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

TABLE OF CONTENTS

Revision History 2

Table of Contents 3

Introduction 5

Release Overview 6

Release Milestones 7

New Features & Enhancements 8

Administrative - CAD to RMS Maintenance Tool Enhancements 8

IA-34562: CAD Admin Tool Performance and Search Improvements 8

Case Management Enhancements 10

IA-32200: Case Management - Incident Summary Link (TTN112055, TTN114012) 10

IA-32690: Case Management - Manage Subscriptions 14

Civil Process Enhancements 25

IA-33229: Court Paper - Search by Service Address 25

IA-3516: Court Paper - Common Event Associations 27

IA-33545: Court Paper - Search All Agencies Enhancement 36

IA-33758: My Court Papers - Visual Geo-coding Enhancement 38

IA-33672: Court Paper - Fee Collection Enhancements 39

IA-33757: Court Paper - Add and Manage an Unknown Person 51

IA-33770: Court Paper - Module Administration 65

Civil Process and Warrants Enhancements 69

IA-33183: Court Location – New Administrative Screen 69

Custom Form Enhancements 76

IA-32876: Custom Forms – Download Publishing Controls 76

IA-33161: Custom Form – Notifications 82

Evidence Management Enhancements 83

IA-32437: Evidence Management – Cross Agency Transfer (TTN112589) 83

IA-31188: Evidence Label – Mass Print Option (TTI116696) 95

IA-33151: Evidence Label Designer (Property Tag Report) 101

IA-31726 & IA-34421: Chain of Custody – Mass Print Option (TTI116589) 112

Field Arrest Enhancements 119

IA-32036: Field Arrest – Narrative Quick Entry 119

IA-33146: Field Arrest to Associated Event (Maintenance Setting) 121

IA-33549: Field Arrest Screening Questions: Ability to "Deactivate" (TTN115689) 130

IA-33760: Field Arrest Workflow Streamlined 137

Incident Enhancements 156

IA-3252: Incident Report - Simultaneous Approve & Print (TTN116535) 156

IA-31390: Incident Report - Mega Menu - Approve, Disapprove or Transfer 160

IA-33989: Vehicle as Property – Process Improvement 168

IA-31670: Incident Report – Field Arrest Print Options (TTI108439) 173

Search Enhancement 178

IA-32025: Default Agency Search Parameter 178

State Reporting Enhancements 184

Missouri IBR 184

Wyoming UCR – Domestic Violence Report 184

Maryland UCR – Domestic Violence Report 184

CLERY Report 185

For Additional Information 186

APPENDIX: Release 10.19.0 Detailed JIRA Listing 187

Table A: Release Enhancements and product defect fixes 187

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

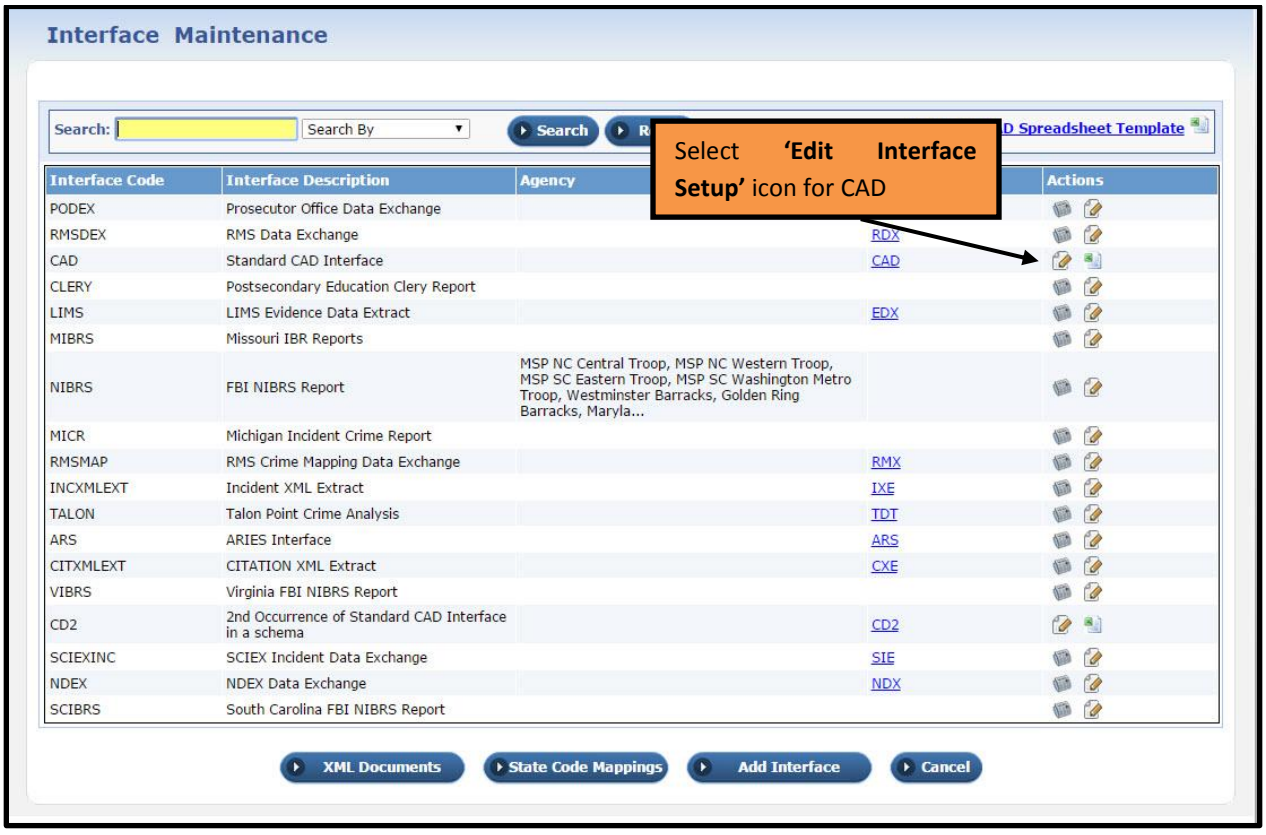
The following are the new features and enhancements included in the release of InterAct RMS version 10.19.0.

ADMINISTRATIVE - CAD TO RMS MAINTENANCE TOOL ENHANCEMENTS

IA-34562: CAD ADMIN TOOL PERFORMANCE AND SEARCH IMPROVEMENTS

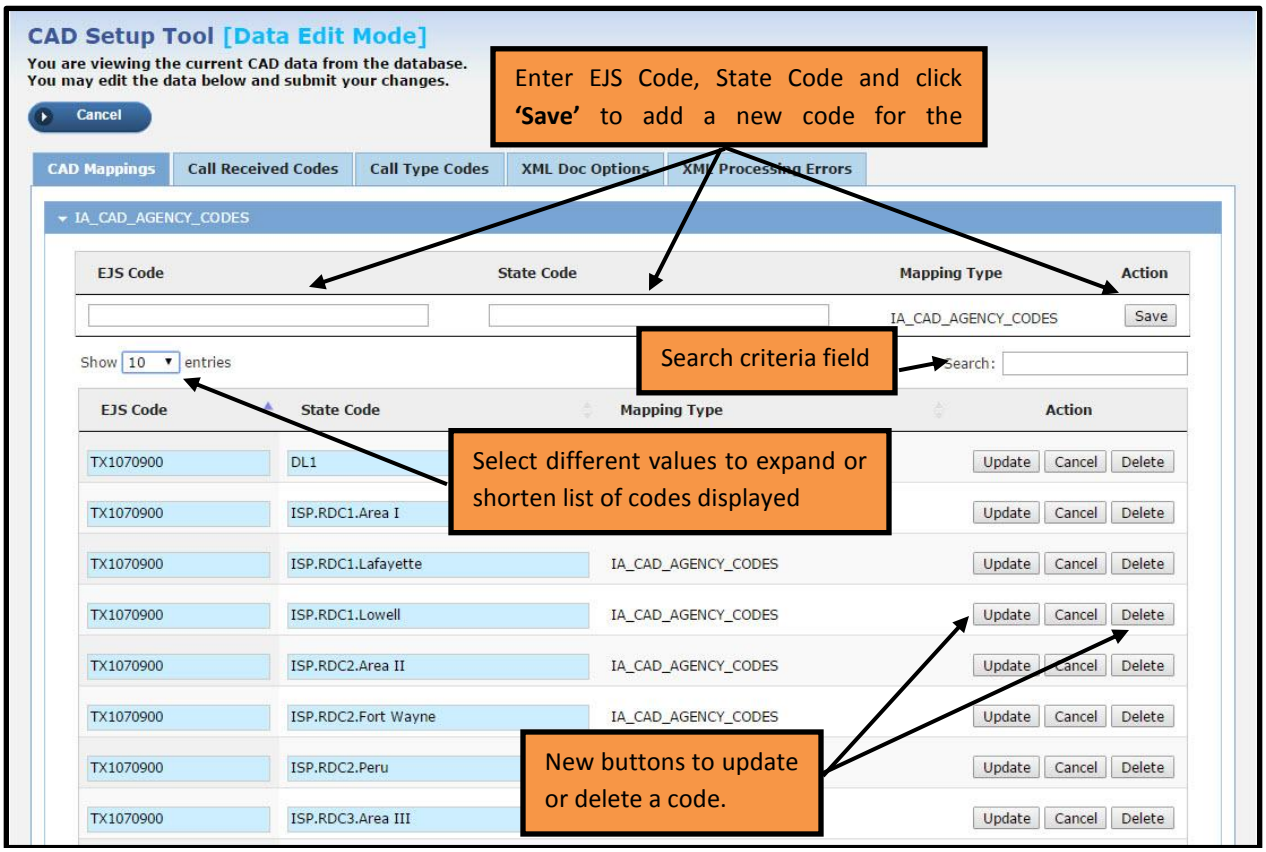
Some agency schema setups require several hundred to several thousand "CAD to RMS" interface mapping values. Overtime, the CAD Admin tool has become counterproductive due to performance issues with the original design and for this reason, it has been redesigned to improve performance and usability.

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.



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.



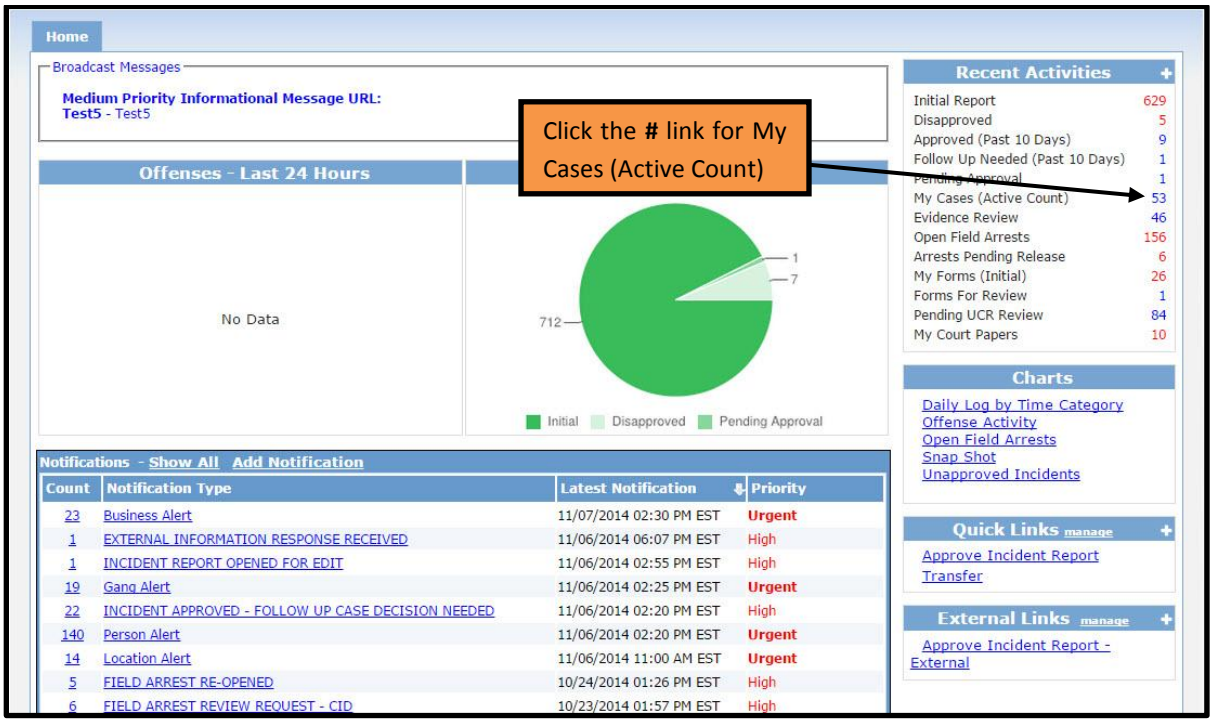
CASE MANAGEMENT ENHANCEMENTS

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

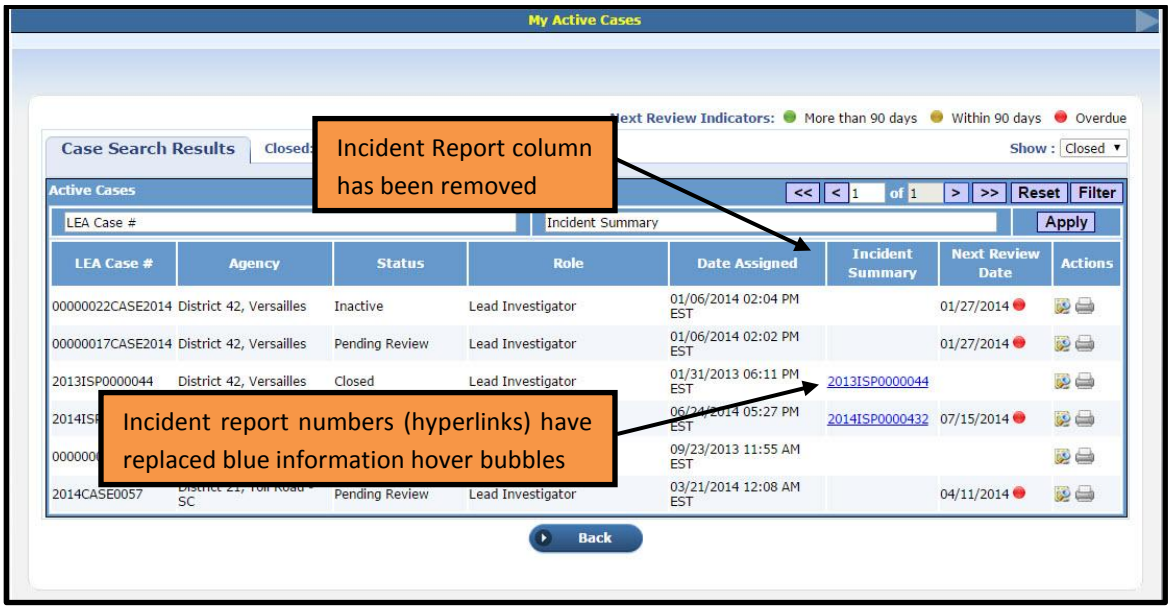
In previous versions of RMS, investigators and other users were not able to get a quick summary of incident reports associated with a case while viewing the list of cases searched either from the **'My Active Cases'** link on the user's home page or from the **'Review Cases'** main menu option. It was 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

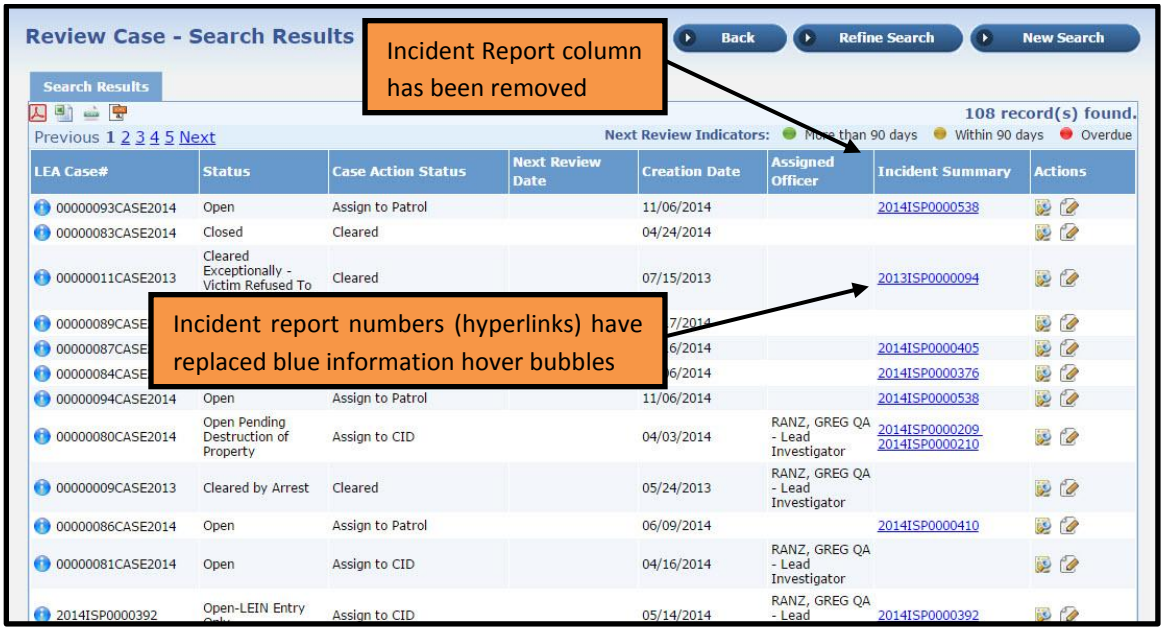


Clicking the '**My Cases (Active Count)' #** link will open the **'My Active Cases'** search results screen. Note that the Incident Report column has been removed from this screen. Hyperlinks displaying incident report numbers associated with each case have also replaced the blue information hover bubbles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



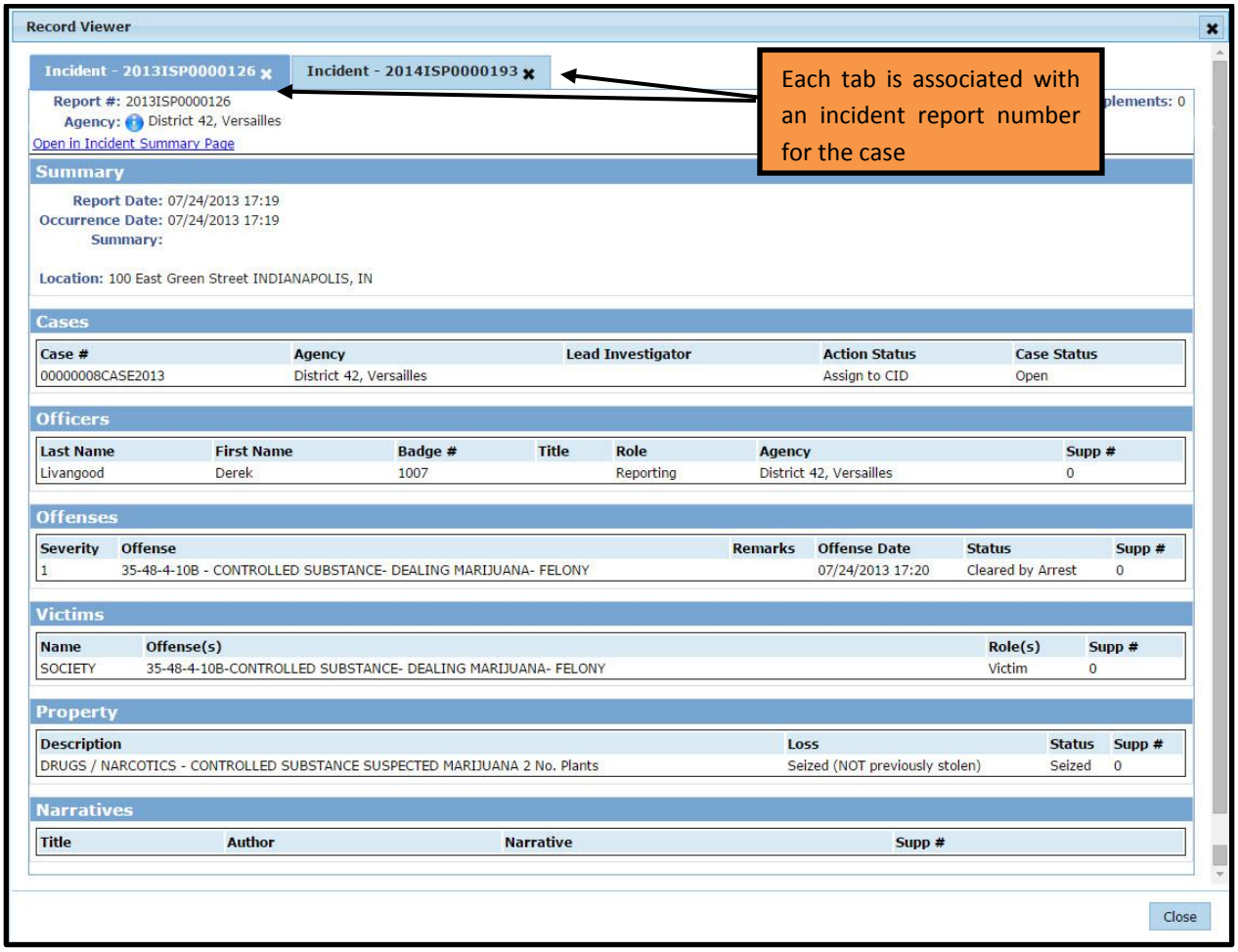
b. Incidents → Case Management → Review Cases main menu path

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

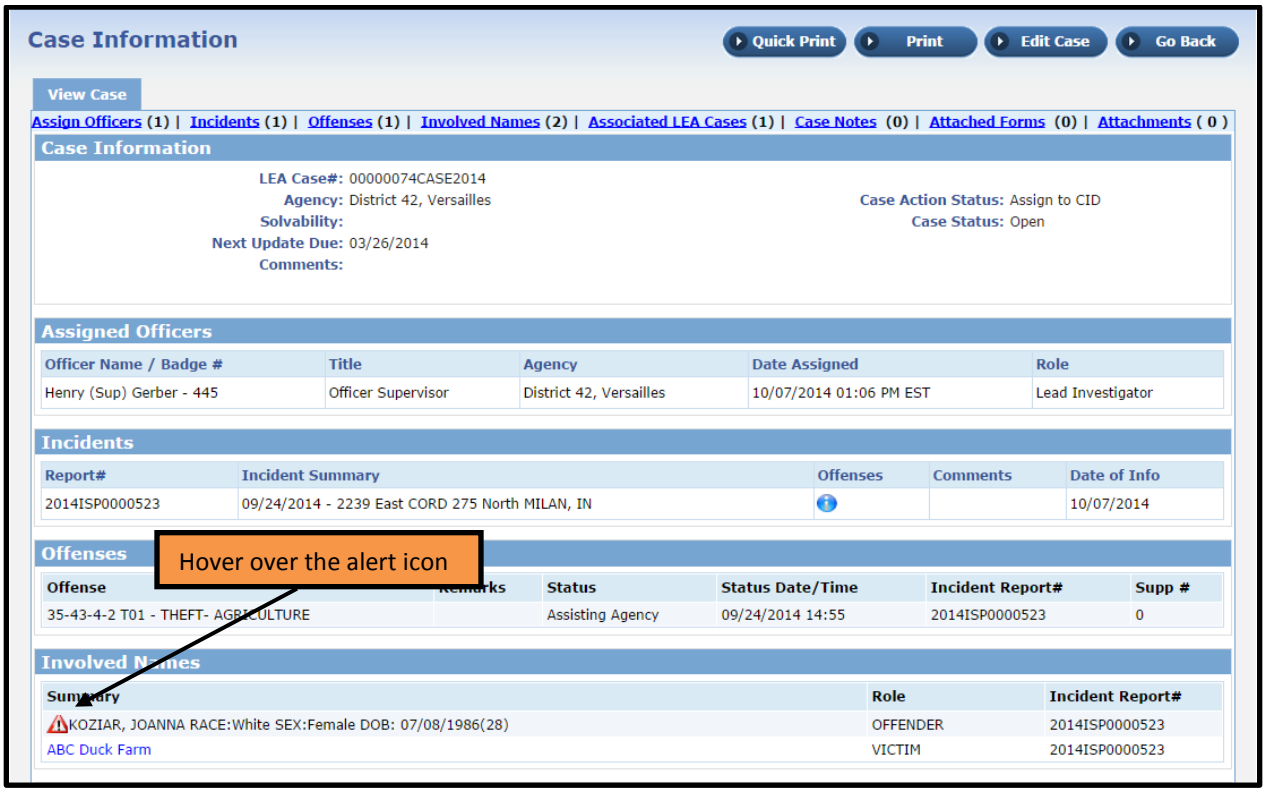
associated with the case. Each tab provides the user with incident summary information. Click the **'Close'** button at the bottom of the screen to return to the search results screen.



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.

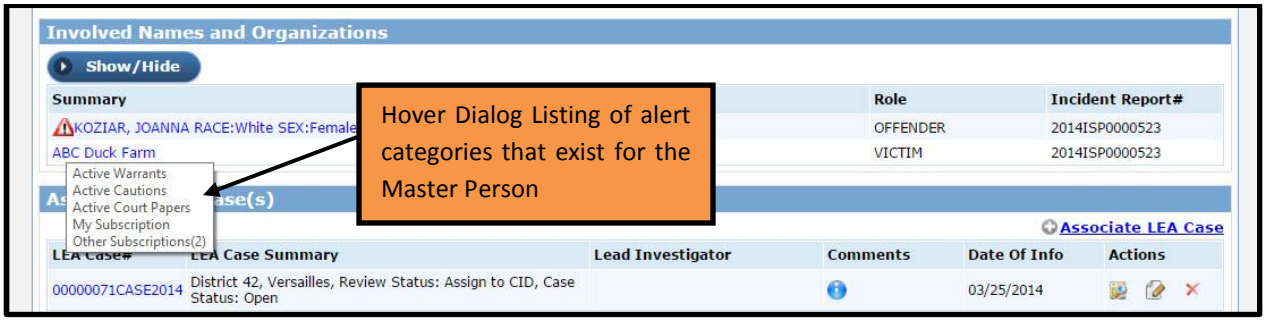
To view all subscriptions for a user while reviewing case details, the user can either be editing the case on the **'Case Review'** page or viewing the case on the **'Case Information'** page. Hover over the alert icon next to the Master Person's name in the '**Involved Names'** grid.



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

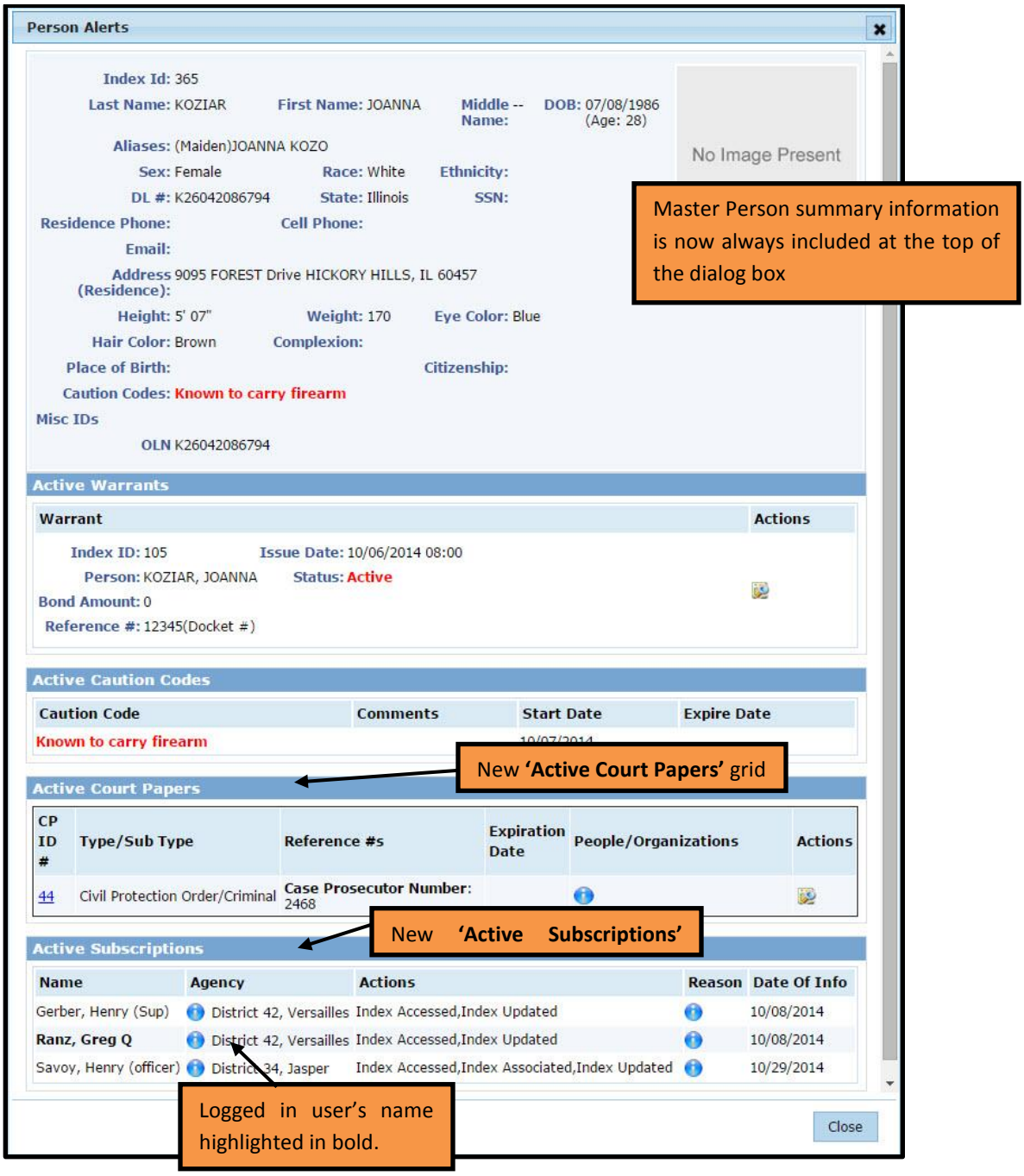
immediately get a high level view of the alert categories in the hover dialog listing. The alert categories include:

- 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.



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 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.

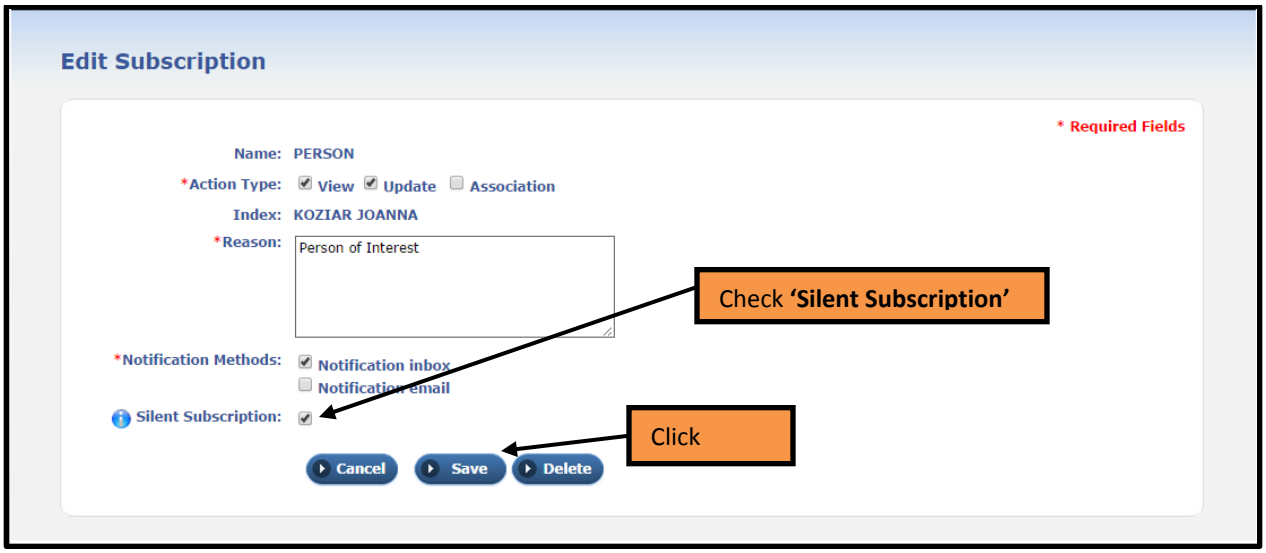
Create a Silent Subscription

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:

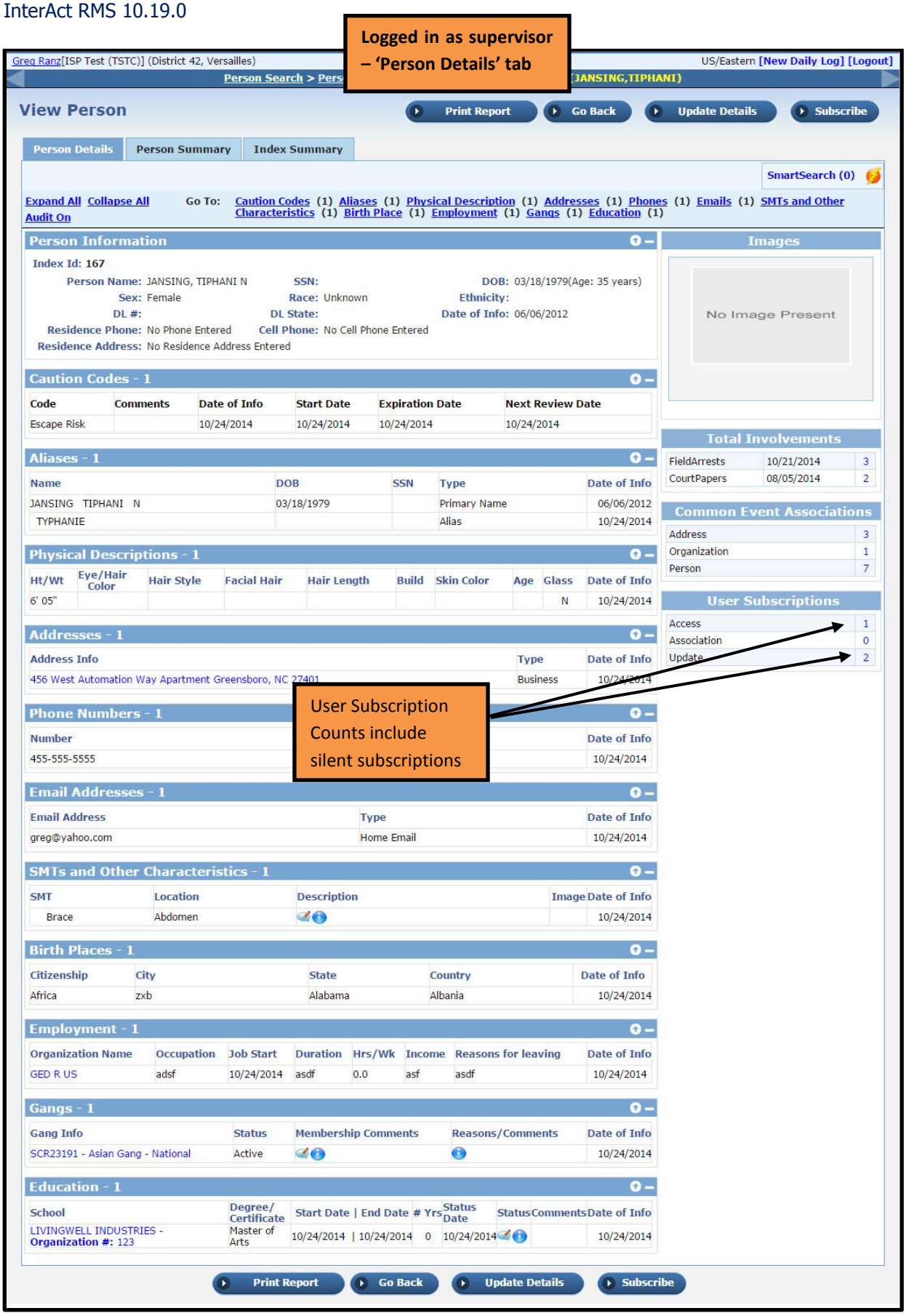
- The user who created the silent subscription
- Users who have been granted a role with the permission category of "Subscriptions – View Silent Subscriptions" that allows the users to view silent subscriptions
- Users with administrative roles by default have the permission to view silent subscriptions

* 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'**.

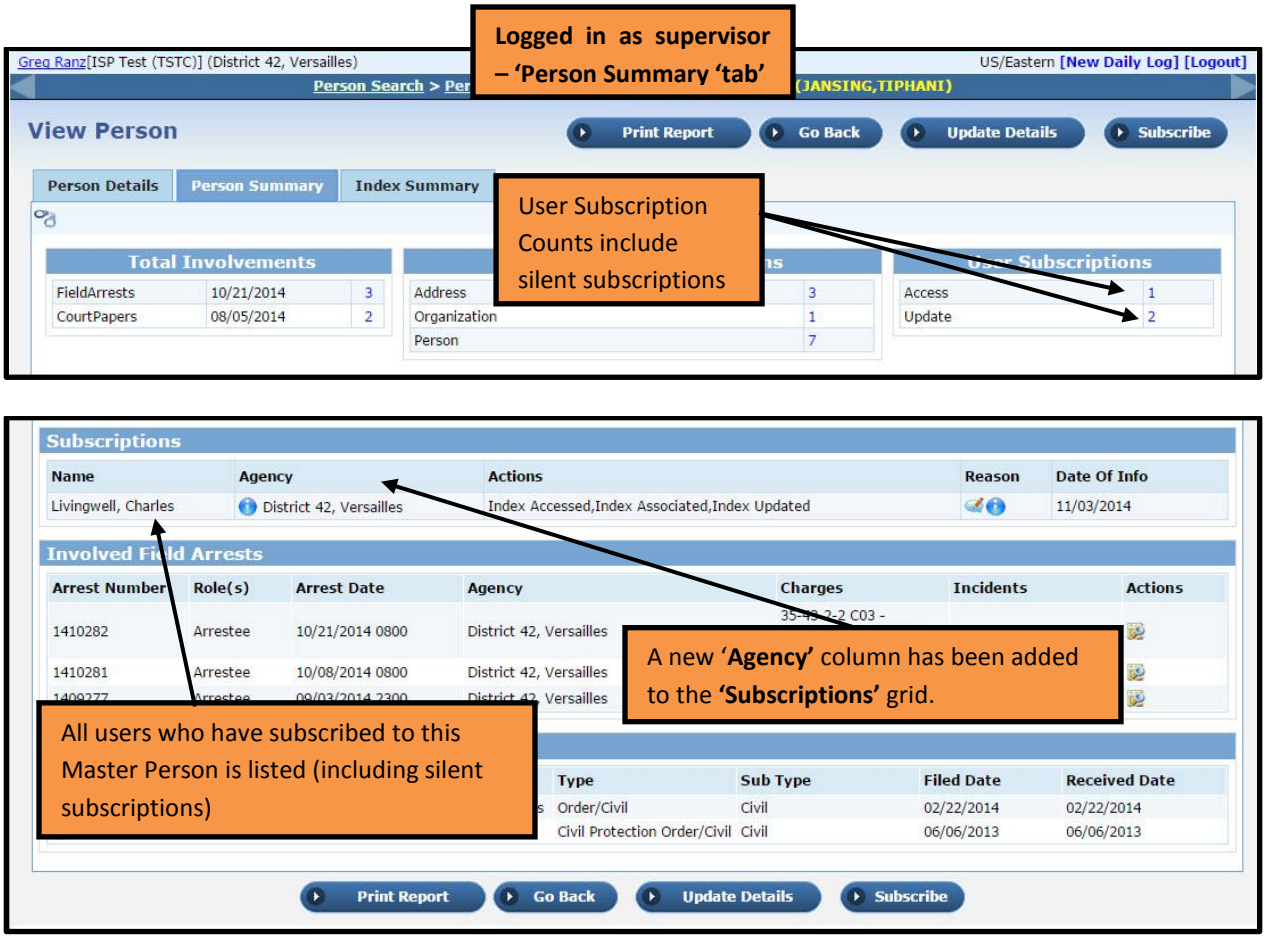


To illustrate this functionality using an example, an officer, Charles Livingwell, created a silent subscription for Master Person *Joanna Koziar*. If a supervisor, Greg Ranz (who has permissions to view all subscriptions including silent subscriptions) is logged in, and views the Master Person in the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

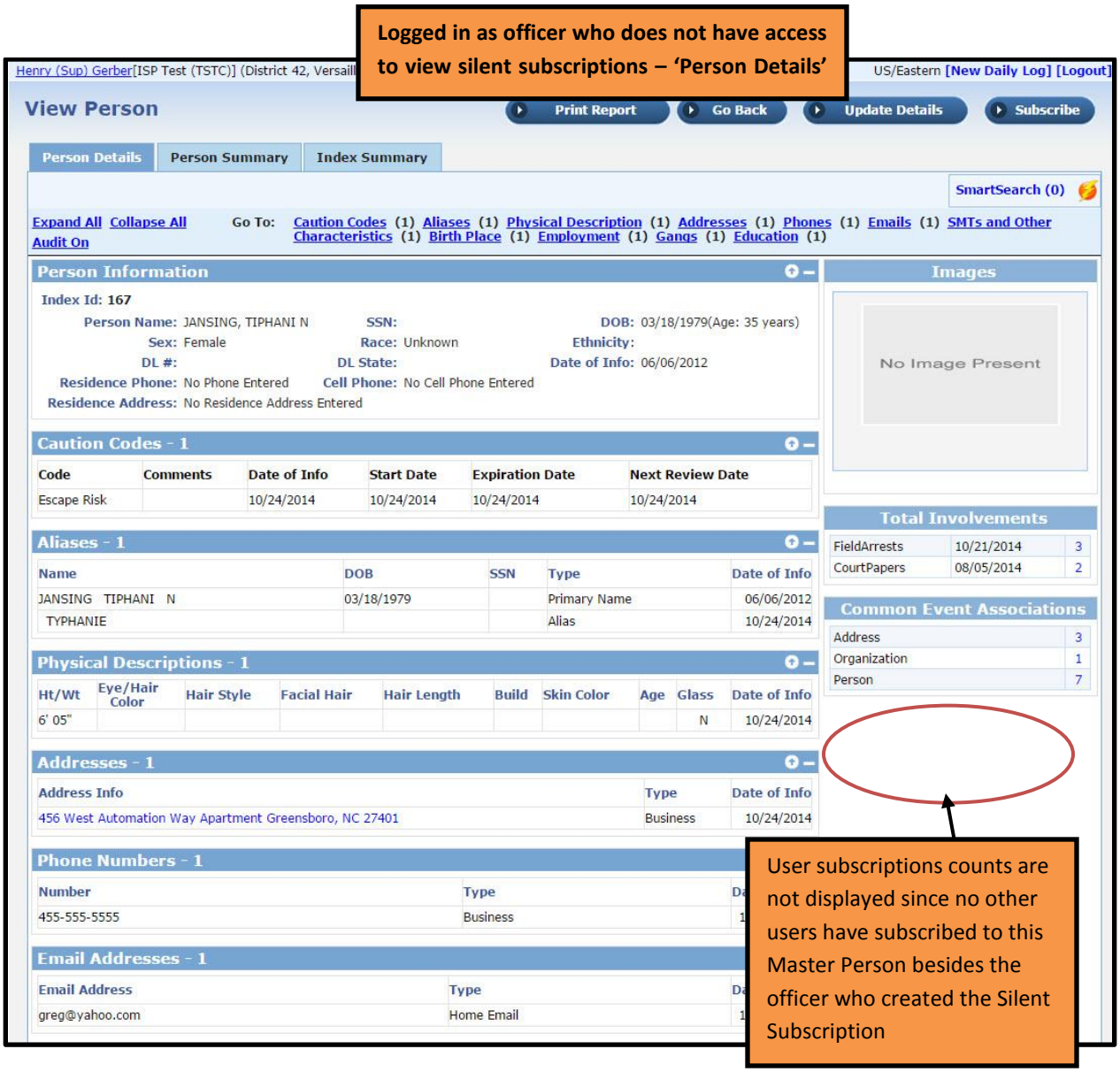

Logged in as supervisor – 'Person Details' tab
Greg Ranz[ISP Test (TSTC)] (District 42, Versailles)
US/Eastern [New Daily Log] [Logout]
Person Search > Pers
JANSING,TIPHANI)
View Person
Print Report
Go Back
Update Details
Subscribe
Person Details
Person Summary
Index Summary
SmartSearch (0)
Expand All Collapse All
Audit On
Go To: 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
Images
No Image Present
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
Total Involvements
FieldArrests 10/21/2014 3
CourtPapers 08/05/2014 2
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
Common Event Associations
Address 3
Organization 1
Person 7
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
User Subscriptions
Access 1
Association 0
Update 2
Addresses - 1
Address Info | Type | Date of Info
456 West Automation Way Apartment Greensboro, NC 27401 | Business | 10/24/2014
User Subscription Counts include silent subscriptions
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 | adsf | 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

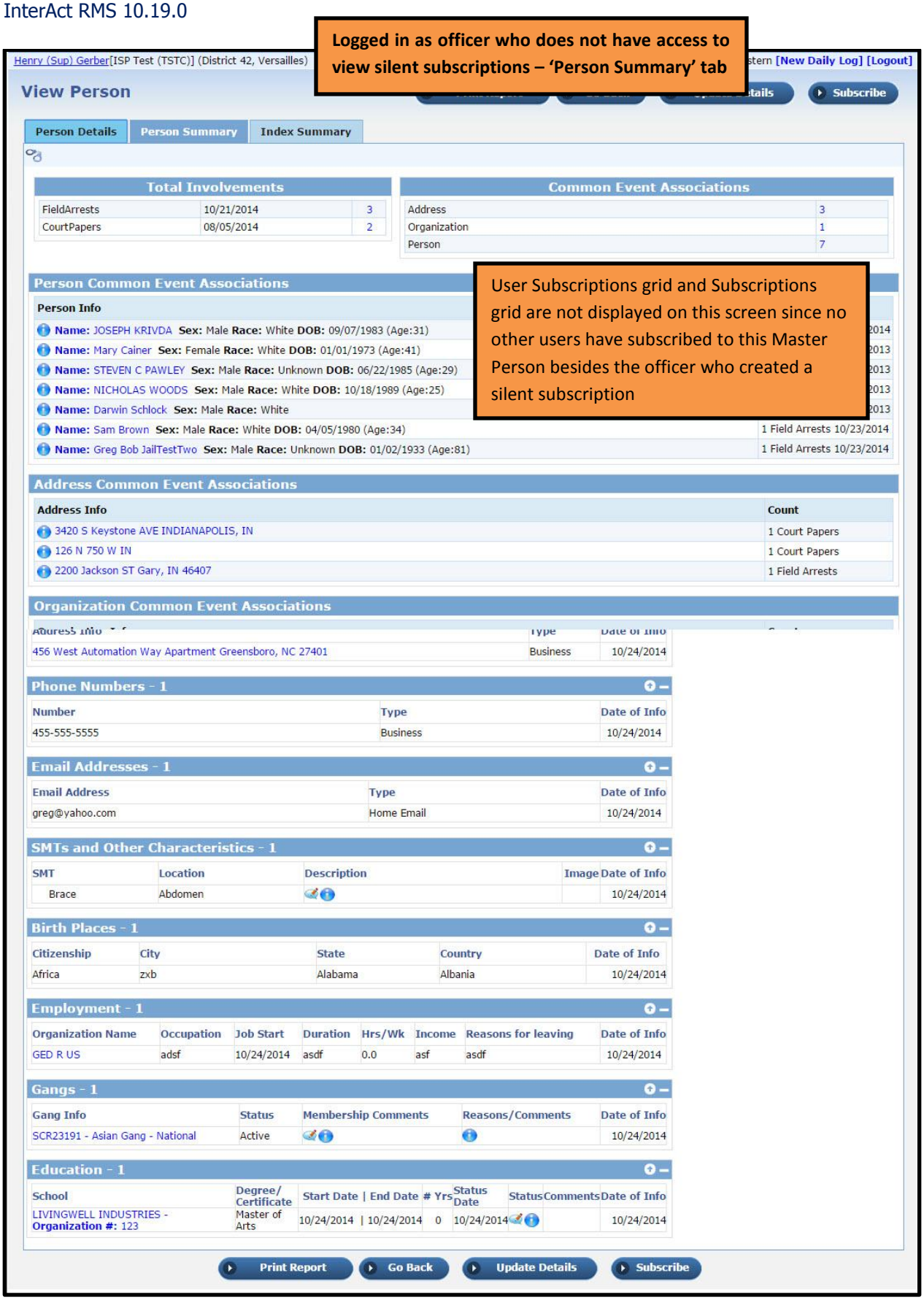
The supervisor is also able to view all users who have subscribed to the Master Person (silent or not) within the **'Subscriptions'** grid in the **'Person Summary'** tab.

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.



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 Summary' tab
Henry (Sup) Gerber[ISP Test (TSTC)] (District 42, Versailles)
[New Daily Log] [Logout]
View Person
Subscribe
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
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
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
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
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 adsf 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

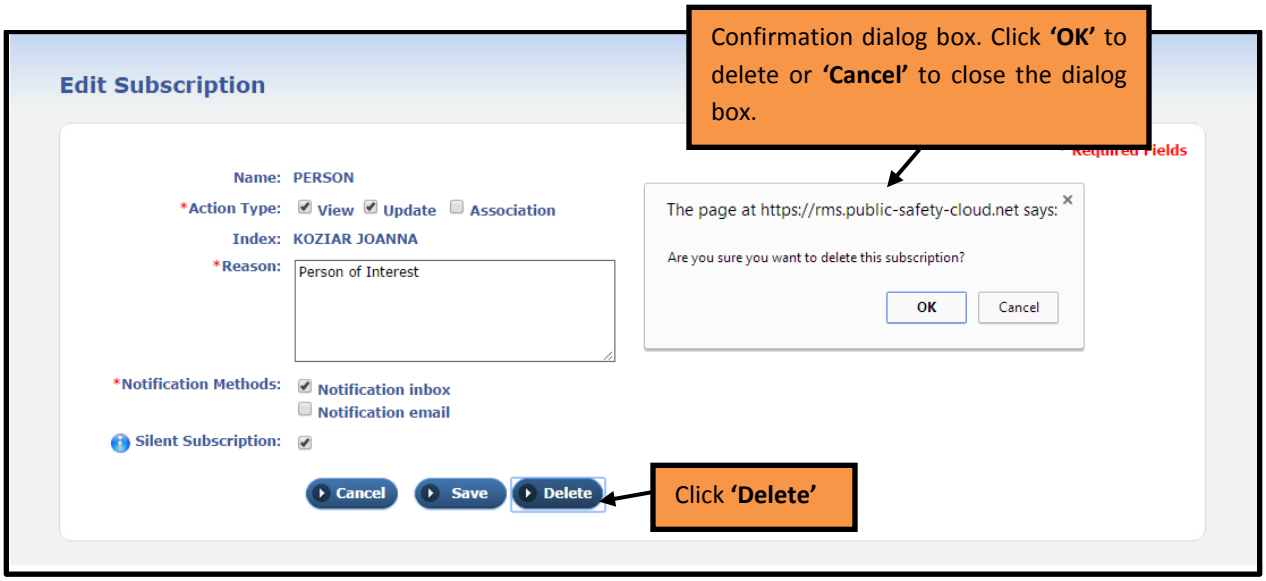
Remove/Delete Subscriptions

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.

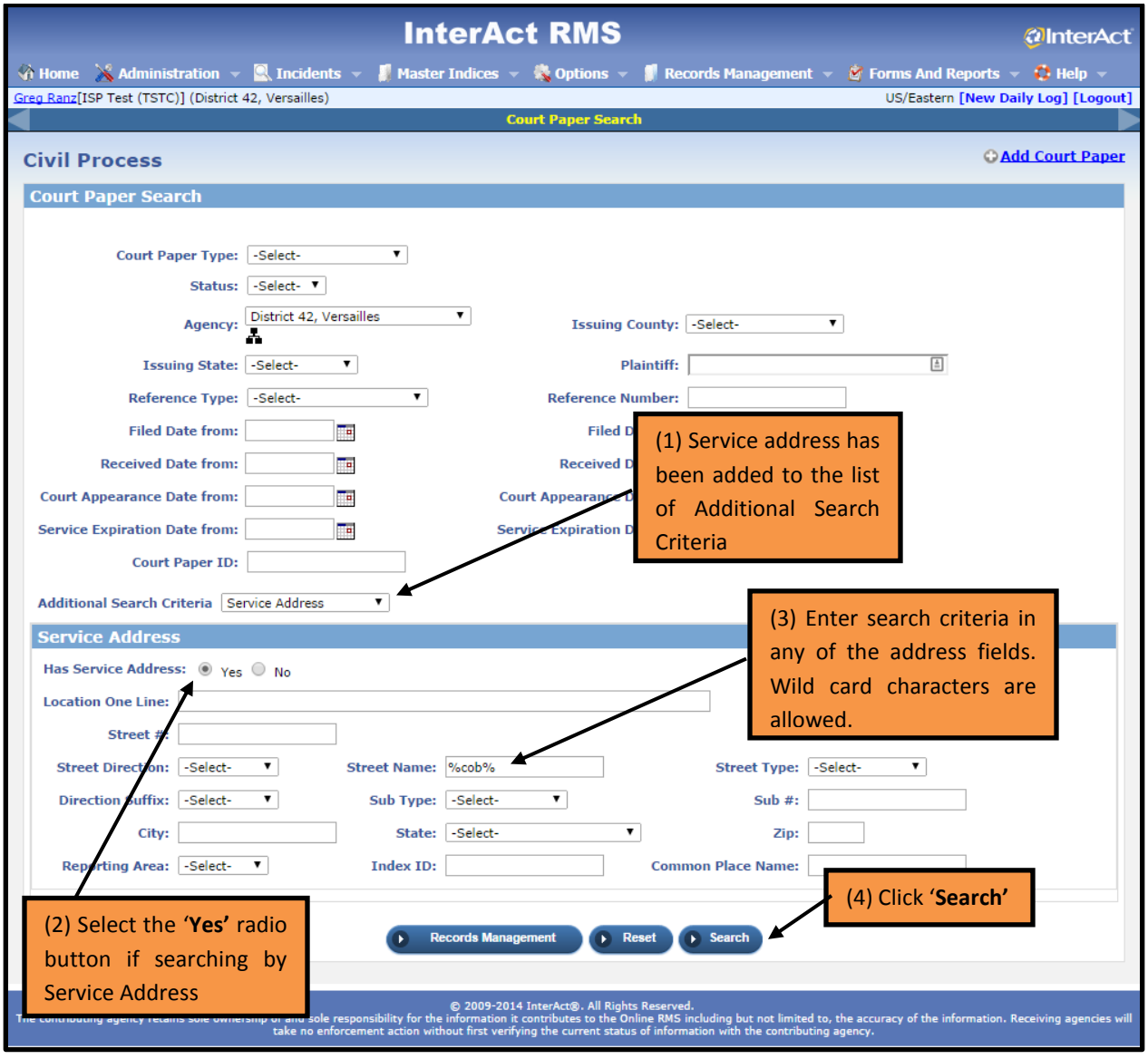


Once a subscription has been deleted, if no other alerts apply to the Master Person record, the alert icon will be removed from the **'Case Review', 'Case Information'** and **'Person Search Results'** pages. If other warnings exist, the alert icon will remain, but the hover dialog listing will no longer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

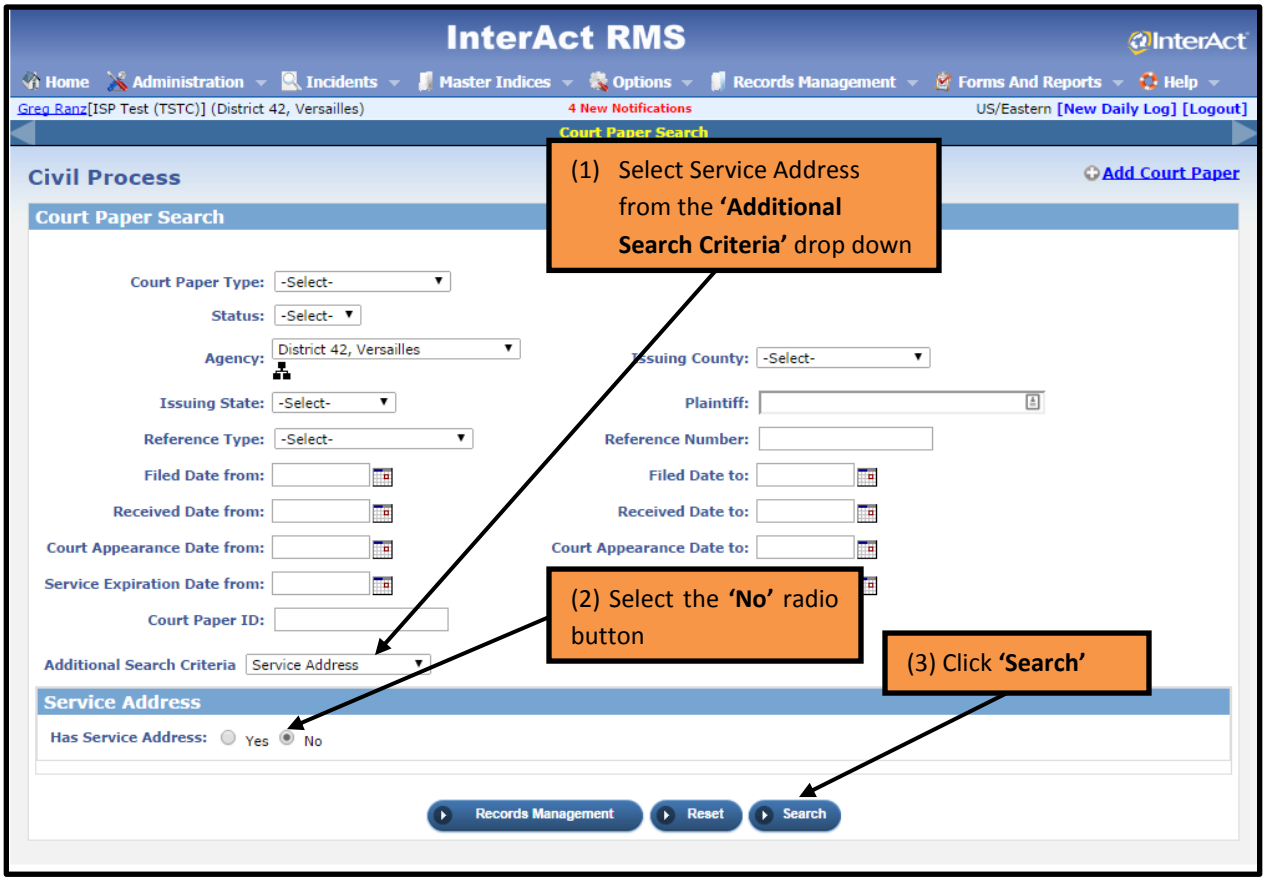
CIVIL PROCESS ENHANCEMENTS

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.



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.



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.

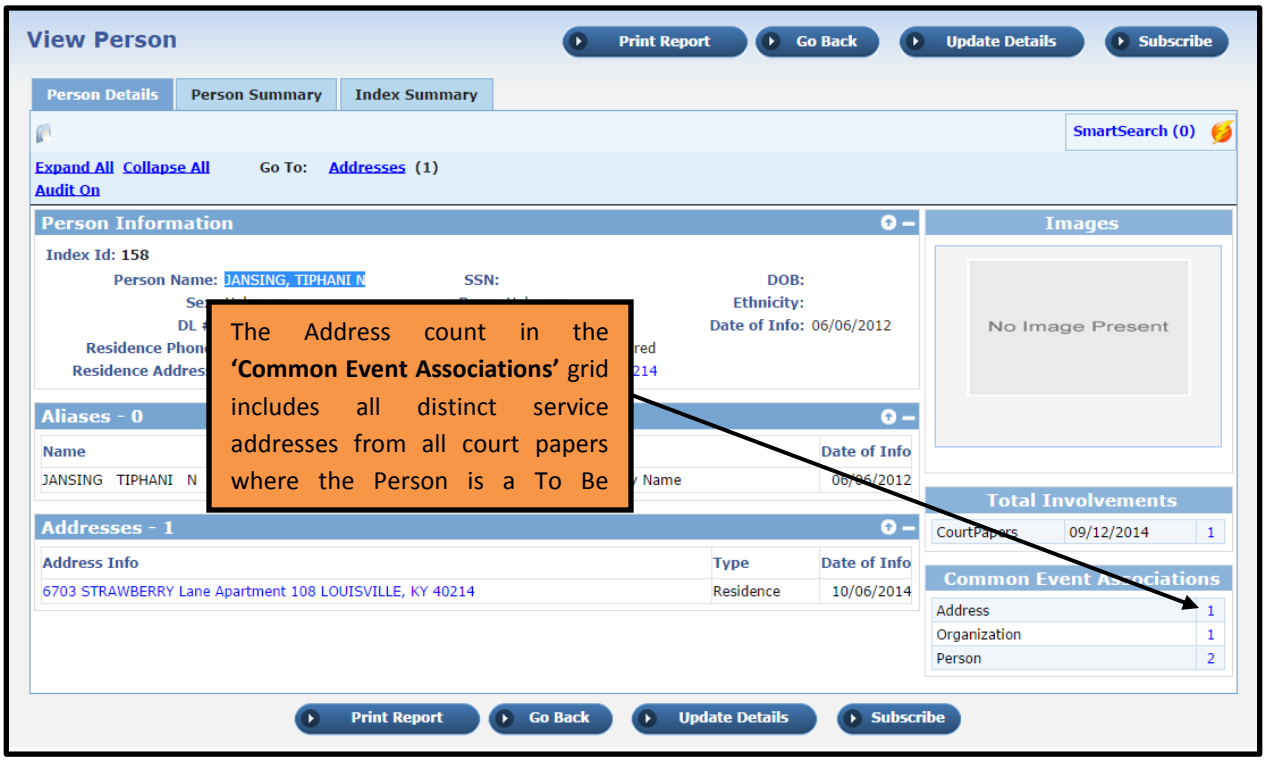
The following Court Paper example is used to highlight the scenarios described further below. A number of To Be Served People, Organizations and associated service addresses have been added to the court paper.

View Common Event Associations for a Master Person

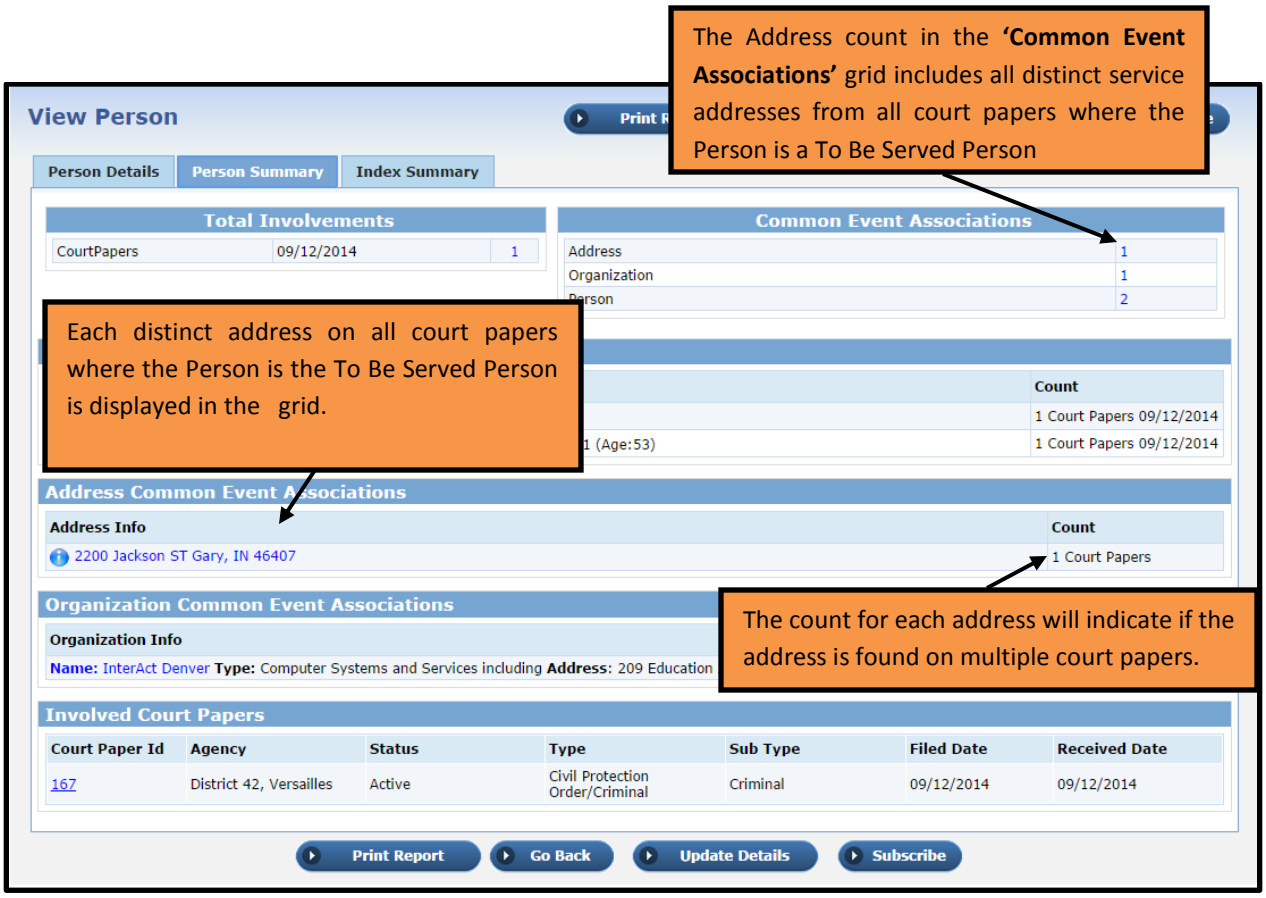
A user may view common event associations for a Master Person by searching for the Person via the following main menu paths:

- 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.



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.



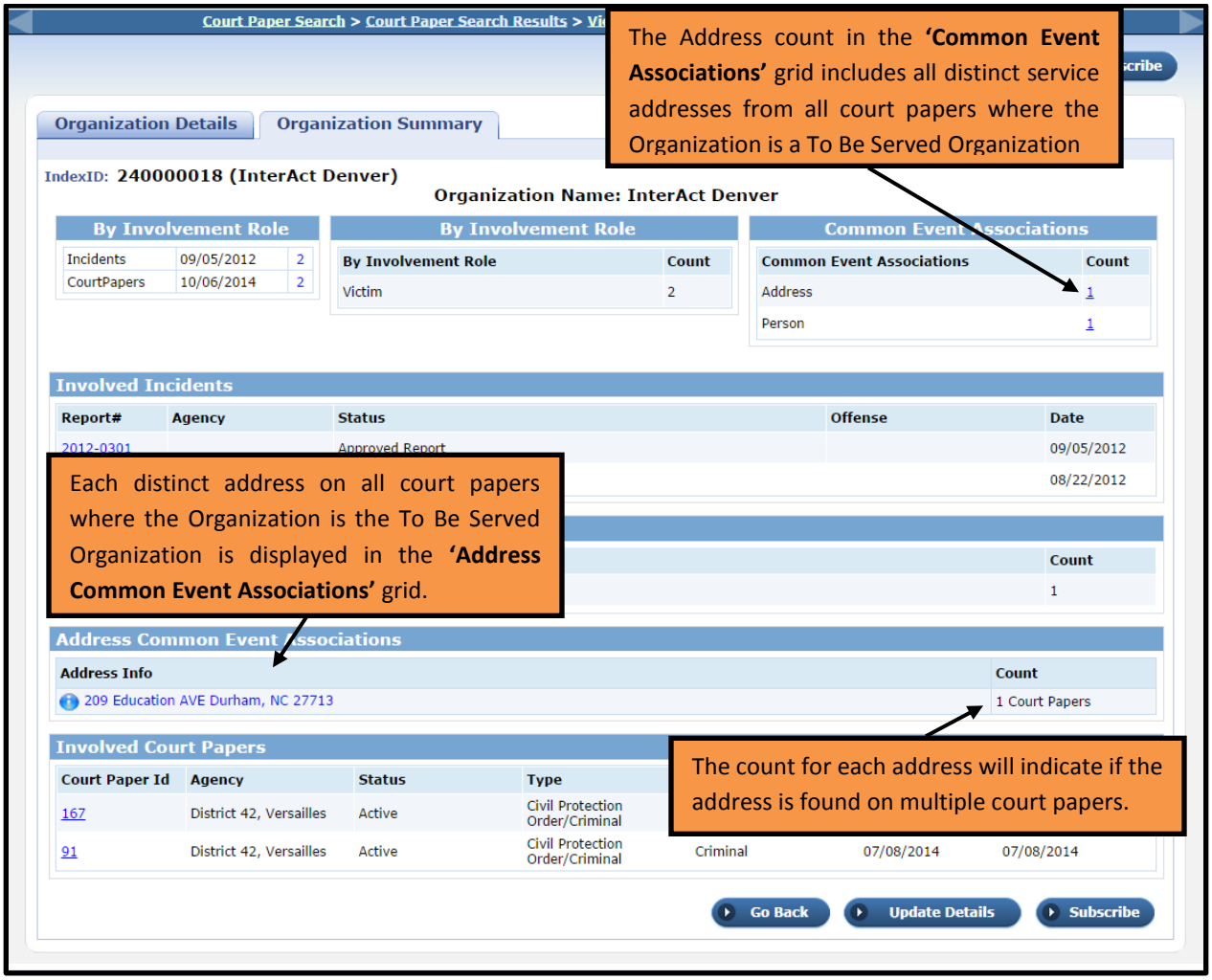
View Common Event Associations for an Organization

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.

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.



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:

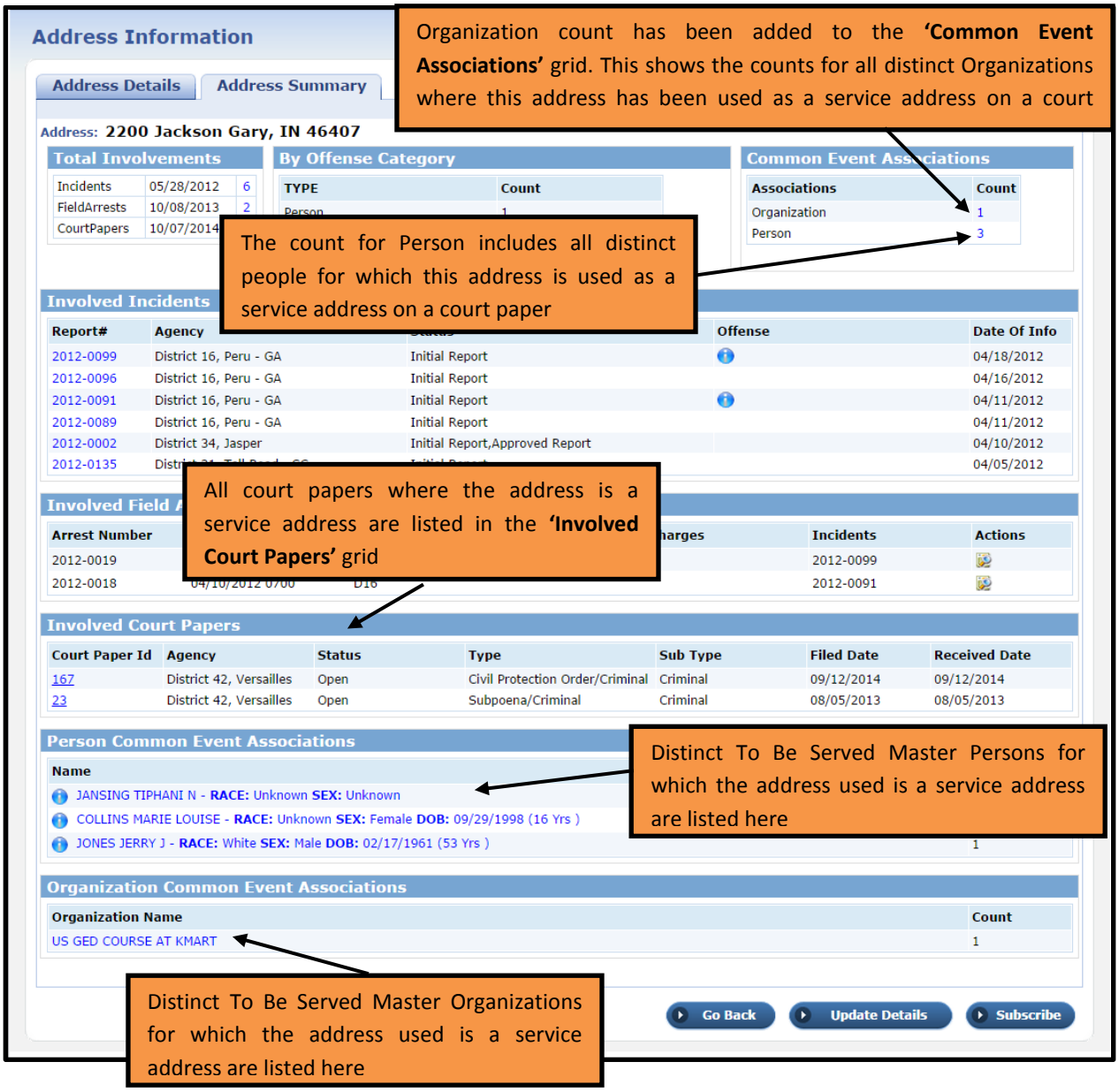
- Court Papers with date and count information has been added to the **'Total Involvements'** grid. This shows the counts for all court papers where this address has been used as a service address
- **'Organization'** type and count has been added to the **'Common Event Associations'** grid. This shows 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
Index Id: 30
Street #: 2200
Direction:
Name: Jackson
Type: Street
Direction Suffix:
Sub type:
Sub#:
City: Gary
State: IN
Zip: 46407 -
County: Lake County
Country: United States of America
Comments:
Intersection
Street #:
Direction:
Name:
Type:
Dir. Suffix:
Distance:
Geographical Info
Reporting Area:
Latitude: 41.578624
Longitude: -87.344100
Map
Map data ©2014 Google
View Nearby Incidents
Images
No Image Present
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

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.



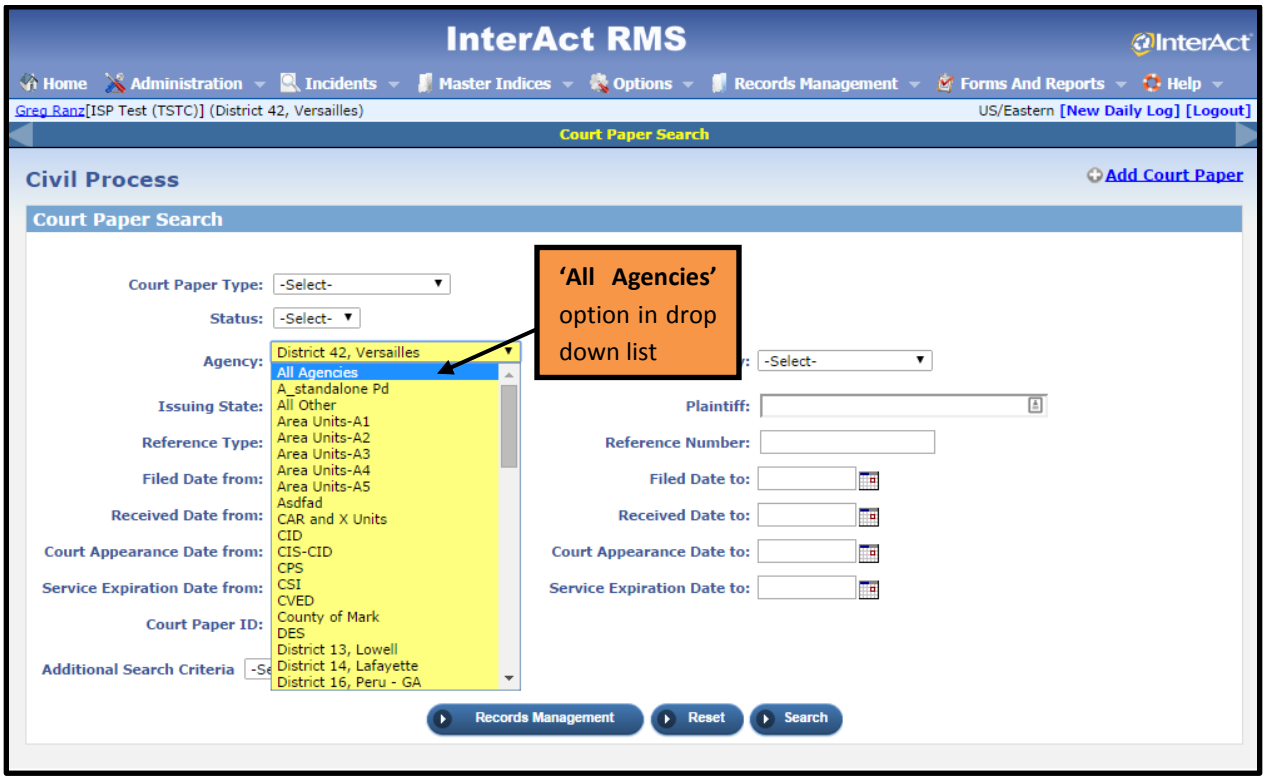
Changes to Labels

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

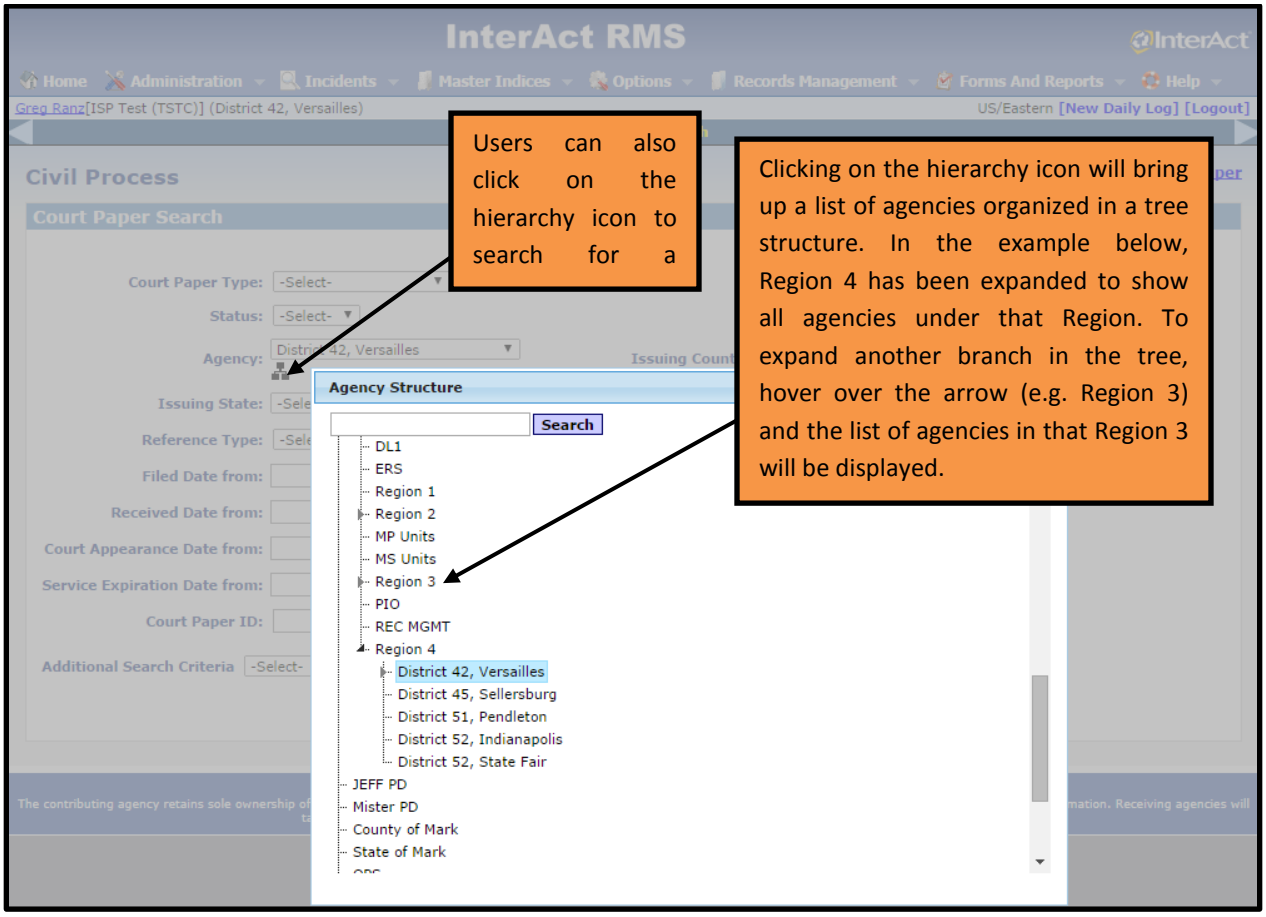
- All labels for **'Business'** have been changed to **'Organization'** on both the **'Details'** and **'Summary'** tabs for **'View Person', 'Organization Information'** and **'Address Information'** pages.
- The **'Person Associations'** grid label in the **'Address Summary'** tab for the **'Address 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.

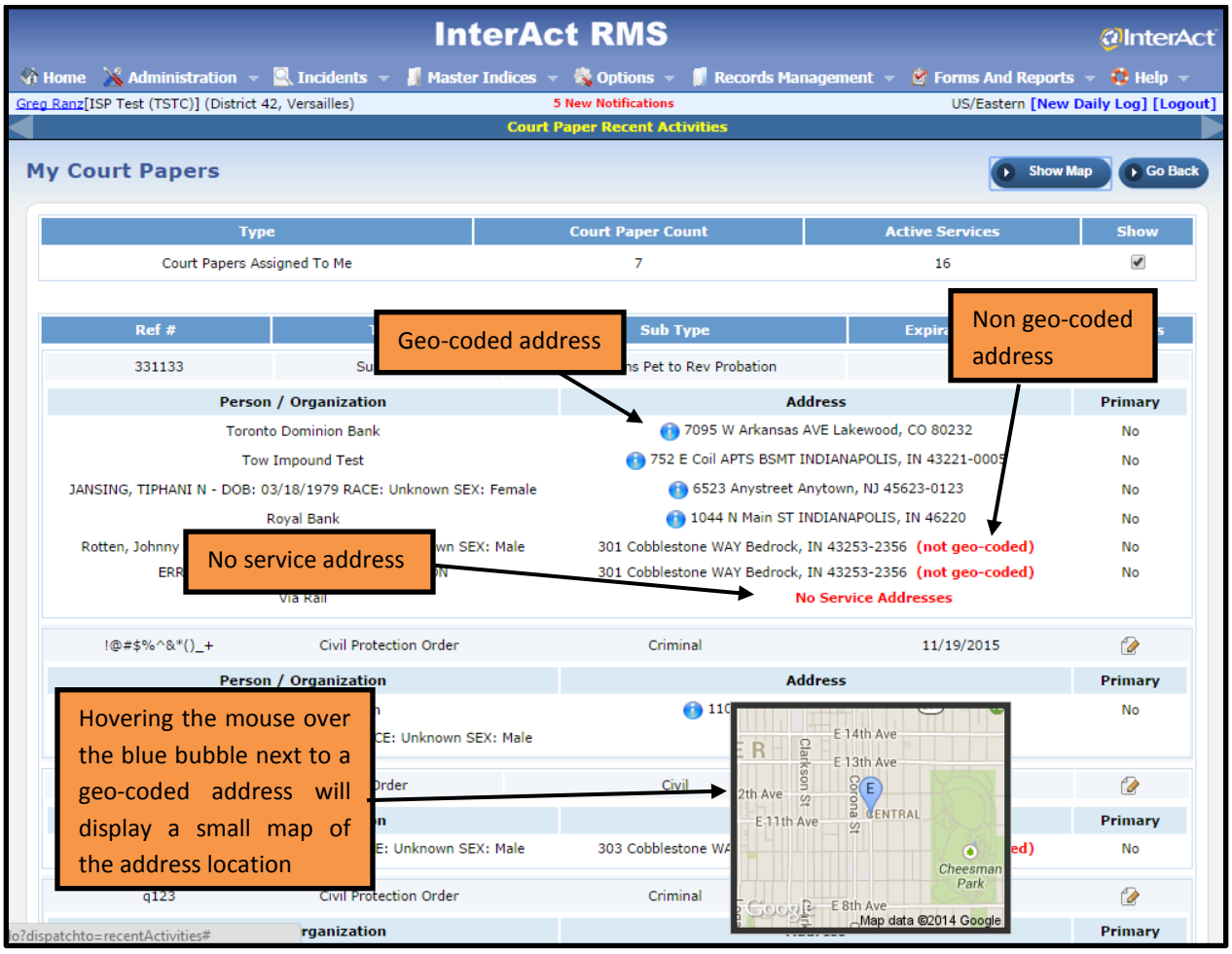

InterAct RMS
Home
Administration
Incidents
Master Indices
Options
Records Management
Forms And Reports
Help
Civil Process
Court Paper Search
Court Paper Type:
Status:
Agency:
Issuing State:
Reference Type:
Filed Date from:
Received Date from:
Court Appearance Date from:
Service Expiration Date from:
Court Paper ID:
Additional Search Criteria
Agency Structure
Search
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
Users can also click on the hierarchy icon to search for a
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.

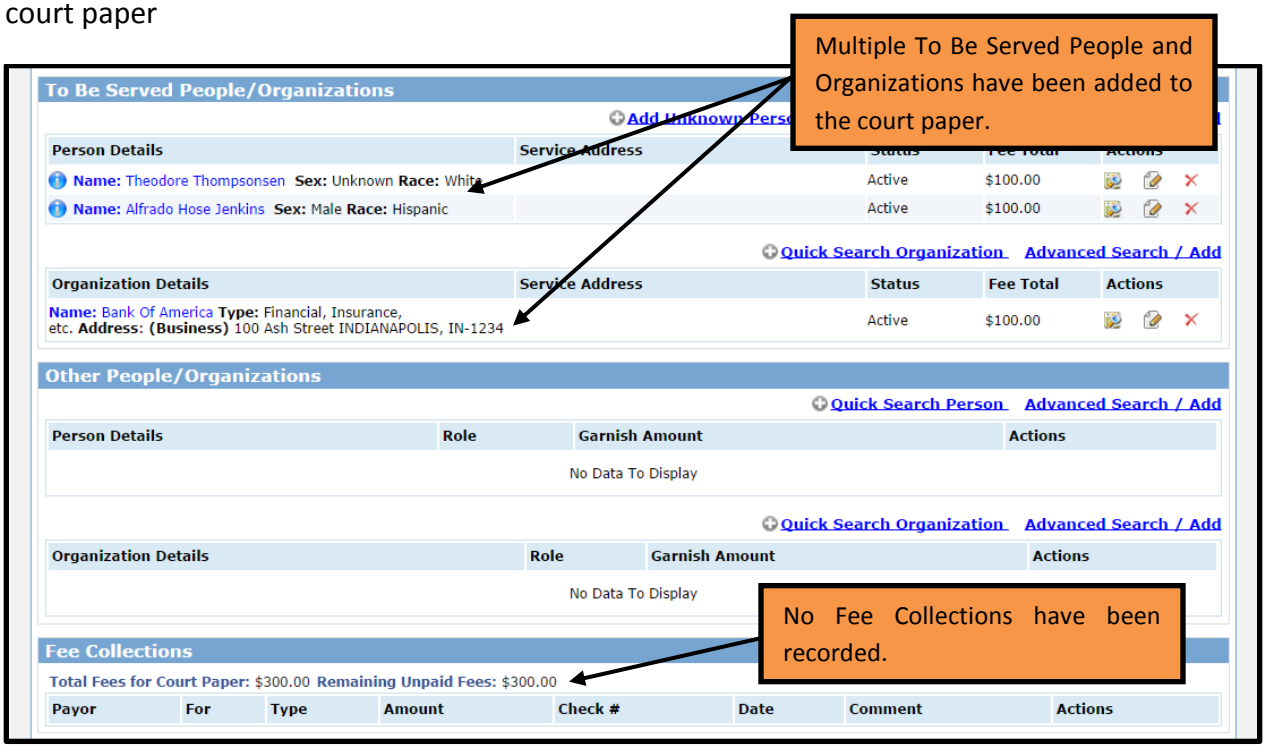


IA-33672: COURT PAPER - FEE COLLECTION ENHANCEMENTS

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.

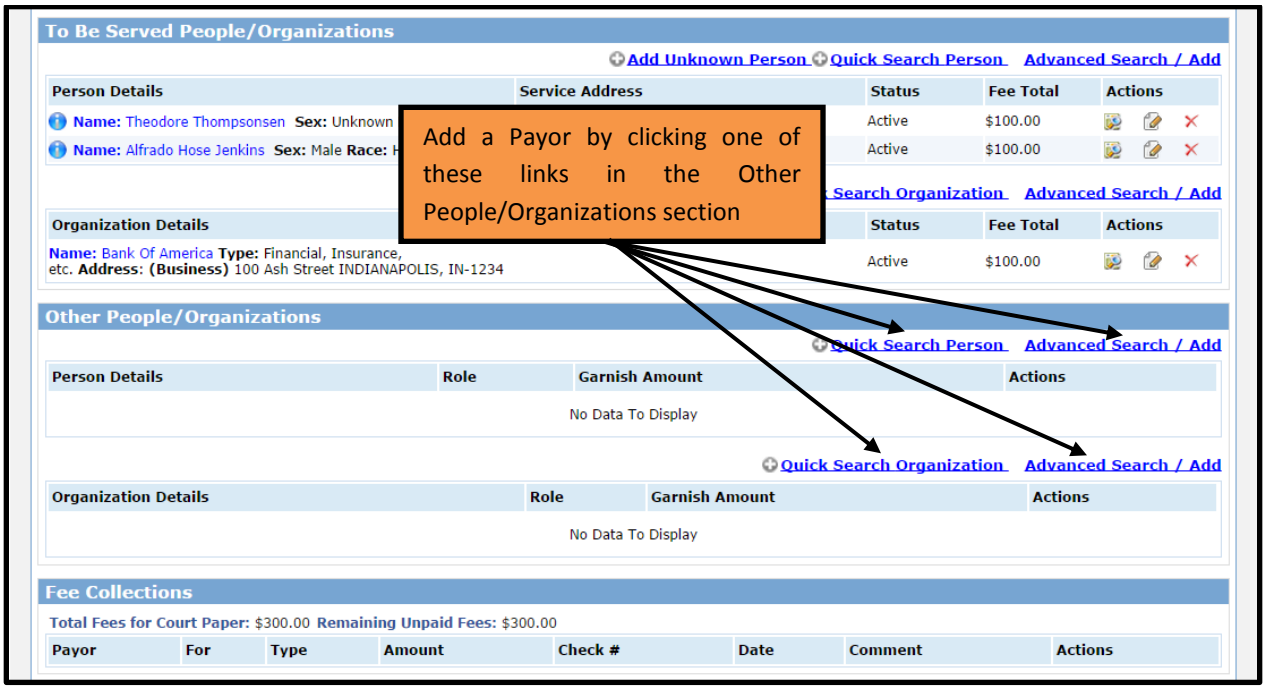
Add a Fee Collection from a Payor to Associate with To Be Served Person(s) or Organization(s)

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



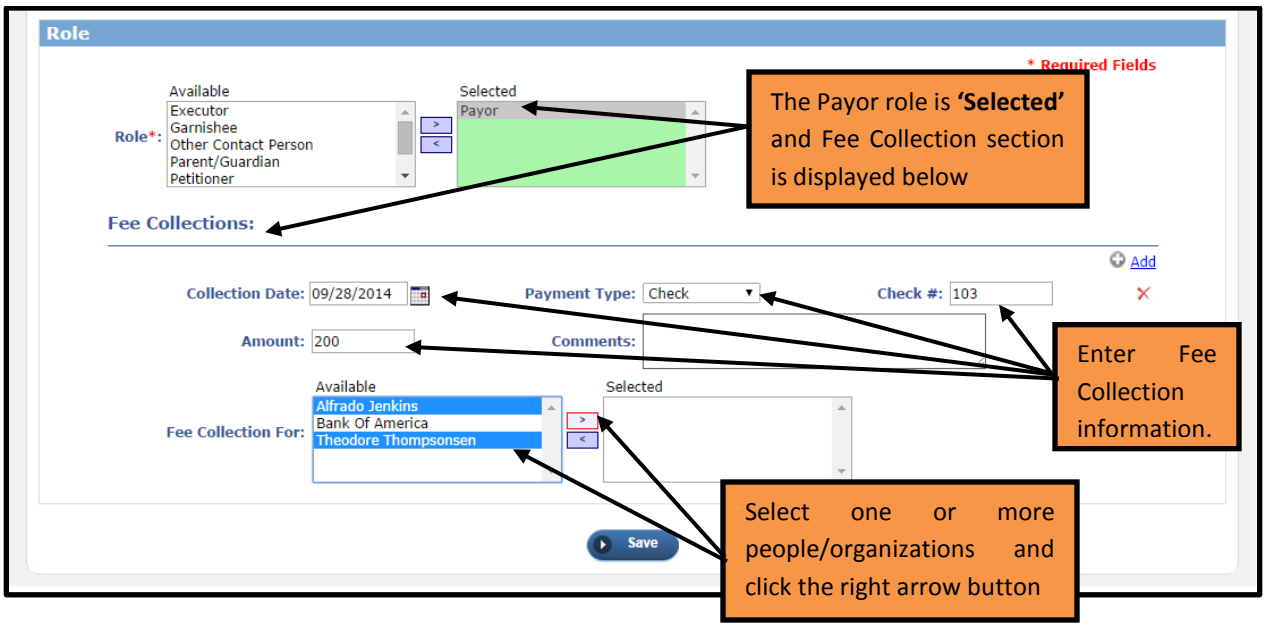
Add a Payor which can be a Person or an Organization by clicking the **'Quick Search Person'**, **'Quick Search Organization'** or **'Advanced Search/Add'** links within the **'Other**

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

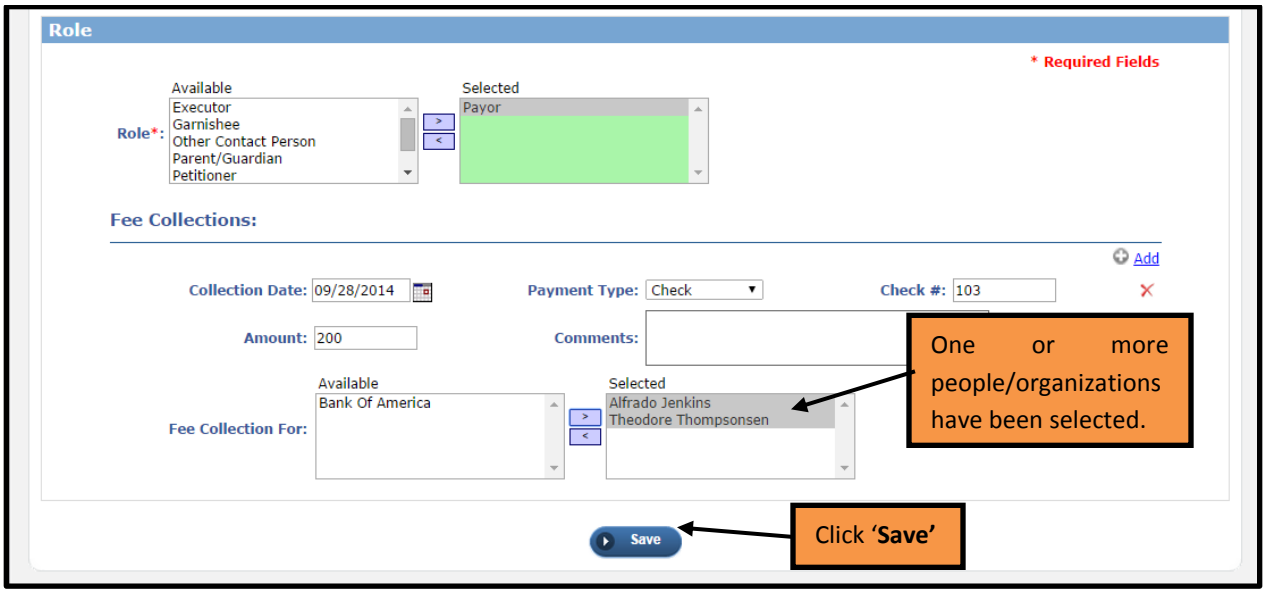


When the Payor role is displayed in the **'Selected'** box, a Fee Collections section is displayed below the Role grid allowing the user to enter fee collection information. Enter any appropriate fee collection information. Please note that none of the fields in this section is mandatory. The user may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

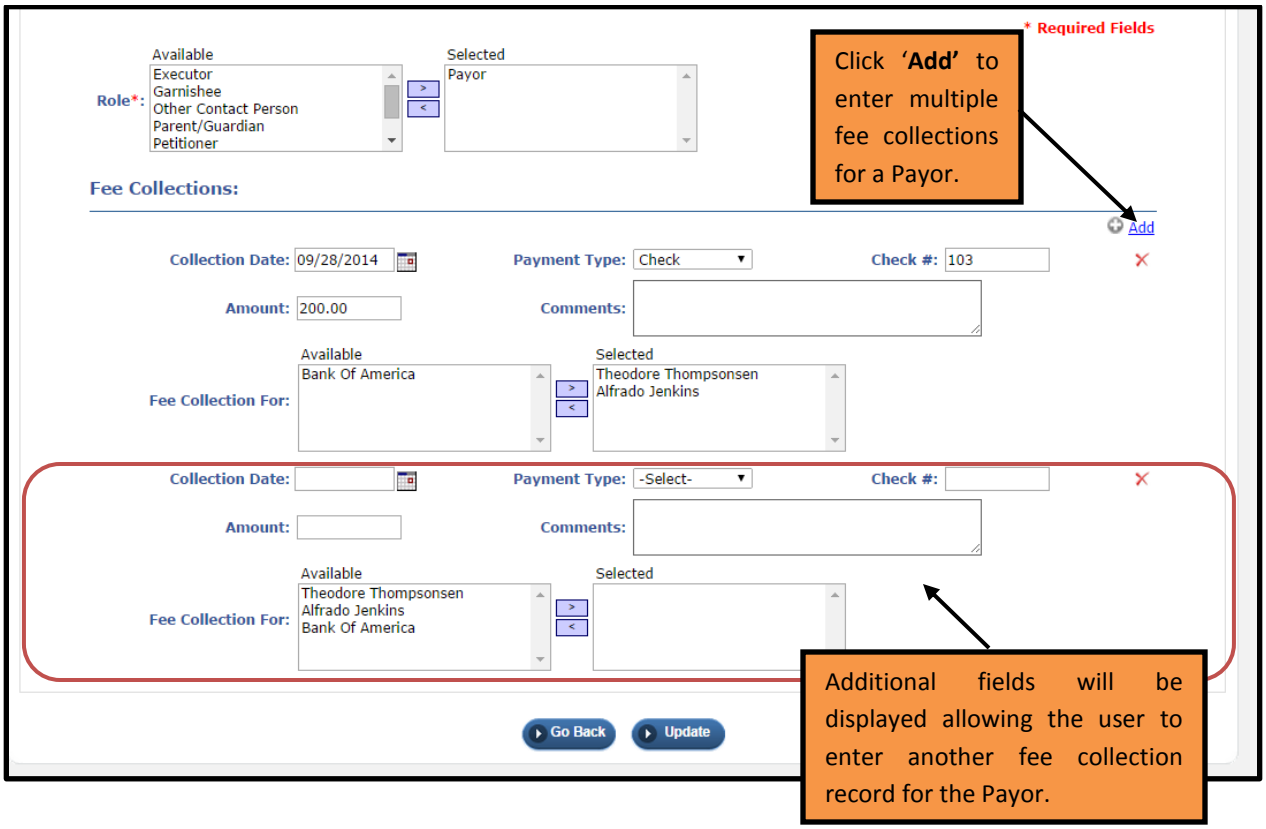
To select more than one To Be Served persons and/or organizations, hold down the **'Ctrl'** button on the keyboard while selecting the persons and/or organizations with the mouse. The To Be Served persons and organizations selected will be highlighted in blue. Click the right arrow button to move the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



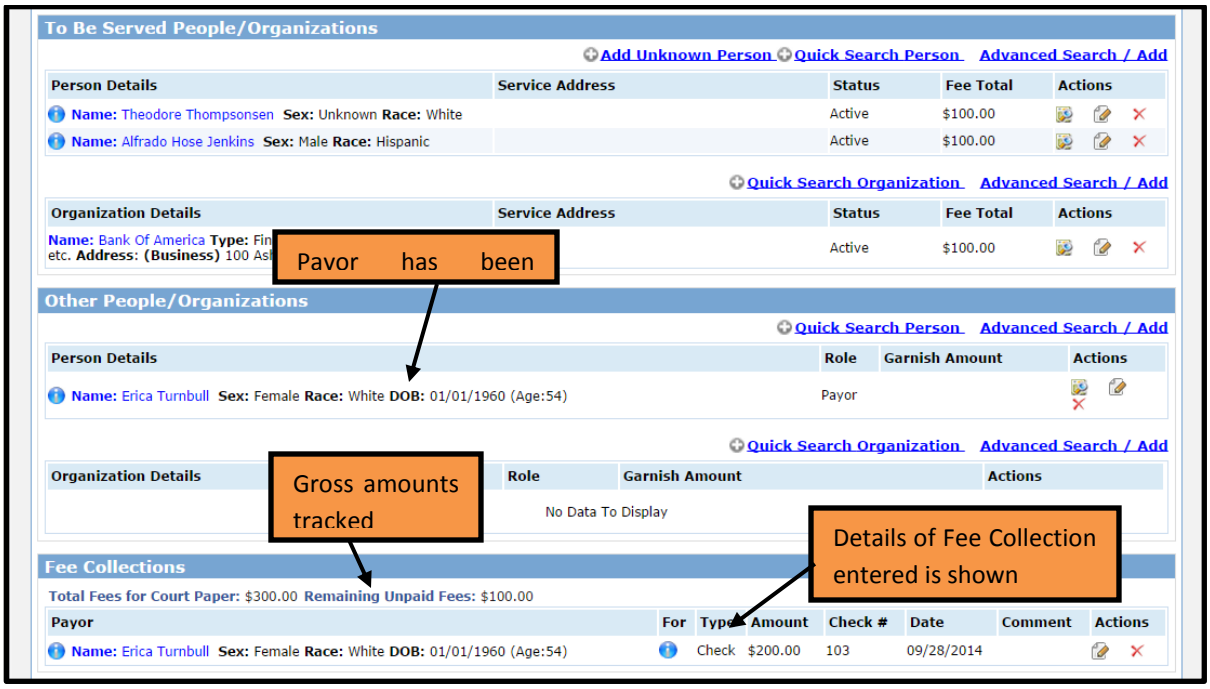
Click the '**Save'** button after selecting one or more To Be Served people/organizations.



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.

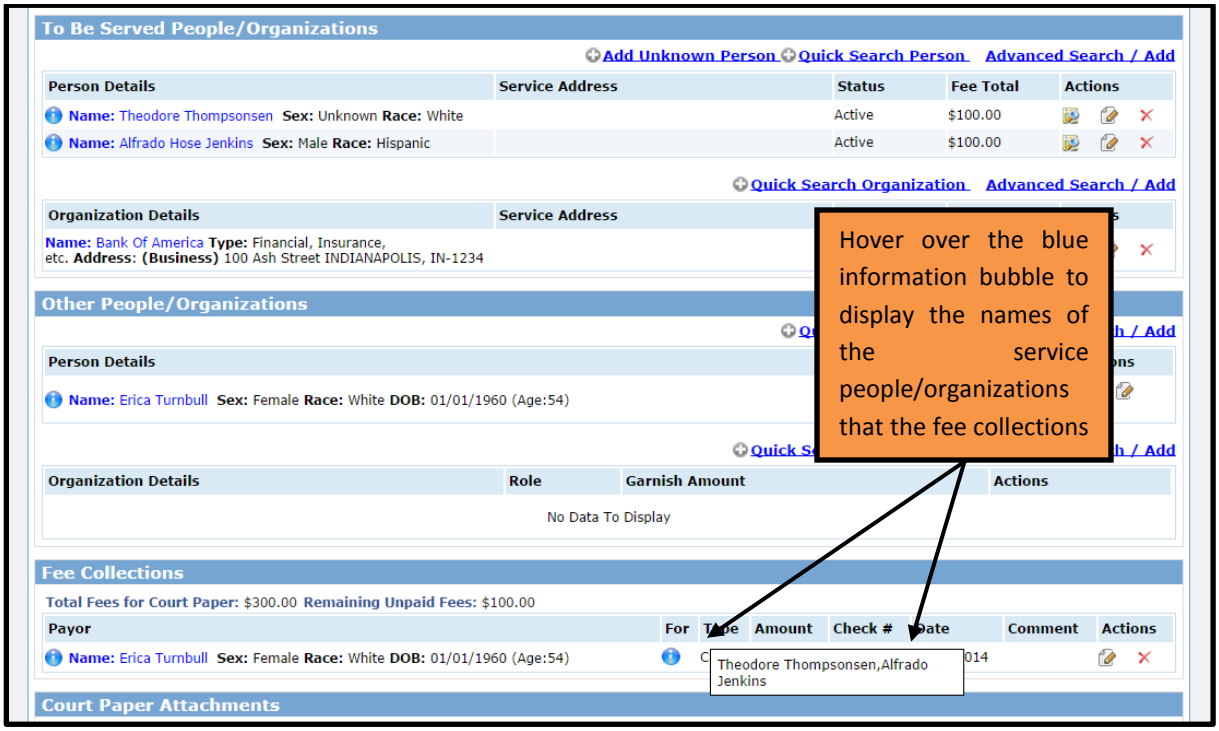


Clicking the **'Go Back'** or **'Update'** buttons at this point will bring the user back to the **'Edit Court Paper'** screen. Note that the Payor has now been added in the Other People/Organizations section in the court paper and that a fee collection entry has been added under Fee Collections.



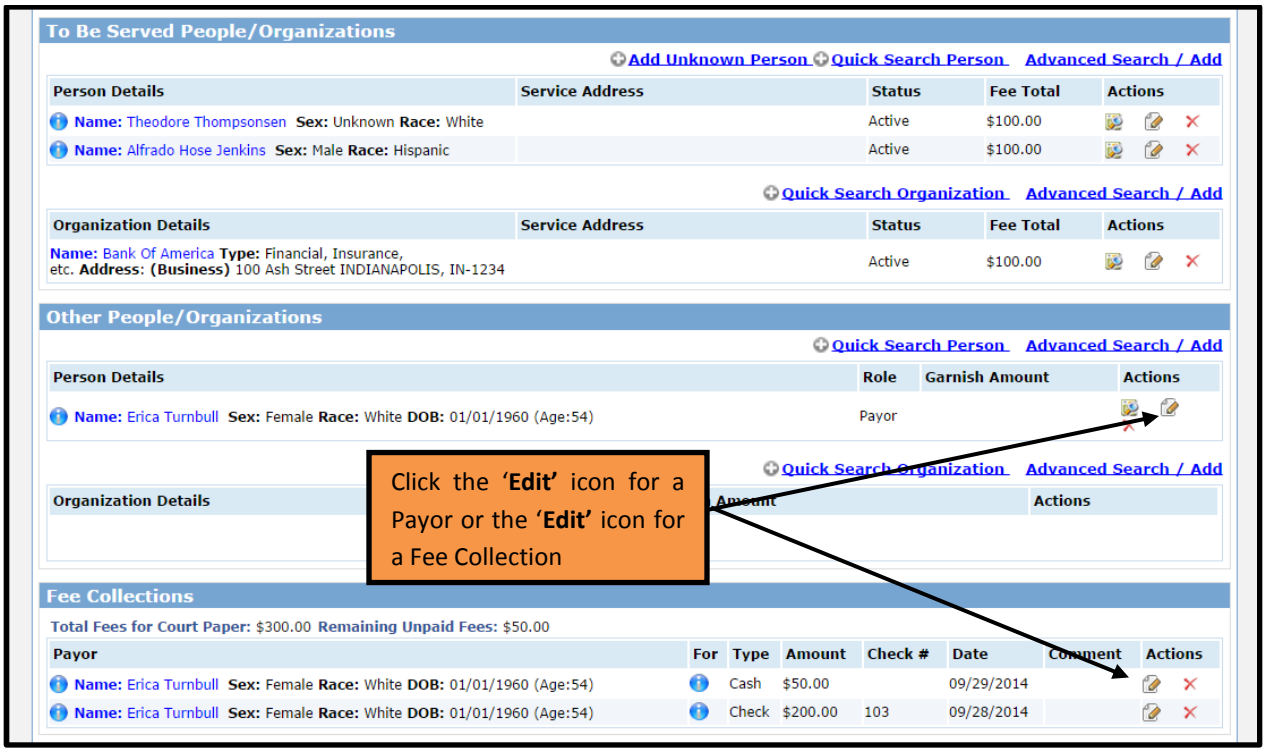
Please note that this enhancement does not include payment reconciliation functionality and amounts tracked are still gross amounts. Adding who the payment is for is only for documentation purposes.

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

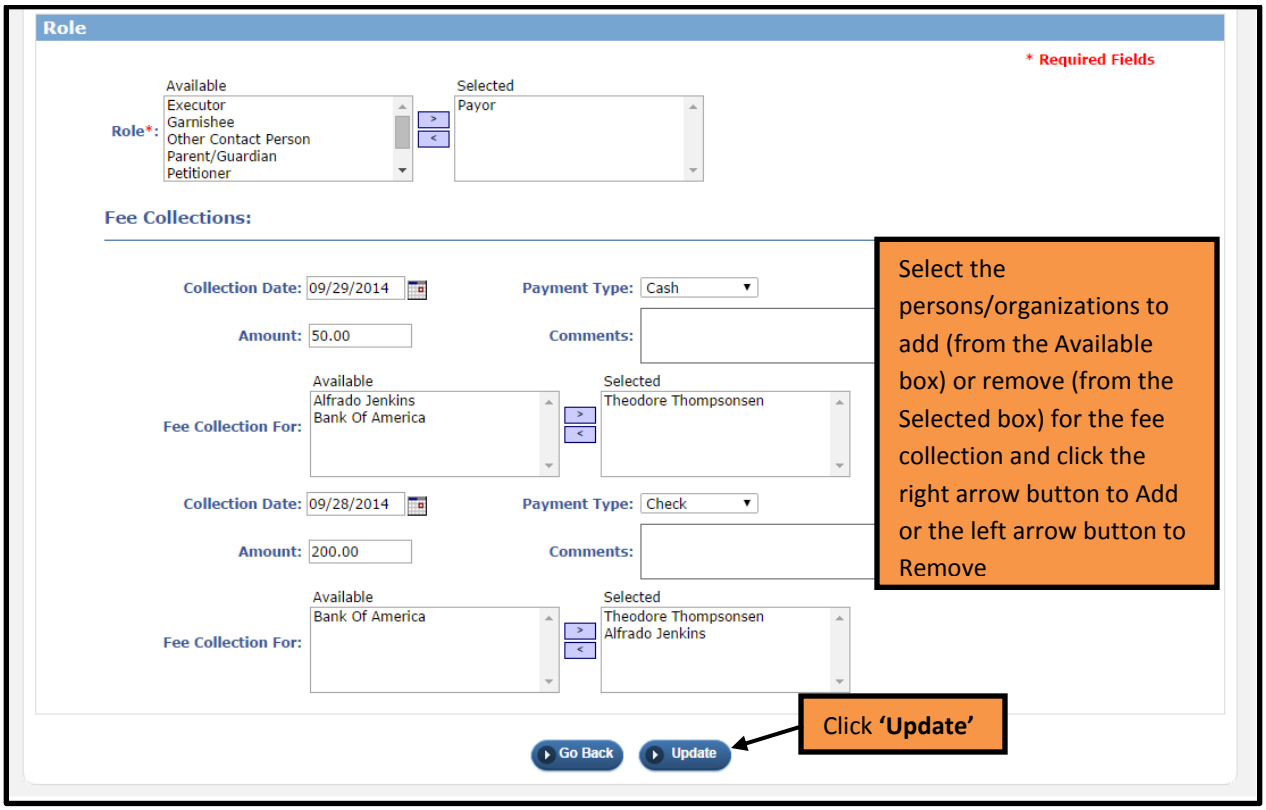


Edit a Fee Collection to change the association with To Be Served Person(s) or Organization(s)

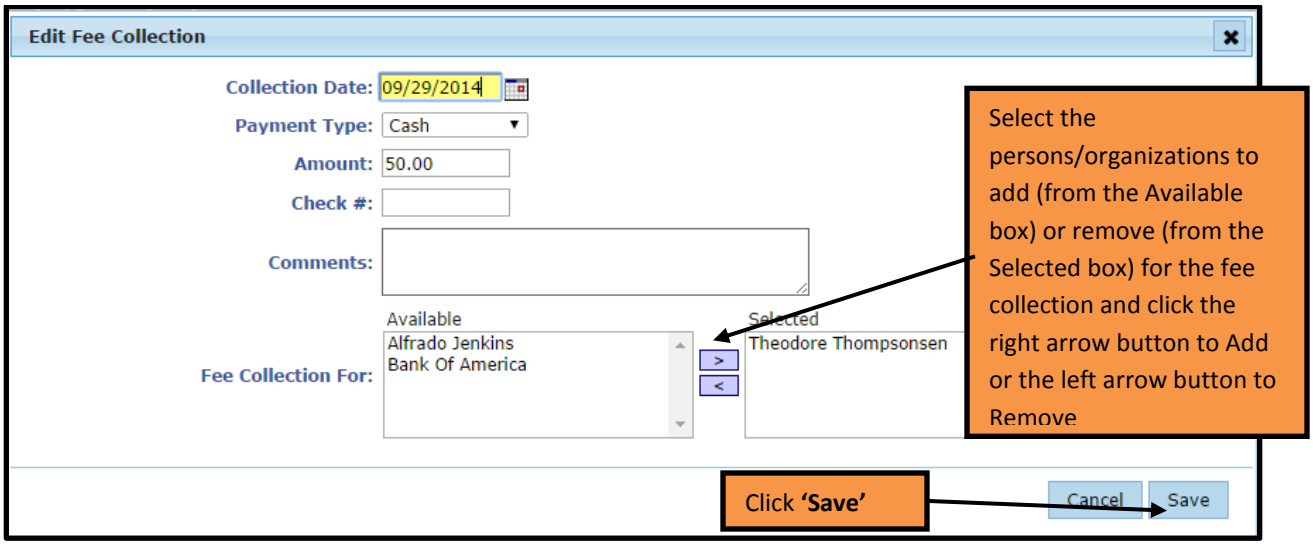
If a user wishes to edit the association for one or more fee collection(s), the user may do so by either clicking the '**Edit'** icon for the Payor or the '**Edit'** icon for the Fee Collection record.



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.

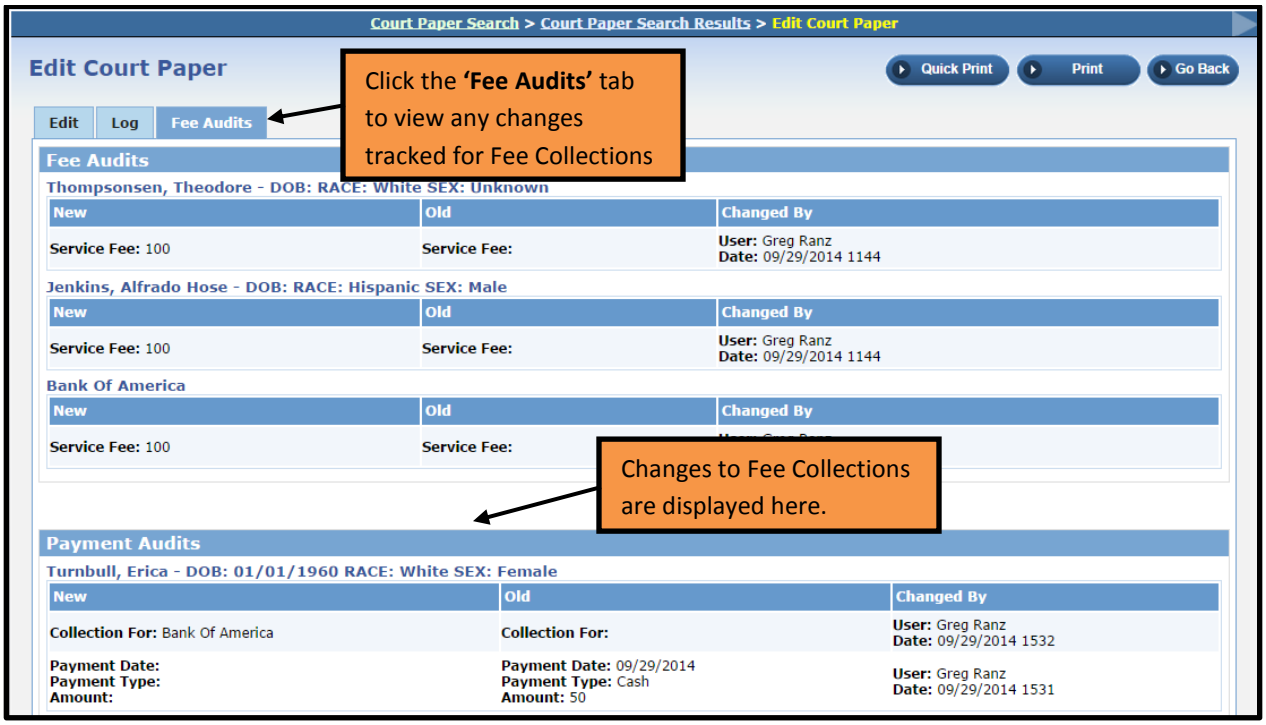


If the user clicks the '**Edit'** icon for a Fee Collection, the **'Edit Fee Collection'** pop up dialog box is displayed. From here, the user is able to add or remove the **'Selected'** persons/organizations for that specific fee collection. Click the **'Save'** button to save any changes.



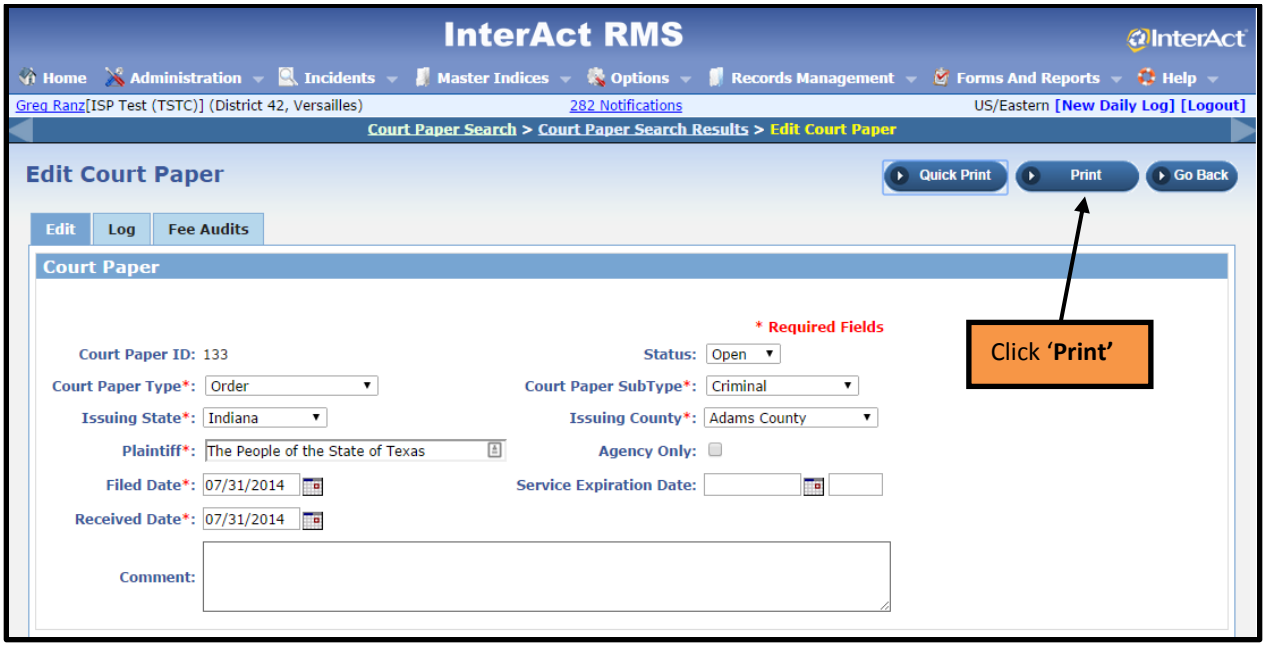
Fee Audits

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

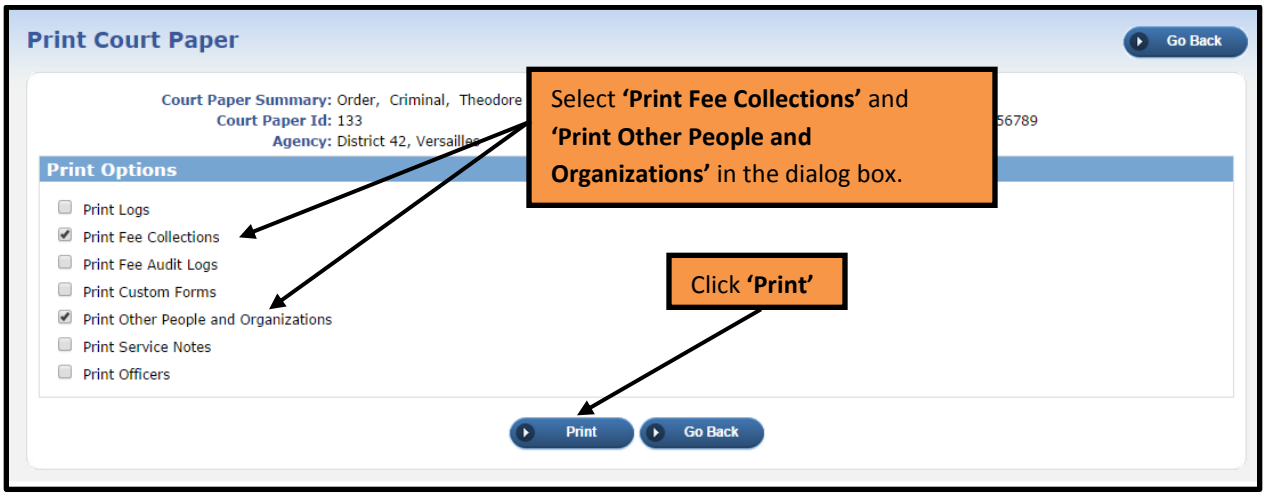


Print Court Paper

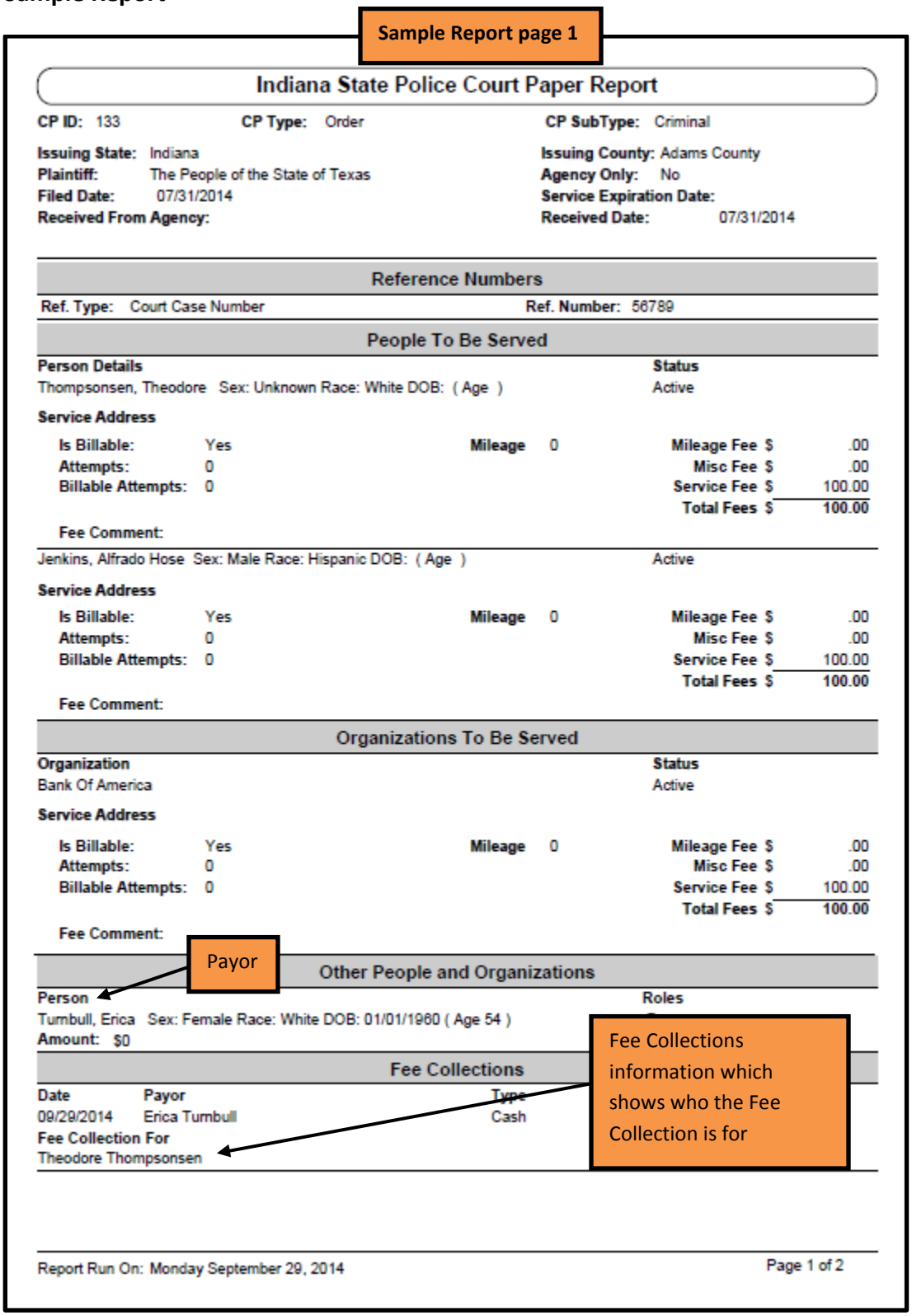
When printing a court paper, users can now choose to include fee collection information and Payors with To Be Served people and organizations in the printed report. From the **'Edit Court Paper'** screen, click the '**Print'** button which will generate a file in pdf format allowing the user to save 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 2

Date	Payor	Type	Amount	Check #
09/28/2014	Erica Turnbull	Check	$200.00	103

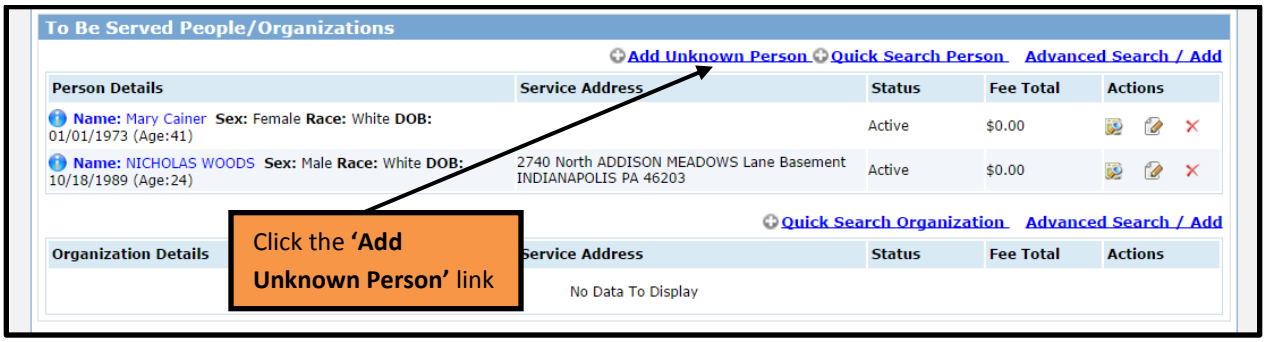
Fee Collection For
Theodore Thompsonsen,Alfrado Jenkins

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

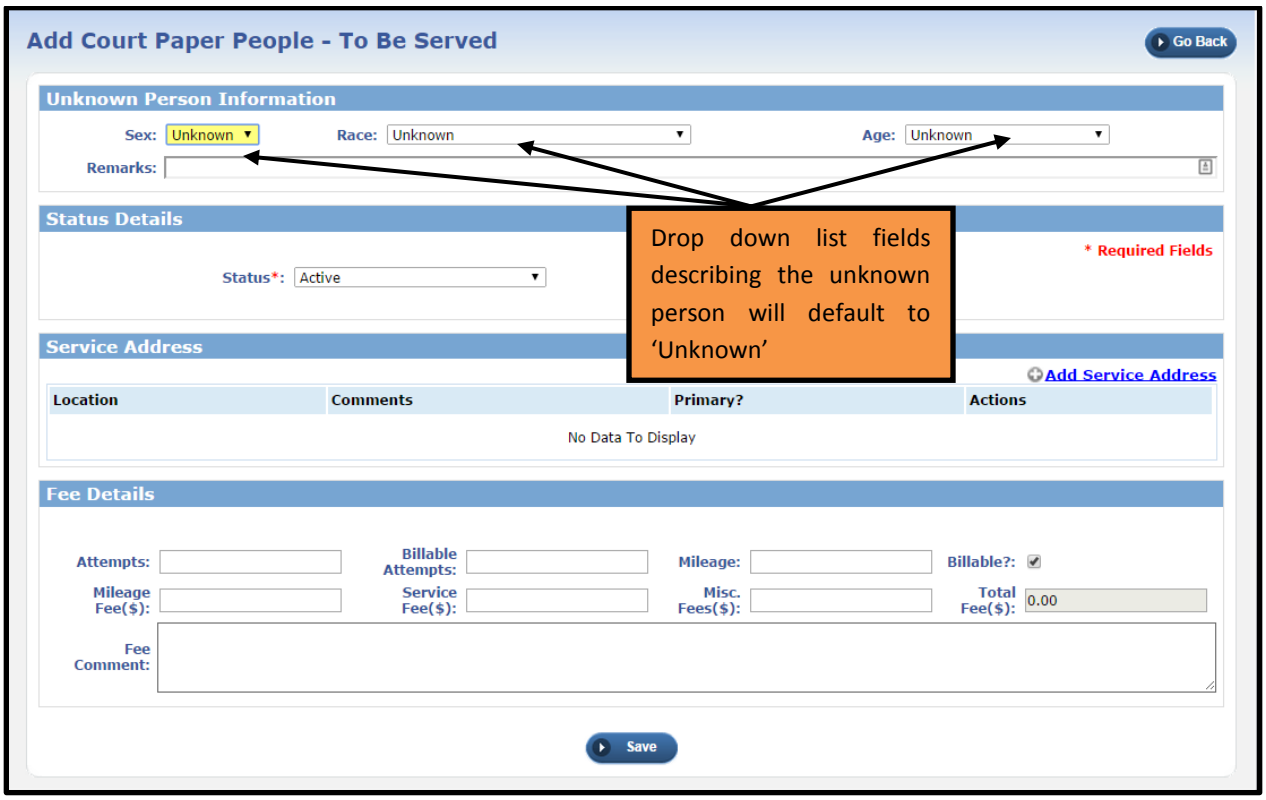
In order to support the needs of law enforcement who serve court papers, a new enhancement has been added to allow users to add an unknown person(s) in the To Be Served People/Organizations grid. There are situations when papers are issued by the courts ordering that all persons who reside at a listed 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

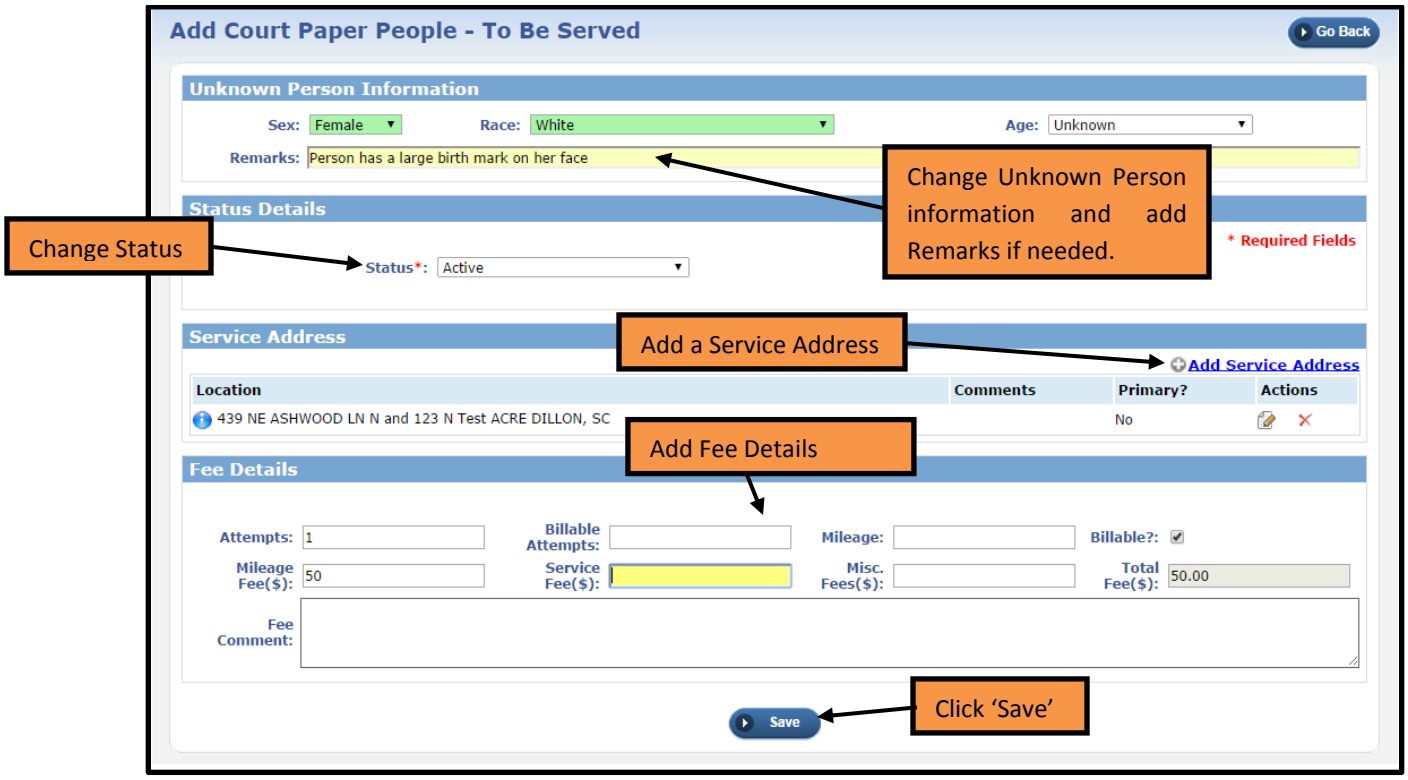
When creating or editing a court paper, the user is presented with the **'Edit Court Paper'** page. An **'Add Unknown Person'** link has been added to the **'To Be Served People/Organization'** grid.



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.

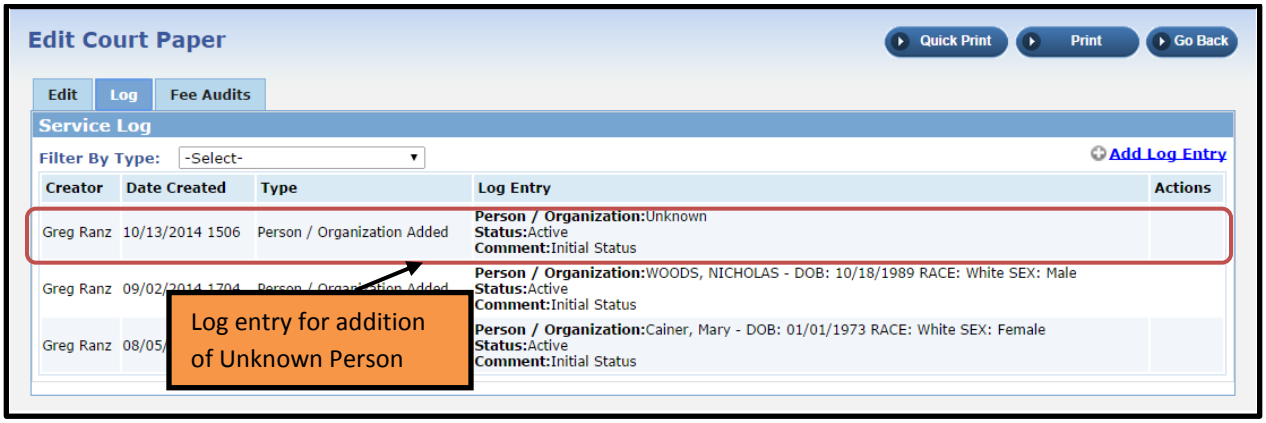


The user defines the general information for the Unknown Person, sets the status, adds a service address and updates the fee information as needed. The user then clicks the 'Save' button.



The 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.

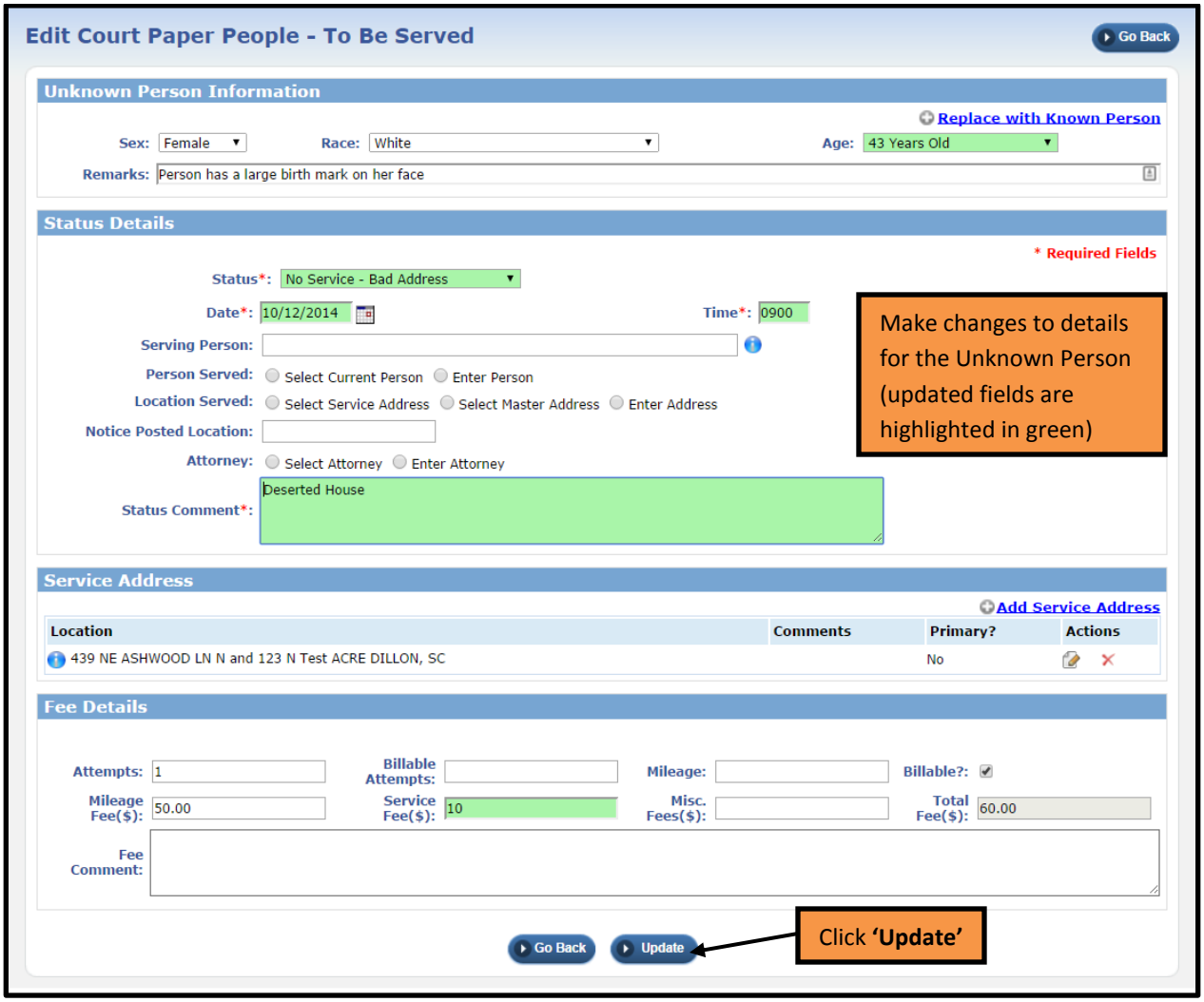
If the user clicks the **'Log'** tab in the **'Edit Court Paper'** page, the user will see the auto-log entry for the addition of an Unknown Person



Edit Unknown Person

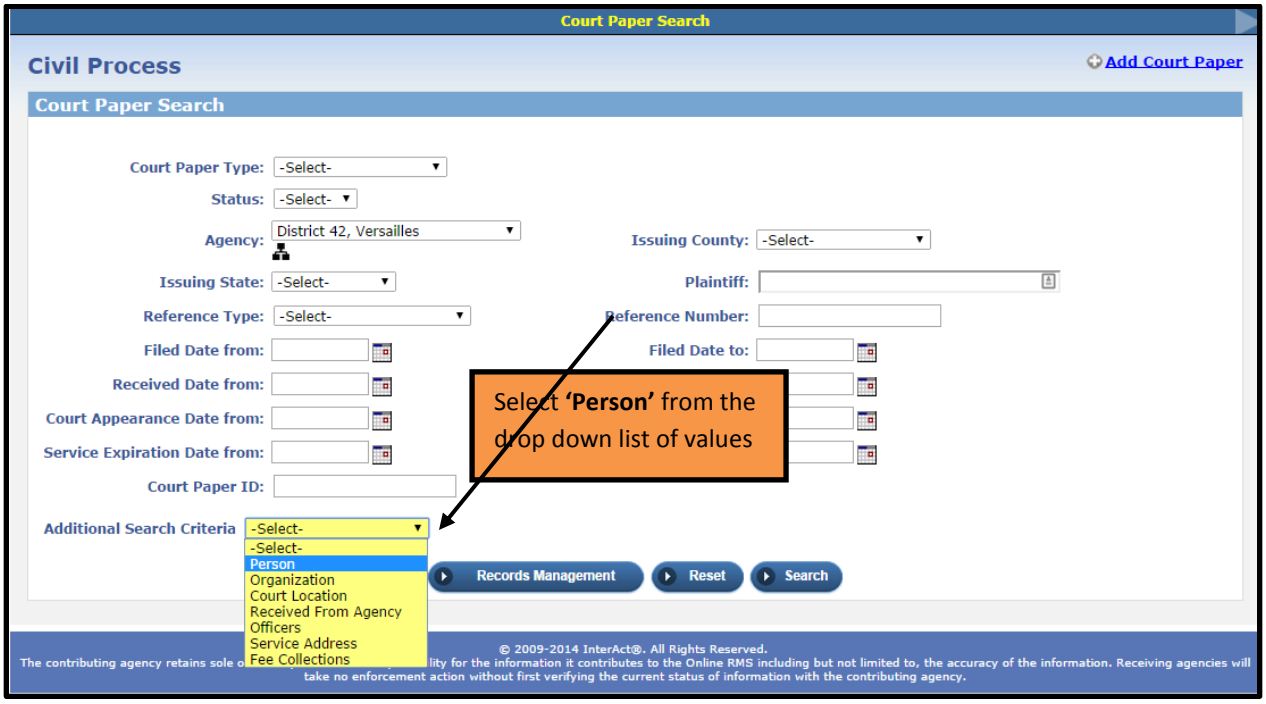
Click the **'Edit'** icon for the Unknown Person in the **'To Be Served People/Organizations'** grid on the **'Edit Court Paper'** page to edit the record.

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

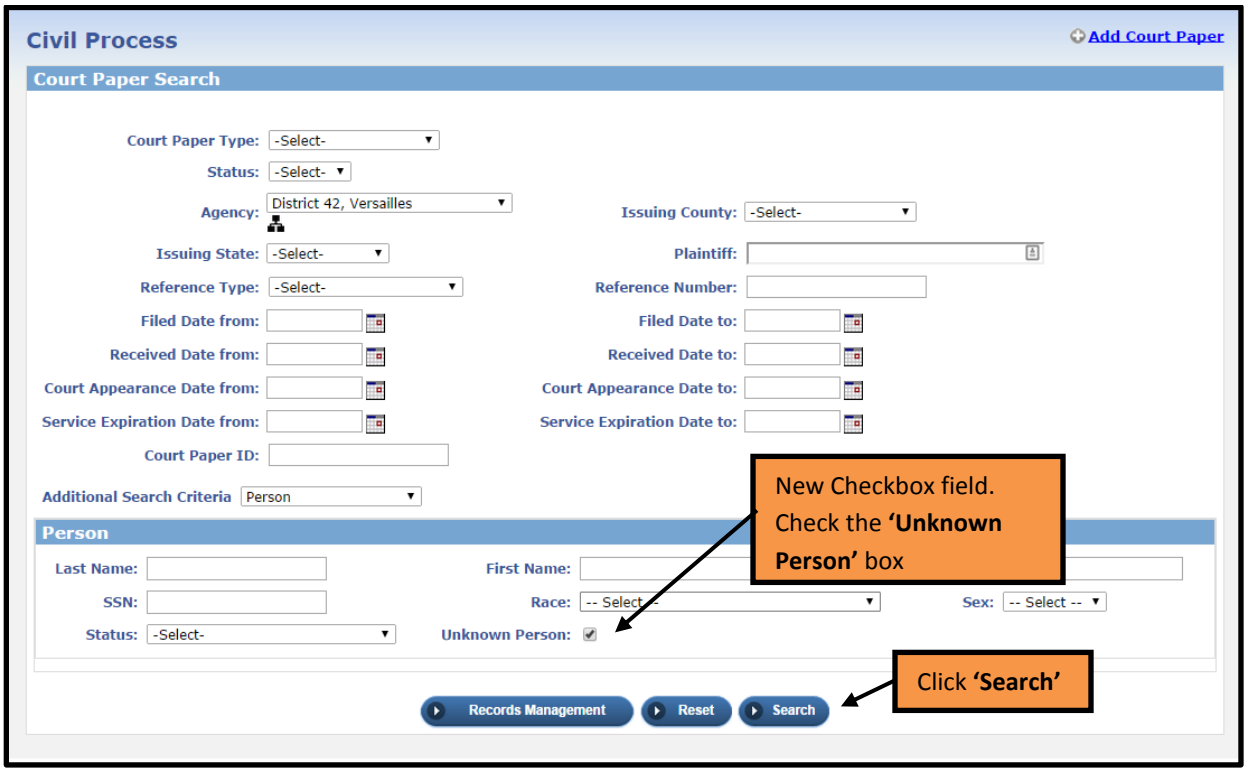


Search for Court Papers with Unknown Persons

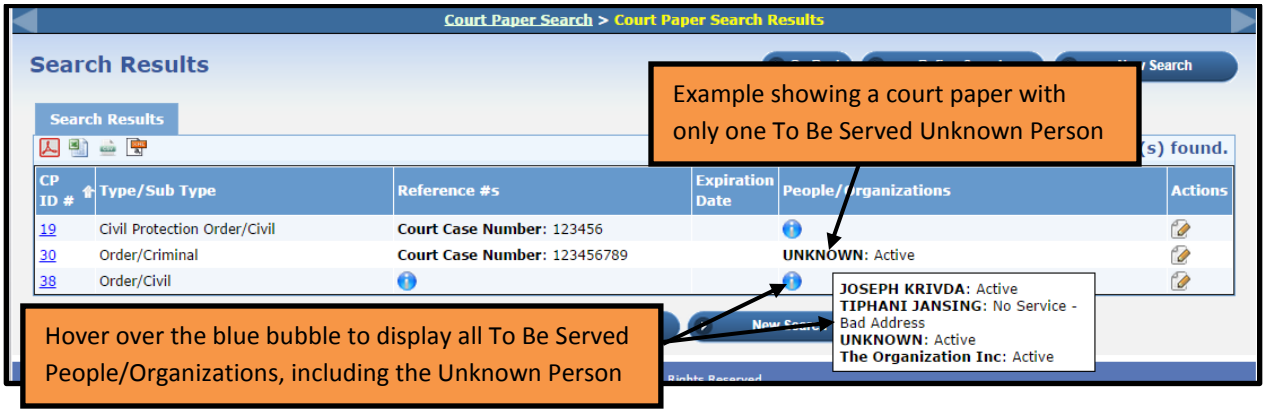
Users may wish to search for court papers that have Unknown To Be Served Persons. To do this, the user will go to the **'Court Paper Search'** page (**Records Management → Civil Process**) and select **'Person'** from the **'Additional Search Criteria'** drop down list of values.



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.

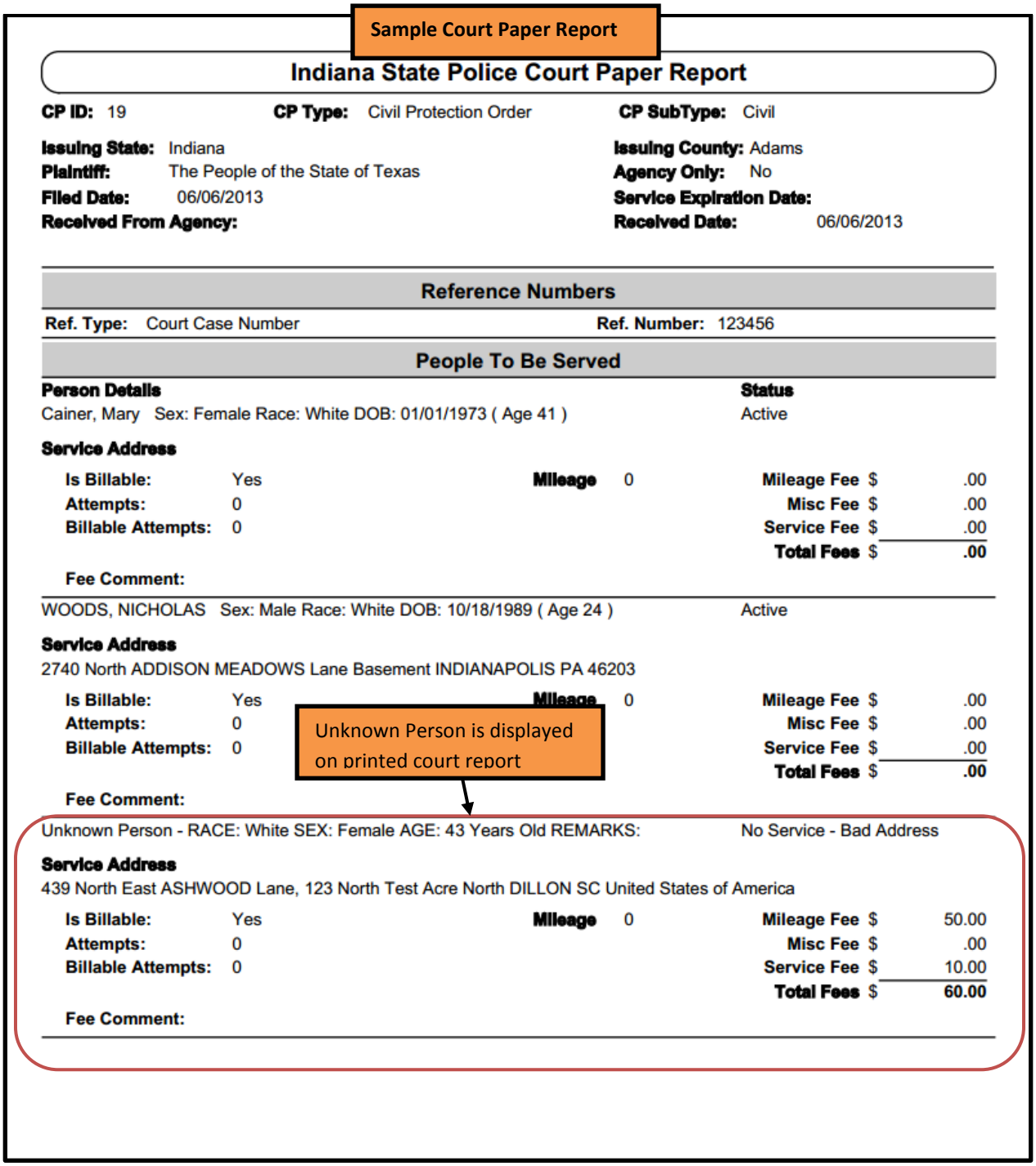


If there is only one To Be Served Person for the court paper and that person is unknown, The Unknown Person is highlighted with an **'UNKNOWN'** label along with the status in the People/Organization column. If there are multiple To Be Served People, a blue bubble will be shown in the People/Organization 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

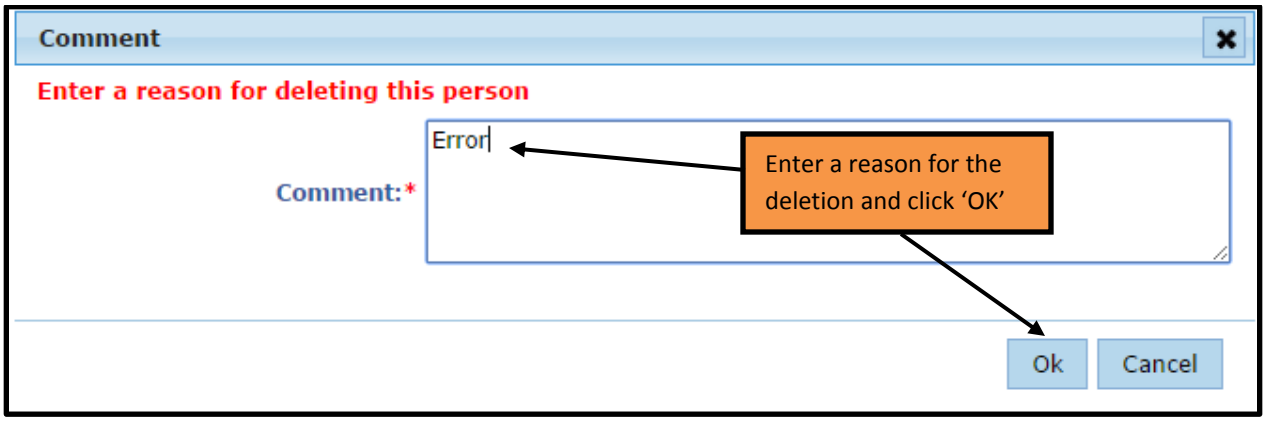
If the user prints the court paper by selecting the 'Print' or 'Quick Print' buttons on the **'Edit Court Paper'** page, the Unknown Person will show on the printed report as follows:



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.

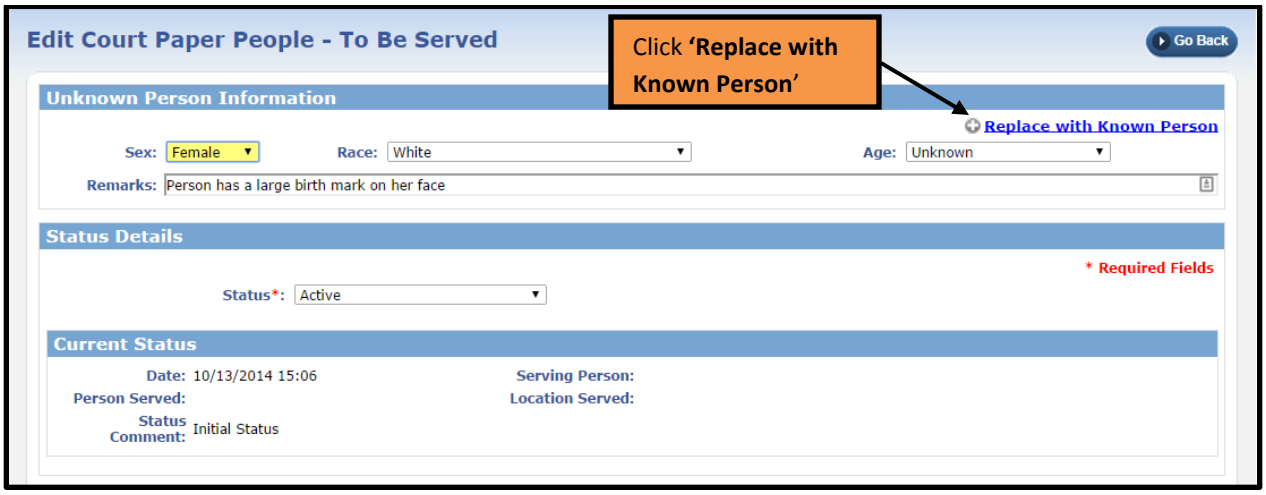
A delete confirmation dialog box will pop up asking the user to enter a reason for the deletion in the **'Comment'** box. This field is required. Click the **'OK'** button to delete the Unknown Person.



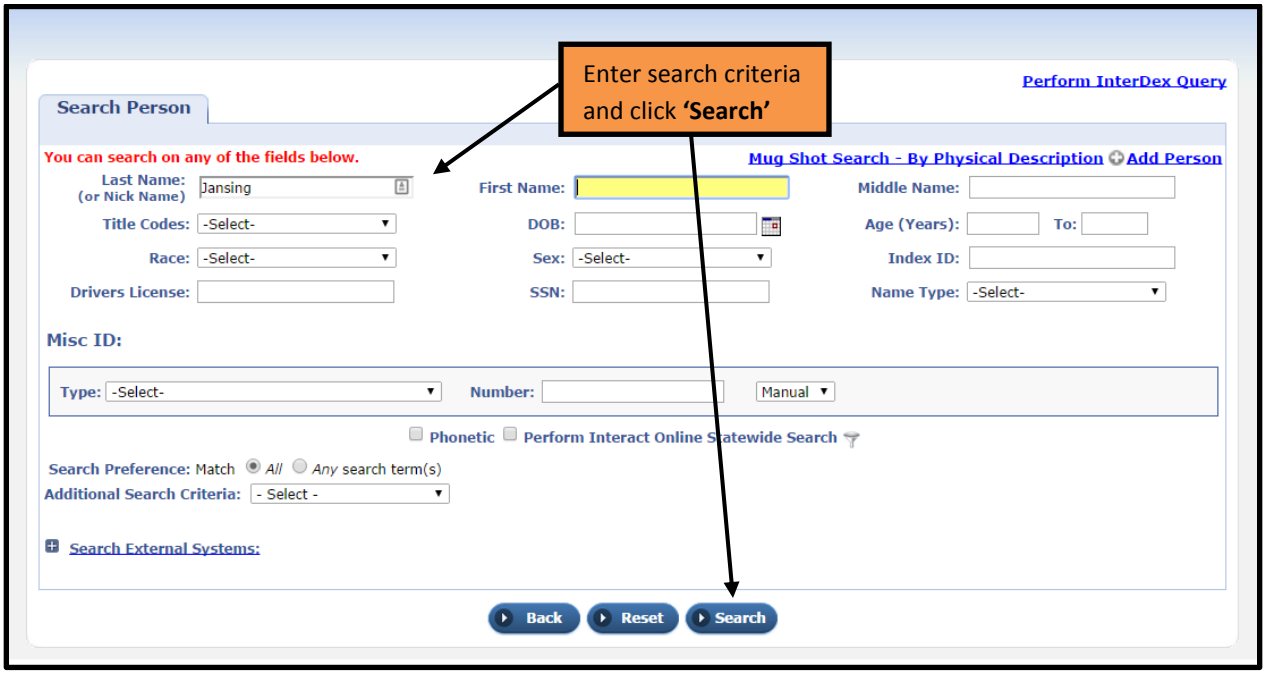
Replace Unknown Person

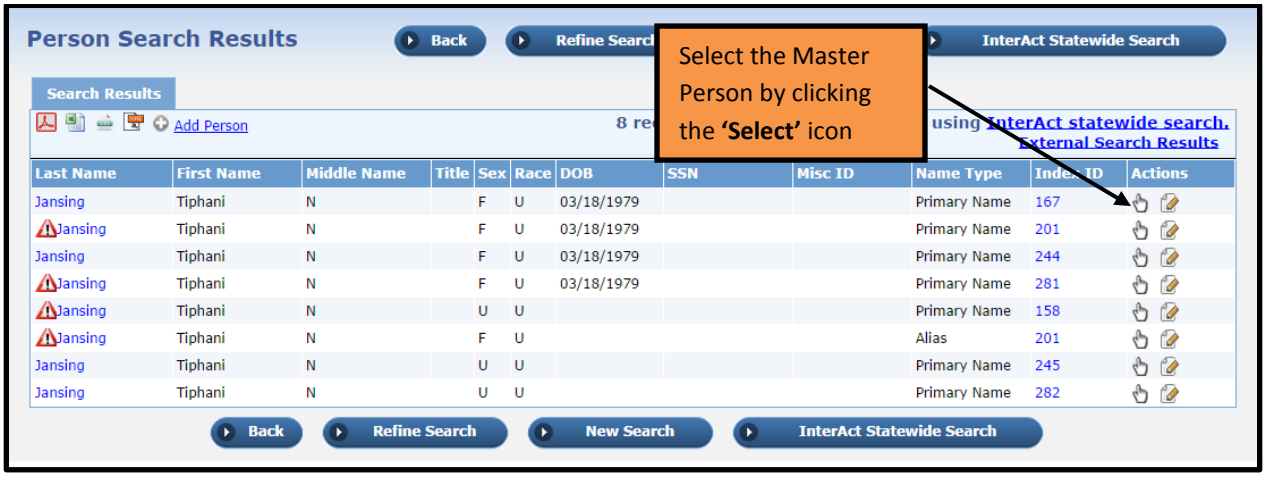
If the Unknown Person has been identified, the user is able to replace the Unknown Person with an existing Master Person. Click the **'Edit'** icon for the Unknown Person in the **'To Be Served People/Organizations'** grid on the **'Edit Court Paper'** page to edit the record.

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

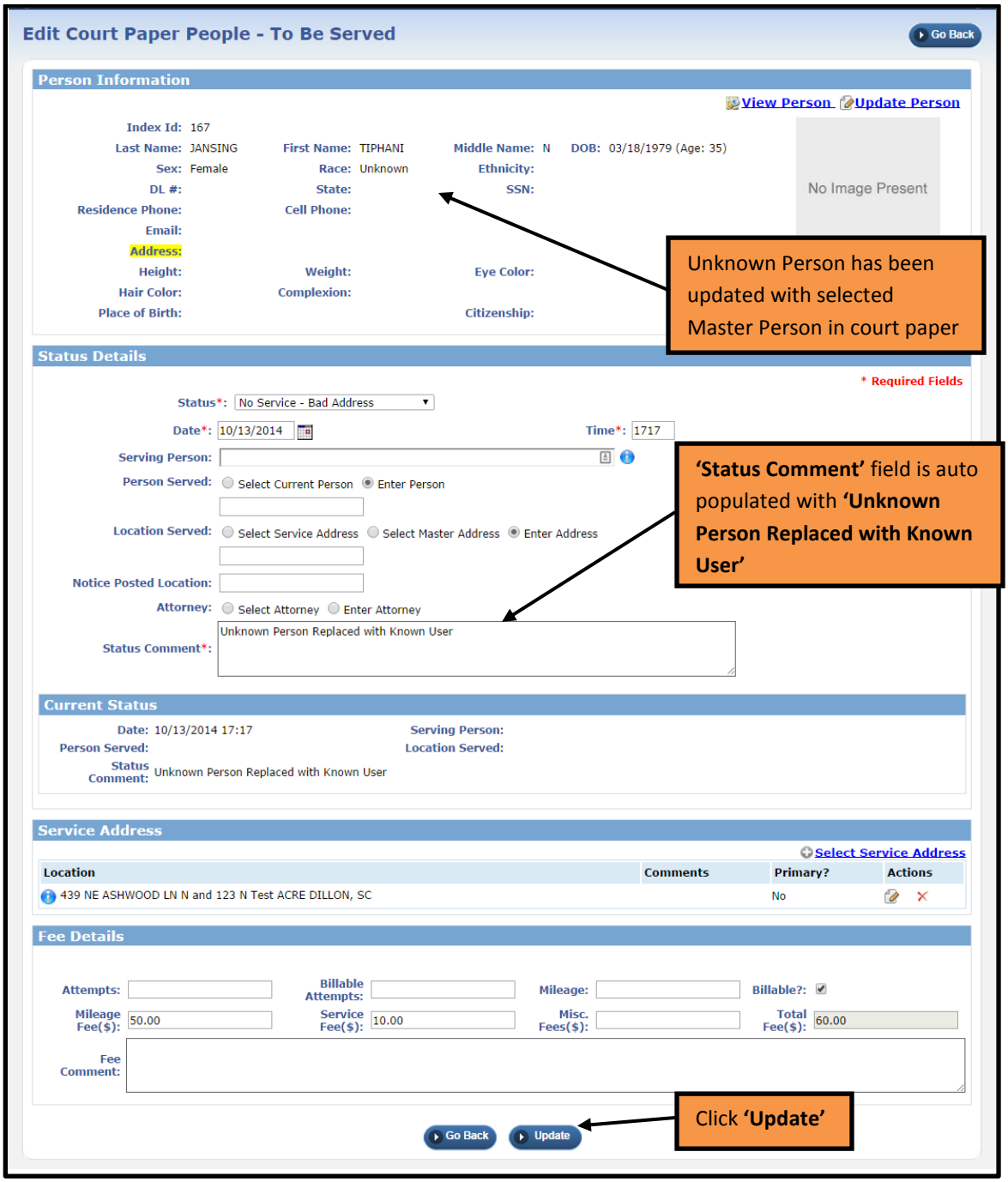


The **'Master Search Person'** page is displayed where the user searches for and selects a Master Person.

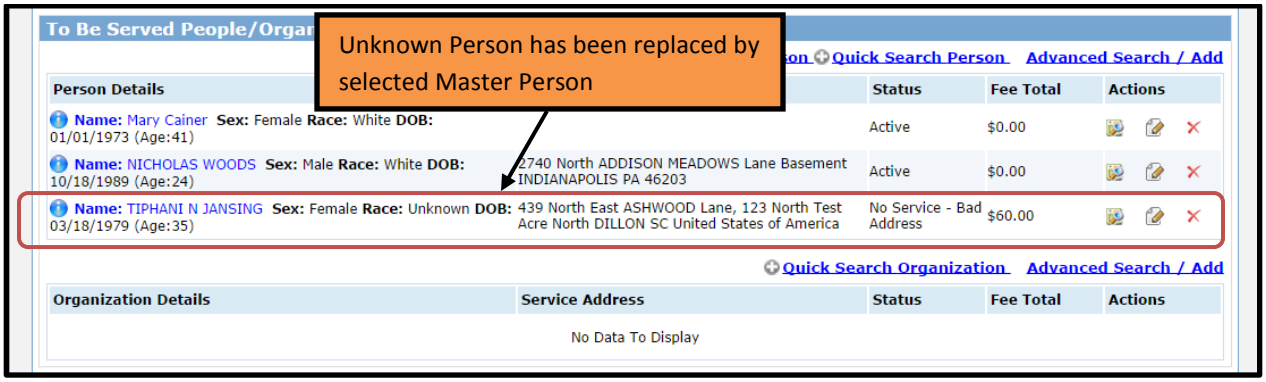




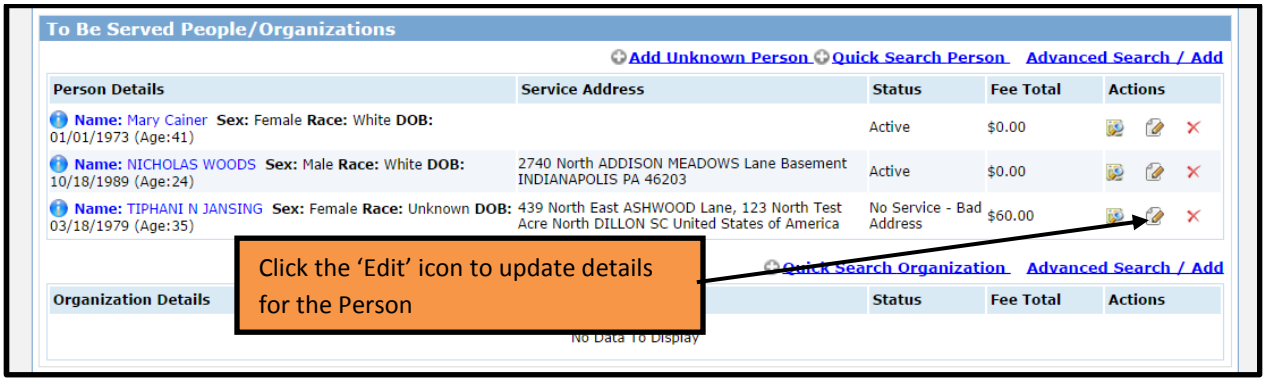
The **'Edit Court Paper People – To Be Served'** page now displays the Master Person selected in the court paper instead of the Unknown Person. Note also, that the **'Status Comment'** field will be auto populated with **'Unknown Person Replaced with Known User'** text. If the user wishes to update other 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.



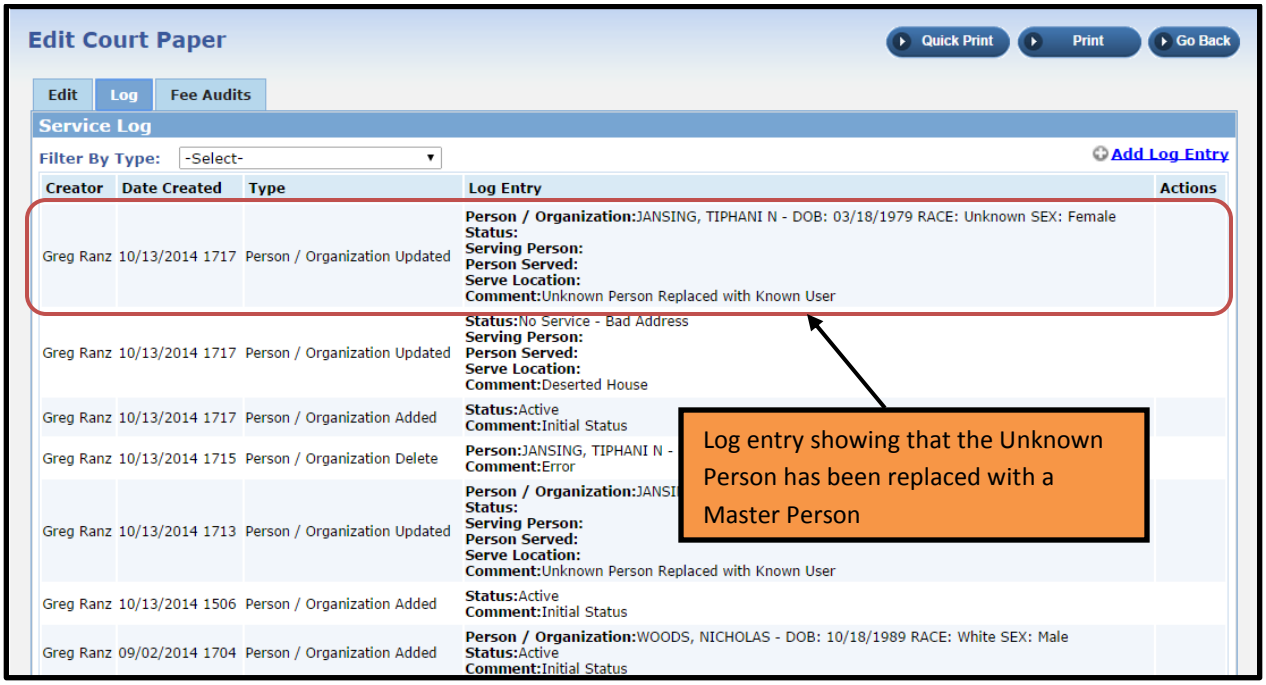
The **'Edit Court Paper'** page will now show that the Unknown Person has been replaced with the selected Master Person in the **'To Be Served People/Organization'** grid.



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.



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.



IA-33770: COURT PAPER - MODULE ADMINISTRATION

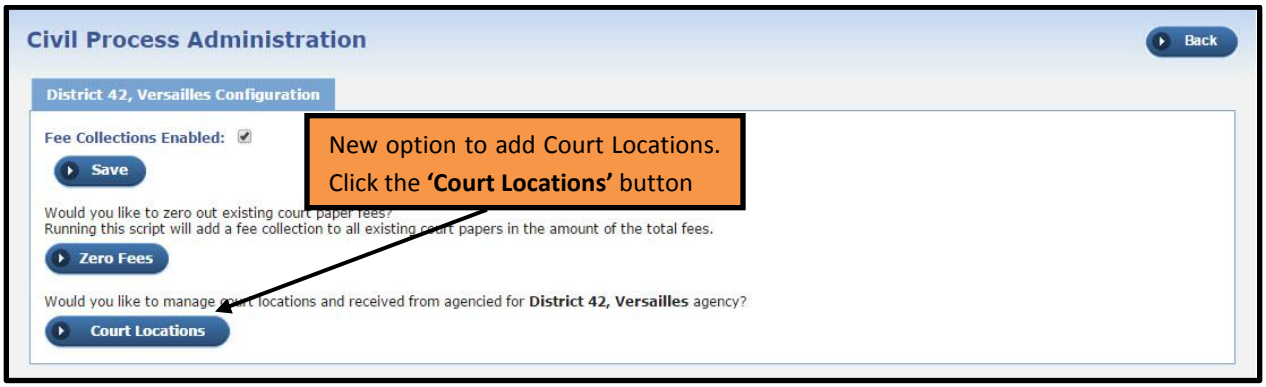
Additional functionality has been added to the civil process module administration screens. This enhancement will provide agency administrators the ability to access some of the configuration options previously only accessible to InterAct Operations Support.

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.

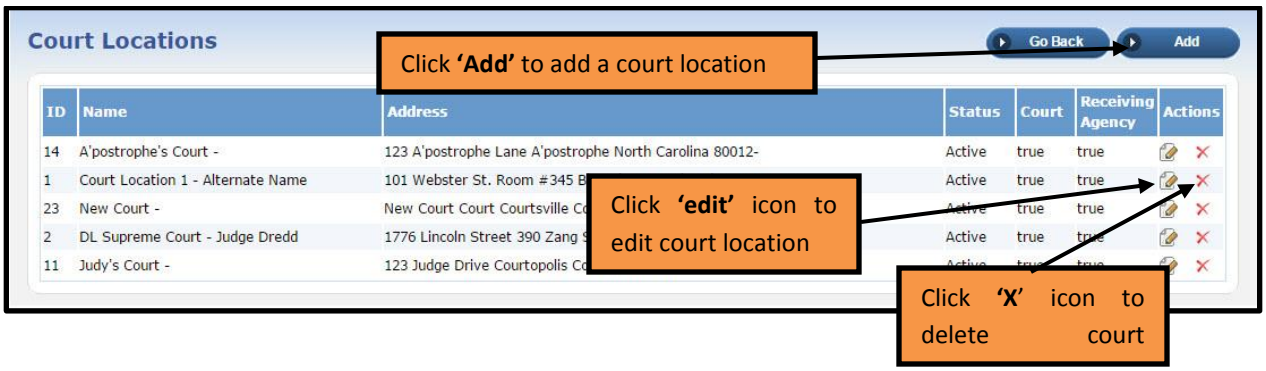
Administrative users will access the Civil Process Module Configuration screen by clicking **'Administration'** from the Main Menu. Click the **'Module Admin'** icon/link in the **'Maintenance'** grid. This will open the '**Module Configuration'** screen where the user will click the **'Civil Process'**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



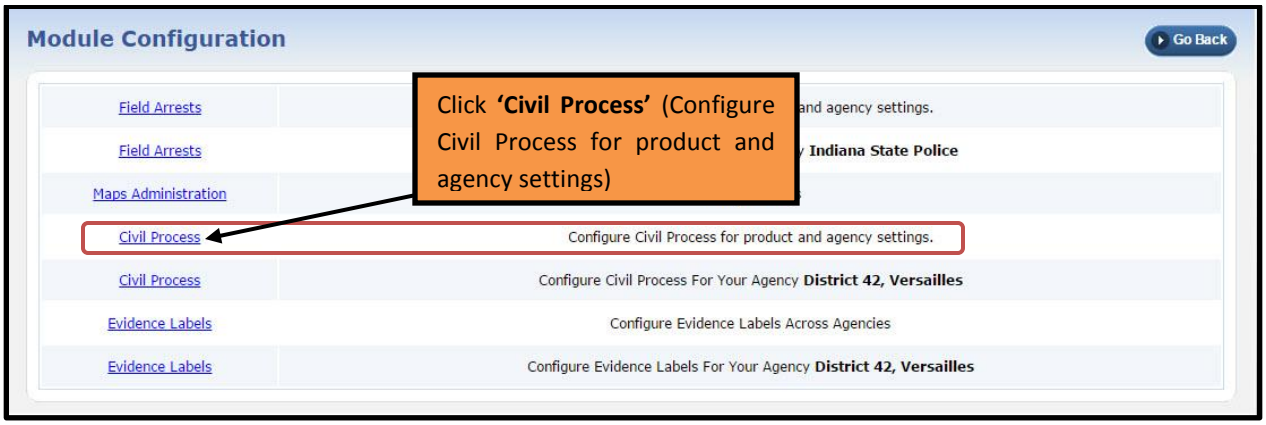
Manage Other Civil Process Configuration Options

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

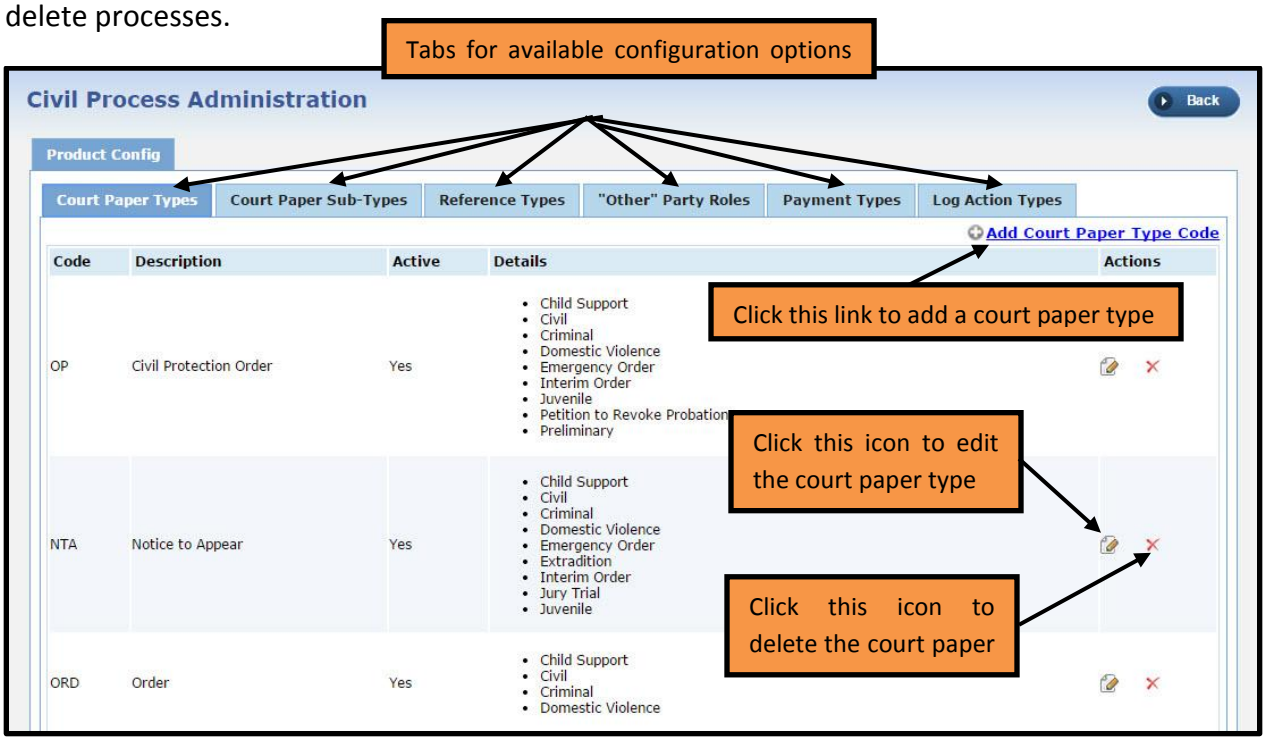
- Court Paper Types
- Court Paper Sub-Types
- Reference Types
- "Other" Party Roles
- Payment Types
- Log Action Types

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.

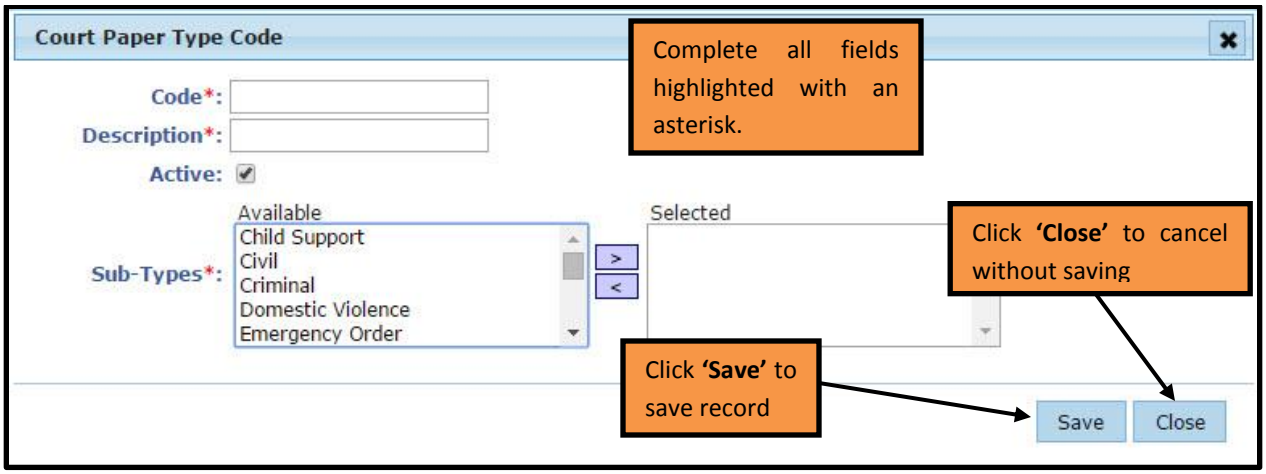
As with managing court locations above, administrative users will access the Civil Process Module Configuration screen by clicking **'Administration'** on the Main Menu. Click the **'Module Admin'** icon/link in the **'Maintenance'** grid. This time, however, users with the ***Administration - Product 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.

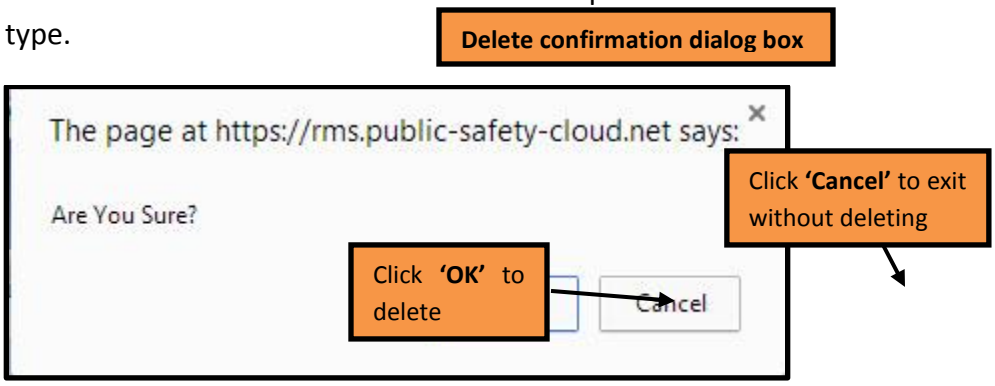


To add a court paper type, click the '**+ Add Court Paper Type Code'** link at the top right corner of the screen. A **'Court Paper Type Code'** dialog box will pop up prompting the user to enter information about the court paper type. All fields highlighted with an asterisk must be filled in, before 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.



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.

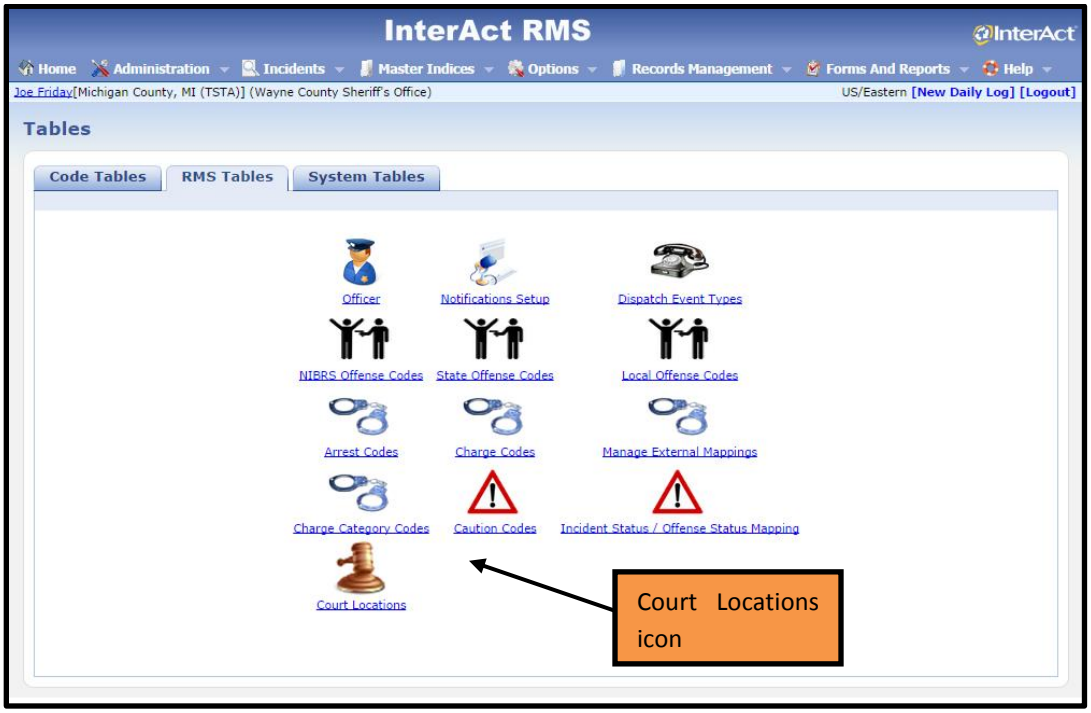
Unlike the management of court locations, all configuration types managed in the **'Civil Process Administration'** screen will apply across the organization and will be available for all agencies to select from.

CIVIL PROCESS AND WARRANTS ENHANCEMENTS

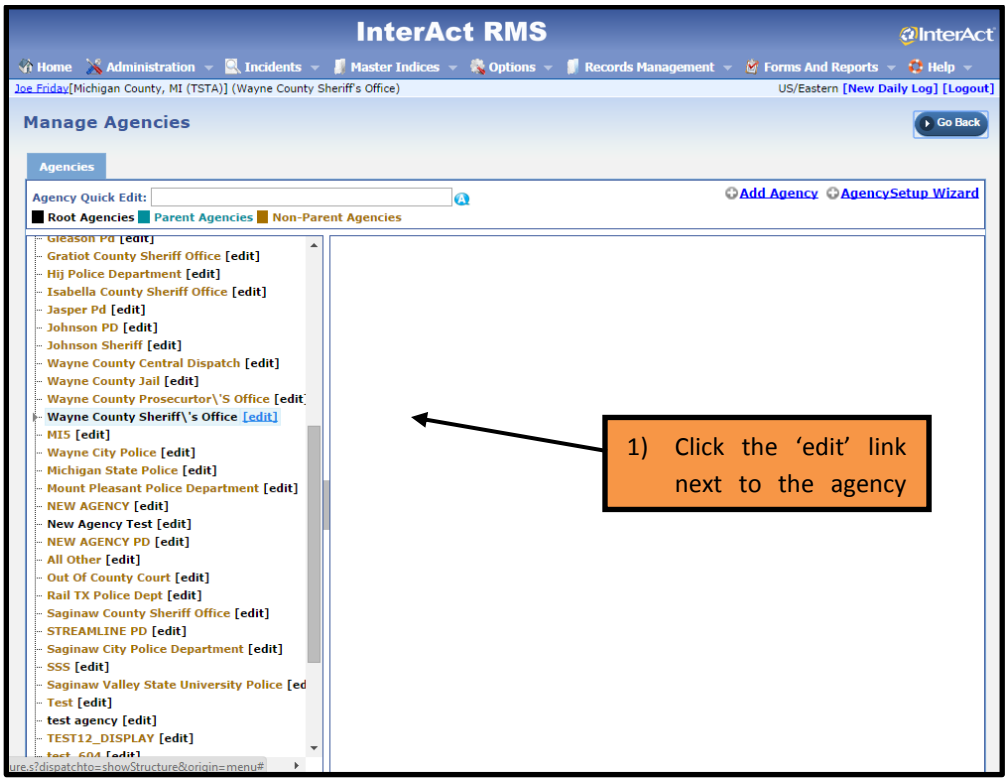
IA-33183: COURT LOCATION – NEW ADMINISTRATIVE SCREEN

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:

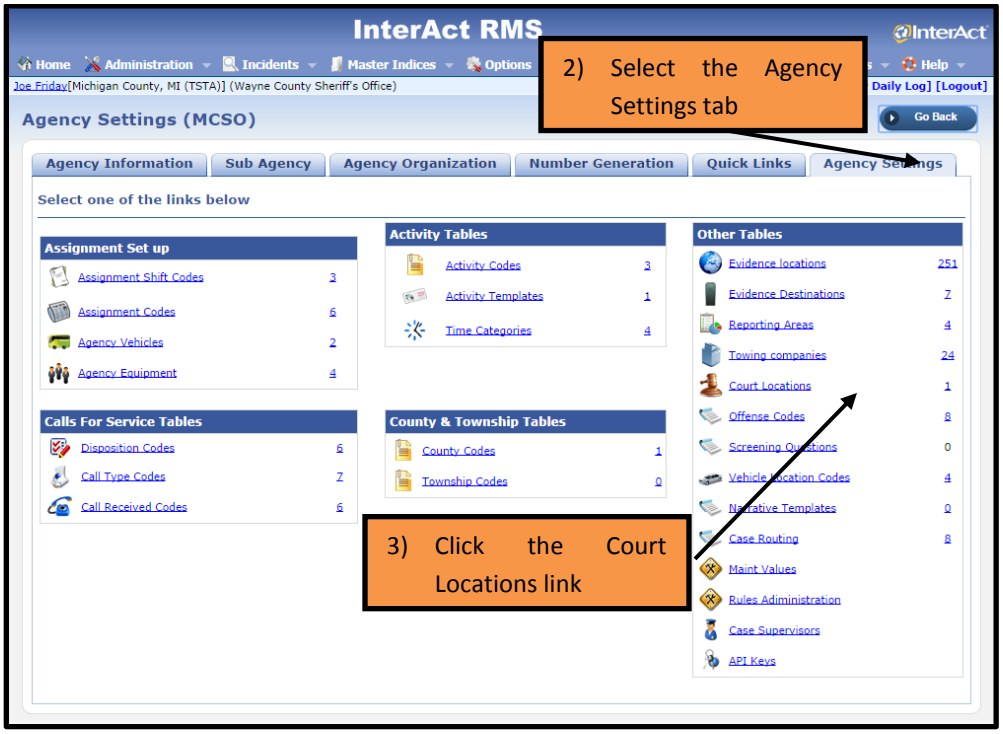
1) From the Main Menu, select Administration → Tables → RMS Tables. Click on the 'Court Locations' icon or link



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..



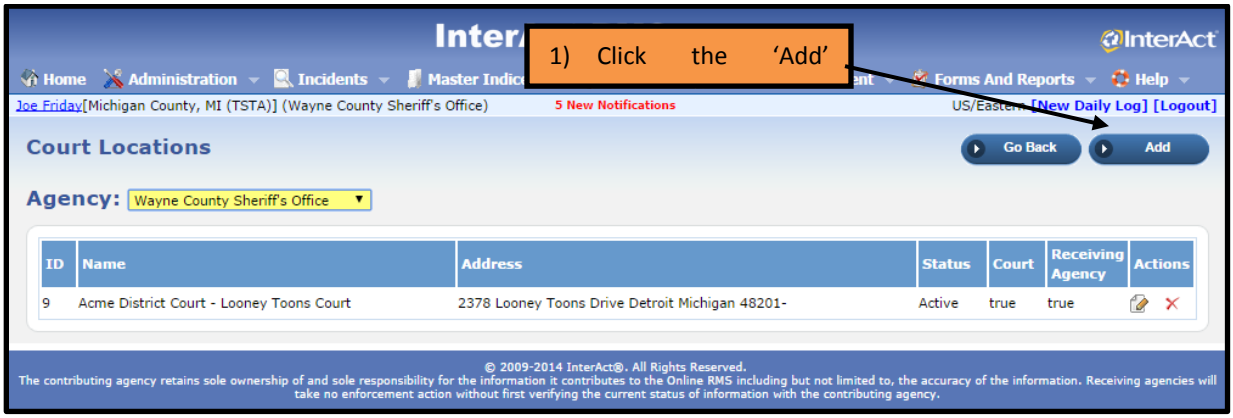
Go to the Agency Settings tab within the Agency Settings screen and click on the 'Court Locations' link within the Other Tables section



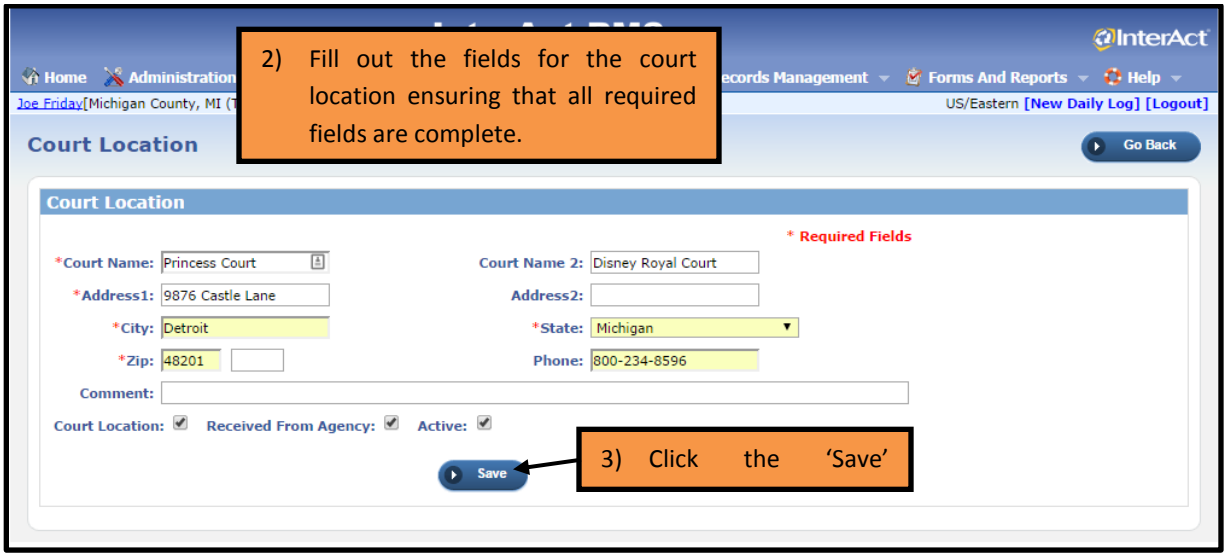
At this point, the administrative user will see a screen listing all Court Locations for the agency. From here, the administrative user has the option to add, edit or delete a court location.

Add a court location

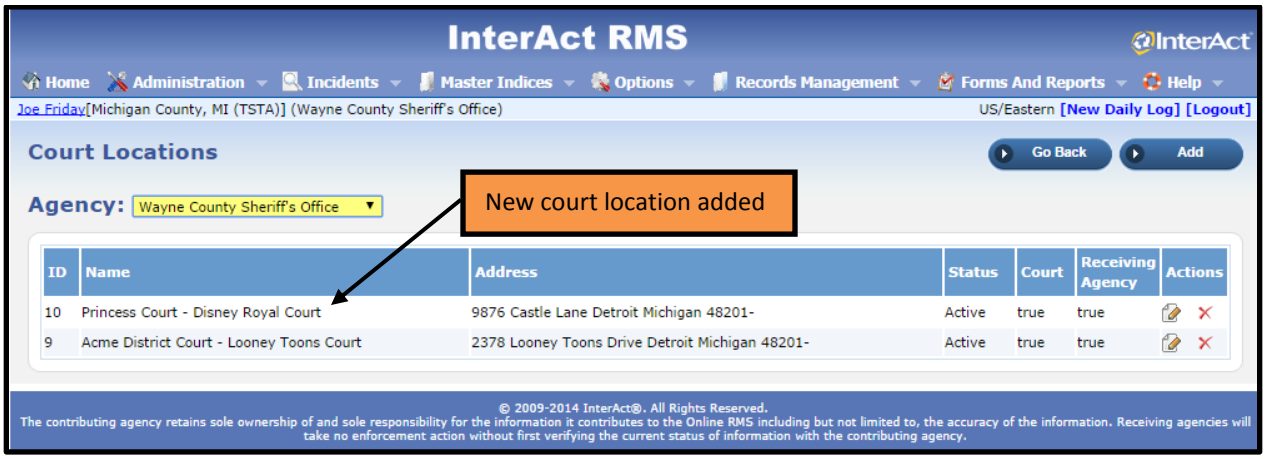
Click the 'Add' button to add a court location.



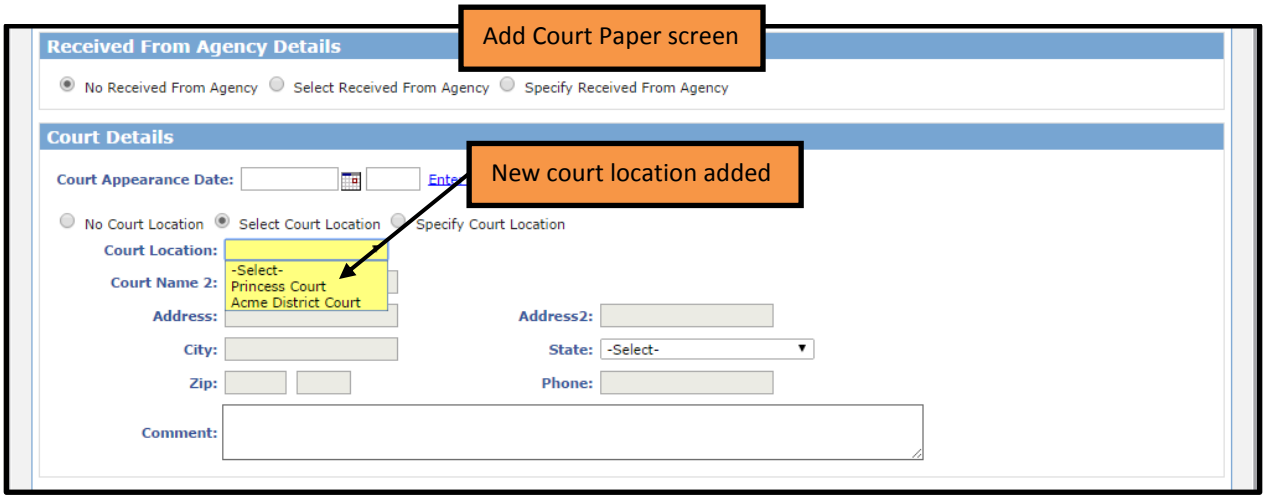
Enter details for the court location ensuring that all required fields highlighted with a red asterisk is completed. Click the 'Save' button.

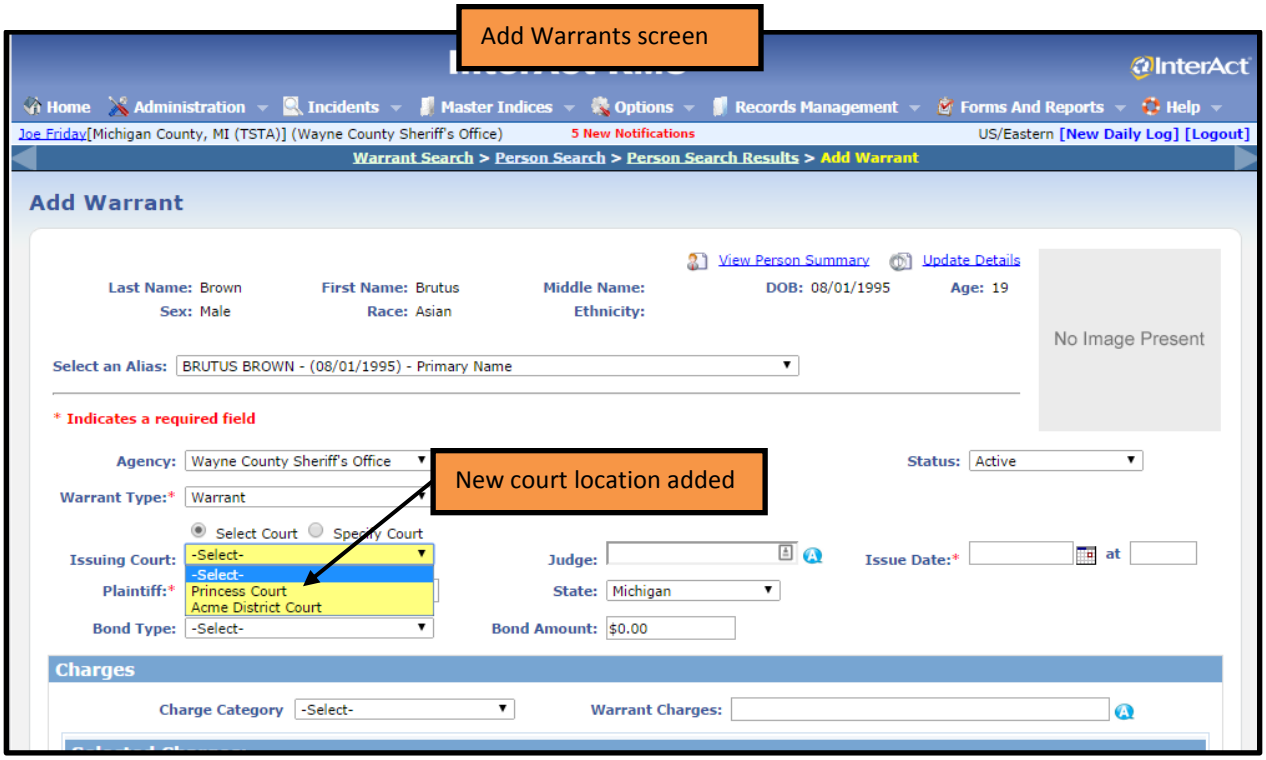


The administrative user should be able to see the new court added to the list of Court Locations.



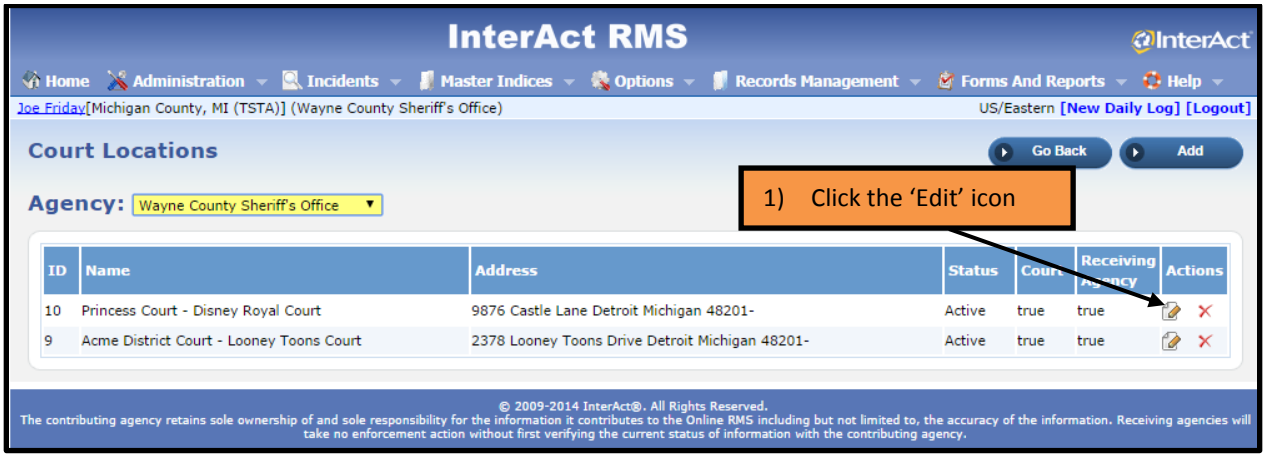
In addition, users will now be able to see the new Court Location in the list of values when adding a court paper or warrant.



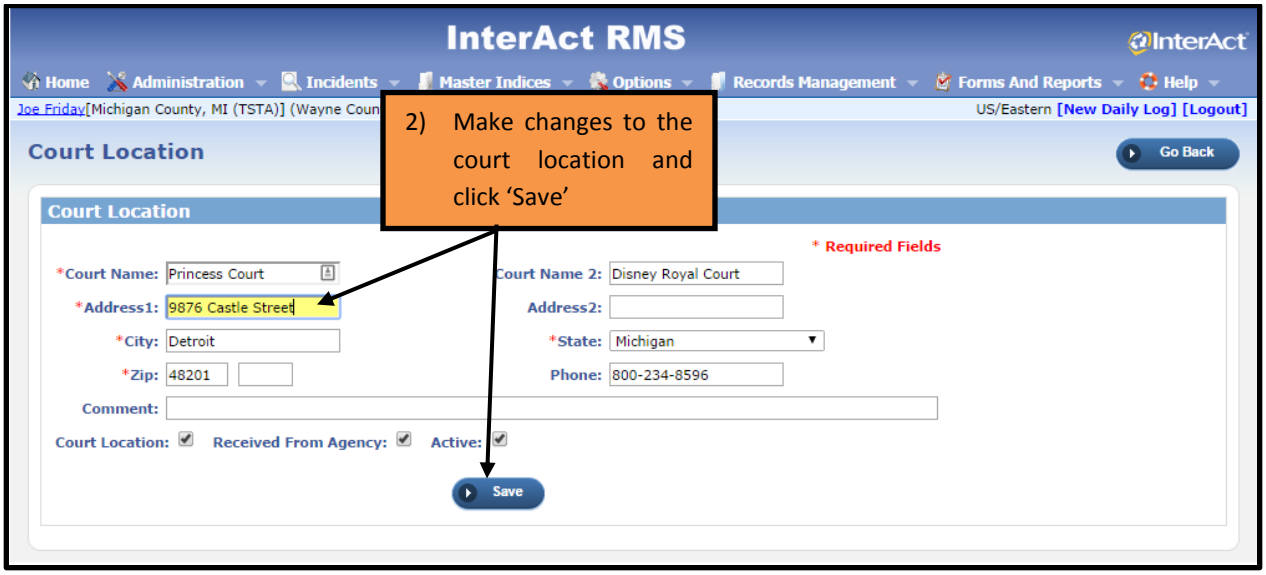


Edit a court location

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

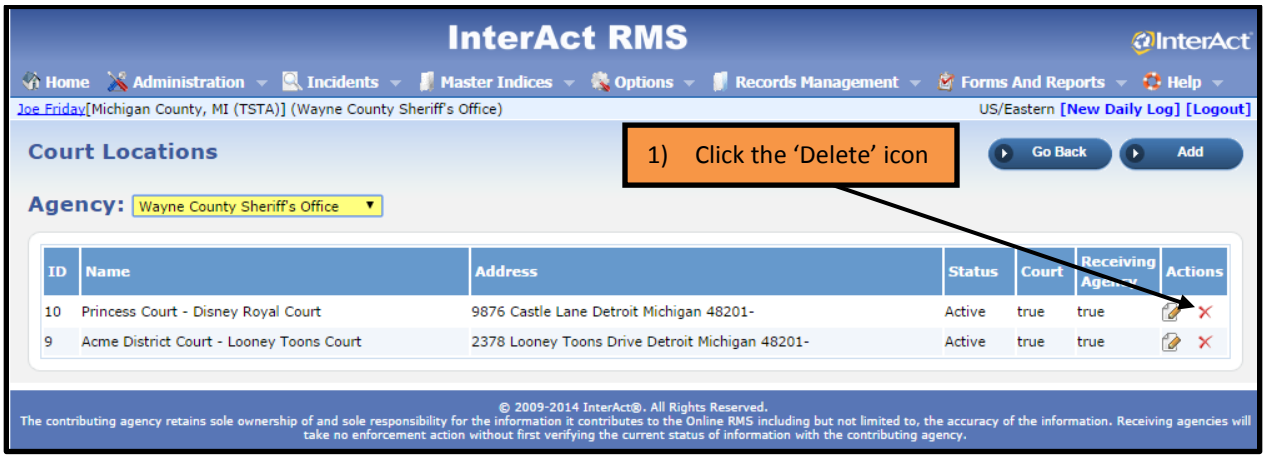


Make any appropriate changes to the court location record, once again, ensuring that all required fields are complete and click the 'Save' button.

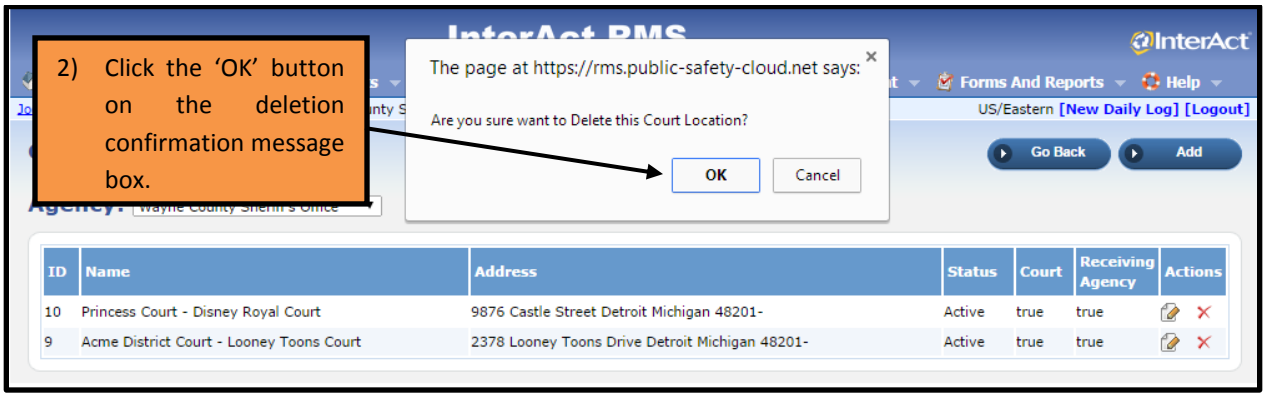


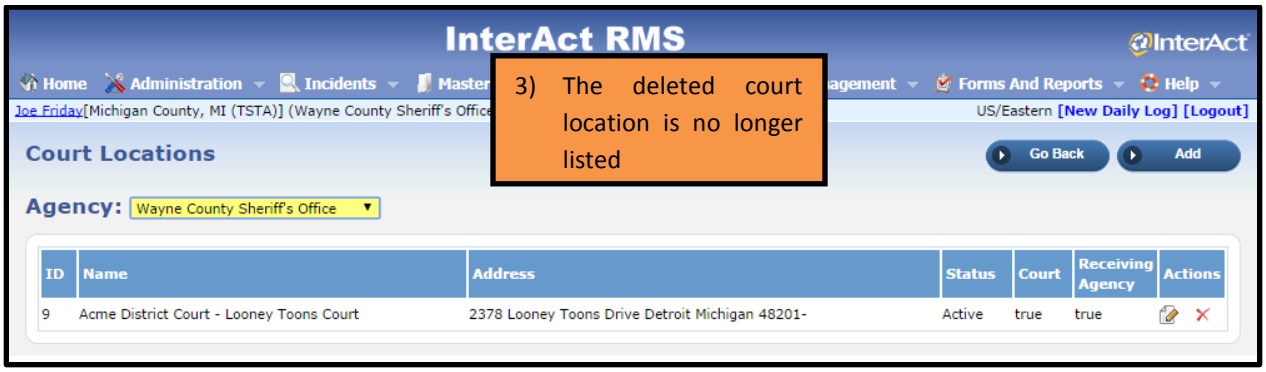
Delete a court location

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'.





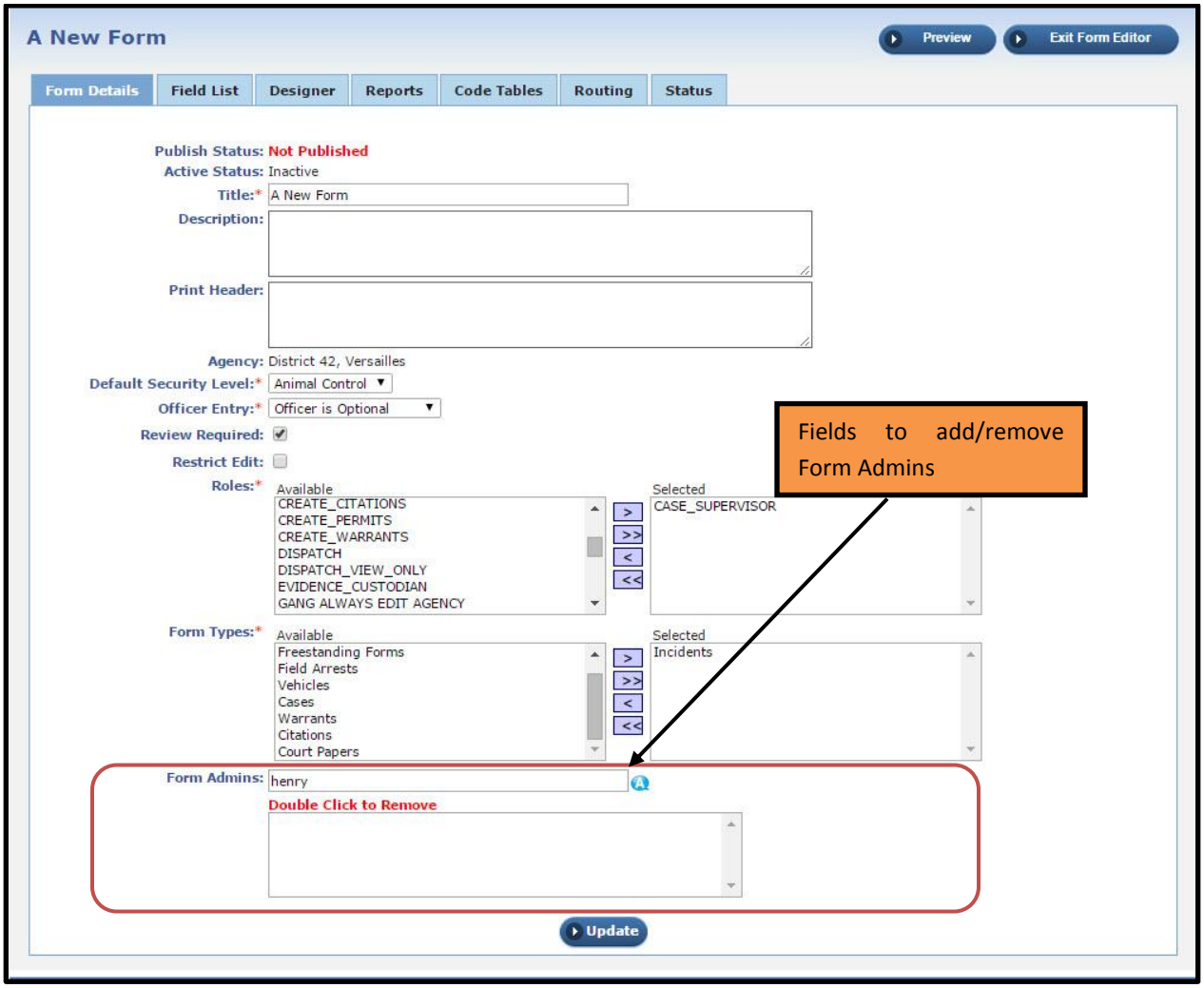
CUSTOM FORM ENHANCEMENTS

IA-32876: CUSTOM FORMS – DOWNLOAD PUBLISHING CONTROLS

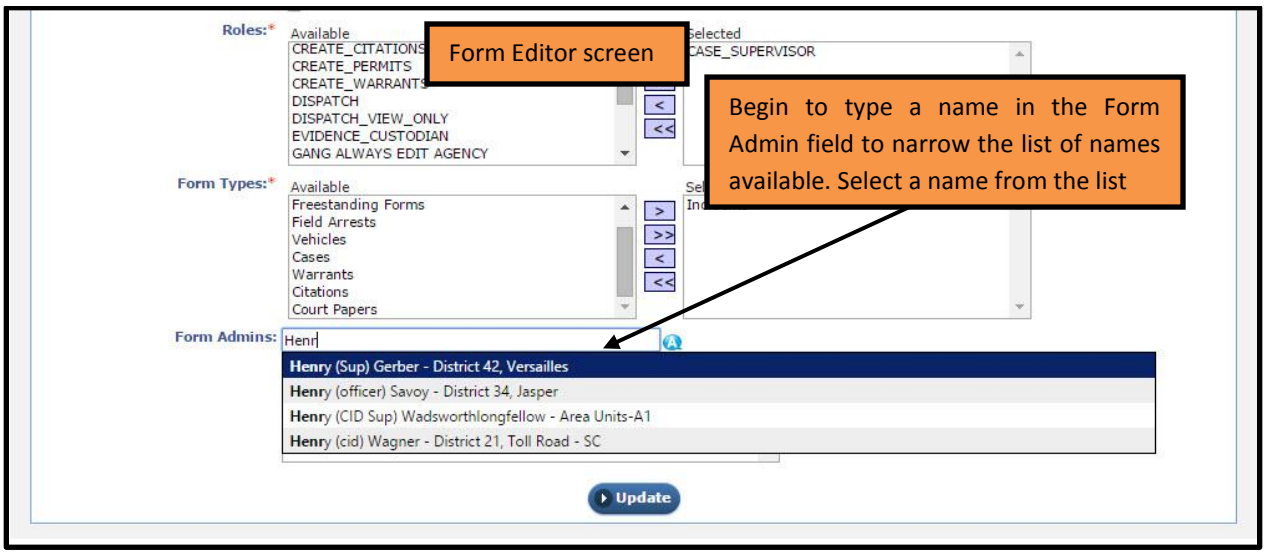
In prior releases, there was no mechanism to restrict another custom forms administrator from editing, downloading and subsequently using another user's custom form before the custom form had been finalized and approved by appropriate parties. This posed a problem if one agency did not wish another agency 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.

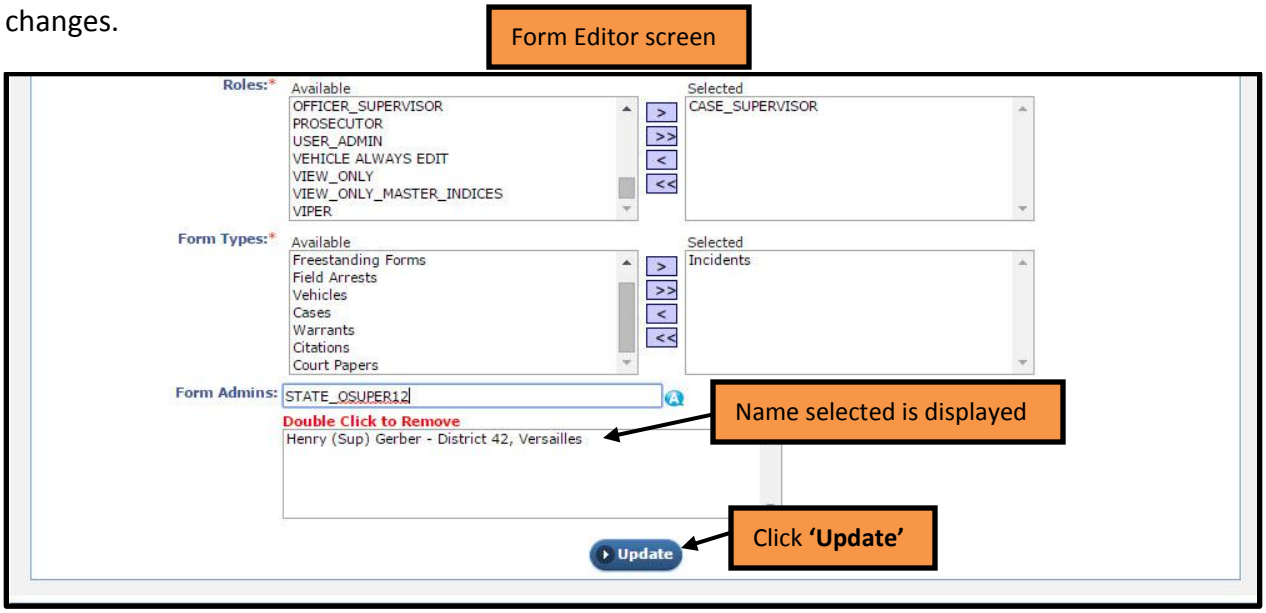
New fields to add or remove Form Admins are now available in the **'Form Details'** tab within the **'Form Editor'** screen. (Administration → Custom Forms → Manage Forms)



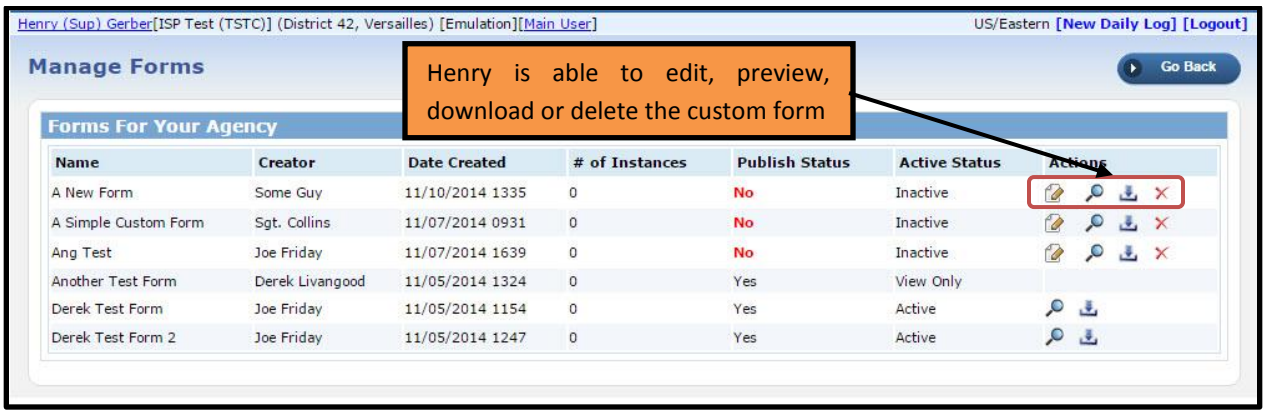
To add a Form Admin, simply begin typing the person's name in the **'Form Admins'** field. As the user continues to type, the drop down list will narrow the list of names available for that field. Only users who have the AGENCY_ADMIN role AND the CUSTOM_FORMS_ADMIN role (or appropriate permissions) can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



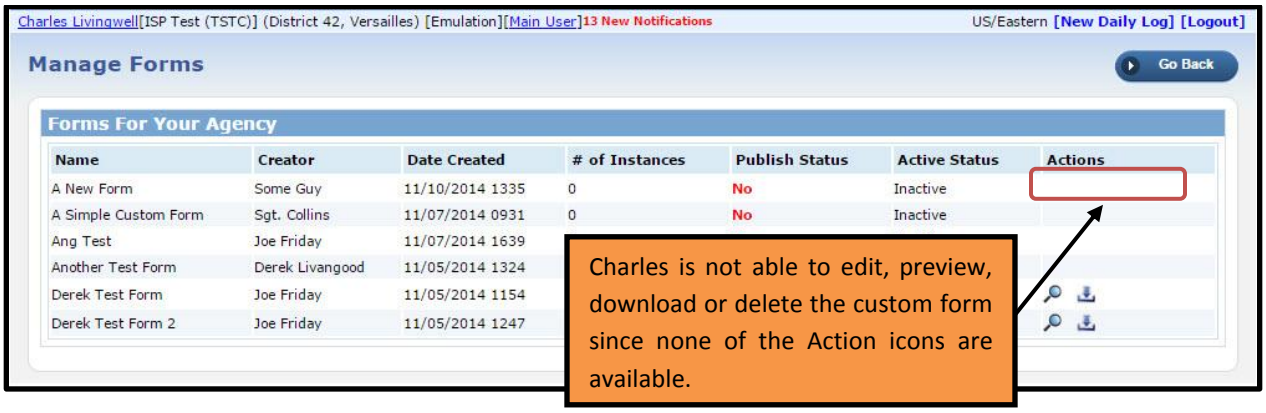
The Form Admin's name will be displayed in the box below the **"Double Click to Remove"** text. Continue to add additional Form Admins if necessary. Click the **'Update'** button to save changes.



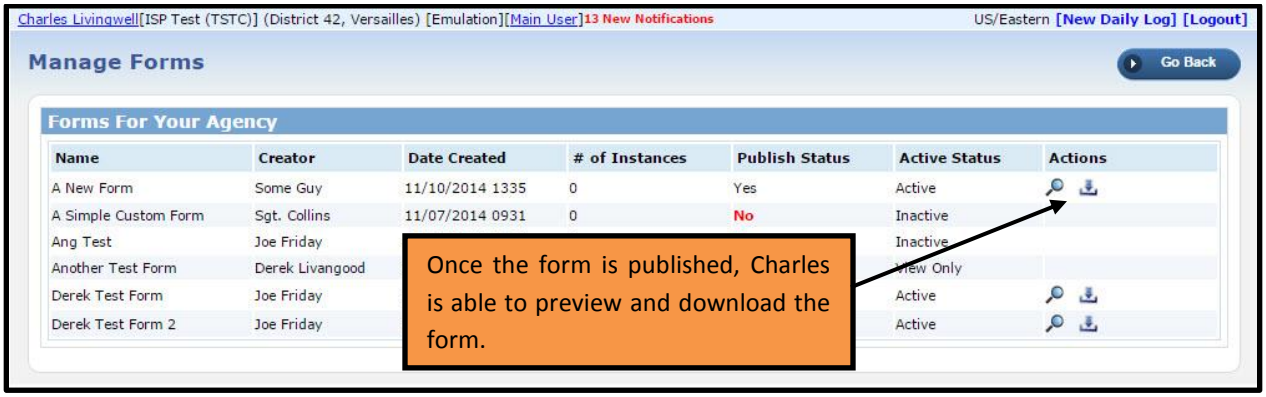
To illustrate the example above, Henry Gerber has been added as a Form Admin for the custom form titled **"A New Form".** When logged in as Henry Gerber, he is able to edit, preview, download or delete **"A New Form"** as evidenced by the **'Action'** icons available for that custom form in the **'Manage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



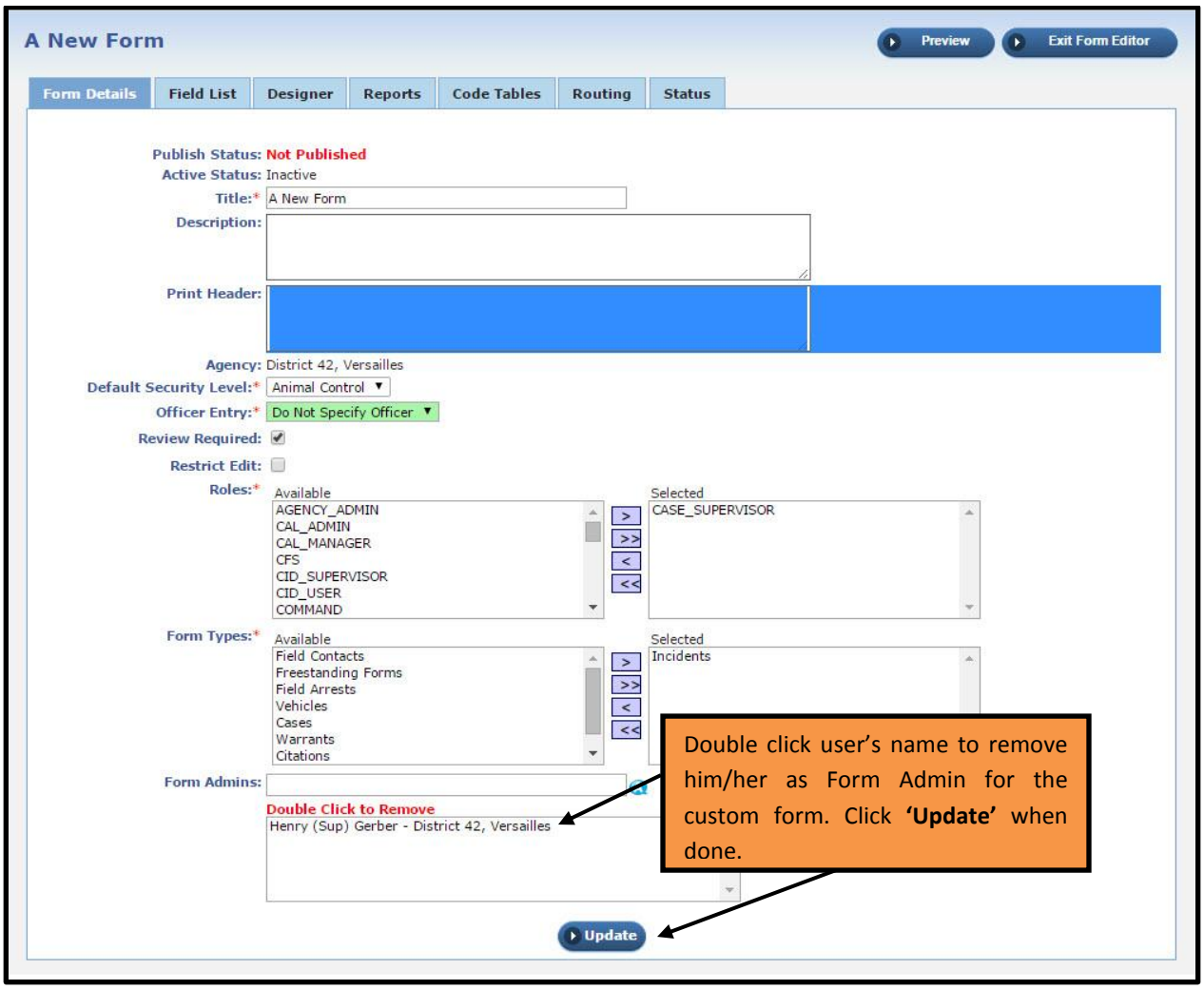
Conversely, when logged in as another custom forms administrator, Charles Livingwell, the **'Action'** icons to edit, preview, download or delete **"A New Form"** are not available on the **'Manage Forms'** screen. This is because he has not been added as a Form Admin for the **"A New Form"** custom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



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.



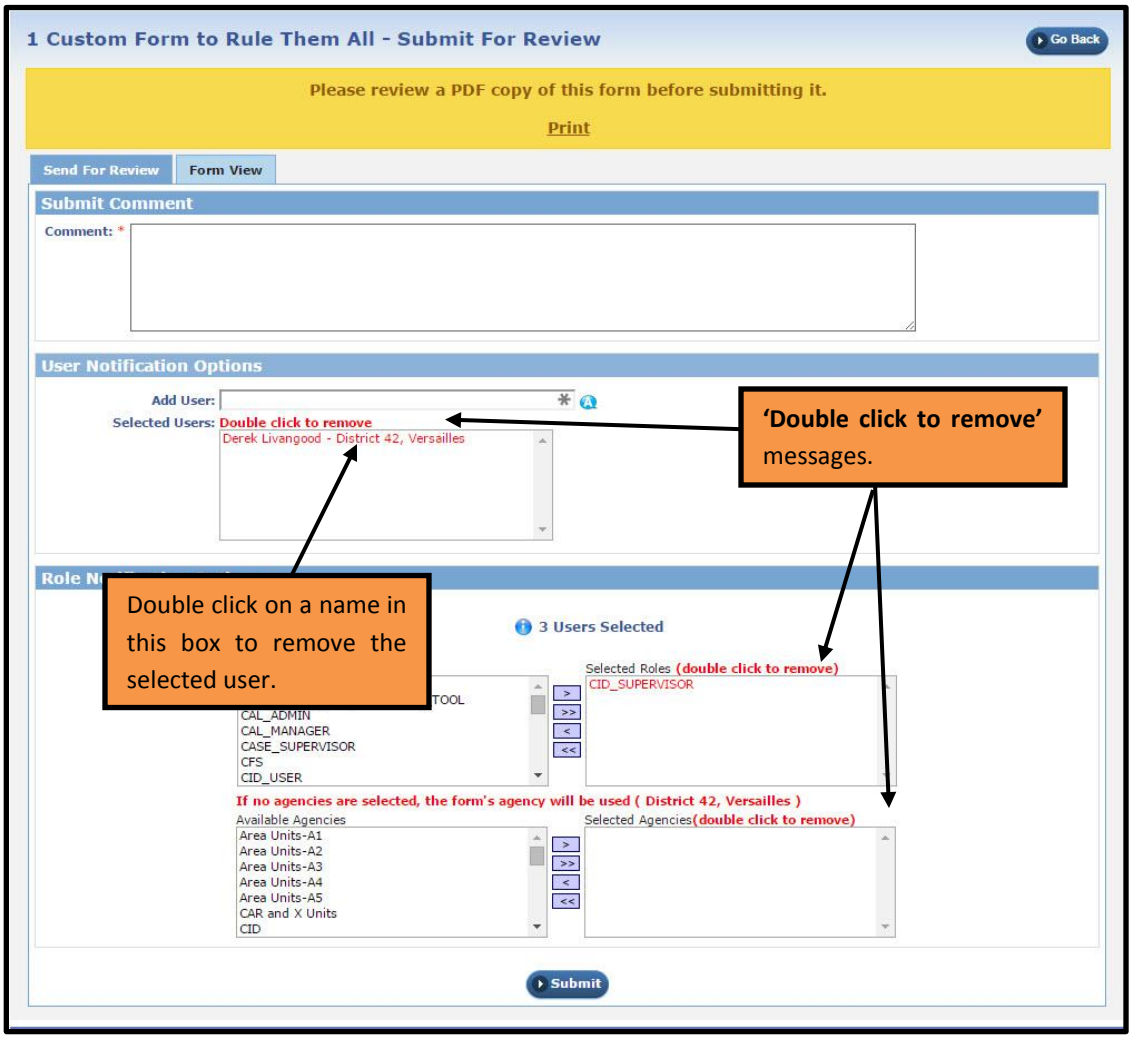
The following summarizes the new rules that will apply to custom form administrators:

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)

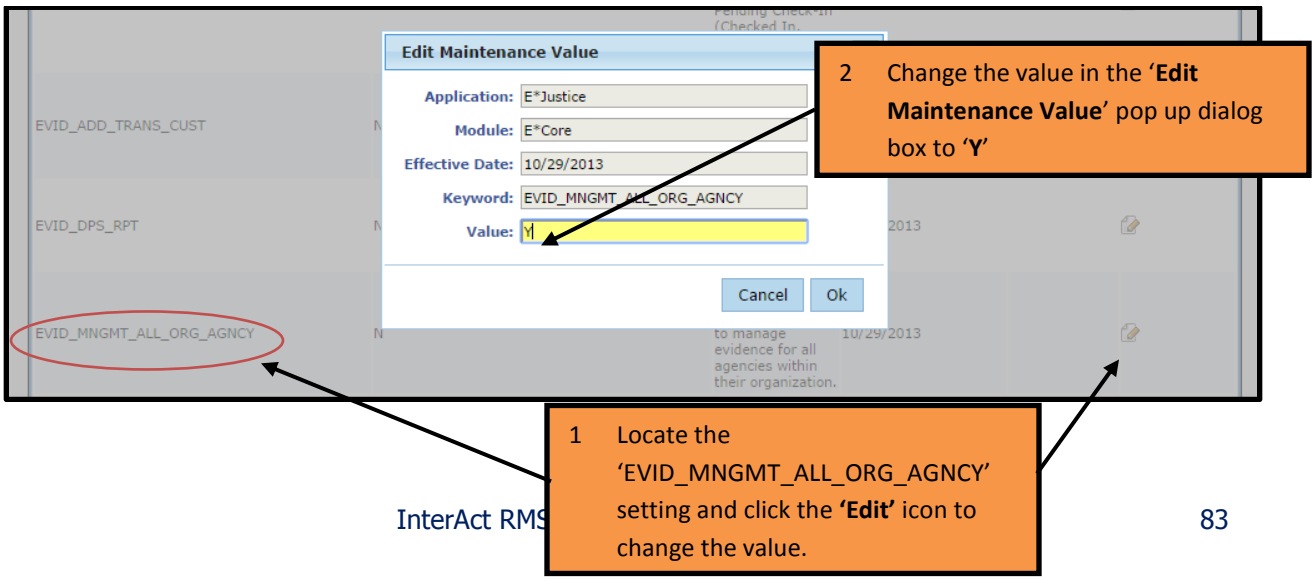
In previous versions or RMS, Evidence Custodians from an agency in a multi-tiered organization could only manage evidence for officers/employees that were assigned to the Evidence Custodians home agency. This posed a problem if the custodian was called upon to help at another agency. The Evidence Custodian 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_AGNCY. 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_AGNCY** 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_AGNCY** 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.

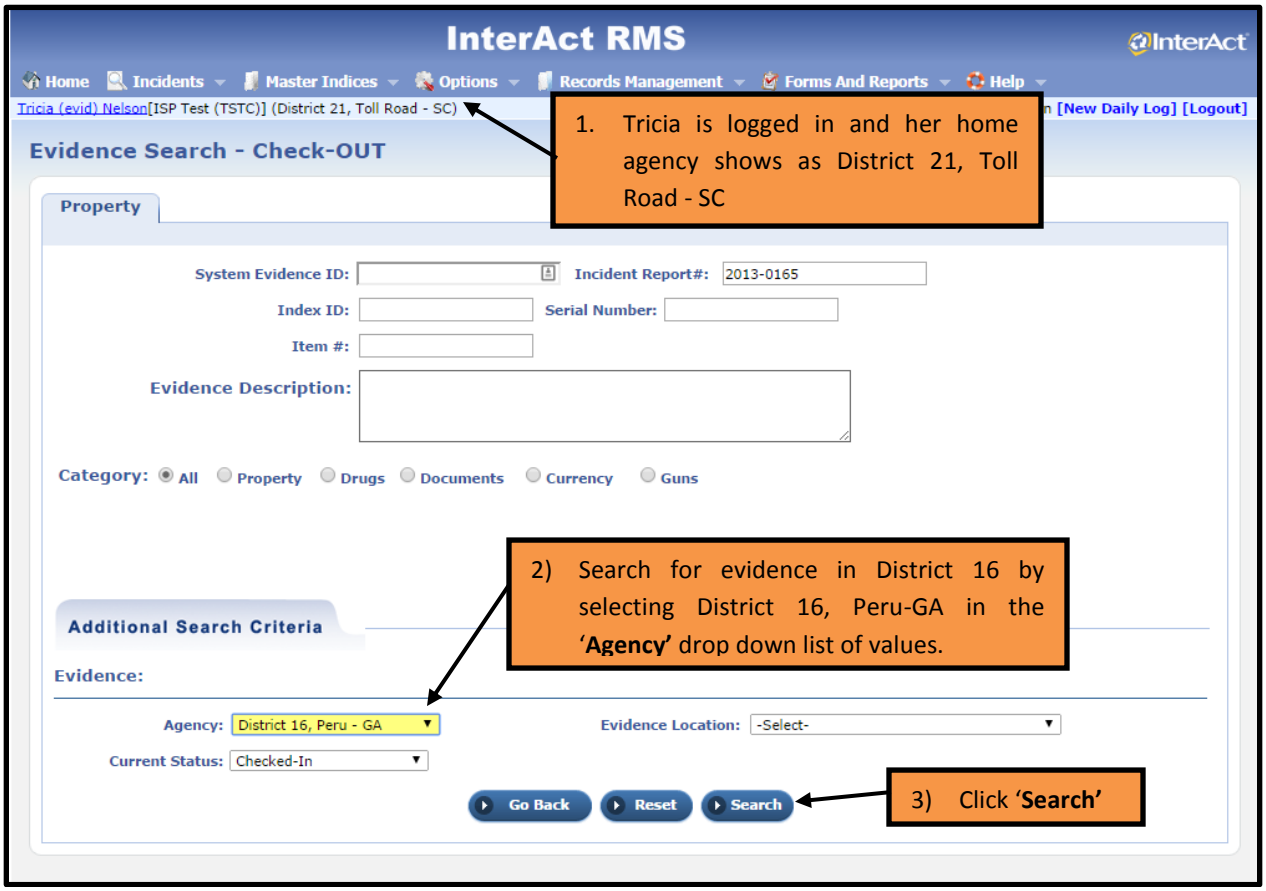
The EVID_MNGMT_ALL_ORG_AGNCY maintenance value is managed through the Administration screens. (Administration → Maint Values). Locate the 'EVID_MNGMT_ALL_ORG_AGNCY' setting in the list and click the 'Edit' icon to change the value.



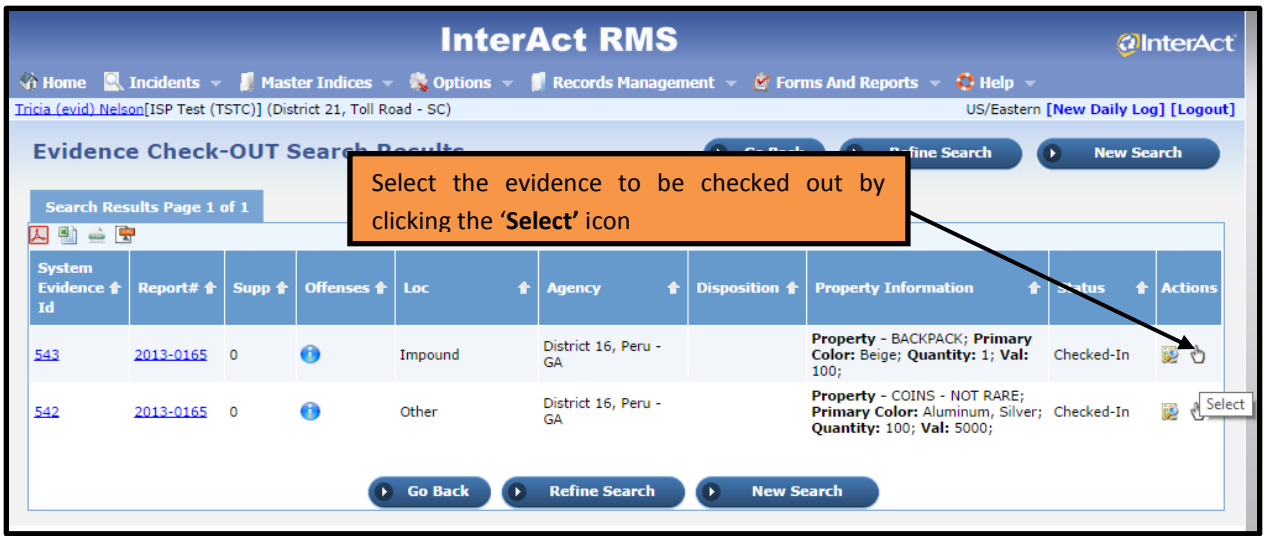
EVID_MNGMT_ALL_ORG_AGNCY maintenance value is set to Y

The following example is used to illustrate this enhancement in the situation where the 'EVID_MNGMT_ALL_ORG_AGNCY' 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.

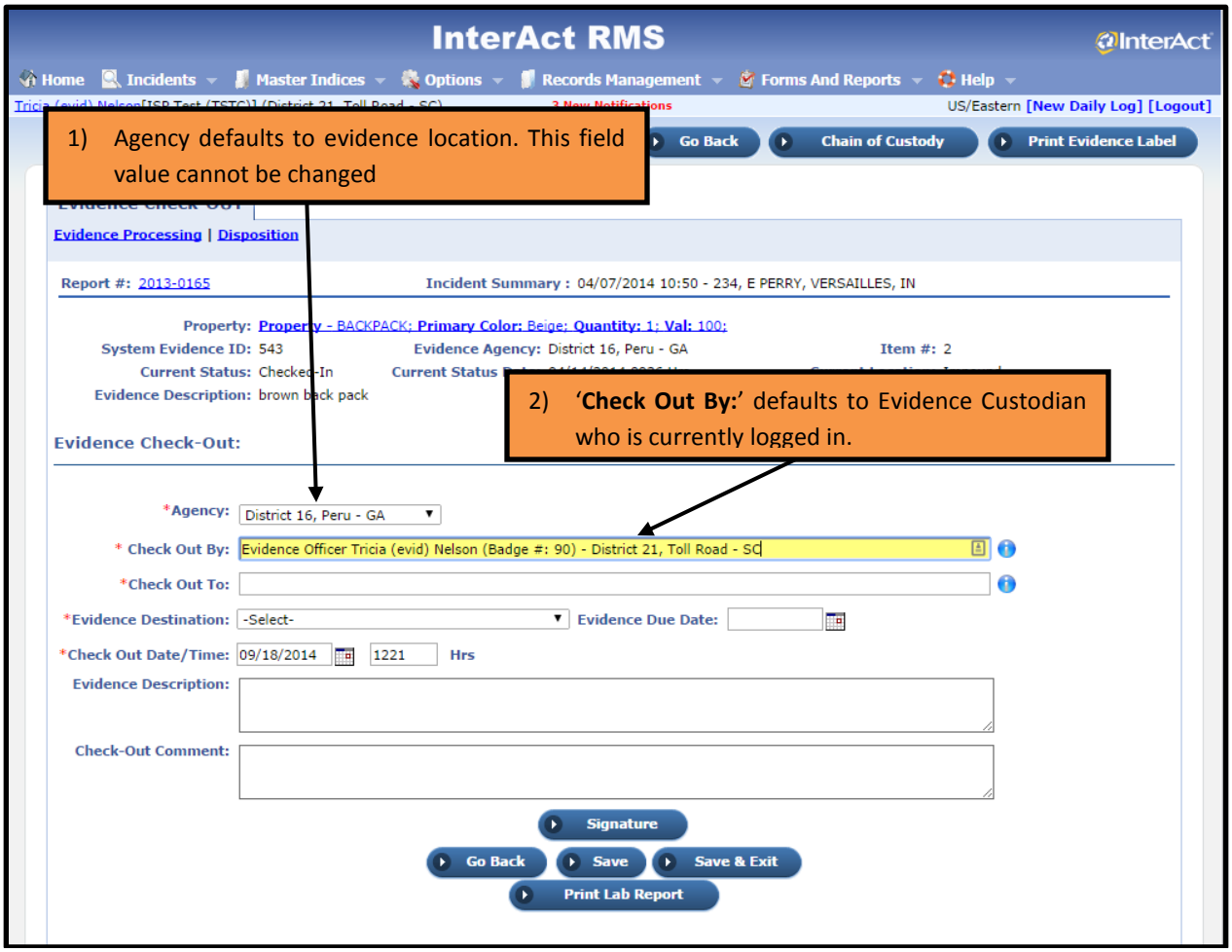
The Evidence Custodian locates a piece of evidence in District 16 by accessing the **'Evidence Search – Check-OUT'** page (Evidence Management → Check-Out)



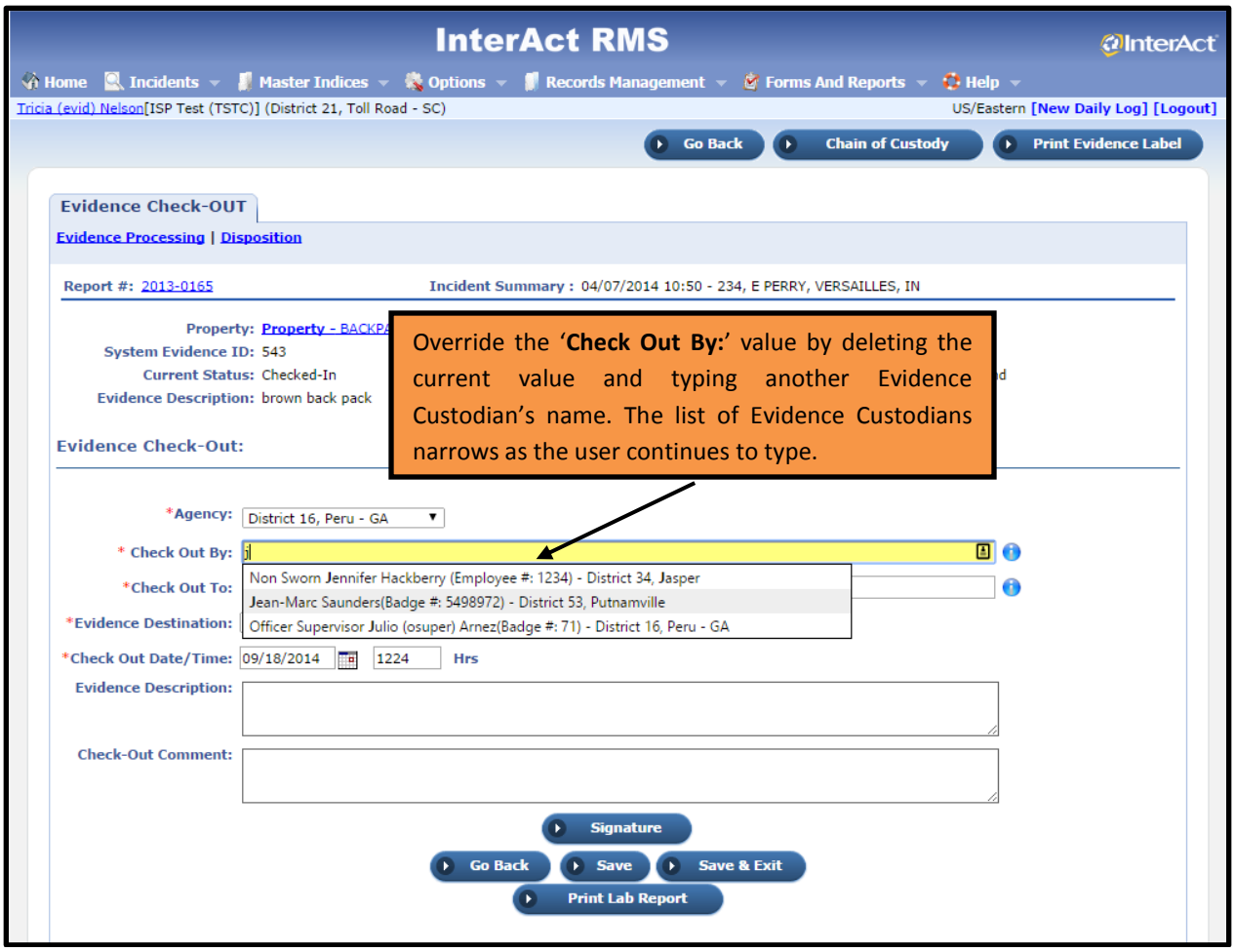
The Evidence Custodian selects the evidence to be checked out.



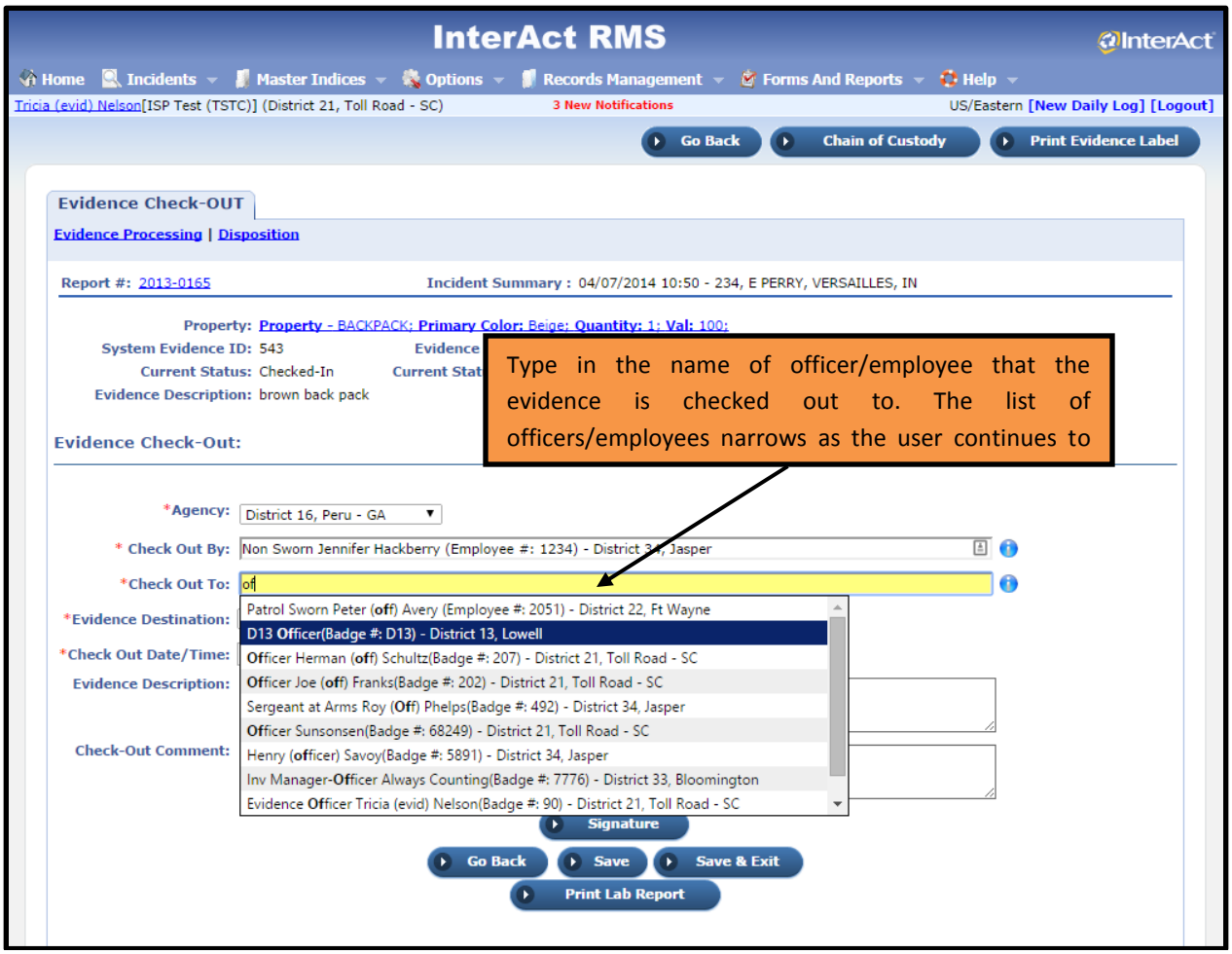
In the **'Evidence Check-OUT'** screen, the **'Agency'** field drop down list of values is disabled (i.e. users cannot change this value) and defaults to the agency where the evidence is located. The '**Check Out By:'** field value defaults to the Evidence Custodian's name who is currently logged in.



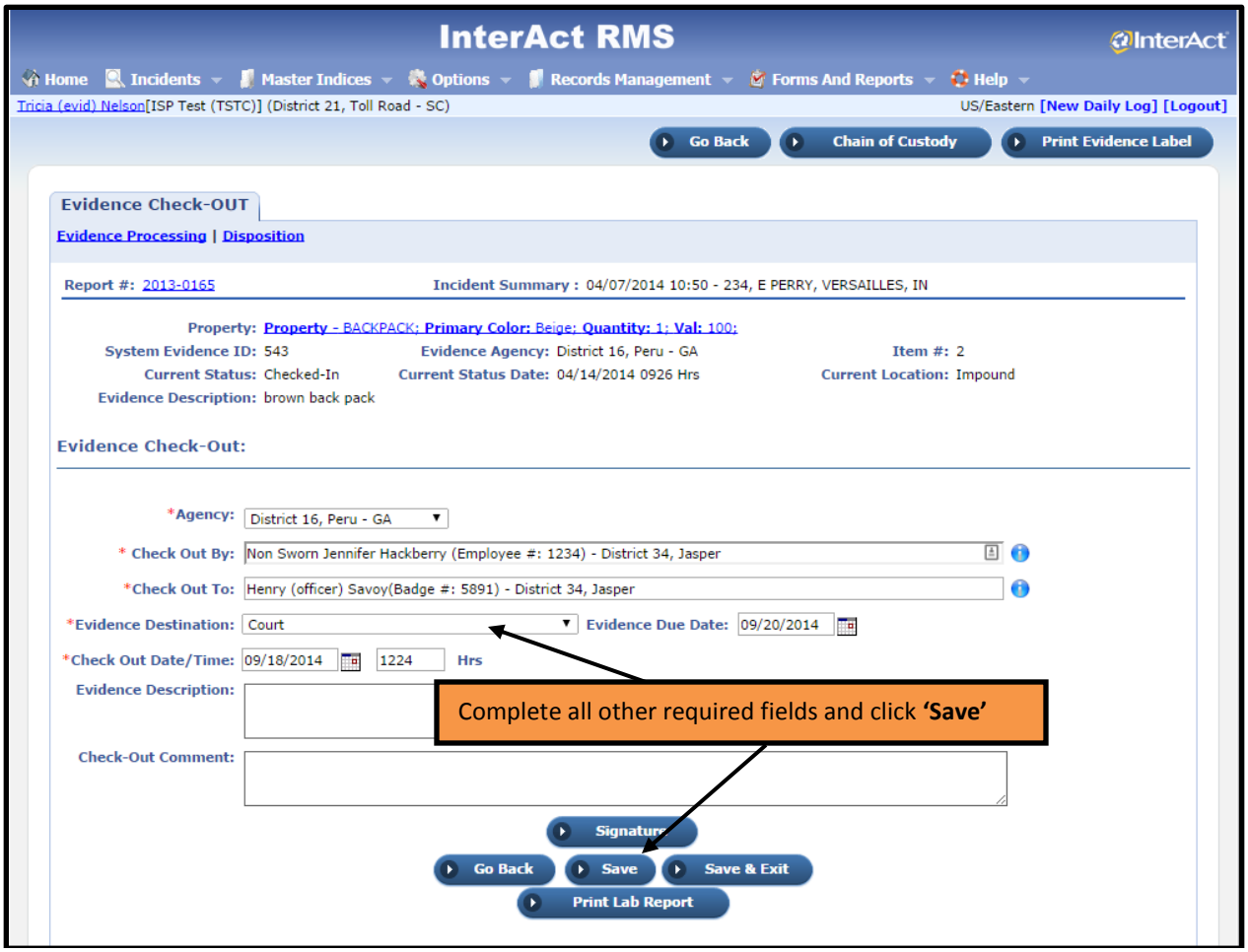
The Evidence Custodian is able to override the **'Check Out By:'** field value by deleting the current value and typing another Evidence Custodian's name. As the user continues to type, the list of values in the field narrows to those that matches the typed values. The list of values will only show Evidence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



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.

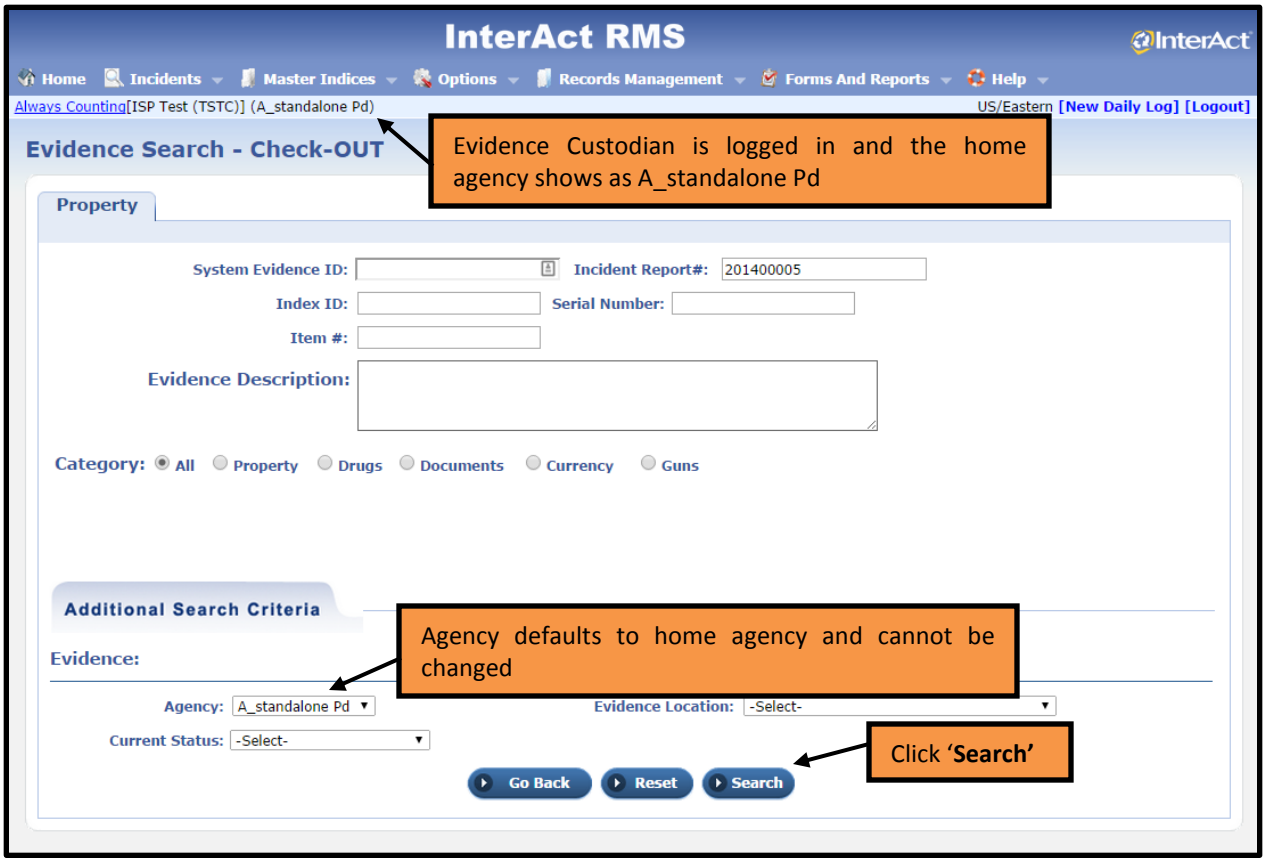


Once the '**Check Out By:**' and '**Check Out To:**' fields are populated, the Evidence Custodian completes all other required fields (highlighted with a red asterisk) and clicks the **'Save'** button.

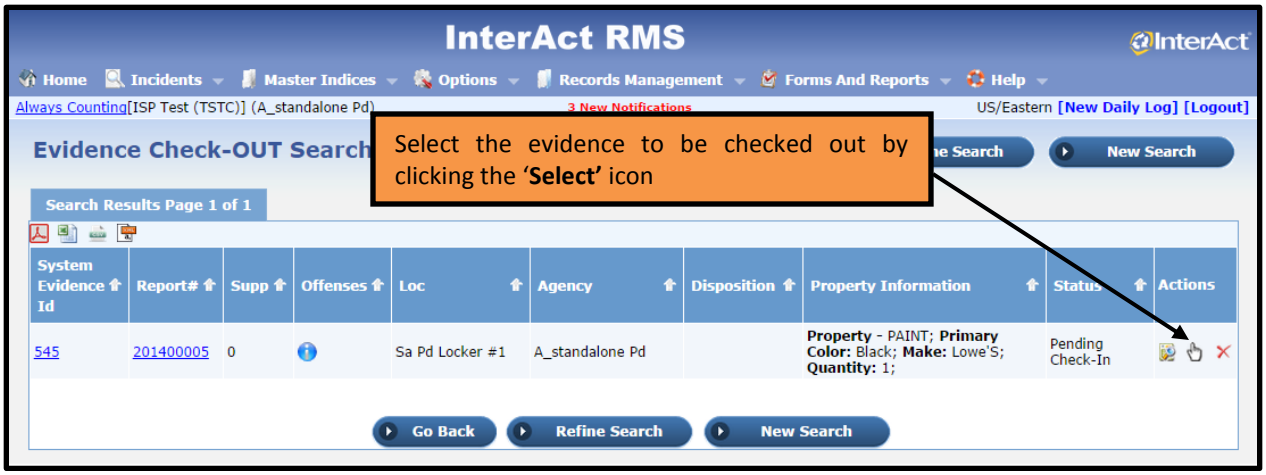


EVID_MNGMT_ALL_ORG_AGNCY maintenance value is set to N

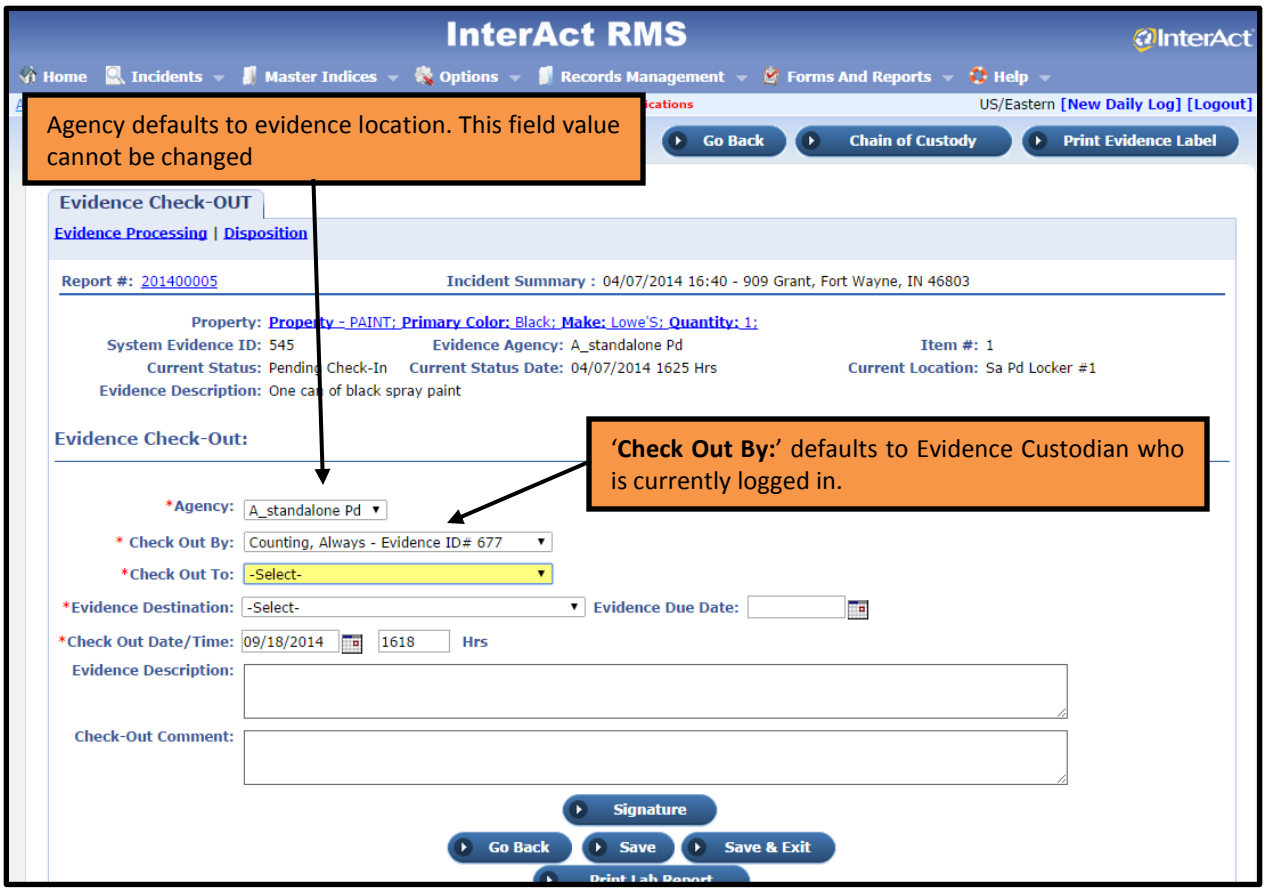
In this situation, the Evidence Custodian can only manage evidence for officers/employees that are assigned to the Evidence Custodians home agency. The Evidence Custodian locates a piece of evidence in his/her home agency by accessing the **'Evidence Search – Check-OUT'** page (Evidence Management → 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.



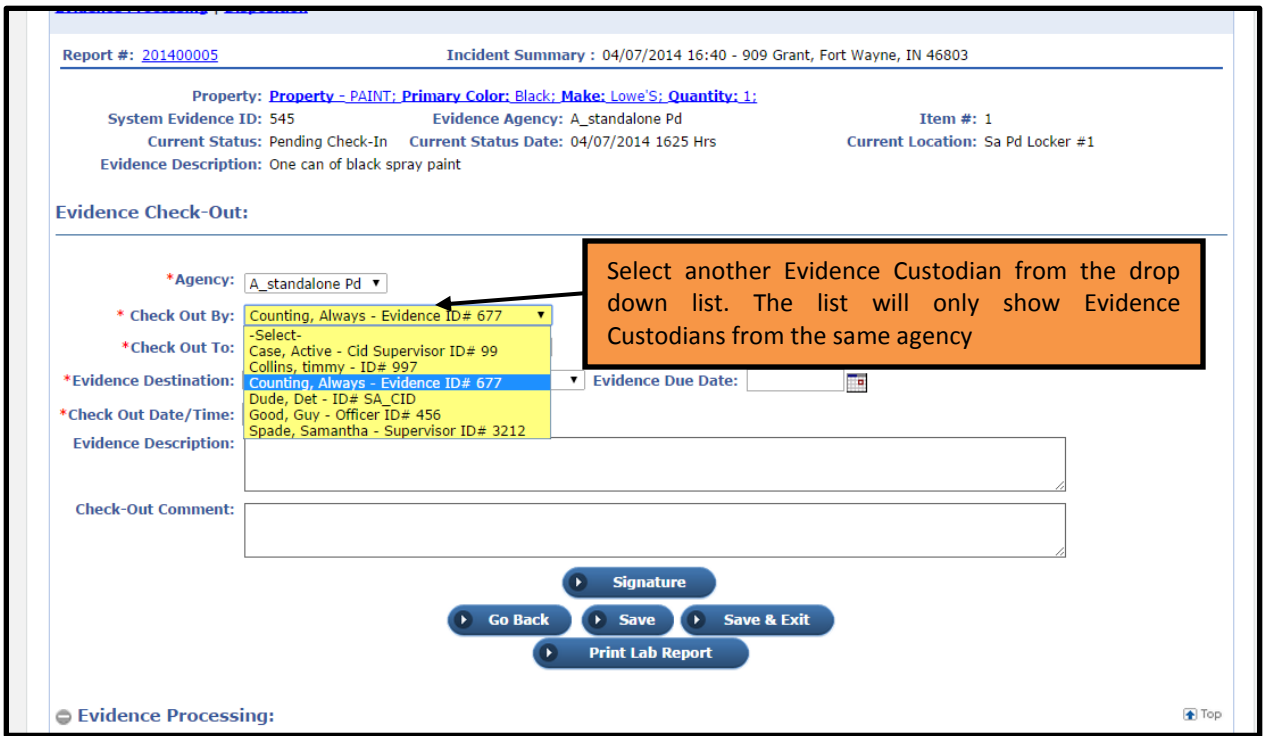
The Evidence Custodian selects the evidence to be checked out.



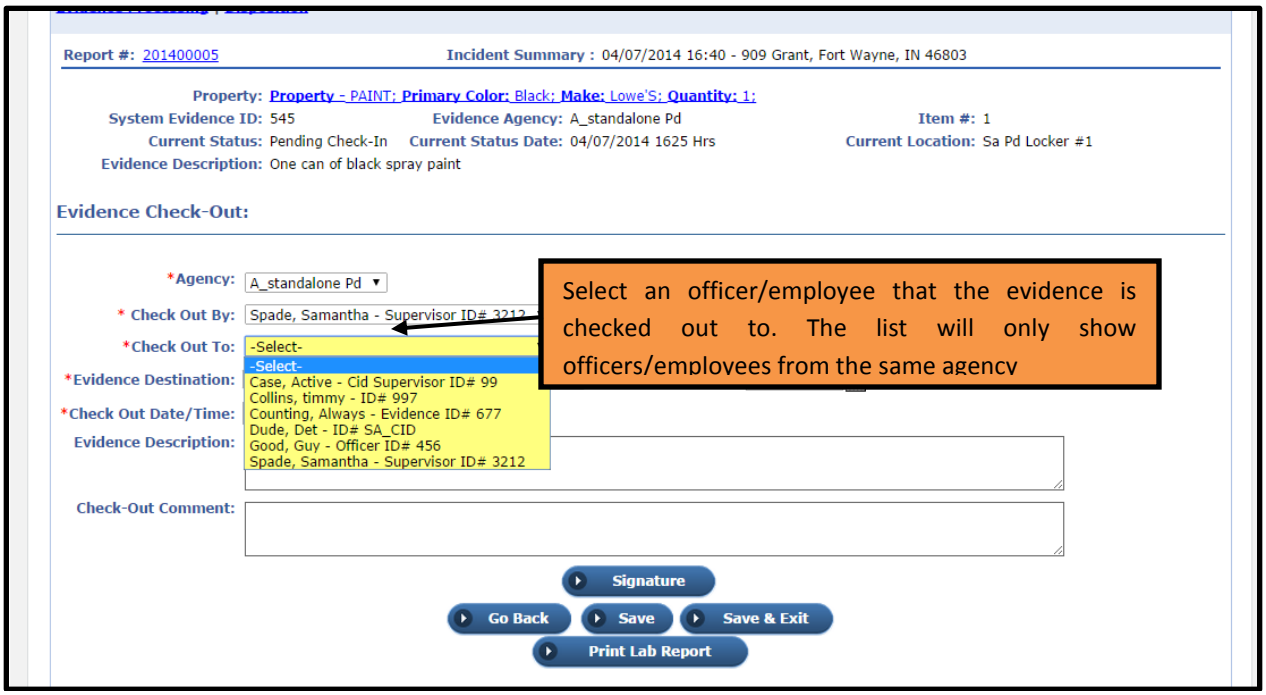
In the **'Evidence Check-OUT'** page, the **'Agency'** field drop down list of values is disabled (i.e. users cannot change this value) and defaults to the Evidence Custodian's home agency. The '**Check Out By:'** field value defaults to the Evidence Custodian's name who is currently logged in.



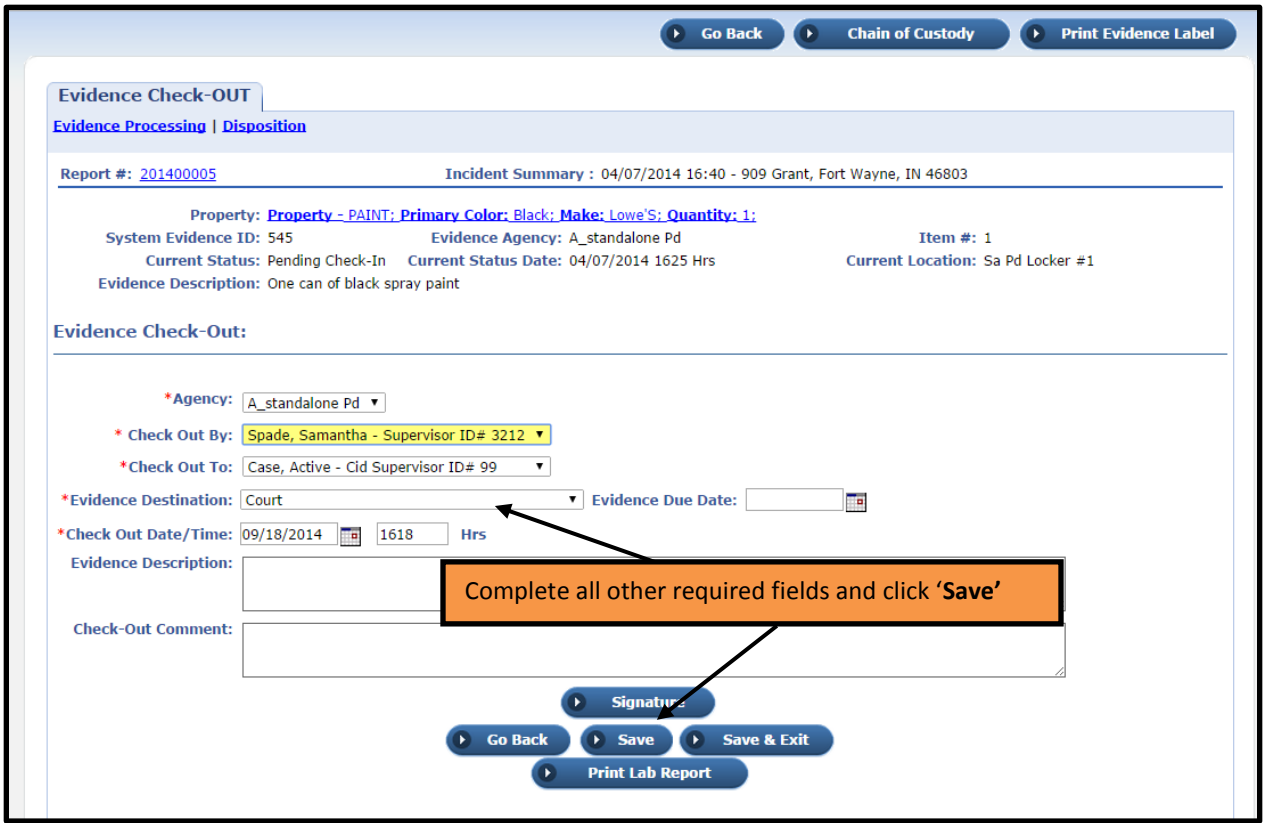
The Evidence Custodian is able to change the **'Check Out By:'** field value by selecting another name from the drop down list. The list of values will only show Evidence Custodians in the same agency.



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.



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



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.

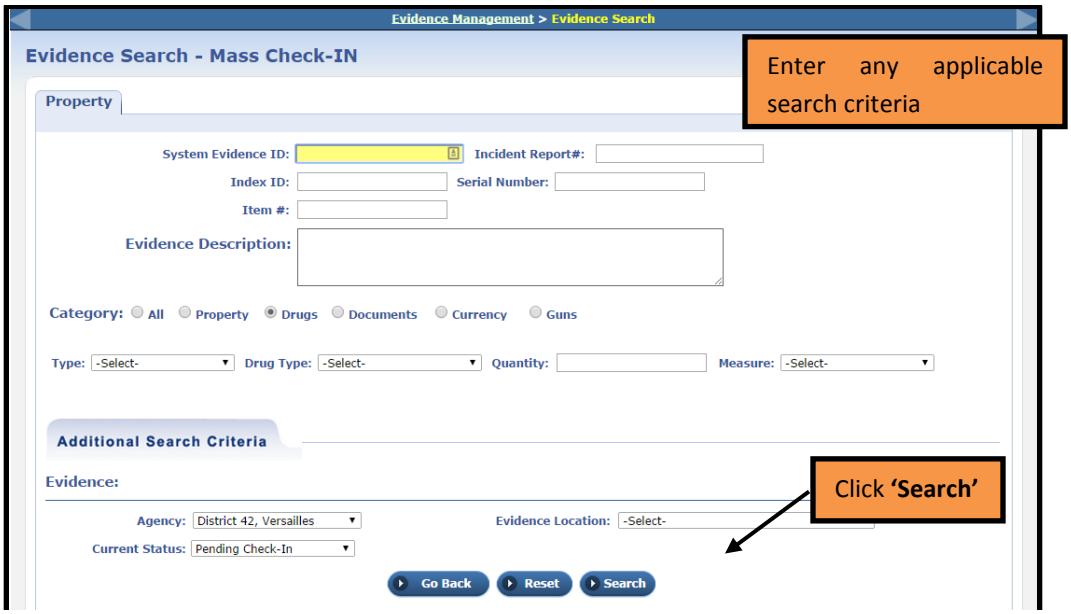
Print Evidence Labels from "Mass" Evidence Management Functions

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.

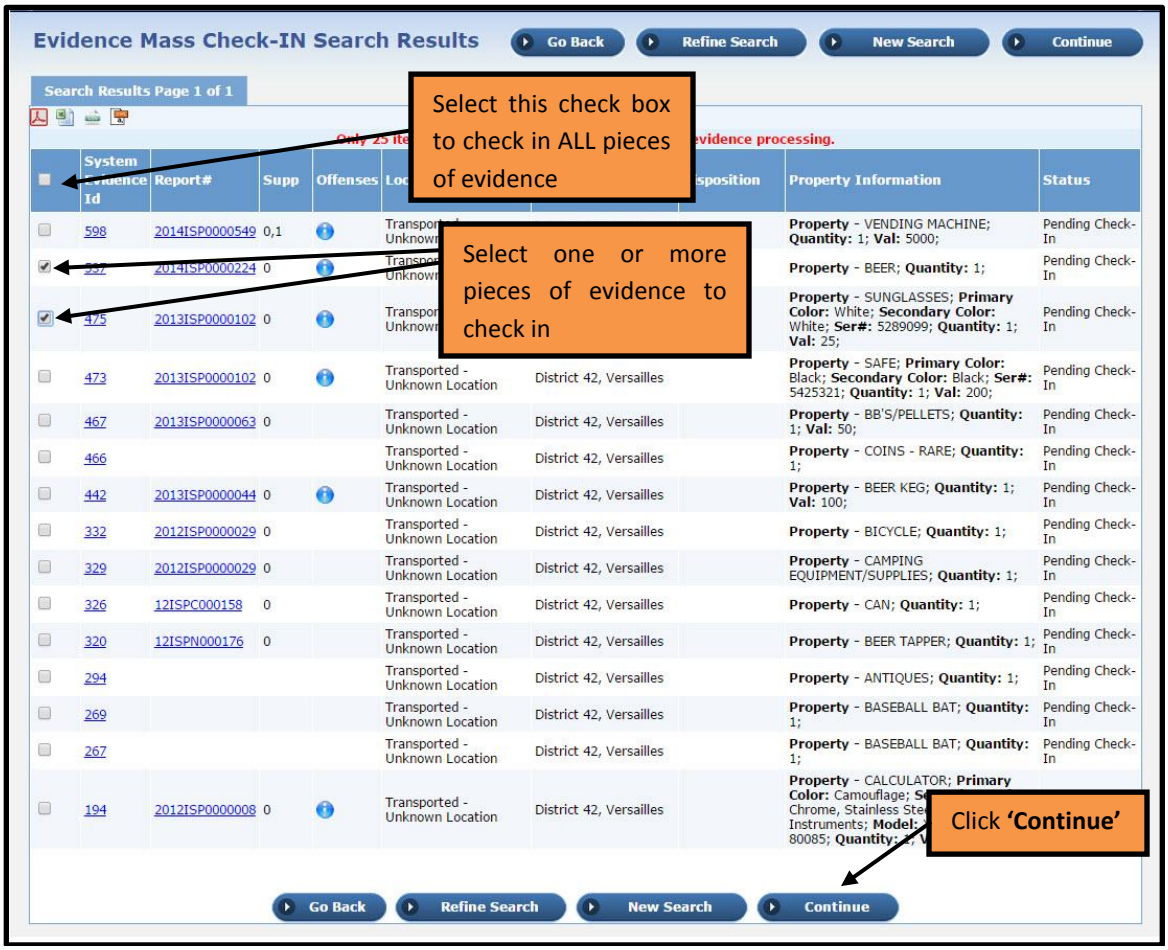
- Records Management → Evidence Management → '**Mass Check-IN'** link
- Records Management → Evidence Management → **'Mass Check-OUT'** link
- Records Management → Evidence Management → **'Mass Transfer'** link
- Records Management → Evidence Management → **'Mass Disposition'** link
- Records Management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

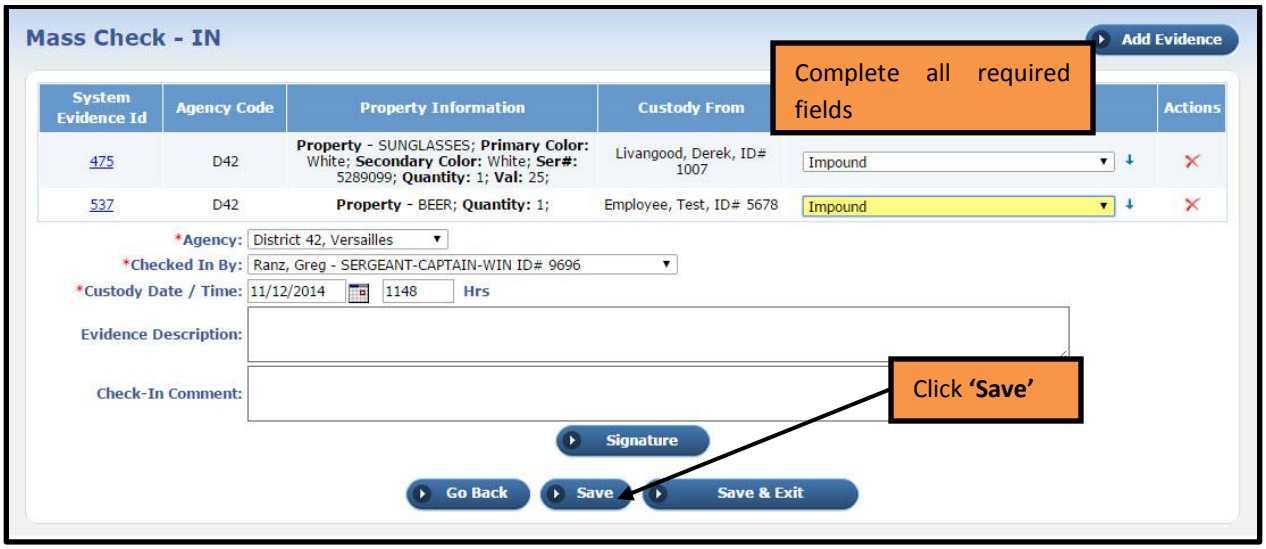
After clicking the '**Mass Check-IN'** link, the user enters any search criteria applicable and clicks the **'Search'** button.



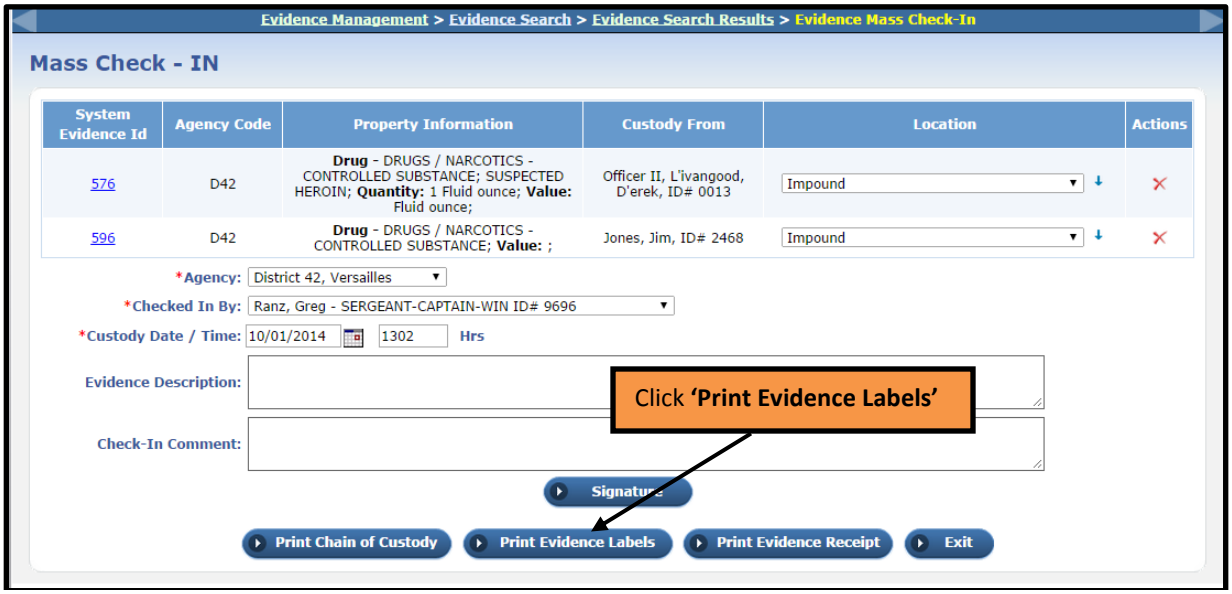
Select one, multiple or all evidence to check in. Click the **'Continue'** button.



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'**

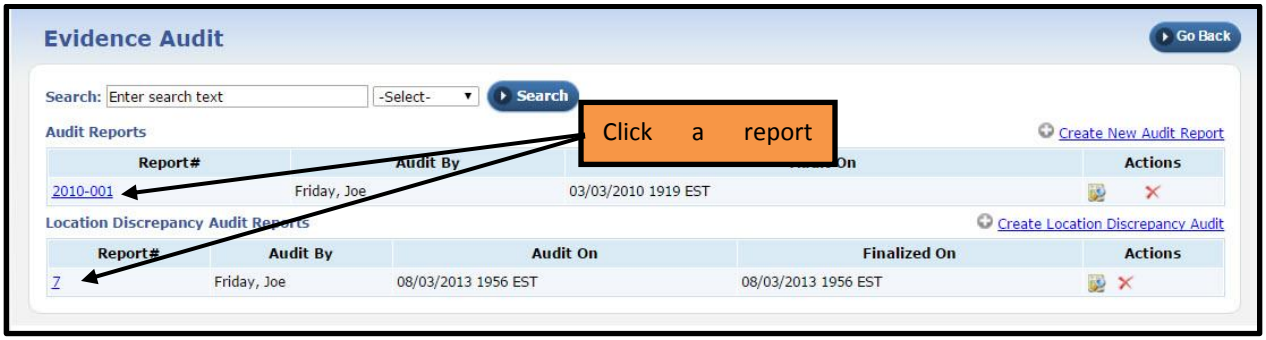


A new button to **'Print Evidence Labels'** has been added to this screen. Clicking the button will generate an evidence label report' in .pdf format for the evidence labels selected. The user will be prompted to save the report which can then be sent to a printer.

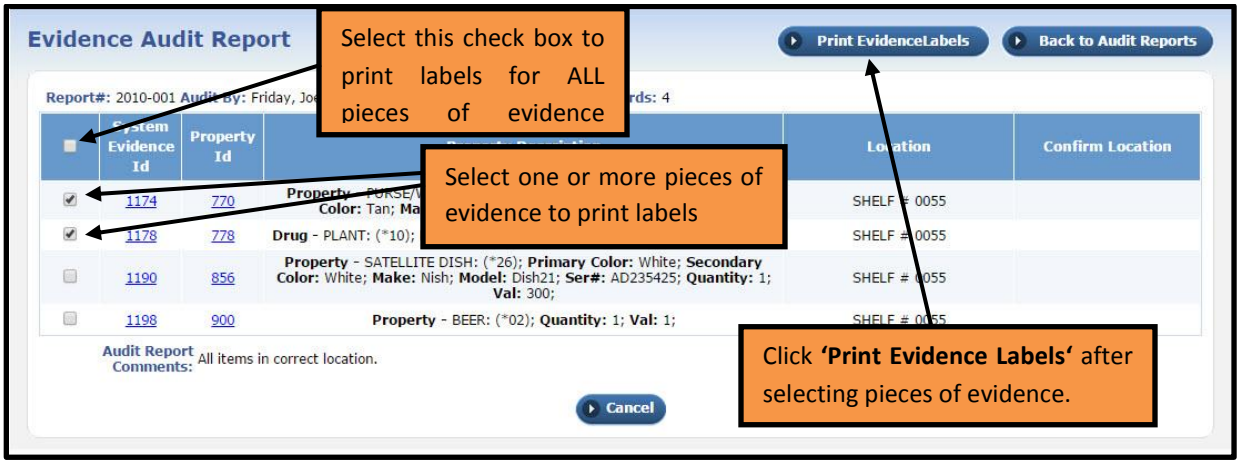


Print Evidence Labels from Audit Report Functions

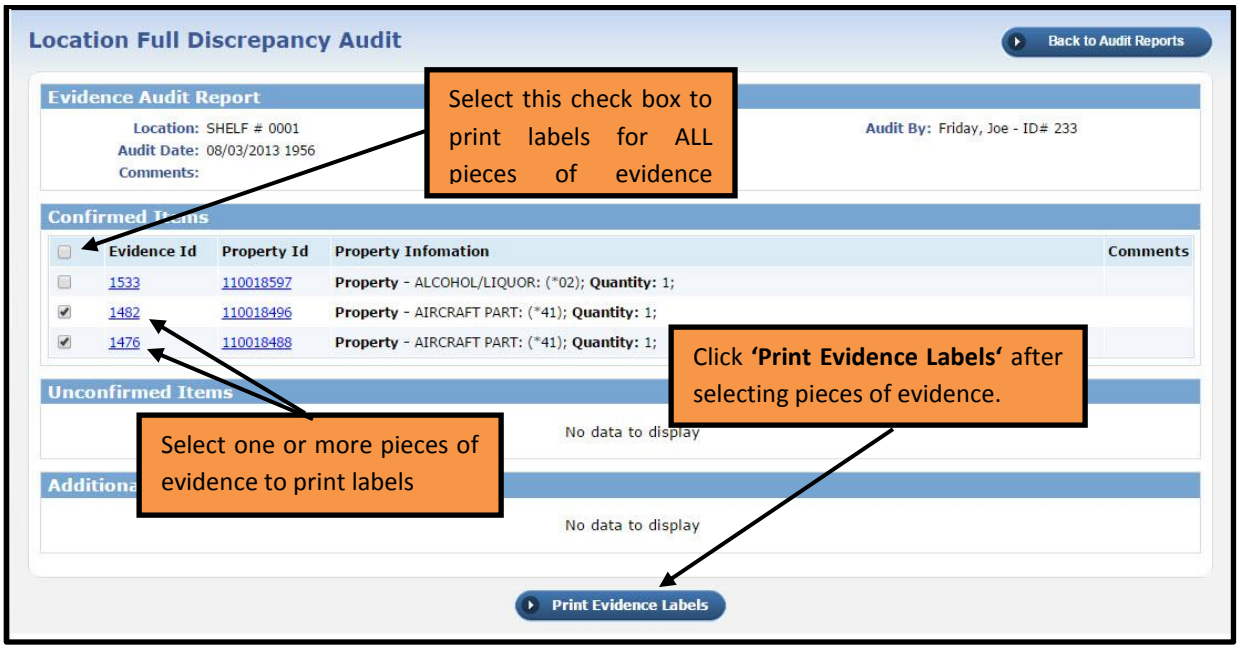
The user will access the **'Evidence Audit'** screen via the following path: Records Management → Evidence Management → **'Audit Reports'** link. A list of Audit Reports as well as Location Discrepancy Audit Reports will be displayed in the **'Evidence Audit'** screen.



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.

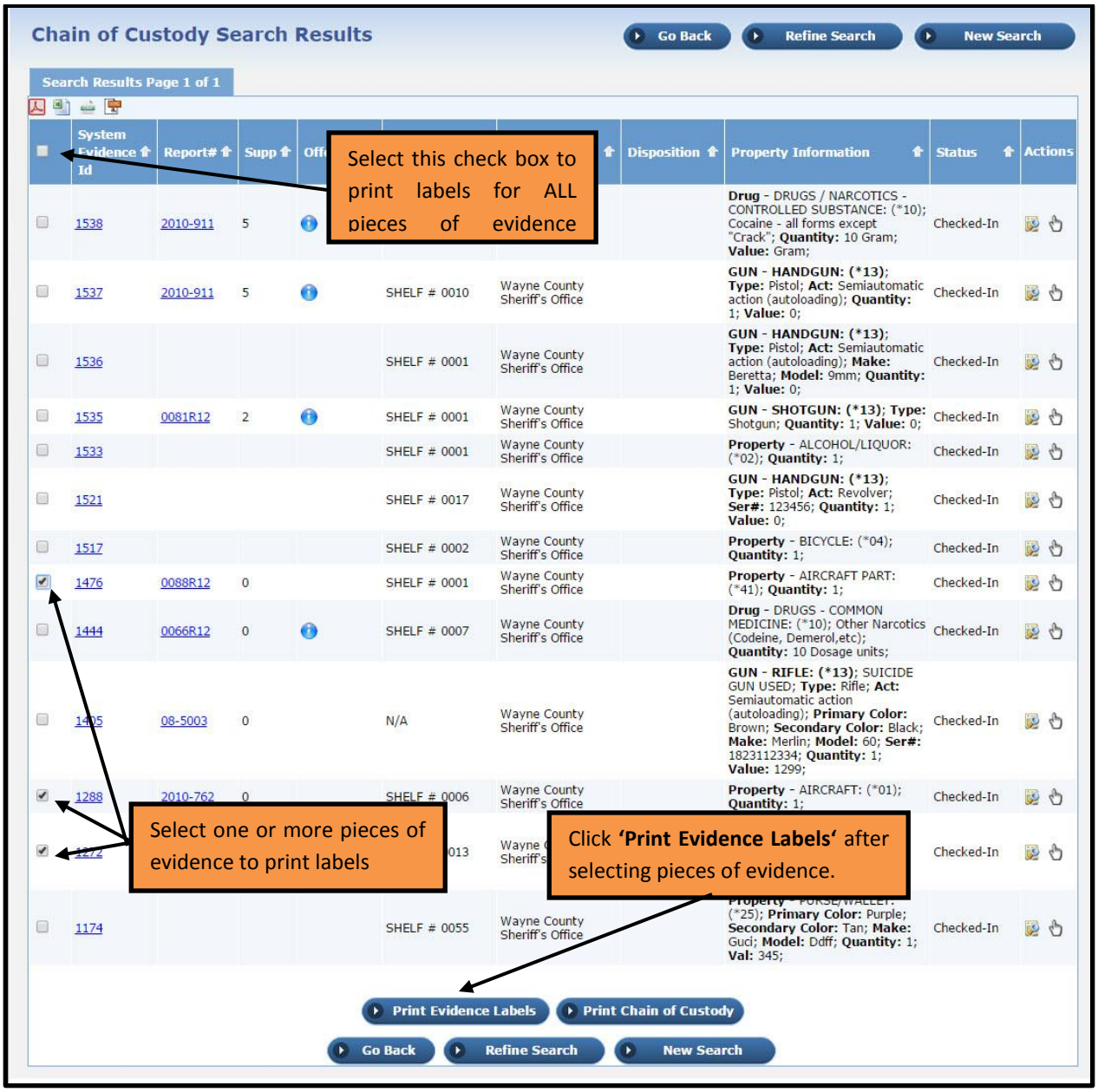


b) Clicking a report name hyperlink for Location Discrepancy Audit Reports will open the **'Location Full Discrepancy Audit'** screen. As with the **'Evidence Report Audit'** screen, this screen also has a new button to **'Print Evidence Labels'**. Checkboxes have also been added next to each piece of 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.



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
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

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

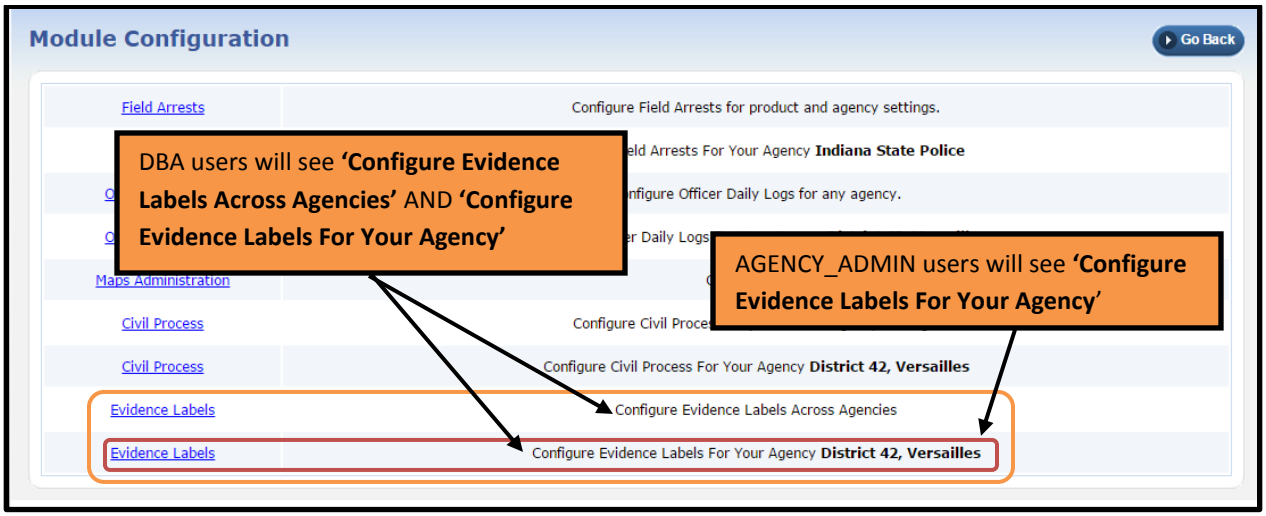
(TTI114151, TTN104386, TTN107813, TTN107471, TTN107318, TTN116675)

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.

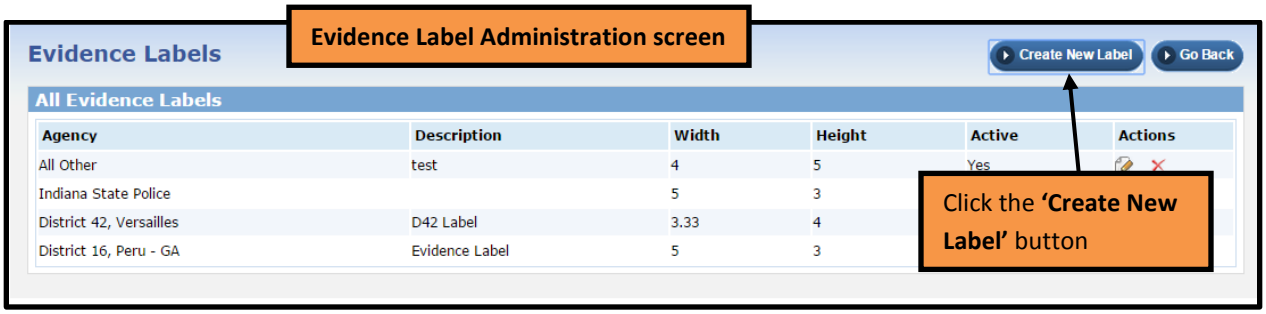
The new **'Evidence Label Administration'** screen that has been created for this release can be accessed via the following path from the Main Menu: Administration → Module Admin. Users with AGENCY ADMIN privileges will only be able to see an option to **"Configure Evidence Labels For Your Agency"**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



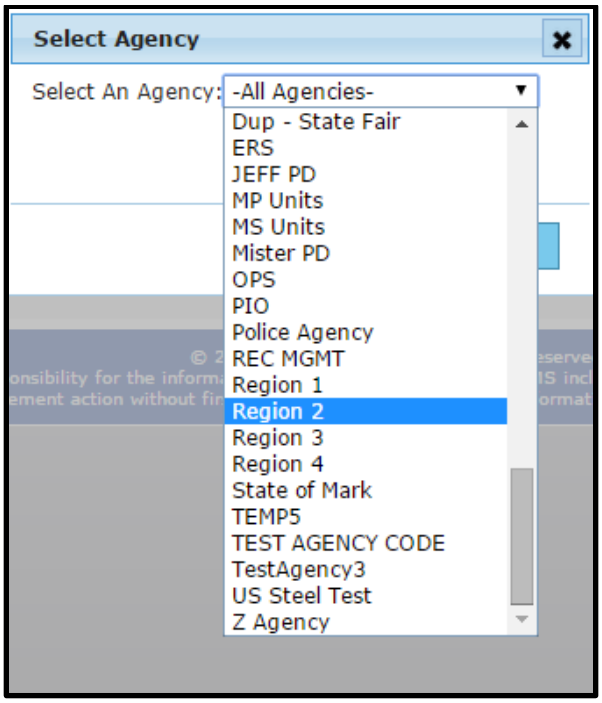
Please note that only one evidence label can be active per agency. A child agency is able to have a customized evidence label that is different from the parent agency. However, if the child agency has a customized evidence label, all subsequent agencies under that child will also use that customized 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

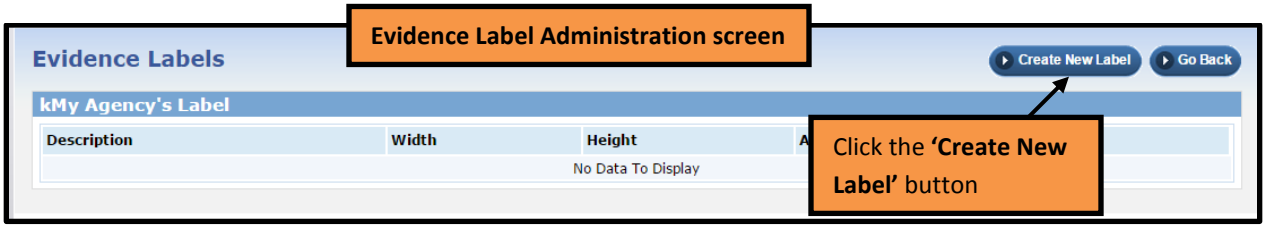
For users with DBA privileges, clicking the **'Evidence Labels'** link for **"Configure Evidence Labels Across Agencies"** in the Module Configuration screen above, will direct the user to the **'Evidence Label Administration'** screen where all custom evidence labels, if already created will be displayed.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



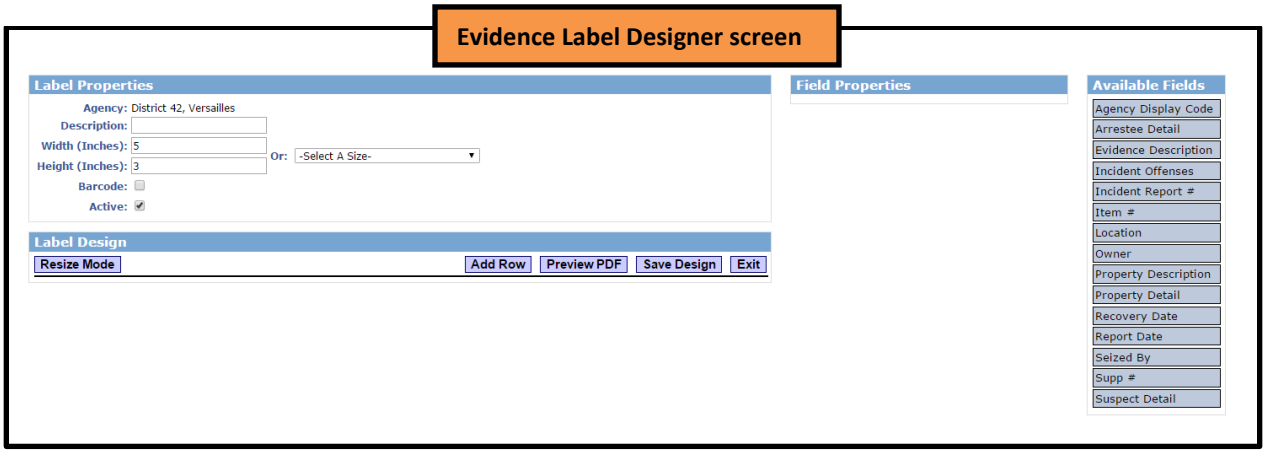
A pop up **'Select Agency'** dialog box will prompt the user to select an agency from the list. Only agencies for which custom labels have not already been created will show in this list. After selecting an agency, the user will be taken to the **'Evidence Label Designer'** screen where the user may 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) <u>Label Properties</u>

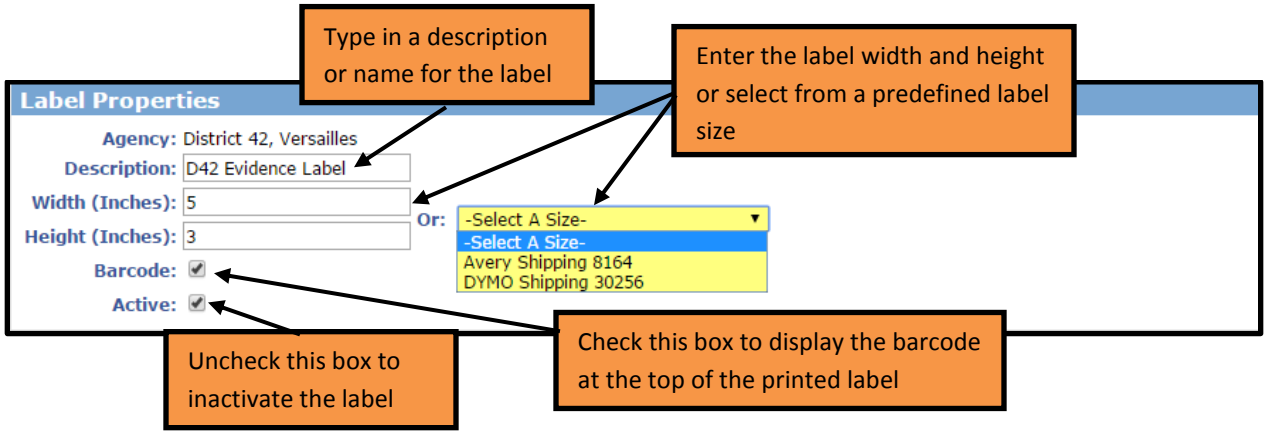
This grid allows the user to enter basic properties of the label via the following fields:

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.

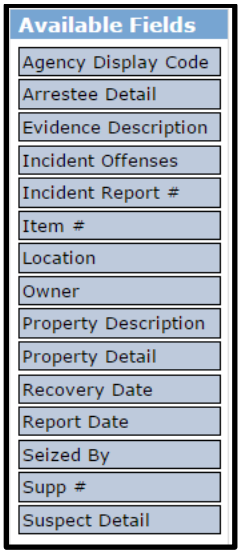
iii. *Barcode checkbox*: If the user selects this checkbox, a barcode will appear at the top of each evidence label, representing the evidence ID.

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.



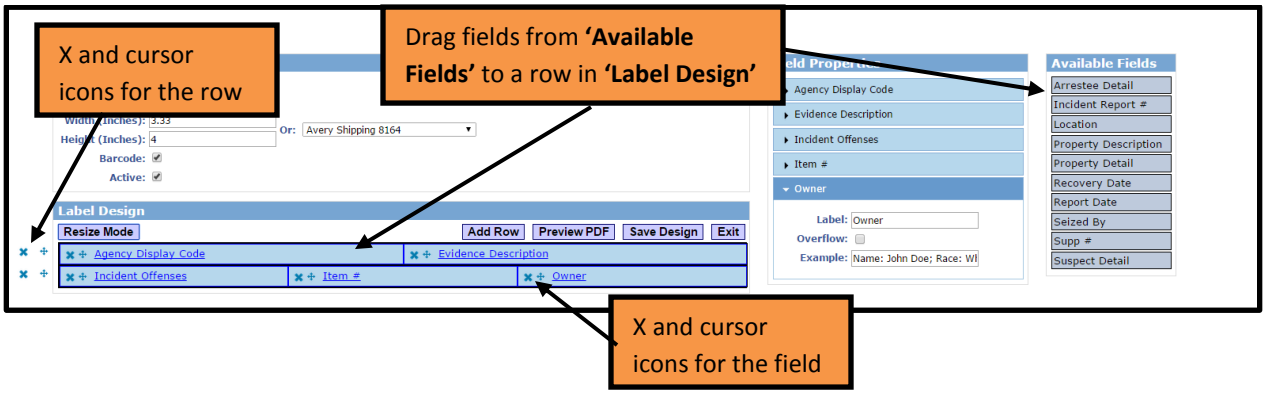
b) Available fields

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.



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.

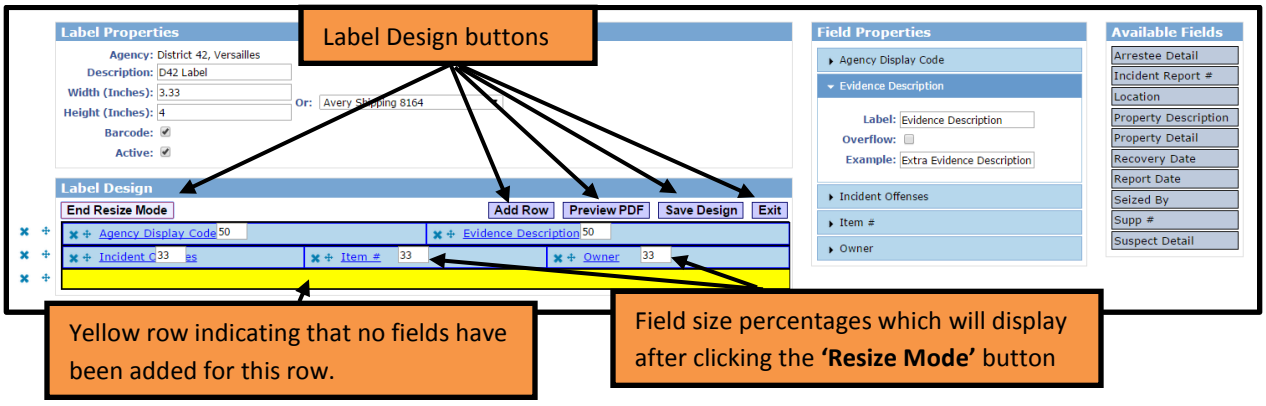


There are also five buttons at the top of this grid:

- *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.



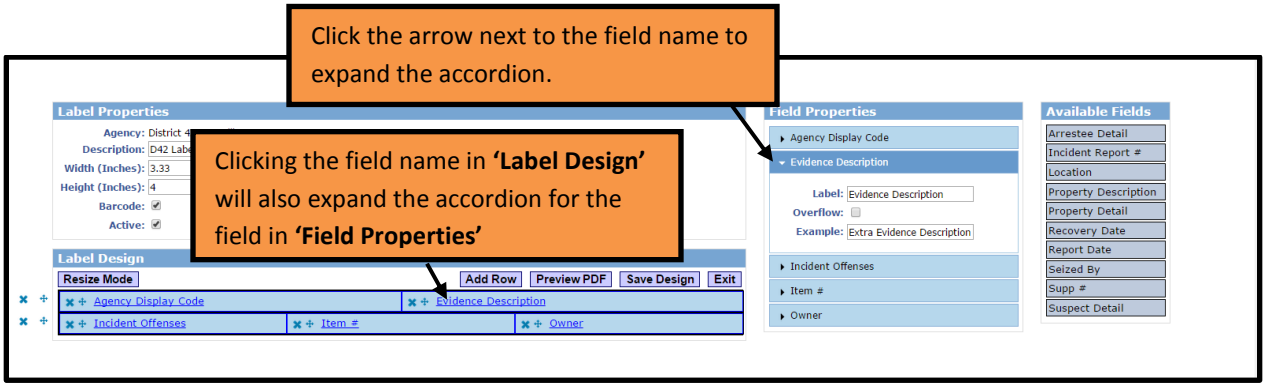
d) Field Properties

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

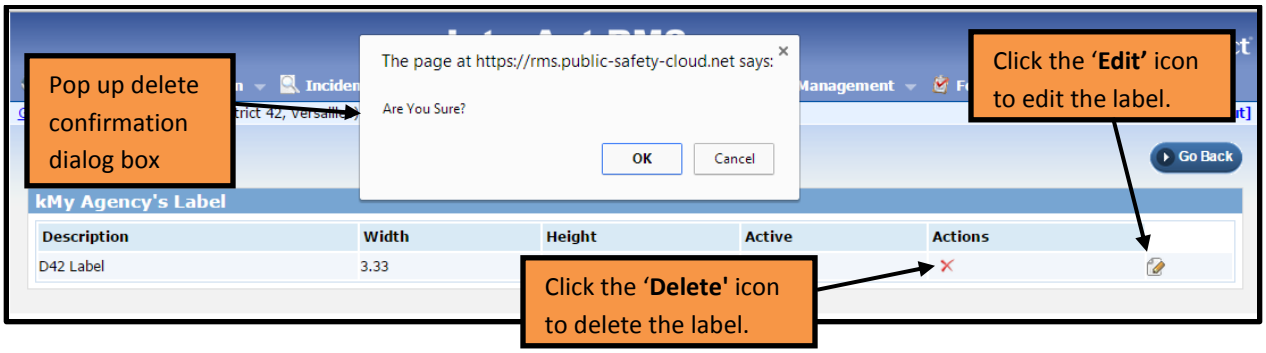
how to change the default value. Users are able to override the default value for the field title/header by typing over the existing value.

- *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.



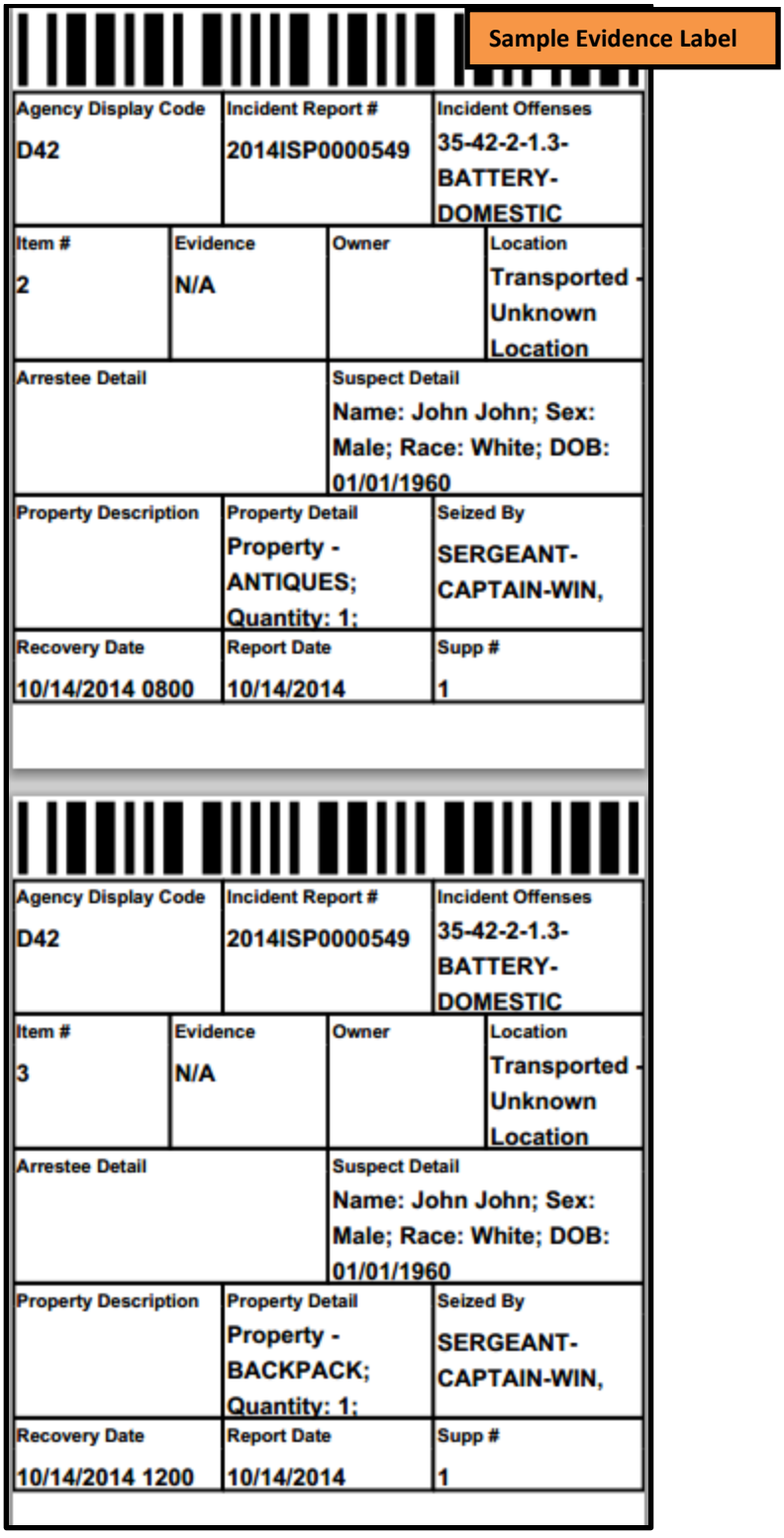
Edit or Delete Evidence Label

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.


Pop up delete confirmation dialog box
The page at https://rms.public-safety-cloud.net says:
Are You Sure?
OK
Cancel
Click the 'Edit' icon to edit the label.
Go Back
kMy Agency's Label
Description
Width
Height
Active
Actions
D42 Label
3.33
Click the 'Delete' icon to delete the label.

Sample Evidence Label

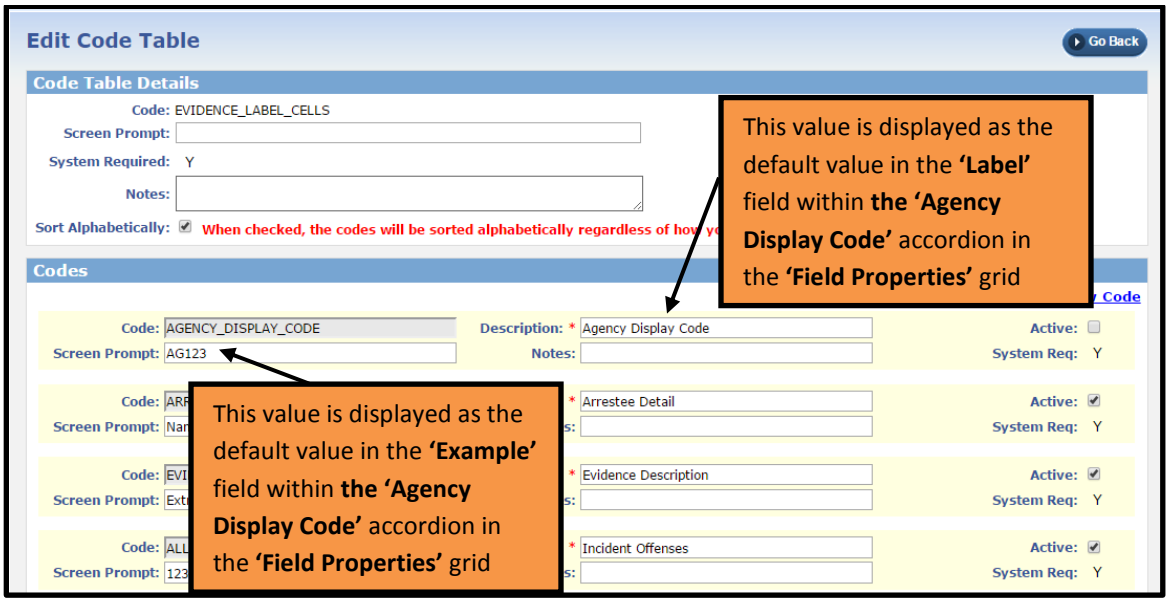
Below is a sample evidence label printed with all fields selected.



New EJS Codes

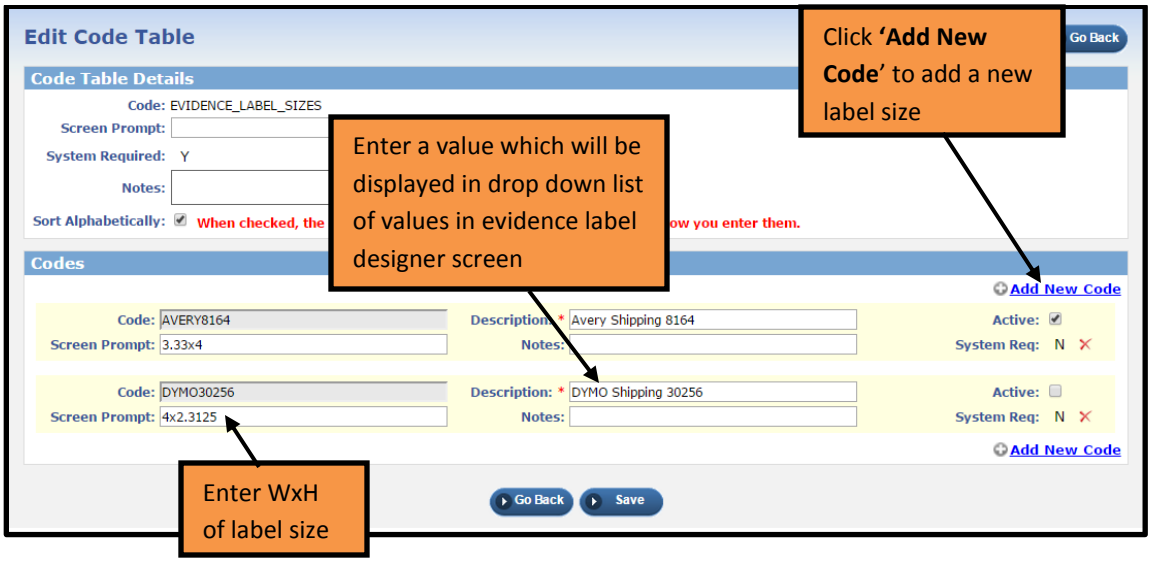
Two new EJS Codes have been added as a result of this enhancement. As a reminder, EJS Codes are managed via the Administration menu: Administration → Tables → Code Tables tab

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.



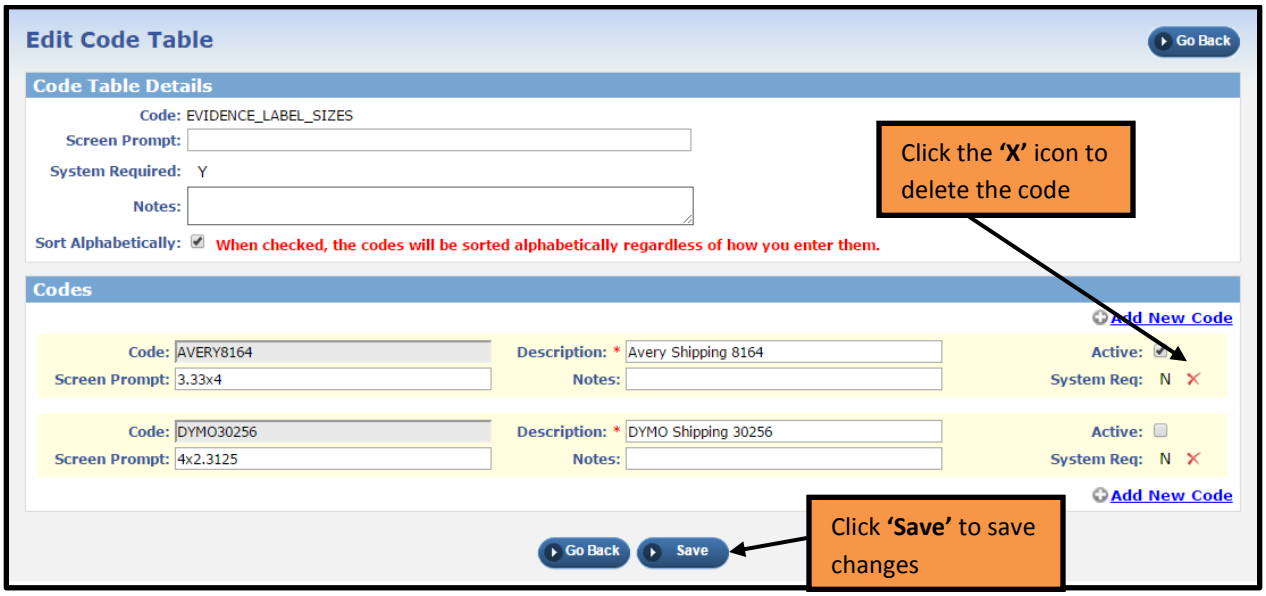
b) *EVIDENCE_LABEL_SIZES* – The predefined label sizes listed in the drop down list of values next to the Width and Height fields in the **'Label Properties'** grid (on the evidence label designer screen) is setup here.

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)

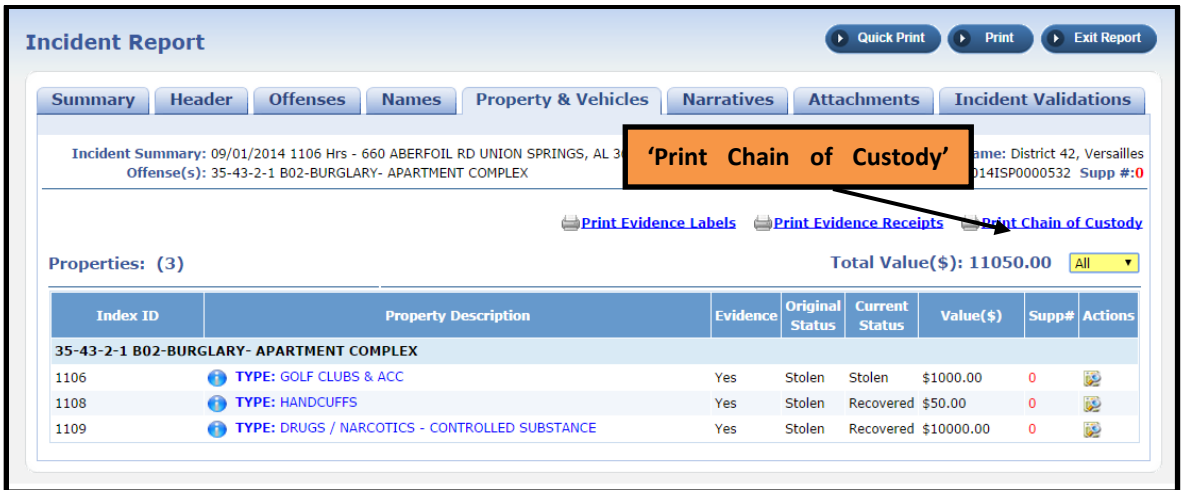
The ability to print chain of custody for multiple pieces of evidence at the same time has been added to the Evidence Management module. Previously, users were only able to print the chain of custody for a single piece of evidence at a time. This enhancement allows the Evidence Custodian to print the 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

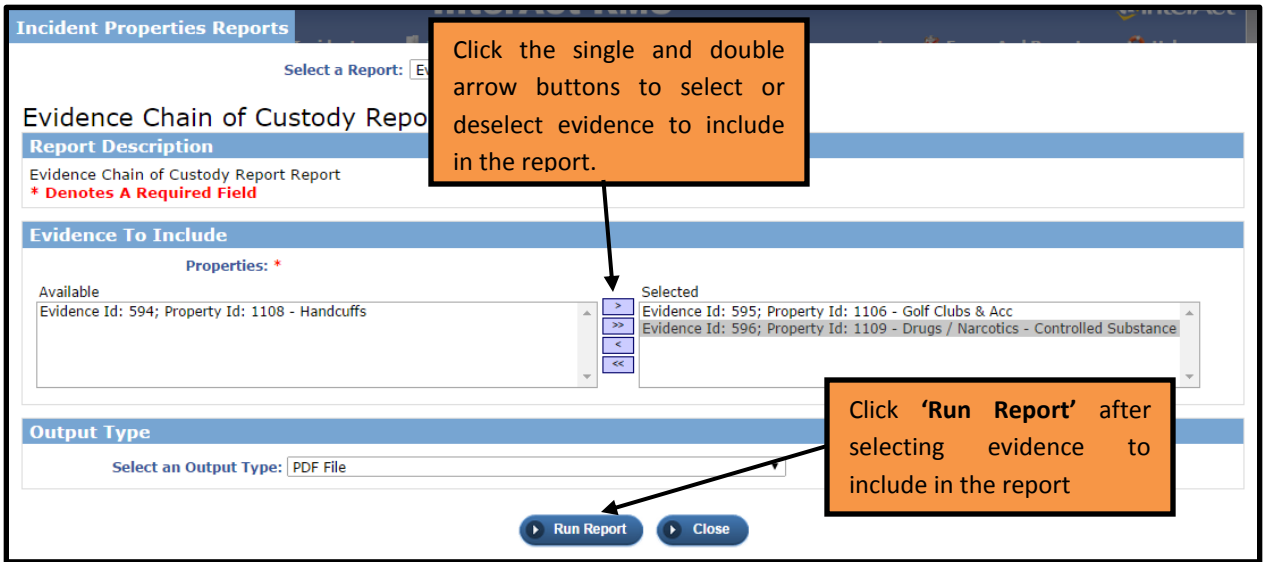
There are a couple of ways users will be able to print chain of custody for evidence associated with an incident report. Both are available by accessing either the **'View Incident Report'** or **'Edit Incident Report'** pages for a specific incident report.

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.

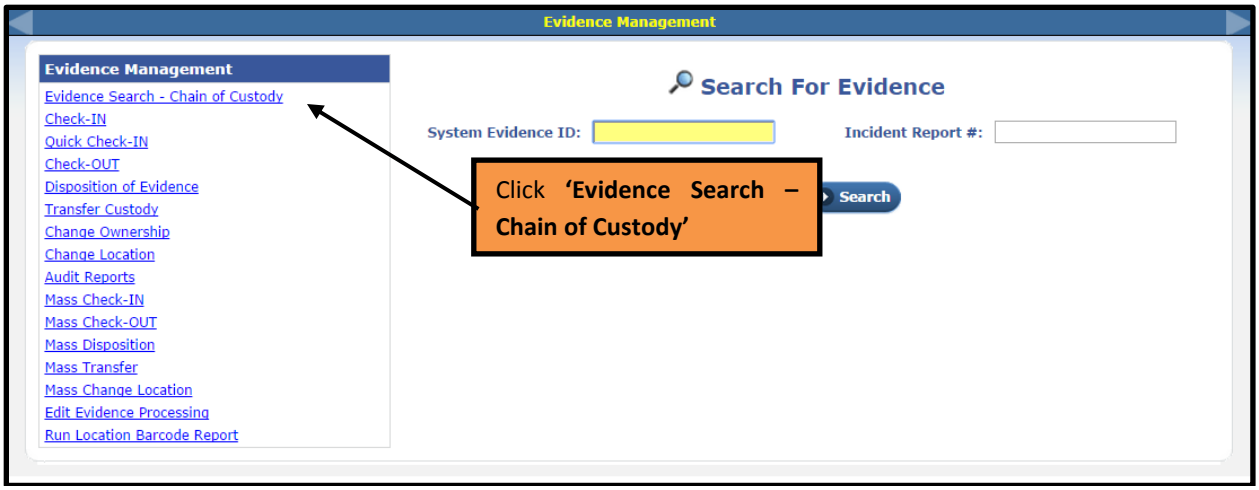


Clicking on the **'Print Chain of Custody'** link for either option will result in a pop up dialog box allowing the user to select one, multiple or all evidence associated with the incident report to include in the report. Select the evidence to include by clicking on the evidence in the **'Available'** 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.

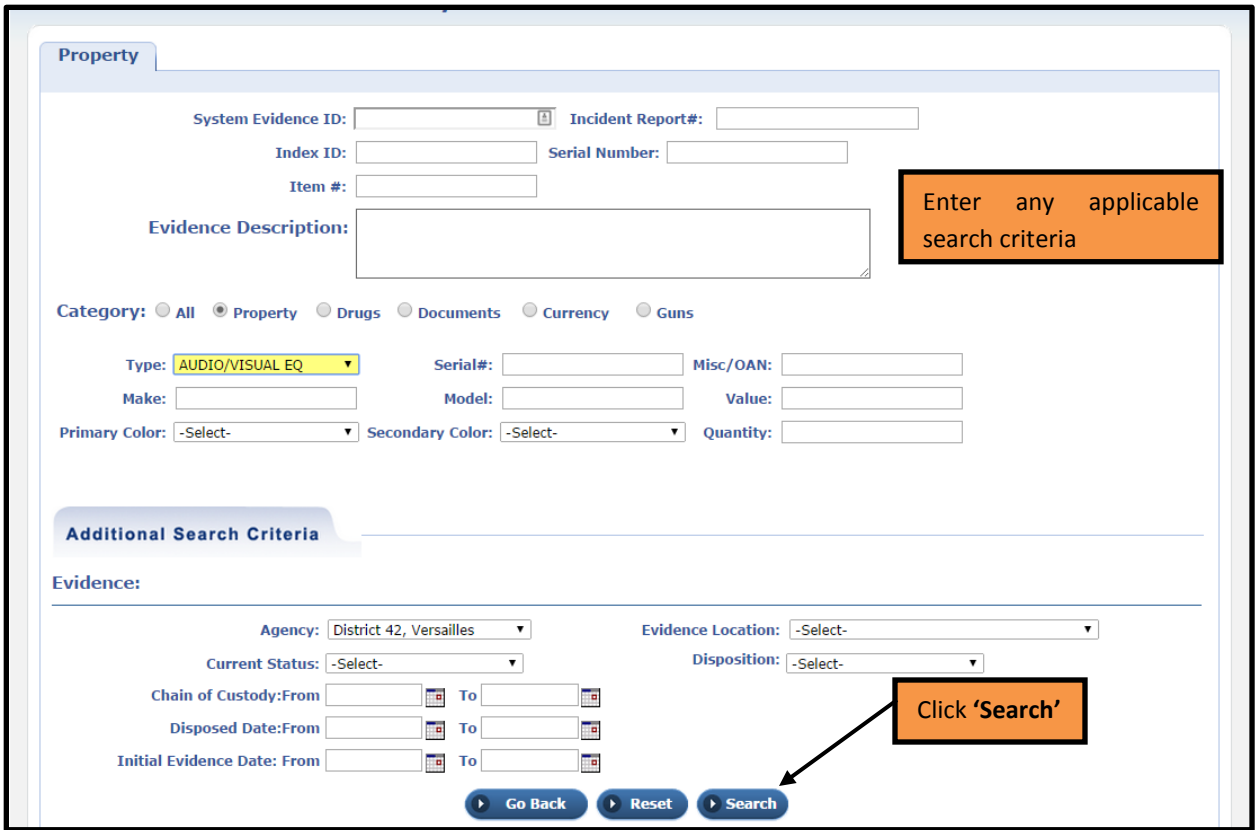


Print Chain of Custody for Multiple pieces of Evidence based on Search Criteria

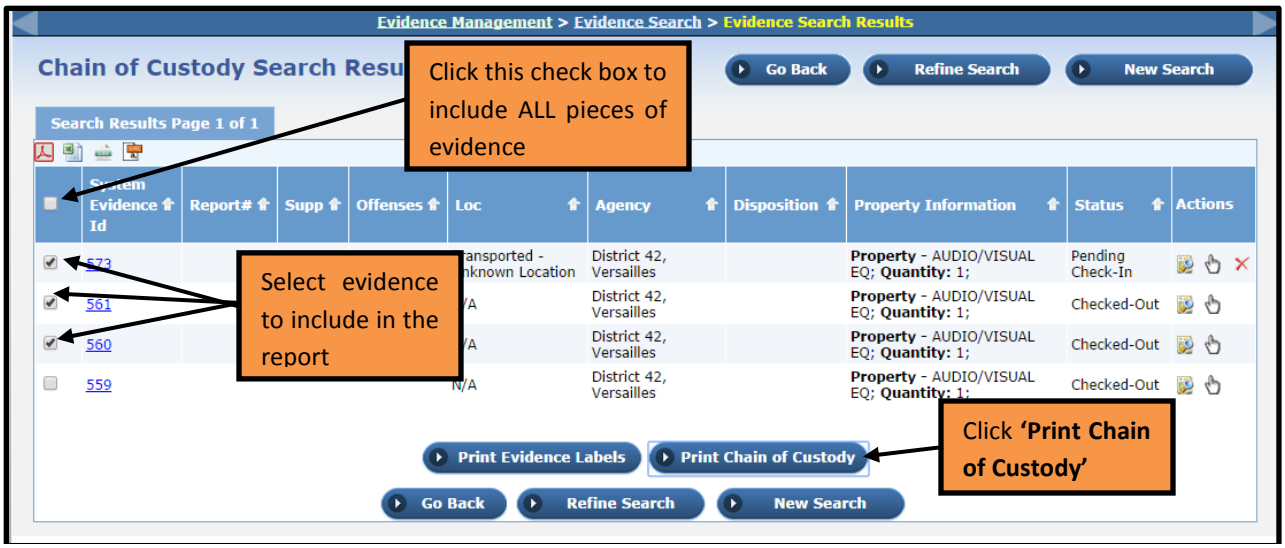
An Evidence Custodian may choose to print the chain of custody for multiple pieces of evidence based on specific search criteria by going to Records Management → Evidence Management. Click the 'Evidence Search – Chain of Custody' link.



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.



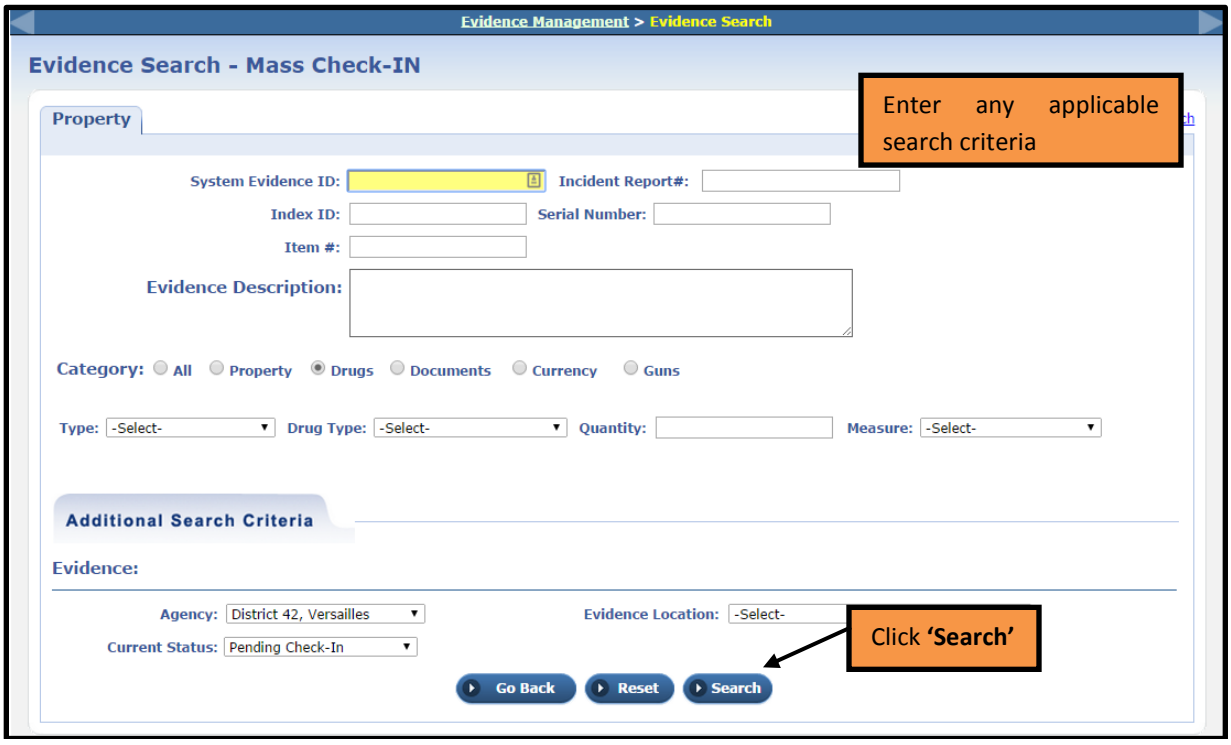
Print Chain of Custody while Performing Mass Functions for Multiple Pieces of Evidence

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.

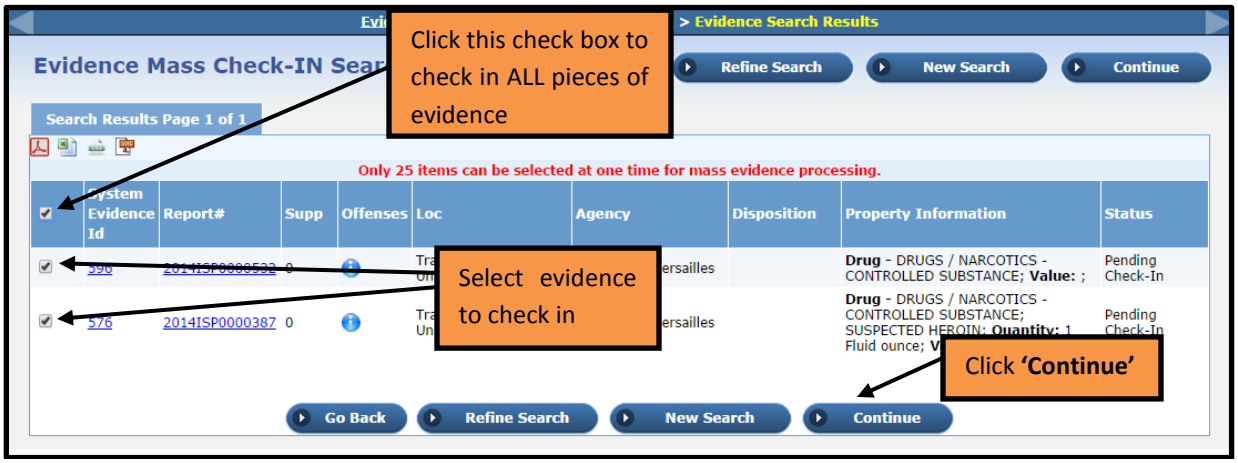
- Records Management → Evidence Management → '**Mass Check-IN'** link
- Records Management → Evidence Management → **'Mass Check-OUT'** link
- Records Management → Evidence Management → **'Mass Transfer'** link
- Records Management → Evidence Management → **'Mass Disposition'** link
- Records Management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

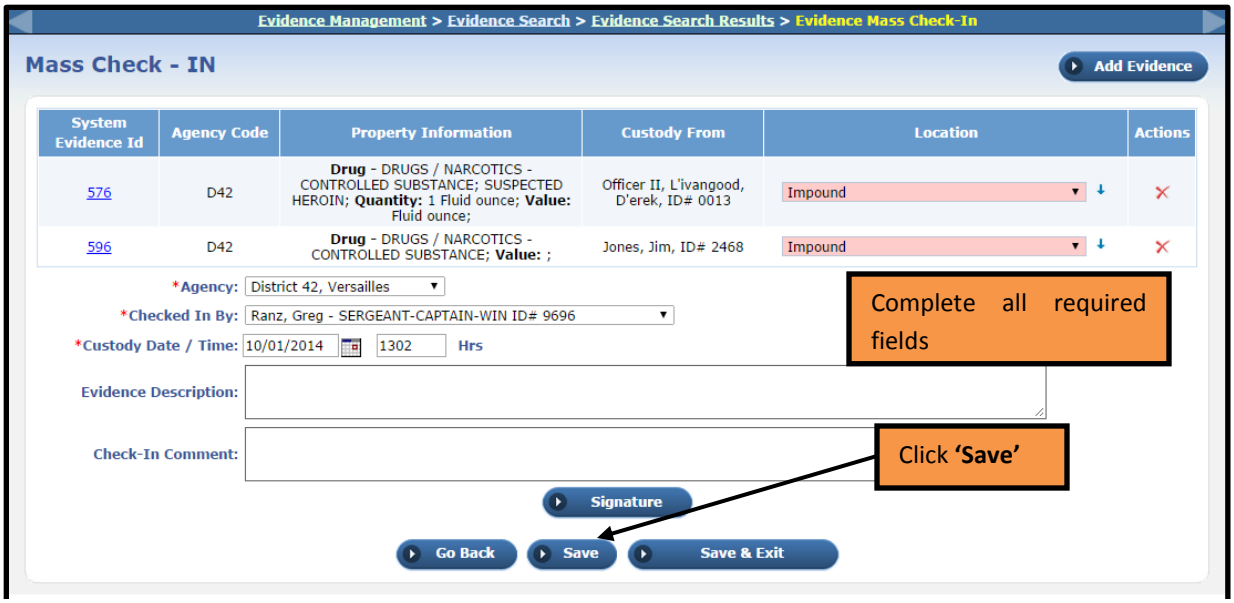
After clicking the '**Mass Check-IN'** link, the user enters any search criteria applicable and clicks the **'Search'** button.



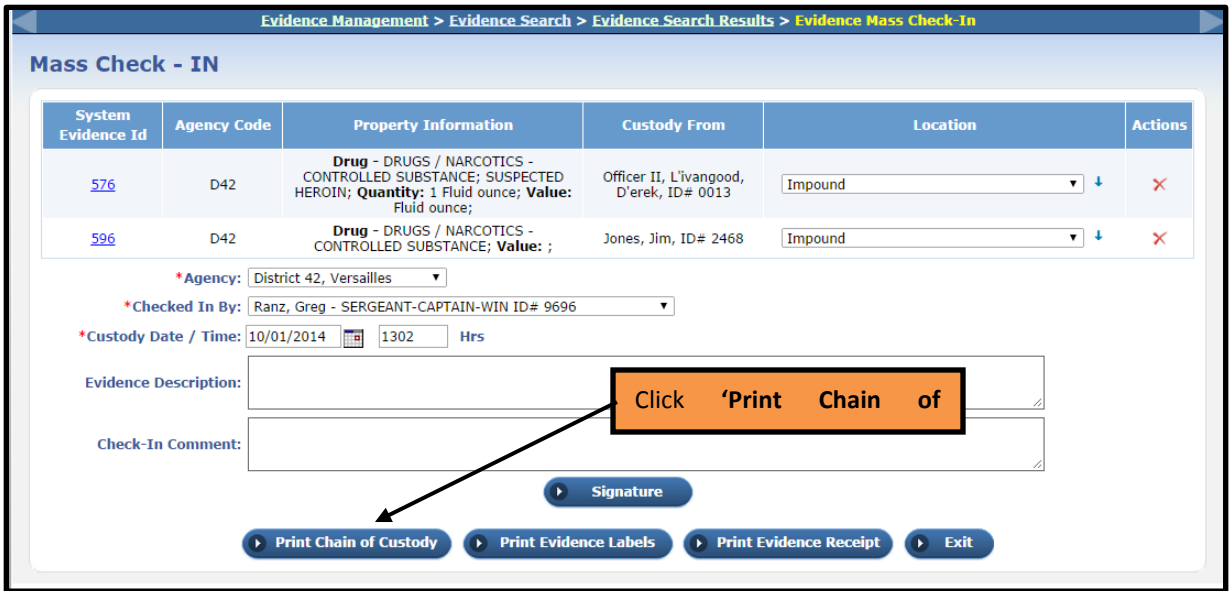
Select one, multiple or all evidence to check in. Click the **'Continue'** button



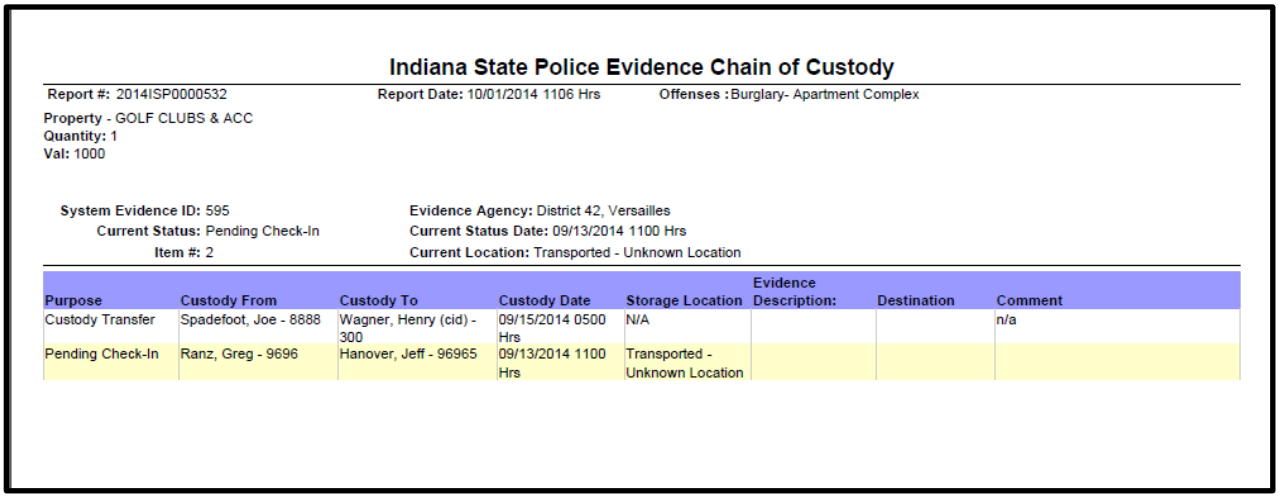
Complete all fields required to save. This includes entering all fields highlighted with a red asterisk as well as selecting the **Location** for each piece of evidence. Click **'Save'**



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.



Sample Report



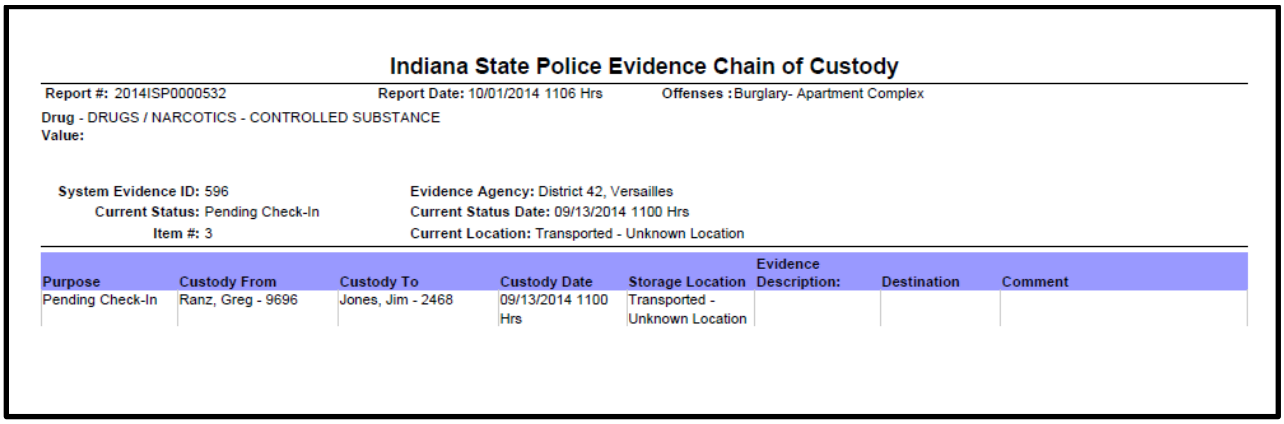
Indiana State Police Evidence Chain of Custody

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

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

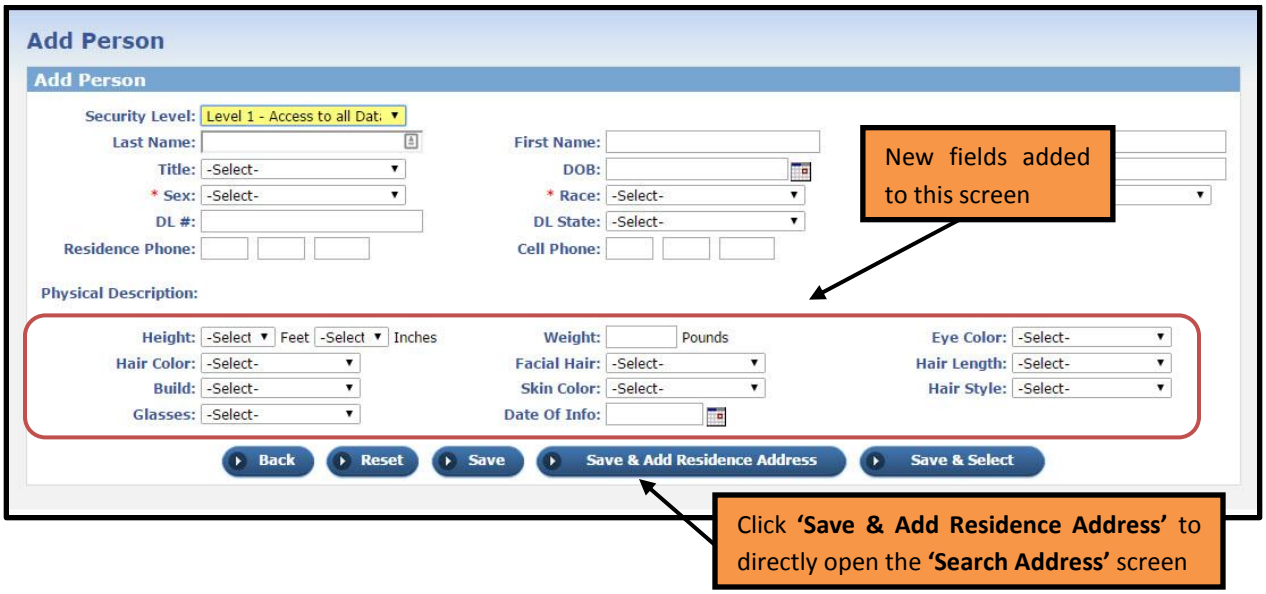
The process of adding Master Person details to a Field Arrest narrative can be time consuming and mistake pron. For this reason, we have expanded the use of the existing "Quick Entry" narrative tool so that it is now also available within the Field Arrest module.

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
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

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

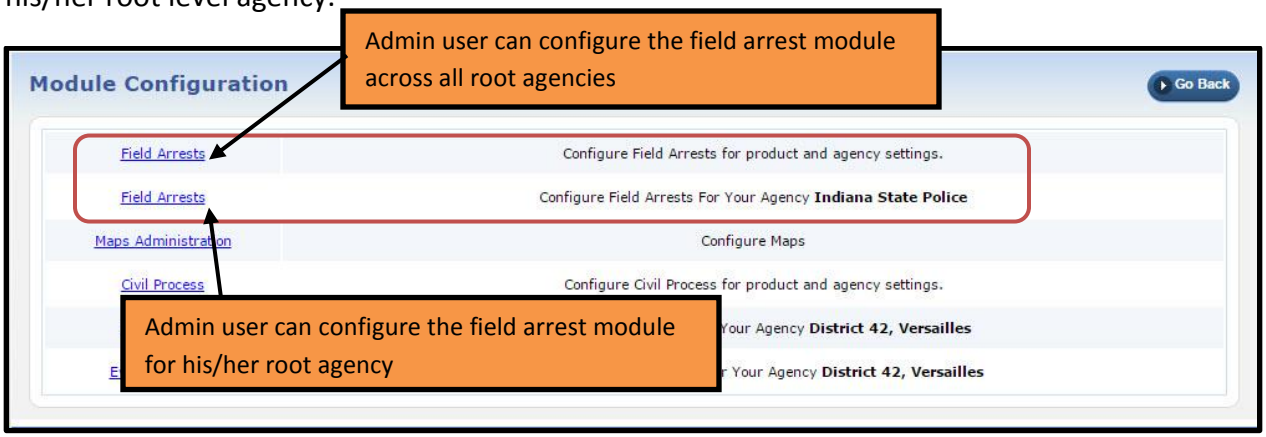
Some agencies have policies that require an officer to associate or create, an incident or a call when documenting a field arrest. In some cases, officers do not make the association between these events and a field arrest in the system, making accurate reporting difficult. In previous versions, it was 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:

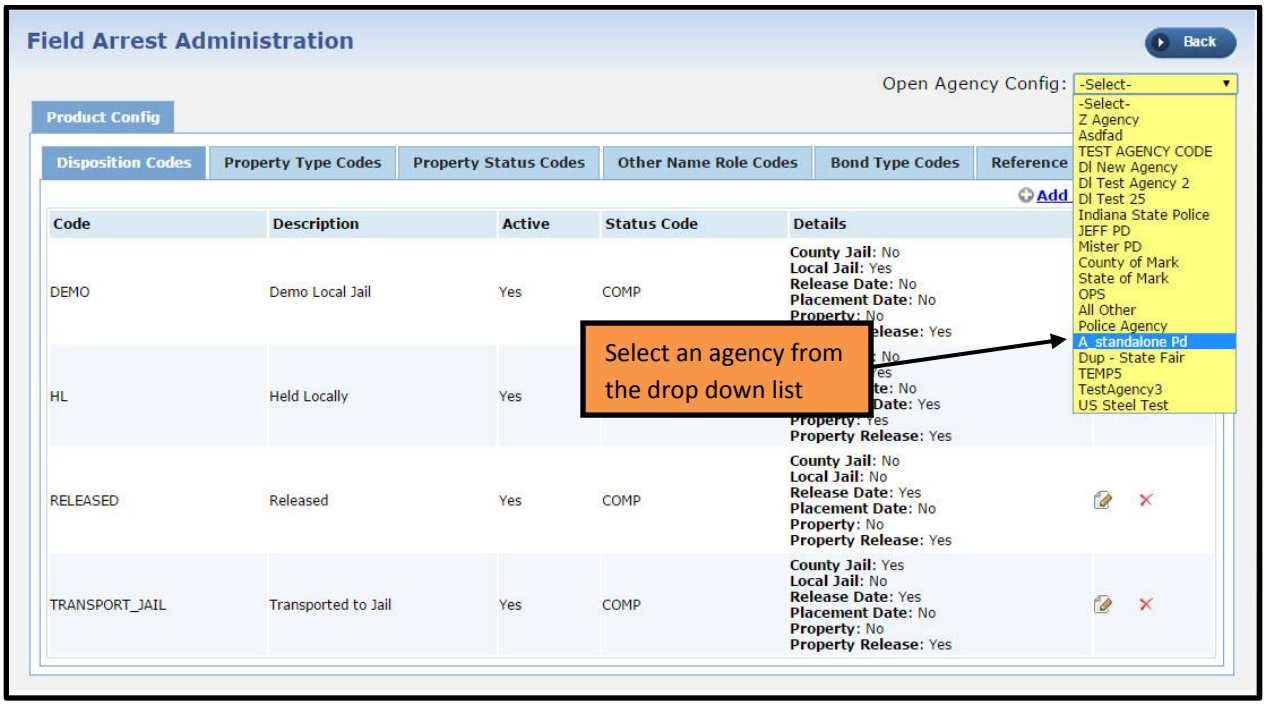
- **'FIELD_ARREST_ASSOCIATED_EVENT_REQUIRED'** Schema Maintenance Value. Set by InterAct Operations Support, this setting affects all agencies in the schema. This value is maintained in the **'Schema Maint Values'** screen via the following menu path: Administration → Maint Vals. By default this setting 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

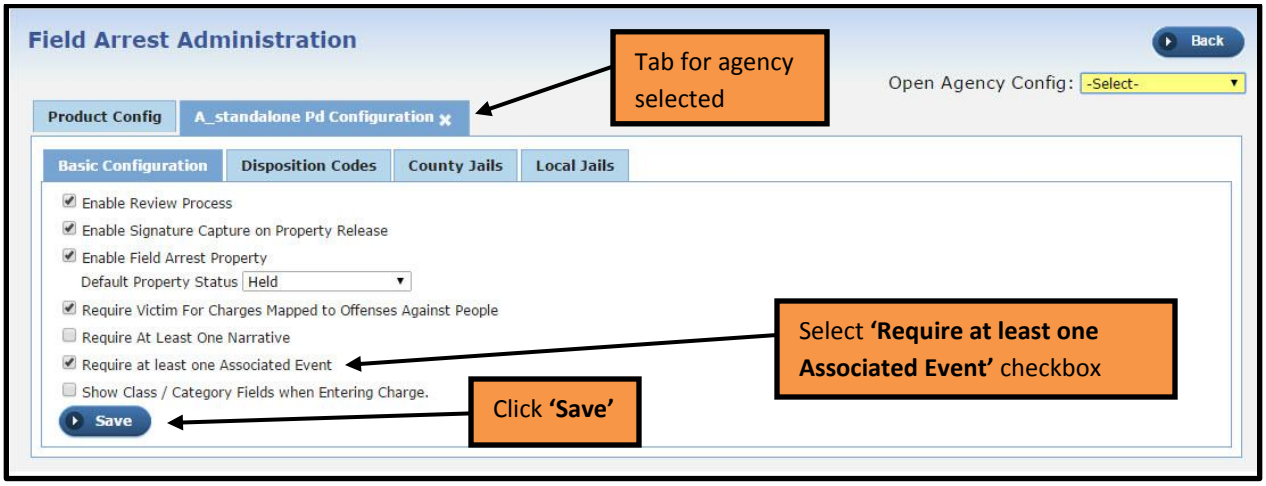
If the admin user has access to configure field arrests for all root agencies, the user will see two links for Field Arrests in the **'Module Configuration'** screen. The first link (Configure Field Arrests for product and agency settings) allows the admin user to configure field arrests for any root 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.



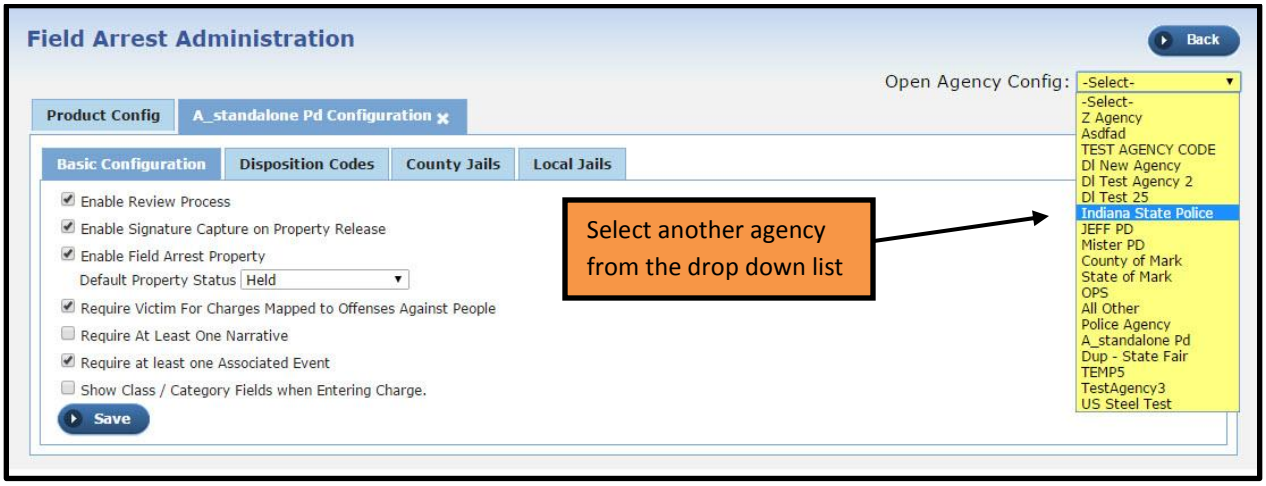
Clicking the first **'Field Arrest'** link (Configure Field Arrests for product and agency settings) will take the user to **'Field Arrest Administration'** screen. The user will select an agency (at the root level) from the '**Open Agency Config'** drop down list at the top right hand corner of the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



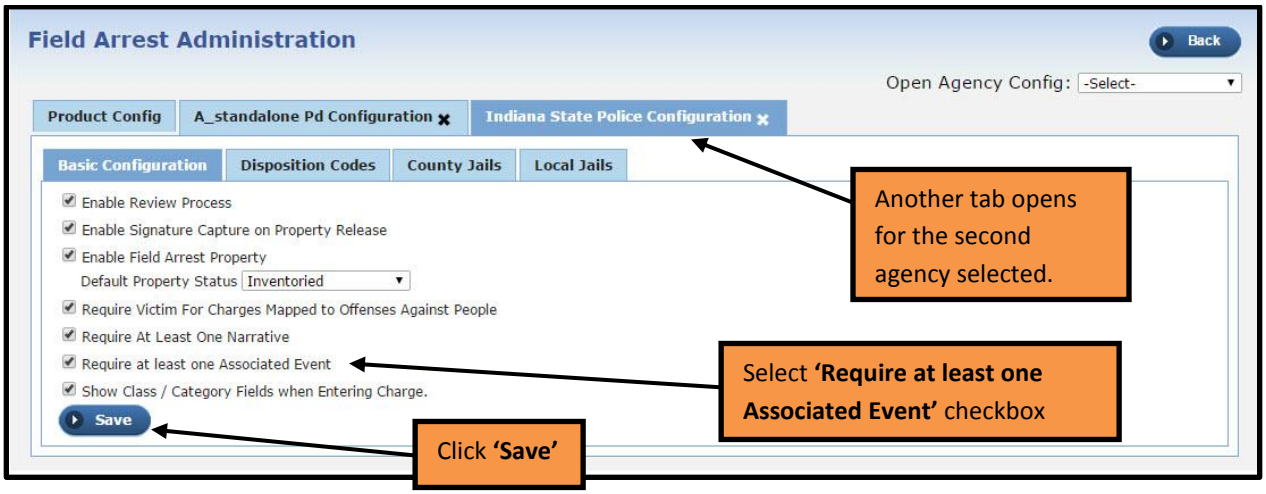
The user will now see an additional tab in the **'Field Arrest Administration'** screen for the agency selected. Within this tab, there are four additional tabs. The setting for **'Require at least one Associated Event'** is located in the **'Basic Configuration'** tab. By default, this setting is unchecked. 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.

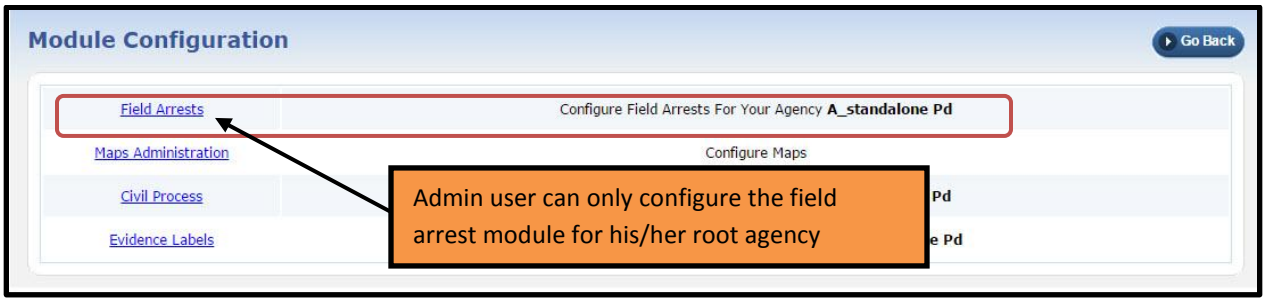


The user will see another tab for the second agency selected on the **'Field Arrest Administration'** screen. Select the '**Require at least one Associated Event'** checkbox in the '**Basic Configuration'** tab for the second agency and click **'Save'** to save configuration settings.

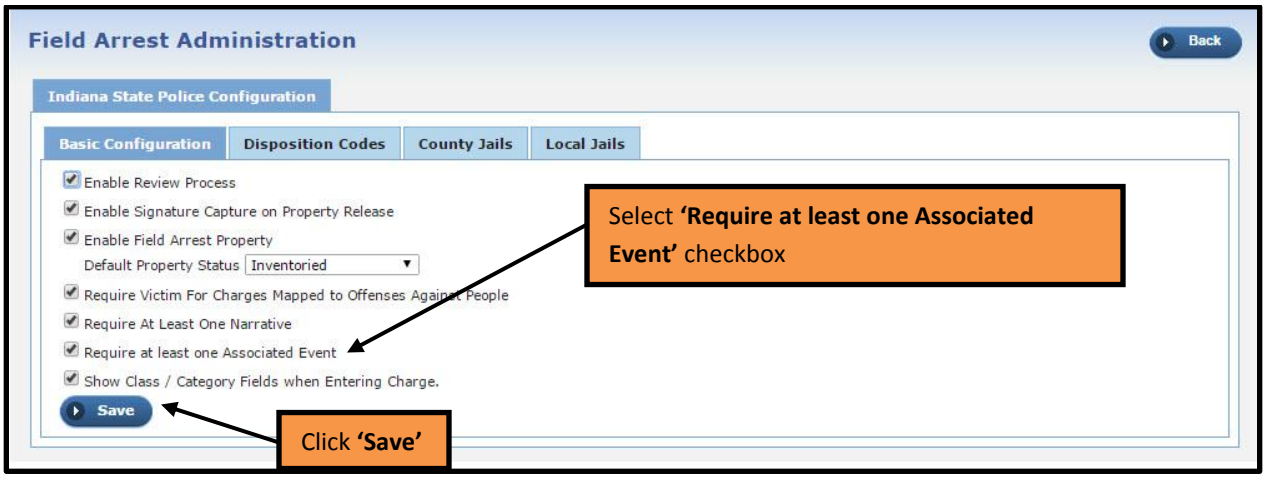


Admin user who has access to configure field arrests for his/her root agency

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)*



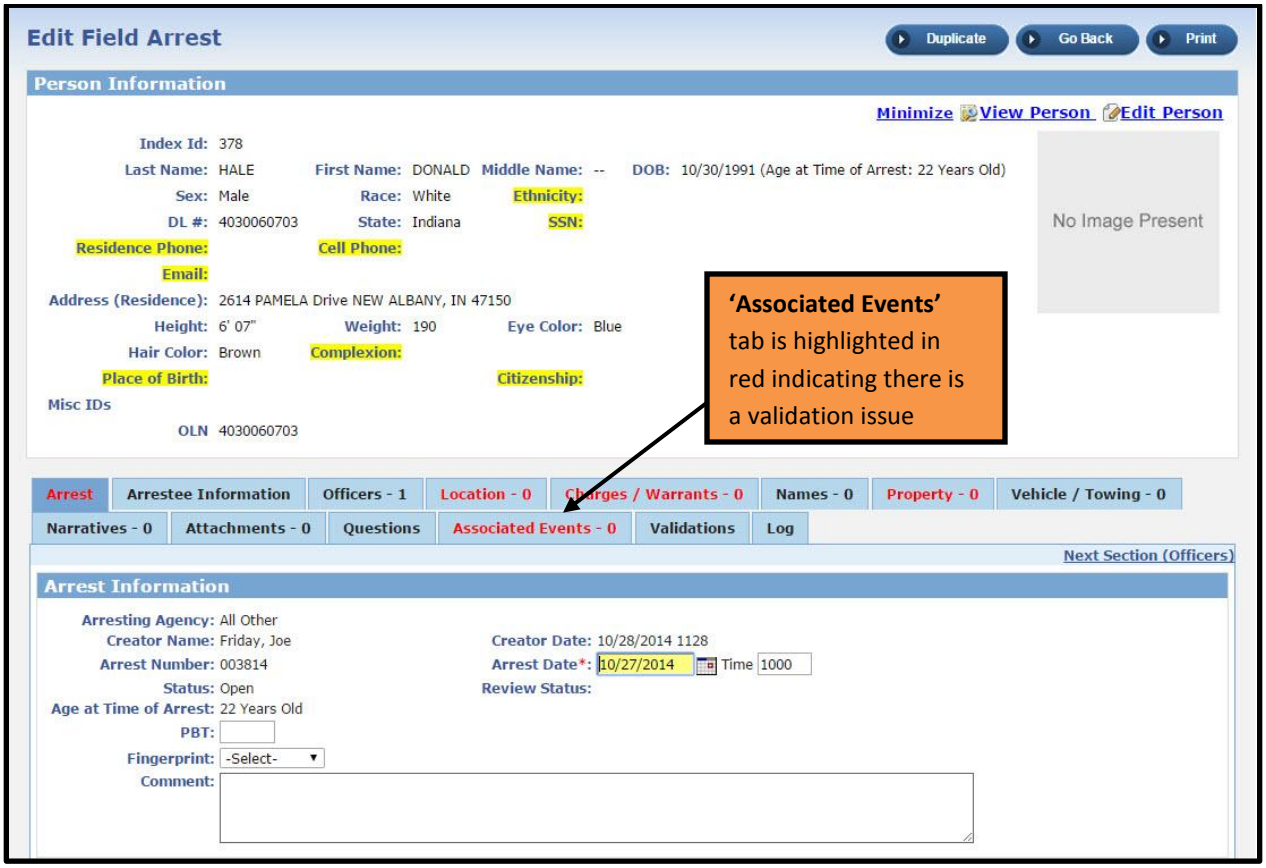
Upon clicking the **'Field Arrest'** link, the user will be directed to the Field Arrest Administration screen. In the **'Basic Configuration'** tab, there is an option to **'Require at least one Associated Event'**. This box will be unchecked by default. Select the checkbox and click the **'Save'**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



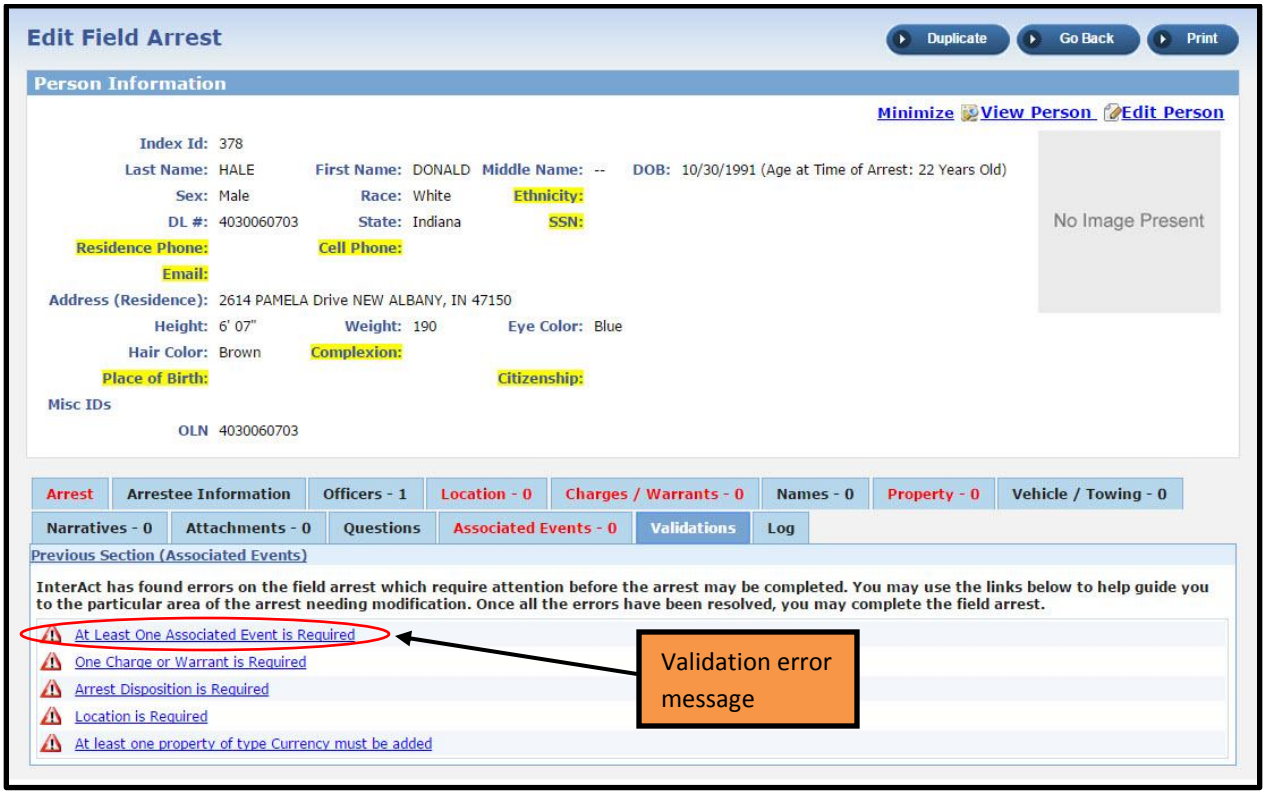
Note: After the admin user has made a change to the **'Require at least one Associated Event'** setting to the Module Admin screen, the changes will only take effect for the admin user upon logging out and logging back in. Other users will not need to perform this action.

Associated Event is Required with a Field Arrest

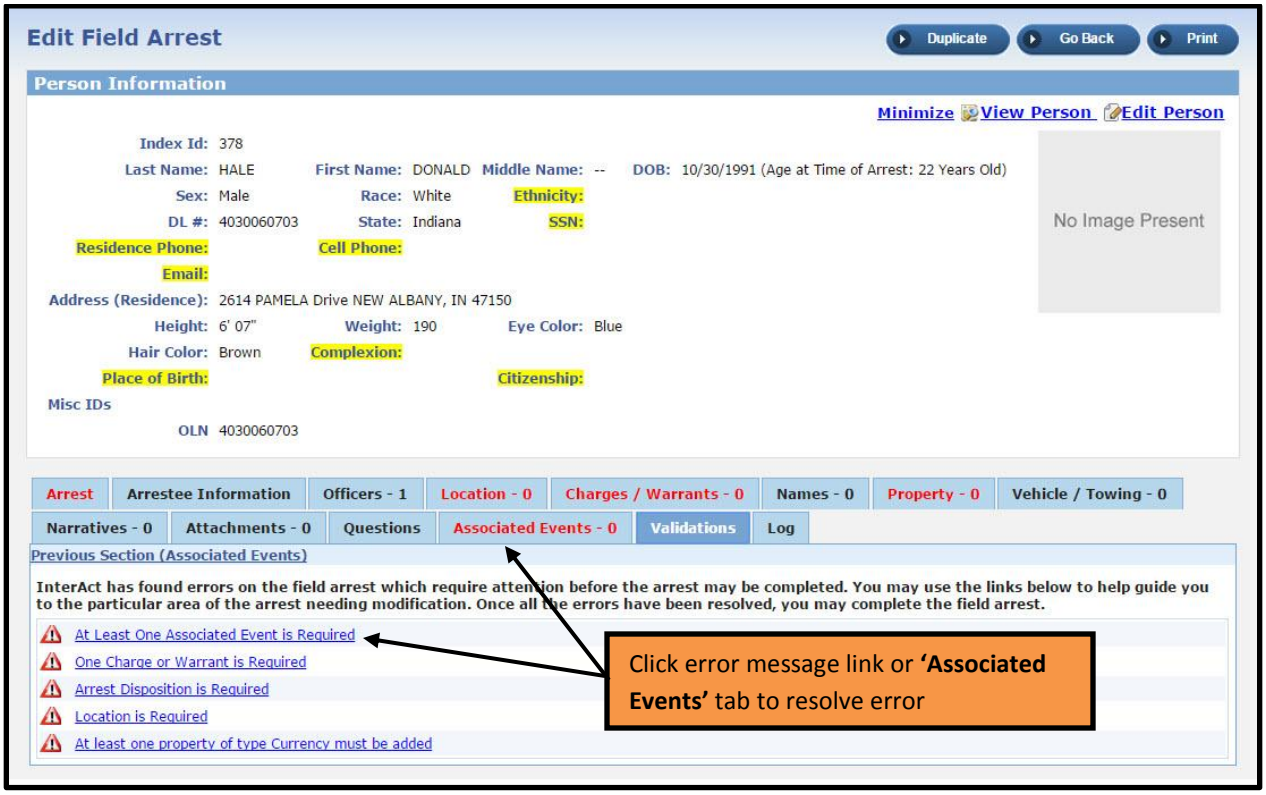
When the **'Require at least one Associated Event'** checkbox is selected for the agency, any field arrests created that do not have an associated event will now be flagged in the **'Edit Field Arrest'** screen. The **'Associated Events'** tab will be highlighted in red indicating that there is a validation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



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"**

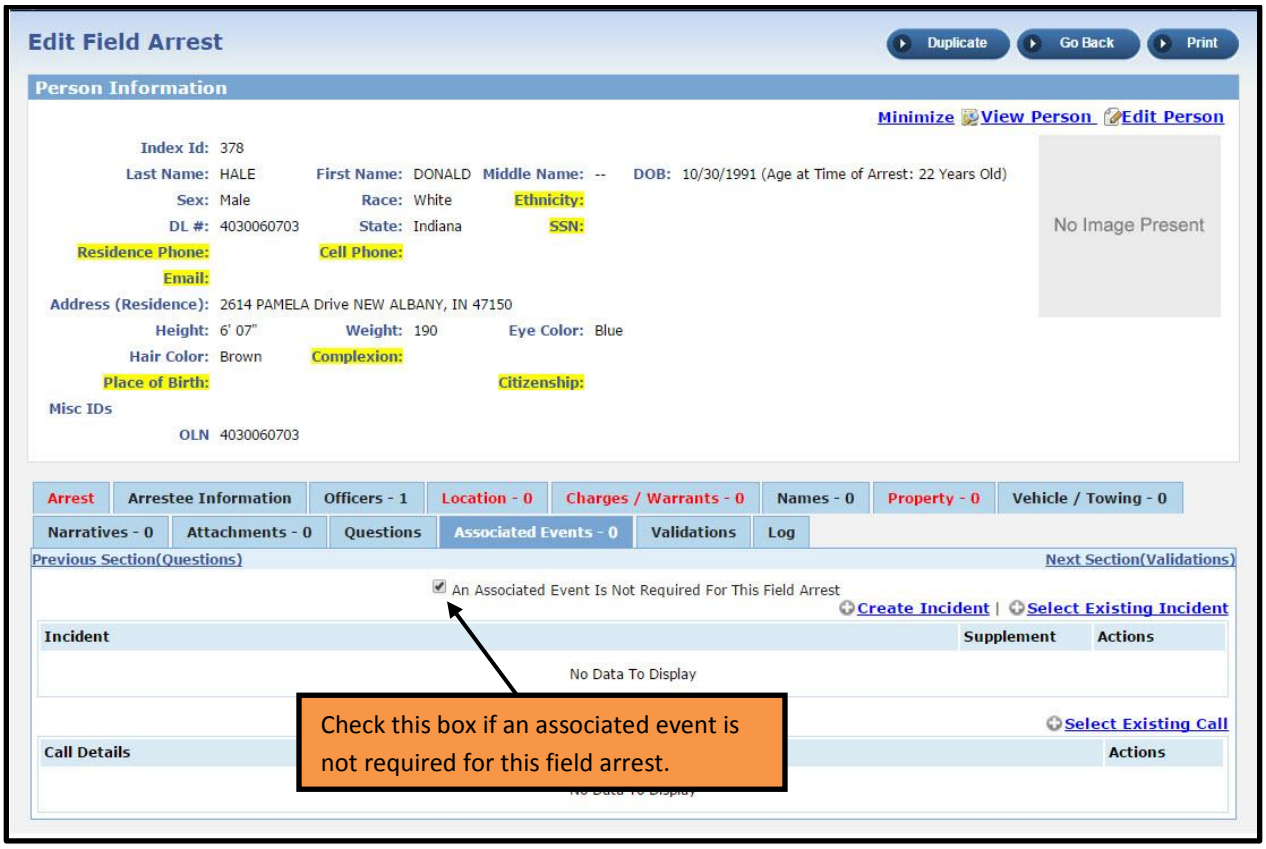


The user may resolve this error by clicking the **"At Least One Associated Event is Required"** link in the **'Validations'** tab or by clicking the **'Associated Events'** tab.



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.

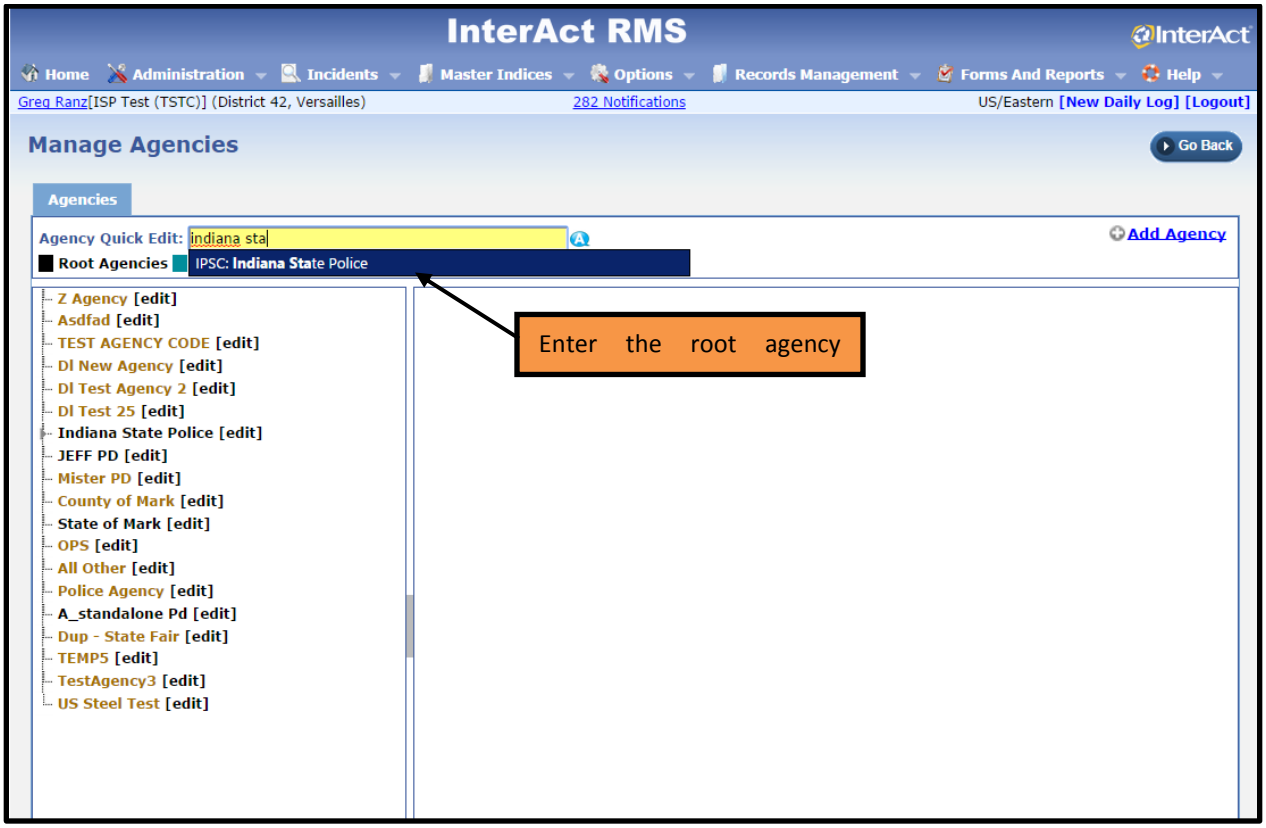


IA-33549: FIELD ARREST SCREENING QUESTIONS: ABILITY TO "DEACTIVATE" (TTN115689)

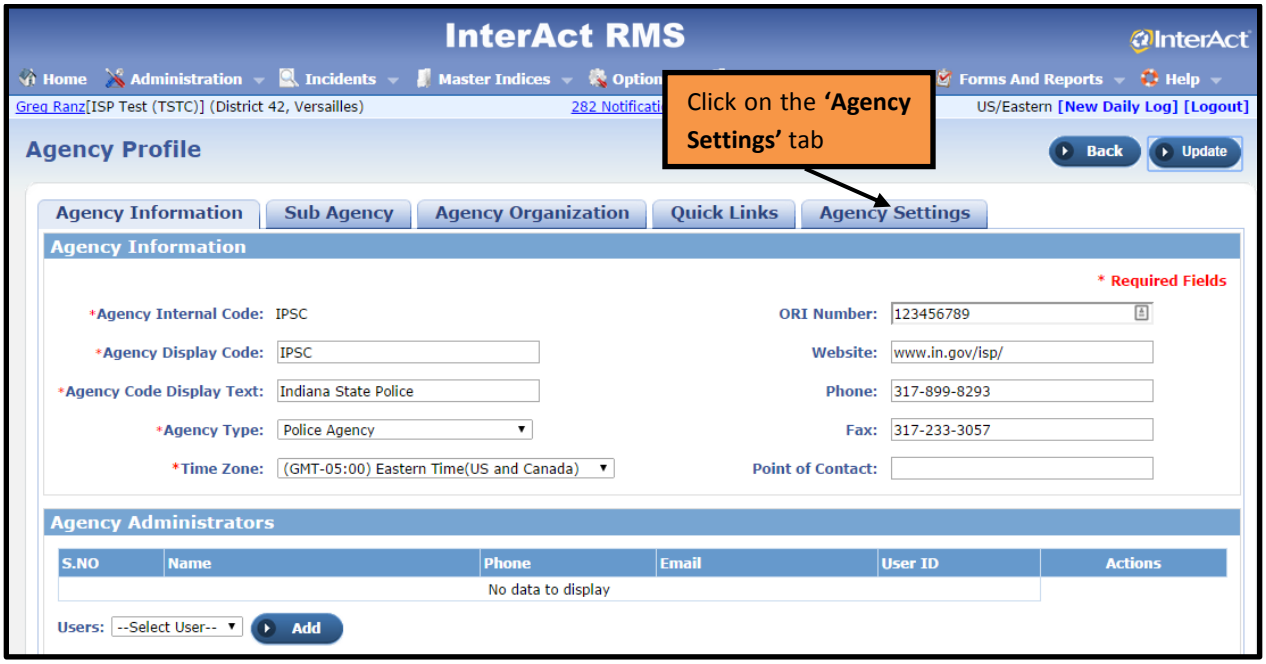
Screening Questions have always been configurable under the "Agency Settings" tab of the root agency. However in prior releases there was no ability to disable or deactivate a screening question once it was established or setup. This shortcoming has been resolved in this release.

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.



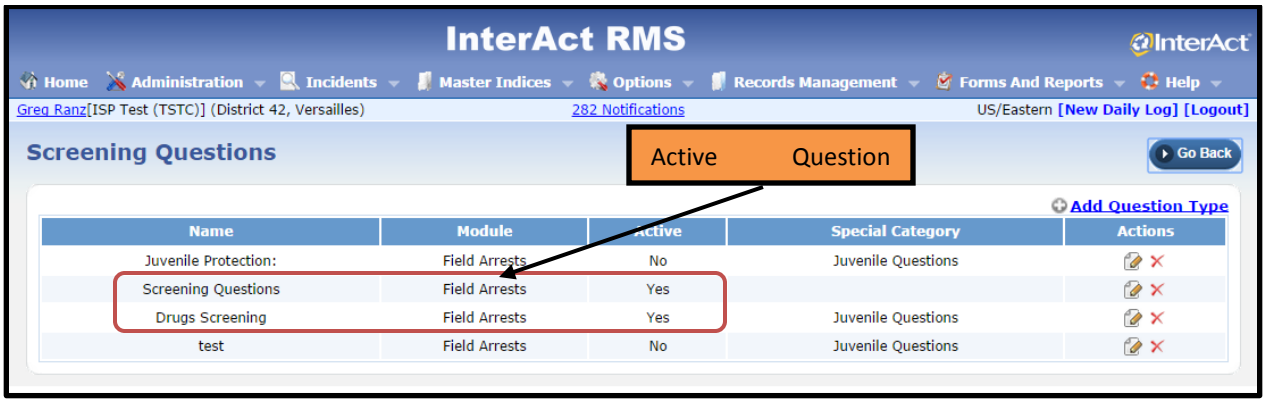
Select the **'Agency Settings'** tab within the **'Agency Profile'** page.



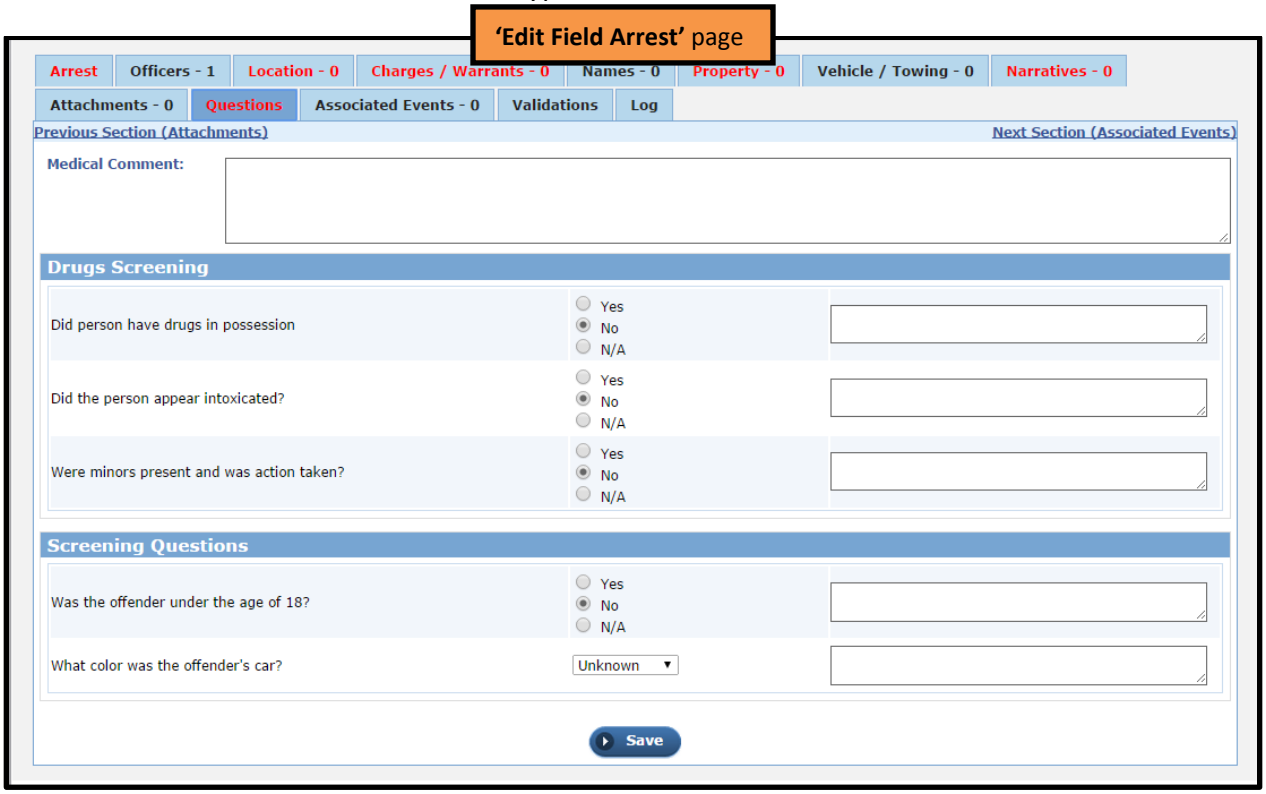
Click the **'Screening Questions'** link listed under **'Other Tables'**

1. Deactivate Question Type

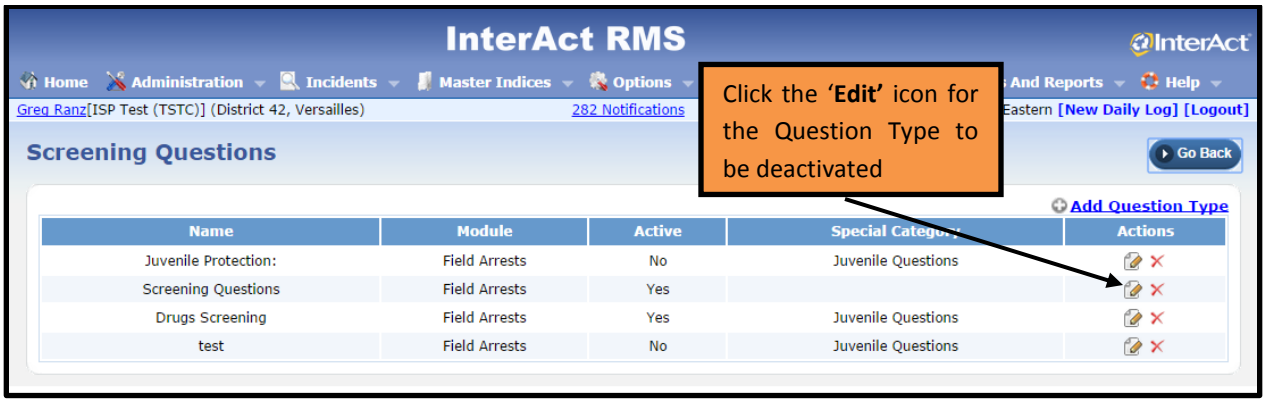
Upon clicking the **'Screening Questions'** link above, the user is presented with a list of Question Types. In the example below, there are two active Question Types.



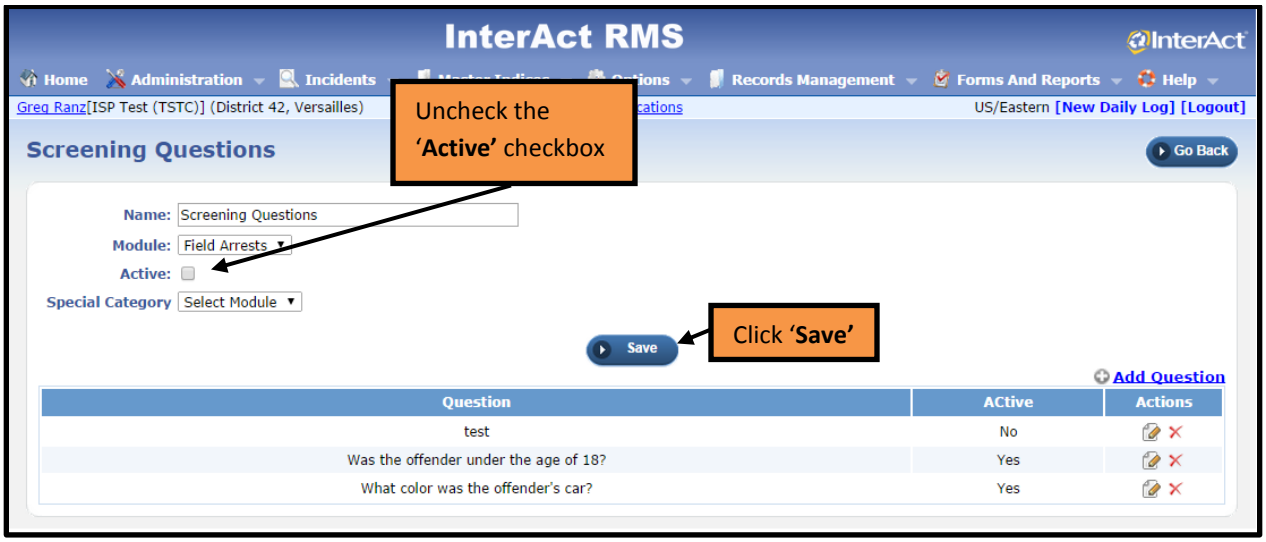
To illustrate the example above where there are two active Question Types, we'll take you to the **'Edit Field Arrest'** page. On this page you will see both sets of active Question Types along with the associated Questions for each type.



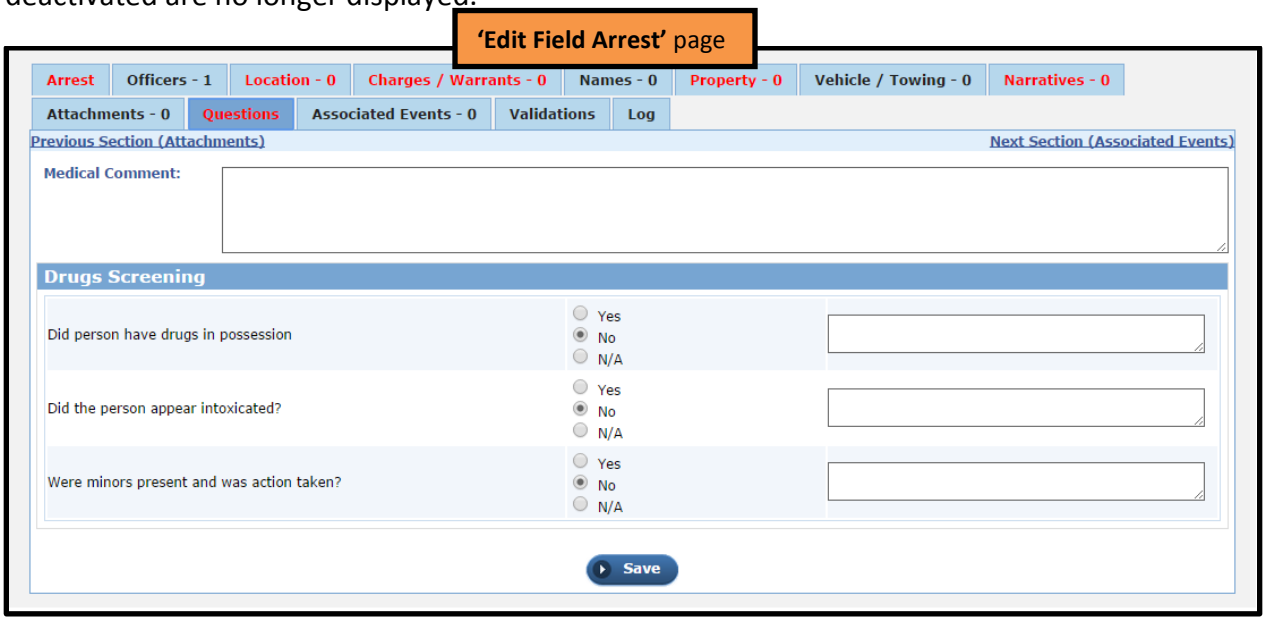
Back in the administrative section, select the **'Edit'** icon for the Question Type that you wish to be deactivated.



"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.

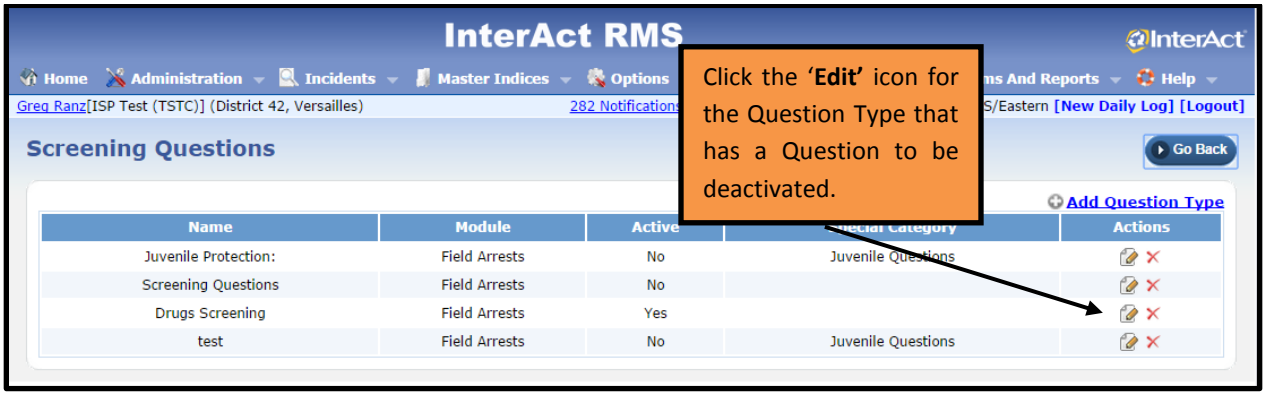


Now when you go back to the **'Edit Field Arrest'** page, the entire group of questions that you deactivated are no longer displayed.



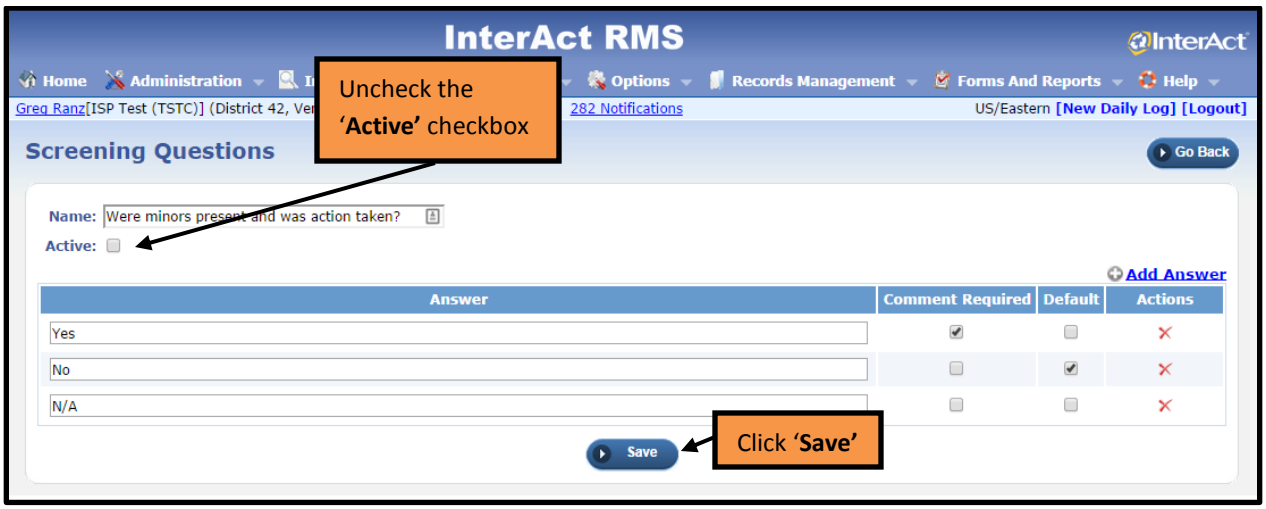
2. Deactivate a Question within a Question Type

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.

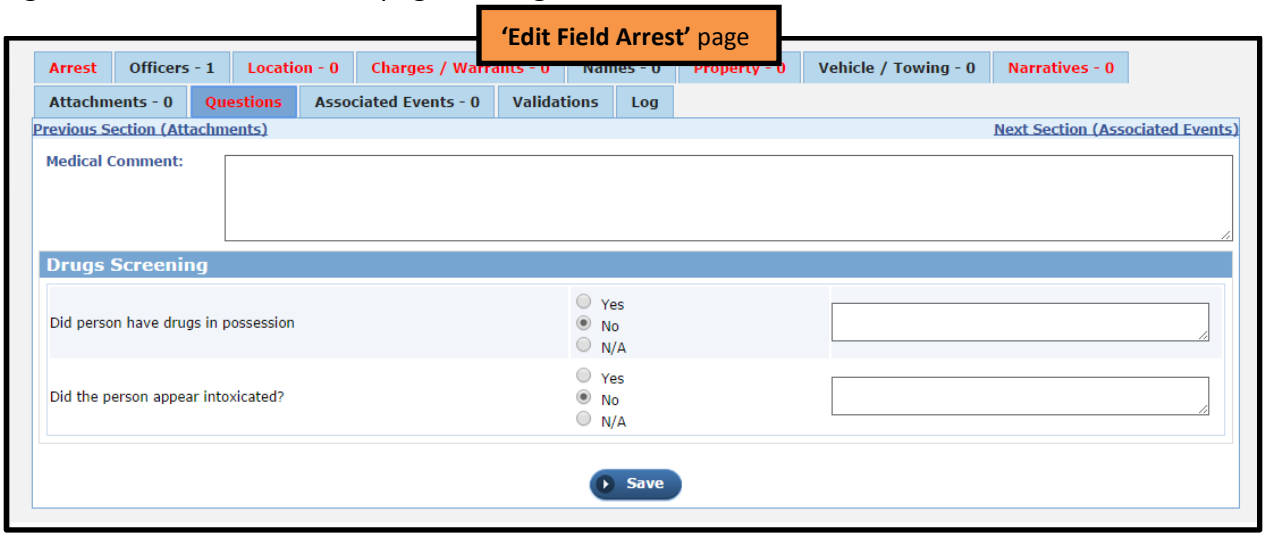


Click the '**Edit'** icon for the individual Question you wish to deactivate.

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



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



IA-33760: FIELD ARREST WORKFLOW STREAMLINED

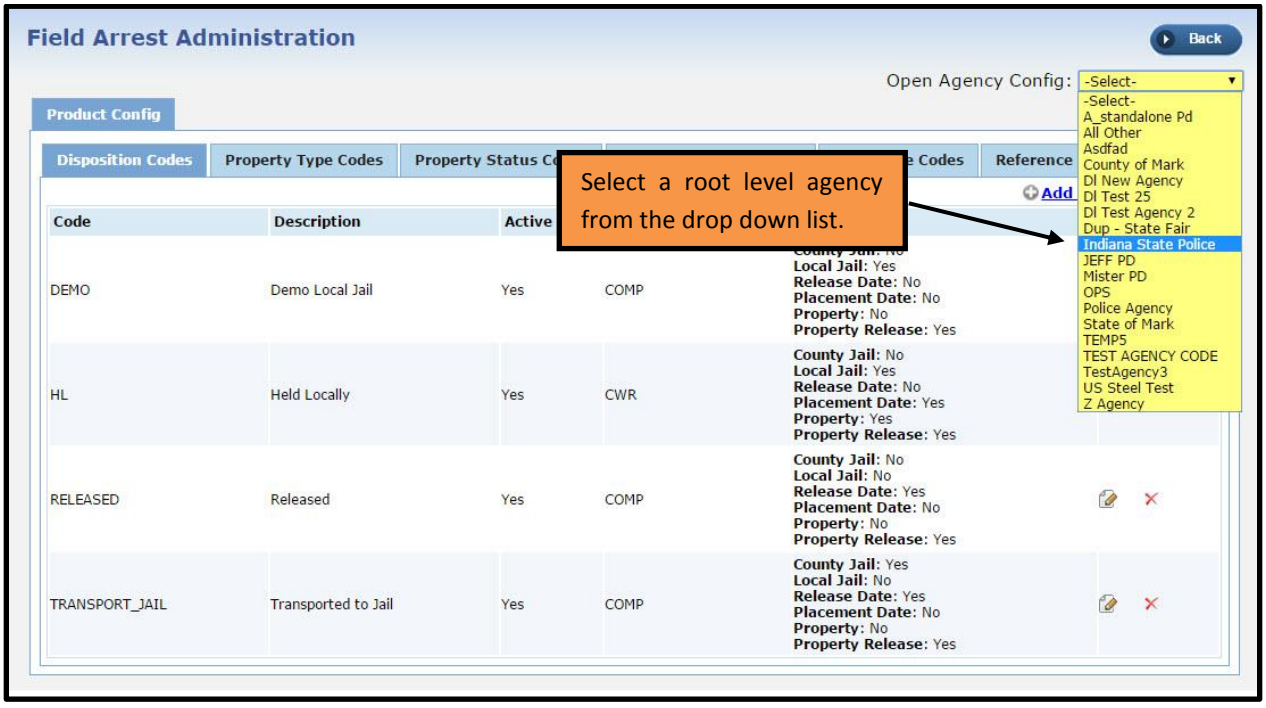
A few enhancements have been added to the Field Arrest module in order to improve the field arrest entry workflow. In addition, a new feature within this module will also allow customers to configure certain data attribute validations pertaining to a field arrest. This will provide the customers more 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 4th 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.

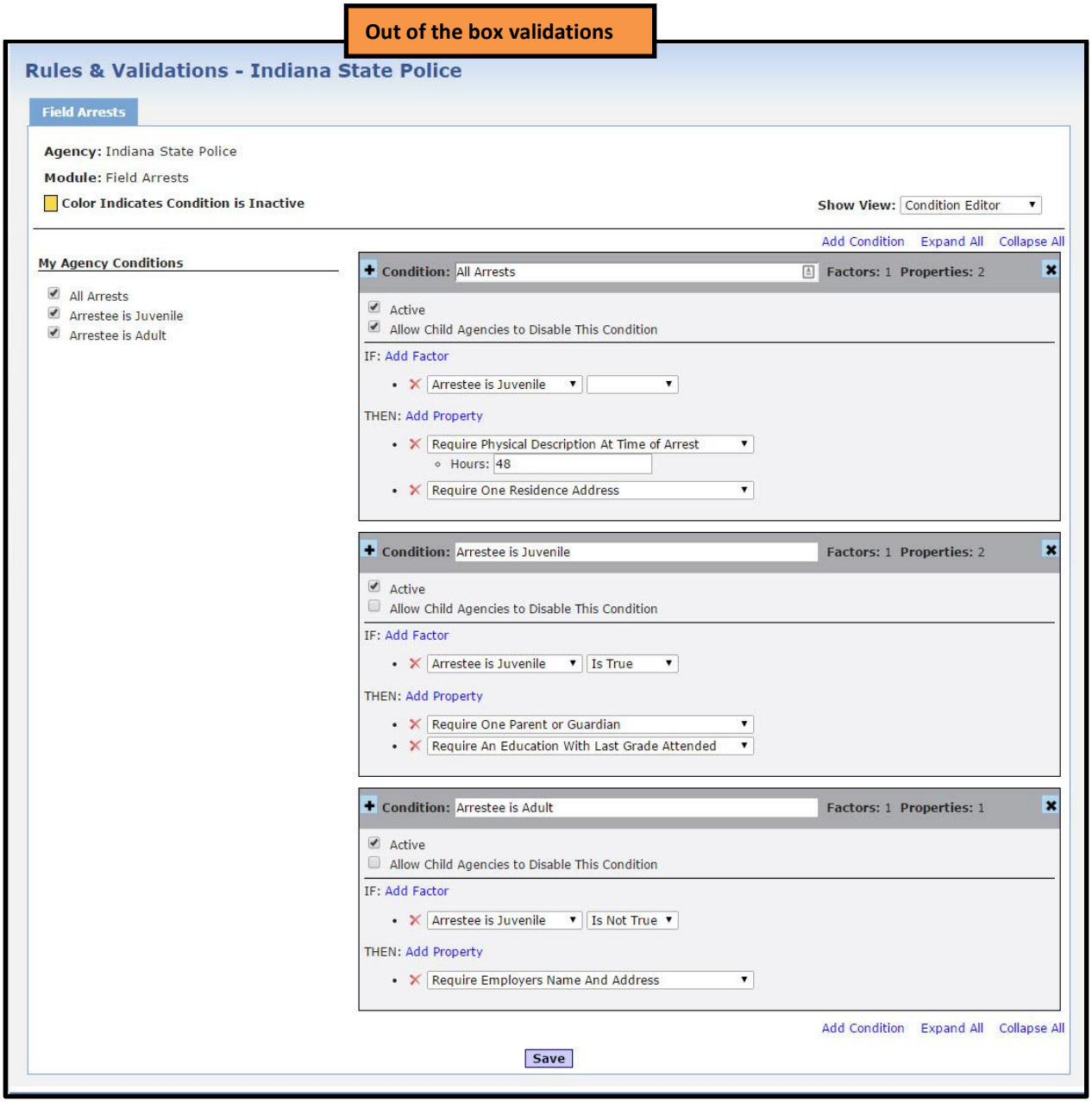


Upon selecting the agency from the drop down list, a new tab with the agency name, will be displayed next to the **'Product Config'** tab. Click the **'Open Rules and Validations'** link.

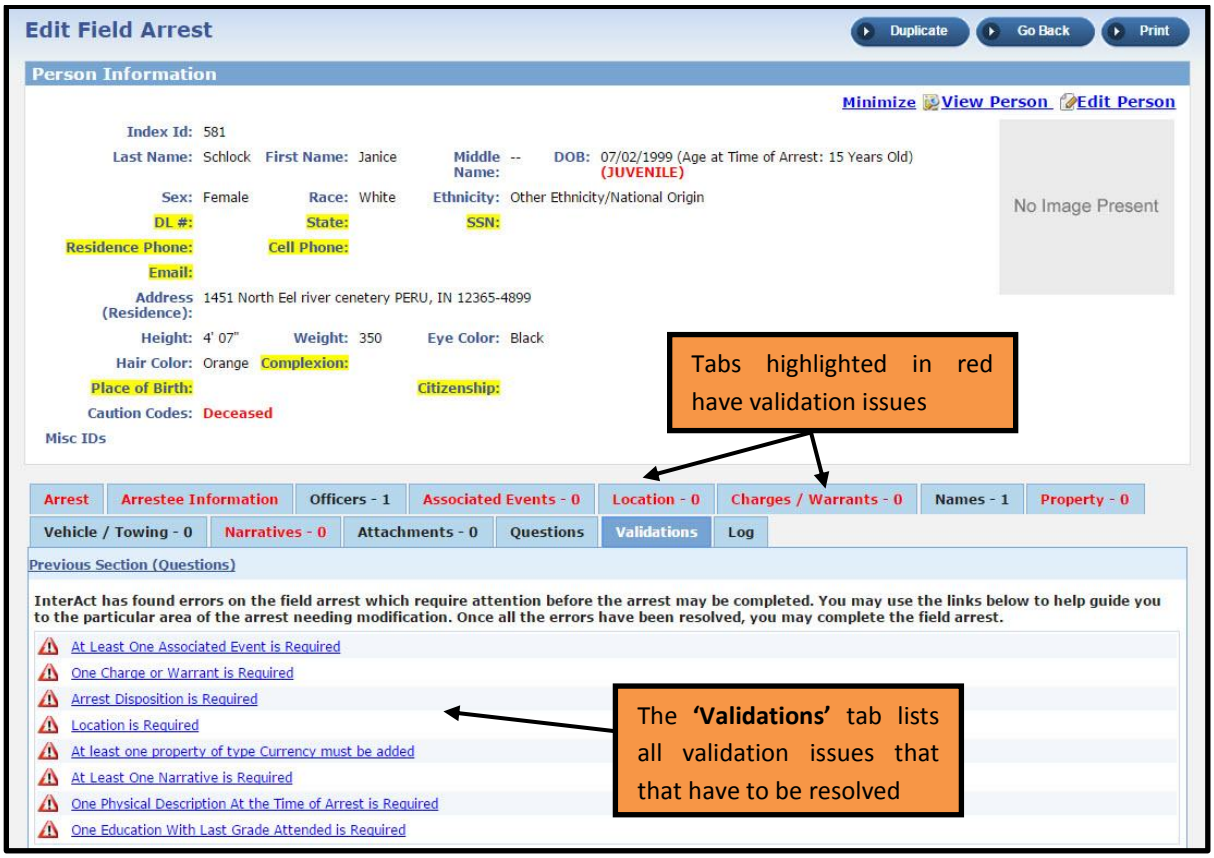
The **'Rules and Validations'** screen is displayed showing all validations that can be set. These validations for the **'Edit Field Arrest'** screen include:

- 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**

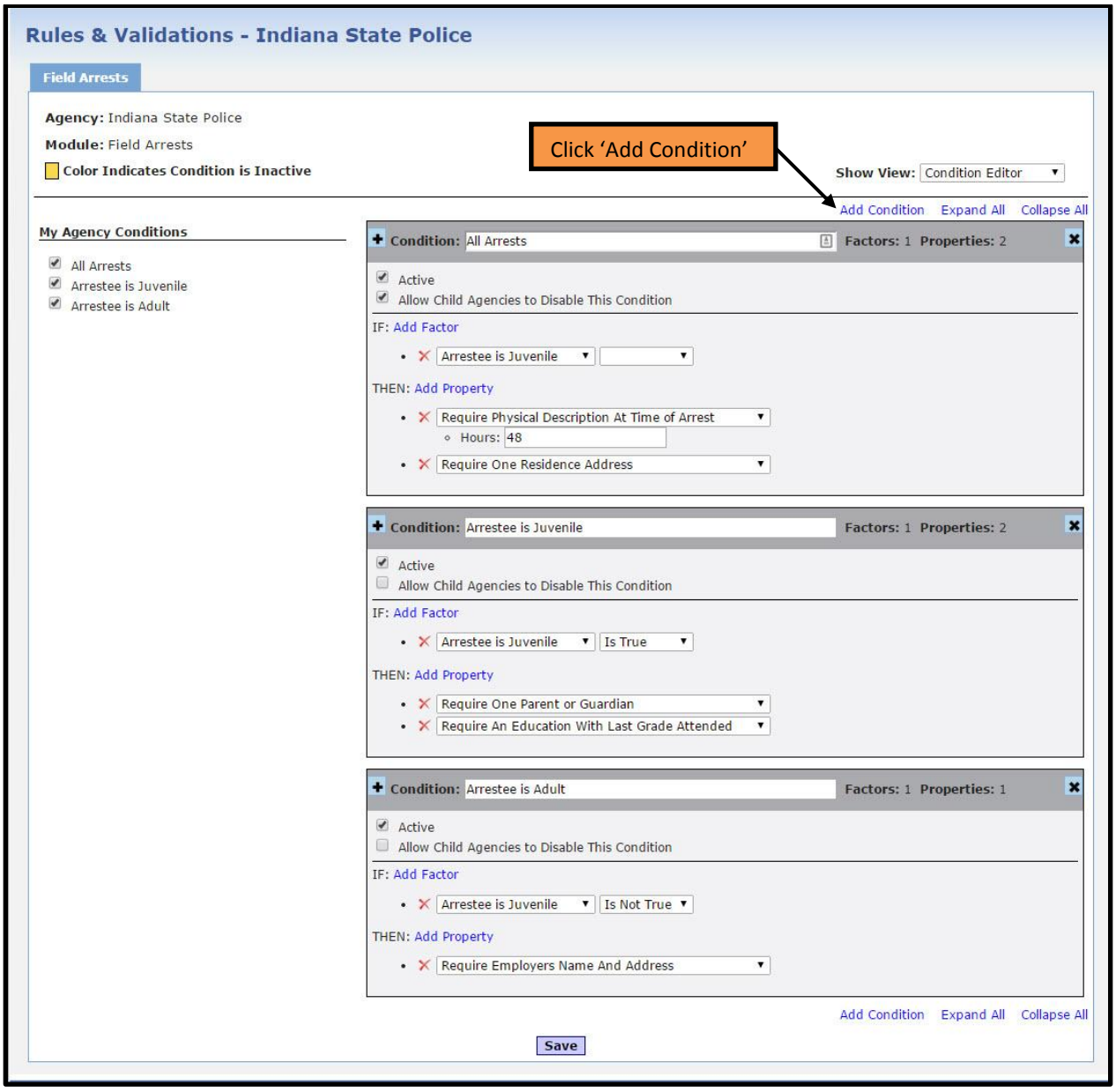
Employer” when adding Employment information. If **“Unknown Employer”** does not exist, either the officer or agency administrator should create a master organization for **“Unknown Employer”.**



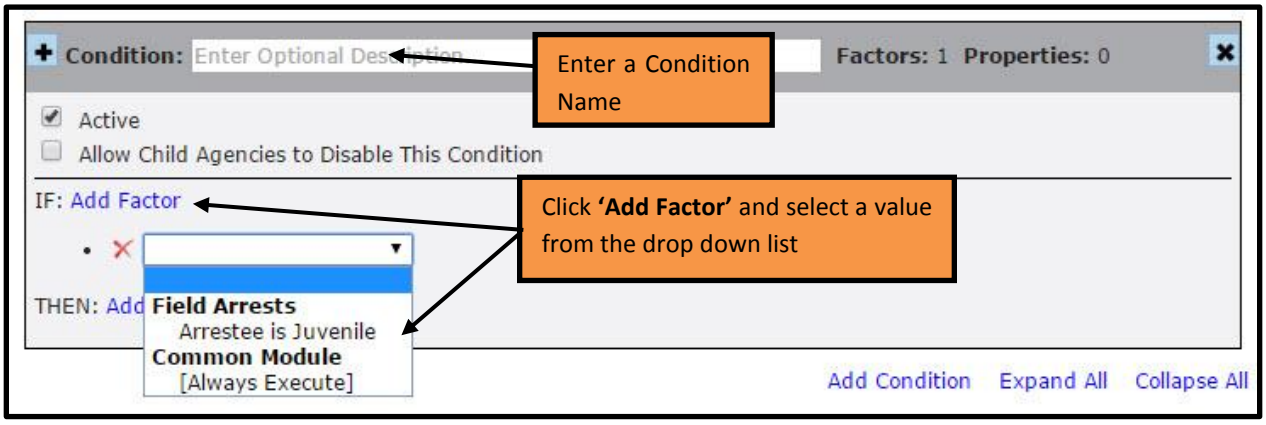
The **‘Edit Field Arrest’** screen can now include the validations listed above and if any of those conditions aren’t met, those validation issues will be listed in the **‘Validations’** tab. In addition, the user entering the field arrest will also be able to hover over any of the tabs highlighted with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



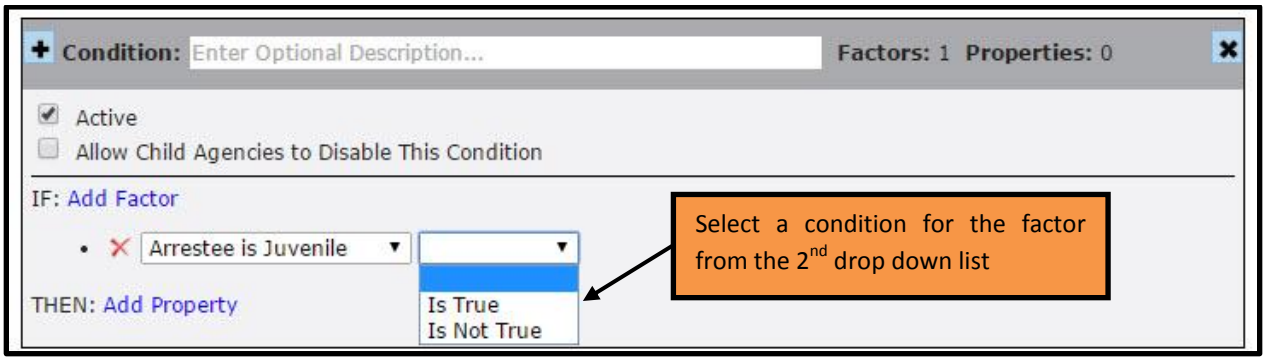
Administrative users may add or change the validation conditions that exist out of the box. To add a condition, click the **'Add Condition'** link on the top right hand corner of the **'Rules and Validations'** screen. Note: Out of the box, only InterAct personnel will be able to make any changes. Please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

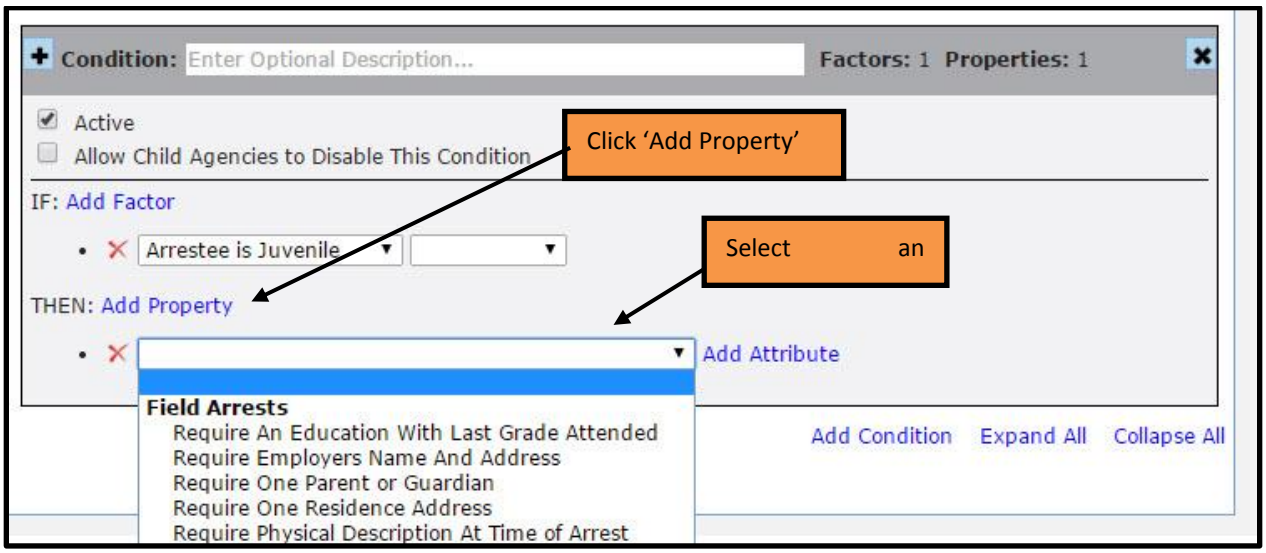
A new Condition box will be displayed below any existing Condition boxes. Enter a name for the condition at the top of the box. Click the **'Add Factor'** link and a drop down list showing all available factors will appear below the **'Add Factor'** link.



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 2nd 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.

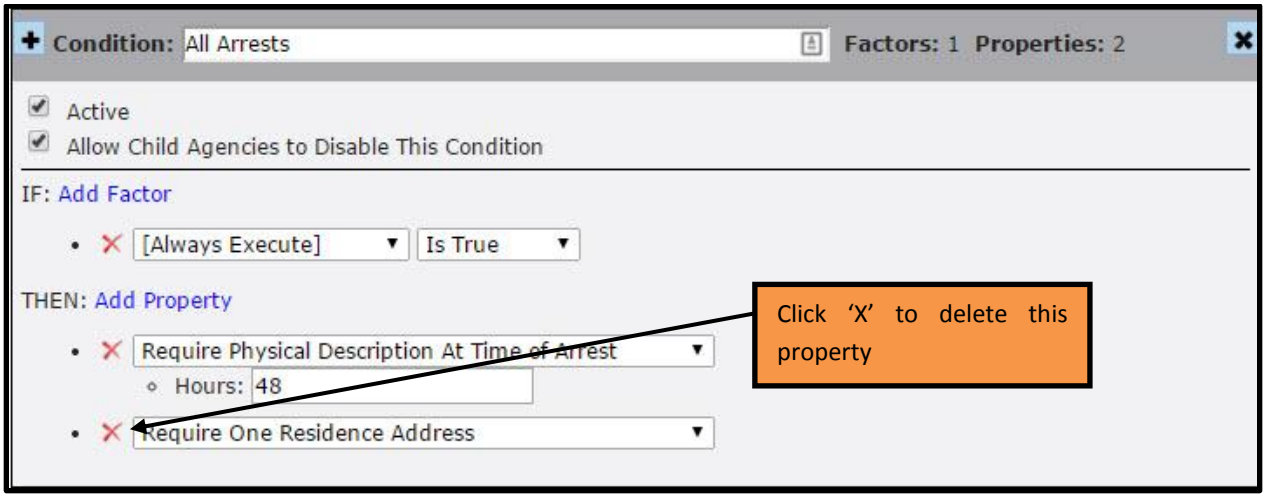


Click the **'Add Property'** link and a drop down list will appear showing all available attributes. Select an attribute from the list. Users may add more properties for this condition by clicking the **'Add Property'** link again and repeating the process described here.

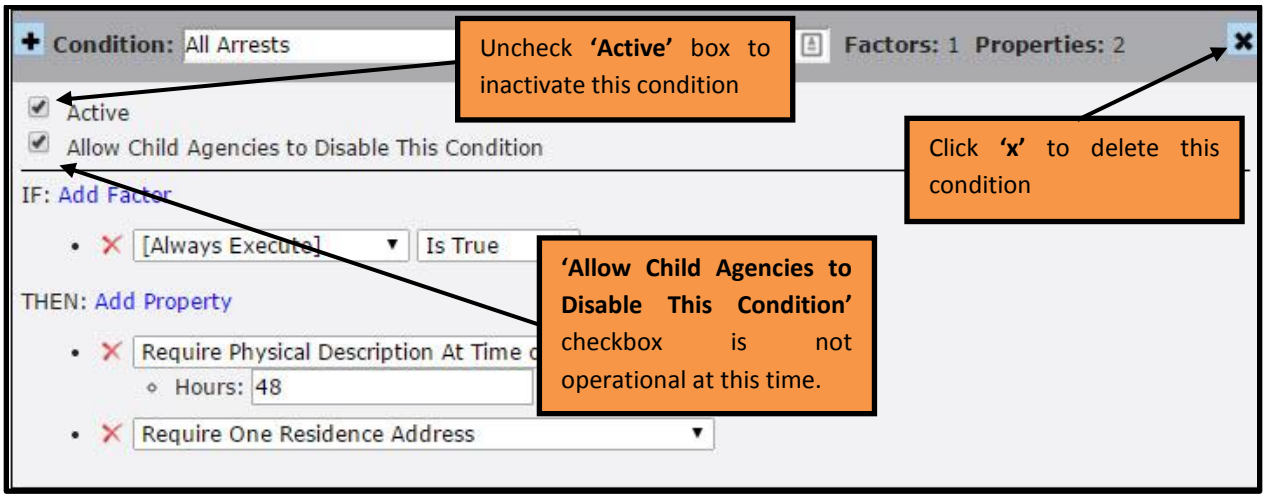


When the new condition has been set up, click the **'Save'** button at the bottom of the screen.

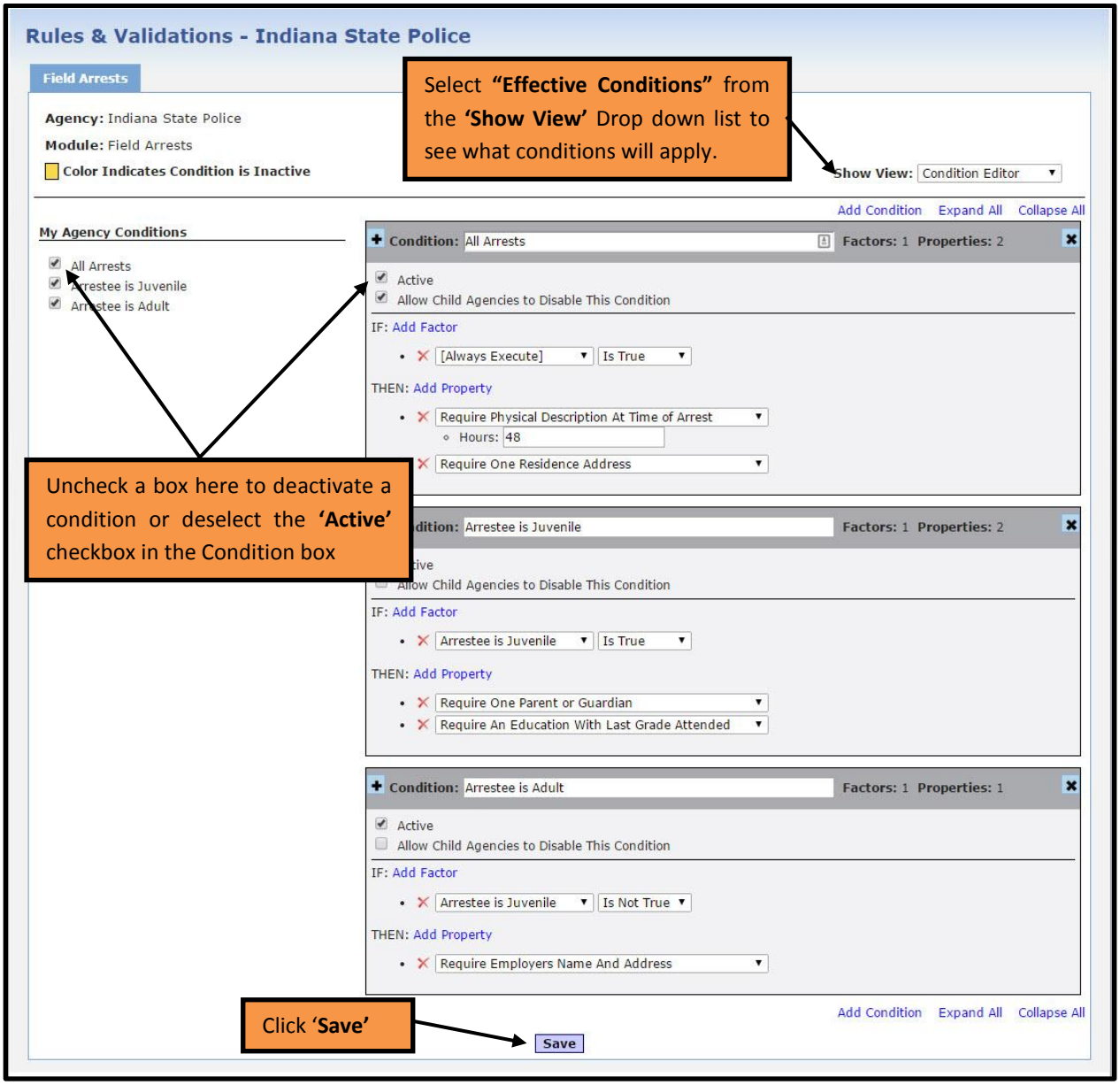
Administrative users may edit existing conditions by selecting different factor and property values from the drop down lists. They may also remove a factor or a property by clicking the '**X**' delete button next to the factor or property. After any edits or deletions are made, the user must click the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

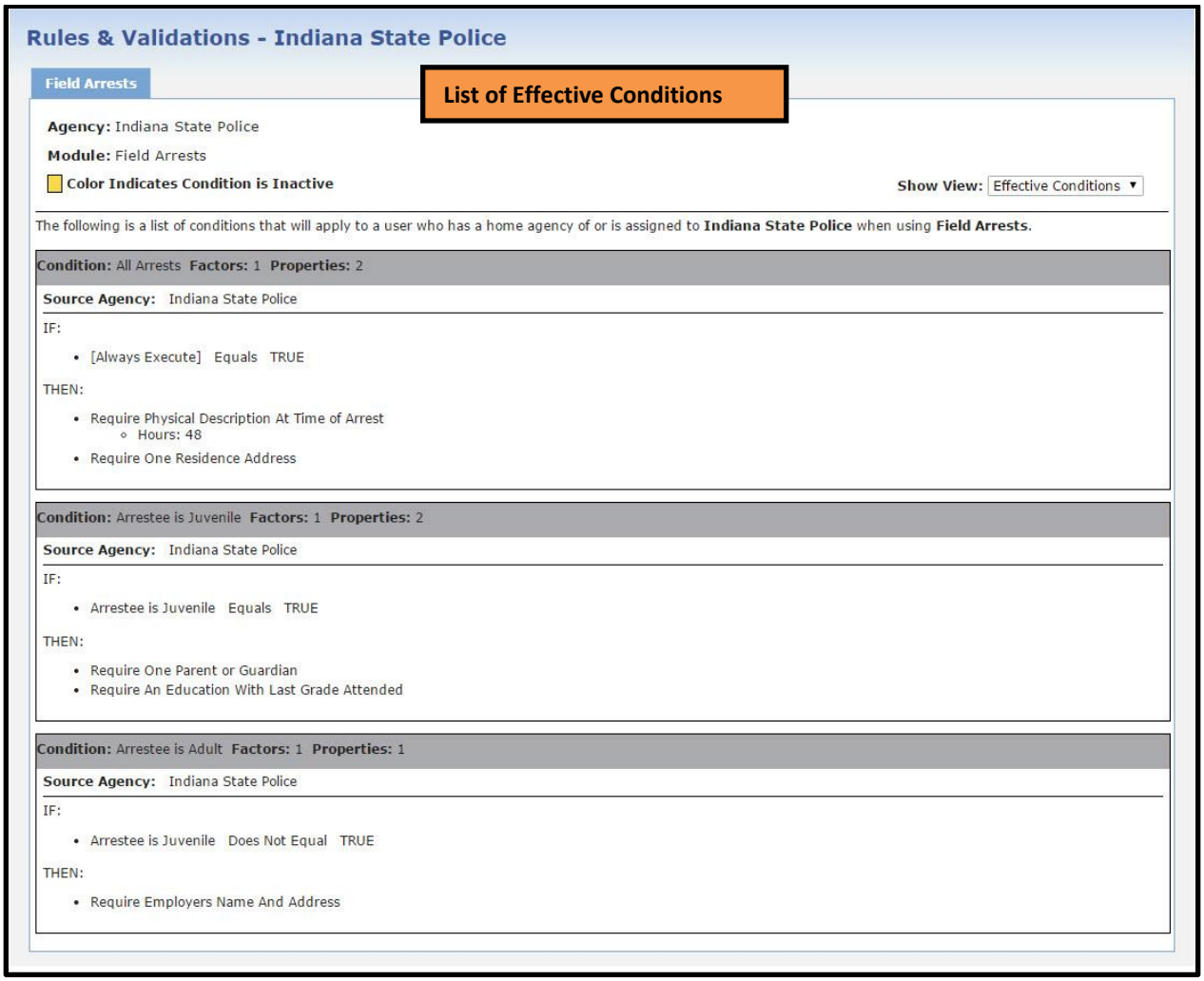


Administrative users may delete an existing condition altogether, by clicking the **'x'** button at the top of the condition box. If the condition is not ready to be placed into production, the user may uncheck the **'Active'** box so that he/she can come back at a later time to finish setting up the 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





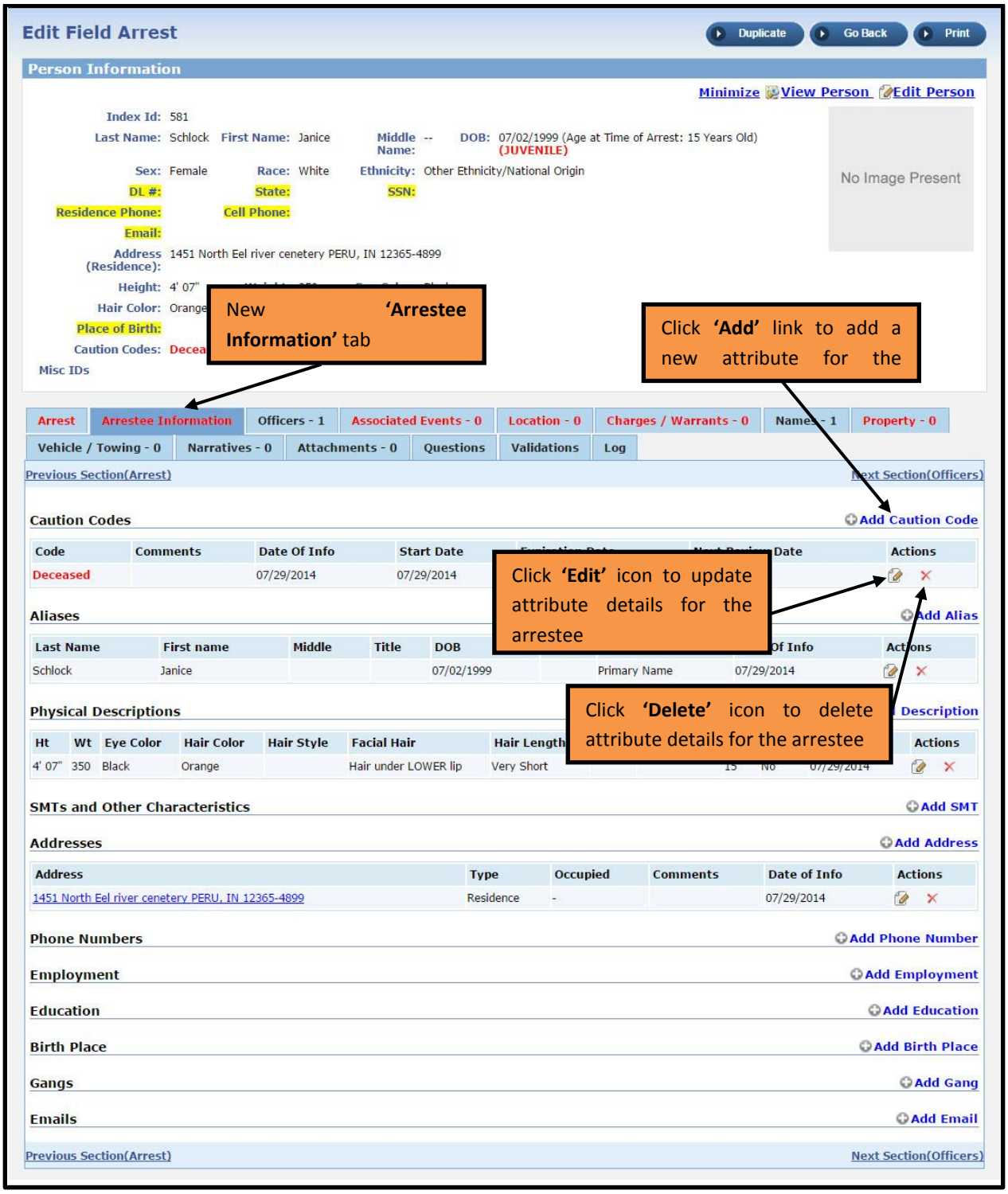
b) Capture of arrestee data attributes directly on the field arrest screen.

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

- Gangs
- Email

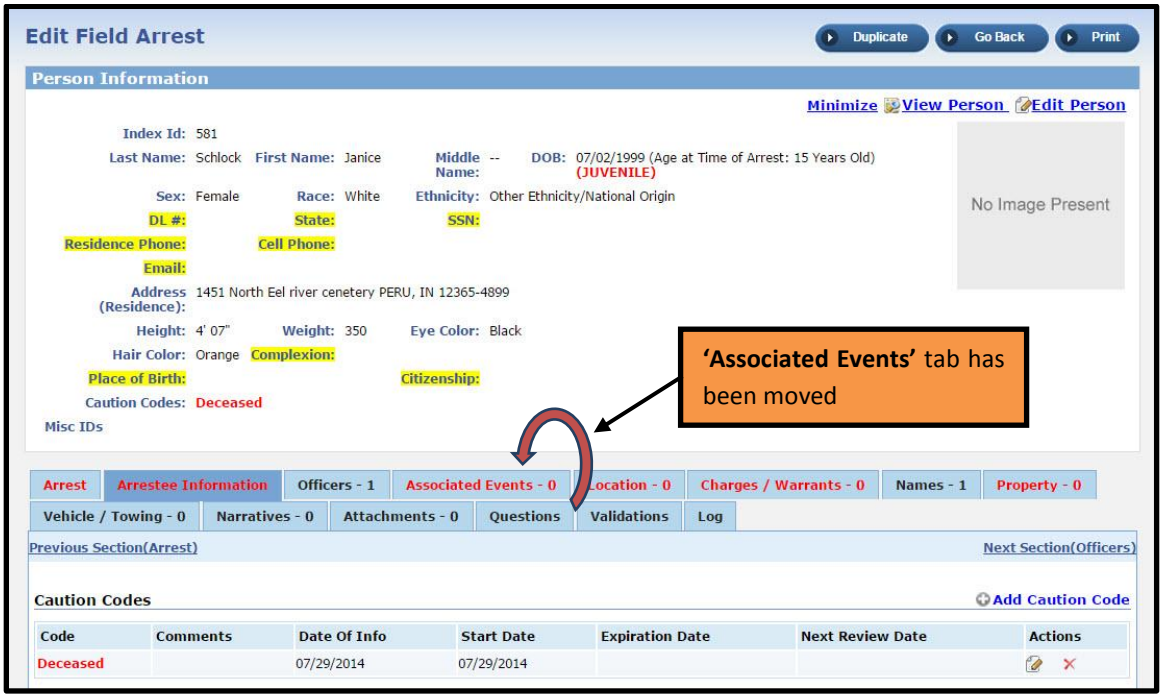
This means that the user will no longer have to exit the **'Edit Field Arrest'** screen, access the **'Edit Person'** screen in order to perform adds, edits or deletes for the arrestee information listed above, before returning again to the **'Edit Field Arrest'** screen to complete entering the field 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) (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"
Hair Color: Orange
Place of Birth:
Caution Codes: Decea
Misc IDs
No Image Present
New 'Arrestee Information' tab
Click 'Add' link to add a new attribute for the
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(Arrest)
Next Section(Officers)
Caution Codes
Add Caution Code
Code
Comments
Date Of Info
Start Date
Actions
Deceased
07/29/2014
07/29/2014
Click 'Edit' icon to update attribute details for the arrestee
Aliases
Add Alias
Last Name
First name
Middle
Title
DOB
Primary Name
07/29/2014
Click 'Delete' icon to delete attribute details for the arrestee
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)

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.

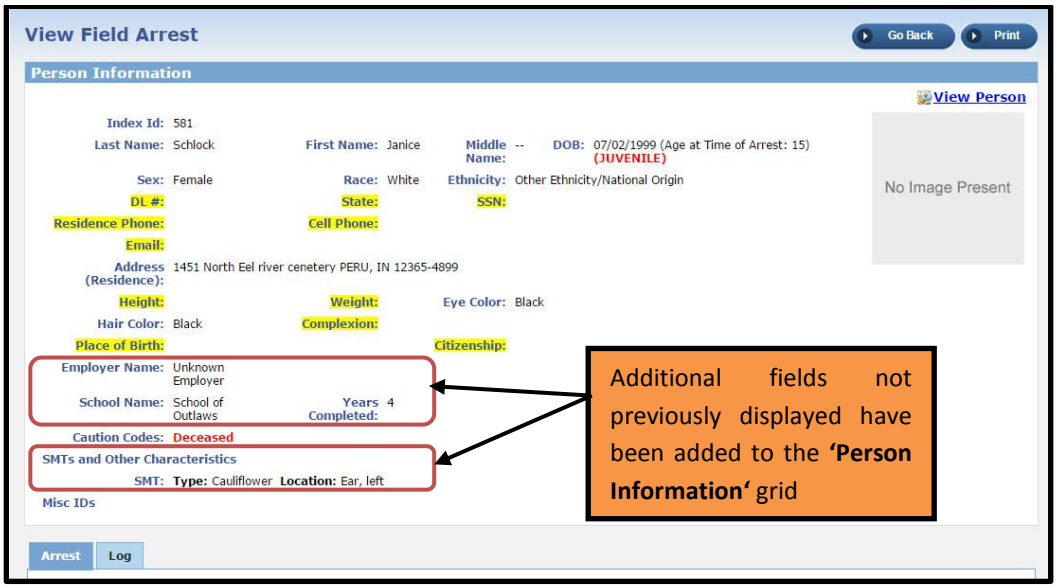


ii. Additional data attributes displayed on the 'View Field Arrest' screen

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

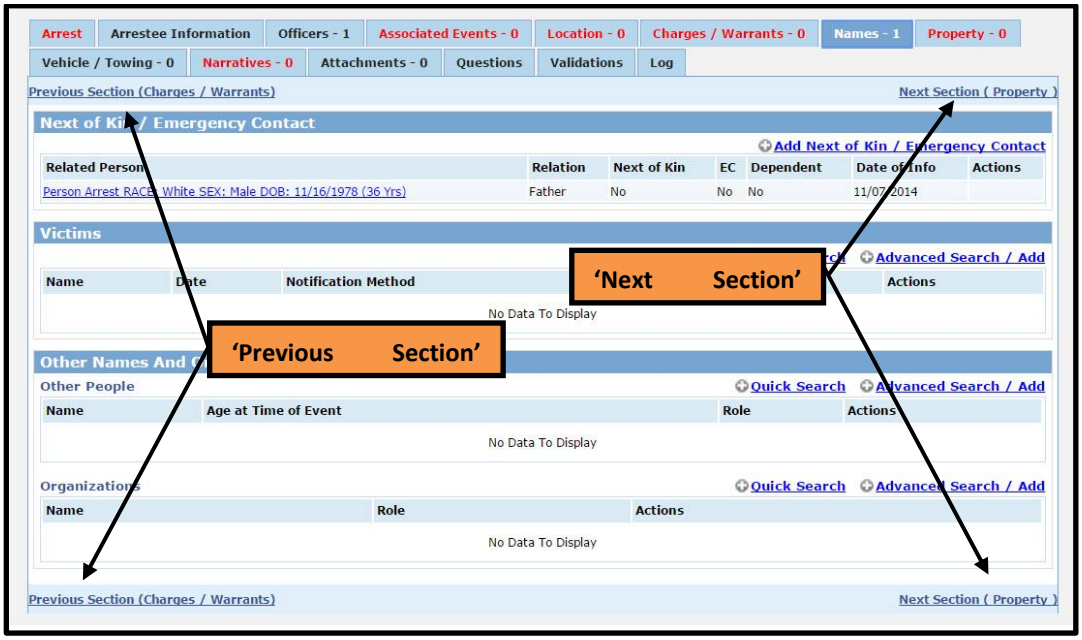
- SMTs and Other Characteristics
- Employer Name
- School name and Years completed

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



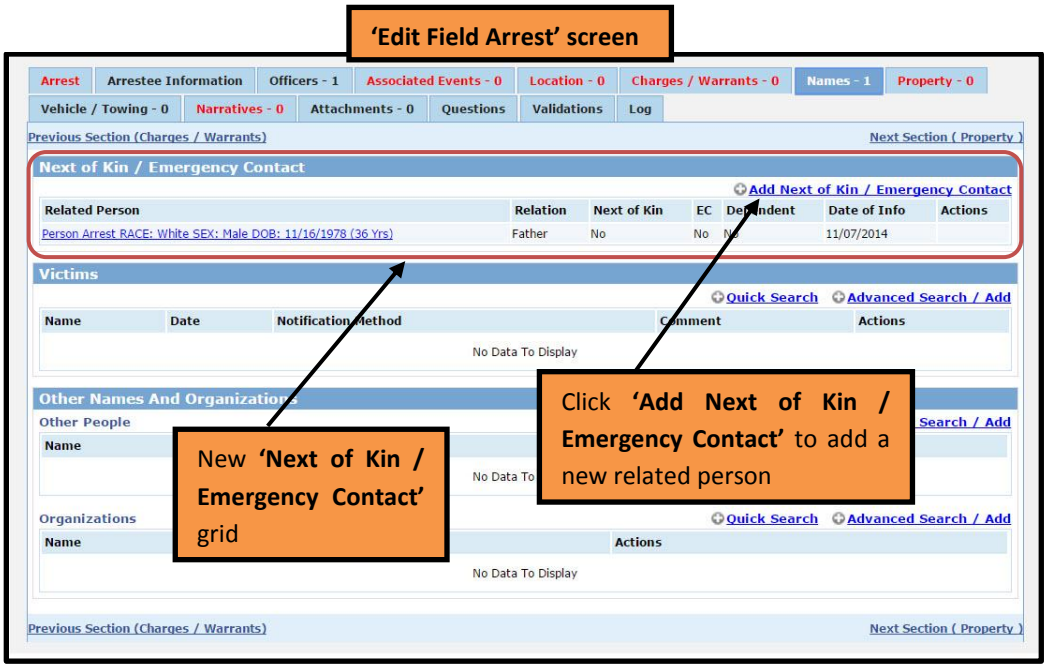
iii. 'Previous Section' and 'Next Section' links added

'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.

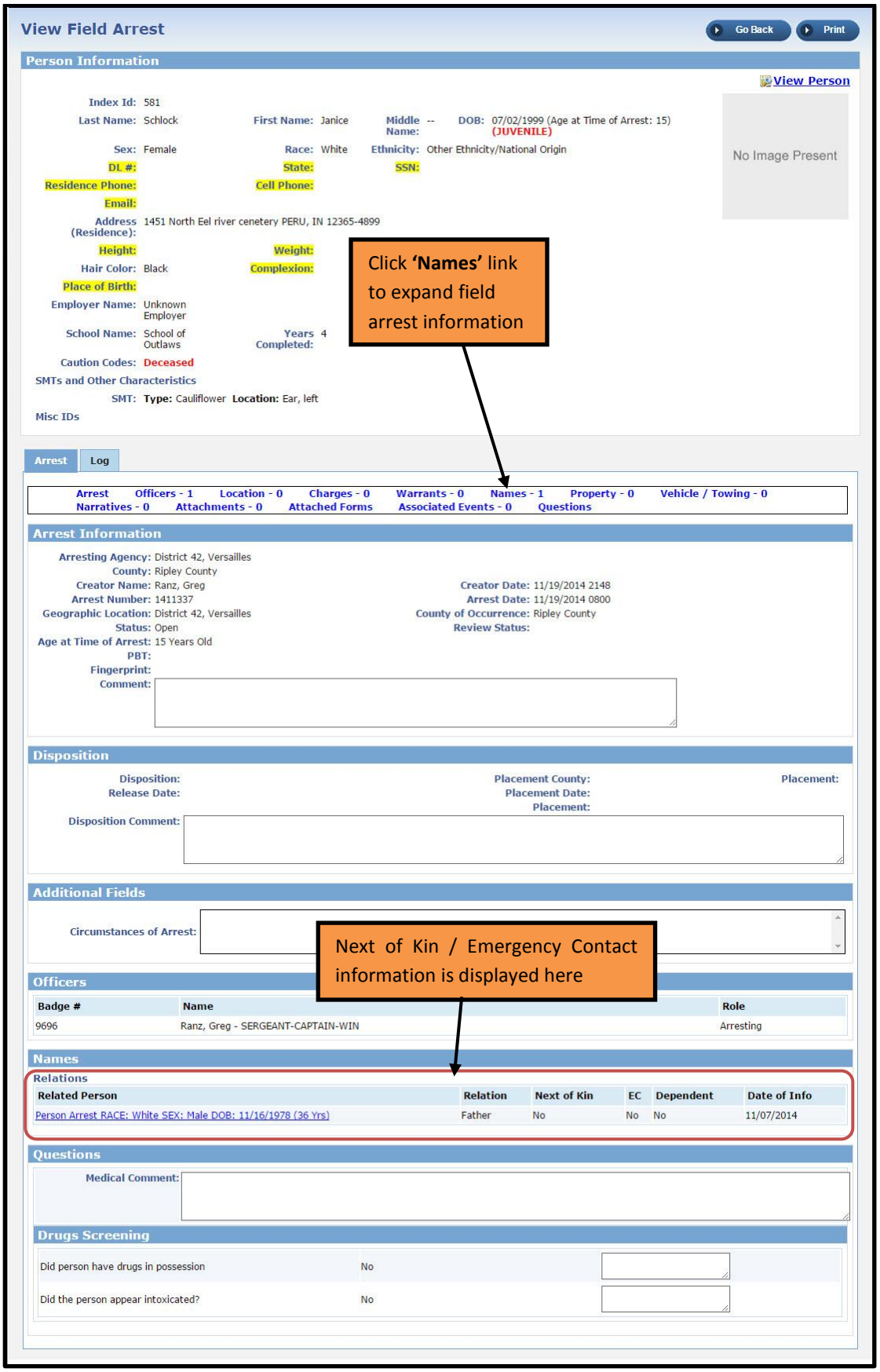


iv. Next of Kin or Emergency Contact information captured and displayed on field arrest screens

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.



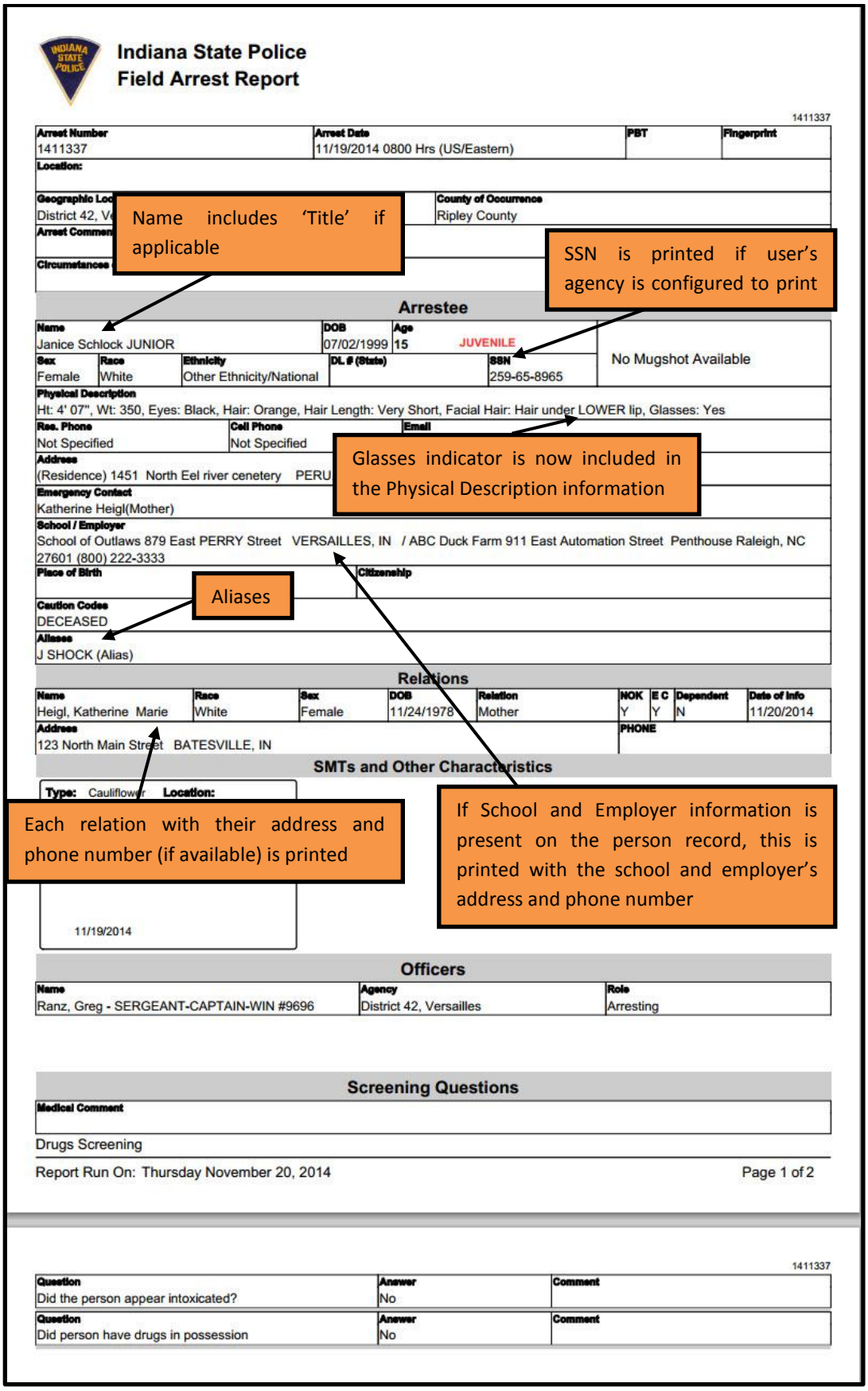
Next of Kin / Emergency Contact information is also called out and displayed in **'View Field Arrest'** screen. Upon opening the **'View Field Arrest'** screen, click the **'Names'** link below the **'Person Information'** grid to expand the field arrest information. The Next of Kin / Emergency Contact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


View Field Arrest
Go Back
Print
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
No Image Present
Click 'Names' link to expand field arrest information
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:
Release Date:
Placement County:
Placement Date:
Placement:
Placement:
Disposition Comment:
Additional Fields
Circumstances of Arrest:
Next of Kin / Emergency Contact information is displayed here
Officers
Badge # Name Role
9696 Ranz, Greg - SERGEANT-CAPTAIN-WIN Arresting
Names
Relations
Related Person Relation Next of Kin EC Dependent Date of Info
Person Arrest RACE: White SEX: Male DOB: 11/16/1978 (36 Yrs) 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

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)



Indiana State Police
Field Arrest Report

1411337

Arrest Number	Arrest Date	PBT	Fingerprint
1411337	11/19/2014 0800 Hrs (US/Eastern)		

Location:

Geographic Loc: District 42, Ve

County of Occurrence: Ripley County

Arrest Comment:

Circumstances:

Name includes 'Title' if applicable

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

Arrestee

Name	DOB	Age	
Janice Schlock JUNIOR	07/02/1999	15 JUVENILE	No Mugshot Available

Sex	Race	Ethnicity	DL # (State)	SSN
Female	White	Other Ethnicity/National		259-65-8965

Physical Description: Ht: 4' 07", Wt: 350, Eyes: Black, Hair: Orange, Hair Length: Very Short, Facial Hair: Hair under LOWER lip, Glasses: Yes

Res. Phone	Cell Phone	Email
Not Specified	Not Specified	

Glasses indicator is now included in the Physical Description information

Address: (Residence) 1451 North Eel river cenetery PERU

Emergency Contact: Katherine Heigl(Mother)

School / Employer: School of Outlaws 879 East PERRY Street VERSAILLES, IN / ABC Duck Farm 911 East Automation Street Penthouse Raleigh, NC 27601 (800) 222-3333

Place of Birth:

Citizenship:

Aliases

Caution Codes: DECEASED

Aliases: J SHOCK (Alias)

Relations

Name	Race	Sex	DOB	Relation	NOK	E C	Dependent	Date of Info
Heigl, Katherine Marie	White	Female	11/24/1978	Mother	Y	Y	N	11/20/2014

Address: 123 North Main Street BATESVILLE, IN

PHONE:

SMTs and Other Characteristics

Type: Cauliflower Location:

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

11/19/2014

Officers

Name	Agency	Role
Ranz, Greg - SERGEANT-CAPTAIN-WIN #9696	District 42, Versailles	Arresting

Screening Questions

Medical Comment:

Drugs Screening

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

1411337

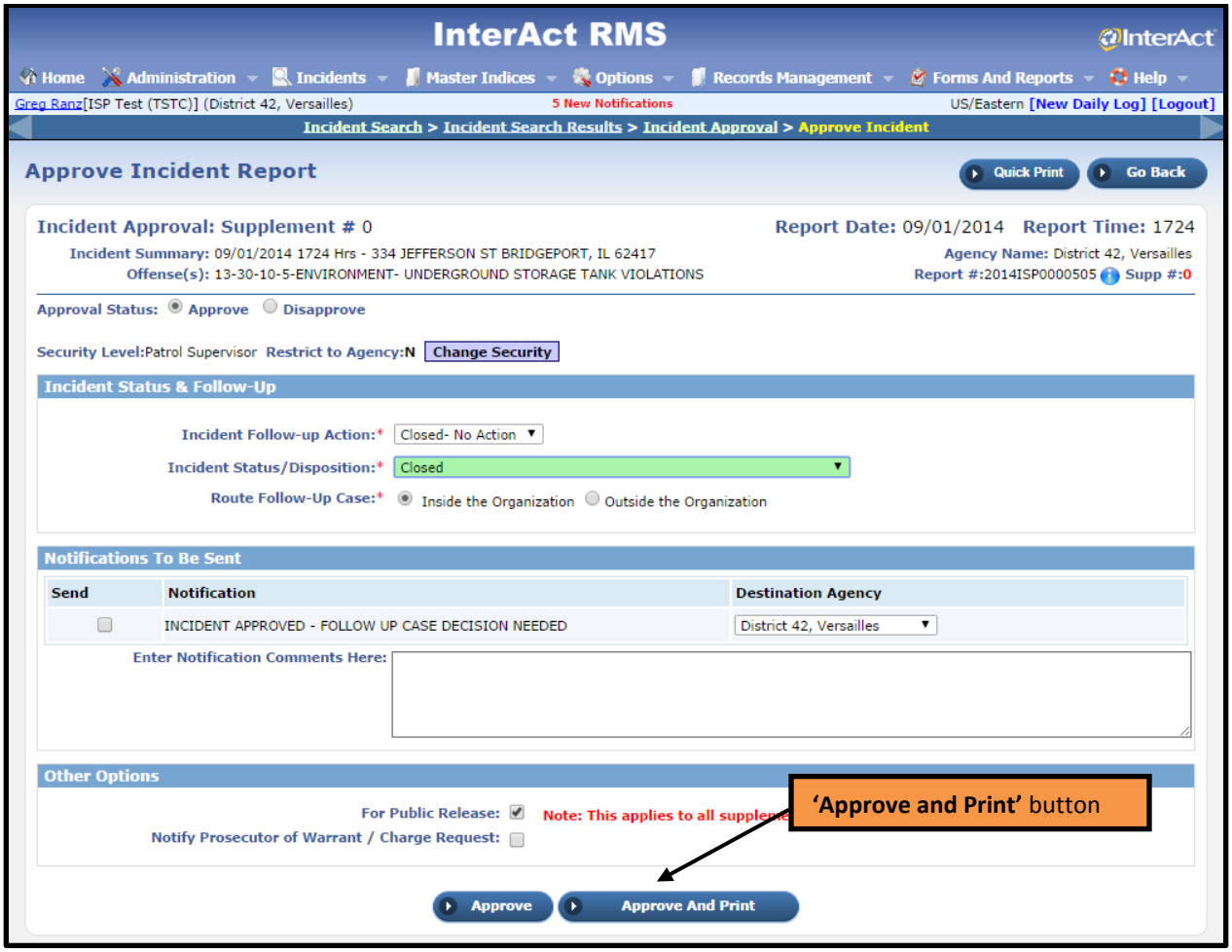
Question	Answer	Comment
Did the person appear intoxicated?	No	
Did person have drugs in possession	No	

INCIDENT ENHANCEMENTS

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

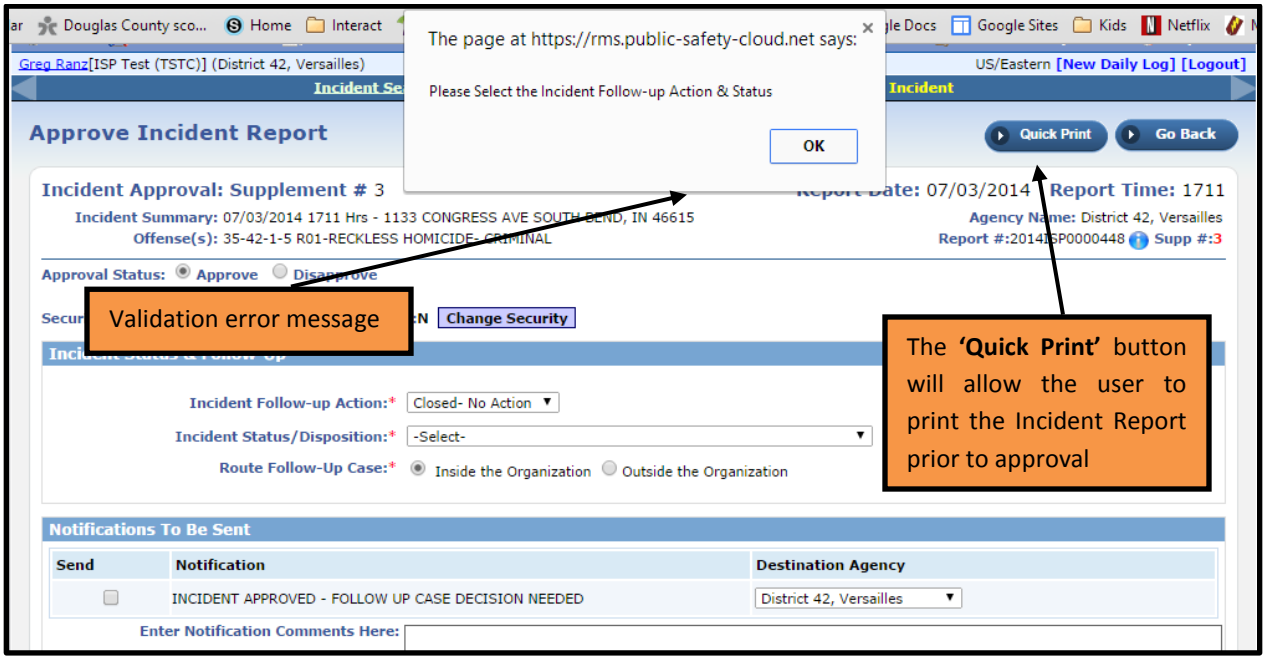
The “Approve” and “Print” of an Incident Report no longer has to be a multi-step process. Prior to this enhancement, users had to approve the Incident Report and then search for the Incident Report again in order to print it. Users will now have the option approve and print an Incident Report in a single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

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

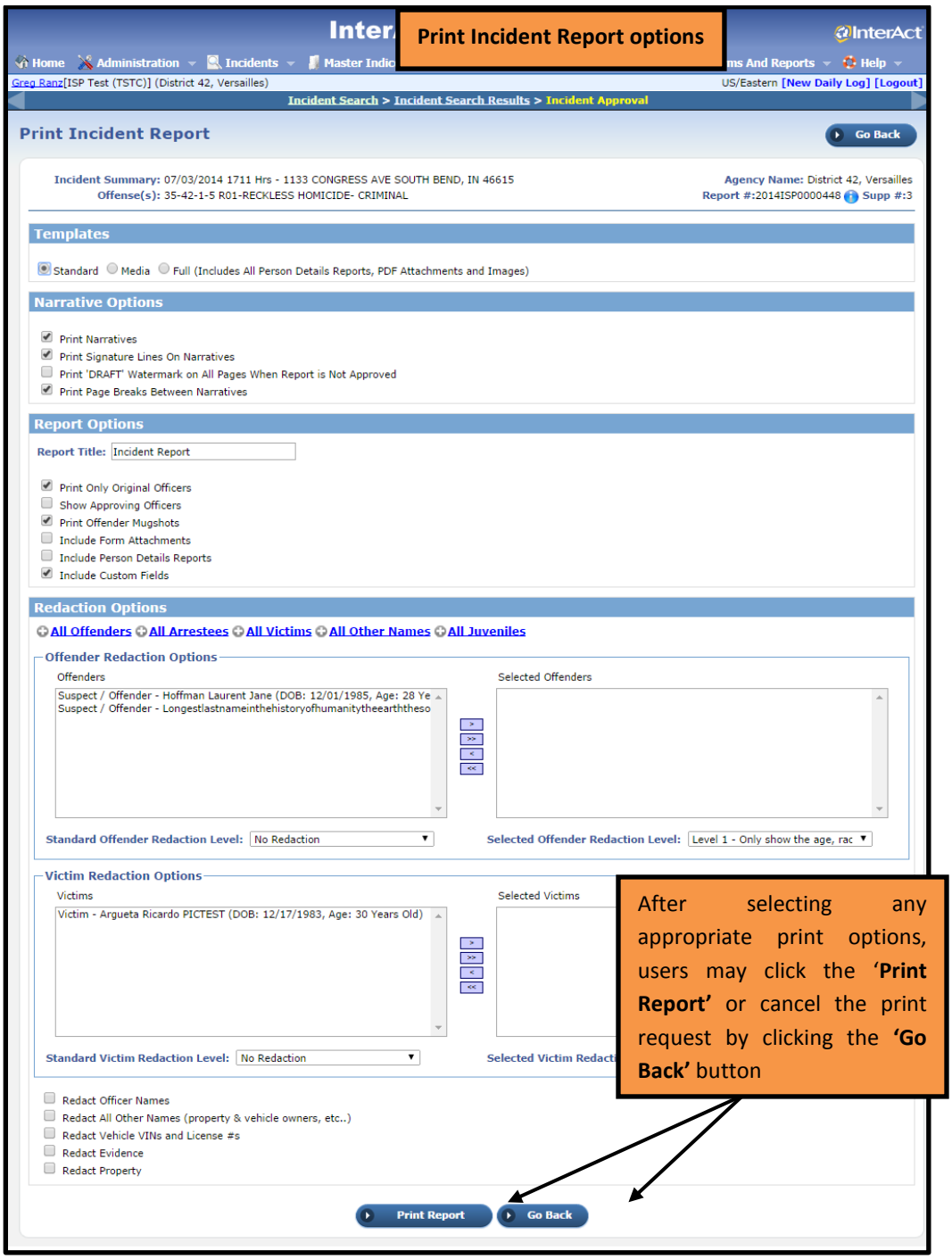


Should the user wish to print the Incident Report prior to clicking either the **'Approve'** or **'Approve and Print'** button, the **'Quick Print'** button at the top of this same page will allow the user to do so.

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.



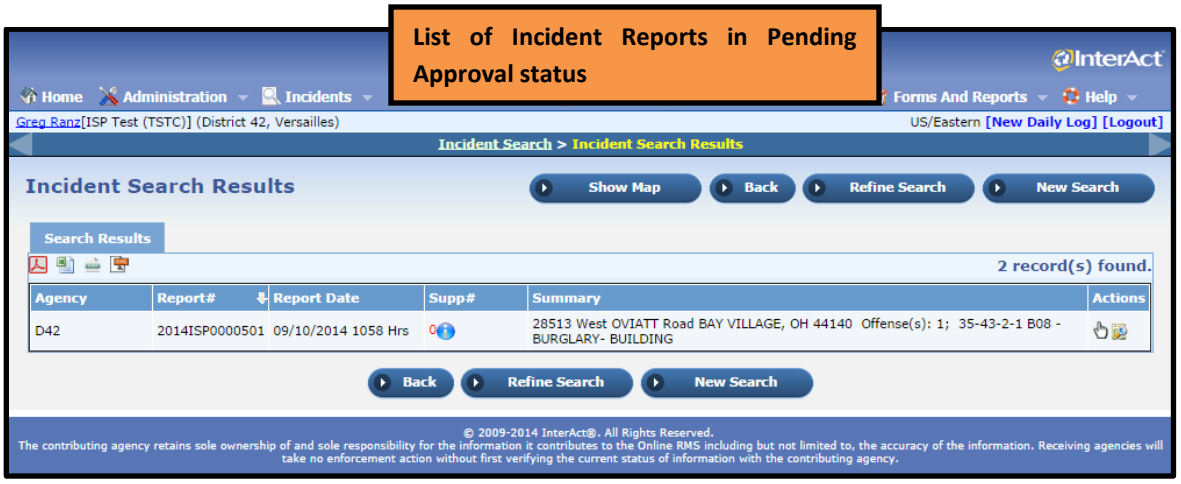
If the Incident Report passes all approval validation criteria, the user will be directed to the **'Print Incident Report'** dialog box where the user can select any printing options prior to clicking the **'Print Report'** button. Please note that at this point, the Incident Report has been **approved**.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



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

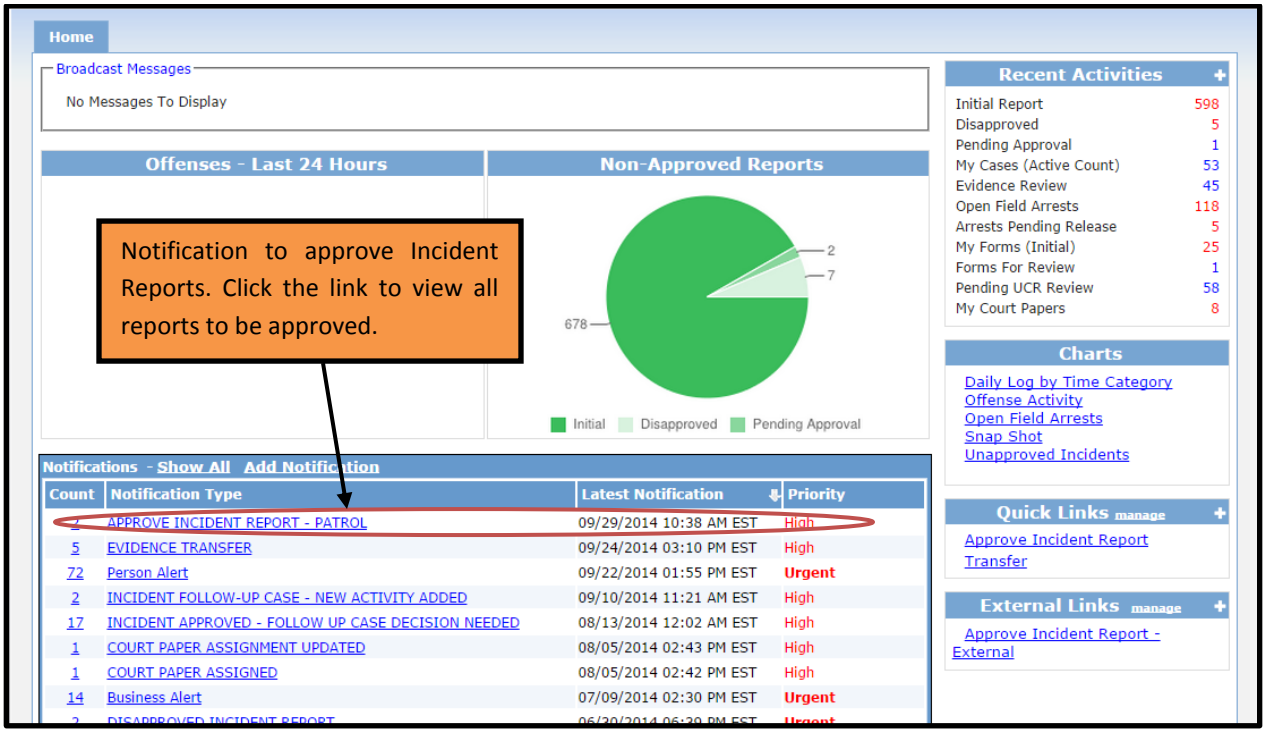


IA-31390: INCIDENT REPORT - MEGA MENU - APPROVE, DISAPPROVE OR TRANSFER

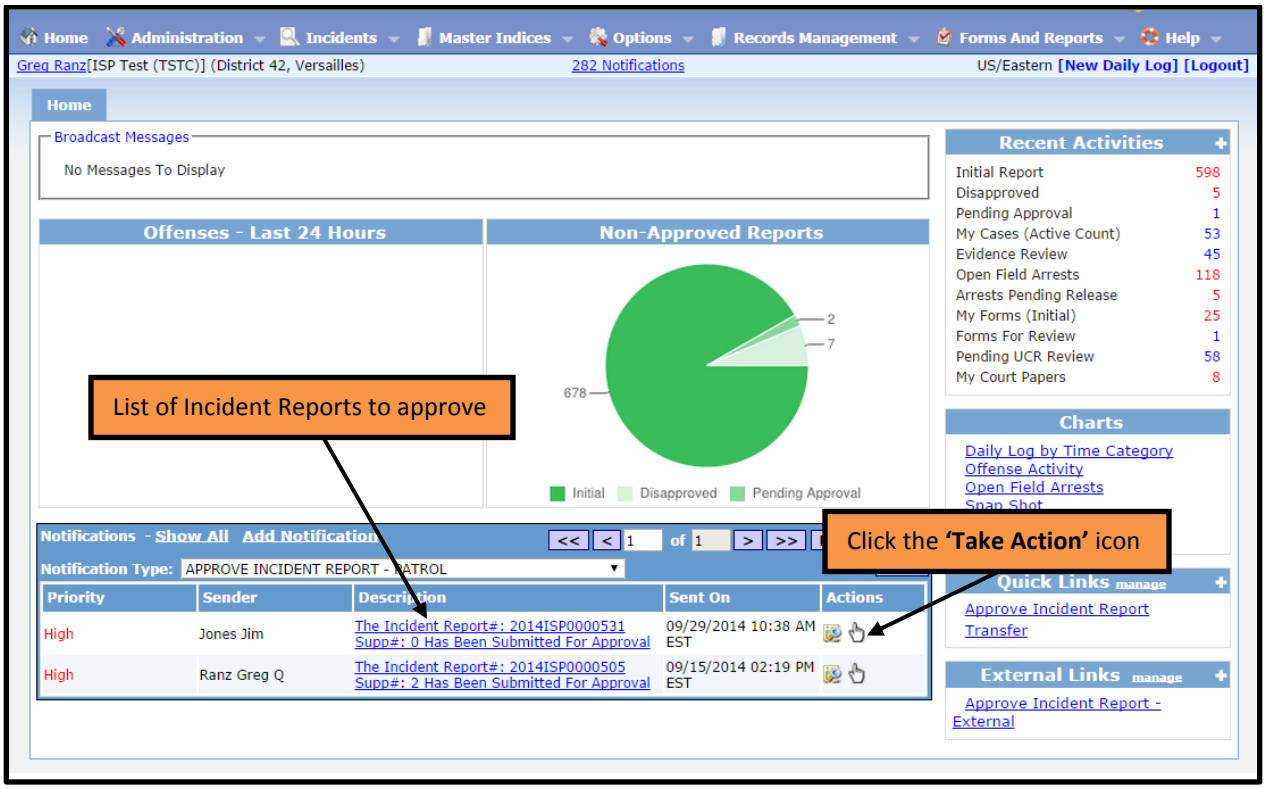
Users who have the authorization to approve, disapprove or transfer an incident report can now perform those same tasks by using the Mega Menu in addition to the standard buttons or icons. The links for Approve/Disapprove or Transfer will only show in the Mega Menu if the user has permissions to perform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

Approve or Disapprove an Incident Report via the Mega Menu

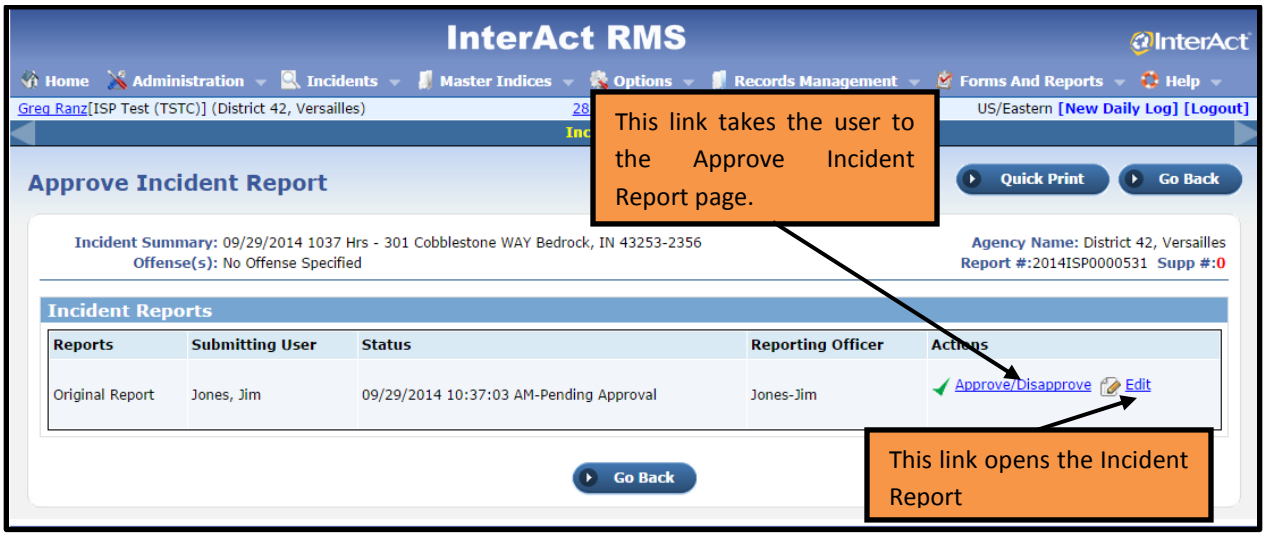
Users typically receive notifications to approve an Incident Report on the Home Page dashboard.



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.

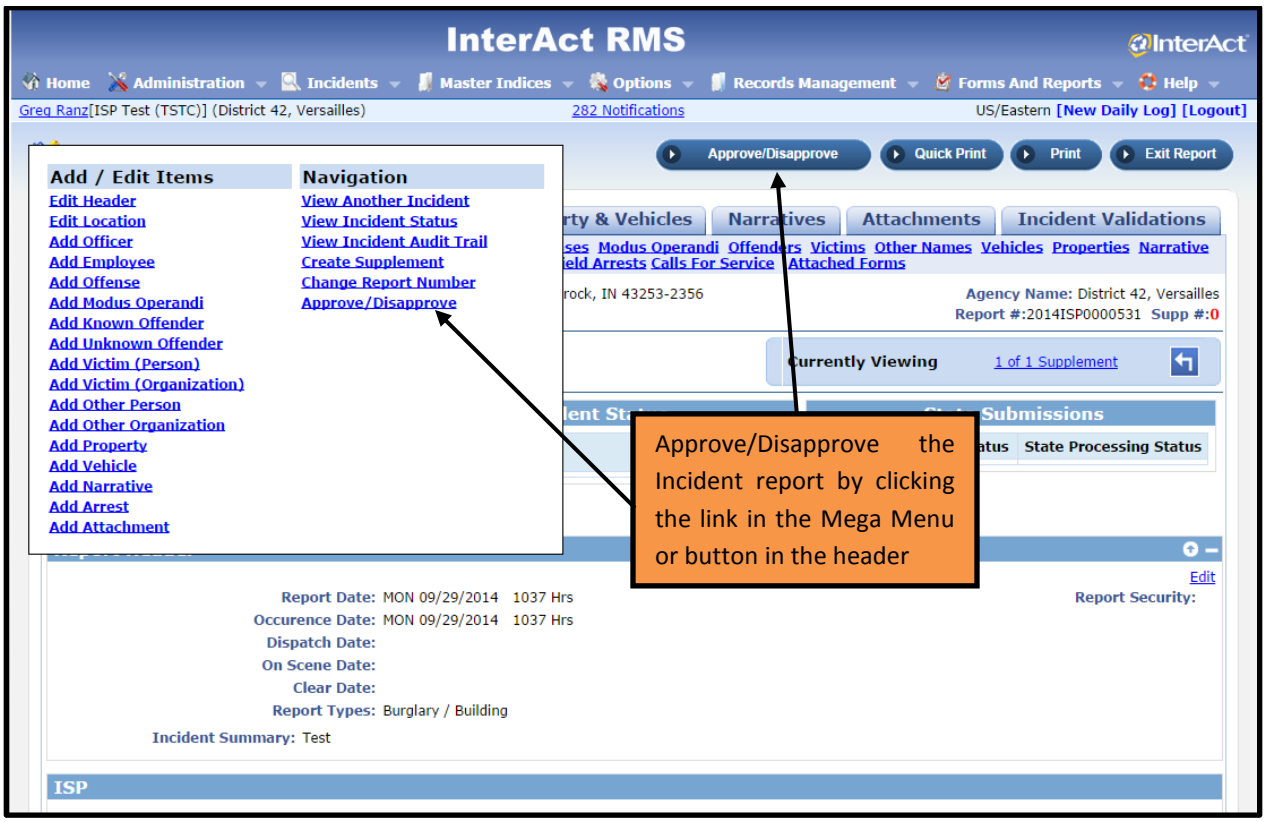


The user is then taken to a page where the user has the option of clicking on the **'Approve/Disapprove'** link or the **'Edit'** link.

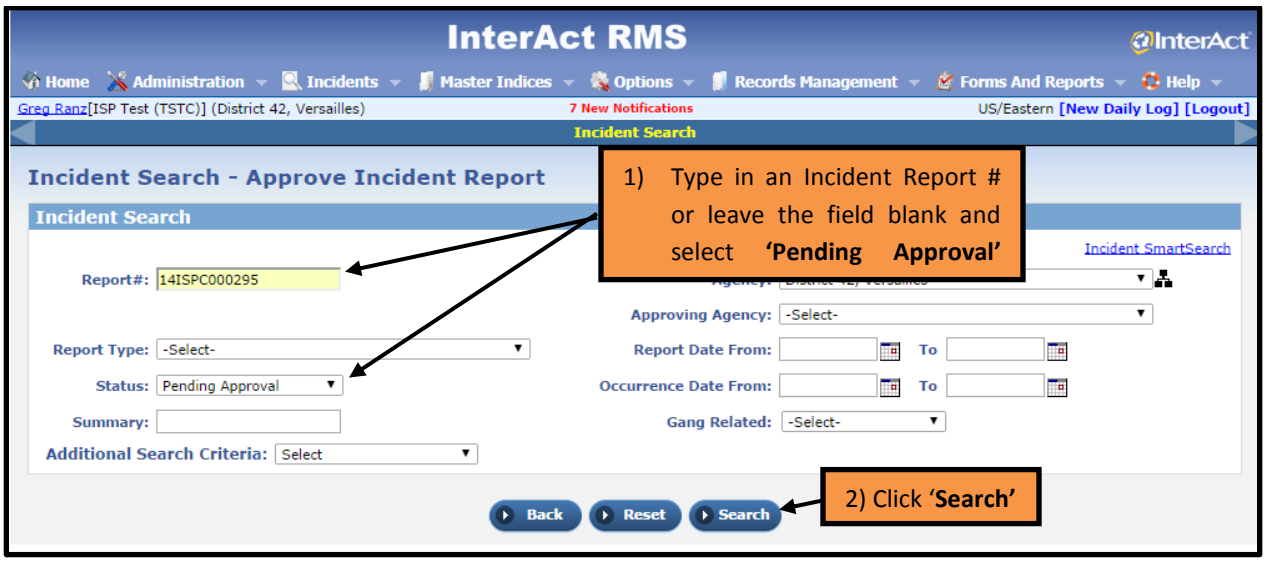


If the user chooses the **'Approve/Disapprove'** link, the user can directly proceed with the approve/disapprove workflow on the Approve Incident Report page. If the user clicks the **'Edit'**

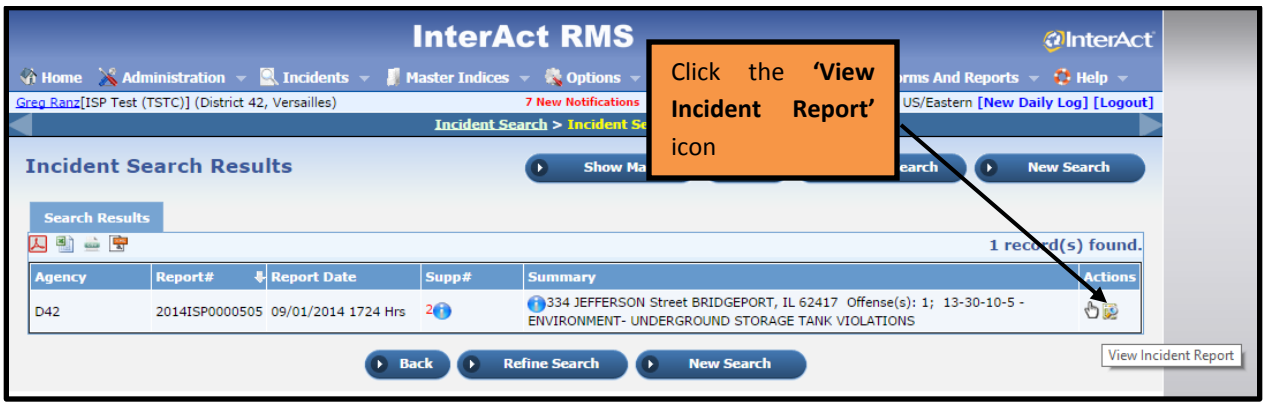
link, the Incident Report is shown where the user is then able to review any details and then approve/disapprove via the Mega Menu link or button. Both options will result in the **'Approve Incident Report'** page where the user can proceed with the usual approve/disapprove workflow.



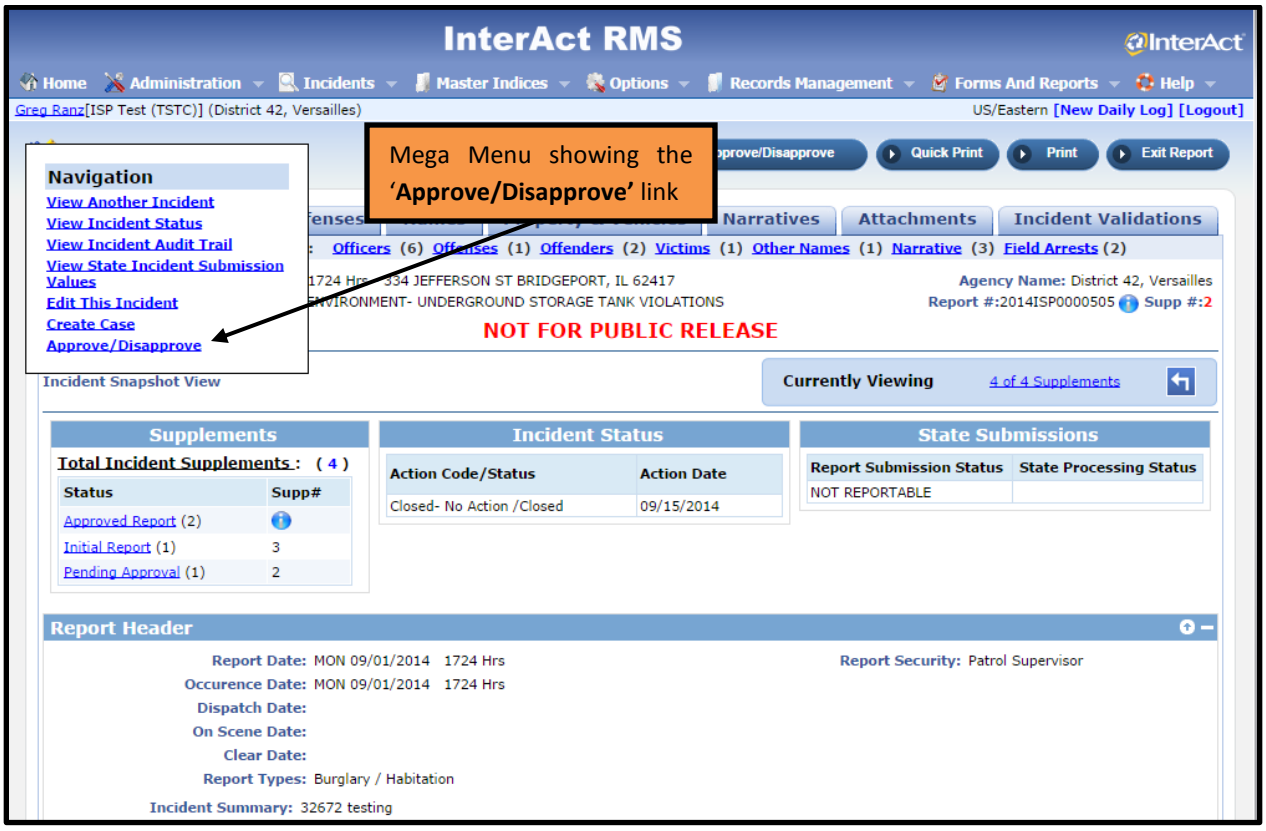
A user can also search for an Incident Report to approve by following this path from the Main Menu: Incidents → Incidents Reporting → Approve Incident Report. The user types in an Incident Report # or selects **'Pending Approval'** from the drop down list of values in the **'Status'** field.



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.

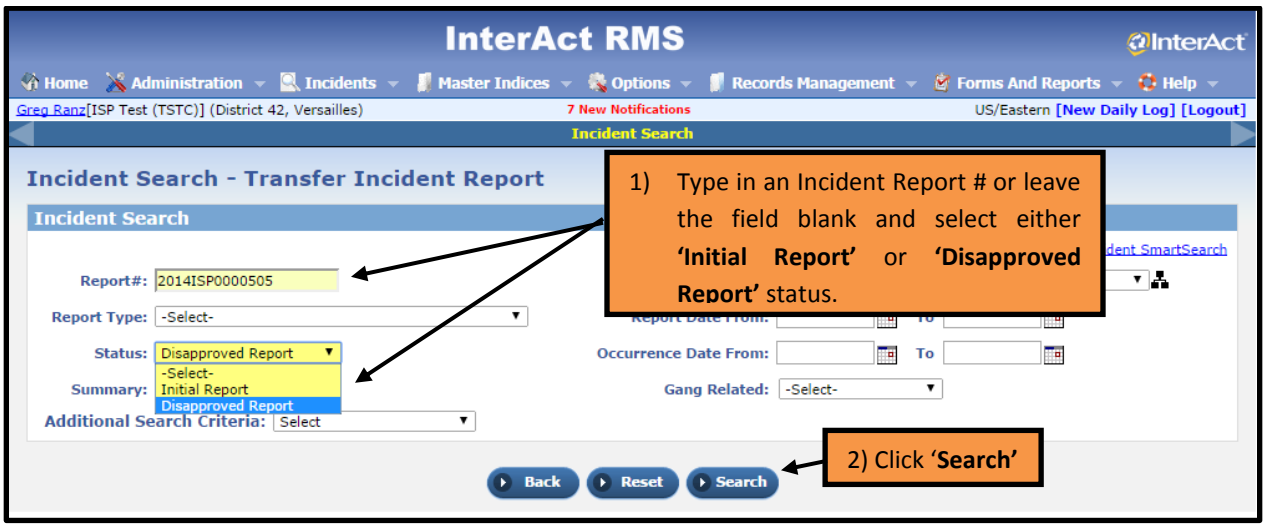


In the Incident Report page, hover over the icon on the top left corner of the page and the Mega Menu will show an **'Approve/Disapprove'** link in the Navigation section. Clicking the **'Approve/Disapprove'** link takes the user to the **'Approve Incident Report'** page (just as if the user had clicked on the **'Approve/Disapprove'** button), where the user can proceed with the approval or disapproval workflow.

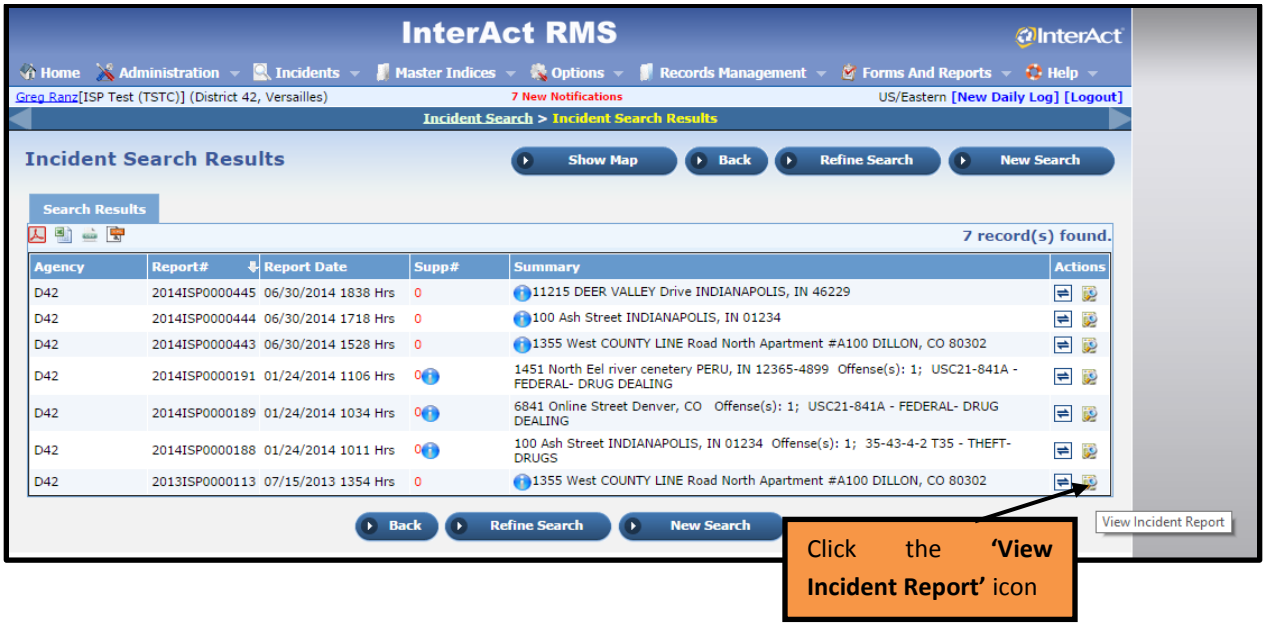


Transfer an Incident Report via the Mega Menu

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.



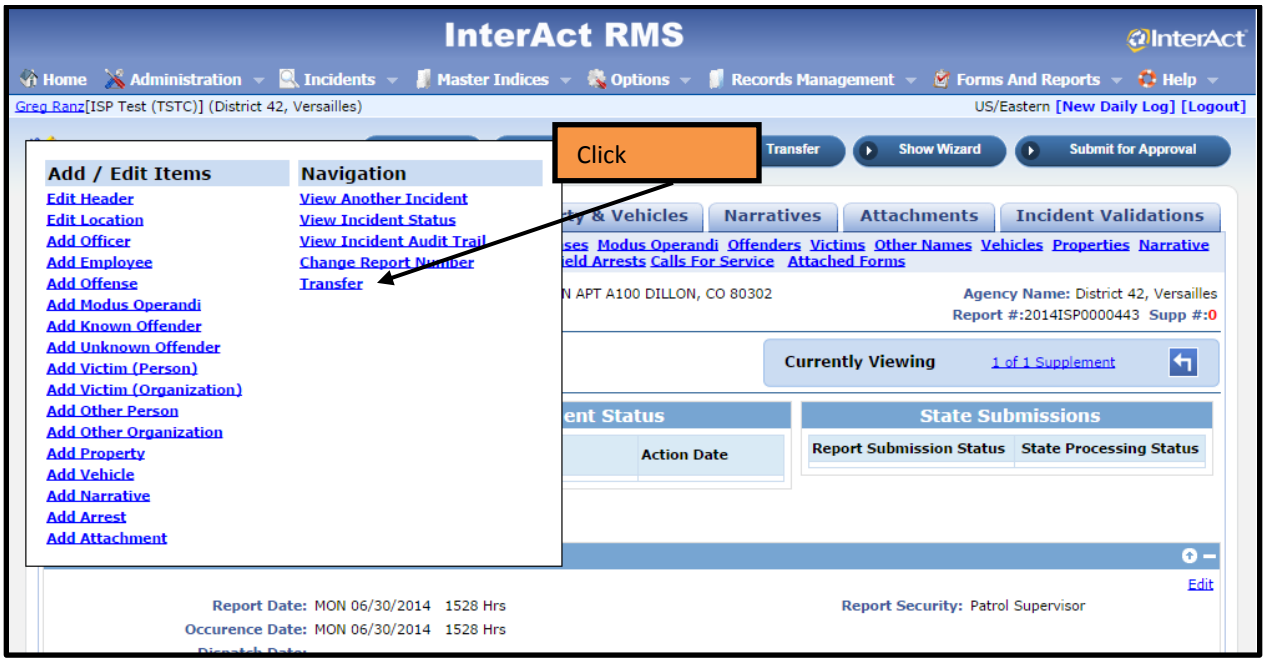
Select an Incident Report by clicking the **'View Incident Report'** icon for the report.



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.



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

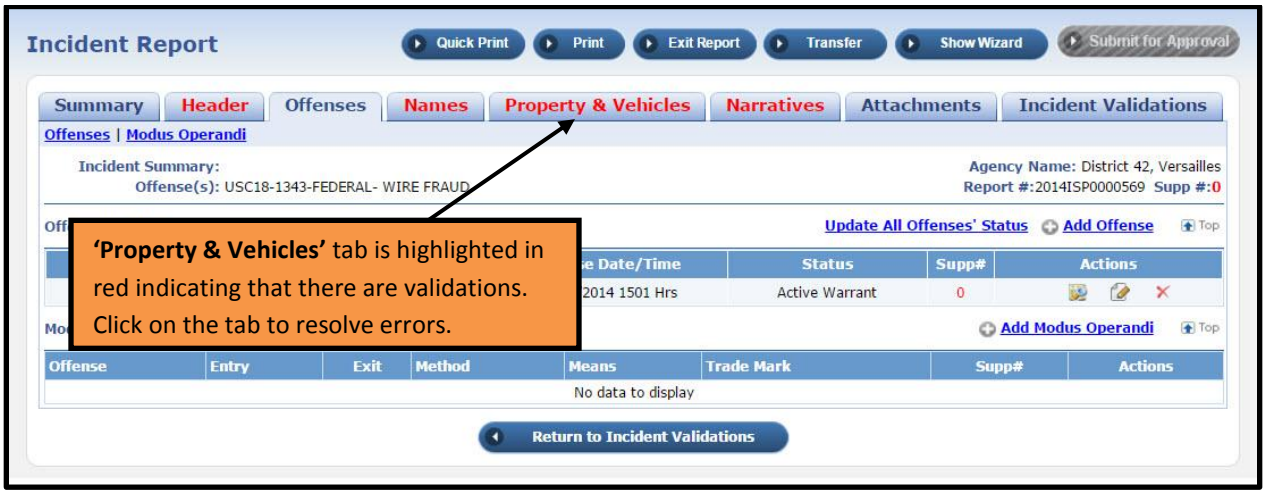
NIBRS rules dictate that the NIBRS category of Crimes Against Property require a piece of property be entered. Therefore, when an offense is entered for an incident into RMS and the offence is mapped as a Crime Against Property, RMS has a validation that requires the user to enter a property for the 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:

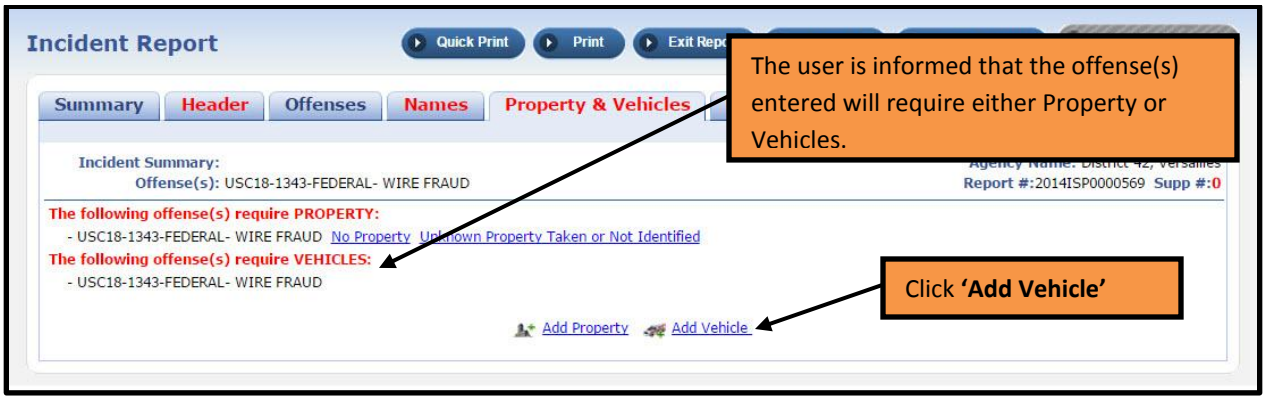
NIBRS CODE	DESCRIPTION
200	Arson
290	Destruction/Damage/Vandalism Of Property
100	Kidnapping/Abduction
120	Robbery
210	Extortion/Blackmail
220	Burglary/Breaking And Entering
240	Motor Vehicle Theft
250	Counterfeiting/Forgery
270	Embezzlement
280	Stolen Property Offenses
510	Bribery
23g	Theft Of Motor 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

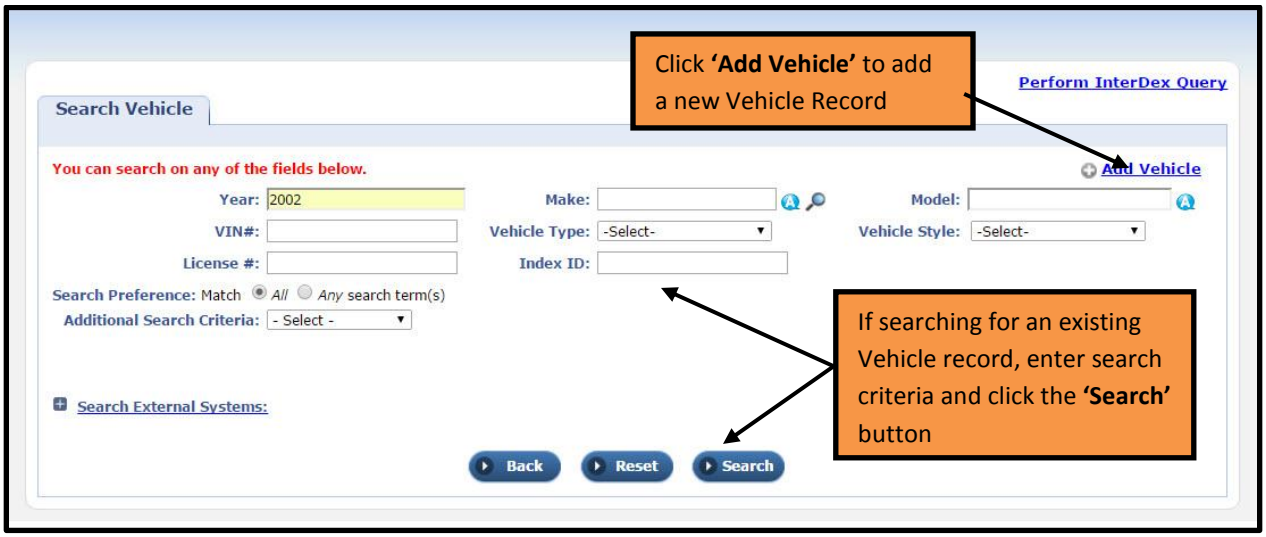
When a user creates a **"Crime Against Property"** incident, the user will typically be alerted via the RMS incident validations that there are validations on the **'Property and Vehicles'** tab in the **'Incident Report'** screen that need to be resolved. The **'Property and Vehicles'** wording on the tab is highlighted in red to alert the user. Hover over the tab to read the validations; click the tab to resolve the validations.



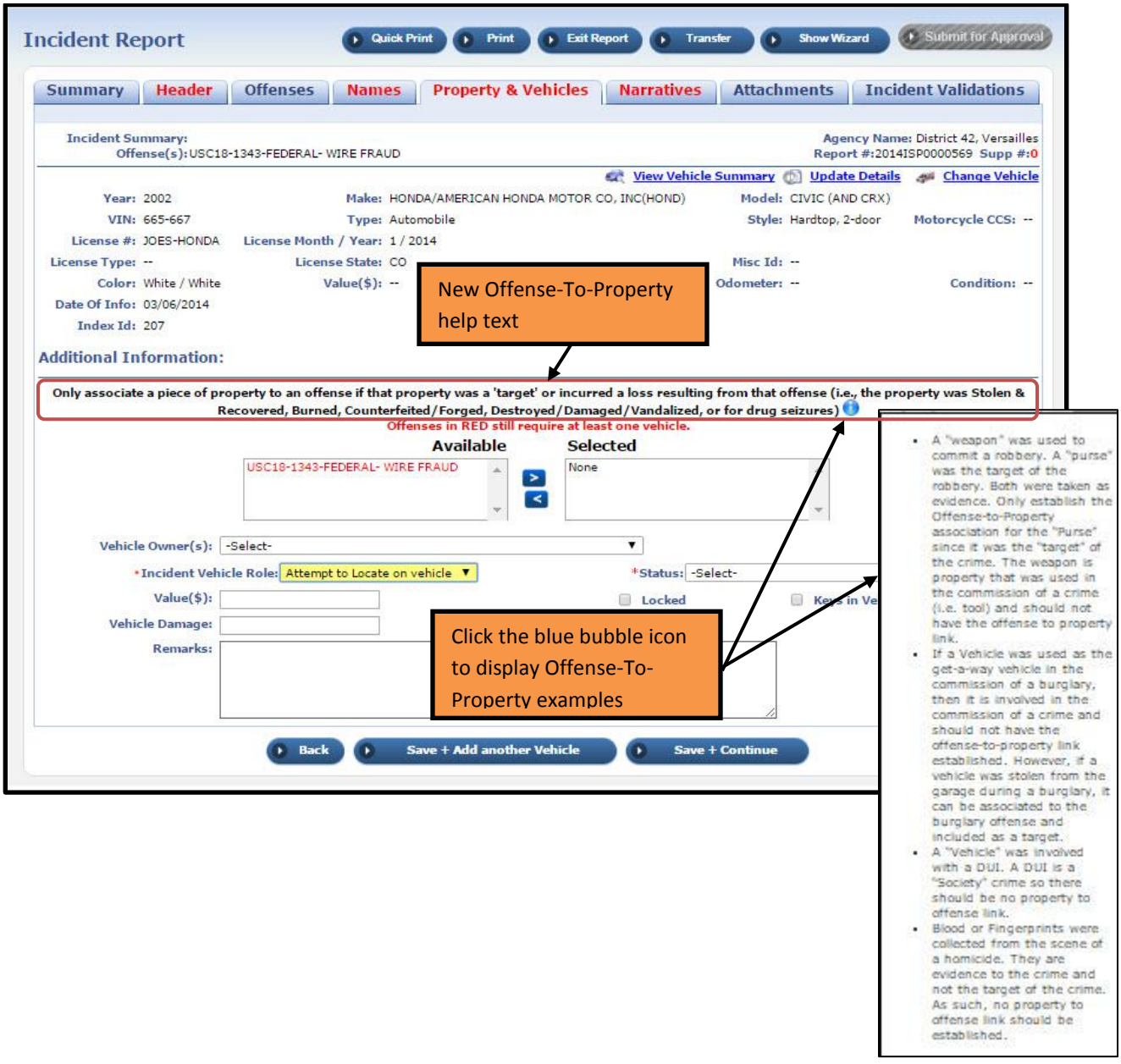
The validation message displayed on the screen will inform the user that the **"Crimes Against Property"** offenses entered on the incident report will require either Property or Vehicles. Click the **'Add Vehicle'** link



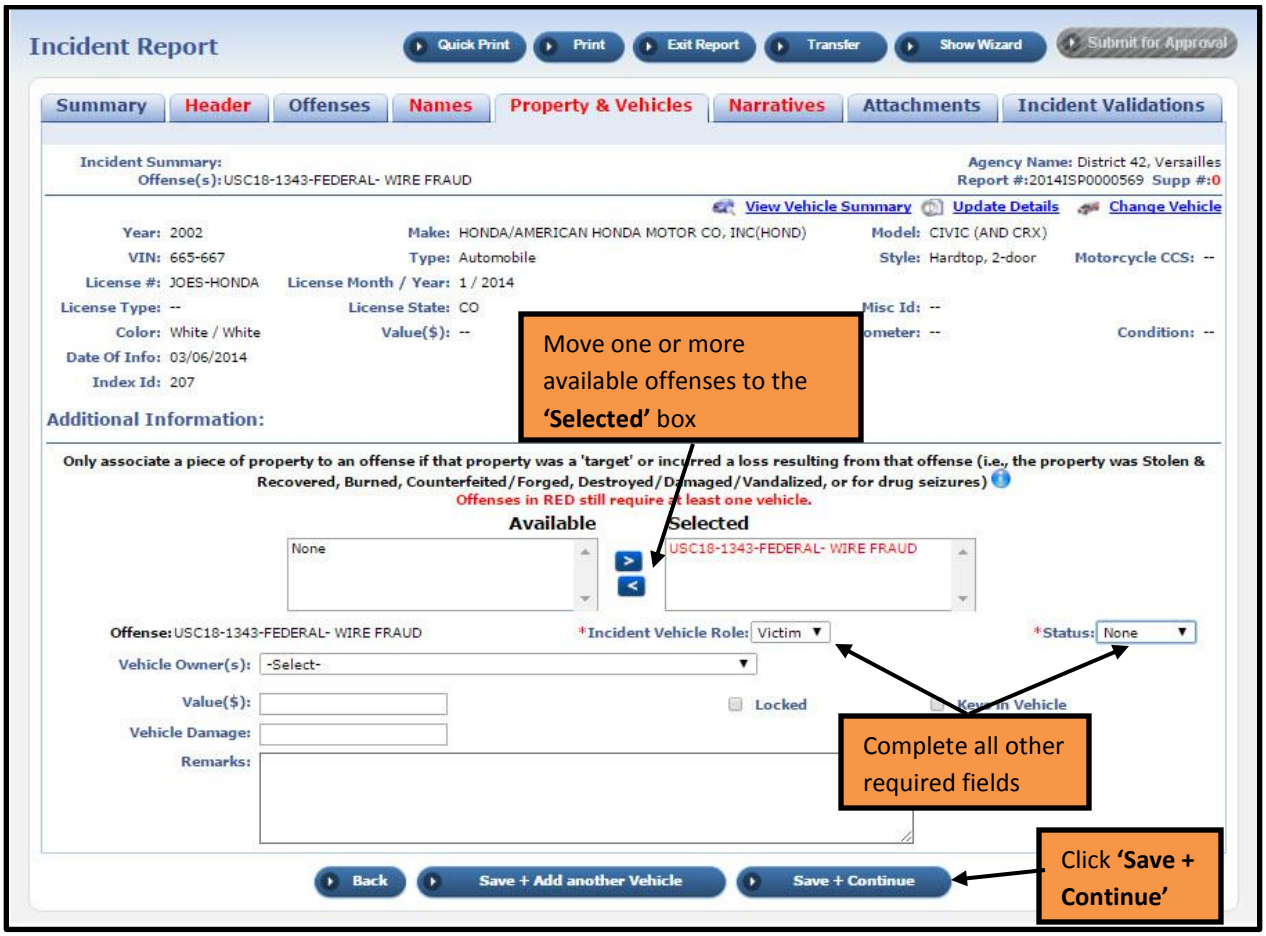
Clicking the link will open the **'Search Vehicle'** screen. At this point, the user may add a new vehicle record into RMS by clicking the '**Add Vehicle'** link on the top right hand corner of the screen or select a previously entered vehicle by entering search criteria in the fields available and clicking the **'Search'** button.



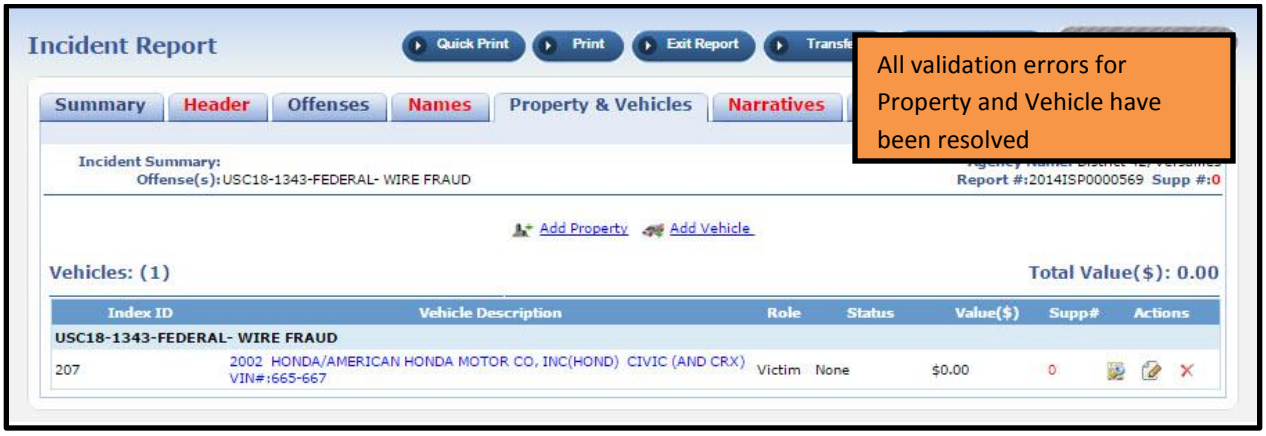
When the user has either created a new Vehicle record or selected an existing Vehicle, the user will see details of the Vehicle entered/selected in the top half of the **'Property & Vehicles'** screen. New Offense-to-Property help text has been added in the **'Additional Information'** section and clicking the blue bubble icon next to the new wording provides the user with examples of Offense-to-Property associations.



The 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.



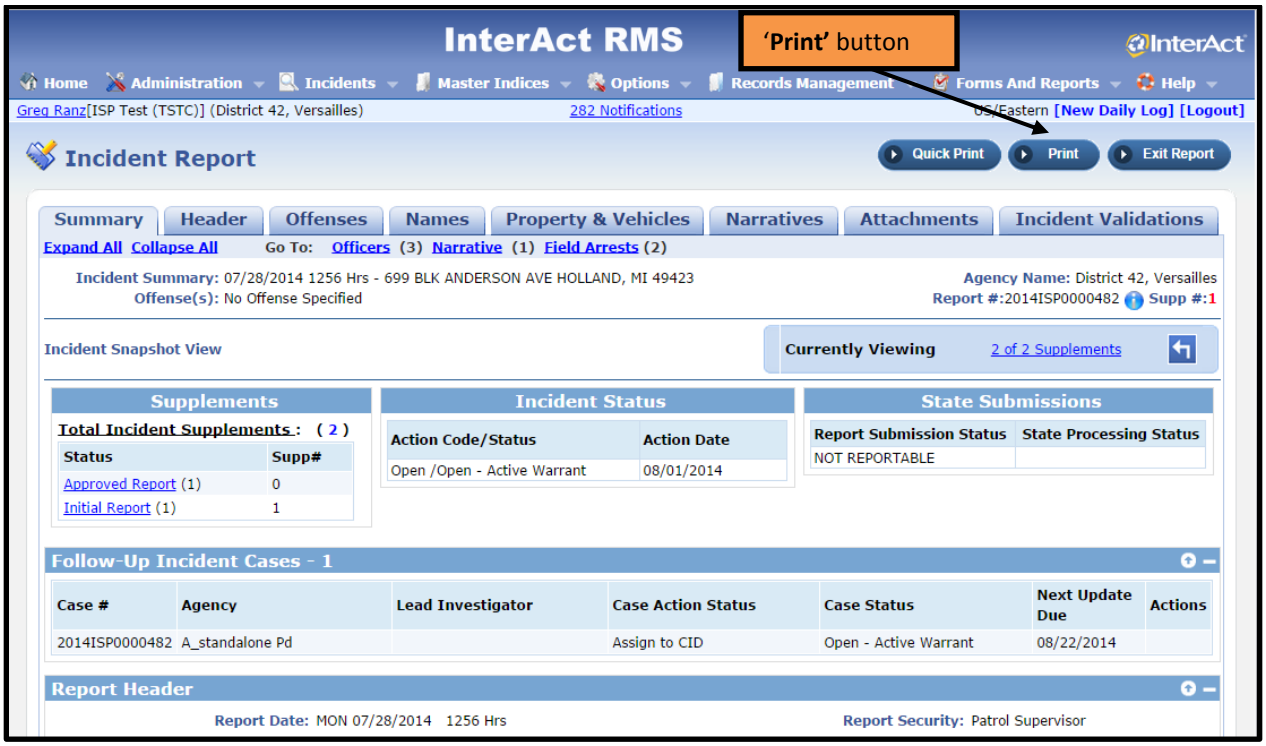
The **'Property & Vehicles'** tab screen no longer displays the red validation text. At this point, the user has created a Vehicle and designated the vehicle as Property in one continuous step. The user may now continue completing the incident report.



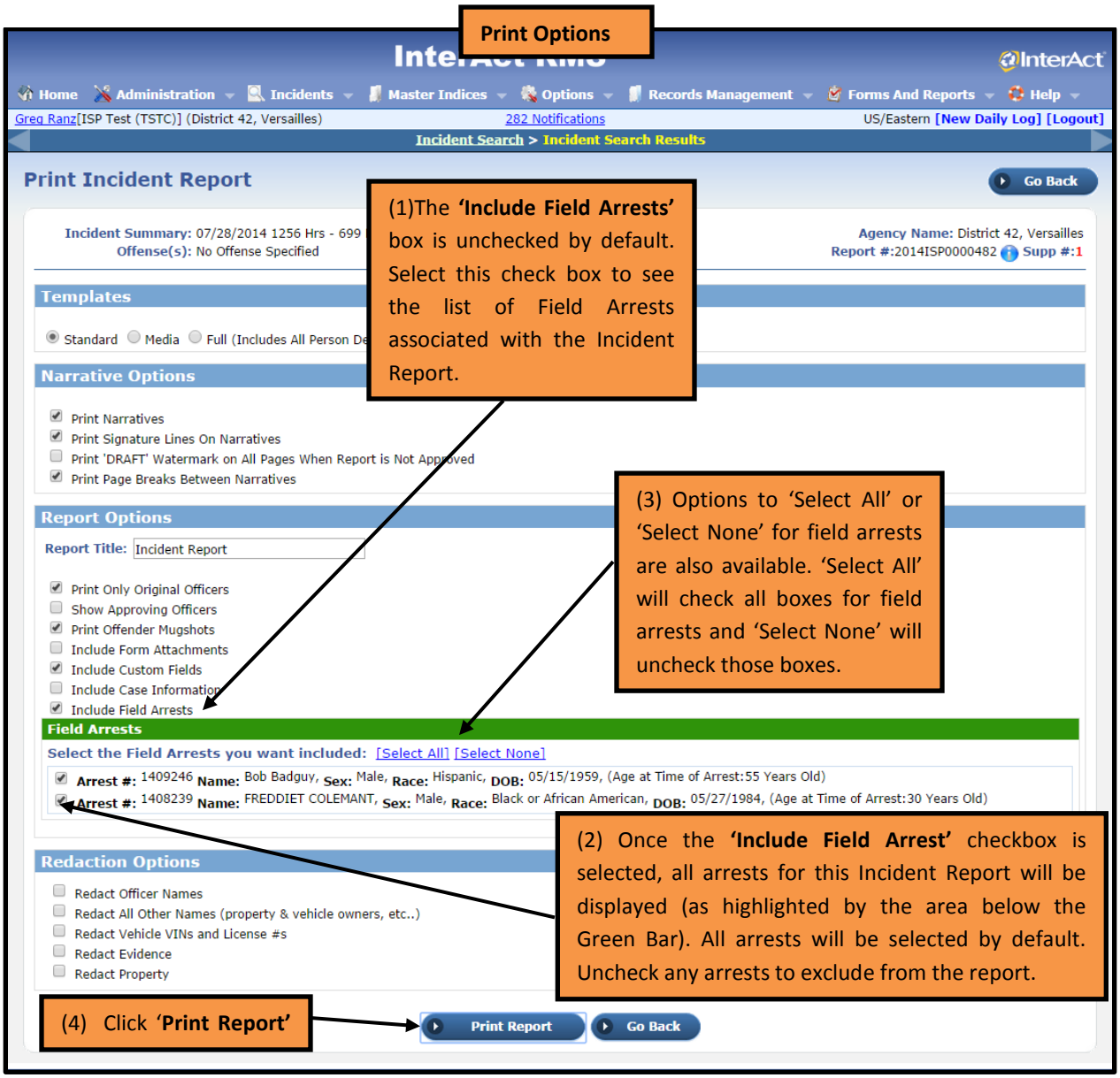
IA-31670: INCIDENT REPORT – FIELD ARREST PRINT OPTIONS (TTI108439)

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.



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.



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

ORI	County	Venue	Report #
714825936	Ripley County	ATTICA	2014ISP0000482

Report Date / Time	Occurrence Date / Time	File Class
07/28/2014 12:56 Hrs (US/Eastern)	07/28/2014 12:56 Hrs (US/Eastern)	

Nature of Incident: Child Abandon

Supplements: Initial Report (1)
Approved Report (1)

Summary: asdfg

Suicide:

Gang Summary:
AutoCompleteColor:
MultiSelectBoxd:
Broke A Sweat: N
Alcohol Involved:
GANG Involved:
HavingFun
NowDateandTime:
OfficerTest:
Now Date:

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

Signed: SERGEANT-CAPTAIN-WIN G. Ranz (#9696)	Reviewed By: SERGEANT-CAPTAIN-WIN G. Ranz (#9696)

Report Run On: Tuesday September 16, 2014 2:51:00 PM By: GR Page 1 of 1

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

Arrest Number	Arrest Date	PBT	Fingerprint
1409246	09/03/2014 0123 Hrs (US/Eastern)		

Location:

Geographic Location	County of Occurrence
District 42, Versailles	

Arrest Comment
test

Circumstances of Arrest
test

Arrestee

Name	DOB	Age	
Badguy, Bob S	05/15/1959	55	No Mugshot Available

Sex	Race	Ethnicity	DL # (State)
Male	Hispanic	Hispanic or Latino	

Physical Description

Res. Phone	Cell Phone	Email
Not Specified	Not Specified	

Address

Emergency Contact

School / Employer

Place of Birth	Citizenship

Caution Codes

Officers

Name	Agency	Role
Ranz, Greg - SERGEANT-CAPTAIN-WIN #9696	District 42, Versailles	Arresting

Incidents

Report #	Supp #	Agency	Reporting Officer(s)
2014ISP0000482	1	District 42, Versailles	Ranz, Greg

Report Run On: Tuesday September 16, 2014 Page 1 of 1

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

Arrest Number	Arrest Date	PBT	Fingerprint
1408239	08/20/2014 0123 Hrs (US/Eastern)		

Location:
3420 South Keystone Avenue Indianapolis, In

Geographic Location	County of Occurrence
District 42, Versailles	Ripley County

Arrest Comment
test

Circumstances of Arrest
test

Arrestee

Name	DOB	Age	
COLEMANT, FREDDIET LEE JRRR	05/27/1984	30	No Mugshot Available

Sex	Race	Ethnicity	DL # (State)
Male	Black or	Other Ethnicity/National	

Physical Description

Res. Phone	Cell Phone	Email
Not Specified	Not Specified	

Address

Emergency Contact

School / Employer

Place of Birth	Citizenship

Caution Codes

Officers

Name	Agency	Role
Ranz, Greg - SERGEANT-CAPTAIN-WIN #9696	District 42, Versailles	Arresting

Incidents

Report #	Supp #	Agency	Reporting Officer(s)
2014ISP0000482	1	District 42, Versailles	Ranz, Greg

Screening Questions

Medical Comment

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	

Report Run On: Tuesday September 16, 2014 Page 1 of 1

SEARCH ENHANCEMENT

IA-32025: DEFAULT AGENCY SEARCH PARAMETER

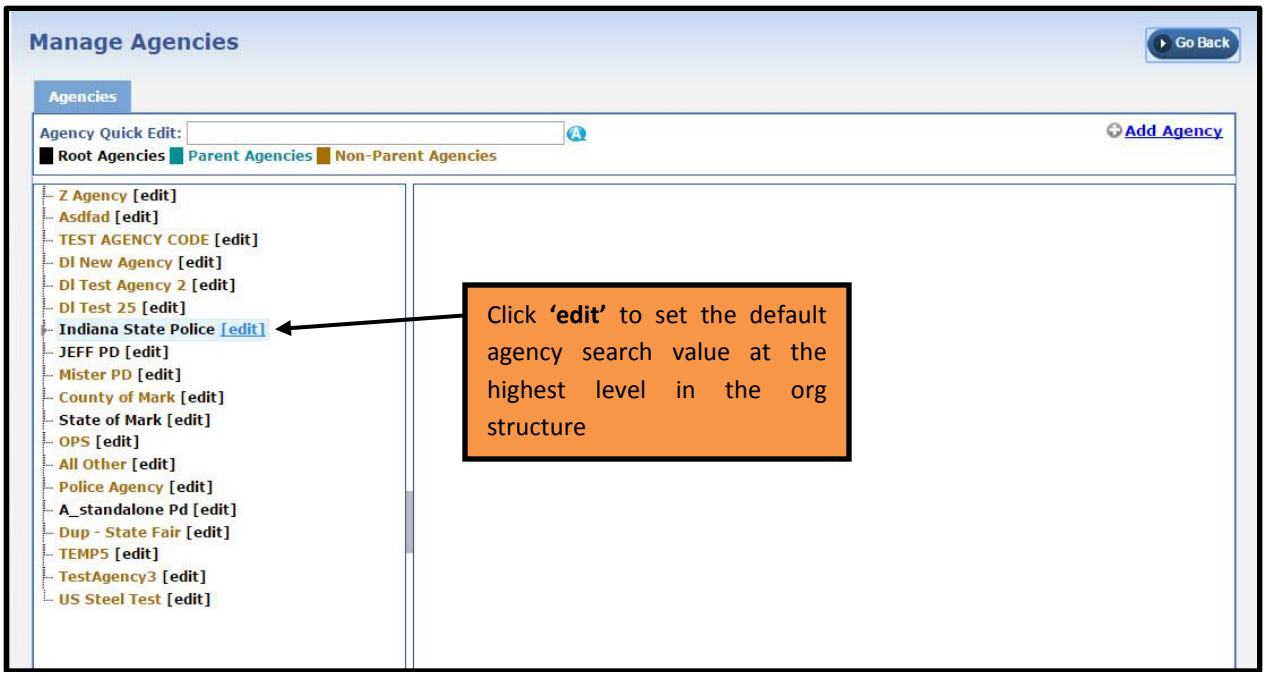
In previous releases, the default "Agency" search parameter for events such as Incidents, Arrests, Cases, Citations, Warrants was defaulted to the users home agency or it was defaulted to the **"Select All"** option. This was inconvenient for department users or division users that do not typically generate 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 we 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:

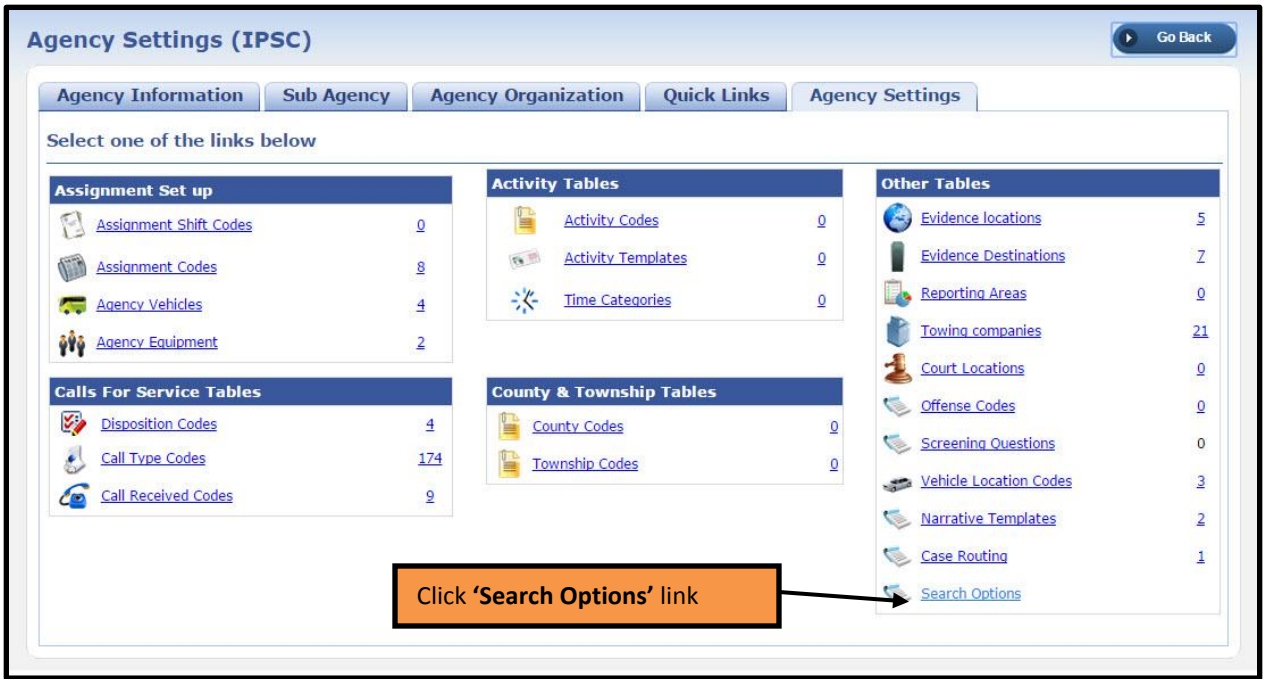
- Incident
- Field Arrest
- Calls For Service
- Field Contacts
- Citations
- Case Management
- Warrants
- Civil Process
- Vehicle Tow / Impound
- Permits

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.

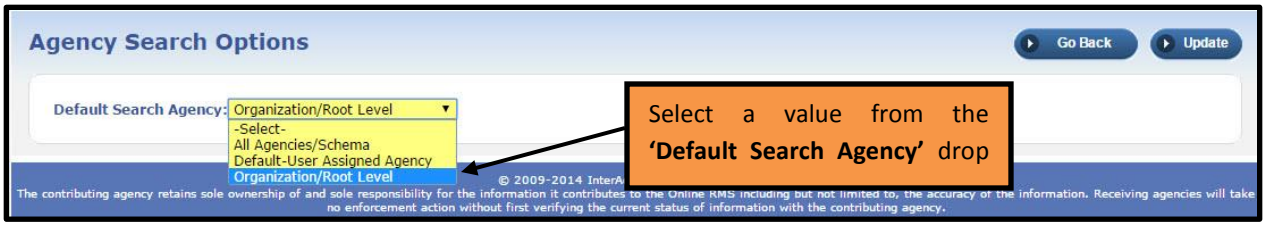
Select the **'Search Options'** link under the **'Other Tables'** grid.



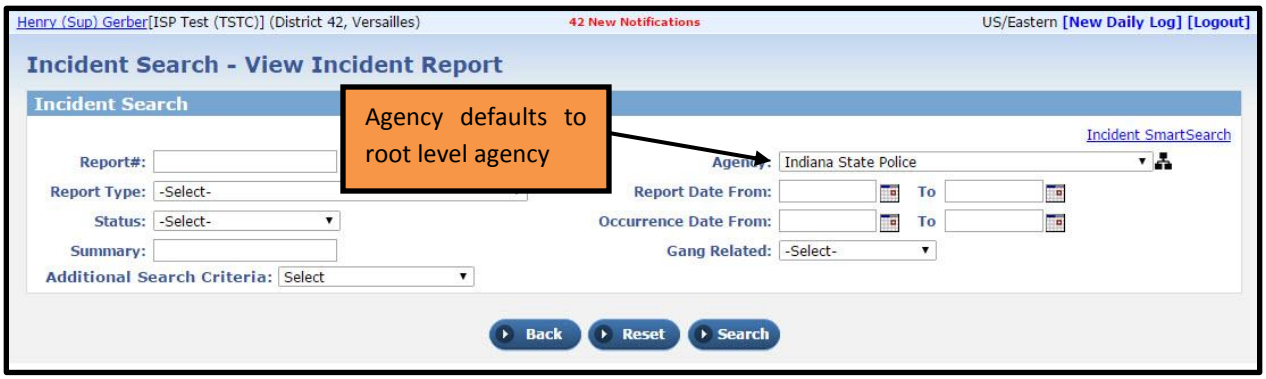
Admin users have 3 options to select from in the **'Default Search Agency'** drop down list. In this example, this selection will apply to all users within Indiana State Police and all its child agencies.

- 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.

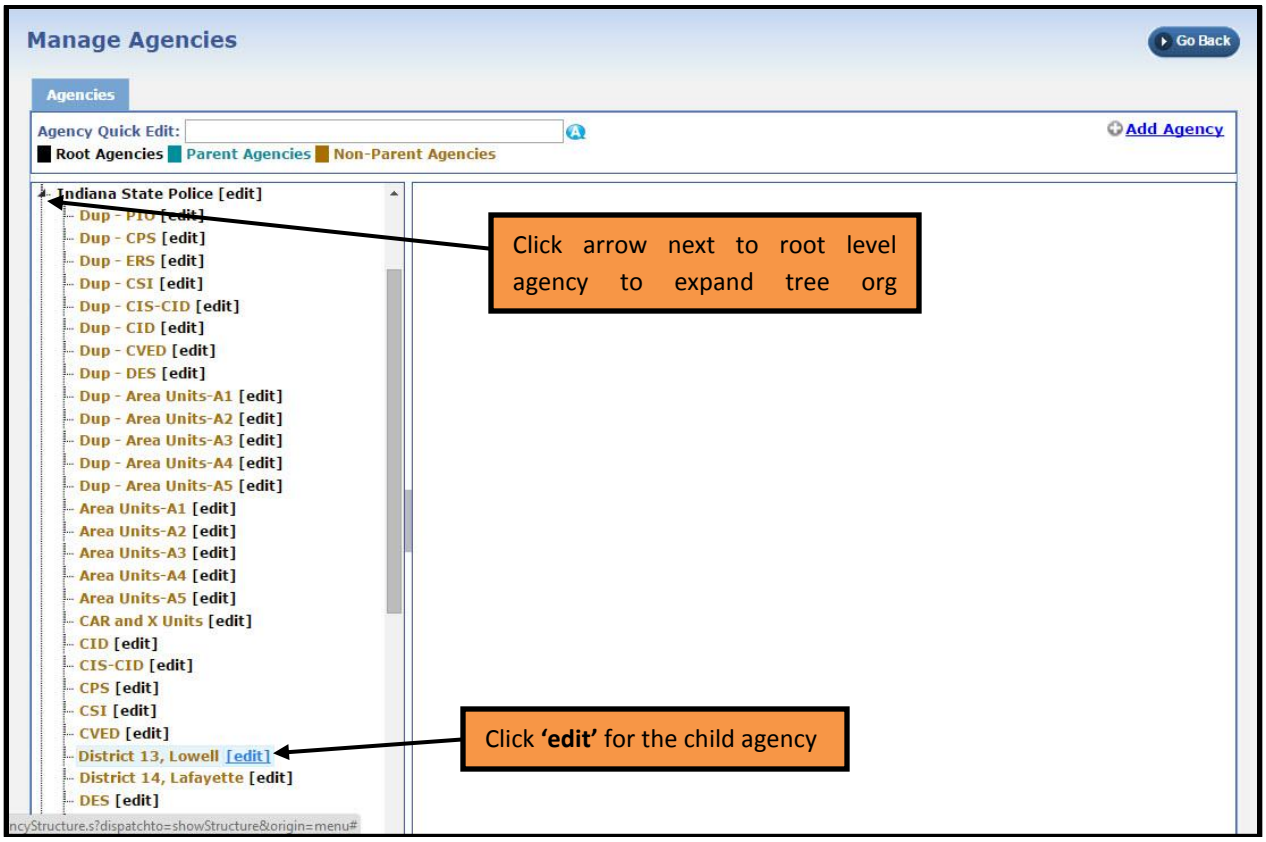


To illustrate this example, we set the default search agency value for all users in Indiana State Police to **"Organization/Root Level"**. An officer, Henry Gerber's home agency is District 42, Versailles. When logged in as Henry Gerber, all search pages will default the agency field to the root level agency which is Indiana State Police. This is illustrated in the Incident Search screen below.

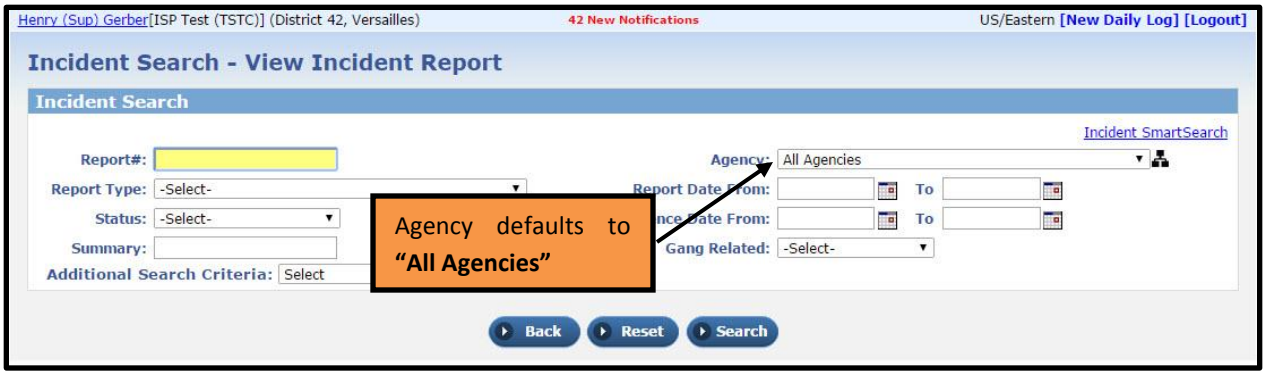


Admin users have the capability to override the default search agency value for any child agency by setting a different default search agency value for the child. If a child agency has children of its own, that default value will propagate to its children.

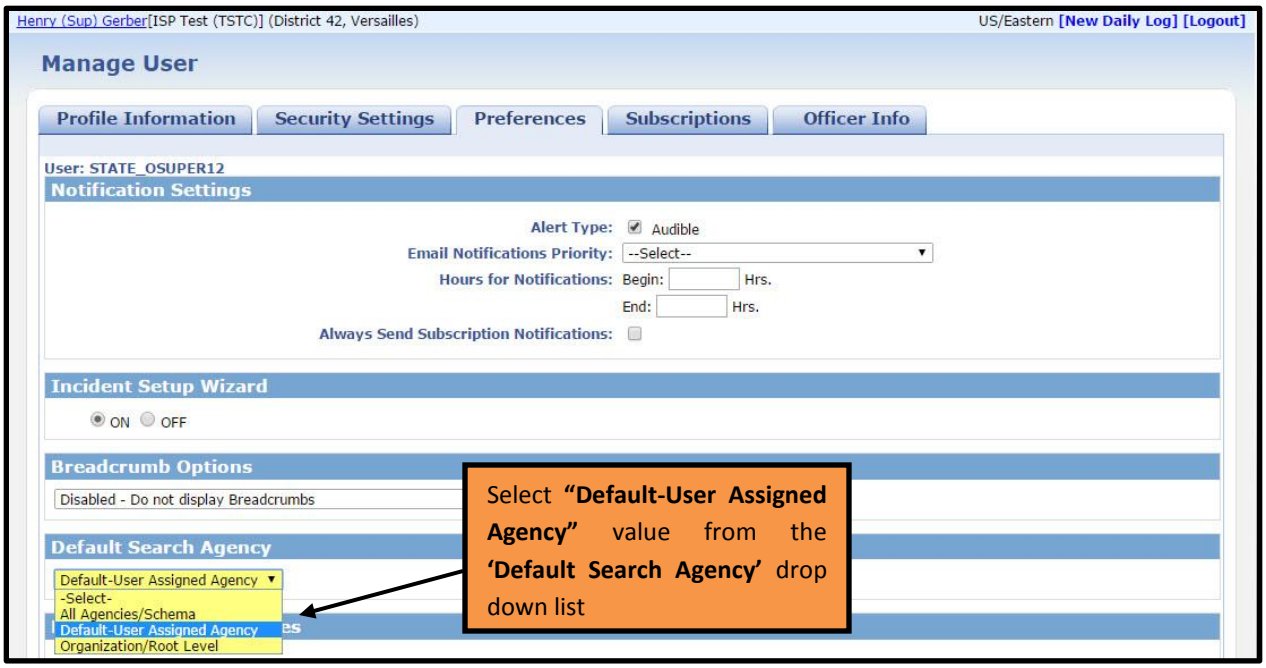
To set a different default search agency value for a child agency, the admin user will also access the **'Manage Agencies'** screen (Administration → Agencies). Using our Indiana State Police example above, the admin user will expand the organizational tree structure for Indiana State Police by clicking 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.



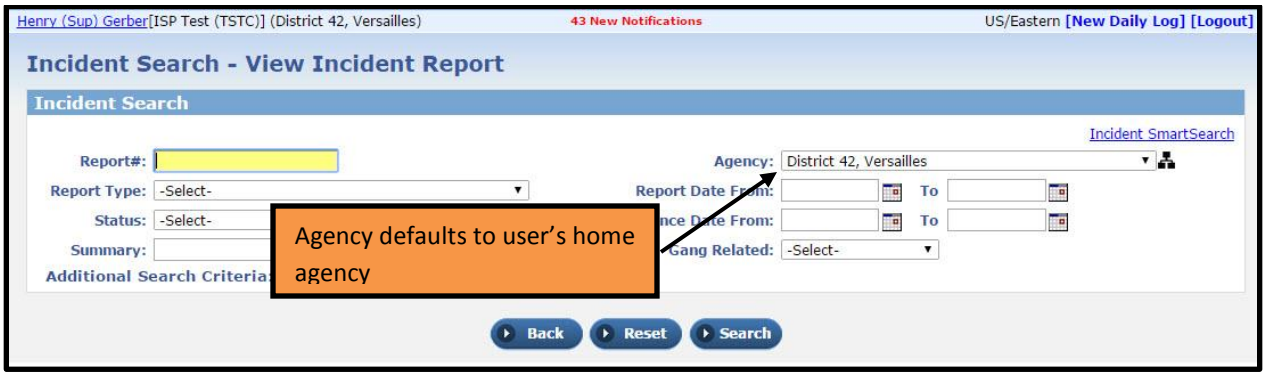
For the purposes of illustrating this feature, we set the default search agency value for Region 4 to **"All Agencies/Schema"**. Region 4, a child agency under Indiana State Police and has 5 other child agencies beneath it; District 42 Versailles, District 45 Sellersburg, District 51 Pendleton, District 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

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

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.

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

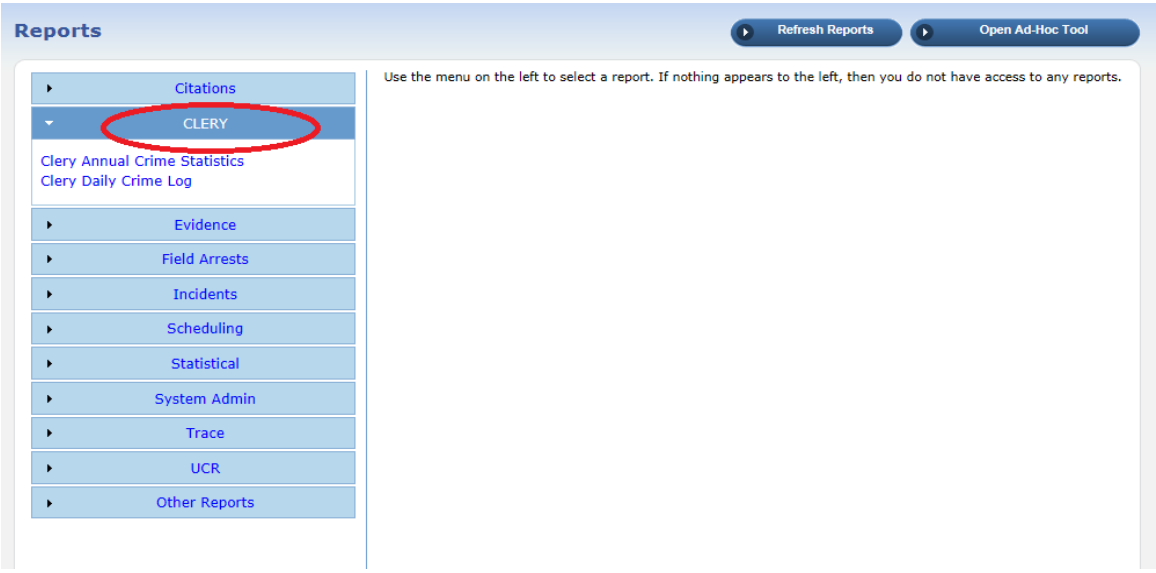
The Maryland Domestic Violence Report requires:

- An entry of **'Yes'** to the Domestic Violence question on the Offense page for the offenses of Murder, Assault and Sex.

- An entry in the MD Custom fields for Household Status and Domestic Violence Circumstances.

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.

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
IA-34453 TTN116866 TTI117309	Broadcast Message: Update of an existing Broadcast Message would not work, issue resolved	RMS_BroadcastMessages	Bug/Defect
IA-3023	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
IA-33560 TTI115681	Case Management: Error received when updating LEA Case#, issue resolved	RMS_Cases	Bug/Defect
IA-34598 TTN117268	Case Report - Printing: Comment entry was being cutoff after 2 lines of printed text, issue resolved.	RMS_Cases, RMS_Printing	Bug/Defect
IA-2809 TTN116436	Citations: Enhanced the Citation to support Attachments	RMS_Citations_Enforcements	Enhancement
IA-33850	Collapse - Address: Address Search Returns The Same Index ID Multiple Times, issue resolved	RMS_RecordsManagement	Bug/Defect
IA-34412 TTN116879	Collapse - Name: Resolved un-collapse name issue where the Alias names would incorrectly remain	RMS_Collapse, RMS_MasterIndices	Bug/Defect
IA-34765 TTI117175	Evidence - Permission: Add Role category "Delete Evidence Discrepancy Reports"	RMS_Admin, RMS_Evidence	Usability
IA-32815	Evidence - Report: Added "TIME" of transaction to the Chain of custody report.	RMS_Evidence	Enhancement
IA-34484 TTN116989	Evidence - Report: The Current Status Date on the Chain of Custody report was incorrect, issue resolved.	RMS_Evidence, RMS_Printing	Bug/Defect
IA-34465 TTN116994	Evidence Receipt: Report was displaying the from officer and not the seizing officer as expected, issue resolved.	RMS_Evidence, RMS_Printing	Bug/Defect
IA-33481	Field Arrest - Printed Report: Resolved formatting issue with "Other persons" DOB field.	RMS_FieldArrest, RMS_Printing	Bug/Defect
IA-32412 TTN113019 TTN116490	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
IA-34816 TTI117301	Field Arrest: Removed Victim's phone number from printed FL Arrest Form.	RMS_FieldArrest, RMS_Printing	Enhancement
IA-32776	Field Arrest: Added additional enhancements to the duplicate Arrest process for Vehicle, Tow and Disposition.	RMS_FieldArrest	Enhancement
IA-32370 TTN112914 TTN105745 TTI113295	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
IA-34830 TTI117311	Field Arrest: City of Occurrence was incorrectly populated on printed FL Arrest Form, issue resolved.	RMS_FieldArrest, RMS_Printing	Bug/Defect
IA-32175 TTN111951	Field Arrest: Modified the Field Arrest Report to include a label for every field.	RMS_FieldArrest, RMS_Printing	Enhancement
IA-34817 TTI117345	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
IA-33776 TTN116188	Field Contact - Printed Report: Modified report to display Badge Number	RMS_FieldContact, RMS_Printing	Bug/Defect
IA-32514 TTN113313	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
IA-32604 TTN113441	Incident Report: Added "Time" to Incident Report History	RMS_IncidentReport	Enhancement
IA-32515 TTN113313	Incident Report: Modified grid display of "Delete Log".	RMS_IncidentReport	Enhancement
IA-34833 TTN117510	Incident Report: Resolved issue saving Custom Fields in non-wizard mode	RMS_CustomForms-Fields, RMS_IncidentReport	Bug/Defect
IA-3171 TTN104003	Incident Report: Unable to scroll with Mouse when view Incident Report is selected, issue resolved.	RMS_UI_UserInterface	Enhancement
IA-34360 TTI116782	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
IA-31756	Interface - SCIEx: Developed support for the South Carolina Data Exchange known as SCIEx.	RMS_DataWarehouse, RMS_Interface	Enhancement
IA-33461	Jasper Reports: Established a CFS Domain that will be used to export data to BAIR ATACRAIDS.	RMS_Reporting_Jasper_Ad-Hoc	Enhancement
IA-33462	Jasper Reports: Established an Offense Domain that will be used to export data to BAIR ATACRAIDS.	RMS_Reporting_Jasper_Ad-Hoc	Enhancement

JIRA ID	Summary	Component/s	Type of Issue
IA-32775 TTI112528	Officer Daily Log: Active user will now be the default officer when creating an ODL.	RMS_ODL_OfficerDailyLogs	Enhancement
IA-32198 TTN112008	Officer Daily Log: Added search parameter for posted & non-posted logs.	RMS_ODL_OfficerDailyLogs, RMS_Searching-General	Enhancement
IA-31031	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
IA-3613	State Reporting - CLERY: Relocated CLERY to be its own report category.	RMS_Reporting_iReports, RMS_ReportingCLERY	Enhancement
IA-34848 TTN117574	Warrants: Charging Agency Comment with a line break rendered the warrant un-editable, issue resolved.	RMS_Warrants	Bug/Defect
IA-33964 TTN116767 TTN117572	Warrants: Added function to Delete a Warrant	RMS_Warrants	Enhancement
IA-33713 TTI116040	Warrants: Inactive Reference Type codes were being displayed in the LOV and should not have been included, issue resolved.	RMS_Warrants	Bug/Defect