InterAct RMS
Version 10.20.0

Product Release Bulletin

April 14, 2015

REVISION HISTORY

Revised By	Revision Date	Version	Notes
L. Grovatt T. Collins J. Elston A. Ng D. McMillan A. Aficial	03/18/2015	1.0	Original Document.
L. Grovatt A. Ng	04/01/2015	2.0	Additional Release Enhancement Updates.
L.Grovatt	04/03/2015	3.0	Additional Release Enhancement Updates.
L Grovatt J. Elston	04/07/2015	4.0	Final Document Markup

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INTRODUCTION

This document provides an overview of the software changes being delivered in the 10.20.0 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 10.20.0 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.

Enhancements to this release have been applied to the following functional areas and modules:

- Case Management
- Civil Process
- Field Arrest – Warrants
- Field Contact – Case Integration
- State Reporting
- Warrants

RELEASE MILESTONES

The following table contains the high level release milestones.

Start Date	End Date	Milestone
Nov-10	Nov-21	10.20.0 Planning
Nov-29	Dec-01	10.20.0 Code Split
Dec-01	Dec-01	10.20.0 Release Kick-Off
Mar-03	Mar-03	10.20.0 Code Lock
Mar-04	Mar-10	10.20.0 Reporting Domain Impact Analysis
Mar-04	Mar-10	10.20.0 Cycle 1 Testing / Fixes Complete
Mar-11	Mar-17	10.20.0 Cycle 2 Testing / Fixes Complete
Mar-11	Mar-17	Domain Updates Complete
Mar-17	Mar-17	10.20.0 Reports and Interfaces Complete
Mar-18	Mar-18	10.20.0 RTO
Mar-18	Mar-24	10.20.0 Cycle 3 Testing Complete
Apr-02	Apr-02	10.20.0 Final Build
Apr-07	Apr-07	10.20.0 Release
Apr-14	Apr-14	10.20.0 Production Installs

NEW FEATURES & ENHANCEMENTS

The following are the new features and enhancements included in the release of InterAct RMS version 10.20.0.

ADMINISTRATIVE ENHANCEMENTS

IA-34995: RULES AND VALIDATION ENGINE

Behind the scenes in RMS release 10.19, we introduced what we call our “Rules & Validation Engine”. The initial design intent of this utility was to provide InterAct the ability scale and release our “Incident Base Reporting” capabilities more expeditiously into new state markets while at the same time reducing the programming resource demand on engineering.

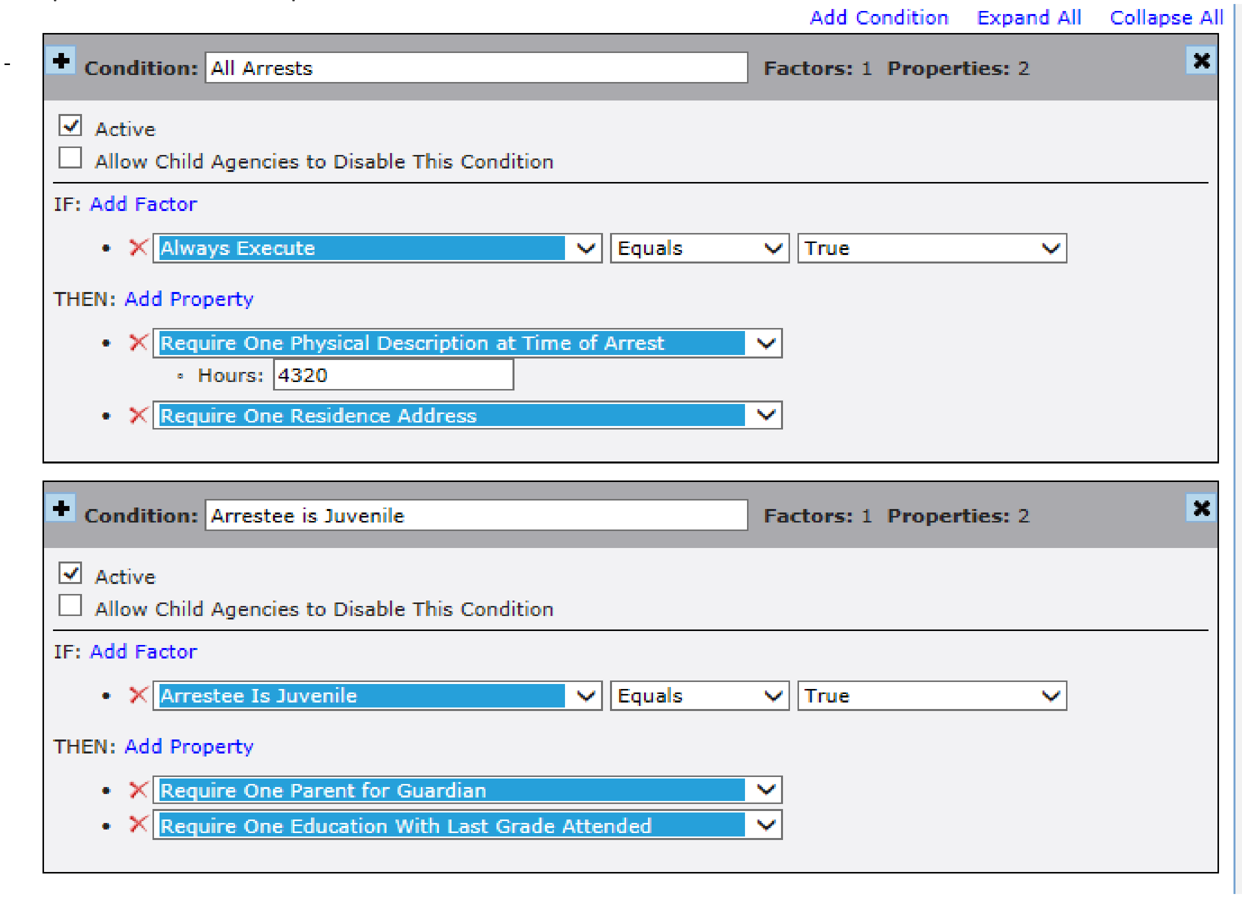
Using our “FBI Certified NIBRS” data collection and submission logic as a base, we have achieved our goal in the 10.20 release. We are now able to easily add customized State IBR Rules and Validation logic into the application using our “Rules and Validation Engine”.

The benefits of this utility are not limited to state reporting. In this release, we have added some initial support to the Incident and Field Arrest modules that will allow a user with the DBA Role to setup customized rules within the application to better serve your needs.

For example:

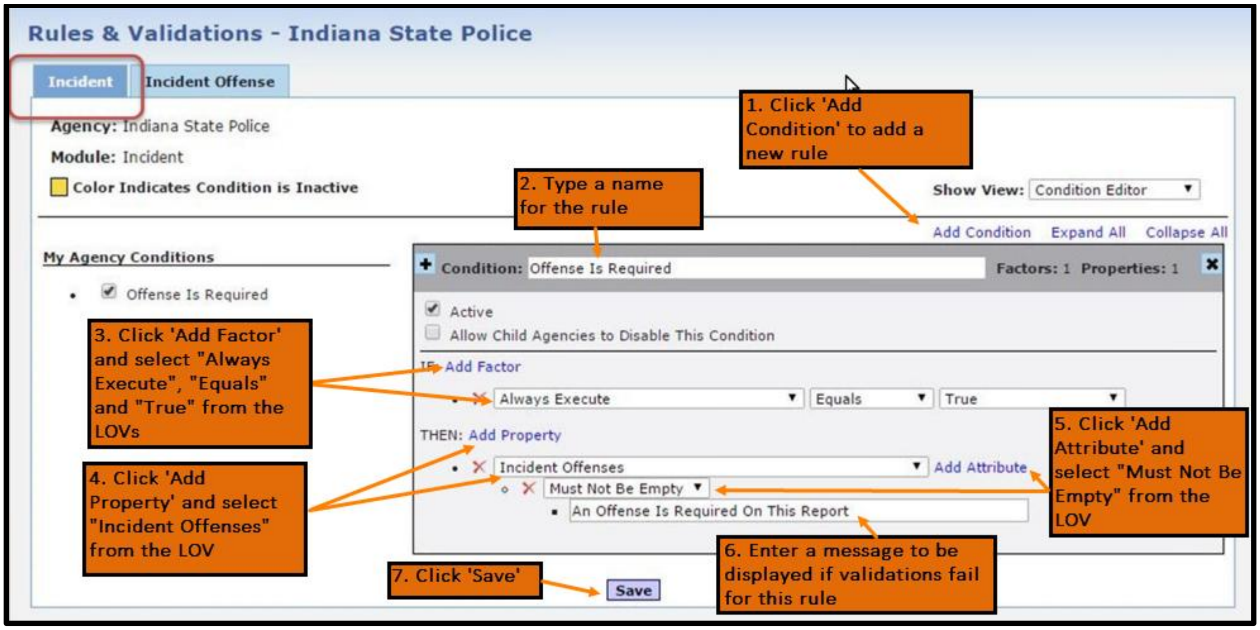
- Within the Incident Module, we now have the ability to require one offense per incident.
- Within the Field Arrest, we now have the ability to require physical descriptors, residence address, a juvenile parent and education.

Sample Field Arrest setup:



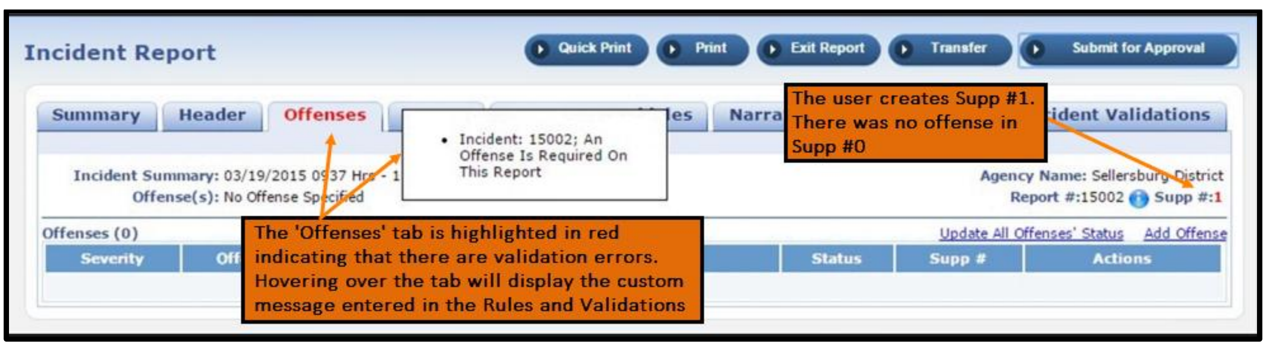
The configuration settings are accessed via the Administration → Module Admin → Incident Rules (Configure Incident rules for your agency) or Incident Rules (Configure Incident rules for agency: Select a root level agency from the **'Select Agency'** drop down list. Note that these configuration settings are set at the root agency level and cannot be changed for each child level agency.

Click the **'Add Condition'** hyperlink on the right side of the screen which will display an Add Condition box for the administrative user to configure any rules and validations. Enter a rule name in the Condition field e.g "Offense is Required". The rule name is not seen by the end-user and only used for naming purposes behind the scenes. Add a factor by clicking the **'Add Factor'** hyperlink and select the values "Always Execute", "Equals" and "True" from the drop down lists below the hyperlink. Next, add a property by clicking the **'Add Property'** hyperlink and select "Incident Offenses" from the LOV below the hyperlink. Lastly, add an attribute for the property by clicking the **'Add Attribute'** hyperlink and select "Must Not Be Empty" from the LOV in the row below. A **'Custom Message'** blank text field will pop up below prompting the administrative user to enter a message that will be displayed to the end user if validations fail for this rule. In this scenario, the custom message entered is "An Offense is Required On This Report". Click the **'Save'** button when done.

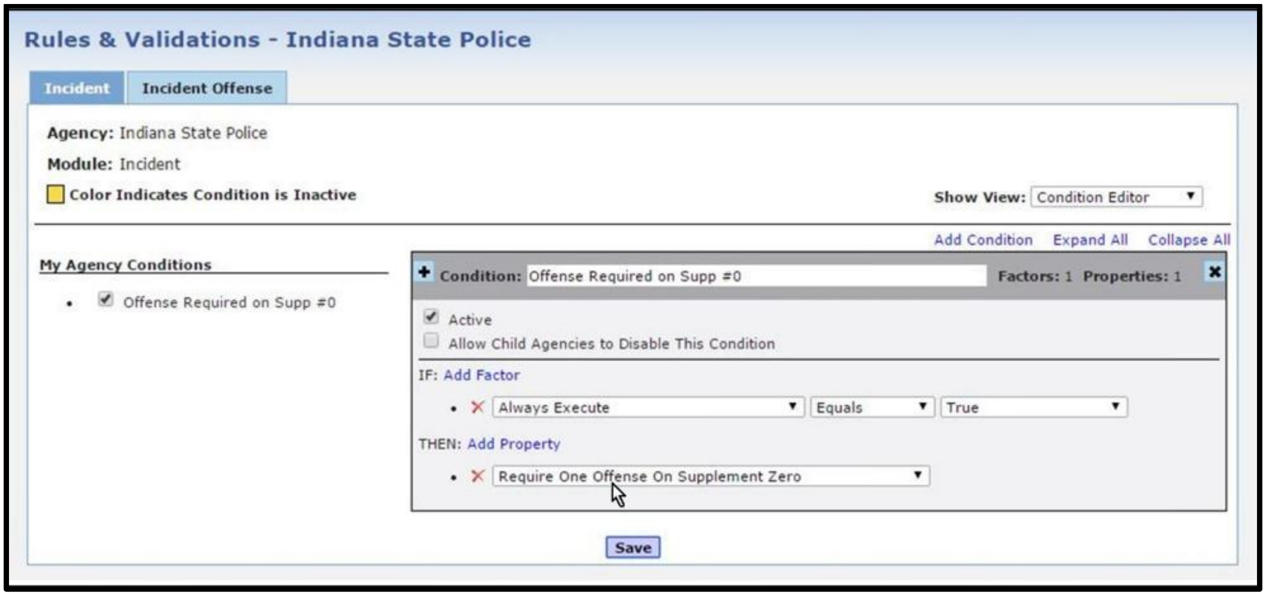


Once the rule and validation has been added, going forward, the rule will apply to any new supplements created where there is no previous offense. If an approved report does not have an offense, this rule and validation will require an offense on the next supplement to that report.

The screen print below illustrates the **'Offense Is Required'** rule in action where there was no offense on Supp #0. When the user creates Supp #1, the **'Offense'** tab on the Incident Report is highlighted in red and hovering over the tab will display the custom message previously entered in the **'Rules and Validations'** screen above.



An agency may wish to modify the rule above so that it only applies to Supp #0s in 'Initial' status. The rule and validation would then be configured with the values shown in the screen print below. In this case, if there were any incidents that were previously completed and approved without an offense, this validation would not apply. Note that the rule will only apply to Supp #0s, going forward after the rule was created. It will not apply to retrospective Supp #0s.


Rules & Validations - Indiana State Police
Incident
Incident Offense
Agency: Indiana State Police
Module: Incident
Color Indicates Condition is Inactive
Show View: Condition Editor
Add Condition
Expand All
Collapse All
My Agency Conditions
Offense Required on Supp #0
Condition: Offense Required on Supp #0
Factors: 1 Properties: 1
Active
Allow Child Agencies to Disable This Condition
IF: Add Factor
Always Execute
Equals
True
THEN: Add Property
Require One Offense On Supplement Zero
Save

CASE MANAGEMENT ENHANCEMENTS

IA-36858: "MY CASE" SCREEN DISPLAY ENHANCEMENTS

RMS Operations Tickets: TTN112642, TTN117940, TTN117990, TTN117178

Customers have previously provided ongoing requests for improvements to the Case Management module, specifically in the area of filtering and searching for cases as well as adding more information to the My Active Cases screen. The requests resulted from users who could not quickly identify cases to work on without having to open a case and looking through each case information on the **'Case Information'** or **'Case Review'** screen, going back to the **'My Active Cases'** screen if the case was not the right one, and potentially repeating the process multiple times until the right case was found.

This release strives to address the issue described above with the following enhancements to the **'My Active Cases'** screen: (**'My Active Cases'** is accessed by clicking the count hyperlink for **My Cases (Active Count)** in the **'Recent Activities'** grid on the user's Home page)

- Added a Summary table at the top of the screen displaying "Open" and "Closed" Case totals as well as sub-totals for cases grouped by case status
- Added additional search and filter options to the screen. Functionality to maintain user's filter choices during the user's session was also added.
- Removed columns and other information that were no longer needed
- Added columns which would help users in identifying the right case to work on

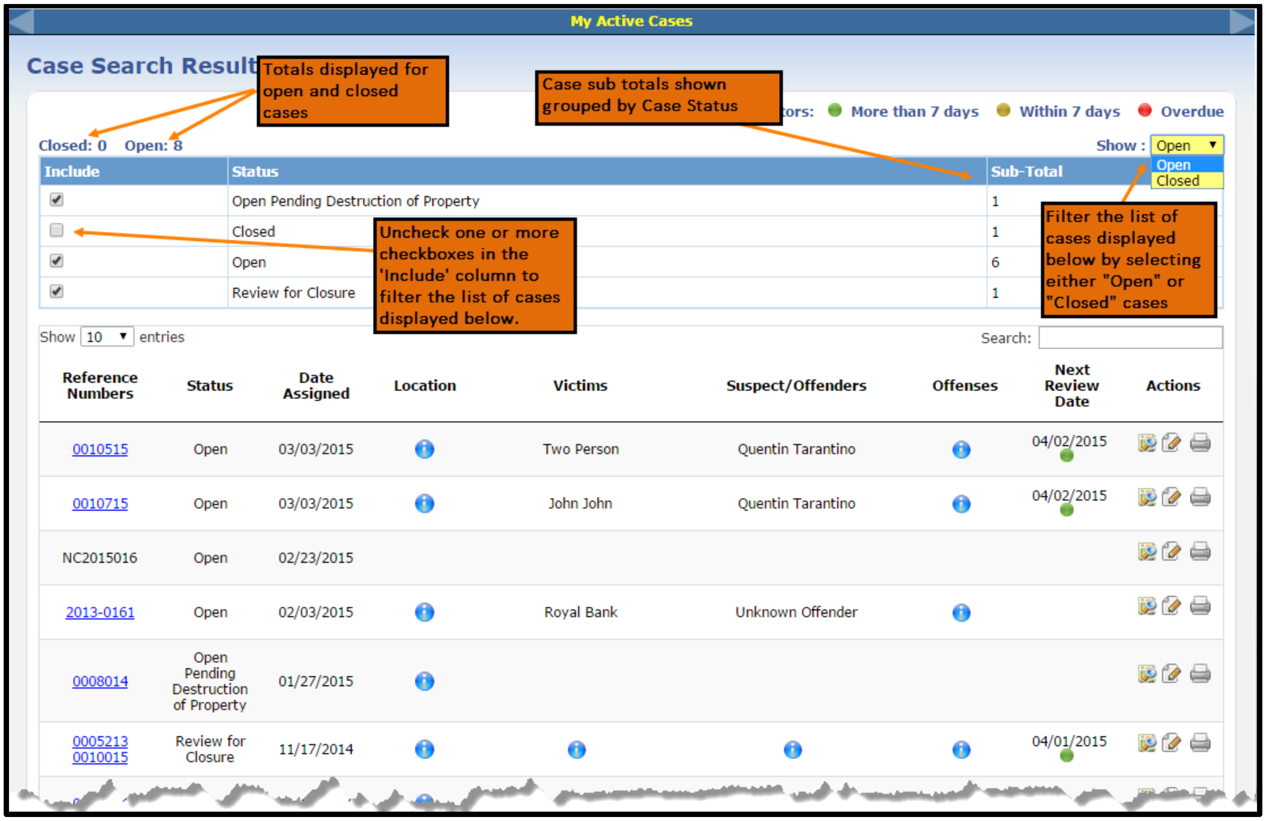
Summary table, Search and New Filters

The new Summary table at the top of the screen gives the user a bird's eye view of his/her cases by showing the number of open vs closed cases. Sub-totals of cases grouped by case status are also provided.

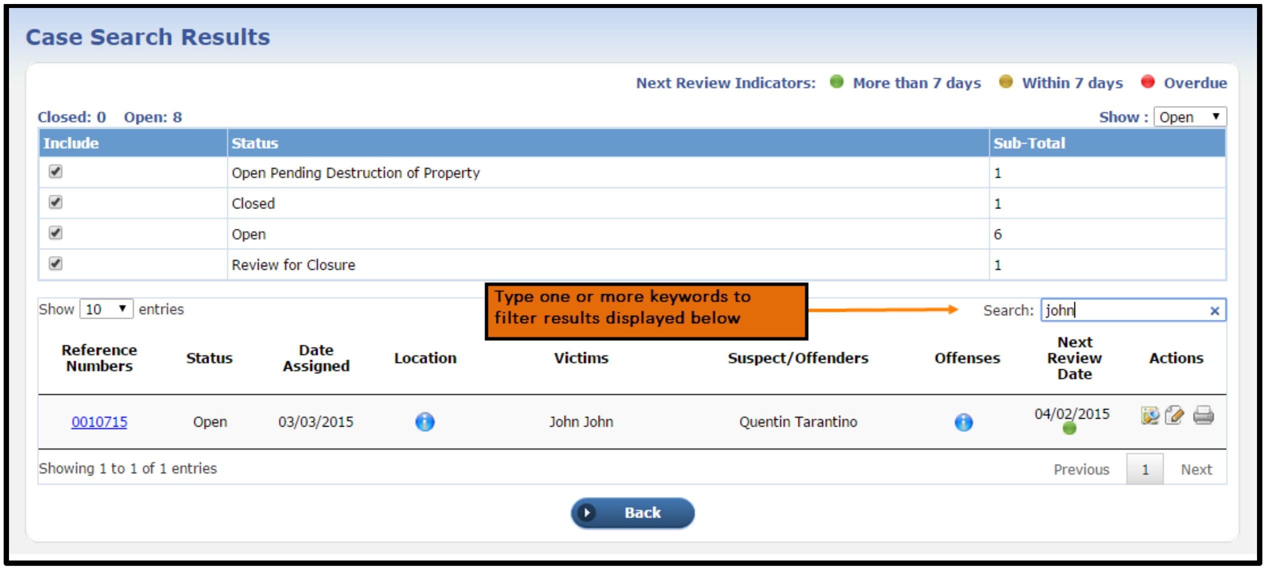
By default, users will see a list of open cases below the Summary table (**'Show'** LOV on top right corner of screen defaults to "Open"). Users may change the list of cases displayed by selecting "Closed" from the LOV. Note: Open cases were previously referred to as Active cases while Closed cases were previously referred to as Inactive.

The Summary table also has an **'Include'** column whereby the user may uncheck one or more case statuses which will exclude those cases from the list displayed below. All status checkboxes will be selected by default.

Note: Any Open/Closed and case statuses selections will be saved in the user's session. If the user leaves the **'My Active Cases'** screen and returns in the same session, the selections will remain the same as when the user left the screen. Logging out and logging back in will reset the selections back to the default ("Open" cases and all case statuses checked)



Search functionality has been added allowing users to search on one or more keywords within the columns shown on this screen. Type one or more keywords in the Search field which will filter the list of cases displayed based on the search criteria.



Columns and Other Information Removed from My Active Cases

Users will no longer see the following columns from the ‘My Active Cases’ screen:

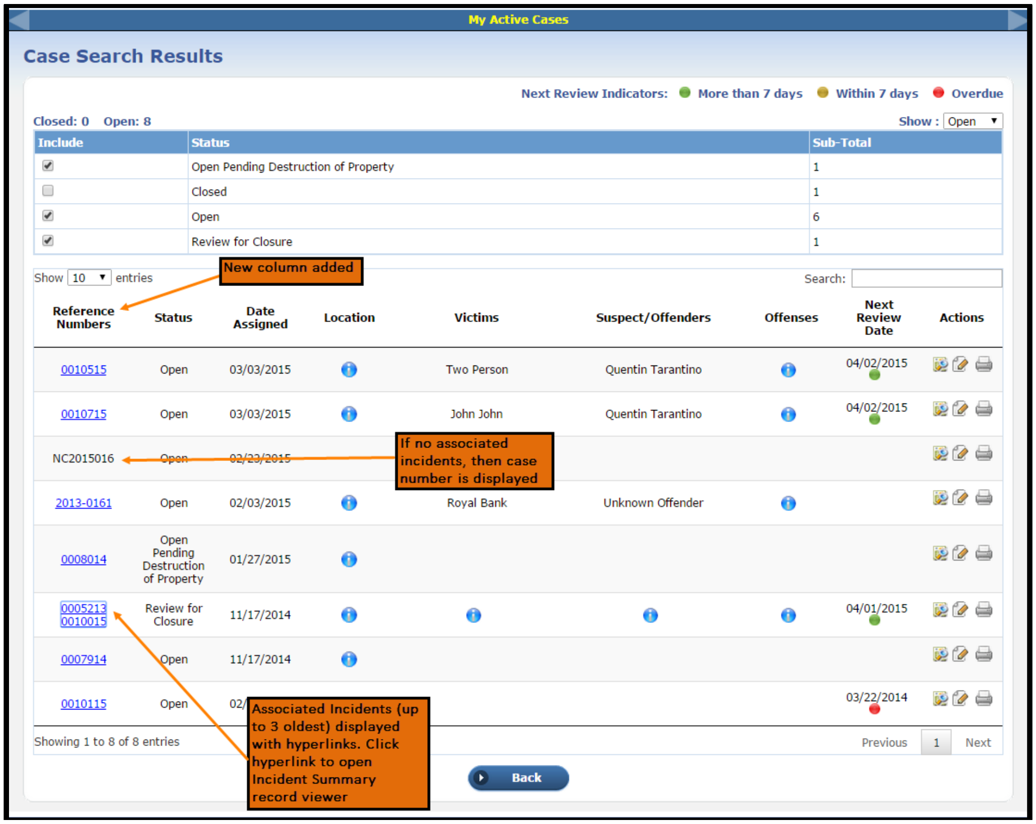
- LEA Case #
- Agency
- Role

The time stamp portion in the Date Assigned column has also been removed.

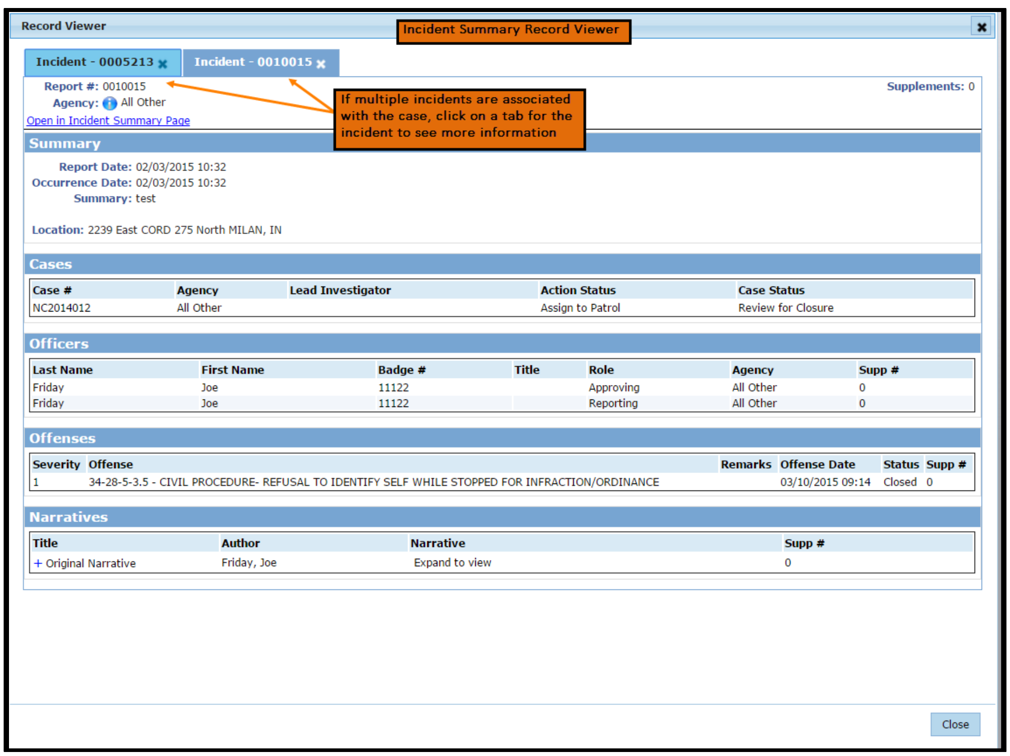
Columns and Other Information Added to My Active Cases Screen

The following columns were added to the section displaying the list of cases:

- Reference Numbers – This column shows the related incident numbers (up to 3 oldest associated incidents) and if there are no related incidents, the case number is displayed. Related incident numbers are shown as hyperlinks. Clicking on the hyperlink will open the Incident Summary Record Viewer which will show tabs for each associated incident.

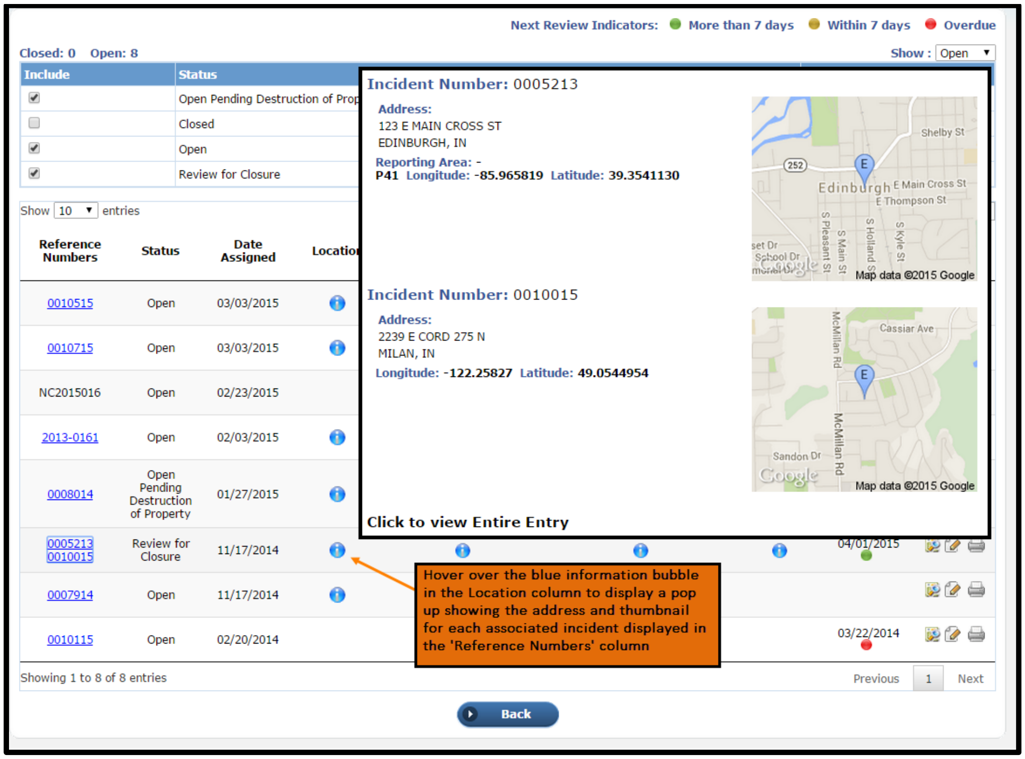


My Active Cases
Case Search Results
Next Review Indicators: More than 7 days Within 7 days Overdue
Closed: 0 Open: 8
Show : Open
Include Status Sub-Total
Open Pending Destruction of Property 1
Closed 1
Open 6
Review for Closure 1
Show 10 entries
New column added
Search:
Reference Numbers Status Date Assigned Location Victims Suspect/Offenders Offenses Next Review Date Actions
0010515 Open 03/03/2015 Two Person Quentin Tarantino 04/02/2015
0010715 Open 03/03/2015 John John Quentin Tarantino 04/02/2015
NC2015016 Open 02/23/2015
If no associated incidents, then case number is displayed
2013-0161 Open 02/03/2015 Royal Bank Unknown Offender
0008014 Open Pending Destruction of Property 01/27/2015
0005213 0010015 Review for Closure 11/17/2014 04/01/2015
0007914 Open 11/17/2014
0010115 Open 02/ 03/22/2014
Associated Incidents (up to 3 oldest) displayed with hyperlinks. Click hyperlink to open Incident Summary record viewer
Showing 1 to 8 of 8 entries
Previous 1 Next
Back

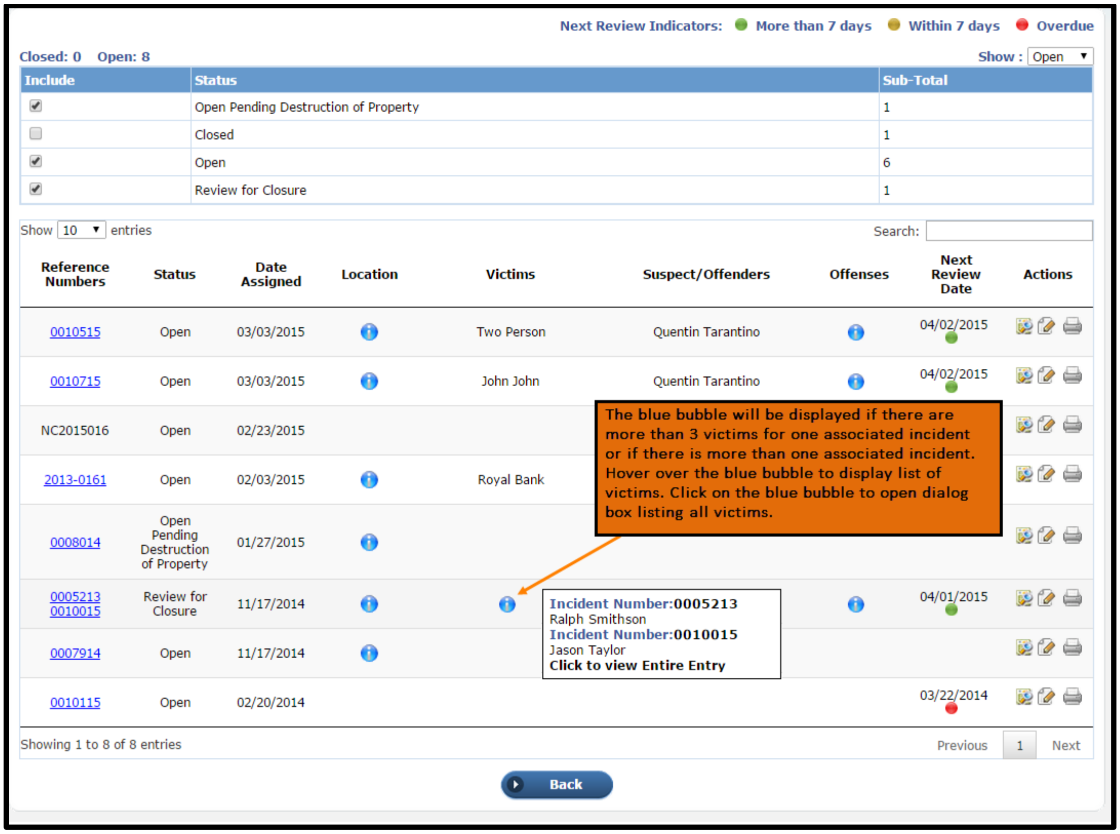


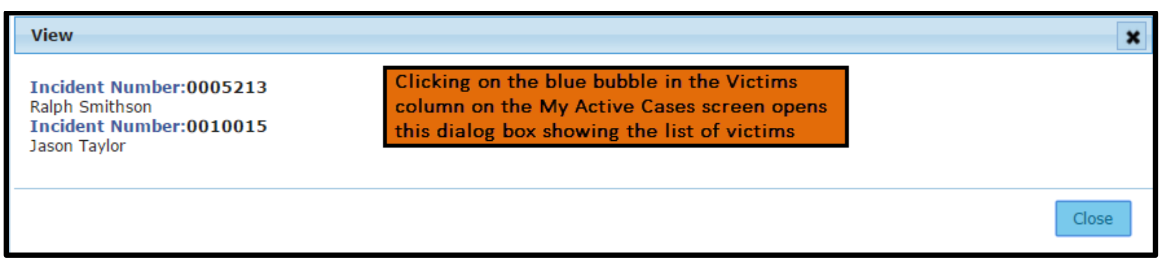
Record Viewer
Incident Summary Record Viewer
Incident - 0005213
Incident - 0010015
Report #: 0010015
Agency: All Other
Open in Incident Summary Page
If multiple incidents are associated with the case, click on a tab for the incident to see more information
Supplements: 0
Summary
Report Date: 02/03/2015 10:32
Occurrence Date: 02/03/2015 10:32
Summary: test
Location: 2239 East CORD 275 North MILAN, IN
Cases
Case # Agency Lead Investigator Action Status Case Status
NC2014012 All Other Assign to Patrol Review for Closure
Officers
Last Name First Name Badge # Title Role Agency Supp #
Friday Joe 11122 Approving All Other 0
Friday Joe 11122 Reporting All Other 0
Offenses
Severity Offense Remarks Offense Date Status Supp #
1 34-28-5-3.5 - CIVIL PROCEDURE- REFUSAL TO IDENTIFY SELF WHILE STOPPED FOR INFRACTION/ORDINANCE 03/10/2015 09:14 Closed 0
Narratives
Title Author Narrative Supp #
+ Original Narrative Friday, Joe Expand to view 0
Close

- Location – This new column will show a blue information bubble if one or more associated incidents exist for the case. Hovering over the bubble displays a popup showing the incident report number, address and location on the map for each of the associated incidents displayed in the **'Reference Number'** column.

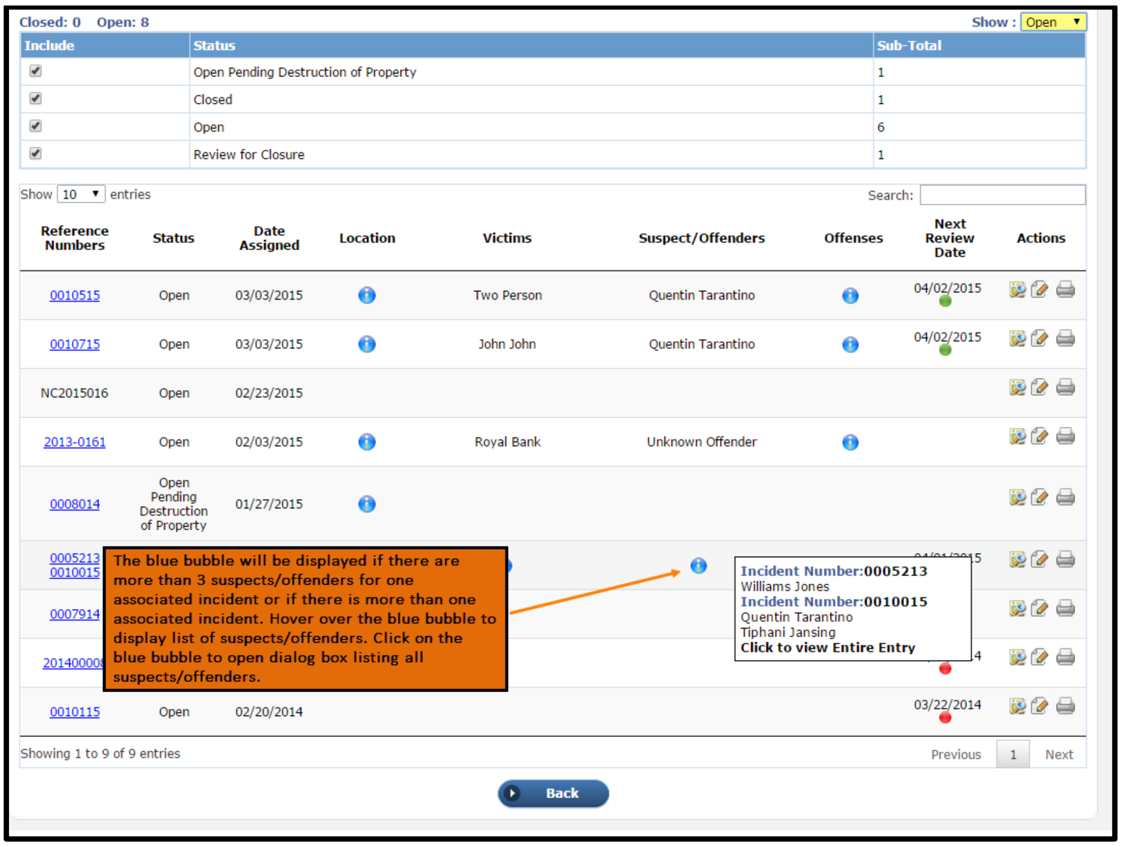


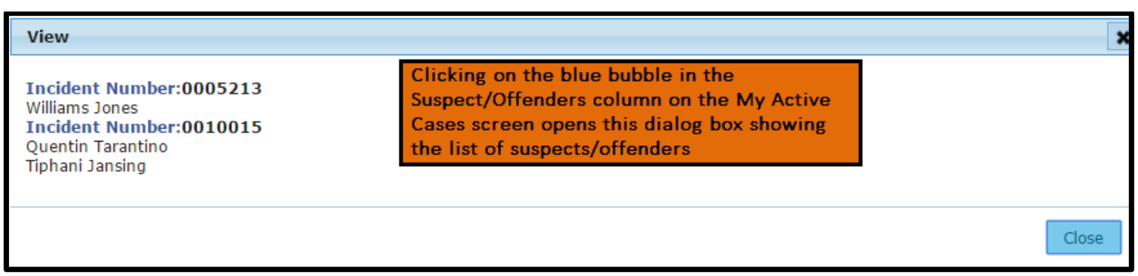
- Victims – Victims listed in associated incidents are shown in this column. Therefore, if there are no associated incidents for a case, the column is blank. If there is only one associated incident, the column displays up to 3 victims. If there are more than 3 victims, the user will see a blue information bubble. Hovering over the bubble or clicking the bubble will show the user all victims for the associated incident. If there is more than one associated incident, the blue information bubble will also be displayed. Hovering over the bubble or clicking on the bubble will display all victims for all the associated incidents shown in the Reference Number column.



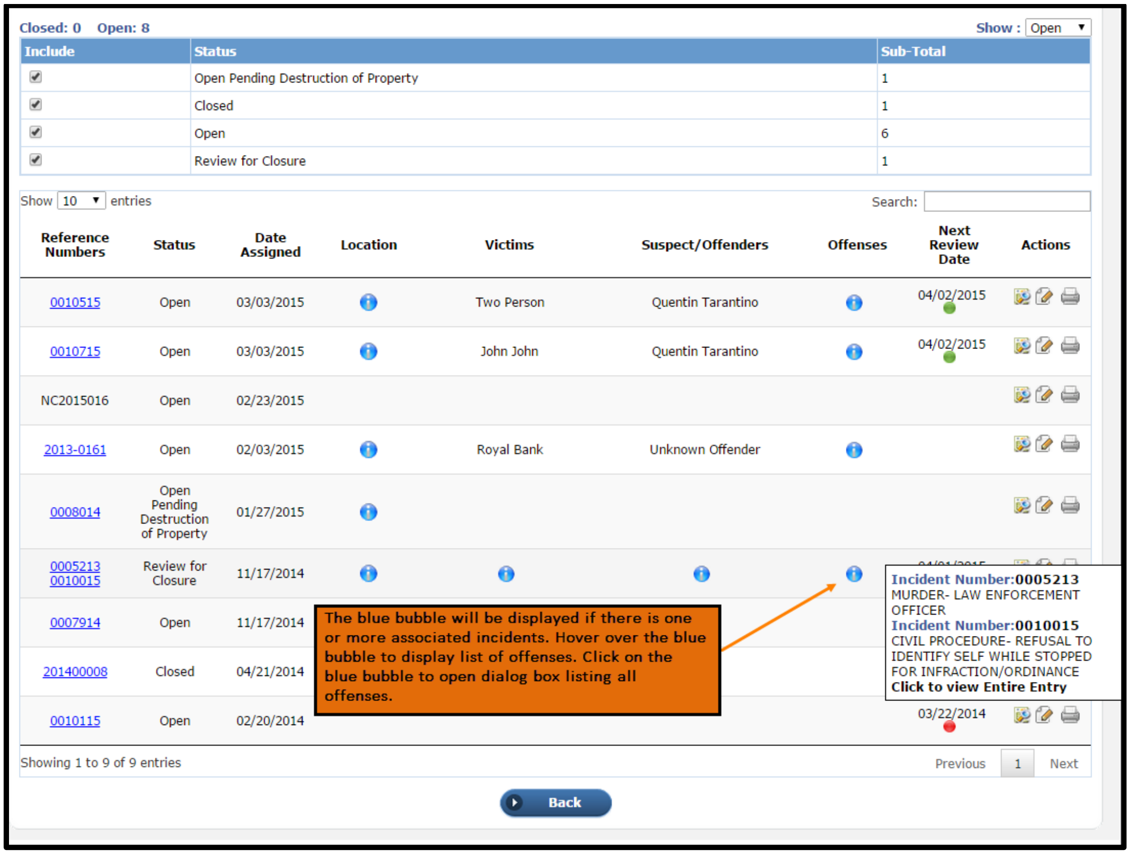


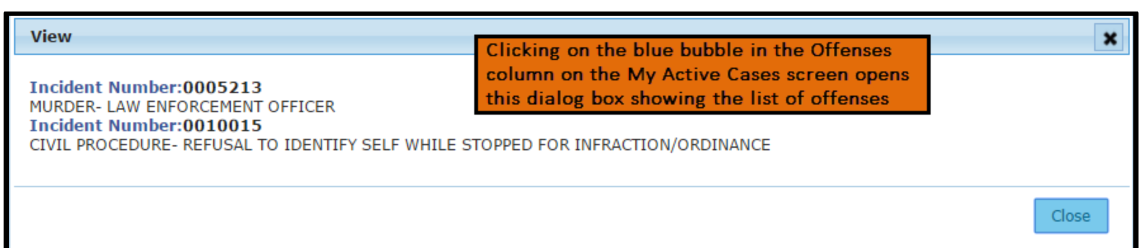
- Suspect/Offenders – This column shows any suspects/offenders from associated incidents. If there are no associated incidents for a case or no suspects/offenders for the associated incident(s), the column is blank. If there is only one associated incident, the column displays up to 3 suspects/offenders. If there are more than 3 offenses, the user will see a blue information bubble. Hovering over the bubble or clicking the bubble will show the user all suspects/offenders for the associated incident. If there is more than one associated incident, the blue information bubble will also be displayed. Hovering over the bubble or clicking on the bubble will display all suspects/offenders for all the associated incidents shown in the **'Reference Number'** column.





- Offenses – Offenses from associated incidents are shown in this column. If there are no associated incidents for a case or no offenses for the associated incident(s), the column is blank. A blue information bubble is displayed anytime there are associated incidents. Hovering over the bubble or clicking on the bubble will display the offenses broken down by the associated incidents shown in the **'Reference Number'** column





IA-33826: CASE MANAGEMENT ACCESS LOG

The Case Management module did not previously contain an audit function to keep track of who viewed, edited or printed a case. This caused reluctance among detectives to add information of a sensitive nature to the Case Management module, such as autopsy pictures, reports or other forensics document that are not part of the incident reports. Adding an access log that keeps track of who viewed, edited or printed a case, to Case Management will now provide our users with valuable audit trail security and increase user acceptance of the Case Management module.

The new access log is available by accessing the **'Case Information'** (View Case function) or **'Case Review'** (Edit Case function) screens. These screens are available via the following menu path: Incidents → Case Management → Review Cases. Enter search criteria on the **'Case Search and Review'** screen and click **'Search'**. Select either the View or Edit icon for a case on the **'Case Search Results'** screen. Click the **'Access Log'** tab in either the **'Case Information'** or **'Case Review'** screen to view the access log for the case.

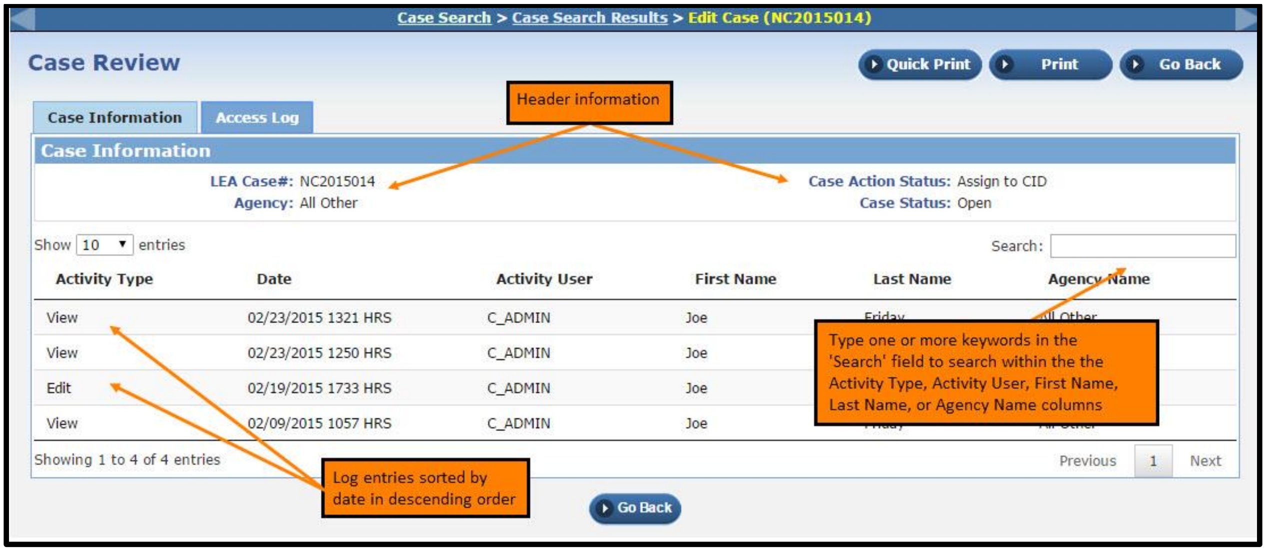
The access log header section will display the following case information:

- LEA Case#
- Agency
- Case Action Status
- Case Status

The section below the access log header lists all log entries for the case. Anytime a user views, edits or prints a case, a log entry is created with the following details:

- Activity Type which shows the type of access (edit, view or print)
- Date/Time of access
- Users assigned role
- User's first name
- User's last name
- User's agency

By default, the log entries are sorted by the access date in descending order. In addition, the log entries can be filtered using the search box to search within the Activity Type, Activity User, First Name, Last Name, or Agency Name columns.



While the screen print above illustrates the case access log on the **'Case Review'** screen, the access log found on the **'Case Information'** screen is exactly the same.

In order to minimize the amount of data in the logs, only unique accesses will be logged within the hour. To illustrate this point, the examples below highlighting a user's actions provides information as to what is logged and what is not logged.

Scenario	Access Log entry
i. User #1 selects a case to edit at 12:45 pm	A **'View'** access log entry is created on this case
ii. User #1 then updates the case information and clicks the 'Update' button at 12:50pm	An **'Edit'** access log entry is created on this case
iii. User #1 prints the case at 12:51pm	A **'Print'** access log entry is created on this case
iv. User #1 performs one or more of the following actions before 1:00pm a. Selects the same case to view. b. Edits the same case c. Prints the same case.	None of these actions will create a new access log entry because the action(s) occurred within 60 minutes of the same hour as the previous **'View'**, **'Edit'** and **'Print'** log entries
v. User #1 views, edits or prints the case after 1:00pm	Any one of these actions will be logged because they were performed in the next hour.

CIVIL PROCESS ENHANCEMENTS

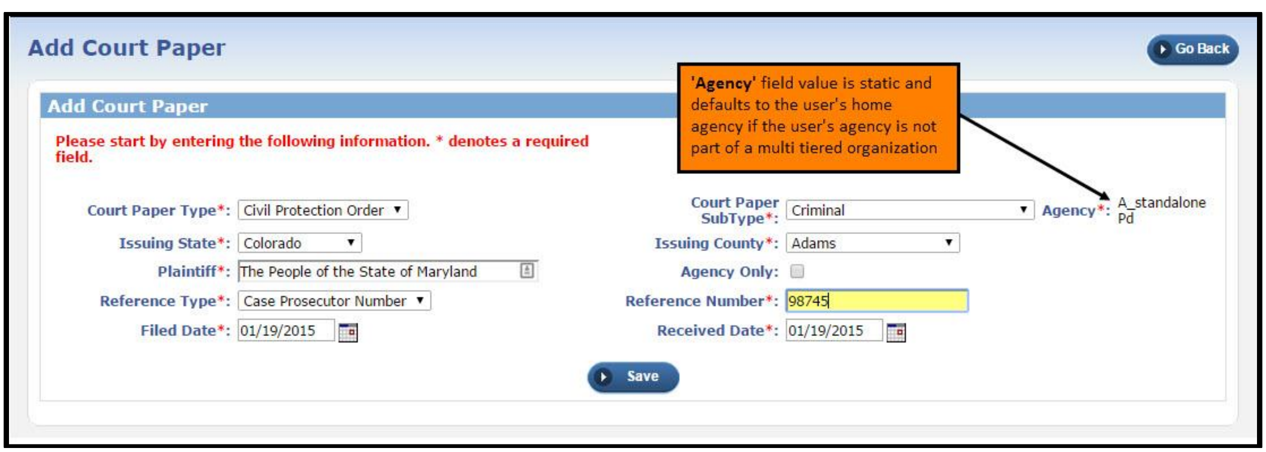
IA-33546: ALLOW USER TO SET AGENCY ON COURT PAPER

Multi-tier functionality has been improved in the Civil Process module whereby a user can now set an agency name (within the user's multi-tiered organization) when creating or editing a court paper. Additionally, the agency associated with a court paper is also viewable on the court paper screens, search results and on printed court papers. This will make it easy for users to identify which agency created the court paper. Previously, the agency associated with a court paper automatically defaulted to the user's home agency. If users were entering court papers for another agency, the process was cumbersome since they either had to log in as another user or change their home agency before the data entry process. Furthermore, since agency information was never viewable on any of the court paper or search result screens, users could only guess which agency created the court paper. The problem was further exacerbated if users searched for court papers either at the root level or at a level in the organization where an agency had child agencies. While the search results were appropriately inclusive of the parent agency and its child agencies, users were not able to identify which court papers belonged to the parent or to specific child agencies.

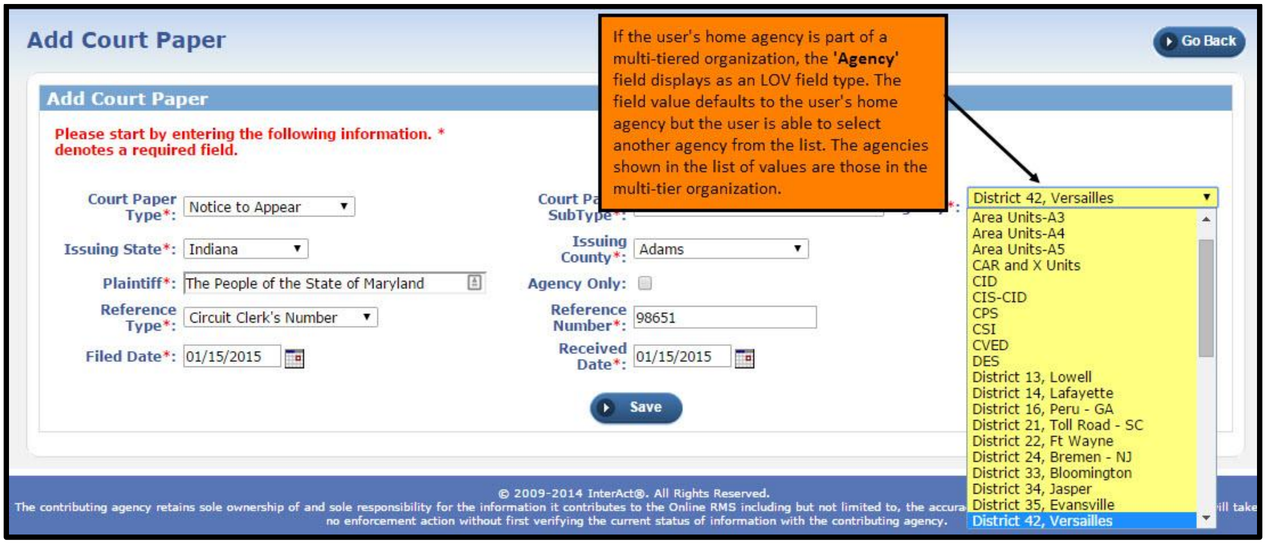
Set Agency When Adding a Court Paper

When a user adds a court paper (Records Management → Civil Process → **'+ Add Court Paper'** link), the user is prompted to enter more information in the **'Add Court Paper'** screen. A new **'Agency'** field has been added to the screen.

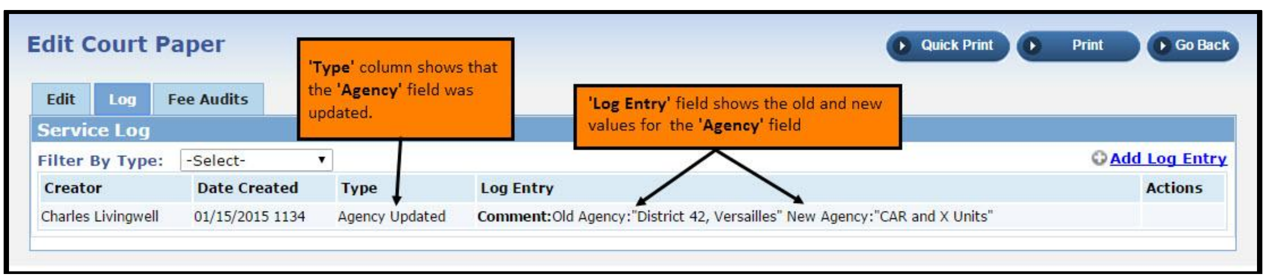
If the user's agency is stand-alone i.e. it is not part of a multi-tiered organization, the '**Agency'** field value defaults to the user's home agency and is not editable. Enter all required information on the screen and click **'Save'** to proceed with the usual workflow for adding a court paper.



If the user's agency is part of a multi-tiered structure, the **'Agency'** field value also defaults to the user's home agency. However, the **'Agency'** field is displayed as a LOV (list of values) field type whereby the list contains all other agencies within the user's multi-tiered organization. The user may then select another agency for the court paper if necessary. Enter all required information on the screen and click **'Save'** to proceed with the usual workflow for adding a court paper.



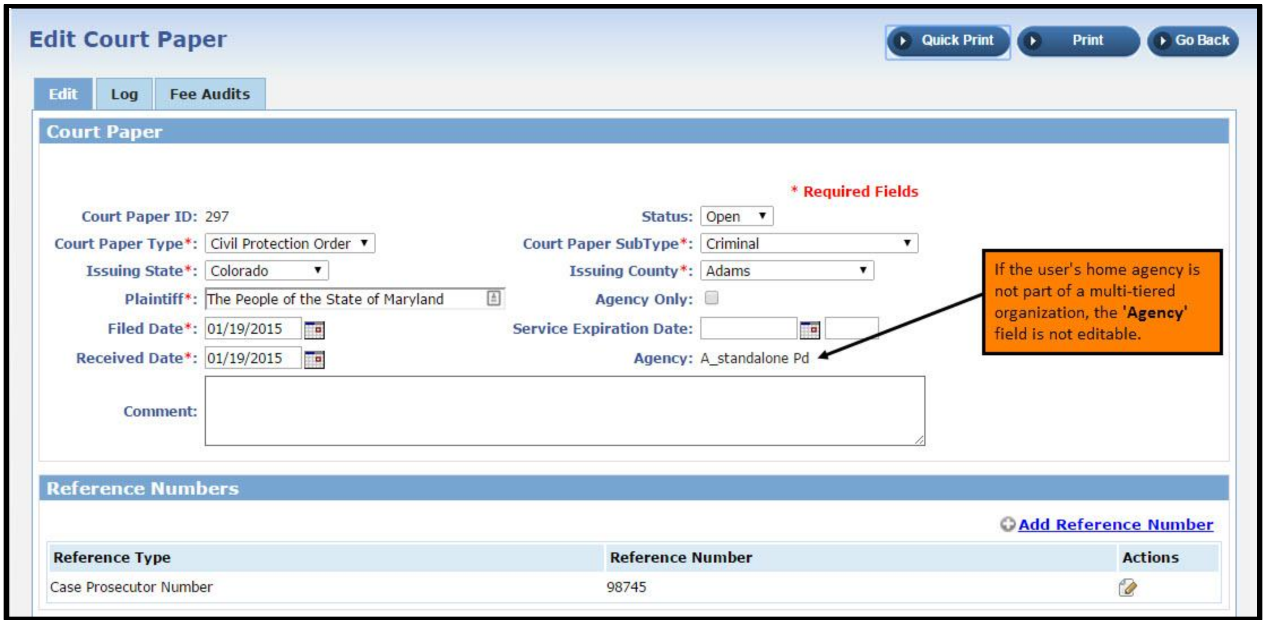
If the user selects an agency that is different from his/her home agency, an auto-log entry is created to track this change. To view the log entry, select the **'Log'** tab on the **'Edit Court Paper'** screen which will display after the user clicks the **'Save'** button on the **'Add Court Paper'** screen. The log entry will show that the agency was updated as well as the old and new values for the **'Agency'** field.



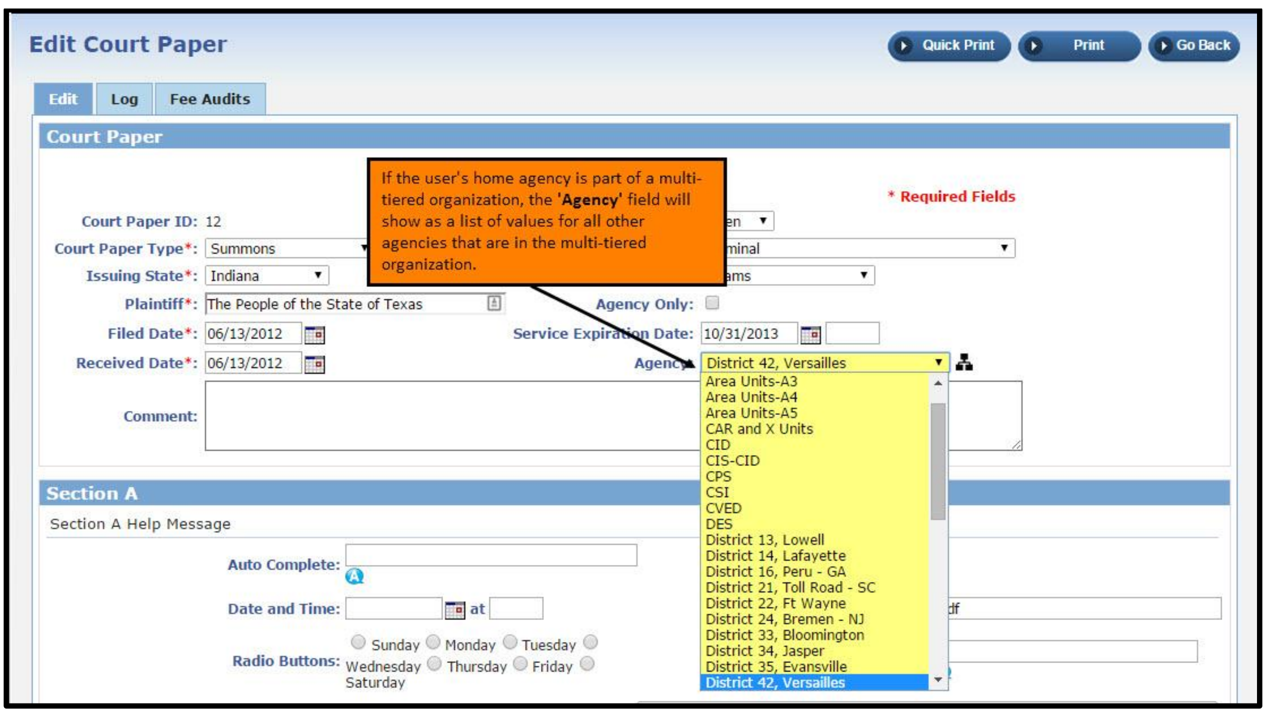
Set Agency When Editing a Court Paper

Users may also edit the **'Agency'** field value after a court paper has been created, on the **'Edit Court Paper'** screen (Records Management → Civil Process → Enter search criteria on **'Court Paper Search'** screen and click **'Search'**).

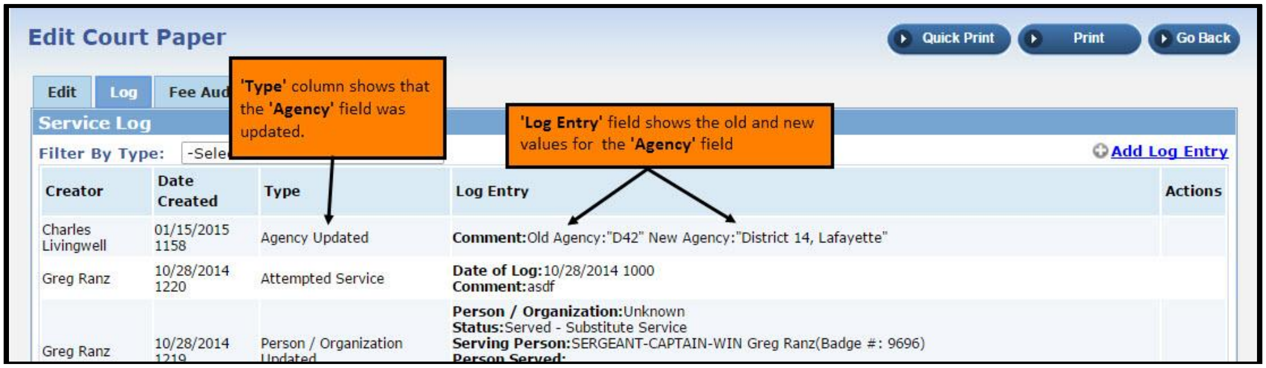
Users in a single-tiered agency, however should not need to change the **'Agency'** field value. Therefore, the **'Agency'** field value in the **'Edit Court Paper'** screen will not be editable.



If the user’s home agency is part of a multi-tiered organization, the **‘Agency’** field value will display as a list of values showing all agencies that are in the multi-tiered organization. The user may select another agency for the court paper before clicking the **‘Update’** button on the screen to save all changes.

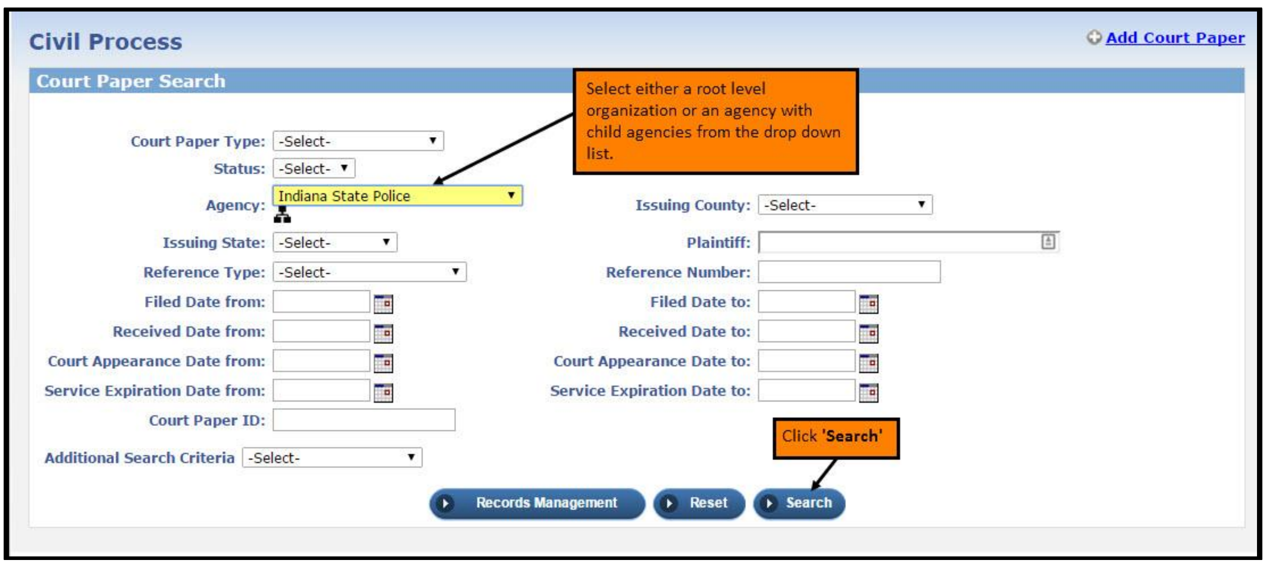


Any changes to the agency for the court paper will create an auto-log entry which is viewable by clicking the **‘Log’** tab on the **‘Edit Court Paper’** screen. The log entry will show that the agency was updated as well as the old and new values for the **‘Agency’** field.

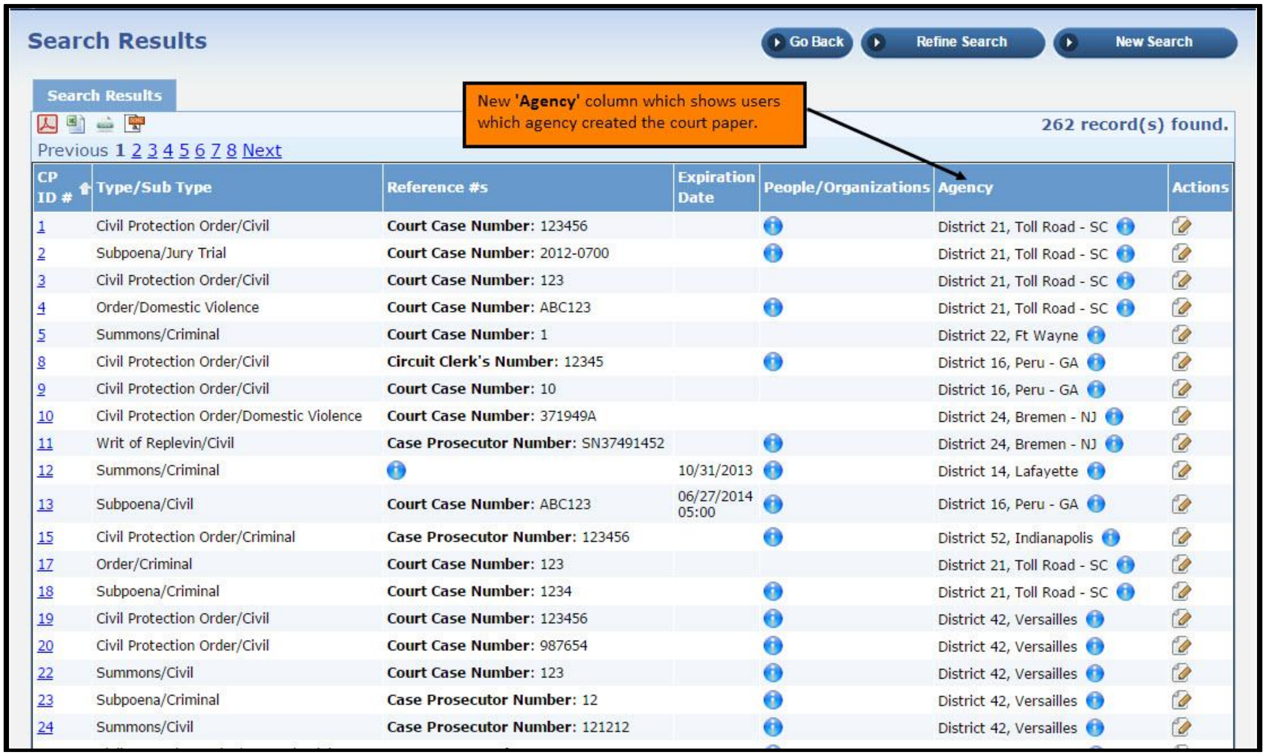


<u>'Agency' column Added to Court Paper Search Results Screen</u>

A new column for **'Agency'** information has been added to the **'Court Paper Search Results'** screen. This enhancement is particularly beneficial to users in a multi-tier organization when searching for court papers at an agency level with child agencies. In the example below, a user wishes to search for all **'Indiana State Police'** court papers (Records Management → Civil Process).

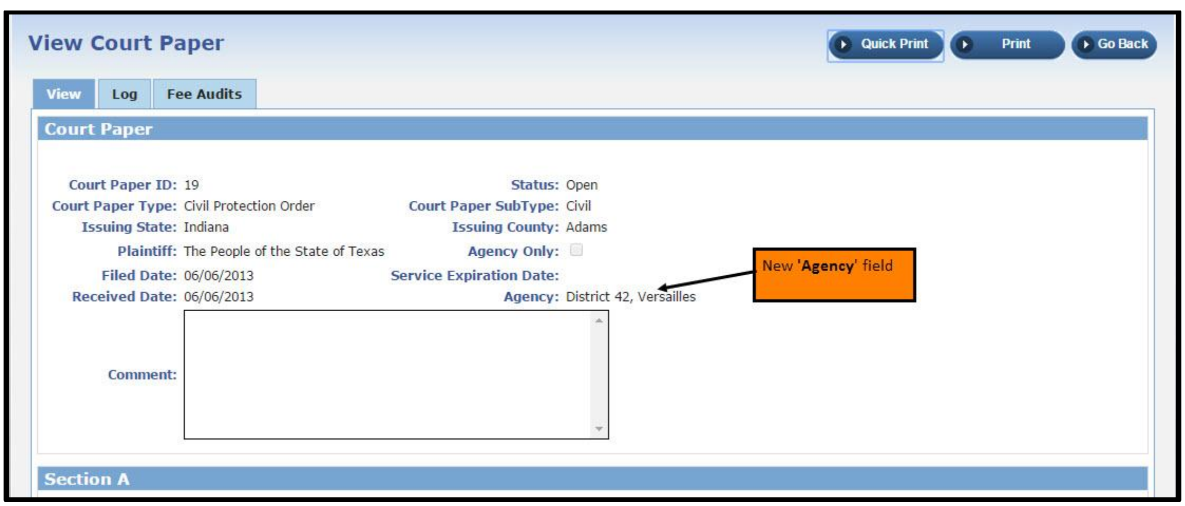


The **'Search Results'** screen lists all court papers created by all agencies in the Indiana State Police organization as per functionality in previous RMS versions. However, users are now able to see which specific agency within Indiana State Police created the court paper.



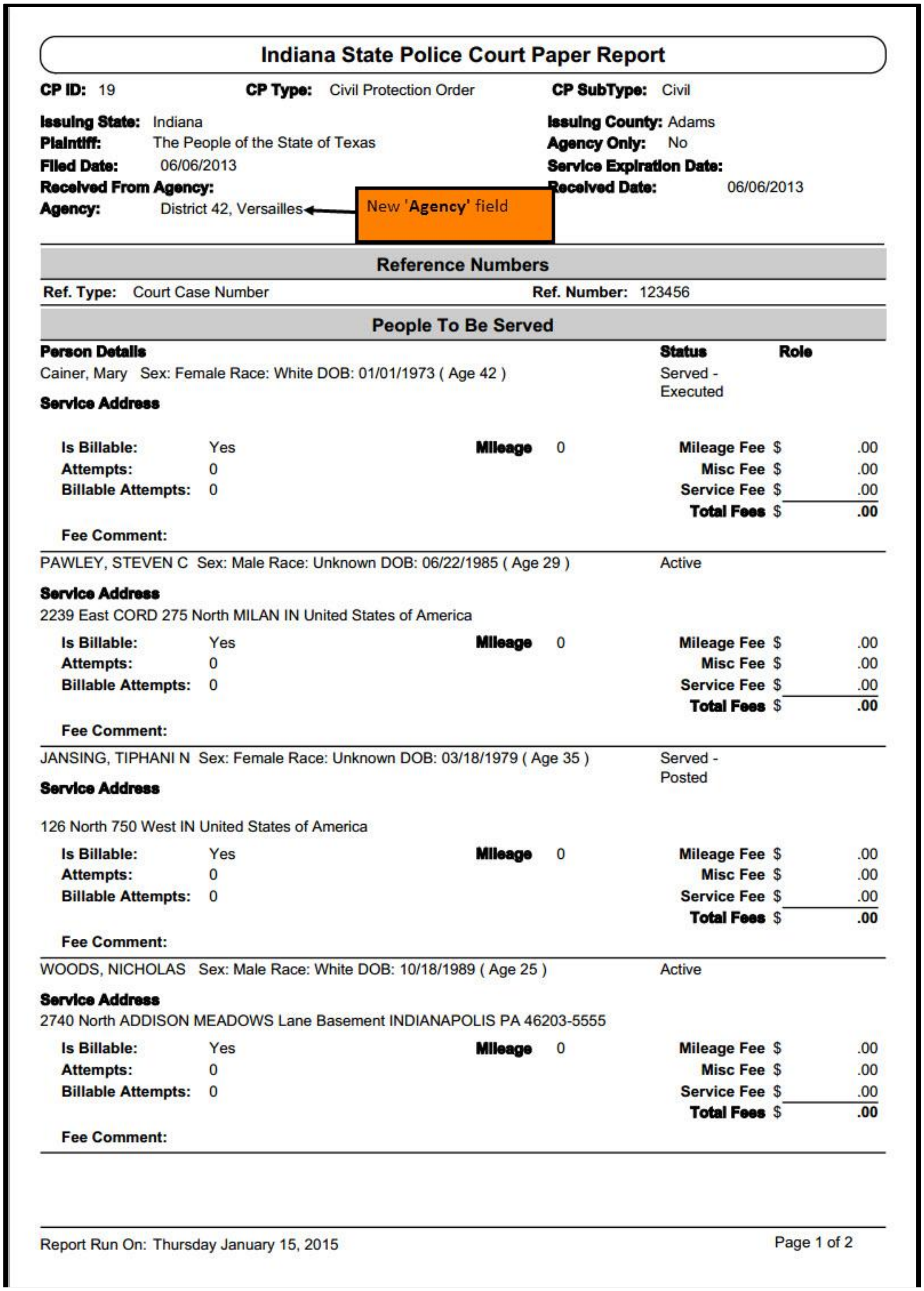
‘Agency’ Field Added to the ‘View Court Paper’ Screen

When a user looks up a court paper via the **‘View Court Paper’** screen, the user will now see a new **‘Agency’** field in the Court Paper grid. This field was never displayed on the screen in previous RMS versions, making it difficult for users to determine which agency created the court paper.



'Agency' Field Added to Printed Court Paper

The **'Agency'** information has also been added to the printed court paper which is available either through the **'Quick Print'** or **'Print'** functions on both the **'View Court Paper'** and **'Edit Court Paper'** screens.



Indiana State Police Court Paper Report

CP ID: 19 **CP Type:** Civil Protection Order **CP SubType:** Civil

Issuing State: Indiana **Issuing County:** Adams
Plaintiff: The People of the State of Texas **Agency Only:** No
Filed Date: 06/06/2013 **Service Expiration Date:**
Received From Agency: **Received Date:** 06/06/2013
Agency: District 42, Versailles

Reference Numbers

Ref. Type: Court Case Number **Ref. Number:** 123456

People To Be Served

Person Details **Status** **Role**

Cainer, Mary Sex: Female Race: White DOB: 01/01/1973 (Age 42) Served - Executed

Service Address

Is Billable:	Yes	**Mileage**	0	**Mileage Fee** $	.00
Attempts:	0			**Misc Fee** $	.00
Billable Attempts:	0			**Service Fee** $	.00
				Total Fees $	**.00**

Fee Comment:

PAWLEY, STEVEN C Sex: Male Race: Unknown DOB: 06/22/1985 (Age 29) Active

Service Address
2239 East CORD 275 North MILAN IN United States of America

Is Billable:	Yes	**Mileage**	0	**Mileage Fee** $	.00
Attempts:	0			**Misc Fee** $	.00
Billable Attempts:	0			**Service Fee** $	.00
				Total Fees $	**.00**

Fee Comment:

JANSING, TIPHANI N Sex: Female Race: Unknown DOB: 03/18/1979 (Age 35) Served - Posted

Service Address

126 North 750 West IN United States of America

Is Billable:	Yes	**Mileage**	0	**Mileage Fee** $	.00
Attempts:	0			**Misc Fee** $	.00
Billable Attempts:	0			**Service Fee** $	.00
				Total Fees $	**.00**

Fee Comment:

WOODS, NICHOLAS Sex: Male Race: White DOB: 10/18/1989 (Age 25) Active

Service Address
2740 North ADDISON MEADOWS Lane Basement INDIANAPOLIS PA 46203-5555

Is Billable:	Yes	**Mileage**	0	**Mileage Fee** $	.00
Attempts:	0			**Misc Fee** $	.00
Billable Attempts:	0			**Service Fee** $	.00
				Total Fees $	**.00**

Fee Comment:

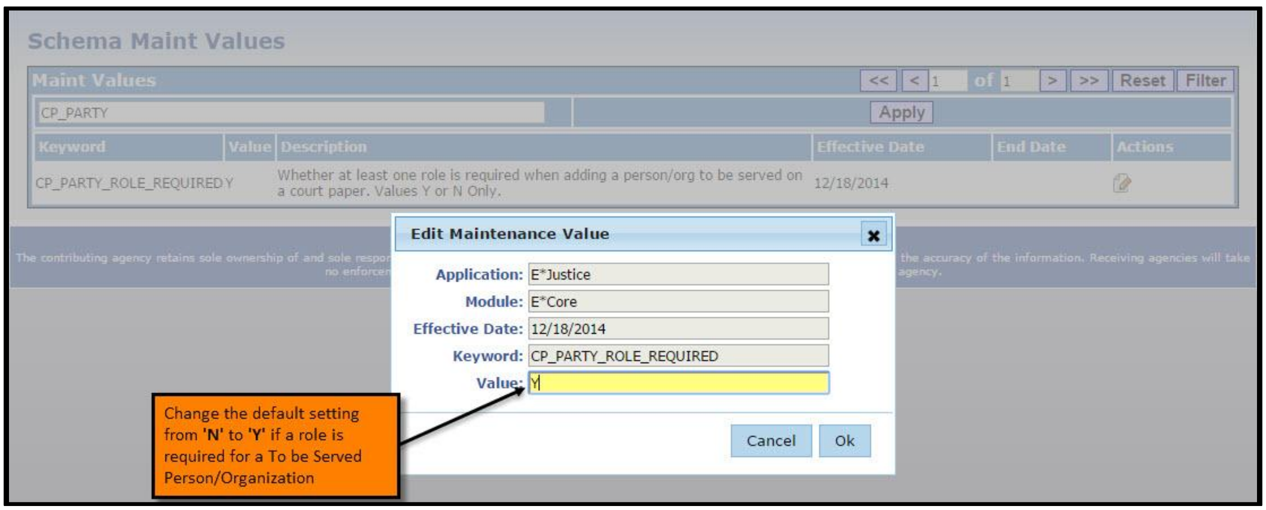
Report Run On: Thursday January 15, 2015 Page 1 of 2

IA-33635: ASSOCIATE ROLE(S) WITH TO-BE-SERVED PERSONS AND/OR ORGANIZATIONS

This enhancement has been added to the current release as a result of a customer request. Users will now be able to associate one or more pre-defined roles with To Be Served Persons and/or To Be Served Organizations when adding or editing a court paper. If there is an associated role(s) with a To Be Served Person(s)/Organizations(s), that information will be displayed on the View Court Paper, Edit Court Paper screens as well as the printed court paper. In addition, users will also be able to search for court papers using one of the pre-defined roles as search criteria.

Configuration - Maintenance Value Setting

By default, an associated role for a To Be Served Person(s)/Organization(s) is not required. The Maint Vals setting (Administration → Maint Vals) which controls whether or not an associated role is required for a To Be Served Person/Organization is **'CP_PARTY_ROLE_REQUIRED'**. The out of the box value for this setting is set to **'N'**. Admin users who have DBA access privileges to edit Maint Vals, may change the value for this setting to **'Y'** if an associated role is required.



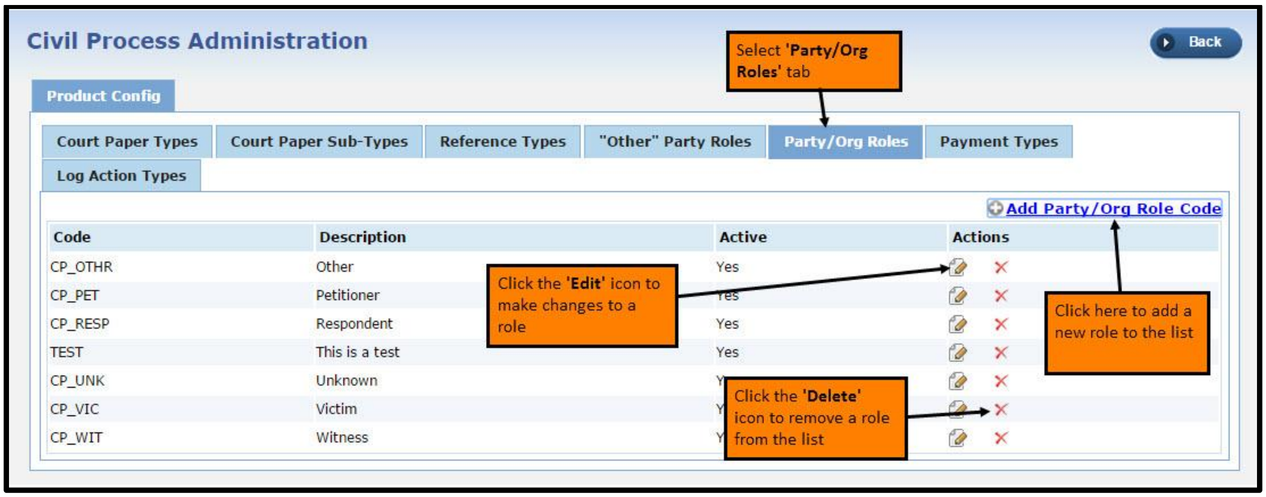
Set up list of values for To Be Served Person(s)/Organization(s) Roles

Users will have a predetermined list of roles to choose from, when associating one or more roles with a To Be Served Person/Organization. The out of the box values for these roles include:

- Victim
- Witness
- Respondent
- Petitioner
- Other
- Unknown

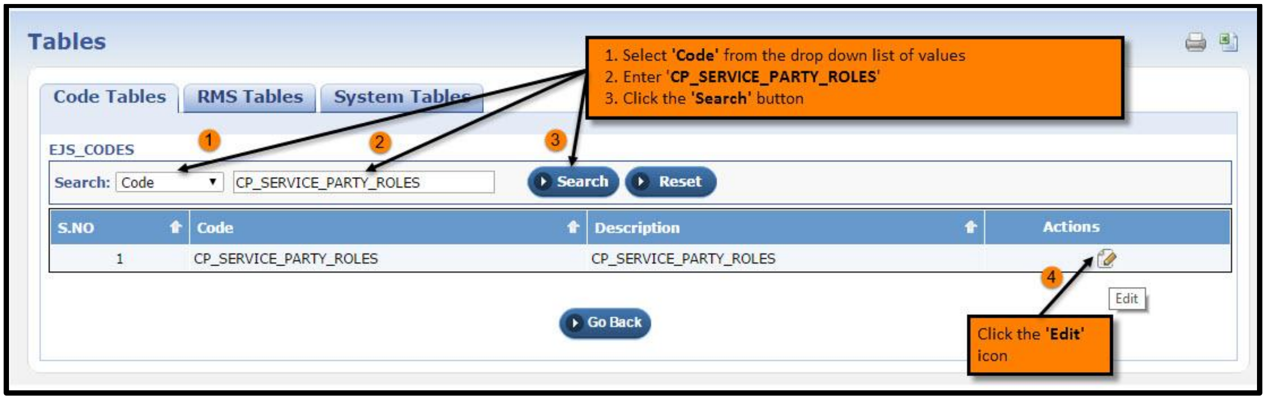
The roles above are defined at the schema level. Admin Users with COUNTY_ADMIN access privileges can add to, modify or delete from the pre-defined list of roles by accessing the Civil Process Module Configuration screens (Administration → Module Admin → Civil Process - Configure Civil Process for product and agency settings). Select the **'Party/Org Roles'** tab on the **'Civil Process Administration'** screen. From here, users are able to maintain the list of roles by:

- Adding a new role – Click the **'+ Add Party/Org Role Code'** link
- Making changes to an existing Role – Click the **'Edit'** icon for the role
- Removing a Role from the list – Click the **'Delete'** icon for the role

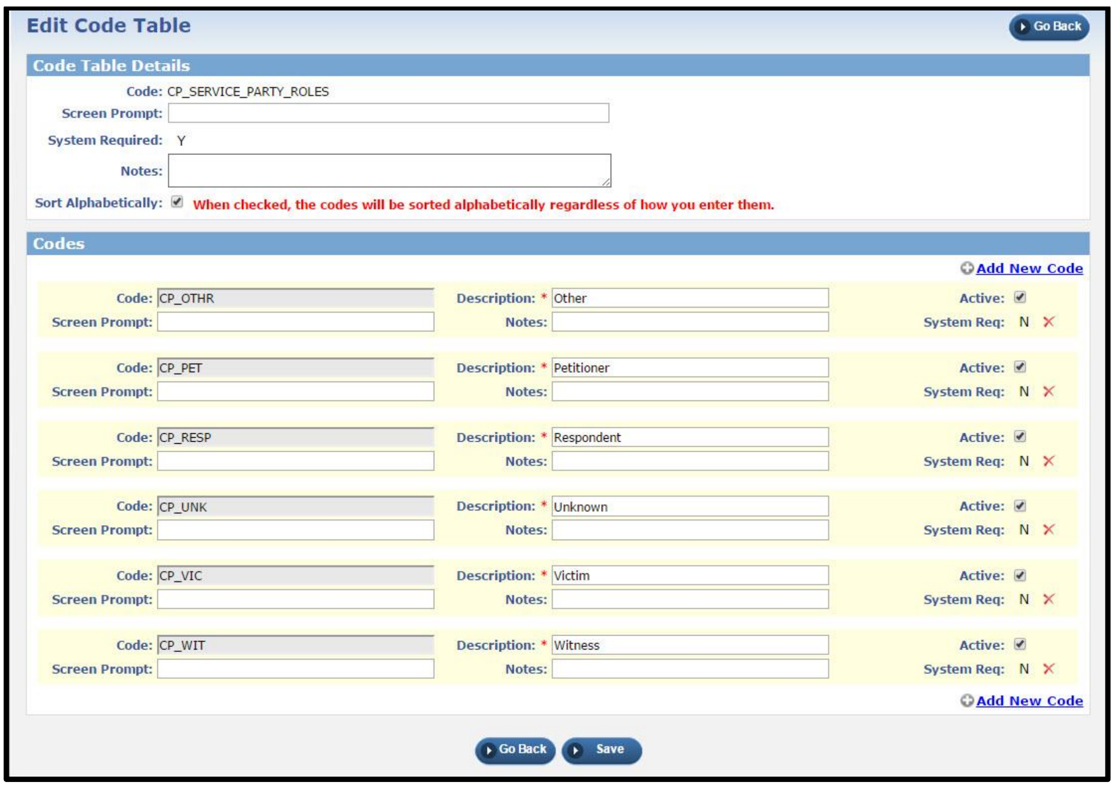


Another way for Admin users to maintain the list of roles available for To Be Served Person(s)/Organization) is by updating the EJS_CODE table via the Administration → Tables menu. This avenue is only available to those Admin Users who have COUNTY_ADMIN access privileges. The code type in the EJS_CODE table for the To Be Served Person(s)/Organization(s) roles is **'CP_SERVICE_PARTY_ROLES'**.

Clicking the Administration → Tables from the main menu will open the **'Tables'** screen. Select the **'Code Tables'** tab (the screen will usually default to this tab), select **'Code'** from the drop down list of values, enter **'CP_SERVICE_PARTY_ROLES'** and click the **'Search'** button. When the **'CP_SERVICE_PARTY_ROLES'** code is displayed on the screen, click the **'Edit'** icon.



This will open the '**Edit Code Table'** screen where Admin Users may add, edit or delete a role.



CAUTION: A role should not be deleted unless that role is no longer associated with any court paper records. This means that prior to deleting a role, any court paper records that are associated with that role must be modified so that the role is removed from the court paper records and/or another role selected for those records.

Associate a Role when Adding a To Be Served Person

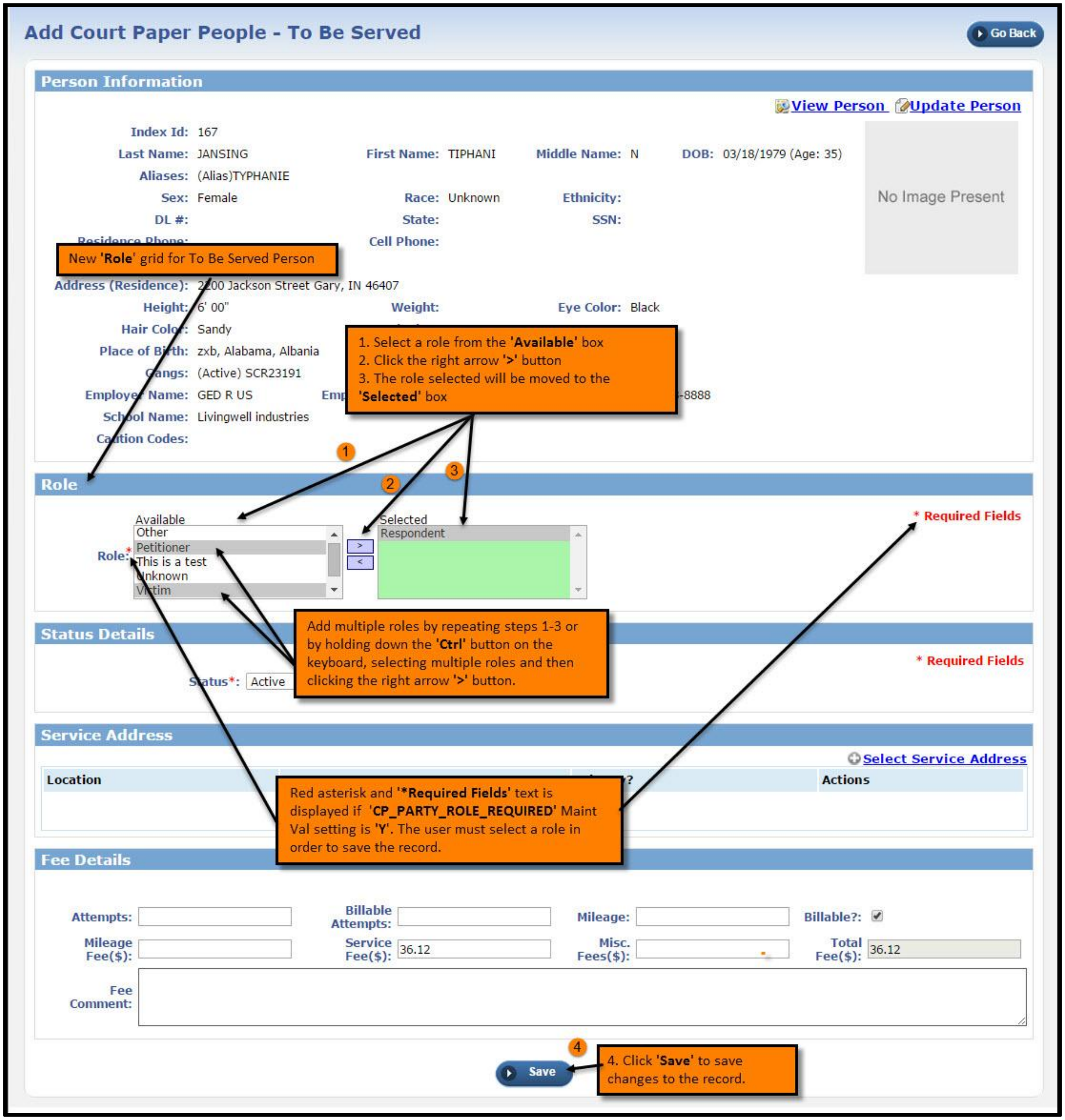
When a user adds (Records Management → Civil Process → Add Court paper) or edits (Records Management → Civil Process → enter search criteria and click the **'Search'** button) a court paper, the user will see the **'Edit Court Paper'** screen.

Add a To Be Served Person by clicking one of the following three links:

- + Add Unknown Person
- + Quick Search Person
- + Advanced Search/Add

When a person has been selected as the To Be Served Person, the user will see the **'Add Court Paper People - To Be Served'** screen. A new **'Role'** grid has been added to the screen just below the **'Person Information'** grid. Users may select a role for the To Be Served Person, by clicking a role in the **'Available'** box and then clicking the right arrow **'>'** button to move the selected role to the **'Selected'** box. One or more roles may be associated with the To Be Served Person by repeating the process. Users may also add multiple roles by holding down the **'Ctrl'** button on the keyboard and selecting multiple roles before clicking the right arrow **'>'** button.

Please note that the red asterisk next to the **'Role'** label as well as the red **'*Required Fields'** text in the **'Role'** grid will only be displayed if the '**CP_PARTY_ROLE_REQUIRED'** Maint Val setting (described above) is set to **'Y'**. Click **'Save'** after all required information has been entered on the screen. If the Role label asterisk and *Required Fields text are displayed, the user will not be able to save the record until a role has been associated with the To Be Served Person. This functionality also applies to the **'Add Court Paper Organization – To Be Served'** screen.

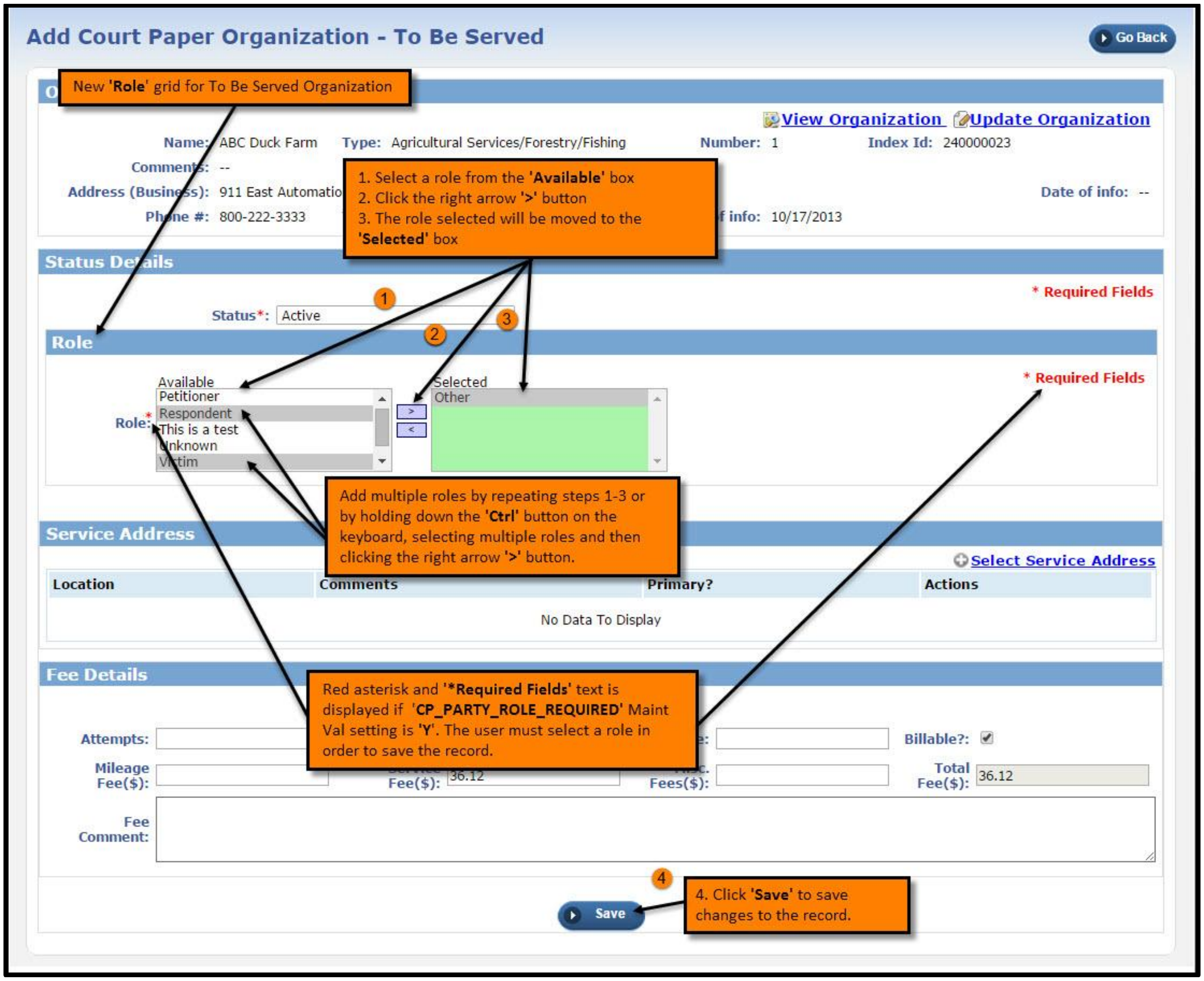


Associate a Role when Adding a To Be Served Organization

Adding a To Be Served Organization and associating a role to the organization follows a similar process to the one described for associating a role to a To Be Served Person. When adding or editing a court paper, the user will see the **'Edit Court Paper'** screen. From here, the user will add a To Be Served Organization by clicking one of the following two links:

- + Quick Search Organization
- + Advanced Search/Add

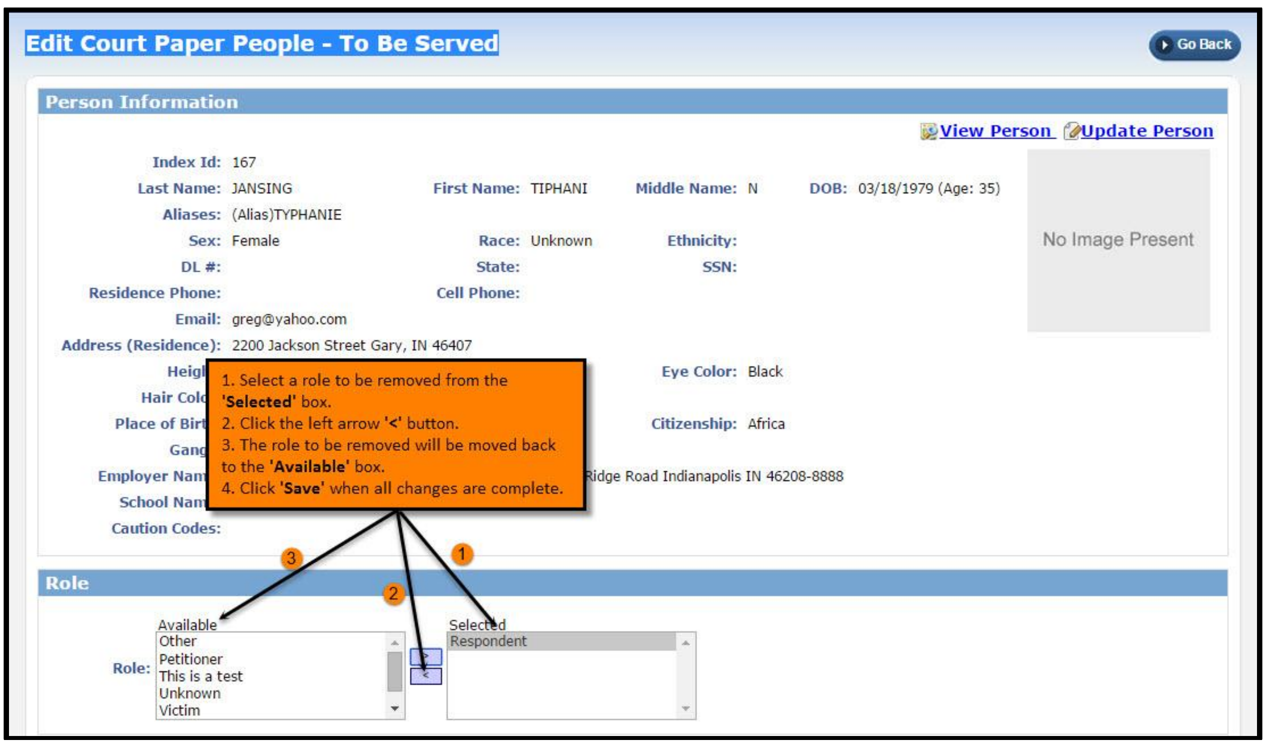
When an organization has been selected as the To Be Served Organization, the user will see the **'Add Court Paper Organization - To Be Served'** screen. A new **'Role'** grid has been added to the screen just below the **'Status Details'** grid. Users may select a role for the To Be Served Organization, by clicking a role in the **'Available'** box and then clicking the right arrow **'>'** button to move the selected role to the **'Selected'** box. One or more roles may be associated with the To Be Served Organization by repeating the process. Users may also add multiple roles by holding down the **'Ctrl'** button on the keyboard and selecting multiple roles before clicking the right arrow **'>'** button.



Edit Roles for a To Be Served Person

In order to edit roles associated with a To Be Served Person, the user will search for an existing court paper via Records Management →Civil Process. On the **'Edit Court Paper'** screen, click the **'Edit'** icon for the To Be Served Person.

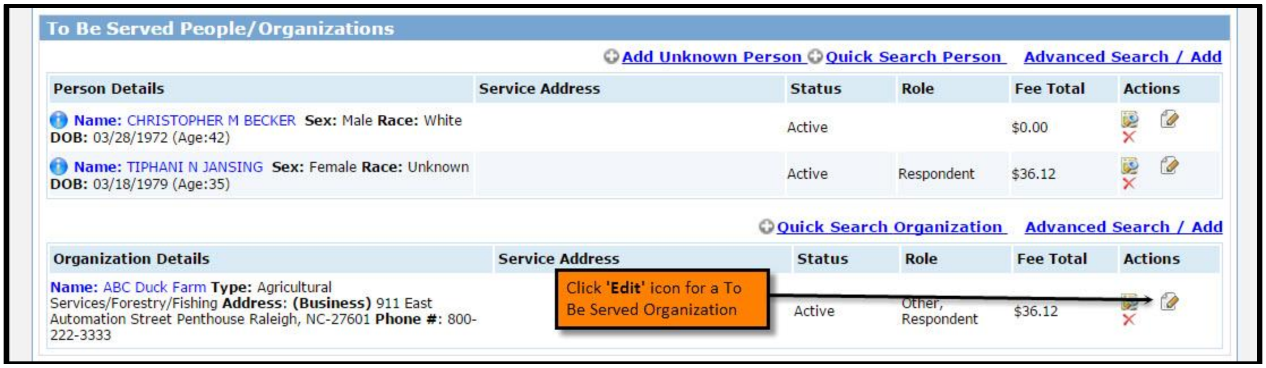
This will open the **'Edit Court Paper People - To Be Served'** screen. Within the **'Roles'** grid, the user may then either add new roles or remove existing roles from the person. Follow the process described above in the ***Associate a Role when Adding a To Be Served Person section*** above to add new roles. To remove a role, select the role to be removed from the **'Selected'** box and click the left arrow **'<'** button. The role will now be moved from the **'Selected'** box to the **'Available'** box, indicating that the role is no longer associated with the To Be Served Person. Click **'Save'** when all changes are done.



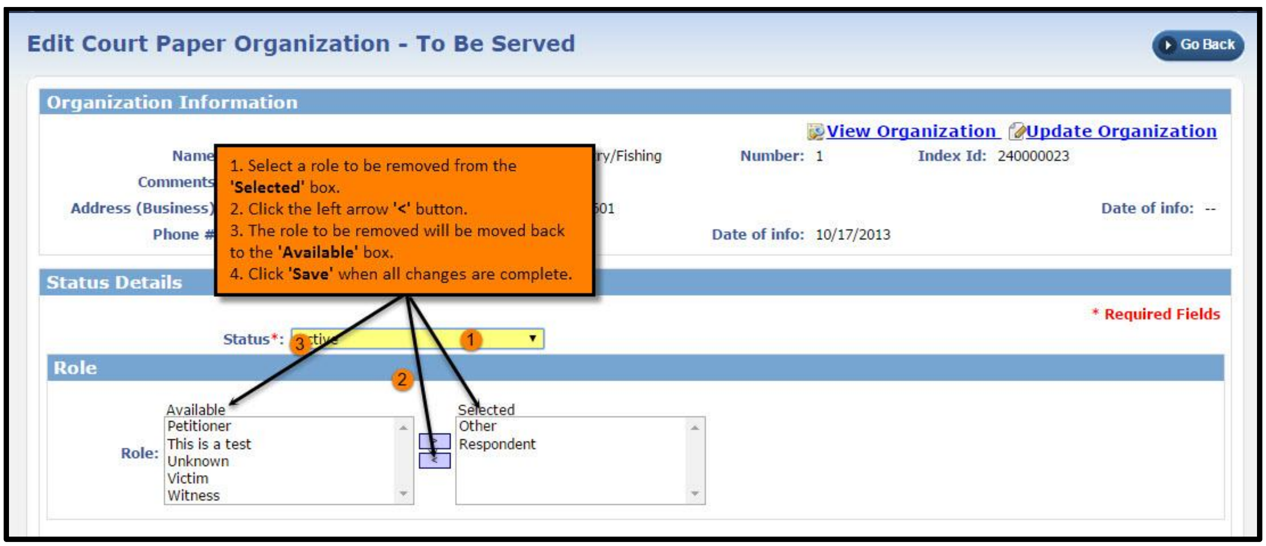
Edit a Role for a To Be Served Organization

The process for editing a role for a To Be Served Organization is similar to the process for a To Be Served Person.

From the **'Edit Court Paper'** screen, click the **'Edit'** icon for the To Be Served Organization.

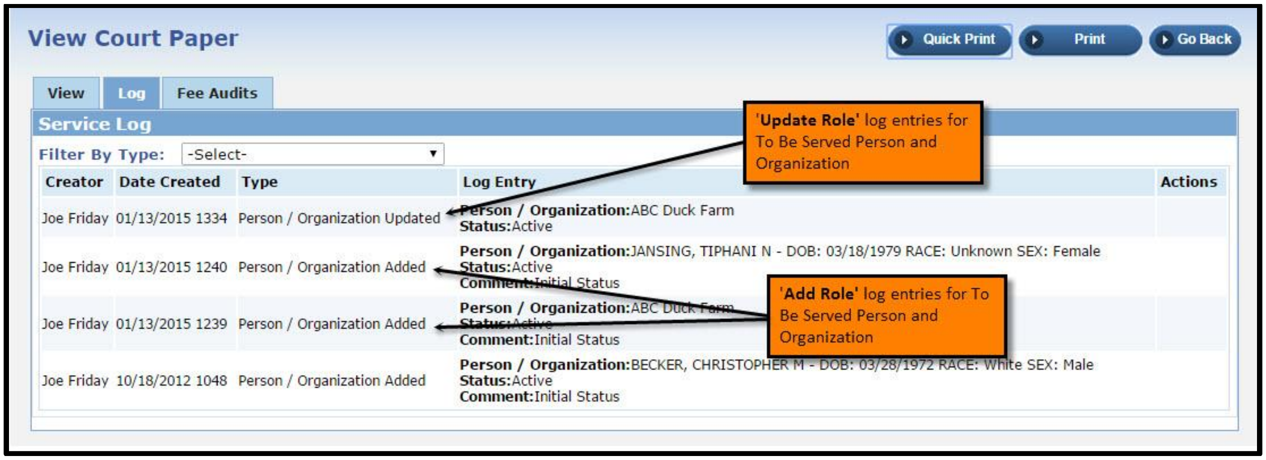


This will open the **'Edit Court Paper Organization - To Be Served'** screen. Within the **'Roles'** grid, the user may then either add new roles or remove existing roles from the organization. Follow the process described above in the ***Associate a Role when Adding a To Be Served Organization section*** above to add new roles. To remove a role, select the role to be removed from the **'Selected'** box and click the left arrow **'<'** button. The role will now be moved from the **'Selected'** box to the **'Available'** box, indicating that the role is no longer associated with the To Be Served Organization. Click **'Save'** when all changes are done.



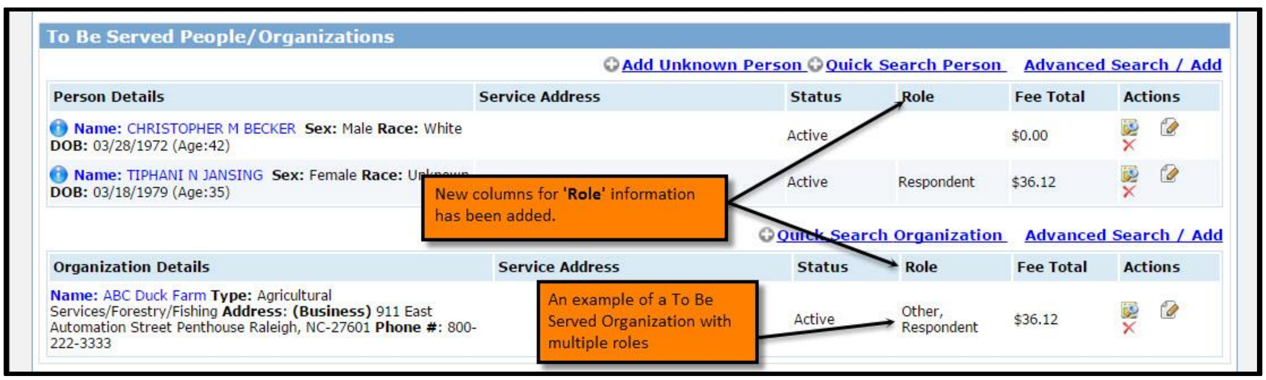
Log entries for Role additions and updates

Any additions or updates made to role associations for To Be Served Person(s) and Organization(s) will be tracked. Log entries are automatically created and displayed in the **'Log'** tab which can be found on the **'Edit Court Paper'** and **'View Court Paper'** screens.



Associated Role(s) information displayed on Edit Court Paper and View Court Paper Screens

Changes have been made to the **'Edit Court Paper'** and **'View Court Paper'** screens to include information about roles associated with To Be Served Person(s) and Organization(s). A new **'Role'** column has been added to each of the '**Person Details'** and '**Organization Details'** sections within the '**To Be Served People/Organization'** grid.



Associated Role(s) information displayed on printed court paper

Any roles associated with To Be Served Persons and Organizations will now be displayed on the printed court paper.

All Other Court Paper Report

CP ID: 14 **CP Type:** Civil Protection Order **CP SubType:** Domestic Violence

Issuing State: Colorado **Issuing County:** Adams County
Plaintiff: The People of the State of Texas **Agency Only:** No
Filed Date: 10/18/2012 **Service Expiration Date:** 11/18/2013
Received From Agency: **Received Date:** 10/18/2012
Agency: All Other

Reference Numbers

Ref. Type: Case Prosecutor Number **Ref. Number:** 123456

Court Details

Court Appearance Date: 11/18/2013
Court Location: Superior I
Address: 101 Main St **Phone #:** 555-555-5555
City: Anywhere **State:** Indiana
Zip: 11111
Comment: Judge Maximum Don

People To Be Served

Person Details	Status	Role
JANSING, TIPHANI N Sex: Female Race: Unknown DOB: 03/18/1979 (Age 35)	Active	Respondent

Service Address

Is Billable:	Yes	**Mileage**	0	**Mileage Fee** $	.00
Attempts:	0			**Misc Fee** $	.00
Billable Attempts:	0			**Service Fee** $	36.12
				Total Fees $	**36.12**

Fee Comment:

Role information is now displayed on the printed court paper.

Person Details	Status	Role
BECKER, CHRISTOPHER M Sex: Male Race: White DOB: 03/28/1972 (Age 42)	Active	

Service Address

Is Billable:	Yes	**Mileage**	0	**Mileage Fee** $	.00
Attempts:	0			**Misc Fee** $	.00
Billable Attempts:	0			**Service Fee** $	.00
				Total Fees $	**.00**

Fee Comment:

Organizations To Be Served

Organization	Status	Role
ABC Duck Farm	Active	Petitioner, Respondent

Service Address

Is Billable:	Yes	**Mileage**	0	**Mileage Fee** $	.00
Attempts:	0			**Misc Fee** $	.00
Billable Attempts:	0			**Service Fee** $	36.12
				Total Fees $	**36.12**

Fee Comment:

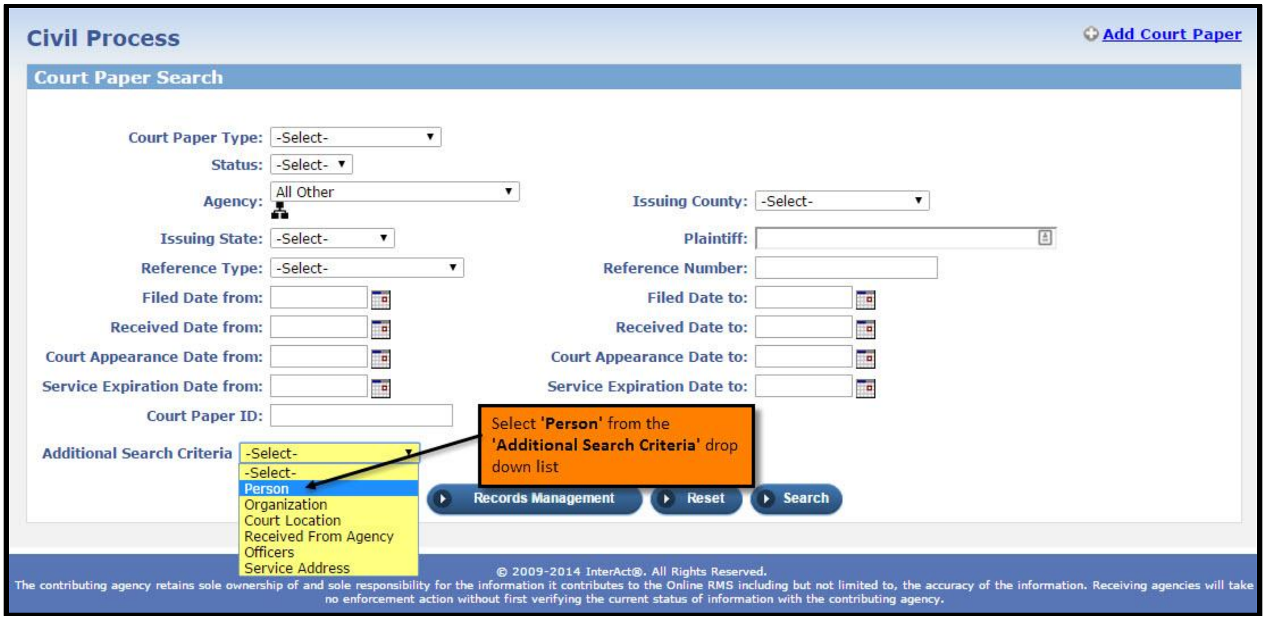
Other People and Organizations

Report Run On: Tuesday January 13, 2015 Page 1 of 3

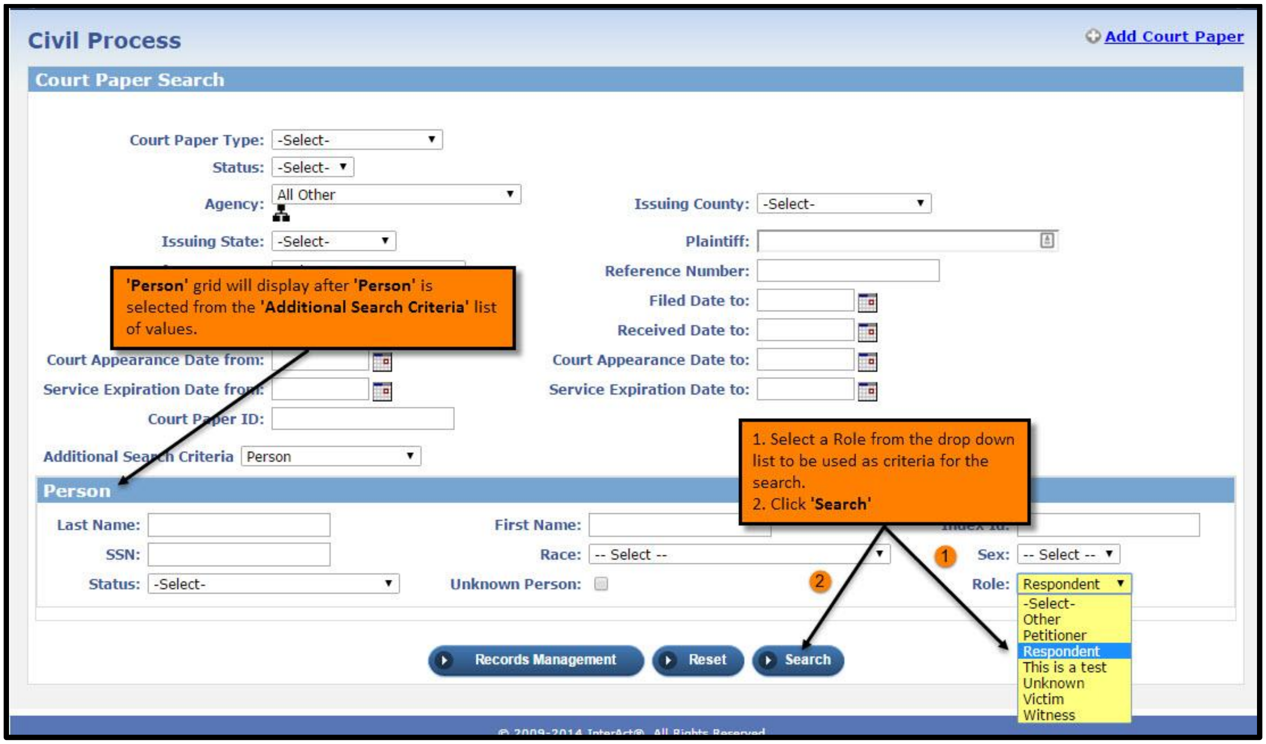
Associated Role added to court paper search criteria

Court paper search functionality includes the ability for users to search for court papers using an associated role for To Be Served Persons(s) and Organizations(s) as search criteria.

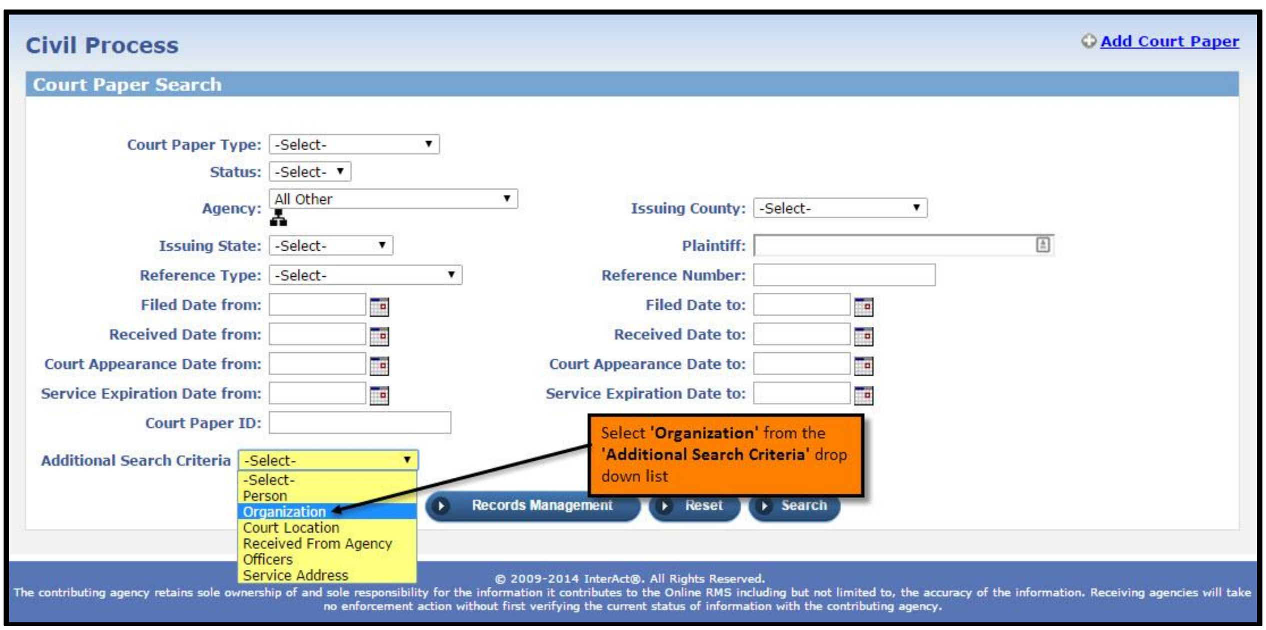
If the user wishes to search for court papers with an associated role for To Be Served Persons, select **'Person'** from the **'Additional Search Criteria'** drop down list of values in the **'Court Paper Search'** screen (Records Management → Civil Process).



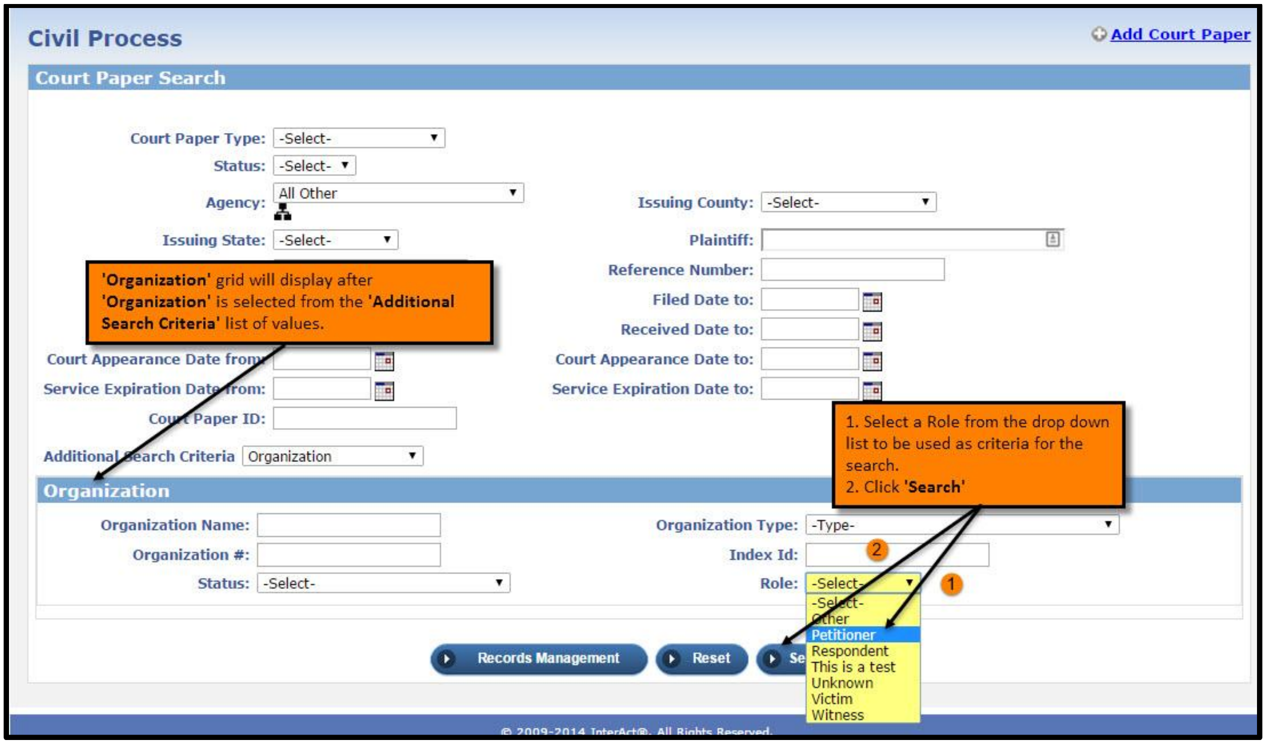
The Person grid will display below the **'Additional Search Criteria'** field. Select a role from the drop down list to be used as the search criteria and click **'Search'**. This will open a page listing court papers that satisfy the search criteria.



Similarly, if the user wishes to search for court papers with an associated role for To Be Served Organizations, select **'Organization** from the **'Additional Search Criteria'** drop down list of values in the **'Court Paper Search'** screen (Records Management → Civil Process).



The Organization grid will display below the **'Additional Search Criteria'** field. Select a role from the drop down list to be used as the search criteria and click **'Search'**. This will open a page listing court papers that satisfy the search criteria.


Civil Process
Add Court Paper
Court Paper Search
Court Paper Type: -Select-
Status: -Select-
Agency: All Other
Issuing County: -Select-
Issuing State: -Select-
Plaintiff:
'Organization' grid will display after 'Organization' is selected from the 'Additional Search Criteria' list of values.
Reference Number:
Filed Date to:
Received Date to:
Court Appearance Date from:
Court Appearance Date to:
Service Expiration Date from:
Service Expiration Date to:
Court Paper ID:
1. Select a Role from the drop down list to be used as criteria for the search.
2. Click 'Search'
Additional Search Criteria Organization
Organization
Organization Name:
Organization Type: -Type-
Organization #:
Index Id:
Status: -Select-
Role: -Select-
-Select-
Other
Petitioner
Respondent
This is a test
Unknown
Victim
Witness
Records Management
Reset
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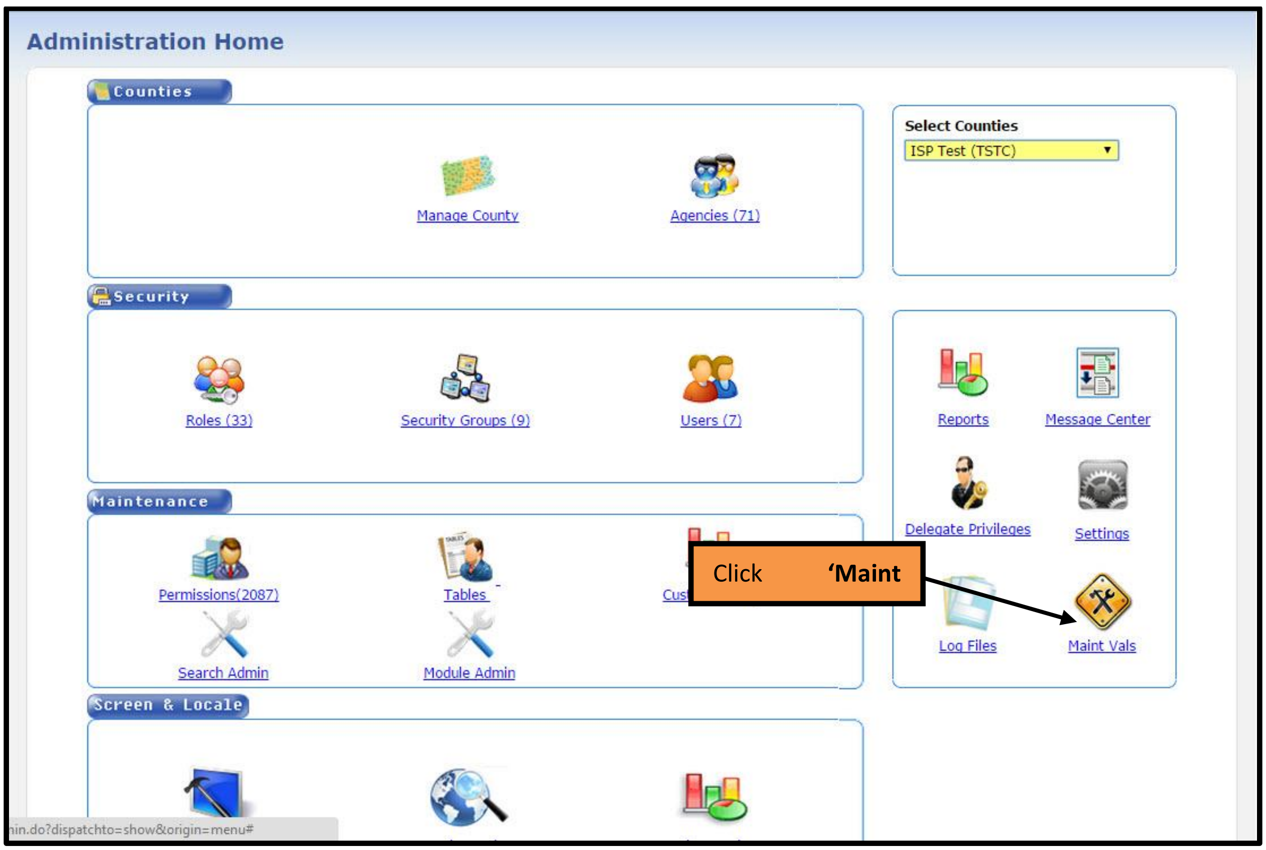
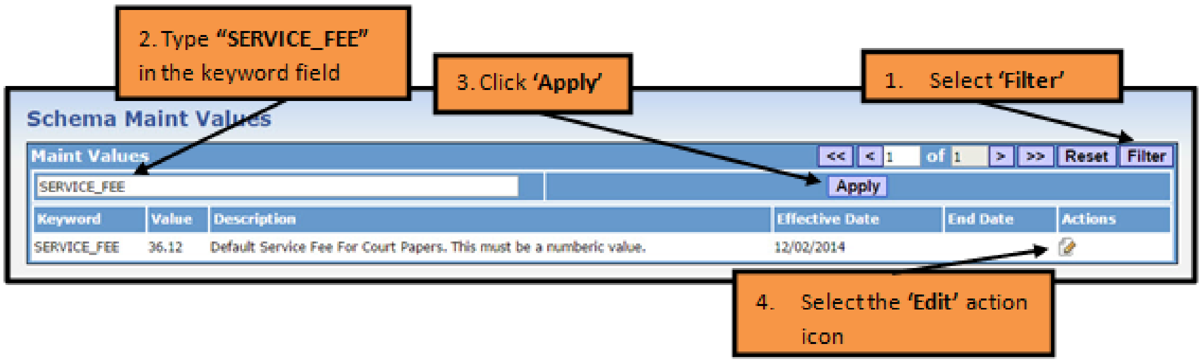
IA-33755: MANAGE SERVICE FEE DEFAULT VALUE FOR A COURT PAPER

In the past when users created or edited a court paper and added a To Be Served Person/Organization, the user would manually enter an amount for the service fee. In most cases, many agencies have a standard service fee that is a known amount. A maintenance setting has now been added to allow agency administrators to define a default service fee value. The amount defined for the maintenance setting will be used to auto-populate the service fee field when a user adds a To Be Served Person/Organization. As a result, users would not have to type in the service amount, saving them a step, while ensuring that a service fee is always associated with a court paper. Users will be able to override the default service fee amount if needed.

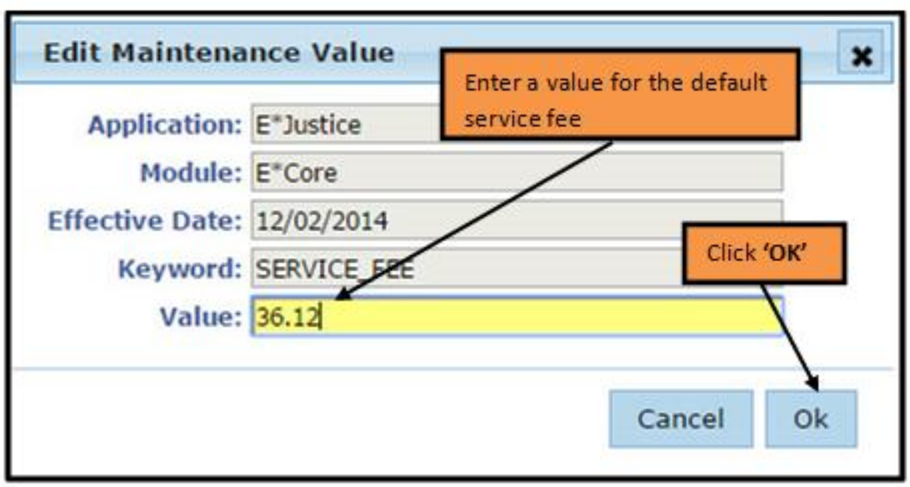
Only admin users with a DBA role will have the ability to manage the service fee maintenance setting. The service fee maintenance value is defined in Maint Values which is accessed via the Administration Home dashboard (Click Administration from the main menu and select **'Maint Vals'**)



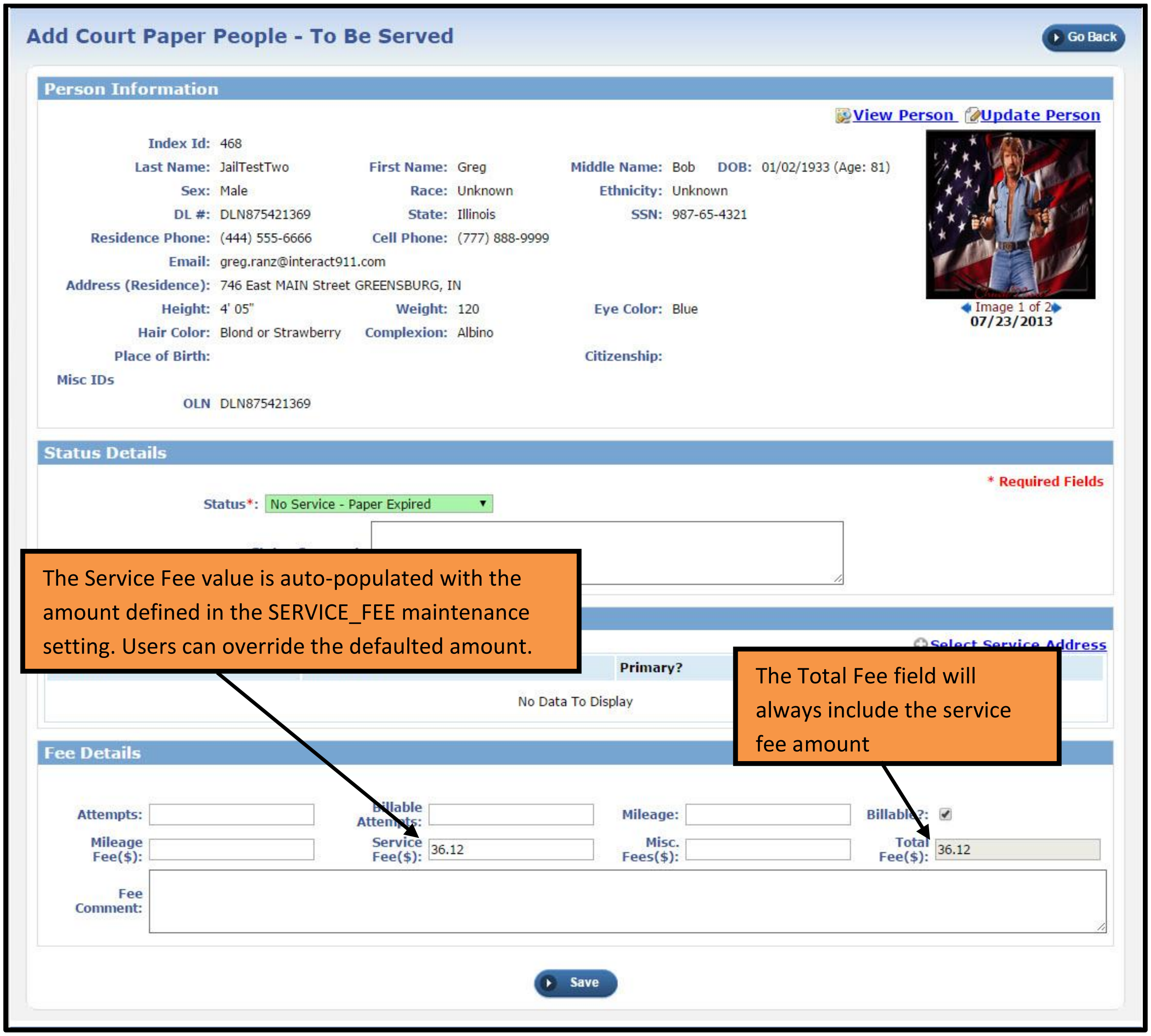
Locate the SERVICE_FEE maintenance setting either by scrolling through the pages using the arrow buttons or by clicking the **'Filter'** button, typing **"SERVICE_FEE"** in the keyword field and then clicking the **'Apply'** button. Select the **'Edit'** action icon for the SERVICE_FEE maintenance setting.

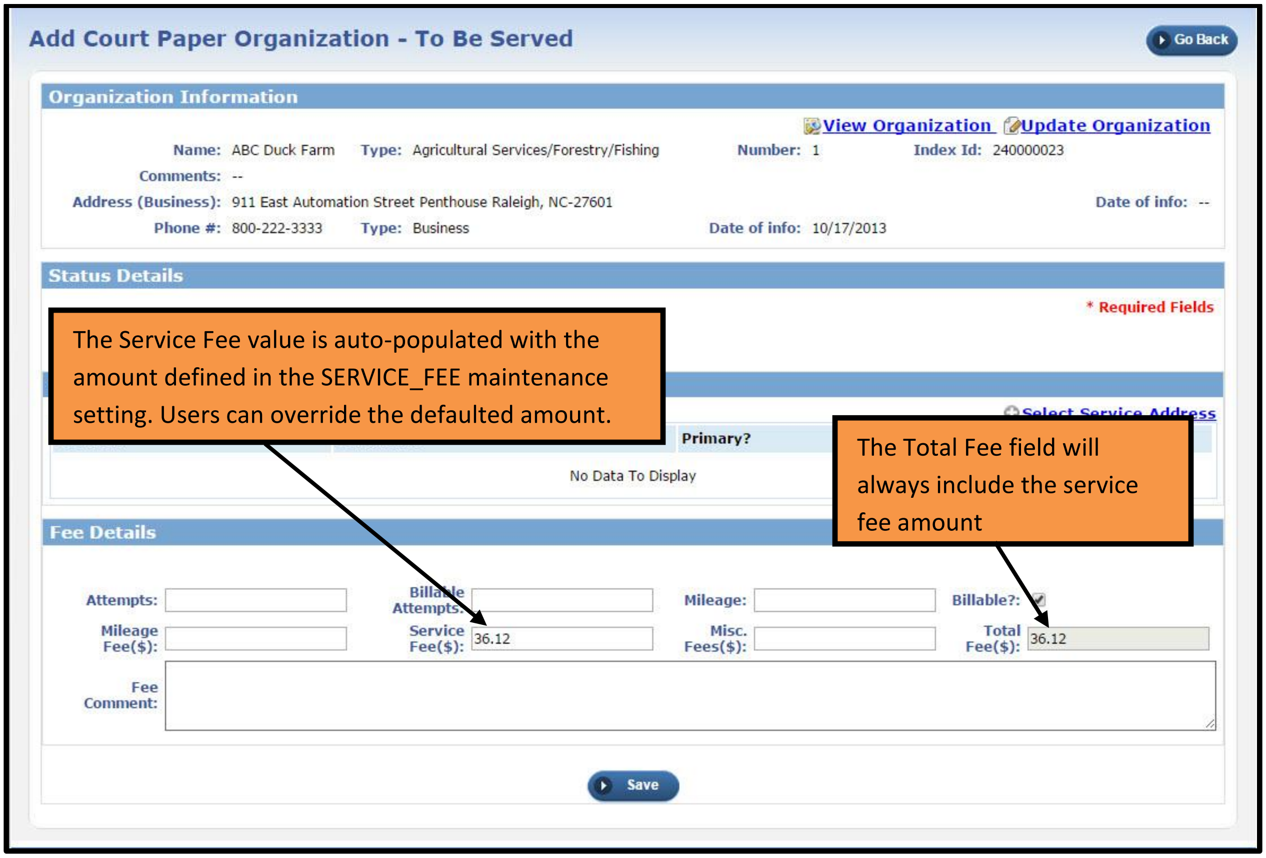


The **'Edit Maintenance Value'** dialog box will pop up prompting the user to enter a value for the SERVICE_FEE maintenance setting. Enter an amount and click the **'Ok'** button. Note that if the maintenance setting is missing or has a $0.00 value, then no default value is applied to the service fee field when adding a To Be Served Person/Organization.



Once the SERVICE_FEE maintenance setting value has been defined, anytime a user creates or edits a court paper and adds a To Be Served Person/Organization, the service fee maintenance setting value will automatically populate the **'Service Fee'** field in the **'Fee Details'** grid. The **'Total Fee'** field will calculate correctly to include the default service fee value. Once the service fee has been auto-populated, the user is able to override the **'Service Fee'** field value if that amount is different from the defaulted amount. Please note that the defaulted SERVICE_FEE maintenance setting value only applies when adding a To Be Served Person/Organization **('Add Court Paper People – To Be Served'** and **'Add Court Paper Organization – To Be Served'** screens). The functionality does not apply when editing a To Be Served Person/Organization (**'Edit Court Paper People – To Be Served'** and **'Edit Court Paper Organization – To Be Served'** screens).


Add Court Paper People - To Be Served
Go Back
Person Information
View Person
Update Person
Index Id: 468
Last Name: JailTestTwo
First Name: Greg
Middle Name: Bob
DOB: 01/02/1933 (Age: 81)
Sex: Male
Race: Unknown
Ethnicity: Unknown
DL #: DLN875421369
State: Illinois
SSN: 987-65-4321
Residence Phone: (444) 555-6666
Cell Phone: (777) 888-9999
Email: greg.ranz@interact911.com
Address (Residence): 746 East MAIN Street GREENSBURG, IN
Height: 4' 05"
Weight: 120
Eye Color: Blue
Hair Color: Blond or Strawberry
Complexion: Albino
Place of Birth:
Citizenship:
Misc IDs
OLN DLN875421369
Image 1 of 2
07/23/2013
Status Details
* Required Fields
Status*: No Service - Paper Expired
The Service Fee value is auto-populated with the amount defined in the SERVICE_FEE maintenance setting. Users can override the defaulted amount.
Select Service Address
Primary?
No Data To Display
The Total Fee field will always include the service fee amount
Fee Details
Attempts:
Billable Attempts:
Mileage:
Billable?:
Mileage Fee($):
Service Fee($): 36.12
Misc. Fees($):
Total Fee($): 36.12
Fee Comment:
Save


Add Court Paper Organization - To Be Served
Go Back
Organization Information
View Organization
Update Organization
Name: ABC Duck Farm
Type: Agricultural Services/Forestry/Fishing
Number: 1
Index Id: 240000023
Comments: --
Address (Business): 911 East Automation Street Penthouse Raleigh, NC-27601
Date of info: --
Phone #: 800-222-3333
Type: Business
Date of info: 10/17/2013
Status Details
* Required Fields
The Service Fee value is auto-populated with the amount defined in the SERVICE_FEE maintenance setting. Users can override the defaulted amount.
Select Service Address
Primary?
No Data To Display
The Total Fee field will always include the service fee amount
Fee Details
Attempts:
Billable Attempts:
Mileage:
Billable?:
Mileage Fee($):
Service Fee($):
36.12
Misc. Fees($):
Total Fee($):
36.12
Fee Comment:
Save

FIELD ARREST – WARRANT SERVICE ENHANCEMENTS

IA-34358: CONFIGURE WARRANT STATUS FOR FIELD ARREST
IA-34871: FIELD ARREST –OTHER AGENCY WARRANT PROCESS ENHANCEMENTS
IA-34038: FIELD ARREST – WARRANT SEARCH TO DISPLAY OTHER AGENCY WARRANTS
IA-33469: MISSING CHECKBOX TO SERVE AND ADD TO ARREST

RMS Operation Tickets: TTI116159, TTN114427

Organizations will now have the ability to set the warrant status to another status other than "served" when a warrant is added to a field arrest. In prior RMS versions, when a user completed a field arrest and if there was an active warrant for the person, the user would add and simultaneously "serve" the warrant. This posed a problem for organizations and agencies that did not want the warrant to be marked as "served" until the arrested person had been verified as the same person listed on the physical warrant. Organizations and agencies can now configure RMS to either have the warrant added and set to "Served" as it was in previous RMS versions or have the warrant be set to any other status other than "served" (e.g. "pending service" status until the identity of the person arrested has been verified).

The functions of adding and serving a warrant (within the field arrest) have also been separated allowing the user to choose whether add and serve the warrant at the same time or just add the warrant to the field arrest without serving the warrant.

Lastly, users will now be able to add a person wanted on a warrant from another agency that is within their schema to the field arrest without having to exit the field arrest using the blue **'Add System Warrant'** link. Previously, when adding a warrant to a field arrest, if a warrant existed for the arrestee, the user could click on the red **'Add Warrant for <person name>'** hyperlink when user was on the **'Charges / Warrants'** tab of the field arrest. When the user clicked on the red **'Add Warrant for <person name>'** link, the **'Person Warrants'** pop up dialog box would then display all warrants for the arrestee, including those from another agencies within the users schema. While the user was able to see those warrants, he/she could not select warrants belonging to another agency from the **'Person Warrants'** dialog box to add to the field arrest. The user had to close the dialog box and select the blue **'Add System Warrant'** hyperlink which requires the user to leave the field arrest to search for the warrant in the warrants module before they could select and add the warrant to the field arrest. This enhancement will now allow users to select warrants from another agency to add to the field arrest from the **'Person Warrants'** pop up dialog box, without the additional steps.

Warrant Status Configuration

The maintenance setting to configure the warrant status when it is added to a field arrest is typically set at the organization root level and all child agencies below the root will inherit the same configuration.

However, an agency within the multi-tier organization could override the root level setting by setting a different configuration value at the agency level. As with all other maintenance setting configuration, only users with DBA or AGENCY_ADMIN functions can perform this task.

The maintenance setting for the organization root level can be set one of two ways:

i. Administration → Maint Vals → **'FIELD_ARREST_WARRANT_STATUS'** maint val.
   a. Set FIELD_ARREST_WARRANT_STATUS' = "S" or;
   b. Set FIELD_ARREST_WARRANT_STATUS = any other value other than "S" e.g. "P" for Pending Service. Note that all warrant statuses are defined in the WARRANT_STATUS_CODES EJS_CODES.

ii. Administration → Module Admin → Field Arrests (Configure Field Arrests for product and agency settings) → Select root level organization from Open Agency Config drop down list → Basic Configuration tab
   a. Set Warrant Status When Added To Field Arrest: to "Served" or;
   b. Set Warrant Status When Added To Field Arrest: to any other status other than "Served" e.g. "Pending Service".

Anytime the configuration values are set to "S" or "Served", the user may choose to either serve the warrant or not when adding a warrant to a field arrest. If the configuration value is set to anything other than "S" e.g. "P" or "Pending Service", the user may not serve the warrant immediately and the warrant status will be set to "Pending Service" when added to the field arrest.

Note: The out of the box default maintenance values for every root level organization is currently set to "S" i.e. served.

An agency within the organization can override the root level configuration via one of two ways:

i. Administration → Agencies → Click **'edit'** for the agency → Agency Settings → Maint Values (Other Tables grid)
   a. Set FIELD_ARREST_WARRANT_STATUS' = "S" or;
   b. Set FIELD_ARREST_WARRANT_STATUS = any other value other than "S" (defined in WARRANT_STATUS_CODES EJS_CODES) e.g. "P" for Pending Service

ii. Administration → Module Admin → Field Arrests (Configure Field Arrests for product and agency settings) → Select child Agency from Open Agency Config drop down list → Basic Configuration tab
   c. Set Warrant Status When Added To Field Arrest: "Served" or;
   d. Set Warrant Status When Added To Field Arrest: any other status other than "Served" e.g. "Pending Service"

The workflows below illustrate two scenarios:

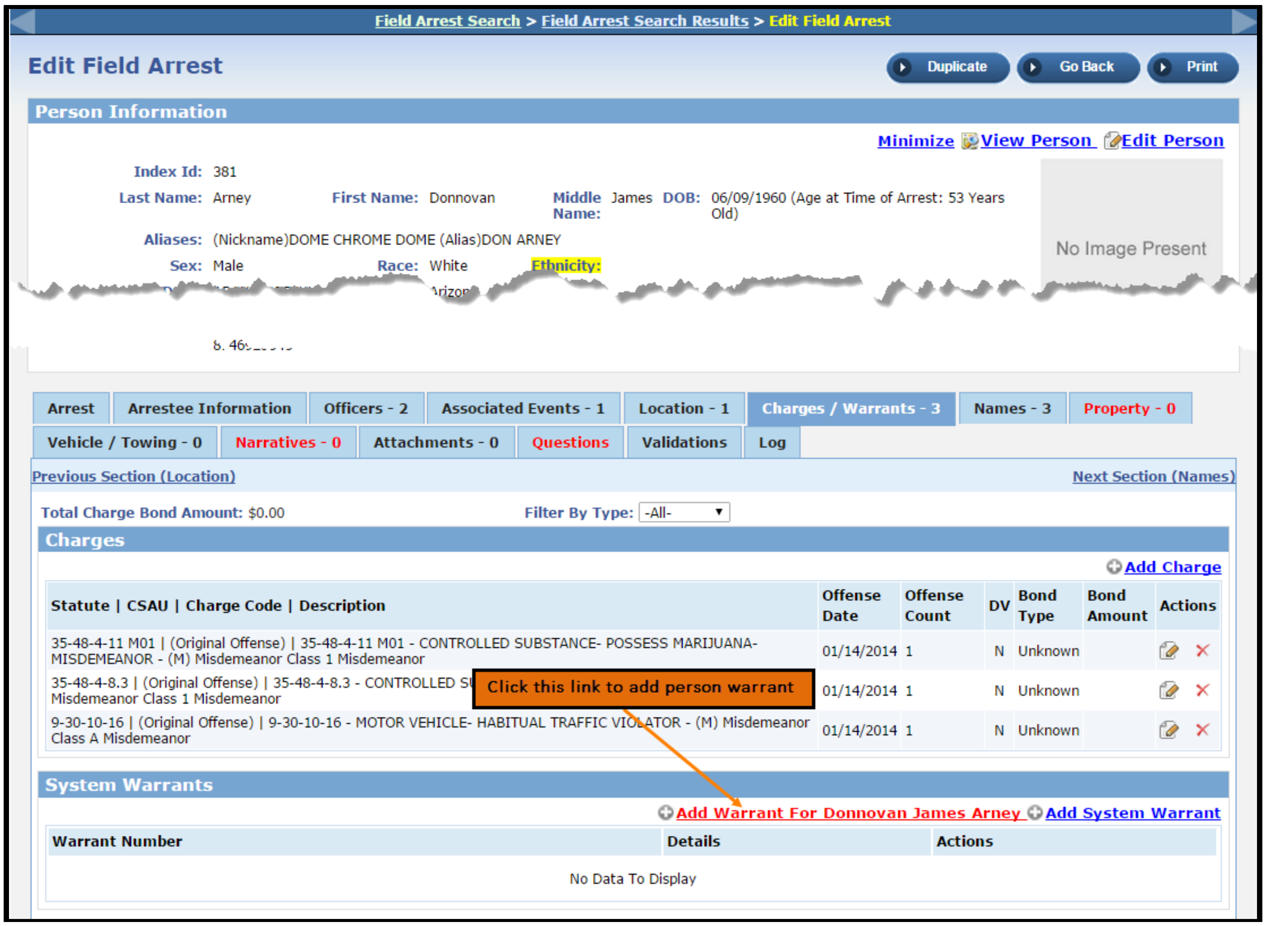
i. When the configuration value is set to "S" – Served

ii. When the configuration value is set to any other value other than “S” - Served. For the purposes of the examples below, the warrant status of “Pending Service” (P) will be used for the configuration value other than “Served” (S)

Add Person Warrant to Field Arrest

i. FIELD_ARREST_WARRANT_STATUS’ maint val = “S” or FIELD_ARREST_WARRANT_STATUS = “Served”

The user adds a person warrant to a field arrest by selecting the red ‘**Add Warrant for <arrestee name>**’ hyperlink in the ‘**Edit Field Arrest**’ screen (‘**Charges & Warrants**’ tab).

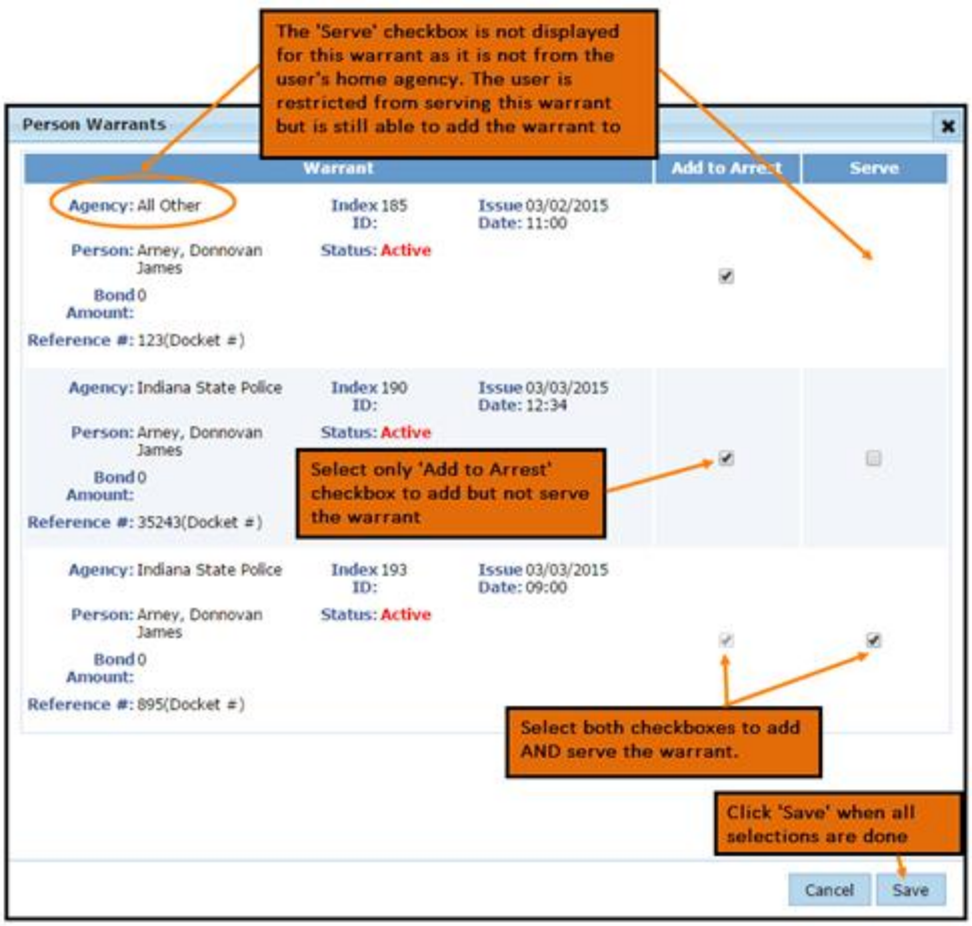


The ‘**Person Warrants**’ dialog box is displayed which lists all warrants for the arrestee regardless of the responsible agency. The agency name will be displayed with each warrant information in this dialog box. The user will also see two checkboxes, **‘Add to Arrest’** and **‘Serve’** for any warrants that belong to the user’s organization. The two checkboxes is the enhancement which allows the user to choose whether to add and serve the warrant at the same time or just add the warrant without serving it.

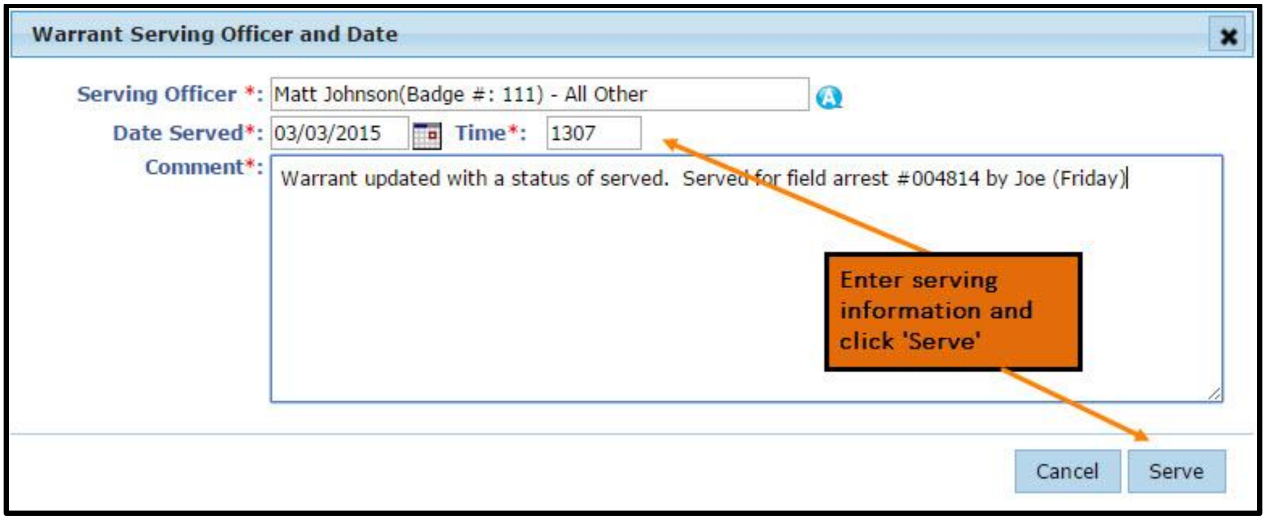
Note: The user will only see the **'Add to Arrest'** checkbox for any warrants that do not belong to their organization. This means that the user will not be able to serve a warrant because the warrant belongs to another agency, which has always been the rule when adding other agency's warrants. However, unlike previous RMS versions, the user will now be allowed to add the warrant directly to the field arrest from this workflow.

The user will only select the **'Add to Arrest'** checkbox if he/she chooses not to serve the warrant. The warrant is then to the field arrest with a "Pending Service" status. If for some reason, the warrant was 'added' to the field arrest in error, the user will have to find someone within their organization that has **'Warrants - Add and Edit'** permissions to set the warrant status back to "Active".

The user selects both **'Add to Arrest'** and **'Serve'** checkboxes if he/she wishes to serve the warrant. If the user selects the **'Serve'** check box first, the **'Add to Arrest'** checkbox is automatically selected for the user.



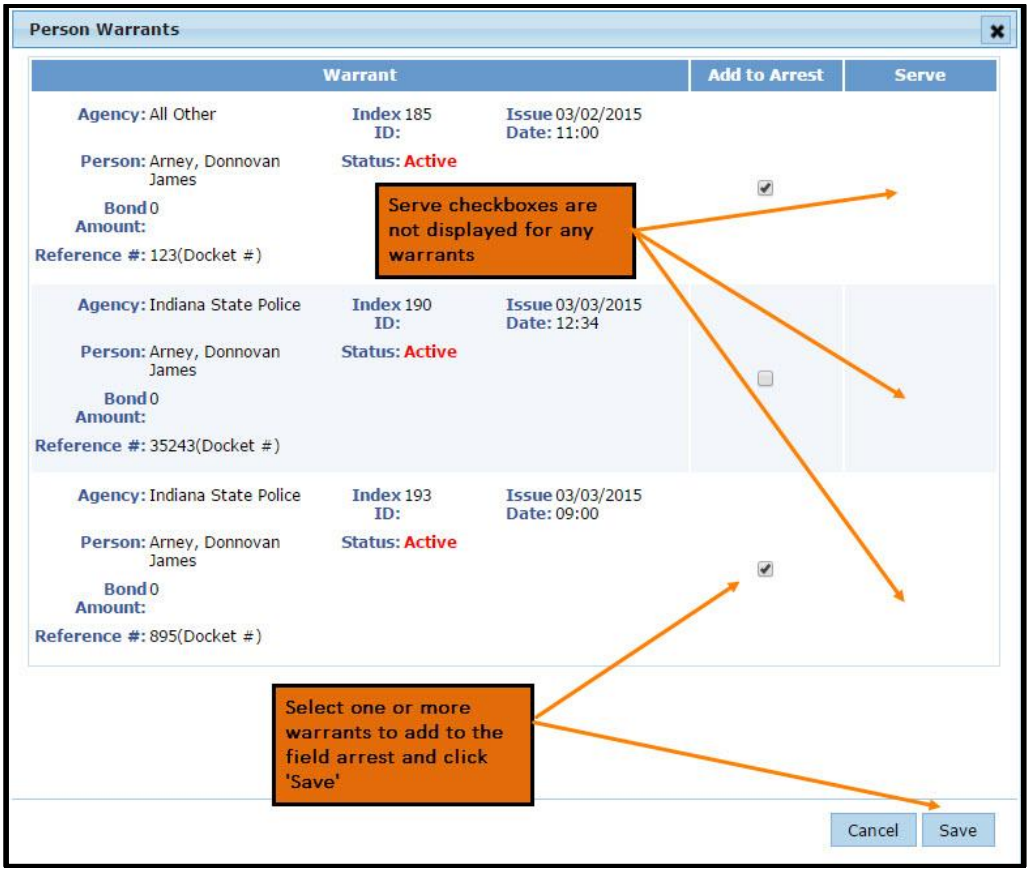
If the warrant is to be served (i.e. both checkboxes are selected on the Person Warrants dialog box), the user is prompted to enter serving information on the **'Warrant Serving Officer and Data'** pop up dialog box. Enter serving officer, date and comment before clicking the **'Serve'** button.



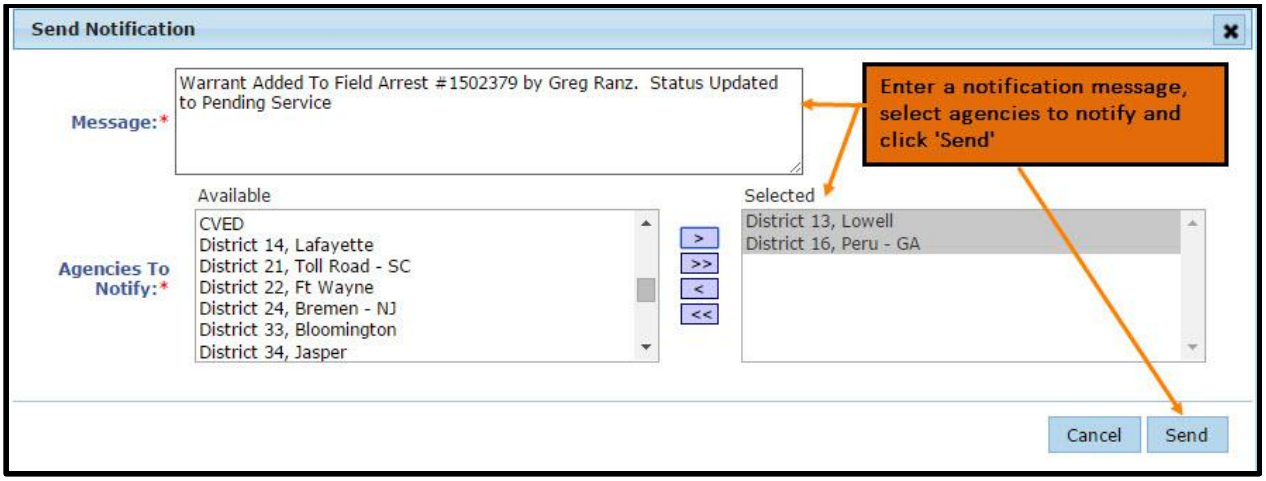
The warrant is then added to the field arrest with a status of "Served".

ii. FIELD_ARREST_WARRANT_STATUS' maint val = "P" or FIELD_ARREST_WARRANT_STATUS = "Pending Service"

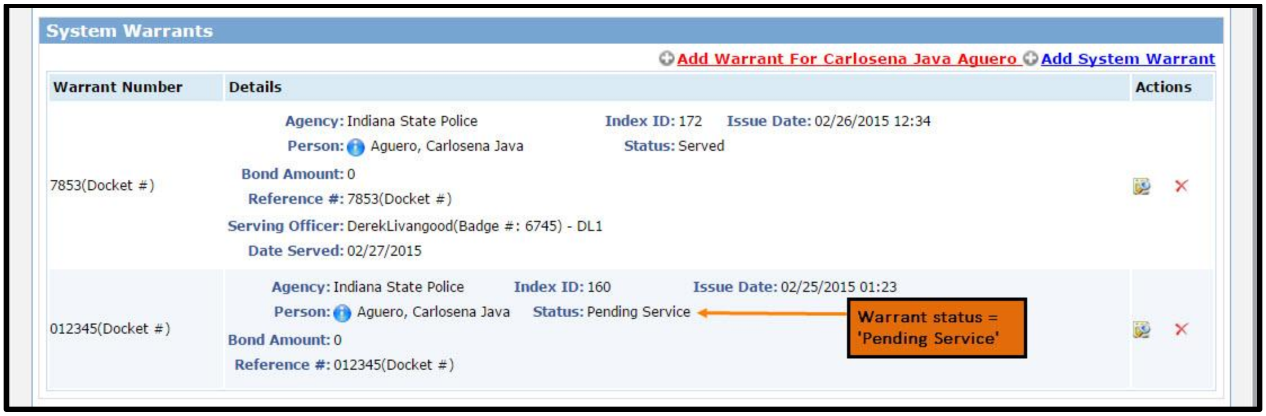
The user adds a person warrant to a field arrest by selecting the red '**Add Warrant for <arrestee name>**' hyperlink in the '**Edit Field Arrest**' screen ('**Charges & Warrants**' tab). The '**Person Warrants**' dialog box is displayed and the user will only see the **'Add to Arrest'** checkboxes for all warrants. Select the **'Add to Arrest'** checkbox for one or more warrants and click **'Save'.**



A '**Send Notification'** pop up dialog box will appear prompting the user to enter a message as well as one or more agencies to notify (only if the user's agency is in a multi-tier organization), prior to clicking the **'Send'** button. Notifications will be sent to the users who have the following roles within the agencies selected: OFFICER, OFFICER_SUPERVISOR, CID_USER and CID_SUPERVISOR. If the user's agency is a single tier agency, the user will not be prompted to select an agency. Notifications will be sent to users with those same roles within the user's agency. See **Take action on notifications for warrants with a "Pending Service" status** section below for more information on these notifications.



The warrant is added to the field arrest with a status of "Pending Service".



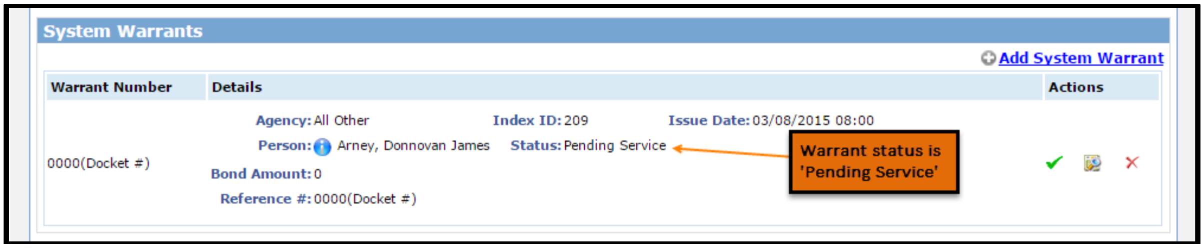
Add System Warrant to Field Arrest

i. ***FIELD_ARREST_WARRANT_STATUS' maint val = "S" or FIELD_ARREST_WARRANT_STATUS = "Served"***

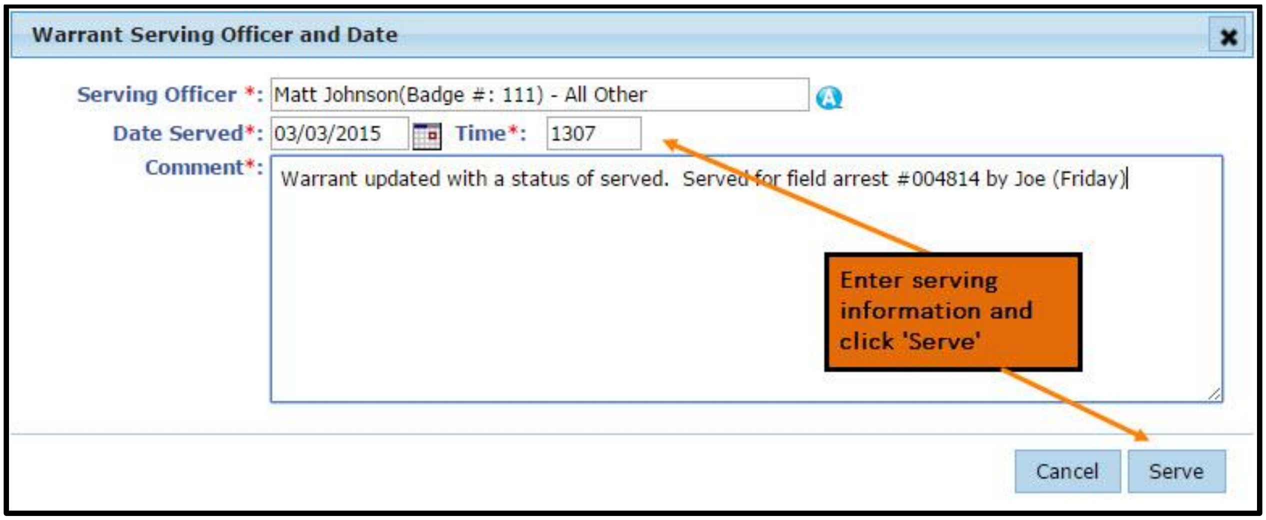
ii.

The user adds a system warrant to a field arrest by selecting the blue '**Add System Arrest**' hyperlink in the '**Edit Field Arrest**' screen ('**Charges & Warrants**' tab). Search for and select a warrant in the **'Warrants Search'** screen. The system will display a message asking if the user wishes to serve the warrant.

If the user clicks **‘No’**, the warrant will be added to the field arrest with a status of “Pending Service”



If the user clicks **‘Yes’**, the user is prompted to enter serving information on the **‘Warrant Serving Officer and Data’** pop up dialog box. Enter serving officer, date served, time served and a comment before clicking the **‘Serve’** button.

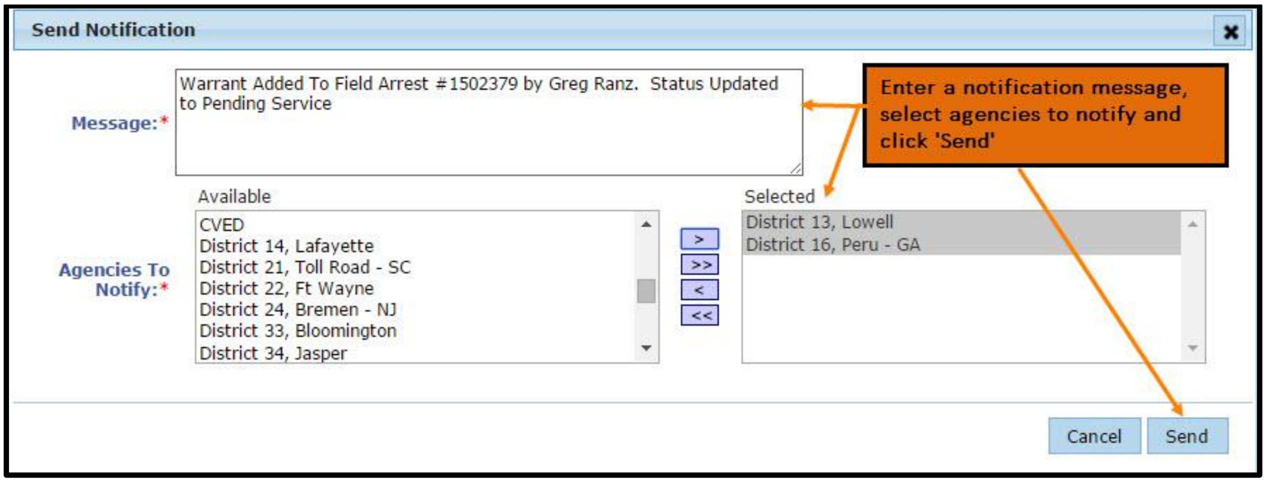


The warrant is added to the field arrest with a status of “Served”

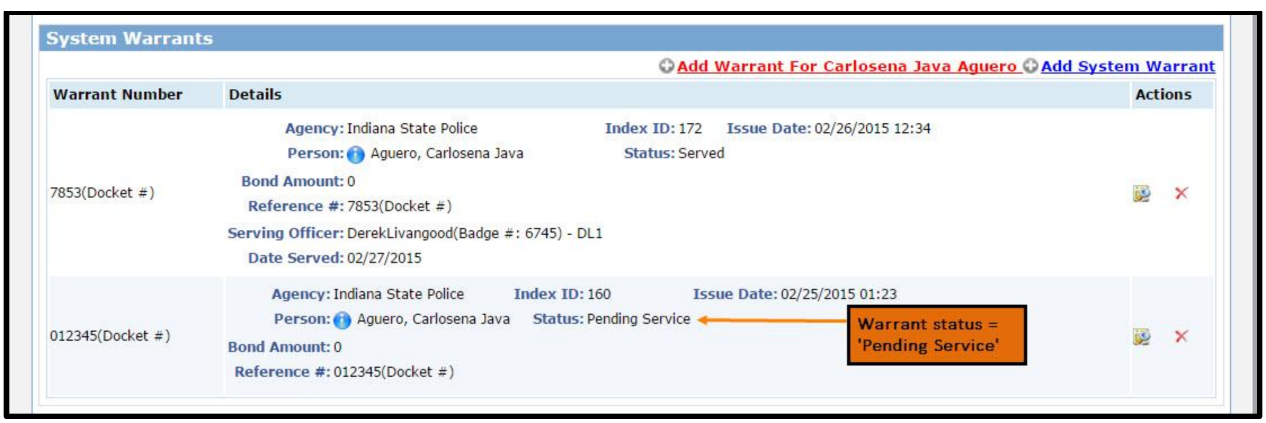
*iii. **FIELD_ARREST_WARRANT_STATUS’ maint val = “P” or FIELD_ARREST_WARRANT_STATUS = “Pending Service”***

The user adds a system warrant to a field arrest by selecting the ‘**Add System Arrest**’ hyperlink in the ‘**Edit Field Arrest**’ screen (‘**Charges & Warrants**’ tab). Search for and select a warrant in the **‘Warrants Search’** screen.

The user is not prompted to serve the warrant. Instead, a '**Send Notification'** pop up dialog box will appear prompting the user to enter a message as well as one or more agencies to notify (only if the user's agency is in a multi-tier organization), prior to clicking the **'Send'** button. Notifications will be sent to the users who have the following roles within the agencies selected: OFFICER, OFFICER_SUPERVISOR, CID_USER and CID_SUPERVISOR. If the user's agency is a single tier agency, notifications will be sent to users with those same roles within the user's home agency. See **Take action on notifications for warrants with a "Pending Service" status** section below for more information on these notifications.

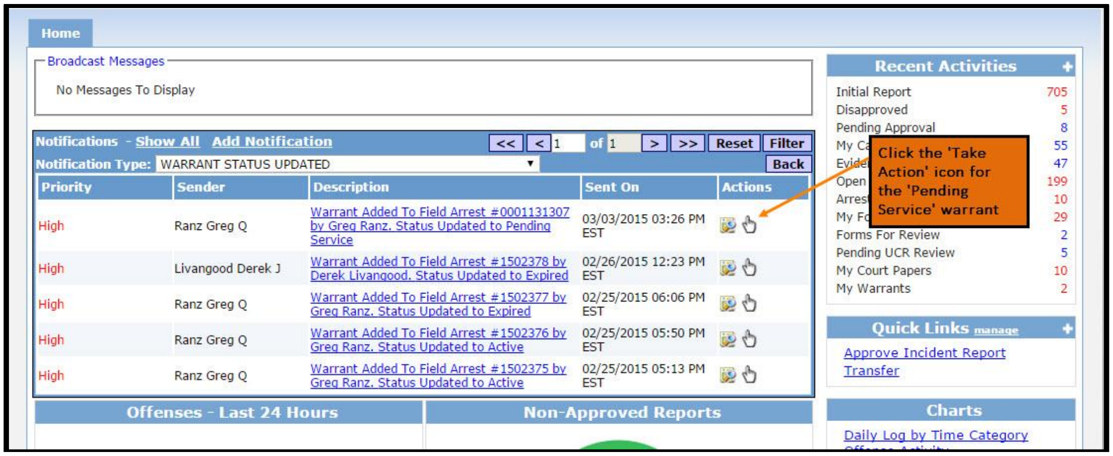


The warrant will be added to the field arrest with a status of "Pending Service"**.** Note that the green check mark is not displayed in the **'Actions'** column in the '**System Warrants'** grid on the **'Edit Field Arrest'** screen, disallowing the officer from serving the warrant.

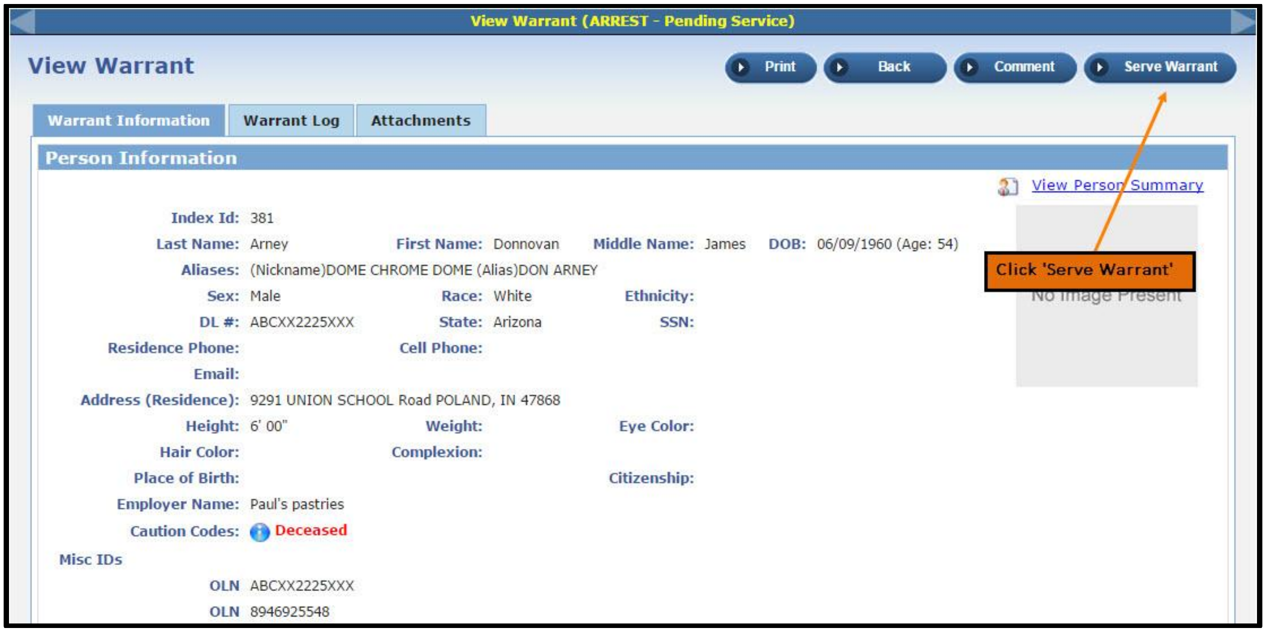


Take action on notifications for warrants with a "Pending Service" status

When a warrant is set to "Pending Service" status, a user authorized to take action on warrants will see notifications for **"Pending Service"** warrants in the **'Notifications'** grid on the Home Page. Select the **'Take Action'** icon for the warrant.



This will open the **'View Warrant'** screen where the user can choose to serve the warrant by clicking the **'Serve Warrant'** button at the top of the screen.



Once the warrant has been served, all notifications related to that warrant where the status was updated to a non-served status will be deleted.

FIELD CONTACT ENHANCEMENTS

IA-37019: FIELD CONTACT – CASE INTEGRATION

A limitation of previous RMS versions was that there was no integration between Field Contacts and Case Management. Users were not able to associate people, locations, vehicles or organizations that were not directly involved in the incident, to the case. Case activity documentation was thus limited in the sense that users had to manually type in those associations in the notes or upload additional documentation as an attachment.

The ability to associate field contacts with a case has been added to this release allowing for additional case activity documentation options and improved user experience.

<u>Associate Field Contact with a Case</u>

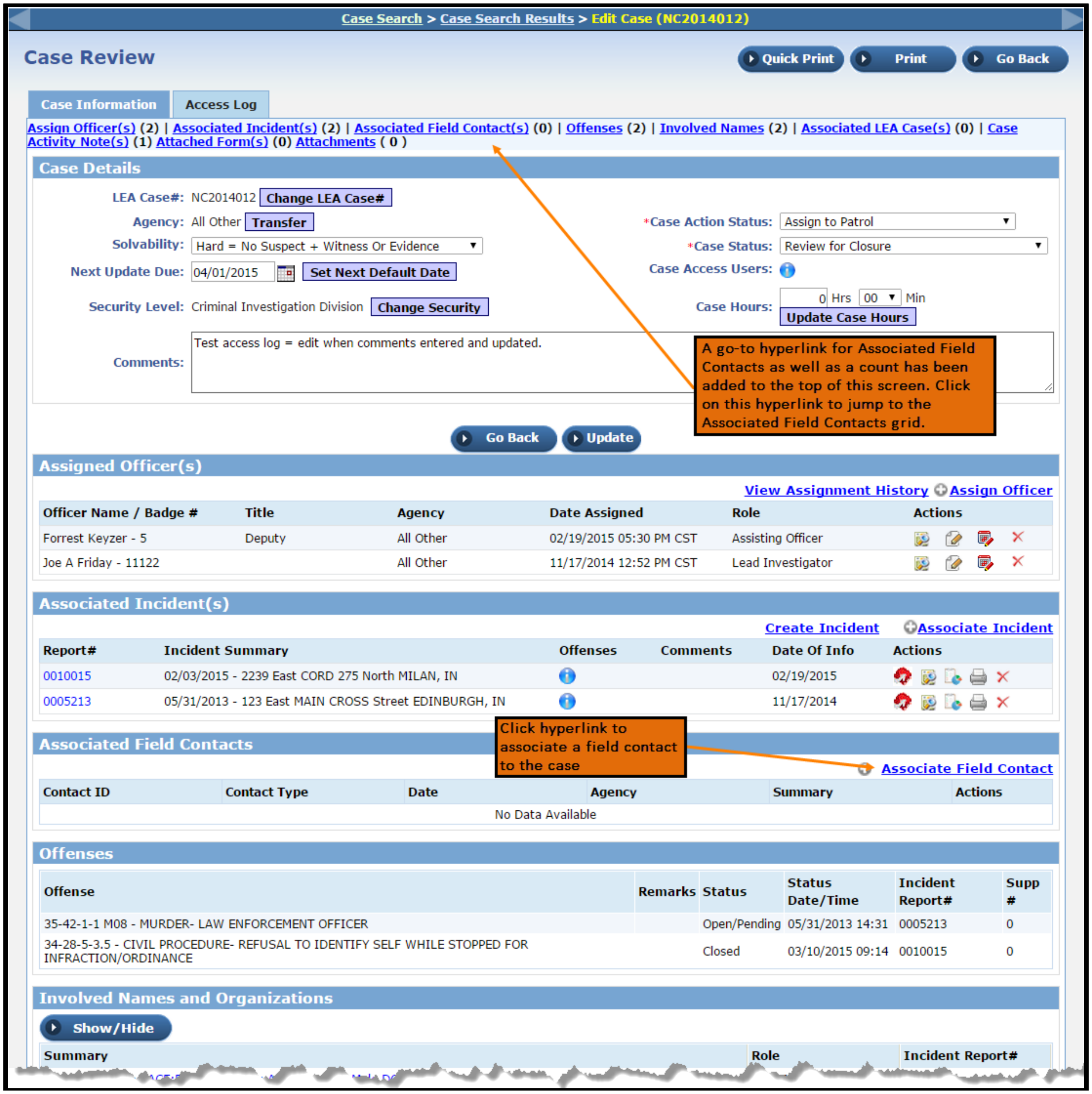
Users wanting to enter information such as location and people after receiving a tip/lead are now able to do so by associating a field contact with a case. Users must be assigned a role that has the **'Case Management - Associate field contact'** permission in order to associate a field contact with a case. Roles that been granted this new permission by default include:

- Officer
- CID_User
- Officer_Supervisor
- CID_Supervisor

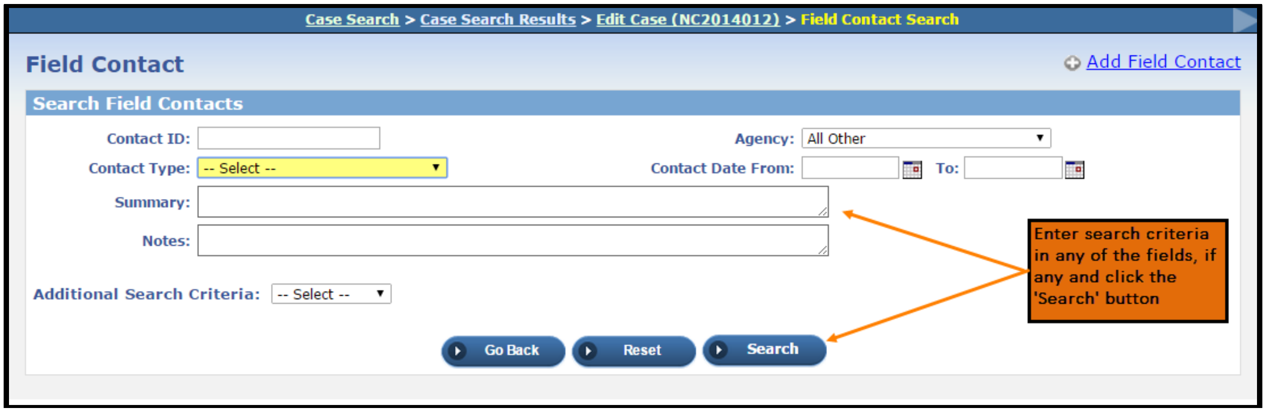
<u>Associate an Existing Field Contact with a Case</u>

A user will see the **'Case Review'** screen when creating a new case (Incidents → Case Management → Create New Incident Follow Up Case → Enter required fields in **'Create Case'** screen and click **'Save'**) or when editing an existing case (Incidents → Case Management → Review Cases → Click edit icon for an existing case).

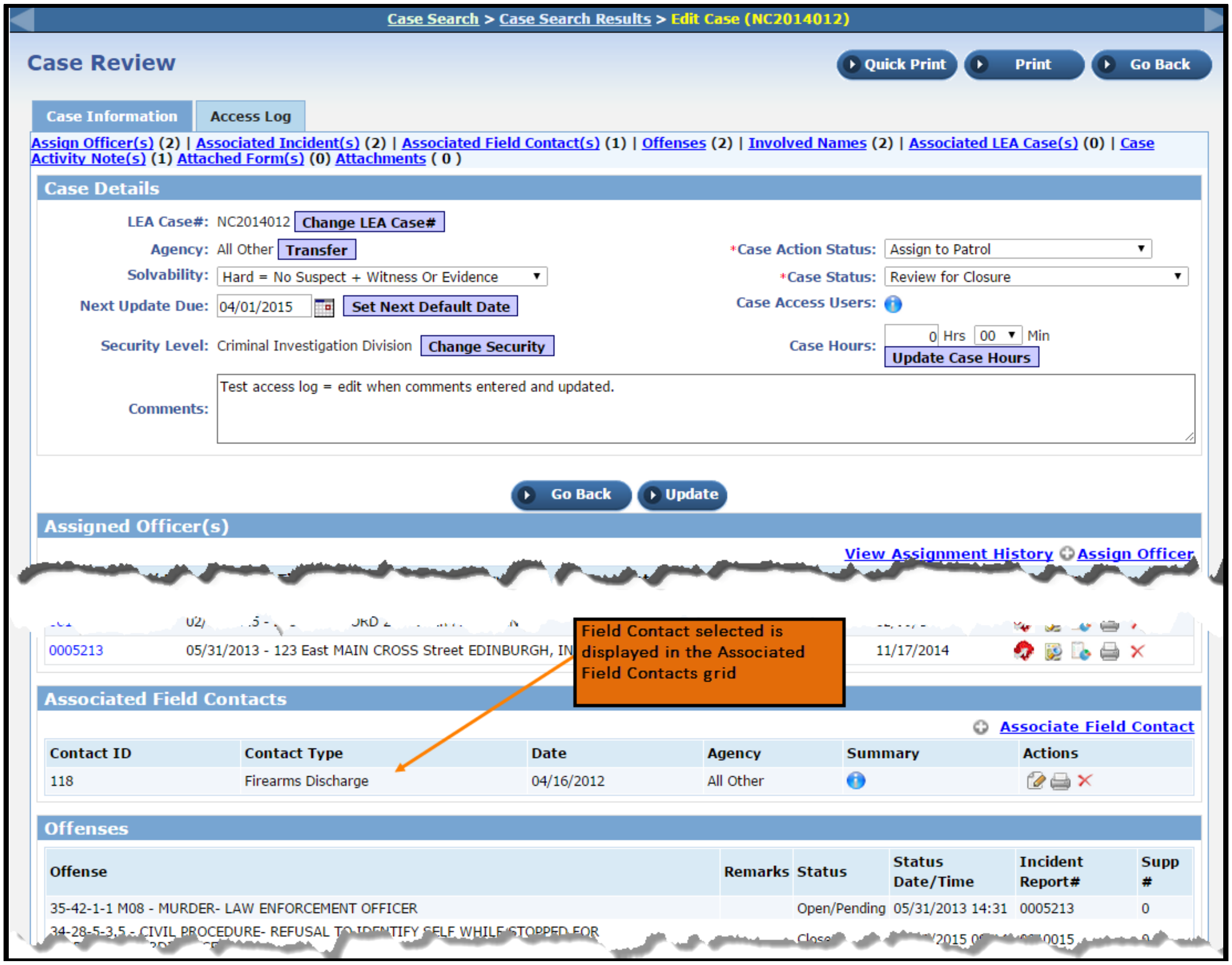
A go-to hyperlink for "Associated Field Contacts" as well as a count of associated field contacts have been added to the top of the **'Case Review'** screen. Clicking the go-to hyperlink will take the user directly to the **'Associate Field Contacts'** grid on the same screen so that the user does not have to scroll up or down to find the grid. The **'Associate Field Contacts'** grid is a new addition to the screen.
Click the **'+ Associate Field Contact'** hyperlink in **the 'Associate Field Contacts'** grid, (If the user does not have a role with the **Case Management - Associate field contact'** permission, the user will not see the hyperlink)



Search for a field contact in the **'Search Field Contacts'** screen and select one by clicking the select icon for the field contact in the **'Field Contact Search Results'** screen.

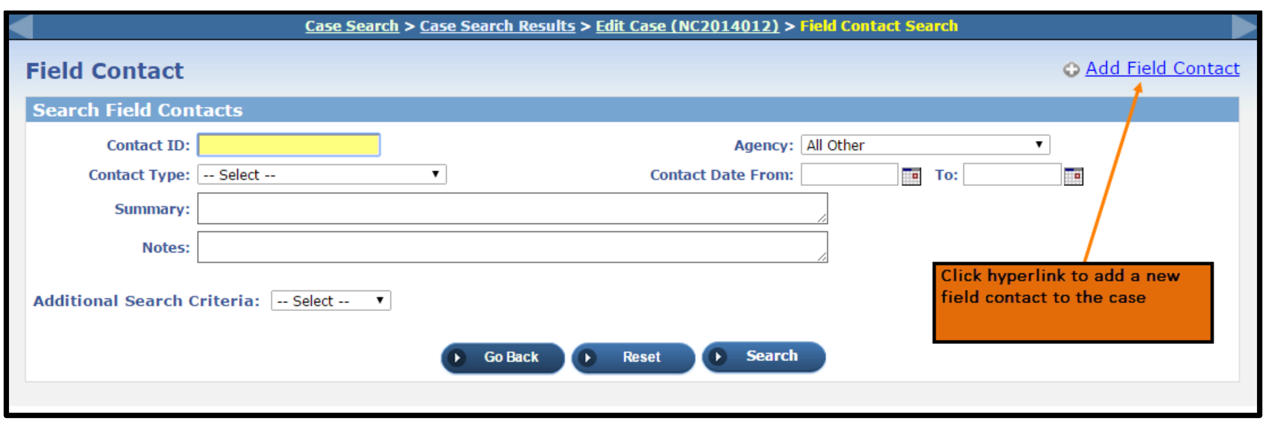


The user is returned to the **'Case Review'** screen where the field contact selected is now displayed in the **'Associated Field Contacts'** grid.



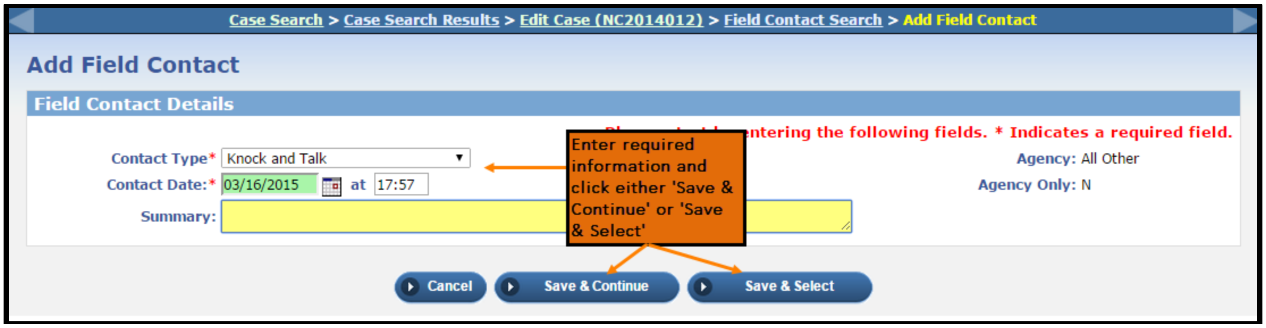
Associate a New Field Contact with a Case

If the user wishes to create a new field contact to associate with a case, click the **'+ Associate Field Contact'** hyperlink in the **'Associate Field Contacts'** grid in the '**Case Review'** screen). Click the **'+ Add Field Contact'** hyperlink on the top right corner of the **'Search Field Contacts'** screen.



The user enters required field contact information on the **'Add Field Contact'** screen and selects one of the following buttons:

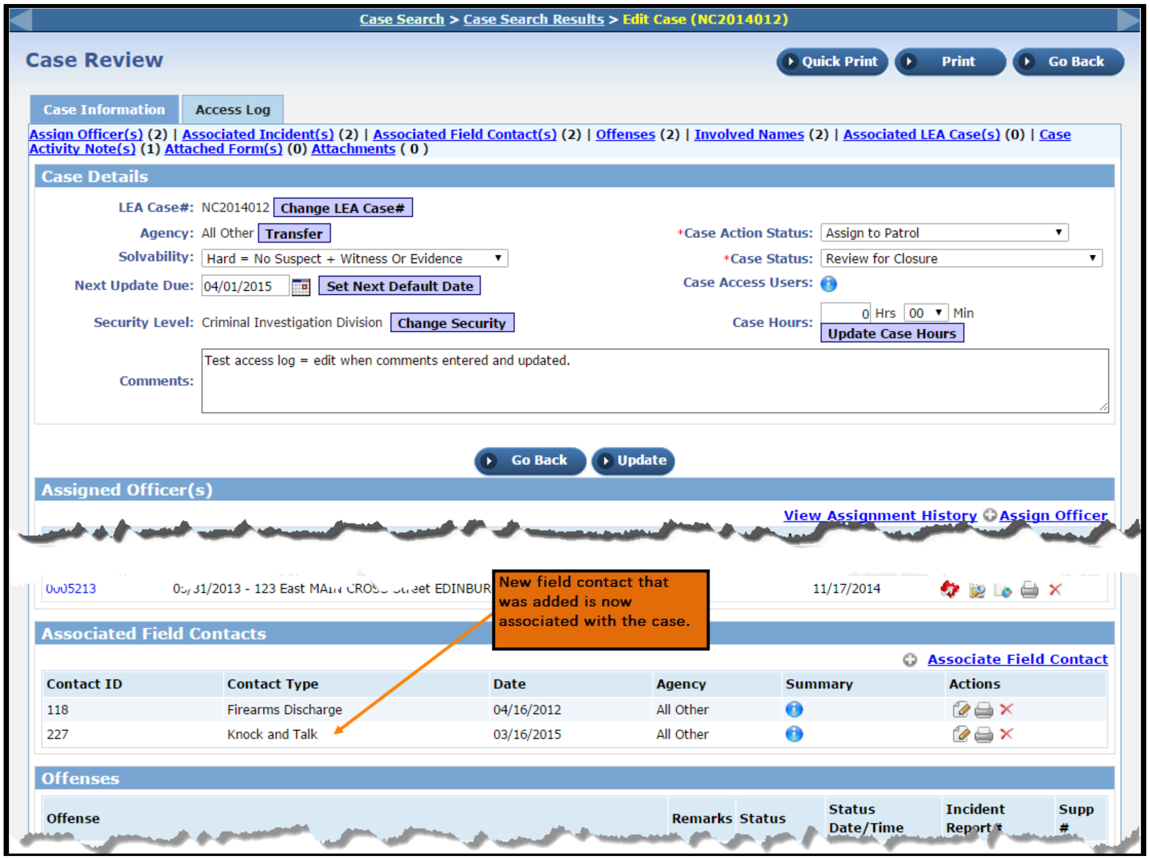
- **'Save & Select'** or
- **'Save & Continue'**. Clicking this option will take the user to the **'Edit Field Contact'** screen where the user may enter additional field contact information such as Location, People, Officers, Vehicles, Gangs, Organizations and attachments. Click the **'Select'** button at the top of the screen when finished.



Once a field contact has been associated with a case, that field contact selected will no longer be available to select (from the **'Field Contact Search Results'** screen) to associate with the same case or another case. In addition, the field contact will also no longer be listed in the **'Field Contact Search Results'** screen via the Incidents → Field Contacts → Search Field Contacts menu.

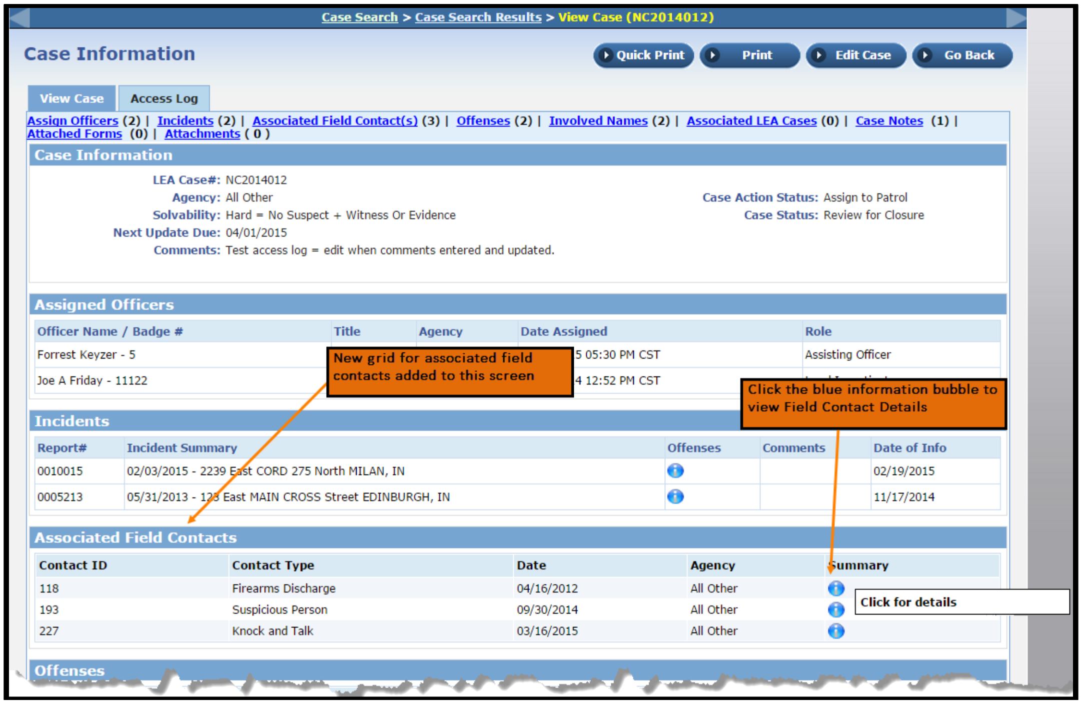
Caution: For this release, if a field contact has been associated with a case and that field contact has also been associated with an incident, a user will be able to view that field contact from the incident, even if the user doesn't have access to the case. This is a limitation of security features for this release that may be addressed in future releases.

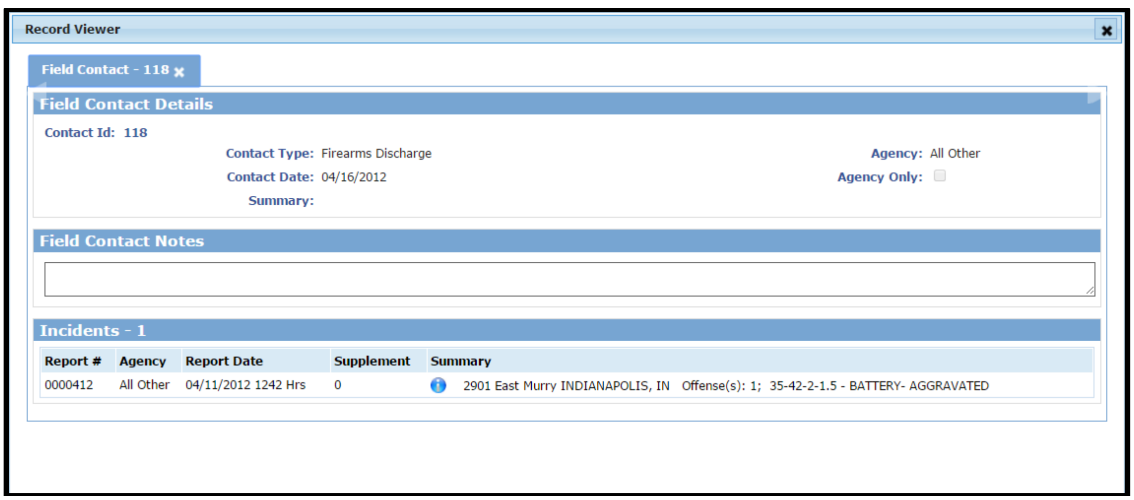
The user is taken back to the **Case Review'** screen and the field contact that was added is now displayed in the **'Associated Field Contacts'** grid.



Note: The **'Associated Field Contacts'** grid has also been added to the **'Case Information'** screen (**'View Case'** tab) for situations where a user wishes to only view the case or where the user has read-only access to cases. As with the **'Case Review'** screen, a go-to hyperlink for Associated Field Contacts as well as a count of associated field contacts have been added to the top of this screen. Clicking the go-to hyperlink will take the user directly to the **'Associate Field Contacts'** grid on the same screen so that the user does not have to scroll up or down the screen to find the grid.

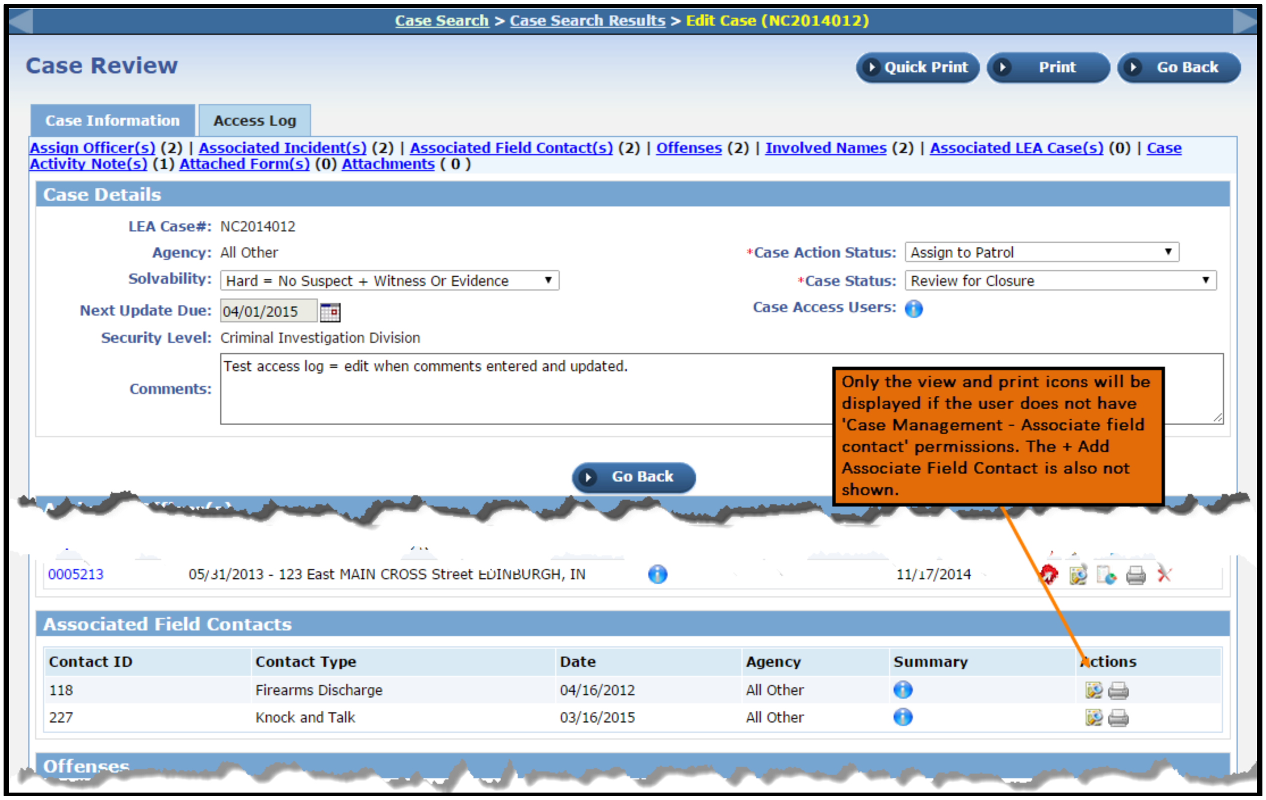
Click the blue information bubble for an associated field contact to open a read only view of **'Field Contact Details'**.



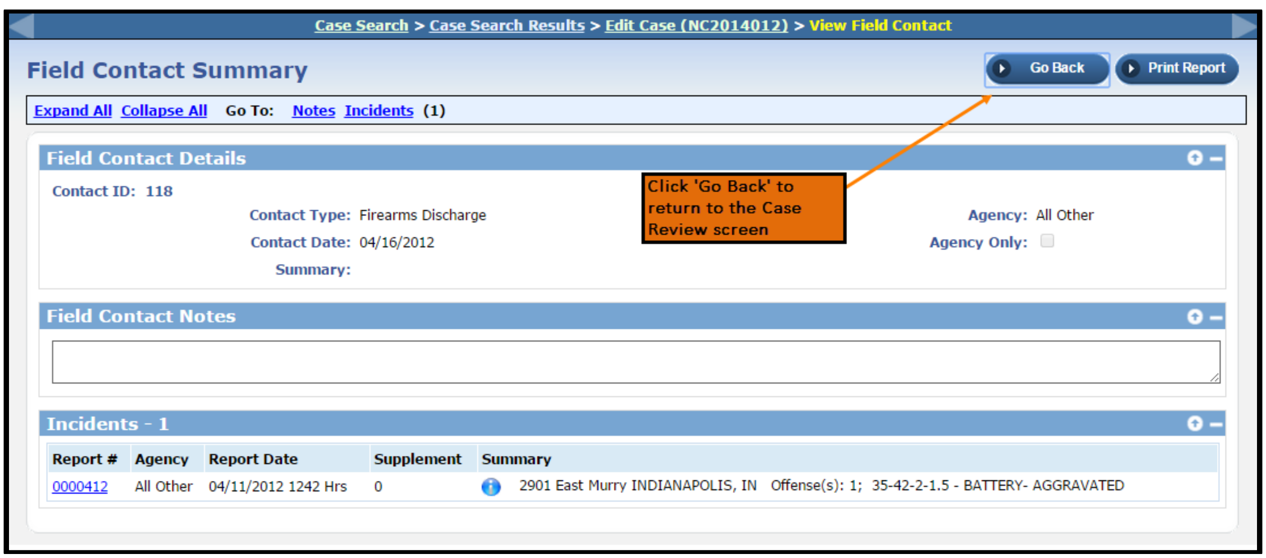


Viewing and Editing an Associated Field Contact within a Case

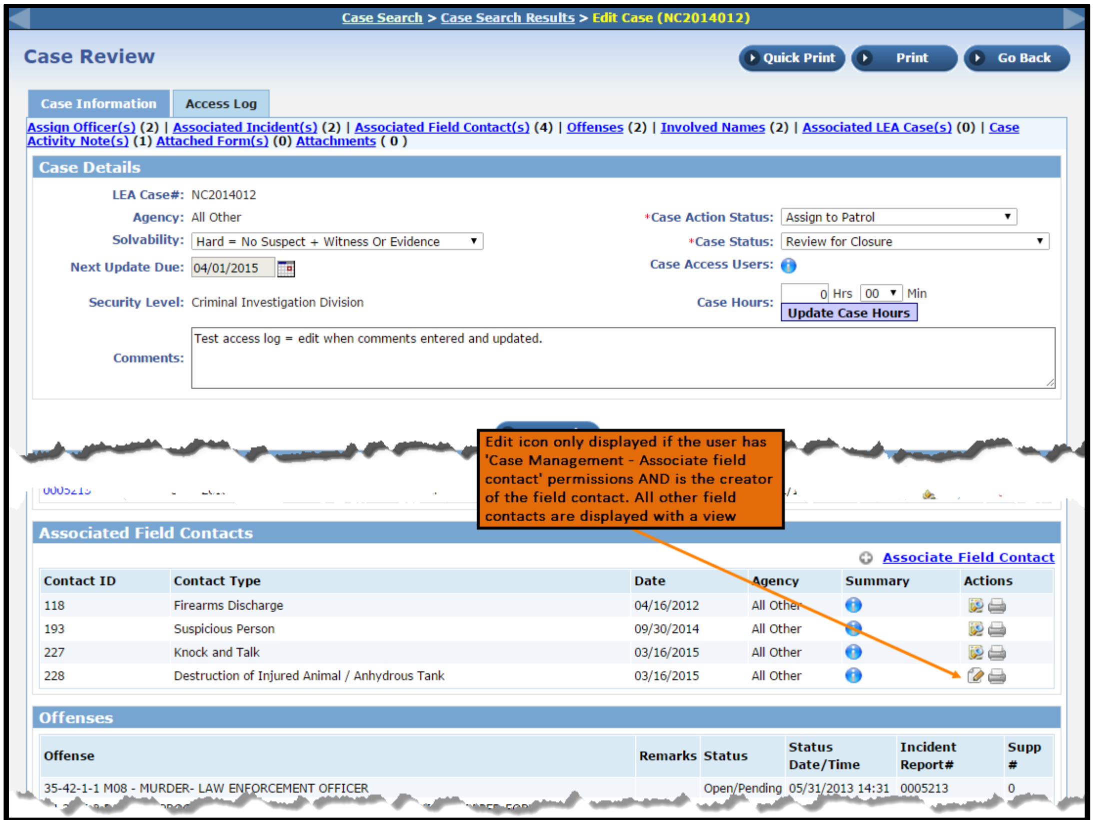
If a user has permissions to edit a case but does not have the **'Case Management - Associate field contact'** permission, the user will only see two icons next to each Associated Field Contacts – the view icon and the print icon. The print functions are discussed further in the document.



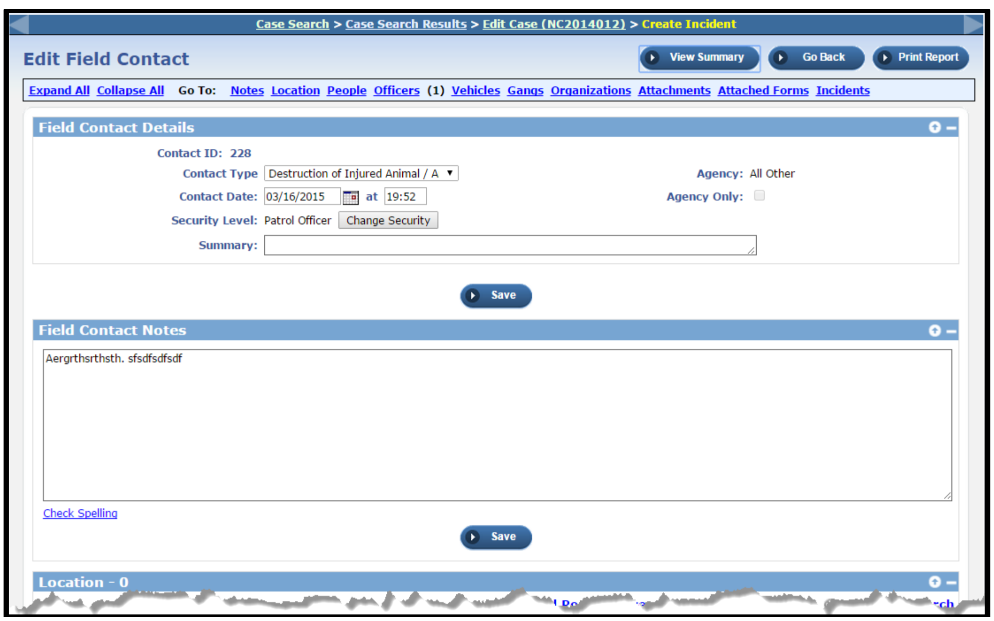
Clicking the view icon for an associated field contact will open the **'Field Contact Summary'** screen.



If the user has the **'Case Management - Associate field contact'** permission AND is the creator of the field contact, the edit and print icons are displayed for the associated field contact.

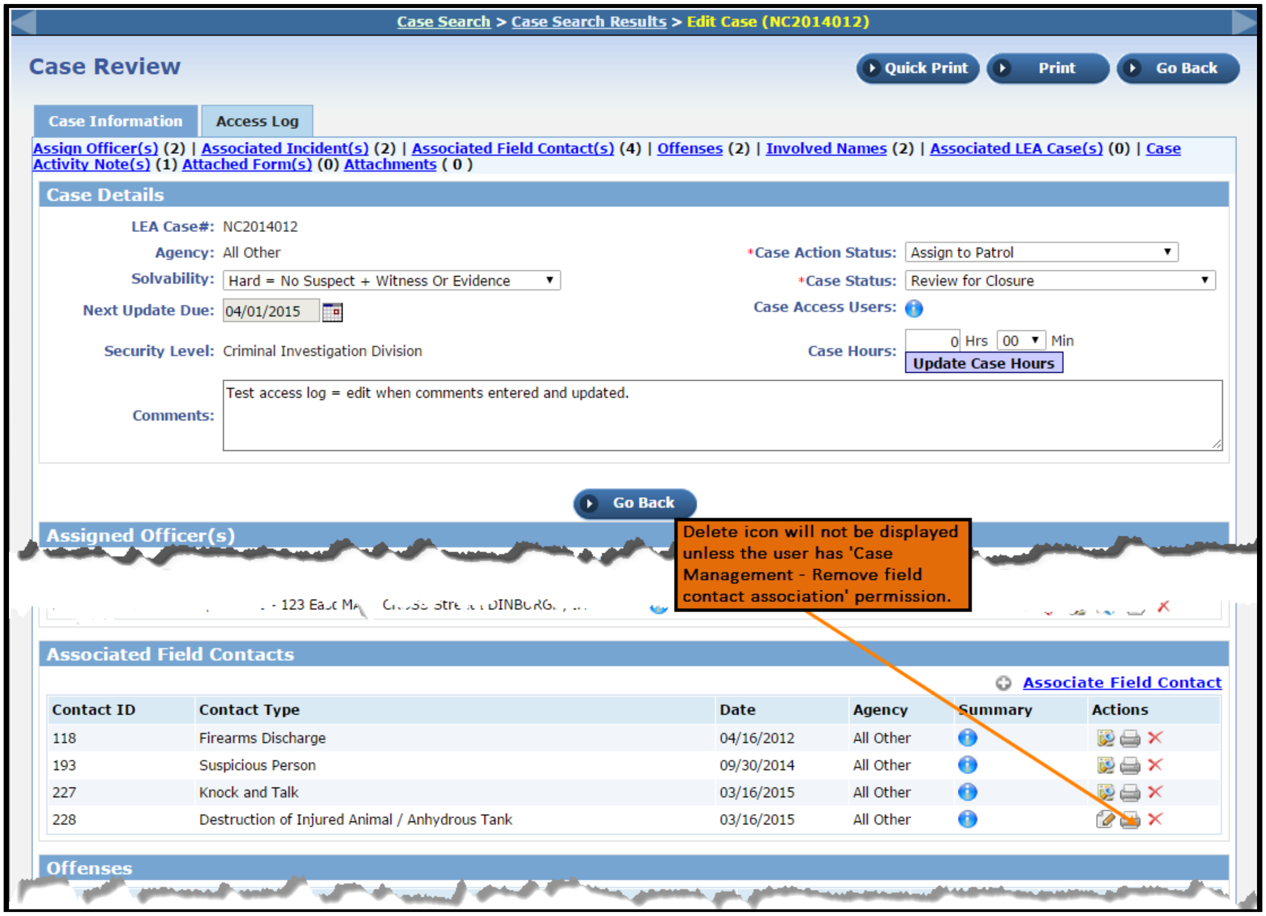


Click the edit icon to open the **'Edit Field Contact'** screen. Make any updates to the field contact record and click the **'Go Back'** button to return to **'Case Review'** screen.

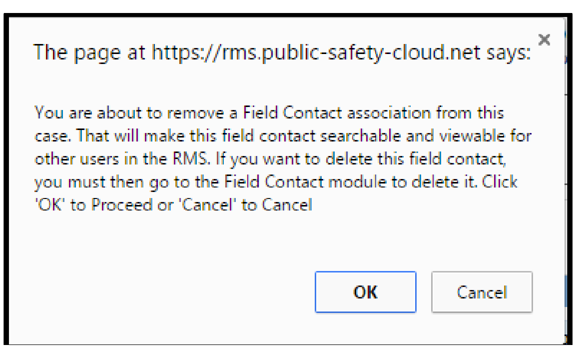


Delete an Associated Field Contact from Case

A user must have the **'Case Management - Remove field contact association'** permission to see the delete icon for the field contact, thus allowing him/her to remove an associated field contact from the case. By default, the Officer_Supervisor and CID_Supervisor roles will have this permission.

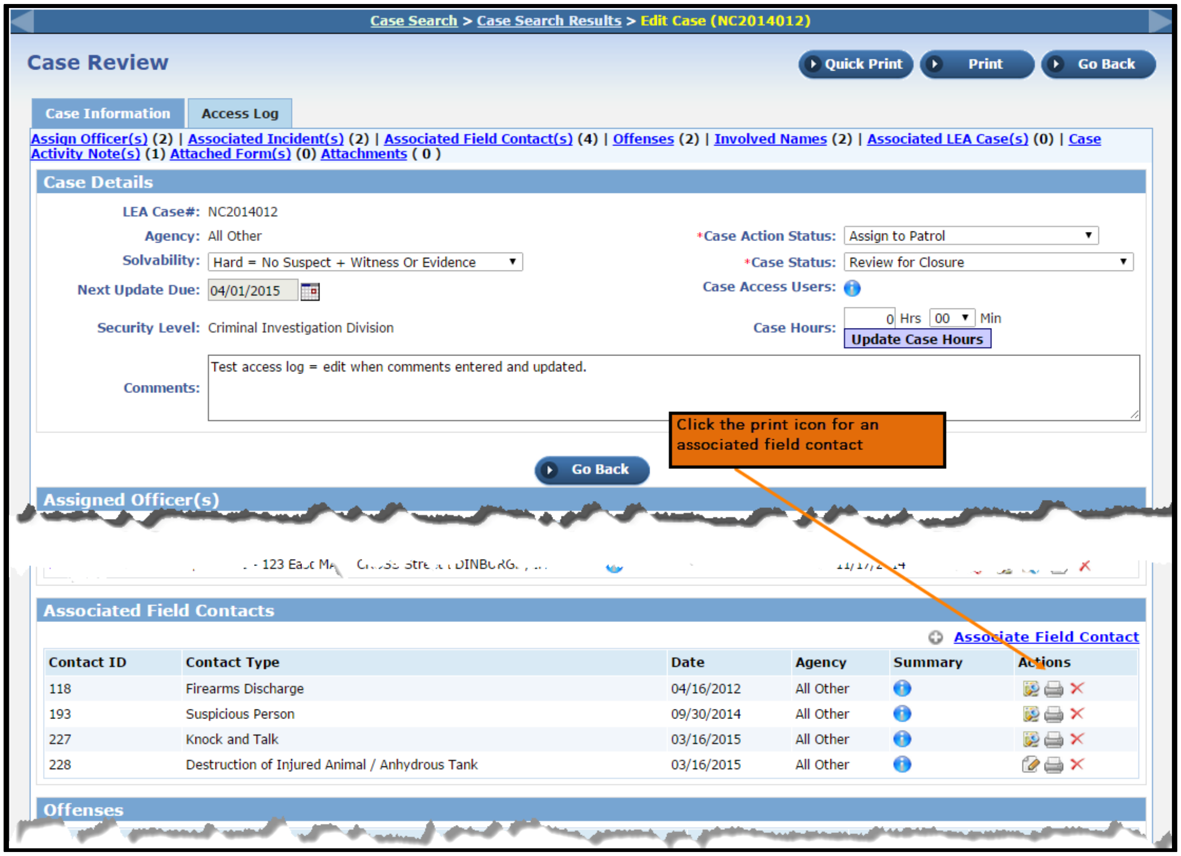


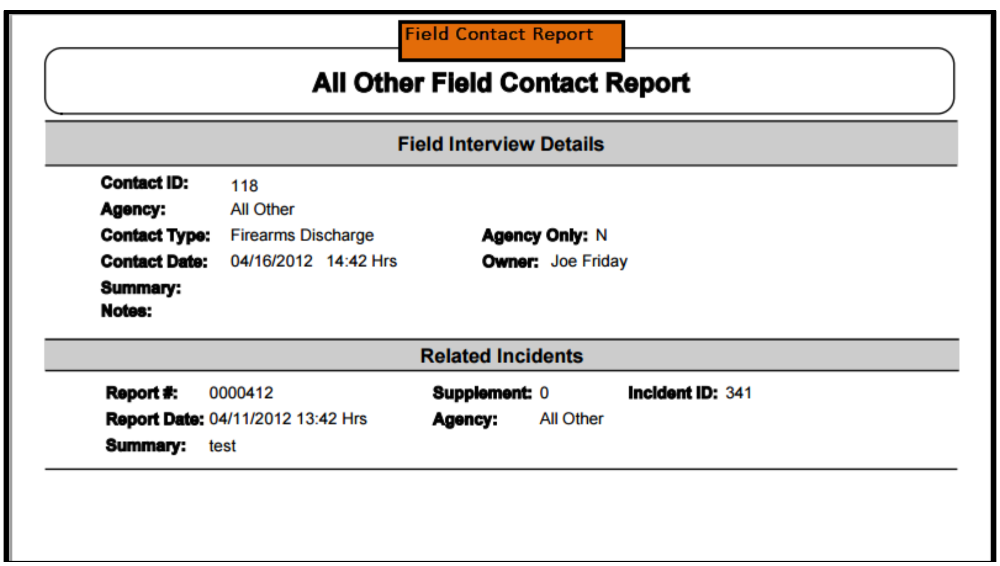
Clicking the delete icon will pop up a warning dialog box asking the user to confirm the deletion. Click **'OK'** to confirm or **'Cancel'** to return to the previous screen. Once deleted, the associated field contact will no longer show in the **'Associated Field Contacts'** grid on the **'Case Review'** screen. However, the field contact record still exists in the system.



Print an Associated Field Contact from Case

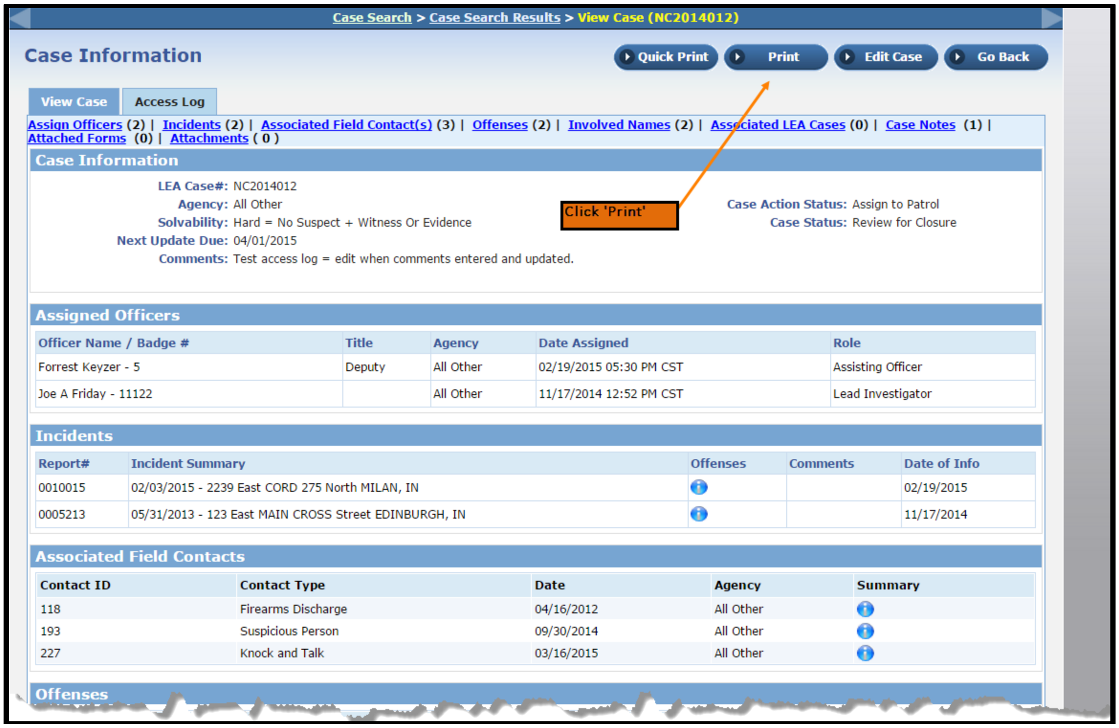
Click the print icon for an associated field contact. This will generate a Field Contact Report .pdf file that the user can save and print from.



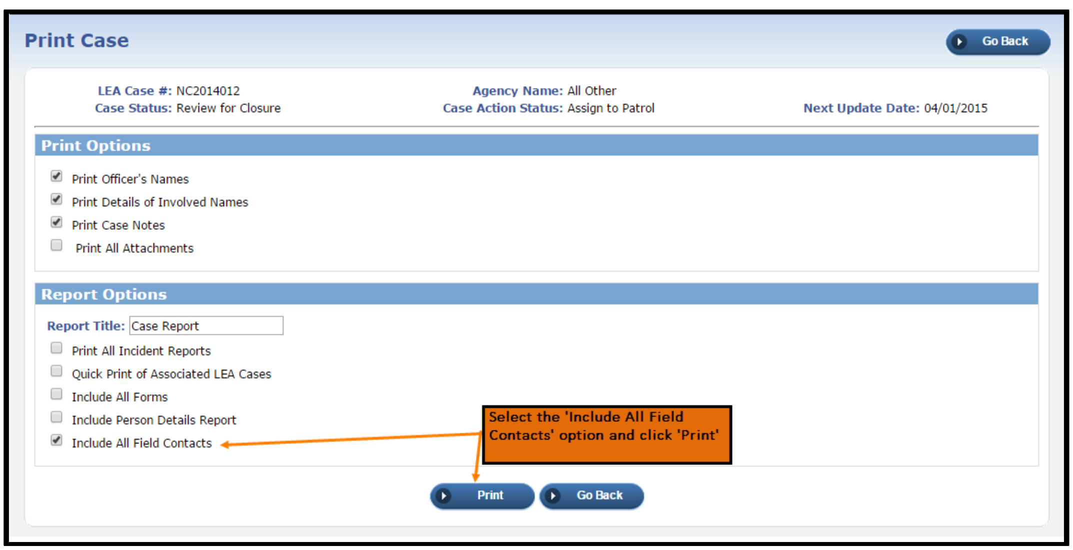


Option to Print Associated Field Contacts when Printing a Case

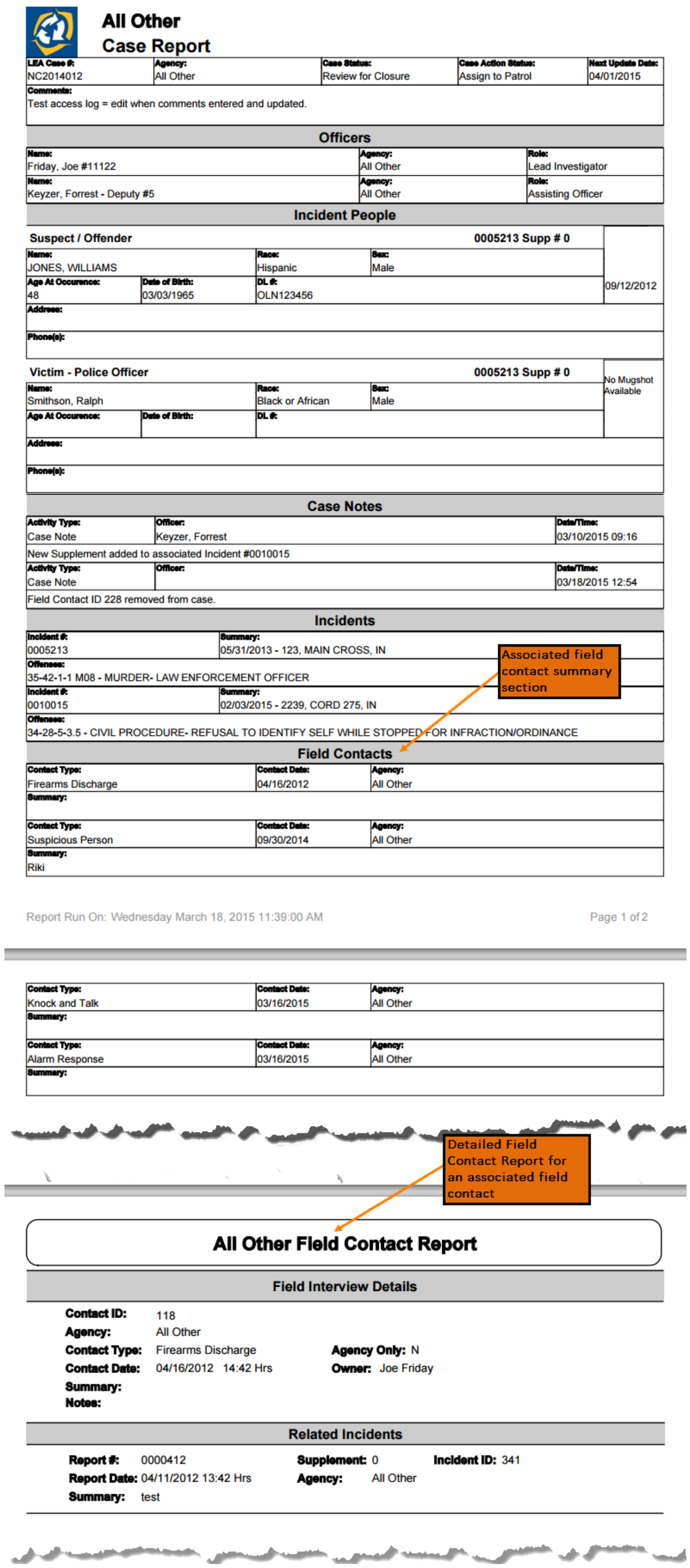
Associated Field Contacts can be added to the printed Case Report. Click the **'Print'** button from the top of either the **'Case Review'** or **'Case Information'** screens.



The **'Print Case'** screen now offers the user an option to "Include All Field Contacts" in the Case Report. By default, this report option is not selected. Click the checkbox to include all field contacts and click the **'Print'** button. The Case Report is generated in .pdf format for the user to save and print.



The printed Case report now includes a summary section for “Field Contacts” as well as a detailed Field Contact Report for each associated field contact.



All Other
Case Report

LEA Case #:	Agency:	Case Status:	Case Action Status:	Next Update Date:
NC2014012	All Other	Review for Closure	Assign to Patrol	04/01/2015

Comments:
Test access log = edit when comments entered and updated.

Officers

Name:	Agency:	Role:
Friday, Joe #11122	All Other	Lead Investigator
Keyzer, Forrest - Deputy #5	All Other	Assisting Officer

Incident People

Suspect / Offender — 0005213 Supp # 0

Name:	Race:	Sex:	
JONES, WILLIAMS	Hispanic	Male	09/12/2012
Age At Occurence: 48	**Date of Birth:** 03/03/1965	**DL #:** OLN123456	

Address:

Phone(s):

Victim - Police Officer — 0005213 Supp # 0

Name:	Race:	Sex:	
Smithson, Ralph	Black or African	Male	No Mugshot Available
Age At Occurence:	**Date of Birth:**	**DL #:**	

Address:

Phone(s):

Case Notes

Activity Type:	Officer:	Date/Time:
Case Note	Keyzer, Forrest	03/10/2015 09:16
New Supplement added to associated Incident #0010015		
Case Note		03/18/2015 12:54
Field Contact ID 228 removed from case.		

Incidents

Incident #:	Summary:
0005213	05/31/2013 - 123, MAIN CROSS, IN
Offenses: 35-42-1-1 M08 - MURDER- LAW ENFORCEMENT OFFICER	
0010015	02/03/2015 - 2239, CORD 275, IN
Offenses: 34-28-5-3.5 - CIVIL PROCEDURE- REFUSAL TO IDENTIFY SELF WHILE STOPPED FOR INFRACTION/ORDINANCE	

Associated field contact summary section

Field Contacts

Contact Type:	Contact Date:	Agency:
Firearms Discharge	04/16/2012	All Other
Summary:		
Suspicious Person	09/30/2014	All Other
Summary: Riki		

Report Run On: Wednesday March 18, 2015 11:39:00 AM — Page 1 of 2

Contact Type:	Contact Date:	Agency:
Knock and Talk	03/16/2015	All Other
Summary:		
Alarm Response	03/16/2015	All Other
Summary:		

Detailed Field Contact Report for an associated field contact

All Other Field Contact Report

Field Interview Details

Contact ID: 118
Agency: All Other
Contact Type: Firearms Discharge — **Agency Only:** N
Contact Date: 04/16/2012 14:42 Hrs — **Owner:** Joe Friday
Summary:
Notes:

Related Incidents

Report #: 0000412 — **Supplement:** 0 — **Incident ID:** 341
Report Date: 04/11/2012 13:42 Hrs — **Agency:** All Other
Summary: test

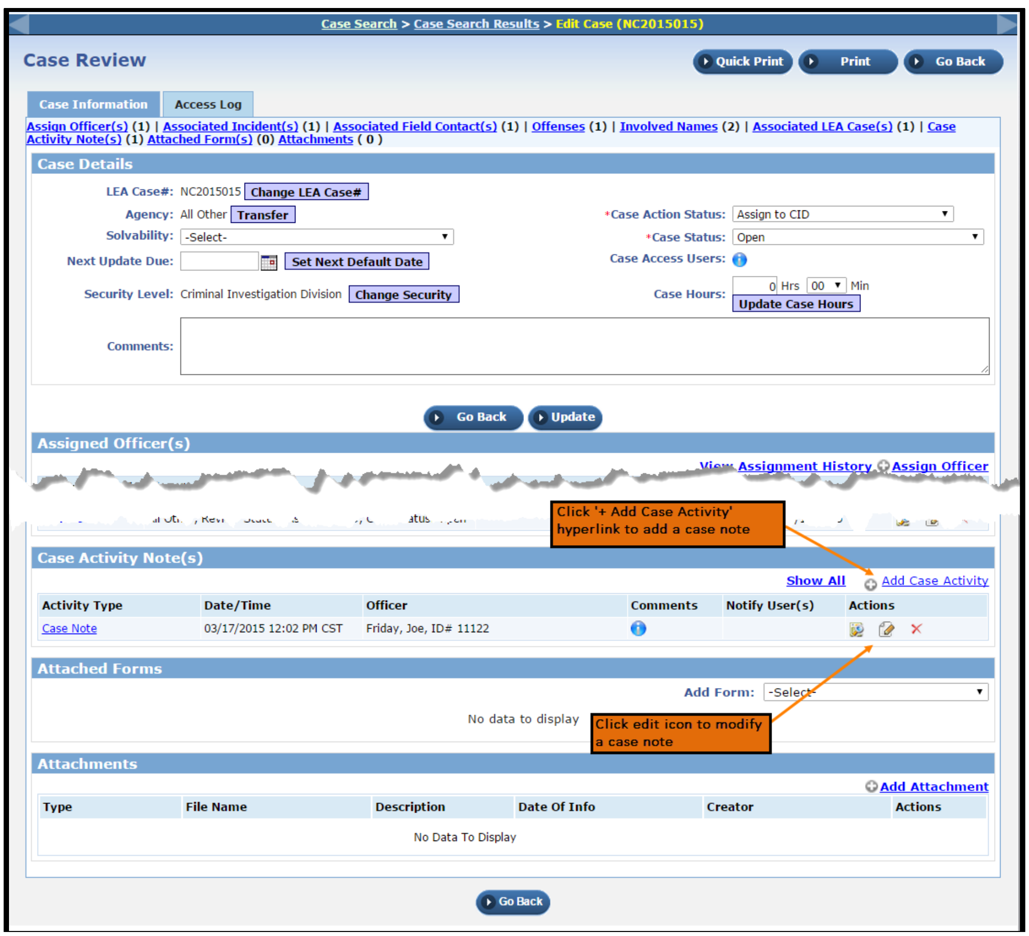
The **'Quick Print'** button option on the **'Case Review'** or **'Case Information'** screens will automatically print the Case Report with the summarized Field Contacts section. The detailed Field Contact Report for each associated field contact is excluded.

Size of Case Activity Comments Field Increased.

Many customers use case activity notes in a case to document case activity instead of creating an incident supplement. The 4,000 character limit previously imposed on this field made it difficult for users to be detailed in their documentation and many users resorted to a workaround by creating a word document which was then uploaded as an attachment.

Users are no longer restricted to the 4,000 character limit for the Case Activity Comments field. While the limitation has been removed, users will not notice any visible changes on the screen itself. This change applies when a user:

a) Adds a case activity note either when creating a new case or editing an existing case (Click the **'+ Add Case Activity'** hyperlink on the **'Case Review'** screen **('Case Information'** tab).
b) Edits case activity comments that were previously created (Click edit icon for a case note (**'Case Activity Note(s)' grid**) on the **'Case Review'** screen (**'Case Information'** tab)




Case Search > Case Search Results > Edit Case (NC2015015) > Add Case Activity
Add Case Activity
Activity Date: 03/17/2015 12:06 Hrs: PM
*Activity Type: -Select-
*Comments:
Check Spelling
Select Users to Notify:
Available
Selected
Friday, Joe A
Character limitation has been removed from this field.
Back
Save Activity

INTERFACE ENHANCEMENTS

IA-34726: STARLIMS – EVIDENCE INTERFACE

Design Objective

The objective of this enhancement was to implement a web service interface that supports the capability for a user of the Maryland STARLIMS evidence system to initiate a query of the InterAct RMS for evidence related property entered into the InterAct RMS and import information from RMS into STARLIMS to reduce data entry and improve efficiency by STARLIMS personnel.

Background

The Maryland STARLIMS Evidence System is operated by the Maryland State Police Forensic Laboratory. The Forensic Sciences Division runs the largest forensic lab in the state of Maryland, and serves the entire department of state police as well as more than 100 local law enforcement agencies.

Assumptions/Clarifications

1. This is a one-way interface where STARLIMS will pull information from the InterAct RMS.
2. No query or import of data from STARLIMS into the InterAct RMS will be supported.
3. The STARLIMS interface will only be available to the Maryland State Police,
4. Wildcard searches shall not be supported.
5. No attachments or images shall be returned in the web service results.
6. Evidence Chain-of-Custody information from STARLIMS will not be imported into the InterAct RMS.
7. Mapping of InterAct RMS codes to STARLIMS codes, will be handled by the STARLIMS import process.

IA-33618: ODYSSEY – COURT INTERFACE

Design Objective

The objective of this enhancement was to implement an automated interface that would be used to exchange data from the Odyssey application to the InterAct RMS that will be used to upload warrant data for Indiana counties that are using the InterAct RMS. The objective is to reduce data entry and improve the efficiency of InterAct RMS customers desiring the capability to manage and track service attempts for their County warrant data within the InterAct RMS.

Background

The Odyssey Court Case management system (Odyssey) was selected by the Indiana Supreme Court in 2007 as the statewide court system for Indiana trial courts. The state's goal was to leverage Odyssey to implement standard business processes within a single system. Odyssey is operated by the Indiana Judicial Technology and Automation Committee (JTAC). As of December 2014, Odyssey has been implemented in 48 of the 92 Counties in Indiana. Additional information on the statewide court project can be found at http://www.in.gov/judiciary/admin/2666.htm.

Assumptions/Clarifications

1. This will be a one-way interface where the InterAct RMS will retrieve warrant data from an Odyssey host site.
2. No query or import of data from the InterAct RMS into Odyssey shall be supported.
3. Odyssey warrant information will be provided using an XML formatted file.
4. An XML file will be written to a central directory available to InterAct.
5. The interface will only be available for Counties that are using both the InterAct RMS and Odyssey systems.
6. The interface will only support warrant management by a single central warrants agency (typically the Sheriff's office), at this time.
7. All warrants entered from the interface will be loaded with the specified Warrant
8. Mapping of InterAct RMS codes to Odyssey codes will be handled by the InterAct RMS import process.

IA-36760: ADVANCED AUTHENTICATION

The InterAct RMS can now support 2 factor authentication using Radius protocol and OTP (One-Time Password). As example RSA and SafeNet both use this protocol. Agencies interested in implementing 2 factor authentication should contact InterAct. InterAct will be working with select agencies in 2015 to pilot the capability. This feature will require additional cost.

STATE REPORTING ENHANCEMENTS

IA-33663: TEXAS IBR (TIBRS – DATA SUBMISSION)

Incident Based Reporting (IBR) support for the State of Texas has been developed in this release. Texas IBR is known as TIBRS. Agencies wanting to become Texas certified should contact RMS operations for configuration setup and training.

IA-34608: NIBRS SCREEN REDESIGN
IA-36826: NIBRS SUBMISSION SCREEN REDESIGN – CHARTS
IA-36950: DATA SUBMISSIONS ADVANCED SEARCH BY NIBRS OFFENSE

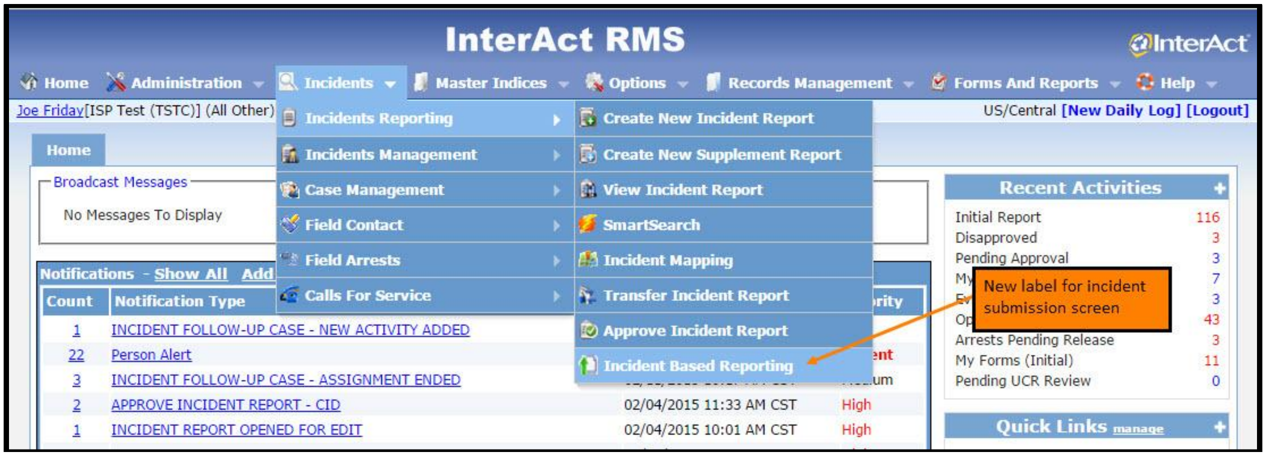
While assisting an agency to become certified in submitting NIBRS data to the FBI, it became evident that improvements were necessary in the RMS State Incident Submissions module. Several issues were identified which included long dataset load times, a confusing submission workflow and a lack of functionality that would help our customers identify NIBRS elements that could trigger a state or federal audit.

The State Incident Submissions module has been redesigned in this release, providing users with improved usability and workflow experience as well as performance improvements that will address high volume datasets from larger agencies. The redesign will also aid in InterAct's underlying goal to help our customers become certified in submitting Incident Base Reporting (IBR) data to the FBI.
The redesign provides the following benefits:

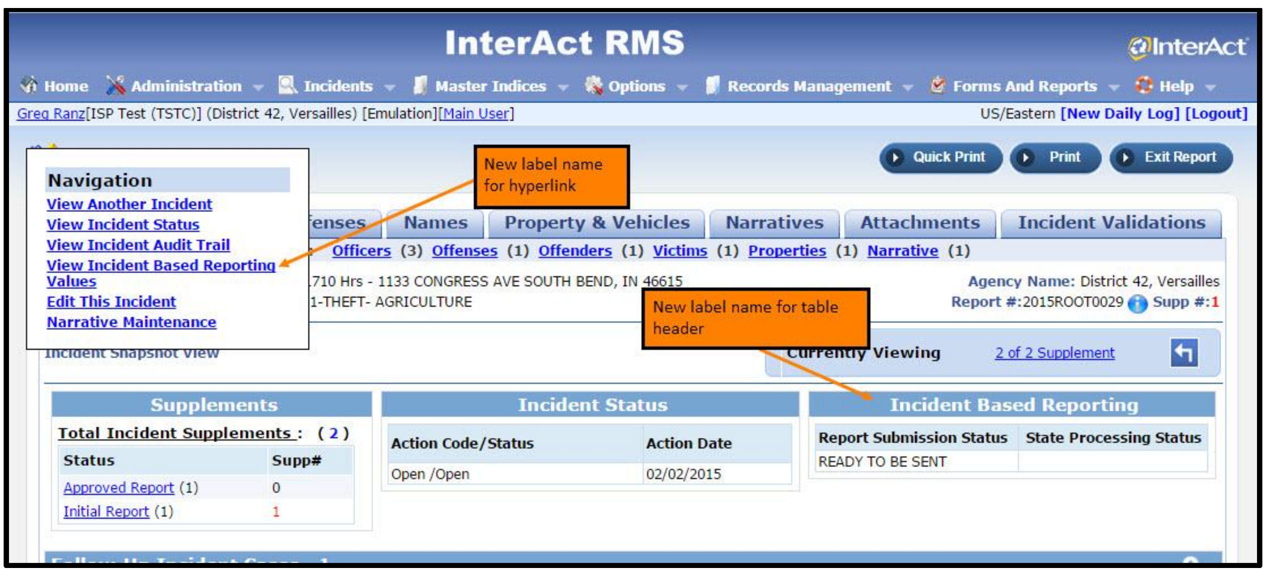
- Users can now quickly submit files by following a simple and intuitive workflow
- Dataset load times has been improved
- Users will have the ability to view data from submission files in a graphical manner via the Charts function

Label changes
Label changes have been made in various places where it relates to the incident submission workflow. These changes will improve overall usability experience.

The menu title for the new incident submissions screen has been changed from **'State Incident Submissions'** to **'Incident Based Reporting'**. This screen is accessed via the following path: Incidents → Incidents Reporting → Incident Based Reporting (renamed from State Incident Submission)

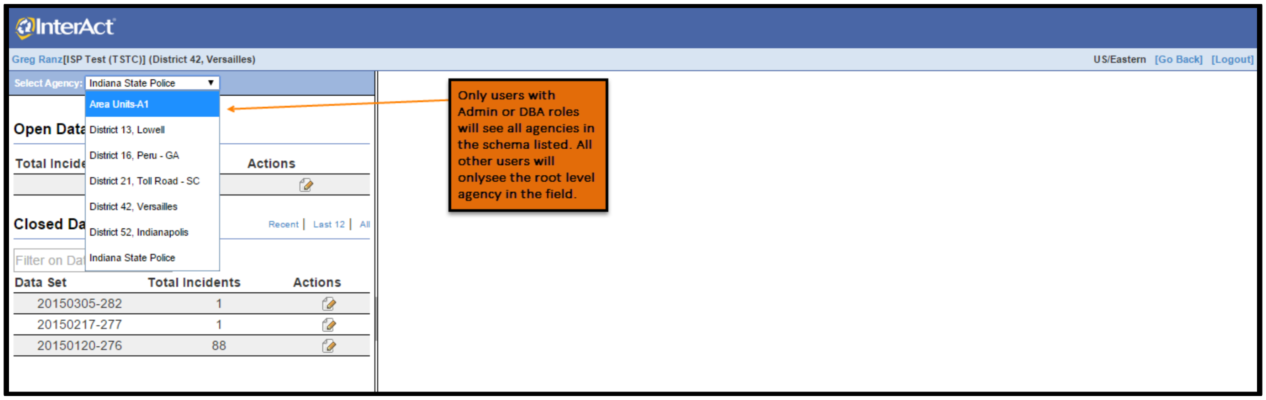


The hyperlink on the Incident Report Mega Menu (on the **'Incident Report'** screen) has also been renamed from '**View State Incident Submissions Values**' to **'View Incident Based Reporting Values'**. Another change can be found on this same screen where the table name on the **'Summary'** tab in the **'Incidents Report'** screen has been changed from **'State Submissions'** to **'Incident Based Reporting'**.



Data Submissions

The user will access the redesigned **'Incident Based Reporting'** screen via the following menu path: Incidents → Incidents Reporting → Incident Based Reporting. The **'Select Agency'** LOV at the top left corner of the screen will default to the user's root agency. No other agencies will be listed in the LOV unless the user has been assigned a role with the **'Incident Based Reporting - See All Data Sets'** permission. By default, users with the DBA role have this permission and thus, will be able to see all agencies within the schema listed in the LOV.

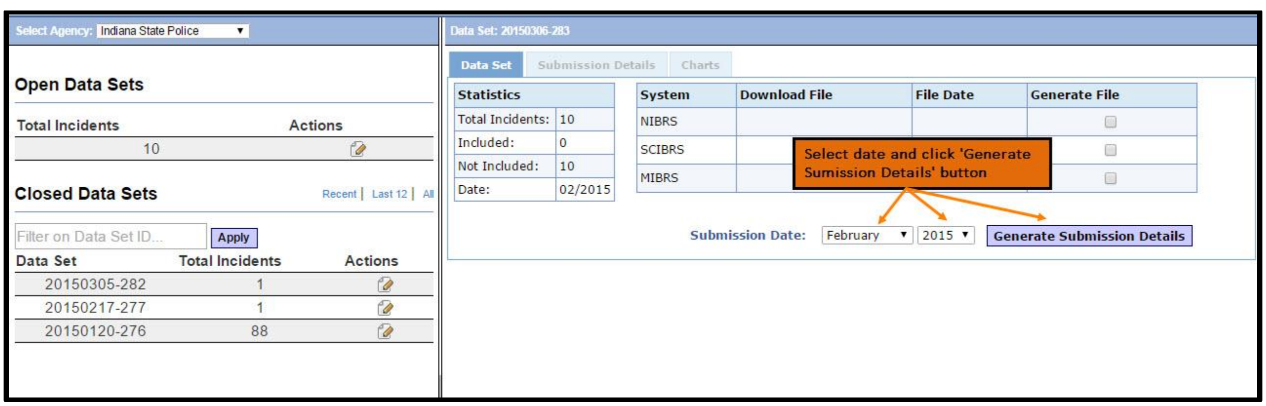


The left side of the screen shows two sections, one for the Open Data Set and the other for Closed Data Sets.

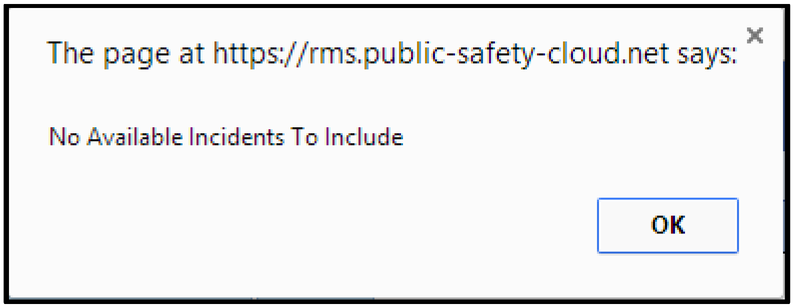
<u>Open Data Set</u>

The Open Data Set section will display only one open data set at any one time. The open data set contains all of an organizations approved incident reports that have not yet been submitted to the state, the total of which is shown in the **'Total Incidents'** column. There is no Data Set ID name assigned to the open data set. It will only be assigned once the data set is closed (file generated and submitted).
Click the **'edit'** icon in the Actions column to display added details for the open data set on the right side of the screen. Users will see three tabs.

The first tab **'Data Set'** is where users can create and submit a file. Select **'Submission Date'** values (month and year) for the drop down LOVs and click the **'Generate Submission Details'** button.

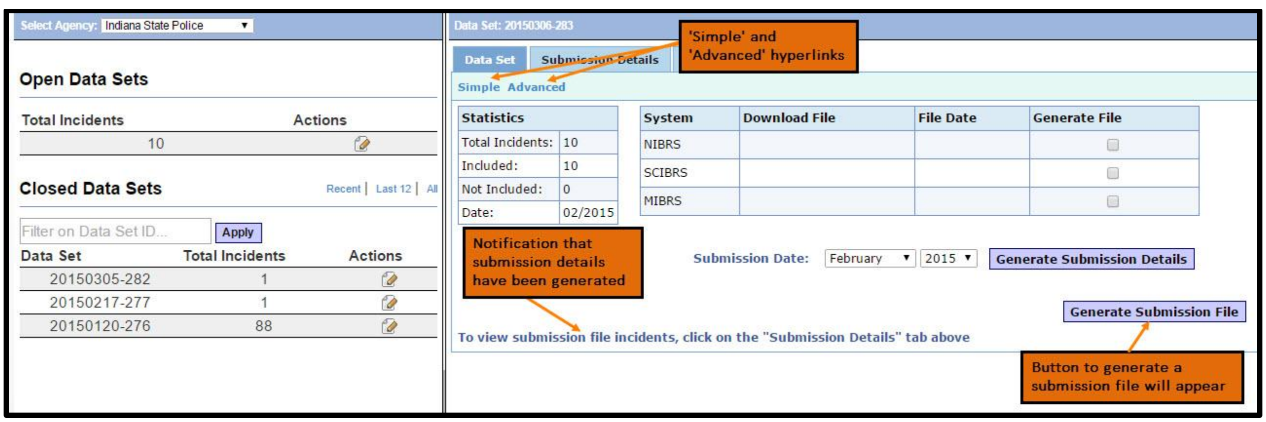


If there are no un-submitted incidents for the time period selected, an error message will pop up informing the user that there are no available incidents to include.

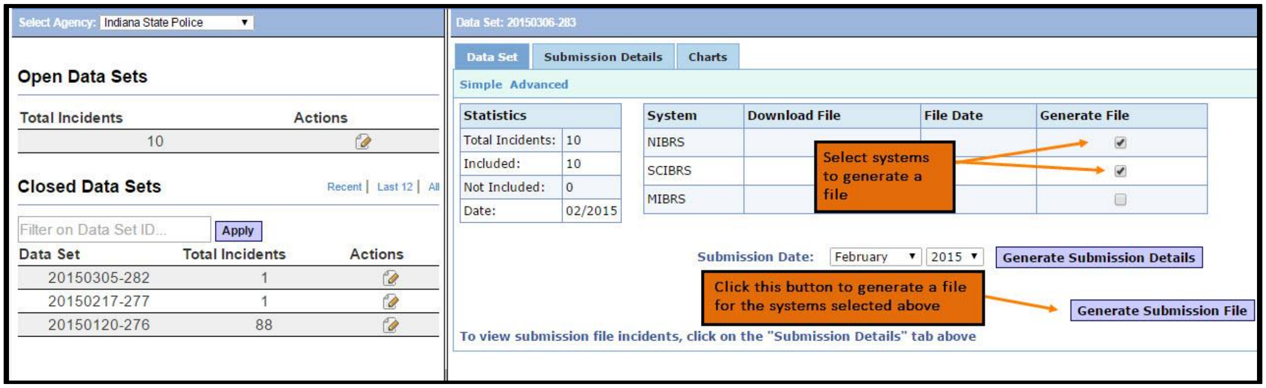


If there are incidents to be submitted for the time period selected, the user will see three things on the screen:

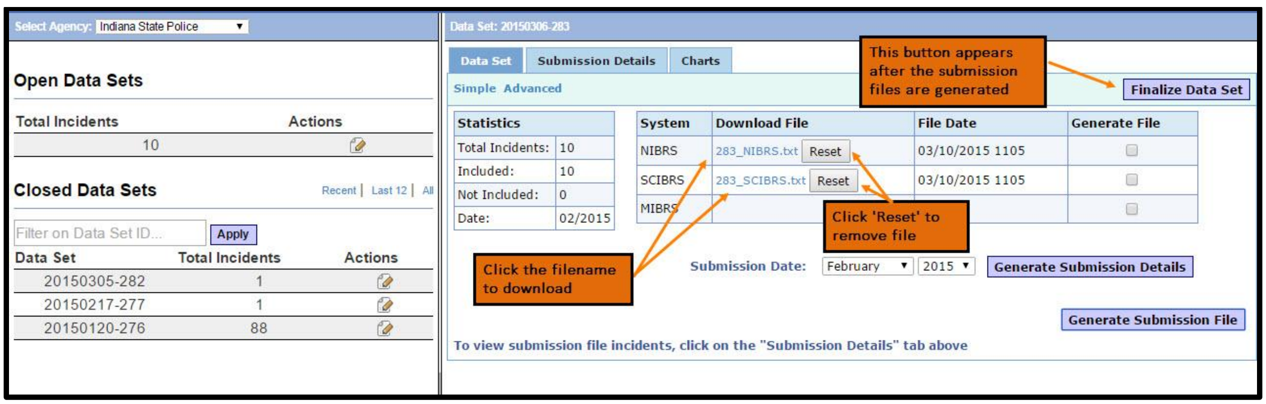
- A message at the bottom of the frame, “To view submission file incidents, click on the "Submission Details" tab above”. Information about the **‘Submission Details’** tab is provided later in this document.
- The **‘Generate Submission File’** button will appear on the right side of the frame.
- Two hyperlinks will also be displayed at the top of the **‘Data Set’** screen, one for the **‘Simple’** screen and the other for the **‘Advanced’** screen. The **‘Simple’** screen, provides users with the option for quick submissions via a simple and easy interface. The **‘Advanced’** screen allows users to generate and send a submission file similar to the way it was done in previous versions.



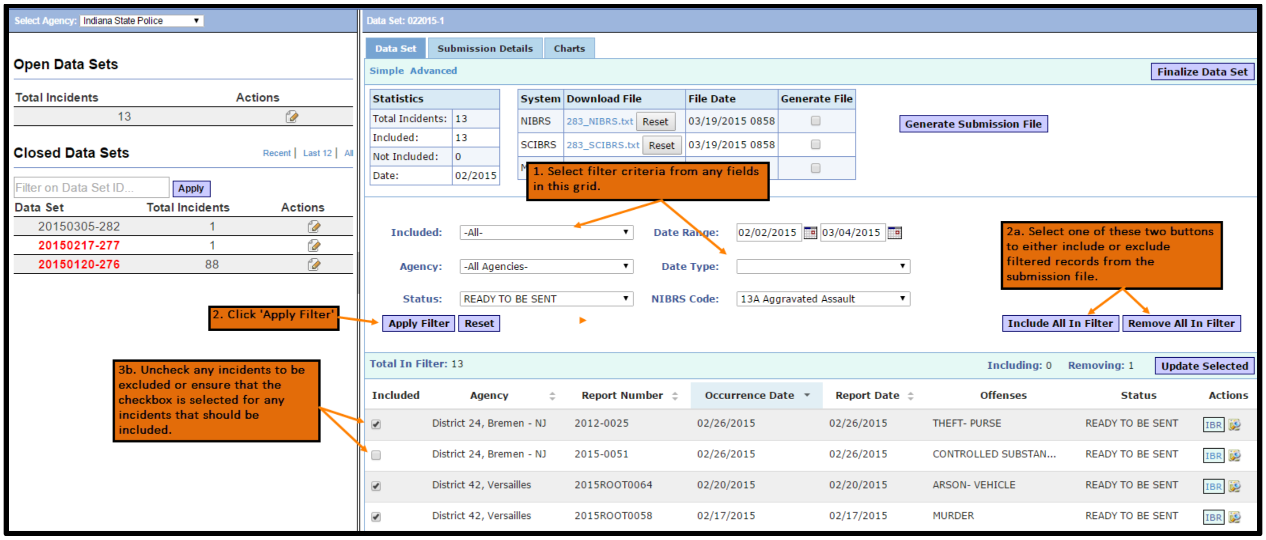
By default, the **‘Simple’** screen is displayed when the user clicks the **‘edit’** icon for the open data set or when the user selects the **‘Data Set’** tab. To generate a file in the **‘Simple’** screen, select the corresponding **‘Generate File’** check box for the system(s) that the user is generating the file(s) for and click the **‘Generate Submission File’** button.



This will create a submission file in .txt format for each system that is downloadable by clicking the filename in the **'Download File'** column. Users may remove a file from being submitted by clicking the **'Reset'** button next to a filename. After the file(s) has been generated, the user will also see a **'Finalize Data Set'** button in the header area of the screen. If the user clicks this button, a pop up dialog box will appear asking the user to confirm or cancel the file(s) submission to the system(s). Click **'OK'** to submit the file(s) which will close the Data Set and create a new Data Set for any outstanding incidents, or **'Cancel'** to return to the previous screen.



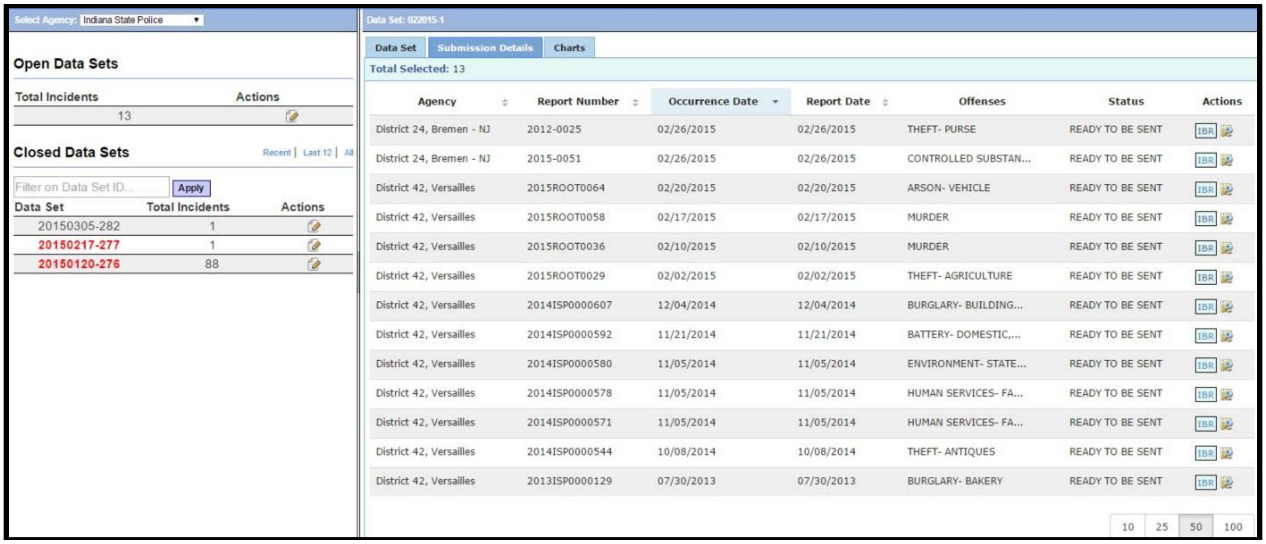
If the user wishes to only create a subset of the submission file generated via the **'Simple'** screen, the user will select the **'Advanced'** hyperlink on the **'Data Set'** tab. This screen allows the user to select various filter criteria for incidents to be included or excluded in the submission file. Select filter criteria from the available drop down list fields before clicking the **'Apply Filter'** button. This action will list any incidents satisfying the filter criteria. The user may then choose to include all the filtered incidents by clicking the **'Include All In Filter'** button or to individually select each incident to be included in the submission file by selecting the **'Included'** checkbox for the incident. Similarly, if the user wishes to exclude all the filtered incidents, he/she will either select the **'Remove All In Filter'** button or ensure that the **'Included'** checkbox is unchecked for those incidents to be excluded. Note that "NIBRS Code" has been added to the list of available filters. This filter was not available in previous RMS versions.



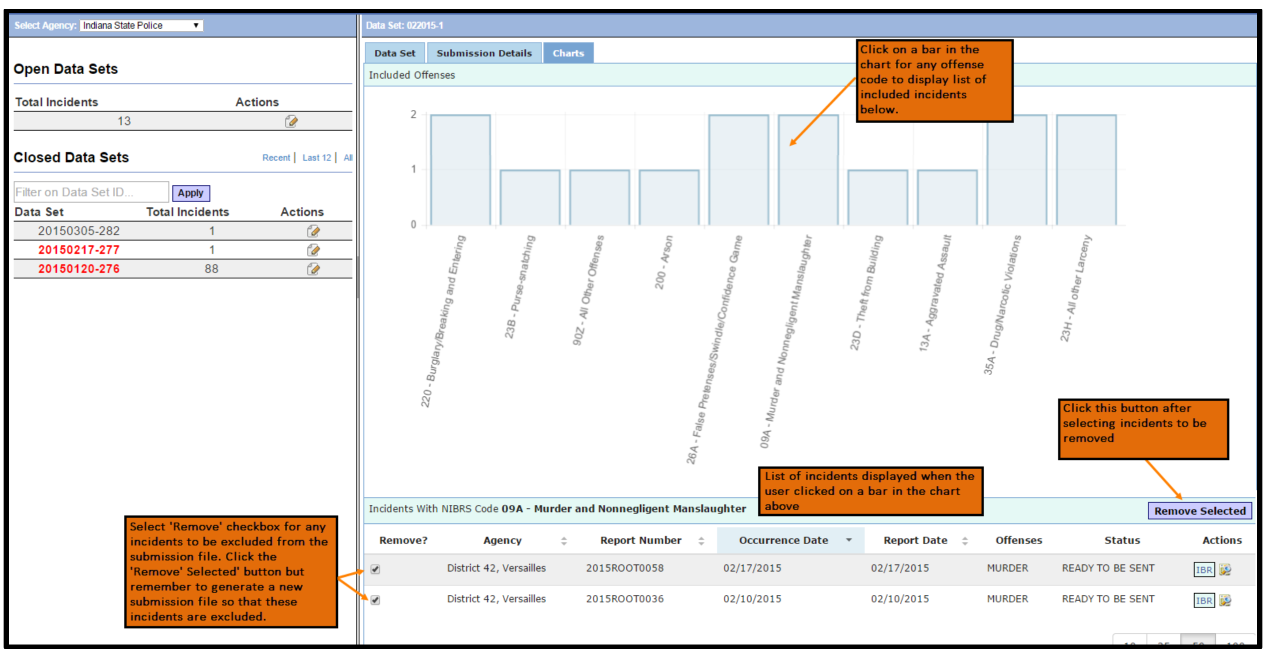
The process to generate a submission file in the **'Advanced'** screen at this point is similar to the **'Simple'** screen. Select the **'Generate File'** check box for the system(s) that the user is generating the file(s) for and click the **'Generate Submission File'** button. When the file(s) has been generated, the user will see a **'Finalize Data Set'** button in the top right header area of the screen. If the user clicks this button, a pop up dialog box will appear asking the user to confirm or cancel the file(s) submission to the system(s). Click **'OK'** to submit the file(s) which will close the Data Set and create a new Data Set for any outstanding incidents, or **'Cancel'** to return to the previous screen.

Users may view submission file incidents any time after generating submission details, by selecting the 2nd tab **'Submission Details'**.

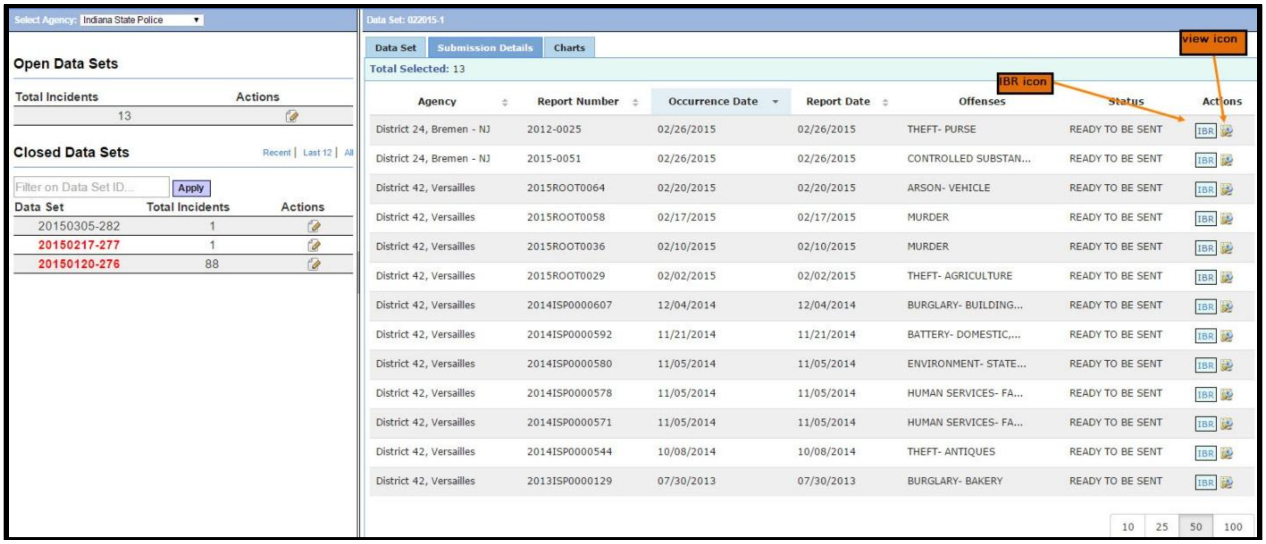
- If submission details have been generated but the submission file(s) not yet been generated, the **'Status'** column will not display any data
- If the submission file(s) has been generated but not yet submitted, the incidents will show a status of "READY TO BE SENT". This is typically a good checkpoint to review the list of incidents that are to be submitted.
- If the submission file(s) has been submitted, the incidents will show a status of "SENT WAITING FOR RESPONSE"



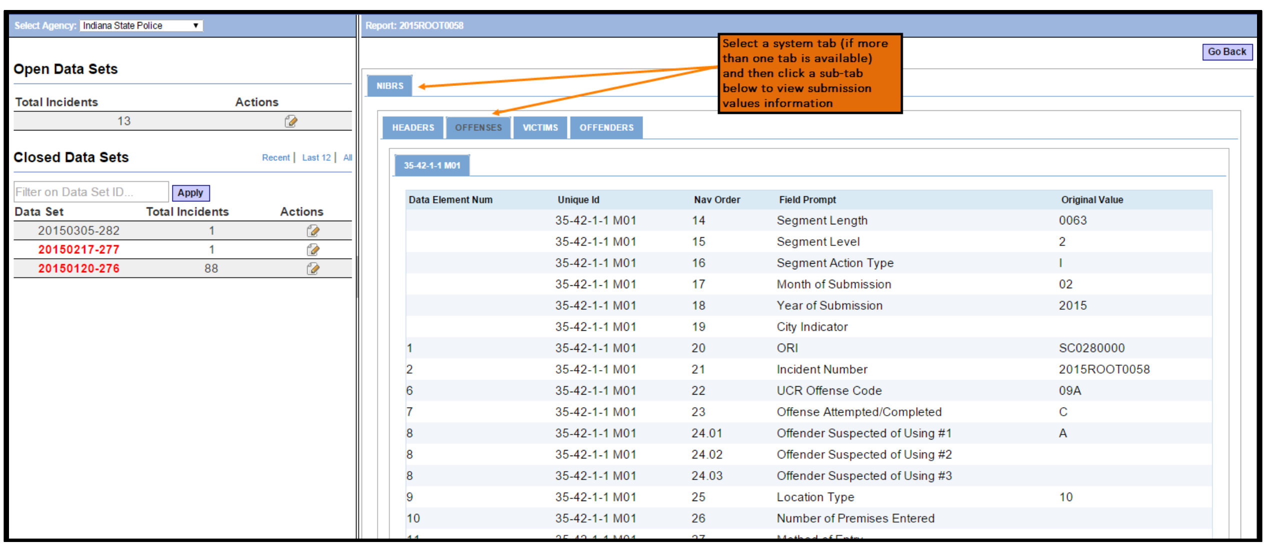
The 3rd tab **'Charts'** on the data set details screen provides a graphical view of the NIBRS offenses to be submitted in the open data set. Clicking on a bar for any offense in the chart will display the list of included incidents that correspond to the NIBRS offense code, below the chart. Click the **'Remove'** checkbox for any incidents to be excluded from the submission file and click the **'Remove Selected'** button. However, the user must also remember to generate a new submission file (which excludes the incidents removed) by clicking the **'Generate Submission File'** either in the **'Simple'** or **'Advanced'** screen.



Anytime the user can view a list of open data set incidents (**'Submission Details'** tab, filtered results in the **'Advanced'** screen or selected NIBRS offense in **'Charts'** tab), there are two action icons for each incident – 'IBR' and 'view'.



If the user selects the ‘**view’** icon in the ‘**Actions’** column for a specific incident report number, the user will be directed to the ‘**Incident Report’** screen. Clicking the **‘IBR’** icon in the **‘Actions’** column will display submission values information, by system, for the incident selected. Click on a tab for any one of the systems to be submitted (if more than one available) and a sub-tab below to view the submission values information for the system selected.



Closed Data Sets

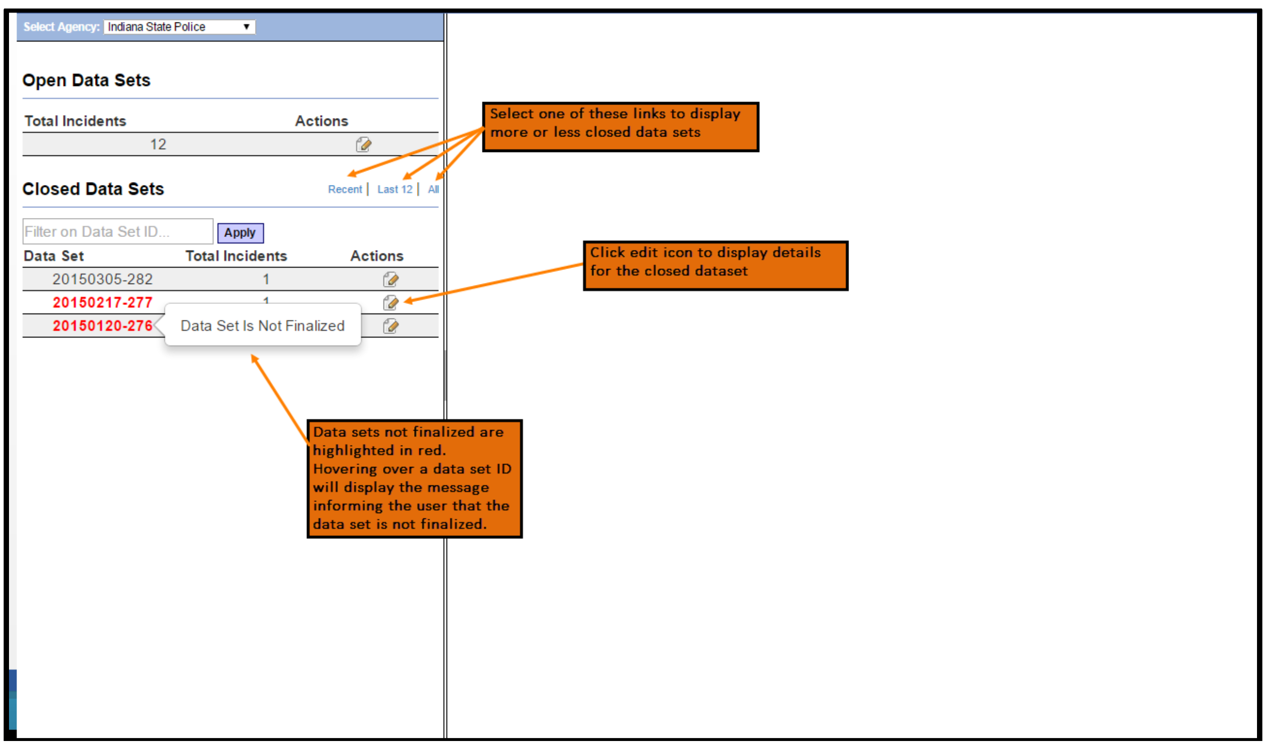
The Closed Data Set section lists data set files of approved incident reports that were previously generated and submitted to the state. As mentioned above, Data Set ID names are only created when a file has been submitted i.e. data set is closed. There is a new naming convention for closed Data Set IDs – [Year][Month][Day]-[SequentialNumber]. For example, in the case of the “20150226-278” Data Set ID, the graphic below shows how the Data Set ID name is created.

If there are two data sets submitted on the same day, the data set ids may look like this:

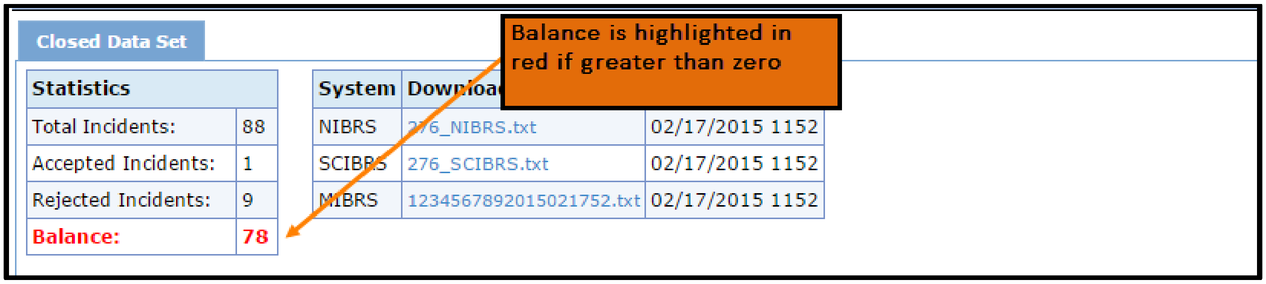
- Closed data set id #1 = “20150310-300”
- Closed data set id #2 = “20150310-301”

By default, the Closed Data Set list will only show the last 3 files generated and submitted, which is the same list displayed if the user clicks the **‘Recent’** link at the top of the Closed Data Set section. Clicking the **‘Last 12’** link will display the most recent 12 files generated and submitted while the **‘All’** link will show every file generated and submitted.

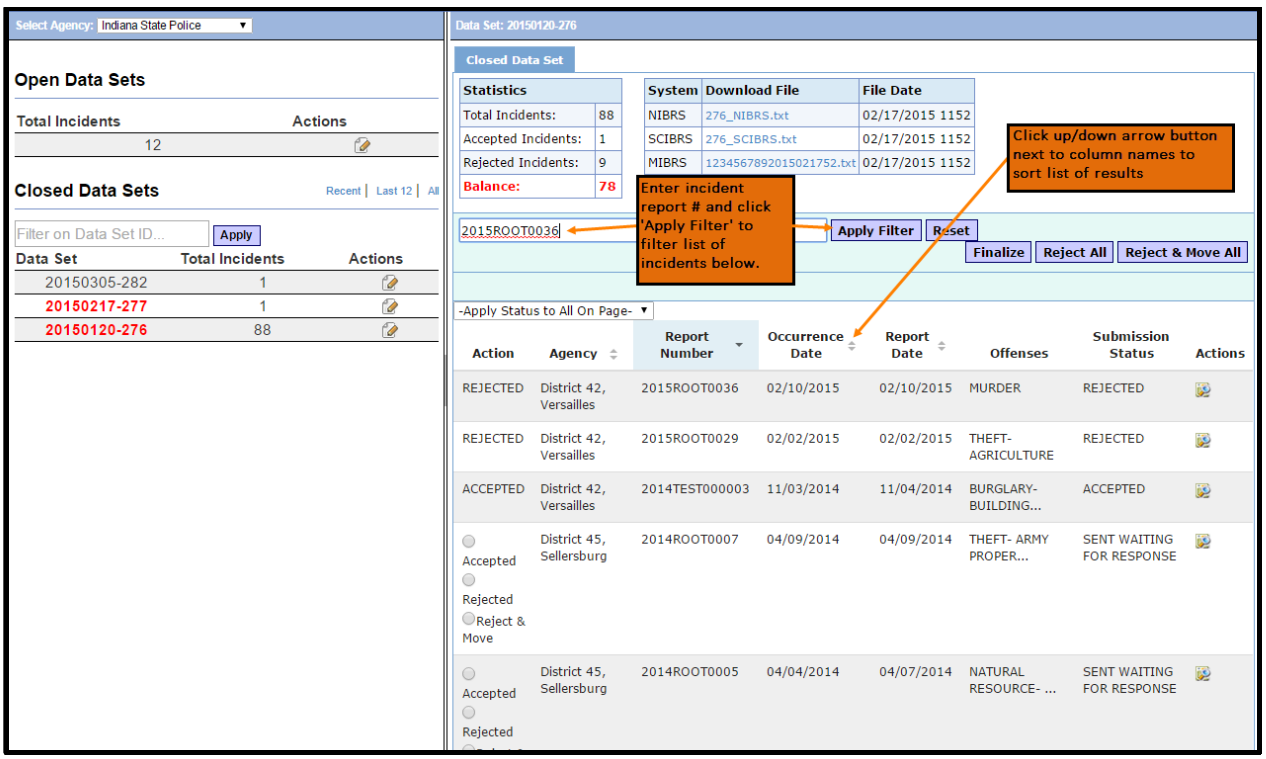
Data sets that contain incidents which have not been accepted or rejected will be highlighted in red. Hovering over the red data set ID will display a message that the data set has not yet been finalized. Users may apply an action to any of the incidents in a closed data set file by clicking the **‘edit’** icon in the **‘Actions’** column for the closed data set.



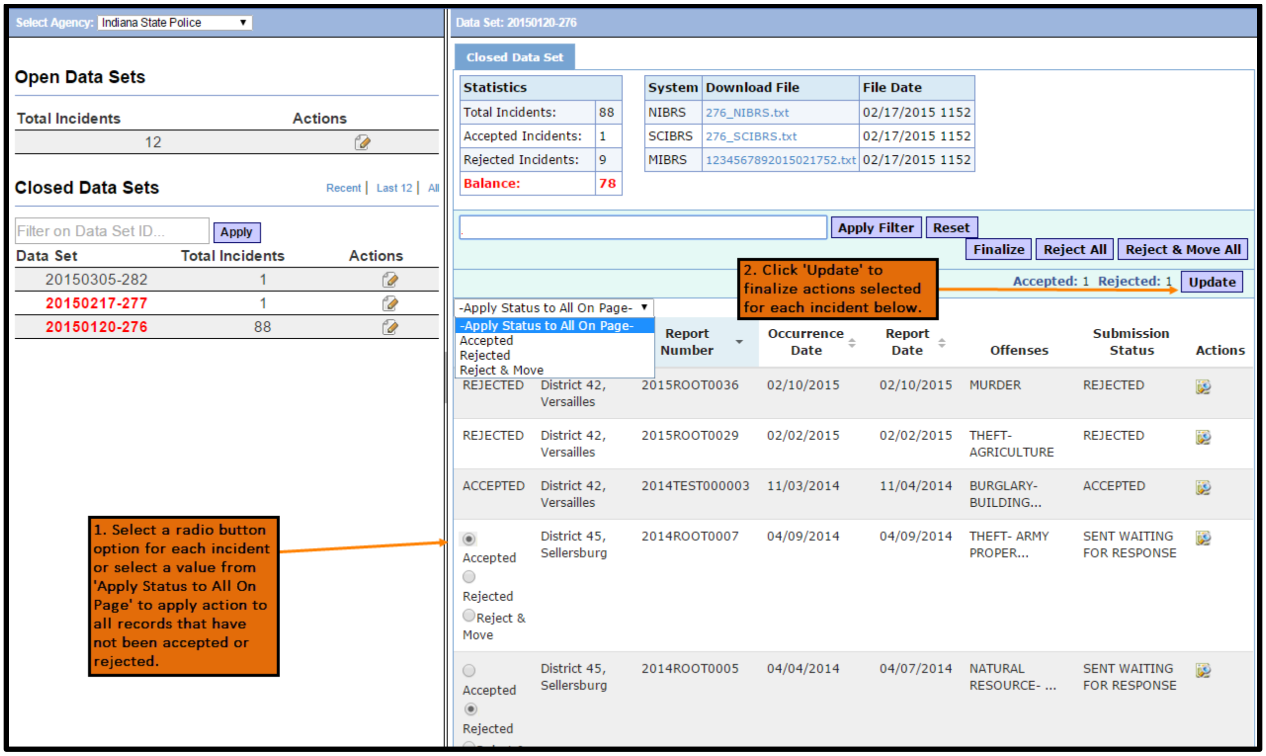
Clicking the **‘edit’** icon will show added details for the closed data set as well as display the list of incidents within the closed data set on the right side of the screen. The header section in this area provides overall information about the closed data set. The **‘Statistics’** table shows the total incidents submitted as well as the number of accepted and rejected incidents. The **‘Balance’** line shows the difference between total incidents less accepted and rejected incidents. Anytime the Balance is greater than zero, it will be highlighted in red.



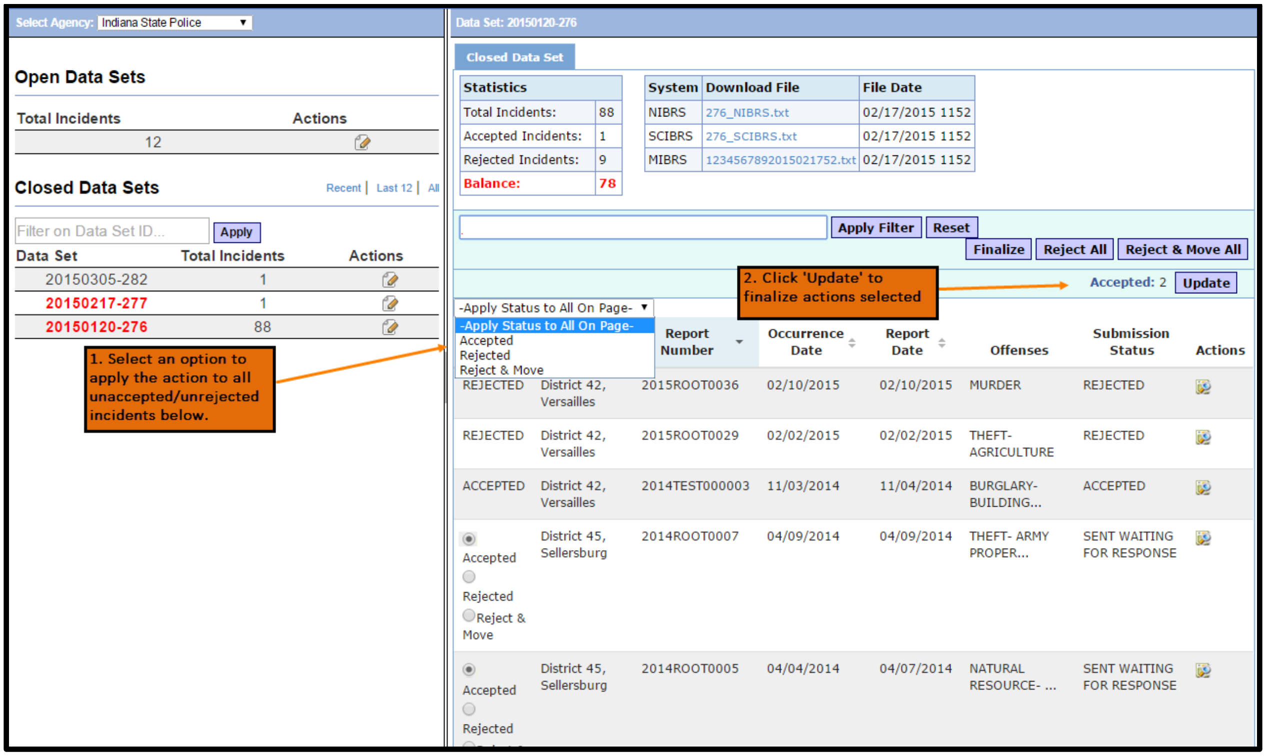
The section below the header lists all incidents submitted and returned with submission status details. Users are able to filter the list of incidents within a closed data set by typing a specific incident report number in the **'Enter Comma Separated Report Numbers To Filter'** field and clicking the **'Apply Filter'** button. Partial incident report numbers are not allowed. Click the **'Reset'** button to remove filter criteria from the field. Users may also sort the list of incidents by clicking the up/down arrow buttons next to column headers where applicable.



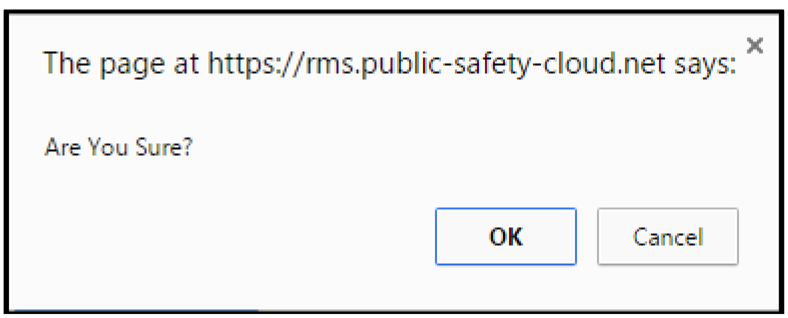
Users can apply an action to one or more incidents that have not been accepted or rejected by selecting a radio button (Accepted, Rejected or Reject & Move) within the **'Action'** column for each incident. (Users will only be able to apply an action to incidents that have Submission Statuses other than **'ACCEPTED'** or **'REJECTED'**). Click the **'Update'** button (below the **'Reject & Move All'** button on the right side of the screen) to finalize all actions.



Users may also perform a mass action function by selecting a value from the '**Apply Status to All on Page'** drop down list of values. Once users are ready to finalize the actions selected for the incidents, click the **'Update'** button to finalize all actions.



If users are absolutely certain about applying one action to the unaccepted/un-rejected incidents, they may skip the two steps above by clicking one of the **'Finalize'** (Accept All), **'Reject All**' or **'Reject & Move All'** buttons directly. Note: The Reject and Move action will reject the incidents and move them to the open Data Set. A pop up dialog box will prompt the user to confirm before applying the action.



New User Permissions

Any of the **'Reject'** or **'Reject and Move'** action options available to the user will depend on whether the user has permissions to do so.

- Users must have the **'Incident Based Reporting - Enable Reject All in Data Set'** permission to see the **'Reject All'** button on the screen.
- If the user has the **'Incident Based Reporting - Enable Reject And Move'** permission, the user will see the **'Reject and Move'** radio buttons for each incident, the **'Reject and Move'** option in the **'Apply Status to All on Page'** LOV as well as the **'Reject and Move All'** button.

The DBA role, will by default have the above permissions.

WARRANT ENHANCEMENTS

IA-33647: WARRANTS SERVICE ADDRESS – FUNCTIONAL REQUIREMENT
IA-36876: WARRANT SERVICE ADDRESS - ADD/EDIT/SELECT/DELETE
IA-36877: PRINT WARRANT
IA-36878: SEARCH WARRANT BY SERVICE ADDRESS
IA-36879: VIEW ADDRESS COMMON EVENTS
IA-36880: WARRANT ALERT INDICATOR
IA-36881: VIEW MY WARRANTS FROM RECENT ACTIVITIES AND MAP

Functionality to associate “Service Addresses” to a warrant was not available before this release. This made it problematic for officers serving a warrant as they were not able to directly view the service address of a warrant. Adding the functionality to add service addresses to warrants will not only make it easier for officers to serve warrants but it will also provide officers better awareness that an address that they are being sent to could be associated with a wanted person. Furthermore, officers will be able to view all warrants with geo-coded service addresses, on a map. This could improve efficiencies as authorized officers could serve multiple warrants with service addresses that are within close proximity.

Warrant Service Address Permission

A new permission called “**Warrants – Edit Service addresses from View Screen**” has been created to add/edit warrant service addresses. This permission has been granted to the following roles out of the box:

- Officer_Supervisor
- CID_Supervisor
- LEA_Clerk
- CID_User
- Officer

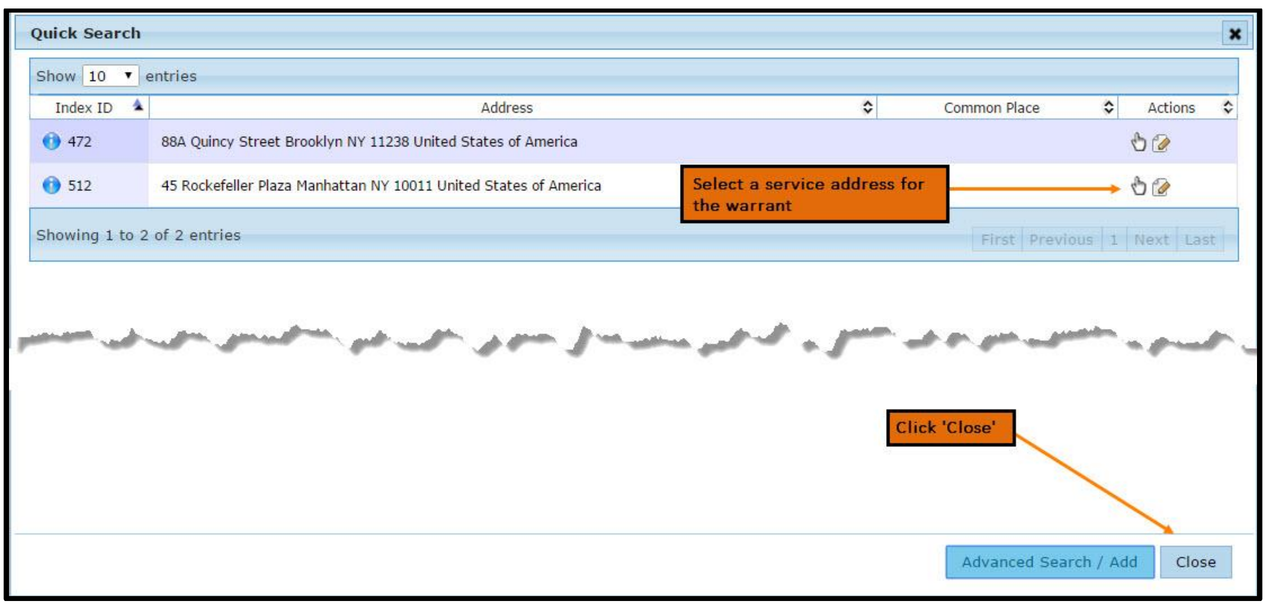
How to Add a Service Address when Creating a Warrant

Users may add a service address when creating or editing a warrant. In the case of adding a service address when creating a new warrant, the user will see the **‘Edit Warrant’** screen after selecting the following options from the main menu: Records Management → Warrants → + Add Warrant hyperlink → Select a person. As per usual, the user will enter all required warrant information on the screen and click **‘Save’**. A pop up dialog box will be displayed asking if the user would like to add a service address to the warrant.

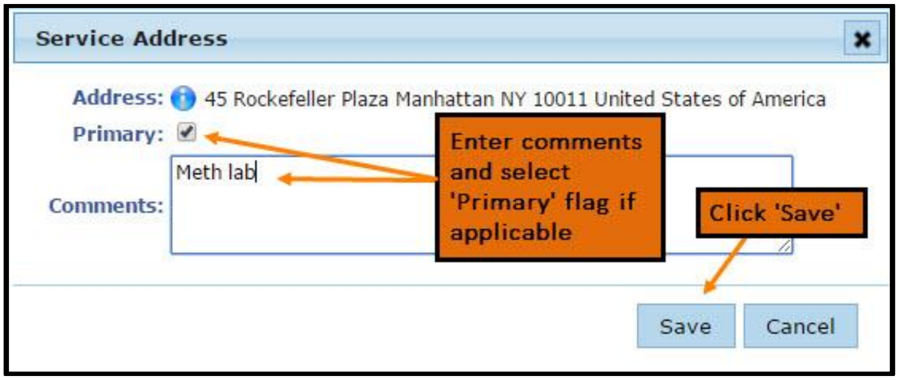
The user is not required to add a service address to the warrant. Therefore, clicking **'No'** will close the dialog box and bring the user back to the **'Edit Warrant'** screen. If the user clicks **'Yes'** on the dialog box, the user will see a **'Quick Search'** screen listing all addresses associated with the master person on the warrant. The user may select one of the addresses listed, search for a Master Address or created a new address.

a) Select a service address

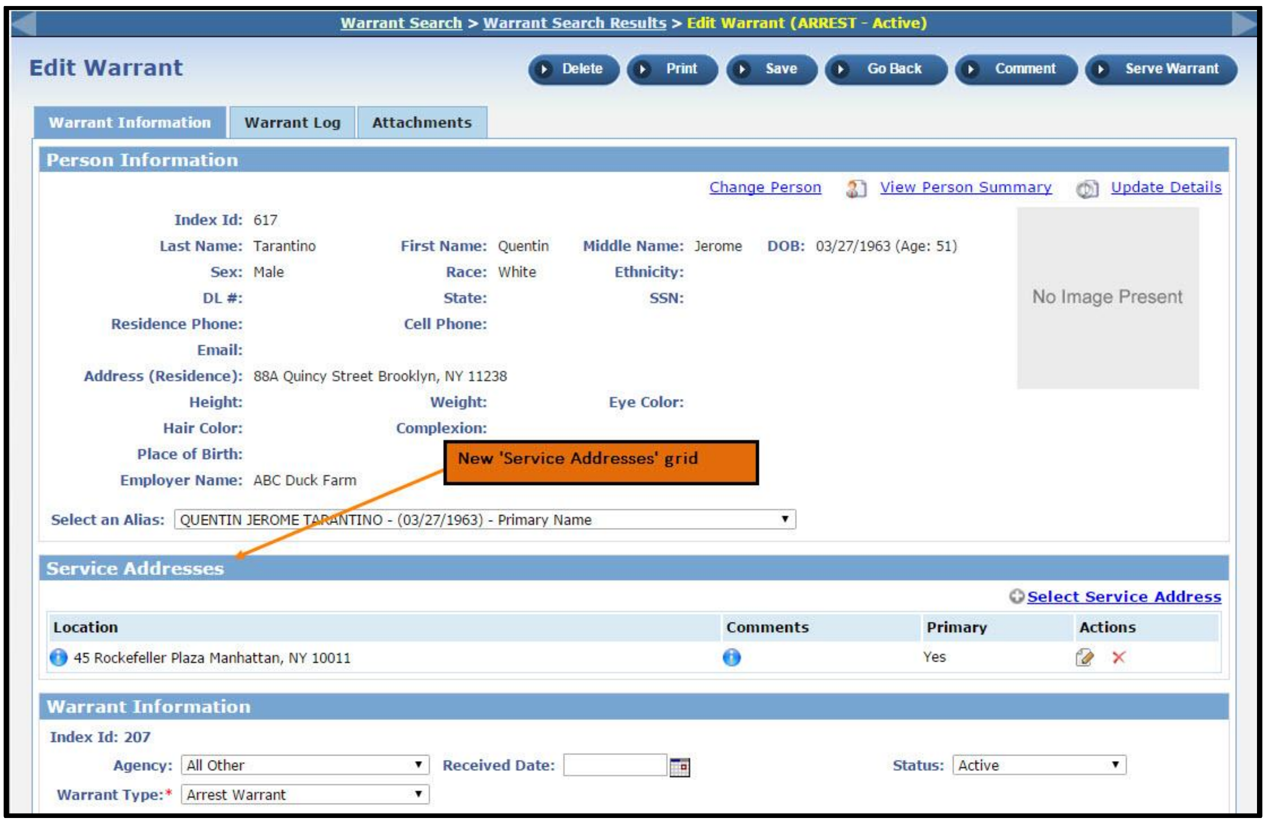
If the user chooses to select a service address for the warrant, select the hand icon for the address and click the **'Close'** button.



A **'Service Address'** pop up dialog box will prompt the user to enter comments and select the primary flag, if applicable. The warrant is not required to have a primary service address i.e. the flag is not required to be checked. Also, only one address is allowed to have the primary flag set for the warrant. Click **'Save'** when done.

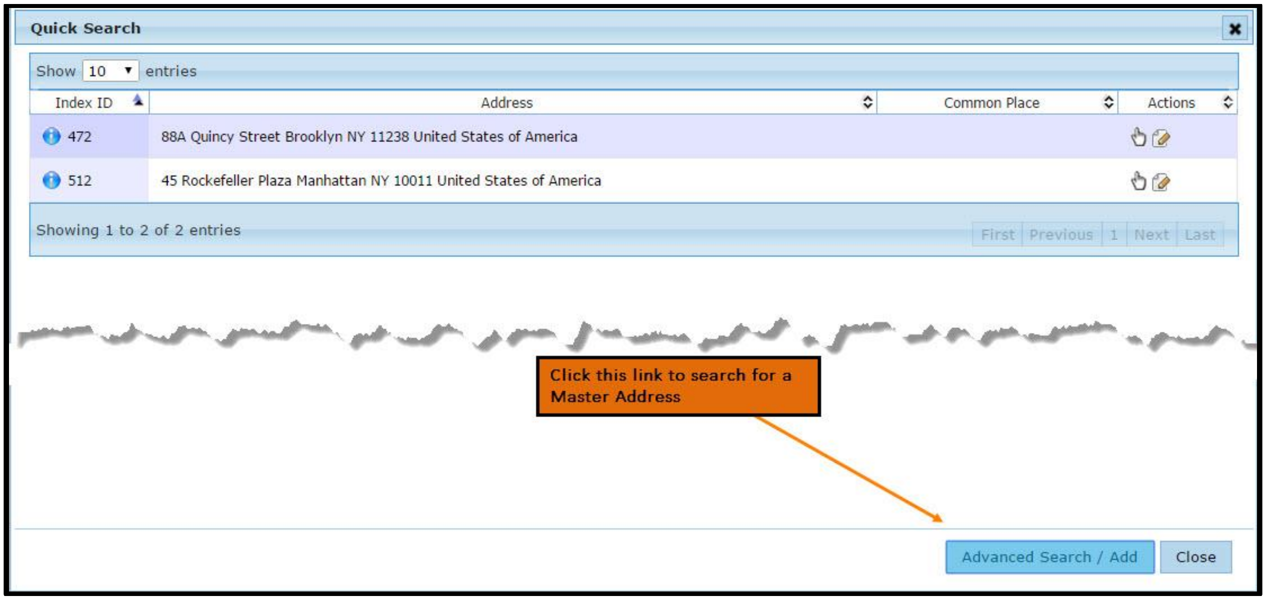


The user is returned to the **'Edit Warrant'** screen where a new '**Service Address'** grid has been added. This grid lists all service addresses associated with the warrant.

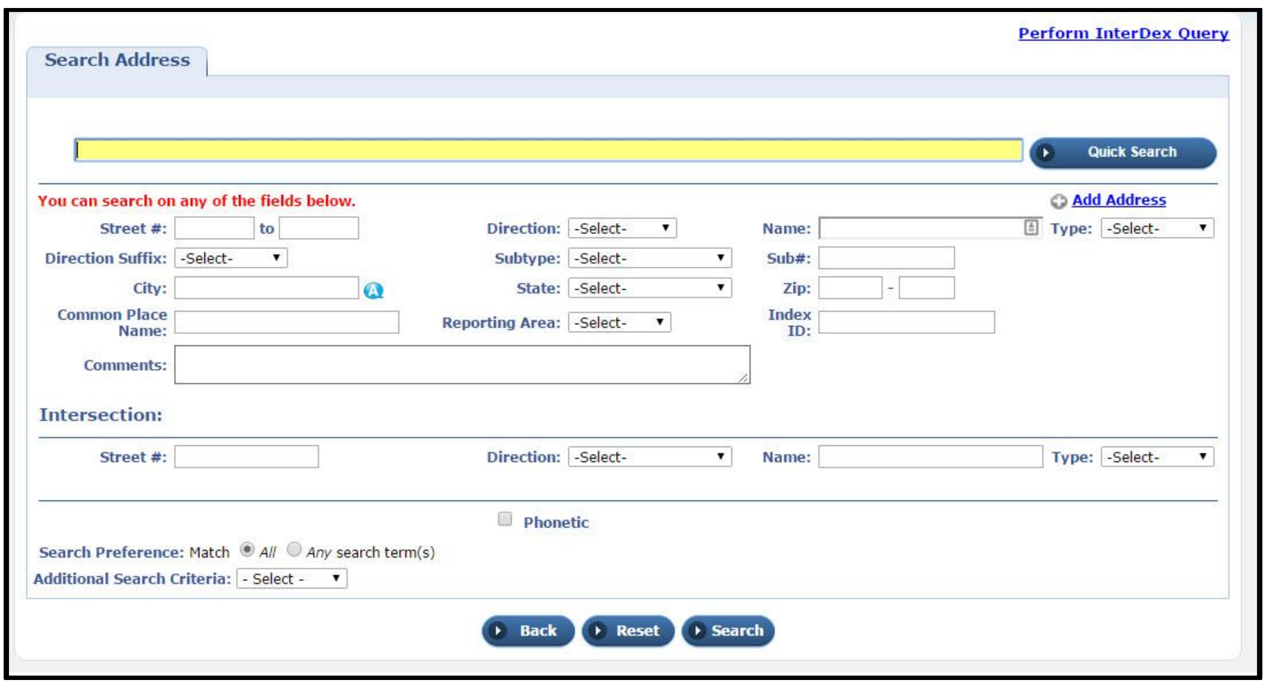


b) Search for or Add a Master Address

If the user wishes to search for or add a Master Address, click the **'Advanced Search/Add'** button on the **'Quick Search'** screen.



The user will see Master Address search screen which is an existing screen used in other modules within RMS. The functionality for this screen has not been modified for this module, so users will either search for an existing master address and select it or create a new master address by clicking the **'Add Address'** hyperlink on this screen.



Once the user has either selected an existing master address or created a new one, the user is prompted to enter comments and/or select the Primary checkbox if applicable on the **'Service Address'** pop up dialog box. Click '**Save'** when done which will bring the user back to the '**Edit**

Warrant' screen. The **'Service Addresses'** grid in the '**Edit Warrant'** screen will show the master service address selected or created.

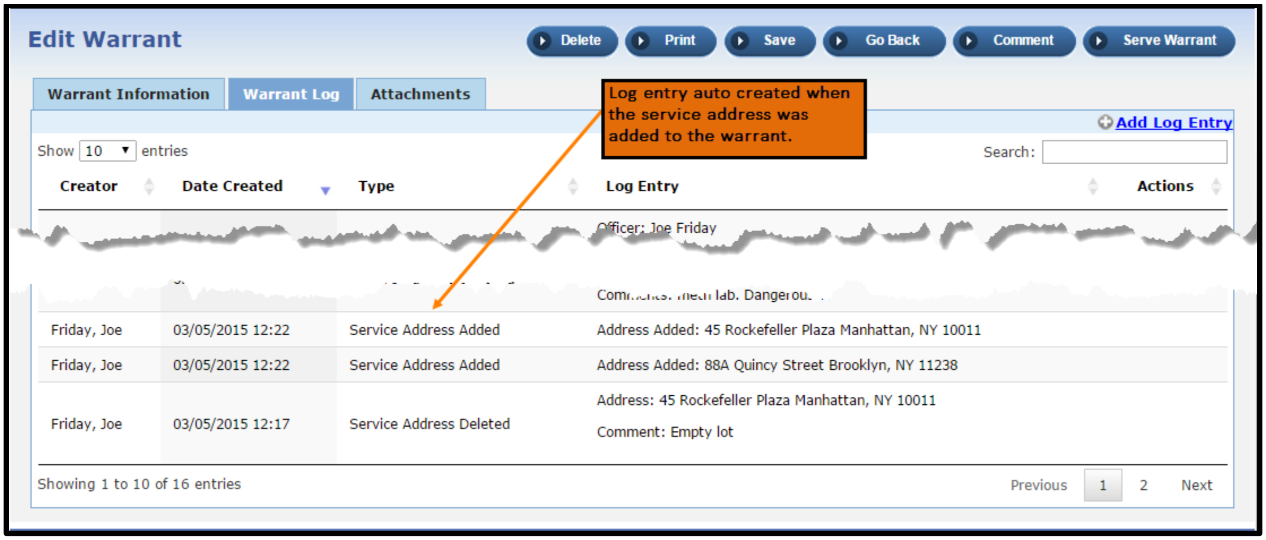
The user may add multiple service addresses for the warrant. Follow the same process to **Add a Service Address when Editing a Warrant** section below.

How to add a Service Address when Editing a Warrant

If a warrant has already been created and a user wishes to add a service address, the user searches for the warrant by selecting Records Management → Warrants, and searches for an existing warrant in the **'Warrant Search'** screen. The user will click the **'+ Select Service Address'** link in the top right corner of the **'Service Addresses'** grid on the **'Edit Warrant'** screen. Follow the same process as described above in the ***Select a service address*** and ***Search for or Add a Master Address*** sections to add a service address to the existing warrant.

Note that a user who does not have Edit Warrant permissions but has access to **'View Warrant'** and permission "**Warrants – Edit Service addresses From View Screen**" permissions, will still be able to add a service address to the warrant following the same process described in this section.

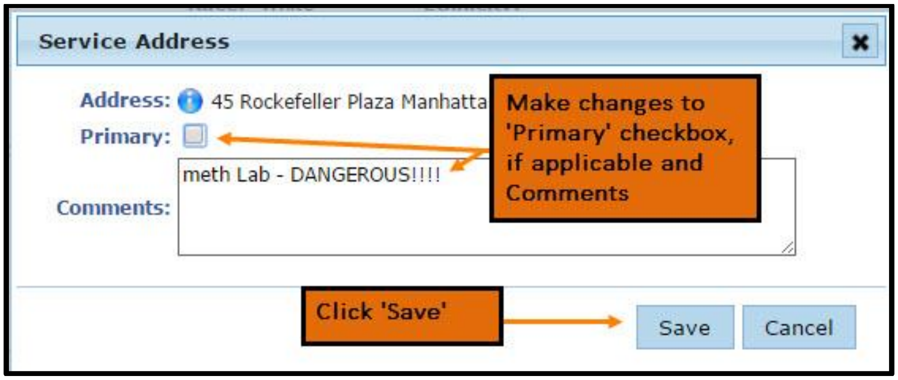
A log entry will be created automatically in the **'Warrant Log'** tab screen whenever a service address is added to a warrant.



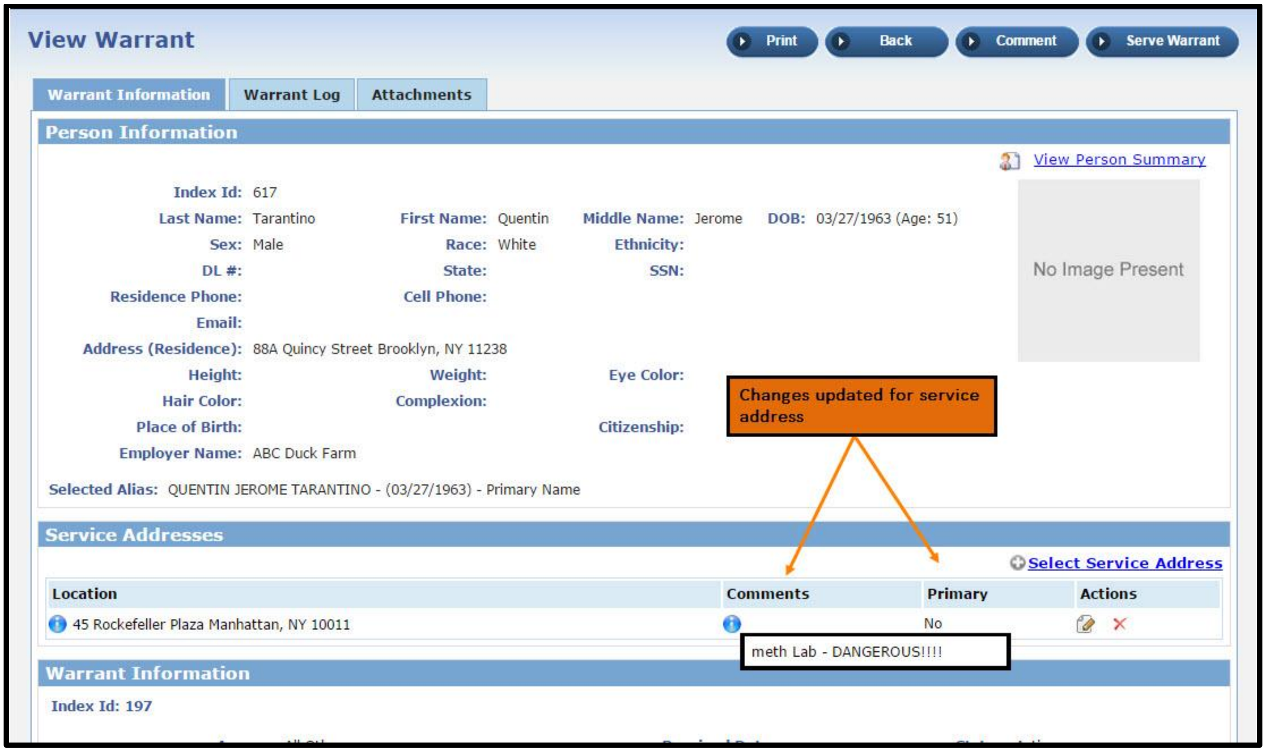
Edit Service Addresses in a Warrant

If the user has "Warrants – Edit Service addresses From View Screen" permissions, the user will be able to select the edit icon in the Actions column for the service address in the **'Service Addresses'** grid either on the **'Edit Warrant'** or **'View Warrant'** screen.

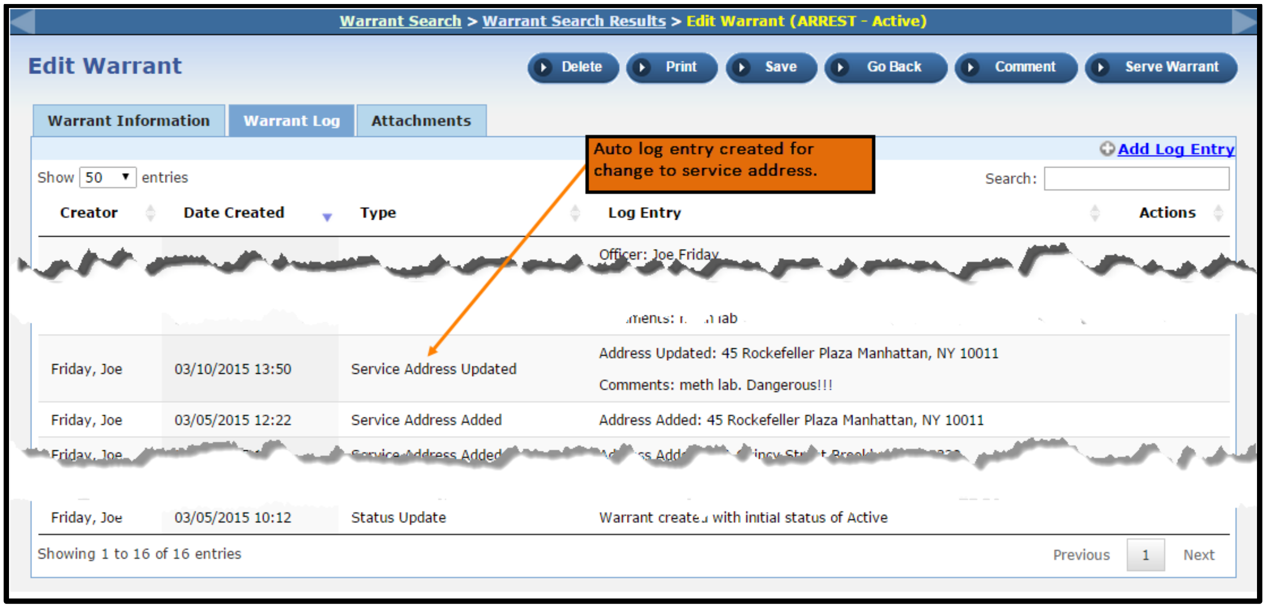
Make changes to the **'Primary'** checkbox and/or comments as necessary and click **'Save'**.



The changes will be reflected in the **'Service Addresses'** grid on the **'Edit Warrant'** or **'View Warrant'** page.

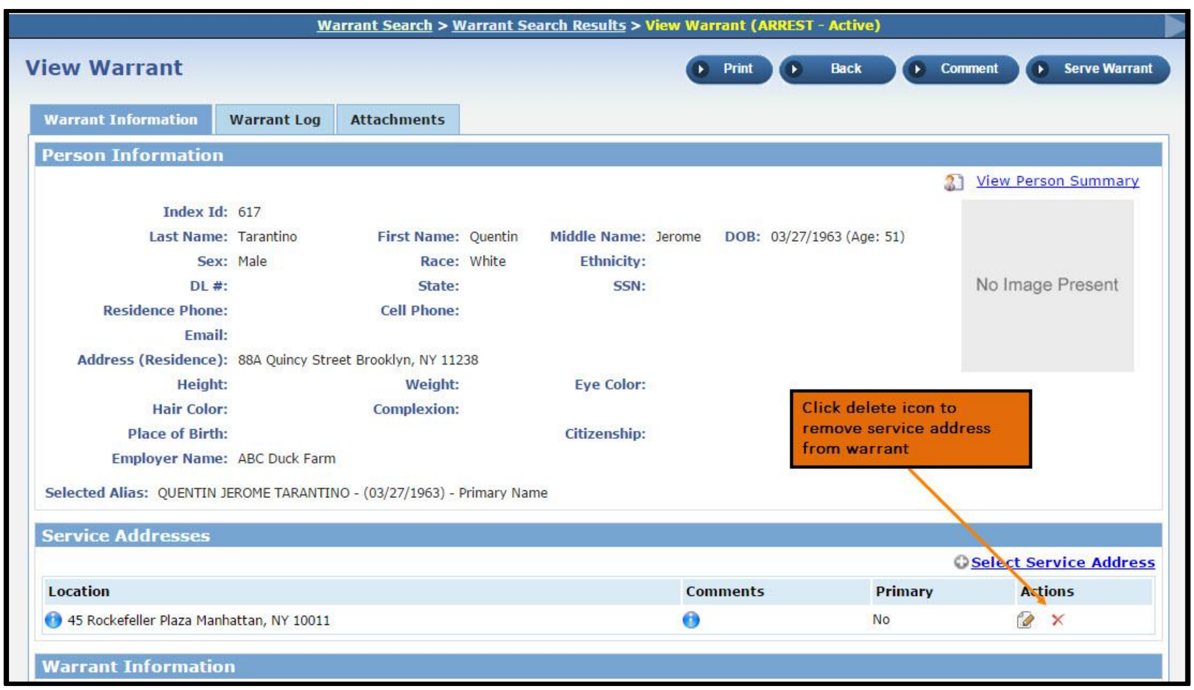


A log entry will be created automatically in the **'Warrant Log'** tab screen whenever a service address is edited in a warrant.

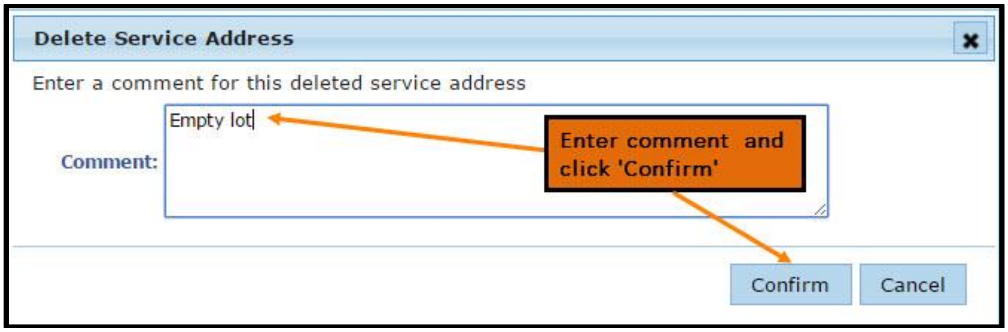


Delete Service Addresses in a Warrant

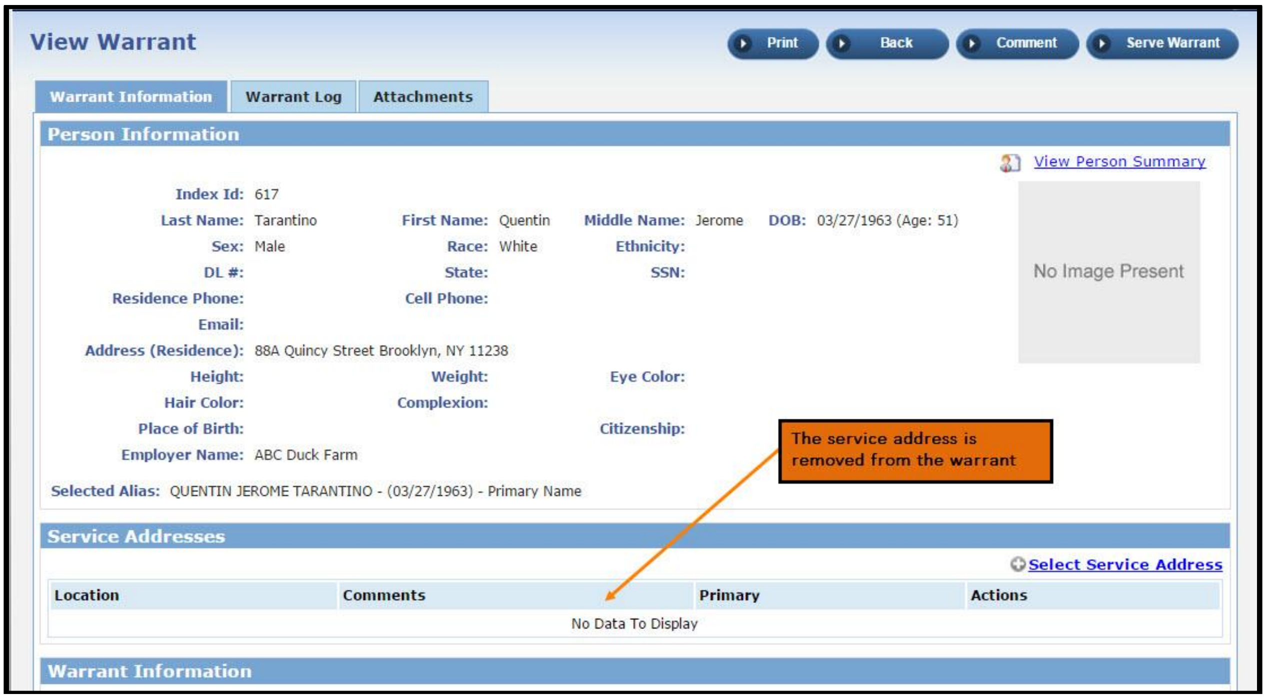
If the user has "Warrants – Edit Service addresses From View Screen" permissions, the user will also be able to delete a service address on a warrant either on the **'Edit Warrant'** or **'View Warrant'** screen. Click the delete '**X'** icon for a service address in the **'Service Addresses'** grid.



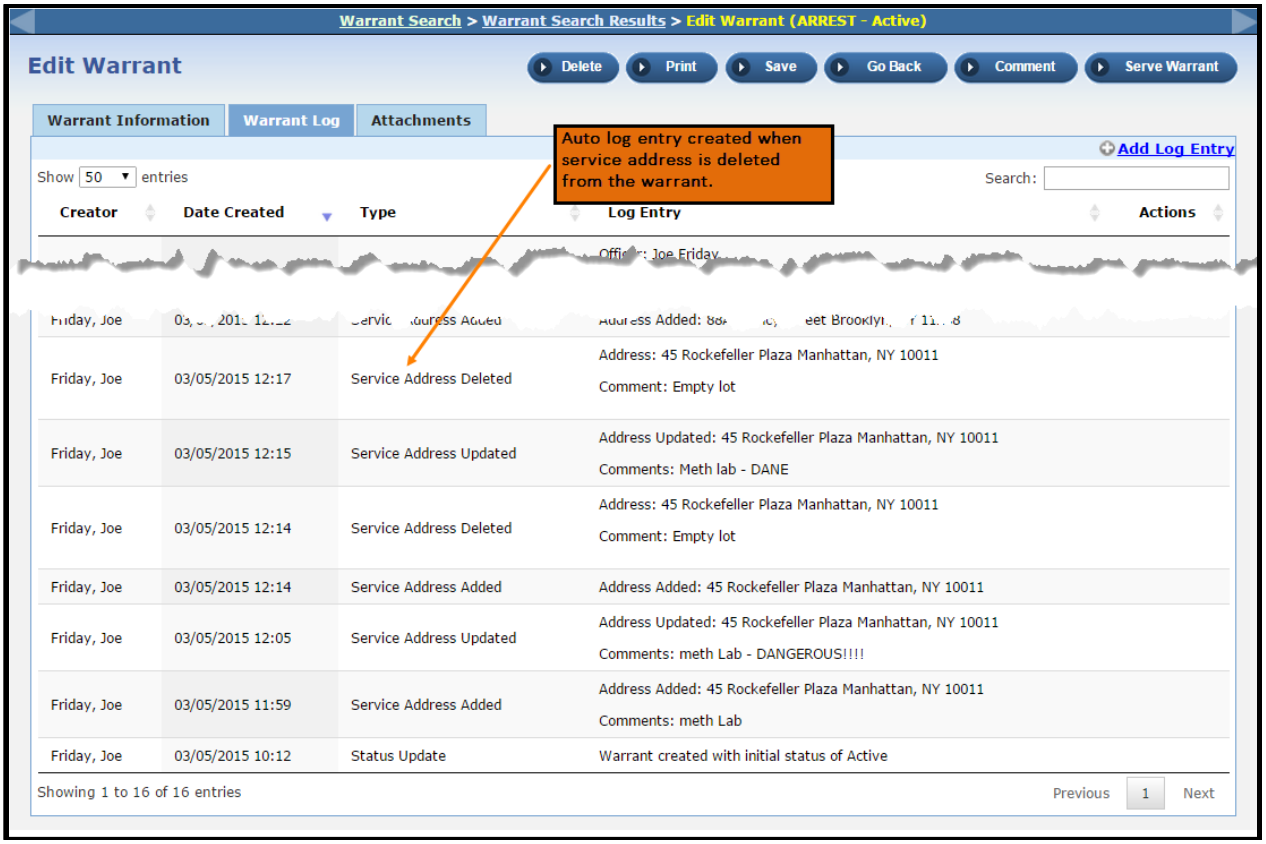
A '**Delete Service Address'** pop up dialog will appear prompting the user to enter a comment. This is required. Click **'Confirm'** when done.



The service address will no longer show on the **'Edit Warrant'** or **'View Warrant'** screens for that warrant.

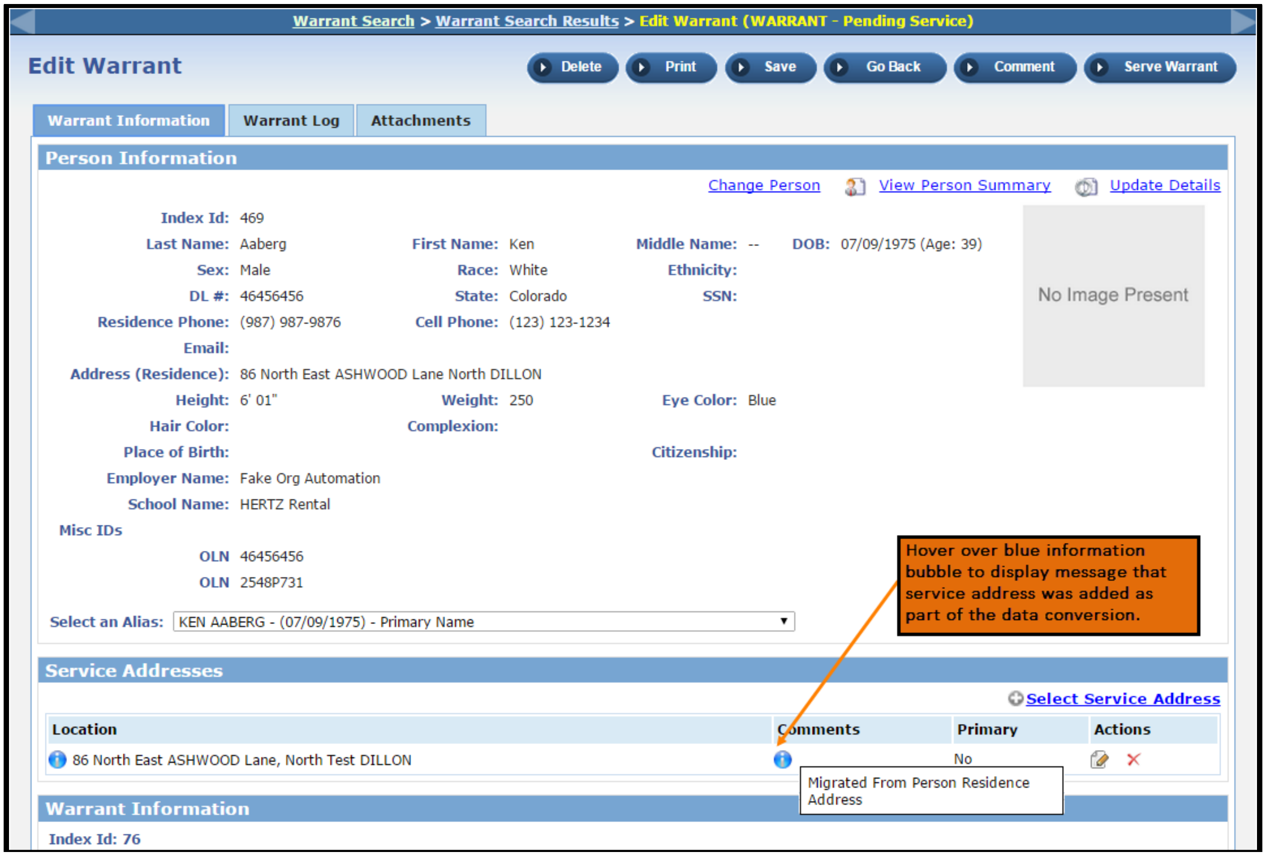


A log entry will be created automatically in the **'Warrant Log'** tab screen whenever a service address is deleted from a warrant.



Data Conversion

As part of the data conversion process for warrant service address functionality, residence addresses associated with a person on a warrant will be automatically added to the warrant as a service address. The residence address will not be marked as a primary service address. Also, a message will be added to the **'Comments'** field informing the user that the service address was added as part of the data conversion. Click on the blue information bubble in the 'Comments' column **('Service Address'** grid on the **'Edit Warrant'** or **'View Warrant'** screen) to view this message.



Print Warrant

Printed warrants will now include service addresses if they exist. Click the **'Print'** button at the top of the **'View Warrant'** or **'Edit Warrant'** screens. The user will be prompted to save and print the PDF file. The printed warrant has been updated to include a **'Service Addresses'** section below the **'Person Information'** section. A primary service address will be flagged as such and displayed first in the list of service addresses. Service address comments are also included on the report.

If the warrant does not contain any service addresses, the **'Service Addresses'** section will not show on the printed warrant.

Warrant Report

All Other

Person Information

Index ID: 617

Name: Tarantino, Quentin Jerome

DOB: 03/27/1963

Sex: Male

Race: White

DL#:

Ethnicity:

Residence Phone:

Cell Phone:

Address: 45 Rockefeller Plaza Manhattan, NY 10011

Aliases: (Person) Quentin Jerome Tarantino

Warrant Information

Warrant Type: Arrest Warrant

Status: Active

Charges:

Bond Type:

Bond Amount: $ 0.00

Extradition Type: No Limitation

Extradition Details:

Agency: All Other

Original/Charging Agency:

Comments:

References:

888 - Docket #

Plaintiff: The People of the State of Maryland

State: Colorado

Issuing Court:

Judge:

Issue Date: 03/01/2015 at 08:00

Service Addresses section. This will not show if the warrant does not have any service addresses

NIC Number:

Warrant Index ID: 197

Serving Officer:

Served Date:

Expiration Date:

Primary address is always listed first.

Service address comments are also printed

Service Addresses

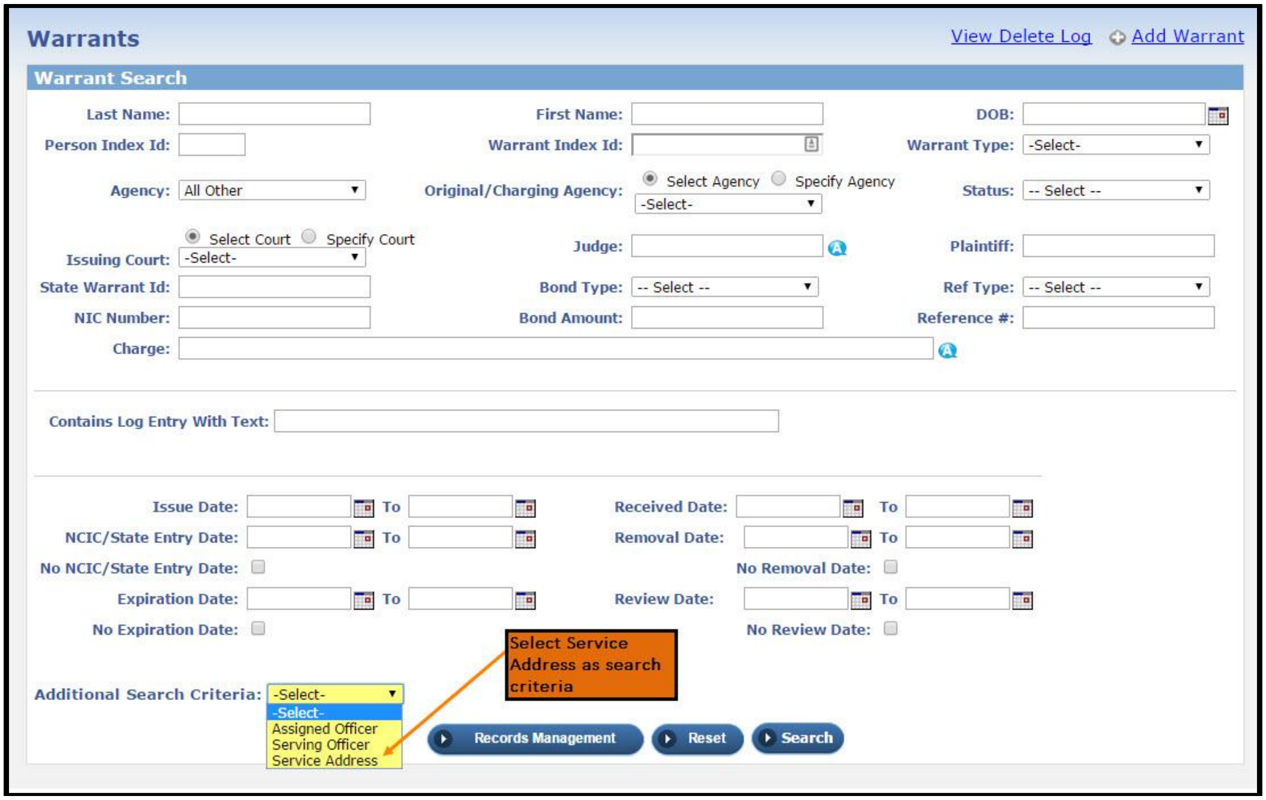
Address	Primary	Comments
45 Rockefeller Plaza Manhattan, NY 10011	Yes	meth lab. Dangerous!!!

Report Run On: Tuesday March 10, 2015 12:50:00 PM C_ADMIN Page 1 of 2

Address	Primary	Comments
88A Quincy Street Brooklyn, NY 11238	No	

Search Warrant by Service Address

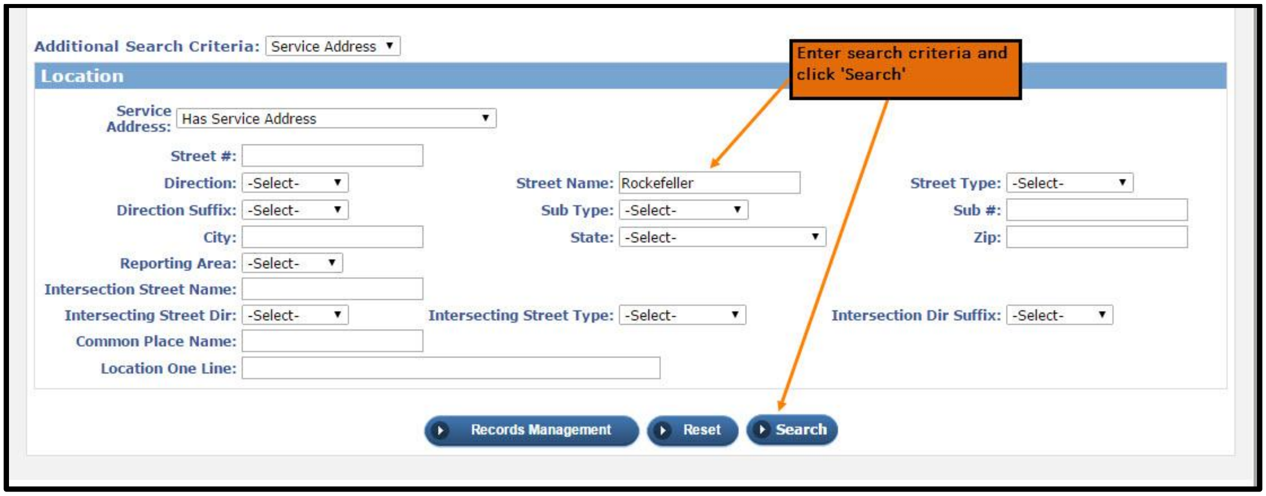
Users may now search for warrants using service address as search criteria. "Service Address" has been added to the **'Additional Search Criteria'** list of values at the bottom of the **'Warrant Search'** screen (Records Management → Warrants).



A **'Location'** grid will appear below the **'Additional Search Criteria'** drop down list where the user can select one of the following for the service address search criteria:

- Has Service Address
- Does Not Have Service Address
- Has A Service Address that is Not Geocoded

If the user selects either "Has Service Address" or "Has A Service Address that is Not Geocoded", additional address fields will display below. The user enters search criteria in one or more fields and clicks the **'Search'** button which will open the **'Warrant Search Results'** screen with all warrants that satisfy the search criteria.

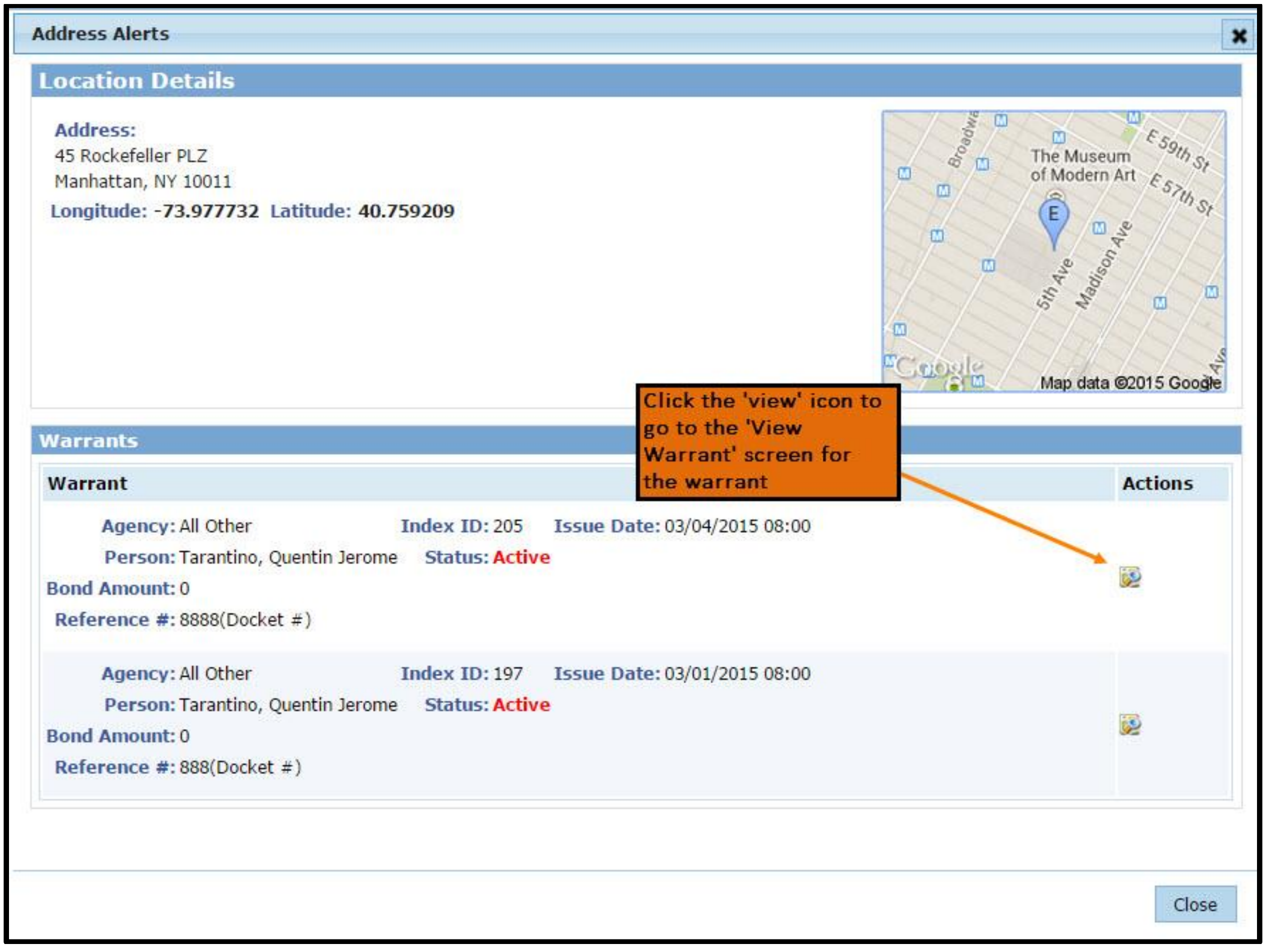


If the user selects “Does Not Have Service Address”, the user will just have to click the **‘Search’** button to display the **‘Warrant Search Results’** screen with a list of search results.

Warrant Alerts and Address Involvements

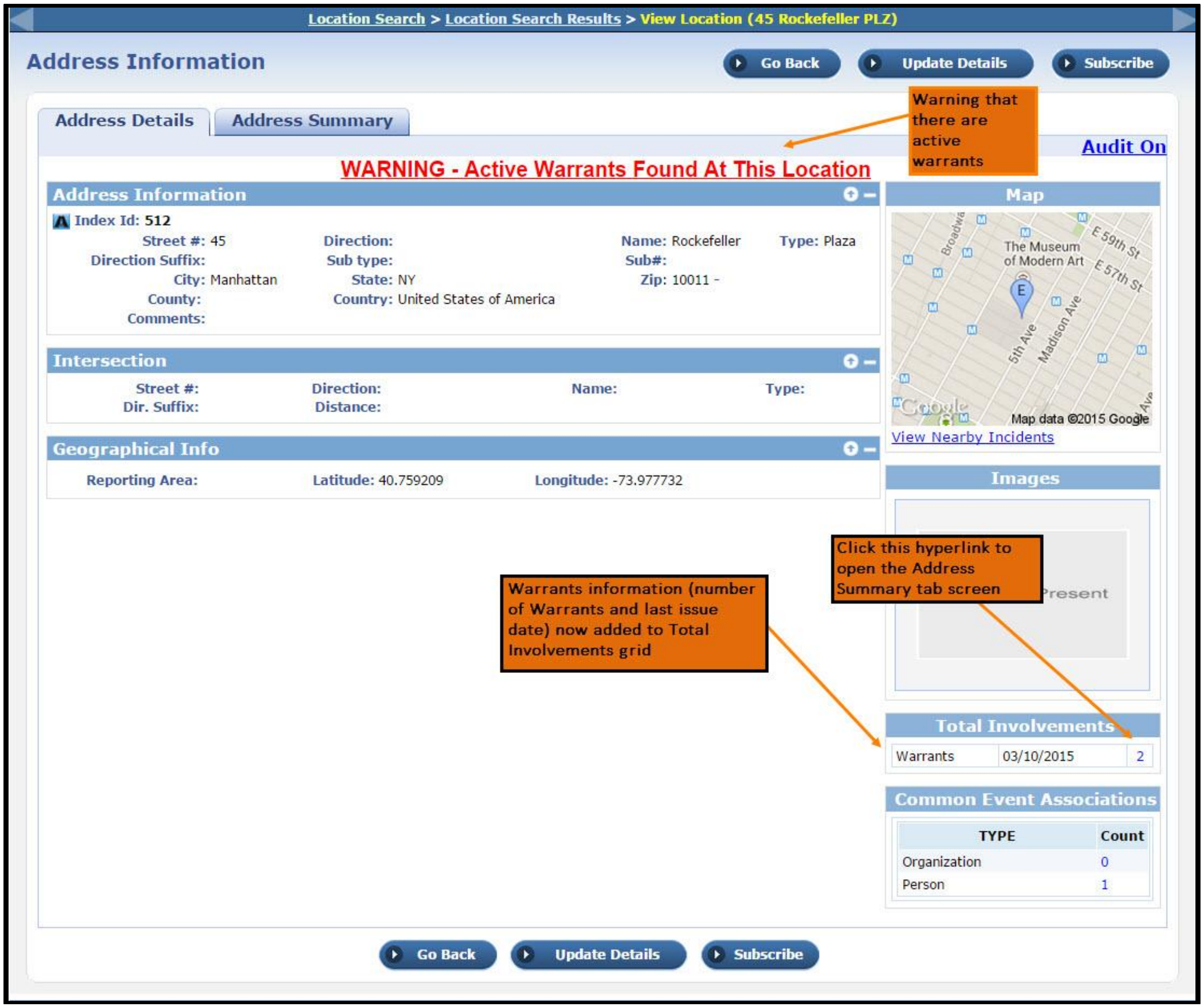
A user wanting to see if an address is involved in a warrant is now able to do so by viewing the Master Address record. When the user searches for a Master Address (Master Indices → Address), the user will see an alert icon for the address on the **‘Address Search Results’** screen, if the address is a service address on an **ACTIVE** warrant. Hover over the alert icon to display the “Active Warrants” caution code. Note the **‘Address Search’** and **‘Address Search Results’** screens may be accessed from numerous other places throughout RMS. The **‘Address Search Results’** screen will display the alert regardless of where it has been accessed from.

When the user clicks the alert icon, the **‘Address Alerts’** pop up screen provides a quick view of all active warrants that have the address as a service address. The user may access the **‘View Warrant’** screen for a warrant by clicking the view icon in the ‘Actions’ column.

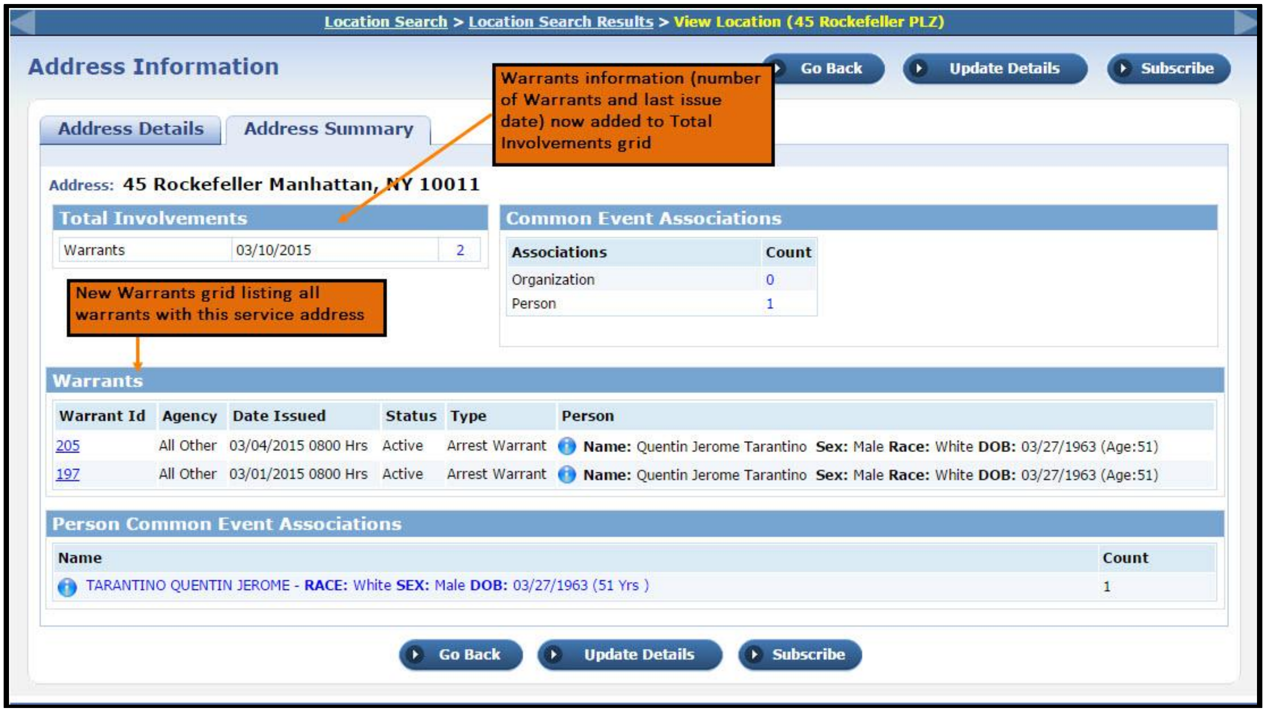


If the user wishes to view the address, click the **'Close'** button on the **'Address Alerts'** pop up screen, which will return the user to the **'Address Search Results'** screen. Click the Street # hyperlink on the **'Address Search Results'** screen.

The user will see a warning highlighted in red alerting the user that there are active warrants for this address on the **'Address Information'** screen. (This is also true when the user is on the **'Edit Address – Address Information'** screen after clicking the edit icon in the Actions column for the warrant on the **'Address Alerts'** pop up screen)

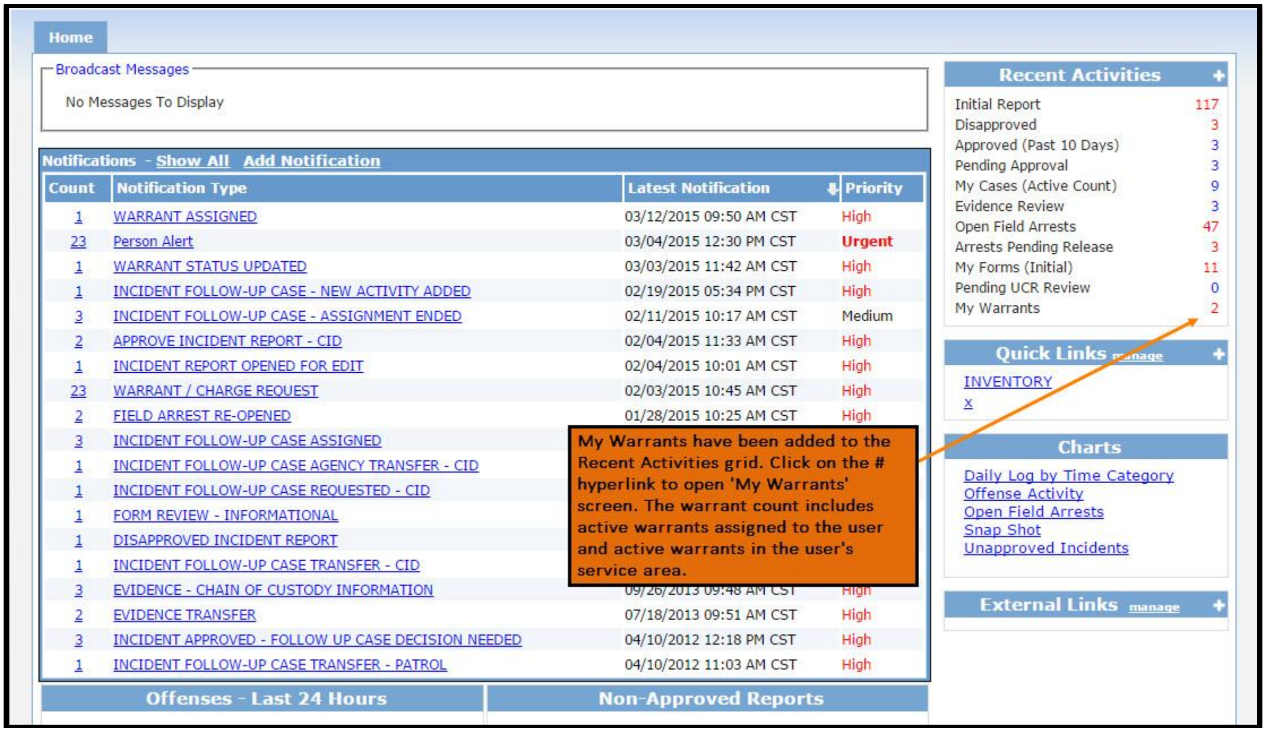


Warrant information has been added to the **'Total Involvements'** grid on the **'Address Details'** tab screen. The number of warrants is displayed as well as the most recent issue date. Clicking on the number of warrants hyperlink in the **'Total Involvements'** grid takes the user to the **'Address Summary'** tab screen (user may also click the **'Address Summary'** tab directly). Warrants information that was shown on the **'Address Details'** tab screen has also been added to the **'Total Involvements'** grid on this screen. The user will also see a new **'Warrants'** grid on this screen which lists all warrants that have the address as a service address.

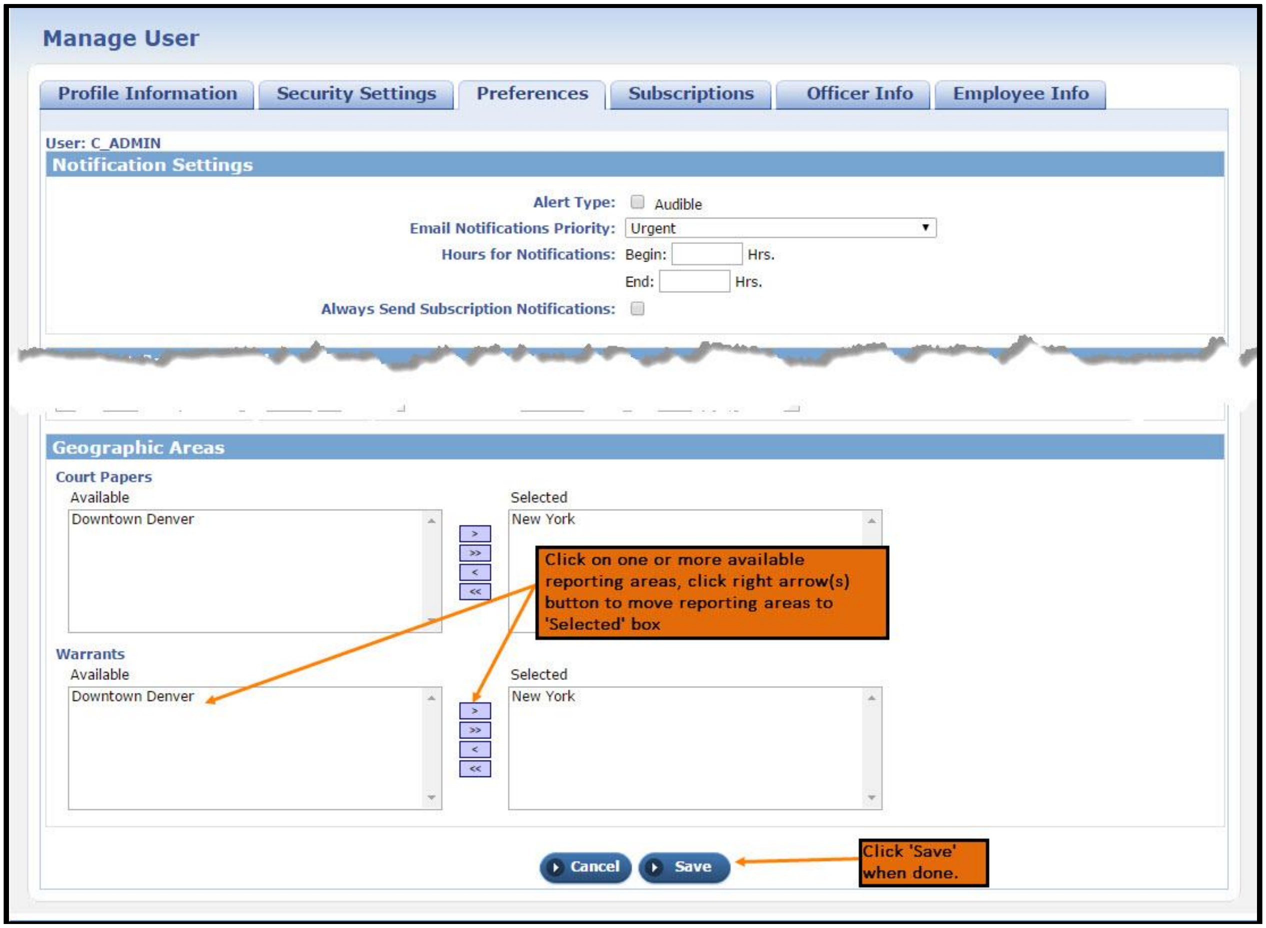


View My Warrants from Recent Activities and Map

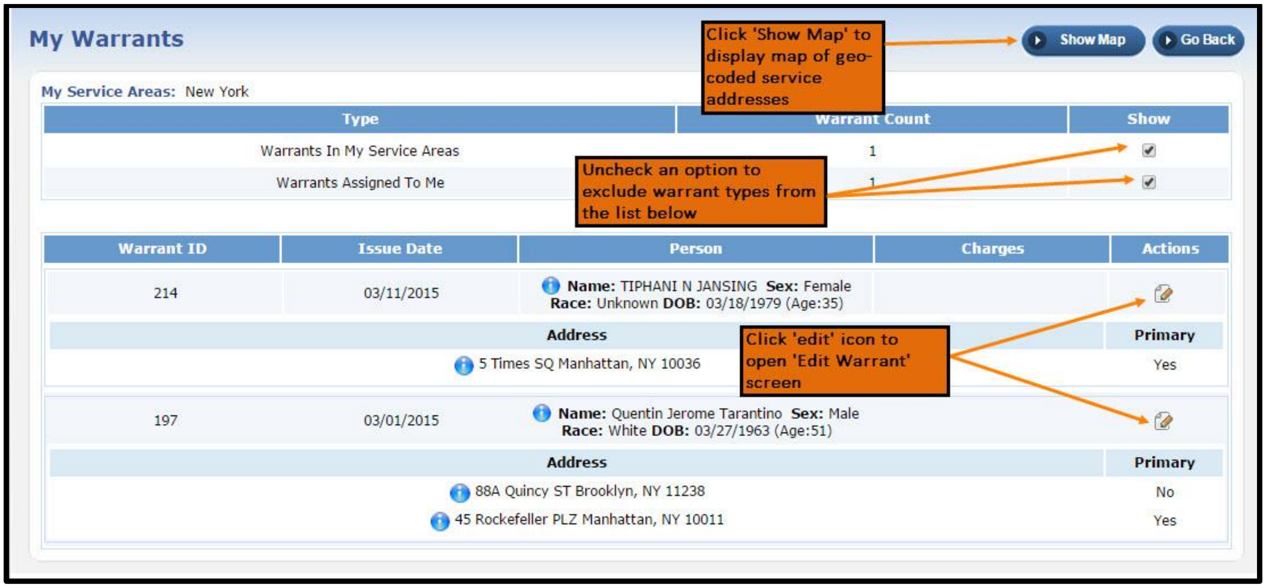
Warrants have now been added to the **'Recent Activities'** grid on the user's homepage providing users with a quick birds-eye view of active warrants that are either assigned to the user and/or in the user's service area. Click the warrant count hyperlink to open the '**My Warrants'** screen that provides more information on the user's warrants.



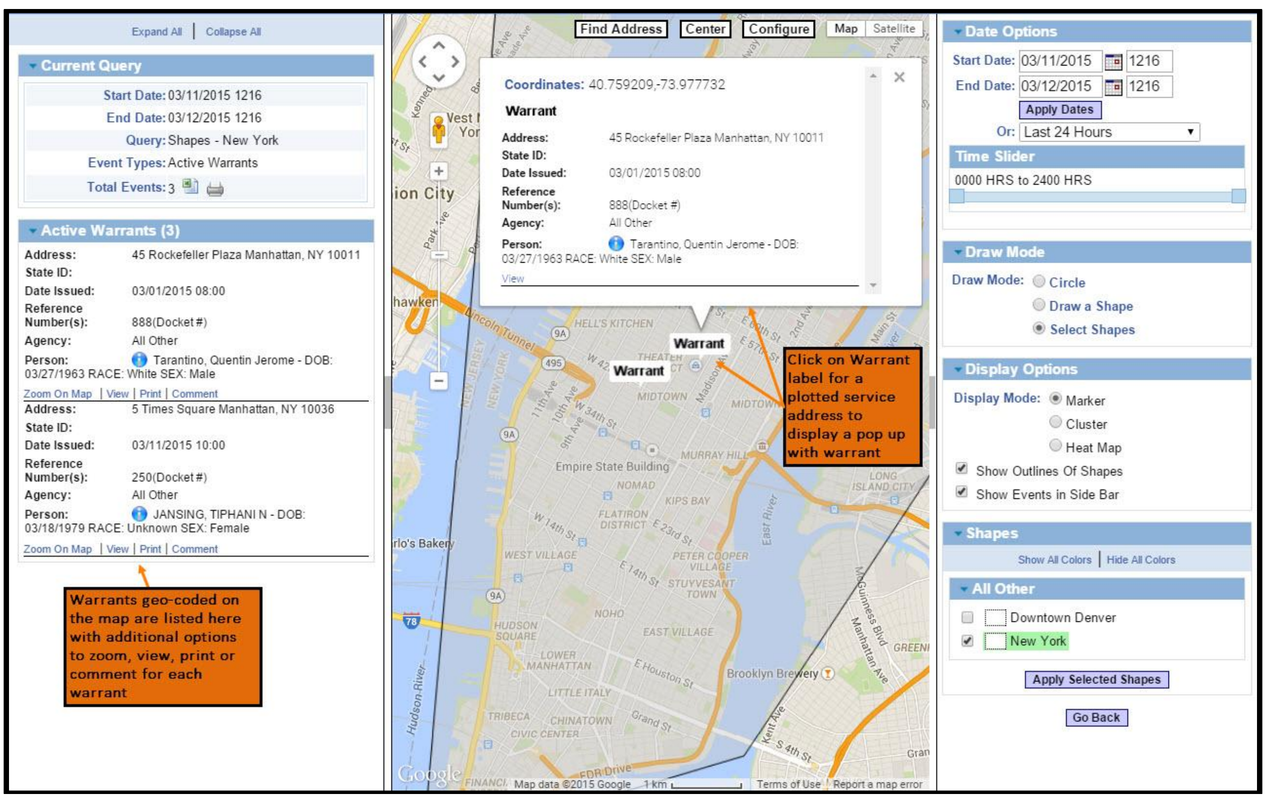
In order for warrants to be included in a user's service area, the user must set up his/her geographic areas for warrants (similar to setting up court paper geographic areas). An agency administrator must have previously already defined one or more warrant reporting areas for the user's agency (Administration → Agencies → Click 'edit' for agency → Agency Settings → Reporting Areas → Show Map → create and name a shape for the reporting area). Select Options → My Profile → Preferences tab from the main menu. The user will select one or more pre-defined reporting areas for his/her warrants in the **'Geographic Areas'** grid on this screen. Click one or more available reporting areas and move it/them to the **'Selected'** box by clicking the right arrow or right double arrow button. Click **'Save'**. (To remove one or more reporting areas, click one or more areas from the **'Selected'** box, click the left arrow or left double arrow button to move the areas back to the **'Available'** box. Click **'Save'** when done.)



By default, the **'My Warrants'** screen (accessed when the user clicks the warrant count hyperlink in the **'Recent Activities'** grid on the user's homepage) shows the user all active warrants assigned to him/her as well as active warrants in the user's service area. Uncheck an option in the **'Show'** column to hide the type of warrants displayed on this screen. The user may also edit a warrant directly from this screen by clicking the edit icon in the Actions column. Click the **'Show Map'** button at the top of the screen to display a map view of all geo-coded service addresses associated with active warrants for the user's service area.

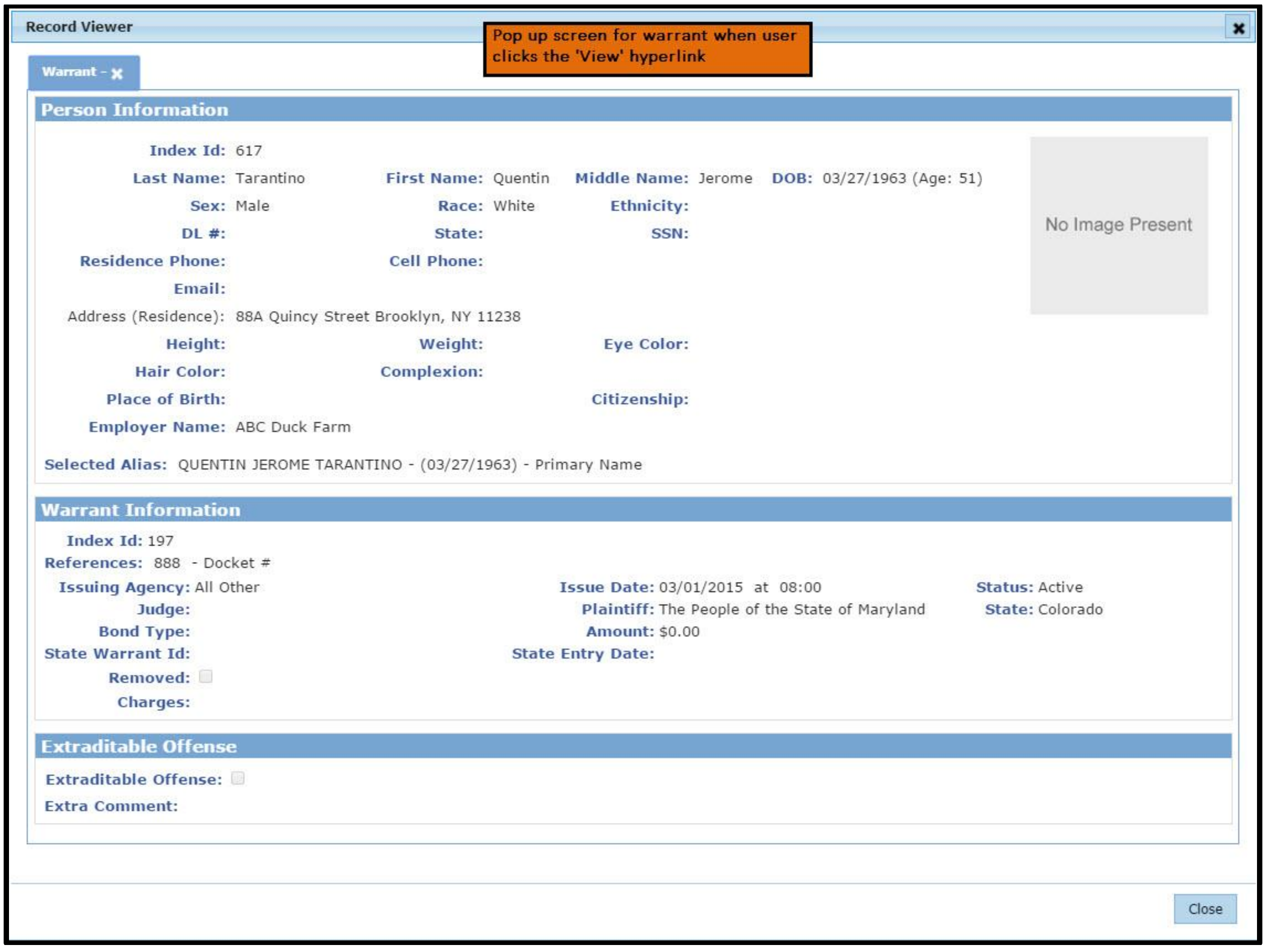


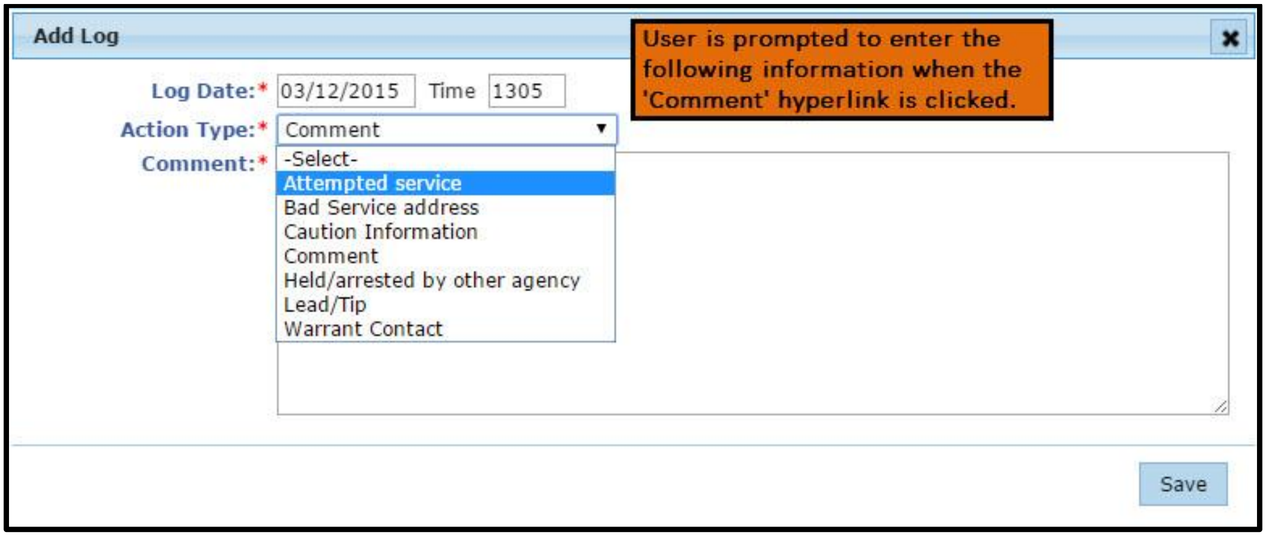
Each service address within the user's service area is plotted on the map in the center of the screen with a "Warrant" label. Click on a plotted location (i.e. "Warrant" label) to display a pop up on the map which shows the warrant details.

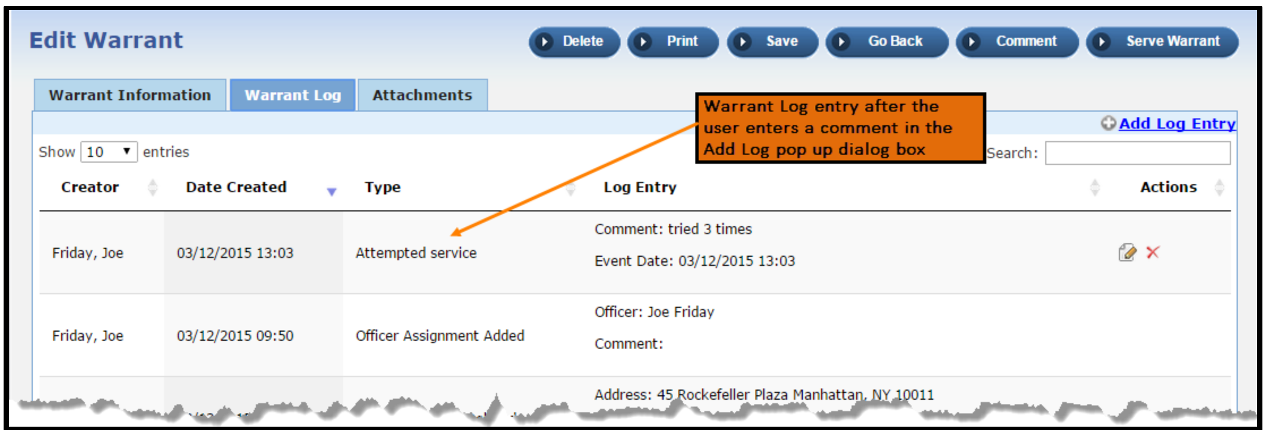


For each service address plotted on the map, the corresponding warrant information is shown on the left side of the screen. Users may perform any one of the following for each warrant by clicking the appropriate hyperlink:

- Zoom on Map – a closer view of the service address area is provided on the map in the center of the screen
- View – This opens a view only pop up screen showing more information about the warrant. See screen print below.
- Print – The user is prompted to save and print the .pdf warrant report
- Comment – The user is prompted for a date and time, Action Type and Comment in the **'Add Log'** pop up dialog box. Click **'Save'** when all required information has been entered. This will add a log entry to the Warrant Log tab in the **'Edit Warrant'** screen. See screen prints below for the **'Add Log'** pop up dialog box and the Warrant Log entry.



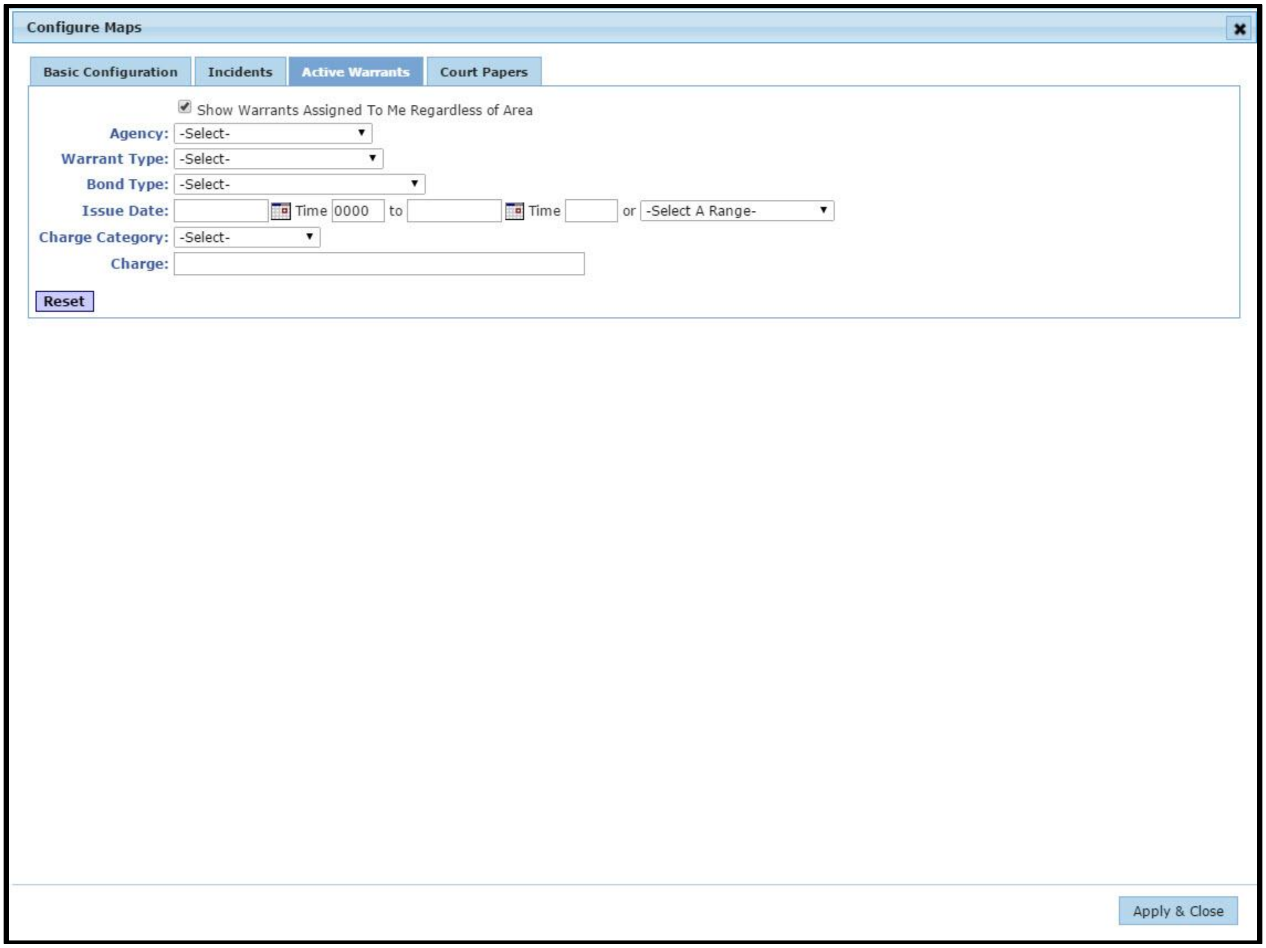




Click the **'Configure'** button at the top of the map in the center of the screen to open the **'Configure Maps'** pop up screen. Select the **'Active Warrants'** tab to filter the map by any one of the following fields:

- Agency
- Warrant Type
- Bond Type
- Issue Date
- Charge Category
- Charge

Click **'Apply and Close'** when save configuration changes. Any additional filters added here will change the map to only show warrants based on the filter criteria selected.


Configure Maps
Basic Configuration
Incidents
Active Warrants
Court Papers
Show Warrants Assigned To Me Regardless of Area
Agency: -Select-
Warrant Type: -Select-
Bond Type: -Select-
Issue Date:
Time 0000
to
Time
or -Select A Range-
Charge Category: -Select-
Charge:
Reset
Apply & Close

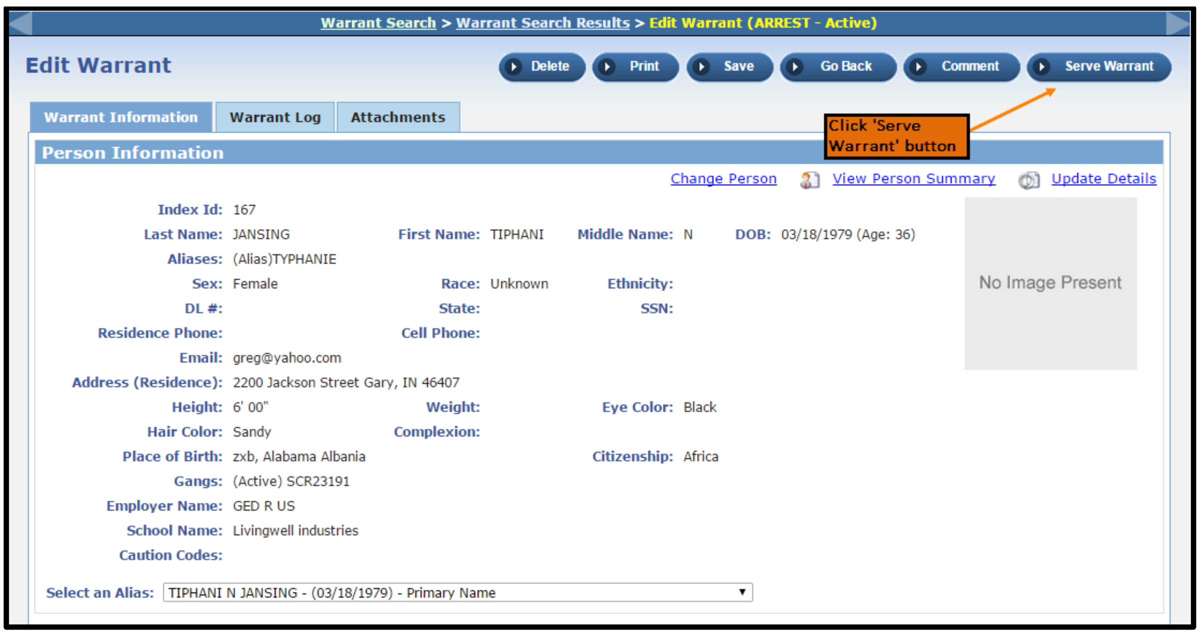
IA-31339: WARRANT “SERVICE OFFICER” TRACKING

Previous versions of RMS did not capture information such as the serving officer, nor the date and the time the warrant was served. Only the arresting officer could be identified since the assumption had been that the arresting and serving officer was one and the same person. This assumption was not always true, making it difficult to accurately track warrant serving activity and locate the serving officer if needed to address any errors on the warrant.

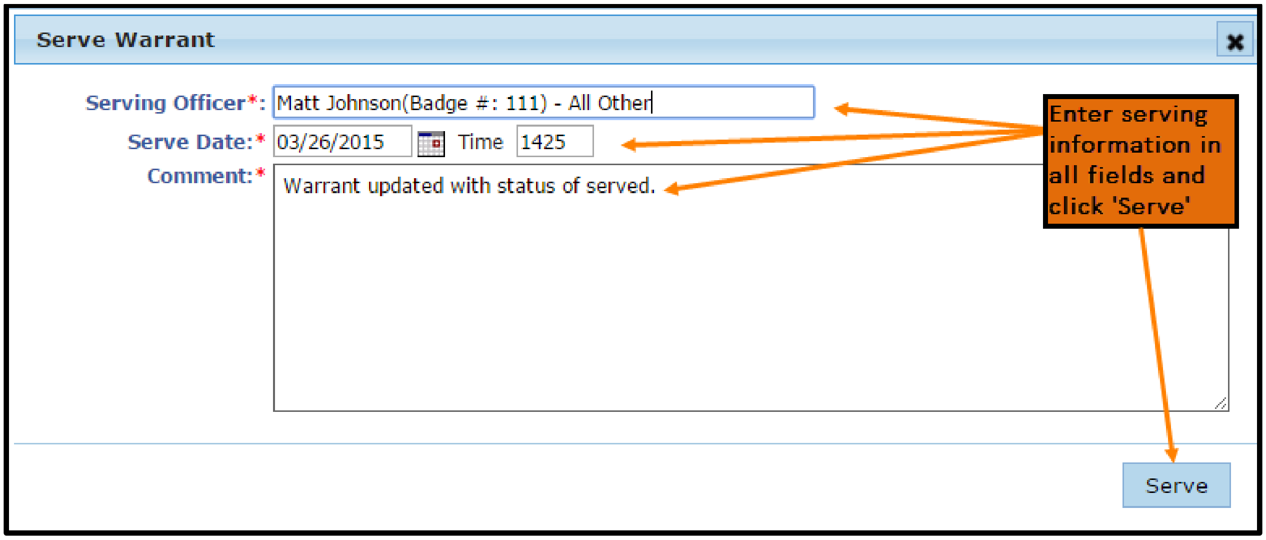
This release provides for the capture of the serving officer and served date information when the warrant status is set to “Served”. The serving officer and served date information is also shown in a printed warrant as well as a printed field arrest where a served warrant has been added. In addition, users may search for a warrant using serving officer or served date (range of dates) as search criteria.

Add Serving Officer and Served Date Information to a Warrant

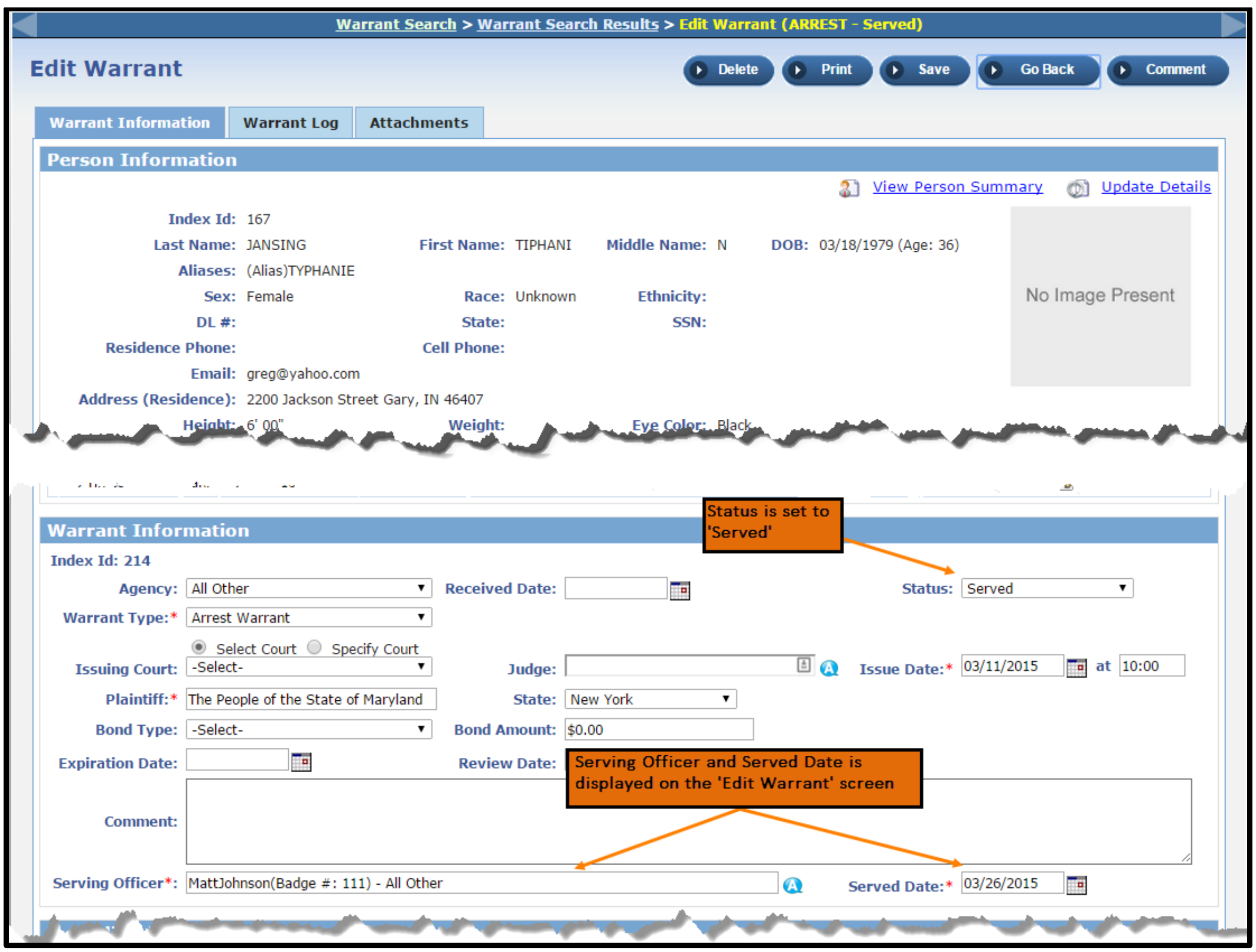
The user will add a serving officer and served date on a warrant when he/she serves the warrant. Search for and edit the warrant to be served (Records Management → Warrants). Click the **‘Serve Warrant’** button on the **‘Edit Warrant’** screen.



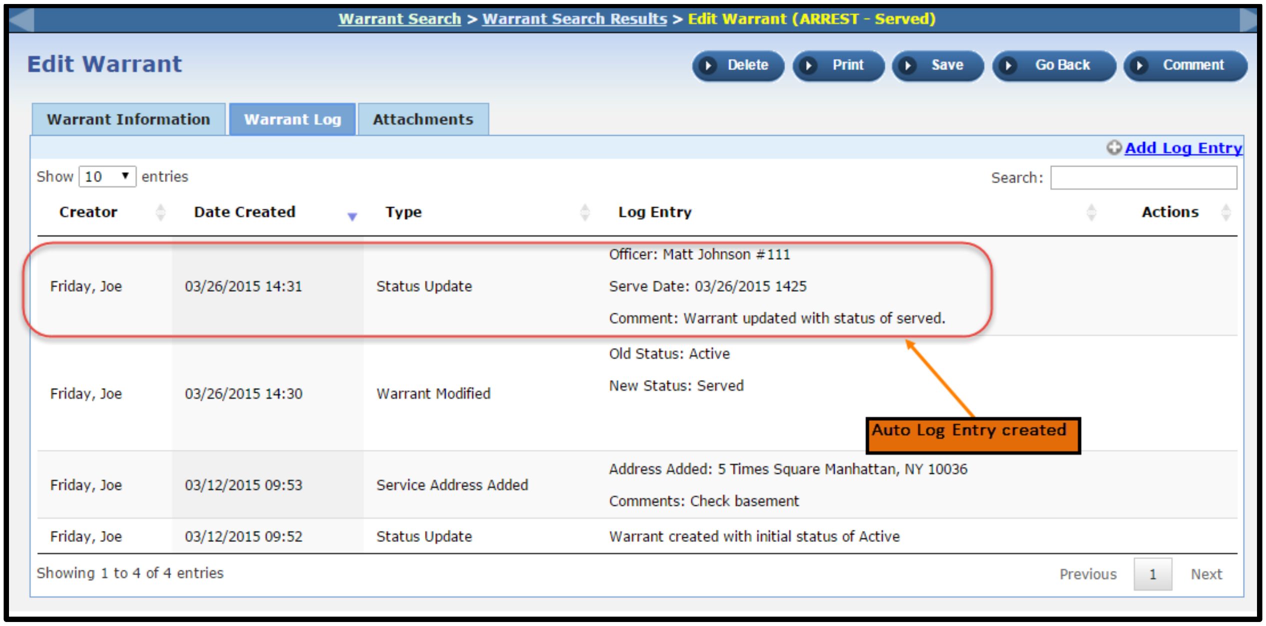
The user is prompted to enter the Serving Officer. Serve Date, Time and Comment are pre-populated, but can be edited as needed. All fields are mandatory on the **‘Serve Warrant’** pop up dialog box.



The warrant status is set to "Served" and the Serving Officer, Served Date information is displayed in the **'Warrant Information'** grid on the **'Edit Warrant'** screen.



An auto log entry is also created (**'Warrant Log'** tab on the '**Edit Warrant'** screen) showing that the warrant was served along with serving officer and serve date/time information.



Note: Users will follow the same process described above if serving the warrant from the **'View Warrant'** screen.

Add Serving Officer and Served Date Information to a Field Arrest

Now that an agency can configure the field arrest module to allow users to add and serve warrants from the field arrest screens, if the user has the option to serve the warrant from the field arrest screens, the user will always be prompted in the process, for serving officer information via the **'Serve Warrant'** pop up dialog box as described above. Please refer to documentation for IA-34358: Configure Warrant Status when Warrant is Added to Field Arrest, for more details on this workflow.

Serving Officer and Served Date Displayed on Printed Warrant

Users will now see serving officer as well as served date information displayed on a printed warrant. The auto log entry created when the warrant was served will also be printed on the warrant report. Click the **'Print'** button on the **'Edit Warrant'** screen for a "Served" warrant. This will prompt the user to save the .pdf file which can be printed immediately or later.

Warrant Report

All Other

Person Information

Index ID: 167

Name: JANSING, TIPHANI N **DOB:** 03/18/1979

Sex: Female **Race:** Unknown

DL#: **Ethnicity:**

Residence Phone: **Cell Phone:**

Address: 2200 Jackson Street Gary, IN 46407

Aliases: (Person) TIPHANI N JANSING, (Alias) Typhanie

Warrant Information

Warrant Type: Arrest Warrant **Status:** Served

Charges:

Bond Type: **Bond Amount:** $ 0.00

Extradition Type: No Limitation **Extradition Details:**

Agency: All Other

Original/Charging Agency: **Comments:**

References:

250 - Docket #

Plaintiff: The People of the State of Maryland **State:** New York

Issuing Court: **Judge:** **Issue Date:** 03/11/2015 at 10:00

State Warrant ID: **NIC Number:** **Warrant Index ID:** 214

Serving Officer: Matt Johnson(Badge #: 111) - All Other **Served Date:** 03/26/2015

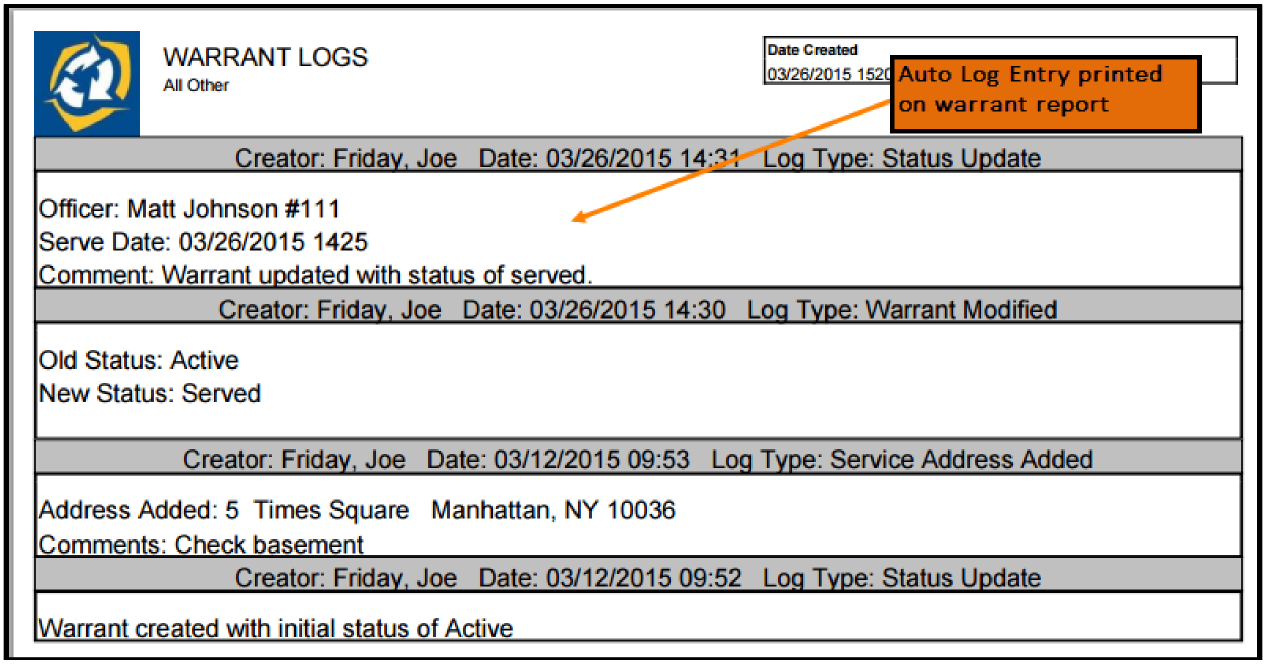
Expiration Date:

Serving Officer and Served Date displayed on the printed warrant.

Service Addresses

Address	Primary	Comments
5 Times Square Manhattan, NY 10036	Yes	Check basement

Report Run On: Thursday March 26, 2015 2:20:00 PM C_ADMIN Page 1 of 2


WARRANT LOGS
All Other

Date Created
03/26/2015 1520

Creator: Friday, Joe Date: 03/26/2015 14:31 Log Type: Status Update

Officer: Matt Johnson #111
Serve Date: 03/26/2015 1425
Comment: Warrant updated with status of served.

Creator: Friday, Joe Date: 03/26/2015 14:30 Log Type: Warrant Modified

Old Status: Active
New Status: Served

Creator: Friday, Joe Date: 03/12/2015 09:53 Log Type: Service Address Added

Address Added: 5 Times Square Manhattan, NY 10036
Comments: Check basement

Creator: Friday, Joe Date: 03/12/2015 09:52 Log Type: Status Update

Warrant created with initial status of Active

Serving Officer and Served Date Displayed on Printed Field Arrest

Serving officer as well as served date information is also shown on a printed field arrest if the served warrant was added to the field arrest. Click the **'Print'** button on the **'Edit Field Arrest'** screen for a field arrest that has an associated "served" warrant. The user is prompted to save the .pdf file which can be printed immediately or later.

All Other
Field Arrest Report

005515

Arrest Number	Arrest Date	PBT	Fingerprint
005515	01/27/2015 0800 Hrs (US/Central)		

Location:

Geographic Location	County of Occurrence

Arrest Comment

Circumstances of Arrest

Arrestee

Name	DOB	Age	
Quentin Jerome Tarantino	03/27/1963	51	No Mugshot Available

Sex	Race	Ethnicity	DL # (State)	SSN
Male	White			

Physical Description
Facial Hair: Goatee, Glasses: Yes

Res. Phone	Cell Phone	Email
Not Specified	Not Specified	

Address
(Residence) 88A Quincy Street Brooklyn, NY 11238

Emergency Contact

School / Employer
ABC Duck Farm 911 East Automation Street Penthouse Raleigh, NC 27601-1234 (800) 222-3333

Place of Birth	Citizenship

Caution Codes

Aliases

Disposition

Disposition	County	Placement	Placement Date	Release Date
Released				01/28/2015 0900

SMTs and Other Characteristics

Type: Hair Implants **Location:**
Ankle, Right

Description:

02/01/2015

Officers

Name	Agency	Role
Friday, Joe #11122	All Other	Arresting
Friday, Joe #11122	All Other	Discharging

Warrants

Warrant Number	null	Bond Type	Bond Amount
8888 (Docket #)			$ 0.00

Comment

Details
Status: Served **Serving Officer:** Bob Jones(Badge #: 4587) - All Other **Served Date:** 03/26/2015

Report Run On: Thursday March 26, 2015 Page 1 of 2

Serving officer, served date printed on a field arrest report

005515

Extradition Verification

Warrant Number	null	Bond Type	Bond Amount
1111 (Docket #)			$ 0.00

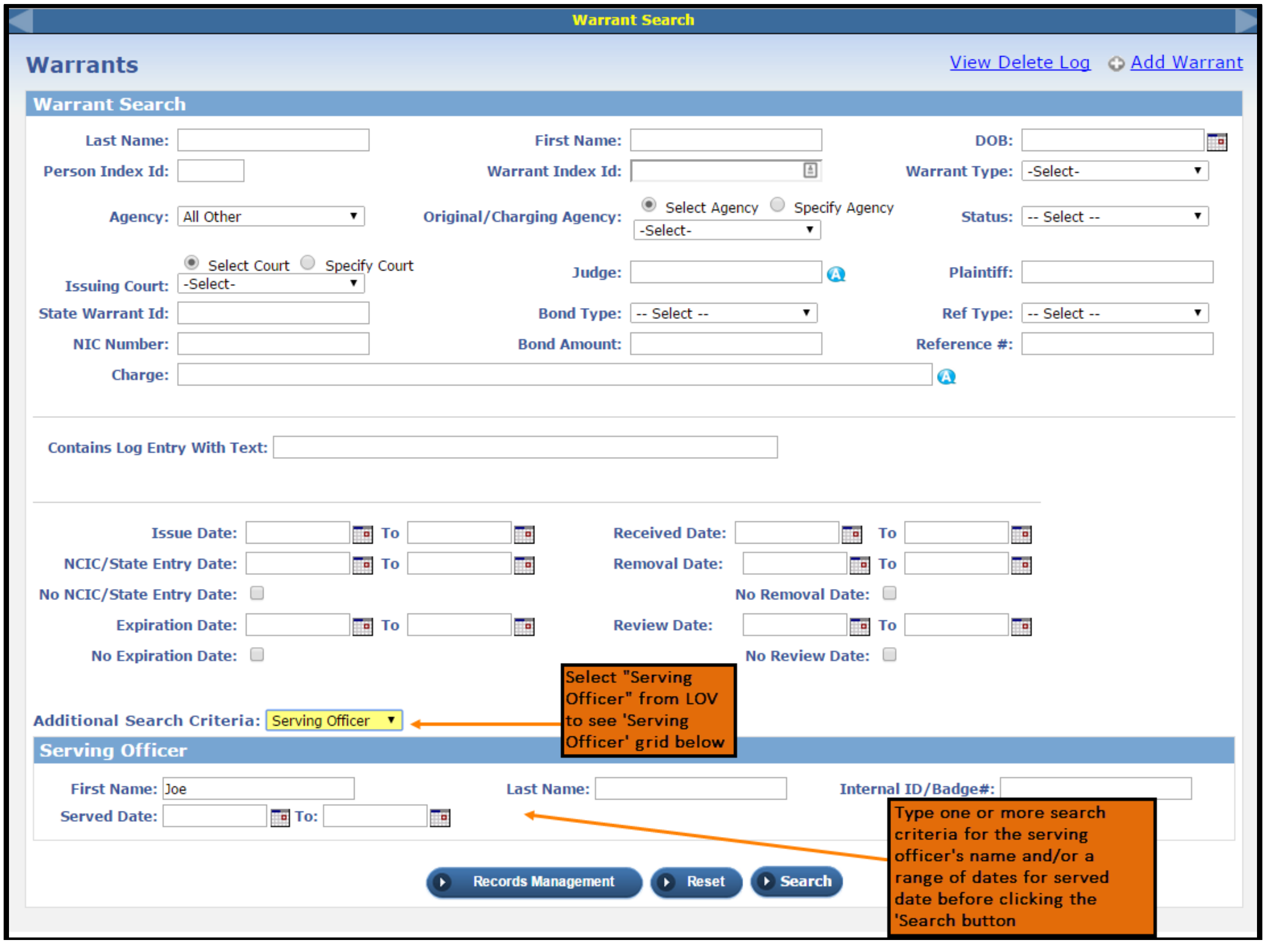
Comment

Details
Status: Served **Serving Officer:** Bob Jones(Badge #: 4587) - All Other **Served Date:** 03/26/2015

Extradition Verification

Serving Officer and Served Date Added as Search Criteria

Users are now able to search for warrants using serving officer or served date as search criteria. "Serving Officer" has been added to the **'Additional Search Criteria'** LOV on the **'Warrant Search'** screen. Selecting "Serving Officer" from the LOV will display the **'Serving Officer'** grid below where the user may type a serving officer's first name, last name or internal ID/Badge # as search criteria. The user may also enter a range of dates in the **'Served Dates'** fields to search for warrants.



IA-33841: WARRANT EXPIRATION DATE ENHANCEMENT

RMS Operations Ticket: TTN115814, TTN119429

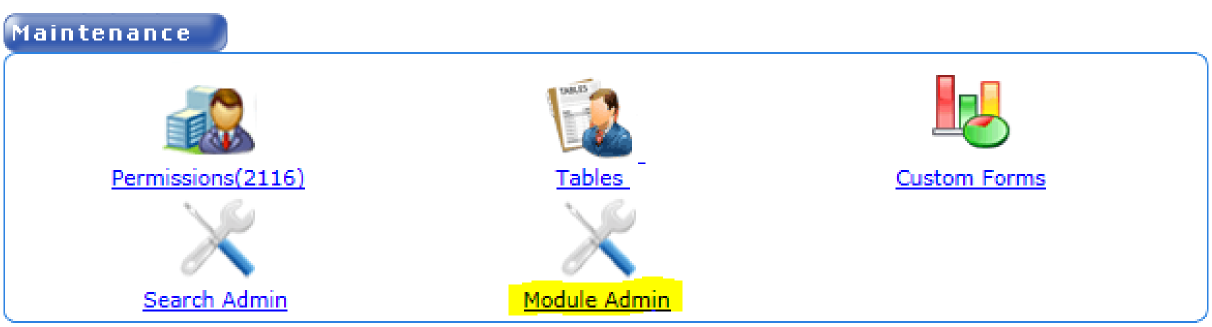
In prior version of RMS, we had the ability to automatically set warrant expiration dates based on a predefined “Reference Type” code. Unfortunately once set, the warrant expiration dates were not easy to retrieve or view within the application. In RMS 10.20, we have redesigned the Warrant Expiration function to overcome prior limitations.

Going forward, we have improved the ability to manage warrant expiration dates and Warrant Type Codes by providing the administrator with a tool to manage their agency process. The warrant expiration function itself has been redesigned to use the “Warrant Type” field rather that the “Reference Type” field.

The process to manage warrant expirations starts with an administrator using the new Warrant Module management function. There they can edit existing warrant types codes or create new warrant types codes, set up default expire dates, auto-expire dates and review dates. After these settings are created any “future” warrants created with the specific warrant types will have the pre-determined dates applied. These dates can be overridden by the user creating or editing the new warrant. To manage the process further new date range search fields have been added to the search screen to allow for manual searching for warrants needing reviewed or manual expiring.

New Warrant Module Management

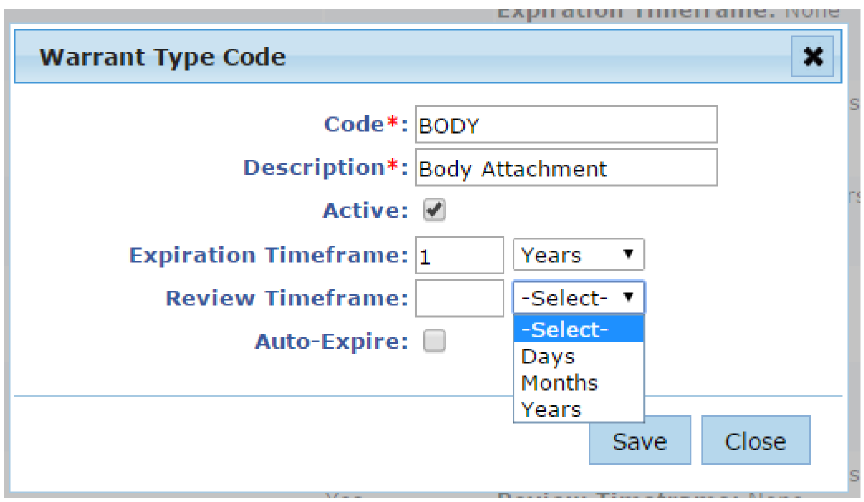
If the agency is using the warrants module and the user has the permission of “Administration – Product Module Configuration” the new “Warrant” module management link will be available under the Module Administrative screen.



Configuring Warrant Type Codes:

Users may add default settings to any existing warrant type, as well as delete any warrant type not previously used. If the warrant type has been used in the past the warrant type cannot be deleted since it's tied to historical records, but it can be de-activated by "unchecking" the active flag. When in the warrant management module, the user will see all the current warrant types and have an **'Edit Warrant'** icon as well as the delete icon associated with every type. In the upper right corner of the screen the user will have the **"Add Warrant Type"** link to create new warrant types. No matter if the user is creating a new warrant type or is editing an existing warrant type they will have the option to:

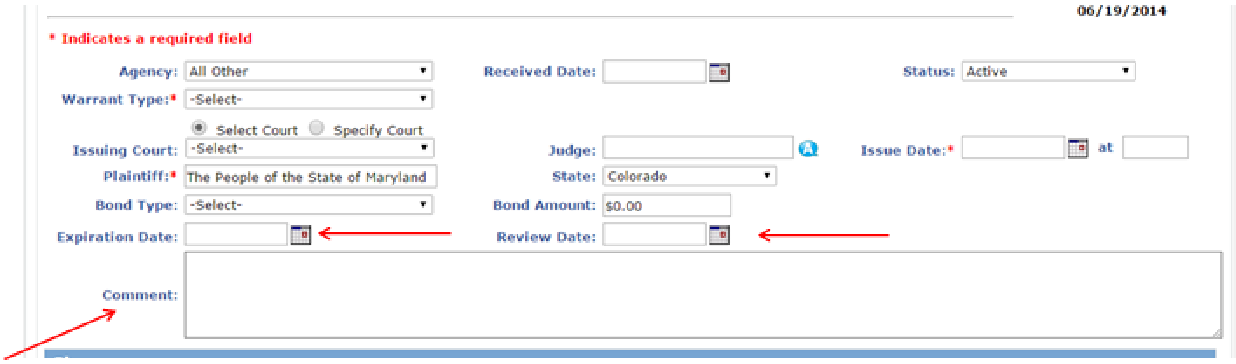
- Check or uncheck the active flag
- Set an expiration Timeframe *(Set alone this would be a manual process to search for warrants that should be expired)*
- Set a Review Timeframe *(This is always a manual search process)*
- Set the auto-expire flag *(Setting this flag will make the warrant automatically expire from the date the warrant was issued. No user will have to visit the warrant to set the status to expire, the warrant status will automatically be set by the RMS system)*
- Define Warrant type codes (When creating new warrants)
- Define warrant Type Descriptions *(When creating new warrants – This is the name that will display in the warrant type List of Values)*



New Fields for Warrants:

- Expiration Date:
  - Expiration dates can be manually entered, or auto-populated based on the warrant type configuration (Date will be calculated based on Issue date.)
  - If auto-populated the user CAN override the entry and manually enter a date
  - If set to automatically expire the warrant status will automatically be changed from Active to Expired when the entered date is reached.
- Review Date:
  - The review date can be manually entered or auto-populated based on the warrant type configuration (Date will be calculated based on Issue date.)
  - If auto-populated the user CAN override the entry and manually enter a date

- Comment:
    - This is a free text field that can be used to enter in any additional information
    - This field will also be used to "Place" any data from an interface that cannot be parsed.



Warrant Search Enhancements for Expired and Review dates:

New date range search options were added to the search warrants screen. These options can be used to search for:

- Warrants that have automatically been expired with in a date range
- Warrants that have an expiration date within a date range but are required to be expired manually
- Warrants that have a review date within a timeframe that have reached the set review date and possibly undated with a new review date.
- Any warrants that do not have an expiration date or review date entered. (This can be used in conjunction with warrant types to find specific types of warrants that "should have" an expiration date or review date, but current do not.

IA-33648: WARRANT LOG ENHANCEMENTS

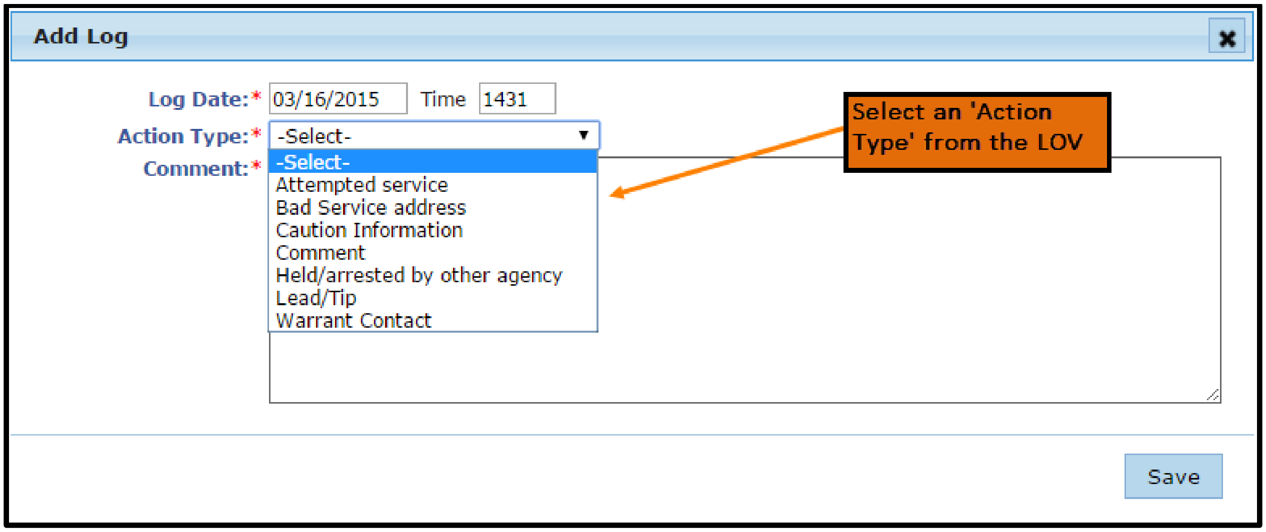
Warrants are important documents and how there are managed may cause or prevent an arrest. To ensure the best tracking of the history of a warrant and who adds, deletes, views and prints warrant information, improvements have been added to warrant log functionality in this release.
The enhancements at a high level include:

- Allowing users to capture a log entry 'action type' when generating a manual log entry. Various log entry action types have been pre-defined and additional fields are displayed on the screen when a specific log entry action type is selected.
- Creating auto log entries when removing information such as a reference number or attachment and when attributes of a warrant are modified. Enhancements for auto log entries related to situations where an officer is added to a warrant, adding and deleting a service address to a warrant, changing expiration and review dates, adding serving officer and date, have also been added. However, those situations are documented in release notes specific to the functionality mentioned.

Add a Manual Log Entry with an Action Type

To add a manual log entry for warrants, go to the **'Edit Warrant'** screen (Records Management → Warrants → search for and select a warrant) and click on the **'Warrant Log'** tab. Click the **' + Add Log Entry'** hyperlink to add a manual log entry. The user is prompted to enter information on the pop up **'Add Log'** pop up dialog box. The user must enter the Log Date and Time and type text in the **'Comment'** field (All fields are required). The user must also select one of the following values from the 'Action Type' LOV before clicking the 'Save' button:

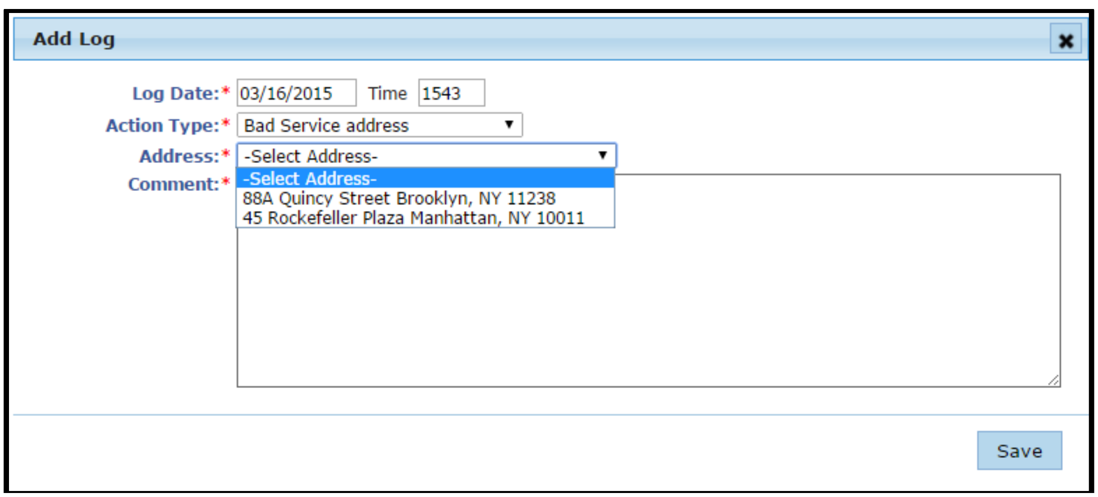
- Attempted service
- Bad Service address
- Caution Information
- Comment
- Held/arrested by other agency
- Lead/Tip
- Warrant Contact



The values in the Action Type LOV are maintained in the WARRANT_LOG_TYPE_CODES EJS_CODES. For some of the action types above, additional fields will be displayed on the screen once selected. Those action types are:

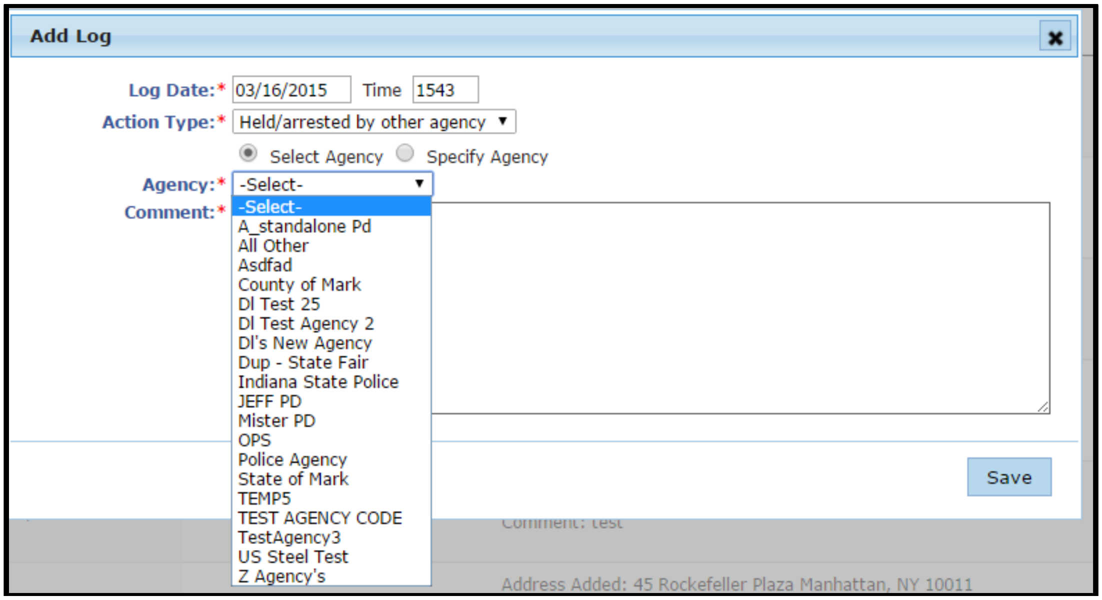
a) Bad Service Address

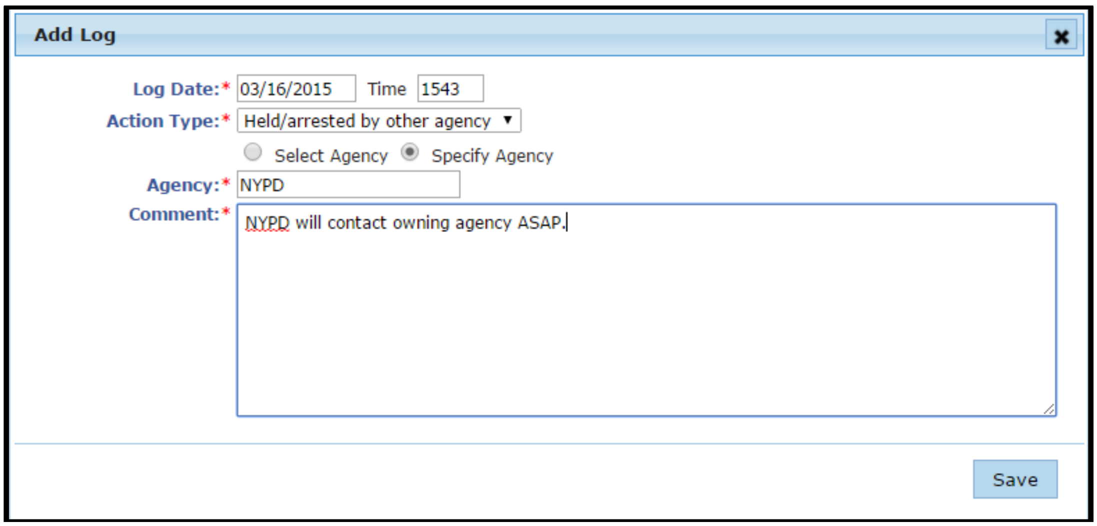
An 'Address' LOV field will be displayed listing all service addresses on the warrant. The user must select and address from the list.



b) Held/arrested by other agency

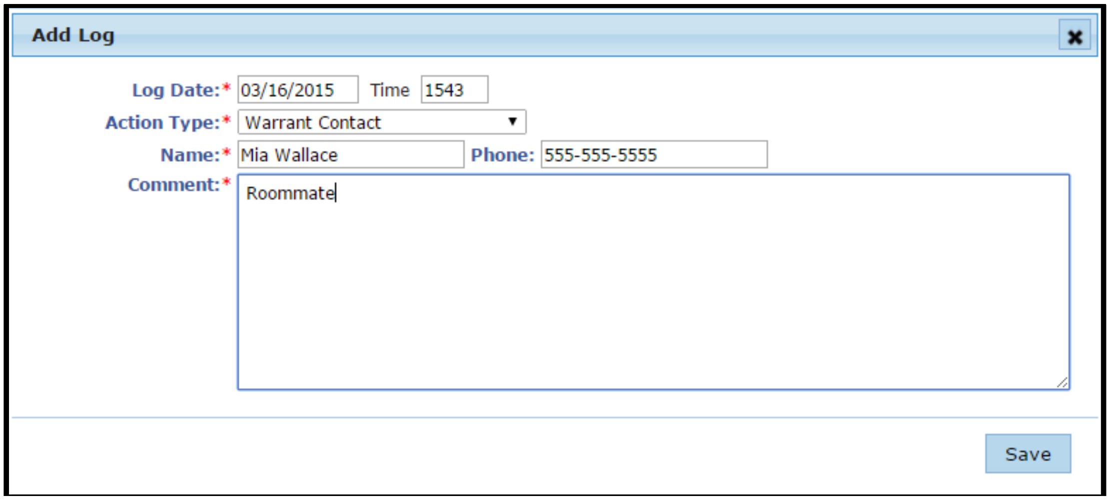
The user will be presented with two radio button options. The first **'Select Agency'** radio button allows the user to select an agency from the **'Agency'** field LOV while the second **'Specify Agency'** radio button allows the user to type in an agency name in the **'Agency'** field.



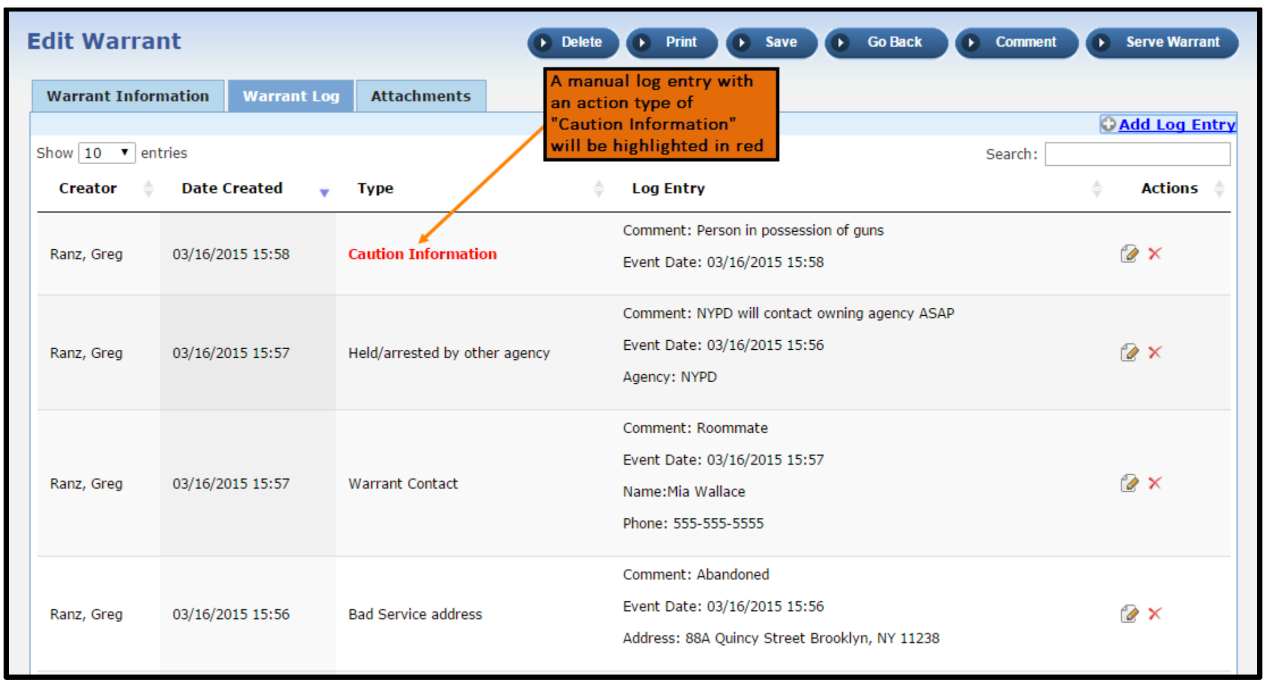


c) Warrant Contact

The Name and Phone free text fields are displayed. While the user is required to enter a Name, the Phone field is not required.

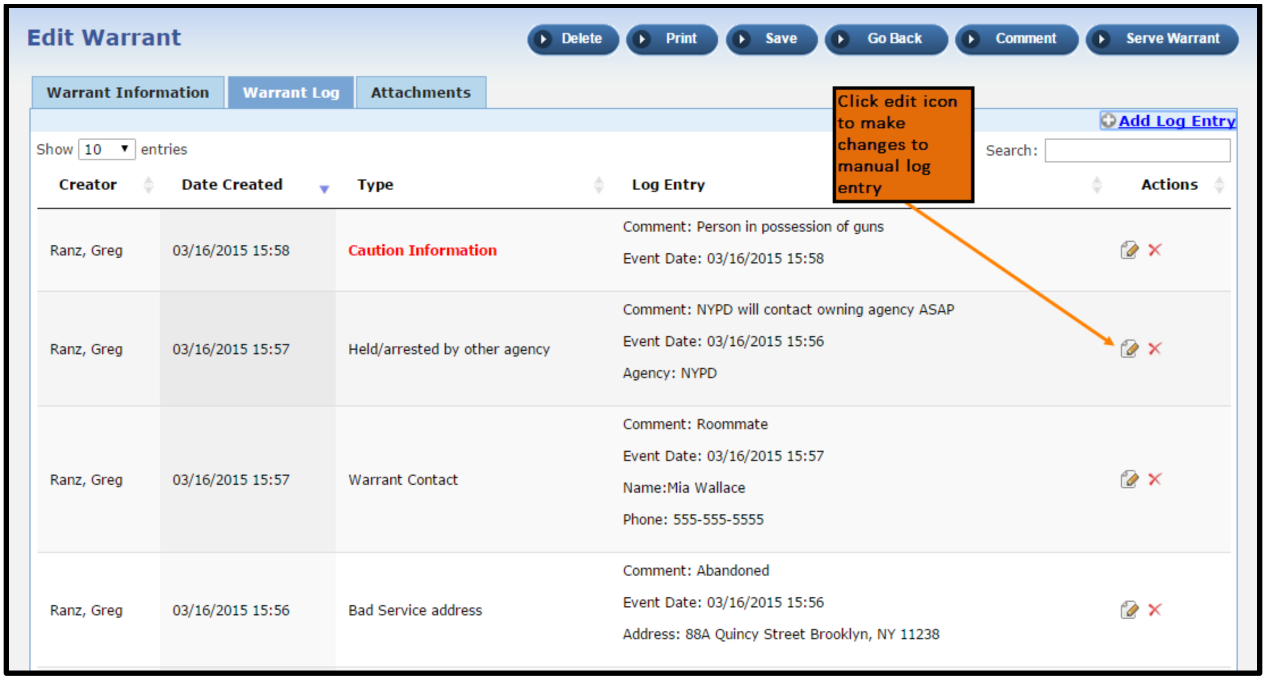


When a manual log entry has been created, the user will see the log entry in the **'Warrant Log'** screen. Any manual log entries created with an action type of "Caution Information" will be highlighted in red.

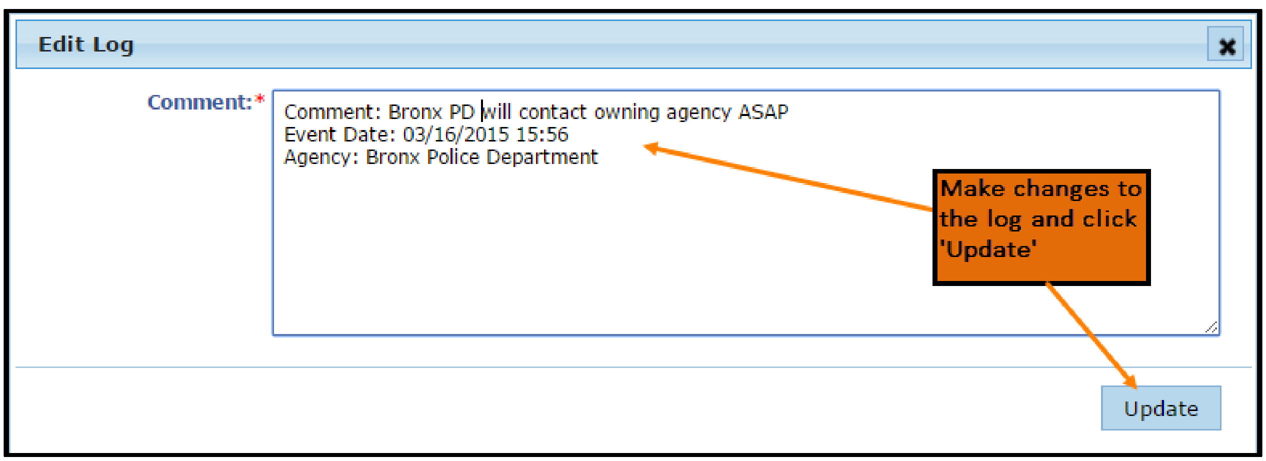


Edit a Manual Log Entry

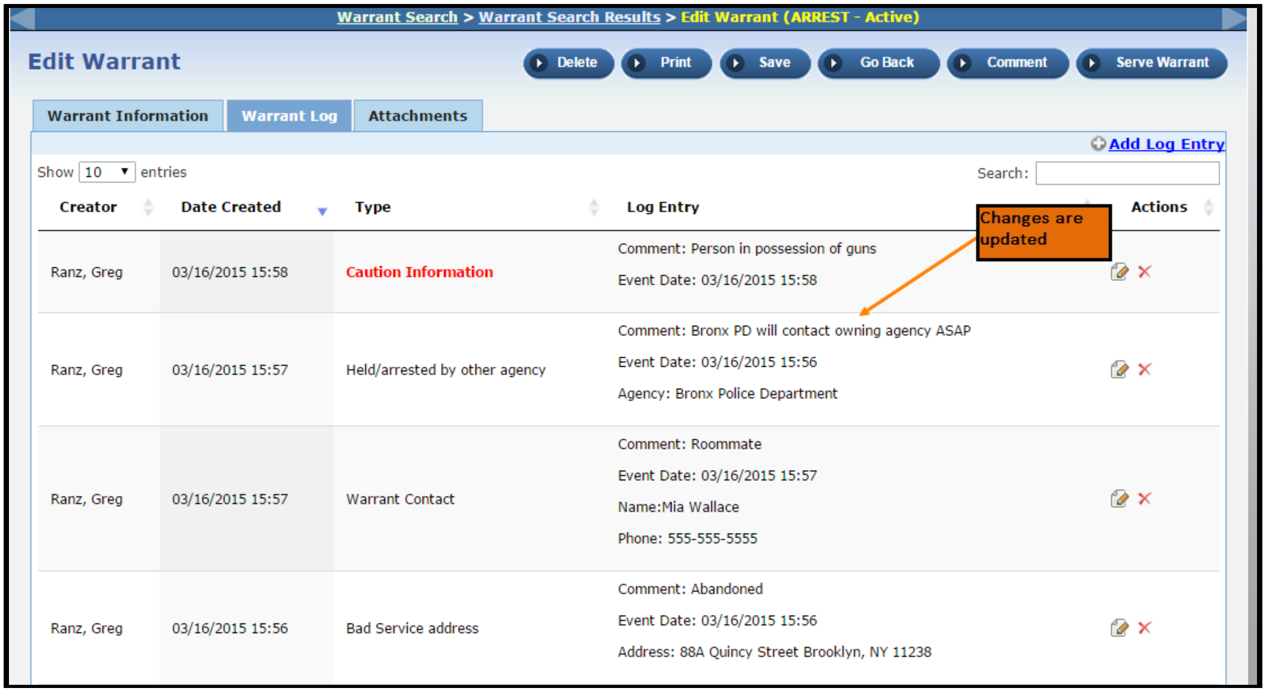
A user may edit the manual log entry only if he/she is the creator of the manual log entry. Click the edit icon for the log entry to make any changes.



An **'Edit Log'** dialog box will pop up where the user is able to make changes to the manual log entry. Click **'Update'** after making edits.

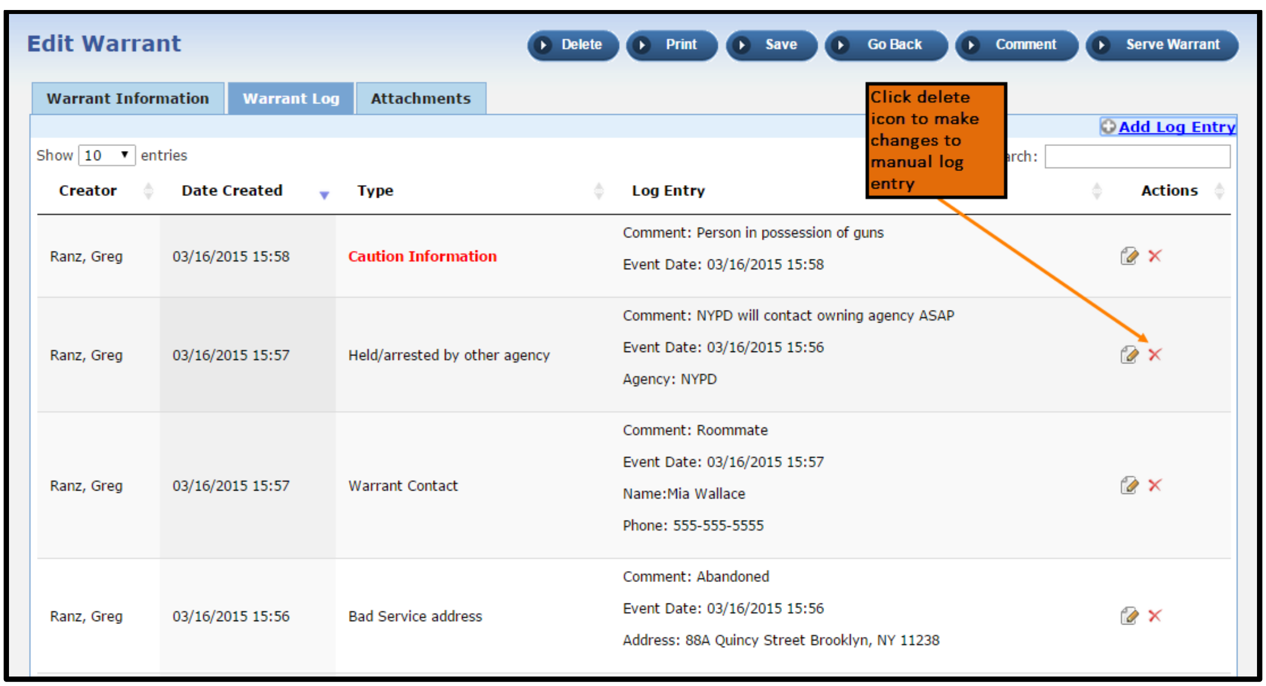


The changes will be reflected in the Log Entry column



Delete a Manual Log Entry

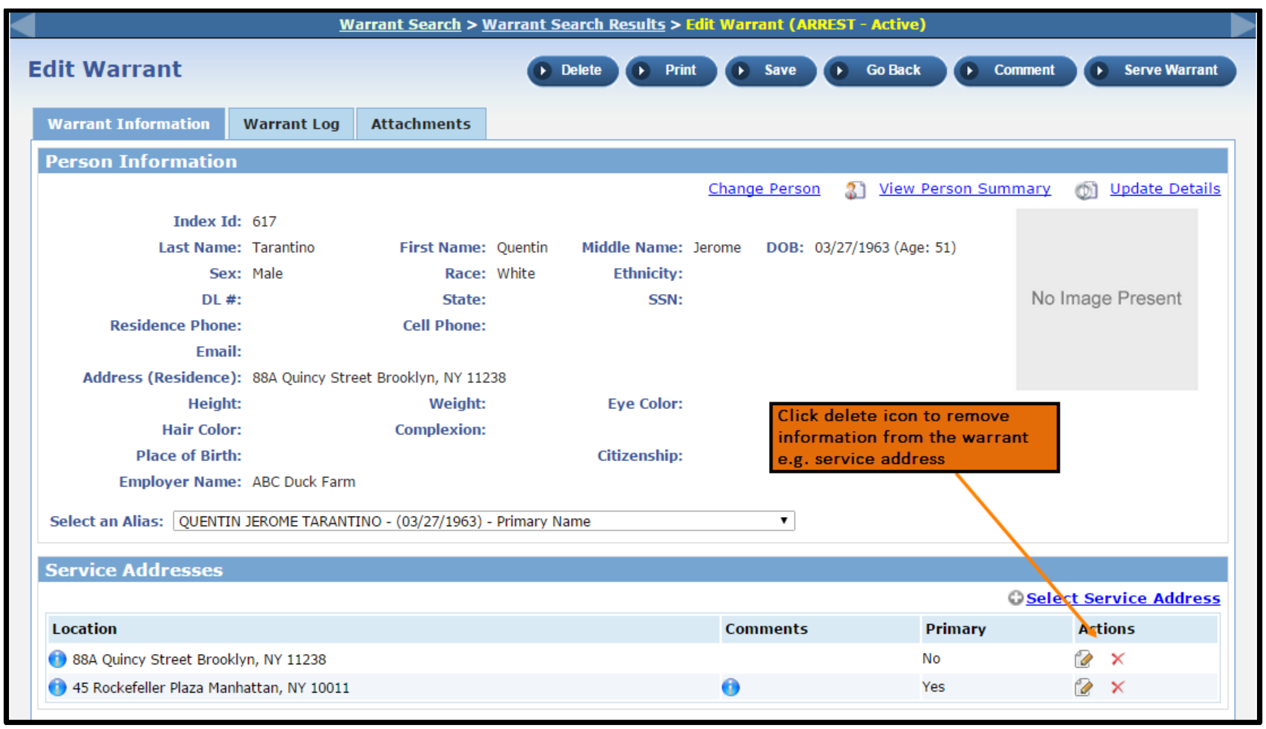
A user may delete a manual log entry only if he/she is the creator of the manual log entry. Click the delete icon for the log entry.

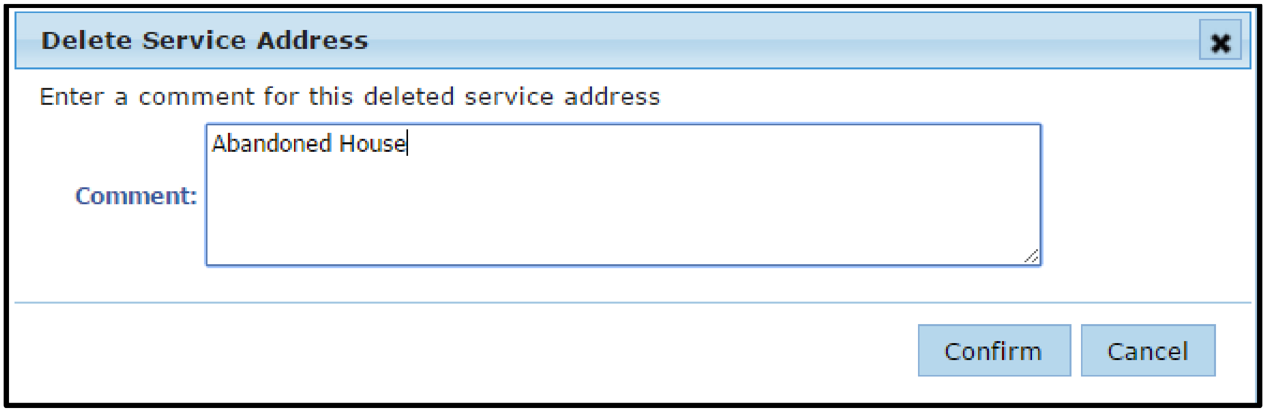


A message will pop up prompting the user to confirm or cancel the deletion. Click **'OK'** to delete or **'Cancel'** to return to the **'Warrant Log'** screen without any changes. If the user clicks **'OK'**, the manual log entry will be removed from the **'Warrant Log'** screen.

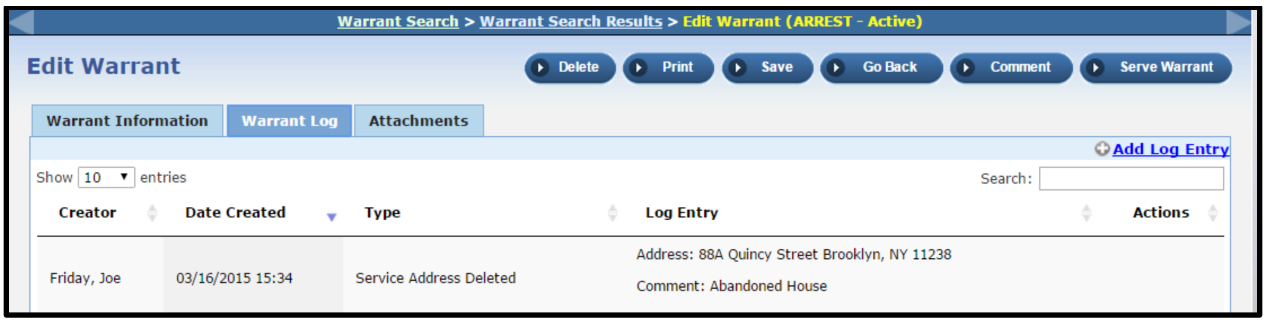
<u>Auto Log Entries Created when Information has been Deleted from a Warrant</u>

When a user clicks a delete icon on the **'Edit Warrant'** screen to remove a Service Address, Officer, Charge, Reference Number or Attachment, the user is prompted to enter a comment (not required) for the deleted information. Click **'Confirm'** to delete the information or **'Cancel'** to return to the **'Edit Warrant'** screen without any changes. The example below illustrates the removal of a service address from the warrant.





A log entry is automatically generated if the information is deleted from the warrant.

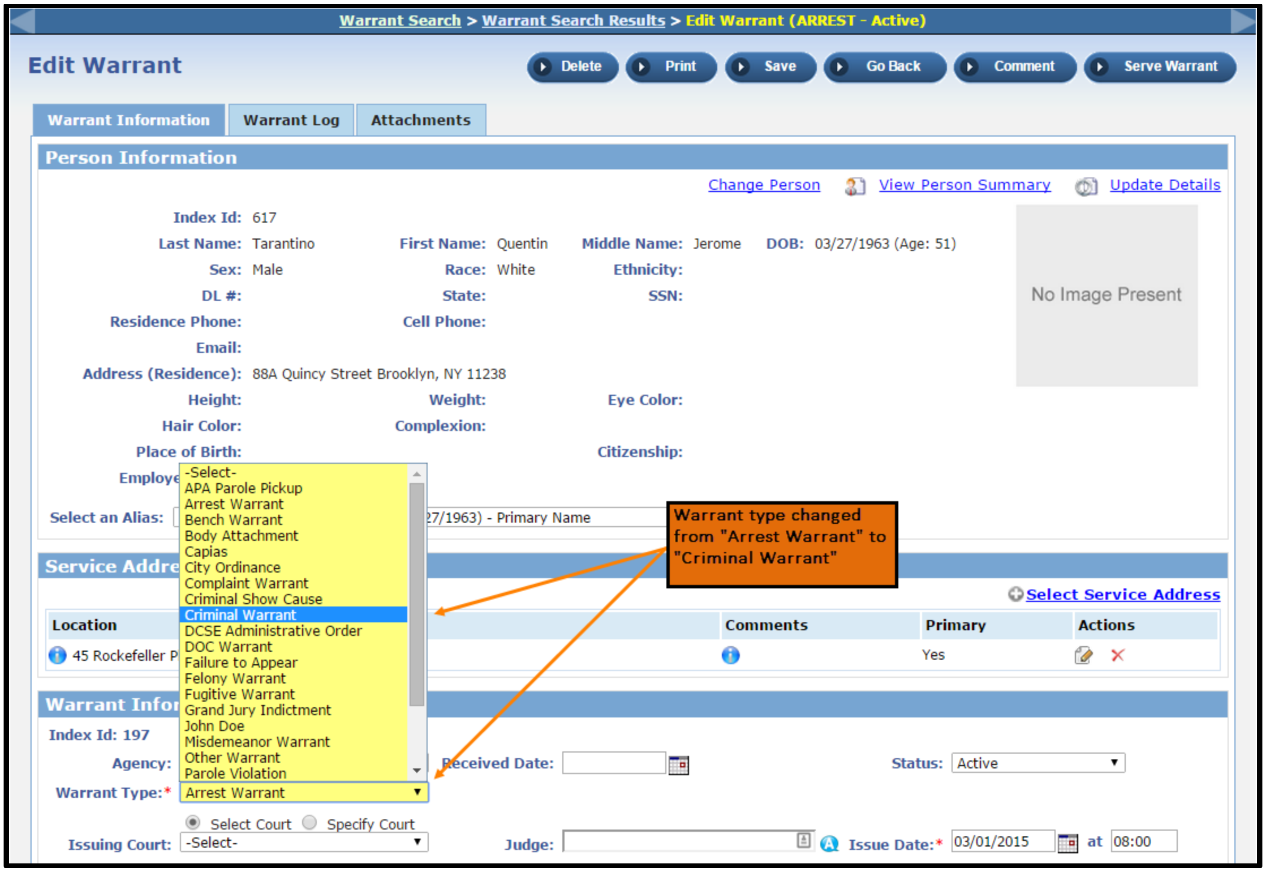


Auto Log Entries Created when Information has been Changed in a Warrant

When a user makes changes to information on a warrant, an auto-log entry will also be generated displaying old and new data values for the warrant information that has been changed. The following scenarios are tracked via the warrant auto log entries:

- Warrant is served
- Person is changed on the warrant
- Changes to:
  - Warrant Type
  - Bond Type and/or Bond Amount
  - Issue Date is changed
  - Extradition Limitations are changed
  - Reference Type and/or Number is changed
  - Issuing Court and/or Judge is changed
  - Original/Charging Agency and/or Charging Agency Comment
  - Expiration Date
  - Review date
  - Change to "Name" (via the 'Select an Alias' field)
  - Officer assignment information

The example below illustrates a change to the Warrant Type.



After the user selects a different value from the **'Warrant Type'** LOV and clicks **'Save'**, the user is able to see the auto log entry generated in the **'Warrant Log'** screen. The log entry is created with a Type of "Warrant Modified" and the old and new values are displayed in the **'Log Entry'** field.

Log Entries Shown on Printed Warrant

All log entries for a warrant, manual and auto generated will now show on at the end of a printed warrant. The entries are ordered chronologically with the most recent entries listed first.

WARRANT LOGS
All Other

Warrant Log entries are printed with most recent entries listed first

Creator: Friday, Joe   Date: 03/17/2015 10:21   Log Type: Status Update

Officer: Joe Friday #11122
Serve Date: 03/17/2015 1015
Comment: Warrant updated with status of served.

Creator: Friday, Joe   Date: 03/17/2015 10:21   Log Type: Officer Assignment Ended

Officer: Joe Friday
Comment: Warrant updated with status of served.

Creator: Friday, Joe   Date: 03/17/2015 10:21   Log Type: Warrant Modified

Old Status: Active
New Status: Served

Creator: Friday, Joe   Date: 03/17/2015 10:14   Log Type: Warrant Modified

Person Changed From "Tarantino, Quentin Jerome" to "JANSING, TIPHANI"

Date: 03/17/2015 10:14   Log Type: Warrant Modified

Old Alias: Quentin Tarantino
New Alias: TIPHANI JANSING

Creator: Friday, Joe   Date: 03/16/2015 15:59   Log Type: Warrant Modified

Old Reference Number: 888
New Reference Number: 888000

Creator: Friday, Joe   Date: 03/16/2015 15:50   Log Type: Warrant Modified

Old Warrant Type: Arrest Warrant
New Warrant Type: Criminal Warrant

Creator: Friday, Joe   Date: 03/16/2015 15:34   Log Type: Service Address Deleted

Address: 88A Quincy Street   Brooklyn, NY 11238
Comment: Abandoned House

Creator: Ranz, Greg   Date: 03/16/2015 14:58   Log Type: Caution Information

Comment: Person in possession of guns
Event Date: 03/16/2015 15:58

Creator: Ranz, Greg   Date: 03/16/2015 14:57   Log Type: Warrant Contact

Comment: Roommate
Event Date: 03/16/2015 15:57
Name:Mia Wallace
Phone: 555-555-5555

Creator: Ranz, Greg   Date: 03/16/2015 14:57   Log Type: Held/arrested by other agency

Comment: Bronx PD will contact owning agency ASAP
Event Date: 03/16/2015 15:56
Agency: Bronx Police Department

Creator: Ranz, Greg   Date: 03/16/2015 14:56   Log Type: Bad Service address

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 10.20.0 DETAILED JIRA LISTING

TABLE A: RELEASE ENHANCEMENTS AND PRODUCT DEFECT FIXES

This table contains the major product defect JIRAs resolved in the 10.20.0 release along with additional enhancement not documented above.

JIRA ID	Summary	Component/s	Type of Issue
IA-33079 TTN114192	Broadcast Messages: Future messages cannot be edited until they are live, issue resolved.	RMS_Admin	Bug/Defect
IA-35250 TTN118378	Calls for Service - Incident Notes: TAB Function used in Notes sections caused CFS to hang, issue resolved.	RMS_CallsForService	Bug/Defect
IA-35030	Calls For Service: Resolve issue with calendar "Date Pickers" not functioning in the CFS module.	RMS_CallsForService	Bug/Defect
IA-35312 TTN118332	Calls for Service: Resolved "Column Sort" issue of the Incident Report number	RMS_CallsForService	Bug/Defect
IA-37017	Case Management - Case Activity Notes: Increased the ability to capture more than (4) thousand characters.	RMS_Cases	Enhancement
IA-37017	Case Management: Expanded the Case Activity Notes to capture more than 4,000 characters.	RMS_Cases	Enhancement
IA-35262 TTI118217	Caution Codes: Resolved permission issue preventing Caution Code Edits	RMS_MasterIndices	Bug/Defect
IA-36909 TTI119045, TTN119348	Civil Process - Search: Resolved issue displaying Collapsed Names on search results	RMS_CivilProcess, RMS_Collapse, RMS_Searching-General	Bug/Defect
IA-34001	Civil Process: Per request, added an Agency column to the Court Paper Search Results	RMS_CivilProcess	Enhancement
IA-36973	Custom Forms: Home Agency of User added to Route resulting in Notification issues, Issue Resolved.	RMS_CustomForms-Fields	Bug/Defect
IA-34611	Data Submissions - IBR: Modified "Agency Select" LOV to only display Root Agencies	RMS_DataSubmissions, RMS_Reporting_NIBRS	Enhancement
IA-37360 TTX119411	Evidence Check-In: Resolved issue displaying Evidence Room Locations in a multi-tier environment.	RMS_Evidence	Bug/Defect
IA-36647	Evidence Label Designer: Added the ability to capture the "Evidence ID" as a separate selectable field from the barcode.	RMS_Evidence	Bug/Defect

JIRA ID	Summary	Component/s	Type of Issue
IA-35244 TTN118134	Evidence Label Designer: IE11 does not allow for evidence label list to be viewed, issue resolved	RMS_Admin, RMS_Evidence	Bug/Defect
IA-35138 TTN117905	Evidence Label Designer: Modified Dynamic Barcode to be limited to 3 inches due to issues reading wide barcodes	RMS_Evidence	Bug/Defect
IA-35233	Field Arrest - Print: "Placement Field" not printing on Field Arrest Report, issue resolved.	RMS_FieldArrest	Bug/Defect
IA-35213	Field Arrest - Vehicles: Viewing FA-Vehicles incorrectly displayed "Seized" & "Stored" flags as being checked, issue resolved.	RMS_FieldArrest	Bug/Defect
IA-36892 TTN118982	Incident Mapping - Print: Not printing correctly when using Internet Explorer	RMS_IncidentMapping	Bug/Defect
IA-37388 TTN119299	Incident Mapping: Removed InterAct Logo from printed output.	RMS_Mapping	Enhancement
IA-37281 TTI119438	Incident Mapping: Resolved issue displaying "Map Radius Circle".	RMS_IncidentMapping	Bug/Defect
IA-35095	Incident Report - Print: Property incorrectly printing multiple times for each Status, issue resolved.	RMS_IncidentReport, RMS_Printing	Bug/Defect
IA-37192	Incident Report - Property: Property total is not being summarized correctly on Supplements, issue resolved.	RMS_IncidentReport	Bug/Defect
IA-36933 TTI119101	Incident Report: Resolved CAD-to-RMS transfer issue causing the "County of Occurrence" not to be available on some reports	RMS_IncidentReport, RMS_Interface_CADtoRM Sintegration	Bug/Defect
IA-36951	Incident Report: Modified "Status Action Date" to also updated when Disposition from Case is updated.	RMS_Cases, RMS_IncidentReport	Enhancement
IA-32266 TTN112194	Incident Reports - Evidence: Changed the Evidence question from "Was Property confiscated and placed into evidence?" to "Would you like to enter evidence into the system?"	RMS_Evidence, RMS_IncidentReport	Enhancement
IA-33854 TTN116456, TTN116801	Incident Reports: "Township of Occurrence" selection being cleared (IN32 and IN6)	RMS_IncidentReport	Bug/Defect
IA-37369	Interface - CAD: Enhanced the parsing logic to better manage changes in Primary Officer assignments.	RMS_Interface_CADtoRM Sintegration	Bug/Defect

JIRA ID	Summary	Component/s	Type of Issue
IA-36843	Interface - RMSDEX: Resolved issue parsing non-printable characters resulting in some Incidents not being extracted.	RMS_Interface	Bug/Defect
IA-37411	Interface - Warrant: The RMS Warrant interface has been modified to support the South Carolina state wide URI used in conjunction with their SCJDCMS interface	RMS_Interface	Enhancement
IA-34800 TTI117497	Inventory Management - Administration: Added missing icons to page	RMS_AIM_InventoryAsset Management	Bug/Defect
IA-34797	Inventory Management - Administration: Resolved Linking issue	RMS_AIM_InventoryAsset Management	Bug/Defect
IA-34887 TTN117597	Master Address: Resolved permission issue preventing "Common Event Associations" from being displayed with View Only Role.	RMS_MasterIndices	Bug/Defect
IA-34982	Master Organization: Business Address Zip was listed backwards on view address screen.	RMS_MasterIndices	Bug/Defect
IA-33176 TTN115412	Person Collapse and Uncollapse: Extensive design review and testing performed to identify and resolved potential issues.	RMS_Collapse	Engineering Enhancement
IA-36806	Search - Master Name Photos: Resolve page formatting issue when display large number of photos.	RMS_MasterIndices, RMS_Mugshots	Bug/Defect
IA-36986	Search - Master Name: Resolved issue preventing Misc ID person search from returning results.	RMS_MasterIndices, RMS_Searching-General	Bug/Defect
IA-36817	Search - Master Name: Searching for Person via "Vehicle Type" was not working, issue resolved.	RMS_MasterIndices, RMS_Searching-General	Bug/Defect
IA-36814	Search - Master Name: Searching Scars, Marks, & Tattoos with Images was not working, issue resolved	RMS_MasterIndices	Bug/Defect
IA-32084	Search - Mugshot: Search by Physical Description not returning all candidates, issue resolved.	RMS_Mugshots, RMS_Searching-General	Bug/Defect
IA-37097 TTI119257	Search - Quick Search Names: Failed to properly FLAG Warrant Caution Codes, Issue resolved.	RMS_MasterIndices, RMS_Searching-General, RMS_Warrants	Bug/Defect

JIRA ID	Summary	Component/s	Type of Issue
IA-36829 TTN118895, TTN119095, TTN119069, TTN119079, TTN119082, TTN119057, TTN119111, TTN119310, TTN119366, TTN119538, TTN119651, TTN119660	Search - Statewide Master Name: Returns Error due to SSN Parsing issue.	RMS_Collapse, RMS_MasterIndices, RMS_Searching-General	Bug/Defect
IA-35218	Search - Warrant: Change default to User Root Agency	RMS_Warrants	Enhancement
IA-33211	State Reporting - New Permission: "Data Submissions Clerk" permission has been added for managing all IBR, UCR & CLERY reporting.	RMS_Reporting_NIBRS	Enhancement
IA-37057	State Reporting - "Agency Select" configuration: Modified Data Submission file to only report "Root Agency ORI".	RMS_Reporting_NIBRS	Bug/Defect
IA-34611	State Reporting - "Agency Select: Modified LOV to display only Root Agencies.	RMS_DataSubmissions, RMS_Reporting_NIBRS	Enhancement
IA-37393	State Reporting - LEOKA: Enabled LEOKA data collection in all Production & Gold schemas	RMS_DataSubmissions	Configuration
IA-37074	State Reporting - SCIBRS: "Gang - Criminal Activity" data submission issue resolved	RMS_Reporting_SCIBRS	Release Defects
IA-36911	State Reporting - SCIBRS: Corrected conversion issue causing "Drug Property Measurement" of DU & NP to be interpreted as XX	RMS_Reporting_NIBRS	Bug/Defect
IA-37068	State Reporting - SCIBRS: Reconfigured "Arrestee Resident Status" values to match FBI values	RMS_Reporting_SCIBRS	Configuration
IA-37076	State Reporting - SCIBRS: Resolved data submission issue with "Unknown Offender.	RMS_Reporting_SCIBRS	Release Defects
IA-37075	State Reporting - SCIBRS: Resolved data submission issue with missing "Victim Ethnicity" values.	RMS_Reporting_SCIBRS	Release Defects
IA-37176	State Reporting - SCIBRS: Resolved issue where "Special Circumstances" were not being reported for all SC agencies	RMS_Reporting_SCIBRS	Release Defects

JIRA ID	Summary	Component/s	Type of Issue
IA-37058	State Reporting - SCIBRS: Resolved Property Segment submission issue with fields 278-307. These fields are reserved for Window records	RMS_Reporting_SCIBRS	Bug/Defect
IA-37067 TTN119214	State Reporting - UCR Arrest Report: Added Age, Race, Sex TOTAL line back onto the bottom of the report.	RMS_Reporting_UCR-FBI standard	Reports-Defect
IA-36991	State Reporting - VIBRS: Resolved issue where "Assault Status of P" was being incorrectly reported for all records	RMS_Reporting_VIBRS	Release Defects
IA-37149 TTI119326	State Reporting: Cleanup from Organizational Roll-up enhancement script.	RMS_DataSubmissions, RMS_Reporting_UCR-FBI standard	Bug/Defect