1449 Hrs - Pending Approval	Saur-Christine	10 / <sup>1</sup> 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 Repo	rt Approval Ut	tilities Approve	/Disapprove Quick Print Print
🗎 Summary 🥅 Header 🖏 O	ffenses 🔒 Nam	es 🛛 🍰 Property & Vel	hicles	<b>≣</b> Narratives	& Attachments	Validations
Incident Summary: 03/06/2019	1435 Hrs - 100 No	rth Main Street BL				Agency: District 42, Versailles
Offense(s): 35-45-1-3 - PUBLIC ( Total Hours: 0	ORDER- DISORDER			Report #: 2	019D4210217 Supp #: 🚺 0 📝	
Add / Edit Disapproval Comments Add * 3 * 1 Add * 1	1 A 1	₹3 rt				
Report Header	Derver Commu		D T			Ed
3206	Patrol Officer		Disturba	ance		
SUMMARY Loud music at 2am.						
REPORT DATE	00	CURRENCE DATE START			OCCURRENCE DAT	TE END
03/06/2019 1435	03	3/06/2019 1435				
ISP						
GANG INVOLVED						
Alcohol Involved Info						
ALCOHOL INVOLVED			NUMB			
Additional Information						

You can perform various functions, such as check for warnings, search for offense or NIBRS codes, add disapproval comments if applicable, and review the incident report. Supervisors can also edit the incident report providing the agency is setup to allow this function.

**Note:** If your agency configures *Review Routing*, a *Secondary Review Route* may initiate additional review opportunities after an incident is approved. With Online RMS 11.6 and above, the reviewer may also include Disapproval Comments during *Secondary Review*.

#### **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	rt Approval U	Approval Utilities		Approve/Disapprove		Print
సి Property & Vehicles	<b>≣</b> Narratives	Ø Att	achments	🖉 Validatio	ns	

Approval Utilities	
Warnings Offense	e Glossary
Туре	Message
NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.
	Close

Approval Utilities
Warnings Offense Glossary
Enter a search term and hit 'search' or press enter to display results. You may search on the offense code, description, or NIBRS code & description. Click here for advanced search help.
Search Options
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 Comments	Warnings Offense Glossa	ery .		
omments From: 0	3/08/2019 1457 Hrs			
ection	Creator	Supervisor Comment	Response Comment	
lames	Daniels, Angela	Spell the name correct.	It is spelled correctly.	
ummary	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.

🗎 Summa	iry 🗖 Header 🔻 Öffens
Incider	<b>t Summary:</b> 03/05/2018 13
Offens	<b>e(s):</b> 35-43-4-2.5 V02 - THEI
Total H	<b>lours:</b> 0
Add / Edi	t Disapproval Comments 🕶
Action	Summary Header
Report	Offenses
REPORT	Names
3079	Property And Vehicles
SUMMA	Attachments

Disapproval Comments	
COMMENT	
Enter comments here	
	Cancel Save

• Or, you can page down and add **Disapproval Comments** to various sections like shown in the example below.

Offenses						🗩 Disa	pprov	al Comm	nents ≓	Update Al	II Offense	es' Status 🔂 Add Offense
NIBRS	Severity	Offense		R	emarks	Status Date		Status		Supp #	Act	ions
<ol> <li>240</li> </ol>	1	35-43-4 THEFT- 1	-2.5 V02 () VEHICLE		03/05/ 1324	/2018 Open/Pending		n/Pending 0			<ul> <li>Ø </li> <li></li></ul>	
Modus C	perandi											• Add Modus Operandi
Offender	rs					🗩 Di	sappro	oval Com	nments	🚨 Add Off	fender 🧣	Add Unknown Offender
Name					Age (	(Yrs)	Role(	s)		Supp #	Act	ions
Aaber 07/09/19	g, Ken <b>Race</b> 75	White <b>Se</b>	ex: M DOI	В:	42 Ye	ars Old	Suspe	ect / Offe	ender	0		Q 🛛 🗹 🧰
Victims					۶	Disappro	oval Co	mments	s 🐧 Add	Person Vi	ictim 📕 A	Add Organization Victim
Name			Age (Yrs)	Off	ense(s)		Inj	uries	Role	Supp #	Act	ions
<ul> <li>Dsfq, .</li> <li>Hawaiian</li> <li>Islander S</li> </ul>	Joe <b>Race:</b> Na or Other Pa <b>Sex:</b> M	ative cific	31 Years Old	35-4 THE	43-4-2.5 FT- VEH	V02- ICLE			Victim	0		Q 🛛 🗷 💼
Other Na	ames						ا ک	Disappro	val Com	ments 💄	Add Pers	on 👖 Add Organization
Propertie	Properties Disapp						mmer	nts TO	TAL VAL	UE(\$): 0.0		O Add Property ▼
Index ID	Property	Descripti	on	Proces	sing	Original Status		Current Status	: '	Value (\$)	Supp #	Actions
OTHER P	ROPERTY											

#### 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	REPORT SECU	RITY	REPORT TYPES	
3206	Patrol Offic	ter	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/Disappr	rove Quick Prin	t Print	
≘ Narratives ØA	tachments	Validations				
Incident Summary:	03/06/2019 14	35 Hrs - 100 North Mai	in Street BLO			Agency: District 42, Versailles
Offense(s): 35-45-1	-3 - PUBLIC OR	DER- DISORDERLY COM	NDUCT			Report #: 2019D4210217 Supp #: 0 0 🗹
Total Hours: 0						
👍 Approval Options	🗟 Incident	Q, Offense Glossary				
📫 Approve 🛄 Disar	prove			Securit	y Level Patrol	I Officer Agency Only No Change Security
Closed- No Action	TION		•	-Select-	DISPOSITION	•
ROUTE TO EXTERNAL AGE	NCY			Select		
Notifications To Be	Sent					
Send Notif	cation			Des	tination Ag	gency
✓ INCID	ENT APPROVED	)		C	istrict 42, \	/ersailles v
ENTER NOTIFICATION COM	IMENTS HERE					
						<i>A</i>
Other Options						/ C
	Applies To All Sup	ppiements)			OF WARRAN	T / CHARGE REQUEST
		Go	Back Approve	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 th IBR authority. (	represent data situations that are commonly flagg e agency prior to submission. The goal of this proc orrections are NOT required for approval.	ed by IBR authorities as uncommon or overly used that should be ess is to ensure the quality and accuracy of data submitted to the
Туре	Message	
NIBRS	Incident contains a Hate Bias Motivation. Ple	ease 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 Supplements
REPORT #		LOCATION		Agency
2019D4210217		100 Nor	th Main Street BLOOMINGTON, IL 61701	District 42, Versailles
REPORTING AREA		Types		NIBRS CITY
-		Disturba	ince	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 🏚 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, o ck here for advanced search help.	lescription, or NIBRS code & description.
SEARCI	H OPTIONS	
assa	ult	Search Search Local Offenses
	Offense Code / Description	NIBRS Code / Description
	onense code, peschpton	Hibks coue / Description
+	35-42-2-1 B01 - BATTERY- ATTEMPTED	13B - Simple Assault
+	35-42-2-1 B01 - BATTERY- ATTEMPTED 35-42-2-1 B02 - BATTERY- BODY WASTE	13B - Simple Assault       13A - Aggravated Assault
+ + + +	35-42-2-1 B01 - BATTERY- ATTEMPTED 35-42-2-1 B02 - BATTERY- BODY WASTE 35-42-2-1 B03 - BATTERY- CHILD	13B - Simple Assault 13A - Aggravated Assault 13A - Aggravated Assault 13A - Aggravated Assault
+ + + +	35-42-2-1 B01 - BATTERY- ATTEMPTED 35-42-2-1 B02 - BATTERY- BODY WASTE 35-42-2-1 B03 - BATTERY- CHILD 35-42-2-1 B04 - BATTERY- FIREARM	13B - Simple Assault       13A - Aggravated Assault       13A - Aggravated Assault       13A - Aggravated Assault       13A - Aggravated Assault
+ + + + +	35-42-2-1 B01 - BATTERY- ATTEMPTED         35-42-2-1 B02 - BATTERY- BODY WASTE         35-42-2-1 B03 - BATTERY- CHILD         35-42-2-1 B04 - BATTERY- FIREARM         35-42-2-1 B05 - BATTERY- KNIFE	13B - Simple 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 agency 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 agency administrator for more information.

**Note:** The Follow-up/Action option you choose drives what Incident Status/Dispositions are available for selection.

The different options available will depend on the workflow selected for **Case Management** by your agency. The *Notifications to Be Sent* section generates a notification to request a follow-up Case determination in an optional workflow. For more information refer to "Case Management" on page 389.

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 ا 🦊 Disapprove	Security Level Patrol Officer Agency Only No Change Security
DISAPPROVAL COMMENTS (SUMMARY)	
*	
	Go Back Disapprove

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

	Exit Report Approva	l Utilities Approve,	/Disapprove Q	uick Print Print	
ର୍ଦ୍ଧ Property 8	& Vehicles 📃 📃 Narratives	Attachments	Validations		
Approval Utiliti	ies				
Previous Commen	nts Warnings Offense Glossary				
Comments From	a: 03/08/2019 1457 Hrs				
Section	Creator	Supervisor Comme	nt	Response Comr	nent
Names	Daniels, Angela	Spell the name corre	ct.	It is spelled corre	ectly.
Summary	Daniels, Angela	Test of the notification	on.	Test	
					Close

# **Approve or Disapprove Field Arrests**

As an Officer Supervisor for your agency, you receive notifications when officers submit **Field Arrests** for approval. You can initiate the approval process one of three ways:

- Click on the new *Notification* link to view the Notification, then click the **Take Action** button to open the **Review Field Arrest** form. For more information on Notifications refer to "Notifications" on page 22.
- Directly from the notification by clicking on the select icon under the Actions column.

Noti	Notifications										
-Filt	-Filter By Users-										
FIE	LD ARREST	APPROVAL REQUES	ST - PATROL V								
								Previo	ous 1	Next	
	<b>Priority</b> 11	Sender 🕮	Description			ţ1	Sent On	14	Actions		
	High	Tester Mr.	Arrest #1611504 has approval	beer	n submitted for		11/23/201 01:39 PM (	6 CST	9		

• Or select the **Review Field Arrest** link from the **Incidents** menu, then search for Field Arrest record.

	Incidents 🔻	Master Indices	<ul> <li>Records Man</li> </ul>	agement 🔻	Forms A			
	Incidents							
sages Show All	Incidents	Reporting *						
o Display	Incidents	Management *						
	Case Man	iagement 🕶						
	Field Con	tact •						
	Field Arre	Sts F	Field Arres	ts	otifica			
'S-	Calls For 2	Service +	Create Nev	v Field Arres	t			
DENT REPORT - PA	TROL	v	Search Fiel	d Arrests				
			Arrest Dele	te Log				
			Review Fie	d Arrest				
Field Arrest Sear	ch							
Field Arrest Sear	ch	First Name		SSI	N			RAC
Field Arrest Sear	ch	First Name		SSI	N			Raci
Field Arrest Sear	ch	FIRST NAME		SSI	v • • • •			Rac -s
Field Arrest Sear	ch ,	FIRST NAME DOB		SSI Agr	N : @		То	Raci
Field Arrest Sear	ch ,	FIRST NAME DOB ARREST TIME	FROM	Age Age	N E I I I I I I I I I I I I I I I I I I I		То	RACE -S
Field Arrest Sear	ch ,	FIRST NAME DOB ARREST TIME	FROM	Agr Arr	N E 🚱 REST DATE TO	節	То	RACE -Se ARRES
Field Arrest Sear	ch ,	FIRST NAME DOB ARREST TIME	FROM	Age Age	N REST DATE TO ERENCE #	ŝ	То	Race -Sel Arres
Field Arrest Sear	ch	FIRST NAME DOB ARREST TIME AGENCY -All Agenc	FROM	Agt Agt ARF	N Rest Date To erence #	ŝ	То	RACE -Sel ARREST REFERE -Sel
Field Arrest Sear	ch .	FIRST NAME DOB ARREST TIME AGENCY -All Agenc Review Statu	FROM ies- S	Agt Agt Ars Ars	N Rest Date To erence # te #	8	То	RACE -Sel ARREST REFERE -Sel WARRA
Field Arrest Sear	ch ,	FIRST NAME DOB ARREST TIME AGENCY -All Agenc REVIEW STATU Pending R	FROM ies- s sview	SSI Acr m Ars Ars V V	N REST DATE TO ERRENCE #	ŝ	То	RACE -Sel ARREST REFERE -Sel WARRA
Field Arrest Sear	ch ,	FIRST NAME DOB ARREST TIME AGENCY -All AgenC REVIEW STATU Pending R CHARGE CODE	FROM ies- S sview	SSI Acti m Arsi PLA Y IND	N REST DATE TO ERRENCE # TE #	â	To	Race -Sel
Field Arrest Sear	ch ,	FIRST NAME DOB ARREST TIME AGENCY -All AgenC REVIEW STATU Pending R CHARGE CODE	FROM ies- S sview	SSI Acti Acti Acti Acti Acti Acti Acti Acti	N REST DATE TO ERRENCE # TE #	鎆	То	Race -Seld Arrest -Seld Warra
Field Arrest Sear	ch .	FIRST NAME DOB ARREST TIME I AGENCY - All Agenc REVIEW STATU Pending R CHARGE CODE	FROM les- s sview	SSI AGI AGI REF Y PLA IND	N REST DATE TO ERENCE # TE # EX ID	ŝ	To	RACE -Sel
Field Arrest Sear	ch .	FIRST NAME DOB ARREST TIME AGENCY -All AGENCY Pending Ru CHARGE CODE	FROM ies- s sview	SSI AGG AGG ARG PLA T	N REST DATE TO ERENCE # TE # EX ID	÷	то	RACE -Sel ARREST -Sel WARRJ

Search for the **Field Arrest** record by entering the information you know about the arrest, then click the **Search** button to display a list of Arrests from which to choose.

• Click the Review icon to Approve or Disapprove the Field Arrest record.

	4>         2 res	ult(s) found						Refine Search New Search
Arrest I⊺ Number	Status↓↑	Arrest ↓† Date	LastName ⊥†	First Name ↓↑	Charges	Warrants	Incidents	Actions
1807580	Open	10/29/2018 1516	Harris	Tom	<ul> <li>35-45-1-3 -</li> <li>PUBLIC ORDER-</li> <li>DISORDERLY</li> <li>CONDUCT</li> </ul>	<ul> <li>Warrant #: MATT2016002, Docket #: 231321;</li> </ul>	2016D4210053, 2017-0088, 2017D4210068, 18-HCSD- 0516, 18-HCSD-0029, 2018- 00027, 2018D4210174, 2018D4210175	Q 🕑 👼
Approve	Field A	rrest			Go Back	Approve Disa	pprove Print	
Person I	nformati	on						

# Approve

Click the **Approve** button on the **Approve Field Arrest** screen, then click **Yes** in the confirmation window to approve.

Message From RMS
Are you sure you want to complete this action? You will be taken away from this page once the Approval is complete.
No Yes

#### Disapprove

Click the **Disapprove** button on the **Approve Field Arrest** screen, then enter **Comments** and click **Save**.

Disapprove Field Arrest
Disapproving the arrest will send a notification to the creator to make edits. COMMENT
Need more details in your narrative.
Cancel Save

The creator of the Field Arrest will receive a Disapproved notification.

# Approve or Disapprove Criminal Complaint

#### Approval Levels

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

#### 1-Level Approval Process

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

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

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

#### 2-Level Approval Process

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

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

The supervisor approves the complaint.

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

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

Level 1 is the default setting. Your agency administrator can elect to turn on the 2-Level Approval Process using the **Maint Value** settings under the *Administration* menu.

For more information on **Maint Value** settings, refer to the Maintenance Values chapter of the *Caliber Online RMS Administrator Guide*.

#### Approve the Complaint

If you have permissions to approve Criminal Complaints, you receive *Criminal Complaint Approval Request* notifications when users submit Criminal Complaints for approval.

Notifications Q Show All Add Notification					
-Filter By	Users- 🗸	Search			
Count 11	Notification Type	11	Last Notification	Priority 11	
107	Gang Alert		06/19/2020 11:25 AM CST	Urgent	
3	CRIMINAL COMPLAINT APPROVAL REQUEST		06/18/2020 03:20 PM CST	High	
16	DISAPPROVED INCIDENT REPORT		06/11/2020 11:32 AM CST	Urgent	

For more information on Notifications refer to "Notifications" on page 22.

1. Click on the **Count** in the first column of the notification to view all *Criminal Complaint Approval Requests*.

Notif	tifications C Show All Add Notification						
-Filte	er By Users-		✓ Search				
CRI	MINAL COMP	LAINT APPRO	VAL REQUEST 🗸				
		+		Prev	vious 1 Next		
	<b>Priority</b> 11	Sender 11	Description 11	Sent On 11	Actions		
	High	Simpson Homer	Criminal Complaint # 20COMP0048 requires approval. Person: Smith, Willard Officer: Charles Livingwell #2014	06/19/2020 01:18 PM CST	•		
	High	Simpson Homer	Criminal Complaint # 20COMP0042 requires approval. Person: Dsfq, Joe Officer: Brandon Pangle #8888a	06/19/2020 01:16 PM CST	0 <b>b</b>		
	High	Saur Christine	Criminal Complaint # 20COMP0053 requires approval. Person: Officer: Charles Livingwell #2014	06/18/2020 03:20 PM CST	•		
	High	Simpson Homer	Criminal Complaint # 20COMP0060 requires approval. Person: Officer: Greg QA Wright #9696	06/17/2020 04:15 PM CST	<ul> <li>Image: Image: Ima</li></ul>		

- 2. Click the Select icon 5 on the Criminal Complaint record you want to review.
- 3. The Edit Criminal Complaint form opens.

Edit Criminal Comp	laint							
Complaint Detail	ls				G	o Back Print	Approve Disa	pprove
CRIMINAL COMPLAINT NUMBER DATE AND TIME		Status	Status		TE AND TIME			
20COMP0048		06/08/202	20 1131	Pending Review	~	06/19/20	020 1318	
SUBMISSION STATUS		SUBMISSION	STATUS DATE AND TIME	COMPLAINT TYPE		COMPLAIN	T AGENCY	
	~			Summons	~	District	42, Versailles	~
Court		Court Case Number		HEARING TYPE	HEARING TYPE		THREAT TYPE	
-Select-				-Select-	-Select-		-Select-	
CHARGE TYPE		OBTN		IS JUVENILE				
-Select-	*	200BTNC0	019					
Person Details					0	View Person	Details 📝 Updat	e Persor
Last Name	FIRST NAME		DOB	Sex	RACE		SSN	
Smith	Willard		09/25/1968 (Age: 51)	Male	Black or Afr American	ican	878-88-8777	
ADDRESS (RESIDE	NCE)			Ныснт				
428 Grand Avenu	ue Brooklyn, NY 112	38		5' 12"				
Misc IDs							INDEX ID	
20OBTNC0019 (C	OBTN)						1163	

The approval action buttons that appear on the top right of the screen vary based on your permissions, the approval level defined by your agency, and the complaint status.

You may see one or more of the following: **Approve**, **Approve & Submit**, **Submit**, **Disapprove**. Refer to the next step for details.

- 4. Review the complaint then finalize the approval by following the appropriate approval level defined by your agency:
  - <u>1-Level Approval Process</u>
  - <u>2-Level Approval Process</u>

For more information on approval levels, refer to "Approval Levels" on page 375.

For more information on updating the Criminal Complaint, refer to "Edit a Criminal Complaint" on page 266.

#### 1-Level Approval Process

1. The officer supervisor performs one of the following actions:

Approve Approve & Submit Disapprove

• **Approve** - Approve the complaint.

- A brief green *Success* message appears across the top of the screen when the approval is successful. If it is not successful, a red *Failed* message appears across the top.
- Upon success, a **Submit** button replaces **Approve & Submit**, allowing you to submit to the court as a separate step later.
- Upon success, the approval process changes the Criminal Complaint status to *Approved*, and the **Approve** button no longer appears.
- If the Court Case feature is turned on for your agency and the approval is successful, the process generates a Court Case record and displays it on the complaint.

Court Case					
Court Case ID	Court Case Number	Status	Filed Date	Actions	
35		Filed	06/23/2020 1026	ď	

**Note:** The officer manually enters the **Court Case Number** after the Criminal Complaint is submitted and accepted by the court. The court provides the **Court Case Number**.

- Approve & Submit Approve the complaint and submit the data to the court as a single action. For more information on Submit, refer to "Submit to Court" on the facing page
- **Disapprove** Disapprove the complaint. For disapprove instructions, refer to <u>#disapprove</u>.

#### 2-Level Approval Process

1. The officer supervisor receives notification to approve or disapprove the complaint.



- **Approve** Approve the complaint.
  - A brief green *Success* message appears across the top of the screen when the approval is successful. If it is not successful, a red *Failed* message appears across the top.
  - Upon success, the approval process changes the Criminal Complaint status to *Approved*, and the **Approve** button no longer appears.

- If the Court Case feature is turned on for your agency and the approval is successful, the process generates a Court Case record and displays it on the complaint.

Court Case						
Court Case ID	Court Case Number	Status	Filed Date	Actions		
35		Filed	06/23/2020 1026	ľ		

**Note:** The officer manually enters the **Court Case Number** after the Criminal Complaint is submitted and accepted by the court. The court provides the **Court Case Number**.

- **Disapprove** Disapprove the complaint. For disapprove instructions, refer to #disapprove.
- 2. If approved by the officer supervisor, the court officer receives notification to submit the data to court. The court officer also has the option to disapprove the approved complaint.

Disapprove Submit

- Submit Submit the complaint data to the court. Refer to "Submit to Court" below.
- Disapprove Disapprove the approved complaint. For disapprove instructions, refer to <u>#disapprove</u>.

#### Submit to Court

The behavior varies slightly, depending on whether your agency is utilizing **1-Level Approval Process** versus **2-Level Approval Process**.

If your agency is utilizing **1-Level Approval Process**:

- 1. Click the **Submit** button or **Approve & Submit** button on the complaint, whichever applies to your agency.
  - If submission is **successful**, a brief message appears across the top of your screen in green and the *Submission Status* on the Criminal Complaint changes to *Submitted* automatically.
  - If submission is **unsuccessful**, the *Submission Status* on the Criminal Complaint changes to *Submission Error* automatically. Review and update the Criminal Complaint as needed, then resubmit.

If your agency is utilizing 2-Level Approval Process:

- 1. The court officer receives notification to submit the complaint data to the court.
- 2. Click Submit on the complaint.

For more information on the different approval levels, refer to "Approval Levels" on page 375.

#### Disapprove

- 1. Click the **Disapprove** button on the *Edit Criminal Complaint* screen, then enter **Comments** and click **Save**.
- 2. The creator of the Criminal Complaint receives a **Disapproved** notification. The user has the option to take action, including resubmitting for approval.

For more information on users taking action, refer to " Take Action on Disapproved Notifications" on page 275.

# **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.



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 Main STCT Apartment = Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED	100 Littleton, Agency: District 42, Versailles Report #: 2018D4210207 Supp #: 0
SUPP # AGENCY ONLY Original Report	FOR PUBLIC RELEASE () Applies     UPDATE ALL SUPPLEMENTS ()       To All Supplements
Slide the bar up or down to increase or decrease to the Incident	access If desired, select available security groups to provide access to the Incident
Allow Executive Command Command Staff Criminal Investigation Division Patrol Supervisor Patrol Officer 139 users ho Restrict	Available Selected
	RESTRICT ACCESS TO SELECTED SECURITY GROUPS

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

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

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

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

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

**Incident Management** 

#### Assign Supplement

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

- Click Assign Supplement in Incidents menu.
- Search for and select the Incident to which you wish to create the **Supplement**.

- Click Assign Supplement at bottom of page.
- Enter the Reporting Officer you want to assign.
- Click Assign Officer at bottom of page.
- You will be prompted to create a comment for the officer.
- Click **Assign** at the bottom of page.
- The officer will receive a Notification regarding assignment.

#### Delete Incident Report

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

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

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

**Note**: Reports that are deleted are not recoverable from the database.

#### Incident Status

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

- Initial Report
- Pending Approval
- Approved Report

Online RMS11.6

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.

Inciden	<b>t Summary:</b> 06/.	29/2018 2335 Hrs - 500 East Broadway Stre	eet Apartmen		Go Bac Agency:	Change Report # District 42, Versailles
Offense	e(s): 35-43-2-2 C	03 - CRIMINAL TRESPASS- PROPERTY			Report #: 2018D42	210171 Supp #: 🚯 0
Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
Original Report	06/29/2018	SERGEANT-CAPTAIN-WIN Greg QA Wright #9696	Homer Simpson	Approved Report	Patrol Officer	■ ≓ 🔒
Supp #1	09/20/2018	SERGEANT-CAPTAIN-WIN Greg QA Wright #9696	Homer Simpson	Initial Report	Patrol Officer	8
			Go Back			
Change	Incident Rep	port Status				
CURRENT	STATUS	NEW STATUS	NOTIFY REPORT C	WNER		
Approve	ed Report	-Select-	✓			
REASON F	OR CHANGE					
			Cancel	Update Status		

Select a new status from the drop-down menu and enter the reason for the change, you also have the ability to select to notify the report *Owner of the Status Change*.

#### Incident Status Log

This area is where users can search for an incident and obtain a *History* of the status changes and/or updates for any report.

#### Incident Delete Log

Deleted reports are listed in a report log with all the pertinent information for the report, including the required reason for the deletion.

Report #	↓† Supp #	1 Agency	1 Deletion Comment	↓î Deleted By	↓î Deleted Date	41
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  ${\bf X}$  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	rove Disapprove Prin
Person Informati	on							
								View Person
LAST NAME Aaberg	FIRST NAME Ken	DOB 07/09/1975 (Age at Time of Arrest: 38 Years Old)	SEX Male		RACE White		DRIVER'S LICENSE # 4444	
<b>SSN</b> 123-45-6789	ALIASES Fredd Free(Maide	ALIASES Fredd Free(Maiden)					CELL PHONE (111)-111-1111 x111	⁰(1/4) 11/01/2016♥
ADDRESS (RESIDE 86 North East A	: <b>NCE)</b> SHWOOD Lane, Nor	th Test DILLON						
Н <b>ЕІБНТ</b> 5' 02''	<b>WEIGHT</b> 123	EYE COLOR Brown	HAIR COLOR Auburn		LOR COMPLEX Albino		PLEXION NO	PLACE OF BIRTH United States of America
CITIZENSHIP United States of America	GANGS Aqua Lungers Automation B	s(Active) Bold Men(Acti Boys(Active)	ive)	EMPLOYE Fake Or	<b>R NAME</b> g 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.

Approve Field A	rrest				Go Ba	ack Approve Disapprove P
Person Informati	on					
						View Per
LAST NAME Aaberg	FIRST NAME Ken	DOB 07/09/1975 (Age at Time of Arrest: 38 Years Old)	SEX Male	RACE White	DRIVER'S # 4444	S LICENSE
<b>SSN</b> 123-45-6789	ALIASES Fredd Free(Maider	n)		<b>RESIDENCE PH</b> (987)-987-98	<b>CELL PHO</b> (111)-1 x111	IONE ©(1/4) 11/01/2016
ADDRESS (RESIDE 86 North East A	<b>NCE)</b> SHWOOD Lane, North	h Test DILLON				
<b>НЕІБНТ</b> 5' 02''	<b>WEIGHT</b> 123	EYE COLOR Brown	HAIR C Aubu	HAIR COLOR Auburn		PLACE OF BIRTH United States of America
CITIZENSHIP United States of America	GANGS Aqua Lungers( Automation Bo	(Active) Bold Men(Acti oys(Active)	ve) Fake (	<b>YER NAME</b> Drg Automation	SCHOOL HERTZ Rental	ı

#### 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 21. Case Management**

# **Case Management Overview**

**Case Management** is controlled based on one of three options selected by your agency:

- The approving officer supervisor can create a **Case** and send the notification to the CID supervisor for assignment, or not create a **Case** and not send a notification to the CID supervisor.
  - If a decision to create a Case is made, the supervisor creates it and assigns it to a lead investigator, and if appropriate an officer.
  - The supervisor approving the report selects a follow-up action and disposition. An *Incident Approved* notification requesting a *Follow-up Case Decision* is forwarded to a person or persons with a CID Supervisor Role (determined by the agency) for review. The CID Supervisor then reviews the **Incident** and decides to close the **Incident** without further follow-up, or to create a follow-up **Case**, and assign it to an officer.

For information on closing an Incident without a follow-up case, refer to "Close Incident with no Follow-Up Case" on page 408

- All approved Incidents are sent to the CID supervisor for a Case creation decision.
- No Case is automatically created and no notification is sent to the CID supervisor. The CID supervisor must manually create any Cases using the Case Management module.

### What is the difference between an Incident Report and a Case?

In Online RMS, when a user takes a *Report*, he creates an **Incident Report**. If the type of report written needs follow-up activity, that **Incident** can then be associated with a follow-up **Case** for investigative purposes.

A **Case** is a way to manage the investigative process for one or multiple **Incident Reports**. For example if you have several burglary reports and suspect that all the burglaries are connected, each burglary will have its own **Incident Report** but all the reports can be assigned to one **Case**. This allows anyone investigating the burglaries access to all the information in one location without having to look up the individual reports. Cases can have more than one officer assigned to them. The officers have the ability to add notes to their cases and can send those notes to their supervisors to keep them updated.

# Accessing the Case Management Module

**Case Management** functions are centrally located under the *Incidents Menu* on top *Navigation Bar*.

Administration $\overline{\bullet}$	Incidents 🔻 Master Indices 🕶	Records Management 🔻 Forms And Repo	orts 🔻 🕴
	Incidents		
sages Show All	Incidents Reporting 🔻 Incidents Management 🔻		
To Display	Case Management •	Case Management	
	Field Contact  Field Arrests Calls For Service	Create New Incident Follow-up Case Review Cases	ication
'S-		Case Load	

**Case Management** functions can also be accessed from the *Incidents Page*.



Incident Reporting	Incident Management
Create New Incident Report	Assign Incident Report
Create Supplement to Incident Report	Assign Supplement
View Incident Report	Delete Incident Report
SmartSearch	Incident Status
Incident Mapping	Incident Status Log
Transfer Incident Report	Incident Delete Log
Approve Incident Report	Incident Offense Glossary
Incident Based Reporting	
Case Management	Field Contacts
Create New Incident Follow-up Case	Create New Field Contact
Review Cases	Search Field Contacts
Case Load	
Calls For Service	Field Arrests
Manage Calls	New Field Arrest
Search Calls	Search Field Arrests
	Arrest Delete Log
	Go Back

# **Case Management Form**

### Pin Case

While viewing or editing a case record, you can *Pin* it to your Home Page for quick reference.

To *Pin*, click on the green **Pin Case** button located on the top left of the page; the button color then changes from green to gold and the label changes to **Unpin Case**.



To *unpin*, click on the gold **Unpin Case** button.

For more information on pinned records that appear on the Home Page, refer to "Home Page " on page 8.

#### Case Management Contains Four Tabs

- 1. Case Information
  - Contains detailed information about the case, such as the case number, agency, status, security level, important dates, assigned officers, associated incidents, associated field arrests, associated field contacts, offenses, involved names and organizations, involved warrants, associated LEA cases, and attachments.
- 2. Case Activities
  - The Case Activities tab contains activities on the case such as notes made by the
    officer or investigating officer, status and type of activity performed on the case,
    important dates, and the hours worked on each activity. You can also assign
    officers and other information when adding a Case Activity.
  - On an existing Case Activity, with appropriate permissions you can request an update from all assigned officers by clicking on an icon.

Pin Case									Go Back Quick Print Prin
Case Informatio	on Case A	ctivities	Acces	s Log Case Logs					
LEA Case #: 2	2017D42101	40		Assignmen	t Status: /	ssign	to Patrol	Case Hours: 1.5	
Agency: District 42, Versailles Case Status: Open									
Case Activities				More than 5 days	e With	in 5 da	iys 🥚 Overdue	Show All Description	ptions O Add Case Activity
								Search:	
Activity 1 Type	1 Status 11	Activity Date	11	Assigned 🕮 Officers	Notify Users	Ťĺ	Next Review 11 Date	Activity Description	Actions
Case Note		11/26/2019 1542		Saur, Christine			12/10/2019 👄	0	
Showing 1 to 1	of 1 entries				CI fr	ick t om a	o request an all assigned o	update fficers	

The assigned officers receive a *Notification* to update the Case Activity. The Notification appears under the *Notifications* grid on their *Home* page. For more information on Notifications, refer to "Notifications" on page 22.

Notificati	ons		<b>Q</b> Show All	
-Filter By	Users- 🗸		Search	
Count 11	Notification Type	î1	Last Notification 1	Priority 11
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATE REQUESTED		07/02/2019 11:04 AM CST	High
61	EVIDENCE PENDING CHECK-IN		07/01/2019 05:05 PM CST	High

3. Access Log

 The system automatically logs when the case is viewed or updated. The log captures the user's name, agency, and the date it occurred. The Access Log tab displays those log entries in a read-only format.

暮 Pin Case						Go Back Quick Print Print	
Case Information	Case Activities	Access Log	Case Logs				
LEA Case #: 2017D4210140     Assignment Status: Assign to Patrol     Case Hours: 1.5       Agency: District 42, Versailles     Case Status: Open							
Show 10 ¢ entr	ies				s	earch:	
Activity Type	Date		Activity User	First Name	Last Name	Agency Name	
View	11/26/2019	1542 HRS	CSAUR	Christine	Saur	District 42, Versailles	
View	11/26/2019	1427 HRS	CSAUR	Christine	Saur	District 42, Versailles	
View	11/21/2019	1640 HRS	CSAUR	Christine	Saur	District 42, Versailles	

- 4. Case Logs
  - Activity that occurs on the case.

Pin Case						Go Back Quick Print Pri
Case Information	Case Activities	Access Log	Case Logs			
LEA Case #: 2017 Agency: District	7D4210140 42, Versailles		Assignment S Case Status: C	<b>tatus:</b> Assign to Open	Patrol	Case Hours: 1.5
Case Logs Show 10 💠 en	tries					Search:
Log Type 1	Notification Type	Activity Type	11 Created 11 By	Creator 11 Date	Sent 11 To	Comments
Activity Hours Update	N/A	Case Note	Saur, Christine	11/26/2019 1546	N/A	Hours for Case Note on 11/26/2019 1542 changed from 1.5 to 1.5
Activity Hours Update	N/A	Case Note	Saur, Christine	11/26/2019 1543	N/A	Hours for Case Note on 11/26/2019 1542 changed from 0 to 1.5

# **Create a Follow-Up Case**

Multiple methods are available in creating a follow-up Case, depending on your permissions:

- From the initial unapproved Incident, investigators can create a case to begin working on an investigation without waiting for Incident approval.
- During the Incident review process. Incidents can be reviewed during the approval process, from a Notification, or from the Follow-Up Needed link under Recent Activities.

For information on the Incident approval process, refer to "Approve/Disapprove Incident Report" on page 361.

• From the Case Management menu.

For information on accessing Case Management, refer to the Access Case Management Module section of CaseManagementOverview.htm.

# Initiate from the Initial Unapproved Incident Report

Create an investigative case directly from an initial unapproved Incident report. You must have the permission *Create Case from Unapproved Incident* to access this feature. Refer to your agency administrator for details.

1. On the initial unapproved Incident report, click the **Action** button from the Summary tab, then select **Create Case** from the drop down menu.



2. The Add Case screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" on page 397

Initiate through Incident Review

- 1. Create a Case while reviewing the Incident. Review the Incident by choosing one of the following methods:
  - From the Approval Process

- The supervisor selects an **Incident Follow-up Action** of either Follow-up Patrol, Follow-up CID, or Suspend/Pending Further Info.

1.11.10			
Incident Su	Immary: 09/19/2017 1212 Hrs - 200 Main Apartment #		Agency: District 42, Versailles
Offense(s):	15-17-18-6 - AGRICULTURE/ANIMAL- IMPORT DISEAS		Report #: 2017D4210126 Supp #: 0 🗹
Total Hours	5:0		
Approval Opt	tions Incident Offense Glossary		
- Anneaua	Click to approve or disap	prove	
I Approve	Click and select an	Security L	Agency Unity No Change Security
INCIDENT FOL	LOW-UP ACTION action from the list	INCIDENT ST	ATUS / DISPOSITION
Closed- No	Action 🖌 🗸	-Select-	~
ROUTE TO EXT	ERNAL AGENCY		
Notification	ns To Be Sent		
Notification Send	ns To Be Sent		Destination Agency
Notification Send	ns To Be Sent Notification INCIDENT APPROVED		Destination Agency District 42, Versailles
Notification Send	IN TO BE Sent Notification INCIDENT APPROVED CATION COMMENTS HERE		Destination Agency District 42, Versailles
Notification Send	IN TO BE Sent Notification INCIDENT APPROVED CATION COMMENTS HERE		Destination Agency District 42, Versailles
Notification Send	IN TO BE Sent Notification INCIDENT APPROVED CATION COMMENTS HERE		Destination Agency District 42, Versailles
Notification Send ENTER NOTIFIC	IN TO BE Sent Notification INCIDENT APPROVED CATION COMMENTS HERE ONS		Destination Agency District 42, Versailles
Notification Send	IN TO BE Sent Notification INCIDENT APPROVED CATION COMMENTS HERE ONS PELEASE (Applies To All Supplements)		Destination Agency District 42, Versailles
Notification Send NERNOTIFIC Other Optio	IN TO BE Sent Notification INCIDENT APPROVED CATION COMMENTS HERE CRELEASE (Applies To All Supplements)	Notify Pro:	Destination Agency District 42, Versailles
Notification Send Sent The send Send Send Send Send Send Send Send S	IN TO BE Sent Notification INCIDENT APPROVED CATION COMMENTS HERE CATION		Destination Agency District 42, Versailles

- A prompt appears to approve the Incident and create a **Case**. Electing to approve creates the **Case** and allows you to assign a Lead Investigator, and if appropriate, assign officer(s) to follow up with the Incident.
- From a Notification
  - Users with the CID Supervisor role (determined by the agency) can review the report from the Notification.
- From the Follow-Up Needed link under Recent Activities
  - Click on the Follow-Up Needed link to review the Incident report and make the decision on whether or not to create a Follow-up Case to the Incident, or close the Incident without a follow-up case.

Recent Activities	
Initial Report	18
Follow Up Needed (Past 10 Days)	0
Pending Approval	2
My Cases (Active Count)	0
Evidence Review	4

For information on closing an Incident without a follow-up case, refer to "Close Incident with no Follow-Up Case" on page 408

2. Review the Incident using whichever method you wish, then click on the Actions button on the top left of the Incident Summary tab to view menu options.

📋 Summary	T Header	°ৃ + Offenses	💄 Names	ରି Property & Veh	icles	Narratives	& Attachments	Validations
Incident Su	ummary: 12/1	.8/2017 0951 H	rs - 500 Sou	th Main Street Poir	nt Marion,	, IN		
Offense(s):	35-43-2-3	1 B01 - BURGLA	ARY- AIRPOR	Т				
🖞 Actions 🔻	<b>2</b> 4 <b>5</b> ≱2	â1 <b>m</b> 1	\$\$4 🖨 2	<b>≣</b> 2 <b>Ø</b> 1				
View Incide	ent Status							
View Incide	ent Audit Trail							
Create Sup	plement		REP	ORT SECURITY			REPORT	TYPES
View Incide	ent Based Rep	orting Values	Pat	rol Supervisor			Child N	leglect
Edit This In	icident							
Warrant / (	Charge Reque	st						
Create Cas	e			Occu	RRENCE D	ATE START		
Close Incid	lent - No Follo	ow Up Action		12/1	8/201/ 0	951		
Notify Oth	er Agency							
Narrative N	Maintenance							
Visualizatio	on Tool							
SUICIDE								
GANG SUMMA	ARY						NowD	TEANDTIME

3. The CID Supervisor selects the Create Case menu option.



4. The *Add Case* screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" on the facing page

# Initiate from the Case Management Menu

1. Create a Follow-Up Case from the Case Management Menu.

Incidents  Master Indices	Records Management 🔻	Forms And Reports
Incidents		
Incidents Reporting 🔻 Incidents Management 👻		
Case Management	Case Management	
Field Contact 👻	Create New Incident Fo	llow-up Case
Calls For Service ▼	Case Load	
11 L	ast Notification 11 P	riority 🕸

For additional methods of accessing the Case Management menu, refer to the Access Case Management Module section of CaseManagementOverview.htm

2. The *Add Case* screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" below

# Enter Case Data

You can enter Case data when you create a new Case or update an existing Case.

 If you are creating a new Case, initiate a new Case Follow-Up by using an available method. For details on the available methods, refer to "Create a Follow-Up Case" on page 393.

The Add Case page appears.

Agency		ASSIGNMENT STATUS	
District 42, Versailles	~	Assign to Patrol	~
SOLVABILITY		CASE STATUS	
-Select-	~	Open	~
NEXT UPDATE DUE			
07/09/2019	曲	Set Next Default Date	
COMMENTS			
	Go Back	Save	

Enter necessary data then click the Save button to open the Edit Case screen.

- 2. If you are updating an existing Case, search for the Case then choose update to open the *Edit Case* screen. For more information on searching for and updating a Case, refer to "Review Cases" on page 412
- 3. The *Edit Case* screen contains four tabs: Case Information, Case Activities, Access Log, Case Logs. The *Case Information* tab opens by default. For general information about the four tabs, refer to "Case Management Overview" on page 389.

Fin Case     Go Back     Quick Print     P			
Case Information Case Activities Acces	s Log Case Logs		
≗0 ₩0 %0 B0 %0 ≜0 F			
LEA Case #	Agency	Assignment Status	
00000162CASE2019 Change LEA Case	# District 42, Versailles Transfer	Assign to Patrol	
SECURITY LEVEL	SOLVABILITY	CASE STATUS	
Patrol Supervisor Change Securi	ty -Select-	▼ Open ▼	
NEXT UPDATE DUE	CASE ACCESS USERS	CASE HOURS	
12/17/2019 🗰 Set Next Default Da	te 🚺	0 Hrs 0 Vin Update Case Hours	
COMMENTS			
Section A			
DATE	DATE AND TIME		
	<b>#</b>	曲	

- **Note:** While viewing or editing, you can *Pin* the Case at anytime to add it to your Home Page for quick reference. For more information, refer to "Case Management Overview" on page 389.
- 4. Select an Assignment Status which allows the assignment of the case to either Patrol or CID. A Case Status must also be chosen. Set a Solvability to the Case, set an Next Update Due, and add a Comment.
- 5. The LEA Case # generates automatically. If you chose to change the LEA Case #, select the Change LEA Case# button, select an existing Incident Report number when prompted, then click OK.
- 6. The CID Supervisor has the ability to change the security level of the Case by clicking on the **Change Security** button to open the *Edit Case Security* screen. After changes are made, click **Save** to return to the *Edit Case* screen.

For more information on setting the security level, refer to "Set Case Security Level" on page 407.

- 7. Next, the CID Supervisor will select the **Solvability** of the Case from the drop-down.
- 8. The CID Supervisor has the ability to change the **Next Update Due** date. The default is 60 days.
- 9. Next is the Assignment Status. The selections available vary by agency.
- 10. Next, the CID Supervisor will choose the Case Status from the drop-down selection.
- 11. The CID Supervisor has the ability to hover over the information bubble near the Case Access Users to see all the individuals who have access to the Case. If the CID Supervisor chooses to change the Security level of the case, they will select the Change Security button and select the security level to which they feel appropriate for the Case. Remember, if a patrol officer is assigned to the Case and Case is set at the Criminal Investigations Division, the Patrol Officer will not be able to access the Case.
- Each Officer and Supervisor assigned to the Case has the ability to log the Case hours by using the Case Hours fields. After selecting the appropriate hours, select Update Case Hours.
- **13.** Finish completing the upper section of the Case, then select the **Update** button.
  - **Note:** There are icons located under the *Actions* column throughout the remaining sections of the Case. Hover your mouse over each icon for a description of what each one does: Review incident security/status, view incident, create a new supplement, associate an incident, print, and delete.
- 14. Page down to the Assigned Officer(s) section. Click on the Assign Officer link to assign an officer.

Assigned Officer(s) Note: One Lead Investigator Officer is required. S Assign Officer

**Note**: One Lead Investigator Officer is required. The CID Supervisor must assign a Lead Incident Officer.

For more information on assigning officers, refer to #AssignCaseOfficer.

**15.** When at least one officer is assigned, a **View Assignment History** link appears in the *Assigned Officer(s)* section.

Assigned Officer(s) Q View Assignment History SAssign Officer

Click the link to view the assignment history.

					Go Back
LEA Case #: 00000162CASE2019		Assignment Status: Assign to Patrol	Case Hours:		
Agency: District 42,	Versailles	Case Status: Open			
Start Date	End Date	Assigned To / Role	Assigned By	Ended By	End Comments
11/26/2019 1615 Hrs		SERGEANT-CAPTAIN-WIN Greg Wright / Assisting Officer	Christine Saur		
11/26/2019 1612 Hrs		Christine Saur / Lead Investigator	Christine Saur		

Click Go Back to return to the Case.

16. Page down to the Associated Incident(s) section. The CID Investigator and the Assigned Lead Investigator has the ability to click on Create Incident to create a new Incident from the Case, or click on Associate Incidents to associate other Incidents to the same case. For details, refer to "Associate an Incident" on page 403.

With proper permissions, you can create a Supplement by clicking on the Create Sup-

plement icon under the *Actions* column on Summary tab of the Incident form. If you do not see this icon, then you do not have the ability to perform this action. For more information about creating a Supplement, refer to "Create Supplements" on page 245.

**Note:** Offenses associated with the Incident appear in the Offenses section as read-only.

- 17. To associate field arrests to the case, click on Associate Field Arrests in the Associated Field Arrests section. For more information on associating field arrests, refer to "Associate a Field Arrest" on page 405.
- 18. To associate field contacts to the case, click on Associate Field Contact in the Associated Field Contacts section. For more information on associating field contacts, refer to "Associate a Field Contact" on page 406.
- **19.** Offenses that exist on Associated Incidents appear for convenience in the **Offenses** section as read-only.

Offenses								
Offense	Remarks	Status	Status Date/Time	Incident Report#	Supp #			
14-23-7-5 - NATURAL RESOURCE- OPEN BURNING IN EMERGENCY FIRE HAZARD AREA		Open/Pending	11/26/2019 10:47	2019D4210232	0			

20. Involved persons and organizations on Associated Incidents appear for convenience in the **Involved Names and Organizations** section as read-only. You have the option to show or hide the details by clicking the **Show/Hide** button.

Involved Names and Organizations							
Summary	Role	Associated Event #	Photo Lineup				
Poharcyk, Robin RACE:White SEX:Female DOB: 01/10/1910(109)	Suspect / Offender	Incident Report# - 2019D4210232					
Involved Names and Organizations			Show/Hide				

21. Associated evidence appears in the Involved Property section as read-only.

Involved Property						Schedule Dispositior	Show/Hide
Summary	Current Status	Associated Event #	Evidence / Held Property	Evidence / Held Status	Evidence / Held Location	Scheduled Disposition Date	Actions
Type: ART OBJECT Serial #: ASDF Value(\$): 300	Stolen	Incident Report # - 2017D4210140 Supp# 1	Yes	Checked-Out	N/A		# 7

If you have appropriate permissions, you can schedule one or more dispositions of associated evidence directly from the case and notify evidence custodians.

a. Click the **Schedule Disposition** button to open *Schedule Evidence/Held Property Disposition*.

	Summary	Current Status	Associated Event #	Scheduled Disposition Date
	Type: ART OBJECT Serial #: ASDF Value(\$): 300	Stolen	Incident Report # - 2017D4210140 Supp# 1	
	Type: DRUGS - COMMON MEDICINE Drug: CrazyDrug Quantity: 1	Stolen	Incident Report # - 2017D4210140 Supp# 1	03/31/2020
	Type: SEEDS Drug: SUSPECTED BARBITURATES Quantity: 2	Stolen	Incident Report # - 2017D4210140 Supp# 1	10/31/2019
Dispo	SITION DATE			
03/0	4/2021			
Сомм	IENT			
This	s is a test.			
Notif	Y EVIDENCE CUSTODIANS			
~				

Or, you can schedule an individual property record by clicking the Schedule Dis-

position Date icon under the *Actions* column on a specific Involved Property record, enter a **Disposition Date** and **Comment** when prompted, then click **Save**.

- b. Check each evidence/held property record that applies, or check the box on the upper left to select all.
- c. Enter the Disposition Date and Comments.
- d. Check the Notify Evidence Custodians box, if applicable.

- e. Click Save.
- 22. Involved Warrants appear in the Involved Warrants section as read-only.
- 23. Click the Associate LEA Case link to associate LEA Cases.
- 24. Attach a form in the Attached Forms section by selecting from the list.
- **25.** Click the **Add Attachment** link to add attachments to the Attachments section. Attachments can be photos or documents.

#### Assign Officer to Case

- 1. To Assign an officer to the Case, click the Assign Lead Incident Officer or Assign Officer link.
  - The **Assign Lead Incident Officer** link only appears when a lead Incident officer has not yet been assigned. It defaults the case to the officer who created the incident report. That officer can then be assigned to the case as the lead or as an assisting officer.
  - The **Assign Lead Incident Officer** link directly assigns the reporting officer to the case and the supervisor selects their role.
- If the Assign Officer link is used, choose from a list of officers to assign to the case.
   Click the select icon to choose an officer from the results list.

Search Parameters						Go Back		
AGENCY FLITER  Case Agency O My Organization  Gencer Flitter  Use Histopical Data  Optional Search Text								
All O Detectives O F	Patrol			Enter search text		Search By		
		Reset Search						
Officer Name	Title IT	Agency 11	Date Last Assigned		Open Assignments	LT Actions		
Christine Saur - #SAUR111		District 42, Versailles	06/18/2019 02:15 PM	CST	2			
Greg QA Wright - #9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	06/18/2019 02:15 PM	I CST	52	Ø <b>5</b>		
Jeff Hanover - #96965	Officer Supervisor	District 42, Versailles	09/23/2013 10:11 PM	CST	1	<ul> <li>Image: Image: Ima</li></ul>		
ODL User - #123456		District 42, Versailles	08/29/2019 11:56 AN	I CST	0			
		Go Back						

3. Select the **Role** and **Assignment Date**. Optionally, select the **Notify User** box to send an informational Notification to officer.

Officer Name	Title	Internal ID/Badge#	Date Last Assigned	Open Assignments		
Saur, Christine		SAUR111	06/18/2019 02:15 PM CST	2		
Role		Assignment Date				
Lead Investigator		• 11/26/2019 1612				
COMMENTS						
					_//	
NOTIFY USER						
	Go Back Save S	Gave & Assign Another (	Officer			

**Note:** You can also assign officers when creating a Case Activity. For more information on creating Case Activities, refer to "Create Case Activity" on page 415.

#### Associate an Incident

You can associate an Incident by either creating an Incident directly from the Case or selecting an existing Incident. Page down to the *Associated Incident(s)* section of the Case and click either the **Create Incident** or **Associate Incident** link.

Associated Incidents							Associate Incident
Report #	Incident Summary	Offenses	Comments	Date Of Info	Associated Event #	Actions	

#### Create Incident

- 1. To create an Incident and associate it to the Case, click the Create Incident link.
- 2. A message appears informing you the newly created Incident will automatically be associated with the Case. Click **No** to return to the Case without creating the Incident, or click **Yes** to create the Incident and continue to the next step.



3. If you chose to create the Incident, an *Incident Report Number and Summary* screen appears. Review and make any necessary changes. Enter comments into the **Medi-***a*/**Crime Summary** text box, then click the **Finished-Go To Next Section** button.

Incident Report Number and Summary	
Please verify the following information and click finished to create a new incident report	
AGENCY	
District 42, Versailles	~
REPORT #	
Auto Generated	
SECURITY LEVEL	
Patrol Officer	~
MEDIA/CRIME SUMMARY	Check Spelling
Creating an Incident directly from a Case.	
Go Back Finished - Go To Next Section	

4. The Incident Report wizard opens. Add the necessary information to the Incident Report. Click the Exit Report button on the top of the screen at any time to return to the Case. For more information on entering data into various tabs of the Incident Report, refer to "Incident Report Tabs" on page 180.

	E	xit Report Quick Print	Print Transfe	r Exit Wizard S	Submit For Approva
🖹 Summary 🕅 Header 🤻 Offense	is 🚨 Names	ది Property & Vehicles	<b>≣</b> Narratives	& Attachments	Validations
Incident Summary: 06/18/2019 1457	Hrs			Agency: Distr	rict 42, Versailles
Offense(s): No Offense Specified			Rep	ort #: 2019D42102	30 Supp #: 0 📝
Types & Times		location		Officer	2
Header Information		Location		onicer	-
REPORT SECURITY	FOR PUBLI	C RELEASE 🚯	REPO	RT AGENCY / DISTRI	ICT
Patrol Officer	Yes		► Dis	trict 42, Versailles	Change
MEDIA/CRIME SUMMARY					Check Spellir
Creating an Incident directly from a Ca	se.				

5. The newly created Incident Report appears in the Associated Incidents(s) grid of the Case.

Associated Incid	lents	Create Incident Create Incident	dent				
Report #	Incident Summary	Offenses	Comments	Date Of Info	Associated Event #	Actions	
3 2019D4210232	11/26/2019	0		11/26/2019	This Case		ī

#### Associate Existing Incident

1. To associate an existing Incident, click the Associate Incident link to open the Incident Search screen.

Incident Search		Incident SmartSearch
Report #	Agency	
1	All Agencies	• #
REPORT TYPE	REPORT DATE FROM	REPORT DATE TO
Click To Select	<b>#</b>	<b>#</b>
APPROVAL STATUS	OCCURRENCE DATE FROM	OCCURRENCE DATE TO
-Select-	<b>#</b>	<b>#</b>
SUMMARY	APPROVAL DATE FROM	APPROVAL DATE TO
	<b>#</b>	<b>#</b>
FOLLOW UP ACTION	GANG RELATED	
-Select-	-Select-	•
STATUS / DISPOSITION		
-Select-		
Additional Search Criteria		
-Select-		
Go Back	Reset Search	

- 2. Search for the Incident and select it from the results grid. For more information on searching for Incidents, refer to "View Incident Reports" on page 229.
- 3. The selected Incident Report appears in the Associated Incidents(s) grid of the Case.

#### Associate a Field Arrest

1. To associate a Field Arrest to the Case, click the Associate Field Arrest link.

Associated Field Arrests	Associate Field Arrest
Associated Field Contacts	• Associate Field Contact

2. A Field Arrest Search screen appears.

- 3. Search for the Field Arrest you want to associate to the Case. For details on searching for a Field Arrest, refer to "Search Field Arrests" on page 300.
- 4. Select the appropriate Field Arrest from the results grid by clicking on select icon in the *Actions* column. The selected Field Arrest then appears under the *Associated Field Arrests* section of the Case.

#### Associate a Field Contact

1. To associate a Field Contact to the Case, click on the Associate Field Contact link.

Associated Field Arrests	Associate Field Arrest
Associated Field Contacts	Associate Field Contact

- 2. A Field Contact Search screen appears.
- **3.** Search for the Field Contact you want to associate to the Case. For more information on searching for a Field Contact, refer to "Search for a Field Contact" on page 346.
- Select the appropriate Field Contact from the results grid by clicking on select icon
   in the Actions column.
- 5. A warning message appears informing you that by associating the Field Contact to the Case, limited access to the Field Contact occurs. Only users with access to the Case are able to view or edit the Field Contact. Click No to return to the Case without associating the Field Contact, or click Yes to associate the Field Contact to the Case.

Message From RMS	
Warning to User: By associating the Field Contact to a Case, you will be limiting access to a Field Contact. Only users with access to the Case will be able to view or edit the Field Contact.	
No Yes	

6. If you chose Yes, the selected Field Contact then appears under the Associated Field Contacts section of the Case.

#### Set Case Security Level

1. To set the **Security Level** of the Case go to the top of the Case Information tab. Click the **Change Security** button to display the *Security Setting* screen.

A Pin Case		Go Back Quick Print Print
Case Information Case Activities Access Log	g Case Logs	
<b>≗</b> 2 ₩1 %0 <b>B</b> 0 <sup>×</sup> 1 <b>\$</b> 1 <b>≈</b> 0		
LEA CASE #	Agency	Assignment Status
00000162CASE2019 Change LEA Case #	District 42, Versailles Transfer	Assign to Patrol
SECURITY LEVEL	SOLVABILITY	CASE STATUS
Patrol Supervisor Change Security	-Select-	r Open ▼
LEA Case #: 00000162CASE2019 Assi Agency: District 42, Versailles Case Slide the bar up to allow/increase access to case	ignment Status: Assign to Patrol Case e Status: Open Security Group(s): If desired,	e Hours: select available security groups to
Slide the bar down to restrict/decrease access to case Current Security Level: Patrol Supervisor	provide access to case Security Group users have vie	ew access only
Case Access Levels Allow Executive Command Command Staff Comman Investigation Division Records/Clerical Division Patrol Officer Ital users Restrict AGENCY ONLY	have access	ORKGROUPS
	Save Save	

The CID Supervisor only has the ability to restrict up to the level of *Criminal Investigations Division*. If they restrict further, the would not have access to the Case. At this point, the CID Supervisor has the ability to see what users have access to the Case.

2. To adjust the security slide the bar up or down that is located just left of the Case Access Level. Sliding the bar up will allow more users access to the case, sliding the bar down will restrict access. Security can further be adjusted by assigning the case to a Security Group. Anyone within the Case Access Level box, and persons included in the Security Group, will have access to the case. If the box located below the Security Group is checked, this will restrict access to only persons in the Security Group and the officer assigned to the case.

**Note**: If the user making the assignment is not part of the **Security Group** they will not have access to the case if the **Restrict Access** box is checked.

3. Click the Save button.

Ensure that person(s) who are not supposed to have access to the incident report cannot access the report; the incident security must be set. Associating a report to a "Case" which has restricted access will NOT restrict access to any incident report associated with that case. The incident report security has been restricted as well if you want to secure the incident report access. Incident security can be set at the time of approval of the report or by the USER reviewing the incident report. The supervisor reviewing the "incident report" cannot restrict access above his level. This prevents anyone from "locking" themselves out of the report.

The Lead Investigator along with the CID Supervisor needs to remember that if the Case security is changed, it does not automatically change the security of the associated Incident Report. The Lead Investigator and/or CID Supervisor must also change the security of the Incident Report if deemed appropriate.

### **Close Incident with no Follow-Up Case**

To close an incident from the review process with no **Follow-up Case** needed, the CID Supervisor selects the **Close Incident – No Follow Up Action** menu option from the **Actions** button.



A window appears where the **Incident Disposition** is selected from a list, then select the **Close** button to close the incident with no case follow-up.

The CID Supervisor can also keep an Incident, but not create a Case:

When the CID Supervisor decides a **Case** should not be created for the Incident, they select *Closed-No Action* for the **Follow-up Action** and select the reason for the

**Incident Status/Disposition**. Select an **Incident Status**. The report can then be approved by selecting the **Approve** button.

For more information on the Incident approval process, refer to "Approve/Disapprove Incident Report" on page 361.

Incident Su	mmary: 09/19/2017 1212 Hrs - 200 Main Apartment #	Agency: District 42, Versailles				
Offense(s):	15-17-18-6 - AGRICULTURE/ANIMAL- IMPORT DISEAS	Report #: 2017D4210126 Supp #: 0 📝				
Total Hours	s: 0					
Approval Opt	ions Incident Offense Glossary					
A Annear	Click to approve or disap	prove				
D Approve	Click and select an	Security Level Patrol Supervisor Agency only No Change Security				
INCIDENT FOL	LOW-UP ACTION action from the list	INCIDENT STATUS / DISPOSITION				
Closed- No	Action 🗸	-Select- 🗸				
ROUTE TO EXT	ERNAL AGENCY					
Notification	is To Be Sent					
Send	Notification	Destination Agency				
$\checkmark$	INCIDENT APPROVED	District 42, Versailles 🗸 🗸				
ENTER NOTIFIC	CATION COMMENTS HERE					
Other Optio	ons					
6 FOR PUBLIC	RELEASE (Applies To All Supplements)	NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST				
<b>J</b>						
•						
	Co Pack Appro	Approva 8. Drint				

# **Navigating Throughout the Case**

When a Lead Investigator and/or Officer is assigned a case, in their **Recent Activities** they will see a number next to *My Cases*.

Recent Activities	
Initial Report	18
Follow Up Needed (Past 10 Days)	0
Pending Approval	2
My Cases (Active Count)	2

Select the number and the My Active Cases screen opens.

Status Indicators	Search C Q 10 🗢 3 1/1								Go Back	
More than 90 days     Within 90 days     Overdue	Reference Numbers	Status	Date 11 Assigned	Location	Victims	Offenders	Offenses	Next Review Date	1 Actions	
By Open / Closed Status	17-HCSD-0554	Open	09/05/2017	810 North Broadway Street Greenfield, IN				09/26/2017 🖷	•	₽₽
C Example Tag	2017D4210140	Open	03/06/2019	<ul> <li>500</li> <li>South Main</li> <li>Street Point</li> <li>Marion, IN</li> </ul>	Joe Dsfq	Jimmy Dean	0	04/17/2019 😑	•	₿
	2019D4210232	Open	11/26/2019			Robin Poharcyk	0	12/17/2019 😑		₿

Using the **Tag** icon vou can tag cases with keywords you choose, to group cases based on similar actions, suspects, or other information. For more information on tags, refer to "Investigative Case Tags" on page 424.

If offenses are associated with the Incident, hover over the **Information** icon under the *Offenses* column, to see the *Associated Offenses*.

By selecting the hyperlink under *Reference Numbers* you are taken directly to the **Record Viewer** which is a snapshot of the Case.

Incident - 2017D42	10140 😌	Click to open the associated incident summary page					
					Open in Incident Summary Page		
Summary							
REPORT #         SUPPLEM           2017D4210140         1,0		SUPPLEMENTS 1,0	LEMENTS		rsailles		
REPORT DATE 12/18/2017 09:51			OCCURRENCE DATE 12/18/2017 09:51				
SUMMARY asdf							
LOCATION 500 South Main Stre	et Point Marion, IN						
Cases							
Case #	Agency	Lead Investiga	tor	Assignment Status	Case Status		
2017D4210140	District 42, Versailles			Assign to Patrol	Open		

Select the hyperlink **Open in Incident Summary** and the associated Incident opens on the **Summary** page.

Fin Incident								Exit Report	Quick Print Prin
🖹 Summary	<b>⊡</b> Header	≒a Offenses	2 Names	పి Property & Vehicles	<b>≣</b> Narratives	@ Attachme	nts 🛛 🖻 Validations		
Incident Sur Offense(s):	<b>nmary:</b> 12/1 35-43-2-1	.8/2017 0951 1 B01 - BURG	Hrs - 500 Sou LARY- AIRPOR	th Main Street Point			Report	Agency: Dis #: 2017D4210	trict 42, Versailles 140 <b>Supp #: ① 0</b>
Actions •	■ Actions *       ▲ 4       ▲ 2       ▲ 1       ▲ 1       ▲ 2       ▲ 2       ▲ 2       ▲ 2       ▲ 3       ▲ 3       Same Open / Open (03/06/2019)           ▲ 7 / 2       2       Approved Report       Same Series S								
Follow-Up Ind	ident Case	es	1 12						0.01.000
Case # 2017D4210140	District 4	2, Versailles	M, Dana - L	ead Investigator As	signment Status	Open	04/17/2	2019	Actions
Report Heade	er								
REPORT ID         REPORT SECURITY           3036         Patrol Supervisor				REPORT TYPES Child Neglec	t				
SUMMARY asdf	SUMMARY asdf								
REPORT DATE 12/18/2017 09	951		C	OCCURRENCE DATE STAR 12/18/2017 0951	г		OCCURRENCE DATE	END	

In the section *Follow-Up Incident Cases* you will have the ability to either view or edit (based on your permissions) the Case.

Fin Incident					Exit Report	Quick Print Print		
🖹 Summary	THeader 😽 Offenses	🚨 Names 🛛 🔊 Property & Vehic	les 🖹 Narratives	& Attachments	Validations			
Incident Sum Offense(s):	Incident Summary: 12/18/2017 0951 Hrs - 500 South Main Street Point         Agency: District 42, Versailles           Offense(s): ① 35-43-2-1 B01 - BURGLARY- AIRPORT         Report #: 2017D4210140 Supp #: ① 0							
Actions ▼ 8.4 <sup>a</sup> y2 8.1 <sup>A</sup> 1 24 <sup>A</sup> 2 Ξ2 81								
Case #	Agency	Lead Investigator	Assignment Status	Case Statu	s Next Update Due	Actions		
2017D4210140	District 42, Versailles	M, Dana - Lead Investigator	Assign to Patrol	Open	04/17/2019	• 2		

**Note:** With appropriate permissions, you can *Pin* the Incident while on the Summary tab to add it to your Home Page for quick reference. For more information, refer to "Incidents Overview" on page 169.

Also from the **View Case** page, you have the ability to view the *Case Activities*, *Access Log*, and *Case Logs* tabs.

View Case	Case Activities	Access Log	Case Logs				
<b>2</b> 2 ₩1 <sup>8</sup> *2 <b>2</b> ≈1 ≈4							
Case Inform	ation						
LEA CASE #							
2017D42101	140						

**Note:** While viewing or editing, you can *Pin* the Case at anytime to add it to your Home Page for quick reference. For more information, refer to "Case Management Overview" on page 389.

### **Review Cases**

You can search for and review selected Cases to which you have permissions. Review mode provides read-only details of the Case and a data summary of each module to which the Case is linked:

- Assigned Officers
- Incidents
- Associated Field Arrests
- Offenses
- Involved Names and Organizations
- Involved Vehicles
- Involved Warrants

**Note:** While Review mode is read-only, you have the option to toggle to edit mode to apply updates.

To review the Case:

1. From the **Incidents** menu, select **Case Management**, then **Review Cases** to open the *Case Search* screen.



2. Enter the criteria you for which to search. The *Additional Search Criteria* drop down box provides more search options such as, *Field Contacts* and others.

Case Search							
Case Search							
LEA CASE #		Assignment Status		CASE STATUS		Agency	
		-Select-	•	-Select-	Ŧ	All Agencies	•
ASSIGNED DATE FROM		ASSIGNED DATE TO		NEXT REVIEW DATE FROM		NEXT REVIEW DATE TO	
	<b>#</b>		<b></b>		曲		#
CREATION DATE FROM		CREATION DATE TO		OVERDUE CASES		CASES WITHOUT INCIDENTS	
	<b>#</b>		<b>#</b>				
Additional Search Criteria							
-Select-		•					
-Select-							
Name Case Activity		G	o Back Re	set Search			
Officer Incident Reports		_					
Field Contacts							
Address							
Custom Fields							
Combo							

3. Click **Search** to open the *Search Results* page with the records that match your search criteria.

Case Search / Case Search Results										
Next Review Indicators:  More than 90 days  Within 90 days  Overdue										
LEA Case #	Status 11	Assignment 11 Status	Incident Summary	Actions						
00000155CASE2019	Open	Assign to Patrol	07/10/2019 🔴	06/19/2019						
3 2019D4210216	Open	Assign to Patrol	07/09/2019 🛑	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230	0 0 2			
00000154CASE2019	Open	Assign to Patrol	07/08/2019 🛑	06/17/2019			0 🛛 🖉			
3 2018D4210202	Open	Assign to Patrol	04/24/2019 🔴	04/03/2019		2018D4210202				
3 00000153CASE2019	Open	Assign to Patrol	04/23/2019 🛑	04/02/2019		2019D4210226	0 0 7			

4. You can hover over the information icon 🤨 to display additional information.



5. The *Next Review Date* column uses three color indicators that quickly identifies cases with upcoming review dates, or have surpassed the next review date.

🔵 More than 90 days 🛑 Within 90 days 🛑 Overdue

April 2021

LEA Case # 11	Status ⊥↑	Assignment 11 Status	Next ⊥↑ Review Date	Creation ⊥↑ Date
00000156CASE2019	Open	Assign to Patrol	07/10/2019 🔵	06/19/2019
00000155CASE2019	Open	Assign to Patrol	07/10/2019 ●	06/19/2019
3 2019D4210216	Open	Assign to Patrol	07/09/2019 ●	06/18/2019
00000154CASE2019	Open	Assign to Patrol	07/08/2019 ●	06/17/2019
3 2018D4210202	Open	Assign to Patrol	04/24/2019	04/03/2019

6. The icons in the *Actions* column allows you to act on the Case such as, *Add Case Activity, View*, or *Edit*, respectively. If you do not see one or more of these icons, then you do not have permissions to perform that particular action.



- a. Click on the **Add Case Activity** icon to add an activity. For more information on adding a Case Activity, refer to "Create Case Activity" on the facing page.
- b. Or click the View icon to open the Case in view-only mode.

View Only Mo	de	Go Back Quick Print Print Edit Case
View Case Case Activities	Access Log Case Logs	1
≗ 2 2 % 1 ∎ 1 Case Information	≒1 \$2 \$1 \$1 \$1 \$1 \$1	Click to edit the Case
LEA CASE #	Agency	ASSIGNMENT STATUS
2019D4210216	District 42, Versailles	Cleared
SOLVABILITY	CASE STATUS	NEXT UPDATE DUE
	Closed	
COMMENTS		

c. Or click the **Edit Case** icon to open the Case in edit mode and make necessary updates to the Case.

For details on entering information on the Case Information tab, refer to "Enter Case Data" on page 397.

For details on entering information on the Case Activities tab, refer to "Create Case Activity" on the facing page.

For details on the contents of the Access Log, refer to "Case Management Overview" on page 389. **Note:** While viewing or editing, you can *Pin* the Case at anytime to add it to your Home Page for quick reference. For more information, refer to "Case Management Overview" on page 389.

### **Create Case Activity**

The *Case Activities* tab of a Case contains activities on the case such as notes made by the officer or investigating officer, status and type of activity performed on the case, important dates, and the hours worked on each activity. You can also assign officers when adding a **Case Activity**.

- 1. Use one of two methods to initiate a new **Case Activity** record.
- From the Case Search Results screen. For instructions on Case searching, refer to "Review Cases" on page 412.
  - Search for and locate the Case, then click on the Add Case Activity icon 

     in the Actions column.

Next Review Indicators	Refine Search New Search								
B B 4 result(s) found									
LEA Case # 11	Status ⊥†	Assignment 11 Status	Next Review 11 Date	Creation ⊥↑ Date	Assigned Officer	Incident Summary	Actions		
3 00000009CASE2013	Cleared by Arrest	Cleared		05/24/2013	SAUR, CHRISTINE - Lead Investigator	2017-0088 2017D4210076	0 0 7		
3 2019D4210216	Open	Assign to Patrol	07/09/2019 🛑	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230			
3 2017D4210140	Open	Assign to Patrol	04/17/2019 🛑	03/06/2019	M, DANA - Lead Investigator	2017D4210140	0 0 2		
00000143CASE2017	Open	Assign to Patrol	09/26/2017 🛑	09/05/2017	SAUR, CHRISTINE - Lead Investigator	17-HCSD-0554	6 🛛 🖉		
Refine Search New Search									

- From the Case Activities tab of the Edit Case page.
  - Search for and locate the Case, then click on the **Update** icon **I** in the Actions column.

Next Review Indicators	Refine Search New Search								
Image:									
LEA Case # 11	Status ⊥†	Assignment 11 Status	Next Review ⊥↑ Date	Creation 11 Date	Assigned Officer	Incident Summary	Actions		
00000009CASE2013	Cleared by Arrest	Cleared		05/24/2013	SAUR, CHRISTINE - Lead Investigator	2017-0088 2017D4210076	0 0 2		
3 2019D4210216	Open	Assign to Patrol	07/09/2019 🛑	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230	€ ⊗ 2		
3 2017D4210140	Open	Assign to Patrol	04/17/2019 🛑	03/06/2019	M, DANA - Lead Investigator	2017D4210140	€ ⊗ 2		
00000143CASE2017	Open	Assign to Patrol	09/26/2017 🛑	09/05/2017	SAUR, CHRISTINE - Lead Investigator	17-HCSD-0554	€ ⊗ 2		
Refine Search New Search									

- Click on the Case Activities tab of the Edit Case page, then click on Add Case Activity.

My Cases / Edit Case (00000143CASE2017)							
🖡 Pin Case						Go Back Quick Print Print	
Case Information Case Act	ivities Access	Log Case Logs					
LEA Case #: 00000143CASE	2017	Assignment	Status: Assign to	Patrol	Case Hours:		
Agency: District 42, Versaille	es	Case Status	Open				
Core Antivities		• Marsakan Falsa		euro e Ouerdure	Chan All Description		
Case Activities		Wore than 5 day	's 🍯 within 5 d	ays 👅 Overdue	Show All Description	ons O Add Case Activity	
					Search:		
Activity 11 Status 11	Activity 11	Assigned 1	Notify 1	Next Review 1	Activity	Actions	
-iter -	Butt	onicers	03013	butt	beschption		
Showing 0 to 0 of 0 entries							
			Go Back				

2. The *Add Case Activity* page opens. Enter the necessary information into the fields provided, then click the **Save Activity** button.

LEA Case #: 00000143CASE2017 Agency: District 42, Versailles		Assignment Status: Assign to Patrol Case Status: Open		Case Hours:
ACTIVITY DATE	<b>#</b>			Hours Spent
START DATE	Ê		益	NEXT REVIEW DATE
PRIORITY -Select-	•	STATUS -Select-	-	
Users to Notify of Activity Header Changes				<b>G</b>
Click To Select				
Assigned Officers		Go Back Save Activity	O A	Assign Myself • Assign Officer Group • Assign Officer

3. The page changes from *Add Case Activity* to *Edit Case Activity*, and the **Save Activity** button changes to **Update Activity**.

					Go Back
LEA Case #: 00000143CASE2017		Assignment Status: Assign to Patrol		Case Hours: 0	
Agency: District 42, Versailles		Case Status: Open			
Αςτινιτή Date		Αςτινιτή Τγρε		HOURS SPENT	ADD HOURS
11/27/2019 1255	曲	Case Note	•	0.0	
START DATE		END DATE		NEXT REVIEW DATE	
	苗		苗	12/11/2019	🗰 Set Next Default Date
PRIORITY		STATUS			
-Select-	•	-Select-	•		
ACTIVITY DESCRIPTION					
USERS TO NOTIFY OF ACTIVITY HEADER CHANGES					
Click To Select					
		Go Back Notify User/Supervisor Update	Activity	1	
Assigned Officers			<b>O</b> As	ssign Myself 🗿 Assign Off	icer Group 💿 Assign Officer
Narratives					Add Narrative
Attached Forms					
Case Incidents					

4. Optionally, make additional changes or page down and add officers, narratives, and other information to the Case Activity.

When adding Officers, you can assign yourself as the officer, add an officer group, or assign one officer by clicking on the respective link.

5. Custom Field support allows agencies to capture custom data by adding agency specific data elements, such as text fields, list of values, checkboxes, etc. The Custom Field feature must be enabled for it to be available.

For more information on adding information to the Case Activity, refer to "Update Case Activity" below.

### Update Case Activity

You can update a Case Activity by using one of three methods:

• From the **Case Activity** tab of an existing Case.

For more information on searching and selecting a Case, refer to "Review Cases" on page 412.

• From the **My Case Activities** link under the *Recent Activities* section on your *Home* page. You must be associated with at least one existing Case Activity for the link to appear.

For more information on **My Case Activities**, refer to "Show My Case Activities" on page 424.

• When creating a new Case Activity.

For more information on creating a Case Activity, refer to "Create Case Activity" on page 415.

1. Open the *Edit Case Activity* page of the Case Activity you want to update, using one of the methods mentioned above.

					Go Back
LEA Case #: 00000143CASE2017		Assignment Status: Assign to Patrol		Case Hours: 0	
Agency: District 42, Versailles		Case Status: Open			
ACTIVITY DATE		Αςτινιτή Τύρε		HOURS SPENT	ADD HOURS
11/27/2019 1255	曲	Case Note	٣	0.0	
START DATE		END DATE		NEXT REVIEW DATE	
	曲		苗	12/11/2019	Set Next Default Date
PRIORITY		STATUS			
-Select-	•	-Select-	٣		
ACTIVITY DESCRIPTION					
USERS TO NOTIFY OF ACTIVITY HEADER CHANGES					
Click To Select					
		Go Back Notify User/Supervisor Update A	ctivity	3	
Assigned Officers			<b>O</b> A	ssign Myself 🟮 Assign Offi	cer Group 💿 Assign Officer
Narratives					Add Narrative
Attached Forms					
Case Incidents					

Make the necessary changes to the top section then click the **Update Activity** button to save.

2. To notify specific users of the case update, click the **Notify User/Supervisor** button to open the *Notify User/Supervisor* form.

Notify User/Supervisor	
Users	
🗴 Saur, Christine	
COMMENT Setting up a test case.	
	Cancel Send

Select one or more **Users** to notify and type a **Comment**.

Click **Send** to send a Notification message to the selected users informing them of the case update. The notification appears on the users home page under Notifications.

😭 Home								
Broadcast Messages Show All								
No Messages To Display								
Notifications Q Show All Add Notification								
-Filter By Users-								
Count 🛍	Notification Type 11	Last 1↓ Notification	Priority 11					
2	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/27/2019 02:12 PM CST	High					

For more information on notifications, refer to "Notifications" on page 22.

- 3. In the Officer section, optionally click the **Assign Myself** link to add yourself as the officer, click on the **Assign Officer Group** link to assign two or more officers, or click on the **Assign Officer** link to add one officer.
- 4. Optionally, click the Add Narrative link to add a Narrative.

Narratives	Add Narrative

Give the Narrative a **Title** and enter your comments using the available format options. The system auto-saves the Narrative every sixty seconds in the event the connection is lost or the computer becomes unusable.

			Go Back
LEA Case #: 00000143CASE2017	Assignment Status: Assign to Patrol	Case Hours: 0	
Agency: District 42, Versailles	Case Status: Open		
TLE			
Test Case Activity Narrative			
♥   X ि ि ि ि ि ▲ →   Q	ta © ∞ II II II II II II II II		
B I <u>U</u>   I <sub>x</sub>   ≣ ∷≣   ⊕ ⊕   ≤	Styles - Format - Size -		Line Hei 👻
This is an example of a narrative. You can	format the text by using the above formatting opti	ons.	
body			Images 0/15
	Go Back Save		

You can use the formatting icons to customize the layout of your narrative. The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type.

You can *insert an image* by clicking on the **Image** icon.



**Note**: For more information on Narratives, refer to "Narrative Tab" on page 213.

**Note:** You have the ability to reference the Case Activity Narrative on the Incident Narrative using the Quick Reference icon. For more information, refer to "Narrative Tab" on page 213.

Click the **Save** button when you are finished, then click **Go Back** to return to the Case Activity.

Narratives • Add Nar					
Title	Created By	Date Of Info	Actions		
Test Case Activity Narrative	Christine Saur	06/27/2019 12:42	<ul> <li>Image: Image: Image:</li></ul>		

With proper permissions, you can view, edit, or delete the Narrative by clicking on the respective icons in the *Actions* column.

5. With proper permissions, you can create a Supplement to a Case Incident that appears in the grid. Click on the **Create Supplement** icon.

Case Incidents					
Report #	Incident Summary	Offenses	Comments	Date Of Info	Actions
2019D4210216	03/04/2019 - 700 North Broadway Street Greenfield, IN	0		06/18/2019	0
2019D4210230	06/18/2019			06/18/2019	0

A prompt appears asking you to select the **Supplement Responsible User**.

Create Incident Supplement	
SUPPLEMENT RESPONSIBLE USER	
Assign To Me	~
	Cancel Save

Click into the field then choose an available name from the list, then click **Save** to create the Supplement.

 Optionally, click on the Associate Field Contact link to search for and select a Field Contact. For more information on searching and selecting Field Contacts, refer to "Field Contacts" on page 343.

ct

 Optionally, associate Warrants to the Case Activity. Click on Select Case Warrant to choose a Warrant related to the Case if any, or click on Associate Warrant to search for and select a Warrant that is not related to the Case.

Associated Warrants	Select Case Warrant 🕀 Associate Warrant
---------------------	---

 Optionally, click on the Associate Field Arrest to search for and select a Field Arrest. For more information on searching and selecting Field Arrests, refer to "Field Arrest" on page 299.

Associated Field Arrests O Associate Field Arrest

9. People, Vehicles existing on Incidents, Field Contacts, and Field Arrests associated to a Follow-up Investigative Case will appear to relate to a case activity. If People and Vehicles exists, click Select Case Involved Name in the Involved Names and Organizations section to relate a name and business. Click Select Case Involved Vehicle in the Involved Vehicles section to relate a vehicle.

Associated Field Contacts	O Associate Field Contact
Associated Warrants	• Associate Warrant
Associated Field Arrests	• Associate Field Arrest
Involved Names and Organizations	Select Case Involved Name
Involved Vehicles	Select Case Involved Vehicle
Go Back	

Custom Field support allows agencies to capture custom data by adding agency specific data elements, such as text fields, list of values, checkboxes, etc. The Custom Field feature must be enabled for it to be available. If your agency is using Custom Fields and is configured for Case Activity, the custom fields appear at the bottom of the form.

			Go Back
LEA Case #- 0058DMPD19	Assignment Status: Assign to CID	Care Hours: 1	
Agency: Caliber Public Safety PD	Case Status: Open		
Activity Date	Αςτινιτή Τύρε	HOURS SPENT	ADD HOURS
08/22/2019 0834	Research	0.0	
START DATE	END DATE	NEXT REVIEW DATE	
08/22/2019 0836		10/03/2019	Set Next Default Date
Priority	Status		
Meduim	In Progress		
ACTIVITY DESCRIPTION			
Users to Notify of Activity Header Changes			
Click To Select			
Sample Custom Fields			
SAMPLE CUSTOM FIELD			
	Go Back Notify User/Supervisor Update Activity		

**11.** When finished updating the Case Activity, click **Go Back** to return to the previous screen.

### Case Load

Use the following procedure to view case loads for your assigned users.

 Select the Case Load option from the Case Management submenu or click the Case Load link on the Incidents page to open the Case Load page.

Case Load					
Search Parameters					Go Back
AGENCY FILTER My Agency OMy Organ	nization				
OFFICER FILTER	Op	PTIONAL SEARCH TEXT			
Patrol	E	Enter search text			Search By
		Reset Search	J		
Officer It	Title	t Agency It	Date Last Assigned	Open Lt Assignments	Actions
Christine Saur - #SAUR111		District 42, Versailles	11/26/2019 04:12 PM CST	3	•
Greg QA Wright - #9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	11/26/2019 04:15 PM CST	53	•
Jeff Hanover - #96965	Officer Supervisor	District 42, Versailles	09/23/2013 10:11 PM CST	1	•
ODL User - #123456		District 42, Versailles	08/29/2019 11:56 AM CST	0	•

- 2. Filter the listings on this page using the **My Agency** or **My Organization** radio button that appear in the upper left corner.
- If needed, type text in the Search text box to further limit your search to cases containing that specific text string. You can also select from the Search By drop-down box.
- 4. Click the Search button to display just those cases or click Reset to clear the criteria.
- 5. Click the view icon <a>o</a> under the Actions column on a particular officer in the grid to view that officer's cases.

								Go Back
LEA Cases For		0	pen Assignments			Last Assigned D	ate	
Saur, Christine - ID # :	SAUR111	3				11/26/2019 04:12	2 PM CST	
								Show Open •
Include		Status			Sub-Tot	al		
		Open			3			
LEA Case # 11	Incident Summary		t Assigned It Date	Role 11	Update Due 💵	Case Status	Assignment Status	t Case Agency It
2017D4210140	Report #: 2017D4210140 Report Date: 12/18/2017 Offense(s): 35-43-2-1 B01 AIRPORT,35-43-2-1 B05-BURGLARY- BAKERY South Main Street Point Marion, IN	-BURGLARY- Location: 500	03/06/2019 04:05 PM CST	Assisting Officer	04/17/2019	Open	Assign to Patrol	District 42, Versailles
00000162CASE2019	Report #: 2019D4210232 Report Date: 11/26/2019 Offense(s): 14-23-7-5-NA RESOURCE- OPEN BURNING IN EMERGENCY AREA	FURAL FIRE HAZARD	11/26/2019 04:12 PM CST	Lead Investigator	12/17/2019	Open	Assign to Patrol	District 42, Versailles
00000143CASE2017	Report #: 17-HCSD-0554 Report Date: 09/01/2017 Location: 810 North Broad Greenfield, IN	lway Street	09/05/2017 08:48 AM CST	Lead Investigator	09/26/2017	Open	Assign to Patrol	District 42, Versailles
				Go Back				

For convenience, the **Offenses** are listed under the *Incident Summary* column.

6. If an **MT** link exists in the *Actions* column, click it to display a monthly total for that user.

# **Investigative Case Tags**

In *My Active Cases*, you can **Tag** cases with keywords you choose. This allows investigators to increase efficiency by creating their own tags to group cases based on similar actions, suspects, or other information. For more information on accessing *My Active Cases*, refer to "Navigating Throughout the Case" on page 409.

Click on a Tag icon .

Reference Numbers	Status	Date Assigned	Location	Victims	Offenders	Offenses	Next Review Date	Actions
2017D4210140	Open	03/06/2019	0	Joe Dsfq	Jimmy Dean	0	04/17/2019 😑	, 🖻 🔍 🖻
17-HCSD-0554	Open	09/05/2017	0				09/26/2017 😑	♦ Ø Ø ₽

In the *Case Tags* window, start typing in the box to find existing tags, or type a new custom tag and press enter to create a new tag. Add one or more tags.

Case Tags
Start Typing in the box below to find existing tags, or type in a new custom tag and press enter to create a new one           Image: start tag           Image: start tag
Cancel Save

Click Save to create the tag and return to My Cases.

View case counts by Case Tag.

Status Indicators More than 90 days	Search         𝔅 </th <th>Go Back</th>								Go Back	
🛑 Within 90 days	Reference	Status 🗊	Date 11	Location	Victims	Offenders	Offenses	Next Review		Actions
😑 Overdue	Numbers		Assigned					Date		
By Open / Closed Status	2017D4210140	Open	02/06/2010	0 500	loo Defa	limmy Doop	0	04/17/2010		
💿 🚯 Open	201704210140	Open	03/00/2019	Couth Main	Jue Daig	Jinning Dean	•	04/17/2019		
Closed				South Main						
By Case Status				Marian IN						
🗌 🖪 Open				widnon, in						
By Tag	4									,
Z 1 Example Tag										

# Show My Case Activities

You have the ability to view a list of your active and completed Case Activities.

1. From your Home page, click on the My Case Activities link under Recent Activities.



**Note**: You must have at least one Case Activity for this link to appear.

Color coding provides awareness to assigned users of upcoming and overdue active case activities.

- A red circle indicates one or more case activities are overdue.
- A yellow circle indicates one or more case activities are coming due within 90 days.
- The My Case Activities page appears. Click on the Show Active Activities or Show Completed Activities button to toggle between the two lists. Whichever button you select, the corresponding list appears in the grid.

My Case Activities										
Status Indicators	Search C Q 10 + 3 1/1 Go Back									
Within 5 days	Case Number 1	Activity Type 🕮	Description 11	Status 🕮	Priority 🕮	Activity Date 11	Next Review Date 🕮	Actions		
By Open / Closed Status	00000143CASE2017	Case Note				11/27/2019 1355	12/11/2019 😐	<ul> <li>Image: Image: Image:</li></ul>		
<ul> <li>Show Active Activities</li> <li>Show Completed Activities</li> </ul>	00000158CASE2019	Case Note				07/01/2019 0928	07/22/2019 🛑	• 2		
	2017D4210140	Case Note	Reviewed files			11/26/2019 1642	12/10/2019 🛑	• 2		

The Next Review Date column uses color indicators that quickly identifies cases with upcoming review dates, or have surpassed the next review date.

Activity Date 11	Next Review Date 11
11/27/2019 1255	12/11/2019

**3.** With appropriate permissions, you can view or edit your Case Activities. Click on the view or edit icon that appears in the *Actions* column, respectively.



**Note:** You can edit the Case Activity even when the status is set to Complete.

For more information on updating the Case Activity, refer to <u>UpdateCaseActivity.htm</u>.

# Chapter 22. Evidence/Property Mgmt Module

# **Evidence/Property Mgmt Module Overview**

The **Evidence/Property Management Module** captures descriptive information about property that is introduced as Evidence or Held Property. This property can be associated with incidents, cases, offense, and other system modules. Unlimited multimedia files and documents (receipts, court documents, etc.) can be associated.

Property must exist in the *Master Property Index* for it to be introduced as evidence or held property. For information on Master Indices, refer to "Master Indices Overview" on page 75.

The evidence custodian is responsible for tracking evidence or held property after an officer has placed it in one of the temporary storage locations. The evidence custodian typically takes the property from the temporary location and places it in a more permanent location in the agency's evidence or held property room. Every action taken with a piece of property can be tracked in the Online RMS **Evidence/Property Management Module**.

#### Other available features:

- A full *Chain of Custody* log is captured and can be searched.
- The system supports bar code reader for easy check-in and checkout.
- *Mass Checkout* can be performed when there are many pieces of evidence or held property associated with the same incident.
- Evidence Disposition and Disposal are tracked by the system.

# **Check-In From Notification**

The first step in taking ownership of a piece of evidence or held property is to complete a **Check-In**. This can be accomplished by taking *Action* on the system generated **Noti-fication** which is the most common process. The **Check-In** process is also available

within the **Evidence/Property Management Module**. For more information refer to "Check-In" on page 434.

Click on the Select icon 5 to Take Action.

🛠 Home												
Broado	ast Mes	sages Show A	I									
No Me	ssages To	o Display										
Notific	ations				<b>←</b> E	Back	<b>Q</b> , Sł	now A		🕀 Add	Notifi	cation
-Filter	By Users	5-		$\sim$	Search							
PROPE	ERTY PEN	IDING CHECK-	IN	$\sim$								
					Previous	1	2	3	4	5	6	Next
Pri	ority 🕮	Sender 🔃 🔃	Description		1	1 Se	nt On		11	Actio	ns	
Hig	gh	Simpson Homer J	Location: Evidence Or #:2021D4210330; Sy Property Description:	.ocation: Evidence Only; Incident h:2021D4210330; System Id: 817 and Property Description: GUN - HANDGUN;							0	J
Hig	yh	Simpson Homer J	Location: Held Proper #:2021D4210330; Sy Property Description:	rty Only; stem Id: GUN - I	Incident 818 and RIFLE;	02 01	/17/20 23 PN	021 4 EST			0	J

Complete the required fields, then click the **Save** button.

Property Information									
Туре	QUANTITY	VALUE(\$)	DATE OF INFO		INDEX ID				
GUN - HANDGUN	0	0	02/17/2021		2000				
Evidence / Held Pr	operty Information								
System ID		Түре							
817		Evidence		$\sim$					
Agency		DATE OF TRANSACT	ION		Custody From				
District 42, Versail	les ~	03/02/2021 1615	5		Simpson, Todd				
Ітем #		STATUS			LOCATION				
		Checked-In		~	-Select-	~			
DESCRIPTION									
Comments									
C Evidence / Held	Property Processin	9							
		Sig	Inature						
		Go Ba	ck Save						

The **Description** and **Comments** can be edited by the custodian, and **Evidence Pro-cessing** can also be added.

Select the **Location** and make any other necessary changes.

Click the **Signature** button to sign if needed, or click **Save** to take the action. The Notification no longer appears on the *Home* screen.

# **Evidence/Property Mgmt Access**

There are various access points to Evidence/Property Management functions, depending on your permissions:

• To open *Evidence/Property Management*, click on the **Records Management** top menu, then click on the **Evidence/Property Management** sub-menu.



Or, click on the **Records Management** top menu, click **Records Management** again, then click **Evidence/Property Management**.



Online RMS11.6		Chapter	22. Eviden Modu	gmt	Caliber Public Safety		
Assets & Inventory	Citation & Enforcement Activities	Civil Process	Delegate Privileges	Fleet Management			
Lost & Found	Officer Assets & Inventory	Officer Daily Logs	Permits	Personnel Management			
Photo Lineup	Evidence / Property Management	Training	Vehicle Tow/Impound	Warrants			
Person Records	Organization Records	Address Records	Vehicle Records				

For more information, refer to "Evidence/Property Management Landing Page" on the facing page.

• To quickly create a Master Property Index record for held property, click on the **Records Management** top menu, then click on the **Create Held Property** sub-menu.

**Note:** This option is only available to users with the *Evidence - Create Held Property* permission.

The *Add Property* form opens. For detailed instructions, refer to "Adding Property" on page 104.

# **Evidence/Property Management Landing Page**

Evidence-Property Management									
			Exit						
Revidence/Property Management	<b>Q</b> Quick Search	-🖥 Quick Check-In							
Chain of Custody	Ch	eck In	Check Out						
🚮 Dispose	E Tra	ansfer Custody	Change Ownership						
Change Location	🔊 Re	quested Processing	Schedule Disposition						
Audit Reports	Lo	cation Barcode Report							

The *Evidence/Property Management* landing page contains three tabs:

- Evidence/Property Management
  - Contains a link to all the property management functions. The *Evidence-Property Management* screen defaults to this tab.
- Quick Search
  - Allows you to search property records by System ID, Incident Report #, or both.
     You must fill in at least one.
- Quick Check-In
  - Allows you to Check In property quickly by using the barcoded System ID and Location Code.

For details on accessing the *Evidence/Property Management* module, refer to "Evidence/Property Mgmt Access" on page 429.

On	line	RM	IS1 <sup>2</sup>	1.6
		1 /1 /		

#### **Evidence/Property Management Tab**

Evidence-Property Management									
			Exit						
Revidence/Property Management	<b>Q</b> , Quick Search								
Chain of Custody	Ch	eck In	Check Out						
Dispose		ansfer Custody	Change Ownership						
Change Location	🔊 Re	quested Processing	Schedule Disposition						
Audit Reports	Lo	cation Barcode Report							

The Evidence/Property Management tab contains several links.

For details on accessing the *Evidence/Property Management* module, refer to "Evidence/Property Mgmt Access" on page 429.

#### Chain of Custody

This screen has a wide range of functionality. The evidence custodian search using any of these fields:

Caliber Public Safety

Chain of Custody				
System ID	Incident Report #		INDEX ID	
Serial Number	Ітем #		Туре	
			-Select-	~
DESCRIPTION				
Property Information				
CATEGORY				
All O Property O Drugs	O Documents O Curr	ency 🔿 Guns		
The field	ls below chang	je based on	the Cate	gory selectior
Additional Information				
Agency	LOCATION		DISPOSITION	
District 42, Versailles 🗸	-Select-	~	-Select-	~
CURRENT STATUS	ACTIVE HOLD			
-Select-	-Select-	~		
CHAIN OF CUSTODY FROM CHAIN	ог Сизтору То	DISPOSED DATE FROM	n Dis	POSED DATE TO
#	<b>#</b>		#	曲

Enter your search criteria then click the **Search** button to display the *Chain of Custody Search Results* screen.

Chain	hain of Custody								Refine Search New Search Print Labels Print Chain of Custody					
	B D 266 result(s) found Previous 1 2									2 3 4	5 6 7 8 Next			
	System 11 ID	Type ⊥†	Report # 11	ltem ⊥† #	Offenses ↓†	Location ↓†	Agency 11	Scheduled 11 Disposition	Property 11 Information	Status ⊥†	Actions			
	820	Evidence	2019D4210225	1 ect		Drawer	District 42, Versailles		Property - BACKPACK: Quantity: 1;	Pending Check-In	• 7 1			
⊻ #	818	Held Property	2021D4210330			Held Property Only	District 42, Versailles		GUN - RIFLE;	Pending Check-In	• 7 💼			
7	817	Evidence	2021D4210330			Evidence Only	District 42, Versailles		GUN - HANDGUN;	Pending Check-In	• 7 1			

Select one or more records to **Print Labels** or **Print Chain of Custody** for the selected items. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Will appropriate permissions you can **View**, **Edit**, or **Delete** specific Chain of Custody records by clicking on the appropriate icon under the *Actions* column. If one or more icons are absent then you do not have authority to perform that particular action.



Click on the System ID link to view additional Chain of Custody Action items.



You can export the search results to various file types:



For more information on exporting results, refer to "Export Search Results" on page 32.

#### Check-In

The **Check-In** link allows the user to search for evidence or held property to **Check-In**. The *Evidence/Held Property Search* screen defaults to search on *Pending Check-In*, but you can also search on *Checked-Out* for purposes of checking it back in.
Check In			Barcode Search
System ID	Incident Report #	INDEX ID	
Serial Number	ITEM #	Туре	
		Evidence	~
DESCRIPTION			
Property Information			
CATEGORY			
All O Property O Dru	ugs O Documents O Currency O	Guns	
Additional Information			
Agency	LOCATION		
District 42, Versailles	-Select-	~	
CURRENT STATUS	ACTIVE HOLD		
Pending Check-In	-Select-	~	
	Go Back Reset Sear	ch	

Enter your search criteria then click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The Check In Search Results screen appears.

Check	Check In Refine Search New Search Continu												
Comparison of the second select 'Continue'      Previous      1      2      3      N													
	System ↓1 ID	Type ⊥†	Report # 11	ltem ⊥† #	Offenses 11	Location 11	Agency 11	Scheduled 11 Disposition	Property IT	Status 💷	Actions		
	820	Evidence	2019D4210225	1		Drawer	District 42, Versailles		Property - BACKPACK; Quantity: 1;	Pending Check-In	• 7 1		
	817	Evidence	2021D4210330			Evidence Only	District 42, Versailles		GUN - HANDGUN;	Pending Check-In	• 6 🔳		

Check the box on the left of the record you want to Check In then click the **Continue** button to display the *Check In* screen.

Check In						Add Evidence / H	leld Property
System ID	Туре	Agency	Property Information	Custody From	Location	Description	Actions
829	Evidence 👻 🗸	District 42, Versailles	Type: ART OBJECT Value(\$): 0	SERGEANT- CAPTAIN- WIN, Simpson, Todd, ID# 9696	Other 🗸 🗸		
• 820	Evidence 🗸 🗸	District 42, Versailles	Type: BACKPACK Value(\$): 0	User, ODL, ID# 123456	-Select-	h.	
AGENCY				Сизто	DY DATE / TIME		
District 4	2, Versailles			~ 04/0	9/2021 1602		曲
CHECKED IN	а Ву						
Saur, Ch	ristine, ID# SAUR111						~
CHECK IN C	OMMENT						
				Signature			
			Go Back	Save Save	& Exit		

Choose the Type from the drop-down list.

Choose the Location from the drop-down list.

**Note:** The **Location** values are filtered based on whether the item is evidence or held property.

If you wish, you can also add additional evidence items to the **Check In** list by clicking on the **Add Evidence** button on the top right of the screen. The **Add Evidence / Held Property** button takes you back to the *Evidence/Held Property - Check In* screen. Follow the same process as above to search and select the Evidence you want to add then click **Continue**. The additional Evidence is then added to the **Check In** list.

Make other changes if needed, then click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page to print **Receipts**, **Labels**, or **Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Click **Save & Exit** to save your changes and exit the page.

- **Note:** If you <u>are not</u> in a *Multi-tier Organization*, the **Status** will default to *Check-In* and the **Location** will default to the previously checked in location, if it exists.
- **Note:** An *Evidence Custodian* taking action on an *Evidence Pending Check-In* notification will default the **Location** to the previously checked in location, if the **Status** is set to *Check-In*.

## Check-Out

The **Check-Out** link will allow the user to search for property to **Check-Out**. The **Status** of the property must be *Checked-In* or *Check-out* to take this action.

Once the item is located and selected, you can document the person it is going to and the destination.

Check Out				Barcode Search
System ID	INCIDENT REPORT #		INDEX ID	
SERIAL NUMBER	Ітем #		Туре	
			-Select-	~
DESCRIPTION				
Property Information				
CATEGORY				
All O Property O Drugs	O Documents O Current	y 🔾 Guns		
Additional Information				
Agency	LOCATION			
District 42, Versailles ~	-Select-	~		
CURRENT STATUS	ACTIVE HOLD			
Checked-In ~	-Select-	~		
	Go Back Reset Se	arch		

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The Check Out Search Results screen appears.

Check	Out								Refi	ne Search	New Search Continue		
	B      D      V     12 result(s) found Select items using the check boxes and select 'Continue'												
	System ⊥† ID	Type ⊥†	Report # 11	ltem ⊥1 #	Offenses ⊥1	Location ↓↑	Agency ⊥⊺	Scheduled 11 Disposition	Property 11 Information	Status ⊥1	Actions		
9	815	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Checked- In	• 7		
	814	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Checked- In	• 7		
	813	Held Property	2021D4210330	1		Large Item Storage	District 42, Versailles	03/27/2021	Property - AUTO; Quantity: 1;	Checked- In	• 6		
	797	Evidence	2019D4210224	1	0	Large Item Storage	District 42, Versailles		Property - BALLOONS; Make: Aa; Model: Bb; Ser#: 12345; Quantity: 1;	Checked- In	• 7		

Select one or more records you want to Check Out then click **Continue** to display the *Check Out* screen.

Check Out						Add Evidence / H	Held Property
System ID	Туре	Agency Property Information				Description	Actions
<b>0</b> 815	Held Property	District 42, Versailles	Type: DRUGS / NARCOTICS - CONTROLLED SUBSTANCE Quantity: 0	TO Officer 🗸 🗸			
Agency			CHECK OUT DATE / TIME		EVIDENCE DUE DA	TE	
District 42, Ve	ersailles		03/03/2021 0945	ŧ	8		曲
Снеск Оит Ву							
Saur, Christin	e, ID# SAUR111						~
Снеск Оит То							
Communicatio	ins Personnel Chi	ris Clark (Employe	ee #: ) - District 42, Versailles				800
CHECK OUT COM	MENT						
			Signature				
			Go Back Save S	ave & Exit			

Choose the **Destination** from the drop-down list, enter **Check Out To** and other necessary data.

If you wish, you can also add additional evidence or held property to the **Check Out** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Check Out* screen. Follow the same process as above to search and select the evidence or held property you want to add, then click the **Continue** button. The additional records are then added to the **Check Out** list.

Click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page to print **Receipts**, **Labels**, or **Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Click **Save & Exit** to save your changes and exit the page.

#### Dispose

Evidence custodians will use this feature to search for evidence or held property requiring disposal from your evidence or held property room. The **Status** of the evidence or held property must be *Checked-In* or *Checked-out* to take this action. **Dispose** is done when evidence or held property is released to its owner or other person, auctioned, destroyed, or given to another agency.

Click on the **Dispose** link on the **Evidence/Property Management** page to display the *Evidence - Held Property Search* screen.

Evidence-Property Management /	Evidence - Held I	Property Search				
Dispose Evidence / Held Pro	perty					Barcode Search
System ID		INCIDENT REPOR	кт #		INDEX ID	
SERIAL NUMBER		Ітем #			Туре	
					-Select-	~
DESCRIPTION						
D						
-						
CATEGORY	0.5	. 0.0	0	<i>c</i>		
All O Property O Dr	rugs O Docum	nents O Currer	ncy O	Guns		
Additional Information						
Agency		LOCATION				
District 42, Versailles	~	-Select-		~		
CURRENT STATUS		ACTIVE HOLD				
Checked-In	~	-Select-		~		
INITIAL DATE FROM	INITIAL DAT	ге То		SCHEDULED DISPOSITIO	N DATE	SCHEDULED DISPOSITION DATE TO
<b></b>			<b>#</b>	FROM		<b>#</b>
					<b></b>	
Review Date From	Review Da	те То		RELEASE / DESTRUCTION	ORDER	RELEASE / DESTRUCTION ORDER
<b>#</b>			<b>#</b>	FROM	-	
Page Disposition Date	Deer Prove	Derr				
PAST DISPOSITION DATE	PAST REVIE	W DATE				
		Go Ba	ack Res	et Search		

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

Dispo	se								Refine Searc	h New Se	arch Continue
	a 🗈 🚸	12 result	(s) found Select iter	ns using t	he check boxe	s and select 'C	ontinue'				
	System ⊥↑ ID	Type ⊥†	Report # ⊔↑	ltem ⊥↑ #	Offenses ↓1	Location ↓↑	Agency ⊥†	Scheduled 1 Disposition	Property 11 Information	Status ⊥†	Actions
Y	815	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Checked- In	• 2
	814	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Checked- In	• 2
	813	Held Property	2021D4210330	1		Large Item Storage	District 42, Versailles	03/27/2021	Property - AUTO; Quantity: 1;	Checked- In	• 2
	797	Evidence	2019D4210224	1	8	Large Item Storage	District 42, Versailles		Property - BALLOONS; Make: Aa; Model: Bb; Ser#: 12345; Quantity: 1;	Checked- In	• 7

Select one or more records then click **Continue** to display the *Dispose* screen.

Dispose						Add E	ridence / Held Property
System ID	Туре	Agency	Property Information		Disposition	Description	Actions
815	Held Property	District 42, Versailles	Type: DRUGS / NARCOTICS - CONTROLLER SUBSTANCE Quantity: 0	0	Destroyed 🗸 🗸		а 
DISPOSED BY				DISPOSITION DATE / TIME			
Saur, Christine, IE	# SAUR111		×	03/03/2021 1016			<b>#</b>
DISPOSITION COMME	NT						
Destroyed the pro	perty.						
			Signa	ture			
			Go Back Save	Save & Exit			

**Note:** The **Disposition Date/Time** defaults to the current date. You can change the **Disposition Date/Time**; however, a warning message appears if the date is prior to the check in date.

If you wish, you can also add additional Evidence items to the **Dispose** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen.

Click the Signature button to sign if needed.

Click the **Save** button to update and **Print Chain of Custody**, **Print Labels**, or **Print Receipt**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Click the Save & Exit button to apply your changes and exit without print options.

### Transfer Custody

The **Transfer Custody** link is used when a piece of evidence or held property that is **Checked-Out** transfers possession to another person. For example, if the original officer taking evidence to court gets sick and hands the evidence to another officer. The Evidence Custodian can show that **Transfer of Custody** within the Online RMS **Evidence/Property Management Module**.

Click on the **Transfer Custody** link to display the *Evidence - Held Property Search - Transfer Custody* screen.

Transfer Custody		Barcode Search
System ID	INCIDENT REPORT #	INDEX ID
Serial Number	Ітем #	Түре
		-Select-
DESCRIPTION		
Property Information		
CATEGORY		
All O Property O Drugs	O Documents O Currency O	Guns
Additional Information		
Agency	LOCATION	
District 42, Versailles	-Select-	~
CURRENT STATUS	ACTIVE HOLD	DESTINATION
Checked-Out	-Select-	✓ -Select- ✓
	Go Back	Reset Search

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The Transfer Custody Search Results screen appears.

Transf	ransfer Custody Refine Search New Search Continue												
	B       D       Image: Continue of the state of												
	System ∔1 ID	Type ⊥1	Report # 11	ltem ⊥↑ #	Offenses ↓1	Location 11	Agency ⊥1	Scheduled 11 Disposition	Property L1 Information	Status ⊥1	Actions		
	801	Evidence	2019D4210224	5	0	Court	District 42, Versailles		Property - BASEBALL BAT; Ser#: ASD; Quantity: 1;	Checked- Out	•		
	800	Evidence	2019D4210224	4	0	Defense Attorney	District 42, Versailles		Property - BASEBALL BAT; Ser#: ASD; Quantity: 1;	Checked- Out	0		

Select one or more records you want to transfer then click **Continue** to display the *Transfer Custody* screen.

Transfer Custo	ody				Add Evidence / Held	d Property
System ID	Туре	Agency	Property Information	Custody From	Custody To Description Act	tions
801	Evidence	District 42, Versailles	Type: BASEBALL BAT Serial #: ASD Value(\$): 0	Clark, Max, ID# 3066	Communications Personnel Chris Clark (Employe 🔳 🖌	
Agency					TRANSFER DATE / TIME	
District 42, V	ersailles			~	03/03/2021 1044	<b>#</b>
DUE DATE					DESTINATION	
				<b></b>	Officer	~
TRANSFER COM	MENT					
				Signa	ture	
				Go Back Save	Save & Exit	

Enter the **Custody To**, choose the **Destination** from the drop-down list, and enter a **Transfer Comment** and other necessary data.

If you wish, you can also add additional evidence or held property to the **Transfer Custody** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Transfer Custody* screen. Follow the same process as above to search and select the evidence or held propertyyou want to add, then click the **Continue** button. The additional records are then added to the **Transfer Custody** list.

Click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page to print **Receipts**, **Labels**, or **Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Click Save & Exit to save your changes and exit the page.

#### Change Ownership

This link will be used to transfer evidence or held property from one Caliber Public Safety agency in a work group to another. The **Status** of the evidence or held property must be *Checked-In* or *Checked-out* to take this action.

Click on the **Change Ownership** link to display the *Evidence - Held Property Search - Change Ownership* screen.

Evidence-Property Management / Ev					
Change Ownership					Barcode Search
System ID	Inci	IDENT REPORT #		INDEX ID	
SERIAL NUMBER	ITER	и #		Туре	
				-Select-	~
DESCRIPTION					
Property Information					
CATEGORY					
All O Property O Drugs	<ul> <li>Documents</li> </ul>	○ Currency ○ Guns			
Additional Information					
Agency	Loc	ATION			
District 42, Versailles	✓ -5	Select-	~		
CURRENT STATUS	Аст	IVE HOLD			
Checked-In	<u> </u>	Select-	~		
		Go Back Reset S	earch		

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

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Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The Change of Ownership Search Results screen appears.

Chang	e Ownershi	ip							Refi	ne Search	New Search Continue
	D     D     T2 result(6) found     Select items using the check boxes and select 'Continue'										
	System 11 ID	Type 11	Report # 11	ltem 11 #	Offenses 11	Location 11	Agency 11	Scheduled 11 Disposition	Property Information	Status 11	Actions
	815	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Checked- In	• 7
	814	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE:	Checked- In	0 3
	813	Held Property	2021D4210330	1		Large Item Storage	District 42, Versailles	03/27/2021	Property - AUTO; Quantity: 1;	Checked- In	• 7
	797	Evidence	2019D4210224	1	0	Large Item Storage	District 42, Versailles		Property - BALLOONS; Make: Aa; Model: Bb; Ser#: 12345: Quantity: 1;	Checked- In	• 7

Select one or more records then click **Continue** to display the *Change Ownership* screen.

Change Owners	Change Ownership Add Evidence / Held Property										
System ID	Туре	Agency	Property Information		Ownership To	Description	Actions				
815	Held Property	District 42, Versailles	Type: DRUGS / NARCOTICS - CONTRO SUBSTANCE Quantity: 0	LLED	District 42, Versailles 🗸 🗸						
CHANGE OWNERSHIP DATE / TIME CHANGED BY											
03/03/2021 10	57		<b>#</b>	Saur, Christine, ID# SAUR111							
CHANGE OF OWN	ERSHIP COMMENT										
							,a,				
Signature											
Go Back Save Save & Ent											

Enter the **Change of Ownership Comments**, choose the **Ownership To** from the dropdown list if different than what displays, and modify other necessary data.

If you wish, you can also add additional evidence or held property to the **Change Ownership** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Change Ownership* screen. Follow the same process as above to search and select the evidence or held propertyyou want to add, then click the **Continue** button. The additional records are then added to the **Change Ownership** list.

Click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page to print **Receipts**, **Labels**, or **Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Click **Save & Exit** to save your changes and exit the page.

### Change Location

The Evidence Custodian can use this link to show evidence or held property movement from one place to another. The **Status** of the evidence or held property must be *Checked-In* or *Check-out* to take this action. An example would be moving evidence from one shelf to another within the evidence or held property room. Another example would be consolidating evidence in temporary lockers to make lockers accessible for more evidence or held property.

Click on the **Change Location** link on the **Evidence/Property Management** page to display the *Evidence - Held Property Search - Change Location* screen.

Evidence-Property Management / Evidence - H	eld Property Search		
Change Location			Barcode Search
System ID	INCIDENT REPORT #	INDEX ID	
SERIAL NUMBER	ITEM #	Туре	_
		-Select-	~
DESCRIPTION			
Property Information			
CATEGORY			
All O Property O Drugs O Do	cuments O Currency O Guns		
Additional Information			
Agency	LOCATION		
District 42, Versailles	-Select-	<b>~</b>	
CURRENT STATUS	Active Hold		
Checked-In ~	-Select-	~	
	Go Back Reset Search		

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The Change Location Results screen appears.

Chang	ge Location								Refi	ine Search	New Search Continue
	2	12 result(	s) found Select iten	ns using th	ne check boxes	and select 'Co	ntinue'				
	System 11 ID	Type 11	Report # 11	ltem 11 #	Offenses 11	Location 11	Agency 11	Scheduled 1 Disposition	Property 11 Information	Status 💷	Actions
Y	815	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Checked- In	0 C
	814	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Checked- In	0 C
	813	Held Property	2021D4210330	1		Large Item Storage	District 42, Versailles	03/27/2021	Property - AUTO; Quantity: 1;	Checked- In	0 B
	797	Evidence	2019D4210224	1	0	Large Item Storage	District 42, Versailles		Property - BALLOONS; Make: Aa: Model: Bb; Ser#: 12345; Quantity: 1;	Checked- In	øď

Select one or more records then click **Continue** to display the *Change Location* screen.

Change Lo	ocation							Add Evidence /	Held Property
System ID	Туре	Agency	Current Location	Property Information	Location			Description	Actions
815	Held Property	District 42, Versailles	Large Item Storage	Type: DRUGS / NARCOTICS - CONTROLLED SUBSTANCE Quantity: 0	Large Item Storage		v <b>v</b>		ā
Agency				CHANGED BY			Custody Date / Time		
District 4	42, Versaille	5		<ul> <li>Saur, Christine</li> </ul>	, ID# SAUR111	~	03/03/2021 1111		曲
CHANGE OF	LOCATION	Comment							
Signature									
				Go	Back Save Save & Exit				

**Changed By** defaults to the logged in user. Enter comments, choose the **Location** from the drop-down list, and enter or change other necessary data.

Note: The Location drop-down list depends on the Status and Type of evidence/property.

If you wish, you can also add additional evidence or held property items to the **Change Location** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen. The **Add Evidence/Held Property** button takes you back to the *Evidence -Held Property Search - Change Location* screen. Follow the same process as above to search and select the records you want to add then click **Continue**. The additional records are then added to the **Change Location** list.

Click the **Signature** button to sign if necessary

Click **Save** to save your changes and remain on the page to print **Receipts**, **Labels**, or **Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Click **Save & Exit** to save your changes and exit the page.

#### Requested Processing

Click on the **Requested Processing** link to display the *Evidence - Held Property Search - Requested Processing* screen.

Online RMS11.6

Requested Processing		Barcode Search
System ID	Incident Report #	INDEX ID
SERIAL NUMBER	Ітем #	Туре
		-Select-
DESCRIPTION		
Property Information		
CATEGORY		
● All ○ Property ○ Drug	gs O Documents O Currency	O Guns
Additional Information		
Agency		
District 42, Versailles	✓ -Select-	×
CURRENT STATUS	ACTIVE HOLD	
-Select-	-Select-	<b>~</b>
	Go Back Reset Searc	ch

Select a **Category** and enter other search criteria into fields that appear below the Category based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The Requested Processing Search Results screen appears.

Reque	ested Processing									ne Search	New Search Continue
	Continue'     Continue'     Continue'									2 3 4	5 6 7 8 Next
	System ⊥⊤ ID	Type ⊥†	Report #	ltem ⊥↑ #	Offenses 11	Location 11	Agency 11	Scheduled 11 Disposition	Property Information	Status ⊥†	Actions
	820	Evidence	2019D4210225	1		Drawer	District 42, Versailles		Property - BACKPACK; Quantity: 1;	Pending Check-In	• • •
	818	Held Property	2021D4210330			Held Property Only	District 42, Versailles		GUN - RIFLE;	Pending Check-In	<ul> <li>Image: Image: Ima</li></ul>

Select one or more records you want to process then click **Continue** to display the *Requested Processing* screen.

Requested Proc	equested Processing									
System ID	Туре	Agency	Property Information	Processing	Actions					
820	Evidence	District 42, Versailles	Type: BACKPACK Value(\$): 0	Fingerprints	· •					
Processing Com	Processing Comments									
Go Back Save Save & Exit										

Choose **Processing** from the drop-down list, enter **Processing Comments** and other necessary data.

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**Note:** Your agency may elect to require at least one evidence Processing through a configuration setting. Refer to your agency administrator for more information.

If you wish, you can also add additional evidence or held property to the **Requested Pro**cessing list by clicking on the Add Evidence/Held Property button on the top right of the screen to open the *Evidence - Held Property Search Requested Processing* screen. Follow the same process as above to search and select the evidence or held propertyyou want to add, then click the **Continue** button. The additional records are then added to the **Requested Processing** list.

Click **Save** to save your changes and remain on the page where you can optionally **Print Chain of Custody**, **Print Labels**, and **Print Receipt**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Click **Save & Exit** to save your changes and exit the page.

#### Schedule Disposition

Click on the **Schedule Disposition** link to display the *Evidence - Held Property Search - Schedule Disposition* screen.

Schedule Disposition						Barcode Search
System ID		INCIDENT REPOR	ат #		INDEX ID	
SERIAL NUMBER		Ітем #			Туре	
					-Select-	~
DESCRIPTION						
Property Information						
CATEGORY						
All O Property O Drugs		ents O Curren	cy O	Guns		
Additional Information						
Agency		LOCATION				
District 42, Versailles	~	-Select-		~		
CURRENT STATUS		ACTIVE HOLD				
-Select-	~	-Select-		~		
INITIAL DATE FROM	INITIAL DAT	е То		SCHEDULED DISPOSIT	ION DATE	SCHEDULED DISPOSITION DATE TO
<b>#</b>			<b>#</b>	FROM		<b>#</b>
					<b></b>	
REVIEW DATE FROM	REVIEW DAT	ге То		RELEASE / DESTRUCT	ION ORDER	RELEASE / DESTRUCTION ORDER
<b>#</b>			<b>#</b>	FROM		10
		_				
PAST DISPOSITION DATE	PAST REVIEW	W DATE				
		Go B	ack Res	et Search		

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Select a **Category** and enter other search criteria into fields that appear below the Category based on your Category selection.

You can **Schedule Disposition** in mass by searching for Evidence/Held Property related to an incident report, based on a property location, property status, barcode scanning, or Initial Date range and other relevant dates.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

Sche	Schedule Disposition Refine Search New Search Contin										New Search Continue
D         Previous         1         2         3         4         5         6         7         8									5 6 7 8 Next		
	System ⊥↑ ID	Type ⊥î	Report # 11	ltem ⊥î #	Offenses 11	Location 11	Agency ⊥↑	Scheduled 11 Disposition	Property 11	Status ⊥î	Actions
7	820	Evidence	2019D4210225	1		Drawer	District 42, Versailles		Property - BACKPACK; Quantity: 1;	Pending Check-In	• • •
	818	Held Property	2021D4210330			Held Property Only	District 42, Versailles		GUN - RIFLE;	Pending Check-In	• 7 1

The Schedule Disposition Search Results screen appears.

Select one or more records you want to schedule the disposition then click **Continue** to display the *Schedule Disposition* screen.

Scheduled Dis	cheduled Disposition								
System ID	ystem ID Type Agency Property Information Disposal Date								
820	Evidence	District 42, Versailles	Type: BACKPACK Value(\$): 0	03/03/2021	# <b>•</b>				
DISPOSITION CO	MMENTS								
						.d			
	Go Back Save & Exit								

Choose Disposal Date from the drop-down list and enter Disposition Comments.

If you wish, you can also add additional evidence or held property to the **Scheduled Disposition** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Scheduled Disposition* screen. Follow the same process as above to search and select the evidence or held propertyyou want to add, then click the **Continue** button. The additional records are then added to the **Scheduled Disposition** list.

Click **Save** to save your changes and remain on the page where you can optionally **Print Chain of Custody**, **Print Labels**, and **Print Receipt**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 454.

Click **Save & Exit** to save your changes and exit the page.

### Audit Reports

**Audit Reports** allows Evidence Custodians to perform self-audits of their agency's evidence or held property vault. Perform audits at any time.

Click on **Audit Reports** from the **Property Management** home window to display the available reports.

Generated Audits Lo	cation Discrepancy Audits			Gol
Show 10 \$ entri	ies		Search:	Add Audit Repo
Report #	11 Audit By	11 Audit Date	II Finalized Date	11 Actions
00000221902	Saur, Christine	02/08/2019 1801	02/08/2019 1801	
00000201811	Simpson, Homer	11/01/2018 1253	11/01/2018 1308	
00000151710	Simpson, Homer	10/16/2017 1518		• 2 •
00000101708	Saur, Christine	08/17/2017 1628		• •
00000091706	Simpson, Homer	06/27/2017 1416		• •
0000071705	Simpson, Homer	05/11/2017 1140		• •
0000061703	Simpson, Homer	03/14/2017 1817		• •
0000051703	Friday, Joe	03/14/2017 1812		• •
00000041703	Friday, Joe	03/14/2017 1811		• •
1604006	Simpson, Homer	04/27/2016 1029		• •
howing 1 to 10 of 14 er	tries			Previous 1 2 Ne

There are two tabs to the Audit Reports screen:

- Generated Audits
- Location Discrepancy Audits

#### Search Audit Reports

On either tab you have the ability to search for specific reports.

Click in the **Search** field and enter all or a portion of the **data** into the search text box that pertains to the search criteria. The results that match your criteria and entered data display in the grid.

				Go Back
Generated Audits	Location Discrepancy Audits			
Show 10 \$	entries		Search: 1511	× Add Audit Report
Report #	L Audit By	Audit Date	11 Finalized Date	11 Actions
1511005	Friday, Joe	11/17/2015 1318		<ul> <li>Z</li> <li>I</li> </ul>
1511004	Friday, Joe	11/17/2015 1313		
1511003	Simpson, Homer	11/17/2015 1200		<ul> <li>Image: Image: Image:</li></ul>
1511002	Simpson, Homer	11/17/2015 1152		<ul> <li>☑</li> <li>☑</li> <li>☑</li> </ul>
Showing 1 to 4 of 4	entries (filtered from 13 total entries)			Previous 1 Next

#### Create a New Audit Report

You have the ability to generate a new Audit Report.

Click the **Add Audit Report** link on the *Generated Audits* tab to open the *Evidence - Held Property Search* form.

Evidence-Property Management / Audit Reports / Evi	dence - Held Property Search		
# OF RECORDS TO AUDIT			
System ID	INCIDENT REPORT #	INDEX ID	
SERIAL NUMBER	ITEM #	IYPE	
		-Select-	~
DESCRIPTION			
Property Information CATEGORY All O Property O Drugs O Documen	ts O Currency O Guns		
Additional Information			
Agency	LOCATION		
District 42, Versailles	-Select-	~	
CURRENT STATUS	ACTIVE HOLD		
Checked-In	-Select-	<b>~</b>	
	Go Back Reset General	te Audit Report	

Enter the **# of Records to Audit** and other applicable fields then click **Generate Audit Report** to display the **Audit Report**.

Genera	nted Audit Detai	ls						Go Back
AUDIT	Вү		Audit Date	# of Records				
Saur,	Christine		03/03/2021 1134	5				
AUDIT	Comments							
								.4
			Save	Audit				
Confir	med / Unconfirn	ned Items	•					
	System ID	Туре	Property Description	Incident Report	Status	Location	Comments / Confirm Location	
2	815	Held Property	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	2021D4210330 3325	Checked- In	Large Item Storage		
2	814	Held Property	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	2021D4210330 3325	Checked- In	Large Item Storage		
<b>V</b>	813	Held Property	Property - AUTO; Quantity: 1;	2021D4210330 3325	Checked- In	Large Item Storage		
V	797	Evidence	Property - BALLOONS; Make: Aa; Model: Bb; Ser#: 12345; Quantity: 1;	2019D4210224 3213	Checked- In	Large Item Storage		
	796	Evidence	Drug - DRUGS - COMMON MEDICINE; SUSPECTED HASHISH; Quantity: 1 Liter; Value: 0;	2014ISP0000209 1396	Checked- In	Other	Large Item Storage	~

If the **Location** is different, uncheck the box to the left, and select the correct **Location** from the list box on the right. Enter any necessary comments.

Click Save Audit to save the report, then click Finalize to add it to the Audit Report list.

				Go Back
Generated Audits Le	ocation Discrepancy Audits			
Show 10 \$ entr	ies		Search:	Add Audit Report
Report #	1 Audit By	11 Audit Date	11 Finalized Date	11 Actions
00000242103	Saur, Christine	03/03/2021 1136	03/03/2021 1137	• 1
00000221902	Saur, Christine	02/08/2019 1801	02/08/2019 1801	
00000201811	Simpson, Homer	11/01/2018 1253	11/01/2018 1308	
00000151710	Simpson, Homer	10/16/2017 1518		<ul> <li>Image: Image: Image:</li></ul>

Using the icons in the *Action* column you can with appropriate permissions view, edit or delete reports. If an icon does not appear, then you do not have permissions to perform that action. For example, if the edit icon does not appear next to a particular report then you cannot edit that report.

Click the **View** icon <a> to view the **Audit Report** and print labels.</a>

Genera	Generated Audit Details								Print Labels
AUDIT	Report #		AUDIT E	ly	AUDIT DATE		# OF RECORDS		
00000	242103		Saur, C	istine 03/03/2021 1136			5		
AUDIT	Audit Comments								
Confirm	ned / Unconfi	rmed Items							
	Confirmed	System ID	Туре	Property Description	Property Description		on	Comments / Con Location	firm
	No	796	Evidence	Drug - DRUGS - COMMON MEDICI 1 Liter; Value: 0;	NE: SUSPECTED HASHISH; Quantity:	Other		/ Large Item Storage	e
	Yes	797	Evidence	Property - BALLOONS: Make: Aa: M 1;	Model: Bb; Ser#: 12345; Quantity:	Large I Storag	tem e		
	Yes	813	Held Property	Property - AUTO; Quantity: 1;	Property - AUTO; Quantity: 1;		tem e		
	Yes	814	Held Property	Drug - DRUGS / NARCOTICS - CON	TROLLED SUBSTANCE;	Large I Storag	tem e		
	Yes	815	Held Property	Drug - DRUGS / NARCOTICS - CON	TROLLED SUBSTANCE;	Large I Storag	tem e		

#### **Create Location Discrepancy Audit Report**

You have the ability to create a **Location Discrepancy Audit Report** from the *Location Discrepancy Audits* tab. This report lists all items currently in a particular location.

				Go Back
Generated Audits Location Discrepance	cy Audits			
Show 10 ¢ entries			Search:	Add Discrepancy Report
Incident Report	Audit By 11	Audit Date 11	Finalized Date	Actions
00000231902	Saur, Christine	02/08/2019 1815	02/08/2019 1815	
00000211811	Simpson, Homer	11/01/2018 1348	11/01/2018 1349	
00000181711	Saur, Christine	11/20/2017 2135	11/20/2017 2136	
00000161710	Simpson, Homer	10/31/2017 1306	11/01/2018 1343	
00000141709	Simpson, Homer	09/13/2017 1300	12/15/2020 1638	
00000131708	Simpson, Homer	08/30/2017 0929	09/13/2017 1304	
00000121708	Saur, Christine	08/17/2017 1716		• 2 •
00000111708	Saur, Christine	08/17/2017 1716		<ul> <li>Image: Image: Image:</li></ul>
Showing 1 to 8 of 8 entries				Previous 1 Next

Click on the **Add Discrepancy Report** button to display the *Location Discrepancy Audit* form.

Location Discrepancy Audit		Go Back
Select a Location		
-Select-		
	Save Audit	
Confirmed / Unconfirmed Items		
Additional Items		Add Additional Item

Select a location to display the Location Discrepancy Audit report.

Location Di	screpano	y Audit					Go Back
SELECT A LOO	ATION						
Large Iten	n Storage	~					
AUDIT COMM	MENTS						
							Start Scanning
				Save Audit			
Confirmed	/ Uncont	firmed Items		1			
	Syster	n ID	Туре	Property Descrip	otion	Comments	
	474		Evidence				
<b>I</b>	753		Evidence				
	758		Evidence				
	770		Evidence				
	782		Evidence				
	786		Evidence				
	797		Evidence				
	813		Held Property				
	814		Held Property				
	815		Held Property				
<							>
Additional	Items						Add Additional Item
System ID	Туре	Property Descript	tion		Comments		Actions
<							>

Select all items to that are *Confirmed*. You can select individual items, or all items at once. If all items are *Confirmed*, click the **Select All** box on the top left to check all items listed. To add an item to the list, enter the **System ID** in the **Additional Items** text field and click **Add Additional Item**. If the **System ID** entered does not exist, you will receive a message stating it could not be found.

Click the **Save Audit** button, then click **Finalize** to save the report to the **Location Discrepancy Audit Reports** tab.

Generated Audits Location Disc	repancy Audits			Go Back
Show 10 ¢ entries		Se	arch:	Add Discrepancy Report
Incident Report 🛛	Audit By 11	Audit Date 11	Finalized Date 11	Actions
00000252103	Saur, Christine	03/03/2021 1148	03/03/2021 1148	
00000231902	Saur, Christine	02/08/2019 1815	02/08/2019 1815	<ul> <li>Image: Image: Ima</li></ul>

Using the icons in the *Action* column you can view, edit or delete reports. If an icon does not appear, then you do not have permissions to perform that action. For example, if the edit icon does not appear next to a particular report then you cannot edit that report.

### Location Barcode Report

The Evidence Custodian can use this link to produce a Location Barcode Report.

Click on the **Location Barcode Report** link on the **Evidence/Property Management** page to generate the report.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

## **Quick Search Tab**

This option works the same way as the **Evidence - Held Property Search**. The process, however, is shortened by using a scanner and barcode system.

		Exit
Evidence/Property Management	<b>Q</b> , Quick Search	-a Quick Check-In
System ID		Incident Report #
	Rese	Search

## **Quick Check-In Tab**

This option works the same way the **Check-In** link works. The process, however, is shortened by using a scanner and barcode system.

Check In						Add Evidence / I	Held Property
System ID	Туре	Agency	Property Information	Custody From	Location	Description	Actions
829	Evidence 🗸 🗸	District 42, Versailles	Type: ART OBJECT Value(\$): 0	SERGEANT- CAPTAIN- WIN, Simpson, Todd, ID# 9696	Other 🔍 V		
• 820	Evidence 🗸 🗸	District 42, Versailles	Type: BACKPACK Value(\$): 0	User, ODL, ID# 123456	-Select-	h.	
AGENCY				Custor	DY DATE / TIME		
District 4	12, Versailles			~ 04/0	9/2021 1602		<b></b>
CHECKED IN	ч Вү						
Saur, Ch	ristine, ID# SAUR111						~
CHECK IN C	OMMENT						
				Signature			
			Go Back	Save Save	k Exit		

# Print Labels, Chain of Custody, Receipts

The **Evidence/Property Management Module** provides the ability to print the chain of custody, label, or receipt by clicking on the respective button when available:

Print Chain of Custody Print Label Print Receipt

For more information on the Evidence/Property Management Module, refer to "Evidence/Property Mgmt Module Overview" on page 427.

## **Print Chain of Custody**

Click on the Chain of Custody button to open the chain of custody in a new tab in the browser.

	1 of 1		-   +	Automatic Zo	om 👻		🛱 🖶 C	ψ
		Indiana	FOR OFFICE State Police E	al use only (Fouo) vidence Cha	ain of Cust	ody	7 Print	
Report #: No Rep Property - BATTEF Ser#: BAT123 Quantity: 1	ort# RY	Report Date:		Offenses :				
Syste Current St	m ID: 827 atus: Pending Check-In	Agency: Current Current I	District 42, Versailles Status Date: 03/22/202 .ocation: Evidence On	1 1559 Hrs ly			Type: Evidence	
Purpose Pending Check-In	Custody From Saur, Christine - SAUR111	Custody To	Custody Date 03/22/2021 1559 Hrs	Storage Location Evidence Only	Description:	Destination	Comment	

Your agency administrator has the option to apply a maintenance value setting to control whether or not chain of custody prints in ascending order by default. Refer to your agency administrator for details.

Click the print icon to print to the printer or save to a file.

**Print Label** 

Click on the **Print Label** button to open the label in a new tab in the browser.



Click the print icon to print to the printer or save to a file.

## **Print Receipt**

Click on the <b>Print R</b>	Receipt button	to open the	receipt in a ne	ew tab in the browser.
-----------------------------	----------------	-------------	-----------------	------------------------

כ	$\uparrow  \downarrow [$	1 of 1		-   +	Automatic Zoor	m 🗸			Ŕ	-	¢	
			Evidence	FOR OFFICIAL U - Held Proper Indiana S	se only (FOUO) <b>ty Receipt /</b> tate Police	Lab Re	port		P	<b>1</b> Prin	t	
	System ID: Description: Evidence Pr Item #: Report #: Seized By: Location: Ev	827 cocessing: No Report # Saur, Christine, I vidence Only roperty - BATTER	D# SAUR111	Туре	Evidence	eized Da	te:	03/22/2021				
	Serial #: Make: Model:	BAT123		Misc Prim Secc Quar	/OAN: ary Color: ondary Color: ntity:	1						
	From: Sau	ır, C.		To:Evidence O	nly		D	ate: <u>03/22/202</u>	1 15:5	9		
	Comments: Signature:											

Click the print icon to print to the printer or save to a file.

# **Chapter 23. Barcode Search Process**

## **Barcode Search Process Overview**

The **Barcode Search** feature allows you to input multiple items into the **Evid-ence/Property Management Module** automatically by scanning the barcode label through the Property Management menu.

Access the scanning process through applicable links on the *Property Management* menu. For instructions on accessing the *Evidence/Property Management* menu, refer to "Evidence/Property Mgmt Access" on page 429.

Revidence/Property Management Q Quick Se	arch duick Check-In	Exit
Chain of Custody	Check In	Check Out
Dispose	Transfer Custody	Change Ownership
Change Location	Requested Processing	Schedule Disposition
Audit Reports	Location Barcode Report	

Click on one of the links to open the respective Search screen, then click on the Barcode Search button on the top right.



Click the **Start Scanning** link to start the process of scanning each label. As each label is scanned there will be a beep from the system and a listing of the item will appear on the screen in the grid. You can delete a particular item if needed.



When you are finished scanning, click the **Stop Scanning** icon and select the **Continue** button.



The system then continues to function as described in the "Evidence/Property Mgmt Access" on page 429 section.

Click **Save** to save your changes and remain on the page.

Click Save & Exit to save your changes and exit the page.

## **Location Barcode Report**

This link allows the Evidence Custodian to print a report showing the evidence and held property locations in the evidence room, along with a corresponding **Barcode**. This allows agencies to scan the location with a barcode scanner rather than select it from the **List of Values** (LOV).

## Mega Menu

When viewing the Chain of Custody for any piece of evidence or held property, there is a **Mega Menu** to the top left. Evidence Custodians can use this menu to take action and change the **Status** of the item without leaving the window. The *Actions* available will be shown based on the **Current Status** of the evidence or held property.

### 🍯 Actions 🕶

Click on the **Mega Menu** button to display a drop-down of items from which to choose.

Choices available under the **Mega Menu** vary depending on the evidence **Current Status**.

Actions - Chain O	f Custody
Check In	
Check Out	0339 Report
Change Location	
Edit Processing	5 Value(\$): 0
STSTEM ID	
821	

## Create Evidence or Held Property without An Incident Report

Officers can create property and indicate that the property is also evidence or held property without creating an incident report with appropriate permissions. This functionality is not a part of the default setup but can be requested by an agency administrator if desired.

To create evidence or held property without an incident report, the officer navigates to **Master Indices**, selects the *Property Tab*, then clicks the **Add Property** hyperlink. For information on accessing **Master Indices**, refer to "Master Indices" on page 75.

Click the **Category** to display additional fields specific to that Category to describe the property in more detail.

Property Information									Go Back
SECURITY LEVEL			CATEGORY						
Level 1 - Access to all Data		~	PROPERTY		O DOCUMENTS		O Gu	ins 🗲	Select Category to display fields below
Түре		SERIAL #			MISCELLANEOUS	OAN		VALUE	for that Category
-Select-	~								
MAKE		MODEL			PRIMARY COLOR			SECONDA	ARY COLOR
					-Select-		~	-Select	- •
QUANTITY		ITEM DESCRI	PTION						
1									
DATE OF INFO		COMMENTS							
3/14/2019	<b>#</b>								
				Go Back	Save				

When all required information and as much other information as possible has been entered, click the **Save** button to add the property to the report.

The **Edit Property** screen appears. Click the **Add Evidence/Held Property** hyperlink in the Evidence/Held Property grid to add the property.

**Note:** To see this link, you must have the *Master Indices - Add Evidence to Master Index Property* permission. Refer to your agency administrator for details.

		Go Back Log Property as Evide	nce / Hel	Id Property View Summary Subscribe
A Property Details				
				SmartSearch (0) -
INDEX ID	CATEGORY	DATE OF INFO		SECURITY LEVEL
2007	Property	03/03/2021	曲	Level 1 - Access to all Data 🗸
Түре	SERIAL #	MISCELLANEOUS / OAN		VALUE
ВАСКРАСК	~			0
Make	Model	PRIMARY COLOR		Secondary Color
		Blue	$\sim$	Beige 🗸
QUANTITY				
1				
ITEM DESCRIPTION				
OTHER COMMENTS				
		Go Back Save		
Revidence / Held Property	,			• Add Evidence / Held Propert
People				🔂 Add Perso

The standard Evidence - Held Property screen appears.

Property Type	Center No.			
	SERIAL NUI	MBEK	PROPERTY DESCRIPTION	·
DACKFACK				
vidence / Held Property In	formation			
Түре				
Evidence	~			
Date/Time Recovered		RECOVERY LOCATION		Agency
03/02/2021 1603	曲			District 42, Versailles 🗸
DATE/TIME PLACED IN STORAGE		Status		LOCATION
03/03/2021 1603	<b></b>	Pending Check-In	~	-Select-
Custody From		Ітем #		
Saur, Christine	8773			
Description				đ
Description Comments				4
Description Comments Extended Chain of Custody				i. In Add
DESCRIPTION COMMENTS Extended Chain of Custody D Evidence / Held Property	/ Processing			a. Add
Comments Extended Chain of Custody Evidence / Held Property PROCESSING	/ Processing	Соммента		a. a. Add
Comments Extended Chain of Custody Evidence / Held Property PROCESSING -Select-	/ Processing	Comments		a a Add
Comments Extended Chain of Custody Evidence / Held Property PROCESSING -Select-	/ Processing	Comments		a a Add
Comments Xtended Chain of Custody Evidence / Held Property PROCESSING - Select-	/ Processing	Comments		h. h. Add h.
Comments Extended Chain of Custody Evidence / Held Property PROCESSING -Select-	/ Processing	Comments		ه. ۸. ۸۵ ۸۵ ۸۵ ۴۵ ۴۵ ۴۰ ۴۰ ۴۰

Select the **Type** (Evidence or Held Property), **Location** and enter other necessary information.

Optionally, click **Signature** to add a signature.

Optionally, click **Add** to add an *Extended Chain of Custody* and supply information in the fields that appear.

Optionally, select a **Processing** option from the drop-down list and enter comments.

**Note:** With Online RMS version 11.6 and above, your agency administrator has the option to set the *Evidence\_Processing\_Required* maintenance value to **Y** to require at least one processing record when adding evidence/held property records.

The Edit Property screen opens. The Property record now has an Index ID and System ID for tracking.

									Go Back	View Summary	Subscribe
noperty	Details										
<b>Q</b> 1										SmartS	earch (0) 🔹
										-Add-	~
INDEX ID	)		CATEGO	RY		DATE OF IN	÷0		SECURIT	Y LEVEL	
2007			Prope	rty		03/03/202	1	<b>#</b>	Level	1 - Access to a	all Data 🗸
Туре			SERIAL	#		MISCELLANE	ous / OAN		VALUE		
BACKPA	ск	~							0		
Маке			Model			PRIMARY CO	LOR		SECOND	ARY COLOR	
						Blue		$\sim$	Beige		$\sim$
QUANTITY											
1											
ITEM DESCR											
OTHER CON	IMENTS										
					GO Da	Save					
@ Evidenc	e / Held F	Property									
System ID	Туре	Agency	Status	Officer	Recovery Date	Description	Disposition	Sched Dispo Date	uled sition	ltem Number	Comments
822	Evidence	District 42, Versailles	Pending Check-In	Saur, Christine, ID# SAUR111	03/02/2021 1603						

# **Chapter 24. 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
Lessignment Information	≔ Activity <u>L</u> og		
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
🚨 Assignment Informat	tion					
DAILY #		STATUS			ASSIGNMENT	
New		New			-Select-	~
DATE		SHIFT				
01/22/2019	曲	-Sele	ct-	~		
NOTES						
REPORTING AREAS						
Click To Select						
Officers						• Add <u>O</u> fficer
Badge #	Name		On Time		Off Time	Actions
SAUR111	Saur, Christine		12/18/2018 13:20			2
Vehicles						• Add <u>V</u> ehicle
Plate #		Desc	ription			Actions
			No Vehicles Added			
Equipment						Add <u>E</u> quipment
Description		Start 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.
- 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.

Assignment Information	= Activit	vlog		Exit Log Help / Tips Close Log
Total Activity Time: 0	Hrs 0 Min	s Misc Time: 0 Hrs 6 Mins		Add Activity Log
DISPATCH				Report #
1	<b>#</b>			
ON SCENE		TIME CATEGORY		Тіскет #
11/21/2019 0938	苗			
CLEAR		COMMENTS		
	曲			ADD ACTIVITY APPLY TEMPLATE
			1	
		<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 472.

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**.

		Exit Log	Help / Tips	Close L
<b>&amp;</b> Assignment Information	⊞ Activity <u>L</u> og			

**Note**: For more information on exiting and closing the log, refer to "Exit or Close Daily Log" on page 480.

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

1	Christine Saur [District 42, Versaille	s] 🔻	98/0	
	Christine Saur District 42, Versailles ISP Test (TSTC) US/Central			
ification	<ul> <li>▲ My Profile</li> <li>☆ Manage Home Screen</li> <li>▲ Daily Log #201901ISP0000</li> </ul>	42	0	
11	Image Upload		•	
	My Cases (Active Count)		e	•

**Note**: For more information on accessing your current log, refer to "Officer Daily Log (ODL) Overview" on page 465.

## **Assignment Tab**

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

				Exit Log Help / T	ips Close Log
<b>&amp;</b> 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					

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		2		

Add Officer	
OFFICER	
Saur,Christine - #SAUR111	
ON TIME	
01/22/2019 0924	<b>#</b>
OFF TIME	
	曲
Clo	se Ok

Start typing the officer's name/User ID in the Officer field to display a list of officers from which you can select.

If you need to select a different *On Time* you may use the Calendar tool to select a different date/time than the default.

Click **OK** and the Officer's information is added to the Officers grid.

Use the **Edit** or **Delete** icons to the right in the appropriate row of the grid/table to make changes as needed to your log.

- **Note**: Agency specific values can be administered by an Agency Administrator under *Manage Agency*, and the **Officer Daily Log** tables under the *Agency Settings* tab.
- **Note**: Additional officers added to the **Daily Log** must be added manually to the *Assignment* within **Fleet Management**. Refer to "Edit Vehicles " on page 624 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				
WIT ASSIGNED VEHICLES						
-------------------------------------	-----------	------------------	------------------	-------	---------------------	---
-Select Assigned Vehicle-						•
/EHICLE						
TART MILES	END MILE	5	OFF DUTY MILES		TOTAL MILES	
UEL (GALLONS)		FUEL TYPE		TOTAL	FUEL COST (DOLLARS)	
		-Select-	~			
DIL (QUARTS)	TOTAL OIL	COST (DOLLARS)	REPAIR COST (DOL	LARS)	PAYMENT TYPE	
					-Select-	•
LUID COST (DOLLARS)		TOTAL COST (DOLL	ARS)			
/ENDOR <sup>O</sup> Select  Specify						
COMMENTS						

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

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					
Plate #	Description	Actions			
M12345	SR Unit #5701 2010 - Patrol	<b>e</b>			

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

Equipment • Add Equipm					
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.

۱	/ehicles		• 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	ave

**Note**: The **Requesting Officer** defaults to the officer and the Status defaults to Pending.

A successful confirmation message briefly appears across the top of the window.

Note: Officers must edit Services Requests via the *Fleet Management* module. Refer to "Edit a Service Request " on page 636 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>	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	æ 💼
09:07 / 09:07 - 2019D4210215 - No Activities - Created incident 2019D4210215	c 🗊
14:35 / 14:35 - 2019D4210217 - No Activities - Created incident 2019D4210217	6

## 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 482.

## Log Search

Use the following procedures to search Officer Daily Logs:

Select Records Management from the top menu, then select Officer Daily Logs.



Or, select *Records Management* to open the Records Management menu, then select *Officer Daily Logs*.



Whichever method you choose, the Search Daily Logs screen appears.

Records Management / Daily Log Search								
Officer Daily Log Search								
DAILY #	STATUS	Assignment	Shift					
	-Select-	-Select-	▼ -Select- ▼					
DATE FROM	<b>D</b> ATE <b>T</b> O	POSTED	REPORTING AREA					
<b></b>	曲	-Select-	▼ -Select- ▼					
Officer								
First Name	FIRST NAME INTERNAL # / BADGE ID							
Go Back Reset Search								

Complete fields to set search parameters or go directly to the next step to return ALL daily logs.

Select Search to display the Daily Logs Search Results page with a list of search results.

	Refine Search     New Search     Post Selected Logs       Image: Comparison of the search     Image: Comparison of the search     Image: Comparison of the search							
Posted	Daily # ⊥↑	Date ⊥↑	Status 💵	Assignment 11	Reporting Area(s)	Officers	Actions	
	201901ISP000042	01/22/2019	Open	Officer Daily		Saur, Christine	• 7 💼	
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.</a>

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 474 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 474.

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 Sear	ch Post Selected Logs
	5 result(s) fe	bund					
Posted	Daily #	Date 11	Status 11	Assignment 1	Reporting Area(s)	Officers	Actions
Posted	201811ISP000039	11/20/2018	Closed	Court Testifying		Wright, Greg	<ul> <li>Image: Image: Ima</li></ul>
	201811ISP000038	11/19/2018	Edit	D42 Test		Wright, Greg	<ul> <li>Image: Image: Ima</li></ul>
	201811ISP000037	11/18/2018	Open	D42 Test		Wright, Frank	•
	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, Greg	<ul> <li>Image: Image: Ima</li></ul>
Posted	201811ISP000035	11/12/2018	Closed	ODL RDO Test	ATLN-West	Wright, Greg	<ul> <li>Image: Image: Ima</li></ul>
			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 474.

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.

66	1 result(s) for	und						Refine	Search New Search	Post Selected Logs
Posted	Daily #		Date		Status 🗐		Assignment	Reporting Area(s)	Officers	Actions
	201811ISP000036		11/14/2018		Closed		Court Testifying		Wright, Greg	<b>③</b>
Refine Search New Search Post Selected Logs										

On the View Daily Log window select the Post button.

ತಿ 🗭 ಈ 😑 Assignment Details		Go Back F	ost 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 474 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.

						Refine Search New	w Search Post Selec	cted Logs
	1 result(s) found							
Posted	Daily # ↓↑	Date ↓↑	Status ↓î	Assignment ↓î	Reporting Area(s)	Officers	Actions	
	201811ISP000036	11/14/2018	Closed	Court Testifying		Wright, G	ireg 💿	Ō
			Refine Searc	ch New Search Post	Selected Logs			

#### Select Un-Post.

â ສ ຄ ⊑ Assignment Details		Go Back Un-Po	st Switch to Edit Status Print Report
DAILY # 2018111SP000036	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 474 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.

≗ 🛱 🐟 ⊑ Assignment Details		Go Back Post S	witch 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 PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

## 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.

If you clicked Yes, an Edit Officer window appears.

Edit Officer	
OFFICER	
Saur,Christine - #SAUR111	<b></b>
ON TIME	
01/22/2019 0924	<b>#</b>
OFF TIME	
	曲
	Close Ok

Select the Off Time for EACH officer that was on the ODL. Select OK.

If the log has vehicles or equipment, a separate window displays allowing you to select the **Ending Mileage** for the vehicle and any other appropriate fields that need to be filled in. Once those fields are complete; select **OK**.

A separate window displays for the equipment, if any. Apply the necessary data then select **OK**.

The View Log window displays, showing a status of Closed.

View Log										
2 8 5	≡					Go Back	Post	Switch	n to Edit Stati	us Print Report
Assignment De	tails									
DAILY #		STATUS			DATI	:			ASSIGNMEN	т
201901ISP00004	12	Closed			01/	01/22/2019			Officer Da	aily
Shift		ASSIGNMEN	TT ID							
8-5 Shift		53								
NOTES										
Officers										
Badge #	dge # Name		On Date/Time				Off Date/Time			
SAUR111	Saur	Saur , Christine		01/22/2	01/22/2019 09:24			01/22/2019 15:30		
Vehicles										
License VIN	Desc	ription		Start Mileage		End Mileage	Total Miles	;	Costs	Comments
	2015 Highl	TOYOTA(T) lander	OYo)							
Activities			Total	Activity Ti	ime:	Misc Time:	6 Hrs 6	i Minu	tes Expand	All   Collapse All
Dispatch Date/Time	On Dat	Scene te/Time	Clear Date	/Time	Rep	ort #	Ticket #	: #	# Activities	Time Category
	02/	06/2019 11	02/00	5/2019	201	9D4210210		C	)	

If you have discovered you need to make a correction to the Daily Log, click on the **Switch to Edit Status** button.

Go back Fost Switch to cuit status Finit Report	Go Back	Post	Switch to Edit Status	Print Report
---	---------	------	-----------------------	--------------

**Note:** For more information on switching to edit status, refer to "Switch to Edit Status" on the next page.

### Exit the Daily Log

The first button on the top of the **ODL** is the **Exit Log** button. Use this button to exit your log but not close it.

You can return to your active log at any time by selecting the **ODL** that is active. For more information on accessing your current active log, refer to "Officer Daily Log (ODL) Overview" on page 465.



## 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 474.

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	/ Daily Log	Search					
Officer Daily Log Se	arch						
DAILY #	<b>S</b> τα	TUS		ASSIGNMENT		Shift	
		Select-	Ŧ	-Select-	•	-Select-	•
DATE FROM	DAT	TE TO		POSTED		REPORTING AREA	
	<b>#</b>		曲	-Select-	•	-Select-	•
Officer							
FIRST NAME		Last Nai	ME		INTERNAL	# / BADGE ID	
		Go	Back R	eset Search			

Enter the search criteria then select **Search** to display the search results. For more information on searching, refer to "Log Search" on page 474.

					Refine Searc	h New Searc	h Post Selected Logs
	1 result(s) 1	found					
Posted	Daily # 🛛 🕸	Date ⊥î	Status ⊥↑	Assignment 11	Reporting Area(s)	Officers	Actions
	201901ISP000042	01/22/2019	Open	Officer Daily		Saur, Christine	• 7 8
		Refin	e Search	New Search Post	Selected Logs		

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

			E	ixit Log Help / Tip	os Close Log
2. <u>A</u> ssignment Inform	ation 🗮 Activit	y <u>L</u> og			
DAILY #		STATUS	Assi	GNMENT	
201812ISP000040		Edit	• 0	fficer Daily	•
DATE		Shift			
12/18/2018	曲	4-1 Shift	¥		
Notes					
Testing a new Office	er Daily Log.				
REPORTING AREAS					
* ATLN-West					
Officers				(	Add Officer
Badge # N	lame	On Time	Off Time	A	ctions
SAUR111 S	aur, Christine	12/18/2018 13:20	12/18/2018	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 469.

For more information on the Activity Log tab, refer to "Activity Log Tab" on page 472.

For more information on closing the daily log, refer to "Exit or Close Daily Log" on page 480.

## 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
<ul> <li>The following are some useful tips when using Officer Daily Logs to make for a faster experience.</li> <li><b>1. Dates and Times</b> 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 amount of time spent and press the TAB key to have the application compute the difference. </li> <li><b>2. Auto Complete Fields</b> Fields with this icon next to it are autocomplete:</li></ul>
Officers, vehicles, equipment, time category codes, and activity codes are all entered using auto complete functionality. To use this feature, simply start typing the name of what you're looking for, and a search will be performed based on what you typed. You can then select a result by either using the keyboard or by clicking on it with your mouse.
Time category codes and activity codes allow you to perform a smart search. You can use + and - to indicate what has to be included, and what must be excluded. You can also use brackets to specify a certain phrase must be included.
For example, the query <b>-person +[business check]</b> indicates the word "person" must NOT be included, while the phrase "business sheets" MUST be included.
Close

Click **Close** to close the window.

# **Chapter 25. Citations Enforcement**

## **Citations/Enforcement Overview**

This module is a collection of Citation/Enforcement activities against persons, businesses, and/or vehicles. These activities can be related to Incident Reports, other Citation/Enforcement Activities, and other defined report types.

To access **Citation/Enforcement** records, select the **Citations/Enforcements** option from the *Records Management* drop-down menu or select the **Citation/Enforcement Activities** Icon/link from the *Records Management* main page.



After selecting one of the above options, the **Citation Search** page opens. You can either search for an existing citation by entering search criteria into the available field then click **Search**, or click the **Add Citation** button to add a new citation.

Citation Search					Add	l Citatior
Ticket #		ENFORCEMENT TYPE		ISSUING	Agency	
		-Select-	•	All Ag	encies	•
PLAINTIFF		LOCATION TYPE		Сіту		
		-Select-	•	-Sele	ct-	•
COUNTY		INDEX ID				
-Select-	•					
ENFORCEMENT DATE FROM	ENFORCE	MENT TIME FROM	ENFORCEMENT DAT	е <b>Т</b> о	ENFORCEMENT TIME	То
<b></b>				<b></b>		
FILED DATE FROM	FILED TI	ME FROM	FILED DATE TO		FILED TIME TO	
曲				曲		
harges						
Charges						
SELECTED CHARGES Double Click t	o Remove					
						-
NATURE OF OFFENSE						
Citing Officer						
First Name		LAST NAME		BADGE #	•	
DDITIONAL SEARCH CRITERIA						
-Select-	Ŧ					
		Go Back F	Reset Search			

### Add a New Citation

1. To Add a new Citation, select the Add Citation/Enforcement link on the Citation/Enforcement Activity page to display the Citation Search page.

Citation Search						Add Citation
TICKET #		ENFORCEMENT TYPE			ISSUING AG	SENCY
		-Select-			All Ager	ncies 🔹
PLAINTIFF		LOCATION TYPE			Сіту	
		-Select-	•		-Select-	. <b>v</b>
COUNTY		INDEX ID				
-Select-	•					
ENFORCEMENT DATE FROM	ENFORCEME	ENT TIME FROM	ENFORCEMENT DAT	ie <b>T</b> o		ENFORCEMENT TIME TO
<b></b>					曲	
FILED DATE FROM	FILED TIME	FROM	FILED DATE TO			FILED TIME TO
<b>#</b>					<b></b>	
Charges						
CHARGES						
SELECTED CHARGES Double Click to F	lemove					
						<b>*</b>
NATURE OF OFFENSE						
Citing Officer						
First Name		Last Name			BADGE #	
ADDITIONAL SEARCH CRITERIA						
-Select-						
		Go Back Res	et Search			

2. Click the Add Citation button on the top right to display the Add Citation page.

Add Citation							Go Back
TICKET #				ENFORCEMENT	Түре		
				-Select-			Ŧ
LOCATION TYPE		Стту				COUNTY	
Select	•	-Select-			•	-Select-	Ŧ
Agency				PLAINTIFF			
District 42, Versailles			•	The People	of the S	tate of Maryland	
ENFORCEMENT DATE / TIME			FILED DAT	e / Time			TOWNSHIP ROAD
		曲	12/04/	2019 0945		曲	
			Go Back	Save			

- 3. Add the necessary information then click Save.
- 4. An Officer Question window displays.

Message From RMS	
Are you the citing officer?	
	NoYes

- 5. Select **Yes** to add you to the **Citation** as the officer automatically, or **No** to manually add the officer.
- 6. Enter the necessary information on the Edit Citation/Enforcement Details page. For detailed instructions see "Enter or Update Citation Details" on page 495.

🚨 🛱 🍂 🖏 🗷 🖳 😫		Go Back Duplicate Print			
Citation / Enforcement Details			Hig	hlighted fields are required for racial profiling	
INDEX ID		TICKET #		ENFORCEMENT TYPE	
397		T12445652		Ordinance Violation	
ISSUING AGENCY		PLAINTIFF	The E or no	Enforcement Type determines whether t racial profiling fields appear	
District 42, Versailles	~	The People of the State of Maryland			
LOCATION TYPE		CITY		COUNTY	
Private Property or Other	~	Select	~	Benton 🗸	
ENFORCEMENT DATE		FILED DATE		TOWNSHIP RD	
03/14/2019 1404	曲	03/14/2019 1404	Ê		
Fields					
STOP ID					
		Save			
Le Person				Quick Search Odvanced Search	
Racial Profiling					
PERCEIVED RACE		RACE KNOWN AT TIME OF STOP		DURATION OF STOP	
Select	~			Select 🗸	
TYPE OF SEARCH		ARRESTED		CONTRABAND FOUND	
Select	~	Select	~	Select 🗸	
RESULT OF STOP		USE OF PHYSICAL FORCE			
Select	~	Select	~		

## **Edit Citation**

1. Complete the necessary fields on the **Citation/Enforcement Activities** page to search for the **Citation** you want to **Edit**.

Citation Search						Add C	itation
TICKET #		ENFORCEMENT TYPE		:	ISSUING A	GENCY	
		-Select-	٣		All Age	ncies	T
PLAINTIFF		LOCATION TYPE			Сітү		
		-Select-	•		-Select	-	•
COUNTY		INDEX ID					
-Select-	•						
ENFORCEMENT DATE FROM	ENFOR	EMENT TIME FROM	ENFORCEMENT DA	те <b>Т</b> о		ENFORCEMENT TIME TO	<b>)</b>
曲					曲		
FILED DATE FROM	FILED T	IME FROM	FILED DATE TO			FILED TIME TO	
曲					曲		
Charges							
CHARGES							
SELECTED CHARGES Double Click to	Remove						
							^
							-
NATURE OF OFFENSE							
Citing Officer							
FIRST NAME		LAST NAME			BADGE #		
Additional Search Criteria							
-Select-	Ŧ						
		Go Back R	eset Search				

The **Nature of Offense** field is free text that allows you to enter additional charging information not contained in the Charge Code LOV. For agencies having an interface that imports citation data into Online RMS from an *eCitation System*, the **Nature of Offense** field contains charging descriptions as entered in the *eCitation System* when a charge code does not exist in Online RMS.

The **Additional Search Criteria** allows you to include information from a specific section, if needed. Additional search fields appear if you choose one of the available options from the list.

1	ADDITIONAL SEARCH CRITERIA	
	Select	N
1	Location	hr
	People	
	Officers	
	Vehicles	
	Gangs	
	Organizations	
	Custom Fields	

- **Note**: *Custom Fields* is available for agencies that have the *Custom Fields* feature enabled. *Custom Fields* captures data defined by the agency. For more information refer to your administrator.
- 2. Click the **Search** button to display the **Search Citations** results grid with a list of records matching the search criteria.

	<b>4)</b> 1 resu	ilt(s) found			Refine Search Nev	Add Citation			
Index ID 11	Ticket # 11	Enforcement Type	Issuing Agency 11	Enforcement Date 11	County 11	Actions			
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew County	2			
Refine Search New Search									

You have the ability to export the search results to various file types such as, PDF, MS Excel, CSV, and XML using icons above the IndexID on the Search Results grid. For more information refer to "Export Search Results" on page 32.

Click the **Add Citation** button to add a new citation. For more information on adding a new citation refer to "Add a New Citation" on page 488.

Your assigned roles determine which actions are available to you from the *Actions* column, located on the right. If an icon does not appear in the Action column then you do not have the ability to perform that action.

For example, if the **Delete** icon does not appear in the *Action* column, then you do not have the ability to delete that item.

- The **View** icon <a>Allows you to view a snapshot of the record listed. For more information on viewing Citations refer to "View Citation" on the facing page.</a>
- The **Edit** icon **I** allows you to open and edit the record listed.
- The **Delete** icon allows you to delete the record listed. For details on deleting Citations refer to "Delete Citation" on page 502.

Click **Refine Search** or **New Search** to return to the **Citation Search** page, where you can redefine your search, start a new search (click **Reset** to clear all fields), or **Go Back** to return to the previous page.

3. Click the Edit icon to open the Edit Citation/Enforcement Details page.

There are several sections that make up this page. Each available section is listed in the **Go To** area at the top of the page as a link. Select any link to go directly to the corresponding section or scroll down the page to each section.

1 🗭 🕺 <sup>1</sup> * 2 12 11 5 1 11 <i>11 11</i> 11 11 11				Go Bac	k Duplicate Print
Titation / Enforcement De	tails		Hi	ed for racial profiling	
INDEX ID		TICKET #		ENFORCEMENT TYPE	
397		T12445652		Parking Meter	~
ISSUING AGENCY		PLAINTIFF			
District 42, Versailles	~	The People of the State of Maryland			
LOCATION TYPE		CITY		COUNTY	
Select	~	Select	~	Benton	~
ENFORCEMENT DATE		FILED DATE		TOWNSHIP RD	
03/14/2019 1404	<b></b>	03/14/2019 1404	<b>#</b>		
Fields					
STOP ID					
		Save			
Person				Quick Search	O Advanced Search

Click on the **Duplicate** button to create another **Citation** identical to the one you are on. For more information refer to "Duplicate Citation" on page 501.

Click on the **Print** button to print the **Citation**. For more information refer to "Print Citation" on page 503.

4. Complete all applicable sections. For detailed instructions see "Enter or Update Citation Details" on page 495.

## **View Citation**

1. Complete the necessary fields on the **Citation Search** page to search for the **Citation** you want to **View**.

Citation Search						Add Citation	
TICKET #		ENFORCEMENT TYPE		Iss	ISSUING AGENCY		
		-Select-	•		All Ager	ncies 🔻	
PLAINTIFF		LOCATION TYPE		Сп	гү		
		-Select-	•		-Select	. <b>v</b>	
COUNTY		INDEX ID					
-Select-	•						
ENFORCEMENT DATE FROM	ENFOR	CEMENT TIME FROM	ENFORCEMENT DAT	е <b>Т</b> о		ENFORCEMENT TIME TO	
<b></b>					<b>#</b>		
FILED DATE FROM	FILED 1	Гіме From	FILED DATE TO			FILED TIME TO	
<b></b>					<b>#</b>		
Charges							
CHARGES						(000)	
Structure Compare D. H. Cli Lu							
SELECTED CHARGES DOUBLE CIICK T	o Kemove					*	
						Ŧ	
NATURE OF OFFENSE							
Citing Officer							
FIRST NAME		LAST NAME		BA	DGE #		
Colort							
-Select-							
		Go Back R	eset Search				

2. Click the **Search** button to display the **Search Citations** results grid with a list of records matching the search criteria.

	<b>4</b> 1 rest	ult(s) found			Refine Search New	Add Citation				
Index ID 11	Ticket # 11	Enforcement Type	Issuing Agency 1	Enforcement Date 11	County 11	Actions				
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew County	2				
	Refine Search New Search									

- 3. Click the View icon 💁 to open the Citation/Enforcement Details page.
- 4. Click on the **Go Back** button to return to the search results, or click on the **Print** button to print the **Citation**. For more information refer to "Print Citation" on page 503.

## **Enter or Update Citation Details**

Caliber Public Safety

Whether you are creating a new **Citation** or updating one that already exists, the process of entering the details is fundamentally the same.

Citation data is grouped into various sections: enforcement details, persons, vehicles, locations, violations, officers, related reports, file attachments, etc. Each section contains information unique to that section. For example, Bond Type is located only under the Bond section of the Citation.

The **Citation** module utilizes *Master Indices*. *Master Indices* are centralized pieces of data that are accessed from different modules of the system for consistency. Each index is represented only once, such as a person, an address, a vehicle, a location, and the organization.

Sections containing **Quick Search** and **Advanced Search** links utilize the *Master Index*. You must first search the *Master Index* to determine whether or not this data already exists before adding or updating. If the record exists, you must use it in the **Citation**. If the record doesn't exist, then you can create it, providing you have the proper permissions. For more information on permissions see your administrator.

Click the **Save** button in each section to save the entered data. Whenever you save, a flashing notification at the top of the page indicates that the data has been added.

**Note**: For more information on *Master Indices* refer to "Master Indices" on page 75.

## Person, Vehicle, Location, Organization

Person				Quick Search Odvanced Search
Racial Profiling				
PERCEIVED RACE		RACE KNOWN AT TIME OF STOP		DURATION OF STOP
Select	~			Select 🗸
TYPE OF SEARCH		ARRESTED		CONTRABAND FOUND
Select	~	Select	~	Select 🗸
RESULT OF STOP		USE OF PHYSICAL FORCE		
Select	~	Select	~	The Enforcement Type determines
COMMENT				fields appear
		Save		
🛱 Vehicle				Quick Search Odvanced Search
<b>1</b> % Location				Quick Search Odvanced Search
<b>Ⅲ</b> Organization			<b>F</b> Quick	Search 😌 Advanced Search

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	

### Vehicle Example

Quick Search		
VIN	LICENSE PLATE	LICENSE STATE
		-Select-
	Reset Search	
		Close Advanced Search / Adv

496

#### Advanced Search

- Extensive Master Index search. For example, in addition to the Quick Search criteria for person, you can also search by age, middle name, physical features, age range, and more.
- This feature also allows you to add new *Master Index* records if they don't already exist, providing you have the proper permissions. See your administrator for more information.

#### Person Example

a Person			Additional — search criteria	→ Mu	g Shot Search - By Physical Description Add Person
LAST NAME			FIRST NAME		MIDDLE NAME
TITLE			DOB		Age
-Select-		~		<b>#</b>	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		
		<b>#</b>		<b>#</b>	
PHONETIC	SOUNDEX		STATEWIDE SEARCH		SEARCH PREFERENCE
					ALL ANY
ADDITIONAL SEAR	CH CRITERIA				
- Select -		~			
▶ Search Externa	I Systems				
			Go Back Reset Search		

#### Vehicle Example

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	
		=	ALL ANY	
ADDITIONAL SEARCH CRITERIA				
- Select - 🗸 🗸				
• Search External Systems				
	Go Back Reset Set	arch		

## **Racial Profiling**

The **Enforcement Type** determines whether or not the Racial Profiling fields appear. For example, the fields appear when *Ordinance Violation* is chosen, but not for *Parking Meter*.

Select an option from the drop-down menu in each field of the **Racial Profiling** section. Click the **Race Known At Time of Stop** button if it is a true statement; green represents true and gray represents false.

## Violations and Charges

For Violations, enter the **Posted Speed Limit** and **Actual Speed limit**, if applicable, and select one or multiple violation **Methods** from the drop-down list.

#### Click Save.

Click on the +*Add Charge* link to open the **Citation Charge** window. Begin typing the desired Charge Statute to view a list of similar charges then select the one you need from the list.

Select the **Class** and **Disposition**. These each contain a drop-down list in accordance with the **Charge Statute** selected.

Complete all other fields required by your Agency, then click Save.

**Note:** Multiple charges can be listed on one citation (according to your Agency). You must add additional items for each charge (Class, Disposition etc.).

Click **+Add Charge** to add additional charges, if applicable. Click **Save** after entering each **Charge**.

Click Go Back to return to the previous page.

#### Bond

To enter Bond information, select the **Bond Type** from the drop-down list, enter the **Bond Amount**, **Appearance Date**, and click the **Must Appear** button if the person must

appear; the button turns green when selected.

Click Save.

### **Associate Incident Reports**

You can associate Incident Reports to the Citation. Click on **+Add Incident Report** to open the Incident Search screen, search for the incident and select it. For more information on searching Incidents, refer to "View Incident Reports" on page 229.

### **Relate Citations**

You can associate other citations with the current citation. Click **+Add Cit**ation/Enforcement, enter the Enforcement Ticket# in the field provided, click Quick Search, then select the appropriate Citation from the results list.

🛱 Relat	ed Citations / E	nforcements				<b>O</b> A	dd Citation /	Enforcement
Enfo	rcement Ticket # 2	018CL01				×	Quick Search	Cancel
Citatior	n Quick Search							
Index ID	Ticket Number	Enforcement Date	Enforcement Type	Agency	Actions			
393	2018CL01	02/08/2019 16:00	Parking Meter	District 42, Versailles	•			
					Cancel			

### **Associate Other Related Reports**

You can associate other reports as defined by your agency. Click **+Add Report** to open the *Add Related Report* window, enter the **Report #**, select the **Report Type** from the drop-down list, enter necessary **Comments**, then click **Save**.

Add Related Report		
REPORT #	REPORT TYPE	
2018RCF55	Court Case	~
COMMENTS		
This is an example.		
		Cancel Save

### Attached Forms

If applicable to your agency, you can attach a custom form. Select an item from the Add Form drop-down list to open the chosen form. Complete the necessary fields, then click **Save** to remain on the form, or **Save And Exit** to save the form and return to the Citation.

🗎 Attached Forms	Add Form	-Select-
@ Attachments		Derek Test Form Inheritance Test Form
Go Back		RMS Demo Form TTN114300

### Attachments

You can add photos and documents to the Citation. Click on **+Add Attachment** to open the *Add Attachments* screen. For more information on Attachments, refer to "Attachments" on page 63.

### All Other Sections

Data entry in all other sections are fundamentally similar to adding Charges, but with different information.

## **Duplicate Citation**

In cases where two or more people are being cited for the same charge(s), it may be more efficient to create one ticket, duplicate it, and then edit the duplicate for another person. The process can be repeated as many times as needed.

1. After entering and saving the Citation, click the Duplicate button to open the Duplicate Citation window.

INDEX ID		TICKET #		ENFORCEMENT TYP	E
397		T12445652		Parking Ticket (I	Non-Meter)
ISSUING AGENCY		PLAINTIFF		-	
District 42, Versailles	~	The People of the State o	f Maryland		
LOCATION TYPE		CITY		COUNTY	
Private Property or Other	~	Select	~	Benton	
ENFORCEMENT DATE		FILED DATE		TOWNSHIP RD	
03/14/2019 1404	曲	03/14/2019 1404	曲		
Duplicate Citation Select what information you want	to duplicate	e			
Duplicate Citation Select what information you want TTEMS TO DUPLICATE & Location & Person & Organ	to duplicate	e Vehicle] × Citing Officer] × Otl	her Officers) × E	imployees	
Duplicate Citation Select what information you want ITEMS TO DUPLICATE Location & Person & Organ & Bond	to duplicate	e Vehicle) (× Citing Officer) (× Otl	her Officers) 🗵 E	mployees	
Duplicate Citation Select what information you want ITEMS TO DUPLICATE Location × Person × Organ × Bond TICKET #	to duplicate	e Vehicle] <u>× Citing Officer</u> <u>× Ot</u>	her Officers) 🗐 B	imployees	
Duplicate Citation Select what information you want ITEMS TO DUPLICATE Location * Person * Organ * Bond TICKET #	to duplicate	e Vehicle] × Citing Officer) × Otl	her Officers) 💌 B	imployees	
Duplicate Citation Select what information you want ITEMS TO DUPLICATE & Location & Person & Organ & Bond TICKET # COMMENTS	to duplicat	e Vehicle] × Citing Officer] × Otl	her Officers) 💌 E	imployees	
Duplicate Citation Select what information you want ITEMS TO DUPLICATE & Location & Person & Organ & Bond TICKET # COMMENTS	to duplicat	e Vehicle] × Citing Officer] × Ot	her Officers) 💌 E	imployees	

- 2. In Items To Duplicate, click on the x to remove items you do no want to duplicate, or click into the field to choose additional items from a drop-down list.
- 3. Enter the Ticket # for this Citation.
- 4. Enter any additional comments.
- 5. Click the Duplicate button at the bottom of the window to display the message prompt:

Message From RMS	
Citation/Enforcement Duplicated, would you like to edit it now?	
	No Yes

6. Click Yes to open the new citation in the Edit Citation/Enforcement Details page and edit it as needed. For more information on editing a citation refer to "Edit Citation" on page 490.

## **Delete Citation**

On rare occasions you may need to delete a **Citation**, if you have proper permissions to do so.

 Complete the necessary fields on the Citation Search page to search for the Citation you want to Delete. For more information on searching for a Citation, refer to "Edit Citation" on page 490.

Citation Search						Add Citation
TICKET #		ENFORCEMENT TYPE			ISSUING A	GENCY
		-Select-	•		All Age	ncies 🔹
PLAINTIFF		LOCATION TYPE			ΟΙΤΥ	
		-Select-	•		-Select	. <b>v</b>
COUNTY		INDEX ID				
-Select-	•					
ENFORCEMENT DATE FROM	ENFORCE	MENT TIME FROM	ENFORCEMENT DAT	te <b>T</b> o		ENFORCEMENT TIME TO
<b></b>					<b></b>	
FILED DATE FROM	FILED TIN	IE FROM	FILED DATE TO			FILED TIME TO
<b>#</b>					<b></b>	
Charges						
CHARGES						
SELECTED CHARGES Double Click to	Remove					
NATURE OF OFFENSE						· · · ·
Citing Officer						
FIRST NAME		LAST NAME			BADGE #	
Additional Search Criteria						
-Select-						
		Go Back Re	set Search			

2. Click the **Search** button to display the **Search Results** page with a list of records matching the search criteria.

	📣 1 resu	ilt(s) found			Refine Search Nev	Add Citation
Index ID 11	Ticket # 11	Enforcement Type	Issuing Agency 1	Enforcement Date 11	County 11	Actions
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew County	6
			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** lcon on the record you want to delete. A confirmation window appears.

Message From RMS
Are you sure you want to delete this citation? Deleting this citation will also remove any associations.
No Yes

4. Click **Yes** to delete or click **No** to return to the search results without deleting. If you clicked **Yes**, a comment window appears.

Cancel Delete

5. Enter the reason for deleting the Citation then click Delete.

## **Print Citation**

You can print a citation you are viewing or editing.

For more information on editing a citation refer to "Edit Citation" on page 490.

For more information on viewing a citation refer to "View Citation" on page 493.

1. Click the **Print** button while on the **Edit Citation/Enforcement Activity** page or the **View Enforcement** page.

|--|--|

🗟 Citation / Enforcement Details

Go Back Duplicate Print Highlighted fields are required for racial profiling

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

# **Chapter 26. Permits**

## **Permits Overview**

The **Permits** module allows you to view, create, or modify permit information. **Permits** include alcohol permits, bicycle licenses, burning permits, gun purchase permits, parking permits and so forth. The type of permits is controlled by the Agency Administrator.

There are two ways to access the **Permit** module:

1. Click *Records Management* on the navigation bar, then click the **Permits** option from the drop-down menu.



2. Or click *Records Management* on the navigation bar, click the **Records Management** option from the drop-down menu, then click the **Permits** lcon/link.



Records Managen					
	ã	俞	Q	۵¢	â
Assets &	Citation &	Civil Process	Evidence	Delegate	Fleet
Inventory	Enforcement Activities		Management	Privileges	Management
			PERMIT		Wind Co.
Lost & Found	Officer Assets & Inventory	Officer Daily Logs	Permits	Personnel Management	Photo Lineup
		AND			
Training	Vehicle Tow/Impound	Warrants			
ľ					
Person Records	Organization	Address	Vehicle		
	Records	Records	Records		

Either option opens the Permit Search page.

Permit Search								Add Permit
PERMIT #		Agency					YPE	
			All Agencies		Y	-Selec	t-	*
PURCHASE TYPE		<b>S</b> TATUS		REASON			PERMIT ID	
-Select-	•	-Select-	*	-Select-		•		
SHOW DATE CRITERIA								
ADDITIONAL SEARCH CF	RITERIA							
- Select -		T						
			Go Back	Reset Search				

## **Search Permits**

From the **Permit** page complete as many of the fields in the *Permit Search* section as you can.

If applicable, click the Show Date Criteria button to open the Date Criteria section.
Permit Search									Add Pe	ermit
PERMIT #			Agency				PERMIT TY	PE		
			All Agencies	5		•		-		•
PURCHASE TYPE	<b>S</b> ΤΑΤΙ	JS			REASON			PERMIT ID		
-Select-	-Se	elect-		•	-Select-		•			
SHOW DATE CRITERIA										
APPLICATION DATE FROM					APPLICATION I	DATE TO	1			
			Ē	i i						<b></b>
PROCESS DATE FROM					PROCESS DATE	e <b>T</b> o				
			ŧ	ð						<b></b>
ISSUE DATE FROM		1	ISSUE DATE TO				ISSUED BY			
	曲					曲				
REVIEW DATE FROM					REVIEW DATE	То				
			Ê	8						<b></b>
EXPIRE DATE FROM					EXPIRE DATE 1	Го				
			ŧ	ð						<b></b>
INSPECTION DATE FROM					INSPECTION D	ATE <b>T</b> O				
			ŧ	ð						<b></b>
NEXT INSPECTION DATE FROM					NEXT INSPECT	ION DAT	e <b>T</b> o			
			ŧ	<b>B</b>						<b></b>
Additional Search Criteria										
- Select -	*									
			Go Back	Re	set Search					

If applicable, select the down arrow next to **Additional Search Criteria** on the bottom left to open the drop-down list. Select the appropriate option to open another section where you can add information about People, Organization, Property, Vehicles, or Guns.

Additional Search Criteria			
People	•		
- Select - People Organization			First Name
Properties Vehicles Guns			Role
-Select-		•	-Select-
	Go	Back Res	set Search

Enter your search criteria in the applicable search fields, then select **Search**. The *Permit Search Results* page displays all search results that meet the parameters of your search.

Permit ⊔1 Number	Agency↓↑	Permit Info ↓†	Last ↓î Name	First 11 Name	Role ↓î	Permit↓↑ ID	Actions
	District 42, Versailles	Permit#:Type:PARKING PERMIT;Status:DENIED;Reason:App Date:	<ul> <li>Logitech</li> </ul>	Mister	OTHER APPLICANT	84	0 C 🛍
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	Evans	Christopher	MERCHANT/BUSINESS APPLICANT	81	0 C 💼
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	<ul> <li>America</li> </ul>	Captain	MERCHANT/BUSINESS APPLICANT	81	0 C 🛍
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	OWNS	ARTHUR	MERCHANT/BUSINESS APPLICANT	81	0 C 💼
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	<ol> <li>Bacon</li> </ol>	Chrispy	MERCHANT/BUSINESS APPLICANT	81	0 Z 💼

The lcons in the Actions column display based on our role.

Select sto view a permit.

Select **Select** to open a permit for editing.

Select 🛅 to delete a permit.

Several actions are available from the *Permit Search Results* page. These are indicated by four icons under the *Search Results* tab:



You can then export your search results into that type of document. The **Add Permit** button accesses the *Add Permits* page where you can add a new **Permit**.

#### Add Permit

There are two ways to access the Add Permit page:

• The Add Permit button on the Permit Search page.

Permit Search					Add Permit
PERMIT #	AGENCY			PERMIT TYPE	
	All A	gencies	•	-Select-	•
PURCHASE TYPE	STATUS	REASON		PERMIT ID	
-Select-	-Select-	• -Sele	ct-	•	
SHOW DATE CRITERIA					

• The Add Permit button on the Permit Search Results page.

	<b>•</b> 129	P result(s) found	e Search	Nev	v Search Previou	A	dd Permit 1 Next	t
Permit ⊥↑ #	Agency ⊥†	Permit Info		↓↑	Last Name	11	First Name	11
120	District 42, Versailles	Permit#:X;Type:BURNING PERMIT;Status:RENEWAL;Reason:APPLICANT DOES NOT REQUIRMENTS;App Date:	MEET		1 Kid		Bill	

For search details, refer to "Search Permits" on page 506.

Complete the Add Permit page.

							Go Back
PERMIT #				AGENCY			
				District 42, V	/ersail	les	~
PERMIT TYPE		PERMIT STAT	US			PERMIT REASON	
-Select-	~	-Select-		~		-Select-	~
PURCHASE TYPE				APPLICATION I	DATE		
-Select-			~				曲
PROCESS DATE				PROCESSED BY	,		
			<b></b>				
ISSUE DATE		ISSUED BY				EXPIRE DATE	
	<b>#</b>						<b></b>
REVIEW DATE		REVIEWED BY				NEXT REVIEW DATE	
	<b> </b>						曲
INSPECTION DATE		INSPECTED BY	(			NEXT INSPECTION DATE	
	曲						曲
COMMENTS							
		Go	Back	Save			

The only required fields for adding a permit are the **Permit Type** and **Status** fields, both of which have a drop-down list from which to select.

Once you have entered all the information, select **Save**, this will open the **Edit Permit** page.

#### Edit Permit

To edit a permit you either must have edit permissions, or you must add and save a new permit to open the **Edit Permit** page.

Permit Information						Go Back	View Summary
PERMIT #		AGENCY				PERMIT ID	
CS12K21	×	District 42	, Versai	lles	~	115	
PERMIT TYPE		PERMIT STAT	TUS			PERMIT REASON	
PARKING PERMIT	~	RENEWAL			~	-Select-	~
PURCHASE TYPE				APPLICATIO		:	
-Select-			~	02/19/201	9		<b></b>
PROCESS DATE				PROCESSED	Вү		
			<b>#</b>				
ISSUE DATE		ISSUED BY				EXPIRE DATE	
	曲						曲
REVIEW DATE		REVIEWED B	Y			NEXT REVIEW DATE	
	曲						曲
INSPECTION DATE		INSPECTED B	βY			NEXT INSPECTION D	ATE
	曲						曲
COMMENTS							
		G	o Back	Save			
People							Add Person
Organizations						0	Add Organization
Property							• Add Property
Vehicles							Add Vehicle

To add additional information to the permit such as, People, Organization, Property, Vehicle, Attachments you must select the appropriate **+Add** link. You will first search for the record; i.e. People.

Terson											
LAST NAME			FIRST N	AME			MIDDLE NAM	E			
TITLE			DOB			AGE					
-Select-		~				<b></b>		То			
RACE			SEX				INDEX ID				
-Select-	Search Resu	V	-Selec	t-		Ŭ	Refine Se	earch New Sear	ch Add Pers	on Online	RMS Statewide Se
-Select-	Search Resu	• ts 2 / 2	-Selec	t-		v	Refine Se	New Sear	ch Add Pers	on Online	RMS Statewide Se
-Select- Q Person Last ↓↑ Name	Search Resu	ts 2 / 2 Middle	-Selec	t- Sex↓↑	Racelt	DOB 11	Refine Se	Aarch New Sear	ch Add Pers	on Online Index I† ID	RMS Statewide Se
-Select- Q Person B D D Last IT Name Jones	Search Resu First 1 Name Frank	tts 2 / 2 Middle ↓1 Name	-Selec	Sex   1	Race 11	DOB II	Refine Se	Aarch New Sear	Add Person Name 11 Type Primary Name	Index 1 ID 805	RMS Statewide Se

Use the **S** under the *Actions* column to select the Person.

If there are no results found during your search, use the **Add Person** button. For more information on adding a person, refer to "Adding Person" on page 89 in the *Master Indices* module.

When you make a selection the Add Permit Person page opens.

Add Permit Pers	on				🗹 Update Details
LAST NAME Jones	FIRST NAME Frank	SEX Male	RACE White	ETHNICITY Unknown	INDEX ID 805
Additional Inform	nation				
ROLE			DATE OF INFO		
-Select- GOVT. APPLICANT GUN APPLICANT			3/14/2019		<b>#</b>
MERCHANT/BUSIN OTHER APPLICANT PEDLER/NON-RES RESIDENT APPLIC	IESS APPLICANT F IDENT ANT				
TAXICAB DRIVER			Go Back Save		

The **Date Of Info** defaults to the current date. You must make a selection from the drop-down for the **Role**. After you have made your selection, select **Save**. It brings you back to the **Edit Permit** page.

Once you have added all the necessary information to the **Permit**, select the **View Summary** button to review your work on the *Permit Details* page.

If you need to add or change information in the **Permit**, do so then select **Update Details**.

If you need to go back to the previous page, select the **Go Back** button.

# **Chapter 27. Warrants**

## **Warrants Overview**

The **Warrants** module handles the workflow of warrants in the Online RMS system. Information entered in this module drives the process of creating, activating, serving, and/or recalling warrants. Warrant logs are maintained throughout the lifecycle of the warrant, as are notifications to users in the system regarding the **Warrant**.

To access the **Warrants** module, select the **Warrants** option from the *Records Management* drop-down menu or select the **Warrants** lcon/link from the *Records Management* pages.

Or click *Records Management* on the navigation bar, click the **Records Management** option from the drop-down menu, then click the **Warrants** lcon/link.



You are initially brought to the **Warrant Search** page. Caliber Public Safety recommends that you always search for a **Warrant** prior to adding a new one.

Warrant Search		View Delete Log 🛛 🕈 Add Warrant
LAST NAME	FIRST NAME	DOB
		<b></b>
PERSON INDEX ID	WARRANT INDEX ID	WARRANT TYPE
		-Select- 🗸
AGENCY	ORIGINAL / CHARGING AGENCY   SELECT	STATUS
All Agencies 🗸	SPECIFY	Active 🗸
	-Select- 🗸 🛧	
	JUDGE	PLAINTIFF
-Select-		
STATE WARRANT ID	BOND TYPE	REFERENCE TYPE
	-Select-	-Select- 🗸
NCIC #	BOND AMOUNT	REFERENCE #
INCIDENT REPORT #	WARRANT #	

You can view the warrant delete log or add a warrant from the Warrant Search page. For more information on search warrants, refer to "Warrant Search" below.

## Warrant Search

The **Warrant Search** page allows you to search for a group of warrants or a specific warrant. You can also *View Delete Log* and *Add Warrant* from this page by clicking on the respective links on the top right of the page.

View Delete Log 🛛 🕀 Add Warrant

For more information on deleting a warrant, refer to "Delete Warrant" on page 535.

For more information on adding a warrant, refer to "Add Warrant" on the facing page.

Warrant Search		View Delete Log 🛛 🗲 Add Warrani
LAST NAME	FIRST NAME	DOB
PERSON INDEX ID	WARRANT INDEX ID	WARRANT TYPE
		-Select-
AGENCY	ORIGINAL / CHARGING AGENCY  SELECT	STATUS
All Agencies 🗸	SPECIFY	Active 🗸
	-Select- 🗸 🚠	
ISSUING COURT  SELECT  SPECIFY	JUDGE	PLAINTIFF
-Select-	503	
STATE WARRANT ID	BOND TYPE	REFERENCE TYPE
	-Select- 🗸	-Select-
NCIC #	BOND AMOUNT	REFERENCE #
INCIDENT REPORT #	WARRANT #	

On the **Warrant Search** page, complete the fields necessary to produce the desired search results. For example, enter the last name *Jackson* and first name *Mar* to display records that match that criteria.

Enter information into the **Warrant Search** page then click **Search** or press the **Enter** key, click **Reset** to clear the entered search data to start the search over, or click **Go Back** to return to the previous screen without searching.

Warrants that meet the search parameters are listed. Icons that display in the Actions column depend on your assigned role.

								Refine	Search	New Search Add Warrant	
Image: Contract of the second seco											
Index ⊥↑ ID	Status ⊥↑	Agency ⊥†	Date ⊥↑ Issued	Served ⊥↑ Date	Last 11 Name	First ⊥↑ Name	DOB 11	Charges	lds	Actions	
347	Served	Indiana State Police	01/17/2019 1200	02/19/2019	<ol> <li>Jackson- Smith</li> </ol>	Henrietta	10/20/2005		123 (Docket #)	• 7 8	
				F	Refine Search	New Sear	ch				

Select the **View** icon <a>Image in the Actions column to view the warrant.</a>

Select the **Edit** icon **C** to update the warrant. For more information refer to "Edit Warrant" on page 520.

Select the **Delete** icon 💼 to delete the warrant. For more information refer to "Delete Warrant" on page 535.

Note: If there is one charge, then it appears in the Charge column; if multiple

charges, an information bubble <sup>1</sup> appears. Hover over or click on the bubble for more information.

# Add Warrant

There are two ways to add a warrant from the **Warrant** module:

• Select the Add Warrant link from the Warrants Search page

Warrant Search		View Delete Log 🗣 Add Warrant
Last Name	First Name	DOB
		t
PERSON INDEX ID	WARRANT INDEX ID	WARRANT TYPE
		-Select-
Agency	ORIGINAL / CHARGING AGENCY   Select	STATUS
All Agencies 🔻	Specify	-Select-
	-Select-	

• Select the Add Warrant button from the Warrant Search Results page.

B B (	1 Kesult	(s) Found				Refin	e Search N	ew Search Add Warrant
Index ↓î ID	Status ∔†	Agency ↓↑	Date Issued ↓↑	Last Name ↓1	First ↓î Name	DOB IT	State ↓î ID	Actions
347	Initial	Indiana State Police	01/17/2019 1100	<ol> <li>Jackson-Smith</li> </ol>	Henrietta	10/20/2005		0 C 🗓
			Refine Se	earch New Search				

Either option will open the *Master Index Search* page. Enter the necessary criteria to search for the person for whom to apply the **Warrant**, click **Search**, then select the appropriate person record for the Warrant.

**Note**: If the person for whom you are searching does not exist, select the **Add Person** button on top of the *Search Results* page to add that person. Refer to "Adding Person" on page 89 for instructions. After you have added the person to the Master Index, you can then select the record to add a warrant for that person.

For more information on the Master Index, refer to "Master Indices" on page 75.

When you select the appropriate person record, the **Add Warrant** page opens. The person data populates from the *Master Person Index* record automatically.

Person Inform	ation						Vie	w Perso	n Detail	s 📝 Update Person
LAST NAME Jackson-Smith	FIRST NAME Henrietta	<b>MIDD</b> Franc	LE NAME	DOB 10/20/20 (Age: 13 JUVEN	SEX RACE D05 Female White ILE					
<b>ETHNICITY</b> Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVE STATE Colo	<b>R'S LICENSE</b> rado	SSN 111-11-:	1111	111				c (1/2) 01/17/2019
ALIASES JS (Alias), Henry	r (Alias), HEYHEY Fr	amk(Nio	ckname)							
RESIDENCE PHON (111)-111-1111	CELL PHONE (222)-222-222	22	E-MAIL email@wo	rk.com	ADDRES 456 Ma	s (RESIDENCE) iin STCT Apart	tment #1	00 Little	ton, CA	12345
<b>НЕІБНТ</b> 5' 02''	<b>WEIGHT</b> 120		EYE COLOR Black		HAIR CO Black	DLOR	COMPLEXION PLACE OF BI Sallow United Stat America		PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS f Automation E	oys(Ina	ctive)		EMPLOY All Blac	<b>er NAME</b> ks Rugby	SCHOOL A School (No Yrs: 1)			
CAUTION CODES: Escape Risk, Ill	egal Alien				INDEX II 1125	D				
SELECT AN ALIAS										
Henrietta Franc	ine Jackson-Smith	- (10/2	0/2005) - Pri	mary Nam	e					~
Warrant										
WARRANT TYPE	А	GENCY			RECEIV	ED DATE		ST	ATUS	
-Select-	~	Indiana	State Police	~			<b>#</b>		Initial	~
ISSUING COURT •		PECIFY	COURT		ISSUE I	DATE		ISS	SUE TIM	E
-Select-				~			<b>#</b>	i		
JUDGE			PLAINTIFF				STATE			
			The Peo	ple of the s	the State of Maryland Indiana				~	

You may *View Person Summary* data or *Update Person Details* by clicking on the links provided.

Complete all fields required by your Agency.

At least one Reference Number is required. Type the number in the field, choose the Reference Type and select the **Add** button. Add additional Reference Numbers and Types as needed.

**Note:** If configured, your agency may require a Judge on warrant creation.

Check **Extraditable Offense** box if extraditable, and enter an **Extra Comment**, if applicable.

Click **Save** to open the *Edit Warrant* page.

Page down and assign officers, if applicable.

Officers

O Assign Officer

Select **Assign Officer** to open the officer dialog box and grid. You can assign officers inside or outside your agency.

				Go Back	
Agency Filter Officer Filter Optional Search Text					
My Agency O My Organi	ization 💿 All 🔾 De	tectives 🔿 Patrol	Optional	-Search By- 🗸	
O All Agencies		South			
Officer Name	Title	Agency	It Date It	Active to Actions	
			Last Assigned	Warrants Assigned	
Brandon Pangle		District 42, Versailles	09/30/2020	0	
Charles Livingwell		District 42, Versailles	09/30/2020	0	
Ralphie (off) Lauren	Supervisor	District 42, Versailles	10/05/2018	0	
АВ		District 42, Versailles		0	
Todd Simpson	SERGEANT-CAPTAIN-WIN	District 42, Versailles		0	
Christine Saur1		District 42, Versailles		0	
Christine Saur		District 42, Versailles		0	

Select one **Agency Filter**. If you choose to filter *by My Organization* or *All Agencies*, a drop-down list appears of available agencies from which to choose.

Select one Officer Filter.

You can use the **Optional Search Text** fields filter by a specific officer name, badge number, or title.

Click the **Search** button to filter the results list based on all selections made above.

Select **b** an officer from the list to open another dialog box with additional information.

					Go Back
Officer Name	Title	Badge #	Date Last Assigned	Active Warrant Assignments	
Christine Saur		SAUR111		0	
Assign Date					
11/12/2020 1548					曲
Comments					
This is a text Warrant.					į,
Notify User					
			Save		

Select the Assign Date if other than the default.

Enter Comments, if appropriate.

Check **Notify User** if you want to notify the user of the assignment.

Click Save to add the officer assignment to the Warrant.

Optionally, assign additional officers.

Add associated Incidents and Calls For Service, if applicable.

Incidents	Add Incident
Calls For Service	🔂 Add Call

#### Add Incident

Select the **Add Incident** link to search for and select an existing incident to associate to the Warrant.

If the selected Incident has associated *Calls For Service*, a list of those Calls appear and you may choose whether or not to also associate the *Calls For Service* to the warrant.

#### Add Call

Select the **Add Call** link to search for and select an existing Calls to associate to the Warrant.

Complete the *Warrant Charge* section. Select the **Charge Category** and **Charge Class**, then the **Warrant Charge**.

Within the Warrant Charge field, search for arrest charges and statutes by entering numbers or text to display a list from which to choose.

# **Note**: The **Warrant Charge** displays a list based on data entered into the **Charge Category** and **Charge Class** fields.

WARRANT CHARGE	
fraud	
16-42-19-16 - 16-42-19-16 HEALTH- LEGEND DRUG <b>FRAUD</b>	
23-19-5-8 - 23-19-5-8 BUSINESS- SECURITIES FRAUD	<b>T</b>
3-14-1-13 - 3-14-1-13 ELECTION- FILING FRAUDULENT REPORTS	Charge
3-14-2-1 - 3-14-2-1 ELECTION- FRAUDULENT APPLICATION FOR	
REGISTRATION OR ABSENTEE BALLOT/ <b>FRAUD</b> ULENT VOTING	- REFERENCE NUMBER

#### Enter the Charging Agency section, if applicable.



Enter all other applicable information.

Click Save to add the Warrant.

### **Edit Warrant**

From the *Warrant Search Results* page, select the Edit icon  $\Box$  icon in the *Actions* column of the Warrant you want to edit. For more information on searching for a warrant, refer to "Warrant Search" on page 514.

The Edit Warrant page appears.

				Go Back	Delete	Duplicate	Activate	Print	Comment	Serve Warrant	Save
🛚 Warrant Inform	ation 🗮 Warrant Lo	g 🏉 A	Attachments								
			WARN	ING - Active	Caution	s Found					
Person Informat	tion						Ø	View P	erson Summ	nary 📝 Update	Details
LAST NAME	FIRST NAME		NAME	DOB		SEX		RACE			
Jackson-Smith	Henrietta	Francin	ie	10/20/2005 14) JUVEN	(Age: ILE	Female		White			
ETHNICITY	DRIVER'S LICENSE #	DRIVER'S	LICENSE STATE	SSN							3
Hispanic or Latino	CO1234545	Colorad	do	111-11-1111			l	3 (1/2) 01/17/20	019 🖸		
ALIASES											
JS (Alias), Henry (	Alias), HEYHEY Framk(N	Vickname	e)								
RESIDENCE PHONE	CELL PHONE	1	E-MAIL		Address (	RESIDENCE)					
(111)-111-1111	(222)-222-2222		email@work	.com	456 Main STCT Apartment #100 Littleton, CA 12345						
HEIGHT	WEIGHT	1	EYE COLOR		HAIR COLO	DLOR COMPLEXION			PLACE OF BIRTH		
5' 02"	120		Black		Black		Sallow			United States o America	f
CITIZENSHIP	GANGS	EMPLOYER NAME SCHOOL									
United States of America	Automation Boy	s(Inactive	e)	All Blacks Rugby A School (No Yrs: 1)							
CAUTION CODES:				1	INDEX ID						
Escape Risk, Illegal Alien					1125						

The *Edit Warrant* page contains up to eight action buttons on the top right of the window:

Go Back Delete Duplicate Activate Print Comment Serve Warrant Save

- Go Back returns to the previous page.
- Delete a warrant, refer to "Delete Warrant" on page 535.
- **Duplicate** a warrant, refer to "Duplicate Warrant" on page 525.
- Activate a warrant from initial status, refer to "Activate Warrant" on page 527.
- **Print** a warrant, refer to "Print Warrant Report" on page 535.
- Log a **Comment**, refer to "Warrant Log" on page 532.
- To Serve Warrant, refer to "Serve Warrant" on page 529.
- Save applies your updates to the database.
- **Note**: The appearance of the action buttons are controlled by the warrant Status. For example, the Serve Warrant button does not appear when the warrant status is Served.

The Edit Warrant page contains three tabs:

Warrant Information 🛛 ≔ Warrant Log 🖉 Attachments

- For information on the Warrant Information tab, refer to "Warrant Information Tab" below.
- For information on the Warrant Log tab, refer to "Warrant Log Tab" on page 524.
- For information on the Attachments tab, refer to "Attachments Tab" on page 525.

#### Warrant Information Tab

The **Edit Warrant** window opens to the Warrant Information tab by default. For information on **Warrant Log** refer to "Warrant Log" on page 532, and for information on **Warrant Attachments** tab refer to "Warrant Attachments" on page 534.

#### Choose or Add Alias Name

Select the down arrow to the right of the **Select an Alias** field to choose another name from the drop down list. If there are no names to choose from and you need to add an Alias, select the **Update Details** link in the upper right corner to open the *Person Details* page.



Image 1 of 2 or 1/17/2019       Image	🛓 Person Details	Go Back Visualizati	on Tool Create Photo L	ineup View Summary Subscribe
1125     Bitch Place Relations       LAST NAME     FIRST NAME       Jackson-Smith     Henrietta       Jackson-Smith     Henrietta       TITLE     DOB       TITLE     DOB       SSN     SSN       SSN     SSN       Sex     RACE       Female     White       CO1234545     Colorado       RESIDENCE PHONE     Cell PHONE       111     1111       222     222       2324     222	Image 1 of 2 o [mage 1 of 2 o [n/17/2019]         Image 1 of 2 o [n/17/2019]           Image 1 of 2 o [n/17/2019]         Image 1 of 2 o [n/17/2019]	0 JUVENILE 2 @2 1032 ♥1 ☆1 ☆1 ☆1 ≵1	⊜1 ≢≊1 ∲2	Add Cauton Codes Alloses Addresses Phones E-Mail SMTS/Other Characteristics IDs
LAST NAME     FIRST NAME     Employment Gangs     Employment Gangs       Jackson-Smith     Henretta     Francine     Education       TTLE     DOB     SSN     Millary needs       I     I     IO/20/2005     III-11-1111     Henretsa       SEX     RACE     ETHNIGTY     Attachments Other Info       Pemale     White     Particles       C01234545     Colorado     V       RESIDENCE PHONE     Cell PHONE     RESIDENCE ADDRESS       111     1111     1111     222     222     2222	1125			Birth Place Relations
Jackson-Smith     Henrietta     Francine     Vehicles Education Military SSN       TTLE     DOB     SSN     Special Reeds Languages       I     V     10/20/2005     Initary       SEX     RACE     Initary     Attachments Other Info       Female     V     White     Hispanic or Latino       DRVERS LICENSE     Colorado     V       Colorado     Colorado     V       111     1111     1111     1111       111     1111     222     222     456 Main STCT Apartment #100 Littleton, CA 12345	LAST NAME	FIRST NAME	MIDDLE NAME	Employment Gangs
TITLE     DOB     SSN     Military valueds Languages Permits       I     10/20/2005     III-11-1111     Permits       SEX     RACE     THNICITY     Attachments Other Info       Permite     V     White     V       DRIVERS LICENSE     DRIVERS LICENSE STATE     V       CO1234545     Colorado     V       RESIDENCE PHONE     CELL PHONE     RESIDENCE ADDRESS       111     111     1111     222     222     222       456 Main STCT Apartment #100 Littleton, CA 12345	Jackson-Smith	Henrietta	Francine	Vehicles Education
I     10/20/2005     III-11-1111     Languages Permits       SEX     RACE     ETHNICITY     Attachments Other Info       Female     V     White     V       DRIVERS LICENSE     DRIVERS LICENSE STATE     V       C01234545     Colorado     V       RESIDENCE PHONE     CELL PHONE     RESIDENCE ADDRESS       111     111     1111     222     222     222       456 Main STCT Apartment #100 Littleton, CA 12345	TITLE	DOB	SSN	Military Special Needs
SEX         RACE         ETHNICITY         Attachments Other Info           Female         V         White         V         Hispanic or Latino         V           DRIVERS LICENSE         DRIVERS LICENSE STATE         Colorado         V         V         V           RESIDENCE PHONE         CELL PHONE         CELL PHONE         RESIDENCE ADDRESS         111         1111         222         222         222         456 Main STCT Apartment #100 Littleton, CA 12345	I ~	10/20/2005	111-11-1111	Languages Permits
Female         White         Hispanic or Latino         Hispanic or Latino           DRIVERS LICENSE         DRIVERS LICENSE STATE         Colorado         V           RESIDENCE PHONE         Cell PHONE         Residence Address         Residence Address           111         111         1111         222         222         222         456 Main STCT Apartment #100 Littleton, CA 12345	SEX	RACE	ETHNICITY	Attachments Other Info
DRIVERS LICENSE         DRIVERS LICENSE STATE           C01234545         Colorado            RESIDENCE PHONE         CELL PHONE         RESIDENCE ADDRESS           111         111         222         222         222         456 Main STCT Apartment #100 Littleton, CA 12345	Female 🗸	White 🗸	Hispanic or Lating	· ·
Colorado         Colorado         Residence Address           111         - 111         222         - 222         - 222         456 Main STCT Apartment #100 Littleton, CA 12345	DRIVERS LICENSE	DRIVERS LICENSE STATE		
RESIDENCE PHONE         CELL PHONE         RESIDENCE ADDRESS           111         • 111         222         • 222         • 222         456 Main STCT Apartment #100 Littleton, CA 12345	C01234545	Colorado		
111         -         111         222         -         222         456 Main STCT Apartment #100 Littleton, CA           12345	RESIDENCE PHONE	CELL PHONE	RESIDENCE ADDRES	s
	111 - 111 - 1111	222 - 222 - 2222	456 Main STCT Aj 12345	partment #100 Littleton, CA

There are two ways to add an alias:

- Click into the Add field on the *Person Detail* window and select Aliases from the drop-down list.
- Or scroll down to the *Aliases* section of the *Person Detail* window and click **Add Alias**.

Either method will open the Alias window.

Alias	
NAME TYPE	
Alias	~
FIRST NAME	
JS	
MIDDLE NAME	
LAST NAME	
ППЕ	
-Select-	~
DOB	
	<b></b>
SSN	
DATE OF INFO	
02/11/2019	<b></b>
	Cancel Save

Complete the fields and select Save.

Click **Go Back** to return to the **Edit Warrant** window and page down to the **Select An Alias** section. The new Alias you entered now appears in the drop-down list.

-Select-	N
Alias	No.
Maiden	
Nickname	
Primary Name	
Туро	

Page down on the *Edit Warrant* screen for other associated data, such as Service Addresses, Warrant Information, Incidents, Calls, Officers, Field Arrests, Charges, and Charging Agency information. You can view, update, add, or delete associated data if you have been given access to do so. For more information on the type of access that you have, see your administrator.

To add an associated record, click on the link that contains a + sign and a new window will open.

To return to the previous screen, select **Go Back**.

To add a comment about the warrant, select **Comment**.

If you have not selected **Save** and you have made some updates to the Warrant, an unsaved data warning message displays.

Message From RMS
Selecting "Yes" may result in LOST WORK! Are you sure you want to navigate away from this page? Select "Yes" to navigate away from page and LOSE unsaved work. Select "No" to remain on page and SAVE or complete data entry.
No Yes

You may want to select **No**, select **Save** then continue with **Comment**.

The **Event Date** defaults to the current date and time. Enter any comments to the Warrant.

#### Warrant Log Tab

Select **Warrant Log** to view or add comments. This is also where you can view the date/time of each action taken.

Refer to "Warrant Log" on page 532 for more information.

			Go Back	elete Duplicate	Activate Print	Comment	Serve Warrant	Save
🕅 Warrant Information	⊞ Warrant Log	& Attachme	ints					
Show 10 ¢ entries Search:							g Entry	
Creator			Date Created	. <b>Type</b> 1↓	Log Entry		Actions	ţ1
SERGEANT-CAPTAIN-W	/IN, Wright, Greg,	ID# 9696	01/17/2019 12:14	Status Update	Warrant created status of Initial	d with initial		

#### Attachments Tab

			Go Back	Delete	Duplicate	Activate	Print	Comment	Serve Warrant	Save
🛯 Warrant Information	⊞ Warrant Log	& Attachments								
Attached Forms						Add Form	-Se	lect-		~
Attachments									Add Attac	hment

Refer to "Warrant Attachments" on page 534 for more information.

# **Duplicate Warrant**

Users with proper permissions can duplicate warrants. For more information on permissions, refer to your agency administrator.

From the *Warrant Search Results* page, select the Edit icon  $\square$  icon in the *Actions* column of the Warrant you want to delete. For more information on searching for a warrant, refer to "Warrant Search" on page 514.

The Edit Warrant page appears.

			Go Back D	elete Duplicate	Activate Pr	int Comment	Serve Warrant	Save
🕅 Warrant Info	rmation 🛛 🖽 Warran	t Log 🧳 Attachments						
Person Inform	nation			<b>≓</b> Change Pe	erson 👁 View	Person Summa	ary 📝 Update E	Details
LAST NAME ALLEN	FIRST NAME BOB	SEX Male	RACE White	ETHNICITY Unknown	r n		Å	
ALIASES bobby Allen(N	ALIASES bobby Allen(Nickname)			ADDRESS (RESIDENCE) 2924 East 1250 South Building #99 Battle Ground, IN 47920 (2/10)				
HEIGHT 2' 03"							10/22/2018	3
<b>WEIGHT</b> 150	EYE COLOR Brown	HAIR COLO Black	R C	OMPLEXION Albino	All Black	R NAME ks Rugby	INDEX ID 949	

Click on the **Duplicate** button at the top of the page to select items to duplicate.

		Go Back
Person		
Warrant Will Be Duplicated For th	e Following People	
Person	Actions	
	No People Added.	
	Add Person Add Original Person	
Select Items to Duplicate		
In addition to the core warrant da	ta, please select from the list below what you would like to import	
Reference Numbers (1)		
Service Addresses (1)		
	Duplicate	

Click the **Add Original Person** button to add the person on the original warrant, or click **Add Person** to add a different person.

If you clicked **Add Person**, the person search window appears. Search for and select the person to add them to the duplicate warrant. Repeat as needed until all names have been added.

In addition to core warrant data, select the available options to duplicate.

		Go Back
Person		
Warrant Will Be Duplicated For the Following People		
Person	Actions	
Name: Ken Aaberg Sex: Female Race: Middle Eastern DOB: 07/09/1975 (Age:43)		Ē
Add Person Add Original Person		
Select Items to Duplicate		
In addition to the core warrant data, please select from the list below what you would like to import		
Reference Numbers (1)		
Service Addresses (1)		
Duplicate		

Click the **Duplicate** button to display a confirmation window.

Message From RMS	
Confirm You Want to duplicate this warrant?	
	No Yes

Click Yes to duplicate, or click No to close the window without duplicating.

If you clicked **Yes**, a *Warrant Successfully Duplicated* window appears listing any errors that may have occurred.

		Back To O	riginal Warrant			
Warrant Successfully Duplicated. Each duplicated warrant will appear below. Should any errors have occurred, they will be listed below too.						
Warrant Index Id #	Person	Errors	Actions			

Click **Back to Original Warrant**, or click the edit icon in the actions column to edit the duplicated warrant.

# **Activate Warrant**

Users with proper permissions can activate warrants from an *Initial Status*. For more information on permissions, refer to your agency administrator.

From the *Warrant Search Results* page, select the Edit icon  $\square$  icon in the *Actions* column of the Warrant you want to delete. For more information on searching for a warrant, refer to "Warrant Search" on page 514.

The Edit Warrant page appears. Click on the Activate button at the top of the page.

			Go	Back Delete	Duplicate	Activate Prin	t Comment	Serve Warrant	Save
🛛 Warrant Inform	nation 🛛 🔚 Warrant Log	& Attachments							
Person Inform	ation			:	≓ Change P	erson 🛛 View	Person Summ	ary 📝 Update [	Details
LAST NAME ALLEN	FIRST NAME BOB	SEX Male	RACE White	ET U	ETHNICITY Unknown			A	
ALIASES bobby Allen(Nic	ALIASES bobby Allen(Nickname)				ADDRESS (RESIDENCE) 2924 East 1250 South Building #99 Battle Ground, IN 47920				
HEIGHT 2' 03"								o (2/10) 10/22/2018	٥
WEIGHT 150	EYE COLOR Brown	HAIR CO Black	LOR	COMPLEXION Albino		EMPLOYER NA All Blacks Rug	ME I gby	NDEX ID 949	

A Warrant Successfully Activated and Updated message briefly appears across the top of the page. The **Activate** button no longer appears at the top of the page, and the warrant **Status** changed from *Initial* to *Active*.

🖸 Warrant Informat	tion 🛛 😑 Warrant Log	& Attachments		Go	Back Dele The	ete Duplicate Prir Activate buttor	nt Comme n is no lor	ent Serve Warrant Save ager available	
Person Informat	ion				<b>≓</b> Chan	ge Person 👁 View	Person Sur	nmary 📝 Update Details	
LAST NAME ALLEN	FIRST NAME BOB	SEX Male	RACE White		ETHNICITY Unknown	1		Å	
ALIASES bobby Allen(Nick	name)		ADDRESS ( 2924 East	RESIDENCE) 1250 Sout	h Building	#99 Battle Ground, I	IN 47920	ΨŢΓ	
HEIGHT 2' 03"								(2/10) 10/22/2018	
<b>WEIGHT</b> 150	EYE COLOR Brown	HAIR COLOR Black	L	COMPLEX Albino	ION	EMPLOYER NAME All Blacks Rugby		INDEX ID 949	
SELECT AN ALIAS									
BOB ALLEN - Prim	nary Name							~	
Service Address	es							• Select Service Address	
Location						Comments	Primar	y Actions	
3 2924 East 1250	) South Building #99 E	Battle Ground, IN 4792	0				Yes	2	
Warrant									
INDEX ID				WARRA	NT NUMBER	ł			
349				MATT2	019064				
WARRANT TYPE	Α	GENCY		RECEIVE	D DATE		STATUS		
City Ordinance	~	Indiana State Police	~			曲	Active	~	
ISSUING COURT    S		Y COURT		ISSUE D	ATE		ISSUE TIM	E	
-Select-			~	03/14	/2019	<b></b>			

When the warrant status is *Active*, an automatic Caution Flag appears on the master person index record:

♣ Pin Person ▲ Person Details (7/13) (7/13) 10/22/2018	<b>&amp;</b> ℃ <b>&amp;</b> ¥ 2 ~ 2 <b>i</b> 1 <b>&amp;</b> 1 <b>&amp;</b> 1	Go 1 WARNING - Active Warrants Found 1 2 1 3 1 2 1 2 26	Back Visual
INDEX ID		Security Level	
949		Level 3 - No Access to Data	T
Last Name		First Name	
ALLEN		вов	

For more information on master index records, refer to "Master Indices Overview" on page 75.

**Note:** When the warrant **Status** changes from *Active*, the Caution Flag is removed from the master person index record automatically.

The change in status also posted to the Warrant Log. Click on the **Warrant Log** tab to view the entry. For more information about log entries, refer to "Warrant Log" on page 532.

		Go Back E	Pelete Duplicate Print	Comment	Serve Warrant	Save
🛚 Warrant Information 🛛 🗮 Warrant Lo	g 🔗 Attachments					
Show 10 + entries				Search:	🔂 Add Log	Entry
Creator 11	Date Created 1	Туре î	Log Entry	1	Actions	îĻ
Saur, Christine, ID# SAUR111	03/15/2019 09:34	Warrant Modified	Old Status: Initial			
			New Status: Active			

Apply other necessary updates to the warrant as needed, then click **Save**. For more information on editing the warrant, refer to "Edit Warrant" on page 520.

### **Serve Warrant**

From the Warrant Search Results page, select the Edit icon  $\square$  icon in the Actions column of the Warrant you want to edit. For more information on searching for a warrant, refer to "Warrant Search" on page 514.

The Edit Warrant page appears.

			Go Back	Delete	Duplicate	Activate	Print	Comment	Serve Warrant	Save
🕅 Warrant Inform	ation 🗄 Warrant Lo	g 🖉 Attachments								
		WAR	NING - Activ	e Cautior	is Found					
Person Informa	tion					e	View P	erson Sumr	nary 📝 Update	Details
LAST NAME	FIRST NAME	MIDDLE NAME	DOB		SEX		RACE	1	(CA)	
Jackson-Smith	Henrietta	Francine	10/20/200 14) JUVE	10/20/2005 (Age: Female 14) JUVENILE			White			
ETHNICITY	DRIVER'S LICENSE #	DRIVER'S LICENSE STAT	TE SSN							B
Hispanic or Latino	CO1234545	Colorado	111-11-11	11				l	(1/2) 01/17/2	019 🖸
ALIASES										
JS (Alias), Henry	(Alias), HEYHEY Framk(f	Nickname)								
RESIDENCE PHONE	CELL PHONE	E-MAIL		ADDRESS (RESIDENCE)						
(111)-111-1111	(222)-222-2222	email@wo	rk.com	456 Mai	n STCT Apart	ment #100	) Littleto	on, CA 12345	5	
HEIGHT	WEIGHT	EYE COLOR		HAIR COL	DR	COMPL	EXION		PLACE OF BIRTH	
5' 02"	120	Black		Black		Sallo	Sallow		United States of America	of
CITIZENSHIP	GANGS			EMPLOYER	NAME	<b>S</b> СНОО	L			
United States of America	Automation Boy	vs(Inactive)		All Blacks Rugby A School		iool (No Yrs: 1)				
CAUTION CODES:				INDEX ID						
Escape Risk, Ille	gal Alien			1125						

From the *Edit Warrant* page select the **Serve Warrant** button at the top right or bottom of the page to display the *Serve Warrant* page.

Serve Warrant
SERVING OFFICER
Christine Saur(Badge #: SAUR111) - District 42, Versailles 📟
DATE / TIME SERVED
03/14/2019 1545
COMMENTS
Warrant updated with status of served.
Cancel Serve

The **Date/Time Served** field defaults to the current date and time, and the **Comment** field defaults to *Warrant updated with status of served*. You can change these values as needed.

Once you have verified the information on the *Serve Warrant* page, select **Save** to save the record. The status of the Warrant is now *Served*.

When using *Master Indices Person Search*, there will be an red triangle icon to the left of the Last Name on the *Person Search Results* page when a person has an active Warrant.

Note: For more information on Master Indices, refer to "Master Indices" on page 75.

Q Person S	Gearch Result	s / 1					Refine Search	New Search	Add Perso	n Online	RMS Statewide S	Search
Last ⊥↑ Name	First ↓1 Name	Middle ⊧ † Name	Title↓↑	Sex↓↑	Race↓↑	DOB IT	SSN IT	Misc ID 11	Name‡† Type	Index↓↑ ID	Actions	
Jackson- Smith	Henrietta	Francine	I	F	W	10/20/2005	111-11-1111	co1234545 123454	Primary Name	1125	(	ď
					Re	fine Search	New Search					

From the *Person Search Results* page select the Edit icon If to open the *Edit Person* page. An *Active Warrants Found* message appears in red on the Person Details screen.

WARNING - Active Warrants Found

Click on the *Active Warrants Found* message to open the *Person Summary* tab to the **Involved Warrants** section that displays the active warrant in red.

Involved Warra	ints				
Index ID	Agency	Status	References	Charges	Date Issued
281	Indiana State Police	Active	0		06/23/2016
267	All Other	Pending Service	0		04/13/2016
233	Indiana State Police	Served	0	0	04/15/2015

**Note**: You can also go directly to the **Involved Warrants** section from the **Total Involvements** summary section at the *Person Summary* tab. Click on the number to the right of the Warrants line item.

			Go Back	isualization Tool	Create Photo Lineup View Sun	nmary Subs
🚢 Person Details	Person Summary					
Total Involveme	nts		Incident By Role		Common Event Associati	ons
Incidents	11/20/2018	83	Arrestee	10	Address	
Served Warrants	04/15/2015	12	Offender	58	Gang	
FieldArrest	10/31/2018	88	Victim	21	Organization	
Permits		1	Other	4	Person	
Citations	05/30/2017	2			Property	
CourtPapers	11/12/2018	17			Vehicle	
CustomForms	09/26/2018	9				
CallsForService	09/14/2018	1				
User Subscriptio	ns		By Offense Category		By Incident Status	
Access		1	Property	30	Initial Report	
Associate		1	Person	21	Approved Report	
Update		2	Vehicle	24		
			Society	10		
			Davia	0		

Select the Index ID to the left of the Active Warrant to open the View Warrant screen.

																													G	io i	Bad	k	Pri	nt		Co	m	me	ent		Se	erv	re	W	/aı	rra	in		
🛚 Warrant Information	⊞ Warrant Log	& Attachments																																															
WARNING - Active Caut	ions Found																																																
Person Information																																			•	9	Vie	ew	Ρ	er	or	1 5	Su	m	nn	na	iry	,	

Select the Serve Warrant button to open the Serve Warrant window.

serve warrant	
SERVING OFFICER	
Christine Saur(Badge #: SAUR111) - District 42, Versailles	
DATE / TIME SERVED	
03/14/2019 1545	<b></b>
COMMENTS	
Warrant updated with status of served.	
Cancel Se	erve

Enter the **Serving Officer**. The **Date Served** fields default to the current date and time and the **Comments** field defaults to *Warrant updated with status of served*. You can change these values as needed.

Once you have verified the information on the *Serve Warrant* page, select **Save** to save the record, close it, and return to the Warrant Information section of the *Edit Warrant* page, where the status now shows **Served**.

Warrant Information					
INDEX ID 281		WARRANT #			
WARRANT TYPE	AGENCY		RECEIVED DATE		STATUS
Arrest Warrant	Indiana S	State Police			Served
ISSUING COURT			<b>ISSUE DATE</b> 06/23/2016 11:12		
JUDGE		PLAINTIFF The People of the S	State of Maryland	<b>STATE</b> Indiana	
BOND TYPE	<b>BOND AN</b> \$0.00	IOUNT	EXPIRATION DATE	REVIEW DATE	

# Warrant Log

Warrant activity is systematically logged for tracking purposes, and you have the ability to manually create a log entry.

A log entry is created automatically when the warrant is created, updated, deleted, etc. Each entry captures the user's name, date, type of change, and comments.

The **Warrant Log** tab is accessible through the *Edit Warrant* page. For more information, refer to "Edit Warrant" on page 520.

Warrant Information Warrant Lo Show 10 + entries	g & Attachments	Go Back Delete Dup Chooss to log	e a method a comment Search:	erve Warrant Save
Creator 11	Date Created	Type 11	Log Entry 🕄	Actions 11
Saur, Christine, ID# SAUR111	03/14/2019 16:54	Warrant Duplicated	Warrant Duplicated to Warrant Index Id #350	
Saur, Christine, ID# SAUR111	03/14/2019 09:30	Status Update	Warrant created with initial status of Initial	
Saur, Christine, ID# SAUR111	03/14/2019 09:30	Service Address Added	Address Added: 2924 East 1250 South Building #99 Battle Ground, IN 47920	
Showing 1 to 3 of 3 entries			Previ	ous 1 Next

You can perform a **Search** for log entries containing a specific character string. Type the text in the **Search** text box on the upper right of the window to filter the results in the grid that matches the text you type.

You can log your own comments one of two ways:

- Click on the **Comment** action button on the top of the page.
- Or click on the Add Log Entry hyperlink.

Click on the method of your choice to display the **Add Log** form. Select the *Notify Warrant Agency* button to notify the Warrant Agency, or select other individual users or assigned officers.

Add Log				
LOG DATE		ACTION TYPE		
03/14/2019 1550	<b></b>	-Select-		~
COMMENT				
NOTIFY WARRANT AGENCY				
SELECTED USERS Double Click	c to Remo	ove		
			Cancel	Save

The **Log Date** defaults to the current date and time but can be changed.

Click Save to post the log.

To provide real-time awareness, an email is sent to the identified recipients notifying them of the new **Warrant Log**, and the officers and selected users receive an Online RMS *Notification*. For more information on *Notifications* refer to "Notifications" on page 22.

TYPE	PRIORITY
WARRANT LOG	High
Sender	SENT ON
Simpson Homer	11/14/2018 02:39 PM CST
DESCRIPTION Warrant Id: 343; Person: Dobie Waterman; Warrant Type: Criminal V 11/14/2018 1439; Comment: new comment Event Date: 11/14/2018 (Indiana State Police) [LEA_CLERK]	Varrant; Warrant Status: Served; Log Type: Comment; Log Date: 14:39 Notified Users: [Tester 123, Greg Wright] Notified Roles:
Delete Go Ba	ck Take Action

# Warrant Attachments

There may be times when it is necessary to attach a copy of the *Warrant* or any other documentation to the warrant within Online RMS.

Access the **Attachments** tab from the *Edit Warrant* page.

			Go Ba	ack Delete	Duplicate	Print	Comment	2
N Warrant Information	⊞ Warrant Log	& Attachments						
Attached Forms				Add Form	-Select-			•
Attachments						C	Add Attac	hm

Select the Add Attachments link to open the Add Attachment page.



For details on adding Attachments refer to "Add Attachments" on page 63.

# **Print Warrant Report**

**Warrant Reports** are printed from the *View Warrant* or *Edit Warrant* page by clicking on the **Print** button at the top of the page. You also have the option to select whether or not to include *PDF Attachments* and *Warrant Logs* in the **Warrant Report**.

			Go Back	Delete	Duplicate	Print	Comment	Save
🛚 Warrant Information	≔ Warrant Log	& Attachmen	ts					

1. Check all options that apply.

Warrant Print Options							
Please select what information you would like to Print.							
WARRANT REPORT	PERSON DETAILS REPORT						
$\checkmark$							
LOGS							
	Cancel Print						

2. Click Print.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

## **Delete Warrant**

Users with proper permissions can delete warrants. For more information on permissions, refer to your agency administrator.

There are two ways to delete a warrant:

From the Warrant Search Results page, click the Delete icon in the Actions column. For more information on searching for a warrant, refer to "Warrant Search" on page 514.

								Refine	Search	New Search Add Warrant
	•	1 Result(s) Found								
Index ⊥† ID	Status ⊥↑	Agency 11	Date 11 Issued	Served 11 Date	Last 11 Name	First ⊥↑ Name	DOB IT	Charges	lds	Actions
347	Served	Indiana State Police	01/17/2019 1200	02/19/2019	Jackson- Smith	Henrietta	10/20/2005		123 (Docket #)	• 2 8
				F	Refine Search	New Sear	ch			

• From the *Edit Warrant* page, click on the **Delete** button at the top of the page. For more information on editing a warrant, refer to "Edit Warrant" on page 520.

			Go Back Delete	Duplicate	Activate	Print	Comment	Serve Warrant	Save
🛯 Warrant Information	⊞ Warrant Log	Attachments							
Person Information	ı		:	<b>≓</b> Change P	erson 🞱 \	'iew Per	son Summa	ary 📝 Update I	Details
LAST NAME LeClaire	FIRST NAME Christine	SEX Female	RACE White						
ADDRESS (RESIDENCE) 15 West Howard Place	ce, North Adams Denv	er, CO 80204-1111	INDEX ID 1081	INDEX ID 1081					
SELECT AN ALIAS									
Christine LeClaire - P	rimary Name								~
Service Addresses							O s	elect Service A	ddress
Location		C	omments		Primary	Action	s		
15 West Howard F	Place, North Adams De	nver, CO 80204-11	.11				Yes	Ľ	Î

Whichever method you use, a Delete Warrant window appears.

Delete Warrant	
DELETE COMMENT	
Created in error.	
	Cancel Delete

Enter your **Delete Comment** then click the **Delete** button.

A *Warrant Successfully Deleted* message briefly appears across the top of the window, and a warrant delete log entry is created automatically with the deleted date, the user who deleted the warrant, comments, and other information. For instructions on accessing the Warrant Delete Log, refer to "View Warrant Delete Log" on the facing page.

#### **View Warrant Delete Log**

The Warrant Delete Log is accessed through the *Warrant Search* page. Click on the **View Delete Log** hyperlink to open the *Warrant Delete Search* page. For more information on how to access the *Warrant Search* page, refer to "Warrant Search" on page 514.

Warrant Search		View Delete Log 🛛 🔂 Add Warrant
LAST NAME	FIRST NAME	DOB
		÷
PERSON INDEX ID	WARRANT INDEX ID	WARRANT TYPE
		-Select-
AGENCY	ORIGINAL / CHARGING AGENCY • SELECT •	STATUS
All Agencies 🗸	SPECIFY	Active 🗸
	-Select- 🗸 🛧	
	JUDGE	PLAINTIFF
-Select-		
STATE WARRANT ID	BOND TYPE	REFERENCE TYPE
	-Select-	-Select-
NCIC #	BOND AMOUNT	REFERENCE #
INCIDENT REPORT #	WARRANT #	

Enter search criteria then click **Search** to display a results list. This is useful when searching for a specific person, warrant type, etc., as the delete log can get quite lengthy over time. To display all entries, click **Search** without entering criteria.

LAST NAME			FIRST	NAME				AGENCY		
alexander								All Agen	cies	~
WARRANT TYPE			WARR	ANT INDEX ID				STATE WA	RRANT ID	
-Select-		~								
<b>REFERENCE</b> #			REFERE	NCE TYPE						
			-Sele	ect-			~			
DELETED DATE FRO	м		DELET	DATE TO				DELETED E	Υ	
		<b></b>					<b></b>			
Export results types	to differe -	nt file		Go Back Re	set Sear	rch				
B 🛛 🗎 🚸		↓ I								
Warrant ⊥î Index ID	Status⊥†	Issuing Agen	<b>⊑y</b> ↓î	Last ↓† Name	First Name	ţţ	Deletion Commer	↓† it	Deleted ⊥† By	Deleted ↓† Date
25	Expired	District 21, Tol - Sc 🚯	l Road	ALEXANDER	KAREN		0		Lauren, Ralph J	11/04/2014
11	Served	Indiana State Police 🚯		ALEXANDER	KAREN		0		Simpson, Homer	03/27/2015

You can export the results to PDF, Excel, CSV, or XML formats by clicking on one of the icons above the Warrant Index ID column. Hover your mouse over the icon to view the file format.

# **Chapter 28. Civil Process**

### **Overview**

The Civil Process application is found within the *Records Management* section. Click on Records Management You can hover over the tab and drag and drop or you can hard click on the tab and screen will open as it looks below.

To access the **Civil Process** module, select the **Civil Process** option from the *Records Management* drop-down menu.



Or, select the Civil Process Icon/link from the Records Management pages.



When you click on **Civil Process** you are first taken to a *Search* page section within **Civil Process**. Searching this module is done similar to other areas within Online RMS.

**Note**: The terms *Court Paper* and *Civil Progress* used throughout this chapter are synonymous with each other.

# **Court Paper**

#### Search

The search feature allows you to search upon any of the standard fields and additional criteria fields to generate the information you are seeking. Just like with our other search areas those results can then be exported out as reports to manage the data.

Court Paper Search		View	Delete Log Add Court Paper
COURT PAPER TYPE			
-Select-	T		
STATUS	Agency	ISSUING COUNTY	ISSUING STATE
-Select-	All Agencies 🔻 👬	-Select-	-Select-
REFERENCE TYPE	<b>R</b> EFERENCE #	PLAINTIFF	COURT PAPER ID
-Select-			
FILED DATE FROM	FILED DATE TO	RECEIVED DATE FROM	RECEIVED DATE TO
<b></b>	<b>#</b>	<b>#</b>	<b>#</b>
COURT APPEARANCE DATE	COURT APPEARANCE DATE	SERVICE EXPIRATION DATE	SERVICE EXPIRATION DATE
FROM	То	FROM	То
<b></b>	曲	曲	<b></b>
Additional Search Criteria			
-Select-	•		
-Select- Person Organization Court Location Received From Agency Officers Service Address Fee Collections Custom Fields	Go Back F	search	

Click into the **Additional Search Criteria** field to search on other fields. This is where you are able to search by Person, organization, officer, etc. The more information you provide in the search, the narrower the search results.

The results of the search criteria from above are displayed below with all matching data.

	359 result(s) four	nd		Refine Search	New Search	Add Court Paper vious 1 Next
Court 11 Paper ID	Type / Sub Type 🛛 🕅	Reference #s ⊥↑	Expiration ⊥↑ Date	People / 11 Organizations	Agency ⊥î	Actions
383	Order/Child Support	Circuit Clerk's Number: 12345		0	District 42, Versailles	
382	Summons/Domestic Violence	Court Case Number: CRT1255			District 42, Versailles	
381	Summons/Civil	Court Case Number: 15EF45111			District 42, Versailles	

From this screen you can now access the record you want by using the **Edit** icon  $\square$  on the right to make changes or update information. Click on the **Court Paper ID#** to enter the **View** mode for that particular court paper.

In **View** mode, you can see information about the paper as it was entered, add and view entries made in the log for service of the paper, and track incurred fees. This allows for tracking of changes, updates and service attempts.

There are three tabs: Court Paper Information, Court Paper Log, and \$ Fee Audits.

			Go	Back Delete Quick Print Pr
ntering the court Paper Information	≡ Court Paper Log	\$ Fee Audits	Three tabs	
Court Paper				
COURT PAPER ID	STATUS		COURT PAPER TYPE	COURT PAPER SUB TYPE
350	Open	T	Order 🔹	Civil
ISSUING STATE	ISSUING COUNTY		AGENCY	AGENCY ONLY
Indiana 🔻	Allen County	•	District 42, Versai 🔹 👬	
Filed Date	RECEIVED DATE		SERVICE EXPIRATION DATE	SERVICE EXPIRATION TIME
04/19/2016	04/19/2016	曲	<b>#</b>	
PLAINTIFF				
The People of the State of	Maryland			
Comment				
Section A				
Section A Help Message				
AUTO COMPLETE			Снесквох	
		<b></b>		
DATE AND TIME			SINGLE TEXT LINE	
		曲		

The Court Paper Information tab opens by default.

The *Court Paper Log* tab contains a log of updates made to the Court Paper, and the officer can manually log the attempts to serve the paper. Hover over the bubble to display the notes the officer made.

**Note:** The **Add Log Entry** hyperlink appears while in *Edit* mode, and not while in *View* mode.

			Go Back Delete 0	Quick Print Pr
🏦 Court Paper In	formation	≡Court Paper Log	\$Fee Audits	
Service Log				🕽 Add Log En
FILTER BY TYPE				
-Select-		~		
Creator	Date Created	Туре	Log Entry	Actions
Brenda (cid super) Allens	10/29/2 1139	014 Person / Organization Updated	Person / Organization: Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male Status: Active Serving Person: Date Served: 10/29/2014 1139 Person Served: Serve Location: Comment: Initial Status	
Brenda (cid super) Allens	10/29/2 1138	014 Person / Organization Updated	Person / Organization: Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male Status: No Service - Bad Address Serving Person: CID Supervisor Brenda (cid super) Aller (Badge #: 20) Date Served: 10/28/2014 1100 Serve Location: 106 Orange ST Indianapolis, IN 46225 Comment: bad address	1

The \$ Fee Audits tab tracks incurred fees.

					Go Back Delete Quick Print Print
Court Paper Information	≡Court Paper Log	\$ Fee Audits			
Fee Audits					
Grill, Edward R - DOB: 09,	/15/1986 RACE: Whi	te SEX: Male			
New		Old		Changed By	
Misc Fee: 50.25		Misc Fee: 50		User: Brenda (cid super) Allens Date: 09/16/2014 0730	:
Attempts: 10 Billable Attempts: 10 Mileage: 111 Mileage Fee: 55.5 Service Fee: 80 Misc Fee: 50		Attempts: Billable Attempts: Mileage: Mileage Fee: Service Fee: Misc Fee:		User: Brenda (cid super) Allens Date: 09/16/2014 0728	
Toronto Dominion Bank					
New	Old		Changed I	Зу	
Red Cross					
New		Old		Changed By	
Service Fee: 250.25		Service Fee: 250.5		User: Brenda (cid super) Allens Date: 09/16/2014 0731	
Service Fee: 250.5		Service Fee: 250		User: Brenda (cid super) Allens Date: 09/16/2014 0731	
Misc Fee: 25.5		Misc Fee: 25		User: Brenda (cid super) Allens Date: 09/16/2014 0730	

#### Add

To create a new Court Paper select the **Add Court Paper** button to open the *Add Court Paper* screen.
Add Court Paper			Go Back
Agency			
District 42, Versailles	۲ <b>"</b>		
COURT PAPER TYPE		COURT PAPER SUBTYPE	
-Select-	•	-Select-	•
ISSUING STATE		ISSUING COUNTY	
Indiana	•	-Select-	•
PLAINTIFF		AGENCY ONLY	
The People of the State of Maryland			
REFERENCE TYPE		REFERENCE NUMBER	
-Select-	•		
FILED DATE		RECEIVED DATE	
11/22/2019	曲	11/22/2019	曲
	Go Back	Save	

Select from the drop-down lists and enter other necessary information.

Click the Save button to create the record and display the Edit Court Paper screen.

#### **Edit Court Paper**

The *Edit Court Paper* screen allows you to continue entering information section by section. Data entered in the *Add Court Paper* screen auto populates into the fields within this screen.

						Go Back	Delete	Quick Print	Print
nt Court Paper Information	≡(	Court Paper Log	\$ Fee Audit	5	← Three tabs				
Court Paper									
COURT PAPER ID		STATUS			COURT PAPER TYPE	C	OURT PAP	ER SUB TYPE	
382		Open		~	Summons	<b>~</b>	Domestic	Violence	~
ISSUING STATE		ISSUING COUNT	гү		AGENCY	A	GENCY ON	ILY	
Indiana 💊	•	Benton Cour	ity	~	District 42, Versail 🗸 🔓	<b>h</b>			
FILED DATE		RECEIVED DATE			SERVICE EXPIRATION DATE	SE	RVICE EXI	PIRATION TIME	E
03/15/2019	<b>*</b>	03/15/2019		<b>#</b>		<b>#</b>			
PLAINTIFF									
The People of the State o	f Mar	yland							
COMMENT									
Section A									
Section & Help Message									
AUTO COMPLETE					СНЕСКВОХ				
DATE AND TIME					SINGLE TEXT LINE				
			曲						
RADIO BUTTONS					OFFICER				
	ESDA		C THURSDAY						
○ FRIDAY ○ SATURDAY									
SINGLE VALUE LOV									
-Select-								~	

Click To Select				
Reference Numbers				Add Reference Numbe
Reference Type		Reference	e Number	Actions
Court Case Number		CRT1255		Ľ
Received From Agency De	tails			
	SELECT RECEIVED F	ROM AGENCY		AGENCY
RECEIVED FROM AGENCY	Thi fro	s section i m other ag	s dsigned to capture ci encies such as Prosecu	vil service information itor Office. Not intended
	for	Law Office	es.	
AGENCY NAME 2	ADDRESS		ADDRESS 2	
СПУ	STATE		710	PHONE
CIT	-Select-	~	ZIP	FROME
COMMENT	-Select-	+	-	
Court Details				
COURT APPEARANCE DATE /	Enter Days to	If c	ourt locations are fille	d out in agency settings, then
TIME	Respond	opt	ion is selected. Or you	can manually type in
		IIIC	ormation with specify I	.ocauon.
○ NO COURT LOCATION ● SEL	ECT COURT LOCATION		COURT LOCATION	
COURT LOCATION				
×				
COURT NAME 2	ADDRESS		ADDRESS 2	
COURT NAME 2	ADDRESS		ADDRESS 2	Plionr
COURT NAME 2	ADDRESS STATE		ADDRESS 2 ZIP	PHONE
COURT NAME 2	ADDRESS STATE -Select-	~	ADDRESS 2 ZIP	PHONE
COURT NAME 2 CITY COMMENT	ADDRESS STATE -Select-	~	ADDRESS 2 ZIP 	PHONE
COURT NAME 2 COURT NAME 2 CITY COMMENT	ADDRESS STATE -Select-	~	ADDRESS 2 ZIP -	PHONE
COURT NAME 2 COURT NAME 2 CITY COMMENT	ADDRESS STATE -Select-	~	ADDRESS 2 ZIP 	PHONE
COURT NAME 2	ADDRESS STATE -Select-	V	ADDRESS 2 ZIP 	PHONE
COURT NAME 2	ADDRESS STATE -Select-	Vpe	ADDRESS 2 ZIP date	PHONE Assign Office
COURT NAME 2 CTTY COMMENT Officers To Be Served People	ADDRESS STATE -Select-	v Upr	ADDRESS 2 ZIP date	PHONE Assign Office rch Person • Advanced Search / Adv
COURT NAME 2 COURT NAME 2 CITY COMMENT Officers To Be Served People To Be Served Organization	ADDRESS STATE -Select-	Vpr Q Add Ur	ADDRESS 2 ZIP date	PHONE  Assign Office  Assign Office  Advanced Search / Adv  ganization Advanced Search / Adv
COURT NAME 2 COURT NAME 2 CITY COMMENT COMMENT Officers To Be Served People To Be Served Organization Other People	ADDRESS STATE -Select-	Upp Q Add Ur	ADDRESS 2 ZIP date nknown Person 7 Quick Sear Quick Search Or Quick Search Or	PHONE Assign Office rch Person • Advanced Search / Add ganization • Advanced Search / Add rch Person • Advanced Search / Add
COURT NAME 2 COURT NAME 2 CITY COMMENT COMMENT COMMENT COBE Served People To Be Served Organization Other People Other Organizations	ADDRESS STATE -Select-	V Up Add Ur	ADDRESS 2 ZIP date nknown Person 9 Quick Sear Quick Search Or Quick Search Or Quick Search Or	PHONE Assign Office Assign Office Advanced Search / Add ganization Advanced Search / Add ganization Advanced Search / Add ganization Advanced Search / Add
COURT NAME 2 COURT NAME 2 CITY COMMENT Officers To Be Served People To Be Served Organization Other People Other Organizations Fee Collections	ADDRESS STATE -Select-	Upr Ø Add Ur	ADDRESS 2	PHONE Assign Office Assign Office Advanced Search / Adv ganization Advanced Search / Adv acch Person Advanced Search / Adv
COURT NAME 2 COURT NAME 2 CITY COMMENT Officers To Be Served People To Be Served Organization Other People Other Organizations Fee Collections TOTAL FEES FOR COURT PAPER	ADDRESS STATE -Select-	Upp  Add Ur  i UNPAID FEEs	ADDRESS 2 ZIP date nknown Person \$ Quick Search Or \$ Quick Search Or	PHONE Assign Office Assign Office Advanced Search / Add ganization Advanced Search / Add rch Person Advanced Search / Add ganization Advanced Search / Add
COURT NAME 2 COURT NAME 2 CITY COMMENT	ADDRESS STATE -Select-	Upp Add Ur	ADDRESS 2 ZIP date hknown Person 7 Quick Sear Quick Search Or Quick Search Or Quick Search Or St \$0.00	PHONE Assign Office Advanced Search / Add ganization Advanced Search / Add

The next section is the Officer section of the module. This can be utilized if you want to assign the paper to a specific Officer. The officer receives notification of the assignment and it appears in their *Recent Activities*.

To add Officer to paper, click the Assign Officer link.

Officers	C	Assign Officer

The a list of officers appear. Click the Select icon **b** to make your selection. You can also apply filters to shorten the list from which to choose.

Search Daramet	erc				Go Bad
AGENCY FILTER			OFFICER FILTER		
Agency	My Organization		O All O Detecti	ves	
OPTIONAL SEARCH T	EXT				
Enter search tex	dt.	Search By			
		Reset	Search		
Officer ⊥î Name	<b>Title</b> ⊥†	Agency ⊥†	Date Last ⊥↑ Assigned	Active Papers L↑ Assigned	Actions
Christine Saur		District 42, Versailles	02/13/2019	1	•
Dispatch Officer		District 42, Versailles	03/05/2019	1	•
Greg Wright	SERGEANT-CAPTAIN- WIN	District 42, Versailles		0	•
			02/26/2015	2	
Jeff Hanover	Officer Supervisor	District 42, Versailles	02/20/2015	2	

Officer Details window opens. This is where you can leave comments to officer and also check to notify officer.

					Go Back
Officer Details					
Officer Name	Title	Internal ID / Badge #	Date Last Assigned	Active Paper Assignments	
Christine Saur		SAUR111		0	
ASSIGN DATE / TIME					
03/15/2019 1320		<b> </b>			
COMMENTS					
		Go Ba	ck Save		

Next two sections are about the Persons/Organizations to be served and the Other Persons/Organizations involved with the paper. Caliber Public Safety recommends using the **Advanced Search/Add** link to search *Master Index* data. For more information on *Master Index*, refer to "Master Indices" on page 75.

To Be Served People 🕜	Add Unknown Pe	erson 🖣 Qui	ck Search P	erson 🔂 A	dvanced Search / Add
Person Details	Service Address	Status	Role	Fee Total	Actions
<b>1 Name:</b> Incident Person01 Sex: Female Race: Black or African American DOB: 11/01/1970 (Age:48)		Active	Petitioner	\$36.12	• 7 💼
To Be Served Organizations		Quick Sea	rch Organiz	ation 🖰 A	dvanced Search / Add
Other People		🖣 Qui	ck Search P	erson 🖸 A	dvanced Search / Add
Other Organizations	1	Quick Sea	rch Organiz	ation 🗘 A	dvanced Search / Add

- The Add Unknown Person link captures service where evictions might be involved, or total number of people to be served is not known. Agencies have different uses for this.
- The Other People/Organizations section captures the non-serveable persons or organizations of the paper. Typical usage is for the payor, and where garnishments and fees are handled.

Perform search on the person /organization that you would like serve. Select the person that is to be served, if exists, by the **Index I.D**. or by using the **Select** icon in the *Actions* column. Add new person if not in the *Master Index*. For more information on adding a person refer to "Adding Person" on page 89 in the *Master Indices* section.

Q Person	Refine Search         New Search         Add Person         Online RMS Statewide Search           Q. Person Search Results													
	<b>`</b>	3 / 3												
Last ↓↑ Name	First ↓↑ Name	Middle ⊧† Name	Title↓↑	Sex↓1	Race↓↑	DOB IT	SSN ⊥1	Misc ID ↓↑	Name‡† Type	Index↓† ID	Actions			
Clark	Ranelle	Marie		F	W	03/16/1959	123-99-1234		Primary Name	1080	• 2			
🛕 Clark	Ranelle			F	W	03/16/2010		t12344aa10	Primary Name	1082	• 2			
CLARK	WILLIAM	RAY		М	W	07/18/1973	111-30-1750	2102131	Primary Name	405	• 2			
	Refine Search New Search													

Half way down is a drop-down that lets you set the **Status** for the person. This is what triggers your *Master Name Index* to notify officers of an Active Paper when a master name search is done. Also, click on the **Select Service Address** link to select the address that ties to the selected person.

					Go Bac
Person Informat	tion			(a)	/iew Person 📝 Update Perso
LAST NAME Clark	FIRST NAME Ranelle	MIDDLE NAME Marie	DOB 03/16/1959 (Age: 59)	SEX Female	RACE White
<b>SSN</b> 123-99-1234	ADDRESS (RESIDENCE) 6081 East 82nd Street	#415 INDIANAPOLI	S, IN 46250	INDEX ID 1080	
status Details					
OLES					
Click To Select					
Active Service Address Fee Details	es				Select Service Addre
ATTEMPTS	BILLABLE	ATTEMPTS	MILEAGE	BI	
VILEAGE FEE(\$)	SERVICE F	EE(\$)	MISC FEES(\$)	т	DTAL FEE(\$)
	36.12			3	36.12
EE COMMENT					
			Save		

Fee details are discussed little more in detail later. From the officer serving the paper they typically only have access to the non gray boxes and the comment section. Attempts also can be captured in the log with a note of mileage. The use of this would be a business process determine by agency of when and whom applies Fee details.

Click Save to save the person/organization record to the Court Paper.

Adding **Other Person/Organization** to paper is done by some advanced search/add method. After selecting from *Master Index* or adding new you will be taken to this page. For more information on *Master Index*, refer to "Master Indices" on page 75.

**Note**: The Fee collection only shows after the **Payor Role** is selected. You can have more that one role assigned.

				Go
Organization Info	ormation			View Organization Z Update Organiz
NAME Automation Industries	TYPE Law Office	BUSINESS # 123	INDEX ID 240000007	
ADDRESS (BUSINESS) 126 North 750 Wes	) st IN			
Details				
ROLES				
Click To Select				
			Save	
ROLES				
Bounty Hunter				^
Collection Organizat	tion			
Executor				
Garnishee				
Law Firm	>			
Other Contact Organ	nization			~

• You can select more than one role. The *Payor* role triggers the *Fee Collections* section that keeps track of fees owed and is searchable.

Click **Save** to save the other person/organization record to the Court Paper.

The last sections are the *Attachments* and *Forms* sections. You can add any relevant attachments to the paper or if your agency has a custom form associated with civil process it would be selectable here as well.

Attachments			Add Attachment
Attached Forms	Add Form	-Select-	~

### **Print Court Paper**

From the *View Court Paper* and *Edit Court Paper* screens there are **Print** and **Quick Print** options on the top right of the screen to print a cover page for your civil/court paper.

			Go Back	Delete	Quick Print	Print
▲ Court Paper Information	⊞ Court Paper Log	\$ Fee Audits				
Court Paper						

The **Print** button gives you selectable options to include on your cover sheet, whereas, **Quick Print** does not.

Details			Go Back
COURT PAPER SUMMARY			
Civil Protection Order, Criminal,	Jimmy Fallon		
COURT PAPER ID	REFERENCES	Agency	RECEIVED DATE
357	Case Prosecutor Number:Person01Civil	District 42, Versailles	06/16/2017
Print Options			
PRINT LOGS	PRINT FEE COLLECTIONS	PRINT FEE AUDIT LOGS	
PRINT CUSTOM FORMS	PRINT OTHER PEOPLE / ORGANIZATIONS	Print Service Notes	PRINT OFFICERS
	Go Back	Print	

System creates system log entries automatically. You can also click the **Add Log Entry** link to manually enter log actions.

ormation 🗄	E Court Paper Log \$F	ee Audits	
			Add Log Entr
	~		
ate reated	Туре	Log Entry	Actions
2/13/2019 920	Person / Organization Added	Person / Organization: Clark, Ranelle Marie - DOB: 03/16/1959 RACE: White SEX: Female Status: Active Comment: Initial Status	
2/13/2019 358	Officer Added	<b>Comment:</b> Officer Christine Saur added to court paper.	
5/19/2017 930	Person / Organization Added	Person / Organization: Person01, Incident - DOB: 11/01/1970 RACE: Black or African American SEX: Female Status: Active Comment: Initial Status	
	mation = = = = = = = = = = = = = = = = = = =	Imation     Ecoult Paper Log     F       ate     Type       eated     Organization Added       1/13/2019     Officer Added	Type       Log Entry         eated       Type       Log Entry         /13/2019       Person /       Organization: Clark, Ranelle Marie - DOB:         /20       Organization Added       03/16/1959 RACE: White SEX: Female         %13/2019       Officer Added       Comment: Initial Status         %13/2017       Person /       Person / Organization: Clark, Ranelle Marie - DOB:         %19/2017       Officer Added       Comment: Initial Status         %13/0       Organization Added       I1/01/1970 RACE: Black or African American SEX: Female         %30       Organization Added       Status: Active         Comment: Initial Status       Comment: Initial Status

### Add Mileage/Attempts and Fees

While on the Court Paper, page down to the **To Be Served People** section. The permissions to manage Fee details is given by default to both the *Agency Admin Role* and *LEA Clerk Management Role*; all other users only have ability to edit the **Attempts** and **Mileage** boxes.

To Be Served People							
Person Details	Service Address	Status	Role	Fee Total	Actions		
<b>1 Name:</b> James X2 Fallon <b>Sex:</b> Male <b>Race:</b> White <b>DOB:</b> 06/01/1972 (Age:46)		Active	Petitioner	\$336.12	<ul><li>Image: Image: Imag</li></ul>		
To Be Served Organizations	🕈 Quick Search Organization 🕒 Advanced Search / Add						
Other People	Quick Search Person 3 Advanced Search / Add						

Click on the **Edit** icon **I** to open the court paper. The *Person Information* displays.

						Go Back
Person Infor	mation				💿 View F	Person 🗹 Update Person
LAST NAME Fallon	FIRST NAME James	MIDDLE NAME X2	<b>DOB</b> 06/01/1972 (Age: 46)	SEX Male	RACE White	
DRIVER'S LICENSE # AK22222	DRIVER'S LICENSE STATE Alaska	SSN 222-22-2222	ALIASES Jimmy F(Alias)			(1/2) 06/16/2017 €
EYE COLOR Blue						
INDEX ID 996						
Status Detail	s					
ROLES						
× Petitioner						
STATUS						

At the bottom of the page is a section where you fill in the information in regards to tracking the service of the paper. You can notate attempts, the mileage for the attempts, and the fee's to be collected in regards to the court paper.

Fee Details				
ATTEMPTS	BILLABLE ATTEMPTS	MILEAGE	BILLABLE	
		600	$\checkmark$	
MILEAGE FEE(\$)	SERVICE FEE(\$)	MISC FEES(\$)	TOTAL FEE(\$)	
300.00	36.12		336.12	
FEE COMMENT				
	Go Back	Update		

### **Status Details**

The **Status** of the paper would be changed to show the final status that the paper would have. Choices would be in status details section in the following screen shot to capture a served-executed paper service.

STATUS	
Returned - Request of Plaintiff	<b>v</b>
DATE / TIME	
	<b>1</b>
PLAINTIFF	
PLAINTIFF	
Select	· · · · · · · · · · · · · · · · · · ·
STATUS COMMENT	

Select the Update button to save your changes.

Once you are finished with paper the *Fee Collections* section is completed. You now want to be able to collect fees and keep track of what has been paid on and what might still be owed.

Click the **Edit** icon on the *Organization Details* for the Payor and then click the **Add** link. This will create another entry point for receiving remainder fees as they come in.

Fee Audits also display on the Edit Court Paper screen.

		Go Back Delete Quick Print Print
	r Log \$ Fee Audits	
Fee Audits		
Fallon, Jim X3 - DOB: 06/01/1973 RACI	: White SEX: Male	
New	Old	Changed By
Mileage: 900 Mileage Fee: 450 Service Fee: 36.12	Mileage: Mileage Fee: Service Fee:	User: Homer Simpson Date: 06/16/2017 1232
	Go B	Back

You can click the **Print** or Quick button to generate a *Court Paper Report*. For details on printing the report, refer to "Print Court Paper" on page 548.

# **Chapter 29. Vehicle Tow/Impound**

## **Overview**

The **Vehicle Tow/Impound** module is found under the *Records Management* menu on the *Home Page* 

You can access this module two ways:

• Click *Records Management* on the top navigation bar, then click **Vehicle Tow/Im- pound**.

Master Ind	lices 🕶	Records Management  Forms And Repo				
		Records Management				
		Citations / Enforcements				
		Civil Process				
		Collapse 🔻				
		Delegate Privileges				
		Evidence Management n				
		Fleet Management				
Se	arch	Inventory Management				
t1	Last N	Lost And Found				
QUEST	11/21,	Officer Daily Logs				
	CST	Officer Inventory Management				
ROL	11/21,	Permits				
	CST	Personnel Management				
VITY	11/18, CST	Photo Lineup				
	11/18	Training				
	CST	Vehicle Tow/Impound				
P CASE	11/14, CST	Warrants				

• Click *Records Management* on the top navigation bar, click on the Records Management option that appears in the drop-down list, then click the **Vehicle Tow/Impound** link.

Master Indices 🔻	Records Management 🔻 Forms And Reports 🕶
	Records Management
	Citations / Enforcements



Either method opens the *Vehicle Tow/Impound Search* screen. After selecting the icon you are taken to *Search* application. You can either view the delete log, add a new record, or search the system for data that matches specific criteria.

Impound Search				[	View De	elete Log	¢	Add Vehicle Tow/Imp	ound
IMPOUND ID		VEHICLE ID				Towing	<b>A</b> GE	ENCY	
						All A	genc	ies	٣
Associated Incident Report #		OTHER REFERE	ENCE #			DISPOSI	TION		
						-Sele	ect-		٠
TOWED FROM						Сіту			
DISPATCH #		Non-Release	d <b>V</b> ehici	E					
TOW DATE FROM	Tow DATE	то		RELEASE DA	te <b>F</b> rom		R	RELEASE DATE TO	
曲			<b></b>			曲			曲
Vehicle Details									
Year		Маке				MODEL			
VIN #		Туре				STYLE			
		-Select-			•	-Sele	ct-		۳
LICENSE PLATE									
Additional Search Criteria									
Select	Ŧ								
		Go Back	k Rese	et Search					

Click **Go Back** to return to the previous screen, click **Reset** to start a new search, or click the **Search** button to search for records containing the entered criteria.

For information on viewing the delete log refer to "Logs" on page 568.

For information on adding a new tow/impound record refer to "Enter New Vehicle Tow" on page 556.

For information on searching for existing records refer to "Search Vehicle Tow/Impound" below.

## Search Vehicle Tow/Impound

Access the Vehicle Tow/Impound Search page to begin your search. For more information on accessing the Vehicle Tow/Impound Search page refer to "Overview" on page 551.

Impound Search		View	Delete Log 🕂 Ac	ld Vehicle Tow/Impound
IMPOUND ID	VEHICLE ID		TOWING AGENC	Y
			All Agencies	5 🔻
Associated Incident Report #	OTHER REFERENCE #		DISPOSITION	
			-Select-	•
Towed From			СПУ	
DISPATCH #	Non-Released Ven	ICLE		
Tow DATE FROM	DATE TO	RELEASE DATE FRO	M REL	EASE DATE TO
<b></b>	曲		<b></b>	曲
Vehicle Details				
YEAR	Маке		MODEL	
				8000 B
VIN #	Туре		STYLE	
	-Select-	•	-Select-	•
LICENSE PLATE				
Additional Search Criteria				
Select	•			
	Go Back Re	eset Search		

Click on the **Add Vehicle Tow/Impound** button to add a new tow record. For more information on adding a new tow record, refer to "Enter New Vehicle Tow" on page 556.

Click on the View Delete Log button to view deleted tow records.

Vehicle To	Vehicle Tow / Impound Search / Tow / Impound Delete Log								
						Go Back			
Search		Reset				Show 10 ¢ entries			
Log ↑⊥ Id	Vehicle 11 Id	Deleted By	Date îl	Comments 11	Impounding 11 Agency	Location of 11 Impound			
1	33	Waterman, Debbie - Captain, ID# 12345(DEBBIE)	07/19/2018 1416	0	District 42, Versailles				
2	608	Simpson, Homer(STATE_OFFICER11)	11/29/2018 0856	0	District 42, Versailles				
3	765	Simpson, Homer(STATE_OFFICER11)	03/11/2019 1321	0	District 42, Versailles	DENVER			
Showing 1	. to 3 of 3 ent	ries							
						Previous 1 Next			

Click the Go Back button to return to the Vehicle Tow/Impound Search page.

Enter your search criteria on the *Vehicle Tow/Impound Search* page to search and locate existing records that match your entered criteria.

When searching by Make and Model, begin entering a portion of the word and a list will appear from which to choose. For example, enter *Chev* in the **Make** field to display a list that contains *Chev* then click on the appropriate item that appears on the list. Optionally, do the same for **Model** 

Маке			MODEL	
chev	×			
CHEVALLERO MOTOR HOME(CHVL)				^
CHEVELLE MOBILE HOMES, INC(CHEX)				
CHEVROLET(CHEV)				
CHEVRON CORP(CHEP)				
		Vecuu		·

The Additional Search Criteria allows you to include Custom Fields . The Available Fields appear; click in the field and choose from the drop-down list.

Additional Search Criteria	
Custom Fields	•
Available Fields	
-Select Field-	¥

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

Click the Search button to display the search results.

	4 39 Result	(s) Found			Refine Search	New Search Add Vehicle Tow/Impound Previous 1 Next
Impound ⊥↑ ID	Vehicle ID 11	Towing Agency 11	Tow Date 11	Towed From	Approval 11 Status	Actions
202	218	District 42, Versailles	12/06/2018 15:26	McDonalds	Approved	<b>i</b>
201	3 218	District 42, Versailles	11/26/2018 22:43	walmart	Initial	<ul> <li><b>2</b></li> </ul>
189	721	District 42, Versailles	07/31/2018 07:00		Initial	

Hover the mouse over the blue information bubble to view a summary of the vehicle or click on the Impound ID to view vehicle and tow details.

	Click to view vehicle details       Refine Search       New Search       Add Vehicle Tow/Impount         Image: Search Se								
Imr ID	ound 11 Vehicle ID	11 Towing Agency	↑ Tow Date ⊥↑	Towed From	⊥t App Sta	proval ⊥↑ ntus	Actions		
202	<b>Q</b> 218	District 42, Versailles	12/06/2018	McDonalds	App	proved	ľ		
20	<b>Y</b> EAR 2009	VIN AJJDL599V74HR75B	Make CHEVROLET(CHEV	Model /) CAMAR	RO	Type Autom	nobile /	<b>S</b> TYLE Sedan, 4-door	
18	LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE I	Month / Year	Misc ID	nger	Color Vellow / Plue Dark	
15	DATE OF INFO		Amateur radio	77201	0	125		Tellow / blue, Dark	
15	11:03:43 AM	210							
141	142	District 42, Versailles	06/17/2014 00:23		Init	tial		≙ ⊘ ⊄ 💼	

With proper permissions, you can view, edit, delete Tow/Impound records, release holds, or release vehicles using the icons that appear under the *Actions* column. Only the icons to which you have access appear. If you do not have permissions to perform any of these tasks, refer to your agency administrator.

#### Action Icons

- View Vehicle Tow/Impound Record
- C Edit Vehicle Tow/Impound Record. For instructions on editing tow records, refer to "Update Existing" on page 557.
- Delete Vehicle Tow/Impound Record
- C Release Holds. For instructions on releasing holds, refer to "Vehicle Holds" on page 564.
- Carlease Vehicle. All Holds must be released before you can release a vehicle.

A did Makina

# **Enter New Vehicle Tow**

Access the Vehicle Tow/Impound Search page. For more information on accessing the Vehicle Tow/Impound Search page refer to "Overview" on page 551.

On the Vehicle Tow/Impound Search page, click the Add Vehicle Tow/Impound button to open the Master Index Search page. Search for the Master Vehicle Index record you want to add to the Tow/Impound module.

If the Master Vehicle Index record you are searching for does not exist, then click the **Add Vehicle** link to add a new Master Vehicle Index record. For more information on Master Indices refer to "Master Indices" on page 75.

In the Vehicle Search Results window, click the **Select** icon on the vehicle you want to add to a new **Tow/Impound** record.

0 B B F 🚸	7 result(s) f	ound							Sele	ct		
7IN ↓î	Type ↓†	Make/Model ↓↑	Style 🕸	M/C ↓ CCs	Top/Bo Color	ottom 🕸	License 11 Plate	Year↓i	State	IT Intex IT	Actions	
JJDL599V74HR75B	Automobile	CHEVROLET (CHEV) / CAMARO	Sedan, 4-door		White /	' Blue	GTO98837	2009		218		ľ
2345678901234567890	Automobile	CHEVROLET (CHEV) / CAMARO	Hardtop, 2-door		Purple	/ -	ABC123	2016	Colorado	721	•	ľ
AFG651AS32165ETR651		CHEVROLET (CHEV) / MONTE CARLO			Blue / Blue, Dark		123456	1999	Alaska	46	•	ď
Vehicle Informat	ion									• View	Vehicle [	🕈 Edit '
YEAR	VIN		Маке		MODEL		Тү	PE		STYLE		
2009	AJJDL	599V74HR75B	CHEVROLET(CHEV)			CAMAR	C	A Pa	utomobile Issenger	/	Sedan, 4-door	
LICENSE PLATE	LICENSE	STATE	LICENSE TYPE			LICENSE M	e Month / Year Misc ID				COLOR	
GTO98837	MK		Amateur radio			7 / 2016		123			Yellow Dark	/ Blue,
DATE OF INFO	INDEX II	)										
12/06/2018 11:03:43 AM	218											
/ehicle Descripti	on											
LICENSE #			LICENSE	Туре				S	TATE			
GT098837			Amat	teur ra	dio		*		(Northern	n) Mariana	Islands	
LICENSE MONTH						LICENSE	<b>F</b> EAR					
July					•	2016						
MISC IDENTIFIER			TOP CO	LOR				В	оттом <b>С</b> ог	.OR		
123			Yello	w			•		Blue, Dar	k		
VALUE(\$)			ODOME	TER				C	ONDITION			
									-Select-			
DAMAGE						DAMAGE	REMARKS					

Enter the tow date and time and other relevant information for this **Tow/Impound** record.

Click the **Save** button on the bottom of the page, or upper right.

The *Edit Impound* page appears, allowing you to select a **Towing Company**, or specify one if it is not in the system. Also you can associate people, organizations, and other information. Holds are also managed here on a separate tab, along with an audit log on another tab. For more information on the *Edit Impound* page refer to "Update Existing" below.

Click the **Print** button to print the record, or click the **Submit** button to submit the record for approval. For instructions on printing *Vehicle Tow/Impound* records, refer to "Print" on page 569.

	_			Go Ba	ck Print Submit
⊯ Tow/Impound	<b>≜</b> Holds ⊨ Lo	9			
Vehicle				View Vehic	le 📝 Edit Vehicle
YEAR	VIN	Маке	MODEL	Туре	STYLE
2009	AJJDL599V74HR75E	CHEVROLET(CHEV)	CAMARO	Automobile / Passenger	Sedan, 4-door
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH /	MISC ID	COLOR
GTO98837	МК	Amateur radio	YEAR	123	Yellow / Blue,
			7 / 2016		Dark
DATE OF INFO	INDEX ID				
12/06/2018	218				
11:03:43 AM					

# **Update Existing**

Search for the *Vehicle Tow/Impound* record you want to update. For more information on searching for existing records, refer to "Search Vehicle Tow/Impound" on page 553.

On the Search Results window identify the record you want to update then click the update icon  $\square$  in the Actions column to open the Edit Impound page.

ts; Tow/Impound	olds ∷≣Log							Go Back Print Subm
Vehicle							🕑 Vi	ew Vehicle 📝 Edit Vehicl
<b>YEAR</b> 2009	VIN AJJDL599V74	IHR75B	MAKE CHEVROLET(CHEV)	M C	ODEL AMARO	TYPE Automo	bbile / Passenger	STYLE Sedan, 4-door
LICENSE PLATE GTO98837	LICENSE STATE	I	LICENSE TYPE Amateur radio	L1 7	CENSE MONTH / YEAR / 2016	MISC ID 123		COLOR YEL / DBL
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX ID 218							
Tow Summary								
IMPOUND ID				4	APPROVAL STATUS			
201					Initial			
TOWING AGENCY		DATE/TIME	OF TOW	0	OTHER REFERENCE #		CAD #	
District 42, Versailles	~	11/26/20	18 2243	<b>#</b>				
ASSOCIATED INCIDENT REP	PORT ID	TOWED FRO	M	C	CITY		GEOGRAHIC	LOCATION
		walmart					District 42	2, Versailles 🗸 🗸
COUNTY								
-Select-	~							
COMMENTS								
				Update	2			
Officers								Add Office
Badge # Nan	ne				Role	A	gency	Actions

The Edit Impound page contains three tabs:

- Tow/Impound
- Holds
- Log

Click the **Print** button on the top right to print the record. For instructions on printing *Vehicle Tow/Impound* records, refer to "Print" on page 569.

### **Tow/Impound Tab**

The *Edit Impound* page defaults to this tab, which contains multiple sections:

- Vehicle Information
- People
- Organizations
- Tow Summary
- Officers

- Vehicle Description
- Towing Details
- Inventory
- Attachments (i.e., documents and photos)

#### Vehicle Information

This section displays the *Master Vehicle Index* data. You can click on the **View Vehicle** link to view details of the index record or you can, with proper permissions, click on the **Edit Vehicle** link to edit the *Master Vehicle Index* record.

Vehicle Information	👁 View Vehicle 📝 Edit Vehicle				
Year	VIN	Make	Model	TYPE	STYLE
2009	AJJDL599V74HR75B	CHEVROLET(CHEV)	CAMARO	Automobile	Sedan, 4-door
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR
GTO98837	MK	Amateur radio	7 / 2016	123	YEL / DBL
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX ID 218		^		

#### People

The **People** section allows you to search the *Master Name Index* and use existing records if already in system by clicking on the **Quick Search Person link**, or you can, with proper permissions, add a new *Master Name Index* record by clicking on the **Advanced Search / Add** link. For more information on Master Indices, refer to "Master Indices" on page 75.

People	Quick Search Pers	on 🤂 Advance	ed Search / Add
Person		Role	Actions
Name: Ranelle Marie Clark Sex: Female Race: White DOB: 03/16/1959 (Age:59)		Driver	2

*Owner information* is required to update a Tow Impound record. If the record does not contain owner information, a message appears in red across the top of the form and below the Vehicle section when you click on the Update button. If the owner is unknown, check the **Unknown Owner** box to override the *owner required* warning.

₩ Tow/Impound	olds 🗮 Log	/			Go Back Print Sub
ehicle		Tree	<b>6</b>	Lucia Di con	View Vehicle      Edit Vehi
/IN	MAKE	IYPE	STYLE	LICENSE PLATE	LICENSE STATE
9876548745	AUDI(AUDI)	Automobile / Passenger	Sedan, no. of doors unkno	HHH990	MD
icense Month / Year	COLOR	DATE OF INFO	INDEX ID		
- / -	Blue / -	07/20/2020 04:32:03 PM	617		
wner Information	An Owner is require	d. Please enter a Person or Orga	nization with the role of Ow	ner or check the "Uni	known Owner" checkbox belo
NKNOWN OWNER	1				
	_				

#### Organizations

The **Organizations** section allows you to search the *Master Organization Index* and use existing records if already in system by clicking on the **Quick Search Organization** link, or you can, with proper permissions, add a new *Master Organization Index* record by clicking on the **Advanced Search/Add** link. For more information on Master Indices, refer to "Master Indices" on page 75.

Organizations Organizati	on 🤁 Advance	ed Search / Add
Organization	Role	Actions
Name: All Blacks Rugby Type: Wholesale, Durable Goods Address: 2924 East 1250 South Building #99 Battle Ground, IN 47920 Phon (Business): 406-789-8954	e Owner	2

#### Tow Summary

Enter the appropriate information then click the **Update** button.

**Note:** The **Towing Agency** defaults to your agency and should not be changed.

Tow Summary									
IMPOUND ID				APPROVAL STATUS					
201				Initial					
TOWING AGENCY		DATE/TIME OF TOW		<b>OTHER REFERENCE #</b>		CAD #			
District 42, Versailles	~	11/26/2018 2243	<b></b>						
ASSOCIATED INCIDENT REPORT ID		TOWED FROM		CITY		GEOGRAHIC LOCATION			
		walmart				District 42, Versailles	~		
COUNTY									
-Select-	~								
COMMENTS									
			Up	odate					

#### Officers

Click the Add Officer button to add an officer, then click Save.

Officers				Add Officer
Badge #	Name	Role	Agency	Actions
SAUR111	Christine Saur	Impounding	District 42, Versailles	2
Add Officer				
OFFICER Officer Joe Hedges(Badge #: 7049	N)	~		
		Cancel Save		

#### Vehicle Description

Enter the appropriate information then click the **Update** button. This is information based on your current observation.

Vehicle Description					
LICENSE PLATE		LICENSE TYPE		LICENSE STATE	
GT098837		Amateur radio	~	(Northern) Mariana Islands	~
LICENSE MONTH		LICENSE YEAR			
July	~	2016			
MISC ID		TOP COLOR		BOTTOM COLOR	
123		Yellow	~	Blue, Dark	~
VALUE(\$)		ODOMETER		CONDITION	
123		44555		FAIR	~
DAMAGE		DAMAGE REMARKS			
Burned	~	Testing			
		Update			

### Towing

Select one towing option: No Towing, Select Company, or Specify Company.

If you choose *Select Company* or *Specify Company*, enter the appropriate information in the fields provided. If you choose *No Towing*, no additional fields appear.

Towing				
$\bigcirc$ No Towing $\odot$ Select Company $\bigcirc$ Specify Compa	NY			
FILTER BY COUNTY	COMPANY NAME			
-Select-	ACME WRECKER	~		
ADDRESS	СІТҮ	STA	TE	
100 Anywhere	Indianapolis	In	idiana	~
ZIP	PHONE #	DRI	VER	
46204	777 - 7777 - 7777	То	om Smith	
REFERENCE NUMBER	IMPOUND STORAGE	AUT	HORIZING OFFICER	
12345	Storage Lot	✓ Ма	att Johnson(Badge #: 111)	
TOW REASONS				
× Accident × Investigation × Other				
COMMENTS				
my testing comments				
	Update			
Towing				
$\bigcirc$ No Towing $\odot$ Select Company	O SPECIFY COMPANY			

Click the Save button to save the record.

#### Inventory

Click the Add Item link to add an Inventory item.

Inventory			🕒 Add Item
Description	Quantity	Actions	
	No Data To Display		

#### Attachments

Click the Add Attachment link to add photos or documents.

Attachments					Add Attachment			
Туре	File Name	Description	Date of Info	Actions				
No Data To Display								

For more information on attachments, refer to "Attachments" on page 63.

### Holds Tab

This tab contains dates, reasons, and comments pertaining to vehicle holds and releases.

⊯ Tow/Impound	🔒 Holds	≣Log			Go B	Back Print Submit
Holds						Add Hold
Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
6 hour hold	Verify Owner	12/06/2018 1129		No		e 💼 🖴

For more information on holds, refer to "Vehicle Holds" on the next page.

### Log Tab

Data that contains the date, time, and a summary of what occurred such as, when the record was created in Online RMS, hold and release dates, etc. The data is generated by Online RMS automatically, and you have the ability to manually add a log entry.

														Go Back	: F	Print	S	ubm	t
🖌 Tow/Impound	🔒 Holds 🛛 🗮 Log																		
Logs															0	Add	Log	g Eni	ry
Enter Search Text		3 Search	Re	Rese	et														
Date/Time	Comment															Act	ion	5	
12/06/2018 10:29	Impound Hold Added - 6 ho	ur hold																	
12/06/2018 09:03	Impound Record Created																		

For more information on Log entries, refer to "Logs" on page 568.

# **Vehicle Holds**

You can place a hold from the *Holds* tab of the *Edit Impound* page.

For more information on accessing the *Edit Impound* page, refer to "Update Existing" on page 557.

### Place a Hold

Click on the Holds tab of the Edit Impound page.

Click on the Add Hold link to open the Add Impound Hold window.

⊌ Tow/Impound	Holds	≡Log			Ge	Back Print Submit
Holds						🔂 Add Hold
Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
6 hour hold	Verify Owner	12/06/2018 1129		No		e 💼 🖻

Enter the appropriate information in the Add Impound Hold window, then click Save.

Add Impound Hold	
Hold	
-Select-	~
REASON	
-Select-	~
DATE/TIME OF HOLD	
	曲
OFFICER	
Christine Saur(Badge #: SAUR111)	
AUTHORIZING OFFICER	
Christine Saur(Badge #: SAUR111)	
HOLD COMMENTS	
	Cancel Save

You can edit, delete, or release a hold by clicking on the appropriate action icon.

### **Release Holds**

There are two ways you can release a hold:

• From the *Holds* tab of the *Edit Impound* page.

To release a hold on a vehicle, click on the **Release Hold** icon that appears in the *Actions* column to open the *Release Impound Hold* window.

Release Impound Hold	
HOLD	
6 hour hold	
REASON	
Drug Seizure	
DATE/TIME OF RELEASE	
	<b></b>
OFFICER	
Christine Saur(Badge #: SAUR111)	
AUTHORIZING OFFICER	
Christine Saur(Badge #: SAUR111)	-
RELEASE COMMENTS	
Canc	el Save

Enter the **Date and Time of Release** and **Release Comments**, then click the **Save** button.

For more information on accessing the *Edit Impound* page, refer to "Update Existing" on page 557.

• From the Impound Search Results.

Click on the **Release Hold** icon **A** to open the *Release Impound* page

	190 Result(s) Found				Previous 1	Add Vehicle Tow/Impound 2 3 4 5 6 7 8 Next
Impound⊥† Id	Vehicle Id 11	Towing Agency ⊥↑	Tow Date 11	Towed From ⊥↑	Approval ⊥† Status	Actions
202	218	District 42, Versailles	12/06/2018 09:59		Initial	• <b>2</b>
201	218	District 42, Versailles	11/26/2018 22:43	walmart	Initial	o d 🖊 💼

Click on the **Release Hold** icon in the *Holds* section to open the *Release Impound Hold* window.

							Go Back Print
Vehicle						View Vehicle	Edit Vehicle
YEAR	VIN	MAKE		MODEL	Туре	STYLE	
2009	AJJDL599V74HR75B	CHEVROLET(CH	IEV)	CAMARO	Automobile	Sedan, 4-door	
LICENSE PLATE	LICENSE STATE	LICENSE TYPE		LICENSE MONTH / YEAR	Misc ID	COLOR	
GTO98837	MK	Amateur radio		7 / 2016	123	YEL / DBL	
DATE OF INFO	INDEX ID						
12/06/2018 11:03:43 AM	218						
Release							
All holds must be released.							
RELEASED DATE				DISPOSITION			
			=	-Select-			~
RELEASING OFFICER							
Christine Saur(Badge #: SAU	8111)						8
AUTHORIZING OFFICER							
Christine Saur(Badge #: SAU	R111)						-
RELEASED TO						Ouick Search OAdvan	iced Search / Add
Person						Role	Actions
Name: Ranelle Marie Clark	Sex: Female Race: White	DOB: 03/16/1959 (Age:59)				Driver	
			_	_			
			Si	ave			
Holds							O Add Hold
Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	A	ctions 💊
6 hour hold	Verify Owner	12/06/2018 1129		No			C 🖻 🔒

Enter the Date and Time of Release, and **Release Comments**, then click **Save**.

Release Impound Hold	
Hold	
6 hour hold	
REASON	
Drug Seizure	
DATE/TIME OF RELEASE	
	<b></b>
OFFICER	
Christine Saur(Badge #: SAUR111)	
AUTHORIZING OFFICER	
Christine Saur(Badge #: SAUR111)	
RELEASE COMMENTS	
	Cancel Save

For more information on accessing the search results, refer to "Search Vehicle Tow/Impound" on page 553.

# **Release Vehicles**

Vehicles are Released from impound from the Impound Search Results page.

Search for the *Vehicle Tow/Impound* record you want to release from impound. For more information on accessing the *Impound Search* page refer to "Overview" on page 551.

Locate the appropriate record in the *Impound Search Results* page that you want to release, then click on the **Release Vehicle** icon in the *Actions* column to open the *Release Vehicle Tow/Impound* form.

									Refine S	Search	New	/ Sear	ch	Add V	ehicle T	low/In	pound
	<b>\$</b>	191 Result	(s) Found							Prev	vious	1	2 3	4	56	7 8	Next
Impound ↓† Id	Veh	icle Id ↓1	Towing A	igency I	1 To	ow Date ↓î	Towed I	From	Ţţ	Appr Statu	oval Is	LT /	Actio	ns			
203	0	765	District 42	2, Versailles	01 09	/31/2019 :39	DENVER			Initia	I			۲	Ľ	<b>^</b>	Î
202	0	218	District 42	, Versailles	12 15	/06/2018 :26	McDona	lds		Pend Appr	ing oval		:4				Î
											-						
Vehicle									O Vie	ew Vehi	cle 🔽	Fdit	Vehi	u de			
Make		MODEL		TYPE		LICENSE PLAT	F	LICENSE ST	ATE	110	ENSE I	MONT	н/	_			
A & B TRAILER CO, INC(ABTR)	MFG	TRAILER		Trailer/RVs		NBR 097	-	IN		YE/	AR 1980		,				
MISC ID		COLOR		DATE OF INFO		INDEX ID											
12345		TEA / PLE		01/31/2019 01:5 PM	1:37	765											
Release																	
RELEASED DATE						DISPOSITION											
						-Select-							~				
RELEASING OFFICE	R																
Christine Saur	(Badg	e #: SAUR11	1)										-				
AUTHORIZING OF	FICER																
Christine Saur	(Badg	e #: SAUR11	1)														
RELEASED TO																	
People									0	Quick Sea	rch O	Advan	ced Sea	irch			
Person				Role		A	ctions										
					No Data	To Display											
Organizations									0	Quick Sea	rch O	Advan	ced Sea	arch			
Organization				Role			Acti	ons									
					No Data	To Display											
						Save											

**Note**: All vehicle **Holds** must be released prior to releasing the vehicle. For instructions on releasing **Holds**, refer to "Vehicle Holds" on page 564.

Click either the **Quick Search** or **Advanced Search** link to search and select the person or organization to whom the vehicle is **Released To**.

Note: If the person or organization record does not exist and you have proper permissions, you can create the *Master Person Index* or *Master Organization Index* record by clicking on the **Advanced Search** link. For instructions on creating a *Master Person Index* record, refer to the "Adding Person" on page 89 section of the *Master Indices* chapter (follow a similar process when adding *Master Organizations*). For more information on permissions, refer to your agency administrator. Click the **Save** button. A **Successfully Updated** message briefly appears above the **Released Date**.

A record is added to the Log automatically.

Click on the **Go Back** button at the top of the page to return to the *Search Results* page. The **Release Vehicle** icon no longer displays in the *Actions* column on the vehicle record, indicating the vehicle is no longer in impound status.

					Refine Se	earch Ne	w Se	arch	Ad	d Ve	hicle	Tow,	/Imp	ound
	🖹 🖹 🕩 191 Result(s) Found								3 4	5	6	7	8	Next
Impound ∔† Id	Vehicle Id ↓î	Towing Agency	Tow Date ↓î	Towed From		Approva Status	ļ↓î	Ac	tions					
203	765	District 42, Versailles	01/31/2019 09:39	DENVER		Initial				0	ľ			Ô

Click on the Go Back button to return to the Vehicle Tow/Impound Search page.

## Logs

The *Log* tab of the *Edit Impound* page displays impound activity that was systematically logged for that particular vehicle, including manual log entries you create. For details on accessing the *Edit Impound* page, refer to "Update Existing" on page 557.

The number of log entries can get long. To search for particular log entries, enter a keyword in the search text field then click the **Search** button.

K Tou/Ammound			Go Back Print Submit
- Tow/Impound	noids Log	Circ	ck to add a manul log entry
Logs		Enter criteria to shorten search results	Add Log Entry
Enter Search Text		Search Reset	
Date/Time	Comment		Actions
10/29/2018 10:45	Impound Record C	reated	

Optionally, click on **Add Log Entry** to create your own log entry, then enter **Comments** and the **Save** button.

Add Log Entry	
COMMENTS	
This is a example log entry.	
	Cancel Save

You can edit or delete manual log entries; however, log entries generated by the system are read-only. Click the edit icon  $\square$  to update the record, or click the trash icon  $\square$  to delete.

		Go Back Print Submit
⊌ Tow/Impound	🔒 Holds 🛛 🗮 Log	
Logs		Add Log Entry
Enter Search Text	8	Search Reset
Date/Time	Comment	Actions
02/19/2019 13:57	Called Impound.	Manual entry can be edited or deleted
10/29/2018 10:45	Impound Record Created	System generated entries are read-only

# **Print**

You can print the *Vehicle Tow/Impound* record from the *Edit Impound* page. For instructions on accessing the *Edit Impound* page, refer to "Update Existing" on page 557.

Click the **Print** button on the top right of the window.

					Go Ba	ack Print Submit				
J	⊯ Tow/Impound	🔒 Holds 🛛 🗮 Log								
,	Vehicle 🕑 View Vehicle 🗭 Edit Vehicle									
	VIN	Маке	MODEL	LICENSE PLATE	LICENSE STATE	LICENSE TYPE				
	ZZFG651AS32165	JEEP/JEEP USE	GRAND	123	AG	Amateur radio				
		ONLY FOR THOSE	CHEROKEE							

The *Tow/Impound Print Options* window opens. Select the options you want to include in the report; green options are included and gray options are not.

Tow/Impound Print Options									
Please select what information you would like to Print.									
Tow Release	GARAGE OWNER SECTION								
	CUSTOM FIELDS								
	IMAGE ATTACHMENTS								
TOWING COMMENTS	Release Comments								
Tow Summary Comments	Redact DOBs ₽								
Cano	Select All Select None Print								

Click the **Print** button on the bottom right.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

# **Chapter 30. Inventory and Assets**

### **Inventory Overview**

**Inventory Management** allows an organization to designate storage locations and maintain on-hand stock items. A user-defined hierarchy and shared item descriptors provide the agency with a means to perform uniform data entry across the entire organization. Managers of these locations can assign items to officers, employees, locations, vehicles, and organizations. Additionally management capability allows officers, employees, and supervisors to manage and track issued equipment. Accountability is maintained for each transaction which creates a history within the module.

## **Inventory Roles**

There are three system-level inventory roles for the Assets and Inventory Modules:

- Inventory Manager role is given to any user who manages warehouse locations.
- Inventory Sub-Manager role is given to any user who is not a warehouse manager but who has control over non-warehouse (other) locations.

**Note**: The two roles above are mutually exclusive. That is, no user should have both roles at the same time.

 Inventory Admin role is given to the user who controls the administrative set-up of the module. (This role can be combined with the Inventory Manager role) In addition, four pre-existing roles (Officer, Officer Supervisor, CID User, and CID Supervisor) have been given the new permission categories prefixed with Inventory For Officers.

Anyone who uses inventory management should have the *Inventory – Basic Access* permission category in order to have the basic inventory functionality.

Two basic permission categories are:

- Inventory Show the Inventory Main Screen
- Inventory Show the Officer Inventory Screen

**Note:** A user must have one of these to get started.

**Note**: Vehicle Make, Model, Type, and Styles share admin tables with the *Fleet Management Module*.

## **Inventory Management Page**

When the administration or setup portion of *Inventory Management* is complete, the **Inventory Management** page appears. For more information on **Inventory Administration** refer to your agency administrator.

					Go Back
Inventory Management					
Add New Inventory	Browse	Check-In	Packs	Inspections / Audits	Administration

To gain access to the Inventory Management page, you must be assigned as a Location Manager. If you are not assigned as a Location Manager a message appears on the right stating you do not have manager access to locations. If you have Inventory\_Manager permissions, an **Administration** button also appears on the **Inventory Management** page.

		Exit
Administration	You currently do not have manager access to any locations.	

If visible, click the **Administration** button, to open the **Inventory Administration** page to set up Location Manager. For more information on **Inventory Administration** refer to the *Caliber Online Administration Guide*.

If the Administration button is not visible, contact your agency administrator.

# Add Inventory

**Add Inventory** allows you to add quantities to current items. Use the following procedures to add Inventory:

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From the *Incident Management* page, select the **Add New Inventory** link to open the *Search For Existing Inventory* page.

			Go Back	Add New Item
Advanced Search - Search For Existin	g Inventory			
INVENTORY NUMBER	STATUS		AVAILABILITY	
	-Select-	~	-Select-	~
UNIT #	BARCODE		SERIAL NUMBER	
MAKE		MODEL		
		1		<b></b>
EXPIRATION DATE FROM		EXPIRATION D	ΑΤΕ ΤΟ	
	<b>#</b>	i		<b></b>
MAINTENANCE DATE FROM		MAINTENANCI	E DATE TO	
	<b></b>	i		<b></b>
SEARCH ON TYPE				
-Select-				
SEARCH ON CURRENT CUSTODY				
-Select-				
	Rese	et Search		

**Note**: The first step to adding inventory is always to search for existing inventory with descriptions that apply to the item(s) you want to add. This is to ensure that duplicate entries are not made. The goal is to locate and use existing entries to add additional quantities so that the same descriptors are shared across the entire organization.

Perform the search to display the Search Results page. For details refer to "Search for Existing Inventory" on the next page.

If there are no matches to your search then you need to add the new inventory. For details refer to "Add New Inventory" on page 577.

If the search results returns records, add the inventory to existing inventory. For details refer to "Add to Existing Inventory" on page 575

		Refine Search	New Search Add New Item
our Search: <b>Make</b> :Acme;			Previous 1 Nex
Inventory Number 123.4		CATEGORY Clothing - Pants - Class A - Teflon - Silver - Striped	Total On Hand: 437 Total Issued : 824
<b>М</b> аке Acme		Model Chaser	
SIZE	Line	PRIMARY COLOR	
SECONDARY COLOR Blue, Dark			
DESCRIPTION Test description			
QUANTITIES One EQ Blister Pack co	ntains 1 Case. One Case co	ntains 1 items.	

# Search for Existing Inventory

From the *Incident Management* page, select the **Add New Inventory** link to open the *Search For Existing Inventory* page.

	,,,,,,,,				
INVENTORY NUMBER	STATUS			AVAILABILITY	
	-Selec	t-	~	-Select-	~
UNIT #	BARCOD	E		SERIAL NUMBER	
Маке			MODEL		
					ŧ
EXPIRATION DATE FROM			EXPIRATION DA	TE TO	
		<b></b>			<b></b>
MAINTENANCE DATE FROM			MAINTENANCE	DATE TO	
		<b>#</b>			ŧ
SEARCH ON TYPE					
-Select-	•				
SEARCH ON CURRENT CUSTODY					
-Select-					

Complete as many of the fields in the Advanced Search section as you can.

- The Inventory Number field is not required, and it only applies if your agency uses inventory numbers.
- Select/enter values for any of the fields for which you have information.

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Any field with an Auto Filter icon et to the right provides a list that matches your text. Begin typing in this field and it brings up a selection based on what you have typed. The fields that display -Select- contains a drop-down selection from which to choose. Click a selection to pull it into the field.

If you choose Search On Type, additional fields appear based on your selection.

SEARCH ON TYPE					
Clothing	~				
CATEGORY		PRIMARY COLOR		SECONDARY COLOR	
-Select-	~	-Select-	~	-Select-	~
LINE			SIZE		
-Select-		~	-Select-		~
LOT NUMBER					

If you choose to **Search on Current Custody**, additional fields appear based on your selection.

Once you have made the selections, select Search.

If you select **Search** without entering a valid search field, the *Search For Existing Invent*ory page displays with an error message as shown.

			Go Back A	dd New Iten
Advanced Search - Search For • Please specify at least	Existing Inventory one valid search field			
INVENTORY NUMBER	STATUS		AVAILABILITY	
	-Select-	~	-Select-	~
UNIT #	BARCODE		SERIAL NUMBER	

### Add to Existing Inventory

Once you have performed a search and the search results page returns, locate an item description that matches the item(s) you want to add to the inventory then select the select the to the item to add to the inventory.

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				Go Back
INVENTORY NUMBER		CATEGORY		
123.4		Clothing - Pants - Class A - Teflon - Silver - Striped		
Маке		Model		
Acme		Chaser		
Size	LINE	PRIMARY COLOR		
34 x 32	Mens	Blue, Dark		
SECONDARY COLOR				
Blue, Dark				
DESCRIPTION				
Test description				
QUANTITIES				
One EQ Blister Pack contains	1 Case. One Case contains 1 items	i.		
Lot Number		UNIT PRICE		
LOT DESCRIPTION				
				/
Product Details And Quantity	Destination Order	Tabs		
One EQ Blister Pack cont	ains 1 Case. One Case contains 1	individual items.		
# OF EQ BLISTER PACK	# OF CASE		TOTAL ITEMS ENTERED	
Enter Individual Items				
	Sa	ave		

Enter all the information you have available to include the Product Details and Quantity. Destination and Order Tabs. Select **Save**. You receive the message ensuring you that the new item(s) are being entered into the system.

Message From RMS	
You are about to enter a total of 2 item(s) into the sy	stem.
	No Yes

Click **Yes** to enter the new items, or click **No** to return to the previous screen without entering the new items.

### Add New Inventory

If there is nothing in the system that matches your search, a *No search results found* message displays.

	Refine Search	Go Back	Add Nev	v Item
Your Search:			Previous	Next
Inventory Number: 453				
No search results found.				

Add the new item by selecting the Add New Item button on the top right.

Begin by selecting a Category to your left.

Clothing Clothing Fixed Assets Office Supplies Vehicles Weapons		I	Go Back
lease begin by selecting a category to your le	π		
Clothing Equipment Ammunition Camera Equipment Chemical Agents Haz Mat Kits New Officer Pack Read Guns Safety Equipment Fixed Assets Office Supplies Vehicles Weapons Equipment Equipment INVENTORY NUMBER			Go Back
MAKE		MODEL	
		SECONDARY COLOR	
-Select-	~	-Select-	~
LINE		SIZE	
-Select-	~	-Select-	~
DESCRIPTION			

Enter as much information regarding the new Inventory item.

Page down to fill in the *Product Details, Destination* and *Order* tabs. Required fields display a red border to the left of the field. Be sure to check all tabs for required fields.

Product Details And Quantity	Destination	Order	← Tabs
QUANTITY			
<ul> <li>Specify # of Items</li> <li>Specify Grouping of Items</li> <li>TOTAL ITEMS ENTERED</li> </ul>			
1			
ENTER INDIVIDUAL ITEMS			
		Save	

Once all information is entered for the New Inventory Item, select Save.

You receive a notification that you are about to enter an amount of items into the system, select **Yes** or **No**.

#### **Edit Entries**

The inventory manager can edit entries in the inventory module. However, the manager must always be aware that item descriptors are shared so edits affect other agencies in the same organization.

- Editing Item Descriptors (shared): When adding new inventory the inventory manager searches to determine if the item descriptors already exist in Online RMS. If search results return a match, the manager selects item descriptors to add new quantity on-hand to update the warehouse. While reviewing the search results, the user can also edit item descriptors.
- **Note**: Changes affect all entries across the entire organization. A warning banner displays across the top of the page if matching records exist.

There are a total of 11 items. Updating this record will update all of these items.

 Editing Item Details (not shared): While browsing existing inventory (stock onhand), the manager can edit the on-hand detail specific to the warehouse. Fields open for edit include: Unit Number, Serial Number, Barcode Number, Expiration Date, Maintenance Date, Status, Usability, and the Disposed check box.

Log entries can be reviewed or created as needed per item. Custody history is also available for viewing and is updated automatically each time an event takes place
Select the *icon* next to the item you wish to edit to display the edit page.

Item Properties			
There are a total of 11	items. Updating	this record will update all of these it	ems.
INVENTORY NUMBER		CATEGORY	
		Clothing - Pants - Class A - Teflon	- Silver - S 🗸
МАКЕ		MODEL	
Acme		PA340	<b></b>
PRIMARY COLOR		SECONDARY COLOR	
Black	~	Black	~
LINE		SIZE	
Mens	~	13	~
DESCRIPTION			
Uniform Shoes			
SELF CHECKOUT			
SERVICE LIFE			
2	Years	0	Months
QUANTITY TYPE		AMOUNT	
Box	~	0	
SUB-QUANTITY TYPE		AMOUNT	
D-ll-t	~	0	

Make the needed changes then select **Update**. A message appears across the top of the page letting you know the Inventory Item has been updated. Select **Exit**.

You may edit another item or elect to **Go Back** so you can search for another item to perform the same or a different task.

# Browse

Using the **Browse** feature, the inventory manager can search one or more warehouse locations by the type and category tree. (An advanced search is available for greater refinement.) The search results allow the inventory manager to select items to create a list. The inventory manager can then take action on the list, which is treated as a single group, and the selected action is applied to all items in the list. Actions available allow the inventory manager to assign items as needed to meet various needs. (Online RMS records each transaction as it occurs.)

From the *Inventory Management* page, click the **Browse** option to display the Browse screen.

Locations (2)	Exit
By Type & Category	
F Clothing ← Equipment → Fixed Assets → Office Supplies → Vehicles → "Vehicles	
Other Search Options	
Advanced Search	
You may perform a search by selecting a category or doing an advanced search.	

The number of locations available to the current user is shown to the far left in the *Locations* banner near the top of the page.

Click the blue information bubble icon to the left of *Locations* to set the locations.

Set Locations	
D42 - Garage	
D42 Warehouse A-1	V
	Cancel Save

To make the listed location available, ensure the box to the right is checked

To make the location unavailable, remove the check mark

Types are listed in the **By Type & Category** section in the upper left.



Weapons

Categories are contained within the types folders.

By Type & Category

Clothing
Coats
Footwear
Outerwear
Pants
Shirts
Shoes
Equipment
Fixed Assets
Office Supplies
Vehicles
Weapons

The Other Search Options contains Advanced Search. Click on the Advanced Search button to view additional search fields.

By Type & Category						
Clothing Gotta Coats Outerwear Gotta Convear Gotta Con						
Other Search Options						
Advanced Search						
INVENTORY NUMBER	STATUS				AVAILABILITY	
	-Select-		~		-Select-	~
UNIT #	BARCODE				SERIAL NUMBER	
Маке			MODEL			
						<b></b>
EXPIRATION DATE FROM			EXPIRATION D	ATE	то	
		<b></b>				<b></b>
MAINTENANCE DATE FROM			MAINTENANC	E DA	τε Το	
		<b></b>				<b></b>
SEARCH ON TYPE						
-Select-						
		Reset	Search			

Enter the search criteria then click the **Search** button to return results.

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() Locations (2)				• (1)	Take Action Dispose			
By Type & Category	Your Search: Category: Clothing Locations: D42 - Gara Back To Advanced Sea	ige, D42 Warehouse arch	A-1		Previous 1 Next			
<ul> <li>► dishoes</li> <li>► Equipment</li> <li>► Fixed Assets</li> <li>► Office Supplies</li> <li>► Vehicles</li> <li>► Weapons</li> </ul>	INVENTORY NUMBER 123.4 MODEL Chaser		MAKE Acme SIZE LINE 34 x 32 Mens					
Other Search Options Advanced Search	PRIMARY COLOR Blue, Dark DESCRIPTION Test description	PRIMARY COLOR SECONDARY COLOR Blue, Dark Blue, Dark DESCRIPTION Test description						
	QUANTITIES One EQ Blister Pack co Location: D42 - Garage P	QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.						
	Lot # 123_4-5 (Available) Nev (Available) Use	v: / 10 EQ Blis	ster Pack / ter Pack /	10 Case / 10 To 5 Case / 5 Total	tal <b>©1 Selected</b> O			

To select items from a category, type the quantity that you want to select in text field to the immediate left of the  $\bigcirc$  icon and click  $\bigcirc$  to display the number of items you want to select as shown in the partial example below.

Location: D42 - Garage Pending Location	
Lot # 123_4-5	
(Available) New: / 10 EQ Blister Pack / 10 Case / 10 Total 🗨 1 Se	lected
(Available) Used: / 5 EQ Blister Pack / 5 Case / 5 Total 🗣	

When you have selected items, the number of items selected as well as the Take Action and Dispose option replace the No Selection label to the far right in the Location banner.



You can click on the <sup>1</sup> icon to display the *View Selected Items* page where you can delete individual items, Clear All Items, and/or Print your current selection. Select **Go Back** to return to the previous page.

					Go	Back Clear	All Items Print			
INVENTORY NUMBER 123.4	MAKE Acme									
MODEL Chaser	SIZE LINE 34 x 32 Mens									
PRIMARY COLOR Blue, Dark	SECONDARY Blue, Dark	COLOR								
DESCRIPTION Test description										
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.										
Current Custody	Lot Number	Status	Usability	Expiration Date		Count	Actions			
D42 - Garage Pending Location	123_4-5	New	Available			1	Î			

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Continue to browse and select items as needed.

When you have selected all the items you want to take a particular action on, click **Take Action** to display the *Inventory Management* page as shown.

						Go Back	
Destination           Checkout to Location         O Transfer to Other WarehouseO           Checkout to Organization         Send to Vehicle	Transfer to Other Location O C Create Pack O A	heckout to Perso dd To Pack	1				
DRGANIZATION						-	
CUSTODY NOTES							
INVENTORY NUMBER 123.4		MAKE Acme	MAKE Acme				
MODEL Chaser		SIZE 34 x	32		LINE Mens		
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark						
DESCRIPTION Test description							
QUANTITIES One EQ Blister Pack contains 1 Case. One C	ase contains 1 items.						
Current Custody	Lot Number	Status	Usability	Expirati	on Date	Count	
D42 - Garage Pending Location	123_4-5	New	Available			1	
		Save					

Select the appropriate radio button to indicate the destination of the item(s):

- Selection of Checkout to Location or Transfer to Other Location changes the display to include a field for selection of a Location.
- Selection of Checkout to Organization changes the display to include a field for selection of an Organization field.
- Selection of Checkout to Person changes the display to include a field for selection of an Officer / Employee.
- Selection of Transfer to Warehouse changes the display to include a field for selection of a Warehouse.
- Selection of Send to Vehicle displays the Select Vehicle window to allow selection of a vehicle.
- Selection of Create Pack changes the display to include additional fields to set up a pack.
- Selection of Add to Pack displays the Select Pack window to allow selection of a pack.

# **Check In**

The inventory check-in process allows the manager to search for and check-in items that have been checked out (assigned) to a person, location, organization, or vehicle. A printed receipt to formalize the process is also available should one be needed.

From the *Inventory Management* page, select **Check-In** to open the *Advanced Search* - *Checkin* page.

INVENTORY NUMBER		STATUS			AVAILABILITY	
		-Select-		~	-Select-	
UNIT #		BARCODE			SERIAL NUMBER	
MAKE			MODEL			
		E	3			É
EXPIRATION DATE FROM			EXPIRATION	DATE TO		
		ŧ	8			ť
MAINTENANCE DATE FROM			MAINTENAN	CE DATE T	o	
		É	8			ť
SEARCH ON TYPE						
-Select-	~					
SEARCH ON CURRENT CUSTODY						
-Select-	~					

Perform a search to locate the item(s) you want to check in. Enter the number to checkin to the left of the item, then click the plus sign (+) to select.

			R	efine Search	Go Back	Che	eck In
our Search:					Previous	1	Next
ategory: Clothing							
ocations: D42 - Garage, D42 Warehou	se A-1						
INVENTORY NUMBER		MAKE					
123.4		Acme					
MODEL		SIZE	LINE				
Chaser		34 x 32	Mens				
PRIMARY COLOR	SECONDARY COLOR						
Blue, Dark	Blue, Dark						
DESCRIPTION Test description							
QUANTITIES							
One EQ Blister Pack contains 1 Case.	One Case contains 1 i	tems.					
ocation: D42 - Garage Pendin	g Location						
ot # 123_4-5							
(Available) New: /	10 EQ Blister Pa	ack / 10 Case	/ 10 Tota	al <b>O 1 Se</b>	lected		
(Available) Used: /	5 EQ Blister Pa	ck 📃 / 5 Case 🗌	/ 5 Total				

Select Check In to display the Check In page.

DESTINATION LOCATIO	DN				DATE				Go Back Print
NOTES		■ 02/21/2019						1304	
INVENTORY NUMBER 123.4					MAKE Acme				
MODEL Chaser					<b>SIZE</b> 34 x 32	2		LINE Mens	
PRIMARY COLOR Blue, Dark	SECONDARY COLO Blue, Dark								
DESCRIPTION Test description									
QUANTITIES One EQ Blister Pack	contains 1	Case. One Case	contains 1 items.						
Current Custody	Count	Lot #	Expiration Date	Status		Usability	Sub Locatio	n	Actions
OTHER LOCATION test	1	123_4-5		Used	Available     -Select Location-     C				OCheck In All     ODispose All     OSpecify Groups
				Che	ck In				

Complete the Destination Location field and other fields as needed. Select the applicable radio button in the *Actions* column.

When you choose to Dispose of an item(s) you are given the option to select the Disposition Method and enter any Disposition Comments, and click **Check In**.

Current Custody	Count	Lot #	Expiration Date	Status	Usability	Sub Location	Actions
OTHER LOCATION test	1	123_4-5		N/A	N/A	N/A	OCheck In All ODispose All OSpecify Groups
Disposition Method	: -Select-	V Dispo	sition Comments:				

When you choose to Specify Groups **Add Entry** and **Add Disposal Entry** links appear. Click on the links to enter additional information.

Current Custody	Count	Lot #	Expiration Date	Status	Usability	Sub Location	Actions		
OTHER LOCATION test	1	123_4-5		N/A	N/A	N/A	OCheck In All ODispose All ©Specify Groups		
Total Needing Entr	Total Needing Entry: 1 Add Entry Add Disposal Entry								

A notification appears at the top of the screen advising the Check In was successful.

**Note**: For items checked back into a specific location, the on-hand count increases and the current location updates.

# Packs

A **Pack** is a collection of items within a single grouping, i.e. initial issue. The **Pack** can then be checked out (assigned) as necessary.

**Note**: Before a new **Pack** can be created, the inventory manager must set up a pack category in the inventory tree under the appropriate type. (Pack categories can be set up under more than one type.) This is done via the *Inventory Setup* tab in the *Inventory Administration*.

From the *Inventory Management* page, select the **Packs** option to open the *Inventory Management – Manage Packs* page.

			Go Back	Add Pack
Pack Name	Category	Self Checkout	Description	Actions
Test B	Paper Stock	Yes	test	Ľ
Test Pack 1	Striped	Yes	Testing pack functionality	Ľ
Test A	Handguns	Yes	testing packs iteration 1	Ľ
Pack A-1	Pants	Yes	Testing packs	Ľ
Desk Pack	Desk Items	Yes	Pack to contain standard office supplies for an officer on administrative duty.	ľ

Select the Add Pack button to open the Manage Packs – Pack Details page.

PACK NAME	Go Back
	Clothing
CATEGORY	SELF CHECKOUT
-Select- 🗸	
DESCRIPTION	
s	ave

- Click in the Pack Name field and type a meaningful name to identify this grouping.
- In the Type field, select the type of inventory item to be grouped in this pack.
- In the Category field, select the appropriate pack category.
- If you want individuals to be able to check out this pack, click the Self Checkout box.
- In the Description field, type a brief description of the item.

- Select **Save** to return to the previous page where the new **Pack** now appears.

# **Inspections / Audits**

Online RMS allows users with the appropriate roles to create inspections/audits and maintain the records. The idea is to create each type of inspection/audit that the agency needs. Print the report and use it to record the results of an inspection or audit.

**Note**: An **Audit** is a count of items by type, location, custody, and so forth. An **Inspection** also provides information about the item(s). The printed paper report available from each instance of an inspection/audit is used to record the results of the inspection/audit. The content of the report is persistent (stays the same over time) unless edited.

From the Inventory Management page select Inspections / Audits.

The inspection search page appears.	The	Inspection	Search	page	appears.
-------------------------------------	-----	------------	--------	------	----------

					Go Back Add Ins	pecti	ion
INSPECTION DATE FROM		INSPECTION DATE TO		NEXT INSPECTION DATE FROM	NEXT INSPECTION DAT	ETC	C
	<b>#</b>	<b></b>		<b>#</b>			<b></b>
STATUS				LIMIT TO MY INSPECTIONS			
-Select-		~					
		Rese	et S	Search			

This page displays first to allow you to locate any existing inspection reports that suit your purpose, and if none are available, use the **Add Inspection** link to create a new one.

If you know that you need to create a new inspection, there is no need to perform a search, click the **Add Inspection** button to open the *Inventory Management – Add Inspection* page and create a new inspection (audit).

You can search by Inspection Date or Next Inspection Date (use the calendar icon to specify a beginning and/or ending date), by Status (New, Completed, Canceled), or you can limit the search to only the inspections you have created by clicking the Limit to My Inspections box, or just click Search to return a list of all inspection records, which may be an extensive list.

Complete the fields to limit your search as needed, then click **Search** to display the *Inspection Search Results* page.

						Refine Search	New Search A	dd Inspection
Id ↓†	Inspection ↓↑ Name	Search Notes	Agency 1	Inspection ↓↑ Date	Next Inspection Date	î Status ↓î	Creator ↓1	Actions
117	Silver Striped Teflon Pants	0	District 42, Versailles	05/15/2017	07/01/2017	New	Homer Simpson	₽ Q
108	Silver Striped Teflon Pants	0	District 42, Versailles	04/05/2013	07/01/2017	Cancelled	Homer Simpson	 Q
113	Smith And Wesson	0	District 42, Versailles	04/05/2013	04/12/2013	New	Homer Simpson	₽ Q

The icons in the *Actions* column allow you to edit  $\square$  the inspection (if you are the owner), print  $\square$  it, or review  $\square$  it. If an icon is not available to you, then you do not have permissions to perform that action.

# **Officer Inventory Management**

Use the following procedure to access the Officer Inventory Management module:

From the Home page, click the *Records Management* label then click on the Officer Inventory Management option.to display a drop-down menu as shown.



Select the Officer Inventory Management option to display the Inventory Management page as shown below. There are four tabs available:

- View My Stock
- Self Check Out
- Self Check In/Transfer
- Dispose Consumable Items

View My Stock Self	heck Out Self Check In / Transfer E	Go Back Dispose Consumable Items
Quick Checkout: Se	ect a Location and/or Sub Location	
D42 - Garage D42 - Other D42 Warehouse A-1 D42 Warehouse B.1 D42 Warehouse C_1	> > > >	

**Note**: Depending upon your agency's configuration set-up and your roles and permissions, the options displayed may vary.

Select **View My Stock** to open the view *My Stock – Search Results* page.

INVENTORY NUMBER MAKE															
DL88-1							ne								
MODEL			5			SIZE LINE					SIZE LINE				
SL100						34 x 32 Mens									
PRIMARY CO Black	LOR		SECO Alur	NDA ninu	ARY COLOR um, Silver										
Officer: Christ	ine Saur #SAUR11	1 - Distri	ct 42, \	/ersai	lles										
Lot # DL10788	-1														
Unit # 🕮	Serial # 14	Barco	de	îĻ	Status	11	Usability	11	Next Maintenance Date	11	Actions				
DL88-1	107881	10788	X-1		New		Out of Service		03/11/2013						
D1 00 0	107882	10788	x-2		New		Available		03/11/2013						

This allows the Officer/Employee to view the items that have been issued or checked out to them.

# Self Checkout

The **Self Checkout** feature addresses the need for specific items to be available on a routine basis. To maintain accountability, items designated by the inventory manager for **Self Checkout** can be checked out and in without manager intervention from Self Checkout locations. For example, if hand held radar units were assigned to a patrol room and designated as available for **Self Checkout**, any officer on any shift can check the radar out and back in as needed.

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				Go Back
SELECT A LOCATION				
●D42 - Garage				
OD42 Warehouse A-1				
OD42 Warehouse B.1				
OD42 Warehouse C_1				
INVENTORY NUMBER	STATUS		AVAILABILITY	
	-Select-	~	-Select-	~
UNIT #	BARCODE		SERIAL NUMBER	
МАКЕ		MODEL		
EXPIRATION DATE FROM		EXPIRATION DA	TE TO	
	曲			<b></b>
MAINTENANCE DATE FROM		MAINTENANCE	DATE TO	
	曲			<b></b>
SEARCH ON TYPE				
-Select-	~			
	Reset	Search		

In order to **Self Checkout** an item(s), the inventory manager must make the location of the item available for **Self Checkout**. At a minimum, a location must be selected prior to selecting **Search**. Define the search as needed, select **Search**.

				Refine Search	n Go Ba	ack Fir	nish Ch	eckout
Your Search: Self Checkout Only: Yes Location: D42 Warehouse A-1						Previou	s 1	Next
INVENTORY NUMBER		MAKE						
123.4		Acme						
MODEL		SIZE		LINE				
Chaser		34 x 32		Mens				
PRIMARY COLOR SECONDARY COLOR								
Blue, Dark Blue, Dark								
DESCRIPTION Test description								
QUANTITIES								
One EQ Blister Pack contains 1 Cas	e. One Case contains	s 1 items.						
Location: D42 Warehouse A-1 Room A-1	L							
Lot # IA911								
Unit # 11 Serial # 11 Barcoc	le 1↓ Status 1↓	Usability 🛛	Next Mair	itenance Date	11 Acti	ons		11
48517 746822 948127	New	Available	02/20/201	3		•	ľ	

Using the 🖸 icon, select the item(s) you wish to **Self Checkout**.

Once your selections are complete, select Finish Checkout.

Enter any Checkout Notes then select Check Out.

						Go Back
DATE			TIME			
02/21/2019		<b></b>	10/10/2019			<b></b>
CHECKOUT NOTES						
1						
INVENTORY NUMBER 10-7-88-2						
Current Custody	Unit #	Serial #	Barcode	Status	Next Maintenance Date	
D42 Warehouse A-1 Room A-1	48517	746822	948127	New	02/20/2013	
		Chee	sk Out			

A confirmation message appears. Select the appropriate response.

Message From RMS	
Confirm Checkout?	
	No Yes

# Self Check In / Transfer

From the *Inventory for Officers* page, select **Self Check In / Transfer** to open the *Tranfer Items - Search Results*.

The only items available on this screen are those that you had first Self Checked-Out.

			Refine Search	Go Back Finish Transfer	
rour search: Self Checkout Only: Yes Officer: Christine Saur #SAUR111 - District 42, Versail	es			Previous 1 Next	
INVENTORY NUMBER		Маке			
DL88-1		Acme			
MODEL		SIZE	LINE		
SL100	34 x 32 Mens				
PRIMARY COLOR					
Black	Aluminum, Silver				
Officer: Christine Saur #SAUR111 - Dist	ict 42, Versailles				
Lot # DL10788-1					
Unit # 11 Serial # 11 Barcoo	le î↓ Status î≀	ປ <b>sability</b> 1	Next Maintenance Date	Actions 11	
DL88-1 107881 107883	K-1 New	Out of Service	03/11/2013	•	
DL88-2 107882 107883	(-2 New	Available	03/11/2013	• 2	

Using the 🖸 icon, select the item you wish to **Self Check-In/Transfer**. Once you have made all the selections, select **Finish Transfer**.

○ Checkin to Location <sup>®</sup> Transfer to	Person											Go Back
OFFICER / EMPLOYEE												
DATE					T	ME						
02/21/2019				<b>#</b>	1	018						
NOTES				w								
INVENTORY NUMBER					MA	KE						
DL88-1					Acme							
MODEL					SIZE LINE							
SL100					34	x 32			Mer	IS		
PRIMARY COLOR Black			SECONDA Aluminu	RY COLOR Im, Silver								
Current Custody	Unit #	Seri	al #	Barcode		Status	Usabi	ility		Note		
Christine Saur #SAUR111 - District 42, Versailles	DL88-2	107	382	10788X-2		New	Avai	ilable	~			
				Complete	e Trar	nsfer						

Choose either **Check-In to a Location** or **Transfer to a Person**. Add any notes then select **Complete Transfer**.

You are brought back to the Inventory for Officers page.

# **Dispose Consumable Items**

From the Officer Inventory Management page, select **Dispose Consumable Items** to open Inventory Search - Dispose.

INVENTORY NUMBER	STATUS			Δνατί αβιί ττυ	Go Back
	-Select-		~	-Select-	~
UNIT #	BARCODE			SERIAL NUMBER	
Маке			MODEL		
EXPIRATION DATE FROM			EXPIRATION DATE TO		
		<b>#</b>			<b>#</b>
MAINTENANCE DATE FROM			MAINTENANCE DATE	го	
		<b>#</b>			<b></b>
SEARCH ON TYPE					
-Select-		~			
		Reset	Search		

Complete as many fields as you can to narrow your search. Click Search.

Click 🖸 to select the items to dispose and click **Finish Disposal**.

# **Chapter 31. Fleet Management**

# **Overview**

The **Fleet Management** module provides the ability to manage ownership costs and service maintenance activities for agency vehicles and equipment assigned for officers' use. Use this module to manage crash reports, track mileage and costs, maintenance history, what is due for maintenance, and submit or manage service requests for needed maintenance or repairs.

This module is available with full subscription access to Online RMS. It is disabled by default but can be enabled, and additional user training is available for purchase. Contact Caliber Public Safety Support for more information.

**Fleet Management** can be configured specific to your agency's needs, such as an eligible list of equipment and service types, service vendors, allowable vehicle types and categories, inspection types, and more. Refer to the *Online RMS Administrator Guide* for details.

# Fleet Management Permission Categories

There are four permission categories tied to the Fleet Management module:

• Fleet Managers have the authority to access the Fleet Management Dashboard, create or view fleet vehicles, edit all fleet vehicles and equipment records, manage crash reports, approve service requests, manage vehicle assignments they have created, and create and edit service maintenance records.

If given the *always-edit assignment* permission, Fleet Managers can edit assignments that were created by other users.

If given the *always-edit fuel & Oil* permission, Fleet Managers can edit fuel/oil/mileage records that were created by other users.

Fleet Managers can delete vehicles, only if given specific permissions.

- **Mid-Level Managers** have all the permissions that the Fleet Manager has, with the exception of being able to edit the primary vehicle fields or any custom fields associated with the vehicle.
- Fleet Officers view fleet vehicles and equipment currently or previously assigned to them, assign themselves to existing vehicles, create fuel & oil and service requests on vehicles to which they are appointed.
- Fleet Clerk views fleet vehicles and add fuel & oil records with mileage, and edit records only if you are the creator and only if within lock hours.
- **Application Administrators** configure the set-up of the module, such as define the eligible list of equipment and service types, vehicle types and categories, service vendors, inspection types, and more. Refer to the *Online RMS Administrator Guide* for details.

Permission categories can be assigned to any role to allow the agency to best manage user access to application modules.

The person with the **Fleet Manager** permission category could also be an **Application Administrator**, or it could be two different people.

**Note**: Vehicle Make, Model, Type, and Styles for Fleet Vehicles share admin tables with the *Inventory and Asset Module*. Configure these values at the Organization level. The *Inventory and Asset Module* must be enabled, and the **Application Administrators** must also have the **Inventory\_Manager** role. Refer to the *Inventory and Asset* section of the Online RMS Administrator Guide for details.

**Fleet Manager** 

# Fleet Management Dashboard

Click on the **Records Management** menu to access the **Fleet Management Dashboard**, an interactive user interface used as a launching pad for viewing and managing fleet data.

Master Indices	Records I	Management 🔻	Forms Ar	d Reports					
	Record	is Management							
• Sea	Citatio Civil Pr Collap: Delega Eviden Fleet M Inventor	ns / Enforcement rocess se T ate Privileges ice Management Management ory Management	s	cation					
						Go Back	Manage Crast	nes Manage Ve	
\$ Cost of Owr	nership 🍾	Open Service Requ	iests 🔹	Due For N	laintenance				
	Agency All	Agencies	Ŧ	Assignment	-Select-	▼ Se	arch		
Unit# ↑.	Vehicle 11 Type	Vehicle Make		Vehicle 1 Model	Vehicle 11 Category	Total †⊥ Miles/Hours	Total 11 Cost	Cost Per 1 Mile/Hour	
1		HONDA/AMER HONDA MOTO INC(HOND)	ican R co,	PILOT		77,788	\$0.00	\$0.00	
100	Automobile	TOYOTA(TOYo)		4Runner		-25,330	\$6,062.00	(\$0.24)	
111	Automobile	PORSCHE(PORS	5)	911		14,767	\$2,991.00	\$0.20	
123		HONDA/AMERI HONDA MOTO INC(HOND)	ICAN R CO,	PILOT		0	\$2.00	\$0.00	
123	Automobile	HONDA/AMER HONDA MOTO INC(HOND)	ican R CO,	PILOT	Patrol Marked	13,700	\$1,451.12	\$0.11	

The Fleet Management Dashboard consists of several features:

1. There are three tabs that contain existing vehicle information. Data within these tabs are read-only; capable of being displayed, but not changeable:

\$ Cost of Ownership	🖋 Open Service Requests	🛥 Due For Maintenance
----------------------	-------------------------	-----------------------

The active tab is a slightly different color than the other tabs.

### **Cost of Ownership**

 The total cost (purchase price + fuel and oil costs + maintenance and repair costs), total mileage or hours on the vehicle, and the cost per mile or hour. The dashboard defaults to this tab.

#### **Open Service Requests**

Vehicles tied to submitted maintenance requests that are pending completion.

#### **Due for Maintenance**

- Vehicles that meet set criteria since the last performed service maintenance.
- 2. Four buttons on the top right of the window:



Click the Manage Crashes button to add, update, or delete fleet crash reports.
 For details refer to "Manage Fleet Crash Reports" on page 599.

**Note:** You can also create or manage a Crash Report under the **Manage Vehicles** option.

- Click the Manage Vehicles button to add, update, or delete vehicles. For details refer to "Manage Vehicles" on page 617.
- Click the Manage Equipment button to add, update, or delete equipment associated with vehicles. For details refer to "Manage Equipment" on page 611.
- Click the **Go Back** button to return to the dashboard.
- 3. You can change the number of entries that appear in the grid. Click on the Show Entries → and select 10, 25, 50 or 100. The default is 10.



4. The bottom of the window displays the number of entries and it allows you to navigate between pages.



The highlighted number is the page currently being viewed. Click **Next** to advance to the next page, or click the page number you want to view. Click on **Previous** to view the previous page.

5. Each tab allows you to filter the grid data that appears in the grid. Depending on permissions you can filter by agency, assignments, and a specific word or phrase.

\$ Cost of Ownership	🖌 Open Service Requests	📽 Due For Maintenance		
Agency	All Agencies 🔹	Assignment -Select-	▼ Search	Reset Search

**User Guide** 

- a. Click on the tab you want to view, if different than the default **Cost of Ownership**.
- b. Select one, two, or all three search options:
  - If applicable, optionally select an **Agency** from the list. The results list immediately displays only records pertaining to that selection.

- Online RMS11.6
- Optionally, select an **Assignment** from the list. The results list immediately displays only records pertaining to that selection.
- Optionally, enter text into the **Search** box, then click the **Search** button or press **Enter** to display only records matching the entered text. The displayed list dynamically changes based on the entered text.

Search text example:

On the **Cost of Ownership** tab enter *Chev* in the text box, then click **Search** or press **Enter** to show only records containing *Chev*. Change the text to *Impala* then click **Search** or press **Enter** to display only records containing *Impala*.

Search chev	v	Search Reset	t						Show 10	entries
Unit# î↓	Vehicle Type	Vehicle Make	ţ1	Vehicle î↓ Model	Vehicle 🛛 Category	Total 1↓ Miles/Hours	Total 1↓ Cost	Cost Per 🛛 🕅 Mile/Hour	Total 🛛 Hours Down	Vehicle 1↓ Status
123456789		CHEVROLET(CHEV)		COBALT		16,000	\$1,116.00	\$0.07	0	Assigned
ddd		CHEVROLET(CHEV)		IMPALA		15,020	\$0.00	\$0.00	0	Assigned
dmm3		CHEVROLET(CHEV)		CAMARO	Van	1,200	\$0.00	\$0.00	0	Available
27		CHEVROLET(CHEV)				0	\$0.00	\$0.00	0	Available
50	Automobile	CHEVROLET(CHEV)			Patrol Unmarked	0	\$1,010.00	\$0.00	20	Available
Showing 1 to Search impa	5 of 5 entries	× Search Reset	:						Previous Show 10	1 Next + entries
Unit# ↑↓	Vehicle 1↓ Type	Vehicle Mske	11	Vehicle 👎 Model	Vehicle 🚯 Category	Total 1↓ Miles/Hours	Total 1↓ Cost	Cost Per	Total 1↓ Hours Down	Vehicle 18 Status
ddd		CHEVROLET(CHEV)	1	IMPALA		15,020	\$0.00	\$0.00	0	Assigned
Showing 1 to	1 of 1 entries								Previous	1 Next

**Note**: Click the **Reset** button to remove the entered search text and list all available records.

c. Click on the **Unit ID** to open the *View Fleet Vehicle* window for detailed information about that particular vehicle.

Unit # 1↓	Vehicle 1↓ Type	Vehicle î↓ Make	Vehicle 1↓ Model	Vehicle 1↓ Category
123456789		CHEVROLET (CHEV)	COBALT	
ddd		CHEVROLET (CHEV)	IMPALA	
dmm3		CHEVROLET (CHEV)	CAMARO	Van

			Gol	
t Vehicle ≔ Assignments	🛙 Fuel / Oil / Mileage			
eet Vehicle Information				
Agency	VEHICLE ID			
District 42, Versailles	28			
YEAR	Make	MODEL		
2008	CHEVROLET(CHEV)	IMPALA		
Vīn	Туре	STYLE		
LICENSE #	LICENSE STATE			
5656				
PRIMARY COLOR	SECONDARY COLOR			
DESCRIPTION				
STATUS	UNIT NUMBER	CATEGORY		
Assigned	ddd			
Assignment	GROUP	BUDGET		
RATING	FUNDING VENDOR			
	D	PURCHASE FROM		
PURCHASE DATE	PURCHASE PRICE			

The View Fleet Vehicle window contains three tabs:

😝 Vehicle 🛛 🗮 Assignments 🛛 🐨 Fuel / Oil / Mileag	je
---	----

### Vehicle

- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. The *View Fleet Window* opens to this tab by default as shown in the above image.

#### Assignments

- A history of officers or employees who are non-officers assigned to the vehicle, including dates.

### Fuel/Oil/Mileage

- Summarization of fluid types and the dates and costs with mileage.
- d. Click on the **Back** button to return to the **Dashboard**. For your convenience, this button is located on the upper right of the window and on the lower center of the window; either will return you to the **Dashboard**.

### Manage Fleet Crash Reports

The **Manage Crashes** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search, Add, Edit*, or *Delete* fleet crash report data.

To update or delete crash reports you must first search for the crash record. Depending on permissions, the search results provide the option to update, delete, or view the crash data. The search page also provides the option to create a new crash report.

**Note:** With appropriate permissions, you can also create or manage Crashes from the *Edit Fleet Vehicle* screen. Refer to "Edit Vehicles " on page 624 for details.

#### Search Fleet Crash Reports

- 1. Click on the **Manage Crashes** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. The *Crash Search* screen appears. Enter various pieces of information about the crash report such as, status, cause, dates, crash report number, vehicle id, etc.

**Note**: The Agency of the crash report defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within your organization by selecting from the drop down list.

To add a crash report, click the **Add Crash** button on the top right of the screen. For instructions on adding a crash report refer to "Add Crash Report" on page 601.

The fields with **-Select-** supply a specific list from which to choose. For example, to search for a **Cause** click in the field and select from the drop down list.

CAUSE		
-Select-		•
CAUSE		
-Select-		•
-Select-		
-Select- Accident		

Note: The Manage Crashes button only appears if you have appropriate permissions.

The fields with an on the right supply a list of available values based on data you type in the field. For example, click into the **Officer/Employee** field and type a portion of the name to view a list that matches your entered text, then click on an option from the list to populate the Officer/Employee field.

OFFICER/EMPLOYEE UNIT NUMBER	
ch 📼	
Communications Personnel <b>Ch</b> ris Clark (Employee #: ) - District 42, Versailles	^
Patrol Sworn <b>Ch</b> ristine Saurtest (Employee #: ) - District 42, Versailles	_
Patrol Sworn <b>Ch</b> ristine SaurTest (Employee #: ) - District 42, Versailles	
Patrol Sworn <b>Ch</b> ristine SaurTest2 (Employee #: ) - District 42, Versailles	~
Officer/Employee	
Charles Livingwell(Badge #: 2014) - Dis	

**Note** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

Select any applicable check boxes that apply to the search. For example, select **On Traffic** Stop to search for crash report that pertain to traffic stops.

3. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Fleet Management dashboard, click **Search** to display a list of existing crashes that match the entered data.

										Refine	e Search	New Search
	🗎 📣 🛛 2 resu	ilt(s) found										
Crash ↓1 Report #	Reference ↓↑ Numbers	Officer/Employee ⊥1	Unit Iî #	Vehicle ⊥⊺ ID	Crash 11 Date / Time	Summary ↓†	Agency ↓†	Status ⊥†	Cause ↓1	Preventable? ↓†	Actions	
015-20		Livingwell, Charles, ID# 2014		70	03/26/2020 1616	0	District 42, Versailles	Closed	Accident	Yes	•	2
005-20		Livingwell, Charles, ID# 2014	DM123	57	03/03/2020 1458		District 35, Evansville	Open		No	0	6
					Refine Searc	h New Search	1					

If you selected **Search**, the results display in a grid.

Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over. Click on the Crash Report Number of the crash record to view details, or click on the *View* icon on the right.

4. To export the search results to a file, refer to "Export Search Results" on page 32.

#### Add Crash Report

Fleet Managers, with proper permissions, have the ability to add crash reports to fleet vehicles.

There are two ways to initiate a new crash report:

- From the Crash Search page.
- From the fleet vehicle record.

Perform the following steps to add a crash report:

- 1. Access the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. Choose one of the following methods to initiate a new crash report:

#### From the Crash Search page:

- a. Click on the **Manage Crashes** button on the **Fleet Management Dashboard** to open the *Crash Search* page.
- b. Click on the Add Crash button.
- c. The Vehicle Search page opens.
- Search for the vehicle record that you want to associate with the crash report.
   For more information on searching for a vehicle record, refer to "Search Vehicles " on page 617.
- e. Click the Select icon **b** on the appropriate vehicle record in the results grid to add the vehicle to the new crash report.

	<b>4</b> 35 r	esult(s) found						(	Refine Search         New Search           Previous         1         2         Next
Vehicle ↓† ID	Unit 💷 Number	Make ⊥†	Model 11	Status 🕸	Agency 11	Assigned IT Officers/Employees	Purchased ⊥⊺ Date	Current ⊥: Mileage	Actions
72	Test1	DODGE(DODG)	Charger	Assigned	District 34, Jasper	Super Maj Captain, Frawley, Fred, ID# 454	12/01/2020	100	• • • •

f. The Edit Crash page opens.

### From the Fleet Vehicle:

- a. Click on the **Manage Vehicle** button on the **Fleet Management Dashboard** to open the *Vehicle Search* page.
- Search for the vehicle record that you want to associate with the crash report.
   For more information on searching for a vehicle record, refer to "Search Vehicles " on page 617.
- c. In the *Heet Vehicle Search Results* grid, click the *Edit* icon  $\square$  on the vehicle you want to associate with the new crash report.

								(	Refine Search New Search
	<b>3</b> 5 1	result(s) found							Previous 1 2 Next
Vehicle ↓† ID	Unit I Number	Make ⊥†	Model 11	Status 💷	Agency ⊥†	Assigned 11 Officers/Employees	Purchased ↓↑ Date	Current ↓† Mileage	Actions
72	Test1	DODGE(DODG)	Charger	Assigned	District 34, Jasper	Super Maj Captain, Frawley, Fred, ID# 454	12/01/2020	100	• • 2 1

- d. The Edit Vehicle page opens.
- e. On the *Edit Vehicle* page, **page down** to the *Crashes* section of the fleet vehicle record.

Crashes								🔁 Add Crash
Crash Report #	Crash Type	Crash Cause	Status	Officers/Employees	Preventable	Crash Date / Time	Summary	Actions
010-20			Open		No			• 6
005-20			Open	Livingwell, Charles, ID# 2014	No	03/03/2020 1358		• 7

- f. Click on the Add Crash link located on the top right of the Crashes section.
- g. Click on the Yes button when asked if you want to continue.
- h. The Edit Crash page appears.
- 3. Enter the relevant information on the Edit Crash page, then click Update.

For more information on the *Edit Crash* page, refer to "Edit Crash Report" on the facing page.

#### **Delete Crash Report**

To delete a crash report you must first **Search** for the crash report. The **Search Results** will provide the option to delete.

- 1. Click on the **Manage Crashes** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- The Crash Search screen appears. Search for the crash report you want to delete. For instructions on how to search, refer to "Search Fleet Crash Reports" on page 599.

Example of search results:

		<b>4</b> 35 r	esult(s) found						(	Refine Search         New Search           Previous         1         2         Next
	′ehicle ↓î D	Unit ⊥î Number	Make ⊥†	Model 💷	Status ⊥†	Agency 11	Assigned II Officers/Employees	Purchased ↓↑ Date	Current 11 Mileage	Actions
7	2	Test1	DODGE(DODG)	Charger	Assigned	District 34, Jasper	Super Maj Captain, Frawley, Fred, ID# 454	12/01/2020	100	<b>\</b> 0 <b>C i</b>
7	1	DMM004			Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014			• • 2 1

The icons on the right allow you to Edit, View, or Delete.



**Note**: If you do not see the delete icon, then you do not have appropriate permissions to do so.

3. Click on the trash icon 🔳 to delete the appropriate equipment. The confirmation screen appears.

Message From RMS	
Are You Sure?	
	No Yes

4. Click Yes to delete or No to return to the results window without deleting.

#### Edit Crash Report

Fleet Managers, with proper permissions, have the ability to edit crash reports.

There are two ways to access the *Edit Crash* page:

- By searching for a specific crash report using the Crash Search page.
- From the fleet vehicle itself.

Perform the following steps to edit a crash report:

- 1. Access the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. Choose one of the following methods to access the *Edit Crash* page:

#### From the Crash Search page:

- a. Click on the Manage Crashes button on the Fleet Management Dashboard.
- b. The Crash Search screen appears. Search for the crash report you want to update. For instructions on how to search, refer to "Search Fleet Crash Reports" on page 599.

Search results example:

										Refine Search	New Search
	4 result(s) f	ound									
Crash 11 Report #	Officer/Employee 11	Unit ⊥† #	Vehicle ⊥↑ ID	Crash ⊥↑ Date / Time	Summary ⊥†	Agency 11	Status ⊥†	Cause 11	Preventable?	Actions	
007-20	Gordmanson2, Christian (osuper), ID# 90	dmm3	55	03/05/2020 1222		District 42, Versailles	Open		No		9 Z
005-20	Livingwell, Charles, ID# 2014	DM123	57	03/03/2020 1358		District 35, Evansville	Open		No		0 C
006-20	Evidence2, Employee, ID# 654321	1abc	59	02/29/2020 1221		District 42, Versailles	Open		No		• 2
004-20	Officer Supervisor, Gordmanson, Christian (osuper), ID# 70	123	60	02/29/2020 1211		District 42, Versailles	Open		Yes		• 7
				F	Refine Search	New Search					

### From the Fleet Vehicle:

- a. Search for the vehicle and click the edit icon it to update the vehicle record. For more information on searching for a vehicle record, refer to "Edit Vehicles" on page 624.
- b. On the *Edit Vehicle* screen, page down to the *Crashes* section of the fleet vehicle record.

Crashes								Add Crash
Crash Report #	Crash Type	Crash Cause	Status	Officers/Employees	Preventable	Crash Date / Time	Summary	Actions
010-20			Open		No			• 2
005-20			Open	Livingwell, Charles, ID# 2014	No	03/03/2020 1358		• 2

3. Click the edit icon on the crash report you want to update. The *Edit Crash* form opens.

						Go Back	
Vehicle Information							
VEHICLE ID	AGENCY	DM122				YEAR	
57	District 35, E	vansville	DM123			2018	
Make	MODEL		STYLE			CATEGORY	
HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT					Patrol Marked	
VIN	LICENSE #		CURRENT MILEAGE			Assignment	
12345			0				
Crash Details							
Crash Report #		TOTAL COST 🚯			STATUS		
005-20		\$0.00	\$0.00			*	
Agency		CRASH DATE / TIME			CRASH DAY OF WEEK		
District 35, Evansville	T	03/03/2020 1358		₩	TUESDAY		
CRASH TYPE		HOUR GROUP			COUNTY		
-Select-	T	-Select-		•	-Select-		
CRASH CAUSE							
-Select-	T						
PREVENTABLE?		Pursuit?			ON TRAFFIC	: Stop?	

Summary	
Location Details	O Add Location
	Update
Officer/Employee	Change Officer/Employee Remove Officer/Employee
Name	
Livingwell, Charles, ID# 2014	
Incidents	Associate Incident
References	O Add Reference
Insurance	Add Insurance
Service / Maintenance Records	O Add Service/Maintenance Record
Crash Towing	Add Towing
Attachments	O Add Attachment

**Note:** Data in the *Vehicle Information* section comes directly from the fleet vehicle record and cannot be modified.

Note: Total Cost is read-only and it calculates automatically: Tow costs + service/maintenance costs.

### **Crash Details**

1. Modify the necessary information in the *Crash Details* section, then click the **Update** button to save.

**Note:** Fields that are grayed-out cannot be modified.

## Location

- 1. Optionally, search for and choose an existing address.
  - Note: The location must exist in the Master Address Index. If the location doesn't exist, with proper permissions, you can add it to the Master Address Index then select the newly added record. For more information on Master Index, refer to "Master Indices Overview" on page 75.
  - a. Click Add Location to open Location Search.

• Add Location

							Add Address
Address							
Ourser Stanger, Street & Direction Street No.	an Chanad Trans	City State Tie					
COTCK SEARCH Street *, Direction, Street Nar	ne, street type,	City, state, Zip					Ouick Search
Street #	DIRECTION		Street Name			Туре	
То	-Select-	•				-Select-	T
DIRECTION SUFFIX		SUB TYPE		Sub	#		
-Select-	•	-Select-		•			
Сіту		STATE		ZIP			
	<b>E</b>	-Select-		•			-
COMMON PLACE NAME		REPORTING AREA		INDE	x ID		
		-Select-		•			
CREATOR		CREATION DATE FROM		CREA	TION D	ате То	
C	Rental			B			
COMMENTS							
Intersection							
STREET #	DIRECTION		STREET NAME			STREET TYPE	
	-Select-	•				-Select-	Ţ
PHONETIC SEARCH PREI	ERENCE						
ALL AN	Y						
Additional Search Criteria							
- Select -	•						
A Search External Systems							
Staren Externar Systems							
		Go Back Re	set Search				

b. Enter as much information as possible to find the address record, then click the **Search** button to display results that match your entered criteria.

For more information on searching address records, refer to the *Address Search* section of "Searching Master Records" on page 79.

c. Click on the select icon 5 to select the appropriate address record that appears in the grid.

										Refine	Search N	ew Search Add Addres
Q Locatio	C Location Search Keults											
Street 11 #	Dir 11	Street II Name/Type	Dir Li Suffix	Sub 11 Type	Sub ⊥† #	City/State 11	Zip 11	Common 11 Place	Reporting ⊥† Area	Geo It Verified	Index ⊥† ID	Actions
123		Cherry, Lane				Golden, IN				Yes	1690	• 🖉
						Refine Search	New	Search				

### When address you need does not exist:

When the address you are looking for does not exist in the system, you can, with appropriate permissions, add the record then select it.

Click on the **Add Address** button on the top right to add a new address record. If the button does not appear on your screen, then you do not have appropriate permissions.

For more information on adding an address record, refer to "Adding Address" on page 98.

d. The address is added to the Location Details grid of the Crash Report.

Location Details	Change Location	Remove Location
LOCATION		
123 Cherry Lane Golden, IN		
LOCATION COMMENT		
Update		

- e. Optionally, enter Location Comments then click on the Update button to save.
- f. Click the **Change Location** link to change the address, if applicable. The link open the *Address Search* form.
- g. Click the **Remove Location** link to remove the location and location comment from the grid, if applicable. Then confirm deletion.

### Officer/Employee

- 1. Click on the Add Officer/Employee or Change Officer/Employee link, whichever applies.
- 2. The Assigned Officers/Employee windows appears.

Assigned Officers/Employees					
Officer(s)/Employee(s)	Assign Start Date	Assign End Date	Actions		
Cid Detective, MANNY, Benjamin (cid), ID# 306	03/14/2020 1748				
Supervisor, Lauren, Ralphie (off), ID# 1010	03/11/2020 1346				
OFFICER/EMPLOYEE					
			Cancel		

Officers/employees assigned or previously assigned to the vehicle the past twelve months appear in the list.

- 3. Select the appropriate officer/employee from the list provided.
- 4. Click Save.

To remove an officer/employee, click on the delete icon then confirm deletion.

### Associate Incident

- 1. If applicable, click on the **Associate Incident** link to associate the crash report with an incident.
- 2. The *Incident Search* window opens. Enter the search criteria and click the **Search** button to display the results, then select the appropriate incident from the results grid.

For more information on searching for incidents, refer to "Incident Search" on page 231.

3. To remove an associated incident from the crash report, click the delete icon <a>[m]</a>then confirm deletion.

If the delete icon is not present, then you do not have appropriate permissions.

**Note:** This removes the association to the incident from the crash report; it does not remove the incident from the system.

#### References

1. If applicable, click on the Add Reference link to include a reference.

Reference	×
Reference Type	
Tracking #	•
Reference Number	
123456	
	Cancel Save

- 2. Select the Reference Type.
- 3. Enter the Reference Number.
- 4. Click Save to add it to the crash report.
- 5. To edit a reference record, click on the edit icon  $\mathbf{Z}$ , make changes, then click **Save**.
- 6. To delete a reference record, click on the delete icon 💼, then click Yes to confirm deletion.

### Insurance

- 1. If applicable, click on the **Add Insurance** link to add insurance to the crash report. The *Insurance* window opens.
- 2. Enter the information, then click Save.

#### Service/Maintenance Records

- 1. If applicable, click on the Add Service/Maintenance link to add service/maintenance to the crash report. The Service/Maintenance window opens.
- 2. Enter the values into the Service/Maintenance window.

Service / Maintenance	×
MILEAGE/HOURS ODOMETER	
54154	
START DATE	
11/05/2020	曲
Warner truck stop	~
INVOICE NUMBER	
451	
Hours Down	
2	
Service Cost	
\$80.00	
Comments	
Replace two windshield wipers.	//
Reset Service Interval Mileage	
Cancel Add Details S	Save

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

For vendor, Select Vendor from a list or click Specify Vendor enter your own.

- Click Save to create the Service Maintenance record, Cancel to return to the Edit Fleet Vehicle window without saving, or click Add Details to add Service Repair records.
- 4. If you chose to Add Details, the Edit Service Record appears.

ervice/Maintenance Information					
MILEAGE/HOURS ODOMETER		ESTIMATED COST		Invoice Number	
55121				545	
Service Cost		SUPPLEMENTAL COST		TOTAL COST	
\$65.00		\$0.00	\$0.00		
Hours Down		TECHNICIAN		Select Vendor     Specify Vendor	
1				Warner truck stop	*
Comments					
Oil Change					
START DATE		END DATE		COMPLETION DATE	
02/05/2020	t		曲		苗
		Go Back Save			
ervice Repairs				O Add Se	rvice Repa

Note: Items specific to crash reports:

- Maintenance records created within a crash report are only visible within the crash report, not in the Service Maintenance grid on the fleet vehicle itself.
- Costs associated with service maintenance records within a crash report are not included in the Cost of Ownership on the fleet vehicle itself.
- Mileage associated with the service maintenance records within a crash report are not used when determining Next Service Mileage and Next Service Date on the fleet vehicle itself.
- 5. To edit an existing service/maintenance record on the crash report, click on the edit icon *icon*, make changes, then click **Save**.
- 6. To delete a service/maintenance record from the crash report, click on the delete icon **m**, then click **Yes** to confirm deletion.

### **Crash Towing**

- 1. If applicable, click on the **Add Towing** link to add towing to the crash report. A *Vehicle Towing* window opens.
- 2. You can **Select Company** then choose from a drop-down list, or **Add Company** and complete the necessary information.

Vehicle Towing		X
SELECT COMPANY		
COMPANY NAME		
Lake Towing Company		
Address	Сітү	State
300 Miami Trail Road	Lowell	Indiana 🔻
ZIP	PHONE	
46356	800 - 555	- 3333
Driver	Reference Number	Tow Date
Robin Poharcyk	12345	03/02/2020 🗰
Tow Cost		
\$75.00		
Comments		
		Cancel Save

- 3. Click Save to add the towing record to the crash report.
- 4. To edit an existing towing record on the crash report, click on the edit icon *I*, make changes, then click **Save**.
- 5. To delete a towing record from the crash report, click on the delete icon **m**, then click **Yes** to confirm deletion.

#### Attachments

1. If applicable, click on the **Add Attachment** link to attach a photo or document to the crash report.

For more information on adding attachments, refer to "Add Attachments" on page 63.

For general information about attachments, refer to "Attachments Overview" on page 63.

### Manage Equipment

The **Manage Equipment** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search, Add, Edit*, and *Delete* equipment data. Equipment examples are handcuffs, shotguns, radar guns, etc.

To update or delete equipment you must first search for the equipment record. The search results will provide the option to update, delete, or view the equipment data.

#### Search Equipment

- 1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. The Fleet Equipment Search screen appears. Enter various pieces of information about the equipment such as, equipment type, make, model, etc.

Note: The Agency of the equipment defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within your organization by clicking on the 🔽.

Equipment Search				Go Back Add Equipment
Agency	_	EQUIPMENT ID		
District 42, Versailles	•			
EQUIPMENT TYPE		Маке		Model
-Select-	•			
SERIAL NUMBER		OAN		PURCHASE VENDOR
				-Select-
Созт		PROCUREMENT DATE FROM		PROCUREMENT DATE TO
			曲	<b></b>
DESCRIPTION				
		Reset Search		

To add equipment click the **Add Equipment** button. For instructions on adding equipment refer to "Add Equipment " on the facing page.

The fields with **-Select-** supply a specific list from which to choose. For example, to search for the **Equipment Type** *Handcuffs*, click on the  $\checkmark$  and a list will appear, then click *Handcuffs* from the list.

EQUIPMENT TYPE		
-Select-		~
	_	
-Select- 📐		
FIRST_AID_KIT		
HANDCUFFS		
RADAR		
RADAR_GUN		
SHOTGUN		
standalone equipment		
	-	
EQUIPMENT TYPE		
HANDCUFFS	~	

**NOTE**: Equipment Types are unique per Organization.

The fields with an e on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *Acme* to view a list

of *Acme* options from which to choose, then click on the option you want and it appears in the **Make** field.

MAKE		
Acme Chemicals	×	

**Note** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

3. Either click **Reset** to clear all fields to start over, click **Back** to return to the Fleet Management dashboard, click **Search** to display a list of existing equipment that matches the entered data, or **Add Equipment** to add the equipment to the database.

If you selected **Search**, the results display in a grid. The example below is a search result for **Equipment Type** *Handcuffs* and **Agency** *District 42, Versalles*.

📓 🛐 💼 🛷 4 resu	lt(s) found					Refine Search	New S	Search
Equipment Id 🛛 🕸	Type ↓î	Make ↓î	Model ↓†	Agency It	Active 1	Actions		
22	HANDCUFFS	Acme Chemicals	GAS-1 mask	District 42, Versailles	true	Z	0	Ô
19	HANDCUFFS	Smith And Wesson	Focus	District 42, Versailles	true	Ľ	۰	Ô
17	HANDCUFFS	911 Gear	Camaro	District 42, Versailles	true	Ľ	۲	Ô
14	HANDCUFFS	Ruger	Focus	District 42, Versailles	true	Ľ	۲	Ô
14	HANDCUFFS	Ruger	Focus	District 42, Versailles	true	ď		0

Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over. Click on the Equipment ID of the equipment record to view details, or click on the *View* icon on the right.

4. To export the search results to a file refer to "Export Search Results" on page 32.

#### Add Equipment

Fleet Managers have the ability to add equipment to the Fleet Management module by way of the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 594.

- 1. Click on the Manage Equipment button on the Fleet Management dashboard.
- The Fleet Equipment Search screen appears. Before adding the equipment, it is recommended you first search for the equipment to verify whether or not it already exists, though not required. For instructions on how to search for equipment refer to "Search Equipment " on the previous page.
- Click on the Add Equipment button on the Fleet Equipment Search window. Enter the Equipment information in the fields provided.

				Go Back
AGENCY				
District 42, Versailles	~			
Түре		MAKE	MODEL	
HANDCUFFS	~			<b>_</b>
SERIAL NUMBER		OAN	COST	
PURCHASE VENDOR		VENDOR COMMENTS	PROCUREMENT DATE	
-Select-	~			<b></b>
DESCRIPTION				
		Go Back Save		

- The **Agency** of the equipment defaults to the Fleet Manager's agency; however, you can change it to any agency within the organization by clicking on the  $\boxed{\checkmark}$ .
- The fields with **-Select-** supply a specific list from which to choose. For example, to search for the **Equipment Type** *Handcuffs*, click on the  $\checkmark$  and a list will appear, then click *Handcuffs* from the list.

EQUIPMENT TYPE	
-Select-	~
-Select- FIRST_AID_KIT HANDCUFFS RADAR RADAR_GUN SHOTGUN standalone equipment	
EQUIPMENT TYPE	
HANDCUFFS	~

**Note**: Equipment Types are unique per Organization. The list of available **Styles** dynamically changes based on the chosen **Type**.

• The fields with an a on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *Acme* to view a list of *Acme* options from which to choose, then click on the option you want and it appears in the **Make** field.

Маке		
Acme Chemicals ×	<b></b>	

**Note** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.
**Note**: The list of available **Models** dynamically changes based on the chosen **Make**.

4. Click **Save** to create the Equipment record, or click **Go Back** to return to the **Fleet Equipment Search** screen without creating the record.

When you select Save, the Edit Equipment screen displays.

					Go Back
AGENCY					
District 42, Versailles	~				
Түре		MAKE		MODEL	
HANDCUFFS	~		<b></b>		
SERIAL NUMBER		OAN		COST	
PURCHASE VENDOR		VENDOR COMMENTS		PROCUREMENT DATE	
-Select-	~				<b></b>
DESCRIPTION					
		Update			

5. Click Go Back to return to the Fleet Equipment Search screen.

### **Delete Equipment**

To delete equipment you must first **Search** for the equipment. The **Search Results** will provide the option to delete the equipment data.

- 1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- The Fleet Equipment Search screen appears. Search for the equipment you want to delete. For instructions on how to search for equipment refer to "Search Equipment " on page 612.

The results below are based on a search for equipment type Radar.

<b>1 1 1 4</b> 21	result(	(s) found					Refine Search New Search
Equipment Id	41	Type ⊥1	Make ↓†	Model 1	Agency It	Active 1	Actions
27		RADAR	RADAR CO	Lazer	District 42, Versailles	true	2 0 0
20		RADAR	Smith And Wesson	Focus	District 42, Versailles	true	2 🛛 📋
			Ref	ine Search New 3	Search		

The icons on the right allow you to *Edit*, *View*, or *Delete*.



3. Click on the trash icon to *Delete* the appropriate equipment. The following confirmation screen appears.

Message From RMS	
Are You Sure?	
	NoYes

4. Click Yes to delete or No to return to the results window without deleting.

### Edit Equipment

To edit equipment you must first **Search** for the equipment. The **Search Results** will provide the option to edit the equipment data.

- 1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- The Fleet Equipment Search screen appears. Search for the equipment you want to update. For instructions on how to search for equipment refer to <u>FleetMan</u>agerManageEquipSearch.htm.

The results below are based on a search for equipment type Radar.

	2 result	(s) found								F	Refine Search	New	Search
Equipment Id	11	Туре	1†	Make	1†	Model I	Agency	Ļţ	Active	11	Actions		
27		RADAR		RADAR CO		Lazer	District 42, Versailles		true		ľ	•	Ô
20		RADAR		Smith And Wesson		Focus	District 42, Versailles		true		ß	0	Ĩ
	Befine Gaurch New Gaurch												

The icons on the right allow you to Edit, View, or Delete.



3. Click the *Edit* icon on the equipment record you want to update and the **Edit Equip**ment form opens.

					Go Back
AGENCY					
District 42, Versailles	~				
Түре		MAKE		MODEL	
RADAR	~	RADAR CO	<b>600</b>	Lazer	<b></b>
SERIAL NUMBER		OAN		COST	
jfjfjfj				500	
PURCHASE VENDOR		VENDOR COMMENTS		PROCUREMENT DATE	
ISP Vendor	~	like new		11/30/2017	
DESCRIPTION					
smoke test radar					
		Go Back Update			

- 4. Modify the necessary information then click the **Update** button to save.
- 5. Click Go Back to return to the Fleet Equipment Search screen.

## Manage Vehicles

The **Manage Vehicles** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search, Add, Edit,* and *Delete* vehicle data.

To update or delete vehicles you must first search for the vehicle. The search results provide the option to update, delete, or view fleet vehicle data.

### Search Vehicles

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. The Fleet Vehicle Search screen appears. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc.
  - Note: The Agency of the vehicle defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within the organization by clicking on the 🔽.

Caliber Public Safety

Vehicle Search		Go Back Add Vehicle
Agency		
Indiana State Police	•	
Year	Маке	MODEL
VIN	Туре	STYLE
	-Select-	▼ -Select- ▼
LICENSE #	LICENSE STATE	
	-Select-	T
MISC ID TYPE	MISC ID VALUE	
-Select-	•	
FLEET ID	SERVICE REQUEST STATUS	Status
	-Select-	▼ -Select- ▼
UNIT NUMBER	CATEGORY	ASSIGNMENT
	-Select-	-Select-
GROUP	BUDGET	RATING
-Select-	-Select-	-Select-
CURRENT MILEAGE	DELINQUENT MILEAGE VEHIC	CLE NOT ASSIGNED
MAINTENENCE DATE FROM MA	INTENENCE DATE TO MAINTENEN	ICE MILES FROM MAINTENENCE MILES TO
<b></b>	<b></b>	
-Select-	-	
Select-		
	Go Back Reset Search	

To add a vehicle click Add Vehicle. For details refer to "Add Vehicles " on page 620.

The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the  $\checkmark$  and a list will appear, then click *Automobile* from the list and it appears in the field.

Түре	×
-Select-	× ~

**Note:** The list of available **Styles** dynamically changes based on the chosen **Type**.

The fields with an e on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.

I	Маке	
	CHEVROLET(CHEV)	<b></b>

**Note** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

**Note**: The list of available **Models** dynamically changes based on the chosen **Make**.

Check the **Vehicle Not Assigned** checkbox to search for vehicles that have not been assigned.

You can also reduce your search results by including **Additional Search Criteria**, along with your other search parameters or by themself, by using the drop-down list at the bottom left of the *Fleet Vehicle Search* screen. For example, you can search for all *Chevrolet* vehicles assigned to officers by selecting **Officer/Employee** in the **Additional Search Criteria** drop-down, then check the **Assigned**?box if not already checked when the name fields appear. You can also optionally add name or badge information. Click **Search** to display the results or click **Reset** to begin the search over.

**Note:** The Officer search option searches both officer and employee records to accommodate assignments where employees are not officers.

Additional Search Crite	RIA		
Officer/Employee	~		
-Select-			
Officer/Employee			
Repairs			
Equipment			
Custom Fields			
ADDITIONAL SEARCH CRITER	IA		
Officer/Employee	~		
Last Name	FIRST NAME	BADGE #	Assigned?
	G	o Back Reset Search	

You can search **Custom Fields** if configured by your agency. The **Available Fields** appear; click in the field and choose from the drop-down list.

Additional Search Criteria					
Custom Fields					
AVAILABLE FIELDS					
-Select Field-	• II	T			

- **Note**: Custom Fields is available for agencies that have the Custom Fields feature enabled. Custom Fields captures data defined by the agency. For more information refer to your administrator.
- 3. When the search results display, either click **Refine Search** to update your current search criteria or click **New Search** clear all fields to start over.

Click on the Vehicle ID of the vehicle record to view details, or click on the *View* icon on the right.

4. To export search results to a file refer to "Export Search Results" on page 32.

## Add Vehicles

Fleet Managers have the ability to add vehicles to the Fleet Management module by way of the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 594.

- 1. Click on the Manage Vehicles button on the Fleet Management dashboard.
- 2. The Fleet Vehicle Search screen appears. Before adding the vehicle, it is recommended you first search for the vehicle to verify whether or not it already exists, though not required. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.
- 3. Click on the Add Vehicle button on the Fleet Vehicle Search window to open the Add Fleet Vehicle screen. Enter the Vehicle information in the fields provided.

				Go Back
Agency				
District 42, Versailles				
Year	Маке		Model	
				E
VIN	Туре		STYLE	
	-Select-	•	-Select-	*
LICENSE #	LICENSE STATE			
	-Select-	•		
PRIMARY COLOR	SECONDARY COLOR			
-Select-	-Select-	<b>T</b>		
DESCRIPTION				
Status	UNIT NUMBER		CATEGORY	
Available			-Select-	*
Assignment	GROUP		BUDGET	
-Select-	-Select-	٣	-Select-	*
RATING	FUNDING VENDOR			
-Select-	-Select-	•		
PURCHASE DATE	PURCHASE PRICE		Purchase From	
<b></b>			-Select-	*
Purchase Comment				
WARRANTY EXPIRE DATE	STARTING MILEAGE		STARTING HOURS	
<b>#</b>				

**Note:** Custom Fields, if applicable, do not appear until after you add required fields and select the **Save** button. Once the screen refreshes, the custom fields appear for filling in.

- The **Agency** of the vehicle defaults to the Fleet Manager's agency; however, with appropriate permissions you can change it to any agency within the organization by clicking on the  $\checkmark$ .
- The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the vehicle **Type** and a list will appear, then click *Automobile* from the list and it appears in the field.

Түре	×
-Select-	× ~

Note: The list of available Styles dynamically changes based on the chosen Type.

• The fields with an a on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.

МАКЕ	
CHEVROLET(CHEV)	

**Note** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

**Note**: The list of available **Models** dynamically changes based on the chosen **Make**.

• You can enter the **Starting Mileage** or **Starting Hours** at time of purchase. This value is used in determining mileage or hours used on the vehicle.

**Note:** The **Status** is required when adding a new vehicle record. Examples are *Assigned*, *Out of Service*, and *Available*; though will vary by agency.

4. Click **Save** to create the Vehicle record, or click **Go Back** to return to the **Fleet Vehicle Search** screen without creating the record.

When you select Save, the Edit Fleet Vehicle screen displays.

					Go B
⊖ Vehicle	🖝 Fuel a	nd Oil 🛛 🛻 Three tab	)S		
Fleet Vehicle Information					
Agency		VEHICLE ID			
District 42, Versailles	•	66			
YEAR		Маке		MODEL	
2018		ΤΟΥΟΤΑ(ΤΟΥο)	<b>E</b>	Highlander	
VIN		Түре		STYLE	
987YYYY		-Select-	•	-Select-	,
LICENSE #		LICENSE STATE			
YYY123		California	•		
PRIMARY COLOR		SECONDARY COLOR			
-Select-	•	-Select-	•		
DESCRIPTION					
Status		UNIT NUMBER		CATEGORY	
Assigned	Ŧ	D123		-Select-	,
Assignment		GROUP		BUDGET	
-Select-	T	-Select-		-Select-	
RATING		FUNDING VENDOR			
-Select-	•	-Select-	•		
PURCHASE DATE		PURCHASE PRICE		PURCHASE FROM	
	曲			-Select-	,

There are three tabs: *Vehicle, Assignments,* and *Fuel and Oil*; vehicle information, assignment history of the vehicle, and fuel &oil history, respectively. For managing the information in these tabs refer to "Edit Vehicles" on the next page.

While on the *Vehicle* tab, page down to view or add additional vehicle information in grid format such as attachments, service requests, insurance, inspections, etc. The same general procedure is used for all grid topics, though information will vary. For general instructions refer to "Add a Service Request " on page 634.

Test											
Equipment OAdd Equipment											
Equipment Type			Assign Da	ate		Assign End Date	:		Comments		Actions
FIRST_AID_KIT			03/31/202	0					test		
SHOTGUN			03/30/202	0					Added gun		6
Crashes											• Add Crash
Crash Report #	Crash Type	Cras	h Cause	Status	Officer		Preventable	Crash	Date / Time	Summary	Actions
015-20	Type 1	Accio	dent	Closed	Livingwe	ll, Charles, ID# 2014	Yes	03/26,	/2020 1616	test	• 2
Miscellaneous IDs OAdd Miscellaneous ID											
Service Requests OAdd Service Request											
Туре	Status	I	Request Da	te	I	Description					Actions
Equipment	Pending	(	03/31/2020								<b>Z</b>

**Note:** Custom Fields, if applicable, appear on the screen immediately above the grid section on the *Vehicle* tab. The custom field Test is used as an example.

Test	
Equipment	O Add Equipment

## **Delete Vehicles**

This applies to users with permissions to delete vehicles.

To delete vehicles you must first **Search** for the vehicle. The **Search Results** will provide the option to delete the vehicle data.

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. Search for the vehicle you want to delete, then in the search results window click the *Delete* icon on the vehicle record you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.



3. A confirmation window appears. Click **Yes** to delete or **No** to return to the search results window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

**Note**: If the vehicle is assigned to an officer, the option to delete is not allowed.

## Edit Vehicles

To edit vehicles you must first **Search** for the vehicle. The **Search Results** will provide the option to edit the vehicle data.

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. Search for the vehicle you want to update, then in the search results window click the *Edit* icon on the vehicle record you want to update. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.



3. The Edit Fleet Vehicle form opens with three tabs that contain vehicle information, past and current officers assigned to the vehicle, and fuel/oil/mileage history.

🕿 Vehicle 🗮 Assignments 🖝 Fuel / Oil / Mileage

4. The **Vehicle** tab opens by default. You can update, add or delete various vehicle information.

					Go Bac
⊖ Vehicle I Ssignments	× Fuel / Oil / I	Mileage			
Elect Vehicle Information					
Agency		VEHICLE ID			
District 42, Versailles	Ŧ	66			
YEAR		Маке		Model	
2018		ΤΟΥΟΤΑ(ΤΟΥο)	<b></b>	Highlander	
VIN		Туре		STYLE	
987ҮҮҮҮ		-Select-	•	-Select-	Ŧ
LICENSE #		LICENSE STATE			
YYY123		California	•		
PRIMARY COLOR		SECONDARY COLOR			
-Select-	*	-Select-	*		
DESCRIPTION					
STATUS		Unit Number		CATEGORY	
Assigned	٣	D123		-Select-	•
ASSIGNMENT		GROUP		BUDGET	
-Select-	٣	-Select-	•	-Select-	•
RATING		FUNDING VENDOR			
-Select-	•	-Select-	•		
PURCHASE DATE		PURCHASE PRICE		PURCHASE FROM	
	曲			-Select-	•
CURRENT MILEAGE/HOURS		LAST DATE OF MILEAGE/HOURS		MILEAGE/HOURS DRIVEN	
131,001				20,001	

CURRENT MILEAGE/HOURS	LAST DATE OF MILEAGE/HOURS	MILEAGE/HOURS DRIVEN 20,001			
COST OF OWNERSHIP	NEXT SERVICE MILEAGE/HOURS	NEXT SERVICE DATE			
\$0.00	0				
dsadas Read-only section, calculated by Online RMS					
dsadas		Read-only section, calculated by Online RMS			
dsadas Test		Read-only section, calculated by Online RMS			
dsadas Test Custom Fie	ld example	Read-only section, calculated by Online RMS			

**Note:** Custom Fields, if applicable, appear on the screen immediately above the grid section on the *Vehicle* tab. The custom field Test is used as an example.

Note: Cost of Ownership does not include service maintenance records created within a crash report, and

**Note:** Be aware of the following crash report items:

- You can create or manage crash reports from the Edit Fleet Vehicle screen.

Click the **Add Crash** link to create a crash report, or click the edit icon  $\square$  on a crash record in the grid to update a crash report. For details on managing crash reports, refer to "Manage Fleet Crash Reports" on page 599.

- Maintenance records created within a crash report are only visible within the crash report, not in the Service Maintenance grid on the fleet vehicle itself.
- Costs associated with service maintenance records within a crash report are not included in the Cost of Ownership on the fleet vehicle itself.
- Mileage associated with the service maintenance records within a crash report are not used when determining Next Service Mileage and Next Service Date on the fleet vehicle itself.
- Yo

Click the **Go Back** button to return to the **Fleet Vehicle Search Results** window, if you wish.

- 5. Modify the necessary vehicle information on the top half of the form, then click the **Update** button to save.
- 6. Add, edit, or delete additional vehicle information that appears in grids below the **Update** button.

## Add Additional Vehicle Information

a. To add, click on the 🖶 button in the grid next to the item you want to add. Enter the necessary data in the window that appears.

For example, to add Inspection data, click on the  $\oplus$  button next to Add Inspection and the following window appears:

Inspection	×
Түре	
-Select-	~
STATUS	
-Select-	~
REFERENCE NUMBER	
Comments	
Inspection Date	
03/15/2019	<b> </b>
	Cancel Save

b. Enter the necessary data then click **Save** to add, or **Cancel** to exit and return to the previous screen.

### Edit Additional Vehicle Information

a. Click on the edit lcon to the right of the item you want to update.

Ins	pectior	ıs			Add Inspection
Ту	ре	Status	Inspection Date	Comments	Actions
Saf	ety	Pass	12/04/2018	Tested for safety and it passed, but must be retested in the near future.	

- b. An Inspection window appears displaying the current information for that item.
- c. Update as needed then click **Save** to apply the updates, or **Cancel** to return to the **Edit Fleet Vehicle** window without saving.

## **Delete Additional Vehicle Information**

a. Click on the trash can icon to the right of the item you want to delete.

Inspections				
Туре	Status	Inspection Date	Comments	Actions
Safety	Pass	12/04/2018	Tested for safety and it passed, but must be retested in the near future.	<b>Z</b>

b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Fleet Vehicle** window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

## Assign and Unassign Officers/Employees

You can assign vehicles to officers or employees, regardless if they have a user account or not.

1. Click on the Assignments tab to add, edit, and delete officer/employee assignments.

					Go Back
🕿 Vehicle 🛛 🗮 Assignments 📽 Fuel ,	/ Oil / Mileage				
					•Add Assignment
Show 10 ¢ entries					
Officer(s)/Employee(s)	Assign Date 🛛	Assign End Date	Mileage	Comments 1	Actions
Smith, Johnny, ID# emp123 03/31/2020 1610 - Smith, Johnny, ID# emp123 03/31/2020 1610 - Smith, Johnny, ID# emp123 03/31/2020 1610 - Livingwell, Charles, ID# 2014 03/31/2020 1611 -	03/31/2020 1510		25500 -	0	
Livingwell, Charles, ID# 2014 03/31/2020 1333 - 03/31/2020 1348	03/31/2020 1232	03/31/2020 1348	25000 - 25500		6
Showing 1 to 2 of 2 entries				Prev	ious 1 Next

**Note**: New Assignments cannot be created on a vehicle with a **Status** of *Sold* or *Out of Service*. A cannot assign message displays if you try to assign a vehicle that is no longer available.

•	Cannot Assign this Out of Service	Vehicle Becau	se it Currently h	as a Status o
---	--------------------------------------	---------------	-------------------	---------------

2. Officers/employees can be assigned two ways: Edit an existing assignment, or add a new assignment.

## Add a New Assignment

a. Click on  $\bigoplus$  Add Assignment to create a new assignment and enter the necessary data in the window that appears as shown below.

			.#
Officer/Employ	ee Assignment		CAdd Officer/Employee
OFFICER/EMPLOYEE	<b>2</b>	START DATE	END DATE

If you enter an **End Date**, the date flows into the **End Date** field that is located under Offer Assignment.

Note: You must enter at least one officer.

b. As you enter the officer name, a list of names appear. Click on the appropriate officer name.

For example, if you enter the letters **ch**, a list will appear with all officers that contain the letters **ch** anywhere in their name. Click on the appropriate officer name to fill in the Officer field.

The dates of the officer must be within the dates of the Assignment. The officer **Start Date** will default to the Assignment start date, but it can be changed.

**Note:** A warning displays if the officer is assigned to the same vehicle at the same time or the officer has more than one open assignment.

**Note:** A list of officers assigned to this vehicle displays if they conflict with the new assignment.

c. Click on 🖶 Add Officer/Employee to add additional officers to the assignment, if any.

**Note:** You can assign an officer or an employee who is not an officer.

**Note:** A list of vehicles the officer/employee is assigned to displays if they conflict with the new assignment.

d. Click **Save** to create the assignment, or click **Cancel** to return to the **Assignments Tab** without saving.

## Edit an Existing Assignment

- **Note:** If given the *always-edit assignment* permission, you can edit assignments that were created by other users; otherwise, you can only edit those that are created by you.
- a. Locate the Assignment you would like to edit, then click on the edit *icon* to display the Officer/Employee Assignment window.
- b. Update the necessary information, such as Start Mileage, Comments, etc. If the Vehicle Assignment contains an **End Date**, that date flows into the Officer Assignment **End Date** field.

**Note**: Starting mileage is entered at the time of assignment and ending mileage when the assignment is complete.

**Note:** A warning displays if the assignment date overlaps with existing assignments.

- c. Click on *Add Officer/Employee* to add additional officers/employees, if applicable. Multiple offficers/employees can be added. You can assign employees who are not officers.
- d. Enter the End Date to end an Assignment for an officer, if applicable.
- e. Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.
- **Note**: Creating a new Assignment updates the Status of the vehicle to Assigned.
- **Note**: Assigned vehicles display to the officer in the Daily Log module.
- **NOTE**: Additional officers added to the Daily Log must also be added manually to the Assignment within Fleet Management. Refer to "Officers" on page 469 for more Daily Log information.

#### End Assignments

To close an entire Assignment, you must enter the **End Date** for all officers as well as the Assignment itself.

1. Click on the Assignments tab, then click the edit icon on the Assignment you want to close.

					Go Back
⇔ Vehicle ≅ Assignments ⇒ Fuel	/ Oil / Mileage				
Show we at antring					OAdd Assignment
Show 10 ¢ entries					
Officer(s)/Employee(s)	Assign Date 🛛	Assign End Date 🕦	Mileage	Comments 11	Actions
Smith, Johnny, ID# emp123 03/31/2020 1610 - Smith, Johnny, ID# emp123 03/31/2020 1610 - Smith, Johnny, ID# emp123 03/31/2020 1610 - Livingwell, Charles, ID# 2014 03/31/2020 1611 -	03/31/2020 1510		25500 -	0	2
Livingwell, Charles, ID# 2014 03/31/2020 1333 - 03/31/2020 1348	03/31/2020 1232	03/31/2020 1348	25000 - 25500		6
Showing 1 to 2 of 2 entries				Prev	rious 1 Next

- 2. Enter the End Date.
  - **Note**: The officer/employee End Dates must be on or before the Vehicle Assignment End Date. Also, ending an Vehicle Assignment updates the Status of the vehicle.

3. Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

### Manage Fuel, Oil, Mileage

Vehicle Fuel, Oil, and Mileage are managed under the Fuel/Oil/Mileage tab on the Edit Fleet Vehicle screen.

R Vehide ⊟/	Assignments Fuel / Oil / I	Mileage				Add	additional	records@Add F	uel / Oil / Milea	Go Back
Show 10	entries								D	elete
Mileage 🗈	Creator 1	Date of Info	îĻ	Comments	îĻ	Fuel / Oil	Costs	Payment	Actions	
52550	M, Dana	12/01/2017 0757				Fuel: 20	Fuel: 65	Edit -	<b>→</b> Ø	Ē
52520	Simpson, Homer	12/01/2017 0605							Ø	Ō
52505	Simpson, Homer	12/01/2017 0604				Fuel: 60	Fuel: 120	Payment: Gas Card Payment ID: 36 Vendor: Cop Stuff	Ø	Ū
Showing 1 to 3	of 3 entries							Prev	vious 1	Next

## Add a New Record

- 1. Click on *Add Fuel / Oil / Mileage Record* on the **Fuel/Oil/Mileage** tab to add a new record.
- 2. Enter the relevant information.

Fuel/Oil/Mileage		>
CURRENT MILEAGE/HOURS	MILEAGE/HOURS ODOMETER	MILES/HOURS USED
13505	13701	196 <b>Current</b>
DATE OF INFO	OFF DUTY MILES	Mileage/Hours minus
12/04/2019 1131	3	Odometer
FUEL GALLONS	TOTAL FUEL COST	Service Interval
		-Select-
OIL QUANTITY	TOTAL OIL COST	FUEL TYPE
		-Select-
OTHER FLUID TYPE	OTHER FLUID COST	
-Select-	•	
COMMENTS		
Payment Type	PAYMENT ID	/
-Select-	•	
SELECT VENDOR     SPECIFY VENDOR	2	
-Select-		τ
	Hide Fields	lick to display only relevant fields

**Note:** The **Current Mileage** displayed on the *Vehicle Tab* looks at service maintenance records (excluding crash report service maintenance records) and fuel/oil/mileage records to find the max mileage entered for the vehicle.

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

Fuel/Oil/Mileage					
Current Mileage/Hours		Mileage/Hours Odometer	Miles/Hours Used -		
DATE OF INFO		OFF DUTY MILES	SERVICE INTERVAL		
12/04/2019 1131	曲		-Select-	*	
		Show Fields	lick to show all hidden fields	Cancel Save	

Click the Show Fields button to display all hidden fields.

- Note: A permission category controls the default look is this screen. If the permission category is assigned, then you see all the fields with a **Hide Fields** button; otherwise, only a portion of the fields appear with the **Show Fields** button.
- The Current Mileage/Hours and Mileage/Hours Odometer fields are both readonly.
- Fields with a down arrow supply a list of values from which to choose. Click on the field then choose from the list that appears.
- If applicable, the **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.

Select a Vendor Example:

-Select- ISP Vendor Guns and stuff Cop Stuff
<i>Specify</i> a Vendor Example:

Caseys

- 3. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel/Oil/Mileage Tab** without saving.
- 4. The record appears under the Fuel/Oil/Mileage Tab of the Edit Fleet Vehicle screen.
  - **Note:** The **Current Mileage** displayed on the *Vehicle Tab* looks at service maintenance records (excluding crash report service maintenance records) and fuel/oil/mileage records to find the max mileage entered for the vehicle.

										Go B
🛱 Vehide	⊞ Assignm	ents 🛛 🛶 Fuel /	Oil / Mileage							
								(	Add Fuel /	Oil / Mileage Rec
Show 10	¢ entr	ies								
Mileage	11 Crea	tor 11	Date of Info	1 Comments	Fuel / Oil		Costs	Payment	Ac	tions
13701	Saur,	Christine	12/04/2019 1131		Fuel: 23 Oil: 1 Fluid: Washer Fluid		Fuel: 50.37 Oil: 5.5 Fluid: 3.25			2
13505	Simp	son, Homer	12/18/2018 0924	0	Fuel: 10 Oil: 10 Fluid: Air Conditioning Coolar	nt	Fuel: 100 Oil: 100 Fluid: 100	Vendor: Cop St	uff	6
Showing 1	to 2 of 2 e	entries							Previous	1 Next
CURRENT MILE	AGE/HOUR	5		LAST DATE OF MILEAG	e/Hours		MILEAGE/HO	OURS DRIVEN		
13,701				12/04/2019			13,700			
COST OF OWNE	RSHIP			NEXT SERVICE MILEAGE/HOURS			NEXT SERVIC	e Date		
\$1,451.12				57,154 06/			06/18/2019			
					Update					
								Refine	Search Ne	w Search
	4 2 re:	sult(s) found								
Vehicle ↓† Id	Makeit	Model ⊥†	Agency 11	Assigned Officers,	/Employees	Purchas Date	ed 11 (	Current 11 Mileage	Actions	
51	Ford	Crown Victoria	District 42, Versailles	Dana M Badge# 12345 11/28/2			)17 !	55120 ←	ß	<ul> <li>●</li> <li>■</li> </ul>
49	Ford	Crown Victoria	District 42, Versailles	Charles Livingwell Badge# 2014, ODL User Badge# 05/01, 123456			)17 :	1600	Ľ	•
				Refine S	Search New Search					

## Edit a Record

- Note: If given the *always-edit fuel* & *Oil* permission, you can edit records that were created by other users; otherwise, you can only edit those that are created by you.
- 1. Click on the edit *icon* and apply the necessary updates.
- Click Save to apply the changes, or click Cancel to return to the Fuel/Oil/Mileage Tab without saving.

## **Delete a Record**

1. Click on the trash can icon to delete a record.

Mileage 1	Creator 11	Date of Info	Comments 1	Fuel / Oil	Costs	Payment	Actions
55120	Saur, Christine - ID# SAUR111	12/04/2018 1345		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25	Payment: Out of Pocket Payment ID: 5 Vendor: Caseys	

2. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Fuel/Oil/Mileage** window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

## Add a Service Request

To add a **Service Request** to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.
- 3. In the search results window, click the edit *icon* on the vehicle that needs the **Ser**-**vice Request**.
- 4. Click on the *Vehicle* tab of the **Edit Fleet Vehicle** window, page down until you see the **Service Requests** grid, then click **Add Service Request**.

Service Requests			Click to add> 🕫 🗛	d Service Request
Туре	Status	Request Date	Description	Actions
Repair	Complete	12/01/2017	tires need air	<b>e i</b>
Equipment	Pending	12/01/2017	new radar needed	<b>e</b> 💼

5. Enter the values in the Service Request window.

Service Request	×
REQUESTING OFFICER	
Christine Saur	
REQUEST TYPE	
-Select-	~
REQUEST DATE	
03/18/2019	曲
STATUS	
Pending	~
DESCRIPTION	
Cancel Add Details S	Save

**Requesting Officer** defaults to the current user, but can be changed if the user is a Fleet Manager.

A notification is sent to all Fleet Managers when the Service Request is saved.

6. Click Save to create the Service Request, Cancel to return to the Edit Fleet Vehicle window without saving, or click Add Details to add Attachments to the Service Request.

If you clicked the **Add Details** button, a *Service Request Information* window appears where you can add attachments.

			Go Back
Service Request Information			
STATUS		REQUEST TYPE	
Pending	~	General	~
REQUESTING OFFICER		REQUEST DATE	
Saur, Christine		03/18/2019	<b>m</b>
DESCRIPTION			
REVIEWED BY		REVIEW DATE	
			<b></b>
	Go Back	Save	
Attachments			G Add Attachment

**Note**: Attachments are added to a temporary holding place or queue; you must then upload the files to the Service Request record.

For detailed instructions on adding attachments, refer to "Add Attachments" on page 63.

### Edit a Service Request

To edit a Service Request that is associated to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. Search for the vehicle associated with the **Service Request**. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.
- 3. Click the edit *icon* on the vehicle record that is associated with the **Service Request**.



4. Page down to the Service Request section on the Edit Fleet Vehicle window, then click on the edit 2 icon on the Service Request record you need to update.

Service Requests O Ada						
Туре	Status	Request Date	Description	Actions		
Equipment	Complete	05/11/2017	windshield	<b>d</b>		

5. Make the necessary updates in the Edit Service Request window.

			Go Back
Service Request Information			
STATUS		REQUEST TYPE	
Pending	~	General	~
REQUESTING OFFICER		REQUEST DATE	
Saur, Christine		03/18/2019	<b>m</b>
DESCRIPTION			
REVIEWED BY		REVIEW DATE	
			<b></b>
	Go Back	Save	
Attachments			Add Attachment

**Note**: You can also delete, edit, or download attachments. For more information on attachments refer to "Attachments" on page 63.

6. Click **Save** to update the record, or click **Go Back** to return to the **Edit Fleet Vehicle** window without saving.

#### Approve a Service Request

Notifications & Messages

To approve a **Service Request** the Fleet Manager may take action on the **Service Request Notification**, or edit the vehicle and select the *Edit* icon for the **Service Request**.

### Take Action on a Service Request Notification

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

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

For more information on accessing Notifications, refer to "Notifications" on page 22.

1. Click on the **Notification** tab, then click on the appropriate Service Request Notification to take action.

5			
Notifications Broadcast Messa	ges	/	
DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	High	Department vehicle # 51 has an open service request that requires approval.	•
INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	High	New Incident Supplement Added to Case #00000101CASE2015. Incident #2015ROOT0022 Supp # 1 Approved. Supplement Created by Dana M.; DMM IS THERE ANOTHER ONE? A new supplement was filed for a Closed Follow-up investigation. Please review the supplement and re-open the case as needed.	
INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	High	New Incident Supplement Added to Case #0000009CASE2015. Incident #2015ROOT0013 Supp # 0 Approved. Supplement Created by Homer Simpson; null	

2. Click the **Take Action** button. You may also click on the **Print** icon to print the Notification.

Notification							
TYPE DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	PRIORITY High						
SENDER Saur Christine	SENT ON 12/04/2018 02:59 PM CST						
DESCRIPTION Department vehicle # 51 has an open service request that requires approval.							
	Take Action Delete Close						

- **Note:** A warning message appears if you have already viewed or taken action on the Notification. Click **Yes** to **Take Action** or **No** to exit without taking action.
- 3. If you chose to Take Action the Edit Service Request screen appears. Change the **Status** to **Approved**, enter the **Reviewed By** and **Review Date**.

			Go Back
Service Request Information			
STATUS		REQUEST TYPE	
Approved	~	General	~
REQUESTING OFFICER		REQUEST DATE	
Saur, Christine	<b></b>	03/18/2019	<b></b>
DESCRIPTION			
REVIEWED BY		REVIEW DATE	
Christine Saur - District 42, Versailles	<b></b>	03/18/2019	<b>#</b>
N	Go Back	Save	
Attachments			Add Attachment

- 4. Click Save to Approve then click Go Back to the Edit Fleet Vehicle window. Or click Go Back to abort the change without saving.
- 5. If you chose to save, a **Notification** is sent to the **Requested by User**.

### Edit the Vehicle

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- The Fleet Vehicle Search screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.

The results below are based on a search for a Toyota Highlander.

Ret									Refine Search New Search	
Vehicle ↓↑ ID	Unit I Number	Make ⊥î	Model 11	Status ⊥†	Agency 11	Assigned Officers/Employees	Purchased ⊥† Date	Current 1 Mileage	Actions	
70		ΤΟΥΟΤΑ(ΤΟΥο)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600		
66	D123	ΤΟΥΟΤΑ(ΤΟΥο)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001	• 2 5	
59	1abc	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	0 8 <b>1</b>	
45		TOYOTA(TOYo)	Highlander	Available	District 42, Versailles			15110	0 C 📋	
44		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	0 7 1	
43		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	0 C 📋	
38		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	0 6 1	
36		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			0 C 🔋	
	Refine Search New Search									

- 3. Click the edit *icon* on the vehicle that needs **Service Request** approval.
- 4. Page down to the Service Request section, and click the edit *icon* associated with the Service Request.
- 5. Change the Status to Approved, enter the Reviewed By and Review Date.

			Go Back
Service Request Information			
STATUS		REQUEST TYPE	
Approved 4	~	General	~
REQUESTING OFFICER		REQUEST DATE	
Saur, Christine		03/18/2019	<b></b>
DESCRIPTION			
REVIEWED BY		REVIEW DATE	
Christine Saur - District 42, Versailles		03/18/2019	<b>=</b>
X	Go Back	Save	
Attachments			Add Attachment

6. Click **Save** to Approve then click **Go Back** to the **Edit Fleet Vehicle** window. Or click **Go Back** to abort the change without saving.

If you chose to save, a **Notification** is sent to the **Requested by User** upon approval of the Service Request. The **Requested by User** then clicks on the Notification and opens the details to **Review**, **Reply**, or **Take Action**.

### **Complete a Service Request**

After the Service Request has been approved and the maintenance has been done satisfactory, the Service Request should be marked complete. To complete a **Service Request** the Fleet Manager can associate the **Service Request** to a **Service Maintenance** record, or edit the vehicle and select the Edit icon for the **Service Request**. Change the Status on an existing Service Request.

#### Change the Status on an existing Service Request:

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- The Fleet Vehicle Search screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.

	🔹 📣 🛛 8 res	ult(s) found							Refine Search New Search
Vehicle ⊥† ID	Unit I Number	Make ⊥î	Model 11	Status ⊥†	Agency 1	Assigned Officers/Employees	Purchased ↓↑ Date	Current 1 Mileage	Actions
70		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	• 7 1
66	D123	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001	<ul> <li>✓ </li> </ul>
59	1abc	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	• C <b>i</b>
45		TOYOTA(TOYo)	Highlander	Available	District 42, Versailles			15110	0 C 🔳
44		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	• 2 1
43		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	0 C 📋
38		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	• 2 1
36		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			0 C 1
					Refine	Search New Search			

The results below are based on a search for a Toyota Highlander.

- 3. Click the edit *icon* on the vehicle that needs **Service Request** approval.
- 4. Page down to the Service Request section, and click the edit *icon* associated with the Service Request.

**Note**: For detailed instructions on associating the **Service Request** to a **Service Maintenance** record, refer to "Add Service Maintenance and Repair" on page 642.

Service Requests O Add Service Rec					
Туре	Status	Request Date	Description	Actions	
Equipment	Complete	05/11/2017	windshield	×c 💼	

5. Change the Status to Complete.

			Go Back
Service Request Information			
STATUS		REQUEST TYPE	
Complete	~	General	~
REQUESTING OFFICER		REQUEST DATE	
Saur, Christine		03/18/2019	<b></b>
DESCRIPTION			
REVIEWED BY		REVIEW DATE	
Christine Saur - District 42, Versailles	<b></b>	03/18/2019	<b></b>
	Go Back	Save	
Attachments			Add Attachment

6. Click Save to Complete then click Go Back to the Edit Fleet Vehicle window, or click Go Back without saving to abort the change.

**Note**: Completing a Service Request removes it from the Open Dashboard.

#### **Delete Service Requests**

To delete service requests you must first **Search** for the vehicle that is tied to the service request. The **Search Results** will provide the option to delete the service request record.

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- The Fleet Vehicle Search screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.

The results below are based on a search for a Toyota Highlander.

	<b>4</b> 8 resu	ult(s) found						(	Refine Search New Search
Vehicle ↓1 ID	Unit I Number	Make ⊥î	Model 11	Status ⊥†	Agency ↓î	Assigned Officers/Employees	Purchased ↓↑ Date	Current 11 Mileage	Actions
70		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	• 2 5
66	D123	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001	• 2 5
59	1abc	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	0 Z 1
45		TOYOTA(TOYo)	Highlander	Available	District 42, Versailles			15110	0 C 📋
44		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	• 2 8
43		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	0 C 🔋
38		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	• 2 1
36		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			• 2 5
					Refine	Search New Search			

- 3. Identify which vehicle is associated with the service requests and click on the edit icon.
- 4. Page down to the Service Requests section and click on the Delete icon 🔳 to delete.

•	Service Requests • Add Service Request						
	Туре	Status	Request Date	Description	Actions		
	General	Pending	02/20/2019		<b>1</b>		

5. A confirmation message appears.

Message From RMS	
Are You Sure?	
	NoYes

6. Click Yes to delete or No to return to the results window without deleting.

Note: Deleting a Service Request also removes it from an associated Service Maintenance record.

### Add Service Maintenance and Repair

**Service Maintenance** records reflect the total service cost associated to an invoice, and **Service Repair** records reflect detailed costs of that invoice.

For example, a **Service Maintenance** record contains the total invoice amount of \$100 for invoice number 1234, and there are two **Service Repair** records (tire repair \$50 and oil change \$50) that equal \$100 for invoice number 1234.

To add a **Service Maintenance** record to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. The Fleet Vehicle Search screen appears. Search for the vehicle. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.

The results below are based on a search for a Toyota Highlander.

Vehicle ↓1 ID	Unit 11 Number	Make ⊥†	Model 11	Status ⊥1	Agency 1	Assigned Officers/Employees 11	Purchased ↓1 Date	Current 11 Mileage	Actions
70		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	0 7
56	D123	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001	• 7
59	1abc	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	0 C [
15		TOYOTA(TOYo)	Highlander	Available	District 42, Versailles			15110	• 6
14		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	• 6
3		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	• 6
8		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	0 2 1
6		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			• 6

- 3. Click the edit *icon* on the vehicle that needs the **Service Maintenance**.
- 4. Page down and click Add Service/Maintenance Record on the Edit Fleet Vehicle window.

Service Re	quests		Add Service Request		
Туре	Status	Request Date	Description	Actions	
General	Pending	02/20/2019		2	
Service / N	Aaintenance Rec	ords	• Add Service	e/Maintenance Record	

**Service Maintenance** records then appear in the grid as shown above. You can edit or delete the **Service Maintenance** records.

5. Enter the values in the Service/Maintenance window.

Service / Maintenance	×
Mileage/Hours Odometer	
54154	
START DATE	
11/05/2020	曲
SELECT VENDOR      SPECIFY VENDOR	
Warner truck stop	~
INVOICE NUMBER	
451	
Hours Down	
2	
SERVICE COST	
\$80.00	
Comments	
Replace two windshield wipers.	1
Reset Service Interval Mileage	
Cancel Add Details S	ave

- The **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.
- Reset Service Interval Mileage
  - Leave this box **empty** If you would like to record services without resetting mileage. Example is when a tire is changed.
  - **Check** this box if you would like Online RMS to use the mileage of this service maintenance record to determine the *Next Service Mileage* displayed on the *View and Edit Vehicle* screens, as well as, use on the *Due for Maintenance Dashboard*. Example is when the oil is changed.
  - This option is not available for service maintenance records created as part of a crash report.
- Click Save to create the Service Maintenance record, Cancel to return to the Edit Fleet Vehicle window without saving, or click Add Details to add Service Repair records.
- 7. If you chose to Add Details, the *Edit Service Record* appears. Select the Associate Service Requests, if applicable.

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						Go Back
Service/Maintenance I	nformation					
Mileage/Hours Odomet	ER		Estimated Cost	Ιννοιςε	Number	
55121				545		
Service Cost			SUPPLEMENTAL COST	TOTAL C	ost 🕄	
\$65.00				\$65.00	)	
Hours Down			TECHNICIAN	• Sele	CT VENDOR O SPECIFY VENDO	DR
1				Warne	er truck stop	•
Comments						
Oil Change						
START DATE			END DATE	Comple	TION DATE	
03/09/2020		曲		<b>#</b>		曲
Associate Service Requ	lests			Check the box to the Service Maint	associate to enance record	
Туре	Status		Request Date	Description		Actions
Equipment	Pending		11/22/2019			
			Go Back Sa	Click to ac Repairs and A	ld Service Attachments	
Service Repairs					Add 🕄	Service Repair
Attachments					Ad	d Attachment

- **Note:** The Fleet Manager can associate none, one, or multiple **Service Requests** to the **Service Record**. All selected **Service Requests** will become marked as **Complete**.
- **Note:** Total Cost is read-only and calculates automatically: Service cost + supplemental costs + repair costs.
- 8. Click Add Service Repair to enter repair types and costs associated with the Service Maintenance record, if any.

Service Repair	×
Түре	
Windshield	~
COST	
70	
DESCRIPTION	
Wiper Motor.	
	Cancel Save

9. Click **Save** to create the Service Repair record. **Service Repair** records then appear in the grid as shown above. You can edit or delete the **Service Repair** records.

							Go Back
Service/Maintenan	ce Information						
MILEAGE/HOURS ODO	METER		ESTIMATED COST			INVOICE NUMBER	
55121						545	
Service Cost			SUPPLEMENTAL CO	DST		Total Cost 🚯	
\$65.00						\$135.00	
Hours Down			TECHNICIAN			SELECT VENDOR O SPE	CIFY VENDOR
1						Warner truck stop	•
Comments							
Oil Change							
START DATE			END DATE			COMPLETION DATE	
03/09/2020		曲			曲		曲
Associate Service R	equests						
Туре	Status		Request Dat	e		Description	Actions
Equipment	Pending		11/22/2019				
			(	Go Back Save			
Service Repairs							C Add Service Repair
Туре		Cost		Description			Actions
Windshield		\$70.00		Wiper Motor			6
Attachments							• Add Attachment

**10.** Click **Add Attachment** to include images or documents to the **Service Maintenance** record, if any.

Attachments		View External Attachments Odd Attachment		
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt	0	11/22/2019	★ ▲ Ø ■
			I	Edit Delete

For more information on adding attachments, refer to "Add Attachments" on page 63.

 Click Save, or click Go Back to return to the Edit Fleet Vehicle window. Both pending and approved Service Requests can be associated with a Service Maintenance Record.

Note: A Service Request can be associated with only one Service Maintenance Record.

**Note:** All selected **Service Requests** will become marked as **Complete**.

Update Service Maintenance and Repair

**Service Maintenance** records reflect the total service cost associated to an invoice, and **Service Repair** records reflect detailed costs of that invoice.

For example, a **Service Maintenance** record contains the total invoice amount of \$100 for invoice number 1234, and there are two **Service Repair** records (tire repair \$50 and oil change \$50) that equal \$100 for invoice number 1234.

To update a **Service Maintenance** record to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

- 1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 594.
- 2. The Fleet Vehicle Search screen appears. Search for the vehicle. For instructions on how to search for vehicles refer to "Search Vehicles " on page 617.

	Refine Search New Search								
Vehicle ↓1 ID	Unit I Number	Make ⊥î	Model ⊥î	Status ⊥†	Agency 1	Assigned Officers/Employees	Purchased ↓↑ Date	Current 💷 Mileage	Actions
70		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	• 7
66	D123	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001	0 C 1
59	1abc	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	<ul> <li>✓</li> <li>✓</li></ul>
45		TOYOTA(TOYo)	Highlander	Available	District 42, Versailles			15110	0 C 🔋
44		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	0 C 1
43		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	0 C 📋
38		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	• 2 1
36		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			<ul> <li>✓ </li> </ul>
					Refine	Search New Search			

The results below are based on a search for a Toyota Highlander.

- 3. Click the edit *icon* on the vehicle that needs the **Service Maintenance** updated.
- 4. Page down to the Service/Maintenance Records section of the Edit Fleet Vehicle window.

Service Requests • Add Service R					ervice Request
Туре	Status	Request Date	Descrip	tion	Actions
General	Pending	02/20/2019			<b>e</b>
Service / Maintenance Records					

Service Maintenance records then appear in the grid as shown above. Select the Edit icon  $\square$  on the maintenance record you want to update.

5. Make the necessary updates in the **Service/Maintenance Information** window. You may also add **Service Repair** records and **Attachments** (for detailed instructions refer to the "Add Service Maintenance and Repair" on page 642 section).

						Go Back
Service/Maintenance	Information					
MILEAGE/HOURS ODOME	ETER		ESTIMATED COST		INVOICE NUMBER	
55121					545	
Service Cost			SUPPLEMENTAL COST		Total Cost 🚯	
\$65.00					\$65.00	
Hours Down			TECHNICIAN		● Select Vendor ○ Spec	IFY VENDOR
1					Warner truck stop	×
Comments						
Oil Change						
START DATE			END DATE		COMPLETION DATE	
03/09/2020		曲		曲		曲
Associate Service Req	quests			Check the the Service	box to associate to Maintenance record	<hr/>
Туре	Status		Request Date	D	escription	Actions
Equipment	Pending		11/22/2019			
			Go Back	Clic <sub>Save</sub> Repair	k to add Service s and Attachments	
Service Repairs						• O Add Service Repair
Attachments						Add Attachment

Note: The Fleet Manager can associate none, one, or multiple Service Requests to the Service Record. All selected Service Requests will become marked as Complete.

6. Click the **Save** button to save your changes, then click **Go Back** to return to the **Edit Fleet Vehicle** window.

# **Fleet Officer**

By having the **Fleet Officer** permission category, you can perform the following in the **Fleet Management** module:

- View fleet vehicles currently or previously assigned to you.
- Search all vehicles regardless of the assignees.
- Assign a vehicle to yourself or add yourself to an existing assignment.
- You can create and edit Fuel & Oil records and Service Requests to your assigned vehicle.

- You can delete Fuel and Oil records that you have created, but not records created by others.
- You can edit Fuel and Oil records that you have created, but not records created by others.
- Add attachments to your assigned vehicle.

Note: Only Fleet Managers and Administrators have the ability to add, update, and delete Fleet Vehicles.

Below is an overview of the basic functionality:

- Click on the Records Management menu then Fleet Management sub-menu to open the Fleet Management page.
- 2. Click the Manage Vehicles button to access Fleet Vehicle Assignments.
- 3. Vehicles *Currently assigned* to you display by default. You also have the option to change the *Display* to view vehicles *previously assigned* to you.

Display Current Ass	signments	~			Go Back	Search Vehicles
Search	Search	Reset			Show	10 ¢ entrie
Unit # 1	Make 1↓	Model 11	License # 1	Assignment 11 Start Date	Assignment End 1↓ Date	Actions
63	FORD/COURIER/FOR GOLDLINE CAMPER (FORD)	DTAURUS	987aaa	12/18/2018		<b>⊕ ∠</b>
123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		•
dmm1	TOYOTA(TOYo)	4Runner		06/01/2018		0 Z
700	Ford	Crown Victoria	876123	07/06/2017		<b>9 2</b>
44	TOYOTA(TOYo)	Highlander	qqq111	06/09/2017		<b>9</b>
123	PORSCHE(PORS)	911	FAST-COP	05/11/2017		<b>9</b>
Showing 1 to 6 of 6 e	ntries					
					Previo	ous 1 Next

Display Past Ass Search	gnments Search	✓ Reset			Go Back Show	Search Vehicles
Unit #	t∔ Make t∔	Model 1↓	License # 11	Assignment 13 Start Date	Assignment End 14 Date	Actions
100	TOYOTA(TOYo)	4Runner	THI223	12/19/2018	12/19/2018	• 2
dmm2	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	DMM789	06/06/2018	06/06/2018	0 Z
ddd	CHEVROLET(CHEV)	IMPALA	5656	06/09/2017	06/09/2017	• 2

You may also search all vehicles, regardless of the officer assignment. Click on the **Search Vehicles** icon to display the **Fleet Vehicle Search** window.

For details on searching all vehicles refer to "Search All Vehicles" on the facing page.

4. You can change the number of entries that appear in the grid. Click on the Show Entries → and select 10, 25, 50 or 100. The default is 10.



- 5. Click the icons under the Action column to View  $\bigcirc$  or Edit  $\square$ .
- 6. Search or filter Vehicle Assignments to return a list that only matches the entered text.

Display	Current Assignments	`	~
Search	Ford	Search	Reset

Enter the text you want to search on in the Search text box, then click the **Search** button or press **Enter** to display only records matching the entered text. The displayed list dynamically changes based on the entered text. For example, enter *Ford* to list only vehicles that contain the word Ford. Click **Reset** to remove the entered text and display all vehicles.

 Click Go Back to return to the Records Management menu, from which to access the different Online RMS modules.

For information on **Records Management**, refer to "Records Management Button" on page 39.

## View Vehicle

Click the **View** icon to view a particular vehicle record and the associated information. Information in the **View Fleet Vehicle** window is read-only and cannot be changed.

The View Fleet Vehicle window contains three tabs:

|--|

Vehicle
- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. The View Fleet Window opens to this tab by default as shown in the above image.
- Assignments
  - A history of officers assigned to the vehicle, along with the dates.
- Fuel and Oil
  - Summarization of the type of fluids put in the vehicle, along with the dates.

Click on the **Back** button to return to the **Fleet Vehicle Assignments** window. For your convenience, this button is located on the upper right of the window and on the lower center of the window.

Click on the download icon 🛃 in the *Attachment* section of *Vehicle* tab to download available documents or photos.

		Go E		
R Vehicle ∷≣ Assignments 🖝 Fu	uel / Oil / Mileage 🛛 🛻 Th	ree Tabs		
leet Vehicle Information				
Agency	VEHICLE ID			
District 42, Versailles	66			
Year	Маке	MODEL		
2018	TOYOTA(TOYo)	Highlander		
VIN	Туре	STYLE		
987YYYY				
LICENSE #	LICENSE STATE			
YYY123	California			
PRIMARY COLOR	SECONDARY COLOR	SECONDARY COLOR		
DESCRIPTION				
STATUS	UNIT NUMBER	CATEGORY		
Assigned	D123			
Assignment	GROUP	BUDGET		
Rating	FUNDING VENDOR			
PURCHASE DATE	PURCHASE PRICE	PURCHASE FROM		

#### Search All Vehicles

1. Click the Search Vehicles button on the Fleet Vehicle Assignments window.

Display	Current Ass	signments	~			Go Back	Search Ve	ehicles
Search	Ford	Search	Reset			Show	10 💠	entries
Unit #	ţţ	Make î↓	Model î↓	License # î↓	Assignment 🕮 Start Date	Assignment End 1↓ Date	Actions	
63		FORD/COURIER/FOR GOLDLINE CAMPER (FORD)	DTAURUS	987aaa	12/18/2018		۲	ľ
123		HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		•	ľ

2. The Fleet Vehicle Search screen appears. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc.

Note: The Agency of the vehicle defaults to the Agency of the logged in user; however, you can change it to any agency within the organization by clicking on the  $\checkmark$ .

Vehicle Search		Go Back Add Vehicle
Agency		
Indiana State Police 🔹		
Year	Маке	Model
	<b>—</b>	
VIN	Туре	Style
	-Select-	-Select-
LICENSE #	LICENSE STATE	
	-Select-	
MISC ID TYPE	MISC ID VALUE	
-Select-		
FLEET ID	SERVICE REQUEST STATUS	STATUS
	-Select-	-Select-
UNIT NUMBER	CATEGORY	Assignment
	-Select-	-Select-
GROUP	BUDGET	Rating
-Select-	-Select-	-Select-
CURRENT MILEAGE	Delinquent Mileage	
MAINTENENCE DATE FROM MAINT	ENENCE DATE TO MAINTENENCE MIL	ES FROM MAINTENENCE MILES TO
Additional Search Criteria		
-Select-		
	Go Back Reset Search	

The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the v and a list appears, then select from the drop-down list that appears.



The fields with an end on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.

МАКЕ	
CHEVROLET(CHEV)	

**Note** You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

3. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the **Fleet Vehicle Assignments** window, or click **Search** to display a list of existing vehicles that match the entered data.

If you selected **Search** the results are displayed in a grid. The example below is a search result for **Make***Toyota*(*Toyo*) and **Model** *Highlander* and **Agency** *District* 42, *Versalles*.

Vehicle ↓↑ ID	Make ⊥î	Model ↓î	Agency ↓î	Assigned ↓↑ Officers/Employees	Purchased ↓↑ Date	Current ⊥† Mileage	Actions
59	TOYOTA (TOYo)	Highlander	District 42, Versailles		12/16/2018	2305	• 2
45	ΤΟΥΟΤΑ (ΤΟΥο)	Highlander	District 42, Versailles			15110	•
44	ΤΟΥΟΤΑ (ΤΟΥο)	Highlander	District 42, Versailles	D13 Officer Badge# D13, ODL User Badge# 123456		10030	• 2
43	ΤΟΥΟΤΑ (ΤΟΥο)	Highlander	District 42, Versailles	Dana M Badge# 12345		52550	• 2
38	ΤΟΥΟΤΑ (ΤΟΥο)	Highlander	District 42, Versailles	Franklin (osuper) Harrowson Badge# 72, Sally Adams Badge# 1002, Charles Livingwell Badge# 2014		15090	<b>@</b>
36	ΤΟΥΟΤΑ (ΤΟΥο)	Highlander	District 42, Versailles	ODL No Fleet Badge# 4444			• 2

Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over, or click **Go Back** to return to the **Fleet Vehicle Assignments** window. Click on the Vehicle ID of the vehicle record to view details, or click on the *View* icon on the right as shown below.

4. To export search results to a file refer to "Export Search Results" on page 32.

### Add or Update Overview

By having the **Fleet Officer** permission category, you can add, update, or delete *Fuel & Oil, Service Requests*, and *Attachments* to vehicles you are assigned. On the **Fleet Vehicle Assignments** window locate the vehicle you want to update, then click the edit **i** icon.

Display Current As	signments	~			Go Back	Search Vehicles
Search Ford	Search	Reset			Show	10 \$ entries
Unit # 1	Make î↓	Model 1	License # 🛛 🕅	Assignment 11 Start Date	Assignment End ↑↓ Date	Actions
63	FORD/COURIER/FOR GOLDLINE CAMPER (FORD)	DTAURUS	987aaa	12/18/2018		0 2
123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		0 C
dmm1	TOYOTA(TOYo)	4Runner		06/01/2018		• 2
700	Ford	Crown Victoria	876123	07/06/2017		0 Z
44	TOYOTA(TOYo)	Highlander	qqq111	06/09/2017		• 2
123	PORSCHE(PORS)	911	FAST-COP	05/11/2017		• 2

The Edit Fleet Vehicle window appears.

R Vehicle 🗄 Assignments	🐨 Fuel a	and Oil			Go Bac
Ieet Vehicle Information		VEHICLE ID			
District 42, Versailles YEAR	•	63		MODEL	
2018		FORD/COURIER/FORD GOLDLIN		TAURUS	
Vin		Туре		STYLE	
dfdfdf		-Select-	٣	-Select-	•
LICENSE #		LICENSE STATE			
987aaa		-Select-	*		
PRIMARY COLOR		SECONDARY COLOR			
-Select-	•	-Select-	*		
DESCRIPTION					

The Edit Fleet Vehicle window contains three tabs:

🛱 Vehicle	<b>≡</b> Assignments	🛎 Fuel / Oil / Mileage

#### Vehicle

- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. This tab opens by default.

- You can add, update, or delete *Service Requests* and *Attachments* from this tab on records created by you.

Assignments

- A history of officers assigned to the vehicle, along with the dates. You can assign yourself to the vehicle, and update assignment dates and mileage on records created by you. You can also delete records created by you.

Fuel and Oil

- A summary of the type of fluids put in the vehicle, along with the dates. Access this tab to add, update or delete fuel and oil records.

Click on the Go Back button to return to the Fleet Vehicle Assignments window.

#### Add and Update Attachments

Click on the appropriate icons to Add, Edit, Delete, and Download Attachments.

Attachments				Over the second seco	Add Attachment
Attachments			View External /	Attachments OAdd Attachment	
Keyword	File Name	Description	Date of Info	Actions	
PDF	TestDocument.txt	0	11/22/2019		
			Download	Edit Delete	

For more information on adding, editing, and deleting attachments, refer to "Attachments" on page 63.

#### Add a Service Request

1. From the Edit Fleet Vehicle window, click on the Add Service Request link to open the Service Request window.

Service Request	×
REQUESTING OFFICER	
Aaron Hicks	
REQUEST TYPE	
General	~
REQUEST DATE	
03/18/2019	曲
STATUS	
Pending	~
DESCRIPTION	
Cancel Add Details	Save

Select the Request Type, Request Date, and enter a Description.

**Note:** The *Requesting Officer* and *Status* cannot be changed.

Click Save to save the Service Request or click Add Details to add images and attachments. Click Cancel to exit without saving.

**Note:** Service Request attachments do not appear in the Attachments grid of **the Edit Fleet Vehicle** window. To view Service Request attachments you must open the **Service Request**.

 If you chose to Add Details, enter the necessary information on the Edit Service Request screen then click Add Attachment to upload files.

				Go Back
Service Request Information				
STATUS		REQUEST TYPE		
Approved	~	Equipment		~
REQUESTING OFFICER		REQUEST DATE	1	
Hicks, Aaron		05/11/2017		ŧ
DESCRIPTION				
REVIEWED BY		REVIEW DATE		
Saur, Christine	<b></b>	02/20/2019		<b></b>
	Go Back	Save		
Attachments			Wiew External Attachments	OAdd Attachment

Note: Requesting Officer defaults to the current user and can only be changed by the Fleet Manager. The Status, Reviewed By and Review Date cannot be changed.

A notification is sent to the Fleet Manager when the Service Request is saved.

For further instructions on adding Attachments refer to "Add and Update Attachments" on page 655.

#### Update Service Requests

1. From the Edit Fleet Vehicle window, locate the Service Request record to update and click the edit icon.

Service Requests O Add Service Re				
Туре	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	×c 💼

Note: You can update Service Requests that were created by you. The edit icon does not display on Service Requests that have been set up by someone else.

2. Modify the values as needed.

				Go Back
Service Request Information				
STATUS		REQUEST TYPE		
Approved	~	Equipment		~
REQUESTING OFFICER		REQUEST DATE	E	
Hicks, Aaron		05/11/2017		<b></b>
DESCRIPTION				
REVIEWED BY		REVIEW DATE		
Saur, Christine		02/20/2019		<b></b>
l	Go Back	Save		
Attachments			View External Attachments	OAdd Attachment

Note: The Requesting Officer, Status, Reviewed By and Review Date cannot be changed.

- 3. Click **Save** to save the updated information, or click **Go Back** to return to the previous screen without saving the updates.
- 4. Optionally add, edit or delete Attachments. For detailed instructions refer to "Add and Update Attachments" on page 655.

#### **Delete Service Requests**

 From the Edit Fleet Vehicle window, locate the Service Request to delete then click the Delete icon .

Service Requests • Add Service Request						
Туре	Status	Request Date	Description	Actions		
General	Pending	02/20/2019		2		

**Note**: You can delete **Service Requests** that were created by you. The Delete icon does not display on **Service Requests** that have been set up by someone else.

For further details on how to delete refer "Delete Data " on page 665.

#### Manage Fuel, Oil, and Mileage

By having the **Fleet Officer** permission category, you can add, update, or delete *Fuel/Oil/Mileage* records that are assigned to you. However, the ability to update or delete may vary, depending on whether or not your agency is utilizing the lock hours feature, or you always have edit fuel and oil permissions.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

**Note:** Fleet Managers may update and delete fuel, oil & Mileage records, regardless of the configured lock hours.

Q Vahida	Arrignment						Go Back	
Shew as a	Add Fuel / Oil / Mileage Record     Add Fuel / Oil / Mileage Record							
Mileage 11	Creator 11	Date of Info 11	Comments 11	Fuel / Oil	Costs	Payment	Actions	
13505	Simpson, Homer	12/18/2018 0924	0	Fuel: 10 Oil: 10 Fluid: Air Conditioning Coolant	Fuel: 100 Oil: 100 Fluid: 100	Vendor: Cop Stuff	C 💼	
Showing 1 to 3	of 1 entries					Prev	vious 1 Next	

#### Add Fuel, Oil, and Mileage

1. Click on *Add Fuel / Oil / Mileage Record* on the **Fuel/Oil/Mileage** tab to add a new record, then enter the relevant information.

Fuel/Oil/Mileage		×
CURRENT MILEAGE/HOURS	MILEAGE/HOURS ODOMETER	MILES/HOURS USED
13505	13701	196 <del> Current</del>
DATE OF INFO	OFF DUTY MILES	Mileage/Hours minus
12/04/2019 1131		Odometer
FUEL GALLONS	TOTAL FUEL COST	SERVICE INTERVAL
		-Select- 🔻
OIL QUANTITY	TOTAL OIL COST	FUEL TYPE
		-Select-
OTHER FLUID TYPE	OTHER FLUID COST	
-Select-		
COMMENTS		
Payment Type	PAYMENT ID	/
-Select-		
SELECT VENDOR      SPECIFY VENDOR		
-Select-		T
	Hide Fields	lick to display only     Cancel Save       relevant fields     Cancel Save

**Note:** The **Current Mileage** displayed on the *Vehicle Tab* looks at service maintenance records (excluding crash report service maintenance records) and fuel/oil/mileage records to find the max mileage entered for the vehicle.

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

Fuel/Oil/Mileage		:
Current Mileage/Hours 13505	Mileage/Hours Odometer	Miles/Hours Used
DATE OF INFO	OFF DUTY MILES	SERVICE INTERVAL
12/04/2019 1131		-Select-
	Show Fields	ick to show all hidden fields

Click the Show Fields button to display all hidden fields.

• The Current Mileage/Hours and Miles/Hours Used fields are both read-only.

- Fields with a down arrow supply a list of values from which to choose. Click on the field then choose from the list that appears.
- If applicable, the **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.
- Service Interval allows you to select the number of miles until the next service. The list values are configured by the agency. For details, refer to your administrator.

	SERVICE INTERVAL					
	-Select-	٠				
ľ	-Select-	-	í.			
	5,000					
	10,000					
	15,000					
	20,000					
	25,000					
	30,000					
	35,000					
	40,000					
	45,000					
	50,000					
	55,000					
	60,000	-				
	65,000					

- 2. Click Save to apply the changes, or click Cancel to return to the Fuel/Oil/Milage tab without saving.
- 3. The record appears under the Fuel/Oil/Mileage tab of the Edit Fleet Vehicle screen.

The **Current Mileage** displayed on the **Vehicle Tab** reflects the *Mileage* entered on the most recent Fuel and Oil record, and on the **Fleet Vehicle Search Results** screen.

The **Cost of Ownership** displayed on the **Vehicle Tab** reflects the *Purchase Price* + *All Fuel* & *Oil Costs* + *All Service Maintenance Costs* entered for the vehicle.

							Go Ba
ne Vehicle I≣	E Assignments 🛛 🖛 Fuel / entries	Oil / Mileage				O Add	Fuel / Oil / Mileage Rec
Mileage 11	Creator 11	Date of Info	1 Comments 11	Fuel / Oil	Costs	Payment	Actions
13701	Saur, Christine	12/04/2019 1131		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25		2
13505	Simpson, Homer	12/18/2018 0924	0	Fuel: 10 Oil: 10 Fluid: Air Conditioning Coolant	Fuel: 100 Oil: 100 Fluid: 100	Vendor: Cop Stuff	2
howing 1 to 2	2 of 2 entries					Pro	evious 1 Nex
RENT MILEAGE	/Hours		LAST DATE OF MILEAG 12/04/2019	e/Hours	MILEAGE/HO 13,700	URS DRIVEN	
						-	

Update

57,154

06/18/2019

\$1,451.12

#### Edit Fuel, Oil, and Mileage

You can edit fuel, oil, and mileage records under the following conditions:

• You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have edit fuel, oil, and mileage permissions.
- 1. Click on the edit *icon* and apply the necessary updates.

CURRENT MILEAGE/HOURS		MILEAGE/HOURS ODOMETER	MILES/HOURS USED
		13701	-
DATE OF INFO		OFF DUTY MILES	
12/04/2019 1131	益		
FUEL GALLONS		TOTAL FUEL COST	Service Interval
23		50.37	-Select-
OIL QUANTITY		TOTAL OIL COST	FUEL TYPE
1		5.5	Regular
OTHER FLUID TYPE		OTHER FLUID COST	
Washer Fluid	۳	3.25	
COMMENTS			
Payment Type		PAYMENT ID	
-Select-			
SELECT VENDOR      SPECIFY VE	NDOR		
-Select-			

**Note**: As a Fleet Officer you cannot update or delete **Fuel**, **Oil**, **Mileage** records created by another user.

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

 Click Save to apply the changes, or click Cancel to return to the Fuel/Oil/Mileage Tab without saving.

#### Delete Fuel, Oil, Mileage

You can delete records under the following conditions:

• You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can delete the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have delete fuel/oil/mileage permissions.
- 1. Click on the delete icon 💼 to delete a Fuel/Oil/Mileage Record.
- A confirmation window appears. Click Yes to delete or No to return to the Fuel/Oil/Mileage window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

#### Self-Assign Vehicles

As Fleet Officer you can assign yourself to vehicles that are not on your **Current Assignment** list by searching for the vehicles first.

1. Click the Search Vehicles button on the Fleet Vehicle Assignments window list.

Display	Current Ass	signments	~			Go Back	Search Vehicles
Search	Ford	Search	Reset			Show	10 \$ entries
Unit #		Make î↓	Model 11	License # 1	Assignment 11 Start Date	Assignment End ↑↓ Date	Actions
63		FORD/COURIER/FOR GOLDLINE CAMPER (FORD)	TAURUS	987aaa	12/18/2018		0 Z
123		HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		❷ ℤ

- Enter the vehicle details into the Fleet Vehicle Search window then click Search. For detailed instructions on how to search for vehicles refer to "Search All Vehicles " on page 651.
- 3. Click the edit *icon* to the right of the vehicle in the **Fleet Vehicle Search Results** window you want to assign.

Note: Vehicles with a status of *Sold* or *Out of Service* cannot be edited by an officer.

4. Click on the Assignments tab from the Edit Fleet Vehicle window.

								Go Back
🛱 Vehicle	≅Assignments	📽 Fuel / Oil / Mileage						
								Add Assignment
Show 10	entries							
Officer(s)/	Employee(s)	Assign Date	11	Assign End Date	1J	Mileage	Comments 1	Actions
Saur1, Chris 10/02/2017 User, ODL, 07/06/2017	stine, ID# 12345 1115 - ID# 123456 1115 -	07/06/2017 1115						
Saur1, Chris 07/06/2017	stine, ID# 12345 0945 -	07/06/2017 0945						
Livingwell, 0 06/09/2017	Charles, ID# 2014 0908 -	06/09/2017 0908						6
Showing 1 to	o 3 of 3 entries						Pre	vious 1 Next

Click Go Back to return to the Fleet Vehicle Search Results window, if you wish.

5. Officers can be assigned two ways: Add yourself to new or existing assignment.

#### Add Yourself to a New Assignment

a. Click on 🖶 Add Assignment on the Edit Fleet Vehicle window to create a new assignment and enter the necessary data.

Vehicle Assig	Inment		×
START DATE	END DATE	START MILEAGE	END MILEAGE
03/15/2021 1115	1		
COMMENTS			
Officer/Empl	oyee Assignm	ent	
OFFICER/EMPLOYEE		START DATE	END DATE
Charles Livingwell	E	03/15/2021 1115	<b>#</b>
			Cancel Save

The Officer/Employee defaults to you and cannot be changed.

- b. Enter your Start Date if different than the default.
- c. Click **Save** to create the assignment, or click **Cancel** to return to the **Assignments Tab** without saving.

#### Add Yourself to an Existing Assignment

a. Locate the Assignment in the **Edit Fleet Vehicle** window, then click the edit **I** icon to display the Officer/Employee Assignment window.

The bottom **Officer/Employee** defaults to you and cannot be changed. Other fields in gray cannot be changed.

- b. The **Start Date** defaults to the current date but may be changed.
- c. Enter the End Date and Comments, if applicable.

**Note**: To end the Assignment, there must be an **End Date** on the Assignment itself.

- d. Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.
- **Note:** You can create or edit *Fuel and Oil* and *Service Requests* for the vehicle once you have assigned yourself to the vehicle. For details refer to "Manage Fuel, Oil, and Mileage" on page 658.

Your new assignment puts the vehicle in ODL and sets status to *Assigned*. The new assignment also appears in your **Current Assignments** window.

#### End Self-Assignments

To close an entire Assignment that you assigned to yourself, you must enter the **End Date** on both the *Vehicle Assignment* and *Officers/Employee Assignment* sections. You cannot close an Assignment that was created by another user.

**Note**: The End Dates must be on or before the Assignment End Date.

6. Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

#### Delete Assignments

You may delete assignments that are created by you, and only when you are the only officer on the assignment.

1. Locate the assignment to delete then click on the Delete icon 🔳.

2. A confirmation window appears. Click Yes to delete or No to exit without deleting.

Message From RMS	
Are You Sure?	
	No Yes

### Delete Data

Click the Delete icon to delete records that were created by you. If the Delete icon does not exist, then you do not have the ability to delete. While Service Requests are used in the example below, the same procedure applies to other areas of the application.

Service Requests			Add S	ervice Request
Туре	Status	Request Date	Description	Actions
Equipment	Pending	12/19/2018	testing coming from ODL	<b>e</b>

The following confirmation screen appears.

Message From RMS	
Are You Sure?	
	NoYes

Click Yes to delete or No to return to the previous window without deleting.

# **Fleet Clerk**

By having the **Fleet Clerk** permission category, you can perform the following in the **Fleet Management** module:

- View fleet vehicles.
- You can add fuel, oil & mileage records to fleet vehicle records.
- You can edit fuel, oil & mileage records only if you are the creator and only within the lock hours.

**Note:** Fleet Managers and Administrators have the ability to add, update, and delete Fleet Vehicles that were created by others if given appropriate permissions.

To access Fuel, Oil, & Mileage:

- 1. Click on the **Records Management** menu then **Fleet Management** sub-menu to open the Fleet Vehicle Search page.
- 2. Search for and select the Vehicle.

**Note:** For more information on searching and selecting, refer to "Search Vehicles" on the facing page.

		Go Bac					
⇔Vehicle ≔Assignments	🕶 Fuel / Oil / Mileage	Three Tabs					
Fleet Vehicle Information							
Agency	VEHICLE ID						
District 42, Versailles	66						
YEAR	Маке	MODEL					
2018	TOYOTA(TOYo)	Highlander					
VIN	Туре	STYLE					
987YYYY							
LICENSE #	LICENSE STATE						
YYY123	California						
PRIMARY COLOR	SECONDARY COLOR	SECONDARY COLOR					
DESCRIPTION							
STATUS	UNIT NUMBER	CATEGORY					
Assigned	D123						
Assignment	GROUP	BUDGET					
Rating	Funding Vendor						
PURCHASE DATE	PURCHASE PRICE	PURCHASE FROM					

The View Fleet Vehicle window contains three tabs:

|--|

Vehicle

- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. This tab opens by default. Assignments

- A history of officers assigned to the vehicle, along with the dates.

Fuel/Oil/Mileage

- A summary of the type of fluids put in the vehicle with dates, along with mileage. Access this tab to add records, or update records if you are the creator and only if within the lock hours.

**Note:** The Vehicle and Assignment tabs are read-only.

Click on the **Fuel/Oil/Mileage** tab to add, update, or delete records. Refer to "Search Vehicles" below for details.

Or, click on the **Go Back** button to return to the previous window.

#### Search Vehicles

1. Click on the **Records Management** menu then **Fleet Management** sub-menu to open the Fleet Vehicle Search page.

Fleet Vehicle Search							
Vehicle Search							Go Back
Agency							
Indiana State Police	Ŧ						
Year		Маке			Model		
				8			
Vin		Туре			STYLE		
		-Select-		•	-Select-		•
LICENSE #		LICENSE STATE					
		-Select-		•			
MISC ID TYPE		MISC ID VALUE					
-Select-	•						
FLEET ID		SERVICE REQUEST STATU	s		Status		
		-Select-	,	•	-Select-		T
UNIT NUMBER		CATEGORY			Assignment		
		-Select-	,	•	-Select-		•
GROUP		BUDGET			RATING		
-Select-	Ŧ	-Select-	,	•	-Select-		T
CURRENT MILEAGE		DELINQUENT MILEAGE					
MAINTENENCE DATE FROM	MAINTENEN	ICE DATE TO	MAINTENENCE MILES	FROM	i i i	MAINTENENCE MILES TO	
<b>#</b>		曲					
Additional Search Criteria							
-Select-							
		Go Báck	Search				

- Note: The Agency of the vehicle defaults to the Agency of the logged in user; however, you can change it to any agency within the organization by clicking on the  $\checkmark$ .
- 2. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc., then click **Search** to display the results.

B B D db 57 (assuit(s) found										New Search
Vehicle ↓1 ID	Unit Number	Make 11	Model 11	Status ↓î	Agency 11	Assigned It Officers/Employees	Purchased 1 Date	Current II Mileage	Actions	
72	Test1	DODGE(DODG)	Charger	Assigned	District 34, Jasper	Super Maj Captain, Frawley, Fred, ID# 454	12/01/2020	100	•	Ø
71	DMM004			Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014			0	ď
70		ΤΟΥΟΤΑ(ΤΟΥο)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	0	C

#### Add Fuel, Oil, and Mileage

1. Locate the vehicle you want to edit then click on the Edit icon in the Actions column of the Search Results window to open the Edit Fleet Vehicle page.

				Go Back			
🛱 Vehicle	⊟ Assignments	🐝 Fuel / Oil / Mileage					
Fleet Vehic	le Information						
Agency			VEHICLE ID				
District 42	, Versailles		63				
Year			Маке	Model			
2018			FORD/COURIER/FORD GOLDLINE CAMPER(FORD)	TAURUS			
VIN			TYPE STYLE				
dfdfdfdf							
LICENSE #			LICENSE STATE				
987aaa							
PRIMARY COLOR			SECONDARY COLOR				
DESCRIPTIO	DN .						

 Click on the Fuel/OilMileage tab, then click Add Fuel/Oil/Mileage Record to add a new record. 12/04/2019 1131

曲

🛱 Vehicle	⊟ Assignments	× Fuel / Oil / Mileage						Go Ba
							🗘 Add Fuel / Oil / 1	Mileage Rec
Show 10 4	Creator 1	Date of Info 1	Comments	Fuel / Oil	Costs	Payment	Actions	
5242	Saur, Christine	02/13/2019 1400				Vendor: Caseys		
5060	Simpson, Homer	01/07/2019 1050		Fuel: 10				
5050	Hicks, Aaron	12/19/2018 0935	0	Fuel: 20 Oil: 20	Fuel: 20 Oil: 20 Fluid: 20	Payment: Credit Card Vendor: DMM		
Showing 1 to	3 of 3 entries						Previous 1	Next
Fuel/0	il/Mileage	9				×		
CURRENT MIL	eage/Hours	Mileage/Ho	durs Odometer	1	Miles/Hours U	JSED		
13505					-			
DATE OF INFO	,	OFF DUTY N	AILES		SERVICE INTER	VAL		

Only relevant fields for which you need to supply data display automatically.

-Select-Click to show all

hidden fields

Cancel

Click the **Show Fields** button to display all available fields.

Show Fields

- The Current Mileage/Hours and Miles/Hours Used fields are both read-only.
- Fields with a down arrow supply a list of values from which to choose. Click on the field then choose from the list that appears.
- Service Interval allows you to select the number of miles until the next service. The list values are configured by the agency. For details, refer to your administrator.

SERVICE INTERVAL		
-Select-	•	
-Select-	-	
5,000		
10,000		
15,000		
20,000		
25,000		
30,000		
35,000		
40,000		
45,000		
50,000		
55,000		
60,000		
65,000		

3. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel/Oil/Mileage** tab without saving.

4. If you chose to click **Save**, the record appears under the **Fuel/Oil/Mileage** tab of the **Edit Fleet Vehicle** screen.

The **Current Mileage** looks at service maintenance records and fuel/oil/mileage records to find the max mileage entered for the vehicle.

The **Cost of Ownership** displayed on the **Vehicle Tab** reflects the *Purchase Price* + *All Fuel* & *Oil Costs* + *All Service Maintenance Costs* entered for the vehicle.

🛱 Vehicle	⊞ Assignments 🛛 🛩	Fuel / Oil / Mileage								Go Bao
Add Fuel / Oil Record										
Mileage	Creator 11	Date of Info	11	Comments	11	Fuel / Oil	Costs	Payment	Ad	tions
5535	Smith, Johnny	03/23/2020 1431								2
5242	Saur, Christine	02/13/2019 1400						Vendor: Caseys		
5060	Simpson, Homer	01/07/2019 1050				Fuel: 10				
5050	Hicks, Aaron	12/19/2018 0935		0		Fuel: 20 Oil: 20	Fuel: 20 Oil: 20 Fluid: 20	Payment: Credit Card Vendor: DMM		
Showing 1 to	Showing 1 to 4 of 4 entries Previous 1 Next									

The *Edit* and *Delete* icons appear on fuel/oil/mileage records to which you have appropriate permissions.

#### Edit Fuel , Oil, and Mileage

You can edit records under the following conditions:

• You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have edit fuel and oil permissions.
- 1. Click on the edit *I* icon and apply the necessary updates.
- Click Save to apply the changes, or click Cancel to return to the Fuel/Oil/Mileage Tab without saving.

#### Delete Fuel, Oil, and Mileage

You can delete records under the following conditions:

• You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can delete the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have delete fuel and oil permissions.
- 1. Click on the delete icon 💼 to delete a Fuel/Oil/Mileage Record.
- 2. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Fuel/Oil/Milage** window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

# **Chapter 32. Lost and Found Property**

# Lost and Found Property Overview

The **Lost and Found Property** module allows you to create, save, and edit *Master Property* records and mark them as lost. The **Lost and Found Property** module is included with the full subscription of Online RMS, though it is disabled for initial deployment. Please contact Caliber Support if your agency would like this module enabled.

When the module is enabled, user access is controlled by permissions configured by your administrator. For more information on permissions see your administrator.

This module utilizes the **Master Property Index**, where property data is represented only once for consistency. **Master Property** data is easily transferred to a new **Lost and Found Property** record by searching the **Master Property Index** for the appropriate property record. For more information on **Master Indicies** refer to "Master Indices" on page 75.

Lost and Found Property can be created and managed two ways within Online RMS:

- From the **Standalone Module** by selecting the *Lost and Found* option under the *Records Management Menu*.
- Incident Lost and Found Property (similar to logging property as evidence or held property).

# **Standalone Module**

There are two ways to access the Lost & Found Standalone Module:

• Click the **Records Management Menu** then click the **Lost and Found** submenu option.



• Click on the Records Management Menu then click on the Lost & Found link.

Master Indices -	Records Ma	nagement 🔻	Forms And Re		
	Records N	lanagement			
	Civil Proce	ess			
Records Manageme	nt				
Assets &	Citation &	Civil Process	Evidence	Delegate	Fleet
Inventory	Enforcement Activities		Management	Privileges	Management
?			BERMIT	R.	
Lost & Found	Officer Assets & Inventory	Officer Daily Logs	Permits	Personnel Management	Photo Lineup
		SHEER PROF			
Training	Vehicle Tow/Impound	Warrants			
Person Records	Organization	Address	Vehicle		
	Records	Records	Records		

The *Property Lost & Found Search* screen appears. Click on the **Add New Lost & Found** button to create a new **Lost & Found** record if necessary.

			Add New Lost & Found
Property Details			
INDEX ID	SERIAL NUMBER	DESCRIPTION	
CATEGORY			
All O Property O Dr	rugs 🔾 Document 🔍 Curre	ncy 🔾 Guns	
Lost & Found Details			
Agency	ID	FOUND BY	INCIDENT REPORT #
District 42, Versaill 🔻			
FOUND DATE FROM	FOUND DATE TO	CREATED DATE FROM	CREATED DATE TO
<b></b>	<b></b>	<b></b>	<b></b>
COMMENTS			
Current Custody			
LOCATION	FIRST NAME	Last Name	
-Select-			
Disposition			
DISPOSED	DISPOSITION DATE FROM	DISPOSITION DATE TO	DISPOSITION REASON
-Select-	曲	<b></b>	-Select-
RELEASED TO	COMMENTS		
	Go Back F	Reset Search	

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" below .

# Search Lost and Found Property

Access the **Lost & Found** Standalone Module to begin the search. For more information on accessing the module refer to "Standalone Module" on page 673.

The Property Lost & Found Search screen appears.

Online RMS11.6

			Add New Lost & Found
Property Details			
INDEX ID	SERIAL NUMBER	DESCRIPTION	
CATEGORY			
● All ○ Property ○ Dr	ugs 🔾 Document 🔾 Curre	ncy 🔾 Guns	
ost & Found Details			
Agency	ID	FOUND BY	INCIDENT REPORT #
District 42, Versaill			
FOUND DATE FROM	FOUND DATE TO	CREATED DATE FROM	CREATED DATE TO
<b></b>	苗	苗	<b>#</b>
COMMENTS			
Current Custody			
LOCATION	First Name	Last Name	
-Select-			
Disposition			
DISPOSED	DISPOSITION DATE FROM	DISPOSITION DATE TO	DISPOSITION REASON
-Select-	<b></b>	曲	-Select-
RELEASED TO	COMMENTS		
	Go Back R	leset Search	

Choose one **Category** to display additional search fields. The search fields change based on the selected **Category**.

			Add New Lost & Found
Property Details			
INDEX ID	SERIAL NUMBER	DESCRIPTION	
CATEGORY			
○ All ● Propert	y 🔾 Drugs 🔍 Document 🔾 (	Currency 🔍 Guns	
Туре	MISC/OAN	Маке	MODEL
-Select-	•		
PRIMARY COLOR	SECONDARY COLOR	QUANTITY	
-Select-	<ul> <li>Select-</li> </ul>	•	

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

_	_		_			Refine Search	New Search A	dd New Lost & Found
Là I	ID 11	3 result(s) f Agency ↓↑	found Property ↓↑	Found By It	Date Found ↓↑	Current ⊥↑ Custody	Custody ↓↑ Date	Actions
	35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	£ C 💼
	15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	<ol> <li>Disposed</li> </ol>	08/23/2017 1551	6
	2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	<ol> <li>Disposed</li> </ol>	08/23/2017 0905	6
				Refine Sear	ch New Search			

Click New Search to start a new search, or Refine Search to modify your search.

You can **Export** the *Search Results* to a file by clicking on one of the export icons. For more information on exporting *Search Results* refer to "Export Search Results" on page 32.

From the *Search Results* window you can handle one record, or multiple records at once.

#### Specific Record

Dispose, Edit, or Delete a specific record.



If an icon does not appear in the *Actions* column then you do not have proper permissions to perform that *Action*. For example, if the **Dispose** icon does not appear then you do not have permissions to **Dispose** that record. For more information on permissions refer to your administrator.

#### Multiple Records

Online RMS provides a function to process multiple **Lost & Found** records at once. **Mass Dispose**, **Mass Change Custody**, and **Print Labels** buttons appear when one or more records on the *Property Lost & Found Search Results* screen are selected. Click one of the three buttons to process all selected records.

						Refine Sea	rch New Search	Add New Lost & Found
	🗎 🍫 🛛 3 result(s) found	1 Item(s) Selected	ass Dispose Mass Change C	ustody Print Labels				
<b>ID</b> 11	Agency	Property 11	Found By	Date Found		Current Custody	Custody Date	1 Actions
 35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723		Safe in Storage Room	11/13/2017 1703	🔒 🗹 💼
15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300		Disposed	08/23/2017 1551	2
2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400		<ol> <li>Disposed</li> </ol>	08/23/2017 0905	6
Refine Search New Search								

For more information on processing records in bulk refer to "Mass Lost and Found Functions" on page 686.

# Add Lost and Found Property

Before you add a new record, first search to ensure it doesn't already exist. For more information on searching, refer to "Search Lost and Found Property" on page 675

The search results displays a message when the record you are searching for does not exist.



#### Create a New Master Property Index Record

If the record you are searching for does not appear in the *Lost & Found Search Results* then it's likely it does not exist in the index, so you need to create it.

Click on the **Add New Lost & Found** button on the top right of the *Lost & Found Search Results* window to display the *Add Property* screen.

Choose one **Category** on the *Add Property* screen. Additional fields appear based on the selected **Category** as shown in the below examples.

Property Information			Go Back
SECURITY LEVEL	CATEGORY		
Level 1 - Access to all Data		RUGS O DOCUMENTS O CURREN	cy O Guns
Түре	SERIAL #	MISCELLANEOUS / OAN	VALUE
WATCH 🗸	AC12345		500.00
МАКЕ	MODEL	PRIMARY COLOR	SECONDARY COLOR
Timex	Easy Reader	Gold 🗸	-Select-
QUANTITY	ITEM DESCRIPTION		
1	Woman's watch.		
DATE OF INFO	COMMENTS		
3/18/2019			
	Go Back Save	Save & Select	
Property Information			Go Bac
SECURITY LEVEL	CATEGORY		
Level 1 - Access to all Data			URRENCY O GUNS
Түре	BANK	DOCUMENT NUMBER	DATE
CREDIT CARDS			•
ACCOUNT NAME	ACCOUNT #	PAYABLE TO	AMOUNT
ENDORSEE	ITEM DESCRIPTION		
DATE OF INFO	COMMENTS		
	COMMENTS		
3/18/2019			
	Go Back	Save Save & Select	
Property Information			Go Bac
SECURITY LEVEL	CATEGORY		
Level 1 - Access to all Data		DRUGS     O DOCUMENTS     O C	URRENCY O GUNS
ТҮРЕ	DRUG TYPE	QUANTITY	MEASURE
PLANT 🗸	SUSPECTED MARIJUANA	/	-Select-
ITEM DESCRIPTION			
DATE OF INFO	COMMENTS		
3/18/2019	COMMENTS		
5/10/2019			
	Go Back	Save Save & Select	

Enter the necessary data. then click **Save & Select** to transfer the newly added record to a new *Lost & Found* record.

#### Create the Property Lost & Found Record

The new property record you just created transfers into the **Add Property Lost & Found** screen.

					Go Back	
Property	Informat	tion transferred f	rom Master Pro	perty		
ТҮРЕ	MAKE	MODEL	SERIAL #	COLORS	QUANTITY	
WATCH	Timex	Easy Reader	TIME1234	Gold	1	
<b>VALUE(\$)</b> 400	DATE OF INFO 03/07/2019	<b>INDEX ID</b> 1859	INDEX ID 1859			
Location / Person						
FOUND BY		DATE / TIME FO	DATE / TIME FOUND		TE / TIME	

Enter the remaining lost and found information then click **Save** to open the *Edit Lost & Found* screen.

For more information on editing lost and found records, refer to "Edit Lost and Found Property" below.

# **Edit Lost and Found Property**

Access the **Lost & Found** Standalone Module then search for the record(s) you want to **Edit**.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 673.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 675.

From the Search Results window click on the Edit icon on the record you want to update.

					Refine Searc	h New Search A	dd New Lost & Found
B         B         I							
ID↓†	Agency ⊥1	Property 11	Found By	Date Found 🛛 🕸	Current Custody	Custody Date 11	Actions
42	District 42, Versailles	1 PLANT		01/01/2019 1534	<ol> <li>Disposed</li> </ol>	02/15/2019 1534	<b>2</b>
41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317	£ 🗹 🖬
40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315	£ 🗹 💼
39	District 42, Versailles	() WATCH	Dana	03/27/2018 0545	Front Counter	03/27/2018 1300	e 🗹 🗖
38	District 42, Versailles	BANK RECORDS	Nelly Botch	03/27/2018 0000	, Truth, Kat, ID# 253523	03/27/2018 1246	ê 🗹 📋

**Note: Disposed** records cannot be updated unless you have *Edit Disposition Information* permissions. For more information on permissions refer to your administrator.

The *Edit Property Lost & Found* screen appears. The *Master Property* information appears on the top section, *Lost & Found Property* information on the middle section, and *Chain of Custody* information on the bottom section.

						Go Back	Dispose	Print Label
Property					View Pro	perty Details 🛛	🕈 Update Pr	operty Details
Туре	QUANTITY	V	'ALUE <b>(\$)</b>	DATE	OF INFO	INDEX ID		
ALCOHOL/LIQU	0	1	100	04/0	8/2019	1908		
Lost & Found Details Master Property Index Section								
ID			FOUND BY			DATE / TIM	e Found	
55						04/08/2	019 1040	曲
COMMENTS								
			Sa	ive				
Incident								
Report #	Agency	1	Occurrence Date	L	ocation		A	ctions
2017-11-317- 000025	District Versaille	42, es	11/13/2017 094	5 5 4	00 South Oa 6040	k Street Fortvill	e, IN	•
Chain of Custor	ły				🔒 Prir	nt Chain of Cust	tody 🔂 Cha	ange Custody
						Search:		
Custody Date	11	Person / L	ocation	ţ†	Creator	11	Comment	ts 11
04/08/2019 1040	)	Back Roon	n		Homer Sim	npson		

With the proper permissions, you can click on the **View Property Details** or **Update Property Details** link to **View** or **Edit** the *Master Property Index* record respectively. For more information on permissions refer to your administrator.

Click on the Change Custody link to display the Add Custody Entry screen.

Add Custody Entry		
CUSTODY DATE / TIME		
03/18/2019 1617		曲
SELECT DESTINATION    Location   Person		
SELECT A LOCATION		
-Select		~
COMMENTS		
	Cancel	Save

Select either Location or Person.

- If you selected **Location** then select a Location from the displayed list.
- If you selected **Person** then enter part of the officer's name in the text box and select the appropriate name that appears in a list.

#### Select Save.

You can also **Dispose** the selected record, or **Print Label**.

Go Back	Dispose	Print Label
---------	---------	-------------

**Note:** For more information on how to **Dispose** a record refer to "Dispose Lost and Found Property" on the facing page.

# **Delete Lost and Found Property**

Access the **Lost & Found** Standalone Module then search for the record(s) you want to **Delete**.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 673.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 675.

From the *Search Results* window click on the **Delete** icon in the *Actions* column on the record you want to delete.

					Refine Search	New Search A	dd New Lost & Found
B         B         4/2         39 result(s) found							evious 1 2 Next
ID↓↑	Agency ↓†	Property ↓↑	Found By ↓↑	Date Found ↓↑	Current ↓↑ Custody	Custody ↓↑ Date	Actions
42	District 42, Versailles	9 PLANT		01/01/2019 1534	Disposed	02/15/2019 1534	<b>e 1</b>
41	District 42, Versailles	3 ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317	£ 2 💼
40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315	£ 2 î

#### A confirmation window appears.

Message From RMS	
Are You Sure?	
	NoYes

Click Yes to delete or No to return to the Search Results window without deleting.

# **Dispose Lost and Found Property**

**Dispose** is considered the end of life for the **Lost & Found** record(s).

Access the **Lost & Found** Standalone Module then search for the record(s) you want to **Dispose**.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 673.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 675.

From the Search Results window you can **Dispose** multiple records at once, or a specific record.

5	Refine Search     New Search     Add New Lost & Found       Ib     Ib     Ib     Ib     Ib     Ib								
	<b>ID</b> U1	Agency IT	<b>Property</b>	Found By 🕸	Date Found ↓↑	Current I Custody	Custody II Date	Actions	
	35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	£ 2 i	
	15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	<ol> <li>Disposed</li> </ol>	08/23/2017 1551	2	
	2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	<ol> <li>Disposed</li> </ol>	08/23/2017 0905	6	
	Refine Search New Search								

# Dispose Multiple (Mass) Records

Select all records you want to **Dispose**, then click the **Mass Dispose** button.

						Refine Sea	rch New Search A	dd New Lost & Found
ß		🗎 📣 🛛 3 result(s) found	1 Item(s) Selected	ass Dispose Mass Change C	Custody Print Labels			
	<b>ID</b> 11	Agency	Property 11	Found By ↓↑	Date Found	Current Custody	Custody Date 🗊	Actions
•	35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	🔒 🗹 🧰
	15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	<ol> <li>Disposed</li> </ol>	08/23/2017 1551	2
	2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	<ol> <li>Disposed</li> </ol>	08/23/2017 0905	2
	Bafine Caarch New Cearch							

For more information on the mass functions refer to "Mass Lost and Found Functions" on page 686

#### Dispose a Specific Record

Locate the record you want to **Dispose** of then click the **Dispose** icon to display the *Lost* & *Found Disposition* screen.



**Note:** If the **Dispose** icon does not appear then you do not have proper permissions to perform that *Action*.

						Go	Back	
Properties Selected								
Id	Property			Current	Custody	Custody Date		
42	Type: PLANT Drug: SUSPECTED M	ARIJUAI	NA Quantity: 0	Back Ro	om	02/15/2019 1534		
Disposit	tion Information							
RELEASED	то		PERSON					
• ENTER	NAME O SELECT PERSON							
RELEASED	BY		DISPOSITION DATE		DISPOSITION REASON			
User, C	DL, ID# 123456		03/18/2019 1620	曲	-Select-		~	
COMMEN	TS							
			Signature					
			Save					

Enter the necessary data in the fields provided.

• Click Enter Name of the person to whom the property will be released and enter their name in the text box, OR click Select Person then click on Select Person to choose a name from the Master Person Index.

RELEASED TO	PERSON
${\small \odot}$ Enter Name ${\small \bigcirc}$ Select Person	
OR	
RELEASED TO	PERSON
○ Enter Name   Select Per	rson Select Person Select Incident Person

For more information on the Master Person Index refer to MASTERINDICES.htm.

- Released By name defaults to the logged in user; however, it can be changed.
- **Disposition Date** and **Time** defaults to the current data and time; however, it can be changed.
- Select a **Disposition** from the list.
- Enter any **Comments**.
- If required by your agency, click on the **Signature** button for signature.

Click **Save** to display a successful confirmation message.



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	round ropolity	

Click the **Print Receipts** button to print receipts, or click **Exit** to return to the Search Results screen without printing receipts.

If you chose to **Print Receipts** then you click **Open** to print, **Save** for more options, or **Cancel** to return to the *Search Results* screen.

View and track your downloads	Search	h downloads			P
Name	Location	Actions			
LostAndFoundpdf 2.80 KB rms.public-safety-cloud.net	Do you want to open or save this file?	Open	Save	•	

**Disposed** appears on the property record in *Search Results*. Hover your mouse over or click on the blue circle to display detailed **Disposed** information.

			Hover ov for inform	er icon or click tation	Refine Search	New Search	Add New Lost & Found
Là Là	🗋 🎶 39 resu	ilt(s) found					Previous 1 2 Next
ID	11 Agency	1 Property	↑ Found By ↓↑	Date Found ↓↑	Current 1 Custody	Custody Date	1 Actions
42	District 42, Versailles	B PLANT		01/01/2019 1534	1 Disposed	02/15/2019 1534	2
<b>C</b>		LA Cur	te due to	Actions			
Cur	rent		τοαγ 💷	Actions			
Cus	tody	Dat	e				
9	Released	d To: Lab Tech					
5	Released	<b>1 By:</b> Saur, Chris	stine, ID# SAUR	111		-	
	Disposit	ion Date: 02/2	L/2019 1406				
ISP	lo:				m		
	Click to	view Entire En	try		_		
	L						

# **Mass Lost and Found Functions**

**Mass Lost and Found Functions** allow you to process **Lost & Found** records in bulk. There are three bulk (mass) functions available:

- Dispose
- Change Custody
- Print Labels

To process records in bulk, access the **Lost & Found** Standalone Module then search for the record(s) you want to process in bulk.
For more information on accessing the Standalone Module refer to "Standalone Module" on page 673.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 675.

From the *Search Results* window select one or more records you want to process, and with the proper permissions, **Mass Dispose**, **Mass Change Custody**, and **Print Labels** buttons appears.

						Refine Search	New Search Ad	dd New Lost & Found
	2 Item(s) Selected Mass Dispose Mass Change Custody Print Labels Previous 1 2 Next							
	ID↓↑	Agency ↓†	Property	Found By 🕸	Date Found ↓†	Current ⊥† Custody	Custody ⊥† Date	Actions
	42	District 42 Versailles	PLANT		01/01/2019 1534	Disposed	02/15/2019 1534	2
V	41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317	£ 2 💼
V	40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315	£ 2 💼
	39	District 42, Versailles	WATCH	Dana	03/27/2018 0545	Front Counter	03/27/2018 1300	£ 2 💼

### Mass Dispose

After selecting one or more records in the *Search Results* screen, click on the **Mass Dispose** button to display the *Lost & Found Disposition* screen.

						Go Back
Prope	rties Selected					
Id	Property				Current Custody	Custody Date
40	Type: AMMUNITION Make: add	Model:	adsf Serial #: 1 Value(\$): 1		Back Room	03/27/2018 1315
41	Type: ALCOHOL/LIQUOR Make	asdf Va	lue(\$): 0		ISP location	03/27/2018 1317
Dispos	sition Information					
RELEAS	ED TO		PERSON			
● En	ter Name O Select Person					
RELEA	SED BY		DISPOSITION DATE		DISPOSITION REASON	
Use	r, ODL, ID# 123456		03/18/2019 1629	<b>#</b>	-Select-	~
Сомме	NTS					
			Signature			
			Save			

Enter the necessary data in the fields provided.

• Click **Enter Name** of the person to whom the property will be released and enter their name in the text box, OR click **Select Person** then click on **Select Person** to choose a name from the *Master Person Index*.

RELEASED TO	PERSON
$\odot$ Enter Name $\bigcirc$ Select Person	
OR	
RELEASED TO	PERSON
○ Enter Name    Select Per	son Select Person Select Incident Person

For more information on the Master Person Index refer to MASTERINDICES.htm.

- Released By name defaults to the logged in user; however, it can be changed.
- **Disposition Date** and **Time** defaults to the current data and time; however, it can be changed.
- Select a **Disposition** from the list.
- Enter any **Comments**.
- If required by your agency, click on the **Signature** button for signature.

Click **Save** to display a successful confirmation message.



**Note: Disposed** records cannot be updated unless you have *Edit Disposition Information* permissions. For more information on permissions refer to your administrator.

### Mass Change Custody

After selecting one or more records in the *Search Results* screen, click on the **Mass Change Custody** button to display the *Mass Change Custody* screen.

				Go Back
Prope	erties Selected			
Id	Property		Current Custody	Custody Date
40	Type: AMMUNITION N	Make: adf Model: adsf Serial #: 1 Value(\$): 1	Back Room	03/27/2018 1315
41	Type: ALCOHOL/LIQU	OR Make: asdf Value(\$): 0	ISP location	03/27/2018 1317
Custo	dy Information			
CUSTO	DY DATE			
03/1	8/2019 1633	3		
SELECT	DESTINATION	SELECT A LOCATION		
• Loo	CATION O PERSON	-Select		~
Сомм	ENTS			
		Save		

Enter the necessary data in the fields provided.

- Click **Location** and select the location from the list, OR click **Person** then enter part of the officer's name and choose the appropriate name from the list that appears.
- The **Customer Date** and **Time** defaults to the current date and time. You can change it if necessary.
- Enter any **Comments**.

Click Save.

**Note:** Online RMS creates a new *Chain of Custody* with the entered information for each selected **Lost & Found** property record.

#### **Print Labels**

After selecting one or more records in the *Search Results* screen that need a label, click the **Print Labels** button.

# **Incident Report Lost and Found**

**Lost & Found** property can be created from the *Property & Vehicles* tab on the *Incident Report* and marked as **Lost & Found**. You can choose to single or mass properties.

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Note: The Lost & Found module must be turned on for your agency to utilize this module and functionality.

Exit Report Quick Print Print Transfer Exit Wizard Submit For Approva							
j≡ Summary	Header	≒ Offenses	💄 Names	🗞 Property & Vehicles	<b>≣</b> Narratives	@ Attachments	🕈 Validations
Incident Summary: 02/20/2019 0907 Hrs         Agency: District 42, Versailles           Offense(s): 14-29-8-5(2) - NATURAL RESOURCE- TRESPASS- CR         Report #: 2019D4210215 Supp #: 0 🖌							
Properties TOTAL VALUE(\$): 1500.00 All 🖳 🖨 Print Evidence O Add Property ~							

For more information on Lost & Found from the Property & Vehicles tab on the Incident Report refer to "Property & Vehicles Tab" on page 201.

# **Chapter 33. Expungements**

# **Expungements Overview**

When an agency is required to expunge a record, the specifics on what needs to be expunged are contained in the court order.

Note: Please refer to your agency's policy on Expunging Records.

This document provides suggestions for accommodating the expungement order by deleting or modifying records contained in Online RMS.

#### If the order specifies an offender on an incident report:

With appropriate permissions, you can expunge the offender from the report using the Offender incident expungement workflow. For workflow details, refer to "Expunge Offender or Arrestee" on page 695.

## If the order specifies an arrest:

With appropriate permissions, you can expunge an arrest record by using the Arrest Expungement process. For details, refer to "Expunge Field Arrest" on page 700.

### If the order specifies to delete an Incident Report, Arrest, and all related information:

It is easy to locate the Incident, and Arrest reports then delete them from Online RMS. When creating the delete comment, it may be beneficial to cite the court order.

#### Incidents

Incident reports must be in Initial status to allow for deletion:

 If the report is in Approved status, refer to "Changing Incident Status" on page 236 for detailed instructions on changing the status to Initial. For detailed instructions on deleting an Incident report, refer to "Delete Initial Incident Report" on page 243.

Below illustrates how to delete an initial report from Recent Activities, and the required comment dialog box:

Report # 11	Supp ⊥î #	Summary	Actions
2020D4210280	0	07/25/2020 15:00 Hrs - 123 East Main Avenue North denve CO 80401 - Offense(s) - 35-43-4-2 T68 - THEFT- POSSESS STOLEN PROPERTY	r, = 2 💼
Delete Inci	dent		
Please enter a	comment	for deletion of 2020D4210280 Supp # 0	
COMMENT			
		Cancel Delete	

Note: Deleted reports are not recoverable from the database.

#### Field Arrests/Citations/Field Contacts

If ordered, users with authority can delete Field Arrests, Citations, and Field Contacts using similar steps as with incidents by first querying for the record.

To delete Field Arrests, refer to "Delete Field Arrest" on page 335.

To delete Citations, refer to "Delete Citation" on page 502.

To delete Field Contacts, refer to "Delete a Field Contact" on page 353.

#### Investigative Case

If there is a follow-up Investigative Case associated with the Incident report, the delete process automatically removes the Incident from the associated Investigative Case.

 The associated Investigative Case should also be reviewed to delete any case comments that may reference the expunged person by name.

### Person Record

It is not necessary to delete a person record from Online RMS. Once an Incident report is deleted, the association to that report is deleted from the Master Indices Person record.

If preferred, an agency can choose to edit the Master Person record specified in the expungement order to change the person's name rather than delete the individual events.

As an example, some agencies change the person's name to the reference number of the expungement order to preserve the event records and remove any ability to find records when searching for the person's name. If this flow is preferred, keep in mind the individual records will need to be reviewed to remove the person from associated narratives or comment fields.

#### Orders to expunge records need to be handled on a case-by-case basis.

After reviewing your agency's current policy at the time of the order, and the decision is made on what records need to be deleted or edited, you can proceed to delete or edit those records within Online RMS. If you need further assistance, please submit a ticket to our Support Team.

# **External Repositories**

Caliber Online RMS contributes information from approved reports to external repositories such as NDEX. It may be necessary for agencies to expunge information contributed to these repositories by contracting them directly and following their expungement process.

# Interfaces

Your agency may contribute information to Caliber Online RMS through an interface with an external program. After the necessary information is expunged from Online RMS, you may need to contact the external vendor directly and follow their process to expunge the records in their program.

Examples of external interfaces are electronic ticket writers, crash reporting systems, and DWI/DUI reporting software.

# **Un-Expunge**

With proper permissions you can **Un-Expunge** an offender or arrestee on an Incident Report, or an entire Field Arrest. For more information, refer to "Un-Expunge" on page 703.

**Note:** Expunged records are not visible throughout Online RMS unless the user is granted permissions to view expunged details.

# Accessing the View Person Page

As with many areas of Online RMS, you can access the *View Person* page different ways:

• From the Master Person Record.

Search for the Master Person record by clicking on the **Master Indices** menu on the *Top Navigation Bar*, then click **Person** from the drop-down list to open the *Master Index Search* page.

Enter the person's last name, first name, or other information to yield the desired results, then click the **Search** button to open the *Person Search Results* page.

Click on the appropriate person's **last name** to open the *View Person* page, then click on the *Person Summary* tab.

							Refine Search	New Search Ac	ld Person 🛛 On	line RMS Statewi	de Search
Q Person Search Results											
📓 🖹 🍫 2 result(s) f	ound. 2 result(s) fou	nd using (	Online R	MS state	wide search.						
Last Name 💵 First Name 💵	Middle Name 💷	Title 💵	Sex ↓†	Race 11	DOB 11	SSN LT	Misc ID 11	Name Type 🛛	Index ID	11 Actions	
Aaberg Ken			м	W	07/09/1975	123-45-6789	asdf 4444 jkljkljkl 46456456 2548p731	Primary Name	469		ď
				_							
💄 Person Details	Person	Sumr	nary	I	ndex Sum	mary					

**Note:** For more information on Master Indices refer to "Master Indices" on page 75.

- From the Incident Report.
  - Search for and view the Incident Report. For more information on searching and viewing Incident Reports, refer to "View Incident Reports" on page 229.
  - While on the Incident Report click on the Names tab or the Offenders link.



- Locate the Offenders grid then click on the person's **Name** to open the *View Person* page.

Offenders				
Name	Age (Yrs)	Role(s)	Supp #	Actions
Aaberg, Ken Race: White Sex: M DOB: 07/09/1975	42 Years Old	Suspect / Offender	0	•

**Note:** For more information on viewing Incident Reports refer to "View Incident Reports" on page 229.

# **Expunge Offender or Arrestee**

You can expunge an offender or arrestee from a Incident Report, providing the Incident Report is *approved* and you have *Expunge Records* permissions. Refer to your agency administrator for more information on *Expunge Records* permissions.

Incident **Expungements** apply to the offender only as there may be more than one offender.

The Person Summary tab on the *View Person* page displays an **Expunge** column in the Involved Incidents grid. A red Expunge icon  $\overline{\mathbf{m}}$  appears in the **Expunge** column on records that qualify for expungement.

**Note:** For details on how to access the *View Person* page refer to "Accessing the View Person Page" on the previous page.

Locate the Incident Report on the Summary tab of the View Person page from which

you want to **Expunge** the offender, then click on the red Expunge icon <sup>IIII</sup> in the **Expunge** column to open the *Expunge Person* page.

### **Involved Incidents**

L	Expunge	Report#
		2018D4210186
		2017-0120
		2017-0091
		2016-BCSO- 000177
		2016D4210025
		2015ROOT0220
	<b>→</b>	2015ROOT0162
		2015ROOT0156
		2015ROOT0154
	â	0011315

On the *Expunge Offender* page, review the Summary and remove all text that relates to the identity of the person being expunged, then click the **Update Summary** button. Also review **Narratives** tied to this Incident Report and remove all references to that person.

**Note:** Online RMS saves the original and the edited versions of the Narrative.

					Go Back
Incident Informatio	on /: 07/28/2015 1713 Hrs	- 100 Ash Street INDIANAPO		Agenc	y: District 42, Versailles
Offense(s): 35-42-	2-1.5 - BATTERY- AGGR	AVATED		<b>Report #:</b> 2015R0	OOT0162 Supp #: 🚺 0
Person Information	n				
LAST NAME	FIRST NAME	DOB	SEX	RACE	ETHNICITY
Akbar	Allah	04/02/1980 (Age: 38)	Male	Middle Eastern	Arabic
DRIVER'S LICENSE #	SSN	GANGS		EMPLOYER NAME	INDEX ID
12345678	311-77-6788	American Hustle(Active)		Bank Of America	540
Incident Summary					
PLEASE REVIEW THE INC	DENT SUMMARY FOR A	NY REFERENCE TO THIS PERSON.			
	(Remov	ve text that relates to the Update	identity of the person Summary	being expunged.)	Remove identity references from
Incident Narratives	5				Narratives.
PLEASE REVIEW THE INC	DIDENT NARRATIVES FOR	ANY REFERENCE TO THIS PERSON.			
Title		Created By	Date Of Info	Supp#	Actions
Supplement#1 - I	Narrative	Simpson, Homer	07/28/2015	1	ľ
<ol> <li>Original Narrative</li> </ol>		Simpson, Homer	07/28/2015	0	ď
EXPUNGEMENT COMME	INTS				
		Go Back	Expunge		

Click the **Back** button if you choose to cancel the expungement.

Note: If you cancel the expungement after updating the Incident Summary text, you need to update Incident Summary back to its original version manually.

To continue with the expungement, enter **Expungement Comments** at the bottom of the page then click the **Expunge** button.

EXPUNGEMENT COMMENTS						
Enter your comments here.						
	Go Back Expunge					

The *View Person* page refreshes automatically, returning you to the *Person Details* tab. Click on the *Person Summary* tab to see **[Expunged]** in the **Expunge** column of the Incident.

#### **Involved Incidents**

L	Expunge	Report#
		2018D4210186
		2017-0120
		2017-0091
		2016-BCSO- 000177
		2016D4210025
		2015ROOT0220
	[EXPUNGED]	2015ROOT0162
		2015ROOT0156

Users without the *Expungement - View Expunged Records* permission do not see the Incident Involvement, and the Involvement counts do not include the Incident from which the person was expunged. For more information refer to "Expungement Results" below.

Expunged records are not visible in Online RMS without the *Expungement - View Expunged Records* permission. Refer to your system administrator for more information on permissions.

# **Expungement Results**

Online RMS protects the identity and related data of expunged offenders or arrestees by applying restrictions based on a combination of user permissions and an Expunged flag placed on the data.

## Offender or Arrestee Name Restrictions

The offender or arrestee's name is replaced with the word **EXPUNGED** for users *without* the *Expungement - View Expunged Records* permission.

The offender or arrestee's name displays with an **[EXPUNGED]** tag for users *with* the *Expungement - View Expunged* permission.

- Incident Summary Tab Offenders Grid.
- Incident Names Tab Offenders Grid (no view icon).
- Incident Names Tab View Victim page Victim/Offender relationship.
- Incident Property/Vehicle Tab View Property page Property Owner.
- Incident Property/Vehicle Tab View Vehicle page Vehicle Owner.
- Visualization Incident Quick View Offender Grid.
- Incident Mapping Incident Quick View Offender Grid.
- Case Management Involved Names Grid.
- Evidence/Property Labels Property Owner.
- Evidence/Property Lab Report Suspect/Offender box.



### Other Expunged Data Restrictions

The following changes are applicable throughout Online RMS for users *without* the *Expungement - View Expunged* permission.

- Master Indices Person Common Event Associations (offender is not displayed at all).
- Visualization Offender or Arrestee to Incident link.
- Visualization Person Quick View Person Summary tab (Incident not displayed for offender).
- Photo Lineup Person Quick View Person Summary (Incident not displayed for offender).
- Person Collapse Person Quick View Person Summary tab (Incident not displayed for offender).
- Incident Narratives If updated during the expunge process, only the edited expunged version can be viewed.
- Incident Search Name / Combo additional search criteria (Incident not returned when searching by offender).
- Incident Smart Search by name (Incident not returned at all).
- Incident Smart Search by any other part of incident (offender not displayed / image not displayed).
- Case Search Name additional search criteria (Incident not returned when searching by offender).

Online RMS displays the above data with an **[EXPUNGED]** tag on the record for users *with* the *Expungement - View Expunged* permission. Users with this permission can also view both the original Incident Narratives and the edited expunged versions.

**Note:** Regardless of the user's permissions, the Print Incident page does not display the expunged offender or arrestee's name, and Quick Print will not print the expunged offender or arrestee.

# **Expunge Field Arrest**

If you have the *Expunge Records* permission, locate the Involved Field Arrest on the Person Summary tab of the *View Person* page that you want to **Expunge**, then click on the red Expunge icon in the **Expunge** column to open the *Expunge Arrest* page.

Note: For details on how to access the *View Person* page refer to "Accessing the View Person Page" on page 694.

Involved Fi	eld Arrests						
Expunge	Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
	1507452	Arrestee	07/22/2015 0023	District 42, Versailles	35-43-4-2 T12 - THEFT- BUILDING MATERIAL	2015ROOT0154, 2015ROOT0156	•
Î	1504424	Arrestee	04/03/2015 1134	District 42, Versailles			()
<b>Ö</b>	1503405	Arrestee	03/18/2015 1134	District 42, Versailles			9
Î	1502371	Arrestee	02/20/2015 0023	District 42, Versailles			()
<b>İ</b>	1410278	Arrestee	10/01/2014 0023	District 42, Versailles			•

Review any Narratives tied to this Field Arrest and remove all references to that person.

**Note:** Online RMS saves the original and the edited versions of the Narrative.

Arrest Information						Go Back
Arrest Summary: 07/	• /22/2015 0023 Hrs 🚯				Ager	ncy: District 42, Versailles
Charges: THEFT- BUIL	DING MATERIAL					Arrest #: 1507452
Person Informatio	n					
LAST NAME Akbar	FIRST NAME Allah	<b>DOB</b> 04/02/1980 (Age: 38)	SEX Male	RACE Middle Easter	n	ETHNICITY Arabic
DRIVER'S LICENSE # 12345678	SSN 311-77-6788	GANGS American Hustle(Active	e)	EMPLOYER NAM Bank Of Amer	ИЕ ica	INDEX ID 540
Narratives						
Please review the ar	rest narratives for an	y reference to this person.				
Title	Creator Name	Da	te Created	4	Actions	
		No Data	To Display			
EXPUNGEMENT COMM	ENTS					
Enter your comment	s here.					
		Go Back	Expunge			

Click the **Back** button if you choose to cancel the expungement.

To continue with the expungement, enter **Expungement Comments** then click the **Expunge** button.

The *View Person* page refreshes automatically, returning you to the *Person Details* tab. Click on the *Person Summary* tab to see the **[Expunged]** tag in the **Expunge** column of the Involved Field Arrest.

Invo	ved	Field	Arrests

Expunge	Arrest Number	Role(s)	Arrest Date	Agenc	Charges	Incidents	Actions
	1507452	Arrestee	07/22/2015 0023	District 42, Versailles	35-43-4-2 T12 - THEFT- BUILDING MATERIAL	2015ROOT0154, 2015ROOT0156	0
ā	1504424	Arrestee	04/03/2015 1134	District 42, Versailles			•
<b>D</b>	1503405	Arrestee	03/18/2015 1134	District 42, Versailles			۲
Î	1502371	Arrestee	02/20/2015 0023	District 42, Versailles			0
ā	1410278	Arrestee	10/01/2014 0023	District 42, Versailles			۲

Users *without* the *Expungement - View Expunged Records* permission do not see the Arrest Involvement or the Involvement counts for the expunged Field Arrest. Refer to your agency administrator for more information on permissions.

Users with the Expungement - View Expunged Records permission the Involvement counts remain unchanged, the Field Arrest displays with an **[Expunged]** tag, common events to people, organizations, addresses, vehicles and property display, and an Un-Expunged icon appears to reverse the expungement.

# **Expungement Results**

Online RMS protects the identity and related data of expunged records by applying restrictions based on a combination of user permissions and an Expunged flag placed on the data.

For users *without* the *Expungement* - *View Expunged Records* permission, the Field Arrest will *not* display as follows:

- Field Arrest Search Results (search by number, Arrestee, Names).
- Incident Summary Tab Arrest Grid (if associated).
- Warrants Arrest Grid (if associated).
- Incident Names Tab View Victim Page– Victim/Offender relationship.
- Master Indices Common Event Associations/Involvement Counts.
- Incident Mapping Incident Quick View.

**Note:** For more information on reversing an expungement refer to "Un-Expunge" on the facing page.

• Visualization – Incident Quick View.

Online RMS displays the above data with an **[EXPUNGED]** tag on the record for users *with* the *Expungement - View Expunged* permission. Users with this permission can also view both the original Incident Narratives and the edited expunged versions.

# **Un-Expunge**

Only users with the *Expungement - View Expunged Records* permissions can **Un-Expunge** an offender or arrestee on an Incident, or **Un-Expunge** a Field Arrest.

Click the red Expunge icon in the *Expunge* column for the Incident or Field Arrest on the Person Summary tab of the View Person page.

Note: For details on how to access the *View Person* page refer to "Accessing the View Person Page" on page 694.

### **Involved Field Arrests**

Expunge	Arrest Number
[EXPUNGED]	1507452
Ē	1504424
Ē	1503405
Ē	1502371
Ē	1410278

A confirmation message appears asking if you are sure. Click **Yes** to continue or click **No** to close the message without expunging.

Message From RMS		
This will un-expunge the arrest record. Are you sure?		
	No	Yes

If you chose to expunge, the Field Arrest becomes viewable to all users of the system, and the system discards both the edited expunge Narrative and Incident Summary.

# **Chapter 34. 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 706.

- 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 711.

For more information on **Training Videos Library**, refer to "Training Videos Library" on page 706.

# **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	Dnly Show Videos Added in Last       10       Day(s)       Only Show       -Select-       Videos       Reset       Filter         Image: Contract of the second se					
Other Videos							
		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	▼ Videos	Reset	Filter
Other Videos								
	Other	PUBLISAF	err					
	101	Jay(s) Ago	VValu	ineu				
		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 706.
- 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**.

PUBLI SAFE	<b>⊖r</b>
Other - No Page	
Incidents - Smart Search	
10 Day(s) Ago	Watched

# **Chapter 35. Training Module**

# Overview

The Online RMS **Training** module provides users with proper permissions the ability to create **Training Courses** and **Certifications** with date ranges and required pre-requisites, then easily track employee involvement to ensure they each obtain and maintain the necessary training and certification based on their job duties.

This module is available with full subscription access to Online RMS. It is disabled by default but can be enabled, and additional user training is available for purchase. Contact Caliber Public Safety Support for more information.

The **Training** module can be configured specific to your agency's needs, such as an eligible list of course types (i.e. gun safety, mobile training, etc.) and classification levels. Refer to the Online RMS Administrator Guide for details on configuring these items.

There are two components to the **Training** module:

Courses

Training classes with specific focus to refine skills (i.e., Online RMS training).

Attendees can be assigned to Courses two different ways:

- a. From the Course Instance record.
- b. From the Employee record.
- Certifications

Proof of achieving specific skills or knowledge level that are mandatory for specific job duties (i.e., gun safety certification).

Attendees can be assigned to Certifications one way:

a. From the Employee record.

# **Training Module Dashboard**

Click the **Records Management** menu on the *Top Navigation Bar*, then click on the **Training** option to access a consolidated pathway for viewing and managing training data from a single screen.

ster Indice	s 🕶 🛛	Records Management 🔻	Forms And Re							
		Records Management								
		Citations / Enforcemen	ts							
		Civil Process								
		Collapse 🔻								
		Delegate Privileges								
		Evidence Management	n							
		Fleet Management								
Searc	n	Inventory Managemen	t 🚽							
11	La	Lost And Found	TL -							
г	11	Officer Daily Logs								
	CS	Officer Inventory Mana	gement							
	11	Permits								
	11	Personnel Managemen	it 👘							
OFDATED	CS	Photo Lineup	_							
	11	Training								
	CS	Vehicle Tow/Impound								
e decision	11	Warrants								
O Uncoming	1 Cours	es 🗭 Expired Courses	Near Expired	Courses	🛱 Expired	d Certifications	Go Back	Manage (	Courses	I
Soarch		Foarst	Recet						Show	Ì
Course		Start	America		*1	1 a setion	†1		51101	
Basic Tra	inina	100	Agency		1+	Location	1+	Start Date	1+	
Basic Tra	inina	102	District 35. Evar	nsville						
Dana Cor	urse		District 42, Vers	ailles		State				
Gun Safe	ty		District 42, Vers	ailles						
Matt's k9	test (	course	District 35, Evar	nsville						
Online R	MS Tr	aining				Room 500				
1 Test123										
bowing 1 to	7 of	7 entries								
iowing 1 to	,,,,,,,	/ chules							Prev	

Note: The Training Dashboard contents are based on permissions and can vary by user. For more information on permissions, refer to your system administrator.

The Training Dashboard consists of several features:

 There are five tabs that contain various course and certification information. Each tab contains links that allow you to view or edit information, depending on your permissions set by the agency administrator. Available links vary by tab as outlined below.

#### Upcoming Courses

- A current list of active courses.
- View or edit upcoming courses.

#### Expired Courses

- A list of closed or inactive courses.
- View or edit employee records that are tied to an expired course.
- View or edit an expired course.

#### Near Expired Courses

- A list of courses that are scheduled to close in the near future making them unavailable.
- View or edit employee records that are tied to courses nearing expiration.
- View or edit courses nearing expiration.

#### **Expired Certifications**

- A list of expired certifications by employee.
- View or edit employee records that are tied to expired certifications.
- View or edit expired certifications

#### **Near Expired Certifications**

- A list of certifications about to expire by employee.
- View or edit employee records that are tied to certifications nearing expiration.
- View or edit certifications nearing expiration.
- 2. Three buttons on the top right of the window:
  - Click the Manage Courses button to add or update courses. For more information refer to "Manage Courses" on page 721.
  - Click the Manage Certifications button to add or update certifications.

- Click the Go Back button to exit the dashboard.
- 3. You can change the number of entries that appear in the grid. Click on the **Show** Entries and select 10, 25, 50 or 100. The default is 10.



4. The bottom of the window displays the number of entries and it allows you to navigate between pages.



This example shows 10 entries per page. The highlighted number on the right is the page currently being viewed. Click **Next** to advance to the next page, or click the page number you want to view. Click on **Previous** to view the previous page.

5. Each tab allows you to **Search** or filter data that appears in the grid.

<b>Upcoming Courses</b>	Expired Courses	Near Expired Courses	ZExpired Certifications	Near Expired Certifications
Search	Search	Reset		

- a. Click on the tab you want to view, if different than the default **Upcoming Courses**.
- b. Enter text into the Search text box, then click the Search button or press Enter to display only records matching the entered text. The displayed list dynamically changes based on the entered text.

For example, on the **Upcoming Courses** tab enter *k*9 in the text box, then click **Search** or press **Enter** to show only records containing *k*9.

					Go Bac	k Manage C	ourses	Manage Cer	tifications	
Upcoming Courses	Upcoming Courses Expired Courses			d Certifications	Near Expired Certifications					
Search k9	Search	Reset					Show	10 \$	entries	
Course	t↓	Agency	11	Location	11	Start Date	11	Actions		
Matt's k9 test cours	e	District 35, Evansville							•	
Showing 1 to 1 of 1 ent	tries						Prev	ious 1	Next	

**Note:** Click the **Reset** button to remove the entered search text and list all available records.

6. Example of accessing information within a tab. The same general process applies to all tabs.

#### View Details Two Ways

a. Click on a **Course** to view details about that particular course. This is view only, details cannot be changed here.

Upcoming Courses	Expired Courses	🗎 Nea	ar Expired Courses	pired Courses 🛛 😕 Expired Certifications 🗎 Near E			Near Expired Certifications					
Search k9	Search	Res	et						Show	10	¢	entries
Course	t↓	Agency	y	ţ1	Location	11	Start	Date	14	Act	ions	
Matt's k9 test cours	e 🔶 🚽	District	35, Evansville									
Training Dashboard / \	/iew Course											
COURSE ID			NAME					AGENCY				
8			Matt's k9 test c	ourse				Distric	t 35, Eva	nsville	e	
COURSE TYPE			COURSE CLASSIFIC	TION				EXTERN	AL			
Basic Training			Classification 1					No				
START DATE			Тіме		END DATE							TIME
								_	_			
EXPIRATION DAYS			MINIMUM HOURS					PASSING	S SCORE			
0			0					э <b>т</b>				
				EES				\$0	IG COST			
INSTRUCTOR			0					<b>3</b> 0				
and the local sector												
LOCATION												
DESCRIPTION												
EQUIPMENT												
COMMENTS												

b. Click on the information bubble to view the details without having to open the record itself.



Course Details		
COURSE ID: 8	NAME: Matt's k9 test course	AGENCY: District 35, Evansville
COURSE TEMPLATE ID: 3	TEMPLATE NAME: K-9 Training 101	
COURSE TYPE: Basic Training	COURSE CLASSIFICATION: Classification	n 1
START DATE:	END DATE:	TRAINING COST: \$0
EXPIRATION DAYS: 0	MINIMUM HOURS: 0	PASSING SCORE: 5
MAX ATTENDEES: 0	MINIMUM ATTENDEES: 0	CURRENT ATTENDEES: 0
INSTRUCTOR:		
LOCATION:		
EXTERNAL: No		
DESCRIPTION:		
EQUIPMENT:		
COMMENTS:		
		Class
		Close

Click on the **Close** button to close the window and return to the **Training** dashboard.

#### **Edit the Details**

- a. Or click on the **Select** icon **b** under the *Actions* column to edit the details of a particular course.
- b. Click on the **Back** button to return to the **Dashboard**. For your convenience, this button is located on the upper right of the window and on the lower center of the window; either will return you to the **Dashboard**.

#### **Exit Training Module**

a. Click the **Go Back** button to return to the Records Management main menu.

# Courses

There are two components to Courses:

- Template
- Course Instance

# Template

A **Template** is a standard form that is used as a starting point when creating **Course Instances**. For example, users with proper permissions can create a **Template** that is pre-populated with a standard class description that will pull into the newly created **Course Instance** automatically.

**Note:** For more information on permissions and managing **Training Templates** refer to the *Online RMS Admin Guide.*.

# **Course Instance**

A **Course Instance** is a specific course to which employees can be assigned. There could be multiple records of the same course, but with different dates or other information. When creating a **Course Instance**, with proper permissions, you can either choose an existing **Template** from a list or create a new **Template** and **Course Instance** at the same time without moving between menus to do both.

Note: The phrase Course Instance is often referred to as Course throughout this guide.

# Manage Courses

The **Manage Courses** button on the **Training** dashboard allows you to, with proper permissions, *Search, Add*, and *Edit* **Course Instance** data.

To update course data you must first search for the course. The search results will provide the option to update or view the course data.

**Note:** Once a Course Instance is created, you cannot delete it. Enter the appropriate **End Date** if created in error or if you need to end a particular Course Instance for whatever reason.

### Search Courses

- 1. Click on the **Manage Courses** button on the **Training Dashboard**. For details on accessing the dashboard refer to "Training Module Dashboard" on page 716.
- 2. The Course Search screen appears.
- 3. With proper permissions you can select an **Agency** within the organization by using two methods.
  - a. Click in the Agency field then select from the list that appears.

			Clic	k to view Organizati	on Hierarch	<b>y</b> Go Back	Add Course
NAME		AGENCY		COURSE TYPE		COURSE CLASSIFICA	TION
		District 42, Versailles 🗸	-	-Select-	~	-Select-	~
COURSE ID		CATALOG COURSE		INSTRUCTOR		LOCATION	
		-Select-	~				
START DATE FROM		START DATE TO		END DATE FROM		END DATE TO	
02/10/2019 0000	<b></b>		<b></b>		<b></b>		<b></b>
ADDITIONAL SEARCH CRITER	IA						
-Select-		~					
		Go	Back	Reset Search			

b. Click on the hierarchy icon next to the **Agency** field to display the organization hierarchy.

Agency Structure	
	Search
Indiana State Police	^
	$\checkmark$
	Close

Hover over the agency to display a list of the agency's units.
	Search
<ul> <li>Indiana State Police</li> <li>Area Units-A1</li> <li>Area Units-A2</li> <li>Area Units-A3</li> <li>Area Units-A4</li> <li>Area Units-A5</li> <li>CAR and X Units</li> <li>CID</li> <li>CIS-CID</li> <li>CPS</li> <li>CSI</li> <li>CVED</li> <li>DANA AGENCY1234</li> <li>DES</li> <li>District 13, Lowell</li> <li>District 14, Lafayette</li> <li>Dup - Area Units-A1</li> <li>Dup - Area Units-A2</li> <li>Dup - Area Units-A3</li> </ul>	~

Click on the agency you want to include in the search and the agency name appears in the **Agency** field.

- 4. The fields with -Select- supply a specific list from which to choose. For example, to search for a specific Course Type click in the field and a list will appear, then click on an item from the list.
- 5. Optionally reduce your search results to include only **Additional Search Criteria** by using the drop-down list at the bottom left of the screen., then enter the appropriate information in the additional fields that appear on the screen.

ADDITIONAL SEARCH CRITERIA								
-Select- Attendees	r and a second s							
ADDITIONAL SEARCH CRITERIA								
Attendees	✓							
FIRST NAME	LAST NAME	NUMBER OF ATTENDEES	EMPLOYEE ID					
SCORE		COST						
	То	Т	o					
COMPLETION DATE FROM	COMPLETION DATE TO							
<b></b>	<b>#</b>							

6. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Training dashboard, click **Search** to display a list of existing courses that match the For details on how to add a course refer to "Add Course " below.

If you selected **Search** the results display in a grid.

								Refine Search	New Search		
Image: Second											
Course ↓↑	First ↓↑ Name	Last ↓↑ Name	Score↓↑	Completion ↓↑ Date	# ↓↑ Attendees	Start ⊥† Date	End Date ↓↑	Agency ↓↑	Actions		
ATTENDEES	George	Henderson	90		2	07/01/2018 09:00	07/01/2018 13:00	District 42, Versailles	Ľ		
ATTENDEES	One	User	100	06/01/2018	2	07/01/2018 09:00	07/01/2018 13:00	District 42, Versailles	ľ		
<ul> <li>Agency</li> <li>Startup</li> </ul>	PAUL	TOBIN			2	10/04/2018 23:00	10/04/2018 23:00	District 21, Toll Road - SC	ľ		

Click **Refine Search** to modify your current search criteria, or **New Search** to start the search over. Click on the course name to view course details, or click the Edit icon  $\square$  in the *Actions* column to edit the course. For details on editing the course refer to "Edit Course" on page 727.

7. To export search results to a file refer to "Export Search Results" on page 32.

### Add Course

Add courses by way of the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 716.

- 1. Click on the Manage Courses button on the Training dashboard.
- 2. The **Course Search** screen appears. Before adding the course, it is recommended you first search for the course to verify whether or not it already exists, though not required. For instructions on how to search for courses refer to "Search Courses " on page 722.
- 3. Click on the **Add Course** button on the **Course Search** window to open the *Add Course* screen.

					Go Back	
-Select-					~	
COURSE ID		NAME		AGENCY		
0		1		-Select-	~	
COURSE TYPE		COURSE CLASSIFIC	ATION	EXTERNAL		
-Select-	~	-Select-	~			
START DATE		TIME	END DATE		ТІМЕ	
	<b>#</b>			<b></b>		
EXPIRATION DAYS		MINIMUM HOURS		PASSING SCORE		
MAX ATTENDEES		MINIMUM ATTENDEES		TRAINING COST		
INSTRUCTOR						
LOCATION						
DESCRIPTION						
EQUIPMENT						
COMMENTS						
		Go Back	Save			

• Select a course template from the Catalog Course list.

CATALOG COURSE
-Select-
-New Course-
ANG Test
Advanced K-9 Training 201
Agency Startup
Andy Test
Basic Training 100
Basic Training 102
Bookkeeping
Dana Course
EMP TEST
Employee Training
Firearms Training
Gun Safety
Gun Safety 101
K-9 Training 101

If you do not see an option on the list that fits the course you are adding, you can select the **-New Course-** option, located at the top of the list, and the system creates a Course Template automatically based on the data you enter on the *Add* 

*Course* form. Once you save the record, it will then appear in the **Catalog Course** list and is available to other users who also have the permissions to manage courses.

- 4. Once you choose a **Catalog Course**, other fields on the form become available to accept data. Enter the appropriate data in the fields provided.
- 5. Click **Save** to create the Course record, or click **Go Back** to return to the **Course Search** screen without creating the record.

						Go Back
COURSE ID		NAME		AGENCY		
69		Advanced K-9 T	raining 201	Area Units	-A1	~
COURSE TYPE		COURSE CLASSIFIC	ATION	EXTERNAL		
Advanced Training	~	Classification 1	~			
START DATE		TIME	END DATE			TIME
	<b> </b>				曲	
EXPIRATION DAYS		MINIMUM HOURS	;	PASSING SC	ORE	
0		0		0		
MAX ATTENDEES			DEES	TRAINING C	OST	
0		0		\$0.00		
INSTRUCTOR						
LOCATION						
DESCRIPTION						
FOURPMENT						
COMMENTS						
		Go Back	Update			
Attendees					(	Add Attendee
Groups					<b>O</b> R	estrict to Group

When you select Save, the Edit Course screen displays.

Prerequisites									
Course		Description							
K-9 Training 101									
Attachments	Attachments								
Keyword	File Name	Descriptio	n	Date of Info	Actions				
IMG	K-9 Handler Safety	0		04/30/2018	2				
PDF	K-9 Officer Comfort	0		04/30/2018	2				

Additional information can be added such as, **Attendees** and **Groups**. For detailed instructions refer to "Edit Course " below.

All **Attachments** and **Prerequisites** reside on the Class Template or Catalog Course that you chose for the class record; if they do not exist on the course template, then they do not appear on your course record. Adding attachments and prerequisites to class templates is an admin function.

**Note:** If you need to add attachments or prerequisites to a course, refer to the Online RMS Admin Guide for instructions or see your administrator.

### Edit Course

To edit a course you must first **Search** for the course. The **Search Results** provides the option to edit the course data.

- 1. Click on the **Manage Courses** button on the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 716
- 2. The **Course Search** screen appears. Search for the course you want to update. For instructions on how to search for courses refer to "Search Courses " on page 722.
- 3. In the Course Search Results, click on the **Edit** icon **C** that appears in the Actions column of the course record you want to update. The **Edit Course** form opens.

							Go Back
COURSE ID		NAME			AGENCY		
4		Firearms Trai	ning		Indiana State	Police	~
COURSE TYPE		COURSE CLASSIF	ICATION		EXTERNAL		
Intermediate Training	· ·	Classification	2	~			
START DATE		ТІМЕ	END	DATE			ТІМЕ
06/01/2018	曲	0900	06	/01/2018		曲	1100
EXPIRATION DAYS		MINIMUM HOUR	S		PASSING SCORE		
30		10			85		
MAX ATTENDEES		MINIMUM ATTEN	IDEES		TRAINING COST		
14		4			\$100.15		
INSTRUCTOR							
Brad Cooper							
LOCATION							
Firing Range							
DESCRIPTION							
creating with new ten	nplate						
EQUIPMENT							
firearm							
COMMENTS							
no comments							
		Go	Back Upda	ate			
Attendees							Add Attendee
Name	Agency	Cost	Score	Pass/Fail	Completed D	ate	Actions
Dana McMillan	District 34, Jasper						<b>e</b>

- 4. Make the necessary updates to the existing data, then click the **Update** button to apply the changes, or click the **Go Back** button to return to the **Course Search Results** window, if you wish.
  - **Note:** You cannot delete a Course Instance. Enter the appropriate **End Date** if created in error or if you need to end a particular Course Instance for whatever reason.
- 5. You can Add, Edit, or Delete an Attendee.

### Add an Attendee

a. Click on the **Add Attendee** link while on the **Edit Course** form to add attendees to the class. The **Employee Search** screen appears.

ACTIVE STATUS		USER NAME		AGENCY		
Active	~			All Agencies	~	
LAST NAME		FIRST NAME		MIDDLE NAME		
SUFFIX		MAIDEN NAME		TITLE		
				-Select-		~
SEX		RACE		ETHNICITY		
-Select-	~	-Select-	~	-Select-		~
SSN		DOB		PLACE OF BIRTH		
			<b>#</b>			
EMPLOYEE ID		EMPLOYEE TYPE		EMPLOYEE LEVEL		
		-Select-	~	-Select-		~
HAND DOMINANCE		BARGAINING UNIT		BLOOD TYPE		
-Select-	~			-Select-		~
LONGEVITY DATE FROM		LONGEVITY DATE TO		IS SYSTEM USER		
	<b>#</b>		<b>#</b>	YES NO		
HIRE DATE FROM		HIRE DATE TO				
	<b>#</b>		<b>#</b>			
END DATE FROM		END DATE TO				
	<b>#</b>		<b>#</b>			
ADDITIONAL SEARCH CRITERIA						
-Select-	~					
		Go Back Reset Search				

b. Enter the search criteria into the fields provided, then click **Search** to display the **Employee Search Results**.

6 6 D	1 result(s)	s) found			Refine Sea	arch New Search	Add Employee
Last ↓† Name	First ↓↑ Name	Middle ↓↑ Name	Employee ↓↑ ID	Employee ↓î Type	User ID ↓↑	Agency ↓î	Actions
LeClaire	Kris	Carol		Non Sworn	CCSAUR1@GMAIL.COM	District 42, Versailles	• 0
Click to vie	ew employee	e data	Refin	e Search New Sear	ch		

- c. Optionally click on the person's **Last Name** to view the employee record, or click the **Select** icon **under the** *Actions* column to select and add the person to the course record.
- d. If the employee has not yet filled a *Prerequisite* that is associated with the course, a message appears indicating the selected employee cannot yet enroll in this course.

Course Details							
Employee must complete and pass all of courses listed in red before enrolling in this course.							
Course Prerequisites							
Course	Description						
Basic Training 100	а						
	Close						

e. If there are no *Prerequisites* to fulfill, the **Add Attendee** form appears.

Attendee Course Inform	nation				Go Back
NAME PAUL TOBIN		AGENCY District 21, Toll Road - SC	:		
COST		SCORE		PASS/FAIL	
				-Select-	~
ON DUTY		COMPLETED DATE			
-Select-	~		曲		
		Go Back	Save		

- f. Enter the appropriate information then click **Save**, or click **Go Back** to return to the **Employee Search Results** screen without adding the attendee. Leave fields blank that do not currently apply.
- g. After clicking **Save**, An *Add Attachment* link appears. Click on the link to attach a photo or document to this attendee record. A prior certification, for example. For instructions on attaching documents refer to "Attachments" on page 63.

Attendee Course Information					Go Back
NAME PAUL TOBIN		AGENCY District 21, Toll Road - SC			
COST		SCORE		PASS/FAIL	
				-Select-	~
ON DUTY		COMPLETED DATE			
-Select-	~		▦		
		Go Back Update			
<b>Ø</b> Attachments					Add Attachment

- h. If you made changes or added attachment, click **Update**, then **Go Back** to return to the **Edit Course** form, otherwise click **Go Back**.
- i. Attendees that are successfully enrolled in the course appear in the **Attendees** grid.

Attendees O Add A					Add Attendee	
Name	Agency	Cost	Score	Pass/Fail	Completed Date	Actions
PAUL TOBIN	District 21, Toll Road - SC					<b>Z</b>

**Note:** When enrolling an attendee, the system also add the course to the attendee's Online RMS Employee record automatically. For more information refer to the *Online RMS Administrator Guide* or your system administrator.

### Edit an Attendee

a. Click the **Edit** icon **I** on the attendee record you want to update and the **Edit Attendee** form opens.

Attendee Course Info	rmation				Go Back
NAME PAUL TOBIN		AGENCY District 21, Toll Road - SC			
COST		SCORE		PASS/FAIL	
				-Select-	~
ON DUTY		COMPLETED DATE			
-Select-	~		曲		
		Go Back Update			
Attachments					O Add Attachment

- b. Enter the relevant information then click **Update** to save your changes.
- c. Click Go Back to return to the Edit Course page.
- d. Make other needed updates if needed, then click **Update**. Click **Go Back** to return to the **Course Search Results** page.

### Delete an Attendee

- a. Click the **Delete** icon **a** on the attendee record you want to delete.
- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Course** window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

6. You can restrict the class to specific groups.

#### Add a Group

a. Click on the **Restrict to Group** link while on the **Edit Course** form. The **Group** window appears.

Group	×
GROUP	
-Select-	~
	Cancel Save

b. Click on the **Group** field and select a group from the list. This list is configurable and is maintained by your administrator.

Group				×
GROUP				
-Select-				
Level 1 Officers	20			
Level 2 Officers				
			Cancer	Save

c. Click **Save** to add the group or **Cancel** to return to the **Edit Course** window without adding the group.

### Delete a Group from the Course

a. Click the **Delete** icon **o** the group record you want to delete from the course.

Groups • Rest		
Group	Actions	
Level 1 Officers	ā	

b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Course** window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

- **Note:** When deleting an enrolled attendee, the system also removes the course from the attendee's Online RMS Employee record automatically. For more information refer to the *Online RMS Administrator Guide* or your agency administrator.
- 7. Click the Go Back button to return to the Course Search Results screen.

### **Manage Certifications**

The **Manage Certifications** button on the **Training** dashboard allows you to, with proper permissions, *Search, Add*, and *Edit* **Certification** data.

To update certification data you must first search for the certification. The search results will provide the option to update or view the certification data.

**Note:** Once a Certification is created, you cannot delete it. Enter the appropriate **Expiration Days** if created in error or if you need to end a particular Certification for whatever reason.

Associating a certification to an employee is an administrator function. Refer to the *Online RMS Administrative Guide* for details or contact your agency administrator.

### Search Certifications

- 1. Click on the **Manage Certifications** button on the **Training Dashboard**. For details on accessing the dashboard refer to "Training Module Dashboard" on page 716.
- 2. The Certification Search screen appears.
- 3. With proper permissions you can select an **Agency** within the organization by using two methods.
  - a. Click on the Agency field then select from the list that appears.

		Go Back	Add Certificat	tion
NAME AG	SENCY			
	District 42, Versailles		~	*
CREATION DATE FROM CR	REATION DATE TO		1	1
<b></b>				<b></b>
Go Back Reset	Search Click to d Hierarch	lisplay ( Y	Organizatio	n

b. Click on the hierarchy icon to display the organization hierarchy.

r

Agency Structure	
	Search
Indiana State Police JEFF PD	^
	~
	Close

Hover the mouse over an agency to display a list of the agency's units.

Agency Structure	
	Search
<ul> <li>Indiana State Police <ul> <li>Area Units-A1</li> <li>Area Units-A2</li> <li>Area Units-A3</li> <li>Area Units-A4</li> <li>Area Units-A5</li> <li>CAR and X Units</li> <li>CID</li> <li>CIS-CID</li> <li>CPS</li> <li>CSI</li> <li>CVED</li> <li>DANA AGENCY1234</li> <li>DES</li> <li>District 13, Lowell</li> <li>District 14, Lafayette</li> <li>Dup - Area Units-A1</li> <li>Dup - Area Units-A2</li> <li>Dup - Area Units-A3</li> </ul></li></ul>	< >
	Close

Click on the agency you want to include in the search and the agency name appears in the Agency field.

4. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Training dashboard, click **Search** to display a list of existing certifications that match the entered data, or **Add Certification** to add a certification to the database without first searching. For details on how to add a certifications refer to "Add Certification " below.

If you selected **Search** the results display in a grid.

			Refine Search	New Search
📓 🖹 🌗 4 result(s) :	found			
Name ↓↑	Description	Agency	Ļţ	Actions
DRILL SERGEANT	0	District 42, Versailles		ľ
K-9 SPECIALIST	0	District 42, Versailles		ľ
Tazer	0	District 42, Versailles		Ľ
Tazer	0	District 42, Versailles		
	Refine Search N	New Search		

- 5. Click on the certification **Name** to view details, or click the **Edit** icon **I** in the Actions column on the right to edit the certification. For details on editing refer to "Edit Certification" on the next page.
- 6. Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over.
- 7. To export search results to a file refer to "Export Search Results" on page 32.

### Add Certification

Add certifications by way of the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 716.

- 1. Click on the Manage Certifications button on the Training dashboard.
- The Certification Search screen appears. Before adding the certification, it is recommended you first search for the certification to verify whether or not it already exists, though not required. For instructions on how to search for certifications refer to "Search Certifications" on page 733.
- 3. Click on the Add Certification button on the Certification Search window to open the Add Certification screen.

NAME	Agency		EXPIRATION DAYS	Go Back
	-Select-	~		
DESCRIPTION				
	Save			

- Enter a **Name** for the certification and other application information.
- 4. Click Save to create the Certification record, or click Go Back to return to the Certification Search screen without creating the record.

				Go Back
NAME	AGENCY		EXPIRATION DAYS	
Tazer	District 42, Versaill	es 🗸		
DESCRIPTION				
Certification on the use of tazers.				
	Update			
Course Prerequisites			• Add Cours	e Prerequisite
Course	Descri	ption		Actions
Basic Training 100	а			ā
Certification Prerequisites			Add Certificatio	n Prerequisite
Ranks			🔂 Add Cert	tification Rank

When you select Save, the Edit Certification screen displays.

Additional information such as Course Prerequities, Certification Prereguisites, and Ranks can be added to the certification. For detailed instructions refer to "Edit Certification " below.

**Note:** Once you create a certification, you cannot delete it. Enter the appropriate **Expiration Days** if created in error or if you need to end a particular certification for whatever reason.

### Edit Certification

To edit a certification you must first **Search** for the certification. The **Search Results** provides the option to edit the course data.

- 1. Click on the **Manage Certifications** button on the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 716
- The Certification Search screen appears. Search for the certification you want to update. For instructions on how to search for certifications refer to "Search Certifications " on page 733.
- 3. Click on the **Edit** icon 🗹 that appears in the *Actions* column of the certification record you want to update. The **Edit Certification** form opens.

			Go Back
NAME	AGENCY		EXPIRATION DAYS
Tazer	District 42, Versailles	~	
DESCRIPTION			
Certification for handling Tazers.			
	Update		
Course Prerequisites			• Add Course Prerequisite
Certification Prerequisites			• Add Certification Prerequisite
Ranks			• Add Certification Rank

4. Make the necessary updates to the existing data, then click the **Update** button to apply the changes, or click the **Go Back** button to return to the **Certification Search Results** window, if you wish.

**Note:** Once you create a certification, you cannot delete it. Enter the appropriate **Expiration Days** if created in error or if you need to end a particular certification for whatever reason.

5. You can Add or Delete (remove) a Course Prerequisite.

#### Add a Course Prerequisite

- a. Click on the **Add Course Prerequisite** link while on the **Edit Certification** form. The **Course Prerequisite** screen appears.
- b. Click into the **Course** field and choose a **Course Prerequisite** from the list that appears. Prerequisites that appear on the list are managed by your administrator. For questions on list content see your administrator.

Course Prerequ	isite
COURSE	
-Select-	~
	Cancel Save

c. Click **Save** to add the prerequisite to the certification or **Cancel** to return to the **Edit Certification** screen without adding the prerequisite.

NAME	AGENCY			EXPIRATION DAYS	Go Back
Tazer	District 42, V	/ersailles	~		
DESCRIPTION					
Certification on the use of tazers.					
	L	Jpdate			
Course Prerequisites				Add Cours	e Prerequisite
Course Prerequisites Course		Description		Add Cours	e Prerequisite Actions
Course Prerequisites Course Basic Training 100		<b>Description</b> a		€ Add Cours	e Prerequisite Actions
Course Prerequisites Course Basic Training 100 Certification Prerequisites		Description a		<ul> <li>Add Cours</li> <li>Add Certificatio</li> </ul>	Actions

### Delete Prerequisite from a Certification

- a. Click the **Delete** icon **b** on the course prerequisite record you want to delete.
- b. A confirmation window appears. Click **OK** to delete or **Cancel** to return to the **Edit Certification** window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

6. You can Add or Delete (remove) a Certification Prerequisite

#### Add a Certification Prerequisite

a. Click on the **Add Certification Prerequisite** link while on the **Edit Certification** form. The **Certification Prerequisite** screen appears.

<b>Certification Prerequisite</b>			
CERTIFICATION			
-Select-		~	
	Cancel S	ave	

b. Click into the **Certification** field and choose a **Certification** from the list that appears. Prerequisites that appear on the list are managed by your administrator. For questions on list content see your administrator.

Certificat	ion Prerequisite	×
CERTIFICATION		
-Select- ANOTHER DRILL SERGEANT EVIDENCE K-9 SPECIALIST K9 Trainer Outsider RMS USER SNIPER STAND ALONE Supervisor	6	
Tazer		

c. Click **Save** to add the prerequisite to the certification or **Cancel** to return to the **Edit Certification** screen without adding the prerequisite.

					Go Back
NAME	AGENCY			EXPIRATION DAYS	
Tazer	District 42,	Versailles	~		
DESCRIPTION					
Certification on the use of tazers.					
	l	Update			
Course Prerequisites				• Add Cours	e Prerequisite
Course		Description			Actions
Basic Training 100		а			Ē
Certification Prerequisites				Add Certificatio	n Prerequisite
Certification	C	Description			Actions
ANOTHER	a	dsfa			Î
Ranks				🔂 Add Cert	tification Rank

### Delete Prerequisite from a Certification

- a. Click the **Delete** icon **a** on the course prerequisite record you want to delete.
- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Certification** window without deleting.

Message From RMS	
Are You Sure?	
	NoYes

7. You can Add or Delete (remove) a Certification Rank

### Add a Certification Rank

a. Click on the **Add Certification Rank** link while on the **Edit Certification** form. The **Ranks** screen appears.

Ranks	×
RANK	
-Select-	~
	Cancel Save

b. Click into the **Rank** field and choose a **Rank** from the list that appears. Ranks that appear on the list are managed by your administrator. For questions on list content see your administrator.

Ranks	×
RANK	
-Select- Initial Rank/Title Code for Install EJSDBA LOAD Patrol Officer Sergeant Detective Lieutenant Captain Chief Clerk Deputy Chief Dispatcher Officer Officer In Charge K-9 Officer	
Deputy Corrections Officer	

c. Click **Save** to add the rank to the certification or **Cancel** to return to the **Edit Certification** screen without adding the rank.

					Go Back
NAME	AGENCY			EXPIRATION DAYS	
Tazer	District 42, V	/ersailles	~		
DESCRIPTION					
Certification on the use of tazers.					
		Jpdate			
Course Prerequisites				Add Course	e Prerequisite
Course		Description			Actions
Basic Training 100		a			Ĩ
Certification Prerequisites				• Add Certification	n Prerequisite
Certification	De	escription			Actions
ANOTHER	ad	sfa			Ē
Ranks				🔂 Add Certi	fication Rank
Rank					Actions
Patrol Officer					â

## Delete Rank from a Certification

- a. Click the **Delete** icon **o** on the rank record you want to delete.
- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Certification** window without deleting.

Message From RMS	
Are You Sure?	
	No Yes

# **Chapter 36. 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.

A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

**Note:** If you are using Internet Explorer, refer to "Printing from Online RMS" on page 35 for special instructions.

# **Chapter 37. Interfaces**

## **Interfaces Overview**

An **Interface** is where two systems meet and interact. Caliber Public Safety leverages this technology to share information between our flagship products. For example, Online RMS accepts Call for Service information from Caliber CAD NG to create RMS Incident Reports and allow users to view CAD Calls for Service (CFS) information while logged into RMS. Another example is where the Court Case Management System (CMS) can retrieve and use Online RMS Citation data using a Web Interface. Standard interface fees may apply to enable an interface.

# Citation to Court Case Management System

This Online RMS web service loads **RMS Citation**data into the **Court Case Management System (CMS)**as one-way only; data transmits from one system to another but does not return to the originating system.

Request a copy of the Online RMS Web Services Guide if you are interested in this interface. The standard interface fee applies to enable this interface.

# CAD to RMS Calls for Service

Online RMS accepts Caliber CAD NG Call for Service (CFS) information to create *RMS Incident Reports* and allow users to search and view CAD CFS information while logged into RMS. CFS data that is spilled from CAD cannot be modified in RMS.

CAD CFS data spilled to Online RMS is searched and viewed from the **RMS Incidents** menu.



Calls For Service Search						Go Back Search
Dispatch Search Details						
DISPATCH #	CAD AGENC	Ŷ		RESPONDING AGENCY		SERVICE AGENCY
	Indiana S	state Police	Ŧ	All Agencies	T	All Agencies 🔹
DISPATCHER	EVENT TYPE			CALL PRIORITY		CALL / ACTIVITY
	Police		Ŧ	-Select-	•	Click To Select
DISPOSITION TYPE	STATUS			CALLER NAME		CALLER PHONE #
-Select-	-Status-		•			
CALL DATE FROM Last 24 Hours	CALL TIME F	ROM		CALL DATE TO		CALL TIME TO
<b></b>					#	
INCIDENT REPORT #	ARREST #			Notes		
Officer Details						
First Name		LAST NAME			INTERNAL II	D / BADGE#
SEARCH CALLS I'VE RESPONDED TO		PRIMARY OFFICER	ONLY			
Person Details						
First Name	LAST NAME			DOB		RACE
					曲	-Select-
Sex	ROLE					
-Select-	-Select-		Y			
Vehicle Details						
VIN	YEAR			Маке		Model

Enter the search criteria and click the Search button to display Search Results.

Click on the **View** icon that appears in the *Actions* column of the *Search Results* to view CFS details spilled from CAD.

Chapter 37. Interfaces

			Go Back Print Switch To Edit Status	
Dispatch Info - 2012387				
DISPATCHER				
DEB				
DISPATCH AGENCY	CALL DATE			
Indiana State Police				
CALL RECEIVED	CALLER NAME		CALLER PHONE #	
0	BF20598		(0) -	
PRIORITY	EVENT TYPE		CALL / ACTIVITY	
High	Police		FIRE	
DISPOSITION TYPE	CLOSE DATE			
	10/30/2012 11:46			
INCIDENT NOTES				
Location				
INCIDENT LOCATION		CALLER LOCATION		
123 TOWN BLVD				
COMMON PLACE NAME		Reporting Area		
LATITUDE		LONGITUDE		
Go Back				

**Note:** For more information on searching CFS records refer to "Search Calls for Service" on page 165.

# **InterDEx Queries**

When searching directly from the Person, Vehicle or Property tab on the Master Indices screen, select the **Search External Systems** link to expand the list of available search interfaces for the master indices.

				Mug	Shot Search - By Physical Description	Add Perso
Person 🔒 Addre	ess 🛛 🗒 Organi	ization	🖨 Vehicle 🏾 🍰 Property 🛛 😤 G	Bang		
AST NAME						
TITLE			DOB		AGE	
-Select-		Ŧ		曲	То	
RACE			SFX		INDEX ID	
-Select-		Ŧ	-Select-	Ŧ		
DRIVERS LICENSE			DRIVERS LICENSE STATE		SSN	
			-Select-	Ŧ		
NAME TYPE			CREATOR			
-Select-		•				
CREATION DATE FROM			CREATION DATE TO			
		曲		曲		
Ducaura	Comment		Curren Dennes Servers		Course: Descenario	
PHONELIC	SOUNDEX				SEARCH PREFERENCE	
					ALL ANY	
ADDITIONAL SEARCH CRITE	RIA					
- Select -		•				
Search External Syst	ems					
			Go Back Reset Searc	:h		
						Add Vehi
ີ Person 🕺 Addre	ss 🛛 🗒 Organi:	zation	🛱 Vehicle 🔊 Property 🚨	Gang		
EAR			Маке		Model	
				📼 Q		<b>6</b>
IN			Түре		STYLE	
			-Select-	•	-Select-	
			LICENSE STATE		INDEX ID	
CENSE PLATE						
CENSE PLATE			-Select-	•		

			A	dd Vehicle
≗ Person 🕺 Address 표 Organization	🛱 Vehicle 🔊 Property	🛎 Gang		
YEAR	Маке		Model	
		📼 Q		
VIN	Туре		STYLE	
	-Select-	•	-Select-	•
LICENSE PLATE	LICENSE STATE		INDEX ID	
	-Select-	•		
CREATOR				
CREATION DATE FROM	CREATION DATE TO		SEARCH PREFERENCE	
<b>#</b>		曲	ALL ANY	
Additional Search Criteria				
- Select -				
▶ Search External Systems				
	Go Back Reset Se	arch		

The Search interface displays under the Search External Systems button if you have the correct permissions. In this section, hovering over the information bubble by the interface name will determine the required attributes the user must enter for the search to execute.

The Search Status column contains the Status of the Interface. The Status indicates if all required attributes have not been populated for the search.

Once all the required attributes have been met, the Status will change to **Ready**. The Person, Vehicle and Property Master Indices search tabs all work the same.

Once you have the information complete and select **Search**, the Search results will display on a separate tab.

While viewing or editing a specific person, property or vehicle record, the user may execute an *InterDEx* query for more information by selecting **InterDEx Search**. Online RMS will execute the query for the specific person, property, vehicle record being viewed.

Online RMS displays a candidates list of potential matching results returned from *Inter-DEx* on a separate tab. Select **Show Details** to view additional information known for the person. Select **Import Record** to create a new master person record using the name information returned.

For details on importing a person record, refer to the *Import/Update Person Results* from External Systems section of "Adding Person" on page 89.

# Hunter Camera

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.

## **General Guidelines**

- One or multiple Hunter Cameras can be configured. If multiple, then you can choose which camera to use.
- Online RMS requires that the person record have a recent physical description. If the physical description is not recent, Hunter Camera prompts you to enter a new description.

## Take Photos

Follow these steps to take photos from the Field Arrest or Master Person record using the **Hunter Camera** integration software:

1. Edit the Field Arrest or Master Person Index record, then click on the **Hunter Camera** button on the top right of the screen.



If your agency and local machine is configured to use multiple Hunter Cameras, first **select** a camera from the drop-down list, then click on the **Hunter Camera** button.

۵	-Select-	~
---	----------	---

2. If the person's physical description does not exist or is not recent when you click on the camera button, a dialog box appears asking you to enter the physical description.

Physical Description	×
Неібнт	WEIGHT
-Select- V '	
EYE COLOR	HAIR COLOR
-Select- 🗸	-Select- 🗸
FACIAL HAIR	HAIR LENGTH
-Select- 🗸	-Select- 🗸
Build	SKIN COLOR
-Select- 🗸	-Select- 🗸
HAIR STYLE	GLASSES
-Select-	
Age	DATE OF INFO
110	07/21/2020
	Populate From Most Recent Cancel Save

- a. Enter data in the fields provided or click **Populate From Most Recent** on the bottom of the dialog box to pull in existing data then make the necessary updates.
- b. Click Save.
- c. The physical description saves and associates to the Master Person Index record.
- 3. Take the picture then click Send in the Hunter Camera software.
- 4. The Hunter Camera dialog box appears, waiting for the images to save to the *Master Person Index* record.



**Note:** You can close the dialog box or keep the dialog box open while another user transmits other images from the Hunter Camera software on their machine; as images transfer to the *Master Person Index* record, the images appear on the upper right of the Field Arrest record.

# Live Scan

If configured for your agency, you can transmit arrest and arrestee information, including images to **LiveScan** directly from the Field Arrest record.

## **General Guidelines**

- Images and the arrestee's physical descriptions are associated with the *Master Person Index* record and not the Field Arrest.
- LiveScan interface requires the arrestte's birth country, birth date, OBTN, and other data. LiveScan prompts you to enter missing data.
- An OBTN is required for LiveScan. If a OBTN does not exist on the Field Arrest, Online RMS creates one automatically.
- Images are not required, but if they exist, the images associated with the most recent physical description are sent through the LiveScan interface.
- LiveScan accepts front, right, and left profile images along with SMT images.

## Transmit LiveScan

Follow these steps to transmit Field Arrest data and any images to LiveScan:

- 1. Access the *Edit Field Arrest* of the appropriate Field Arrest record.
- 2. Click on the **Transmit Livescan** button on the top right of the *Edit Field Arrest* screen.

Transmit Livescan

3. If LiveScan detects missing data, a dialog box appears with instructions.



- a. Click OK.
- b. Enter the missing information, then click the Transmit Livescan button again.

- 4. Online RMS generates an OBTN number automatically if it doesn't exist.
- 5. A green *successful transmission* message briefly appears across the top of the screen when the transmission completes successfully.

Livescan Data Successfully Transmitted

×

**Note:** If configured for your agency and the proper software is installed on your machine, you can take photos directly from the Field Arrest or Master Person Index record using the **Hunter Camera** integration software. For more information, refer to "Hunter Camera" on page 751.

# **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		
1		
	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:

	Iministration 🔻 Inciden	its 🔻 Master Indices 🔻
Incident Based Reporti	ng	
Data Sets	G	Click to
SELECT AGENCY		hide and
Indiana State Police		window
Open Data Sets		
Total Incidents	Actions	
9	ľ	
Closed Data Sets	Recent   Last 12   All	
Filter on Data Set II	D Apply	
Data Set	Actions	
072017-2 22	ľ	
012015-1 13	ľ	
121992-1		

- 2. Accessing Open Data Sets.
  - a. Find the Open Data Set you want to open and click on the Edit icon inder the Actions column.

The right windows display six tabs of *Open Data Set* topics, defaulting to the **Data Set** tab.

									Go Ba
Data Sets		0	112018-1						
SELECT AGENCY			Data Set	Submission Details	Warnings	Submission Fil	e Statistics	Submission Summary	
Indiana State	Police	~	SUBMISSION	DATE					
Open Data Se	ets		Month			✓ Ye	ar		✓ Next
Total	Actions								
13									
0									
Closed Data S	<b>Sets</b> Recent   Last	12   All							
Filter on Data	Set ID	Apply							
Data Set	Actions								
072017-2 2	2	ø							
012015-1 1	13	Ľ							
121992-1	0	0							

- 3. Accessing Closed Data Sets.
  - a. Find the *Closed Set* you want to open and click on the **Edit** icon *I* under the *Actions* column.

The right windows display two tabs of *Closed Data Set* topics, defaulting to the **Closed Data Set** tab.

											Go Ba
Data Sets		0	Data Set: 0120	)15-1							
SELECT AGEN	NCY		Closed Data S	et Warnin	g Notification History						
Indiana Sta	ate Police	~	1					Curtour	Denveloed file	Cil-	0-4-
Open Data	a Sets		Statistics					CLERY	Download File	riie	Date
Total	Actions		Total Incider	nts:		13		NIBRS	310_NIBRS.txt	07/21/20	15 1434
Incidents			Accepted In	cidents:		13		SCIBRS			
D		ß	Rejected Inc	idents:		0		One	e or more Systems is	compatible v Ger	vith XM neration
losed Dat	ta Sets		Balance:			0		System	# of Files Genera	ted Act	ions
	Recent   Last	12   All						NIBRS		0/13	» 🛃
Filter on Da	ata Set ID	Apply									
Data Set	Actions		Search and	d select incid	lent reports with	errors and n	nark	as 'Rejected'			
072017-2	22	ľ	REPORT #S:				5	STATUS			
)12015-1	13	ß	Enter Comm	a Separated	Report Numbers To	Filter		-Select-			~
121992-1	0	9	Apply Filter	Reset							
			Action	Agency	Report <sup>I †</sup> Number	Occurren Date	ice 11	Report <sup>1†</sup> Date	Offenses	Submission Status	Ac
			ACCEPTED	District 42, Versailles	2015ROOT0122	04/28/20	15	04/28/2015	MURDER	ACCEPTED	6

# **Role and Permission Requirements**

To perform this procedure it is necessary that a user have the role of **LEA\_RECORDS\_ MGMT** and/or the permission of **Incident Based Reporting**. The permission can be assigned to any role that the agency administrator would like. Please Contact Online RMS Support for assistance on any changes.

## **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.

J

atu sets	G
LECT AGENCY	
ndiana State	Police 🗸
pen Data Se	ts
otal	Actions
3	ľ
otal otal acidents	ts Actions

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 Bao
Data Sets	012019-2							
SELECT AGENCY	Data Set	Submission D	etails Warnin	gs Submission	File Statis	ics Submission Summ	ary	
Indiana State Police 🗸								
Open Data Sets	After app	lying any fil	ters, click NEX	to review any	warnings			Next
Total Actions Incidents	Statistics							
13	Total Inciden	nts: 13						
	Included:	13						
	Not Included	i: O						
Closed Data Sets	Date:	01/	2019	Res	et			
Recent   Last 12   All								
Filter on Data Set ID Apply	REPORT #S		INCLUDE	D	DATI	FROM	DATE TO	
Data Set Actions	Enter Comm	a Separated	R -All-		~	曲		曲
072017-2 22	AGENCY		DATE TY	PE	STAT	US	NIBRS CO	DDE
	-All Agencie	s-	<b>~</b>		✓ -AI	Statuses- 🗸	-All NIB	RS Codes- 🗸
012015-1 13	Apply Filter	Reset				Include All In Filter	Remov	e All In Filter
121992-1 0						Include All NOT In F	ilter Remov	e All NOT In Filter
	Total In Filte	er: 13						
	Included	Agency⊥î	Report 1 Number	Occurrence 1 Date	Report ↓î Date	Offenses	Status	Actions
		District 42, Versailles	2018D421019	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.

_			_	
Onl	ino		Q1 ·	1 6
OIII		INV		1.0

# **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-	· 💼	<b>#</b>		
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		INCLUDED		DATE FRO	M		DATE TO		
Enter Comma Separated Repor		-All-	,	<b>7</b>					曲
AGENCY		<b>D</b> ATE <b>T</b> YPE		<b>S</b> TATUS			NIBRS COL	DE	
-All Agencies	5- <b>v</b>		,	-All St	atuses-	•	-All NIBR	RS Codes-	•
Reset	ly Filter				Include All In I	Filter	Rem	nove All In Filter	
					Include All NO	T In Fil	ter Rem	nove All NOT In F	ilter
Total In Filte	r: 3				Including:	0 <b>Re</b>	moving: 1	Update Sele	cted
Included	Agency IT	Report ⊥↑ Number	Occurrence ⊥↑ Date	Report ⊥† Date	Offenses	Statu	s	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	•
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

2010.2			OU Dack			
.2019-2						
Data Set Submis	sion Details	Warnings Submission File Statistics Submission Summary				
After reviewing	any warnings	s (if applicable), click NEXT to generate the submission file.	Next			
Warnings Warn	Warnings Warning Notification History					
The Data Audit submission tha flagged by IBR this process is t	Warnings tab t may be at ris authorities as to ensure the o	provides the opportunity for an agency to self-audit incident reports included in the data sk of a data audit by the IBR authority. Data audits represent data situations that are common uncommon or overly used that should be evaluated by the agency prior to submission. The g quality and accuracy of data submitted to the IBR authority.	y oal of			
# of Type Affected Incidents	e Mess	sage				
> 1 NIR						
I NID	RS Incid shou Pleas	dent has both Burglary and Theft offenses. Because larceny/theft is an element of Burglary, age uld not report the larceny as a separate offense if it is associated with the unlawful entry of a st se verify that the larceny is a separate offense. If not, remove it from the incident.	encies tructure.			
> 1 NIBI	RS Incid shou Pleas RS Incid occu	dent has both Burglary and Theft offenses. Because larceny/theft is an element of Burglary, age uld not report the larceny as a separate offense if it is associated with the unlawful entry of a st se verify that the larceny is a separate offense. If not, remove it from the incident. dent was listed as being a Cargo Theft. Please review the incident and verify that a cargo theft a urred.	encies ructure. actually			
> 1 NIBI	RS Incid shou Pleas RS Incid occu RS Incid	dent has both Burglary and Theft offenses. Because larceny/theft is an element of Burglary, age uld not report the larceny as a separate offense if it is associated with the unlawful entry of a st se verify that the larceny is a separate offense. If not, remove it from the incident. dent was listed as being a Cargo Theft. Please review the incident and verify that a cargo theft a irred. dent contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.	encies iructure. actually			
<ul> <li>1 NIBi</li> <li>4 NIBi</li> <li>2 INCI</li> </ul>	RS Incid shou Pleas RS Incid occu RS Incid IDENT Incid	dent has both Burglary and Theft offenses. Because larceny/theft is an element of Burglary, age uld not report the larceny as a separate offense if it is associated with the unlawful entry of a st se verify that the larceny is a separate offense. If not, remove it from the incident. dent was listed as being a Cargo Theft. Please review the incident and verify that a cargo theft a irred. dent contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident. dent contains an offender 10 years old or younger. Please verify this for accuracy.	encies rructure. actually			

- 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.

Online RMS11.6	Appendix C. Incident Based Report- ing	Caliber Public Safety

#### 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		
00632I072017 8529637412017-0124 220AA 02 N 15		
030731072017 8529637412017-0124 1		
01414T072017 8529637412017-0124 8		
004651072017 8529637412017-0124 0128 FA		
008811072017 SC028000017-MPD-0023 20170525 16N		
0014147072017 SC028000017_MPD-0023 13ACC 45 J 30 88 141 MW P0	1 т	01
004651072017 SC028000017-MPD-0023 0146 MI		
008811072017 SC028000017-MPD-0045 20170531 10N		
00632I072017 SC028000017-MPD-0045 13ACD 38 J 30 88		
LI41410/2017 SC028000017-MPD-0045 00113A 105 MW R0.	L B	- 10 ·
III		►

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 E
Data Sets		G	012019-2								
SELECT AGENCY			Data Set Submi	ssion Details	Warnings	Submission File	Stati	stics Sub	mission Summary		
Indiana State I	Police	~	Statistics					System	Download File	File Date	Generate File
Open Data Se	ts		Total Incidents:	13				CLERY			
Total Incidents	Actions		Included:	13				NIBRS			<b>V</b>
13		ß	Not Included:	0				SCIBRS			
D		Ø	Date:	01/2019		Rese	et	Generate	Submission File C	lose Data Set	
losed Data S	ets Recent   Las	t 12   All	One or more Syste	ms is compat	ible with XMI	Generation.					
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Data Set	Actions		NIBRS		3/13						(†) 🛛 🛓
072017-2	22	ď									
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121992-1	0	۲									

 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
)12019-2										
Data Set Submi	ssion Details	Warnings	Submission File	Statis	stics	Subn	nission Summary			
Statistics					Syst	em	Download File	File Date	Generate	
Total Incidents:	13								File	
Included:	13				CLEF	łΥ				
Not Included:	0				NIBF	S	291_NIBRS.txt	02/12/2019 1438	V	
Date:	01/2019		Rese	et	SCIB	RS				
					Gen	erate s	Submission File C	lose Data Set		
One or more Syste	ms is compatil	ole with XMI	Generation.							
System		# of Files	Generated					Actions		
NIBRS		3 / 13							<b>\$</b>	*

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	Ø					
SELECT AGENCY						
Indiana State Police	• •					
Open Data Sets						
Total Incidents	Actions					
0	ľ					
Closed Data Sets	Recent   Last 12   All					
Filter on Data Set II	D Apply					
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072017-2 22	ľ					
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072017-2 22 012015-1 13 121992-1 0	لا لا ع					

#### 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.

ine RMS11.6	Appendix C.	Incident Based Report- ing	Caliber Public Safety



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 Subm	ssion Details Warni	ngs Submission File	Statistics	Submission Su	immary	
Statistics 👞			System	Download	File	Generate
Total Incidents:	70			File	Date	File
Included:	70		NIBRS			
Not Included:	0		Generate S	ubmission File	Close Data	Set
Date:	11/2019	Reset				
One or more Syster	ns is compatible with X	ML Generation.				
	# of Files Ger	nerated		Actions		
System 🔶						



For more information on XML submission files, refer to the *Incident Based Reporting Guide* found under the Help Menu in Online RMS.

Onl

## **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**.



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.



b. Click on the Report you wish to run, most likely the **Return A**. A filter opens on the right of the window.

ing

	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.
<ul> <li>Incident Reports</li> </ul>	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
<ul> <li>System Admin Reports</li> </ul>	314 - 1 - February 2015 - D13
Trace Reports	313 - 1 - July 2015 - D13
UCR Reports	311 - 23 - July 2017 - IPSC
	310 - 14 - January 2015 - IPSC
Cargo Theft Incident Report Domestic Violence (WY) Drugs Seized by Type and	HEADER NOTE
Quantity	
Hate Crimes Incidents	PDF File T
Human I räfficking Law Enforcement Office is Killed or Assaulted (LEOKA) Maryland Domestic Violence Form9 Persons Arrested - Adults Persons Arrested - Juveniles	Run 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	<b>^</b>	<b>^</b>			
I	315 - 1 - January 2015 - D13					
I	314 - 1 - February 2015 - D13					
I	313 - 1 - July 2015 - D13					
l	311 - 23 - July 2017 - IPSC					
	310 - 14 - January 2015 - IPSC	<b>.</b>	<b>*</b>			

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.

eport 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	013			
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.

3. A warning displays stating this will set all Incidents to *Accepted* and *Finalized*. Click Yes.

4. The necessary actions on this **Data Set** are now complete.

### **Errors Reported**

- 1. If errors are reported, click Yes.
- 2. A list of the reports appear. You can filter the list by entering one or more report numbers into the **Report#** field. Separate reports with a comma. Click **Apply Filter**.
- 3. Click the Apply Filter button as **Rejected**.
- 4. Click the **Update** button.
- 5. A message appears stating the action cannot be undone. Click **Yes** to continue or **No** to cancel.
- 6. You are returned to the report list to accept all the other reports.

# Accepting Reports after Error Reports have marked Rejected

- 1. Once you have rejected the reports with errors you must mark all the other reports as accepted.
- 2. If your file has more than 50 or 100 records go to the bottom of the page and change the page count to 100, then return to the top of the list.
- 3. Click on the button Apply Status to All on Page.
- 4. Open this list and select Accepted.
- 5. Once selected it will mark all the radio buttons as **Accepted**, except the reports you rejected.
- 6. On the right side it will tell you how many reports on that page you will be updating to **Accepted** and the click the **Update** button. You will get the *This action cannot be undone* warning again.
- 7. If you have more than one page, navigate to the next page and repeat the marking as Accepted. You will have to change the LOV back to Apply Status to All on Page and then back to Accepted before the Update button will become available again. Continue this until you have marked all reports on all pages as accepted.

- 8. Once you have all the reports marked as either **Rejected** or **Accepted**, click on the **Accept and Finalize** button.
- 9. When the confirmation window appears, confirm you are sure.

#### Glossary

A list of definitions for terms and abbreviations associated with Caliber products follows. All terms included here are not necessarily found in the *Caliber Online RMS User Guide* or the *Caliber Online RMS Administrator Guide*.

**9-1-1** or **911**— A three-digit telephone number used to report an emergency requiring response by a public safety agency (from *NENA Master Glossary of 9-1-1 Terminology*)

**911 service area** — The geographic area to which the government has granted authority to provide 911 service

**911 system** — A telephone system that automatically connects a person dialing "911" to an established PSAP through traditional telephone service facilities

**abandoned call** — A call placed to 911 in which the caller disconnects before the call can be answered by the PSAP attendant

**access line** — The connection between a customer premises network interface and the local carrier that provides access to the public switched telephone network

**accident reports** — Report category that enables sorting and viewing of accident query and accident state reports

active window — Indicated by a blue title bar, a window with which a user can interact

add-ons — Agency-defined field used to customize RMS for specific local needs,

**AFIS** — Automated Fingerprint Identification System (US FBI)

AFR — Abbreviation for Automated Field Reporting

**alarm** — Any notification made to an emergency agency that a situation exists or may exist and requires a response. An alarm can be generated via an electronic alarm system, telephone, radio, word-of-mouth, and so forth.

**alert** — A message, error, or notification of a situation (incoming calls, timer alerts, mail messages, and so forth) that may require immediate attention

ALI Database — Alternative name for DMS (Database Management System)

**ALIDBS** — Abbreviation for ALI Database

**alias** — A name, other than that recorded on an individual's birth certificate, by which the individual may be known

**alternate routing** — The routing of a 911 call or message over a designated substitute route when the primary 911 lines are unavailable for immediate use

**Amber Alert** — Broadcast system for *America's Missing: Broadcast Emergency Response*, Amber Alerts are immediate, up-to-date information to aid in the safe recovery of a missing child. Amber Alerts are dispatched to law enforcement, the media, and the public.

**ANI/ALI** — Abbreviation for *Automatic Name/Location Information/Identifier* or *Identification* 

AOC — Abbreviation for Authority Operation Center

API — Abbreviation for application programming interface

**Application** — Generic term for a program or system that handles a specific business function

**Application Programming Interface (API)** — An interface used by programmers to write interfaces between their system and another vendor's system, thereby simultaneously integrating multiple systems

**Application Software** — A complete, self-contained program that can perform work for a user. This is in contrast to system software such as an operating system, server processes, and libraries that exist in support of application software.

AREA — Patrol Area/Zones/Beats

**area of fire origin** — The specific location where a fire started. May be a room, a portion of a room, a vehicle, a portion of a vehicle, or an open area devoted to a specific use. Every fire has an area of fire origin. (From NFIRS 5.0 Ref. Guide)

**arrival time** — The time at which a 911 call is received (if it generates an incident record) or at which an incident is created (if the call generates a manually-created incident)

**arrived** — Status of a unit indicating that it is assigned to respond to an incident and has arrived at the location specified on the incident record

**assigned unit** — A unit that is assigned (dispatched, en route, arrived, and so forth) to an incident. Some systems may be configured to consider units designated as busy (such as out for food, out for fuel, or at the station) as assigned.

**Assigned Units Window** — A CAD window that displays all units assigned to an incident. Some systems may be configured to consider units designated as busy (such as out for food, out for fuel, or at the station) as assigned. **Attendant Window** — A CAD window that displays alerts to inform users of events or incidents that may require immediate attention

**audit trail** — Automated system records that show if database/fields have been changed, what changes were made, who made them, and when

**automatic** — When applied to fire protection devices, a device or system providing an emergency function without human intervention

**automatic location identifier** — Automatic PSAP display of a caller's telephone number, the phone location, and any additional emergency services information. If phone number is also included, it may be called ANI-ALI.

**automatic number identification** — Telephone number associated with the access line from which a 911 call originates

**automatic vehicle locator** — A product that allows a client to receive Global Positioning Satellite (GPS) coordinates, locating a client unit's position

available unit — A response unit not currently assigned to an incident

**Available Units Window** — A CAD/WebCAD window that displays all units (individuals, stations, and/or cars) not currently assigned to an incident. Some systems may be configured to consider units designated as busy (out for food, out for fuel, at the station, etc.) as assigned.

AVL — Abbreviation for Automatic Vehicle Location

**B&E** — Abbreviation for *breaking and entering* 

**bitmap** — A picture representation that displays on the screen instead of text or numeric characters

**BMP** — File extension for bitmap, an image format commonly used on the web and in web applications

**BOLO** — Abbreviation for *Be on the Lookout* 

**building** — A structure enclosed with walls and a roof and having a defined height (from NFIRS 5.0 Reference Guide)

**busy** — Status of a unit indicating that it is not assigned to an incident but is unavailable or may be slow to respond due to its current activities. Busy units include units that are out for food, out for service, at the station, and so forth. Some systems may be configured to consider units designated "busy" as assigned.

**CAD** — Abbreviation for *Computer Aided Dispatch* 

call — An incident phoned into a police, fire, or EMS dispatch center

**Call Detail Recording** — Process of providing a written record, by telephone number, of all 911 calls received by a PSAP

**Call Number Sequence** — Sequence numbers in CAD to track and record CAD calls

**Call Relay Method** — Process by which a 911 call is answered at the PSAP and the call taker relays the information to the appropriate public or private safety agency for further action

**Call Taker** — The person in an agency that receives a call for an incident. This person may or may not be a dispatcher.

CFS — Abbreviation for calls for service

Caliber CAD — Caliber's CAD Solution

**Call Transfer Method** — Process by which the PSAP call taker determines the appropriate responding agency and transfers the 911 caller to that agency

**casualty (fire)** — A person who is injured or killed at the scene of a fire (from NFIRS 5.0 Reference Guide)

**CATP** — Abbreviation for *customer acceptance test plan* 

**charge** — An accusation of wrongdoing, particularly an official statement that accuses someone of committing a crime

**check box** — An interface icon that when clicked turns an option *on (checked)* or *off (empty)*. When two or more checkboxes are offered as selections, the user may check as many choices as are applicable (unlike radio button selections, where the user can only select one option).

**CID** — Abbreviation for *Criminal Investigation Division* 

**CIR** — Abbreviation for *Criminal Incident Report* 

**citation** — A writ or ticket for a person to appear in court on a specific date to respond to a charge of breaking the law

**citation reports** — Report category that enables sorting and viewing the following report types: Charges by Person, Court Schedule, Ticket Inventory, and Officer Activity

**civil process reports** — Report category that enables sorting and viewing the following report types: Civil Process by Sector, Court Schedule, Payments Received, and Papers by IV-D

**civilian fire casualty** — Any non-fire service casualty who is injured or killed at the scene of a fire (from NFIRS 5.0 Reference Guide)

**CIS**— Abbreviation for *Criminal Information System*, a Caliber state switch interface product. CIS has also been referred to as *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

**E 911** (enhanced 911) — An emergency telephone system that includes network switching, database and CPE elements that can provide selective routing, selective transfer, fixed transfer, Automatic Location Identification (ALI), and Automatic Number Identification (ANI)

**elapsed time** — The duration since the previous contact time. Once a unit is assigned, the elapsed time indicates the time that has passed since the AGN STAT time.

#### EMD — Abbreviation for Emergency Medical Dispatch

**emergency call** — A telephone request for service which requires immediate action to prevent loss of life, reduce bodily injury, prevent or reduce loss of property, and other emergency situations as defined by local policy

**Emergency Medical Dispatch** — Critical medical advice offered by specially trained 911 call answering personnel. Advice follows approved protocols, given in logical sequence, for such conditions as heart attacks, choking, and child birth. Protocols are administered by phone until the arrival of emergency medical personnel on the scene.

**Emergency Service Number** — A three- to five-digit number that represents a unique combination of emergency services agencies (Law, Fire, EMS) designated to serve a specific range of locations within a geographical area. ESNs are set up by the telephone company in conjunction with subscriber input and transmitted along with E911 data. ESNs are not always available in the E911 ALI feed.

**Emergency Service Zone** — A geographical territory consisting of a specific combination of law enforcement, fire, and EMS coverage areas

EMS — Abbreviation for Emergency Medical Service

**EMS Zone** — Also called *Run Zone*, a specific area by which EMS responsibilities are defined

**En Route** — Status of a unit indicating that it is assigned to respond to an incident and is proceeding to the location specified on the incident record

ENR — Abbreviation for Enroute, a status code

**environment** — The set of tools and the physical surroundings in which software is developed, tested, and/or deployed

ESN — Abbreviation for emergency service number

**ESRI** — Abbreviation for Environmental Systems Research Institute (3rd party supplier of GIS and database software)

evacuation route — A route for a specific geographic area that dispatchers can use to instruct citizens in case of an evacuation

event code — Unique alphanumeric code that identifies the circumstance or occurrence that resulted in a call for help. Event codes may differ from one agency to another and are established by your agency 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 Online RMS11.6

must be assigned names (labels). Thus, a literal is a name/label that an agency assigns to a field.

**local area network** — A computer network that encompasses a discrete area, such as in a building. In a law enforcement agency, this may include Dispatch, CAD, GEO, MIS, and desktop computers.

**location** — The address at which an incident is occurring as provided by the ALI system or the caller

**login** — A process in which a user identifies and authenticates himself/ herself to a computer

**longitude** — Angular distance on the earth's surface, measured east or west from the prime meridian to the meridian passing through a position, expressed in degrees (or hours), minutes, and seconds. Longitude lines run north/south, are parallel at the equator, and converge at the North and South Poles. Values range from 0 at Greenwich, England, to 180 degrees at the International Date Line west of Hawaii. Minutes and seconds range from 0 to 59. (*From NFIRS 5.0 Ref. Guide*)

**low cross street** — A term used to indicate the next street that intersects a particular street in the direction in which that street's numbers descend

Maps — Map display of GIS data (raster and vector)

**marker** — Map icon/symbol used to display specific data (search results, incident, or unit location)

**Master Street Address Guide** (*MSAG*) — Computerized geographical file or database that consists of all streets and address ranges within the 9-1-1 system area. Key to selective routing capability of E911 systems; requires constant updating.

- **MDT** Abbreviation for *Mobile Data Terminal*
- **MM** Abbreviation for *Mile Marker*
- **MNI** Abbreviation for *Master Name Index*
- MO Abbreviation for Method of Operation

**mobile property type** — Property designed to be movable whether or not it still is (from NFIRS 5.0 Reference Guide)

**move-ups** — Move-Ups provide dispatchers with information when handling various types of calls, such as EMS. For example: When a dispatcher requests to view EMS move-ups, the system checks this database to see if the current situation matches any situations in the database. If a match is found, the instructions are displayed to the dispatcher. These instructions can indicate what station should move up a unit to provide

back-up coverage. They should also include whatever information your agency normally expects a dispatcher to have access to when dealing with a particular EMS situation.

mpk — File extension - ESRI map package file, vector map graphic data

MSAG — Abbreviation for Master Street Address Guide

**Narrative** — Additional description or details, in free-form text, associated with an incident

**National Crime Information Computer** — NCIC is a computerized index of criminal justice information that is available to Federal, state, and local law enforcement and other criminal justice agencies, and it is operational 24 hours a day, 365 days a year. The NCIC system provides a computerized database for ready access by a criminal justice agency making an inquiry and for prompt disclosure of information in the system from other criminal justice agencies about crimes and criminals. This information assists authorized agencies in criminal justice and related law enforcement objectives, such as apprehending fugitives, locating missing persons, locating and returning stolen property, as well as in the protection of the law enforcement officers encountering the individuals described in the system.

**National Emergency Number Association** — NENA's mission it is to foster the technological advancement, availability, and implementation of a universal emergency telephone number system in the United States. In carrying out its mission, NENA promotes research, planning, training and education. The protection of human life, the preservation of property and the maintenance of general community security are among NENA's objectives.

**National Institute of Corrections** — The National Institute of Corrections (NIC) is an agency of the United States government. It is part of the United States Department of Justice, Federal Bureau of Prisons. NIC provides support programs to assist federal, state, and local corrections agencies and provides funds to support programs that are in line with its key initiatives.

**National Law Enforcement Telecommunication System** — NLETS is the International Justice and Public Safety Information Sharing Network — a state-of-the-art secure information sharing system for state and local law enforcement agencies. It provides electronic messaging to allow information exchange between state, local, and federal agencies and support services to justice-related computer programs.

**NCIC** — Abbreviation for *National Crime Information Computer*, located in Washington, D.C.

**NENA** — Abbreviation for *National Emergency Number Association* 

NFIRS — Abbreviation for National Fire Incident Reporting System

NIC — Abbreviation for National Institute of Corrections

**NLETS** — Abbreviation for International Justice and Public Safety Network formerly known as National Law Enforcement Telecommunication System (https://www.n-lets.org)

**NOK**— Abbreviation for *Next of Kin* 

**Objective Jail Classification System** — developed guidelines for assessing jail inmates' individual custody and program needs

**OCA** — Abbreviation for *Originating Case Agency* 

**OCC Number** — The number of occupants at a location

occupancy — The specific property use of a building or portion of a building

Off Duty — See Out of Service

officer reports — Report category that allows access and viewing of Associated Papers and Case Assignment Records

**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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