



**InterAct RMS  
Version 10.19.0**

**Product Release Bulletin**

**December 2, 2014**

REVISION HISTORY

Revised By	Revision Date	Version	Notes
L. Grovatt T. Collins J. Elston C. Matter A. Ng D. McMillan A. Aficial	11/14/2014	1.0	Original Document.
L. Grovatt	12/1/2014	2.0	Final Document

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## INTRODUCTION

This document provides an overview of the software changes being delivered in the 10.19.0 release of the InterAct RMS product. This document is intended to provide information to assist in release preparation activities including:

- Internal staff training
- Customer release training
- Customer release notes
- Release announcement and promotion
- Online help and eLearning updates
- Updates to web site product information and product collateral

## RELEASE OVERVIEW

This section includes an overview of major enhancements included in the 10.19.0 release. Items marked with an asterisk are released in a disabled state and may require agency configuration, deployment of multiple InterAct products, and/or additional training prior to the capabilities being enabled for an agency. Agencies that are interested in the below capabilities should inquire with InterAct's Operation/Support team by submitting a help ticket. Additional information is provided in the summary overview sections.

The scope of this release is defined below:

- Case Management
- Civil Process
- Warrants
- Custom Forms
- Evidence Management
- Field Arrest
- Incidents
- Administrative

## RELEASE MILESTONES

The following table contains the high level release milestones.

Start Date	End Date	Milestone
Jul-14	Jul-29	10.19.0 Planning
Jul-30	Jul-30	10.19.0 Release Kick-Off
Jul-31	Aug-02	10.19.0 Code Split
Oct-28	Oct-28	10.19.0 Code Lock
Oct-29	Nov-04	10.19.0 Cycle 1 Testing / Fixes Complete
Nov-05	Nov-18	10.19.0 Cycle 2 Testing / Fixes Complete
Nov-11	Nov-11	10.19.0 Reports & Interfaces Complete
Nov-19	Nov-19	10.19.0 Den Dup, Demo, & Training Installations
Nov-20	Nov-25	10.19.0 Cycle 3 Testing / Fixes Complete
Nov-26	Nov-26	10.19.0 Final Build
Dec-02	Dec-02	10.19.0 Release Installs

## NEW FEATURES & ENHANCEMENTS

The following are the new features and enhancements included in the release of InterAct RMS version 10.19.0.

### ADMINISTRATIVE - CAD TO RMS MAINTENANCE TOOL ENHANCEMENTS

#### IA-34562: CAD ADMIN TOOL PERFORMANCE AND SEARCH IMPROVEMENTS

Some agency schema setups require several hundred to several thousand “CAD to RMS” interface mapping values. Overtime, the CAD Admin tool has become counterproductive due to performance issues with the original design and for this reason, it has been redesigned to improve performance and usability.

Agency administrators with DBA roles will have access to the CAD Setup Tool page by following this path: Administration → Tables → System Tables → Interface Maintenance. Click the ‘**Edit Interface Setup**’ icon for CAD – Standard CAD Interface.

The screenshot shows the 'Interface Maintenance' application window. At the top, there is a search bar and a 'Search' button. Below this is a table with columns: Interface Code, Interface Description, Agency, and Actions. The 'CAD' interface is highlighted, and an orange callout box with the text 'Select 'Edit Interface Setup' icon for CAD' points to the edit icon in the Actions column for that row. At the bottom of the window, there are buttons for 'XML Documents', 'State Code Mappings', 'Add Interface', and 'Cancel'.

Interface Code	Interface Description	Agency	Actions
PODEX	Prosecutor Office Data Exchange		[Icons]
RMSDEX	RMS Data Exchange		[Icons]
CAD	Standard CAD Interface		[Icons]
CLERY	Postsecondary Education Clery Report		[Icons]
LIMS	LIMS Evidence Data Extract		[Icons]
MIBRS	Missouri IBR Reports		[Icons]
NIBRS	FBI NIBRS Report	MSP NC Central Troop, MSP NC Western Troop, MSP SC Eastern Troop, MSP SC Washington Metro Troop, Westminster Barracks, Golden Ring Barracks, Maryla...	[Icons]
MICR	Michigan Incident Crime Report		[Icons]
RMSMAP	RMS Crime Mapping Data Exchange		[Icons]
INCMLEXT	Incident XML Extract		[Icons]
TALON	Talon Point Crime Analysis		[Icons]
ARS	ARIES Interface		[Icons]
CITXMEXT	CITATION XML Extract		[Icons]
VIBRS	Virginia FBI NIBRS Report		[Icons]
CD2	2nd Occurrence of Standard CAD Interface in a schema		[Icons]
SCIEXINC	SCIEX Incident Data Exchange		[Icons]
NDEX	NDEX Data Exchange		[Icons]
SCIBRS	South Carolina FBI NIBRS Report		[Icons]



This will open the CAD Setup Tool page. Clicking within the blue bar for any of the CAD Mappings will expand the list of codes for the mapping. A few changes have been made to this screen:

- To add a new code, the user will type in the EJS Code and State Code in the top section. Instead of a '+' button, the user will now click the **'Save'** button to save the record.
- The user is now able to expand or shorten the list of codes shown by selecting different values from the **'Show entries'** drop down list.
- A search field has been added allowing the user to enter either an EJS Code or State Code to search for. Partial string values are allowed. For example, if the user wanted to search for all state codes with a prefix of 'ISP.RDC', the user could simply type in 'RDC' as the search criteria. As the user continues to type in characters in the search field, the list will automatically change based on the search criteria entered.
- **'Update'** and **'Delete'** buttons for each code have been added. If the user wishes to update a code, the user will make the changes in either the **'EJS Code'** or **'State Code'** fields and click the **'Update'** button to save changes. Deleting a code merely requires the user to click the **'Delete'** button for the code. Please be aware that there will NOT be a resulting delete confirmation box prompting the user to accept or cancel the deletion.

The screenshot shows the CAD Setup Tool interface in Data Edit Mode. At the top, there is a header with the title "CAD Setup Tool [Data Edit Mode]" and a sub-header "You are viewing the current CAD data from the database. You may edit the data below and submit your changes." Below this is a "Cancel" button. The main content area is divided into tabs: "CAD Mappings", "Call Received Codes", "Call Type Codes", "XML Doc Options", and "XML Processing Errors". The "CAD Mappings" tab is active, showing a table for "IA\_CAD\_AGENCY\_CODES". The table has columns for "EJS Code", "State Code", "Mapping Type", and "Action". The "Action" column contains "Update", "Cancel", and "Delete" buttons for each row. A "Show 10 entries" dropdown is located above the table. A search field labeled "Search criteria field" is also present. Callouts with arrows point to various elements: "Enter EJS Code, State Code and click 'Save' to add a new code for the" points to the top input fields and the "Save" button; "Search criteria field" points to the search input; "Select different values to expand or shorten list of codes displayed" points to the "Show 10 entries" dropdown; and "New buttons to update or delete a code." points to the "Update", "Cancel", and "Delete" buttons in the "Action" column.

EJS Code	State Code	Mapping Type	Action
TX1070900	DL1	IA_CAD_AGENCY_CODES	Update Cancel Delete
TX1070900	ISP.RDC1.Area I	IA_CAD_AGENCY_CODES	Update Cancel Delete
TX1070900	ISP.RDC1.Lafayette	IA_CAD_AGENCY_CODES	Update Cancel Delete
TX1070900	ISP.RDC1.Lowell	IA_CAD_AGENCY_CODES	Update Cancel Delete
TX1070900	ISP.RDC2.Area II	IA_CAD_AGENCY_CODES	Update Cancel Delete
TX1070900	ISP.RDC2.Fort Wayne	IA_CAD_AGENCY_CODES	Update Cancel Delete
TX1070900	ISP.RDC2.Peru	IA_CAD_AGENCY_CODES	Update Cancel Delete
TX1070900	ISP.RDC3.Area III	IA_CAD_AGENCY_CODES	Update Cancel Delete

## CASE MANAGEMENT ENHANCEMENTS

IA-32200: CASE MANAGEMENT - INCIDENT SUMMARY LINK (TTN112055, TTN114012)

In previous versions of RMS, investigators and other users were not able to get a quick summary of incident reports associated with a case while viewing the list of cases searched either from the **'My Active Cases'** link on the user's home page or from the **'Review Cases'** main menu option. It was time consuming for the users to open up each case after performing the search in order to get more information about the associated incident reports. This enhancement will make it more efficient for users as it will allow them to view incident report summary information directly from case search results.

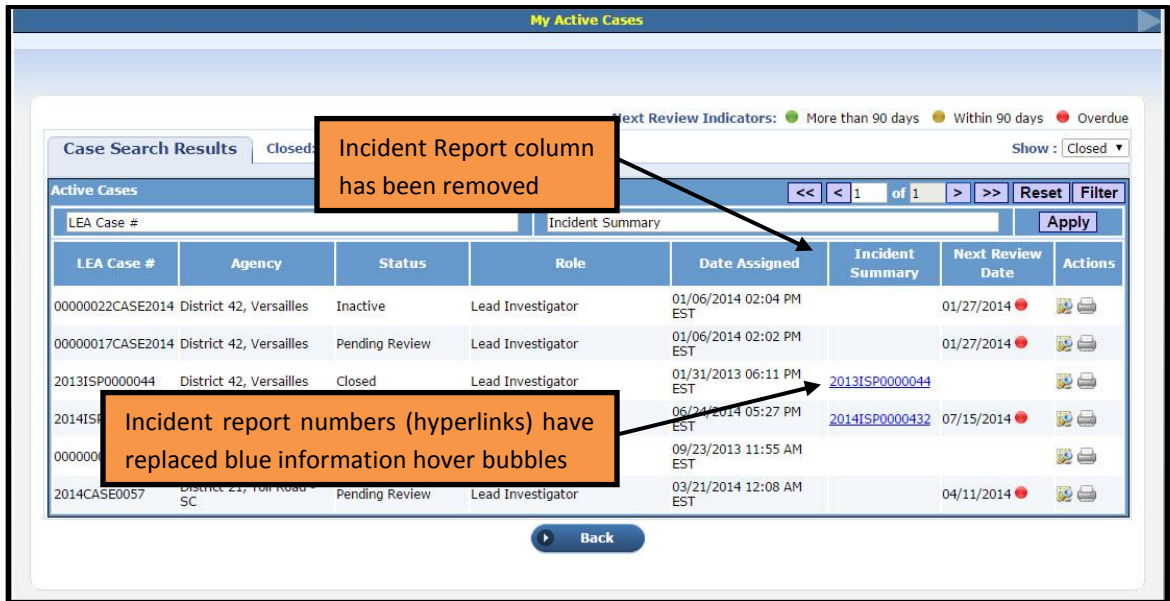
Users will typically search for cases via one of the following two ways:

- a. **'My Cases (Active Count) #'** link on the user's home page under the **'Recent Activities'** grid

The screenshot shows the InterAct RMS Home page. At the top left, there is a 'Broadcast Messages' section with a 'Medium Priority Informational Message URL: Test5 - Test5'. Below this is a section for 'Offenses - Last 24 Hours' which displays 'No Data'. To the right of this is a pie chart showing the distribution of cases: 712 Initial (green), 7 Disapproved (light green), and 1 Pending Approval (dark green). A callout box with an orange background and black border contains the text 'Click the # link for My Cases (Active Count)' and has an arrow pointing to the 'My Cases (Active Count)' link in the 'Recent Activities' grid. The 'Recent Activities' grid lists various activities with their counts: Initial Report (629), Disapproved (5), Approved (Past 10 Days) (9), Follow Up Needed (Past 10 Days) (1), Pending Approval (1), My Cases (Active Count) (53), Evidence Review (46), Open Field Arrests (156), Arrests Pending Release (6), My Forms (Initial) (26), Forms For Review (1), Pending UCR Review (84), and My Court Papers (10). Below the 'Recent Activities' grid is a 'Charts' section with links for 'Daily Log by Time Category', 'Offense Activity', 'Open Field Arrests', 'Snap Shot', and 'Unapproved Incidents'. At the bottom of the page is a 'Notifications' table with columns for Count, Notification Type, Latest Notification, and Priority. The table contains 8 rows of notification data.

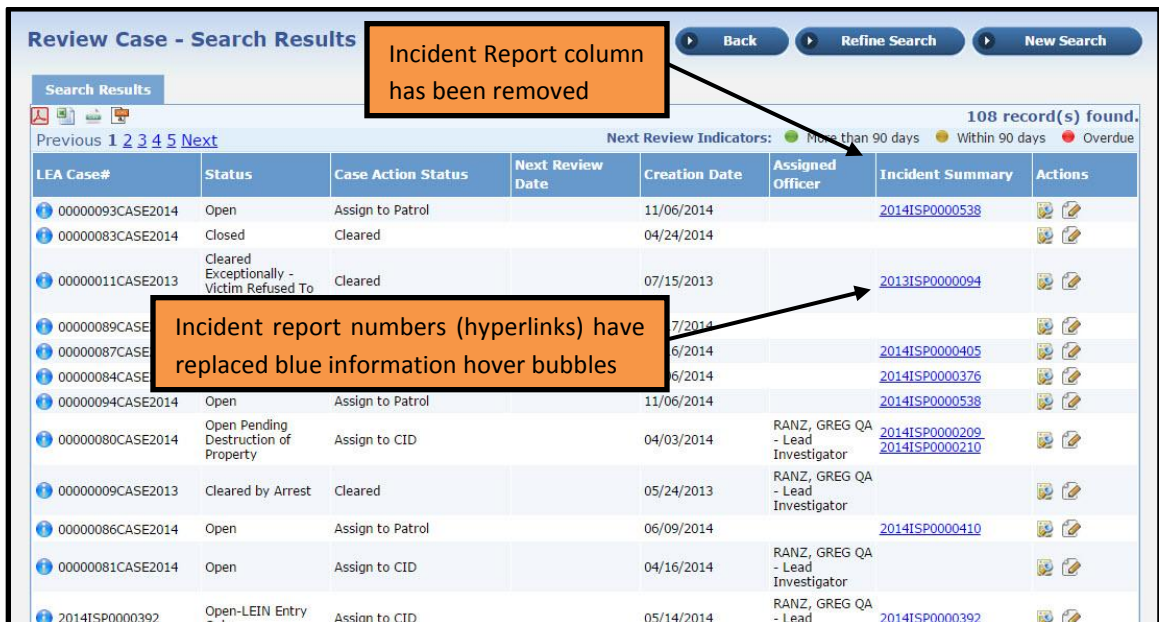
Count	Notification Type	Latest Notification	Priority
23	Business Alert	11/07/2014 02:30 PM EST	Urgent
1	EXTERNAL INFORMATION RESPONSE RECEIVED	11/06/2014 06:07 PM EST	High
1	INCIDENT REPORT OPENED FOR EDIT	11/06/2014 02:55 PM EST	High
19	Gang Alert	11/06/2014 02:25 PM EST	Urgent
22	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/06/2014 02:20 PM EST	High
140	Person Alert	11/06/2014 02:20 PM EST	Urgent
14	Location Alert	11/06/2014 11:00 AM EST	Urgent
5	FIELD ARREST RE-OPENED	10/24/2014 01:26 PM EST	High
6	FIELD ARREST REVIEW REQUEST - CID	10/23/2014 01:57 PM EST	High

Clicking the **'My Cases (Active Count) #'** link will open the **'My Active Cases'** search results screen. Note that the Incident Report column has been removed from this screen. Hyperlinks displaying incident report numbers associated with each case have also replaced the blue information hover bubbles in the Incident Summary column.



b. Incidents → Case Management → Review Cases main menu path

As with the 'My Active Cases' search results screen, the Incident Report column has been removed and hyperlinks displaying incident report numbers associated with each case have also replaced the blue information hover bubbles in the Incident Summary column



If the user clicks an incident report number(s) hyperlink from either of the search screens above, a dialog box will open displaying one or more tabs for each incident report number

associated with the case. Each tab provides the user with incident summary information. Click the 'Close' button at the bottom of the screen to return to the search results screen.

**Record Viewer**

Incident - 2013ISP0000126 ✕ Incident - 2014ISP0000193 ✕

Report #: 2013ISP0000126  
 Agency: District 42, Versailles  
[Open in Incident Summary Page](#)

**Summary**

Report Date: 07/24/2013 17:19  
 Occurrence Date: 07/24/2013 17:19  
 Summary:  
 Location: 100 East Green Street INDIANAPOLIS, IN

**Cases**

Case #	Agency	Lead Investigator	Action Status	Case Status
00000008CASE2013	District 42, Versailles		Assign to CID	Open

**Officers**

Last Name	First Name	Badge #	Title	Role	Agency	Supp #
Livangood	Derek	1007		Reporting	District 42, Versailles	0

**Offenses**

Severity	Offense	Remarks	Offense Date	Status	Supp #
1	35-48-4-10B - CONTROLLED SUBSTANCE- DEALING MARIJUANA- FELONY		07/24/2013 17:20	Cleared by Arrest	0

**Victims**

Name	Offense(s)	Role(s)	Supp #
SOCIETY	35-48-4-10B-CONTROLLED SUBSTANCE- DEALING MARIJUANA- FELONY	Victim	0

**Property**

Description	Loss	Status	Supp #
DRUGS / NARCOTICS - CONTROLLED SUBSTANCE SUSPECTED MARIJUANA 2 No. Plants	Seized (NOT previously stolen)	Seized	0

**Narratives**

Title	Author	Narrative	Supp #
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Close

IA-32690: CASE MANAGEMENT - MANAGE SUBSCRIPTIONS

A few enhancements to the Case Management module have been made to reflect real world usage of how investigators work cases. Previously, users were not able to view who had subscribed to a Master Person while reviewing case details. Users had to exit the case and browse through the list of their own subscriptions by accessing the **'Subscriptions'** tab on the **'Manage User'** page (Options → My Profile) or they could see all subscriptions for a Master Person by searching for the Person (Master Indices → Person) and then viewing the subscription details in the **'Person Summary'** tab on the **'View Person'** page.

To view all subscriptions for a user while reviewing case details, the user can either be editing the case on the **'Case Review'** page or viewing the case on the **'Case Information'** page. Hover over the alert icon next to the Master Person's name in the **'Involved Names'** grid.

**Case Information** Quick Print Print Edit Case Go Back

**View Case**

[Assign Officers \(1\)](#) | [Incidents \(1\)](#) | [Offenses \(1\)](#) | [Involved Names \(2\)](#) | [Associated LEA Cases \(1\)](#) | [Case Notes \(0\)](#) | [Attached Forms \(0\)](#) | [Attachments \(0\)](#)

**Case Information**

LEA Case#: 0000074CASE2014  
 Agency: District 42, Versailles  
 Solvability:  
 Next Update Due: 03/26/2014  
 Comments:

Case Action Status: Assign to CID  
 Case Status: Open

**Assigned Officers**

Officer Name / Badge #	Title	Agency	Date Assigned	Role
Henry (Sup) Gerber - 445	Officer Supervisor	District 42, Versailles	10/07/2014 01:06 PM EST	Lead Investigator

**Incidents**

Report#	Incident Summary	Offenses	Comments	Date of Info
2014ISP0000523	09/24/2014 - 2239 East CORD 275 North MILAN, IN			10/07/2014

**Offenses**

Offense	Remarks	Status	Status Date/Time	Incident Report#	Supp #
35-43-4-2 T01 - THEFT- AGRICULTURE		Assisting Agency	09/24/2014 14:55	2014ISP0000523	0

**Involved Names**

Summary	Role	Incident Report#
KOZIAR, JOANNA RACE:White SEX:Female DOB: 07/08/1986(28)	OFFENDER	2014ISP0000523
ABC Duck Farm	VICTIM	2014ISP0000523

This will open a hover dialog listing which will display alert categories that exist for the Master Person. Previously the hover dialog listing only displayed text saying **"Person has Alerts"**. Users had to click on the alert icon to view what those alerts were. Now, users are able to

immediately get a high level view of the alert categories in the hover dialog listing. The alert categories include:

- Active Warrants
- Active Caution Codes
- Active Court Papers – New alert category
- My Subscription. New alert category. This shows if the logged in user has a subscription for the Master Person.
- Other Subscriptions. New alert category. This shows if other users have a subscription for the Master Person. The count of other users who have a subscription is displayed in parenthesis. Silent subscriptions as described in the section below will be excluded.

The screenshot displays the 'Involved Names and Organizations' section of the InterAct RMS interface. A 'Show/Hide' button is visible. Below it, a 'Summary' section lists individuals: 'KOZIAR, JOANNA RACE:White SEX:Female' and 'ABC Duck Farm'. A hover dialog is open over 'ABC Duck Farm', listing alert categories: 'Active Warrants', 'Active Cautions', 'Active Court Papers', 'My Subscription', and 'Other Subscriptions(2)'. An orange callout box with an arrow points to this dialog, containing the text: 'Hover Dialog Listing of alert categories that exist for the Master Person'. To the right, a table shows roles and incident report numbers: OFFENDER (2014ISP0000523) and VICTIM (2014ISP0000523). Below this, a table lists 'LEA Case #' (00000071CASE2014), 'LEA Case Summary' (District 42, Versailles, Review Status: Assign to CID, Case Status: Open), 'Lead Investigator', 'Comments', 'Date Of Info' (03/25/2014), and 'Actions'.

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If the user wishes to view details of the alerts, click the alert icon which will open the '**Person Alerts**' dialog box. The Master Person's summary information has now been included at the top of the dialog box. In addition, two new grids for have been added to the dialog box:

- **Active Court Papers** – Active court papers for the Master Person are listed here.
- **Active Subscriptions** – Subscriptions for the Master Person are listed here. If the logged in user has a subscription to the Master Person, the user's name will be highlighted in bold. Silent subscriptions as described in the section below will be excluded from this list.



**Person Alerts**

Index Id: 365  
 Last Name: KOZIAR First Name: JOANNA Middle Name: -- DOB: 07/08/1986 (Age: 28)

Aliases: (Maiden)JOANNA KOZO  
 Sex: Female Race: White Ethnicity:  
 DL #: K26042086794 State: Illinois SSN:

Residence Phone: Cell Phone:  
 Email:  
 Address 9095 FOREST Drive HICKORY HILLS, IL 60457 (Residence):  
 Height: 5' 07" Weight: 170 Eye Color: Blue  
 Hair Color: Brown Complexion:  
 Place of Birth: Citizenship:  
 Caution Codes: **Known to carry firearm**

Misc IDs  
 OLN K26042086794

**Active Warrants**

Warrant	Actions
Index ID: 105 Issue Date: 10/06/2014 08:00 Person: KOZIAR, JOANNA Status: <b>Active</b> Bond Amount: 0 Reference #: 12345(Docket #)	

**Active Caution Codes**

Caution Code	Comments	Start Date	Expire Date
<b>Known to carry firearm</b>		10/07/2014	

**Active Court Papers**

CP ID #	Type/Sub Type	Reference #s	Expiration Date	People/Organizations	Actions
<a href="#">44</a>	Civil Protection Order/Criminal	Case Prosecutor Number: 2468			

**Active Subscriptions**

Name	Agency	Actions	Reason	Date Of Info
Gerber, Henry (Sup)	District 42, Versailles	Index Accessed,Index Updated		10/08/2014
<b>Ranz, Greg Q</b>	District 42, Versailles	Index Accessed,Index Updated		10/08/2014
Savoy, Henry (officer)	District 34, Jasper	Index Accessed,Index Associated,Index Updated		10/29/2014

Logged in user's name highlighted in bold.

Close

Person alerts are also displayed when a user searches for a Master Person (Master Indices → Person). The **'Person Search Results'** page listing will display an alert icon for each person if the person has active warrants, active caution codes, subscriptions and/or active court papers. As described above, hovering over the alert icon will show alert categories for the person and clicking the alert icon will open the **'Person Alerts'** dialog box.

Person Search Results

Search Results

Alert(s) found. 2 results found using [InterAct statewide search.](#)  
[External Search Results](#)

Last Name	First Name	Middle Initial	DOB	Sex	Race	Misc ID	Name Type	Index ID	Actions
Kozlar	Joanna		07/08/1986	F	W	K26042086794	Primary Name	365	
Kozo	Joanna			F	W	K26042086794	Maiden	365	

Hover over the alert icon to display the hover dialog box listing all alert categories for the Master Person

Active Warrants  
 Active Cautions  
 Active Court Papers  
 My Subscription  
 Other Subscriptions(2)

Back Refine Search New Search InterAct Statewide Search

## Create a Silent Subscription

There are situations where a user wishes to subscribe to a Master Person but does not want others to view his/her subscription. The user is able to do this by creating a silent subscription, which is not shown to other users. The only users who have the ability to view silent subscriptions are:

- The user who created the silent subscription
- Users who have been granted a role with the permission category of “Subscriptions – View Silent Subscriptions” that allows the users to view silent subscriptions
- Users with administrative roles by default have the permission to view silent subscriptions

\* Note that silent subscriptions can also be created for other Master Indices such as Addresses, Organizations, Vehicles, Properties and Gangs.

To create a Silent Subscription, the user will follow the usual process of creating or modifying an existing subscription. When the user is presented with either the **‘Add Subscription’** or **‘Edit Subscription’** page, select and enter the desired options. Check the **‘Silent Subscription’** checkbox. Click **‘Save’**.

**Edit Subscription**

Name: PERSON

\* Action Type:  View  Update  Association

Index: KOZIAR JOANNA

\* Reason:

\* Notification Methods:  Notification inbox  Notification email

**Silent Subscription:**

Cancel Save Delete

\* Required Fields

Check 'Silent Subscription'

Click

To illustrate this functionality using an example, an officer, Charles Livingwell, created a silent subscription for Master Person *Joanna Koziar*. If a supervisor, Greg Ranz (who has permissions to view all subscriptions including silent subscriptions) is logged in, and views the Master Person in the **'Person Details'** and **'Person Summary'** tabs (**'View Person'** page), silent subscriptions are included in the User Subscription counts.

Logged in as supervisor  
- 'Person Details' tab

Greg Ranz[ISP Test (TSTC)] (District 42, Versailles) US/Eastern [New Daily Log] [Logout]

Person Search > Person Details JANSING, TIPHANI

**View Person** Print Report Go Back Update Details Subscribe

Person Details | Person Summary | Index Summary SmartSearch (0)

Expand All Collapse All Go To: Caution Codes (1) Aliases (1) Physical Description (1) Addresses (1) Phones (1) Emails (1) SMTs and Other Characteristics (1) Birth Place (1) Employment (1) Gangs (1) Education (1) Audit On

**Person Information**

Index Id: 167

Person Name: JANSING, TIPHANI N SSN: DOB: 03/18/1979(Age: 35 years)

Sex: Female Race: Unknown Ethnicity:

DL #: DL State: Date of Info: 06/06/2012

Residence Phone: No Phone Entered Cell Phone: No Cell Phone Entered

Residence Address: No Residence Address Entered

**Caution Codes - 1**

Code	Comments	Date of Info	Start Date	Expiration Date	Next Review Date
Escape Risk		10/24/2014	10/24/2014	10/24/2014	10/24/2014

**Aliases - 1**

Name	DOB	SSN	Type	Date of Info
JANSING TIPHANI N	03/18/1979		Primary Name	06/06/2012
TYPHANIE			Alias	10/24/2014

**Physical Descriptions - 1**

Ht/Wt	Eye/Hair Color	Hair Style	Facial Hair	Hair Length	Build	Skin Color	Age	Glass	Date of Info
6' 05"								N	10/24/2014

**Addresses - 1**

Address Info	Type	Date of Info
456 West Automation Way Apartment Greensboro, NC 27401	Business	10/24/2014

**Phone Numbers - 1**

Number	Date of Info
455-555-5555	10/24/2014

**Email Addresses - 1**

Email Address	Type	Date of Info
greg@yahoo.com	Home Email	10/24/2014

**SMTs and Other Characteristics - 1**

SMT	Location	Description	Image	Date of Info
Brace	Abdomen			10/24/2014

**Birth Places - 1**

Citizenship	City	State	Country	Date of Info
Africa	zxb	Alabama	Albania	10/24/2014

**Employment - 1**

Organization Name	Occupation	Job Start	Duration	Hrs/Wk	Income	Reasons for leaving	Date of Info
GED R US	asdf	10/24/2014	asdf	0.0	asf	asdf	10/24/2014

**Gangs - 1**

Gang Info	Status	Membership	Comments	Reasons/Comments	Date of Info
SCR23191 - Asian Gang - National	Active				10/24/2014

**Education - 1**

School	Degree/Certificate	Start Date	End Date	# Yrs	Status	Comments	Date of Info
LIVINGWELL INDUSTRIES - Organization #: 123	Master of Arts	10/24/2014	10/24/2014	0	10/24/2014		10/24/2014

**Images**

No Image Present

**Total Involvements**

FieldArrests	10/21/2014	3
CourtPapers	08/05/2014	2

**Common Event Associations**

Address	3
Organization	1
Person	7

**User Subscriptions**

Access	1
Association	0
Update	2

User Subscription Counts include silent subscriptions

Print Report Go Back Update Details Subscribe

The supervisor is also able to view all users who have subscribed to the Master Person (silent or not) within the **'Subscriptions'** grid in the **'Person Summary'** tab.

A new column showing the subscribed users agency, has also been added to the **'Subscriptions grid'**. The **'Agency'** column is useful if the user needs to contact the other subscribed users.

**Logged in as supervisor  
- 'Person Summary' tab**

**User Subscription Counts include silent subscriptions**

Total Involvements		
FieldArrests	10/21/2014	3
CourtPapers	08/05/2014	2

User Subscriptions	
Access	1
Update	2

**All users who have subscribed to this Master Person is listed (including silent subscriptions)**

**A new 'Agency' column has been added to the 'Subscriptions' grid.**

Name	Agency	Actions	Reason	Date Of Info
Livingwell, Charles	District 42, Versailles	Index Accessed, Index Associated, Index Updated		11/03/2014

Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
1410282	Arrestee	10/21/2014 0800	District 42, Versailles	35-48-2-2 C03 -		
1410281	Arrestee	10/08/2014 0800	District 42, Versailles			
1409277	Arrestee	09/03/2014 2300	District 42, Versailles			

Type	Sub Type	Filed Date	Received Date
Order/Civil	Civil	02/22/2014	02/22/2014
Civil Protection Order/Civil	Civil	06/06/2013	06/06/2013

If another officer, Henry Gerber (who does not have access to view silent subscriptions) is logged in and views the Master Person in the 'Person Details' and 'Person Summary' tabs ('View Person' page), silent subscriptions are either excluded from the User Subscription counts or not displayed at all (if no other users have subscribed to the Master Person)

**Logged in as officer who does not have access to view silent subscriptions – 'Person Details'**

US/Eastern [New Daily Log] [Logout]

### View Person

Print Report   Go Back   Update Details   Subscribe

Person Details   Person Summary   Index Summary

SmartSearch (0)

Expand All   Collapse All   Go To: [Caution Codes \(1\)](#) [Aliases \(1\)](#) [Physical Description \(1\)](#) [Addresses \(1\)](#) [Phones \(1\)](#) [Emails \(1\)](#) [SMTs and Other Characteristics \(1\)](#) [Birth Place \(1\)](#) [Employment \(1\)](#) [Gangs \(1\)](#) [Education \(1\)](#)

**Person Information**

Index Id: 167

Person Name: JANSING, TIPHANI N   SSN:   DOB: 03/18/1979(Age: 35 years)  
 Sex: Female   Race: Unknown   Ethnicity:  
 DL #:   DL State:   Date of Info: 06/06/2012  
 Residence Phone: No Phone Entered   Cell Phone: No Cell Phone Entered  
 Residence Address: No Residence Address Entered

**Caution Codes - 1**

Code	Comments	Date of Info	Start Date	Expiration Date	Next Review Date
Escape Risk		10/24/2014	10/24/2014	10/24/2014	10/24/2014

**Aliases - 1**

Name	DOB	SSN	Type	Date of Info
JANSING TIPHANI N	03/18/1979		Primary Name	06/06/2012
TYPHANIE			Alias	10/24/2014

**Physical Descriptions - 1**

Ht/Wt	Eye/Hair Color	Hair Style	Facial Hair	Hair Length	Build	Skin Color	Age	Glass	Date of Info
6' 05"								N	10/24/2014

**Addresses - 1**

Address Info	Type	Date of Info
456 West Automation Way Apartment Greensboro, NC 27401	Business	10/24/2014

**Phone Numbers - 1**

Number	Type	Date of Info
455-555-5555	Business	10/24/2014

**Email Addresses - 1**

Email Address	Type	Date of Info
greg@yahoo.com	Home Email	10/24/2014

**Images**

No Image Present

**Total Involvements**

FieldArrests	10/21/2014	3
CourtPapers	08/05/2014	2

**Common Event Associations**

Address	3
Organization	1
Person	7

User subscriptions counts are not displayed since no other users have subscribed to this Master Person besides the officer who created the Silent Subscription

Logged in as officer who does not have access to view silent subscriptions – 'Person Summary' tab

Henry (Sup) Gerber [ISP Test (TSTC)] (District 42, Versailles) [New Daily Log] [Logout]

### View Person

Person Details | **Person Summary** | Index Summary

Total Involvements		
FieldArrests	10/21/2014	3
CourtPapers	08/05/2014	2

Common Event Associations	
Address	3
Organization	1
Person	7

User Subscriptions grid and Subscriptions grid are not displayed on this screen since no other users have subscribed to this Master Person besides the officer who created a silent subscription

#### Person Common Event Associations

**Person Info**

- Name: JOSEPH KRIVDA Sex: Male Race: White DOB: 09/07/1983 (Age:31)
- Name: Mary Cainer Sex: Female Race: White DOB: 01/01/1973 (Age:41)
- Name: STEVEN C PAWLEY Sex: Male Race: Unknown DOB: 06/22/1985 (Age:29)
- Name: NICHOLAS WOODS Sex: Male Race: White DOB: 10/18/1989 (Age:25)
- Name: Darwin Schlock Sex: Male Race: White
- Name: Sam Brown Sex: Male Race: White DOB: 04/05/1980 (Age:34) 1 Field Arrests 10/23/2014
- Name: Greg Bob JailTestTwo Sex: Male Race: Unknown DOB: 01/02/1933 (Age:81) 1 Field Arrests 10/23/2014

#### Address Common Event Associations

Address Info	Count
3420 S Keystone AVE INDIANAPOLIS, IN	1 Court Papers
126 N 750 W IN	1 Court Papers
2200 Jackson ST Gary, IN 46407	1 Field Arrests

#### Organization Common Event Associations

Address Info	Type	Date of Info
456 West Automation Way Apartment Greensboro, NC 27401	Business	10/24/2014

#### Phone Numbers - 1

Number	Type	Date of Info
455-555-5555	Business	10/24/2014

#### Email Addresses - 1

Email Address	Type	Date of Info
greg@yahoo.com	Home Email	10/24/2014

#### SMTs and Other Characteristics - 1

SMT	Location	Description	Image	Date of Info
Brace	Abdomen			10/24/2014

#### Birth Places - 1

Citizenship	City	State	Country	Date of Info
Africa	zxb	Alabama	Albania	10/24/2014

#### Employment - 1

Organization Name	Occupation	Job Start	Duration	Hrs/Wk	Income	Reasons for leaving	Date of Info
GED R US	asdf	10/24/2014	asdf	0.0	asf	asdf	10/24/2014

#### Gangs - 1

Gang Info	Status	Membership Comments	Reasons/Comments	Date of Info
SCR23191 - Asian Gang - National	Active			10/24/2014

#### Education - 1

School	Degree/Certificate	Start Date	End Date	# Yrs	Status Date	Status	Comments	Date of Info
LIVINGWELL INDUSTRIES - Organization #: 123	Master of Arts	10/24/2014	10/24/2014	0	10/24/2014			10/24/2014

Print Report Go Back Update Details Subscribe

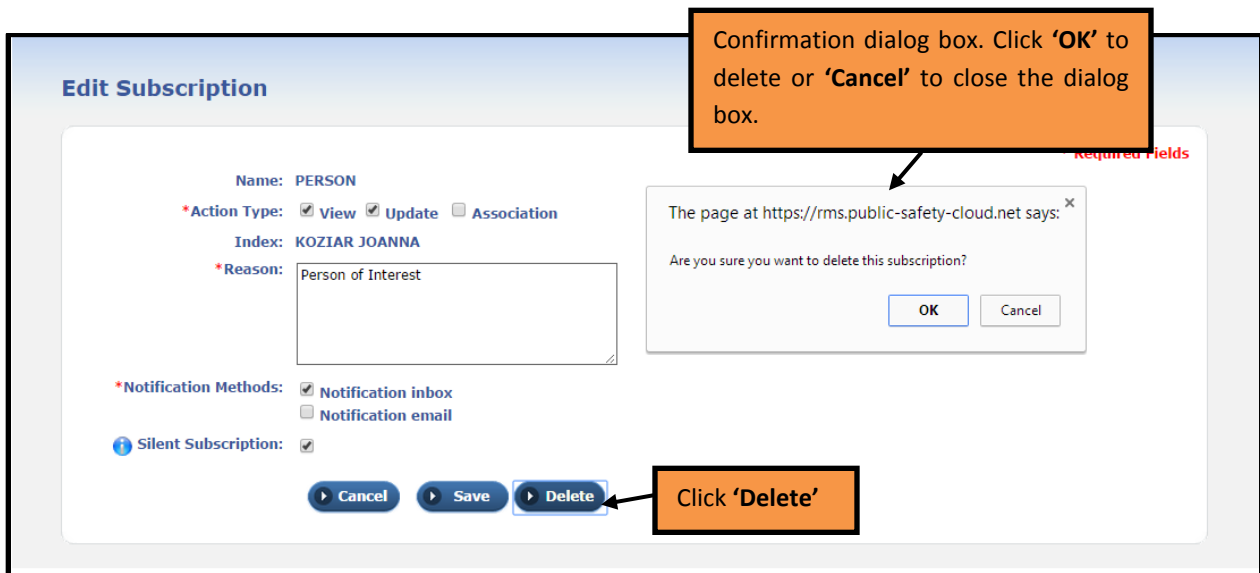
## Remove/Delete Subscriptions

Since subscriptions are usually tied to the investigation of a case, subscriptions are no longer needed when a case is closed. Previously, users had to delete their subscriptions in the **'Subscriptions'** tab on the **'Manage User'** page (Options → My Profile). This extra step meant that users were not as diligent in deleting their subscriptions and many subscriptions were left out there indefinitely. Users are now able to delete their subscriptions associated with a case, directly from a case or when looking up a Master Person.

To delete a subscription, the user will access the **'Edit Subscription'** page either by:

- Searching for a Master Person and selecting the **'Manage Subscriptions'** button on the **'View Person'** page OR by
- Clicking the Master Person's name link in the **'Involved Names and Organizations'** grid when editing a case in the **'Case Review'** page. This will take the user to the **'View Person'** page where the user clicks the **'Manage Subscriptions'** button

A delete button has been added to the **'Edit Subscription'** page. Click the **'Delete'** button and a dialog box will pop up confirming the deletion. Click **'OK'** to delete the subscription or **'Cancel'** to close the dialog box.



Once a subscription has been deleted, if no other alerts apply to the Master Person record, the alert icon will be removed from the **'Case Review'**, **'Case Information'** and **'Person Search Results'** pages. If other warnings exist, the alert icon will remain, but the hover dialog listing will no longer include a subscription alert.



**CIVIL PROCESS ENHANCEMENTS**

IA-33229: COURT PAPER - SEARCH BY SERVICE ADDRESS

Previously, users were not able to search for a court paper by service address. Users will now be able to use service address as an option when searching for court papers. Any attribute of the service address can be used (e.g. Street # or Street Name) in the search criteria. Users may also use wild card searches in any of the service address fields. The 'Court Paper Search' page may be accessed by selecting Records Management → Civil Process from the main menu bar.

The screenshot shows the 'Court Paper Search' page in the InterAct RMS system. The page is titled 'Civil Process' and includes a 'Court Paper Search' section with various filters like Court Paper Type, Status, Agency, Issuing State, Reference Type, Filed Date, Received Date, Court Appearance Date, and Service Expiration Date. A new 'Additional Search Criteria' dropdown menu is set to 'Service Address'. Below this is a 'Service Address' section with fields for 'Has Service Address' (radio buttons for Yes/No), 'Location One Line', 'Street #', 'Street Direction', 'Street Name', 'Street Type', 'Direction Suffix', 'Sub Type', 'Sub #', 'City', 'State', 'Zip', 'Reporting Area', 'Index ID', and 'Common Place Name'. At the bottom are buttons for 'Records Management', 'Reset', and 'Search'. Four callout boxes provide instructions: (1) points to the 'Additional Search Criteria' dropdown; (2) points to the 'Has Service Address' radio buttons; (3) points to the 'Street Name' field; (4) points to the 'Search' button.

**(1) Service address has been added to the list of Additional Search Criteria**

**(2) Select the 'Yes' radio button if searching by Service Address**

**(3) Enter search criteria in any of the address fields. Wild card characters are allowed.**

**(4) Click 'Search'**

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 The contributing agency retains sole ownership of and sole responsibility for the information it contributes to the Online RMS including but not limited to, the accuracy of the information. Receiving agencies will take no enforcement action without first verifying the current status of information with the contributing agency.

## InterAct RMS 10.19.0

Users may also choose to search for court papers that do not have service addresses. This feature will assist agencies in identifying papers void a service address. These papers may need to be further researched to identify a service address or additional information may be needed from the requesting service party. This feature will further identify any papers that will not be displayed in a map view or in an officer's service area.

The screenshot shows the 'Court Paper Search' interface in InterAct RMS. The page title is 'InterAct RMS' and the user is logged in as 'Greg Ranz [ISP Test (TSTC)] (District 42, Versailles)'. The interface includes a navigation menu with options like Home, Administration, Incidents, Master Indices, Options, Records Management, Forms And Reports, and Help. The main content area is titled 'Civil Process' and 'Court Paper Search'. It features a form with various search criteria: Court Paper Type, Status, Agency (set to 'District 42, Versailles'), Issuing State, Reference Type, Filed Date from/to, Received Date from/to, Court Appearance Date from/to, Service Expiration Date from, and Court Paper ID. There are also fields for Issuing County, Plaintiff, Reference Number, Filed Date to, Received Date to, and Court Appearance Date to. Below the form, there is a section for 'Service Address' with radio buttons for 'Yes' and 'No'. At the bottom, there are buttons for 'Records Management', 'Reset', and 'Search'. Three callout boxes provide instructions: (1) Select Service Address from the 'Additional Search Criteria' drop down; (2) Select the 'No' radio button; and (3) Click 'Search'.

**(1) Select Service Address from the 'Additional Search Criteria' drop down**

**(2) Select the 'No' radio button**

**(3) Click 'Search'**

IA-3516: COURT PAPER - COMMON EVENT ASSOCIATIONS

The ability to establish common event associations between a service address, people and/or organizations from the court paper has been included in this release update. This will be helpful for law enforcement personnel when they are searching for or attempting to make a connection between the person and a service address via the Persons Detail and Summary pages.

Although service address information is not typically part of an incident report or field arrest; the common event address link could help to locate a person of interest in the future.

The following Court Paper example is used to highlight the scenarios described further below. A number of To Be Served People, Organizations and associated service addresses have been added to the court paper.

To Be Served People/Organizations				
<a href="#">Add Unknown Person</a> <a href="#">Quick Search Person</a> <a href="#">Advanced Search / Add</a>				
Person Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> Carlosena Java Aguerro <b>Sex:</b> Male <b>Race:</b> Hispanic <b>DOB:</b> 06/22/1961 (Age:53)	6703 STRAWBERRY Lane Apartment #108 LOUISVILLE KY 40214	Active	\$50.00	
<b>Name:</b> TIPHANI N JANSING <b>Sex:</b> Unknown <b>Race:</b> Unknown	2200 Jackson Street Gary IN 46407 Lake County United States of America	Active	\$50.00	
<a href="#">Quick Search Organization</a> <a href="#">Advanced Search / Add</a>				
Organization Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> InterAct Denver <b>Type:</b> Computer Systems and Services including <b>Address:</b> 209 Education Avenue Durham, NC-27713	209 Education Avenue Durham NC 27713 United States of America	Active	\$0.00	

**View Common Event Associations for a Master Person**

A user may view common event associations for a Master Person by searching for the Person via the following main menu paths:

- Master Indices → Person (The user must be in the ‘View Person’ page and not the ‘Edit Person’ page to see the associations)
- Records Management → Person Records

In this example, we searched for **Tiphani Jansing**. Select the **Person Details** tab in the **View Person** page. The Address count in the **Common Event Associates** grid will now include all distinct service addresses from all court papers where the Person is a To Be Served Person.

**View Person** [Print Report] [Go Back] [Update Details] [Subscribe]

Person Details | Person Summary | Index Summary

SmartSearch (0)

Expand All Collapse All Audit On Go To: Addresses (1)

### Person Information

Index Id: 158  
Person Name: JANSING, TIPHANI N SSN: DOB: Ethnicity: Date of Info: 06/06/2012

Aliases - 0

Name	Date of Info
JANSING TIPHANI N	06/06/2012

### Addresses - 1

Address Info	Type	Date of Info
6703 STRAWBERRY Lane Apartment 108 LOUISVILLE, KY 40214	Residence	10/06/2014

### Images

No Image Present

### Total Involvements

CourtPapers	Date	Count
09/12/2014		1

### Common Event Associates

Address	1
Organization	1
Person	2

[Print Report] [Go Back] [Update Details] [Subscribe]

Select the **'Person Summary'** tab. The Address count in the **'Common Event Associations'** grid will now include distinct service addresses from all court papers where the Person is a To Be Served Person. The Address Common Event Associations grid will also display each distinct address on all court papers where the Person is the To Be Served Person. The count for each address will show if the address is found on multiple court papers.

The screenshot displays the 'View Person' interface with the 'Person Summary' tab selected. It features several data sections: 'Total Involvements', 'Common Event Associations', 'Address Common Event Associations', 'Organization Common Event Associations', and 'Involved Court Papers'. Three callout boxes provide additional context: one points to the 'Common Event Associations' grid, another to the 'Address Common Event Associations' grid, and a third to the 'Involved Court Papers' table.

**Common Event Associations**

	Count
Address	1
Organization	1
Person	2

**Address Common Event Associations**

Address Info	Count
2200 Jackson ST Gary, IN 46407	1 Court Papers

**Involved Court Papers**

Court Paper Id	Agency	Status	Type	Sub Type	Filed Date	Received Date
167	District 42, Versailles	Active	Civil Protection Order/Criminal	Criminal	09/12/2014	09/12/2014

## View Common Event Associations for an Organization

A user may view common event associations for an Organization by searching for the Organization via the following main menu paths:

- Master Indices → Organization (The user must be in the **'Organization Information'** page and not the **'Edit Organization'** page to see the associations)
- Records Management → Organization Records

Using the same court paper example above, we searched for 'Interact Denver' as the Organization. Select the **'Organization Details'** tab in the **'Organization Information'** page. The Address count in the **'Common Event Associates'** grid will now include distinct service addresses from all court papers where the Organization is a To Be Served Organization.

The screenshot displays the 'Organization Information' page for 'InterAct Denver'. The page includes tabs for 'Organization Details' and 'Organization Summary'. The 'Organization Information' section shows details like 'Organization Name: InterAct Denver', 'Organization Type: Computer Systems and Services including', and 'Organization#: 6745'. Below this is a table for 'Organization Address - 1' with columns for Address, Address Type, Occupied Dates, Comments, and Date Of Info. The address listed is '209 Education Avenue Durham, NC-27713' with a date of '08/28/2012'. To the right, there are sections for 'Images' (No Image Present), 'Total Involvements' (Incidents: 2, CourtPapers: 2), 'By Involvement Role' (Victim: 2), and 'Common Event Associations'. The 'Common Event Associations' table has columns for Type and Count, with 'Address' having a count of 1 and 'Person' having a count of 1. An orange callout box with a black border contains the text: 'The Address count in the 'Common Event Associations' grid includes all distinct service addresses from all court papers where the Organization is a To Be Served Organization'. An arrow points from this box to the 'Address' row in the 'Common Event Associations' table.

Type	Count
Address	1
Person	1

Select the **'Organization Summary'** tab. The Address count in the **'Common Event Associates'** grid will include distinct service addresses from all court papers where the Organization is a To Be Served Organization. A new grid called **'Address Common Event Associations'** has also been added to this page. The **'Address Common Event Associations'** grid displays each distinct address on all court papers where the Organization is the To Be Served Organization. The count for each address will show if the address is found on multiple court papers.

**Organization Summary**

IndexID: 24000018 (InterAct Denver)      Organization Name: InterAct Denver

By Involvement Role			By Involvement Role		Common Event Associations	
Incidents	09/05/2012	2	By Involvement Role	Count	Common Event Associations	Count
CourtPapers	10/06/2014	2	Victim	2	Address	1
					Person	1

**Involved Incidents**

Report#	Agency	Status	Offense	Date
<a href="#">2012-0301</a>		Approved Report		09/05/2012
				08/22/2012

**Address Common Event Associations**

Address Info	Count
<a href="#">209 Education AVE Durham, NC 27713</a>	1 Court Papers

**Involved Court Papers**

Court Paper Id	Agency	Status	Type
<a href="#">167</a>	District 42, Versailles	Active	Civil Protection Order/Criminal
<a href="#">91</a>	District 42, Versailles	Active	Civil Protection Order/Criminal

Buttons: Go Back, Update Details, Subscribe

### **View Common Event Associations for a Master Address**

A user may view common event associations for an Address by searching for the Address via the following main menu paths:

- Master Indices → Address (The user must be in the **'Address Information'** page and not the **'Edit Address'** page to see the associations)
- Records Management → Address Records

Select the **'Address Details'** tab in the **'Address Information'** page. The Person count in the **'Common Event Associations'** grid will now include all distinct people for which this address is used as a service address on a court paper.

There are also two new information fields added to this page:

- Court Papers with date and count information has been added to the **'Total Involvements'** grid. This shows the counts for all court papers where this address has been used as a service address
- **'Organization'** type and count has been added to the **'Common Event Associations'** grid. This shows the counts for all distinct Organizations where this address has been used as a service address.



Address Information

[Go Back](#)
[Update Details](#)
[Subscribe](#)

Address Details
Address Summary

[Audit On](#)

Address Information

<b>Index Id:</b> 30	<b>Street #:</b> 2200	<b>Direction:</b>	<b>Name:</b> Jackson	<b>Type:</b> Street
<b>Direction Suffix:</b>	<b>City:</b> Gary	<b>Sub type:</b>	<b>Sub#:</b>	<b>Zip:</b> 46407 -
<b>County:</b> Lake County	<b>State:</b> IN	<b>Country:</b> United States of America		
<b>Comments:</b>				

Intersection

<b>Street #:</b>	<b>Direction:</b>	<b>Name:</b>	<b>Type:</b>
<b>Dir. Suffix:</b>	<b>Distance:</b>		

Geographical Info

<b>Reporting Area:</b>	<b>Latitude:</b> 41.578624	<b>Longitude:</b> -87.344100
------------------------	----------------------------	------------------------------

Map

Images

Total Involvements

Incidents	05/28/2012	6
FieldArrests	10/08/2013	2
CourtPapers	10/06/2014	1

By Offense Category

TYPE	Count
Person	1
Property	1

Common Event Associations

TYPE	Count
Organization	0
Person	3

Court Papers date and counts have been added to the **'Total Involvements'** grid. This shows the counts for all court papers where this address has been used as a service address

Organization counts has been added to the **'Common Event Associations'** grid. This shows the counts for all distinct Organizations where this address has been used as a service address

The count for each Person includes all distinct people for which this address is used as a service address on a court paper

[Subscribe](#)

Select the **'Address Summary'** tab. In the **'Common Event Associations'** grid, the counts for **'Organization'** includes all distinct organizations for which the address has been used as a service address. Similarly, the **'Person'** counts in the same grid include all distinct people for which the address has been used as a service address in a court paper.

A new grid called **'Involved Court Papers'** have been added to this page. This grid lists all court papers where the address is used as a service address.

In addition, the **'Person Common Event Associations'** and **'Organization Common Event Associations'** grids will now list all distinct people and organizations for which the address has been used as a service address. Counts for the people and organizations are also shown.

**Address Information**

Address: 2200 Jackson Gary, IN 46407

**Address Summary**

**Total Involvements**

Incidents	05/28/2012	6
FieldArrests	10/08/2013	2
CourtPapers	10/07/2014	

**By Offense Category**

TYPE	Count
Person	1

**Common Event Associations**

Associations	Count
Organization	1
Person	3

**Involved Incidents**

Report#	Agency	Status	Offense	Date Of Info
2012-0099	District 16, Peru - GA	Initial Report		04/18/2012
2012-0096	District 16, Peru - GA	Initial Report		04/16/2012
2012-0091	District 16, Peru - GA	Initial Report		04/11/2012
2012-0089	District 16, Peru - GA	Initial Report		04/11/2012
2012-0002	District 34, Jasper	Initial Report, Approved Report		04/10/2012
2012-0135	District 34, Jasper	Initial Report		04/05/2012

**Involved Field / Charges**

Arrest Number	Charges	Incidents	Actions
2012-0019		2012-0099	
2012-0018		2012-0091	

**Involved Court Papers**

Court Paper Id	Agency	Status	Type	Sub Type	Filed Date	Received Date
167	District 42, Versailles	Open	Civil Protection Order/Criminal	Criminal	09/12/2014	09/12/2014
23	District 42, Versailles	Open	Subpoena/Criminal	Criminal	08/05/2013	08/05/2013

**Person Common Event Associations**

Name	Count
JANSING TIPHANI N - RACE: Unknown SEX: Unknown	
COLLINS MARIE LOUISE - RACE: Unknown SEX: Female DOB: 09/29/1998 (16 Yrs )	
JONES JERRY J - RACE: White SEX: Male DOB: 02/17/1961 (53 Yrs )	1

**Organization Common Event Associations**

Organization Name	Count
US GED COURSE AT KMART	1

**Callout Boxes:**

- Organization count has been added to the **'Common Event Associations'** grid. This shows the counts for all distinct Organizations where this address has been used as a service address on a court
- The count for Person includes all distinct people for which this address is used as a service address on a court paper
- All court papers where the address is a service address are listed in the **'Involved Court Papers'** grid
- Distinct To Be Served Master Persons for which the address used is a service address are listed here
- Distinct To Be Served Master Organizations for which the address used is a service address are listed here

Buttons: Go Back, Update Details, Subscribe

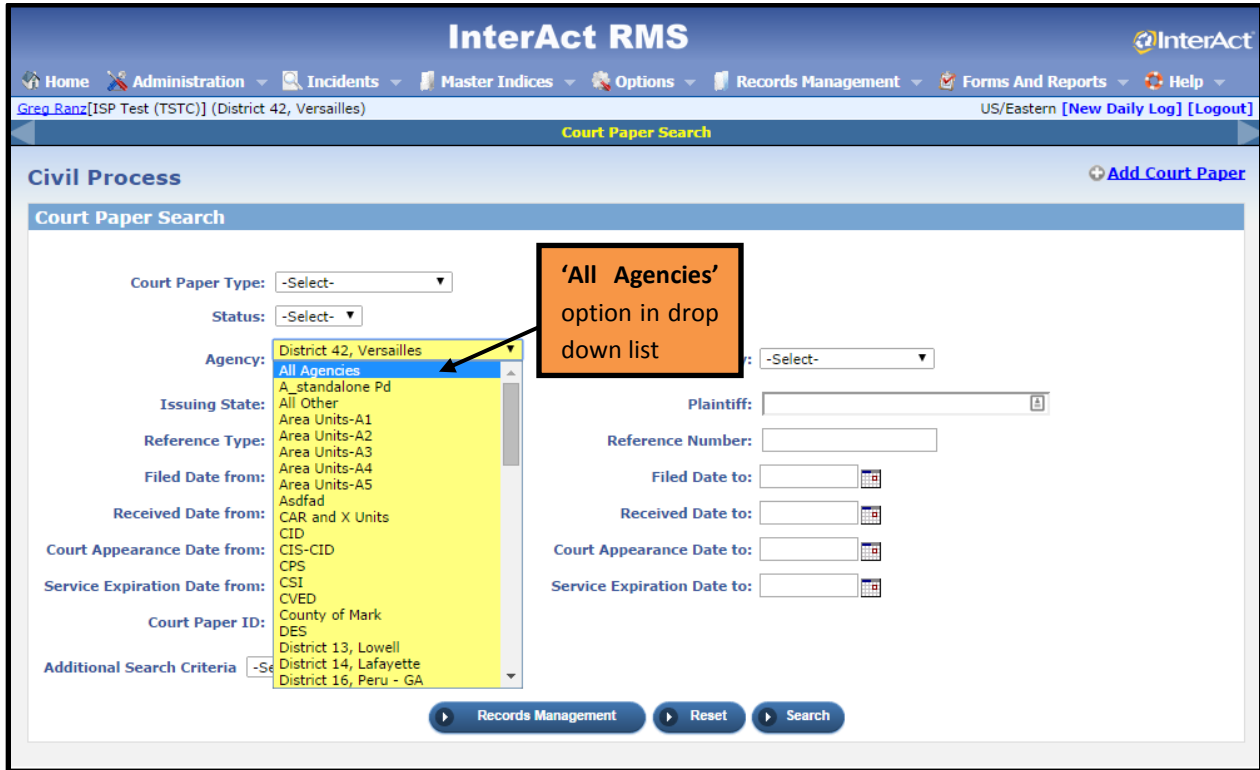
## Changes to Labels

In addition to the enhancements above, minor changes mostly related to labels have been applied to ensure consistency across the application. These changes include:

- All labels for **'Business'** have been changed to **'Organization'** on both the **'Details'** and **'Summary'** tabs for **'View Person'**, **'Organization Information'** and **'Address Information'** pages.
- The **'Person Associations'** grid label in the **'Address Summary'** tab for the **'Address Information'** page has been changed to **'Person Common Event Associations'** so that it is consistent with the labels in the **'Summary'** tabs for **'Person Information'** and **'Organization Information'** pages
- The **'Common Person Associations'** grid label in the **'Organization Summary'** tab for the **'Organization Information'** page has been changed to **'Person Common Event Associations'**
- The **'Date of Info'** column previously in the **'Person Associations'** grid (now renamed to **'Person Common Event Associations'**) in the **'Address Summary'** tab for the **'Address Information'** page has been replaced with a **'Count'** column.
- The **'Field Arrest'** grid label in the **'Person Summary'**, **'Organization Summary'** and **'Address Summary'** tabs have been changed to **'Involved Field Arrests'**

IA-33545: COURT PAPER - SEARCH ALL AGENCIES ENHANCEMENT

Users no longer have to search one agency at a time to find civil process papers. Searching for civil process papers across the entire organization is now available through an **'All Agencies'** option in the Agency field drop down list. Access the **'Court Paper Search'** page by selecting Records Management → Civil Process from the main menu bar.



In addition to the drop down list, users will also be able to search for an agency using an agency tree hierarchy. The tree hierarchy search feature works the same way as the tree hierarchy search feature available in the Incidents module.

The screenshot displays the InterAct RMS interface. At the top, there is a navigation bar with the following items: Home, Administration, Incidents, Master Indices, Options, Records Management, Forms And Reports, and Help. Below this is a breadcrumb trail: Greg Ranz [ISP Test (TSTC)] (District 42, Versailles) and a user profile section for US/Eastern with links for [New Daily Log] and [Logout].

The main content area is titled "Civil Process" and contains a "Court Paper Search" section. This section includes several dropdown menus and input fields: "Court Paper Type: -Select-", "Status: -Select-", "Agency: District 42, Versailles", "Issuing State: -Select-", "Reference Type: -Select-", "Filed Date from:", "Received Date from:", "Court Appearance Date from:", "Service Expiration Date from:", and "Court Paper ID:". There is also an "Additional Search Criteria" dropdown.

An "Agency Structure" modal window is open, featuring a search bar and a "Search" button. The structure is a tree view with the following items: DL1, ERS, Region 1, Region 2, MP Units, MS Units, Region 3, PIO, REC MGMT, Region 4, District 42, Versailles, District 45, Sellersburg, District 51, Pendleton, District 52, Indianapolis, District 52, State Fair, JEFF PD, Mister PD, County of Mark, State of Mark, and a partially visible "CC".

Two callout boxes provide instructions: The first box, with an arrow pointing to the hierarchy icon (a small tree symbol) next to the "Agency" dropdown, states: "Users can also click on the hierarchy icon to search for a". The second box, with an arrow pointing to the arrow icon next to "Region 3" in the tree, states: "Clicking on the hierarchy icon will bring up a list of agencies organized in a tree structure. In the example below, Region 4 has been expanded to show all agencies under that Region. To expand another branch in the tree, hover over the arrow (e.g. Region 3) and the list of agencies in that Region 3 will be displayed."

IA-33758: MY COURT PAPERS - VISUAL GEO-CODING ENHANCEMENT

Users typically obtain a list of all civil process papers assigned to them by accessing the “My Court Papers” screen. Prior to this enhancement, users were not able to identify which service addresses within their list were not geo-coded. This resulted in the court paper not being viewable on the map leading to potential misses for services if the user relied mainly on the map and assumed that all addresses listed were displayed in the map view.

From the My Court Papers screen, users will now able to identify:

- Geo-coded addresses – These have a blue information bubble before the address. When the user hovers over it, the user will see a small map where the address is located.
- Non geo-coded addresses – These will have “(not geo-coded)” text highlighted in red
- No service addresses which are also highlighted in red.

The screenshot shows the 'My Court Papers' interface in InterAct RMS. At the top, there is a navigation bar with 'Home', 'Administration', 'Incidents', 'Master Indices', 'Options', 'Records Management', 'Forms And Reports', and 'Help'. Below this is a user profile for 'Greg Ranz' and a notification for '5 New Notifications'. The main content area is titled 'My Court Papers' and includes a 'Show Map' button and a 'Go Back' button. A summary table shows 'Court Papers Assigned To Me' with a count of 7 and 'Active Services' with a count of 16. Below this is a detailed table of court papers with columns for 'Ref #', 'Sub Type', 'Expires', and 'Status'. The table lists several entries, including 'Toronto Dominion Bank' and 'JANSING, TIPHANI N'. Annotations with orange boxes and arrows point to specific features: 'Geo-coded address' points to a blue bubble next to '7095 W Arkansas AVE Lakewood, CO 80232'; 'Non geo-coded address' points to '301 Cobblestone WAY Bedrock, IN 43253-2356 (not geo-coded)'; 'No service address' points to 'No Service Addresses' in red text; and a callout box explains that hovering over a blue bubble displays a small map of the address location, which is shown in a separate window at the bottom right.

Type	Court Paper Count	Active Services	Show
Court Papers Assigned To Me	7	16	<input checked="" type="checkbox"/>

Ref #	Sub Type	Expires	Status
331133	Supervision Pet to Rev Probation		
<b>Person / Organization</b>		<b>Address</b>	
Toronto Dominion Bank		7095 W Arkansas AVE Lakewood, CO 80232	Primary: No
Tow Impound Test		752 E Coil APTS BSMT INDIANAPOLIS, IN 43221-0005	Primary: No
JANSING, TIPHANI N - DOB: 03/18/1979 RACE: Unknown SEX: Female		6523 Anystreet Anytown, NJ 45623-0123	Primary: No
Royal Bank		1044 N Main ST INDIANAPOLIS, IN 46220	Primary: No
Rotten, Johnny		301 Cobblestone WAY Bedrock, IN 43253-2356 (not geo-coded)	Primary: No
ERR		301 Cobblestone WAY Bedrock, IN 43253-2356 (not geo-coded)	Primary: No
Via Rail		No Service Addresses	
!@#%\$^&*()_+	Civil Protection Order	Criminal	11/19/2015
<b>Person / Organization</b>		<b>Address</b>	
CE: Unknown SEX: Male		110	Primary: No
Order		Civil	Primary: No
E: Unknown SEX: Male		303 Cobblestone WA	Primary: No
q123	Civil Protection Order	Criminal	Primary: No

IA-33672: COURT PAPER - FEE COLLECTION ENHANCEMENTS

This feature allows users to associate fee collections (from one or more payors), with one or more To Be Served persons and/or organizations for a court paper. Since multiple payors, To Be Served persons and organizations can be added to a court paper, this feature allows users to track where the payment came from as well as who and what the payment is for. This functionality assumes that the 'Fee Collections' module is enabled and users must have permissions to this functionality.

**Add a Fee Collection from a Payor to Associate with To Be Served Person(s) or Organization(s)**

A user edits a court paper by selecting Records Management → Civil Process from the Main Menu and searches for the court paper in the 'Court Paper Search' screen. This example assumes that multiple To Be Served persons and organizations have already been added to the court paper

The screenshot displays the 'To Be Served People/Organizations' interface. It is divided into three main sections: 'To Be Served People/Organizations', 'Other People/Organizations', and 'Fee Collections'.

**To Be Served People/Organizations:** This section contains two tables. The first table, 'Person Details', lists two individuals: Theodore Thompsonsen (Sex: Unknown, Race: White) and Alfredo Hose Jenkins (Sex: Male, Race: Hispanic). The second table, 'Organization Details', lists one organization: Bank Of America (Type: Financial, Insurance, etc., Address: (Business) 100 Ash Street INDIANAPOLIS, IN-1234). Both tables include columns for 'Service Address', 'Status', 'Fee Total', and 'Actions'.

**Other People/Organizations:** This section contains two empty tables for 'Person Details' and 'Organization Details', both with columns for 'Role', 'Garnish Amount', and 'Actions'. Both tables display 'No Data To Display'.

**Fee Collections:** This section shows a summary: 'Total Fees for Court Paper: \$300.00 Remaining Unpaid Fees: \$300.00'. Below this is a table with columns: 'Payor', 'For', 'Type', 'Amount', 'Check #', 'Date', 'Comment', and 'Actions'. The table is currently empty.

Callouts in the image highlight that multiple people and organizations are listed in the top section, and that no fee collections have been recorded in the bottom section.

Add a Payor which can be a Person or an Organization by clicking the 'Quick Search Person', 'Quick Search Organization' or 'Advanced Search/Add' links within the 'Other

**People/Organizations'** grid. Follow the usual process of adding a Payor until the point of selecting the 'Payor' role for the Person or Organization.

The screenshot displays the 'To Be Served People/Organizations' section with a table of individuals and organizations. Below this is the 'Other People/Organizations' section, which is currently empty. An orange callout box contains the text: 'Add a Payor by clicking one of these links in the Other People/Organizations section'. Four arrows originate from this box, pointing to the 'Quick Search Person' and 'Quick Search Organization' links in both the 'To Be Served' and 'Other' sections.

To Be Served People/Organizations				
<a href="#">Add Unknown Person</a> <a href="#">Quick Search Person</a> <a href="#">Advanced Search / Add</a>				
Person Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> Theodore Thompsonsen <b>Sex:</b> Unknown		Active	\$100.00	
<b>Name:</b> Alfredo Hose Jenkins <b>Sex:</b> Male <b>Race:</b> H		Active	\$100.00	
Organization Details				
<b>Name:</b> Bank Of America <b>Type:</b> Financial, Insurance, etc. <b>Address: (Business)</b> 100 Ash Street INDIANAPOLIS, IN-1234		Active	\$100.00	

Other People/Organizations				
<a href="#">Quick Search Person</a> <a href="#">Advanced Search / Add</a>				
Person Details	Role	Garnish Amount	Actions	
No Data To Display				
Organization Details				
	Role	Garnish Amount	Actions	
No Data To Display				

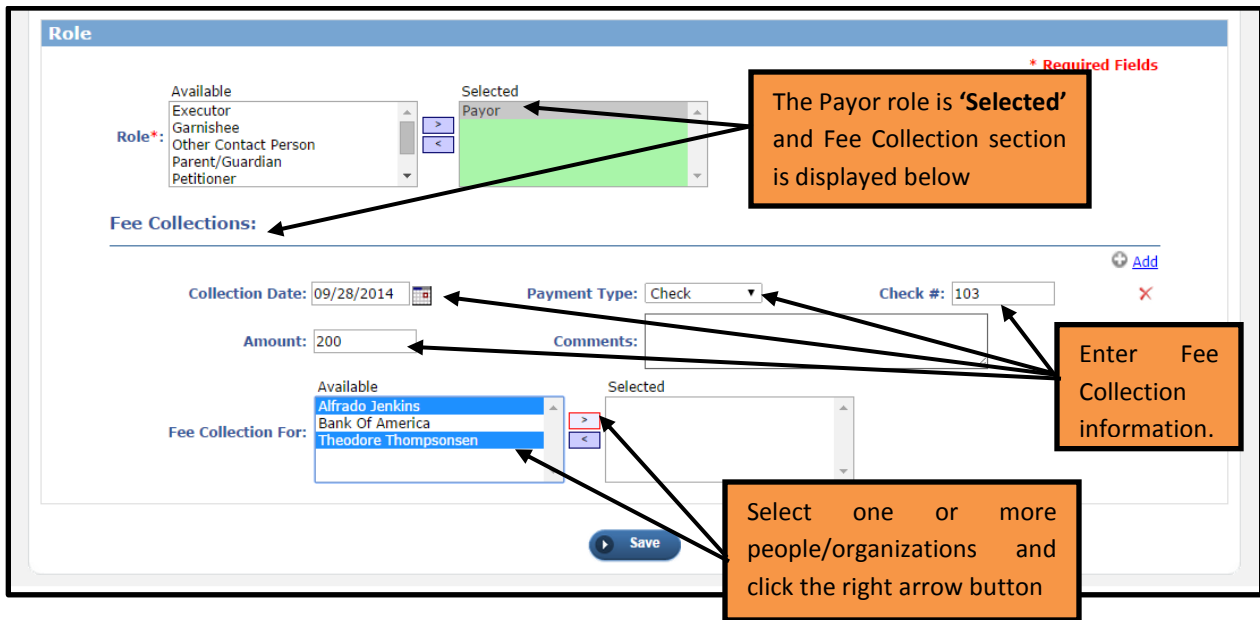
  

Fee Collections							
Total Fees for Court Paper: \$300.00 Remaining Unpaid Fees: \$300.00							
Payor	For	Type	Amount	Check #	Date	Comment	Actions

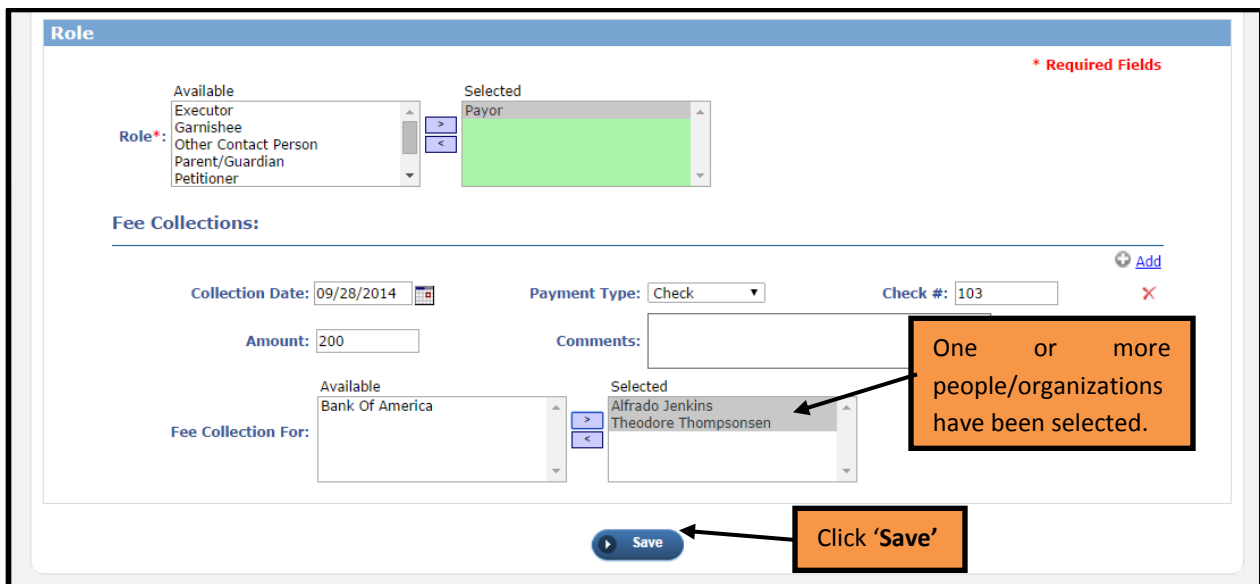


When the Payor role is displayed in the **'Selected'** box, a Fee Collections section is displayed below the Role grid allowing the user to enter fee collection information. Enter any appropriate fee collection information. Please note that none of the fields in this section is mandatory. The user may now select one or more To Be Served persons and/or organizations to associate this fee collection with.

To select more than one To Be Served persons and/or organizations, hold down the **'Ctrl'** button on the keyboard while selecting the persons and/or organizations with the mouse. The To Be Served persons and organizations selected will be highlighted in blue. Click the right arrow button to move the persons and/or organizations to the **'Selected'** box.



Click the **'Save'** button after selecting one or more To Be Served people/organizations.



InterAct RMS 10.19.0

Multiple fee collections can be added for a Payor by clicking the **'Add'** link on the top right hand corner of the Fee Collections section. Additional fee collection fields will be displayed allowing the user to enter another fee collection record for the Payor.

The screenshot displays the 'Fee Collections' section of the InterAct RMS interface. At the top, there are two dropdown menus: 'Available' (listing roles like Executor, Garnishee, etc.) and 'Selected' (currently showing 'Payor'). Below these is the 'Fee Collections:' section. The first entry is a form with fields for 'Collection Date' (09/28/2014), 'Payment Type' (Check), 'Check #' (103), 'Amount' (200.00), and 'Comments'. Below this is another 'Fee Collection For:' section with 'Available' (Bank Of America) and 'Selected' (Theodore Thompsonsen, Alfrado Jenkins) dropdowns. A red-bordered box highlights a second, empty form instance below the first one. An orange callout box with an arrow points to the 'Add' button (a plus sign in a circle) at the top right of the Fee Collections section, with the text: 'Click **'Add'** to enter multiple fee collections for a Payor.' Another orange callout box with an arrow points to the second form instance, with the text: 'Additional fields will be displayed allowing the user to enter another fee collection record for the Payor.' At the bottom of the interface are 'Go Back' and 'Update' buttons. A red asterisk and the text '\* Required Fields' are visible in the top right corner of the form area.

Clicking the 'Go Back' or 'Update' buttons at this point will bring the user back to the 'Edit Court Paper' screen. Note that the Payor has now been added in the Other People/Organizations section in the court paper and that a fee collection entry has been added under Fee Collections.

The screenshot displays the 'To Be Served People/Organizations' section with a table of individuals and organizations. Below this is the 'Other People/Organizations' section, which includes a 'Payor' entry for Erica Turnbull. The 'Fee Collections' section at the bottom shows a table with one entry for Erica Turnbull, including details like 'Check # 103' and 'Date 09/28/2014'. Three orange callout boxes with arrows point to specific elements: 'Pavor has been' points to the 'Bank Of America' organization; 'Gross amounts tracked' points to the 'Garnish Amount' column in the 'Other People/Organizations' section; and 'Details of Fee Collection entered is shown' points to the first row of the 'Fee Collections' table.

Person Details	Service Address	Status	Fee Total	Actions
Name: Theodore Thompsonsen Sex: Unknown Race: White		Active	\$100.00	[Icons]
Name: Alfredo Hose Jenkins Sex: Male Race: Hispanic		Active	\$100.00	[Icons]

Organization Details	Service Address	Status	Fee Total	Actions
Name: Bank Of America Type: Fin etc. Address: (Business) 100 AS		Active	\$100.00	[Icons]

Person Details	Role	Garnish Amount	Actions
Name: Erica Turnbull Sex: Female Race: White DOB: 01/01/1960 (Age:54)	Payor		[Icons]


  

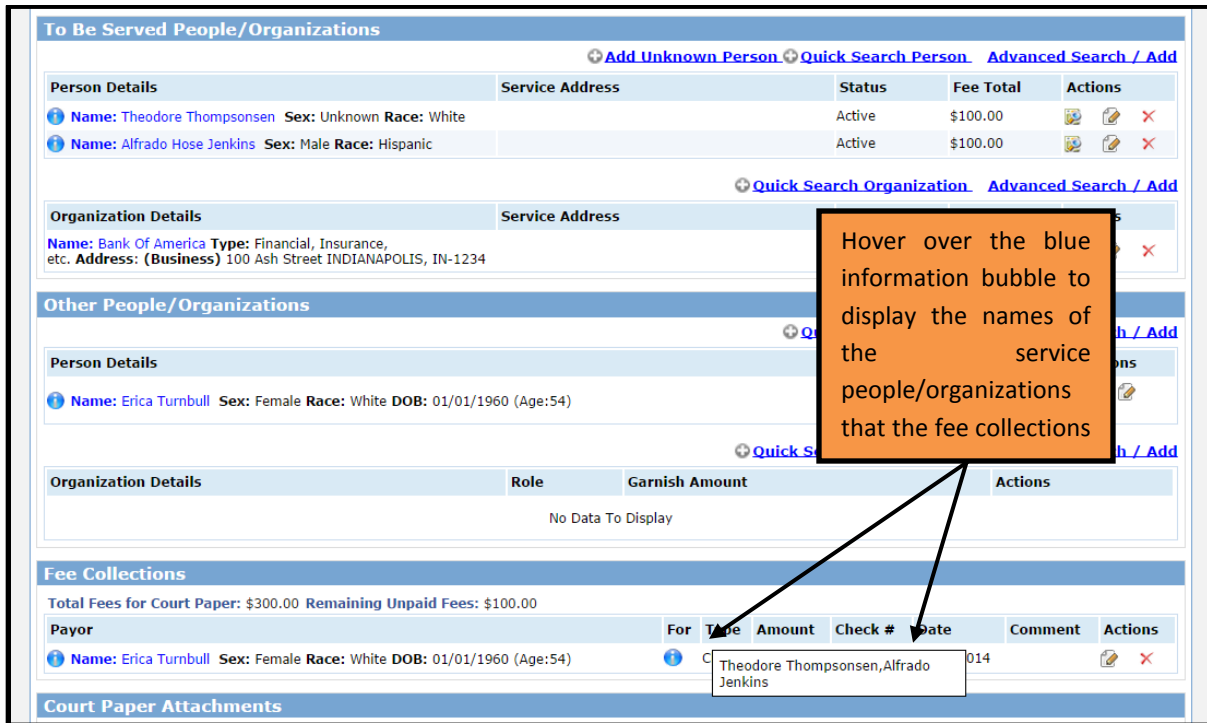
Organization Details	Role	Garnish Amount	Actions
No Data To Display			

Payor	For	Type	Amount	Check #	Date	Comment	Actions
Name: Erica Turnbull Sex: Female Race: White DOB: 01/01/1960 (Age:54)	Check		\$200.00	103	09/28/2014		[Icons]

Please note that this enhancement does not include payment reconciliation functionality and amounts tracked are still gross amounts. Adding who the payment is for is only for documentation purposes.

In order to view whom the fee collection has been applied to, hover over the blue information bubble  in the 'For' column.



The screenshot displays the 'To Be Served People/Organizations' section of the InterAct RMS interface. It includes sections for 'Person Details', 'Organization Details', 'Other People/Organizations', 'Fee Collections', and 'Court Paper Attachments'. A tooltip is shown over a blue information bubble in the 'For' column of the 'Fee Collections' table, displaying the names of the service people/organizations: Theodore Thompsonsen, Alfredo Jenkins.

**To Be Served People/Organizations**

[Add Unknown Person](#) [Quick Search Person](#) [Advanced Search / Add](#)

Person Details	Service Address	Status	Fee Total	Actions
<a href="#">Name: Theodore Thompsonsen</a> Sex: Unknown Race: White		Active	\$100.00	
<a href="#">Name: Alfredo Hose Jenkins</a> Sex: Male Race: Hispanic		Active	\$100.00	

[Quick Search Organization](#) [Advanced Search / Add](#)

**Organization Details**

**Name:** Bank Of America **Type:** Financial, Insurance, etc. **Address: (Business)** 100 Ash Street INDIANAPOLIS, IN-1234

**Other People/Organizations**

[Quick Search Person](#) [Advanced Search / Add](#)

**Person Details**

[Name: Erica Turnbull](#) Sex: Female Race: White DOB: 01/01/1960 (Age:54)

[Quick Search Organization](#) [Advanced Search / Add](#)

**Organization Details**

Role	Garnish Amount	Actions
No Data To Display		

**Fee Collections**



Total Fees for Court Paper: \$300.00 Remaining Unpaid Fees: \$100.00

Payor	For	Type	Amount	Check #	Date	Comment	Actions
<a href="#">Name: Erica Turnbull</a> Sex: Female Race: White DOB: 01/01/1960 (Age:54)	C						

**Court Paper Attachments**







Hover over the blue information bubble to display the names of the service people/organizations that the fee collections

### Edit a Fee Collection to change the association with To Be Served Person(s) or Organization(s)




If a user wishes to edit the association for one or more fee collection(s), the user may do so by either clicking the 'Edit' icon  for the Payor or the 'Edit' icon  for the Fee Collection record.

**To Be Served People/Organizations**

[+ Add Unknown Person](#) [+ Quick Search Person](#) [Advanced Search / Add](#)




Person Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> Theodore Thompsonsen <b>Sex:</b> Unknown <b>Race:</b> White		Active	\$100.00	  
<b>Name:</b> Alfredo Hose Jenkins <b>Sex:</b> Male <b>Race:</b> Hispanic		Active	\$100.00	  

[+ Quick Search Organization](#) [Advanced Search / Add](#)

Organization Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> Bank Of America <b>Type:</b> Financial, Insurance, etc. <b>Address: (Business)</b> 100 Ash Street INDIANAPOLIS, IN-1234		Active	\$100.00	  

**Other People/Organizations**

[+ Quick Search Person](#) [Advanced Search / Add](#)







Person Details	Role	Garnish Amount	Actions
<b>Name:</b> Erica Turnbull <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/01/1960 (Age:54)	Payor		  

[+ Quick Search Organization](#) [Advanced Search / Add](#)

Organization Details	Amount	Actions

**Fee Collections**

Total Fees for Court Paper: \$300.00 Remaining Unpaid Fees: \$50.00

Payor	For	Type	Amount	Check #	Date	Comment	Actions
<b>Name:</b> Erica Turnbull <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/01/1960 (Age:54)		Cash	\$50.00		09/29/2014		 
<b>Name:</b> Erica Turnbull <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/01/1960 (Age:54)		Check	\$200.00	103	09/28/2014		 

Click the 'Edit' icon for a Payor or the 'Edit' icon for a Fee Collection

If the user clicks the 'Edit' icon for a Payor, the 'Edit Court Paper People-Other' screen is displayed where all fee collections for the Payor is listed. From here, the user is able to add or remove the 'Selected' persons/organizations for a fee collection. Click the 'Update' button to save any changes.

The screenshot shows the 'Role' screen with a 'Role\*' dropdown menu containing options like 'Executor', 'Garnishee', 'Other Contact Person', 'Parent/Guardian', and 'Petitioner'. A 'Selected' dropdown shows 'Payor'. Below, the 'Fee Collections' section lists two entries. Each entry includes a 'Collection Date', 'Amount', 'Payment Type', and 'Comments' field. The 'Fee Collection For' field has two sub-lists: 'Available' and 'Selected'. The first entry has 'Alfrado Jenkins' and 'Bank Of America' in the Available list and 'Theodore Thompsonsen' in the Selected list. The second entry has 'Bank Of America' in the Available list and 'Theodore Thompsonsen' and 'Alfrado Jenkins' in the Selected list. An orange callout box on the right says: 'Select the persons/organizations to add (from the Available box) or remove (from the Selected box) for the fee collection and click the right arrow button to Add or the left arrow button to Remove'. At the bottom, there are 'Go Back' and 'Update' buttons, with an orange callout box pointing to the 'Update' button saying 'Click 'Update''.

If the user clicks the 'Edit' icon for a Fee Collection, the 'Edit Fee Collection' pop up dialog box is displayed. From here, the user is able to add or remove the 'Selected' persons/organizations for that specific fee collection. Click the 'Save' button to save any changes.

The screenshot shows the 'Edit Fee Collection' dialog box. It includes fields for 'Collection Date' (09/29/2014), 'Payment Type' (Cash), 'Amount' (50.00), and 'Check #'. There is a 'Comments' text area. The 'Fee Collection For' field has 'Available' and 'Selected' sub-lists. The Available list contains 'Alfrado Jenkins' and 'Bank Of America'. The Selected list contains 'Theodore Thompsonsen'. An orange callout box on the right says: 'Select the persons/organizations to add (from the Available box) or remove (from the Selected box) for the fee collection and click the right arrow button to Add or the left arrow button to Remove'. At the bottom, there are 'Cancel' and 'Save' buttons, with an orange callout box pointing to the 'Save' button saying 'Click 'Save''.

## Fee Audits

Any changes to a fee collection will generate an entry in the Fee Audit Log. Click the 'Fee Audits' tab in the 'Edit Court Paper' screen to view any changes to fee collections

**Edit Court Paper** | Quick Print | Print | Go Back

Click the 'Fee Audits' tab to view any changes tracked for Fee Collections

**Fee Audits**

Thompsonsen, Theodore - DOB: RACE: White SEX: Unknown

New	Old	Changed By
Service Fee: 100	Service Fee:	User: Greg Ranz Date: 09/29/2014 1144

Jenkins, Alfrado Hose - DOB: RACE: Hispanic SEX: Male

New	Old	Changed By
Service Fee: 100	Service Fee:	User: Greg Ranz Date: 09/29/2014 1144

Bank Of America

New	Old	Changed By
Service Fee: 100	Service Fee:	User: Greg Ranz Date: 09/29/2014 1144

Changes to Fee Collections are displayed here.

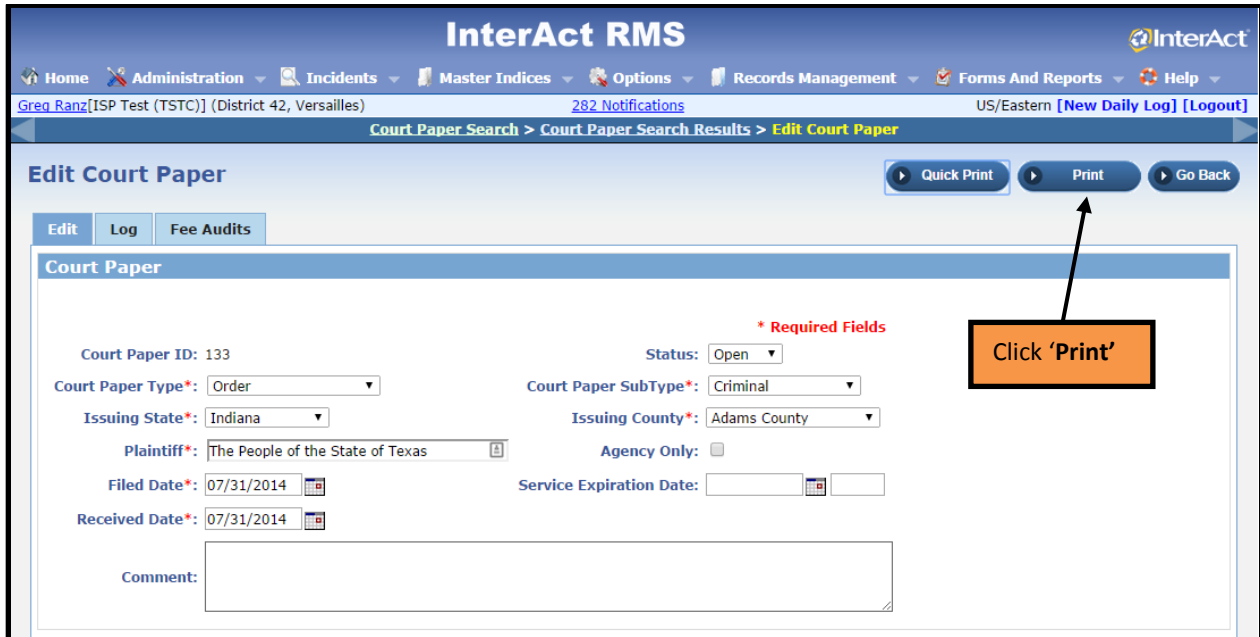
**Payment Audits**

Turnbull, Erica - DOB: 01/01/1960 RACE: White SEX: Female

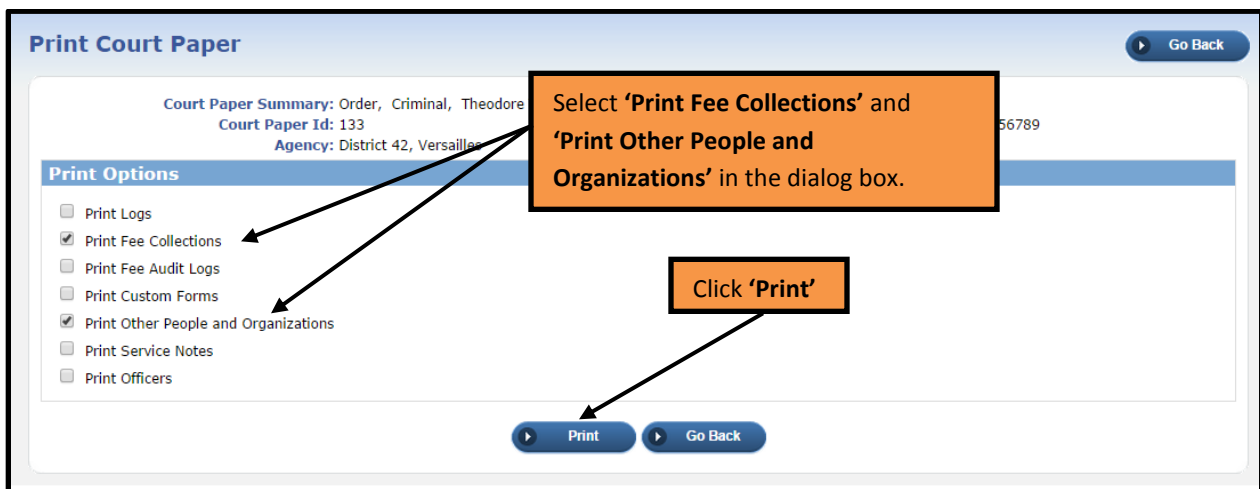
New	Old	Changed By
Collection For: Bank Of America	Collection For:	User: Greg Ranz Date: 09/29/2014 1532
Payment Date: Payment Type: Amount:	Payment Date: 09/29/2014 Payment Type: Cash Amount: 50	User: Greg Ranz Date: 09/29/2014 1531

## Print Court Paper

When printing a court paper, users can now choose to include fee collection information and Payors with To Be Served people and organizations in the printed report. From the **'Edit Court Paper'** screen, click the **'Print'** button which will generate a file in pdf format allowing the user to save and print to a printer.



The **'Print Court Paper'** dialog box provides the user with options to include Fee Collections and Other People and Organizations in the report. Click the **'Print'** button when all appropriate options have been selected.





Sample Report

Sample Report page 1

Indiana State Police Court Paper Report			
CP ID: 133	CP Type: Order	CP SubType: Criminal	
Issuing State: Indiana	Issuing County: Adams County		Agency Only: No
Plaintiff: The People of the State of Texas	Service Expiration Date:		Received Date: 07/31/2014
Filed Date: 07/31/2014	Received From Agency:		
Reference Numbers			
Ref. Type: Court Case Number	Ref. Number: 56789		
People To Be Served			
<b>Person Details</b>		<b>Status</b>	
Thompsonsen, Theodore Sex: Unknown Race: White DOB: ( Age )		Active	
<b>Service Address</b>			
Is Billable: Yes	Mileage 0	Mileage Fee \$	.00
Attempts: 0		Misc Fee \$	.00
Billable Attempts: 0		Service Fee \$	100.00
		<b>Total Fees \$</b>	<b>100.00</b>
Fee Comment:			
Jenkins, Alfredo Hose Sex: Male Race: Hispanic DOB: ( Age )		Active	
<b>Service Address</b>			
Is Billable: Yes	Mileage 0	Mileage Fee \$	.00
Attempts: 0		Misc Fee \$	.00
Billable Attempts: 0		Service Fee \$	100.00
		<b>Total Fees \$</b>	<b>100.00</b>
Fee Comment:			
Organizations To Be Served			
<b>Organization</b>		<b>Status</b>	
Bank Of America		Active	
<b>Service Address</b>			
Is Billable: Yes	Mileage 0	Mileage Fee \$	.00
Attempts: 0		Misc Fee \$	.00
Billable Attempts: 0		Service Fee \$	100.00
		<b>Total Fees \$</b>	<b>100.00</b>
Fee Comment:			
Other People and Organizations			
<b>Person</b>			<b>Roles</b>
Tumbull, Erica Sex: Female Race: White DOB: 01/01/1960 ( Age 54 )			
Amount: \$0			
Fee Collections			
Date	Payor	Type	
09/29/2014	Erica Tumbull	Cash	
Fee Collection For Theodore Thompsonsen			

Payor

Fee Collections information which shows who the Fee Collection is for

Sample Report page 2

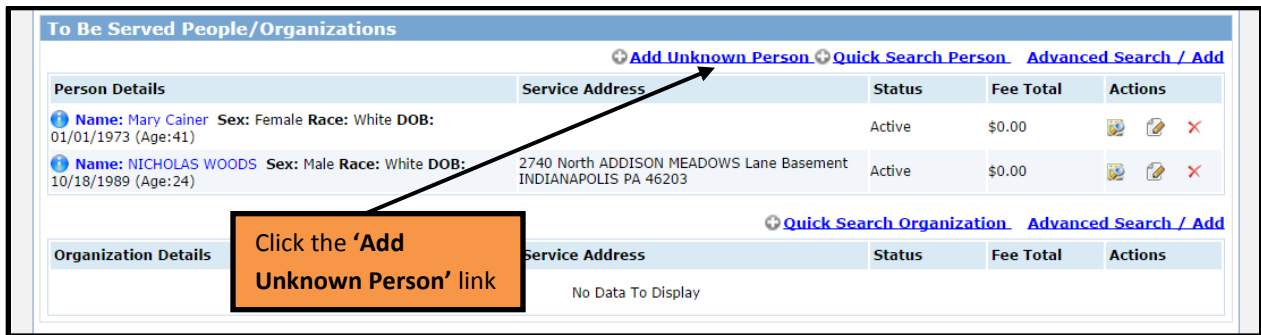
Date	Payor	Type	Amount	Check #
09/28/2014	Erica Turnbull	Check	\$200.00	103
Fee Collection For Theodore Thompsonsen,Alfrado Jenkins				

IA-33757: COURT PAPER - ADD AND MANAGE AN UNKNOWN PERSON

In order to support the needs of law enforcement who serve court papers, a new enhancement has been added to allow users to add an unknown person(s) in the To Be Served People/Organizations grid. There are situations when papers are issued by the courts ordering that all persons who reside at a listed address be served. However, often times, the names of those persons living at the address are not known. Users will be able to define these persons at a general level even though their names are not known. In addition, users will also have the ability to replace the Unknown To Be Served Person with a known person after the Unknown Person has been identified

**Add Unknown Person**

When creating or editing a court paper, the user is presented with the ‘Edit Court Paper’ page. An ‘Add Unknown Person’ link has been added to the ‘To Be Served People/Organization’ grid.



Clicking the 'Add Unknown Person' link will take the user to the 'Add Court Paper People – To Be Served' page where the user can define general details for the unknown person. The fields for 'Sex', 'Age' and 'Race' will always default to 'Unknown' but the user is able to change the values for those fields if needed.

**Add Court Paper People - To Be Served** Go Back

**Unknown Person Information**

Sex: **Unknown** Race: Unknown Age: Unknown

Remarks:

**Status Details**

Status\*: Active \* Required Fields

**Service Address** Add Service Address

Location	Comments	Primary?	Actions
No Data To Display			

**Fee Details**

Attempts:  Billable Attempts:  Mileage:  Billable?:

Mileage Fee(\$):  Service Fee(\$):  Misc. Fees(\$):  Total Fee(\$): 0.00

Fee Comment:

Save

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The user defines the general information for the Unknown Person, sets the status, adds a service address and updates the fee information as needed. The user then clicks the 'Save' button.

The screenshot shows the 'Add Court Paper People - To Be Served' form. It is divided into several sections: 'Unknown Person Information', 'Status Details', 'Service Address', and 'Fee Details'. Callouts point to specific fields: 'Change Status' points to the 'Status\*' dropdown (set to 'Active'); 'Change Unknown Person information and add Remarks if needed.' points to the 'Remarks' field (containing 'Person has a large birth mark on her face'); 'Add a Service Address' points to the 'Add Service Address' button; 'Add Fee Details' points to the 'Service Fee(\$)' field; and 'Click Save' points to the 'Save' button at the bottom.

The user is redirected back to the 'Edit Court Paper' page where the Unknown Person added is now listed in the 'To Be Served People/Organizations' grid.

The screenshot shows the 'To Be Served People/Organizations' grid. It contains a table with the following data:

Person Details	Service Address	Status	Fee Total	Actions
Name: Mary Cainer Sex: Female Race: White DOB: 01/01/1973 (Age:41)		Active	\$0.00	[Edit] [Delete]
Name: NICHOLAS WOODS Sex: Male Race: White DOB: 10/18/1989 (Age:24)	2740 North ADDISON MEADOWS Lane Basement INDIANAPOLIS PA 46203	Active	\$0.00	[Edit] [Delete]
Unknown Person - RACE:White SEX:Female AGE:Unknown REMARKS:Person has a large birth mark on her face	439 North East ASHWOOD Lane, 123 North Test Acre North DILLON SC United States of America	Active	\$50.00	[Edit] [Delete]

A callout box labeled 'Unknown Person added to the grid' points to the third row of the table.

If the user clicks the 'Log' tab in the 'Edit Court Paper' page, the user will see the auto-log entry for the addition of an Unknown Person

**Edit Court Paper** Quick Print Print Go Back

**Service Log**

Filter By Type: -Select- Add Log Entry

Creator	Date Created	Type	Log Entry	Actions
Greg Ranz	10/13/2014 1506	Person / Organization Added	Person / Organization:Unknown Status:Active Comment:Initial Status	
Greg Ranz	09/02/2014 1704	Person / Organization Added	Person / Organization:WOODS, NICHOLAS - DOB: 10/18/1989 RACE: White SEX: Male Status:Active Comment:Initial Status	
Greg Ranz	08/05/		Person / Organization:Cainer, Mary - DOB: 01/01/1973 RACE: White SEX: Female Status:Active Comment:Initial Status	

Log entry for addition of Unknown Person

### Edit Unknown Person

Click the 'Edit' icon for the Unknown Person in the 'To Be Served People/Organizations' grid on the 'Edit Court Paper' page to edit the record.

**To Be Served People/Organizations** Add Unknown Person Quick Search Person Advanced Search / Add

Person Details	Service Address	Status	Fee Total	Actions
Name: Mary Cainer Sex: Female Race: White DOB: 01/01/1973 (Age:41)		Active	\$0.00	
Name: NICHOLAS WOODS Sex: Male Race: White DOB: 10/18/1989 (Age:24)	2740 North ADDISON MEADOWS Lane Basement INDIANAPOLIS PA 46203	Active	\$0.00	
Unknown Person - RACE:White SEX:Female AGE:Unknown REMARKS:Person has a large birth mark on her face	439 North East ASHWOOD Lane, 123 North Test Acre North DILLON SC United States of America	Active	\$50.00	

Organization Details No Data To Display Advanced Search / Add

Click the 'Edit' icon for the Unknown Person

The user makes updates to any of the fields in this page and clicks the 'Update' button to save the changes.

### Edit Court Paper People - To Be Served

[Go Back](#)

---

#### Unknown Person Information

[+ Replace with Known Person](#)

Sex:  Race:  Age:

Remarks:

---

#### Status Details

**\* Required Fields**

Status\*:  Date\*:  Time\*:

Serving Person:

Person Served:  Select Current Person  Enter Person

Location Served:  Select Service Address  Select Master Address  Enter Address

Notice Posted Location:

Attorney:  Select Attorney  Enter Attorney

Status Comment\*:

Make changes to details for the Unknown Person (updated fields are highlighted in green)

---

#### Service Address

[+ Add Service Address](#)

Location	Comments	Primary?	Actions
<input type="text" value="439 NE ASHWOOD LN N and 123 N Test ACRE DILLON, SC"/>		No	<input type="text"/> <input type="text"/>

---

#### Fee Details

Attempts:  Billable Attempts:  Mileage:  Billable?:

Mileage Fee(\$):  Service Fee(\$):  Misc. Fees(\$):  Total Fee(\$):

Fee Comment:

[Go Back](#) [Update](#) Click 'Update'

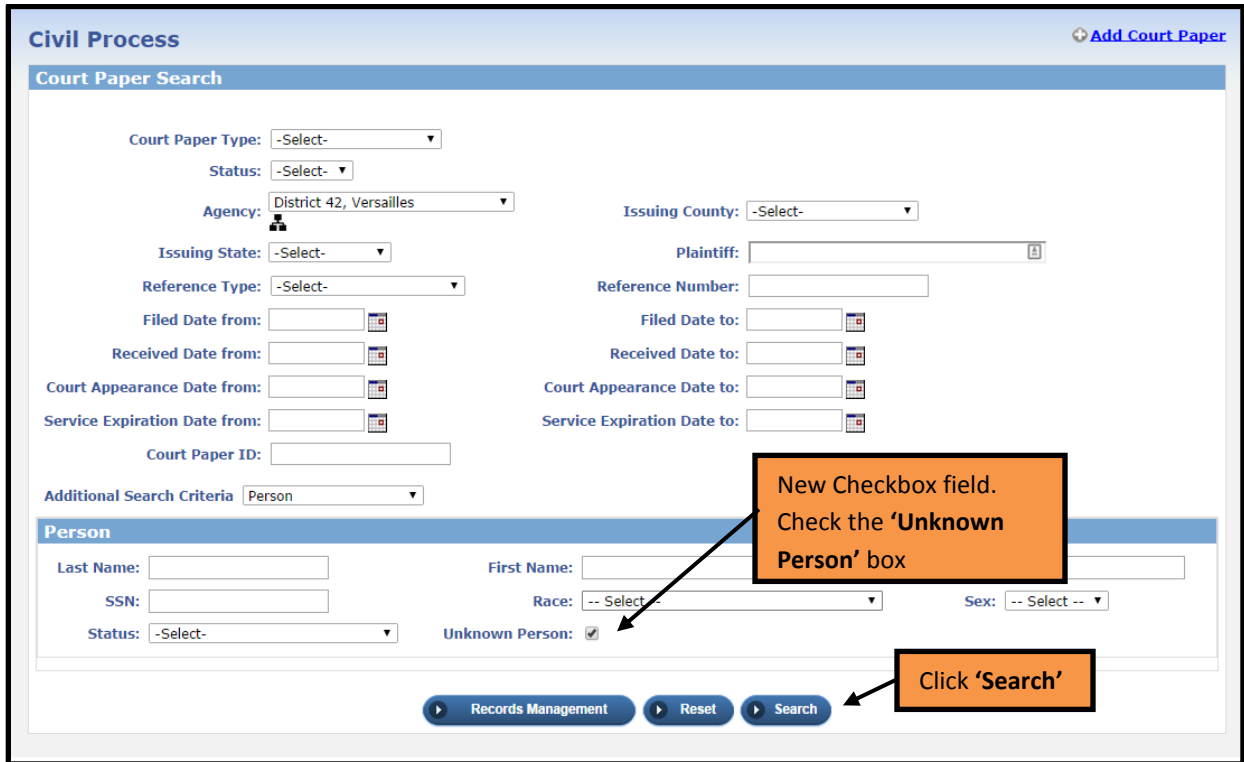
## Search for Court Papers with Unknown Persons

Users may wish to search for court papers that have Unknown To Be Served Persons. To do this, the user will go to the **'Court Paper Search'** page (**Records Management** → **Civil Process**) and select **'Person'** from the **'Additional Search Criteria'** drop down list of values.

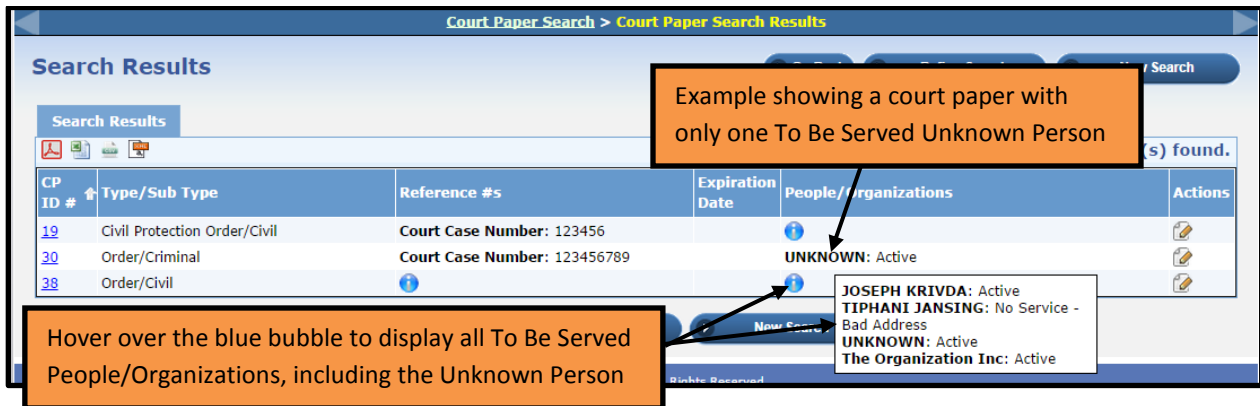
The screenshot displays the 'Court Paper Search' interface within the 'Civil Process' section. The page includes various search filters such as 'Court Paper Type', 'Status', 'Agency', 'Issuing County', 'Issuing State', 'Reference Type', 'Filed Date from/to', 'Received Date from', 'Court Appearance Date from', 'Service Expiration Date from', 'Court Paper ID', 'Plaintiff', and 'Reference Number'. The 'Additional Search Criteria' dropdown menu is open, showing a list of options: '-Select-', '-Select-', 'Person', 'Organization', 'Court Location', 'Received From Agency Officers', 'Service Address', and 'Fee Collections'. The 'Person' option is highlighted in blue. An orange callout box with a black border and an arrow pointing to the 'Person' option contains the text: 'Select 'Person' from the drop down list of values'. At the bottom of the form, there are three buttons: 'Records Management', 'Reset', and 'Search'. The footer contains copyright information: '© 2009-2014 InterAct®. All Rights Reserved. The contributing agency retains sole responsibility for the information it contributes to the Online RMS including but not limited to, the accuracy of the information. Receiving agencies will take no enforcement action without first verifying the current status of information with the contributing agency.'



A 'Person' grid will appear below the 'Additional Search Criteria' field where the user will select the 'Unknown Person' checkbox. Click the 'Search' button to display the 'Search Results' page.



If there is only one To Be Served Person for the court paper and that person is unknown, The Unknown Person is highlighted with an 'UNKNOWN' label along with the status in the People/Organization column. If there are multiple To Be Served People, a blue bubble will be shown in the People/Organization column. Hovering over the blue bubble will result in a pop up box listing all To Be Served People/Organizations including the Unknown Person which will be identified with an 'UNKNOWN' label.



**Unknown Person displayed on Printed Court Paper Report**

If the user prints the court paper by selecting the 'Print' or 'Quick Print' buttons on the 'Edit Court Paper' page, the Unknown Person will show on the printed report as follows:

Sample Court Paper Report

### Indiana State Police Court Paper Report

<b>CP ID:</b> 19	<b>CP Type:</b> Civil Protection Order	<b>CP SubType:</b> Civil
<b>Issuing State:</b> Indiana	<b>Issuing County:</b> Adams	<b>Agency Only:</b> No
<b>Plaintiff:</b> The People of the State of Texas	<b>Filed Date:</b> 06/06/2013	<b>Service Expiration Date:</b>
<b>Received From Agency:</b>	<b>Received Date:</b> 06/06/2013	

---

**Reference Numbers**

<b>Ref. Type:</b> Court Case Number	<b>Ref. Number:</b> 123456
-------------------------------------	----------------------------

---

**People To Be Served**

Person Details	Status																								
Cainer, Mary Sex: Female Race: White DOB: 01/01/1973 ( Age 41 )	Active																								
<b>Service Address</b>																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Is Billable:</td> <td style="width: 20%;">Yes</td> <td style="width: 20%;"><b>Mileage</b></td> <td style="width: 10%;">0</td> <td style="width: 10%;"><b>Mileage Fee \$</b></td> <td style="width: 10%; text-align: right;">.00</td> </tr> <tr> <td>Attempts:</td> <td>0</td> <td></td> <td></td> <td><b>Misc Fee \$</b></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>Billable Attempts:</td> <td>0</td> <td></td> <td></td> <td><b>Service Fee \$</b></td> <td style="text-align: right;">.00</td> </tr> <tr> <td colspan="4"></td> <td><b>Total Fees \$</b></td> <td style="text-align: right; border-top: 1px solid black;">.00</td> </tr> </table>	Is Billable:	Yes	<b>Mileage</b>	0	<b>Mileage Fee \$</b>	.00	Attempts:	0			<b>Misc Fee \$</b>	.00	Billable Attempts:	0			<b>Service Fee \$</b>	.00					<b>Total Fees \$</b>	.00	
Is Billable:	Yes	<b>Mileage</b>	0	<b>Mileage Fee \$</b>	.00																				
Attempts:	0			<b>Misc Fee \$</b>	.00																				
Billable Attempts:	0			<b>Service Fee \$</b>	.00																				
				<b>Total Fees \$</b>	.00																				
<b>Fee Comment:</b>																									
WOODS, NICHOLAS Sex: Male Race: White DOB: 10/18/1989 ( Age 24 )																									
Active																									
<b>Service Address</b>																									
2740 North ADDISON MEADOWS Lane Basement INDIANAPOLIS PA 46203																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Is Billable:</td> <td style="width: 20%;">Yes</td> <td style="width: 20%;"><b>Mileage</b></td> <td style="width: 10%;">0</td> <td style="width: 10%;"><b>Mileage Fee \$</b></td> <td style="width: 10%; text-align: right;">.00</td> </tr> <tr> <td>Attempts:</td> <td>0</td> <td></td> <td></td> <td><b>Misc Fee \$</b></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>Billable Attempts:</td> <td>0</td> <td></td> <td></td> <td><b>Service Fee \$</b></td> <td style="text-align: right;">.00</td> </tr> <tr> <td colspan="4"></td> <td><b>Total Fees \$</b></td> <td style="text-align: right; border-top: 1px solid black;">.00</td> </tr> </table>	Is Billable:	Yes	<b>Mileage</b>	0	<b>Mileage Fee \$</b>	.00	Attempts:	0			<b>Misc Fee \$</b>	.00	Billable Attempts:	0			<b>Service Fee \$</b>	.00					<b>Total Fees \$</b>	.00	
Is Billable:	Yes	<b>Mileage</b>	0	<b>Mileage Fee \$</b>	.00																				
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Billable Attempts:	0			<b>Service Fee \$</b>	.00																				
				<b>Total Fees \$</b>	.00																				
<b>Fee Comment:</b>																									
Unknown Person - RACE: White SEX: Female AGE: 43 Years Old REMARKS:																									
No Service - Bad Address																									
<b>Service Address</b>																									
439 North East ASHWOOD Lane, 123 North Test Acre North DILLON SC United States of America																									
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Is Billable:	Yes	<b>Mileage</b>	0	<b>Mileage Fee \$</b>	50.00																				
Attempts:	0			<b>Misc Fee \$</b>	.00																				
Billable Attempts:	0			<b>Service Fee \$</b>	10.00																				
				<b>Total Fees \$</b>	60.00																				
<b>Fee Comment:</b>																									

Unknown Person is displayed on printed court report



Unknown Person - RACE: White SEX: Female AGE: 43 Years Old REMARKS: No Service - Bad Address

**Service Address**  
439 North East ASHWOOD Lane, 123 North Test Acre North DILLON SC United States of America

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Is Billable:</td> <td style="width: 20%;">Yes</td> <td style="width: 20%;"><b>Mileage</b></td> <td style="width: 10%;">0</td> <td style="width: 10%;"><b>Mileage Fee \$</b></td> <td style="width: 10%; text-align: right;">50.00</td> </tr> <tr> <td>Attempts:</td> <td>0</td> <td></td> <td></td> <td><b>Misc Fee \$</b></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>Billable Attempts:</td> <td>0</td> <td></td> <td></td> <td><b>Service Fee \$</b></td> <td style="text-align: right;">10.00</td> </tr> <tr> <td colspan="4"></td> <td><b>Total Fees \$</b></td> <td style="text-align: right; border-top: 1px solid black;">60.00</td> </tr> </table>	Is Billable:	Yes	<b>Mileage</b>	0	<b>Mileage Fee \$</b>	50.00	Attempts:	0			<b>Misc Fee \$</b>	.00	Billable Attempts:	0			<b>Service Fee \$</b>	10.00					<b>Total Fees \$</b>	60.00	
Is Billable:	Yes	<b>Mileage</b>	0	<b>Mileage Fee \$</b>	50.00																				
Attempts:	0			<b>Misc Fee \$</b>	.00																				
Billable Attempts:	0			<b>Service Fee \$</b>	10.00																				
				<b>Total Fees \$</b>	60.00																				
<b>Fee Comment:</b>																									

### Delete Unknown Person

To delete an Unknown Person, click the **'Delete'** icon for the Unknown Person within the **'To Be Served People/Organization'** grid in the **'Edit Court Paper'** page.

**To Be Served People/Organizations**

[Add Unknown Person](#) [Quick Search Person](#) [Advanced Search / Add](#)

Person Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> Mary Cainer <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/01/1973 (Age:41)		Active	\$0.00	
<b>Name:</b> NICHOLAS WOODS <b>Sex:</b> Male <b>Race:</b> White <b>DOB:</b> 10/18/1989 (Age:24)	2740 North ADDISON MEADOWS Lane Basement INDIANAPOLIS PA 46203	Active	\$0.00	
Unknown Person - <b>RACE:</b> White <b>SEX:</b> Female <b>AGE:</b> 43 Years Old <b>REMARKS:</b>	439 North East ASHWOOD Lane, 123 North Test Acre North DILLON SC United States of America	Active	\$60.00	

[Quick Search Organization](#) [Advanced Search / Add](#)

Organization Details | Service Address | Status | Fee Total | Actions

No Data To Display

Click the 'Delete' icon

A delete confirmation dialog box will pop up asking the user to enter a reason for the deletion in the **'Comment'** box. This field is required. Click the **'OK'** button to delete the Unknown Person.

**Comment** [X]

Enter a reason for deleting this person

Comment: \*

Enter a reason for the deletion and click 'OK'

Ok Cancel

### Replace Unknown Person

If the Unknown Person has been identified, the user is able to replace the Unknown Person with an existing Master Person. Click the **'Edit'** icon for the Unknown Person in the **'To Be Served People/Organizations'** grid on the **'Edit Court Paper'** page to edit the record.

Person Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> Mary Cainer <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/01/1973 (Age:41)		Active	\$0.00	
<b>Name:</b> NICHOLAS WOODS <b>Sex:</b> Male <b>Race:</b> White <b>DOB:</b> 10/18/1989 (Age:24)	2740 North ADDISON MEADOWS Lane Basement INDIANAPOLIS PA 46203	Active	\$0.00	
Unknown Person - <b>RACE:</b> White <b>SEX:</b> Female <b>AGE:</b> Unknown <b>REMARKS:</b> Person has a large birth mark on her face	439 North East ASHWOOD Lane, 123 North Test Acre North DILLON SC United States of America	Active	\$50.00	

The user then clicks the **'Replace with Known Person'** link at the top of the **'Edit Court Paper People – To Be Served'** page.

**Unknown Person Information**

Sex:  Race:  Age:

Remarks:

**Status Details**

Status\*:  \* Required Fields

**Current Status**

Date: 10/13/2014 15:06  
Person Served:   
Status:   
Comment:

Serving Person:   
Location Served:

The 'Master Search Person' page is displayed where the user searches for and selects a Master Person.

**Search Person** [Perform InterDex Query](#)

You can search on any of the fields below.

**Mug Shot Search - By Physical Description** [Add Person](#)

Last Name: (or Nick Name)  First Name:  Middle Name:

Title Codes:  DOB:  Age (Years):  To:

Race:  Sex:  Index ID:

Drivers License:  SSN:  Name Type:

Misc ID:

Type:  Number:  Manual

Phonetic  Perform Interact Online Statewide Search

Search Preference: Match  All  Any search term(s)

Additional Search Criteria:

[Search External Systems:](#)

**Person Search Results**

Search Results 8 results

[Add Person](#) [using InterAct statewide search.](#) [External Search Results](#)

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Jansing	Tiphani	N		F	U	03/18/1979			Primary Name	167	<input type="button" value="Select"/> <input type="button" value="Edit"/>
Jansing	Tiphani	N		F	U	03/18/1979			Primary Name	201	<input type="button" value="Select"/> <input type="button" value="Edit"/>
Jansing	Tiphani	N		F	U	03/18/1979			Primary Name	244	<input type="button" value="Select"/> <input type="button" value="Edit"/>
Jansing	Tiphani	N		F	U	03/18/1979			Primary Name	281	<input type="button" value="Select"/> <input type="button" value="Edit"/>
Jansing	Tiphani	N		U	U				Primary Name	158	<input type="button" value="Select"/> <input type="button" value="Edit"/>
Jansing	Tiphani	N		F	U				Alias	201	<input type="button" value="Select"/> <input type="button" value="Edit"/>
Jansing	Tiphani	N		U	U				Primary Name	245	<input type="button" value="Select"/> <input type="button" value="Edit"/>
Jansing	Tiphani	N		U	U				Primary Name	282	<input type="button" value="Select"/> <input type="button" value="Edit"/>

The **'Edit Court Paper People – To Be Served'** page now displays the Master Person selected in the court paper instead of the Unknown Person. Note also, that the **'Status Comment'** field will be auto populated with **'Unknown Person Replaced with Known User'** text. If the user wishes to update other information on this page for the To Be Served Person, e.g. **'Status Details'** grid fields, **'Fee Details'** grid fields or changes to the Service Address, the user should save the record before making any other changes. Click the **'Update'** button to save.

The screenshot shows the 'Edit Court Paper People - To Be Served' form. It is divided into several sections: Person Information, Status Details, Current Status, Service Address, and Fee Details. Callouts highlight key changes: 'Unknown Person has been updated with selected Master Person in court paper' points to the Person Information section; ''Status Comment' field is auto populated with 'Unknown Person Replaced with Known User'' points to the Status Comment field; and 'Click 'Update'' points to the Update button at the bottom.

**Person Information**

Index Id: 167  
 Last Name: JANSING    First Name: TIPHANI    Middle Name: N    DOB: 03/18/1979 (Age: 35)  
 Sex: Female    Race: Unknown    Ethnicity:  
 DL #:    State:    SSN:  
 Residence Phone:    Cell Phone:  
 Email:  
 Address:  
 Height:    Weight:    Eye Color:  
 Hair Color:    Complexion:  
 Place of Birth:    Citizenship:

**Status Details**

Status\*: No Service - Bad Address  
 Date\*: 10/13/2014    Time\*: 1717  
 Serving Person:  
 Person Served:  Select Current Person  Enter Person  
 Location Served:  Select Service Address  Select Master Address  Enter Address  
 Notice Posted Location:  
 Attorney:  Select Attorney  Enter Attorney  
 Status Comment\*: Unknown Person Replaced with Known User

**Current Status**

Date: 10/13/2014 17:17    Serving Person:  
 Person Served:    Location Served:  
 Status Comment: Unknown Person Replaced with Known User

**Service Address**

Location	Comments	Primary?	Actions
439 NE ASHWOOD LN N and 123 N Test ACRE DILLON, SC		No	

**Fee Details**

Attempts:    Billable Attempts:    Mileage:    Billable?:   
 Mileage Fee(\$): 50.00    Service Fee(\$): 10.00    Misc. Fees(\$):    Total Fee(\$): 60.00  
 Fee Comment:

Buttons: Go Back, Update

The **'Edit Court Paper'** page will now show that the Unknown Person has been replaced with the selected Master Person in the **'To Be Served People/Organization'** grid.

**To Be Served People/Organizations**

[Add Unknown Person](#) [Quick Search Person](#) [Advanced Search / Add](#)

Person Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> Mary Cainer <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/01/1973 (Age:41)		Active	\$0.00	
<b>Name:</b> NICHOLAS WOODS <b>Sex:</b> Male <b>Race:</b> White <b>DOB:</b> 10/18/1989 (Age:24)	2740 North ADDISON MEADOWS Lane Basement INDIANAPOLIS PA 46203	Active	\$0.00	
<b>Name:</b> TIPHANI N JANSING <b>Sex:</b> Female <b>Race:</b> Unknown <b>DOB:</b> 03/18/1979 (Age:35)	439 North East ASHWOOD Lane, 123 North Test Acre North DILLON SC United States of America	No Service - Bad Address	\$60.00	

[Quick Search Organization](#) [Advanced Search / Add](#)

**Organization Details**

No Data To Display

As mentioned above, if the user wishes to make changes to details for the To Be Served Person, the user may do so now by clicking the **'edit'** icon for the To Be Served Person in the **'To Be Served People/Organization'** grid on the **'Edit Court Paper'** page. This will redirect the user back to the **'Edit Court Paper People – To Be Served'** page where the user can update information for the To Be Served Person. When all updates have been completed, the user will click the **'Update'** button to save the changes.

**To Be Served People/Organizations**

[Add Unknown Person](#) [Quick Search Person](#) [Advanced Search / Add](#)

Person Details	Service Address	Status	Fee Total	Actions
<b>Name:</b> Mary Cainer <b>Sex:</b> Female <b>Race:</b> White <b>DOB:</b> 01/01/1973 (Age:41)		Active	\$0.00	
<b>Name:</b> NICHOLAS WOODS <b>Sex:</b> Male <b>Race:</b> White <b>DOB:</b> 10/18/1989 (Age:24)	2740 North ADDISON MEADOWS Lane Basement INDIANAPOLIS PA 46203	Active	\$0.00	
<b>Name:</b> TIPHANI N JANSING <b>Sex:</b> Female <b>Race:</b> Unknown <b>DOB:</b> 03/18/1979 (Age:35)	439 North East ASHWOOD Lane, 123 North Test Acre North DILLON SC United States of America	No Service - Bad Address	\$60.00	

[Quick Search Organization](#) [Advanced Search / Add](#)

**Organization Details**

No Data To Display

If the user clicks the 'Log' tab in the 'Edit Court Paper' page, the user will see the auto-log entry for the replacement of an Unknown Person.

The screenshot shows the 'Edit Court Paper' interface. At the top, there are buttons for 'Quick Print', 'Print', and 'Go Back'. Below these are tabs for 'Edit', 'Log', and 'Fee Audits'. The 'Log' tab is active, displaying a 'Service Log' section. A dropdown menu for 'Filter By Type' is set to '-Select-'. An 'Add Log Entry' button is visible in the top right of the log area. The log table has columns for 'Creator', 'Date Created', 'Type', 'Log Entry', and 'Actions'. The first row is highlighted with a red border and contains the following information:

Creator	Date Created	Type	Log Entry	Actions
Greg Ranz	10/13/2014 1717	Person / Organization Updated	<b>Person / Organization:</b> JANSING, TIPHANI N - DOB: 03/18/1979 RACE: Unknown SEX: Female <b>Status:</b> <b>Serving Person:</b> <b>Person Served:</b> <b>Serve Location:</b> <b>Comment:</b> Unknown Person Replaced with Known User	
Greg Ranz	10/13/2014 1717	Person / Organization Updated	<b>Status:</b> No Service - Bad Address <b>Serving Person:</b> <b>Person Served:</b> <b>Serve Location:</b> <b>Comment:</b> Deserted House	
Greg Ranz	10/13/2014 1717	Person / Organization Added	<b>Status:</b> Active <b>Comment:</b> Initial Status	
Greg Ranz	10/13/2014 1715	Person / Organization Delete	<b>Person / Organization:</b> JANSING, TIPHANI N - <b>Comment:</b> Error	
Greg Ranz	10/13/2014 1713	Person / Organization Updated	<b>Person / Organization:</b> JANSI <b>Status:</b> <b>Serving Person:</b> <b>Person Served:</b> <b>Serve Location:</b> <b>Comment:</b> Unknown Person Replaced with Known User	
Greg Ranz	10/13/2014 1506	Person / Organization Added	<b>Status:</b> Active <b>Comment:</b> Initial Status	
Greg Ranz	09/02/2014 1704	Person / Organization Added	<b>Person / Organization:</b> WOODS, NICHOLAS - DOB: 10/18/1989 RACE: White SEX: Male <b>Status:</b> Active <b>Comment:</b> Initial Status	

An orange callout box with a black border contains the text: 'Log entry showing that the Unknown Person has been replaced with a Master Person'. An arrow points from this box to the first log entry.



IA-33770: COURT PAPER - MODULE ADMINISTRATION

Additional functionality has been added to the civil process module administration screens. This enhancement will provide agency administrators the ability to access some of the configuration options previously only accessible to InterAct Operations Support.

### Manage Court Locations

Users with the **Administration - Agency Civil Process Admin** permission will be able to add court locations via the **'Module Configuration'** screen. By default, the AGENCY\_ADMIN, COUNTY\_ADMIN and DBA roles have been assigned this permission. Please note that the DBA role is currently restricted to InterAct Product Managers, InterAct Operations Support and InterAct Engineering.

Administrative users will access the Civil Process Module Configuration screen by clicking **'Administration'** from the Main Menu. Click the **'Module Admin'** icon/link in the **'Maintenance'** grid. This will open the **'Module Configuration'** screen where the user will click the **'Civil Process'** (Configure Civil Process For Your Agency) link.



This will open the **'Civil Process Administration'** screen. A new configuration option to manage Court Locations has been added to this screen. Click the **'Court Locations'** button.



The user will now see the **'Court Locations'** screen where court locations can be added, edited and/or deleted. This is the same screen that can also be found on the **'Agency Settings'** tab

within the **'Agency Profile'** page (Administration → Agencies → [edit]). The process to manage court locations are the same for both. Note that court locations listed on the **'Court Locations'** screen are only available to users in the administrative user's home agency (and its child agencies). These court locations are not available across the organization.



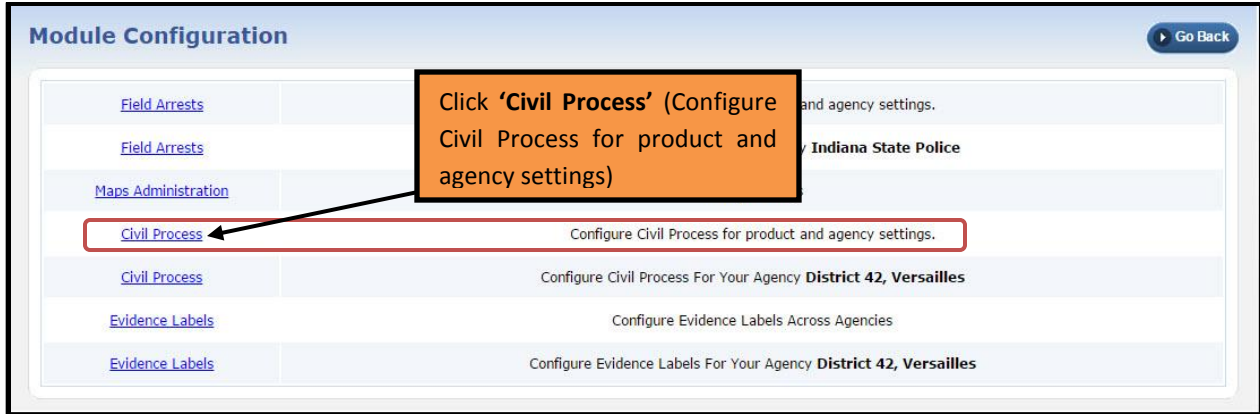
### Manage Other Civil Process Configuration Options

Other civil process configuration options which have been added to the **'Civil Process Administration'** screen include managing:

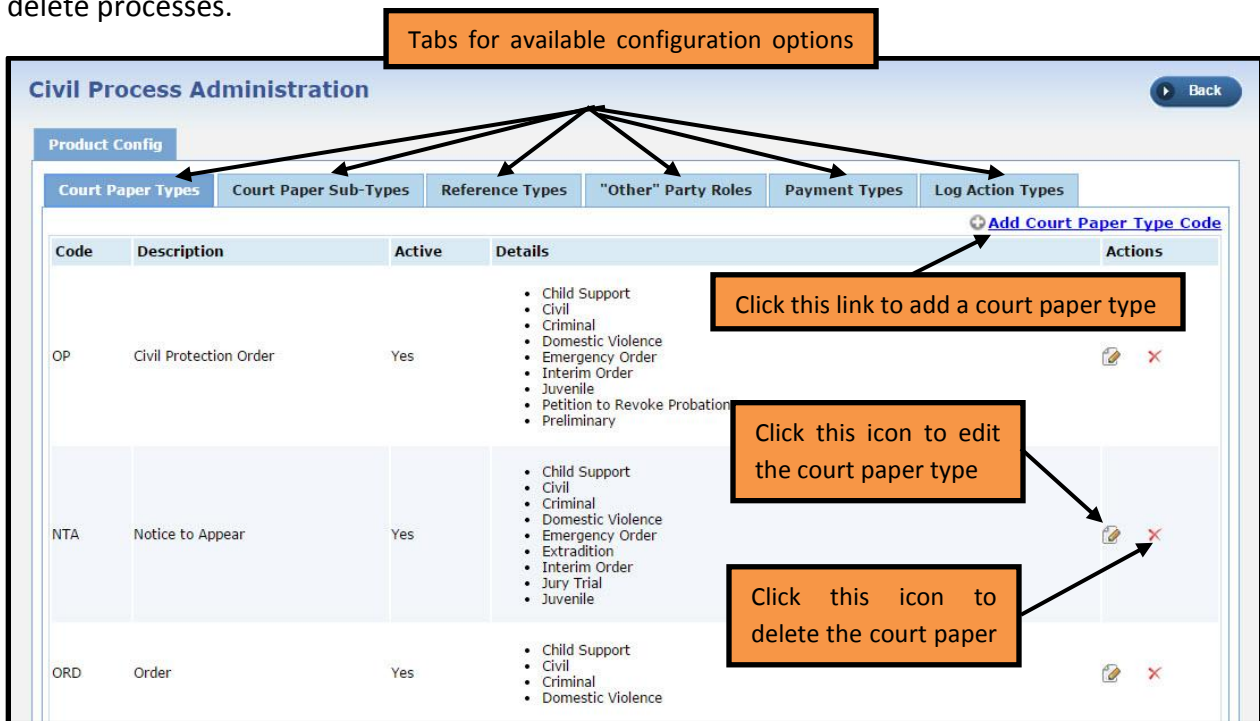
- Court Paper Types
- Court Paper Sub-Types
- Reference Types
- "Other" Party Roles
- Payment Types
- Log Action Types

The **Administration - Product Civil Process Admin** permission allows a user to configure the options listed above. By default, the COUNTY\_ADMIN and DBA roles have been assigned this permission.

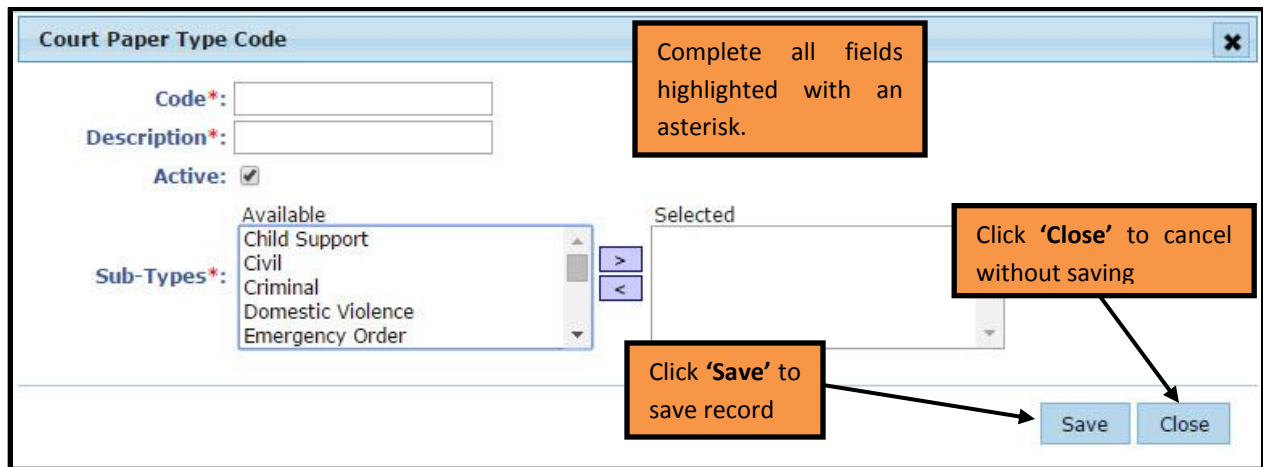
As with managing court locations above, administrative users will access the Civil Process Module Configuration screen by clicking **'Administration'** on the Main Menu. Click the **'Module Admin'** icon/link in the **'Maintenance'** grid. This time, however, users with the **Administration - Product Civil Process Admin** permission will see another **'Civil Process'** (Configure Civil Process for product and agency settings) link.



Clicking the 'Civil Process' (Configure Civil Process for product and agency settings) link will open the 'Civil Process Administration' screen. The user will see 6 tabs across the top of the screen for each of the configuration options that are available. The process to add, edit and delete records within a configuration option is the same across all options. For the purposes of illustration, court paper types will be used as an example here to describe the add, edit and delete processes.



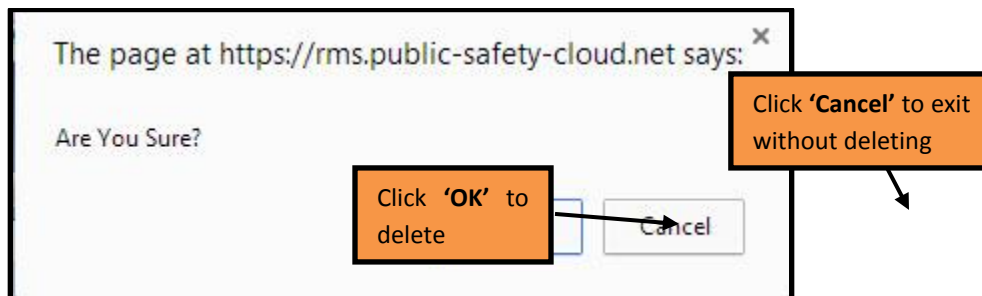
To add a court paper type, click the '+ Add Court Paper Type Code' link at the top right corner of the screen. A 'Court Paper Type Code' dialog box will pop up prompting the user to enter information about the court paper type. All fields highlighted with an asterisk must be filled in, before clicking the 'Save' button. By default, the 'Active' box will be checked. Unchecking this box allows the user to save the information entered and activate the court paper type at a later date or time.



If the user wants to edit a court paper type, click the **'edit'** icon for the court paper type in the **'Civil Process Administration'** screen. The user will see same pop up dialog box for adding a court paper type. The user will make any changes necessary for the court paper type, ensuring that all required fields are complete before clicking the **'Save'** button.

To delete a court paper type, click the **'X'** icon for the court paper type in the **'Civil Process Administration'** screen. This will pop up a dialog box asking the user to confirm deletion. Click **'OK'** to delete or **'Cancel'** to return to the previous screen without deleting the court paper type.

Delete confirmation dialog box



Note that if the administrative user would like to remove a court paper type from the drop down list that the end user sees in the civil process screens, but would like to save information about the court paper type, the administrative user can deactivate the court paper type instead of deleting it. Follow the process to edit a court paper type and uncheck the **'Active'** box in the **'Court Paper Type Code'** dialog box to deactivate the court paper type.

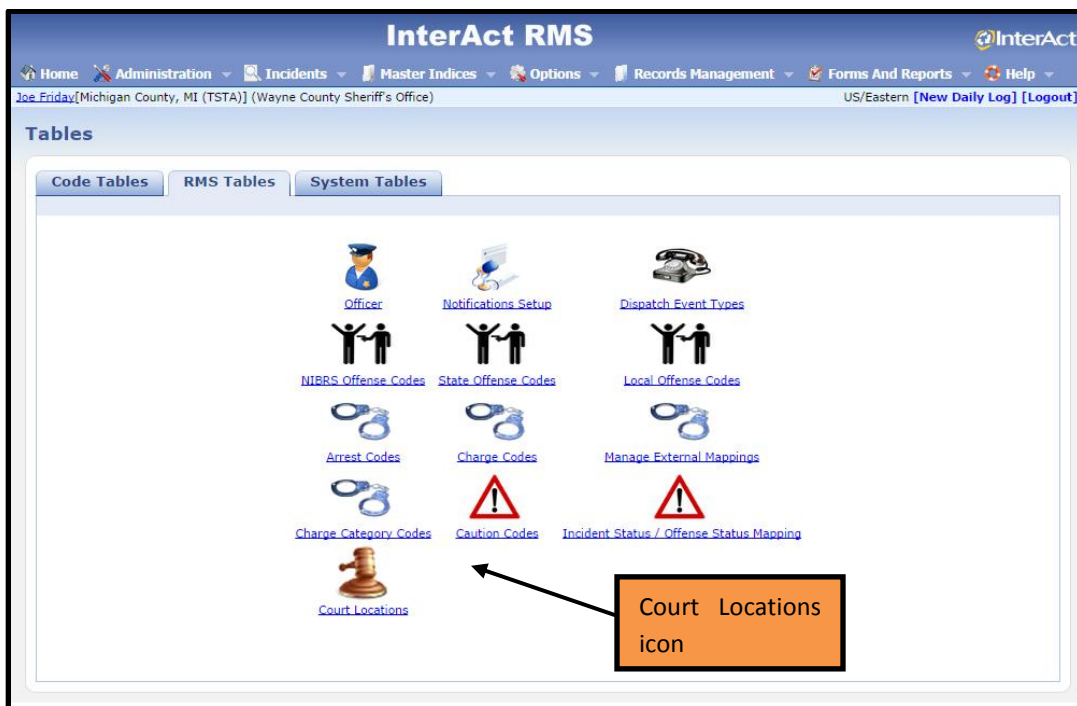
Unlike the management of court locations, all configuration types managed in the **'Civil Process Administration'** screen will apply across the organization and will be available for all agencies to select from.

## CIVIL PROCESS AND WARRANTS ENHANCEMENTS

### IA-33183: COURT LOCATION – NEW ADMINISTRATIVE SCREEN

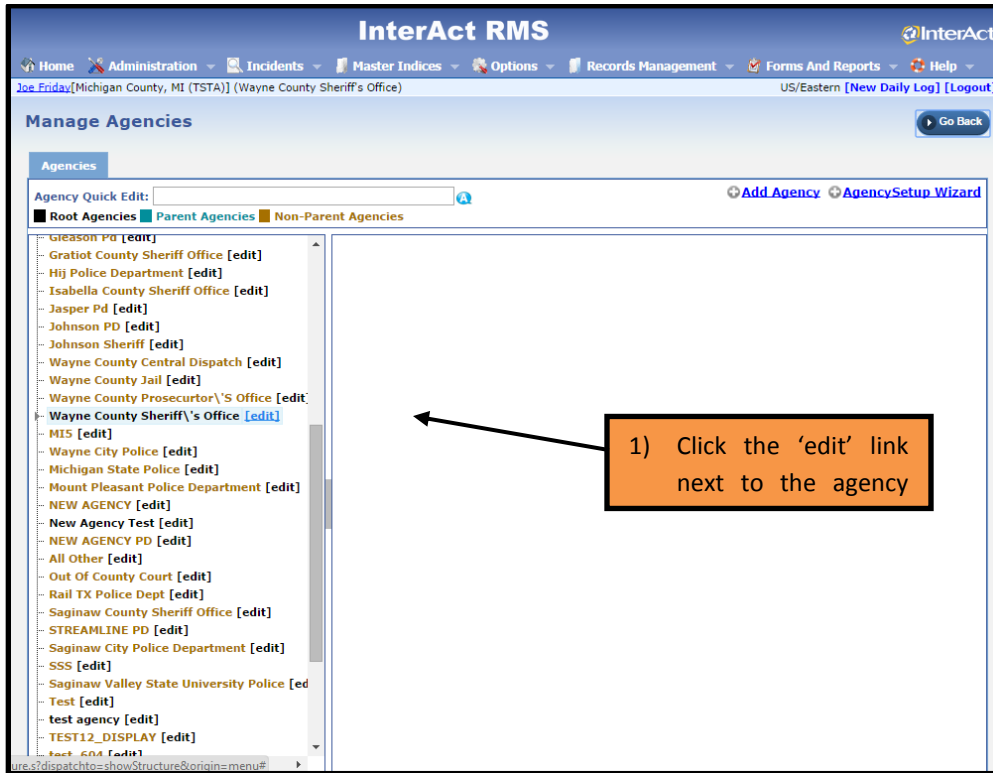
An agency using the Civil Process and Warrants modules now has the ability to manage Court Locations. This new feature allows an administrative user to add, edit and delete Court Locations for their agency. There are two ways that an administrative user could access the Court Locations administrative screen:

- 1) From the Main Menu, select Administration → Tables → RMS Tables. Click on the 'Court Locations' icon or link

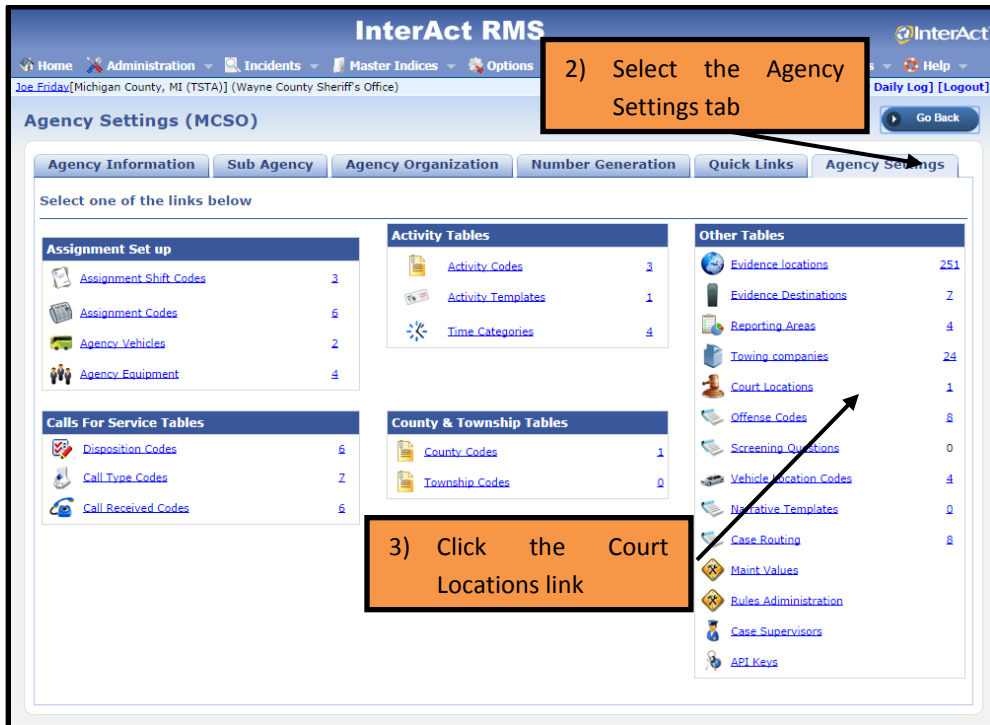


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- 2) From the Main Menu, select Administration → Agencies. Find the appropriate agency from the list of agencies within the Manage Agencies screen and click on the 'edit' link next to the agency name..



Go to the Agency Settings tab within the Agency Settings screen and click on the 'Court Locations' link within the Other Tables section



At this point, the administrative user will see a screen listing all Court Locations for the agency. From here, the administrative user has the option to add, edit or delete a court location.

### Add a court location

Click the 'Add' button to add a court location.



Enter details for the court location ensuring that all required fields highlighted with a red asterisk is completed. Click the 'Save' button.

2) Fill out the fields for the court location ensuring that all required fields are complete.

3) Click the 'Save'

The administrative user should be able to see the new court added to the list of Court Locations.

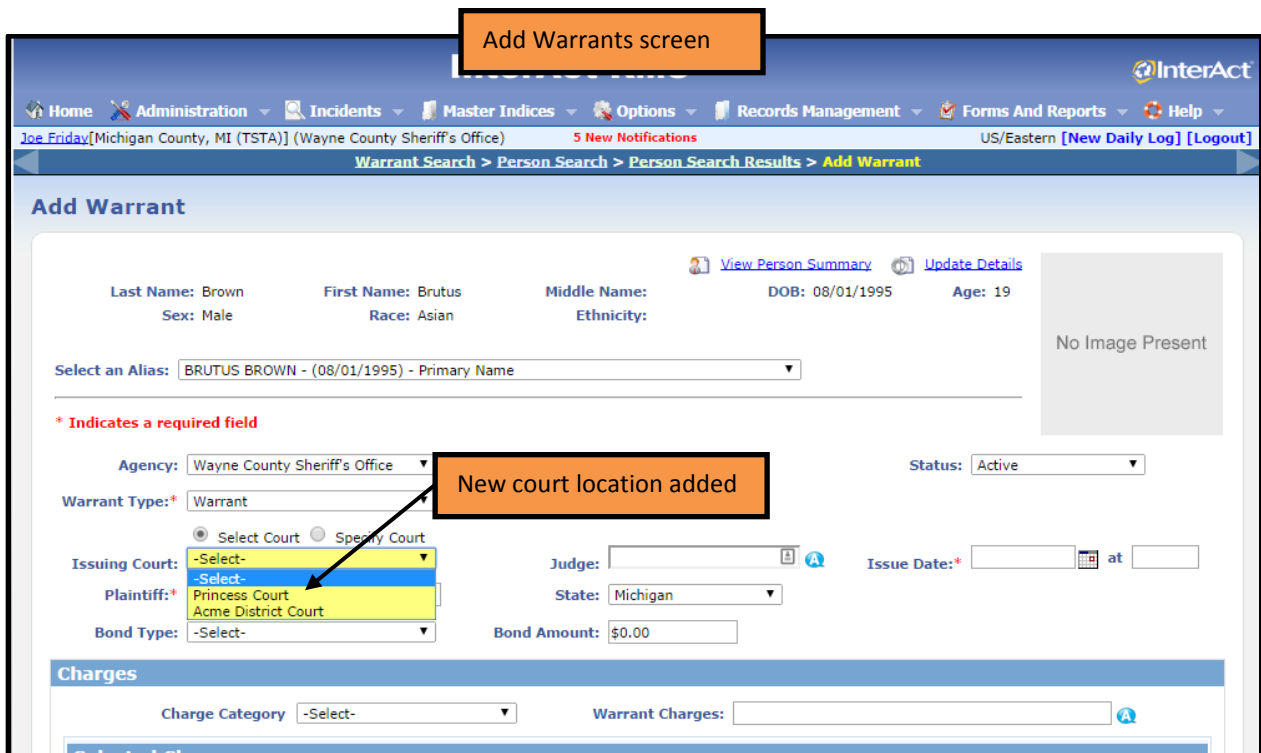
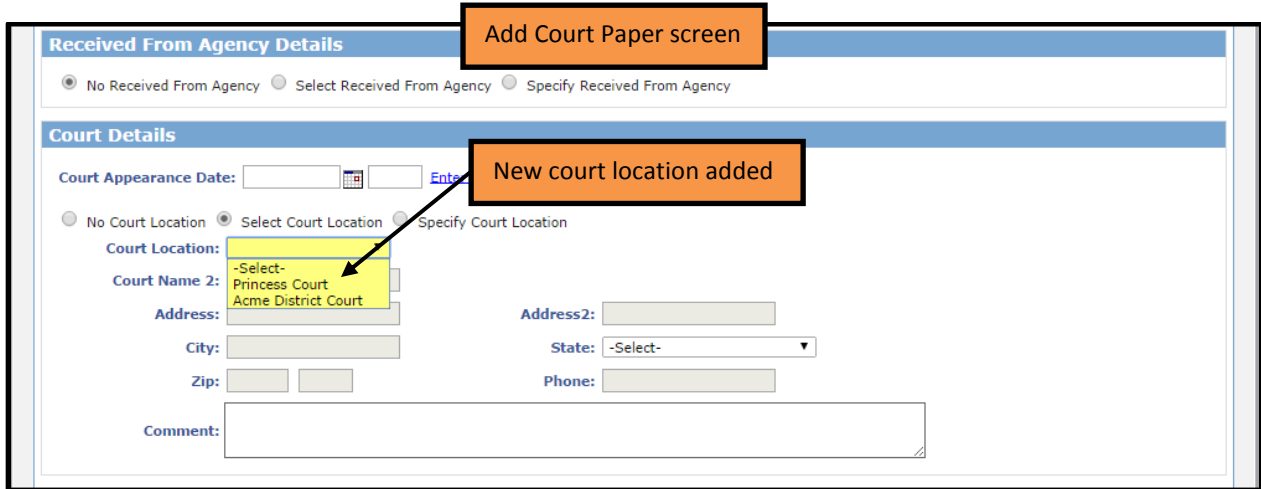
New court location added

ID	Name	Address	Status	Court	Receiving Agency	Actions
10	Princess Court - Disney Royal Court	9876 Castle Lane Detroit Michigan 48201-	Active	true	true	
9	Acme District Court - Looney Toons Court	2378 Looney Toons Drive Detroit Michigan 48201-	Active	true	true	

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The contributing agency retains sole ownership of and sole responsibility for the information it contributes to the Online RMS including but not limited to, the accuracy of the information. Receiving agencies will take no enforcement action without first verifying the current status of information with the contributing agency.

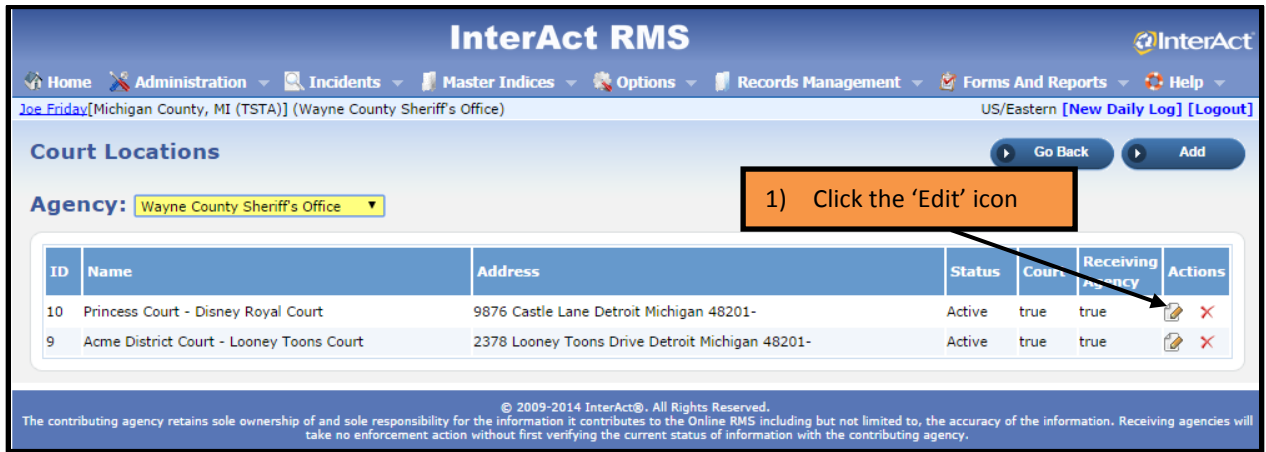


In addition, users will now be able to see the new Court Location in the list of values when adding a court paper or warrant.

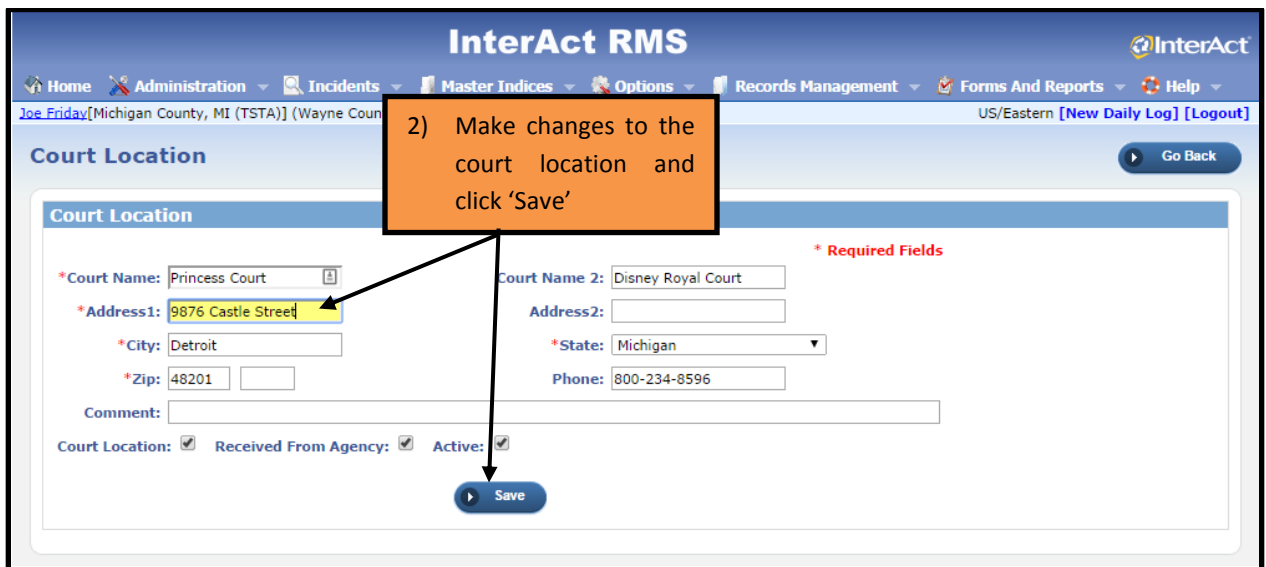


### Edit a court location

From the list of Court Locations, click the 'Edit' icon next to the court location to be edited.

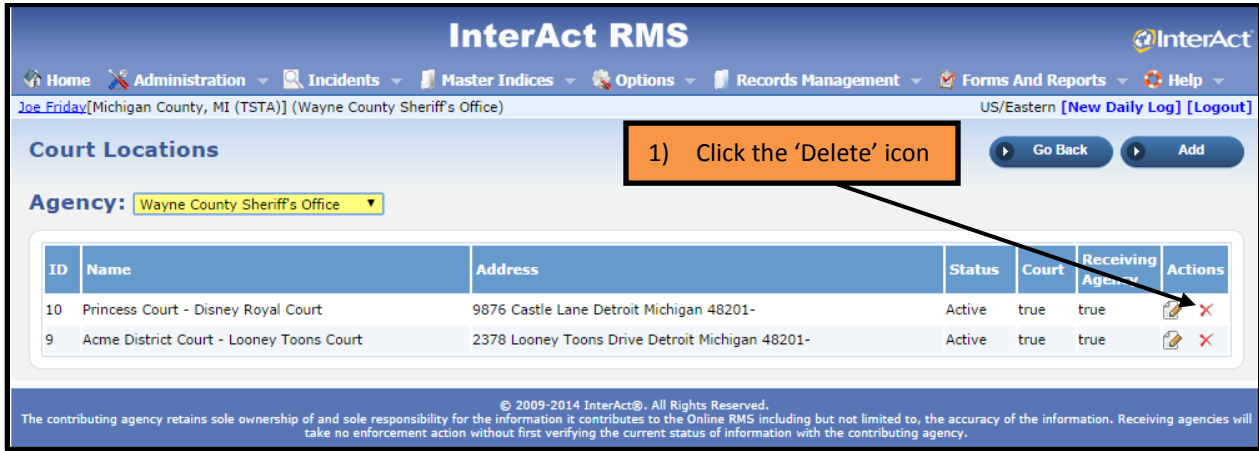


Make any appropriate changes to the court location record, once again, ensuring that all required fields are complete and click the 'Save' button.

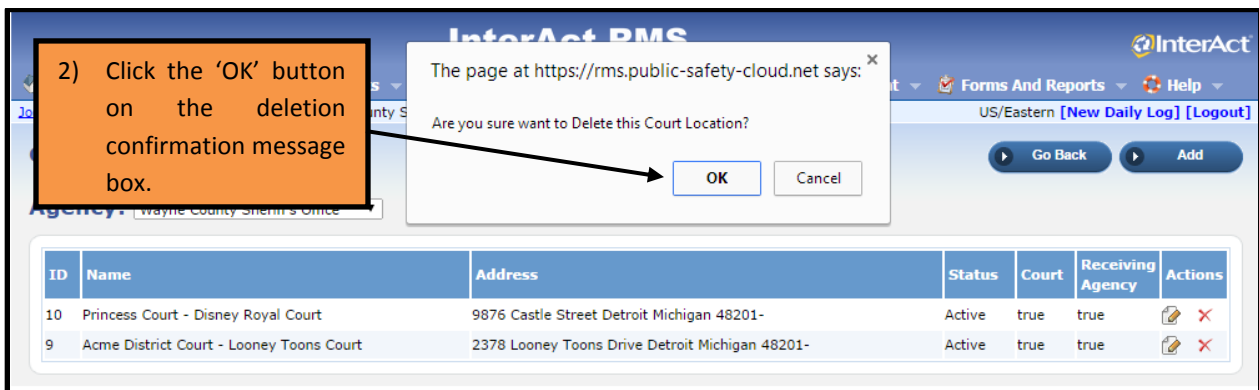


### Delete a court location

From the list of Court Locations, click the 'Delete' icon (red X) next to the court location to be deleted.



A message box will pop up confirming the court location deletion. Click 'OK'.



## CUSTOM FORM ENHANCEMENTS

### IA-32876: CUSTOM FORMS – DOWNLOAD PUBLISHING CONTROLS

In prior releases, there was no mechanism to restrict another custom forms administrator from editing, downloading and subsequently using another user's custom form before the custom form had been finalized and approved by appropriate parties. This posed a problem if one agency did not wish another agency to use the same form or if another custom forms administrator made unapproved changes to the custom form. To address those issues, this release includes an enhancement to prevent other custom form administrators from editing, downloading or using a non-published custom form unless specified.

By default, all other custom form administrators are now restricted from editing or deleting a custom form unless they have been assigned the COUNTY\_ADMIN or the DBA roles. However, there could be situations where more than one user will create or edit the same custom form. In this scenario, additional Form Admins can be added allowing them to edit, download, preview or delete the custom form before it is published.

New fields to add or remove Form Admins are now available in the **'Form Details'** tab within the **'Form Editor'** screen. (Administration → Custom Forms → Manage Forms)

**A New Form** [Preview] [Exit Form Editor]

**Form Details** | Field List | Designer | Reports | Code Tables | Routing | Status

Publish Status: **Not Published**  
Active Status: Inactive

Title: A New Form  
Description:  
Print Header:

Agency: District 42, Versailles  
Default Security Level: Animal Control  
Officer Entry: Officer is Optional  
Review Required:   
Restrict Edit:

Roles:  
Available: CREATE\_CITATIONS, CREATE\_PERMITS, CREATE\_WARRANTS, DISPATCH, DISPATCH\_VIEW\_ONLY, EVIDENCE\_CUSTODIAN, GANG ALWAYS EDIT AGENCY  
Selected: CASE\_SUPERVISOR

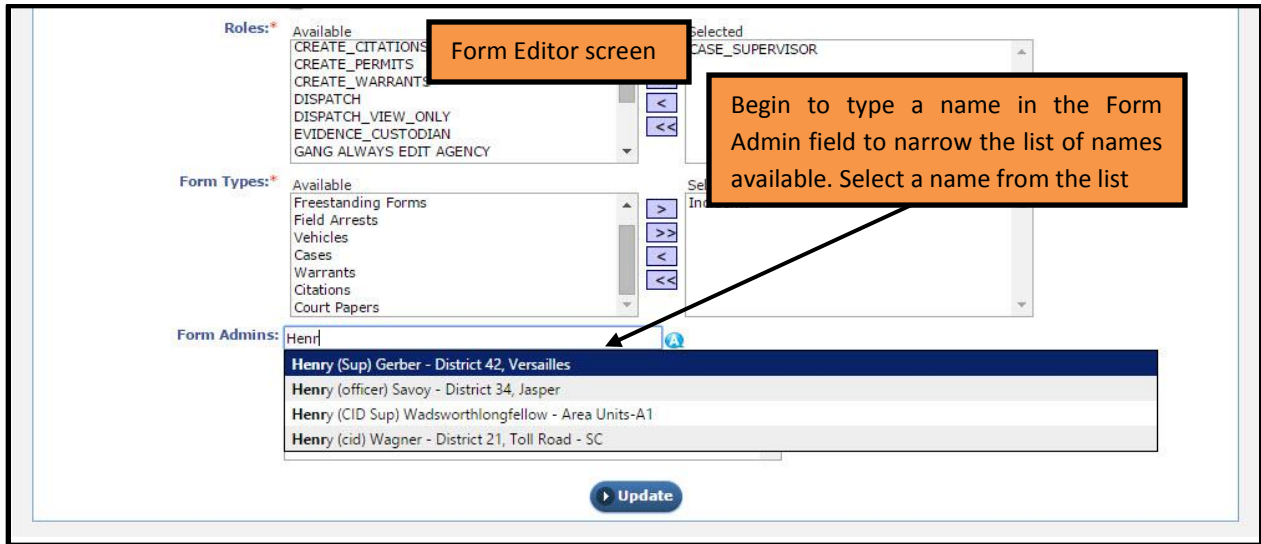
Form Types:  
Available: Freestanding Forms, Field Arrests, Vehicles, Cases, Warrants, Citations, Court Papers  
Selected: Incidents

Form Admins: henry [Add] [Remove]  
**Double Click to Remove**

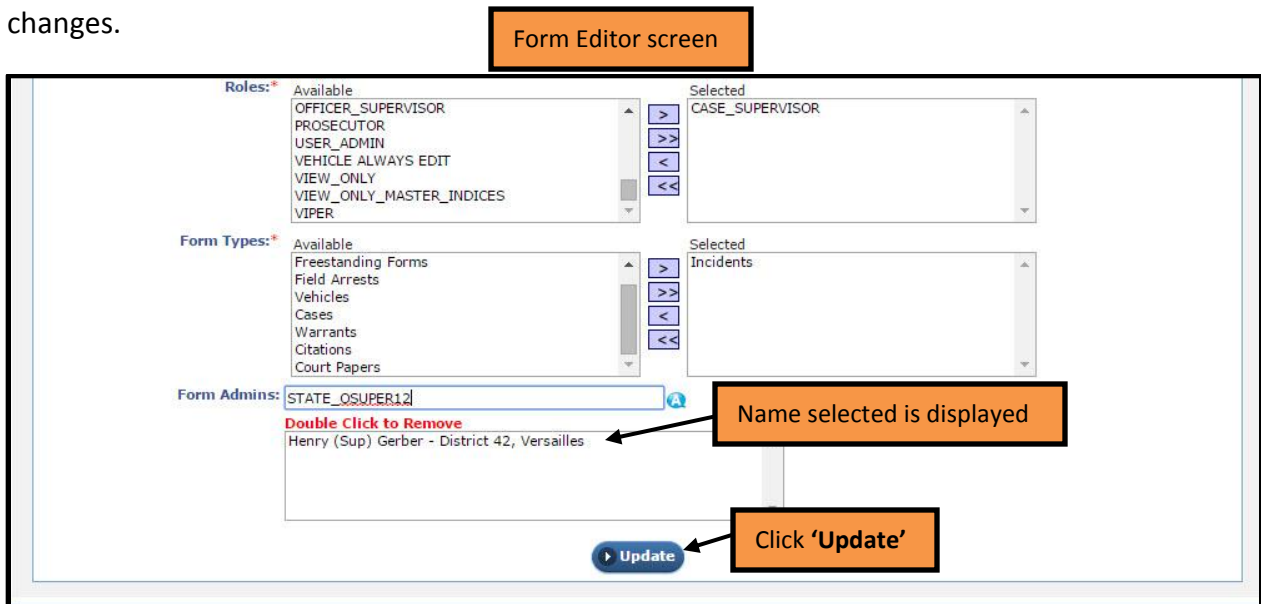
[Update]

Fields to add/remove Form Admins

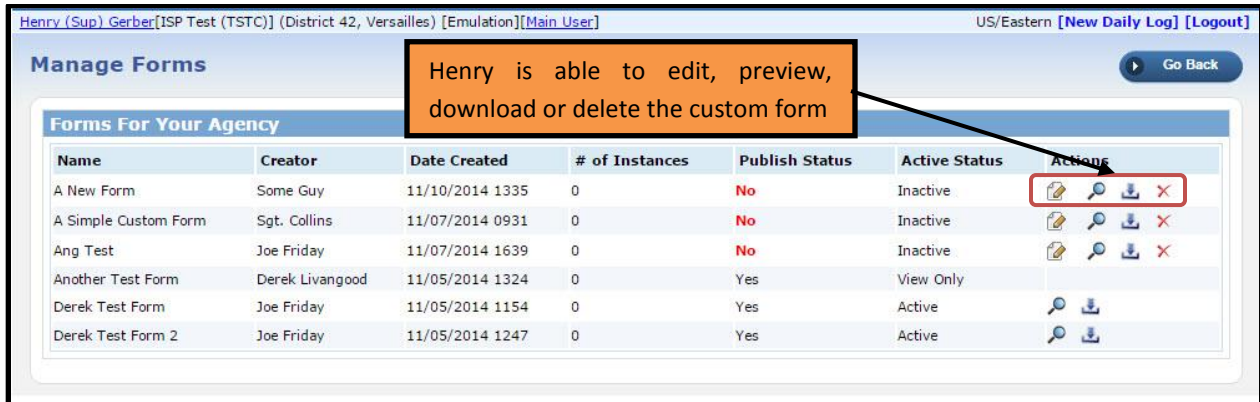
To add a Form Admin, simply begin typing the person's name in the 'Form Admins' field. As the user continues to type, the drop down list will narrow the list of names available for that field. Only users who have the AGENCY\_ADMIN role AND the CUSTOM\_FORMS\_ADMIN role (or appropriate permissions) can access the Custom Forms module. Select a name from the list.



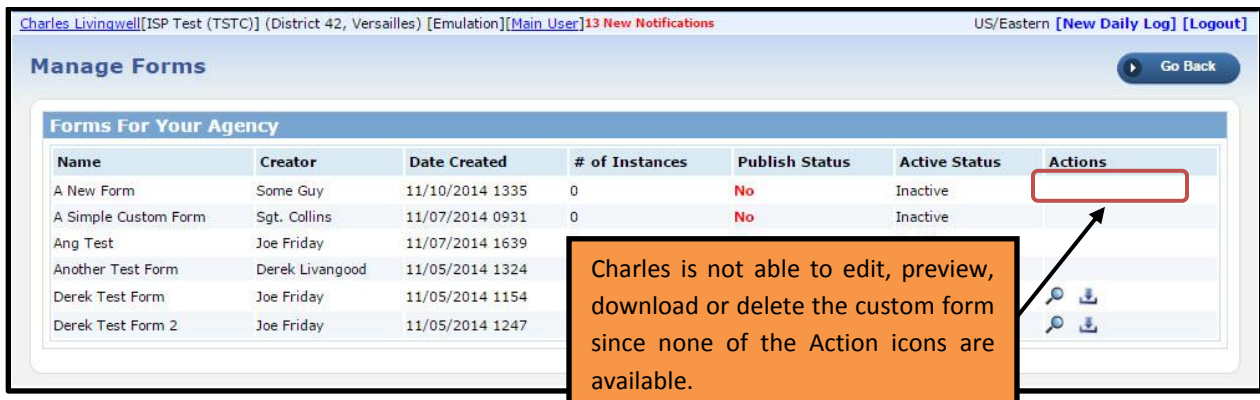
The Form Admin's name will be displayed in the box below the "Double Click to Remove" text. Continue to add additional Form Admins if necessary. Click the 'Update' button to save changes.



To illustrate the example above, Henry Gerber has been added as a Form Admin for the custom form titled **“A New Form”**. When logged in as Henry Gerber, he is able to edit, preview, download or delete **“A New Form”** as evidenced by the **‘Action’** icons available for that custom form in the **‘Manage Forms’** screen.



Conversely, when logged in as another custom forms administrator, Charles Livingwell, the **‘Action’** icons to edit, preview, download or delete **“A New Form”** are not available on the **‘Manage Forms’** screen. This is because he has not been added as a Form Admin for the **“A New Form”** custom form.



However, once the form is published i.e. the Active Status column value changes from **“Inactive”** to **“Active”**, Charles will be able to preview and download the form.

Charles Livingston [ISP Test (TSTC)] (District 42, Versailles) [Emulation] [Main User] 13 New Notifications US/Eastern [New Daily Log] [Logout]

**Manage Forms** Go Back

**Forms For Your Agency**

Name	Creator	Date Created	# of Instances	Publish Status	Active Status	Actions
A New Form	Some Guy	11/10/2014 1335	0	Yes	Active	
A Simple Custom Form	Sgt. Collins	11/07/2014 0931	0	No	Inactive	
Ang Test	Joe Friday				Inactive	
Another Test Form	Derek Livangood				View Only	
Derek Test Form	Joe Friday				Active	
Derek Test Form 2	Joe Friday				Active	

Once the form is published, Charles is able to preview and download the form.

If the custom forms administrator wishes to remove a Form Admin, open the **‘Form Details’** tab on the **‘Form Editor’** screen for the custom form and double click the user’s name in the box below the text **“Double Click to Remove”**. Click **‘Update’** to save changes.

**A New Form** Preview Exit Form Editor

**Form Details** | Field List | Designer | Reports | Code Tables | Routing | Status

Publish Status: **Not Published**  
Active Status: Inactive

Title: \* A New Form

Description:

Print Header:

Agency: District 42, Versailles

Default Security Level: \* Animal Control

Officer Entry: \* Do Not Specify Officer

Review Required:

Restrict Edit:

Roles: \*

Available: AGENCY\_ADMIN, CAL\_ADMIN, CAL\_MANAGER, CFS, CID\_SUPERVISOR, CID\_USER, COMMAND

Selected: CASE\_SUPERVISOR

Form Types: \*

Available: Field Contacts, Freestanding Forms, Field Arrests, Vehicles, Cases, Warrants, Citations

Selected: Incidents

Form Admins:

**Double Click to Remove**  
Henry (Sup) Gerber - District 42, Versailles

Double click user’s name to remove him/her as Form Admin for the custom form. Click **‘Update’** when done.

Update



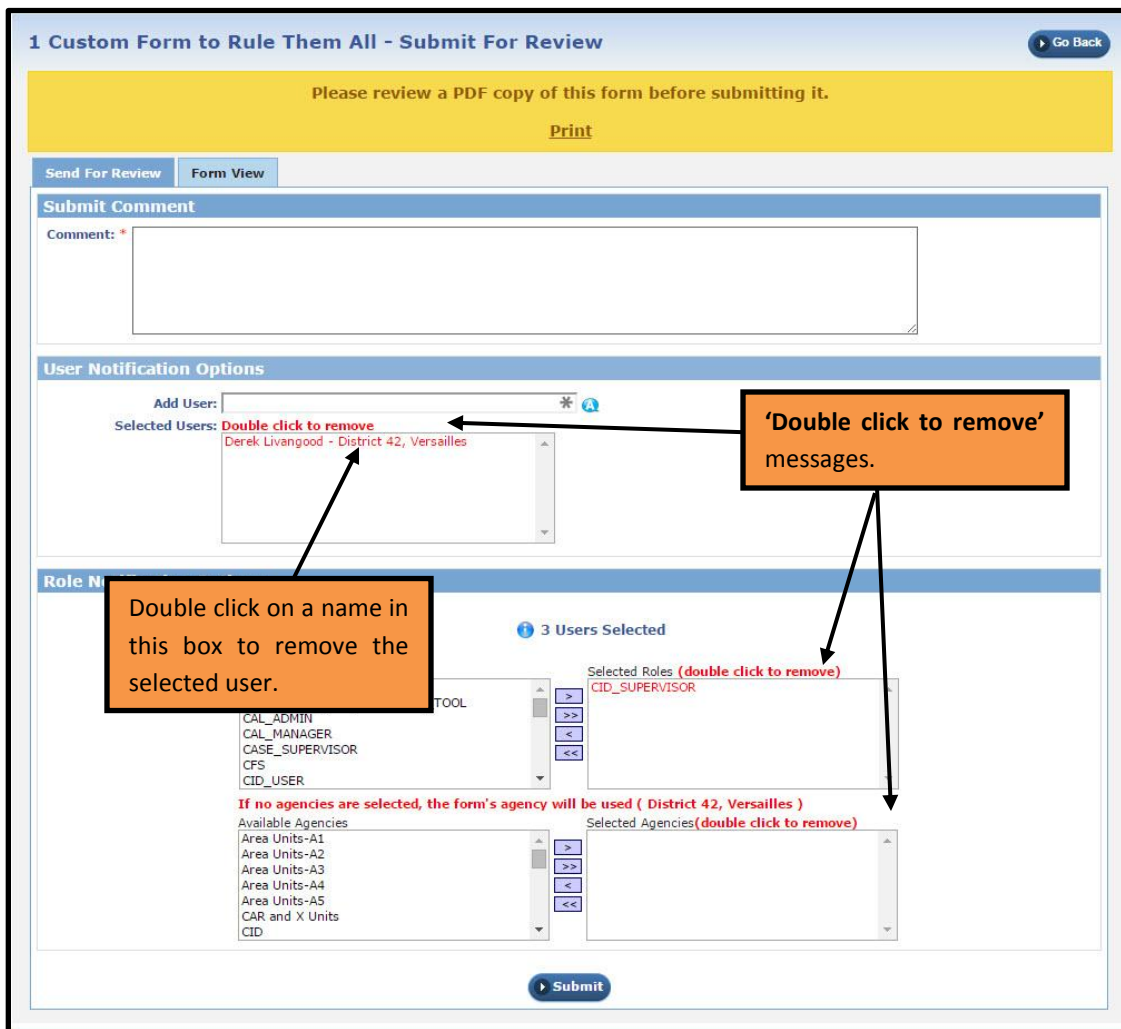
The following summarizes the new rules that will apply to custom form administrators:

- a) Custom form administrators may edit or delete a custom form if:
  - They have been assigned the COUNTY\_ADMIN or DBA role
  - They have been assigned the AGENCY\_ADMIN role AND added as a Form Admin
  - The custom form administrator is the creator of the custom form
- b) Custom form administrators may preview or download custom form if:
  - The form is in 'Active' status
  - The custom form administrator has edit permissions as defined in (a) above.

IA-33161: CUSTOM FORM – NOTIFICATIONS

In previous versions, users sometimes were unaware of how to remove a person, role or agency from notifications after clicking the **‘Submit for Review’** button in a custom form. In this release, information messages -**“Double click to remove”** have been added to the **‘User Notification Options’** and **‘Role Notification Options’** grids in the **‘Send for Review’** tab, providing users with quick instruction on how to remove a person or a role.

After clicking the **‘Submit for Review’** button on a custom form, a user will now see **“double click to remove”** messages next to the **‘Selected Users’**, **‘Selected Roles’** and **‘Selected Agencies’** fields. To remove a user or a role, simply double click on a person’s name, role or agency in the **‘Selected Users’**, **‘Selected Roles’** or **‘Selected Agencies’** box respectively. Click the **‘Submit’** button at the bottom of the screen to proceed to the next screen.



## EVIDENCE MANAGEMENT ENHANCEMENTS

### IA-32437: EVIDENCE MANAGEMENT – CROSS AGENCY TRANSFER (TTN112589)

In previous versions of RMS, Evidence Custodians from an agency in a multi-tiered organization could only manage evidence for officers/employees that were assigned to the Evidence Custodians home agency. This posed a problem if the custodian was called upon to help at another agency. The Evidence Custodian was not able to check out evidence either to officers at that 2nd agency or to other officers from any other agency within that multi-tiered organization.

This enhancement will allow Evidence Custodians from one agency in a multi-tiered organization to check-out evidence to an officer from another agency, regardless of the agency that the Evidence Custodian is working at.

The maintenance setting that provides the Evidence Custodian the ability to manage evidence across a multi-tiered organization is EVID\_MNGMT\_ALL\_ORG\_AGENCY. This setting can be changed by InterAct Operations Support. While this setting is not new, the functionality affected by the maintenance setting values has changed.

- If the **EVID\_MNGMT\_ALL\_ORG\_AGENCY** maintenance value is set to Y, the Evidence Custodian is able to effectively manage evidence across a multi-tiered organization.
- If the **EVID\_MNGMT\_ALL\_ORG\_AGENCY** maintenance value is set to N, the Evidence Custodian can only manage evidence for officers/employees that are assigned to the Evidence Custodians Home Agency.

The **EVID\_MNGMT\_ALL\_ORG\_AGENCY** maintenance value is managed through the Administration screens. (Administration → Maint Values). Locate the 'EVID\_MNGMT\_ALL\_ORG\_AGENCY' setting in the list and click the 'Edit' icon to change the value.

The screenshot displays the 'Edit Maintenance Value' dialog box over a list of maintenance settings. The dialog box contains the following information:

- Application: E\*Justice
- Module: E\*Core
- Effective Date: 10/29/2013
- Keyword: EVID\_MNGMT\_ALL\_ORG\_AGENCY
- Value: Y

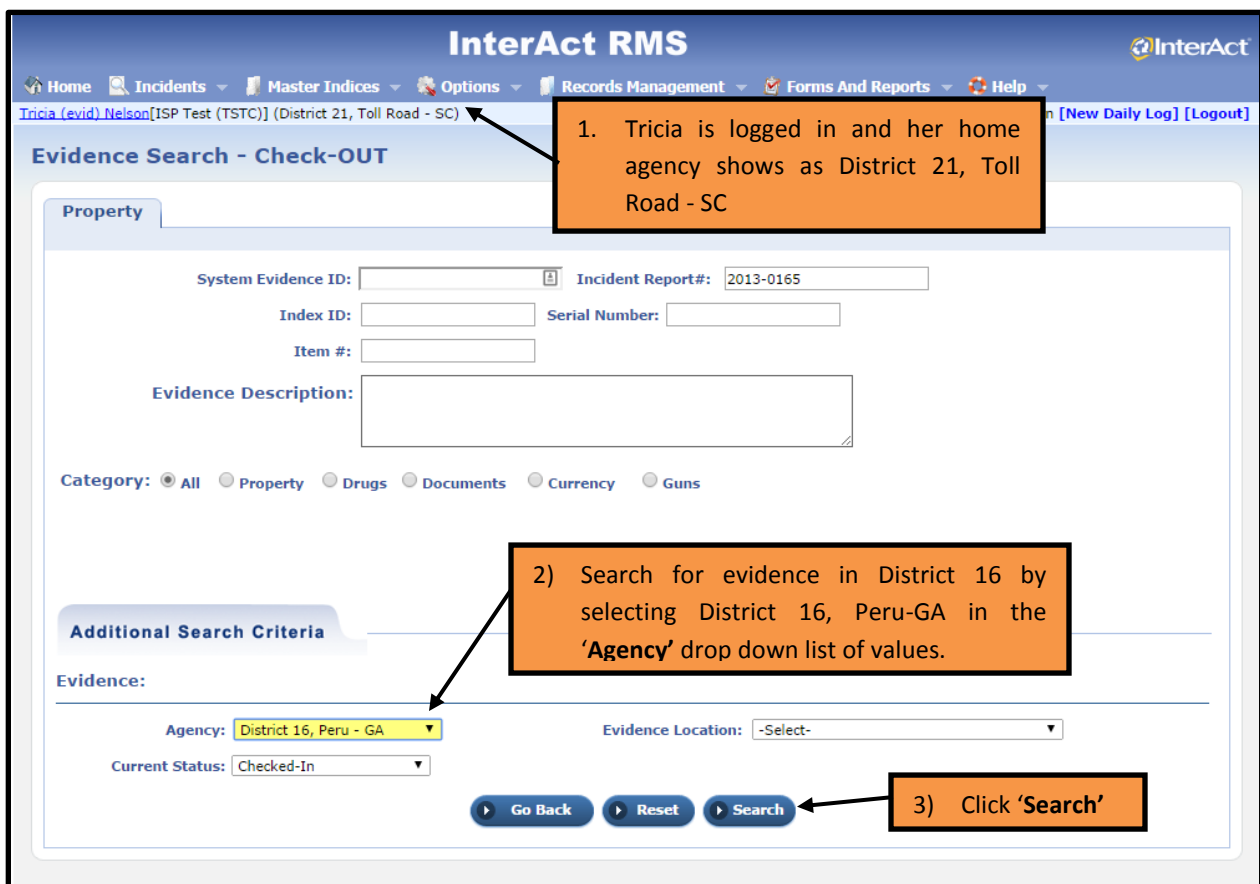
Buttons for 'Cancel' and 'Ok' are visible at the bottom of the dialog box. The background list shows the setting 'EVID\_MNGMT\_ALL\_ORG\_AGENCY' circled in red. Two callout boxes provide instructions:

- 1 Locate the 'EVID\_MNGMT\_ALL\_ORG\_AGENCY' setting and click the 'Edit' icon to change the value.
- 2 Change the value in the 'Edit Maintenance Value' pop up dialog box to 'Y'

### EVID\_MNGMT\_ALL\_ORG\_AGENCY maintenance value is set to Y

The following example is used to illustrate this enhancement in the situation where the 'EVID\_MNGMT\_ALL\_ORG\_AGENCY' is set to 'Y'. Tricia Nelson, an Evidence Custodian usually works in District 21, Toll Road – SC. She has been asked to help out at District 16, GA. While she is helping at District 16, she checks out a piece of evidence to Officer Henry Savoy from District 34, Jasper.

The Evidence Custodian locates a piece of evidence in District 16 by accessing the 'Evidence Search – Check-OUT' page (Evidence Management → Check-Out )



The Evidence Custodian selects the evidence to be checked out.

The screenshot shows the InterAct RMS interface. At the top, there is a navigation bar with the InterAct logo and menu items: Home, Incidents, Master Indices, Options, Records Management, Forms And Reports, and Help. Below the navigation bar, the user's name and role are displayed: Tricia (evid) Nelson [ISP Test (TSTC)] (District 21, Toll Road - SC). The page title is "Evidence Check-OUT Search Results". There are buttons for "Go Back", "Refine Search", and "New Search". The main content area shows a table of search results. An orange callout box with the text "Select the evidence to be checked out by clicking the 'Select' icon" points to a "Select" icon in the Actions column of the second row of the table.

System Evidence Id	Report#	Supp	Offenses	Loc	Agency	Disposition	Property Information	Status	Actions
543	2013-0165	0		Impound	District 16, Peru - GA		Property - BACKPACK; Primary Color: Beige; Quantity: 1; Val: 100;	Checked-In	
542	2013-0165	0		Other	District 16, Peru - GA		Property - COINS - NOT RARE; Primary Color: Aluminum, Silver; Quantity: 100; Val: 5000;	Checked-In	

In the 'Evidence Check-OUT' screen, the 'Agency' field drop down list of values is disabled (i.e. users cannot change this value) and defaults to the agency where the evidence is located. The 'Check Out By:' field value defaults to the Evidence Custodian's name who is currently logged in.

The screenshot shows the 'Evidence Check-OUT' interface in InterAct RMS. At the top, the navigation bar includes 'Home', 'Incidents', 'Master Indices', 'Options', 'Records Management', 'Forms And Reports', and 'Help'. The breadcrumb trail is 'Tricia (evid) Nelson (TSP Tech / TSP) (District 21, Toll Road - SC)'. The page title is 'Evidence Check-OUT' and the user is 'US/Eastern'. There are three buttons at the top right: 'Go Back', 'Chain of Custody', and 'Print Evidence Label'. The main content area displays incident details: Report #: 2013-0165, Incident Summary: 04/07/2014 10:50 - 234, E PERRY, VERSAILLES, IN. Property: Property - BACKPACK; Primary Color: Beige; Quantity: 1; Val: 100. System Evidence ID: 543, Evidence Agency: District 16, Peru - GA, Item #: 2. Current Status: Checked-In. Evidence Description: brown back pack. Below this is the 'Evidence Check-Out' form with fields for Agency (District 16, Peru - GA), Check Out By (Evidence Officer Tricia (evid) Nelson (Badge #: 90) - District 21, Toll Road - SC), Check Out To, Evidence Destination (-Select-), Evidence Due Date, Check Out Date/Time (09/18/2014 1221 Hrs), Evidence Description, and Check-Out Comment. At the bottom are buttons for Signature, Go Back, Save, Save & Exit, and Print Lab Report. Two orange callout boxes with arrows point to the Agency and Check Out By fields.

1) Agency defaults to evidence location. This field value cannot be changed

2) 'Check Out By:' defaults to Evidence Custodian who is currently logged in.

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The Evidence Custodian is able to override the 'Check Out By:' field value by deleting the current value and typing another Evidence Custodian's name. As the user continues to type, the list of values in the field narrows to those that matches the typed values. The list of values will only show Evidence Custodians in the same multi-tier organization.

**InterAct RMS**

Home Incidents Master Indices Options Records Management Forms And Reports Help

Tricia (evid) Nelson [ISP Test (TSTC)] (District 21, Toll Road - SC) US/Eastern [New Daily Log] [Logout]

Go Back Chain of Custody Print Evidence Label

**Evidence Check-OUT**

Evidence Processing | Disposition

Report #: 2013-0165 Incident Summary : 04/07/2014 10:50 - 234, E PERRY, VERSAILLES, IN

Property: Property - BACKPACK  
System Evidence ID: 543  
Current Status: Checked-In  
Evidence Description: brown back pack

**Evidence Check-Out:**

\*Agency: District 16, Peru - GA

\* Check Out By: [j] Non Sworn Jennifer Hackberry (Employee #: 1234) - District 34, Jasper  
Jean-Marc Saunders(Badge #: 5498972) - District 53, Putnamville

\*Check Out To: Officer Supervisor Julio (osuper) Arnez(Badge #: 71) - District 16, Peru - GA

\*Evidence Destination:

\*Check Out Date/Time: 09/18/2014 1224 Hrs

Evidence Description:

Check-Out Comment:

Signature

Go Back Save Save & Exit Print Lab Report

Override the 'Check Out By:' value by deleting the current value and typing another Evidence Custodian's name. The list of Evidence Custodians narrows as the user continues to type.

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The Evidence Custodian can now check out the evidence to an officer/employee from another agency (within that organization) by typing in the officer's/employee's name in the 'Check Out To:' field. A list of values will appear as the user types and narrow to match the typed values. The list of values will show all employees and officers in the multi-tiered organization.

The screenshot displays the InterAct RMS interface for an Evidence Check-OUT. The top navigation bar includes links for Home, Incidents, Master Indices, Options, Records Management, Forms And Reports, and Help. The user is logged in as Tricia (evid) Nelson. The main content area shows details for Report # 2013-0165, Incident Summary: 04/07/2014 10:50 - 234, E PERRY, VERSAILLES, IN. The evidence is a brown back pack, checked-in, with a quantity of 1 and a value of 100. The 'Check Out To:' field is active, showing a dropdown list of officers and employees from various districts. A callout box highlights the search functionality: 'Type in the name of officer/employee that the evidence is checked out to. The list of officers/employees narrows as the user continues to'. The dropdown list includes names like Peter Avery, Officer Herman Schultz, Officer Joe Franks, Sergeant Roy Phelps, Officer Sunsonsen, Henry Savoy, Inv Manager-Officer Always Counting, and Evidence Officer Tricia Nelson. Buttons for Go Back, Save, Save & Exit, and Print Lab Report are visible at the bottom.

**InterAct RMS**

Home Incidents Master Indices Options Records Management Forms And Reports Help

Tricia (evid) Nelson [ISP Test (TSTC)] (District 21, Toll Road - SC) 3 New Notifications US/Eastern [New Daily Log] [Logout]

Go Back Chain of Custody Print Evidence Label

**Evidence Check-OUT**

Evidence Processing | Disposition

Report #: 2013-0165 Incident Summary : 04/07/2014 10:50 - 234, E PERRY, VERSAILLES, IN

Property: Property - BACKPACK; Primary Color: Beige; Quantity: 1; Val: 100

System Evidence ID: 543 Evidence Current Status: Checked-In

Evidence Description: brown back pack

**Evidence Check-Out:**

\*Agency: District 16, Peru - GA

\* Check Out By: Non Sworn Jennifer Hackberry (Employee #: 1234) - District 34, Jasper

\*Check Out To: of

\*Evidence Destination: Patrol Sworn Peter (off) Avery (Employee #: 2051) - District 22, Ft Wayne

\*Check Out Date/Time: D13 Officer(Badge #: D13) - District 13, Lowell

Evidence Description: Officer Herman (off) Schultz(Badge #: 207) - District 21, Toll Road - SC

Officer Joe (off) Franks(Badge #: 202) - District 21, Toll Road - SC

Sergeant at Arms Roy (Off) Phelps(Badge #: 492) - District 34, Jasper

Officer Sunsonsen(Badge #: 68249) - District 21, Toll Road - SC

Check-Out Comment: Henry (officer) Savoy(Badge #: 5891) - District 34, Jasper

Inv Manager-Officer Always Counting(Badge #: 7776) - District 33, Bloomington

Evidence Officer Tricia (evid) Nelson(Badge #: 90) - District 21, Toll Road - SC

Signature

Go Back Save Save & Exit Print Lab Report



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Once the 'Check Out By:' and 'Check Out To:' fields are populated, the Evidence Custodian completes all other required fields (highlighted with a red asterisk) and clicks the 'Save' button.

**InterAct RMS**

Home Incidents Master Indices Options Records Management Forms And Reports Help

Tricia (evid) Nelson [ISP Test (TSTC)] (District 21, Toll Road - SC) US/Eastern [New Daily Log] [Logout]

Go Back Chain of Custody Print Evidence Label

**Evidence Check-OUT**

Evidence Processing | Disposition

Report #: [2013-0165](#) Incident Summary : 04/07/2014 10:50 - 234, E PERRY, VERSAILLES, IN

Property: [Property - BACKPACK](#); Primary Color: Beige; Quantity: 1; Val: 100;

System Evidence ID: 543 Evidence Agency: District 16, Peru - GA Item #: 2

Current Status: Checked-In Current Status Date: 04/14/2014 0926 Hrs Current Location: Impound

Evidence Description: brown back pack

**Evidence Check-Out:**

\*Agency: District 16, Peru - GA

\* Check Out By: Non Sworn Jennifer Hackberry (Employee #: 1234) - District 34, Jasper

\*Check Out To: Henry (officer) Savoy(Badge #: 5891) - District 34, Jasper

\*Evidence Destination: Court Evidence Due Date: 09/20/2014

\*Check Out Date/Time: 09/18/2014 1224 Hrs

Evidence Description:

Check-Out Comment:

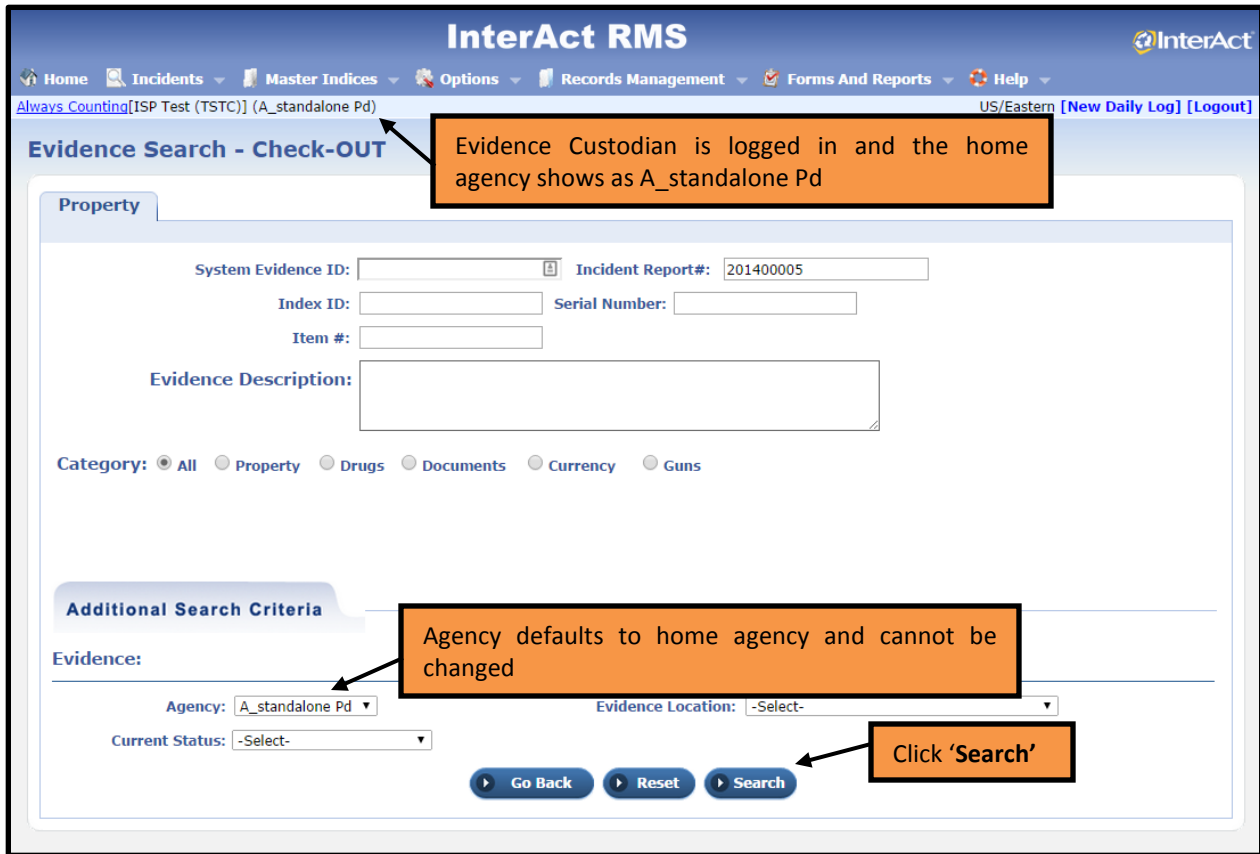
Complete all other required fields and click 'Save'

Signature

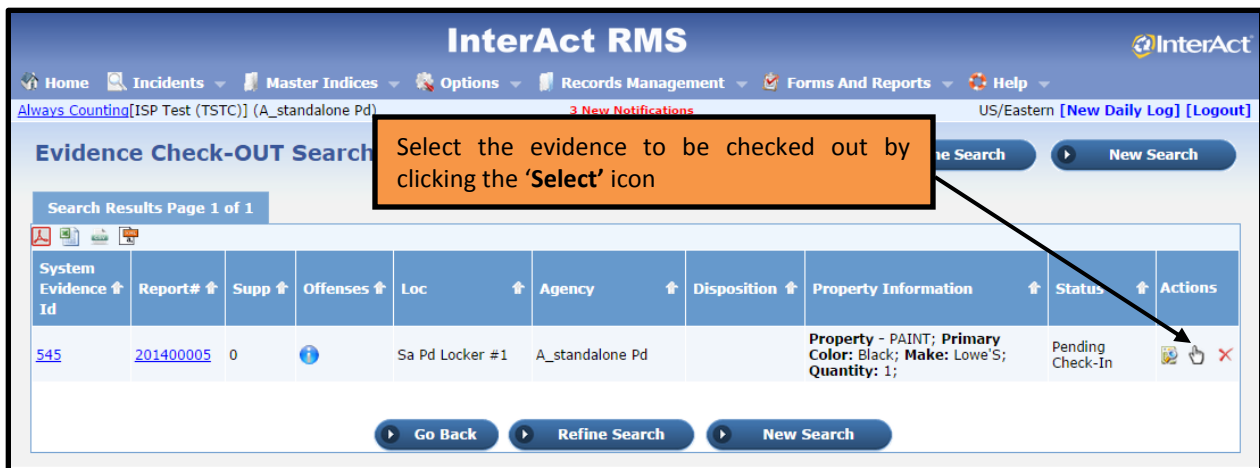
Go Back Save Save & Exit Print Lab Report

### EVID\_MNGMT\_ALL\_ORG\_AGENCY maintenance value is set to N

In this situation, the Evidence Custodian can only manage evidence for officers/employees that are assigned to the Evidence Custodians home agency. The Evidence Custodian locates a piece of evidence in his/her home agency by accessing the 'Evidence Search – Check-OUT' page (Evidence Management → Check-Out ). The Evidence Custodian should not be able to change value in the Agency field which will default to the Evidence Custodian's home agency.



The Evidence Custodian selects the evidence to be checked out.



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In the 'Evidence Check-OUT' page, the 'Agency' field drop down list of values is disabled (i.e. users cannot change this value) and defaults to the Evidence Custodian's home agency. The 'Check Out By:' field value defaults to the Evidence Custodian's name who is currently logged in.

The screenshot shows the 'Evidence Check-OUT' page in the InterAct RMS application. The page header includes navigation tabs for Home, Incidents, Master Indices, Options, Records Management, Forms And Reports, and Help. The main content area displays incident details for Report # 201400005, including property information (Property: PAINT, Primary Color: Black, Make: Lowe'S, Quantity: 1) and evidence details (System Evidence ID: 545, Evidence Agency: A\_standalone Pd, Item #: 1). The 'Evidence Check-Out' section contains several fields: Agency (A\_standalone Pd), Check Out By (Counting, Always - Evidence ID# 677), Check Out To (-Select-), Evidence Destination (-Select-), Evidence Due Date, Check Out Date/Time (09/18/2014 1618 Hrs), Evidence Description, and Check-Out Comment. Two callout boxes provide context: one points to the Agency field stating it defaults to the evidence location and is not changeable; the other points to the Check Out By field stating it defaults to the currently logged-in Evidence Custodian. Navigation buttons at the bottom include Go Back, Signature, Save, Save & Exit, and Print Lab Report.

The Evidence Custodian is able to change the 'Check Out By:' field value by selecting another name from the drop down list. The list of values will only show Evidence Custodians in the same agency.

Report #: [201400005](#) Incident Summary : 04/07/2014 16:40 - 909 Grant, Fort Wayne, IN 46803

Property: **Property** - PAINT; **Primary Color**: Black; **Make**: Lowe'S; **Quantity**: 1;  
System Evidence ID: 545 Evidence Agency: A\_standalone Pd Item #: 1  
Current Status: Pending Check-In Current Status Date: 04/07/2014 1625 Hrs Current Location: Sa Pd Locker #1  
Evidence Description: One can of black spray paint

**Evidence Check-Out:**

\*Agency: A\_standalone Pd

\* Check Out By: Counting, Always - Evidence ID# 677

\* Check Out To: -Select-  
Case, Active - Cid Supervisor ID# 99  
Collins, timmy - ID# 997

\*Evidence Destination: Counting, Always - Evidence ID# 677 Evidence Due Date:

\*Check Out Date/Time: Dude, Det - ID# SA\_CID  
Good, Guy - Officer ID# 456  
Spade, Samantha - Supervisor ID# 3212

Evidence Description:

Check-Out Comment:

Signature

Go Back Save Save & Exit Print Lab Report

Evidence Processing:

InterAct RMS 10.19.0

The Evidence Custodian then checks out the evidence to an officer/employee by selecting a name from the 'Check Out To:' drop down list of values. The list of values will only show employees and officers in the same agency.

Report #: [201400005](#) Incident Summary : 04/07/2014 16:40 - 909 Grant, Fort Wayne, IN 46803

Property: **Property** - PAINT; **Primary Color**: Black; **Make**: Lowe'S; **Quantity**: 1;  
System Evidence ID: 545 Evidence Agency: A\_standalone Pd Item #: 1  
Current Status: Pending Check-In Current Status Date: 04/07/2014 1625 Hrs Current Location: Sa Pd Locker #1  
Evidence Description: One can of black spray paint

**Evidence Check-Out:**

\*Agency: A\_standalone Pd

\* Check Out By: Spade, Samantha - Supervisor ID# 3212

\* Check Out To: -Select-  
Case, Active - Cid Supervisor ID# 99  
Collins, timmy - ID# 997  
Counting, Always - Evidence ID# 677  
Dude, Det - ID# SA\_CID  
Good, Guy - Officer ID# 456  
Spade, Samantha - Supervisor ID# 3212

\*Evidence Destination: -Select-

\*Check Out Date/Time: -Select-

Evidence Description: -Select-

Check-Out Comment: -Select-

Buttons: Signature, Go Back, Save, Save & Exit, Print Lab Report

**Select an officer/employee that the evidence is checked out to. The list will only show officers/employees from the same agency**

The Evidence Custodian completes all other required fields (highlighted with a red asterisk) and clicks the 'Save' button.

The screenshot shows the 'Evidence Check-OUT' form. At the top, there are navigation buttons: 'Go Back', 'Chain of Custody', and 'Print Evidence Label'. Below this is a header with 'Evidence Processing | Disposition'. The form contains the following information:

- Report #: [201400005](#) Incident Summary : 04/07/2014 16:40 - 909 Grant, Fort Wayne, IN 46803
- Property: **Property** - PAINT; **Primary Color**: Black; **Make**: Lowe'S; **Quantity**: 1;
- System Evidence ID: 545 Evidence Agency: A\_standalone Pd Item #: 1
- Current Status: Pending Check-In Current Status Date: 04/07/2014 1625 Hrs Current Location: Sa Pd Locker #1
- Evidence Description: One can of black spray paint

The 'Evidence Check-Out' section includes the following fields:

- \*Agency: A\_standalone Pd
- \* Check Out By: Spade, Samantha - Supervisor ID# 3212
- \*Check Out To: Case, Active - Cid Supervisor ID# 99
- \*Evidence Destination: Court Evidence Due Date: [calendar icon]
- \*Check Out Date/Time: 09/18/2014 1618 Hrs
- Evidence Description: [text area]
- Check-Out Comment: [text area]

At the bottom, there are buttons for 'Signature', 'Go Back', 'Save', 'Save & Exit', and 'Print Lab Report'. An orange callout box with the text 'Complete all other required fields and click 'Save'' has an arrow pointing to the 'Save' button.

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IA-31188: EVIDENCE LABEL – MASS PRINT OPTION (TTI116696)

Printing evidence labels functionality was previously not available in the Evidence Management module. Users had to print evidence labels by searching for an incident report and printing the labels via the **'Print Evidence Labels'** link on the **'Incident Report'** page ('Summary' tab, 'Properties' grid). This process was cumbersome for users who wanted to print multiple evidence labels at the same time.

The ability to print multiple evidence labels is now available from any of the **"Mass"** evidence management functions, the **"Audit Report"** function as well as the **'Chain of Custody Search Results'** screen.

### **Print Evidence Labels from "Mass" Evidence Management Functions**

To print multiple evidence labels from any one of the "Mass" evidence management functions, the user will first choose any one of the following paths to search for evidence and perform the mass functions.

- Records Management → Evidence Management → **'Mass Check-IN'** link
- Records Management → Evidence Management → **'Mass Check-OUT'** link
- Records Management → Evidence Management → **'Mass Transfer'** link
- Records Management → Evidence Management → **'Mass Disposition'** link
- Records Management → Evidence Management → **'Mass Change Location'** link

All options listed above will follow the same flow. However, the Mass Check-IN example will be used for illustration purposes.

After clicking the **'Mass Check-IN'** link, the user enters any search criteria applicable and clicks the **'Search'** button.

Select one, multiple or all evidence to check in. Click the 'Continue' button.

System Evidence Id	Report#	Supp	Offenses	Location	Disposition	Property Information	Status
<input type="checkbox"/>	598	2014ISP0000549	0,1	Transported - Unknown Location	District 42, Versailles	Property - VENDING MACHINE; Quantity: 1; Val: 5000;	Pending Check-In
<input checked="" type="checkbox"/>	222	2014ISP0000224	0	Transported - Unknown Location	District 42, Versailles	Property - BEER; Quantity: 1;	Pending Check-In
<input checked="" type="checkbox"/>	475	2013ISP0000102	0	Transported - Unknown Location	District 42, Versailles	Property - SUNGLASSES; Primary Color: White; Secondary Color: White; Ser#: 5289099; Quantity: 1; Val: 25;	Pending Check-In
<input type="checkbox"/>	473	2013ISP0000102	0	Transported - Unknown Location	District 42, Versailles	Property - SAFE; Primary Color: Black; Secondary Color: Black; Ser#: 5425321; Quantity: 1; Val: 200;	Pending Check-In
<input type="checkbox"/>	467	2013ISP0000063	0	Transported - Unknown Location	District 42, Versailles	Property - BB'S/PELLETS; Quantity: 1; Val: 50;	Pending Check-In
<input type="checkbox"/>	466			Transported - Unknown Location	District 42, Versailles	Property - COINS - RARE; Quantity: 1;	Pending Check-In
<input type="checkbox"/>	442	2013ISP0000044	0	Transported - Unknown Location	District 42, Versailles	Property - BEER KEG; Quantity: 1; Val: 100;	Pending Check-In
<input type="checkbox"/>	332	2012ISP0000029	0	Transported - Unknown Location	District 42, Versailles	Property - BICYCLE; Quantity: 1;	Pending Check-In
<input type="checkbox"/>	329	2012ISP0000029	0	Transported - Unknown Location	District 42, Versailles	Property - CAMPING EQUIPMENT/SUPPLIES; Quantity: 1;	Pending Check-In
<input type="checkbox"/>	326	12ISPC000158	0	Transported - Unknown Location	District 42, Versailles	Property - CAN; Quantity: 1;	Pending Check-In
<input type="checkbox"/>	320	12ISPN000176	0	Transported - Unknown Location	District 42, Versailles	Property - BEER TAPPER; Quantity: 1;	Pending Check-In
<input type="checkbox"/>	294			Transported - Unknown Location	District 42, Versailles	Property - ANTIQUES; Quantity: 1;	Pending Check-In
<input type="checkbox"/>	269			Transported - Unknown Location	District 42, Versailles	Property - BASEBALL BAT; Quantity: 1;	Pending Check-In
<input type="checkbox"/>	267			Transported - Unknown Location	District 42, Versailles	Property - BASEBALL BAT; Quantity: 1;	Pending Check-In
<input type="checkbox"/>	194	2012ISP0000008	0	Transported - Unknown Location	District 42, Versailles	Property - CALCULATOR; Primary Color: Camouflage; Secondary Color: Chrome, Stainless Steel; Model: 80085; Quantity: 1;	Pending Check-In

Complete all fields required to save. This includes entering all fields highlighted with a red asterisk as well as selecting the **Location** for each piece of evidence. Click 'Save'



**Mass Check - IN** Add Evidence

System Evidence Id	Agency Code	Property Information	Custody From	Location	Actions
<a href="#">475</a>	D42	Property - SUNGLASSES; Primary Color: White; Secondary Color: White; Ser#: 5289099; Quantity: 1; Val: 25;	Livangood, Derek, ID# 1007	Impound	✕
<a href="#">537</a>	D42	Property - BEER; Quantity: 1;	Employee, Test, ID# 5678	Impound	✕

\*Agency: District 42, Versailles

\*Checked In By: Ranz, Greg - SERGEANT-CAPTAIN-WIN ID# 9696

\*Custody Date / Time: 11/12/2014 1148 Hrs

Evidence Description:

Check-In Comment:

Signature

Go Back Save Save & Exit

Complete all required fields

Click 'Save'

A new button to 'Print Evidence Labels' has been added to this screen. Clicking the button will generate an evidence label report' in .pdf format for the evidence labels selected. The user will be prompted to save the report which can then be sent to a printer.

Evidence Management > Evidence Search > Evidence Search Results > Evidence Mass Check-In

**Mass Check - IN**

System Evidence Id	Agency Code	Property Information	Custody From	Location	Actions
<a href="#">576</a>	D42	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE; SUSPECTED HEROIN; Quantity: 1 Fluid ounce; Value: Fluid ounce;	Officer II, L'ivangood, D'erek, ID# 0013	Impound	✕
<a href="#">596</a>	D42	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE; Value: ;	Jones, Jim, ID# 2468	Impound	✕

\*Agency: District 42, Versailles

\*Checked In By: Ranz, Greg - SERGEANT-CAPTAIN-WIN ID# 9696

\*Custody Date / Time: 10/01/2014 1302 Hrs

Evidence Description:

Check-In Comment:

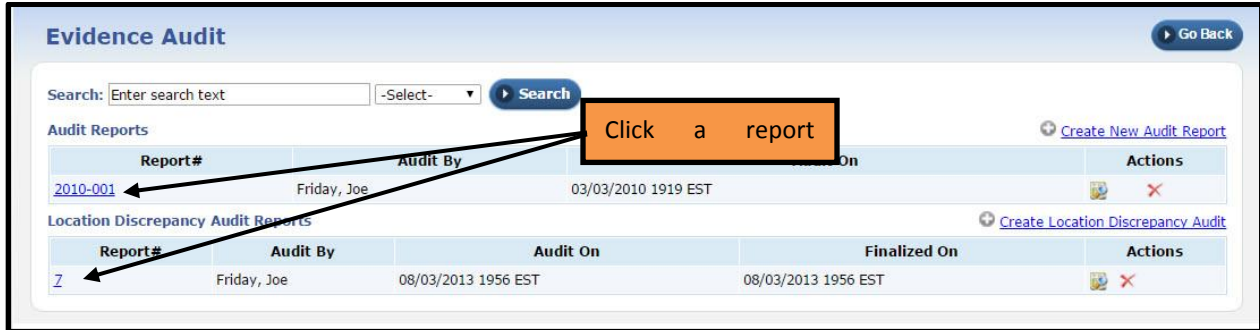
Signature

Print Chain of Custody Print Evidence Labels Print Evidence Receipt Exit

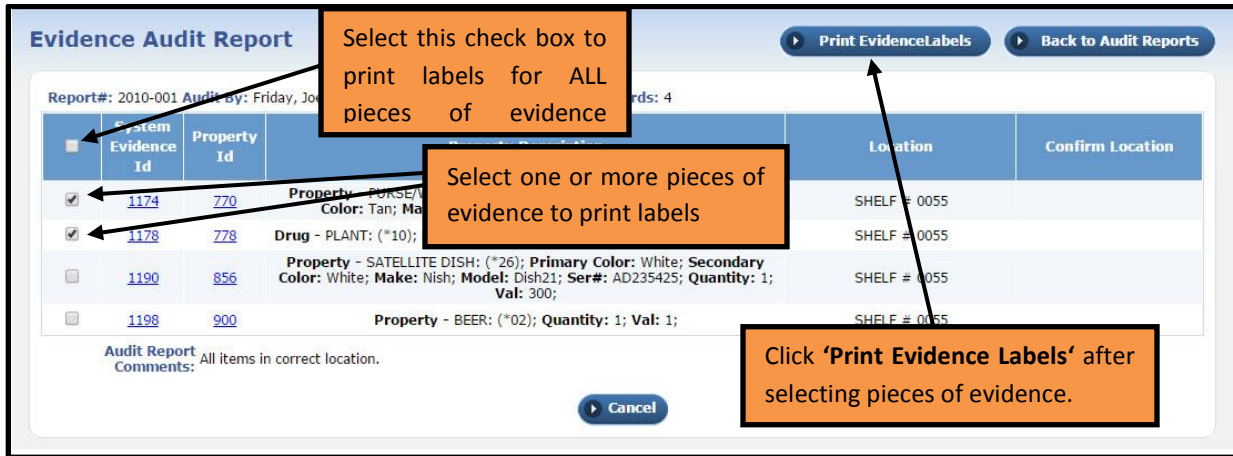
Click 'Print Evidence Labels'

### Print Evidence Labels from Audit Report Functions

The user will access the 'Evidence Audit' screen via the following path: Records Management → Evidence Management → 'Audit Reports' link. A list of Audit Reports as well as Location Discrepancy Audit Reports will be displayed in the 'Evidence Audit' screen.



- a) Clicking a report name hyperlink for Audit Reports will open the 'Evidence Report Audit' screen. Note that a new button to 'Print Evidence Labels' has been added to this screen. Checkboxes have also been added next to each piece of evidence. Select one, multiple or all pieces of evidence and click the 'Print Evidence Label' button. This will generate an evidence label report in .pdf format for the pieces of evidence selected. The user will be prompted to save the report which can then be sent to a printer.



- b) Clicking a report name hyperlink for Location Discrepancy Audit Reports will open the 'Location Full Discrepancy Audit' screen. As with the 'Evidence Report Audit' screen, this screen also has a new button to 'Print Evidence Labels'. Checkboxes have also been added next to each piece of evidence. Select one, multiple or all pieces of evidence and click the 'Print Evidence Label' button. This will generate an evidence label report in .pdf format for the pieces of evidence selected. The user will be prompted to save the report which can then be sent to a printer.

The screenshot shows the 'Location Full Discrepancy Audit' page. At the top, there is a header with 'Back to Audit Reports' and a sub-header 'Evidence Audit Report'. Below this, audit details are listed: Location: SHELF # 0001, Audit Date: 08/03/2013 1956, and Comments: (empty). The 'Audit By' field shows 'Friday, Joe - ID# 233'. The main content is divided into 'Confirmed Items' and 'Unconfirmed Items'. The 'Confirmed Items' table has columns for 'Evidence Id', 'Property Id', 'Property Information', and 'Comments'. It lists three items: 1533 (ALCOHOL/LIQUOR), 1482 (AIRCRAFT PART), and 1476 (AIRCRAFT PART). The 'Unconfirmed Items' section is currently empty. At the bottom, there is a 'Print Evidence Labels' button. Three callout boxes provide instructions: one points to the 'All' checkbox in the 'Confirmed Items' table, another points to the checkboxes for items 1482 and 1476, and a third points to the 'Print Evidence Labels' button.

### Print Evidence Labels from 'Chain of Custody Search Results' Page

Printing evidence labels is also now available from the 'Chain of Custody Search Results' page. After the user enters search criteria in the 'Evidence Search – Chain of Custody' page (Records Management → Evidence Management → 'Evidence Search - Chain of Custody' link) and clicks the 'Search' button, the user will see the 'Chain of Custody Search Results' page. The new 'Print Evidence Labels' button has been added to the bottom of the page. Select one, multiple or all pieces of evidence and click the 'Print Evidence Label' button. This will generate an evidence label report in .pdf format for the pieces of evidence selected. The user will be prompted to save the report which can then be sent to a printer.

**Chain of Custody Search Results** Go Back Refine Search New Search

Search Results Page 1 of 1

<input type="checkbox"/>	System Evidence Id	Report#	Supp	Off	Disposition	Property Information	Status	Actions
<input type="checkbox"/>	<a href="#">1538</a>	<a href="#">2010-911</a>	5			Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE: (*10); Cocaine - all forms except "Crack"; <b>Quantity:</b> 10 Gram; <b>Value:</b> Gram;	Checked-In	
<input type="checkbox"/>	<a href="#">1537</a>	<a href="#">2010-911</a>	5		SHELF # 0010 Wayne County Sheriff's Office	GUN - HANDGUN: (*13); <b>Type:</b> Pistol; <b>Act:</b> Semiautomatic action (autoloading); <b>Quantity:</b> 1; <b>Value:</b> 0;	Checked-In	
<input type="checkbox"/>	<a href="#">1536</a>				SHELF # 0001 Wayne County Sheriff's Office	GUN - HANDGUN: (*13); <b>Type:</b> Pistol; <b>Act:</b> Semiautomatic action (autoloading); <b>Make:</b> Beretta; <b>Model:</b> 9mm; <b>Quantity:</b> 1; <b>Value:</b> 0;	Checked-In	
<input type="checkbox"/>	<a href="#">1535</a>	<a href="#">0081R12</a>	2		SHELF # 0001 Wayne County Sheriff's Office	GUN - SHOTGUN: (*13); <b>Type:</b> Shotgun; <b>Quantity:</b> 1; <b>Value:</b> 0;	Checked-In	
<input type="checkbox"/>	<a href="#">1533</a>				SHELF # 0001 Wayne County Sheriff's Office	Property - ALCOHOL/LIQUOR: (*02); <b>Quantity:</b> 1;	Checked-In	
<input type="checkbox"/>	<a href="#">1521</a>				SHELF # 0017 Wayne County Sheriff's Office	GUN - HANDGUN: (*13); <b>Type:</b> Pistol; <b>Act:</b> Revolver; <b>Ser#:</b> 123456; <b>Quantity:</b> 1; <b>Value:</b> 0;	Checked-In	
<input type="checkbox"/>	<a href="#">1517</a>				SHELF # 0002 Wayne County Sheriff's Office	Property - BICYCLE: (*04); <b>Quantity:</b> 1;	Checked-In	
<input checked="" type="checkbox"/>	<a href="#">1476</a>	<a href="#">0088R12</a>	0		SHELF # 0001 Wayne County Sheriff's Office	Property - AIRCRAFT PART: (*41); <b>Quantity:</b> 1;	Checked-In	
<input type="checkbox"/>	<a href="#">1444</a>	<a href="#">0066R12</a>	0		SHELF # 0007 Wayne County Sheriff's Office	Drug - DRUGS - COMMON MEDICINE: (*10); Other Narcotics (Codeine, Demerol, etc); <b>Quantity:</b> 10 Dosage units;	Checked-In	
<input type="checkbox"/>	<a href="#">1405</a>	<a href="#">08-5003</a>	0		N/A Wayne County Sheriff's Office	GUN - RIFLE: (*13); SUICIDE GUN USED; <b>Type:</b> Rifle; <b>Act:</b> Semiautomatic action (autoloading); <b>Primary Color:</b> Brown; <b>Secondary Color:</b> Black; <b>Make:</b> Merlin; <b>Model:</b> 60; <b>Ser#:</b> 1823112334; <b>Quantity:</b> 1; <b>Value:</b> 1299;	Checked-In	
<input checked="" type="checkbox"/>	<a href="#">1288</a>	<a href="#">2010-762</a>	0		SHELF # 0006 Wayne County Sheriff's Office	Property - AIRCRAFT: (*01); <b>Quantity:</b> 1;	Checked-In	
<input checked="" type="checkbox"/>	<a href="#">1217</a>				SHELF # 0013 Wayne County Sheriff's Office	Property - AIRCRAFT: (*01); <b>Quantity:</b> 1;	Checked-In	
<input type="checkbox"/>	<a href="#">1174</a>				SHELF # 0055 Wayne County Sheriff's Office	Property - FORGE/WALLET: (*25); <b>Primary Color:</b> Purple; <b>Secondary Color:</b> Tan; <b>Make:</b> Gudi; <b>Model:</b> Ddff; <b>Quantity:</b> 1; <b>Val:</b> 345;	Checked-In	

**Select this check box to print labels for ALL pieces of evidence**

**Select one or more pieces of evidence to print labels**

**Click 'Print Evidence Labels' after selecting pieces of evidence.**

Print Evidence Labels Print Chain of Custody

Go Back Refine Search New Search

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IA-33151: EVIDENCE LABEL DESIGNER (PROPERTY TAG REPORT)

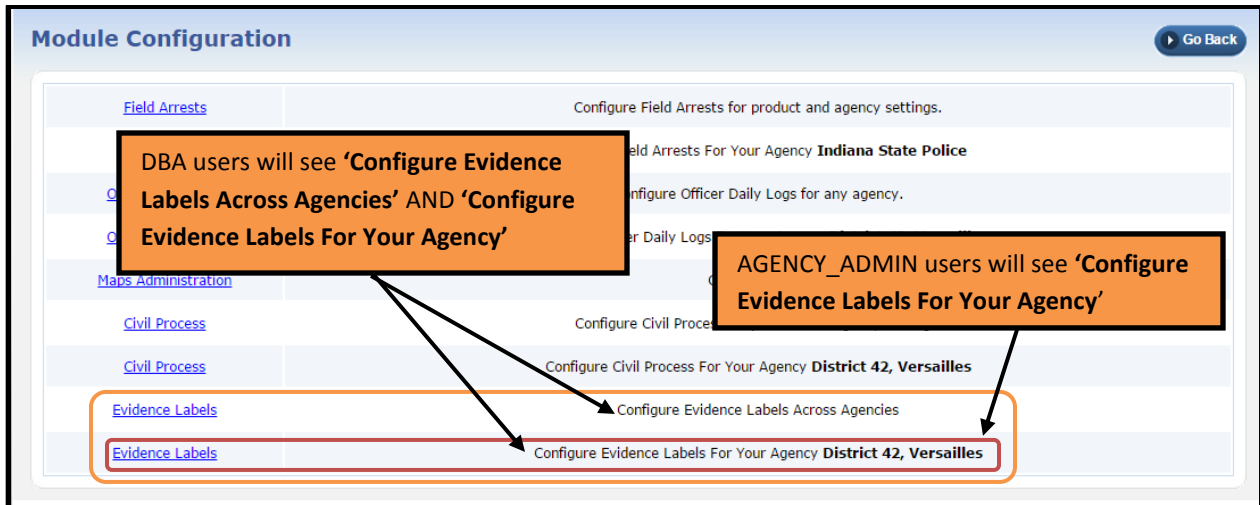
(TTI114151, TTN104386, TTN107813, TTN107471, TTN107318, TTN116675)

In most cases, our standard offering of the default evidence label has met the needs of our customers. However, over time we have received requests from agencies asking for some level of customization to the evidence label. These requests included but were not limited to additional fields, field name changes, changes to the label size, etc. Since the customization of the evidence label would not fit each and every customers' need, there was no ability for InterAct to create an evidence label that would fit all of our custom requirements. This shortcoming has been addressed in this release.

Administrative users now have the ability to design and specify which fields to include on the printed evidence label via a new '**Evidence Label Administration**' screen. By default, only users with the AGENCY\_ADMIN or DBA roles will be able to customize the evidence label. Please note that the DBA role is currently restricted to InterAct Product Managers, InterAct Operations Support and InterAct Engineering. Should any needs for associations to the DBA role arise, customers can request permission for this role through InterAct Operations Support.

The AGENCY\_ADMIN role allows a user to create an evidence label for the user's agency and its child agencies underneath that agency structure. Where necessary, InterAct Operations Support who are assigned the DBA role, can develop labels for agencies across the schema.

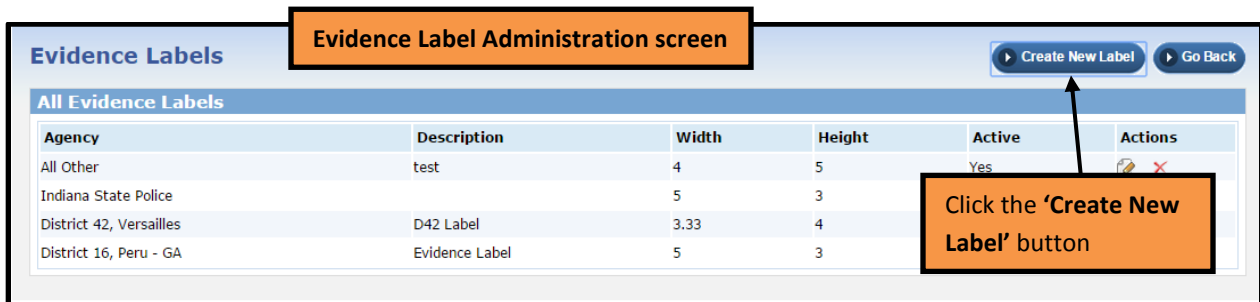
The new '**Evidence Label Administration**' screen that has been created for this release can be accessed via the following path from the Main Menu: Administration → Module Admin. Users with AGENCY ADMIN privileges will only be able to see an option to "**Configure Evidence Labels For Your Agency**" while users with DBA privileges will be able to see two options: one to "**Configure Evidence Labels Across Agencies**" and the other to "**Configure Evidence Labels For Your Agency**"



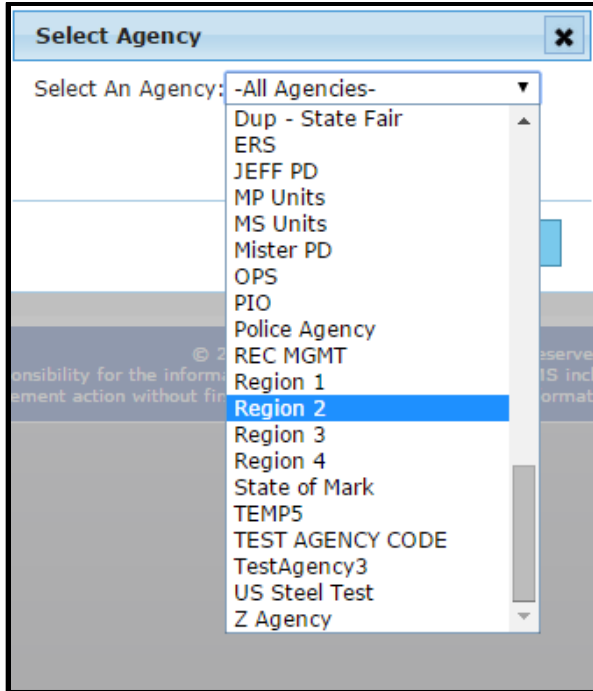
Please note that only one evidence label can be active per agency. A child agency is able to have a customized evidence label that is different from the parent agency. However, if the child agency has a customized evidence label, all subsequent agencies under that child will also use that customized evidence label. Also, if an agency does not have a custom evidence label, our standard offering of the existing evidence label will apply as the default.

### Create a New Evidence Label

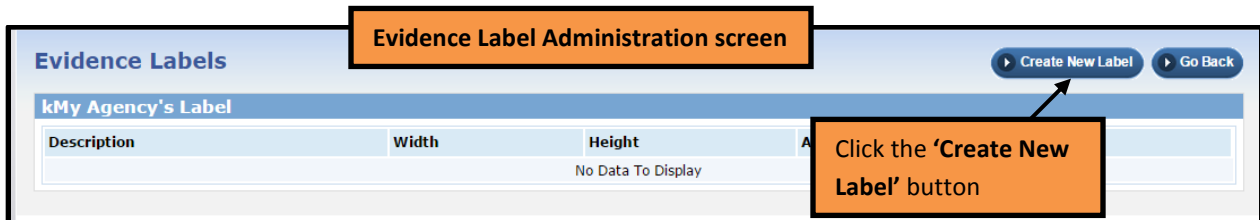
For users with DBA privileges, clicking the ‘Evidence Labels’ link for “Configure Evidence Labels Across Agencies” in the Module Configuration screen above, will direct the user to the ‘Evidence Label Administration’ screen where all custom evidence labels, if already created will be displayed. Click the ‘Create New Label’ button at the top right hand corner of the screen.



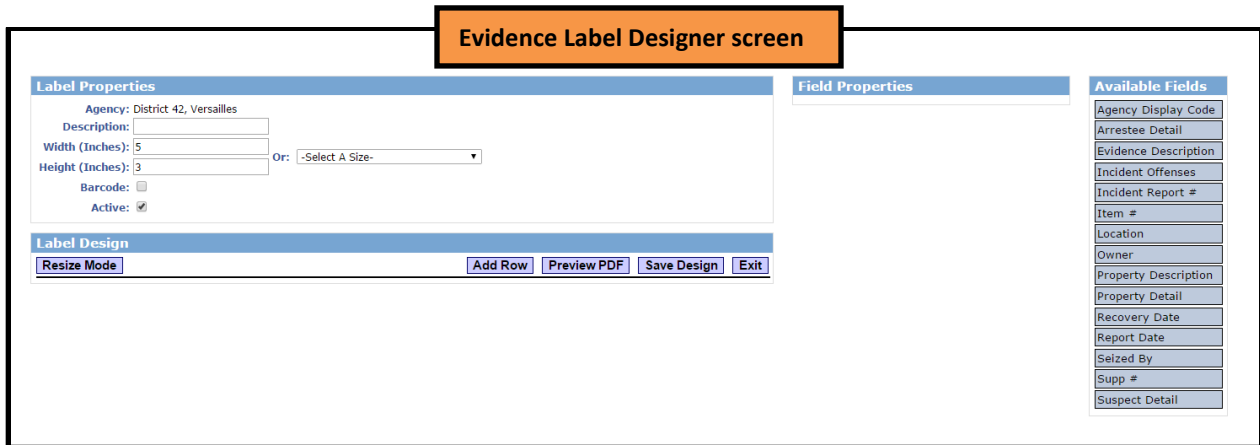
A pop up ‘Select Agency’ dialog box will prompt the user to select an agency from the list. Only agencies for which custom labels have not already been created will show in this list. After selecting an agency, the user will be taken to the ‘Evidence Label Designer’ screen where the user may design a new custom evidence label for the agency selected.



For users with AGENCY\_ADMIN privileges, clicking the **‘Evidence Labels’** link for **“Configure Evidence Labels For Your Agency”** in the Module Configuration screen above, will also direct the user to the **‘Evidence Label Administration’** screen. However, since AGENCY\_ADMIN users may only create a custom evidence label if there isn’t already one created for the agency, the **‘Create New Label’** button will only be displayed if there isn’t an existing custom evidence label for the agency. To create a custom evidence label, click the **‘Create New Label’** button at the top right hand corner of the screen which will take the user to the **‘Evidence Label Designer’** screen.



The **‘Evidence Label Designer’** screen allows the user to design and customize the evidence label. For those users who are familiar with the custom form designer, this page has a similar look and feel.

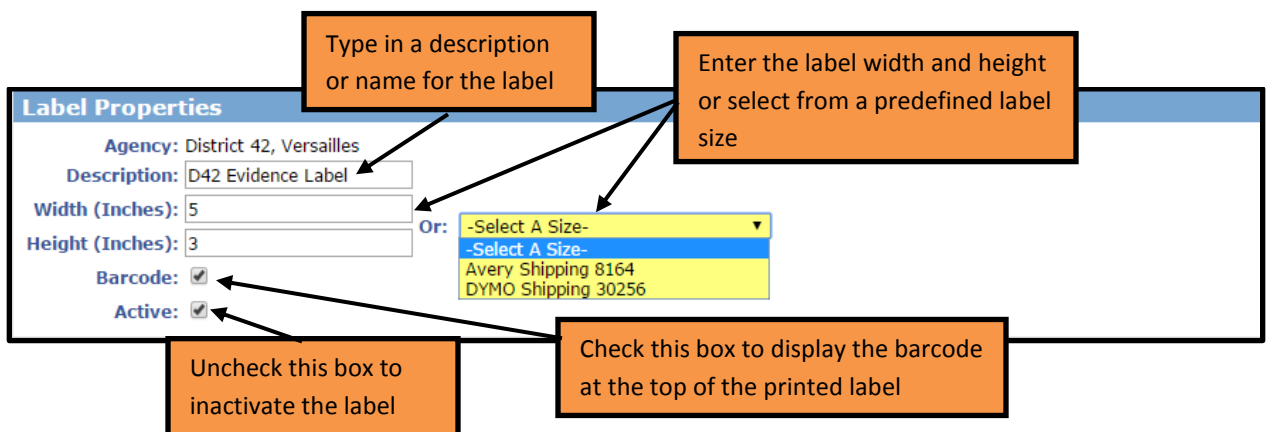


There are four grids on this page:

a) Label Properties

This grid allows the user to enter basic properties of the label via the following fields:

- i. *Description*: The user may type in a description of the label or a label name in this field. End users will not be able to see this description.
- ii. *Width & Height*: The user may enter the width and height of the label in inches OR if the EVIDENCE\_LABEL\_SIZES EJS Code has been configured, the user may select a pre-determined label size from the 'Select A Size' list of values. Please refer to the "New EJS Codes" section below for more information on how to set up a preconfigured label size.
- iii. *Barcode checkbox*: If the user selects this checkbox, a barcode will appear at the top of each evidence label, representing the evidence ID.
- iv. *Active checkbox*: This allows the user to determine whether or not the evidence label is active. The checkbox will be selected by default. Users are able to design, work on and save a label without activating it until the evidence label is complete.





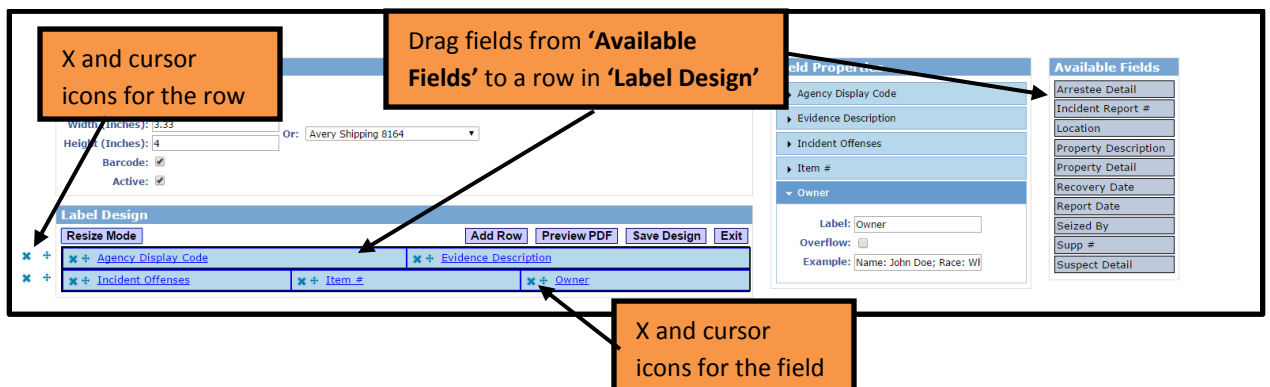
b) Available fields

This grid lists all fields available for the user to add to the label. The user will simply drag fields from this grid and drop them into a row in the **'Label Design'** grid to add the fields. The list of available fields can be changed via the EVIDENCE\_LABEL\_CELLS EJS Code. Please refer to the **"New EJS Codes"** section below for more information.

Available Fields
Agency Display Code
Arrestee Detail
Evidence Description
Incident Offenses
Incident Report #
Item #
Location
Owner
Property Description
Property Detail
Recovery Date
Report Date
Seized By
Supp #
Suspect Detail

c) Label Design

Users will design the evidence label in this grid by dragging fields from the **'Available fields'** grid and dropping them into each row. Multiple fields can be added to each row. An X icon and a cursor "cross" icon is displayed next to each row as well as next to each field within the row. The user may click the **'X'** icons to remove a field or a row. The cursor icon is used to move the rows and fields around using the drag and drop action.

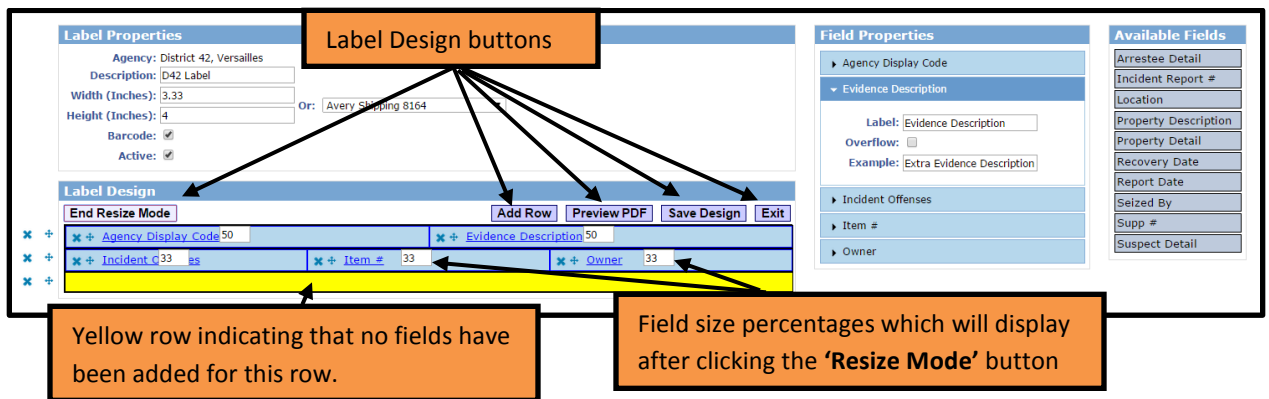


There are also five buttons at the top of this grid:

- *Resize Mode* – The user may resize the field sizes in the label by clicking this button. Clicking the button will pop up small boxes containing numbers next to

each field. The numbers shown in the boxes are the size percentages that each field will take up on that row. The user may change the field size percentage by typing a different value in the boxes. The sum of all numbers for the fields in each row must add up to 100%. The user should position the fields in each row before resizing the fields because any movement of fields performed after resizing will reset the field sizes so that they are all of equal width in that row. Click the **'End Resize Mode'** button when finished with resizing the fields.

- *Add Row* – Clicking this button will add a new row to the label below any existing rows. Yellow rows indicate that there are no fields for that row.
- *Preview PDF* – If the user clicks this button, a separate window will pop up giving the user an actual PDF representation of the end result for the evidence label being created. The user should ensure that any blank rows are removed in the label design, prior to previewing the evidence label. If blank rows exist in the label, an error message will be displayed in the pop up window instead of the pdf representation of the label.
- *Save Design* – The user clicks this button to save the design of the evidence label.
- *Exit* – This will take the user back to the Evidence Label Administration screen.



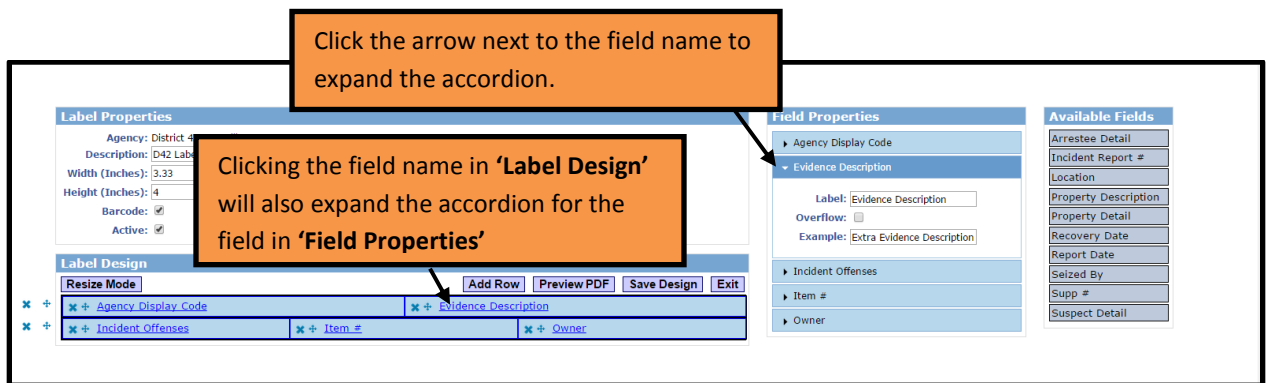
d) Field Properties

Users will be able to edit the properties of a field on the evidence label in this grid. To select a field in order to edit its properties, the user may either click the arrow next to the field name in this grid or click the field name in the **'Label Design'** grid. These actions will expand the accordion for the field where the user can proceed with editing the field properties. The following field properties are available for each field:

- *Label* – This is the name of the field title/header on the label. This field value will default to the value as defined in the EVIDENCE\_LABEL\_CELLS EJS Code. Please refer to the **"New EJS Codes"** section below for more information on

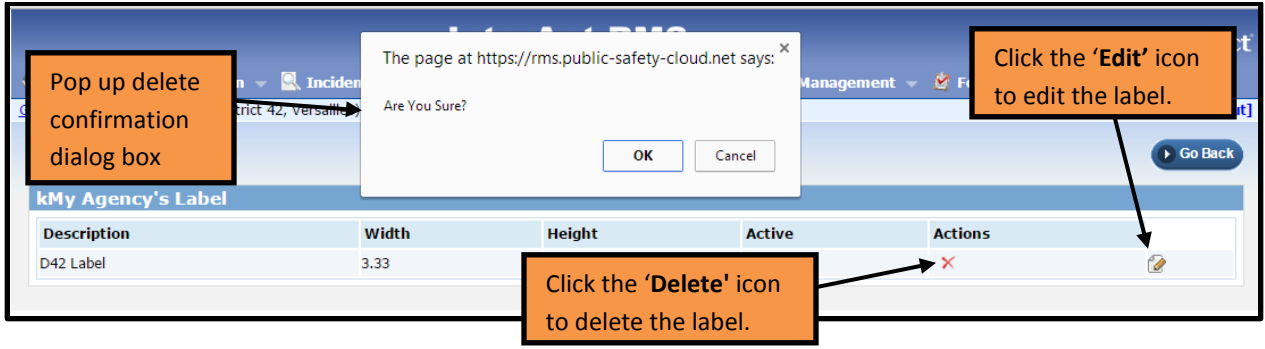
how to change the default value. Users are able to override the default value for the field title/header by typing over the existing value.

- *Overflow checkbox* – Users are able to determine whether or not the field can overflow vertically. Checking this box may be necessary to accommodate larger field values such as Arrestee Detail or Incident Offenses
- *Example* – This is an example value that has been predefined in the EVIDENCE\_LABEL\_CELLS EJS Code. Please refer to the “**New EJS Codes**” section below for more information on how to change the default value. This example value is useful for users to be able to preview what a label might look like with real data. The ‘**Preview PDF**’ button described above uses these example values to generate a mock-up of the evidence label. Users are able to override the default by typing over the existing value.




### Edit or Delete Evidence Label

The user will access the ‘**Evidence Label Administration**’ screen (Administration → Module Admin → Evidence Labels) to either edit or delete a custom evidence label. Click the ‘**Edit**’ icon which will open in the ‘**Evidence Label Designer**’ screen. From this point on, the user can make and save any changes as described in “**Create a New Evidence Label**” above. To delete an evidence label, click the Delete ‘**X**’ icon which will open a pop up confirmation dialog box asking the user to confirm or cancel the deletion. Click ‘**OK**’ to confirm or ‘**Cancel**’ to exit from the dialog box.



**Sample Evidence Label**

Below is a sample evidence label printed with all fields selected.

Sample Evidence Label			
Agency Display Code <b>D42</b>		Incident Report # <b>2014ISP0000549</b>	
Incident Offenses <b>35-42-2-1.3-BATTERY-DOMESTIC</b>			
Item # <b>2</b>	Evidence <b>N/A</b>	Owner	Location <b>Transported - Unknown Location</b>
Arrestee Detail		Suspect Detail <b>Name: John John; Sex: Male; Race: White; DOB: 01/01/1960</b>	
Property Description	Property Detail <b>Property - ANTIQUES; Quantity: 1;</b>	Seized By <b>SERGEANT-CAPTAIN-WIN,</b>	
Recovery Date <b>10/14/2014 0800</b>	Report Date <b>10/14/2014</b>	Supp # <b>1</b>	
			
Agency Display Code <b>D42</b>		Incident Report # <b>2014ISP0000549</b>	
Incident Offenses <b>35-42-2-1.3-BATTERY-DOMESTIC</b>			
Item # <b>3</b>	Evidence <b>N/A</b>	Owner	Location <b>Transported - Unknown Location</b>
Arrestee Detail		Suspect Detail <b>Name: John John; Sex: Male; Race: White; DOB: 01/01/1960</b>	
Property Description	Property Detail <b>Property - BACKPACK; Quantity: 1;</b>	Seized By <b>SERGEANT-CAPTAIN-WIN,</b>	
Recovery Date <b>10/14/2014 1200</b>	Report Date <b>10/14/2014</b>	Supp # <b>1</b>	

## New EJS Codes

Two new EJS Codes have been added as a result of this enhancement. As a reminder, EJS Codes are managed via the Administration menu: Administration → Tables → Code Tables tab

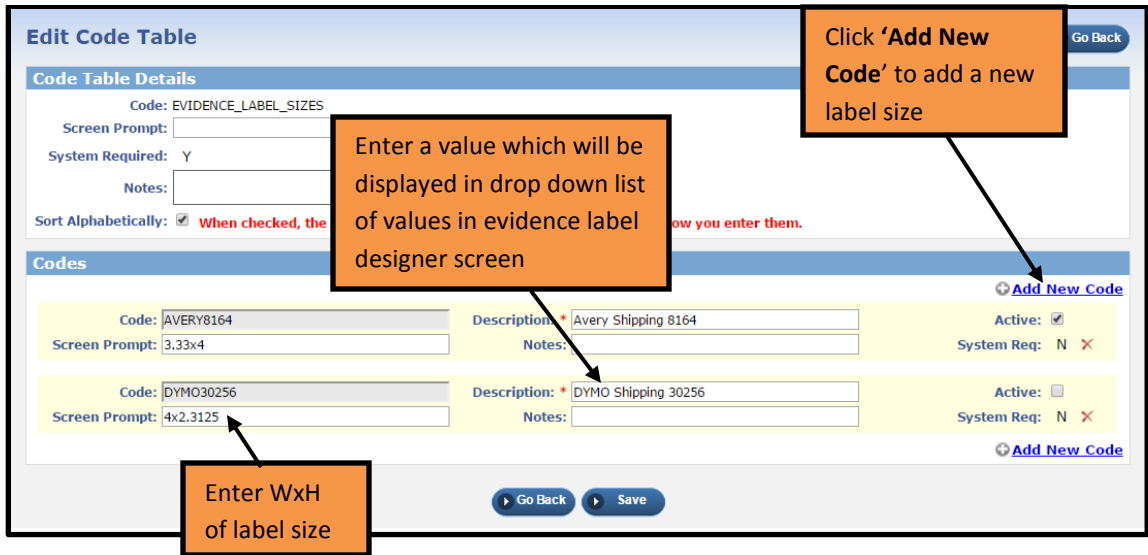
- a) *EVIDENCE\_LABEL\_CELLS* – The codes listed here correlate to the list of fields displayed in the **'Available Fields'** grid on the evidence label designer screen. **CAUTION:** Administrative users should not add, delete or inactivate any codes on this screen without assistance from InterAct Operations Support and Engineering. Administrative users may however, change the default **'Label'** value in the **'Field Properties'** grid (on the evidence label designer screen) for each field by updating the corresponding **'Description'** value. The default **'Example'** value in the **'Field Properties'** grid (on the evidence label designer screen) for each field can also be changed by updating the corresponding **'Screen Prompt'** value.

The screenshot shows the 'Edit Code Table' interface. At the top, there's a 'Code Table Details' section with fields for Code (EVIDENCE\_LABEL\_CELLS), Screen Prompt, System Required (Y), and Notes. Below this is a 'Codes' section with a table of codes. Two callout boxes are present: one pointing to the 'Description' field of the 'AGENCY\_DISPLAY\_CODE' entry, stating 'This value is displayed as the default value in the 'Label' field within the 'Agency Display Code' accordion in the 'Field Properties' grid', and another pointing to the 'Screen Prompt' field of the same entry, stating 'This value is displayed as the default value in the 'Example' field within the 'Agency Display Code' accordion in the 'Field Properties' grid'.

Code	Description	Active	System Req
AGENCY_DISPLAY_CODE	Agency Display Code	<input type="checkbox"/>	Y
ARR	Arrestee Detail	<input checked="" type="checkbox"/>	Y
EVI	Evidence Description	<input checked="" type="checkbox"/>	Y
ALL	Incident Offenses	<input checked="" type="checkbox"/>	Y

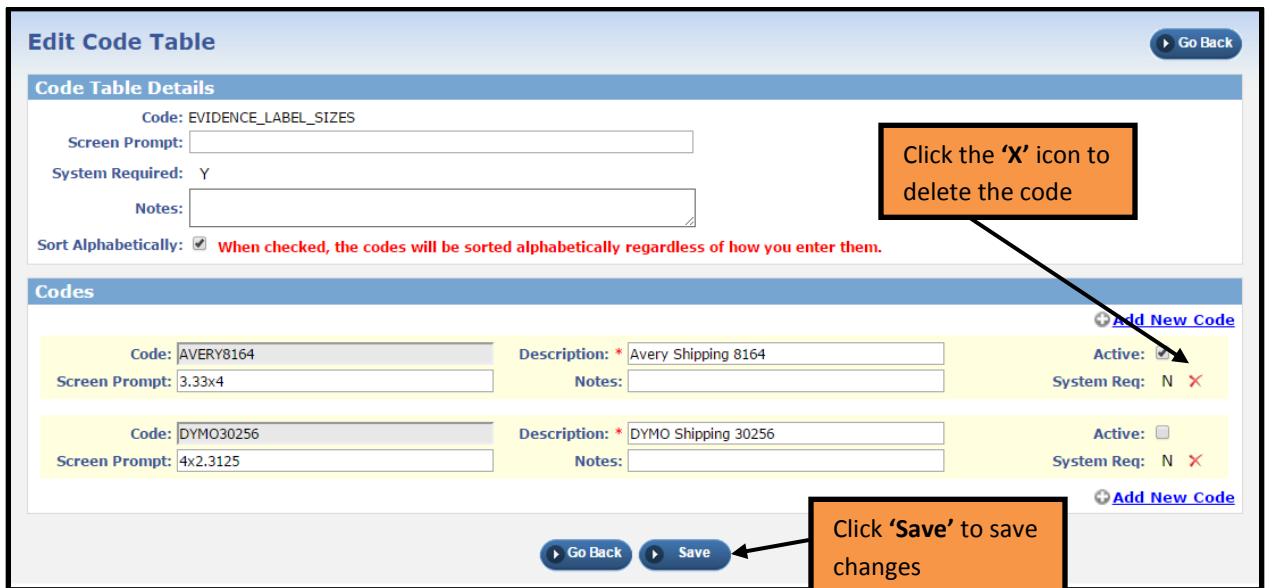
- b) *EVIDENCE\_LABEL\_SIZES* – The predefined label sizes listed in the drop down list of values next to the Width and Height fields in the **'Label Properties'** grid (on the evidence label designer screen) is setup here.

Administrative users are able to add new label sizes by clicking the **'Add New Code'** link. Enter a value for the **'Code'** field. The value for this field must be unique (i.e. no other EVIDENCE\_LABEL\_SIZES code may share the same value) and cannot contain spaces. The **'Description'** field value is what the user will see in the **'Select-A-Size'** drop down list of values in the evidence label designer screen, while the **'Screen Prompt'** field defines the size of the label in inches. Users must define the size of the label using the WxH format e.g 5x3 or 4.25x5. There must be no spaces within this string of values.



To edit a code, simply type over any existing values in the fields and click the **'Save'** button. Users may not, however, type over the value in the **'Code'** field. If users wish to change value in the **'Code'** field, users will have to delete the code and create a new code.

Administrative users may delete a code by clicking the Delete 'X' icon in the corresponding row for the code. Click the **'Save'** button to save changes.



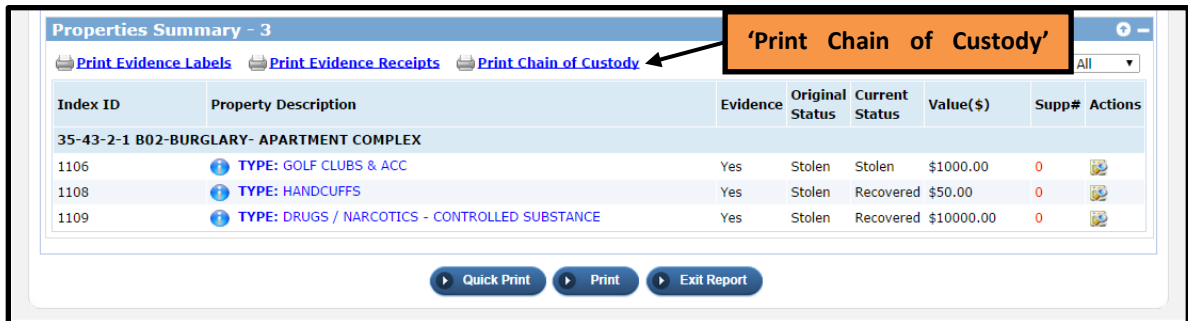
IA-31726 & IA-34421: CHAIN OF CUSTODY – MASS PRINT OPTION (TTI116589)

The ability to print chain of custody for multiple pieces of evidence at the same time has been added to the Evidence Management module. Previously, users were only able to print the chain of custody for a single piece of evidence at a time. This enhancement allows the Evidence Custodian to print the chain of custody for one, many or all pieces of evidence associated with an incident report or print the chain of custody for multiple pieces of evidence based on a specific search criteria.

**Print Chain of Custody for Evidence Associated with an Incident Report**

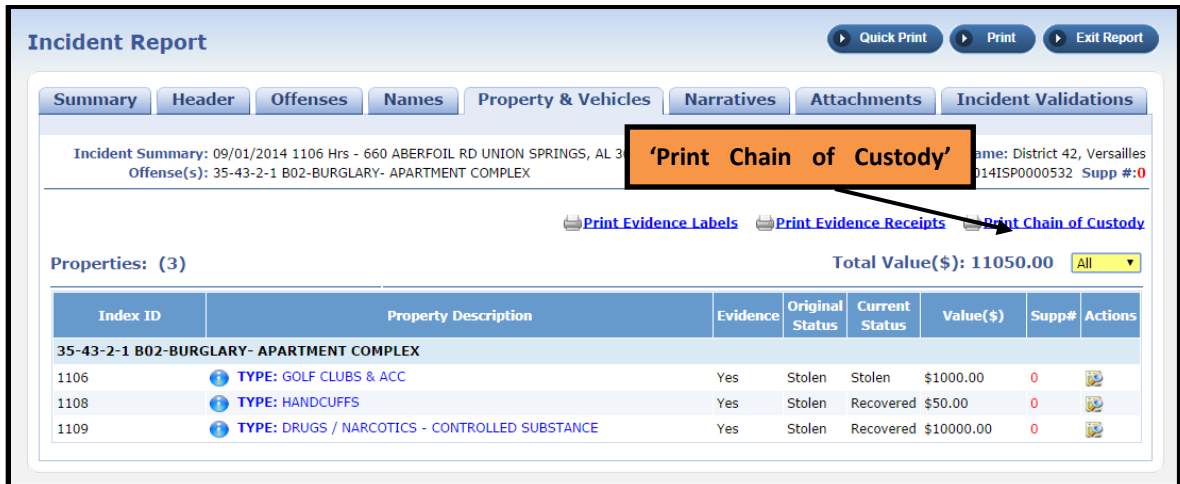
There are a couple of ways users will be able to print chain of custody for evidence associated with an incident report. Both are available by accessing either the **‘View Incident Report’** or **‘Edit Incident Report’** pages for a specific incident report.

- a) Select the **‘Summary’** tab and scroll down to **‘Properties – Summary’** grid. Users will only be able to see the **‘Print Chain of Custody’** link if there is evidence associated with the incident report.

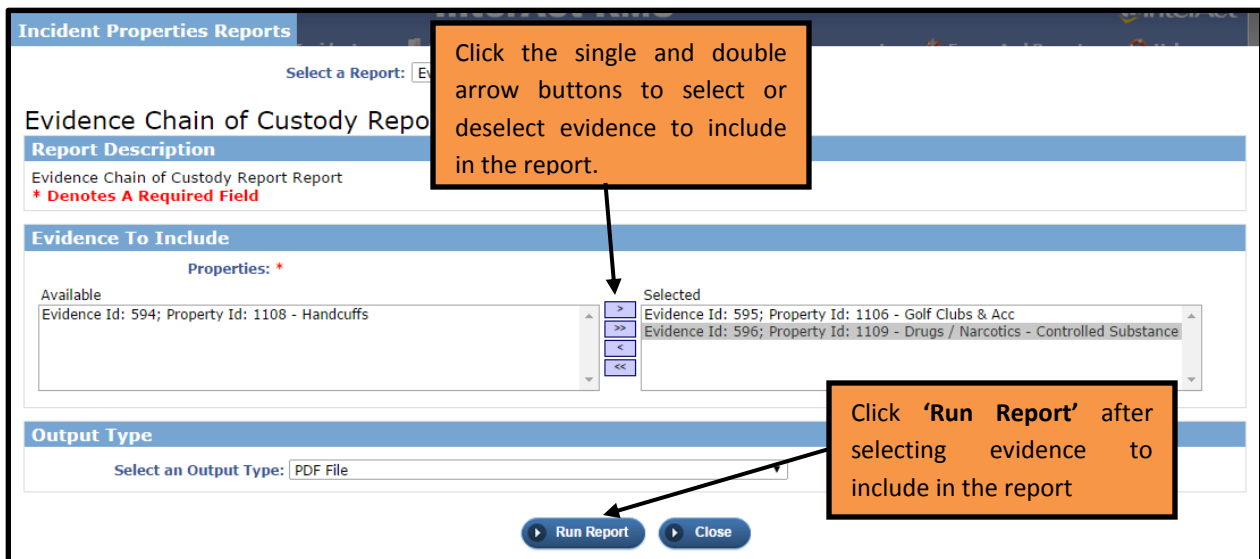


- b) Select the **‘Property & Vehicles’** tab. As with (a) above, users will only see the **‘Print Chain of Custody’** link if there is evidence associated with the incident report.



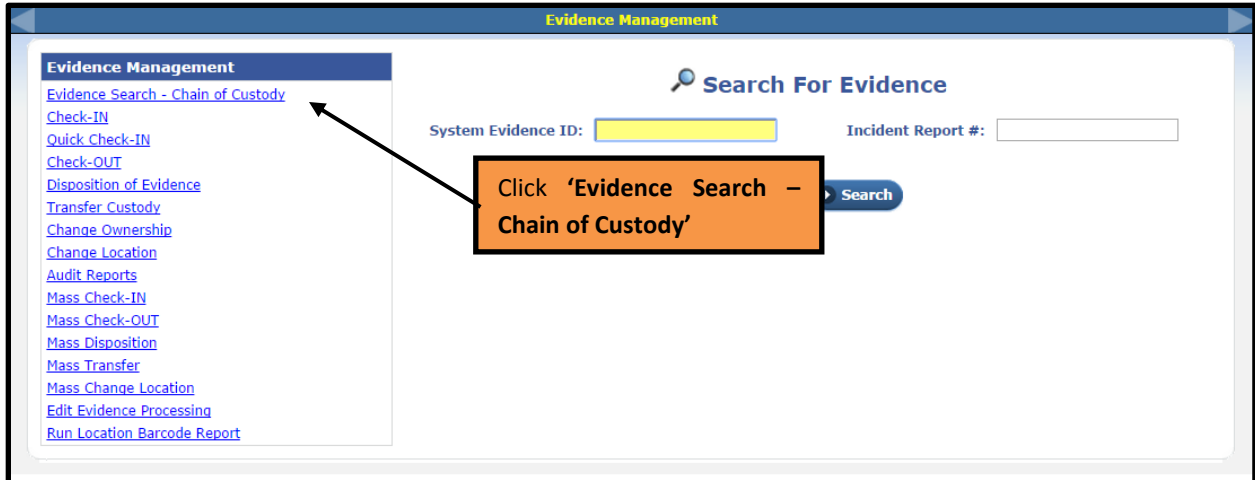


Clicking on the **'Print Chain of Custody'** link for either option will result in a pop up dialog box allowing the user to select one, multiple or all evidence associated with the incident report to include in the report. Select the evidence to include by clicking on the evidence in the **'Available'** box and the **'>'** button. Repeat until evidence chosen to be printed is displayed in the **'Selected'** box. If the user wishes to print the chain of custody for all evidence, click the **'>>'** button. Click the **'Run Report'** button to generate the report in .pdf format. This will allow the user to save and then send the report to a printer.

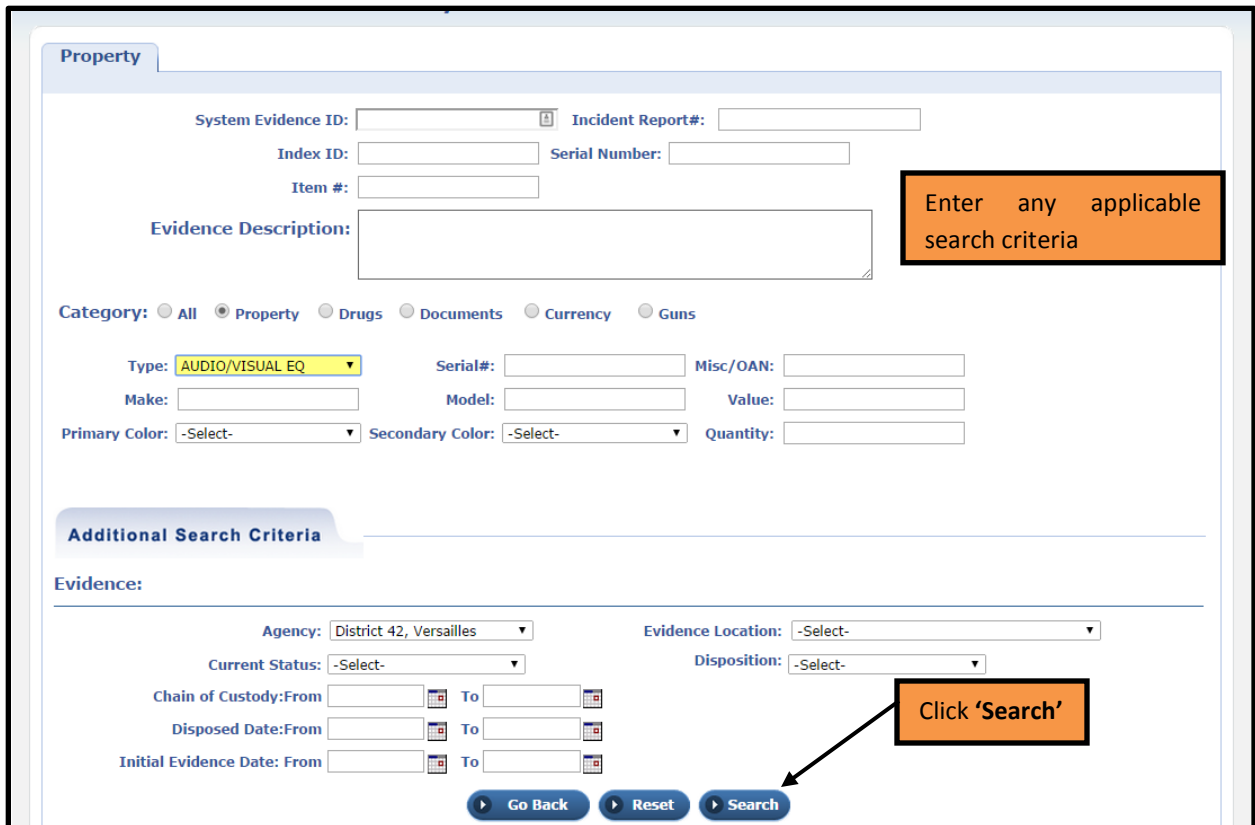


### Print Chain of Custody for Multiple pieces of Evidence based on Search Criteria

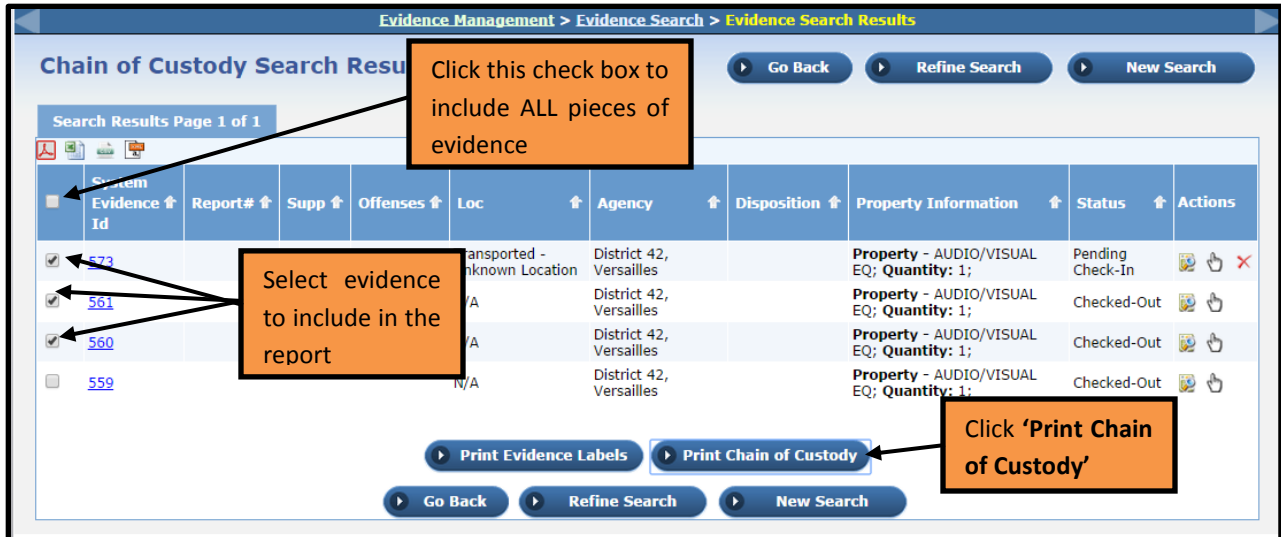
An Evidence Custodian may choose to print the chain of custody for multiple pieces of evidence based on specific search criteria by going to Records Management → Evidence Management. Click the 'Evidence Search – Chain of Custody' link.



Enter search criteria and click 'Search'.



Search results based on the search criteria entered above will be displayed. Select evidence to include in the report by clicking the check boxes to the left of the System Evidence Id column. Click the **'Print Chain of Custody'** button to generate the report in .pdf format. This will allow the user to save and then send the report to a printer.



### Print Chain of Custody while Performing Mass Functions for Multiple Pieces of Evidence

This option allows the user to perform mass functions for multiple pieces of evidence as well as print the chain of custody for those pieces of evidence at the same time. The user may choose any one of the following paths to search for evidence and perform the mass functions.

- Records Management → Evidence Management → **'Mass Check-IN'** link
- Records Management → Evidence Management → **'Mass Check-OUT'** link
- Records Management → Evidence Management → **'Mass Transfer'** link
- Records Management → Evidence Management → **'Mass Disposition'** link
- Records Management → Evidence Management → **'Mass Change Location'** link

All options listed above follow the same flow. However, the Mass Check-IN example will be used for illustration purposes.

After clicking the 'Mass Check-IN' link, the user enters any search criteria applicable and clicks the 'Search' button.

Evidence Management > Evidence Search

### Evidence Search - Mass Check-IN

Property

System Evidence ID:  Incident Report#:

Index ID:  Serial Number:

Item #:

Evidence Description:

Category:  All  Property  Drugs  Documents  Currency  Guns

Type:  Drug Type:  Quantity:  Measure:

**Additional Search Criteria**

Evidence:

Agency:  Evidence Location:

Current Status:

Enter any applicable search criteria

Click 'Search'

Select one, multiple or all evidence to check in. Click the 'Continue' button

Evidence Search Results

Refine Search New Search Continue

Search Results Page 1 of 1

Only 25 items can be selected at one time for mass evidence processing.

System Evidence Id	Report#	Supp	Offenses	Loc	Agency	Disposition	Property Information	Status
<input checked="" type="checkbox"/>	550	2014ISP0000532		Tr	Un	ersailles	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE; Value: ;	Pending Check-In
<input checked="" type="checkbox"/>	576	2014ISP0000387	0	Tr	Un	ersailles	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE; SUSPECTED HEROIN; Quantity: 1 Fluid ounce; V	Pending Check-In

Click this check box to check in ALL pieces of evidence

Select evidence to check in

Click 'Continue'

Complete all fields required to save. This includes entering all fields highlighted with a red asterisk as well as selecting the **Location** for each piece of evidence. Click **'Save'**

**Mass Check - IN** Add Evidence

System Evidence Id	Agency Code	Property Information	Custody From	Location	Actions
<a href="#">576</a>	D42	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE; SUSPECTED HEROIN; <b>Quantity:</b> 1 Fluid ounce; <b>Value:</b> Fluid ounce;	Officer II, L'ivangoood, D'erek, ID# 0013	Impound	⬇️ ✖️
<a href="#">596</a>	D42	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE; <b>Value:</b> ;	Jones, Jim, ID# 2468	Impound	⬇️ ✖️

\*Agency: District 42, Versailles

\*Checked In By: Ranz, Greg - SERGEANT-CAPTAIN-WIN ID# 9696

\*Custody Date / Time: 10/01/2014 1302 Hrs

Evidence Description:

Check-In Comment:

Signature

Go Back Save Save & Exit

Complete all required fields

Click 'Save'

Click the **'Print Chain of Custody'** button to print the report for the pieces of evidence that were checked in. The report will be generated in .pdf format. This will allow the user to save and then send the report to a printer.

**Mass Check - IN**

System Evidence Id	Agency Code	Property Information	Custody From	Location	Actions
<a href="#">576</a>	D42	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE; SUSPECTED HEROIN; <b>Quantity:</b> 1 Fluid ounce; <b>Value:</b> Fluid ounce;	Officer II, L'ivangoood, D'erek, ID# 0013	Impound	⬇️ ✖️
<a href="#">596</a>	D42	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE; <b>Value:</b> ;	Jones, Jim, ID# 2468	Impound	⬇️ ✖️

\*Agency: District 42, Versailles

\*Checked In By: Ranz, Greg - SERGEANT-CAPTAIN-WIN ID# 9696

\*Custody Date / Time: 10/01/2014 1302 Hrs

Evidence Description:

Check-In Comment:

Signature

Print Chain of Custody Print Evidence Labels Print Evidence Receipt Exit

Click 'Print Chain of'

Sample Report

**Indiana State Police Evidence Chain of Custody**

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Report #: 2014ISP0000532      Report Date: 10/01/2014 1106 Hrs      Offenses : Burglary- Apartment Complex

Property - GOLF CLUBS & ACC  
 Quantity: 1  
 Val: 1000

System Evidence ID: 595      Evidence Agency: District 42, Versailles  
 Current Status: Pending Check-In      Current Status Date: 09/13/2014 1100 Hrs  
 Item #: 2      Current Location: Transported - Unknown Location

Purpose	Custody From	Custody To	Custody Date	Storage Location	Evidence Description:	Destination	Comment
Custody Transfer	Spadefoot, Joe - 8888	Wagner, Henry (cid) - 300	09/15/2014 0500 Hrs	N/A			n/a
Pending Check-In	Ranz, Greg - 9696	Hanover, Jeff - 96965	09/13/2014 1100 Hrs	Transported - Unknown Location			

**Indiana State Police Evidence Chain of Custody**

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Report #: 2014ISP0000532      Report Date: 10/01/2014 1106 Hrs      Offenses : Burglary- Apartment Complex

Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE  
 Value:

System Evidence ID: 596      Evidence Agency: District 42, Versailles  
 Current Status: Pending Check-In      Current Status Date: 09/13/2014 1100 Hrs  
 Item #: 3      Current Location: Transported - Unknown Location

Purpose	Custody From	Custody To	Custody Date	Storage Location	Evidence Description:	Destination	Comment
Pending Check-In	Ranz, Greg - 9696	Jones, Jim - 2468	09/13/2014 1100 Hrs	Transported - Unknown Location			

## FIELD ARREST ENHANCEMENTS

### IA-32036: FIELD ARREST – NARRATIVE QUICK ENTRY

The process of adding Master Person details to a Field Arrest narrative can be time consuming and mistake pron. For this reason, we have expanded the use of the existing “Quick Entry” narrative tool so that it is now also available within the Field Arrest module.

Although this feature is new for the Field Arrest module, this enhancement was previously made available for Incidents Reports, Court Papers and anywhere else that the **‘Add Person’** screen is used. This includes adding a Master Person record via the Master Indices → Person main menu path. This enhancement will update the ease of adding a Master Person record from anywhere in the application.

When a user creates a field arrest (Incidents → Field Arrests → Create Field Arrest), the user will see the **‘Search Person’** screen. Click the **‘Add Person’** link at the top right hand corner of the screen. This will open the **‘Add Person’** screen. The Physical Description fields that have been added to this screen include:

- Height
- Weight
- Eye Color
- Hair Color
- Facial Hair
- Hair Length
- Build
- Skin Color
- Hair Style
- Glasses
- Date of Info

In addition to the quick entry of the physical description fields, the user may now also quickly add the Master Person’s residence address by clicking the **‘Save and Add Residence Address’** button after entering information in the **‘Add Person’** screen . This button replaces the **‘Add Residence Address’** link previously found below the **‘Residence Phone’** field. Users were previously directed to the **‘Edit Person’** screen after clicking the **‘Add Residence Address’** link. Users then had to click the **‘Add Residence Address’** link to open the **‘Search Address’** screen. Now, adding a residence address has been streamlined so that when the user clicks the **‘Save and Add Residence Address’** button from the **‘Add Person’** screen, the user is taken directly to the **‘Search Address’** screen.

**Add Person**

Security Level: **Level 1 - Access to all Dat.**

Last Name:  First Name:

Title: **-Select-** DOB:

\* Sex: **-Select-** \* Race: **-Select-**

DL #:  DL State: **-Select-**

Residence Phone:  Cell Phone:

**Physical Description:**

Height: **-Select** Feet **-Select** Inches Weight:  Pounds Eye Color: **-Select-**

Hair Color: **-Select-** Facial Hair: **-Select-** Hair Length: **-Select-**

Build: **-Select-** Skin Color: **-Select-** Hair Style: **-Select-**

Glasses: **-Select-** Date Of Info:

**Back** **Reset** **Save** **Save & Add Residence Address** **Save & Select**

New fields added to this screen

Click 'Save & Add Residence Address' to directly open the 'Search Address' screen



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IA-33146: FIELD ARREST TO ASSOCIATED EVENT (MAINTENANCE SETTING)

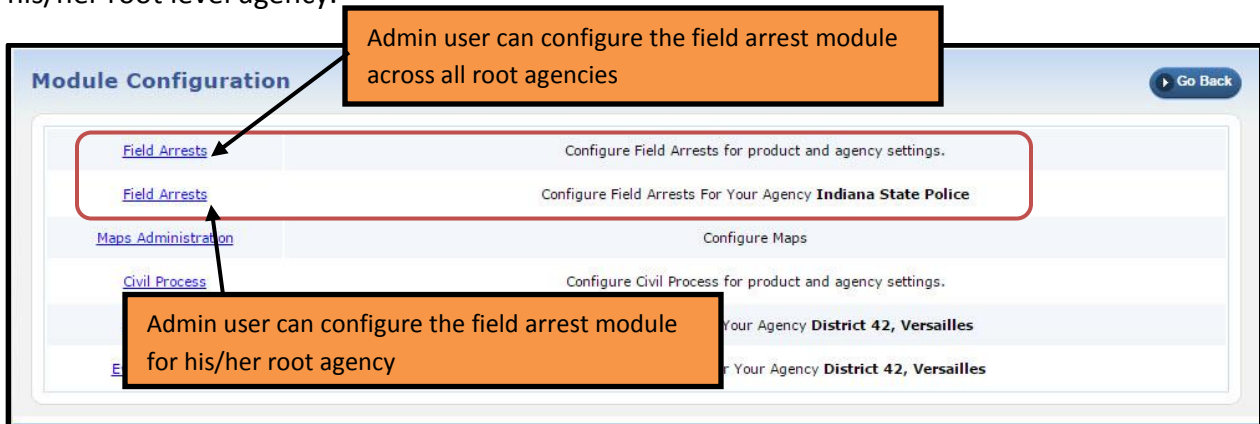
Some agencies have policies that require an officer to associate or create, an incident or a call when documenting a field arrest. In some cases, officers do not make the association between these events and a field arrest in the system, making accurate reporting difficult. In previous versions, it was not possible to enforce a required associated event with a field arrest. This shortcoming has been addressed in the current version, where an agency is now able to change a configuration value that will require officers to associate at least one event to a field arrest.

There are two configuration settings that affect this feature:

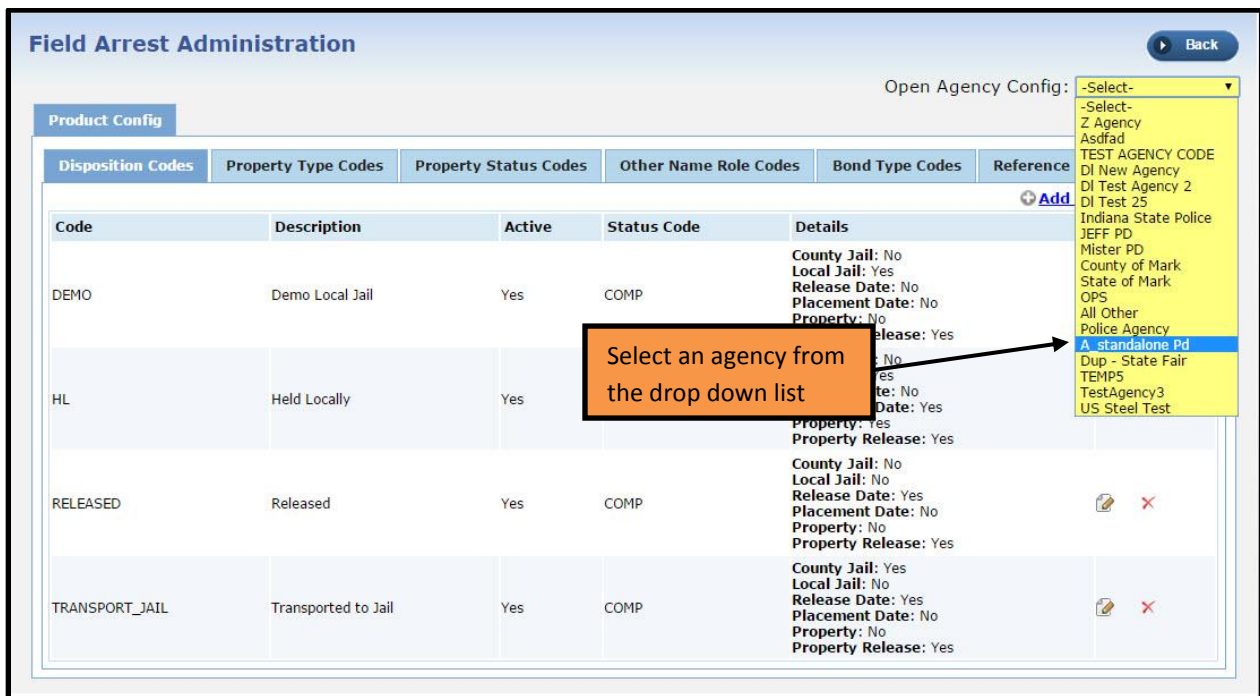
- **'FIELD\_ARREST\_ASSOCIATED\_EVENT\_REQUIRED'** Schema Maintenance Value. Set by InterAct Operations Support, this setting affects all agencies in the schema. This value is maintained in the **'Schema Maint Values'** screen via the following menu path: Administration → Maint Vals. By default this setting is set to 'N' which will not require an associated event with a field arrest. Agencies should not need to change this setting as admin users will typically configure this enhancement via the **'Require at least one Associated Event'** Module Configuration value described below.
- **'Require at least one Associated Event'** Module Configuration value. Only admin users who have access to configure Field Arrest module settings in the **'Module Configuration'** screen (Administration → Module Admin) will be able to change this configuration value. In addition, this configuration value will apply to the highest root level agency for the admin user and all its child agencies.

### Admin user who has access to configure field arrests for all root agencies

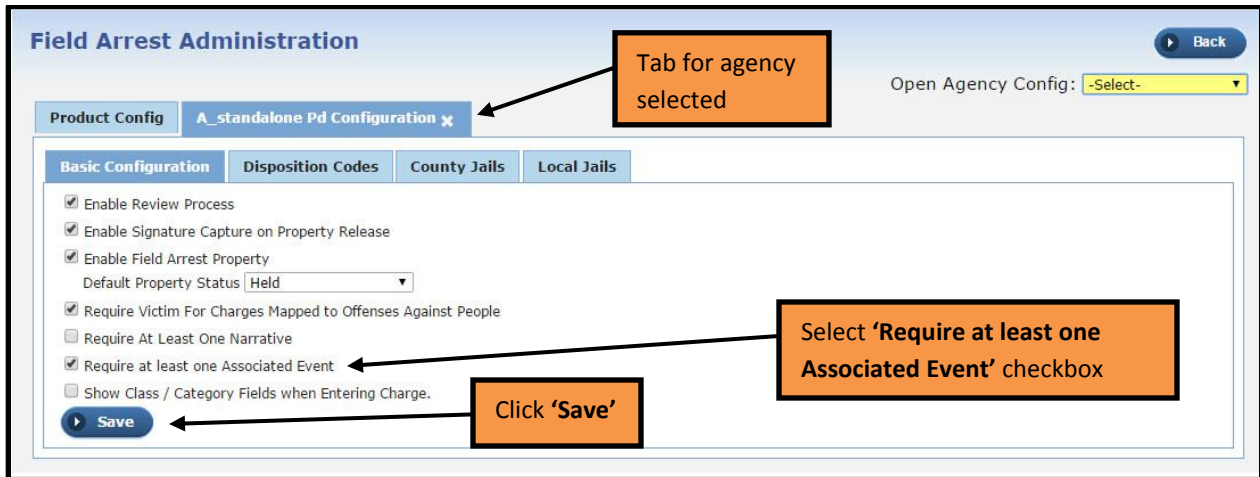
If the admin user has access to configure field arrests for all root agencies, the user will see two links for Field Arrests in the **'Module Configuration'** screen. The first link (Configure Field Arrests for product and agency settings) allows the admin user to configure field arrests for any root level agency in the schema while the second link (Configure Field Arrests for Your Agency *Users Root Level Agency*) can be used by the admin user to directly configure field arrests for his/her root level agency.



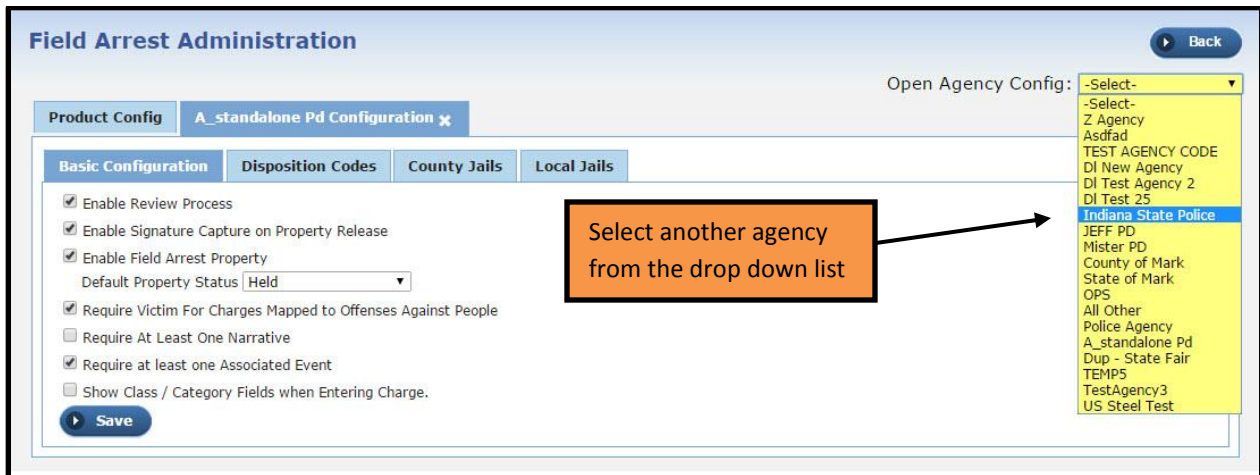
Clicking the first **'Field Arrest'** link (Configure Field Arrests for product and agency settings) will take the user to **'Field Arrest Administration'** screen. The user will select an agency (at the root level) from the **'Open Agency Config'** drop down list at the top right hand corner of the screen.



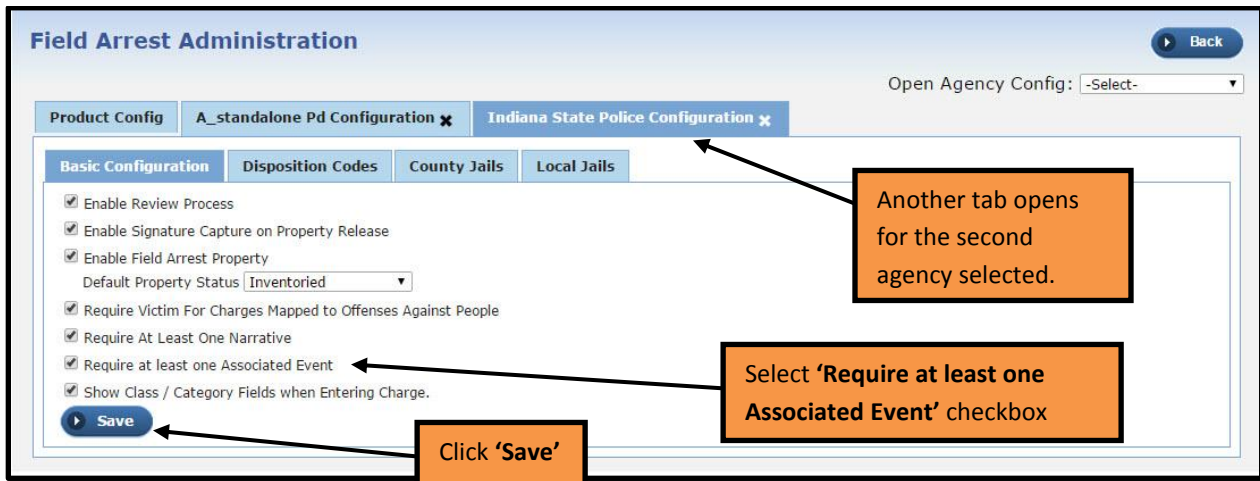
The user will now see an additional tab in the 'Field Arrest Administration' screen for the agency selected. Within this tab, there are four additional tabs. The setting for 'Require at least one Associated Event' is located in the 'Basic Configuration' tab. By default, this setting is unchecked. Select the checkbox to require an associated event with a field arrest. Click the 'Save' button when all changes to this screen are done.



Should the user want to configure this setting for other agencies at this point, the user may select another agency from the 'Open Agency Config' drop down list again.

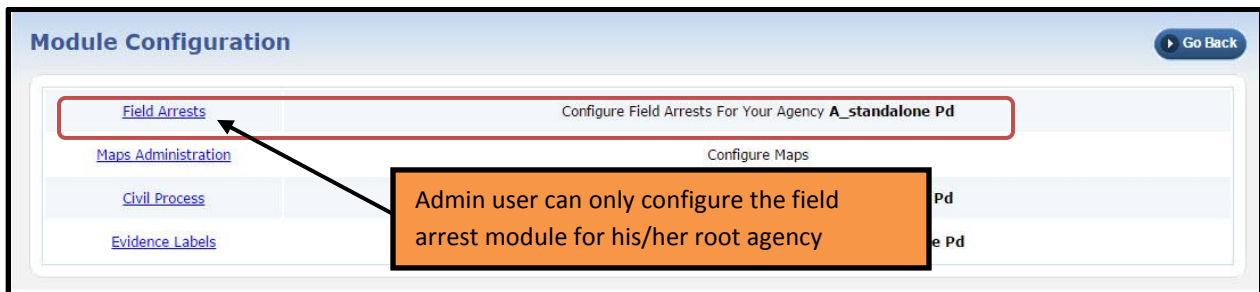


The user will see another tab for the second agency selected on the 'Field Arrest Administration' screen. Select the 'Require at least one Associated Event' checkbox in the 'Basic Configuration' tab for the second agency and click 'Save' to save configuration settings.

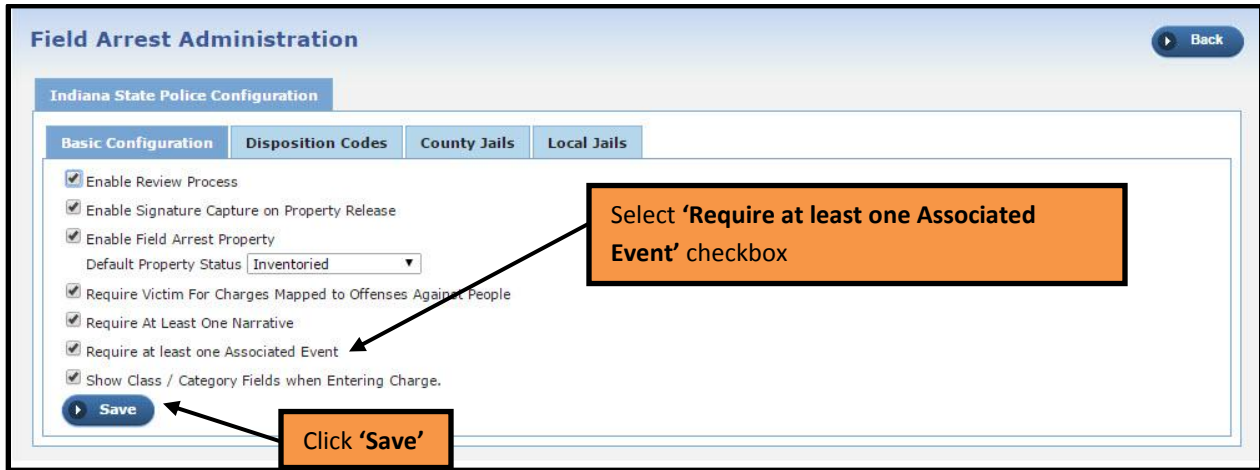


**Admin user who has access to configure field arrests for his/her root agency**

If the admin user only has access to the configure field arrests for his/her root level agency, the user will only see one 'Field Arrest' link (Configure Field Arrests for Your Agency *Users Root Level Agency*)



Upon clicking the **'Field Arrest'** link, the user will be directed to the Field Arrest Administration screen. In the **'Basic Configuration'** tab, there is an option to **'Require at least one Associated Event'**. This box will be unchecked by default. Select the checkbox and click the **'Save'** button.



Note: After the admin user has made a change to the **'Require at least one Associated Event'** setting to the Module Admin screen, the changes will only take effect for the admin user upon logging out and logging back in. Other users will not need to perform this action.

### Associated Event is Required with a Field Arrest

When the **'Require at least one Associated Event'** checkbox is selected for the agency, any field arrests created that do not have an associated event will now be flagged in the **'Edit Field Arrest'** screen. The **'Associated Events'** tab will be highlighted in red indicating that there is a validation issue.

The screenshot displays the 'Edit Field Arrest' interface. At the top, there are buttons for 'Duplicate', 'Go Back', and 'Print'. Below this is the 'Person Information' section, which includes fields for Index Id (378), Last Name (HALE), First Name (DONALD), Middle Name (--), DOB (10/30/1991), Sex (Male), Race (White), Ethnicity, DL # (4030060703), State (Indiana), SSN, Residence Phone, Cell Phone, Email, Address (2614 PAMELA Drive NEW ALBANY, IN 47150), Height (6' 07"), Weight (190), Eye Color (Blue), Hair Color (Brown), Complexion, Place of Birth, and Citizenship. A 'No Image Present' placeholder is visible on the right. Below the person information is a navigation bar with tabs: Arrest, Arrestee Information, Officers - 1, Location - 0, Charges / Warrants - 0, Names - 0, Property - 0, Vehicle / Towing - 0, Narratives - 0, Attachments - 0, Questions, Associated Events - 0, Validations, and Log. The 'Associated Events - 0' tab is highlighted in red. An orange callout box with a black border and an arrow pointing to the red tab contains the text: **'Associated Events'** tab is highlighted in red indicating there is a validation issue. Below the navigation bar is the 'Arrest Information' section, which includes fields for Arresting Agency (All Other), Creator Name (Friday, Joe), Creator Date (10/28/2014 1128), Arrest Number (003814), Arrest Date\* (10/27/2014), Time (1000), Status (Open), Review Status, Age at Time of Arrest (22 Years Old), PBT, Fingerprint (-Select-), and a Comment field.

If the user clicks on the 'Validations' tab, there will be an error message entry for Associated Events informing the user that "At Least One Associated Event is Required"

The screenshot displays the 'Edit Field Arrest' interface. At the top, there are buttons for 'Duplicate', 'Go Back', and 'Print'. Below this is the 'Person Information' section, which includes fields for Index Id (378), Last Name (HALE), First Name (DONALD), Middle Name (--), DOB (10/30/1991), Sex (Male), Race (White), Ethnicity, DL # (4030060703), State (Indiana), SSN, Residence Phone, Cell Phone, Email, Address (2614 PAMELA Drive NEW ALBANY, IN 47150), Height (6' 07"), Weight (190), Eye Color (Blue), Hair Color (Brown), Complexion, Place of Birth, and Citizenship. A 'No Image Present' placeholder is visible on the right. Below the person information is a navigation bar with tabs for Arrest, Arrestee Information, Officers (1), Location (0), Charges / Warrants (0), Names (0), Property (0), and Vehicle / Towing (0). The 'Validations' tab is selected, showing a list of error messages. The first message, 'At Least One Associated Event is Required', is circled in red and pointed to by an orange box labeled 'Validation error message'. Other messages include 'One Charge or Warrant is Required', 'Arrest Disposition is Required', 'Location is Required', and 'At least one property of type Currency must be added'.

**Edit Field Arrest** Duplicate Go Back Print

**Person Information** Minimize View Person Edit Person

Index Id: 378  
Last Name: HALE First Name: DONALD Middle Name: -- DOB: 10/30/1991 (Age at Time of Arrest: 22 Years Old)  
Sex: Male Race: White Ethnicity:  
DL #: 4030060703 State: Indiana SSN:  
Residence Phone: Cell Phone:  
Email:  
Address (Residence): 2614 PAMELA Drive NEW ALBANY, IN 47150  
Height: 6' 07" Weight: 190 Eye Color: Blue  
Hair Color: Brown Complexion:  
Place of Birth: Citizenship:  
Misc IDs  
OLN 4030060703

No Image Present

Arrest Arrestee Information Officers - 1 Location - 0 Charges / Warrants - 0 Names - 0 Property - 0 Vehicle / Towing - 0

Narratives - 0 Attachments - 0 Questions Associated Events - 0 Validations Log

Previous Section (Associated Events)

InterAct has found errors 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.

- At Least One Associated Event is Required
- One Charge or Warrant is Required
- Arrest Disposition is Required
- Location is Required
- At least one property of type Currency must be added

Validation error message

The user may resolve this error by clicking the “At Least One Associated Event is Required” link in the ‘Validations’ tab or by clicking the ‘Associated Events’ tab.

**Edit Field Arrest** [Duplicate] [Go Back] [Print]

**Person Information** [Minimize] [View Person] [Edit Person]

Index Id: 378  
Last Name: HALE First Name: DONALD Middle Name: -- DOB: 10/30/1991 (Age at Time of Arrest: 22 Years Old)  
Sex: Male Race: White Ethnicity:  
DL #: 4030060703 State: Indiana SSN:  
Residence Phone: Cell Phone:  
Email:  
Address (Residence): 2614 PAMELA Drive NEW ALBANY, IN 47150  
Height: 6' 07" Weight: 190 Eye Color: Blue  
Hair Color: Brown Complexion:  
Place of Birth: Citizenship:  
Misc IDs  
OLN 4030060703

Arrest Arrestee Information Officers - 1 Location - 0 Charges / Warrants - 0 Names - 0 Property - 0 Vehicle / Towing - 0

Narratives - 0 Attachments - 0 Questions Associated Events - 0 Validations Log

Previous Section (Associated Events)

InterAct has found errors 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.

- ⚠ [At Least One Associated Event is Required](#)
- ⚠ [One Charge or Warrant is Required](#)
- ⚠ [Arrest Disposition is Required](#)
- ⚠ [Location is Required](#)
- ⚠ [At least one property of type Currency must be added](#)

Click error message link or 'Associated Events' tab to resolve error



Within the ‘Associated Events’ tab, the user may then choose one of the following actions:

- Create an incident to associate with this field arrest – Click ‘**Create Incident**’ link
- Select an existing incident to associate with this field arrest – Click ‘**Select Existing Incident**’ link
- Select an existing call to associate with this field arrest – Click ‘**Select Existing Call**’ link
- Do not associate an event to this field arrest – Select the ‘**An Associated Event Is Not Required For This Field Arrest**’ checkbox. This checkbox is an override option that has been added or those agencies with policies that may limit when an incident report is required. For example, some agencies do not require an incident report when the arrest is a B misdemeanor or below. In these instances, the validation can be cleared by the officer checking this box.

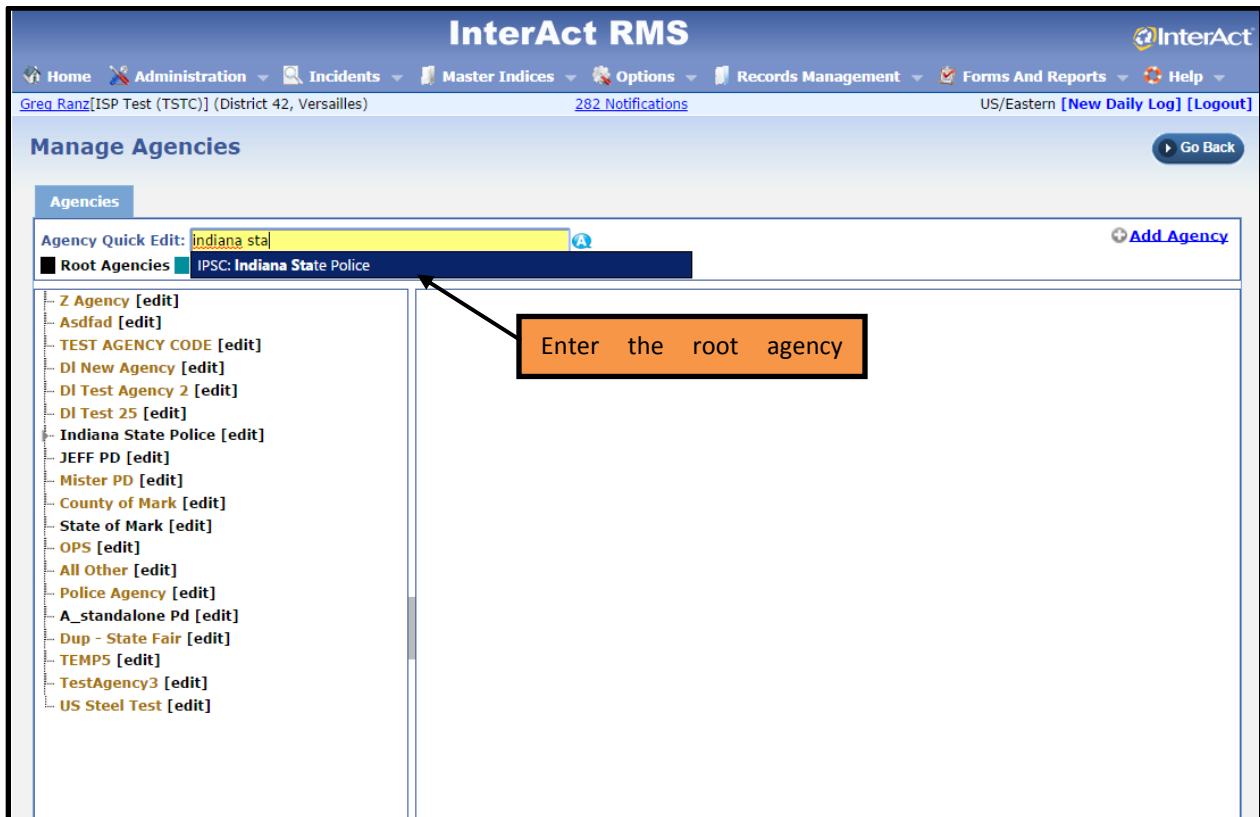
The screenshot displays the 'Edit Field Arrest' interface. At the top, there are buttons for 'Duplicate', 'Go Back', and 'Print'. Below this is the 'Person Information' section, which includes fields for Index Id, Last Name, First Name, Middle Name, DOB, Sex, Race, Ethnicity, DL #, State, SSN, Residence Phone, Cell Phone, Email, Address (Residence), Height, Weight, Eye Color, Hair Color, Complexion, Place of Birth, Citizenship, and Misc IDs. A 'No Image Present' placeholder is visible on the right. Below the person information is a navigation bar with tabs for 'Arrest', 'Arrestee Information', 'Officers - 1', 'Location - 0', 'Charges / Warrants - 0', 'Names - 0', 'Property - 0', and 'Vehicle / Towing - 0'. Underneath this is another set of tabs: 'Narratives - 0', 'Attachments - 0', 'Questions', 'Associated Events - 0', 'Validations', and 'Log'. The 'Associated Events - 0' tab is selected, showing a checkbox labeled 'An Associated Event Is Not Required For This Field Arrest' which is checked. To the right of this checkbox are links for '+ Create Incident' and '+ Select Existing Incident'. Below the checkbox is a table with columns for 'Incident', 'Supplement', and 'Actions', and a 'No Data To Display' message. At the bottom of the 'Associated Events' section is a 'Call Details' section with a 'Select Existing Call' link and an 'Actions' column. An orange callout box with an arrow pointing to the checkbox contains the text: 'Check this box if an associated event is not required for this field arrest.'

IA-33549: FIELD ARREST SCREENING QUESTIONS: ABILITY TO “DEACTIVATE” (TTN115689)

Screening Questions have always been configurable under the “Agency Settings” tab of the root agency. However in prior releases there was no ability to disable or deactivate a screening question once it was established or setup. This shortcoming has been resolved in this release.

Administrative users now have the ability to deactivate a single screening question or an entire group of screening questions at one time via the root agency administration screens.

As a reminder, Screening Questions are configured in Agency Settings which is accessed via the following path in the main menu: Administration → Agencies. On the ‘**Manage Agencies**’ page, enter the root agency name in the ‘**Agency Quick Edit**’ field.



Select the 'Agency Settings' tab within the 'Agency Profile' page.

The screenshot shows the 'Agency Profile' page in InterAct RMS. The 'Agency Settings' tab is highlighted with an orange box and an arrow pointing to it. The page contains various fields for agency information and a table for agency administrators.

**Agency Information**

*Agency Internal Code:	IPSC	ORI Number:	123456789
*Agency Display Code:	IPSC	Website:	www.in.gov/isp/
*Agency Code Display Text:	Indiana State Police	Phone:	317-899-8293
*Agency Type:	Police Agency	Fax:	317-233-3057
*Time Zone:	(GMT-05:00) Eastern Time(US and Canada)	Point of Contact:	

**Agency Administrators**

S.NO	Name	Phone	Email	User ID	Actions
No data to display					

Users: --Select User-- Add

Click the 'Screening Questions' link listed under 'Other Tables'

The screenshot shows the 'Agency Settings (IPSC)' page in InterAct RMS. The 'Screening Questions' link under the 'Other Tables' section is highlighted with a red circle.

**Agency Settings (IPSC)**

Select one of the links below

Assignment Set up	Activity Tables	Other Tables
<a href="#">Assignment Shift Codes</a> 0	<a href="#">Activity Codes</a> 0	<a href="#">Evidence locations</a> 5
<a href="#">Assignment Codes</a> 8	<a href="#">Activity Templates</a> 0	<a href="#">Evidence Destinations</a> 7
<a href="#">Agency Vehicles</a> 4	<a href="#">Time Categories</a> 0	<a href="#">Reporting Areas</a> 0
<a href="#">Agency Equipment</a> 2		<a href="#">Towing companies</a> 21
		<a href="#">Court Locations</a> 0
		<a href="#">Offense Codes</a> 0
		<a href="#">Screening Questions</a> 0
		<a href="#">Vehicle Location Codes</a> 3
		<a href="#">Narrative Templates</a> 2
		<a href="#">Case Routing</a> 1

### 1. Deactivate Question Type

Upon clicking the ‘Screening Questions’ link above, the user is presented with a list of Question Types. In the example below, there are two active Question Types.

Name	Module	Active	Special Category	Actions
Juvenile Protection:	Field Arrests	No	Juvenile Questions	
Screening Questions	Field Arrests	Yes	Juvenile Questions	
Drugs Screening	Field Arrests	Yes	Juvenile Questions	
test	Field Arrests	No	Juvenile Questions	

To illustrate the example above where there are two active Question Types, we’ll take you to the ‘Edit Field Arrest’ page. On this page you will see both sets of active Question Types along with the associated Questions for each type.

**‘Edit Field Arrest’ page**

Arrest Officers - 1 Location - 0 Charges / Warrants - 0 Names - 0 Property - 0 Vehicle / Towing - 0 Narratives - 0

Attachments - 0 Questions Associated Events - 0 Validations Log

Previous Section (Attachments) Next Section (Associated Events)

Medical Comment:

**Drugs Screening**

Did person have drugs in possession  Yes  No  N/A

Did the person appear intoxicated?  Yes  No  N/A

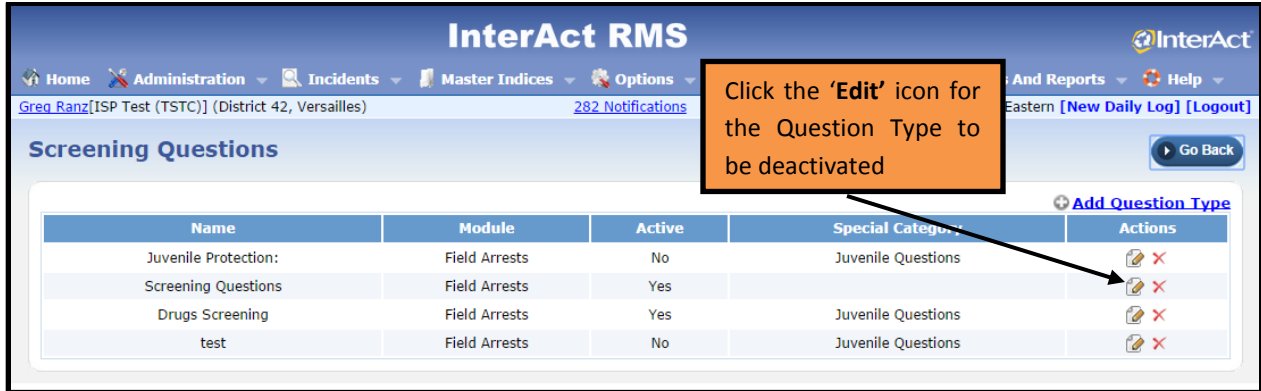
Were minors present and was action taken?  Yes  No  N/A

**Screening Questions**

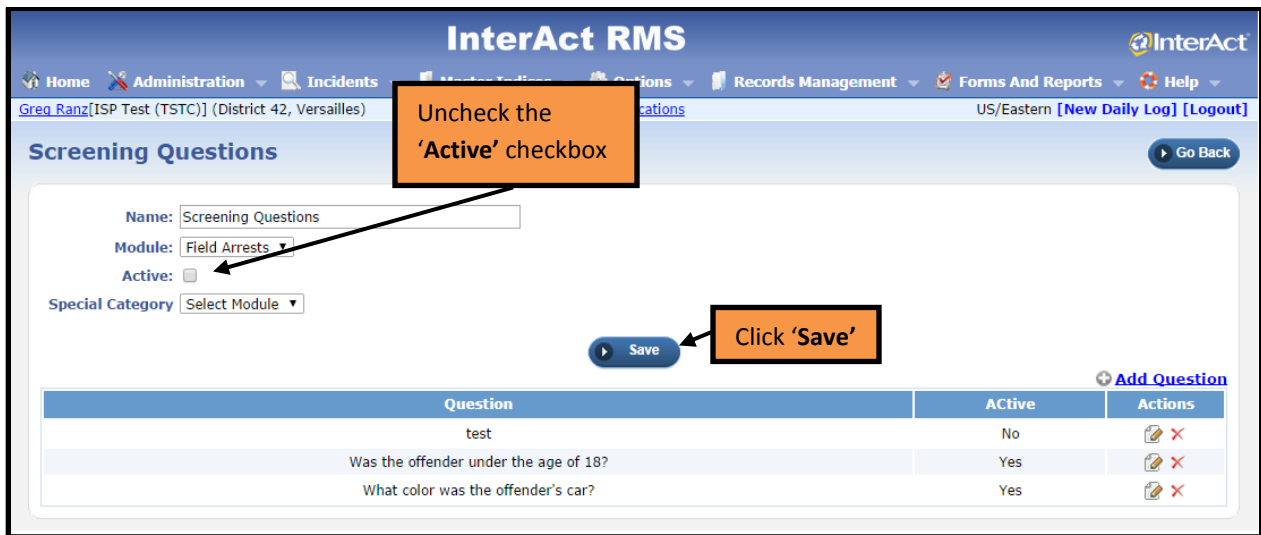
Was the offender under the age of 18?  Yes  No  N/A

What color was the offender's car?

Back in the administrative section, select the ‘Edit’ icon for the Question Type that you wish to be deactivated.



“Uncheck” the **‘Active’** checkbox for the Question Type to be deactivated and click the **‘Save’** button. This action will disable the entire group of questions at one time.



Now when you go back to the 'Edit Field Arrest' page, the entire group of questions that you deactivated are no longer displayed.

**'Edit Field Arrest' page**

The screenshot shows the 'Edit Field Arrest' page with a navigation bar at the top containing tabs for Arrest, Officers - 1, Location - 0, Charges / Warrants - 0, Names - 0, Property - 0, Vehicle / Towing - 0, and Narratives - 0. Below this is a sub-navigation bar with Attachments - 0, Questions, Associated Events - 0, Validations, and Log. The main content area has a 'Medical Comment' field and a 'Drugs Screening' section. The 'Drugs Screening' section contains three questions, each with radio button options for Yes, No, and N/A, and a corresponding text input field:

- Did person have drugs in possession: Yes, No (selected), N/A
- Did the person appear intoxicated?: Yes, No (selected), N/A
- Were minors present and was action taken?: Yes, No (selected), N/A

A 'Save' button is located at the bottom of the form.

## 2. Deactivate a Question within a Question Type

Users may also deactivate a question within a Question Type. From the list of Screening Questions, again select the 'Edit' icon for the Question Type which has the specific Question to be deactivated.

The screenshot shows the 'Screening Questions' page in InterAct RMS. The page title is 'InterAct RMS' and the user is logged in as 'Greg Ranz[ISP Test (TSTC)] (District 42, Versailles)'. The page contains a table of screening questions with the following data:

Name	Module	Active	Special Category	Actions
Juvenile Protection:	Field Arrests	No	Juvenile Questions	
Screening Questions	Field Arrests	No		
Drugs Screening	Field Arrests	Yes		
test	Field Arrests	No	Juvenile Questions	

A callout box with the text 'Click the 'Edit' icon for the Question Type that has a Question to be deactivated.' points to the 'Edit' icon in the Actions column for the 'test' row.

Click the 'Edit' icon for the individual Question you wish to deactivate.

**InterAct RMS**

Home Administration Incidents Master Indices Options Records Management Forms And Reports Help

Greg Ranz[ISP Test (TSTC)] (District 42, Versailles) 282 Notifications US/Eastern [New Daily Log] [Logout]

### Screening Questions

Go Back

Name: Drugs Screening  
Module: Field Arrests  
Active:   
Special Category: Select Module

Save

Add Question

Question	Active	Actions
Did person have drugs in possession	Yes	
Did the person appear intoxicated?	Yes	
Were minors present and was action taken?	Yes	

Uncheck the 'Active' checkbox for the Question to be deactivated and click the 'Save' button.

**InterAct RMS**

Home Administration Incidents Master Indices Options Records Management Forms And Reports Help

Greg Ranz[ISP Test (TSTC)] (District 42, Versailles) 282 Notifications US/Eastern [New Daily Log] [Logout]

### Screening Questions

Go Back

Name: Were minors present and was action taken?  
Active:

Add Answer

Answer	Comment Required	Default	Actions
Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	

Save

Again, the 'Edit Field Arrest' page no longer shows the deactivated Question.

**'Edit Field Arrest' page**

**Arrest**   Officers - 1   Location - 0   Charges / Warrants - 0   Names - 0   Property - 0   Vehicle / Towing - 0   Narratives - 0

Attachments - 0   **Questions**   Associated Events - 0   Validations   Log

Previous Section (Attachments)   Next Section (Associated Events)

Medical Comment:

**Drugs Screening**

Did person have drugs in possession    Yes    No    N/A  

Did the person appear intoxicated?    Yes    No    N/A



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IA-33760: FIELD ARREST WORKFLOW STREAMLINED

A few enhancements have been added to the Field Arrest module in order to improve the field arrest entry workflow. In addition, a new feature within this module will also allow customers to configure certain data attribute validations pertaining to a field arrest. This will provide the customers more control over ensuring what data attributes are required for a field arrest, thereby preventing minimal data loss.

The improvements within the Field Arrest module can be described at a high level as follows:

- a) Customers are now able to configure required field arrest data attributes so that those attributes are mandatory for an officer to complete when making a field arrest. This will ensure that there is less time spent following up on information that may be required. For example, some agencies have policies where the officer must submit specific information when the arrestee is a juvenile. If that information is not captured directly at the time of the field arrest, officers have to spend additional time later trying to obtain that information.
- b) Users are now able to capture additional data attributes for the arrestee directly on the field arrest screen rather than previously having to leave the field arrest screen to update the arrestee data attributes on the **'Edit Person'** screen.
- c) Usability improvements have been made to the field arrest screens. These include:
  - i. Moving the **"Associated Events"** tab to the 4<sup>th</sup> tab on the **'Edit Field Arrest'** screen so that the workflow is more efficient
  - ii. Displaying additional arrestee data attributes not previously found within the **'Person Information'** grid on the **'View Field Arrest'** screen
  - iii. Adding **'Previous Section'** and **'Next Section'** links at both the top and the bottom of each tab in the **'Edit Field Arrest'** screen to enable easier navigation to the previous or next tab
  - iv. Providing the ability to capture a "Next of Kin" or "Emergency Contact" and displaying it separately from "Other Names" information on the field arrest screens.
- d) The printed field arrest report now includes other arrestee information not previously found on the report. Users can now update an arrestees information directly from the field arrest without having to go to the **'Edit Person'** screen.

**a) Configurable required data attributes**

Users with **'Administration - Product Field Arrest Admin'** permissions are now able to configure which data attributes are required by officers to complete in the **'Edit Field Arrest'** screen. These administrative users are typically those who have been assigned the DBA role i.e. a few select agency administrators, Interact Operations, Interact Product Managers and Interact Engineering. The configuration settings are accessed via the Administration → Module Admin → Field Arrests (Configure Field Arrests for product and agency settings) menu path. Select a root level agency from the **'Open Agency Config'** drop down list in the **'Field Arrest Administration'** screen. Please note that these configuration settings are set at the root agency level and cannot be changed for each child level agency.

The screenshot shows the 'Field Arrest Administration' interface. At the top right, there is a 'Back' button and an 'Open Agency Config:' dropdown menu. The dropdown menu is open, showing a list of agencies including: -Select-, A\_standalone Pd, All Other, Asdfad, County of Mark, DI New Agency, DI Test 25, DI Test Agency 2, Dup - State Fair, Indiana State Police (highlighted), JEFF PD, Mister PD, OPS, Police Agency, State of Mark, TEMPS, TEST AGENCY CODE, TestAgency3, US Steel Test, and Z\_Agency. An orange callout box with the text 'Select a root level agency from the drop down list.' has an arrow pointing to the 'Indiana State Police' option in the dropdown menu.

Code	Description	Active	Property Type Codes	Property Status Codes	Disposition Codes	Reference
DEMO	Demo Local Jail	Yes	COMP			County Jail: No Local Jail: Yes Release Date: No Placement Date: No Property: No Property Release: Yes
HL	Held Locally	Yes	CWR			County Jail: No Local Jail: Yes Release Date: No Placement Date: Yes Property: Yes Property Release: Yes
RELEASED	Released	Yes	COMP			County Jail: No Local Jail: No Release Date: Yes Placement Date: No Property: No Property Release: Yes
TRANSPORT_JAIL	Transported to Jail	Yes	COMP			County Jail: Yes Local Jail: No Release Date: Yes Placement Date: No Property: No Property Release: Yes

Upon selecting the agency from the drop down list, a new tab with the agency name, will be displayed next to the **'Product Config'** tab. Click the **'Open Rules and Validations'** link.

**Field Arrest Administration**

Open Agency Config: -Select-

Product Config **Indiana State Police Configuration**

Basic Configuration | Disposition Codes | County Jails | Local Jails

Enable Review Process  
 Enable Signature Capture on Property Release  
 Enable Field Arrest Property  
 Default Property Status: Inventoried  
 Require Victim For Charges Mapped to Offenses Against People  
 Require At Least One Narrative  
 Require at least one Associated Event  
 Show Class / Category Fields when Entering Charge.

[Open Rules & Validations](#)

Click 'Open Rules & Validations'

**Save**

The **'Rules and Validations'** screen is displayed showing all validations that can be set. These validations for the **'Edit Field Arrest'** screen include:

- A physical description can be required (**'Arrestee Information'** tab; **'Physical Description'** grid). This validation can be enforced by having the RMS check the **'date of info'** and comparing this against the number of hours set by the admin. If the arrestee is already in the master index, and the **'date of info'** for the last update to the physical description has exceeded the hours set by the admin, the validation is enforced.
- A residence address can be required (**'Arrestee Information'** tab; **'Addresses'** grid).
- For juveniles, at least one parent or guardian can be required (**'Names'** tab; **'Next of Kin / Emergency Contact'** grid). These relations must be either a Father, Guardian/ Legal Custodian, Mother, Step-Father, r Step-Mother, Grandfather or Grandmother.
- For juveniles, school name and last grade can be required (**'Arrestee Information'** tab; **'Education'** grid). If the juvenile arrestee refuses to give the officer the name of his/her school, it is recommended that when the officer is adding Education information, he/she selects the **"Unknown School"** organization with **"0"** entered as **'# Yrs Completed'**. If the **"Unknown School"** organization does not exist, either the officer or agency administrator should create a master organization for **"Unknown School"**. The officer should also enter a comment to note why the school name is unknown.
- An employer name and address can be required (**'Arrestee Information'** tab; **'Employment'** grid). As with the education information required above, the same scenario exists if the arrestee refuses to provide his/her employer name or is unemployed. In this case, it is recommended that the officer select **"Unknown**

**Employer”** when adding Employment information. If **“Unknown Employer”** does not exist, either the officer or agency administrator should create a master organization for **“Unknown Employer”**.

**Out of the box validations**

**Rules & Validations - Indiana State Police**

**Field Arrests**

Agency: Indiana State Police  
Module: Field Arrests  
Color Indicates Condition is Inactive  
Show View: Condition Editor

**My Agency Conditions**

- All Arrests
- Arrestee is Juvenile
- Arrestee is Adult

**Condition: All Arrests** Factors: 1 Properties: 2

- Active
- Allow Child Agencies to Disable This Condition

IF: Add Factor

- Arrestee is Juvenile

THEN: Add Property

- Require Physical Description At Time of Arrest
  - Hours: 48
- Require One Residence Address

**Condition: Arrestee is Juvenile** Factors: 1 Properties: 2

- Active
- Allow Child Agencies to Disable This Condition

IF: Add Factor

- Arrestee is Juvenile Is True

THEN: Add Property

- Require One Parent or Guardian
- Require An Education With Last Grade Attended

**Condition: Arrestee is Adult** Factors: 1 Properties: 1

- Active
- Allow Child Agencies to Disable This Condition

IF: Add Factor

- Arrestee is Juvenile Is Not True

THEN: Add Property

- Require Employers Name And Address

Save

The **‘Edit Field Arrest’** screen can now include the validations listed above and if any of those conditions aren’t met, those validation issues will be listed in the **‘Validations’** tab. In addition, the user entering the field arrest will also be able to hover over any of the tabs highlighted with red text to identify specific validations that have to be resolved within the tab.

**Edit Field Arrest** Duplicate Go Back Print

**Person Information** Minimize View Person Edit Person

Index Id: 581  
Last Name: Schlock First Name: Janice Middle Name: -- DOB: 07/02/1999 (Age at Time of Arrest: 15 Years Old) (JUVENILE)  
Sex: Female Race: White Ethnicity: Other Ethnicity/National Origin  
DL #: State: SSN:  
Residence Phone: Cell Phone: Email:  
Address (Residence): 1451 North Eel river cenetery PERU, IN 12365-4899  
Height: 4' 07" Weight: 350 Eye Color: Black  
Hair Color: Orange Complexion: Place of Birth: Citizenship:  
Caution Codes: Deceased  
Misc IDs

Arrest Arrestee Information Officers - 1 Associated Events - 0 Location - 0 Charges / Warrants - 0 Names - 1 Property - 0  
Vehicle / Towing - 0 Narratives - 0 Attachments - 0 Questions Validations Log

Previous Section (Questions)

InterAct has found errors 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.

- At Least One Associated Event is Required
- One Charge or Warrant is Required
- Arrest Disposition is Required
- Location is Required
- At least one property of type Currency must be added
- At Least One Narrative is Required
- One Physical Description At the Time of Arrest is Required
- One Education With Last Grade Attended is Required

Administrative users may add or change the validation conditions that exist out of the box. To add a condition, click the **'Add Condition'** link on the top right hand corner of the **'Rules and Validations'** screen. Note: Out of the box, only InterAct personnel will be able to make any changes. Please contact InterAct Operations to make any configuration changes.

### Rules & Validations - Indiana State Police

**Field Arrests**

Agency: Indiana State Police  
Module: Field Arrests  
Color Indicates Condition is Inactive

Show View: Condition Editor

Add Condition Expand All Collapse All

#### My Agency Conditions

- All Arrests
- Arrestee is Juvenile
- Arrestee is Adult

**Condition: All Arrests** Factors: 1 Properties: 2

Active  
 Allow Child Agencies to Disable This Condition

IF: Add Factor

- Arrestee is Juvenile

THEN: Add Property

- Require Physical Description At Time of Arrest
  - Hours: 48
- Require One Residence Address

**Condition: Arrestee is Juvenile** Factors: 1 Properties: 2

Active  
 Allow Child Agencies to Disable This Condition

IF: Add Factor

- Arrestee is Juvenile Is True

THEN: Add Property

- Require One Parent or Guardian
- Require An Education With Last Grade Attended

**Condition: Arrestee is Adult** Factors: 1 Properties: 1

Active  
 Allow Child Agencies to Disable This Condition

IF: Add Factor

- Arrestee is Juvenile Is Not True

THEN: Add Property

- Require Employers Name And Address

Add Condition Expand All Collapse All

Save

Click 'Add Condition'

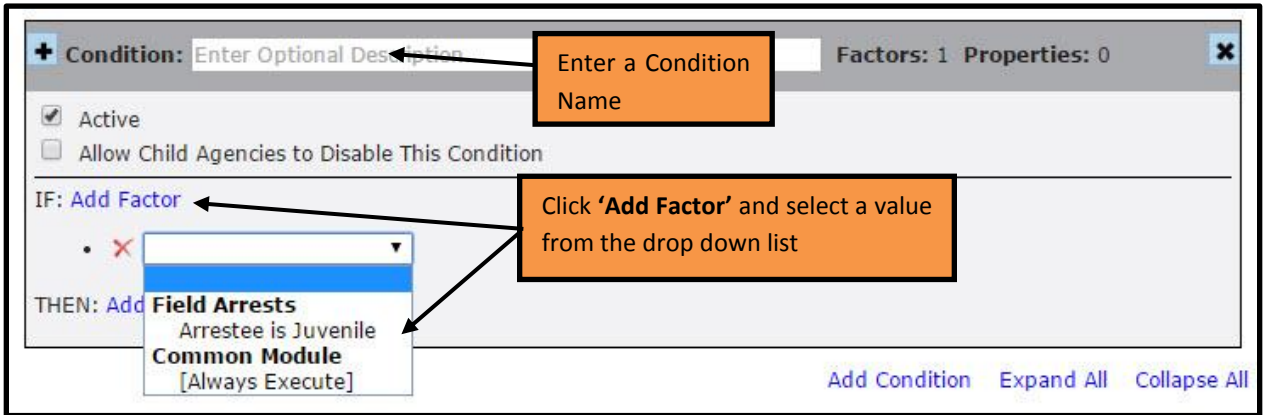
Show View: Condition Editor

Add Condition Expand All Collapse All

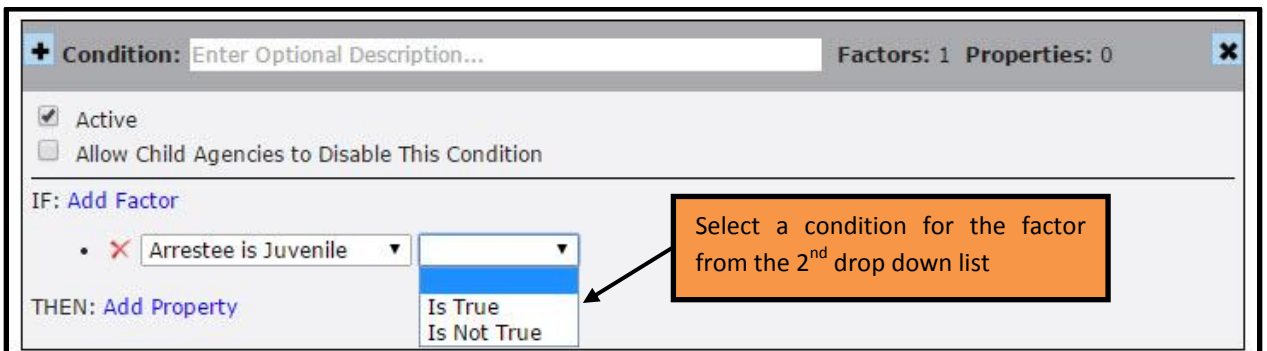
Add Condition Expand All Collapse All

Save

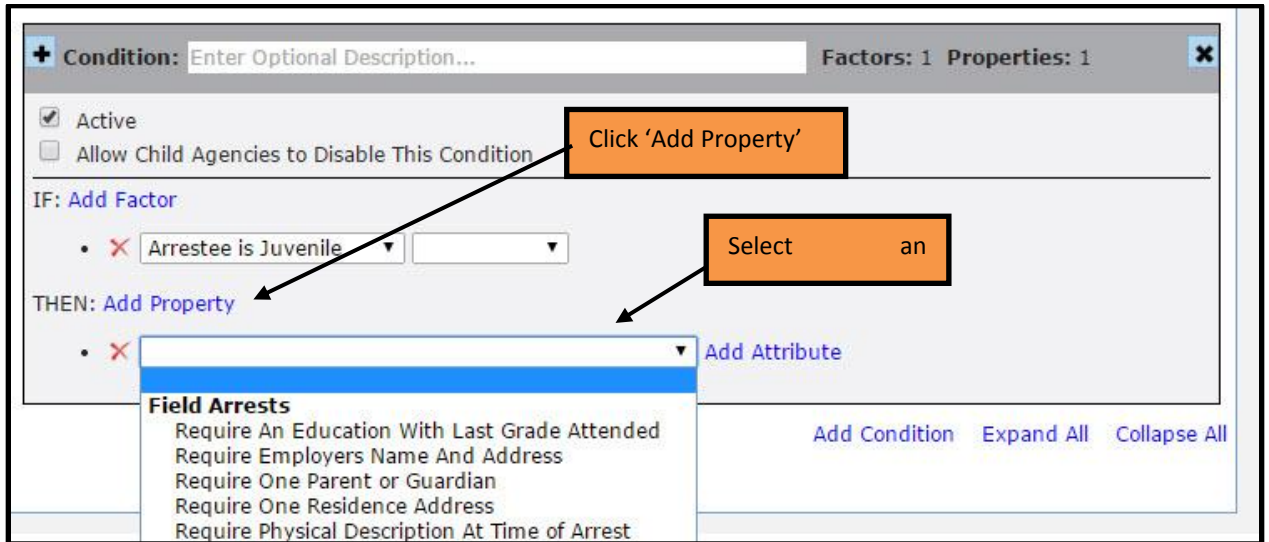
A new Condition box will be displayed below any existing Condition boxes. Enter a name for the condition at the top of the box. Click the **'Add Factor'** link and a drop down list showing all available factors will appear below the **'Add Factor'** link.



Select a factor from the drop down list and 2nd drop down list will appear next to the factor drop down list. The values in the 2<sup>nd</sup> drop down list are conditions for the factor and will usually be **"Is True"** or **"Is Not True"**. Select a corresponding condition for the factor. The user may add more factors for the same condition by clicking the **'Add Factor'** link again and repeating the same process described here.

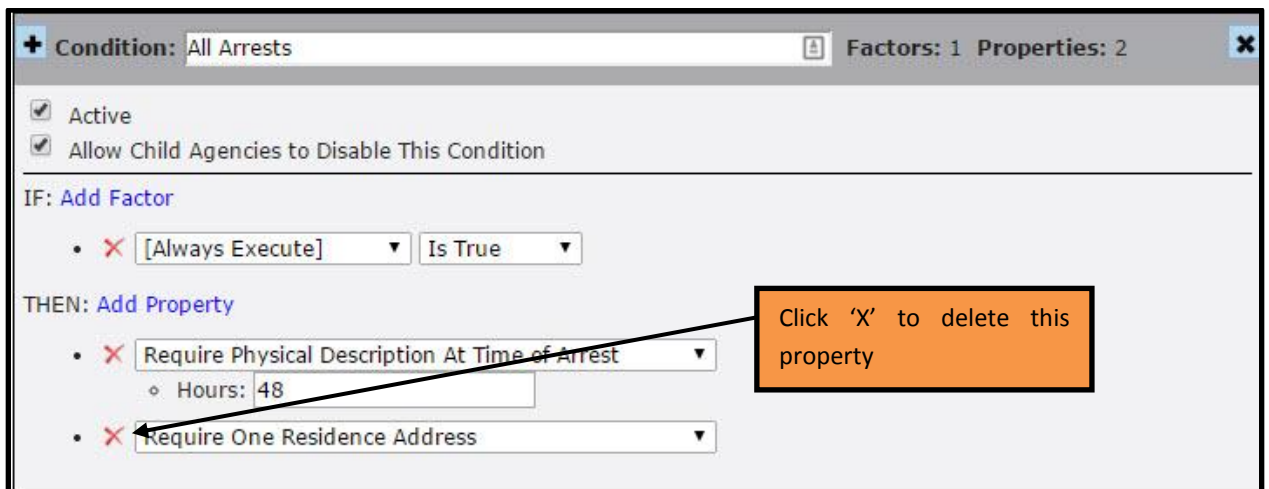


Click the **'Add Property'** link and a drop down list will appear showing all available attributes. Select an attribute from the list. Users may add more properties for this condition by clicking the **'Add Property'** link again and repeating the process described here.



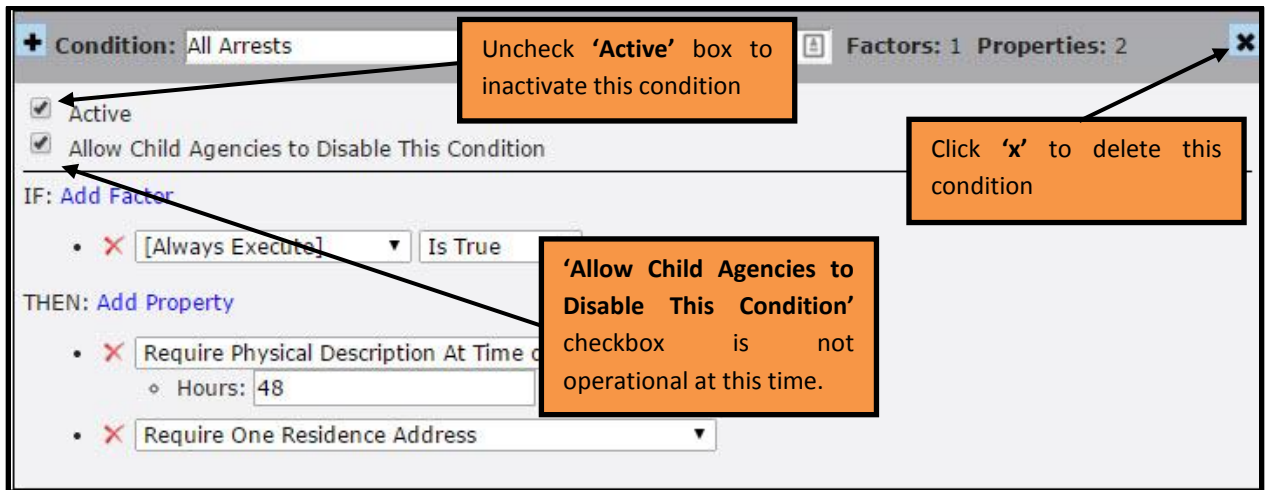
When the new condition has been set up, click the **'Save'** button at the bottom of the screen.

Administrative users may edit existing conditions by selecting different factor and property values from the drop down lists. They may also remove a factor or a property by clicking the **'X'** delete button next to the factor or property. After any edits or deletions are made, the user must click the **'Save'** button at the bottom of the screen to ensure that all changes are saved.





Administrative users may delete an existing condition altogether, by clicking the 'x' button at the top of the condition box. If the condition is not ready to be placed into production, the user may uncheck the 'Active' box so that he/she can come back at a later time to finish setting up the condition. Please note that 'Allow Child Agencies to Disable This Condition' checkbox is not operational at this time and will be used for functionality at a later date.



Unchecking a box for a condition listed under 'My Agency Conditions' in the 'Rules and Validations' screen and clicking the 'Save' button will also inactivate a condition. To view all active conditions, select 'Effective Conditions' from the

**Rules & Validations - Indiana State Police**

**Field Arrests**

Agency: Indiana State Police  
Module: Field Arrests  
Color Indicates Condition is Inactive

**My Agency Conditions**

- All Arrests
- Arrestee is Juvenile
- Arrestee is Adult

**Condition: All Arrests** Factors: 1 Properties: 2

- Active
- Allow Child Agencies to Disable This Condition

IF: Add Factor

- [Always Execute] Is True

THEN: Add Property

- Require Physical Description At Time of Arrest
  - Hours: 48
- Require One Residence Address

**Condition: Arrestee is Juvenile** Factors: 1 Properties: 2

- Active
- Allow Child Agencies to Disable This Condition

IF: Add Factor

- Arrestee is Juvenile Is True

THEN: Add Property

- Require One Parent or Guardian
- Require An Education With Last Grade Attended

**Condition: Arrestee is Adult** Factors: 1 Properties: 1

- Active
- Allow Child Agencies to Disable This Condition

IF: Add Factor

- Arrestee is Juvenile Is Not True

THEN: Add Property

- Require Employers Name And Address

Click 'Save'

Save

### Rules & Validations - Indiana State Police

Field Arrests

List of Effective Conditions

**Agency:** Indiana State Police  
**Module:** Field Arrests  
Color Indicates Condition is Inactive Show View: Effective Conditions ▼

The following is a list of conditions that will apply to a user who has a home agency of or is assigned to **Indiana State Police** when using **Field Arrests**.

**Condition:** All Arrests **Factors:** 1 **Properties:** 2

**Source Agency:** Indiana State Police

IF:

- [Always Execute] Equals TRUE

THEN:

- Require Physical Description At Time of Arrest
  - Hours: 48
- Require One Residence Address

**Condition:** Arrestee is Juvenile **Factors:** 1 **Properties:** 2

**Source Agency:** Indiana State Police

IF:

- Arrestee is Juvenile Equals TRUE

THEN:

- Require One Parent or Guardian
- Require An Education With Last Grade Attended

**Condition:** Arrestee is Adult **Factors:** 1 **Properties:** 1

**Source Agency:** Indiana State Police

IF:

- Arrestee is Juvenile Does Not Equal TRUE

THEN:

- Require Employers Name And Address

**b) Capture of arrestee data attributes directly on the field arrest screen.**

A tab titled **'Arrestee Information'** has been added to the **'Edit Field Arrest'** screen. This tab allows the user entering the field arrest to add, update or delete any of the following attributes directly on the **'Edit Field Arrest'** screen:

- Caution Codes
- Alias
- Physical Descriptions
- SMTs and Other Descriptions
- Addresses
- Phone Numbers
- Employment
- Education (Grade and School).
- Birth Place

## InterAct RMS 10.19.0

- Gangs
- Email

This means that the user will no longer have to exit the **'Edit Field Arrest'** screen, access the **'Edit Person'** screen in order to perform adds, edits or deletes for the arrestee information listed above, before returning again to the **'Edit Field Arrest'** screen to complete entering the field arrest. **One important point to note is that when a user adds, deletes or edits any of the attributes for the arrestee within the grids on the **'Arrestee Information'** tab, those changes will be saved and reflected in the arrestee master person record i.e. the changes are not specific to the field arrest.**

**Edit Field Arrest** Duplicate Go Back Print

---

**Person Information** Minimize View Person Edit Person

Index Id: 581  
 Last Name: Schlock First Name: Janice Middle Name: -- DOB: 07/02/1999 (Age at Time of Arrest: 15 Years Old)  
 Sex: Female Race: White Ethnicity: Other Ethnicity/National Origin  
 DL #: State: SSN:  
 Residence Phone: Cell Phone:  
 Email:  
 Address (Residence): 1451 North Eel river cenetery PERU, IN 12365-4899  
 Height: 4' 07" Hair Color: Orange  
 Place of Birth:  
 Caution Codes: Decea  
 Misc IDs

No Image Present

---

**Arrest** **Arrestee Information** Officers - 1 Associated Events - 0 Location - 0 Charges / Warrants - 0 Name - 1 Property - 0  
 Vehicle / Towing - 0 Narratives - 0 Attachments - 0 Questions Validations Log

Previous Section(Arrest) Next Section(Officers)

**Caution Codes** Add Caution Code

Code	Comments	Date Of Info	Start Date	Expiration Date	Next Review Date	Actions
Deceased		07/29/2014	07/29/2014			

**Aliases** Add Alias

Last Name	First name	Middle	Title	DOB	Date Of Info	Actions
Schlock	Janice			07/02/1999	Primary Name 07/29/2014	

**Physical Descriptions** Description

Ht	Wt	Eye Color	Hair Color	Hair Style	Facial Hair	Hair Length	Actions
4' 07"	350	Black	Orange		Hair under LOWER lip	Very Short	

**SMTs and Other Characteristics** Add SMT

**Addresses** Add Address

Address	Type	Occupied	Comments	Date of Info	Actions
1451 North Eel river cenetery PERU, IN 12365-4899	Residence	-		07/29/2014	

**Phone Numbers** Add Phone Number

**Employment** Add Employment

**Education** Add Education

**Birth Place** Add Birth Place

**Gangs** Add Gang

**Emails** Add Email

Previous Section(Arrest) Next Section(Officers)

New 'Arrestee Information' tab

Click 'Add' link to add a new attribute for the

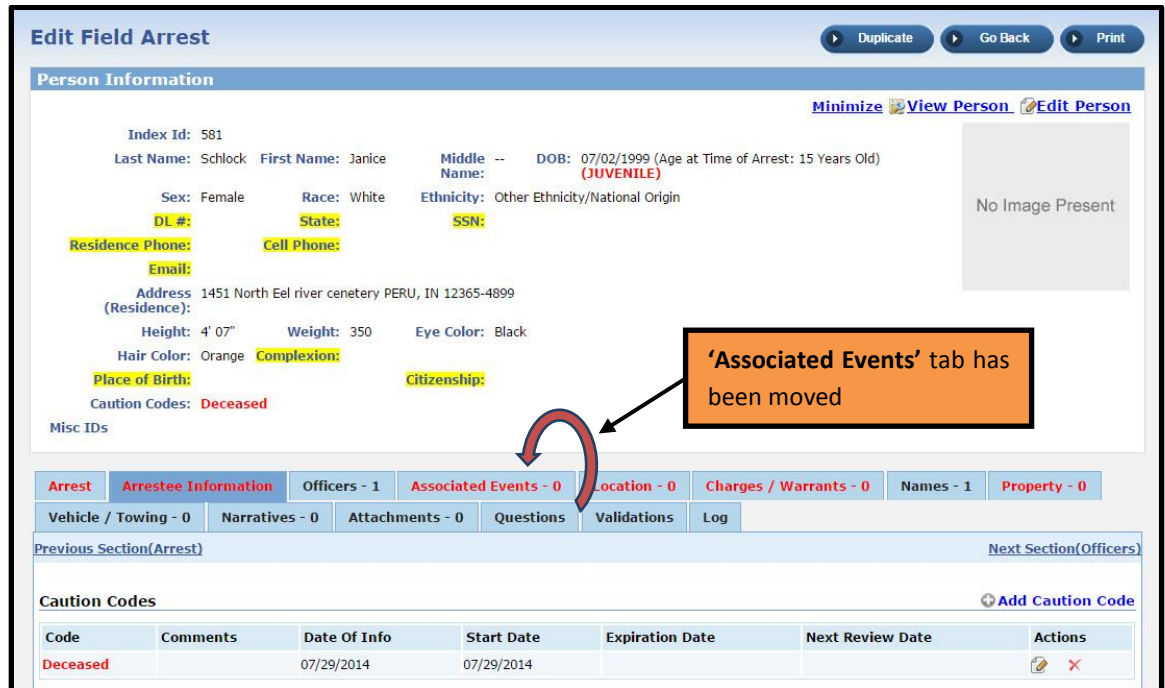
Click 'Edit' icon to update attribute details for the arrestee

Click 'Delete' icon to delete attribute details for the arrestee

c) Usability improvements

i. New location for 'Associated Events' tab

The 'Associated Events' tab has now been moved so that it is now located between the 'Officers' and 'Locations' tabs.

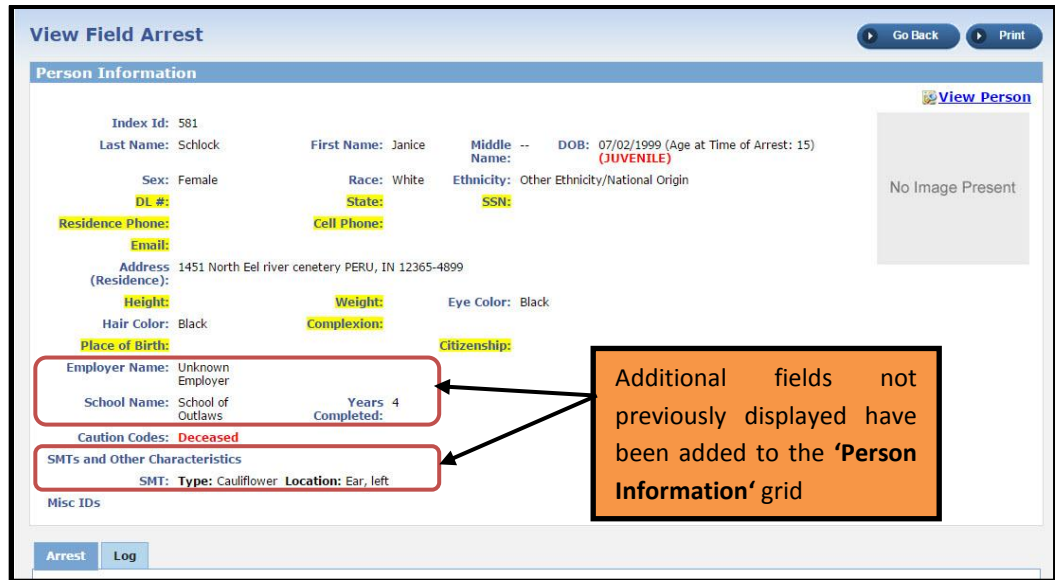


ii. Additional data attributes displayed on the 'View Field Arrest' screen

The Person Information grid on the 'View Field Arrest' screen now displays the following information which was not previously shown:

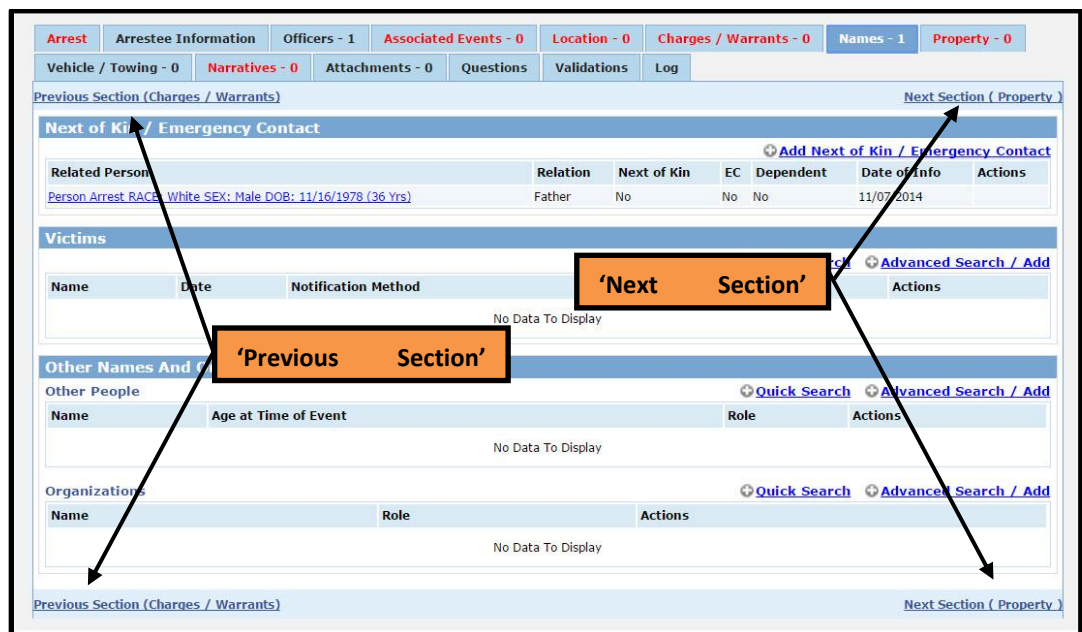
- SMTs and Other Characteristics
- Employer Name
- School name and Years completed

The labels and data attributes above will only be displayed if there is data present in the master person index



iii. 'Previous Section' and 'Next Section' links added

'Previous Section' and 'Next Section' links have been added to the top AND bottom of each tab on the 'Edit Field Arrest' screen providing easier navigation between tabs for the user. Previously, these links were only located at the top of each tab. As with previous functionality, clicking the links will save all changes on the tab before navigating the user to the next or previous tab.



**iv. Next of Kin or Emergency Contact information captured and displayed on field arrest screens**

Next of Kin or Emergency Contact information was typically maintained in the Master Person Index (Relations grid) and was never displayed in any of the field arrest screens. A new grid for Next of Kin or Emergency Contact data attributes have been added to the **'Names'** tab on the **'Edit Field Arrest'** screen. This is useful for officers when entering a field arrest for a juvenile as this information is required by many agencies when arresting a juvenile. Officers will now be able to add a Next of Kin / Emergency contact directly from the field arrest screen by selecting the **'Names'** tab and clicking the **'Add Next of Kin / Emergency Contact'** link at the top of the **'Next of Kin / Emergency Contact'** grid. The subsequent flow to add a Next of Kin / Emergency contact is the same as when doing it via the Master Indices → Person screens. Note that if the officer wants to edit or delete the Next of Kin or Emergency Contact from the field arrest, he/she will have to perform those functions via the Master Indices → Person screens.



Next of Kin / Emergency Contact information is also called out and displayed in **'View Field Arrest'** screen. Upon opening the **'View Field Arrest'** screen, click the **'Names'** link below the **'Person Information'** grid to expand the field arrest information. The Next of Kin / Emergency Contact will be displayed in the **'Names'** grid under the **'Related Persons'** header.



Go Back Print

### View Field Arrest

**Person Information**
[View Person](#)

Index Id: 581  
 Last Name: Schlock      First Name: Janice      Middle Name: --      DOB: 07/02/1999 (Age at Time of Arrest: 15) **(JUVENILE)**

Sex: Female      Race: White      Ethnicity: Other Ethnicity/National Origin

**DL #:**      **State:**      **SSN:**

**Residence Phone:**      **Cell Phone:**

**Email:**

Address (Residence): 1451 North Eel river cenetery PERU, IN 12365-4899

**Height:**      **Weight:**

Hair Color: Black      **Complexion:**

**Place of Birth:**

Employer Name: Unknown Employer

School Name: School of Outlaws      Years Completed: 4

Caution Codes: **Deceased**

SMTs and Other Characteristics

SMT: **Type:** Cauliflower      **Location:** Ear, left

Misc IDs

**Arrest**      Log

Arrest	Officers - 1	Location - 0	Charges - 0	Warrants - 0	Names - 1	Property - 0	Vehicle / Towing - 0
Narratives - 0	Attachments - 0	Attached Forms	Associated Events - 0	Questions			

**Arrest Information**

Arresting Agency: District 42, Versailles  
 County: Ripley County

Creator Name: Ranz, Greg      Creator Date: 11/19/2014 2148

Arrest Number: 1411337      Arrest Date: 11/19/2014 0800

Geographic Location: District 42, Versailles      County of Occurrence: Ripley County

Status: Open      Review Status:

Age at Time of Arrest: 15 Years Old

PBT:

Fingerprint:

Comment:

**Disposition**

Disposition:      Placement County:      Placement:

Release Date:      Placement Date:      Placement:

Disposition Comment:

**Additional Fields**

Circumstances of Arrest:

**Officers**

Badge #	Name	Role
9696	Ranz, Greg - SERGEANT-CAPTAIN-WIN	Arresting

**Names**

Relations

Related Person	Relation	Next of Kin	EC	Dependent	Date of Info
<a href="#">Person Arrest RACE: White SEX: Male DOB: 11/16/1978 (36 Yrs)</a>	Father	No	No	No	11/07/2014

**Questions**

Medical Comment:

**Drugs Screening**

Did person have drugs in possession	No	
Did the person appear intoxicated?	No	

Click 'Names' link to expand field arrest information

Next of Kin / Emergency Contact information is displayed here

**d) Additional arrestee information displayed on printed field arrest report**

Arrestee attributes not previously shown on the printed field arrest report have been added. These include:

- Aliases
- School / Employer Name (this information includes address and phone number for both school and employer)
- For each Relation, address and phone number
- Arrestee Title
- Glasses Indicator
- Arrestee SSN (This information will only be printed if the user's agency is configured to print the SSN)

1411337

## Indiana State Police

### Field Arrest Report

<b>Arrest Number</b> 1411337	<b>Arrest Date</b> 11/19/2014 0800 Hrs (US/Eastern)	<b>PBT</b>	<b>Fingerprint</b>
<b>Location:</b>			
<b>Geographic Loc</b> District 42, Versailles	<b>County of Occurrence</b> Ripley County		
<b>Arrest Comment</b>			
<b>Circumstances</b>			

Name includes 'Title' if applicable

SSN is printed if user's agency is configured to print

Arrestee					
<b>Name</b> Janice Schlock JUNIOR	<b>DOB</b> 07/02/1999	<b>Age</b> 15	<b>JUVENILE</b>	<b>No Mugshot Available</b>	
<b>Sex</b> Female	<b>Race</b> White	<b>Ethnicity</b> Other Ethnicity/National	<b>DL # (State)</b>	<b>SSN</b> 259-65-8965	
<b>Physical Description</b> Ht: 4' 07", Wt: 350, Eyes: Black, Hair: Orange, Hair Length: Very Short, Facial Hair: Hair under LOWER lip, Glasses: Yes					
<b>Res. Phone</b> Not Specified	<b>Cell Phone</b> Not Specified	<b>Email</b>			
<b>Address</b> (Residence) 1451 North Eel river cenetery PERU					
<b>Emergency Contact</b> Katherine Heigl(Mother)					
<b>School / Employer</b> School of Outlaws 879 East PERRY Street VERSAILLES, IN / ABC Duck Farm 911 East Automation Street Penthouse Raleigh, NC 27601 (800) 222-3333					
<b>Place of Birth</b>			<b>Citizenship</b>		
<b>Caution Codes</b> DECEASED					
<b>Aliases</b> J SHOCK (Alias)					

Glasses indicator is now included in the Physical Description information

Aliases

Relations								
<b>Name</b> Heigl, Katherine Marie	<b>Race</b> White	<b>Sex</b> Female	<b>DOB</b> 11/24/1978	<b>Relation</b> Mother	<b>NOK</b> Y	<b>E C</b> Y	<b>Dependent</b> N	<b>Date of Info</b> 11/20/2014
<b>Address</b> 123 North Main Street BATESVILLE, IN								
<b>PHONE</b>								

Each relation with their address and phone number (if available) is printed

If School and Employer information is present on the person record, this is printed with the school and employer's address and phone number

SMTs and Other Characteristics	
<b>Type:</b> Cauliflower	<b>Location:</b>

11/19/2014

Officers		
<b>Name</b> Ranz, Greg - SERGEANT-CAPTAIN-WIN #9696	<b>Agency</b> District 42, Versailles	<b>Role</b> Arresting

### Screening Questions

<b>Medical Comment</b>
Drugs Screening

Report Run On: Thursday November 20, 2014
Page 1 of 2

1411337

Question	Answer	Comment
Did the person appear intoxicated?	No	
Did person have drugs in possession	No	

## INCIDENT ENHANCEMENTS

IA-3252: INCIDENT REPORT - SIMULTANEOUS APPROVE & PRINT (TTN116535)

The “Approve” and “Print” of an Incident Report no longer has to be a multi-step process. Prior to this enhancement, users had to approve the Incident Report and then search for the Incident Report again in order to print it. Users will now have the option approve and print an Incident Report in a single step.

An ‘Approve and Print’ button has been added to the ‘Approve Incident Report’ screen.

The screenshot displays the 'Approve Incident Report' interface in InterAct RMS. At the top, the navigation bar includes 'Home', 'Administration', 'Incidents', 'Master Indices', 'Options', 'Records Management', 'Forms And Reports', and 'Help'. The user is logged in as 'Greg Ranz' and has 5 new notifications. The breadcrumb trail is 'Incident Search > Incident Search Results > Incident Approval > Approve Incident'.

The main content area is titled 'Approve Incident Report' and includes a 'Quick Print' and 'Go Back' button. The incident details are as follows:

- Incident Approval: Supplement # 0**
- Report Date:** 09/01/2014 **Report Time:** 1724
- Incident Summary:** 09/01/2014 1724 Hrs - 334 JEFFERSON ST BRIDGEPORT, IL 62417
- Agency Name:** District 42, Versailles
- Offense(s):** 13-30-10-5-ENVIRONMENT- UNDERGROUND STORAGE TANK VIOLATIONS
- Report #:** 2014ISP000505 **Supp #:** 0

The 'Approval Status' is set to 'Approve'. The 'Security Level' is 'Patrol Supervisor' and 'Restrict to Agency' is 'N'. There is a 'Change Security' button.

The 'Incident Status & Follow-Up' section includes:

- Incident Follow-up Action:** Closed- No Action
- Incident Status/Disposition:** Closed
- Route Follow-Up Case:** Inside the Organization

The 'Notifications To Be Sent' section has a table with the following data:

Send	Notification	Destination Agency
<input type="checkbox"/>	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	District 42, Versailles

Below the table is a text area for 'Enter Notification Comments Here:'. The 'Other Options' section includes:

- For Public Release:**  **Note: This applies to all supplements**
- Notify Prosecutor of Warrant / Charge Request:**

At the bottom, there are two buttons: 'Approve' and 'Approve And Print'. A callout box labeled 'Approve and Print' button points to the 'Approve And Print' button.

Should the user wish to print the Incident Report prior to clicking either the **'Approve'** or **'Approve and Print'** button, the **'Quick Print'** button at the top of this same page will allow the user to do so.

As with the **'Approve'** button, all validations needed for Incident Report approval must also be satisfied for the **'Approve and Print'** function. Upon clicking the **'Approve and Print'** button, if there are validation errors that require attention before the Incident Report can be approved, the system will display a pop up dialog box with the associated errors.



If the Incident Report passes all approval validation criteria, the user will be directed to the **'Print Incident Report'** dialog box where the user can select any printing options prior to clicking the **'Print Report'** button. Please note that at this point, the Incident Report has been **approved**. The user may also choose to cancel printing by clicking the **'Go Back'** button.

The screenshot displays the 'Print Incident Report' dialog box within the InterAct RMS interface. At the top, a navigation bar includes 'Home', 'Administration', 'Incidents', and 'Master Indices'. The main header shows the user 'Greg Ranz [ISP Test (TSTC)] (District 42, Versailles)' and the current page 'Incident Search > Incident Search Results > Incident Approval'. The dialog title is 'Print Incident Report' with a 'Go Back' button.

**Incident Summary:** 07/03/2014 1711 Hrs - 1133 CONGRESS AVE SOUTH BEND, IN 46615  
**Offense(s):** 35-42-1-5 R01-RECKLESS HOMICIDE- CRIMINAL  
**Agency Name:** District 42, Versailles  
**Report #:** 2014ISP0000448 **Supp #:** 3

**Templates:** Standard (selected), Media, Full (Includes All Person Details Reports, PDF Attachments and Images)

**Narrative Options:**  
 Print Narratives  
 Print Signature Lines On Narratives  
 Print 'DRAFT' Watermark on All Pages When Report is Not Approved  
 Print Page Breaks Between Narratives

**Report Options:**  
Report Title: Incident Report  
 Print Only Original Officers  
 Show Approving Officers  
 Print Offender Mugshots  
 Include Form Attachments  
 Include Person Details Reports  
 Include Custom Fields

**Redaction Options:**  
All Offenders, All Arrestees, All Victims, All Other Names, All Juveniles

**Offender Redaction Options:**  
Offenders: Suspect / Offender - Hoffman Laurent Jane (DOB: 12/01/1985, Age: 28 Ye), Suspect / Offender - Longestlastnameinthehistoryofhumanitytheearththeso  
Selected Offenders: (Empty)  
Standard Offender Redaction Level: No Redaction  
Selected Offender Redaction Level: Level 1 - Only show the age, rac

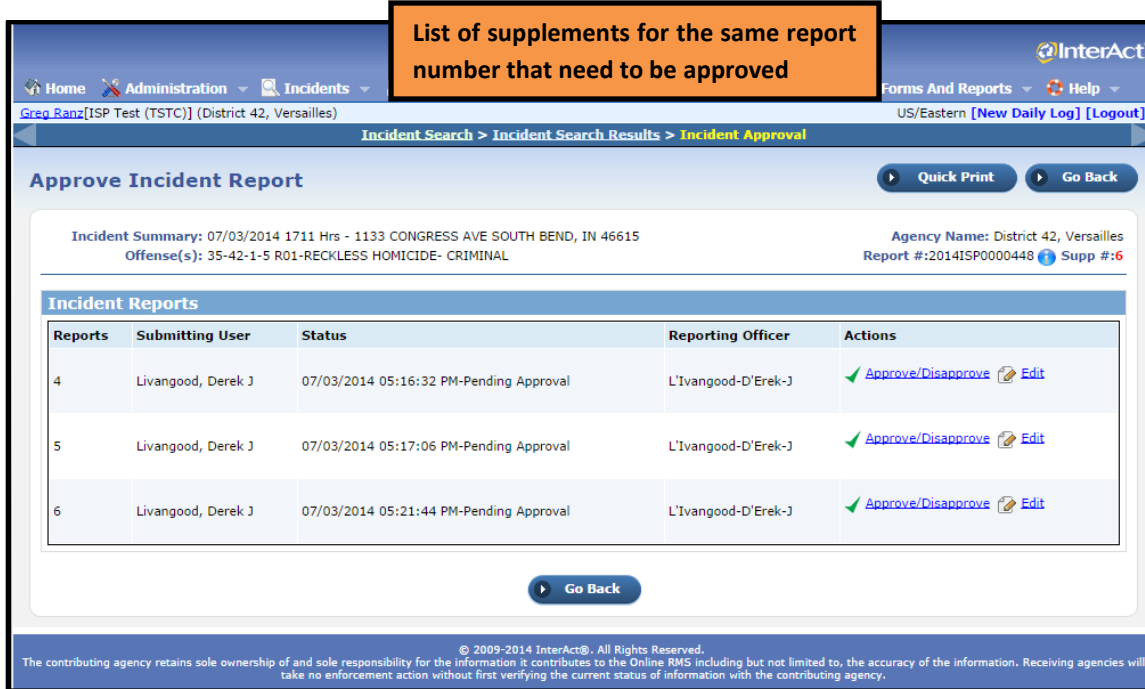
**Victim Redaction Options:**  
Victims: Victim - Argueta Ricardo PICTEST (DOB: 12/17/1983, Age: 30 Years Old)  
Selected Victims: (Empty)  
Standard Victim Redaction Level: No Redaction  
Selected Victim Redaction Level: (Empty)

**Redaction Checkboxes:**  
 Redact Officer Names  
 Redact All Other Names (property & vehicle owners, etc...)  
 Redact Vehicle VINs and License #s  
 Redact Evidence  
 Redact Property

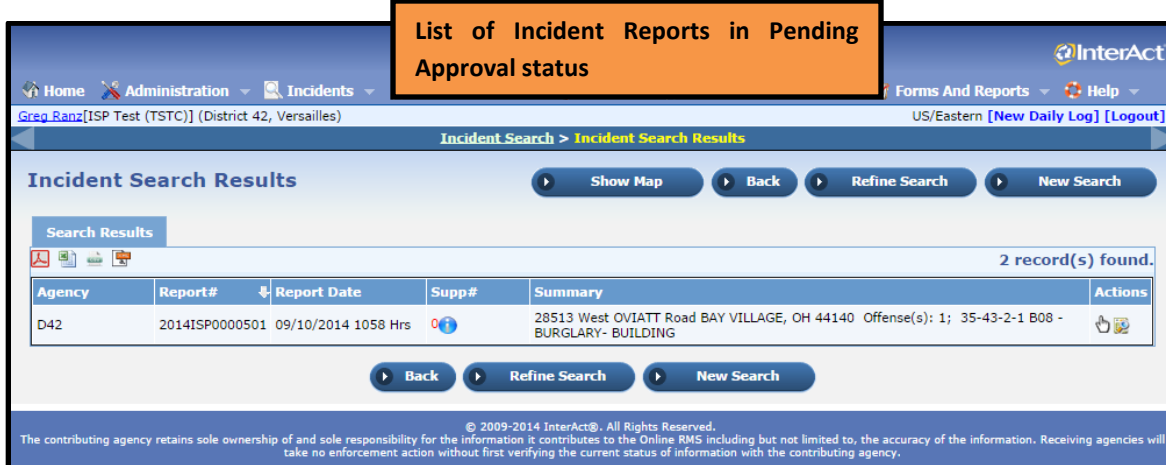
At the bottom, there are two buttons: 'Print Report' and 'Go Back'. An orange callout box with a black border contains the text: 'After selecting any appropriate print options, users may click the **'Print Report'** or cancel the print request by clicking the **'Go Back'** button'. Two arrows point from this callout box to the 'Print Report' and 'Go Back' buttons.

Should the user choose to click the 'Go Back' button instead of the 'Print Report' button, the user is redirected to one of the following:

- If there are additional supplements that need to be approved for the same report number, the user will be taken to a screen listing those additional supplements



- If there are no additional supplements that need to be approved for the same report number, the user is taken to the Incident Search Results screen which will display any other Incident Reports in Pending Approval status



IA-31390: INCIDENT REPORT - MEGA MENU - APPROVE, DISAPPROVE OR TRANSFER

Users who have the authorization to approve, disapprove or transfer an incident report can now perform those same tasks by using the Mega Menu in addition to the standard buttons or icons. The links for Approve/Disapprove or Transfer will only show in the Mega Menu if the user has permissions to perform those functions.

**Approve or Disapprove an Incident Report via the Mega Menu**

Users typically receive notifications to approve an Incident Report on the Home Page dashboard.

The screenshot displays the Home Page dashboard with several sections:

- Broadcast Messages:** No Messages To Display.
- Offenses - Last 24 Hours:** A section for recent offenses.
- Non-Approved Reports:** A pie chart showing the status of reports: 678 Initial (green), 2 Disapproved (light green), and 7 Pending Approval (darker green).
- Recent Activities:** A list of activities with counts: Initial Report (598), Disapproved (5), Pending Approval (1), My Cases (Active Count) (53), Evidence Review (45), Open Field Arrests (118), Arrests Pending Release (5), My Forms (Initial) (25), Forms For Review (1), Pending UCR Review (58), and My Court Papers (8).
- Charts:** Links for Daily Log by Time Category, Offense Activity, Open Field Arrests, Snap Shot, and Unapproved Incidents.
- Quick Links:** Links for Approve Incident Report and Transfer.
- External Links:** Link for Approve Incident Report - External.
- Notifications:** A table with columns for Count, Notification Type, Latest Notification, and Priority. The first notification is circled in red and highlighted with an orange callout box:
 

Count	Notification Type	Latest Notification	Priority
1	<a href="#">APPROVE INCIDENT REPORT - PATROL</a>	09/29/2014 10:38 AM EST	High
5	<a href="#">EVIDENCE TRANSFER</a>	09/24/2014 03:10 PM EST	High
72	<a href="#">Person Alert</a>	09/22/2014 01:55 PM EST	Urgent
2	<a href="#">INCIDENT FOLLOW-UP CASE - NEW ACTIVITY ADDED</a>	09/10/2014 11:21 AM EST	High
17	<a href="#">INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED</a>	08/13/2014 12:02 AM EST	High
1	<a href="#">COURT PAPER ASSIGNMENT UPDATED</a>	08/05/2014 02:43 PM EST	High
1	<a href="#">COURT PAPER ASSIGNED</a>	08/05/2014 02:42 PM EST	High
14	<a href="#">Business Alert</a>	07/09/2014 02:30 PM EST	Urgent
2	<a href="#">DISAPPROVED INCIDENT REPORT</a>	06/20/2014 06:20 PM EST	Urgent



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When the user clicks on the 'APPROVE INCIDENT REPORT' link, a list of incident reports in 'Pending Approval' status are displayed. Click the 'Take Action' icon for a specific Incident Report.

The screenshot shows the InterAct RMS dashboard. At the top, there is a navigation menu with options like Home, Administration, Incidents, Master Indices, Options, Records Management, Forms And Reports, and Help. Below the navigation, there is a user profile for Greg Ranz and a notification count of 282. The main content area is divided into several sections: 'Broadcast Messages' (No Messages To Display), 'Offenses - Last 24 Hours', 'Non-Approved Reports' (a pie chart showing 678 Initial, 2 Disapproved, and 7 Pending Approval reports), 'Recent Activities' (a list of activities with counts), 'Charts' (links to various charts), 'Notifications' (a table of notifications), 'Quick Links' (links to 'Approve Incident Report' and 'Transfer'), and 'External Links' (link to 'Approve Incident Report - External'). An orange callout box points to the 'Take Action' icon in the 'Actions' column of the 'Notifications' table.

Priority	Sender	Description	Sent On	Actions
High	Jones Jim	<a href="#">The Incident Report#: 2014ISP0000531 Supp#: 0 Has Been Submitted For Approval</a>	09/29/2014 10:38 AM EST	
High	Ranz Greg Q	<a href="#">The Incident Report#: 2014ISP0000505 Supp#: 2 Has Been Submitted For Approval</a>	09/15/2014 02:19 PM EST	

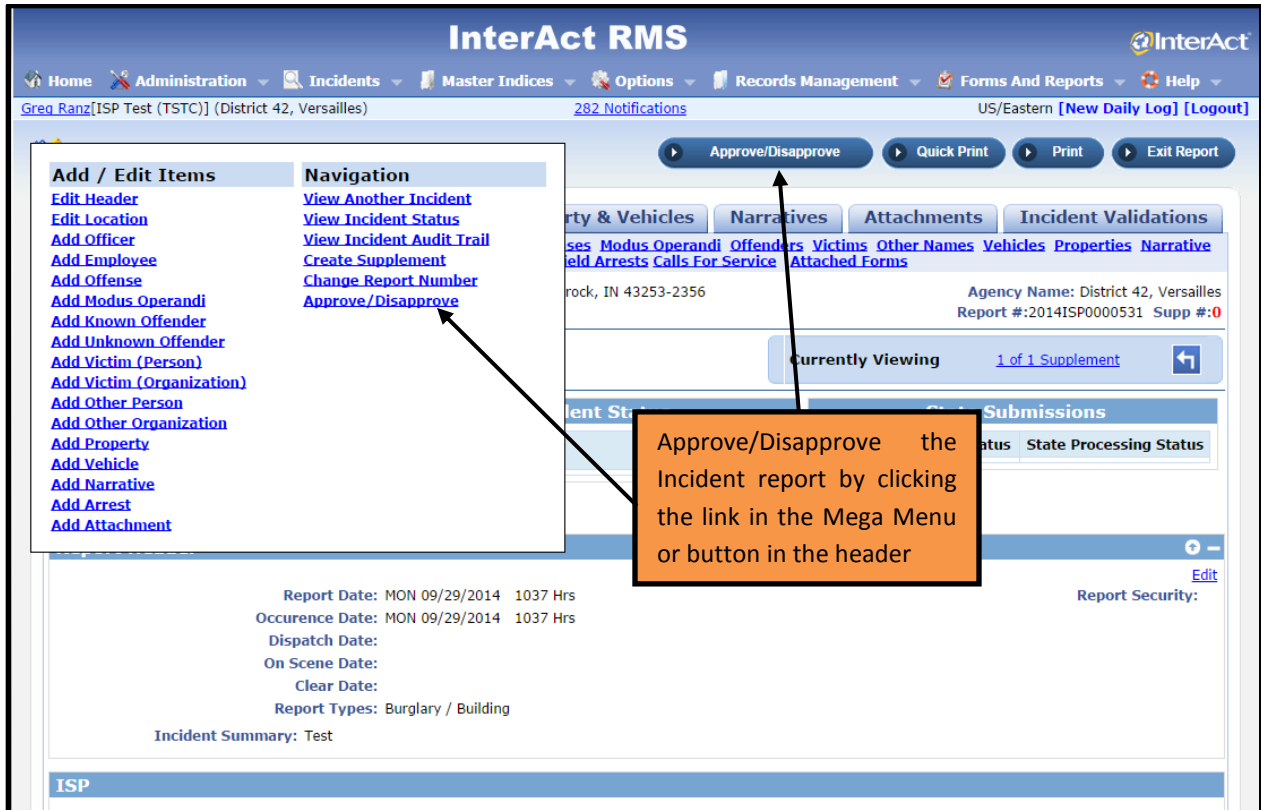
The user is then taken to a page where the user has the option of clicking on the 'Approve/Disapprove' link or the 'Edit' link.

The screenshot shows the 'Approve Incident Report' page. At the top, there is a navigation menu with options like Home, Administration, Incidents, Master Indices, Options, Records Management, Forms And Reports, and Help. Below the navigation, there is a user profile for Greg Ranz and a notification count of 28. The main content area is divided into several sections: 'Approve Incident Report' (a header), 'Incident Summary' (09/29/2014 1037 Hrs - 301 Cobblestone WAY Bedrock, IN 43253-2356), 'Agency Name' (District 42, Versailles), 'Report #: 2014ISP0000531 Supp #: 0', 'Quick Print' and 'Go Back' buttons, and 'Incident Reports' (a table of reports). An orange callout box points to the 'Approve/Disapprove' link in the 'Actions' column of the 'Incident Reports' table. Another orange callout box points to the 'Edit' link in the 'Actions' column of the 'Incident Reports' table.

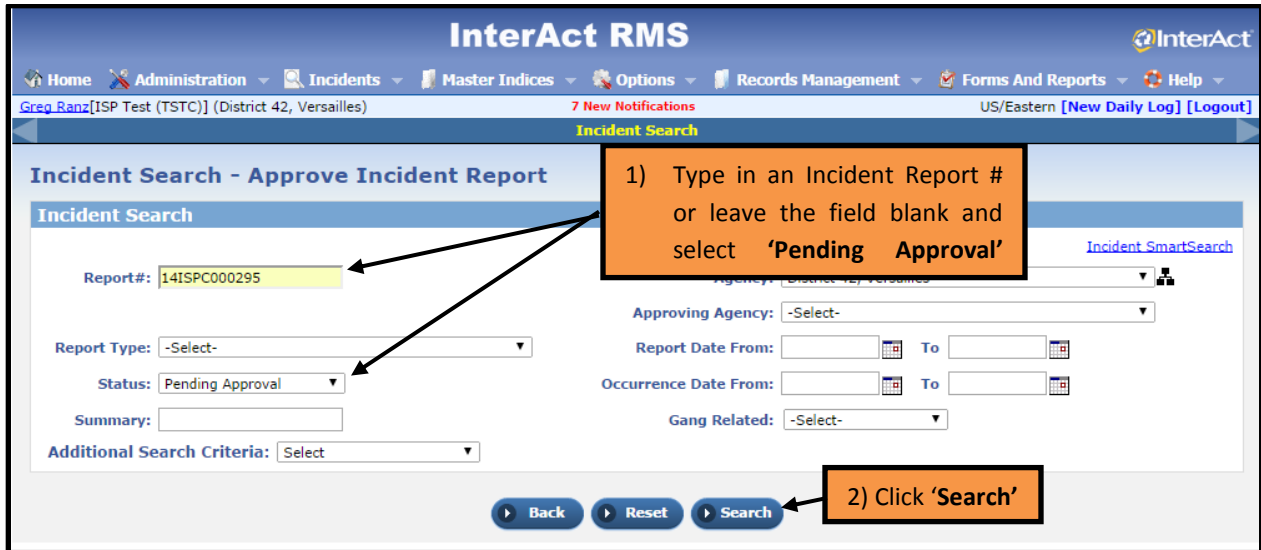
Reports	Submitting User	Status	Reporting Officer	Actions
Original Report	Jones, Jim	09/29/2014 10:37:03 AM-Pending Approval	Jones-Jim	<a href="#">Approve/Disapprove</a> <a href="#">Edit</a>

If the user chooses the 'Approve/Disapprove' link, the user can directly proceed with the approve/disapprove workflow on the Approve Incident Report page. If the user clicks the 'Edit' link

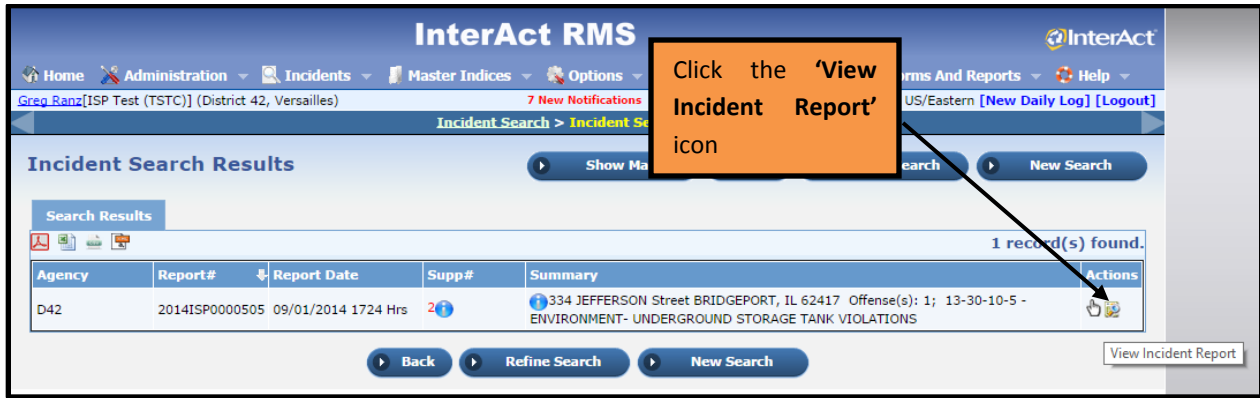
link, the Incident Report is shown where the user is then able to review any details and then approve/disapprove via the Mega Menu link or button. Both options will result in the **'Approve Incident Report'** page where the user can proceed with the usual approve/disapprove workflow.




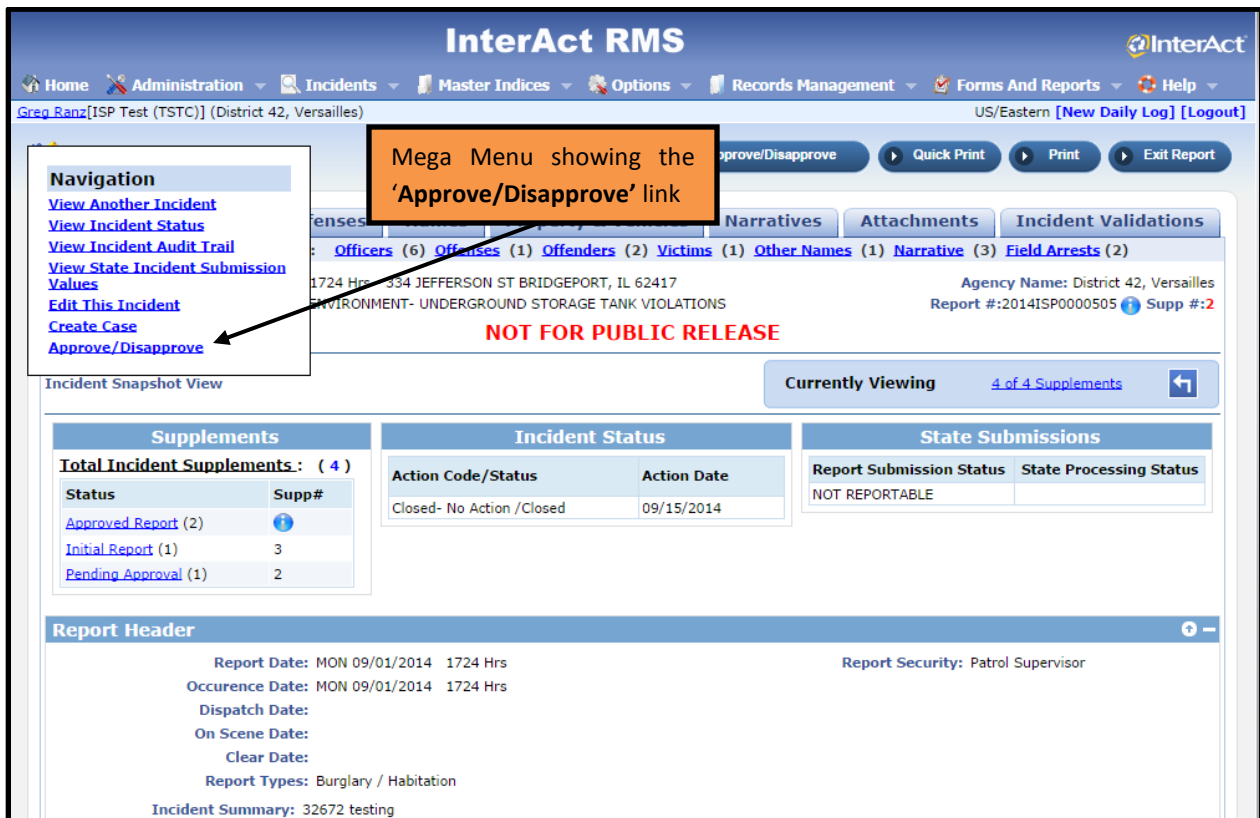
A user can also search for an Incident Report to approve by following this path from the Main Menu: Incidents → Incidents Reporting → Approve Incident Report. The user types in an Incident Report # or selects **'Pending Approval'** from the drop down list of values in the **'Status'** field.



Clicking the **'Search'** button will either take the user directly to the Incident Report page if the Report # was entered or the Incident Search Results page where all Incident Reports in Pending Approval status is listed. If search results are shown, the user will click the **'View Incident Report'** icon for an incident report.

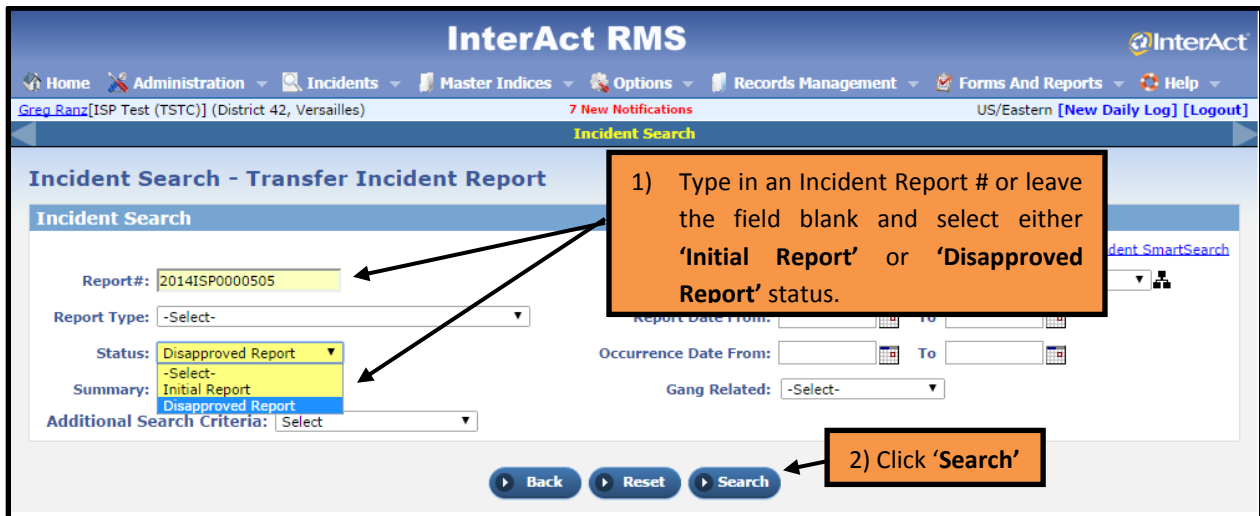


In the Incident Report page, hover over the  icon on the top left corner of the page and the Mega Menu will show an **'Approve/Disapprove'** link in the Navigation section. Clicking the **'Approve/Disapprove'** link takes the user to the **'Approve Incident Report'** page (just as if the user had clicked on the **'Approve/Disapprove'** button), where the user can proceed with the approval or disapproval workflow.

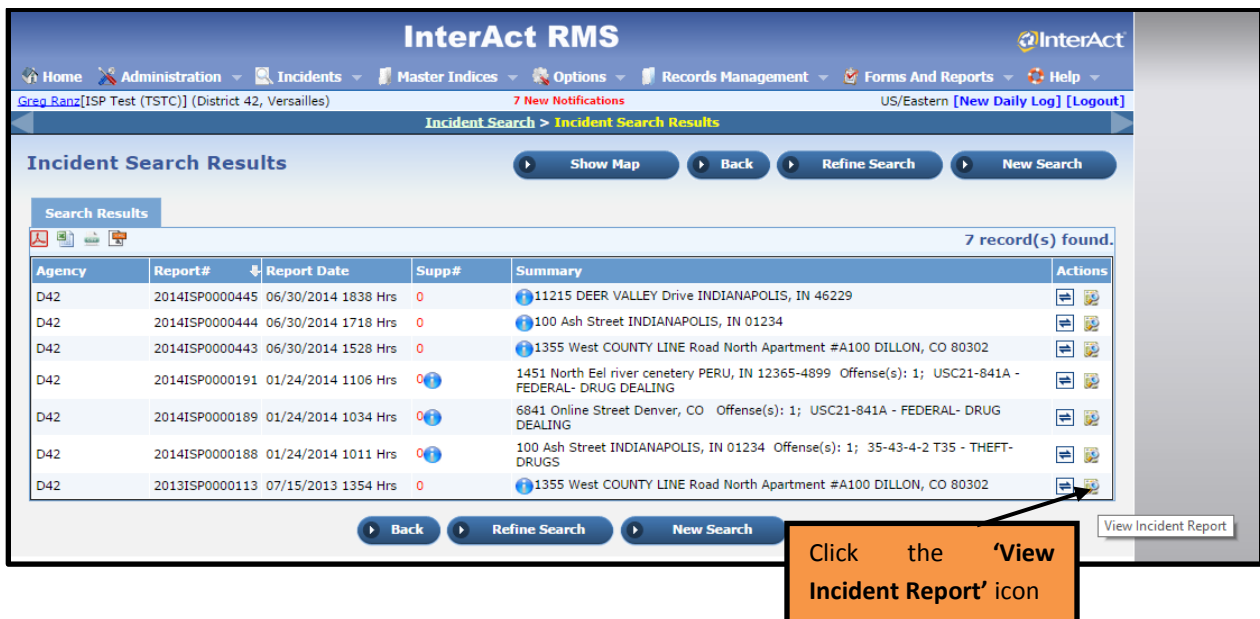



## Transfer an Incident Report via the Mega Menu

Users can search for an Incident Report to transfer by selecting Incidents → Incidents Reporting → Approve Incident Report, from the Main Menu. The user types in an Incident Report # or selects 'Initial Report' or 'Disapproved Report' from the 'Status' field drop down list of values. When the user clicks the 'Search' button, the user is either taken directly to the Incident Report or the Incident Search Results listing based on the criteria previously selected.

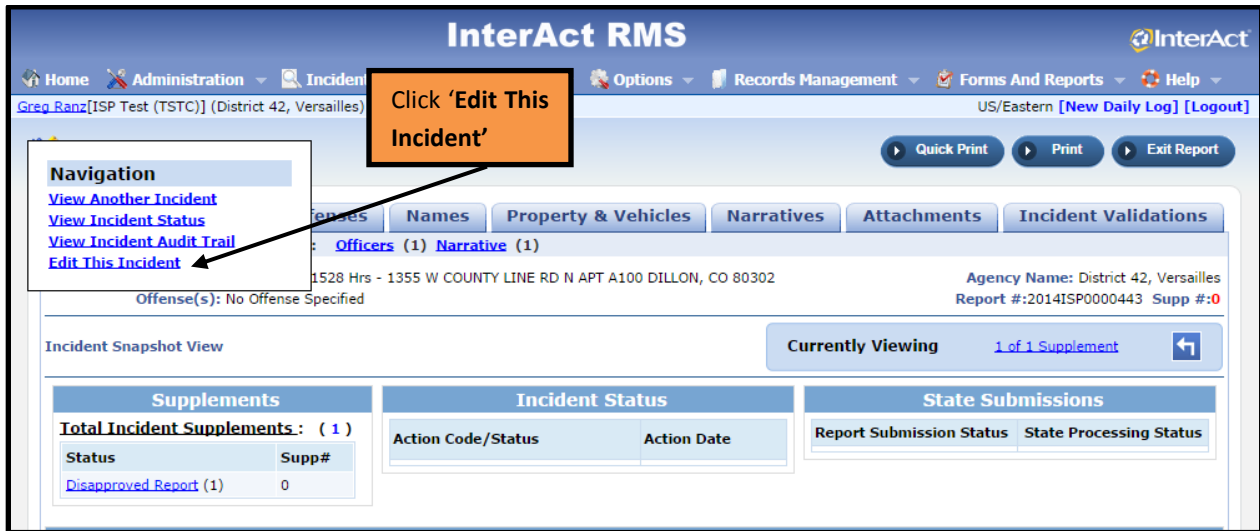



Select an Incident Report by clicking the 'View Incident Report' icon for the report.

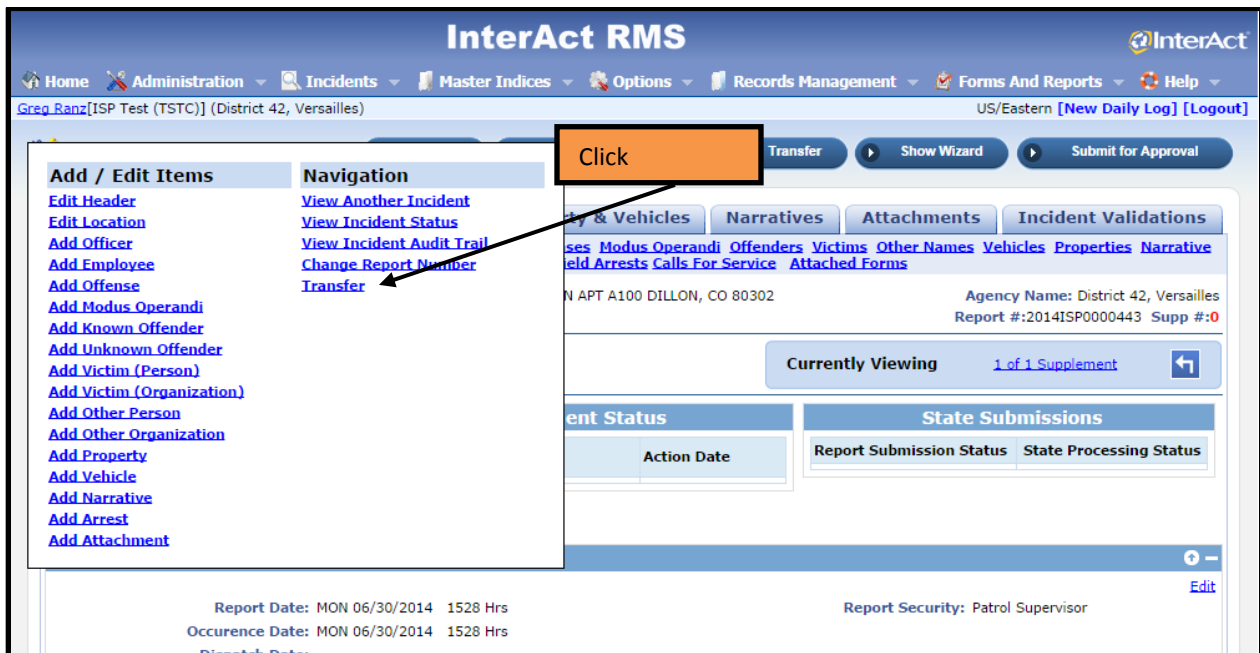


At this point, the Incident Report shows in View mode. In order to transfer the Incident Report, the Incident Report must be in Edit mode. Hover over the  icon on the top left corner of the

page to show the Mega Menu options. Click the **'Edit This Incident'** link to change the Incident Report to Edit mode.



From here, hover over the  icon again and the Mega Menu will display a **'Transfer'** link. Clicking the **'Transfer'** link will result in the Transfer Incident pop up dialog box (just as if the user had clicked on the **'Transfer'** button) where the user can proceed with the transfer incident report workflow.



## InterAct RMS 10.19.0

Please note that while there are other ways to search for an incident report to transfer, the user will only be able to view the **'Transfer'** link in the Mega Menu when the Incident Report is in Edit mode.

## IA-33989: VEHICLE AS PROPERTY – PROCESS IMPROVEMENT

NIBRS rules dictate that the NIBRS category of Crimes Against Property require a piece of property be entered. Therefore, when an offense is entered for an incident into RMS and the offence is mapped as a Crime Against Property, RMS has a validation that requires the user to enter a property for the incident. In previous versions of RMS, if that property was a vehicle, the user would typically enter it twice, once as a Vehicle (since many states define a vehicle such that agencies require that their officers to enter it in the vehicle section) and then again as Property to clear the incident validation. This process was cumbersome for users. In addition, it was difficult to report on vehicles in the Property section and comprehensively search and report on Vehicles that were also categorized as Property, unless it was through an Ad Hoc report.

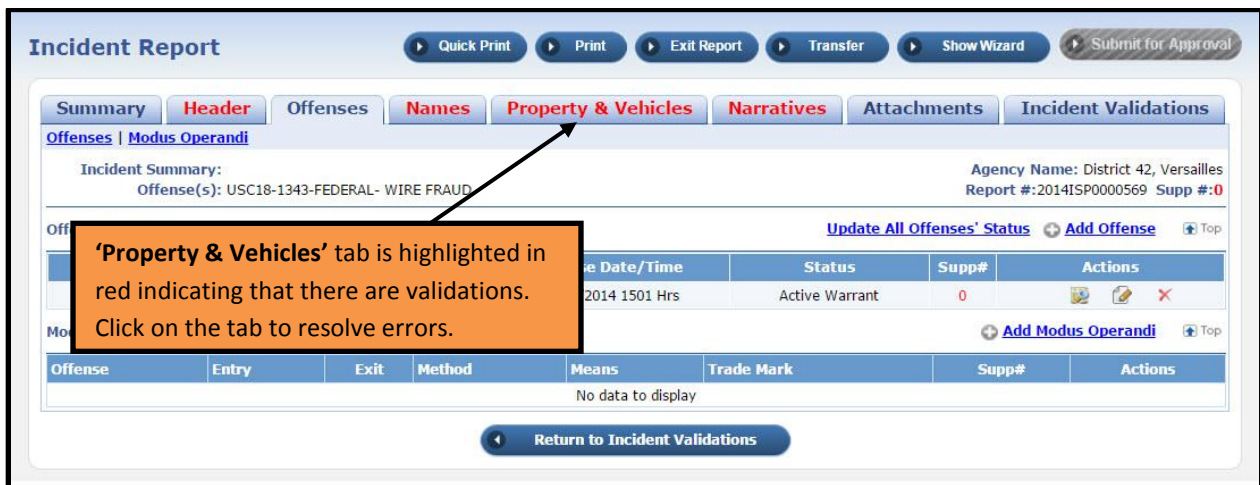
This enhancement addresses the shortcoming by allowing users to designate a previously entered Vehicle as Property when creating a “Crime Against Property” incident. Incidents with the following NIBRS “**Crime Against Property**” codes will be affected:

NIBRS CODE	DESCRIPTION
200	Arson
290	Destruction/Damage/Vandalism Of Property
100	Kidnapping/Abduction
120	Robbery
210	Extortion/Blackmail
220	Burglary/Breaking And Entering
240	Motor Vehicle Theft
250	Counterfeiting/Forgery
270	Embezzlement
280	Stolen Property Offenses
510	Bribery
23g	Theft Of Motor Vehicle Parts Or Accessories
26a	False Pretenses/Swindle/Confidence Game

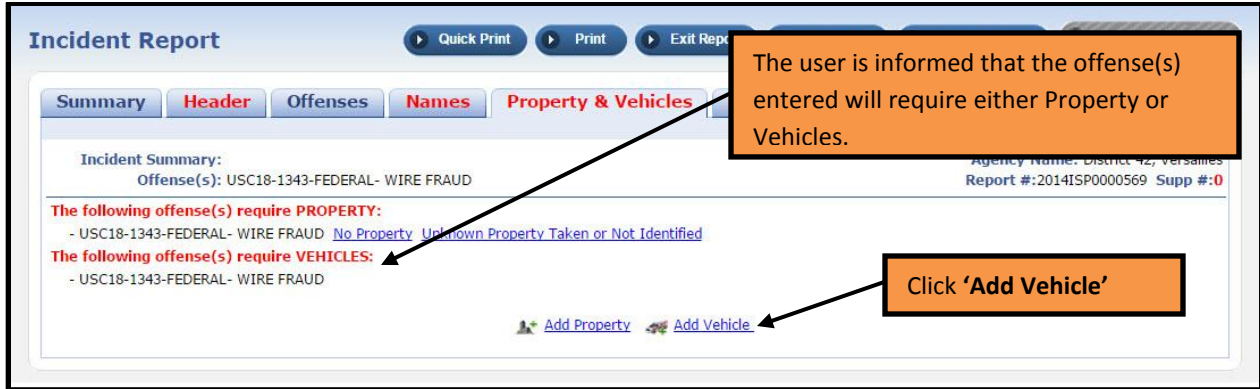


26b	Credit Card/Automatic Teller Machine Fraud
26c	Impersonation
26d	Welfare Fraud
26e	Wire Fraud
35b	Drug Equipment Violations
39a	Betting/Wagering
39b	Operating/Promoting/Assisting Gambling
39c	Gambling Equipment Violations
39d	Sports Tampering
90a	Bad Checks

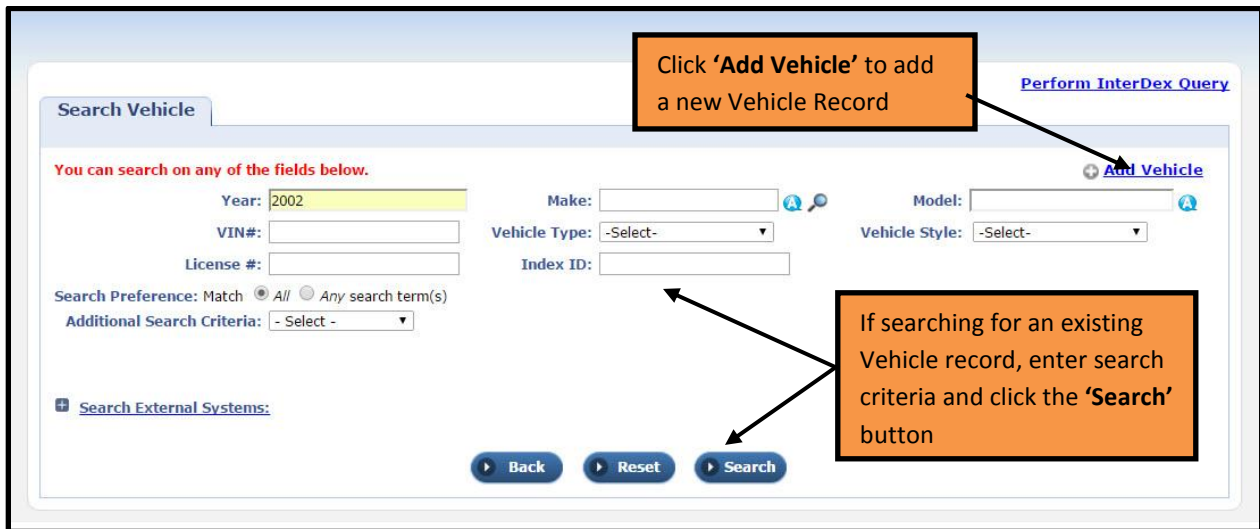
When a user creates a **“Crime Against Property”** incident, the user will typically be alerted via the RMS incident validations that there are validations on the **‘Property and Vehicles’** tab in the **‘Incident Report’** screen that need to be resolved. The **‘Property and Vehicles’** wording on the tab is highlighted in red to alert the user. Hover over the tab to read the validations; click the tab to resolve the validations.



The validation message displayed on the screen will inform the user that the **“Crimes Against Property”** offenses entered on the incident report will require either Property or Vehicles. Click the **‘Add Vehicle’** link



Clicking the link will open the 'Search Vehicle' screen. At this point, the user may add a new vehicle record into RMS by clicking the 'Add Vehicle' link on the top right hand corner of the screen or select a previously entered vehicle by entering search criteria in the fields available and clicking the 'Search' button.



When the user has either created a new Vehicle record or selected an existing Vehicle, the user will see details of the Vehicle entered/selected in the top half of the 'Property & Vehicles' screen. New Offense-to-Property help text has been added in the 'Additional Information' section and clicking the blue bubble icon next to the new wording provides the user with examples of Offense-to-Property associations.

The screenshot shows the 'Property & Vehicles' tab in the Incident Report interface. At the top, there are navigation buttons: Quick Print, Print, Exit Report, Transfer, Show Wizard, and Submit for Approval. Below these are tabs for Summary, Header, Offenses, Names, Property & Vehicles (selected), Narratives, Attachments, and Incident Validations.

The 'Incident Summary' section displays:
 

- Offense(s): USC18-1343-FEDERAL- WIRE FRAUD
- Agency Name: District 42, Versailles
- Report #: 20141SP000569
- Supp #: 0

Vehicle details include:
 

- Year: 2002, Make: HONDA/AMERICAN HONDA MOTOR CO, INC(HOND), Model: CIVIC (AND CRX)
- VIN: 665-667, Type: Automobile, Style: Hardtop, 2-door
- License #: JOES-HONDA, License Month / Year: 1 / 2014
- License Type: --, License State: CO, Motorcycle CCS: --
- Color: White / White, Value(\$): --, Misc Id: --
- Date Of Info: 03/06/2014, Odometer: --, Condition: --
- Index Id: 207

The 'Additional Information' section contains a red-bordered box with the following text:
 

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)

Below this is a table for associating offenses with vehicles:

Available	Selected
USC18-1343-FEDERAL- WIRE FRAUD	None

Other fields include:
 

- Vehicle Owner(s): -Select-
- Incident Vehicle Role: Attempt to Locate on vehicle
- Status: -Select-
- Value(\$):
- Vehicle Damage:
- Remarks:

Annotations include:
 

- An orange box pointing to the red-bordered text: "New Offense-To-Property help text"
- An orange box pointing to the blue bubble icon: "Click the blue bubble icon to display Offense-To-Property examples"

The help text box on the right contains the following examples:
 

- A "weapon" was used to commit a robbery. A "purse" was the target of the robbery. Both were taken as evidence. Only establish the Offense-to-Property association for the "Purse" since it was the "target" of the crime. The weapon is property that was used in the commission of a crime (i.e. tool) and should not have the offense to property link.
- If a Vehicle was used as the get-a-way vehicle in the commission of a burglary, then it is involved in the commission of a crime and should not have the offense-to-property link established. However, if a vehicle was stolen from the garage during a burglary, it can be associated to the burglary offense and included as a target.
- A "Vehicle" was involved with a DUI. A DUI is a "Society" crime so there should be no property to offense link.
- Blood or Fingerprints were collected from the scene of a homicide. They are evidence to the crime and not the target of the crime. As such, no property to offense link should be established.

At the bottom of the screen are buttons: Back, Save + Add another Vehicle, and Save + Continue.

The user will select one or more available offenses from the 'Available' box and click the right arrow button to move the offense(s) into the 'Selected' box. Complete the other required fields in the screen (as highlighted with a red asterisk) and click the 'Save + Continue' button.

**Incident Report**

Quick Print | Print | Exit Report | Transfer | Show Wizard | Submit for Approval

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

Incident Summary:  
Offense(s): USC18-1343-FEDERAL- WIRE FRAUD

Agency Name: District 42, Versailles  
Report #:2014ISP0000569 Supp #:0

Year: 2002 Make: HONDA/AMERICAN HONDA MOTOR CO, INC(HOND) Model: CIVIC (AND CRX)  
VIN: 665-667 Type: Automobile Style: Hardtop, 2-door Motorcycle CCS: --  
License #: JOES-HONDA License Month / Year: 1 / 2014  
License Type: -- License State: CO Misc Id: --  
Color: White / White Value(\$): -- Odometer: -- Condition: --  
Date Of Info: 03/06/2014  
Index Id: 207

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)   
Offenses in RED still require at least one vehicle.

Available Selected  
None USC18-1343-FEDERAL- WIRE FRAUD

Offense: USC18-1343-FEDERAL- WIRE FRAUD \*Incident Vehicle Role: Victim \*Status: None

Vehicle Owner(s): -Select- Value(\$): Vehicle Damage: Remarks:

Back | Save + Add another Vehicle | Save + Continue

The 'Property & Vehicles' tab screen no longer displays the red validation text. At this point, the user has created a Vehicle and designated the vehicle as Property in one continuous step. The user may now continue completing the incident report.

**Incident Report**

Quick Print | Print | Exit Report | Transfer

Summary | Header | Offenses | Names | **Property & Vehicles** | Narratives

Incident Summary:  
Offense(s): USC18-1343-FEDERAL- WIRE FRAUD

Agency Name: District 42, Versailles  
Report #:2014ISP0000569 Supp #:0

Add Property Add Vehicle

Vehicles: (1) Total Value(\$): 0.00

Index ID	Vehicle Description	Role	Status	Value(\$)	Supp#	Actions
207	2002 HONDA/AMERICAN HONDA MOTOR CO, INC(HOND) CIVIC (AND CRX) VIN#:665-667	Victim	None	\$0.00	0	

IA-31670: INCIDENT REPORT – FIELD ARREST PRINT OPTIONS (TTI108439)

When printing an Incident Report, users have had the ability to print the associated Field Arrest reports but it is an ALL or NOTHING options. In this release, we have added the ability to control which Field Arrest reports are printed with the Incident Report. The example below highlights an incident report with two field arrests.

The print options for an Incident Report can be accessed by clicking the **‘Print’** button in the **‘View/Edit Incident Report’** screen.

The screenshot shows the InterAct RMS interface for viewing and editing an incident report. The top navigation bar includes 'Home', 'Administration', 'Incidents', 'Master Indices', 'Options', 'Records Management', 'Forms And Reports', and 'Help'. The user is logged in as Greg Ranz. The incident report title is 'Incident Report' and it includes buttons for 'Quick Print', 'Print', and 'Exit Report'. The 'Print' button is highlighted with an orange box and an arrow. The incident summary shows a date of 07/28/2014 at 12:56 Hrs, location 699 BLK ANDERSON AVE HOLLAND, MI 49423, and agency District 42, Versailles. The report includes sections for 'Supplements', 'Incident Status', 'State Submissions', 'Follow-Up Incident Cases', and 'Report Header'.

Supplements		Incident Status		State Submissions	
Status	Supp#	Action Code/Status	Action Date	Report Submission Status	State Processing Status
Approved Report (1)	0	Open /Open - Active Warrant	08/01/2014	NOT REPORTABLE	
Initial Report (1)	1				

Case #	Agency	Lead Investigator	Case Action Status	Case Status	Next Update Due	Actions
2014ISP0000482	A_standalone Pd		Assign to CID	Open - Active Warrant	08/22/2014	

Report Date: MON 07/28/2014 12:56 Hrs  
Report Security: Patrol Supervisor

Select the **'Include Field Arrests'** checkbox which will then display all field arrests for the Incident Report. Select which field arrests to include in the printed report and click the **'Print Report'** button. This will generate a file in .pdf format allowing the user to save and send the file to the printer.

The screenshot shows the 'Print Incident Report' page in InterAct RMS. The page title is 'Print Incident Report' and it includes a 'Go Back' button. The incident summary shows '07/28/2014 1256 Hrs - 699' and 'Offense(s): No Offense Specified'. The agency is 'District 42, Versailles' with report number '2014ISP000482' and support number '1'. The page is divided into several sections: 'Templates' (Standard, Media, Full), 'Narrative Options' (Print Narratives, Signature Lines, DRAFT Watermark, Page Breaks), 'Report Options' (Report Title, Print Only Original Officers, Approving Officers, Mugshots, Form Attachments, Custom Fields, Case Information, Include Field Arrests), 'Field Arrests' (a green bar with 'Select All' and 'Select None' links, and a list of two arrests), and 'Redaction Options' (Officer Names, Other Names, VINs/License #s, Evidence, Property). At the bottom are 'Print Report' and 'Go Back' buttons. Four callout boxes provide instructions: (1) 'Include Field Arrests' is unchecked by default; (2) selecting it highlights the field arrests; (3) 'Select All' and 'Select None' options are available; (4) clicking 'Print Report' generates the PDF.

**Print Options**

**(1)** The **'Include Field Arrests'** box is unchecked by default. Select this check box to see the list of Field Arrests associated with the Incident Report.

**(2)** Once the **'Include Field Arrest'** checkbox is selected, all arrests for this Incident Report will be displayed (as highlighted by the area below the Green Bar). All arrests will be selected by default. Uncheck any arrests to exclude from the report.

**(3)** Options to **'Select All'** or **'Select None'** for field arrests are also available. **'Select All'** will check all boxes for field arrests and **'Select None'** will uncheck those boxes.

**(4)** Click **'Print Report'**

Page 1 of sample Incident Report printed. In this example, both the field arrests were selected in the print options above.



District

Incident Report  
 902 South Adams Street Versailles, IN 47042  
 Phone: (317) 555 - 1717 Fax: (317) 555 - 2828

<b>ORI</b> 714825936	<b>County</b> Ripley County	<b>Venue</b> ATTICA	<b>Report #</b> 2014ISP0000482
<b>Report Date / Time</b> 07/28/2014 12:56 Hrs (US/Eastern)	<b>Occurrence Date / Time</b> 07/28/2014 12:56 Hrs (US/Eastern)		<b>File Class</b>

**Nature of Incident:** Child Abandon

**Supplements:** Initial Report (1)  
 Approved Report (1)

**Summary:** asdfg

S  
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:

**Gang Summary:**

**NowDateandTime:**

**AutoCompleteColor:**

**OfficerTest:**

**MultiSelectBoxd:**

**Broke A Sweat:** N

HavingFun

**Now Date:**

**Alcohol Involved:**

**GANG Involved:**

**Incident Location**

**Address:** 699 Block of Anderson Avenue

**City:** Holland

**County:**

**State:** Michigan

**ZIP:** 49423

**Country:**

**Township of Occurrence:**

**Beat:** Test

**Latitude:**

**Longitude:**

**Sub-Beat:** Area

**Officers Involved**

Role	Name	Agency	Supp #
Reporting	SERGEANT-CAPTAIN-WIN G. Ranz (#9696)	District 42, Versailles	0

**Incident Narratives**

**Title: Original Narrative**

**Author:** Greg Ranz

**Date / Time:** 07/28/2014 12:57 Hrs

**Supp #:** 0

zscgbv

<b>Signed:</b> SERGEANT-CAPTAIN-WIN G. Ranz (#9696)	<b>Reviewed By:</b> SERGEANT-CAPTAIN-WIN G. Ranz (#9696)
---	--

The first field arrest selected in the print options is printed on page 2 of the sample Incident Report



## Indiana State Police Field Arrest Report

1409246

<b>Arrest Number</b> 1409246		<b>Arrest Date</b> 09/03/2014 0123 Hrs (US/Eastern)		<b>PBT</b>	<b>Fingerprint</b>
<b>Location:</b>					
<b>Geographic Location</b> District 42, Versailles			<b>County of Occurrence</b>		
<b>Arrest Comment</b> test					
<b>Circumstances of Arrest</b> test					
Arrestee					
<b>Name</b> Badguy, Bob S		<b>DOB</b> 05/15/1959	<b>Age</b> 55		No Mugshot Available
<b>Sex</b> Male	<b>Race</b> Hispanic	<b>Ethnicity</b> Hispanic or Latino	<b>DL # (State)</b>		
<b>Physical Description</b>					
<b>Res. Phone</b> Not Specified		<b>Cell Phone</b> Not Specified		<b>Email</b>	
<b>Address</b>					
<b>Emergency Contact</b>					
<b>School / Employer</b>					
<b>Place of Birth</b>			<b>Citizenship</b>		
<b>Caution Codes</b>					

Officers		
<b>Name</b> Ranz, Greg - SERGEANT-CAPTAIN-WIN #9696	<b>Agency</b> District 42, Versailles	<b>Role</b> Arresting

Incidents			
<b>Report #</b> 2014ISP0000482	<b>Supp #</b> 1	<b>Agency</b> District 42, Versailles	<b>Reporting Officer(s)</b> Ranz, Greg



The second field arrest selected in the print options is printed on page 3 of the sample Incident Report



**Indiana State Police  
Field Arrest Report**

1408239

<b>Arrest Number</b> 1408239	<b>Arrest Date</b> 08/20/2014 0123 Hrs (US/Eastern)	<b>PBT</b>	<b>Fingerprint</b>
<b>Location:</b> 3420 South Keystone Avenue Indianapolis, In			
<b>Geographic Location</b> District 42, Versailles		<b>County of Occurrence</b> Ripley County	
<b>Arrest Comment</b> test			
<b>Circumstances of Arrest</b> test			
Arrestee			
<b>Name</b> COLEMANT, FREDDIET LEE JRRR		<b>DOB</b> 05/27/1984	<b>Age</b> 30
<b>Sex</b> Male	<b>Race</b> Black or	<b>Ethnicity</b> Other Ethnicity/National	<b>DL # (State)</b>
			No Mugshot Available
<b>Physical Description</b>			
<b>Res. Phone</b> Not Specified	<b>Cell Phone</b> Not Specified	<b>Email</b>	
<b>Address</b>			
<b>Emergency Contact</b>			
<b>School / Employer</b>			
<b>Place of Birth</b>		<b>Citizenship</b>	
<b>Caution Codes</b>			

Officers		
<b>Name</b> Ranz, Greg - SERGEANT-CAPTAIN-WIN #9696	<b>Agency</b> District 42, Versailles	<b>Role</b> Arresting

Incidents			
<b>Report #</b> 2014ISP0000482	<b>Supp #</b> 1	<b>Agency</b> District 42, Versailles	<b>Reporting Officer(s)</b> Ranz, Greg

Screening Questions		
<b>Medical Comment</b>		

Screening Questions

Question	Answer	Comment
Was the offender under the age of 18?	No	
What color was the offender's car?	Unknown	
test	test 1	

## SEARCH ENHANCEMENT

### IA-32025: DEFAULT AGENCY SEARCH PARAMETER

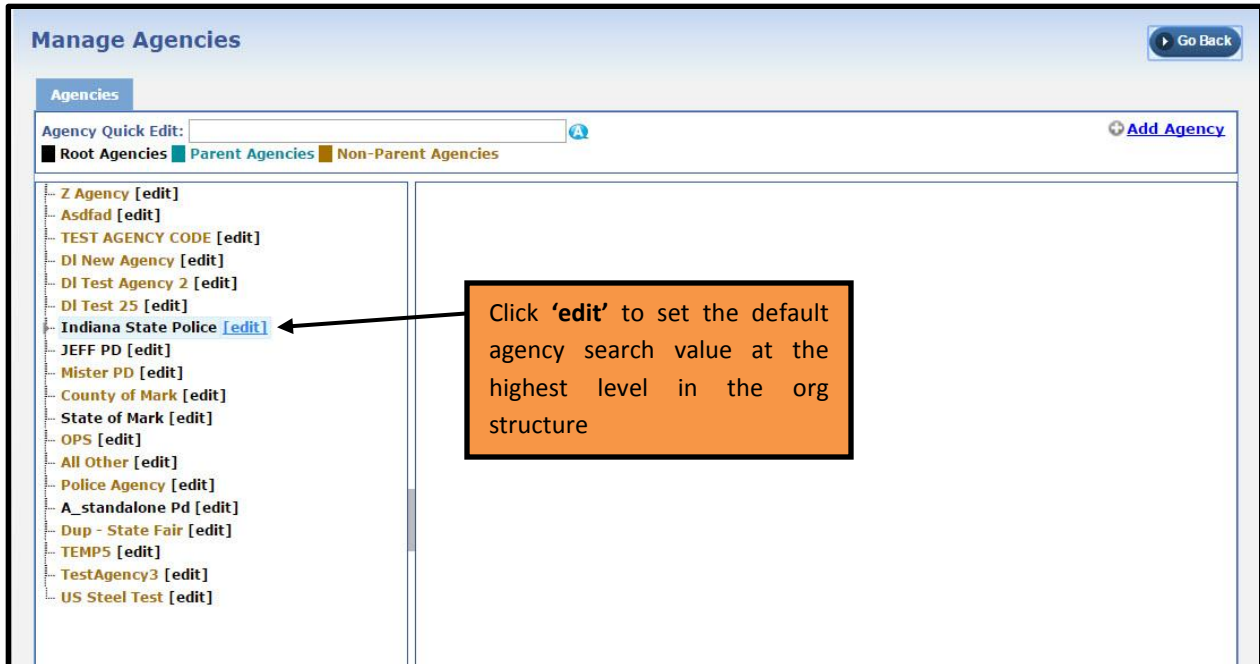
In previous releases, the default “Agency” search parameter for events such as Incidents, Arrests, Cases, Citations, Warrants was defaulted to the users home agency or it was defaulted to the “**Select All**” option. This was inconvenient for department users or division users that do not typically generate their own events. For example; an agency such as the administrative division of a police department or the Prosecutor's Office would always have to change the agency search parameter prior to performing a search. Users found it tedious and time consuming to always have to change the default agency search parameter prior to every search. In addition, users were limited to performing an agency search one agency at a time.

In this release, the agency search function within all modules has now been enhanced to accommodate multi-tiered agency environments. Administrators and individual users now have the ability to specify a default “Agency” value at each tier in the organization. The search option default value can be set to a level within the organization that is higher than the user’s assigned home agency or at the schema level. Individual users will also have the option to change his/her own default agency search value for themselves.

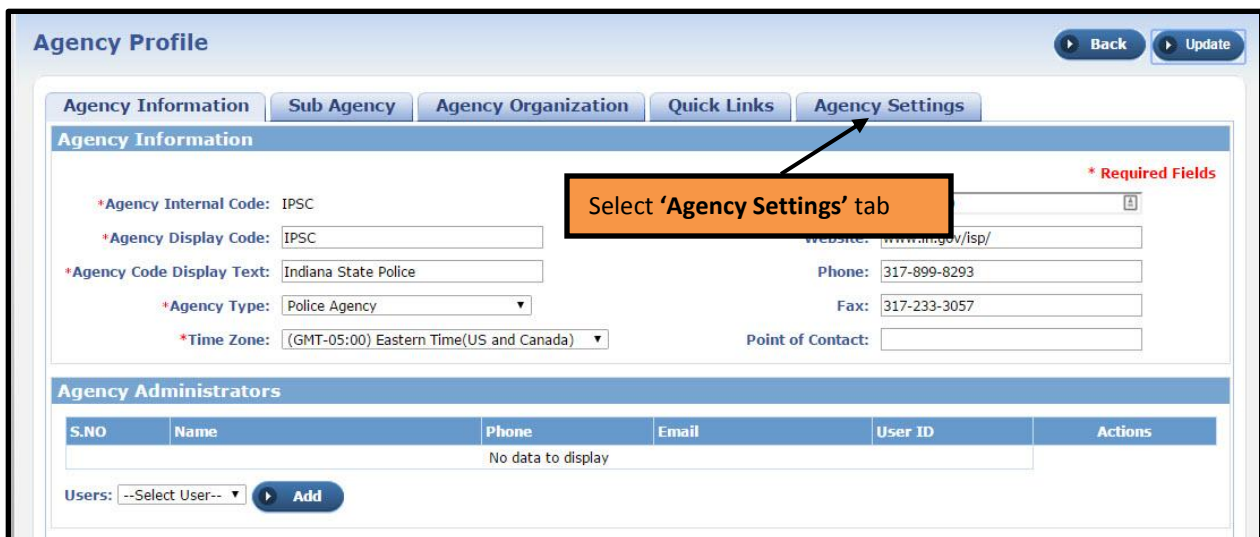
This enhancement affects all search pages in the following modules:

- Incident
- Field Arrest
- Calls For Service
- Field Contacts
- Citations
- Case Management
- Warrants
- Civil Process
- Vehicle Tow / Impound
- Permits

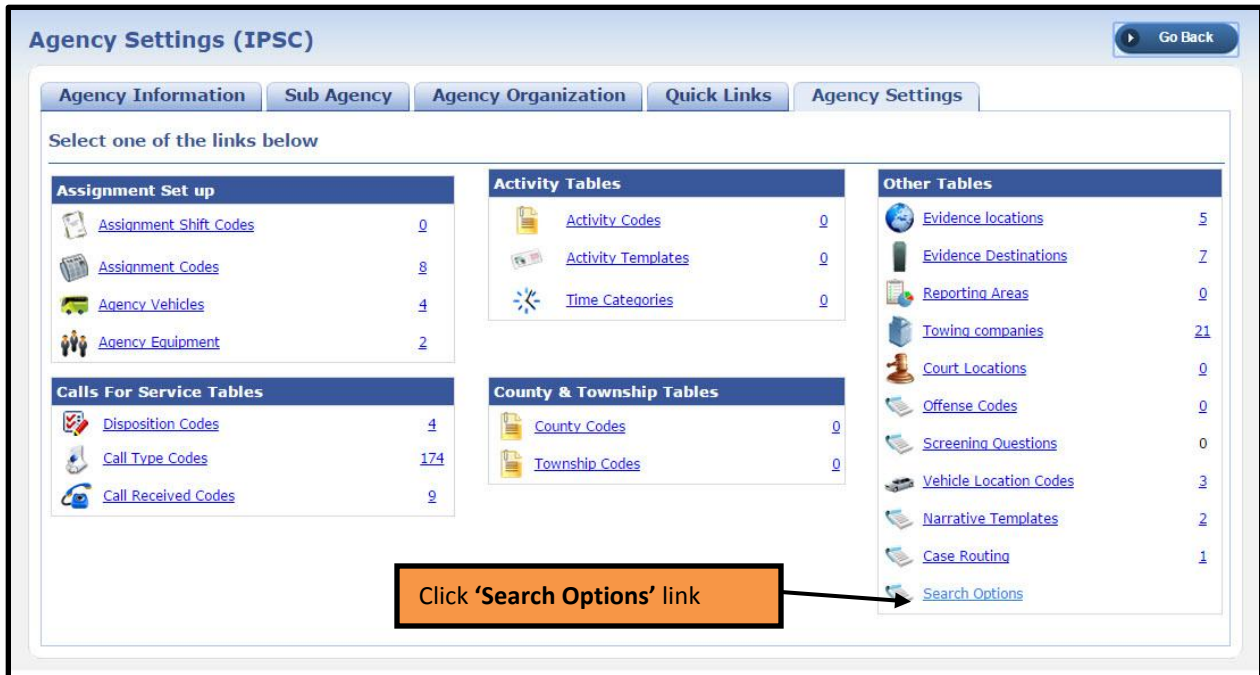
Admin users may set the default search agency value for users by accessing the 'Agency Search Options' screen via the following path: Administration → Agencies. In the 'Manage Agencies' screen, click the '[edit]' link for the highest level agency in the organization structure for which the default search agency value will be set at. For example, if the default search agency value for all users within Indiana State Police will be set at the same level, click the '[edit]' link for Indiana State Police.



Select the 'Agency Settings' tab in the 'Agency Profile' screen.



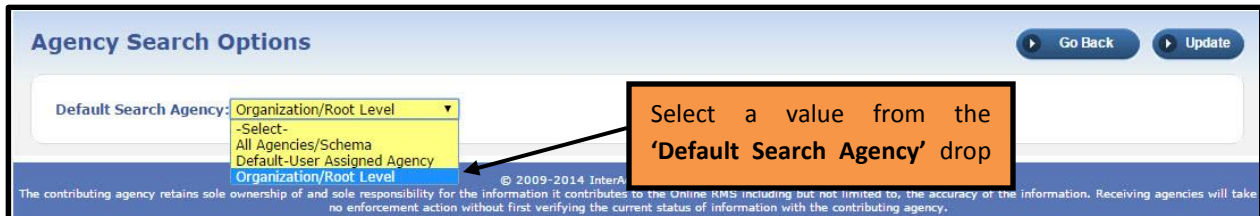
Select the **'Search Options'** link under the **'Other Tables'** grid.



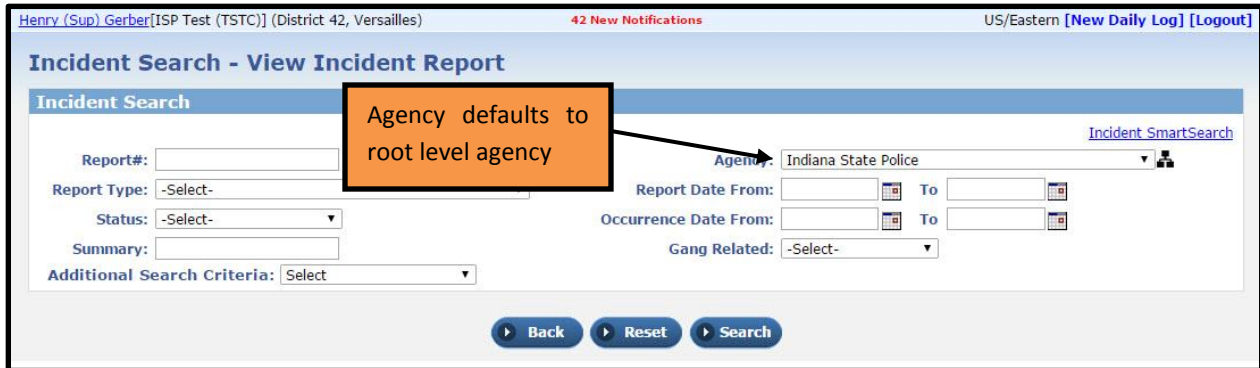
Admin users have 3 options to select from in the **'Default Search Agency'** drop down list. In this example, this selection will apply to all users within Indiana State Police and all its child agencies.

- All Agencies/Schema – By default, users will search across all root level agencies
- Default-User Assigned Agency – The default agency search option for users will be the user’s home agency including any child agencies associated with that home agency.
- Organization/Root Level - The default agency search option for users will be at the user’s root level agency i.e. Indiana State Police

If no selection is made for the **'Default Search Agency'** drop down list, the root level agency will be applied as the default for all users.

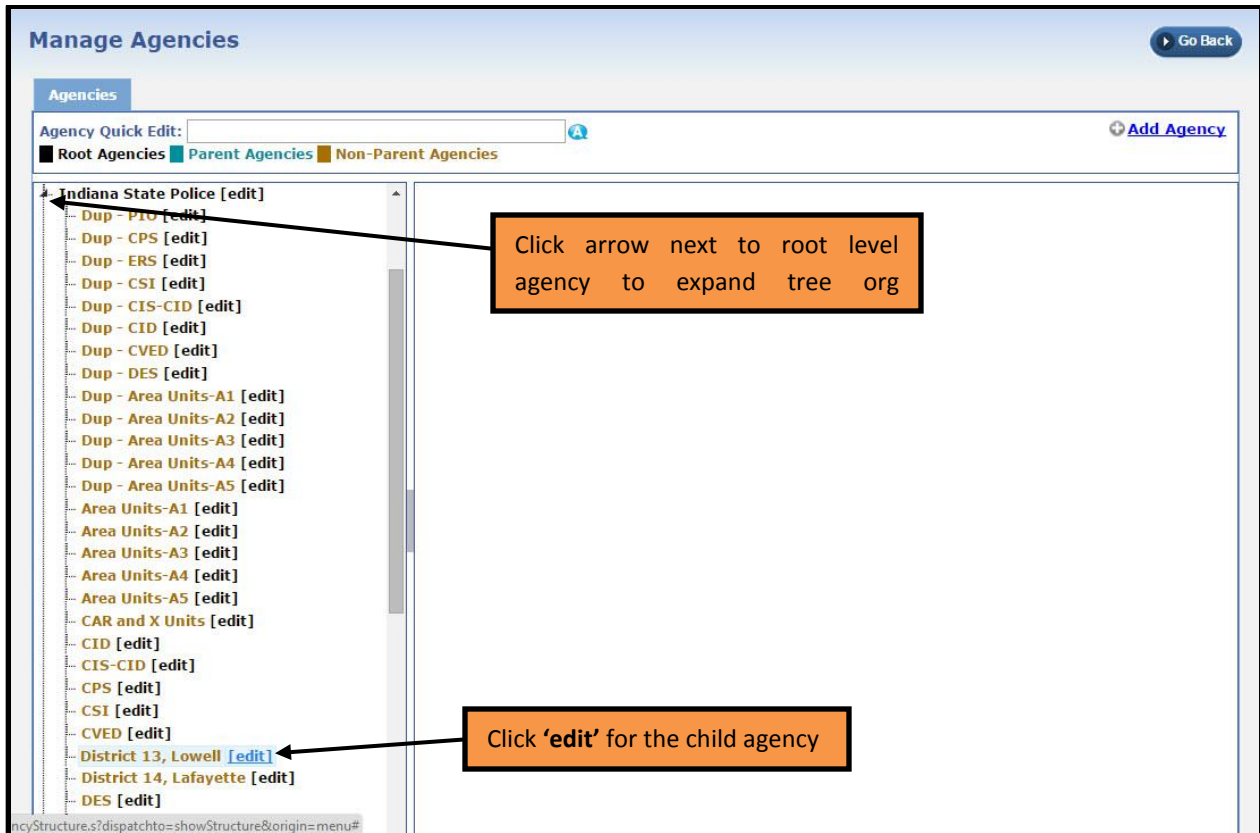


To illustrate this example, we set the default search agency value for all users in Indiana State Police to **“Organization/Root Level”**. An officer, Henry Gerber’s home agency is District 42, Versailles. When logged in as Henry Gerber, all search pages will default the agency field to the root level agency which is Indiana State Police. This is illustrated in the Incident Search screen below.

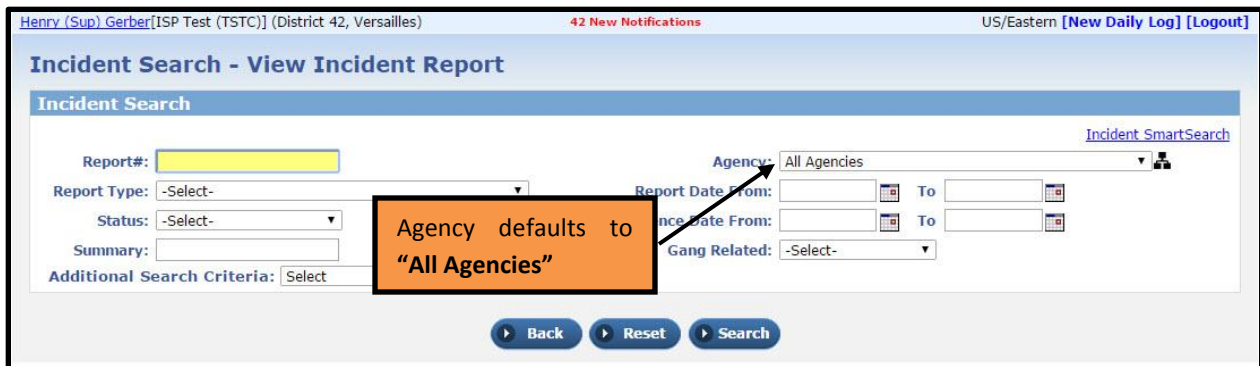


Admin users have the capability to override the default search agency value for any child agency by setting a different default search agency value for the child. If a child agency has children of its own, that default value will propagate to its children.

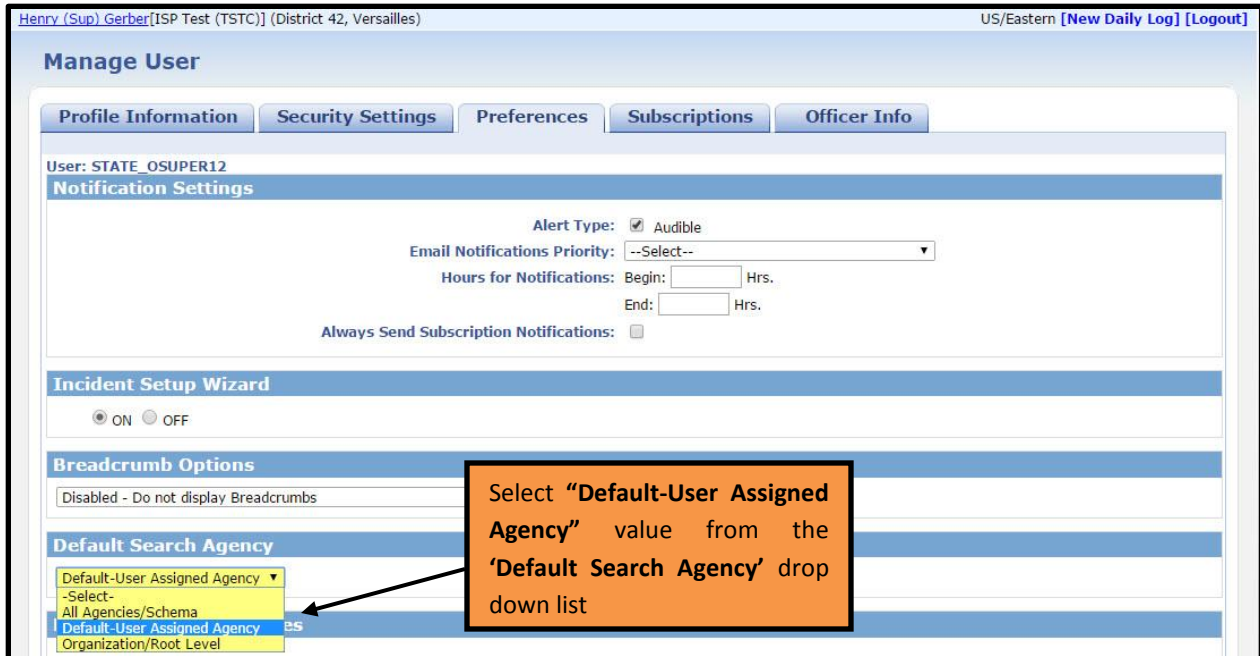
To set a different default search agency value for a child agency, the admin user will also access the **‘Manage Agencies’** screen (Administration → Agencies). Using our Indiana State Police example above, the admin user will expand the organizational tree structure for Indiana State Police by clicking the grey arrow next to the **‘Indiana State Police [edit]’** link. This will display all child agencies under that organization structure. Click the **‘[edit]’** link for the child agency, which will open the **‘Agency Settings’** screen for the child agency. Follow the same process to set the child agency’s default search agency value as described above.



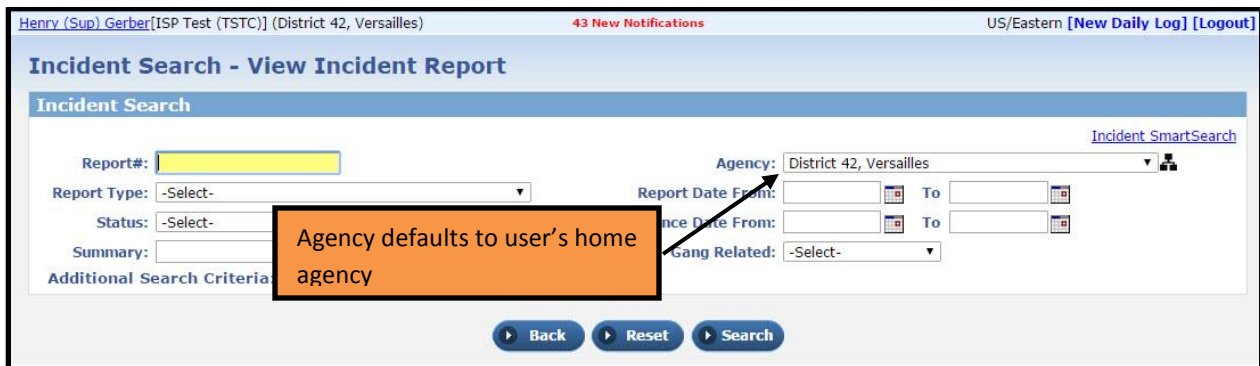
For the purposes of illustrating this feature, we set the default search agency value for Region 4 to **“All Agencies/Schema”**. Region 4, a child agency under Indiana State Police and has 5 other child agencies beneath it; District 42 Versailles, District 45 Sellersburg, District 51 Pendleton, District 52 Indianapolis and District 52 State Fair. When logged in as Henry Gerber after setting the default search agency value for Region 4 to **“All Agencies/Schema”**, all search pages will now default the agency field to **“All Agencies”**. This is illustrated in the Incident Search screen below.



Individual users may prefer to set their own default search agency value. They are able to do this on the **'Manage User'** screen via the main menu path: Options→ My profile. Select the **'Preferences'** tab. A new grid, **'Default Search Agency'** has been added to this screen. The drop down list in the grid will display the same 3 options that the admin user sees when selecting a default search agency value for all users. Select a value from the drop down list and click the **'Save'** button at the bottom of the screen to save the preferences.



Using the Henry Gerber example, if Henry Gerber sets his default search agency value to **"Default-User Assigned Agency"** in his profile options, all search pages will now default the agency field to **"District 42, Versailles"**, which is his home agency. This is illustrated in the Incident Search screen below.



## STATE REPORTING ENHANCEMENTS

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### MISSOURI IBR

IBR Submission for the State of Missouri has been developed in this release. Agencies wanting to become Missouri IBR certified should contact RMS operations for configuration setup and training.

New Custom fields have been added to capture the State required information for:

1. Court order of Protection
2. Prior Domestic Violence Incident Victim
3. Prior Domestic Violence Incident Offender

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### WYOMING UCR – DOMESTIC VIOLENCE REPORT

The Wyoming Domestic Violence Report has been developed in this release. This Wyoming report can be located under “Reports/UCR” section of RMS. Agencies wanting to use this report should contact operations to ensure proper system setup.

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### MARYLAND UCR – DOMESTIC VIOLENCE REPORT

The Maryland Domestic Violence report Form 9 and Form 9b have been made available in this release. Agencies wanting to use this report should contact operations to ensure proper system setup.

Two New reports for Maryland are available under Reports/UCR section.

- Maryland Domestic Violence Form 9
- Maryland Domestic Violence Form 9b

The Maryland Domestic Violence Report requires:

- An entry of **‘Yes’** to the Domestic Violence question on the Offense page for the offenses of Murder, Assault and Sex.



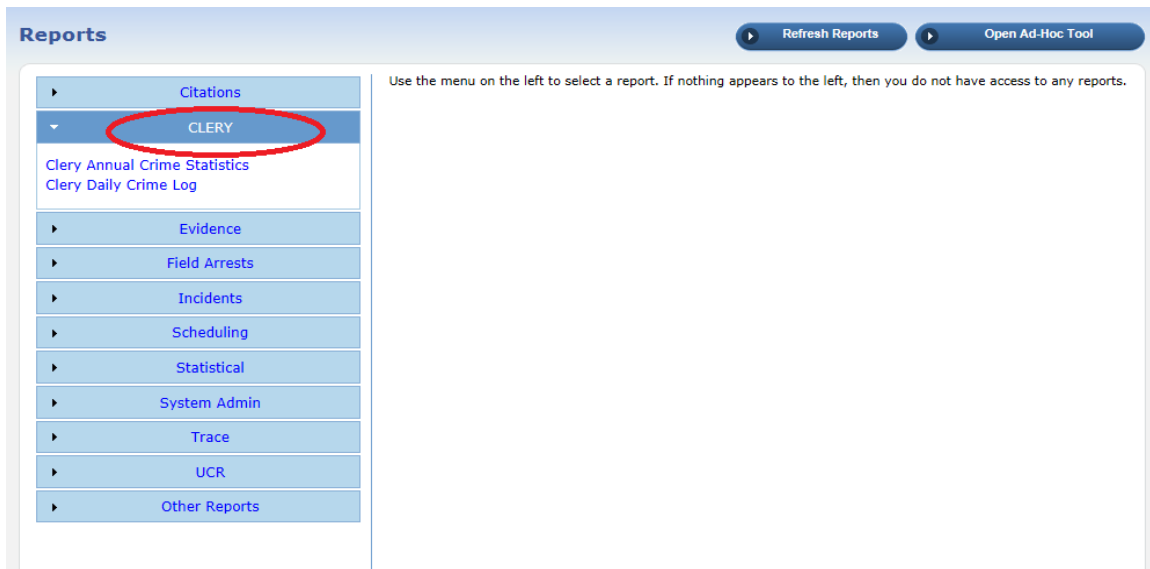
InterAct RMS 10.19.0

- An entry in the MD Custom fields for Household Status and Domestic Violence Circumstances.

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CLERY REPORT

The CLERY Reports used by College/University customers have been relocated from the Statistical section to CLERY section of Reports.



**FOR ADDITIONAL INFORMATION**

If you have specific questions regarding this product release notice or require additional information, please contact Product Management at [RMS\\_Product@interact911.com](mailto:RMS_Product@interact911.com).



## APPENDIX: RELEASE 10.19.0 DETAILED JIRA LISTING

**TABLE A: RELEASE ENHANCEMENTS AND PRODUCT DEFECT FIXES**

This table contains the major product defect JIRAs resolved in the 10.19.0 release along with additional enhancement not documented above.

JIRA ID	Summary	Component/s	Type of Issue
<a href="#">IA-34453</a> <a href="#">TTN116866</a> <a href="#">TTI117309</a>	Broadcast Message: Update of an existing Broadcast Message would not work, issue resolved	RMS_BroadcastMessages	Bug/Defect
<a href="#">IA-3023</a>	Case Management: Added logic to detect that a "CASE" for an Incident already exists in an effort to prevent duplicate CASE creations.	RMS_Cases, RMS_OTHER	Enhancement
<a href="#">IA-33560</a> <a href="#">TTI115681</a>	Case Management: Error received when updating LEA Case#, issue resolved	RMS_Cases	Bug/Defect
<a href="#">IA-34598</a> <a href="#">TTN117268</a>	Case Report - Printing: Comment entry was being cutoff after 2 lines of printed text, issue resolved.	RMS_Cases, RMS_Printing	Bug/Defect
<a href="#">IA-2809</a> <a href="#">TTN116436</a>	Citations: Enhanced the Citation to support Attachments	RMS_Citations_Enforcements	Enhancement
<a href="#">IA-33850</a>	Collapse - Address: Address Search Returns The Same Index ID Multiple Times, issue resolved	RMS_RecordsManagement	Bug/Defect
<a href="#">IA-34412</a> <a href="#">TTN116879</a>	Collapse - Name: Resolved un-collapse name issue where the Alias names would incorrectly remain	RMS_Collapse, RMS_MasterIndices	Bug/Defect
<a href="#">IA-34765</a> <a href="#">TTI117175</a>	Evidence - Permission: Add Role category "Delete Evidence Discrepancy Reports"	RMS_Admin, RMS_Evidence	Usability
<a href="#">IA-32815</a>	Evidence - Report: Added "TIME" of transaction to the Chain of custody report.	RMS_Evidence	Enhancement
<a href="#">IA-34484</a> <a href="#">TTN116989</a>	Evidence - Report: The Current Status Date on the Chain of Custody report was incorrect, issue resolved.	RMS_Evidence, RMS_Printing	Bug/Defect
<a href="#">IA-34465</a> <a href="#">TTN116994</a>	Evidence Receipt: Report was displaying the from officer and not the seizing officer as expected, issue resolved.	RMS_Evidence, RMS_Printing	Bug/Defect
<a href="#">IA-33481</a>	Field Arrest - Printed Report: Resolved formatting issue with "Other persons" DOB field.	RMS_FieldArrest, RMS_Printing	Bug/Defect
<a href="#">IA-32412</a> <a href="#">TTN113019</a> <a href="#">TTN116490</a>	Field Arrest : Resolved "Disposition Comment" display issue when viewing a completed Field Arrest	RMS_FieldArrest	Bug/Defect

JIRA ID	Summary	Component/s	Type of Issue
<a href="#">IA-34816</a> <a href="#">TTI117301</a>	Field Arrest: Removed Victim's phone number from printed FL Arrest Form.	RMS_FieldArrest, RMS_Printing	Enhancement
<a href="#">IA-32776</a>	Field Arrest: Added additional enhancements to the duplicate Arrest process for Vehicle, Tow and Disposition.	RMS_FieldArrest	Enhancement
<a href="#">IA-32370</a> <a href="#">TTN112914</a> <a href="#">TTN105745</a> <a href="#">TTI113295</a>	Field Arrest: Added additional information to the Field Arrest Report such as: (Arrestee Address, Arrestee SSN, Name Title/Suffix, Glasses, School/Employer phone & address, Person Relations phone & address)	RMS_FieldArrest, RMS_Printing	Enhancement
<a href="#">IA-34830</a> <a href="#">TTI117311</a>	Field Arrest: City of Occurrence was incorrectly populated on printed FL Arrest Form, issue resolved.	RMS_FieldArrest, RMS_Printing	Bug/Defect
<a href="#">IA-32175</a> <a href="#">TTN111951</a>	Field Arrest: Modified the Field Arrest Report to include a label for every field.	RMS_FieldArrest, RMS_Printing	Enhancement
<a href="#">IA-34817</a> <a href="#">TTI117345</a>	Field Arrest: Warrant Charges were not appearing in Charge section of printed FL Arrest Form, issue resolved.	RMS_FieldArrest, RMS_Printing, RMS_Warrants	Bug/Defect
<a href="#">IA-33776</a> <a href="#">TTN116188</a>	Field Contact - Printed Report: Modified report to display Badge Number	RMS_FieldContact, RMS_Printing	Bug/Defect
<a href="#">IA-32514</a> <a href="#">TTN113313</a>	Incident Delete Log: No Results found when performing a search of the Incident Delete Log and All Agencies was specified, issue resolved.	RMS_IncidentReport	Bug/Defect
<a href="#">IA-32604</a> <a href="#">TTN113441</a>	Incident Report: Added "Time" to Incident Report History	RMS_IncidentReport	Enhancement
<a href="#">IA-32515</a> <a href="#">TTN113313</a>	Incident Report: Modified grid display of "Delete Log".	RMS_IncidentReport	Enhancement
<a href="#">IA-34833</a> <a href="#">TTN117510</a>	Incident Report: Resolved issue saving Custom Fields in non-wizard mode	RMS_CustomForms-Fields, RMS_IncidentReport	Bug/Defect
<a href="#">IA-3171</a> <a href="#">TTN104003</a>	Incident Report: Unable to scroll with Mouse when view Incident Report is selected, issue resolved.	RMS_UI_UserInterface	Enhancement
<a href="#">IA-34360</a> <a href="#">TTI116782</a>	Incident Reports: Recovered property status field was not being retained and had to be entered again after selecting address, issue resolved.	RMS_IncidentReport	Bug/Defect
<a href="#">IA-31756</a>	Interface - SCIEx: Developed support for the South Carolina Data Exchange known as SCIEx.	RMS_DataWarehouse, RMS_Interface	Enhancement
<a href="#">IA-33461</a>	Jasper Reports: Established a CFS Domain that will be used to export data to BAIR ATACRAIDS.	RMS_Reporting_Jasper_A d-Hoc	Enhancement
<a href="#">IA-33462</a>	Jasper Reports: Established an Offense Domain that will be used to export data to BAIR ATACRAIDS.	RMS_Reporting_Jasper_A d-Hoc	Enhancement

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<a href="#">IA-32775</a> <a href="#">TTI112528</a>	Officer Daily Log: Active user will now be the default officer when creating an ODL.	RMS_ODL_OfficerDailyLogs	Enhancement
<a href="#">IA-32198</a> <a href="#">TTN112008</a>	Officer Daily Log: Added search parameter for posted & non-posted logs.	RMS_ODL_OfficerDailyLogs, RMS_Searching-General	Enhancement
<a href="#">IA-31031</a>	State Reporting - CLERY: Modified the Annual Crime Statistics report to only include the following crimes: (09A, 09B, 11A, 11B, 11C, 11D, 36A, 36B, 120, 13A, 220, 240, 200)	RMS_ReportingCLERY	Reports-Defect
<a href="#">IA-3613</a>	State Reporting - CLERY: Relocated CLERY to be its own report category.	RMS_Reporting_iReports, RMS_ReportingCLERY	Enhancement
<a href="#">IA-34848</a> <a href="#">TTN117574</a>	Warrants: Charging Agency Comment with a line break rendered the warrant un-editable, issue resolved.	RMS_Warrants	Bug/Defect
<a href="#">IA-33964</a> <a href="#">TTN116767</a> <a href="#">TTN117572</a>	Warrants: Added function to Delete a Warrant	RMS_Warrants	Enhancement
<a href="#">IA-33713</a> <a href="#">TTI116040</a>	Warrants: Inactive Reference Type codes were being displayed in the LOV and should not have been included, issue resolved.	RMS_Warrants	Bug/Defect