



Online RMS

11.18.0

User Guide

1 April 2025

Caliber Public Safety

Online RMS 11.18.0

User Guide

1 April 2025

©2025 COLOSSUS, INCORPORATED. All rights reserved.

The information contained in this document represents COLOSSUS, INCORPORATED (hereinafter referred to as "Caliber", "Caliber Public Safety" or "CPS") current product as of the date of publication and is subject to change without notice. Caliber Public Safety cannot guarantee the accuracy of any information presented.

This user documentation is for informational purposes only. Caliber Public Safety makes no warranties, express or implied, in this document.

The content in this document is provided for confidential use by Caliber Public Safety customers.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Caliber Public Safety.

Product and company names mentioned herein may be the trademarks of their respective owners.

The data examples contained in this document have been created using fictional persons. Any resemblance to real persons, unintentional or otherwise, is purely a coincidence.

COLOSSUS, INCORPORATED, 102 West Third Street, Suite 750, Winston-Salem NC 27101.

www.caliberpublicsafety.com

Caliber provides toll-free support to qualified customers. If you have questions, concerns, or would like to send us comments, you can contact us by:

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

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

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

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

Document Information

Software	Document Type	Technical Writer
Online RMS11.18.0	User Guide	Phil Elmore

Abstract or Description:

The Online RMS 11.18.0 User Guide contains information and instructions for basic users.

Amendment History

Rev #	Date	Comment
1	03/01/2020	Version 11.3.0 Upgrade
2	08/01/2020	Version 11.4.0 Upgrade
3	12/01/2020	Version 11.5.0 Upgrade
4	04/01/2021	Version 11.6.0 Upgrade
5	08/01/2021	Version 11.7.0 Upgrade
6	12/1/2021	Version 11.8.0 Upgrade
7	4/5/2021	Version 11.9.0 Upgrade
8	8/2/2022	Version 11.10.0 Upgrade
9	12/6/2022	Version 11.11.0 Upgrade
10	4/4/2023	Version 11.12.0 Upgrade
11	8/1/2023	Version 11.13.0 Upgrade
12	12/5/2023	Version 11.14.0 Upgrade
13	4/2/2024	Version 11.15.0 Upgrade
14	8/6/2024	Version 11.16.0 Upgrade
15	12/3/2024	Version 11.17.0 Upgrade

Table of Contents

Chapter 1. Introduction	1
Overview	1
Login Page	1
Production Site	2
Training Site	2
Caliber Main Website	2
Night Versus Day Mode	2
Set Mode Preference	3
Default Mode	3
Toggle Mode	4
Login Screen	4
Dashboard	5
Password Rules	5
Password Reset	6
Forgotten Password	7
Reset Password via Email	7
Change Password from My Profile	8
Administrator Password Reset	8
User Account Inactivity Deactivation	8
Home Page - Prior to RMS 11.12	8
Main Area	10
Pinned Records	10
Notifications	11
Top Navigation Bar Area	11
User Ribbon	11
User Information Menu	11

New Notification Alert	12
Toggle Night Versus Day Mode	13
Logout	13
Recent Activities	14
Quick Links	14
External Links	15
Charts	15
Home Page - RMS 11.12 and Higher	16
Mobile Device Friendly	18
Broadcast Messages	20
Adding a Broadcast Message	22
Deleting a Broadcast Message	24
Notifications	25
New Notifications	25
Show All Notifications	27
Search Notifications	29
Delete Notifications	29
Add Notifications	30
Entering Dates and Times	31
Calendar Tool	32
Text Fields, Drop-Downs, Buttons, Check Boxes	32
Text Fields	33
Drop-Down Lists	33
Buttons	33
Function Buttons	33
Radio Buttons	33
Floating Buttons	34
Check Boxes	34

Required Fields	34
Column Sorting	35
SmartSearch	36
Export Search Results	36
Personnel Management	37
Printing from Online RMS	39
Chapter 2. Navigation Icons	41
Home Button	41
Incidents Button	41
Master Indices Button	42
Records Management Button	43
Forms And Reports Button	44
Help Options	44
User Information Menu	45
My Profile	46
Manage Home Page	46
Daily Log	47
Image Upload	48
Logout	48
Chapter 3. My Profile	51
My Profile Overview	51
Access My Profile	51
My Profile Page Layout	52
User Information	52
User Quick Links	53
Change Password	53
Change Security Questions	53
Change Home Agency	53

Create Assignment	53
Go To	53
Profile Information Tab	55
Preferences Tab	55
External Searches Tab	57
Subscriptions Tab	58
Officer Information Tab	59
Account History Tab	61
Chapter 4. Submit Ticket	63
Submit Ticket Overview	63
How To Submit a Ticket	63
Chapter 5. Custom Forms	65
Custom Forms Overview	65
Search For and View Custom Forms	65
Chapter 6. Attachments	69
Attachments Overview	69
Add Attachments	69
Edit Attachments	71
Delete Attachments	72
Download Attachments	73
Chapter 7. Image Library	75
Image Library Overview	75
Upload Image	75
Manage Library	78
Delete Image Files	79
Download Image Files	80
Import Images From Library	80
Chapter 8. Master Indices	83

Master Indices Overview	83
Master Index Security	85
Master Indices Security Levels	85
User Account Index Security Levels	85
Accessing Master Indices	86
Searching Master Records	87
Person Search	88
Search Mug Shots By Physical Description	90
Additional Search Criteria	91
Power Search	92
Search Results	92
View Person Details	93
Master Index Associations	96
Person Active Alerts	97
View Mobile Person Results in Online RMS	98
Address Search	98
Adding Master Index Records	100
Adding Person	100
Manual Entry	102
Enter Person Information	102
Enter Caution Codes	103
Enter Residence Address	103
Add Multiple Addresses	104
Enter Relations Information	104
Enter Vehicle Information	104
Save Entry	105
Import/Update Person Results from External Systems	105
Import New Person	105

Update Existing Person	108
Adding Address	109
Specific Address	110
Intersections	111
Dynamic Map Marker	112
Other Countries	113
Caution Codes	114
Adding Photos	114
Adding the First Photo	114
Adding Additional Photos	117
Adding Property	118
Duplicate Records	120
No Duplicates Found	121
Possible Duplicates Found	121
Person Duplicates	122
Residence Address Duplicates	123
Vehicle Duplicates	125
Caution Codes	127
Related Events	128
Deleting Master Index Records	130
Print Master Person Records	131
Subscribe to Master Records	134
Chapter 9. Photo Lineup	137
Photo Lineup Overview	137
Access Points	137
Records Management Menu	137
View and Edit Person Pages	138
Follow-up Case Management module.	139

Create Photo Lineup	140
Remove a Photo	145
Search Lineups	146
Print Photo Lineup	148
View, Edit, Delete Lineups	148
View	149
Edit	150
Delete	151
Access Log	152
Delete Log	152
Chapter 10. Crime Visualization Tool	155
Crime Visualization Tool Overview	155
Spider Chart	157
Spider Chart Components	162
Structure and Terminology	162
Manually Re-size the Chart	163
Mouse	163
Keyboard	163
Resizing Icons	164
Manually Reposition the Chart	164
Re-Center and Filter the Chart	164
Access Points	165
Incident Report	166
Field Contact	166
Master Indices Detail Pages	167
Chapter 11. Calls for Service	171
Calls For Service Overview	171
Track and Document Calls	171

Create Field Arrest and Import Call Data	172
Access Calls For Service	172
Manage Calls for Service	172
Initiate New Call	174
Edit a Call	175
Call Information Tab	177
Officers Tab	177
People Tab	178
Vehicles Tab	178
Incident Reports Tab	179
History Tab	180
Attachments Tab	180
Call List	181
Edit, Take, View Calls	181
Clear, Dispatch, or Mark Call as OnScene	182
Close a Call	183
Search Calls for Service	183
Search Calls for Service by Unit History	187
Chapter 12. Incidents	189
Incidents Overview	189
Top Buttons	191
Google Maps Integration	192
Incident Report - Requirements And Rules	193
Incident Security	194
Incident Report - Report Validations	197
View Incident Audit Trail	198
Create Incident Report	199
Incident Report Tabs	201

Header Tab	201
Report Types & Times	202
Location	205
Officers	209
Offenses Tab (Mass Offense Entry)	212
Offenses Tab (Single Offense Entry)	214
Names Tab	218
Quick Select Names - CFS People	219
Offenders Section-Adding Unknown Offender(s)	220
Offender Section-Adding Known Offender(s)	221
Offender Section-Create and Edit Field Arrest	222
Incident Victim(s)	223
Adding Organization as Victim	223
Other Names	225
Changing a Name	226
Property & Vehicles Tab	226
Add Property	227
Add Vehicle	235
Add Existing Impound	238
Print Labels, Receipts, Chain of Custody	239
Narrative Tab	240
Attachments Tab	245
Validations Tab	246
Submit For Approval	247
Disapproval Notice Corrections	248
Summary Tab	252
Add Criminal Complaints	254
Add Court Case	256

Add Associated Incidents	257
Crash Reporting	258
Copy an Incident	258
Incident Templates	262
Creating Incident Templates	262
Applying Incident Templates	264
View Incident Reports	265
Create Field Arrest from Incident	267
Incident Search	270
SmartSearch	271
Printing Options	275
Changing Incident Status	276
From View Incident Report	276
From the Incident Management Menu	278
Disapprove	279
Change back to Initial Report	279
Transfer Incident Report	280
My Recent Activities	280
Incidents Menu	281
Delete Initial Incident Report	283
Add Attachments Outside Incident Workflow	284
Expunging Records	286
Crash Reporting	287
Crash Reporting Landing Page	288
Crash Details	288
Vehicles	289
People	291
Narratives	294

Diagrams	295
Events	296
Validations	298
Attachments	299
Associations	299
Security Level	299
For More Information	300
Chapter 14. Supplement to Incident Reports	301
Create Supplements	301
Supplement Rules	303
Supplement Templates	303
Chapter 15. Community Reporting	305
Community Reporting Overview	305
Taking Action on Submitted Forms	306
Taking Action via Notifications	306
Reject	309
Review without a Police Report	310
Review and File a Police Report	310
Taking Action via Recent Activities	314
Chapter 16. Criminal Complaint	315
Criminal Complaint Overview	315
Accessing Criminal Complaint Module	316
Standalone Module	316
From the Field Arrest	316
From the Incident Report	316
From Recent Activities	317
Criminal Complaint Search	317
Add a Criminal Complaint	319

Edit a Criminal Complaint	322
View a Criminal Complaint	329
Submit Criminal Complaint for Approval	331
Take Action on Disapproved Notifications	333
Chapter 17. Court Case	335
Court Case Overview	335
Accessing the Court Case Module	335
Standalone Module	335
From the Criminal Complaint	336
From the Incident Report	336
Court Case Search	336
Court Case Add	338
Edit Court Case	340
View Court Case	343
Chapter 18. Court Appearances	347
Court Appearances Overview	347
Accessing Court Appearances	347
From the Incidents Top Menu	347
From the Court Case	348
From Recent Activities	348
Court Appearances Search	350
Court Appearances Add	351
Court Appearances Edit	353
View Court Appearances	355
Chapter 19. Field Arrest	357
Field Arrest Overview	357
Recent Activities	357
Open Field Arrests	360

Field Arrests Pending Release	360
Search Field Arrests	360
Create Field Arrest Manually	363
Create Field Arrest and Import Data	367
Edit Field Arrest	372
Officer	377
Associated Events	378
Create Incident	379
Select Existing Incident	380
Select Existing Call	381
Validations on Field Arrest Imports	382
Charges and Warrants	383
Names	385
Next of Kin/Emergency Contact	386
Victim, Other Names, Other Organizations	386
Property	387
Release Property	388
Vehicle/Towing	390
Associate a Vehicle	390
Add Vehicle Tow/Impound	392
Criminal Complaints	392
Narrative	395
Attachments	397
Questions	397
Validations	398
Log	399
Duplicate Field Arrest	399
Delete Field Arrest	402

View Arrest Delete Log	403
Print Field Arrest	404
Chapter 20. Field Contacts	409
Overview	409
Add a Field Contact	410
Search for a Field Contact	412
Edit a Field Contact	414
View a Field Contact	416
Enter or Update Field Contact Details	417
Location, People, Vehicles, Gangs, Organizations	417
Officers	419
Attachments	420
Incidents	420
Calls for Service	420
Attached Forms	420
Delete a Field Contact	421
Print Field Contacts	421
Chapter 21. Incident Mapping	423
Access Incident Mapping	423
Screen Layout	423
Filter Options Window	424
Query Window	427
Event Map	429
Chapter 22. Incident Mapping	431
Access Incident Mapping	431
Screen Layout	431
Filter Options Window	432
Query Window	435

Event Map	437
Chapter 23. Supervisory Functions	439
Supervisory Function Overview	439
Approve/Disapprove Incident Report	439
Initiate from Recent Activities	440
Initiate from Notifications	441
Initiate from the Incident	442
Approval/Disapprove Process	444
Approval Utilities	444
Disapproval Comments	445
Edit the Incident Report	447
Finalize the Approval Process	447
Approve or Disapprove Field Arrests	450
Approve	452
Disapprove	452
Approve or Disapprove Criminal Complaint	453
Approval Levels	453
Approve the Complaint	453
1-Level Approval Process	455
2-Level Approval Process	456
Submit to Court	457
Disapprove	458
Incident Security	458
Incident Management	460
Assign Supplement	460
Delete Incident Report	460
Incident Status	461
Incident Status Log	462

Incident Delete Log	462
Using Charts to Visualize Data	462
Home Page Image Charts	462
Interactive Charts	463
Offense Activity	464
Open Field Arrests	465
Snapshot	466
Unapproved Incidents	466
Calls for Service	466
Chapter 24. Case Management	467
Case Management Overview	467
What is the difference between an Incident Report and a Case?	467
Accessing the Case Management Module	468
Case Management Form	469
Pin Case	469
Case Management Contains Four Tabs	470
Create a Follow-Up Case	471
Initiate from the Initial Unapproved Incident Report	472
Initiate through Incident Review	472
Initiate from the Case Management Menu	475
Enter Case Data	475
Assign Officer to Case	480
Associate an Incident	481
Create Incident	481
Associate Existing Incident	483
Associate a Field Arrest	483
Associate a Field Contact	484
Set Case Security Level	485

Close Incident with no Follow-Up Case	486
Navigating Throughout the Case	487
Review Cases	490
Create Case Activity	493
Update Case Activity	497
Case Load	502
Investigative Case Tags	504
Show My Case Activities	504
Print Case	506
Chapter 25. Evidence/Property Mgmt Module	509
Evidence/Property Mgmt Module Overview	509
Check-In From Notification	510
Evidence/Property Mgmt Access	511
Evidence/Property Management Landing Page	513
Evidence/Property Management Tab	514
Chain of Custody	514
Check-In	517
Check-Out	520
Dispose	522
Transfer Custody	524
Change Ownership	526
Change Location	527
Requested Processing	529
Flagging Processing Accepted/Rejected/Completed	531
reSchedule Disposition	532
Audit Reports	535
Search Audit Reports	535
Create a New Audit Report	536

Create Location Discrepancy Audit Report	537
Property Locations	539
Quick Search Tab	541
Quick Check-In Tab	541
Print Labels, Chain of Custody, Receipts	541
Print Chain of Custody	542
Print Label	543
Print Receipt	543
Chapter 26. Barcode Search Process	545
Barcode Search Process Overview	545
Location Barcode Report	546
Mega Menu	546
Create Evidence or Held Property without An Incident Report	547
Chapter 27. Officer Daily Log	551
Officer Daily Log (ODL) Overview	551
Create New Log	553
Access Existing Log	555
Assignment Tab	557
Officers	557
Vehicle & Equipment	558
Service Request	560
Activity Log Tab	561
Add Activity Log	561
Edit Activity Log	562
Delete Activity Log	562
Switch to Edit Status	563
Log Search	563
Post and Un-post Logs	565

Post Logs	565
Post Logs from Search Results	566
Post Log Currently Viewing	566
Un-Post Log	567
Print Report	567
Close or Exit the Daily Log	568
Close the Daily Log	568
Exit the Daily Log	570
Switch to Edit Status	570
Help and Tips	572
Chapter 28. Citations Enforcement	573
Citations/Enforcement Overview	573
Add a New Citation	575
Edit Citation	577
View Citation	582
Enter or Update Citation Details	584
Person, Vehicle, Location, Organization	584
Racial Profiling	585
Violations and Charges	586
Bond	586
Associate Incident Reports	587
Relate Citations	587
Associate Other Related Reports	587
Attached Forms	588
Attachments	588
All Other Sections	588
Duplicate Citation	589
Delete Citation	590

Print Citation	592
Chapter 29. Permits	595
Permits Overview	595
Search Permits	596
Add Permit	598
Edit Permit	599
Chapter 30. Warrants	603
Warrants Overview	603
Warrant Search	604
Add Warrant	607
Edit Warrant	611
Warrant Information Tab	613
Choose or Add Alias Name	613
Warrant Log Tab	615
Attachments Tab	616
Duplicate Warrant	616
Activate Warrant	618
Serve Warrant	620
Warrant Log	623
Warrant Attachments	625
Print Warrant Report	626
Delete Warrant	626
View Warrant Delete Log	628
Chapter 31. Civil Process	629
Overview	629
Court Paper	630
Search	630
Add	632

Edit Court Paper	633
Print Court Paper	638
Add Mileage/Attempts and Fees	639
Status Details	640
Chapter 32. Vehicle Tow/Impound	643
Overview	643
Search Vehicle Tow/Impound	645
Enter New Vehicle Tow	648
Update Existing	650
Vehicle Information	651
People	651
Organizations	652
Tow Summary	652
Officers	652
Vehicle Description	653
Towing	653
Inventory	654
Attachments	654
Holds Tab	655
Log Tab	655
Vehicle Holds	655
Place a Hold	656
Release Holds	656
Release Vehicles	658
Logs	660
Print	661
Chapter 33. Inventory and Assets	663
Inventory Overview	663

Inventory Roles	663
Inventory Management Page	664
Add Inventory	664
Search for Existing Inventory	666
Add to Existing Inventory	667
Add New Inventory	669
Edit Entries	670
Browse	671
Check In	676
Packs	678
Inspections / Audits	679
User Inventory Management	680
	681
Self Checkout	681
Self Check In / Transfer	683
Dispose Consumable Items	684
Chapter 34. Fleet Management	687
Overview	687
Fleet Management Permission Categories	687
Fleet Manager	688
Manage Fleet Crash Reports	693
Search Fleet Crash Reports	693
Add Crash Report	695
Delete Crash Report	697
Edit Crash Report	698
Crash Details	700
Officer/Employee	701
Associate Incident	702

References	702
Insurance	703
Service/Maintenance Records	703
Crash Towing	705
Attachments	706
Manage Equipment	706
Search Equipment	706
Add Equipment	708
Delete Equipment	710
Edit Equipment	711
Manage Vehicles	712
Search Vehicles	712
Add Custom Forms to Fleet Vehicle and Assignments	715
Add Vehicles	718
Delete Vehicles	722
Edit Vehicles	723
Vehicle Assignments	727
End Assignments	729
Manage Fuel, Oil, Mileage	730
Add a Service Request	734
Edit a Service Request	735
Approve a Service Request	736
Take Action on a Service Request Notification	737
Edit the Vehicle	738
Complete a Service Request	739
Delete Service Requests	741
Add Service Maintenance and Repair	742
Update Service Maintenance and Repair	746

Mid-Level Fleet Manager Overview	748
Fleet Officer	748
View Vehicle	750
Search All Vehicles	751
Add or Update Overview	753
Add and Update Attachments	755
Add a Service Request	755
Update Service Requests	756
Delete Service Requests	757
Manage Fuel, Oil, and Mileage	758
Self-Assign Vehicles	762
End Self-Assignments	764
Delete Assignments	764
Delete Data	765
Fleet Clerk	765
Search Vehicles	767
Add Fuel , Oil, and Mileage	768
Edit Fuel , Oil, and Mileage	770
Delete Fuel , Oil, and Mileage	771
Chapter 35. Lost and Found Property	773
Lost and Found Property Overview	773
Standalone Module	773
Search Lost and Found Property	775
Specific Record	777
Multiple Records	778
Add Lost and Found Property	778
Create a New Master Property Index Record	778
Create the Property Lost & Found Record	780

Edit Lost and Found Property	780
Delete Lost and Found Property	782
Dispose Lost and Found Property	783
Dispose Multiple (Mass) Records	784
Dispose a Specific Record	784
Mass Lost and Found Functions	786
Mass Dispose	787
Mass Change Custody	788
Print Labels	789
Incident Report Lost and Found	789
Chapter 36. Expungements	791
Expungements Overview	791
External Repositories	793
Interfaces	793
Un-Expunge	794
Accessing the View Person Page	794
Expunge Offender or Arrestee	795
Expungement Results	798
Offender or Arrestee Name Restrictions	799
Other Expunged Data Restrictions	799
Expungements - RMS 11.14 and Higher	800
Expunge Field Arrest	803
Expungement Results	805
Expunge/Seal Field Arrests and Charges	806
Un-Expunge	807
Unexpungements - RMS 11.14 and Higher	808
Chapter 37. Training Videos	809
Training Videos Overview	809

Benefits of Video-Based Learning	809
Video Rules and Requirements	809
Acknowledgment Required vs. Optional	810
Training Videos Library	810
Access the Training Videos Library	811
Understanding the Training Videos Library	812
Videos can be divided into groups	812
Video Elements	812
Filter Video List	813
Show Videos Added in Last Number of Day(s)	813
Show Watched or Unwatched Videos	813
Show Videos with Combined Criteria	814
Watch Training Videos	815
Chapter 38. Training Module	819
Overview	819
Training Module Dashboard	820
Courses	824
Template	824
Course Instance	824
Manage Courses	825
Search Courses	825
Add Course	828
Edit Course	830
Cancel Course	836
Manage Certifications	836
Search Certifications	837
Add Certification	839
Edit Certification	840

Printing Courses	845
Chapter 39. Reports	847
Reports Overview	847
Chapter 40. Interfaces	851
Interfaces Overview	851
Citation to Court Case Management System	851
CAD to RMS Calls for Service	851
Master Vehicles	853
InterDEx Queries	854
Hunter Camera	856
General Guidelines	857
Take Photos	857
LiveScan	859
General Guidelines	859
Transmit LiveScan	859
LexisNexis Queries	860
Appendix A. Training Accounts	A
Generic Training Accounts	A
Appendix B. Resetting Passwords	C
Resetting OnlineRMS Password	C
Forgotten Password Procedure	D
Appendix C. Incident Based Reporting	G
Overview	G
Role and Permission Requirements	J
Filter	J
Reports on Page Adjustment	K
Additional Filters	L
Warnings	L

Generate the Submission FileM

 Flat File N

 XML File P

Statistics Report Q

Run Summary UCR Reports R

Finalize Data Set V

Errors ReportedW

 Accepting Reports after Error Reports have marked RejectedW

Glossary Y

IndexAS

Chapter 1. Introduction

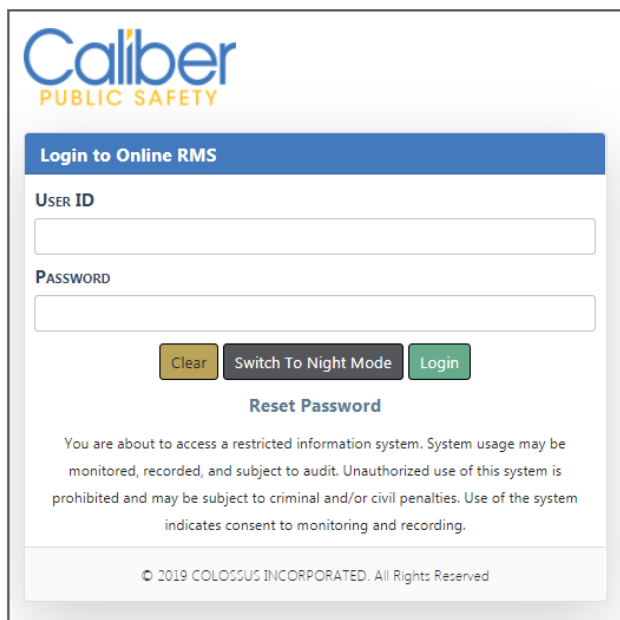
Overview

Online RMS is a comprehensive information management system designed specifically to meet the needs of federal, state, and local law enforcement and investigative agencies. It is the result of more than a decade of research, development, and direct feedback from hands-on users who prepare reports, manage records, investigate crime, and deploy resources on a day-to-day basis. Online RMS provides agency access to a central data hub to connect law enforcement with external data networks such as N-DEx, National Crime Information, and other local RMS databases.

Access to Online RMS begins with the customizable **Home Page**. For more information on the **Home Page** refer to "Home Page - Prior to RMS 11.12" on page 8.

Login Page

Online RMS is Internet based so it allows for anytime, anywhere access. As a user you will have access to the **Production and Training site**.



The screenshot shows the login interface for Caliber Public Safety's Online RMS. At the top is the Caliber Public Safety logo. Below it is a blue header bar with the text "Login to Online RMS". The main form area contains two input fields: "USER ID" and "PASSWORD". Below these fields are three buttons: "Clear" (yellow), "Switch To Night Mode" (dark grey), and "Login" (green). Below the buttons is a link for "Reset Password". A disclaimer text is present, stating that system usage is monitored and subject to audit, and that unauthorized use is prohibited. At the bottom, a copyright notice reads "© 2019 COLOSSUS INCORPORATED. All Rights Reserved".

Production Site

<https://rms.public-safety-cloud.com/prod/>

Training Site

<https://rmstrain.public-safety-cloud.com/train/>

It is suggested to create a shortcut on your desktop and/or add the sites as Favorites on your Internet browser.

Caliber Main Website

<https://caliberpublicsafety.com>

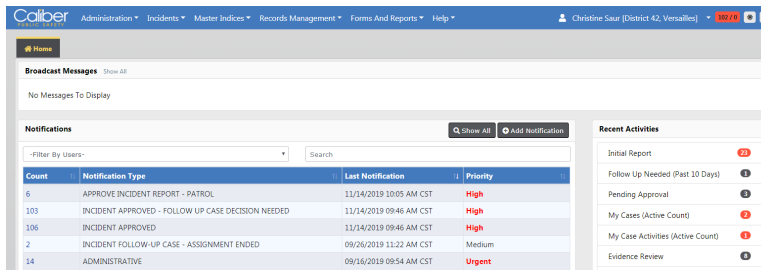
For best performance, Caliber Public Safety recommends using a computer, laptop, or tablet purchased within the last three years; running an industry popular web browser that is actively supported by the browser manufacturer and connects to the internet using DSL, Cable, or 4G cellular. The browser must support **TLS 1.2** or higher.

Night Versus Day Mode

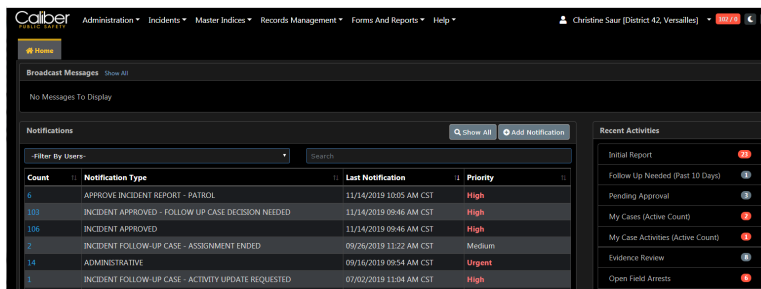
The Online RMS application offers a choice of two background colors: White or Black; **Day Mode** or **Night Mode** respectively. The **Day Mode** background appears by default when the application launches at login; however, you can set your **Mode Preference** to default to **Night Mode** if you wish.

You can also toggle between **Day Mode** and **Night Mode** at any time while in the application, regardless of the default setting.

Day Mode



Night Mode



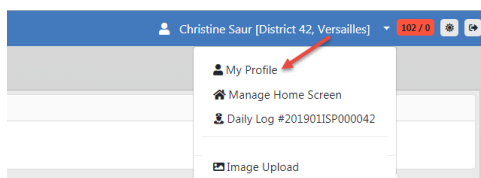
Set Mode Preference

You can set the **Mode** to always default to either **Day Mode** or **Night Mode** when the application launches, and you can also temporarily switch between **Modes** as often as you wish during your logged in session.

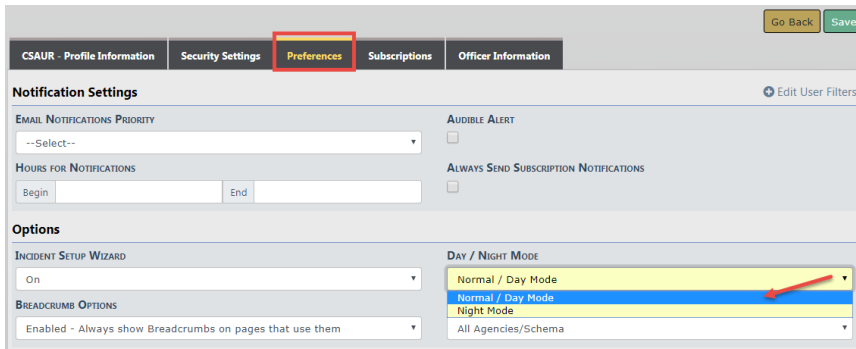
Default Mode

The **Day Mode** background appears by default when the application launches at login; however, you can set your **Mode Preference** to default to **Night Mode** at login if you wish.

1. Click on your **login name** on the top menu bar, then select **My Profile**.



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



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



Toggle Mode

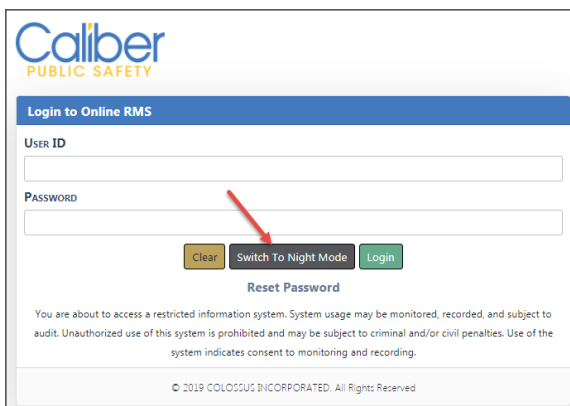
You can temporarily toggle between **Day Mode** and **Night Mode** as often as you like during your current logged in session, regardless of the default setting.

There are two ways to toggle between **Modes**:

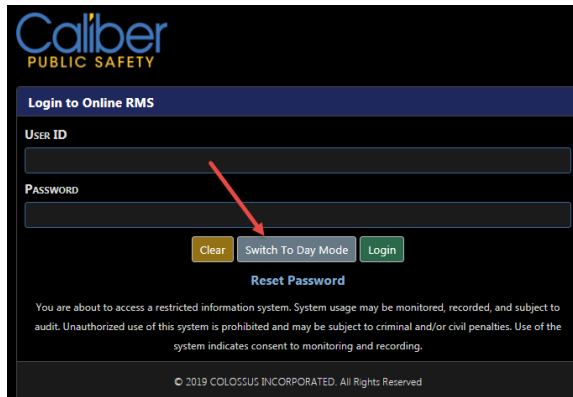
- A toggle button on the *Login* screen.
- Click on your *login name* on the top menu bar of the Dashboard.

Login Screen

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

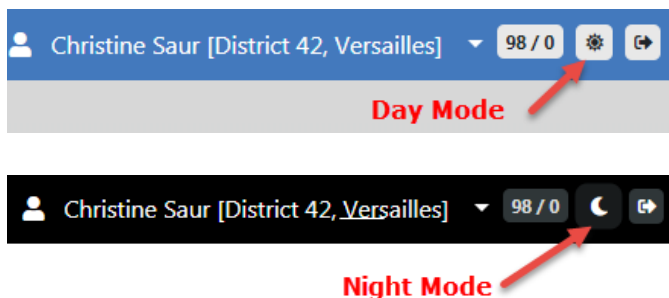


Click the **Switch to Day Mode** button to change the background color from black to white.



Dashboard

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



Password Rules

Each user will have a unique **User ID** and **Password**.

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

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

- This option is configurable at the schema level for sites requiring expiration days different than the default configuration. Contact Caliber Support for assistance in updating this configuration setting.
- Change password using the following rules:
 - Minimum length shall be eight (8) characters. This option is configurable at the schema level for sites requiring a minimum length different than the default configuration. Agency admins should contact Caliber Support for assistance in updating this configuration setting.
 - It shall be case sensitive.
 - It shall be alphanumeric and allow for special character.
 - It shall contain one lower case letter, one capital letter, and one number.
 - It shall not be the same as the User ID.
 - Passwords are on a default rotation of ten (10) passwords. Passwords must cycle through ten passwords before re-use. This option is configurable at the schema level for sites requiring a rotation different than the default configuration. Agency admins should contact Caliber Support for assistance in updating this configuration setting.

Notes:

1. By default, you will have three (3) attempts to enter a correct password. After these attempts have been exhausted, you will be prompted to reset your password. If you are unable to reset your password using the above methods, you will need to contact your agency administrator.
 - This option is configurable at the schema level for sites requiring unsuccessful login attempts different than the default configuration. Agency admins should contact Caliber Support for assistance in updating this value.
2. Advance Authentication options are available. Agency admins should contact Caliber Support for more information.

Password Reset

There are three ways to reset a password:

- Select **Reset Password** on the login page.

- Request to **Reset Password via Email**.
- From My Profile.
- Administrator resets your password.

Forgotten Password

1. Click **Reset Password** on the **Login Page**.
2. Provide correct answers to your **Security Questions**.
3. If you answer correctly, you are prompted to create a new password.

If you do not remember the answers to the security questions, see "Reset Password via Email" below.

Reset Password via Email

You can have a new temporary password emailed to you, which can come in handy when you have forgotten your security answers.

1. Click **Reset Password** on the **Login Page**.
2. Click the **Reset Password via Email** button at the bottom of the **Security Questions** page.

Note: There is also a **Reset Password via Email** button on the *Change Password* link of My Profile. For information on My Profile, refer to "My Profile Overview" on page 51.

3. An email containing a temporary password is sent to your email account on file.
4. Enter the temporary password then create a new password when prompted.

Change Password from My Profile

1. Click **Change Password** on My Profile. For more information, refer to "My Profile Overview" on page 51.

Administrator Password Reset

Your agency administrator has the ability to reset your password without submission of a Caliber Public Safety support ticket. Contact your administrator to request a password reset.

User Account Inactivity Deactivation

Online RMS enforces a User Account Inactivity Policy in accordance with CJIS Security requirements. User accounts that remain inactive for ninety days are automatically deactivated. A warning email is sent to the user thirty days prior to account deactivation.

From: noreply@interact911.com [mailto:noreply@interact911.com]
Sent: Thursday, August 17, 2017, 4:00 AM
To: CSmith@gmail.com>
Subject: Your Caliber RMS Account Will Expire in 30 days.

Chris Smith, your Caliber RMS account will become deactivated in 30 days due to inactivity. Failure to log into your account within the next 30 days will require you to contact a System Administrator to reactivate your account. After a total of 60 days, the user's account will become inactive.

For more information refer to the agency administrator.

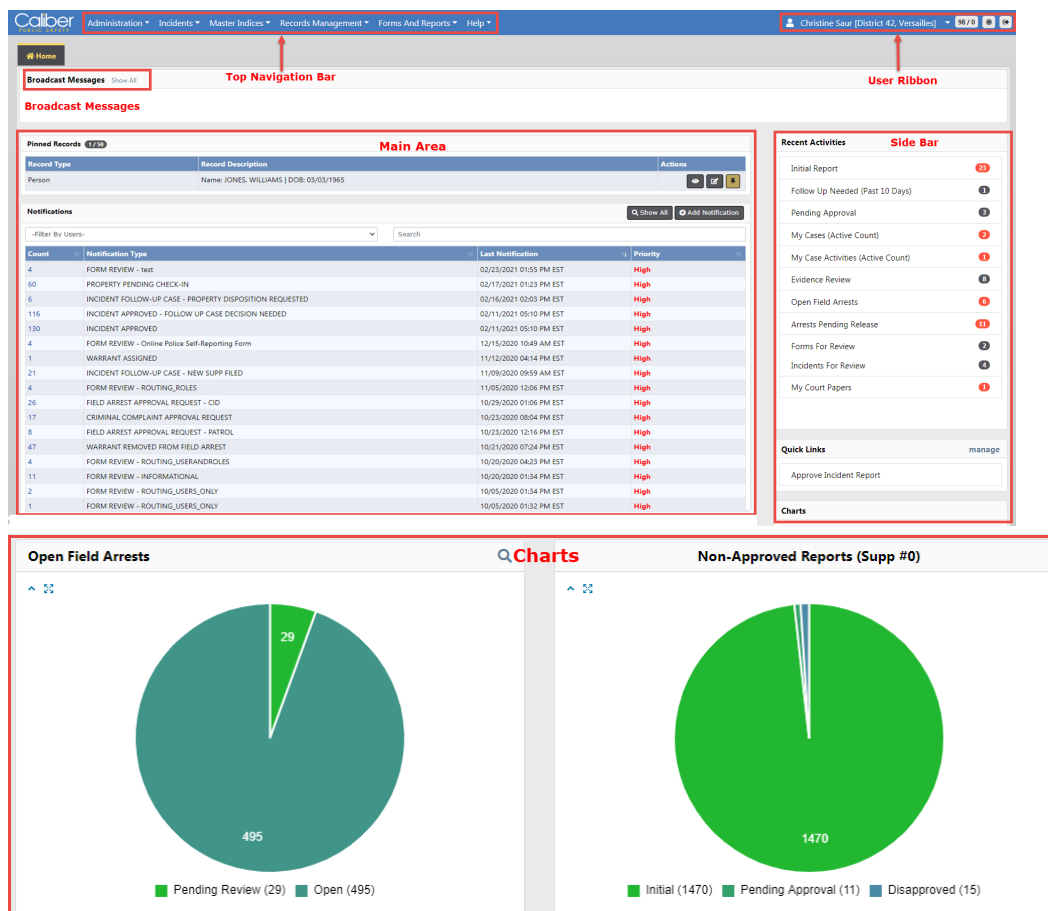
Home Page - Prior to RMS 11.12

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

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



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



The **Home Page** content and layout varies by user. With proper permissions, you can change what you display in the panels and which order.

For information on managing the **Home Page** layout, refer to the *Manage Front Screen Layout* section of "User Information Menu" on page 45.

Main Area

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

Refer to the *Manage Front Screen Layout* section of "User Information Menu" on page 45 for instructions.

Pinned Records

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

By default, you can pin up to 50 records.

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

Pinned Records 1 / 50

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

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



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

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

Notifications

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

For more information on *Notifications*, refer to "Notifications" on page 25.

Top Navigation Bar Area

The Top Navigation Bar provides access to Incidents, Master Indices, Records Management, Forms and Reports, and Help menus.

The Help menu includes a variety of links for submitting a ticket, accessing live and online help and training resources, requesting live assistance, and accessing the Caliber Marketplace (a menu of features and interfaces).

The Administration menu also appears for users with proper permissions.

The Top Navigation Bar adapts to mobile devices by utilizing a Collapsible Menu. For more information, refer to "Mobile Device Friendly" on page 18

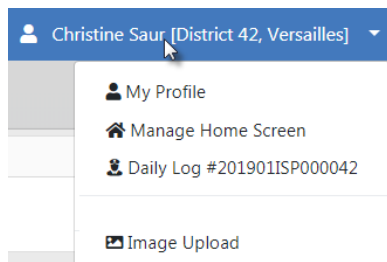
User Ribbon

The User Ribbon contains user information with menu options from which to choose, new notifications alert, a button to toggle between the night and day setting, and a button to log out.

The User Ribbon adapts to mobile devices by utilizing a Collapsible Menu. For more information, refer to "Mobile Device Friendly" on page 18

User Information Menu

Click on your user name to display the User Information Menu. Through this menu, you can change your user profile settings, manage the layout of your Home Screen, access your current Daily Log or create a new log if one doesn't already exist, upload images, and logout of RMS.

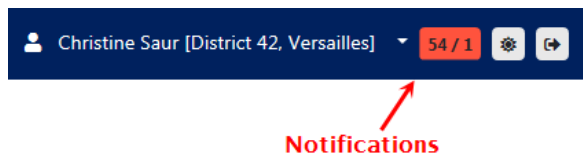


For more information on these options, refer to "User Information Menu" on page 45.

New Notification Alert

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

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



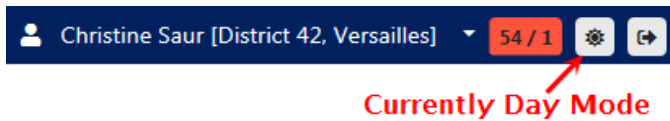
Notifications & Messages		
<div> <div>Notifications</div> <div>Broadcast Messages</div> </div>		
Type	Priority	Description
ADMINISTRATIVE	Urgent	STATE_OFFICER15 Account Has Been Locked
ADMINISTRATIVE	Urgent	STATE_OFFICER15 Account Has Been Locked
ADMINISTRATIVE	Urgent	STATE_OFFICER14 Account Has Been Locked
INCIDENT APPROVED	High	Incident Report 2018D4210183 Supp #0 Has Been Approved. Offenses:35-42-2-1 B05 BATTERY- KNIFE

Click on an item in the list to open the notification.

For more information on notification alerts, refer to "Notifications" on page 25.

Toggle Night Versus Day Mode

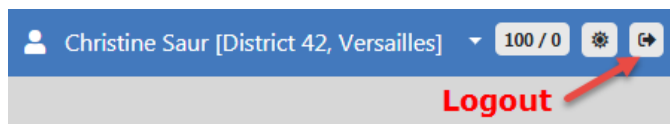
Click on the Night/Day mode icon on the User Ribbon to toggle between the two settings. When Day Mode is active, a sun-like image appears as the icon, and a moon for Night Mode.



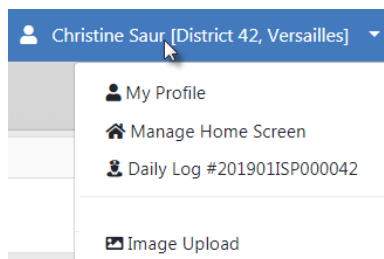
For more information on Night and Day Modes, refer to "Night Versus Day Mode" on page 2.

Logout

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



Alternatively, you can Logout through the *User Information Menu*. Click on your user name, then click Logout.



After you are logged out of RMS, click the X on the upper right corner to close the browser window.

For more information on the *User Information Menu*, refer to "User Information Menu" on page 45.

Recent Activities

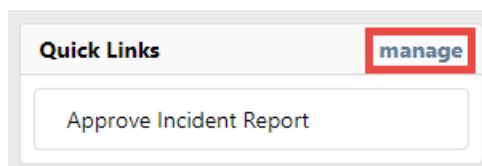
The **Recent Activities** section that appears on the right side of the Home Page allows quick access to edit a user's Incident reports, Cases, Warrants, Open Field Arrests, Open Forms, Evidence Review, My Court Appearances, Forms for Review, and other areas specific to the logged in user.

Quick Links

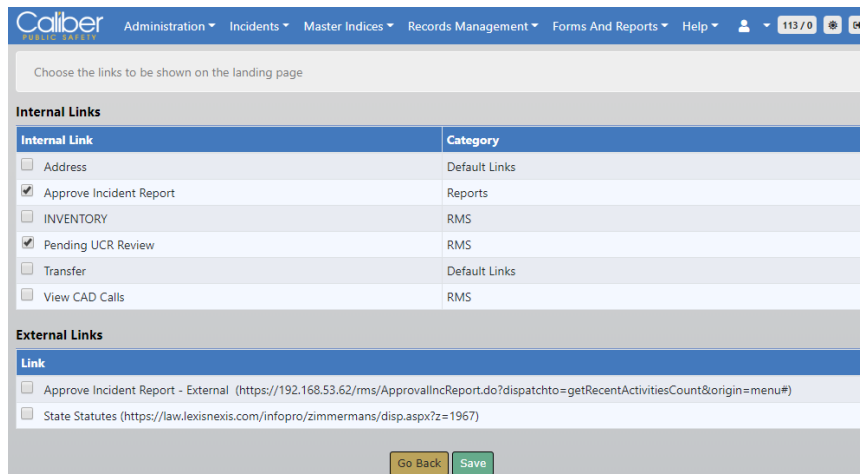
Quick Links that appear on the side bar of the Home Page allows for quick access to different areas and define processes within Online RMS. You can manage which links you want to see here.

Note: Only you, as the user, can manage these links on your Home Page; the administrator cannot choose for you.

Click on the **Manage** link to add items to the Quick Links area.



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

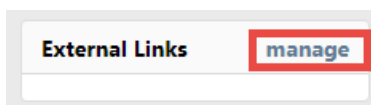


External Links

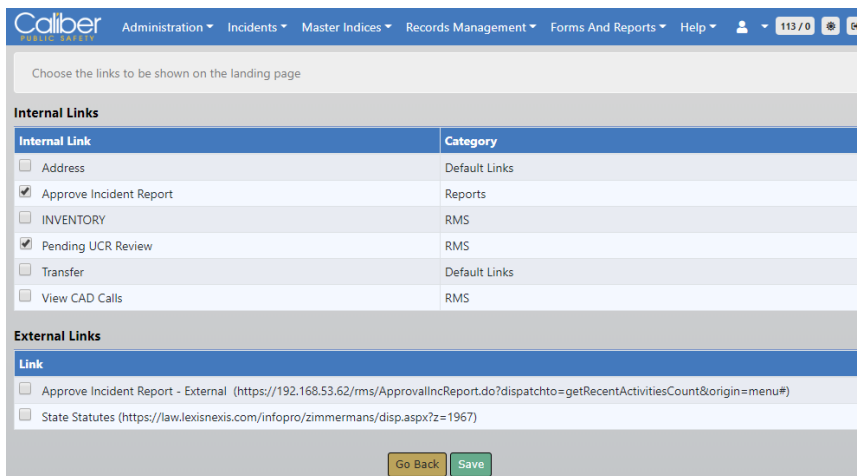
External Links that appear on the side bar of the Home Page allow quick access to external sites which open in a new browser. These are made available by your administrator. You can manage which available links you want to see on your Home Page.

Note: Only you, as the user, can manage these links on your Home Page; the administrator cannot choose for you.

Click on the **Manage** link to add items to the External Links area.



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

A screenshot of the Caliber Public Safety application interface. The top navigation bar includes 'Administration', 'Incidents', 'Master Indices', 'Records Management', 'Forms And Reports', and 'Help'. Below the navigation bar is a section titled 'Choose the links to be shown on the landing page'. This section contains two tables. The first table, 'Internal Links', has columns 'Internal Link' and 'Category'. It lists several links with checkboxes: 'Address' (unchecked), 'Approve Incident Report' (checked), 'INVENTORY' (unchecked), 'Pending UCR Review' (checked), 'Transfer' (unchecked), and 'View CAD Calls' (unchecked). The second table, 'External Links', has a column 'Link' and lists two links: 'Approve Incident Report - External' and 'State Statutes'. At the bottom of the section are 'Go Back' and 'Save' buttons.

Internal Link	Category
<input type="checkbox"/> Address	Default Links
<input checked="" type="checkbox"/> Approve Incident Report	Reports
<input type="checkbox"/> INVENTORY	RMS
<input checked="" type="checkbox"/> Pending UCR Review	RMS
<input type="checkbox"/> Transfer	Default Links
<input type="checkbox"/> View CAD Calls	RMS

Link
<input type="checkbox"/> Approve Incident Report - External (https://192.168.53.62/rms/ApprovaIncReport.do?dispatchto=getRecentActivitiesCount&xorigin=menu#)
<input type="checkbox"/> State Statutes (https://law.lexisnexis.com/infopro/zimmermans/disp.aspx?z=1967)

Charts

Charts allow users with permissions to access to statistical charts and events within Online RMS.

Home Page - RMS 11.12 and Higher

Starting with RMS 11.12.1, select users will have the option to choose a new, optional home screen interface. This new home screen retains all the functionality of the previous home screen in an updated layout.

The screenshot displays the Caliber RMS Home Page. The top navigation bar includes links for Administration, Incidents, Master Indices, Records Management, Forms And Reports, and Help. The user profile shows 157 / 0. The main content area is divided into three sections:

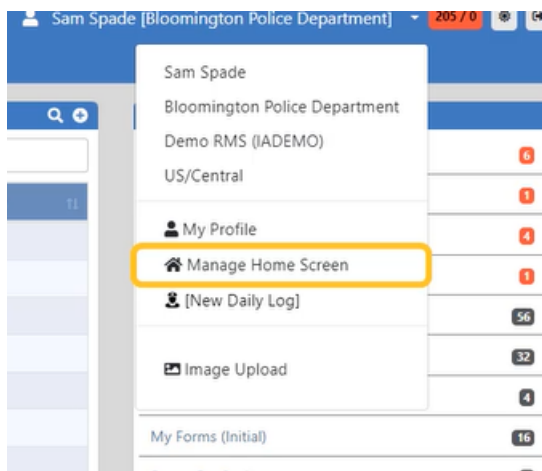
- Left Sidebar (Dashboards):** Contains sections for Notifications (Pinned Records), Charts (Daily Log by Time Category, Offense Activity, Open Field Arrests, Snap Shot, Unapproved Incidents), Actions (Add Broadcast Message, Add Notification), and Quick Links (Add Quick Links).
- Central Notifications Table:** A table with columns for Count, Notification Type, Last Notification, and Priority. It lists various notifications such as 'PROPERTY PENDING CHECK-IN', 'INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED', and 'FORM REVIEW - Online Police Self-Reporting Form'.
- Right Sidebar (Recent Activities):** Lists recent activities including Initial Report, My Cases (Active Count), My Case Activities (Active Count), Arrests Pending Release, Forms For Review, and Complaints Pending Submission.

You may still filter notifications and search notifications, as well as sending notifications by selecting the plus sign in the top-right corner.

Other available features work the same as in previous versions. (Pinned records work the same, for example.) The charts section is permissions based; pie charts can be found under Offense Activity.

Quick links and external links offer the same features and functions; just moved from right to left on the new home screen.

If you decide to use the new home screen, the **Manage Home Screen** section under the **My Profile** tab will not work. This section is for use with the old home screen only as of the release of RMS 11.12.




Additionally, beginning with RMS 11.13.0, Dashboards will be available that can be configured by Caliber in coordination with your agency to better serve your needs. (The dashboards only work with the new home screen, not the previous home screen. The new home screen will become the default in a future release.) Users may select from among the available dashboards by clicking the gear icon next to the **Dashboards** heading on the left side of the screen.



To utilize dashboards, an agency will have to request access. Permissions are assigned by schema and role. The dashboards icon will only be visible if there is a dashboard or dashboards available; Available dashboards will vary based on agency.

The dashboards provide a variety of information (such as case management, evidence, scenes processed, use of force incidents, etc.) that can be selected for optimum user efficiency based on what data is most needed.

Dashboard Selector

- You Can Drag and Drop Dashboards To Select or Reorder Them, Or use the + / - Buttons
- If You Want A Dashboard To Show By Default When Logging In, Check the Box Next To the Name
- A  Icon Indicates The Dashboard is Either Inactive or No Longer Permitted

Available Dashboards

☒ Approved Offenses Trend

☒ Case Management Dashboard

☒ Citation Dashboard

☒ Evidence -Checked Out

☒ Evidence Dashboard

☒ Mental Health Dashboard

☒ Scenes Processed

☒ Use of Force

Selected Dashboards

Cancel

Save

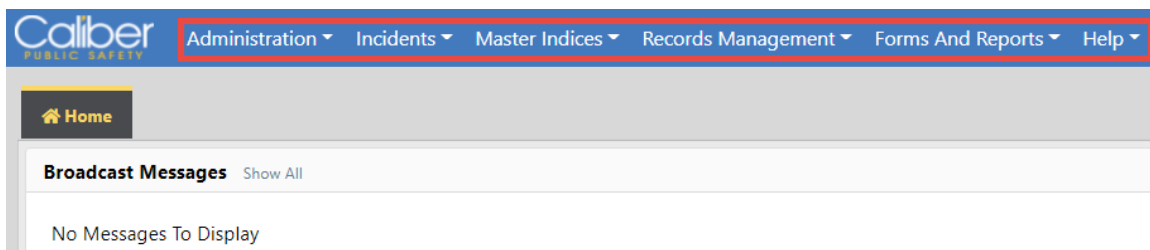
After making changes to displayed dashboards, make sure to refresh (otherwise the new dashboards will not be visible).

This feature is being rolled out starting with RMS 11.12.1. For more information, Contact Caliber or submit a support ticket.

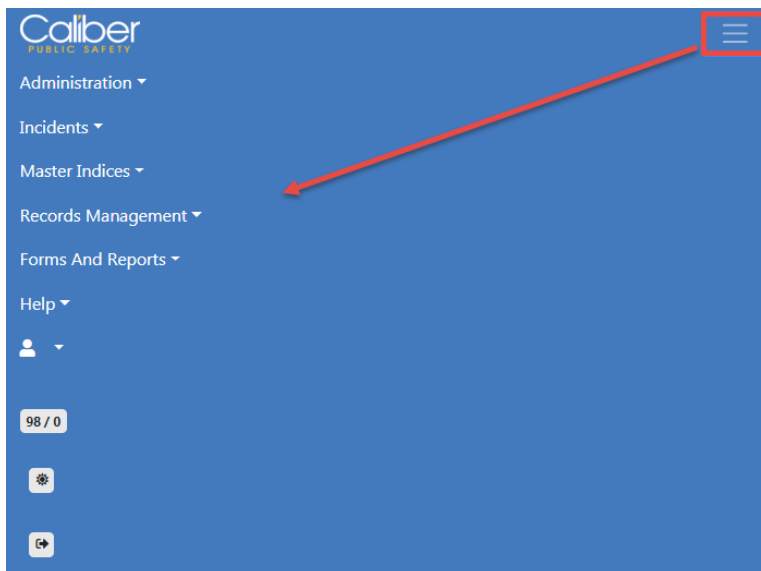
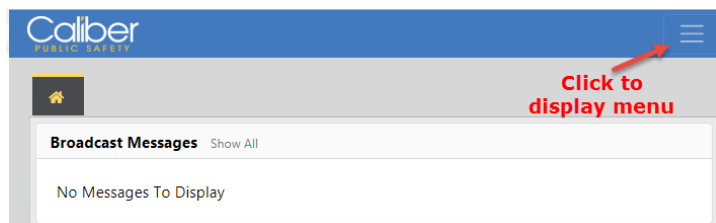
Mobile Device Friendly

Online RMS content easily adapts to devices of various sizes by leveraging a scalable, responsive web-based design. Online RMS auto-adjusts layout and content according to the screen size, making navigation easy on any mobile device.

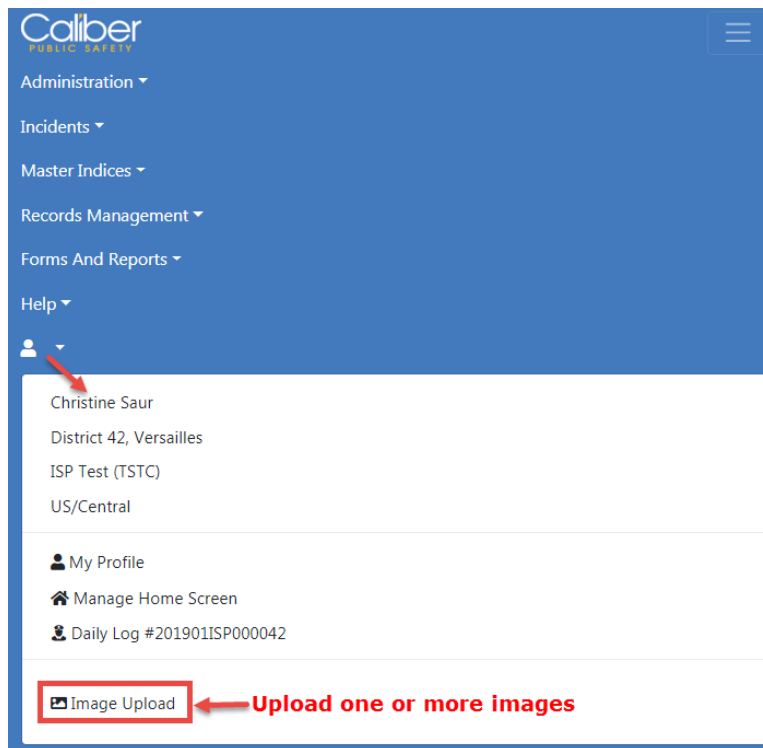
On larger screens, drop-down and other menus appear across the top of the screen.



On smaller screens, such as mobile devices, a **Collapsible Menu** appears on the top right. Click on the **Collapsible Menu** to display various drop-down menus on the left of the screen, and click again to close.



Click on various drop-down menus for sub-menus or additional options, and click again to close.



Upload one or more images directly from your mobile device to your personal RMS Image Library. You can then easily import the images from the Image Library into an incident report, field arrest, or master person record. For more information on uploading images to the Image Library, refer to "Image Library" on page 75.

Broadcast Messages

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

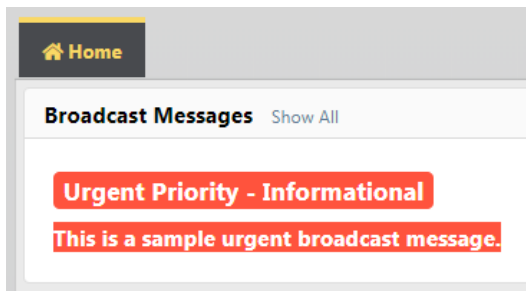
The information can be enforcement related, informational, or administrative in nature. **Broadcast Messages** relay administrative messages to users such as mandatory meeting or fire-arms qualification notices as well as time sensitive information such as an Attempt to Locate notice for a stolen vehicle or reckless driver.

Each message includes a start and end date/time. . Various message types (informational, web sites, Amber Alerts, warnings, training tips, and so forth) are selected then set with specific priority levels.

Color coded messages improves awareness and recognition of critical and high priority messages.

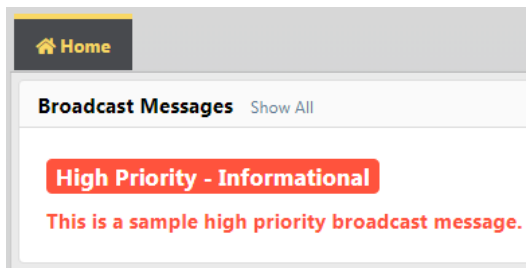
Urgent Priority Message

Full color coding of the message.



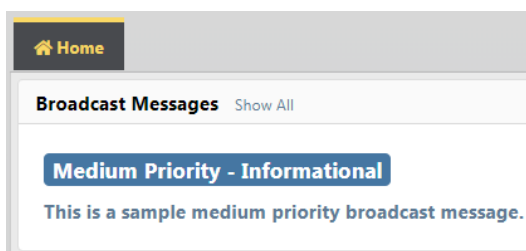
High Priority Message

Color Coding of high priority message.



Medium Priority Message

Color coding of medium priority message.



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

Message 1 Of 2

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

NextClose

Click on the **Next** button to view the next message, if applicable.

If a message requires acknowledgment, the message appears every time you log in, until you select the **Acknowledgment** checkbox.

Message 2 Of 2

SUBJECT	PRIORITY	MESSAGE TYPE
Scheduled Maintenance	Low	Informational
MESSAGE Online RMS will be unavailable for 15 minutes during an upcoming scheduled maintenance window. - TEST		
CREATOR Christine Saur		
NOTIFICATION Online RMS maintenance is scheduled at 1:00 AM - 1:15 AM CST on Sunday, June 28, 2020. You will not have access to Online RMS during this maintenance window. TEST		

I ACKNOWLEDGE THAT I HAVE READ THIS NOTIFICATION
☐

PreviousClose

Adding a Broadcast Message

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

Go Back

Add Broadcast Message

Broadcast Messages

Feature Communications

Enter Search Text

Subject

Search

Reset

Subject	Url	Priority	G	Attachments	Message Description	Start Date	End Date	Actions
Test		Medium	N	N	This is a sample medium priori...	11/18/2019 11:52 AM CST	11/19/2019 11:52 AM CST	<div><div></div><div></div><div></div></div>

Broadcast Messages / Add Broadcast Message

Go Back Save

Message Details

SUBJECT **URL**

MESSAGE

MESSAGE TYPE **PRIORITY**

-Select- -Select-

GLOBAL **LOGIN NOTIFICATION**

☐ ☐

AGENCY RECIPIENTS Select All Remove All

Click To Select

ROLE RECIPIENTS Select All Remove All

Click To Select

START DATE / TIME **END DATE / TIME**

06/15/2020 0935 06/16/2020 0935

Go Back Save

Note: Any field with a red left-hand border is a required field.


2. Enter a **Subject**.
3. Optionally enter a **URL**.
4. Select the **Global** checkbox if you want to send the notification to schemas rather than agency recipients.

Note: This option is only available to Caliber Admin users.

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

GLOBAL **LOGIN NOTIFICATION**

☒ ☐

SCHEMAS 

✕ ISP Test (TSTC) ✕ Texas County, TX (TSTB) |

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


- a. When you select the **Login Notification** checkbox, a text editor opens, where you can enter a message and format the content.
 - b. Select the **Require Acknowledgment** checkbox if you want to require users to acknowledge the message. If this option is checked, the message appears every time a user logs in, until the user acknowledges the message.
6. Select **Agency Recipients**. Choose one or more listed agency in the agency's schema/workgroup.

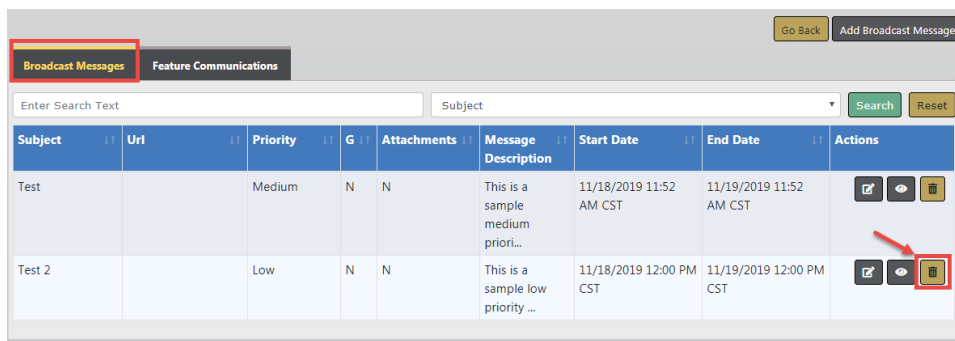
Note: If **Global** is checked, skip this step.







7. Select one or more **Role Recipients**.
8. Click **Save** to create the message, or click **Back** to return to the Message Center.

Deleting a Broadcast Message

You and other users within your agency, who are authorized to delete messages, can delete each other's **Broadcast Messages**. For multi-tiered agencies: Users outside of your agency, who are also authorized to delete messages, cannot delete messages created by another agency.

To delete a **Broadcast Message**, click on the Delete icon . If the Delete icon does not exist, then you are not authorized to delete that message.



Subject	Url	Priority	G	Attachments	Message Description	Start Date	End Date	Actions
Test		Medium	N	N	This is a sample medium priority...	11/18/2019 11:52 AM CST	11/19/2019 11:52 AM CST	  
Test 2		Low	N	N	This is a sample low priority ...	11/18/2019 12:00 PM CST	11/19/2019 12:00 PM CST	  

Notifications

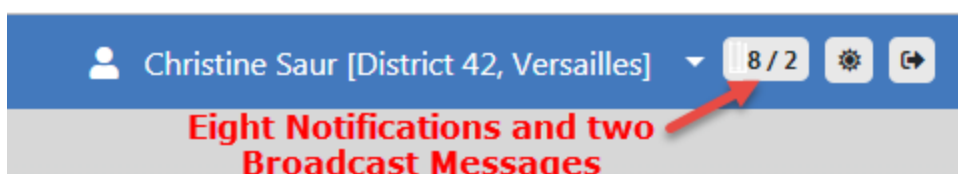
This area presents a grouped list of all **Notifications** for the user. The **Notification Types** can be:

- Information on the status of the user's Incidents or Arrests
- Messages sent to the user by another user or an administrator
 - Alerts from Master Indices subscriptions
 - Alerts from Warrant Logs
 - Alerts from a Public Custom Form submission.
 - Other system notifications based on the user's role

You can view a list of notifications two different ways: New notifications and all active notifications.

New Notifications

When new notifications arrive, the total number of Notifications near the top right of the screen appear with a red background. The red turns to a white background when the messages have been red as shown in the example.



Click on the notification indicator to view the list of Notifications and Broadcast messages.
Click on each tab to view.

Notifications & Messages		
<div> <div>Notifications</div> <div>Broadcast Messages</div> </div>		
Type	Priority	Description
FORM REVIEW - INFORMATIONAL	High	Form Comment Added; This is a test comment
FORM REVIEW - INFORMATIONAL	High	Form Comment Added; This is my 2nd comment
FORM REVIEW	High	1 Custom Form to Rule Them All available for review;Resubmitted. please approve., (District 42, Versailles)
FORM REVIEW	High	1 Custom Form to Rule Them All available for review;test (District 42, Versailles)
FORM REVIEW	High	1 Custom Form to Rule Them All available for review;test (District 42, Versailles)
FORM REVIEW	High	test available for review;tesitng (District 42, Versailles)
FORM REVIEW	High	Towing Form available for review;asdfasfa (District 42, Versailles)
WARRANT REMOVED FROM FIELD ARREST	High	Warrant #123456 (Case #) removed from Field Arrest #1807579 by Homer Simpson. Status changed from Served to Active

Click on a notification link to open the **View Notification** window.

Notification

TYPE

FORM REVIEW - INFORMATIONAL

PRIORITY

High

SENDER

Hicks Aaron

SENT ON

09/27/2018 11:09 AM CST

DESCRIPTION

Form Comment Added; 5th comment

Take Action

Delete

Close

Depending on the type of notification, it can be canceled, replied to, reassigned, deleted, or acted on. The action buttons that appear on the bottom of the window vary by type of notification.

Under the Notifications & Messages grid, click the **Clear New** button at the bottom of the screen to clear all new notifications.

Click **Close** to close the window.

Show All Notifications

A list of all your notifications are displayed on the **Home** screen in a grid. A maximum number of notifications appear in the grid at one time. The **Count** of each **Notification Type** displays on the left.

Home

Broadcast Messages [Show All](#)

No Messages To Display

Notifications [Show All](#) [Add Notification](#)

-Filter By Users- Search

Count	Notification Type	Last Notification	Priority
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/18/2019 12:37 PM CST	High
3	INFORMATIONAL	11/18/2019 12:33 PM CST	High
6	APPROVE INCIDENT REPORT - PATROL	11/14/2019 10:05 AM CST	High
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/14/2019 09:46 AM CST	High
106	INCIDENT APPROVED	11/14/2019 09:46 AM CST	High
2	INCIDENT FOLLOW-UP CASE - ASSIGNMENT ENDED	09/26/2019 11:22 AM CST	Medium
14	ADMINISTRATIVE	09/16/2019 09:54 AM CST	Urgent
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATE REQUESTED	07/02/2019 11:04 AM CST	High
61	EVIDENCE PENDING CHECK-IN	07/01/2019 05:05 PM CST	High

Recent Activities

- Initial Report **23**
- Follow Up Needed (Past 10 Days) **1**
- Pending Approval **3**
- My Cases (Active Count) **2**
- My Case Activities (Active Count) **1**
- Evidence Review **8**
- Open Field Arrests **6**
- Arrests Pending Release **11**

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

Notifications [Show All](#) [Add Notification](#)

-Filter By Users- Search

Count	Notification Type	Last Notification	Priority
1	FORM REVIEW - Trespassing Notice	11/15/2020 12:47 PM CST	High
1	FORM REVIEW	10/29/2020 11:37 AM CST	High

To see all Notifications for a particular **Notification Type**, click on the **Count** in the first column of that Notification Type. In the below example, three Incident Review Request records display.

Notifications [Back](#) [Show All](#) [Add Notification](#)

-Filter By Users- Search

INCIDENT REVIEW REQUEST

Previous 1 Next

	Priority	Sender	Description	Sent On	Actions
	High	Saur Christine	Level 2 Review; Report #17-MPD-0049 Supp #1; Offense: 35-43-1-1 - ARSON-ATTEMPTED	10/12/2021 12:46 PM MST	View Edit Delete
	High	Saur Christine	Level 2 Review; Report #17-MPD-0049 Supp #0; Offense: 35-43-1-1 - ARSON-ATTEMPTED	10/12/2021 12:46 PM MST	View Edit Delete
	High	Simpson Homer J	Level 1 Review; Report #2016D4210047 Supp #0; Offense: 35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO	08/04/2016 10:39 AM MST	View Edit Delete

With appropriate permissions, you can click on the hand icon under the Actions column to Take Action.

Enter text into the **Search** box to display only messages that match your entered text.

If you set up **User Groups** then you see the **Filter By Users** option. For more information on **User Groups** refer to your agency administrator.

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

Show All Notifications						
Search	Enter Search Text	Search By	-Select-	Filter By Users	-Select-	Search Reset Delete Selected
<input type="checkbox"/>	Type	Priority	Sender	Description	Sent On	
<input type="checkbox"/>	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	High	Saur Christine	LEA CASE #: 00000158CASE2019 ACTIVITY TYPE: Case Note ACTIVITY DATE: 07/01/2019 0828 COMMENTS: Updated next review date. INCIDENTS: Report #: 2019D4210229 -Address: 100 North Main Street BLOOMINGTON, IL 61701 -Offenses: 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	11/18/2019 12:37 PM CST	
<input checked="" type="checkbox"/>	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:33 PM CST	
<input checked="" type="checkbox"/>	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:28 PM CST	
<input type="checkbox"/>	INFORMATIONAL	Low/Informational	Saur Christine	Sample Notification.	11/18/2019 12:27 PM CST	
<input type="checkbox"/>	APPROVE INCIDENT REPORT - PATROL	High	Simpson Homer	The Incident Report#: 2018D4210183 Supp#: 2 Has Been Submitted For Approval. Offenses: 35-42-2-1 B05 BATTERY- KNIFE; 35-43-2-1 B01 BURGLARY- AIRPORT;	11/14/2019 10:05 AM CST	

Click on any column heading to sort the list by that column. For example, click on the **Type** column heading to sort the list by **Type**.

Click on a notification link in the **Description** column to open the **Notification** window.

Notification

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

Take Action
Delete
Close

Depending on the type of notification, it can be canceled, replied to, reassigned, deleted, or acted on.

Search Notifications

You have the ability to **Search** for specific notifications in the **Show All Notifications** grid by entering text and selecting options from drop-down lists.

Enter text into the **Search** field. Select an option from the **Search By** and **Filter by Users** drop-down lists. Click the **Search** button to apply your search criteria.

Type	Priority	Notification Type	Sender	Description	Date
EVIDENCE PENDING CHECK-IN	High	Simpson Homer	Location: Impound; Incident #:2019D4210224; Evidence Id: 800 and Property Description: Property - BASEBALL BAT; Ser#: ASD;	07/01/2019 04:59 PM CST	
EVIDENCE PENDING CHECK-IN	High	Simpson Homer	Location: Drawer; Incident #:2019D4210224; Evidence Id: 799 and Property Description: Property - BEER; Ser#: 11;	07/01/2019 04:55 PM CST	

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

Delete Notifications

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

- From the **New Notification** message. Refer to "New Notifications " on page 25.

TYPE	PRIORITY
FORM REVIEW - INFORMATIONAL	High
SENDER	SENT ON
Hicks Aaron	09/27/2018 11:06 AM CST
DESCRIPTION	
Form Comment Added; This is my third comment	

- From the link in the **Description** column of the **Show All** notifications grid. Refer to "Show All Notifications" on page 27.


Check the box in the **Show all** notifications grid.

Check the box next to the notification you want to delete, then click **Delete Selected** when the button appears.

Show All Notifications

Search Enter Search Text Search By -Select- Filter By Users -Select-

<input type="checkbox"/>	Type	Priority	Sender	Description	Sent On
<input type="checkbox"/>	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	High	Saur Christine	LEA CASE #: 00000158CASE2019 ACTIVITY TYPE: Case Note ACTIVITY DATE: 07/01/2019 0828 COMMENTS: Updated next review date. INCIDENTS: Report #: 2019D4210229 -Address: 100 North Main Street BLOOMINGTON, IL 61701 -Offenses: 35-43-2-1 802 - BURGLARY- APARTMENT COMPLEX	11/18/2019 12:37 PM CST
<input checked="" type="checkbox"/>	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:33 PM CST
<input checked="" type="checkbox"/>	INFORMATIONAL	High	Saur Christine	Sample high priority notification.	11/18/2019 12:28 PM CST
<input type="checkbox"/>	INFORMATIONAL	Low/Informational	Saur Christine	Sample Notification.	11/18/2019 12:27 PM CST
<input type="checkbox"/>	APPROVE INCIDENT REPORT - PATROL	High	Simpson Homer	The Incident Report#: 2018D4210183 Supp#: 2 Has Been Submitted For Approval. Offenses: 35-42-2-1 805 BATTERY- KNIFE; 35-43-2-1 801 BURGLARY- AIRPORT;	11/14/2019 10:05 AM CST

- Click on the **count number** under the Count column in the Notification grid, then click the **Delete icon**  under the Actions column. Refer to "Show All Notifications" on page 27.
- For *view only* informational Notifications:
 - When taking action on a view only information Notification, click on the **Take Action & Delete** button to take action and delete the notification.

Add Notifications

User-initiated notifications can be sent by clicking the **Add Notification** link to display the Add Notification screen.

Add Notification

TYPE
Select Notification

PRIORITY
Select Priority

DESCRIPTION

Users to Notify

SELECT USER

ADD USERS FROM GROUP
-Select Group To Add Users-

SELECTED USERS Double Click to Remove

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

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

The image shows two parts of a software interface. The top part is a 'SELECT USER' window with a search bar containing 'dan'. Below the search bar is a list of users: 'DM FIVE - Dana Agency 1', 'DM FOUR - Dana Agency 1', 'Dana M - District 42, Versailles', 'Dana McMillan - DANA AGENCY1234', and 'DM ONE - Dana Agency 1'. The bottom part is a 'Users to Notify' window. It has a 'SELECT USER' search bar which is empty. Below it is a 'SELECTED USERS' section with the instruction 'DOUBLE CLICK TO REMOVE'. This section contains two names: 'Dana M - District 42, Versailles' and 'Christine Saur - District 42, Versailles'.

Optionally select **Add Users From Group** to add users from a defined group, such as Daytime Officers, Second Shift Officers, etc. Selecting a group adds the users of that group to the list of selected users.

When finished, click the **Save** button.

Entering Dates and Times

Dates and times can be entered using different methods.

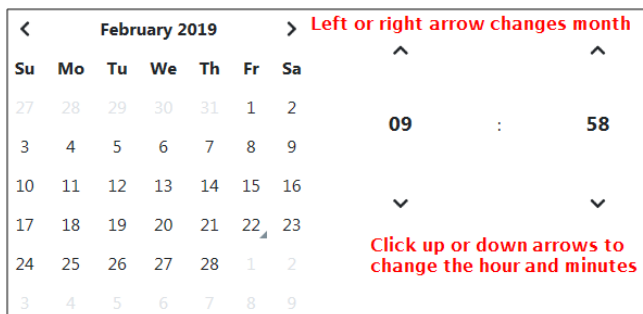
- Type a **T** in the date field then tab out to return the current date and time.
- Type **T-#** (# represents the number of days) to return a date/time less than the current month.
 - Example: If today is 03/05/2019, enter **T-1** to return the date 03/04/2019.
- Type **T+#** (# represents the number of days) to return a date/time in to the future.
 - Example: If today is 03/05/2019, enter **T+2** to return the date 03/07/2019.

- Use the **Calendar Tool**, the icon to the right of the date and time field.

Calendar Tool

Throughout Online RMS, date fields have calendar icons on the right that are used to open the **Calendar Tool**. Using the **Calendar Tool** to enter dates into the system ensures that dates are always entered in a consistent format.

Click the calendar icon  to open the **Calendar Tool**.



The calendar defaults to the current month and year and the current day displays a triangle on the bottom right.



Click the **left** or **right arrow** at the top of the window to select the appropriate month and year if it is different than the default, then click on the appropriate **day** to select. Click on the **up** or **down arrows** to select the appropriate time and hour.

Text Fields, Drop-Downs, Buttons, Check Boxes

The following list provides information about the Text Fields, Drop-Downs, Buttons, and Check Boxes used in Online RMS.

Text Fields

Type information directly into the field.

Note: Some text fields are auto-complete fields, also called AJAX fields. When you place your cursor in an auto-complete field, the field turns yellow and acts as an auto-complete field by offering drop-down choices for selection. If the entry you want is presented, click it to pull it into the field.

Note: Some text fields provide spelling auto-correct options. This will appear as a red line under a word that does not appear in the software dictionary. Right-clicking a word or term that has been underlined will cause a dialogue box with suggested corrections to appear.

Drop-Down Lists

Click to the right of a field to display a list, then click a value to select it and pull it into the field.

Buttons

There are different types of buttons: Function Buttons, Radio Buttons, and Floating Buttons.

Function Buttons

Function buttons are used to initiate system functions. Examples of function buttons include, **Quick Print**, **Print**, **Exit Report**, **Transfer**, **Exit Wizard**, and **Submit for Approval**.

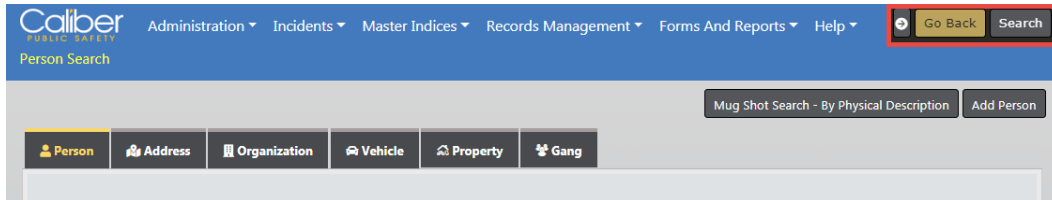
Radio Buttons

Only one radio button may be selected from a group (two or more displayed buttons).

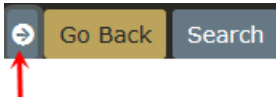
Size: ☐ Small ☒ Medium ☐ Large

Floating Buttons

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



Click on the arrow to hide, and click on the arrow again to unhide.



Check Boxes

Click the box to select (insert a check mark) or deselect (remove a check mark) to activate or deactivate an option, or to filter a list by one or more parameters.

Required Fields


Any field with a red left-hand border is required.


Header Information


REPORT ID

REPORT SECURITY

MEDIA/CRIME SUMMARY

INCIDENT REPORT TYPES 

REPORT DATE
 


DISPATCH DATE
 

INCIDENT CLASSIFICATION


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


REPORT SECURITY


MEDIA/CRIME SUMMARY

INCIDENT REPORT TYPES 

REPORT DATE



 Report Date/Time is required

DISPATCH DATE
 

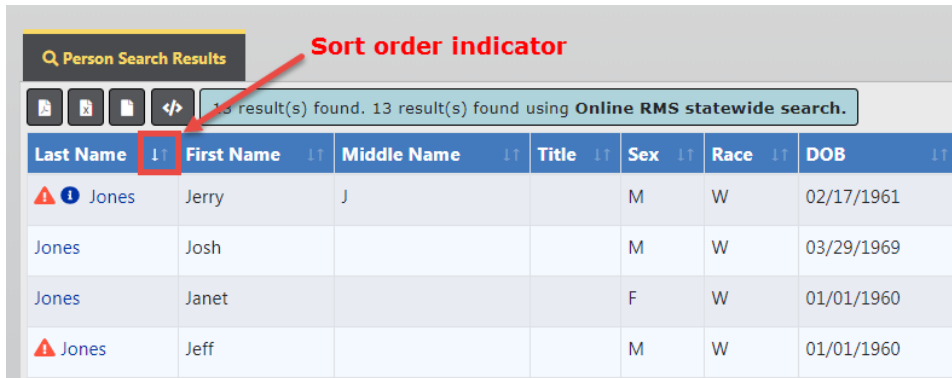
INCIDENT CLASSIFICATION

Column Sorting

Online RMS allows you to sort any displayed column in ascending or descending order wherever data is listed in a columnar format.

For example, **Person Search Results** are in a columnar format. Click on any column heading to sort by ascending order, or click again to sort in descending order. The column you are sort-

ing displays an up or down arrow to the right of the heading, indicating ascending or descending respectively.



Sort order indicator

Last Name	First Name	Middle Name	Title	Sex	Race	DOB
⚠️ Jones	Jerry	J		M	W	02/17/1961
Jones	Josh			M	W	03/29/1969
Jones	Janet			F	W	01/01/1960
⚠️ Jones	Jeff			M	W	01/01/1960

SmartSearch

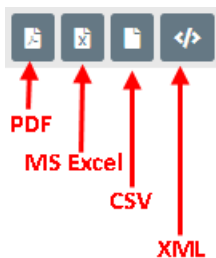
Users can search for incidents across all agencies in the Online RMS system within the user's State, or agencies can choose to share data with other agencies outside of their State. This search adds a simple interface to perform searches the way one would in an Internet search engine, such as Google. The **SmartSearch** link is accessible from the *Incidents* main screen under the *Incident Reporting* section.

For details on using Incident **SmartSearch** refer to the Incident "SmartSearch" on page 271 .

Export Search Results

You have the ability to search data within the different modules of Online RMS, and export the results to various file types. For example, you can search Warrants, Incidents, or data in other modules to view a set of information, then export the search results to Excel or other supported formats.

There are four supported file formats from which to choose. Click on the associated icon to export the list.



- PDF (Printable Document Format)
 - File that contain a captured image of a printed document.
 - The file opens into a new tab in your browser, where you can choose to save as a file on your computer.
- MS Excel
 - Microsoft Excel is an electronic spreadsheet; typically used for storing and calculating data.
 - Gives you the option to open the document or save to a file on your machine.
 - **Note:** Online RMS supports MS Excel export up to 5,000 records.
- CSV (Comma-Separated Values)
 - Files that contain a collection of data in a standard format; typically used for exchanging data between applications that support CSV files.
 - Gives you the option to open the document or save to a file on your machine.
 - **Note:** Online RMS supports CSV export up to 5,000 records.
- XML (Extensible Markup Language)
 - A plain text file that contains a collection of data with a defined set of structure and storage rules of that data; typically used for websites.
 - Gives you the option to open the document or save to a file on your machine.

Personnel Management

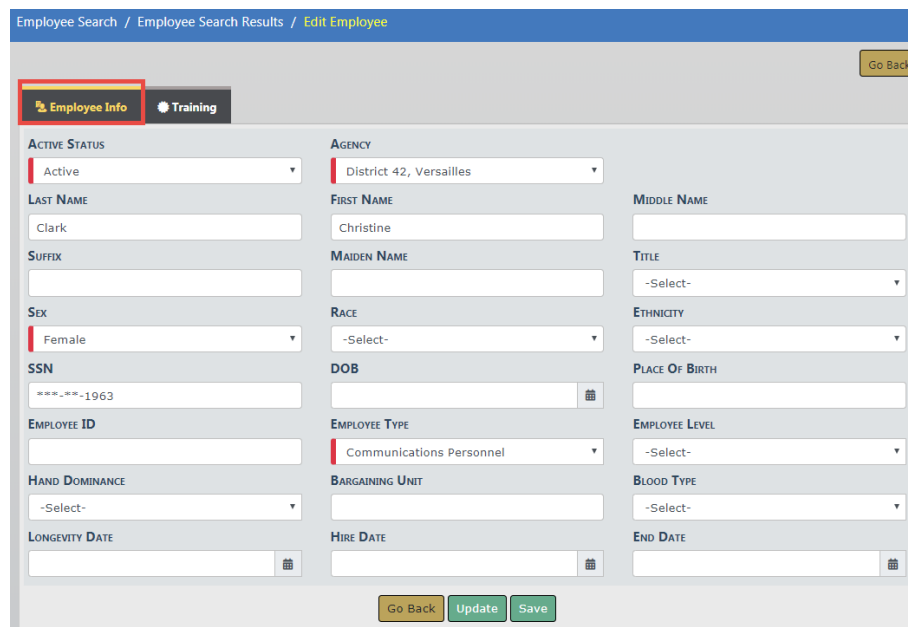
The **Personnel Management** module of Online RMS allows agency administrators to manage employee information, whether or not the employees are Online RMS users. Only

administrators with the appropriate permissions can see and access this module.

There is one *Master Employee* record per person with information grouped into two tabs:

Employee Info

The *Employee Info* tab contains Employee Name, SSN, DOB, Medical Info, Driver License Number, Hire Date, Addresses, Service History, Education, Languages, Skills, Medial Info, Photos, Documents, and other information. Sensitive information such as SSN is masked with asterisks and encrypted in the database for security purposes.



Employee Search / Employee Search Results / Edit Employee

Go Back

Employee Info Training

ACTIVE STATUS: Active

AGENCY: District 42, Versailles

LAST NAME: Clark

FIRST NAME: Christine

MIDDLE NAME:

SUFFIX:

MAIDEN NAME:

TITLE: -Select-

SEX: Female

RACE: -Select-

ETHNICITY: -Select-

SSN: ****-**-1963

DOB:

PLACE OF BIRTH:

EMPLOYEE ID:

EMPLOYEE TYPE: Communications Personnel

EMPLOYEE LEVEL: -Select-

HAND DOMINANCE: -Select-

BARGAINING UNIT:

BLOOD TYPE: -Select-

LONGEVITY DATE:

HIRE DATE:

END DATE:

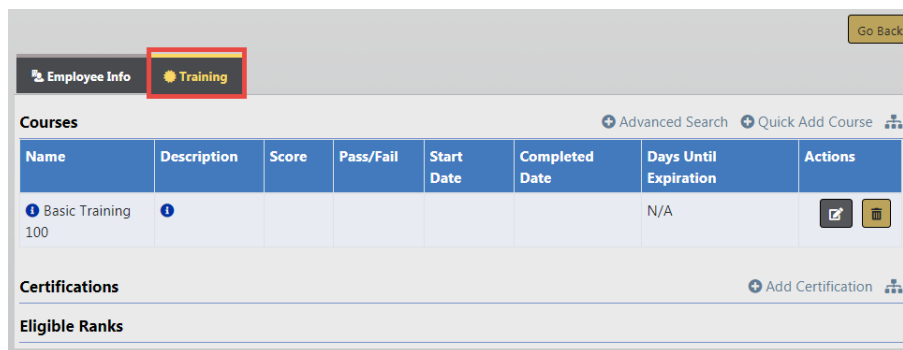
Go Back Update Save

The Employee record opens to the *Employee Info* tab by default.

Note: Sensitive information such as SSN is masked with asterisks and encrypted in the database for security purposes.

Training

The *Training* tab contains training courses, certifications, and eligible ranks for that employee.



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

Printing from Online RMS

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

Print Icon: 

Print Button: 

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

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

Chapter 2. Navigation Icons

Home Button

Click on the Caliber logo in the upper left corner of the window to return to your **Home Screen**, regardless of what area of the application in which you are working.

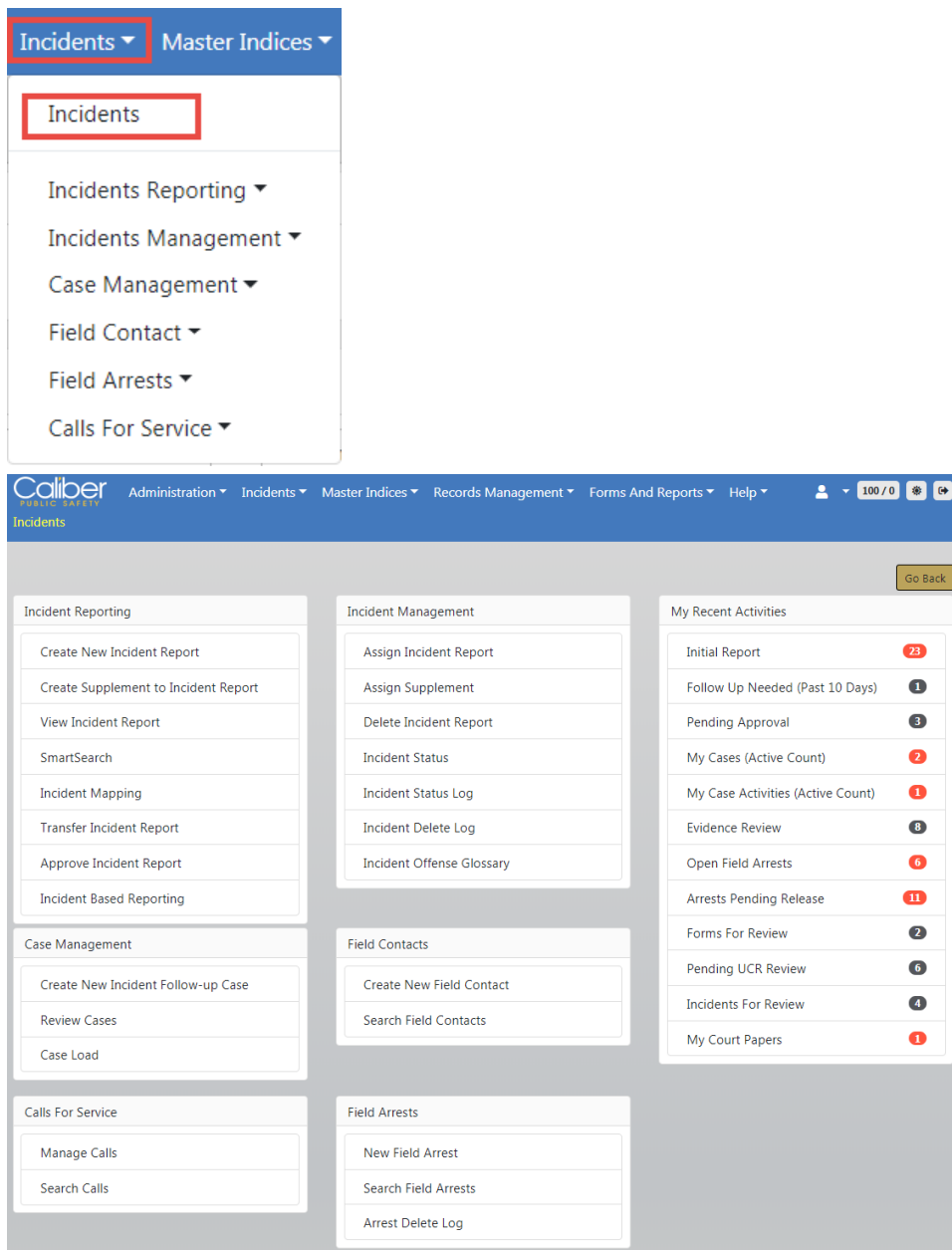


Incidents Button

The **Incidents** button is located on the navigation bar at the top of the Online RMS window. The down arrow on the right of the button indicates additional menu options are available. Click on the **Incidents** button to display menu options. There could be multiple layers of menu options. The menu options vary by agency and permissions.



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



Your *Recent Activities* also appear on right of this screen.

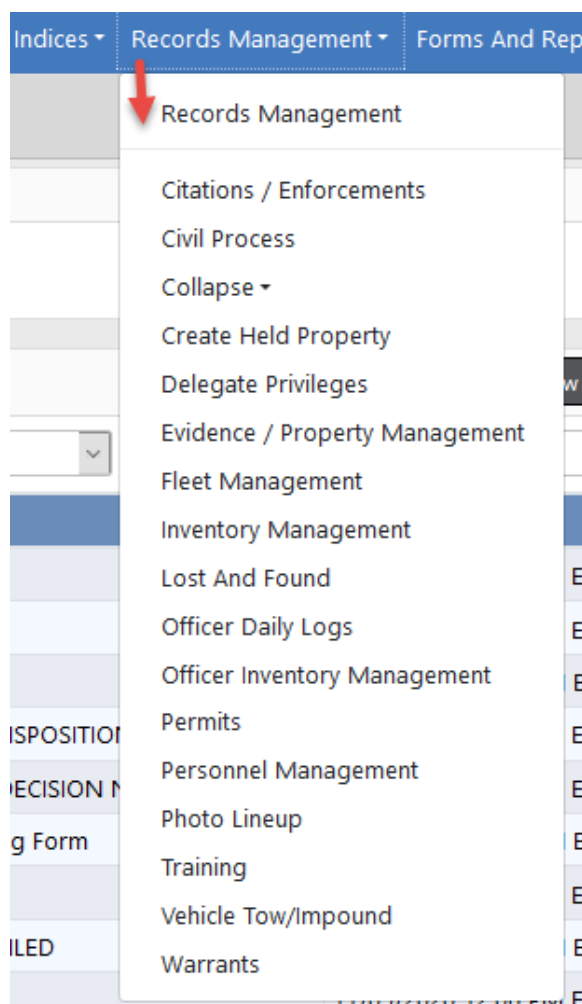
Master Indices Button

The **Master Indices** button is located on the navigation bar at the top of the Online RMS window. The down arrow on the right of the button indicates additional menu options are avail-

able. Click on the **Master Incidents** button to display menu options. For more information, see "Master Indices" on page 83. The menu options vary by agency and permissions.

Records Management Button

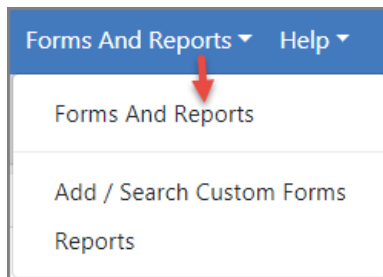
The **Records Management** button is located on the navigation bar at the top of the Online RMS window. The down arrow on the right of the button indicates additional menu options are available. Click on the **Records Management** button to display menu options. The menu options vary by agency and permissions.



Forms And Reports Button

The **Forms and Reports** button is located on the navigation bar at the top of the Online RMS window. The down arrow on the right of the button indicates additional menu options are available. Click on the **Forms and Reports** button to display menu options. This area allows you, with appropriate permissions, to search completed forms or run statistical reports.

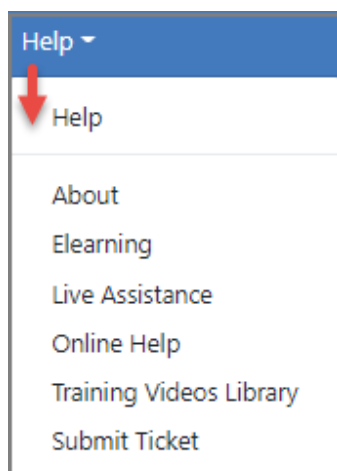
The menu options vary by agency and permissions.



For more information on *Custom Forms* and how to search for and view them, refer to “Custom Forms” on page 65.

Help Options

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



About

This section provides information about the application version being used, information about the user's computer including the operating system and browser, and information about the server being accessed.

ELearning

All users can access short training classes 24 hours a day for different modules within the Online RMS. The classes contain step-by-step instructional videos and offer assessment exams.

Live Assistance

This is a support tool prompted by our Support Team. It is used to view your computer screen and even take control of your mouse and keypad to assist with support issues. This is only available when prompted by an Caliber Support Team member and is not available otherwise.

Online Help

All users have access to this self-help option 24 hours a day. This area contains the Online RMS Knowledge Base, which contains information for all areas within RMS.

Training Videos Library

Beginning with Online RMS 11.4.0, agencies can enhance users' training and learning experience with the **Online Training** feature. The **Online Training** feature offers video-based learning to all users where agencies use and enable this feature.

Submit Ticket

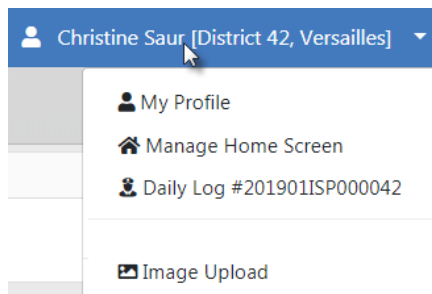
All users have the ability to submit a ticket to our Support Team 24 hours a day. Support tickets will be responded to by the Support Team within one business day, during regular business hours (ET). For more urgent issues please call 800.274.2911.

If configured, users with Team Support website access can automatically sign into the Team Support website from within Online RMS.

For more information on submitting tickets, refer to "Submit Ticket" on page 63.

User Information Menu

Click on your user name to display menu options. The drop-down contains *My Profile*, *Manage Home Screen*, *Current Daily Log* (or the option to create a new log if one does not already exist), and *Image Upload*.




My Profile

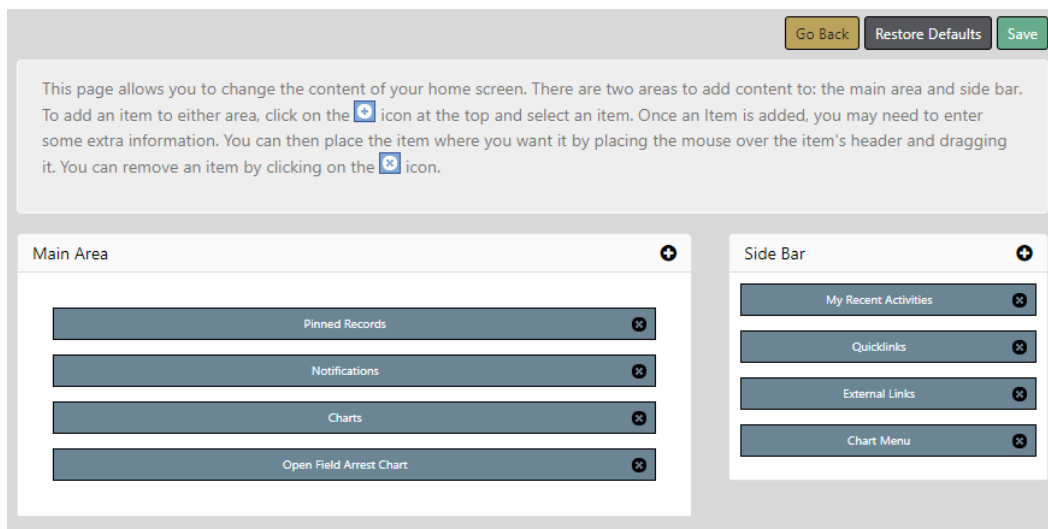
My Profile is a page that contains an organized set of links to various user settings and functions.

 A screenshot of the 'My Profile' page. The page has a blue header with the title 'My Profile'. On the left is a sidebar with the user's name 'Christine Saur' and various details: User ID: CSAUR, Status: Active, Type: Full Time, Organization: Indiana State Police, Home Agency: District 42, Versailles, Officer: Yes - Active, Employee: No. Below this is a 'User Quick Links' section with links for 'Change Password', 'Change Security Questions', 'Change Home Agency', and 'Create Assignment'. At the bottom of the sidebar is a 'Go To' section with links for 'Profile Information', 'Preferences', 'Subscriptions', 'Officer Information', and 'Account History'. The main content area is titled 'Profile Information' and has 'Go Back' and 'Update' buttons. It contains a 'User Information' section with a placeholder for a profile picture (a gray circle with a question mark). To the right of the placeholder are input fields for 'FIRST NAME' (containing 'Christine'), 'MIDDLE NAME' (empty), and 'LAST NAME' (containing 'Saur'). Below these are fields for 'TELEPHONE' (empty), 'E-MAIL' (containing 'CS'), and 'E-MAIL ENABLED' (checked with a blue checkbox).

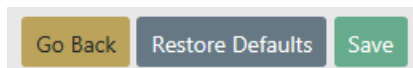
For more information, refer to "My Profile Overview" on page 51.

Manage Home Page

You can customize your *Main Area* and *Side Bar* items by dragging and dropping the order in which they appear or omit items from showing on your home page, or click the add icon  to add items. Follow the directions displayed near the top of the window to customize the screen.



Click **Save** when you are finished making changes, click **Restore Defaults** to reset your changes back to the default settings, or click **Go Back** to return to the **Home Page**.

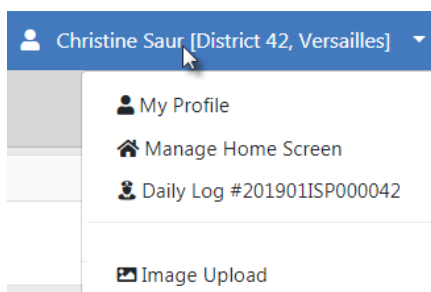


For more information on accessing the **Home Page** refer to "Home Page - Prior to RMS 11.12" on page 8.

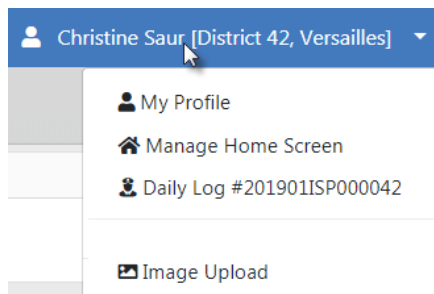
Daily Log

You can access your current Daily Log or create a new log if one doesn't already exist.

If a Daily Log has not yet been created, [New Daily Log] appears in the drop-down list. Click on that option to create a new log.



An existing Daily Log will appear in the drop-down list with a log number. Click on that option to open the existing log.

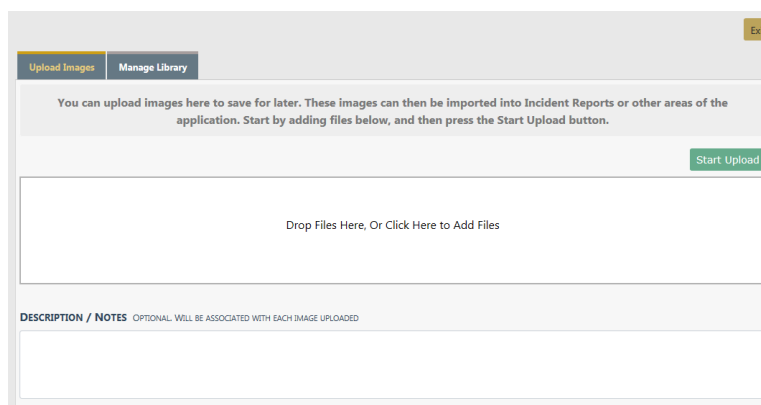


For more information on the Daily Log, refer to "Officer Daily Log" on page 551.

Image Upload

You can upload images directly from your mobile device or other devices into your personal RMS Image Library, then import later into Incidents Reports, Field Arrests, and other areas of Online RMS.

Click on the *Image Upload* option to open the upload utility.

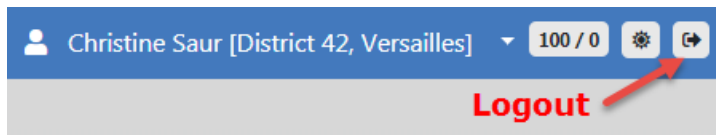


For more information on uploading images to your personal RMS Image Library, refer to "Image Library" on page 75.

Logout

The Logout option signs you out of Online RMS and returns you to the Login window.

Another option is to click the Logout icon on the right of the User Ribbon.



Once logged out, click the X on the upper right corner of the window to close.

Chapter 3. My Profile

My Profile Overview

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

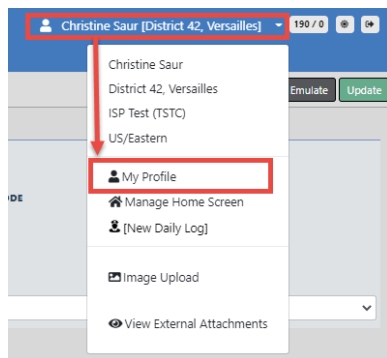
The screenshot displays the 'My Profile' interface. On the left, a sidebar lists user details for Christine Saur (User ID: CSAUR, Status: Active, Type: Full Time) and provides quick links for changing password, security questions, home agency, and creating assignments. The main area, titled 'Profile Information', contains a 'User Information' section with input fields for First Name (Christine), Middle Name, Last Name (Saur), Telephone, E-Mail (CS), and an E-Mail Enabled checkbox (checked). A placeholder icon with a question mark is shown next to the name fields. 'Go Back' and 'Update' buttons are located at the top right of the main section.

A photo of the person could also be shown, if available.

Note: By default, users cannot update their profiles, Officer Information, or Employee Information unless they have been granted permissions to do so.

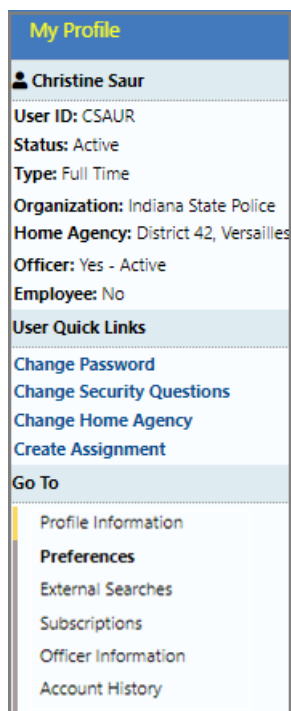
Access My Profile

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



My Profile Page Layout

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



User Information

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

is an officer, and whether the user is an active or inactive employee.

This section is read-only.

User Quick Links

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

Change Password

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

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

Change Security Questions

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

Change Home Agency

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

Create Assignment

Use this link to create an assignment, if applicable.

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

Go To

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

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

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

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

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

The screenshot displays the 'My Profile' interface. On the left, a sidebar shows the user's name 'Christine Saur' and various details like User ID, Status, and Organization. Below this is a 'Go To' section with a list of tabs: Profile Information, Preferences, External Searches, Subscriptions, Officer Information, and Account History. A red arrow points to the 'Profile Information' tab. The main content area is titled 'Profile Information' and contains a 'User Information' section. This section includes a profile picture placeholder with a question mark and several input fields: First Name (filled with 'Christine'), Middle Name (empty), Last Name (filled with 'Saur'), Telephone (empty), E-Mail (filled with 'CS'), and E-Mail Enabled (checked). There are 'Go Back' and 'Update' buttons at the top right of the form.

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

Refer to the following for tab details:

"Profile Information Tab" on the facing page

"Preferences Tab" on the facing page

"External Searches Tab" on page 57

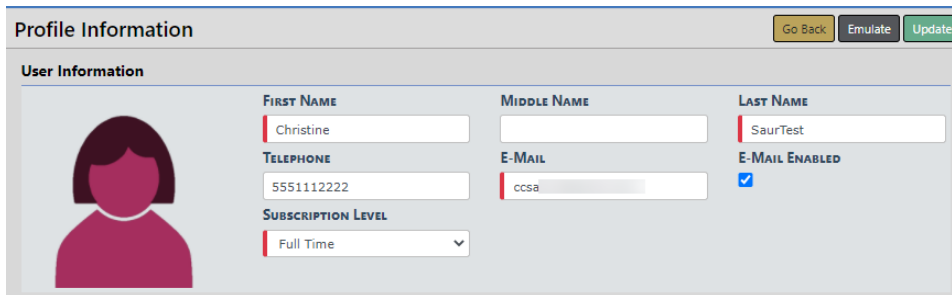
"Subscriptions Tab" on page 58

"Officer Information Tab" on page 59

"Account History Tab" on page 61

Profile Information Tab

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



The screenshot shows the 'Profile Information' tab with a 'Go Back' button, an 'Emulate' button, and an 'Update' button. Below the tab name is the 'User Information' section. It includes a profile picture placeholder, a 'FIRST NAME' field with 'Christine', a 'MIDDLE NAME' field, a 'LAST NAME' field with 'SaurTest', a 'TELEPHONE' field with '5551112222', an 'E-MAIL' field with 'ccsa', and an 'E-MAIL ENABLED' checkbox that is checked. There is also a 'SUBSCRIPTION LEVEL' dropdown menu set to 'Full Time'.

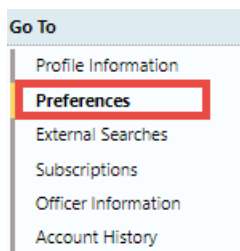
Make any necessary changes then click the **Update** button to save changes.

Preferences Tab

Use this tab to set notification preferences. You can enable or disable the audible alert, set email notification priority preferences, enable or disable Incident Setup Wizard, enable or disable Breadcrumb Options, set Day or Night Mode, set the Default Search Agency and Interfaces, identify Geographical Areas for court papers and warrants, and manage User Filters.

You can update your preferences from *My Profile*.

1. Access *My Profile* page. For instructions, refer to "My Profile Overview" on page 51.
2. Click **Preferences** under the *Go To* section.



3. *Preferences* opens.

The screenshot shows the 'Preferences' tab selected in the top navigation bar. The 'Edit User Filters' link is highlighted in red. The form contains several sections: 'Notification Settings' with dropdowns for 'EMAIL NOTIFICATIONS PRIORITY' and 'HOURS FOR NOTIFICATIONS', and checkboxes for 'AUDIBLE ALERT' and 'ALWAYS SEND SUBSCRIPTION NOTIFICATIONS'; 'Options' with dropdowns for 'INCIDENT SETUP WIZARD', 'BREADCRUMB OPTIONS', 'DAY / NIGHT MODE', and 'DEFAULT SEARCH AGENCY'; 'Default Search Interfaces' with a search bar; and 'Geographic Areas' with search bars for 'COURT PAPERS' and 'WARRANTS'. 'Go Back' and 'Save' buttons are at the bottom right.

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

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

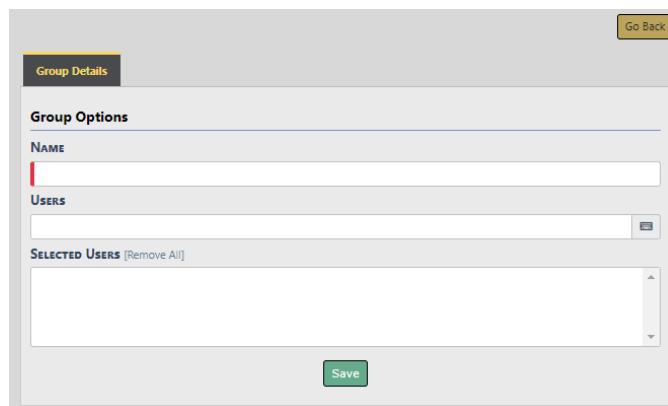
This is a close-up of the 'Edit User Filters' link, which is a blue icon with a plus sign and the text 'Edit User Filters', highlighted with a red rectangle.

The screenshot shows the 'User Groups' table. It has a search bar and a 'Show' dropdown set to 100. The table has three columns: 'Name', 'Users', and 'Actions'. There are three entries in the table, each with a list of users and two action buttons (edit and delete).



Name	Users	Actions
Daytime Officers	Kris LeClaire Johnny Smith	[Edit] [Delete]
Daytime Officers	Guy Schedule Felix Unger	[Edit] [Delete]
Weekend Officers	Samual Adams Howard Fine	[Edit] [Delete]

Showing 1 to 3 of 3 entries

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



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

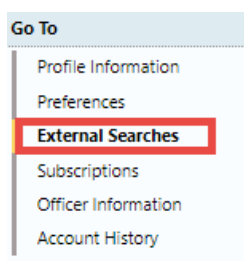
- b. Optionally, click on the edit icon  to edit an existing group .
- c. Optionally, click on the trash icon  to delete an existing group.

External Searches Tab

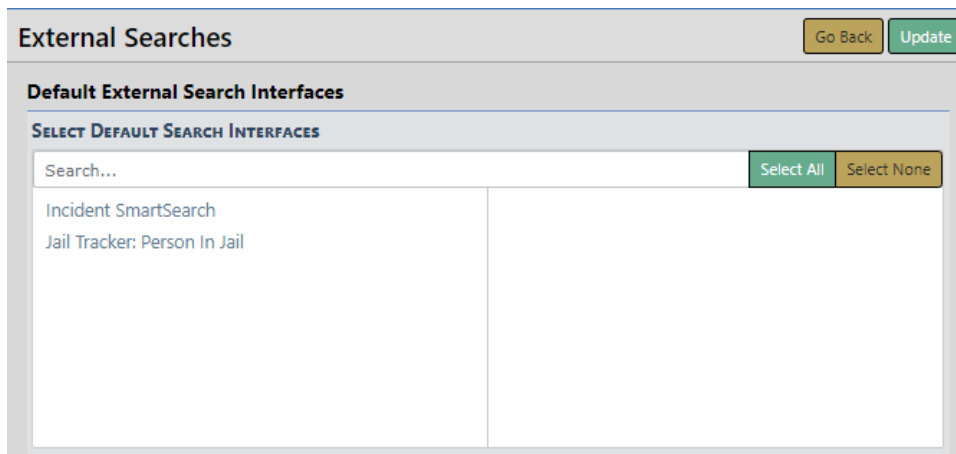
Caliber Public Safety Online RMS allows users to set their default external search interfaces.

You can access your external searches from *My Profile*.

1. Access *My Profile* page. For instructions, refer to "My Profile Overview" on page 51.
2. Click **External Searches** under the *Go To* section.

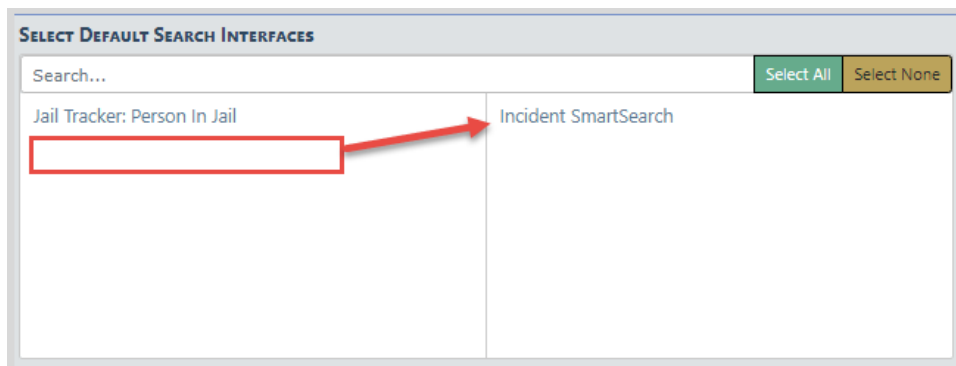


3. *External Searches* opens.



The available search interfaces appear on the left.

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



Select as many available interfaces as you wish.

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

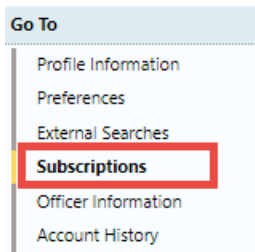
- Click the **Update** button to save.





Subscriptions Tab

You can update or delete your existing subscriptions from *My Profile*.



- Access *My Profile* page. For instructions, refer to "My Profile Overview" on page 51.

2. Click **Subscriptions** under the *Go To* section.



OFFICER_DMM - Profile Information						Go Back
Security Settings		Preferences	Subscriptions	Officer Information	Employee Information	
Name	Type	Index Name	Reason	Creation Date	Actions	
Vehicle	Index Accessed	, 336	Asdf	05/04/2017	 	
Property	Index Accessed	APPLIANCE 1588	Asdf	05/03/2017	 	

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

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

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

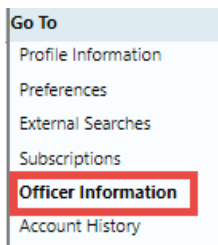
For example, you can **Subscribe** to Williams Jones' master person record to receive notification when someone updates information on his master person record.

For more information on creating a **Subscription**, refer to "Subscribe to Master Records" on page 134.

Officer Information Tab

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

1. Access *My Profile* page. For instructions, refer to "My Profile Overview" on page 51.
2. Click **Officer Information** under the *Go To* section.



3. *Officer Information* opens.

 The "Officer Information" form has a "Go Back" button in the top right. Below the title is a section labeled "Officer" containing a table with the following data:

FIRST NAME Chief3	MIDDLE NAME	LAST NAME State
TITLE Assistant Chief	SUFFIX	AGENCY District 21, Toll Road - SC
BADGE # 1234567890	DISPATCH ID	CAD BADGE ⓘ

 Below the table are three checkboxes: ☒ Patrol, ☐ Detective, and ☒ Active.

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

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

 The "Officer Information" form has buttons for "Go Back", "Emulate", and "Save" in the top right. The main content area displays the message "No Officer Record Exists for This User" and a red-bordered button labeled "Click Here to Add One".

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

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

Note: For agencies with Caliber CAD spill integration with Online RMS, **CAD Badge** *must* match **Badge Number** in Caliber CAD.

Note: The system does not allow you to create or reactivate an RMS user with a duplicate badge number.

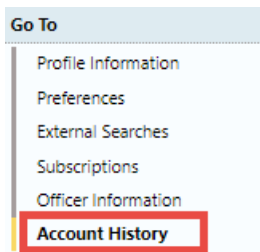
- Click the **Update** button on the top right of the form to save.

Account History Tab

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

You can view your account history from *My Profile*.

- Access *My Profile* page. For instructions, refer to "My Profile Overview" on page 51.
- Click **Account History** under the *Go To* section.



- Account History* opens as read-only.

There are two tabs: *Status History* and *Login History*.

The *Status History* tab opens by default.

Account History

Go Back

Emulate

Status History

Login History

LAST LOGIN DATE

10/26/2020 1437

LAST PASSWORD CHANGE DATE

06/01/2020 1025

Status	Date	User
Active	11/18/2019 10:53	Joe Friday
Locked-Inactive	11/15/2019 09:00	System Updated
Active	06/13/2019 17:08	MICHELLE LEVI
Locked-Inactive	06/13/2019 14:18	Christine Saur
Locked-Inactive	06/13/2019 14:18	Christine Saur
Active	02/13/2019 15:17	Christine Saur
Active	11/15/2018 13:09	Joe Friday
Locked-Inactive	10/15/2018 09:00	System Updated
Active	02/23/2018 16:25	Joe Friday
Locked-Inactive	02/14/2018 16:50	Christine Saur
Locked-Inactive	02/14/2018 16:50	Christine Saur

Account History

Go Back

Emulate

Status History

Login History

10

<<

<

>

>>

422

1 / 43

Login Date	Logout Date	City	State	Country	Latitude	Longitude	Login Failed
10/26/2020 14:37:41		Oelwein	US-IA	US	42.6811	-91.91311	No
10/26/2020 09:49:08	10/26/2020 14:04:31	Oelwein	US-IA	US	42.6811	-91.91311	No
10/23/2020 09:26:24	10/23/2020 14:11:27	Oelwein	US-IA	US	42.6811	-91.91311	No
10/22/2020 14:42:13	10/22/2020 19:34:07	Oelwein	US-IA	US	42.6811	-91.91311	No
10/22/2020 09:13:58	10/22/2020 13:32:10	Oelwein	US-IA	US	42.6811	-91.91311	No
10/21/2020 16:34:26	10/21/2020 18:56:48	Oelwein	US-IA	US	42.6811	-91.91311	No
10/21/2020 11:53:19	10/21/2020 16:34:08	Oelwein	US-IA	US	42.6811	-91.91311	No
10/21/2020 08:52:26	10/21/2020 11:32:44	Oelwein	US-IA	US	42.6811	-91.91311	No
10/20/2020 14:29:20	10/20/2020 18:57:22	Oelwein	US-IA	US	42.6811	-91.91311	No
10/20/2020 09:22:22	10/20/2020 10:57:36	Oelwein	US-IA	US	42.6811	-91.91311	No

Chapter 4. Submit Ticket

Submit Ticket Overview

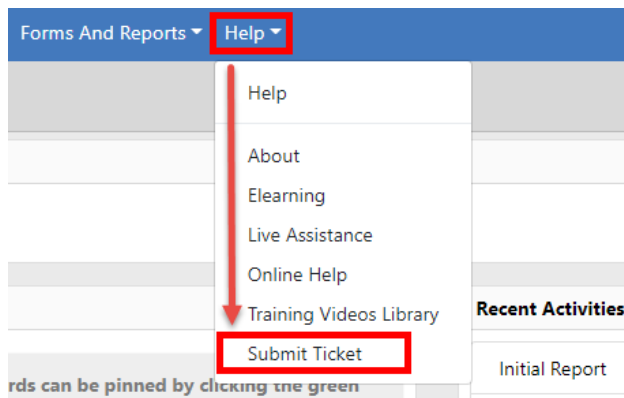
All users can submit a support ticket to our Support Team 24 hours a day from within Online RMS. How you submit a ticket depends on your permissions and agency setup:

- Enter your feedback onto an *Online RMS Support* form and submit.
- Automatically log into the Team Support website from within Online RMS and submit a ticket there.

For more information on which option you are setup to use, refer to your agency administrator.

How To Submit a Ticket

1. Click **Help** on the top menu bar, then **Submit Ticket**.



2. Follow one of the options below:
 - a. If your account is not configured to log into the Team Support website automatically, a pop-up *Online RMS Support* window opens.

Online RMS Support

We appreciate you taking the time to contact us and providing feedback on how we can improve Online RMS. Please choose among the following options.

ISSUE TYPE **APPLICATION AREA**

-Please Select- -Select-

CONTACT DIRECT PHONE #

SUBJECT

In the space below, describe the issue or enhancement request. Please be very thorough and descriptive. If you are encountering a software defect, please outline the workflow that reproduces the issue. It is preferred that you outline the workflow click by click, starting with the login screen, and ending with the screen name on which you are encountering the issue.

If you would like to **add a new user** - please include the full name, unique email address, subject, badge number, time code (Full-time, Part-time or Reserve) as well as an existing Online RMS user account we can mirror.

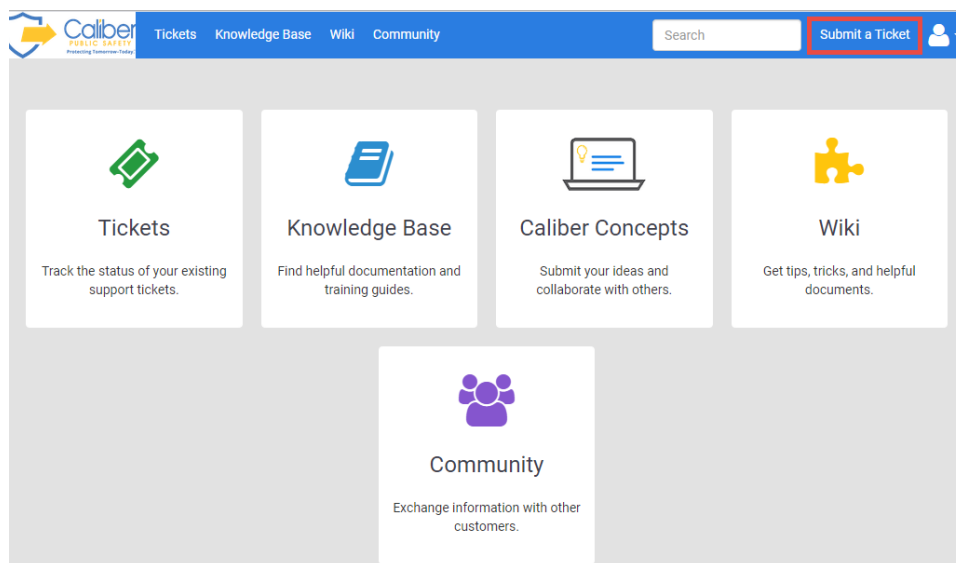
DESCRIPTION

Your agency is subscribed to our Standard Support Offering. With Standard Support, submitted tickets will be accepted 24x7 and will be responded to by the Support Team within one business day, during regular business hours (ET).

If your agency is interested in upgrading to Enhanced or Premium Support, please submit a ticket request. Your local sales representative will contact you.

Enhanced Support provides Telephone Support during regular business hours while Premium Support provides Telephone Support 24x7x365.

- Complete the form then click **Send**.
- b. If your account is configured to log you into the Team Support website automatically, Team Support opens in a separate window.



- Click **Submit a Ticket** and follow the Team Support ticket procedure.
- **Sign Out** and close the window when finished.

Chapter 5. Custom Forms

Custom Forms Overview

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

Routing for available Custom Forms notifies Online RMS users when a new submission occurs. The same review process is used for both public and non-public forms. To take action on the notification, you must have permissions to create an incident from a form.

Online RMS 11.3.2 and above supports **Community Reporting** of minor crimes, tips, and other police-related events that leverage the power of Online RMS *Custom Forms*.

For more information on **Community Reporting**, or public forms, refer to “Community Reporting” on page 305.

There are two ways to take action on submitted forms:

- From a Notification.
- From your Recent Activities.

For more information on taking action, refer to “Taking Action on Submitted Forms” on page 306.

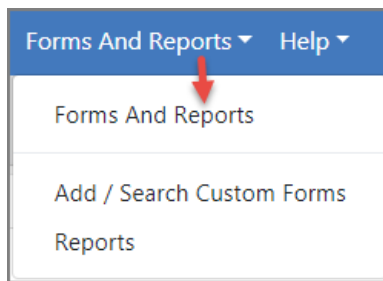
The same method is used for searching and viewing public and non-public Custom Forms. For more information, refer to “Search For and View Custom Forms” on page 65.

Search For and View Custom Forms

To search for and view Custom Forms follow these steps:

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

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



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

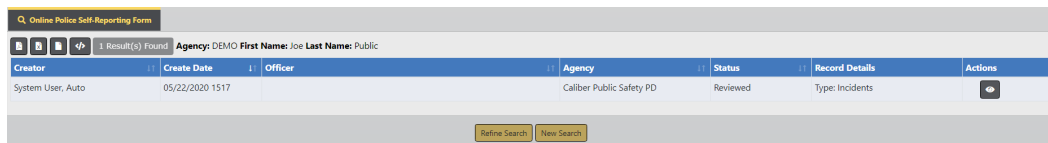
The screenshot shows the 'Search Forms' interface. On the left, a sidebar lists various forms, with 'Online Police Self-Reporting Form' highlighted in a red box. The main area displays the search criteria for this form. A red arrow points to the 'Field' column in the 'Form Search Fields' table.


Field	Search Parameter	Actions
First Name	Joe	[Icon]
Last Name	Public	[Icon]


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

The screenshot shows the 'Search Preference' and 'Form Search Fields' sections. The 'Search Sub Forms' option is highlighted in a red box.

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



Creator	Create Date	Officer	Agency	Status	Record Details	Actions
System User, Auto	05/22/2020 15:17		Caliber Public Safety PD	Reviewed	Type: Incidents	

5. Click the **View icon**  to view the form.
6. Click the **Print Form** button to select print options, then click **Print** to open the form in a new tab in your browser. You can then download to a file or print directly to the printer.
7. With appropriate permissions, you can click the **Change Status** button to open the form for edit. Once opened, the creator of the form will have access to edit the form.

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

If you receive a *Form Review Notification*, refer to "Taking Action via Notifications" on page 306 or "Taking Action via Recent Activities" on page 314 for more information. Refer to "Notifications" on page 25 for more information on Notifications.

Chapter 6. Attachments

Attachments Overview

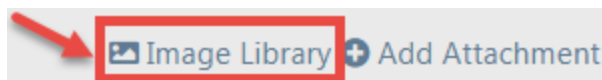
Attachments are files that are accessed by other programs, such as a picture, document, spreadsheet, etc. These files are uploaded and saved to Online RMS modules that support attachments. For example, mugshot attachments could be uploaded and saved to person records, or mechanic hand-written quotes uploaded to Fleet Vehicle records.

Attachments appear in a grid, or columnar format.

Attachments Image Library + Add Attachment				
Keyword	File Name	Description	Date of Info	Actions
Mugshot - Front	383_1		09/25/2012	

You can edit and delete attachments that were created by you. Users with administrator privileges have the ability to edit and delete attachments for any user.

Click on the **Image Library** link to access your personal RMS image library that contains images uploaded by you from a mobile device, or other devices. For more information, refer to "Image Library" on page 75.



Add Attachments

Several Online RMS modules support **Attachments**. Access the module and record that contains the **Attachment** you need to add. For example, to add an Attachment tied to a person, go to that person record and page down to the **Attachment** section, then follow the directions below.

Attachments Image Library + Add Attachment				
Keyword	File Name	Description	Date of Info	Actions
Mugshot - Front	383_1		09/25/2012	

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

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

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

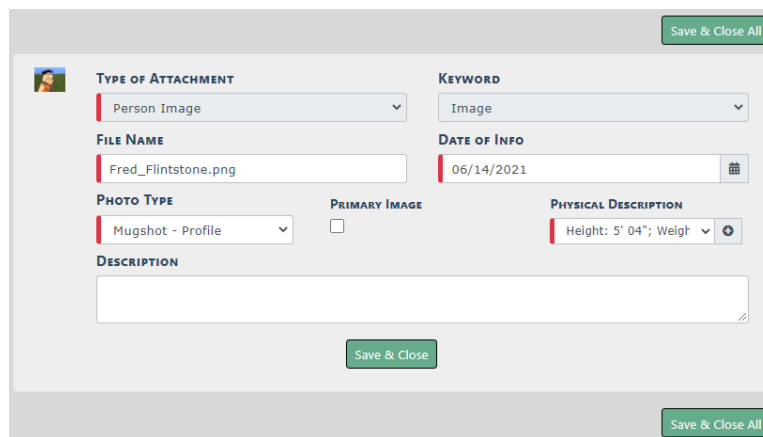
The screenshot shows the 'Add Person Attachments' window. At the top right is a 'Go Back' button. Below the title bar is a '▼ Instructions' button. A red arrow points to this button with the text 'Click to display instructions'. The instructions text reads: 'You may use this to upload pdf,jpg,jpeg,bmp,png,doc,docx,xls,xlsx,txt,ppt,vsf,pptx files. Files must be no greater than 10 megabytes. You may upload a maximum of 10 files at once. Once you have uploaded the files, you will be able to add descriptions / edit file names / etc..'. At the bottom right of the instructions section is a 'Start Upload' button. Below the instructions is a large white box for file uploads. Inside this box, on the left, is the text 'Option 1: Drag and drop files into this box'. In the center is the text 'Drop Files Here, Or Click Here to Add Files'. A red arrow points to the word 'Here' with the text 'Option 2: Click on the word Here to add files'.

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

The screenshot shows the 'Add Person Attachments' window after a file has been uploaded. The 'Go Back' button is still at the top right. The '► Instructions' button is now expanded. The instructions text reads: 'You may now modify the attachment details. If you want to make an image a mugshot, please choose an attachment type of Person Image. When finished, you may individually save each attachment by clicking Save & Close in each attachment area, or save all of them by clicking Save & Close All'. The 'Start Upload' button is still at the bottom right. Below the instructions is a large white box for the file queue. Inside this box is a thumbnail image of a dog. Below the image is a 'Remove file' button. A red arrow points to this button with the text 'Click to remove the'.

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

- c. Modify the attachment details when the following dialog window appears. The content of this window can vary.




The dialog window shows fields for: TYPE OF ATTACHMENT (Person Image), KEYWORD (Image), FILE NAME (Fred_Flintstone.png), DATE OF INFO (06/14/2021), PHOTO TYPE (Mugshot - Profile), PRIMARY IMAGE (checkbox), PHYSICAL DESCRIPTION (Height: 5' 04"; Weight:), and a DESCRIPTION text area. Buttons include 'Save & Close' and 'Save & Close All'.





- d. Click **Save & Close** to save each attachment individually, or click **Save & Close All** to save all of them at once.
- e. The attachments then appear in the **Attachments** grid. You can view additional information, download, edit, or delete the attachment.

Note: Up to ten (10) items or a maximum of 10 megabytes of data can be uploaded at one time.

Edit Attachments

Several Online RMS modules support **Attachments**. Access the module and record that contains the **Attachment** you need to update. For example, to update an Attachment tied to a person, go to that record and page down to the **Attachment** section, then follow the directions below.

1. Click the edit  icon on the record you need to update.

Attachments View External Attachments Add Attachment				
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt		11/22/2019	 Download  Edit  Delete

Note: You cannot update attachments created by another user.

2. Make the necessary updates in the **Edit** window.

Note: The content of the **Edit** window will vary by module and file type. The **Edit Person Attachment** is used for illustration purposes.

Edit Person Attachment
Go Back

ATTACHMENT TYPE
Person Image

KEYWORD
Image

FILE NAME
383_1

DESCRIPTION

PHOTO TYPE
Mugshot - Front

PRIMARY IMAGE
☒

PHYSICAL DESCRIPTION
Height: 5' 10"; Weight: 195; Eye Color: Blue; Hair Color: Blond or Strawberry; Hair Style: Braided; Hair L


DATE OF INFO
09/25/2012

Update

- Click **Update** to update the record, or click **Go Back** to return to the previous window without saving.

Delete Attachments

Several Online RMS modules support **Attachments**. Access the module and record that contains the **Attachment** you need to delete. For example, to delete an **Attachment** tied to a person, go to that record and page down to the **Attachment** section, then follow the directions below.

- Click the delete icon  on the record you want to delete.

Attachments				
			View External Attachments	Add Attachment
Keyword	File Name	Description	Date of Info	Actions
PDF	TestDocument.txt		11/22/2019	Download Edit Delete

Note: You cannot delete attachments created by another user. If an attachment is archived externally, deleting the attachment deletes the external archive.

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


Message From RMS





Are You Sure

No Yes

Download Attachments

Several Online RMS modules support **Attachments**. Access the module and record that contains the **Attachment** you want to download. For example, to download an **Attachment** tied to a person, go to that record and page down to the **Attachment** section, then follow the directions below.

1. Click the download  icon on the record you want to download.

Attachments				View External Attachments	Add Attachment
Keyword	File Name	Description	Date of Info	Actions	
PDF	TestDocument.txt		11/22/2019		 

Download Edit Delete

2. The file downloads to your local machine. Double-click on the file to open.

Chapter 7. Image Library

Image Library Overview

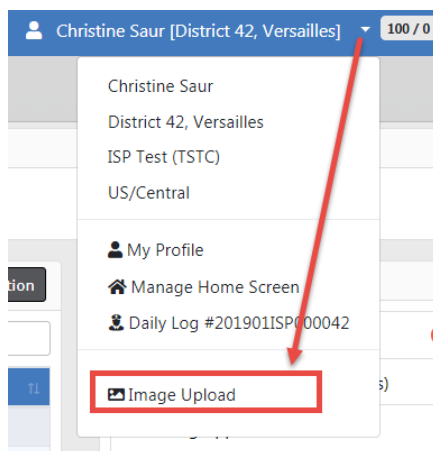
The **Image Library** is a personal RMS image library that contains images uploaded by you from a mobile device or other devices. Only your user account has access to these personal images.

You can then easily import images from your Image Library into incident reports, field arrests, and master person records.

Upload Image

You can upload images to your Image Library from your computer or directly from your mobile device.

1. Click the down arrow next to your user name on the top right of the window, then click **Image Upload**.



2. **Drag and Drop** files into the box, or click **Add Files**.

Go Back

Upload Images Manage Library

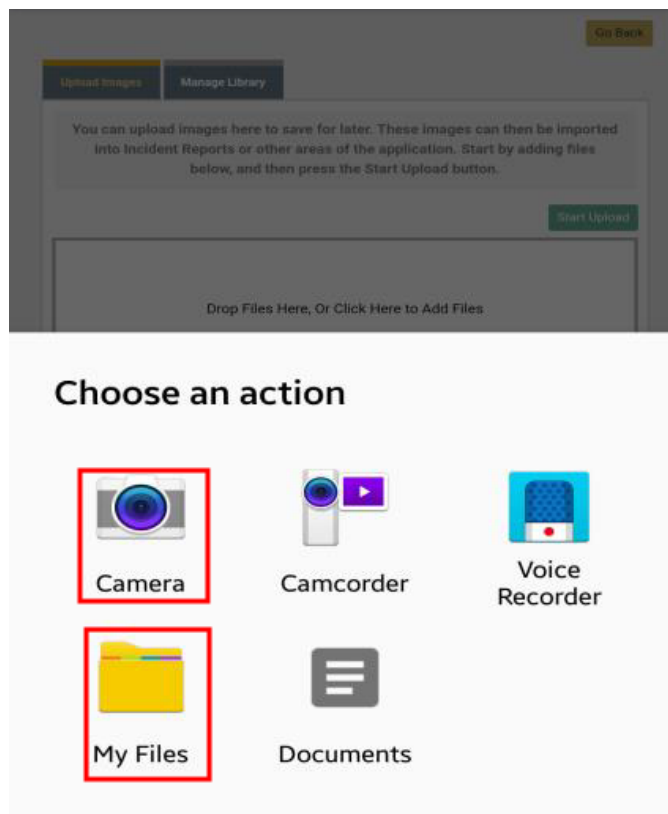
You can upload images here to save for later. These images can then be imported into Incident Reports or other areas of the application. Start by adding files below, and then press the Start Upload button.

Start Upload

Drop Files Here, Or Click Here to Add Files

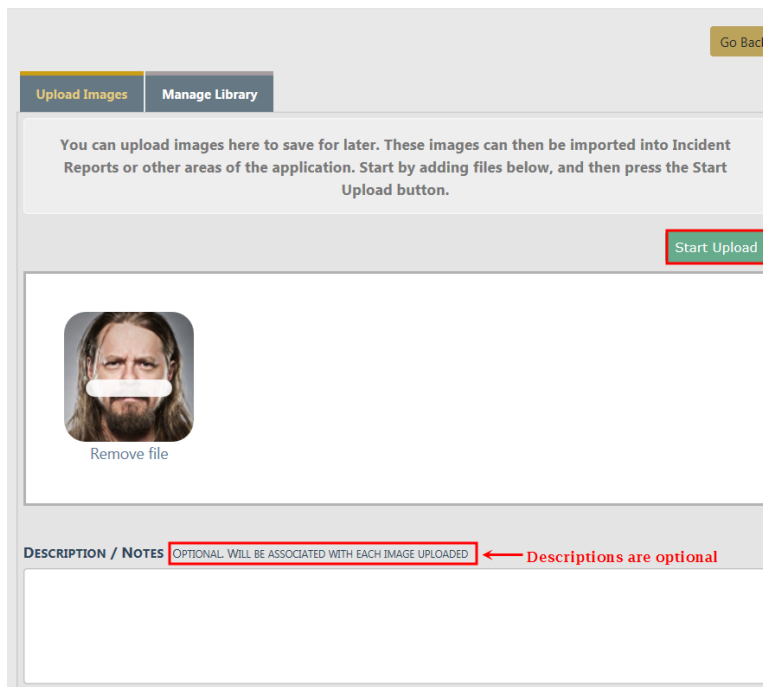
DESCRIPTION / NOTES OPTIONAL. WILL BE ASSOCIATED WITH EACH IMAGE UPLOADED

- a. If uploading from your *mobile device*, select **Camera** to take a photo and upload directly from the camera on your mobile device, or select **My Files** (or local folder) to upload from device storage.



Note: Only images are supported from the Image Uploader at this time. Video support coming in a future release that requires a subscription to large file storage option.

3. Click **Start Upload**.



The screenshot shows the 'Upload Images' tab selected in the top navigation bar. A 'Go Back' button is in the top right corner. Below the navigation bar, a text box explains that images can be uploaded and then imported into Incident Reports or other areas. A 'Start Upload' button is highlighted with a red box. Below this, a preview of an uploaded image (a man's face) is shown with a 'Remove file' link underneath. At the bottom, there is a section for 'DESCRIPTION / NOTES' with a red box around the text 'OPTIONAL. WILL BE ASSOCIATED WITH EACH IMAGE UPLOADED' and a red arrow pointing to the text 'Descriptions are optional'.

4. Click **Go Back** when the upload finishes.

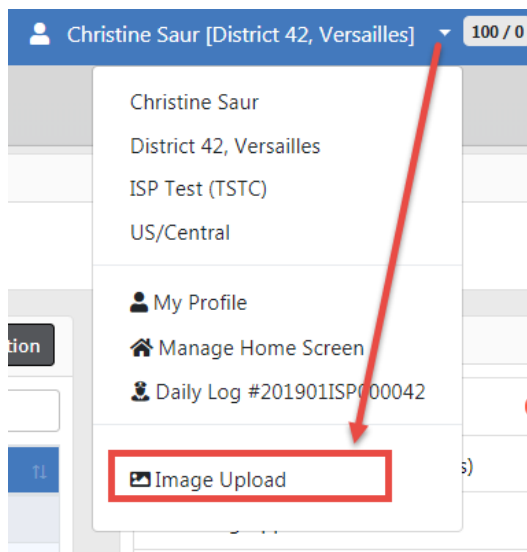
You can delete or download images that exist in your Image Library. For more information, refer to "Manage Library " below.

You can also attach library images to incidents, arrests, and master person records.

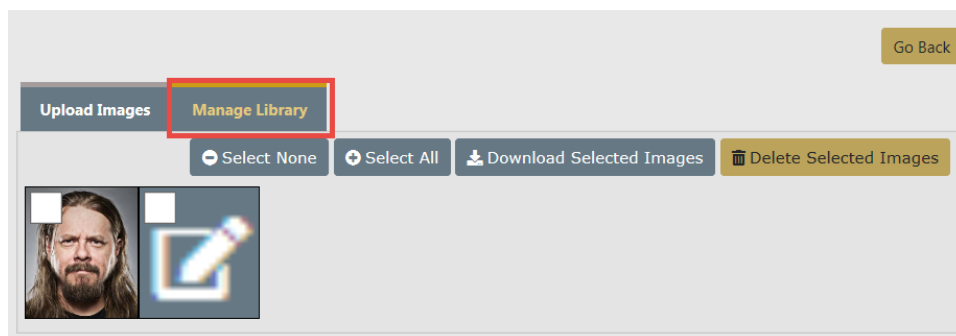
Manage Library

You can delete or download images from your personal RMS Image Library.

1. Click on the **down arrow** next to your user name on the top right of the window, then click **Image Upload**.

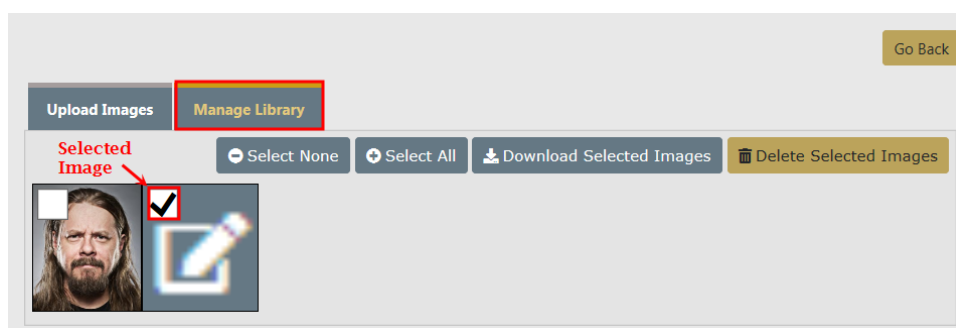


2. Click on the **Manage Library** tab to access your uploaded image files.



Delete Image Files

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



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

Message From RMS

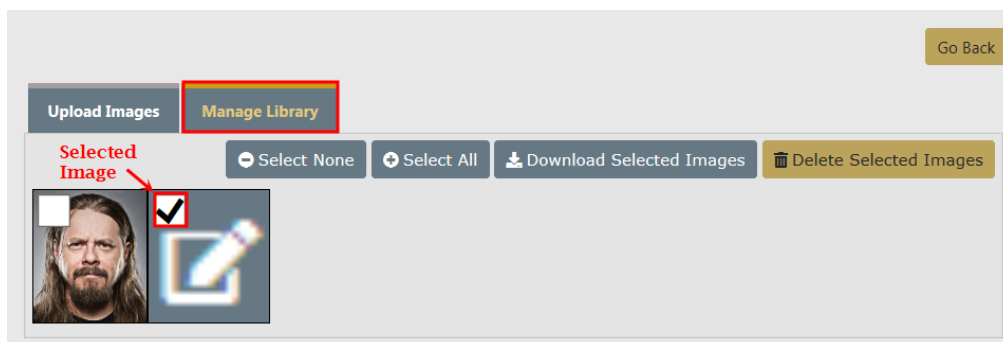
Are You Sure You Want to Delete 1 Images?

No Yes

Note: You can also delete uploaded images after you import them into an incident, fields arrest, or person record. For more information, refer to "Import Images From Library " below.

Download Image Files

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

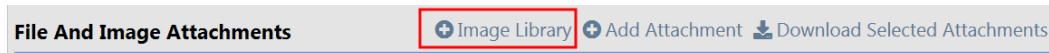


2. Click the **Download Selected Images** button, then click **Open** or **Save** the files.

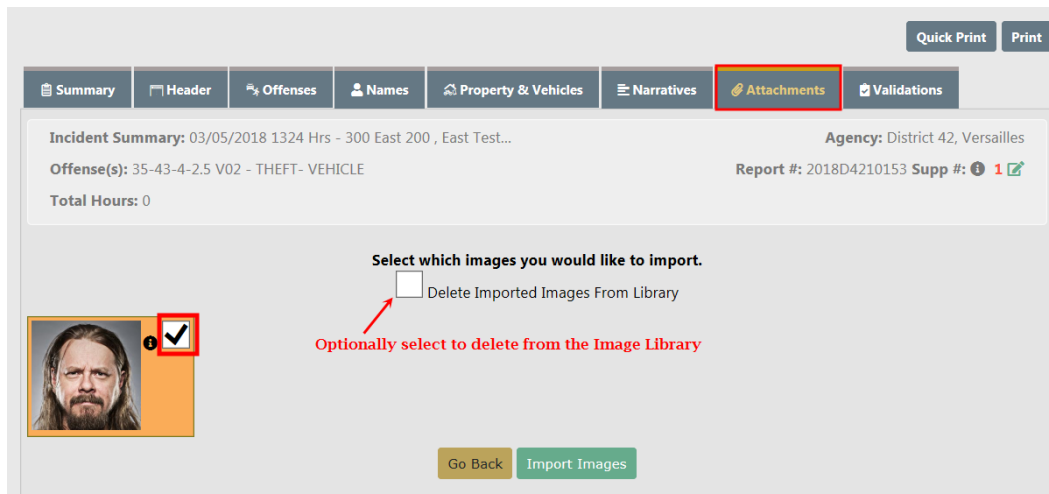
Import Images From Library

You can import image files from your Image Library into incidents, field arrests, and person records with permissions.

1. Click on the **Image Library** link under *File and Image Attachments* section. Incidents is used in this example; however, the same general process applies to field arrests and persons.



2. Select one or more images you want to import. You also have the option to delete the selected images from the Image Library.



3. Click the **Import Images** button at the bottom of the page. The image file then appears under *File and Image Attachments*.

File And Image Attachments						
+ Image Library + Add Attachment Image Viewer Download Selected Attachments						
	Keyword	File Name	Description	Date of Info	Supp #	Actions
<input type="checkbox"/>	Image File	3079_1_1		03/27/2019	1	Download View Copy Delete

Chapter 8. Master Indices

Master Indices Overview

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

The following are considered **Master Indices**:

- Person

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

Note: If configured for your agency, you can take photos directly from the Online RMS Field Arrest or Master Person Index record using the **Hunter Camera** integration software installed on your local machine. The software associates the images with the *Master Person Index* record. For more information on the camera software, refer to “Hunter Camera” on page 856.

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



The screenshot shows a web interface for a person's master index. At the top left is a 'Pin Person' button. Below it is a 'Person Details' tab. The main area features a profile picture of a penguin, a date '10/22/2018', and a 'WARNING - Active Warrants Found' banner with a red arrow pointing to it. Below the banner are several icons representing different data points: a person icon with '2', a person icon with '1', a person icon with '1', a person icon with '1', a person icon with '1', a person icon with '1', a person icon with '3', a person icon with '1', a person icon with '1', and a person icon with '26'. At the bottom, there are fields for 'INDEX ID' (949), 'LAST NAME' (ALLEN), 'FIRST NAME' (BOB), and 'SECURITY LEVEL' (Level 3 - No Access to Data).

For more information on active warrants, refer to "Activate Warrant" on page 618.

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

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



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

For more information on pinned records that appear on the Home Page, refer to "Home Page - Prior to RMS 11.12" on page 8.

- Address

The **Master Address Index** stores address information. If a geo-file is available, the address can be validated and geo-coded (latitude and longitude values included).

- Organization

The **Master Organization Index** stores information about the organizations with which the department comes into contact. Each organization in the index can have multiple emergency contacts associated with it and link to incidents, patrols, security alarms, standard operating procedures, and other system modules.

- Vehicle

The **Master Vehicle Index** tracks a vehicle's history with the department and has the ability to link a vehicle to incidents, name, businesses, stolen vehicle history, citations, evidence, and other system modules.

- Property

The **Master Property Index** tracks stolen, lost, and recovered property. It also stores descriptive information including property disposition and associated incident and person data. Media files and documents can attach to the Master Property Index record. Property data easily transfers to evidence, and property owner information resides in the Master Person Index.

- Gang

The **Master Gang Index** stores information about street gangs with which the department comes into contact.

Master Index Security

User access to master index data in Online RMS is controlled by **Master Index Security**, a hierarchical design where **Level 1** is the lowest and **Level 3** is the highest security. The Security Level exists on every master index record, and on each user account, to control data access. The **Master Index Security** applies to all master indices: Person, Address, Organization, Vehicle, Property, and Gang.

Master Indices Security Levels

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

- **Level 1**
 - No security restrictions to the master index record.
 - The default level for new master indices records.
- **Level 2**
 - Conditional security in place to restrict viewing of involvement data from the indices summary page.
- **Level 3**
 - Restrict viewing of the master indices in searches and displaying on event records.

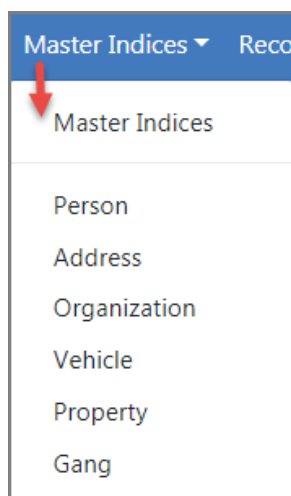
User Account Index Security Levels

- **Level 1**
 - View full details of master index records having **Security Level 1**.
 - Only view the indices demographic information for master indices records having **Security Level 2**.
 - And, Not see master indices records that have **Security Level 3**.

- The default level for all new user accounts.
- **Level 2**
 - View the full details for master indices records having **Security Level 1**.
 - View the details for master indices records having **Security Level 2**.
 - And, Not see master indices records that have **Security Level 3**.
- **Level 3**
 - View the full details for master indices records having **Security Level 1**.
 - View the full details for master indices records having **Security Level 2**.
 - And, view the full details for master indices records having **Security Level 3**.

Accessing Master Indices

Master Indices are accessible, with appropriate permissions, by selecting the **Master Indices** button on the top navigation bar. The down arrow on the right of the button indicates additional menu options are available. Click on the **Master Indices** button to display menu options.



Each Index on the list contains additional information that pertain to that Index. For example, *Person* includes gender, race, date of birth, hair and eye color, ethnicity, etc.; *Vehicle* includes the vehicle model, color, VIN, etc.

You can update and print **Master Indices** records. Beginning with the Online RMS 11.6 release, you can delete Person records with appropriate permissions. **Master Indices** records also provide Total Involvements of the record within Online RMS, Common Event Associations, and the ability to create a Subscription that notifies you when a particular record is accessed, updated, and/or associated to a module within RMS. You can also use **SmartSearch** in the person section for locating person involvement in incidents across all counties in the Online RMS system within your agency's state.

The standard configuration imposes a *100 hour edit lock rule* for all **Master Indices**. This means that the user adding the initial primary information has up to 100 hours to fix any errors but it cannot be edited by another user. Examples of primary information include an incorrect date of birth, social security number, street spelling, vehicle year, VIN, organization spelling, and gang spelling. You cannot edit primary information after 100 hours unless your administrator has given you access to do so, but you can add additional information at any time.

Note: The exceptions to this rule are Sex, Race, and Ethnicity. Updates to these fields are allowed if the previously selected value was *Unknown*, and your administrator has given you the *Master Indices - Add Missing Person Info Past Lock Hours* permission. Refer to your administrator for more information.

To access a particular master record, you must first search for the record. A *Search* window appears when you click on any one of the menu items. Search for a particular record, or groups of records, to narrow the search results, then select the record from the list. You can also export the search results to a file. For more information on searching, refer to "Searching Master Records" below.

Searching Master Records

You can search any of the **Master Indices** at any time. Generally, searches are done to identify existing records when creating an Incident report or using another module within the application. If the record already exists, copy the information directly into the Incident report or other module. It is highly recommended you review the existing information prior to using it. This will give you the opportunity to update or add additional information if it is available. If an existing record is not available, you can, with proper permissions, create the master record directly from the module in which you are working.

Note: You can search and view Master Person or Vehicle records that were created on specific dates or by specific users.

Master Indices are accessible, with appropriate permissions, by selecting the **Master Indices** button on the top navigation bar. For more information on accessing the **Master Indices** button, refer to "Accessing Master Indices" on page 86 .

A *Search* window appears when you click on any one the of menu items. Each menu item calls up a *Search* window with left-hand menu links. Choosing Master Indices or Person takes you to the Person screen of the *Search* window, choosing Address takes you to the Address screen, choosing Vehicle takes you to the Vehicle screen, etc.

Note: Person and Address search instructions are provided, though the same general process is also used when searching for Organization, Vehicle, Property, and Gang.

Person Search

A search can be done with full or partial text in any of the fields provided. You may also choose to filter results to include **Known**, **Unknown**, or **All** (both Known and Unknown) persons. Searching with less information yields more results. If too many results display, you can click on the **Refine Search** button on the top right of the *Search Results* window to add or change your search criteria.

The screenshot shows the 'Person Search' interface. On the left is a sidebar with 'Master Index Searches' including 'Person', 'Person In Custody', 'Mug Shot Search', 'Address', 'Organization', 'Vehicle', 'Property', and 'Gang'. Below this are 'Search Options' (Phonetic, Soundex, Caliber Power Search) and 'Search Preference' (Match All Terms, Match Any Terms). The 'Search For' section has radio buttons for 'All', 'Known', and 'Unknown'. The main search area is titled 'Person Search' and contains various input fields: LAST NAME, FIRST NAME, DOB, DRIVERS LICENSE, Misc ID, MIDDLE NAME, TITLE, AGE, RACE, SEX, INDEX ID, DRIVERS LICENSE STATE, SSN, NAME TYPE, CREATOR, CREATION DATE FROM, CREATION DATE TO, and an ADDITIONAL SEARCH CRITERIA dropdown. There are 'Go Back', 'Reset', 'Search', and 'Add Person' buttons at the top right, and 'Go Back', 'Reset', and 'Search' buttons at the bottom.

Click the **Person in Custody** link to search for persons who are in custody. (This link will only be visible if custody records are synced to RMS.)

The screenshot shows the 'In Custody Search' interface. It has a breadcrumb trail 'Person Search / Person In Custody Search' and a 'Go Back' button. The search area includes input fields for LAST NAME, FIRST NAME, MIDDLE NAME, DOB, RACE, SEX, DRIVERS LICENSE, DRIVERS LICENSE STATE, and SSN. There are 'Reset' and 'Search' buttons at the bottom.

When custody records are synced to RMS and a person search returns a person who is in custody, an alert dialog will display. In-custody results allow you to edit the person (if there is a master person record) or create a master person record for the in-custody person if no such record exists.

Q Person Search Results

1 / 1

In Custody	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Smith	Lola			F	W	07/14/1976			Primary Name	1330	

Person Alerts

Person Details

CUSTODY STATUS	LAST NAME	FIRST NAME	DOB	SEX	RACE
IN CUSTODY	Smith	Lola	07/14/1976 (Age: 46)	Female	White
ETHNICITY	INDEX ID				
Unknown	1330				

PERSON IS IN CUSTODY
Booking #: BOOKDMM01
Jacket #: DMM1

Search Mug Shots By Physical Description

Optionally, click the **Mug Shot Search** link to display the *Physical Description Search* window.

Person Search / Physical Description Search

Go Back Help

Search

HEIGHT FROM -Select- ' -Select- "	HEIGHT TO -Select- ' -Select- "	WEIGHT To
SEX -Select-	RACE -Select-	ETHNICITY -Select-
EYE COLOR -Select-	SKIN COLOR -Select-	BUILD -Select-
HAIR COLOR -Select-	HAIR STYLE -Select-	HAIR LENGTH -Select-
FACIAL HAIR -Select-	GLASSES -Select-	AGE To
IMAGE TYPE -Select-	IMAGE DATE FROM 	IMAGE DATE TO

Optional

SMT TYPE -Select-	SMT LOCATION -Select-	SMT DESCRIPTION
-----------------------------	---------------------------------	----------------------------

GANG MEMBER
☐

Limit Results To 50 Records

Reset Search

Enter one or more search terms and click Search to continue

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

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

Additional Search Criteria

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

- Select -

- Physical Description
- Birthplace/Citizenship
- Miscellaneous ID
- Email / Web Address
- SMT
- Address
- Phones
- Vehicles
- Cautions
- Person Images
- Combo

- Select -


Note: Choose **Cautions** from the **Additional Search Criteria** drop down to search person records by Caution Code.

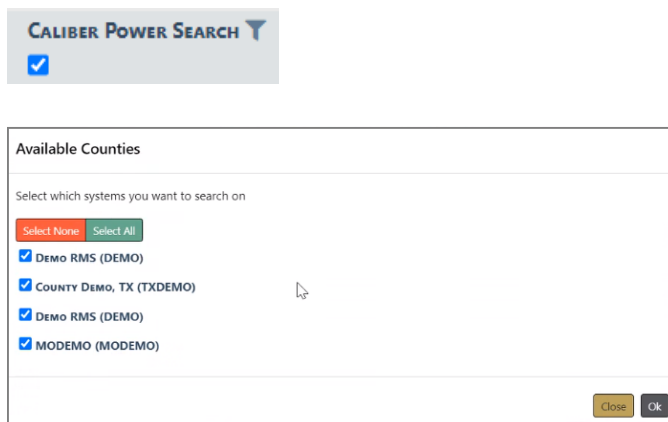
Note: Choose **Person Images** to search images by photo type (mugshots, etc.) and by date range.

Note: Choose Combo to search by a combination of fields such as, physical description, miscellaneous IDs, address, phone, vehicle, caution codes, and person images.

Power Search


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

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



The list of available counties varies by agency.

Search Results

Every master record will be assigned an Index ID number by Online RMS when it is created. Click on the **Index ID** or the **Last Name** in the *Search Results* window to open the *View Person Details* window to view a specific record. Select the edit icon  on the *Search Results* page to update a record.

Refine Search

New Search

Add Person

Online RMS DataShare Search

Person Search Results

🔍

📄

📄

📄

🔍

2 / 2

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
⚠️ JONES	WILLIAMS			M	W	03/03/1965		20obtnC0016 oln123456	Primary Name	396	🔍
⚠️ JONES	WILLIAM			M	W	03/03/1965		oln123456	Alias	396	🔍

Refine Search

New Search

View Person Details

View Person Details contains two tabs with additional information about that index record, and on the right side of the screen is a summary of all associations to the master index record. Next to each association is a total count hyperlink. Click on the total count hyperlink to go directly to that list under the Summary tab.

Note: Select the **Update Details** button on the top right to switch to Update mode.

Person Search / Person Search Results / View Person Details (JONES,WILLIAMS)

[Pin Person](#) [Go Back](#) [Print Report](#) [Visualization Tool](#) [Create Photo Lineup](#) [Update Details](#) [Subscribe](#)

Person Details | Person Summary

(1/4)
09/12/2012

⚠️ 1 🔄 4 👤 9 🏠 1 📞 1 @ 1 🕒 1 📅 4 ❤️ 1 👥 1 💼 1 👤 1 🚗 1 🎓 1 🔧 1 ♿ 1 🏢 1 👤 1 📄 1

WARNING - Officer Safety

Audit Off

INDEX ID		
396		
LAST NAME	FIRST NAME	MIDDLE NAME
JONES	WILLIAMS	
TITLE	DOB	SSN
	03/03/1965	
SEX	RACE	ETHNICITY
Male	White	Not Hispanic or Latino
DRIVERS LICENSE	DRIVERS LICENSE STATE	
OLN123456	Pennsylvania	
RESIDENCE PHONE	CELL PHONE	RESIDENCE ADDRESS
--	--	126 North 750 West IN

Caution Codes

Code	Comments	Start Date	Expiration Date	Next Review Date	Date Of Info
Assaultive/Combative		08/03/2017			08/03/2017

Total Involvements

Incidents	09/24/2018	22
Field Arrest	08/03/2017	20
Court Papers	01/20/2015	1
Custom Forms	08/27/2020	9
Court Cases	06/16/2020	1
Criminal Complaints	08/27/2020	2

Incident By Role

Arrestee	3
Offender	4
Victim	11
Other	2

Common Event Associations

Caliber PUBLIC SAFETY Administration Incidents Master Indices Records Management Forms And Reports Help 154 / 0

Person Search / Person Search Results / View Person Details (JONES,WILLIAMS)

Pin Person Go Back Print Report Visualization Tool Create Photo Lineup Update Details Subscribe

Person Details **Person Summary**

Total Involvements

Incidents	09/24/2018	22
Field Arrest	08/03/2017	20
Court Papers	01/20/2015	1
Custom Forms	08/27/2020	9
Court Cases	06/16/2020	1
Criminal Complaints	08/27/2020	2

Incident By Role

Arrestee	3
Offender	4
Victim	11
Other	2

Common Event Associations

Address	20
Gang	18
Organization	9
Person	29
Property	1
Vehicle	5

User Subscriptions

Access	3
Associate	2
Update	2


By Offense Category

Property	10
Person	5
Vehicle	9
Society	6
Drug	2

By Incident Status

Initial Report	12
Approved Report	10

Involved Incidents

	Expunge	Report#	Agency	Status	Incident Types / Offenses	Involved Role	Date
<input type="checkbox"/>		2018D4210183	District 42, Versailles	Pending Approval	Type(s) <ul style="list-style-type: none"> Burglary / Vehicle 	Victim	09/24/2018

If the person searched has an active warrant, court paper, caution code, or permit the **Warnings / Alerts** icon (formerly **Officer Safety**) will appear, and if the person is a juvenile, the juvenile offender icon will appear. If your system is integrated with jail tracking, in custody flags will also appear. The Officer Safety codes provide a variety of information regarding cautions and other information.

Person Search / Person Search Results / Edit Person (Thomas/Hennetta)

[Pin Person](#) [Go Back](#) [Delete](#) [Print Report](#) [Visualization Tool](#) [View Summary](#) [Subscribe](#)

Person Details

WARNING - Officer Safety **IN CUSTODY**

INDEX ID 538

LAST NAME Thomas **FIRST NAME** Hennetta **MIDDLE NAME**

TITLE -Select- **DOB** 111-22-3333 **SSN** 111-22-3333

SEX Female **RACE** Unknown **ETHNICITY** -Select-

DRIVERS LICENSE -Select- **DRIVERS LICENSE STATE** -Select-

RESIDENCE PHONE - - - **CELL PHONE** - - - **RESIDENCE ADDRESS** Add Residence Address

[Go Back](#) [Save](#)

No Images Available
Add Person Image

Caution Codes [Add Caution Code](#)

Code	Comments	Start Date	Expiration Date	Next Review Date	Date Of Info	Actions
Escape Risk		12/02/2022			06/02/2022	Edit Delete

Person Alerts

Caution Code	Comments	Start Date	Expire Date
Assaultive/Combative		08/03/2017	

Active Court Papers

CP ID #	Type/Sub Type	Agency	Reference #s	Expiration Date	People/Organizations	Actions
309	Civil Protection Order/Criminal	All Other	Case Prosecutor Number: 123456		WILLIAMS JONES: -Status: Active -Date: 01/21/2015 1131	View

Active Subscriptions

Name	Agency	Actions	Reason	Date Of Info
Friday, Joe	All Other	Index Accessed, Index Associated, Index Updated		10/30/2014
Intent, Always (CID Sup)	District 14, Lafayette	Index Accessed		10/30/2014

[Close](#)

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

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



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

For more information on pinned records that appear on the Home Page, refer to "Home Page - Prior to RMS 11.12" on page 8.

Master Index Associations

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

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

DRIVERS LICENSE STATE Alaska	
CELL PHONE --	RESIDENCE ADDRESS 126 North 750 West IN

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

Go Back Visualization Tool Update Details Subscribe

Address Details Address Summary

3

Audit Off

INDEX ID
457

STREET #	DIRECTION	STREET NAME	TYPE
126	North	750	
DIRECTION SUFFIX	SUB TYPE	SUB #	CITY
West			
STATE	ZIP	COUNTY	COUNTRY
Indiana	-		United States of America
COMMENTS			

Intersection

Map

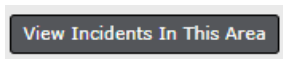
SmartSearch (0)

View Incidents In This Area


Total Involvements

Incidents	04/16/2018	9
-----------	------------	---

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

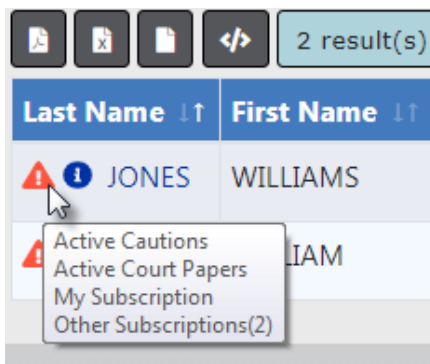


Click on the **Print Report** button to print the master person record. For details, refer to "Print Master Person Records" on page 131.

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

Person Active Alerts

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



A blue *Information Bubble*, that appears to the left of the person's name, indicates a photo exists on that person's record. Hover your mouse over the bubble to view the image.



There are various types of **Person Alerts**: Active Cautions, Active Warrants, Active Court Papers, Juvenile, In Custody, etc.

If the person is a juvenile, an alert displays in red.

Agency administrators with appropriate permissions can create custom Caution Codes, Caution Categories, and assign Caution Category Roles, allowing administration of Caution Codes by specified user Roles and Categories. For example, you could have a specialized unit that keeps track of persons on probation, and only agency administrators or users assigned to this Role can add, edit or delete these codes on person records.

Refer to your agency administrator or *Online RMS Administration Guide* for details on administering Caution Codes.

View Mobile Person Results in Online RMS

For agencies using both *Caliber Mobile* and *Online RMS*, person results that exist in *Caliber Mobile* within the last 24 hours are accessible on the Master Index Search page in *Online RMS* by a **Mobile Results Available** link prefixed by the number of results found.

Click on the **Mobile Results Available** link to display the *Mobile Results*.

Address Search

The **Quick Search** returns addresses that match every typed word in the field. For example, *100 north* will return all master address records that contain the words *100* and *north*. For a list of everyone living in Indianapolis, Indiana, simply type: Indianapolis IN. You can enter the street number, direction, street name, street type, city, state, and zip, or a combination (*100 Indianapolis*, for example).

The screenshot shows the 'Address Search' interface in Online RMS. At the top, there are tabs for 'Person', 'Address Search' (highlighted with a red box), 'Organization', 'Vehicle', 'Property', and 'Gang'. Below the tabs is a 'QUICK SEARCH' section with a text input field containing '100 AsH' and a 'Quick Search' button. Below the search bar are four input fields: 'STREET #' with a 'To' dropdown, 'DIRECTION' with a '-Select-' dropdown, 'STREET NAME' with a text input, and 'TYPE' with a '-Select-' dropdown. An 'Add Address' button is located in the top right corner.

Q Location Search Results

2 result(s) found

Street #	Address	City/State	Zip	Index ID	Geo Verified	Actions
100	100 North Ash Street Advance IN 46102	Advance, IN	46102	656	Yes	
100	100 Ash Street INDIANAPOLIS IN 01234-7777	INDIANAPOLIS, IN	01234-7777	120	Yes	

Geo Verified Yes/No

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

Zip	Index ID	Geo Verified
46102	656	Yes

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

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

You can search for address records by Latitude and Longitude using the **Other Info** option under *Additional Search Criteria* located at the bottom of the page.

ADDITIONAL SEARCH CRITERIA		
Other Info		
LATITUDE	LONGITUDE	SEARCH RADIUS (FEET)
37.791768	-122.3944	100

You can also search address records by Caution Code using the **Cautions** option under *Additional Search Criteria*.

For instructions on adding an address to the Master Index, refer to "Adding Address" on page 109.

Adding Master Index Records

Master Index records can be added with appropriate permissions. If the Master Index record you searched for does not exist, click on the **Add** button to create the Master Index record.

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

For details on accessing the Master Indices, refer to "Accessing Master Indices" on page 86.

For details on searching for Master Index records, refer to "Searching Master Records" on page 87.

Adding Person


After searching for a Master Person record, the *Person Search Results* screen either displays a list of names that match your search criteria, or it indicates no records are found. For more information about searching Master Indices refer to "Searching Master Records" on page 87.

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

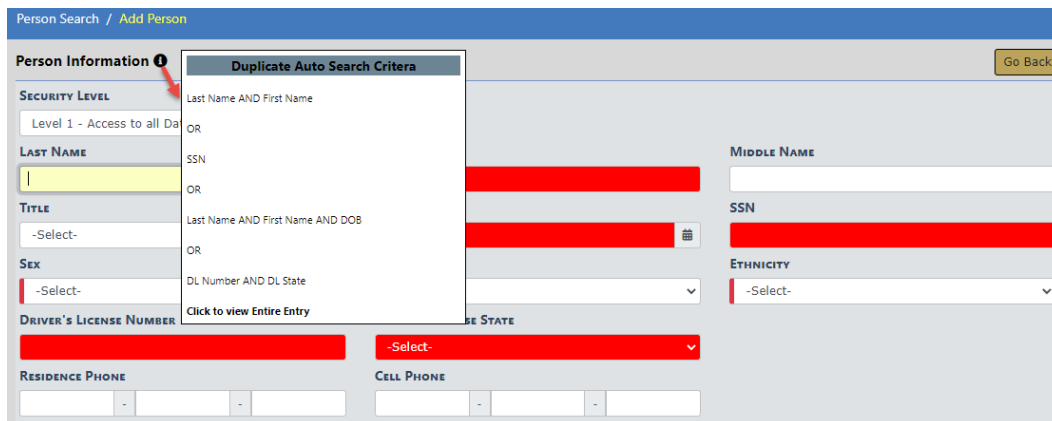
Physical Description, Person Photo/Mugshot, Residence Address and Vehicle are included on the *Add Person* screen.

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

The system checks for duplicate Master Person, Master Address, and Master Vehicle records automatically based on certain criteria.

For a visual of the duplicate auto search criteria, hover your mouse over the information bubble  as shown below. An information box describing the criteria appears, and the criteria fields change to red.

Note: This applies to Person Information, Residence Address, and Vehicle sections.



The following describes the duplicate auto search criteria per section:

Person Information

- *Last Name and First Name*
- OR SSN
- OR *Last Name, First Name, and DOB*
- OR *DL Number and DL State*.

Note: *Sex, Race, and Ethnicity* are required, so you must also select values in these fields even though they are not criteria in the duplicate search process.

Residence Address

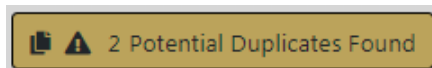
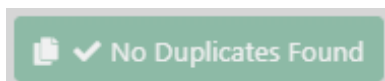
- *Street Number, Street Name, City, and State*

Note: Beginning with RMS 11.10, location search is greatly enhanced. Begin typing the address and the system will return RMS locations. If your agency has Google Places turned on, you will also see Google addresses. Links will appear that allow you to add addresses and/or interact with a map for location identification.

Vehicle

- *VIN*
- *OR License and State*

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



For more information about duplicate records, refer to "Duplicate Records" on page 120 .

You can add a person one of two ways:

- Manually enter the data in each section.
- Import from external systems, if applicable to your agency.

Manual Entry

Enter Person Information

Enter the person information. Online RMS checks for duplicates automatically, and it displays a message indicating whether or not duplicates exist. For more information about duplicate records, refer to "Duplicate Records" on page 120.

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

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

For more information on Master Index Security, refer to "Master Index Security" on page 85.

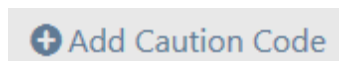
When entering the DOB, a verification message displays at the top of the form when the person is a Juvenile or is older than 100.

The screenshot shows the 'Person Information' form. At the top right, there are buttons for 'No Duplicates Found' and 'Go Back'. Below the 'SECURITY LEVEL' dropdown, a red warning banner reads: 'The subject you are entering is juvenile. Please check the date of birth to confirm accuracy.' The form fields include: LAST NAME (Boevers), FIRST NAME (Christine), MIDDLE NAME, TITLE (-Select-), DOB (09/25/2010), SSN, SEX (Female), RACE (White), ETHNICITY (Unknown), DRIVER'S LICENSE NUMBER, and DRIVER'S LICENSE STATE (-Select-).

Add additional person and physical description information in the fields provided.

Enter Caution Codes

If you have appropriate permissions to add a **Caution Code** to a person record, click **Add Caution Code** to open the *Add Caution Code* form.



For details on adding a Caution Code, refer to "Caution Codes" on page 127.

Enter Residence Address

Click **Add Residence Address** to open the *Address Search* screen.

The first field *One Line Entry* on the *Address Search* screen can be used to type the entire address on one line and perform a **Geo Search** against **Google Maps** or you can add the Street #, Name, Type, and City, and State in the appropriate boxes, then click to **Geo Verify**. A green *Geo Verified* message appears on the top left of the *Residence Address* section when successfully verified.



The system imports the available information such as, County, Country, Latitude, Longitude, zip. Review the imported data for accuracy and add or update information as needed.



It is important that all addresses save with their corresponding coordinates as Online RMS uses the information when performing event mapping.

After entering address data, Online RMS checks the *Master Address Index* for duplicates automatically, and it displays a message indicating whether or not duplicates exist. For more information about duplicate records, refer to "Duplicate Records" on page 120.

Add Multiple Addresses

Click the Add Address in the Address grid to add multiple address types, such as residence, business, p.o. box, etc.

You can also select the **Make Most Recent** icon to make a duplicate of that address, then make any necessary changes.

Address	Type	Occupied	Comments	Date of Info	Actions
100 3rd Street Oaktown, IN 47561	Residence	-		10/13/2021	  
100 3rd Street Oaktown, IN 47561	Residence	-		07/13/2021	  

Enter Relations Information

Click the **Add From Master Person** link to open the *Person Search* screen to search for the name in the Master Person Index module.

Or, click the **Add Without Master Person Record** link to provide minimal information if insufficient information is available to create a master person record.

Enter Vehicle Information

After entering initial vehicle data, Online RMS checks the *Master Vehicle Index* for duplicates automatically, and it displays a message indicating whether or not duplicates exist. For more information about duplicate records, refer to "Duplicate Records" on page 120.

To remove your entered text from the residence address fields, click on the **Reset** button



Note: Add additional vehicle information in the fields provided. You must select a **Role** before allowed to save the record.

Save Entry

After entering the necessary information, click the **Save** button on the bottom or top of the screen to save the entry and open the *Person Details* screen.

The screenshot shows the 'Person Details' form in the Caliber Public Safety system. At the top right, there are buttons for 'Go Back', 'Visualization Tool', 'View Summary', and 'Subscribe'. The form is titled 'Person Details' and includes a 'Person Details' tab. Below the tab, there is a 'Person Details' section with a 'Person Details' icon and a 'Person Details' title. The form contains the following fields:

- INDEX ID:** 1135
- SECURITY LEVEL:** Level 1 - Access to all Data
- LAST NAME:** Leclaire
- FIRST NAME:** Christine
- MIDDLE NAME:** (empty)
- TITLE:** -Select-
- DOB:** 12/13/1989
- SSN:** (empty)
- SEX:** Female
- RACE:** White
- ETHNICITY:** Unknown
- DRIVERS LICENSE:** (empty)
- DRIVERS LICENSE STATE:** -Select-
- RESIDENCE PHONE:** (empty)
- CELL PHONE:** (empty)
- RESIDENCE ADDRESS:** LA PORTE, TX 77571

At the bottom of the form, there are buttons for 'Go Back' and 'Save'. Below the buttons, there is a message: 'No Images Available Add Person Image'. At the bottom left, there is a 'Caution Codes' section with a 'Caution Codes' icon. At the bottom right, there is a '+ Add Caution Code' button.

Apply any additional updates if needed, then click **Save**.

Import/Update Person Results from External Systems

Import New Person

If a person record does not exist in Online RMS, data from the external data source can be imported.

Caliber Mobile

For agencies using both *Caliber Mobile* and *Online RMS*, person results that exist in *Caliber Mobile* within the last 24 hours are accessible on the *Add Person* screen by click-

ing on the **Mobile Results Available** link that is also prefixed by the number of results found.

The image shows the 'Person Search' form. At the top right, there is a button labeled 'Mug Shot Search - By Physical Description' and another labeled 'Add Person'. Below these, there is a red rectangular box. A red arrow points from the text 'Mobile Results Available link appears here if applicable' to this box. The form itself contains various input fields for personal information: LAST NAME, FIRST NAME, MIDDLE NAME, TITLE, DOB, AGE, RACE, SEX, INDEX ID, DRIVERS LICENSE, DRIVERS LICENSE STATE, SSN, NAME TYPE, CREATOR, CREATION DATE FROM, CREATION DATE TO, PHONETIC, SOUNDEX, CALIBER POWER SEARCH, and SEARCH PREFERENCE (ALL, ANY). There is also an 'ADDITIONAL SEARCH CRITERIA' dropdown and a 'Search External Systems' button. At the bottom are 'Go Back', 'Reset', and 'Search' buttons.

Select the person record from the *Mobile Results* screen.

Mobile Results		
Image	Summary	Actions
	<p>Last Name: Person First Name: Test Middle Name: N DOB: 11/07/1979 Drivers License: CO111111 Weight: 170 Eyes: BRO Hair: BLN Source: DMV: DMV Address: 444 E 10th Ave Denver Colorado 80203 VIN: ABCDE1234FGH43273 Year: 1993 Make: CHEV Model: BLA License: NJ</p>	

External Person Search Interfaces

For agencies having access to *Online RMS Statewide*, *InterDEx*, *Jail Tracker*, and other External Person Search interfaces, click on the **SmartSearch** drop-down list in the *Person Search Results* for a list of search options, or click **Online RMS DataShare Search** to view potential matches outside of the Online RMS for the person.

The image shows the 'Person Search Results' screen. At the top, there are buttons for 'Refine Search', 'New Search', 'Add Person', and 'Online RMS DataShare Search'. Below these, there is a search bar with the text 'Q Person Search Results'. A dropdown menu is open, showing 'SmartSearch (42)' and 'Incident SmartSearch(41)'. A red box highlights the 'SmartSearch (42)' option. Below the dropdown, there is a table with columns: Name, Title, Sex, Race, DOB, SSN, Misc ID, Name Type, Index ID, and Actions. The first row of data shows 'M', 'W', and 'Primary Name' with an index ID of '1124'. At the bottom are 'Refine Search' and 'New Search' buttons.

The example below steps you through the *Jail Tracker* import process.

Click **Person in Jail** under **SmartSearch**, then click on **Import Record**.

Person Search Results **Person In Jail**

IN CUSTODY
Import Record

Name: Smith, Tristen **DOB:** **Age:** 18
Race: W **Sex:** M **Build:** SLT
Eye Color: BLU **Hair Color:** BRO **Skin Tone:** 03
SSN: **Address:** **City:** Thorntown
State: IN **Zip:** 46071 **Arrest Date:** 06/15/2021 15:50:00
Jacket: 140037879 **Facility:** Boone_County_IN **Booking Date:** 06/15/2021 15:55:00
Arresting Officer: Rabanus, Glen **Arresting Agency:** BOONE COUNTY

Charges

Arrest Code	Statute Code	Charge Description	Status	County	Warrant Agency	Warrant Number
0000000COMM	0000000COMM	COMMITMENT	Commitment			

The Information that displays on the form is what is available in the external source, *Jail Tracker* in this case.

Note: The **Import Record** link appears no matter which external search option you choose, but the position of the link could vary on the screen by interface.

The available person, address, vehicle, and image data then imports into the **Add Person** screen. The system then searches for duplicate Master Person, Master Address, and Master Vehicle data automatically. For more information about duplicate records, refer to "Duplicate Records" on page 120 .

Person Information 📄 ✓ No Duplicates Found Go Back

SECURITY LEVEL
 Level 1 - Access to all Data

LAST NAME
 Smith

FIRST NAME
 Tristen

MIDDLE NAME

TITLE
 -Select-

DOB

SSN

SEX
 Male

RACE
 White

ETHNICITY
 Unknown

DRIVER'S LICENSE NUMBER

DRIVER'S LICENSE STATE
 -Select-

RESIDENCE PHONE
 - - -

CELL PHONE
 765 - 336 - 9941

Physical Description

HEIGHT
 -Select- Feet -Select- Inches

WEIGHT
 Pounds

EYE COLOR
 Blue

HAIR COLOR
 Brown

FACIAL HAIR
 -Select-

HAIR LENGTH
 -Select-

Manually update data as needed and select images to include, if applicable.

Click **Save** to create the applicable Master Index records or click **Go Back** to return to *Master Index Search*.

Update Existing Person

If a matching person record exists in the Online RMS, data from the external data source can be added to the existing person record. Start by selecting the person from the duplicate search results dialog box.

Caliber Mobile

For updating persons coming from Mobile DIS returns, select the duplicate existing person record during the **Add Person** flow, then select **Yes** when asked if you would like to *import your data into the person record*.

Message From RMS

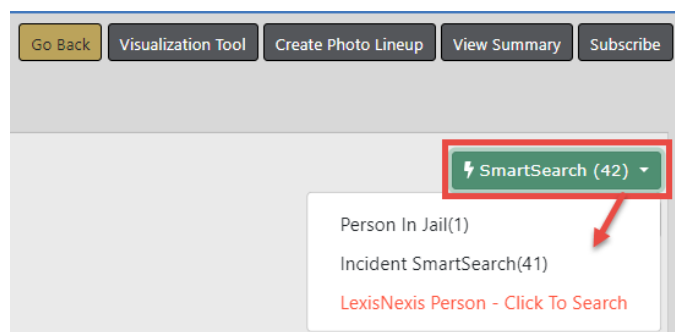
Would you like to import your data into this person record?

No Yes

For details on importing a person from Caliber Mobile refer to "Caliber Mobile" on page 105.

Other External Data Sources

For *Statewide*, *InterDEx*, *Jail Tracker*, and other External Search Sources, updates to add data from the external data source can be made directly from the *Edit Person* page. Click **SmartSearch**, then click the applicable item from the list to view potential matches from external data sources.



On existing records, an **Update Record** button appears instead of **Import Record** that is shown under the *Import Person* section. Click on the link to choose information from the external data source to add to the existing person record, including photo if available.

Adding Address

Note: When adding a new person, the address can be added as part of that process. For more information about adding a person, refer to "Adding Person" on page 100.

When an initial search of the database does not locate an existing address matching the search parameters, select the **Add Address** button to add the address. For more information about searching addresses, refer to the *Address Search* section of "Searching Master Records" on page 87 .

The following fields are required if configured as such for your agency:

- County
 - Your agency administrator can require you to enter the County by setting the ADDRESS_REQUIRE_COUNTY *Maintenance Value* flag to Y. Refer to your agency administrator for more information.
- Latitude and Longitude
 - Your agency administrator can require you to enter the Lat and Long by setting the ADDRESS_REQUIRE_LAT_LONG *Maintenance Value* flag to Y.

Specific Address

The top *Address Search* line can be used to type part or all of the address on one line and perform a **Geo Search** against **Google Maps**, or you can add the Street #, Direction, Street Name, Type, and City, and State in the appropriate boxes then click to **Geo Verify**.

Note: It is important that all addresses are saved with their corresponding coordinates as Online RMS uses the information when performing event mapping.

The screenshot shows the 'Address Information' form. At the top, there is a 'Go Back' button. Below it is the 'SECURITY LEVEL' dropdown set to 'Level 1 - Access to all Data'. The 'ADDRESS SEARCH' section has a text input field containing '123 Main Street' and a 'Geo Search' button. Below this are several input fields for 'STREET #', 'DIRECTION', 'STREET NAME', 'TYPE', 'DIRECTION SUFFIX', 'SUB TYPE', 'SUB #', 'CITY', 'STATE', 'ZIP', 'COUNTY', and 'COUNTRY'. A red box highlights the 'ADDRESS SEARCH' field, and a red arrow points from it to the 'Geo Verify' button in the 'Geographical Information' section. A red text box with an arrow pointing to the 'Geo Verify' button contains the text: 'Perform one-line search or enter address into individual fields, then click Geo Verify to verify the address'. The 'Geographical Information' section includes a 'REPORTING AREA' dropdown, 'LATITUDE (Y)' and 'LONGITUDE (X)' input fields, and 'Go Back' and 'Save' buttons at the bottom.

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

Example of an exact match:

Geographical Information Geo Verify

REPORTING AREA: -Select- LATITUDE (Y): 37.791768 LONGITUDE (X): -122.3944

37 47 30.365 N 122 23 39.937 W

Map Data 2 km Terms of Use Report a map error

Go Back Save

Exact Match Found

- 123 Main St, San Francisco, CA 94105, USA (Exact Match Found)

Note: Beginning with software version 11.13, maps have +/- buttons to facilitate zooming in and out for users not using a mouse.

If multiple addresses appear in the list a **Use This Location** link appears next to every listed address record. Click the **Use This Location** link to choose a selected address and add it to the record.

Geographical Information Geo Verify

REPORTING AREA: -Select- LATITUDE (Y): 37.223087 LONGITUDE (X): -95.706035

37 13 23.113 N 95 42 21.726 W

Map Satellite

Multiple Matches Found

- W 7th St, Fort Worth, TX, USA [Use This Location](#)
- 7th St, Los Angeles, CA, USA [Use This Location](#)

Once the correct **Geo Location** is selected and the coordinates are updated, verify the address information entered into each field.

Note: Vehicle, Gang, and Organization information is added by using the same process; searching for an existing record first. If the record does not exist, select the *add* hyperlink.

Intersections

Intersection information can be parsed from Google search results and imported into the address record.

Enter the intersection information into the **Address Search** field then click **Geo Search**. to view the Goggle search results.

ADDRESS SEARCH

main street and front street, Bloomington Illinois 61701 Geo Search

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

The screenshot shows the 'Geographical Information' window. It includes a 'REPORTING AREA' dropdown set to '-Select-', and input fields for 'LATITUDE (Y)' and 'LONGITUDE (X)'. Below these is a map with 'Map' and 'Satellite' buttons. A red box highlights a search result: 'undefined. Some possible matches: • N Main St & W Front St, Bloomington, IL 61701, USA[Use This Location]'. A red arrow points to the 'Use This Location' link.

A close-up of the search results snippet from the previous image. It shows the text 'undefined. Some possible matches:' followed by a bullet point: '• N Main St & W Front St, Bloomington, IL 61701, USA[Use This Location]'. A red arrow points to the 'Use This Location' link.

The screenshot shows two forms: 'ADDRESS SEARCH' and 'Intersection'.
ADDRESS SEARCH form fields include:
 - Search bar: 'main street and front street, Bloomington Illinois 61701' (with 'Geo Search' button)
 - STREET #: [empty]
 - DIRECTION: 'North' (dropdown)
 - STREET NAME: 'Main' (text input)
 - TYPE: '-Select-' (dropdown)
 - DIRECTION SUFFIX: '-Select-' (dropdown)
 - SUB TYPE: '-Select-' (dropdown)
 - SUB #: [empty]
 - CITY: 'Bloomington' (text input)
 - STATE: 'Illinois' (dropdown)
 - ZIP: '61701' (text input)
 - COUNTY: '-Select-' (dropdown)
 - COUNTRY: 'United States of America' (dropdown)
 - COMMENTS: [empty text area]
Intersection form fields include:
 - STREET #: [empty]
 - DIRECTION: 'West' (dropdown)
 - STREET NAME: 'Front' (text input)
 - TYPE: 'Street' (dropdown)
 - DIRECTION SUFFIX: '-Select-' (dropdown)
 - DISTANCE: [empty] and '-Select-' (dropdown)

Dynamic Map Marker

For events occurring at locations that are not at a specific address, you can drag the map marker location on the map to use Geo-Coordinates for that location. Choose a result from the location matches found, then drag the Map Marker to the exact location on the map to update the Geo-Coordinates for the Master Location record.

A message appears stating that moving the marker results in a change to the lat long, but not the written address. Select **No** to abort the change, or **Yes** to continue.

The screenshot shows a web application interface for RMS. A modal dialog box titled "Message From RMS" is displayed in the center, containing the text: "Moving the map marker will result in a change to the lat long, but not the written address. Do you want to continue?" with "No" and "Yes" buttons. Below the dialog, the "Geographical Information" section is visible. It includes a "REPORTING AREA" dropdown, "LATITUDE (Y)" and "LONGITUDE (X)" fields with values "40.639315" and "40 38 21.534 N" respectively, and "LATITUDE (Y)" and "LONGITUDE (X)" fields with values "40.639315" and "-73.972155" respectively. A map is shown with a red pin marker. To the right of the map, a list of "Multiple Matches Found" is displayed, including "514 E 7th St, Brooklyn, NY 11218, USA (Exact Match Found)[Use This Location]", "514 E 7th St, Austin, TX 78701, USA (Exact Match Found)[Use This Location]", and "514 E 7th St, St Paul, MN 55101, USA (No Exact Match Found)".

Other Countries

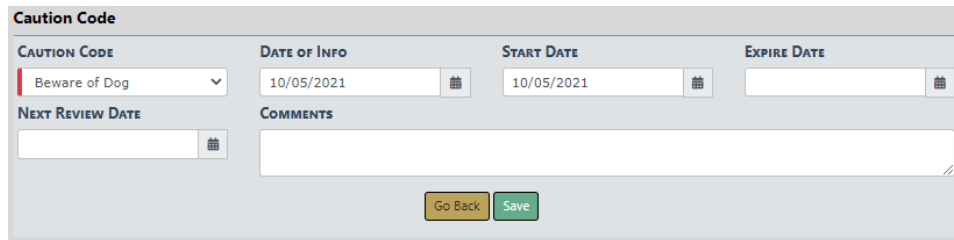
When choosing a **Country** other than the *United States*, the system does not validate or enforce **Zip Code** entry rules.

The screenshot shows the "Address Information" form. The "SECURITY LEVEL" is set to "Level 1 - Access to all Data". The "ADDRESS SEARCH" section includes a "Geo Search" button. The "STREET #", "DIRECTION", "STREET NAME", and "TYPE" fields are present. The "DIRECTION SUFFIX" and "SUB TYPE" fields are also present. The "CITY" field is present. The "STATE" field is present. The "ZIP" field is present. The "COUNTRY" field is set to "Tunisia".

Caution Codes

You can add caution codes to an address after saving the record.

Click **Add Caution Code** to open the *Add Caution Code* window.



Select the **Caution Code** and enter the needed information, then click **Save**.

You can then add related events and attachments to the Caution Code.

For more information on Caution Codes, refer to "Caution Codes" on page 127.

Adding Photos

Adding the First Photo

1. Select the **Add Person Image** link on a *Master Person Index* record that does not yet have a photo.

Go Back Delete Visualization Tool View Summary Subscribe

Person Details

1 1 1 -Add-

INDEX ID

1126

SECURITY LEVEL

Level 1 - Access to all Data

LAST NAME FIRST NAME MIDDLE NAME

Poharcyk Robin

TITLE DOB SSN

-Select- 01/10/1910

SEX RACE ETHNICITY

Female White Unknown

DRIVERS LICENSE DRIVERS LICENSE STATE

-Select-

RESIDENCE PHONE CELL PHONE RESIDENCE ADDRESS

123 Main Street Mount Desert, ME 04662

Go Back Save

No Images Available Add Person Image

Click to add the first photo

2. Either **drag and drop** one or more photos onto the space provided, or click **Add Files** to select.
3. Click **Start Upload**.

Add Person Attachments Go Back

Instructions

You may now modify the attachment details. If you want to make an image a mugshot, please choose an attachment type of **Person Image**.

When finished, you may individually save each attachment by clicking **Save & Close** in each attachment area, or save all of them by clicking **Save & Close All**

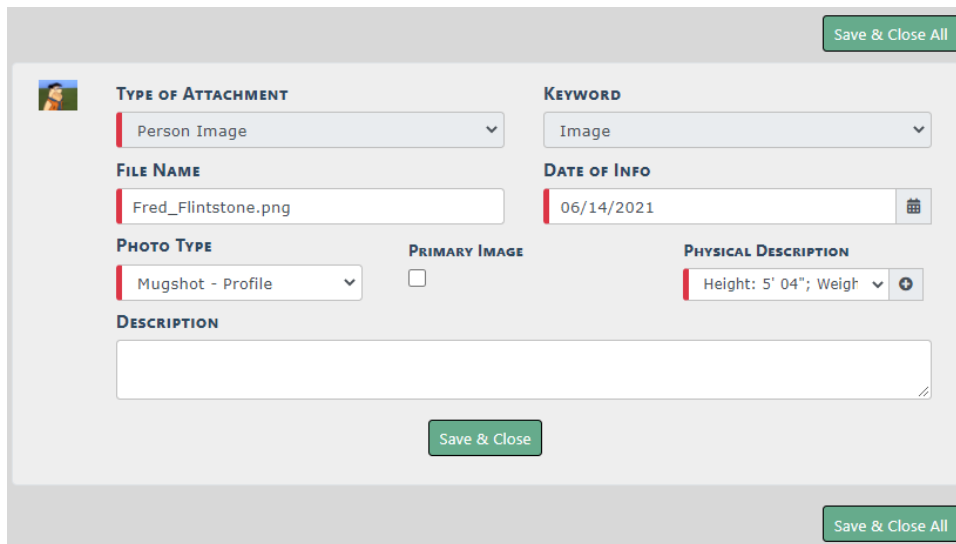
Start Upload

Remove file

Click to remove the

Click **Remove File** if you would like to remove the photo.

4. A dialog box opens.




The dialog box is titled "Save & Close All" in the top right corner. It contains the following fields and controls:

- TYPE OF ATTACHMENT:** A dropdown menu with "Person Image" selected.
- FILE NAME:** A text input field containing "Fred_Flintstone.png".
- DATE OF INFO:** A date picker showing "06/14/2021".
- PHOTO TYPE:** A dropdown menu with "Mugshot - Profile" selected.
- PRIMARY IMAGE:** A checkbox that is currently unchecked.
- PHYSICAL DESCRIPTION:** A text input field containing "Height: 5' 04"; Weight".
- DESCRIPTION:** A large text area for additional notes.

At the bottom of the dialog box, there are two buttons: "Save & Close" and "Save & Close All".

5. Select and enter the necessary information. Select **Primary Image**, if applicable.
6. Click **Save & Close** to save an individual attachment, or click **Save & Close All** to save all attachments.
7. The photo uploads to the master person record and the file appears in the *Attachments* grid of the master person record.

Person Details



(1/1) 06/14/2021

1 1 1 3 1 1 1

INDEX ID
1126

LAST NAME
Poharcyk

TITLE
-Select-

SEX
Female

DRIVERS LICENSE
-

RESIDENCE PHONE
- - -

SECURITY LEVEL
Level 1 - Access to all Data

FIRST NAME
Robin


DOB
01/10/1910

RACE
White

DRIVERS LICENSE STATE
-Select-

CELL PHONE
- - -

Go Back Save



Attachments [Image Library](#) [Add Attachment](#)

Keyword	File Name	Description	Date of Info	Actions
Drivers License	MugShot.png		06/14/2021	

Adding Additional Photos

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

Permits [Add Permit](#)

Attachments [Image Library](#) [Add Attachment](#)

To add image files from your personal *Image Library*, select the **Image Library** hyperlink. If images do not exist in your Image Library, then the hyperlink does not appear.

2. Refer to "Add Attachments" on page 69 or "Image Library" on page 75 for more information.

Adding Property

When an initial search of the database does not locate an existing property record that matches the search parameters, select the **Add Property** button. For more information about searching, refer to "Searching Master Records" on page 87 .

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

The *Add Property* form opens.

Select a **Security Level**. For more information on Master Index security levels, refer to "Master Index Security" on page 85.

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

Enter details of the property in the fields provided.

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

[Go Back](#) [Log Property as Evidence / Held Property](#) [View Summary](#) [Subscribe](#)

Property Details

SmartSearch (0) [-Add-](#)

INDEX ID 2015	CATEGORY Property	DATE OF INFO 03/08/2021	SECURITY LEVEL Level 1 - Access to all Da
TYPE CALCULATOR	SERIAL # CALC123	MISCELLANEOUS / OAN	VALUE 0
MAKE	MODEL	PRIMARY COLOR -Select-	SECONDARY COLOR -Select-
QUANTITY 1			
ITEM DESCRIPTION			
OTHER COMMENTS			

[Go Back](#) [Save](#)

Evidence / Held Property [+ Add Evidence / Held Property](#)

People [+ Add Person](#)

Organizations [+ Add Organization](#)

Additional Details [+ Add Additional Details](#)

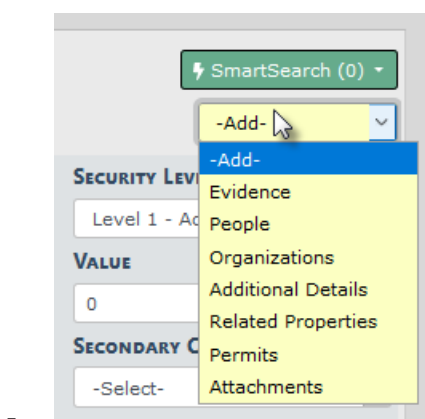
Related Properties [+ Add Related Property](#)

Permits [+ Add Permit](#)

Enter other information into the fields provided and click **Save**.

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

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



- Also, you can click the **Log Property Evidence/Held Property** button to log the property as either evidence or held property. For more information on evidence and held property, refer to "Evidence/Property Mgmt Module Overview" on page 509.

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

Click on the **Subscribe** button to receive a notification when another user views, updates or associates the property record. For more information on subscribing, refer to "Subscribe to Master Records" on page 134.

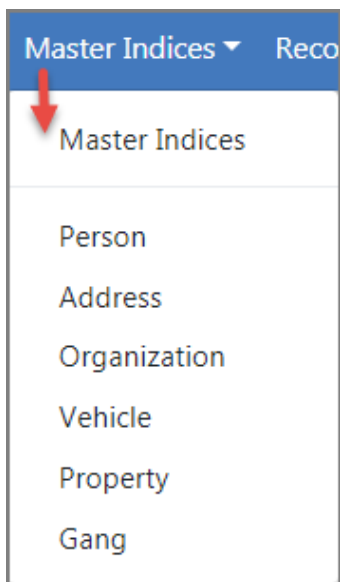
Duplicate Records

When attempting to enter a new person, address, organization, vehicle, property, or gang index record through the *Master Indices* menu, the system compares the entered data with existing records, and if a match between the two is found, an error message displays. If you continue creating the duplicate record, the system requires a reason as to why and the record is saved for later review.

Note: While the examples listed in this section reference Person, a similar process applies to all *Master Indices*.

For descriptive information on *Master Indices*, refer to "Master Indices Overview" on page 83.

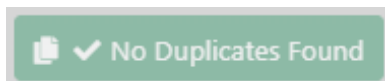
For instructions on entering a new person or address record, refer to "Adding Person" on page 100 or "Adding Address" on page 109, respectively.



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

No Duplicates Found

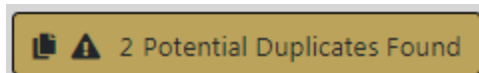
If no duplicates are found, a green *No Duplicates Found* message appears on the top right of the section.



Possible Duplicates Found

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

Note: Error messages are highlighted in yellow for purposes of illustration here. These error messages appear in **red** in the application.



Caliber Public Safety Administration Incidents Master Indices Records Management Forms And Reports Help

Person Search / Person Search Results / Add Person

Person Information Displays for users with Index Security Level greater than 1

SECURITY LEVEL: Level 1 - Access to all

LAST NAME: LeClair FIRST NAME: Christine MIDDLE NAME: TITLE: -Select- DOB: SSN:

SEX: Female RACE: White ETHNICITY: Unknown DRIVER'S LICENSE NUMBER: DRIVER'S LICENSE STATE: -Select-

RESIDENCE PHONE: CELL PHONE:

2 Potential Duplicates Found

Checks for duplicates automatically

Click on **Potential Duplicates Found** to view the existing records.

Person Duplicates

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

Index Id	Last Name	First Name	Middle Name	DOB	Race	Sex	SSN	Name Type	Other	Actions
396	JONES	WILLIAM		03/03/1965	Hispanic	Male		Alias	Residence Address: 126 North 750 West IN DL #: OLN123456 / AK	View details Edit

Close

With proper permissions you can view details or edit (update) the existing records that appear in the list instead of creating a new entry.

If duplicate entries exist for the same record they can be **Collapsed** together to create one record. Please contact your agency administrator if this function needs to be performed on the duplicate records.

View Details

Details of the record appears when you click on the blue information bubble.

Index Id: 1077	Last Name: Poharcyk	First Name: Robin	Middle Name: --	DOB: --	No Image Present
Sex: Female	Race: White	Ethnicity:	SSN:		
DL #:	State:	Residence Phone:	Cell Phone:		
Email:	Weight:	Eye Color:			
Address:	Hair Color:	Complexion:	Citizenship:		
Place of Birth:					

Edit Record

You can update an existing record rather than create a new record, if appropriate. The *Details* screen appears after you select the **Edit** icon in the *Actions* column of the Potential Duplicates list.

The screenshot shows the 'Person Details' form. At the top, there are tabs: 'Go Back', 'Visualization Tool', 'Create Photo Lineup', 'View Summary', and 'Manage Subscription'. Below the tabs is a 'Person Details' section with a profile picture, a dropdown menu, and a list of icons. The main form area contains the following fields:

- INDEX ID:** 396
- SECURITY LEVEL:** Level 1 - Access to all Data
- LAST NAME:** JONES
- FIRST NAME:** WILLIAMS
- MIDDLE NAME:**
- TITLE:** -Select-
- DOB:** 03/03/1965
- SSN:**
- SEX:** Male
- RACE:** White
- ETHNICITY:** Not Hispanic or Latino
- DRIVERS LICENSE:** OLN123456
- DRIVERS LICENSE STATE:** Alaska
- RESIDENCE PHONE:**
- CELL PHONE:**
- RESIDENCE ADDRESS:** 126 North 750 West IN

At the bottom, there are 'Go Back' and 'Save' buttons.

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

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

The screenshot shows the 'Potential Person Duplicates' screen. It contains a table with the following columns: Index Id, Last Name, First Name, Middle Name, DOB, Race, Sex, SSN, Name Type, Other, and Actions. The first row is highlighted and contains a warning icon, the index ID 396, the last name JONES, the first name WILLIAM, the DOB 03/03/1965, the race White, the sex Male, the name type Alias, and the other information: Residence Address: 126 North 750 West IN, DL #: OLN123456 / AK. Below the table, there is a red text prompt: '* If you don't want to select a duplicate, enter a reason and click the button below'. At the bottom right, there is a button labeled 'I Don't Want to Select a Duplicate'.

Residence Address Duplicates

Enter the address information.

Residence Address ⚠️ 2 Potential Duplicates Found [Reset Address Fields](#)

[Revert Selection](#)

ADDRESS
1300 Broadway Denver, CO 80203

INDEX ID	LATITUDE	LONGITUDE
1655	39.737775	-104.986915

Residence Address ⚠️ 2 Potential Duplicates Found [Reset Address Fields](#)

✓ Geo Verified [Geo Verify Again](#)

ONE LINE ENTRY
You can type an address here and press the Geo Search button to search the address for you [Geo Search](#)

STREET # 1300	DIRECTION -Select-	STREET NAME Broadway
STREET TYPE -Select-	DIRECTION SUFFIX -Select-	
SUB TYPE -Select-	SUB # 	
CITY Denver	STATE Colorado	ZIP 80203 - 2104
COUNTY -Select-	COUNTRY United States of America	
LATITUDE 39.7377751	LONGITUDE -104.9869158	


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

Geographical Information [Geo Verify](#)

REPORTING AREA **LATITUDE** **LONGITUDE**

-Select- 39.737775 -104.986915

39 44 15.990 N 104 59 12.894 W



[View Incidents In This Area](#)

[Go Back](#) [Save](#)

Click the **Save** button.

Vehicle Duplicates



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

details or edit (update) the existing records that appear in the list instead of creating a new entry.





Vehicle ⚠ 2 Potential Duplicates Found Reset Vehicle Fields

VIN abc123	YEAR 	MAKE 	MODEL
LICENSE PLATE 	LICENSE STATE -Select-	LICENSE MONTH / YEAR /	COLOR -Select-
ROLE -Select-			

Go Back Save

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

Potential Vehicle Duplicates

Index Id	VIN	Year	Make	Model	License	State	Actions
 355	ABC123	2017	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	ACCORD		AL	
 745	abc123	2019	AUDI(AUDI)	A8	ANG123	PA	

Cancel

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

Vehicle ⚠ 2 Potential Duplicates Found Reset Vehicle Fields

Revert Selection

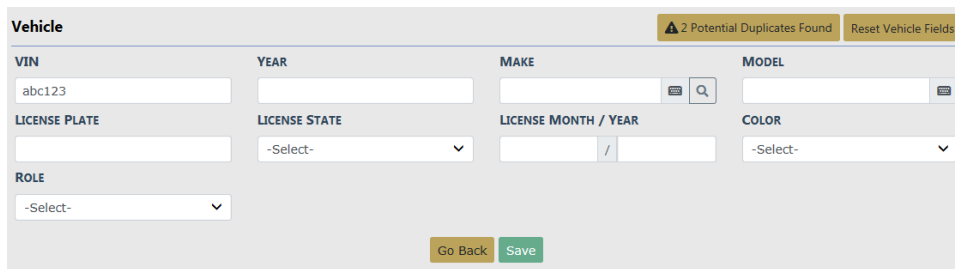
YEAR 2019	VIN abc123	MAKE AUDI(AUDI)	MODEL A8	TYPE Automobile	STYLE Sedan, no. of doors unkno
LICENSE PLATE ANG123	LICENSE STATE PA	LICENSE MONTH / YEAR - / 2019	COLOR DBL	DATE OF INFO 02/01/2019 12:00:00 AM	INDEX ID 745

ROLE
Passenger

Go Back Save

Optionally, click the **Reset Vehicle Fields** button to clear the entered data.

Optionally, click the **Revert Selection** button on the upper left to remove the vehicle and redisplay vehicle fields.

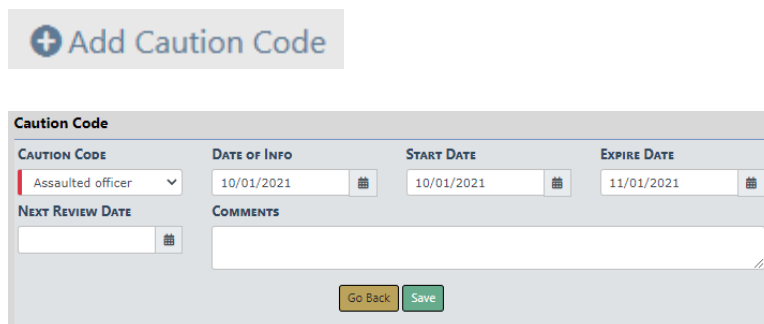


The screenshot shows a 'Vehicle' form with the following fields: VIN (abc123), YEAR, MAKE, MODEL, LICENSE PLATE, LICENSE STATE (-Select-), LICENSE MONTH / YEAR, COLOR (-Select-), and ROLE (-Select-). At the top right, there is a warning '2 Potential Duplicates Found' and a 'Reset Vehicle Fields' button. At the bottom, there are 'Go Back' and 'Save' buttons.

Click **Save**.

Caution Codes

If you have appropriate permissions to add a **Caution Code** to person and address records, click **Add Caution Code** to open the *Add Caution Code* form.



The screenshot shows the 'Add Caution Code' form. It includes a '+ Add Caution Code' button at the top. The form fields are: CAUTION CODE (Assaulted officer), DATE OF INFO (10/01/2021), START DATE (10/01/2021), EXPIRE DATE (11/01/2021), NEXT REVIEW DATE, and COMMENTS. At the bottom, there are 'Go Back' and 'Save' buttons.

Choose a **Caution Code** from the drop-down list.

Enter the **Date of Info**.

Enter the **Start Date**.

Optionally enter the **Expire Date**, **Next Review Date**, and **Comments**.

Click **Save** to create an **Active Alert** on that person or address. A red *Alert Icon* appears next to the person's name or address in the *Search Results* window, indicating **Active Alerts**. Refer to "Searching Master Records" on page 87 for details.

Note: The **Start Date** and **Expiration Date** determine whether a **Caution Code** is *Active*. If the current date falls within the range (or the **Expiration Date** is empty and the current date is after the **Start Date**), then the **Caution Code** is considered *Active*.

The Caution Code appears in the grid. By using the icons in the *Actions* column, with permissions you can view, update, or delete the Caution Code.

⚠ Caution Codes ➕ Add Caution Code					
Code	Comments	Start Date	Expiration Date	Next Review Date	Date Of Info
Assaulted officer		10/01/2021	11/01/2021		10/01/2021
<div>    </div>					

Related Events

When adding Caution Codes, you can add related events, such as Related Incidents, Related Arrests, Related Court Papers, Related Court Cases, and Related Permits.

Click the Edit icon  in the Caution Code grid to edit the Caution Code.


The *Edit Caution Code* form opens, giving you the opportunity to associate Incidents, Arrests that contain that address with the active caution code. You can associate Court Papers and Permits that have people or organizations associated with the address with the active Caution Code.

Caution Code


CAUTION CODE

Escape Risk ▼


DATE OF INFO

06/02/2022 


START DATE

12/02/2022 

EXPIRE DATE



NEXT REVIEW DATE



COMMENTS

Go Back

Update

Related Incidents ➕ Add Incident ➕ Select Incident(s)

Related Arrests ➕ Add Arrest

Related Court Papers ➕ Add Court Paper ➕ Select Court Paper(s)

Related Court Cases ➕ Add Court Case

Related Permits ➕ Add Permit ➕ Select Permit(s)

Attachments 👁 View External Attachments 🖼 Image Library ➕ Add Attachment

Attached Forms

Add Form

-Select- ▼

As an example, to associate one or more arrests, click **Select Arrests** to display of list of choices from which to choose.

128

User Guide

1 April 2025

Caution Code

CAUTION CODE Beware of Dog	DATE OF INFO 10/05/2021	START DATE 10/05/2021	EXPIRE DATE
NEXT REVIEW DATE	COMMENTS		

Go Back Update

Related Incidents [Select Incident\(s\)](#)

Related Arrests [Select Arrest\(s\)](#)

Related Court Papers [Select Court Paper\(s\)](#)

Related Permits

Select Related Arrest(s)



	Arrest #	Arrest Date	Comment
<input checked="" type="checkbox"/>	0001151307	10/05/2021 0800	i
<input type="checkbox"/>	001113	07/08/2013 1200	

Close Save Selected

Select the all records you want to associate with the active caution code, then click **Save Selected**. The Arrest then appears in the grid.

Related Incidents [Select Incident\(s\)](#)

Related Arrests [Select Arrest\(s\)](#)

Arrest #	Arrest Date	Comment	Actions
0001151307	10/05/2021 0800	i	 

Related Court Papers [Select Court Paper\(s\)](#)

Related Permits

Note: Related Incidents and Arrests do not display when expunged. Hidden Incidents also do not display.

The active Caution Code potentially displays on the following forms when associated:

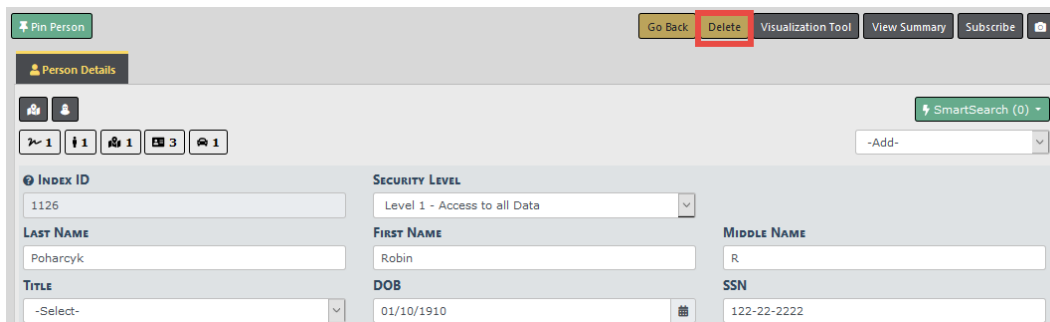
- Location section on the Incident, Arrest.
- Master Index Organization address.
- Organization Summary Tag.
- Master Index Person Address.

Click the **Update** button to save.

Deleting Master Index Records

You can edit, delete, and collapse **Master Index** records with appropriate permissions. However, you cannot delete records that are linked to other Online RMS modules.

A **Delete** button appears on the top of the window while on a Master Index record as shown in the example below. This applies to all master index types: Person, Address, Organization, Vehicle, Property, and Gang.

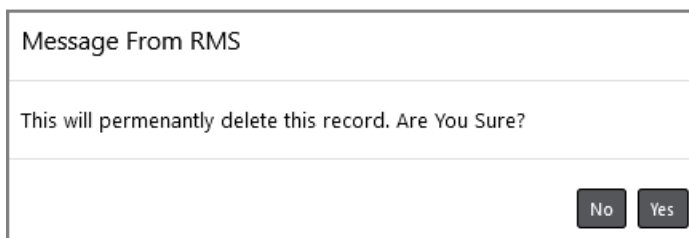


The screenshot shows the 'Person Details' form in the Online RMS system. At the top right, there is a navigation bar with buttons: 'Go Back', 'Delete' (highlighted with a red box), 'Visualization Tool', 'View Summary', and 'Subscribe'. Below the navigation bar, the form displays various fields for a person's record. The fields are organized into sections: 'INDEX ID' (1126), 'SECURITY LEVEL' (Level 1 - Access to all Data), 'LAST NAME' (Poharcyk), 'FIRST NAME' (Robin), 'MIDDLE NAME' (R), 'TITLE' (-Select-), 'DOB' (01/10/1910), and 'SSN' (122-22-2222). There are also icons for 'Pin Person', 'SmartSearch (0)', and a '-Add-' dropdown menu.

For details on accessing the Master Indices, refer to "Accessing Master Indices" on page 86.

For details on searching for Master Index records, refer to "Searching Master Records" on page 87.

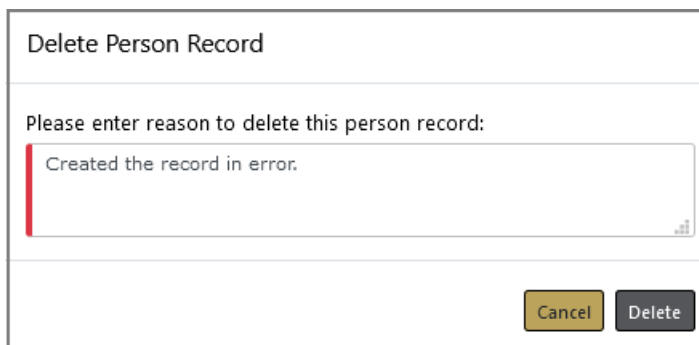
Click on the **Delete** button, then answer **Yes** to confirm deletion.



The dialog box is titled 'Message From RMS'. It contains the text: 'This will permanently delete this record. Are You Sure?'. At the bottom right, there are two buttons: 'No' and 'Yes'.

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

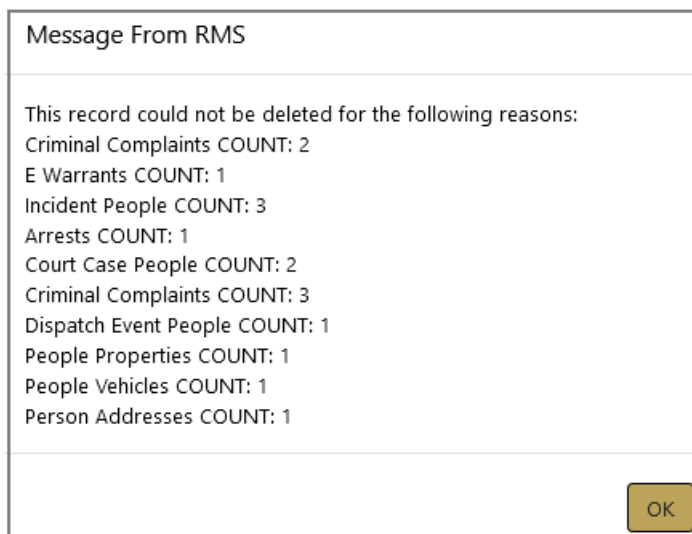
- If the Master Index record is not linked to other Online RMS modules, a window appears where you enter the **Reason** you want to delete the record.



A dialog box titled "Delete Person Record". It contains a text input field with the placeholder text "Please enter reason to delete this person record:". The input field contains the text "Created the record in error.". At the bottom right of the dialog box are two buttons: "Cancel" and "Delete".

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

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



A dialog box titled "Message From RMS". It contains a list of reasons why a record could not be deleted. The list items are: "Criminal Complaints COUNT: 2", "E Warrants COUNT: 1", "Incident People COUNT: 3", "Arrests COUNT: 1", "Court Case People COUNT: 2", "Criminal Complaints COUNT: 3", "Dispatch Event People COUNT: 1", "People Properties COUNT: 1", "People Vehicles COUNT: 1", and "Person Addresses COUNT: 1". At the bottom right of the dialog box is an "OK" button.

Click **OK** to close the window.

Note: Delete activity is written to a log automatically. Create an AdHoc report to view the delete log data.

Print Master Person Records

Master person records can be printed from the *View Person Details* page.

To print a master person record:


Search for and select the appropriate master person record.

For details on accessing the Master Indices, refer to "Accessing Master Indices" on page 86.

For details on searching for Master Index records, refer to "Searching Master Records" on page 87.


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

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
JONES	WILLIAM			M	W	03/03/1965		oIn123456	Alias	396	[Edit Icon]
JONES	WILLIAMS			M	W	03/03/1965		oIn123456	Primary Name	396	[Edit Icon]
JONES	WILLIAMTWO			M	W	03/03/1965		oIn123456	Alias	396	[Edit Icon]

1. Click on the **Last Name** or **Index ID** to open that person's *View Person Details* page.
2. Or, click on the edit icon  to open the *Edit Person* page

Person Details

Go Back Visualization Tool Create Photo Lineup **View Summary** Manage Subscription

 (1/4) 09/12/2012

INDEX ID: 396

SECURITY LEVEL: Level 1 - Access to all Data

LAST NAME: JONES FIRST NAME: WILLIAMS MIDDLE NAME:

Click on the **Print Report** button to open the *Person Details Print Options*.

Person Details | **Person Summary**

INDEX ID: 396

LAST NAME	FIRST NAME	MIDDLE NAME
JONES	WILLIAMS	

Total Involvements

Incidents	09/24/2018	22
FieldArrest	08/03/2017	20

Person Details Print Options

Please select what information you would like to include in the Person Details Report.

Detail Information: ☐ Summary Information: ☐ Select All: ☐

Warrants: ☐

Incidents: ☐

Field Contacts: ☐

Citations: ☐

Permits: ☐

Field Arrests: ☐

Attachments(PDFs): ☐

Court Papers: ☐

Attachments(Images): ☐

Attached Forms: ☐

Caution Code Attachments(PDFs): ☐ Redact Social Security #s: ☐

Caution Code Attachments(Images): ☐

Caution Code Custom Forms: ☐

Display Common Event Associations:

Persons: ☐ Addresses: ☐

Vehicles: ☐ Gangs: ☐

Properties: ☐

Close

Print

Select one or more options listed, or **Select All** to include all options. (Beginning with 11.13 and higher, there is an option to redact the SSN for the person detail printed.)

Click the **Print** button.

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

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

Subscribe to Master Records

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

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

Follow these steps to Subscribe:

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

For more information on searching, refer to "Searching Master Records" on page 87.

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

<div> <div>Refine Search</div> <div>New Search</div> <div>Add Person</div> <div>Online RMS Statewide Search</div> </div>											
<div> <div>Q Person Search Results</div> <div> <div>3 / 3</div> </div> </div>											
Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
⚠️ JONES	WILLIAM			M	H	03/03/1965		oln123456	Alias	396	View Edit
⚠️ JONES	WILLIAMS			M	H	03/03/1965		oln123456	Primary Name	396	Edit
⚠️ JONES	WILLIAMTWO			M	H	03/03/1965		oln123456	Alias	396	
<div> <div>Refine Search</div> <div>New Search</div> </div>											

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

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

Subscribe

 = Add a new subscription.

Manage Subscription

= Update or delete the existing subscription.

- Click the button that applies in this case.
- The **Subscription** form opens.

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

The screenshot shows the 'Add Subscription' form. The breadcrumb trail at the top is 'Person Search / Person Search Results / Edit Person (JONES,WILLIAMS) / Add Subscription'. The form contains the following fields and controls:

- SUBSCRIPTION TYPE:** PERSON
- INDEX NAME:** JONES WILLIAMS
- ACTION TYPE(s):** Three checkboxes: View (unchecked), Update (unchecked), and Association (unchecked).
- REASON:** A large text area that is currently empty.
- NOTIFICATION METHODS:** Two checkboxes: Notification Inbox (unchecked) and Notification E-Mail (unchecked).
- SILENT SUBSCRIPTION:** A checkbox that is unchecked.
- At the bottom right are two buttons: 'Go Back' and 'Save'.

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

The screenshot shows the 'Edit Subscription' form. The breadcrumb trail at the top is 'Person Search / Person Search Results / Edit Person (JONES,WILLIAMS) / Edit Subscription'. The form contains the following fields and controls:

- SUBSCRIPTION TYPE:** PERSON
- INDEX NAME:** JONES WILLIAMS
- ACTION TYPE(s):** Three checkboxes: View (checked), Update (checked), and Association (checked).
- REASON:** A large text area containing the text 'Test Subscription'.
- NOTIFICATION METHODS:** Two checkboxes: Notification Inbox (unchecked) and Notification E-Mail (checked).
- SILENT SUBSCRIPTION:** A checkbox that is checked.
- At the bottom right are three buttons: 'Go Back', 'Delete', and 'Save'.

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

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

- Click **Save**.

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

Chapter 9. Photo Lineup

Photo Lineup Overview

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

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

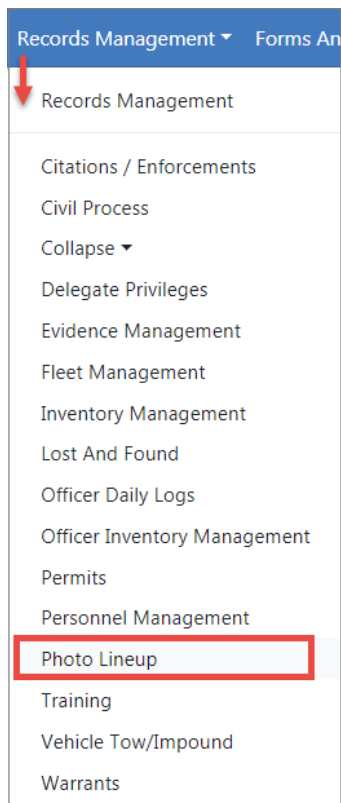
Access Points

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

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

Records Management Menu

Access the **Photo Lineup** module from the **Records Management** menu.



View and Edit Person Pages

Search and select a person from the *Master Name Index* that has a person photo. For detailed instructions on how to search and access *Master Person* records refer to "Searching Master Records" on page 87.

A screenshot of the 'Person Details' page in the software. The page has a header with navigation buttons: 'Go Back', 'Visualization Tool', 'Create Photo Lineup' (highlighted with a red box), 'View Summary', and 'Manage Subscription'. Below the header is a 'Person Details' section with a profile picture of a man, a date '09/12/2012', and a row of social media-style icons. Below this is an 'INDEX ID' field with the value '396'. At the bottom, there are three input fields for 'LAST NAME' (containing 'JONES'), 'FIRST NAME' (containing 'WILLIAMS'), and 'MIDDLE NAME'.

If an image does not exist for that person, select *Add Person Image*. For more information refer to "Adding Photos" on page 114.

Person Details

Go Back Delete Visualization Tool View Summary Subscribe

1 1 1 -Add-

INDEX ID
1126

SECURITY LEVEL
Level 1 - Access to all Data

LAST NAME: Poharcyk

FIRST NAME: Robin

MIDDLE NAME:

TITLE: -Select-

DOB: 01/10/1910

SSN:

SEX: Female

RACE: White

ETHNICITY: Unknown

DRIVERS LICENSE:

DRIVERS LICENSE STATE: -Select-

RESIDENCE PHONE:

CELL PHONE:

RESIDENCE ADDRESS: 123 Main Street Mount Desert, ME 04662

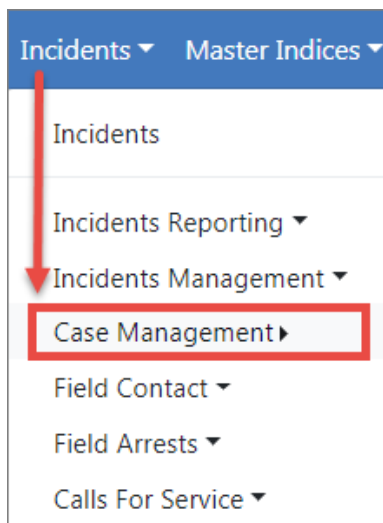
Go Back Save

No Images Available
Add Person Image

Click to add the first photo

Follow-up Case Management module.

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



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

NOTE: For more information on accessing the **Case Management** module refer to "Case Management" on page 467.

Create Photo Lineup

Create a **Photo Lineup** from a *Master Person Index* record that already has an existing photo. If the person does not yet have a photo, one must be added. For instructions on adding an initial photo refer to "Adding Photos" on page 114.

1. Search and select a person from the *Master Name Index*. For instructions on searching for a person refer to "Searching Master Records" on page 87.
2. Select the **Create Photo Lineup** button.

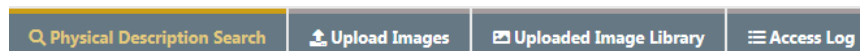
The screenshot shows the 'Person Details' page in the RMS system. At the top, there are navigation buttons: 'Go Back', 'Visualization Tool', 'Create Photo Lineup' (highlighted with a red box), 'View Summary', and 'Manage Subscription'. Below these is a 'Person Details' section with a photo of a man, a date '09/12/2012', and a row of social media-style icons. Below the photo is an 'INDEX ID' field with the value '396'. At the bottom, there are three input fields: 'LAST NAME' with 'JONES', 'FIRST NAME' with 'WILLIAMS', and 'MIDDLE NAME' which is empty.

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

The screenshot shows a confirmation dialog box titled 'Message From RMS'. The text inside the dialog says 'Create Photo Lineup For This Person?'. At the bottom right of the dialog are two buttons: 'No' and 'Yes'.

4. The **Photo Lineup** page appears.

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



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

Lineup

NAME

PHOTO COUNT

CREATED BY

Saur, Christine

DATE CREATED

03/12/2019 1100

COMPLETED

Not Complete

Go Back Save Complete

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

Or you can manually enter the search parameters without selecting from the drop-down list.

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

Physical Description Search Upload Images Uploaded Image Library Access Log

SEARCH ON SUSPECT PHYSICAL DESCRIPTION

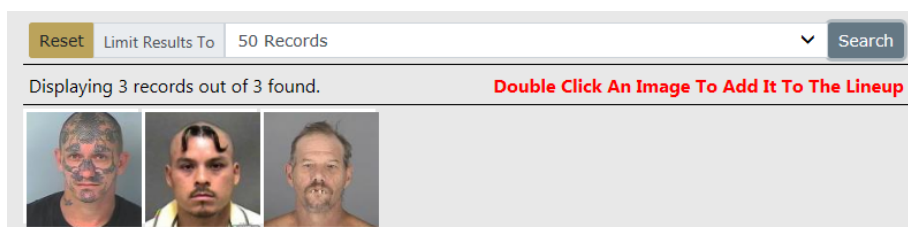
Height: 5'07" **Click in this field to display a list of items from which to choose**

HEIGHT FROM 5' 05"	HEIGHT TO 5' 09"	WEIGHT To
SEX Male	RACE Hispanic	ETHNICITY Not Hispanic or Latino
EYE COLOR Blue	SKIN COLOR -Select-	BUILD -Select-
HAIR COLOR -Select-	HAIR STYLE -Select-	HAIR LENGTH -Select-

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

Limit Results To 50 Records

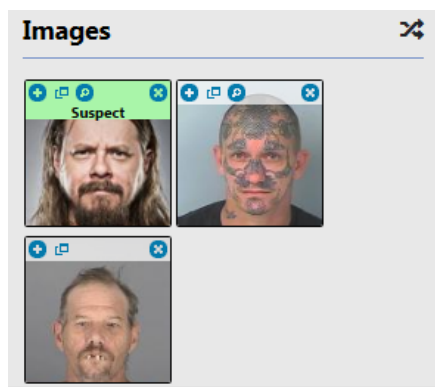
8. Select the **Search** button to find person photos in Online RMS that match your search criteria. The matching person photos appear on the bottom of the window.



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

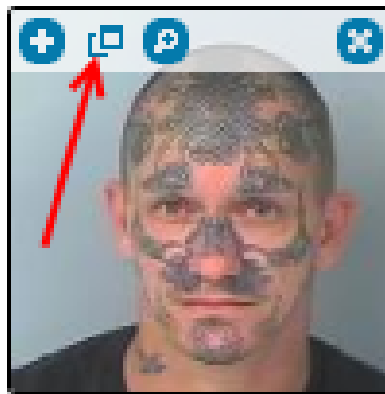
Select Displayed Images

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



Upload Image File

- a. Select the **Upload Images** tab, and select the **Add Files** button or **Drag Files** to add photos from your local computer or network drive. For more information on uploading files, refer to "Add Attachments" on page 69.
 - b. Imported images files are added to **Images** automatically and saved in the **Uploaded Image Library** tab for future use.
10. Get additional photo information.
 - a. Click on the **Quick View** folder icon to open a **Person Quick View** tab containing details of that person.



Q. Physical Description Search Upload Images Uploaded Image Library Access Log **Person Quick View** ⓘ

Person Details Person Summary

Person Details

INDEX ID
351

LAST NAME Grill	FIRST NAME Edward	MIDDLE NAME R
TITLE	DOB 09/15/1986	SSN 635465163
SEX Male	RACE White	ETHNICITY Unknown
DL # G163516513251	DL STATE Illinois	
RESIDENCE PHONE 815-255-6262	CELL PHONE 309-848-4861	
RESIDENCE ADDRESS 123 West Olive Street Apartment #125 BLOOMINGTON, IL 61701		

Caution Codes

Code	Comments	Start Date	Expiration Date	Next Review Date	Date Of Info
Sex Offender - Regist.	!	03/12/2014	05/05/2015	03/14/2014	03/12/2014
Known drug user		11/05/2014	11/15/2014	11/25/2014	11/05/2014

Images

Image 1 of 2

◀ 09/06/2012 ▶

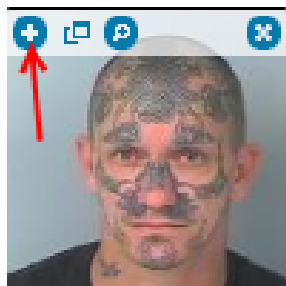
Total Involvements

Incidents	06/28/2017
Served Warrants	05/17/2015
Field Contacts	09/28/2012
Field Arrest	08/13/2015
Permits	
Court Papers	07/14/2014
Custom Forms	02/17/2014

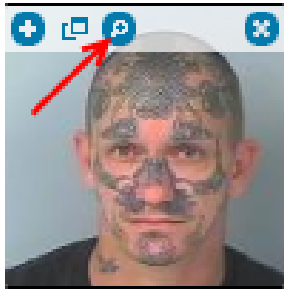
Click on the X to close the tab, if you wish.



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



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



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

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

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

12. Finalize the photo **Lineup**.

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

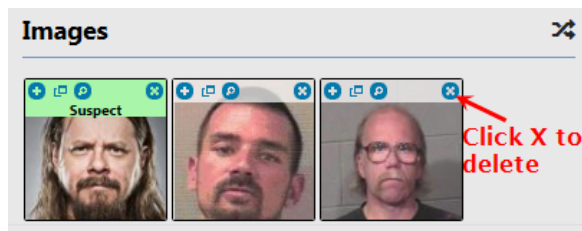
Note: The number of lineup images must match the **Photo Count** as specified by the Agency before the lineup can be completed.

13. Click the **Print** icon to the right of the **Complete** button to print the **Lineup**. For detailed instructions on how to print a photo lineup refer to "Print Photo Lineup" on page 148.
14. Click **Access Log** tab to view a log who accessed the lineup. For more information refer to "Access Log" on page 152.

Remove a Photo

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

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



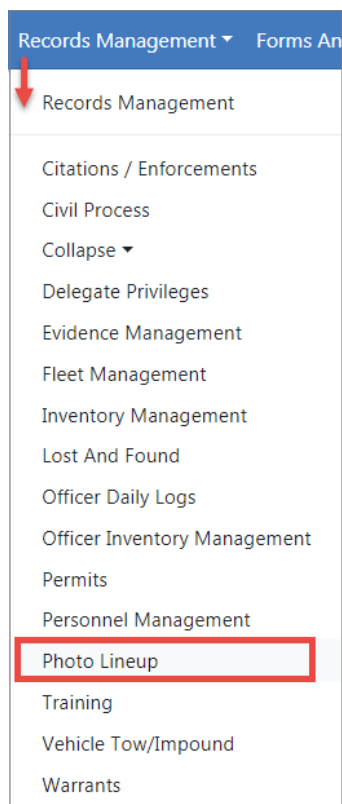
Note: Clicking the X removes the image immediately, without a confirmation window.

2. Click the **Save** button.

Search Lineups

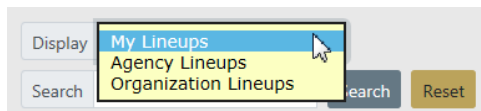
Search Lineups to *view*, *print*, *edit* or *delete* a lineup.

1. Select **Photo Lineup** from the **Records Management Menu**.



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

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



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

Display

Agency Lineups

Go Back

Add Lineup

View Delete Log

Search

Reset

Search

Show

10

entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	<div><div></div><div></div><div></div><div></div></div>
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1311	No	<div><div></div><div></div><div></div><div></div></div>
Case #00000009CASE2013	Jackson-Smith, Henrietta	Simpson, Homer	06/10/2019 1738	No	<div><div></div><div></div></div>
TEST	Evans, Christoph	Simpson, Homer	03/25/2019 1501	No	<div><div></div><div></div><div></div></div>
	JONES, WILLIAMS	Saur, Christine	03/12/2019 1200	No	<div><div></div><div></div><div></div><div></div></div>

Display

My Lineups

Go Back

Add Lineup

View Delete Log

Search

Reset

Search

Show

10

entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	01/24/2019 1030	No	<div><div></div><div></div><div></div><div></div></div>
	JONES, WILLIAMS	Saur, Christine	01/22/2019 1749	No	<div><div></div><div></div><div></div><div></div></div>
20170731WJ	N/A	Saur, Christine	08/02/2017 1603	No	<div><div></div><div></div><div></div><div></div></div>

Showing 11 to 12 of 12 entries

Previous

1

2

Next

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

Display

Agency Lineups

Go Back

Add Lineup

View Delete Log

Search

10.29

Reset

Search

Show

10

entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	<div><div></div><div></div><div></div></div>
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	<div><div></div><div></div><div></div></div>
10.29 test	PAWLEY, STEVEN	Simpson, Homer	12/01/2017 1136	No	<div><div></div><div></div><div></div></div>


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

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

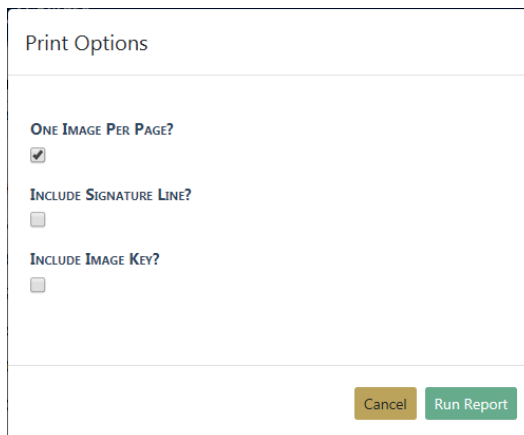
For more information on viewing, editing, or deleting **Lineups** refer to "View, Edit, Delete Lineups" on the next page

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

Print Photo Lineup

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

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



The image shows a 'Print Options' dialog box. It has a title bar 'Print Options'. Inside, there are three options, each with a checkbox: 'ONE IMAGE PER PAGE?' (checked), 'INCLUDE SIGNATURE LINE?' (unchecked), and 'INCLUDE IMAGE KEY?' (unchecked). At the bottom right, there are two buttons: 'Cancel' (yellow) and 'Run Report' (green).

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

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

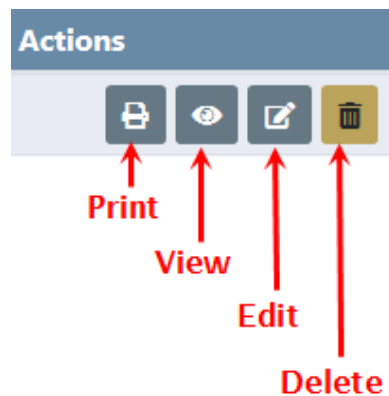
Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

View, Edit, Delete Lineups

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

1. **Search** for the **Photo Lineup** you want to *view*, *edit*, or *delete*. For details on searching refer to "Search Lineups" on page 146.

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

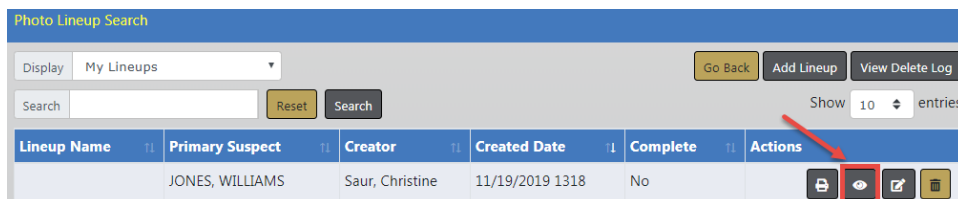


When an icon does not display, then that action is not available to you. For example, if you do not see the *Edit* icon, then you cannot edit that particular **Lineup**.

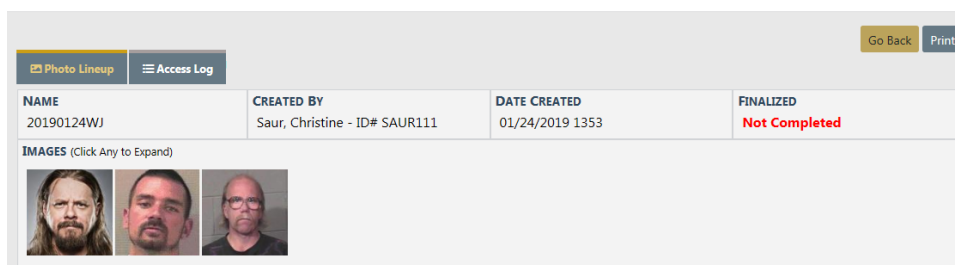
Note: Click the *Print* icon on the Lineup that appears in the search result grid, or print Lineups from other areas of the **Photo Lineup** module. For more information on printing refer to "Print Photo Lineup" on the previous page.

View

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

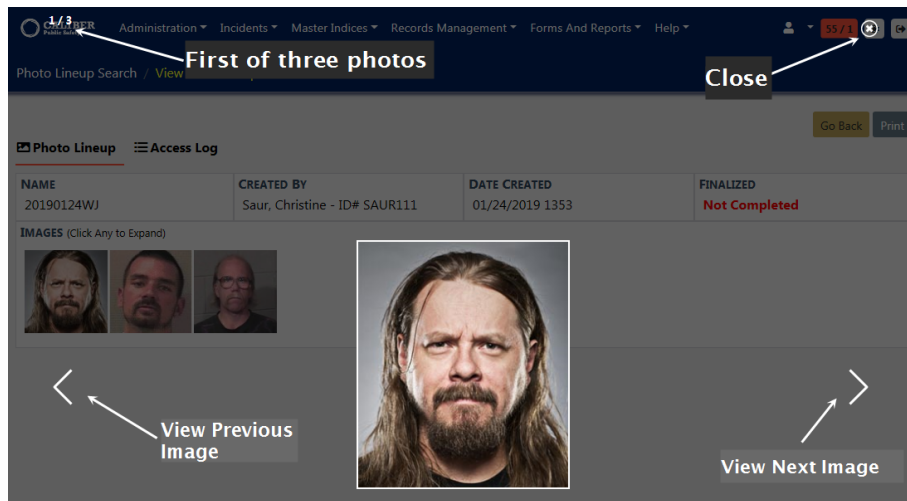


2. The **Photo Lineup** contains photos, the date the **Lineup** was created, the person who created it, the current status, and an **Access Log** tab that tracks who *viewed* or *printed* the **Lineup**.



Enlarge an Image

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



View the Access Log

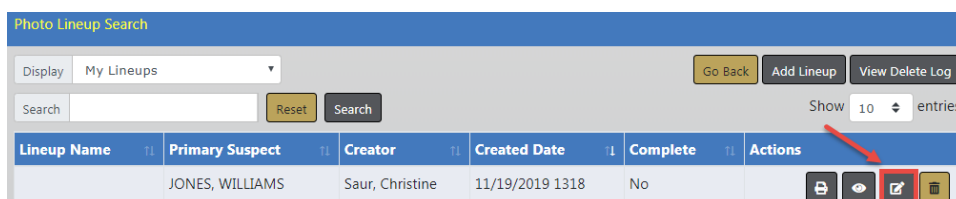
Click on the **Access Log** tab to view who accessed the **Lineup**. For more information refer to "Access Log" on page 152.

The screenshot shows the 'Access Log' interface. At the top, there's a navigation bar with 'Photo Lineup' and 'Access Log' tabs. Below this, a 'Photo Lineup Search / View' section has a 'Close' button. The main area shows a table of activity entries. The table has columns: Activity Type, Date, Activity User, First Name, Last Name, and Agency Name. The data shows three entries, all 'View' activities, performed by 'Christine Saur' on '01/24/2019' at 'District 42, Versailles'. The status bar at the bottom shows 'NAME: 20190124WJ', 'CREATED BY: Saur, Christine - ID# SAUR111', 'DATE CREATED: 01/24/2019 1353', and 'FINALIZED: Not Completed'.

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
View	01/28/2019 0929 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	01/24/2019 1515 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	01/24/2019 1353 HRS	CSAUR	Christine	Saur	District 42, Versailles

Edit

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



2. Make the necessary changes to the **Lineup** page. *Editing* and *Creating Lineups* share the same functionality; therefore, refer to "Create Photo Lineup" on page 140 for more information.
3. Click the **Save** button when finished.
4. Click **Go Back** on the upper right of the window to return to the search results grid.

Delete

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

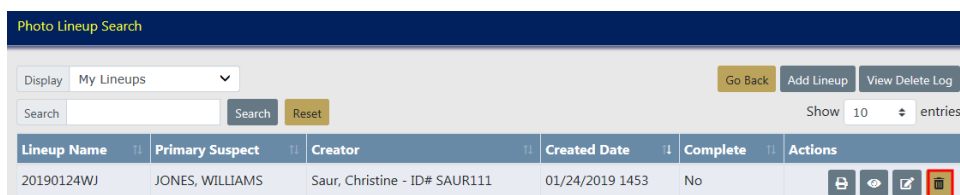


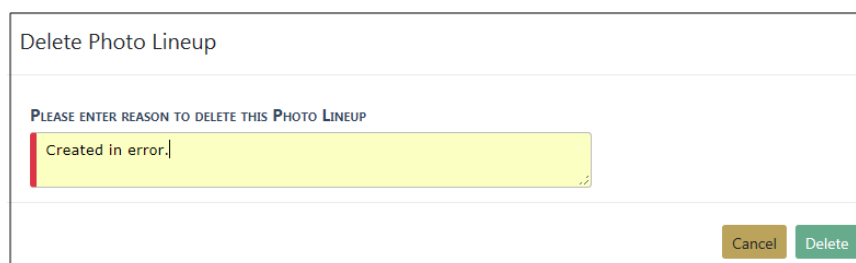
Photo Lineup Search

Display: My Lineups Go Back Add Lineup View Delete Log

Search: Search Reset Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
20190124WJ	JONES, WILLIAMS	Saur, Christine - ID# SAUR111	01/24/2019 1453	No	

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



Delete Photo Lineup

PLEASE ENTER REASON TO DELETE THIS PHOTO LINEUP

Created in error.

Cancel Delete

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

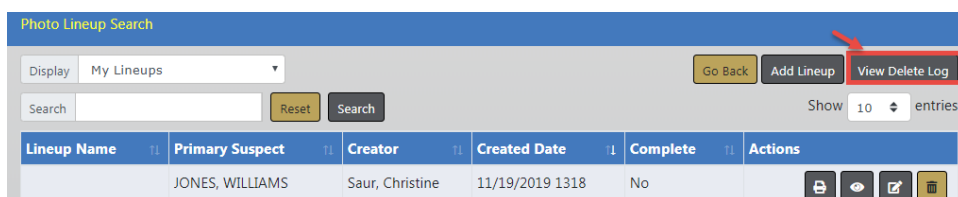


Photo Lineup Search

Display: My Lineups Go Back Add Lineup View Delete Log

Search: Reset Search Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	

Access Log

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

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

The screenshot shows the 'Access Log' tab selected. At the top right are 'Go Back' and 'Print' buttons. Below the tabs, a summary row shows: NAME: 20190124WJ, CREATED BY: Saur, Christine - ID# SAUR111, DATE CREATED: 01/24/2019 1353, and FINALIZED: Not Completed. Below this is a 'Show 10 entries' dropdown and a 'Search:' input field. The main table has columns: Activity Type, Date, Activity User, First Name, Last Name, and Agency Name. It contains three entries, all 'View' activities by 'Christine Saur' from 'District 42, Versailles' on 01/24/2019. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
View	01/28/2019 0929 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	01/24/2019 1515 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	01/24/2019 1353 HRS	CSAUR	Christine	Saur	District 42, Versailles

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

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

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

This screenshot is identical to the previous one, but the 'Search:' input field is highlighted with a red rectangle and contains the text 'print'.

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

Delete Log

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

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

Photo Lineup Search

Display: My Lineups Go Back Add Lineup View Delete Log

Search: Reset Search Show 10 entries

Lineup Name	Primary Suspect	Creator	Created Date	Complete	Actions
	JONES, WILLIAMS	Saur, Christine	11/19/2019 1318	No	

Photo Lineup Search / View Delete Log

Display: My Lineups Go Back

Search: Reset Search Show 10 entries

Lineup Name	Primary Suspect	Agency	Deleted By	Delete Date	Delete Comment
20170731WJ	JONES, WILLIAMS	District 42, Versailles	Saur, Christine	08/02/2017 1515	Duplicate Lineup.
	JONES, WILLIAMS	District 42, Versailles	Saur, Christine	08/01/2017 0932	Duplicate
	JONES, WILLIAMS	District 42, Versailles	Saur, Christine	08/01/2017 0932	Duplicate

Showing 1 to 3 of 3 entries

Previous 1 Next

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

Photo Lineup Search / View Delete Log

Display: My Lineups Go Back

Search: Reset Search Show 10 entries

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

Chapter 10. Crime Visualization Tool

Crime Visualization Tool Overview

The **Crime Visualization Tool** displays connections, or network, between persons, vehicles, addresses, phones, and involvement in police-related events in a graphical format to identify complex relationships, which then improves the likelihood of solving more crimes. The **Crime Visualization Tool** produces a graph, also known as the **Spider Chart**, because of its web-like appearance.

The **Spider Chart** is made up of a network of associations that are connected: People, places, things, and events. The following **Network Associations** are currently supported:

Organizations

- People
- Addresses
- Phone Numbers
- Vehicles
- Incidents
- Field Contacts
- Organizations (Relationships)
- Custom Forms

People

- Vehicles
- Gangs
- Addresses
- Incidents
- Field Contacts
- Phone Numbers
- Organizations (Employment, Education)

People (relationships)

Custom Forms

Vehicles

People

Incidents

Field Contacts

Custom Forms

Gangs

Field Contacts

People

Associated Gangs

Addresses

People

Organizations

Incidents

Field Contacts

Custom Forms

Phone Numbers

People

Organizations

Field Contacts

People

Incidents

Gangs

Vehicles

Addresses

Incidents

People

Organizations (Victims, Other Names)

Vehicles

Addresses

Field Contacts

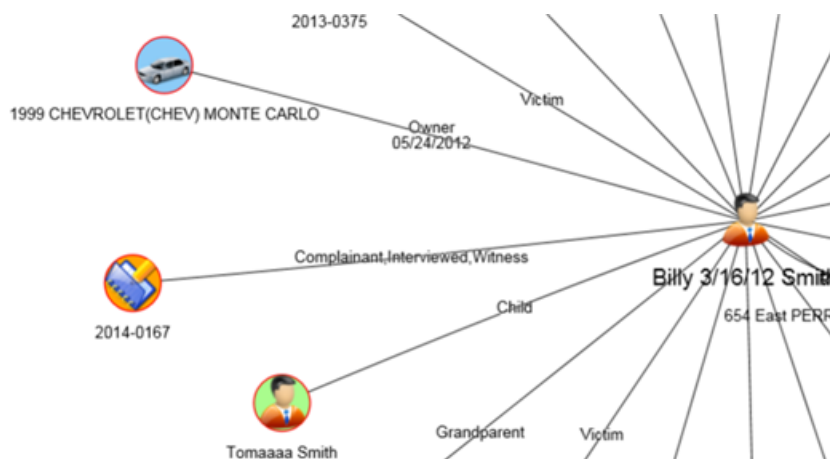
Spider Chart

The **Crime Visualization Tool** that generates the **Spider Chart** is accessible from various pages of Online RMS such as Incident Summary, Persons, etc., by clicking on the **Visualization Tool** button or other method, depending on the Online RMS page. For more information on accessing the **Crime Visualization Tool** refer to "Access Points" on page 165.

Below is an example of a **Spider Chart** generated from the *Edit Person* page for Billy Smith. Billy Smith appears in the center of the chart with connecting lines to each association, also known as **Element**.



A closer view of the same chart shows the associated label to each **Element**, such as Grandparent, Victim, Child, etc.



Click on an **Element** to open a box containing links to either view the data in a new tab, or include all associations to that **Element** on the **Spider Chart**.

Note: Double Click on an **Element** to immediately open all associations to that **Element** on the **Spider Chart** without displaying the box.

Open in Viewer

Person Search / Person Search Results / Edit Person (Smith,Billy) / Visualization Tool

Network **2014-0167**

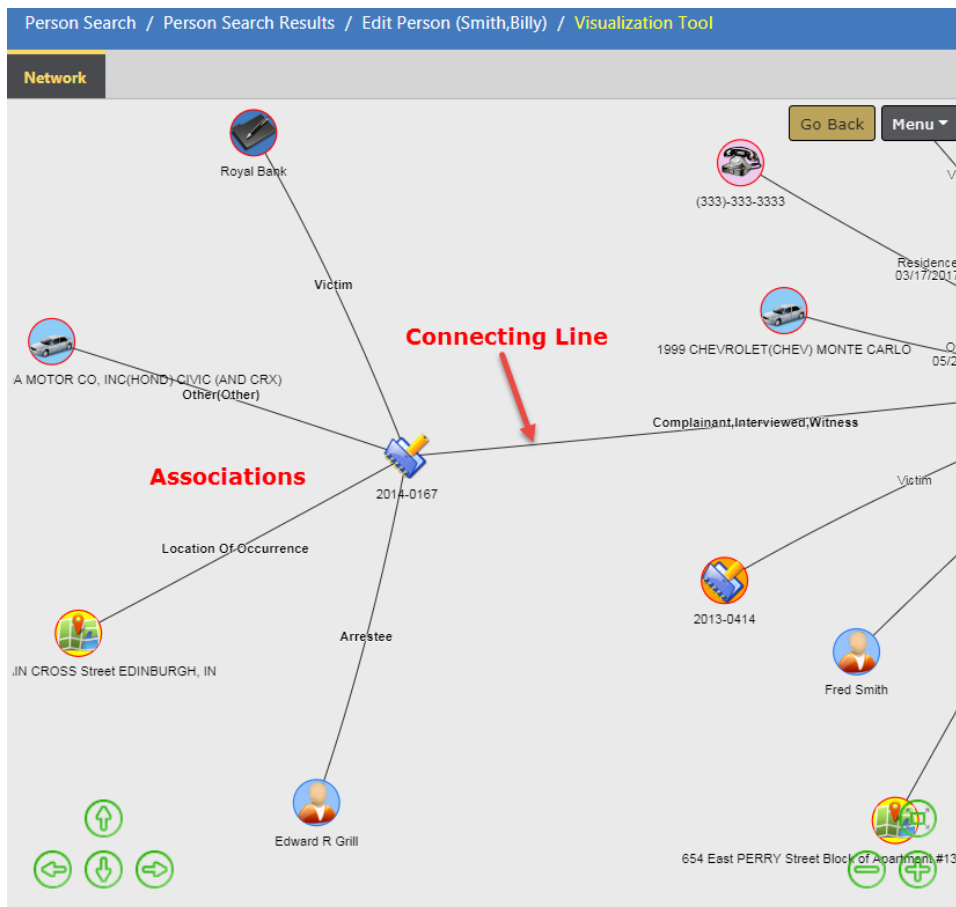
Incident

REPORT # 2014-0167	LOCATION 123 East MAIN CROSS Street EDINBURGH, IN	AGENCY District 16, Peru - GA
REPORTING AREA -	TYPES Burglary / Building	NIBRS CITY FRANKLIN
AGENCY OF OCCURRENCE District 16, Peru - GA	COUNTY Fulton County	REPORT DATE 04/14/2014 1018
OCCURRENCE DATE 04/14/2014 1018	TOWNSHIP	LOCATION REMARKS
DISPATCH DATE	ON SCENE DATE	CLEAR DATE
SUMMARY Media Report		

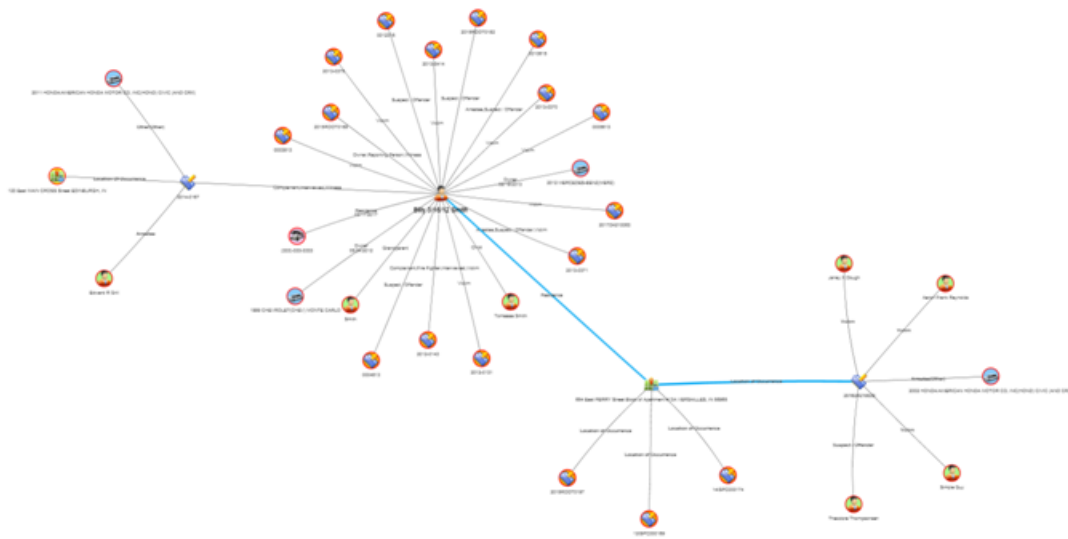
Supplements

Status	Responsible User	Security Level	Date Created	Date Approved	Approving User	Supp #
Approved Report	Rachel (off) Hospelhorn		04/14/2014 1018	04/14/2014	Julio (osuper) Arnez	0
Approved Report	Brenda (cid super) Allens	Patrol Officer	04/14/2014 1348	04/14/2014	Brenda (cid super) Allens	1
Initial Report	Rachel (off) Hospelhorn	Patrol Officer	04/14/2014 2311			2

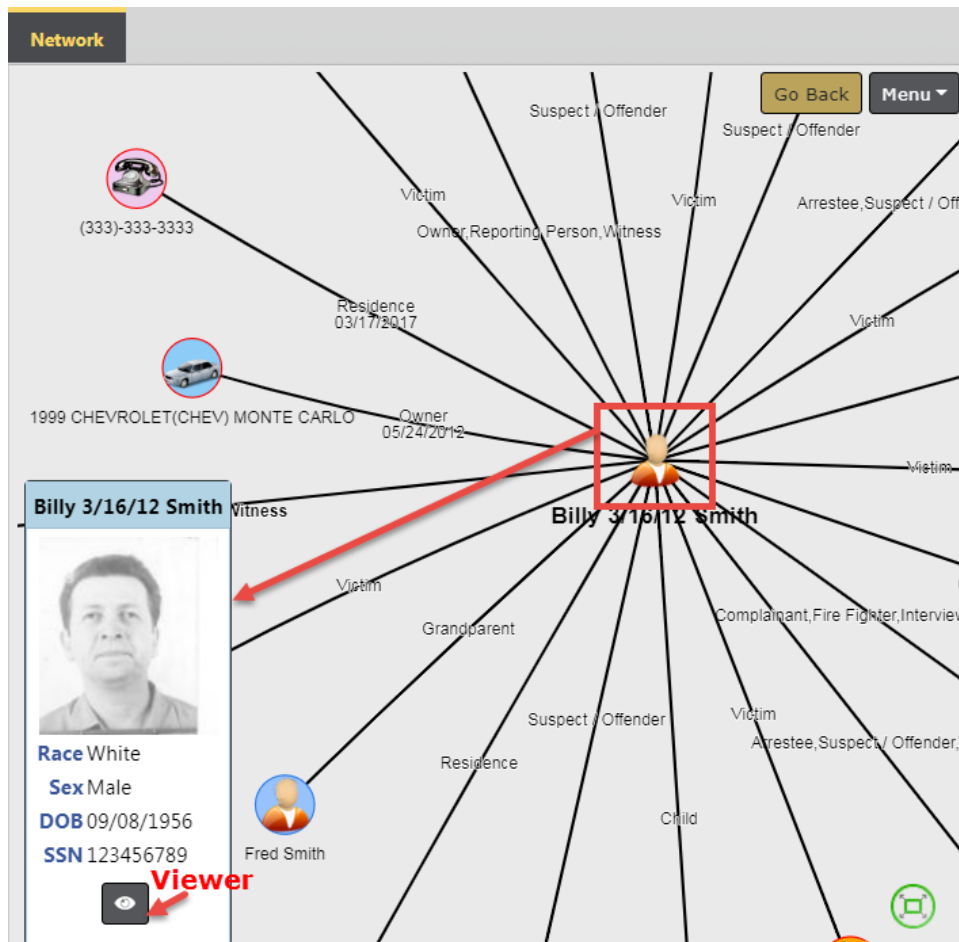
Load Associated Data



Open and expand associations to multiple **Elements**, and at multiple levels.



The record from which you accessed the **Crime Visualization Tool** displays as the center **Element** in the **Spider Chart**. The above chart generated from *Persons* for Billy Smith. Click on the *Billy Smith* **Element** to display a box with a link to additional information, then click **Open in Viewer** to display details of *Bill Smith* in a new tab.



Person Search / Person Search Results / Edit Person (Smith,Billy) / Visualization Tool

Network **Billy 3/16/12 Smith**

Person Details **Person Summary**

Person Details

INDEX ID
42

LAST NAME Smith	FIRST NAME Billy	MIDDLE NAME 3/16/12
TITLE	DOB 09/08/1956	SSN 123456789
SEX Male	RACE White	ETHNICITY Hispanic or Latino
DL # DL123487566	DL STATE Virginia	
RESIDENCE PHONE 333-333-3333	CELL PHONE --	
RESIDENCE ADDRESS 654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965		

Aliases

Last Name	First name	Middle	Title	DOB	SSN	Type	Date Of Info
	SmithNWesson					Nickname	03/01/2017

Images


Image 1 of 1
11/21/2016

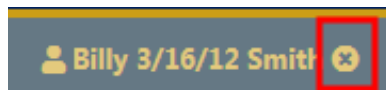
Total Involvements

Incidents	02/27/2017
Served	04/05/2012
Warrants	
FieldArrest	02/05/2019
CourtPapers	12/08/2015

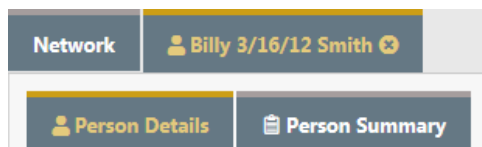
Incident By Role

Arrestee	2
----------	---

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



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



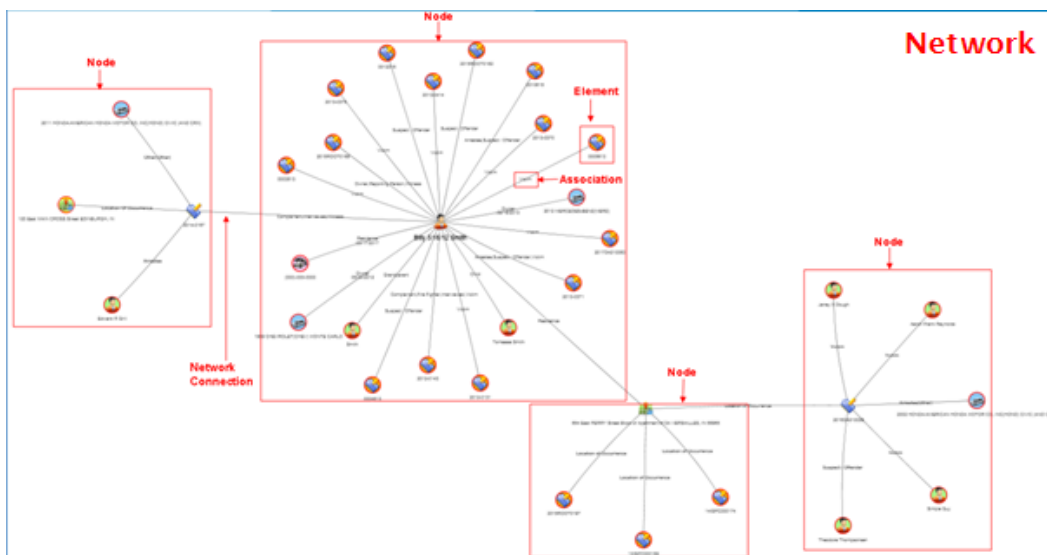
Spider Chart Components

Structure and Terminology

The Spider Chart consists of several components:

- Network
 - A visual representation of the entire collection of nodes, elements and associations, and how they interrelate.
- Node

- Collection of elements and their association to one another.
- Element
 - The representation of specific people, places, things or events.
- Association
 - A line with description showing how elements are associated with one another.
- Network Connection
 - A line that represents the connection between Nodes within the Network.



Manually Re-size the Chart

You can re-size the chart by using the mouse, keyboard, or the resizing icons.

Mouse

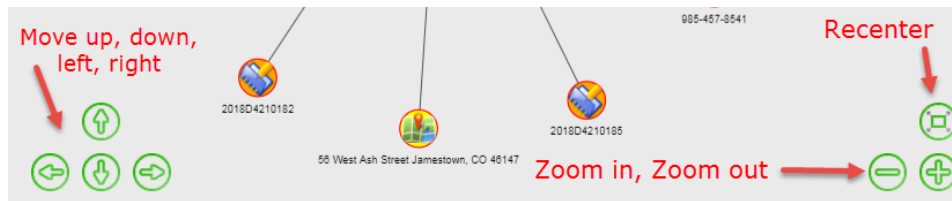
Click anywhere on the chart then move the mouse wheel away from you to enlarge the image on the screen, or move the mouse wheel toward you to decrease the size of the image.

Keyboard

Press the **Ctrl** and **+** (plus sign) keys simultaneously to enlarge the image, or press the **Ctrl** and **-** (minus sign) keys to decrease the size.

Resizing Icons

The resizing icons allow you to easily zoom in, zoom out, re-center, or move the visualization up, down, left or right.

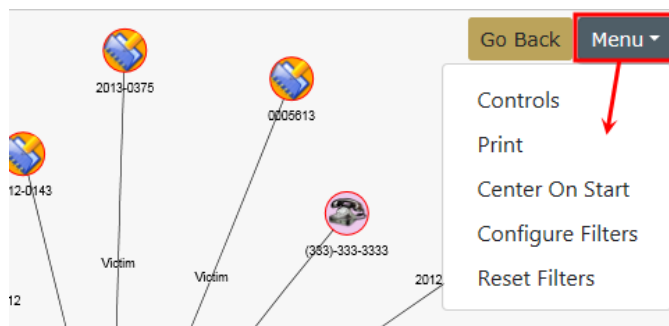


Manually Reposition the Chart

Click anywhere on the chart then drag to a new location on the screen.

Re-Center and Filter the Chart

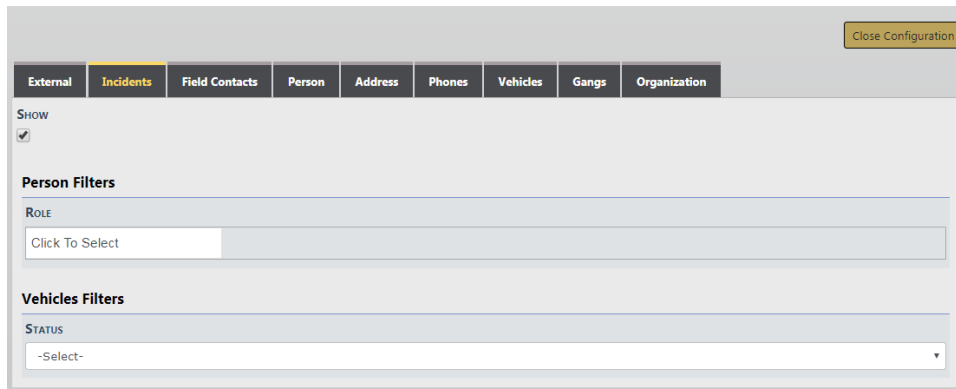
Click on the **Menu** button on the top right to re-center the chart and include or exclude filters, print, and set controls.



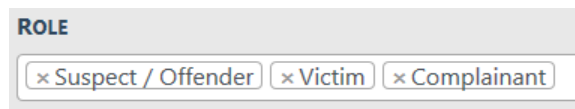
Center on Start

- Re-centers the **Network** display on the screen.

Configure Filters



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



- Select one status from the list
- Click **Close Configuration** to apply the Filters.

Note: Filters are reciprocal, which means if you filter the incident category using person details, it also filters on the person category of the associated incidents.

Reset Filters

- Clears any Filters applied and redraws the chart.

Access Points

The **Crime Visualization Tool** is currently accessible from the following pages in Online RMS for users with the *Crime Visualization Tool Role*:

Note: For more information on the *Crime Visualization Tool Role* contact your administrator.

- Incident Summary.
- Master Indices Details, in both *View* and *Edit* modes.

- Organization, Person, Address, Vehicle, and Gang.
- Field Contacts, in both *View* and *Edit* modes.

Incident Report

The **Crime Visualization Tool** is currently accessible from the Online RMS Incident Report page for users with the *Crime Visualization Tool Role*:

Note: For more information on the *Crime Visualization Tool Role* contact your administrator.

Click on the **Actions** button then click on the **Visualization Tool** menu option.

The screenshot displays the Online RMS Incident Report interface. At the top, there are tabs for Summary, Header, Offenses, Names, Property & Vehicles, Narratives, Attachments, and Validations. The main content area shows incident details: Incident Summary (04/09/2019 0833 Hrs - 100 North Main Street BLO...), Agency (District 42, Versailles), Offense(s) (35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX), and Report # (2019D4210229 Supp #: 0). Below this, there is an Actions button and a dropdown menu. The dropdown menu is open, showing options like View Incident Status, View Incident Audit Trail, Create Supplement, View Incident Based Reporting Values, Edit This Incident, Warrant / Charge Request, Narrative Maintenance, and Visualization Tool. The Visualization Tool option is highlighted with a red box. Below the menu, there is a table with columns: Lead Investigator, Assignment Status, Case Status, Next Update Due, and Actions. The table contains one row with the value 'Assign to Patrol' under Assignment Status and 'Open' under Case Status. At the bottom, there is a SUMMARY section with the text 'Stolen property reported.' and a table with columns: REPORT DATE, OCCURRENCE DATE START, and OCCURRENCE DATE END. The values are 04/09/2019 0833, 04/09/2019 0833, and empty respectively.

The **Spider Chart** will open with the **Incident Report** as the center **Element**. For more information on **Spider Chart** refer to "Spider Chart" on page 157.

Field Contact

The **Crime Visualization Tool** is currently accessible from the Online RMS Field Contact page in both the View and Edit modes, for users with the *Crime Visualization Tool Role*.

For more information on **Field Contacts**, refer to "Field Contacts" on page 409

View Mode

Field Contact Search / Search Results / View Field Contact

Go Back Visualization Tool Print

Field Contact Details

CONTACT ID	287	AGENCY	District 42, Versailles	SECURITY LEVEL	Animal Control
CONTACT TYPE	Alarm Response	CONTACT DATE	04/02/2019 1332		
SUMMARY					
NOTES					

Edit Mode

Field Contact Search / Search Results / Edit Field Contact

Go Back Visualization Tool View Summary Print

Field Contact Details

CONTACT ID	277	AGENCY	District 42, Versailles	SECURITY LEVEL	Patrol Officer	Change Security
CONTACT TYPE	Knock and Talk			CONTACT DATE	06/07/2018 1113	
SUMMARY						
Neighbors complaining about noise.						

The **Visualization Tool** displays a **Spider Chart** with the center **Element** as the record you are on, along with lines leading to its associated records. For example, the center **Element** would be the record in the above example. For more information on **Spider Chart** refer to "Spider Chart" on page 157.

Master Indices Detail Pages

The **Crime Visualization Tool** is currently accessible from the Online RMS **Master Indices** detail pages in both the *View* and *Edit* modes, for users with the *Crime Visualization Tool Role*.

For more information on **Master Indices**, refer to "Master Indices" on page 83.

The **Visualization Tool** displays a **Spider Chart** with the center **Element** as the record you are on, along with lines leading to its associated records. For example, if you open the tool from Billy Smith's Person record, the center **Element** is Billy Smith. For more information on **Spider Chart** refer to "Spider Chart" on page 157.

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

Organization

Go BackVisualization ToolView SummarySubscribe

Organization Details

36121

-Add-

INDEX ID

240000007

SECURITY LEVEL

Level 1 - Access to all Data

NAME

Automation Industries

ORGANIZATION TYPE

Law Office

ORGANIZATION #

123

COMMENTS

Person

Pin PersonGo BackDeleteVisualization ToolCreate Photo LineupView SummarySubscribe

Person Details

(1/1)

11/21/2016

211313131313131313

SmartSearch (0)

-Add-

INDEX ID

42

SECURITY LEVEL

Level 1 - Access to all Data

LAST NAME

Smith

FIRST NAME

Billy

MIDDLE NAME

3/16/12

Address

Go BackVisualization ToolUpdate DetailsSubscribe

Address DetailsAddress Summary

Audit Off

SmartSearch (0)

INDEX ID

1693

Common Event Associations

STREET #	DIRECTION	STREET NAME	TYPE
1238	East	Calrson	Lane

Vehicle

[Go Back](#) [Visualization Tool](#) [View Summary](#) [Subscribe](#)

Vehicle Details

1 1 1 1

SmartSearch (0) -Add-

INDEX ID
67

SECURITY LEVEL
Level 1 - Access to all Dat

YEAR
2009

MAKE
AGRICULTURAL MA

MODEL
FARM AND GARDEN EQL

Gang

[Go Back](#) [Visualization Tool](#) [View Summary](#) [Subscribe](#)

Gang Details

1 1

-Add-

INDEX ID
21

SECURITY LEVEL
Level 1 - Access to all Data

GANG NAME
4 Cheese Burritos23423423423

GANG LEVEL
Local

GANG TYPE
Asian Gang

Chapter 11. Calls for Service

Calls For Service Overview

Track and Document Calls

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

Enhanced Integration from Caliber CAD

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

Integration to Online RMS include the following 11.8 enhancements:

- Vehicle insurance company information now transfers with vehicles that have the vehicle insurance company included with the vehicle. The vehicle insurance company is stored with the dispatch event vehicle and with the master vehicle insurance record if the vehicle is included on the Incident Report and stored in the RMS Master Vehicle index.
- The License Expiration Date is processed for a vehicle sent by CAD. The vehicle description contains the expiration year and month in the Master Vehicles if an incident report is created with the vehicle.
- The CAD RMS Interface sends the Master Person ID from CAD to RMS when the CAD user searches RMS for a person and adds that person to the CAD transfer. When the RMS Master Person ID is sent from CAD, the person is directly matched with the Master Person Record in RMS instead of using the RMS CAD Name Matching process.

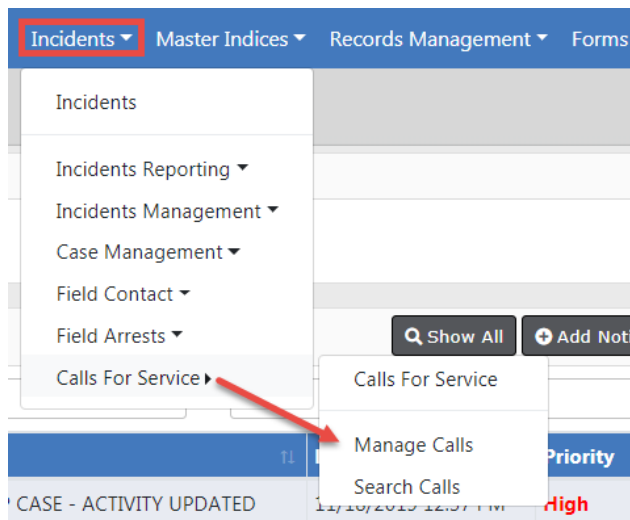
Create Field Arrest and Import Call Data

Beginning with Online RMS 11.7.0, with appropriate permissions, you can create a Field Arrest and import data from an existing Incident or Calls for Service record into the arrest record, avoiding unnecessary data entry. This process also associates the Field Arrest to the Incident or Calls for Service record automatically.

For details, refer to "Create Field Arrest and Import Data" on page 367.

Access Calls For Service

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



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

To search calls refer, to "Search Calls for Service" on page 183.

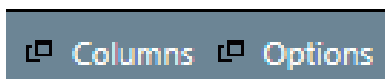
Manage Calls for Service

You can create, edit, view calls by selecting the Calls For Service **Manage Calls** sub-menu. For details, refer to "Calls For Service Overview" on the previous page .

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

Menu		Call List								
New Call										
Options										
Exit										
Officers										
		Call #	Call Date	Caller Name	Incident Location	Call Type	Call Priority	Status	User	Actions
		0000000139BLAH20	03/16/2020 07:43	Tom Smith	1 North Meridian Street INDIANAPOLIS, IN 46204	100	High	Open	Elmore, Phil	
		0000000138BLAH19	11/20/2019 08:53		400 Elm Street Fortville, IN 46040			Open	Saur, Christine	
		0000000137BLAH19	03/25/2019 11:28					Open	Simpson, Homer	

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



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

Select columns

7 items selected

Remove all

+

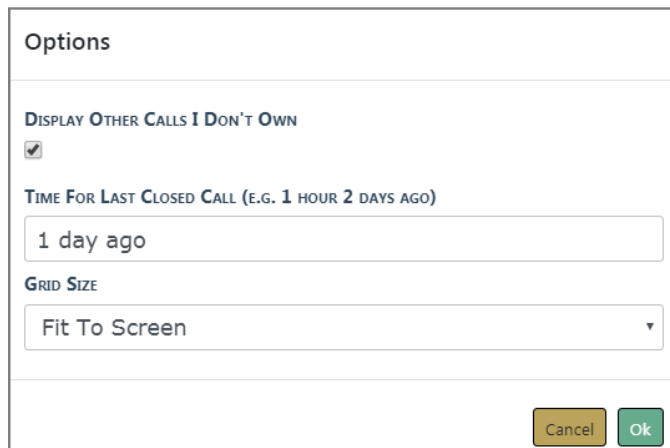
Add all

↕ Dispatch #	-	Phone #	+
↕ Time	-	Latitude	+
↕ Name	-	Longitude	+
↕ Address	-	Call Status	+
↕ Call / Activity	-	Dispatcher	+
↕ Priority	-	Agency	+
↕ Actions	-		

Ok

Cancel

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



The image shows a dialog box titled "Options". It contains three sections: a checkbox labeled "DISPLAY OTHER CALLS I DON'T OWN" which is checked; a text input field labeled "TIME FOR LAST CLOSED CALL (E.G. 1 HOUR 2 DAYS AGO)" with the value "1 day ago"; and a dropdown menu labeled "GRID SIZE" with the selected option "Fit To Screen". At the bottom right are "Cancel" and "Ok" buttons.

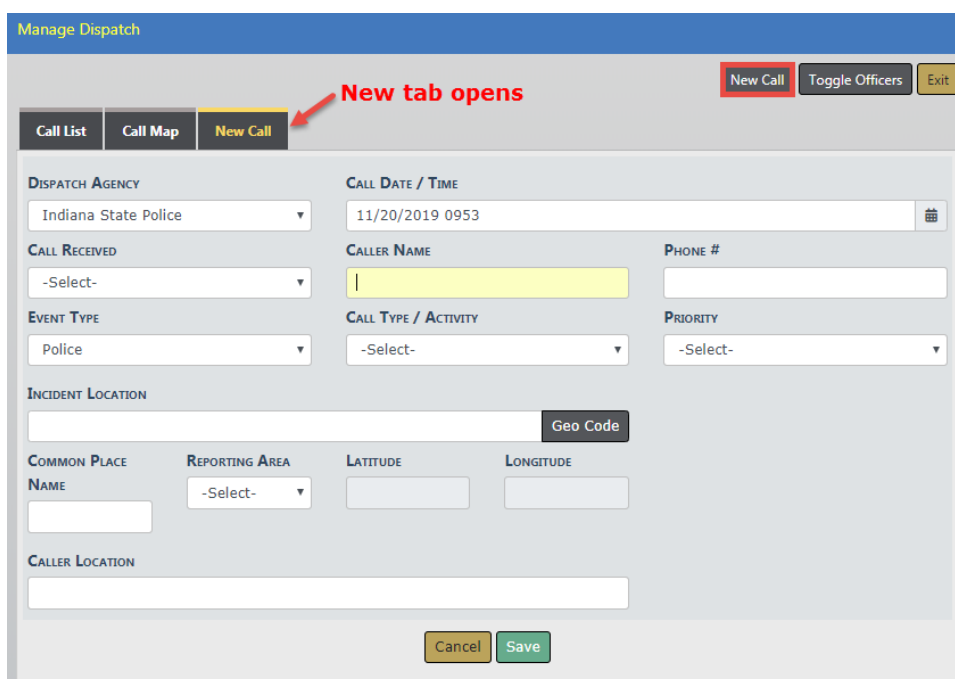
From the **Calls for Service** screen the Officer or Dispatcher has the ability to initiate a New Call, edit or view a call, Toggle Officers, Show Map, and Exit.

Initiate New Call

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

For more information on how to access the Manage Calls For Service menu option, refer to "Manage Calls for Service" on page 172.

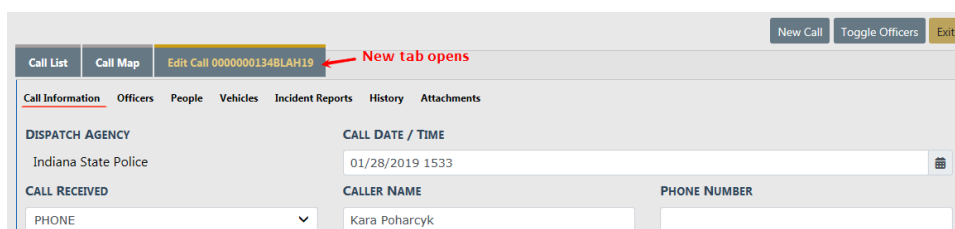
Addresses are *Geo Verified*. As with address section in RMS you can also associate a common place name as well.



The screenshot shows the 'Manage Dispatch' application interface. At the top, there is a blue header bar with the text 'Manage Dispatch'. Below the header, there is a navigation bar with three tabs: 'Call List', 'Call Map', and 'New Call'. The 'New Call' tab is highlighted in yellow, and a red arrow points to it with the text 'New tab opens'. To the right of the tabs, there are three buttons: 'New Call' (highlighted in red), 'Toggle Officers', and 'Exit'. Below the navigation bar, the form is divided into several sections. The 'DISPATCH AGENCY' section has a dropdown menu with 'Indiana State Police' selected. The 'CALL DATE / TIME' section has a text input field with '11/20/2019 0953' and a calendar icon. The 'CALL RECEIVED' section has a dropdown menu with '-Select-' selected. The 'CALLER NAME' section has a text input field with a yellow highlight. The 'PHONE #' section has a text input field. The 'EVENT TYPE' section has a dropdown menu with 'Police' selected. The 'CALL TYPE / ACTIVITY' section has a dropdown menu with '-Select-' selected. The 'PRIORITY' section has a dropdown menu with '-Select-' selected. The 'INCIDENT LOCATION' section has a text input field and a 'Geo Code' button. The 'COMMON PLACE' section has a text input field. The 'REPORTING AREA' section has a dropdown menu with '-Select-' selected. The 'LATITUDE' and 'LONGITUDE' sections have text input fields. The 'CALLER LOCATION' section has a text input field. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

Enter the information known and select **Save**.

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



The screenshot shows the 'Edit Call' application interface. At the top, there is a navigation bar with three tabs: 'Call List', 'Call Map', and 'Edit Call 0000000134BLAH19'. The 'Edit Call' tab is highlighted in yellow, and a red arrow points to it with the text 'New tab opens'. To the right of the tabs, there are three buttons: 'New Call', 'Toggle Officers', and 'Exit'. Below the navigation bar, the form is divided into several sections. The 'DISPATCH AGENCY' section has a dropdown menu with 'Indiana State Police' selected. The 'CALL DATE / TIME' section has a text input field with '01/28/2019 1533' and a calendar icon. The 'CALL RECEIVED' section has a dropdown menu with 'PHONE' selected. The 'CALLER NAME' section has a text input field with 'Kara Poharcyk'. The 'PHONE NUMBER' section has a text input field. Below the form, there are two buttons: 'Cancel' and 'Save'.

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

Edit a Call

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

Note: When opening a call for editing, the application will check to see if you wish to take ownership of the call in order to edit it. Users cannot edit calls they do not own.

The Officer/Dispatcher has the ability to add any additional Incident Notes. You can return to the call later to finish your edits by accessing the *Manage Call For Service* sub-menu option. For more information on accessing the *Manage Call For Service* sub-menu, refer to "Manage Calls for Service" on page 172.

On the *Edit Call* screen, sub-tabs and a notes section at the bottom of the screen appear, including the following:

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

The screenshot displays the 'Edit Call' interface. At the top, there are tabs for 'Call List', 'Call Map', and a call ID '00000001398LAH20'. Below these are sub-tabs: 'Call Information' (selected), 'Officers', 'People', 'Vehicles', 'Incident Reports', 'Attachments', and 'History'.

The 'Call Information' tab contains the following fields:

- DISPATCH AGENCY:** Indiana State Police
- CALL DATE / TIME:** 03/16/2020 0743
- CALL RECEIVED:** 911 Call
- CALLER NAME:** Tom Smith
- PHONE NUMBER:** (111)222-3333
- EVENT TYPE:** Police
- CALL / ACTIVITY:** 100
- PRIORITY:** High
- CLOSE DATE / TIME:** (empty)
- DISPOSITION TYPE:** Incident Report
- INCIDENT LOCATION:** 1 North Meridian Street INDIANAPOLIS, IN 46204
- COMMON PLACE:** (empty)
- REPORTING AREA:** -Select-
- LATITUDE:** 39.767399
- LONGITUDE:** -86.157866
- CALLER LOCATION:** 5 North Meridian Street INDIANAPOLIS, IN 46204
- INCIDENT NOTES:** [Type A Line AND Press ENTER To Add]

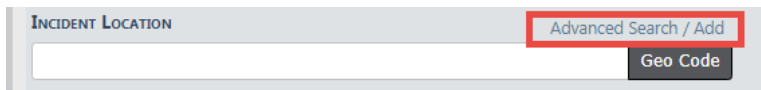
On the right side, there is a map of Indianapolis with a red pin indicating the location. The map includes labels for 'Conrad Indianapolis', 'Fogo de Chão Brazilian Steakhouse', and 'Rhythm! ry.Center'.

At the bottom of the screen, there are three buttons: 'Exit', 'Update', and 'Update & Exit'.

Call Information Tab

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

For agencies manually entering CFS records, you can select the location from Master Address/Locations. Click on the **Advanced Search / Add** link to search for an address then select it to add it to the CFS record.



INCIDENT LOCATION

Advanced Search / Add

Geo Code

When the address record is added to the CFS record, a **View Address** link appears above the location. Click on the link to view the Master Index record.



INCIDENT LOCATION

VIEW ADDRESS

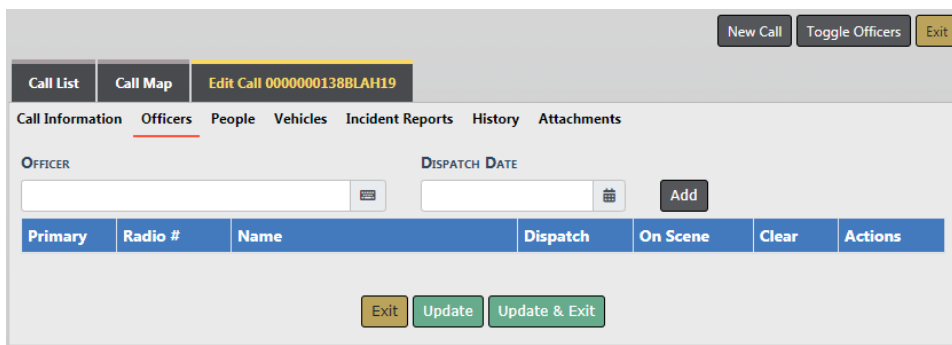
400 Elm Street Fortville, IN 46040

If you are creating an incident, this address also pulls into the Incident automatically.

To close a call, enter the Close Date/Time and select a Disposition from this drop-down list. For more information on closing a call refer to "Close a Call" on page 183.

Officers Tab

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



New Call Toggle Officers Exit

Call List Call Map Edit Call 00000001388LAH19

Call Information **Officers** People Vehicles Incident Reports History Attachments

OFFICER

DISPATCH DATE

Add

Primary	Radio #	Name	Dispatch	On Scene	Clear	Actions
---------	---------	------	----------	----------	-------	---------

Exit Update Update & Exit

People Tab

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

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

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

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



Note: For more information on searching, selecting, and creating *Master Person Index* records refer to "Master Indices" on page 83.

Vehicles Tab

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

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

The screenshot shows the 'Vehicles' tab selected in the 'Edit Call 0000000138BLAH19' window. The 'Add Master Index Vehicle' button is highlighted with a red box. Below the button is a table with one row of vehicle information.

Index ID	Vehicle Info	Actions
N/A	VIN: 123445654154BBC545 Year: 2019 Make: CHEVROLET(CHEV) Model: CAMARO	 

Buttons at the bottom: Exit, Update, Update & Exit.

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

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

Note: For more information on searching, selecting, and creating *Master Vehicle Index* records refer to "Master Indices" on page 83.

Incident Reports Tab

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

The screenshot shows the 'Incident Reports' tab selected in the 'Edit Call 0000000138BLAH19' window. The 'Create Incident Report' button is highlighted with a red box. Below the button is a table with four columns for incident report information.

Report #	Supp #	Agency	Reporting Officer
----------	--------	--------	-------------------

Buttons at the bottom: Exit, Update, Update & Exit.

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

History Tab

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

Call List Call Map Edit Call 00000001348LAH19

Call Information Officers People Vehicles Incident Reports **History** Attachments

No incidents found at this location.

No phone history found for # 4251231234

Person History

Found 5 result(s) based on first name (Robin)

LAST NAME	FIRST NAME	SEX	RACE	INDEX ID
Poharcyk	Robin	Female	White	1088
Poharcik	Robin	Female	White	1087
Poharcyk	Robin	DOB	SEX	RACE
		01/10/1910 (Age: 109)	Female	White
ADDRESS (RESIDENCE)				INDEX ID
620 Apple Street GREENFIELD, IN 46140				1126

Exit Update Update & Exit

Attachments Tab

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

Call List Call Map Edit Call 0000000138BLAH19

Call Information Officers People Vehicles Incident Reports History **Attachments**

View External Attachments Add Attachments

Exit Update Update & Exit

Note: For more information on adding **Attachments** refer to "Attachments" on page 69.




Call List

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

Menu	<div>Call List</div> <div>Call Map</div>									
New Call										
Options										
Exit										
Officers										
	<div>+</div>	0000000139BLAH20	03/16/2020 07:43	Tom Smith	1 North Meridian Street INDIANAPOLIS, IN 46204	100	High	Open	Elmore, Phil	<div>✎</div>
	<div>+</div>	0000000138BLAH19	11/20/2019 08:53		400 Elm Street Fortville, IN 46040			Open	Saur, Christine	<div>👁</div> <div>👤</div>
	<div>+</div>	0000000137BLAH19	03/25/2019 11:28					Open	Simpson, Homer	<div>👁</div> <div>👤</div>

Edit, Take, View Calls

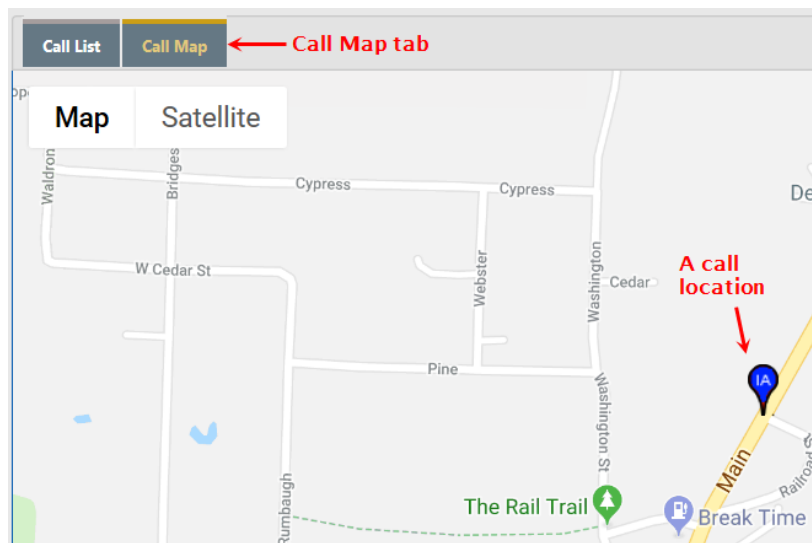
Under the *Actions* column you can edit, take, or view calls.

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

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

Note: Officers can be dragged and dropped from the Call Officer grid to the **Edit Call** tab.

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



Clear, Dispatch, or Mark Call as OnScene

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

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

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

<div><div></div><div>0000000138BLAH19</div></div>	11/20/2019 08:53	400 Elm Street Fortville, IN 46040			Open	Saur, Christine	<div><div></div><div></div></div>
Radio #	Name	Dispatch	En Route	On Scene	Clear	Primary	
No data available in table							
<div><div></div><div>0000000137BLAH19</div></div>	03/25/2019 11:28				Open	Simpson, Homer	<div><div></div><div></div></div>
<div><div></div><div>2019-00000170</div></div>	02/21/2019 12:25	.IN. 46140, Hancock	TRAFFIC STOP	Low	Edit	superuser	<div><div></div><div></div></div>
Radio #	Name	Dispatch	En Route	On Scene	Clear	Primary	
101	1. Officer - Police Agency	02/21/2019 12:25	02/21/2019 12:25	02/21/2019 12:25	03/18/2019 08:41	Yes	

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

Close a Call

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

To close the call, add the clear time, clear date, and disposition on the Edit call tab of the *Manage Dispatch* form. For more information on accessing the *Manage Dispatch* form, refer to "Manage Calls for Service" on page 172.

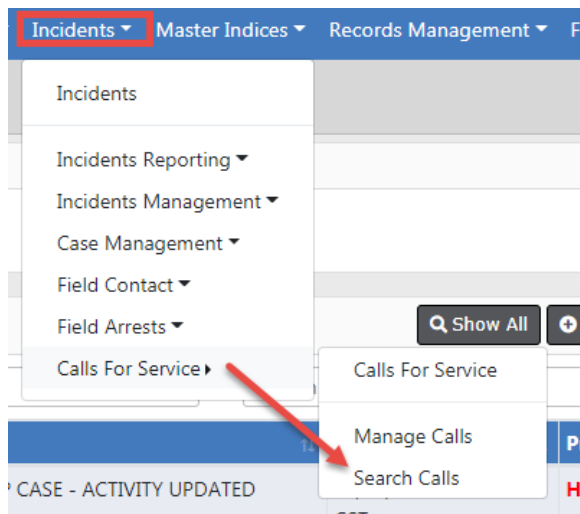
Note: The **Clear** time/date on the *Call List* is not the same as the **Close** time and date. Closing a call also requires a disposition of the call. For more information about the *Call List*, refer to "Call List" on page 181.

The screenshot shows the 'Edit Call' form in the RMS system. The form is titled 'Edit Call 00000001388LAH19'. It has tabs for 'Call List', 'Call Map', and 'Edit Call'. The 'Edit Call' tab is active. The form is divided into several sections: 'Call Information' (with sub-tabs: Call Information, Officers, People, Vehicles, Incident Reports, History, Attachments), 'DISPATCH AGENCY' (Indiana State Police), 'CALL DATE / TIME' (11/20/2019 0953), 'CALL RECEIVED' (-Select-), 'CALLER NAME' (empty), 'PHONE NUMBER' (empty), 'EVENT TYPE' (Police), 'CALL / ACTIVITY' (-Select-), 'PRIORITY' (-Select-), 'CLOSE DATE / TIME' (11/14/2019 1013), 'DISPOSITION TYPE' (CITATION ISSUED), 'INCIDENT LOCATION' (empty), 'COMMON PLACE' (-Select-), 'REPORTING AREA' (-Select-), 'LATITUDE' (empty), 'LONGITUDE' (empty), 'CALLER LOCATION' (empty), and 'INCIDENT NOTES' (empty). At the bottom, there are buttons for 'Exit', 'Update', and 'Update & Exit'. The 'CLOSE DATE / TIME' and 'DISPOSITION TYPE' fields are highlighted with red boxes.

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

Search Calls for Service

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



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

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

Person Details

FIRST NAME: LAST NAME: DOB: RACE:

SEX: ROLE:

Organization Details

NAME:

Vehicle Details

VIN: YEAR: MAKE: MODEL:

LICENSE PLATE:

Address Details

STREET # To STREET NAME: STREET TYPE: STREET DIRECTION:

DIRECTION SUFFIX: SUB TYPE: SUB # CITY:

STATE: ZIP: INTERSECTION STREET # INTERSECTION STREET NAME:

INTERSECTION STREET TYPE: INTERSECTION STREET DIRECTION: INTERSECTION DIRECTION SUFFIX: COMMON PLACE NAME:

REPORTING AREA: COUNTY: LOCATION:

ADDITIONAL SEARCH CRITERIA:

Go Back Reset Search

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

Calls can be viewed, printed, or shown on the map.

Search Results

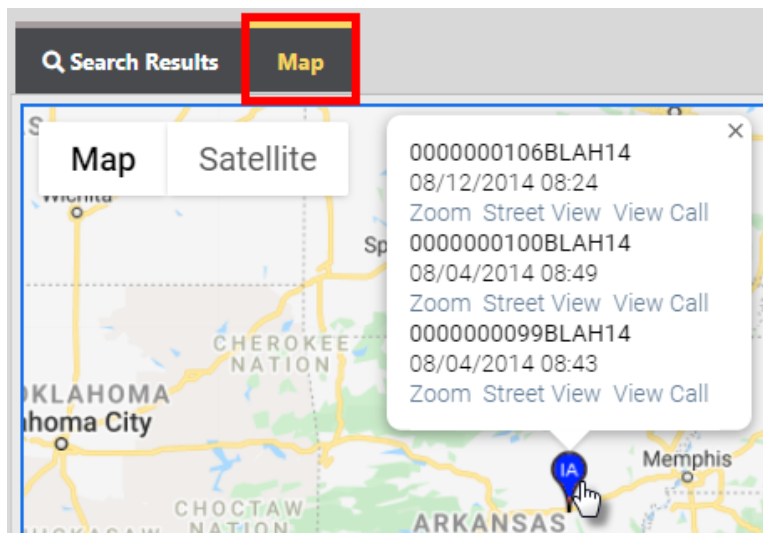
45324 result(s) found

Previous 1 Next

Dispatch #	Agency	Dispatch Date	Call Type	Caller	Primary Officer	Location	Incident Report #	Actions
2012387			FIRE	BF20598 - (0) -		123 TOWN BLVD		

Select the **Show Map** button to open a new tab displaying the current search results on a map.

- Only calls with a service address that is GEO-coded display on the map.
- Click on any pin on the map to open a pop-up window to display basic all times.



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

[Go Back](#)
[Print](#)
[Switch To Edit Status](#)

Dispatch Info - 2012387

DISPATCHER DEB		
DISPATCH AGENCY Indiana State Police	CALL DATE	
CALL RECEIVED O	CALLER NAME BF20598	CALLER PHONE # (0) -
PRIORITY High	EVENT TYPE Police	CALL / ACTIVITY FIRE
DISPOSITION TYPE	CLOSE DATE 10/30/2012 11:46	
INCIDENT NOTES		

Location

INCIDENT LOCATION 123 TOWN BLVD	CALLER LOCATION
COMMON PLACE NAME	REPORTING AREA
LATITUDE	LONGITUDE

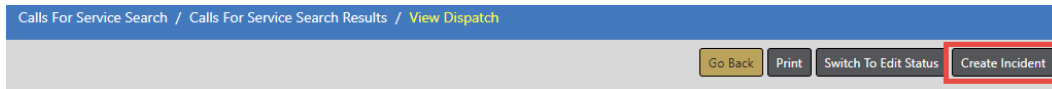
[Go Back](#)

Scroll down to view additional call details.

Click the **Print** button to print.

If applicable, click the **Switch to Edit Status** to edit the call. For more information on editing a call, refer to "Edit a Call" on page 175.

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



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

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

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

Note: CFS records that integrated from Caliber CAD include person and vehicle data from the CAD Call for Service event; this applies only to agencies using the Online RMS CFS module and sites with an active CAD Interface.

Note: Warrant information displays only if your agency is using the **Warrants** module.

Search Calls for Service by Unit History

If the feature is enabled, you can also search calls for service by Unit History by selecting Incidents from the top navigation bar, Calls For Service, then **Unit History** option on the sub-menu.

The screenshot shows the 'Unit History Search' page in the Caliber Public Safety system. The top navigation bar includes 'Administration', 'Incidents', 'Master Indices', and 'Records Management'. The 'Incidents' dropdown menu is open, showing options: 'Incidents', 'Incidents Reporting', 'Incidents Management', 'Case Management', 'Field Contact', 'Field Arrests', 'Criminal Complaint', 'Court Cases', 'Court Appearances', and 'Calls For Service'. The 'Calls For Service' option is highlighted, and its sub-menu is also open, showing 'Calls For Service', 'Manage Calls', 'Search Calls', and 'Unit History'. The main search form on the left includes fields for 'AGENCY' (District 42, Versailles), 'UNITS' (Click To Select), 'LOGGED BY', and 'REPORT NUMBER' (with radio buttons for 'No Report', 'Has Report', and 'Specify #').

To search using unit history, enter data in the fields shown, where applicable, and select **Search** to return results.

The screenshot shows the 'Unit History Search' page with all search fields visible. The 'AGENCY' field is set to 'District 42, Versailles'. The 'DATE FROM' and 'DATE TO' fields are empty. The 'TIME FROM' and 'TIME TO' fields are empty. The 'UNITS' field is set to 'Click To Select'. The 'UNIT LOCATION' field is empty. The 'UNIT ACTIVITY' field is empty. The 'UNIT STATUS' field is empty. The 'LOGGED BY' field is empty. The 'EMPLOYEE NAME' field is empty. The 'INCIDENT LOCATION' field is empty. The 'DISPATCH NUMBER' field is empty. The 'REPORT NUMBER' field has radio buttons for 'No Report', 'Has Report', and 'Specify #'. The 'DISPATCH NUMBER' field has radio buttons for 'No Call', 'Has Call', and 'Specify #'. The 'Search' button is highlighted in green.

Chapter 12. Incidents

Incidents Overview

Incidents Reports can be created in Online RMS manually, or integrated from Caliber CAD for Agencies with an active Caliber CAD interface.

The *Integration Interface* transfers Caliber CAD call information to the Online RMS **Calls For Service** module and initiates an Incident Report for the responding unit, linking the Caliber CAD data to the report.

Beginning with Online RMS 11.7.0, you can create a Field Arrest and import data from an incident or Calls for Service into the arrest record to avoid unnecessary data entry.

Note: If the CFS module and integration is turned on, and the integration process cannot match people that exist on the CFS record with RMS, the unmatched names appear on the Names tab of the Incident Report. With appropriate permissions, you have the option to add unmatched people to the Master Index in RMS, then associate them with the Incident Report. For details, refer to "Names Tab" on page 218.

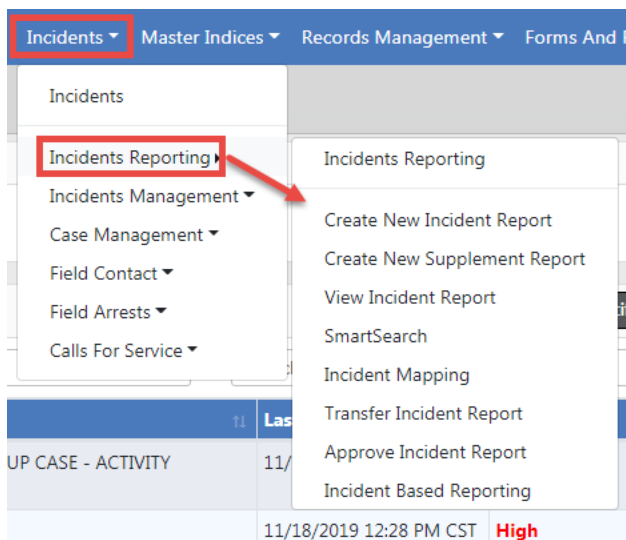
- **Incident Reporting** includes the following activities:
 - Create New Incident Report manually, or by integration from Caliber CAD, if applicable.

Note: The *Wizard* leads you through each section of the incident report to help you fulfill the system requirements for a valid incident report. The *Wizard* can be turned on and off, but you should leave it on to help ensure that you complete required information. This practice helps to prevent problems with validation at the end of the incident creation process.

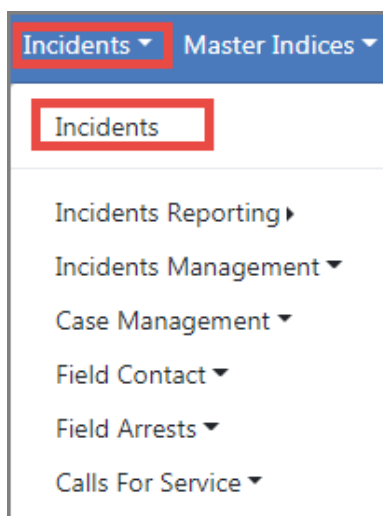
- Create Supplement to Incident Report
- View Incident Report

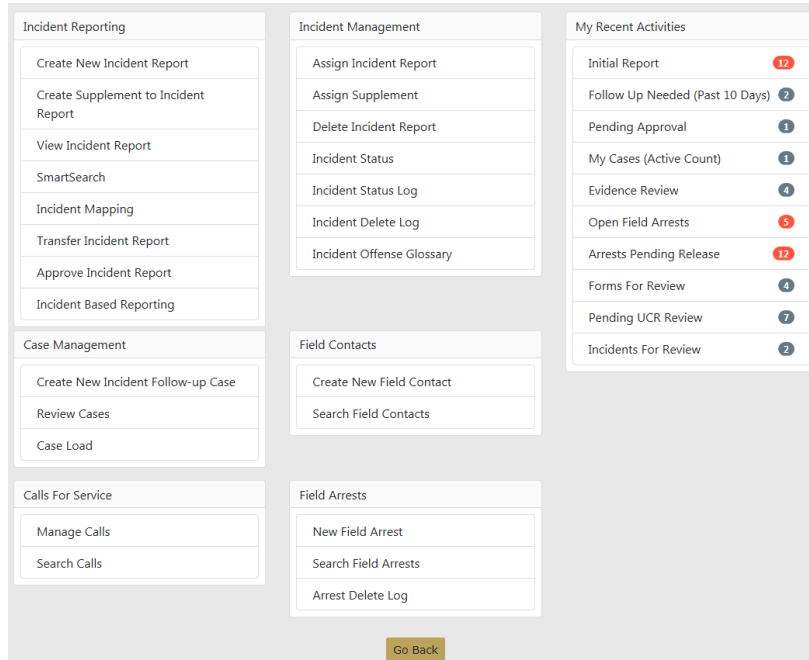
Note: With appropriate permissions, investigators can create a case on an initial unapproved Incident to begin working on an investigation without waiting for Incident approval. Refer to "Create a Follow-Up Case" on page 471 for details.

- SmartSearch
 - Incident Mapping
 - Transfer Incident Report
 - Approve Incident Report. (Available with proper permissions.)
 - Incident Based Reporting (Available with proper permissions.)
- You can access these features from the Incident Reporting sub-menus. Click **Incidents** on the top navigation bar, then click the **Incident Reporting** to display more options from which you can select.



Or, you can click **Incidents** on the navigation bar, then click **Incidents** again to display all Incident options. Click on an option to access that module.



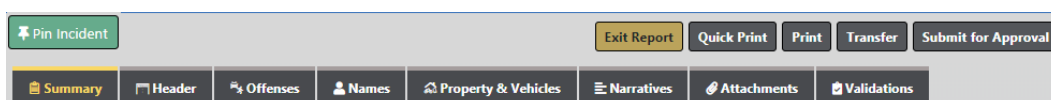


Note: Items that appear are based on permissions and vary by user.

Note: With appropriate permissions, Review Route can now be canceled on the Incident Approval screen.

Top Buttons

The **Incident Report** contains various buttons that enable the user to *Pin Incident*, *Exit Report*, *Quick Print*, *Print*, *Transfer* the report to a different user, *Show* or *Exit* the *Wizard*. The *Submit for Approval* button remains inactive (gray) until the components of the report are completed appropriately and the report is ready for review by an officer supervisor or CID supervisor.



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

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

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



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

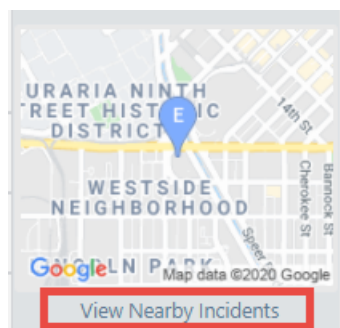
For more information on pinned records that appear on the Home Page, refer to "Home Page - Prior to RMS 11.12" on page 8.

Google Maps Integration

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

Report Location			
ADDRESS	LATITUDE	LONGITUDE	
1770 Block of Lincoln Denver, CO 80104	39.739577	-104.999408	
REPORTING AREA	INCIDENT NIBRS CITY	INCIDENT LOCATION REMARKS	
CANNELTON			
COMMON PLACE NAME	CAMPUS CODE		
	Off Campus		
GEOGRAPHIC LOCATION	COUNTY OF OCCURRENCE	TOWNSHIP OF OCCURRENCE	
District 42 Versailles	Hancock		

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



Incident Report - Requirements And Rules

General Requirements:

There are four (4) minimum requirements before a report can be submitted for approval:

- Report/Occurrence Dates and Times
- Report Location
- Reporting Officer
- Narrative

Additional validation requirements may exist such as Media Crime Summary, Incident Types, Reporting Area, and Completion of Custom Form started within the Incident.

Additional validation requirements will be driven by any Offenses added to the report and possibly Custom Fields created by the agency.

Information entered on the Incident saves automatically as it is selected for the report. The Narrative auto saves every 60 seconds as the user is creating it.

Cross-tab Validations:

Online RMS 11.8.0 and above expands features for states that need to satisfy unique NIBRS requirements. Such as allowing Rules and Validations on the Incident Offenders and Victim tabs in addition to the Incident Header and Incident Offense tabs, a more comprehensive selection of custom fields, and the ability to configure validation rules across tabs.

For example, suppose your state has particular IBR reporting guidelines requiring you to supply specific Incident Offender data when the victim is older than 17. Then, with help from Caliber staff, your agency can add a validation rule to a custom field on the Incident Offender tab requiring the user to supply that information when the victim is older than 17.

Incident Rules:

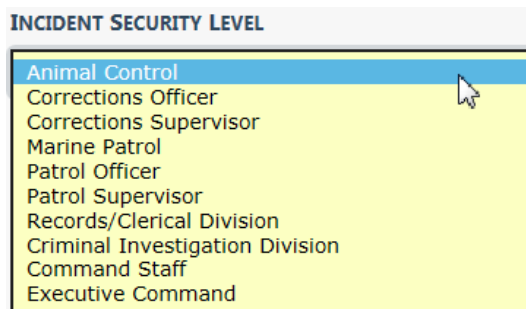
- The Initial Report is designated as “Supp# 0” and Supplements are then added in sequential order (e.g., Supp. # 1, 2, 3, etc.).
- A user can submit another report owner’s Incident.
- Incidents can be edited when in *Initial* or *Disapproved* status, otherwise will result in a Supplement.
- Incidents that have been *Approved* can only be Supplemented.

Field Arrests, Field Contacts, Citations, and Warrants can be associated to an **Incident Report** within the **Summary** tab of the report.

Associated CAD information can be found within the **Header** and **Summary** tabs in the **Calls For Service** section.

Incident Security

Incident Security uses a hierarchical design. A user account is assigned incident security based on general rights to view the details of an incident report. **Animal Control** is the lowest incident security level and **Executive Command** is the highest incident security level.



Incident Security applies to each individual Incident Supplement. In addition to the security level, there are also security control to restrict to *Agency Only* and for *Security Groups*.

The default security for Incident Reports is set at the *Patrol Officer* level. This means users with *Patrol Officer* security rights can:


- View Incident Supplements having a security level of *Patrol Officer* or less.
- Cannot view Incident Supplements having a security level greater than *Patrol Officer*, unless the user is added to a security group assigned to the Incident Report.

It is understood that some Incident Reports will be of a more sensitive nature and may require a higher security level to minimize the number of users that have access to the report.

Users without the proper security level receive an access denied message when selecting an Incident report.

Go Back

You do not have access to view report # 2017D4210134. This report belongs to the following agency. If this is not your agency, please contact them if you need more information or need to view this report.

AGENCY District 42, Versailles	ADDRESS 902 South Adams Street Versailles IN 47042	
PHONE 317-555-1717	POC District	

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

Incident Summary: 04/07/2021 1510 Hrs - 200 North Main Street Masontown, IN
Offense(s): 35-43-1-1 - ARSON- ATTEMPTED
Total Hours: 0

Agency: District 42, Versailles
Report #: 2021D4210343 **Supp #:** 0

SUPP # **AGENCY ONLY** ☐

FOR PUBLIC RELEASE ☒ **Applies To All** **Supplements** ☒ **UPDATE ALL SUPPLEMENTS** ☐

Slide the bar up or down to increase or decrease access to the Incident

Allow ☐ Restrict ☐ 72 users have access

☐ Executive Command
☐ Command Staff
☐ Criminal Investigation Division
☐ Records/Clerical Division
☐ Patrol Supervisor
☐ Patrol Officer
☐ Marine Patrol

DEFAULT SECURITY TEMPLATE ☐

HIDE INCIDENT ☐

If desired, select available security groups to provide access to the Incident

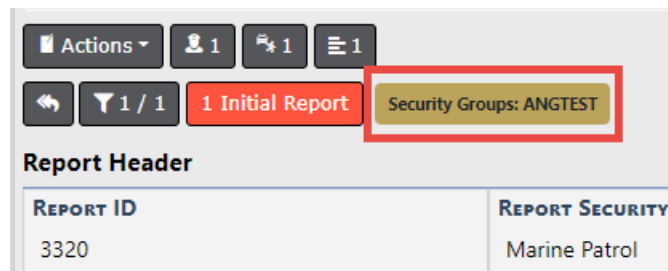
Search...

NO AGENCY TEST
 TEST 2 EXCLUSIVE
 Test 42
 ANGTEST

RESTRICT ACCESS TO SELECTED SECURITY GROUPS ☐

- *Agency Only* - Check this box to restrict the Incident Report to users at your agency only.
- *For Public Release* - Deselect this box to print NOT FOR PUBLIC RELEASE across the top of the Incident report. This button is active (green) by default.
- *Update All Supplements* - Check this box to update the security on all Supplements.
- *Incident Security Levels* - Set the Incident's security level at a level equal or less than his or her security rights. This means other users at that level or above would have access to the report across all agencies (unless the Restrict to Agency Only is selected).
- *Security Groups* - Available security groups can be selected which will allow any user in the selected group to have access regardless of their individual security level. If **Restrict Access to Selected Security Groups** is checked, the Incident report can only be accessed by members of the selected Security Group.


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



- **Default Security Template** - This option allows the user to set one supplement as the default security template. All future supplements added to the Incident inherit the same security level.
 - When the Hide Incident box is selected, the Default Security Template box will automatically be selected when you save changes.
- **Hide Incident** - Check this box to mark the Incident as hidden. Hidden Incidents can only be seen by users who meet the security requirements, and are in the same agency as the Incident. An exception is if the user is part of a security group set for one of the supplements.

Note: This option is only available to users who have both the hidden permission and full access to all supplements.

- Hidden Incidents do not appear in searches, nor in other Online RMS modules that lists associated incidents, such as field arrest, warrants, visualization tool, citations, field contacts, evidence, etc., unless the user meets security requirements as stated above.
- When you check the **Hide Incident** box, the **Update All Supplements** checkbox is automatically checked and disabled to ensure the security on all supplements are identical.

The **Incident Security** screen can also be accessed at any time through the **Incident Status** screen by clicking on the **Security** icon .

[Go Back](#) [Quick Print](#) [Print](#)

Incident Summary: 04/07/2021 1510 Hrs - 200 North Main Street M...
Offense(s): 35-43-1-1 - ARSON- ATTEMPTED
Total Hours: 0

Agency: District 42, Versailles
Report #: 2021D4210343 **Supp #:** 0

<input checked="" type="checkbox"/>	Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Security Groups	Actions
<input checked="" type="checkbox"/>	Original Report	04/07/2021	Christine Saur #SAUR111	Christine Saur	Pending Approval	Patrol Officer		
<input checked="" type="checkbox"/>	Supp #1	10/12/2021	Christine Saur #SAUR111	Christine Saur	Initial Report	Patrol Officer		

[Go Back](#) [Show Report\(s\)](#)

You can access the **Incident Status** screen from the *View Incident Report* screen, or from the *Incident Report* menu. For more information on accessing the *Incident Report* menu, refer to "Incidents Overview" on page 189. For information on changing the Incident Status, refer to "Changing Incident Status" on page 276.

Incident Report - Report Validations

The Online RMS program has a built-in **Wizard** that guides you through the creation of the **Incident Report**. Navigational buttons are displayed to navigate through the report. The use of the Incident **Wizard** is highly recommended.

National Incident-Based Reporting System (NIBRS) validations use tab indicators to assist the user in entering all required information. The required information may change depending on the offense(s) added to the report. A tab that lists NIBRS validation information displays on the **Incident Validations** tab.

[Exit Report](#) [Quick Print](#) [Print](#) [Transfer](#) [Exit Wizard](#) [Submit For Approval](#)

[Summary](#) [Header](#) [Offenses](#) [Names](#) [Property & Vehicles](#) [Narratives](#) [Attachments](#) [Validations](#)

Incident Summary: 07/16/2018 2300 Hrs
Offense(s): 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX

Agency: District 42, Versailles
Report #: 2018D4210173 **Supp #:** 0

Verify Incident Report

Online RMS has found errors on the incident report which require attention before the report may be submitted. You may use the links below to help guide you to the particular area of the report needing modification. Once all of the errors have been resolved, you may submit the report for approval.

Add Narrative	At least one Narrative is required.
Incident Officers	At least one Reporting officer is required.
Selected Incident Types	Incident Types are required for incidents from this agency.
Incident Summary	Incident report requires a Media/Crime Summary.
Add Incident Location and NIBRS City	Incident Location, NIBRS City is Required.
35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	Offense requires Property or Vehicle details.
35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	Offense Requires Victim Type of Person or Organization
35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	Offense requires Victim and Victim to Offender Relationship.
County of Occurrence	County of Occurrence is required for incidents from this agency.

The **Incident Validations** tab lists any missing required information to assist you. Click on any of the validations listed in **Incident Validations** to return to the area within the report to add or edit data. Once all the minimum required information has been entered, the report can be submitted for approval.

Click the **Exit Wizard** button to view and edit the report in **Form Mode**. This mode allows you to navigate through the necessary tabs in any order without following the linear style used in the **Wizard** mode. Navigating to the **Summary** tab, or clicking on the tabs instead of the navigational buttons, may also cause you to exit the **Wizard** mode. Click the **Show Wizard** button at the top of the page to return to **Wizard** mode.

Note: The **Wizard** mode is only available when editing a *Supp 0* incident.

View Incident Audit Trail

Another valuable security tool for the Investigator is the **View Incident Audit Trail** feature. Information is captured anytime someone accesses an incident report. If you suspect another user is accessing or attempting to access an incident report set above their security level, you can view these access attempts.

To view the audit entries, select *View Incident Report*. When the correct report is located and selected, select the **Actions** button, then **View Incident Audit Trail** menu option

The screenshot displays the Incident Report interface. At the top, there are buttons for 'Pin Incident', 'Exit Report', 'Approve/Disapprove', 'Quick Print', and 'Print'. Below these are tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments', and 'Validations'. The 'Summary' tab is active, showing incident details: 'Incident Summary: 11/01/2017 2300 Hrs - 1776 Lincoln Street Floor #8 Denver...', 'Agency: District 42, Versailles', and 'Report #: 2017D4210135 Supp #: 0'. Below the summary, there is a section for 'Add Disapproval Comments' and an 'Actions' dropdown menu. The 'Actions' menu is open, showing options: 'View Incident Status', 'View Incident Audit Trail' (highlighted with a red box), 'Create Supplement', 'View Incident Based Reporting Values', 'Edit This Incident', and 'Visualization Tool'. At the bottom, there are fields for 'REPORT DATE' (11/02/2017 1314), 'REPORT SECURITY' (Patrol Supervisor), 'REPORT TYPES' (Child Custody, Hate Crime), 'OCCURRENCE DATE START' (11/01/2017 2300), and 'OCCURRENCE DATE END'.

Anyone who accesses or attempts to access the Incident Report appears in the Audit History.

Go Back

Audit History

Notification History

Incident Summary: 11/01/2017 2300 Hrs - 1776 Lincoln Street Floor #8 Denver,...

Agency: District 42, Versailles

Offense(s): No Offense Specified

Report #: 2017D4210135 Supp #: 0

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
IncidentView	02/01/2019 1012 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	02/01/2019 0949 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	10/05/2018 0910 HRS	STATE_OFFICER11	Homer	Simpson	District 42, Versailles
IncidentView	11/16/2017 1500 HRS	CSAUR	Christine	Saur	District 42, Versailles
IncidentView	11/02/2017 1315 HRS	D_OFFICER	Dana	M	District 42, Versailles
IncidentView	11/02/2017 1314 HRS	D_OFFICER	Dana	M	District 42, Versailles

Go Back

Create Incident Report

The Incidents module is where you input, retrieve, and edit professional law enforcement reports. Create reports step-by-step using the **Incident Report Wizard**. Each report is validated against state or federal guidelines which are driven by any offense(s) entered on the report.

Depending on your agencies configuration, incidents may be created manually or automatically via the **Caliber CAD** interface. Mobile users may also have access to generate a report in CAD using **Caliber Mobile**.

Incident Reports generated by **Caliber CAD**, or other CAD system through a system interface, will contain information generated by CAD or imported through the CAD interface.

Once logged into Online RMS the Home Page displays. You can edit the CAD generated Incident from the *Recent Activities* section under **Initial Report** by clicking on the number to the right.

Home

Broadcast Messages

Show All

No Messages To Display

Notifications

← Back

Q Show All

+ Add Notification

-Filter By Users-

INCIDENT FOLLOW-UP CASE - NEW SUPP FILED

Search

Previous

1

2

Next

	Priority	Sender	Description	Sent On	Actions
<input type="checkbox"/>	High	Simpson Homer	New Incident Supplement Added to Case #00000153CASE2019, Incident #2019D4210226 Supp # 0 Approved, Supplement Created by Homer Simpson;	04/02/2019 05:39 PM CST	<div></div> <div></div>

Recent Activities

Initial Report

Follow Up Needed (Past 10 Days)

Pending Approval

My Cases (Active Count)

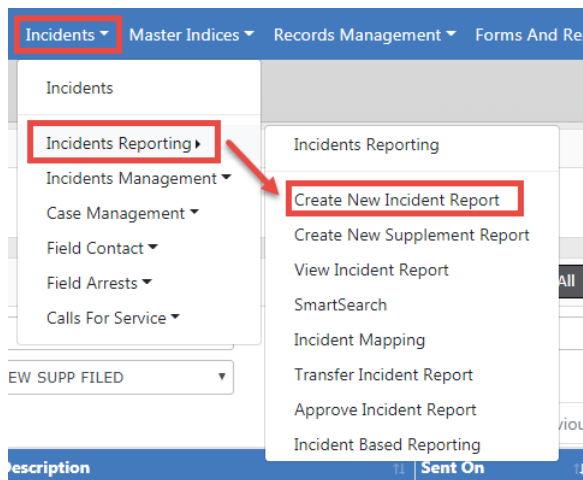
My Case Activities (Active Count)

Incident Reports generated by the *Calls For Service* module contain the call dates and times in the **Header** tab. When you log into Online RMS, you can edit the CFS generated Incident

from the *Recent Activities* section under **Initial Report**. These calls can be searched using the *Calls for Service* module. The associated call will show in the **Header** and **Summary** tabs of the **Incident Report**.

Incidents created manually by officers will use the following workflow:

The **Create New Incident Report** feature is located in the **Incidents** menu under **Incident Reporting**.



This allows you to create a report using your agency's numbering format. Some agencies will use *Automatic Number Generation* where the Incident report number will be populated automatically, and some agencies will have the opportunity to manually enter the report number based on the agency's business practice.

A screenshot of the 'Create New Incident Report' form. The form has a title bar 'Create New Incident Report' and a section header 'Incident Report Number and Summary'. Below the header, there is a message: 'Please verify the following information and click finished to create a new incident report'. The form contains several fields: 'AGENCY' with a dropdown menu showing 'District 42, Versailles'; 'REPORT #' with a dropdown menu showing 'Auto Generated'; 'SECURITY LEVEL' with a dropdown menu showing 'Patrol Officer'; and 'MEDIA/CRIME SUMMARY' with a large text area. There is a 'Check Spelling' link next to the text area. At the bottom of the form, there are two buttons: 'Go Back' and 'Finished - Go To Next Section'.

Select the Security Level, if different than the default.

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

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

Incident Report Tabs

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

Note: With appropriate permissions, you can *Pin* the Incident while on the Summary tab to add it to your Home Page for quick reference. For more information, refer to "Incidents Overview" on page 189.

Header Tab

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

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

The screenshot shows the RMS Header Tab interface. At the top, there are buttons for 'Exit Report', 'Quick Print', 'Print', 'Transfer', 'Exit Wizard', and 'Submit For Approval'. Below these are tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments', and 'Validations'. The 'Header' tab is active, displaying 'Incident Summary: 12/13/2018 1332 Hrs' and 'Offense(s): No Offense Specified'. To the right, it shows 'Agency: District 42, Versailles' and 'Report #: 2018D4210207 Supp #: 0'. At the bottom, there are three circular buttons: 'Types & Times', 'Location', and 'Officers'.

Click on each button to access that information.

Report Types & Times

The *Header Information* area includes Report Security, For Public Release, Report Agency/District, the Media / Crime Summary box, Incident Report Types, Report Date, Occurrence Date Start, Incident Classification, and other information.

Report Security

Select the Incident Report security level.

For Public Release

This field defaults to **Yes**. Change this value to **No** if this Incident should not be public. Hover over or click on the information bubble for more information.

The screenshot shows the 'FOR PUBLIC RELEASE' section. There is a checkbox labeled 'Yes' which is currently checked. To the right of the checkbox is an information bubble with the following text: 'Unchecking this checkbox will include the wording of "Not For Public Release" on the printed incident report and when viewing the incident report in RMS. Important: This setting does Not control incident security. Click to view Entire Entry'.

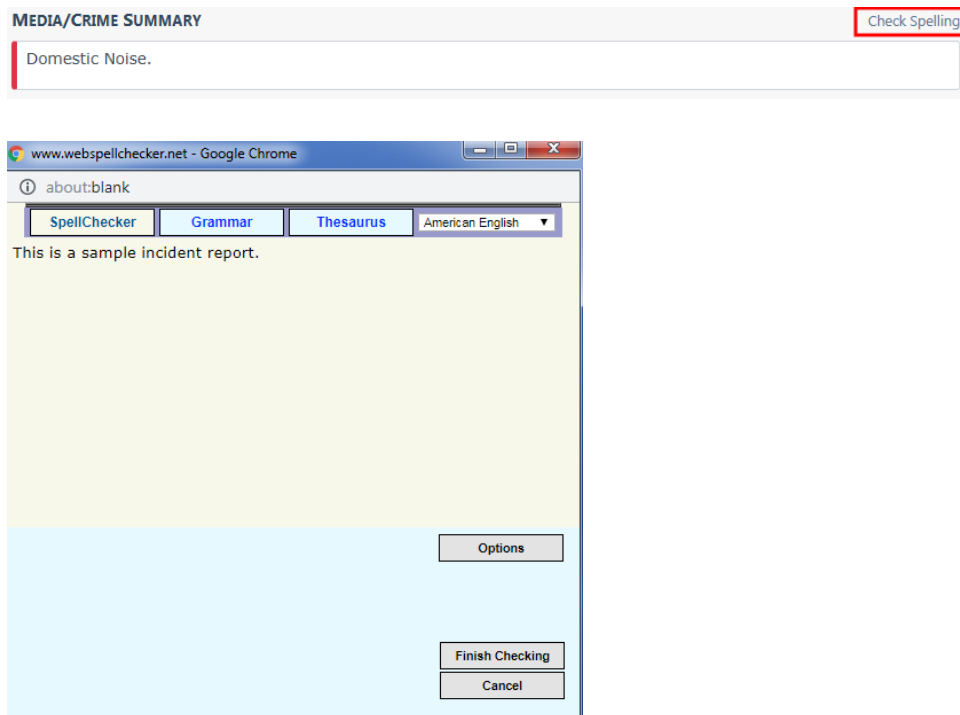
Report Agency/District

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

The screenshot shows the 'REPORT AGENCY / DISTRICT' section. It features a text field containing 'District 42, Versailles' and a 'Change' button to its right.

Media/Crime Summary

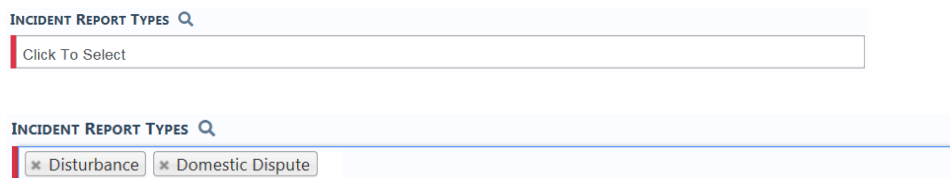
The Media/Crime Summary is designed to enter a brief description of the Incident. After entering a description, optionally select **Check Spelling** to open the *WebSpellChecker* window. When finished checking your entered text, select **Finish Checking**.



Incident Report Types

The Incident Type selection box is designed to categorize the general nature of the incident. Multiple selections may be selected to cover all applicable types that occurred during the incident. Incident Type is a searchable field when searching for incidents.

Click into the box and select all the applicable Incident Report Types from the provided list.



Click on the X to remove a selected type from the list.

Incident Report Dates and Times

The Incident Report Times area contains the various times associated with the incident, Report Date, Occurrence Date, Dispatch Date, On Scene Date and Clear Date. These incident date(s) and time(s) may be completed in Incident Reports generated by Caliber CAD or by the Calls For Service module but they still need to be verified by the user for completeness and accuracy. Editing is permitted as needed.

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

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

Additional Information

Complete the Additional Information section as needed.

Field Arrests and Calls For Service

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

Field Arrests	+ Add Field Arrest
Calls For Service	

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

[Go Back](#)


LAST NAME jones	FIRST NAME Williams	SSN 	RACE -Select-
SEX -Select-	DOB 	AGE 	To
ARREST DATE FROM 	ARREST TIME FROM 	ARREST DATE TO 	ARREST TIME TO
ARREST # 	AGENCY -All Agencies-	REFERENCE # 	REFERENCE # TYPE -Select-
STATUS -Select-	REVIEW STATUS -Select-	PLATE # 	WARRANT REFERENCE #
INCIDENT REPORT # 	CHARGE CODE 	INDEX ID 	






Officer

FIRST NAME 	LAST NAME 	BADGE # 	ROLE -Select-
-----------------------	----------------------	--------------------	-------------------------

ADDITIONAL SEARCH CRITERIA
-Select-

[Go Back](#)
[Reset](#)
[Search](#)

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

8 result(s) found								
Arrest Number	Status	Arrest Date	LastName	First Name	Charges	Warrants	Incidents	Actions
1708568	Open	08/03/2017 0904	JONES	WILLIAMS	35-43-2-2 C04 - CRIMINAL TRESPASS- RESIDENCE/DWELLING		2017-PERY-0034, 2017D4210117, 2017D4210119	  
2013-0077	Completed	10/28/2013 0500	JONES	WILLIAMS	35-43-4-2 T13 - THEFT- BUSINESS SIGNS			 

In the *Associate Dispatches* window, select the **Calls for Service** records to associate with the Incident, if any. Then click **Save** to associate the records, or **Close** to ignore the request.

Associate Dispatches

Field Arrest #**1708568** has the following Calls for Service record(s) associated.

Please indicate if you'd like to associate the following Calls for Service record(s) to the Incident.

☒ Calls For Service #**2017-00000819**

Close Save

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

Go Back

Incident Summary: 12/13/2018 1332 Hrs
Offense(s): No Offense Specified

Agency: District 42, Versailles
Report #: 2018D4210207 Supp #: 0

☐ Select All

Location

439 North East ASHWOOD Lane, North Test DILLON, SC ☐ Include Location (Incident Location)

Officers

Name	Role	Actions
Saur, Christine	Arresting	<input checked="" type="checkbox"/> Include Officer
Saur, Christine	Discharging	<input type="checkbox"/> Include Officer

Offenses

Offense Code	Description	Actions
35-43-2-2 C04	CRIMINAL TRESPASS- RESIDENCE/DWELLING	<input checked="" type="checkbox"/> Include Offense

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

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

Location

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

Location [View Location Details](#) [Update Details](#) [Change Location](#)

ADDRESS	LATITUDE	LONGITUDE
1001 North East Main Street INDIANAPOLIS, IN	39.872057	-86.142280

REPORTING AREA: -Select-
 INCIDENT NIBR CITY: -Select-
 INCIDENT LOCATION REMARKS:
 COMMON PLACE NAME: -Select-
 CAMPUS CODE: -Select-
 GEOGRAPHIC LOCATION: District 42, Versailles
 COUNTY OF OCCURRENCE: -Select-

[Back To Previous Section](#) [Save & Continue](#)

If no Location exists, type in the provided field to supply one. (This is the same screen you will see if you select **Change Location** in the previous screen.)

ADDRESS



[Back To Previous Section](#) [Skip Location Section](#)

Beginning with RMS 11.10, location search is greatly enhanced. Begin typing the address and the system will return RMS locations. If your agency has Google Places turned on, you will also see Google addresses. Links will appear that allow you to add addresses and/or interact with a map for location identification.

Note: A green checkbox will display when an address is geo-verified.

ADDRESS

Showing 2 of 2 Results

-  1600 West 200 North Greenfield IN
-  1600 West 200 North Apartment 30F Greenfield IN

Not What You're Looking For? Search **Other Sources**

Not Finding A Location? Create A New:

- Postal**
- Intersection**
- Highway / Mile Marker / County Road (Non-Residence)**
- Show Me All The Fields**

[Back To Previous Section](#)

Start Entering Address Information To Check for Potential Duplicates...

STREET # <input type="text"/>	DIRECTION -Select- ▼	STREET NAME <input type="text"/>	STREET TYPE -Select- ▼
DIR. SUFFIX -Select- ▼			
SUB TYPE -Select- ▼	SUB # <input type="text"/>	CITY <input type="text"/>	STATE -Select- ▼
ZIP <input type="text"/>	ZIP 4 <input type="text"/>		
COUNTY -Select- ▼	COUNTRY United States of Ameri ▼	REPORTING AREA -Select- ▼	DISTANCE FROM <input type="text"/>
DISTANCE UNITS -Select- ▼			
COMMENTS <input type="text"/>			
Geo Location			
Latitude <input type="text"/>	Longitude <input type="text"/>	<input type="button" value="Geo Verify"/> <input type="button" value="?"/>	
<input type="button" value="Cancel Entry - Go Back To Search"/>		<input type="button" value="Save & Select This Location"/>	

Map **Satellite**

Keyboard shortcuts Map data ©2022 Google Terms of Use Report a map error

You Can Select a Location on the Map, and RMS will look up the address

View Location Details

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

Go Back Visualization Tool Update Details Subscribe

Address Details Address Summary **Two tabs**

Audit Off

INDEX ID
14

STREET #	DIRECTION	STREET NAME	TYPE
1001	North East	Main	Street
DIRECTION SUFFIX	SUB TYPE	SUB #	CITY
			INDIANAPOLIS
STATE	ZIP	COUNTY	COUNTRY
Indiana	-	Allen	United States of America
COMMENTS			

Map

View Incidents In This Area

Total Involvements

Incidents	11/21/2019	20
FieldInterviews	04/19/2012	1
FieldArrests	05/31/2019	10
CourtPapers	12/29/2014	1

By Offense Category

Property	7
Person	4
Society	3
Vehicle	3
Drug Type	1

Common Event Associations

Person	1
--------	---

Go Back

Go Back Visualization Tool Update Details Subscribe

Address Details Address Summary

Total Involvements

Incidents	11/21/2019	20
FieldInterviews	04/19/2012	1
FieldArrests	05/31/2019	10
CourtPapers	12/29/2014	1

By Offense Category

Property	7
Person	4
Society	3
Vehicle	3
Drug Type	1

Common Event Associations

Person	1
--------	---

Involved Incidents

Report #	Agency	Status	Offense	Date Of Info
2019D4210231	District 42, Versailles	Initial Report		11/21/2019
2019D4210218	District 42, Versailles	Initial Report		03/12/2019
2015ROOT0140	District 42, Versailles	Initial Report	1	07/10/2015
14-00020	Police Agency	Approved Report	1	11/10/2014
2013-0166	District 16, Peru - GA	Initial Report	1	11/21/2013

Update Details

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

Change Location

Change Location allows you to change the location, address of the Incident. You may also add an address to the Master Index if it doesn't already exist.

First search for an existing address to determine if the address already exists before adding a new one. It is recommended that you search by individual fields rather than the *Quick Search* field. See "Adding Address" on page 109 for further instructions on adding addresses to the Master Index.

If adding a new address, click the **Save and Select** button. This saves the address to the Master Indices and selects the record for the report.

Click the **Save & Continue** button at the bottom of the window to advance to *Officers*.

Officers

The Officers section is where all officers and employees involved in the incident are listed. The officer creating the report will default as the *Reporting Officer*.

Officers

+ Add Officer

+ Add Mass Officers

Last Name	First Name	ID	Title	Agency	Incident Role	Supp #	Actions
Saur	Christine	SAUR111		District 42, Versailles	Reporting	0	<div><div><div></div></div><div><div></div></div></div>

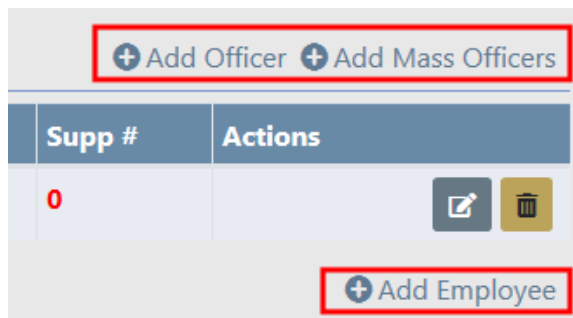
Employees

+ Add Employee

Back to Previous Section

Finished - Go To Next Section

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



Add Officer

Use this link to add one officer at a time. Begin entering the officer name in the **Find Officer** field to display a list of names that match the entered text, then click the appropriate name from the list. Select the **Role** from the drop-down list.

Add Incident Officer

FIND OFFICER

ROLE

-Select-

Note: All Supplement reports must have a *Reporting Officer* associated with the report.

Select **Add Other Agency Officer** to add officers from other agencies. These are officers who are not Online RMS users within the current schema.

Click **Save** to add the officer to the Incident.

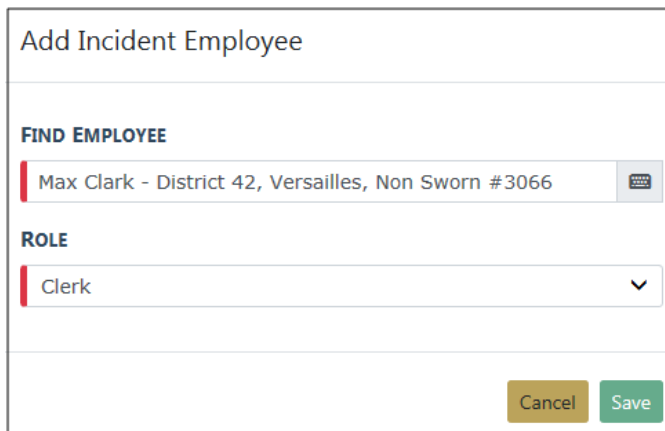
Add Mass Officers

Use this link to add multiple officers at one time. Begin entering the officer name in the **Find Officer** field to display a list of names that match the entered text, then click the appropriate name from the list. Select the **Role** from the drop-down list. Click **Add Officer** to add another officer, and repeat until all officers are included.

Click **Save** to add all selected officers to the Incident.

Add Employee

Use this link to add an employee to the Incident. Begin entering the employee name in the **Find Employee** field to display a list of names that match the entered text, then click the appropriate name from the list. Select the **Role** from the drop-down list.



Add Incident Employee

FIND EMPLOYEE

Max Clark - District 42, Versailles, Non Sworn #3066

ROLE

Clerk

Cancel Save

Click **Save** to add the employee to the Incident.

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

Offenses Tab (Mass Offense Entry)

Upon completing the three sections of the **Header Tab** you are then taken to the **Offenses Tab**, where you enter any applicable offenses for the incident report.

If no offense was committed during this incident, select the **Skip Offense Section** and you are taken to the next tab of the report, the **Names** tab. This ability to skip the offense section allows for the agency to create incidents for recording non-criminal incidents (accidents, civil matters, ordinance violations, etc.).

You may enter one offense at a time for an incident, or add multiple offenses at one time. If you wish to add offenses one at a time, refer to "Offenses Tab (Single Offense Entry)" on page 214.

To add multiple offenses for the same incident, begin by entering text into the **Offenses** field, which will cause offenses to autofill with matching options. Select the offense you wish to add by clicking on the entry from the drop-down menu, which will cause the offense to appear below. (Details added in, say, the first offense will filter down to the other offenses in the mass entry.)

Caliber
PUBLIC SAFETY

Incident Report 2022D4210386 / Incident Mass Offenses

Incident Summary: 03/21/2022 1706 Hrs

Agency: District 42, Versailles

Offense(s): No Offense Specified

Report #: 2022D4210386 Supp #: 0

tres

Save Go Back

NATURAL RESOURCE- **TRESPASS**- CROSSING PRIVATE LAND TO ACCESS STREAM - 14-29-8-5(2)

CRIMINAL **TRESPASS**- AUTO - 35-43-2-2 C01

CRIMINAL **TRESPASS**- OTHER - 35-43-2-2 C02

CRIMINAL **TRESPASS**- PROPERTY - 35-43-2-2 C03

CRIMINAL **TRESPASS**- RESIDENCE/DWELLING - 35-43-2-2 C04

Left.

ne First Offense Will

You may repeat this process to add multiple offenses to the incident, then fill out the required fields for each individual offense as needed. When you are finished adding offenses and making selections from the fields for those offenses, click the **Save** link.

Caliber
PUBLIC SAFETY

Incident Report 2022D4210386 / Incident Mass Offenses

Incident Summary: 03/21/2022 1706 Hrs

Agency: District 42, Versailles

Offense(s): No Offense Specified

Report #: 2022D4210386 Supp #: 0

Search For An Offense Here. You Can Use This To Add As Many Offenses As You Want.

Save Go Back

[90J Trespass Of Real Property] - 35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO

OFFENSE STATUS

OFFENSE STATUS DATE

REMARKS

SELECT A CHARGE

-Select-

03/21/2022 1706

-Select-

ATTEMPTED / COMPLETED

BIAS

-Select-

-Select-

TYPE OF LOCATION / PREMISE

Other/Unknown

OFFENSE SUSPICION

-Select-

Click To Select

Section A

test

OFFENSE NOTES

[90J Trespass Of Real Property] - 35-43-2-2 C04 - CRIMINAL TRESPASS- RESIDENCE/DWELLING

OFFENSE STATUS

OFFENSE STATUS DATE

REMARKS

SELECT A CHARGE

-Select-

03/21/2022 1706

-Select-

ATTEMPTED / COMPLETED

BIAS

-Select-

-Select-

TYPE OF LOCATION / PREMISE

Other/Unknown

OFFENSE SUSPICION

-Select-

Click To Select

Section A

Saving the offenses will add the offenses to the incident.

Exit Report Quick Print Print Transfer Exit Wizard Submit For Approval

Summary Header **Offenses** Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 03/21/2022 1714 Hrs Agency: District 42, Versailles
 Offense(s): 35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO Report #: 2022D4210387 Supp #: 0

Offenses Update All Offenses' Status Add Offense Mass Offense Entry

NIBRS	Severity	Offense	Remarks	Status Date	Status	Supp #	Actions
90J	1	35-43-2-2 C01 CRIMINAL TRESPASS- AUTO		03/21/2022 1714	Open/Pending	0	[Dropdown] [Eye] [Edit] [Trash]
90J	2	35-43-2-2 C04 CRIMINAL TRESPASS- RESIDENCE/DWELLING		03/21/2022 1714	Warrant Request	0	[Up Arrow] [Eye] [Edit] [Trash]

Modus Operandi Add Modus Operandi

Back To Previous Section Finished - Go To Next Section

If you have the necessary permissions to edit an incident, you may add additional offenses individually or as a mass of offenses. Select either **Add Offense** (to add an individual offense to the incident) or **Mass Offense Entry** (to add multiple offenses to the same incident).

Caliber PUBLIC SAFETY Incident Report 2022D4210386

Exit Report Quick Print Print Transfer Exit Wizard Submit For Approval

Summary Header **Offenses** Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 03/21/2022 1706 Hrs Agency: District 42, Versailles
 Offense(s): No Offense Specified Report #: 2022D4210386 Supp #: 0

Offenses Add Offense Mass Offense Entry

Modus Operandi

Back To Previous Section Finished - Go To Next Section

Offenses Tab (Single Offense Entry)

To add a single offense when adding an incident, begin by selecting the **Use Single Offense Entry** link at the bottom of the **Offenses Tab**.

Incident Report 2022D4210387 / Incident Mass Offenses

Incident Summary: 03/21/2022 1714 Hrs
Offense(s): No Offense Specified

Agency: District 42, Versailles
Report #: 2022D4210387 **Supp #:** 0

Search For An Offense Here. You Can Use This To Add As Many Offenses As You Want. Save Go Back

Add Offenses By Searching Using The Above Text Field.

If Any Incident Types Which Require Offenses Exist On This Report, They Will Be Shown On The Left.

It Is Recommended That You Select All Offenses You Want To Add Before Filling In The Details. Values From The First Offense Will Automatically Be Applied To Any Other Offenses Added Here.

 [Use Single Offense Entry](#)

You may now enter text into the single-entry **Find Offense Code** field and select a value from the displayed list. If the offense you entered is not found, refine your search text and the results will refresh as well. If the offense is still not located, contact your agency administrator.

Exit Report Quick Print Print

Summary Header **Offenses** Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 11/21/2019 0937 Hrs - 1001 North East Mai...
Offense(s): No Offense Specified

Agency: District 42, Versailles
Report #: 2019D4210231 **Supp #:** 0

Please add file class/offenses to the incident report. The system will prompt you to complete the required information for State, NIBRS or UCR reporting based on the selected offense(s). If the report has more than one offense, add offenses in the order of severity, the most severe offense being the first.

FIND OFFENSE CODE NOTE: ENTER SEARCH TEXT TO FIND OFFENSE CODE AND SELECT VALUE FROM DISPLAYED LIST

burgl

- BURGLARY- AIRPORT - 35-43-2-1 B01
- BURGLARY- APARTMENT COMPLEX - 35-43-2-1 B02
- BURGLARY- ATTEMPTED - 35-43-2-1 B03
- BURGLARY- AUTO/BODY SHOP - 35-43-2-1 B04
- BURGLARY- BAKERY - 35-43-2-1 B05

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

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

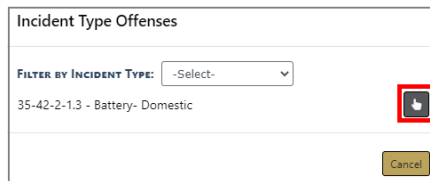
Please add file class/offenses to the incident report. The system will prompt you to complete the required information for State, NIBRS or UCR reporting based on the selected offense(s). If the report has more than one offense, add offenses in the order of severity, the most severe offense being the first.

FIND OFFENSE CODE NOTE: ENTER SEARCH TEXT TO FIND OFFENSE CODE AND SELECT VALUE FROM DISPLAYED LIST

[Quick Select Report Type Offenses](#)

|

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

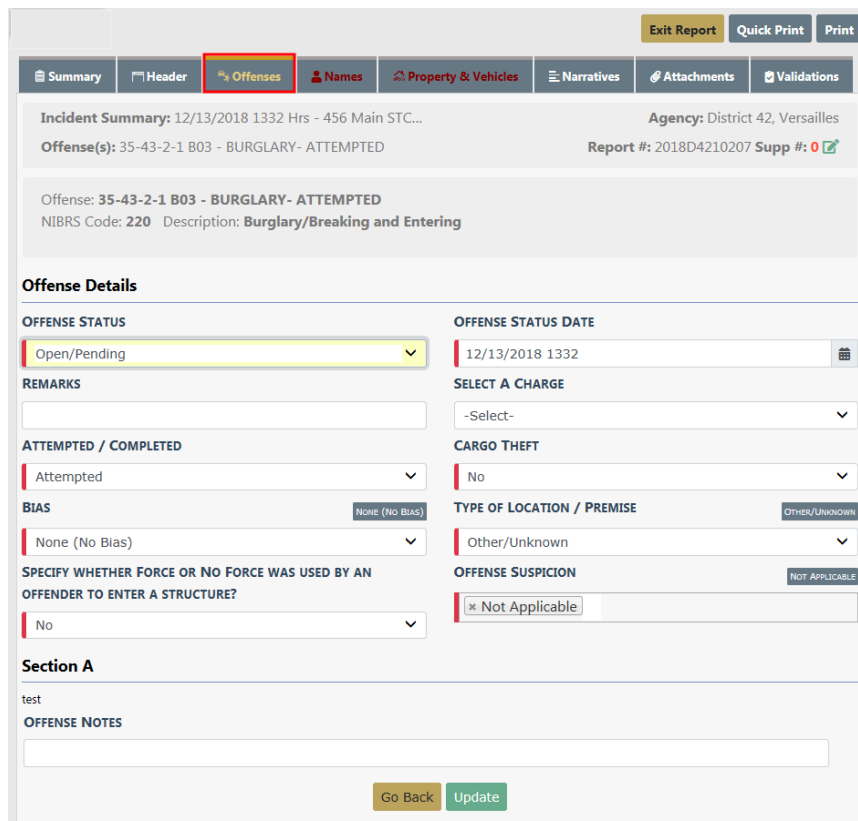


The dialog box titled "Incident Type Offenses" contains a dropdown menu labeled "FILTER BY INCIDENT TYPE:" with "-Select-" selected. Below the dropdown, the text "35-42-2-1.3 - Battery- Domestic" is displayed. A red box highlights a button with a hand icon, and a "Cancel" button is at the bottom right.

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

Add Narrative	At least one Narrative is required.
Add Incident Location and NIBRS City	Incident Location, NIBRS City is Required.
Domestic Dispute	Requires at Least One Related Offense
County of Occurrence	County of Occurrence is required for incidents from this agency.


Once the offense has been selected, the system will display the **Offense Details**. This screen is used to describe the status of the offense and collect information related to state reporting guidelines.



The "Offense Details" screen shows incident information for "12/13/2018 1332 Hrs - 456 Main STC..." at "Agency: District 42, Versailles". The offense is "35-43-2-1 B03 - BURGLARY - ATTEMPTED" with NIBRS Code 220 and description "Burglary/Breaking and Entering". The "Offense Details" section includes fields for "OFFENSE STATUS" (Open/Pending), "OFFENSE STATUS DATE" (12/13/2018 1332), "REMARKS", "ATTEMPTED / COMPLETED" (Attempted), "BIAS" (None (No Bias)), "SPECIFY WHETHER FORCE OR NO FORCE WAS USED BY AN OFFENDER TO ENTER A STRUCTURE?" (No), "SELECT A CHARGE" (-Select-), "CARGO THEFT" (No), "TYPE OF LOCATION / PREMISE" (Other/Unknown), and "OFFENSE SUSPICION" (Not Applicable). A "Section A" section contains a "test" label and an "OFFENSE NOTES" text area. Buttons for "Go Back" and "Update" are at the bottom.

Select the appropriate answers about the offense by using the drop down menus or multi-select menus provided. Click on **None**, **Unknown**, and **Not Applicable** buttons to quickly enter that selection into the field, when applicable.

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

Hover your mouse over the information bubble  to the left of the NIBRS code to view the NIBRS Crime Description.

Additional offenses may be added by clicking the **Add Another Offense** hyperlink and repeating the same process.

Click on the **Update All Offense's Status** hyperlink to update the offense status and status date on all edited offenses on the Supplement.

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

Depending on the offense(s) selected on the Incident, certain tabs may turn red. This indicates that additional information in those tabs is needed to validate the state reporting require-

ments for the agency. Placing the mouse pointer over the red tab displays a pop-up window displaying the required information.

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

Quick Print Print

Summary Header **Offenses** Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STC... Agency: District 42, Versailles
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Please provide Modus Operandi details and select the appropriate offense(s)

ENTRY METHOD EXIT
-Select- -Select- -Select-

MEANS TRADEMARK
-Select- -Select-

OFFENSES
Click To Select

REMARKS

Go Back Save

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

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

Names Tab

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

Exit Report Quick Print Print Transfer Exit Wizard Submit for Approval

Summary Header **Offenses** **Names** Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart... Agency: District 42, Versailles
Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Offenders Offender Information Not Known Add Offender Add Unknown Offender

Victims Add Person Victim Add Organization Victim

Other Names Add Person Add Organization

Back to Previous Section Finished - Go To Next Section

Agencies using Caliber CAD and entering person contact data, the Person Name data is automatically added to the incident report in Online RMS without user action using one of the following criteria:

- *Person exact match.* Caliber CAD CFS Contact Type matches Online RMS involvement role.
 - Person is added to the incident report Offenders, Victims, or Other Names section automatically without user action.
- *Person exact match.* Caliber CAD Person Contact Type is **not** provided **nor** matches Online RMS involvement role.
 - Person is added to Master Person Index automatically without user action. Use **Quick Select Names - CF People** option to add person to incident report.
- *No Person exact match.*
 - Use **Quick Select Names - CFS People** option to create the master person index record and add to the incident report.

Quick Select Names - CFS People

If the CFS module and integration is turned on, and the integration process cannot match people that exist on the CFS record with RMS, the unmatched names appear in this section of the **Names Tab**. With appropriate permissions, you have the option to add unmatched people to the Master Index in RMS, then associate them with the Incident Report.

Incident Summary: 02/11/2019 0800 Hrs - 420 Oakbend Drive Lewis...
Agency: District 42, Versailles

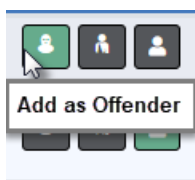
Offense(s): No Offense Specified
Report #: 2019D4210213 Supp #: 0

Note: People listed in the below grid are from the CFS call on this report. These people could not be matched with RMS results due to too little information. You can use the provided actions to add them and use the person add screen to enter the missing information and select a potential duplicate.

Quick Select Names - CFS People

Name	Address	Physical Description	Call #	Roles	Actions
Jones, Susan Sex: Female			0000000139BLAH20	Suspect / Offender	
Henry, Fred Sex: Male			0000000139BLAH20	Other Contact Person	
Doea, Jane Bonny Race: Unknown Sex: Female			0000000139BLAH20	None Specified	

Click the appropriate icon in the *Actions* column to add the name as an Offender, Victim, or Other Person. Hover your mouse over each icon for a description of what the icon does.



Note: A green icon suggests the Recommended Action based on the CFS Contact Type/Involvement Role. For example, if the *Add as Offender* icon is green, that is the recommended action.

Note: Names appearing as black text, lack unique person identifiers required to match to or create a new master person index record.

After clicking the appropriate icon, the **Add Person** screen appears. Fill in the appropriate information then add and select the person. When adding a new person record, the system notifies you if there are potential duplicates.

- For more information, refer to "Adding Person" on page 100.

Offenders Section-Adding Unknown Offender(s)

Exit Report Quick Print Print Transfer Show Wizard Submit for Approval

Summary Header Offenses **Names** Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart... Agency: District 42, Versailles

Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Offenders Offender Information Not Known Add Offender **Add Unknown Offender**

Victims Add Person Victim Add Organization Victim

Other Names Add Person Add Organization

- **Add Unknown Offender**

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

Add Unknown Offenders

SELECT # OF UNKNOWN OFFENDERS
1

Offender # 1

SEX: -Select- RACE: -Select- APPROX. AGE: -Select-

REMARKS

DESCRIPTOR: -Select-

Go Back Save

Click **Save** to create the Offender records.

- **Offender Information Not Known**

Selecting **Offender Information Not Known** enters one *Unknown Offender* record as a place holder, allowing you to return and update the record when details are known.

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

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

Offender Section-Adding Known Offender(s)

Exit Report Quick Print Print Transfer Exit Wizard Submit for Approval

Summary Header Offenses **Names** Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apart... Agency: District 42, Versailles

Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Offenders Offender Information Not Known **Add Offender** Add Unknown Offender

If the **Add Offender** hyperlink is chosen you are taken to the **Master Indices Person Search** screen.

You can select person records for the incident report three ways:

- Search by entering your own criteria, then select from the search results list.
- Create new master person record and add it to the incident report.
- Search for a person that exists on a CFS record that is associated to the incident report, if applicable, then select from the search results list. An **Associated CFS Available** link appears if the incident is associated to a CFS record.

For more information on searching, selecting, and creating *Master Person* records, refer to "Master Indices" on page 83.

Note: Always search for *Master Person* prior to adding a new record. Search as broadly as possible to yield more results, then Refine Search as necessary to narrow the search. This will help to prevent Master Indices duplicate records for the same Person, Address, etc.

Once all information has been added to the person record, click the **Select** button to continue to the next screen to add additional NIBRS/UCR related information for that person.

- When finished updating the offender information, and if the Field Arrest module is turned on and role of arrestee has been added, you receive a prompt asking if you would like to create a Field Arrest for this offender.

Click **No** to return to the Incident without creating the Field Arrest, or click **Yes** to create the Field Arrest. For more information, refer to "Names Tab" on page 218. No matter what you choose, the process creates the offender record and adds it to the Offender section of the Incident.

If you select the box indicating that the Offender was also a victim of the offense, you are asked to confirm. Select **Yes** to confirm.

Message From RMS

Only choose this option if this Incident Report involves a single reciprocal offense such as domestic battery / assault that involved 2 or more offenders where each offender was also the victim for the offense.

No Yes

Select the **Save** button to return to the **Names** tab where the person will appear added to the Offender Section. If the offender was also a victim, the name is also listed under the victim section. Add additional offenders if applicable.

Offender Section-Create and Edit Field Arrest

If the Field Arrest Module is turned on for your agency and you have appropriate permissions, you can create a Field Arrest and import incident data into the offender's arrest record using one of the following methods:



- Click on the **Add Field Arrest** icon  next to the offender's name when it exists.

Select the items you want to import from the list that appears then supply any necessary information from additional fields that appear based on your selection.

Click **Yes** when asked to confirm the creation of the Field Arrest.

The *Edit Field Arrest* form opens. Update the Field Arrest as needed and click **Update**. For more information on updating Field Arrests, refer to "Edit Field Arrest" on page 372.

Click **Go Back** to return to the Incident Report.

The **Add Field Arrest** icon  changes to **Edit Field Arrest** . You can now edit the Field Arrest while on the Names tab of the Incident.

- Click the **Add Offender** link to add an offender to the Incident and role of arrestee has been added. After you finish adding the offender information, a prompt appears asking if you want to create a Field Arrest for this offender.



Message From RMS

Would you like to create a field arrest for this offender?

No Yes

Click **Yes** at the prompt, then follow the steps in "Create Field Arrest from Incident" on page 267

Incident Victim(s)

Society crimes will default **Society** as the victim.

Persons and Organizations can be added to the Incident following the same process used to add a Known Offender. For details on adding a Known Offender refer to "Offender Section- Adding Known Offender(s)" on page 221.

At the bottom of the screen is an optional area where you can note Victim Rights Notification information if applicable.

Click **Continue** to return to the names tab where the person added can be seen. Add Additional victims in the same manner if applicable. If no other names are needed click the **Finished - Go To Next Section** button to proceed to the **Property & Vehicles** tab.

Adding Organization as Victim

Select the **Add Organization** hyperlink to advance to the **Master Indices Organization Search** screen. Search for the Organization they need to add to the report as a victim.

Note: Always search the Master Indices prior to adding a new record. Search as broadly as possible to yield more results then Refine Search as necessary to narrow the search. This will help to prevent duplicated records for the same Person, Address, etc. in the Master Indices.

The search results display either a list of organization names meeting the search parameters or will indicate that there were no results found.

If the desired organization is listed, you can select the existing record as the victim for the report. Best practice is to review the information by clicking on the Organization Name or Index ID to review the information and verify it is up to date prior to selecting the record for the report.

Organization Name	Organization Type	Organization #	Street #	Direction	Street Name	City	State	Zip	Index Id	Actions
Automation Incorporated	Computer Systems and Services including	911	122	West	Elm	Chicago	Illinois	60610	240000006	👍 🔍
Automation Industries	Law Office	123	2740	North	ADDISON MEADOWS	INDIANAPOLIS	Pennsylvania	46203	240000007	👍 🔍
Automation Solutions	Business/Personal Services	456	456	West	Livingwell	Denver	Colorado		240000014	👍 🔍
Fake Org Automation	Unknown	12345							240000028	👍 🔍
Mike's Auto Shop	Automotive & Service Station								4	👍 🔍

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

Organization Information ✓ No Duplicates Found Go Back

SECURITY LEVEL
 Level 1 - Access to all Data

ORGANIZATION NAME
 Auto Series Inc.

ORGANIZATION #


COMMENTS

ORGANIZATION TYPE

- Select-
- Agricultural Services/Forestry/Fishing
- Alarm Services
- Amusement & Recreational Services
- Apparel & Accessories
- Automotive & Service Station
- Automotive Rental/Services
- Building, Hardware & Garden Supplies
- Business/Personal Services
- Cleaning Services & Laundry
- Computer Systems and Services including
- Construction
- Educational Public/Private
- Financial, Insurance, etc.
- Food & Beverage

Go Back Save

With proper permissions, you can select the **Security Level**. For more information, refer to "Master Index Security" on page 85.

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

Quick Print Print

Summary Header Offenses **Names** Property & Vehicles Narratives Attachments Validations

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street... **Agency:** District 42, Versailles

Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT **Report #:** 2019D4210217 **Supp #:** 1

Total Hours: 0

Organization Change Organization View Organization Summary Update Organization

NAME	TYPE	INDEX ID
Auto Series Inc.	Transportation, Communications, etc	240000091

Victim Details

INCIDENT ROLE
 Victim

VICTIM TYPE
 -Select-

Go Back Save

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

Organization View Organization Summary Update Organization Change Organization

NAME	TYPE	BUSINESS #	INDEX ID
Automation Industries	Law Office	123	240000007

Click the **Save** button to add to the Incident. Add additional names and organizations for the report if applicable.

Other Names

Additional persons and organizations can be added to the report when applicable.

Other Names Add Person Add Organization



The entry of **Other Names** is performed using the same method as adding a Person, Organization, Victim, or Known Offender.

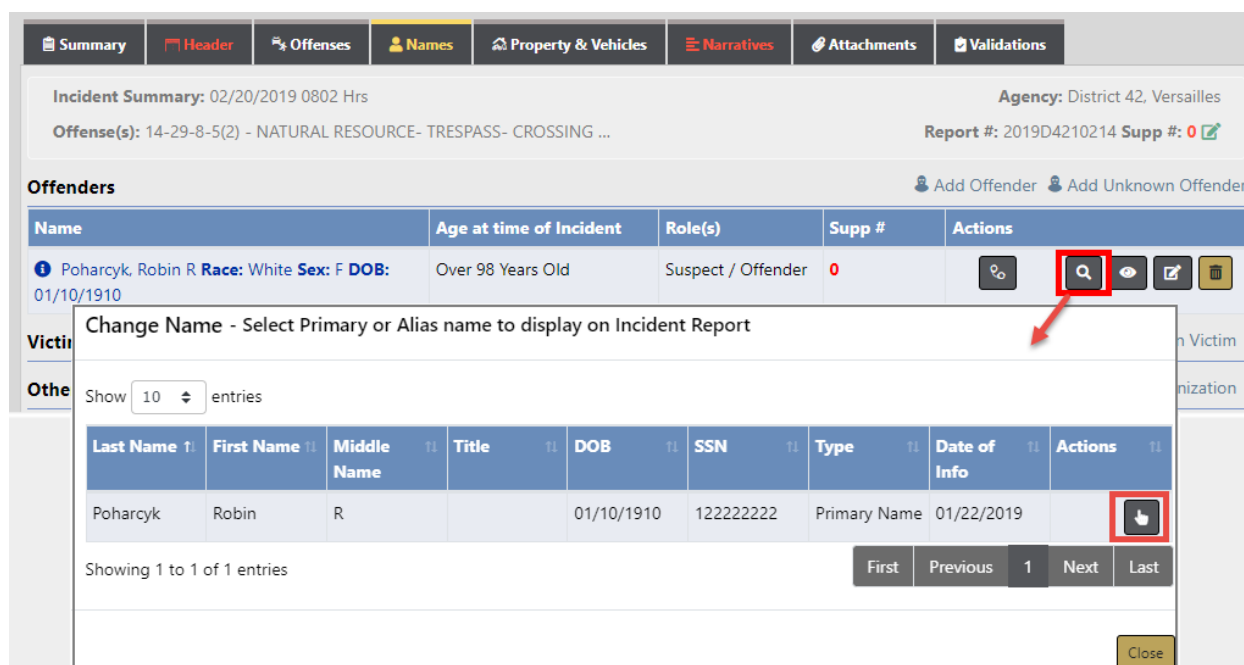
For more information on adding a Known Offender refer to "Offender Section-Adding Known Offender(s)" on page 221.

For more information on adding an Organization as a Victim refer to [#AddOrgAsVictim](#).


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

Changing a Name

You can change a name from primary to alias or visa versa if you have already added a name in one or more of the name sections of the incident. Click on the magnifying glass  then select  a name that appears in the list.



The screenshot shows the RMS interface with the **Names** tab selected. The incident summary is for 02/20/2019 0802 Hrs, Agency: District 42, Versailles, and Offense(s): 14-29-8-5(2) - NATURAL RESOURCE- TRESPASS- CROSSING ... The **Offenders** section lists Robin R Poharcyk as a Suspect / Offender. A modal titled "Change Name - Select Primary or Alias name to display on Incident Report" is open, showing a table of names. The table has columns: Last Name, First Name, Middle Name, Title, DOB, SSN, Type, Date of Info, and Actions. The first entry is Poharcyk, Robin, R, with DOB 01/10/1910 and SSN 12222222, listed as a Primary Name. The Actions column for this entry has a hand cursor icon highlighted with a red box. A red arrow points from the magnifying glass icon in the Offenders table to the modal.

Last Name	First Name	Middle Name	Title	DOB	SSN	Type	Date of Info	Actions
Poharcyk	Robin	R		01/10/1910	12222222	Primary Name	01/22/2019	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Close

Property & Vehicles Tab

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

Incident Summary: 11/09/2020 1713 Hrs
 Offense(s): 35-46-3-12.5 - ANIMAL OFFENSE- CRUELTY- FOR DOMESTIC VIOLENCE PUR...

Agency: District 42, Versailles
 Report #: 2020D4210324 Supp #: 0

Properties TOTAL VALUE(\$): 0.00 All Print Evidence / Held Property Add Property +

Index ID	Property Description	Processing	Property Loss Code - Original Status	Property Loss Code - Current Status	Value(\$)	Supp #	Actions
2009	BACKPACK; Val: \$0.00	Held Property - Item # 1 - System ID 823		Found	\$0.00	0	

Vehicles TOTAL VALUE(\$): 0.00 Add Vehicle

Tow / Impounds Add Existing Impound

Back to Previous Section Finished - Go To Next Section

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

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment...

Agency: District 42, Versailles
 Report #: 2018D4210207 Supp #: 0

The following offense(s) require PROPERTY or VEHICLES:
 - 35-43-2-1 B03-BURGLARY- ATTEMPTED + No Property + Unknown Property Taken or Not Identified

Add Property

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

Properties TOTAL VALUE(\$): 0.00 All Print Evidence / Held Property Add Property +

Index ID	Property Description	Processing	Property Loss Code - Original Status	Property Loss Code - Current Status	Value(\$)	Supp #	Actions
2009	BACKPACK; Val: \$0.00	Held Property - Item # 1 - System ID 823		Found	\$0.00	0	

Vehicles TOTAL VALUE(\$): 0.00 Add Vehicle

Add Property +

- Add Single Property
- Add Mass Property
- Add Mass Drugs
- Add Mass Documents
- Add Mass Currency
- Add Mass Guns

There are five **Categories** for adding property: *Property*, *Drugs*, *Documents*, *Currency*, and *Guns*.

The majority of the time when dealing with a piece of property for an Incident report, the piece of property has not been dealt with by the user's agency. For this reason you are presented with the **Add Property** screen instead of a **Master Indices** search screen.

- **Add Single Property**

Click **Add Single Property** to display the *Property Information* screen. Select the **Category** to display additional fields to describe the property in more detail.

Property Information Select a Category to display additional fields Go Back Search Properties

SECURITY LEVEL Level 1 - Access to all Data

CATEGORY ☐ PROPERTY ☐ DRUGS ☐ DOCUMENTS ☐ CURRENCY ☐ GUNS

DATE OF INFO 3/13/2019

COMMENTS

Go Back Save Save & Select

Property Information Go Back Search Properties

SECURITY LEVEL Level 1 - Access to all Data

CATEGORY ☒ PROPERTY ☐ DRUGS ☐ DOCUMENTS ☐ CURRENCY ☐ GUNS

TYPE -Select-

MAKE

QUANTITY 1

DATE OF INFO 3/13/2019

SERIAL #

MODEL

ITEM DESCRIPTION

COMMENTS

MISCELLANEOUS / OAN

PRIMARY COLOR -Select-

SECONDARY COLOR -Select-

VALUE

Go Back Save & Select

Note: If you have reason to believe the piece of property you are going to enter on the report has been dealt with previously, use the **Search Properties** button to the top right, locate the existing property in the **Master Indices**, and add it to the report.

Note: Drug property quantities and measures may be edited through supplements that appear on the current report, but may only be edited by a user if they appear on an incident for which that user has ownership and if the QTY = 0 or UOM = Not Reported.

Enter necessary data, then click **Save & Select** to save your entry and add it to Incident Property.

- **Add Mass Entries**

You can add multiple (mass) property types for *Property*, *Drugs*, *Documents*, *Currency*, and *Guns*. If you choose any one of the Mass options, you can add multiple property records on one screen, rather than add them one at a time.

Refer to "Mass Entry" on page 233 for details.

Note: If you are entering *Mass Currency*, currency should only be used when dealing with large amounts of currency where the denominations are known. For smaller amounts, use the *Property* category and select **Cash** from the

drop-down list. For example, *\$500 stolen from a person* would be entered as *Property*, Cash and the description could state *Miscellaneous 5, 10, & 20, dollar bills*.

Enter the property information in the fields provided then click **Save** to display *Additional Information*.

You have the ability to process the property as **Evidence/Held Property**, **Lost & Found**, or **None** (neither), providing your agency elected to turn on these modules.

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures) ⓘ

OFFENSE(S) [SELECT ALL] [SELECT NONE]

Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.

☐ ANIMAL OFFENSE- CRUELTY- FOR DOMESTIC VIOLENCE PURPOSE

CURRENT STATUS

-Select-

PROPERTY OWNER

-Select-

STOLEN/DAMAGED/RECOVERED VALUE(\$)

0

PROPERTY DAMAGE

PROPERTY DAMAGED DESCRIPTION

ADDITIONAL PROCESSING?

☒ None ☐ Evidence / Held Property ☐ Lost & Found

Go Back Save Save + Add Another Property

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

If you choose **Evidence/Held Property** or **Lost & Found**, a data entry screen appears with data specific to the option you choose. You must also select a **Current Status** from the drop-down list.

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

Lost & Found

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

Add Lost & Found Entry

FOUND BY

FOUND DATE/TIME

CUSTODY DATE/TIME

COMMENTS

SELECT DESTINATION

☒ Location
☐ Person

SELECT A LOCATION

-Select

CUSTODY COMMENTS

Cancel

Save

Enter the necessary information then click **Save**.

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

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

Note: For information on the *Lost & Found Module*, refer to "Lost and Found Property" on page 773.

Evidence/Held Property

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

Message From RMS

You have selected to add this property as evidence / held property.
Select Yes to enter details.

No

Yes

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

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

Property Information		
PROPERTY TYPE	SERIAL NUMBER	PROPERTY DESCRIPTION
BAG		

Evidence / Held Property Information		
TYPE Evidence		
DATE/TIME RECOVERED 03/02/2021 1636	RECOVERY LOCATION 	AGENCY District 42, Versailles
DATE/TIME PLACED IN STORAGE 03/03/2021 1636	STATUS Pending Check-In	LOCATION -Select-
CUSTODY FROM Saur, Christine	ITEM # 2	
DESCRIPTION 		
COMMENTS 		

Extended Chain of Custody	
Add	

Evidence / Held Property Processing	
PROCESSING -Select-	COMMENTS
Add	

Signature
Go Back Save

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

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

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

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

Note: Your agency administrator has the option to set the *Evidence_Processing_Required* maintenance value to **Y** to require at least one processing record when adding evidence/held property records.

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

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

Select the **Save** button.

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

Note: For more information on printing *Labels*, *Receipts*, or *Chain of Custody* refer to "Print Labels, Receipts, Chain of Custody" on page 239.

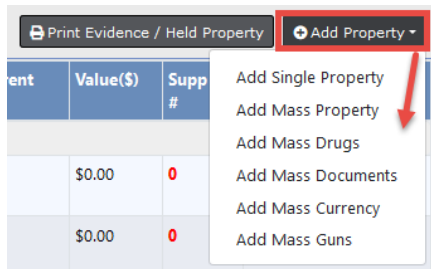
Select the **Finished - Go To Next Section** button to proceed to the next tab.

Note: A warning message displays to unauthorized users who attempt to remove *Property* from the **Incident Report** that is processed as *Evidence/Held Property*.

Note: For information on the *Evidence/Property Management Module*, refer to "Evidence/Property Mgmt Module" on page 509.

Mass Entry

All five property **Categories** support **Mass Entry**, a form that allows you to enter multiple property records on the same screen. Click on the **Add Property** button to display a list of **Categories** from which to choose.



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

Mass Property Entry

Type	Make	Model	Color
BACKPACK			-Select-

Additional Information

Comments, Offense Association, and the Offense Status' will be applied to ALL property add

DATE OF INFO: 03/04/2021

COMMENTS:

Offense Information

Only associate a piece of property to an offense if that property was a "target" or incurred a loss resulting from that offense (i.e., the property was Destroyed/Damaged/Vandalized, or for drug seizures)

OFFENSE(S) [SELECT ALL] [SELECT NONE]

Click on the gray checkbox to the left of each offense to associate an offense. Selected Offenses will appear as a green checkbox.

2 35-43-2-1 B02-Burglary- Apartment Complex

CURRENT STATUS: Confiscated

Go Back Save

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

If you select *Recovered* as the **Current Status**, a **Recovered Date/Time** required field appears.

Note: On setting status to **recovered**, RMS allows the user to capture recovered date and address and select an address from a list of all locations associated with the report.

Enter the property details in the fields provided; be sure to scroll to the right to see all fields. See "Evidence/Held Property" on page 230 for instructions on entering the details.

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

Add additional property rows if needed.

There are two ways to add additional property:

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


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

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

After selecting offense option, enter additional information if prompted.

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

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (i.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizure) 

Note: You can associate property to an offense later by clicking on the edit icon



under the Actions column on the *Property & Vehicles* tab.

Click the **Save** button.

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

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

Agency	Type	Date of Recovery	Recovery Location	Date Placed
Type: BACKPACK Value(\$): 50				
District 42, Versailles	Held Property	03/02/2021 1636		03/03/2021
Type: BICYCLE Make: Trek Model: Verve 3 Value(\$): 600				
District 42, Versailles	Held Property	03/02/2021 1636		03/03/2021

Scroll to the right to see all fields

Signature

Go Back Save

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

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

Add Vehicle

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

The screenshot shows the 'Add Vehicle' form in the RMS system. The form is titled 'Vehicle' and has an 'Add Vehicle' button in the top right corner. The form contains several input fields and dropdown menus for searching and adding vehicle records. The fields are organized into three columns: Year, Make, and Model; VIN, Type, and Style; License Plate, License State, and Index ID. There are also fields for Creator, Creation Date From, Creation Date To, and Search Preference. A dropdown menu for 'Additional Search Criteria' is open, showing options like 'Additional Details', 'Towing Company', 'Misc ID', 'People', 'Organization', and 'Incident Status'. At the bottom of the form are buttons for 'Go Back', 'Reset', and 'Search'.

Note: Always search the Master Indices prior to adding a new record. Search as broadly as possible to yield more results and Refine Search as necessary to narrow the search. This helps to prevent duplicated records for the same Person, Address, Vehicles, etc. in the Master Indices, and it keeps all RMS system activities related to the record in a centralized location.

The search results display either a list of records matching the search parameters or will indicate that there were no results found. If the desired record is listed you can select the existing record as the victim for the report. Best practice is to review the information by clicking on the VIN or Index ID to review the information and verify it is up to date prior to selecting the record for the report.

Summary Header Offenses Names **Property & Vehicles** Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #100 Littleton, ... Agency: District 42, Versailles
 Offense(s): 35-43-2-1 B03 - BURGLARY- ATTEMPTED Report #: 2018D4210207 Supp #: 0

Vehicle View Vehicle Summary Update Details Change Vehicle

YEAR 2013	VIN 123	MAKE ASTON - MARTON(ASTO)	MODEL VANTAGE	TYPE Automobile / Passenger	STYLE Convertible
LICENSE PLATE AUTOMATION2	LICENSE STATE NC	LICENSE TYPE Judge/Justice (State/Fed.)	LICENSE MONTH / YEAR 12 / 2012	COLOR BLU / BLU	DATE OF INFO 03/20/2014 12:12:08 PM
INDEX ID 110					

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (I.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures)

OFFENSE(S) [SELECT ALL] [SELECT NONE]

☒ ☐ BURGLARY- ATTEMPTED

INCIDENT VEHICLE ROLE: -Select- STATUS: -Select-

VEHICLE OWNER: -Select-

STOLEN/DAMAGED/RECOVERED VALUE(\$): LOCKED: KEYS IN VEHICLE:

VEHICLE DAMAGE:

REMARKS:

Go Back Save Save + Add Another Vehicle

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

Additional Information

Only associate a piece of property to an offense if that property was a 'target' or incurred a loss resulting from that offense (I.e., the property was Stolen & Recovered, Burned, Counterfeited/Forged, Destroyed/Damaged/Vandalized, or for drug seizures)

Click to select/unselect the offense

OFFENSE(S) [SELECT ALL] [SELECT NONE]

☒ ☐ BURGLARY- APARTMENT COMPLEX

INCIDENT VEHICLE ROLE STATUS

Indicates this offense requires at least one property

Crime Not Selected/Associated

OFFENSE(S) [SELECT ALL] [SELECT NONE]

☒ ☐ BURGLARY- ATTEMPTED

INCIDENT VEHICLE ROLE STATUS

-Select- -Select-

Crime Selected/Associated

OFFENSE(S) [SELECT ALL] [SELECT NONE]

☒ ☐ BURGLARY- ATTEMPTED

INCIDENT VEHICLE ROLE STATUS

Victim -Select-

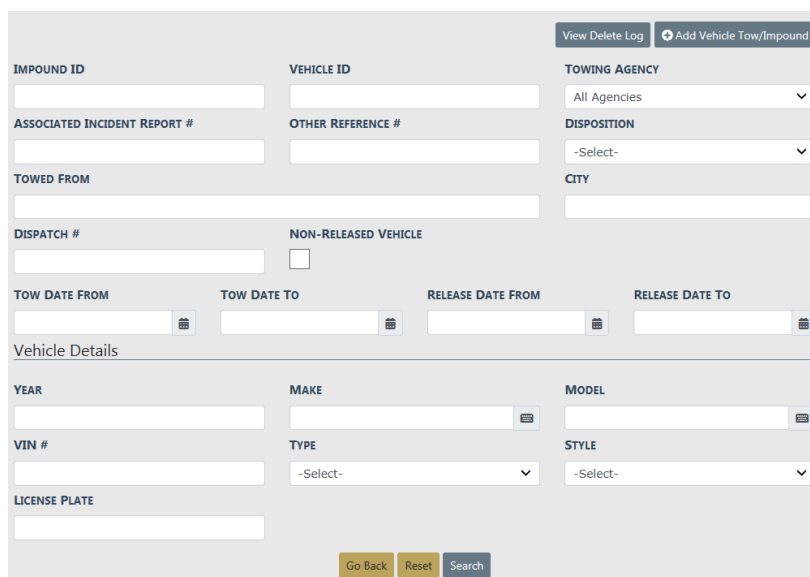
Once all this information is completed select either the **Save & Add another Vehicle** button to add more property or the **Save & Continue** button to return to the **Property & Vehicles** tab for review.

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

Add Existing Impound

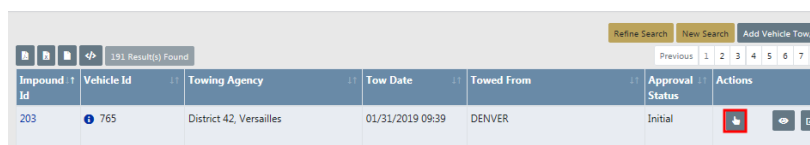
Vehicle Tow/Impound can be associated with an Incident. However, the Tow/Impound grid will not appear on the Incident screens if the Agency is not using the Tow/Impound module.

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




The screenshot shows the 'Vehicle Tow/Impound Search' form. It includes fields for IMPOUND ID, VEHICLE ID, TOWING AGENCY (dropdown), ASSOCIATED INCIDENT REPORT #, OTHER REFERENCE #, DISPOSITION (dropdown), TOWED FROM, CITY, DISPATCH #, NON-RELEASED VEHICLE (checkbox), TOW DATE FROM, TOW DATE TO, RELEASE DATE FROM, and RELEASE DATE TO. Below these are 'Vehicle Details' fields: YEAR, MAKE, MODEL, VIN #, TYPE (dropdown), STYLE (dropdown), and LICENSE PLATE. At the bottom are 'Go Back', 'Reset', and 'Search' buttons. Top right buttons include 'View Delete Log' and 'Add Vehicle Tow/Impound'.

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



The screenshot shows a table with 191 results found. The table has columns: Impound Id, Vehicle Id, Towing Agency, Tow Date, Towed From, Approval Status, and Actions. The first row shows Impound Id 203, Vehicle Id 765, Towing Agency District 42, Versailles, Tow Date 01/31/2019 09:39, Towed From DENVER, Approval Status Initial, and Actions with a Select icon (hand cursor), a Print icon, and a Delete icon.

Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
203	765	District 42, Versailles	01/31/2019 09:39	DENVER	Initial	Select, Print, Delete

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

Quick Print Print

Summary Header Offenses Names **Property & Vehicles** Narratives Attachments Validations

Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT A... Agency: District 42, Versailles
 Offense(s): 35-43-2-1 B03 - BURGLARY - ATTEMPTED Report #: 2018D4210207 Supp #: 0

Vehicle

YEAR 2009	VIN AJJDL599V74HR75B	MAKE CHEVROLET(CHEV)	MODEL CAMARO	TYPE Automobile / Passenger	STYLE Sedan, 4-door
LICENSE PLATE GTO98837	LICENSE STATE MK	LICENSE TYPE Amateur radio	LICENSE MONTH / YEAR 7 / 2016	MISC ID 123	COLOR YEL / DBL
DATE OF INFO 12/06/2018 11:03:43 AM	INDEX ID 218				

Additional Information

INCIDENT VEHICLE ROLE STATUS




-Select- -Select-

Save

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

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

Tow / Impounds ➕ Add Existing Impound

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

Print Labels, Receipts, Chain of Custody

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




There are two access points to print labels, receipts, and chain of custody:

- The **Summary** tab of the Incident Report, then scroll down to the **Property** section.

Pin Incident Exit Report Quick Print Print Transfer Exit Wizard Submit for Approval

Summary Header Offenses Names **Property & Vehicles** Narratives Attachments Validations

Properties TOTAL VALUE(\$): 0.00 All Print Evidence Add Property

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PROPERTY							
1843	BACKPACK; Black/Yellow; Val: \$.00	N/A		Found	\$0.00	0	  

Vehicles TOTAL VALUE(\$): 0.00 Add Vehicle

- The **Property & Vehicles** tab of the Incident Report.

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

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

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

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

Narrative Tab

While on the **Narrative** tab, click on the **Add Narrative** button to open the Narrative entry screen where there is a built-in editor with formatting tools that supports grammar and spell checking, and provides the ability to format the body of the narrative.

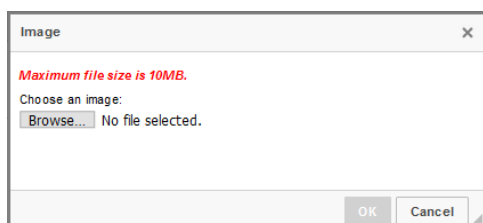
You can insert an **image** directly into the Narrative. Before you insert an image, click into the body of the Narrative where you want to place the image.

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

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



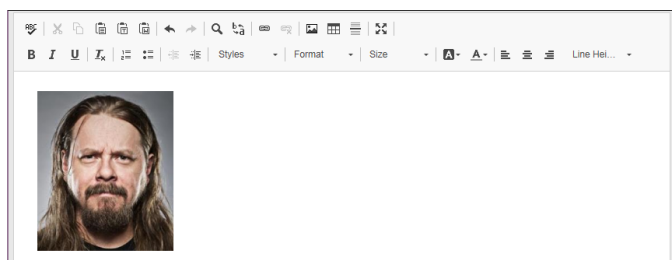
A dialog window appears giving you the option to select a file.



Click **Browse** then select an image file and click **Open**.

Select the **Image Size**, then click **OK**.

The image inserts into the body of the narrative.

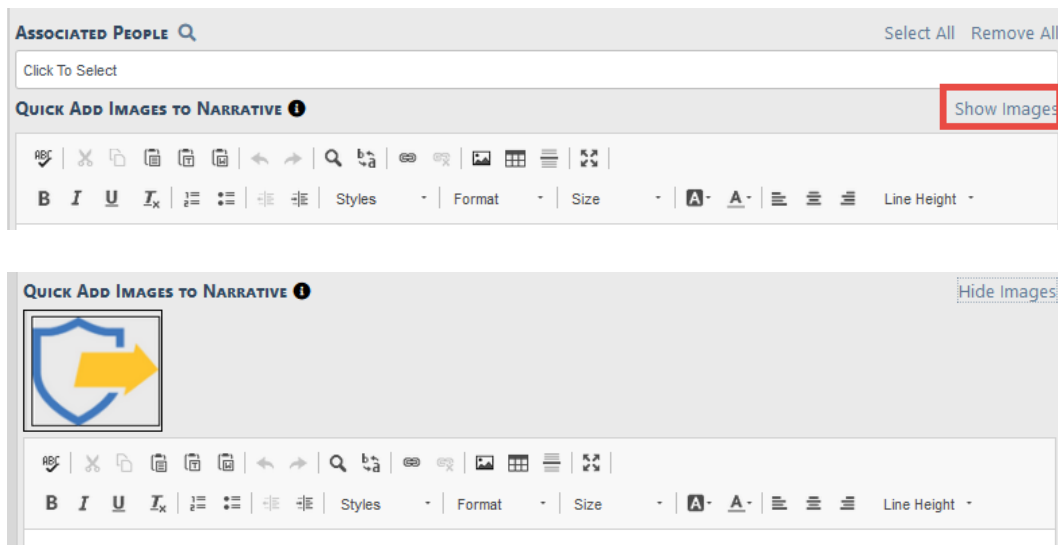


To *remove the image* from the body of the narrative, click on the image then press the **Delete** key on your keyboard.

2. Insert image from your **Image Library**.

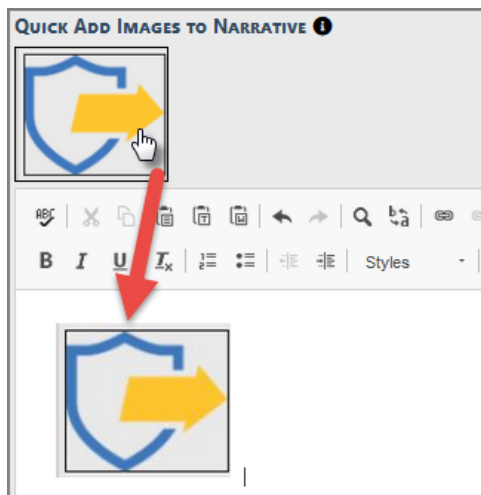
Note: This option is not available when entering Arrest or Case Narratives.

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



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

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



The **styles editor** allows you to format elements within the narrative. Starting with RMS 11.15, this includes a style for **redact** (which operates similar to **marker**, but highlights black instead of yellow).

The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type your narrative.

Some agencies may use **Narrative Templates** to guide you in creating their narrative. If a template is selected, the information will be applied to the narrative for you to complete and edit as required.

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

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

There are icons for printing the narrative and for saving the narrative which can be used at any time while the narrative editor is open.




As the narrative is being typed, the system auto-saves the narrative every sixty seconds in the event the connection is lost or the computer becomes unusable. The system will also provide auto-complete options as you type to make data entry easier and faster.

If the application attempts to save and is not able to reach the server, you are presented with a Warning indicating the connection may be lost. Navigating away from this screen may cause you to lose up to 60 seconds worth of your narrative. Simply reestablish your connection and select the **Click Here to Try Again** link so the narrative can be saved to the server and continue the auto save feature.

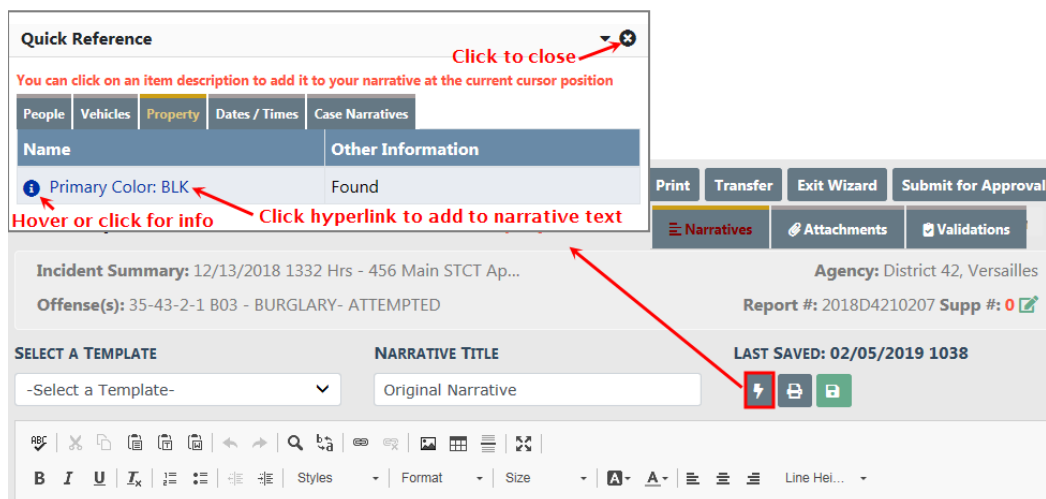
You should only have one workstation logged in to Online RMS at any given time.

If you have two workstations open on the Narrative screen, the first session open to the Narrative page is saved in Online RMS. If you write a lengthy narrative on the second open session, it does not save on your report.

Note: Always **Save and Exit** your Narrative when leaving the computer for any length of time, or move to a different computer to complete your report.

The **Quick Reference** icon  is a hyperlink that displays a window in the upper left hand corner which provides easy access to all the people, organizations, vehicles and property, and case narratives within the incident report.

Note: If no items exist for a particular tab, that tab does not appear. For example, if a Case Narrative does not exist with an associated Case, then the Case Narrative tab does not appear.



The **Quick Reference** window contains blue hyperlinks. By clicking on the blue hyperlink you add that particular information directly into your report's narrative in the area where your cursor is located.

You may also place your mouse over the blue information bubbles to see additional information.

Note: You may also type the @ symbol followed by the first few letters of the field you want, such as **@Off**, **@Loc** etc. directly in the narrative text. This will bring up quick references to add into the narrative.

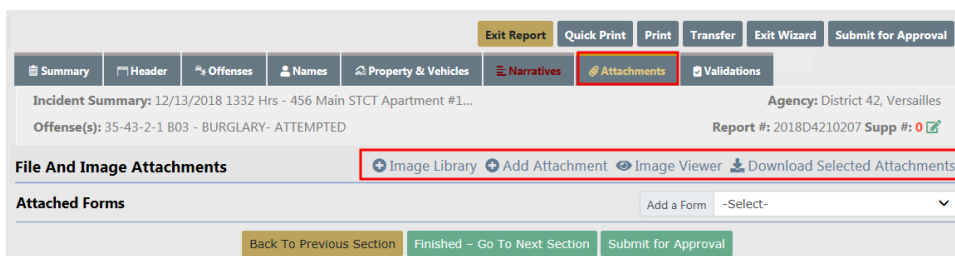
Once the narrative has been completed you can select the **Save & Continue** button which will display the **Narrative** tab for review. Additional narratives may be added to the report by selecting the **Add Narrative** link to the top right which will open a new narrative entry screen.

Note: If the agency is configured to bring over notes from CAD, you will see those narratives listed. You can view, edit, or delete the existing narrative as needed. A new narrative can be added by selecting the **Add Narrative** link.

When you have completed the narrative(s) for the report, select the **Finished - Go To Next Section** button to navigate to the **Attachments** tab.

Attachments Tab

The **Attachments** tab is used to capture incident related attachments such as crime scene photographs or statements, and you can download existing attachments. This is also the location where *Custom Forms* can be completed if the agency is using them.



The screenshot shows the 'Attachments' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments' (active), and 'Validations'. The main content area displays 'Incident Summary: 12/13/2018 1332 Hrs - 456 Main STCT Apartment #1...' and 'Offense(s): 35-43-2-1 B03 - BURGLARY - ATTEMPTED'. On the right, it shows 'Agency: District 42, Versailles' and 'Report #: 2018D4210207 Supp #: 0'. Below this, there is a section titled 'File And Image Attachments' with a red box highlighting the links: 'Image Library', 'Add Attachment', 'Image Viewer', and 'Download Selected Attachments'. At the bottom, there is a section for 'Attached Forms' with a dropdown menu set to '-Select-' and buttons for 'Back To Previous Section', 'Finished - Go To Next Section', and 'Submit for Approval'.

To add a file or image as an attachment, select the **Add Attachment** hyperlink. For more information on adding and downloading attachments, refer to "Attachments" on page 69.

To add an image file from your personal Image Library, select the **Image Library** hyperlink. If images do not exist in your Image Library, then the hyperlink does not appear. For more information on the Image Library, refer to "Image Library" on page 75.

To view an image, select the **Image Viewer** hyperlink.

When all attachments are saved and closed the system returns to the **Attachments** Tab where the files will be displayed.

There are icons next to each file in the *Actions* column that allows you to download, view, edit, and delete the file.

Agency Forms can also be completed in the attachments section of the incident report. Select and complete the form from the drop-down menu. Refer to your administrator for details.

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

Validations Tab

The **Validations Tab** allows a final check of your report to ensure the minimum requirements are met based on the offense(s) entered on the report. The validation check occurs automatically when navigating to the **Validations** tab. The validation process verifies all the minimum requirements are met, then lists information still required for the report along with a hyperlink to that section of the report

Type	Message
NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.

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

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

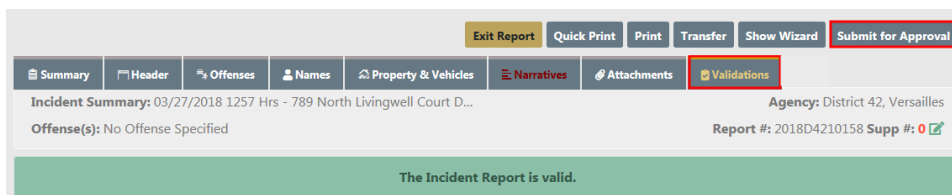


The screenshot shows the 'Validations' tab selected in a navigation bar. Below the tabs, the incident summary is displayed: 'Incident Summary: 03/27/2018 1257 Hrs - 789 North Livingwell Court D...' and 'Agency: District 42, Versailles'. The offense is listed as 'Offense(s): No Offense Specified'. A green message bar at the bottom states 'The Incident Report is valid.'.

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

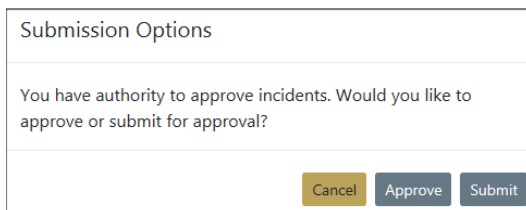
Submit For Approval

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



This screenshot is similar to the previous one, but it includes additional buttons at the top: 'Exit Report', 'Quick Print', 'Print', 'Transfer', 'Show Wizard', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box.

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



The dialog box titled 'Submission Options' contains the text: 'You have authority to approve incidents. Would you like to approve or submit for approval?'. At the bottom, there are three buttons: 'Cancel', 'Approve', and 'Submit'.

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

Submit Incident Report Supplement #0 for Approval

Incident Summary: 03/27/2018 1257 Hrs - 789 Nor... **Agency:** District 42, Versailles

Offense(s): No Offense Specified **Report #:** 2018D4210158 **Supp #:** 0

0
 0
 0
 2
 5
 0
 0
 0

APPROVING AGENCY
 District 42, Versailles

APPROVING GROUP
 PATROL Supervisor

REPORT HOURS
 Hrs 0 Min

OTHER COMMENTS

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

Select **Yes** to submit for approval.

Message From RMS

Confirm Submit for Approval?

The *Approving Supervisor* receives notification that the Incident Report needs approval. For more information about the approval process refer to "Approve/Disapprove Incident Report" on page 439.

There may be times when the *Approving Supervisor* **disapproves** the Incident Report and routes it back to you for more information or to make corrections. After making corrections, you have an opportunity to resubmit for approval. For more information, refer to "Disapproval Notice Corrections" below.

Disapproval Notice Corrections

The *Approving Supervisor* may **disapprove** the Incident Report and route it back to you for more information or to make corrections. You will then have an opportunity to make the necessary corrections and resubmit for approval.

The Recent Activities section of your Home page displays those that have been disapproved.

Notifications

Filter By Users: [v] Search: []

Count	Notification Type	Last Notification	Priority
1	DISAPPROVED INCIDENT REPORT	03/26/2019 03:43 PM CST	Urgent
37	DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	03/22/2019 01:56 PM CST	High
99	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	03/19/2019 11:34 AM CST	High
98	INCIDENT APPROVED	03/19/2019 11:34 AM CST	High
54	EVIDENCE PENDING CHECK-IN	03/13/2019 10:18 AM CST	High
2	INCIDENT FOLLOW-UP CASE ASSIGNED	03/08/2019 03:04 PM CST	High

Recent Activities

- Initial Report
- Disapproved**
- Follow Up Needed (Past 10 Days)
- Pending Approval
- My Cases (Active Count)
- Evidence Review
- Open Field Arrests

Click the **Disapproved** link to display a list. The number of incidents that appear in the list match the disapproved number that displays in Recent Activities.

Go Back

Report #	Supp #	Summary	Actions
2019D4210217	1	03/06/2019 14:35 Hrs - 100 North Main Street BLOOMINGTON, IL 61701 - Offense(s) - 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT	

Go Back

Click the transfer icon to transfer the incident to another user, or click the edit icon to make changes to the incident.

The *Incident Report* opens if you chose to edit. Click the red **Disapproval Comments** button to view the *Approving Supervisor* comments, or mouse over tabs highlighted in red to view disapproval comments associated with that tab.

Pin Incident Exit Report Quick Print Print Transfer Submit for Approval

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Stree... Agency: District 42, Versailles
 Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT Report #: 2019D4210217 Supp #: 1
 Total Hours: 0

Disapproval Comments Click to view Approving Supervisor comments

Actions Add 2 1 1 2

2 / 2 1 Pending Approval 1 Disapproved Report

Report Header Edit

REPORT ID 3206	REPORT SECURITY Patrol Officer	REPORT TYPES Disturbance
SUMMARY Loud music at 2am.		
REPORT DATE 03/06/2019 1435	OCCURRENCE DATE START 03/06/2019 1435	OCCURRENCE DATE END
ISP		
GANG INVOLVED		
Alcohol Involved Info		
ALCOHOL INVOLVED		NUMB
Additional Information		

Exit Report Quick Print

Offenses Enter an offense to show PC for the stop. Narratives Attachments Validation

7/2019 1200 Hrs - 17140 West Wortham Road Sautier, W...
 - DRIVING WHILE INTOXICATED - 49.04 : MB

Review the supervisor comments and check the **Acknowledged** box. Add **Response Comments**, if any, then click **Save** to return to the *Incident Report* page.

View Comments

Supervisor Comment	Creator	Acknowledged	Response Comment (Optional)
Please provide additional comments.	Saur, Christine	<input checked="" type="checkbox"/>	Detailed comments added.

Close Save

Note: All disapproval comments must be acknowledged prior to submitting report for approval.

On the *Incident Report* page, click **Edit** on the top right of applicable sections to make any necessary changes.

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street... **Agency:** District 42, Versailles

Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT **Report #:** 2019D4210217 **Supp #:** 1

Total Hours: 0

Disapproval Comments (highlighted in green)

Actions: Add, 2, 1, 1, 1, 2

Report Header (highlighted in red)

REPORT ID	REPORT SECURITY	REPORT TYPES
3206	Patrol Officer	Disturbance

SUMMARY
Loud music at 2am.

REPORT DATE	OCCURRENCE DATE START	OCCURRENCE DATE END
03/06/2019 1435	03/06/2019 1435	

ISP

GANG INVOLVED

Alcohol Involved Info

ALCOHOL INVOLVED	NUMB

Additional Information

Note: The **Disapproval Comments** button turns green when supervisor disapproved comments are acknowledged.

Click the **Submit for Approval** button on the top right of the *Incident Report* page. For more information on submitting incidents for approval, refer to "Submit For Approval" on page 247.

Click the **Submit** button on the bottom of the *Submit for Approval* page. Notice the disapproval comments and responses appear on the bottom of the page.

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street... **Agency:** District 42, Versailles

Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT **Report #:** 2019D4210217 **Supp #:** 1

Total Hours: 0

APPROVING AGENCY: District 42, Versailles

APPROVING GROUP: PATROL Supervisor

REPORT HOURS: Hrs 0 Min

OTHER COMMENTS

Disapproval Comments (highlighted in red)

Section	Supervisor Comment	Creator	Response Comment	Acknowledged
Summary	Please provide additional comments.	Saur, Christine	Detailed comments added.	✓

Go Back **Submit** (highlighted in red)

Select **Yes** to submit for approval.

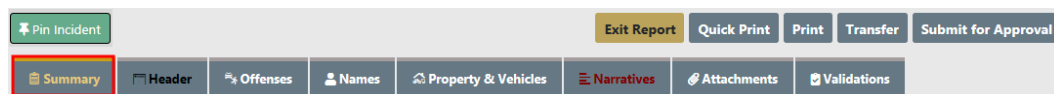
Message From RMS
Confirm Submit for Approval?
<div>No</div> <div>Yes</div>

The *Approving Supervisor* receives notification that the Incident Report needs approval. For more information about the approval process refer to "Approve/Disapprove Incident Report" on page 439.

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

Summary Tab

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

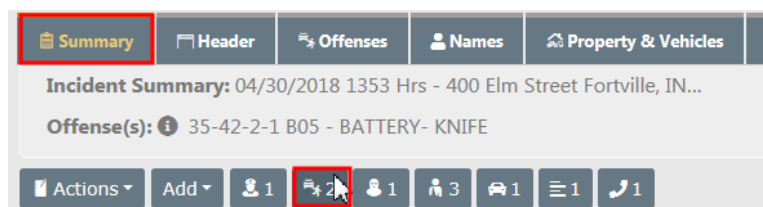


Information in the **Summary** tab is divided into sections, such as Officers, Employees, Offenders, Victims, Narratives, etc.

The icons under the tab headers and Incident description are hyperlinks that direct you to each section. Hover your mouse over the icon to view a description of the hyperlink.



For example, select the *Offenses* hyperlink and you are directed to the *Offenses* section of the **Summary** tab.




Offenses Update All Offenses' Status Add Offense							
NIBRS	Severity	Offense	Remarks	Status Date	Status	Supp #	Actions
13A	1	35-42-2-1 B05 BATTERY- KNIFE		04/30/2018 1355	Unfounded	0	
23D	2	35-43-4-2 T02 THEFT- AIR CONDITIONER/FAN		04/30/2018 1353	Warrant Request	0	

Add data to the Incident Report in sections that contain an **Add** hyperlink. For example, the **+ Add Person** hyperlink opens the **Person Search** screen to begin the process of adding a person to the report.



The **+ Add Field Arrest** hyperlink under the Field Arrests section provides the ability to associate a *Field Arrest* to the report, or you can create a Field Arrest from the Offender section and associate it to the Incident automatically.

Beginning with Online RMS 11.7.0, with appropriate permissions, you can create a Field Arrest and import data from an existing Incident or Calls for Service record into the arrest record, avoiding unnecessary data entry. This process also associates the Field Arrest to the Incident or Calls for Service record automatically.


- Click on the **Add Field Arrest** icon  next to an offender's name on the **Summary** or **Names** tabs.
- For details on the create and import field arrest process, refer to "Create Field Arrest from Incident" on page 267.

The **Calls for Service** section is located toward the bottom of the **Summary** tab. Page down or click on the icon hyperlink to go directly to the CFS section.



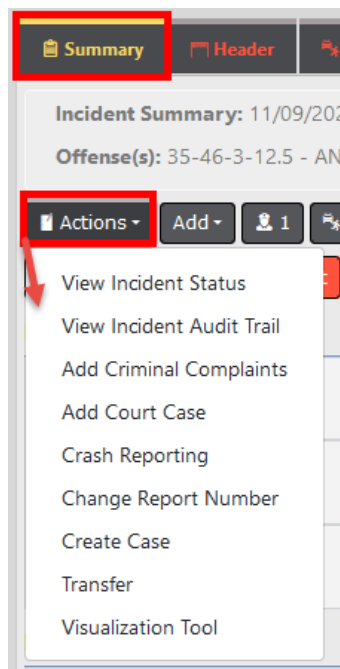
In the **Calls For Service** section, view the associated CFS by selecting the **View** icon  under the **Actions** heading, click the **Add Call for Service** link to search for and associate an existing call for service record to the incident, or click the delete icon  to remove the association.

Calls For Service Add Call for Service						
Dispatch #	Agency	Event Type	Caller	Location	Dispatch Date	Actions
2019-00000250	District 42, Versailles	Police		145 RILEY AVE, GREENFIELD, IN, Hancock	06/17/2019 13:42	

- The **Add Call for Service** link appears for any user able to edit the incident report.
- The delete icon  appears when the user is the original creator of the association or the user has permissions to delete the association.

- When deleting the association, a prompt appears asking you to enter a **Comment** as to why you are deleting the association. The comment, report number, and dispatch number are stored in an audit table.

The Summary tab also contains an **Actions** button that allows you to perform certain actions. Click on the button to view a drop-down list of choices from which to choose. This list is based on permissions and varies by agency.



Note: Authorized users can add attachments to supplement 0 while outside the normal approval workflow and when the Incident is not in edit mode. For details, refer to "Add Attachments Outside Incident Workflow" on page 284.

Add Criminal Complaints

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

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

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

The *Create Criminal Complaint* form opens.

Create Criminal Complaint(s)

A criminal complaint with the following details will be created for each selected person

OFFENDERS

	Person Name	Roles
<input checked="" type="checkbox"/>	Holly Stone	Suspect / Offender

Details

CHARGES

	Charge
<input checked="" type="checkbox"/>	35-43-4-2 T68 THEFT- POSSESS STOLEN PROPERTY

COMPLAINT TYPE

Summons

MAKE ME THE COMPLAINT OFFICER

☒

ATTACH FULL INCIDENT PRINTED REPORT PDF

☒

Cancel Save

Select the **Offenders**.

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

Select one or more **Charges**.

- At least one charge is required.

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

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

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

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

- If the Incident has **Custom Forms** and it is configured to create a fillable form, the fillable form PDF is associated with the criminal complaint instead of the custom form.

Click **Save** to create the Criminal Complaints and associate them to the Incident Report supplement automatically.

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

Add Court Case

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

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

The *Create Court Case* form opens.

Create Court Case

Details

COURT CASE NUMBER

CASE0058

FILED DATE AND TIME

03/10/2021 1602

PEOPLE

<input type="checkbox"/>	Person Name	Incident Role
<input checked="" type="checkbox"/>	ANDREZ THOMAS	Offender

OFFICERS

<input type="checkbox"/>	Officer	Incident Role(s)
<input checked="" type="checkbox"/>	Christine Saur #SAUR111	Reporting
<input checked="" type="checkbox"/>	SERGEANT-CAPTAIN-WIN Greg Wright #9696	Approving, Reporting

Cancel

Save

Enter the **Court Case Number**.

Select the **Filed Date and Time**.

Select the **People** involved.

Select the appropriate **Officers**.




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

Add Associated Incidents

You can associate an incident report with another. There are two ways to do this:

- Click on the **Add Associated Incident** link in the *Associated Incidents* section of the *Summary* tab to search for and select an Incident.
- An association to another incident happens automatically during the *Copy Incident* process, if utilized by your agency. For more information on the *Copy Incident* process, refer to "Copy an Incident" on the next page.

From the grid for the associated incident, select the  icon to import data from that incident.

Associated Incidents ➕ Add Incident Association			
Report #	Incident Summary	Report Date	Actions
2022D4210386	Several tires slashed on subject vehicle.	03/21/2022 1706	  

When importing incident data, each association will appear with a selection field.

Caliber PUBLIC SAFETY

Administration ▾ Incidents ▾ Master Indices ▾ Records Management ▾ Forms And Reports ▾ Help ▾

Recent Activities (Initial Report) / Incident Report 2022D4210385 / Import Incident Data

129 / 0

Go Back

Incident Summary: 06/22/2021 1500 Hrs - 54 South Hancock Street Denver, CO 12345

Agency: District 42, Versailles

Offense(s): 35-43-2-1 B05 - BURGLARY- BAKERY

Report #: 2021D4210347 Supp #: 0

Names

Person	Role(s)	Include
Name: Houseman, Lilly Sex: Female Race: White DOB: 01/03/2000 (Age: 22)	Suspect / Offender	Select Role to Import
Name: Smith, Harold Sex: Male Race: White DOB: 03/02/1999 (Age: 23)	Suspect / Offender Arrestee	-Select Role to Import
Name: THomas, Jim Sex: Male Race: White DOB: 04/03/1999 (Age: 22)	Suspect / Offender Arrestee	-Select Role to Import
Name: Kid, Jane Sex: Female Race: White DOB: 11/06/1974 (Age: 47)	Victim	-Select Role to Import
Name: Boss, Man Sex: Male Race: White DOB: 11/10/1996 (Age: 25)	Driver	-Select Role to Import
Name: Buscherry, Steve J Sex: Male Race: Unknown	Interviewed	-Select Role to Import

Location

Address	Source	Include
54 South Hancock Street Denver, CO 12345	Location of Incident	<input type="checkbox"/> Use this Location

Vehicles

Vehicle Description	Role	Status	Include
Year: 2019 Make: BMW(BMW) Model: 330CI Vin: 23098732LJKJ234 Lic: XYZ123	Abandoned	None	<input type="checkbox"/> Include Vehicle

Choose the appropriate role for each association before saving the imports.

Incidents that are hidden do not appear in this grid unless you have proper permissions to view them. For more information on hidden Incidents, refer to "Incident Security" on page 194

Crash Reporting

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

Copy an Incident

If your agency chooses to use this feature, authorized users can copy an existing incident and save it as a new Incident.

Requirements to use this feature:

- Your agency must be using the Incident number generation feature.
- The user's role must be given copy incident permissions and be in the same organization as the incident.

You can copy an incident from edit or view mode from the **Actions** menu on the Incident *Summary* tab.

The process does not copy offense-related information. For example, property or vehicles directly related to offenses do not copy to the new Incident, whereas, they do copy over if they are not offense-related.

The following information can be copied to the new incident:

- General information from the header, including custom fields.
- People or organizations.
- Custom forms.
- Attachments.
- Narratives.
- Property and vehicles.

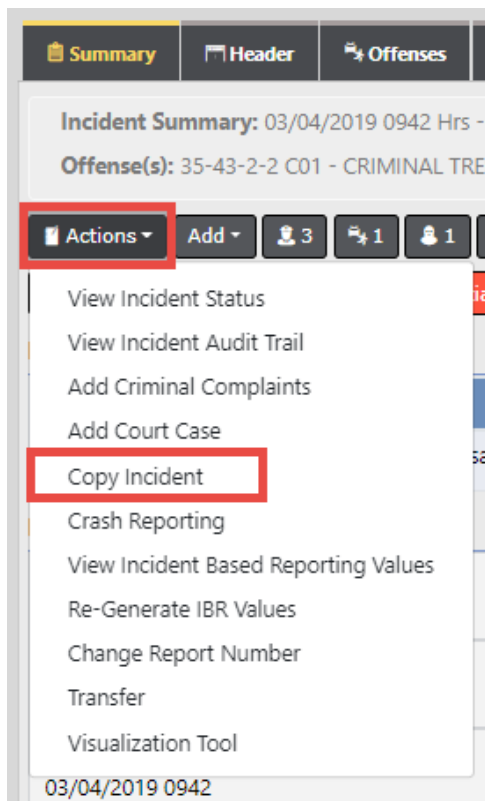
Only basic information copies to the new Incident at this time; additional information will be included in a future release.

- Employees.
- Offenses.
- Officers.
- Associated CFS and Fields Arrests.

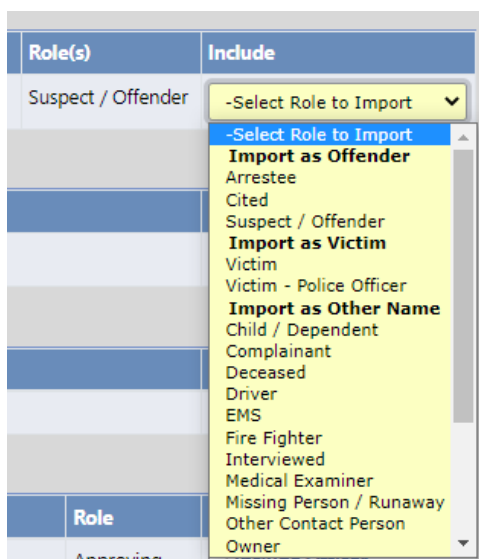
The copy process only copies information from supplement 0. If you are copying information from an Incident that has multiple supplements, the new Incident includes information from supplement 0 and not from subsequent supplements.

Follow these steps to copy an incident to a new Incident record:

1. View or edit the Incident.
2. Click on the **Action** button on the *Summary* tab, then click **Copy Incident**.

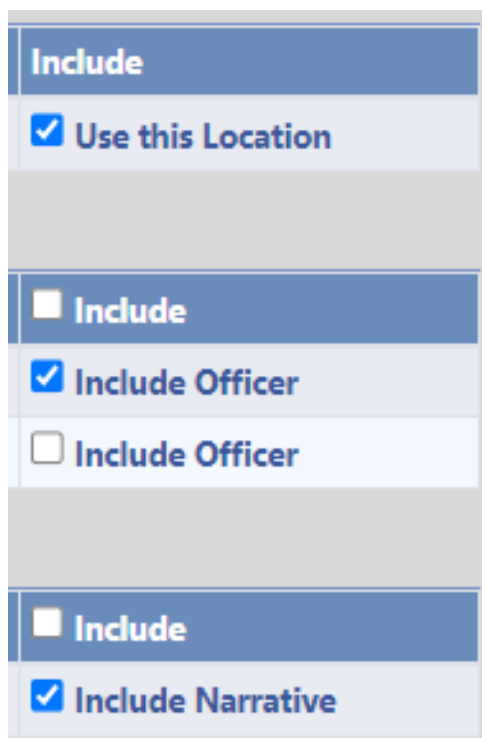


3. The *Copy Incident* screen opens.
4. For each person and business, select the **Role to Import** into the new Incident. The role could be the same or different on the new Incident than the role on the original Incident. The original role appears in the *Roles(s)* column.



Note: If you do not select a role to import, that name or business does not import into the new incident record.

5. Select the **Location** to copy to the new Incident. This is the main location for the Incident. Only one location can copy to the new Incident at this time.
6. Select all other information you want to copy to the new Incident, such as property, vehicles, officers, calls for service associations, field arrest associations, narratives, attachments, etc. Other than location, you can choose one or multiple within each of the other categories.



The screenshot shows a vertical list of selection options for copying information to a new incident. Each option consists of a blue header bar with the word 'Include' and a light blue bar below it with a checkbox and a label. The first option has a checked checkbox and the label 'Use this Location'. The second and third options have unchecked checkboxes and the label 'Include Officer'. The fourth option has a checked checkbox and the label 'Include Narrative'.

Include
<input checked="" type="checkbox"/> Use this Location
<input type="checkbox"/> Include Officer
<input type="checkbox"/> Include Officer
<input type="checkbox"/> Include Narrative

If the Narrative is associated to a person and that person is copying to the new Incident, then the narrative copies with the person. If you choose to copy the narrative but not the person, the narrative copies to the new Incident without the person.

Note: Calls for Service and Field Arrests are the only associated events that copy over to the new Incident (not citations, for example).

7. Make any changes to other information on the Incident, if needed.
8. Click **Save**.
9. A supplement 0 report is created with a new Incident number.

10. The process associates the original and new Incident reports automatically. Page down while on the *Summary* tab to view the association.

Criminal Complaints				+ Add Criminal Complaints
Court Cases				+ Add Court Case
Associated Incidents				+ Add Incident Association
Report #	Incident Summary	Report Date	Actions	
2019D4210216	asdf	03/04/2019 0942		

You can also associate another Incident by clicking on the **Add Incident Association** link.

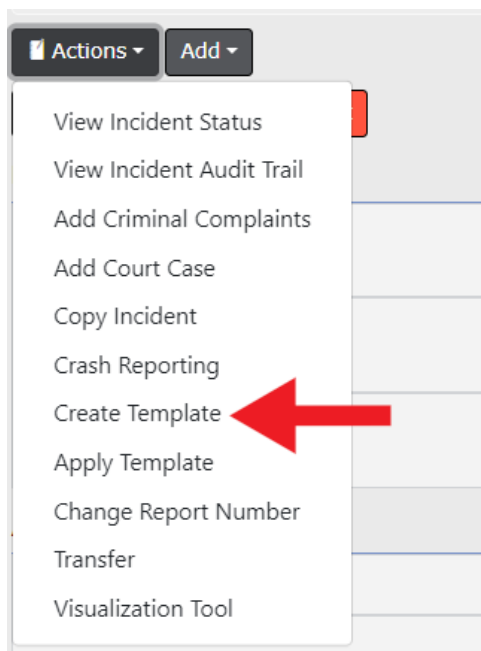
Incident Templates

If your agency chooses to use this feature, authorized users (including users who have ownership of the incident to be edited) can create an apply templates to incidents for frequently used incident scenarios and details.

Creating Incident Templates

Follow these steps to create a template.

1. View or edit the Incident.
2. Click on the **Action** button on the *Summary* tab, then click **Create Template**.



3. From the *Create Template* window, enter a template name and description.

4. Using the check-boxes, select the elements from the incident report that you wish to include in the template. The elements that can be included are Medisa Summery, Incident Types, Location, Offenses, Victims, and Narratives.

Note: You may choose to make a template for your user profile ONLY by selecting the **Limit To My User** check-box. Leaving this box unchecked will create a template available to the entire agency or organization, depending on the user's permissions level.

5. Select **Save** to save the template. You will be prompted to confirm the creation of the template. (Choose **Yes** to confirm or **No** to cancel.
6. You will see a brief message confirming the template has been created before you are returned to the *Summary* tab.

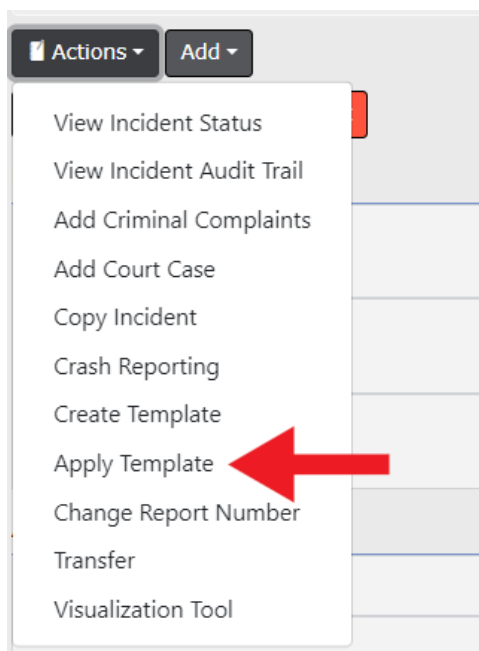
Note: Meta data and custom fields are carried over when creating templates.

Applying Incident Templates

After you have created templates, Follow these steps to apply a template.

Note: Applying a template will only add information to an incident. It will never remove data. Duplicate items will not be added twice, but the user may choose to replace the incident location with the location from the template, if desired. Adding a template adds everything in the template; at this time, there is no option to select individual items from the template to include or exclude.

1. View or edit the Incident.
2. Click on the **Action** button on the *Summary* tab, then click **Apply Template**.



3. A list of templates for your user profile appears. You may choose from among your profile's templates, or use the drop-down window to select an agency template (if available).

Apply Template

Select A Template From The List Below To See Details And Apply.

Name	Description	Details	
Template 001	A template for tire-slash animal-in-roadway crimes.	<ul style="list-style-type: none"> Crime Summary: This very impolite gentleman slashed another fellow's tires. Using a raccoon. Incident Types: <ul style="list-style-type: none"> Animal In Roadway 	
Template 002	A secondary template	<ul style="list-style-type: none"> Crime Summary: Trespassing Offenses: <ul style="list-style-type: none"> 35-43-2-2 C01 CRIMINAL TRESPASS- AUTO 35-43-2-2 C04 CRIMINAL TRESPASS- RESIDENCE/DWELLING 	

My Templates
All Templates
My Templates
My Agency Templates

Cancel

- Select the template you want to apply by clicking the icon. You will be prompted to **Apply** the selected template, or **Cancel**.
- If you click **Apply**, you will be prompted to click **Yes** to confirm or **No** to cancel.
- If you click **Yes**, a confirmation screen will display, showing you which elements have been brought over from the applied template.

Apply Template

Message From RMS

- Added Incident Types
- Updated Summary
- Saved Header Custom Fields

The Following Items Will Be Brought Over From The Selected Template:

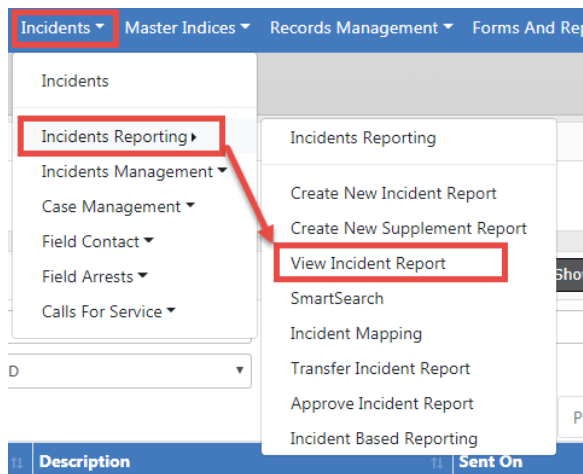
- Crime Summary:** This very impolite gentleman slashed another fellow's tires. Using a raccoon.
- Incident Types:**
 - Animal In Roadway

OK

Cancel Apply


View Incident Reports

The option to **View Incident Reports** is in the Incidents menu.



A **Incident Search** window opens, where you can search for a particular incident to view by entering data in any field or combination of fields. For more information on incident searching, refer to "Incident Search" on page 270.

Click on the view icon  in the incident Search Results to view the Incident Report.

The *Summary* tab opens by default. If the report has more than one Supplement, the number of Supplements are listed next to the  icon.

Note: The *Summary* tab will also advise if a follow-up Case has been assigned to the incident.

Note: With appropriate permissions, an investigative case can be created directly from an *initial unapproved* Incident report using the **Actions** button.

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

For more information on the *Summary* tab, refer to "Summary Tab" on page 252.

The screenshot shows the Incident report interface with several annotations:

- Pin Incident:** A button at the top left.
- Eight Tabs:** A red box highlights the tabs: Summary, Header, Offenses, Names, Property & Vehicles, Narratives, Attachments, and Validations.
- Incident Summary:** 06/07/2018 1419 Hrs - 500 Center Lake Water Tower-Clubhouse-...
- Offense(s):** 35-43-4-2 T01 - THEFT- AGRICULTURE. A red arrow points to the offense code with the text: "Hover over bubble to view NIBRS Code description".
- Agency:** District 42, Versailles
- Report #:** 2018D4210170 **Supp #:** 0
- Actions:** A dropdown menu with options: 5, 2, 3, 1, 1, 1, 2, 12. A red arrow points to the "3 / 3" button with the text: "Click to modify and manage Supplements".
- Security Groups:** ANGTEST. A red arrow points to the group name with the text: "Message if access is restricted to security groups".
- Status:** Closed- No Action / Closed (06/29/2018)
- State Status:** READY TO BE PROCESSED-ORIGINAL
- Follow-Up Incident Cases:** A table with columns: Case #, Agency, Lead Investigator, Assignment Status, Case Status, Next Update Due, and Actions.

Case #	Agency	Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
2018D4210198	District 42, Versailles	M, Dana - Lead Investigator	Assign to Patrol	Open	02/22/2019	View, Edit
- Report Header:**

REPORT SECURITY Patrol Officer	REPORT TYPES Child Abandon
SUMMARY asdf	
REPORT DATE 06/07/2018 1419	OCCURRENCE DATE START 06/07/2018 1419
OCCURRENCE DATE END	

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

Note: With appropriate permissions, you can *Pin* the Incident while on the Summary tab to add it to your Home Page for quick reference. For more information, refer to "Incidents Overview" on page 189.

Click on the **Actions** button to perform additional tasks shown.

The screenshot shows the Actions dropdown menu with the following options:


- View Incident Status
- View Incident Audit Trail
- Add Criminal Complaints
- Add Court Case
- Crash Reporting
- Edit This Incident
- Create Case
- Narrative Maintenance
- Visualization Tool


Create Field Arrest from Incident













Beginning with Online RMS 11.7.0, with appropriate permissions, you can create a Field Arrest and import data from an existing Incident or Calls for Service record into the arrest

record, avoiding unnecessary data entry. This process also associates the Field Arrest to the Incident or Calls for Service record automatically.

You can initiate this process two ways from the Incident:


- When the **Add Field Arrest** icon  appears next to an existing offender's name. This can be done from the Summary or Names tab of the Incident.
- When you add an offender to the Incident

Note: The  icon only appears on offenders who do not already have an Arrest associated with the Incident.

Offenders					Add Offender Add Unknown Offender	
Name	Age at time of Incident	Role(s)	Supp #	Actions		
 R, Georgie (Alias): Primary Name: Rock, George Race: White Sex: M	21 Years Old	Suspect / Offender, Arrestee	0	    		
 Smith, Harold Race: White Sex: M DOB: 03/02/1999	22 Years Old	Suspect / Offender	0	    		

Follow these steps to initiate the process to create the Field Arrest and import Incident data:

1. Choose one of the following options:

- a. Click on the **Add Field Arrest** icon  of an existing offender.
- b. Click on the **Add Offender** link and follow the normal process to add the offender. For details, refer to "Names Tab" on page 218.

When finished entering offender information, a prompt appears asking if you want to create a Field Arrest for this offender.

Message From RMS

Would you like to create a field arrest for this offender?

No Yes

Click **Yes**.

2. The *Import and Create Field Arrest* screen appears, prepopulated with the Incident data that can import into the arrest.

Select From Below What Items You Want To Import

ARREST DATE
06/29/2021 1349

ARRESTING OFFICER
I Am The Arresting Officer

AGE AT TIME OF ARREST
22 Years Old

Arrest Location

Location	Source	Include
2300 West Broad Street RICHMOND, VA 23269-2051	Location of Incident	<input type="radio"/> Use This Address

Other Names

First Name	Last Name	DOB	Race	Sex	Roles	Include
Flarg	Flarg	01/01/1920	White	M		-Select Role to Import

Vehicles


Year	Make	Model	VIN	Include
2017	ACURA(ACUR)	LEGEND	345456544545645	<input type="radio"/> Use This Vehicle


Charges

Charge	Include
CRIMINAL TRESPASS- PROPERTY	<input type="checkbox"/>

- Make any necessary changes to the data in the fields provided and make the appropriate selections.

For details on the *Import and Create Field Arrest* screen, refer to "Create Field Arrest and Import Data" on page 367.

- Click **Save** then **Yes** to confirm creation of the Field Arrest.
- The process creates the Field Arrest record and associates the Field Arrest record to the Incident automatically. The association appears on the Summary tab of the Incident.
- The process updates the existing offender on the incident with the role **Arrestee** and the **Add Field Arrest** icon  no longer appears next to the offender's name since they are now listed as an offender on the Incident.


If you are creating a new offender, the process adds that offender to the Incident, gives it the role **Arrestee**, and does not display the **Add Field Arrest** icon  next to the name.

- The *Edit Field Arrest* screen appears. Make any necessary changes to the Field Arrest record.

For more information on editing a Field Arrest, refer to "Edit Field Arrest" on page 372.

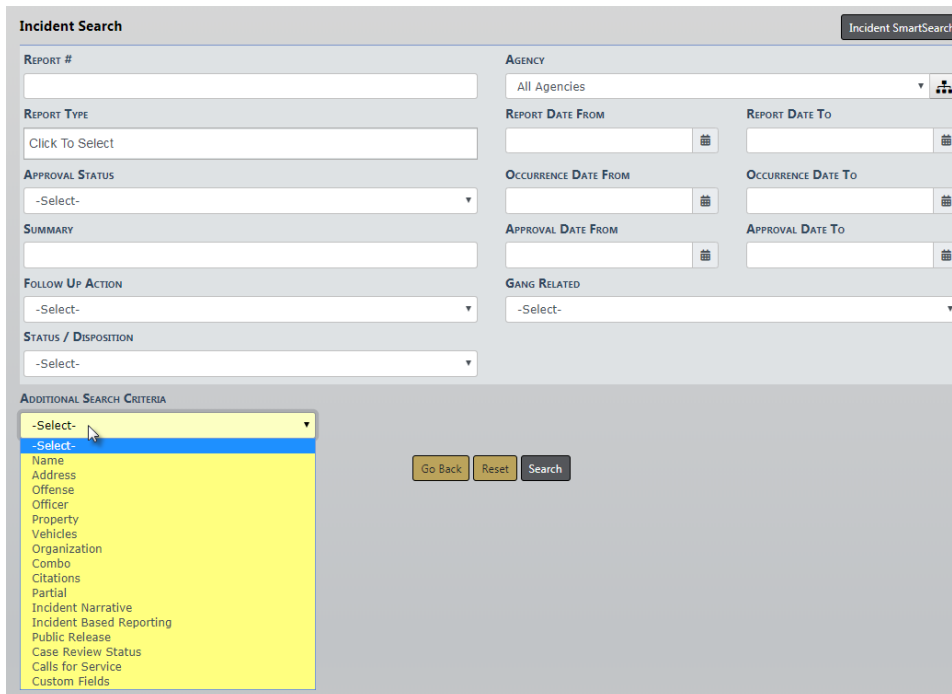
- If applicable, click **Complete** and **Submit for Review** if the review feature is turned on. You are then returned to the Field Arrest.
- Click **Go Back** on the Field Arrest to return to the Incident.
- Click on the **Names** tab of the Incident.

Note: The Names tab is red, indicating arrestee details are needed. This process does not currently update the arrestee details for you; however, Incident validation still applies as with other incidents, indicating more information is needed.

11. Click the **edit icon**  on the offender record to update the arrestee details to satisfy validation if needed.

Incident Search

The **Incident Search** window allows you to search for incidents by entering data in any field or combination of fields, including by NIBRS code. When entering the report number you can use the % sign as a wildcard. For example, if you were looking for report number 2018D4210149, you could enter %10149 and the report would be located. Agency defaults to your agency, but with appropriate permissions, a different agency in your workgroup can be selected. Select the *Additional Search Criteria* for more search options.



Note: You can include **Use of Force** in your search criteria by first selecting **Name** or **Combo** under *Additional Search Criteria*.



Select **Combo** as the *Additional Search Criteria* to enter criteria for vehicle, officer, property, offenses, modus operandi, address, and person. When you select Combo, additional search fields appear where you can enter search criteria for the aforementioned areas.

You can search for incidents across all agencies within the user's state by clicking on the **Incident SmartSearch** button on the top right of the screen. For more information on **SmartSearch** refer to "SmartSearch" on page 271.

If you type in a specific report number, the system takes you directly to the report. If you click the **Search** button without entering any search criteria, a message appears in red at the top of the screen instructing you to specify at least one field when performing a search. Regardless of which method you use to query the system, except for specific report number, you will receive a list with reports matching your search criteria.

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2019D4210231	11/21/2019 0937 Hrs	0	1001 North East Main Street INDIANAPOLIS, IN Offense(s): 1; 35-43-2-1 B03 - BURGLARY-ATTEMPTED	View Report
D42	2019D4210230	06/18/2019 1457 Hrs	0	100 North Main Street BLOOMINGTON, IL 61701 Offense(s): 1; 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	View Report
D42	2019D421022			Stolen property reported. Click to view Entire Entry	

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

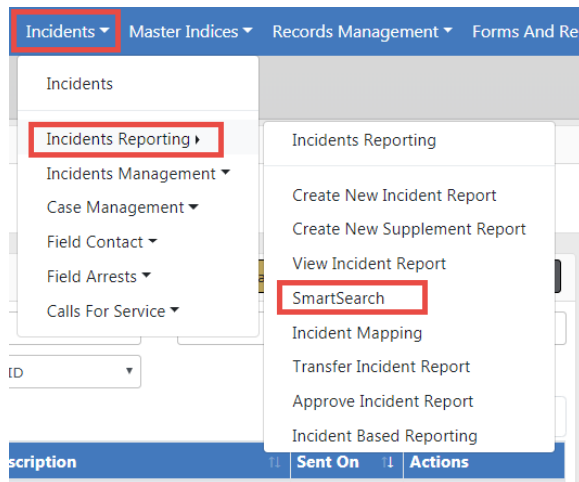
Click on the view icon  to view the Incident Report. The *Summary* tab opens by default. If the report has more than one Supplement, the number of Supplements are listed next to the  icon.

SmartSearch

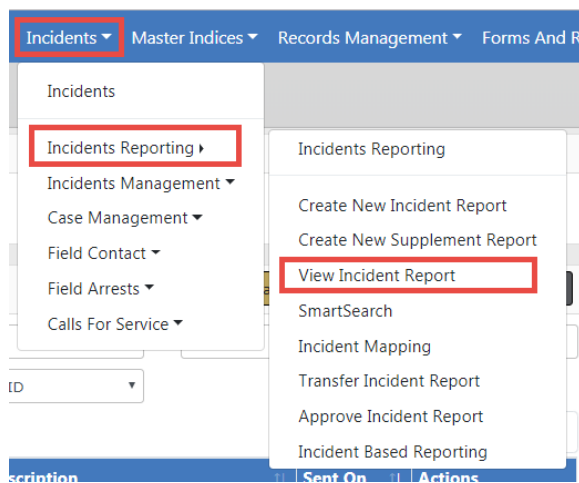
Users can, with appropriate permissions, search for incidents across all agencies in the Online RMS system within the user's State, outside of the State if configured by your agency, or both. You can also limit your search using date range filters. This search adds a simple interface to perform searches the way one would in an Internet search engine, such as Google.

You can access **SmartSearch** two ways:

- Click the *Incidents* menu on the top navigation bar, click *Incidents Reporting*, then click the *SmartSearch* option.



- Or click the *Incidents* menu on the top navigation bar, click *View Incident Report*, then click the **Incident SmartSearch** button on the Incident Search screen.



Either option opens the *Incident SmartSearch* screen.

Enter a word or phrase into the search box on the upper left, then click the **Search** button. The results display based on how well they match the entered text.

Note: The **SmartSearch** only searches on Approved incident reports. Incident reports with other statuses can be searched using the standard View Incidents option in the Incidents menu.

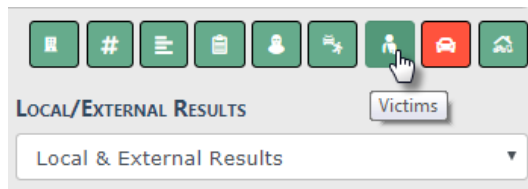
The default sorting option is *Relevance*, which means **SmartSearch** sorts the returning documents based on how well they match the entered text. There are other sorting options available in the *Sort By* area.

To ensure that each document contains every search word specified, check the *Match All* option. This forces the search to return documents which only contain all of the words or phrases entered in the search bar.

Review the search results in a *List* format, or on a *Map*.

The green icons on the right side of the page indicate what areas of the incident report are being searched. Hover your mouse over an icon to view what it represents. Click on each icon

to disable or enable an area. Disabling will cause **SmartSearch** to exclude that area from the search; red icon excludes and green includes.

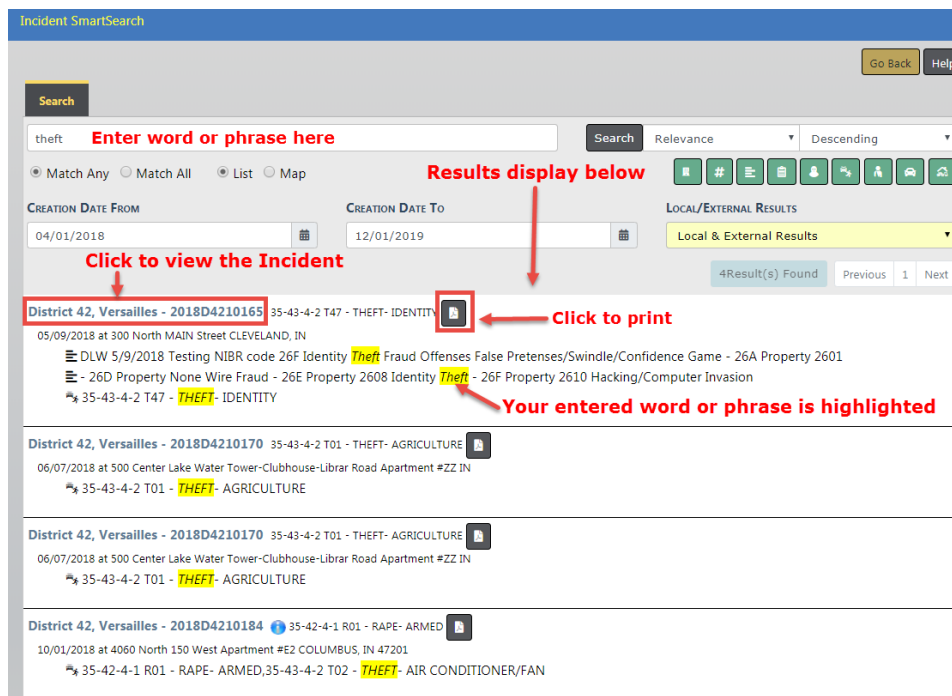


Optionally, enter a date range to filter your search results for specific date ranges.

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

If you chose to display the results in a *List*, the results highlight the text matching your query. If any *Offenders* in the matched reports have mug shots, these also display. You can view the report by clicking on the **Incident Report #** link at the top of each result. This opens a new tab, letting you view the report details without actually leaving the search page. To return to the search page, click the Search tab.

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



Printing Options

When viewing the **Incident Report** you may choose to **print selected incidents** by selecting the applicable check boxes.

The **Print** button takes you to a full menu of print options. The top of the window has available print templates for easy selection.

- *Standard*-prints the main areas of the report and associated people. The checked areas can be edited to further customize your print.
- *Media*- selects the most common public information areas to include and appropriate redaction options. The checked areas can be edited to further customize your print. Please refer to your agency's policy on Public Information.
- *Full*- selects all areas of the report including attachments, forms and person details. The checked areas can be edited to further customize your print.

Note: Only Known master people can be printed.

The screenshot shows the 'Redaction Options' form. At the top, there are radio buttons for 'All Offenders', 'All Arrestees', 'All Victims', 'All Other Names', and 'All Juveniles'. Below this is a section for 'OFFENDERS TO REDACT' with a 'Click To Select' dropdown. Underneath are two dropdown menus: 'STANDARD OFFENDER REDACTION LEVEL' (set to 'No Redaction') and 'SELECTED OFFENDER REDACTION LEVEL' (set to 'Level 1 - Only show the age, race and gender for each redacted person'). A similar section exists for 'VICTIMS TO REDACT'. At the bottom, there is a list of checkboxes for various redaction options: 'Redact Officer Names', 'Redact All Other Names (property & vehicle owners, etc.)', 'Redact Vehicle VINs and License #s', 'Redact Evidence / Held Property', 'Redact Property', 'Redact SSN From All Person Details Reports', 'Redact Incident Locations', and 'Hide Offense Status and Date'. At the bottom right, there are 'Go Back' and 'Print Report' buttons. A small copyright notice and disclaimer are visible at the very bottom of the form.

Templates

- ☒ Standard
- ☐ Media
- ☐ Full (Includes All Person Details Reports, PDF Attachments and Images)

Narrative Options

- ☒ Print Narratives
- ☐ Use Old Narrative Print Feature Note: Narrative images will not be printed.
- ☒ Print Signature Lines On Narratives
- ☒ Print DRAFT Watermark on All Pages When Report is Not Approved
- ☒ Print Pending Review on Page Headers When a Review is Still Pending
- ☒ Print Page Breaks Between Narratives

Report Options

Report Title:

Print Person Details Based on Date of:

- ☒ First approved supplement the person was added to
- ☐ Latest approved supplement the person was added to
- ☐ Highest approved supplement on the incident

- ☒ Print Only Original Officers
- ☐ Print Full Officer Names
- ☐ Show Approving Officers
- ☒ Print Offender Mugshots
- ☐ Include Form Attachments
- ☒ Include Person Details Reports

Select People to Include:

☒ Suspect / Offender - FEDEROWICZ KIMBERLY J (DOB: 03/02/1984, Age: 41 Years Old) ☒ Victim - Cooper John (DOB: 01/01/2011, Age: 14 Years Old)

Redaction Options

- ☒ Include Custom Fields
- ☐ Include Citations
- ☐ Include Vehicle Insurance
- ☒ Include Associated Incident Report Summaries

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

Click the **Print Report** button.

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

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

Changing Incident Status

With proper authority you can change the status of an *Approved Report* to either *Initial* or *Disapproved* from the **Incident Status** screen. Every change to the **Incident Status** is tracked in the *Status History*.

You can access the **Incident Status** screen from the *View Incident Report* screen, or from the *Incident Report* menu.

From View Incident Report

Click on the *Incidents* menu on the top navigation bar, select the *Incidents Reporting* sub-menu, then select *View Incident Report* to display the Incident Search screen. For more information using this method, refer to "View Incident Reports" on page 265.

Incident SmartSearch

REPORT #
2018D4210149

REPORT TYPE
Click To Select

APPROVAL STATUS
-Select-

SUMMARY
-

FOLLOW UP ACTION
-Select-

STATUS / DISPOSITION
-Select-

ADDITIONAL SEARCH CRITERIA
-Select-

AGENCY
All Agencies

REPORT DATE FROM
-

REPORT DATE TO
-

OCCURRENCE DATE FROM
-

OCCURRENCE DATE TO
-

APPROVAL DATE FROM
-

APPROVAL DATE TO
-


GANG RELATED
-Select-

Go Back Reset Search

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

Incident Search Results Show Map Refine Search New Search

1 result(s) found

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210149	02/21/2018 1040 Hrs	0	6523 Anystreet Anytown, NJ 45623-0123 Offense(s): 2; 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTIES OF OCCUPANTS, 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTIES OF OCCUPANTS	 Click to view

Refine Search New Search

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

Pin Incident Exit Report Quick Print Print

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 02/21/2018 1040 Hrs - 6523 Anystreet Anytown, NJ 45623-... **Agency:** District 42, Versailles

Offense(s): 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTL... **Report #:** 2018D4210149 **Supp #:** 0

Actions 3 1 3 2 1 2 1 1 1 Status Open / Open Pending Destruction of Property (02/26/2018)

Follow-Up Incident Cases



Case #	Agency	Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
2018D4210149	District 42, Versailles	Ranz, Greg QA - Lead Investigator	Assign to CID	Open Pending Destruction of Property	03/14/2018	







Report Header

REPORT SECURITY Patrol Supervisor	REPORT TYPES Burglary / Vehicle, Child Abused, Child Abandon, Child Custody, Criminal Mischief, Child Neglect
---	---

Actions 3 1 3 2 1

- View Incident Status
- View Incident Audit Trail
- Create Supplement
- View Incident Based Reporting Values
- Edit This Incident
- Warrant / Charge Request
- Visualization Tool

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

<div>Go Back Quick Print Print</div> <div>Incident Summary: 02/21/2018 1040 Hrs - 6523 Anystreet Anytown, NJ 45623-... Agency: District 42, Versailles</div> <div>Offense(s): 14-15-4-3 - NATURAL RESOURCE- WATERCRAFT CRASH- DUTL... Report #: 2018D4210149 Supp #: 0</div>							
✓	Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
✓	Original Report	02/21/2018	SERGEANT-CAPTAIN-WIN Greg QA Ranz #9696	Homer Simpson	Approved Report	Patrol Supervisor	  
✓	Supp #1	02/21/2018	SERGEANT-CAPTAIN-WIN Greg SUPER LONG NAME QA Ranz SUPER LONG NAME #9696	Homer Simpson	Initial Report	Patrol Supervisor	  

Go Back Show Report (s)

Click to change the status

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

Change Incident Report Status

CURRENT STATUS

Approved Report

NEW STATUS

Initial Report

NOTIFY REPORT OWNER

☒

REASON FOR CHANGE

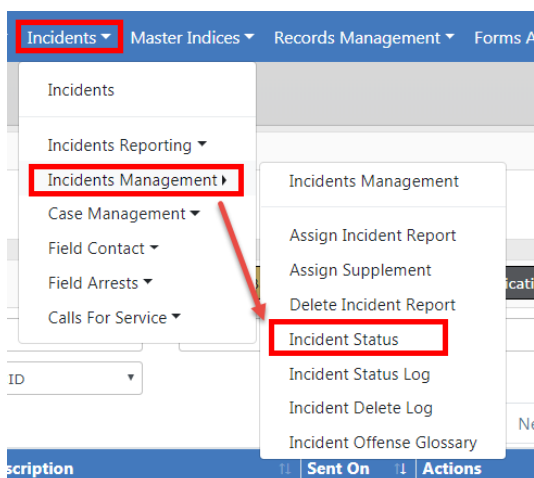
This report needs approval information.

Cancel

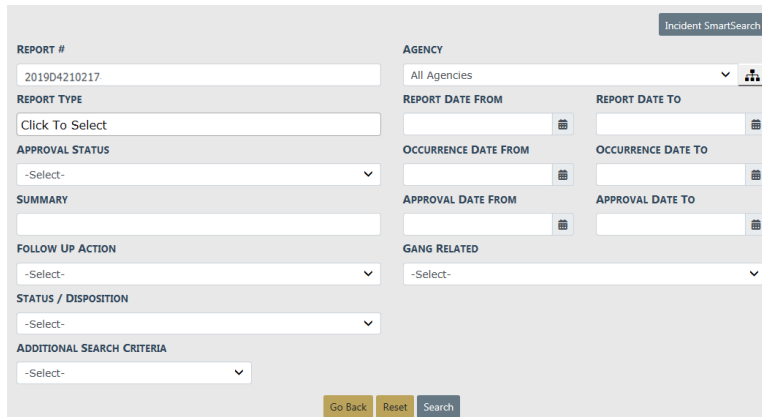
Update Status

From the Incident Management Menu

Click on the *Incidents* menu on the top navigation bar, select the *Incidents Management* sub-menu, then select *Incident Status* to display the Incident Search screen.




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



The Incident SmartSearch form contains the following fields:

- REPORT #**: Text input with value 201904210217
- AGENCY**: Dropdown menu with value All Agencies
- REPORT TYPE**: Dropdown menu with value Click To Select
- APPROVAL STATUS**: Dropdown menu with value -Select-
- SUMMARY**: Text input
- FOLLOW UP ACTION**: Dropdown menu with value -Select-
- STATUS / DISPOSITION**: Dropdown menu with value -Select-
- ADDITIONAL SEARCH CRITERIA**: Dropdown menu with value -Select-
- REPORT DATE FROM**: Date input
- REPORT DATE TO**: Date input
- OCCURRENCE DATE FROM**: Date input
- OCCURRENCE DATE TO**: Date input
- APPROVAL DATE FROM**: Date input
- APPROVAL DATE TO**: Date input
- GANG RELATED**: Dropdown menu with value -Select-

Buttons at the bottom: Go Back, Reset, Search.

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





Incident Summary: 03/06/2019 1535 Hrs - 100 North Main Street BLOOMINGTON, IL 61701
 Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT
 Total Hours: 0
 Agency: District 42, Versailles
 Report #: 201904210217 Supp #: 0

Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
Original Report	03/06/2019	Christine Saur #SAUR111	Christine Saur	Approved Report	Patrol Officer	   
Supp #1	03/06/2019	Christine Saur #SAUR111	Christine Saur	Pending Approval	Patrol Officer	 
Supp #2	03/28/2019	Christine Saur #SAUR111	Christine Saur	Initial Report	Patrol Officer	 


Go Back

Disapprove

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

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

Change back to Initial Report

Click on the revert to initial status icon .

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

Enter the **Reason For Change**.




Select whether or not to **Notify Report Owner**.

Click the **Update Status** button.

Transfer Incident Report

You have the ability to **Transfer Incidents** (Initial and Supplements) to other officers or to *Records*. You must *own* the report and it must be in *Initial* or *Disapproved* status. This can be done from the **Recent Activities** menu, or by searching for reports using the **Transfer Incident Report** section in the **Incidents** menu.

My Recent Activities

Recent Activities (Initial Report)			
			Transfer icon
			Go Back
Report #	Supp #	Summary	Actions
2019D4210231	0	11/21/2019 09:37 Hrs - 1001 North East Main Street INDIANAPOLIS, IN - Offense(s) - 35-43-2-1 B03 - BURGLARY- ATTEMPTED	  

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

Transfer Options

TRANSFER INCIDENT TO

OFFICERS
RECORDS

Cancel
Transfer

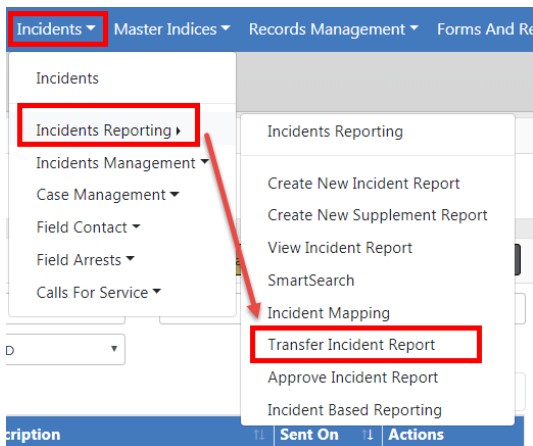
Select **Officers** or **Records** then click the **Transfer** button. If **Officers** is chosen, then select the appropriate officer by clicking the **Hand** icon.

SEARCH		SEARCH BY	FILTER BY AGENCY			
<input type="text"/>		<input type="text" value="-Select-"/>	<input type="text" value="District 42, Versailles"/>			<input type="button" value="Go Back"/> <input type="button" value="Search"/>
Last Name	First Name	Title	Agency	Badge#	Actions	
M	Dana		District 42, Versailles	12345	<input type="button" value="Transfer"/>	
Testing	D42		District 42, Versailles	888999	<input type="button" value="Transfer"/>	
User	ODL		District 42, Versailles	123456	<input type="button" value="Transfer"/>	
Waterman	Debbie	Captain	District 42, Versailles	12345	<input type="button" value="Transfer"/>	
Wright	Greg	SERGEANT-CAPTAIN-WIN	District 42, Versailles	9696	<input type="button" value="Transfer"/>	
Wright	Frank		District 42, Versailles	454545	<input type="button" value="Transfer"/>	

Select **Yes** to confirm the transfer, or select **No** to return to the *Select User* page.

Message From RMS
Transfer Supp #0 to user Greg Wright?
<input type="button" value="No"/> <input type="button" value="Yes"/>

Incidents Menu



Enter the search criteria then click the **Search** button to return the search results, then select the **Transfer** icon to open a window with the transfer options..

REPORT #

REPORT TYPE

APPROVAL STATUS

SUMMARY

FOLLOW UP ACTION

STATUS / DISPOSITION

ADDITIONAL SEARCH CRITERIA

AGENCY

REPORT DATE FROM

OCCURRENCE DATE FROM

APPROVAL DATE FROM

GANG RELATED

REPORT DATE TO

OCCURRENCE DATE TO

APPROVAL DATE TO

Incident SmartSearch

Go Back Reset Search

Incident Search Results

76 result(s) found

Previous 1 2 3 4 Next

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210203	12/03/2018 0914 Hrs	0	500 Lincoln Street Apartment #33 Terre Haute, IN Offense(s): 1: 35-43-2-1 B02 - BURGLARY- APARTMENT COMPLEX	<div>Click to transfer</div>

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

Transfer Options

TRANSFER INCIDENT TO

OFFICERS

RECORDS

Cancel

Transfer

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

SEARCH

SEARCH BY

FILTER BY AGENCY

Go Back Search

Last Name	First Name	Title	Agency	Badge#	Actions
M	Dana		District 42, Versailles	12345	<div>Hand icon</div>
Testing	D42		District 42, Versailles	888999	<div>Hand icon</div>
User	ODL		District 42, Versailles	123456	<div>Hand icon</div>
Waterman	Debbie	Captain	District 42, Versailles	12345	<div>Hand icon</div>
Wright	Greg	SERGEANT-CAPTAIN-WIN	District 42, Versailles	9696	<div>Hand icon</div>
Wright	Frank		District 42, Versailles	454545	<div>Hand icon</div>

Select **Yes** to confirm the transfer, or select **No** to return to the *Select User* page.

Message From RMS
Transfer Supp #0 to user Greg Wright?
<input type="button" value="No"/> <input type="button" value="Yes"/>

Note: Once ownership has changed hands, only the new owner can edit it as if it were an *Initial Report* of their own.

Delete Initial Incident Report






A report that is initial status, and not submitted for approval, can be deleted by the owner of the report or by other users who have the delete authority. This can be done until you submit the report for approval. As the owner of a report, you can quickly access it from **Recent Activities** using the **Initial Report** link.


Recent Activities	
Initial Report	12
Approved (Past 10 Days)	1

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

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

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

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

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

Delete Incident

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

COMMENT

Cancel Delete

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

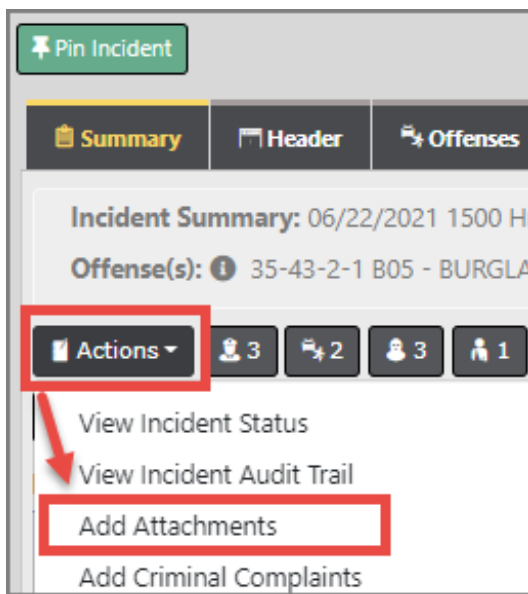
Add Attachments Outside Incident Workflow

Authorized users can add attachments to an Incident Report outside the Incident workflow by searching for the incident.

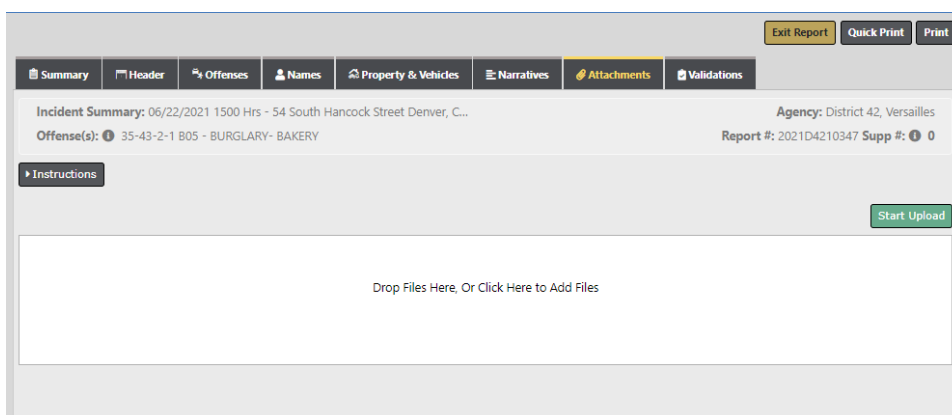
Attachments that are added outside the workflow are set to supplement 0.

Note: The user's role must have the permission *Incident - Always Add Attachments to incident Regardless of Status* to perform this action.

To add an attachment while on an Incident, select the **Actions** button, then **Add Attachments** menu option.



The *Attachments* tab opens where you can upload the attachment.



For details on uploading attachments, refer to "Add Attachments" on page 69.

After uploading, the attachment then displays in the grid with a red info bubble indicating the attachment was added outside the approval process. Hover over the info bubble to view the message.

File And Image Attachments						View External Attachments Download Selected Attachments	
	Keyword	File Name	Description	Date of Info	Supp #	Actions	
<input type="checkbox"/>	Attachment	2021D4210347-0_1	This attachment was added outside the normal approval process. Click to view Entire Entry		0		

Expunging Records

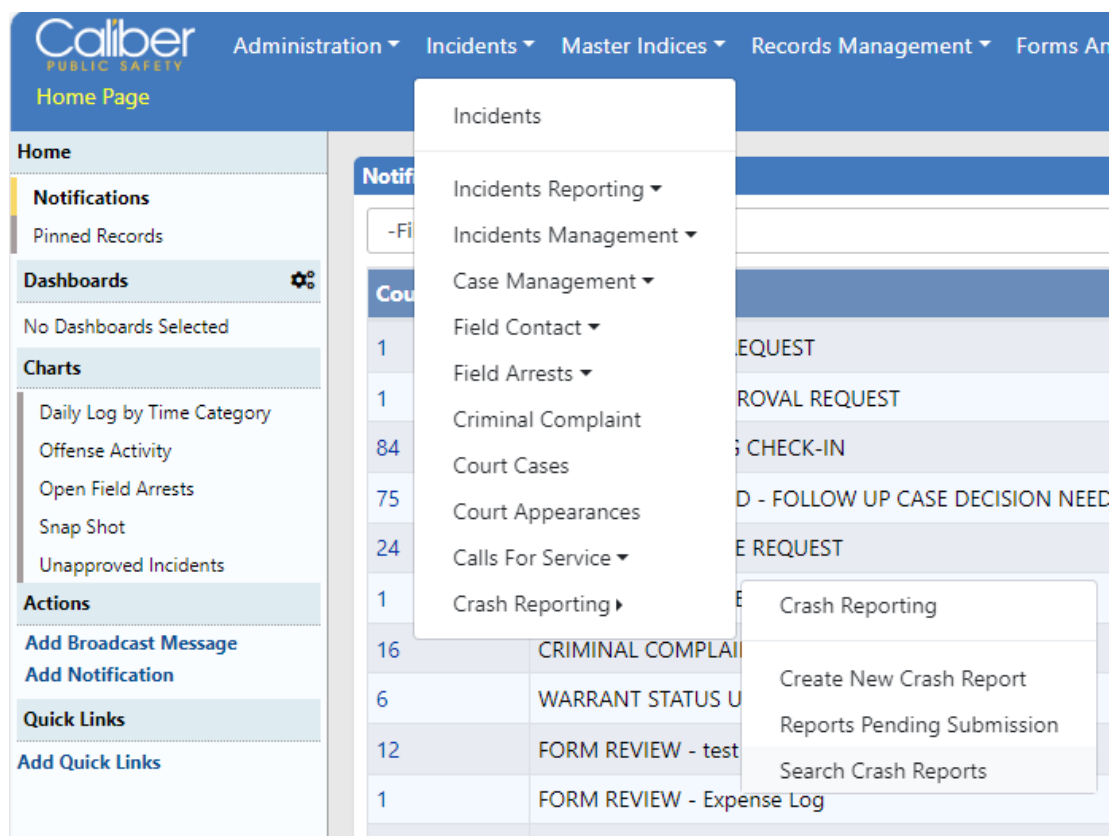
Refer to your agency's policy on **Expunging Records**. When an agency is required to expunge a record, the specifics on what needs to be expunged are in the Court Order.

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

For detailed instructions on expunging records in Online RMS refer to "Expungements" on page 791.

Crash Reporting

Crash Reporting can be accessed from the Incidents Menu. From the menu, the user may choose to view the Crash Reporting landing page, create a new crash report, view crash reports that have been submitted and are pending submission, and search entered crash reports.



The Crash Reporting module includes a suite of tools and integrations to make entering crash data easier. These include flexibility in dynamic crash reporting forms, the ability to add associations to a crash report, links to other data (including citations, vehicle information, and incident reports), dynamic forms for passengers, the ability to override driver's license and address requirements, the ability to capture a vehicle owner as a business, and streamlined support for state reporting compliance in state crash submissions.

Crash Reporting Landing Page

From the Crash Reporting landing page, users may search existing crash reports, see initial crash reports and reports pending approval, and view approved/disapproved crash reports.

Crash Reporting						
My Initial Crash Reports						
Show	10	entries				
Crash Number	Supp #	Crash Date	Location	Type	Actions	
2024D42012	1	04/09/2024 0905	66666 IN-331 Wyatt, IN 46595	1. Read End		
2024D42100	2	04/14/2024 0919	142 Cory Lane Versailles, IN 47042-9502	1. Read End		
2024D42105	2	06/10/2024 1058	South Main Street & Abdon Drive Versailles, IN 47042-9730			
2024D42108	3	06/27/2024 0800	508 Clearview Lane Versailles, IN 47042-9530	1. Read End		
2024D42112	4	07/15/2024 0859				
2024D42115	1	07/22/2024 0809		1. Read End		
2024D42117	1	07/25/2024 0600	2708 West Main Street & Kimberly Avenue Danville, VA 24541	1. Read End		
2024D42118	0	07/30/2024 0800	54 South Hancock Street Denver, CO 12345			
My Disapproved Crash Reports						
No Reports						
My Pending Approval Crash Reports						
Crash Reports To Be Approved						
Show	10	entries				
Crash Number	Supp #	Location	Status Date	Responsible User	Actions	
2024D42107	1		07/11/2024 0716	Simpson, Homer		
2024D42116	0		07/22/2024 1446	Simpson, Homer		
Agency Initial Reports						
Show	10	entries				
Crash Number	Supp #	Location	Status Date	Responsible User	Actions	
2024D42012	1	66666 IN-331 Wyatt, IN 46595	07/24/2024 1421	Simpson, Homer		
2024D42100	2	142 Cory Lane Versailles, IN 47042-9502	06/24/2024 1056	Simpson, Homer		
2024D42103	0		05/09/2024 0814	Hicks, Aaron		
2024D42105	2	South Main Street & Abdon Drive Versailles, IN 47042-9730	06/10/2024 1214	Simpson, Homer		
2024D42106	2	Cory Lane & Clearview Lane Versailles, IN 47042-9530	07/12/2024 0735	Smith, Charles		
2024D42108	3	508 Clearview Lane Versailles, IN 47042-9530	07/24/2024 1036	Simpson, Homer		
2024D42108	1	508 Clearview Lane Versailles, IN 47042-9530	07/10/2024 1156	Smith, Charles		

Crash Details

Entering a new crash report (or searching and then selecting from among existing crash reports) brings up the **Crash Details** screen. When entering a new crash report, enter the date of the entry and the date the crash actually occurred.

Caliber

PUBLIC SAFETY

Administration ▾ Incidents ▾ Master Indices ▾ Records Management ▾ Forms And Reports ▾ Help ▾

Add Crash Report

Create A New Crash Report

NUMBER GENERATION OPTIONS

☒ Use The next generated Crash Report #

CRASH #

Auto Generated

CRASH ENTRY DATE

CRASH DATE

☒ I Am The Reporting Officer

Go Back

Save

The **Crash Reporting** fields offer a variety of entry options and will guide the user through the needed and available information for the report. Enter all appropriate information (including required information flagged in **red** on the screen), then select **Save & Continue**.

Vehicles

The Vehicles menu allows the user to enter vehicle information for the crash report.

If there are no vehicles available from which to select, add vehicles as required. Vehicle 1 is typically the vehicle that caused the crash, but your agency may have specific or different requirements.

Crash Reporting

Vehicle # 1

Vehicle Info

Year	Make	Model	Type	License Plate	License Month / Year
2002	AUDI	A4	Automobile / Passenger	888123	- / -
Color	Date of Info	Index ID			
Blue / -	07/30/2024 12:00:00 AM	835			

Details

DISABLED ☐ APPROXIMATE REPAIR COST

OVERSIDE ☐ UNDERRIDE ☐ OVERSIDE ☐ CARGO SPILL ☐

TOWED ☐ TOWED TO TOWED BY

Vehicle Actions

MANEUVER SKIDDING / TIRE MARK BODY TYPE

DAMAGE CONDITION TRUCK COVER

SPECIAL FUNCTION EMV IN SERVICE ☐

SPEED BEFORE CRASH SPEED LIMIT MAXIMUM SAFE SPEED SPEED LIMIT POSTED

When entering information, you may enter drive and passenger information directly within the report. RMS Online will access the People Search as required when filling out these fields.

Crash Reporting

Commercial Vehicle

Carrier Type **Vehicle Configuration** **Cargo Body Type**

Carrier Name **Carrier ID** **Carrier ID State**

Carrier Address **Carrier City** **Carrier State** **Carrier ZIP**

Hazardous Material

Hazard Placard **Hazard Number** **Hazard Placard Name**

Hazard Class **Hazardous Cargo Present** ☐ **Hazardous Cargo Released** ☐

Driver **Passengers** **Owner**

Save

When moving from one section to another, you will be prompted to save any unsaved report entries.

Unsaved Changes

YOU HAVE UNSAVED CHANGES! Please Choose An Option Below.

Cancel - Stay Here **Do NOT Save & Continue** **Save & Continue**

People

When drivers and passengers are known, they may be entered in the crash report.

Crash Info

Crash Number
2024042118

Agency
District 42, Versailles

Crash Date
07/30/2024 0800

Security Level
Marine Patrol

Supplement Being Edited
Original Report (Initial)

Crash

Crash Details

Vehicles

People

Narratives

Diagrams

Events

Attachments

Associations

Validations

Crash Reporting

CARRIER TYPE
-Select-

VEHICLE CONFIGURATION
-Select-

CARGO BODY TYPE
-Select-

COMMERCIAL / Non-COMMERCIAL
-Select-

GWVR
-Select-

CARRIER NAME
-

CARRIER ID
-

CARRIER ID STATE
-Select-

CARRIER ADDRESS
-

CARRIER CITY
-

CARRIER STATE
-Select-

CARRIER ZIP
-

HAZARDOUS MATERIAL

HAZARDOUS MATERIAL
-

HAZARD PLACARD
-

HAZARD NUMBER
-

HAZARD PLACARD NAME
-

HAZARD CLASS
-Select-

HAZARDOUS CARGO PRESENT
-

HAZARDOUS CARGO RELEASED
-

Driver

Passengers

Owner

Name: Bug, Person a Sex: Male Race: White

No Passengers Added
Add New Passenger

No Owner Selected
Quick Select
Quick Select
Bug, Person a 01/02/1970 White Male

Save

Unknown vehicles and unknown drivers for known vehicles may also be entered.

Caliber
Public Safety

Administration Incidents Master Indices Records Management Forms And Reports Help

Home Simpson (District 42, Versailles) 875/18

Crash Info

Crash Number
2024042118

Agency
District 42, Versailles

Crash Date
07/30/2024 0800

Security Level
Marine Patrol

Supplement Being Edited
Original Report (Initial)

Crash

Crash Details

Vehicles

People

Narratives

Diagrams

Events

Attachments

Associations

Validations

Crash Reporting

Add Vehicle Add Unknown Vehicle

Search:

Vehicle #1

Supplement #0
License: BBB123 Make: AUDI Model: A4 Color: Blue

Driver

Passengers

Owner

Name: Bug, Person a Sex: Male Race: White

No Passengers Added
Add New Passenger

Name: Bug, Person a Sex: Male Race: White

Back to Crash Details Continue To People

Caliber
Public Safety

Administration Incidents Master Indices Records Management Forms And Reports Help

Home Simpson (District 42, Versailles) 875/18

Crash Info

Crash Number
2024042118

Agency
District 42, Versailles

Crash Date
07/30/2024 0800

Security Level
Marine Patrol

Supplement Being Edited
Original Report (Initial)

Crash

Crash Details

Vehicles

People

Narratives

Diagrams

Events

Attachments

Associations

Validations

Crash Reporting

Add Vehicle Add Unknown Vehicle

Search:

Vehicle #1

Supplement #0
License: BBB123 Make: AUDI Model: A4 Color: Blue

Driver

Passengers

Owner

Name: Bug, Person a Sex: Male Race: White

No Passengers Added
Add New Passenger

Name: Bug, Person a Sex: Male Race: White

Vehicle #2

Supplement #0
License: 246EEI Make: A AND M BOAT TRAILER Color: Blue

Driver

Passengers

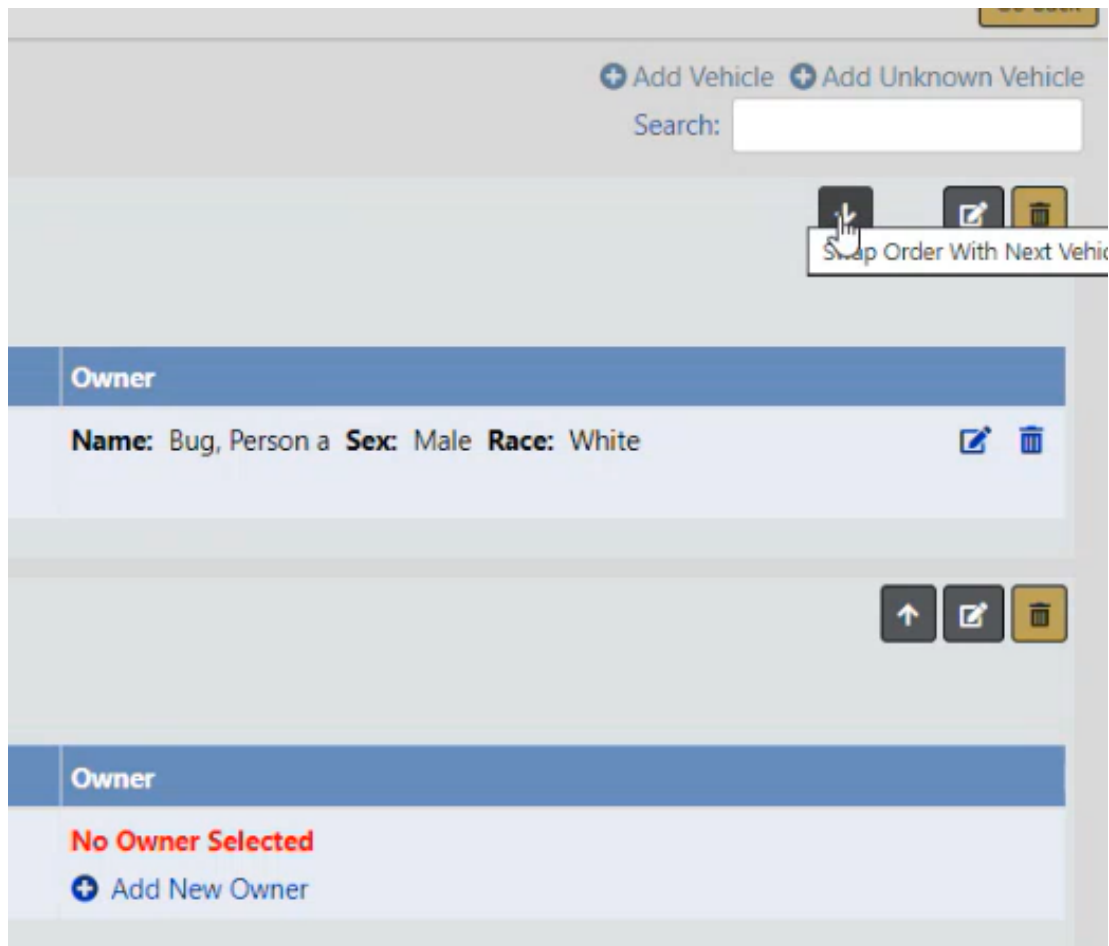
Owner

No Driver Selected
Add New Driver Add Unknown Driver

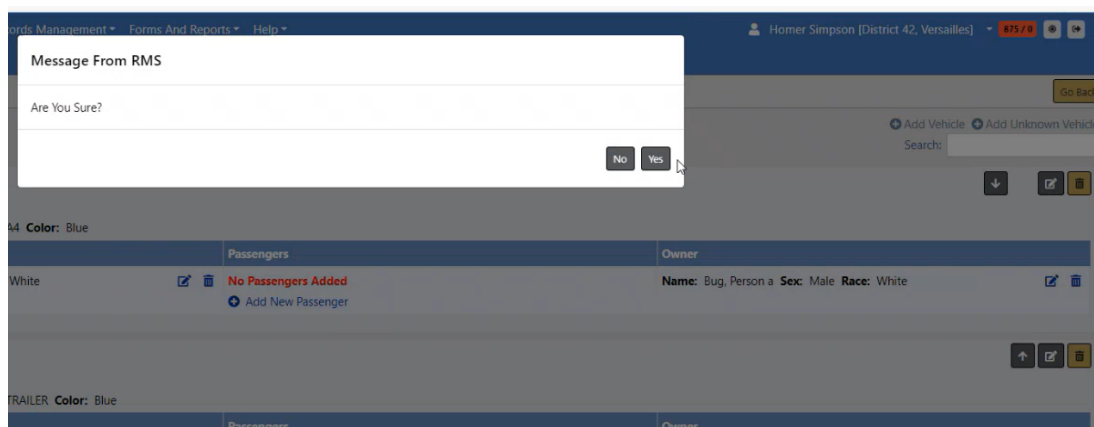
No Passengers Added
Add New Passenger

No Owner Selected
Add New Owner

Back to Crash Details Continue To People



The system will prompt you to save, and verify field entries, as required.



Caliber
PUBLIC SAFETY

Administration ▾ Incidents ▾ Master Indices ▾ Records Management ▾ Forms And Reports ▾ Help ▾

Edit Crash

Crash Info

Crash Number
2024D42118

Agency
District 42, Versailles

Crash Date
07/30/2024 0800

Security Level
Marine Patrol

Supplement Being Edited
Original Report (Initial)

Crash

Crash Details

Vehicles

People

Narratives

Diagrams

Events

Attachments

Associations

Validations

Crash Reporting

Go Back

Drivers

Person Summary

Vehicle

Supp #

Actions

1 Name: Person a Bug Sex: Male Race: White DOB: 01/02/1970 (Age:54)

Vehicle #: 2 License: BBB123 Make: AUDI Model: A4 Color: Blue

0

Passengers

Pedestrians

Witnesses

Add Driver

Add Passenger

Add Pedestrian

Add Witness

Back to Vehicles

Continue to Narratives

Caliber
PUBLIC SAFETY

Administration ▾ Incidents ▾ Master Indices ▾ Records Management ▾ Forms And Reports ▾ Help ▾

Edit Crash

Crash Info

Crash Number
2024D42118

Agency
District 42, Versailles

Crash Date
07/30/2024 0800

Security Level
Marine Patrol

Supplement Being Edited
Original Report (Initial)

Crash

Crash Details

Vehicles

People

Narratives

Diagrams

Events

Attachments

Associations

Validations

Crash Reporting

No data available in table

Back to Crash Details

Continue To People

Caliber
PUBLIC SAFETY

Administration ▾ Incidents ▾ Master Indices ▾ Records Management ▾ Forms And Reports ▾ Help ▾

Edit Crash

Crash Info

Crash Number
2024D42118

Agency
District 42, Versailles

Crash Date
07/30/2024 0800

Security Level
Marine Patrol

Supplement Being Edited
Original Report (Initial)

Crash

Crash Details

Vehicles

People

Narratives

Diagrams

Events

Attachments

Associations

Validations

Crash Reporting

Go Back

View Vehicle Details Update Vehicle Details

Vehicle # 1

YEAR
2002

MAKE
AUDI

MODEL
A4

TYPE
Automobile / Passenger

LICENSE PLATE
BBB123

LICENSE MONTH / YEAR
- / -

COLOR
Blue / -

DATE OF INFO
07/30/2024 12:00:00 AM

INDEX ID
835

Details

DISABLED
☐

APPROXIMATE REPAIR COST

OVERSIZE
☐

CARGO SPILL
☐

OVERRIDE
☐

TOWED
☐

TOWED TO

TOWED BY

TOTAL OCCUPANTS

PASSENGERS UNDER 8

PASSENGERS 8-17

PASSENGERS 18-21

PASSENGERS OVER 21

Vehicle Actions

MANEUVER
-Select-

SKIDDING / TIRE MARK
-Select-

BODY TYPE
-Select-

DAMAGE
-Select-

CONDITION
-Select-

TRUCK COVER
-Select-

SPECIAL FUNCTION
-Select-

EMV IN SERVICE
☐

SPEED BEFORE CRASH

SPEED LIMIT

MAXIMUM SAFE SPEED

SPEED LIMIT POSTED
☐

1 April 2025

User Guide

293

Crash Info

Crash Number
2024042112

Agency
District 42, Versailles

Crash Date
07/30/2024 0800

Security Level
Marine Patrol

Supplement Being Edited
Original Report (Initial)

Crash

Crash Details

Vehicles

People

Narratives

Diagrams

Events

Attachments

Associations

Validations

Crash Reporting

Commercial Vehicle

CARRIER TYPE

VEHICLE CONFIGURATION

CARGO BODY TYPE

COMMERCIAL / Non-COMMERCIAL

GWVR

CARRIER NAME

CARRIER ID

CARRIER ID STATE

CARRIER ADDRESS

CARRIER CITY

CARRIER STATE

CARRIER ZIP

Hazardous Material

HAZARDOUS MATERIAL

HAZARD PLACARD

HAZARD CLASS

HAZARD NUMBER

HAZARDOUS CARGO PRESENT

HAZARD PLACARD NAME

HAZARDOUS CARGO RELEASED

Driver

Passengers

Owner

No Driver Selected

No Passengers Added

No Owner Selected

Add New Driver

Add Unknown Driver

Add New Passenger

Add New Owner

Save

Remember, when prompted, you have the option to **Save & Continue** or NOT to save and continue.

Unsaved Changes

YOU HAVE UNSAVED CHANGES! Please Choose An Option Below.

Cancel - Stay Here

No NOT Save & Continue

Save & Continue

Narratives

Narratives may be entered using the menu in the **Crash Reporting** section.

Caliber
Public Safety

Administration Incidents Master Indices Records Management Forms And Reports Help

Phil Elmore [District 42, Versailles] 198 / 0

Crash Reporting / View Crash

Crash Info

Crash Number
2024042112

Agency
District 42, Versailles

Crash Date
07/15/2024 0859

Security Level
Marine Patrol

Crash

Crash Details

Vehicles

People

Narratives

Diagrams

Events

Attachments

Associations

Crash Links

Change Security

Create Supplement

View Supplements

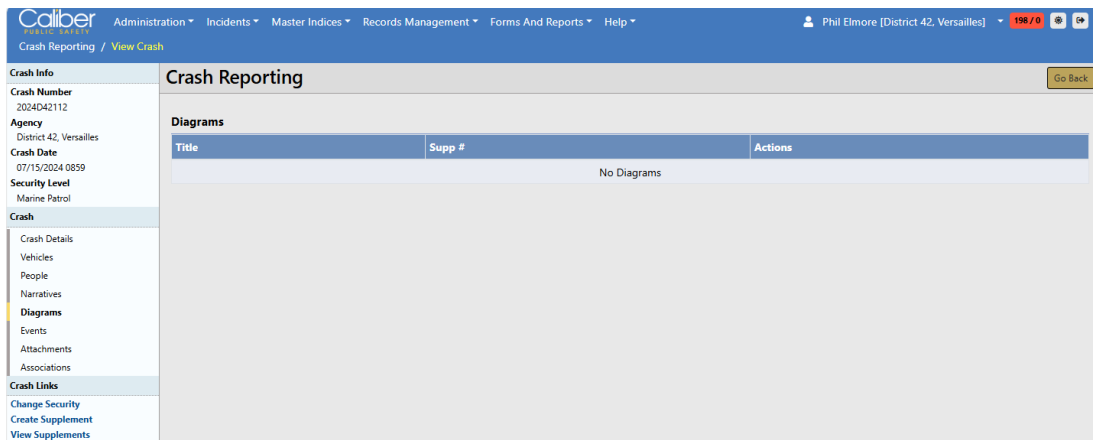
Crash Reporting

Narratives

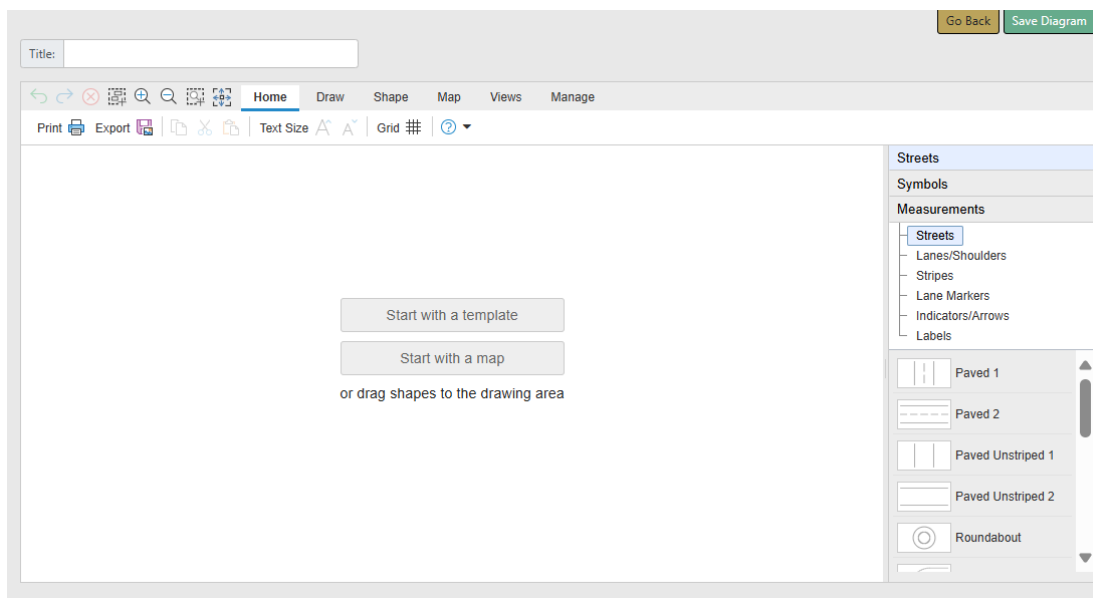
Title	Date Created	Creator	Supp #	Actions
TEST	07/15/2024 0909	Homer Simpson	0	
2	07/15/2024 0921	Homer Simpson	1	
342	09/25/2024 1710	Dana M	3	

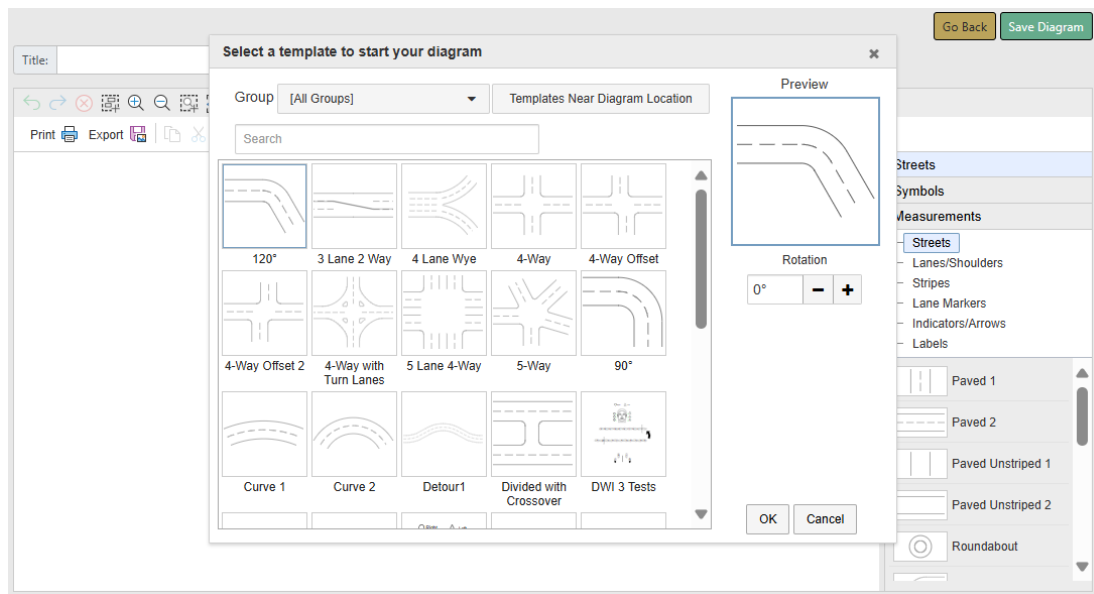
Diagrams

Diagrams may be added and edited in using the menu in the **Crash Reporting** section.

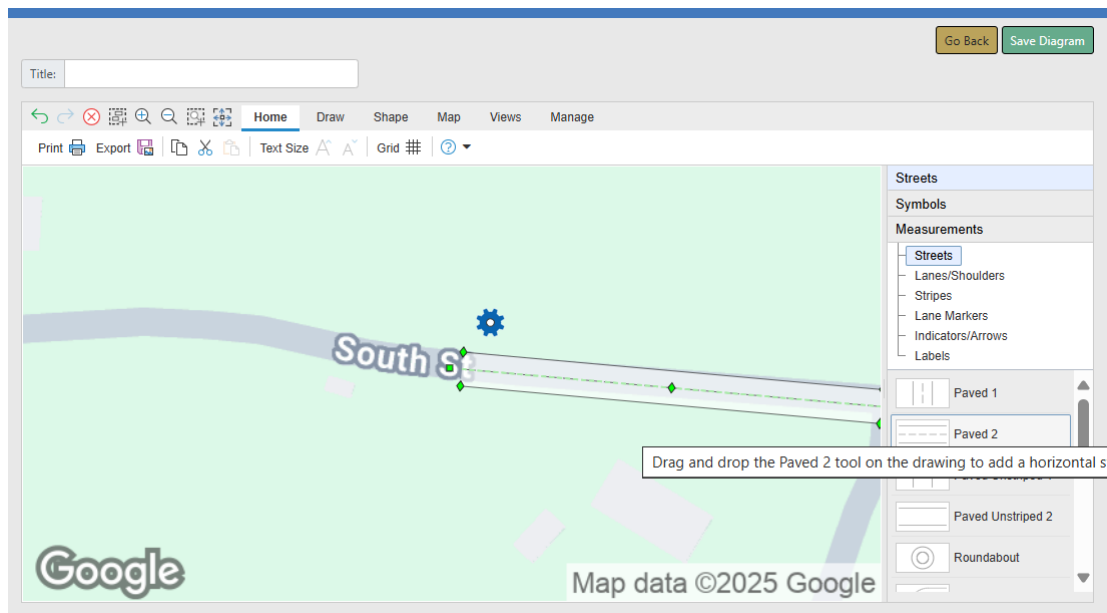


When entering diagrams, RMS provides helpful templates for completely illustrating the diagram. The user may start with a template or, with Google Maps integrated, the user may start with an address and use this as a guide for the diagram.





Simply drag and drop the template items over the map when using the map as a starting point. The user may set the zoom accordingly.



Events

The **Events** menu allows you to enter specific information for vehicles involved in the crash.

Crash Reporting

Crash Events Vehicle #1
License: 246EI Make: A AND M BOAT TRAILER Color: Blue

INITIAL POINT OF IMPACT: -Select-
DIRECTION OF TRAVEL: -Select-
POINTS OF IMPACT: -Select-
EVENT #1: -Select-
EVENT #2: -Select-
EVENT #3: -Select-
EVENT #4: -Select-

Crash Events Vehicle #2
License: 88B123 Make: AUDI Model: A4 Color: Blue

INITIAL POINT OF IMPACT: -Select-
DIRECTION OF TRAVEL: -Select-
POINTS OF IMPACT: -Select-
EVENT #1: -Select-
EVENT #2: -Select-
EVENT #3: -Select-
EVENT #4: -Select-

Back to Diagrams Save Save & Continue To Attachments

Information not provided will be highlighted in **red** as applicable.

Crash Reporting

Drivers

Person Summary: Name: Person a Bug Sex: Male Race: White DOB: 01/02/1970 (Age:54) Vehicle #: 2 License: 88B123 Make: AUDI Model: A4 Color: Blue

Passengers

Person Summary: Name: Hank Brown Sex: Male Race: Asian DOB: 05/04/1990 (Age:34) Vehicle: No Vehicle Selected

Pedestrians

Witnesses

Back to Vehicles Continue To Narratives

Required information for events entry will also be flagged on the entry screen.

Crash Reporting

Crash Events Vehicle #1
License: 246EI Make: A AND M BOAT TRAILER Color: Blue

INITIAL POINT OF IMPACT: 12
DIRECTION OF TRAVEL: 3. Utility Pole
POINTS OF IMPACT: 12
EVENT #1: 3. Utility Pole
EVENT #2: -Select-
EVENT #3: -Select-
EVENT #4: -Select-

Crash Events Vehicle #2
License: 88B123 Make: AUDI Model: A4 Color: Blue

INITIAL POINT OF IMPACT: -Select-
DIRECTION OF TRAVEL: -Select-
POINTS OF IMPACT: -Select-
EVENT #1: -Select-
EVENT #2: -Select-
EVENT #3: -Select-
EVENT #4: -Select-

Back to Diagrams Save Save & Continue To Attachments

Validations

When saving a crash report for submission, validations occur automatically. The system will prompt the user to provide information that is necessary for the crash report to be submitted. These can be viewed from the **Validations** menu at any time during the crash reporting process.

Crash Info

Crash Number
2024D42118

Agency
District 42, Versailles

Crash Date
07/30/2024 0800

Security Level
Marine Patrol

Supplement Being Edited
Original Report (Initial)

Crash

- Crash Details
- Vehicles
- People
- Narratives
- Diagrams
- Events
- Attachments
- Associations
- Validations**

Quick Links

- Add Vehicle
- Add Unknown Vehicle
- Add Driver
- Add Passenger
- Add Pedestrian

Crash Links

- Change Security
- Submit For Approval

Crash Reporting

Validations Resulted In 4 Error(s). You Will Need to Correct the Errors In Order to Submit This Report For Approval.

Crash Details

Location Must Be Geoverified

Vehicles

Vehicle #1 A AND M BOAT TRAILER 246EEI

Vehicle Requires a Driver [Edit Vehicle](#)

Vehicle #2 AUDI A4 BBB123

Narratives

At Least One Narrative is Required

Diagrams

At Least One Diagram is Required

Crash Reporting [Go Back](#)

Drivers [Add Driver](#)

Person Summary	Vehicle	Supp #	Actions
Name: Person a Bug Sex: Male Race: White DOB: 01/02/1970 (Age:54)	No Vehicle Selected	0	Add New Vehicle
Unknown Driver	Vehicle #: 1 Unknown Vehicle	0	

Passengers [Add Passenger](#)

Person Summary	Vehicle	Supp #	Actions
Name: Hank Brown Sex: Male Race: Asian DOB: 05/04/1990 (Age:34)	No Vehicle Selected	0	Add New Vehicle

Pedestrians [Add Pedestrian](#)

Witnesses [Add Witness](#)

[Back to Vehicles](#) [Continue To Narratives](#)

Select **Save & Continue** after entering applicable information.

Attachments

Attachments, including PDF files, can be added to a crash report from this menu.

Crash Info		Crash Reporting					Go Back																								
Crash Number 2024D42112 Agency District 42, Versailles Crash Date 07/15/2024 0859 Security Level Marine Patrol		Attachments <table border="1"> <thead> <tr> <th>Type</th> <th>File Name</th> <th>Description</th> <th>Date of Info</th> <th>Supp #</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Image</td> <td>apple_raw.png</td> <td></td> <td>07/15/2024</td> <td>1</td> <td> </td> </tr> <tr> <td>Image</td> <td>beach1.jpg</td> <td></td> <td>07/15/2024</td> <td>0</td> <td> </td> </tr> <tr> <td>PDF</td> <td>test pdf.pdf</td> <td></td> <td>07/15/2024</td> <td>0</td> <td> </td> </tr> </tbody> </table>						Type	File Name	Description	Date of Info	Supp #	Actions	Image	apple_raw.png		07/15/2024	1		Image	beach1.jpg		07/15/2024	0		PDF	test pdf.pdf		07/15/2024	0	
Type	File Name	Description	Date of Info	Supp #	Actions																										
Image	apple_raw.png		07/15/2024	1																											
Image	beach1.jpg		07/15/2024	0																											
PDF	test pdf.pdf		07/15/2024	0																											

Associations

Crash reports can be associated to incidents, etc. using this menu.

Crash Info		Crash Reporting							Go Back															
Crash Number 2024D42112 Agency District 42, Versailles Crash Date 07/15/2024 0859 Security Level Marine Patrol		Citations <table border="1"> <thead> <tr> <th>Ticket #</th> <th>Issued Date</th> <th>Agency</th> <th>Charge</th> <th>Violator's Name</th> <th>Supp #</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>mm123</td> <td>04/26/2024 1320</td> <td>District 42, Versailles</td> <td></td> <td></td> <td>0</td> <td></td> </tr> </tbody> </table>							Ticket #	Issued Date	Agency	Charge	Violator's Name	Supp #	Actions	mm123	04/26/2024 1320	District 42, Versailles			0			
Ticket #	Issued Date	Agency	Charge	Violator's Name	Supp #	Actions																		
mm123	04/26/2024 1320	District 42, Versailles			0																			
Crash Crash Details Vehicles People Narratives Diagrams Events Attachments Associations Crash Links Change Security Create Supplement View Supplements		Field Arrests <table border="1"> <thead> <tr> <th>Arrest #</th> <th>Arrest Date</th> <th>Agency</th> <th>Charges</th> <th>Disposition</th> <th>Name</th> <th>Supp #</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2401SP00058</td> <td>01/10/2024 0800</td> <td>District 42, Versailles</td> <td> <ul style="list-style-type: none"> 35-43-2-1 B01 - BURGLARY- AIRPORT test 25-2.1-13-3 - PROFESSION/OCCUPATION- ACCOUNTANTS- INDIVIDUAL/FIRM USE OF MISLEADING NAME/TERMS/TITLES </td> <td> Disposition: Released Release Date: 01/11/2024 1106 </td> <td>Sherman Abner</td> <td>0</td> <td></td> </tr> </tbody> </table>							Arrest #	Arrest Date	Agency	Charges	Disposition	Name	Supp #	Actions	2401SP00058	01/10/2024 0800	District 42, Versailles	<ul style="list-style-type: none"> 35-43-2-1 B01 - BURGLARY- AIRPORT test 25-2.1-13-3 - PROFESSION/OCCUPATION- ACCOUNTANTS- INDIVIDUAL/FIRM USE OF MISLEADING NAME/TERMS/TITLES 	Disposition: Released Release Date: 01/11/2024 1106	Sherman Abner	0	
Arrest #	Arrest Date	Agency	Charges	Disposition	Name	Supp #	Actions																	
2401SP00058	01/10/2024 0800	District 42, Versailles	<ul style="list-style-type: none"> 35-43-2-1 B01 - BURGLARY- AIRPORT test 25-2.1-13-3 - PROFESSION/OCCUPATION- ACCOUNTANTS- INDIVIDUAL/FIRM USE OF MISLEADING NAME/TERMS/TITLES 	Disposition: Released Release Date: 01/11/2024 1106	Sherman Abner	0																		
		Incidents <table border="1"> <thead> <tr> <th>Incident</th> <th>Incident Supplement</th> <th>Supp #</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td> Report #: 2024D4210447 Report Date: 01/11/2024 Offense(s): 35-43-2-1 B01-BURGLARY- AIRPORT,TESTSTATECODE-Test </td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>							Incident	Incident Supplement	Supp #	Actions	Report #: 2024D4210447 Report Date: 01/11/2024 Offense(s): 35-43-2-1 B01-BURGLARY- AIRPORT,TESTSTATECODE-Test	0	0									
Incident	Incident Supplement	Supp #	Actions																					
Report #: 2024D4210447 Report Date: 01/11/2024 Offense(s): 35-43-2-1 B01-BURGLARY- AIRPORT,TESTSTATECODE-Test	0	0																						
		Tow / Impounds <table border="1"> <thead> <tr> <th>Impound ID</th> <th>Vehicle ID</th> <th>Towing Agency</th> <th>Tow Date</th> <th>Supp #</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>228</td> <td>757</td> <td>District 42, Versailles</td> <td>08/03/2021 0928</td> <td>0</td> <td></td> </tr> </tbody> </table>							Impound ID	Vehicle ID	Towing Agency	Tow Date	Supp #	Actions	228	757	District 42, Versailles	08/03/2021 0928	0					
Impound ID	Vehicle ID	Towing Agency	Tow Date	Supp #	Actions																			
228	757	District 42, Versailles	08/03/2021 0928	0																				

Security Level

Users with appropriate permissions may set the desired security level for the crash report. Security for Crash Reporting is maintained at the Crash level, not the level of individual

supplements. **Any access restrictions applied to a crash report will apply to all supplements attached to that crash report.** (This differs from the way security is handled for Incidents, for example. Individual supplements attached to an Incident can have different security levels.)

The screenshot shows the 'Edit Security' page in the Caliber Public Safety system. The left sidebar contains 'Crash Info' with details: Crash Number 2024D42118, Agency District 42, Versailles, Crash Date 07/30/2024 0800, Security Level Marine Patrol, and a 'Users With Access' section showing 31 users with a 'View Users' link. The main content area is titled 'Security Level & Agency Restrictions' and includes a checkbox for 'Agency Only (District 42, Versailles)' which is checked. Below this is a vertical slider control ranging from 'Allow' (red) to 'Deny' (green), with a slider knob positioned near 'Deny'. To the right of the slider is a list titled 'Security Levels With Access' containing: Executive Command, Command Staff, Records/Clerical Division, Criminal Investigation Division, Patrol Supervisor, Patrol Officer, and Marine Patrol. At the bottom right of the main area are 'Go Back' and 'Update' buttons. A 'Workgroup' sidebar on the far right shows a search bar and a list of items including ANGTE, Mtest, NO AG, TEST 2, and Test 42.

For More Information

For more information on Crash Reporting, contact Caliber Public Safety.

Chapter 14. Supplement to Incident Reports

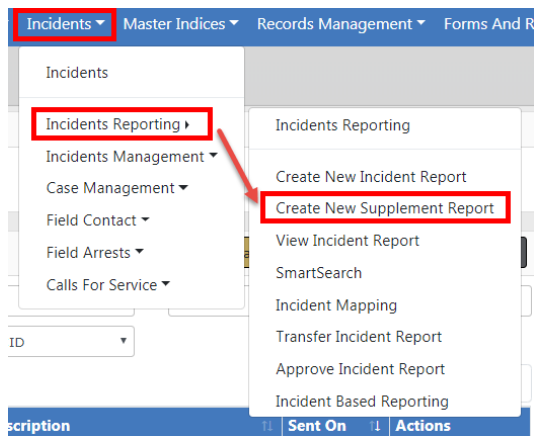
Create Supplements

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

A **Supplement** can be entered to a report from your agency, even if the **Initial Report** is not yet completed; however, you cannot create a supplement to a report from another agency unless that **Initial Report** has been approved.

Supplements can be created using different methods:


- From the Incidents Menu.













Search for the report by using the provided *Incident Search* screen. You must enter at least one search criteria. For more information on searching for incidents, refer to "View Incident Reports" on page 265.

Select the appropriate incident from the search results.

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

Access the Case, then page down to the *Associated Incident(s)* section. Click on the Create Supplement icon  on the appropriate Incident. For more information on Cases, refer to "Case Management" on page 467.

Associated Incident(s)						
Report #	Incident Summary	Offenses	Comments	Date Of Info	Associated Event #	Actions
2019D4210230	06/18/2019			06/18/2019	This Case	   
2019D4210216	03/04/2019 - 700 North Broadway Street Greenfield, IN			06/18/2019	This Case	    

Create Supplement

- From the *Actions* menu when viewing an incident report.

Summary | Header | Offenses | Names | Property & Vehicles

Incident Summary: 04/03/2019 1514 Hrs - 123 Cherry Lane Golden, IN

Offense(s): 35-43-2-1 B01 - BURGLARY- AIRPORT

Actions

View Incident Status

View Incident Audit Trail

Create Supplement

View Incident Based Reporting Values

Edit This Incident

Warrant / Charge Request

Create Case

Narrative Maintenance

Visualization Tool

2

1

1

1

1

1

REPORT SECURITY

Animal Control

OCCURRENCE DATE S

04/03/2019 1514

Whichever method you choose, a *Confirm Incident Supplement* window appears once you elect to create a Supplement:

Confirm Incident Supplement

Click Generate to create a new incident supplement

Cancel

Generate

Click **Generate** to continue with creating the **Supplement**.

There is no Incident Wizard when creating **Supplements** since there are only two minimum requirements which must be met before it can be submitted for approval.

- Reporting Officer for the Supplement
- Narrative

Although these are the two minimum requirements, a user is able to contribute any and all applicable information to a **Supplement** including *Attachments*.

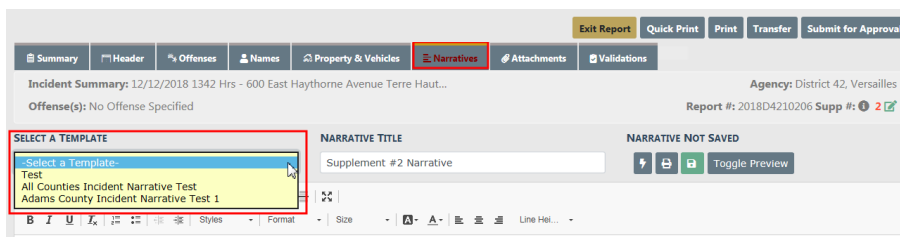
Note: The system adds you as a *Reporting Officer* automatically.

Supplement Rules

- The **Initial Report** is designated as *Supp# 0* and **Supplements** are then added in sequential order (e.g., *Supp. # 1*, *Supp. #2*, etc.).
- You can add a supplement that does not include NIBRS reporting data (i.e., add a narrative only) and submit for approval without satisfying any NIBRS validations that may exist from a previous supplement.
- You must be the owner of the *Supp* to edit it.
- Incidents can only be edited when in **Initial Status** or **Disapproved Status**.
- Incidents cannot be edited while in **Approved Status**.
- Incidents can only be deleted when in **Initial Status**.

Supplement Templates

Agency Templates can be used when creating the *Narrative* section of the **Supplement**. At the top of the built-in narrative creator, there is a drop-down box labeled **Select a Template** where you can choose a template.



The screenshot shows the 'Narrative' tab selected in the top navigation bar. Below the navigation bar, there is a header section with incident details: 'Incident Summary: 12/12/2018 1342 Hrs - 600 East Haythorne Avenue Terre Haut...' and 'Agency: District 42, Versailles'. A red box highlights the 'SELECT A TEMPLATE' dropdown menu, which is open and shows a list of templates: 'Test', 'All Counties Incident Narrative Test', and 'Adams County Incident Narrative Test 1'. To the right of the dropdown, there is a 'NARRATIVE TITLE' field containing 'Supplement #2 Narrative' and a 'NARRATIVE NOT SAVED' warning. Below these fields is a 'Toggle Preview' button. At the bottom, there is a rich text editor with various formatting options like bold, italic, underline, and font color.

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

Chapter 15. Community Reporting

Community Reporting Overview

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

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

Benefits of **Community Reporting**:

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

Routing for available Custom Forms notifies Online RMS users when a new submission occurs. The same review process is used for both public and non-public forms.

There are two ways to take action on submitted forms:

- From a Notification.
- From your Recent Activities.

For more information on taking action, refer to “Taking Action on Submitted Forms” on page 306.

The same method is used for searching and viewing public and non-public Custom Forms. For more information, refer to “Search For and View Custom Forms” on page 65.

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

Taking Action on Submitted Forms

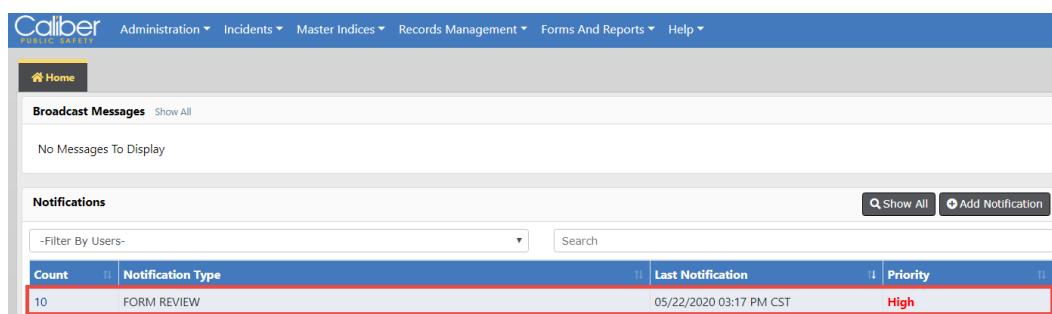
Routing for *Publicly or Non-Publicly Available Custom Forms* notifies Online RMS users when a new submission of a form occurs. Users designated by name or by role on the *Custom Form* configuration page, by your Online RMS agency administrator, receive a notification every time the public or non-public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

There are two ways to take action on submitted forms:

- “Taking Action via Notifications” on page 306.
- “Taking Action via Recent Activities” on page 314.

Taking Action via Notifications

When a new public or non-public form is submitted, a notification appears on the **Online RMS Home Page** within your **Notifications** queue.



Count	Notification Type	Last Notification	Priority
10	FORM REVIEW	05/22/2020 03:17 PM CST	High

The **Notification Type** for form submissions is FORM REVIEW - *FORM NAME*.

Note: For more information on **Notifications**, refer to “Notifications” on page 25.

Follow these steps to review and take action.

Caliber PUBLIC SAFETY Administration Incidents Master Indices Records Management Forms And Reports Help

Home

Broadcast Messages [Show All](#)

No Messages To Display

Notifications [Show All](#) [Add Notification](#)

-Filter By Users- Search

Count	Notification Type	Last Notification	Priority
10	FORM REVIEW	05/22/2020 03:17 PM CST	High

1. Click on the **Count** hyperlink.

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

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

Notifications [Back](#) [Show All](#) [Add Notification](#)

-Filter By Users-

FORM REVIEW

Previous 1 2 3 Next

	Priority	Sender	Description	Sent On	Actions
<input type="checkbox"/>	High	Pangle Brandon	Online Police Self-Reporting Form available for review; (District 42, Versailles)	05/28/2020 01:45 PM CST	View Take Action
<input type="checkbox"/>	High	System User Auto	Online Police Self-Reporting Form available for review;Form Submitted From Public Website (District 42, Versailles)	05/28/2020 01:40 PM CST	View Take Action

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

Go Back

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

[Review](#)

[Reject](#)

Online Police Self-Reporting Form Attachments Audit Log Comments And Routing History

Pending Review Print Form Change Status

Form Description

IF THIS IS AN EMERGENCY PLEASE DIAL 911 NOTE: In the event that this involves shoplifting, you may be asked to come to the Police Department at a later date to file charges and you may also be asked to provide additional documentation regarding the statement or receipt of the stolen items. Once submitted, you will be contacted by a representative of the Police Department within 5 business days. If you have not heard from someone within 5 business days, please call 662-393-8652 to check the status of your report.

Form Details

SECURITY LEVEL

Animal Control Update Security Level

Questions

DO YOU KNOW THAT FILING A FALSE POLICE REPORT IS A CRIME?

No

ARE YOU EIGHTEEN (18) YEARS OF AGE OR OLDER?

No

DID THE INCIDENT OCCUR WITHIN THE CITY LIMITS?

No

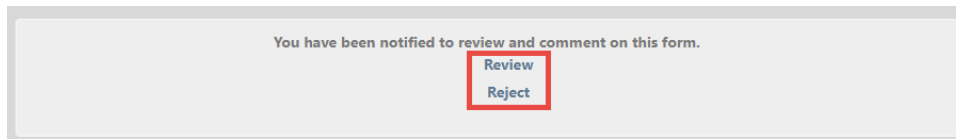
DO YOU KNOW WHO COMMITTED THIS CRIME?

No

There are four tabs.

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

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



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

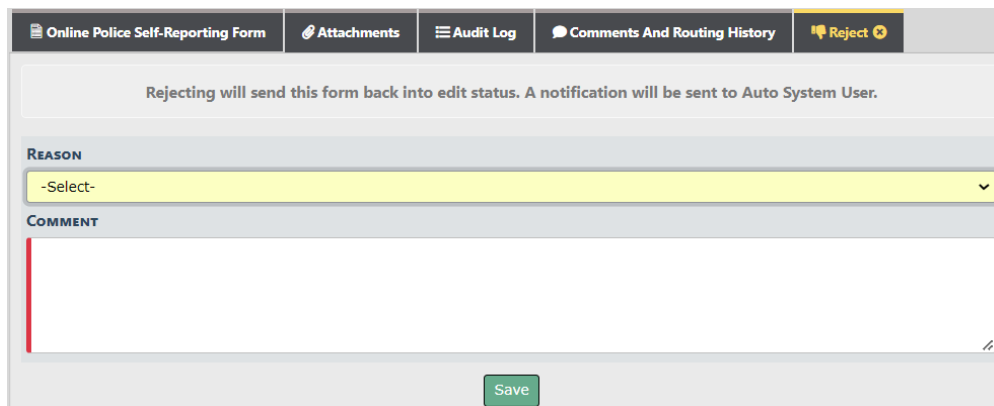
Review
Reject

Reject

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

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

- Select a **Reason** for the rejection and enter a **Comment**.



Online Police Self-Reporting Form | Attachments | Audit Log | Comments And Routing History | **Reject**

Rejecting will send this form back into edit status. A notification will be sent to Auto System User.

REASON

-Select-

COMMENT

Save

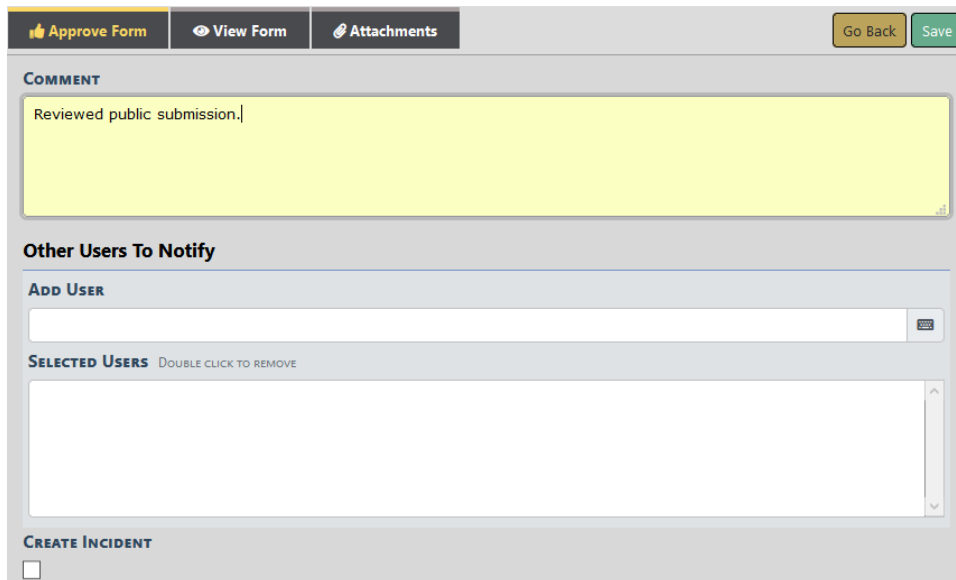
- Click **Save**.
- Manually inform** the submitter by email or phone call.

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

Review without a Police Report

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

1. Click **Review**.



The screenshot shows a web interface for reviewing a submission. At the top, there are three tabs: 'Approve Form' (with a thumbs up icon), 'View Form' (with an eye icon), and 'Attachments' (with a paperclip icon). To the right of these tabs are two buttons: 'Go Back' and 'Save'. Below the tabs is a section titled 'COMMENT' with a large yellow text area containing the text 'Reviewed public submission.'. Below the comment area is a section titled 'Other Users To Notify'. This section includes an 'ADD USER' input field with a search icon on the right. Below this is a 'SELECTED USERS' section with a list box and a small text 'DOUBLE CLICK TO REMOVE'. At the bottom of the form is a 'CREATE INCIDENT' section with an unchecked checkbox.

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

Review and File a Police Report

Follow these steps when the submission involves a crime or event for which you need to **file an official police report**. Police reports can be associated during the review process, or after approval. In other words, if the form is already reviewed, you can still add associations if you have the appropriate user permissions.

1. Click **Review**.

Approve Form | **View Form** | **Attachments** | **Go Back** | **Save**

☐ Cancel Next Route Level

Users To Notify For Review

Add User

SELECTED USERS DOUBLE CLICK TO REMOVE

Christine Saur

Roles to Notify For Review **3 Users Selected**

ROLES

✖ COMMAND ✖ COURT_OFFICER

AGENCIES IF NO AGENCIES ARE SELECTED, THE FORM'S AGENCY WILL BE USED (DISTRICT 42, VERSAILLES)

✖ District 16, Peru - GA ✖ District 42, Versailles

Other Users To Notify

Add User

SELECTED USERS DOUBLE CLICK TO REMOVE

CREATE INCIDENT **CREATE SUPPLEMENT** **CREATE CASE** **CREATE CASE ACTIVITY**

☐ ☐ ☐ ☐

2. You have the option to **Create Incident**, **Create Supplement**, **Create Case**, or **Create Case Activity**. (Forms must be enabled for these items to be included as check boxes on the form. This is done by an administrator.)
3. To create an incident, check the **Create Incident** box on the *Approve Form* tab.
4. To create a supplement, check the **Create Supplement** box on the *Approve Form* tab. (Users may search for an incident, then select it to create a supplement. It will attach the custom form to that incident within that supplement number.)
5. To create a case, check the **Create Case** box on the *Approve Form* tab. (This works much the same way as creating a supplement, and will attach the custom form as an attachment to the case.)
6. To create case activity, check the **Create Case Activity** box on the *Approve Form* tab. (Users must first search for a case, then create case activity on that case and attach the form. Attachments are made to the actual case, not the case activity.)
7. When you create an incident, depending on the configuration by your agency, the **Report Number** will either be *Auto Generated* or require *manual entry of a Case Number* requested and obtained from a CAD system, respectively as shown below.

Approve Form | View Form | Attachments | Go Back | Save

COMMENT

Received community submission and creating incident report to document offense reported.

Other Users To Notify

ADD USER

SELECTED USERS DOUBLE CLICK TO REMOVE

CREATE INCIDENT

☒

Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.

REPORT NUMBER

Auto Generated

CREATE INCIDENT

☒

Upon Creation, this form will be associated with the incident. Any information entered here can be changed later.

REPORT NUMBER OPTIONS

☒ Enter a # to generate a report number for the current year

☐ Enter a full # in the format YY-000000

REPORT NUMBER

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

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

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

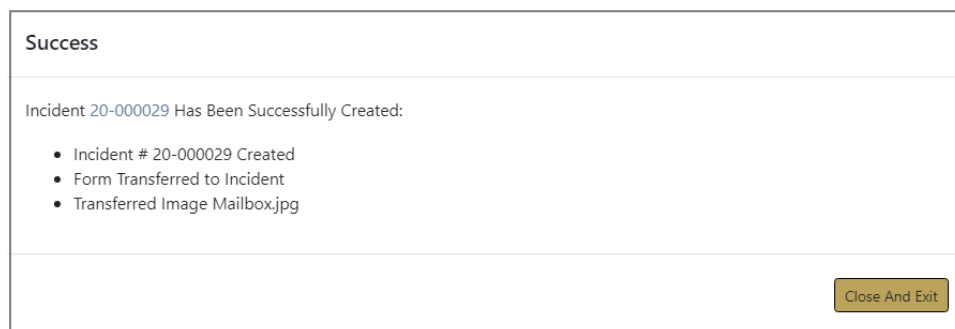
Users To Notify For Review

Note: You Must Select At Least One User

9. Complete the remaining fields on the *Approve Form* tab.

Note: The *View Form* tab easily switches views, to view the Form for information needed to complete the Incident Fields on the *Approve Form* tab.

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



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

Taking Action via Recent Activities

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

Recent Activities	
Initial Report	4
Evidence Review	1
Open Field Arrests	7
Arrests Pending Release	2
My Cases (Active Count)	0
My Case Activities (Active Count)	0
My Forms (Initial)	6
Forms For Review	8
Incidents For Review	4

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

For information on accessing *Recent Activities*, refer to “Home Page - Prior to RMS 11.12” on page 8.

For information on taking action from a *Notification*, refer to “Taking Action via Notifications” on page 306.

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

Chapter 16. Criminal Complaint

Criminal Complaint Overview

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

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

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

1-Level Approval Process

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

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

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

2-Level Approval Process

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

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

The supervisor approves the complaint.

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

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

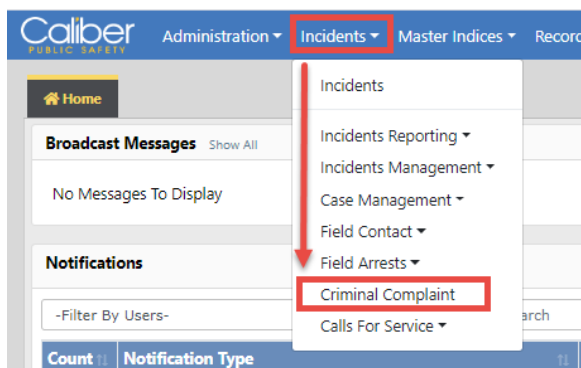
For more information on the approval process, refer to “Approve or Disapprove Criminal Complaint” on page 453.

Accessing Criminal Complaint Module

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

Standalone Module

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



From the Field Arrest

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



For more information, refer to "Edit Field Arrest" on page 372.

From the Incident Report

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

For more information, refer to "Summary Tab" on page 252.

From Recent Activities

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

Recent Activities	
Initial Report	27
Pending Approval	2
My Cases (Active Count)	3
My Case Activities (Active Count)	3
Evidence Review	8
Open Field Arrests	7
Arrests Pending Release	11
Forms For Review	19
Incidents For Review	1
Complaints Pending Submission	19
Complaints Submitted (Past 10 Days)	1
Complaints - Initial	1
My Court Papers	1

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

For more information on editing, refer to "Edit a Criminal Complaint" on page 322.

For more information on viewing, refer to "View a Criminal Complaint" on page 329.

Criminal Complaint Search

To search **Criminal Complaints** follow these steps:

1. Access the *Criminal Complaint* module. For instructions, refer to "Criminal Complaint Overview" on page 315.

2. A *Criminal Complaint Search* window appears.




Note: Click on the **Add Criminal Complaint** button to add a **Criminal Complaint**. For more information, refer to “Add a Criminal Complaint” on page 319.

Note: Click on the **Delete Log** button to view the *Criminal Complaint Delete Log*, a listing of deleted Criminal Complaints.

3. Enter the search **criteria** into the fields provided. The more criteria you use, the shorter the results list.
 - Select **Additional Search Criteria** to search on Custom Fields.
4. Click the **Search** button to display the search results.

Criminal Report Number	Date/Time	Agency	Complaint Type	Person	Status	Submission Status	Actions
20COMP0032	03/19/2020	District 42, Versailles	Summons	Martin, Sue	Initial		View, Edit, Delete
20COMP0031	03/13/2020	District 42, Versailles	Hearing	Martin, Sue	Approved		View, Edit, Delete

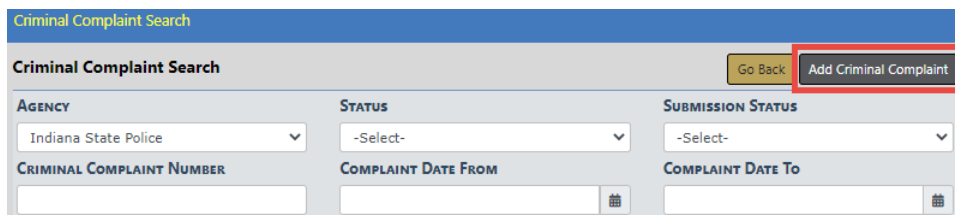
You can, with appropriate permissions, view, edit, and delete **Criminal Complaint** records from the results window.

- Click on the **View icon**  to view. For more information on viewing, refer to “View a Criminal Complaint” on page 329.
- Click on the **Edit icon**  to edit. For more information on editing the **Criminal Complaint**, refer to “Edit a Criminal Complaint” on page 322.
- Click on the **Delete icon**  to delete, enter a **Comment** at the prompt to explain why you are deleting it, then click **Delete**.

Add a Criminal Complaint

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

1. Access the *Criminal Complaint* module. For instructions, refer to “Criminal Complaint Overview” on page 315.
2. The *Criminal Complaint Search* screen appears. Before adding the criminal complaint, it is recommended you first search for the criminal complaint record to verify whether or not it already exists, though not required. For instructions on how to search refer to “Criminal Complaint Search” on page 317.
3. Click on the **Add Criminal Complaint** button on the *Criminal Complaint Search* screen.



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

Criminal Complaint Search / Person Search

Mug Shot Search - By Physical Description Add Person

Person

LAST NAME Jones	FIRST NAME William	MIDDLE NAME
TITLE -Select-	DOB 	AGE To
RACE -Select-	SEX -Select-	INDEX ID
DRIVERS LICENSE 	DRIVERS LICENSE STATE -Select-	SSN
NAME TYPE -Select-	CREATOR 	
CREATION DATE FROM 	CREATION DATE TO 	

☐ **PHONETIC**
☐ **SOUNDEX**
☐ **CALIBER POWER SEARCH**

SEARCH PREFERENCE
ALL ANY

ADDITIONAL SEARCH CRITERIA
- Select -

Search External Systems

Go Back Reset Search

- Enter the appropriate search **criteria** in the fields provided.

For more information on the search criteria options, refer to “Searching Master Records” on page 87.







- Click the **Search** button to display the search results.

Criminal Complaint Search / Person Search / Person Search Results


Refine Search New Search Add Person Online RMS DataShare Search

Person Search Results


3 / 3

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
▲ JONES	WILLIAM			M	W	03/03/1965		oln123456	Alias	396	 
▲ JONES	WILLIAMS			M	W	03/03/1965		oln123456	Primary Name	396	 
▲ JONES	WILLIAMTWO			M	W	03/03/1965		oln123456	Alias	396	 

Refine Search New Search

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

If the person record doesn't exist in the results list, with appropriate permissions, you can click the **Add Person** button to add a *Master Person* record, then select it. For instructions on adding a *Master Person* record, refer to “Adding Person” on page 100.

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


8. The *Add Criminal Complaint* form opens.

Criminal Complaint Search / Person Search / Person Search Results / Add Criminal Complaint Go Back

Complaint Details

DATE AND TIME 06/16/2020 11:49	COMPLAINT TYPE -Select-	COMPLAINT AGENCY District 42, Versailles	COURT -Select-
COURT CASE NUMBER 	HEARING TYPE -Select-	THREAT TYPE -Select-	CHARGE TYPE -Select-
Is JUVENILE <input type="checkbox"/>			

Person Details View Person Details Update Person

LAST NAME JONES	FIRST NAME WILLIAMS	DOB 03/03/1965 (Age: 55)	SEX Male	RACE White	ETHNICITY Not Hispanic or Latino	 (2/4) 09/12/2012
DRIVER'S LICENSE # OLN123456	DRIVER'S LICENSE STATE Alaska	ALIASES Willy (Alias), WILLIAMTWO JONES(Alias), WILLIAM JONES(Alias)			E-MAIL testme@gmail.com	
ADDRESS (RESIDENCE) 126 North 750 West IN						
HEIGHT 5' 11"	WEIGHT 185	PLACE OF BIRTH United States of America	CITIZENSHIP United States of America	EMPLOYER NAME A1A Car Wash123		
CAUTION CODES: Assaultive/Combative						
Misc IDs OLN123456 (OLN) OLN123456 (OLN) OLN123456 (OLN)						
SMTs AND OTHER CHARACTERISTICS: Tattoo / Back						INDEX ID 396

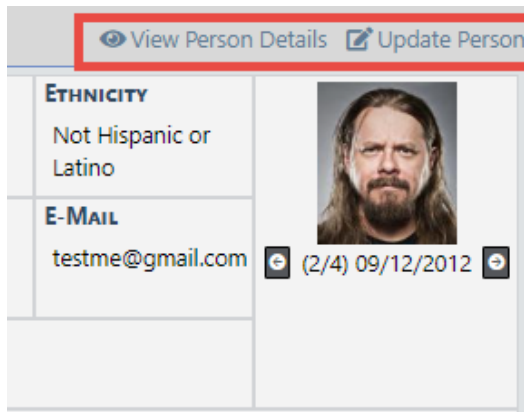
Complainant Details

OFFICER

Go Back Save & Continue

9. Enter the information in the fields provided.

10. Optionally, view or update person details.



11. Click the **Save & Continue** button.
12. The *Edit Criminal Complaint* form opens.
13. Make the necessary updates. For more information on updating the Criminal Complaint record, refer to “Edit a Criminal Complaint” on page 322.

Note: Criminal Complaints may be associated to citations in the same way arrests and incidents are associated in Criminal Complaints.

Edit a Criminal Complaint

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

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


For instructions on how to search refer to “Criminal Complaint Search” on page 317.

For instructions on accessing from Recent Activities refer to “Criminal Complaint Overview” on page 315.

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

Criminal Complaint Search / Criminal Complaint Search Results							
<div> <div>1 result(s) found</div> </div>				<div> <div>Refine Search</div> <div>New Search</div> </div>			
Criminal Report Number	Date/Time	Agency	Complaint Type	Person	Status	Submission Status	Actions
20COMP0056	06/16/2020	District 42, Versailles	Warrant	JONES, WILLIAMS	Initial		<div> <div></div> <div></div> <div></div> </div>
<div> <div>Refine Search</div> <div>New Search</div> </div>							

3. The *Edit Criminal Complaint* form opens.

Criminal Complaint Search / Criminal Complaint Search Results / Edit Criminal Complaint													
				<div> <div>Go Back</div> <div>Update</div> <div>Print</div> </div>									
Complaint Details													
CRIMINAL COMPLAINT NUMBER		DATE AND TIME		STATUS		STATUS DATE AND TIME							
20COMP0056		06/16/2020 1049		Approved		06/17/2020 0930							
COURT		COURT CASE NUMBER		SUBMISSION STATUS		SUBMISSION STATUS DATE AND TIME							
-Select-				Submitted		06/19/2020							
COMPLAINT TYPE		CHARGE TYPE		HEARING TYPE		THREAT TYPE							
Warrant		Only Misdemeanors		-Select-		Flight Risk							
COMPLAINT AGENCY		OBTN		IS JUVENILE									
District 42, Versailles		20OBTNC0016		<input type="checkbox"/>									
Person Details View Person Details Update Person													
LAST NAME	FIRST NAME	DOB	SEX	RACE	ETHNICITY	 <div> <div>(1/4) 09/12/2012</div> <div>Download Original Image</div> </div>							
JONES	WILLIAMS	03/03/1965 (Age: 57)	Male	White	Not Hispanic or Latino								
DRIVER'S LICENSE #	DRIVER'S LICENSE STATE	ALIASES			E-MAIL								
OLN123456	Alaska	Willy (Alias), WILLIAMTWO JONES(Alias), WILLIAM JONES(Alias)			testme@gmail.com								
ADDRESS (RESIDENCE)													
126 North 750 West IN													
HEIGHT	WEIGHT	PLACE OF BIRTH	CITIZENSHIP	EMPLOYER NAME									
5' 11"	185	United States of America	United States of America	A1A Car Wash123									
CAUTION CODES:													
Assaultive/Combative													
Misc IDs													
20OBTNC0016 (OBTN) OLN123456 (OLN) OLN123456 (OLN) OLN123456 (OLN)													
SMTs AND OTHER CHARACTERISTICS:						INDEX ID							
						396							

Assaultive/Combative

Misc IDs

20OBTNC0016 (OBTN) OLN123456 (OLN) OLN123456 (OLN) OLN123456 (OLN)

SMTs AND OTHER CHARACTERISTICS:

Tattoo / Back

INDEX ID

396

SELECT PERSON ADDRESS

126 North 750 West IN - Residence - Latest

Complainant Details

Select Myself as Officer Select Officer

OFFICER

Saur, Christine - (Badge #: SAUR111) - District 42, Versailles

Comments

COMMENT

Test

123

TEST123123

Update

Arrests

Select Arrest

Incidents

Report #	Incident Summary	Offenses	Report Date	Actions
2017D4210119			08/15/2017 0600	

Arrests
➕ Select Arrest

Incidents

Report #	Incident Summary	Offenses	Report Date	Actions
2017D4210119			08/15/2017 0600	

Citations

Selected Person Has No Citations

Location Details
➕ Select Location
➕ Advanced Search / Add

ADDRESS

Offenses
➕ Add Offense
➕ Select Offense(s)

Charge Code	Description	Citation #	Comments	Offense Date	Actions
35-43-2-2 C04	CRIMINAL TRESPASS- RESIDENCE/DWELLING			08/15/2017	

Court Case

Court Case ID	Court Case Number	Status	Filed Date	Actions
23		Filed	06/16/2020 1049	

Attachments
👁 View External Attachments
➕ Add Attachment

Attached Forms

Add Form
-Select-

Go Back

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

Examples:

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

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

Note: Criminal Complaints may be associated to citations in the same way arrests and incidents are associated in Criminal Complaints.

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

Complaint Details	
CRIMINAL COMPLAINT NUMBER	DATE AND TIME
20COMP0056	06/16/2020 1149
SUBMISSION STATUS	SUBMISSION STATUS DATE AND TIME
COURT	COURT CASE NUMBER
-Select-	
CHARGE TYPE	OBTN
Only Misdemeanors	

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

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

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

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

Only one officer can be chosen.

6. Enter any **Comments**.
7. Make any necessary updates in the available fields near the top of the form, then click the **Update** button to save your changes.
8. If applicable, click the **Select Arrest** link to associate an *Arrest* with the Criminal Complaint, based on the Criminal Complaint person's involved records.

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

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

For more information on arrests, refer to “Field Arrest Overview” on page 357.

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

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

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

Only one *Incident* can be associated with the Criminal Complaint.

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

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

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

10. If applicable, begin typing the address in the Location Details **Address** field. Select the appropriate address. Existing locations may be removed and new ones added, if needed. You may be prompted to add a county if required by your agency.
11. Click **Add Offense** or **Select Offense(s)** to include at least one Offense.
 - a. If you choose **Add Offense**, an *Add Offense* dialog box appears.

Add Offense

CHARGE CODE

35-43-2-1 B01 BURGLARY- AIRPORT test (35-43-2)

OFFENSE DATE

11/05/2020

OFFENSE TIME

1930

CITATION #

Quick Select

COMMENTS

Test Offense

Close

Save

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

Click **Save**.

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

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


Select Offense(s)


	Offense Code	Description	Offense Date
<input checked="" type="checkbox"/>	35-43-2-1 B08	BURGLARY- BUILDING	08/14/2017 1122

Close

Save Selected

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

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

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

For general information about Court Case, refer to “Court Case Overview” on page 335.

For more information on updating a Court Case, refer to “Edit Court Case” on page 340.

13. Optionally, add any **Attachments**

For more information on adding Attachments, refer to "Add Attachments" on page 69.

14. If Applicable for your agency, optionally attach a custom form by selecting from the list under the **Attached Forms** section.

- a. Once you select a custom form, the form opens. Complete the necessary information then click **Save** or **Save and Exit**.

15. If applicable, click on the **Print** button on the top right to print the Criminal Complaint record. A PDF file opens as a new tap in your browser where you can print or save the document. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

16. Click the **Submit For Approval** button on the top right, whenever you are ready to submit the Criminal Complaint for approval.

For more information, refer to "Submit Criminal Complaint for Approval" on page 331.

View a Criminal Complaint

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

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

For instructions on how to search refer to "Criminal Complaint Search" on page 317.

For instructions on accessing from Recent Activities refer to "Criminal Complaint Overview" on page 315.

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

Criminal Complaint Search / Criminal Complaint Search Results							
    1 result(s) found				Refine Search New Search			
Criminal Report Number	Date/Time	Agency	Complaint Type	Person	Status	Submission Status	Actions
20COMP0056	06/16/2020	District 42, Versailles	Warrant	JONES, WILLIAMS	Initial		  
Refine Search New Search							

3. The *View Criminal Complaint* form opens.

Criminal Complaint Search / Criminal Complaint Search Results / [View Criminal Complaint](#)


[Go Back](#) [Print](#) [Submit for Approval](#)

Complaint Details

CRIMINAL COMPLAINT NUMBER 20COMP0056	DATE AND TIME 06/16/2020 1149	STATUS Initial	STATUS DATE AND TIME 06/16/2020 1209
SUBMISSION STATUS	SUBMISSION STATUS DATE AND TIME	COMPLAINT TYPE Warrant	COMPLAINT AGENCY District 42, Versailles
COURT	COURT DOCKET NUMBER	HEARING TYPE	THREAT TYPE Flight Risk
CHARGE TYPE Only Misdemeanors	OBTN	IS JUVENILE No	

Person Details

[View Person Details](#)

LAST NAME JONES	FIRST NAME WILLIAMS	DOB 03/03/1965 (Age: 55)	SEX Male	RACE White	ETHNICITY Not Hispanic or Latino	 (2/4) 09/12/2012
DRIVER'S LICENSE # OLN123456	DRIVER'S LICENSE STATE Alaska	ALIASES Willy (Alias), WILLIAMTWO JONES(Alias), WILLIAM JONES(Alias)			E-MAIL testme@gmail.com	
ADDRESS (RESIDENCE) 126 North 750 West IN						
HEIGHT 5' 11"	WEIGHT 185	PLACE OF BIRTH United States of America	CITIZENSHIP United States of America	EMPLOYER NAME A1A Car Wash123		
CAUTION CODES: Assaultive/Combative						
MISC IDS OLN123456 (OLN) OLN123456 (OLN) OLN123456 (OLN)						
SMTs AND OTHER CHARACTERISTICS: Tattoo / Back						INDEX ID 396

PERSON ADDRESS

126 North 750 West IN

Complainant Details

OFFICER
Christine Saur #SAUR111

Comments

COMMENT

Incidents


Report #	Incident Summary	Offenses	Report Date
2017D4210119		1	08/15/2017 0700

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

View Criminal Complaint is read-only.

For instructions on editing, refer to “Edit a Criminal Complaint” on page 322.

- Optionally, click the **Print** button to print, if applicable; A PDF file opens as a new tab in your browser from where you can print or download. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

5. Optionally, click on the Incident **Report #** link or the view icon  , if applicable, to open the Incident Report associated to the **Criminal Complaint**.

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

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

For more information, refer to “Submit Criminal Complaint for Approval” on page 331.

Submit Criminal Complaint for Approval

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

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

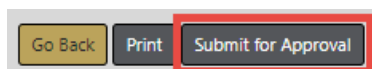
To submit for approval, follow these steps:

1. Access the *View* or *Edit Criminal Complaint* form.


For instructions on viewing, refer to “View a Criminal Complaint” on page 329.

For instructions on editing, refer to “Edit a Criminal Complaint” on page 322.

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



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

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


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

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

For instructions, refer to “Edit a Criminal Complaint” on page 322. You can then submit for approval from the *Edit Criminal Complaint* page after you have made the appropriate corrections.

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

Answer **Yes** to generate the number.

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

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

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

- If the complaint is **Disapproved**, Online RMS generates a notification to the creator of the Criminal Complaint. The creator has the option to resubmit for approval. For more information, refer to “Take Action on Disapproved Notifications” on page 333.
- If the complaint is **Approved**, Online RMS creates a Court Case automatically, providing your agency has the Court Case module turned on. For more information on Court Cases, refer to “Court Case Overview” on page 335.

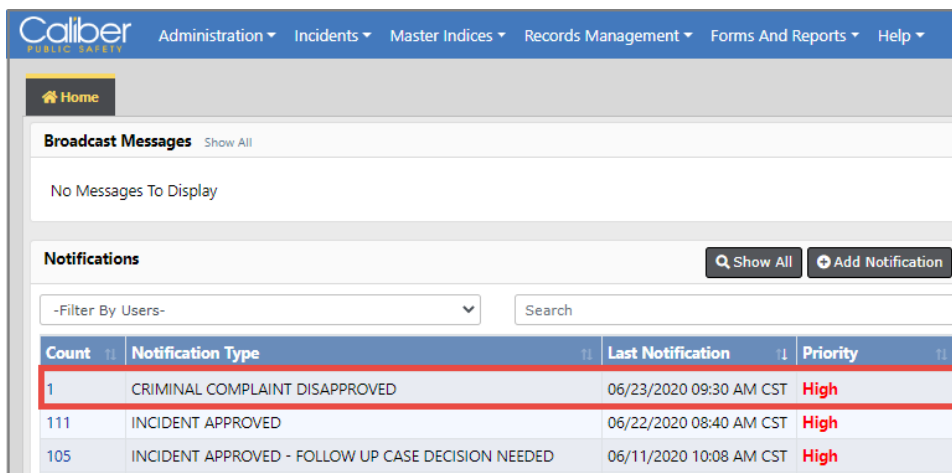
Note: For users with a printed criminal complaint, on submission to the court, a PDF of the printed complaint will be generated automatically and attached to the criminal complaint itself.

- If the approved complaint data is **Submitted** to the court and is **successful**, the *Submission Status* on the Criminal Complaint changes to *Submitted* automatically.
- If the approved complaint data is **Submitted** to the court and is **unsuccessful**, the *Submission Status* on the Criminal Complaint changes to *Submission Error* automatically. You can review and update the Criminal Complaint as needed, then resubmit. For more information on court submissions, refer to “Approve or Disapprove Criminal Complaint” on page 453.

For information on the approval process, refer to “Approve or Disapprove Criminal Complaint” on page 453.

Take Action on Disapproved Notifications

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



Count	Notification Type	Last Notification	Priority
1	CRIMINAL COMPLAINT DISAPPROVED	06/23/2020 09:30 AM CST	High
111	INCIDENT APPROVED	06/22/2020 08:40 AM CST	High
105	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	06/11/2020 10:08 AM CST	High

For more information on Notifications refer to "Notifications" on page 25.

Follow the steps below take action on the notification:

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

Notifications ← Back 🔍 Show All ➕ Add Notification

-Filter By Users- ▼ Search

CRIMINAL COMPLAINT DISAPPROVED ▼

Previous 1 Next

<input type="checkbox"/>	Priority	Sender	Description	Sent On	Actions
<input type="checkbox"/>	High	Simpson Homer	Criminal Complaint # 20COMP0065 disapproved. Need details entered in comments. Person: Poharcyk, Robin Disapproved By: Homer Simpson Disapproved On: 06/23/2020 0928	06/23/2020 09:30 AM CST	

- Click the **Select icon** on the Criminal Complaint record to open *Edit Criminal Complaint*.
- Review and make the appropriate changes, then click the **Update** button.
For instructions on editing, refer to “Edit a Criminal Complaint” on page 322.
- Click on the **Submit for Approval** button on the top right of the form.

Go Back Print Submit for Approval

For more information on submitting for approval, refer to “Submit Criminal Complaint for Approval” on page 331.

Chapter 17. Court Case

Court Case Overview

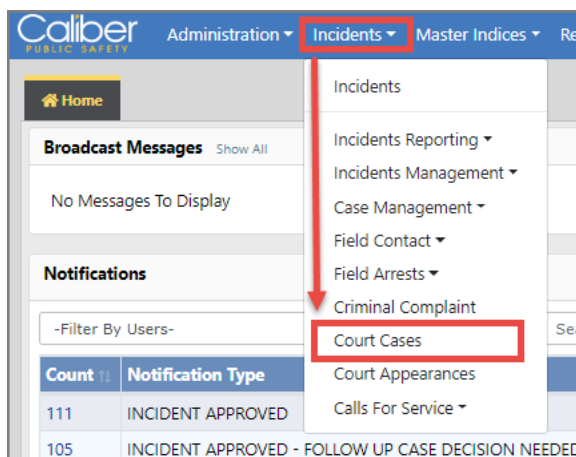
The **Court Case** module allows users, with appropriate permissions, to create and manage court cases against arrestees and offenders.

Accessing the Court Case Module

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

Standalone Module

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



For information on searching for a **Court Case**, refer to “Court Case Search” on page 336




From the Criminal Complaint


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

1. Access the appropriate Criminal Complaint.

For more information on accessing, refer to “Criminal Complaint Overview” on page 315.

2. On the Criminal Complaint record, page down to the **Court Case** section.

Location Details					Quick Search
Offenses					Add Offense
Charge Code	Description	Comments	Offense Date	Actions	
35-43-2-2 C03	CRIMINAL TRESPASS- PROPERTY		06/22/2020 0928		 
Court Case					
Court Case ID	Court Case Number	Status	Filed Date	Actions	
35		Filed	06/23/2020 1026		

3. Click the **Court Case ID** link to view the record, or click the **Edit icon**  to update the Court Case record.

For more information on updating the **Court Case** record, refer to “Edit Court Case” on page 340.

From the Incident Report

You can create or view associated **Court Cases** while viewing or editing an Incident Report.

For details, refer to "View Incident Reports" on page 265 and "Summary Tab" on page 252.

Court Case Search

To search **Court Cases** follow these steps:

1. Access the standalone *Court Case* module. For instructions, refer to “Court Case Overview” on page 335.
2. A *Court Case Search* window appears.

Court Case Search Go Back Add Court Case

COURT CASE ID <input type="text"/>	COURT CASE # <input type="text"/>	AGENCY District 42, Versailles ✓
STATUS -Select- ▼	FILED DATE FROM <input type="text"/>	FILED DATE TO <input type="text"/>
ARREST # <input type="text"/>	INCIDENT REPORT # <input type="text"/>	CRIMINAL COMPLAINT # <input type="text"/>
PERSON FIRST NAME <input type="text"/>	PERSON MIDDLE NAME <input type="text"/>	PERSON LAST NAME <input type="text"/>
PERSON ROLE -Select- ▼		

ADDITIONAL SEARCH CRITERIA
 -Select- ▼
 -Select-
 Court Appearances

Go Back Reset Search

Note: You can click on the **Add Court Case** button to add a **Court Case**. For more information, refer to “Court Case Add” on page 338

- Enter the search **criteria** into the fields provided. The more criteria you use, the shorter the results list.

You can also search by **Court Appearances** located in the *Additional Search Criteria* drop-down list. Additional search fields appear when choosing this option.

- Click the **Search** button to display the search results.

Court Case Search / Court Case Search Results Refine Search New Search

1 result(s) found



Court Case ID	Court Case Number	Filed Date	Agency	Status	Person	Person Role	Actions
1	DMM123	04/15/2020 1450	District 42, Versailles	Active	Smith, Joe		

Refine Search New Search

Note: If you elect to include Court Appearances in your search, the results list will also include various Court Appearance fields such as, ID, date, type, status, reason, and officer.

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

- Click on the **View icon** to view. For more information on viewing, refer to

- Click on the **Edit icon**  to edit. For more information on editing the **Court Case**, refer to .
- Click on the **Delete icon**  to delete, enter a **Comment** at the prompt to explain why you are deleting it, then click **Delete**.

Court Case Add

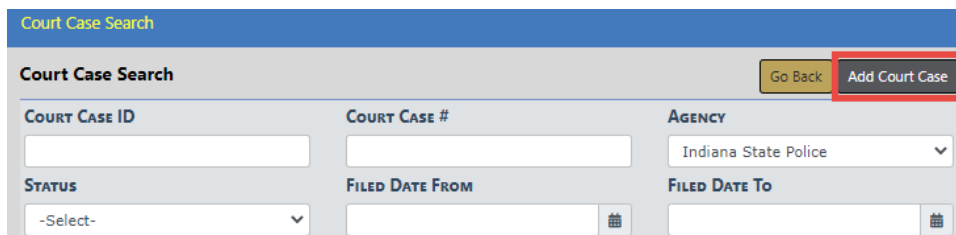
There are two ways to add a Court Case:

- Through the standalone Court Case module.
- Through the Criminal Complaint module, if your agency has the module turned on.
 - The Court Case is created automatically from the Criminal Complaint when it is approved. The information from the Criminal Complaint pulls into the Court Case record automatically.

For more information on Criminal Complaint, refer to “Criminal Complaint Overview” on page 315.

To add a **Court Case** record follow these steps:

1. Access the standalone *Court Case* module. For instructions, refer to “Court Case Overview” on page 335.
2. The *Court Case Search* screen appears. Before adding the court case, it is recommended you first search for the court case record to verify whether or not it already exists, though not required. For instructions on how to search refer to “Court Case Search” on page 336.
3. Click on the **Add Court Case** button on the *Court Case Search* screen.



4. The *Add Court Case* screen appears.

Court Case Search / [Add Court Case](#)

Add Court Case

COURT CASE NUMBER	FILED DATE AND TIME	STATUS	AGENCY
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text" value="District 42, Versailles"/>

COMMENTS

[Go Back](#) [Save](#)

5. Enter the appropriate information in the fields provided.
6. Click **Save**.
7. The *Edit Court Case* screen appears.

Court Case Search / Court Case Search Results / [Edit Court Case](#)

[Go Back](#)

Court Case Details

COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	STATUS
<input type="text" value="38"/>	<input type="text"/>	<input type="text" value="06/25/2020 1104"/>	<input type="text" value="Active"/>

AGENCY

COMMENTS

[Update](#)

People [Add Person](#)

Person Details	Role	Actions
Name: Robin R Poharcyk Sex: Female Race: White DOB: 01/10/1910 (Age:111)	Defendant	

Officers [Add Officer](#) [Add Myself as Officer](#)

Arrests [Add Arrest](#)

Incidents [Add Incident](#)

Citations [Add Citation](#)

Reference Numbers [Add Reference Number](#)

Court Appearances [Add Court Appearance](#)

8. Optionally, make the necessary changes in the fields provided on the top section of the screen, then click **Update**.
9. Optionally, add other data to the **Court Case**, such as People, Officers, Arrests, Incidents, Reference Numbers, Court Appearances, and Attachments.

For more information, refer to “Edit Court Case” on page 340.

Edit Court Case

To edit a **Court Case** record follow these steps:

1. Access the **Court Case** record you want to edit.

You can access the record by searching for the **Court Case**, or by accessing the Criminal Complaint record to which a **Court Case** is associated.

For more information on the different methods of accessing the **Court Case**, refer to “Court Case Overview” on page 335.

2. After selecting the appropriate **Court Case**, the *Edit Course Case* opens.

Court Case Search / Court Case Search Results / Edit Court Case

Go Back

Court Case Details

COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	STATUS
38		06/25/2020 1104	Active

AGENCY: District 42, Versailles

COMMENTS: This is a text court case record

Update

People Add Person

Person Details	Role	Actions
Name: Robin R Poharcyk Sex: Female Race: White DOB: 01/10/1910 (Age:111)	Defendant	[Edit] [Delete]

Officers Add Officer Add Myself as Officer

Arrests Add Arrest

Incidents Add Incident

Citations Add Citation

Reference Numbers Add Reference Number

Court Appearances Add Court Appearance

3. Click the **Select People** or **Add Person** link to add one or more people to the Court Case.

+ Select People + Add Person



Note: The Person grid only shows a **Select People** link if there are associated incidents.

Select People:

- a. Choose the appropriate people from the list that appears.


Select People			
<input type="checkbox"/>	Person Name	Incident Role	Incident Report #
<input type="checkbox"/>	DUSTIN ARNEY	Victim	2020D4210270
<input type="checkbox"/>	Christopher Evans	Other Person	2020D4210270
<input checked="" type="checkbox"/>	Charles Brown	Other Person	2020D4210270
<input type="checkbox"/>	Steve Buschemy	Witness	2020D4210271
<input type="checkbox"/>	Carol Burnette	Witness	2020D4210271

- b. Click **Save Selected**.
- c. The people you added now appears under the *People* section of the *Edit Court Case* screen.

With appropriate permissions, you can edit  the person record, or delete  it from the **Court Case**. Deleting does not delete the person record itself, it removes the association only.

Add Person:

- a. The *Person Search* screen appears.

 **Person**

LAST NAME Poharcyk	FIRST NAME 	MIDDLE NAME
TITLE -Select-	DOB 	AGE To
RACE -Select-	SEX -Select-	INDEX ID
DRIVERS LICENSE 	DRIVERS LICENSE STATE -Select-	SSN
NAME TYPE -Select-	CREATOR 	
CREATION DATE FROM 	CREATION DATE TO 	





PHONETIC ☐
SOUNDEX ☐
CALIBER POWER SEARCH ☐
SEARCH PREFERENCE

ADDITIONAL SEARCH CRITERIA
- Select -


- b. Enter the search criteria, then click **Search** to display the search results.

Q Person Search Results

2 / 2

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Poharcyk	Robin	R		F	W	01/10/1910	122-22-2222	20obtnarr0088 20obtnnc0022	Primary Name	1126	 
Poharcyk	Robin			F	W				Primary Name	1077	 

Refine Search New Search

- c. Click the **Select icon**  on the appropriate person record to add the person to the **Court Case**.

Note: If the person you want to add to the **Court Case** does **not** exist in your search, with appropriate permissions you can add the master person to Online RMS, then add that person to the **Court Case**.

For more information on master indices, refer to "Master Indices Overview" on page 83.

For more information on searching master records, refer to "Searching Master Records" on page 87.

For more information on adding a master person index record, refer to "Adding Person" on page 100.

- d. After selecting the appropriate person, the **Add Person** screen appears.

Court Case Search / Edit Court Case / Person Search / Person Search Results / Add Person

Person Details

LAST NAME Poharcyk	FIRST NAME Robin	MIDDLE NAME R	DOB 01/10/1910 (Age: 110)	SEX Female	RACE White
ETHNICITY Unknown	SSN 122-22-2222	ADDRESS (RESIDENCE) 123 Main Street Mount Desert, ME 04662			INDEX ID 1126

SELECT PERSON ROLE

Defendant

Go Back Save

- e. Select the **Person Role** for that person.
- f. Click **Save**.
- g. The person now appears under the *People* section of the *Edit Court Case* screen.

Court Case Search / [Edit Court Case](#)

[Go Back](#)

Court Case Details

COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	STATUS
38	CASE0058	06/25/2020 1004	Active

AGENCY: District 42, Versaille

COMMENTS: This is a text court case record

[Update](#)

People

[+ Add Person](#)

Person Details	Role	Actions
Name: Robin R Poharcyk Sex: Female Race: White DOB: 01/10/1910 (Age:110)	Defendant	Edit Delete

Officers [+ Add Officer](#)

Arrests [+ Add Arrest](#)



Incidents [+ Add Incident](#)

Reference Numbers [+ Add Reference Number](#)

Court Appearances [+ Add Court Appearance](#)

Attachments [View External Attachments](#) [+ Add Attachment](#)

[Go Back](#)

With appropriate permissions, you can edit  the person record, or delete  it from the **Court Case**. Deleting does not delete the person record itself, it removes the association only.

- Optionally, add other associations to the Court Case, such as Officers, Arrests, Incidents, Citations, Reference Numbers, Court Appearances, and Attachments.

Note: For more information on Court Appearances, refer to “Court Appearances Overview” on page 347.

View Court Case




To view a **Court Case** record follow these steps:

- Search** for the Court Case record you want to view. For instructions on how to search refer to “Court Case Search” on page 336.

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

Court Case Search / Court Case Search Results

1 result(s) found

Court Case ID	Court Case Number	Filed Date	Agency	Status	Person	Person Role	Actions
1	DMM123	04/15/2020 1450	District 42, Versailles	Active	Smith, Joe		  

3. The *View Court Case* form opens.

Court Case Search / Court Case Search Results / View Court Case

Go Back

Court Case Details

COURT CASE ID 1	COURT CASE NUMBER DMM123	FILED DATE AND TIME 04/15/2020 1450	STATUS Active
AGENCY District 42, Versailles	COMMENTS testing		

People

Person Details	Role
① Name: Susan Marie Smithson Sex: Female Race: White	
① Name: Joe Smith Sex: Male Race: White	

Arrests

Arrest #	Arrest Date	Agency	Charges	Last Name	First Name
2003602	03/10/2020 1351	District 42, Versailles	CRIMINAL TRESPASS- AUTO	Smithson	Susan

Court Appearances

Court Appearance ID	Type	Appearance Date / Time	Status	Reason	Officers
19	OFFICER	05/14/2020 1410	Active	REASON 1	Brandon Pangle 8888a District 42, Versailles
2	OFFICER	04/15/2020 1436	CWOF	REASON 2	Charles Livingwell 2014 District 42, Versailles

View Court Case is read-only. For instructions on editing, refer to “Edit Court Case” on page 340.

4. Optionally, click on the person name, Arrest ID, Court Appearance ID, etc., to view details.

People					
Person Details					Role
1	Name	Susan Marie Smithson	Sex:	Female	Race: White
1	Name	Joe Smith	Sex:	Male	Race: White
Arrests					
Arrest #	Arrest Date	Agency	Charges	Last Name	First Name
2003602	03/10/2020 1351	District 42, Versailles	CRIMINAL TRESPASS- AUTO	Smithson	Susan
Court Appearances					
Court Appearance ID	Type	Appearance Date / Time	Status	Reason	Officers
19	OFFICER	05/14/2020 1410	Active	REASON 1	Brandon Pangle 8888a District 42, Versailles
2	OFFICER	04/15/2020 1436	CWOF	REASON 2	Charles Livingwell 2014 District 42, Versailles

Chapter 18. Court Appearances

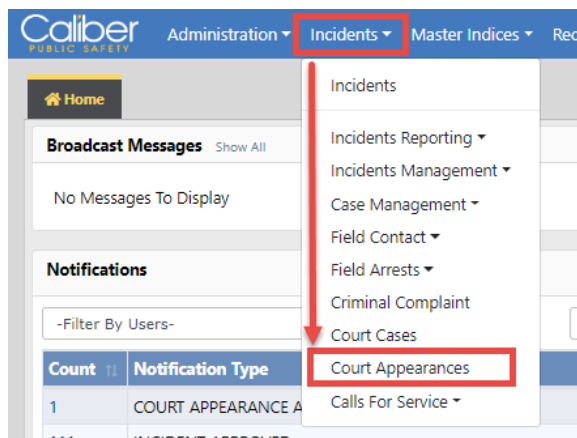
Court Appearances Overview

Court Appearances are added through the Court Case module. A Court Appearance cannot exist without a Court Case.

Accessing Court Appearances

From the Incidents Top Menu

Select **Court Appearances** from the *Incidents* drop-down menu.



You must have *Manage Court Appearances* permissions to see the **Court Appearances** option on the list.

The *Search Court Appearances* form opens. Search for and select the Court Appearance record.

For information on searching **Court Appearances**, refer to “Court Appearances Search” on page 350.










From the Court Case

Court Appearances are associated to Court Cases.

1. Access the appropriate Court Case.

For more information on accessing Court Cases, refer to “Court Case Overview” on page 335.

2. On the Court Case record, page down to the **Court Appearances** section.

Court Appearance ID	Type	Appearance Date / Time	Status	Reason	Officers	Actions
14	OFFICER	02/01/2020 1409			Christian (osuper) Fred Gordmanson Badge #: 200 District 21, Toll Road - SC	  
31	OFFICER	09/05/2020 1153	Active		Charles Livingwell Badge #: 2014 District 42, Versailles	  
18	OFFICER	07/01/2020 1800	Dismissed	REASON 1	Charles Livingwell Badge #: 2014 District 42, Versailles Brandon Pangle Badge #: 8888a District 42, Versailles	  

From Recent Activities

For your convenience, you can quickly open a list of your upcoming **Court Appearances** from *Recent Activities* on your Home Page.

Initial Report	25
Pending Approval	4
My Cases (Active Count)	3
My Case Activities (Active Count)	3
Evidence Review	8
Open Field Arrests	7
Arrests Pending Release	11
My Court Appearances	2
Forms For Review	36

1. Click on **My Court Appearances** under *Recent Activities*.







My Court Appearances

Go Back

My Court Appearances

Export Selected Appearances



Show 10 entries Search:

<input checked="" type="checkbox"/>	Court Appearance ID	Appearance Date/Time	Court Location	People	Appearance Type	Appearance Reason	Appearance Status	Actions
<input checked="" type="checkbox"/>	38	09/25/2020 0951	Court Location 1	WILLIAMS JONES	OFFICER			  
<input checked="" type="checkbox"/>	40	06/30/2020 1017	Court #1	Robin Poharcyk	OFFICER		Active	  

Showing 1 to 2 of 2 entries

Previous 1 Next

Go Back

- Click the View icon  to view the Court Appearance as read-only. For more information on viewing, refer to “View Court Appearances” on page 355.
- Click the Edit icon  to update the Court Appearance. For more information on updating, refer to “Court Appearances Edit” on page 353.

You must have *Manage Court Appearances* permissions to edit **Court Appearances**.

- Optionally, add the Court Appearance to your **calendar**. You can add multiple to your calendar at once, or one at a time.
 - For **multiple** Court Appearances, **check** all that apply, then click **Export Selected Appearances** to download all selected schedules to one ics file.







My Court Appearances

Go Back

My Court Appearances

Export Selected Appearances

Show 10 entries Search:

<input checked="" type="checkbox"/>	Court Appearance ID	Appearance Date/Time	Court Location	People	Appearance Type	Appearance Reason	Appearance Status	Actions
<input checked="" type="checkbox"/>	38	09/25/2020 0951	Court Location 1	WILLIAMS JONES	OFFICER			  
<input checked="" type="checkbox"/>	40	06/30/2020 1017	Court #1	Robin Poharcyk	OFFICER		Active	  

Showing 1 to 2 of 2 entries

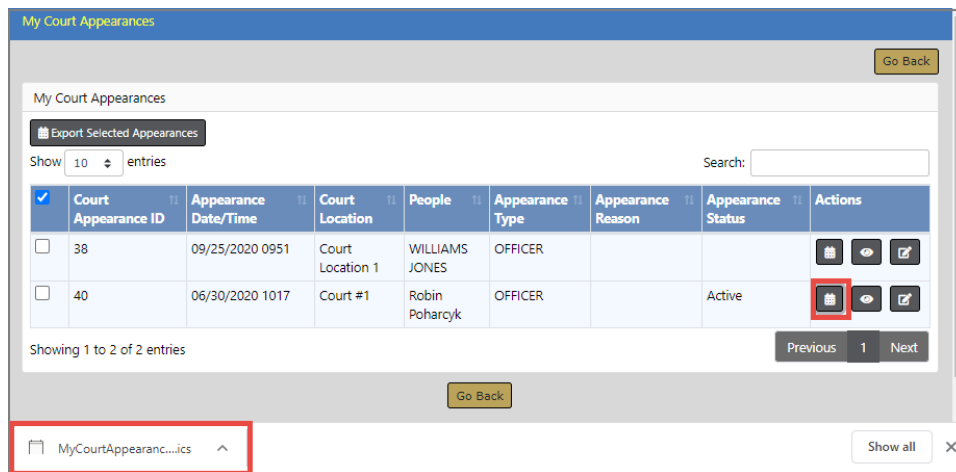
Previous 1 Next

Go Back

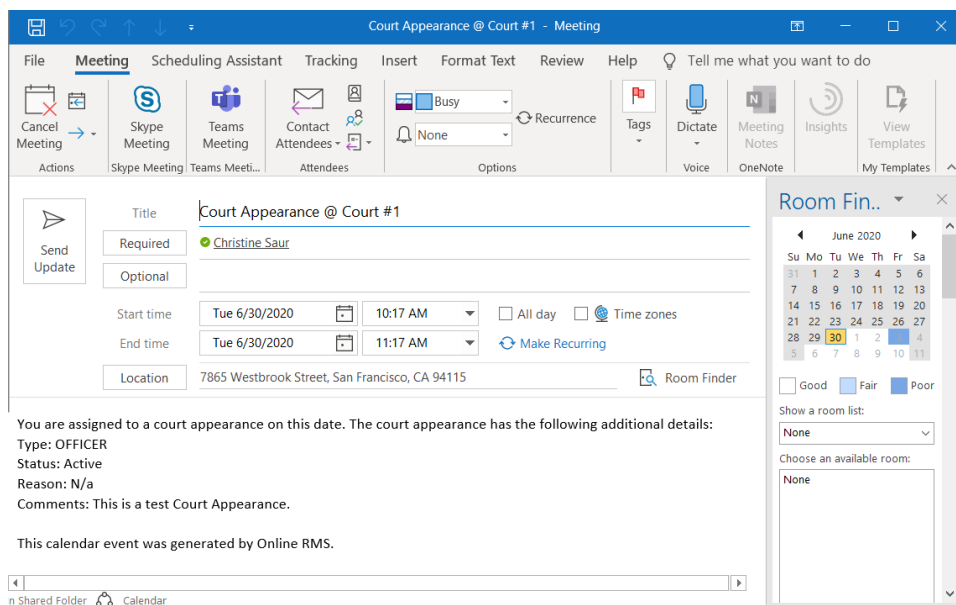
MyCourtAppearanc...ics

Show all

OR, for **one** Court Appearance, click the **calendar** button to download an *ics file* for that specific Court Appearance.



- b. Right click on the downloaded *ics* file to open the meeting notice.



- c. Update the notice if needed, then click **Send Update** to add it to your calendar.

Note: You must remove the notice from your calendar manually once it is added.

Court Appearances Search

To search **Court Appearances** follow these steps:

1. On the top menu bar, click **Incidents**, then **Court Appearances**. For instructions, refer to “Court Appearances Overview” on page 347.
2. A *Court Appearance Search* window appears.

Court Appearance Search

Court Appearance Search Go Back


COURT APPEARANCE ID <input type="text"/>	COURT CASE # <input type="text"/>	AGENCY Indiana State Police
TYPE -Select-	REASON -Select-	STATUS -Select-
QUICK APPEARANCE DATE RANGE -Select-	APPEARANCE DATE FROM <input type="text"/>	APPEARANCE DATE TO <input type="text"/>
ARREST # <input type="text"/>	INCIDENT REPORT # <input type="text"/>	CRIMINAL COMPLAINT # <input type="text"/>
DEFENDANT FIRST NAME <input type="text"/>	DEFENDANT MIDDLE NAME <input type="text"/>	DEFENDANT LAST NAME <input type="text"/>
OFFICER <input type="text"/>		

Go Back Reset Search

- Enter the search **criteria** into the fields provided. The more criteria you use, the shorter the results list.
- Click the **Search** button to display the search results.



Court Appearance Search / Court Appearance Search Results Refine Search New Search

1 result(s) found

Court Appearance ID	Court Case Number	Appearance Date	Agency	Type	Reason	Status	Officers	Case Defendants	Actions
38		09/25/2020 0951	District 42, Versailles	OFFICER			Christine Saur Badge #: SAUR111	WILLIAMS JONES	 

Refine Search New Search

You can, with appropriate permissions, view or edit **Court Appearance** records from the results window.

- Click on the **View icon**  to view. For more information on viewing, refer to “View Court Appearances” on page 355.
- Click on the **Edit icon**  to edit. For more information on editing, refer to “Court Appearances Edit” on page 353.

Court Appearances Add

Court Appearances are associated to Court Cases.

To add a **Court Appearance** to a Court Case, follow these steps:

1. Access the standalone Court Case module. For instructions, refer to “Court Case Overview” on page 335.
2. The *Court Case Search* screen appears. Search for and select the appropriate Court Case record. For instructions on how to search refer to “Court Case Search” on page 336 .
3. On the Court Case record, page down to the Court Appearances section, then click **Add Court Appearance**.

Court Appearances	+ Add Court Appearance
-------------------	--

4. The Court Case opens in edit mode, with an *Add Court Appearance* section.

Court Case Search / Court Case Search Results / Edit Court Case / [Add Court Appearance](#)

Court Case Details

COURT CASE ID 38	COURT CASE NUMBER	FILED DATE AND TIME 06/25/2020 1004	STATUS Active
AGENCY District 42, Versailles	COMMENTS This is a text court case record		
PEOPLE Name: Robin R Poharcyk Sex: Female Race: White DOB: 01/10/1910 (Age:110)			

Add Court Appearance

APPEARANCE DATE / TIME [Calendar Icon]	TYPE -Select-	STATUS -Select-	REASON -Select-
COMMENTS [Text Area]			

Court Location

☒ Select Court Location ☐ Specify Court Location

COURT LOCATION
-Select-

COURT NAME 2	ADDRESS	ADDRESS 2	
[Text Field]	[Text Field]	[Text Field]	
CITY	STATE -Select-	ZIP	PHONE
[Text Field]	[Text Field]	[Text Field] - [Text Field]	[Text Field]
COMMENT [Text Area]			

Officers

[+ Add Officer](#)

Officer	Actions


[Go Back](#) [Save](#)

5. Enter the appearance **Date/Time** and **Type**
6. Optionally, select the **Status** and **Reason**, and enter **Comments**.
7. For the **Court Location**, choose one of the following:
 - a. **Select Court Location** - to choose a court location from a drop down list. The address populates automatically for you. This option is selected by default.
 - b. **Specify Court Location** - to manually enter the address.
8. Optionally, enter a **Comment** for the Court Location.
9. Click the **Add Officer** link to add at least one officer. Either a list of officers on the Court Case appears from which you choose, or you can enter an officer, whichever applies.
10. Click **Save** to save the Court Appearance to the Court Case.

Court Appearances Edit

You must have *Manage Court Appearances* permissions to edit **Court Appearances**.

To edit a **Court Appearance**, follow these steps:

1. Search for the Court Appearances record, from the Court Appearances standalone module or from the Court Case. For more information, refer to “Court Appearances Overview” on page 347.
2. Click on the Edit icon  to open the *Edit Court Appearance* form, with the Court Case Details shown at the top as read-only.

Court Appearance Search / Court Appearance Search Results / [Edit Court Appearance](#)

[Go Back](#) [Add Next Court Appearance](#)

Court Case Details

COURT CASE ID	COURT CASE NUMBER	FILED DATE AND TIME	STATUS
23		06/16/2020 1149	Filed

AGENCY	COMMENTS
District 42, Versailles	

PEOPLE

Name: WILLIAMS JONES **Sex:** Male **Race:** White **DOB:** 03/03/1965 (Age:55) **Role:** Defendant

Edit Court Appearance

COURT APPEARANCE ID

38

APPEARANCE DATE / TIME **TYPE** **STATUS** **REASON**

09/25/2020 0951 OFFICER -Select- -Select-

COMMENTS

Court Location

☒ Select Court Location ☐ Specify Court Location

COURT LOCATION

Court Location 1

COURT NAME 2 **ADDRESS** **ADDRESS 2**

Alternate Name 101 Webster St. Room #345

CITY **STATE** **ZIP** **PHONE**

Bloomington Colorado 11111 - 2222 292-111-1111

COMMENT

On 3rd floor

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

Officers

[+ Add Officer](#)

Officer	Actions
Christine Saur Badge #: SAUR111 District 42, Versailles	Edit


Attachments [View External Attachments](#) [+ Add Attachment](#)

- Make any necessary changes in the fields provided. For more information on the available fields, refer to “Court Appearances Add” on page 351.
- Click the **Update** button to apply your changes.
- Optionally, click the **Add Officer** link to add an officer, then click **Save**.

6. Optionally, **Add Attachments**.
7. Optionally, click the **Add Next Court Appearance** button on the top right of the form to schedule the next court appearance.

View Court Appearances

To view a **Court Appearance** as read-only, follow these steps:

1. Search for the Court Appearances record, from the standalone module or from the Court Case. For more information, refer to “Court Appearances Overview” on page 347.
2. Click on the **View** icon  to open the *View Court Appearance* form, with the Court Case Details shown at the top.

Court Appearance Search / Court Appearance Search Results / View Court Appearance Go Back

Court Case Details			
COURT CASE ID 23	COURT CASE NUMBER	FILED DATE AND TIME 06/16/2020 1149	STATUS Filed
AGENCY District 42, Versailles	COMMENTS		
PEOPLE Name: WILLIAMS JONES Sex: Male Race: White DOB: 03/03/1965 (Age:55) Role: Defendant			

Court Appearance Details			
COURT APPEARANCE ID 38			
APPEARANCE DATE / TIME 09/25/2020 0951	TYPE OFFICER	STATUS	REASON
COMMENTS			

Court Location			
COURT NAME Court Location 1			
COURT NAME 2 Alternate Name	ADDRESS 101 Webster St.	ADDRESS 2 Room #345	
CITY Bloomington	STATE Colorado	ZIP 11111 - 2222	PHONE (292)-111-1111
COMMENT On 3rd floor			

Officers
Officer Christine Saur SAUR111 District 42, Versailles

Go Back

Changes cannot be made to the data on this form while in view mode. For instructions on updating the data, refer to “Court Appearances Edit” on page 353.

Chapter 19. Field Arrest

Field Arrest Overview

The **Field Arrest** module can be used to document the necessary information associated with an arrest. Once you select a person from the **Master Indices** or create a new person record, you can edit the **Field Arrest** information. The **Field Arrest** can stand alone or it can be associated to an Incident Report.

Beginning with Online RMS 11.4.0, you can add a **Criminal Complaint** associated to a **Field Arrest**, providing you have the appropriate permissions and the feature is turned on.

Hunter Camera integration allows Online RMS to send a message to a virtual camera on our local machine, then receive pictures back and post to the Online RMS *Master Person Index* record.

Livescan integration transmits the most recent arrest and arrestee information from the *Master Person Index* to **LiveScan**.

Beginning with Online RMS 11.7.0, with appropriate permissions, you can create a Field Arrest and import data from an existing Incident or Calls for Service record into the arrest record, avoiding unnecessary data entry. This process also associates the Field Arrest to the Incident or Calls for Service record automatically.

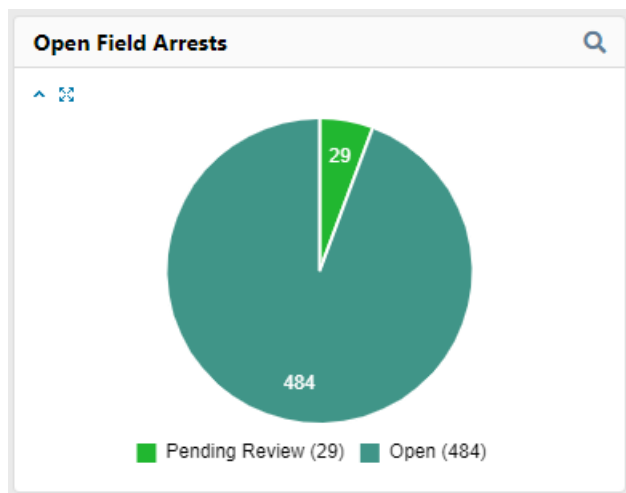
Recent Activities

Certain **Field Arrest** links appear under Recent Activities on your Home page. The below example shows two examples.

Recent Activities	
Initial Report	28
Pending Approval	2
My Cases (Active Count)	3
My Case Activities (Active Count)	3
Evidence Review	8
Open Field Arrests	7
Arrests Pending Release	13

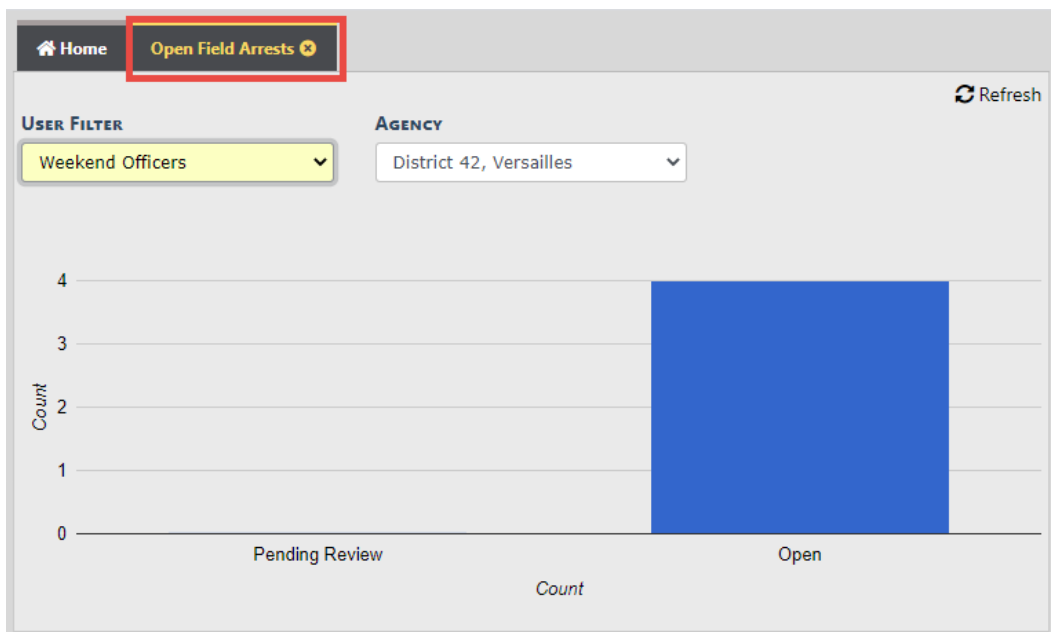
For more information about Recent Activities, refer to "Home Page - Prior to RMS 11.12" on page 8.

With proper permissions you can also view a Field Arrest Chart on your Home Page that shows a count of those that are open and pending review. Refer to "User Information Menu" on page 45 for information on adding the Field Arrest Chart to your Home Page.



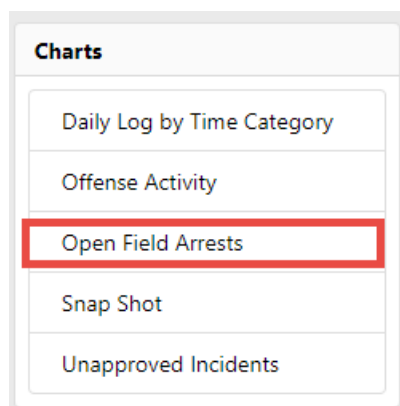
Click on the magnifying glass on the upper right of the pie chart to open the static bar chart as a separate tab.





You can move between your Home Page and the chart by clicking on the associated tab, allowing you to keep the Open Field Arrests tab open until you close it.

Note: You can also open the static bar chart as a separate tab by clicking on **Open Field Arrests** under the *Charts* section of your Home Page.



Click **Refresh** to include the most current data since you've last opened the chart.

Click on the **X** to close the tab.

Open Field Arrests

Click on the link to view a list of arrests that are open. You can then edit a **Field Arrest** that appears on the list.

Field Arrests Pending Release




Agencies using Field Arrests and having a **Disposition** configured with a **Status Code** of *Complete Without Release*, displays an **Arrests Pending Release** link under Recent Activities.


Click on the link to view a list of arrests that are pending release.

Recent Activities (Arrests Pending Release)

13 Result(s) Found

Go Back

Arrest #	Arrest Date	Last Name	First Name	Placement	Placement Date	Actions
2009657	09/23/2020 1123	Henry	James	Jail 1	10/29/2020 1220	
2009652	09/17/2020 1114	Thomas	Max	Jail 1	10/29/2020 1310	
1706559	06/01/2017 0200	Potter	Harry	Jail 2	06/01/2017 0230	

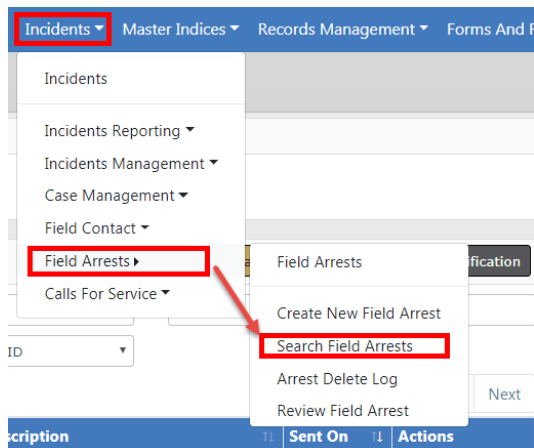
Click on the release icon  on the right to release the Field Arrest to open the *Release Field Arrest* form.

On the *Release Field Arrest* form, change the **Disposition** to *Released*, then click the **Update Disposition** button.

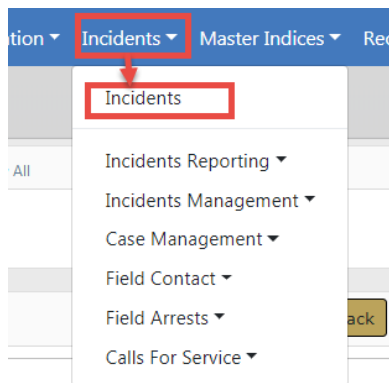
Search Field Arrests

To view or edit an existing **Field Arrest** you must first **Search** for the record. There are two ways to search, either method will open the *Search Field Arrests* screen:

- Click on the **Incidents** drop-down menu on the top *Navigation Bar*, click on **Field Arrests**, then **Search Field Arrests**.



- Or, click the **Incidents** label on the top Navigation Bar, click Incident on the sub-menu, then click the **Search Field Arrests** link.



The screenshot displays the Caliber Public Safety interface with several menu sections:

- Incident Reporting:** Create New Incident Report, Create Supplement to Incident Report, View Incident Report, SmartSearch, Incident Mapping, Transfer Incident Report, Approve Incident Report, Incident Based Reporting.
- Incident Management:** Assign Incident Report, Assign Supplement, Delete Incident Report, Incident Status, Incident Status Log, Incident Delete Log, Incident Offense Glossary.
- Case Management:** Create New Incident Follow-up Case, Review Cases, Case Load.
- Field Contacts:** Create New Field Contact, Search Field Contacts.
- Field Arrests (highlighted with a red box):** New Field Arrest, Search Field Arrests (indicated by a red arrow), Arrest Delete Log.
- My Recent Activities:** Initial Report (14), Follow Up Needed (Past 10 Days) (2), My Cases (Active Count) (1), Evidence Review (5), Open Field Arrests (5), Arrests Pending Release (12), Forms For Review (4), Pending UCR Review (10), Incidents For Review (3).
- Calls For Service:** Manage Calls, Search Calls.

After choosing one of the two search methods, the *Field Arrest Search* screen appears. Enter the search criteria then click **Search** to display the *Search Results*. Click the **Reset** button to clear the entered criteria if you wish to start over.

The screenshot shows the *Field Arrest Search* screen with the following search criteria fields:

- LAST NAME:** jones
- FIRST NAME:** william
- SSN:** [Empty]
- RACE:** -Select-
- SEX:** -Select-
- DOB:** [Empty]
- AGE:** [Empty] To [Empty]
- ARREST DATE FROM:** [Empty]
- ARREST TIME FROM:** [Empty]
- ARREST DATE TO:** [Empty]
- ARREST TIME TO:** [Empty]
- ARREST #:** [Empty]
- AGENCY:** -All Agencies-
- REFERENCE #:** [Empty]
- REFERENCE # TYPE:** -Select-
- STATUS:** -Select-
- REVIEW STATUS:** -Select-
- PLATE #:** [Empty]
- WARRANT REFERENCE #:** [Empty]
- INCIDENT REPORT #:** [Empty]
- CHARGE CODE:** [Empty]
- INDEX ID:** [Empty]
- Officer:**
 - FIRST NAME:** [Empty]
 - LAST NAME:** [Empty]
 - BADGE #:** [Empty]
 - ROLE:** -Select-
- ADDITIONAL SEARCH CRITERIA:** -Select-

Buttons at the bottom: Go Back, Reset, Search.

Export options

Refine Search New Search

8 result(s) found

Arrest Number	Status	Arrest Date	Last Name	First Name	Charges	Warrants	Incidents	Actions
1708568	Open	08/03/2017 0904	JONES	WILLIAMS	35-43-2-2 C04 - CRIMINAL TRESPASS- RESIDENCE/DWELLING		2017-PERY-0034, 2017D4210117, 2017D4210119	Edit → Delete
2013-0077	Completed	10/28/2013 0500	JONES	WILLIAMS	35-43-4-2 T13 - THEFT - BUSINESS SIGNS			View →
2013-0067	Complete Without Release	10/10/2013 0700	JONES	WILLIAMS	35-43-2-2 C01 - CRIMINAL TRESPASS- AUTO	Warrant #: 12cf09826265;		

Click a link to view the Arrest

From the *Search Results* window, you have the ability to export the search results to various file types using the four icons directly above the *Search Results* grid. For more information on exporting search results refer to "Export Search Results" on page 36.

Click the **Arrest Number** link to view the *Field Arrest*, click the **Edit** icon to update the *Field Arrest*, or click the **Delete** icon to delete.

For more information on editing the **Field Arrest** refer to [FieldArrestEdit.htm](#).

For more information on deleting a **Field Arrest** refer to "Delete Field Arrest" on page 402.

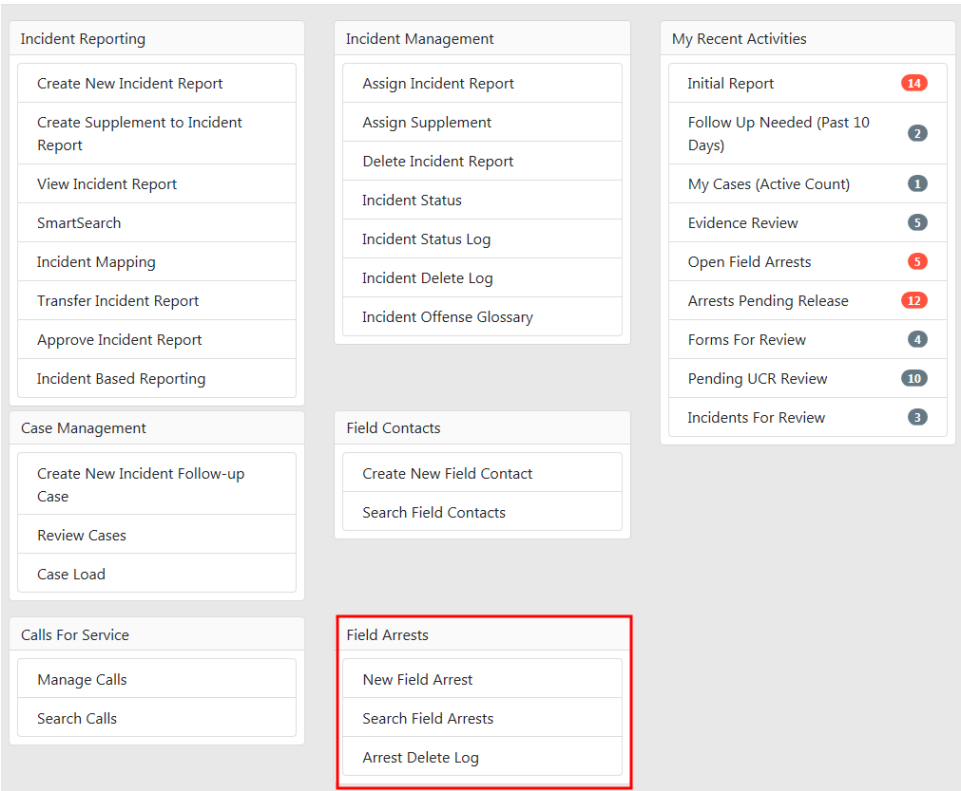
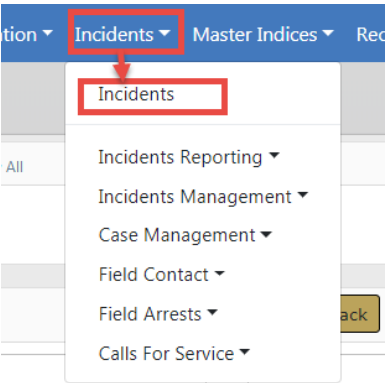
Note: The **Edit** and **Delete** icons are available if you have proper permissions to perform that action. Refer to your administrator for more information on permissions.

Note: A column for *Age of Arrestee* also appears in the search results, while *Arrest Number* has been updated to *Booking/Arrest #*.

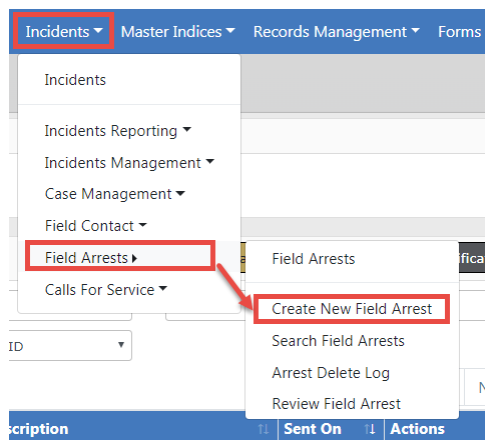
Click the **Refine Search** button to return to the *Field Arrest Search* form to update the criteria you initially entered, or click **New Search** to enter new criteria.

Create Field Arrest Manually

To create a new **Field Arrest** manually, select *New Field Arrest* from either the Incidents menu or the Incident drop-down on the top Navigation Bar.




OR



Note: You can also create a Field Arrest from an Incident and import the Incident data. For details, refer to "Create Field Arrest from Incident" on page 267.

1. The **Person Search** screen opens. This searches through the *Master Person Index* records to locate existing records that match your entered criteria.

2. Search for the person or use the **Add Person** button on the upper right to add the person.
3. Once the *Person Search Results* screen appears, use the Select icon  to select the correct person.

From the *Person Search Results* window, you have the ability to export the search results to various file types using the four icons directly below the *Search Results* tab.

For more information on exporting search results refer to "Export Search Results" on page 36.

For more information on searching *Master Person Index* records, refer to "Master Indices" on page 83.

4. If the person is **associated** to existing Incident or Calls for Service records, the *Field Arrest Quick Booking* screen appears, otherwise skip this step.


Report #	Occurrence Date	Location	Agency	Offenses	Actions
2021D4210347	06/22/2021 1500	54 South Hancock Street Denver, CO 12345	District 42, Versailles	BURGLARY- BAKERY CRIMINAL TRESPASS- PROPERTY	[Icons]
2021D4210339	03/03/2021 1234	2300 West Broad Street RICHMOND, VA 23269-2051	District 42, Versailles	CRIMINAL TRESPASS- PROPERTY	[Icons]
2020D4210306	09/25/2020 1209	87 Arthur WEST LAFAYETTE, IN 12345	District 42, Versailles	SAFETY- FIREWORKS REGULATION LAW VIOLATIONS BURGLARY- AUTO/BODY SHOP	[Icons]

- Offender information and photo, if available, appears on the left of the screen.
 - This screen allows you to optionally import data from either an Incident or Calls for Service record, or create an Arrest without importing data. To Import Incident or Call for Service data, refer to "Create Field Arrest and Import Data" on the facing page.
 - a. Click on the **Create Arrest Without Importing** button to create the Field Arrest manually.
 - b. Proceed to the next step.
5. The *Add Field Arrest* screen opens.

Person Information Go Back

Click to View or Edit the person record

View Person ☒ Edit Person

LAST NAME Smith	FIRST NAME Billy	MIDDLE NAME 3/16/12	DOB 09/08/1956 (Age: 62)	SEX Male	RACE White	 (1/1) 11/21/2016
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # DL123487566	DRIVER'S LICENSE STATE Virginia	SSN 123-45-6789			
ALIASES SmithNWesson (Nickname)						
RESIDENCE PHONE (333)-333-3333	ADDRESS (RESIDENCE) 654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965			HEIGHT 6' 01"	WEIGHT 185	
EYE COLOR Black	HAIR COLOR Black	COMPLEXION Light Brown				
MISC IDS DL123487566 (OLN)						INDEX ID 42

Arrest Information Enter arrest date and time

ARREST DATE AND TIME <input type="text"/>	AGE AT TIME OF EVENT 62 Years Old	ARRESTING AGENCY District 42, Versailles
PBT <input type="text"/>	FINGERPRINT -Select-	
COMMENT <input type="text"/>		

- a. Verify the information under *Person Information* to be accurate. Enter the **Arrest Date and Time**, **PBT**, and **Comments**.
 - b. Click the **Edit Person** link to add or update person information if needed.
 - Click the **Save** button after updates are complete to return to the *Add Field Arrest* screen.
 - c. Click the **Save** button on the *Add Field Arrest* screen to save the entered data.
6. The *Edit Field Arrest* screen opens.


For more information on editing a Field Arrest, refer to "Edit Field Arrest" on page 372.

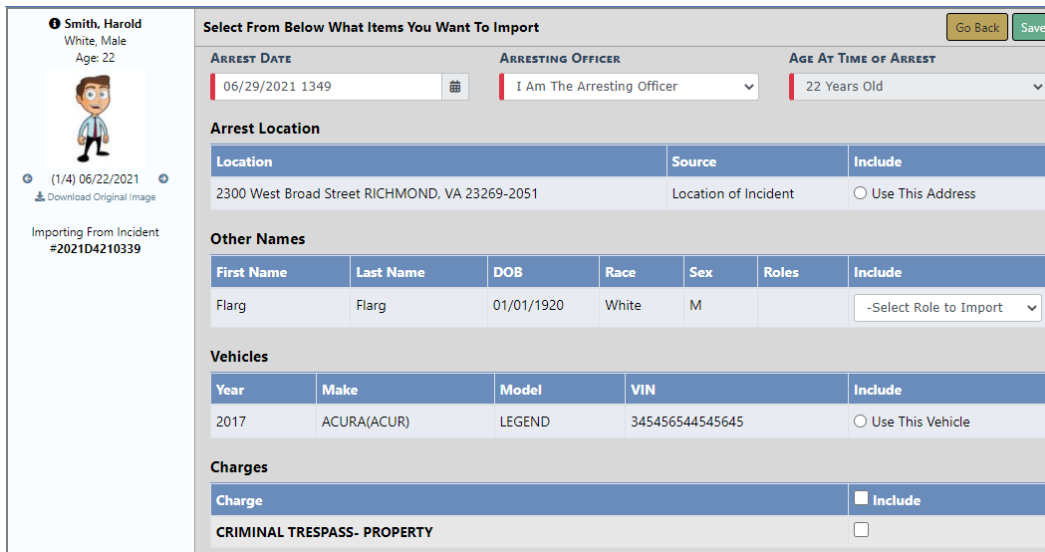
Create Field Arrest and Import Data

Beginning with Online RMS 11.7.0, with appropriate permissions, you can create a Field Arrest and import data from an existing Incident or Calls for Service record into the arrest record, avoiding unnecessary data entry. This process also associates the Field Arrest to the Incident or Calls for Service record automatically.

Follow these steps to create a Field Arrest and import the data:

1. Initiate a new Field Arrest from the Incident top menu.

- The grid displays the Incidents or Calls for Service records to which this person belongs, and only those records that you have permissions to see within your organization.
 - If you select Incident, and do not have permissions to access an Incident Supplement to which the offender is associated, that Incident does not appear in the grid.
5. Select  the appropriate record in the grid to import.
 6. The *Import and Create Field Arrest* screen appears.



Select From Below What Items You Want To Import

ARREST DATE 06/29/2021 1349 **ARRESTING OFFICER** I Am The Arresting Officer **AGE AT TIME OF ARREST** 22 Years Old

Arrest Location

Location	Source	Include
2300 West Broad Street RICHMOND, VA 23269-2051	Location of Incident	<input type="radio"/> Use This Address

Other Names

First Name	Last Name	DOB	Race	Sex	Roles	Include
Flarg	Flarg	01/01/1920	White	M		-Select Role to Import

Vehicles

Year	Make	Model	VIN	Include
2017	ACURA(ACUR)	LEGEND	345456544545645	<input type="radio"/> Use This Vehicle

Charges

Charge	Include
CRIMINAL TRESPASS- PROPERTY	<input type="checkbox"/>

- The person's name and other information appear on the left along with a photo, if one exists.
- The data source appears under the person's photo:
 - *Importing from Incident or Importing from Dispatch.*
 - The Incident or Dispatch number.
- People and Addresses:
 - If importing data from an Incident, the people and addresses have Master Person and Address Indices records.
 - Calls for Service people and addresses may not have Master Person and Address Indices records; however, you are given the option to create them.
- The fields prepopulate with Information from the data source automatically; however, you can make any necessary changes.

7. The **Arrest Date** defaults to today's date. Click into the field and select another date if needed.
8. The **Arresting Officer** defaults to the logged in user. Other officers defined in the data source also appear on the list. To change to another officer, click into the field and select the appropriate officer from the list.
9. **Age at Time of Arrest** is calculated for you based on the offender's birth date. This field is read-only.
10. Locations defined in the data source are listed under **Arrest Location**. If multiple locations exists in the data source, they all appear here.

Incident and Calls for Service location data are handled differently during the import process:

- Incident Locations are Master Address Index records. Click **Use This Address** to choose a location.
- Calls for Service Locations may not be Master Address Index records. If not, the **Create Address** button appears.

100 OAK ST APT 44, WILKINSON

Dispatch Incident Location

Create Address

Click the **Create Address** button to create the Master Address Index record, then the button changes to **Use This Address**.

11. **Other Names** and **Victim Names** also appear on this screen, depending on whether or not they exist in the data source. The example used only shows **Other Names**.
 - On each name, click the drop-down box to select which **Role to Import**.
 - When importing CFS data, the **Create Person** button appears if the person is not a Master Person Index record. Click the button to create the Master Person Index record, then you can select the **Role to Import**.

Paul

McCartney

11/14/1946

Male

Create Person

- When creating a new person, the import process also updates the CFS event person record with the Master Person Index.

12. Select the **Vehicle**, if applicable.
13. Select the **Charge**, if applicable.

Additional fields appear.

Charges		
Charge	<input type="checkbox"/> Include	
CRIMINAL TRESPASS- PROPERTY <input checked="" type="checkbox"/>		
CATEGORY	CLASS	
Misdemeanor	Class 1 Misdemeanor	
OFFENSE DATE	OFFENSE COUNT	CSAU
03/03/2021	1	Completed
BOND TYPE	BOND AMOUNT	DOMESTIC RELATED
-Select-		<input type="checkbox"/>

- Arrest charges have bond fields that the Incident doesn't.
- Select the **Bond Type** and enter the **Bond Amount**.
- Update other fields as needed.

14. Click **Save**.

15. Incidents only:

If you are importing Incident data outside of an Incident and *you have* an existing open Supplement:

- The process creates the Field Arrest.
- The process associates the Field Arrest to the open Supplement and the role of *Arrestee* is added to the offender.

OR

If you are importing Incident data outside of an Incident and *you do not* have an existing open Supplement:

- A prompt appears asking if you want to create a Supplement.
 - If **Yes**, then the process creates the Field Arrest, associates it within the Supplement, and adds the role of *Arrestee* to the offender.
 - If **No**, then the process associates the Field Arrest to whatever Supplement the offender was added, and the role *Arrestee* is *not added* to the offender.

16. The *Edit Field Arrest* screen opens.


17. Make any necessary changes to the Field Arrest record.

For more information on editing a Field Arrest, refer to "Edit Field Arrest" on the next page.

Edit Field Arrest

The *Edit Field Arrest* screens allows you to enter details of the **Field Arrest**.

The screenshot displays the 'Edit Field Arrest' interface. At the top right, there are buttons: 'Go Back', 'Duplicate', 'Print', 'Transmit Livescan', and a camera icon. Below these is a section titled 'Most Current Person Information' with a sub-header 'Minimize | View Person | Edit Person | Change Person'. This section contains a table with the following data:

LAST NAME Smith	FIRST NAME Billy	MIDDLE NAME 3/16/12	DOB 09/08/1956 (Age at Time of Arrest: 62 Years Old)	SEX Male	RACE White	 (1/1) 11/21/2016 Download Original Image
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # DL123487566	DRIVER'S LICENSE STATE Virginia	SSN 123-45-6789			
ALIASES SmithNWesson (Nickname)						
RESIDENCE PHONE (333)-333-3333	ADDRESS (RESIDENCE) 654 East PERRY Street Block of Apartment #13A VERSAILLES, IN 58965			HEIGHT 6' 01"	WEIGHT 185	
EYE COLOR Black	HAIR COLOR Black	COMPLEXION Light Brown	PLACE OF BIRTH United States of America	CITIZENSHIP United States of America		
Misc IDs TNOR20000169 (OBTN) TNORC20000036 (OBTN) DL123487566 (OLN)						INDEX ID 42

Below the table are 'Previous Section' and 'Next Section' buttons. A navigation bar contains icons and labels for: Arrest, Arrestee Information, Officers - 1, Associated Events - 3, % Charges / Warrants - 0, Names - 2, Property - 0, Vehicle / Towing - 1, Criminal Complaints, Narratives - 1, Attachments - 0, Questions, Validations, and Log. The 'Arrest Information' section at the bottom includes fields for ARREST NUMBER (1902593), ARRESTING AGENCY (District 42, Versailles), CREATOR NAME (Saur, Christine), and CREATOR DATE (02/05/2019 1343), with a 'Change' button next to the agency field.

There are action buttons on the top right of the *Edit Field Arrest* screen.

Note: Certain buttons may not be visible, depending on your agency's configuration.

This image shows a close-up of the action buttons located at the top right of the 'Edit Field Arrest' screen. The buttons are: 'Go Back', 'Duplicate', 'Print', 'Transmit Livescan', a camera icon, and 'View Field Arrest'. Below these buttons is a row of links: 'Minimize', 'View Person', 'Edit Person', and 'Change Person'.

- **Go back** - Return to the previous screen.
- **Duplicate** - Duplicate the Arrest record for each Arrestee systematically to avoid duplicate manual entry.

For more information, refer to "Duplicate Field Arrest" on page 399.

- **Print** - After the **Field Arrest** form is complete, you can print a *Field Arrest Report* from this page.

For details, refer to "Print Field Arrest" on page 404.

- **Transmit Livescan** - After the Arrest record is complete, transmit the most recent physical description and the person images associated with that physical description to LiveScan.

For details on using the LiveScan software, refer to “LiveScan” on page 859.

- **Camera** - After the Arrest record is complete, take a photo using *Hunter Camera*. Depending on your agency's configuration, there may be one or multiple cameras from which to choose.

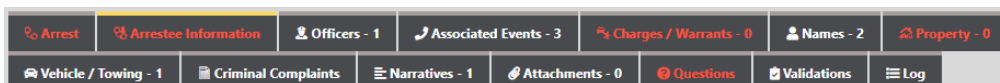
One: 

Multiple:  -Select- 

For details on using the camera software, refer to “Hunter Camera” on page 856.

- **View Field Arrest** - Allows the user to toggle back and forth between viewing the field arrest and editing the field arrest.

Individual tabs located in the center of the *Edit Field Arrest* screen organize the **Field Arrest** details.



You may wish to minimize the *Person Information* box so it is easier to go through your report. Do this by selecting **Minimize** at the top of the screen.

1. If you haven't already, add the **Location**. The location pulls from the **Master Address Index**. The recommendation is to always search for an existing Master Address record before adding a new one to prevent duplicates. The Location is required.
 - a. Click the **Quick Search** link to open the *Quick Search* window.

You have the option to search by the street address only, or by separate fields that make up an address such as street number, street name, city, etc.

Quick Search

SEARCH TYPE

POSTAL **ONE LINE** ← Select One Line to search by street address only



ADDRESS

1001 Main

Reset Search

Show 10 entries

Select to add to Location tab

Index ID	Address	Common Place Name	Actions
14	1001 North East Main Street		 

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Close Advanced Search / Add

OR

Quick Search

SEARCH TYPE

POSTAL ONE LINE ← Select Postal to search by individual fields

STREET # DIRECTION STREET NAME TYPE



1001 -Direction- Main -Type-

CITY INTERSECTING STREET NAME INTERSECTING STREET TYPE

NAME -Type-

Reset Search

Show 10 entries


Index ID	Address	Common Place Name	Actions
14	1001 North East Main Street		 


Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Close Advanced Search / Add

Note: If the **Location** you are looking for does not exist, click the **Advanced Search/Add** button to add it to the **Master Address Index**. For more information on adding a Master Address index record, refer to "Master Indices" on page 83.

- Click the Select icon  to select the **Location** you want to add.
- Only one location is associated to an arrest record. When you select a location, the **Quick Search** and **Advanced Search/Add** buttons change to view, edit, and remove location:

 View Location  Edit Location  Remove Location

- Click the **View Location** button to view details of that address.

- e. Click **Edit Location** to change the address data, or click **Remove Location** to remove the location from the arrest record.
2. Give the field arrest a **Disposition**: Based on what is selected, there are additional boxes that need to be completed as shown in the example below:

A screenshot of a 'Disposition' form. It has three sections: 'DISPOSITION' with a dropdown menu showing 'Transported to Jail', 'PLACEMENT COUNTY' with a dropdown menu showing '-Select-', and 'RELEASE FROM CUSTODY DATE' with a date input field and a calendar icon.

A screenshot of a 'Disposition' form. It has three sections: 'DISPOSITION' with a dropdown menu showing 'Released', 'PLACEMENT COUNTY' with a dropdown menu showing '-Select-', and 'RELEASE FROM CUSTODY DATE' with a date input field and a calendar icon.

3. Click the **Add Reference** link to add a Reference Number in the *Add Reference Number* window if applicable.

A screenshot of a 'Reference Numbers' section. It features a red-bordered button with a plus icon and the text 'Add Reference'.

4. Enter the appropriate Reference information and click the **Save** button.

A screenshot of the 'Add Reference Number' window. It contains two dropdown menus: 'REFERENCE TYPE' with 'Court Case #' selected, and 'REFERENCE #' with '253625' entered. At the bottom are 'Cancel' and 'Save' buttons.

5. Click **Next Section** on the *Edit Field Arrest* screen to navigate to *Arrestee Information* tab, or click on the *Arrestee Information* tab.

Note: Each tab has a **Next Section** link that advances you to the next tab. Or you may click on the individual tabs to navigate between tabs manually.

The data elements on this tab will directly update the Arrestee's master person information

⚠ Caution Codes + Add Caution Code

~ Aliases + Add Alias

Last Name	First name	Middle	Title	DOB	SSN	Type	Date Of Info	Actions
Poharcyk	Robin	R		01/10/1910	122-22-2222	Primary Name	01/22/2019	

👤 Physical Descriptions + Add Physical Description

Ht	Wt	Eye Color	Hair Color	Hair Style	Facial Hair	Hair Length	Build	Skin Color	Age	Glass	Date of Info	Actions
5' 04"	150	Green	Red	Straight	None	Short Shoulder	Medium	Light	110	No	07/21/2020	

🕒 SMTs and Other Characteristics + Add SMT

📍 Addresses + Add Address

Address	Type	Occupied	Comments	Date of Info	Actions
123 Main Street Mount Desert, ME 04662	Residence	-		01/22/2019	

📞 Phone Numbers + Add Phone Number

💼 Employment + Add Employment

🎓 Education + Add Education

📍 Birth Place + Add Birth Place

👥 Gangs + Add Gang

@ Email / Web Addresses + Add Email / Web Address

- Click on the individual **Add** buttons to enter the necessary *Arrestee Information* in the various sections.

For example, click on **Add Physical Description** to add the Arrestee's physical description.

👤 Physical Descriptions + Add Physical Description

Ht	Wt	Eye Color	Hair Color	Hair Style	Facial Hair	Hair Length	Build	Skin Color	Age	Glass	Date of Info
----	----	-----------	------------	------------	-------------	-------------	-------	------------	-----	-------	--------------

Physical Description

HEIGHT	WEIGHT
-Select- <input type="text"/>	<input type="text"/>
EYE COLOR	HAIR COLOR
-Select- <input type="text"/>	-Select- <input type="text"/>
FACIAL HAIR	HAIR LENGTH
-Select- <input type="text"/>	-Select- <input type="text"/>
BUILD	SKIN COLOR
-Select- <input type="text"/>	-Select- <input type="text"/>
HAIR STYLE	GLASSES
-Select- <input type="text"/>	<input type="checkbox"/>
AGE	DATE OF INFO
62 <input type="text"/>	03/13/2019 <input type="text"/>

+ Populate From Most Recent Cancel Save

- a. If arresting a previously known person you can import the existing **Physical Description** from the *Master Person* record. Click on the **Populate From Most Recent** button to populate the data from the most recent *Master Person* record.
- b. Update fields as needed.
- c. Click **Save**, or click **Cancel** to return to *Edit Field Arrest* screen without adding a **Physical Description**.
- d. Continue adding all other necessary information.

Note: **Citizenship** under the **Birth Place** section is required. If **Country** is blank, it defaults to the same value as **Citizenship**. If needed, you can select a different Country than Citizenship.

Note: The **Email/Web Addresses** section supports social media sites, such as Facebook, Twitter, LinkedIn, Instagram, Snapchat, YouTube.

7. If you would like to add multiple addresses, you can click the **Make Most Recent** icon on an existing address to make a duplicate of that address, then make any necessary changes.

















Addresses + Add Address					
Address	Type	Occupied	Comments	Date of Info	Actions
 6081 East 82nd Street #415 INDIANAPOLIS, IN 46250	Residence	-		07/12/2018	  

Note: Beginning with RMS 11.10, location search is greatly enhanced. Begin typing the address and the system will return RMS locations. If your agency has Google Places turned on, you will also see Google addresses. Links will appear that allow you to add addresses and/or interact with a map for location identification.

8. Click **Next Section** on the *Edit Field Arrest* screen, or click on the *Officers* tab.

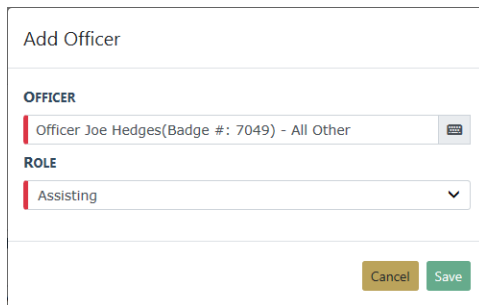
Officer

Ensure the information is correct on the **Officers** tab.

 Arrest	 Arrestee Information	 Officers - 2	 Associated Events - 0	 Charges / Warrants - 1	 Names - 2	 Property - 0
 Vehicle / Towing - 1	 Criminal Complaints	 Narratives - 2	 Attachments - 0	 Questions	 Validations	 Log
						 Add Officer  Add Non-Agency Officer

The **Field Arrest** accommodates multiple officers with different roles.

1. Click the **Add Officer** link to add officers to the **Field Arrest**.



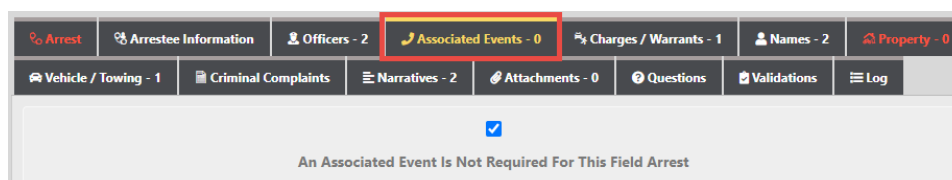
The 'Add Officer' form contains two sections. The 'OFFICER' section has a dropdown menu showing 'Officer Joe Hedges(Badge #: 7049) - All Other'. The 'ROLE' section has a dropdown menu showing 'Assisting'. At the bottom right are 'Cancel' and 'Save' buttons.

2. Choose the appropriate **Officer** and associated **Role**, then click **Save**.
3. The added officer then appears in the **Officer** tab of the Field Arrest record.

The **Add Non-Agency Officer** link appears for multi-tiered agencies. With the proper permissions assigned by your administrator, this button allows you to assign officers from outside of your agency. For more information see your administrator.

Associated Events

This tab gives you the option to associate an **Incident** or **Calls for Service** to this **Field Arrest**. To waive the option, check the **An Associated Event Is Not Required For This Field Arrest** box.



The image shows a series of tabs for a Field Arrest record. The 'Associated Events - 0' tab is highlighted with a red box. Below the tabs, there is a checkbox that is checked, with the text 'An Associated Event Is Not Required For This Field Arrest' below it.

If you want to associate an **Incident** or **Calls for Service**, leave the box unchecked. You can either *create* or *select an existing Incident*, or *select an existing Call*.

Note: You may assign multiple **Associated Events** to the same **Field Arrest**.

Create Incident

Create Incident only applies if your agency allows the manual creation of incidents.

1. Select the **Create Incident** link to create an **Incident**. The *Incident Report Number and Summary* screen opens.

The screenshot shows the 'Incidents' management interface. At the top, there are two buttons: '+ Create Incident' and '+ Select Incident'. Below this is a section titled 'Incident Report Number and Summary'. Inside this section, there is a prompt: 'Please verify the following information and click finished to create a new incident report'. The form contains several fields: 'AGENCY' with a dropdown menu showing 'District 42, Versailles'; 'REPORT #' with the text 'Auto Generated'; 'SECURITY LEVEL' with a dropdown menu showing 'Patrol Officer'; and 'MEDIA/CRIME SUMMARY' with a text area containing 'Loud arguing heard by several neighbors.' To the right of the text area is a 'Check Spelling' button. At the bottom of the form are two buttons: 'Go Back' and 'Finished - Go To Next Section'. A red arrow points from the 'Check Spelling' button to the text area.

2. Enter the necessary information, then click the **Finished - Go To Next Section** button.

Note: Click the **Check Spelling** button to check your spelling before going to the next section if you wish.

3. The *Incident Associations* form opens.

Go Back

Incident Summary: 03/13/2019 1450 Hrs
Offense(s): No Offense Specified

Agency: District 42, Versailles
Report #: 2019D4210220 Supp #: 0

Include individual preferences or click Select All to include all preferences ☐ Select All

Incident Details

REPORT DATE: 03/13/2019 1450
OCCURRENCE DATE FROM: 02/05/2019 1433
OCCURRENCE DATE TO:


Location

1001 North East Main Street INDIANAPOLIS, IN ☐ Include Location (Incident Location)

Officers

Name	Role	Actions
Saur, Christine	Reporting	<input type="checkbox"/> Include Officer
Saur, Christine	Arresting	<input checked="" type="checkbox"/> Include Officer

Arrestee

LAST NAME	FIRST NAME	MIDDLE NAME	DOB	SEX	RACE		
Smith	Billy	3/16/12	09/08/1956 (Age: 62)	Male	White		<input checked="" type="checkbox"/> Include Arrestee
ETHNICITY	DRIVER'S LICENSE #	DRIVER'S LICENSE STATE	SSN				
Hispanic or Latino	DL123487566	Virginia	123-45-6789				
						(1/1) 11/21/2016	

- Select the items on the *Incident Associations* form to include on **Incident Report** from the **Field Arrest**.

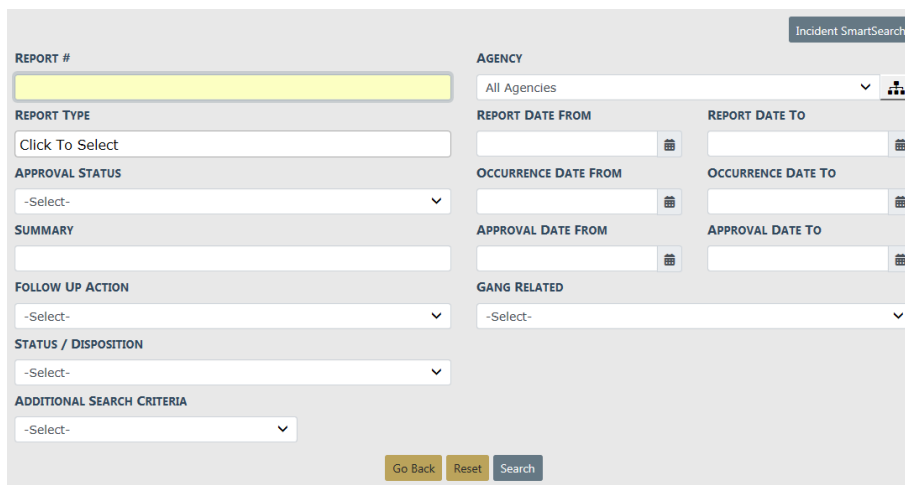
Note: Additional information can be added to the **Incident Report** later. For more information on **Incident Reports** refer to "Incidents" on page 189.

- Click the **Save** button at the bottom of the screen.
- The associated **Incident** appears in the **Associated Events** tab of the *Edit Field Arrest* screen.

Select Existing Incident

- Select the **Select Incident** link to associate an existing **Incident** to the **Field Arrest**. The *Incident Search* screen opens.

Incidents ➕ Create Incident ➕ Select Incident



Incident SmartSearch

REPORT #

REPORT TYPE

APPROVAL STATUS

SUMMARY

FOLLOW UP ACTION

STATUS / DISPOSITION

ADDITIONAL SEARCH CRITERIA

AGENCY

REPORT DATE FROM

REPORT DATE TO

OCCURRENCE DATE FROM

OCCURRENCE DATE TO

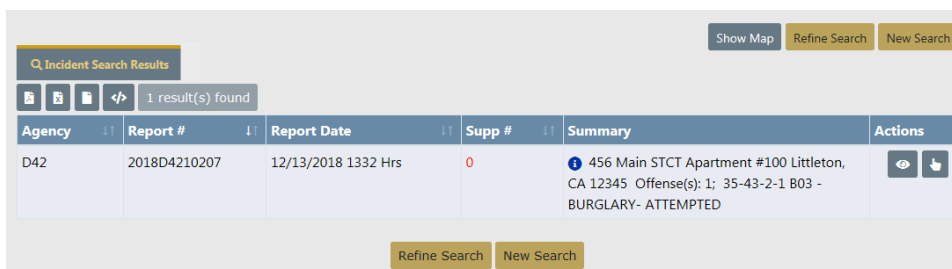
APPROVAL DATE FROM

APPROVAL DATE TO

GANG RELATED


Go Back Reset Search

2. Enter the **Report#** if known, otherwise enter the known information, then click the **Search** button to view the results of your search.




Incident Search Results

1 result(s) found

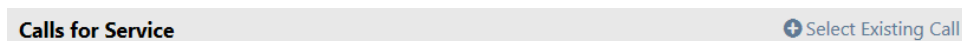
Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2018D4210207	12/13/2018 1332 Hrs	0	456 Main STCT Apartment #100 Littleton, CA 12345 Offense(s): 1; 35-43-2-1 B03 - BURGLARY- ATTEMPTED	

Refine Search New Search

3. Click on the **Select** icon  to select the appropriate **Incident Report**. The selected report will then appear on the **Associated Events** tab of the **Field Arrest** record.

Select Existing Call

1. Select the **Select Existing Call** link to associate an existing **Calls for Service** to the **Field Arrest**. The *Calls For Service Search* screen opens.



Calls for Service [+ Select Existing Call](#)

Dispatch Search Details

DISPATCH # <input type="text"/>	CAD AGENCY Indiana State Police	RESPONDING AGENCY All Agencies	SERVICE AGENCY All Agencies
DISPATCHER <input type="text"/>	EVENT TYPE Police	CALL PRIORITY -Select-	CALL / ACTIVITY Click To Select
DISPOSITION TYPE -Select-	STATUS -Status-	CALLER NAME <input type="text"/>	CALLER PHONE # <input type="text"/>
CALL DATE FROM 03/12/2019	CALL TIME FROM 1454	CALL DATE TO 03/13/2019	CALL TIME TO 1454
INCIDENT REPORT # <input type="text"/>	ARREST # <input type="text"/>	NOTES <input type="text"/>	

Officer Details



FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>	INTERNAL ID / BADGE# <input type="text"/>
SEARCH CALLS I'VE RESPONDED TO <input checked="" type="checkbox"/>	PRIMARY OFFICER ONLY <input type="checkbox"/>	

Person Details


- Enter the **Dispatch#** if known, otherwise enter the known information.
- Click the **Search** button to view the results of your search.

Incident Search Results

1 result(s) found

Dispatch #	Agency	Dispatch Date	Call Type	Caller	Primary Officer	Location	Incident Report #	Actions
2018-00000373	District 34, Jasper	12/04/2018 15:48	FIRE ALARM		Patrol Officer Dana McMillan #DMM12345	1429 W US 40, GREENFIELD, IN, Hancock		 

Refine Search New Search

- Click on the **Select** icon  to select the appropriate **Calls for Service**.
- The selected CFS then appears on the **Associated Events** tab of the **Field Arrest** record.
- When you are finished adding the necessary associated events, click the **Next Section** button to advance to the **Charges/Warrants** tab.

Validations on Field Arrest Imports

The **Field Arrest** can be associated to an **Incident Report**, and data from the **Field Arrest** can be imported into the **Incident Report**.

When associating a **Field Arrest** to an **Incident Report**, don't assume all of the **Field Arrest** information is automatically associated to the **Incident Report**, for this has led to improper

UCR and NIBRS reporting.

If a **Field Arrest** is associated to a report, then Online RMS verifies that at least one offense from the associated **Field Arrest** was added to the **Incident Report**, if no offense was associated or added to the **Incident Report** then validation errors occur:

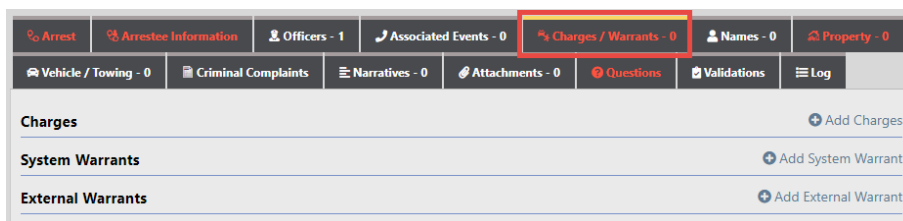
- Field arrest information - At least one offense from the field arrest must be included.

If a **Field Arrest** is associated to a report, then Online RMS verifies that Arrestee (person name) from the associated **Field Arrest** is added to the **Incident Report**, if no arrestee was associated or added to the **Incident Report** then validation errors occur:

- Field Arrest Information - Arrestee from field arrest must be included on report.

Charges and Warrants

On this screen you have the option to **Add Charges**, **Add System Warrants**, and **Add External Warrants**.



Arrest	Arrestee Information	Officers - 1	Associated Events - 0	Charges / Warrants - 0	Names - 0	Property - 0
Vehicle / Towing - 0	Criminal Complaints	Narratives - 0	Attachments - 0	Questions	Validations	Log
Charges						+ Add Charges
System Warrants						+ Add System Warrant
External Warrants						+ Add External Warrant

Note: If there is an active *System Warrant* a red link appears to the left of **+Add System Warrant** with the person's name. Click the red link for Warrant options.

1. Click the **Add Charges** link to add the Charge.
2. For the **Charge Code** type in a portion of the offense description then select from the drop-down.

Note: You must enter each charge separately.

3. If the Charge is domestic related, check the **Domestic Related** box.
4. If a Charge is selected that has a default Bond Type or Amount configured for the Charge Category and Class related to the Charge Code or directly at the Charge Code level, the **Bond Amount** and **Type** automatically populates for you. You can update the Bond information as needed.
5. Click the **Add** button on the top right of the screen to add additional charges. Alternatively, you can enter the number of charges in the Add Charges text box to add a set of fields for that many charges.

6. Click the **Save** button to add the Charges to the Field Arrest.
7. Click the **Add System Warrant** and **Add External Warrant** links to add that information, if appropriate.

- a. Click **Add System Warrant** to open *Warrant Search*.

The screenshot shows the 'Warrant Search' form. It has a title bar with 'Warrant Search' and two buttons: 'View Delete Log' and 'Add Warrant'. The form is organized into three columns. The first column contains fields for LAST NAME, PERSON INDEX ID, AGENCY (dropdown), ISSUING COURT (radio buttons for SELECT and SPECIFY, with a dropdown), STATE WARRANT ID, NCIC #, and INCIDENT REPORT #. The second column contains fields for FIRST NAME, WARRANT INDEX ID, ORIGINAL / CHARGING AGENCY (radio buttons for SELECT and SPECIFY, with a dropdown), JUDGE, BOND TYPE (dropdown), BOND AMOUNT, and WARRANT #. The third column contains fields for DOB (calendar icon), WARRANT TYPE (dropdown), STATUS (dropdown), PLAINTIFF, REFERENCE TYPE (dropdown), and REFERENCE #.

- b. **Search** for the existing Warrant, then select from the results list to add it to the Arrest.
If the Warrant does not exist, you can click on the **Add Warrant** button on the Warrant Search screen. For more information on searching or adding Warrants, refer to [WARRANTS.htm](#).
- c. Click **External Warrants** to open the *Add External Warrant* form.

The screenshot shows the 'Add External Warrant' form. It has a title bar with a 'Go Back' button. The form contains the following fields: WARRANT # (text input), OUT OF STATE (checkbox), COUNTY (dropdown), BOND TYPE (dropdown), BOND AMOUNT (text input), CHARGE DESCRIPTION (text input), and COMMENT (text area). A 'Save' button is located at the bottom center.

- d. Enter the appropriate information, then click **Save** to add it to the Arrest. (Beginning with RMS 11.15 and higher, this form also includes a field for the case number.)
8. Once you have completed all information, click the **Next Section** button to advance to the *Names* tab.

Names

The **Names** tab contains **Next of Kin/Emergency Contacts**, **Victims**, **Other Names**, and **Other Organizations**.

The relations here directly update the Arrestee's master person information

Next of Kin / Emergency Contact [Add Next of Kin / Emergency Contact](#) [Add Partial](#)

Related Person	Relation	Next of Kin	EC	Dependent	Date of Info	Actions
BOB Smith RACE: Asian SEX: Male	Acquaintance or Former Roommates	No	No	No	08/03/2017	

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

Name	Date	Notification Method	Comment	Actions
Name: Joe Smith Sex: Male Race: White				

Other Names [Quick Search](#) [Advanced Search / Add](#)

Other Organizations [Quick Search](#) [Advanced Search / Add](#)

Next of Kin/Emergency Contact

1. Click the **Add Next of Kin/Emergency Contact** link to open the *Master Person Search* screen to search for the name in the Master Person Index module.

[+ Add Next of Kin / Emergency Contact](#)

2. Or, if when Arrestees do not provide sufficient information to create a master person record. Click the **Add Partial** link to provide minimal information, then search the master index with the entered data.

[+ Add Partial](#)

- a. If a matching master person index record is not found, you can save it to the arrest without creating a master person record.
- b. If a matching master person index record is found, select the record to add it to the arrest.

Victim, Other Names, Other Organizations

1. Click the **Quick Search** link to search for the name or organization in the associated Master Indices module. If you do not find it in the Master Index, click the **Advanced Search/Add** link to add.

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

For more information on searching in and adding records to the Master Indices, refer to "Master Indices" on page 83.

Once you have completed all information, click the **Next Section** button to advance to the *Property* tab.

Property

The **Property** tab is applicable only when *Field Arrest Property* is setup to be used from the *Field Arrest Module Admin* page.

Enter **Property** that needs to be inventoried and belonging to the Arrestee.

If there is no property to be inventoried, check the **Arrestee Property Not Inventoried** box.

If the arrestee has no property, check the **Arrestee Has No Property** box. This checkbox is not available when there is property on the arrest.

If there is **Property** to be inventoried, follow the next steps:



1. Click the **Add Personal Property** link to open *Property Details*.









Note: The **Arrestee Property Not Inventoried** box must be unchecked for the **Add Personal Property** link to appear.

2. The *Logging Officer* defaults to the *Arresting Officer*. Make sure this information is accurate.

- Using the Drop-downs and free text boxes, enter the appropriate description and any comments.
- Click the **Add Additional Property** link to add additional property, if applicable
- Click the **Save** button.
- The **Property** appears in the grid and a **Print Selected Property Labels** link appears.




 [Print Selected Property Labels](#)  [Add Personal Property](#)

- Select one or more property records, then click the **Print Selected Property Labels**.

Property  Print Selected Property Labels  Add Personal Property							
<input type="checkbox"/>	Type	Description	Logging Officer	Status	Comment	Release Info	Actions
<input type="checkbox"/>	Other	asdf	SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	Inventoried, not held			 
<input checked="" type="checkbox"/>	Currency	\$100.00	SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	Inventoried, not held			 

- A **FieldArrestProperty.pdf** file downloads to your machine.

Note: If a **Release Property** link appears, you can click on the link to release property. For more information on releasing property, refer to "Release Property" below.

 [Release Property](#)  [Print Selected Property Labels](#)  [Add Personal Property](#)

- Once you have completed all information, click the **Next Section** button to advance to the *Vehicle/Towing* tab.

Release Property

For your convenience, you can release property from the *Property* tab of the *Edit Field Arrest* page.

Arrest	Arrestee Information	Officers - 1	Associated Events - 0	Location - 1	Charges / Warrants - 1	Names - 0
Property - 2	Vehicle / Towing - 0	Narratives - 0	Attachments - 0	Questions	Validations	Log

Property
[Release Property](#)
[Print Selected Property Labels](#)
[Add Personal Property](#)

<input type="checkbox"/>	Type	Description	Logging Officer	Status	Comment	Release Info	Actions
<input type="checkbox"/>	Wallet		Saur, Christine, ID# SAUR111	Held			
<input type="checkbox"/>	Watch		Saur, Christine, ID# SAUR111	Inventoried			

The link appears only if there is at least one property record that is eligible for release.

1. Click on the **Release Property** link to open the *Release Property* form listing the property that is eligible for release.

Release Property
[Go Back](#)

<input type="checkbox"/>	Type	Description	Logging Officer	Status	Comment
<input checked="" type="checkbox"/>	Watch		Saur, Christine, ID# SAUR111	Inventoried	

RELEASED TO

DATE RELEASED

RELEASING OFFICER

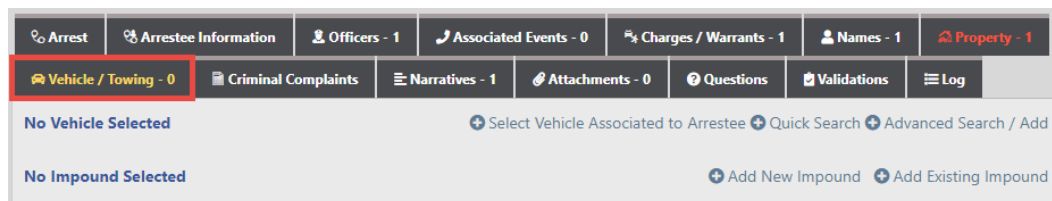
2. **Check** one or more property records you want to release. While one item appears in the example, there could be multiple.
3. Enter **Released To** and **Date Released**.
4. Select a different **Releasing Officer** or leave as the default.
5. Optionally, click the **Signature** button to sign.
6. Click **Save**.
7. The release information appears on the property record.

Property
[Print Selected Property Labels](#)
[Add Personal Property](#)

<input type="checkbox"/>	Type	Description	Logging Officer	Status	Comment	Release Info	Actions
<input type="checkbox"/>	Wallet		Saur, Christine, ID# SAUR111	Held			
<input type="checkbox"/>	Watch		Saur, Christine, ID# SAUR111	Inventoried		Released To: Robin Poharcyk, Arrestee Released Date: 11/20/2020 1025 Releasing Officer: Saur, Christine, ID# SAUR111	

Notice the **Release Property** link no longer appears. In this example, there are no longer existing property records that are eligible for release; if there were, the link would still be available.

Vehicle/Towing



The **Vehicle** must exist in the *Master Index* module before you can associate it to an Arrestee. With the proper permissions, you can add it to the *Master Vehicle Index* if it doesn't exist. For more information about the *Master Index* module, refer to "Master Indices" on page 83.

Associate a Vehicle

1. Associate a vehicle to the Arrestee one of three ways:

Select Vehicle Associated to Arrestee

Note: This option is available only when at least one vehicle is associated with the Arrestee.





Click the **Select Vehicle Associated to Arrestee** link, if available, to add a **Vehicle** associated with the Arrestee. This link appears only when at least one vehicle is linked to the person listed as the Arrestee.

[+ Select Vehicle Associated to Arrestee](#)

Click the **Select** icon  to select the vehicle you want to associate with the Arrestee.

Quick Search

Show 10 entries


Index ID	VIN	Year	Make	Model	Actions
46	SAFG651AS32165ETR651	1999	CHEVROLET(CHEV)	MONTE CARLO	 
180	ER54TY65WE98	2012	MERCEDES-BENZ(MERZ)		 

Showing 1 to 2 of 2 entries


First Previous 1 Next Last

Close

Note: Only one vehicle can be associated with an Arrestee.

With appropriate permissions, you can click on the **Edit** icon  to update the *Master Vehicle Index* record, if necessary. For more information on updating a Master Vehicle Index record, refer to "Master Indices" on page 83.

Quick Search

Click the **Quick Search** link to search for the **Vehicle** by *VIN*, *License Plate*, and *State*. If the **Vehicle** appears on the search results, click the Select icon  to select it.

Advanced Search/Add

If the **Vehicle** is not in the *Master Vehicle Index*, click the **Advanced Search/Add** link to add the **Vehicle** to the *Master Vehicle Index*. For more information on searching and adding a *Master Vehicle Index* record, refer to "Master Indices" on page 83.

- Once you select the **Vehicle**, it appears in the Vehicle/Towing tab of the Field Arrest.

Arrest Arrestee Information Officers - 1 Associated Events - 0 Charges / Warrants - 1 Names - 1 Property - 1

Vehicle / Towing - 1 Criminal Complaints Narratives - 1 Attachments - 0 Questions Validations Log

View Vehicle Remove Vehicle

YEAR	VIN	MAKE	MODEL	TYPE	LICENSE PLATE
1999	999999999	CHEVROLET(CHEV)	CAVALIER	Automobile / Passenger	ABC112

LICENSE STATE	LICENSE MONTH / YEAR	DATE OF INFO	INDEX ID
IN	- / -	01/22/2019 12:00:00 AM	114

SEIZED ☐ STORED ☐

Update

Vehicle Tow/Impound Add New Impound Add Existing Impound

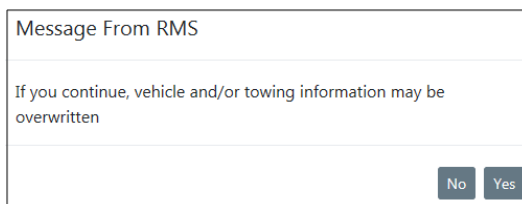
You can click the **View Vehicle** link to view vehicle details or click the **Remove Vehicle** link to remove it from the Field Arrest.

3. Check the **Seized** box if the vehicle was seized.
4. Check the **Stored** box if the vehicle was stored.
5. Click the **Update** button to save your updates.

Add Vehicle Tow/Impound

Vehicle Tow/Impound appears at the bottom of the screen.

1. Click the **Add New Impound** link to add a new record, or click **Add Existing Impound** to select an existing Impound record, then enter the necessary information.
2. If a vehicle record already exists on the Field Arrest, a warning stating the existing vehicle and towing information may be overwritten. Click **Yes** to continue and overwrite the existing vehicle and towing information, or click **No** to exit without overwriting.



Message From RMS

If you continue, vehicle and/or towing information may be overwritten

No Yes

Note: When adding an existing Impound record, the vehicle associated with the Impound is added to the Arrest.

3. Click the **Update** button after all information is entered.
4. Once you have completed all information, click the **Next Section** button to advance to *Criminal Complaints* tab.

Criminal Complaints

1. Click the **Add Criminal Complaint** link to add a criminal complaint, if applicable. This option appears providing you have the appropriate permissions and the feature is turned on.

Criminal Complaints[+ Add Criminal Complaint](#)

Note: If you receive a **OBTN** required message, click **OK**, then navigate to the **OBTN** (Offender Based Tracking Number for criminal complaints) on the *Arrest* tab.

Message From RMS

OBTN required to create criminal complaint.

OK

Note: The label **OBTN** could appear as **Arrest Tracking Number** for your agency. This label is configurable by agency.

Arrest Arrestee Information Officers - 2 Associated Events - 0 Location - 0 Charges / Warrants - 1

Names - 2 Property - 0 Vehicle / Towing - 1 Narratives - 2 Attachments - 0 Questions Validations

Log

Arrest Information

ARREST NUMBER 1709571	ARRESTING AGENCY District 42, Versailles Change	CREATOR NAME Saur, Christine	CREATOR DATE 09/06/2017 0918
STATUS Open	REVIEW STATUS	AGE AT TIME OF ARREST 31 Years Old	OBTN <div><div></div><div>Generate</div></div> <div>Required to create criminal complaint.</div>

Enter or **Generate** the OBTN number, depending on how your administrator configured the OBTN number.

Note: The functionality of this field is configurable by agency. Your agency has the option to have users enter or generate the number.

Navigate to the *Criminal Complaints* tab and click **Add Criminal Complaint** after entering or generating the OBTN number.

2. A new *Criminal Complaint confirmation* box appears, asking if you are sure you want to create a new one.

Message From RMS

Are you sure you want to create a new Criminal Complaint from the Field Arrest?

- Click **Yes** to create the Criminal Complaint record and open the *Edit Criminal Complaint* form. The OBTN number appears on the form as read-only.

Recent Activities (Open Field Arrests) / Edit Field Arrest / Edit Criminal Complaint

Complaint Details

CRIMINAL COMPLAINT NUMBER 20COMP0054	DATE AND TIME 06/15/2020 1525	STATUS Initial	STATUS DATE AND TIME 06/15/2020 1525
SUBMISSION STATUS -Select-	SUBMISSION STATUS DATE AND TIME 	COMPLAINT TYPE Arrest	COMPLAINT AGENCY District 42, Versailles
COURT -Select-	COURT CASE NUMBER 	HEARING TYPE -Select-	THREAT TYPE -Select-
CHARGE TYPE -Select-	OBTN 20OBTNARR0023	IS JUVENILE <input type="checkbox"/>	

View Person Details
Update Person

Person Details

LAST NAME ARNEY	FIRST NAME DUSTIN	DOB 10/10/1985 (Age: 34)	SEX Male	RACE Unknown	DRIVER'S LICENSE # 1360099593
DRIVER'S LICENSE STATE Indiana	ADDRESS (RESIDENCE) 8230 HARRIS Road POLAND, IN 47868			HEIGHT 5' 08"	WEIGHT 234
EYE COLOR Brown	EMPLOYER NAME A School				
Misc IDs 20OBTNARR0023 (OBTN) 1360099593 (OLN)					INDEX ID 355

SELECT PERSON ADDRESS
8230 HARRIS Road POLAND, IN 47868 - Residence - Latest

Complainant Details



OFFICER
Christine Saur(Badge #: SAUR111) - District 42, Versailles

Comments

COMMENT

- The Arrestee, Arresting Officer, Location, and Offenses from the Field Arrest pulls into the Criminal Complaint form automatically as shown below.

Arrests					
Arrest #	Arrest Date	Agency	Charges	Last Name	First Name
1709571	09/06/2017 0700	District 42, Versailles	UTILITY/TRANSPORTATION- AIRCRAFT- OPERATE INTOXICATED/HEALTH DISORDER	ARNEY	DUSTIN

Incidents ⚙ Select Incident(s)					
Location Details ⚡ Quick Search ⚙ Select Location					
Offenses ⚙ Add Offense					
Charge Code	Description	Comments	Offense Date	Actions	
8-21-4-8	UTILITY/TRANSPORTATION- AIRCRAFT- OPERATE INTOXICATED/HEALTH DISORDER		09/06/2017 0000	 	

- Make the appropriate changes on the *Edit Criminal Complaint* and click the **Update** button.

For more information on editing the Criminal Complaint, refer to “Edit a Criminal Complaint” on page 322.

- Optionally, click the **Print** button to print the Criminal Complaint.
- Optionally, click the **Submit for Approval** button to submit the Criminal Complaint for approval.

For more information on submitting for approval, refer to "Submit Criminal Complaint for Approval" on page 331

Note: When the Criminal Complaint is approved, the approval process creates a Court Case automatically, providing your agency has the Court Case module turned on. For more information on Court Case, refer to “Court Case Overview” on page 335.

- Click **Next Section** to navigate to *Narratives* tab, or click on the *Narratives* tab.

Narrative

The **Narrative** is not required to complete the **Field Arrest**. You can create one or multiple **Narratives**.

- Click the **Add Narrative** link to open the *Add Narrative* screen. You must enter a **Title** and additional information in the body of the narrative.

The screenshot shows a web form for creating a narrative. At the top right is a "Go Back" button. Below it, the "Arrest Summary" is "02/05/2019 1433 Hrs" and the "Agency" is "District 42, Versailles". The "Charges" field is empty, and the "Arrest #" is "1902593". The form has a "SELECT A TEMPLATE" dropdown menu set to "-Select-". To the right of this is a "NARRATIVE TITLE" field with a red vertical bar on the left. Further right is a "LAST SAVED: 03/13/2019 1534" label. Below these is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, table, and other formatting options. The main text area is empty. At the bottom right is a "Save" button.


2. You can use the formatting icons to customize the layout of your narrative. The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type.

Note: For more information on Narratives, refer to "Narrative Tab" on page 240.

Note: The Narrative auto-saves every 60 seconds while you type. The last saved date and time displays on the form.

3. To insert images, you must use the **Image** icon.



4. Click the **Save** button.
5. Click on the Print icon  if you wish to print the Narrative. Refer to "Printing from Online RMS" on page 39 for details.
6. Once you have completed all information, click the **Next Section** button to advance to the *Attachments* tab.

Attachments

Attachments are files that are accessed by other programs, such as a picture, document, spreadsheet, etc. These files are uploaded and saved to the **Field Arrest**. You can have none, one, or multiple **Attachments**.

The screenshot shows the 'Field Arrest' form with the 'Attachments - 0' tab selected. The 'File And Image Attachments' section contains links for 'View External Attachments' and 'Add Attachment'. Below this is the 'Attached Forms' section with an 'Add Form' button and a dropdown menu set to '-Select-'.

1. Click on the **Add Attachment** link to add attachments, or click **Image Library** to add image files from your personal *Image Library*. If images do not exist in your Image Library, then the hyperlink does not appear.

Refer to "Attachments" on page 69 or "Image Library" on page 75 for more information.

2. Click the **Go Back** button after uploading **Attachments**.
3. Once you have completed all information, click the **Next Section** button to advance to the *Questions* tab.

Questions

The screenshot shows the 'Field Arrest' form with the 'Questions' tab selected. The 'MEDICAL COMMENT' section has a large text area. The 'Drugs Screening' section contains three questions with radio button options and text input fields.

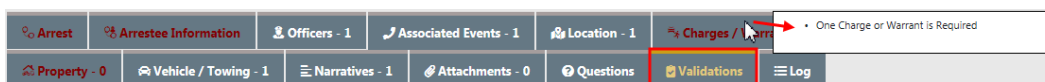
Question	Options	Text Input
Did person have drugs in possession	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	
Did the person appear intoxicated?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Slurring his words.
Were minors present and was action taken?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	

Save

1. Select and enter appropriate information in the fields provided.
2. A red left border in the **comments** fields indicates comments are required. The border may appear depending on the answer you provide to the left of the comment. In the below example, the comments field becomes required when you indicate the person appears intoxicated.
3. Click the **Save** button.
4. Once you have completed all information, click the **Next Section** button to advance to the *Validations* tab.

Validations

You must enter all required information before the system allows you to create the **Field Arrest** record. Tabs with missing required information display in **red**. Hover your mouse over the **red** tab to display a missing data message.



The **Validations** tab will also display the errors that are causing **red** tabs.



1. Click on each red tab to enter the missing data. Repeat until there are no longer **red** tabs.

Note: If no errors, then there will be no **red** tabs.

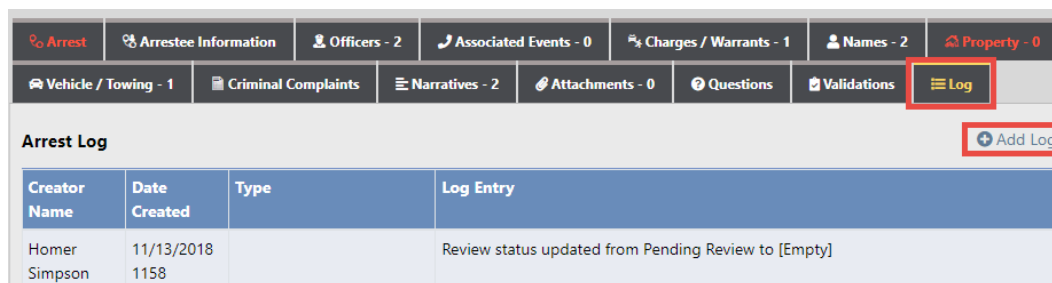
2. Click on the **Complete** button at the top of the screen.
3. Enter any comments and click the **Submit** button. An approval *Notification* is sent to the *Approval Group*.
4. The **Field Arrest** is now complete.

Log

Activities affecting the **Field Arrest** are written systematically to the **Log** tab, creating a trail of events. For example, the system generates a **Log** entry when the **Field Arrest** is created, is updated, and another when it is submitted for approval. The **Log** entry includes the user name, date, and general description of the event.

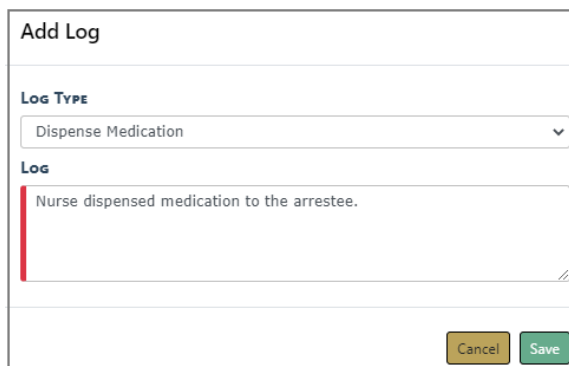
To add your own Log entry:

1. Click on the **Add Log** button.



Creator Name	Date Created	Type	Log Entry
Homer Simpson	11/13/2018 1158		Review status updated from Pending Review to [Empty]

2. Select the **Log Type** and enter your **Log comments**.



Add Log

LOG TYPE
Dispense Medication

Log
Nurse dispensed medication to the arrestee.

Cancel Save

3. Click **Save** to create and commit the entry to the Log.

Note: Log entries cannot be updated or deleted.

Duplicate Field Arrest

There are times when multiple arrests occur for the same location and charges. You must create a separate **Field Arrest** record for each Arrestee, and for your convenience, the **Duplicate**

button at the top of the *Edit Field Arrest* form duplicates the **Field Arrest** record for each Arrestee systematically to avoid duplicate manual entry.

During the **Duplicate** process, you also select the **Field Arrest** areas to **Duplicate**, such as officers, narrative, charges, etc.

When adding a new **Field Arrest** the *Edit Field Arrest* screen appears automatically after selecting the Arrestee. For more information on adding **Field Arrests** refer to "Create Field Arrest Manually" on page 363.

To **Edit** an existing **Field Arrest** you must first **Search** for the **Field Arrest** you want to **Edit**, then select the appropriate **Field Arrest** to open the *Edit Field Arrest* screen. For more information on searching **Field Arrests** refer to "Search Field Arrests" on page 360.

1. When the *Edit Field Arrest* screen appears, click the **Duplicate** button on the top right to begin the duplication process.
2. The *Duplicate Field Arrest* screen appears.

Go Back

Arrest Summary: 02/05/2019 1433 Hrs ⓘ Agency: District 42, Versailles
Charges: Arrest #: 1902593

Duplicate Field Arrest

- Click Add Arrestee to select a new arrestee. You can add as many arrestees as you like. For each arrestee, a new field arrest record will be created.
- You can then choose which sections you would like duplicated.

BEFORE DUPLICATING THIS ARREST, ENSURE THE DATA IS CORRECT! Once you duplicate the arrest, you will have to edit each duplicated arrest if any changes are needed.

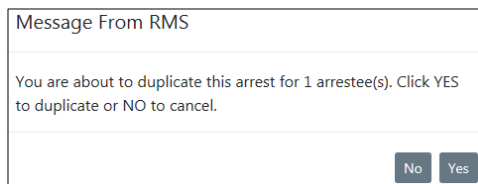
Arrestees Click to add an arrestee → Add Arrestee

Person	Actions
Sections To Duplicate	
Section	Include
Disposition	<input checked="" type="checkbox"/>
Officers (1)	<input checked="" type="checkbox"/>
Custom Fields (1)	<input type="checkbox"/>

Duplicate

3. Adding all applicable Arrestees is the first step in the duplication process. Click the **Add Arrestee** link to open the *Master Index Search* screen.
4. Search and select the person to add it to the duplicate Field Arrest record. For more information on searching and selecting a person, refer to "Master Indices" on page 83.
5. Click the **Add Arrestee** link to add another Arrestee if needed. You may add as many Arrestees as necessary.

6. After adding all the Arrestees, **select** the appropriate sections to duplicate. The list that appears in the *Sections to Duplicate* section vary based on the information that exists on the original **Field Arrest** record.
7. Click the **Duplicate** button to create a duplicate record for each Arrestee listed, or click **Go Back** at the top of the *Duplicate Field Arrest* screen to return to the *Edit Field Arrest* screen without duplicating.
8. If you chose to click the **Duplicate** button a confirmation message appears.

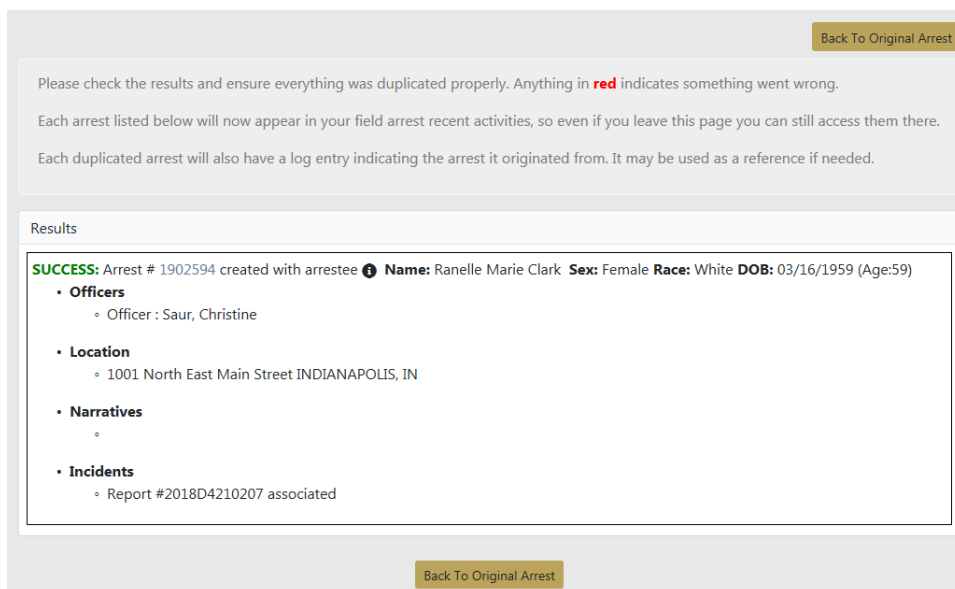


Message From RMS

You are about to duplicate this arrest for 1 arrestee(s). Click YES to duplicate or NO to cancel.

No Yes

9. Click **Yes** to duplicate, or click **No** to return to the *Duplicate Field Arrest* screen without duplicating.
10. If you chose to duplicate, the *Duplicate Field Arrest Results* screen appears indicating success or failure. Read the Instructions at the top of the screen to understand how to interpret the results.



Back To Original Arrest

Please check the results and ensure everything was duplicated properly. Anything in **red** indicates something went wrong.

Each arrest listed below will now appear in your field arrest recent activities, so even if you leave this page you can still access them there.

Each duplicated arrest will also have a log entry indicating the arrest it originated from. It may be used as a reference if needed.

Results

SUCCESS: Arrest # 1902594 created with arrestee ⓘ **Name:** Ranelle Marie Clark **Sex:** Female **Race:** White **DOB:** 03/16/1959 (Age:59)

- **Officers**
 - Officer : Saur, Christine
- **Location**
 - 1001 North East Main Street INDIANAPOLIS, IN
- **Narratives**
 -
- **Incidents**
 - Report #2018D4210207 associated

Back To Original Arrest


11. Click **Back to Original Arrest** to return to the original **Field Arrest**.

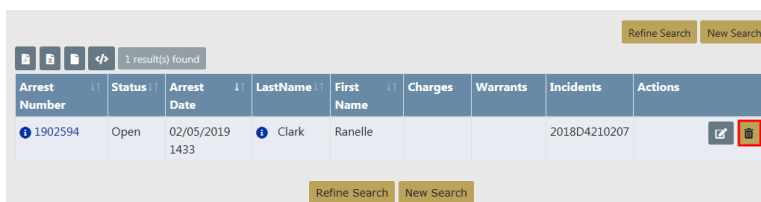
To view Field Arrests for the other Arrestees, you must **Search** for their Field Arrest records. For more information on searching Field Arrests refer to "Search Field Arrests" on page 360.



You may edit the individual **Field Arrest** records. For information on editing Field Arrest records refer to "Edit Field Arrest" on page 372.

Delete Field Arrest

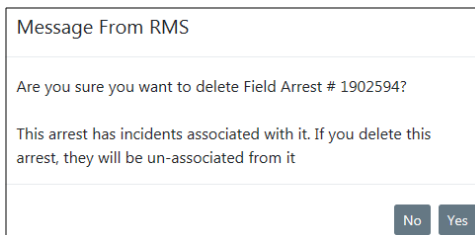
To **Delete** an existing **Field Arrest** you must first **Search** for the **Field Arrest** you want to **Delete**. For more information on searching **Field Arrests** refer to "Search Field Arrests" on page 360.

1. In the *Search Results* window locate the appropriate **Field Arrest** record then click on the **Delete** icon  under the *Actions* column. If the **Delete** icon does not appear on that record then you do not have delete permissions. See your administrator for more information on permissions.



Arrest Number	Status	Arrest Date	LastName	First Name	Charges	Warrants	Incidents	Actions
1902594	Open	02/05/2019 1433	Clark	Ranelle			2018D4210207	 

2. A confirmation box appears after you click on the **Delete** icon.



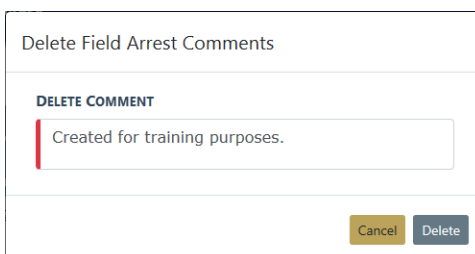
Message From RMS

Are you sure you want to delete Field Arrest # 1902594?

This arrest has incidents associated with it. If you delete this arrest, they will be un-associated from it

No Yes

3. Click **Yes** to confirm or **No** to return to the *Search Results* without deleting. If you choose to delete the arrest, any associated incidents become unassociated.
4. If you clicked **Yes**, you must then enter the reason for the delete, then click the **Delete** button. Or click **Cancel** to abort the delete process.



Delete Field Arrest Comments

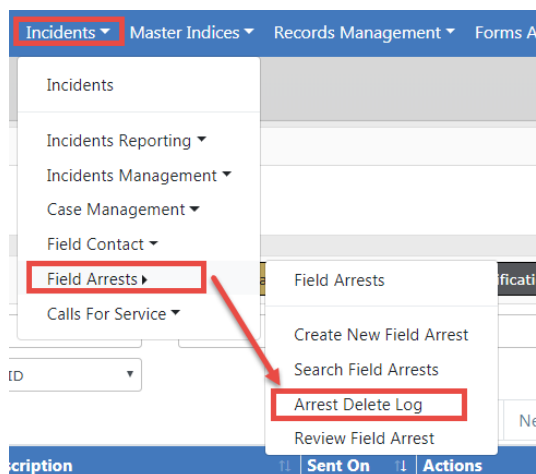
DELETE COMMENT

Created for training purposes.

Cancel Delete

View Arrest Delete Log

The deleted **Field Arrest** is logged automatically for tracking purposes. To view the log entry, select the *Incidents* menu, *Field Arrests*, then *Arrest Delete Log*.



1. The *Search Arrest Delete Log* screen appears.

2. Search for the log entry by entering a date range or Arrest Number if you know it, or leave all fields blank to view all log entries, then click the **Search** button to return a list of all log entries that match your search criteria.
3. You can export the search results to various file types, view the comments that were entered at the time the arrest record was deleted, and view the deleted log entry.

Note: For more information on exporting the results refer to "Export Search Results" on page 36.

31 result(s) found						
Arrest #	Arrest Date	Delete Comment	User	Agency	Actions	
1902594	02/05/2019 1433		Christine Saur	District 42, Versailles		
1807581	10/31/2018 1422		Homer Simpson	District 42, Versailles		

Comments

Message From RMS

Created for training purposes.

Close

View Arrest Log Record

Search Deleted Field Arrests / Arrest Delete Search Results / View Deleted Arrest

ARREST NUMBER	ARREST DATE	CREATOR NAME	AGENCY
1902594	02/05/2019	Christine Saur	District 42, Versailles

DELETE COMMENT

Created for training purposes.

Go Back

Print Field Arrest

You can **Print** an existing Field Arrest from either the *View Field Arrest* or *Edit Field Arrest* page.

1. From either page, click on the **Print** button.

Field Arrest Search / Field Arrest Search Results / View Field Arrest

Go Back

Print

2. The **Print Options** page opens, with the default settings selected automatically.

[Go Back](#) [Print Report](#) [Print Booking Summary Label](#)

Templates

☒ Standard Field Arrest
☐ Short
☐ Full

Report Options

☒ Print Booking Information (Disposition)
☒ Print Relations
☒ Print SMTs and Other Characteristics
☒ Print Identification Numbers
☒ Print Personal Property
☐ Print Property Signature Lines
☒ Print Officers
☒ Print Charges
☒ Print Incidents
☒ Print Warrants
☒ Print Calls for Service
☒ Print Vehicles
☒ Print Towing
☐ Print Impound
☒ Print Victim Information
☒ Print Organizations
☒ Print Other Names
☒ Print Arrest Questions
☒ Print Narratives
☒ Print SSN
☐ Print Acknowledgement Signature Lines
☐ Print Arrest Log
☒ Include Image Attachments

Arrest Image Options

Select the images you want included: [\[Select All\]](#) [\[Select None\]](#)

☒ Include PDF Attachments Note: Encrypted PDFs are not supported.

Attachment Options

Select the attachments you want included: [\[Select All\]](#) [\[Select None\]](#)

☒ Include Form Attachments

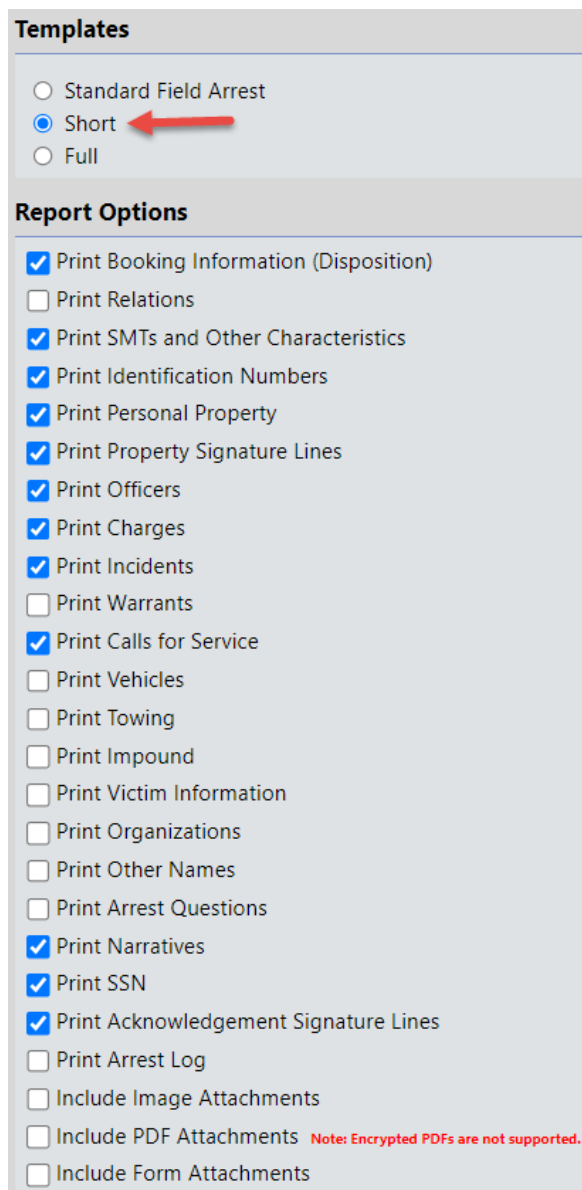
Form Attachment Options

Select the forms you want included: [\[Select All\]](#) [\[Select None\]](#)

[Go Back](#) [Print Report](#)

3. Select the **Template** you wish to use. The template preselects report options for you.

- Standard Field Arrest
 - Selected by default.
 - All print options are available, and all, except for the *Print Acknowledgment Signature Lines*, are preselected as shown in step 2.
- Short
 - A shortened set of print options are available, and fewer print options are preselected.



Templates

- ☐ Standard Field Arrest
- ☒ Short
- ☐ Full

Report Options

- ☒ Print Booking Information (Disposition)
- ☐ Print Relations
- ☒ Print SMTs and Other Characteristics
- ☒ Print Identification Numbers
- ☒ Print Personal Property
- ☒ Print Property Signature Lines
- ☒ Print Officers
- ☒ Print Charges
- ☒ Print Incidents
- ☐ Print Warrants
- ☒ Print Calls for Service
- ☐ Print Vehicles
- ☐ Print Towing
- ☐ Print Impound
- ☐ Print Victim Information
- ☐ Print Organizations
- ☐ Print Other Names
- ☐ Print Arrest Questions
- ☒ Print Narratives
- ☒ Print SSN
- ☒ Print Acknowledgement Signature Lines
- ☐ Print Arrest Log
- ☐ Include Image Attachments
- ☐ Include PDF Attachments Note: Encrypted PDFs are not supported.
- ☐ Include Form Attachments

- Full
 - All print options are available, as shown in step 2, except all are preselected, including *Print Acknowledgment Signature Lines*.

Note: Whichever template you choose, you can still elect to select or deselect print options.

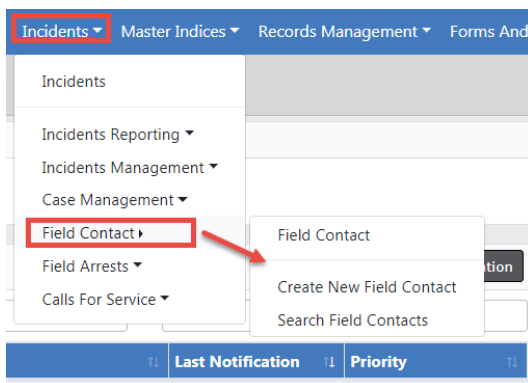
4. Select or deselect any **Report Options**, if needed.
5. Select **Arrest Image Options**, if applicable, by clicking **Select All** to include all existing arrest images on the report, or click **Select None** to exclude all arrest images.
6. Select the **PDF Attachments** you want to include or exclude, if applicable, by clicking **Select All** to include all existing PDF attachments on the report, or click **Select None** to exclude all.
7. Select the **Form Attachments** you want to include or exclude, if applicable, by clicking **Select All** to include all existing form attachments on the report, or click **Select None** to exclude all.
8. Click on the **Print Report** button to open a PDF as a new tab in your browser. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.
9. Optionally select the **Print Booking Summary Label** button to open a PDF as a new tab in your browser. If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

The PDF includes a barcode , arresting officer, arrestee information such as, SSN, address, DOB, offenses, and physical description.

Chapter 20. Field Contacts

Overview

A **Field Contact** gives you the ability to document a situation such as an encounter with a suspicious person. The situation is such that it does not warrant an *Incident Report* but you still want to document it in the event something comes of it. That way it is searchable and you see the **Field Contact** associations within the *Master Indices* section. **Field Contacts** are located in the *Incidents* menu where you can search existing or create new **Field Contacts**.



When completing a **Field Contact**, you are able to document:

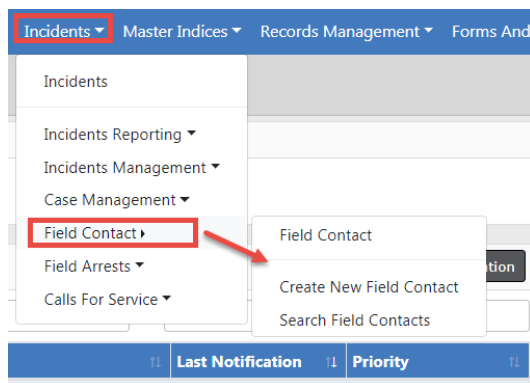
- Notes
- Location
- People
- Officers
- Vehicles
- Gangs
- Organizations
- Attachments
- Associate existing Incidents from within the Field Contact.
- Create Incidents from within the Field Contact.

- Associate existing Calls from within the Field Contact.

An *Incident Report* can also be generated from the **Field Contact**, similar to the **Field Arrest**. Once the **Associate Incident** link is selected, you will be able to select what information should be transferred to the *Incident Report*.

Add a Field Contact

Field Contacts are located under the Incidents menu.



Click **Create New Field Contact** menu option to open the Add Field Contact form.

A screenshot of the 'Add Field Contact' form. The form is divided into several sections. At the top, there are fields for 'AGENCY' (District 42, Versailles) and 'AGENCY ONLY' (No). Below these are 'CONTACT TYPE' (a dropdown menu set to '-Select-') and 'CONTACT DATE' (03/14/2019 0836). A 'SUMMARY' section follows with a large text input field. Then, there are two identical 'Terry Stop Data' sections. Each section contains a 'TYPE OF STOP' dropdown menu (set to '-Select-') and a 'STOP COMMENT' text input field. At the bottom of the form, there are two buttons: 'Go Back' and 'Save & Continue'.

Enter the necessary data.

Click **Save & Continue** to open the **Edit Field Contact** form.

Enter the applicable sections of the **Edit Field Contact** form, then click the **Save** button:

- Field Contact Details
- Stop Data
- Location
- People
- Officers
- Vehicles
- Gangs
- Organizations
- Attachments
- Add (associate) existing Incidents from within the Field Contact.
- Create Incidents from within the Field Contact.

Note: Once the **Associate Incident** link is selected, you will be able to select what information should be transferred to the *Incident Report*.

- Add (associate) existing Calls from within the Field Contact. If the selected Incident is associated with a Calls For Service, a dialog box with the information appears, giving you the option to associate the Calls For Service to the Field Contact.

Once the **Field Contact** is completed, you can increase the **Security Level** if necessary.

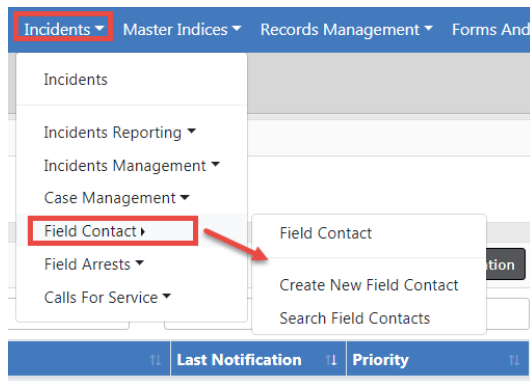


The screenshot shows the 'Edit Field Contact' form. At the top right are buttons: 'Go Back', 'Visualization Tool', 'View Summary', and 'Print'. Below these is a toolbar with icons for various actions. The form is divided into sections: 'Field Contact Details', 'CONTACT ID' (285), 'AGENCY' (District 42, Versailles), 'SECURITY LEVEL' (Patrol Officer), 'CONTACT TYPE' (Knock and Talk), and 'CONTACT DATE' (12/13/2018 1354). A red arrow points to a 'Change Security' button located next to the 'SECURITY LEVEL' field.

Note: For more information on the **Edit Field Contact** form, refer to "Edit a Field Contact" on page 414.

Search for a Field Contact

Field Contacts are located in the *Incidents* menu where you can search existing or create new **Field Contacts**.

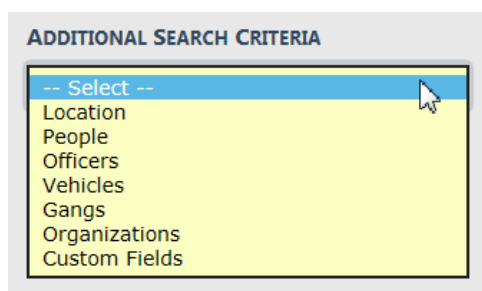


1. Select **Search Field Contacts** from the menu to open the *Search Field Contacts* form.

 A screenshot of the 'Search Field Contacts' form. It includes fields for 'CONTACT ID', 'CONTACT TYPE', 'AGENCY' (a dropdown menu), 'CONTACT DATE FROM', 'CONTACT DATE TO', 'SUMMARY', 'NOTES', and 'ADDITIONAL SEARCH CRITERIA' (a dropdown menu). There are 'Go Back', 'Reset', and 'Search' buttons at the bottom. An 'Add Field Contact' button is in the top right corner.

2. Enter the necessary data that assists with finding the **Field Contact** record.

The **Additional Search Criteria** allows you to include information from a specific section, if needed. Additional search fields will appear if you choose one of the available options from the list.



Vehicle example:

Custom Fields example:

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

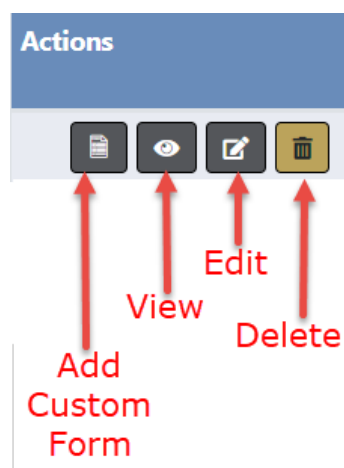
3. Click the **Search** button to view the *Search Results*.

Contact Id	Contact Type	Agency	Summary	Contact Date	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	[Edit] [View] [Delete]

From the *Search Results* window, you have the ability to export the search results to a file using the icons below the *Search Results* tab. For more information refer to "Export Search Results" on page 36.



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

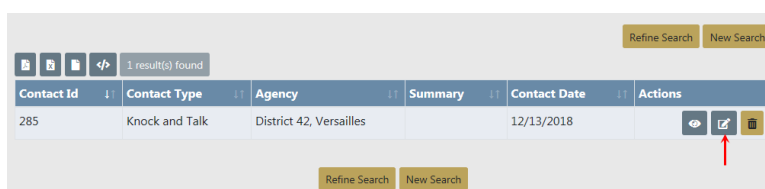


For more information refer to "Edit a Field Contact" below, "View a Field Contact" on page 416, or "Delete a Field Contact" on page 421.

Edit a Field Contact

To edit a **Field Contact** you must first **Search** for the **Field Contact**, then select the *Edit* icon in the **Search Results** window. For more information on searching refer to "Search for a Field Contact" on page 412.

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



There are several sections that make up the **Edit Field Contact** page. Each available section is listed across the top as icons. Click on any icon to go directly to the corresponding section, or scroll down the page to each section. The number that appears on the icon indicates the number of records associated with that icon. For example, the number 1 on the Officer icon indicates there is one officer record, and no number indicates there isn't a record associated with that icon.

Field Contact Details

CONTACT ID	AGENCY	SECURITY LEVEL
285	District 42, Versailles	Patrol Officer Change Security
CONTACT TYPE	CONTACT DATE	
Knock and Talk	12/13/2018 1354	



Note: Field Contacts can associate with a Calls for Service (CFS) event while in Edit mode. Click on the **Calls for Service Go To** link or page down to the **Calls for Service** grid to add an associated CFS to a Field Contact record. If the CFS has associated incidents, a pop-up window appears to select incidents that should also be related to the Field Contact.

- Click the **Print** button to print the **Field Contact**. For more information refer to "Print Field Contacts" on page 421.
- Click the **Visualization Tool** button to view display connections between people, addresses, involvements, etc., in a graphical format. For more information refer to "Crime Visualization Tool" on page 155.

Note: This button is based on user permissions and is not visible to all users. For more information contact your administrator.

- Click the **View Summary** button to view a summary of the **Field Contact**.

Field Contact Details

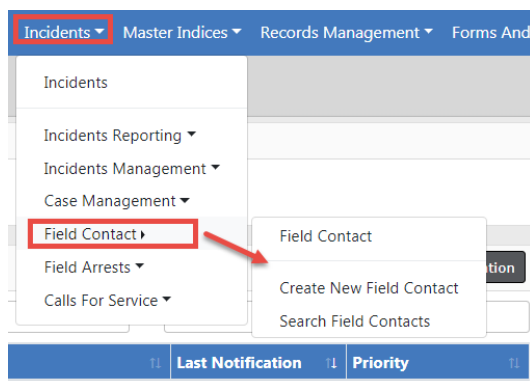
CONTACT ID:	AGENCY:	SECURITY LEVEL:	
285	District 42, Versailles	Patrol Officer	
CONTACT TYPE	CONTACT DATE		
Knock and Talk	12/13/2018 1354		
SUMMARY			
NOTES			
Terry Stop Data			
TYPE OF STOP			
Domestic Dispute			
STOP COMMENT			
Officers - 1			
Badge #	Name	Agency	Role
SAUR111	Christine Saur	District 42, Versailles	Reporting

Click **Go Back** to return to the *Search Results*, or click **Edit Interview** to return to the **Edit Field Contact** page.

- Complete all applicable sections and click the **Save** button after each section. For detailed instructions refer to "Enter or Update Field Contact Details" on the facing page.

View a Field Contact

Field Contacts are located in the *Incidents* menu where you can search existing or create new **Field Contacts**. To view a Field Contact you must first search for the record.



Click **Search Field Contact** menu option to open the search form and enter the criteria to find and view the appropriate **Field Contact**. For more information on searching, refer to "Search for a Field Contact" on page 412.

Enter or Update Field Contact Details

Whether you are creating a new **Field Contact** record or updating one that already exists, the process of entering the details is fundamentally the same.

Field Contacts data is grouped into various sections: field contact details, notes, locations, people, vehicles, gangs, etc.















The **Field Contacts** module utilizes *Master Indices*. *Master Indices* are centralized pieces of data that are accessed from different modules of the system for consistency. Each index is represented only once, such as a person, gang, vehicle, and organization.

Note: For more information on *Master Indices* refer to "Master Indices" on page 83.

Sections containing **Quick Search** and **Advanced Search** links utilize the *Master Index*. Caliber strongly recommends that you first search the *Master Index* to determine whether or not this data already exists before adding or updating. If the record exists, you must use it in the **Field Contact**. If the record doesn't exist, then you can create it, providing you have the proper permissions. For more information on permissions see your administrator.

Click the **Save** button to save the entered data.

Location, People, Vehicles, Gangs, Organizations

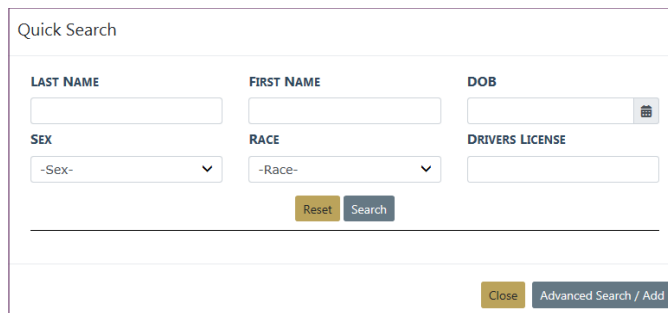
 Location	 Quick Search  Add Location
 People	 Quick Search  Add Person
 Vehicles	 Quick Search  Add Vehicle
 Gangs	 Quick Search  Add Gang
 Organizations	 Quick Search  Add Organization

There are two types of searches:

Quick Search

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

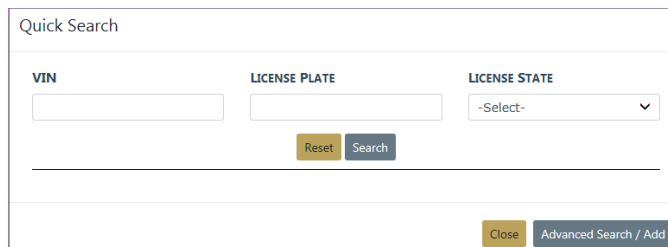
Person Example



Quick Search

LAST NAME	FIRST NAME	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>
SEX	RACE	DRIVERS LICENSE
<input type="text" value="-Sex-"/>	<input type="text" value="-Race-"/>	<input type="text"/>

Vehicle Example



Quick Search

VIN	LICENSE PLATE	LICENSE STATE
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>

Advanced Search

To perform an advanced search, click on the **Advanced Search/Add** button at the bottom right of the Quick Search window .

- Extensive Master Index search. For example, in addition to the Quick Search criteria for person, you can also search by age, middle name, physical features, age range, and more.
- This feature also allows you to add new *Master Index* records if they don't already exist, providing you have the proper permissions. See your administrator for more information.

Person Example

Additional search criteria → Mug Shot Search - By Physical Description Add Person

Person

LAST NAME	FIRST NAME	MIDDLE NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
TITLE -Select-	DOB <input type="text"/>	AGE <input type="text"/> To <input type="text"/>
RACE -Select-	SEX -Select-	INDEX ID <input type="text"/>
DRIVERS LICENSE <input type="text"/>	DRIVERS LICENSE STATE -Select-	SSN <input type="text"/>
NAME TYPE -Select-	CREATOR <input type="text"/>	
CREATION DATE FROM <input type="text"/>	CREATION DATE TO <input type="text"/>	
PHONETIC <input type="checkbox"/>	SOUNDEX <input type="checkbox"/>	STATEWIDE SEARCH <input type="checkbox"/>
ADDITIONAL SEARCH CRITERIA - Select -		SEARCH PREFERENCE ALL ANY

Search External Systems

Go Back Reset Search

Vehicle Example

Vehicle Add Vehicle

YEAR <input type="text"/>	MAKE <input type="text"/>	MODEL <input type="text"/>
VIN <input type="text"/>	TYPE -Select-	STYLE -Select-
LICENSE PLATE <input type="text"/>	LICENSE STATE -Select-	INDEX ID <input type="text"/>
CREATOR <input type="text"/>		
CREATION DATE FROM <input type="text"/>	CREATION DATE TO <input type="text"/>	
ADDITIONAL SEARCH CRITERIA - Select -		SEARCH PREFERENCE ALL ANY

Search External Systems

Go Back Reset Search

Officers

Click **+Add Officer** to open Quick Search and select additional officers.

Attachments

Click **+Add Attachment** to attach files or images. For instructions, refer to "Add Attachments" on page 69.

Click **+View External Attachments**, if applicable.

Incidents

Click **+Add Incident** to search for and select an existing Incident to associate with the Field Contact record.

Click **+Create Incident** to create a new incident and associate it to the Field Contact record.

- When prompted, click **Yes** to continue or **No** to cancel.
- If chose **Yes** to continue, the *Create New Incident Report* wizard steps you through the incident creation process. For more information on creating an incident report, refer to "Create Incident Report" on page 199.

Calls for Service

Click **+Add Call** to search for and select an existing calls for service record to associate with the Field Contact record.

Attached Forms

If applicable to your agency, you can attach a custom form.

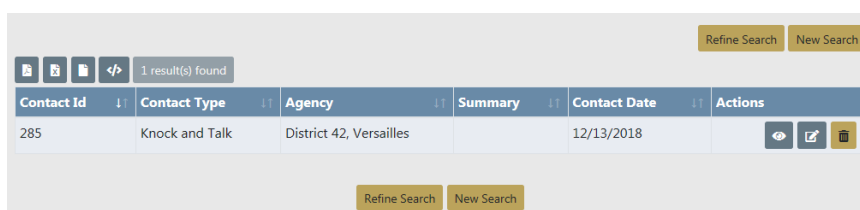
Select an item from the **Add Form** drop-down list to open the chosen form. Complete the necessary fields, then click **Save** to remain on the form, or **Save And Exit** to save the form and return to the Field Contact form. Or click **Cancel** to return to *Edit Field Contact* form without adding a custom form.

Delete a Field Contact




On rare occasions you may need to delete a **Field Contact** record, if you have proper permissions to do so.


Note: **Field Contacts** can be deleted only by the creator.


1. Search for the **Field Contact** record you want to delete. For more information on searching refer to "Search for a Field Contact" on page 412.
2. The **Field Contact** record you want to delete should appear in the Search Results window.

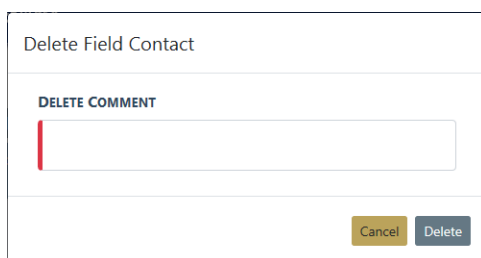


The screenshot shows a search results interface. At the top right are buttons for 'Refine Search' and 'New Search'. Below them is a status bar indicating '1 result(s) found'. The main content is a table with the following columns: Contact Id, Contact Type, Agency, Summary, Contact Date, and Actions. A single record is displayed with Contact Id 285, Contact Type Knock and Talk, Agency District 42, Versailles, and Contact Date 12/13/2018. The Actions column contains three icons: a magnifying glass, a pencil, and a trash can. At the bottom of the table are buttons for 'Refine Search' and 'New Search'.

Contact Id	Contact Type	Agency	Summary	Contact Date	Actions
285	Knock and Talk	District 42, Versailles		12/13/2018	  

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

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



The screenshot shows a dialog box titled 'Delete Field Contact'. It contains a text input field with the placeholder text 'DELETE COMMENT'. Below the input field are two buttons: 'Cancel' and 'Delete'.

Delete Field Contact

DELETE COMMENT

Cancel Delete

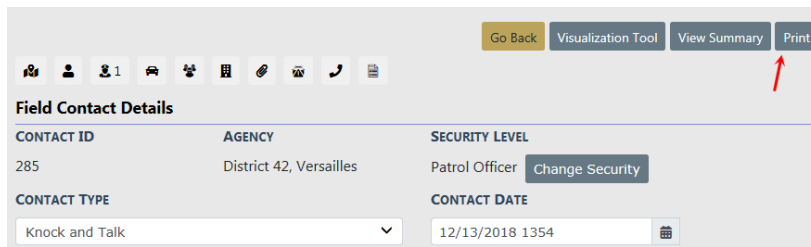
Print Field Contacts

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

For more information on editing a Field Contact refer to "Edit a Field Contact" on page 414.

For more information on viewing a Field Contact refer to "View a Field Contact" on page 416.

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



The screenshot shows the 'Field Contact Details' form. At the top right, there are four buttons: 'Go Back' (yellow), 'Visualization Tool' (grey), 'View Summary' (grey), and 'Print' (grey). A red arrow points to the 'Print' button. Below the buttons is a row of icons. The form itself has a table-like structure with the following fields:

CONTACT ID	AGENCY	SECURITY LEVEL
285	District 42, Versailles	Patrol Officer Change Security

CONTACT TYPE	CONTACT DATE
Knock and Talk	12/13/2018 1354

2. Select the **Print Options** you would like to include, such as images, PDF, or Form attachments.
3. Select **Print**.

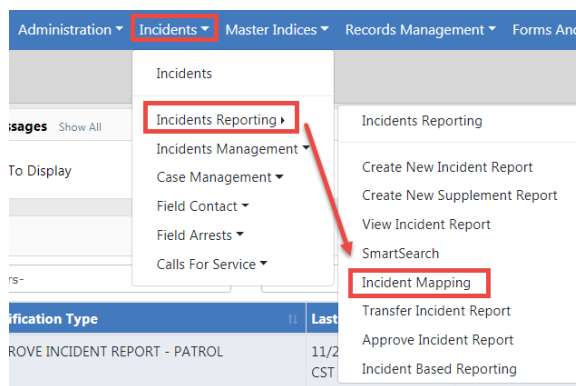
A PDF document opens in a new tab in your browser. Print directly to the printer or save the PDF document giving it a custom filename.

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

Chapter 21. Incident Mapping

Access Incident Mapping

To access **Incident Mapping**, click on the **Incidents Reporting** drop-down menu on the top *Navigation Bar*, then click on **Incident Mapping**.



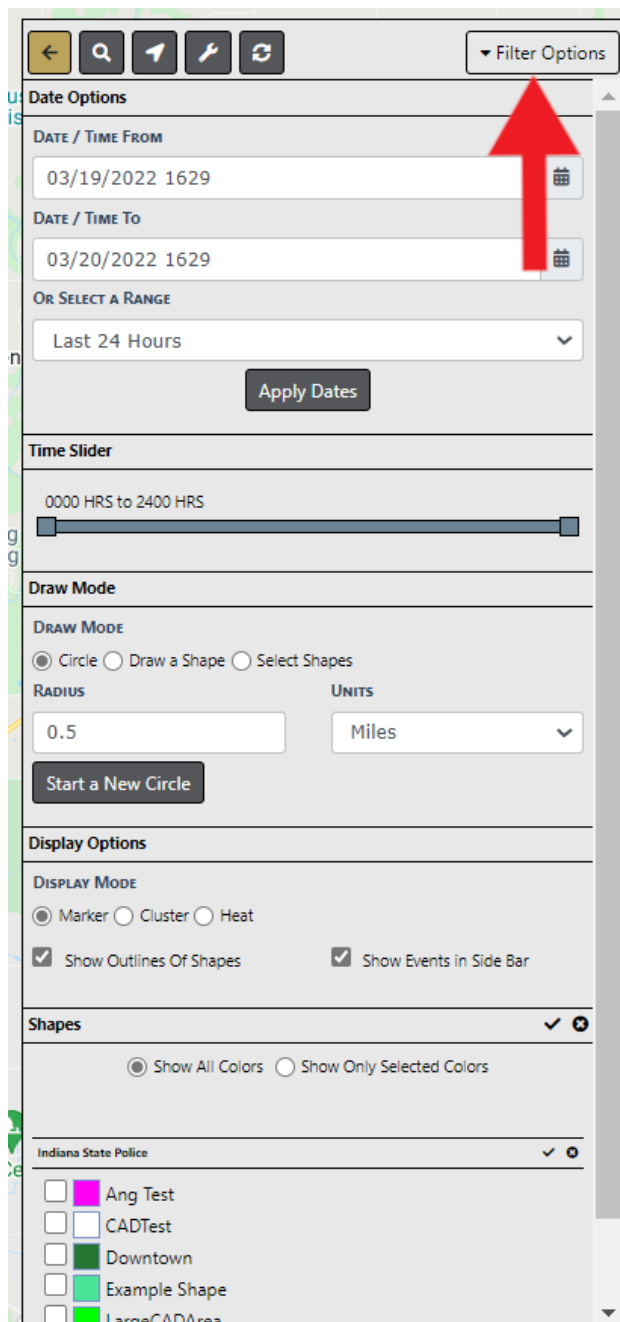
Screen Layout

Incident Mapping contains two windows that overlay the map:

- Filter Options
- Current Query

The *Current Query* displays search results based on the defined *Filter Options*.


Filter Options Window

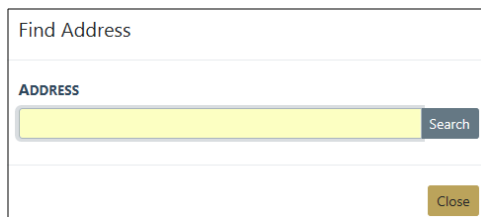


The screenshot shows the 'Filter Options' window with the following sections:

- Filter Options** (button at the top right, highlighted with a red arrow)
- Date Options**
 - DATE / TIME FROM**: 03/19/2022 1629
 - DATE / TIME TO**: 03/20/2022 1629
 - OR SELECT A RANGE**: Last 24 Hours (dropdown)
 - Apply Dates** (button)
- Time Slider**
 - 0000 HRS to 2400 HRS
 - Slider bar
- Draw Mode**
 - DRAW MODE**: Circle (selected), Draw a Shape, Select Shapes
 - RADIUS**: 0.5
 - UNITS**: Miles (dropdown)
 - Start a New Circle** (button)
- Display Options**
 - DISPLAY MODE**: Marker (selected), Cluster, Heat
 - ☒ Show Outlines Of Shapes
 - ☒ Show Events in Side Bar
- Shapes**
 - ☒ Show All Colors
 - ☐ Show Only Selected Colors
 - Indiana State Police** (dropdown)
 - ☐ Ang Test
 - ☐ CADTest
 - ☐ Downtown
 - ☐ Example Shape
 - ☐ LargeCADArea

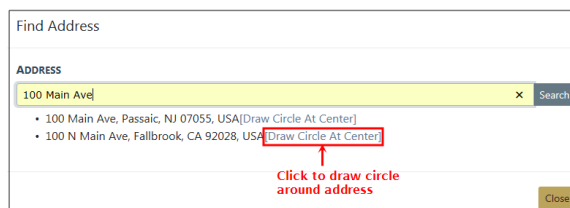
- **Filter Options** - Clicking this button hides the Filter Options window.
- **Date Options** - Select a start date and time and an end date and time. You may also select a date range from the drop-down list, such as *Last 24 Hours*, *Week to Date*, *Last Week*, *Month to Date*, etc. There is also a Time Slider if you want to select just a specific Time range. Click the **Apply Dates** button.

- **Draw Mode** - This allows you to select a *Circle Radius*, *Draw a Shape*, or *Select Shapes*. If you select the *Circle* option, you need to select Radius and Units. The Radius and Units defaults to 0.5 Miles.
- **Display Options** - These are options on how the search results display.
- **Shapes** - are the Areas to which you want search results to be returned. Check the box next to the applicable areas then click the **Apply Selected Shapes** button when it appears. The **Apply Selected Shapes** button does not display until at least one area box is checked.
- **Search Address** - To search for a specific address, select the magnifying glass icon  on the top of the window to open the search window.




A screenshot of the 'Find Address' search window. It features a title bar 'Find Address', a label 'ADDRESS' above a yellow text input field, a 'Search' button to the right of the input field, and a 'Close' button at the bottom right.

Enter the street address then select the **Search** button or press **Enter** to display a list of matching addresses. Click on the *[Draw Circle At Center]* link if you want to draw a circle on the map around a specific address from the list.






A screenshot of the 'Find Address' search window showing search results. The input field contains '100 Main Ave'. Below the input field, there is a list of results: '100 Main Ave, Passaic, NJ 07055, USA[Draw Circle At Center]' and '100 N Main Ave, Fallbrook, CA 92028, USA[Draw Circle At Center]'. The second result is highlighted with a red box, and a red arrow points to it with the text 'Click to draw circle around address'. A 'Close' button is at the bottom right.

- **Configure** - To configure what and how event types Incidents, Active Warrants, Court Papers, and Calls for Service are displayed on the map, select the **Configure** icon .

Your search results reflect what you select in the *Basic Configuration* tab.

After making your selections on each tab, click the **Exit Configuration** button to return to the previous screen.

- *Exit Incident Mappings window.* To exit the Incident Mappings window and return to your Home Page, select the **Go Back** icon .
- *Center Map* - To center the Map on the screen, select the **Center Map** icon .
- *Refresh* - Select the refresh icon  to reset the map and query settings.
- *Hide or Unhide Filter Window* - To hide or unhide the Filter Window, select the **Filter Options** button.

Query Window

The screenshot displays the Query Window interface. On the left, there are filters for Date/Time (01/01/2019 1002 to 02/07/2019 1002), Time Slider (0000 HRS to 2400 HRS), Draw Mode (Circle, Draw a Shape, Select Shapes), Display Options (Marker, Cluster, Heat), and Shapes (Ang Test, CADTest, Downtown, Example Shape, LargeCADArea). The central map shows Indianapolis with several incident markers labeled 'Warrant' and 'Field Arrest'. On the right, the 'Events (10)' section shows the 'Current Query' with start and end dates, a query description, event types, and total events. Below this, 'Field Arrests (1)' and 'Active Warrants (9)' are listed with details like address, arrest number, date, agency, person, and charges. A red box highlights the 'Zoom On Map' link in the 'Field Arrests' section, and another red box highlights the 'Export to Excel or print results' link in the 'Events' section.

From the *Current Query* section of the **Query Window** you have the ability to print or export the search results to an Excel document.

Click the **Zoom On Map** link to zoom to a specific event on the map.

This screenshot shows a zoomed-in view of a 'Field Arrest' incident. The map on the left shows a street intersection with a yellow 'Field Arrest' marker. The right sidebar displays the details for this incident: Address: 1001 North East Main Street INDIANAPOLIS, IN; Arrest Number: 1902593; Arrest Date: 02/05/2019 14:33; Arresting Agency: District 42, Versailles; Geographic Agency: District 42, Versailles; Person: Smith, Billy 3/16/12 - DOB: 09/08/1956 RACE: White; Charges: [Redacted]. A red box highlights the 'Zoom On Map' link, and another red box highlights the 'View' link.

Anyone with permissions to view warrant locations on the **Incident Map** can also view, print and comment directly from the map to the Warrant. You must enter a Log Date and Time, Action Type and Comment. This will be added to the Warrant Log.

View, print, or make comments to warrants

Coordinates: 39.698527,-86.155949

Warrant

Address: 123 Green Street INDIANAPOLIS, IN 02345-2222

State ID:

Date Issued: 02/02/2015 00:23

Reference Number (s): 486486(Docket #)

Agency: Indiana State Police

Person: Friday, Joe - DOB: RACE: Middle Eastern SEX: Male

[View](#) | [Print](#) | [Comment](#)

Field Arrests (1)

Address: 1001 North East Main Street INDIANAPOLIS, IN

Arrest Number: 1902593

Arrest Date: 02/05/2019 14:33

Arresting Agency: District 42, Versailles

Geographic Agency: District 42, Versailles

Person: Smith, Billy 3/16/12 - DOB: 09/08/1956 RACE: White SEX: Male

Charges:

[Zoom On Map](#) | [View](#)

Active Warrants (9)

Address: 123 Green Street INDIANAPOLIS, IN 02345-2222

State ID:

Date Issued: 02/02/2015 00:23

Reference Number (s): 486486(Docket #)

Agency: Indiana State Police

Person: Friday, Joe - DOB: RACE: Middle Eastern SEX: Male

[Zoom On Map](#) | [View](#) | [Print](#) | [Comment](#)

Click the **Save** button to commit the comment to the log, or click **Cancel** to abort the log entry and return to the map.

Beginning with RMS 11.14.0, Incident Mapping also includes recovered property.

Caliber Public Safety

Administration • Incidents • Master Indices • Records Management • Forms And Reports • Help •

Filter Options

Date Options

Date / Time From: 10/31/2000 10:01

Date / Time To: 11/01/2023 10:01

On Search & Select: -Select & Range-

Apply Dates

Time Slider

3000 HRS to 2400 HRS

Draw Mode

☐ Circle ☒ Draw a Shape ☐ Select Shapes

Start a New Shape

Display Options

Drawn Mode: ☒ Marker ☐ Outline ☐ Heat

☒ Show Outlines Of Shapes ☒ Show Events in Side Bar

Shapes

☐ Show All Colors ☒ Show Only Selected Colors

Uncategorized

☐ Ang Test

☐ CADTest

☐ Downtown

☐ Example Shape

☐ LargeCADArea

Recovered Properties (1)

Current Query

Date / Time From: 10/31/2000 10:01

Date / Time To: 11/01/2023 10:01

Query: Custom User Shape

Event Types: Recovered Properties

Total Events: 1

Recovered Properties (1)

Address: 244 East Michigan Street INDIANAPOLIS, IN 46204

Incident: 202004210262

Date Recovered: 10/25/2023 09:03

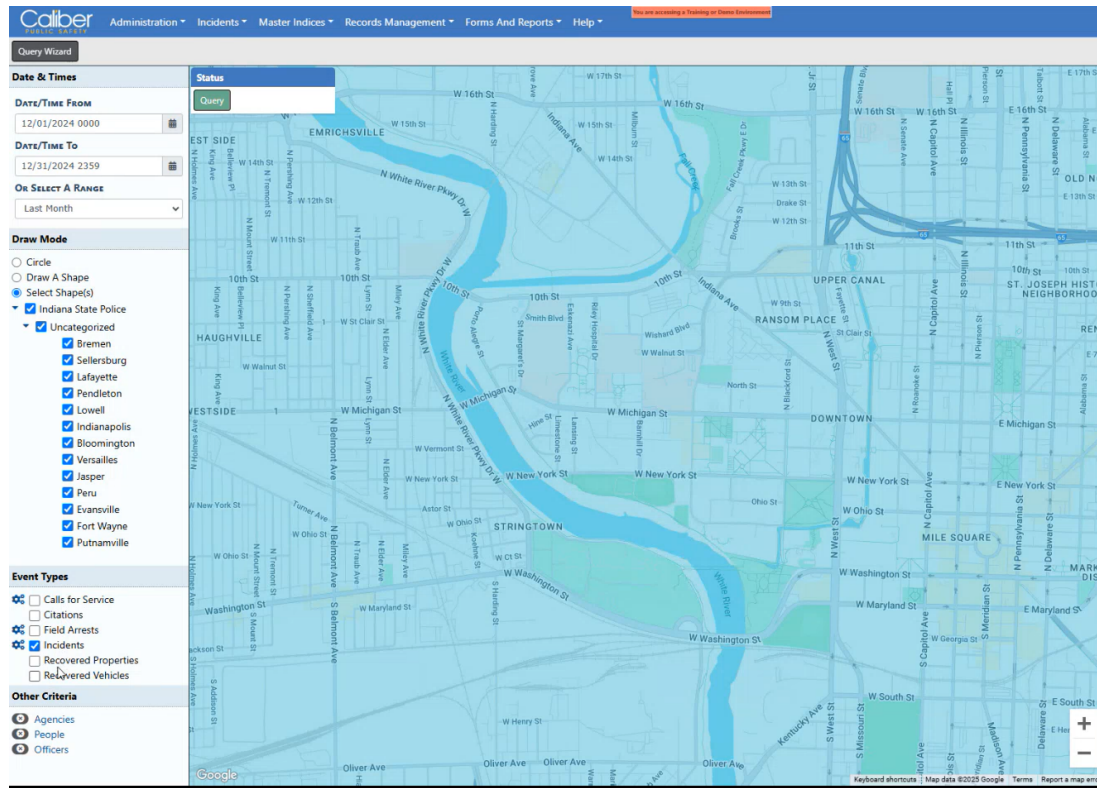
Agency: District 42, Versailles

Property: SDPSDP TELEVISION / Roku

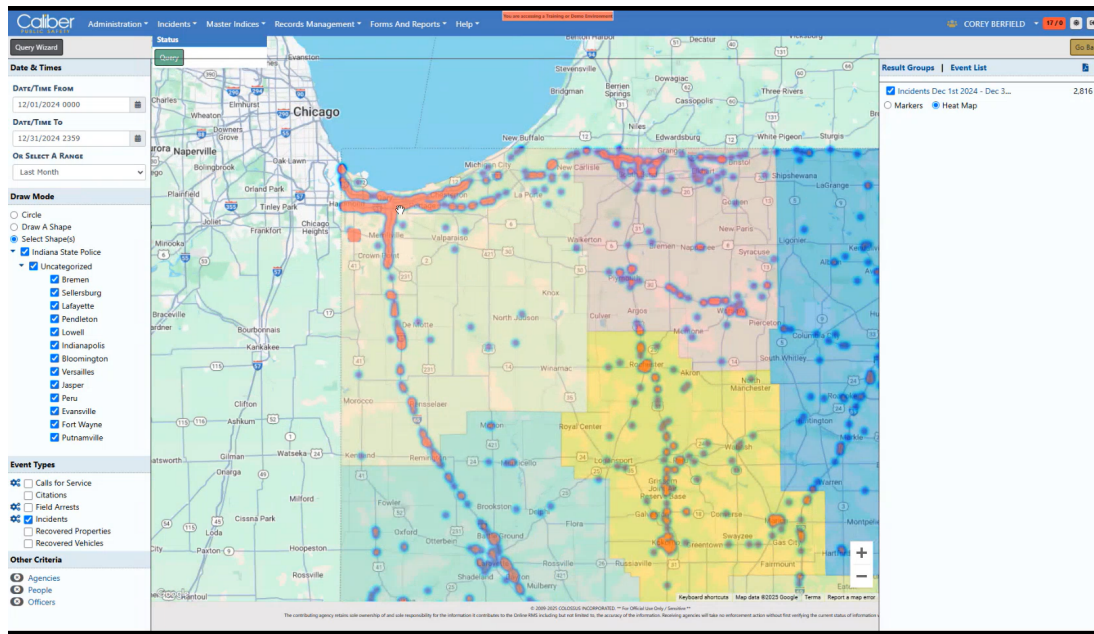
[Zoom On Map](#) | [View](#)

Event Map

The **Event Map**, is available from the **Incidents Reporting** drop-down menu on the top **Navigation Bar**. (This feature is subject to ongoing enhancements.)



The event map can be filtered for type of event, time, and even a user-configures shape to view locations of incidents within a defined area. The side menu provides a number of filter and configuration options. On the right-hand menu, switch between event **markers** and the **heat map**. (Markers show events as points on the map, while the heat map displays a relative intensity of event clusters.)

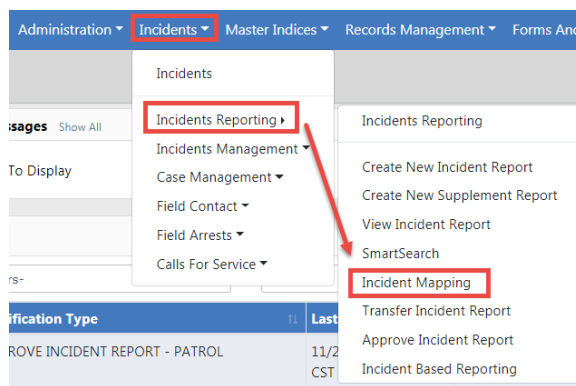


Contact Caliber Public Safety for more information about the Event Mapping feature.

Chapter 22. Incident Mapping

Access Incident Mapping

To access **Incident Mapping**, click on the **Incidents Reporting** drop-down menu on the top *Navigation Bar*, then click on **Incident Mapping**.



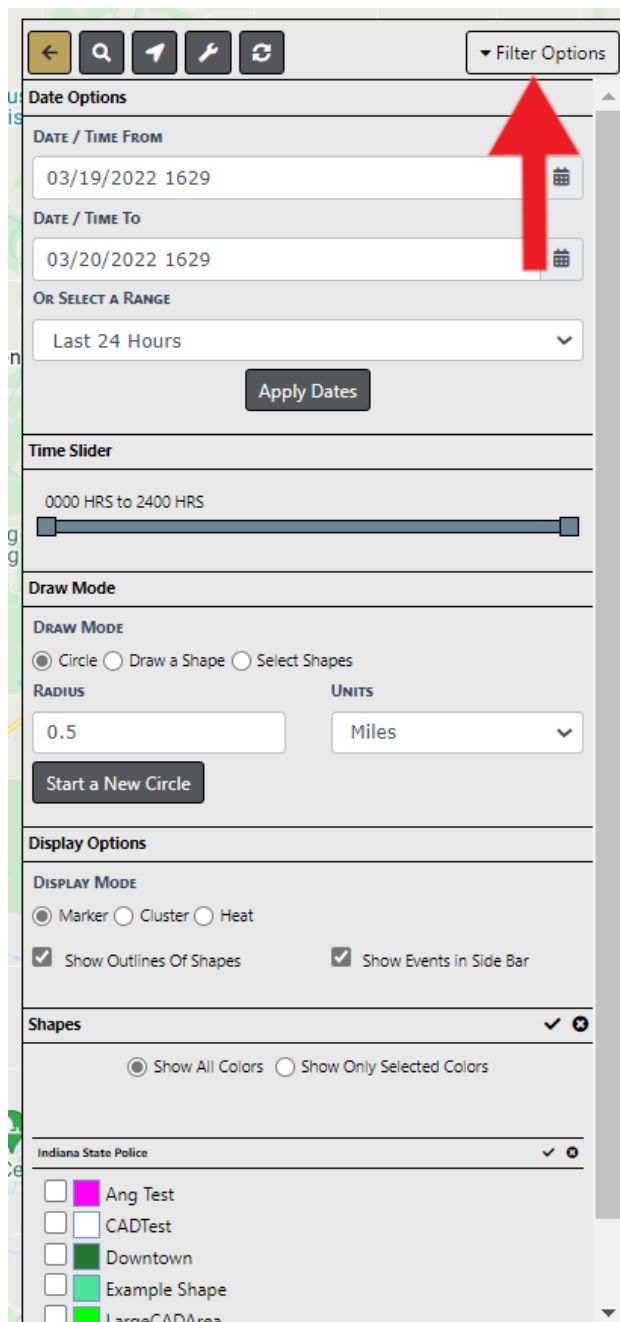
Screen Layout

Incident Mapping contains two windows that overlay the map:

- Filter Options
- Current Query

The *Current Query* displays search results based on the defined *Filter Options*.


Filter Options Window

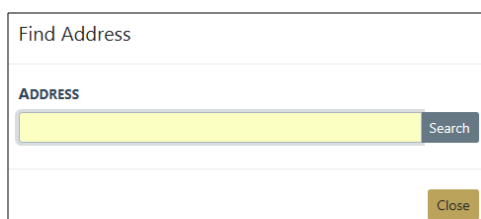


The screenshot shows the 'Filter Options' window with the following sections:

- Filter Options** (button at the top right, indicated by a red arrow)
- Date Options**
 - DATE / TIME FROM**: 03/19/2022 1629
 - DATE / TIME TO**: 03/20/2022 1629
 - OR SELECT A RANGE**: Last 24 Hours (dropdown)
 - Apply Dates** (button)
- Time Slider**
 - 0000 HRS to 2400 HRS
 - Slider bar
- Draw Mode**
 - DRAW MODE**: Circle (selected), Draw a Shape, Select Shapes
 - RADIUS**: 0.5
 - UNITS**: Miles (dropdown)
 - Start a New Circle** (button)
- Display Options**
 - DISPLAY MODE**: Marker (selected), Cluster, Heat
 - ☒ Show Outlines Of Shapes
 - ☒ Show Events in Side Bar
- Shapes**
 - ☒ Show All Colors
 - ☐ Show Only Selected Colors
 - Indiana State Police** (dropdown)
 - ☐ Ang Test
☐ CADTest
☐ Downtown
☐ Example Shape
☐ LargeCADArea

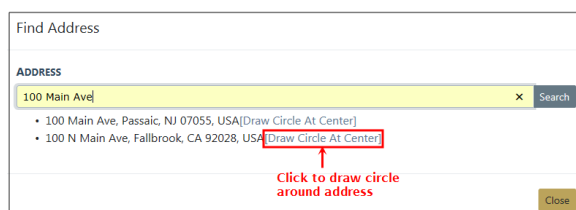
- **Filter Options** - Clicking this button hides the Filter Options window.
- **Date Options** - Select a start date and time and an end date and time. You may also select a date range from the drop-down list, such as *Last 24 Hours*, *Week to Date*, *Last Week*, *Month to Date*, etc. There is also a Time Slider if you want to select just a specific Time range. Click the **Apply Dates** button.

- **Draw Mode** - This allows you to select a *Circle Radius*, *Draw a Shape*, or *Select Shapes*. If you select the *Circle* option, you need to select Radius and Units. The Radius and Units defaults to 0.5 Miles.
- **Display Options** - These are options on how the search results display.
- **Shapes** - are the Areas to which you want search results to be returned. Check the box next to the applicable areas then click the **Apply Selected Shapes** button when it appears. The **Apply Selected Shapes** button does not display until at least one area box is checked.
- **Search Address** - To search for a specific address, select the magnifying glass icon  on the top of the window to open the search window.




The image shows a 'Find Address' search window. It has a title bar 'Find Address'. Below the title bar is a section labeled 'ADDRESS' containing a text input field and a 'Search' button. At the bottom right of the window is a 'Close' button.

Enter the street address then select the **Search** button or press **Enter** to display a list of matching addresses. Click on the *[Draw Circle At Center]* link if you want to draw a circle on the map around a specific address from the list.






The image shows the 'Find Address' search window with search results. The 'ADDRESS' section contains a text input field with '100 Main Ave' and a 'Search' button. Below the input field is a list of results: '100 Main Ave, Passaic, NJ 07055, USA[Draw Circle At Center]' and '100 N Main Ave, Fallbrook, CA 92028, USA[Draw Circle At Center]'. The second result is highlighted, and a red box is drawn around the '[Draw Circle At Center]' link. A red arrow points to the link with the text 'Click to draw circle around address'. A 'Close' button is at the bottom right.

- **Configure** - To configure what and how event types Incidents, Active Warrants, Court Papers, and Calls for Service are displayed on the map, select the **Configure** icon .

Your search results reflect what you select in the *Basic Configuration* tab.

After making your selections on each tab, click the **Exit Configuration** button to return to the previous screen.

- *Exit Incident Mappings window.* To exit the Incident Mappings window and return to your Home Page, select the **Go Back** icon .
- *Center Map* - To center the Map on the screen, select the **Center Map** icon .
- *Refresh* - Select the refresh icon  to reset the map and query settings.
- *Hide or Unhide Filter Window* - To hide or unhide the Filter Window, select the **Filter Options** button.

Query Window

The screenshot shows the Query Window interface. On the left, there are filters for Date/Time (01/01/2019 1002 to 02/07/2019 1002), Time Slider (0000 HRS to 2400 HRS), Draw Mode (Circle, Draw a Shape, Select Shapes), Display Options (Marker, Cluster, Heat), and Shapes (Ang Test, CADTest, Downtown, Example Shape, LargeCADArea). The map in the center shows Indianapolis with several 'Warrant' and 'Field Arrest' incidents marked. On the right, the 'Events (10)' section shows the 'Current Query' results, including Start Date, End Date, Query, Event Types, and Total Events. A red box highlights the 'Export to Excel or print results' link. Below the 'Current Query' section, there are details for 'Field Arrests (1)' and 'Active Warrants (9)'.

From the **Current Query** section of the **Query Window** you have the ability to print or export the search results to an Excel document.

Click the **Zoom On Map** link to zoom to a specific event on the map.

This screenshot shows a zoomed-in view of a specific incident on the map. A red arrow points from the 'Zoom On Map' link in the 'Field Arrests (1)' section to a 'Field Arrest' marker on the map. The map shows a street view of Indianapolis with a 'Field Arrest' marker and a 'Warrant' marker. The 'Field Arrest' marker is highlighted with a red box.

Anyone with permissions to view warrant locations on the **Incident Map** can also view, print and comment directly from the map to the Warrant. You must enter a Log Date and Time, Action Type and Comment. This will be added to the Warrant Log.

View, print, or make comments to warrants

Coordinates: 39.698527,-86.155949

Warrant

Address: 123 Green Street INDIANAPOLIS, IN 02345-2222

State ID:

Date Issued: 02/02/2015 00:23

Reference Number (s): 486486(Docket #)

Agency: Indiana State Police

Person: Friday, Joe - DOB: RACE: Middle Eastern SEX: Male

[View](#) | [Print](#) | [Comment](#)

Field Arrests (1)

Address: 1001 North East Main Street INDIANAPOLIS, IN

Arrest Number: 1902593

Arrest Date: 02/05/2019 14:33

Arresting Agency: District 42, Versailles

Geographic Agency: District 42, Versailles

Person: Smith, Billy 3/16/12 - DOB: 09/08/1956 RACE: White SEX: Male

Charges:

[Zoom On Map](#) | [View](#)

Active Warrants (9)

Address: 123 Green Street INDIANAPOLIS, IN 02345-2222

State ID:

Date Issued: 02/02/2015 00:23

Reference Number (s): 486486(Docket #)

Agency: Indiana State Police

Person: Friday, Joe - DOB: RACE: Middle Eastern SEX: Male

[Zoom On Map](#) | [View](#) | [Print](#) | [Comment](#)

Click the **Save** button to commit the comment to the log, or click **Cancel** to abort the log entry and return to the map.

Beginning with RMS 11.14.0, Incident Mapping also includes recovered property.

Caliber Public Safety

Administration | Incidents | Master Indices | Records Management | Forms And Reports | Help

Filter Options

Date Options

Date / Time From: 10/31/2009 10:51

Date / Time To: 11/01/2023 10:51

On Screen A Search: -Select A Range-

Apply Dates

Time Slider

3000 HRS to 2400 HRS

Draw Mode

☐ Circle ☒ Draw a Shape ☐ Select Shapes

Start a New Shape

Display Options

Drawn Mode: ☒ Marker ☐ Outline ☐ Heat

☒ Show Outlines Of Shapes ☒ Show Events In Side Bar

Shapes

☐ Show All Colors ☒ Show Only Selected Colors

Uncategorized

☐ Ang Test

☐ CADTest

☐ Downtown

☐ Example Shape

☐ LargeCADArea

Events (1)

Current Query

Date / Time From: 10/31/2009 10:51

Date / Time To: 11/01/2023 10:51

Query: Custom User Shape

Event Types: Recovered Properties

Total Events: 1

Recovered Properties (1)

Address: 244 East Michigan Street INDIANAPOLIS, IN 46204

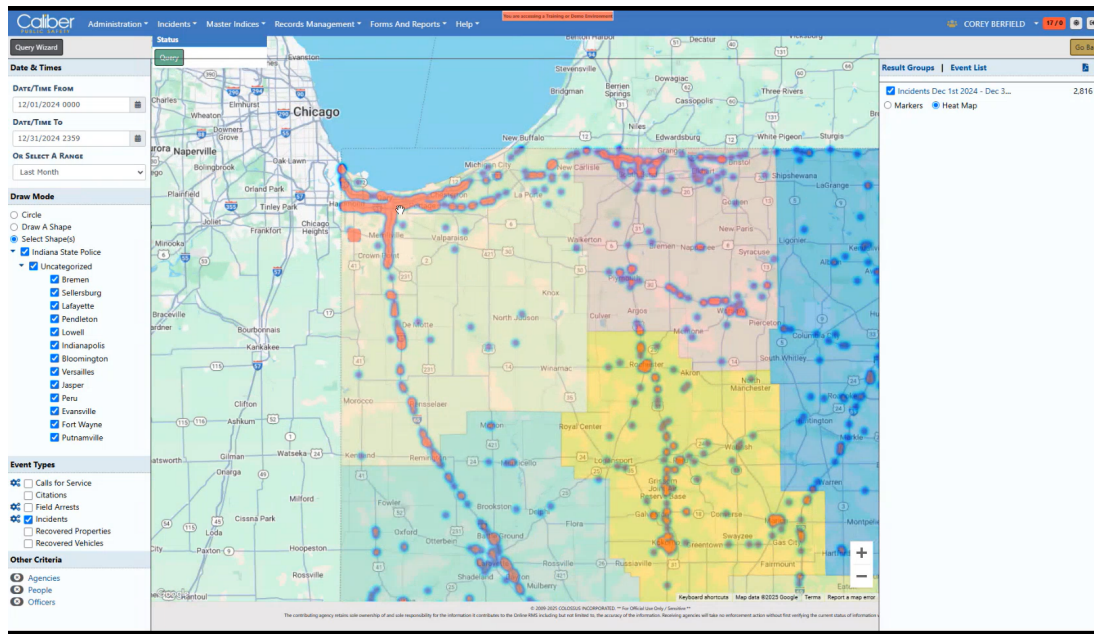
Incident: 202004210262

Date Recovered: 10/25/2023 19:03

Agency: District 42, Versailles

Property: SDPSDP TELEVISION / Roku

[Zoom On Map](#) | [View](#)



Contact Caliber Public Safety for more information about the Event Mapping feature.

Chapter 23. Supervisory Functions

Supervisory Function Overview

Users with *Supervisor* rights have more options than the regular user. Most of these added functions will be seen in the Incidents menu. For more information on accessing the Incidents menu, refer to "Incidents Overview" on page 189.

Incident Reporting	Incident Management
Create New Incident Report	Assign Incident Report
Create Supplement to Incident Report	Assign Supplement
View Incident Report	Delete Incident Report
SmartSearch	Incident Status
Incident Mapping	Incident Status Log
Transfer Incident Report	Incident Delete Log
Approve Incident Report	Incident Offense Glossary
Incident Based Reporting	

Case Management	Field Contacts
Create New Incident Follow-up Case	Create New Field Contact
Review Cases	Search Field Contacts
Case Load	

Calls For Service	Field Arrests
Manage Calls	New Field Arrest
Search Calls	Search Field Arrests
	Arrest Delete Log

Approve/Disapprove Incident Report

You can initiate the approval process one of three ways:

- Click on *Pending Approval* in **Recent Activities** section, located on the right side of the home page.
- Directly from the **Notification** when Incident Reports are submitted for approval.

- Directly from the **Incident**.

Note: You can *disapprove* or change the status back to *Initial Status* on approved incidents by way of the Incident Status form. For more information, refer to "Changing Incident Status" on page 276.


Note: If your agency configures *Review Routing*, a *Secondary Review Route* may initiate additional review opportunities after an incident is approved. With Online RMS 11.6 and above, the reviewer may also include Disapproval Comments during *Secondary Review*.





Initiate from Recent Activities

Initiate the incident approval process by clicking on *Pending Approval* under Recent Activities.

The screenshot displays the Online RMS interface. On the right sidebar, under 'Recent Activities', the 'Pending Approval' item is highlighted with a red box and a red arrow. The main content area shows a table of notifications.

Count	Notification Type	Last Notification	Priority
7	APPROVE INCIDENT REPORT - PATROL	11/21/2019 10:24 AM CST	High
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/18/2019 12:37 PM CST	High
2	INFORMATIONAL	11/18/2019 12:28 PM CST	High
103	INCIDENT APPROVED - FOLLOW UP CASE DECISION NEEDED	11/14/2019 09:46 AM CST	High

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

Report #	Supp #	Summary	Actions
2018D4210153	1	03/05/2018 13:24 Hrs - 300 East 200 East Apartment , 123 East Test West Lebanon, IN 46052 - Offense(s) - 35-43-4-2.5 V02 - THEFT- VEHICLE	
2018D4210153	0	03/05/2018 13:24 Hrs - 300 East 200 East Apartment , 123 East Test West Lebanon, IN 46052 - Offense(s) - 35-43-4-2.5 V02 - THEFT- VEHICLE	
2019D4210217	1	03/06/2019 14:35 Hrs - 100 North Main Street BLOOMINGTON, IL 61701 - Offense(s) - 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT	
2019D4210217	0	03/06/2019 14:35 Hrs - 100 North Main Street BLOOMINGTON, IL 61701 - Offense(s) - 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT	

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

Go Back

Quick Print

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BLO...





Agency: District 42, Versailles

Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT

Report #: 2019D4210217 Supp #: 1 0

Total Hours: 0

Incident Reports

Reports	Submitting User	Status	Reporting Officer(s)	Actions
Original Report	CSAUR	03/06/2019 1435 Hrs - Pending Approval	Saur-Christine	 
Supp #1	CSAUR	03/06/2019 1449 Hrs - Pending Approval	Saur-Christine	 

Go Back

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" on page 444.

Initiate from Notifications

Users with a supervisory role for their agency will receive notifications when Incident Reports are submitted for approval. A supervisor can initiate the approval process directly from the notification.

For more information about accessing notifications, refer to "Notifications" on page 25.

Click on the appropriate notification to initiate the approval process.

Notifications & Messages			
Notifications	Broadcast Messages		
INCIDENT APPROVED	High	Incident Report 2017D4210140 Supp #1 Has Been Approved. Offenses:35-43-2-1 B01 BURGLARY- AIRPORT; 35-43-2-1 B05 BURGLARY- BAKERY;	
APPROVE INCIDENT REPORT - PATROL	High	<u>The Incident Report#: 2018D4210153 Supp#: 0 Has Been Submitted For Approval. Offenses: 35-43-4-2.5 V02 THEFT- VEHICLE;</u>	
WARRANT REMOVED FROM FIELD ARREST	High	Warrant #121212 (Docket #) removed from Field Arrest #1810589 by Homer Simpson. Status changed from Pending Service to Active	

Click on the **Take Action** button.

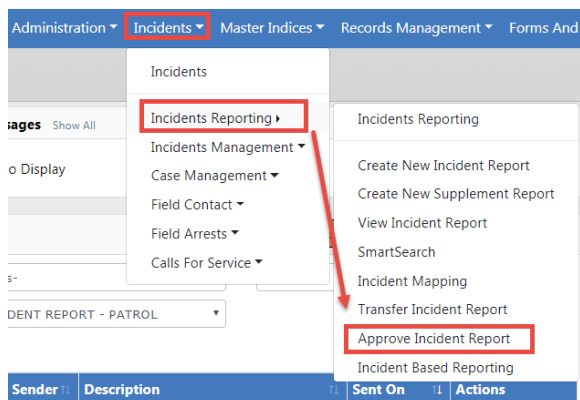
Notification	
TYPE APPROVE INCIDENT REPORT - PATROL	PRIORITY High
SENDER Saur Christine	SENT ON 02/08/2019 01:37 PM CST
DESCRIPTION The Incident Report#: 2018D4210153 Supp#: 0 Has Been Submitted For Approval. Offenses: 35-43-4-2.5 V02 THEFT- VEHICLE;	
Take Action Close	

The Incident Report opens. Continue with the approval/disapprove process. For more information, refer to "Approval/Disapprove Process" on page 444.

Initiate from the Incident

Users with a supervisory role can also initiate approval directly from the Incident.

Click **Incidents** on the top navigation bar, click on **Incidents Reporting**, then click on **Approve Incident Report**.




The *Incident Search - Approve Incident Report* screen appears.

Incident Search Incident SmartSearch

REPORT # 2019D4210217	AGENCY All Agencies	APPROVING AGENCY -Select-
REPORT TYPE Click To Select	REPORT DATE FROM [Calendar Icon]	REPORT DATE TO [Calendar Icon]
APPROVAL STATUS Pending Approval	OCCURRENCE DATE FROM [Calendar Icon]	OCCURRENCE DATE TO [Calendar Icon]
SUMMARY [Text Area]	APPROVAL DATE FROM [Calendar Icon]	APPROVAL DATE TO [Calendar Icon]
FOLLOW UP ACTION -Select-	GANG RELATED -Select-	
STATUS / DISPOSITION -Select-		
ADDITIONAL SEARCH CRITERIA -Select-		



Go Back Reset Search

Enter the search criteria, click on the **Search** button to display the search results, then click the **select icon**  to begin the approval process.

Show Map Refine Search New Search

Incident Search Results

1 result(s) found

Agency	Report #	Report Date	Supp #	Summary	Actions
D42	2019D4210217	03/06/2019 1435 Hrs	0	100 North Main Street BLOOMINGTON, IL 61701 Offense(s): 1; 35-45-1-3 - PUBLIC ORDER-DISORDERLY CONDUCT	 

Refine Search New Search

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



Go Back Quick Print

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BLO... **Agency:** District 42, Versailles

Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT **Report #:** 2019D4210217 **Supp #:** 0

Total Hours: 0

Incident Reports

Reports	Submitting User	Status	Reporting Officer(s)	Actions
Original Report	CSAUR	03/06/2019 1435 Hrs - Pending Approval	Saur-Christine	
Supp #1	CSAUR	03/06/2019 1449 Hrs - Pending Approval	Saur-Christine	

Go Back

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

Approval/Disapprove Process

After choosing a method to initiate the approval process, the *Incident Approval* screen appears, defaulting on the Summary tab.

The screenshot displays the 'Incident Approval' screen with the 'Summary' tab selected. The top navigation bar includes buttons for 'Exit Report', 'Approval Utilities', 'Approve/Disapprove', 'Quick Print', and 'Print'. Below this is a secondary navigation bar with tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments', and 'Validations'. The 'Summary' tab is active, showing incident details: 'Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BL...', 'Agency: District 42, Versailles', 'Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT', 'Report #: 2019D4210217', and 'Total Hours: 0'. A section for 'Add / Edit Disapproval Comments' is visible, along with 'Actions' and a status bar showing '2 Pending Approval' and '1 Initial Report'. Below this is the 'Report Header' section with fields for 'REPORT ID' (3206), 'REPORT SECURITY' (Patrol Officer), and 'REPORT TYPES' (Disturbance). The 'SUMMARY' field contains 'Loud music at 2am.'. Further down are fields for 'REPORT DATE' (03/06/2019 1435), 'OCCURRENCE DATE START' (03/06/2019 1435), and 'OCCURRENCE DATE END'. The 'ISP' section includes 'GANG INVOLVED' and 'Alcohol Involved Info' with 'ALCOHOL INVOLVED' and 'NUMB' fields. The bottom section is labeled 'Additional Information'.

You can perform various functions, such as check for warnings, search for offense or NIBRS codes, add disapproval comments if applicable, and review the incident report. Supervisors can also edit the incident report providing the agency is setup to allow this function.

Note: If your agency configures *Review Routing*, a *Secondary Review Route* may initiate additional review opportunities after an incident is approved. With Online RMS 11.6 and above, the reviewer may also include Disapproval Comments during *Secondary Review*.

Approval Utilities

Optionally, click on the **Approval Utilities** button on the top right of the page to view *Warnings* and search for offense or NIBRS codes using the *Offense Glossary*.

This close-up shows the top navigation bar with buttons for 'Exit Report', 'Approval Utilities', 'Approve/Disapprove', 'Quick Print', and 'Print'. The 'Approval Utilities' button is highlighted with a red box. Below this bar is a secondary navigation bar with tabs for 'Property & Vehicles', 'Narratives', 'Attachments', and 'Validations'.

Approval Utilities

Warnings Offense Glossary

Type	Message
NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.

Close

Approval Utilities

Warnings Offense Glossary

Enter a search term and hit 'search' or press enter to display results. You may search on the offense code, description, or NIBRS code & description. Click here for advanced search help.

SEARCH OPTIONS

Search ☐ Search Local Offenses

Close

A *Previous Comments* tab appears if the incident report is disapproved at least once. This tab contains comments that are made during the disapproval process.

Approval Utilities

Previous Comments Warnings Offense Glossary

Comments From: 03/08/2019 1457 Hrs

Section	Creator	Supervisor Comment	Response Comment
Names	Daniels, Angela	Spell the name correct.	It is spelled correctly.
Summary	Daniels, Angela	Test of the notification.	Test

Close

Disapproval Comments

If applicable, you can add disapproval comments to various sections of the incident report two ways.

- Click the **Add/Edit Disapproval Comments**, then select an option from the list to incorporate disapproval comments to various sections. Add your comments then click **Save**.

Summary Header Offense

Incident Summary: 03/05/2018 13

Offense(s): 35-43-4-2.5 V02 - THEFT- VEHICLE

Total Hours: 0

Add / Edit Disapproval Comments

Summary

Header

Offenses

Names

Property And Vehicles

Attachments

Disapproval Comments

COMMENT

Enter comments here

Cancel Save

- Or, you can page down and add **Disapproval Comments** to various sections like shown in the example below.

Offenses Disapproval Comments Update All Offenses' Status Add Offense

NIBRS	Severity	Offense	Remarks	Status Date	Status	Supp #	Actions
240	1	35-43-4-2.5 V02 THEFT- VEHICLE		03/05/2018 1324	Open/Pending	0	

Modus Operandi Add Modus Operandi

Offenders Disapproval Comments Add Offender Add Unknown Offender

Name	Age (Yrs)	Role(s)	Supp #	Actions
Aaberg, Ken Race: White Sex: M DOB: 07/09/1975	42 Years Old	Suspect / Offender	0	

Victims Disapproval Comments Add Person Victim Add Organization Victim

Name	Age (Yrs)	Offense(s)	Injuries	Role	Supp #	Actions
Dsfq, Joe Race: Native Hawaiian or Other Pacific Islander Sex: M	31 Years Old	35-43-4-2.5 V02- THEFT- VEHICLE		Victim	0	

Other Names Disapproval Comments Add Person Add Organization

Properties Disapproval Comments TOTAL VALUE(\$): 0.00 All Add Property

Index ID	Property Description	Processing	Original Status	Current Status	Value (\$)	Supp #	Actions
OTHER PROPERTY							

Edit the Incident Report

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

Report Header		
REPORT ID 3206	REPORT SECURITY Patrol Officer	REPORT TYPES Disturbance
SUMMARY Loud music at 2am.		
REPORT DATE 03/06/2019 1435	OCCURRENCE DATE START 03/06/2019 1435	OCCURRENCE DATE END
ISP		
GANG INVOLVED		
Alcohol Involved Info		
ALCOHOL INVOLVED	NUMB	
Additional Information		
SUICIDE		
GANG SUMMARY	NOWDATEANDTIME	

Finalize the Approval Process

Click on the green **Approve/Disapprove** button on the top right of the incident report to open the *Approve Incident Report*.

Exit Report	Approval Utilities	Approve/Disapprove	Quick Print	Print
<div> Narratives Attachments Validations </div>				

Incident Summary: 03/06/2019 1435 Hrs - 100 North Main Street BLO...		Agency: District 42, Versailles
Offense(s): 35-45-1-3 - PUBLIC ORDER- DISORDERLY CONDUCT		Report #: 2019D4210217 Supp #: 0 0 0
Total Hours: 0		
<div> Approval Options Incident Offense Glossary </div>		
<div> Approve Disapprove </div>		
<div> Security Level Patrol Officer Agency Only No Change Security </div>		
INCIDENT FOLLOW-UP ACTION		INCIDENT STATUS / DISPOSITION
Closed- No Action		-Select-
ROUTE TO EXTERNAL AGENCY		
<input type="checkbox"/>		
Notifications To Be Sent		
Send	Notification	Destination Agency
<input checked="" type="checkbox"/>	INCIDENT APPROVED	District 42, Versailles
ENTER NOTIFICATION COMMENTS HERE		
<div></div>		
Other Options		
FOR PUBLIC RELEASE (Applies To All Supplements)		NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST
<input checked="" type="checkbox"/>		<input type="checkbox"/>
<div> Go Back Approve Approve & Print </div>		

There are four tabs on the *Approve Incident Report* screen:

- Approval Options
 - Contains the necessary options to either Approve or Disapprove. The *Approve Incident Report* screen defaults to this tab.
- Warnings (if applicable)
 - Contains Incident Report validation warnings.

Type	Message
NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.

- Incident
 - Incident Report in view only mode.

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

Report #	Location	Agency
2019D4210217	100 North Main Street BLOOMINGTON, IL 61701	District 42, Versailles
Reporting Area	Types	NIBRS City
-	Disturbance	BLOOMINGTON
Agency of Occurrence	County	Report Date
District 42, Versailles	Hancock	03/06/2019 1435
Occurrence Date	Township	Location Remarks
03/06/2019 1435		
Dispatch Date	On Scene Date	Clear Date
SUMMARY		
Loud music at 2am.		

- Offense Glossary
 - Contains a feature to lookup offenses to confirm accuracy of the offense selected for the Incident Report. Enter the search criteria in the search field provided, then press **Enter** or click **Search** to display a list of NIBRS Codes that contain the entered text.

	Offense Code / Description	NIBRS Code / Description
+	35-42-2-1 B01 - BATTERY- ATTEMPTED	13B - Simple Assault
+	35-42-2-1 B02 - BATTERY- BODY WASTE	13A - Aggravated Assault
+	35-42-2-1 B03 - BATTERY- CHILD	13A - Aggravated Assault
+	35-42-2-1 B04 - BATTERY- FIREARM	13A - Aggravated Assault
+	35-42-2-1 B05 - BATTERY- KNIFE	13A - Aggravated Assault
+	35-42-2-1 B06 - BATTERY- MENTAL PATIENT	13A - Aggravated Assault

Approval Options

Depending on your agency's business practice, supervisors may have various options when approving a report:

- Restricting reports to the internal *Agency Only*. The **Route to External Agency** button is gray when the report is restricted to the internal agency, and green when selected to route to external agencies.
- Click on the **Change Security** button allowing for greater internal security among the users within an agency.
- Choose the **Follow-up Action**.
- Choose the **Status/Disposition**.
 - Your agency administrator has the ability to map *Incident Status* codes to *Offense Status* codes to prevent mismatches. During the approval process, if you set an *Incident Status* to something other than what has been mapped to an *Offense Status*, a message appears disallowing that selection and it prompts you to verify the information and make any necessary changes. Refer to your agency administrator for more information.

Note: The Follow-up/Action option you choose drives what Incident Status/Dispositions are available for selection.

The different options available will depend on the workflow selected for **Case Management** by your agency. The *Notifications to Be Sent* section generates a notification to request a follow-up Case determination in an optional workflow. For more information refer to "Case Management" on page 467.

Make other necessary updates.

Click the **Approve** button to finalize the approval, or click the **Approve and Print** button to finalize the approval and print.

Disapprove

When **Disapprove** is selected, a comments box displays so the supervisor can advise the user of the reason for the disapproval. Enter comments then click the **Submit** button.

Approval Options | Warnings | Incident | Offense Glossary

Approve Disapprove Security Level Patrol Officer Agency Only No Change Security

DISAPPROVAL COMMENTS (SUMMARY)

Go Back Disapprove

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

Exit Report Approval Utilities Approve/Disapprove Quick Print Print

Property & Vehicles Narratives Attachments Validations

Approval Utilities

Previous Comments Warnings Offense Glossary

Comments From: 03/08/2019 1457 Hrs

Section	Creator	Supervisor Comment	Response Comment
Names	Daniels, Angela	Spell the name correct.	It is spelled correctly.
Summary	Daniels, Angela	Test of the notification.	Test

Close

Approve or Disapprove Field Arrests

As an Officer Supervisor for your agency, you receive notifications when officers submit **Field Arrests** for approval. You can initiate the approval process one of three ways:



- Click on the new *Notification* link to view the Notification, then click the **Take Action** button to open the **Review Field Arrest** form. For more information on Notifications refer to "Notifications" on page 25.
- Directly from the notification by clicking on the select icon under the Actions column.

Notifications ← Back 🔍 Show All ➕ Add Notification

-Filter By Users- ▼ arrest approval

FIELD ARREST APPROVAL REQUEST - PATROL ▼

Previous **1** Next

<input type="checkbox"/>	Priority	Sender	Description	Sent On	Actions
<input type="checkbox"/>	High	Tester Mr.	Arrest #1611504 has been submitted for approval	11/23/2016 01:39 PM CST	 

- Or select the **Review Field Arrest** link from the **Incidents** menu, then search for Field Arrest record.

Administration ▼ **Incidents** ▼ Master Indices ▼ Records Management ▼ Forms ▼

Incidents

Incidents Reporting ▼

Incidents Management ▼

Case Management ▼

Field Contact ▼

Field Arrests ▼

Calls For Service ▼

Field Arrests

Create New Field Arrest

Search Field Arrests

Arrest Delete Log

Review Field Arrest

Field Arrest Search Go Back

LAST NAME	FIRST NAME	SSN	RACE
<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select- ▼
SEX	DOB	AGE ?	
-Select- ▼	<input type="text"/>	<input type="text"/> To <input type="text"/>	
ARREST DATE FROM	ARREST TIME FROM	ARREST DATE TO	ARREST TIME TO
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ARREST #	AGENCY	REFERENCE #	REFERENCE # TYPE
<input type="text"/>	-All Agencies- ▼	<input type="text"/>	-Select- ▼
STATUS	REVIEW STATUS	PLATE #	WARRANT REFERENCE #
-Select- ▼	Pending Review ▼	<input type="text"/>	<input type="text"/>
INCIDENT REPORT #	CHARGE CODE	INDEX ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Officer

FIRST NAME	LAST NAME	BADGE #	ROLE
<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select- ▼




ADDITIONAL SEARCH CRITERIA

-Select- ▼

Go Back Reset Search

Search for the **Field Arrest** record by entering the information you know about the arrest, then click the **Search** button to display a list of Arrests from which to choose.

- Click the **Review** icon to *Approve* or *Disapprove* the **Field Arrest** record.

Arrest Number	Status	Arrest Date	LastName	First Name	Charges	Warrants	Incidents	Actions
1807580	Open	10/29/2018 1516	Harris	Tom	35-45-1-3 - PUBLIC ORDER-DISORDERLY CONDUCT	Warrant #: MATT2016002, Docket #: 231321;	2016D4210053, 2017-0088, 2017D4210068, 18-HCSD-0516, 18-HCSD-0029, 2018-00027, 2018D4210174, 2018D4210175	  

2 result(s) found

Refine Search New Search

Approve Field Arrest

Go Back Approve Disapprove Print

Person Information

Approve

Click the **Approve** button on the **Approve Field Arrest** screen, then click **Yes** in the confirmation window to approve.

Message From RMS

Are you sure you want to complete this action? You will be taken away from this page once the Approval is complete.

No Yes

Disapprove

Click the **Disapprove** button on the **Approve Field Arrest** screen, then enter **Comments** and click **Save**.

Disapprove Field Arrest

Disapproving the arrest will send a notification to the creator to make edits.

COMMENT

Need more details in your narrative.

Cancel Save

The creator of the **Field Arrest** will receive a **Disapproved** notification.

Approve or Disapprove Criminal Complaint

Approval Levels

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

1-Level Approval Process

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

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

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

2-Level Approval Process

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

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

The supervisor approves the complaint.

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

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

Level 1 is the default setting. Your agency administrator can elect to turn on the 2-Level Approval Process using the **Maint Value** settings under the *Administration* menu.

For more information on **Maint Value** settings, refer to the Maintenance Values chapter of the *Caliber Online RMS Administrator Guide*.

Approve the Complaint

If you have permissions to approve Criminal Complaints, you receive *Criminal Complaint Approval Request* notifications when users submit Criminal Complaints for approval.

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

For more information on Notifications refer to "Notifications" on page 25.

1. Click on the **Count** in the first column of the notification to view all *Criminal Complaint Approval Requests*.

Notifications

Back

Show All

Add Notification

-Filter By Users-









CRIMINAL COMPLAINT APPROVAL REQUEST


Search

Previous

1

Next

	Priority	Sender	Description	Sent On	Actions
<input type="checkbox"/>	High	Simpson Homer	Criminal Complaint # 20COMP0048 requires approval. Person: Smith, Willard Officer: Charles Livingwell #2014	06/19/2020 01:18 PM CST	 
<input type="checkbox"/>	High	Simpson Homer	Criminal Complaint # 20COMP0042 requires approval. Person: Dsfq, Joe Officer: Brandon Pangle #8888a	06/19/2020 01:16 PM CST	 
<input type="checkbox"/>	High	Saur Christine	Criminal Complaint # 20COMP0053 requires approval. Person: Officer: Charles Livingwell #2014	06/18/2020 03:20 PM CST	 
<input type="checkbox"/>	High	Simpson Homer	Criminal Complaint # 20COMP0060 requires approval. Person: Officer: Greg QA Wright #9696	06/17/2020 04:15 PM CST	 

2. Click the **Select icon**  on the Criminal Complaint record you want to review.
3. The *Edit Criminal Complaint* form opens.

Edit Criminal Complaint

Go Back Print Approve Disapprove

Complaint Details

CRIMINAL COMPLAINT NUMBER 20COMP0048	DATE AND TIME 06/08/2020 1131	STATUS Pending Review	STATUS DATE AND TIME 06/19/2020 1318
SUBMISSION STATUS -	SUBMISSION STATUS DATE AND TIME -	COMPLAINT TYPE Summons	COMPLAINT AGENCY District 42, Versailles
COURT -Select-	COURT CASE NUMBER -	HEARING TYPE -Select-	THREAT TYPE -Select-
CHARGE TYPE -Select-	OBTN 20OBTNC0019	IS JUVENILE <input type="checkbox"/>	

Person Details [View Person Details](#) [Update Person](#)

LAST NAME Smith	FIRST NAME Willard	DOB 09/25/1968 (Age: 51)	SEX Male	RACE Black or African American	SSN 878-88-8777
ADDRESS (RESIDENCE) 428 Grand Avenue Brooklyn, NY 11238			HEIGHT 5' 12"		
Misc IDs 20OBTNC0019 (OBTN)					INDEX ID 1163

The approval action buttons that appear on the top right of the screen vary based on your permissions, the approval level defined by your agency, and the complaint status.

You may see one or more of the following: **Approve**, **Approve & Submit**, **Submit**, **Disapprove**. Refer to the next step for details.

- Review the complaint then finalize the approval by following the appropriate approval level defined by your agency:

- [1-Level Approval Process](#)
- [2-Level Approval Process](#)

For more information on approval levels, refer to "Approval Levels" on page 453.

For more information on updating the Criminal Complaint, refer to "Edit a Criminal Complaint" on page 322.

1-Level Approval Process

- The officer supervisor performs one of the following actions:

Approve Approve & Submit Disapprove

- Approve** - Approve the complaint.

- A brief green *Success* message appears across the top of the screen when the approval is successful. If it is not successful, a red *Failed* message appears across the top.
- Upon success, a **Submit** button replaces **Approve & Submit**, allowing you to submit to the court as a separate step later.
- Upon success, the approval process changes the Criminal Complaint status to *Approved*, and the **Approve** button no longer appears.
- If the Court Case feature is turned on for your agency and the approval is successful, the process generates a Court Case record and displays it on the complaint.

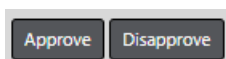
Court Case				
Court Case ID	Court Case Number	Status	Filed Date	Actions
35		Filed	06/23/2020 1026	

Note: The officer manually enters the **Court Case Number** after the Criminal Complaint is submitted and accepted by the court. The court provides the **Court Case Number**.

- **Approve & Submit** - Approve the complaint and submit the data to the court as a single action. For more information on **Submit**, refer to "Submit to Court" on the facing page
- **Disapprove** - Disapprove the complaint. For disapprove instructions, refer to [#disapprove](#).

2-Level Approval Process

1. The officer supervisor receives notification to approve or disapprove the complaint.



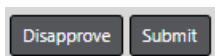
- **Approve** - Approve the complaint.
 - A brief green *Success* message appears across the top of the screen when the approval is successful. If it is not successful, a red *Failed* message appears across the top.
 - Upon success, the approval process changes the Criminal Complaint status to *Approved*, and the **Approve** button no longer appears.

- If the Court Case feature is turned on for your agency and the approval is successful, the process generates a Court Case record and displays it on the complaint.

Court Case				
Court Case ID	Court Case Number	Status	Filed Date	Actions
35		Filed	06/23/2020 1026	

Note: The officer manually enters the **Court Case Number** after the Criminal Complaint is submitted and accepted by the court. The court provides the **Court Case Number**.

- **Disapprove** - Disapprove the complaint. For disapprove instructions, refer to [#disapprove](#).
2. If approved by the officer supervisor, the court officer receives notification to submit the data to court. The court officer also has the option to disapprove the approved complaint.



- **Submit** - Submit the complaint data to the court. Refer to "Submit to Court" below.
- **Disapprove** - Disapprove the approved complaint. For disapprove instructions, refer to [#disapprove](#).

Submit to Court

The behavior varies slightly, depending on whether your agency is utilizing **1-Level Approval Process** versus **2-Level Approval Process**.

If your agency is utilizing **1-Level Approval Process**:

1. Click the **Submit** button or **Approve & Submit** button on the complaint, whichever applies to your agency.
 - If submission is **successful**, a brief message appears across the top of your screen in green and the *Submission Status* on the Criminal Complaint changes to *Submitted* automatically.
 - If submission is **unsuccessful**, the *Submission Status* on the Criminal Complaint changes to *Submission Error* automatically. Review and update the Criminal Complaint as needed, then resubmit.

If your agency is utilizing **2-Level Approval Process**:

1. The court officer receives notification to submit the complaint data to the court.
2. Click **Submit** on the complaint.

For more information on the different approval levels, refer to "Approval Levels" on page 453.



Disapprove

1. Click the **Disapprove** button on the *Edit Criminal Complaint* screen, then enter **Comments** and click **Save**.
2. The creator of the Criminal Complaint receives a **Disapproved** notification. The user has the option to take action, including resubmitting for approval.

For more information on users taking action, refer to "Take Action on Disapproved Notifications" on page 333.

Incident Security

The default security for **Incident Reports** is set at the Patrol Officer level. This means anyone with Patrol Officer Security rights and above can access these reports. It is understood that some **Incident Reports** will be of a more sensitive nature and may require a higher security level to minimize the number of users that have access to the report. The security of an **Incident Report** can be done by clicking on **Change Security** from the **Incident Approve/Disapprove** screen.

Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
Original Report	12/13/2018	Christine Saur #SAUR111	Christine Saur	Initial Report	Patrol Officer	 

The **Incident Security** screen can also be accessed at any time through the **Incident Status** screen by clicking on the *Security* icon.

Incident Summary: 03/21/2022 1706 Hrs
Offense(s): No Offense Specified
Agency: District 42, Versailles
Report #: 2022D4210408 **Supp #:** 0

SUPP #

AGENCY ONLY
☐

FOR PUBLIC RELEASE ⓘ Applies To All
☒ Supplements

UPDATE ALL SUPPLEMENTS ⓘ
☐

Slide the bar up or down to increase or decrease access to the Incident

Allow

 Restrict

- Executive Command
- Command Staff
- Criminal Investigation Division
- Records/Clerical Division
- Patrol Supervisor
- Patrol Officer

152 users have access

DEFAULT SECURITY TEMPLATE ⓘ
☐

HIDE INCIDENT ⓘ
☐

If desired, select available security groups to provide access to the Incident

Search...

- ANGTEST
- NO AGENCY TEST
- TEST 2 EXCLUSIVE
- Test 42

RESTRICT ACCESS TO SELECTED SECURITY GROUPS
☐

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

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

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

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

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

Default Security Template- When this checkbox is checked, future supplements will have the same security level, workgroups, and agency-only flag as this supplement.

Hide Incident - Only displayed for authorized users. If checked, the incident is not visible except to users within the incident security level.

Incident Management

Assign Supplement

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

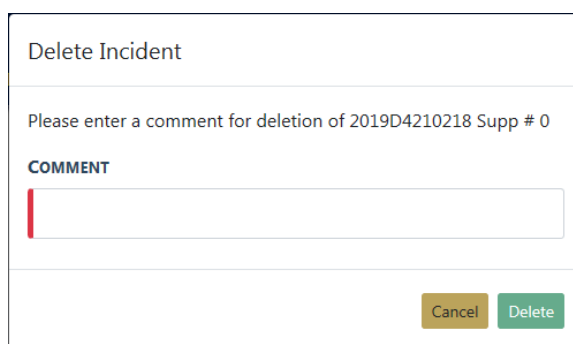
- Click **Assign Supplement** in Incidents menu.
- Search for and select the Incident to which you wish to create the **Supplement**.
- Click **Assign Supplement** at bottom of page.
- Enter the **Reporting Officer** you want to assign.
- Click **Assign Officer** at bottom of page.
- You will be prompted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

Note: Beginning with RMS 11.15, supplements can be assigned from the Incident **Action** menu from the *Summary* tab.

Delete Incident Report

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

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



The screenshot shows a modal dialog box titled "Delete Incident". Inside the dialog, there is a text prompt: "Please enter a comment for deletion of 2019D4210218 Supp # 0". Below this prompt is a text input field with the label "COMMENT" above it. At the bottom right of the dialog, there are two buttons: "Cancel" (in a light blue box) and "Delete" (in a light red box).

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

Incident Status

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

- Initial Report
- Pending Approval
- Approved Report
- Disapproved Report

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

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

The screenshot shows the Incident Status screen. At the top, there are buttons for 'Go Back' and 'Change Report #'. Below this, the incident summary is displayed: 'Incident Summary: 06/29/2018 2335 Hrs - 500 East Broadway Street Apartmen...' and 'Offense(s): 35-43-2-2 C03 - CRIMINAL TRESPASS- PROPERTY'. The agency is 'District 42, Versailles' and the report number is '2018D4210171'. A table lists the report history:

Report Type	Date	Reporting Officer	Supplement Owner	Approval Status	Security Level	Actions
Original Report	06/29/2018	SERGEANT-CAPTAIN-WIN Greg QA Wright #9696	Homer Simpson	Approved Report	Patrol Officer	[Icons: Print, Change Status, Lock]
Supp #1	09/20/2018	SERGEANT-CAPTAIN-WIN Greg QA Wright #9696	Homer Simpson	Initial Report	Patrol Officer	[Icons: Print, Lock]

At the bottom of the table is a 'Go Back' button.

The screenshot shows the 'Change Incident Report Status' form. It has the following fields:

- CURRENT STATUS:** Approved Report
- NEW STATUS:** A drop-down menu with '-Select-' selected.
- NOTIFY REPORT OWNER:** A checkbox that is checked.
- REASON FOR CHANGE:** A text input field.

At the bottom right are 'Cancel' and 'Update Status' buttons.

Select a new status from the drop-down menu and enter the reason for the change, you also have the ability to select to notify the report *Owner of the Status Change*.

Incident Status Log

This area is where users can search for an incident and obtain a *History* of the status changes and/or updates for any report.

Incident Delete Log

Deleted reports are listed in a report log with all the pertinent information for the report, including the required reason for the deletion.

Report #	Supp #	Agency	Deletion Comment	Deleted By	Deleted Date
2017-0014	0	District 42, Versailles	Testing delete	Simpson, Homer	04/19/2017
2012ISP0000019	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000021	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000022	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000020	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000023	0	District 42, Versailles	Test	Simpson, Homer	06/21/2012
2012ISP0000018	0	District 42, Versailles	TEST	Simpson, Homer	06/15/2012

Note: Remember that deleted reports cannot be recovered.

Using Charts to Visualize Data

Charts provide a mechanism to users to visualize data in a quick and efficient manner right from the home page. There are two different types of charts we offer

- **Non-interactive** image charts which appear right on the home page,
- A menu of **Interactive** charts which can be accessed on the right side bar.

Home Page Image Charts

These charts are not interactive and are meant to give a very quick summary of data. As of our current release, they include:

- *Offenses - Last 24 Hours*- This is a pie chart which summarizes offense in the last 24 hours. The offenses are grouped according to their NIBRS codes to offer simple cat-

egories such as larceny, assault, etc... Note that this chart's functionality is expanded in the interactive charts Offense Activity and Snap Shot, which are described below.

- **Non-Approved Reports** - This pie chart shows counts of all initial incident reports (Supp 0) which are not approved (i.e. either in initial status, pending approval, or disapproved). A more interactive version is available in the interactive charts, described below.

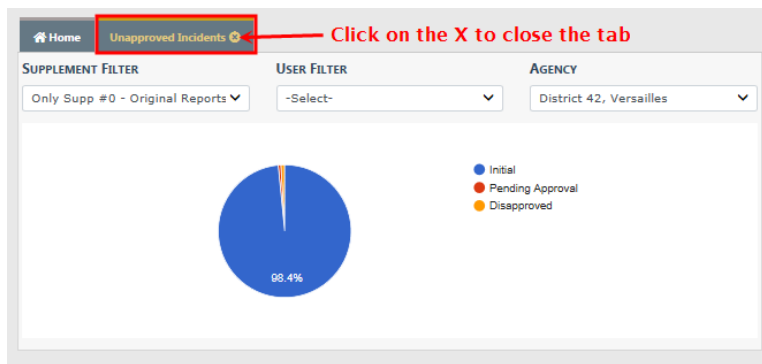


Above is an example of how the image charts are shown on the Online RMS home page

Interactive Charts

Interactive Charts are accessible from the right side bar of the home screen. Look for the section labeled **Charts**.

When you click on a chart link, a new tab opens on the home page to display that chart. Click on the **X** to close the tab.



Some charts have controls such as date ranges to allow you to customize the data you want to see.

Various **Interactive Charts** are available.

- Daily Log by Time Category
- Offense Activity
- Open Field Arrests
- Snap Shot
- Unapproved Incidents
- Calls for Service

Offense Activity

This chart displays offenses, by count, for various date ranges, and even allows you to display offense counts based on the time of day. The **Select a Display** select box allows you to choose what date range you want for visualizing data. It will either display a daily or monthly view depending on which range is selected. For example, the week to date option would show a daily view; however month to date & last month has far too many days to make sense on a graph, so it is shown in a monthly view.

You can also select **Show Results by Time of Day** to change the display to group offenses based on the time of day the occurred. The time of day is split up into four hour intervals starting from midnight.

The **Agency** filter is available for multi-tiered agencies to view events at the top organization level for all agencies, or an individual agency beneath the parent organization.

Regardless of the display you select, results will be shown in color coded *Stacks*, with a legend at the bottom indicating what colors represent what offenses. You can hover the mouse over a particular section to show the offense type & count, and you can click on a

section to bring up a list of actual Incident Reports containing those offenses on that date / time.



When viewing the incidents, you can click on the **Quick Tab** icon in the *Actions* column to open another tab which will give you a summary for that Incident Report. This is similar to the Incident Summary Page, but is presented in a view-only manner to give you quick access to the report.

Open Field Arrests

This bar chart identifies Arrests that are in *Open* or *Pending Review* status.

As a Officer Supervisor you can open the **Field Arrest Chart** and drill down to the details to either approve or disapprove the **Field Arrests**.


Hover your mouse over the blue boxes to see a total count, and click the blue boxes to display details of those counts in the bottom grid.

Click on the icons to the right to *view*  or *review*  an entry in the bottom grid. If an icon does not display, then you do not have access to that function.

- The **View** icon opens the *View Field Arrest* form. For more information on the dis-approval process refer to [ApproveDisapproveFieldArrest.htm](#)

Approve Field Arrest Go Back Approve Disapprove Print



Person Information View Person

LAST NAME Aaberg	FIRST NAME Ken	DOB 07/09/1975 (Age at Time of Arrest: 38 Years Old)	SEX Male	RACE White	DRIVER'S LICENSE # 4444	 (1/4) 11/01/2016
SSN 123-45-6789	ALIASES Fredd Free(Maiden)		RESIDENCE PHONE (987)-987-9876	CELL PHONE (111)-111-1111 x111		
ADDRESS (RESIDENCE) 86 North East ASHWOOD Lane, North Test DILLON						
HEIGHT 5' 02"	WEIGHT 123	EYE COLOR Brown	HAIR COLOR Auburn	COMPLEXION Albino	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Aqua Lungers(Active) Bold Men(Active) Automation Boys(Active)		EMPLOYER NAME Fake Org Automation	SCHOOL HERTZ Rental		

- The **Review** icon opens the *Approve Field Arrest* form, where you can *Approve*, *Disapprove*, or *Print* the **Field Arrest**. For more information on the approval process refer to [ApproveDisapproveFieldArrest.htm](#).

Approve Field Arrest Go Back Approve Disapprove Print

Person Information View Person

LAST NAME Aaberg	FIRST NAME Ken	DOB 07/09/1975 (Age at Time of Arrest: 38 Years Old)	SEX Male	RACE White	DRIVER'S LICENSE # 4444	  (1/4) 11/01/2016
SSN 123-45-6789	ALIASES Fredd Free(Maiden)		RESIDENCE PHONE (987)-987-9876	CELL PHONE (111)-111-1111 x111		
ADDRESS (RESIDENCE) 86 North East ASHWOOD Lane, North Test DILLON						
HEIGHT 5' 02"	WEIGHT 123	EYE COLOR Brown	HAIR COLOR Auburn	COMPLEXION Albino	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Aqua Lungers(Active) Bold Men(Active) Automation Boys(Active)		EMPLOYER NAME Fake Org Automation	SCHOOL HERTZ Rental		

Snapshot

This is a by-the-numbers chart which varies based on what features your agency has access to. Currently it contains the following:

- A count of offenses.
- A count of citations based on the citation type.
- A map showing incident data.

This chart has a **Select a Display** option which allows you to select different date ranges. It is different from other charts in the date range options it presents, as it is only meant to display very recent data.

Unapproved Incidents

This is a more interactive version of the Non-Approved Reports chart featured on the home page. It gives you the option to display only initial incident reports (supplement 0) which are currently not approved (Initial, Disapproved, or Pending Approval), or all supplements not approved. You can click on a section of the chart to bring up a list of the incidents that fall under the category you clicked. You can then use the **Quick Tab** icon in the *Actions* column to view the details of the report.

Calls for Service

You can view CFS event imported from CAD or directly entered via the Online RMS module. The chart provides awareness of activities for shift briefings. Time ranges allow users to view events from a prior shift or particular time frame. Geo-coded events are available for plotting on a map display. You can filter by agency and user groups.

Chapter 24. Case Management

Case Management Overview

Case Management is controlled based on one of three options selected by your agency:

- The approving officer supervisor can create a **Case** and send the notification to the CID supervisor for assignment, or not create a **Case** and not send a notification to the CID supervisor.
 - If a decision to create a **Case** is made, the supervisor creates it and assigns it to a lead investigator, and if appropriate an officer.
 - The supervisor approving the report selects a follow-up action and disposition. An *Incident Approved* notification requesting a *Follow-up Case Decision* is forwarded to a person or persons with a CID Supervisor Role (determined by the agency) for review. The CID Supervisor then reviews the **Incident** and decides to close the **Incident** without further follow-up, or to create a follow-up **Case**, and assign it to an officer.

For information on closing an Incident without a follow-up case, refer to "Close Incident with no Follow-Up Case" on page 486

- All approved Incidents are sent to the CID supervisor for a **Case** creation decision.
- No Case is automatically created and no notification is sent to the CID supervisor. The CID supervisor must manually create any Cases using the Case Management module.

What is the difference between an Incident Report and a Case?

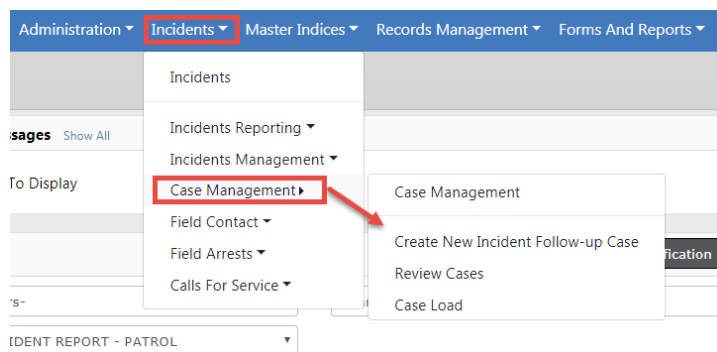
In Online RMS, when a user takes a *Report*, he creates an **Incident Report**. If the type of report written needs follow-up activity, that **Incident** can then be associated with a follow-up **Case** for investigative purposes.

A **Case** is a way to manage the investigative process for one or multiple **Incident Reports**. For example if you have several burglary reports and suspect that all the burglaries are connected, each burglary will have its own **Incident Report** but all the reports can be assigned to one **Case**. This allows anyone investigating the burglaries access to all the information in one location without having to look up the individual reports. Cases can have more than one

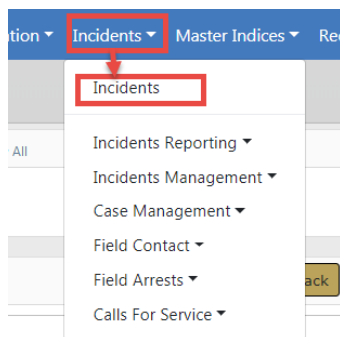
officer assigned to them. The officers have the ability to add notes to their cases and can send those notes to their supervisors to keep them updated.

Accessing the Case Management Module

Case Management functions are centrally located under the *Incidents Menu* on top *Navigation Bar*.



Case Management functions can also be accessed from the *Incidents Page*.



The screenshot displays the Caliber Public Safety interface with a sidebar on the left and a main content area. The sidebar contains several sections: 'Incident Reporting' with options like 'Create New Incident Report', 'Create Supplement to Incident Report', 'View Incident Report', 'SmartSearch', 'Incident Mapping', 'Transfer Incident Report', 'Approve Incident Report', and 'Incident Based Reporting'; 'Case Management' (highlighted with a red box) with options 'Create New Incident Follow-up Case', 'Review Cases', and 'Case Load'; and 'Calls For Service' with 'Manage Calls' and 'Search Calls'. The main content area has sections for 'Incident Management' (Assign Incident Report, Assign Supplement, Delete Incident Report, Incident Status, Incident Status Log, Incident Delete Log, Incident Offense Glossary), 'Field Contacts' (Create New Field Contact, Search Field Contacts), and 'Field Arrests' (New Field Arrest, Search Field Arrests, Arrest Delete Log). A 'Go Back' button is located at the bottom right of the main content area.

Case Management Form

Pin Case

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

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



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

For more information on pinned records that appear on the Home Page, refer to "Home Page - Prior to RMS 11.12" on page 8.

Case Management Contains Four Tabs

1. Case Information

- Contains detailed information about the case, such as the case number, agency, status, security level, important dates, assigned officers, associated incidents, associated field arrests, associated field contacts, offenses, involved names and organizations, involved warrants, associated LEA cases, and attachments.

2. Case Activities

- The *Case Activities* tab contains activities on the case such as notes made by the officer or investigating officer, status and type of activity performed on the case, important dates, and the hours worked on each activity. You can also assign officers and other information when adding a Case Activity.
- On an existing Case Activity, with appropriate permissions you can request an update from all assigned officers by clicking on an icon.

The screenshot shows the 'Case Activities' tab in the Case Management interface. At the top, there are tabs for 'Case Information', 'Case Activities' (selected), 'Access Log', and 'Case Logs'. Below the tabs, case details are displayed: LEA Case #: 2017D4210140, Agency: District 42, Versailles, Assignment Status: Assign to Patrol, Case Status: Open, and Case Hours: 1.5. A section for 'Case Activities' includes a legend for status (More than 5 days, Within 5 days, Overdue) and buttons for 'Show All Descriptions' and 'Add Case Activity'. A table lists activities with columns: Activity Type, Status, Activity Date, Assigned Officers, Notify Users, Next Review Date, Activity Description, and Actions. The first row shows a 'Case Note' activity from 11/26/2019 assigned to 'Saur, Christine' with a next review date of 12/10/2019. The 'Actions' column for this activity contains several icons, including one highlighted with a red box and a red arrow. A red text box points to this icon with the message: 'Click to request an update from all assigned officers'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and a 'Go Back' button.

The assigned officers receive a *Notification* to update the Case Activity. The Notification appears under the *Notifications* grid on their *Home* page. For more information on Notifications, refer to "Notifications" on page 25.

Notifications					Search
-Filter By Users-					Search
Count	Notification Type	Last Notification	Priority		
1	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATE REQUESTED	07/02/2019 11:04 AM CST	High		
61	EVIDENCE PENDING CHECK-IN	07/01/2019 05:05 PM CST	High		

3. Access Log

- The system automatically logs when the case is viewed or updated. The log captures the user's name, agency, and the date it occurred. The *Access Log* tab displays those log entries in a read-only format.

Activity Type	Date	Activity User	First Name	Last Name	Agency Name
View	11/26/2019 1542 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	11/26/2019 1427 HRS	CSAUR	Christine	Saur	District 42, Versailles
View	11/21/2019 1640 HRS	CSAUR	Christine	Saur	District 42, Versailles

4. Case Logs

- Activity that occurs on the case.

Log Type	Notification Type	Activity Type	Created By	Creator Date	Sent To	Comments
Activity Hours Update	N/A	Case Note	Saur, Christine	11/26/2019 1546	N/A	Hours for Case Note on 11/26/2019 1542 changed from 1.5 to 1.5
Activity Hours Update	N/A	Case Note	Saur, Christine	11/26/2019 1543	N/A	Hours for Case Note on 11/26/2019 1542 changed from 0 to 1.5

Create a Follow-Up Case

Multiple methods are available in creating a follow-up Case, depending on your permissions:

- From the initial unapproved Incident, investigators can create a case to begin working on an investigation without waiting for Incident approval.
- During the Incident review process. Incidents can be reviewed during the approval process, from a Notification, or from the Follow-Up Needed link under Recent Activities.

For information on the Incident approval process, refer to "Approve/Disapprove Incident Report" on page 439.

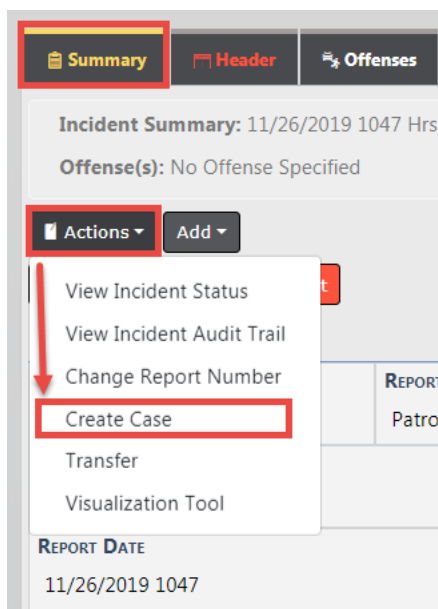
- From the Case Management menu.

For information on accessing Case Management, refer to the *Access Case Management Module* section of [CaseManagementOverview.htm](#).

Initiate from the Initial Unapproved Incident Report

Create an investigative case directly from an initial unapproved Incident report. You must have the permission *Create Case from Unapproved Incident* to access this feature. Refer to your agency administrator for details.

1. On the initial unapproved Incident report, click the **Action** button from the Summary tab, then select **Create Case** from the drop-down menu.



2. The *Add Case* screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" on page 475

Initiate through Incident Review

1. Create a Case while reviewing the Incident. Review the Incident by choosing one of the following methods:
 - From the Approval Process

- The supervisor selects an **Incident Follow-up Action** of either *Follow-up Patrol*, *Follow-up CID*, or *Suspend/Pending Further Info*.

Incident Summary: 09/19/2017 1212 Hrs - 200 Main Apartment #... Agency: District 42, Versailles
 Offense(s): 15-17-18-6 - AGRICULTURE/ANIMAL- IMPORT DISEAS... Report #: 2017D4210126 Supp #: 0
 Total Hours: 0

Approval Options Incident Offense Glossary

Approve Disapprove Click to approve or disapprove
 Security Level Patrol Supervisor Agency Only No Change Security

INCIDENT FOLLOW-UP ACTION Incident Status / Disposition
 Closed- No Action -Select-

ROUTE TO EXTERNAL AGENCY

Notifications To Be Sent

Send	Notification	Destination Agency
<input checked="" type="checkbox"/>	INCIDENT APPROVED	District 42, Versailles

ENTER NOTIFICATION COMMENTS HERE

Other Options

☒ FOR PUBLIC RELEASE (Applies To All Supplements) ☐ NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST

Go Back Approve Approve & Print

- A prompt appears to approve the Incident and create a **Case**. Electing to approve creates the **Case** and allows you to assign a Lead Investigator, and if appropriate, assign officer(s) to follow up with the Incident.
- From a Notification
 - Users with the CID Supervisor role (determined by the agency) can review the report from the Notification.
- From the Follow-Up Needed link under Recent Activities
 - Click on the *Follow-Up Needed* link to review the Incident report and make the decision to create a **Follow-up Case** to the Incident, or close the Incident without a follow-up case.

Recent Activities	
Initial Report	18
Follow Up Needed (Past 10 Days)	1
Pending Approval	2
My Cases (Active Count)	1
Evidence Review	4

For information on closing an Incident without a follow-up case, refer to "Close Incident with no Follow-Up Case" on page 486

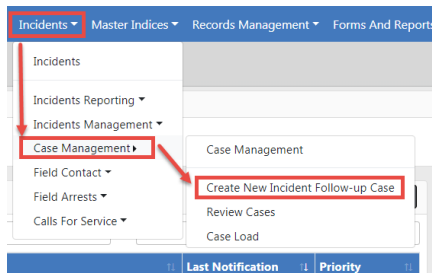
- Review the Incident using whichever method you wish, then click on the **Actions** button on the top left of the Incident Summary tab to view menu options.

- The CID Supervisor selects the **Create Case** menu option.

- The *Add Case* screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" on the facing page

Initiate from the Case Management Menu

1. Create a Follow-Up Case from the Case Management Menu.



For additional methods of accessing the Case Management menu, refer to the *Access Case Management Module* section of [CaseManagementOverview.htm](#)

2. The *Add Case* screen appears. Enter the Case data then save. For more information on entering data, refer to "Enter Case Data" below

Enter Case Data

You can enter Case data when you create a new Case or update an existing Case.

1. If you are creating a new Case, initiate a new Case Follow-Up by using an available method. For details on the available methods, refer to "Create a Follow-Up Case" on page 471.



The *Add Case* page appears.

A screenshot of the 'Add Case' form in the Caliber Public Safety software. The form is divided into several sections. The 'AGENCY' section has a dropdown menu with 'District 42, Versailles' selected. The 'ASSIGNMENT STATUS' section has a dropdown menu with 'Assign to Patrol' selected. The 'SOLVABILITY' section has a dropdown menu with '-Select-' selected. The 'CASE STATUS' section has a dropdown menu with 'Open' selected. The 'NEXT UPDATE DUE' section has a date field with '07/09/2019' and a 'Set Next Default Date' button. The 'COMMENTS' section is a large text area. At the bottom of the form, there are 'Go Back' and 'Save' buttons.

Enter necessary data then click the **Save** button to open the *Edit Case* screen.

2. If you are updating an existing Case, search for the Case then choose update to open the *Edit Case* screen. For more information on searching for and updating a Case, refer to "Review Cases" on page 490
3. The *Edit Case* screen contains four tabs: Case Information, Case Activities, Access Log, Case Logs. The *Case Information* tab opens by default. For general information about the four tabs, refer to "Case Management Overview" on page 467.

Note: While viewing or editing, you can *Pin* the Case at anytime to add it to your Home Page for quick reference. For more information, refer to "Case Management Overview" on page 467.

Note: You can print a report wherever the print icon  or print button  displays. For details, refer to "Print Case" on page 506.

4. Select an **Assignment Status** which allows the assignment of the case to either Patrol or CID. A **Case Status** must also be chosen. Set a **Solvability** to the Case, set an **Next Update Due**, and add a **Comment**.
5. The **LEA Case #** generates automatically. If you chose to change the **LEA Case #**, select the **Change LEA Case#** button, select an existing Incident Report number when prompted, then click **OK**.
6. The CID Supervisor has the ability to change the security level of the Case by clicking on the **Change Security** button to open the *Edit Case Security* screen. After changes are made, click **Save** to return to the *Edit Case* screen.

For more information on setting the security level, refer to "Set Case Security Level" on page 485.

7. Next, the CID Supervisor will select the **Solvability** of the Case from the drop-down.

8. The CID Supervisor has the ability to change the **Next Update Due** date. The default is 60 days.
9. Next is the **Assignment Status**. The selections available vary by agency.
10. Next, the CID Supervisor will choose the **Case Status** from the drop-down selection.
11. The CID Supervisor has the ability to hover over the information bubble near the **Case Access Users** to see all the individuals who have access to the Case. If the CID Supervisor chooses to change the **Security level** of the case, they will select the **Change Security** button and select the security level to which they feel appropriate for the Case. Remember, if a patrol officer is assigned to the Case and Case is set at the *Criminal Investigations Division*, the Patrol Officer will not be able to access the Case.
12. Each Officer and Supervisor assigned to the Case has the ability to log the Case hours by using the **Case Hours** fields. After selecting the appropriate hours, select **Update Case Hours**.
13. Finish completing the upper section of the Case, then select the **Update** button.

Note: There are icons located under the *Actions* column throughout the remaining sections of the Case. Hover your mouse over each icon for a description of what each one does: Review incident security/status, view incident, create a new supplement, associate an incident, print, and delete.

14. Page down to the *Assigned Officer(s)* section. Click on the **Assign Officer** link to assign an officer.

Assigned Officer(s)


Note: One Lead Investigator Officer is required.  Assign Officer

Note: One Lead Investigator Officer is required. The CID Supervisor must assign a Lead Incident Officer.

For more information on assigning officers, refer to [#AssignCaseOfficer](#).

15. When at least one officer is assigned, a **View Assignment History** link appears in the *Assigned Officer(s)* section.

Assigned Officer(s)

 View Assignment History

 Assign Officer

Click the link to view the assignment history.

[Go Back](#)

LEA Case #: 00000162CASE2019

Assignment Status: Assign to Patrol

Case Hours:


Agency: District 42, Versailles

Case Status: Open

Start Date	End Date	Assigned To / Role	Assigned By	Ended By	End Comments
11/26/2019 1615 Hrs		SERGEANT-CAPTAIN-WIN Greg Wright / Assisting Officer	Christine Saur		
11/26/2019 1612 Hrs		Christine Saur / Lead Investigator	Christine Saur		

Click **Go Back** to return to the Case.

16. Page down to the *Associated Incident(s)* section. The CID Investigator and the Assigned Lead Investigator has the ability to click on **Create Incident** to create a new Incident from the Case, or click on **Associate Incidents** to associate other Incidents to the same case. For details, refer to "Associate an Incident" on page 481.

With proper permissions, you can create a Supplement by clicking on the Create Supplement icon  under the *Actions* column on Summary tab of the Incident form. If you do not see this icon, then you do not have the ability to perform this action. For more information about creating a Supplement, refer to "Create Supplements" on page 301.

Note: Offenses associated with the Incident appear in the Offenses section as read-only.

17. To associate field arrests to the case, click on **Associate Field Arrests** in the *Associated Field Arrests* section. For more information on associating field arrests, refer to "Associate a Field Arrest" on page 483.
18. To associate field contacts to the case, click on **Associate Field Contact** in the *Associated Field Contacts* section. For more information on associating field contacts, refer to "Associate a Field Contact" on page 484.
19. Offenses that exist on Associated Incidents appear for convenience in the **Offenses** section as read-only.



Offenses					
Offense	Remarks	Status	Status Date/Time	Incident Report#	Supp #
14-23-7-5 - NATURAL RESOURCE- OPEN BURNING IN EMERGENCY FIRE HAZARD AREA		Open/Pending	11/26/2019 10:47	2019D4210232	0

20. Involved persons and organizations on Associated Incidents appear for convenience in the **Involved Names and Organizations** section as read-only. You have the option to show or hide the details by clicking the **Show/Hide** button.

Involved Names and Organizations				Show/Hide
Summary	Role	Associated Event #	Photo Lineup	
Poharcyk, Robin RACE:White SEX:Female DOB: 01/10/1910(109)	Suspect / Offender	Incident Report# - 2019D4210232		

Involved Names and Organizations				Show/Hide

21. Associated evidence appears in the **Involved Property** section as read-only.

Involved Property							Schedule Disposition	Show/Hide
Summary	Current Status	Associated Event #	Evidence / Held Property	Evidence / Held Status	Evidence / Held Location	Scheduled Disposition Date	Actions	
Type: ART OBJECT Serial #: ASDF Value(\$): 300	Stolen	Incident Report # - 2017D4210140 Supp# 1	Yes	Checked-Out	N/A			 

If you have appropriate permissions, you can schedule one or more dispositions of associated evidence directly from the case and notify evidence custodians.

- Click the **Schedule Disposition** button to open *Schedule Evidence/Held Property Disposition*.

Schedule Evidence / Held Property Disposition


<input type="checkbox"/>	Summary	Current Status	Associated Event #	Scheduled Disposition Date
<input type="checkbox"/>	Type: ART OBJECT Serial #: ASDF Value(\$): 300	Stolen	Incident Report # - 2017D4210140 Supp# 1	
<input type="checkbox"/>	Type: DRUGS - COMMON MEDICINE Drug: CrazyDrug Quantity: 1	Stolen	Incident Report # - 2017D4210140 Supp# 1	03/31/2020
<input type="checkbox"/>	Type: SEEDS Drug: SUSPECTED BARBITURATES Quantity: 2	Stolen	Incident Report # - 2017D4210140 Supp# 1	10/31/2019

DISPOSITION DATE

COMMENT

NOTIFY EVIDENCE CUSTODIANS
☒


Close Save

Or, you can schedule an individual property record by clicking the Schedule Disposition Date icon  under the *Actions* column on a specific Involved Property record, enter a **Disposition Date** and **Comment** when prompted, then click **Save**.

- Check each evidence/held property record that applies, or check the box on the upper left to select all.
- Enter the **Disposition Date** and **Comments**.

- d. Check the **Notify Evidence Custodians** box, if applicable.
 - e. Click **Save**.
22. Involved Warrants appear in the **Involved Warrants** section as read-only.
 23. Click the **Associate LEA Case** link to associate LEA Cases.
 24. Attach a form in the **Attached Forms** section by selecting from the list.
 25. Click the **Add Attachment** link to add attachments to the Attachments section. Attachments can be photos or documents.

Assign Officer to Case

1. To **Assign** an officer to the Case, click the **Assign Lead Incident Officer** or **Assign Officer** link.
 - The **Assign Lead Incident Officer** link only appears when a lead Incident officer has not yet been assigned. It defaults the case to the officer who created the incident report. That officer can then be assigned to the case as the lead or as an assisting officer.
 - The **Assign Lead Incident Officer** link directly assigns the reporting officer to the case and the supervisor selects their role.
2. If the **Assign Officer** link is used, choose from a list of officers to assign to the case. Click the select icon  to choose an officer from the results list.

Search Parameters Go Back









AGENCY FILTER
☒ Case Agency ☐ My Organization

OFFICER FILTER
☒ All ☐ Detectives ☐ Patrol

Use HISTORICAL DATA ☐

OPTIONAL SEARCH TEXT
 Enter search text Search By

Reset Search

Officer Name	Title	Agency	Date Last Assigned	Open Assignments	Actions
Christine Saur - #SAUR111		District 42, Versailles	06/18/2019 02:15 PM CST	2	 
Greg QA Wright - #9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	06/18/2019 02:15 PM CST	52	 
Jeff Hanover - #96965	Officer Supervisor	District 42, Versailles	09/23/2013 10:11 PM CST	1	 
ODL User - #123456		District 42, Versailles	08/29/2019 11:56 AM CST	0	 

Go Back

3. Select the **Role** and **Assignment Date**. Optionally, select the **Notify User** box to send an informational Notification to officer.

Officer Name	Title	Internal ID/Badge#	Date Last Assigned	Open Assignments
Saur, Christine		SAUR111	06/18/2019 02:15 PM CST	2

ROLE

Lead Investigator ▼

ASSIGNMENT DATE

11/26/2019 1612

COMMENTS

NOTIFY USER

☐

Go Back

Save

Save & Assign Another Officer

Note: You can also assign officers when creating a Case Activity. For more information on creating Case Activities, refer to "Create Case Activity" on page 493.

Associate an Incident

You can associate an Incident by either creating an Incident directly from the Case or selecting an existing Incident. Page down to the *Associated Incident(s)* section of the Case and click either the **Create Incident** or **Associate Incident** link.

Associated Incidents						+ Create Incident + Associate Incident
Report #	Incident Summary	Offenses	Comments	Date Of Info	Associated Event #	Actions

Create Incident

- To create an Incident and associate it to the Case, click the **Create Incident** link.
- A message appears informing you the newly created Incident will automatically be associated with the Case. Click **No** to return to the Case without creating the Incident, or click **Yes** to create the Incident and continue to the next step.

Message From RMS

You are about to create a new incident. Once the incident is created, it will automatically be associated with this case. Do you want to proceed?

No Yes

- If you chose to create the Incident, an *Incident Report Number and Summary* screen appears. Review and make any necessary changes. Enter comments into the **Media/Crime Summary** text box, then click the **Finished-Go To Next Section** button.

Incident Report Number and Summary

Please verify the following information and click finished to create a new incident report

AGENCY
District 42, Versailles

REPORT #
Auto Generated

SECURITY LEVEL
Patrol Officer

MEDIA/CRIME SUMMARY [Check Spelling](#)
Creating an Incident directly from a Case.

Go Back Finished - Go To Next Section

- The Incident Report wizard opens. Add the necessary information to the Incident Report. Click the **Exit Report** button on the top of the screen at any time to return to the Case. For more information on entering data into various tabs of the Incident Report, refer to "Incident Report Tabs" on page 201.

Exit Report Quick Print Print Transfer Exit Wizard Submit For Approval

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 06/18/2019 1457 Hrs Agency: District 42, Versailles
Offense(s): No Offense Specified Report #: 2019D4210230 Supp #: 0







Types & Times Location Officers

Header Information

REPORT SECURITY: Patrol Officer FOR PUBLIC RELEASE: Yes REPORT AGENCY / DISTRICT: District 42, Versailles [Change](#)

MEDIA/CRIME SUMMARY [Check Spelling](#)
Creating an Incident directly from a Case.

- The newly created Incident Report appears in the *Associated Incidents(s)* grid of the Case.

Associated Incidents						Create Incident Associate Incident
Report #	Incident Summary	Offenses	Comments	Date Of Info	Associated Event #	Actions
 2019D4210232	11/26/2019			11/26/2019	This Case	   

Associate Existing Incident

1. To associate an existing Incident, click the **Associate Incident** link to open the *Incident Search* screen.

Incident Search

Incident SmartSearch

REPORT #	AGENCY		
<input type="text"/>	All Agencies		
REPORT TYPE	REPORT DATE FROM	REPORT DATE TO	
Click To Select	<input type="text"/>	<input type="text"/>	
APPROVAL STATUS	OCCURRENCE DATE FROM	OCCURRENCE DATE TO	
-Select-	<input type="text"/>	<input type="text"/>	
SUMMARY	APPROVAL DATE FROM	APPROVAL DATE TO	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
FOLLOW UP ACTION	GANG RELATED		
-Select-	-Select-		
STATUS / DISPOSITION			
-Select-			
ADDITIONAL SEARCH CRITERIA			
-Select-			
<input type="button" value="Go Back"/> <input type="button" value="Reset"/> <input type="button" value="Search"/>			


2. Search for the Incident and select it from the results grid. For more information on searching for Incidents, refer to "View Incident Reports" on page 265.
3. The selected Incident Report appears in the *Associated Incidents(s)* grid of the Case.

Associate a Field Arrest

1. To associate a Field Arrest to the Case, click the **Associate Field Arrest** link.

Associated Field Arrests	Associate Field Arrest
Associated Field Contacts	Associate Field Contact


2. A *Field Arrest Search* screen appears.

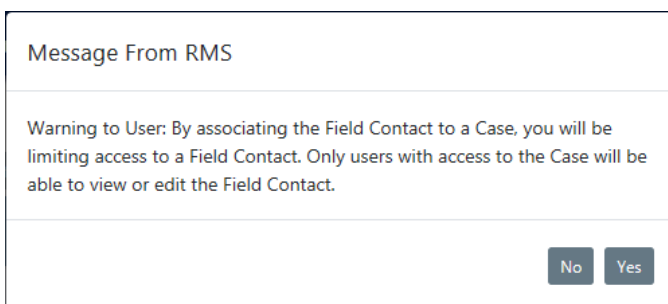
3. Search for the Field Arrest you want to associate to the Case. For details on searching for a Field Arrest, refer to "Search Field Arrests" on page 360.
4. Select the appropriate Field Arrest from the results grid by clicking on select icon  in the *Actions* column. The selected Field Arrest then appears under the *Associated Field Arrests* section of the Case.

Associate a Field Contact

1. To associate a Field Contact to the Case, click on the **Associate Field Contact** link.



2. A *Field Contact Search* screen appears.
3. Search for the Field Contact you want to associate to the Case. For more information on searching for a Field Contact, refer to "Search for a Field Contact" on page 412.
4. Select the appropriate Field Contact from the results grid by clicking on select icon  in the *Actions* column.
5. A warning message appears informing you that by associating the Field Contact to the Case, limited access to the Field Contact occurs. Only users with access to the Case are able to view or edit the Field Contact. Click **No** to return to the Case without associating the Field Contact, or click **Yes** to associate the Field Contact to the Case.



6. If you chose **Yes**, the selected Field Contact then appears under the *Associated Field Contacts* section of the Case.

Set Case Security Level

1. To set the **Security Level** of the Case go to the top of the Case Information tab. Click the **Change Security** button to display the *Security Setting* screen.

The screenshot shows the 'Case Information' tab with various fields and buttons. The 'Security Level' section is highlighted, showing 'Patrol Supervisor' as the current level and a 'Change Security' button. Other fields include 'LEA Case #', 'AGENCY', 'ASSIGNMENT STATUS', 'SOLVABILITY', and 'CASE STATUS'.

The screenshot shows the 'Security Setting' screen. It includes a slider for 'Current Security Level' set to 'Patrol Supervisor'. Below the slider is a list of 'Case Access Levels' and a 'Case Workgroups' section. The 'Case Access Levels' list includes 'Executive Command', 'Command Staff', 'Criminal Investigation Division', 'Records/Clerical Division', 'Patrol Supervisor', and 'Patrol Officer'. The 'Case Workgroups' section shows 'NO AGENCY TEST' and 'Test 42'. There are 'Go Back' and 'Save' buttons at the bottom.

The CID Supervisor only has the ability to restrict up to the level of *Criminal Investigations Division*. If they restrict further, they would not have access to the Case. At this point, the CID Supervisor has the ability to see what users have access to the Case.

2. To adjust the security slide the bar up or down that is located just left of the **Case Access Level**. Sliding the bar up will allow more users access to the case, sliding the bar down will restrict access. Security can further be adjusted by assigning the case to a **Security Group**. Anyone within the **Case Access Level** box, and persons included in the **Security Group**, will have access to the case. If the box located below the **Security Group** is checked, this will restrict access to only persons in the **Security Group** and the officer assigned to the case.

Note: If the user making the assignment is not part of the **Security Group** they will not have access to the case if the **Restrict Access** box is checked.

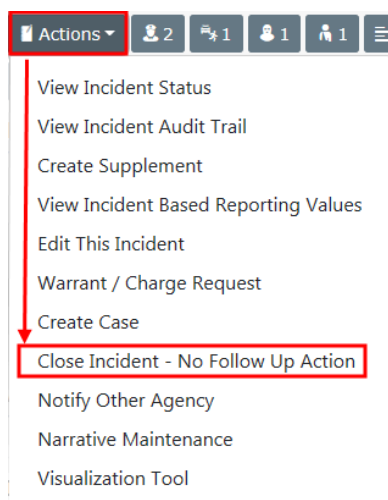
3. Click the **Save** button.

Ensure that person(s) who are not supposed to have access to the incident report cannot access the report; the incident security must be set. Associating a report to a “Case” which has restricted access will NOT restrict access to any incident report associated with that case. The incident report security has been restricted as well if you want to secure the incident report access. Incident security can be set at the time of approval of the report or by the USER reviewing the incident report. The supervisor reviewing the “incident report” cannot restrict access above his level. This prevents anyone from “locking” themselves out of the report.

The Lead Investigator along with the CID Supervisor needs to remember that if the Case security is changed, it does not automatically change the security of the associated Incident Report. The Lead Investigator and/or CID Supervisor must also change the security of the Incident Report if deemed appropriate.

Close Incident with no Follow-Up Case

To close an incident from the review process with no **Follow-up Case** needed, the CID Supervisor selects the **Close Incident - No Follow Up Action** menu option from the **Actions** button.



A window appears where the **Incident Disposition** is selected from a list, then select the **Close** button to close the incident with no case follow-up.

The CID Supervisor can also keep an Incident, but not create a **Case**:

When the CID Supervisor decides a **Case** should not be created for the Incident, they select *Closed-No Action* for the **Follow-up Action** and select the reason for the **Incident Status/Disposition**. Select an **Incident Status**. The report can then be approved by selecting the **Approve** button.

For more information on the Incident approval process, refer to "Approve/Disapprove Incident Report" on page 439.

Incident Summary: 09/19/2017 1212 Hrs - 200 Main Apartment #...
Offense(s): 15-17-18-6 - AGRICULTURE/ANIMAL- IMPORT DISEAS...
Total Hours: 0

Agency: District 42, Versailles
Report #: 2017D4210126 **Supp #:** 0

Approval Options | **Incident** | **Offense Glossary**

Approve **Disapprove** **Security Level** Patrol Supervisor **Agency Only** No **Change Security**

INCIDENT FOLLOW-UP ACTION
 Closed- No Action

INCIDENT STATUS / DISPOSITION
 -Select-

ROUTE TO EXTERNAL AGENCY
☐

Notifications To Be Sent

Send	Notification	Destination Agency
<input checked="" type="checkbox"/>	INCIDENT APPROVED	District 42, Versailles

ENTER NOTIFICATION COMMENTS HERE

Other Options

☒ **FOR PUBLIC RELEASE** (Applies To All Supplements) ☐ **NOTIFY PROSECUTOR OF WARRANT / CHARGE REQUEST**

Go Back **Approve** **Approve & Print**

Navigating Throughout the Case

When a Lead Investigator and/or Officer is assigned a case, in their **Recent Activities** they will see a number next to *My Cases*.

Recent Activities

- Initial Report 18
- Follow Up Needed (Past 10 Days) 1
- Pending Approval 2
- My Cases (Active Count) 2**

Select the number and the **My Active Cases** screen opens.

Status Indicators

More than 90 days

Within 90 days

Overdue

By Open / Closed Status

Open

Closed

By Case Status

Open

Closed

By Tag

Example Tag

Search


10

3

1 / 1

Go Back

Reference Numbers	Status	Date Assigned	Location	Victims	Offenders	Offenses	Next Review Date	Actions
17-HCSD-0554	Open	09/05/2017	810 North Broadway Street Greenfield, IN				09/26/2017	<div></div> <div></div> <div></div> <div></div>
2017D4210140	Open	03/06/2019	500 South Main Street Point Marion, IN	Joe Dsfq	Jimmy Dean		04/17/2019	<div></div> <div></div> <div></div> <div></div>
2019D4210232	Open	11/26/2019			Robin Poharcyk		12/17/2019	<div></div> <div></div> <div></div> <div></div>

Using the **Tag** icon  you can tag cases with keywords you choose, to group cases based on similar actions, suspects, or other information. For more information on tags, refer to "Investigative Case Tags" on page 504.

If offenses are associated with the Incident, hover over the **Information** icon under the **Offenses** column, to see the *Associated Offenses*.

By selecting the hyperlink under *Reference Numbers* you are taken directly to the **Record Viewer** which is a snapshot of the Case.

Click to open the associated incident summary page
Open in Incident Summary Page

Incident - 2017D4210140 Hide Record Viewer

Summary

REPORT # 2017D4210140	SUPPLEMENTS 1,0	AGENCY i District 42, Versailles
REPORT DATE 12/18/2017 09:51	OCCURRENCE DATE 12/18/2017 09:51	
SUMMARY asdf		
LOCATION 500 South Main Street Point Marion, IN		

Cases

Case #	Agency	Lead Investigator	Assignment Status	Case Status
2017D4210140	District 42, Versailles		Assign to Patrol	Open

Select the hyperlink **Open in Incident Summary** and the associated Incident opens on the **Summary** page.

Pin Incident

Exit Report Quick Print Print

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/18/2017 0951 Hrs - 500 South Main Street Point... Agency: District 42, Versailles

Offense(s): 35-43-2-1 B01 - BURGLARY- AIRPORT Report #: 2017D4210140 Supp #: 0

Actions 4 2 1 1 4 2 2 1

Status Open / Open (03/06/2019)

2 / 2 2 Approved Report State Status SENT WAITING FOR RESPONSE

Follow-Up Incident Cases

Case #	Agency	Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
2017D4210140	District 42, Versailles	M, Dana - Lead Investigator	Assign to Patrol	Open	04/17/2019	View Edit

Report Header

REPORT ID 3036	REPORT SECURITY Patrol Supervisor	REPORT TYPES Child Neglect
SUMMARY asdf		
REPORT DATE 12/18/2017 0951	OCCURRENCE DATE START 12/18/2017 0951	OCCURRENCE DATE END

In the section *Follow-Up Incident Cases* you will have the ability to either view or edit (based on your permissions) the Case.

Pin Incident

Exit Report Quick Print Print

Summary Header Offenses Names Property & Vehicles Narratives Attachments Validations

Incident Summary: 12/18/2017 0951 Hrs - 500 South Main Street Point... Agency: District 42, Versailles

Offense(s): 35-43-2-1 B01 - BURGLARY- AIRPORT Report #: 2017D4210140 Supp #: 0

Actions 4 2 1 1 4 2 2 1

Status Open / Open (03/06/2019)

2 / 2 2 Approved Report State Status SENT WAITING FOR RESPONSE

Follow-Up Incident Cases

Case #	Agency	Lead Investigator	Assignment Status	Case Status	Next Update Due	Actions
2017D4210140	District 42, Versailles	M, Dana - Lead Investigator	Assign to Patrol	Open	04/17/2019	View Edit

Note: With appropriate permissions, you can *Pin* the Incident while on the Summary tab to add it to your Home Page for quick reference. For more information, refer to "Incidents Overview" on page 189.

Also from the **View Case** page, you have the ability to view the *Case Activities*, *Access Log*, and *Case Logs* tabs.

View Case Case Activities Access Log Case Logs

2 1 2 2 1 4

Case Information

LEA Case #
2017D4210140

Note: While viewing or editing, you can *Pin* the Case at anytime to add it to your Home Page for quick reference. For more information, refer to "Case Management Overview" on page 467.

Review Cases

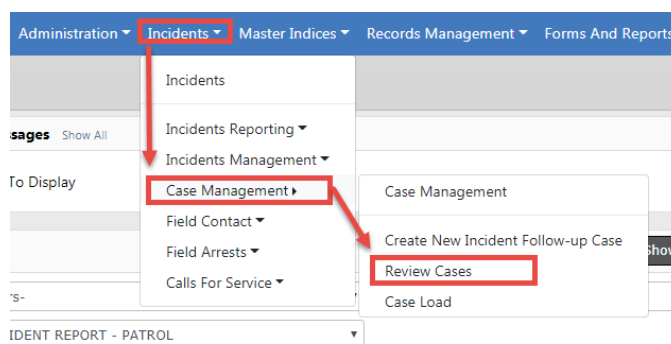
You can search for and review selected Cases to which you have permissions. Review mode provides read-only details of the Case and a data summary of each module to which the Case is linked:

- Assigned Officers
- Incidents
- Associated Field Arrests
- Offenses
- Involved Names and Organizations
- Involved Vehicles
- Involved Warrants

Note: While Review mode is read-only, you have the option to toggle to edit mode to apply updates.

To review the Case:

1. From the **Incidents** menu, select **Case Management**, then **Review Cases** to open the *Case Search* screen.



2. Enter the search criteria. The *Additional Search Criteria* drop-down box provides more search options such as, *Field Contacts* and others.

3. Click **Search** to open the *Search Results* page listing the records that match your search criteria.

Case Search / Case Search Results

Next Review Indicators: ● More than 90 days ● Within 90 days ● Overdue

389 result(s) found

LEA Case #	Status	Assignment Status	Next Review Date	Creation Date	Assigned Officer	Incident Summary	Actions
00000155CASE2019	Open	Assign to Patrol	07/10/2019 ●	06/19/2019			
2019D4210216	Open	Assign to Patrol	07/09/2019 ●	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230	
00000154CASE2019	Open	Assign to Patrol	07/08/2019 ●	06/17/2019			
2018D4210202	Open	Assign to Patrol	04/24/2019 ●	04/03/2019		2018D4210202	
00000153CASE2019	Open	Assign to Patrol	04/23/2019 ●	04/02/2019		2019D4210226	

4. You can hover over the information bubble to display additional information.

LEA Case #	Status	Assignment Status
00000155CASE2019	Cleared by Arrest	Cleared

	AGENCY District 42, Versailles	ADDRESS 902 South Adams Street Versailles IN 47042	
	PHONE 317-555-1717	POC District	

5. The *Next Review Date* column uses three color indicators that quickly identifies cases with upcoming review dates, or have surpassed the next review date.

● More than 90 days ● Within 90 days ● Overdue

LEA Case #	Status	Assignment Status	Next Review Date	Creation Date
00000156CASE2019	Open	Assign to Patrol	07/10/2019 ●	06/19/2019
00000155CASE2019	Open	Assign to Patrol	07/10/2019 ●	06/19/2019
2019D4210216	Open	Assign to Patrol	07/09/2019 ●	06/18/2019
00000154CASE2019	Open	Assign to Patrol	07/08/2019 ●	06/17/2019
2018D4210202	Open	Assign to Patrol	04/24/2019 ●	04/03/2019

6. The icons in the *Actions* column allows you to act on the Case such as, *Add Case Activity*, *View*, or *Edit*, respectively. If you do not see one or more of these icons, then you do not have permissions to perform that particular action.



- Click on the **Add Case Activity** icon to add an activity. For more information on adding a Case Activity, refer to "Create Case Activity" on the facing page.
- Or click the **View** icon to open the Case in view-only mode.

View Only Mode

Go Back Quick Print Print Edit Case

View Case Case Activities Access Log Case Logs

2 2 1 1 1 1 1 1 1 1

Case Information

LEA CASE #	AGENCY	ASSIGNMENT STATUS
2019D4210216	District 42, Versailles	Cleared
SOLVABILITY	CASE STATUS	NEXT UPDATE DUE
	Closed	
COMMENTS		

Click to edit the Case

- Or click the **Edit Case** icon to open the Case in edit mode and make necessary updates to the Case.

For details on entering information on the Case Information tab, refer to "Enter Case Data" on page 475.


For details on entering information on the Case Activities tab, refer to "Create Case Activity" on the facing page.

For details on the contents of the Access Log, refer to "Case Management Overview" on page 467.

Note: While viewing or editing, you can *Pin* the Case at anytime to add it to your Home Page for quick reference. For more information, refer to "Case Management Overview" on page 467.

Create Case Activity













The *Case Activities* tab of a Case contains activities on the case, such as notes made by the officer or investigating officer, status and type of activity performed on the case, important dates, and the hours worked on each activity. You can also assign officers when adding a **Case Activity**.

1. Use one of two methods to initiate a new **Case Activity** record.
 - From the *Case Search Results* screen. For instructions on Case searching, refer to "Review Cases" on page 490.
 - Search for and locate the Case, then click on the **Add Case Activity** icon  in the *Actions* column.


Next Review Indicators: ● More than 90 days ● Within 90 days ● Overdue

Refine Search New Search

4 result(s) found

LEA Case #	Status	Assignment Status	Next Review Date	Creation Date	Assigned Officer	Incident Summary	Actions
00000009CASE2013	Cleared by Arrest	Cleared		05/24/2013	SAUR, CHRISTINE - Lead Investigator	2017-0088 2017D4210076	  
2019D4210216	Open	Assign to Patrol	07/09/2019 ●	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230	  
2017D4210140	Open	Assign to Patrol	04/17/2019 ●	03/06/2019	M, DANA - Lead Investigator	2017D4210140	  
00000143CASE2017	Open	Assign to Patrol	09/26/2017 ●	09/05/2017	SAUR, CHRISTINE - Lead Investigator	17-HCSD-0554	  

Refine Search New Search

- From the *Case Activities* tab of the *Edit Case* page.
 - Search for and locate the Case, then click on the **Update** icon  in the *Actions* column.

Next Review Indicators: ● More than 90 days ● Within 90 days ● Overdue

Refine Search New Search

4 result(s) found

LEA Case #	Status	Assignment Status	Next Review Date	Creation Date	Assigned Officer	Incident Summary	Actions
00000009CASE2013	Cleared by Arrest	Cleared		05/24/2013	SAUR, CHRISTINE - Lead Investigator	2017-0088 2017D4210076	
2019D4210216	Open	Assign to Patrol	07/09/2019 ●	06/18/2019	WRIGHT, GREG QA - Lead Investigator	2019D4210216 2019D4210230	
2017D4210140	Open	Assign to Patrol	04/17/2019 ●	03/06/2019	M, DANA - Lead Investigator	2017D4210140	
00000143CASE2017	Open	Assign to Patrol	09/26/2017 ●	09/05/2017	SAUR, CHRISTINE - Lead Investigator	17-HCSD-0554	

Refine Search New Search

- Click on the *Case Activities* tab of the *Edit Case* page, then click on **Add Case Activity**.

My Cases / Edit Case (00000143CASE2017)

Pin Case

Go Back Quick Print Print

Case Information **Case Activities** Access Log Case Logs

LEA Case #: 00000143CASE2017 Assignment Status: Assign to Patrol Case Hours:

Agency: District 42, Versailles Case Status: Open

Case Activities ● More than 5 days ● Within 5 days ● Overdue Show All Descriptions **Add Case Activity**

Search:

Activity Type	Status	Activity Date	Assigned Officers	Notify Users	Next Review Date	Activity Description	Actions
Showing 0 to 0 of 0 entries							

Go Back

- The *Add Case Activity* page opens. Enter the necessary information into the fields provided, then click the **Save Activity** button.

LEA Case #: 00000011CASE2013

Assignment Status: Review

Case Hours: 0

Agency: District 42, Versailles

Case Status: Pending Review

ACTIVITY DATE

12/05/2022 1611

ACTIVITY TYPE

Case Note

HOURS SPENT

0.0

ADD HOURS

START DATE

END DATE

NEXT REVIEW DATE

12/19/2022

Set Next Default Date

PRIORITY

Low

STATUS

-Select-

ACTIVITY DESCRIPTION

This is a case note.

USERS TO NOTIFY OF ACTIVITY HEADER CHANGES ⓘ

Click To Select

Go Back

Notify User/Supervisor

Update Activity

Assigned Officers

+ Assign Myself + Assign Officer Group + Assign Officer

Case Activity Notes

+ Add Activity Note

Attached Forms

Add Form -Select-

Case Incidents

Report #	Incident Summary	Offenses	Comments	Date Of Info	Actions
----------	------------------	----------	----------	--------------	---------

1 April 2025

User Guide

495




Go Back Notify User/Supervisor Update Activity

Assigned Officers + Assign Myself + Assign Officer Group + Assign Officer

Case Activity Notes + Add Activity Note

Attached Forms Add Form -Select- ▼

Case Incidents

Report #	Incident Summary	Offenses	Comments	Date Of Info	Actions
 2013ISP0000094	06/04/2013 1222 - 6523 Anystreet Anytown, NJ 45623-0123	35-48-4-11 M01 - CONTROLLED SUBSTANCE- POSSESS MARIJUANA-MISDEMEANOR 35-48-4-11 M05 - CONTROLLED SUBSTANCE- POSSESS SALVIA/SYNTHETIC CANNABINOID-MISDEMEANOR 35-48-4-11 M05 - CONTROLLED SUBSTANCE- POSSESS SALVIA/SYNTHETIC CANNABINOID-MISDEMEANOR		07/15/2013	 

Associated Field Contacts + Associate Field Contact

Associated Warrants + Associate Warrant

Associated Field Arrests + Associate Field Arrest

Involved Names and Organizations + Select Case Involved Name

Involved Vehicles

Go Back

- The page changes from *Add Case Activity* to *Edit Case Activity*, and the **Save Activity** button changes to **Update Activity**.

LEA Case #: 00000143CASE2017 Assignment Status: Assign to Patrol Case Hours: 0
 Agency: District 42, Versailles Case Status: Open

ACTIVITY DATE: 11/27/2019 1255 ACTIVITY TYPE: Case Note HOURS SPENT: 0.0 ADD HOURS:
 START DATE: END DATE: NEXT REVIEW DATE: 12/11/2019 Set Next Default Date
 PRIORITY: -Select- STATUS: -Select-
 ACTIVITY DESCRIPTION:
 USERS TO NOTIFY OF ACTIVITY HEADER CHANGES: Click To Select
 Go Back Notify User/Supervisor **Update Activity**

Assigned Officers Assign Myself Assign Officer Group Assign Officer
 Narratives Add Narrative
 Attached Forms
 Case Incidents

- Optionally make additional changes or page down and add officers, narratives, and other information to the Case Activity.

When adding officers, you can assign yourself as the officer, add an officer group, or assign one officer by clicking on the respective link.

- Custom Field** support allows agencies to capture custom data by adding agency specific data elements, such as text fields, list of values, checkboxes, etc. The **Custom Field** feature must be enabled for it to be available.

For more information on adding information to the Case Activity, refer to "Update Case Activity" below.

Update Case Activity

You can update a Case Activity by using one of three methods:

- From the **Case Activity** tab of an existing Case.

For more information on searching and selecting a Case, refer to "Review Cases" on page 490.

- From the **My Case Activities** link under the *Recent Activities* section on your *Home* page. You must be associated with at least one existing Case Activity for the link to appear.

For more information on **My Case Activities**, refer to "Show My Case Activities" on page 504.

- When creating a new Case Activity.

For more information on creating a Case Activity, refer to "Create Case Activity" on page 493.

1. Open the *Edit Case Activity* page of the Case Activity you want to update, using one of the methods mentioned above.

The screenshot shows the 'Edit Case Activity' page. At the top, it displays case information: LEA Case #: 00000143CASE2017, Agency: District 42, Versailles, Assignment Status: Assign to Patrol, Case Status: Open, and Case Hours: 0. Below this, there are several input fields: Activity Date (11/27/2019 1255), Activity Type (Case Note), Hours Spent (0.0), Add Hours, Start Date, End Date, Next Review Date (12/11/2019), Priority (-Select-), and Status (-Select-). There is a 'Set Next Default Date' button. Below these fields is a large text area for 'Activity Description'. At the bottom of the form, there are buttons for 'Go Back', 'Notify User/Supervisor', and 'Update Activity' (highlighted in red). Below the form, there are sections for 'Assigned Officers', 'Narratives', 'Attached Forms', and 'Case Incidents', each with a corresponding '+ Add' button.

Make the necessary changes to the top section then click the **Update Activity** button to save.

2. To notify specific users of the case update, click the **Notify User/Supervisor** button to open the *Notify User/Supervisor* form.

The screenshot shows the 'Notify User/Supervisor' form. It has a title bar 'Notify User/Supervisor'. Below the title bar, there is a 'USERS' section with a text input field containing 'Saur, Christine'. Below that is a 'COMMENT' section with a text area containing 'Setting up a test case.' At the bottom right, there are two buttons: 'Cancel' and 'Send'.

Select one or more **Users** to notify and type a **Comment**.

Click **Send** to send a Notification message to the selected users informing them of the case update. The notification appears on the users home page under Notifications.

Home

Broadcast Messages [Show All](#)

No Messages To Display

Notifications [Show All](#) [Add Notification](#)

-Filter By Users- Search

Count	Notification Type	Last Notification	Priority
2	INCIDENT FOLLOW-UP CASE - ACTIVITY UPDATED	11/27/2019 02:12 PM CST	High

For more information on notifications, refer to "Notifications" on page 25.

3. In the Officer section, optionally click the **Assign Myself** link to add yourself as the officer, click on the **Assign Officer Group** link to assign two or more officers, or click on the **Assign Officer** link to add one officer.
4. Optionally, click the **Add Narrative** link to add a Narrative.

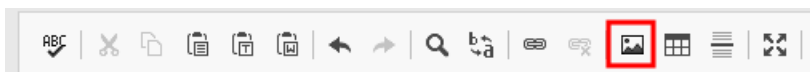
Narratives [Add Narrative](#)

Give the Narrative a **Title** and enter your comments using the available format options. The system auto-saves the Narrative every sixty seconds in the event the connection is lost or the computer becomes unusable.

The screenshot displays the 'Narrative' tab within a case management system. At the top, there are buttons for 'Go Back' and 'Print'. Below these, case details are shown: 'LEA Case #: 00000143CASE2017', 'Assignment Status: Assign to Patrol', 'Case Hours: 0', 'Agency: District 42, Versailles', and 'Case Status: Open'. The main area is titled 'TITLE' and contains a text input field with the placeholder text 'Test Case Activity Narrative'. Below the input field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, image, table, table of contents, undo, redo, search, find and replace, link, unlink, image, table, table of contents, undo, redo, search, find and replace). The text area below the toolbar contains the placeholder text 'This is an example of a narrative. You can format the text by using the above formatting options.' At the bottom of the form, there are 'Go Back' and 'Save' buttons. The bottom right corner of the form shows 'Images 0/15'.

You can use the formatting icons to customize the layout of your narrative. The built-in *Spelling and Grammar Checker* identifies mistakes and corrects them as you type.

You can *insert an image* by clicking on the **Image** icon.






Note: For more information on Narratives, refer to "Narrative Tab" on page 240.

Note: You have the ability to reference the Case Activity Narrative on the Incident Narrative using the Quick Reference icon. For more information, refer to "Narrative Tab" on page 240.

Optionally, click the **Print** button to print the current narrative. For more information on Case printing, refer to "Print Case" on page 506.

Click the **Save** button when you are finished, then click **Go Back** to return to the Case Activity.

Narratives				+ Add Narrative
Title	Created By	Date Of Info	Actions	
Test Case Activity Narrative	Christine Saur	06/27/2019 12:42		 

With proper permissions, you can view, edit, or delete the Narrative by clicking on the respective icons in the *Actions* column.

- With proper permissions, you can create a Supplement to a Case Incident that appears in the grid. Click on the **Create Supplement** icon.

Case Incidents					
Report #	Incident Summary	Offenses	Comments	Date Of Info	Actions
2019D4210216	03/04/2019 - 700 North Broadway Street Greenfield, IN			06/18/2019	
2019D4210230	06/18/2019			06/18/2019	

A prompt appears asking you to select the **Supplement Responsible User**.

Create Incident Supplement

SUPPLEMENT RESPONSIBLE USER

Assign To Me 

Click into the field then choose an available name from the list, then click **Save** to create the Supplement.

- Optionally, click on the **Associate Field Contact** link to search for and select a Field Contact. For more information on searching and selecting Field Contacts, refer to "Field Contacts" on page 409.

Associated Field Contacts	+ Associate Field Contact
---------------------------	---

- Optionally, associate Warrants to the Case Activity. Click on **Select Case Warrant** to choose a Warrant related to the Case if any, or click on **Associate Warrant** to search for and select a Warrant that is not related to the Case.

Associated Warrants	+ Select Case Warrant + Associate Warrant
---------------------	---

- Optionally, click on the **Associate Field Arrest** to search for and select a Field Arrest. For more information on searching and selecting Field Arrests, refer to "Field Arrest" on page 357.

Associated Field Arrests + Associate Field Arrest

9. People, Vehicles existing on Incidents, Field Contacts, and Field Arrests associated to a Follow-up Investigative Case will appear to relate to a case activity. If People and Vehicles exists, click **Select Case Involved Name** in the Involved Names and Organizations section to relate a name and business. Click **Select Case Involved Vehicle** in the Involved Vehicles section to relate a vehicle.

Associated Field Contacts + Associate Field Contact

Associated Warrants + Associate Warrant

Associated Field Arrests + Associate Field Arrest

Involved Names and Organizations + Select Case Involved Name

Involved Vehicles + Select Case Involved Vehicle

[Go Back](#)

10. **Custom Field** support allows agencies to capture custom data by adding agency specific data elements, such as text fields, list of values, checkboxes, etc. The **Custom Field** feature must be enabled for it to be available. If your agency is using Custom Fields and is configured for Case Activity, the custom fields appear at the bottom of the form.

LEA Case #: 0058DMPD19 Assignment Status: Assign to CID Case Hours: 1

Agency: Caliber Public Safety PD Case Status: Open

ACTIVITY DATE: 08/22/2019 0834 ACTIVITY TYPE: Research HOURS SPENT: 0.0 ADD HOURS

START DATE: 08/22/2019 0836 END DATE NEXT REVIEW DATE: 10/03/2019 Set Next Default Date

PRIORITY: Medium STATUS: In Progress

ACTIVITY DESCRIPTION

USERS TO NOTIFY OF ACTIVITY HEADER CHANGES ⓘ

Click To Select

Sample Custom Fields

SAMPLE CUSTOM FIELD

[Go Back](#) [Notify User/Supervisor](#) [Update Activity](#)

11. When finished updating the Case Activity, click **Go Back** to return to the previous screen.

Case Load

Use the following procedure to view case loads for your assigned users.

1. Select the **Case Load** option from the *Case Management* submenu or click the **Case Load** link on the *Incidents* page to open the **Case Load** page.

Case Load

Search Parameters Go Back


AGENCY FILTER
☒ My Agency ☐ My Organization

OFFICER FILTER
☒ Patrol

OPTIONAL SEARCH TEXT
 Enter search text Search By ▼

Reset Search

Officer	Title	Agency	Date Last Assigned	Open Assignments	Actions
Christine Saur - #SAUR111		District 42, Versailles	11/26/2019 04:12 PM CST	3	
Greg QA Wright - #9696	SERGEANT-CAPTAIN-WIN	District 42, Versailles	11/26/2019 04:15 PM CST	53	
Jeff Hanover - #96965	Officer Supervisor	District 42, Versailles	09/23/2013 10:11 PM CST	1	
ODL User - #123456		District 42, Versailles	08/29/2019 11:56 AM CST	0	

- Filter the listings on this page using the **My Agency** or **My Organization** radio button that appear in the upper left corner.
- If needed, type text in the **Search** text box to further limit your search to cases containing that specific text string. You can also select from the **Search By** drop-down box.
- Click the **Search** button to display just those cases or click **Reset** to clear the criteria.
- Click the view icon  under the *Actions* column on a particular officer in the grid to view that officer's cases.

Case Load / View Officer Cases Go Back

LEA Cases For	Open Assignments	Last Assigned Date
Saur, Christine - ID # SAUR111	3	11/26/2019 04:12 PM CST

Show Open ▼

Include	Status	Sub-Total
<input checked="" type="checkbox"/>	Open	3

LEA Case #	Incident Summary	Assigned Date	Role	Update Due	Case Status	Assignment Status	Case Agency
2017D4210140	Report #: 2017D4210140 Report Date: 12/18/2017 Offense(s): 35-43-2-1 B01-BURGLARY-AIRPORT,35-43-2-1 B05-BURGLARY-BAKERY Location: 500 South Main Street Point Marion, IN	03/06/2019 04:05 PM CST	Assisting Officer	04/17/2019	Open	Assign to Patrol	District 42, Versailles
00000162CASE2019	Report #: 2019D4210232 Report Date: 11/26/2019 Offense(s): 14-23-7-5-NATURAL RESOURCE- OPEN BURNING IN EMERGENCY FIRE HAZARD AREA	11/26/2019 04:12 PM CST	Lead Investigator	12/17/2019	Open	Assign to Patrol	District 42, Versailles
00000143CASE2017	Report #: 17-HCSD-0554 Report Date: 09/01/2017 Location: 810 North Broadway Street Greenfield, IN	09/05/2017 08:48 AM CST	Lead Investigator	09/26/2017	Open	Assign to Patrol	District 42, Versailles

Go Back














For convenience, the **Offenses** are listed under the *Incident Summary* column.

- If an **MT** link exists in the *Actions* column, click it to display a monthly total for that user.

Investigative Case Tags

In *My Active Cases*, you can **Tag** cases with keywords you choose. This allows investigators to increase efficiency by creating their own tags to group cases based on similar actions, suspects, or other information. For more information on accessing *My Active Cases*, refer to "Navigating Throughout the Case" on page 487.

Click on a **Tag** icon .

Reference Numbers	Status	Date Assigned	Location	Victims	Offenders	Offenses	Next Review Date	Actions
2017D4210140	Open	03/06/2019		Joe Dsfq	Jimmy Dean		04/17/2019 	   
17-HCSD-0554	Open	09/05/2017					09/26/2017 	   

In the *Case Tags* window, start typing in the box to find existing tags, or type a new custom tag and press enter to create a new tag. Add one or more tags.

Case Tags

Start Typing in the box below to find existing tags, or type in a new custom tag and press enter to create a new one

✕ Example Tag

Cancel

Save

Click **Save** to create the tag and return to *My Cases*.

View case counts by *Case Tag*.

Status Indicators

More than 90 days

Within 90 days

Overdue

By Open / Closed Status

☒ Open

☐ Closed

By Case Status

☐ Open

By Tag

☒ Example Tag

Search

↺

🔍

10

1 / 1

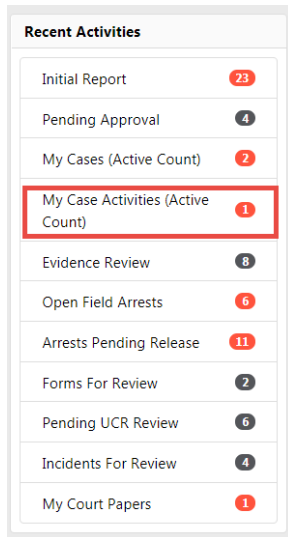
Go Back

Reference Numbers	Status	Date Assigned	Location	Victims	Offenders	Offenses	Next Review Date	Actions
2017D4210140	Open	03/06/2019	500 South Main Street Point Marion, IN	Joe Dsfq	Jimmy Dean	<div></div>	04/17/2019 <div></div>	<div><div><div></div><div></div><div></div><div></div></div></div>

Show My Case Activities

You have the ability to view a list of your active and completed Case Activities.

1. From your *Home* page, click on the **My Case Activities** link under *Recent Activities*.



Note: You must have at least one Case Activity for this link to appear.

Color coding provides awareness to assigned users of upcoming and overdue active case activities.

- A red circle indicates one or more case activities are overdue.
- A yellow circle indicates one or more case activities are coming due within 90 days.

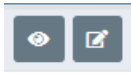
2. The *My Case Activities* page appears. Click on the **Show Active Activities** or **Show Completed Activities** button to toggle between the two lists. Whichever button you select, the corresponding list appears in the grid.

My Case Activities								
Status Indicators ● More than 5 days ● Within 5 days ● Overdue		Search	10	3	1/1	Go Back		
By Open / Closed Status <input checked="" type="radio"/> Show Active Activities <input type="radio"/> Show Completed Activities		Case Number	Activity Type	Description	Status	Priority	Activity Date	Next Review Date
		00000143CASE2017	Case Note				11/27/2019 1355	12/11/2019 ●
		00000158CASE2019	Case Note				07/01/2019 0928	07/22/2019 ●
		2017D4210140	Case Note	Reviewed files			11/26/2019 1642	12/10/2019 ●

The *Next Review Date* column uses color indicators that quickly identifies cases with upcoming review dates, or have surpassed the next review date.

Activity Date	Next Review Date
11/27/2019 1255	12/11/2019 ●



3. With appropriate permissions, you can view or edit your Case Activities. Click on the view or edit icon that appears in the *Actions* column, respectively.





Note: You can edit the Case Activity even when the status is set to Complete.

For more information on updating the Case Activity, refer to [UpdateCaseActivity.htm](#).

Print Case

You can print a report wherever the print icon  or print button  displays.

Differences between the print icon and print button:

- 
 - Generates a PDF document in a new tab that you can either send to the printer or save to a file.
 - Additional print options are not available.
- 
 - May display additional *Print and Report Options* that allows you to include or exclude various information on the report.

Note: In some instances, such as on the *Case Activity Narrative*, this button generates a PDF document without providing additional print options.

[Go Back](#)

LEA Case #: 00000143CASE2017 Assignment Status: Assign to Pa... Case Hours: 0
Agency: District 42, Versailles Case Status: Open

Print Options

PRINT OFFICER'S NAMES <input checked="" type="checkbox"/>	PRINT DETAILS OF INVOLVED NAMES <input checked="" type="checkbox"/>	PRINT CASE ACTIVITIES <input checked="" type="checkbox"/>	PRINT ALL ATTACHMENTS <input type="checkbox"/>
PRINT INVOLVED PROPERTY <input checked="" type="checkbox"/>	PRINT INVOLVED VEHICLES <input checked="" type="checkbox"/>	PRINT INVOLVED WARRANTS <input checked="" type="checkbox"/>	

Report Options

REPORT TITLE

INCLUDE ALL INCIDENT REPORTS <input type="checkbox"/>	QUICK PRINT OF ASSOCIATED LEA CASES <input type="checkbox"/>	INCLUDE ALL FORMS <input type="checkbox"/>	INCLUDE ALL FIELD CONTACTS <input type="checkbox"/>
INCLUDE PERSON DETAILS REPORT <input type="checkbox"/>	INCLUDE ALL FIELD ARRESTS <input type="checkbox"/>	INCLUDE ALL CASE ACTIVITY NARRATIVES <input checked="" type="checkbox"/>	

[Go Back](#) [Print](#)

1. Select the options you want to include on the report. Certain options may display additional fields when checked.
2. Enter a custom **Report Title** if you wish.
3. Click **Print** when finished making your selections.
4. A PDF document appears in a new tab. Either print directly to the printer or save to a file.

Chapter 25. Evidence/Property Mgmt Module

Evidence/Property Mgmt Module Overview

The **Evidence/Property Management Module** captures descriptive information about property that is introduced as Evidence or Held Property. This property can be associated with incidents, cases, offense, and other system modules. Unlimited multimedia files and documents (receipts, court documents, etc.) can be associated.

Property must exist in the *Master Property Index* for it to be introduced as evidence or held property. For information on Master Indices, refer to "Master Indices Overview" on page 83.

The evidence custodian is responsible for tracking evidence or held property after an officer has placed it in one of the temporary storage locations. The evidence custodian typically takes the property from the temporary location and places it in a more permanent location in the agency's evidence or held property room. Any user with appropriate permissions can dispose evidence. Every action taken with a piece of property can be tracked in the Online RMS **Evidence/Property Management Module**.

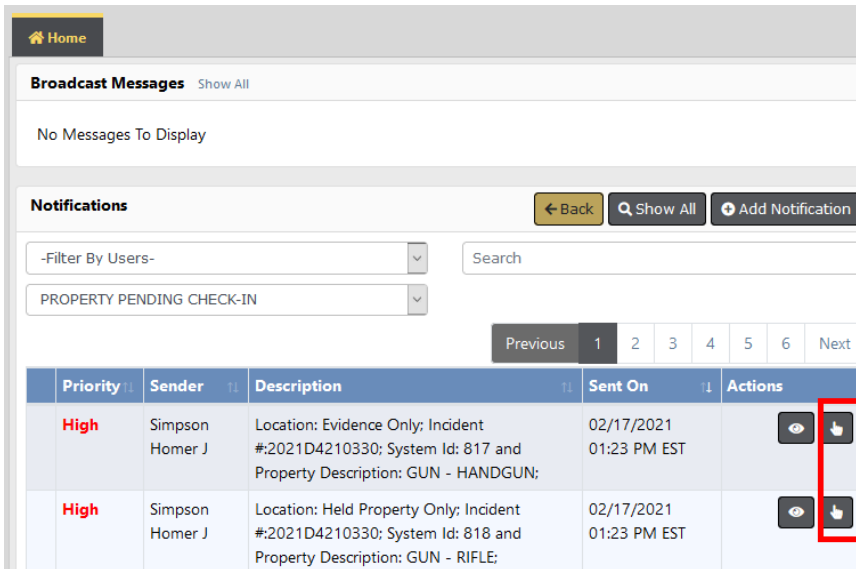
Other available features:

- A full *Chain of Custody* log is captured and can be searched.
- The system supports bar code reader for easy *check-in* and *checkout*.
- *Mass Checkout* can be performed when there are many pieces of evidence or held property associated with the same incident.
- Evidence *Disposition* and *Disposal* are tracked by the system.
- Comments entered when scheduling disposition can be viewed on the *Chain of Custody* screen.

Check-In From Notification

The first step in taking ownership of a piece of evidence or held property is to complete a **Check-In**. This can be accomplished by taking *Action* on the system generated **Notification** which is the most common process. The **Check-In** process is also available within the **Evidence/Property Management Module**. For more information refer to "Check-In" on page 517.

Click on the Select icon  to **Take Action**.







Notifications ← Back 🔍 Show All ➕ Add Notification

-Filter By Users- ▼ Search

PROPERTY PENDING CHECK-IN ▼

Previous 1 2 3 4 5 6 Next

Priority	Sender	Description	Sent On	Actions
High	Simpson Homer J	Location: Evidence Only; Incident #:2021D4210330; System Id: 817 and Property Description: GUN - HANDGUN;	02/17/2021 01:23 PM EST	 
High	Simpson Homer J	Location: Held Property Only; Incident #:2021D4210330; System Id: 818 and Property Description: GUN - RIFLE;	02/17/2021 01:23 PM EST	 

Complete the required fields, then click the **Save** button.

Property Information Go Back

TYPE	QUANTITY	VALUE(\$)	DATE OF INFO	INDEX ID
GUN - HANDGUN	0	0	02/17/2021	2000

Evidence / Held Property Information

SYSTEM ID
817

TYPE
Evidence

AGENCY
District 42, Versailles

DATE OF TRANSACTION
03/02/2021 1615

CUSTODY FROM
Simpson, Todd

ITEM #

STATUS
Checked-In

LOCATION
-Select-

DESCRIPTION

COMMENTS

Evidence / Held Property Processing

Signature

Go Back Save

The **Description** and **Comments** can be edited by the custodian, and **Evidence Processing** can also be added.

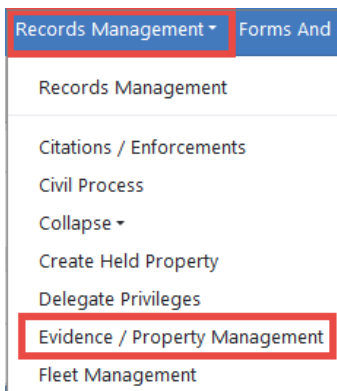
Select the **Location** and make any other necessary changes.

Click the **Signature** button to sign if needed, or click **Save** to take the action. The Notification no longer appears on the *Home* screen.

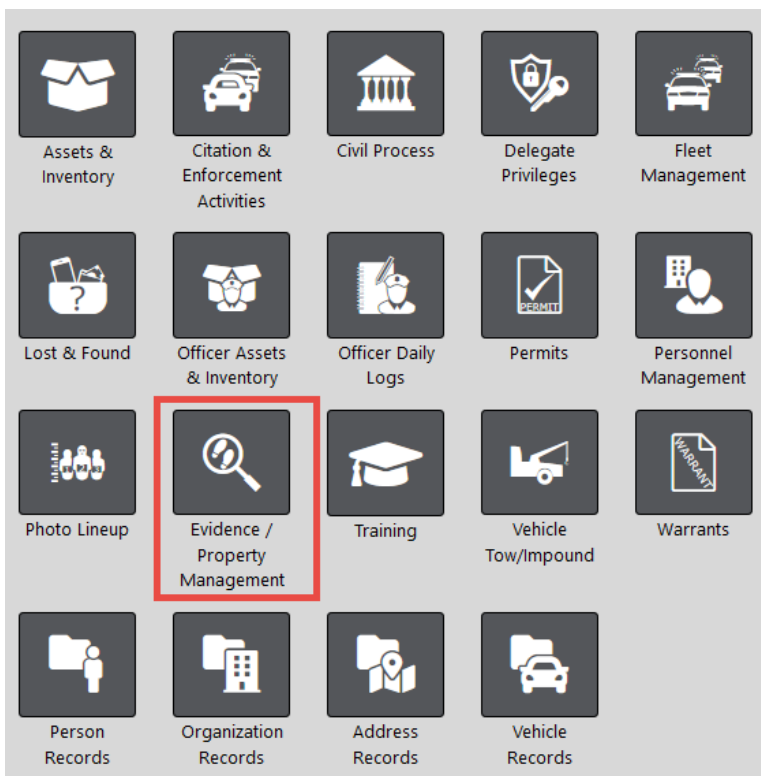
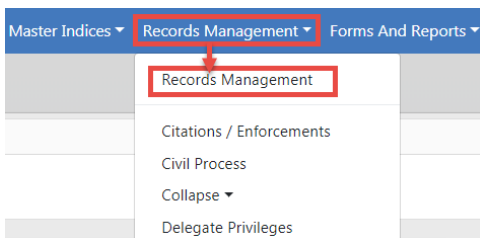
Evidence/Property Mgmt Access

There are various access points to Evidence/Property Management functions, depending on your permissions:

- To open *Evidence/Property Management*, click on the **Records Management** top menu, then click on the **Evidence/Property Management** sub-menu.



Or, click on the **Records Management** top menu, click **Records Management** again, then click **Evidence/Property Management**.



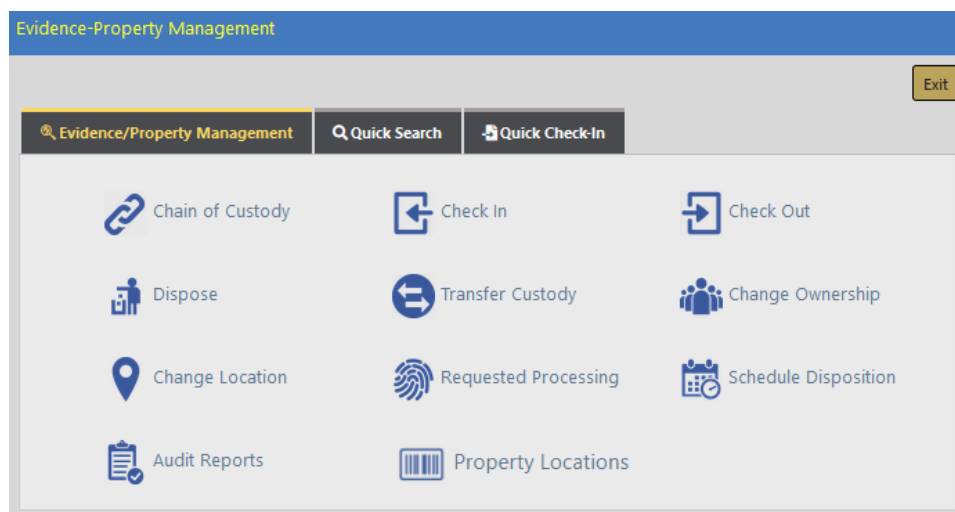
For more information, refer to "Evidence/Property Management Landing Page" below.

- To quickly create a Master Property Index record for held property, click on the **Records Management** top menu, then click on the **Create Held Property** sub-menu.

Note: This option is only available to users with the *Evidence - Create Held Property* permission.

The *Add Property* form opens. For detailed instructions, refer to "Adding Property" on page 118.

Evidence/Property Management Landing Page



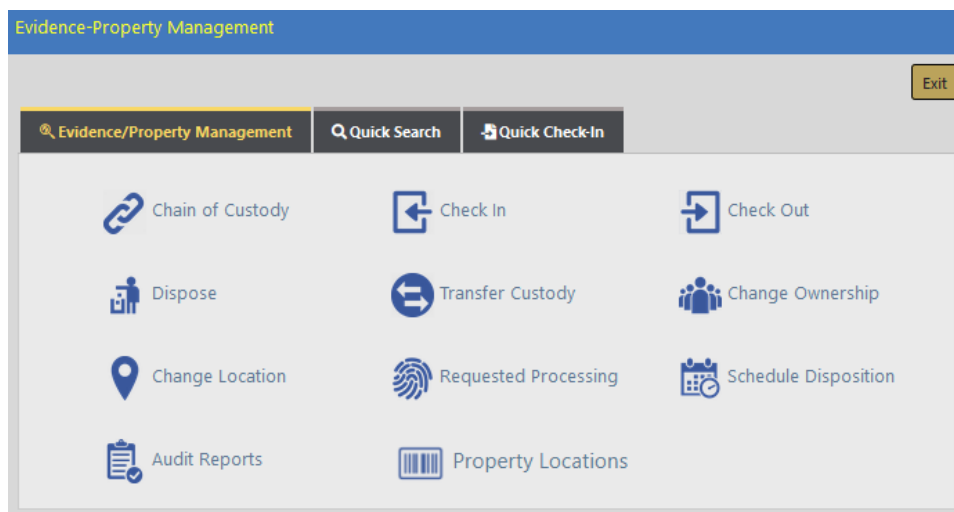
The *Evidence/Property Management* landing page contains three tabs:

- Evidence/Property Management
 - Contains a link to all the property management functions. The *Evidence-Property Management* screen defaults to this tab.
- Quick Search
 - Allows you to search property records by **System ID**, **Incident Report #**, or both. Additional search options include **Officer First Name**, **Officer Last Name**, and **Officer Badge #**. You must fill in at least one. (Name search is available in other searches as well, not just Quick Search.)
- Quick Check-In

- Allows you to **Check In** property quickly by using the barcoded **System ID** and **Location Code**.

For details on accessing the *Evidence/Property Management* module, refer to "Evidence/Property Mgmt Access" on page 511.

Evidence/Property Management Tab



The *Evidence/Property Management* tab contains several links.

For details on accessing the *Evidence/Property Management* module, refer to "Evidence/Property Mgmt Access" on page 511.

Chain of Custody

This screen has a wide range of functionality. The evidence custodian can search using any of these fields (fields may change and offer drop-down selections based on category selection):

Evidence-Property Management / Evidence - Held Property Search

Chain of Custody

SYSTEM ID	INCIDENT REPORT #	INDEX ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
SERIAL NUMBER	ITEM #	TYPE
<input type="text"/>	<input type="text"/>	-Select-
DESCRIPTION		
<input type="text"/>		

Property Information

CATEGORY

☒ All
 ☐ Property
 ☐ Drugs
 ☐ Documents
 ☐ Currency
 ☐ Guns

Additional Information










AGENCY	LOCATION	DISPOSITION
District 42, Versailles	-Select-	-Select-
CURRENT STATUS	ACTIVE HOLD	
-Select-	-Select-	
OFFICER ROLE	OFFICER FIRST NAME	OFFICER LAST NAME
Seized/Submitted By	<input type="text"/>	<input type="text"/>
CHAIN OF CUSTODY FROM	CHAIN OF CUSTODY TO	DISPOSED DATE FROM
<input type="text"/>	<input type="text"/>	<input type="text"/>
INITIAL DATE FROM	INITIAL DATE TO	SCHEDULED DISPOSITION DATE FROM
<input type="text"/>	<input type="text"/>	<input type="text"/>
REVIEW DATE FROM	REVIEW DATE TO	SCHEDULED DISPOSITION DATE TO
<input type="text"/>	<input type="text"/>	<input type="text"/>
PAST DISPOSITION DATE	PAST REVIEW DATE	
<input type="checkbox"/>	<input type="checkbox"/>	

Enter your search criteria then click the **Search** button to display the *Chain of Custody Search Results* screen.

Chain of Custody

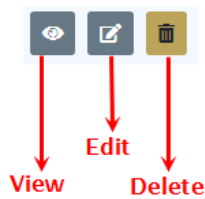
Refine Search New Search Print Labels Print Chain of Custody

266 result(s) found

	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input type="checkbox"/>	820	Evidence	2019D4210225	1		Drawer	District 42, Versailles		Property - BACKPACK; Quantity: 1;	Pending Check-In	  
<input checked="" type="checkbox"/>	818	Held Property	2021D4210330			Held Property Only	District 42, Versailles		GUN - RIFLE	Pending Check-In	  
<input checked="" type="checkbox"/>	817	Evidence	2021D4210330			Evidence Only	District 42, Versailles		GUN - HANDGUN	Pending Check-In	  

Select one or more records to **Print Labels** or **Print Chain of Custody** for the selected items. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Will appropriate permissions you can **View**, **Edit**, or **Delete** specific Chain of Custody records by clicking on the appropriate icon under the *Actions* column. For example, if you have appropriate permissions to edit a chain of custody, you have the option to add attachments using the **+ Add Attachment** link at the bottom of the screen. If one or more icons are absent then you do not have authority to perform that particular action.



From the *Edit Processing & Disposition* screen you may place a hold on a piece of evidence, add attachments, add comments, etc.

Edit Processing & Disposition Go Back Print Chain of Custody Print Label Chain Of Custody

INCIDENT
Report #: 2021D4210330 Report Date: 01/07/2021 Offense(s): 25-26-14-27-PROFESSION/OCCUPATION- WHOLESALE DRUG DISTRIBUTOR VIOLATIONS,35-48-4-1.1M02-CONTROLLED SUBSTANCE- DEALING METHAMPHETAMINE

PROPERTY
Type: GUN - RIFLE

SYSTEM ID	TYPE	AGENCY	ITEM #
818	Held Property	District 42, Versailles	

RECOVERED BY	RECOVERED DATE	RECOVERED LOCATION
Simpson, Homer J - SERGEANT-CAPTAIN-WIN (Badge #: 9696)	02/17/2021 1000	

CURRENT STATUS	CURRENT STATUS DATE	CURRENT LOCATION
Pending Check-in	02/17/2021 1043	Held Property Only

RELEASE/DESTRUCTION ORDER DATE	SCHEDULE DISPOSAL DATE	REVIEW DATE
		03/19/2021

DESCRIPTION

Evidence / Held Property Processing

PROCESSING	PROCESSING COMMENT
-Select-	

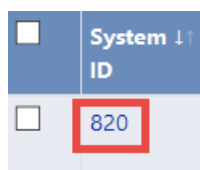
Add

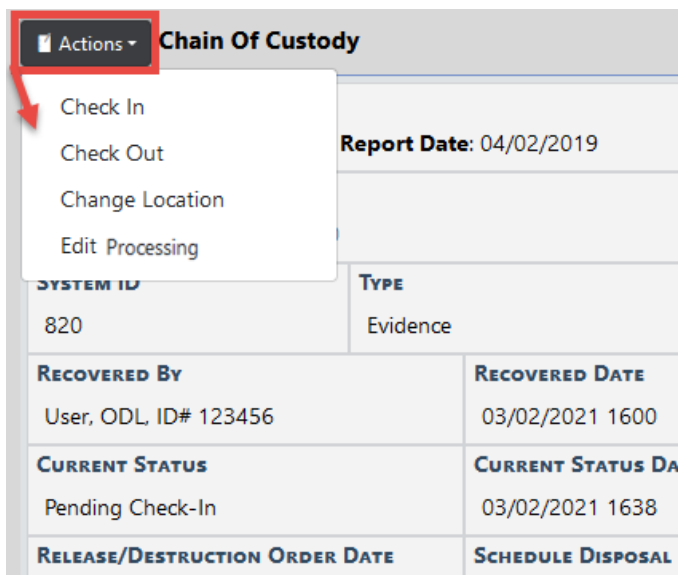
Disposition / Evidence Hold

RELEASE/DESTRUCTION ORDER DATE	SCHEDULE DISPOSAL DATE	REVIEW DATE
		03/19/2021

HOLD	HOLD END DATE	HOLD COMMENTS
-Select-		

Click on the **System ID** link to view additional Chain of Custody **Action** items.

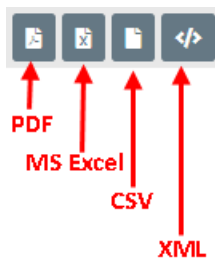




The screenshot shows the 'Chain Of Custody' form. The 'Actions' dropdown menu is open, showing options: Check In, Check Out, Change Location, and Edit Processing. The form fields include:

Chain Of Custody	
Report Date: 04/02/2019	
SYSTEM ID	TYPE
820	Evidence
RECOVERED BY	RECOVERED DATE
User, ODL, ID# 123456	03/02/2021 1600
CURRENT STATUS	CURRENT STATUS DA
Pending Check-In	03/02/2021 1638
RELEASE/DESTRUCTION ORDER DATE	SCHEDULE DISPOSAL

You can export the search results to various file types:



For more information on exporting results, refer to "Export Search Results" on page 36.

Check-In

The **Check-In** link allows the user to search for evidence or held property to **Check-In**. The *Evidence/Held Property Search* screen defaults to search on *Pending Check-In*, but you can also search on *Checked-Out* for purposes of checking it back in.

Check In

Barcode Search

SYSTEM ID

INCIDENT REPORT #

INDEX ID

SERIAL NUMBER

ITEM #

TYPE

DESCRIPTION

Category

Category

Additional Information

Agency

Location

Current Status

Active Hold

Go Back

Reset

Search

Enter your search criteria then click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The *Check In Search Results* screen appears.

Check In

Refine Search







New Search

Continue

67 result(s) found

Select items using the check boxes and select 'Continue'

Previous123Next

	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input type="checkbox"/>	820	Evidence	2019D4210225	1		Drawer	District 42, Versailles		Property - BACKPACK Quantity: 1:	Pending Check-In	  
<input type="checkbox"/>	817	Evidence	2021D4210330			Evidence Only	District 42, Versailles		GUN - HANDGUN:	Pending Check-In	  

Check the box on the left of the record you want to Check In then click the **Continue** button to display the *Check In* screen. (You may select multiple records for mass check-in.)

Check In Add Evidence / Held Property

System ID	Type	Agency	Property Information	Custody From	Location	Description	Comment	Actions
850	Evidence	District 42, Versailles	Type: GUN - HANDGUN Serial #: b	Simpson, Homer J - SERGEANT-CAPTAIN-WIN (Badge #: 9696)	-Select-			↓
853	Evidence	District 42, Versailles	Type: AIRCRAFT PART	Simpson, Homer J - SERGEANT-CAPTAIN-WIN (Badge #: 9696)	-Select-			↓
849	Evidence	District 42, Versailles	Type: GUN - HANDGUN Serial #: a	Simpson, Homer J - SERGEANT-CAPTAIN-WIN (Badge #: 9696)	-Select-			↓

AGENCY: District 42, Versailles CUSTODY DATE / TIME: 08/01/2022 0546

CHECKED IN BY:

Choose the **Type** from the drop-down list.

Choose the **Location** from the drop-down list.

Note: The **Location** values are filtered based on whether the item is evidence or held property.

Add a **Description** and **Comment** for each item as required.

If you wish, you can also add additional evidence items to the **Check In** list by clicking on the **Add Evidence** button on the top right of the screen. The **Add Evidence / Held Property** button takes you back to the *Evidence/Held Property - Check In* screen. Follow the same process as above to search and select the Evidence you want to add then click **Continue**. The additional Evidence is then added to the **Check In** list.

Make other changes if needed, then click the **Signature** button to sign if necessary.

Note: RMS now supports dual to/from signatures for both parties involved in evidence transfers (where applicable). A user may also configure a PIN (Personal Identification Number) by editing their profile and then entering a PIN to enter their signature. Only the person whose PIN is being created may log in and create their PIN.

Click **Save** to save your changes and remain on the page to print **Receipts, Labels, or Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Click **Save & Exit** to save your changes and exit the page.

Note: If you are not in a *Multi-tier Organization*, the **Status** will default to *Check-In* and the **Location** will default to the previously checked in location, if it exists.

Note: An *Evidence Custodian* taking action on an *Evidence Pending Check-In* notification will default the **Location** to the previously checked in location, if the **Status** is set to *Check-In*.

Note: Qualified administrators may set the *EVIDENCE_DELETE_FROM_INCIDENT* maintenance value from Y to N. Set to **Y** to delete evidence when property is deleted from an incident. Set to **N** to maintain the evidence record when property is removed from the incident.

Check-Out

The **Check-Out** link will allow the user to search for property to **Check-Out**. The **Status** of the property must be *Checked-In* or *Check-out* to take this action.

Once the item is located and selected, you can document the person it is going to and the destination.

Check Out Barcode Search

SYSTEM ID	INCIDENT REPORT #	INDEX ID
SERIAL NUMBER	ITEM #	TYPE -Select-

DESCRIPTION

Property Information

CATEGORY

☒ All ☐ Property ☐ Drugs ☐ Documents ☐ Currency ☐ Guns

Additional Information

AGENCY District 42, Versailles	LOCATION -Select-
CURRENT STATUS Checked-In	ACTIVE HOLD -Select-

Go Back Reset Search

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The *Check Out Search Results* screen appears.

Check Out										
12 result(s) found Select items using the check boxes and select 'Continue'										
	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status
<input checked="" type="checkbox"/>	815	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE	Checked-In
<input type="checkbox"/>	814	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE	Checked-In
<input type="checkbox"/>	813	Held Property	2021D4210330	1		Large Item Storage	District 42, Versailles	03/27/2021	Property - AUTO: Quantity: 1	Checked-In
<input type="checkbox"/>	797	Evidence	2019D4210224	1		Large Item Storage	District 42, Versailles		Property - BALLOONS: Make: Aa: Model: Bb: Ser#: 12345: Quantity: 1	Checked-In

Select one or more records you want to Check Out then click **Continue** to display the *Check Out* screen.

Check Out						
System ID	Type	Agency	Property Information	Destination	Description	Actions
815	Held Property	District 42, Versailles	Type: DRUGS / NARCOTICS - CONTROLLED SUBSTANCE Quantity: 0	TO Officer		

AGENCY		CHECK OUT DATE / TIME		EVIDENCE DUE DATE
District 42, Versailles		03/03/2021 0945		

CHECK OUT BY	
Saur, Christine, ID# SAUR111	

CHECK OUT TO	
Communications Personnel Chris Clark (Employee # :) - District 42, Versailles	

CHECK OUT COMMENT

Signature

Go Back Save Save & Exit

Choose the **Destination** from the drop-down list, enter **Check Out To** and other necessary data.

If you wish, you can also add additional evidence or held property to the **Check Out** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Check Out* screen. Follow the same process as above to search and select the evidence or held property you want to add, then click the **Continue** button. The additional records are then added to the **Check Out** list.

Click the **Signature** button to sign if necessary.

Note: RMS now supports dual to/from signatures for both parties involved in evidence transfers (where applicable). A user may also configure a PIN (Personal Identification Number) by editing their profile and then entering a PIN to enter their signature. Only the person whose PIN is being created may log in and create their PIN.

Click **Save** to save your changes and remain on the page to print **Receipts, Labels, or Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Click **Save & Exit** to save your changes and exit the page.

Dispose

Evidence custodians will use this feature to search for evidence or held property requiring disposal from your evidence or held property room. The **Status** of the evidence or held property must be *Checked-In* or *Checked-out* to take this action. **Dispose** is done when evidence or held property is released to its owner or other person, auctioned, destroyed, or given to another agency.

Click on the **Dispose** link on the **Evidence/Property Management** page to display the *Evidence - Held Property Search* screen.

Evidence-Property Management / Evidence - Held Property Search

Dispose Evidence / Held Property Barcode Search

SYSTEM ID INCIDENT REPORT # INDEX ID

SERIAL NUMBER ITEM # TYPE

DESCRIPTION

Property Information

CATEGORY

☒ All ☐ Property ☐ Drugs ☐ Documents ☐ Currency ☐ Guns

Additional Information

AGENCY LOCATION

CURRENT STATUS ACTIVE HOLD

INITIAL DATE FROM INITIAL DATE TO SCHEDULED DISPOSITION DATE FROM SCHEDULED DISPOSITION DATE TO










REVIEW DATE FROM REVIEW DATE TO RELEASE / DESTRUCTION ORDER FROM RELEASE / DESTRUCTION ORDER TO

PAST DISPOSITION DATE ☐ PAST REVIEW DATE ☐


Go Back Reset Search

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

Dispose											
12 result(s) found Select items using the check boxes and select 'Continue'											
	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input checked="" type="checkbox"/>	815	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE	Checked-In	 
<input type="checkbox"/>	814	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE	Checked-In	 
<input type="checkbox"/>	813	Held Property	2021D4210330	1		Large Item Storage	District 42, Versailles	03/27/2021	Property - AUTO; Quantity: 1;	Checked-In	 
<input type="checkbox"/>	797	Evidence	2019D4210224	1		Large Item Storage	District 42, Versailles		Property - BALLOONS; Make: Aa; Model: Bb; Ser#: 12345; Quantity: 1;	Checked-In	 

Select one or more records then click **Continue** to display the *Dispose* screen.

System ID	Type	Agency	Property Information	Disposition	Description	Actions
815	Held Property	District 42, Versailles	Type: DRUGS / NARCOTICS - CONTROLLED SUBSTANCE Quantity: 0	Destroyed		

DISPOSED BY
Saur, Christine, ID# SAUR111

DISPOSITION DATE / TIME
03/03/2021 10:16

DISPOSITION COMMENT
Destroyed the property.

Signature

Go Back Save Save & Exit

Note: The **Disposition Date/Time** defaults to the current date. You can change the **Disposition Date/Time**; however, a warning message appears if the date is prior to the check in date.

If you wish, you can also add additional Evidence items to the **Dispose** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen.

Click the **Signature** button to sign if needed.

Note: RMS now supports dual to/from signatures for both parties involved in evidence transfers (where applicable). A user may also configure a PIN (Personal Identification Number) by editing their profile and then entering a PIN to enter their signature. Only the person whose PIN is being created may log in and create their PIN.

Click the **Save** button to update and **Print Chain of Custody**, **Print Labels**, or **Print Receipt**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Click the **Save & Exit** button to apply your changes and exit without print options.

Transfer Custody

The **Transfer Custody** link is used when a piece of evidence or held property that is **Checked-Out** transfers possession to another person. For example, if the original officer taking evidence to court gets sick and hands the evidence to another officer. The Evidence Custodian can show that **Transfer of Custody** within the Online RMS **Evidence/Property Management Module**.

Click on the **Transfer Custody** link to display the *Evidence - Held Property Search - Transfer Custody* screen.

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The *Transfer Custody Search Results* screen appears.

Transfer Custody Refine Search New Search Continue

114 result(s) found Select items using the check boxes and select 'Continue'

	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input checked="" type="checkbox"/>	801	Evidence	2019D4210224	5		Court	District 42, Versailles		Property - BASEBALL BAT; Ser#: ASD; Quantity: 1;	Checked-Out	
<input type="checkbox"/>	800	Evidence	2019D4210224	4		Defense Attorney	District 42, Versailles		Property - BASEBALL BAT; Ser#: ASD; Quantity: 1;	Checked-Out	

Select one or more records you want to transfer then click **Continue** to display the *Transfer Custody* screen.

Transfer Custody Add Evidence / Held Property

System ID	Type	Agency	Property Information	Custody From	Custody To	Description	Actions
801	Evidence	District 42, Versailles	Type: BASEBALL BAT Serial #: ASD Value(\$): 0	Clark, Max ID# 3066	Communications Personnel Chris Clark (Employee)		

AGENCY: District 42, Versailles

TRANSFER DATE / TIME: 03/03/2021 1044

DUE DATE:

DESTINATION: Officer

TRANSFER COMMENT:

Signature Go Back Save Save & Exit

Enter the **Custody To**, choose the **Destination** from the drop-down list, and enter a **Transfer Comment** and other necessary data.

If you wish, you can also add additional evidence or held property to the **Transfer Custody** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Transfer Custody* screen. Follow the same process as above to search and select the evidence or held property you want to add, then click the **Continue** button. The additional records are then added to the **Transfer Custody** list.

Click the **Signature** button to sign if necessary.

Note: RMS now supports dual to/from signatures for both parties involved in evidence transfers (where applicable). A user may also configure a PIN (Personal Identification Number) by editing their profile and then entering a PIN to enter their signature. Only the person whose PIN is being created may log in and create their PIN.

Click **Save** to save your changes and remain on the page to print **Receipts, Labels, or Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Click **Save & Exit** to save your changes and exit the page.

Change Ownership

This link will be used to transfer evidence or held property from one Caliber Public Safety agency in a work group to another. The **Status** of the evidence or held property must be *Checked-In* or *Checked-out* to take this action.

Click on the **Change Ownership** link to display the *Evidence - Held Property Search - Change Ownership* screen.

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The *Change of Ownership Search Results* screen appears.

Change Ownership

12 result(s) found

Select items using the check boxes and select 'Continue'

<input type="checkbox"/>	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input checked="" type="checkbox"/>	815	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE:	Checked-In	<div><div></div><div></div></div>
<input type="checkbox"/>	814	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE:	Checked-In	<div><div></div><div></div></div>
<input type="checkbox"/>	813	Held Property	2021D4210330	1		Large Item Storage	District 42, Versailles	03/27/2021	Property - AUTO: Quantity: 1;	Checked-In	<div><div></div><div></div></div>
<input type="checkbox"/>	797	Evidence	2019D4210224	1	<div><div></div></div>	Large Item Storage	District 42, Versailles		Property - BALLOONS: Make: Aa: Model: Bb: Ser#: 12345; Quantity: 1;	Checked-In	<div><div></div><div></div></div>

Select one or more records then click **Continue** to display the *Change Ownership* screen.

System ID	Type	Agency	Property Information	Ownership To	Description	Actions
815	Held Property	District 42, Versailles	Type: DRUGS / NARCOTICS - CONTROLLED SUBSTANCE Quantity: 0	District 42, Versailles		

CHANGE OWNERSHIP DATE / TIME: 03/03/2021 10:57

CHANGED BY: Saur, Christine, ID# SAUR111

CHANGE OF OWNERSHIP COMMENT

Signature

Go Back Save Save & Exit

Enter the **Change of Ownership Comments**, choose the **Ownership To** from the drop-down list if different than what displays, and modify other necessary data.

If you wish, you can also add additional evidence or held property to the **Change Ownership** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Change Ownership* screen. Follow the same process as above to search and select the evidence or held property you want to add, then click the **Continue** button. The additional records are then added to the **Change Ownership** list.

Click the **Signature** button to sign if necessary.

Click **Save** to save your changes and remain on the page to print **Receipts**, **Labels**, or **Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Click **Save & Exit** to save your changes and exit the page.

Change Location

The Evidence Custodian can use this link to show evidence or held property movement from one place to another. The **Status** of the evidence or held property must be *Checked-In* or *Check-out* to take this action. An example would be moving evidence from one shelf to another within the evidence or held property room. Another example would be consolidating evidence in temporary lockers to make lockers accessible for more evidence or held property.

Click on the **Change Location** link on the **Evidence/Property Management** page to display the *Evidence - Held Property Search - Change Location* screen.

Evidence-Property Management / Evidence - Held Property Search

Change Location Barcode Search

SYSTEM ID: INCIDENT REPORT #: INDEX ID:

SERIAL NUMBER: ITEM #: TYPE:

DESCRIPTION:

Property Information

CATEGORY: ☒ All ☐ Property ☐ Drugs ☐ Documents ☐ Currency ☐ Guns

Additional Information

AGENCY: LOCATION:

CURRENT STATUS: ACTIVE HOLD:

Go Back Reset Search

Select a **Category** and enter other search criteria. The fields below the Category change based on your Category selection.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The *Change Location Results* screen appears.

Change Location Refine Search New Search Continue

12 result(s) found. Select items using the check boxes and select 'Continue'

	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input checked="" type="checkbox"/>	815	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE	Checked-In	
<input type="checkbox"/>	814	Held Property	2021D4210330			Large Item Storage	District 42, Versailles	03/27/2021	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE	Checked-In	
<input type="checkbox"/>	813	Held Property	2021D4210330	1		Large Item Storage	District 42, Versailles	03/27/2021	Property - AUTO: Quantity: 1	Checked-In	
<input type="checkbox"/>	797	Evidence	2019D4210224	1		Large Item Storage	District 42, Versailles		Property - BALLOONS: Make: 12345; Model: Bb; Ser#: 12345; Quantity: 1	Checked-In	

Select one or more records then click **Continue** to display the *Change Location* screen.

Change Location Add Evidence / Held Property

System ID	Type	Agency	Current Location	Property Information	Location	Description	Actions
815	Held Property	District 42, Versailles	Large Item Storage	Type: DRUGS / NARCOTICS - CONTROLLED SUBSTANCE Quantity: 0	<input type="text" value="Large Item Storage"/>	<input type="text"/>	

AGENCY: CHANGED BY: CUSTODY DATE / TIME:

CHANGE OF LOCATION COMMENT:

Signature

Go Back Save Save & Exit

Changed By defaults to the logged in user. Enter comments, choose the **Location** from the drop-down list, and enter or change other necessary data.

Note: The **Location** drop-down list depends on the Status and Type of evidence/property.

If you wish, you can also add additional evidence or held property items to the **Change Location** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen. The **Add Evidence/Held Property** button takes you back to the *Evidence - Held Property Search - Change Location* screen. Follow the same process as above to search and select the records you want to add then click **Continue**. The additional records are then added to the **Change Location** list.

Click the **Signature** button to sign if necessary

Click **Save** to save your changes and remain on the page to print **Receipts, Labels, or Chain of Custody**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Click **Save & Exit** to save your changes and exit the page.

Requested Processing

Click on the **Requested Processing** link to display the *Evidence - Held Property Search - Requested Processing* screen.

Caliber PUBLIC SAFETY Administration Incidents Master Indices Records Management Forms And Reports Help 198 / 0

Evidence-Property Management / Evidence - Held Property Search

Requested Processing Barcode Search

SYSTEM ID **INCIDENT REPORT #** **PROPERTY INDEX ID**

SERIAL NUMBER **ITEM #** **TYPE**

DESCRIPTION

Property Information

CATEGORY

☒ All ☐ Property ☐ Drugs ☐ Documents ☐ Currency ☐ Guns

Additional Information

AGENCY **LOCATION**

CURRENT STATUS **ACTIVE HOLD**

OFFICER ROLE **OFFICER FIRST NAME** **OFFICER LAST NAME** **OFFICER BADGE #**

Go Back Reset Search

Select a **Category** and enter other search criteria into fields that appear below the Category based on your Category selection. For example, you may choose the **Officer Role** as part of the entry.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The *Requested Processing Search Results* screen appears.

Requested Processing Refine Search New Search Continue

266 result(s) found. Select items using the check boxes and select 'Continue'

Previous 1 2 3 4 5 6 7 8 Next

	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input checked="" type="checkbox"/>	820	Evidence	2019D4210225	1		Drawer	District 42, Versailles		Property - BACKPACK: Quantity: 1;	Pending Check-In	
<input type="checkbox"/>	818	Held Property	2021D4210330			Held Property Only	District 42, Versailles		GUN - RIFLE:	Pending Check-In	

Select one or more records you want to process then click **Continue** to display the *Requested Processing* screen.

System ID	Type	Agency	Property Information	Processing	Actions
820	Evidence	District 42, Versailles	Type: BACKPACK Value(\$): 0	Fingerprint	

PROCESSING COMMENTS

Go Back Save Save & Exit

Add Evidence / Held Property

Choose **Processing** from the drop-down list, enter **Processing Comments** and other necessary data.

Note: Your agency may elect to require at least one evidence Processing through a configuration setting. Refer to your agency administrator for more information.

If you wish, you can also add additional evidence or held property to the **Requested Processing** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Requested Processing* screen. Follow the same process as above to search and select the evidence or held property you want to add, then click the **Continue** button. The additional records are then added to the **Requested Processing** list.

Click **Save** to save your changes and remain on the page where you can optionally **Print Chain of Custody**, **Print Labels**, and **Print Receipt**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Click **Save & Exit** to save your changes and exit the page.

Flagging Processing Accepted/Rejected/Completed

RMS now allows the user to flag a piece of evidence as accepted or rejected, and to flag processing completed when processing of that piece of evidence has been completed. Process status can be changed in the following ways:

- When creating evidence
- When editing an incident
- When checking in evidence

Evidence Processing

PROCESSING

Synthetic Fibers

COMMENTS

asdasdasdas

ACCEPTED STATUS

Accepted

COMPLETED

☒

Close

Save

The checkbox enables the user to flag evidence as having completed processing. Evidence now is searchable as to whether it has or has not completed processing.

reSchedule Disposition

Click on the **Schedule Disposition** link to display the *Evidence - Held Property Search - Schedule Disposition* screen.

The screenshot shows the 'Schedule Disposition' search form. It includes a 'Barcode Search' button at the top right. The form is divided into several sections: 'SYSTEM ID', 'INCIDENT REPORT #', and 'INDEX ID' at the top; 'SERIAL NUMBER', 'ITEM #', and 'TYPE' below; a 'DESCRIPTION' text area; 'Property Information' with a 'CATEGORY' section (radio buttons for All, Property, Drugs, Documents, Currency, Guns); and 'Additional Information' with various date and status filters. At the bottom are 'Go Back', 'Reset', and 'Search' buttons.

Select a **Category** and enter other search criteria into fields that appear below the Category based on your Category selection.

You can **Schedule Disposition** in mass by searching for Evidence/Held Property related to an incident report, based on a property location, property status, barcode scanning, or Initial Date range and other relevant dates.

Click **Search**. Or if you are equipped with a barcode scanner, click the **Barcode Search** button to search records by scanning the barcode.

The *Schedule Disposition Search Results* screen appears.

The screenshot shows the 'Schedule Disposition Search Results' screen. It features a table with columns: System ID, Type, Report #, Item #, Offenses, Location, Agency, Scheduled Disposition, Property Information, Status, and Actions. Two records are visible: one for 'Evidence' (System ID 820, Report # 2019D4210225) and one for 'Held Property' (System ID 818, Report # 2021D4210330). Both are located at 'District 42, Versailles'. The 'Evidence' record is selected with a checkbox. Above the table, there are buttons for 'Refine Search', 'New Search', and 'Continue'. Below the table, there are pagination controls showing 'Previous', '1', '2', '3', '4', '5', '6', '7', '8', and 'Next'.

	System ID	Type	Report #	Item #	Offenses	Location	Agency	Scheduled Disposition	Property Information	Status	Actions
<input checked="" type="checkbox"/>	820	Evidence	2019D4210225	1		Drawer	District 42, Versailles		Property - BACKPACK; Quantity: 1;	Pending Check-In	
<input type="checkbox"/>	818	Held Property	2021D4210330			Held Property Only	District 42, Versailles		GUN - RIFLE;	Pending Check-In	

Select one or more records you want to schedule the disposition then click **Continue** to display the *Schedule Disposition* screen.

Scheduled Disposition					Add Evidence / Held Property	
System ID	Type	Agency	Property Information	Disposition Date	Actions	
820	Evidence	District 42, Versailles	Type: BACKPACK Value(\$): 0	03/03/2021		

DISPOSITION COMMENTS

Go Back Save Save & Exit

Choose **Disposition Date** from the drop-down list and enter **Disposition Comments**.

If you wish, you can also add additional evidence or held property to the **Scheduled Disposition** list by clicking on the **Add Evidence/Held Property** button on the top right of the screen to open the *Evidence - Held Property Search Scheduled Disposition* screen. Follow the same process as above to search and select the evidence or held property you want to add, then click the **Continue** button. The additional records are then added to the **Scheduled Disposition** list.

Note: RMS now supports searching for evidence associated to incidents that are past the statute of limitations. The statute of limitations is configurable by users with appropriate permissions in RMS Administration>Tables>State Offense Codes (or in NIBRS). Where a piece of evidence is associated to multiple incidents/offenses, the "younger" of the incidents/offenses determines the search result returned.

Additional Information

AGENCY

District 42, Versailles

LOCATION

-Select-

CURRENT STATUS

-Select-

ACTIVE HOLD

-Select-

OFFICER ROLE

-Select-

OFFICER FIRST NAME

OFFICER LAST NAME

INITIAL DATE FROM

INITIAL DATE TO

SCHEDULED DISPOSITION DATE FROM

REVIEW DATE FROM

REVIEW DATE TO

RELEASE / DESTRUCTION ORDER FROM

PAST DISPOSITION DATE

☐

PAST REVIEW DATE

☐

PAST STATUTE OF LIMITATIONS

-Select-

-Select-

Yes

No

Go Back Reset

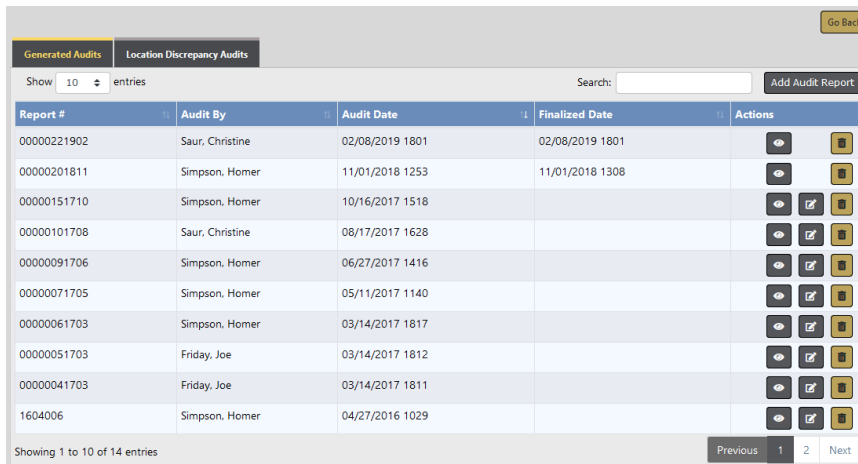
Click **Save** to save your changes and remain on the page where you can optionally **Print Chain of Custody**, **Print Labels**, and **Print Receipt**. For details, refer to "Print Labels, Chain of Custody, Receipts" on page 541.

Click **Save & Exit** to save your changes and exit the page.

Audit Reports

Audit Reports allows Evidence Custodians to perform self-audits of their agency's evidence or held property vault. Perform audits at any time.

Click on **Audit Reports** from the **Property Management** home window to display the available reports.



The screenshot shows the 'Generated Audits' tab selected. At the top right is a 'Go Back' button. Below the tabs, there is a 'Show' dropdown set to '10' and a search bar. The table has columns: Report #, Audit By, Audit Date, Finalized Date, and Actions. The Actions column contains icons for viewing, editing, and deleting each report. At the bottom, it says 'Showing 1 to 10 of 14 entries' and has pagination controls for 'Previous', '1', '2', and 'Next'.

Report #	Audit By	Audit Date	Finalized Date	Actions
00000221902	Saur, Christine	02/08/2019 1801	02/08/2019 1801	[View] [Edit] [Delete]
00000201811	Simpson, Homer	11/01/2018 1253	11/01/2018 1308	[View] [Edit] [Delete]
00000151710	Simpson, Homer	10/16/2017 1518		[View] [Edit] [Delete]
00000101708	Saur, Christine	08/17/2017 1628		[View] [Edit] [Delete]
00000091706	Simpson, Homer	06/27/2017 1416		[View] [Edit] [Delete]
00000071705	Simpson, Homer	05/11/2017 1140		[View] [Edit] [Delete]
00000061703	Simpson, Homer	03/14/2017 1817		[View] [Edit] [Delete]
00000051703	Friday, Joe	03/14/2017 1812		[View] [Edit] [Delete]
00000041703	Friday, Joe	03/14/2017 1811		[View] [Edit] [Delete]
1604006	Simpson, Homer	04/27/2016 1029		[View] [Edit] [Delete]

There are two tabs to the Audit Reports screen:

- Generated Audits
- Location Discrepancy Audits

Search Audit Reports

On either tab you have the ability to search for specific reports.

Click in the **Search** field and enter all or a portion of the **data** into the search text box that pertains to the search criteria. The results that match your criteria and entered data display in the grid.

Go Back

Generated Audits Location Discrepancy Audits

Show 10 entries Search: 1511 Add Audit Report

Report #	Audit By	Audit Date	Finalized Date	Actions
1511005	Friday, Joe	11/17/2015 1318		
1511004	Friday, Joe	11/17/2015 1313		
1511003	Simpson, Homer	11/17/2015 1200		
1511002	Simpson, Homer	11/17/2015 1152		

Showing 1 to 4 of 4 entries (filtered from 13 total entries)

Previous 1 Next

Create a New Audit Report

You have the ability to generate a new **Audit Report**.

Click the **Add Audit Report** link on the *Generated Audits* tab to open the *Evidence - Held Property Search* form.

Evidence-Property Management / Audit Reports / Evidence - Held Property Search

Of Records To Audit

SYSTEM ID INCIDENT REPORT # INDEX ID

SERIAL NUMBER ITEM # TYPE

DESCRIPTION

Property Information

CATEGORY

☒ All ☐ Property ☐ Drugs ☐ Documents ☐ Currency ☐ Guns

Additional Information

AGENCY LOCATION

District 42, Versailles -Select-

CURRENT STATUS ACTIVE HOLD

Checked-In -Select-

Go Back Reset Generate Audit Report

Enter the **# of Records to Audit** and other applicable fields then click **Generate Audit Report** to display the **Audit Report**.

Generated Audit Details Go Back

AUDIT BY AUDIT DATE # OF RECORDS

Saur, Christine 03/03/2021 1134 5

AUDIT COMMENTS

Save Audit

Confirmed / Unconfirmed Items

	System ID	Type	Property Description	Incident Report	Status	Location	Comments / Confirm Location
<input checked="" type="checkbox"/>	815	Held Property	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE:	2021D4210330j3325	Checked-In	Large Item Storage	
<input checked="" type="checkbox"/>	814	Held Property	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE:	2021D4210330j3325	Checked-In	Large Item Storage	
<input checked="" type="checkbox"/>	813	Held Property	Property - AUTO: Quantity: 1:	2021D4210330j3325	Checked-In	Large Item Storage	
<input checked="" type="checkbox"/>	797	Evidence	Property - BALLOONS; Make: Aa; Model: Bbr; Ser#: 12345; Quantity: 1:	2019D4210224j3213	Checked-In	Large Item Storage	
<input type="checkbox"/>	796	Evidence	Drug - DRUGS - COMMON MEDICINE; SUSPECTED HASHISH; Quantity: 1 Liter; Value: 0:	2014ISP0000209j1396	Checked-In	Other	Large Item Storage

If the **Location** is different, uncheck the box to the left, and select the correct **Location** from the list box on the right. Enter any necessary comments.

Click **Save Audit** to save the report, then click **Finalize** to add it to the **Audit Report** list.

Generated Audits

Location Discrepancy Audits

Go Back


Show 10 entries

Search:

Add Audit Report

Report #	Audit By	Audit Date	Finalized Date	Actions
00000242103	Saur, Christine	03/03/2021 1136	03/03/2021 1137	<div></div> <div></div>
00000221902	Saur, Christine	02/08/2019 1801	02/08/2019 1801	<div></div> <div></div>
00000201811	Simpson, Homer	11/01/2018 1253	11/01/2018 1308	<div></div> <div></div>
00000151710	Simpson, Homer	10/16/2017 1518		<div></div> <div></div>

Using the icons in the *Action* column you can with appropriate permissions view, edit or delete reports. If an icon does not appear, then you do not have permissions to perform that action. For example, if the edit icon does not appear next to a particular report then you cannot edit that report.

Click the **View** icon  to view the **Audit Report** and print labels.

Generated Audit Details

Go Back

Print Labels

Audit Report #	Audit By	Audit Date	# of Records
00000242103	Saur, Christine	03/03/2021 1136	5

Audit Comments

Confirmed / Unconfirmed Items

<input type="checkbox"/>	Confirmed	System ID	Type	Property Description	Location	Comments / Confirm Location
<input type="checkbox"/>	No	796	Evidence	Drug - DRUGS - COMMON MEDICINE: SUSPECTED HASHISH: Quantity: 1 Liter: Value: 0;	Other	/ Large Item Storage
<input type="checkbox"/>	Yes	797	Evidence	Property - BALLOONS: Make: Aa: Model: Bb: Ser#: 12345: Quantity: 1;	Large Item Storage	
<input type="checkbox"/>	Yes	813	Held Property	Property - AUTO: Quantity: 1;	Large Item Storage	
<input type="checkbox"/>	Yes	814	Held Property	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Large Item Storage	
<input type="checkbox"/>	Yes	815	Held Property	Drug - DRUGS / NARCOTICS - CONTROLLED SUBSTANCE;	Large Item Storage	

Create Location Discrepancy Audit Report

You have the ability to create a **Location Discrepancy Audit Report** from the *Location Discrepancy Audits* tab. This report lists all items currently in a particular location.

Generated Audits **Location Discrepancy Audits** Go Back

Show 10 entries Search: Add Discrepancy Report

Incident Report	Audit By	Audit Date	Finalized Date	Actions
00000231902	Saur, Christine	02/08/2019 1815	02/08/2019 1815	
00000211811	Simpson, Homer	11/01/2018 1348	11/01/2018 1349	
00000181711	Saur, Christine	11/20/2017 2135	11/20/2017 2136	
00000161710	Simpson, Homer	10/31/2017 1306	11/01/2018 1343	
00000141709	Simpson, Homer	09/13/2017 1300	12/15/2020 1638	
00000131708	Simpson, Homer	08/30/2017 0929	09/13/2017 1304	
00000121708	Saur, Christine	08/17/2017 1716		
00000111708	Saur, Christine	08/17/2017 1716		

Showing 1 to 8 of 8 entries Previous 1 Next

Click on the **Add Discrepancy Report** button to display the *Location Discrepancy Audit* form.

Location Discrepancy Audit Go Back

SELECT A LOCATION

-Select-

Save Audit

Confirmed / Unconfirmed Items

Additional Items Add Additional Item

Select a location to display the **Location Discrepancy Audit** report.

Location Discrepancy Audit Go Back

SELECT A LOCATION

Large Item Storage

AUDIT COMMENTS

Start Scanning

Save Audit

Confirmed / Unconfirmed Items

<input type="checkbox"/>	System ID	Type	Property Description	Comments
<input type="checkbox"/>	474	Evidence	<input type="text"/>	
<input checked="" type="checkbox"/>	753	Evidence	<input type="text"/>	
<input type="checkbox"/>	758	Evidence	<input type="text"/>	
<input type="checkbox"/>	770	Evidence	<input type="text"/>	
<input type="checkbox"/>	782	Evidence	<input type="text"/>	
<input type="checkbox"/>	786	Evidence	<input type="text"/>	
<input type="checkbox"/>	797	Evidence	<input type="text"/>	
<input type="checkbox"/>	813	Held Property	<input type="text"/>	
<input type="checkbox"/>	814	Held Property	<input type="text"/>	
<input type="checkbox"/>	815	Held Property	<input type="text"/>	

Additional Items Add Additional Item

System ID	Type	Property Description	Comments	Actions
-----------	------	----------------------	----------	---------

Select all items to that are *Confirmed*. You can select individual items, or all items at once. If all items are *Confirmed*, click the **Select All** box on the top left to check all items listed. To add an item to the list, enter the **System ID** in the **Additional Items** text field and click **Add Additional Item**. If the **System ID** entered does not exist, you will receive a message stating it could not be found.

Click the **Save Audit** button, then click **Finalize** to save the report to the **Location Discrepancy Audit Reports** tab.

Incident Report	Audit By	Audit Date	Finalized Date	Actions
00000252103	Saur, Christine	03/03/2021 1148	03/03/2021 1148	
00000231902	Saur, Christine	02/08/2019 1815	02/08/2019 1815	

Using the icons in the *Action* column you can view, edit or delete reports. If an icon does not appear, then you do not have permissions to perform that action. For example, if the edit icon does not appear next to a particular report then you cannot edit that report.

Property Locations

The Evidence Custodian with the *Evidence Locations - Manage Evidence Locations* permissions can use this link to produce a location barcode report and manage evidence/held property locations.

Click on the **Property Locations** link on the **Evidence/Property Management** page to open the *Evidence - Held Property Locations*.

Code	Description	Property Type	Locker	Officer Access	Active	Actions
N/A	N/A		N	Y	Y	
O_IMPOUND	Impound		N	Y	Y	
O_LARGE	Large Item Storage		N	Y	Y	
O_OTHER	Other		N	Y	Y	
TRANS_UNKNWN	Transported - Unknown Location		Y	Y	Y	

Click the **Print Location Barcodes** button to print location barcode labels.

Location Barcodes Print Options

Please select what information you would like to Print.

Search:

<input type="checkbox"/>	Code	Description	Property Type	Locker	Officer Access
<input type="checkbox"/>	N/A	N/A	Evidence	N	Y
<input type="checkbox"/>	O_IMPOUND	Impound	Evidence	N	Y
<input type="checkbox"/>	O_LARGE	Large Item Storage	Evidence	N	Y
<input type="checkbox"/>	O_OTHER	Other	Evidence	N	Y
<input type="checkbox"/>	TRANS_UNKNWN	Transported - Unknown Location		Y	Y

PRINT INDIVIDUAL BARCODE LABELS (OTHERWISE GROUP ON SAME PAGE)

☐

- Select the items for which you want to print barcodes. Prints on letter sized paper, 20 labels per page.
- Check the **Print Individual Barcode Labels** box if you wish to print one barcode label per page.
- Click **Print**.

Click the **Add Evidence/Held Property Locations** button to open the *Add Evidence - Held Property Location* window to add another location record.

CODE

AGENCY
Indiana State Police

DESCRIPTION

LOCKER
☐

OFFICER ACCESS
☐

STATUS
Active

PROPERTY TYPE
-Select-

- Complete the fields.
- Click **Save**.

Quick Search Tab

This option works the same way as the **Evidence - Held Property Search**. The process, however, is shortened by using a scanner and barcode system.

The screenshot shows the 'Quick Search' tab selected in the Evidence/Property Management module. It features two input fields: 'SYSTEM ID' and 'INCIDENT REPORT #'. Below these fields are 'Reset' and 'Search' buttons. An 'Exit' button is located in the top right corner of the tab area.

Quick Check-In Tab

This option works the same way the **Check-In** link works. The process, however, is shortened by using a scanner and barcode system.

The screenshot shows the 'Quick Check-In' tab. It contains a table with columns: System ID, Type, Agency, Property Information, Custody From, Location, Description, and Actions. Two rows are visible, one for System ID 829 and another for 820. Below the table, there are fields for 'AGENCY' (District 42, Versailles), 'Custody DATE / TIME' (04/09/2021 1602), 'CHECKED IN BY' (Saur, Christine, ID# SAUR111), and a 'CHECK IN COMMENT' text area. At the bottom, there is a 'Signature' field and buttons for 'Go Back', 'Save', and 'Save & Exit'.

Print Labels, Chain of Custody, Receipts

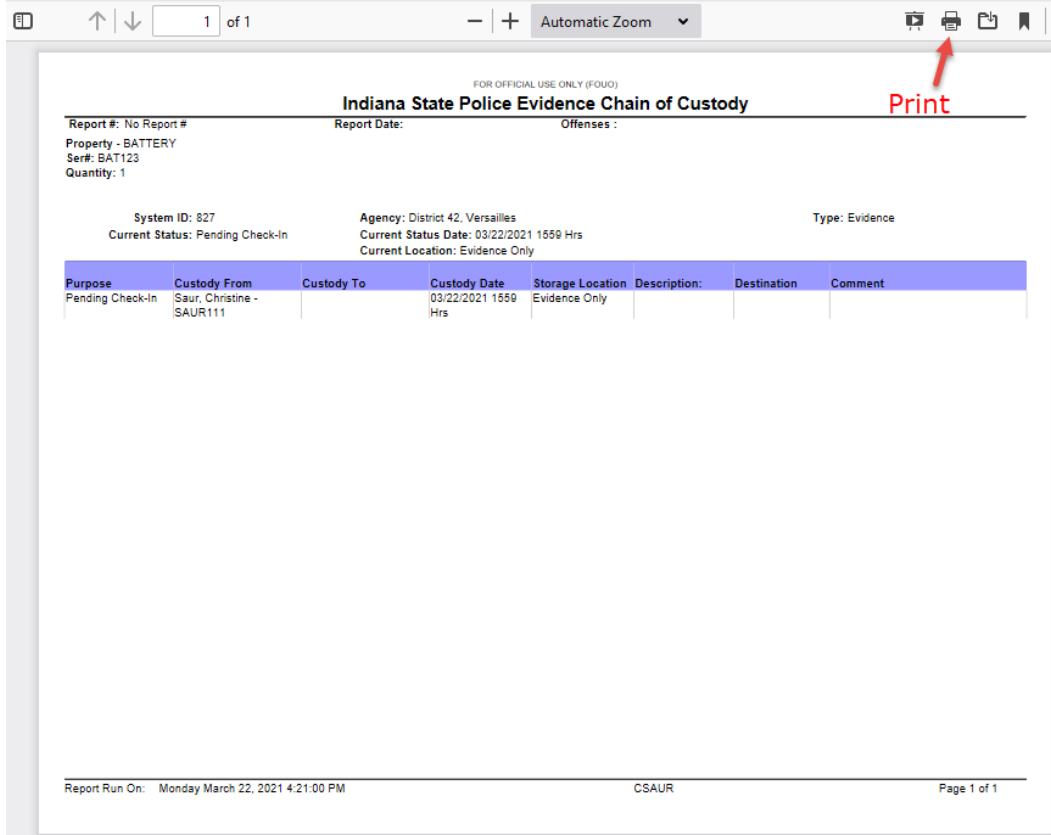
The **Evidence/Property Management Module** provides the ability to print the chain of custody, label, or receipt by clicking on the respective button when available:

Three buttons are displayed in a row: 'Print Chain of Custody', 'Print Label', and 'Print Receipt'.

For more information on the Evidence/Property Management Module, refer to "Evidence/Property Mgmt Module Overview" on page 509.

Print Chain of Custody

Click on the Chain of Custody button to open the chain of custody in a new tab in the browser.



FOR OFFICIAL USE ONLY (FOUO)

Indiana State Police Evidence Chain of Custody

Report #: No Report # **Report Date:** **Offenses:**

Property: BATTERY
Ser#: BAT123
Quantity: 1

System ID: 827 **Agency:** District 42, Versailles **Type:** Evidence
Current Status: Pending Check-In **Current Status Date:** 03/22/2021 1559 Hrs
Current Location: Evidence Only

Purpose	Custody From	Custody To	Custody Date	Storage Location	Description:	Destination	Comment
Pending Check-In	Saur, Christine - SAUR111		03/22/2021 1559 Hrs	Evidence Only			

Report Run On: Monday March 22, 2021 4:21:00 PM CSAUR Page 1 of 1

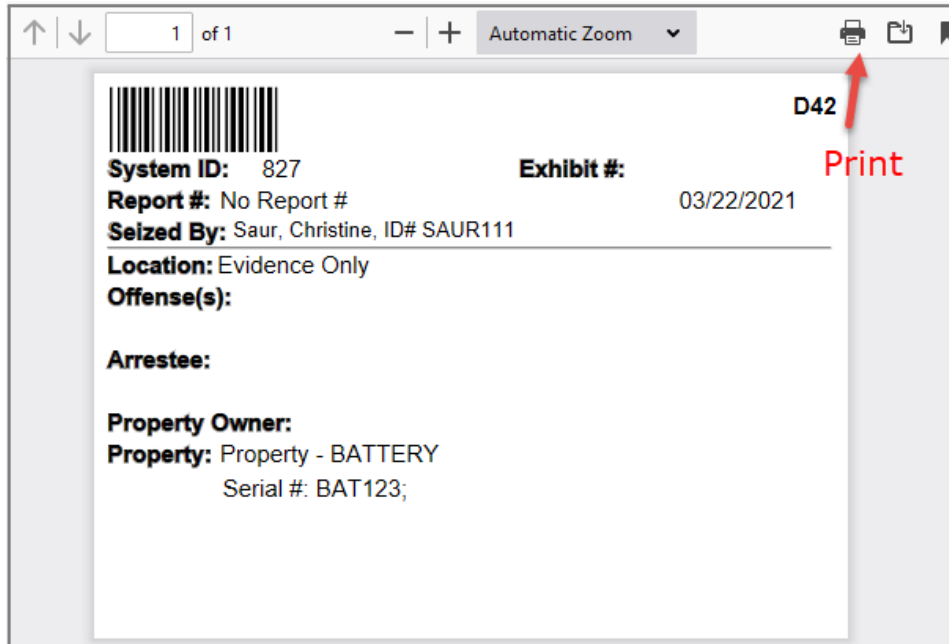
Your agency administrator has the option to apply a maintenance value setting to control whether or not chain of custody prints in ascending order by default. Refer to your agency administrator for details.

Click the print icon to print to the printer or save to a file.

Note: RMS now supports the printing of signatures on the chain of custody (where enabled and used).

Print Label

Click on the **Print Label** button to open the label in a new tab in the browser.



Click the print icon to print to the printer or save to a file.

Print Receipt

Click on the **Print Receipt** button to open the receipt in a new tab in the browser.

1 of 1 Automatic Zoom

FOR OFFICIAL USE ONLY (FOUO)

Evidence - Held Property Receipt / Lab Report
Indiana State Police

System ID: 827 **Type:** Evidence

Description:

Evidence Processing:

Item #:

Report #: No Report #

Seized By: Saur, Christine, ID# SAUR111 **Seized Date:** 03/22/2021

Location: Evidence Only

Property: Property - BATTERY

Serial #: BAT123 **Misc/OAN:**

Make: **Primary Color:**

Model: **Secondary Color:**

Quantity: 1

From: Saur, C. **To:** Evidence Only **Date:** 03/22/2021 15:59

Comments: _____

Signature: _____

Print

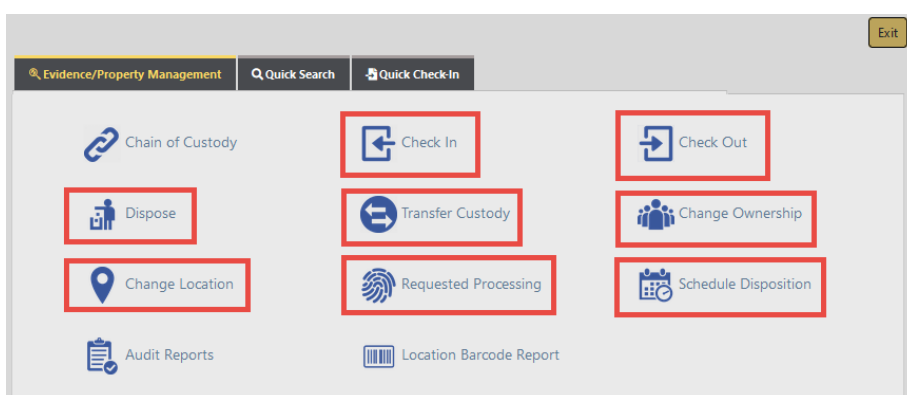
Click the print icon to print to the printer or save to a file.

Chapter 26. Barcode Search Process

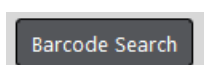
Barcode Search Process Overview

The **Barcode Search** feature allows you to input multiple items into the **Evidence/Property Management Module** automatically by scanning the barcode label through the Property Management menu.

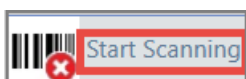
Access the scanning process through applicable links on the *Property Management* menu. For instructions on accessing the *Evidence/Property Management* menu, refer to "Evidence/Property Mgmt Access" on page 511.



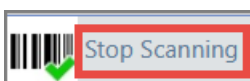
Click on one of the links to open the respective *Search* screen, then click on the **Barcode Search** button on the top right.



Click the **Start Scanning** link to start the process of scanning each label. As each label is scanned there will be a beep from the system and a listing of the item will appear on the screen in the grid. You can delete a particular item if needed.



When you are finished scanning, click the **Stop Scanning** icon and select the **Continue** button.



The system then continues to function as described in the "Evidence/Property Mgmt Access" on page 511 section.

Click **Save** to save your changes and remain on the page.

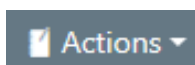
Click **Save & Exit** to save your changes and exit the page.

Location Barcode Report

This link allows the Evidence Custodian to print a report showing the evidence and held property locations in the evidence room, along with a corresponding **Barcode**. This allows agencies to scan the location with a barcode scanner rather than select it from the **List of Values** (LOV).

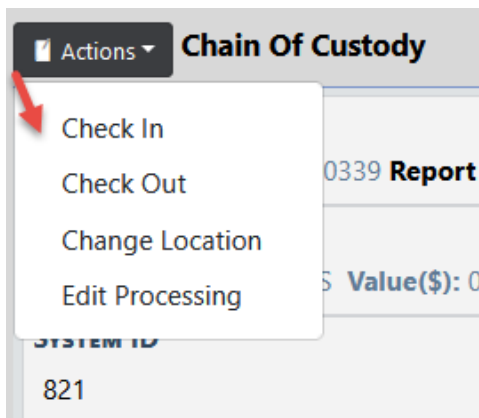
Mega Menu

When viewing the Chain of Custody for any piece of evidence or held property, there is a **Mega Menu** to the top left. Evidence Custodians can use this menu to take action and change the **Status** of the item without leaving the window. The *Actions* available will be shown based on the **Current Status** of the evidence or held property.



Click on the **Mega Menu** button to display a drop-down of items from which to choose.

Choices available under the **Mega Menu** vary depending on the evidence **Current Status**.



Create Evidence or Held Property without An Incident Report

Officers can create property and indicate that the property is also evidence or held property without creating an incident report with appropriate permissions. This functionality is not a part of the default setup but can be requested by an agency administrator if desired.

To create evidence or held property without an incident report, the officer navigates to **Master Indices**, selects the *Property Tab*, then clicks the **Add Property** hyperlink. For information on accessing **Master Indices**, refer to "Master Indices" on page 83.

Click the **Category** to display additional fields specific to that Category to describe the property in more detail.

Property Information Go Back

SECURITY LEVEL
Level 1 - Access to all Data

CATEGORY
☒ PROPERTY ☐ DRUGS ☐ DOCUMENTS ☐ CURRENCY ☐ GUNS

TYPE
-Select-

MAKE
-

QUANTITY
1

DATE OF INFO
3/14/2019

SERIAL #
-

MODEL
-

ITEM DESCRIPTION
-

COMMENTS
-

MISCELLANEOUS / OAN
-

PRIMARY COLOR
-Select-

SECONDARY COLOR
-Select-

VALUE
-

Go Back Save

When all required information and as much other information as possible has been entered, click the **Save** button to add the property to the report.

The **Edit Property** screen appears. Click the **Add Evidence/Held Property** hyperlink in the Evidence/Held Property grid to add the property.

Note: To see this link, you must have the *Master Indices - Add Evidence to Master Index Property* permission. Refer to your agency administrator for details.

Go Back Log Property as Evidence / Held Property View Summary Subscribe

Property Details

SmartSearch (0) -Add-

INDEX ID: 2007 CATEGORY: Property DATE OF INFO: 03/03/2021 SECURITY LEVEL: Level 1 - Access to all Data

TYPE: BACKPACK SERIAL #: MISCELLANEOUS / OAN: VALUE: 0

MAKE: MODEL: PRIMARY COLOR: Blue SECONDARY COLOR: Beige

QUANTITY: 1

ITEM DESCRIPTION:

OTHER COMMENTS:

Go Back Save

Evidence / Held Property Add Evidence / Held Property

People Add Person

The standard **Evidence - Held Property** screen appears.

Go Back

Property Information

PROPERTY TYPE	SERIAL NUMBER	PROPERTY DESCRIPTION
BACKPACK		

Evidence / Held Property Information

TYPE: Evidence

DATE/TIME RECOVERED: 03/02/2021 1603 RECOVERY LOCATION: AGENCY: District 42, Versailles

DATE/TIME PLACED IN STORAGE: 03/03/2021 1603 STATUS: Pending Check-In LOCATION: -Select-

CUSTODY FROM: Saur, Christine ITEM #: DESCRIPTION:

COMMENTS:

Extended Chain of Custody Add

Evidence / Held Property Processing

PROCESSING: -Select- COMMENTS:

Add

Signature

Go Back Save

Select the **Type** (Evidence or Held Property), **Location** and enter other necessary information.

Optionally, click **Signature** to add a signature.

Optionally, click **Add** to add an *Extended Chain of Custody* and supply information in the fields that appear.

Optionally, select a **Processing** option from the drop-down list and enter comments.

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

The **Edit Property** screen opens. The Property record now has an **Index ID** and **System ID** for tracking.

[Go Back](#) [View Summary](#) [Subscribe](#)

Property Details

1

SmartSearch (0)

[-Add-](#)

INDEX ID <div style="border: 2px solid red; padding: 2px;">2007</div>	CATEGORY Property	DATE OF INFO 03/03/2021	SECURITY LEVEL Level 1 - Access to all Data
TYPE BACKPACK	SERIAL # 	MISCELLANEOUS / OAN 	VALUE 0
MAKE 	MODEL 	PRIMARY COLOR Blue	SECONDARY COLOR Beige
QUANTITY 1			
ITEM DESCRIPTION <div style="border: 1px solid #ccc; height: 30px;"></div>			
OTHER COMMENTS <div style="border: 1px solid #ccc; height: 30px;"></div>			

[Go Back](#) [Save](#)

Evidence / Held Property

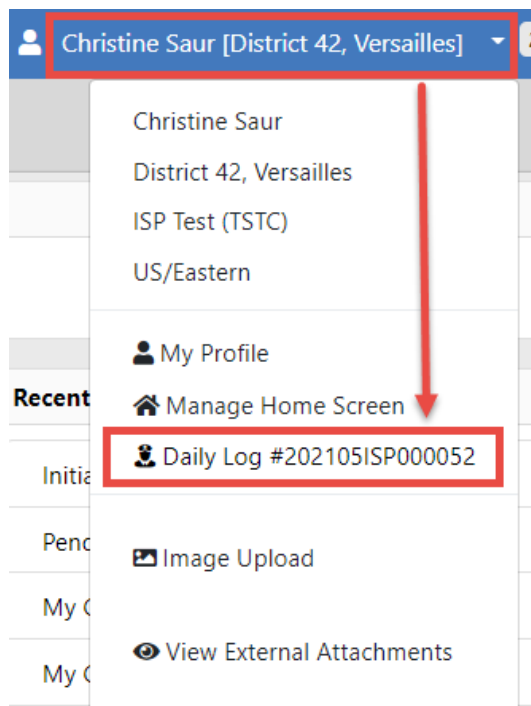
System ID	Type	Agency	Status	Officer	Recovery Date	Description	Disposition	Scheduled Disposition Date	Item Number	Comments
822	Evidence	District 42, Versailles	Pending Check-In	Saur, Christine, ID# SAUR111	03/02/2021 1603					

Chapter 27. Officer Daily Log

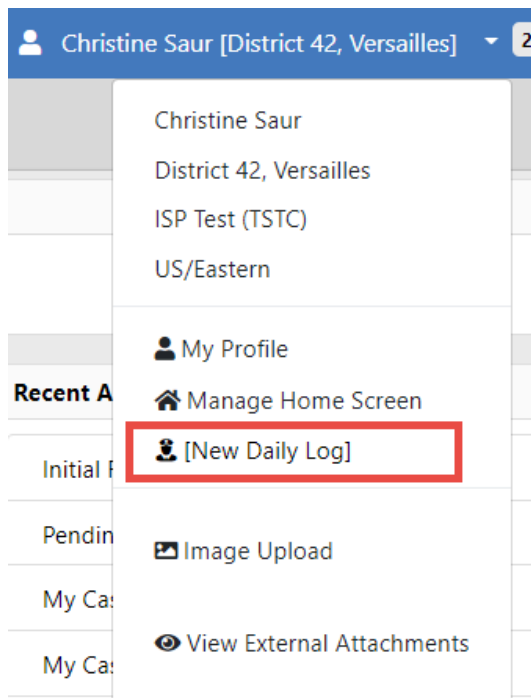
Officer Daily Log (ODL) Overview

The **Daily Log** summarizes the officer's activities during their shift, such as assignments, issued equipment, report assignments and filings, and other activities. The officer can enter data as needed, and specific actions, such as creating incident reports, are automatically captured in the log by the system.

As an officer, you can access your existing current log from the *Home Page* by clicking on your user name in the upper right corner, then click **Daily Log** (notice the current log number also displays).



If a Daily Log has not yet been created, a **[New Daily Log]** option appears on the menu instead of the exiting Daily Log that contains a number. Click on **[New Daily Log]** to create.

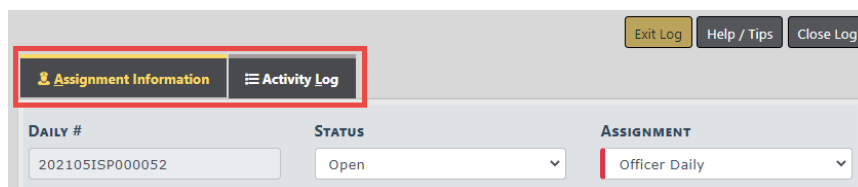


Note: For instructions on creating a new Daily Log, refer to "Create New Log" on the facing page.

Note: Once closed, the **Officer Daily Logs** are maintained in *Records Management*. Before a supervisor posts an officer's log, it can be viewed, edited or deleted by the owner of the log. After Supervisors post the logs, the log can be viewed as needed under *Records Management*. A supervisor can un-post a log using the **Un-Post** feature to allow log corrections or modifications.

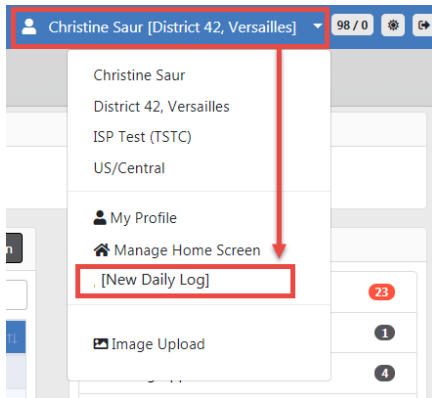
There are two tabs in the **Officer Daily Log**:

- Assignment Information
- Activity Log



Create New Log

You can create a new Daily Log from the *Home* page by clicking on your user name in the upper right corner, then click **New Daily Log**.



A *Shift Start Time* window opens, defaulting to the current date and time. Change the date and time if needed, then click **OK**.

A screenshot of a 'Shift Start Time' window. The window has a title bar 'Shift Start Time'. Below the title bar, there is a section labeled 'SHIFT START TIME'. Inside this section, there is a text input field containing the date and time '05/20/2021 1038'. To the right of the input field is a calendar icon. At the bottom right of the window is a green 'Ok' button.

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

Exit Log Help / Tips Close Log

Assignment Information

DAILY #

STATUS

ASSIGNMENT

-Select-

DATE

SHIFT

-Select-

NOTES

REPORTING AREAS

Click To Select

Officers + Add Officer

Badge #	Name	On Time	Off Time	Actions
SAUR111	Saur, Christine	05/20/2021 10:38		<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; background-color: #4a7ebb; color: white;">✎</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #4a7ebb; color: white;">✕</div> </div>

Vehicles + Add Vehicle

Plate #	Description	Actions
No Vehicles Added		

Equipment + Add Equipment

Description	Start Time	End Time	Actions
No Equipment Added			

Save & Continue

- The **Daily#** generates a number for you systematically after saving the form.
- The **Status** defaults to *New*.
- Select **Assignment** and **Shift** from the drop-down lists.
- Enter any **Notes** and select the **Reporting Area**.
- Complete the Officers, Vehicles, Equipment sections as needed.

Note: For more information on *Assignment Information*, refer to [AssignmentTab.htm](#).

Click **Save & Continue**.

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

Assignment Information **Activity Log** Exit Log Help / Tips Close Log

Total Activity Time: 0 Hrs 0 Mins Misc Time: 0 Hrs 8 Mins + Add Activity Log

DISPATCH: [Text Field] REPORTING AREA: [Dropdown: ATLN-West] REPORT #: [Text Field]

ON SCENE: [Text Field: 05/20/2021 1038] TIME CATEGORY: [Text Field] TICKET #: [Text Field]

CLEAR: [Text Field] COMMENTS: [Text Field] ADD ACTIVITY APPLY TEMPLATE

Cancel Save

Enter data into the fields provided then click **Save**.

Note: For more information on the *Activity Log*, refer to "Activity Log Tab" on page 561.

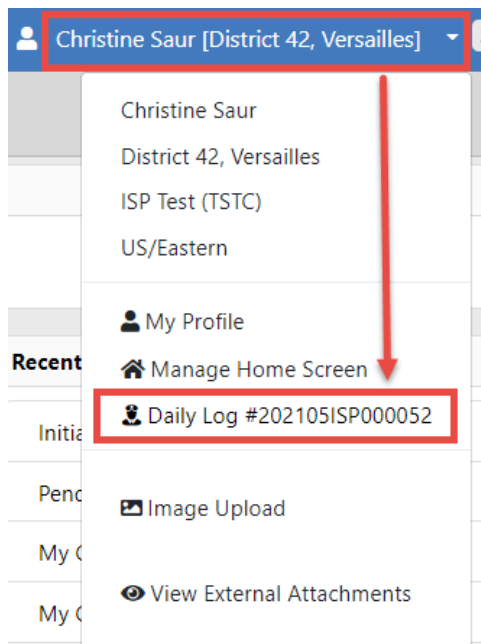
To exit the log and come back to it later, click **Exit Log**, or to close and submit the log for supervisor review, click **Close Log**.

Assignment Information **Activity Log** Exit Log Help / Tips Close Log

Note: For more information on exiting and closing the log, refer to "Close or Exit the Daily Log" on page 568.

Access Existing Log

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



Exit Log Help / Tips Close Log

Assignment Information Activity Log

DAILY # 202105ISP000053 **STATUS** Open **ASSIGNMENT** Officer Daily

DATE 06/09/2021 **SHIFT** 12-9 Shift

NOTES

REPORTING AREAS
Click To Select

Officers + Add Officer

Badge #	Name	On Time	Off Time	Actions
SAUR111	Saur, Christine	06/09/2021 14:25		

Vehicles + Add Vehicle

Plate #	Description	Actions
THI223	SR Unit #100 2005 TOYOTA(TOYo) 4Runner	
AB881	SR 2016 Ford Crown Victoria	
M12345	SR Unit #5701 2010 - Patrol	
MYPLATE	SR Unit #123 2018 HONDA/AMERICAN HONDA MOTOR CO, INC(HOND) PILOT - 1	

Equipment + Add Equipment

Description	Start Time	End Time	Actions
No Equipment Added			

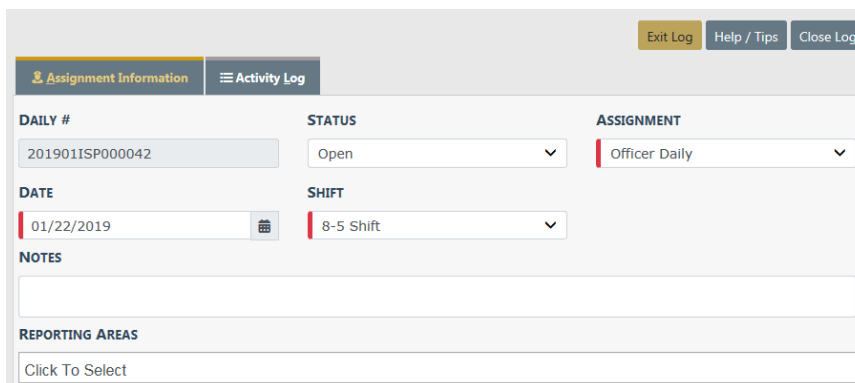
Update

With appropriate permissions, you can add an existing custom Form to the fleet vehicle, edit the fleet vehicle , add a vehicle service request .

Note: For more information on accessing your current log, refer to "Officer Daily Log (ODL) Overview" on page 551.

Assignment Tab

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



The screenshot shows the 'Assignment Information' tab selected. At the top right are buttons for 'Exit Log', 'Help / Tips', and 'Close Log'. Below the tab header, there are two sub-tabs: 'Assignment Information' (active) and 'Activity Log'. The form contains the following fields:

- DAILY #**: 201901ISP000042
- STATUS**: Open (dropdown menu)
- ASSIGNMENT**: Officer Daily (dropdown menu)
- DATE**: 01/22/2019 (with a calendar icon)
- SHIFT**: 8-5 Shift (dropdown menu)
- NOTES**: A large text area for notes.
- REPORTING AREAS**: A section with a 'Click To Select' button.



Complete the Officers, Vehicles, and Equipment sections as needed.

For more information on Officers, refer to "Officers" below.

For more information on Vehicles and Equipment, refer to "Vehicle & Equipment" on the next page.

Officers

There may be times an additional officer needs to be added to the ODL. To do this, select **Add Officer** under the *Officers* section.

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

Add Officer

OFFICER
Saur,Christine - #SAUR111

ON TIME
01/22/2019 0924



OFF TIME

Close Ok

Start typing the officer's name/User ID in the Officer field to display a list of officers from which you can select.

If you need to select a different *On Time* you may use the Calendar tool to select a different date/time than the default.

Click **OK** and the Officer's information is added to the Officers grid.

Use the **Edit**  or **Delete**  icons to the right in the appropriate row of the grid/table to make changes as needed to your log.

Note: Agency specific values can be administered by an Agency Administrator under *Manage Agency*, and the **Officer Daily Log** tables under the *Agency Settings* tab.

Note: Additional officers added to the **Daily Log** must be added manually to the *Assignment* within **Fleet Management**. Refer to "Edit Vehicles " on page 723 for more information.

Vehicle & Equipment

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

Vehicles			 Add Vehicle
Plate #	Description	Actions	

Add Vehicle

MY ASSIGNED VEHICLES

-Select Assigned Vehicle-

VEHICLE

START MILES END MILES OFF DUTY MILES TOTAL MILES

FUEL (GALLONS) FUEL TYPE TOTAL FUEL COST (DOLLARS)

OIL (QUARTS) TOTAL OIL COST (DOLLARS) REPAIR COST (DOLLARS) PAYMENT TYPE

FLUID COST (DOLLARS) TOTAL COST (DOLLARS)



VENDOR ☐ Select ☒ Specify


COMMENTS

Close Ok







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

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

Vehicles			+ Add Vehicle	
Plate #	Description	Actions		
M12345	Unit #5701 2010 - Patrol	SR		

Click the  icon , if available, to quickly add a custom form to the fleet vehicle.


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

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

Note: If any Vehicles or Equipment have been taken out-of-service by an Agency Administrator prior to you closing your **ODL**, you will not be able to close your **ODL** unless the Vehicle and/or Equipment is put back in service. This

is why it is important to make sure you close your **ODL** after your shift is complete.

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

With permissions you can select the custom form button  to add a custom form to the vehicle.

For more information, refer to "Add Custom Forms to Fleet Vehicle and Assignments" on page 715.

Service Request

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

Vehicles		+ Add Vehicle
Plate #	Description	Actions
M12345	<div>SR</div> Unit #5701 2010 - Patrol	<div></div>

Select the **Request Type** from the drop down list, enter a description of what is needed, then click **Save**.

Vehicle Service Request

REQUEST TYPE

Repair

DESCRIPTION

Leaking Oil.

Cancel

Save

Note: The **Requesting Officer** defaults to the officer and the Status defaults to Pending.

A successful confirmation message briefly appears across the top of the window.

Note: Officers must edit **Services Requests** via the *Fleet Management* module. Refer to "Edit a Service Request " on page 735 for more information.

Activity Log Tab

Click on the **Activity Log** tab to manage activity. You can add, edit, or delete records.

Exit Log Help / Tips Close Log

Assignment Information **Activity Log**

Total Activity Time: 0 Hrs 0 Mins Misc Time: 23 Hrs 19 Mins + Add Activity Log

10:11 / 10:11 - 2019D4210210 - No Activities - Created incident 2019D4210210		
09:02 / 09:02 - 2019D4210214 - No Activities - Created incident 2019D4210214		
09:07 / 09:07 - 2019D4210215 - No Activities - Created incident 2019D4210215		
14:35 / 14:35 - 2019D4210217 - No Activities - Created incident 2019D4210217		

Add Activity Log

Click the **Add Activity Log** link to add a new record.

Note: Starting with RMS 11.15, Activity Code entries are available from a selection box using the display arrow in the selection box. They no longer auto-complete when entering text.

Exit Log Help / Tips Close Log

Assignment Information **Activity Log**

Total Activity Time: 0 Hrs 0 Mins Misc Time: 0 Hrs 1 Mins + Add Activity Log

DISPATCH

REPORT #

ON SCENE

TIME CATEGORY

TICKET #

CLEAR

COMMENTS

ADD ACTIVITY APPLY TEMPLATE

-Select- Count

Cancel Save

Dispatch: Use the calendar tool to enter the dispatch date, and then type in the time you were dispatched to the scene. This may be auto-generated from CAD from the Dispatch Center.

On Scene: Current date is entered by the system, but you must enter the time you arrived on scene.

Clear: You must enter a date and time in these fields to save and/or continue.

Time Category: Start typing in this auto-complete field and the system displays a list of similar entries. Select the appropriate entry.

Comments: Type text in the text field. You can enter whatever information you want to include here, OR click **Apply Template** to copy standard text that has already been entered for you in a template.

Note: Administrators set up and maintain activity codes and templates in the *Tables* module. Administrators can refer to the *Tables* chapter in the RMS Administrator Guide for more information.

Report #: If applicable, enter a **Report Number**. If you completed an incident report as a part of this activity, you would enter the incident report number here.

Ticket #: If applicable, enter a **Ticket Number**. During the course of a traffic stop, you might issue a ticket or Citation. If so, you would record the ticket/Citation number here.

Add Activity: Select the Show All arrow to display a list of activity codes.

Apply Template: Apply a pre-configured template for the activity.

When all applicable fields are complete, select **Save** to save the record.

Continue working as follows:

Select **Add Activity Log** to enter another activity in the log.

Edit Activity Log

Select **Edit** to the far right of a log entry to open it and make any changes.

Delete Activity Log

Select **Delete** to the far right of the log entry to completely remove the entry.

Switch to Edit Status

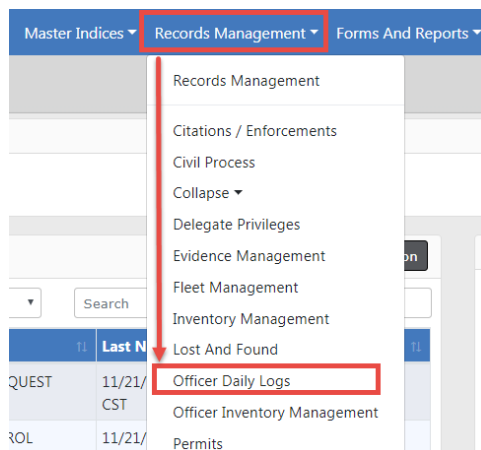
At this point you may choose to **Switch to Edit Status** if you have discovered something that would need editing.

Note: For more information on switching to edit status, refer to "Switch to Edit Status" on page 570.

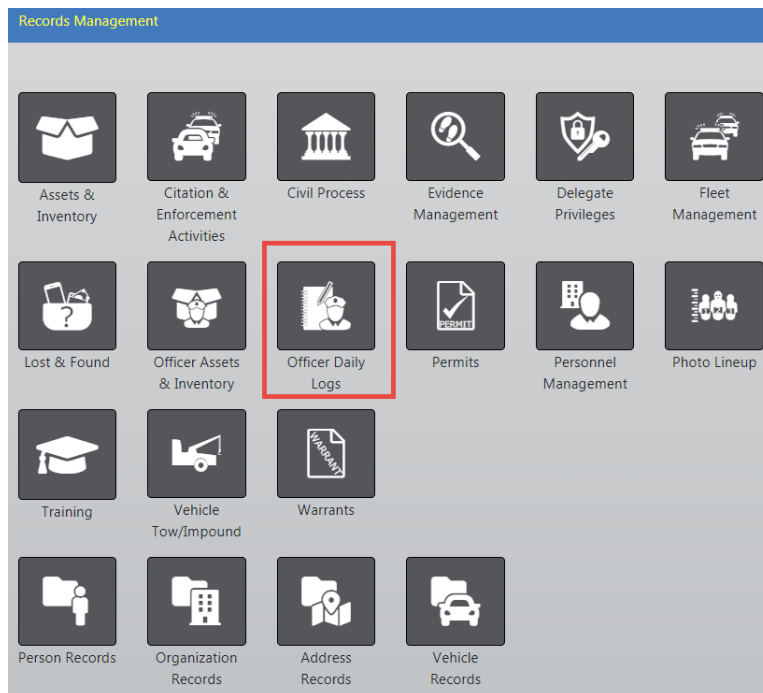
Log Search

Use the following procedures to search Officer Daily Logs:

Select *Records Management* from the top menu, then select *Officer Daily Logs*.




Or, select *Records Management* to open the Records Management menu, then select *Officer Daily Logs*.



Whichever method you choose, the *Search Daily Logs* screen appears.

 A screenshot of the 'Daily Log Search' form. The form is titled 'Daily Log Search' and 'Officer Daily Log Search'. It contains several search criteria fields: 'DAILY #' (text input), 'STATUS' (dropdown menu with '-Select-' selected), 'ASSIGNMENT' (dropdown menu with '-Select-' selected), 'SHIFT' (dropdown menu with '-Select-' selected), 'DATE FROM' (text input with a calendar icon), 'DATE TO' (text input with a calendar icon), 'POSTED' (dropdown menu with '-Select-' selected), and 'REPORTING AREA' (dropdown menu with '-Select-' selected). Below these is an 'AGENCY' section with a dropdown menu showing 'District 42, Versailles' and an 'Agency Structure' icon. At the bottom, there is an 'Officer' section with fields for 'FIRST NAME', 'LAST NAME', and 'INTERNAL # / BADGE ID'. At the very bottom are three buttons: 'Go Back', 'Reset', and 'Search'.

Enter the search criteria into the available fields or leave blank to return all records.

Note: Do not leave the *Agency* field blank. You may search for ODL records in the agency or any agency within the organization. Pick from the agency LOV or click on the Agency Structure icon  to display and select an agency.

Select **Search** to display the *Daily Logs Search Results* page with a list of search results.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>1 result(s) found</div> </div> <div> <div>Refine Search</div> <div>New Search</div> <div>Post Selected Logs</div> </div>							
Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
	202105ISP000052	05/20/2021	Edit	Officer Daily		Saur, Christine - (Badge #: SAUR111)	<div> <div></div> <div></div> <div></div> </div>

Note: If needed, select **Refine Search** to narrow the search results by adding more parameters, or click **New Search** to start over with a new search.

The Posted column remains blank when there is an *Open* or *Closed* status.

The Status column displays the current status of the log, such as Open, Edit, Closed.

Select the View icon  to view a report.

Select the Edit icon  to edit a log.

Select the delete icon  to delete a log.

Post and Un-post Logs

Note: Only supervisors with the proper role assignment can post and un-post daily logs.

Use the search feature to display a list of logs from which to choose. Refer to "Log Search" on page 563 for instructions on searching.

Post Logs

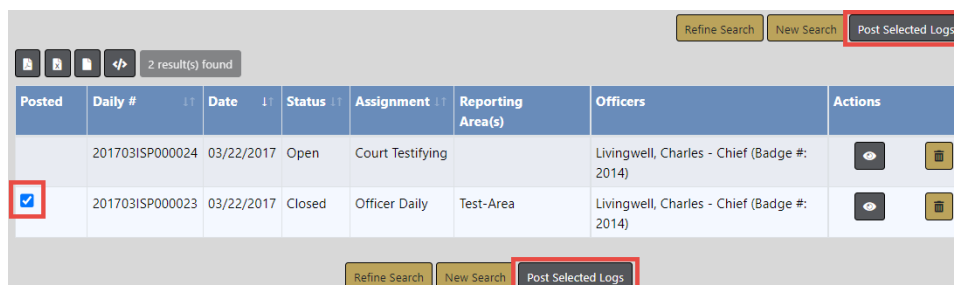
There are two ways to **Post** logs:





- Select and post one or more logs from the search results window.
- Post a log you are currently viewing.

Post Logs from Search Results

Search for a group of logs to post. For more information on searching logs, refer to "Log Search" on page 563.

In the Search Results window there is a box under the *Posted* column, next to the Logs that have not yet posted. Select each log you wish to post, then click the **Post Selected Logs** button. For your convenience, there is a button on the bottom and on the top right.




Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
	201703ISP000024	03/22/2017	Open	Court Testifying		Livingwell, Charles - Chief (Badge #: 2014)	 
<input checked="" type="checkbox"/>	201703ISP000023	03/22/2017	Closed	Officer Daily	Test-Area	Livingwell, Charles - Chief (Badge #: 2014)	 

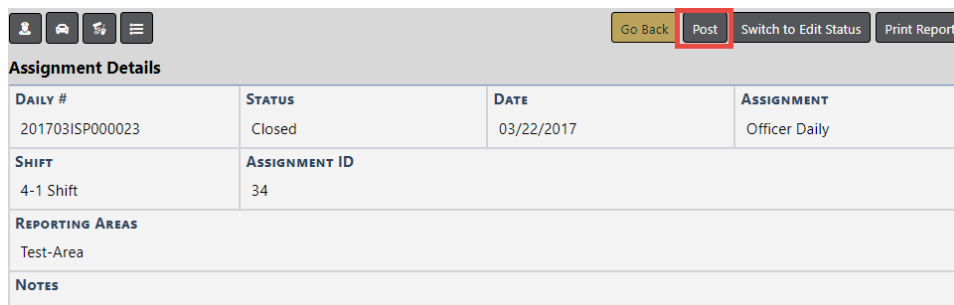
The selected logs are now **Posted**.

Post Log Currently Viewing

Search for the daily log you want to post. For more information on searching logs, refer to "Log Search" on page 563.

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

On the *View Officer Daily Log* window select the **Post** button.



DAILY #	STATUS	DATE	ASSIGNMENT
201703ISP000023	Closed	03/22/2017	Officer Daily

SHIFT	ASSIGNMENT ID
4-1 Shift	34

REPORTING AREAS
Test-Area

NOTES

A Successful dialog box displays. Select **OK**.

Message From RMS
Log Successfully Posted
<div>OK</div>

The log is now **Posted**.





Un-Post Log

There may be times when a Daily Log needs to be un-posted. Perhaps one was posted by mistake, for example.

Use the *Officer Daily Logs Search* to find that specific log, defining your search parameters as specific as possible. Refer to "Log Search" on page 563 for instructions on searching.

In the Results window, click the view  icon in the *Actions* column of the log you want to un-post and it will display the *View Daily Log* page.

On the *View Daily Log* page, select **Un-Post**.

   	<div>Go Back</div> <div>Un-Post</div> <div>Switch to Edit Status</div> <div>Print Report</div>		
Assignment Details			
DAILY #	STATUS	DATE	ASSIGNMENT

A Successful dialog box displays. Select **OK**.

Message From RMS
Log Successfully Un-Posted
<div>OK</div>

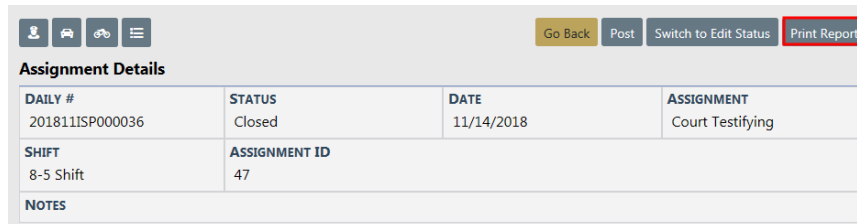
The log can now be edited by the officer who created it.

Print Report

Daily Log Reports can be printed, saved to a file on your computer, or both.

Use the search feature to view the log you wish to print. Refer to "Log Search" on page 563 for instructions.

After you have searched and selected the Log you wish to print, click on the **Print Report** button on the *View Log* screen.



DAILY #	STATUS	DATE	ASSIGNMENT
201811ISP000036	Closed	11/14/2018	Court Testifying
SHIFT	ASSIGNMENT ID		
8-5 Shift	47		
NOTES			

Buttons: Go Back, Post, Switch to Edit Status, **Print Report**

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

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

Close or Exit the Daily Log

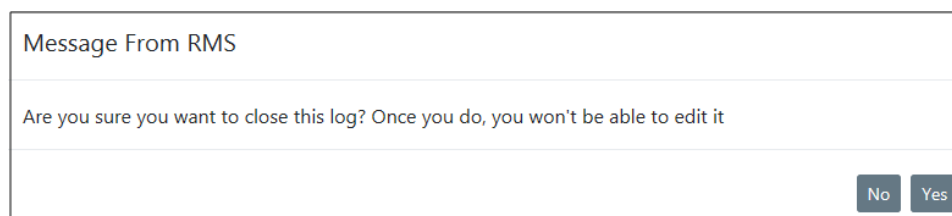
You have the option to exit or close the ODL. There is a difference between the two.



Buttons: Assignment Information, Activity Log, **Exit Log**, Help / Tips, **Close Log**

Close the Daily Log

The last button at the top of the **ODL** is the **Close Log** button. Use this button to close your log at the end of the day/shift and make it available to your supervisor for review and posting. Once you select this option, you will not be able to edit the log.



Message From RMS

Are you sure you want to close this log? Once you do, you won't be able to edit it

Buttons: No, Yes

Click **Yes** to begin the close process, or click **No** to return to the *Activity Log* tab.

If you clicked **Yes**, an **Edit Officer** window appears.

Edit Officer

OFFICER

Saur,Christine - #SAUR111

ON TIME

05/20/2021 1038

OFF TIME

Close

Ok

Select the **Off Time** for EACH officer that is on the ODL. Select **OK**.

If the log has vehicles or equipment, a separate window displays allowing you to select the **Ending Mileage** for the vehicle and any other appropriate fields. Once those fields are complete, select **OK**.

A separate window displays for the equipment, if any. Apply the necessary data, then select **OK**.

The *View Officer Daily Log* window displays, showing a status of **Closed**.

View Officer Daily Log

Go Back

Post

Switch to Edit Status

Print Report

Assignment Details

DAILY #	202105ISP000052	STATUS	Closed	DATE	05/20/2021	ASSIGNMENT	Officer Daily
SHIFT	8-5 Shift	ASSIGNMENT ID	63				
NOTES							

If you have discovered you need to make a correction to the Daily Log, click on the **Switch to Edit Status** button.

Go Back

Post

Switch to Edit Status

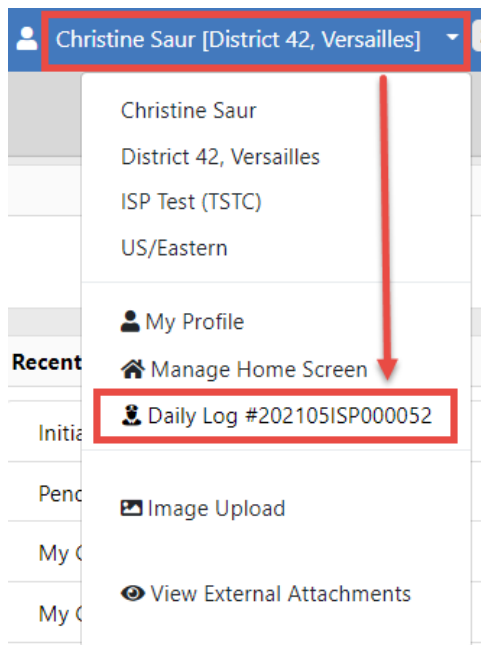
Print Report

Note: For more information on switching to edit status, refer to "Switch to Edit Status" on the next page.

Exit the Daily Log

The first button on the top of the **ODL** is the **Exit Log** button. Use this button to exit your log but not close it.

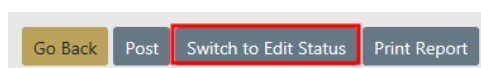
You can return to your active log at any time by selecting the **ODL** that is active. For more information on accessing your current active log, refer to "Officer Daily Log (ODL) Overview" on page 551.



Switch to Edit Status

You can **Switch to Edit Status** if you have discovered a Daily Log needs editing.

If you have just closed the log, a **Switch to Edit Status** button appears near the top right of the form. If you closed the log earlier, then you need to search for and select the Daily Log to see the button.



For more information on searching for a Daily Log, refer to "Log Search" on page 563.

When you select the **Switch to Edit Status** button an un-posted confirmation message appears.

Message From RMS

The log has been un-posted and is now in edit status. Any officer assigned to this log may now go to edit it using the log search page.

OK


Select **OK**.

Select **Go Back** to display the *Officer Daily Log Search Results*. The Posted status has been removed and the Status now displays Edit.

Refine Search New Search Post Selected Logs

1 result(s) found

Posted	Daily #	Date	Status	Assignment	Reporting Area(s)	Officers	Actions
	202105ISP000052	05/20/2021	Edit	Officer Daily		Saur, Christine - (Badge #: SAUR111)	

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

Exit Log Help / Tips Close Log

Assignment Information

Activity Log

DAILY #

201812ISP000040

STATUS

Edit

ASSIGNMENT

Officer Daily

DATE

12/18/2018

SHIFT

4-1 Shift

NOTES

Testing a new Officer Daily Log.

REPORTING AREAS

ATLN-West

Officers

Add Officer

Badge #	Name	On Time	Off Time	Actions
SAUR111	Saur, Christine	12/18/2018 13:20	12/18/2018 14:48	

Make the necessary updates, then select **Close Log** to close the log. You have to complete the same steps that you completed when you initially closed the log. The status is now **Closed**.

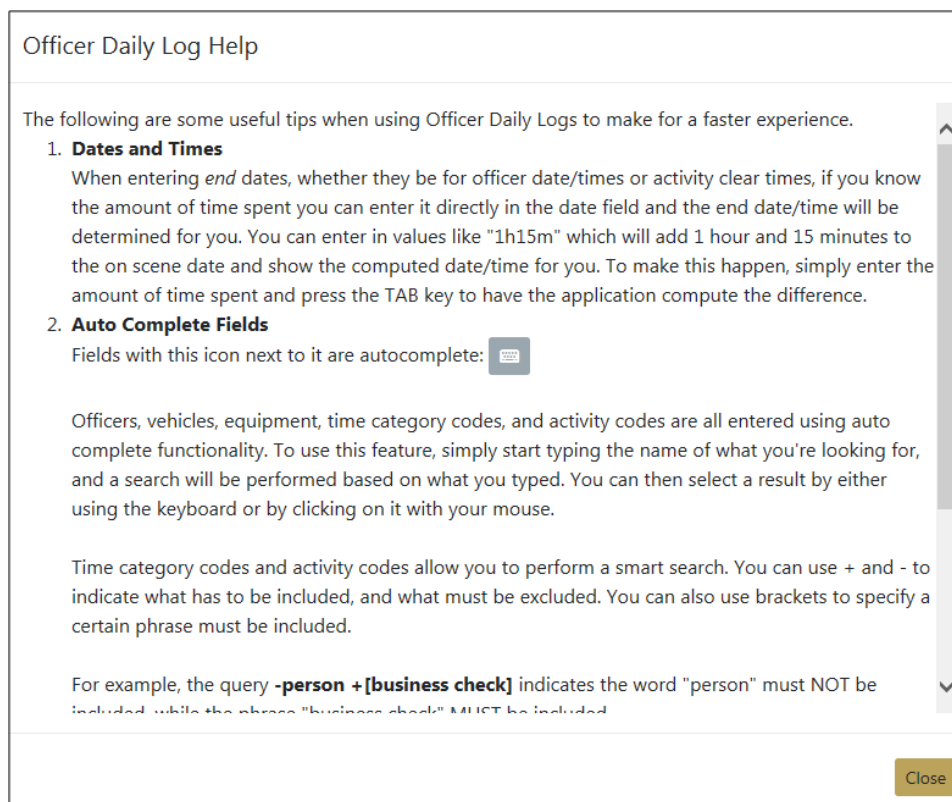
For more information on the *Assignment Information* tab, refer to "Assignment Tab" on page 557.

For more information on the *Activity Log* tab, refer to "Activity Log Tab" on page 561.

For more information on closing the daily log, refer to "Close or Exit the Daily Log" on page 568.

Help and Tips

For Help with the Officer Daily Logs, Select the **Help/Tips** button. This window will display information about entering dates and times, using auto-complete fields and keyboard short-cuts.



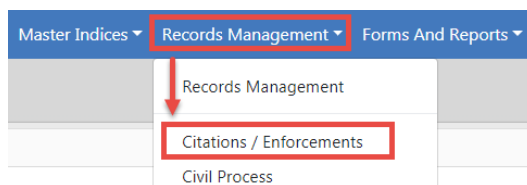
Click **Close** to close the window.

Chapter 28. Citations Enforcement

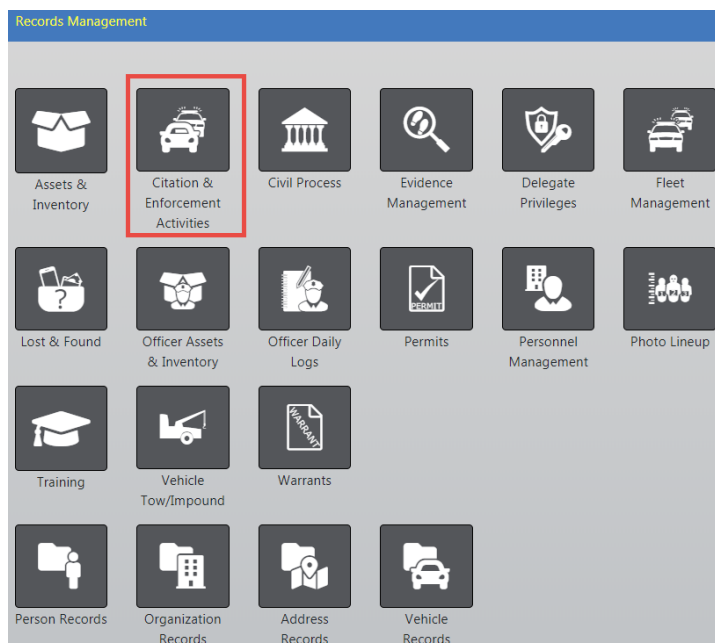
Citations/Enforcement Overview

This module is a collection of Citation/Enforcement activities against persons, businesses, and/or vehicles. These activities can be related to Incident Reports, other Citation/Enforcement Activities, and other defined report types.

To access **Citation/Enforcement** records, select the **Citations/Enforcements** option from the *Records Management* drop-down menu or select the **Citation/Enforcement Activities** icon/link from the *Records Management* main page.



OR



After selecting one of the above options, the **Citation Search** page opens. You can either search for an existing citation by entering search criteria into the available field then click **Search**, or click the **Add Citation** button to add a new citation.

Note: Checking the box for Citations Without Charges will filter results for citations that do not have any charge information entered.

Caliber
PUBLIC SAFETY

Records Management / Citation Search

Citation Search Add Citation

Ticket #
|

ENFORCEMENT TYPE
-Select-

ISSUING AGENCY
All Agencies

STATUS
-Select-

COUNTY
-Select-

INDEX ID

ENFORCEMENT DATE FROM
[Date Picker]

ENFORCEMENT TIME FROM
[Time Picker]

ENFORCEMENT DATE TO
[Date Picker]

ENFORCEMENT TIME TO
[Time Picker]

STATUS DATE FROM
[Date Picker]

STATUS TIME FROM
[Time Picker]

STATUS DATE TO
[Date Picker]

STATUS TIME TO
[Time Picker]

Charges

CHARGES
[Text Input]

SELECTED CHARGES Double Click to Remove
[List Box]

NATURE OF OFFENSE
[Text Input]

SEARCH CITATIONS WITHOUT CHARGES
☐

Citing Officer

FIRST NAME
[Text Input]

LAST NAME
[Text Input]

BADGE #
[Text Input]

ADDITIONAL SEARCH CRITERIA
-Select-

Go Back Reset Search

Add a New Citation

1. To **Add** a new **Citation**, select the **Add Citation** button on the **Citation Search** page.

Caliber
PUBLIC SAFETY

Records Management / Citation Search

Citation Search Add Citation

TICKET #
1

ENFORCEMENT TYPE
-Select-

ISSUING AGENCY
All Agencies

STATUS
-Select-

COUNTY
-Select-

INDEX ID

ENFORCEMENT DATE FROM

ENFORCEMENT TIME FROM

ENFORCEMENT DATE TO

ENFORCEMENT TIME TO

STATUS DATE FROM

STATUS TIME FROM

STATUS DATE TO

STATUS TIME TO

Charges

CHARGES

SELECTED CHARGES Double Click to Remove

NATURE OF OFFENSE

SEARCH CITATIONS WITHOUT CHARGES
☐

Citing Officer

FIRST NAME

LAST NAME

BADGE #

ADDITIONAL SEARCH CRITERIA
-Select-

Go Back Reset Search

2. The **Add Citation** page appears. To create a new citation, select a type from the list (each box will highlight yellow if you mouse over it) and click the button to add a citation of the desired type.

Caliber
PUBLIC SAFETY

Records Management / Citation Search / [Add Citation](#)

Add Citation [Go Back](#)

To Create a New Citation, Select A Type From The List Below. *NOTE: Once a Type Is Selected, You Will NOT be Able To Change It!*

CO Conservation Violation	EQ Equip, Reg or Inspection Violation	FE FEDERAL CODE
IA I.A.C. CODE	IC I.C. CODE	LO LOCAL ORDINANCE
MO Moving Traffic - Local Violation	MO Moving Traffic - State Violation	NO Non-Traffic Violation - Other
OR Ordinance Violation	PA Parking Meter	PA Parking Ticket (Non-Meter)
PR Pre-existing knowledge (i.e. warrant)	VO Voided Ticket	

3. The **Edit Citation** page appears. Add the necessary information for the new citation.

Records Management / Citation Search / [Edit Citation](#)

[Go Back](#) [Duplicate](#) [Update](#)

Edit Citation

- Citation
- Attachments
- Associated Events

Citation Information

Citation ID:
459

Ticket Number:
Not Specified

Enforcement Type:
I.C. CODE

Agency:
District 42, Versailles

Current Status:
No Status

Status Date:
No Status Date

Print Options

[Print \(Standard\)](#)

Details

TICKET # **ENFORCEMENT DATE** **STATUS**

LOCATION TYPE

COMMENT

Plaintiff

PLAINTIFF **FILED DATE**

Person

No Person Selected

[Add Person](#)

DUI

TEST	TEST RESULT	ADMINISTERED BY	COMMENTS
ADMINISTERED	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			

TESTS

Vehicle

No Vehicle Selected

[Add Vehicle](#)

4. Adding details like persons, vehicles, or organizations will call up search pages for these entries. For detailed instructions see "Enter or Update Citation Details" on page 584.

Edit Citation

1. Complete the necessary fields on the **Citation/Enforcement Activities** page to search for the **Citation** you want to **Edit**.

Caliber PUBLIC SAFETY
Records Management / Citation Search

Citation Search Add Citation

TICKET # **ENFORCEMENT TYPE** **ISSUING AGENCY**

STATUS **COUNTY** **INDEX ID**

ENFORCEMENT DATE FROM **ENFORCEMENT TIME FROM** **ENFORCEMENT DATE TO** **ENFORCEMENT TIME TO**

STATUS DATE FROM **STATUS TIME FROM** **STATUS DATE TO** **STATUS TIME TO**

Charges

CHARGES

SELECTED CHARGES Double Click to Remove

NATURE OF OFFENSE

SEARCH CITATIONS WITHOUT CHARGES ☐

Citing Officer

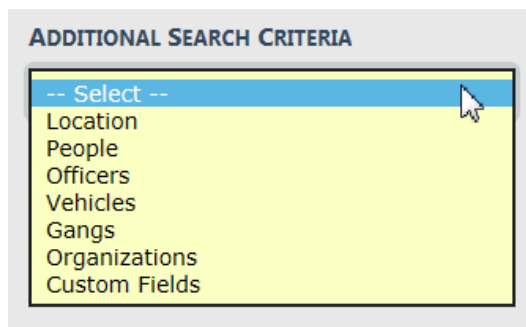
FIRST NAME **LAST NAME** **BADGE #**

ADDITIONAL SEARCH CRITERIA

Go Back Reset Search

The **Nature of Offense** field is free text that allows you to enter additional charging information not contained in the Charge Code LOV. For agencies having an interface that imports citation data into Online RMS from an *eCitation System*, the **Nature of Offense** field contains charging descriptions as entered in the *eCitation System* when a charge code does not exist in Online RMS.

The **Additional Search Criteria** allows you to include information from a specific section, if needed. Additional search fields appear if you choose one of the available options from the list.



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

- Click the **Search** button to display the **Search Citations** results grid with a list of records matching the search criteria.

Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew County	

You have the ability to export the search results to various file types such as, PDF, MS Excel, CSV, and XML using icons above the IndexID on the Search Results grid. For more information refer to "Export Search Results" on page 36.

Click the **Add Citation** button to add a new citation. For more information on adding a new citation refer to "Add a New Citation" on page 575.

Your assigned roles determine which actions are available to you from the *Actions* column, located on the right. If an icon does not appear in the Action column then you do not have the ability to perform that action.

For example, if the **Delete** icon does not appear in the *Action* column, then you do not have the ability to delete that item.

- The **View** icon allows you to view a snapshot of the record listed. For more information on viewing Citations refer to "View Citation" on page 582.
- The **Edit** icon allows you to open and edit the record listed.
- The **Delete** icon allows you to delete the record listed. For details on deleting Citations refer to "Delete Citation" on page 590.

Click **Refine Search** or **New Search** to return to the **Citation Search** page, where you can redefine your search, start a new search (click **Reset** to clear all fields), or **Go Back** to return to the previous page.

3. Click the **Edit** icon to open the **Edit Citation/Enforcement Details** page.

There are several sections that make up this page. Edit details and search for, add, or change relevant persons, vehicles, organizations, etc.

[illegible]


Click on the **Duplicate** button to create another **Citation** identical to the one you are on. For more information refer to "Duplicate Citation" on page 589.

Click on the **Print** link in the **Print Options** menu to print the **Citation**. For more information refer to "Print Citation" on page 592.

4. Complete all applicable sections and choose **Update**. For detailed instructions see "Enter or Update Citation Details" on page 584.

View Citation

1. Complete the necessary fields on the **Citation Search** page to search for the **Citation** you want to **View**.


Go Back Search

Records Management / Citation Search

Citation Search
Add Citation

Ticket #

ENFORCEMENT TYPE

ISSUING AGENCY

STATUS

COUNTY

INDEX ID

ENFORCEMENT DATE FROM

ENFORCEMENT TIME FROM

ENFORCEMENT DATE To

ENFORCEMENT TIME To

STATUS DATE FROM

STATUS TIME FROM

STATUS DATE To

STATUS TIME To

Charges

CHARGES

SELECTED CHARGES Double Click to Remove

NATURE OF OFFENSE

SEARCH CITATIONS WITHOUT CHARGES
☐

Citing Officer

FIRST NAME

LAST NAME

BADGE #



ADDITIONAL SEARCH CRITERIA

Go Back Reset Search


- Click the **Search** button to display the **Search Citations** results grid with a list of records matching the search criteria.

Refine Search New Search Add Citation

1 result(s) found

Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew County	 

Refine Search New Search

3. Click the **View** icon  to open the **Citation/Enforcement Details** page.
4. Click on the **Go Back** button to return to the search results, or click on the **Print** button to print the **Citation**. For more information refer to "Print Citation" on page 592.

Enter or Update Citation Details

Whether you are creating a new **Citation** or updating one that already exists, the process of entering the details is fundamentally the same.

Citation data is grouped into various sections. The **Citation** module utilizes *Master Indices*. *Master Indices* are centralized pieces of data that are accessed from different modules of the system for consistency. Each index is represented only once, such as a person, an address, a vehicle, a location, and the organization.

Note: For more information on *Master Indices* refer to "Master Indices" on page 83.

Person, Vehicle, Location, Organization

Sections containing **Search** links for details like Person, Vehicle, and Organization utilize the *Master Index*. You must first search the *Master Index* to determine whether or not this data already exists before adding or updating. If the record exists, you must use it in the **Citation**. If the record doesn't exist, then you can create it, providing you have the proper permissions. For more information on permissions see your administrator.

Click the **Update** button in each section to save the entered data.

Edit Citation

Citation

Attachments

Associated Events

Citation Information

Citation ID:

Ticket Number:

Enforcement Type:

Agency:

Current Status:

Status Date:

Print Options

Print (Standard)

Ticket #

00001

Change

Enforcement Date

07/31/2023 07:51

Status

Issued

Location Type

City Street

Comment

Plaintiff

Plaintiff

Officer Friendly

Filed Date

Person

No Person Selected

Add Person

DUI

Text Administered

Text Result

Administered By

Comments

Texts

Click To Select

Vehicle

No Vehicle Selected

Add Vehicle

Location

Advanced Search

Address

Start Typing An Address Here...

Violations

Posted Speed Limit

Actual Speed

Methods

Click To Select

Conditions

Weather

-Select-

Road Condition

-Select-

Road Surface

-Select-

Traffic Flow

-Select-

Lighting Conditions

-Select-

Charges

Add Charge

Bond

Bond Type

-Select-

Bond Amount

Court

-Select-

Appearance Date

Must Appear

Officers

I Am The Citing Officer

Add Citing Officer

Add Officer

Employees

Add Employee

Organization

No Organization Selected

Add Organization

Racial Profiling

The **Enforcement Type** determines whether or not the Racial Profiling fields appear. For example, the fields appear when *Ordinance Violation* is chosen, but not for *Parking Meter*.

Select an option from the drop-down menu in each field of the **Racial Profiling** section. Click the **Race Known At Time of Stop** button if it is a true statement; green represents true and gray represents false.

Violations and Charges

For Violations, enter the **Posted Speed Limit** and **Actual Speed limit**, if applicable, and select one or multiple violation **Methods** from the drop-down list.

Click **Save**.

Click on the *+Add Charge* link to open the **Citation Charge** window. Begin typing the desired Charge Statute to view a list of similar charges then select the one you need from the list.

Select the **Class** and **Disposition**. These each contain a drop-down list in accordance with the **Charge Statute** selected.

Complete all other fields required by your Agency, then click **Save**.

Note: Multiple charges can be listed on one citation (according to your Agency).
You must add additional items for each charge (Class, Disposition etc.).

Click **+Add Charge** to add additional charges, if applicable. Click **Save** after entering each **Charge**.

Click **Go Back** to return to the previous page.

Bond

To enter Bond information, select the **Bond Type** from the drop-down list, enter the **Bond Amount**, **Appearance Date**, and click the **Must Appear** button if the person must appear; the button turns green when selected.

Click **Save**.

Associate Incident Reports

You can associate Incident Reports to the Citation. Click on **+Add Incident Report** to open the Incident Search screen, search for the incident and select it. For more information on searching Incidents, refer to "View Incident Reports" on page 265.

PDF documentation can be added to the citation automatically where applicable, if such documentation exists in the incident report or as attached to a person entry, etc.

Relate Citations


You can associate other citations with the current citation. Click **+Add Citation/Enforcement**, enter the **Enforcement Ticket#** in the field provided, click **Quick Search**, then select the appropriate Citation from the results list.

Related Citations / Enforcements

+ Add Citation / Enforcement

Enforcement Ticket # 2018CL01 X Quick Search Cancel

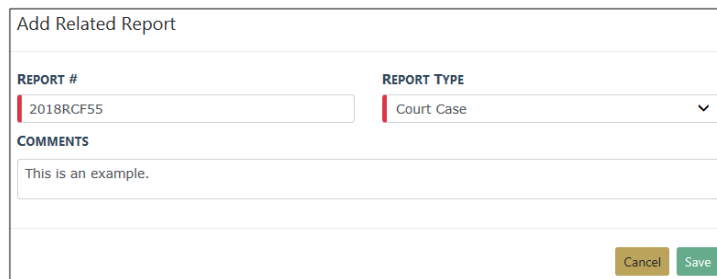
Citation Quick Search

Index ID	Ticket Number	Enforcement Date	Enforcement Type	Agency	Actions
393	2018CL01	02/08/2019 16:00	Parking Meter	District 42, Versailles	

Cancel

Associate Other Related Reports

You can associate other reports as defined by your agency. Click **+Add Report** to open the *Add Related Report* window, enter the **Report #**, select the **Report Type** from the drop-down list, enter necessary **Comments**, then click **Save**.

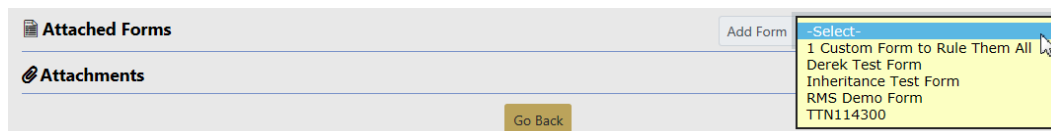


The 'Add Related Report' form contains the following fields:

- REPORT #**: A text input field containing '2018RCF55'.
- REPORT TYPE**: A dropdown menu with 'Court Case' selected.
- COMMENTS**: A text area containing 'This is an example.'
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

Attached Forms

If applicable to your agency, you can attach a custom form. Select an item from the **Add Form** drop-down list to open the chosen form. Complete the necessary fields, then click **Save** to remain on the form, or **Save And Exit** to save the form and return to the Citation. Click **Cancel** to return to the Citation without adding a custom form.



The 'Attached Forms' section includes:

- Attached Forms** header with a document icon.
- Add Form** button.
- Attachments** header with a paperclip icon.
- Go Back** button.
- Dropdown menu** showing options: '-Select-', '1 Custom Form to Rule Them All', 'Derek Test Form', 'Inheritance Test Form', 'RMS Demo Form', and 'TTN114300'.

Attachments

You can add photos and documents to the Citation. Click on **+Add Attachment** to open the *Add Attachments* screen. For more information on Attachments, refer to "Attachments" on page 69.

All Other Sections

Data entry in all other sections are fundamentally similar to adding Charges, but with different information.

Duplicate Citation

In cases where two or more people are being cited for the same charge(s), it may be more efficient to create one ticket, duplicate it, and then edit the duplicate for another person. The process can be repeated as many times as needed.

1. After entering and saving the **Citation**, click the **Duplicate** button to open the **Duplicate Citation** window.

The screenshot shows the 'Duplicate Citation' window. At the top is a navigation bar with links: Administration, Incidents, Master Indices, Records Management, Forms And Reports, and Help. Below the navigation bar is the title 'Duplicate Citation'. A prompt says 'Select what information you want to duplicate'. Under 'ITEMS TO DUPLICATE', there is a search bar and two columns of items. The left column contains 'Violations', 'DUI', and 'Conditions'. The right column contains 'Location', 'Person', 'Organization', 'Vehicle', 'Citing Officer', 'Other Officers', 'Employees', and 'Bond'. Above the right column are 'Select All' and 'Select None' buttons. Below the items is a 'TICKET #' section with a text box containing 'Auto Generated'. Under 'COMMENTS' is a large text area. At the bottom right are 'Cancel' and 'Save' buttons.

2. Click the items in the left column that you want to duplicate, which moves these items to the right column. Click any item in the right column to remove it, sending it back to the left-column list.
3. The ticket number is auto-generated. Enter any additional comments and click the **Duplicate** button at the bottom of the window to display the message prompt:


The screenshot shows a message prompt from RMS. It has a title bar 'Message From RMS'. The message text says 'Citation Duplication Successful, Would You Like to Edit it Now?'. At the bottom right are 'No' and 'Yes' buttons.

4. Click **Yes** to edit the duplicate citation as needed. For more information on editing a citation, refer to "Edit Citation" on page 577.

Delete Citation

On rare occasions you may need to delete a **Citation**, if you have proper permissions to do so.

1. Complete the necessary fields on the **Citation Search** page to search for the **Citation** you want to **Delete**. For more information on searching for a Citation, refer to "Edit Citation" on page 577.



Records Management / Citation Search

Go Back

Search

Citation Search

Add Citation

TICKET #

ENFORCEMENT TYPE

-Select-

ISSUING AGENCY

All Agencies

STATUS


-Select-

COUNTY

-Select-


INDEX ID

ENFORCEMENT DATE FROM




ENFORCEMENT TIME FROM

ENFORCEMENT DATE TO




ENFORCEMENT TIME TO

STATUS DATE FROM



STATUS TIME FROM

STATUS DATE TO



STATUS TIME TO

Charges

CHARGES

SELECTED CHARGES Double Click to Remove

NATURE OF OFFENSE

SEARCH CITATIONS WITHOUT CHARGES

☐

Citing Officer

FIRST NAME

LAST NAME

BADGE #

ADDITIONAL SEARCH CRITERIA

-Select-

Go Back



Reset

Search


- Click the **Search** button to display the **Search Results** page with a list of records matching the search criteria.

1 result(s) found

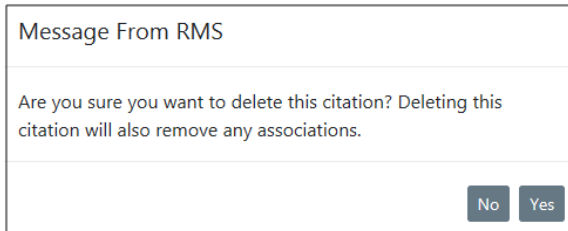
Refine SearchNew SearchAdd Citation

Index ID	Ticket #	Enforcement Type	Issuing Agency	Enforcement Date	County	Actions
377	DM123456	Equip, Reg or Inspection Violation	District 34, Jasper	06/22/2017 02:30	Bartholomew County	 

Refine SearchNew Search

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

- Click the **Delete** icon on the record you want to delete. A confirmation window appears.

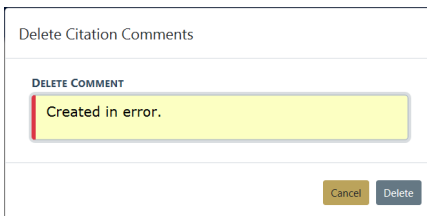


Message From RMS

Are you sure you want to delete this citation? Deleting this citation will also remove any associations.

No Yes

- Click **Yes** to delete or click **No** to return to the search results without deleting. If you clicked **Yes**, a comment window appears.



Delete Citation Comments

DELETE COMMENT

Created in error.

Cancel Delete

- Enter the reason for deleting the Citation then click **Delete**.

Print Citation

You can print a citation you are viewing or editing.

For more information on editing a citation refer to "Edit Citation" on page 577.

For more information on viewing a citation refer to "View Citation" on page 582.

- Click the **Print** button while on the **Edit Citation/Enforcement Activity** page or the **View Enforcement** page.



Citation / Enforcement Details

Highlighted fields are required for racial profiling

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

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

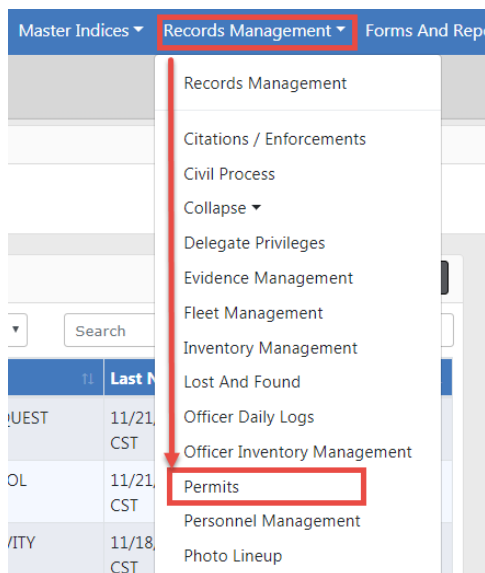
Chapter 29. Permits

Permits Overview

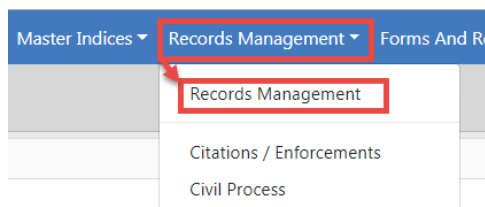
The **Permits** module allows you to view, create, or modify permit information. **Permits** include alcohol permits, bicycle licenses, burning permits, gun purchase permits, parking permits, etc. The type of permit is controlled by the Agency Administrator.

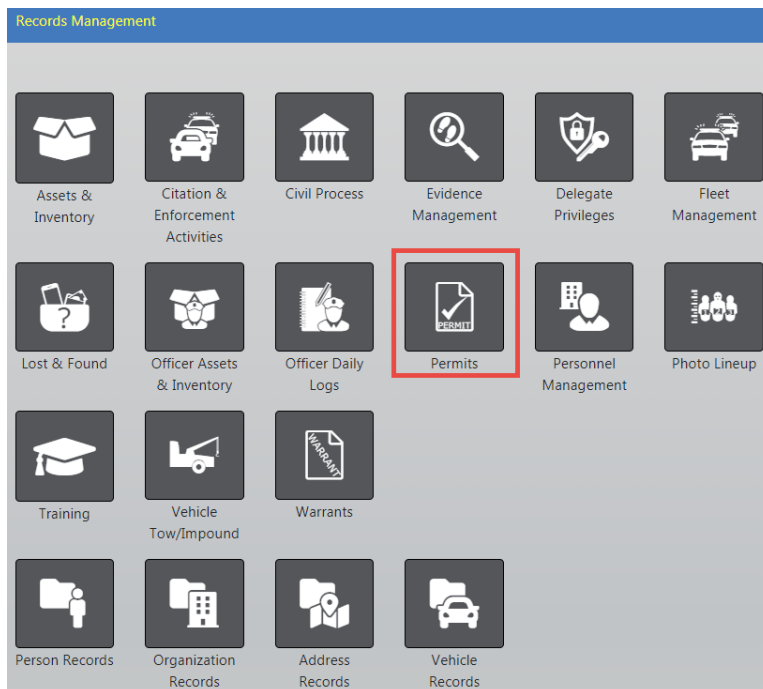
There are two ways to access the **Permit** module:

1. Click *Records Management* on the navigation bar, then click the **Permits** option from the drop-down menu.



2. Or click *Records Management* on the navigation bar, click the **Records Management** option from the drop-down menu, then click the **Permits** icon/link.





Either option opens the *Permit Search* page.

A screenshot of the 'Permit Search' form. The form has a title bar 'Permit Search' and an 'Add Permit' button. It contains several input fields and dropdown menus: 'PERMIT #' (text), 'AGENCY' (dropdown with 'All Agencies' selected), 'PERMIT TYPE' (dropdown with '-Select-' selected), 'PURCHASE TYPE' (dropdown with '-Select-' selected), 'STATUS' (dropdown with '-Select-' selected), 'REASON' (dropdown with '-Select-' selected), and 'PERMIT ID' (text). There is a 'SHOW DATE CRITERIA' checkbox which is currently unchecked. Below this is an 'ADDITIONAL SEARCH CRITERIA' dropdown with '- Select -' selected. At the bottom are three buttons: 'Go Back', 'Reset', and 'Search'.

Search Permits

From the **Permit** page complete as many of the fields in the *Permit Search* section as you can.

If applicable, click the **Show Date Criteria** button to open the *Date Criteria* section.

Permit Search Add Permit

PERMIT # AGENCY PERMIT TYPE

PURCHASE TYPE STATUS REASON PERMIT ID

SHOW DATE CRITERIA ☒

APPLICATION DATE FROM APPLICATION DATE TO

PROCESS DATE FROM PROCESS DATE TO

ISSUE DATE FROM ISSUE DATE TO ISSUED BY

REVIEW DATE FROM REVIEW DATE TO

EXPIRE DATE FROM EXPIRE DATE TO

INSPECTION DATE FROM INSPECTION DATE TO

NEXT INSPECTION DATE FROM NEXT INSPECTION DATE TO

ADDITIONAL SEARCH CRITERIA

Go Back Reset Search

If applicable, select the down arrow next to **Additional Search Criteria** on the bottom left to open the drop-down list. Select the appropriate option to open another section where you can add information about People, Organization, Property, Vehicles, or Guns.

ADDITIONAL SEARCH CRITERIA

People

People

Organization

Properties

Vehicles

Guns

FIRST NAME

ROLE

Go Back Reset Search

Enter your search criteria in the applicable search fields, then select **Search**. The *Permit Search Results* page displays all search results that meet the parameters of your search.

[Refine Search](#) [New Search](#) [Add Permit](#)

5 result(s) found

Permit Number	Agency	Permit Info	Last Name	First Name	Role	Permit ID	Actions
	District 42, Versailles	Permit#:Type:PARKING PERMIT;Status:DENIED;Reason:App Date:	Logitech	Mister	OTHER APPLICANT	84	
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	Evans	Christopher	MERCHANT/BUSINESS APPLICANT	81	
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	America	Captain	MERCHANT/BUSINESS APPLICANT	81	
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	DOWNNS	ARTHUR	MERCHANT/BUSINESS APPLICANT	81	
666777888	District 42, Versailles	Permit#:666777888;Type:PARKING PERMIT;Status:ORIGINAL;Reason:App Date:	Bacon	Chrispy	MERCHANT/BUSINESS APPLICANT	81	

[Refine Search](#) [New Search](#)

The Icons in the *Actions* column display based on our role.

Select to view a permit.

Select to open a permit for editing.

Select to delete a permit.

Several actions are available from the *Permit Search Results* page. These are indicated by four icons under the *Search Results* tab:



You can then export your search results into that type of document. The **Add Permit** button accesses the *Add Permits* page where you can add a new **Permit**.

Add Permit

There are two ways to access the **Add Permit** page:

- The **Add Permit** button on the *Permit Search* page.

Permit Search
Add Permit

PERMIT #

AGENCY
 All Agencies ▼

PERMIT TYPE
 -Select- ▼

PURCHASE TYPE
 -Select- ▼

STATUS
 -Select- ▼

REASON
 -Select- ▼

PERMIT ID

SHOW DATE CRITERIA
☐

- The **Add Permit** button on the *Permit Search Results* page.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>129 result(s) found</div> </div> <div> <div>Refine Search</div> <div>New Search</div> <div>Add Permit</div> </div>				
<div>Previous 1 Next</div>				
Permit #	Agency	Permit Info	Last Name	First Name
120	District 42, Versailles	Permit#;X;Type:BURNING PERMIT;Status:RENEWAL;Reason:APPLICANT DOES NOT MEET REQUIRMENTS;App Date:	Kid	Bill

For search details, refer to "Search Permits" on page 596.

Complete the *Add Permit* page.

Go Back

PERMIT #	AGENCY	
<input type="text"/>	District 42, Versailles	
PERMIT TYPE	PERMIT STATUS	PERMIT REASON
-Select-	-Select-	-Select-
PURCHASE TYPE	APPLICATION DATE	
-Select-	<input type="text"/>	
PROCESS DATE	PROCESSED BY	
<input type="text"/>	<input type="text"/>	
ISSUE DATE	ISSUED BY	EXPIRE DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
REVIEW DATE	REVIEWED BY	NEXT REVIEW DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
INSPECTION DATE	INSPECTED BY	NEXT INSPECTION DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
COMMENTS		
<input type="text"/>		

Go Back

Save

The only required fields for adding a permit are the **Permit Type** and **Status** fields, both of which have a drop-down list from which to select.

Once you have entered all the information, select **Save**, this will open the **Edit Permit** page.

Edit Permit

To edit a permit you either must have edit permissions, or you must add and save a new permit to open the **Edit Permit** page.

Permit Information Go Back View Summary

PERMIT # CS12K21	AGENCY District 42, Versailles	PERMIT ID 115
PERMIT TYPE PARKING PERMIT	PERMIT STATUS RENEWAL	PERMIT REASON -Select-
PURCHASE TYPE -Select-	APPLICATION DATE 02/19/2019	
PROCESS DATE	PROCESSED BY	
ISSUE DATE	ISSUED BY	EXPIRE DATE
REVIEW DATE	REVIEWED BY	NEXT REVIEW DATE
INSPECTION DATE	INSPECTED BY	NEXT INSPECTION DATE
COMMENTS		

Go Back Save

People + Add Person

Organizations + Add Organization

Property + Add Property

Vehicles + Add Vehicle

To add additional information to the permit such as, People, Organization, Property, Vehicle, Attachments you must select the appropriate **+Add** link. You will first search for the record; i.e. People.

Mug Shot Search - By Physical Description Add Person





Person

LAST NAME	FIRST NAME	MIDDLE NAME
TITLE -Select-	DOB	AGE To
RACE -Select-	SEX -Select-	INDEX ID

Refine Search New Search Add Person Online RMS Statewide Search

Q Person Search Results

2 / 2

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Jones	Frank			M	W				Primary Name	805	 
Jones	Frank 1			M	W				Primary Name	883	 

Refine Search New Search

Use the  under the *Actions* column to select the Person.

If there are no results found during your search, use the **Add Person** button. For more information on adding a person, refer to "Adding Person" on page 100 in the *Master Indices* module.

When you make a selection the *Add Permit Person* page opens.

Add Permit Person Update Details					
LAST NAME	FIRST NAME	SEX	RACE	ETHNICITY	INDEX ID
Jones	Frank	Male	White	Unknown	805
Additional Information					
ROLE		DATE OF INFO			
<div><div>Select</div><div>GOVT. APPLICANT GUN APPLICANT MERCHANT/BUSINESS APPLICANT OTHER APPLICANT PEDLER/NON-RESIDENT RESIDENT APPLICANT TAXICAB DRIVER</div></div>		<div>3/14/2019</div> <div></div>			
		<div>Go Back</div> <div>Save</div>			

The **Date Of Info** defaults to the current date. You must make a selection from the drop-down for the **Role**. After you have made your selection, select **Save**. It brings you back to the **Edit Permit** page.

Once you have added all the necessary information to the **Permit**, select the **View Summary** button to review your work on the *Permit Details* page.

If you need to add or change information in the **Permit**, do so then select **Update Details**.

If you need to go back to the previous page, select the **Go Back** button.

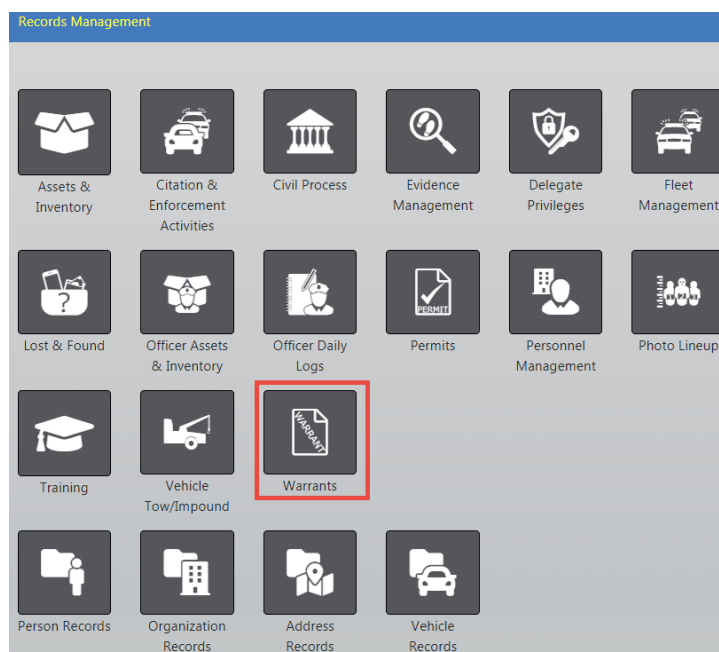
Chapter 30. Warrants

Warrants Overview

The **Warrants** module handles the workflow of warrants in the Online RMS system. Information entered in this module drives the process of creating, activating, serving, and/or recalling warrants. Warrant logs are maintained throughout the lifecycle of the warrant, as are notifications to users in the system regarding the **Warrant**.

To access the **Warrants** module, select the **Warrants** option from the *Records Management* drop-down menu or select the **Warrants** icon/link from the *Records Management* pages.

Or click *Records Management* on the navigation bar, click the **Records Management** option from the drop-down menu, then click the **Warrants** icon/link.



You are initially brought to the **Warrant Search** page. Caliber Public Safety recommends that you always search for a **Warrant** prior to adding a new one.

Warrant Search

View Delete Log

Add Warrant

LAST NAME	FIRST NAME	DOB
<div></div>	<div></div>	<div></div>
PERSON INDEX ID	WARRANT INDEX ID	WARRANT TYPE
<div></div>	<div></div>	<div>-Select-</div>
AGENCY	ORIGINAL / CHARGING AGENCY <div><div></div><div>SELECT</div><div></div></div>	STATUS
<div>All Agencies</div>	SPECIFY	<div>Active</div>
	<div>-Select-</div>	
ISSUING COURT <div><div></div><div>SELECT</div><div></div></div>	JUDGE	PLAINTIFF
<div>-Select-</div>	<div></div>	<div></div>
STATE WARRANT ID	BOND TYPE	REFERENCE TYPE
<div></div>	<div>-Select-</div>	<div>-Select-</div>
NCIC #	BOND AMOUNT	REFERENCE #
<div></div>	<div></div>	<div></div>
INCIDENT REPORT #	WARRANT #	
<div></div>	<div></div>	

You can view the warrant delete log, add a warrant, and view warrants on the map from the search results page. For more information on search warrants, refer to "Warrant Search" below.

Warrant Search

The **Warrant Search** page allows you to search for a group of warrants or a specific warrant. You can also *View Delete Log* and *Add Warrant* from this page by clicking on the respective links on the top right of the page.

View Delete Log

Add Warrant

For more information on deleting a warrant, refer to "Delete Warrant" on page 626.

For more information on adding a warrant, refer to "Add Warrant" on page 607.

Warrant Search View Delete Log + Add Warrant

LAST NAME <input type="text"/>	FIRST NAME <input type="text"/>	DOB <input type="text"/>
PERSON INDEX ID <input type="text"/>	WARRANT INDEX ID <input type="text"/>	WARRANT TYPE -Select-
AGENCY All Agencies	ORIGINAL / CHARGING AGENCY <input checked="" type="radio"/> SELECT <input type="radio"/> SPECIFY -Select-	STATUS Active
ISSUING COURT <input checked="" type="radio"/> SELECT <input type="radio"/> SPECIFY -Select-	JUDGE <input type="text"/>	PLAINTIFF <input type="text"/>
STATE WARRANT ID <input type="text"/>	BOND TYPE -Select-	REFERENCE TYPE -Select-
NCIC # <input type="text"/>	BOND AMOUNT <input type="text"/>	REFERENCE # <input type="text"/>
INCIDENT REPORT # <input type="text"/>	WARRANT # <input type="text"/>	

On the **Warrant Search** page, complete the fields necessary to produce the desired search results. For example, enter the last name *Evans* and first name *Christoph* to display records that match that criteria.

Enter information into the **Warrant Search** page then click **Search** or press the **Enter** key, click **Reset** to clear the entered search data to start the search over, or click **Go Back** to return to the previous screen without searching.

Warrants that meet the search parameters are listed. Icons that display in the *Actions* column depend on your assigned role.

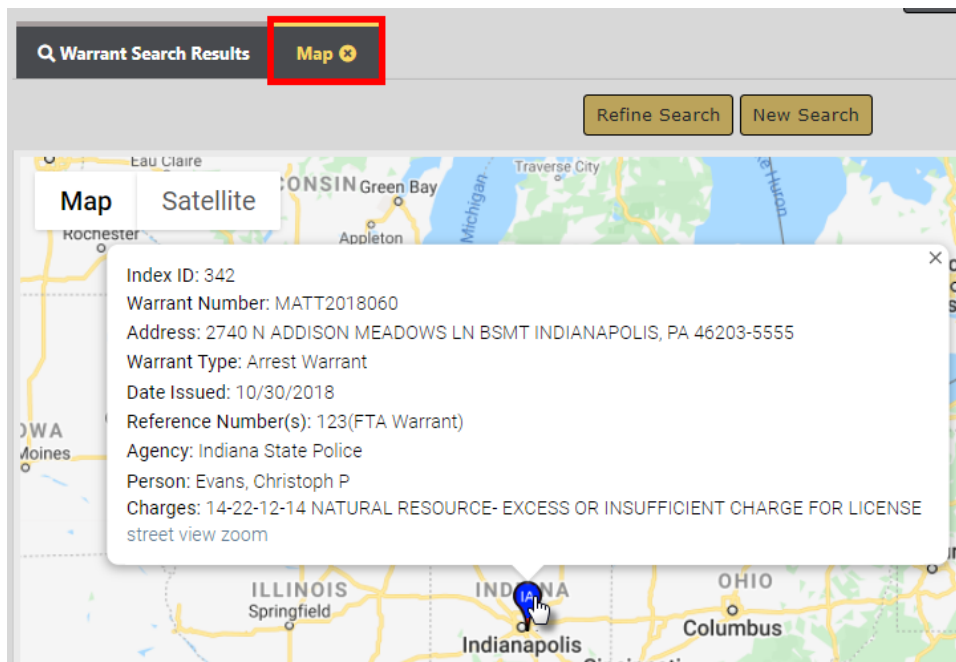
Warrant Search Results Show Map Refine Search New Search Add Warrant

4 Result(s) Found

Index ID / Warrant Number	Status	Agency	Date Issued	Served Date	Last Name	First Name	DOB	Charges	Ids	Actions
352 / MATT2019067	Initial	Indiana State Police	03/28/2019 0700		Evans	Christoph	05/01/1972		fgh (Case #)	
342 / MATT2018060	Initial	Indiana State Police	10/30/2018 0200		Evans	Christoph	05/01/1972	14-22-12-14 NATURAL RESOURCE- EXCESS OR INSUFFICIENT CHARGE FOR LICENSE	123 (FTA Warrant)	
325 / MATT2017043	Initial	Indiana State Police	06/26/2017 0800		Evans	Chris	05/01/1990	35-48-4-10B CONTROLLED SUBSTANCE- DEALING MARIJUANA- FELONY	333 (Docket #)	
326 / MATT2017044	Initial	Indiana State Police	06/26/2017 0700		Evans	Chris	05/01/1990	BATTERY- CHILD	666 (Docket #)	

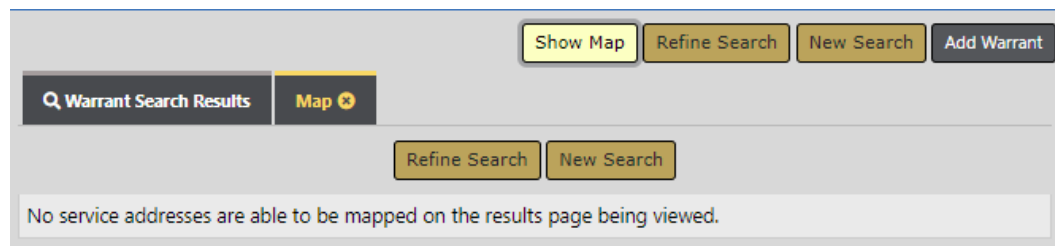
Refine Search New Search

Select the **Show Map** button on the top right of the search results window to open a new tab displaying the current search results on a map. The map appears for the currently displayed page. For example, while you are on page two of three, the map refers to page two only.



- Only warrants with a service address that is GEO-coded display on the map.


A message stating *"No service addresses are able to be mapped..."* on the Maps tab when none of the Warrants in the search results have a GEO-coded service address.





- Click on any pin on the map to open a pop-up window containing warrant index id, warrant number, address, warrant type, issued date, reference numbers, agency, person, and charges.

Select the **Add Warrant** button to add a new warrant.

Select the **View** icon  in the *Actions* column to view a warrant.

Select the **Edit** icon  to update a warrant. For more information refer to "Edit Warrant" on page 611.

Select the **Delete** icon  to delete a warrant. For more information refer to "Delete Warrant" on page 626.





Note: If there is one charge, then it appears in the Charge column; if multiple charges, an information bubble  appears. Hover over or click on the bubble for more information.

Add Warrant

There are two ways to add a warrant from the **Warrant** module:

- Select the **Add Warrant** link from the *Warrants Search* page

- Select the **Add Warrant** button from the *Warrant Search Results* page.


Index ID	Status	Agency	Date Issued	Last Name	First Name	DOB	State ID	Actions
347	Initial	Indiana State Police	01/17/2019 1100	 Jackson-Smith	Henrietta	10/20/2005		  

Either option will open the *Master Index Search* page. Enter the necessary criteria to search for the person for whom to apply the **Warrant**, click **Search**, then select the appropriate person record for the Warrant.

Note: If the person for whom you are searching does not exist, select the **Add Person** button on top of the *Search Results* page to add that person. Refer to "Adding Person" on page 100 for instructions. After you have added the person to the Master Index, you can then select the record to add a warrant for that person.

For more information on the *Master Index*, refer to "Master Indices" on page 83.

When you select the appropriate person record, the **Add Warrant** page opens. The person data populates from the *Master Person Index* record automatically.

Person Information						View Person Details	Update Person																								
LAST NAME Jackson-Smith	FIRST NAME Henrietta	MIDDLE NAME Francine	DOB 10/20/2005 (Age: 13) JUVENILE	SEX Female	RACE White																										
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVER'S LICENSE STATE Colorado	SSN 111-11-1111			(1/2) 01/17/2019																									
ALIASES JS (Alias), Henry (Alias), HEYHEY Framk(Nickname)																															
RESIDENCE PHONE (111)-111-1111	CELL PHONE (222)-222-2222	E-MAIL email@work.com	ADDRESS (RESIDENCE) 456 Main STCT Apartment #100 Littleton, CA 12345																												
HEIGHT 5' 02"	WEIGHT 120	EYE COLOR Black	HAIR COLOR Black	COMPLEXION Sallow	PLACE OF BIRTH United States of America																										
CITIZENSHIP United States of America	GANGS Automation Boys(Inactive)		EMPLOYER NAME All Blacks Rugby	SCHOOL A School (No Yrs: 1)																											
CAUTION CODES: Escape Risk, Illegal Alien			INDEX ID 1125																												
SELECT AN ALIAS Henrietta Francine Jackson-Smith - (10/20/2005) - Primary Name																															
Warrant <table border="1"> <tr> <td>WARRANT TYPE -Select-</td> <td>AGENCY Indiana State Police</td> <td>RECEIVED DATE <input type="text"/></td> <td colspan="5">STATUS Initial</td> </tr> <tr> <td colspan="2">ISSUING COURT <input checked="" type="radio"/> SELECT COURT <input type="radio"/> SPECIFY COURT</td> <td>ISSUE DATE <input type="text"/></td> <td colspan="5">ISSUE TIME <input type="text"/></td> </tr> <tr> <td>JUDGE <input type="text"/></td> <td>PLAINTIFF The People of the State of Maryland</td> <td colspan="6">STATE Indiana</td> </tr> </table>								WARRANT TYPE -Select-	AGENCY Indiana State Police	RECEIVED DATE <input type="text"/>	STATUS Initial					ISSUING COURT <input checked="" type="radio"/> SELECT COURT <input type="radio"/> SPECIFY COURT		ISSUE DATE <input type="text"/>	ISSUE TIME <input type="text"/>					JUDGE <input type="text"/>	PLAINTIFF The People of the State of Maryland	STATE Indiana					
WARRANT TYPE -Select-	AGENCY Indiana State Police	RECEIVED DATE <input type="text"/>	STATUS Initial																												
ISSUING COURT <input checked="" type="radio"/> SELECT COURT <input type="radio"/> SPECIFY COURT		ISSUE DATE <input type="text"/>	ISSUE TIME <input type="text"/>																												
JUDGE <input type="text"/>	PLAINTIFF The People of the State of Maryland	STATE Indiana																													

You may *View Person Summary* data or *Update Person Details* by clicking on the links provided.

Complete all fields required by your Agency.

At least one Reference Number is required. Type the number in the field, choose the Reference Type and select the **Add** button. Add additional Reference Numbers and Types as needed.

Note: If configured, your agency may require a Judge on warrant creation.

Check **Extraditable Offense** box if extraditable, and enter an **Extra Comment**, if applicable.

Click **Save** to open the *Edit Warrant* page.

Page down and assign officers, if applicable.

Officers	Assign Officer

Select **Assign Officer** to open the officer dialog box and grid. You can assign officers inside or outside your agency.

[Go Back](#)

AGENCY FILTER
☒ My Agency ☐ My Organization
☐ All Agencies

OFFICER FILTER
☒ All ☐ Detectives ☐ Patrol

OPTIONAL SEARCH TEXT

-Search By- v

[Search](#)

Officer Name	Title	Agency	Date Last Assigned	Active Warrants Assigned	Actions
Brandon Pangle		District 42, Versailles	09/30/2020	0	
Charles Livingwell		District 42, Versailles	09/30/2020	0	
Ralphie (off) Lauren	Supervisor	District 42, Versailles	10/05/2018	0	
A B		District 42, Versailles		0	
Todd Simpson	SERGEANT-CAPTAIN-WIN	District 42, Versailles		0	
Christine Saur1		District 42, Versailles		0	
Christine Saur		District 42, Versailles		0	

Select one **Agency Filter**. If you choose to filter *by My Organization* or *All Agencies*, a drop-down list appears of available agencies from which to choose.

Select one **Officer Filter**.

You can use the **Optional Search Text** fields filter by a specific officer name, badge number, or title.

Click the **Search** button to filter the results list based on all selections made above.

Select an officer from the list to open another dialog box with additional information.

Officer Name	Title	Badge #	Date Last Assigned	Active Warrant Assignments
Christine Saur		SAUR111		0

ASSIGN DATE
11/12/2020 1548

COMMENTS
This is a text Warrant.

NOTIFY USER
☒

Save

Select the **Assign Date** if other than the default.

Enter **Comments**, if appropriate.

Check **Notify User** if you want to notify the user of the assignment.

Click **Save** to add the officer assignment to the Warrant.

Optionally, assign additional officers.

Add associated **Incidents** and **Calls For Service**, if applicable.

Incidents	+ Add Incident
Calls For Service	+ Add Call

Add Incident

Select the **Add Incident** link to search for and select an existing incident to associate to the Warrant.

If the selected Incident has associated *Calls For Service*, a list of those Calls appear and you may choose whether or not to also associate the *Calls For Service* to the warrant.

Add Call

Select the **Add Call** link to search for and select an existing Calls to associate to the Warrant.

Complete the *Warrant Charge* section. Select the **Charge Category** and **Charge Class**, then the **Warrant Charge**.

Within the Warrant Charge field, search for arrest charges and statutes by entering numbers or text to display a list from which to choose.


Note: The **Warrant Charge** displays a list based on data entered into the **Charge Category** and **Charge Class** fields.

Enter the **Charging Agency** section, if applicable.

Enter **Extradition** and **State Warrant** information (if applicable).

Once all applicable information has been added, click **Save** to add the Warrant.

Edit Warrant

From the *Warrant Search Results* page, select the Edit icon  icon in the *Actions* column of the Warrant you want to edit. For more information on searching for a warrant, refer to "Warrant Search" on page 604.


The *Edit Warrant* page appears.

WARNING - Active Cautions Found

Warrant Information | Warrant Log | Attachments

Go Back Delete Duplicate Activate Print Comment Serve Warrant Save

Person Information [View Person Summary](#) [Update Details](#)

LAST NAME Jackson-Smith	FIRST NAME Henrietta	MIDDLE NAME Francine	DOB 10/20/2005 (Age: 14) JUVENILE	SEX Female	RACE White	 (1/2) 01/17/2019
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVER'S LICENSE STATE Colorado	SSN 111-11-1111			
ALIASES JS (Alias), Henry (Alias), HEYHEY Frank(Nickname)						
RESIDENCE PHONE (111)-111-1111	CELL PHONE (222)-222-2222	E-MAIL email@work.com	ADDRESS (RESIDENCE) 456 Main STCT Apartment #100 Littleton, CA 12345			
HEIGHT 5' 02"	WEIGHT 120	EYE COLOR Black	HAIR COLOR Black	COMPLEXION Sallow	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Automation Boys(Inactive)		EMPLOYER NAME All Blacks Rugby	SCHOOL A School (No Yrs: 1)		
CAUTION CODES: Escape Risk, Illegal Alien			INDEX ID 1125			

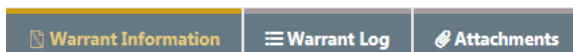
The *Edit Warrant* page contains up to eight action buttons on the top right of the window:

Go Back Delete Duplicate Activate Print Comment Serve Warrant Save

- **Go Back** returns to the previous page.
- **Delete** a warrant, refer to "Delete Warrant" on page 626.
- **Duplicate** a warrant, refer to "Duplicate Warrant" on page 616.
- **Activate** a warrant from initial status, refer to "Activate Warrant" on page 618.
- **Print** a warrant, refer to "Print Warrant Report" on page 626.
- Log a **Comment**, refer to "Warrant Log" on page 623.
- To **Serve Warrant**, refer to "Serve Warrant" on page 620.
- **Save** applies your updates to the database.

Note: The appearance of the action buttons are controlled by the warrant Status. For example, the Serve Warrant button does not appear when the warrant status is Served.

The *Edit Warrant* page contains three tabs:



- For information on the Warrant Information tab, refer to "Warrant Information Tab" below.
- For information on the Warrant Log tab, refer to "Warrant Log Tab" on page 615.
- For information on the Attachments tab, refer to "Attachments Tab" on page 616.

Warrant Information Tab

The **Edit Warrant** window opens to the Warrant Information tab by default. For information on **Warrant Log** refer to "Warrant Log" on page 623, and for information on **Warrant Attachments** tab refer to "Warrant Attachments" on page 625.

Choose or Add Alias Name

Select the down arrow to the right of the **Select an Alias** field to choose another name from the drop down list. If there are no names to choose from and you need to add an Alias, select the **Update Details** link in the upper right corner to open the *Person Details* page.

A screenshot of a web interface for person details. At the top, there are three links: 'Change Person', 'View Person Summary', and 'Update Details'. The 'Update Details' link is highlighted with a red rectangle. Below the links, there are two columns. The left column has a header 'SEX' and a value 'Female'. The right column has a header 'RACE' and a value 'White'. To the right of these columns is a photo of a woman. Below the photo, it says 'Image 1 of 2' and '01/17/2019'.

Person Details

Go Back Visualization Tool Create Photo Lineup View Summary Subscribe

JUVENILE

Image 1 of 2
01/17/2019

INDEX ID
1125

LAST NAME: Jackson-Smith
FIRST NAME: Henrietta
MIDDLE NAME: Francine
TITLE: I
DOB: 10/20/2005
SSN: 111-11-1111
SEX: Female
RACE: White
ETHNICITY: Hispanic or Latino
DRIVERS LICENSE: CO1234545
DRIVERS LICENSE STATE: Colorado
RESIDENCE PHONE: 111 - 111 - 1111
CELL PHONE: 222 - 222 - 2222
RESIDENCE ADDRESS: 456 Main STCT Apartment #100 Littleton, CA 12345

Go Back Save

Add

- Caution Codes
- Aliases
- Physical Descriptions
- Addresses
- Phones
- E-Mail
- SMTs/Other Characteristics
- IDs
- Birth Place
- Relations
- Employment
- Gangs
- Vehicles
- Education
- Military
- Special Needs
- Languages
- Permits
- Attachments
- Other Info

There are two ways to add an alias:

- Click into the **Add** field on the *Person Detail* window and select **Aliases** from the drop-down list.
- Or scroll down to the *Aliases* section of the *Person Detail* window and click **Add Alias**.

Either method will open the *Alias* window.

Alias

NAME TYPE
Alias

FIRST NAME
JS

MIDDLE NAME

LAST NAME

TITLE
-Select-

DOB

SSN

DATE OF INFO
02/11/2019

Cancel Save

Complete the fields and select **Save**.

Click **Go Back** to return to the **Edit Warrant** window and page down to the **Select An Alias** section. The new Alias you entered now appears in the drop-down list.



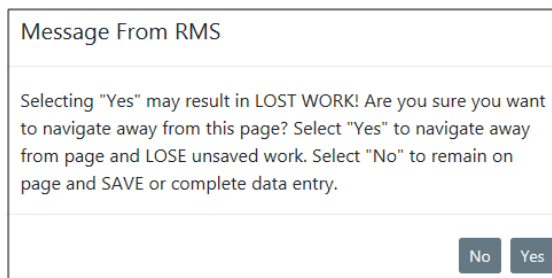
Page down on the *Edit Warrant* screen for other associated data, such as Service Addresses, Warrant Information, Incidents, Calls, Officers, Field Arrests, Charges, and Charging Agency information. You can view, update, add, or delete associated data if you have been given access to do so. For more information on the type of access that you have, see your administrator.

To add an associated record, click on the link that contains a + sign and a new window will open.

To return to the previous screen, select **Go Back**.

To add a comment about the warrant, select **Comment**.

If you have not selected **Save** and you have made some updates to the Warrant, an unsaved data warning message displays.



You may want to select **No**, select **Save** then continue with **Comment**.

The **Event Date** defaults to the current date and time. Enter any comments to the Warrant.

Warrant Log Tab

Select **Warrant Log** to view or add comments. This is also where you can view the date/time of each action taken.

Refer to "Warrant Log" on page 623 for more information.

Warrant Information **Warrant Log** Attachments

Show 10 entries Search: Add Log Entry

Creator	Date Created	Type	Log Entry	Actions
SERGEANT-CAPTAIN-WIN, Wright, Greg, ID# 9696	01/17/2019 12:14	Status Update	Warrant created with initial status of Initial	

Showing 1 to 1 of 1 entries Previous 1 Next

Attachments Tab

Warrant Information Warrant Log **Attachments**


Attached Forms Add Form -Select-

Attachments Add Attachment

Refer to "Warrant Attachments" on page 625 for more information.

Duplicate Warrant

Users with proper permissions can duplicate warrants. For more information on permissions, refer to your agency administrator.

From the *Warrant Search Results* page, select the Edit icon  icon in the *Actions* column of the Warrant you want to delete. For more information on searching for a warrant, refer to "Warrant Search" on page 604.

The *Edit Warrant* page appears.

Go Back Delete **Duplicate** Activate Print Comment Serve Warrant Save

Warrant Information Warrant Log Attachments

Person Information Change Person View Person Summary Update Details

LAST NAME	FIRST NAME	SEX	RACE	ETHNICITY
ALLEN	BOB	Male	White	Unknown

ALIASES bobby Allen(Nickname)

ADDRESS (RESIDENCE) 2924 East 1250 South Building #99 Battle Ground, IN 47920

HEIGHT 2' 03"

WEIGHT 150 EYE COLOR Brown HAIR COLOR Black COMPLEXION Albino EMPLOYER NAME All Blacks Rugby INDEX ID 949

(2/10) 10/22/2018

Click on the **Duplicate** button at the top of the page to select items to duplicate.

Person

Warrant Will Be Duplicated For the Following People

Person	Actions
No People Added.	

Add Person Add Original Person

Select Items to Duplicate

In addition to the core warrant data, please select from the list below what you would like to import

☐ Reference Numbers (1)

☐ Service Addresses (1)

Duplicate

Click the **Add Original Person** button to add the person on the original warrant, or click **Add Person** to add a different person.

If you clicked **Add Person**, the person search window appears. Search for and select the person to add them to the duplicate warrant. Repeat as needed until all names have been added.

In addition to core warrant data, select the available options to duplicate.

Person

Warrant Will Be Duplicated For the Following People

Person	Actions
Name: Ken Aaberg Sex: Female Race: Middle Eastern DOB: 07/09/1975 (Age:43)	

Add Person Add Original Person

Select Items to Duplicate

In addition to the core warrant data, please select from the list below what you would like to import

☐ Reference Numbers (1)

☒ Service Addresses (1)

Duplicate

Click the **Duplicate** button to display a confirmation window.

Message From RMS

Confirm You Want to duplicate this warrant?


No Yes


Click **Yes** to duplicate, or click **No** to close the window without duplicating.

If you clicked **Yes**, a *Warrant Successfully Duplicated* window appears listing any errors that may have occurred.

[Back To Original Warrant](#)


Warrant Successfully Duplicated. Each duplicated warrant will appear below. Should any errors have occurred, they will be listed below too.

Warrant Index Id #	Person	Errors	Actions
350	Name: Ken Aaberg Sex: Female Race: Middle Eastern DOB: 07/09/1975 (Age:43)	No Errors	

Click **Back to Original Warrant**, or click the edit icon  in the actions column to edit the duplicated warrant.

Activate Warrant

Users with proper permissions can activate warrants from an *Initial Status*. For more information on permissions, refer to your agency administrator.

From the *Warrant Search Results* page, select the Edit icon  icon in the *Actions* column of the Warrant you want to delete. For more information on searching for a warrant, refer to "Warrant Search" on page 604.


The *Edit Warrant* page appears. Click on the **Activate** button at the top of the page.

[Go Back](#) [Delete](#) [Duplicate](#) [Activate](#) [Print](#) [Comment](#) [Serve Warrant](#) [Save](#)

[Warrant Information](#) [Warrant Log](#) [Attachments](#)

Person Information

[Change Person](#) [View Person Summary](#) [Update Details](#)

LAST NAME ALLEN	FIRST NAME BOB	SEX Male	RACE White	ETHNICITY Unknown	 (2/10) 10/22/2018
ALIASES bobby Allen(Nickname)		ADDRESS (RESIDENCE) 2924 East 1250 South Building #99 Battle Ground, IN 47920			
HEIGHT 2' 03"					
WEIGHT 150	EYE COLOR Brown	HAIR COLOR Black	COMPLEXION Albino	EMPLOYER NAME All Blacks Rugby	
					INDEX ID 949


A *Warrant Successfully Activated and Updated* message briefly appears across the top of the page. The **Activate** button no longer appears at the top of the page, and the warrant **Status** changed from *Initial* to *Active*.

Go Back Delete Duplicate Print Comment Serve Warrant Save

The Activate button is no longer available

Warrant Information Warrant Log Attachments



Person Information Change Person View Person Summary Update Details

LAST NAME ALLEN	FIRST NAME BOB	SEX Male	RACE White	ETHNICITY Unknown	 (2/10) 10/22/2018
ALIASES bobby Allen(Nickname)		ADDRESS (RESIDENCE) 2924 East 1250 South Building #99 Battle Ground, IN 47920			
HEIGHT 2' 03"					
WEIGHT 150	EYE COLOR Brown	HAIR COLOR Black	COMPLEXION Albino	EMPLOYER NAME All Blacks Rugby	INDEX ID 949

SELECT AN ALIAS

BOB ALLEN - Primary Name

Service Addresses Select Service Address

Location	Comments	Primary	Actions
2924 East 1250 South Building #99 Battle Ground, IN 47920		Yes	 


Warrant

INDEX ID 349	WARRANT NUMBER MATT2019064
WARRANT TYPE City Ordinance	AGENCY Indiana State Police
ISSUING COURT -Select-	RECEIVED DATE 03/14/2019
	STATUS Active
	ISSUE TIME








When the warrant status is *Active*, an automatic Caution Flag appears on the master person index record:

Pin Person Go Back Visual

Person Details


 (7/13)
 10/22/2018

WARNING - Active Warrants Found

 2  1  1  1  1  3  1  1  26

INDEX ID
949

SECURITY LEVEL
Level 3 - No Access to Data

LAST NAME
ALLEN

FIRST NAME
BOB

For more information on master index records, refer to "Master Indices Overview" on page 83.

Note: When the warrant **Status** changes from *Active*, the Caution Flag is removed from the master person index record automatically.

The change in status also posted to the Warrant Log. Click on the **Warrant Log** tab to view the entry. For more information about log entries, refer to "Warrant Log" on page 623.

Go Back Delete Duplicate Print Comment Serve Warrant Save


Warrant Information **Warrant Log** Attachments

Show 10 entries Search: Add Log Entry

Creator	Date Created	Type	Log Entry	Actions
Saur, Christine, ID# SAUR111	03/15/2019 09:34	Warrant Modified	Old Status: Initial New Status: Active	

Apply other necessary updates to the warrant as needed, then click **Save**. For more information on editing the warrant, refer to "Edit Warrant" on page 611.

Serve Warrant

From the *Warrant Search Results* page, select the Edit icon  icon in the *Actions* column of the Warrant you want to edit. For more information on searching for a warrant, refer to "Warrant Search" on page 604.

The *Edit Warrant* page appears.


Go Back Delete Duplicate Activate Print Comment Serve Warrant Save

Warrant Information **Warrant Log** Attachments

WARNING - Active Cautions Found

View Person Summary Update Details

Person Information

LAST NAME Jackson-Smith	FIRST NAME Henrietta	MIDDLE NAME Francine	DOB 10/20/2005 (Age: 14) JUVENILE	SEX Female	RACE White	 (1/2) 01/17/2019
ETHNICITY Hispanic or Latino	DRIVER'S LICENSE # CO1234545	DRIVER'S LICENSE STATE Colorado	SSN 111-11-1111			
ALIASES JS (Alias), Henry (Alias), HEYHEY Framk(Nickname)						
RESIDENCE PHONE (111)-111-1111	CELL PHONE (222)-222-2222	E-MAIL email@work.com	ADDRESS (RESIDENCE) 456 Main STCT Apartment #100 Littleton, CA 12345			
HEIGHT 5' 02"	WEIGHT 120	EYE COLOR Black	HAIR COLOR Black	COMPLEXION Sallow	PLACE OF BIRTH United States of America	
CITIZENSHIP United States of America	GANGS Automation Boys(Inactive)	EMPLOYER NAME All Blacks Rugby	SCHOOL A School (No Yrs: 1)			
CAUTION CODES: Escape Risk, Illegal Alien			INDEX ID 1125			

From the *Edit Warrant* page select the **Serve Warrant** button at the top right or bottom of the page to display the *Serve Warrant* page.

Serve Warrant

SERVING OFFICER

Christine Saur(Badge #: SAUR111) - District 42, Versailles

DATE / TIME SERVED

03/14/2019 1545

COMMENTS

Warrant updated with status of served.

Cancel Serve

The **Date/Time Served** field defaults to the current date and time, and the **Comment** field defaults to *Warrant updated with status of served*. You can change these values as needed.

Once you have verified the information on the *Serve Warrant* page, select **Save** to save the record. The status of the Warrant is now *Served*.



When using *Master Indices Person Search*, there will be a red triangle icon to the left of the Last Name on the *Person Search Results* page when a person has an active Warrant.

Note: For more information on Master Indices, refer to "Master Indices" on page 83.


Refine Search New Search Add Person Online RMS Statewide Search

Person Search Results

1 / 1

Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
 Jackson-Smith	Henrietta	Francine	I	F	W	10/20/2005	111-11-1111	co1234545 123454	Primary Name	1125	

Refine Search New Search

From the *Person Search Results* page select the Edit icon  to open the *Edit Person* page. An *Active Warrants Found* message appears in red on the Person Details screen.


WARNING - Active Warrants Found

Click on the *Active Warrants Found* message to open the *Person Summary* tab to the **Involved Warrants** section that displays the active warrant in red.

Involved Warrants					
Index ID	Agency	Status	References	Charges	Date Issued
281	Indiana State Police	Active	i		06/23/2016
267	All Other	Pending Service	i		04/13/2016
233	Indiana State Police	Served	i	i	04/15/2015

Note: You can also go directly to the **Involved Warrants** section from the **Total Involvements** summary section at the *Person Summary* tab. Click on the number to the right of the Warrants line item.

[Go Back](#)
[Visualization Tool](#)
[Create Photo Lineup](#)
[View Summary](#)
[Subscribe](#)


Person Details

Person Summary

Total Involvements

Incidents	11/20/2018	83
Served Warrants	04/15/2015	12
FieldArrest	10/31/2018	88
Permits		1
Citations	05/30/2017	2
CourtPapers	11/12/2018	17
CustomForms	09/26/2018	9
CallsForService	09/14/2018	1

Incident By Role

Arrestee	10
Offender	58
Victim	21
Other	4

Common Event Associations

Address	74
Gang	63
Organization	20
Person	106
Property	9
Vehicle	22

User Subscriptions

Access	1
Associate	1
Update	2

By Offense Category

Property	30
Person	21
Vehicle	24
Society	10
Drug	8

By Incident Status

Initial Report	48
Approved Report	35

Select the **Index ID** to the left of the *Active Warrant* to open the *View Warrant* screen.

			Go Back Print Comment Serve Warrant
Warrant Information	Warrant Log	Attachments	
WARNING - Active Cautions Found			
Person Information			View Person Summary

Select the **Serve Warrant** button to open the *Serve Warrant* window.

Serve Warrant

SERVING OFFICER

Christine Saur(Badge #: SAUR111) - District 42, Versailles

DATE / TIME SERVED

03/14/2019 1545

COMMENTS

Warrant updated with status of served.

Cancel

Serve

Enter the **Serving Officer**. The **Date Served** fields default to the current date and time and the **Comments** field defaults to *Warrant updated with status of served*. You can change these values as needed.

Once you have verified the information on the *Serve Warrant* page, select **Save** to save the record, close it, and return to the Warrant Information section of the *Edit Warrant* page, where the status now shows **Served**.

Warrant Information			
INDEX ID		WARRANT #	
281			
WARRANT TYPE	AGENCY	RECEIVED DATE	STATUS
Arrest Warrant	Indiana State Police		Served
ISSUING COURT		ISSUE DATE	
		06/23/2016 11:12	
JUDGE	PLAINTIFF	STATE	
	The People of the State of Maryland	Indiana	
BOND TYPE	BOND AMOUNT	EXPIRATION DATE	REVIEW DATE
	\$0.00		

Warrant Log

Warrant activity is systematically logged for tracking purposes, and you have the ability to manually create a log entry.

A log entry is created automatically when the warrant is created, updated, deleted, etc. Each entry captures the user's name, date, type of change, and comments.

The **Warrant Log** tab is accessible through the *Edit Warrant* page. For more information, refer to "Edit Warrant" on page 611.

Choose a method to log a comment

Warrant Information **Warrant Log** Attachments

Show 10 entries Search:

Creator	Date Created	Type	Log Entry	Actions
Saur, Christine, ID# SAUR111	03/14/2019 16:54	Warrant Duplicated	Warrant Duplicated to Warrant Index Id #350	
Saur, Christine, ID# SAUR111	03/14/2019 09:30	Status Update	Warrant created with initial status of Initial	
Saur, Christine, ID# SAUR111	03/14/2019 09:30	Service Address Added	Address Added: 2924 East 1250 South Building #99 Battle Ground, IN 47920	

Showing 1 to 3 of 3 entries Previous 1 Next

You can perform a **Search** for log entries containing a specific character string. Type the text in the **Search** text box on the upper right of the window to filter the results in the grid that matches the text you type.

You can log your own comments one of two ways:

- Click on the **Comment** action button on the top of the page.
- Or click on the **Add Log Entry** hyperlink.

Click on the method of your choice to display the **Add Log** form. Select the *Notify Warrant Agency* button to notify the Warrant Agency, or select other individual users or assigned officers.

Add Log

LOG DATE 03/14/2019 1550 **ACTION TYPE** -Select-

COMMENT

NOTIFY WARRANT AGENCY

NOTIFY OTHER USERS

SELECTED USERS Double Click to Remove

Cancel Save

The **Log Date** defaults to the current date and time but can be changed.

Click **Save** to post the log.

To provide real-time awareness, an email is sent to the identified recipients notifying them of the new **Warrant Log**, and the officers and selected users receive an Online RMS *Notification*. For more information on *Notifications* refer to "Notifications" on page 25.

TYPE WARRANT LOG	PRIORITY High
SENDER Simpson Homer	SENT ON 11/14/2018 02:39 PM CST
DESCRIPTION Warrant Id: 343; Person: Dobie Waterman; Warrant Type: Criminal Warrant; Warrant Status: Served; Log Type: Comment; Log Date: 11/14/2018 1439; Comment: new comment Event Date: 11/14/2018 14:39 Notified Users: [Tester 123, Greg Wright] Notified Roles: (Indiana State Police) [LEA_CLERK]	
Delete Go Back Take Action	

Warrant Attachments

There may be times when it is necessary to attach a copy of the *Warrant* or any other documentation to the warrant within Online RMS.

Access the **Attachments** tab from the *Edit Warrant* page.

[Go Back](#) [Delete](#) [Duplicate](#) [Print](#) [Comment](#) [Save](#)

[Warrant Information](#) [Warrant Log](#) [Attachments](#)

Attached Forms [Add Form](#) [-Select-](#)

Attachments [+ Add Attachment](#)

Select the **Add Attachments** link to open the *Add Attachment* page.

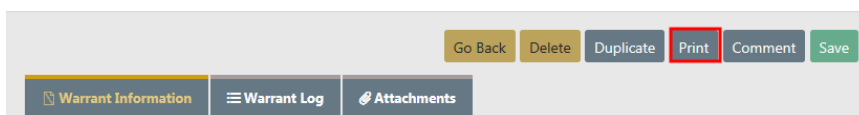
[Instructions](#) [Go Back](#) [Start Upload](#)

Drop Files Here, Or Click Here to Add Files

For details on adding Attachments refer to "Add Attachments" on page 69.

Print Warrant Report

Warrant Reports are printed from the *View Warrant* or *Edit Warrant* page by clicking on the **Print** button at the top of the page. You also have the option to select whether or not to include *PDF Attachments* and *Warrant Logs* in the **Warrant Report**.



1. Check all options that apply.

Warrant Print Options

Please select what information you would like to Print.

WARRANT REPORT

☒

PERSON DETAILS REPORT

☐

LOGS

☐

Cancel

Print

2. Click **Print**.


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

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

Delete Warrant

Users with proper permissions can delete warrants. For more information on permissions, refer to your agency administrator.

There are two ways to delete a warrant:

- From the *Warrant Search Results* page, click the **Delete** icon  in the *Actions* column. For more information on searching for a warrant, refer to "Warrant Search" on page 604.

Warrant Search Results

4 Result(s) Found

Index ID / Warrant Number	Status	Agency	Date Issued	Served Date	Last Name	First Name	DOB	Charges	Ids	Actions
352 / MATT2019067	Initial	Indiana State Police	03/28/2019 0700		Evans	Christoph	05/01/1972		123 (Case #)	
342 / MATT2018060	Initial	Indiana State Police	10/30/2018 0200		Evans	Christoph	05/01/1972	14-22-12-14 NATURAL RESOURCE- EXCESS OR INSUFFICIENT CHARGE FOR LICENSE	123 (FTA Warrant)	
325 / MATT2017043	Initial	Indiana State Police	06/26/2017 0800		Evans	Chris	05/01/1990	35-48-4-108 CONTROLLED SUBSTANCE- DEALING MARIJUANA- FELONY	333 (Docket #)	
326 / MATT2017044	Initial	Indiana State Police	06/26/2017 0700		Evans	Chris	05/01/1990	BATTERY- CHILD	666 (Docket #)	

- From the *Edit Warrant* page, click on the **Delete** button at the top of the page. For more information on editing a warrant, refer to "Edit Warrant" on page 611.

Go Back **Delete** Duplicate Activate Print Comment Serve Warrant Save

Warrant Information Warrant Log Attachments

Person Information [Change Person](#) [View Person Summary](#) [Update Details](#)

LAST NAME LeClaire	FIRST NAME Christine	SEX Female	RACE White
ADDRESS (RESIDENCE) 15 West Howard Place, North Adams Denver, CO 80204-1111		INDEX ID 1081	

SELECT AN ALIAS

Christine LeClaire - Primary Name

Service Addresses [+ Select Service Address](#)

Location	Comments	Primary	Actions
15 West Howard Place, North Adams Denver, CO 80204-1111		Yes	

Whichever method you use, a *Delete Warrant* window appears.

Delete Warrant

DELETE COMMENT

Created in error.

Cancel Delete

Enter your **Delete Comment** then click the **Delete** button.

A *Warrant Successfully Deleted* message briefly appears across the top of the window, and a warrant delete log entry is created automatically with the deleted date, the user who deleted the warrant, comments, and other information. For instructions on accessing the Warrant Delete Log, refer to "View Warrant Delete Log" on the next page.

View Warrant Delete Log

The Warrant Delete Log is accessed through the *Warrant Search* page. Click on the **View Delete Log** hyperlink to open the *Warrant Delete Search* page. For more information on how to access the *Warrant Search* page, refer to "Warrant Search" on page 604.

Enter search criteria then click **Search** to display a results list. This is useful when searching for a specific person, warrant type, etc., as the delete log can get quite lengthy over time. To display all entries, click **Search** without entering criteria.

Warrant Index ID	Status	Issuing Agency	Last Name	First Name	Deletion Comment	Deleted By	Deleted Date
25	Expired	District 21, Toll Road - Sc	ALEXANDER	KAREN		Lauren, Ralph J	11/04/2014
11	Served	Indiana State Police	ALEXANDER	KAREN		Simpson, Homer	03/27/2015

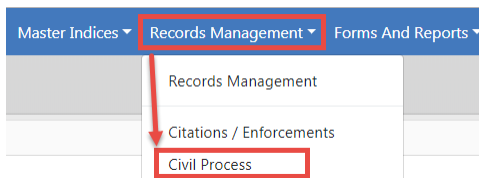
You can export the results to PDF, Excel, CSV, or XML formats by clicking on one of the icons above the Warrant Index ID column. Hover your mouse over the icon to view the file format.

Chapter 31. Civil Process

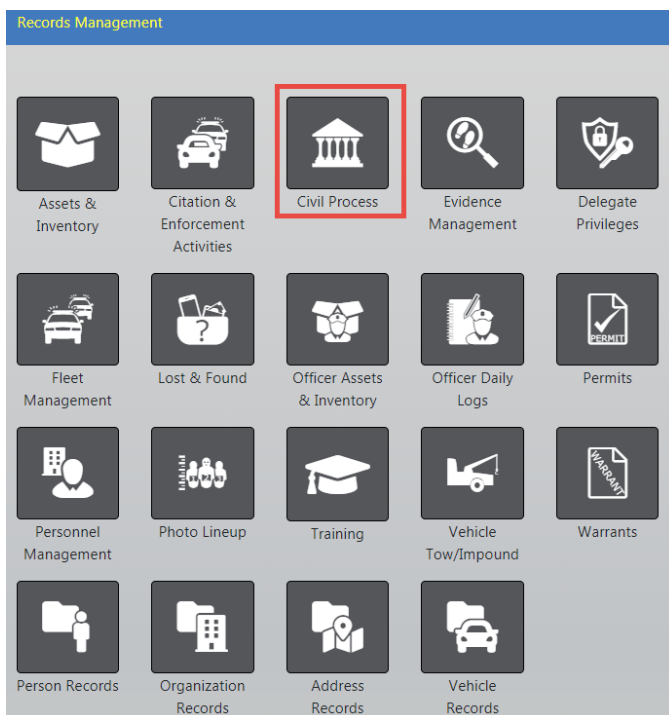
Overview

The Civil Process application is found within the *Records Management* section. Click on Records Management You can hover over the tab and drag and drop or you can hard click on the tab and screen will open as it looks below.

To access the **Civil Process** module, select the **Civil Process** option from the *Records Management* drop-down menu.



Or, select the **Civil Process** Icon/link from the *Records Management* pages.



When you click on **Civil Process** you are first taken to a *Search* page section within **Civil Process**. Searching this module is done similar to other areas within Online RMS.

Note: The terms *Court Paper* and *Civil Progress* used throughout this chapter are synonymous with each other.

Court Paper

Search

The search feature allows you to search upon any of the standard fields and additional criteria fields to generate the information you are seeking. Just like with our other search areas those results can then be exported out as reports to manage the data.

Court Paper Search View Delete Log Add Court Paper

COURT PAPER TYPE
 -Select- ▼

STATUS
 -Select- ▼

AGENCY
 All Agencies ▼

ISSUING COUNTY
 -Select- ▼

ISSUING STATE
 -Select- ▼

REFERENCE TYPE
 -Select- ▼

REFERENCE #

PLAINTIFF

COURT PAPER ID

FILED DATE FROM

FILED DATE TO

RECEIVED DATE FROM

RECEIVED DATE TO

COURT APPEARANCE DATE FROM

COURT APPEARANCE DATE TO

SERVICE EXPIRATION DATE FROM

SERVICE EXPIRATION DATE TO

ADDITIONAL SEARCH CRITERIA
 -Select- ▼
 -Select-
 Person
 Organization
 Served Officers
 Court Location
 Received From Agency
 Assigned Officers
 Service Address
 Fee Collections
 Custom Fields

Go Back Reset Search


Click into the **Additional Search Criteria** field to search on other fields. This is where you are able to search by Person, organization, officer, officers to be served, etc. The more information you provide in the search, the narrower the search results.

The results of the search criteria from above are displayed below with all matching data.

[Refine Search](#) [New Search](#) [Add Court Paper](#)

359 result(s) found
Previous 1 Next

Court Paper ID	Type / Sub Type	Reference #	Expiration Date	People / Organizations	Agency	Actions
383	Order/Child Support	Circuit Clerk's Number: 12345			District 42, Versailles 	
382	Summons/Domestic Violence	Court Case Number: CRT1255			District 42, Versailles 	
381	Summons/Civil	Court Case Number: 15EF45111			District 42, Versailles 	

From this screen you can now access the record you want by using the **Edit** icon  on the right to make changes or update information. Click on the **Court Paper ID#** to enter the **View** mode for that particular court paper.

In **View** mode, you can see information about the paper as it was entered, add and view entries made in the log for service of the paper, and track incurred fees. This allows for tracking of changes, updates and service attempts.

There are three tabs: *Court Paper Information*, *Court Paper Log*, and *\$ Fee Audits*.

The *Court Paper Information* tab opens by default.

[Go Back](#) [Delete](#) [Quick Print](#) [Print](#)

Court Paper Information
 Court Paper Log
 \$ Fee Audits
← Three tabs

Court Paper

COURT PAPER ID 350	STATUS Open	COURT PAPER TYPE Order	COURT PAPER SUB TYPE Civil
ISSUING STATE Indiana	ISSUING COUNTY Allen County	AGENCY District 42, Versal	AGENCY ONLY <input type="checkbox"/>
FILED DATE 04/19/2016	RECEIVED DATE 04/19/2016	SERVICE EXPIRATION DATE	SERVICE EXPIRATION TIME
PLAINTIFF The People of the State of Maryland			
COMMENT			

Section A

Section A Help Message
AUTO COMPLETE

DATE AND TIME

CHECKBOX
☐

SINGLE TEXT LINE

The *Court Paper Log* tab contains a log of updates made to the Court Paper, and the officer can manually log the attempts to serve the paper. Hover over the bubble to display the notes the officer made.

Note: The **Add Log Entry** hyperlink appears while in *Edit* mode, and not while in *View* mode.

Go Back Delete Quick Print Print

Court Paper Information **Court Paper Log** \$ Fee Audits

Service Log [Add Log Entry](#)

FILTER BY TYPE
-Select-

Creator	Date Created	Type	Log Entry	Actions
Brenda (cid super) Allens	10/29/2014 1139	Person / Organization Updated	Person / Organization: Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male Status: Active Serving Person: Date Served: 10/29/2014 1139 Person Served: Serve Location: Comment: Initial Status	
Brenda (cid super) Allens	10/29/2014 1138	Person / Organization Updated	Person / Organization: Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male Status: No Service - Bad Address Serving Person: CID Supervisor Brenda (cid super) Allen (Badge #: 20) Date Served: 10/28/2014 1100 Serve Location: 106 Orange ST Indianapolis, IN 46225 Comment: bad address	

The **\$ Fee Audits** tab tracks incurred fees.

Go Back Delete Quick Print Print

Court Paper Information Court Paper Log **\$ Fee Audits**

Fee Audits

Grill, Edward R - DOB: 09/15/1986 RACE: White SEX: Male

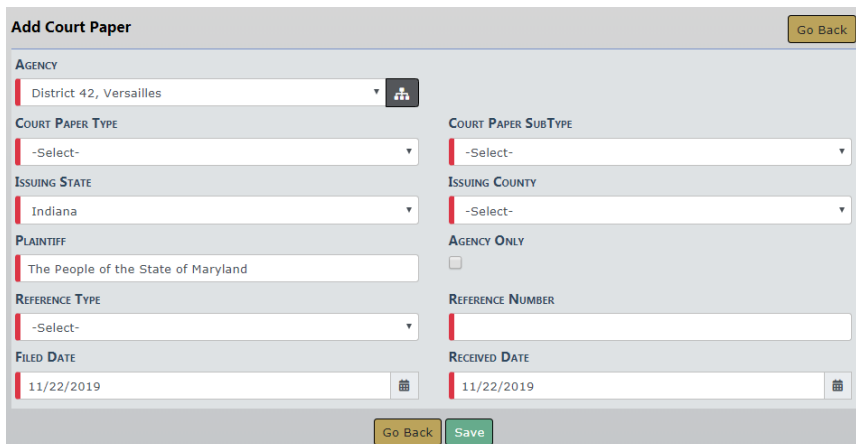
New	Old	Changed By
Misc Fee: 50.25	Misc Fee: 50	User: Brenda (cid super) Allens Date: 09/16/2014 0730
Attempts: 10 Billable Attempts: 10 Mileage: 111 Mileage Fee: 55.5 Service Fee: 80 Misc Fee: 50	Attempts: Billable Attempts: Mileage: Mileage Fee: Service Fee: Misc Fee:	User: Brenda (cid super) Allens Date: 09/16/2014 0728

Toronto Dominion Bank

New	Old	Changed By
Service Fee: 250.25	Service Fee: 250.5	User: Brenda (cid super) Allens Date: 09/16/2014 0731
Service Fee: 250.5	Service Fee: 250	User: Brenda (cid super) Allens Date: 09/16/2014 0731
Misc Fee: 25.5	Misc Fee: 25	User: Brenda (cid super) Allens Date: 09/16/2014 0730

Add

To create a new Court Paper select the **Add Court Paper** button to open the *Add Court Paper* screen.



Add Court Paper Go Back

AGENCY
District 42, Versailles

COURT PAPER TYPE
-Select-

COURT PAPER SUBTYPE
-Select-

ISSUING STATE
Indiana

ISSUING COUNTY
-Select-

PLAINTIFF
The People of the State of Maryland

AGENCY ONLY
☐

REFERENCE TYPE
-Select-

REFERENCE NUMBER

FILED DATE
11/22/2019

RECEIVED DATE
11/22/2019

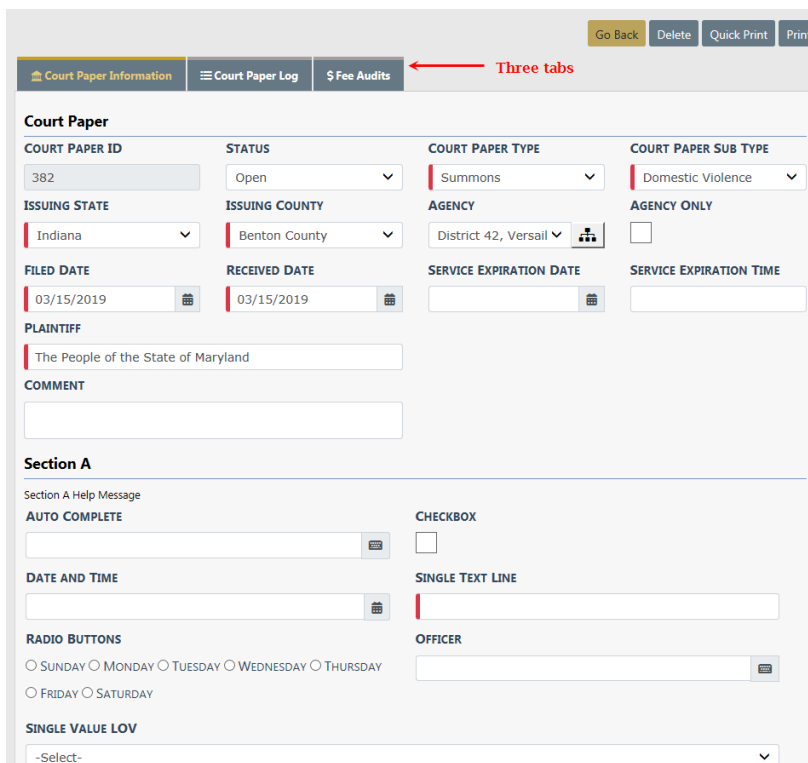
Go Back Save

Select from the drop-down lists and enter other necessary information.

Click the **Save** button to create the record and display the *Edit Court Paper* screen.

Edit Court Paper

The *Edit Court Paper* screen allows you to continue entering information section by section. Data entered in the *Add Court Paper* screen auto populates into the fields within this screen.



Go Back Delete Quick Print Print

Three tabs → Court Paper Information Court Paper Log Fee Audits

Court Paper

COURT PAPER ID 382	STATUS Open	COURT PAPER TYPE Summons	COURT PAPER SUB TYPE Domestic Violence
ISSUING STATE Indiana	ISSUING COUNTY Benton County	AGENCY District 42, Versail	AGENCY ONLY <input type="checkbox"/>
FILED DATE 03/15/2019	RECEIVED DATE 03/15/2019	SERVICE EXPIRATION DATE 	SERVICE EXPIRATION TIME
PLAINTIFF The People of the State of Maryland			
COMMENT 			

Section A

Section A Help Message

AUTO COMPLETE 	CHECKBOX <input type="checkbox"/>
DATE AND TIME 	SINGLE TEXT LINE
RADIO BUTTONS <input type="radio"/> SUNDAY <input type="radio"/> MONDAY <input type="radio"/> TUESDAY <input type="radio"/> WEDNESDAY <input type="radio"/> THURSDAY <input type="radio"/> FRIDAY <input type="radio"/> SATURDAY	OFFICER
SINGLE VALUE LOV -Select-	

MULTI VALUE LOV
Click To Select

Reference Numbers [Add Reference Number](#)

Reference Type	Reference Number	Actions
Court Case Number	CRT1255	

Received From Agency Details

☐ NO RECEIVED FROM AGENCY
 ☒ SELECT RECEIVED FROM AGENCY
 ☐ SPECIFY RECEIVED FROM AGENCY

RECEIVED FROM AGENCY

AGENCY NAME 2 ADDRESS ADDRESS 2
 CITY STATE ZIP - PHONE
 COMMENT

Court Details

COURT APPEARANCE DATE / TIME Enter Days to Respond
☐ NO COURT LOCATION
 ☒ SELECT COURT LOCATION
 ☐ SPECIFY COURT LOCATION

COURT LOCATION

COURT NAME 2 ADDRESS ADDRESS 2
 CITY STATE ZIP - PHONE
 COMMENT

[Update](#)

Officers [Assign Officer](#)

To Be Served People [Add Unknown Person](#) [Quick Search Person](#) [Advanced Search / Add](#)

To Be Served Organizations [Quick Search Organization](#) [Advanced Search / Add](#)

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

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

Fee Collections

TOTAL FEES FOR COURT PAPER: \$0.00 REMAINING UNPAID FEES: \$0.00

Attachments [Add Attachment](#)


Attached Forms [Add Form](#)


The next section is the Officer section of the module. This can be utilized if you want to assign the paper to a specific Officer. The officer receives notification of the assignment and it appears in their *Recent Activities*.

To add Officer to paper, click the **Assign Officer** link.

Officers



The a list of officers appear. Click the Select icon  to make your selection. You can also apply filters to shorten the list from which to choose.










Search Parameters


AGENCY FILTER
☒ Agency ☐ My Organization

OFFICER FILTER
☐ All ☐ Detectives ☒ Patrol


OPTIONAL SEARCH TEXT
 Enter search text Search By

Officer Name	Title	Agency	Date Last Assigned	Active Papers Assigned	Actions
Christine Saur		District 42, Versailles	02/13/2019	1	
Dispatch Officer		District 42, Versailles	03/05/2019	1	
Greg Wright	SERGEANT-CAPTAIN-WIN	District 42, Versailles		0	
Jeff Hanover	Officer Supervisor	District 42, Versailles	02/26/2015	2	
ODL User		District 42, Versailles	11/08/2018	1	




Officer Details window opens. This is where you can leave comments to officer and also check to notify officer.





Officer Details

Officer Name	Title	Internal ID / Badge #	Date Last Assigned	Active Paper Assignments
Christine Saur		SAUR111		0

ASSIGN DATE / TIME
 03/15/2019 1320 

COMMENTS


NOTIFY USER
☐











 

Next two sections are about the Persons/Organizations to be served and the Other Persons/Organizations involved with the paper. Caliber Public Safety recommends using the **Advanced Search/Add** link to search *Master Index* data. For more information on *Master Index*, refer to "Master Indices" on page 83.

To Be Served People						Add Unknown Person Quick Search Person Advanced Search / Add
Person Details		Service Address	Status	Role	Fee Total	Actions
Name: Incident Person01 Sex: Female Race: Black or African American DOB: 11/01/1970 (Age:48)			Active	Petitioner	\$36.12	View Edit Add
To Be Served Organizations						Quick Search Organization Advanced Search / Add
Other People						Quick Search Person Advanced Search / Add
Other Organizations						Quick Search Organization Advanced Search / Add

- The **Add Unknown Person** link captures service where evictions might be involved, or total number of people to be served is not known. Agencies have different uses for this.
- The *Other People/Organizations* section captures the non-serveable persons or organizations of the paper. Typical usage is for the payor, and where garnishments and fees are handled.

Perform search on the person /organization that you would like serve. Select the person that is to be served, if exists, by the **Index I.D.** or by using the **Select** icon  in the **Actions** column. Add new person if not in the *Master Index*. For more information on adding a person refer to "Adding Person" on page 100 in the *Master Indices* section.

Refine Search New Search Add Person Online RMS Statewide Search											
Q Person Search Results											
   3 / 3											
Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN	Misc ID	Name Type	Index ID	Actions
Clark	Ranelle	Marie		F	W	03/16/1959	123-99-1234		Primary Name	1080	 
 Clark	Ranelle			F	W	03/16/2010		t12344aa10	Primary Name	1082	 
CLARK	WILLIAM	RAY		M	W	07/18/1973	111-30-1750	2102131	Primary Name	405	 

Half way down is a drop-down that lets you set the **Status** for the person. This is what triggers your *Master Name Index* to notify officers of an Active Paper when a master name search is done. Also, click on the **Select Service Address** link to select the address that ties to the selected person.

Go Back

Person Information

View Person Update Person

LAST NAME Clark	FIRST NAME Ranelle	MIDDLE NAME Marie	DOB 03/16/1959 (Age: 59)	SEX Female	RACE White
SSN 123-99-1234	ADDRESS (RESIDENCE) 6081 East 82nd Street #415 INDIANAPOLIS, IN 46250			INDEX ID 1080	

Status Details

ROLES

Click To Select

STATUS

Active

Service Addresses

Select Service Address

Fee Details

ATTEMPTS	BILLABLE ATTEMPTS	MILEAGE	BILLABLE
			<input checked="" type="checkbox"/>
MILEAGE FEE(\$)	SERVICE FEE(\$)	MISC FEES(\$)	TOTAL FEE(\$)
	36.12		36.12

FEE COMMENT

Save

Fee details are discussed little more in detail later. From the officer serving the paper they typically only have access to the non gray boxes and the comment section. Attempts also can be captured in the log with a note of mileage. The use of this would be a business process determine by agency of when and whom applies Fee details.

Click **Save** to save the person/organization record to the Court Paper.

Adding **Other Person/Organization** to paper is done by some advanced search/add method. After selecting from *Master Index* or adding new you will be taken to this page. For more information on *Master Index*, refer to "Master Indices" on page 83.

Note: The Fee collection only shows after the **Payor Role** is selected. You can have more that one role assigned.

Go Back

Organization Information

View Organization Update Organization

NAME Automation Industries	TYPE Law Office	BUSINESS # 123	INDEX ID 240000007
ADDRESS (BUSINESS) 126 North 750 West IN			

Details

ROLES

Click To Select

Save

- You can select more than one role. The *Payor* role triggers the *Fee Collections* section that keeps track of fees owed and is searchable.

Click **Save** to save the other person/organization record to the Court Paper.

The last sections are the *Attachments* and *Forms* sections. You can add any relevant attachments to the paper or if your agency has a custom form associated with civil process it would be selectable here as well.

Print Court Paper

From the *View Court Paper* and *Edit Court Paper* screens there are **Print** and **Quick Print** options on the top right of the screen to print a cover page for your civil/court paper.

The **Print** button gives you selectable options to include on your cover sheet, whereas, **Quick Print** does not.

Details
Go Back

COURT PAPER SUMMARY
 Civil Protection Order, Criminal, Jimmy Fallon

COURT PAPER ID	REFERENCES	AGENCY	RECEIVED DATE
357	Case Prosecutor Number:Person01Civil	District 42, Versailles	06/16/2017

Print Options

PRINT LOGS <input checked="" type="checkbox"/>	PRINT FEE COLLECTIONS <input type="checkbox"/>	PRINT FEE AUDIT LOGS <input type="checkbox"/>
PRINT CUSTOM FORMS <input checked="" type="checkbox"/>	PRINT OTHER PEOPLE / ORGANIZATIONS <input checked="" type="checkbox"/>	PRINT SERVICE NOTES <input type="checkbox"/>
		PRINT OFFICERS <input checked="" type="checkbox"/>

Go Back
Print

System creates system log entries automatically. You can also click the **Add Log Entry** link to manually enter log actions.

Go Back
Delete
Quick Print
Print

Court Paper Information
Court Paper Log
Fee Audits

Service Log
Add Log Entry

FILTER BY TYPE
 -Select-




Creator	Date Created	Type	Log Entry	Actions
Christine Saur	02/13/2019 0920	Person / Organization Added	Person / Organization: Clark, Ranelle Marie - DOB: 03/16/1959 RACE: White SEX: Female Status: Active Comment: Initial Status	
Christine Saur	02/13/2019 0858	Officer Added	Comment: Officer Christine Saur added to court paper.	
Homer Simpson	06/19/2017 0930	Person / Organization Added	Person / Organization: Person01, Incident - DOB: 11/01/1970 RACE: Black or African American SEX: Female Status: Active Comment: Initial Status	

Go Back

Add Mileage/Attempts and Fees

While on the Court Paper, page down to the **To Be Served People** section. . The permissions to manage Fee details is given by default to both the *Agency Admin Role* and *LEA Clerk Management Role*; all other users only have ability to edit the **Attempts** and **Mileage** boxes.

To Be Served People [Add Unknown Person](#) [Quick Search Person](#) [Advanced Search](#) / [Add](#)

Person Details	Service Address	Status	Role	Fee Total	Actions
Name: James X2 Fallon Sex: Male Race: White DOB: 06/01/1972 (Age:46)		Active	Petitioner	\$336.12	  

To Be Served Organizations [Quick Search Organization](#) [Advanced Search](#) / [Add](#)

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

Click on the **Edit** icon  to open the court paper. The *Person Information* displays.

[Go Back](#)

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

LAST NAME Fallon	FIRST NAME James	MIDDLE NAME X2	DOB 06/01/1972 (Age: 46)	SEX Male	RACE White	 (1/2) 06/16/2017
DRIVER'S LICENSE # AK22222	DRIVER'S LICENSE STATE Alaska	SSN 222-22-2222	ALIASES Jimmy F(Alias)			
EYE COLOR Blue						
INDEX ID 996						

Status Details

ROLES

☒ Petitioner

STATUS

At the bottom of the page is a section where you fill in the information in regards to tracking the service of the paper. You can notate attempts, the mileage for the attempts, and the fee's to be collected in regards to the court paper.

Fee Details

ATTEMPTS	BILLABLE ATTEMPTS	MILEAGE	BILLABLE
		600	<input checked="" type="checkbox"/>
MILEAGE FEE(\$)	SERVICE FEE(\$)	MISC FEES(\$)	TOTAL FEE(\$)
300.00	36.12		336.12

FEE COMMENT

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

Status Details

The **Status** of the paper would be changed to show the final status that the paper would have. Choices would be in status details section in the following screen shot to capture a served-executed paper service.

STATUS

Returned - Request of Plaintiff

DATE / TIME

PLAINTIFF

☒ SELECT PLAINTIFF ☐ ADD PLAINTIFF ☐ ENTER PLAINTIFF

PLAINTIFF

Select

STATUS COMMENT

Select the **Update** button to save your changes.

Once you are finished with paper the *Fee Collections* section is completed. You now want to be able to collect fees and keep track of what has been paid on and what might still be owed.

Click the **Edit** icon on the *Organization Details* for the Payor and then click the **Add** link. This will create another entry point for receiving remainder fees as they come in.

Fee Audits also display on the *Edit Court Paper* screen.

Go Back Delete Quick Print Print

Court Paper Information Court Paper Log **Fee Audits**

Fee Audits

Fallon, Jim X3 - DOB: 06/01/1973 RACE: White SEX: Male

New	Old	Changed By
Mileage: 900 Mileage Fee: 450 Service Fee: 36.12	Mileage: Mileage Fee: Service Fee:	User: Homer Simpson Date: 06/16/2017 1232

Go Back

You can click the **Print** or Quick button to generate a *Court Paper Report*. For details on printing the report, refer to "Print Court Paper" on page 638.

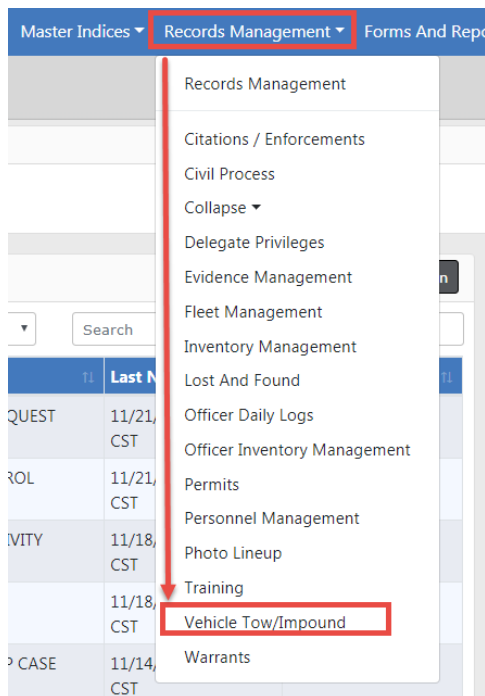
Chapter 32. Vehicle Tow/Impound

Overview

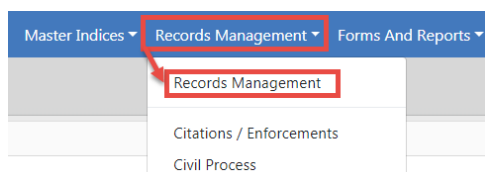
The **Vehicle Tow/Impound** module is found under the *Records Management* menu on the *Home Page*

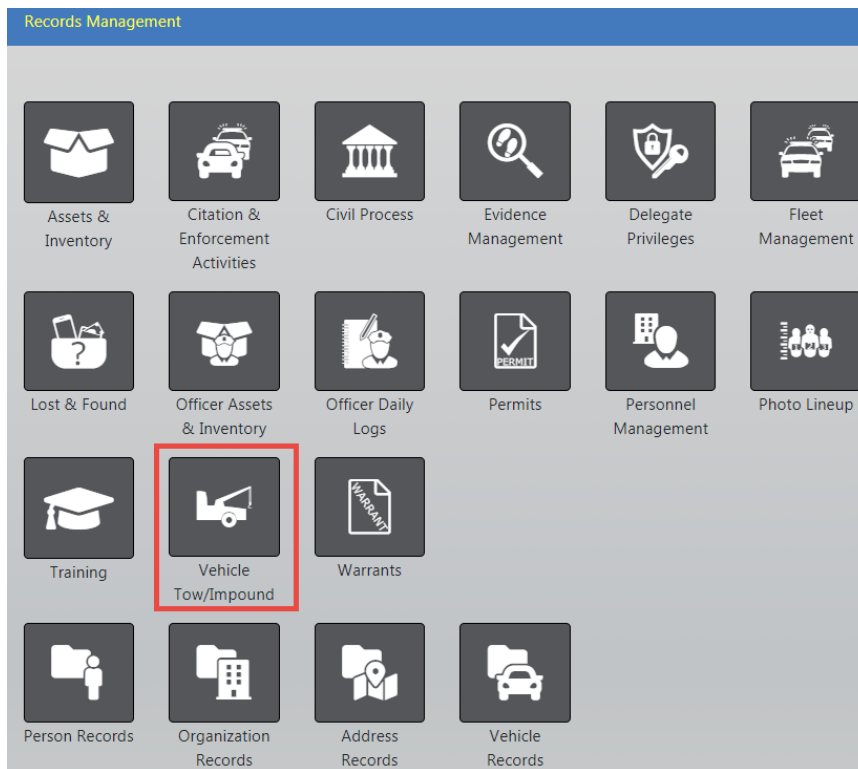
You can access this module two ways:

- Click *Records Management* on the top navigation bar, then click **Vehicle Tow/Impound**.



- Click *Records Management* on the top navigation bar, click on the *Records Management* option that appears in the drop-down list, then click the **Vehicle Tow/Impound** link.





Either method opens the *Vehicle Tow/Impound Search* screen. After selecting the icon you are taken to *Search* application. You can either view the delete log, add a new record, or search the system for data that matches specific criteria.

Impound Search View Delete Log + Add Vehicle Tow/Impound

IMPOUND ID	VEHICLE ID	TOWING AGENCY
<input type="text"/>	<input type="text"/>	<input type="text" value="All Agencies"/>
ASSOCIATED INCIDENT REPORT #	OTHER REFERENCE #	DISPOSITION
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>
TOWED FROM		CITY
<input type="text"/>		<input type="text"/>
DISPATCH #	APPROVAL STATUS	NON-RELEASED VEHICLE
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="checkbox"/>
HOLD TYPE	HOLD REASON	HOLD NOT-RELEASED
<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="checkbox"/>
TOW DATE FROM	TOW DATE TO	RELEASE DATE FROM
<input type="text"/>	<input type="text"/>	<input type="text"/>
		RELEASE DATE TO
		<input type="text"/>

Vehicle Details

YEAR	MAKE	MODEL
<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN #	TYPE	STYLE
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>
LICENSE PLATE		
<input type="text"/>		

ADDITIONAL SEARCH CRITERIA

Go Back Reset Search

Click **Go Back** to return to the previous screen, click **Reset** to start a new search, or click the **Search** button to search for records containing the entered criteria.

Note: Clicking the **Quick Impound** button will display the Add Vehicle Tow/Impound screen, with the vehicle already selected. Clicking **Save & Select** will display the Incident Edit screen with the newly created impound associated and ready to be edited.

For information on viewing the delete log refer to "Logs" on page 660.

For information on adding a new tow/impound record refer to "Enter New Vehicle Tow" on page 648.

For information on searching for existing records refer to "Search Vehicle Tow/Impound" below.

Search Vehicle Tow/Impound

Access the *Vehicle Tow/Impound Search* page to begin your search. For more information on accessing the *Vehicle Tow/Impound Search* page refer to "Overview" on page 643.

Impound Search View Delete Log Add Vehicle Tow/Impound

IMPOUND ID	VEHICLE ID	TOWING AGENCY
<input type="text"/>	<input type="text"/>	All Agencies
ASSOCIATED INCIDENT REPORT #	OTHER REFERENCE #	DISPOSITION
<input type="text"/>	<input type="text"/>	-Select-
TOWED FROM		CITY
<input type="text"/>		<input type="text"/>
DISPATCH #	APPROVAL STATUS	NON-RELEASED VEHICLE
<input type="text"/>	-Select-	<input type="checkbox"/>
HOLD TYPE	HOLD REASON	HOLD NOT-RELEASED
-Select-	-Select-	<input type="checkbox"/>
TOW DATE FROM	TOW DATE TO	RELEASE DATE FROM
<input type="text"/>	<input type="text"/>	<input type="text"/>

Vehicle Details

YEAR	MAKE	MODEL
<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN #	TYPE	STYLE
<input type="text"/>	-Select-	-Select-
LICENSE PLATE		
<input type="text"/>		
ADDITIONAL SEARCH CRITERIA		
-Select-		

Go Back Reset Search

Click on the **Add Vehicle Tow/Impound** button to add a new tow record. For more information on adding a new tow record, refer to "Enter New Vehicle Tow" on page 648.

Click on the **View Delete Log** button to view deleted tow records.

Vehicle Tow / Impound Search / Tow / Impound Delete Log

Go Back

Search Reset Search Show 10 entries

Log Id	Vehicle Id	Deleted By	Date	Comments	Impounding Agency	Location of Impound
1	33	Waterman, Debbie - Captain, ID# 12345(DEBBIE)	07/19/2018 1416	i	District 42, Versailles	
2	608	Simpson, Homer(STATE_OFFICER11)	11/29/2018 0856	i	District 42, Versailles	
3	765	Simpson, Homer(STATE_OFFICER11)	03/11/2019 1321	i	District 42, Versailles	DENVER

Showing 1 to 3 of 3 entries

Previous 1 Next

Click the **Go Back** button to return to the *Vehicle Tow/Impound Search* page.

Enter your search criteria on the *Vehicle Tow/Impound Search* page to search and locate existing records that match your entered criteria.

When searching by Make and Model, begin entering a portion of the word and a list will appear from which to choose. For example, enter *Chev* in the **Make** field to display a list that contains *Chev* then click on the appropriate item that appears on the list. Optionally, do the same for **Model**

MAKE MODEL

chev

- CHEVALLERO MOTOR HOME(CHVL)
- CHEVELLE MOBILE HOMES, INC(CHEX)
- CHEVROLET(CHEV)
- CHEVRON CORP(CHEP)
- CHEVELLE HOMES SALES CORP OF ALABAMA(CHEV)

The **Additional Search Criteria** allows you to include other fields such as People, Organization, Officers, Tow Company, and Custom fields. Choose an option and enter criteria in the fields that appear based on your selection.

If you choose **Custom Fields**, the **Available Fields** appear; click in the field and choose from the drop-down list.

ADDITIONAL SEARCH CRITERIA

Custom Fields

AVAILABLE FIELDS

-Select Field-

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

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

Impound ID	Vehicle ID	Towing Agency	Tow Date	Towed From	Tow Company	Actions
227	655 Year:2017 Make:ACURA(ACUR) Model:INTEGRA	District 42, Versailles	06/17/2021 10:51			[Icons]
225	781 Year:2019 Make:PORSCH(PORS) Model:KARMAN	District 42, Versailles	05/07/2021 17:31			[Icons]
224	236 Make:AMERICAN(AMER) Model:RAMBLER CLASSIC	District 42, Versailles	05/07/2021 09:17			[Icons]

Hover the mouse over the blue information bubble to view a summary of the vehicle or click on the Impound ID to view vehicle and tow details.




Click to view vehicle details



Hover Over

YEAR	VIN	MAKE	MODEL	TYPE	STYLE
2017	JJJ9998765544	ACURA(ACUR)	INTEGRA	Automobile / Passenger	Sedan, no. of doors unkno
LICENSE PLATE	LICENSE STATE	LICENSE MONTH / YEAR	COLOR	DATE OF INFO	INDEX ID
JJJ999	IN	- / -	Blue, Dark / -	06/17/2021 12:51:09 PM	655

With proper permissions, you can view, edit, delete Tow/Impound records, release holds, or release vehicles using the icons that appear under the *Actions* column. Only the icons to which you have access appear. If you do not have permissions to perform any of these tasks, refer to your agency administrator.

Action Icons

-  View Vehicle Tow/Impound Record
-  Edit Vehicle Tow/Impound Record. For instructions on editing tow records, refer to "Update Existing" on page 650.
-  Delete Vehicle Tow/Impound Record

-  Release Holds. For instructions on releasing holds, refer to "Vehicle Holds" on page 655.
-  Release Vehicle. All Holds must be released before you can release a vehicle.

Enter New Vehicle Tow

Access the *Vehicle Tow/Impound Search* page. For more information on accessing the *Vehicle Tow/Impound Search* page refer to "Overview" on page 643.

On the *Vehicle Tow/Impound Search* page, click the **Add Vehicle Tow/Impound** button to open the *Master Index Search* page. Search for the Master Vehicle Index record you want to add to the Tow/Impound module.

If the Master Vehicle Index record you are searching for does not exist, then click the **Add Vehicle** link to add a new Master Vehicle Index record. For more information on Master Indices refer to "Master Indices" on page 83.

In the *Vehicle Search Results* window, click the **Select**  icon on the vehicle you want to add to a new **Tow/Impound** record.

Refine Search

New Search

Add Vehicle

🔍

📄

📄

📄

📄

7 result(s) found

VIN	Type	Make/Model	Style	M/C CCs	Top/Bottom Color	License Plate	Year	State	Index ID	Actions
AJJDLS99V74HR758	Automobile	CHEVROLET (CHEV) / CAMARO	Sedan, 4-door		White / Blue	GTO98837	2009		218	<div>👤</div> <div>📄</div>
12345678901234567890	Automobile	CHEVROLET (CHEV) / CAMARO	Hardtop, 2-door		Purple / -	ABC123	2016	Colorado	721	<div>👤</div> <div>📄</div>
SAFG651A532165ETR651		CHEVROLET (CHEV) / MONTE CARLO			Blue / Blue, Dark	123456	1999	Alaska	46	<div>👤</div> <div>📄</div>

Vehicle Information					
YEAR	VIN	MAKE	MODEL	TYPE	STYLE
2009	AJJD1599V74HR75B	CHEVROLET(CHEV)	CAMARO	Automobile / Passenger	Sedan, 4-door
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR
GTO98837	MK	Amateur radio	7 / 2016	123	Yellow / Blue, Dark
DATE OF INFO	INDEX ID				
12/06/2018 11:03:43 AM	218				

View Vehicle Edit Vehicle

Vehicle Description		
LICENSE #	LICENSE TYPE	STATE
GTO98837	Amateur radio	(Northern) Mariana Islands
LICENSE MONTH	LICENSE YEAR	
July	2016	
MISC IDENTIFIER	TOP COLOR	BOTTOM COLOR
123	Yellow	Blue, Dark
VALUE(\$)	ODOMETER	CONDITION
		-Select-
DAMAGE	DAMAGE REMARKS	
-Select-		

Impound Information

Enter the tow date and time and other relevant information for this **Tow/Impound** record.

Click the **Save** button on the bottom of the page, or upper right.

The *Edit Impound* page appears, allowing you to select a **Towing Company**, or specify one if it is not in the system. Also you can associate people, organizations, and other information. Holds are also managed here on a separate tab, along with an audit log on another tab. For more information on the *Edit Impound* page refer to "Update Existing" on the next page.

Click the **Print** button to print the record, or click the **Submit** button to submit the record for approval. For instructions on printing *Vehicle Tow/Impound* records, refer to "Print" on page 661.

Go Back Print Submit

Tow/Impound Holds Log


Vehicle					
YEAR	VIN	MAKE	MODEL	TYPE	STYLE
2009	AJJD1599V74HR75B	CHEVROLET(CHEV)	CAMARO	Automobile / Passenger	Sedan, 4-door
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR
GTO98837	MK	Amateur radio	7 / 2016	123	Yellow / Blue, Dark
DATE OF INFO	INDEX ID				
12/06/2018 11:03:43 AM	218				

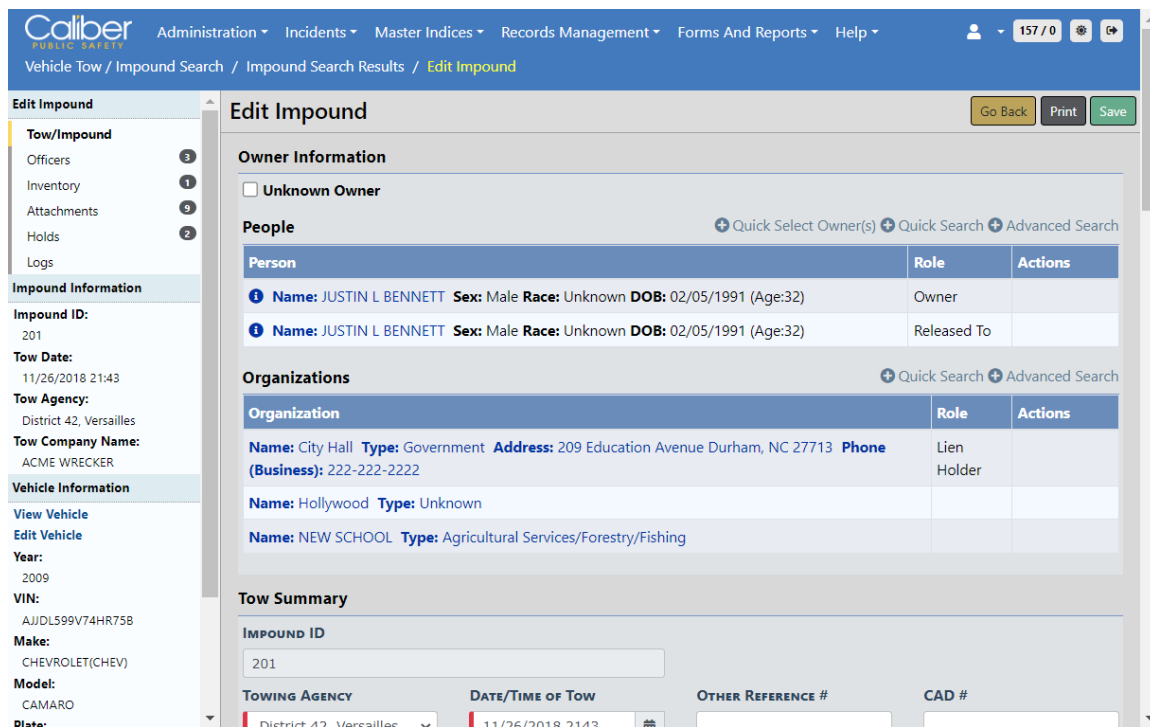
View Vehicle Edit Vehicle

Update Existing

Search for the *Vehicle Tow/Impound* record you want to update. For more information on searching for existing records, refer to "Search Vehicle Tow/Impound" on page 645.

The creator can edit their initial impound records within or outside lock hours, regardless if there is a release date nor not. However, impound records that are pending approved or approved cannot be edited.

On the *Search Results* window identify the record you want to update then click the update icon  in the *Actions* column to open the *Edit Impound* page. The page consists of a side-bar menu and multiple sections that permit editing of the impound information.



Caliber PUBLIC SAFETY Administration ▾ Incidents ▾ Master Indices ▾ Records Management ▾ Forms And Reports ▾ Help ▾ 157 / 0

Vehicle Tow / Impound Search / Impound Search Results / **Edit Impound**

Edit Impound Go Back Print Save

Tow/Impound

- Officers
- Inventory
- Attachments
- Holds
- Logs

Impound Information

Impound ID: 201

Tow Date: 11/26/2018 21:43

Tow Agency: District 42, Versailles

Tow Company Name: ACME WRECKER

Vehicle Information

[View Vehicle](#)

[Edit Vehicle](#)

Year: 2009

VIN: AJJDL599V74HR75B

Make: CHEVROLET(CHEV)

Model: CAMARO

Plate:

Owner Information

☐ Unknown Owner

People + Quick Select Owner(s) + Quick Search + Advanced Search

Person	Role	Actions
Name: JUSTIN L BENNETT Sex: Male Race: Unknown DOB: 02/05/1991 (Age:32)	Owner	
Name: JUSTIN L BENNETT Sex: Male Race: Unknown DOB: 02/05/1991 (Age:32)	Released To	

Organizations + Quick Search + Advanced Search

Organization	Role	Actions
Name: City Hall Type: Government Address: 209 Education Avenue Durham, NC 27713 Phone (Business): 222-222-2222	Lien Holder	
Name: Hollywood Type: Unknown		
Name: NEW SCHOOL Type: Agricultural Services/Forestry/Fishing		

Tow Summary

IMPOUND ID

201

TOWING AGENCY **DATE/TIME OF TOW** **OTHER REFERENCE #** **CAD #**

District 42 Versailles 11/26/2018 21:43

Click the **Print** button on the top right to print the record. For instructions on printing *Vehicle Tow/Impound* records, refer to "Print" on page 661.

Vehicle Information

This section displays the *Master Vehicle Index* data. You can click on the **View Vehicle** link to view details of the index record or you can, with proper permissions, click on the **Edit Vehicle** link to edit the *Master Vehicle Index* record.

Vehicle Information						View Vehicle Edit Vehicle
YEAR	VIN	MAKE	MODEL	TYPE	STYLE	
2009	AJDL599V74HR75B	CHEVROLET(CHEV)	CAMARO	Automobile	Sedan, 4-door	
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR	
GTO98837	MK	Amateur radio	7 / 2016	123	YEL / DBL	
DATE OF INFO	INDEX ID					
12/06/2018 11:03:43 AM	218					

People

The **People** section allows you to search the *Master Name Index* and use existing records if already in system by clicking on the **Quick Search Person** link, or you can, with proper permissions, add a new *Master Name Index* record by clicking on the **Advanced Search / Add** link. For more information on Master Indices, refer to "Master Indices" on page 83.

People			Quick Search Person Advanced Search / Add
Person	Role	Actions	
Name: Ranelle Marie Clark Sex: Female Race: White DOB: 03/16/1959 (Age:59)	Driver	Edit Delete	

Owner information is required to update a Tow Impound record. If the record does not contain owner information, a message appears in red across the top of the form and below the Vehicle section when you click on the Update button. If the owner is unknown, check the **Unknown Owner** box to override the *owner required* warning.

An Owner is required. Please enter a Person or Organization with the role of Owner or check the "Unknown Owner" checkbox under Owner Information.

Go Back Print Submit

Tow/Impound
Holds
Log

[View Vehicle](#) [Edit Vehicle](#)

VIN	MAKE	TYPE	STYLE	LICENSE PLATE	LICENSE STATE
9876548745	AUDI(AUDI)	Automobile / Passenger	Sedan, no. of doors unkno	HHH990	MD
LICENSE MONTH / YEAR	COLOR	DATE OF INFO	INDEX ID		
- / -	Blue / -	07/20/2020 04:32:03 PM	617		

Owner Information An Owner is required. Please enter a Person or Organization with the role of Owner or check the "Unknown Owner" checkbox below.



UNKNOWN OWNER ☐

People [Quick Search](#) [Advanced Search](#)

Organizations [Quick Search](#) [Advanced Search](#)

Organizations

The **Organizations** section allows you to search the *Master Organization Index* and use existing records if already in system by clicking on the **Quick Search Organization** link, or you can, with proper permissions, add a new *Master Organization Index* record by clicking on the **Advanced Search/Add** link. For more information on Master Indices, refer to "Master Indices" on page 83.

Organizations				Quick Search Organization Advanced Search / Add	
Organization				Role	Actions
Name: All Blacks Rugby Type: Wholesale, Durable Goods Address: 2924 East 1250 South Building #99 Battle Ground, IN 47920 Phone (Business): 406-789-8954				Owner	 

Tow Summary



Enter the appropriate information then click the **Update** button.

Note: The **Towing Agency** defaults to your agency and should not be changed.

Tow Summary			
IMPOUND ID		APPROVAL STATUS	
201		Initial	
TOWING AGENCY	DATE/TIME OF TOW	OTHER REFERENCE #	CAD #
District 42, Versailles	11/26/2018 2243		
ASSOCIATED INCIDENT REPORT ID	TOWED FROM	CITY	GEOGRAPHIC LOCATION
	walmart		District 42, Versailles
COUNTY			
-Select-			
COMMENTS			
Update			

Officers

Click the **Add Officer** button to add an officer, then click **Save**.

Officers					Add Officer	
Badge #	Name	Role	Agency	Actions		
SAUR111	Christine Saur	Impounding	District 42, Versailles	 		

Add Officer	
OFFICER	ROLE
Officer Joe Hedges(Badge #: 7049)	Assisting
<div>Cancel Save</div>	

Vehicle Description

Enter the appropriate information then click the **Update** button. This is information based on your current observation.

Vehicle Description		
LICENSE PLATE	LICENSE TYPE	LICENSE STATE
GTO98837	Amateur radio	(Northern) Mariana Islands
LICENSE MONTH	LICENSE YEAR	
July	2016	
MISC ID	TOP COLOR	BOTTOM COLOR
123	Yellow	Blue, Dark
VALUE(\$)	ODOMETER	CONDITION
123	44555	FAIR
DAMAGE	DAMAGE REMARKS	
Burned	Testing	
<div>Update</div>		

Towing

Select one towing option: *No Towing*, *Select Company*, or *Specify Company*.

If you choose *Select Company* or *Specify Company*, enter the appropriate information in the fields provided. If you choose *No Towing*, no additional fields appear.

Towing

☐ No Towing
 ☒ Select Company
 ☐ Specify Company

FILTER BY COUNTY
 Ripley County

COMPANY NAME
 ACME WRECKER

ADDRESS
 100 Anywhere

CITY
 Indianapolis

STATE
 Indiana

ZIP
 46204

PHONE #
 777 - 777 - 7777

EMAIL ADDRESS
 [Empty Field]

DRIVER
 [Empty Field]

REFERENCE NUMBER
 [Empty Field]

IMPOUND STORAGE
 -Select-

AUTHORIZING OFFICER
 [Empty Field]

TOW REASONS
☒ Accident
 ☒ Investigation

COMMENTS
 [Empty Field]

Save

Click the **Save** button to save the record.

Inventory

Click the **Add Item** link to add an Inventory item.

Inventory			Add Item
Description	Quantity	Actions	
No Data To Display			

Attachments

Click the **Add Attachment** link to add photos or documents.

Attachments

Add Attachment

Type	File Name	Description	Date of Info	Actions
No Data To Display				

For more information on attachments, refer to "Attachments" on page 69.

Holds Tab

This tab contains dates, reasons, and comments pertaining to vehicle holds and releases.

Tow/Impound

Holds

Log

Go Back

Print

Submit

Holds

+

Add Hold

Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
<div><div>i</div>6 hour hold</div>	Verify Owner	12/06/2018 1129		No		<div><div><div></div><div></div><div></div></div></div>

For more information on holds, refer to "Vehicle Holds" below.

Log Tab

Data that contains the date, time, and a summary of what occurred such as, when the record was created in Online RMS, hold and release dates, etc. The data is generated by Online RMS automatically, and you have the ability to manually add a log entry.

Tow/Impound

Holds

Log

Go Back

Print

Submit

Logs

+

Add Log Entry

Enter Search Text

i

Search

Reset

Date/Time	Comment	Actions
12/06/2018 10:29	Impound Hold Added - 6 hour hold	
12/06/2018 09:03	Impound Record Created	

For more information on Log entries, refer to "Logs" on page 660.

Vehicle Holds

You can place a hold from the *Holds* tab of the *Edit Impound* page.

For more information on accessing the *Edit Impound* page, refer to "Update Existing" on page 650.

Place a Hold

Click on the *Holds* tab of the *Edit Impound* page.

Click on the **Add Hold** link to open the *Add Impound Hold* window.



Enter the appropriate information in the *Add Impound Hold* window, then click **Save**.

Add Impound Hold

HOLD

-Select-

REASON

-Select-

DATE/TIME OF HOLD

OFFICER

Christine Saur(Badge #: SAUR111)

AUTHORIZING OFFICER

Christine Saur(Badge #: SAUR111)

HOLD COMMENTS

Cancel


Save

You can edit, delete, or release a hold by clicking on the appropriate action icon.

Release Holds

There are two ways you can release a hold:

- From the *Holds* tab of the *Edit Impound* page.

To release a hold on a vehicle, click on the **Release Hold** icon  that appears in the *Actions* column to open the *Release Impound Hold* window.

Release Impound Hold

HOLD
6 hour hold

REASON
Drug Seizure

DATE/TIME OF RELEASE

OFFICER
Christine Saur(Badge #: SAUR111)

AUTHORIZING OFFICER
Christine Saur(Badge #: SAUR111)

RELEASE COMMENTS



Cancel Save


Enter the **Date and Time of Release** and **Release Comments**, then click the **Save** button.

For more information on accessing the *Edit Impound* page, refer to "Update Existing" on page 650.

- From the *Impound Search Results*.

Click on the **Release Hold** icon  to open the *Release Impound* page

Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
202	218	District 42, Versailles	12/06/2018 09:59		Initial	
201	218	District 42, Versailles	11/26/2018 22:43	walmart	Initial	

Click on the **Release Hold** icon  in the *Holds* section to open the *Release Impound Hold* window.

Go Back Print

View Vehicle Edit Vehicle

YEAR	VIN	MAKE	MODEL	TYPE	STYLE
2009	AJJDLS99V74HR75B	CHEVROLET(CHEV)	CAMARO	Automobile	Sedan, 4-door
LICENSE PLATE	LICENSE STATE	LICENSE TYPE	LICENSE MONTH / YEAR	MISC ID	COLOR
GT098837	MK	Amateur radio	7 / 2016	123	YEL / DBL
DATE OF INFO	INDEX ID				
12/06/2018 11:03:43 AM	218				

Release
All holds must be released.


RELEASED DATE

DISPOSITION
-Select-

RELEASING OFFICER
Christine Saur(Badge #: SAUR111)


AUTHORIZING OFFICER
Christine Saur(Badge #: SAUR111)

RELEASED TO
Quick Search Advanced Search / Add

Person	Role	Actions
Name: Ranelle Marie Clark Sex: Female Race: White DOB: 03/16/1959 (Age:59)	Driver	

Save

Add Hold

Hold	Reason	Hold Date	Comments	Hold Released?	Hold Release Date	Actions
6 hour hold	Verify Owner	12/06/2018 11:29		No		

Enter the Date and Time of Release, and **Release Comments**, then click **Save**.

Release Impound Hold

HOLD

6 hour hold

REASON

Drug Seizure

DATE/TIME OF RELEASE

OFFICER

Christine Saur(Badge #: SAUR111)

AUTHORIZING OFFICER

Christine Saur(Badge #: SAUR111)

RELEASE COMMENTS

Cancel


Save










For more information on accessing the search results, refer to "Search Vehicle Tow/Impound" on page 645.

Release Vehicles

Vehicles are **Released** from impound from the *Impound Search Results* page.

Search for the *Vehicle Tow/Impound* record you want to release from impound. For more information on accessing the *Impound Search* page refer to "Overview" on page 643.

Locate the appropriate record in the *Impound Search Results* page that you want to release, then click on the **Release Vehicle** icon  in the *Actions* column to open the *Release Vehicle Tow/Impound* form.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>191 Result(s) Found</div> <div> <div>Refine Search</div> <div>New Search</div> <div>Add Vehicle Tow/Impound</div> </div> </div>						
<div> <div>Previous</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>Next</div> </div>						
Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
203	 765	District 42, Versailles	01/31/2019 09:39	DENVER	Initial	   
202	 218	District 42, Versailles	12/06/2018 15:26	McDonalds	Pending Approval	  

Go Back Print

Vehicle [View Vehicle](#) [Edit Vehicle](#)

MAKE A & B TRAILER MFG CO, INC(ABTR)	MODEL TRAILER	TYPE Trailer/RVs	LICENSE PLATE NBR 097	LICENSE STATE IN	LICENSE MONTH / YEAR - / 1980
MISC ID 12345	COLOR TEA / PLE	DATE OF INFO 01/31/2019 01:51:37 PM	INDEX ID 765		

Release

RELEASED DATE DISPOSITION

RELEASING OFFICER
Christine Saur(Badge #: SAUR111)

AUTHORIZING OFFICER
Christine Saur(Badge #: SAUR111)

RELEASED To

People [Quick Search](#) [Advanced Search](#)

Person	Role	Actions
No Data To Display		

Organizations [Quick Search](#) [Advanced Search](#)

Organization	Role	Actions
No Data To Display		

Save


Note: All vehicle **Holds** must be released prior to releasing the vehicle. For instructions on releasing **Holds**, refer to "Vehicle Holds" on page 655.

Click either the **Quick Search** or **Advanced Search** link to search and select the person or organization to whom the vehicle is **Released To**.

Note: If the person or organization record does not exist and you have proper permissions, you can create the *Master Person Index* or *Master Organization Index* record by clicking on the **Advanced Search** link. For instructions on creating a *Master Person Index* record, refer to the "Adding Person" on page 100 section of the *Master Indices* chapter (follow a similar process when adding *Master Organizations*). For more information on permissions, refer to your agency administrator.





Click the **Save** button. A **Successfully Updated** message briefly appears above the **Released Date**.

A record is added to the **Log** automatically.

Click on the **Go Back** button at the top of the page to return to the *Search Results* page. The **Release Vehicle** icon  no longer displays in the *Actions* column on the vehicle record, indicating the vehicle is no longer in impound status.

Refine Search New Search Add Vehicle Tow/Impound

191 Result(s) Found Previous 1 2 3 4 5 6 7 8 Next

Impound Id	Vehicle Id	Towing Agency	Tow Date	Towed From	Approval Status	Actions
203	765	District 42, Versailles	01/31/2019 09:39	DENVER	Initial	   



Click on the **Go Back** button to return to the *Vehicle Tow/Impound Search* page.

Logs

The *Log* tab of the *Edit Impound* page displays impound activity that was systematically logged for that particular vehicle, including manual log entries you create. For details on accessing the *Edit Impound* page, refer to "Update Existing" on page 650.

The number of log entries can get long. To search for particular log entries, enter a keyword in the search text field then click the **Search** button.

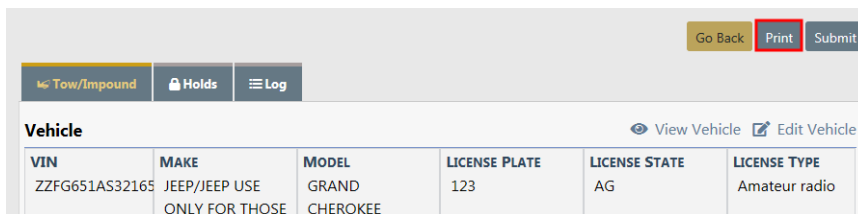
Optionally, click on **Add Log Entry** to create your own log entry, then enter **Comments** and the **Save** button.

You can edit or delete manual log entries; however, log entries generated by the system are read-only. Click the edit icon  to update the record, or click the trash icon  to delete.

Print

You can print the *Vehicle Tow/Impound* record from the *Edit Impound* page. For instructions on accessing the *Edit Impound* page, refer to "Update Existing" on page 650.

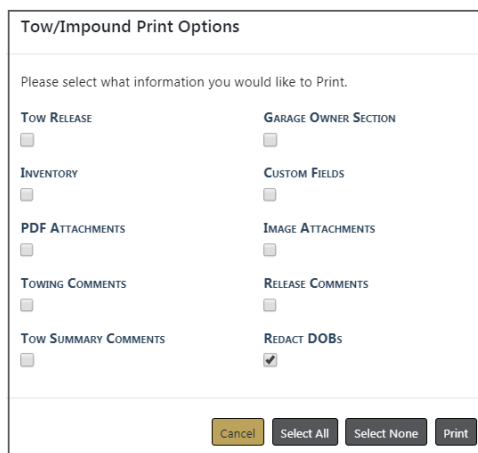
Click the **Print** button on the top right of the window.



The screenshot shows the top right of the application window with buttons 'Go Back', 'Print' (highlighted with a red box), and 'Submit'. Below is a navigation bar with 'Tow/Impound', 'Holds', and 'Log'. A 'Vehicle' section contains a table with the following data:

VIN	MAKE	MODEL	LICENSE PLATE	LICENSE STATE	LICENSE TYPE
ZZFG651AS32165	JEEP/JEEP USE ONLY FOR THOSE	GRAND CHEROKEE	123	AG	Amateur radio

The *Tow/Impound Print Options* window opens. Select the options you want to include in the report; green options are included and gray options are not.



The 'Tow/Impound Print Options' window displays a list of options to be included in the printout. The options are organized into two columns:

- TOW RELEASE** (checkbox)
- INVENTORY** (checkbox)
- PDF ATTACHMENTS** (checkbox)
- TOWING COMMENTS** (checkbox)
- TOW SUMMARY COMMENTS** (checkbox)
- GARAGE OWNER SECTION** (checkbox)
- CUSTOM FIELDS** (checkbox)
- IMAGE ATTACHMENTS** (checkbox)
- RELEASE COMMENTS** (checkbox)
- REDACT DOBs** (checkbox, checked)

At the bottom, there are buttons: 'Cancel', 'Select All', 'Select None', and 'Print'.

Click the **Print** button on the bottom right.

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

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

Chapter 33. Inventory and Assets

Inventory Overview

Inventory Management allows an organization to designate storage locations and maintain on-hand stock items. A user-defined hierarchy and shared item descriptors provide the agency with a means to perform uniform data entry across the entire organization. Managers of these locations can assign items to officers, employees, locations, vehicles, and organizations. Additionally management capability allows officers, employees, and supervisors to manage and track issued equipment. Accountability is maintained for each transaction which creates a history within the module.

Inventory Roles

There are three system-level inventory roles for the *Assets* and *Inventory* Modules:

- *Inventory Manager* role is given to any user who manages warehouse locations.
- *Inventory Sub-Manager* role is given to any user who is not a warehouse manager but who has control over non-warehouse (other) locations.

Note: The two roles above are mutually exclusive. That is, no user should have both roles at the same time.

- *Inventory Admin* role is given to the user who controls the administrative set-up of the module. (This role can be combined with the Inventory Manager role) In addition, four pre-existing roles (Officer, Officer Supervisor, CID User, and CID Supervisor) have been given the new permission categories prefixed with Inventory For Officers.

Anyone who uses inventory management should have the *Inventory - Basic Access* permission category in order to have the basic inventory functionality.

Two basic permission categories are:

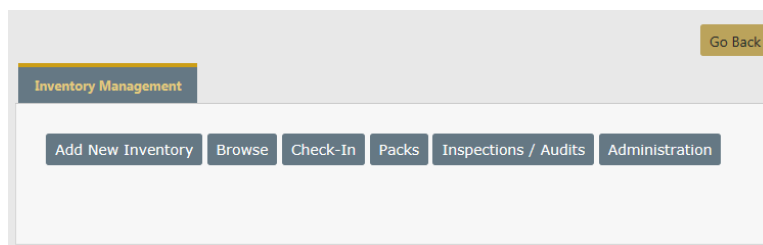
- Inventory - Show the Inventory Main Screen
- Inventory - Show the Officer Inventory Screen

Note: A user must have one of these to get started.

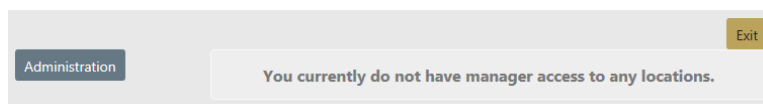
Note: Vehicle Make, Model, Type, and Styles share admin tables with the *Fleet Management Module*.

Inventory Management Page

When the administration or setup portion of *Inventory Management* is complete, the **Inventory Management** page appears. For more information on **Inventory Administration** refer to your agency administrator.



To gain access to the Inventory Management page, you must be assigned as a Location Manager. If you are not assigned as a Location Manager a message appears on the right stating you do not have manager access to locations. If you have Inventory_Manager permissions, an **Administration** button also appears on the **Inventory Management** page.



If visible, click the **Administration** button, to open the **Inventory Administration** page to set up Location Manager. For more information on **Inventory Administration** refer to the *Caliber Online Administration Guide*.

If the **Administration** button is not visible, contact your agency administrator.

Add Inventory

Add Inventory allows you to add quantities to current items. Use the following procedures to add Inventory:

From the *Inventory Management* page, select the **Add New Inventory** link to open the *Search For Existing Inventory* page.

The screenshot shows a web form titled "Advanced Search - Search For Existing Inventory". At the top right are "Go Back" and "Add New Item" buttons. The form contains several input fields and dropdown menus: "INVENTORY NUMBER" (text), "STATUS" (dropdown), "AVAILABILITY" (dropdown), "UNIT #" (text), "BARCODE" (text), "SERIAL NUMBER" (text), "MAKE" (text with a calendar icon), "MODEL" (text with a calendar icon), "EXPIRATION DATE FROM" (text with a calendar icon), "EXPIRATION DATE TO" (text with a calendar icon), "MAINTENANCE DATE FROM" (text with a calendar icon), "MAINTENANCE DATE TO" (text with a calendar icon), "SEARCH ON TYPE" (dropdown), and "SEARCH ON CURRENT CUSTODY" (dropdown). At the bottom are "Reset" and "Search" buttons.

Note: The first step to adding inventory is always to search for existing inventory with descriptions that apply to the item(s) you want to add. This is to ensure that duplicate entries are not made. The goal is to locate and use existing entries to add additional quantities so that the same descriptors are shared across the entire organization.

Perform the search to display the Search Results page. For details refer to "Search for Existing Inventory" on the next page.

If there are no matches to your search then you need to add the new inventory. For details refer to "Add New Inventory" on page 669.

If the search results returns records, add the inventory to existing inventory. For details refer to "Add to Existing Inventory" on page 667

Refine Search New Search Add New Item

Your Search: **Make:Acme;** Previous 1 Next

INVENTORY NUMBER 123.4		CATEGORY Clothing - Pants - Class A - Teflon - Silver - Striped	Total On Hand: 437 Total Issued: 824
MAKE Acme		MODEL Chaser	
SIZE 34 x 32	LINE Mens	PRIMARY COLOR Blue, Dark	
SECONDARY COLOR Blue, Dark			
DESCRIPTION Test description			
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.			

Search for Existing Inventory

From the *Incident Management* page, select the **Add New Inventory** link to open the *Search For Existing Inventory* page.


Go Back Add New Item

Advanced Search - Search For Existing Inventory

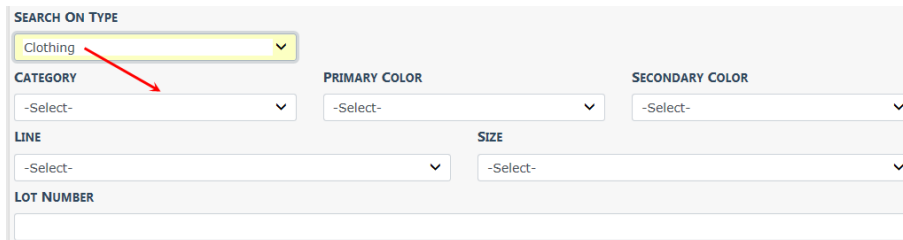
INVENTORY NUMBER <input type="text"/>	STATUS -Select- ▼	AVAILABILITY -Select- ▼
UNIT # <input type="text"/>	BARCODE <input type="text"/>	SERIAL NUMBER <input type="text"/>
MAKE <input type="text"/>	MODEL <input type="text"/>	
EXPIRATION DATE FROM <input type="text"/>	EXPIRATION DATE TO <input type="text"/>	
MAINTENANCE DATE FROM <input type="text"/>	MAINTENANCE DATE TO <input type="text"/>	
SEARCH ON TYPE -Select- ▼		
SEARCH ON CURRENT CUSTODY -Select- ▼		
Reset Search		

Complete as many of the fields in the Advanced Search section as you can.

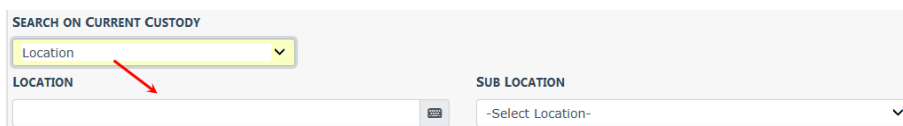
- The Inventory Number field is not required, and it only applies if your agency uses inventory numbers.
- Select/enter values for any of the fields for which you have information.

- Any field with an Auto Filter icon  to the right provides a list that matches your text. Begin typing in this field and it brings up a selection based on what you have typed. The fields that display **-Select-** contains a drop-down selection from which to choose. Click a selection to pull it into the field.

If you choose **Search On Type**, additional fields appear based on your selection.

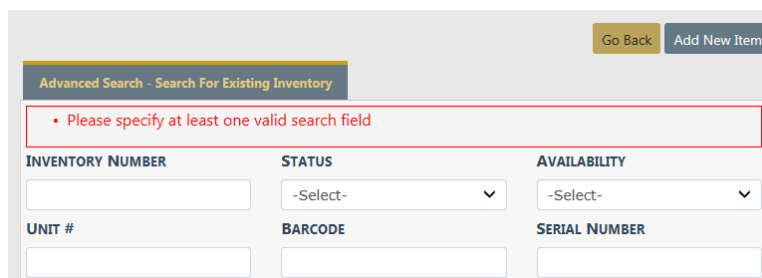


If you choose to **Search on Current Custody**, additional fields appear based on your selection.




Once you have made the selections, select **Search**.

If you select **Search** without entering a valid search field, the *Search For Existing Inventory* page displays with an error message as shown.



Add to Existing Inventory

Once you have performed a search and the search results page returns, locate an item description that matches the item(s) you want to add to the inventory then select the  next to the item to add to the inventory.

[Go Back](#)

INVENTORY NUMBER 123.4		CATEGORY Clothing - Pants - Class A - Teflon - Silver - Striped
MAKE Acme		MODEL Chaser
SIZE 34 x 32	LINE Mens	PRIMARY COLOR Blue, Dark
SECONDARY COLOR Blue, Dark		
DESCRIPTION Test description		
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.		
LOT NUMBER		UNIT PRICE
<input type="text"/>		<input type="text"/>
LOT DESCRIPTION <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		

Product Details And Quantity
Destination
Order ← Tabs

One EQ Blister Pack contains 1 Case. One Case contains 1 individual items.

# OF EQ BLISTER PACK	# OF CASE	TOTAL ITEMS ENTERED
<input type="text"/>	<input type="text"/>	<input type="text"/>

ENTER INDIVIDUAL ITEMS
☐

[Save](#)

Enter all the information you have available to include the Product Details and Quantity. Destination and Order Tabs. Select **Save**. You receive the message ensuring you that the new item(s) are being entered into the system.

Message From RMS

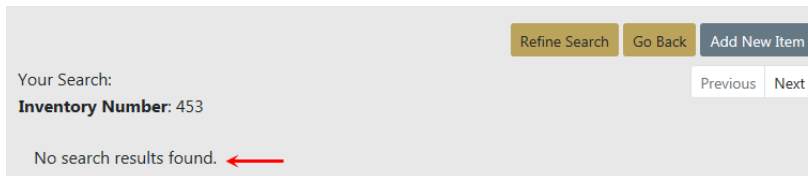
You are about to enter a total of 2 item(s) into the system.

[No](#)
[Yes](#)

Click **Yes** to enter the new items, or click **No** to return to the previous screen without entering the new items.

Add New Inventory

If there is nothing in the system that matches your search, a *No search results found* message displays.



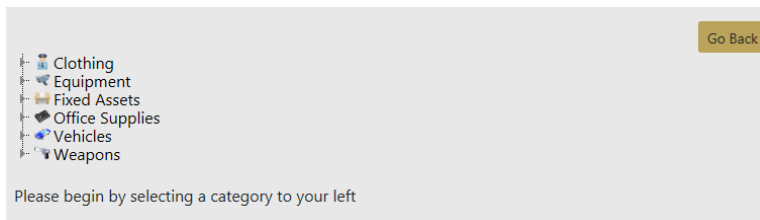
Refine Search Go Back Add New Item

Your Search:
Inventory Number: 453 Previous Next

No search results found. ←

Add the new item by selecting the **Add New Item** button on the top right.

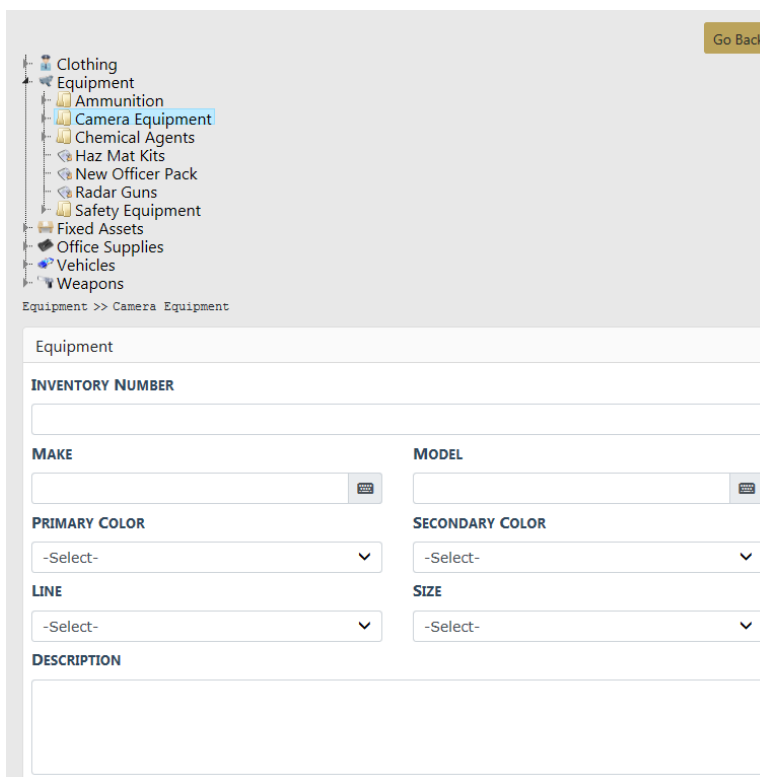
Begin by selecting a Category to your left.



Go Back

- Clothing
- Equipment
- Fixed Assets
- Office Supplies
- Vehicles
- Weapons

Please begin by selecting a category to your left



Go Back

- Clothing
- Equipment
 - Ammunition
 - Camera Equipment
 - Chemical Agents
 - Haz Mat Kits
 - New Officer Pack
 - Radar Guns
 - Safety Equipment
- Fixed Assets
- Office Supplies
- Vehicles
- Weapons

Equipment >> Camera Equipment

Equipment

INVENTORY NUMBER

MAKE **MODEL**

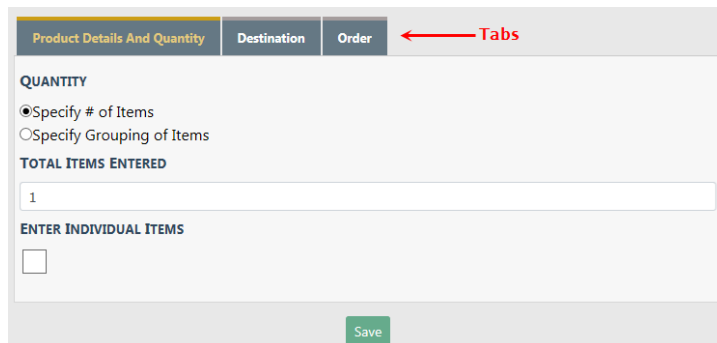
PRIMARY COLOR **SECONDARY COLOR**

LINE **SIZE**

DESCRIPTION

Enter as much information regarding the new Inventory item.

Page down to fill in the *Product Details*, *Destination* and *Order* tabs. Required fields display a red border to the left of the field. Be sure to check all tabs for required fields.



Once all information is entered for the New Inventory Item, select **Save**.

You receive a notification that you are about to enter an amount of items into the system, select **Yes** or **No**.

Edit Entries

The inventory manager can edit entries in the inventory module. However, the manager must always be aware that item descriptors are shared so edits affect other agencies in the same organization.


- Editing Item Descriptors (shared): When adding new inventory the inventory manager searches to determine if the item descriptors already exist in Online RMS. If search results return a match, the manager selects item descriptors to add new quantity on-hand to update the warehouse. While reviewing the search results, the user can also edit item descriptors.

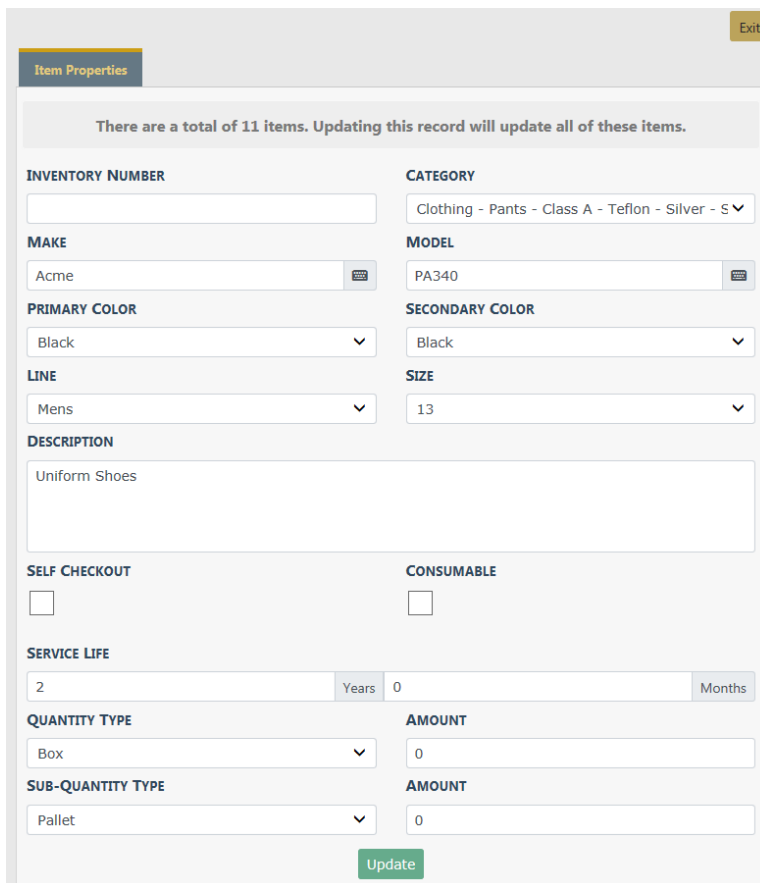
Note: Changes affect all entries across the entire organization. A warning banner displays across the top of the page if matching records exist.

There are a total of 11 items. Updating this record will update all of these items.

- Editing Item Details (not shared): While browsing existing inventory (stock on-hand), the manager can edit the on-hand detail specific to the warehouse. Fields open for edit include: Unit Number, Serial Number, Barcode Number, Expiration Date, Maintenance Date, Status, Usability, and the Disposed check box.

Log entries can be reviewed or created as needed per item. Custody history is also available for viewing and is updated automatically each time an event takes place

Select the  icon next to the item you wish to edit to display the edit page.



The screenshot shows the 'Item Properties' edit page. At the top right is an 'Exit' button. Below the title bar, a message states: 'There are a total of 11 items. Updating this record will update all of these items.' The form contains several sections: 'INVENTORY NUMBER' (text input), 'CATEGORY' (dropdown menu showing 'Clothing - Pants - Class A - Teflon - Silver - S'), 'MAKE' (text input with 'Acme'), 'MODEL' (text input with 'PA340'), 'PRIMARY COLOR' (dropdown menu showing 'Black'), 'SECONDARY COLOR' (dropdown menu showing 'Black'), 'LINE' (dropdown menu showing 'Mens'), 'SIZE' (dropdown menu showing '13'), 'DESCRIPTION' (text area with 'Uniform Shoes'), 'SELF CHECKOUT' (checkbox), 'CONSUMABLE' (checkbox), 'SERVICE LIFE' (fields for '2' years and '0' months), 'QUANTITY TYPE' (dropdown menu showing 'Box'), 'AMOUNT' (text input with '0'), 'SUB-QUANTITY TYPE' (dropdown menu showing 'Pallet'), and another 'AMOUNT' (text input with '0'). An 'Update' button is at the bottom center.

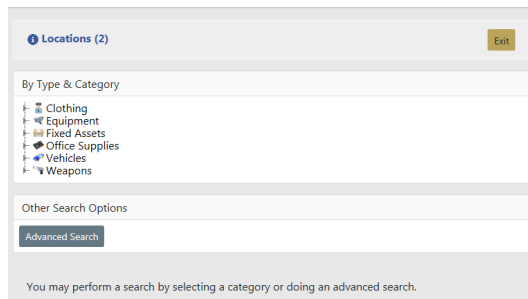
Make the needed changes then select **Update**. A message appears across the top of the page letting you know the Inventory Item has been updated. Select **Exit**.

You may edit another item or elect to **Go Back** so you can search for another item to perform the same or a different task.

Browse

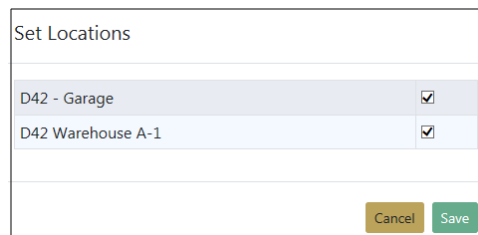
Using the **Browse** feature, the inventory manager can search one or more warehouse locations by the type and category tree. (An advanced search is available for greater refinement.) The search results allow the inventory manager to select items to create a list. The inventory manager can then take action on the list, which is treated as a single group, and the selected action is applied to all items in the list. Actions available allow the inventory manager to assign items as needed to meet various needs. (Online RMS records each transaction as it occurs.)

From the *Inventory Management* page, click the **Browse** option to display the Browse screen.



The number of locations available to the current user is shown to the far left in the *Locations* banner near the top of the page.

Click the blue information bubble icon to the left of *Locations* to set the locations.



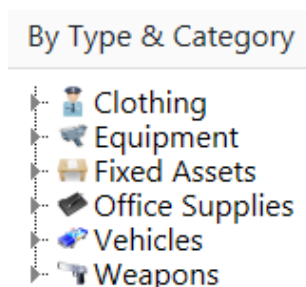
Set Locations	
D42 - Garage	<input checked="" type="checkbox"/>
D42 Warehouse A-1	<input checked="" type="checkbox"/>

Cancel Save

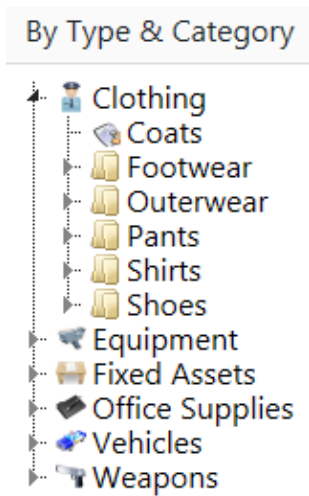
To make the listed location available, ensure the box to the right is checked

To make the location unavailable, remove the check mark

Types are listed in the **By Type & Category** section in the upper left.



Categories are contained within the types folders.



The *Other Search Options* contains *Advanced Search*. Click on the Advanced Search button to view additional search fields.

The screenshot shows the 'Other Search Options' section of the interface. At the top is a 'By Type & Category' filter menu. Below it is a section titled 'Other Search Options' containing a button labeled 'Advanced Search', which is highlighted with a red box and a red arrow. Below the button are several search fields: 'INVENTORY NUMBER' (text input), 'STATUS' (dropdown menu with '-Select-' selected), 'AVAILABILITY' (dropdown menu with '-Select-' selected), 'UNIT #' (text input), 'BARCODE' (text input), 'SERIAL NUMBER' (text input), 'MAKE' (text input with a dropdown arrow), 'MODEL' (text input with a dropdown arrow), 'EXPIRATION DATE FROM' (text input with a calendar icon), 'EXPIRATION DATE TO' (text input with a calendar icon), 'MAINTENANCE DATE FROM' (text input with a calendar icon), 'MAINTENANCE DATE TO' (text input with a calendar icon), and 'SEARCH ON TYPE' (dropdown menu with '-Select-' selected). At the bottom are 'Reset' and 'Search' buttons.

Enter the search criteria then click the **Search** button to return results.

Locations (2)

By Type & Category

Clothing

Coats

Footwear

Outerwear

Pants

Shirts

Shoes

Equipment

Fixed Assets

Office Supplies

Vehicles

Weapons

Other Search Options

Advanced Search

Your Search:

Category: Clothing

Locations: D42 - Garage, D42 Warehouse A-1

Back To Advanced Search

INVENTORY NUMBER

123.4

MAKE

Acme

MODEL

Chaser

SIZE

34 x 32

LINE

Mens

PRIMARY COLOR

Blue, Dark

SECONDARY COLOR

Blue, Dark

DESCRIPTION

Test description

QUANTITIES

One EQ Blister Pack contains 1 Case. One Case contains 1 items.

Total On Hand: 439



Total Issued: 825

Location: D42 - Garage Pending Location

Lot # 123_4-5

(Available) New: / 10 EQ Blister Pack / 10 Case / 10 Total 1 Selected

(Available) Used: / 5 EQ Blister Pack / 5 Case / 5 Total

To select items from a category, type the quantity that you want to select in text field to the immediate left of the  icon and click  to display the number of items you want to select as shown in the partial example below.


Location: D42 - Garage Pending Location

Lot # 123_4-5

(Available) New: / 10 EQ Blister Pack / 10 Case / 10 Total 1 Selected


(Available) Used: / 5 EQ Blister Pack / 5 Case / 5 Total

When you have selected items, the number of items selected as well as the Take Action and Dispose option replace the No Selection label to the far right in the Location banner.

 (1)

Take Action

Dispose

You can click on the  icon to display the *View Selected Items* page where you can delete individual items, Clear All Items, and/or Print your current selection. Select **Go Back** to return to the previous page.

Go Back

Clear All Items

Print

INVENTORY NUMBER

123.4

MAKE

Acme

MODEL

Chaser

SIZE

34 x 32

LINE

Mens

PRIMARY COLOR

Blue, Dark

SECONDARY COLOR

Blue, Dark

DESCRIPTION

Test description

QUANTITIES

One EQ Blister Pack contains 1 Case. One Case contains 1 items.

Current Custody	Lot Number	Status	Usability	Expiration Date	Count	Actions
D42 - Garage Pending Location	123_4-5	New	Available		1	

Continue to browse and select items as needed.

When you have selected all the items you want to take a particular action on, click **Take Action** to display the *Inventory Management* page as shown.

Go Back Print

Destination

☐ Checkout to Location
 ☐ Transfer to Other Warehouse
 ☐ Transfer to Other Location
 ☐ Checkout to Person
 ☒ Checkout to Organization
 ☐ Send to Vehicle
 ☐ Create Pack
 ☐ Add To Pack

ORGANIZATION

CUSTODY NOTES

INVENTORY NUMBER 123.4		MAKE Acme	
MODEL Chaser		SIZE 34 x 32	LINE Mens
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark		
DESCRIPTION Test description			
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.			

Current Custody	Lot Number	Status	Usability	Expiration Date	Count
D42 - Garage Pending Location	123_4-5	New	Available		1

Save

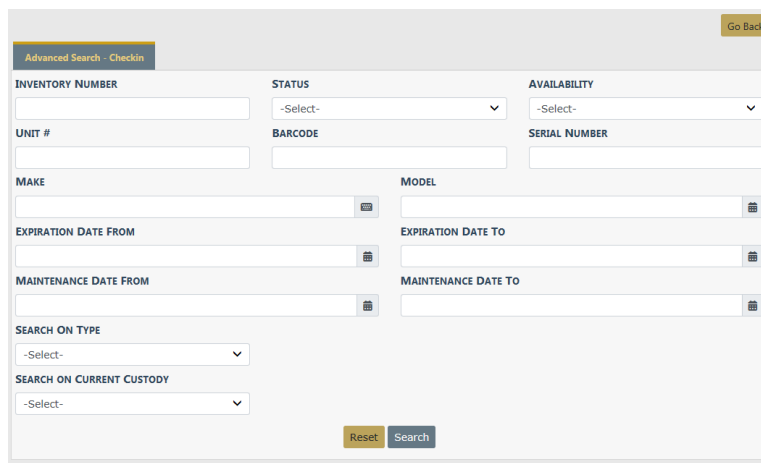
Select the appropriate radio button to indicate the destination of the item(s):

- Selection of Checkout to Location or Transfer to Other Location changes the display to include a field for selection of a Location.
- Selection of Checkout to Organization changes the display to include a field for selection of an Organization field.
- Selection of Checkout to Person changes the display to include a field for selection of an Officer / Employee.
- Selection of Transfer to Warehouse changes the display to include a field for selection of a Warehouse.
- Selection of Send to Vehicle displays the Select Vehicle window to allow selection of a vehicle.
- Selection of Create Pack changes the display to include additional fields to set up a pack.
- Selection of Add to Pack displays the Select Pack window to allow selection of a pack.

Check In

The inventory check-in process allows the manager to search for and check-in items that have been checked out (assigned) to a person, location, organization, or vehicle. A printed receipt to formalize the process is also available should one be needed.

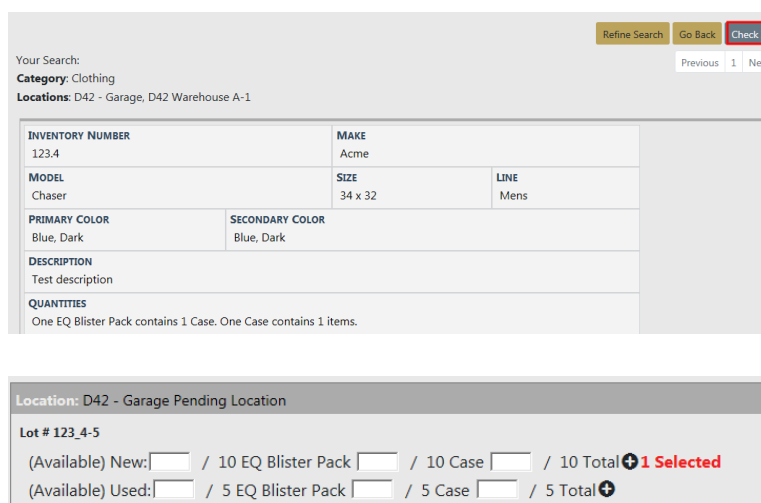
From the *Inventory Management* page, select **Check-In** to open the *Advanced Search - Checkin* page.



The 'Advanced Search - Checkin' form contains the following fields and controls:

- Go Back** button (top right)
- Advanced Search - Checkin** tab
- INVENTORY NUMBER**: Text input field
- STATUS**: Dropdown menu with '-Select-' selected
- AVAILABILITY**: Dropdown menu with '-Select-' selected
- UNIT #**: Text input field
- BARCODE**: Text input field
- SERIAL NUMBER**: Text input field
- MAKE**: Text input field with a dropdown arrow
- MODEL**: Text input field with a dropdown arrow
- EXPIRATION DATE FROM**: Date picker
- EXPIRATION DATE TO**: Date picker
- MAINTENANCE DATE FROM**: Date picker
- MAINTENANCE DATE TO**: Date picker
- SEARCH ON TYPE**: Dropdown menu with '-Select-' selected
- SEARCH ON CURRENT CUSTODY**: Dropdown menu with '-Select-' selected
- Reset** and **Search** buttons (bottom center)

Perform a search to locate the item(s) you want to check in. Enter the number to checkin to the left of the item, then click the plus sign (+) to select.



The search results interface shows the following information:

- Your Search:**
 - Category:** Clothing
 - Locations:** D42 - Garage, D42 Warehouse A-1
- Refine Search**, **Go Back**, and **Check In** buttons (top right)
- Previous**, **1**, and **Next** pagination links
- Item Details Table:**

INVENTORY NUMBER 123.4	MAKE Acme	
MODEL Chaser	SIZE 34 x 32	LINE Mens
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark	
DESCRIPTION Test description		
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.		
- Location:** D42 - Garage Pending Location
- Lot #** 123_4-5
- Selection Summary:**

(Available) New: / 10 EQ Blister Pack / 10 Case / 10 Total **1 Selected**

(Available) Used: / 5 EQ Blister Pack / 5 Case / 5 Total **+**

Select **Check In** to display the *Check In* page.

[Go Back](#) [Print](#)

DESTINATION LOCATION
DATE
TIME

NOTES

INVENTORY NUMBER
123.4
MAKE
Acme

MODEL
Chaser
SIZE
34 x 32
LINE
Mens

PRIMARY COLOR
Blue, Dark
SECONDARY COLOR
Blue, Dark

DESCRIPTION
Test description

QUANTITIES
One EQ Blister Pack contains 1 Case. One Case contains 1 Items.

Current Custody	Count	Lot #	Expiration Date	Status	Usability	Sub Location	Actions
OTHER LOCATION test	1	123_4-5		Used	Available	-Select Location-	<input checked="" type="radio"/> Check In All <input type="radio"/> Dispose All <input type="radio"/> Specify Groups

Check In

Complete the Destination Location field and other fields as needed. Select the applicable radio button in the *Actions* column.

When you choose to Dispose of an item(s) you are given the option to select the Disposition Method and enter any Disposition Comments, and click **Check In**.

Current Custody	Count	Lot #	Expiration Date	Status	Usability	Sub Location	Actions
OTHER LOCATION test	1	123_4-5		N/A	N/A	N/A	<input type="radio"/> Check In All <input checked="" type="radio"/> Dispose All <input type="radio"/> Specify Groups

Disposition Method:
Disposition Comments:

When you choose to Specify Groups **Add Entry** and **Add Disposal Entry** links appear. Click on the links to enter additional information.

Current Custody	Count	Lot #	Expiration Date	Status	Usability	Sub Location	Actions
OTHER LOCATION test	1	123_4-5		N/A	N/A	N/A	<input type="radio"/> Check In All <input type="radio"/> Dispose All <input checked="" type="radio"/> Specify Groups
Total Needing Entry: 1		Add Entry Add Disposal Entry					

A notification appears at the top of the screen advising the **Check In** was successful.

Note: For items checked back into a specific location, the on-hand count increases and the current location updates.

Packs

A **Pack** is a collection of items within a single grouping, i.e. initial issue. The **Pack** can then be checked out (assigned) as necessary.

Note: Before a new **Pack** can be created, the inventory manager must set up a pack category in the inventory tree under the appropriate type. (Pack categories can be set up under more than one type.) This is done via the *Inventory Setup* tab in the *Inventory Administration*.

From the *Inventory Management* page, select the **Packs** option to open the *Inventory Management - Manage Packs* page.

Go Back Add Pack				
Pack Name	Category	Self Checkout	Description	Actions
Test B	Paper Stock	Yes	test	
Test Pack 1	Striped	Yes	Testing pack functionality	
Test A	Handguns	Yes	testing packs iteration 1	
Pack A-1	Pants	Yes	Testing packs	
Desk Pack	Desk Items	Yes	Pack to contain standard office supplies for an officer on administrative duty.	

Select the **Add Pack** button to open the *Manage Packs - Pack Details* page.

[Go Back](#)

PACK NAME

TYPE

Clothing

CATEGORY

-Select-

SELF CHECKOUT

☐

DESCRIPTION

[Save](#)

- Click in the Pack Name field and type a meaningful name to identify this grouping.
- In the Type field, select the type of inventory item to be grouped in this pack.
- In the Category field, select the appropriate pack category.
- If you want individuals to be able to check out this pack, click the Self Checkout box.
- In the Description field, type a brief description of the item.
- Select **Save** to return to the previous page where the new **Pack** now appears.

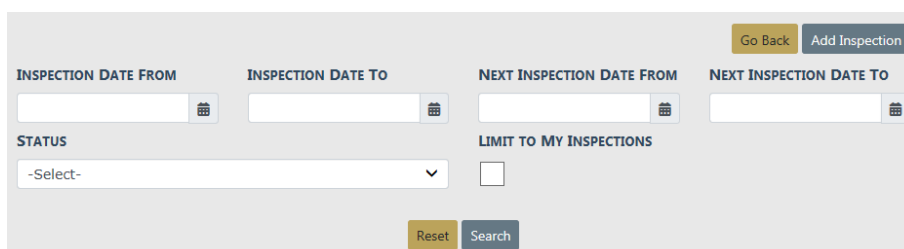
Inspections / Audits

Online RMS allows users with the appropriate roles to create inspections/audits and maintain the records. The idea is to create each type of inspection/audit that the agency needs. Print the report and use it to record the results of an inspection or audit.

Note: An **Audit** is a count of items by type, location, custody, and so forth. An **Inspection** also provides information about the item(s). The printed paper report available from each instance of an inspection/audit is used to record the results of the inspection/audit. The content of the report is persistent (stays the same over time) unless edited.

From the *Inventory Management* page select **Inspections / Audits**.

The *Inspection Search* page appears.



This page displays first to allow you to locate any existing inspection reports that suit your purpose, and if none are available, use the **Add Inspection** link to create a new one.

If you know that you need to create a new inspection, there is no need to perform a search, click the **Add Inspection** button to open the *Inventory Management - Add Inspection* page and create a new inspection (audit).

You can search by Inspection Date or Next Inspection Date (use the calendar icon to specify a beginning and/or ending date), by Status (New, Completed, Canceled), or you can limit the search to only the inspections you have created by clicking the Limit to My Inspections box, or just click Search to return a list of all inspection records, which may be an extensive list.

Complete the fields to limit your search as needed, then click **Search** to display the *Inspection Search Results* page.

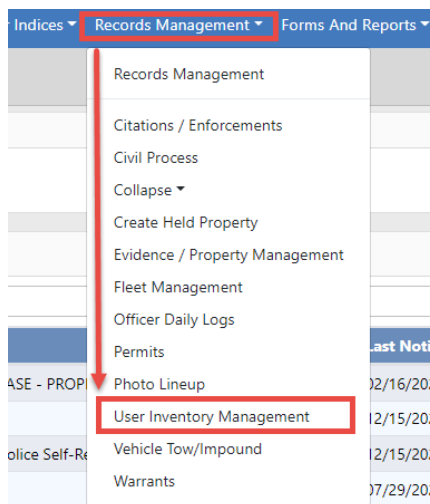
Refine Search New Search Add Inspection								
Id	Inspection Name	Search Notes	Agency	Inspection Date	Next Inspection Date	Status	Creator	Actions
117	Silver Striped Teflon Pants		District 42, Versailles	05/15/2017	07/01/2017	New	Homer Simpson	
108	Silver Striped Teflon Pants		District 42, Versailles	04/05/2013	07/01/2017	Cancelled	Homer Simpson	
113	Smith And Wesson		District 42, Versailles	04/05/2013	04/12/2013	New	Homer Simpson	

The icons in the *Actions* column allow you to edit the inspection (if you are the owner), print it, or review it. If an icon is not available to you, then you do not have permissions to perform that action.

User Inventory Management

Use the following procedure to access the *User Inventory Management* module:

From the Home page, click the *Records Management* label to display a drop-down menu as shown.



Select the *User Inventory Management* option to display the *Inventory Management* page as shown below. There are four tabs available:

- View My Stock
- Self Check Out
- Self Check In/Transfer

- **Dispose Consumable Items**

Note: Depending upon your agency's configuration set-up and your roles and permissions, the options displayed may vary.

Select **View My Stock** to open the view *My Stock - Search Results* page.

Unit #	Serial #	Barcode	Status	Usability	Next Maintenance Date	Actions
DL88-1	107881	10788X-1	New	Out of Service	03/11/2013	

This allows the Officer/Employee to view the items that have been issued or checked out to them.

Self Checkout

The **Self Checkout** feature addresses the need for specific items to be available on a routine basis. To maintain accountability, items designated by the inventory manager for **Self Checkout** can be checked out and in without manager intervention from Self Checkout locations.

For example, if hand held radar units were assigned to a patrol room and designated as available for **Self Checkout**, anyone with appropriate permissions on any shift can check the radar out and back in as needed.

[Go Back](#)

SELECT A LOCATION

☒ D42 - Garage
☐ D42 - Other
☐ D42 Warehouse A-1
☐ D42 Warehouse B.1
☐ D42 Warehouse C_1

INVENTORY NUMBER <input type="text"/>	STATUS -Select- ▼	AVAILABILITY -Select- ▼
UNIT # <input type="text"/>	BARCODE <input type="text"/>	SERIAL NUMBER <input type="text"/>
MAKE <input type="text"/>	MODEL <input type="text"/>	
EXPIRATION DATE FROM <input type="text"/>	EXPIRATION DATE TO <input type="text"/>	
MAINTENANCE DATE FROM <input type="text"/>	MAINTENANCE DATE TO <input type="text"/>	
SEARCH ON TYPE -Select- ▼		
Reset Search		

Inventory can be checked out to both officers and employees with appropriate permissions.

In order to **Self Checkout** an item(s), the inventory manager must make the location of the item available for **Self Checkout**. At a minimum, a location must be selected prior to selecting **Search**. Define the search as needed, select **Search**.

[Refine Search](#) [Go Back](#) [Finish Checkout](#)

Your Search:
Self Checkout Only: Yes
Location: D42 Warehouse A-1


[Previous](#) | [1](#) | [Next](#)

INVENTORY NUMBER 123.4		MAKE Acme	
MODEL Chaser		SIZE 34 x 32	LINE Mens
PRIMARY COLOR Blue, Dark	SECONDARY COLOR Blue, Dark		
DESCRIPTION Test description			
QUANTITIES One EQ Blister Pack contains 1 Case. One Case contains 1 items.			

Location: D42 Warehouse A-1 Room A-1

Lot # IA911

Unit #	Serial #	Barcode	Status	Usability	Next Maintenance Date	Actions
48517	746822	948127	New	Available	02/20/2013	+ ✎

Using the  icon, select the item(s) you wish to **Self Checkout**.

Once your selections are complete, select **Finish Checkout**.

Enter any Checkout Notes then select **Check Out**.

[Go Back](#)

DATE

02/21/2019

TIME

10/10/2019

CHECKOUT NOTES

INVENTORY NUMBER

10-7-88-2

Current Custody	Unit #	Serial #	Barcode	Status	Next Maintenance Date
D42 Warehouse A-1 Room A-1	48517	746822	948127	New	02/20/2013

[Check Out](#)

A confirmation message appears. Select the appropriate response.

Message From RMS

Confirm Checkout?

[No](#)
[Yes](#)

Self Check In / Transfer

From the *Inventory for Officers* page, select **Self Check In / Transfer** to open the *Transfer Items - Search Results*.

The only items available on this screen are those that you had first Self Checked-Out.

[Refine Search](#)
[Go Back](#)
[Finish Transfer](#)

Your Search:

Self Checkout Only: Yes





Officer: Christine Saur #SAUR111 - District 42, Versailles

[Previous](#)
[1](#)
[Next](#)

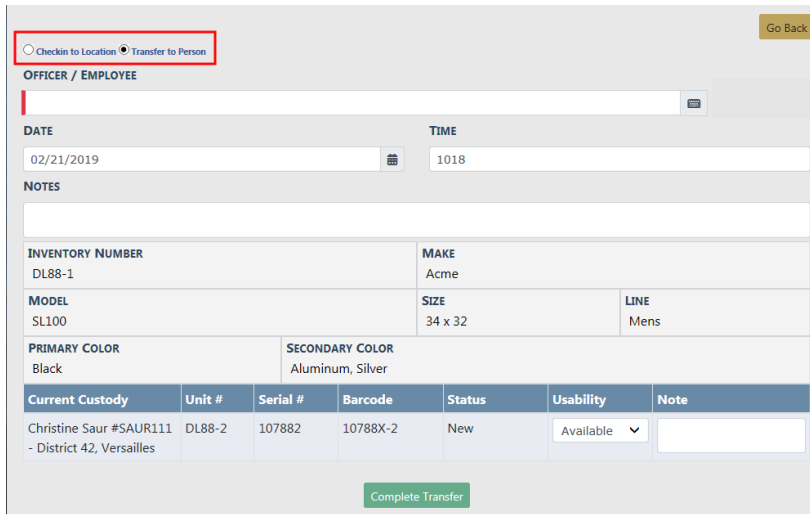
INVENTORY NUMBER		MAKE	
DL88-1		Acme	
MODEL	SIZE	LINE	
SL100	34 x 32	Mens	
PRIMARY COLOR	SECONDARY COLOR		
Black	Aluminum, Silver		

Officer: Christine Saur #SAUR111 - District 42, Versailles

Lot # DL10788-1

Unit #	Serial #	Barcode	Status	Usability	Next Maintenance Date	Actions
DL88-1	107881	10788X-1	New	Out of Service	03/11/2013	 
DL88-2	107882	10788X-2	New	Available	03/11/2013	 

Using the  icon, select the item you wish to **Self Check-In/Transfer**. Once you have made all the selections, select **Finish Transfer**.



☐ Check-in to Location ☒ Transfer to Person

Go Back

OFFICER / EMPLOYEE

DATE: 02/21/2019 TIME: 1018

NOTES

INVENTORY NUMBER: DL88-1 MAKE: Acme

MODEL: SL100 SIZE: 34 x 32 LINE: Mens

PRIMARY COLOR: Black SECONDARY COLOR: Aluminum, Silver

Current Custody	Unit #	Serial #	Barcode	Status	Usability	Note
Christine Saur #SAUR111 - District 42, Versailles	DL88-2	107882	10788X-2	New	Available	

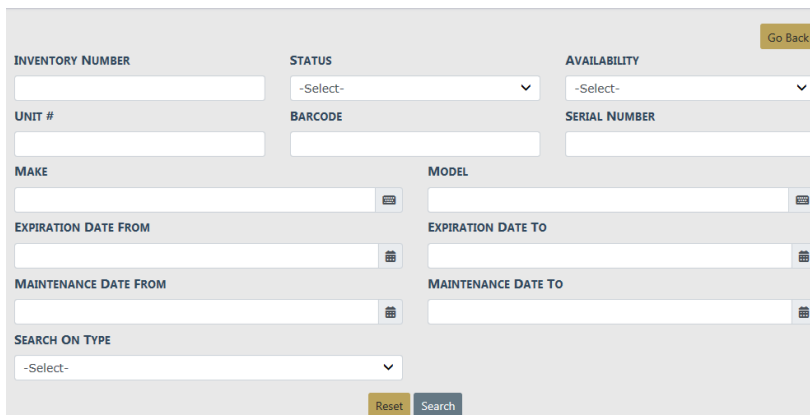
Complete Transfer

Choose either **Check-In to a Location** or **Transfer to a Person**. Add any notes then select **Complete Transfer**.

You are brought back to the *Inventory for Officers* page.

Dispose Consumable Items

From the *Officer Inventory Management* page, select **Dispose Consumable Items** to open *Inventory Search - Dispose*.



Go Back

INVENTORY NUMBER: STATUS: -Select- AVAILABILITY: -Select-

UNIT #: BARCODE: SERIAL NUMBER:

MAKE: MODEL:

EXPIRATION DATE FROM: EXPIRATION DATE TO:

MAINTENANCE DATE FROM: MAINTENANCE DATE TO:

SEARCH ON TYPE: -Select-

Reset Search

Complete as many fields as you can to narrow your search. Click **Search**.

Click  to select the items to dispose and click **Finish Disposal**.

Chapter 34. Fleet Management

Overview

The **Fleet Management** module provides the ability to manage ownership costs and service maintenance activities for agency vehicles and equipment assigned for officers' use. Use this module to manage crash reports, track mileage and costs, maintenance history, what is due for maintenance, and submit or manage service requests for needed maintenance or repairs.

This module is available with full subscription access to Online RMS. It is disabled by default but can be enabled, and additional user training is available for purchase. Contact Caliber Public Safety Support for more information.

Fleet Management can be configured specific to your agency's needs, such as an eligible list of equipment and service types, service vendors, allowable vehicle types and categories, inspection types, and more. Refer to the *Online RMS Administrator Guide* for details.

Fleet Management Permission Categories

There are five permission categories tied to the Fleet Management module:

- **Fleet Managers** have the authority to access the Fleet Management Dashboard, create or view fleet vehicles, edit all fleet vehicles and equipment records, manage crash reports, approve service requests, manage vehicle assignments they have created, and create and edit service maintenance records.

If given the *always-edit assignment* permission, fleet managers can edit assignments created by other users.

If given the *always-edit fuel & Oil* permission, fleet managers can edit fuel/oil/mileage records created by other users.

Fleet managers can delete vehicles, only if given specific permissions.

- **Mid-Level Managers** have all the Fleet Manager's permissions except the following: The ability to add vehicles and edit the primary vehicle fields or any custom fields associated with the vehicle.

- **Fleet Officers** view fleet vehicles and equipment currently or previously assigned to them, assign themselves to existing vehicles, create fuel & oil and service requests on vehicles to which they are appointed.
- **Fleet Clerk** views fleet vehicles and add fuel & oil records with mileage, and edit records only if you are the creator and only if within lock hours.
- **Application Administrators** configure the set-up of the module, such as define the eligible list of equipment and service types, vehicle types and categories, service vendors, inspection types, and more. Refer to the *Online RMS Administrator Guide* for details.

Permission categories can be assigned to any role to allow the agency to best manage user access to application modules.

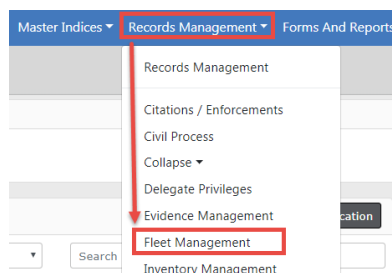
The person with the **Fleet Manager** permission category could also be an **Application Administrator**, or it could be two different people.

Note: Vehicle Make, Model, Type, and Styles for Fleet Vehicles share admin tables with the *Inventory and Asset Module*. Configure these values at the Organization level. The *Inventory and Asset Module* must be enabled, and the **Application Administrators** must also have the **Inventory_Manager** role. Refer to the *Inventory and Asset* section of the *Online RMS Administrator Guide* for details.

Fleet Manager

Dashboards in the *Fleet Management* section all filter on agency based on the user's search preference setting.

Click on the **Records Management** menu to access the **Fleet Management Dashboard**, an interactive user interface used as a launching pad for viewing and managing fleet data. *Open Service Requests* is shown by default.



The screenshot shows the Caliber Public Safety Fleet Management interface. The top navigation bar includes links for Administration, Incidents, Master Indices, Records Management, Forms And Reports, and Help. The main header displays 'Fleet Management' and a user profile with '195 / 0'. Below the header, there are four tabs: 'Open Service Requests', 'Due For Maintenance', 'Assigned Vehicles' (which is highlighted), and '\$ Cost of Ownership'. The 'Assigned Vehicles' tab shows a search bar with 'Agency' set to 'All Agencies' and 'Assignment' set to '-Select-'. There are 'Reset' and 'Search' buttons. Below the search bar, there is a table with columns: Unit #, Vehicle Type, Vehicle Make, Vehicle Model, Request Type, Request Status, Request User/Date, Review User/Date, Description, Vehicle Status, and Actions. The table shows 100 entries.

1. There are four tabs that contain existing vehicle information:

This image shows a close-up of the four tabs in the Fleet Management interface: 'Open Service Requests', 'Due For Maintenance', 'Assigned Vehicles', and '\$ Cost of Ownership'. The 'Assigned Vehicles' tab is highlighted with a yellow background.

The active tab is a different color than the other tabs.

Open Service Requests

- Vehicles tied to submitted maintenance requests that are pending completion.

Due for Maintenance

The screenshot shows the 'Due for Maintenance' tab in the Fleet Management interface. The table columns include: Unit #, Vehicle Type, Vehicle Make, Vehicle Model, Vehicle Category, Current Mileage, Last Service Mileage, Last Service Date, Next Service Mileage, Next Service Date, Vehicle Status, Assigned Officers / Employees, and Actions. A red arrow points to the 'Assigned Officers / Employees' column.

- Vehicles that meet set criteria since the last performed service maintenance.

Assigned Vehicles

The screenshot shows the 'Assigned Vehicles' tab in the Fleet Management interface. The table columns include: Unit #, Vehicle Type, Vehicle Make, Vehicle Model, Vehicle Category, Assignment, Start Date, Assigned Officers / Employees, Current Mileage, and Actions. The 'Assigned Vehicles' tab is highlighted with a yellow background.

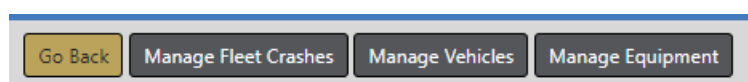
- The tab includes actions for attached custom forms, end open assignments, add fuel/oil mileage records, and select.

Cost of Ownership



- The total cost (purchase price + fuel and oil costs + maintenance and repair costs), total mileage or hours on the vehicle, and the cost per mile or hour. The dashboard defaults to this tab.

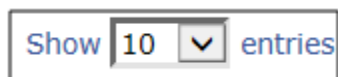
- Four buttons on the top right of the window:



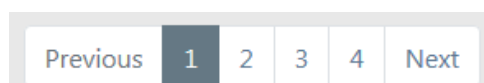
- Click the **Manage Fleet Crashes** button to add, update, or delete fleet crash reports. For details refer to "Manage Fleet Crash Reports" on page 693.

Note: You can also create or manage a Crash Report under the **Manage Vehicles** option.

- Click the **Manage Vehicles** button to add, update, or delete vehicles. For details refer to "Manage Vehicles" on page 712.
 - Click the **Manage Equipment** button to add, update, or delete equipment associated with vehicles. For details refer to "Manage Equipment" on page 706.
 - Click the **Go Back** button to return to the dashboard.
- You can change the number of entries that appear in the grid. Click on the **Show Entries** ☒ and select 10, 25, 50 or 100. The default is 10.



- The bottom of the window displays the number of entries and it allows you to navigate between pages.



The highlighted number is the page currently being viewed. Click **Next** to advance to the next page, or click the page number you want to view. Click on **Previous** to view the previous page.

5. Each tab allows you to filter the grid data that appears in the grid. Depending on permissions you can filter by agency, assignments, and a specific word or phrase.

- Click on the tab you want to view, if different than the default **Cost of Ownership**.
- Select one, two, or all three search options:
 - If applicable, optionally select an **Agency** from the list. The results list immediately displays only records pertaining to that selection.
 - Optionally, select an **Assignment** from the list. The results list immediately displays only records pertaining to that selection.
 - Optionally, enter text into the **Search** box, then click the **Search** button or press **Enter** to display only records matching the entered text. The displayed list dynamically changes based on the entered text.

Search text example:

On the **Cost of Ownership** tab enter *Chev* in the text box, then click **Search** or press **Enter** to show only records containing *Chev*. Change the text to *Impala* then click **Search** or press **Enter** to display only records containing *Impala*.

Note: Screen captures of tabs herein may refer to previous versions of the software, but the functionality remains the same.

Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category	Total Miles/Hours	Total Cost	Cost Per Mile/Hour	Total Hours Down	Vehicle Status	Assignment	Actions
ddd		CHEVROLET(CHEV)	IMPALA		15,020	\$0.00	\$0.00	0	Assigned		[Icons]
123456789		CHEVROLET(CHEV)	COBALT		20,000	\$1,116.00	\$0.06	0	Assigned	Command Staff	[Icons]
27		CHEVROLET(CHEV)			260	\$201.00	\$0.77	0	Assigned		[Icons]
50	Automobile	CHEVROLET(CHEV)		Patrol Unmarked	34,500	\$1,010.00	\$0.03	20	Available		[Icons]

Showing 1 to 4 of 4 entries

Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category	Total Miles/Hours	Total Cost	Cost Per Mile/Hour	Total Hours Down	Vehicle Status	Assignment	Actions
ddd		CHEVROLET(CHEV)	IMPALA		15,020	\$0.00	\$0.00	0	Assigned		[Icons]

Showing 1 to 1 of 1 entries

Note: Click the **Reset** button to remove the entered search text and list all available records.

- c. Click on the **Unit ID** to open the *View Fleet Vehicle* window for detailed information about that particular vehicle.

Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category
123456789		CHEVROLET (CHEV)	COBALT	
ddd		CHEVROLET (CHEV)	IMPALA	
dmm3		CHEVROLET (CHEV)	CAMARO	Van

[Go Back](#)

Vehicle
 Assignments
 Fuel / Oil / Mileage

Fleet Vehicle Information

AGENCY District 42, Versailles	VEHICLE ID 28	
YEAR 2008	MAKE CHEVROLET(CHEV)	MODEL IMPALA
VIN	TYPE	STYLE
LICENSE # 5656	LICENSE STATE	
PRIMARY COLOR	SECONDARY COLOR	
DESCRIPTION		
STATUS Assigned	UNIT NUMBER ddd	CATEGORY
ASSIGNMENT	GROUP	BUDGET
RATING	FUNDING VENDOR	
PURCHASE DATE	PURCHASE PRICE	PURCHASE FROM
PURCHASE COMMENT		

The *View Fleet Vehicle* window contains three tabs:

Vehicle
 Assignments
 Fuel / Oil / Mileage

Vehicle

- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. The *View Fleet Window* opens to this tab by default as shown in the above image.

Assignments

- A history of officers or employees who are non-officers assigned to the vehicle, including dates.

Fuel/Oil/Mileage

- Summarization of fluid types and the dates and costs with mileage.
- d. Click on the **Back** button to return to the **Dashboard**. For your convenience, this button is located on the upper right of the window and on the lower center of the window; either will return you to the **Dashboard**.

Manage Fleet Crash Reports

The **Manage Fleet Crashes** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search, Add, Edit, or Delete* fleet crash report data.

To update or delete crash reports you must first search for the crash record. Depending on permissions, the search results provide the option to update, delete, or view the crash data. The search page also provides the option to create a new crash report.

Note: The **Manage Fleet Crashes** button only appears if you have appropriate permissions.

Note: With appropriate permissions, you can also create or manage Crashes from the *Edit Fleet Vehicle* screen. Refer to "Edit Vehicles " on page 723 for details.

Search Fleet Crash Reports


1. Click on the **Manage Fleet Crashes** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. The *Crash Search* screen appears. Enter various pieces of information about the crash report such as, status, cause, dates, crash report number, vehicle id, etc.

Note: The Agency of the crash report defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within your organization by selecting from the drop down list.

To add a crash report, click the **Add Fleet Crash** button on the top right of the screen. For instructions on adding a crash report refer to "Add Crash Report" on the facing page.

The fields with **-Select-** supply a specific list from which to choose. For example, to search for a **Cause** click in the field and select from the drop down list.

The first screenshot shows a dropdown menu labeled 'CAUSE' with the text '-Select-' and a downward arrow. The second screenshot shows the same dropdown menu with the list expanded, displaying three options: '-Select-', 'Accident', and 'Officer Induced'. The 'Accident' option is highlighted in blue, and a mouse cursor is pointing at it.

The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Officer/Employee** field and type a portion of the name to view a list that matches your entered text, then click on an option from the list to populate the Officer/Employee field.

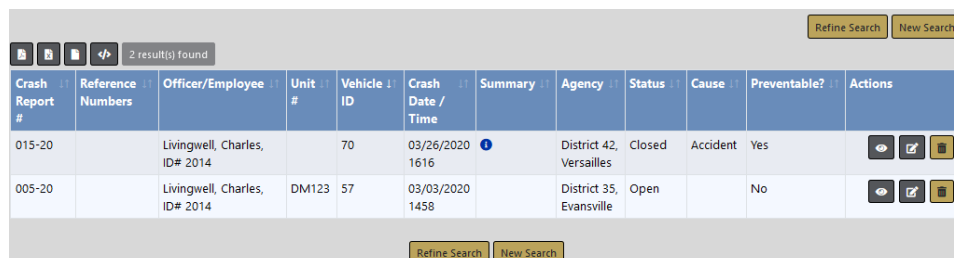
The first screenshot shows a search field labeled 'OFFICER/EMPLOYEE' with the text 'ch' entered. To the right of the field is a magnifying glass icon. Below the field, a list of suggestions is displayed, including 'Communications Personnel Chris Clark (Employee #:) - District 42, Versailles', 'Patrol Sworn Christine Saurtest (Employee #:) - District 42, Versailles', 'Patrol Sworn Christine SaurTest (Employee #:) - District 42, Versailles', and 'Patrol Sworn Christine SaurTest2 (Employee #:) - District 42, Versailles'. The second screenshot shows the same field now populated with the text 'Charles Livingwell(Badge #: 2014) - Dis'.







Note You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.


Select any applicable check boxes that apply to the search. For example, select **On Traffic Stop** to search for crash report that pertain to traffic stops.

3. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Fleet Management dashboard, click **Search** to display a list of existing crashes that match the entered data.

If you selected **Search**, the results display in a grid.



Crash Report #	Reference Numbers	Officer/Employee	Unit #	Vehicle ID	Crash Date / Time	Summary	Agency	Status	Cause	Preventable?	Actions
015-20		Livingwell, Charles, ID# 2014		70	03/26/2020 1616		District 42, Versailles	Closed	Accident	Yes	  
005-20		Livingwell, Charles, ID# 2014	DM123	57	03/03/2020 1458		District 35, Evansville	Open		No	  

Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over. Click on the Crash Report Number of the crash record to view details, or click on the **View** icon  on the right.

4. To export the search results to a file, refer to "Export Search Results" on page 36.

Add Crash Report

Fleet Managers, with proper permissions, have the ability to add crash reports to fleet vehicles.

There are two ways to initiate a new crash report:


- From the *Crash Search* page.
- From the fleet vehicle record.





Perform the following steps to add a crash report:

1. Access the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. Choose one of the following methods to initiate a new crash report:

From the Crash Search page:


- a. Click on the **Manage Fleet Crashes** button on the **Fleet Management Dashboard** to open the *Fleet Crash Search* page.
- b. Click on the **Add Fleet Crash** button.
- c. The *Vehicle Search* page opens.
- d. Search for the vehicle record that you want to associate with the crash report. For more information on searching for a vehicle record, refer to "Search Vehicles " on page 712.





- e. Click the **Select** icon  on the appropriate vehicle record in the results grid to add the vehicle to the new crash report.

35 result(s) found									
Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
72	Test1	DODGE(DODG)	Charger	Assigned	District 34, Jasper	Super Maj Captain, Frawley, Fred, ID# 454	12/01/2020	100	   

- f. The *Edit Fleet Crash* page opens.

From the Fleet Vehicle:

- a. Click on the **Manage Vehicle** button on the **Fleet Management Dashboard** to open the *Vehicle Search* page.
- b. Search for the vehicle record that you want to associate with the crash report. For more information on searching for a vehicle record, refer to "Search Vehicles " on page 712.
- c. In the *Fleet Vehicle Search Results* grid, click the **Edit** icon  on the vehicle you want to associate with the new crash report.

35 result(s) found									
Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
72	Test1	DODGE(DODG)	Charger	Assigned	District 34, Jasper	Super Maj Captain, Frawley, Fred, ID# 454	12/01/2020	100	   

- d. The *Edit Vehicle* page opens.
- e. On the *Edit Vehicle* page, **page down** to the *Crashes* section of the fleet vehicle record.

Crashes								
Crash Report #	Crash Type	Crash Cause	Status	Officers/Employees	Preventable	Crash Date / Time	Summary	Actions
010-20			Open		No			 
005-20			Open	Livingwell, Charles, ID# 2014	No	03/03/2020 1358		 

- f. Click on the **Add Fleet Crash** link located on the top right of the *Crashes* section.
- g. Click on the **Yes** button when asked if you want to continue.
- h. The *Edit Crash* page appears.
3. Enter the relevant information on the *Edit Crash* page, then click **Update**.

For more information on the *Edit Crash* page, refer to "Edit Crash Report" on page 698.

Delete Crash Report

To delete a crash report you must first **Search** for the crash report. The **Search Results** will provide the option to delete.

1. Click on the **Manage Fleet Crashes** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. The *Crash Search* screen appears. Search for the crash report you want to delete. For instructions on how to search, refer to "Search Fleet Crash Reports" on page 693.

Example of search results:

35 result(s) found

Refine Search

New Search

Previous

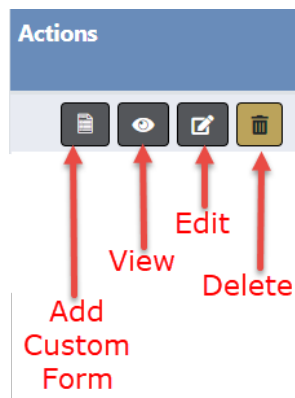
1

2


Next

Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
72	Test1	DODGE(DODG)	Charger	Assigned	District 34, Jasper	Super Maj Captain, Frawley, Fred, ID# 454	12/01/2020	100	<div><div></div><div></div><div></div><div></div></div>
71	DMM004			Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014			<div><div></div><div></div><div></div><div></div></div>

The icons on the right allow you to *Edit*, *View*, or *Delete*.



Note: If you do not see the delete icon, then you do not have appropriate permissions to do so.

3. Click on the trash icon  to delete the appropriate equipment. The confirmation screen appears.

Message From RMS

Are You Sure?

No Yes

4. Click **Yes** to delete or **No** to return to the results window without deleting.

Edit Crash Report

Fleet Managers, with proper permissions, have the ability to edit crash reports.

There are two ways to access the *Edit Fleet Crash* page:

- By searching for a specific crash report using the *Crash Search* page.
- From the fleet vehicle itself.









Perform the following steps to edit a crash report:

1. Access the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. Choose one of the following methods to access the *Edit Fleet Crash* page:


From the *Crash Search* page:


- a. Click on the **Manage Fleet Crashes** button on the **Fleet Management Dashboard**.
- b. The *Crash Search* screen appears. Search for the crash report you want to update. For instructions on how to search, refer to "Search Fleet Crash Reports" on page 693.


Search results example:

4 result(s) found										Refine Search	New Search
Crash Report #	Officer/Employee	Unit #	Vehicle ID	Crash Date / Time	Summary	Agency	Status	Cause	Preventable?	Actions	
007-20	Gordmanson2, Christian (osuper), ID# 90	dmm3	55	03/05/2020 1222		District 42, Versailles	Open		No	 	
005-20	Livingwell, Charles, ID# 2014	DM123	57	03/03/2020 1358		District 35, Evansville	Open		No	 	
006-20	Evidence2, Employee, ID# 654321	1abc	59	02/29/2020 1221		District 42, Versailles	Open		No	 	
004-20	Officer Supervisor, Gordmanson, Christian (osuper), ID# 70	123	60	02/29/2020 1211		District 42, Versailles	Open		Yes	 	

From the Fleet Vehicle:

- a. Search for the vehicle and click the edit icon  to update the vehicle record. For more information on searching for a vehicle record, refer to "Edit Vehicles " on page 723.
- b. On the *Edit Vehicle* screen, page down to the *Crashes* section of the fleet vehicle record.

Crashes ➕ Add Crash								
Crash Report #	Crash Type	Crash Cause	Status	Officers/Employees	Preventable	Crash Date / Time	Summary	Actions
010-20			Open		No			 
005-20			Open	Livingwell, Charles, ID# 2014	No	03/03/2020 1358		 

3. Click the edit icon  on the crash report you want to update. The *Edit Crash* form opens.

Go Back

Vehicle Information

VEHICLE ID	AGENCY	UNIT NUMBER	YEAR
57	District 35, Evansville	DM123	2018
MAKE	MODEL	STYLE	CATEGORY
HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT		Patrol Marked
VIN	LICENSE #	CURRENT MILEAGE	ASSIGNMENT
12345		0	

Crash Details

CRASH REPORT #	TOTAL COST ⓘ	STATUS
005-20	\$0.00	Open
AGENCY	CRASH DATE / TIME	CRASH DAY OF WEEK
District 35, Evansville	03/03/2020 1358	TUESDAY
CRASH TYPE	HOURL GROUP	COUNTY
-Select-	-Select-	-Select-
CRASH CAUSE		
-Select-		
PREVENTABLE?	PURSUIT?	ON TRAFFIC STOP?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY

Location Details

Add Location

Update

Officer/Employee

Change Officer/Employee
Remove Officer/Employee

NAME

Livingwell, Charles, ID# 2014

Incidents

Associate Incident

References

Add Reference

Insurance

Add Insurance

Service / Maintenance Records

Add Service/Maintenance Record

Crash Towing

Add Towing

Attachments

Add Attachment

Note: Data in the *Vehicle Information* section comes directly from the fleet vehicle record and cannot be modified.

Note: **Total Cost** is read-only and it calculates automatically: Tow costs + service/maintenance costs.

Crash Details

1. Modify the necessary information in the *Crash Details* section, then click the **Update** button to save.

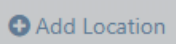
Note: Fields that are grayed-out cannot be modified.

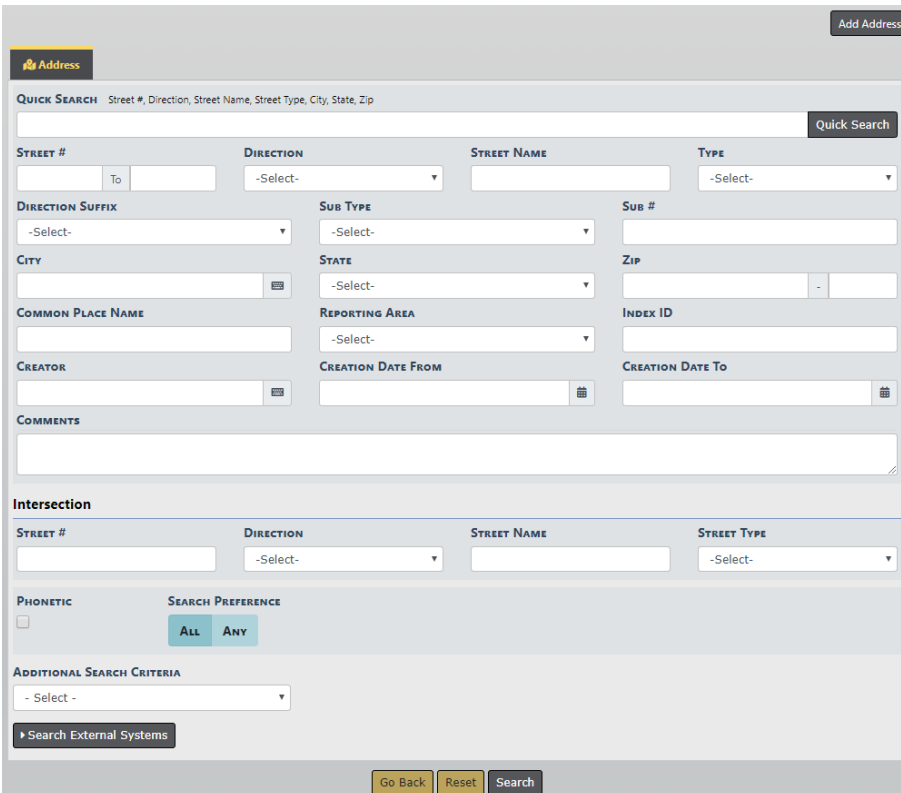
Location

1. Optionally, search for and choose an existing address.

Note: The location must exist in the Master Address Index. If the location doesn't exist, with proper permissions, you can add it to the Master Address Index then select the newly added record. For more information on Master Index, refer to “Master Indices Overview” on page 83.

- a. Click **Add Location** to open *Location Search*.




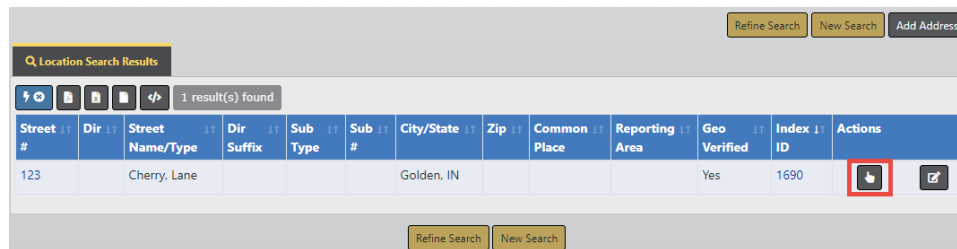




The screenshot shows the 'Address' section of the software interface. At the top right is an 'Add Address' button. Below it is a 'QUICK SEARCH' bar with a placeholder 'Street #, Direction, Street Name, Street Type, City, State, Zip' and a 'Quick Search' button. The main form is divided into several sections: 'STREET #' with a 'To' field, 'DIRECTION' (dropdown), 'STREET NAME', and 'TYPE' (dropdown). Below these are 'DIRECTION SUFFIX' (dropdown), 'SUB TYPE' (dropdown), and 'SUB #' (text field). The 'CITY' field has a calendar icon. 'STATE' is a dropdown, and 'ZIP' is a text field with a hyphen. 'COMMON PLACE NAME' is a text field. 'REPORTING AREA' is a dropdown, and 'INDEX ID' is a text field. 'CREATOR' is a text field with a calendar icon. 'CREATION DATE FROM' and 'CREATION DATE TO' are text fields with calendar icons. A 'COMMENTS' section with a large text area is below. The 'Intersection' section has 'STREET #' and 'DIRECTION' (dropdown), 'STREET NAME', and 'STREET TYPE' (dropdown). The 'PHONETIC' section has a checkbox. 'SEARCH PREFERENCE' has 'ALL' and 'ANY' buttons. 'ADDITIONAL SEARCH CRITERIA' is a dropdown. A 'Search External Systems' button is at the bottom left. At the very bottom are 'Go Back', 'Reset', and 'Search' buttons.

- b. Enter as much information as possible to find the address record, then click the **Search** button to display results that match your entered criteria.

For more information on searching address records, refer to the *Address Search* section of "Searching Master Records" on page 87.

- c. Click on the select icon  to select the appropriate address record that appears in the grid.



Street #	Dir	Street Name/Type	Dir Suffix	Sub Type	Sub #	City/State	Zip	Common Place	Reporting Area	Geo Verified	Index ID	Actions
123		Cherry Lane				Golden, IN				Yes	1690	 

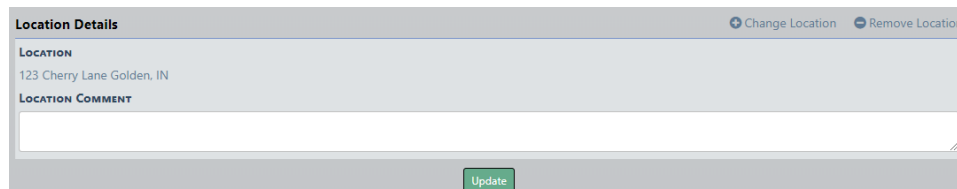
When address you need does not exist:

When the address you are looking for does not exist in the system, you can, with appropriate permissions, add the record then select it.

Click on the **Add Address** button on the top right to add a new address record. If the button does not appear on your screen, then you do not have appropriate permissions.

For more information on adding an address record, refer to "Adding Address" on page 109.

- d. The address is added to the *Location Details* grid of the Crash Report.



- e. Optionally, enter **Location Comments** then click on the **Update** button to save.
- f. Click the **Change Location** link to change the address, if applicable. The link open the *Address Search* form.
- g. Click the **Remove Location** link to remove the location and location comment from the grid, if applicable. Then confirm deletion.

Officer/Employee

1. Click on the **Add Officer/Employee** or **Change Officer/Employee** link, whichever applies.
2. The *Assigned Officers/Employee* windows appears.

Assigned Officers/Employees

Officer(s)/Employee(s)	Assign Start Date	Assign End Date	Actions
Cid Detective, MANNY, Benjamin (cid), ID# 306	03/14/2020 1748		
Supervisor, Lauren, Ralphie (off), ID# 1010	03/11/2020 1346		

OFFICER/EMPLOYEE

Cancel
Save

Officers/employees assigned or previously assigned to the vehicle the past twelve months appear in the list.

3. Select the appropriate officer/employee from the list provided.
4. Click **Save**.

To remove an officer/employee, click on the delete icon then confirm deletion.

Associate Incident

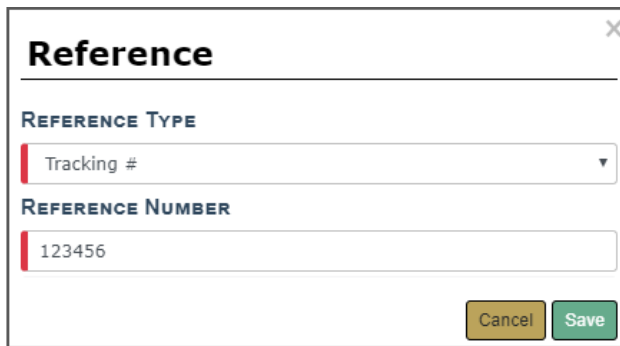
1. If applicable, click on the **Associate Incident** link to associate the crash report with an incident.
2. The *Incident Search* window opens. Enter the search criteria and click the **Search** button to display the results, then select the appropriate incident from the results grid. For more information on searching for incidents, refer to "Incident Search" on page 270.
3. To remove an associated incident from the crash report, click the delete icon then confirm deletion.

If the delete icon is not present, then you do not have appropriate permissions.

Note: This removes the association to the incident from the crash report; it does not remove the incident from the system.

References

1. If applicable, click on the **Add Reference** link to include a reference.

A dialog box titled "Reference" with a close button (X) in the top right corner. It contains two sections: "REFERENCE TYPE" with a dropdown menu showing "Tracking #" and a downward arrow, and "REFERENCE NUMBER" with a text input field containing "123456". At the bottom right are "Cancel" and "Save" buttons.

Reference



REFERENCE TYPE

Tracking # ▼

REFERENCE NUMBER

123456

Cancel Save

2. Select the **Reference Type**.
3. Enter the **Reference Number**.
4. Click **Save** to add it to the crash report.
5. To edit a reference record, click on the edit icon , make changes, then click **Save**.
6. To delete a reference record, click on the delete icon , then click **Yes** to confirm deletion.

Insurance

1. If applicable, click on the **Add Insurance** link to add insurance to the crash report. The *Insurance* window opens.
2. Enter the information, then click **Save**.

Service/Maintenance Records

1. If applicable, click on the **Add Service/Maintenance** link to add service/maintenance to the crash report. The *Service/Maintenance* window opens.
2. Enter the values into the Service/Maintenance window.

Service / Maintenance

MILEAGE/HOURS ODOMETER

54154

START DATE

11/05/2020

☒ SELECT VENDOR
 ☐ SPECIFY VENDOR

Warner truck stop

INVOICE NUMBER

451

HOURS DOWN

2

SERVICE COST

\$80.00

COMMENTS

Replace two windshield wipers.

RESET SERVICE INTERVAL MILEAGE

☐

Cancel

Add Details

Save

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

For vendor, **Select Vendor** from a list or click **Specify Vendor** enter your own.

- Click **Save** to create the **Service Maintenance** record, **Cancel** to return to the **Edit Fleet Vehicle** window without saving, or click **Add Details** to add **Service Repair** records.
- If you chose to **Add Details**, the *Edit Service Record* appears.

Go Back

Service/Maintenance Information

MILEAGE/HOURS ODOMETER

55121

ESTIMATED COST

INVOICE NUMBER

545

SERVICE COST

\$65.00

SUPPLEMENTAL COST

\$0.00

TOTAL COST ⓘ

\$0.00

HOURS DOWN

1

TECHNICIAN

☒ SELECT VENDOR
 ☐ SPECIFY VENDOR

Warner truck stop

COMMENTS

Oil Change

START DATE

02/05/2020

END DATE

COMPLETION DATE

Go Back

Save



Service Repairs

Add Service Repair

Attachments

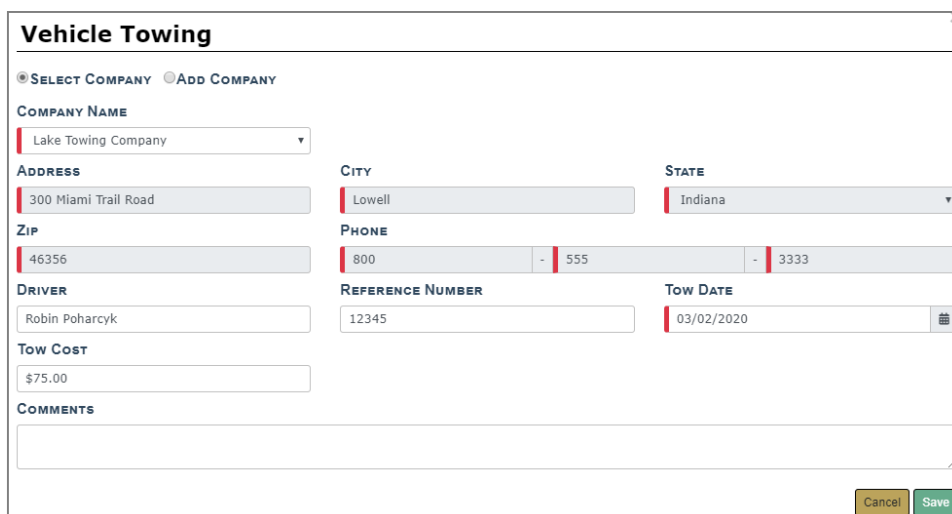
Add Attachment

Note: Items specific to crash reports:

- Maintenance records created within a crash report are only visible within the crash report, not in the Service Maintenance grid on the fleet vehicle itself.
 - Costs associated with service maintenance records within a crash report are not included in the Cost of Ownership on the fleet vehicle itself.
 - Mileage associated with the service maintenance records within a crash report are not used when determining Next Service Mileage and Next Service Date on the fleet vehicle itself.
5. To edit an existing service/maintenance record on the crash report, click on the edit icon , make changes, then click **Save**.
 6. To delete a service/maintenance record from the crash report, click on the delete icon , then click **Yes** to confirm deletion.


Crash Towing


1. If applicable, click on the **Add Towing** link to add towing to the crash report. A *Vehicle Towing* window opens.
2. You can **Select Company** then choose from a drop-down list, or **Add Company** and complete the necessary information.



The image shows a 'Vehicle Towing' form with the following fields and values:

Vehicle Towing		
<input checked="" type="radio"/> SELECT COMPANY <input type="radio"/> ADD COMPANY		
COMPANY NAME Lake Towing Company		
ADDRESS 300 Miami Trail Road	CITY Lowell	STATE Indiana
ZIP 46356	PHONE 800 - 555 - 3333	
DRIVER Robin Poharcyk	REFERENCE NUMBER 12345	TOW DATE 03/02/2020
TOW COST \$75.00		
COMMENTS		
<div>Cancel Save</div>		

3. Click **Save** to add the towing record to the crash report.
4. To edit an existing towing record on the crash report, click on the edit icon , make changes, then click **Save**.

- To delete a towing record from the crash report, click on the delete icon , then click **Yes** to confirm deletion.

Attachments

- If applicable, click on the **Add Attachment** link to attach a photo or document to the crash report.

For more information on adding attachments, refer to "Add Attachments" on page 69.

For general information about attachments, refer to "Attachments Overview" on page 69.


Manage Equipment

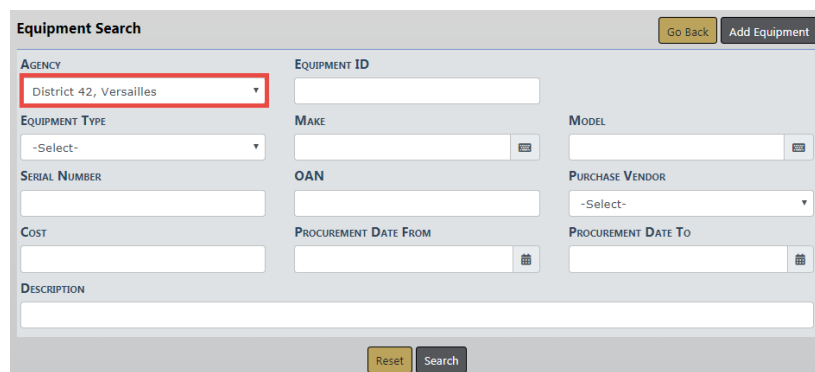
The **Manage Equipment** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search*, *Add*, *Edit*, and *Delete* equipment data. Equipment examples are handcuffs, shotguns, radar guns, etc.

To update or delete equipment you must first search for the equipment record. The search results will provide the option to update, delete, or view the equipment data.


Search Equipment

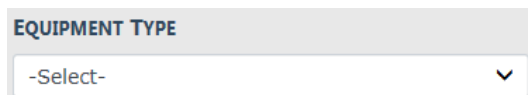
- Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
- The **Fleet Equipment Search** screen appears. Enter various pieces of information about the equipment such as, equipment type, make, model, etc.

Note: The Agency of the equipment defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within your organization by clicking on the .



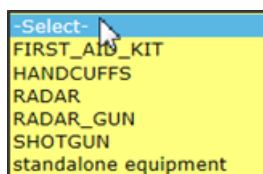
To add equipment click the **Add Equipment** button. For instructions on adding equipment refer to "Add Equipment " on the next page.

The fields with **-Select-** supply a specific list from which to choose. For example, to search for the **Equipment Type** *Handcuffs*, click on the  and a list will appear, then click *Handcuffs* from the list.

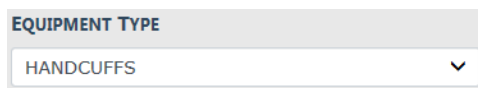


EQUIPMENT TYPE

-Select- ▼




-Select-
FIRST_AID_KIT
HANDCUFFS
RADAR
RADAR_GUN
SHOTGUN
standalone equipment

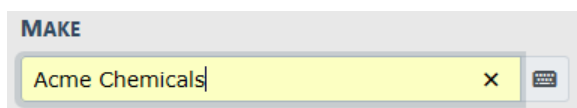


EQUIPMENT TYPE


HANDCUFFS ▼

NOTE: Equipment Types are unique per Organization.

The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *Acme* to view a list of *Acme* options from which to choose, then click on the option you want and it appears in the **Make** field.



MAKE


Acme Chemicals x 

Note You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

3. Either click **Reset** to clear all fields to start over, click **Back** to return to the Fleet Management dashboard, click **Search** to display a list of existing equipment that matches the entered data, or **Add Equipment** to add the equipment to the database.

If you selected **Search**, the results display in a grid. The example below is a search result for **Equipment Type** *Handcuffs* and **Agency** *District 42, Versailles*.

Equipment Id	Type	Make	Model	Agency	Active	Actions
22	HANDCUFFS	Acme Chemicals	GAS-1 mask	District 42, Versailles	true	
19	HANDCUFFS	Smith And Wesson	Focus	District 42, Versailles	true	
17	HANDCUFFS	911 Gear	Camaro	District 42, Versailles	true	
14	HANDCUFFS	Ruger	Focus	District 42, Versailles	true	



Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over. Click on the Equipment ID of the equipment record to view details, or click on the **View** icon  on the right.

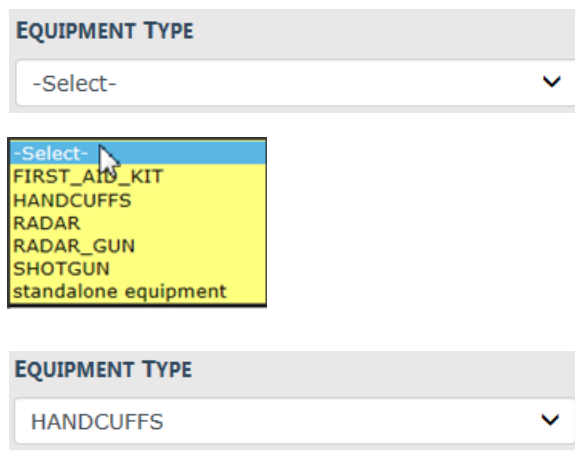
- To export the search results to a file refer to "Export Search Results" on page 36.

Add Equipment

Fleet Managers have the ability to add equipment to the Fleet Management module by way of the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 688.

- Click on the **Manage Equipment** button on the **Fleet Management** dashboard.
- The **Fleet Equipment Search** screen appears. Before adding the equipment, it is recommended you first search for the equipment to verify whether or not it already exists, though not required. For instructions on how to search for equipment refer to "Search Equipment" on page 706.
- Click on the **Add Equipment** button on the **Fleet Equipment Search** window. Enter the Equipment information in the fields provided.

- The **Agency** of the equipment defaults to the Fleet Manager's agency; however, you can change it to any agency within the organization by clicking on the .
- The fields with **-Select-** supply a specific list from which to choose. For example, to search for the **Equipment Type Handcuffs**, click on the  and a list will appear, then click *Handcuffs* from the list.



EQUIPMENT TYPE


-Select-

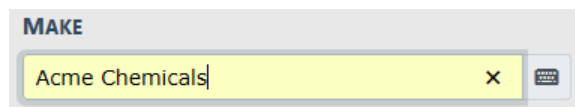
FIRST_AID_KIT
HANDCUFFS
RADAR
RADAR_GUN
SHOTGUN
standalone equipment

EQUIPMENT TYPE

HANDCUFFS

Note: Equipment Types are unique per Organization. The list of available **Styles** dynamically changes based on the chosen **Type**.

- The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *Acme* to view a list of *Acme* options from which to choose, then click on the option you want and it appears in the **Make** field.



MAKE

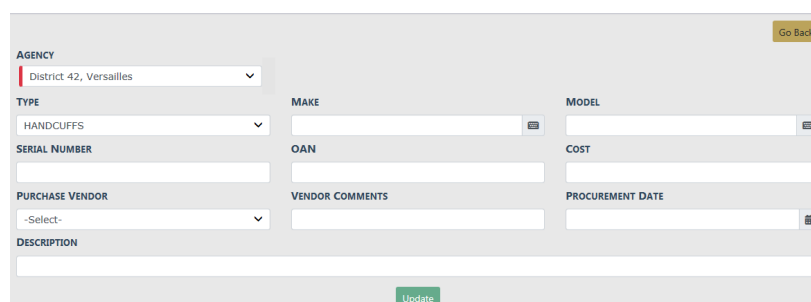
Acme Chemicals

Note You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

Note: The list of available **Models** dynamically changes based on the chosen **Make**.

- Click **Save** to create the Equipment record, or click **Go Back** to return to the **Fleet Equipment Search** screen without creating the record.

When you select **Save**, the **Edit Equipment** screen displays.



Go Back

AGENCY
District 42, Versailles

TYPE
HANDCUFFS

SERIAL NUMBER

PURCHASE VENDOR
-Select-

DESCRIPTION

MAKE
OAN
VENDOR COMMENTS

MODEL
COST
PROCUREMENT DATE

Update

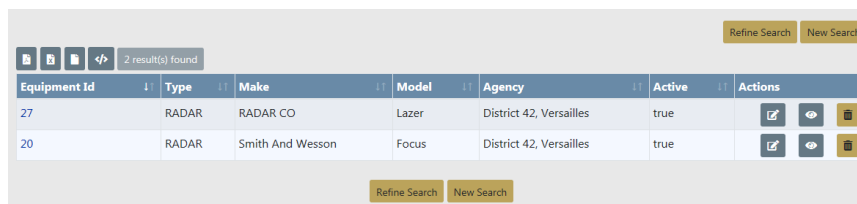
- Click **Go Back** to return to the **Fleet Equipment Search** screen.







Delete Equipment

To delete equipment you must first **Search** for the equipment. The **Search Results** will provide the option to delete the equipment data.

1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. The **Fleet Equipment Search** screen appears. Search for the equipment you want to delete. For instructions on how to search for equipment refer to "Search Equipment " on page 706.

The results below are based on a search for equipment type Radar.

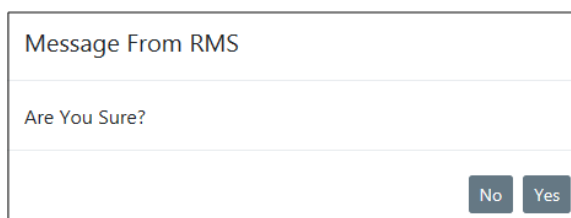


Equipment Id	Type	Make	Model	Agency	Active	Actions
27	RADAR	RADAR CO	Lazer	District 42, Versailles	true	  
20	RADAR	Smith And Wesson	Focus	District 42, Versailles	true	  

The icons on the right allow you to *Edit*, *View*, or *Delete*.



3. Click on the trash icon to *Delete* the appropriate equipment. The following confirmation screen appears.



Message From RMS

Are You Sure?

No Yes

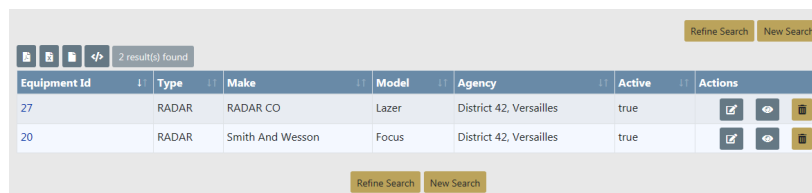
4. Click **Yes** to delete or **No** to return to the results window without deleting.







Edit Equipment

To edit equipment you must first **Search** for the equipment. The **Search Results** will provide the option to edit the equipment data.

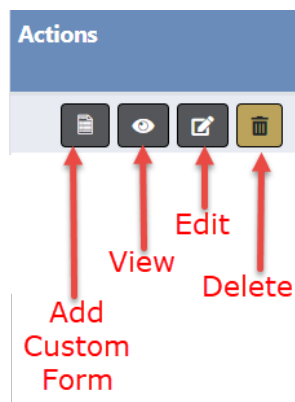
1. Click on the **Manage Equipment** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. The **Fleet Equipment Search** screen appears. Search for the equipment you want to update. For instructions on how to search for equipment refer to [FleetManagerManageEquipSearch.htm](#).

The results below are based on a search for equipment type Radar.

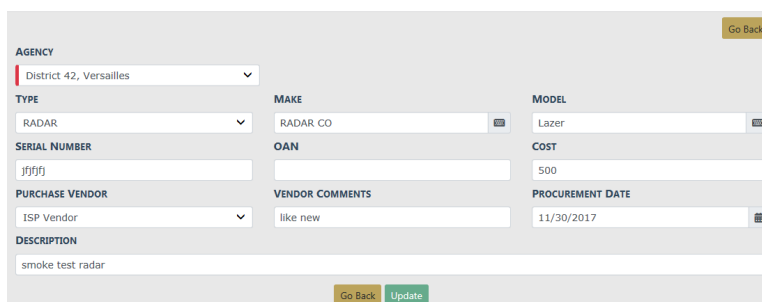


Equipment Id	Type	Make	Model	Agency	Active	Actions
27	RADAR	RADAR CO	Lazer	District 42, Versailles	true	  
20	RADAR	Smith And Wesson	Focus	District 42, Versailles	true	  

The icons on the right allow you to *Edit*, *View*, or *Delete*.



3. Click the *Edit* icon on the equipment record you want to update and the **Edit Equipment** form opens.



Form fields and values:

- AGENCY: District 42, Versailles
- TYPE: RADAR
- MAKE: RADAR CO
- MODEL: Lazer
- SERIAL NUMBER: 10101
- OAN:
- COST: 500
- PURCHASE VENDOR: ISP Vendor
- VENDOR COMMENTS: like new
- PROCUREMENT DATE: 11/30/2017
- DESCRIPTION: smoke test radar

4. Modify the necessary information then click the **Update** button to save.

5. Click **Go Back** to return to the **Fleet Equipment Search** screen.


Manage Vehicles

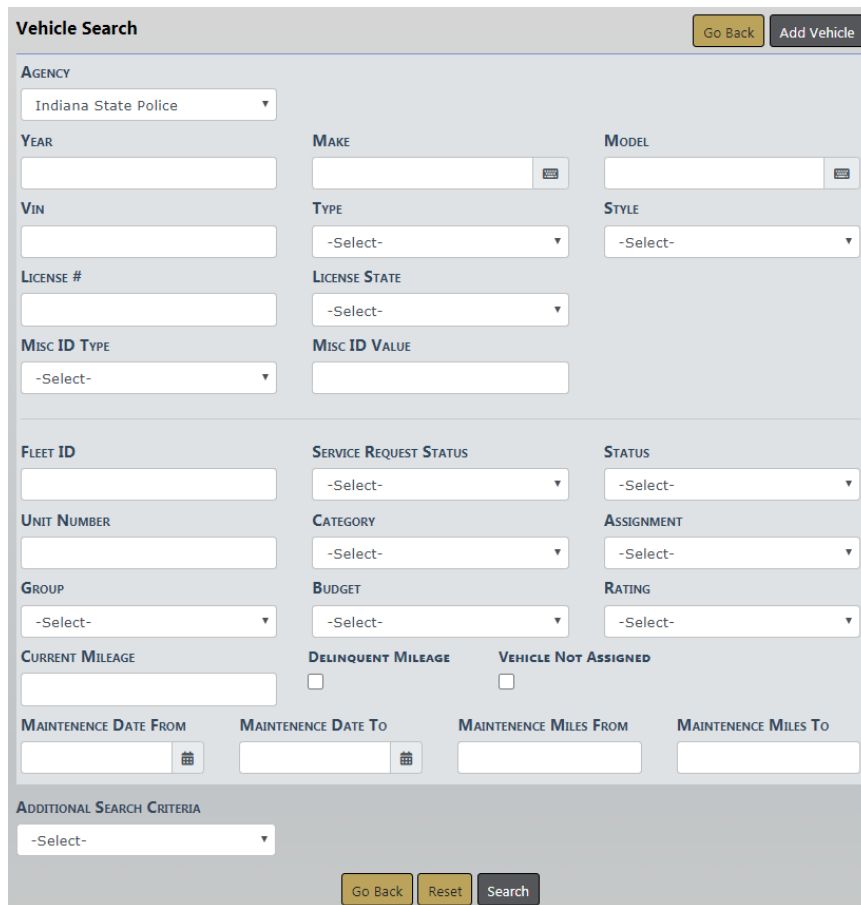
The **Manage Vehicles** button on the **Fleet Management Dashboard** allows Fleet Managers to *Search, Add, Edit, and Delete* vehicle data.

To update or delete vehicles you must first search for the vehicle. The search results provide the option to update, delete, or view fleet vehicle data.

Search Vehicles

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. The **Fleet Vehicle Search** screen appears. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc.

Note: The Agency of the vehicle defaults to the Fleet Manager's agency; however, with proper permissions you can change it to any agency within the organization by clicking on the  .



Vehicle Search Go Back Add Vehicle

AGENCY
Indiana State Police

YEAR
[Text Field]

MAKE
[Text Field]

MODEL
[Text Field]

VIN
[Text Field]

TYPE
-Select-

STYLE
-Select-

LICENSE #
[Text Field]

LICENSE STATE
-Select-

MISC ID TYPE
-Select-

MISC ID VALUE
[Text Field]

FLEET ID
[Text Field]

SERVICE REQUEST STATUS
-Select-

STATUS
-Select-

UNIT NUMBER
[Text Field]

CATEGORY
-Select-

ASSIGNMENT
-Select-

GROUP
-Select-

BUDGET
-Select-

RATING
-Select-

CURRENT MILEAGE
[Text Field]

DELINQUENT MILEAGE
☐

VEHICLE NOT ASSIGNED
☐

MAINTENANCE DATE FROM
[Text Field]

MAINTENANCE DATE TO
[Text Field]


MAINTENANCE MILES FROM
[Text Field]

MAINTENANCE MILES TO
[Text Field]

ADDITIONAL SEARCH CRITERIA
-Select-

Go Back Reset Search

To add a vehicle click **Add Vehicle**. For details refer to "Add Vehicles " on page 718.


The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the  and a list will appear, then click *Auto-mobile* from the list and it appears in the field.



TYPE

-Select- 

Note: The list of available **Styles** dynamically changes based on the chosen **Type**.

The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.



MAKE

CHEVROLET(CHEV) 

Note You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

Note: The list of available **Models** dynamically changes based on the chosen **Make**.

Check the **Vehicle Not Assigned** checkbox to search for vehicles that have not been assigned.

You can also reduce your search results by including **Additional Search Criteria**, along with your other search parameters or by themselves, by using the drop-down list at the bottom left of the *Fleet Vehicle Search* screen. For example, you can search for all *Chevrolet* vehicles assigned to officers by selecting **Officer/Employee** in the **Additional Search Criteria** drop-down, then check the **Assigned?** box if not already checked when the name fields appear. You can also optionally add name or badge information. Click **Search** to display the results or click **Reset** to begin the search over.

Note: The Officer search option searches both officer and employee records to accommodate assignments where employees are not officers.

The image shows two parts of the user interface. The top part is a dropdown menu titled 'ADDITIONAL SEARCH CRITERIA' with the following options: 'Officer/Employee', '-Select-', 'Officer/Employee' (highlighted), 'Repairs', 'Equipment', and 'Custom Fields'. The bottom part is a search form with the same dropdown menu set to 'Officer/Employee'. Below the dropdown are four input fields: 'LAST NAME', 'FIRST NAME', 'BADGE #', and 'ASSIGNED?'. The 'ASSIGNED?' field has a checked checkbox. At the bottom of the form are three buttons: 'Go Back', 'Reset', and 'Search'.

You can also search **Custom Fields** if configured by your agency. The **Available Fields** appears; click in the field and choose from the drop-down list.

The image shows two parts of the user interface. The top part is a dropdown menu titled 'ADDITIONAL SEARCH CRITERIA' with the following options: 'Custom Fields' (highlighted), and a dropdown arrow. The bottom part is a dropdown menu titled 'AVAILABLE FIELDS' with the following options: '-Select Field-', '-Select Field-' (highlighted), 'Fleet Vehicle Fields', and 'Test'.

Then enter the **Search Parameter** at the prompt and click **Search**.

ADDITIONAL SEARCH CRITERIA

Custom Fields ▼

AVAILABLE FIELDS

-Select Field- ▼

Field	Search Parameter	Actions
Test	<input type="text"/>	

Go Back Reset Search

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

3. The search results display.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results

7 result(s) found

Refine Search New Search

Vehicle ID	Unit Number	Make	Model	Status	Assignment	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
50		CHEVROLET(CHEV)		Available		District 42, Versailles		07/03/2017	34500	
28	ddd	CHEVROLET(CHEV)	IMPALA	Assigned		District 42, Versailles			15020	
27		CHEVROLET(CHEV)		Assigned		District 42, Versailles	USER, TESTER - (Badge #: 98765)		1260	

4. When the search results display, either click **Refine Search** to update your current search criteria or click **New Search** clear all fields to start over.

Click on the **Vehicle ID** of the vehicle record to view details, or click on the View icon

Click on the Add Custom Forms icon to easily add custom forms to the fleet vehicle.

For more information, refer to "Add Custom Forms to Fleet Vehicle and Assignments" below.

5. To export search results to a file refer to "Export Search Results" on page 36.

Add Custom Forms to Fleet Vehicle and Assignments

Your agency administrator controls whether or not Custom Forms are available for selection on Fleet Vehicle or Fleet Vehicle Assignments. For more information on availability of Custom Forms, refer to your agency administrator.

To Add a Custom Form to a Fleet Vehicle













1. Choose one of the following options.

Option 1

- a. Access *Manage Vehicles > Fleet Vehicle Search > Fleet Vehicle Search Results*.

Fleet Management / Fleet Vehicle Search / Fleet Vehicle Search Results

7 result(s) found

Vehicle ID	Unit Number	Make	Model	Status	Assignment	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
50		CHEVROLET(CHEV)		Available		District 42, Versailles		07/03/2017	34500	   
28	ddd	CHEVROLET(CHEV)	IMPALA	Assigned		District 42, Versailles			15020	   
27		CHEVROLET(CHEV)		Assigned		District 42, Versailles	USER, TESTER - (Badge #: 98765)		1260	   

For details on accessing *Manage Vehicles*, refer to "Fleet Manager" on page 688.

- b. Click the Add Custom Forms icon .
- c. Select the available Custom Form from the list.

Attached Forms




Add Form -Select-

Cancel

- d. Go to Step 2.



Option 2

- a. Access *Edit Fleet Vehicle* and click on the **Vehicle** tab, if not already on the tab.

 **Vehicle**  Assignments  Fuel / Oil / Mileage

For details on accessing *Edit Fleet Vehicle*, refer to "Edit Vehicles " on page 723.

- b. Page down to the **Attached Forms** grid then select the form.

Attachments  View External Attachments  Add Attachment

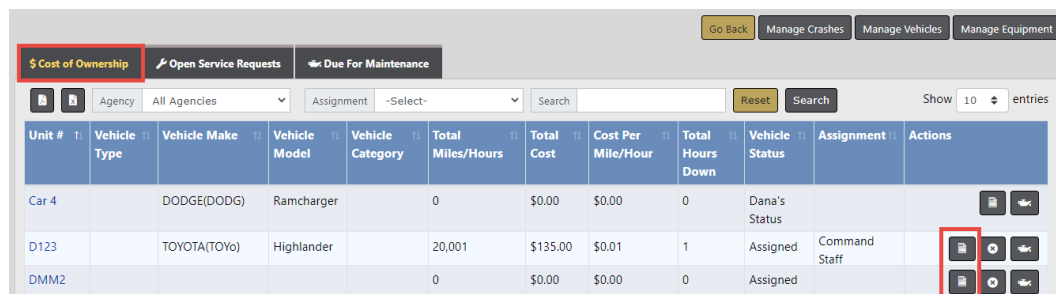
Attached Forms

Add Form -Select-

- c. Go to Step 2.

Option 3

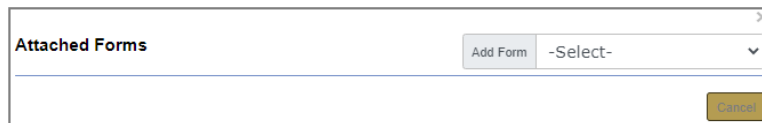
- a. Access *Cost of Ownership* of Fleet Management.



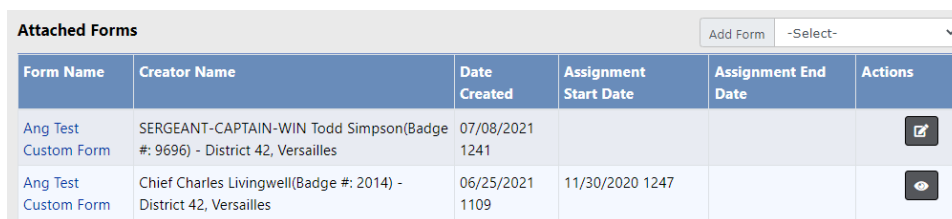
Unit #	Vehicle Type	Vehicle Make	Vehicle Model	Vehicle Category	Total Miles/Hours	Total Cost	Cost Per Mile/Hour	Total Hours Down	Vehicle Status	Assignment	Actions
Car 4		DODGE(DODG)	Ramcharger		0	\$0.00	\$0.00	0	Dana's Status		
D123		TOYOTA(TOYo)	Highlander		20,001	\$135.00	\$0.01	1	Assigned	Command Staff	
DMM2					0	\$0.00	\$0.00	0	Assigned		



For details on accessing *Cost of Ownership*, refer to "Fleet Manager" on page 688.

- b. Click the Add Custom Forms icon .
- c. Select the available Custom Form from the list.



- d. Go to Step 2.
2. The chosen form opens.
3. Complete the form and optionally print.
4. Click **Save** to save your entry and stay on the form, or click **Save and Exit** to save your entry and close the form.
5. If you click **Save**, a **Submit for Review** button appears. Click to submit for review if appropriate.
6. The Custom Form record then appears in the **Attached Forms** grid of the fleet vehicle record.



Form Name	Creator Name	Date Created	Assignment Start Date	Assignment End Date	Actions
Ang Test Custom Form	SERGEANT-CAPTAIN-WIN Todd Simpson(Badge #: 9696) - District 42, Versailles	07/08/2021 1241			
Ang Test Custom Form	Chief Charles Livingwell(Badge #: 2014) - District 42, Versailles	06/25/2021 1109	11/30/2020 1247		

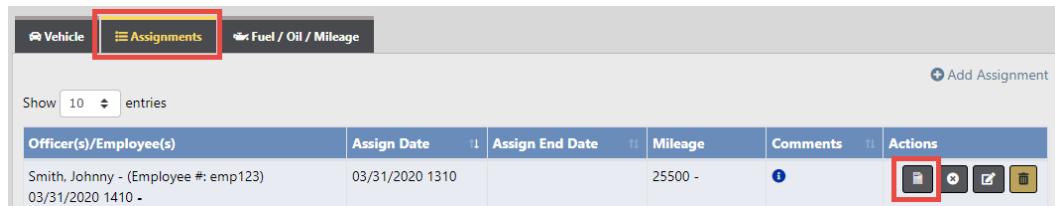
Note: Custom Forms added to the Fleet Vehicle do not have an Assignment Start Date and Assignment End Date, whereas Custom Forms added to the Fleet Vehicle Assignment do.

To Add a Custom Form to a Fleet Vehicle Assignment:

1. Choose one of the following options:

Option 1

- a. Access *Edit Fleet Vehicle*, click on the **Assignments** tab.



For details on accessing Edit Fleet Vehicle, refer to "Edit Vehicles " on page 723.

- b. Click the Add Custom Form icon .

Option 2

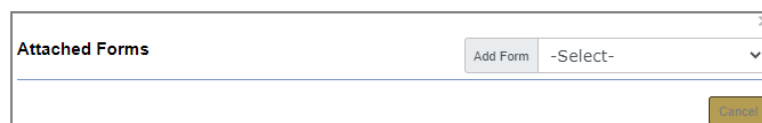
- a. From the *Vehicles* grid on the *Edit Officer Daily Log*.



For details on accessing the Officer Daily Log, refer to "Officer Daily Log (ODL) Overview" on page 551.

- b. Click the Add Custom Form icon .

2. Select the available custom form from the list.



3. Go to "To Add a Custom Form to a Fleet Vehicle" on page 715 and page down to step 2.

Add Vehicles

Fleet Managers have the ability to add vehicles to the Fleet Management module by way of the **Fleet Management Dashboard**. For details on accessing the dashboard refer to "Fleet Manager" on page 688.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard.
2. The **Fleet Vehicle Search** screen appears. Before adding the vehicle, it is recommended you first search for the vehicle to verify whether or not it already exists, though not required. For instructions on how to search for vehicles refer to "Search Vehicles" on page 712.
3. Click on the **Add Vehicle** button on the **Fleet Vehicle Search** window to open the **Add Fleet Vehicle** screen. Enter the Vehicle information in the fields provided.

Go Back

AGENCY
District 42, Versailles

YEAR
MAKE
MODEL

VIN
TYPE
-Select-
STYLE
-Select-

LICENSE #
LICENSE STATE
-Select-

PRIMARY COLOR
-Select-
SECONDARY COLOR
-Select-

DESCRIPTION

STATUS
Available
UNIT NUMBER
CATEGORY
-Select-

ASSIGNMENT
-Select-
GROUP
-Select-
BUDGET
-Select-

RATING
-Select-
FUNDING VENDOR
-Select-

PURCHASE DATE
PURCHASE PRICE
PURCHASE FROM
-Select-

PURCHASE COMMENT


WARRANTY EXPIRE DATE
STARTING MILEAGE
STARTING HOURS

Note: Custom Fields, if applicable, do not appear until after you add required fields and select the **Save** button. Once the screen refreshes, the custom fields appear for filling in.

- The **Agency** of the vehicle defaults to the Fleet Manager's agency; however, with appropriate permissions you can change it to any agency within the organization by clicking on the .
- The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the and a list will appear, then click *Automobile* from the list and it appears in the field.

TYPE
-Select-

Note: The list of available **Styles** dynamically changes based on the chosen **Type**.

- The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.



Note You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

Note: The list of available **Models** dynamically changes based on the chosen **Make**.

- You can enter the **Starting Mileage** or **Starting Hours** at time of purchase. This value is used in determining mileage or hours used on the vehicle.

Note: The **Status** is required when adding a new vehicle record. Examples are *Assigned*, *Out of Service*, and *Available*; though will vary by agency.

4. Click **Save** to create the Vehicle record, or click **Go Back** to return to the **Fleet Vehicle Search** screen without creating the record.

When you select **Save**, the **Edit Fleet Vehicle** screen displays.

Go Back

Vehicle | **Assignments** | **Fuel and Oil** ← **Three tabs**

Fleet Vehicle Information





AGENCY District 42, Versailles	VEHICLE ID 66	
YEAR 2018	MAKE TOYOTA(TOYo)	MODEL Highlander
VIN 987YYYY	TYPE -Select-	STYLE -Select-
LICENSE # YYY123	LICENSE STATE California	
PRIMARY COLOR -Select-	SECONDARY COLOR -Select-	
DESCRIPTION 		
STATUS Assigned	UNIT NUMBER D123	CATEGORY -Select-
ASSIGNMENT -Select-	GROUP -Select-	BUDGET -Select-
RATING -Select-	FUNDING VENDOR -Select-	
PURCHASE DATE 	PURCHASE PRICE 	PURCHASE FROM -Select-

There are three tabs: *Vehicle*, *Assignments*, and *Fuel and Oil*; vehicle information, assignment history of the vehicle, and fuel & oil history, respectively. For managing the information in these tabs refer to "Edit Vehicles " on page 723.



While on the *Vehicle* tab, page down to view or add additional vehicle information in grid format such as attachments, service requests, insurance, inspections, etc. The same general procedure is used for all grid topics, though information will vary. For general instructions refer to "Add a Service Request " on page 734.

TEST

+ Add Equipment



Equipment Type	Assign Date	Assign End Date	Comments	Actions
FIRST_AID_KIT	03/31/2020		test	 
SHOTGUN	03/30/2020		Added gun	 

+ Add Crash

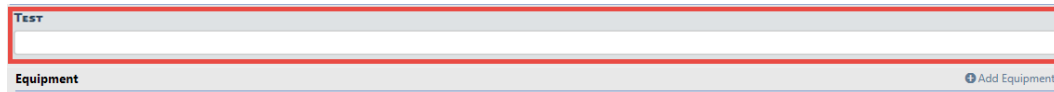
Crash Report #	Crash Type	Crash Cause	Status	Officer	Preventable	Crash Date / Time	Summary	Actions
015-20	Type 1	Accident	Closed	Livingwell, Charles, ID# 2014	Yes	03/26/2020 1616	test	 

+ Add Miscellaneous ID

+ Add Service Request

Type	Status	Request Date	Description	Actions
Equipment	Pending	03/31/2020		 

Note: Custom Fields, if applicable, appear on the screen immediately above the grid section on the *Vehicle* tab. The custom field Test is used as an example.

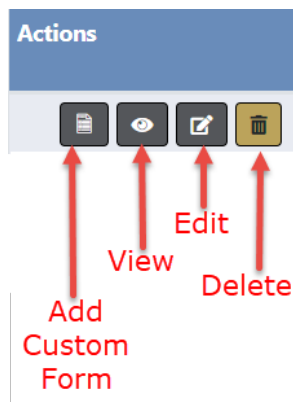


Delete Vehicles

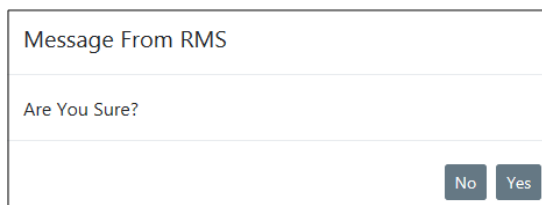
This applies to users with permissions to delete vehicles.

To delete vehicles you must first **Search** for the vehicle. The **Search Results** will provide the option to delete the vehicle data.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. Search for the vehicle you want to delete, then in the search results window click the *Delete* icon on the vehicle record you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 712.




3. A confirmation window appears. Click **Yes** to delete or **No** to return to the search results window without deleting.

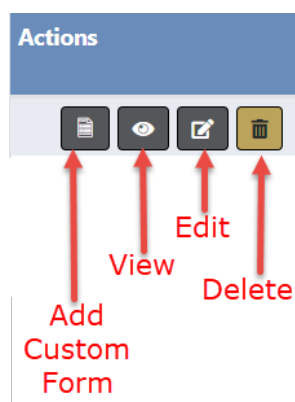



Note: If the vehicle is assigned to an officer, the option to delete is not allowed.

Edit Vehicles

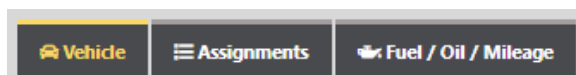
To edit vehicles you must first **Search** for the vehicle. The **Search Results** will provide the option to edit the vehicle data.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. Search for the fleet vehicle you want to update, then in the search results window click the **Edit**  icon on the vehicle record you want to update. For instructions on how to search for vehicles refer to "Search Vehicles " on page 712.



You can add a custom form  to the vehicle from *Fleet Vehicle Search Results* without entering edit mode with appropriate permissions. For more information, refer to "Add Custom Forms to Fleet Vehicle and Assignments" on page 715.

3. The **Edit Fleet Vehicle** form opens with three tabs that contain vehicle information, past and current officers assigned to the vehicle, and fuel/oil/mileage history.



4. The **Vehicle** tab opens by default. You can update, add or delete various vehicle information.

[Go Back](#)

Vehicle
Assignments
Fuel / Oil / Mileage

Fleet Vehicle Information

AGENCY <div style="border: 1px solid #ccc; padding: 2px;">District 42, Versailles ▼</div>	VEHICLE ID <div style="border: 1px solid #ccc; padding: 2px;">66</div>	
YEAR <div style="border: 1px solid #ccc; padding: 2px;">2018</div>	MAKE <div style="border: 1px solid #ccc; padding: 2px;">TOYOTA(TOYo) 📄</div>	MODEL <div style="border: 1px solid #ccc; padding: 2px;">Highlander 📄</div>
VIN <div style="border: 1px solid #ccc; padding: 2px;">987YYYY</div>	TYPE <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>	STYLE <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>
LICENSE # <div style="border: 1px solid #ccc; padding: 2px;">YY123</div>	LICENSE STATE <div style="border: 1px solid #ccc; padding: 2px;">California ▼</div>	
PRIMARY COLOR <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>	SECONDARY COLOR <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>	
DESCRIPTION <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>		

STATUS <div style="border: 1px solid #ccc; padding: 2px;">Assigned ▼</div>	UNIT NUMBER <div style="border: 1px solid #ccc; padding: 2px;">D123</div>	CATEGORY <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>
ASSIGNMENT <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>	GROUP <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>	BUDGET <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>
RATING <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>	FUNDING VENDOR <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>	
PURCHASE DATE <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <div style="width: 20px; text-align: center;">📅</div> </div>	PURCHASE PRICE <div style="border: 1px solid #ccc; padding: 2px;"></div>	PURCHASE FROM <div style="border: 1px solid #ccc; padding: 2px;">-Select- ▼</div>

The section immediately following is read only, and will be followed by custom fields where applicable.


CURRENT MILEAGE/HOURS <div style="border: 1px solid #ccc; padding: 2px;">0</div>	LAST DATE OF MILEAGE/HOURS <div style="border: 1px solid #ccc; padding: 2px;"></div>	MILEAGE/HOURS DRIVEN <div style="border: 1px solid #ccc; padding: 2px;">0</div>
COST OF OWNERSHIP <div style="border: 1px solid #ccc; padding: 2px;">\$0.00</div>	NEXT SERVICE MILEAGE/HOURS <div style="border: 1px solid #ccc; padding: 2px;">0</div>	NEXT SERVICE DATE <div style="border: 1px solid #ccc; padding: 2px;"></div>
ASSIGNED OFFICERS <div style="border: 1px solid #ccc; padding: 2px;"></div>		LAST DATE STATUS WAS CHANGED <div style="border: 1px solid #ccc; padding: 2px;">02/19/2024 0923</div>
<div style="background-color: #333; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">Update</div>		

Note: Custom Fields, if applicable, appear on the screen immediately above the grid section on the *Vehicle* tab. The custom field Test is used as an example.

Note: Cost of Ownership does not include service maintenance records created within a crash report.

Note: Be aware of the following crash report items:

- You can create or manage crash reports from the *Edit Fleet Vehicle* screen.

Click the **Add FleetCrash** link to create a crash report, or click the edit icon  on a crash record in the grid to update a crash report. For details on managing crash reports, refer to "Manage Fleet Crash Reports" on page 693.

- Maintenance records created within a crash report are only visible within the crash report, not in the Service Maintenance grid on the fleet vehicle itself.
- Costs associated with service maintenance records within a crash report are not included in the Cost of Ownership on the fleet vehicle itself.
- Mileage associated with the service maintenance records within a crash report are not used when determining Next Service Mileage and Next Service Date on the fleet vehicle itself.

Click the **Go Back** button to return to the **Fleet Vehicle Search Results** window, if you wish.


5. Modify the necessary vehicle information on the top half of the form, then click the **Update** button to save.


Note: If you modify the VIN number, a message displays asking if you would like to continue.

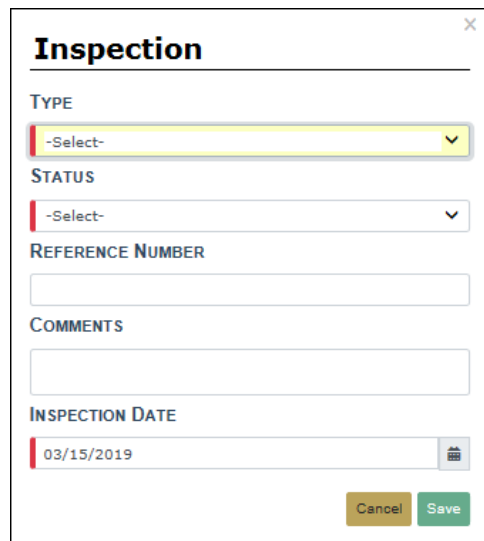
Message From RMS
The vehicle VIN has been changed. Would you like to continue?
<div>No Yes</div>

6. Add, edit, or delete additional vehicle information that appears in grids below the **Update** button. While the instructions below only show one example, a similar method applies to all grid sections.

Add Additional Vehicle Information

- a. To add, click on the  button in the grid next to the item you want to add. Enter the necessary data in the window that appears.

For example, to add Inspection data, click on the  button next to *Add Inspection* and the following window appears:



Inspection

TYPE
-Select-

STATUS
-Select-

REFERENCE NUMBER

COMMENTS

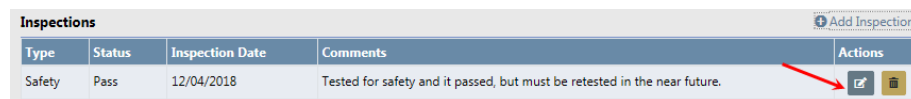
INSPECTION DATE
03/15/2019



Cancel Save

- b. Enter the necessary data then click **Save** to add, or **Cancel** to exit and return to the previous screen.

Edit Additional Vehicle Information

- a. Click on the edit icon to the right of the item you want to update.

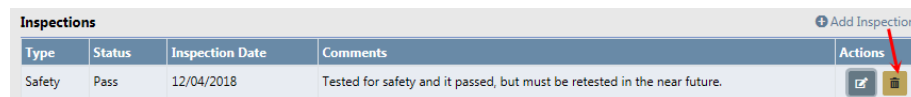




Type	Status	Inspection Date	Comments	Actions
Safety	Pass	12/04/2018	Tested for safety and it passed, but must be retested in the near future.	 

- b. An Inspection window appears displaying the current information for that item.
- c. Update as needed then click **Save** to apply the updates, or **Cancel** to return to the **Edit Fleet Vehicle** window without saving.

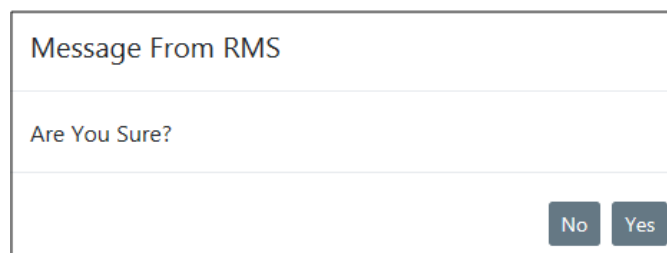
Delete Additional Vehicle Information

- a. Click on the trash can icon to the right of the item you want to delete.



Type	Status	Inspection Date	Comments	Actions
Safety	Pass	12/04/2018	Tested for safety and it passed, but must be retested in the near future.	 

- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Fleet Vehicle** window without deleting.



Message From RMS

Are You Sure?

No Yes

Vehicle Assignments


You can assign vehicles to officers or employees, regardless if they have a user account or not.

1. Click on the **Assignments** tab to add, edit, and delete officer/employee assignments.

Officer(s)/Employee(s)	Assign Date	Assign End Date	Mileage	Comments	Actions
Smith, Johnny, ID# emp123 03/31/2020 1610 - Smith, Johnny, ID# emp123 03/31/2020 1610 - Smith, Johnny, ID# emp123 03/31/2020 1610 - Livingwell, Charles, ID# 2014 03/31/2020 1611 -	03/31/2020 1510		25500 -		
Livingwell, Charles, ID# 2014 03/31/2020 1333 - 03/31/2020 1348	03/31/2020 1232	03/31/2020 1348	25000 - 25500		

Showing 1 to 2 of 2 entries

Previous 1 Next


With permissions, you can click  to quickly add a custom form to the fleet vehicle from the Assignments tab. For more information, refer to "Add Custom Forms to Fleet Vehicle and Assignments" on page 715.

Note: New Assignments cannot be created on a vehicle with a **Status** of *Sold* or *Out of Service*. A cannot assign message displays if you try to assign a vehicle that is no longer available.

• Cannot Assign this Vehicle Because it Currently has a Status of Out of Service

2. Officers/employees can be assigned two ways: Edit an existing assignment, or add a new assignment.

Add a New Assignment

- a. Click on  **Add Assignment** to create a new assignment and enter the necessary data in the window that appears as shown below.

Assignment Details

✕

CURRENT MILEAGE/HOURS
100

START DATE

12/01/2020 1023

END DATE

START MILEAGE

100

END MILEAGE

COMMENTS

Assigned Officers/Employees

+ Add Officer/Employee

OFFICER/EMPLOYEE	START DATE	END DATE
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #ccc; margin-right: 5px;"></div> <div>Frawley, Fred - Super Maj Captain (Badge #: 454)</div> </div>	<div style="border: 1px solid #ccc; padding: 2px;">12/01/2020 1025</div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>

Cancel
Save

If you enter an **End Date**, the date flows into the **End Date** field that is located under Offer Assignment.

Note: You must enter at least one officer.

- b. As you enter the officer name, a list of names appear. Click on the appropriate officer name.


For example, if you enter the letters **ch**, a list will appear with all officers that contain the letters **ch** anywhere in their name. Click on the appropriate officer name to fill in the Officer field.

The dates of the officer must be within the dates of the Assignment. The officer **Start Date** will default to the Assignment start date, but it can be changed.

- A warning displays if the officer is assigned to the same vehicle at the same time or the officer has more than one open assignment.
 - A list of officers assigned to this vehicle displays if they conflict with the new assignment.
- c. Click on + *Add Officer/Employee* to add additional officers to the assignment, if any.
- You can assign an officer or an employee who is not an officer.
 - A list of vehicles the officer/employee is assigned to displays if they conflict with the new assignment.
- d. Click **Save** to create the assignment, or click **Cancel** to return to the **Assignments Tab** without saving.

Edit an Existing Assignment

Note: If given the *always-edit assignment* permission, you can edit assignments that were created by other users; otherwise, you can only edit those that are created by you.

- a. Locate the Assignment you would like to edit, then click on the edit  icon to display the Officer/Employee Assignment window.
- b. Update the necessary information, such as Start Mileage, Comments, etc. If the Vehicle Assignment contains an **End Date**, that date flows into the Officer Assignment **End Date** field.
 - Starting mileage is entered at the time of assignment and ending mileage when the assignment is complete.
 - A warning displays if the assignment date overlaps with existing assignments.
- c. Click on *Add Officer/Employee* to add additional officers/employees, if applicable. Multiple officers/employees can be added. You can assign employees who are not officers.
- d. Enter the **End Date** to end an Assignment for an officer, if applicable.
- e. Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.


Note: Creating a new Assignment updates the Status of the vehicle to Assigned.

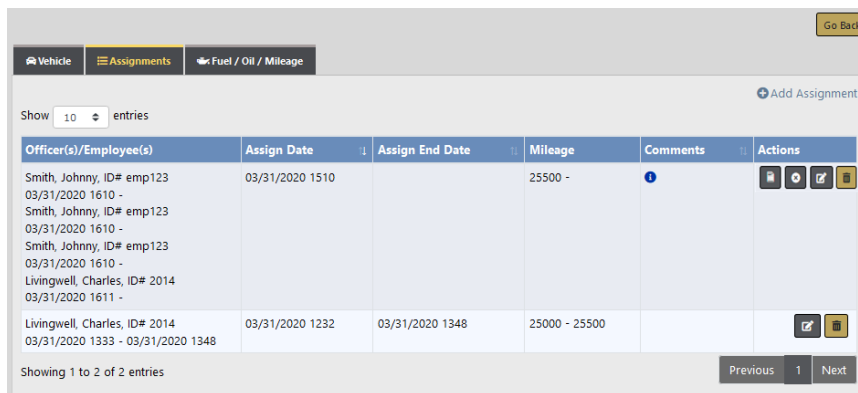
Note: Assigned vehicles display to the officer in the Daily Log module.







Note: Additional officers added to the Daily Log must also be added manually to the Assignment within Fleet Management. Refer to "Officers" on page 557 for more Daily Log information.

End Assignments

To close an entire Assignment, you must enter the **End Date** for all officers as well as the Assignment itself.

1. Click on the **Assignments** tab, then click the edit  icon on the **Assignment** you want to close.

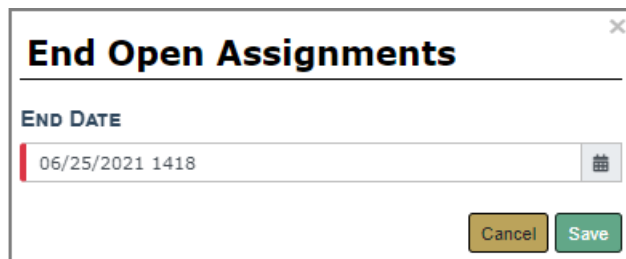


Officer(s)/Employee(s)	Assign Date	Assign End Date	Mileage	Comments	Actions
Smith, Johnny, ID# emp123 03/31/2020 1610 - Smith, Johnny, ID# emp123 03/31/2020 1610 - Smith, Johnny, ID# emp123 03/31/2020 1610 - Livingwell, Charles, ID# 2014 03/31/2020 1611 -	03/31/2020 1510		25500 -		   
Livingwell, Charles, ID# 2014 03/31/2020 1333 - 03/31/2020 1348	03/31/2020 1232	03/31/2020 1348	25000 - 25500		 

You can also end open assignments quickly. Click on the End Open Assignments icon



, enter the **End Date**, then click **Save**.



End Open Assignments

END DATE

06/25/2021 1418

Cancel Save

This ends any open assignments for officers assigned to the vehicle.

2. Enter the **End Date**.

Note: The officer/employee End Dates must be on or before the Vehicle Assignment End Date. Also, ending an Vehicle Assignment updates the Status of the vehicle.

- Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

Manage Fuel, Oil, Mileage

Vehicle **Fuel**, **Oil**, and **Mileage** are managed under the **Fuel/Oil/Mileage** tab on the **Edit Fleet Vehicle** screen.

Go Back

Vehicle Assignments **Fuel / Oil / Mileage**

Add additional records — Add Fuel / Oil / Mileage Record

Show 10 entries

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
52550	M, Dana	12/01/2017 0757		Fuel: 20	Fuel: 65		Edit Delete
52520	Simpson, Homer	12/01/2017 0605					Edit Delete
52505	Simpson, Homer	12/01/2017 0604		Fuel: 60	Fuel: 120	Payment: Gas Card Payment ID: 36 Vendor: Cop Stuff	Edit Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

Add a New Record

1. Click on *Add Fuel / Oil / Mileage Record* on the **Fuel/Oil/Mileage** tab to add a new record.
2. Enter the relevant information.

Fuel/Oil/Mileage


CURRENT MILEAGE/HOURS 13505	MILEAGE/HOURS ODOMETER 13701	MILES/HOURS USED 196 ← Current Mileage/Hours minus Mileage/Hours Odometer
DATE OF INFO 12/04/2019 1131	OFF DUTY MILES	
FUEL GALLONS	TOTAL FUEL COST	SERVICE INTERVAL -Select-
OIL QUANTITY	TOTAL OIL COST	FUEL TYPE -Select-
OTHER FLUID TYPE -Select-	OTHER FLUID COST	
COMMENTS		
PAYMENT TYPE -Select-	PAYMENT ID	
<input checked="" type="radio"/> SELECT VENDOR <input type="radio"/> SPECIFY VENDOR -Select-		
Hide Fields Click to display only relevant fields Cancel Save		

Note: The **Current Mileage** displayed on the *Vehicle Tab* looks at service maintenance records (excluding crash report service maintenance records) and fuel/oil/mileage records to find the max mileage entered for the vehicle.

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

Click the **Show Fields** button to display all hidden fields.

Note: A permission category controls the default look of this screen. If the permission category is assigned, then you see all the fields with a **Hide Fields** button; otherwise, only a portion of the fields appear with the **Show Fields** button.

- The *Current Mileage/Hours* and *Mileage/Hours Odometer* fields are both read-only.
- Fields with a down arrow  supply a list of values from which to choose. Click on the field then choose from the list that appears.
- If applicable, the **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.

Select a Vendor Example:

☒ **SELECT VENDOR** ☐ **SPECIFY VENDOR**

Specify a Vendor Example:

☐ **SELECT VENDOR** ☒ **SPECIFY VENDOR**

3. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel/Oil/Mileage Tab** without saving.
4. The record appears under the **Fuel/Oil/Mileage Tab** of the **Edit Fleet Vehicle** screen.

Note: The **Current Mileage** displayed on the *Vehicle Tab* looks at service maintenance records (excluding crash report service maintenance records) and fuel/oil/mileage records to find the max mileage entered for the vehicle.

Go Back

Vehicle Assignments **Fuel / Oil / Mileage**

Show 10 entries

Add Fuel / Oil / Mileage Record

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
13701	Saur, Christine	12/04/2019 1131		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25		
13505	Simpson, Homer	12/18/2018 0924		Fuel: 10 Oil: 10 Fluid: Air Conditioning Coolant	Fuel: 100 Oil: 100 Fluid: 100	Vendor: Cop Stuff	

Showing 1 to 2 of 2 entries

Previous 1 Next

CURRENT MILEAGE/HOURS	LAST DATE OF MILEAGE/HOURS	MILEAGE/HOURS DRIVEN
13,701	12/04/2019	13,700
COST OF OWNERSHIP	NEXT SERVICE MILEAGE/HOURS	NEXT SERVICE DATE
\$1,451.12	57,154	06/18/2019

Update

Refine Search New Search

2 result(s) found

Vehicle Id	Make	Model	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
51	Ford	Crown Victoria	District 42, Versailles	Dana M Badge# 12345	11/28/2017	55120	
49	Ford	Crown Victoria	District 42, Versailles	Charles Livingwell Badge# 2014, ODL User Badge# 123456	05/01/2017	1600	

Refine Search New Search

Edit a Record

Note: If given the *always-edit fuel & Oil* permission, you can edit records that were created by other users; otherwise, you can only edit those that are created by you.

1. Click on the edit icon and apply the necessary updates.
2. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel/Oil/Mileage Tab** without saving.

Delete a Record

1. Click on the trash can icon to delete a record.

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
55120	Saur, Christine - ID# SAUR111	12/04/2018 1345		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25	Payment: Out of Pocket Payment ID: 5 Vendor: Caseys	

2. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Fuel/Oil/Mileage** window without deleting.


Message From RMS






Are You Sure?

No Yes

Add a Service Request

To add a **Service Request** to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 712.
3. In the search results window, click the edit  icon on the vehicle that needs the **Service Request**.
4. Click on the *Vehicle* tab of the **Edit Fleet Vehicle** window, page down until you see the **Service Requests** grid, then click **Add Service Request**.

Service Requests				Click to add  Add Service Request
Type	Status	Request Date	Description	Actions
Repair	Complete	12/01/2017	tires need air	 
Equipment	Pending	12/01/2017	new radar needed	 

5. Enter the values in the *Service Request* window.

Service Request

REQUESTING OFFICER

Christine Saur

REQUEST TYPE

-Select-

REQUEST DATE

03/18/2019

STATUS

Pending

DESCRIPTION

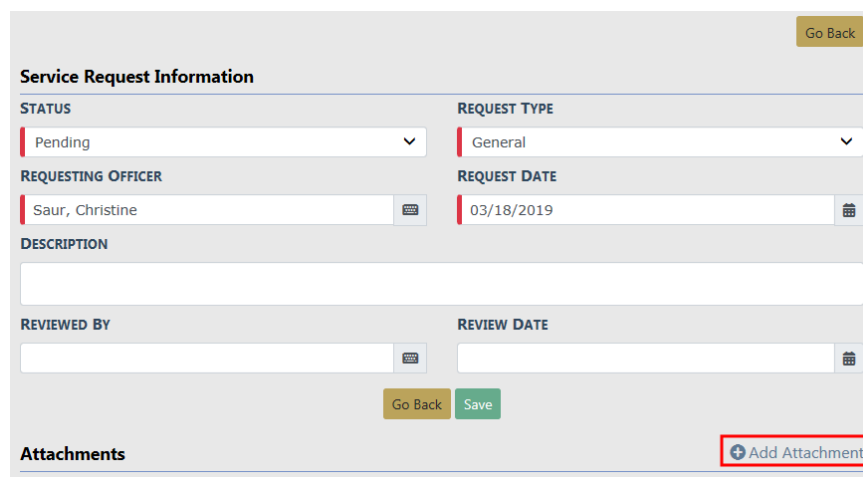
Cancel Add Details Save

Requesting Officer defaults to the current user, but can be changed if the user is a Fleet Manager.

A notification is sent to all Fleet Managers when the Service Request is saved.

6. Click **Save** to create the Service Request, **Cancel** to return to the **Edit Fleet Vehicle** window without saving, or click **Add Details** to add **Attachments** to the **Service Request**.

If you clicked the **Add Details** button, a *Service Request Information* window appears where you can add attachments.




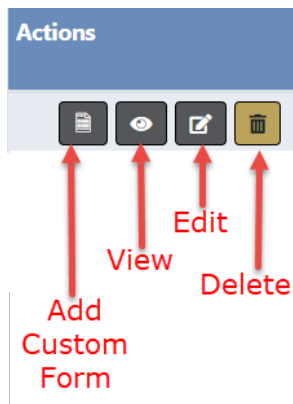
Note: Attachments are added to a temporary holding place or queue; you must then upload the files to the Service Request record.


For detailed instructions on adding attachments, refer to "Add Attachments" on page 69.

Edit a Service Request

To edit a Service Request that is associated to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. Search for the vehicle associated with the **Service Request**. For instructions on how to search for vehicles refer to "Search Vehicles " on page 712.
3. Click the edit  icon on the vehicle record that is associated with the **Service Request**.



- Page down to the **Service Request** section on the **Edit Fleet Vehicle** window, then click on the edit  icon on the **Service Request** record you need to update.

Service Requests ⓘ Add Service Request				
Type	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	 

- Make the necessary updates in the **Edit Service Request** window.

Go Back

Service Request Information

STATUS
Pending

REQUEST TYPE
General

REQUESTING OFFICER
Saur, Christine

REQUEST DATE
03/18/2019

DESCRIPTION

REVIEWED BY

REVIEW DATE


Go Back Save

Attachments ⓘ Add Attachment

Note: You can also delete, edit, or download attachments. For more information on attachments refer to "Attachments" on page 69.

- Click **Save** to update the record, or click **Go Back** to return to the **Edit Fleet Vehicle** window without saving.

Approve a Service Request

To approve a **Service Request** the Fleet Manager may take action on the **Service Request Notification**, or edit the vehicle and select the **Edit**  icon for the **Service Request**.

Take Action on a Service Request Notification

When new notifications arrive, the total number of Notifications appear in red near the top right of the screen.

1. Click on the red notification indicator to view the list of Notifications and Broadcast messages.

For more information on accessing Notifications, refer to "Notifications" on page 25.

1. Click on the **Notification** tab, then click on the appropriate Service Request Notification to take action.

Notifications & Messages

Notifications & Messages		
Notifications	Broadcast Messages	
DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	High	Department vehicle # 51 has an open service request that requires approval.
INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	High	New Incident Supplement Added to Case #00000101CASE2015. Incident #2015ROOT0022 Supp # 1 Approved. Supplement Created by Dana M.; DMM IS THERE ANOTHER ONE? A new supplement was filed for a Closed Follow-up investigation. Please review the supplement and re-open the case as needed.
INCIDENT FOLLOW-UP CASE - NEW SUPP FILED	High	New Incident Supplement Added to Case #00000099CASE2015. Incident #2015ROOT0013 Supp # 0 Approved. Supplement Created by Homer Simpson.; null

2. Click the **Take Action** button. You may also click on the **Print** icon to print the Notification.

Notification

TYPE DEPARTMENT VEHICLE SERVICE REQUEST SUBMITTED	PRIORITY High
SENDER Saur Christine	SENT ON 12/04/2018 02:59 PM CST
DESCRIPTION Department vehicle # 51 has an open service request that requires approval.	

Take Action
Delete
Close

Note: A warning message appears if you have already viewed or taken action on the Notification. Click **Yes** to **Take Action** or **No** to exit without taking action.

3. If you chose to Take Action the Edit Service Request screen appears. Change the **Status** to **Approved**, enter the **Reviewed By** and **Review Date**.

[Go Back](#)

Service Request Information

STATUS Approved	REQUEST TYPE General
REQUESTING OFFICER Saur, Christine	REQUEST DATE 03/18/2019
DESCRIPTION 	
REVIEWED BY Christine Saur - District 42, Versailles	REVIEW DATE 03/18/2019

[Go Back](#) [Save](#)

Attachments [+ Add Attachment](#)

- Click **Save** to Approve then click **Go Back** to the **Edit Fleet Vehicle** window. Or click **Go Back** to abort the change without saving.
- If you chose to save, a **Notification** is sent to the **Requested by User**.

Edit the Vehicle


- Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
- The **Fleet Vehicle Search** screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles" on page 712.

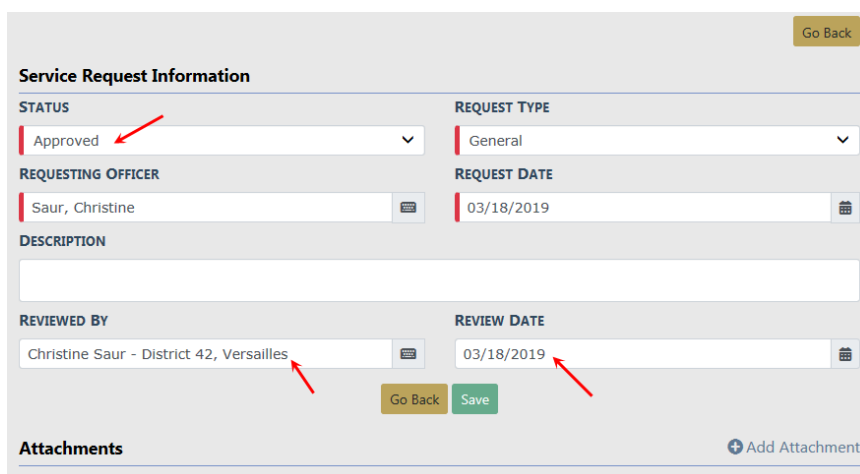
The results below are based on a search for a Toyota Highlander.

8 result(s) found										Refine Search	New Search
Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions		
70		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600			
66	D123	TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001			
59	1abc	TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500			
45		TOYOTA(TOYO)	Highlander	Available	District 42, Versailles			15110			
44		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121			
43		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550			
38		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100			
36		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444					

[Refine Search](#) [New Search](#)

- Click the edit icon on the vehicle that needs **Service Request** approval.

- Page down to the Service Request section, and click the edit  icon associated with the Service Request.
- Change the **Status** to **Approved**, enter the **Reviewed By** and **Review Date**.



Service Request Information

STATUS
Approved

REQUEST TYPE
General

REQUESTING OFFICER
Saur, Christine

REQUEST DATE
03/18/2019

DESCRIPTION

REVIEWED BY
Christine Saur - District 42, Versailles

REVIEW DATE
03/18/2019

Attachments [Add Attachment](#)

Go Back Save

- Click **Save** to Approve then click **Go Back** to the **Edit Fleet Vehicle** window. Or click **Go Back** to abort the change without saving.

If you chose to save, a **Notification** is sent to the **Requested by User** upon approval of the Service Request. The **Requested by User** then clicks on the Notification and opens the details to **Review, Reply, or Take Action**.

Complete a Service Request

After the Service Request has been approved and the maintenance has been done satisfactory, the Service Request should be marked complete. To complete a **Service Request** the Fleet Manager can associate the **Service Request** to a **Service Maintenance** record, or edit the vehicle and select the Edit icon for the **Service Request**. Change the Status on an existing Service Request.























Note: For detailed instructions on associating the **Service Request** to a **Service Maintenance** record, refer to "Add Service Maintenance and Repair" on page 742.

Change the Status on an existing Service Request:



- Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
- The **Fleet Vehicle Search** screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles " on page 712.

The results below are based on a search for a Toyota Highlander.

8 result(s) found

Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
70		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	  
66	D123	TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralpie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001	  
59	1abc	TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	  
45		TOYOTA(TOYO)	Highlander	Available	District 42, Versailles			15110	  
44		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	  
43		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	  
38		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	  
36		TOYOTA(TOYO)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			  

Refine Search New Search

- Click the edit  icon on the vehicle that needs **Service Request** approval.
- Page down to the Service Request section, and click the edit  icon associated with the Service Request.







Service Requests + Add Service Request

Type	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	 

- Change the **Status** to **Complete**.

Go Back

Service Request Information

STATUS Complete 	REQUEST TYPE General 
REQUESTING OFFICER Saur, Christine 	REQUEST DATE 03/18/2019 
DESCRIPTION <input type="text"/>	
REVIEWED BY Christine Saur - District 42, Versailles 	REVIEW DATE 03/18/2019 

Go Back Save

Attachments + Add Attachment

- Click **Save** to Complete then click **Go Back** to the **Edit Fleet Vehicle** window, or click **Go Back** without saving to abort the change.

























Note: Completing a Service Request removes it from the Open Dashboard.



Delete Service Requests



To delete service requests you must first **Search** for the vehicle that is tied to the service request. The **Search Results** will provide the option to delete the service request record.

1. Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
2. The **Fleet Vehicle Search** screen appears. Search for the vehicle you want to delete. For instructions on how to search for vehicles refer to "Search Vehicles" on page 712.

The results below are based on a search for a Toyota Highlander.

8 result(s) found									
Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
70		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	  
66	D123	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNV, Benjamin (cid), ID# 306		131001	  
59	1abc	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	  
45		TOYOTA(TOYo)	Highlander	Available	District 42, Versailles			15110	  
44		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	  
43		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	  
38		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	  
36		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			  

3. Identify which vehicle is associated with the service requests and click on the edit  icon.
4. Page down to the Service Requests section and click on the Delete icon  to delete.

Service Requests					+ Add Service Request
Type	Status	Request Date	Description	Actions	
General	Pending	02/20/2019		 	

5. A confirmation message appears.

Message From RMS

Are You Sure?

No Yes

- Click **Yes** to delete or **No** to return to the results window without deleting.

Note: Deleting a **Service Request** also removes it from an associated **Service Maintenance** record.

Add Service Maintenance and Repair

























Service Maintenance records reflect the total service cost associated to an invoice, and **Service Repair** records reflect detailed costs of that invoice.


For example, a **Service Maintenance** record contains the total invoice amount of \$100 for invoice number 1234, and there are two **Service Repair** records (tire repair \$50 and oil change \$50) that equal \$100 for invoice number 1234.


To add a **Service Maintenance** record to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

- Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
- The **Fleet Vehicle Search** screen appears. Search for the vehicle. For instructions on how to search for vehicles refer to "Search Vehicles " on page 712.

The results below are based on a search for a Toyota Highlander.

8 result(s) found									
Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
70		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	  
66	D123	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001	  
59	1abc	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	  
45		TOYOTA(TOYo)	Highlander	Available	District 42, Versailles			15110	  
44		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	  
43		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	  
38		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	  
36		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			  

- Click the edit  icon on the vehicle that needs the **Service Maintenance**.
- Page down and click **Add Service/Maintenance Record** on the **Edit Fleet Vehicle** window.

Service Requests					+ Add Service Request	
Type	Status	Request Date	Description	Actions		
General	Pending	02/20/2019		 		

Service / Maintenance Records					+ Add Service/Maintenance Record	
-------------------------------	--	--	--	--	----------------------------------	--

Service Maintenance records then appear in the grid as shown above. You can edit or delete the **Service Maintenance** records.

- Enter the values in the Service/Maintenance window.

×

Service / Maintenance

MILEAGE/HOURS ODOMETER

54154

START DATE

11/05/2020

☒ SELECT VENDOR
 ☐ SPECIFY VENDOR

Warner truck stop

INVOICE NUMBER

451

HOURS DOWN

2

SERVICE COST

\$80.00

COMMENTS

Replace two windshield wipers.

RESET SERVICE INTERVAL MILEAGE

☐

Cancel

Add Details

Save

- The **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.
- Reset Service Interval Mileage**
 - Leave this box **empty** If you would like to record services without resetting mileage. Example is when a tire is changed.
 - Check** this box if you would like Online RMS to use the mileage of this service maintenance record to determine the *Next Service Mileage* displayed on the *View*

. Example is when the oil is changed.

- This option is not available for service maintenance records created as part of a crash report.
6. Click **Save** to create the **Service Maintenance** record, **Cancel** to return to the **Edit Fleet Vehicle** window without saving, or click **Add Details** to add **Service Repair** records.
 7. If you chose to **Add Details**, the *Edit Service Record* appears. Select the Associate Service Requests, if applicable.

Service/Maintenance Information

MILEAGE/HOURS ODOMETER: 55121

ESTIMATED COST:

INVOICE NUMBER: 545

SERVICE COST: \$65.00

SUPPLEMENTAL COST:

TOTAL COST: \$65.00

HOURS DOWN: 1

TECHNICIAN:

SELECT VENDOR (radio button) / SPECIFY VENDOR (radio button)

Warner truck stop

COMMENTS: Oil Change

START DATE: 03/09/2020

END DATE:

COMPLETION DATE:

Associate Service Requests

Type	Status	Request Date	Description	Actions
Equipment	Pending	11/22/2019		<input type="checkbox"/>

Go Back Save

Service Repairs

Attachments

Note: The Fleet Manager can associate none, one, or multiple **Service Requests** to the **Service Record**. All selected **Service Requests** will become marked as **Complete**.

Note: Total Cost is read-only and calculates automatically: Service cost + supplemental costs + repair costs.

8. Click **Add Service Repair** to enter repair types and costs associated with the **Service Maintenance** record, if any.

Service Repair

TYPE

Windshield

COST

70

DESCRIPTION

Wiper Motor.

Cancel Save

9. Click **Save** to create the Service Repair record. **Service Repair** records then appear in the grid as shown above. You can edit or delete the **Service Repair** records.

Go Back

Service/Maintenance Information

MILEAGE/HOURS ODOMETER 55121	ESTIMATED COST 	INVOICE NUMBER 545
SERVICE COST \$65.00	SUPPLEMENTAL COST 	TOTAL COST \$135.00
HOURS DOWN 1	TECHNICIAN 	SELECT VENDOR <input type="radio"/> SPECIFY VENDOR <input type="radio"/> Warner truck stop

COMMENTS
Oil Change

START DATE 03/09/2020 **END DATE** **COMPLETION DATE**

Associate Service Requests

Type	Status	Request Date	Description	Actions
Equipment	Pending	11/22/2019		

Go Back Save

Service Repairs Add Service Repair

Type	Cost	Description	Actions
Windshield	\$70.00	Wiper Motor	

Attachments Add Attachment

10. Click **Add Attachment** to include images or documents to the **Service Maintenance** record, if any.

Attachments					View External Attachments Add Attachment	
Keyword	File Name	Description	Date of Info	Actions		
PDF	TestDocument.txt		11/22/2019		Download	Edit Delete

For more information on adding attachments, refer to "Add Attachments" on page 69.

- Click **Save**, or click **Go Back** to return to the **Edit Fleet Vehicle** window. Both pending and approved **Service Requests** can be associated with a **Service Maintenance Record**.

Note: A **Service Request** can be associated with only one **Service Maintenance Record**.

Note: All selected **Service Requests** will become marked as **Complete**.

Update Service Maintenance and Repair










Service Maintenance records reflect the total service cost associated to an invoice, and **Service Repair** records reflect detailed costs of that invoice.


For example, a **Service Maintenance** record contains the total invoice amount of \$100 for invoice number 1234, and there are two **Service Repair** records (tire repair \$50 and oil change \$50) that equal \$100 for invoice number 1234.

To update a **Service Maintenance** record to a vehicle you must first **Search** for the vehicle, then edit the vehicle in the **Search Results** window.

- Click on the **Manage Vehicles** button on the **Fleet Management** dashboard. For details on accessing the dashboard refer to "Fleet Manager" on page 688.
- The **Fleet Vehicle Search** screen appears. Search for the vehicle. For instructions on how to search for vehicles refer to "Search Vehicles " on page 712.

The results below are based on a search for a Toyota Highlander.

8 result(s) found									
Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
70		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	  
66	D123	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Supervisor, Lauren, Ralphie (off), ID# 1010, Cid Detective, MANNY, Benjamin (cid), ID# 306		131001	  
59	1abc	TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Wright, Frank, ID# 454545, SERGEANT-CAPTAIN-WIN, Simpson, Todd, ID# 9696	12/16/2018	11500	  
45		TOYOTA(TOYo)	Highlander	Available	District 42, Versailles			15110	  
44		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer, D13, ID# D13, User, ODL, ID# 123456		55121	  
43		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	M, Dana, ID# DanaM		52550	  
38		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Officer Supervisor, Adams, Sally, ID# 1002		55100	  
36		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	No Fleet, ODL, ID# 4444			  


- Click the edit  icon on the vehicle that needs the **Service Maintenance** updated.

- Page down to the **Service/Maintenance Records** section of the **Edit Fleet Vehicle** window.

Service Requests + Add Service Request

Type	Status	Request Date	Description	Actions
General	Pending	02/20/2019		 

Service / Maintenance Records + Add Service/Maintenance Record

Service Maintenance records then appear in the grid as shown above. Select the **Edit** icon  on the maintenance record you want to update.

- Make the necessary updates in the **Service/Maintenance Information** window. You may also add **Service Repair** records and **Attachments** (for detailed instructions refer to the "Add Service Maintenance and Repair" on page 742 section).

Go Back

Service/Maintenance Information


MILEAGE/HOURS ODOMETER 55121	ESTIMATED COST 	INVOICE NUMBER 545
SERVICE COST \$65.00	SUPPLEMENTAL COST 	TOTAL COST ⓘ \$65.00
HOURS DOWN 1	TECHNICIAN 	SELECT VENDOR <input checked="" type="radio"/> SPECIFY VENDOR <input type="radio"/> Warner truck stop

COMMENTS
Oil Change

START DATE 03/09/2020	END DATE 	COMPLETION DATE
---------------------------------	---------------------	----------------------------

Associate Service Requests

Check the box to associate to the Service Maintenance record

Type	Status	Request Date	Description	Actions
Equipment	Pending	11/22/2019		<input type="checkbox"/> 

Go Back Save

Click to add Service Repairs and Attachments

Service Repairs + Add Service Repair

Attachments + Add Attachment

Note: The Fleet Manager can associate none, one, or multiple **Service Requests** to the **Service Record**. All selected **Service Requests** will become marked as **Complete**.

- Click the **Save** button to save your changes, then click **Go Back** to return to the **Edit Fleet Vehicle** window.

Mid-Level Fleet Manager Overview

By having the **Mid-Level Fleet Manager** permission category, you can perform everything the Fleet Manager can do in the **Fleet Manager** module, except for the following:

- Cannot add vehicles.
- Cannot edit the primary vehicle fields.
- Cannot edit any custom fields associated with the vehicle.

For a permission category breakdown, refer to "Fleet Management Permission Categories" on page 687.

Fleet Officer

By having the **Fleet Officer** permission category, you can perform the following in the **Fleet Management** module:

- View fleet vehicles currently or previously assigned to you.
- Search all vehicles regardless of the assignees.
- Assign a vehicle to yourself or add yourself to an existing assignment.
- You can create and edit Fuel & Oil records and Service Requests to your assigned vehicle.
- You can delete or edit Fuel/Oil/mileage records that you have created, but not records created by others.
- You can add an existing custom form to the vehicle.
- Add attachments to your assigned vehicle.

Note: Only Fleet Managers and Administrators have the ability to add, update, and delete Fleet Vehicles.

Below is an overview of the basic functionality:

1. Click on the **Records Management** menu then **Fleet Management** sub-menu to open the Fleet Management page.
2. Click the **Manage Vehicles** button to access **Fleet Vehicle Assignments**.

3. Vehicles *Currently assigned* to you display by default. You also have the option to change the *Display* to view vehicles *previously assigned* to you.

Display: <div>Current Assignments</div>						<div>Go Back</div>	<div>Search Vehicles</div>
Search: <div></div>		<div>Reset</div>	<div>Search</div>	Show 10 entries			
Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions	
DMM004				11/30/2020		<div><div></div><div></div><div></div><div></div></div>	
70	TOYOTA(TOYO)	Highlander	ACH032	03/31/2020		<div><div></div><div></div><div></div><div></div></div>	
700	Ford	Crown Victoria	876123	06/09/2017		<div><div></div><div></div><div></div><div></div></div>	
123	PORSCHE(PORS)	911	FAST-COP	03/22/2017		<div><div></div><div></div><div></div><div></div></div>	

Display

Past Assignments

Go Back

Search Vehicles

Search

Reset

Search

Show


10


entries




Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions
70	TOYOTA(TOYO)	Highlander	ACH032	03/31/2020	03/31/2020	<div><div></div><div></div><div></div><div></div></div>
38	TOYOTA(TOYO)	Highlander	lic123	03/30/2017	10/07/2020	<div><div></div><div></div><div></div><div></div></div>
29	PORSCHE(PORS)		DMM1	03/22/2017	03/29/2017	<div><div></div><div></div><div></div><div></div></div>
39	GMC	Yukon	lic456	03/08/2017	03/15/2017	<div><div></div><div></div><div></div><div></div></div>
45	TOYOTA(TOYO)	Highlander		03/01/2017	03/06/2017	<div><div></div><div></div><div></div><div></div></div>

You may also search all vehicles, regardless of the officer assignment. Click on the **Search Vehicles** icon to display the **Fleet Vehicle Search** window.

For details on searching all vehicles refer to "Search All Vehicles " on page 751.


4. You can change the number of entries that appear in the grid. Click on the **Show Entries**  and select 10, 25, 50 or 100. The default is 10.

Show  entries

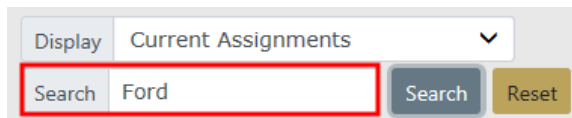
5. Click the  to view the record or  to edit.
6. Click the  icon , if available, to quickly add a custom form to the fleet vehicle without entering edit mode in step 5.

Note: This icon displays only when custom forms are available to add to the assignment.

For details on adding a custom form, refer to "Add Custom Forms to Fleet Vehicle and Assignments" on page 715.

7. Click the icon  to quickly add Fuel/Oil/Mileage, if available, instead of entering edit mode in step 5.
- a. The Fuel/Oil/Mileage form opens.

- b. Complete the form then click **Save**.
 - c. The Fuel/Oil/Mileage record then appears on the fleet vehicle record.
8. You can also optionally **Search** or filter Vehicle Assignments to return a list that only matches the entered text.



Enter the text you want to search on in the Search text box, then click the **Search** button or press **Enter** to display only records matching the entered text. The displayed list dynamically changes based on the entered text. For example, enter *Ford* to list only vehicles that contain the word Ford. Click **Reset** to remove the entered text and display all vehicles.

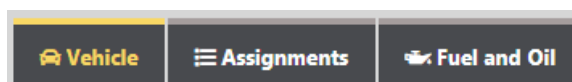
9. Click **Go Back** to return to the **Records Management** menu, from which to access the different Online RMS modules.

For information on **Records Management**, refer to "Records Management Button" on page 43.

View Vehicle

Click the **View** icon to view a particular vehicle record and the associated information. Information in the **View Fleet Vehicle** window is read-only and cannot be changed.


The **View Fleet Vehicle** window contains three tabs:



- Vehicle
 - Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. The **View Fleet Window** opens to this tab by default as shown in the above image.
- Assignments
 - A history of officers assigned to the vehicle, along with the dates.
- Fuel and Oil

- Summarization of the type of fluids put in the vehicle, along with the dates.

Click on the **Back** button to return to the **Fleet Vehicle Assignments** window. For your convenience, this button is located on the upper right of the window and on the lower center of the window.

Click on the download icon  in the *Attachment* section of *Vehicle* tab to download available documents or photos.

Go Back

Vehicle Assignments Fuel / Oil / Mileage ← Three Tabs

Fleet Vehicle Information

AGENCY District 42, Versailles	VEHICLE ID 66	
YEAR 2018	MAKE TOYOTA(TOYo)	MODEL Highlander
VIN 987YYYY	TYPE	STYLE
LICENSE # YYY123	LICENSE STATE California	
PRIMARY COLOR	SECONDARY COLOR	
DESCRIPTION		
STATUS Assigned	UNIT NUMBER D123	CATEGORY
ASSIGNMENT	GROUP	BUDGET
RATING	FUNDING VENDOR	
PURCHASE DATE	PURCHASE PRICE	PURCHASE FROM





Search All Vehicles

1. Click the **Search Vehicles** button on the **Fleet Vehicle Assignments** window.

Display: Current Assignments

Search: ford Reset Search Go Back Search Vehicles


Show 10 entries

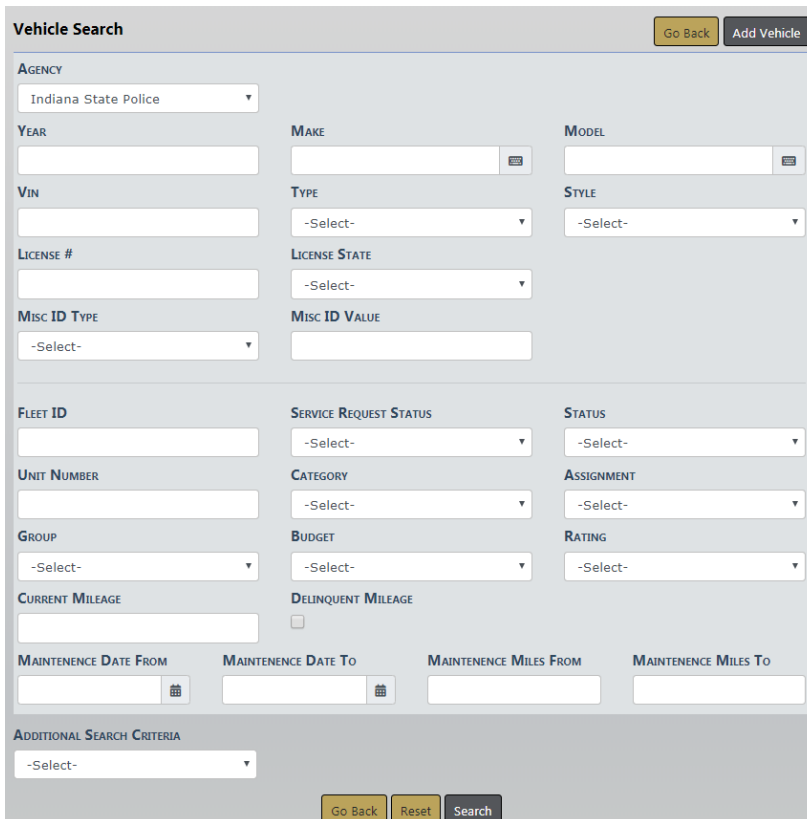
Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions
700	Ford	Crown Victoria	876123	06/09/2017		   

Showing 1 to 1 of 1 entries

Previous 1 Next

- The **Fleet Vehicle Search** screen appears. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc.

Note: The Agency of the vehicle defaults to the Agency of the logged in user; however, you can change it to any agency within the organization by clicking on the .



Vehicle Search Go Back Add Vehicle

AGENCY
Indiana State Police

YEAR
MAKE
MODEL

VIN
TYPE
STYLE

LICENSE #
LICENSE STATE
MISC ID TYPE
MISC ID VALUE

FLEET ID
SERVICE REQUEST STATUS
STATUS

UNIT NUMBER
CATEGORY
ASSIGNMENT


GROUP
BUDGET
RATING

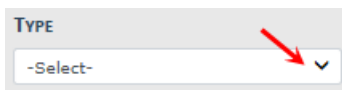
CURRENT MILEAGE
DELINQUENT MILEAGE

MAINTENANCE DATE FROM
MAINTENANCE DATE TO
MAINTENANCE MILES FROM
MAINTENANCE MILES TO

ADDITIONAL SEARCH CRITERIA


Go Back Reset Search

The fields with **-Select-** supply a specific list from which to choose. For example, to search for a vehicle **Type** of *Automobile* click on the  and a list appears, then select from the drop-down list that appears.



TYPE

-Select-

The fields with an  on the right supply a list of available values based on data you type in the field. For example, click into the **Make** field and type *chev* to view a list of *chev* options from which to choose, then click on the option you want and it appears in the **Make** field.

MAKE













CHEVROLET(CHEV)

Note You must select from the list that appears for the system to function as intended, even if you manually enter data into this field to narrow down your choices.

3. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the **Fleet Vehicle Assignments** window, or click **Search** to display a list of existing vehicles that match the entered data.

If you selected **Search** the results are displayed in a grid. The example below is a search result for **Make Toyota(Toyo)** and **Model Highlander** and **Agency District 42, Versailles**.


6 result(s) found

Vehicle ID	Make	Model	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions
59	TOYOTA (TOYo)	Highlander	District 42, Versailles		12/16/2018	2305	 
45	TOYOTA (TOYo)	Highlander	District 42, Versailles			15110	 
44	TOYOTA (TOYo)	Highlander	District 42, Versailles	D13 Officer Badge# D13, ODL User Badge# 123456		10030	 
43	TOYOTA (TOYo)	Highlander	District 42, Versailles	Dana M Badge# 12345		52550	 
38	TOYOTA (TOYo)	Highlander	District 42, Versailles	Franklin (osuper) Harrowson Badge# 72, Sally Adams Badge# 1002, Charles Livingwell Badge# 2014		15090	 
36	TOYOTA (TOYo)	Highlander	District 42, Versailles	ODL No Fleet Badge# 4444			 

Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over, or click **Go Back** to return to the **Fleet Vehicle Assignments** window. Click on the Vehicle ID of the vehicle record to view details, or click on the *View* icon on the right as shown below.

4. To export search results to a file refer to "Export Search Results" on page 36.

Add or Update Overview

By having the **Fleet Officer** permission category, you can add, update, or delete *Fuel & Oil*, *Service Requests*, and *Attachments* to vehicles you are assigned. On the **Fleet Vehicle Assignments** window locate the vehicle you want to update, then click the edit  icon.

Display

Current Assignments

Go Back

Search Vehicles

Search

Ford

Search

Reset

Show

10

entries

Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions
63	FORD/COURIER/FORD	TAURUS GOLDLINE CAMPER (FORD)	987aaa	12/18/2018		<div></div> <div></div>
123	HONDA/AMERICAN HONDA MOTOR CO, INC(HOND)	PILOT	1	12/17/2018		<div></div> <div></div>
dmm1	TOYOTA(TOYo)	4Runner		06/01/2018		<div></div> <div></div>
700	Ford	Crown Victoria	876123	07/06/2017		<div></div> <div></div>
44	TOYOTA(TOYo)	Highlander	qqq111	06/09/2017		<div></div> <div></div>
123	PORSCHE(PORS)	911	FAST-COP	05/11/2017		<div></div> <div></div>

The **Edit Fleet Vehicle** window appears.

Go Back

Vehicle
Assignments
Fuel and Oil

Fleet Vehicle Information

AGENCY
District 42, Versailles

VEHICLE ID
63

YEAR
2018

MAKE
FORD/COURIER/FORD GOLDLIN

MODEL
TAURUS

VIN
dfdfdfdf

TYPE
-Select-

STYLE
-Select-

LICENSE #
987aaa

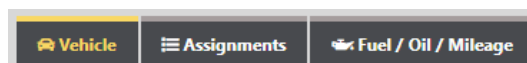
LICENSE STATE
-Select-

PRIMARY COLOR
-Select-

SECONDARY COLOR
-Select-

DESCRIPTION

The **Edit Fleet Vehicle** window contains three tabs:



Vehicle

- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. This tab opens by default.
- You can add, update, or delete *Service Requests* and *Attachments* from this tab on records created by you.

Assignments

- A history of officers assigned to the vehicle, along with the dates. You can assign yourself to the vehicle, and update assignment dates and mileage on records created by you. You can also delete records created by you.

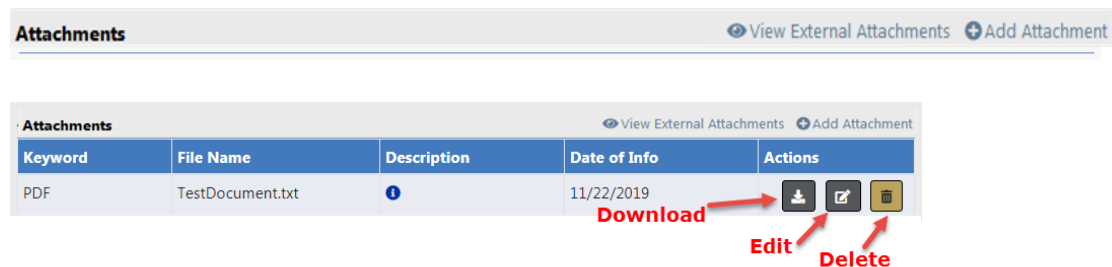
Fuel and Oil

- A summary of the type of fluids put in the vehicle, along with the dates. Access this tab to add, update or delete fuel and oil records.

Click on the **Go Back** button to return to the **Fleet Vehicle Assignments** window.

Add and Update Attachments

Click on the appropriate icons to *Add*, *Edit*, *Delete*, and *Download Attachments*.



For more information on adding, editing, and deleting attachments, refer to "Attachments" on page 69.

Add a Service Request

1. From the **Edit Fleet Vehicle** window, click on the *Add Service Request* link to open the **Service Request** window.

Service Request

REQUESTING OFFICER

Aaron Hicks

REQUEST TYPE

General

REQUEST DATE

03/18/2019

STATUS

Pending

DESCRIPTION

Cancel

Add Details

Save

Select the *Request Type*, *Request Date*, and enter a *Description*.

Note: The *Requesting Officer* and *Status* cannot be changed.

- Click **Save** to save the **Service Request** or click **Add Details** to add images and attachments. Click **Cancel** to exit without saving.

Note: Service Request attachments do not appear in the Attachments grid of the **Edit Fleet Vehicle** window. To view Service Request attachments you must open the **Service Request**.

- If you chose to **Add Details**, enter the necessary information on the **Edit Service Request** screen then click **Add Attachment** to upload files.

Go Back

Service Request Information

STATUS
Approved

REQUEST TYPE
Equipment

REQUESTING OFFICER
Hicks, Aaron

REQUEST DATE
05/11/2017

DESCRIPTION

REVIEWED BY
Saur, Christine

REVIEW DATE
02/20/2019

Go Back Save


Attachments View External Attachments Add Attachment

Note: **Requesting Officer** defaults to the current user and can only be changed by the Fleet Manager. The **Status**, **Reviewed By** and **Review Date** cannot be changed.


A notification is sent to the Fleet Manager when the **Service Request** is saved.

For further instructions on adding Attachments refer to "Add and Update Attachments " on the previous page.

Update Service Requests

- From the **Edit Fleet Vehicle** window, locate the **Service Request** record to update and click the edit  icon.







Service Requests + Add Service Request				
Type	Status	Request Date	Description	Actions
Equipment	Complete	05/11/2017	windshield	 

Note: You can update **Service Requests** that were created by you. The edit  icon does not display on **Service Requests** that have been set up by someone else.

2. Modify the values as needed.

[Go Back](#)

Service Request Information

STATUS	REQUEST TYPE
Approved 	Equipment 
REQUESTING OFFICER	REQUEST DATE
Hicks, Aaron 	05/11/2017 
DESCRIPTION	
<input type="text"/>	
REVIEWED BY	REVIEW DATE
Saur, Christine 	02/20/2019 


[Go Back](#)
[Save](#)



Attachments
[View External Attachments](#) [+ Add Attachment](#)

Note: The **Requesting Officer**, **Status**, **Reviewed By** and **Review Date** cannot be changed.

3. Click **Save** to save the updated information, or click **Go Back** to return to the previous screen without saving the updates.
4. Optionally add, edit or delete Attachments. For detailed instructions refer to "Add and Update Attachments" on page 755.

Delete Service Requests

1. From the **Edit Fleet Vehicle** window, locate the **Service Request** to delete then click the Delete icon .

Service Requests + Add Service Request				
Type	Status	Request Date	Description	Actions
General	Pending	02/20/2019		 

Note: You can delete **Service Requests** that were created by you. The Delete icon does not display on **Service Requests** that have been set up by someone else.

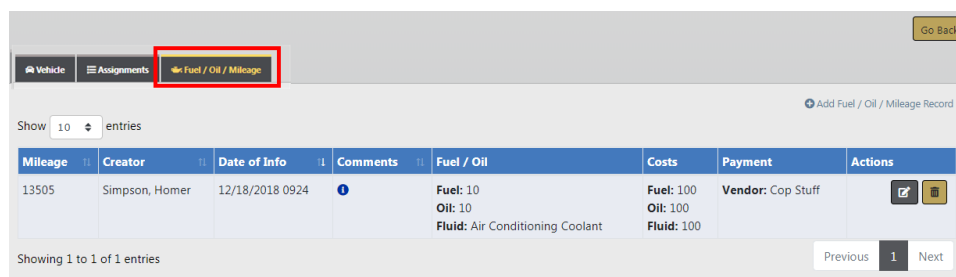
For further details on how to delete refer "Delete Data " on page 765.



Manage Fuel, Oil, and Mileage

By having the **Fleet Officer** permission category, you can add, update, or delete **Fuel/Oil/Mileage** records that are assigned to you. However, the ability to update or delete may vary, depending on whether or not your agency is utilizing the lock hours feature, or you always have edit fuel and oil permissions.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

Note: Fleet Managers may update and delete fuel, oil & Mileage records, regardless of the configured lock hours.



Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
13505	Simpson, Homer	12/18/2018 0924		Fuel: 10 Oil: 10 Fluid: Air Conditioning Coolant	Fuel: 100 Oil: 100 Fluid: 100	Vendor: Cop Stuff	 

Add Fuel, Oil, and Mileage

1. Click on *Add Fuel / Oil / Mileage Record* on the **Fuel/Oil/Mileage** tab to add a new record, then enter the relevant information.

Fuel/Oil/Mileage

CURRENT MILEAGE/HOURS	MILEAGE/HOURS ODOMETER	MILES/HOURS USED
13505	13701	196 ← Current Mileage/Hours minus Mileage/Hours Odometer
DATE OF INFO 12/04/2019 1131	OFF DUTY MILES	
FUEL GALLONS	TOTAL FUEL COST	SERVICE INTERVAL -Select-
OIL QUANTITY	TOTAL OIL COST	FUEL TYPE -Select-
OTHER FLUID TYPE -Select-	OTHER FLUID COST	
COMMENTS		
PAYMENT TYPE -Select-		
PAYMENT ID		
<input checked="" type="radio"/> SELECT VENDOR <input type="radio"/> SPECIFY VENDOR -Select-		
Hide Fields ← Click to display only relevant fields Cancel Save		


Note: The **Current Mileage** displayed on the *Vehicle Tab* looks at service maintenance records (excluding crash report service maintenance records) and fuel/oil/mileage records to find the max mileage entered for the vehicle.

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

Fuel/Oil/Mileage

CURRENT MILEAGE/HOURS	MILEAGE/HOURS ODOMETER	MILES/HOURS USED
13505		-
DATE OF INFO 12/04/2019 1131	OFF DUTY MILES	SERVICE INTERVAL -Select-
Show Fields ← Click to show all hidden fields Cancel Save		

Click the **Show Fields** button to display all hidden fields.

- The *Current Mileage/Hours* and *Miles/Hours Used* fields are both read-only.
- Fields with a down arrow  supply a list of values from which to choose. Click on the field then choose from the list that appears.
- If applicable, the **Vendor** gives you the option to *Select* a value from a list, or *Specify* your own Vendor. Click on one of the options, then select or enter your answer in the text field provided.

- **Service Interval** allows you to select the number of miles until the next service. The list values are configured by the agency. For details, refer to your administrator.

SERVICE INTERVAL

-Select-

-Select-

5,000

10,000

15,000

20,000

25,000

30,000

35,000

40,000

45,000

50,000

55,000

60,000

65,000

2. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel/Oil/Milage** tab without saving.
3. The record appears under the **Fuel/Oil/Mileage** tab of the **Edit Fleet Vehicle** screen.

The **Current Mileage** displayed on the **Vehicle Tab** reflects the *Mileage* entered on the most recent Fuel and Oil record, and on the **Fleet Vehicle Search Results** screen.

The **Cost of Ownership** displayed on the **Vehicle Tab** reflects the *Purchase Price + All Fuel & Oil Costs + All Service Maintenance Costs* entered for the vehicle.

Go Back

Vehicle

Assignments

Fuel / Oil / Mileage

Show

10

entries

Add Fuel / Oil / Mileage Record

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
13701	Saur, Christine	12/04/2019 1131		Fuel: 23 Oil: 1 Fluid: Washer Fluid	Fuel: 50.37 Oil: 5.5 Fluid: 3.25		<div></div> <div></div>
13505	Simpson, Homer	12/18/2018 0924		Fuel: 10 Oil: 10 Fluid: Air Conditioning Coolant	Fuel: 100 Oil: 100 Fluid: 100	Vendor: Cop Stuff	<div></div> <div></div>

Showing 1 to 2 of 2 entries

Previous

1

Next

CURRENT MILEAGE/HOURS	LAST DATE OF MILEAGE/HOURS	MILEAGE/HOURS DRIVEN
13,701	12/04/2019	13,700
COST OF OWNERSHIP	NEXT SERVICE MILEAGE/HOURS	NEXT SERVICE DATE
\$1,451.12	57,154	06/18/2019

Update

Edit Fuel, Oil, and Mileage

You can edit fuel, oil, and mileage records under the following conditions:

- You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have edit fuel, oil, and mileage permissions.

1. Click on the edit  icon and apply the necessary updates.

Note: As a Fleet Officer you cannot update or delete **Fuel, Oil, Mileage** records created by another user.

Optionally, click the **Hide Fields** button to display only relevant fields for which you need to supply data.

2. Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel/Oil/Mileage Tab** without saving.

Delete Fuel, Oil, Mileage


You can delete records under the following conditions:

- You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can delete the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have delete fuel/oil/mileage permissions.

1. Click on the delete icon  to delete a Fuel/Oil/Mileage Record.
2. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Fuel/Oil/Mileage** window without deleting.

Message From RMS

Are You Sure?

No Yes

Self-Assign Vehicles

As Fleet Officer you can assign yourself to vehicles that are not on your **Current Assignment** list by searching for the vehicles first.





1. Click the **Search Vehicles** button on the **Fleet Vehicle Assignments** window list.

Display: Current Assignments

Go Back Search Vehicles


Search: ford
Reset Search

Show 10 entries


Unit #	Make	Model	License #	Assignment Start Date	Assignment End Date	Actions
700	Ford	Crown Victoria	876123	06/09/2017		   

Showing 1 to 1 of 1 entries

Previous 1 Next

2. Enter the vehicle details into the **Fleet Vehicle Search** window then click **Search**. For detailed instructions on how to search for vehicles refer to "Search All Vehicles " on page 751.
3. Click the edit  icon to the right of the vehicle in the **Fleet Vehicle Search Results** window you want to assign.

Note: Vehicles with a status of *Sold* or *Out of Service* cannot be edited by an officer.

With permissions, you can click  to quickly add a custom form to a fleet vehicle from the *Fleet Vehicle Search Results*. For more information, refer to "Add Custom Forms to Fleet Vehicle and Assignments" on page 715.

4. Click on the **Assignments** tab from the **Edit Fleet Vehicle** window.

Go Back

Vehicle Assignments Fuel / Oil / Mileage

Show 10 entries

Officer(s)/Employee(s)	Assign Date	Assign End Date	Mileage	Comments	Actions
Saur1, Christine, ID# 12345 10/02/2017 1115 - User, ODL, ID# 123456 07/06/2017 1115 -	07/06/2017 1115				
Saur1, Christine, ID# 12345 07/06/2017 0945 -	07/06/2017 0945				
Livingwell, Charles, ID# 2014 06/09/2017 0908 -	06/09/2017 0908				

Showing 1 to 3 of 3 entries

Previous 1 Next

+ Add Assignment

Click **Go Back** to return to the **Fleet Vehicle Search Results** window, if you wish.

- Officers can be assigned two ways: Add yourself to new or existing assignment.

Add Yourself to a New Assignment

- Click on **+ Add Assignment** on the **Edit Fleet Vehicle** window to create a new assignment and enter the necessary data.

Vehicle Assignment

START DATE	END DATE	START MILEAGE	END MILEAGE
03/15/2021 1115			

COMMENTS

Officer/Employee Assignment

OFFICER/EMPLOYEE	START DATE	END DATE
Charles Livingwell	03/15/2021 1115	

Cancel Save

The **Officer/Employee** defaults to you and cannot be changed.

- Enter your **Start Date** if different than the default.
- Click **Save** to create the assignment, or click **Cancel** to return to the **Assignments Tab** without saving.

Add Yourself to an Existing Assignment

- Locate the Assignment in the **Edit Fleet Vehicle** window, then click the edit  icon to display the *Officer/Employee Assignment* window.

The bottom **Officer/Employee** defaults to you and cannot be changed. Other fields in gray cannot be changed.

- The **Start Date** defaults to the current date but may be changed.
- Enter the **End Date** and **Comments**, if applicable.

Note: To end the Assignment, there must be an **End Date** on the Assignment itself.

- d. Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

Note: You can create or edit *Fuel and Oil* and *Service Requests* for the vehicle once you have assigned yourself to the vehicle. For details refer to "Manage Fuel, Oil, and Mileage" on page 758.

Your new assignment puts the vehicle in ODL and sets status to *Assigned*. The new assignment also appears in your **Current Assignments** window.

End Self-Assignments

To close an entire Assignment that you assigned to yourself, you must enter the **End Date** on both the *Vehicle Assignment* and *Officers/Employee Assignment* sections. You cannot close an Assignment that was created by another user.


Note: The End Dates must be on or before the Assignment End Date.

6. Click **Save** to apply the changes, or click **Cancel** to return to the **Assignment Tab** without saving.

Delete Assignments

You may delete assignments that are created by you, and only when you are the only officer on the assignment.

1. Locate the assignment to delete then click on the Delete icon .

Note: You do not have the authority to delete assignments without a Delete icon  under the *Actions* column.

2. A confirmation window appears. Click **Yes** to delete or **No** to exit without deleting.


Message From RMS



Are You Sure?

No

Yes

Delete Data

Click the Delete icon  to delete records that were created by you. If the Delete icon does not exist, then you do not have the ability to delete. While Service Requests are used in the example below, the same procedure applies to other areas of the application.

Service Requests ➕ Add Service Request				
Type	Status	Request Date	Description	Actions
Equipment	Pending	12/19/2018	testing coming from ODL	 

The following confirmation screen appears.

Message From RMS

Are You Sure?

Click **Yes** to delete or **No** to return to the previous window without deleting.

Fleet Clerk

By having the **Fleet Clerk** permission category, you can perform the following in the **Fleet Management** module:

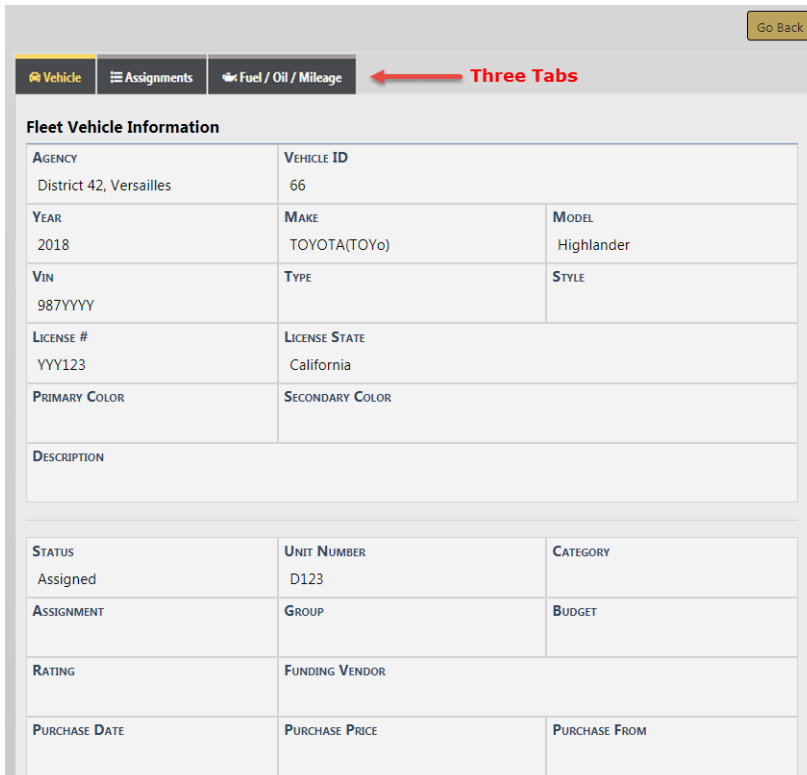
- View fleet vehicles.
- You can add fuel, oil & mileage records to fleet vehicle records.
- You can edit fuel, oil & mileage records only if you are the creator and only within the lock hours.

Note: Fleet Managers and Administrators have the ability to add, update, and delete Fleet Vehicles that were created by others if given appropriate permissions.

To access Fuel, Oil, & Mileage:

1. Click on the **Records Management** menu then **Fleet Management** sub-menu to open the Fleet Vehicle Search page.
2. Search for and select the Vehicle.

Note: For more information on searching and selecting, refer to "Search Vehicles" on the facing page.



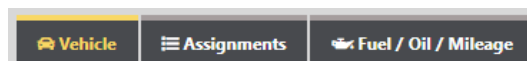
Go Back

Vehicle Assignments Fuel / Oil / Mileage ← Three Tabs

Fleet Vehicle Information

AGENCY District 42, Versailles	VEHICLE ID 66	
YEAR 2018	MAKE TOYOTA(TOYo)	MODEL Highlander
VIN 987YYYY	TYPE	STYLE
LICENSE # YYY123	LICENSE STATE California	
PRIMARY COLOR	SECONDARY COLOR	
DESCRIPTION		
STATUS Assigned	UNIT NUMBER D123	CATEGORY
ASSIGNMENT	GROUP	BUDGET
RATING	FUNDING VENDOR	
PURCHASE DATE	PURCHASE PRICE	PURCHASE FROM

The **View Fleet Vehicle** window contains three tabs:



Vehicle

- Detailed information about the vehicle itself, such as license number, purchase price, make and model, current mileage, etc.; maintenance records; associated equipment; and service requests with statuses. This tab opens by default.

Assignments

- A history of officers assigned to the vehicle, along with the dates.

Fuel/Oil/Mileage

- A summary of the type of fluids put in the vehicle with dates, along with mileage. Access this tab to add records, or update records if you are the creator and only if within the lock hours.

Note: The Vehicle and Assignment tabs are read-only.

Click on the **Fuel/Oil/Mileage** tab to add, update, or delete records. Refer to "Search Vehicles" below for details.

Or, click on the **Go Back** button to return to the previous window.

Search Vehicles

1. Click on the **Records Management** menu then **Fleet Management** sub-menu to open the Fleet Vehicle Search page.

Fleet Vehicle Search

Vehicle Search Go Back

AGENCY
Indiana State Police

YEAR
[Text Field]

VIN
[Text Field]

LICENSE #
[Text Field]

Misc ID Type
-Select-

MAKE
[Text Field]

MODEL
[Text Field]

TYPE
-Select-

LICENSE STATE
-Select-

Misc ID VALUE
[Text Field]

FLEET ID
[Text Field]

UNIT NUMBER
[Text Field]

GROUP
-Select-

CURRENT MILEAGE
[Text Field]

MAINTENANCE DATE FROM
[Text Field]

MAINTENANCE DATE TO
[Text Field]

MAINTENANCE MILES FROM
[Text Field]

MAINTENANCE MILES TO
[Text Field]

SERVICE REQUEST STATUS
-Select-

STATUS
-Select-

CATEGORY
-Select-

ASSIGNMENT
-Select-

BUDGET
-Select-

RATING
-Select-







DELINQUENT MILEAGE
☐

ADDITIONAL SEARCH CRITERIA
-Select-

Go Back Reset Search

Note: The Agency of the vehicle defaults to the Agency of the logged in user; however, you can change it to any agency within the organization by clicking on the .

2. Enter various pieces of information about the vehicle, such as VIN, Make, Model, etc., then click **Search** to display the results.

57 result(s) found										Refine Search	New Search
										Previous	1 2 3 Next
Vehicle ID	Unit Number	Make	Model	Status	Agency	Assigned Officers/Employees	Purchased Date	Current Mileage	Actions		
72	Test1	DODGE(DODG)	Charger	Assigned	District 34, Jasper	Super Maj Captain, Frawley, Fred, ID# 454	12/01/2020	100	 		
71	DMM004			Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014			 		
70		TOYOTA(TOYo)	Highlander	Assigned	District 42, Versailles	Livingwell, Charles, ID# 2014, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123, Smith, Johnny, ID# emp123		25600	 		

Add Fuel , Oil, and Mileage

1. Locate the vehicle you want to edit then click on the *Edit*  icon in the Actions column of the Search Results window to open the Edit Fleet Vehicle page.

Go Back

Vehicle Assignments Fuel / Oil / Mileage

Fleet Vehicle Information

AGENCY	VEHICLE ID	
District 42, Versailles	63	
YEAR	MAKE	MODEL
2018	FORD/COURIER/FORD GOLDLINE CAMPER(FORD)	TAURUS
VIN	TYPE	STYLE
d4d4d4d4		
LICENSE #	LICENSE STATE	
987aaa		
PRIMARY COLOR	SECONDARY COLOR	
DESCRIPTION		

2. Click on the **Fuel/OilMileage** tab, then click **Add Fuel/Oil/Mileage Record** to add a new record.

Go Back

Vehicle Assignments **Fuel / Oil / Mileage**

Show 10 entries

Add Fuel / Oil / Mileage Record

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
5242	Saur, Christine	02/13/2019 1400				Vendor: Caseys	
5060	Simpson, Homer	01/07/2019 1050		Fuel: 10			
5050	Hicks, Aaron	12/19/2018 0935		Fuel: 20 Oil: 20	Fuel: 20 Oil: 20 Fluid: 20	Payment: Credit Card Vendor: DMM	

Showing 1 to 3 of 3 entries

Previous 1 Next

Fuel/Oil/Mileage

CURRENT MILEAGE/HOURS: 13505

MILEAGE/HOURS ODOMETER:

MILES/HOURS USED: -

DATE OF INFO: 12/04/2019 1131

OFF DUTY MILES:

SERVICE INTERVAL: -Select-

Show Fields

Click to show all hidden fields

Cancel Save

Only relevant fields for which you need to supply data display automatically.

Click the **Show Fields** button to display all available fields.

- The *Current Mileage/Hours* and *Miles/Hours Used* fields are both read-only.
- Fields with a down arrow supply a list of values from which to choose. Click on the field then choose from the list that appears.
- Service Interval** allows you to select the number of miles until the next service. The list values are configured by the agency. For details, refer to your administrator.

SERVICE INTERVAL

-Select-

-Select-

5,000

10,000

15,000

20,000

25,000

30,000

35,000

40,000

45,000

50,000

55,000

60,000

65,000

- Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel/Oil/Mileage** tab without saving.

- If you chose to click **Save**, the record appears under the **Fuel/Oil/Mileage** tab of the **Edit Fleet Vehicle** screen.

The **Current Mileage** looks at service maintenance records and fuel/oil/mileage records to find the max mileage entered for the vehicle.

The **Cost of Ownership** displayed on the **Vehicle Tab** reflects the *Purchase Price + All Fuel & Oil Costs + All Service Maintenance Costs* entered for the vehicle.

Mileage	Creator	Date of Info	Comments	Fuel / Oil	Costs	Payment	Actions
5535	Smith, Johnny	03/23/2020 1431					
5242	Saur, Christine	02/13/2019 1400				Vendor: Caseys	
5060	Simpson, Homer	01/07/2019 1050		Fuel: 10			
5050	Hicks, Aaron	12/19/2018 0935		Fuel: 20 Oil: 20	Fuel: 20 Oil: 20 Fluid: 20	Payment: Credit Card Vendor: DMM	

Showing 1 to 4 of 4 entries

Previous 1 Next

The *Edit* and *Delete* icons appear on fuel/oil/mileage records to which you have appropriate permissions.

Edit Fuel , Oil, and Mileage

You can edit records under the following conditions:

- You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can edit the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have edit fuel and oil permissions.
- Click on the edit icon and apply the necessary updates.
 - Click **Save** to apply the changes, or click **Cancel** to return to the **Fuel/Oil/Mileage Tab** without saving.


Delete Fuel , Oil, and Mileage

You can delete records under the following conditions:

- You are the creator of the record and the system time is within the configured lock hours of the creation date.

For example, when the lock hours are set to 100, you can delete the record if you are the creator, and today is within 100 hours of record creation.

For more information on lock hours, refer to your agency administrator.

- Or, you always have delete fuel and oil permissions.
1. Click on the delete icon  to delete a Fuel/Oil/Mileage Record.
 2. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Fuel/Oil/Milage** window without deleting.

Message From RMS

Are You Sure?

No Yes

Chapter 35. Lost and Found Property

Lost and Found Property Overview

The **Lost and Found Property** module allows you to create, save, and edit *Master Property* records and mark them as lost. The **Lost and Found Property** module is included with the full subscription of Online RMS, though it is disabled for initial deployment. Please contact Caliber Support if your agency would like this module enabled.

When the module is enabled, user access is controlled by permissions configured by your administrator. For more information on permissions see your administrator.

This module utilizes the **Master Property Index**, where property data is represented only once for consistency. **Master Property** data is easily transferred to a new **Lost and Found Property** record by searching the **Master Property Index** for the appropriate property record. For more information on **Master Indices** refer to "Master Indices" on page 83.

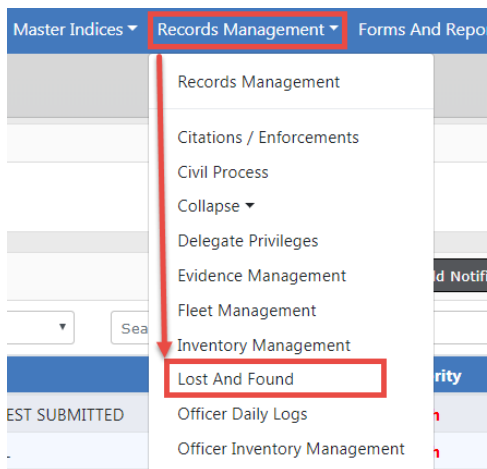
Lost and Found Property can be created and managed two ways within Online RMS:

- From the **Standalone Module** by selecting the *Lost and Found* option under the *Records Management Menu*.
- **Incident Lost and Found Property** (similar to logging property as evidence or held property).

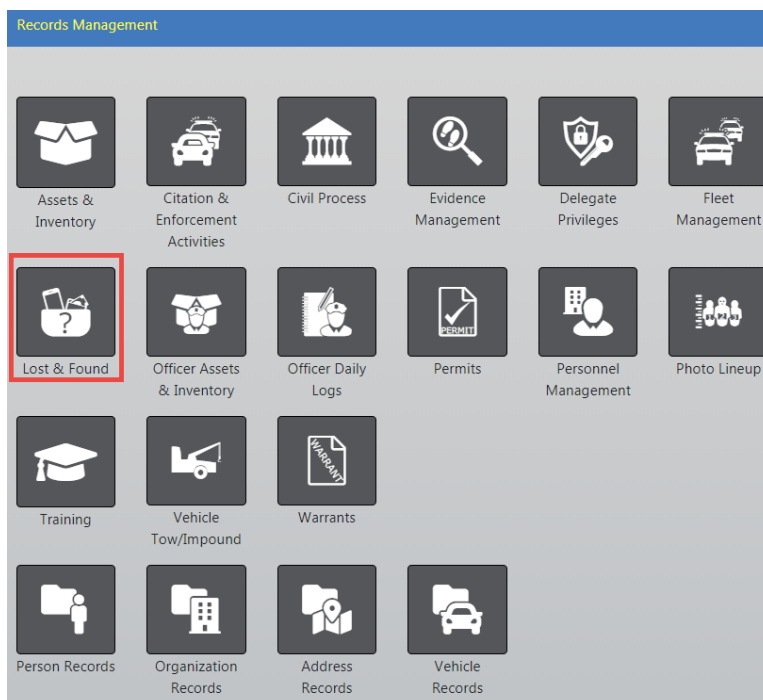
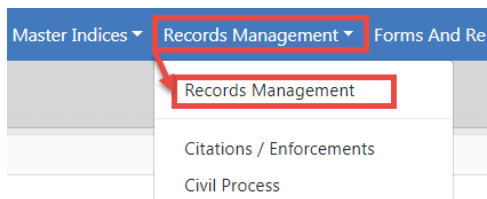
Standalone Module

There are two ways to access the **Lost & Found Standalone Module**:

- Click the **Records Management Menu** then click the **Lost and Found** submenu option.



- Click on the **Records Management Menu** then click on the **Lost & Found** link.



The *Property Lost & Found Search* screen appears. Click on the **Add New Lost & Found** button to create a new **Lost & Found** record if necessary.

Add New Lost & Found

Property Details

INDEX ID

SERIAL NUMBER

DESCRIPTION

CATEGORY

☒ All ☐ Property ☐ Drugs ☐ Document ☐ Currency ☐ Guns

Lost & Found Details

AGENCY

ID

FOUND BY

INCIDENT REPORT #

FOUND DATE FROM

FOUND DATE TO

CREATED DATE FROM

CREATED DATE TO

COMMENTS

Current Custody

LOCATION

FIRST NAME

LAST NAME

Disposition

DISPOSED

DISPOSITION DATE FROM

DISPOSITION DATE TO

DISPOSITION REASON

RELEASED TO

COMMENTS

Go Back

Reset

Search

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" below .

Search Lost and Found Property

Access the **Lost & Found** Standalone Module to begin the search. For more information on accessing the module refer to "Standalone Module" on page 773.

The *Property Lost & Found Search* screen appears.

[Add New Lost & Found](#)

Property Details

INDEX ID	SERIAL NUMBER	DESCRIPTION
<input type="text"/>	<input type="text"/>	<input type="text"/>

CATEGORY

☒ All
 ☐ Property
 ☐ Drugs
 ☐ Document
 ☐ Currency
 ☐ Guns

Lost & Found Details

AGENCY	ID	FOUND BY	INCIDENT REPORT #
<input type="text" value="District 42, Versaill"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FOUND DATE FROM	FOUND DATE TO	CREATED DATE FROM	CREATED DATE TO
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

COMMENTS

Current Custody

LOCATION	FIRST NAME	LAST NAME
<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>

Disposition

DISPOSED	DISPOSITION DATE FROM	DISPOSITION DATE TO	DISPOSITION REASON
<input type="text" value="-Select-"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="-Select-"/>

RELEASED TO	COMMENTS
<input type="text"/>	<input style="width: 95%;" type="text"/>

[Go Back](#)
[Reset](#)
[Search](#)

Choose one **Category** to display additional search fields. The search fields change based on the selected **Category**.

[Add New Lost & Found](#)

Property Details

INDEX ID	SERIAL NUMBER	DESCRIPTION
<input type="text"/>	<input type="text"/>	<input type="text"/>

CATEGORY

☐ All
 ☒ Property
 ☐ Drugs
 ☐ Document
 ☐ Currency
 ☐ Guns

TYPE

MISC/OAN

MAKE

MODEL

PRIMARY COLOR

SECONDARY COLOR

QUANTITY

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

[Refine Search](#) [New Search](#) [Add New Lost & Found](#)

3 result(s) found

	ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
<input type="checkbox"/>	35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	
	15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	
	2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	Disposed	08/23/2017 0905	

[Refine Search](#) [New Search](#)

Click **New Search** to start a new search, or **Refine Search** to modify your search.

You can **Export** the *Search Results* to a file by clicking on one of the export icons. For more information on exporting *Search Results* refer to "Export Search Results" on page 36.

From the *Search Results* window you can handle one record, or multiple records at once.

Specific Record

Dispose, Edit, or Delete a specific record.



If an icon does not appear in the *Actions* column then you do not have proper permissions to perform that *Action*. For example, if the **Dispose** icon does not appear then you do not have permissions to **Dispose** that record. For more information on permissions refer to your administrator.

Multiple Records

Online RMS provides a function to process multiple **Lost & Found** records at once. **Mass Dispose**, **Mass Change Custody**, and **Print Labels** buttons appear when one or more records on the *Property Lost & Found Search Results* screen are selected. Click one of the three buttons to process all selected records.



The screenshot shows the 'Property Lost & Found Search Results' screen. At the top, there are buttons for 'Refine Search', 'New Search', and 'Add New Lost & Found'. Below these, a status bar indicates '3 result(s) found' and '1 Item(s) Selected'. Three buttons are visible: 'Mass Dispose', 'Mass Change Custody', and 'Print Labels'. A table below lists the records:

ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703	[Icons]
15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551	[Icons]
2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	Disposed	08/23/2017 0905	[Icons]

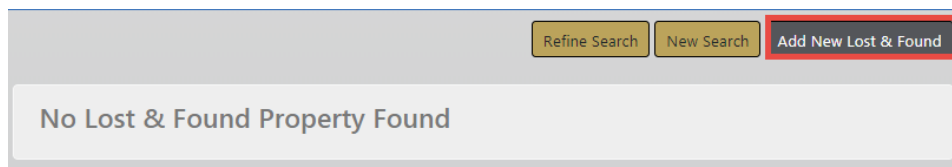
At the bottom, there are buttons for 'Refine Search' and 'New Search'.

For more information on processing records in bulk refer to "Mass Lost and Found Functions" on page 786.

Add Lost and Found Property

Before you add a new record, first search to ensure it doesn't already exist. For more information on searching, refer to "Search Lost and Found Property" on page 775

The search results displays a message when the record you are searching for does not exist.



Create a New Master Property Index Record

If the record you are searching for does not appear in the *Lost & Found Search Results* then it's likely it does not exist in the index, so you need to create it.

Click on the **Add New Lost & Found** button on the top right of the *Lost & Found Search Results* window to display the *Add Property* screen.

Choose one **Category** on the *Add Property* screen. Additional fields appear based on the selected **Category** as shown in the below examples.

Property Information Go Back

SECURITY LEVEL
Level 1 - Access to all Data

CATEGORY
☒ **PROPERTY** ☐ DRUGS ☐ DOCUMENTS ☐ CURRENCY ☐ GUNS

TYPE
WATCH

SERIAL #
AC12345

MISCELLANEOUS / OAN

VALUE
500.00

MAKE
Timex

MODEL
Easy Reader

PRIMARY COLOR
Gold

SECONDARY COLOR
-Select-

QUANTITY
1

ITEM DESCRIPTION
Woman's watch.

DATE OF INFO
3/18/2019

COMMENTS

Go Back Save Save & Select

Property Information Go Back

SECURITY LEVEL
Level 1 - Access to all Data

CATEGORY
☐ PROPERTY ☐ DRUGS ☒ **DOCUMENTS** ☐ CURRENCY ☐ GUNS

TYPE
CREDIT CARDS

BANK

DOCUMENT NUMBER

DATE

ACCOUNT NAME

ACCOUNT #

PAYABLE TO

AMOUNT

ENDORSEE

ITEM DESCRIPTION

DATE OF INFO
3/18/2019

COMMENTS

Go Back Save Save & Select

Property Information Go Back

SECURITY LEVEL
Level 1 - Access to all Data

CATEGORY
☐ PROPERTY ☒ **DRUGS** ☐ DOCUMENTS ☐ CURRENCY ☐ GUNS

TYPE
PLANT

DRUG TYPE
SUSPECTED MARIJUANA

QUANTITY

MEASURE
-Select-

ITEM DESCRIPTION

DATE OF INFO
3/18/2019

COMMENTS

Go Back Save Save & Select

Enter the necessary data. then click **Save & Select** to transfer the newly added record to a new *Lost & Found* record.

Create the Property Lost & Found Record

The new property record you just created transfers into the **Add Property Lost & Found** screen.

[Go Back](#)

Property Information transferred from Master Property					
TYPE	MAKE	MODEL	SERIAL #	COLORS	QUANTITY
WATCH	Timex	Easy Reader	TIME1234	Gold	1
VALUE(\$)	DATE OF INFO	INDEX ID			
400	03/07/2019	1859			

Location / Person		
FOUND BY	DATE / TIME FOUND	CUSTODY DATE / TIME

Enter the remaining lost and found information then click **Save** to open the *Edit Lost & Found* screen.

For more information on editing lost and found records, refer to "Edit Lost and Found Property" below.

Edit Lost and Found Property

Access the **Lost & Found Standalone Module** then search for the record(s) you want to **Edit**.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 773.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 775.

From the *Search Results* window click on the **Edit** icon on the record you want to update.

[Refine Search](#)
[New Search](#)
[Add New Lost & Found](#)

39 result(s) found
Previous 1 2 Next

ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions
42	District 42, Versailles	PLANT		01/01/2019 1534	Disposed	02/15/2019 1534	
<input type="checkbox"/> 41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317	
<input type="checkbox"/> 40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315	
<input type="checkbox"/> 39	District 42, Versailles	WATCH	Dana	03/27/2018 0545	Front Counter	03/27/2018 1300	
<input type="checkbox"/> 38	District 42, Versailles	BANK RECORDS	Nelly Botch	03/27/2018 0000	, Truth, Kat, ID# 253523	03/27/2018 1246	

Note: **Disposed** records cannot be updated unless you have *Edit Disposition Information* permissions. For more information on permissions refer to your administrator.

The *Edit Property Lost & Found* screen appears. The *Master Property* information appears on the top section, *Lost & Found Property* information on the middle section, and *Chain of Custody* information on the bottom section.

[Go Back](#) [Dispose](#) [Print Label](#)

Property
[View Property Details](#) [Update Property Details](#)

TYPE	QUANTITY	VALUE(\$)	DATE OF INFO	INDEX ID
ALCOHOL/LIQUEUR	0	100	04/08/2019	1908

Master Property Index Section

ID

FOUND BY

DATE / TIME FOUND

COMMENTS

[Save](#)

Incident

Report #	Agency	Occurrence Date	Location	Actions
2017-11-317-000025	District 42, Versailles	11/13/2017 0945	500 South Oak Street Fortville, IN 46040	

Chain of Custody
[Print Chain of Custody](#) [Change Custody](#)

Search:

Custody Date	Person / Location	Creator	Comments
04/08/2019 1040	Back Room	Homer Simpson	

With the proper permissions, you can click on the **View Property Details** or **Update Property Details** link to **View** or **Edit** the *Master Property Index* record respectively. For more information on permissions refer to your administrator.

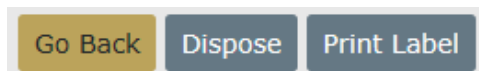
Click on the **Change Custody** link to display the *Add Custody Entry* screen.

Select either **Location** or **Person**.

- If you selected **Location** then select a Location from the displayed list.
- If you selected **Person** then enter part of the officer's name in the text box and select the appropriate name that appears in a list.

Select **Save**.

You can also **Dispose** the selected record, or **Print Label**.



Note: For more information on how to **Dispose** a record refer to "Dispose Lost and Found Property" on the facing page.

Delete Lost and Found Property

Access the **Lost & Found** Standalone Module then search for the record(s) you want to **Delete**.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 773.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 775.

From the *Search Results* window click on the **Delete** icon in the *Actions* column on the record you want to delete.

39 result(s) found								
Previous 1 2 Next								
ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions	
42	District 42, Versailles	PLANT		01/01/2019 1534	Disposed	02/15/2019 1534		
<input type="checkbox"/> 41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317		
<input type="checkbox"/> 40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315		

A confirmation window appears.

Message From RMS

Are You Sure?

No Yes

Click **Yes** to delete or **No** to return to the *Search Results* window without deleting.

Dispose Lost and Found Property

Dispose is considered the end of life for the **Lost & Found** record(s).

Access the **Lost & Found** Standalone Module then search for the record(s) you want to **Dispose**.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 773.

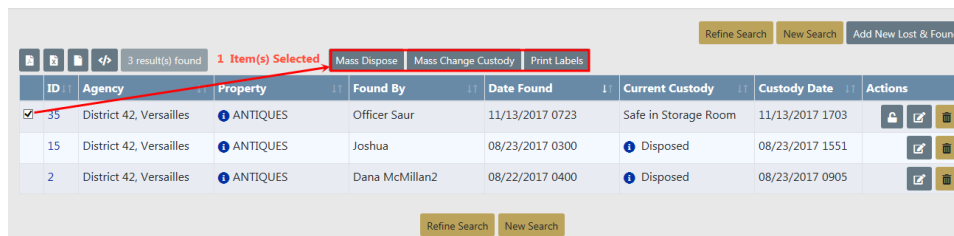
For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 775.

From the *Search Results* window you can **Dispose** multiple records at once, or a specific record.

3 result(s) found								
Previous 1 2 Next								
ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions	
<input type="checkbox"/> 35	District 42, Versailles	ANTIQUES	Officer Saur	11/13/2017 0723	Safe in Storage Room	11/13/2017 1703		
15	District 42, Versailles	ANTIQUES	Joshua	08/23/2017 0300	Disposed	08/23/2017 1551		
2	District 42, Versailles	ANTIQUES	Dana McMillan2	08/22/2017 0400	Disposed	08/23/2017 0905		

Dispose Multiple (Mass) Records

Select all records you want to **Dispose**, then click the **Mass Dispose** button.



For more information on the mass functions refer to "Mass Lost and Found Functions" on page 786

Dispose a Specific Record

Locate the record you want to **Dispose** of then click the **Dispose** icon to display the *Lost & Found Disposition* screen.



Note: If the **Dispose** icon does not appear then you do not have proper permissions to perform that *Action*.

[Go Back](#)

Properties Selected

Id	Property	Current Custody	Custody Date
42	Type: PLANT Drug: SUSPECTED MARIJUANA Quantity: 0	Back Room	02/15/2019 1534

Disposition Information

RELEASED TO: ☒ ENTER NAME ☐ SELECT PERSON

PERSON:

RELEASED BY:

DISPOSITION DATE:

DISPOSITION REASON:

COMMENTS:

[Signature](#)
[Save](#)

Enter the necessary data in the fields provided.

- Click **Enter Name** of the person to whom the property will be released and enter their name in the text box, OR click **Select Person** then click on **Select Person** to choose a name from the *Master Person Index*.

RELEASED TO: ☒ Enter Name ☐ Select Person

PERSON:

OR

RELEASED TO: ☐ Enter Name ☒ Select Person

PERSON: [Select Person](#) [Select Incident Person](#)

For more information on the *Master Person Index* refer to [MASTERINDICES.htm](#).

- Released By** name defaults to the logged in user; however, it can be changed.
- Disposition Date** and **Time** defaults to the current data and time; however, it can be changed.
- Select a **Disposition** from the list.
- Enter any **Comments**.
- If required by your agency, click on the **Signature** button for signature.

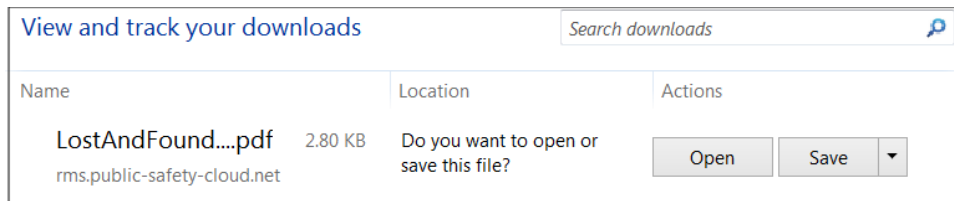
Click **Save** to display a successful confirmation message.

**Disposition
Successful**

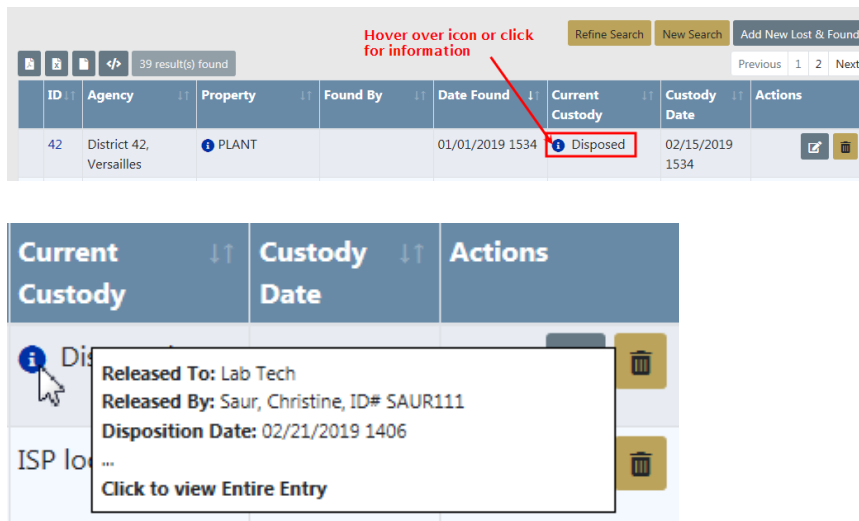
[Print Receipts](#) [Exit](#)

Click the **Print Receipts** button to print receipts, or click **Exit** to return to the *Search Results* screen without printing receipts.

If you chose to **Print Receipts** then you click **Open** to print, **Save** for more options, or **Cancel** to return to the *Search Results* screen.



Disposed appears on the property record in *Search Results*. Hover your mouse over or click on the blue circle to display detailed **Disposed** information.



Mass Lost and Found Functions

Mass Lost and Found Functions allow you to process **Lost & Found** records in bulk. There are three bulk (mass) functions available:

- Dispose
- Change Custody
- Print Labels

To process records in bulk, access the **Lost & Found Standalone Module** then search for the record(s) you want to process in bulk.

For more information on accessing the Standalone Module refer to "Standalone Module" on page 773.

For more information on searching **Lost & Found** records refer to "Search Lost and Found Property" on page 775.

From the *Search Results* window select one or more records you want to process, and with the proper permissions, **Mass Dispose**, **Mass Change Custody**, and **Print Labels** buttons appears.

<div> <div> <div></div> <div></div> <div></div> </div> <div>39 result(s) found</div> <div>2 Item(s) Selected</div> <div> <div>Mass Dispose</div> <div>Mass Change Custody</div> <div>Print Labels</div> </div> <div> <div>Refine Search</div> <div>New Search</div> <div>Add New Lost & Found</div> </div> </div>									
<div>Previous 1 2 Next</div>									
ID	Agency	Property	Found By	Date Found	Current Custody	Custody Date	Actions		
42	District 42, Versailles	PLANT		01/01/2019 1534	Disposed	02/15/2019 1534			
<input checked="" type="checkbox"/>	41	District 42, Versailles	ALCOHOL/LIQUOR	dana	03/27/2018 1000	ISP location	03/27/2018 1317		
<input checked="" type="checkbox"/>	40	District 42, Versailles	AMMUNITION	dana	03/27/2018 0010	Back Room	03/27/2018 1315		
<input type="checkbox"/>	39	District 42, Versailles	WATCH	Dana	03/27/2018 0545	Front Counter	03/27/2018 1300		

Mass Dispose

After selecting one or more records in the *Search Results* screen, click on the **Mass Dispose** button to display the *Lost & Found Disposition* screen.

Go Back

Properties Selected

ID	Property	Current Custody	Custody Date
40	Type: AMMUNITION Make: adf Model: adsf Serial #: 1 Value(\$): 1	Back Room	03/27/2018 1315
41	Type: ALCOHOL/LIQUOR Make: asdf Value(\$): 0	ISP location	03/27/2018 1317

Disposition Information

RELEASED TO

PERSON

ENTER NAME

SELECT PERSON

RELEASED BY

User, ODL, ID# 123456

DISPOSITION DATE

03/18/2019 1629

DISPOSITION REASON

-Select-

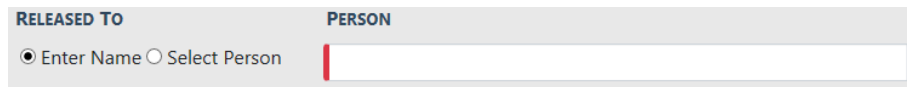
COMMENTS

Signature

Save

Enter the necessary data in the fields provided.

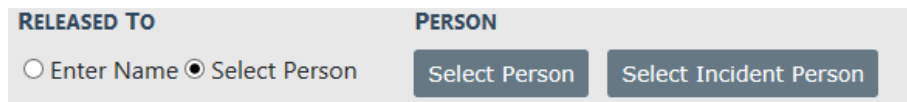
- Click **Enter Name** of the person to whom the property will be released and enter their name in the text box, OR click **Select Person** then click on **Select Person** to choose a name from the *Master Person Index*.



RELEASED TO PERSON

☒ Enter Name ☐ Select Person

OR



RELEASED TO PERSON

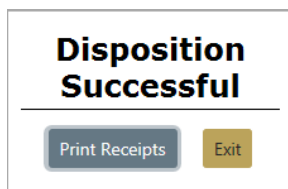
☐ Enter Name ☒ Select Person

Select Person Select Incident Person

For more information on the *Master Person Index* refer to [MASTERINDICES.htm](#).

- Released By** name defaults to the logged in user; however, it can be changed.
- Disposition Date** and **Time** defaults to the current data and time; however, it can be changed.
- Select a **Disposition** from the list.
- Enter any **Comments**.
- If required by your agency, click on the **Signature** button for signature.

Click **Save** to display a successful confirmation message.



Disposition Successful

Print Receipts Exit

Note: **Disposed** records cannot be updated unless you have *Edit Disposition Information* permissions. For more information on permissions refer to your administrator.

Mass Change Custody

After selecting one or more records in the *Search Results* screen, click on the **Mass Change Custody** button to display the *Mass Change Custody* screen.

[Go Back](#)

Properties Selected

Id	Property	Current Custody	Custody Date
40	Type: AMMUNITION Make: adf Model: adsf Serial #: 1 Value(\$): 1	Back Room	03/27/2018 1315
41	Type: ALCOHOL/LIQUOR Make: asdf Value(\$): 0	ISP location	03/27/2018 1317

Custody Information

CUSTODY DATE
03/18/2019 1633

SELECT DESTINATION **SELECT A LOCATION**

☒ LOCATION ☐ PERSON -Select

COMMENTS

[Save](#)

Enter the necessary data in the fields provided.

- Click **Location** and select the location from the list, OR click **Person** then enter part of the officer's name and choose the appropriate name from the list that appears.
- The **Customer Date** and **Time** defaults to the current date and time. You can change it if necessary.
- Enter any **Comments**.

Click **Save**.

Note: Online RMS creates a new *Chain of Custody* with the entered information for each selected **Lost & Found** property record.

Print Labels

After selecting one or more records in the *Search Results* screen that need a label, click the **Print Labels** button.

Incident Report Lost and Found

Lost & Found property can be created from the *Property & Vehicles* tab on the *Incident Report* and marked as **Lost & Found**. You can choose to single or mass properties.

Note: The **Lost & Found** module must be turned on for your agency to utilize this module and functionality.

The screenshot displays the 'Incident Report' interface. At the top, there is a row of buttons: 'Exit Report', 'Quick Print', 'Print', 'Transfer', 'Exit Wizard', and 'Submit For Approval'. Below this is a tabbed interface with the following tabs: 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles' (highlighted with a red box), 'Narratives', 'Attachments', and 'Validations'. The main content area shows 'Incident Summary: 02/20/2019 0907 Hrs' and 'Agency: District 42, Versailles'. Below this, it says 'Offense(s): 14-29-8-5(2) - NATURAL RESOURCE- TRESPASS- CR...' and 'Report #: 2019D4210215 Supp #: 0'. At the bottom, there is a section for 'Properties' with 'TOTAL VALUE(\$): 1500.00' and a dropdown menu set to 'All'. To the right of this section are two buttons: 'Print Evidence' and 'Add Property' (highlighted with a red box).

For more information on Lost & Found from the *Property & Vehicles* tab on the *Incident Report* refer to "Property & Vehicles Tab" on page 226.

Chapter 36. Expungements

Expungements Overview

When an agency is required to expunge a record, the specifics on what needs to be expunged are contained in the court order.

Note: Please refer to your agency's policy on Expunging Records.

This document provides suggestions for accommodating the expungement order by deleting or modifying records contained in Online RMS.

Note: Beginning with **Online RMS 11.14.0**, the workflows for expungements have been enhanced significantly. These include the ability to expunge field arrests, charges, citations, warrants, and offender roles within incidents.

If the order specifies an offender on an incident report:

With appropriate permissions, you can expunge the offender from the report using the Offender incident expungement workflow. For workflow details, refer to "Expunge Offender or Arrestee" on page 795.

If the order specifies an arrest:

With appropriate permissions, you can expunge an arrest record by using the Arrest Expungement process. For details, refer to "Expunge Field Arrest" on page 803.

If the order specifies to delete an Incident Report, Arrest, and all related information:

It is easy to locate the Incident, and Arrest reports then delete them from Online RMS. When creating the delete comment, it may be beneficial to cite the court order.

Incidents

Incident reports must be in Initial status to allow for deletion:

- If the report is in *Approved* status, refer to "Changing Incident Status" on page 276 for detailed instructions on changing the status to *Initial*.

For detailed instructions on deleting an Incident report, refer to "Delete Initial Incident Report" on page 283.

Below illustrates how to delete an initial report from Recent Activities, and the required comment dialog box:

Report #	Supp #	Summary	Actions
2020D4210280	0	07/25/2020 15:00 Hrs - 123 East Main Avenue North denver, CO 80401 - Offense(s) - 35-43-4-2 T68 - THEFT- POSSESS STOLEN PROPERTY	  

Delete Incident

Please enter a comment for deletion of 2020D4210280 Supp # 0

COMMENT

Cancel

Delete

Note: Deleted reports are not recoverable from the database.

Field Arrests/Citations/Field Contacts

If ordered, users with authority can delete Field Arrests, Citations, and Field Contacts using similar steps as with Incidents by first querying for the record.

To delete Field Arrests, refer to "Delete Field Arrest" on page 402.

To delete Citations, refer to "Delete Citation" on page 590.

To delete Field Contacts, refer to "Delete a Field Contact" on page 421.

Investigative Case

If there is a follow-up Investigative Case associated with the Incident report, the delete process automatically removes the Incident from the associated Investigative Case.

- The associated Investigative Case should also be reviewed to delete any case comments that may reference the expunged person by name.

Person Record

It is not necessary to delete a person record from Online RMS. Once an Incident report is deleted, the association to that report is deleted from the Master Indices Person record.

If preferred, an agency can choose to edit the Master Person record specified in the expungement order to change the person's name rather than delete the individual events.

As an example, some agencies change the person's name to the reference number of the expungement order to preserve the event records and remove any ability to find records when searching for the person's name. If this flow is preferred, keep in mind the individual records will need to be reviewed to remove the person from associated narratives or comment fields.

Orders to expunge records need to be handled on a case-by-case basis.

After reviewing your agency's current policy at the time of the order, and the decision is made on what records need to be deleted or edited, you can proceed to delete or edit those records within Online RMS. If you need further assistance, please submit a ticket to our Support Team.

External Repositories

Caliber Online RMS contributes information from approved reports to external repositories such as NDEX. It may be necessary for agencies to expunge information contributed to these repositories by contracting them directly and following their expungement process.

Interfaces

Your agency may contribute information to Caliber Online RMS through an interface with an external program. After the necessary information is expunged from Online RMS, you may need to contact the external vendor directly and follow their process to expunge the records in their program.

Examples of external interfaces are electronic ticket writers, crash reporting systems, and DWI/DUI reporting software.

Un-Expunge

With proper permissions you can **Un-Expunge** an offender or arrestee on an Incident Report, or an entire Field Arrest. For more information, refer to "Un-Expunge" on page 807.

Note: Expunged records are not visible throughout Online RMS unless the user is granted permissions to view expunged details.

Accessing the View Person Page

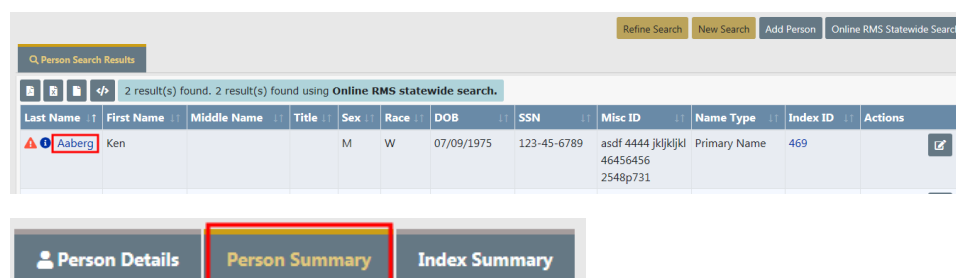
As with many areas of Online RMS, you can access the *View Person* page different ways:

- From the Master Person Record.

Search for the Master Person record by clicking on the **Master Indices** menu on the *Top Navigation Bar*, then click **Person** from the drop-down list to open the *Master Index Search* page.

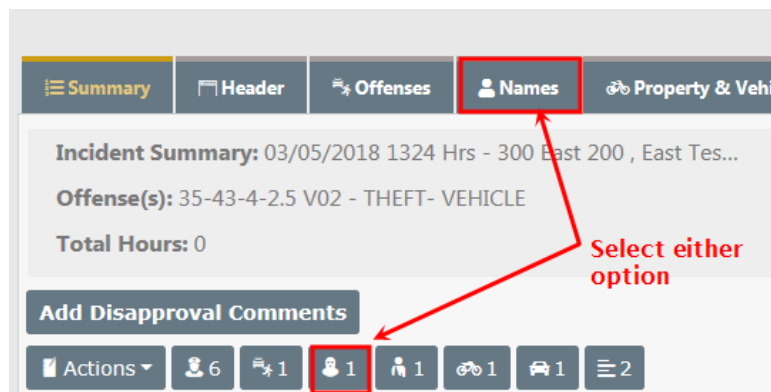
Enter the person's last name, first name, or other information to yield the desired results, then click the **Search** button to open the *Person Search Results* page.

Click on the appropriate person's **last name** to open the *View Person* page, then click on the *Person Summary* tab.



Note: For more information on Master Indices refer to "Master Indices" on page 83.

- From the Incident Report.
 - Search for and view the Incident Report. For more information on searching and viewing Incident Reports, refer to "View Incident Reports" on page 265.
 - While on the Incident Report click on the **Names** tab or the **Offenders** link.



- Locate the Offenders grid then click on the person's **Name** to open the *View Person* page.

Offenders				
Name	Age (Yrs)	Role(s)	Supp #	Actions
Aaberg, Ken Race: White Sex: M DOB: 07/09/1975	42 Years Old	Suspect / Offender	0	

Note: For more information on viewing Incident Reports refer to "View Incident Reports" on page 265.

Expunge Offender or Arrestee


You can expunge an offender or arrestee from a Incident Report, providing the Incident Report is *approved* and you have *Expunge Records* permissions. Refer to your agency administrator for more information on *Expunge Records* permissions.

Incident **Expungements** apply to the offender only as there may be more than one offender.

The Person Summary tab on the *View Person* page displays an **Expunge** column in the Involved Incidents grid. A red Expunge icon appears in the **Expunge** column on records that qualify for expungement.

Note: For details on how to access the *View Person* page refer to "Accessing the View Person Page" on the previous page.

Note: Beginning with Online RMS 11.14.0, the workflows for expungements have been enhanced significantly. These include the ability to expunge field arrests, charges, citations, warrants, and offender roles within incidents.

Locate the Incident Report on the Summary tab of the *View Person* page from which you want to **Expunge** the offender, then click on the red Expunge icon  in the **Expunge** column to open the *Expunge Person* page.

Involved Incidents		
	Expunge	Report#
<input type="checkbox"/>		2018D4210186
<input type="checkbox"/>		2017-0120
<input type="checkbox"/>		2017-0091
<input type="checkbox"/>		2016-BCSO-000177
<input type="checkbox"/>		2016D4210025
<input type="checkbox"/>		2015ROOT0220
<input type="checkbox"/>	 	2015ROOT0162
		2015ROOT0156
		2015ROOT0154
<input type="checkbox"/>		0011315

On the *Expunge Offender* page, review the Summary and remove all text that relates to the identity of the person being expunged, then click the **Update Summary** button. Also review **Narratives** tied to this Incident Report and remove all references to that person.

Note: Online RMS saves the original and the edited versions of the Narrative.

[Go Back](#)

Incident Information
 Incident Summary: 07/28/2015 1713 Hrs - 100 Ash Street INDIANAPO...
 Offense(s): 35-42-2-1.5 - BATTERY- AGGRAVATED

Agency: District 42, Versailles
 Report #: 2015ROOT0162 Supp #: 0

Person Information

LAST NAME Akbar	FIRST NAME Allah	DOB 04/02/1980 (Age: 38)	SEX Male	RACE Middle Eastern	ETHNICITY Arabic
DRIVER'S LICENSE # 12345678	SSN 311-77-6788	GANGS American Hustle(Active)		EMPLOYER NAME Bank Of America	INDEX ID 540

Incident Summary
 PLEASE REVIEW THE INCIDENT SUMMARY FOR ANY REFERENCE TO THIS PERSON.

(Remove text that relates to the identity of the person being expunged.)

[Update Summary](#)

Incident Narratives
 PLEASE REVIEW THE INCIDENT NARRATIVES FOR ANY REFERENCE TO THIS PERSON.

Title	Created By	Date Of Info	Supp#	Actions
Supplement#1 - Narrative	Simpson, Homer	07/28/2015	1	
Original Narrative	Simpson, Homer	07/28/2015	0	

EXPUNGEMENT COMMENTS

[Go Back](#)
[Expunge](#)

Click the **Back** button if you choose to cancel the expungement.

Note: If you cancel the expungement after updating the **Incident Summary** text, you need to update **Incident Summary** back to its original version manually.

To continue with the expungement, enter **Expungement Comments** at the bottom of the page then click the **Expunge** button.

EXPUNGEMENT COMMENTS

Enter your comments here.

[Go Back](#)
[Expunge](#)

The *View Person* page refreshes automatically, returning you to the *Person Details* tab. Click on the *Person Summary* tab to see **[Expunged]** in the **Expunge** column of the Incident.

Hover your mouse over the blue information bubble to display expungement comments.

Involved Incidents		
	Expunge	Report#
<input type="checkbox"/>		2018D4210186
<input type="checkbox"/>		2017-0120
<input type="checkbox"/>		2017-0091
<input type="checkbox"/>		2016-BCSO-000177
<input type="checkbox"/>		2016D4210025
<input type="checkbox"/>		2015ROOT0220
<input type="checkbox"/>	[EXPUNGED]	2015ROOT0162
		2015ROOT0156

Hover for expunged comments

Users without the *Expungement - View Expunged Records* permission do not see the Incident Involvement, and the Involvement counts do not include the Incident from which the person was expunged. For more information refer to "Expungement Results" below.

Expunged records are not visible in Online RMS without the *Expungement - View Expunged Records* permission. Refer to your system administrator for more information on permissions.

Expungement Results

Online RMS protects the identity and related data of expunged offenders or arrestees by applying restrictions based on a combination of user permissions and an Expunged flag placed on the data.

Offender or Arrestee Name Restrictions

The offender or arrestee's name is replaced with the word **EXPUNGED** for users *without* the *Expungement - View Expunged Records* permission.

The offender or arrestee's name displays with an **[EXPUNGED]** tag for users *with* the *Expungement - View Expunged* permission.

- Incident Summary Tab - Offenders Grid.
- Incident Names Tab - Offenders Grid (no view icon).
- Incident Names Tab - View Victim page - Victim/Offender relationship.
- Incident Property/Vehicle Tab - View Property page - Property Owner.
- Incident Property/Vehicle Tab - View Vehicle page - Vehicle Owner.
- Visualization - Incident Quick View - Offender Grid.
- Incident Mapping - Incident Quick View - Offender Grid.
- Case Management - Involved Names Grid.
- Evidence/Property Labels - Property Owner.
- Evidence/Property Lab Report - Suspect/Offender box.

Summary	Header	Offenses	Names	Property & Vehicles
Incident Summary: 07/28/2015 1713 Hrs - 100 Ash Street INDIANAPOLIS, IN 46204 Offense(s): 35-42-2-1.5 - BATTERY- AGGRAVATED				
Offenders Example for user with View Expunged Records permissions				
Name				Age (Yrs)
ⓘ Akbar, Allah Race: Middle Eastern Sex: M DOB: 04/02/1980 [EXPUNGED]				35 Years

Other Expunged Data Restrictions

The following changes are applicable throughout Online RMS for users *without* the *Expungement - View Expunged* permission.

- Master Indices - Person Common Event Associations (offender is not displayed at all).

- Visualization - Offender or Arrestee to Incident link.
- Visualization - Person Quick View - Person Summary tab (Incident not displayed for offender).
- Photo Lineup - Person Quick View - Person Summary (Incident not displayed for offender).
- Person Collapse - Person Quick View - Person Summary tab (Incident not displayed for offender).
- Incident Narratives - If updated during the expunge process, only the edited expunged version can be viewed.
- Incident Search - Name / Combo additional search criteria (Incident not returned when searching by offender).
- Incident Smart Search - by name (Incident not returned at all).
- Incident Smart Search - by any other part of incident (offender not displayed / image not displayed).
- Case Search - Name additional search criteria (Incident not returned when searching by offender).

Online RMS displays the above data with an **[EXPUNGED]** tag on the record for users *with* the *Expungement - View Expunged* permission. Users with this permission can also view both the original Incident Narratives and the edited expunged versions.

Note: Regardless of the user's permissions, the Print Incident page does not display the expunged offender or arrestee's name, and Quick Print will not print the expunged offender or arrestee.

Expungements - RMS 11.14 and Higher

The improved workflows for expungements and unexpungements starting with RMS 11.14 allow users with the appropriate permissions to expunge and unexpunge individuals associated with incidents citations, field arrests, and warrants.

Note: Contact Caliber Public Safety Support for assistance in enabling permissions.

Expunging a person from a record can be done from an approved incident report (it cannot be done from an unapproved incident report) or from a person's master name index summary tab.

To expunge a person from an approved incident report, navigate to and view the incident.

From the summary tab, click on the **actions** dropdown.

The screenshot shows the 'Incident Summary' page for incident 11/27/2023 0733. The 'Actions' dropdown menu is open, displaying various options. The 'Expunge Offender' option is highlighted. The background shows incident details such as 'Offense(s): 35-43-2-1 Burglary / 5 : F', 'Report Security: Patrol Officer', 'Incident Report Type(s) / Nature of Incident: Burglary / Building, Burglary / Habitation', and 'Report Location: 1000 North Manchester Drive Greenfield, IN 46140'.

Select **Expunge Offender**.

A new window will be displayed listing all offenders associated with this incident.

The screenshot shows the 'Expunge Offender' window. It lists two offenders with their names, roles, and dates of birth. The 'Expunge Offender' window is overlaid on the 'Incident Summary' page. The background shows incident details such as 'Offense(s): 35-43-2-1 Burglary / 3 : F', 'Report Header: Burglary', 'Report Date: 11/27/2023 0733', 'Duration Date: 11/27/2023 0734', 'Report Location: 1000 North Manchester Drive Greenfield, IN 46140', 'Common Place Names: MODEL COUNTY POLICE DEPT', 'Geographic Location: MODEL COUNTY POLICE DEPT', 'County of Occurrence: Hancock', 'Township of Occurrence: Hancock', and 'Caution Codes: '.

Click on the select icon for the offender to be expunged, which opens the expunge/seal window.

From the expunge/seal section, choose either the **Arrestee** or the **Offender** role.

Note: Choosing Offender will expunge a person from both the Offender and Arrestee roles. Choosing Arrestee will only remove the person from the Arrestee role.

The screenshot shows the 'Expunge/Seal' window in the Caliber Public Safety Online RMS. The window is titled 'Expunge/Seal' and contains the following sections:

- Incident Information:** Incident Summary: 11/27/2023 0733 Hrs - 1000 North Manchester Drive Greenfield, IN 46140. Agency: MODEL COUNTY POLICE DEPT. Report #: MCPD23000530 Supp #: 0.
- Person Information:**

LAST NAME	FIRST NAME	DOB	Sex	Race	Ethnicity
Kossor	Jon	05/22/1970 (Age: 53)	Male	White	Not Hispanic or Latino
HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	COMPLEXION	INDEX ID
5' 07"	225	Brown	Red	Light	52
- Expunge/Seal:** A dropdown menu is open, showing options: '-Select-', 'Arrestee', and 'Offender'. The 'Arrestee' option is highlighted.
- Incident Narratives:** A table with columns: Title, Created By, Date Of Info, Supp#, and Actions. The first row is 'Original Narrative' created by 'Talent, Marty' on '11/27/2023' with 'Supp# 0'. There is an 'Edit' icon in the Actions column.
- Attachments:** A table with columns: Keyword, File Name, Description, Date of Info, and Expunge/Seal. There are two rows for image files: 'MCPD23000530-0_1' (Original File Name: Burg window.jpg) and 'MCPD23000530-0_2' (Jon Kossor Original File Name: Jon Kossor.jpg). Both have checkboxes for 'Include Image' and 'Expunge/Seal'.
- Attached Forms:** A table with columns: Form Name, Status, Creator Name, Date Created, and Expunge/Seal.

Review the incident summary and incident narrative for any references to the person to be expunged, and edit the narratives (by clicking the **Edit** icon) if any changes must be made to remove references to the expunged person.

Click **Save** to return to the **Expunge/Seal** window.

Expunge any attachments by checking the individual record or selecting the checkbox to select all records.

Note: Comments, when flagged in red, are required to explain why the expungement was conducted.

Click the **Expunge/Seal** button to save the expungement. The incident will now display as expunged/sealed and the names will be replaced with this indication for users who do not have permissions to view expunged/sealed records.

When expunging a person from that person's **Summary** tab, navigate to the person summary (such as by searching Master Indices) and locate the expunge/unexpunge icons.

Name: Mary Frankfurt **Sex:** Female **Race:** White 1 Incidents 11/27/2023

Address Common Event Associations

Address Info	Count
2907 South Mechanicburg Road Shirley, IN 47384	1 Warrants 11/27/2023
1000 North Manchester Drive Greenfield, IN 46140	1 Field Arrests 11/27/2023
400 Meek Street Greenfield, PA	1 Incidents 07/19/2023
600 North Blue Road Greenfield, PA	1 Incidents 11/28/2023
1000 North Manchester Drive Greenfield, IN 46140	1 Incidents 11/27/2023

Vehicle Common Event Associations

Vehicle Info	Count
VIN: 18A658596 Year: 2021 Make: CHEVROLET(CHEV) Model: S10 Extended Cab	1 Citations 07/19/2023
VIN: 18A658596 Year: 2021 Make: CHEVROLET(CHEV) Model: S10 Extended Cab	1 Incidents 07/19/2023

Involved Citations/Enforcement Activities

Expunge/Seal	Ticket Number	Agency	Type	Charges	Citation Date
	12345	MODEL COUNTY POLICE DEPT	Moving Traffic - Local Violation		07/19/2023 1400

Involved Warrants

Index ID	Agency	Status	Reference	Charges	Date Issued
1	MODEL COUNTY POLICE DEPT	Active			11/27/2023

Involved Field Arrests

Expunge/Seal	Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
	ARR20230008	Arrestee	11/27/2023 0757	MODEL COUNTY POLICE DEPT	35-43-2-1 : BURGLARY : S : F	MCPD23000530	

Involved Calls For Service

Dispatch #	Agency	Call Type	Caller	Location	Call Date	Roles	Actions
2023-00005119	MODEL COUNTY 911	BURGLARY		1000 N MANCHESTER DR, GREENFIELD, IN	11/27/2023 0733	Person	

Go Back Print Report Visualization Tool Update Details Subscribe

These icons will not be displayed for users who lack permissions to do so. Click the appropriate icon and enter any required comments when performing expungements/unexpungements.











Note: Warrants can only be expunged from the incident or field arrest with which they are associated.

Expunge Field Arrest

If you have the *Expunge Records* permission, locate the Involved Field Arrest on the Person Summary tab of the *View Person* page that you want to **Expunge**, then click on the red Expunge icon in the **Expunge** column to open the *Expunge Arrest* page.

Note: For details on how to access the *View Person* page refer to "Accessing the View Person Page" on page 794.

Note: Beginning with **Online RMS 11.14.0**, the workflows for expungements have been enhanced significantly. These include the ability to expunge field arrests, charges, citations, warrants, and offender roles within incidents.

Involved Field Arrests							
Expunge	Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
	1507452	Arrestee	07/22/2015 0023	District 42, Versailles	35-43-4-2 T12 - THEFT- BUILDING MATERIAL	2015ROOT0154, 2015ROOT0156	
	1504424	Arrestee	04/03/2015 1134	District 42, Versailles			
	1503405	Arrestee	03/18/2015 1134	District 42, Versailles			
	1502371	Arrestee	02/20/2015 0023	District 42, Versailles			
	1410278	Arrestee	10/01/2014 0023	District 42, Versailles			

Review any **Narratives** tied to this Field Arrest and remove all references to that person.

Note: Online RMS saves the original and the edited versions of the Narrative.

Go Back

Arrest Information

Arrest Summary: 07/22/2015 0023 Hrs ⓘ
 Agency: District 42, Versailles

Charges: THEFT- BUILDING MATERIAL
 Arrest #: 1507452

Person Information

LAST NAME Akbar	FIRST NAME Allah	DOB 04/02/1980 (Age: 38)	SEX Male	RACE Middle Eastern	ETHNICITY Arabic
DRIVER'S LICENSE # 12345678	SSN 311-77-6788	GANGS American Hustle(Active)		EMPLOYER NAME Bank Of America	INDEX ID 540

Narratives

Please review the arrest narratives for any reference to this person.

Title	Creator Name	Date Created	Actions
No Data To Display			

EXPUNGEMENT COMMENTS

Enter your comments here.











Go Back Expunge

Click the **Back** button if you choose to cancel the expungement.

To continue with the expungement, enter **Expungement Comments** then click the **Expunge** button.

The *View Person* page refreshes automatically, returning you to the *Person Details* tab. Click on the *Person Summary* tab to see the **[Expunged]** tag in the **Expunge** column of the Involved Field Arrest.

Hover your mouse over the blue information bubble ⓘ to display expungement comments.

Involved Field Arrests							
Expunge	Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
[EXPUNGED] 	1507452	Arrestee	07/22/2015 0023	District 42, Versailles	35-43-4-2 T12 - THEFT - BUILDING MATERIAL	2015ROOT0154, 2015ROOT0156	
	1504424	Arrestee	04/03/2015 1134	District 42, Versailles			
	1503405	Arrestee	03/18/2015 1134	District 42, Versailles			
	1502371	Arrestee	02/20/2015 0023	District 42, Versailles			
	1410278	Arrestee	10/01/2014 0023	District 42, Versailles			

Users *without* the *Expungement - View Expunged Records* permission do not see the Arrest Involvement or the Involvement counts for the expunged Field Arrest. Refer to your agency administrator for more information on permissions.

Users *with* the *Expungement - View Expunged Records* permission the Involvement counts remain unchanged, the Field Arrest displays with an **[Expunged]** tag, common events to people, organizations, addresses, vehicles and property display, and an Un-Expunged icon appears to reverse the expungement.

Note: For more information on reversing an expungement refer to "Un-Expunge" on page 807.

Expungement Results

Online RMS protects the identity and related data of expunged records by applying restrictions based on a combination of user permissions and an Expunged flag placed on the data.

For users *without* the *Expungement - View Expunged Records* permission, the Field Arrest will *not* display as follows:

- Field Arrest Search Results (search by number, Arrestee, Names).
- Incident Summary Tab - Arrest Grid (if associated).
- Warrants - Arrest Grid (if associated).
- Incident Names Tab - View Victim Page- Victim/Offender relationship.
- Master Indices - Common Event Associations/Involvement Counts.
- Incident Mapping - Incident Quick View.
- Visualization - Incident Quick View.

Online RMS displays the above data with an **[EXPUNGED]** tag on the record for users *with* the *Expungement - View Expunged* permission. Users with this permission can also view both the original Incident Narratives and the edited expunged versions.

Expunge/Seal Field Arrests and Charges

Note: Beginning with **Online RMS 11.14.0**, the workflows for expungements have been enhanced significantly. These include the ability to expunge field arrests, charges, citations, warrants, and offender roles within incidents. (If a warrant is to be expunged, it must be attached to the incident or the field arrest in question. **Expungements cannot be done on incidents that are not approved.**)

Expunge/Seal is controlled by user permissions. A user with sufficient permissions can expunge/seal records and view expunged/sealed records.

Involved Field Arrests

Expunge/Seal	Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
[EXPUNGED/SEALED]	20211081256	Arrestee	11/10/2021 1256	Lepay County Sheriff's Office	<ul style="list-style-type: none"> 784.03(1a1) DOMESTIC BATTERY- TOUCH OR STRIKE: MM1 810.02 (4a) BURGL - UNOCCUPIED STRUCTURE UNARMED 	20114526	

Click this to UN-EXPUNGE/SEAL Field

This Field Arrest is EXPUNGED/SEALED

Involved Field Arrests

You are accessing a Training or Demo Environment

Expunge/Seal	Arrest Number	Role(s)	Arrest Date	Agency	Charges	Incidents	Actions
	20211081256	Arrestee	11/10/2021 1256	Lepay County Sheriff's Office	<ul style="list-style-type: none"> 784.03(1a1) DOMESTIC BATTERY- TOUCH OR STRIKE: MM1 810.02 (4a) BURGL - UNOCCUPIED STRUCTURE UNARMED 	20114526	

Expunge/Seal Charges

Expunge Seal Arrest

Involved Incidents

Expunge/Seal	Report#	Agency	Status	Incident Types / Offenses	Involved Role	Date
	20114526	Lepay County Sheriff's Office	Initial Report	Type(s) <ul style="list-style-type: none"> Domestic Dispute Offense(s) <ul style="list-style-type: none"> mm1 	Arrestee	11/10/2021
	20114526	Lepay County Sheriff's Office	Approved Report	Type(s) <ul style="list-style-type: none"> Fire Investigation 	Suspect / Offender	11/10/2021

Expunge/Seal Incident

Must be an Approved Report


Involved Citations/Enforcement Activities

Expunge/Seal	Ticket Number	Agency	Type	Charges	Citation Date
	800-000-0000	Lepay County Sheriff's Office	Moving Traffic - Local Violation		11/10/2021
	800-000-0000	Lepay County Sheriff's Office	Moving Traffic - Local Violation		11/10/2021

Note: Expunge Offender is available from the Incident Actions drop-down menu.

Un-Expunge







Only users with the *Expungement - View Expunged Records* permissions can **Un-Expunge** an offender or arrestee on an Incident, or **Un-Expunge** a Field Arrest.

Click the red Expunge icon  in the *Expunge* column for the Incident or Field Arrest on the Person Summary tab of the View Person page.

Note: For details on how to access the *View Person* page refer to "Accessing the View Person Page" on page 794.

Note: Beginning with **Online RMS 11.14.0**, the workflows for expungements have been enhanced significantly. These include the ability to expunge field arrests, charges, citations, warrants, and offender roles within incidents.

Involved Field Arrests

Expunge	Arrest Number
[EXPUNGED]  	1507452
	1504424
	1503405
	1502371
	1410278

A confirmation message appears asking if you are sure. Click **Yes** to continue or click **No** to close the message without expunging.

Message From RMS

This will un-expunge the arrest record. Are you sure?

NoYes

If you chose to expunge, the Field Arrest becomes viewable to all users of the system, and the system discards both the edited expunge Narrative and Incident Summary.

Unexpungements - RMS 11.14 and Higher

To unexpunge a person from a record, click on the person's summary tab, find the record, hover over the information icon to view expungement details, and click the **circular arrows icon** to unexpunge. Click the **unexpunge/seal** button once the needed change is complete.

Caliber
PUBLIC SAFETY

Administration • Incidents • Master Indices • Records Management • Forms And Reports • Help

Marty Talent (MODEL COUNTY POLICE DEPT) 8/3

Person Search / Person Search Results / View Person Details (Knowledge)

Go BackPrint ReportVisualization ToolUpdate DetailsSubscribe

Person DetailsPerson Summary

Total Involvements

Incidents	11/26/2023	3
Field Arrest	11/27/2023	1
Citations	07/19/2023	1
Calls For Service	11/27/2023	1

Incident By Role

Arrestee	1
Offender	3

Common Event Associations

Address	5
Person	3
Vehicle	2

By Offense Category

Property	1
Vehicle	1

By Incident Status

Initial Report	1
Approved Report	2

Involved Incidents

Expunge/Seal	Agency	Status	Incident Types / Offenses	Involved Role	Date
<input type="checkbox"/>	MODEL COUNTY POLICE	Initial Report		Suspect / Offender	11/26/2023
<input type="checkbox"/>	MODEL COUNTY POLICE	Approved Report	Type(s) • Burglary / Building • Burglary / Habitation Offense(s) • ISPO597 35-43-2-1 : Burglary : S : F	Arrestee Suspect / Offender	11/27/2023
<input type="checkbox"/>	MCPD2000531 MODEL COUNTY POLICE DEPT	Approved Report	Type(s) • Other (Specify)	Suspect / Offender	07/19/2023

Person Common Event Associations

Person Info	Count
1 Field Arrests 11/27/2023	

Expungement/Seal Details

• Expunged/Sealed By: Talent, Marty

• Expunged/Sealed On: 12/01/2023 0916

• Comments: Sample Text

Click to view Entire Entry

Chapter 37. Training Videos

Training Videos Overview

Beginning with Online RMS 11.4.0, agencies can enhance users' training and learning experience with the **Online Training** feature. The **Online Training** feature offers standard Caliber video-based learning to all users and optionally, agency-specific videos. In addition, the agency administrator can enable a feature that pops up videos on a particular page, requiring users to watch the videos.

Benefits of Video-Based Learning

- A cost-effective training approach.
- Provides up-to-date training opportunities.
- Provides a **Training Video Library** where users can keep track of their videos.

Note: For more information on the **Training Video Library**, refer to “Training Videos Library” on page 810.

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

Video Rules and Requirements

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

- No roles or permissions are associated with this feature; the **Online Training** feature controls access.
- Supports only MP4 files at this time.
- Contact Caliber Public Safety to upload videos.
- The agency administrator has the option to require user acknowledgment after viewing the video.
- The **date and time** watched by users are saved to the database on videos that **require acknowledgment**.

Acknowledgment Required vs. Optional

The agency administrator has the option to **require your acknowledgment** after viewing videos. By acknowledging a video, you are stating that you have watched the video in its entirety. The video pops-up automatically each time you log into Online RMS and access a page to which the video is associated until you acknowledge having watched it.

Unlike videos that require acknowledgment, **optional** videos do not pop-up automatically when you log into Online RMS.

All videos are stored in your **Training Videos Library**. You can watch videos whenever you wish by navigating to your **Training Videos Library**.

For more information on **watching** and **acknowledging** videos, refer to “Watch Training Videos” on page 815.

For more information on **Training Videos Library**, refer to “Training Videos Library” on page 810.

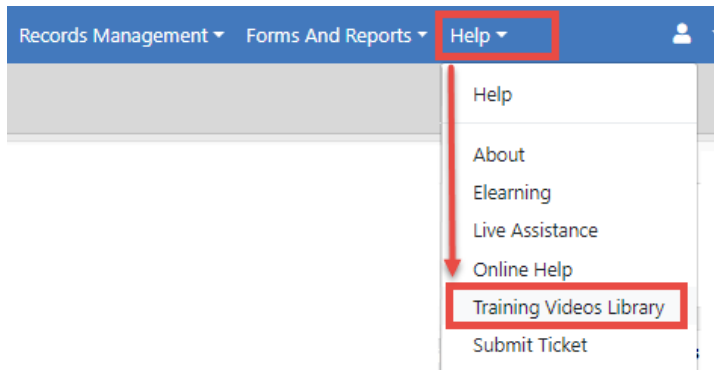
Training Videos Library

Training videos reside in your personal Online RMS **Training Videos Library**, where you can keep track of the videos you have and haven't watched, and you can watch these videos as often and as many times as you wish.

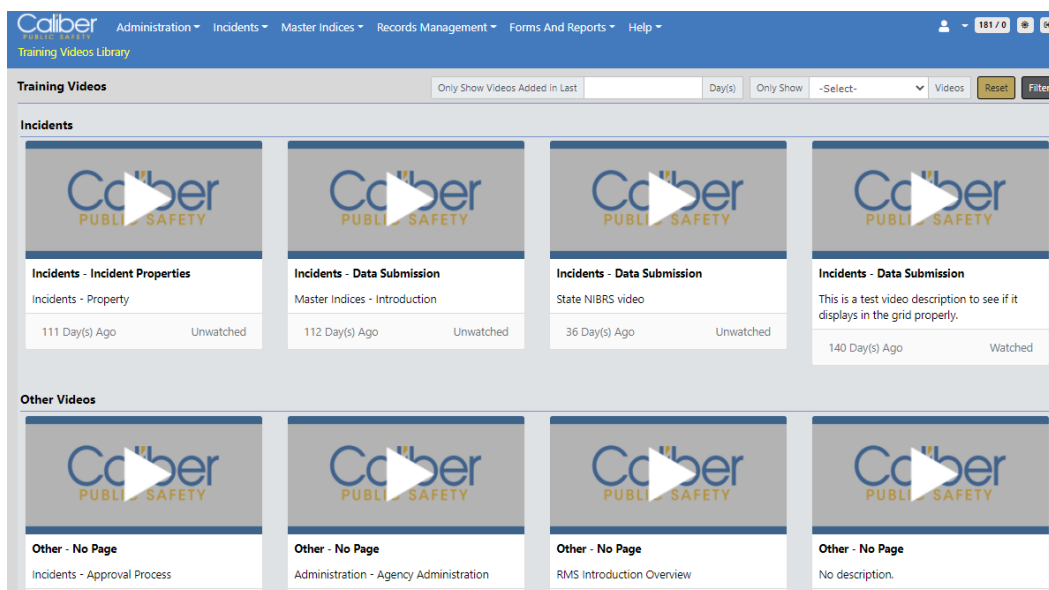
Access the Training Videos Library

Follow these steps to access your **Training Videos Library** in Online RMS:

1. Click **Help** on the top navigation menu, then click **Training Videos Library**.



2. The **Training Videos Library** Opens.



Understanding the Training Videos Library

Videos can be divided into groups

Group examples:

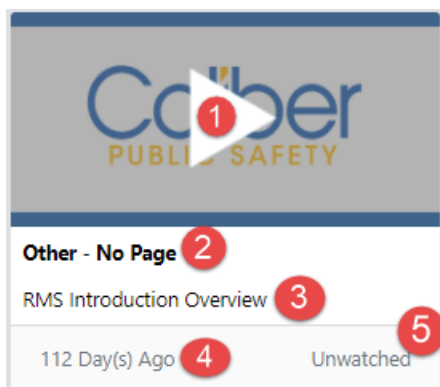
- Incidents
 - This group contains incident-based reporting videos.
- Other Videos
 - This group contains videos that do not fall into the other groups.

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

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

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

Video Elements



1. Click to **Play**.
2. The **Group** to which the video belongs (i.e., Incidents or Other Videos).
3. **Description** of the video.

4. The **number of days** the video has been in your Training Video Library.
5. **Status** of the video (i.e., Watched or Unwatched).

Filter Video List

Across the top of the **Training Video Library**, you have the option to filter the video list by only showing videos that have been added within a *specified number of days*, and only show *watched* or *unwatched* videos.

Show Videos Added in Last Number of Day(s)



Training Videos Library

Training Videos

Only Show Videos Added in Last: 10 Day(s)

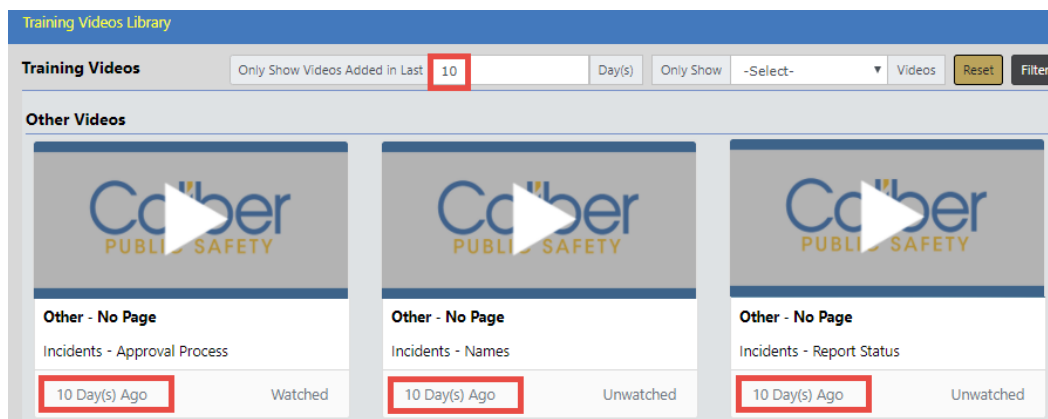
Only Show: -Select-

Videos

Reset

Filter

1. Enter the **number of days** in the field provided.
2. Click **Filter** to display only the videos that were posted to your Training Video Library within the days specified.



Training Videos Library

Training Videos

Only Show Videos Added in Last: 10 Day(s)

Only Show: -Select-

Videos

Reset

Filter

Other Videos

Other - No Page

Incidents - Approval Process

10 Day(s) Ago

Watched

Other - No Page

Incidents - Names

10 Day(s) Ago

Unwatched

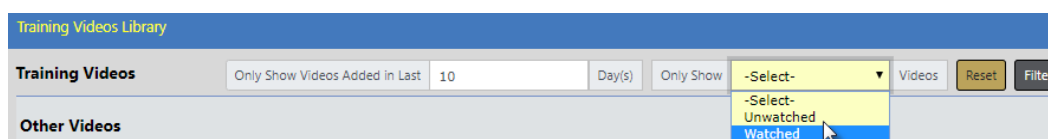
Other - No Page

Incidents - Report Status

10 Day(s) Ago

Unwatched

Show Watched or Unwatched Videos



Training Videos Library

Training Videos

Only Show Videos Added in Last: 10 Day(s)

Only Show: -Select-

Videos

Reset

Filter

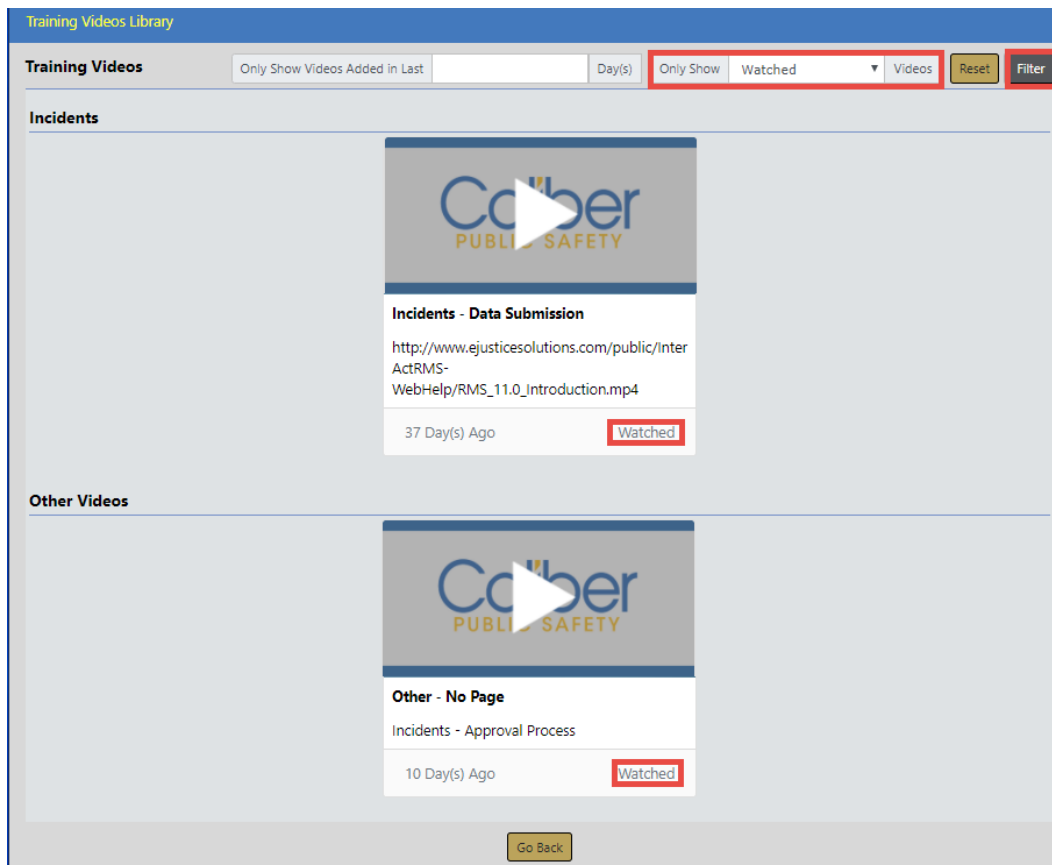
Other Videos

-Select-

-Select- Unwatched

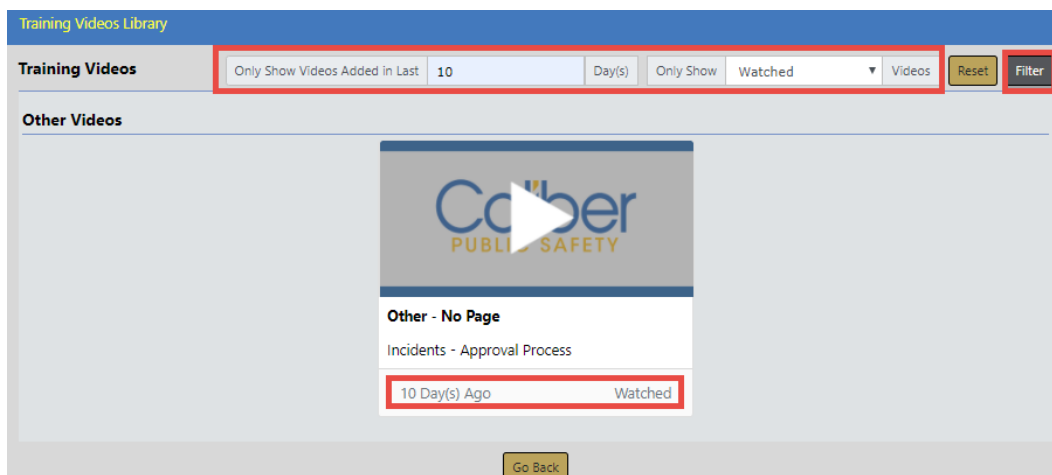
Watched

1. Click into the **Only Show** field and select **Watched** or **Unwatched** from the list. **Watched** is used in the example.
2. Click **Filter** to display only the videos that match your criteria.



Show Videos with Combined Criteria

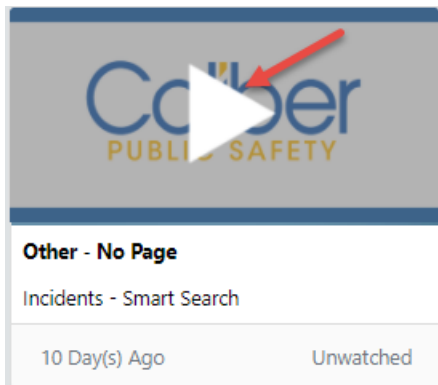
1. Enter the **number of days** in the field provided.
2. Click into the **Only Show** field and select **Watched** or **Unwatched** from the list. **Watched** is used in the example.
3. Click **Filter** to display only the videos that match your combined criteria.



Watch Training Videos

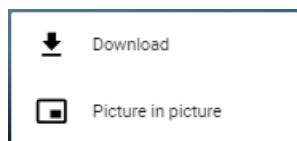
Follow these steps to watch training videos in Online RMS:

1. Identify the training video you wish to watch. There are two ways to do this:
 - a. When a video *requires your acknowledgment*, the video pops up automatically each time you log into Online RMS and access a page to which the video is associated until you acknowledge having watched it.
 - b. Or, you can go to your **Training Videos Library** for a list of videos available to you. For details on accessing videos in your **Training Videos Library**, refer to “Training Videos Library” on page 810.
2. Click the **Play** button to launch the video with additional options.





1. The **Group** to which the video resides in your Training Video Library.
2. Hover mouse over, or click on the **information bubble** to view the description of the video.
3. Click on **Open in New Window** to open the video in a new window, separate from Online RMS.
4. Click to **Play** the video.
5. The length of time left and total video time, respectively.
6. Click to manage the **audio**.
7. Click to watch the video in **Full Screen** mode.
8. Click to **Download** the video or view it **Picture in Picture**.



9. Click **acknowledge** after watching the video in its entirety.

Note: This option only appears when an acknowledgment is required. For more information, refer to your agency administrator.

Note: The video pops up automatically every time you log into Online RMS, until you acknowledge having watched it.

10. Click to **Close** the window.

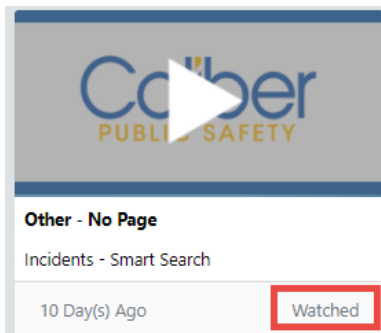
Note: This option grays out if an acknowledgment is required, and the acknowledgment checkbox has not been checked.

11. Click **Watch Later** if you wish to close and return to the video later.

Note: This option appears only if an acknowledgment is required, and it grays out when the acknowledgment box is checked.

Note: If you do not acknowledge having watched the video, the video pops up automatically each time you log into Online RMS and access a page to which the video is associated.

3. After the video plays and the window is closed, the video status changes from **Unwatched** to **Watched**.



Chapter 38. Training Module

Overview

The Online RMS **Training** module provides users with proper permissions the ability to create **Training Courses** and **Certifications** with date ranges and required prerequisites, then easily track employee involvement to ensure they each obtain and maintain the necessary training and certification based on their job duties.

This module is available with full subscription access to Online RMS. It is disabled by default but can be enabled, and additional user training is available for purchase. Contact Caliber Public Safety Support for more information.

The **Training** module can be configured specific to your agency's needs, such as an eligible list of course types (i.e. gun safety, mobile training, etc.) and classification levels. Refer to the Online RMS Administrator Guide for details on configuring these items.

There are two components to the **Training** module:

- *Courses*

Training classes with specific focus to refine skills (i.e., Online RMS training).

Attendees can be assigned to Courses two different ways:

- a. From the Course Instance record.
- b. From the Employee record.

- *Certifications*

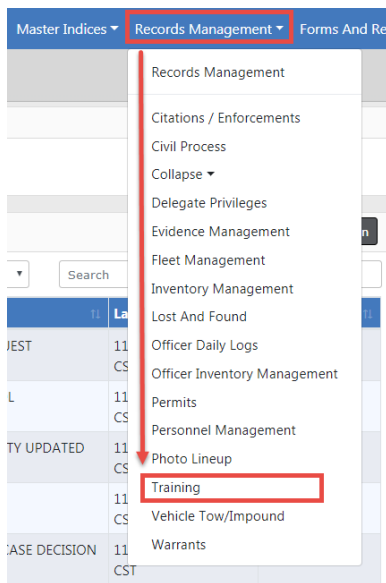
Proof of achieving specific skills or knowledge level that are mandatory for specific job duties (i.e., gun safety certification).

Attendees can be assigned to Certifications one way:

- a. From the Employee record.

Training Module Dashboard

Click the **Records Management** menu on the *Top Navigation Bar*, then click on the **Training** option to access a consolidated pathway for viewing and managing training data from a single screen.



Caliber PUBLIC SAFETY Administration Incidents Master Indices Records Management Forms And Reports Help 157 / 0

Training Dashboard

Go Back Manage Courses Manage Certifications

Upcoming Courses Expired / Missing Courses Near Expired Courses Expired Certifications Near Expired Certifications

Search Reset Search Show 100 entries

Course	Type	Classification	Agency	Location	Start Date	Max Attendees	Min Attendees	Registered Attendees	Actions
Advanced K-9 Training 201	Advanced Training	Classification 1	Area Units-A1			0	0	0	
Advanced K-9 Training 201	Advanced Training	Classification 1	Area Units-A1			0	0	0	
Advanced K-9 Training 201	Advanced Training	Classification 1	Area Units-A1			0	0	0	
Andy Test	Intermediate Training							2	
ANG Test - June		Classification 2	District 42, Versailles		06/18/2092 0000			0	
ANG Test 2023		Classification 2	District 42, Versailles		05/16/2023 0000			0	
Basic Training 100						50	10	4	
Basic Training 102	Intermediate	Classification 2	District 35,			301	51	1	

Note: The **Training Dashboard** contents are based on permissions and can vary by user. For more information on permissions, refer to your system administrator.

The **Training Dashboard** consists of several features:

1. There are five tabs that contain various course and certification information. Each tab contains links that allow you to view or edit information, depending on your permissions set by the agency administrator. Available links vary by tab as outlined below.

Upcoming Courses

- A current list of active courses.
- View or edit upcoming courses.

Expired / Missing Courses

- A list of employees not registered for a required course for their employee type, or a list of employees who are attendees of a course that has expired.
- View or edit employee records.

Near Expired Courses

- A list of employees who are attendees of a course nearing expiration.
- View or edit employee records.

Expired Certifications


- A list of expired certifications by employee.
- View or edit employee records.

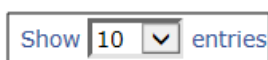
Near Expired Certifications


- A list of certifications about to expire by employee.
- View or edit employee records.

2. Three buttons on the top right of the window:

- Click the **Manage Courses** button to add or update courses. For more information refer to "Manage Courses" on page 825.
- Click the **Manage Certifications** button to add or update certifications.
- Click the **Go Back** button to exit the dashboard.

3. You can change the number of entries that appear in the grid. Click on the **Show Entries**  and select 10, 25, 50 or 100. The default is 10.



Show 10  entries

4. The bottom of the window displays the number of entries and it allows you to navigate between pages.

This example shows 10 entries per page. The highlighted number on the right is the page currently being viewed. Click **Next** to advance to the next page, or click the page number you want to view. Click on **Previous** to view the previous page.

5. Each tab allows you to **Search** or filter data that appears in the grid.

- a. Click on the tab you want to view, if different than the default **Upcoming Courses**.
- b. Enter text into the **Search** text box, then click the **Search** button or press **Enter** to display only records matching the entered text. The displayed list dynamically changes based on the entered text.

For example, on the **Upcoming Courses** tab enter *k9* in the text box, then click **Search** or press **Enter** to show only records containing *k9*.

Course	Agency	Location	Start Date	Actions
Matt's k9 test course	District 35, Evansville			

Note: Click the **Reset** button to remove the entered search text and list all available records.

6. Example of accessing information within a tab. The same general process applies to all tabs.

View Details Two Ways

- a. Click on a **Course** to view details about that particular course. This is view only, details cannot be changed here.

Course	Agency	Location	Start Date	Actions
Matt's k9 test course	District 35, Evansville			

Training Dashboard / View Course Go Back

COURSE ID	NAME	AGENCY	
8	Matt's k9 test course	District 35, Evansville	
COURSE TYPE	COURSE CLASSIFICATION	EXTERNAL	
Basic Training	Classification 1	No	
START DATE	TIME	END DATE	TIME
EXPIRATION DAYS	MINIMUM HOURS	PASSING SCORE	
0	0	5	
MAX ATTENDEES	MINIMUM ATTENDEES	TRAINING COST	
0	0	\$0	
INSTRUCTOR			
LOCATION			
DESCRIPTION			
EQUIPMENT			
COMMENTS			

- b. Click on the information bubble to view the details without having to open the record itself.

 Matt's k9 test course


Course Details

COURSE ID: 8	NAME: Matt's k9 test course	AGENCY: District 35, Evansville
COURSE TEMPLATE ID: 3	TEMPLATE NAME: K-9 Training 101	
COURSE TYPE: Basic Training	COURSE CLASSIFICATION: Classification 1	
START DATE:	END DATE:	TRAINING COST: \$0
EXPIRATION DAYS: 0	MINIMUM HOURS: 0	PASSING SCORE: 5
MAX ATTENDEES: 0	MINIMUM ATTENDEES: 0	CURRENT ATTENDEES: 0
INSTRUCTOR:		
LOCATION:		
EXTERNAL: No		
DESCRIPTION:		
EQUIPMENT:		
COMMENTS:		

Close

Click on the **Close** button to close the window and return to the **Training** dashboard.

Edit the Details

- a. Or click on the **Select** icon  under the *Actions* column to edit the details of a particular course.
- b. Click on the **Back** button to return to the **Dashboard**. For your convenience, this button is located on the upper right of the window and on the lower center of the window; either will return you to the **Dashboard**.

Exit Training Module

- a. Click the **Go Back** button to return to the Records Management main menu.

Courses

There are two components to **Courses**:

- Template
- Course Instance

Template

A **Template** is a standard form that is used as a starting point when creating **Course Instances**. For example, users with proper permissions can create a **Template** that is pre-populated with a standard class description that will pull into the newly created **Course Instance** automatically.

Note: For more information on permissions and managing **Training Templates** refer to the *Online RMS Admin Guide*..

Course Instance

A **Course Instance** is a specific course to which employees can be assigned. There could be multiple records of the same course, but with different dates or other information. When creating a **Course Instance**, with proper permissions, you can either choose an existing **Template** from a list or create a new **Template** and **Course Instance** at the same time without moving between menus to do both.

Note: The phrase **Course Instance** is often referred to as **Course** throughout this guide.

Manage Courses

The **Manage Courses** button on the **Training** dashboard allows you to, with proper permissions, *Search*, *Add*, and *Edit Course Instance* data.

To update course data you must first search for the course. The search results will provide the option to update or view the course data.

Note: Once a Course Instance is created, you cannot delete it. Enter the appropriate **End Date** if created in error or if you need to end a particular Course Instance for whatever reason.

Search Courses

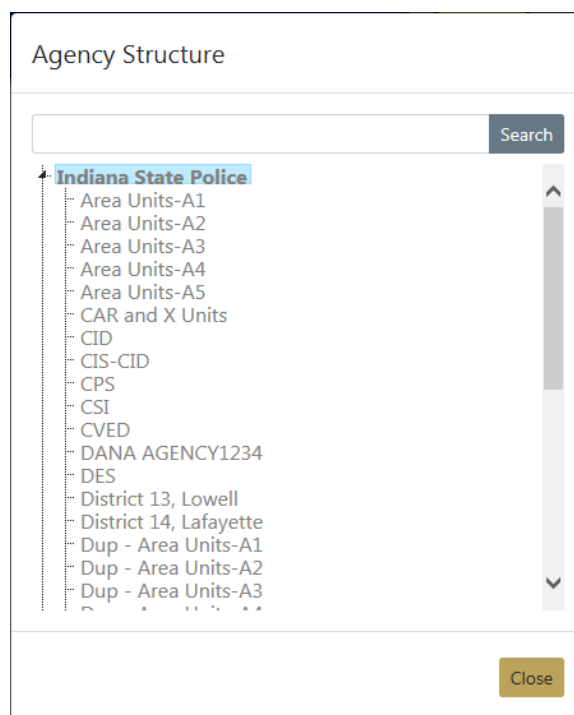
1. Click on the **Manage Courses** button on the **Training Dashboard**. For details on accessing the dashboard refer to "Training Module Dashboard" on page 820.
2. The **Course Search** screen appears.
3. With proper permissions you can select an **Agency** within the organization by using two methods.
 - a. Click in the Agency field then select from the list that appears.

The screenshot shows the 'Course Search' interface. At the top right, there are 'Go Back' and 'Add Course' buttons. The main form is divided into several sections: 'NAME' with a text input; 'AGENCY' with a dropdown menu showing 'District 42, Versailles' and a hierarchy icon; 'COURSE TYPE' with a dropdown menu; 'COURSE CLASSIFICATION' with a dropdown menu; 'COURSE ID' with a text input; 'CATALOG COURSE' with a dropdown menu; 'INSTRUCTOR' with a text input; 'LOCATION' with a text input; 'START DATE FROM' with a date input (02/10/2019 0000); 'START DATE TO' with a date input; 'END DATE FROM' with a date input; 'END DATE TO' with a date input; and 'ADDITIONAL SEARCH CRITERIA' with a dropdown menu. At the bottom, there are 'Go Back', 'Reset', and 'Search' buttons. A red arrow points to the hierarchy icon next to the 'AGENCY' field with the text 'Click to view Organization Hierarchy'.

- b. Click on the hierarchy icon next to the **Agency** field to display the organization hierarchy.



Hover over the agency to display a list of the agency's units.



Click on the agency you want to include in the search and the agency name appears in the **Agency** field.

4. The fields with **-Select-** supply a specific list from which to choose. For example, to search for a specific **Course Type** click in the field and a list will appear, then click on an item from the list.
5. Optionally reduce your search results to include only **Additional Search Criteria** by using the drop-down list at the bottom left of the screen., then enter the appropriate information in the additional fields that appear on the screen.

ADDITIONAL SEARCH CRITERIA

-Select-
Attendees

ADDITIONAL SEARCH CRITERIA

Attendees

FIRST NAME **LAST NAME** **NUMBER OF ATTENDEES** **EMPLOYEE ID**

SCORE **COST**

COMPLETION DATE FROM **COMPLETION DATE TO**

6. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Training dashboard, click **Search** to display a list of existing courses that match the entered data, or **Add Course** to add a course to the database without first searching. For details on how to add a course refer to "Add Course " on the next page.

If you selected **Search** the results display in a grid.

10 result(s) found

Course	Type	Classification	Location	# Attendees	Pass / Fail	Start Date	End Date	Agency	Actions
ANG Test - December		Classification 2		1	0 / 0 !	12/03/2022 00:00		District 42, Versailles	
ANG Test - June		Classification 2		1	1 / 0	06/18/2092 00:00		District 42, Versailles	
ANG Test - Nov		Classification 2		1	0 / 0 !	11/02/2022 00:00		District 42, Versailles	
ANG Test - Oct		Classification 2		1	0 / 0 !	10/02/2022 23:00		District 42, Versailles	
ANG Test - Sept		Classification 2		1	0 / 0 !	09/27/2022 00:00		District 42, Versailles	
Advanced K-9 Training 201	Advanced Training	Classification 1		0	0 / 0	08/15/2022 00:00		Area Units-A1	
Agency Startup				0	0 / 0	08/01/2022 00:00		District 21, Toll Road - SC	
Agency Startup				1	0 / 0 !	10/01/2022 00:00		District 21, Toll Road - SC	
Basic Training 100				0	0 / 0	08/01/2022 00:00			
Internal Training	Basic Training	Classification 1		1	0 / 0 !	08/06/2022 00:00		District 42, Versailles	

Refine Search
New Search

- The Pass/Fail column represents the total number of attendees that passed and the total that failed, respectively.
- If the total number of attendees equals Total Pass + Total Fail, the numbers display in black, otherwise the numbers display in red with an exclamation point.

Click **Refine Search** to modify your current search criteria, or **New Search** to start the search over. Click on the course name to view course details, or click the Edit icon in the **Actions** column to edit the course. For details on editing the course refer to "Edit Course " on page 830.

7. To export search results to a file refer to "Export Search Results" on page 36.

Add Course

Add courses by way of the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 820.

1. Click on the **Manage Courses** button on the **Training** dashboard.

2. The **Course Search** screen appears. Before adding the course, it is recommended you first search for the course to verify whether or not it already exists, though not required. For instructions on how to search for courses refer to "Search Courses " on page 825.
3. Click on the **Add Course** button on the **Course Search** window to open the *Add Course* screen.

Add Course Go Back

CATALOG COURSE
-Select-

COURSE ID
0

NAME

AGENCY
-Select-

COURSE TYPE
-Select-

COURSE CLASSIFICATION
-Select-

EXTERNAL
☐

START DATE

TIME

END DATE

TIME

EXPIRATION DAYS

PASSING SCORE

MAX ATTENDEES

MINIMUM ATTENDEES

INSTRUCTOR

LOCATION

EMPLOYEE TYPES COURSE IS REQUIRED FOR
Course Not Required for Any Employee Types

DESCRIPTION

EQUIPMENT

COMMENTS

Go Back Save

- Select a course template from the **Catalog Course** list.

If you do not see an option on the list that fits the course you are adding, you can select the **-New Course-** option, located at the top of the list, and the system creates a Course Template automatically based on the data you enter on the *Add Course* form. Once you save the record, it will then appear in the **Catalog Course** list and is available to other users who also have the permissions to manage courses.

4. Once you choose a **Catalog Course**, other fields on the form become available to accept data. Enter the appropriate data in the fields provided.

5. Click **Save** to create the Course record, or click **Go Back** to return to the **Course Search** screen without creating the record.

When you select **Save**, the **Edit Course** screen displays.


Additional information can be added such as, **Attendees** and **Groups**. For detailed instructions refer to "Edit Course " below.

All **Attachments** and **Prerequisites** reside on the Class Template or Catalog Course that you chose for the class record; if they do not exist on the course template, then they do not appear on your course record. Adding attachments and prerequisites to class templates is an admin function (with the exception of additional attachments specific to this instance).

Note: If you need to add attachments or prerequisites to a course, refer to the Online RMS Admin Guide for instructions or see your administrator.

Edit Course

To edit a course you must first **Search** for the course. The **Search Results** provides the option to edit the course data.

1. Click on the **Manage Courses** button on the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 820
2. The **Course Search** screen appears. Search for the course you want to update. For instructions on how to search for courses refer to "Search Courses " on page 825.
3. In the Course Search Results, click on the **Edit** icon  that appears in the *Actions* column of the course record you want to update. The **Edit Course** form opens.



Training Dashboard / Course Search / Search Results / [Edit Course](#)

Edit Course Go Back Print

COURSE ID	NAME	AGENCY
101	Agency Startup	District 21, Toll Road - SC
COURSE TYPE	COURSE CLASSIFICATION	EXTERNAL
-Select-	-Select-	<input type="checkbox"/>
START DATE	TIME	END DATE
10/01/2022		
EXPIRATION DAYS	PASSING SCORE	TIME
MAX ATTENDEES	MINIMUM ATTENDEES	
INSTRUCTOR <input type="radio"/> ENTER <input type="radio"/> SELECT		
LOCATION <input type="radio"/> ENTER <input type="radio"/> SELECT		
EMPLOYEE TYPES COURSE IS REQUIRED FOR		
Course Not Required for Any Employee Types		
DESCRIPTION		
EQUIPMENT		
COMMENTS		
CANCEL COURSE	CANCEL REASON	CANCELED BY
<input type="checkbox"/>		
Go Back Update		

Go Back Update

Attendees + Add Attendee

Name	Agency	Cost	Score	Pass/Fail	Completed Hours	Accredited Hours	Completed Date	Actions
Hannah Test	District 42, Versailles				0	0		 

Groups + Restrict to Group

Prerequisites

Costs Total Costs: \$0.00 + Add Cost

Hours Total Hours: 0 + Add Hours

Attachments + Add Attachment

4. Make the necessary updates to the existing data, then click the **Update** button to apply the changes, or click the **Go Back** button to return to the **Course Search Results** window, if you wish.

Note: You cannot delete a Course Instance. Enter the appropriate **End Date** if created in error or if you need to end a particular Course Instance for whatever reason.

5. You can **Enter** the instructor for the course, or select the instructor from the drop-down box that becomes available when you choose **Select**.
6. You can **Enter** the location for the course, or select the location from the drop-down box that becomes available when you choose **Select**.
7. You can *Add, Edit, or Delete* an Attendee.

Add an Attendee


- a. Click on the **Add Attendee** link while on the **Edit Course** form to add attendees to the class. The **Employee Search** screen appears.

Note: A link will appear on the attendee grid if A) the course template is configured as a requirement for an employee type; and B) employees of that type have not taken the course or are expired.

The form is titled "Employee Search" and is organized into three main columns of fields. At the bottom, there are three buttons: "Go Back", "Reset", and "Search".

ACTIVE STATUS Active	USER NAME [Text Field]	AGENCY All Agencies
LAST NAME [Text Field]	FIRST NAME [Text Field]	MIDDLE NAME [Text Field]
SUFFIX [Text Field]	MAIDEN NAME [Text Field]	TITLE -Select-
SEX -Select-	RACE -Select-	ETHNICITY -Select-
SSN [Text Field]	DOB [Date Field]	PLACE OF BIRTH [Text Field]
EMPLOYEE ID [Text Field]	EMPLOYEE TYPE -Select-	EMPLOYEE LEVEL -Select-
HAND DOMINANCE -Select-	BARGAINING UNIT [Text Field]	BLOOD TYPE -Select-
LONGEVITY DATE FROM [Date Field]	LONGEVITY DATE TO [Date Field]	IS SYSTEM USER YES NO
HIRE DATE FROM [Date Field]	HIRE DATE TO [Date Field]	
END DATE FROM [Date Field]	END DATE TO [Date Field]	
ADDITIONAL SEARCH CRITERIA -Select-		

- b. Enter the search criteria into the fields provided, then click **Search** to display the **Employee Search Results**.

- c. Optionally click on the person's **Last Name** to view the employee record, or click the **Select** icon  under the *Actions* column to select and add the person to the course record.
- d. If the employee has not yet filled a *Prerequisite* that is associated with the course, a message appears indicating the selected employee cannot yet enroll in this course.

Course Details

Employee must complete and pass all of courses listed in red before enrolling in this course.




Course Prerequisites

Course	Description
Basic Training 100	a

Close

- e. If there are no *Prerequisites* to fulfill, the **Add Attendee** form appears.




Attendee Course Information Go Back

NAME PAUL TOBIN	AGENCY District 21, Toll Road - SC	
COST <input type="text"/>	SCORE <input type="text"/>	PASS/FAIL -Select- 
ON DUTY -Select- 	COMPLETED DATE <input type="text"/> 	


Go Back Save

- f. Enter the appropriate information then click **Save**, or click **Go Back** to return to the **Employee Search Results** screen without adding the attendee. Leave fields blank that do not currently apply.
- g. After clicking **Save**, An *Add Attachment* link appears. Click on the link to attach a photo or document to this attendee record. A prior certification, for example. For instructions on attaching documents refer to "Attachments" on page 69.



Attendee Course Information Go Back

NAME PAUL TOBIN	AGENCY District 21, Toll Road - SC	
COST <input type="text"/>	SCORE <input type="text"/>	PASS/FAIL -Select- 
ON DUTY -Select- 	COMPLETED DATE <input type="text"/> 	

Go Back Update


Attachments  Add Attachment

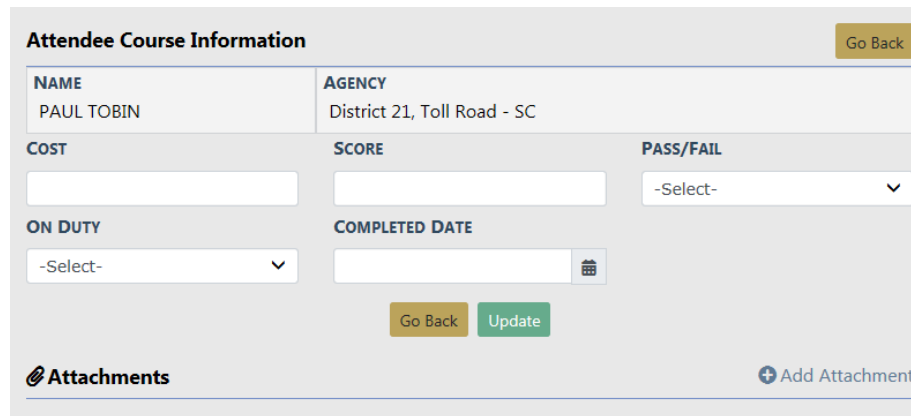
- h. If you made changes or added attachment, click **Update**, then **Go Back** to return to the **Edit Course** form, otherwise click **Go Back**.
- i. Attendees that are successfully enrolled in the course appear in the **Attendees** grid.

Attendees Add Attendee						
Name	Agency	Cost	Score	Pass/Fail	Completed Date	Actions
PAUL TOBIN	District 21, Toll Road - SC					 

Note: When enrolling an attendee, the system also add the course to the attendee's Online RMS Employee record automatically. For more information refer to the *Online RMS Administrator Guide* or your system administrator.


Edit an Attendee

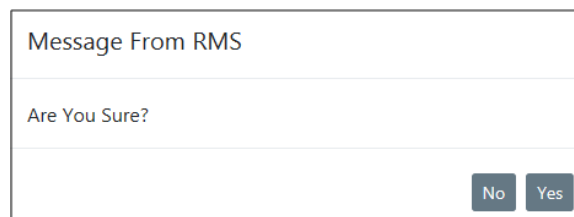
- Click the **Edit** icon  on the attendee record you want to update and the **Edit Attendee** form opens.



- Enter the relevant information then click **Update** to save your changes.
- Click **Go Back** to return to the **Edit Course** page.
- Make other needed updates if needed, then click **Update**. Click **Go Back** to return to the **Course Search Results** page.

Delete an Attendee

- Click the **Delete** icon  on the attendee record you want to delete.
- A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Course** window without deleting.



- You can restrict the class to specific groups.


Add a Group


- Click on the **Restrict to Group** link while on the **Edit Course** form. The **Group** window appears.

- b. Click on the **Group** field and select a group from the list. This list is configurable and is maintained by your administrator.

- c. Click **Save** to add the group or **Cancel** to return to the **Edit Course** window without adding the group.

Delete a Group from the Course

- a. Click the **Delete** icon  on the group record you want to delete from the course.

Groups + Restrict to Group	
Group	Actions
Level 1 Officers	

- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Course** window without deleting.

Note: When deleting an enrolled attendee, the system also removes the course from the attendee's Online RMS Employee record automatically. For more information refer to the *Online RMS Administrator Guide* or your agency administrator.

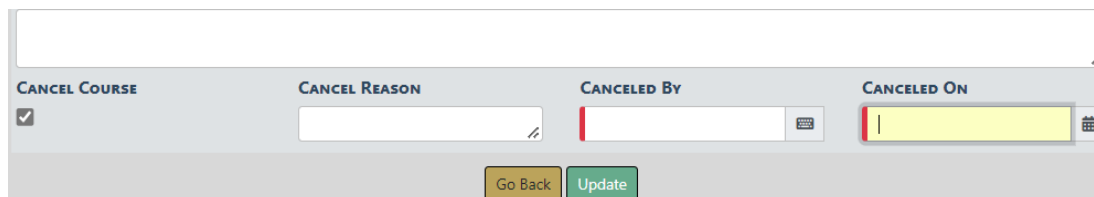
9. Hour categories can be added to the course instance in the same manner as described herein, although the specifics differ. (Categories are defined by an administrator and each

category **may only be added once** to the course instance.) Hours stem from the course template, but can be edited or removed and additional hours added.

10. Cost categories can also be added to the course instance in the same manner as described herein. (Cost categories are defined by an administrator.) Costs stem from the course template, but can be edited or removed and additional costs added.
11. Additional attachments can also be added to the course instance.
12. Click the **Go Back** button to return to the **Course Search Results** screen.

Cancel Course

To cancel a course, select the **Cancel Course** check box and fill in the fields that become available when the box is checked. Then click **Update**.



The screenshot shows a web form for canceling a course. At the top is a large empty text area. Below it are four labeled fields: 'CANCEL COURSE' with a checked checkbox, 'CANCEL REASON' with an empty text input, 'CANCELED BY' with an empty text input and a user selection icon, and 'CANCELED ON' with a yellow date picker. At the bottom are two buttons: 'Go Back' (orange) and 'Update' (green).

Manage Certifications

The **Manage Certifications** button on the **Training** dashboard allows you to, with proper permissions, *Search*, *Add*, and *Edit Certification* data.

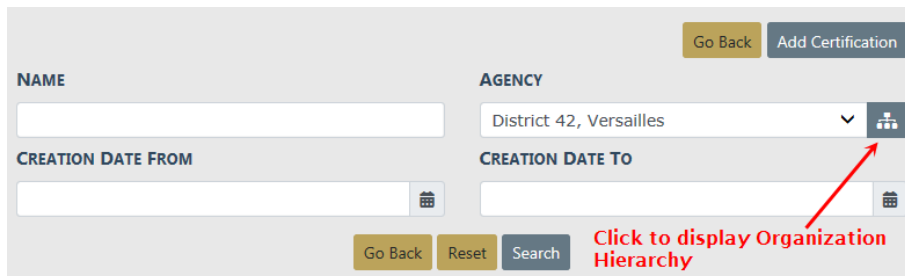
To update certification data you must first search for the certification. The search results will provide the option to update or view the certification data.

Note: Once a Certification is created, you cannot delete it. Enter the appropriate **Expiration Days** if created in error or if you need to end a particular Certification for whatever reason.

Associating a certification to an employee is an administrator function. Refer to the *Online RMS Administrative Guide* for details or contact your agency administrator.

Search Certifications

1. Click on the **Manage Certifications** button on the **Training Dashboard**. For details on accessing the dashboard refer to "Training Module Dashboard" on page 820.
2. The **Certification Search** screen appears.
3. With proper permissions you can select an **Agency** within the organization by using two methods.
 - a. Click on the Agency field then select from the list that appears.



The screenshot shows the 'Certification Search' interface. At the top right are 'Go Back' and 'Add Certification' buttons. The form has four main sections: 'NAME' with a text input; 'AGENCY' with a dropdown menu showing 'District 42, Versailles' and a hierarchy icon; 'CREATION DATE FROM' with a date input and calendar icon; and 'CREATION DATE TO' with a date input and calendar icon. At the bottom are 'Go Back', 'Reset', and 'Search' buttons. A red arrow points to the hierarchy icon in the AGENCY dropdown with the text 'Click to display Organization Hierarchy'.

- b. Click on the hierarchy icon to display the organization hierarchy.



The screenshot shows the 'Agency Structure' dialog box. It has a title bar 'Agency Structure'. Below the title is a search bar with a 'Search' button. The search results show a list of agencies: 'Indiana State Police' and 'JEFF PD'. At the bottom right is a 'Close' button.

Hover the mouse over an agency to display a list of the agency's units.

Agency Structure

Search

Agency Name	Parent Agency
Indiana State Police	
- Area Units-A1	Area Units-A1
- Area Units-A2	Area Units-A2
- Area Units-A3	Area Units-A3
- Area Units-A4	Area Units-A4
- Area Units-A5	Area Units-A5
- CAR and X Units	CAR and X Units
- CID	CID
- CIS-CID	CIS-CID
- CPS	CPS
- CSI	CSI
- CVED	CVED
- DANA AGENCY1234	DANA AGENCY1234
- DES	DES
- District 13, Lowell	District 13, Lowell
- District 14, Lafayette	District 14, Lafayette
- Dup - Area Units-A1	Dup - Area Units-A1
- Dup - Area Units-A2	Dup - Area Units-A2
- Dup - Area Units-A3	Dup - Area Units-A3

Close

Click on the agency you want to include in the search and the agency name appears in the Agency field.


4. Either click **Reset** to clear all fields to start over, click **Go Back** to return to the Training dashboard, click **Search** to display a list of existing certifications that match the entered data, or **Add Certification** to add a certification to the database without first searching. For details on how to add a certifications refer to "Add Certification " on the facing page.

If you selected **Search** the results display in a grid.

4 result(s) found

Refine SearchNew Search

Name	Description	Agency	Actions
DRILL SERGEANT		District 42, Versailles	
K-9 SPECIALIST		District 42, Versailles	
Tazer		District 42, Versailles	
Tazer		District 42, Versailles	

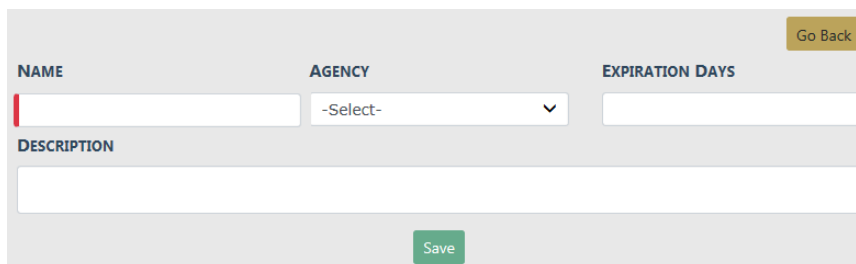
5. Click on the certification **Name** to view details, or click the **Edit** icon  in the *Actions* column on the right to edit the certification. For details on editing refer to "Edit Certification" on page 840.

6. Click **Refine Search** to modify your current search criteria, click **New Search** to start the search over.
7. To export search results to a file refer to "Export Search Results" on page 36.

Add Certification

Add certifications by way of the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 820.

1. Click on the **Manage Certifications** button on the **Training** dashboard.
2. The **Certification Search** screen appears. Before adding the certification, it is recommended you first search for the certification to verify whether or not it already exists, though not required. For instructions on how to search for certifications refer to "Search Certifications " on page 837.
3. Click on the **Add Certification** button on the **Certification Search** window to open the *Add Certification* screen.

The screenshot shows a web form for adding a certification. It has a light gray background. At the top right is a yellow 'Go Back' button. Below it are three input fields: 'NAME' (a text box with a red vertical bar on the left), 'AGENCY' (a dropdown menu showing '-Select-'), and 'EXPIRATION DAYS' (a text box). Below these is a 'DESCRIPTION' section with a large text area. At the bottom center is a green 'Save' button.

- Enter a **Name** for the certification and other application information.
4. Click **Save** to create the Certification record, or click **Go Back** to return to the **Certification Search** screen without creating the record.

When you select **Save**, the **Edit Certification** screen displays.

[Go Back](#)

NAME


AGENCY

EXPIRATION DAYS

DESCRIPTION

[Update](#)

Course Prerequisites
[+ Add Course Prerequisite](#)

Course	Description	Actions
Basic Training 100	a	

Certification Prerequisites
[+ Add Certification Prerequisite](#)


Ranks
[+ Add Certification Rank](#)

Additional information such as Course Prerequisites, Certification Prerequisites, and Ranks can be added to the certification. For detailed instructions refer to "Edit Certification " below.

Note: A course can only be deleted if it is open and has no attendees associated with it.

Edit Certification

To edit a certification you must first **Search** for the certification. The **Search Results** provides the option to edit the course data.

1. Click on the **Manage Certifications** button on the **Training** dashboard. For details on accessing the dashboard refer to "Training Module Dashboard" on page 820
2. The **Certification Search** screen appears. Search for the certification you want to update. For instructions on how to search for certifications refer to "Search Certifications " on page 837.
3. Click on the **Edit** icon  that appears in the *Actions* column of the certification record you want to update. The **Edit Certification** form opens.

The screenshot shows the 'Edit Certification' form. At the top right is a 'Go Back' button. The form has three main sections: 'NAME' with a text input containing 'Tazer', 'AGENCY' with a dropdown menu showing 'District 42, Versailles', and 'EXPIRATION DAYS' with an empty text input. Below these is the 'DESCRIPTION' section with a text area containing 'Certification for handling Tazers.' and an 'Update' button. At the bottom, there are three expandable sections: 'Course Prerequisites' with an 'Add Course Prerequisite' link, 'Certification Prerequisites' with an 'Add Certification Prerequisite' link, and 'Ranks' with an 'Add Certification Rank' link.

4. Make the necessary updates to the existing data, then click the **Update** button to apply the changes, or click the **Go Back** button to return to the **Certification Search Results** window, if you wish.

Note: Once you create a certification, you cannot delete it. Enter the appropriate **Expiration Days** if created in error or if you need to end a particular certification for whatever reason.

5. You can *Add* or *Delete* (remove) a **Course Prerequisite**.

Add a Course Prerequisite

- a. Click on the **Add Course Prerequisite** link while on the **Edit Certification** form. The **Course Prerequisite** screen appears.
- b. Click into the **Course** field and choose a **Course Prerequisite** from the list that appears. Prerequisites that appear on the list are managed by your administrator. For questions on list content see your administrator.

The screenshot shows a modal window titled 'Course Prerequisite'. It has a close button (X) in the top right corner. Inside, there is a 'COURSE' label above a dropdown menu that currently shows '-Select-'. At the bottom of the modal are two buttons: 'Cancel' and 'Save'.

- c. Click **Save** to add the prerequisite to the certification or **Cancel** to return to the **Edit Certification** screen without adding the prerequisite.

Go Back

NAME: Tazer AGENCY: District 42, Versailles EXPIRATION DAYS:

DESCRIPTION: Certification on the use of tazers.

Update

Course Prerequisites [+ Add Course Prerequisite](#)

Course	Description	Actions
Basic Training 100	a	

Certification Prerequisites [+ Add Certification Prerequisite](#)

Ranks [+ Add Certification Rank](#)

Delete Prerequisite from a Certification

- Click the **Delete** icon on the course prerequisite record you want to delete.
- A confirmation window appears. Click **OK** to delete or **Cancel** to return to the **Edit Certification** window without deleting.

Message From RMS

Are You Sure?

No Yes

6. You can *Add* or *Delete* (remove) a **Certification Prerequisite**

Add a Certification Prerequisite

- Click on the **Add Certification Prerequisite** link while on the **Edit Certification** form. The **Certification Prerequisite** screen appears.

Certification Prerequisite

CERTIFICATION

-Select-

Cancel Save

- Click into the **Certification** field and choose a **Certification** from the list that appears. Prerequisites that appear on the list are managed by your administrator. For questions on list content see your administrator.

Certification Prerequisite

CERTIFICATION

Select-

- ANOTHER
- DRILL SERGEANT
- EVIDENCE
- K-9 SPECIALIST
- K9 Trainer
- Outsider
- RMS USER
- SNIPER
- STAND ALONE
- Supervisor
- Tazer
- Tazer

- c. Click **Save** to add the prerequisite to the certification or **Cancel** to return to the **Edit Certification** screen without adding the prerequisite.

Go Back

NAME

AGENCY

EXPIRATION DAYS

Tazer

District 42, Versailles

DESCRIPTION

Certification on the use of tazers.

Update

Course Prerequisites

+ Add Course Prerequisite

Course	Description	Actions
Basic Training 100	a	

Certification Prerequisites


+ Add Certification Prerequisite

Certification	Description	Actions
ANOTHER	adsfa	

Ranks

+ Add Certification Rank

Delete Prerequisite from a Certification

- Click the **Delete** icon  on the course prerequisite record you want to delete.
- A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Certification** window without deleting.

Message From RMS

Are You Sure?

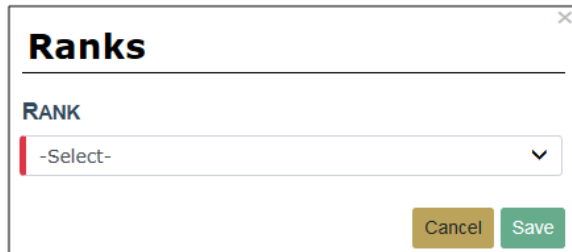
No

Yes

7. You can *Add* or *Delete* (remove) a **Certification Rank**

Add a Certification Rank

- a. Click on the **Add Certification Rank** link while on the **Edit Certification** form. The **Ranks** screen appears.



The screenshot shows a window titled "Ranks" with a close button in the top right corner. Below the title is a section labeled "RANK" containing a dropdown menu. The dropdown menu currently displays "-Select-" with a downward arrow. At the bottom right of the window are two buttons: "Cancel" and "Save".

- b. Click into the **Rank** field and choose a **Rank** from the list that appears. Ranks that appear on the list are managed by your administrator. For questions on list content see your administrator.



The screenshot shows the same "Ranks" window, but the dropdown menu is now open, displaying a list of ranks. The list starts with "-Select-" at the top, followed by "Initial Rank/Title Code for Install" and "EJSDBA LOAD". Below these are the following ranks: Patrol Officer, Sergeant, Detective, Lieutenant, Captain, Chief, Clerk, Deputy Chief, Dispatcher, Officer, Officer In Charge, K-9 Officer, Deputy, and Corrections Officer. A mouse cursor is pointing at the "Initial Rank/Title Code for Install" option.

- c. Click **Save** to add the rank to the certification or **Cancel** to return to the **Edit Certification** screen without adding the rank.

[Go Back](#)

NAME

AGENCY

EXPIRATION DAYS

DESCRIPTION

[Update](#)

Course Prerequisites [+ Add Course Prerequisite](#)

Course	Description	Actions
Basic Training 100	a	Delete


Certification Prerequisites [+ Add Certification Prerequisite](#)

Certification	Description	Actions
ANOTHER	adsfa	Delete

Ranks [+ Add Certification Rank](#)

Rank	Actions
Patrol Officer	Delete

Delete Rank from a Certification

- a. Click the **Delete** icon  on the rank record you want to delete.
- b. A confirmation window appears. Click **Yes** to delete or **No** to return to the **Edit Certification** window without deleting.

Message From RMS

Are You Sure?

[No](#)
[Yes](#)

Printing Courses

When viewing a course from the Training Dashboard, select **Print** to print course attachments and/or attendees.

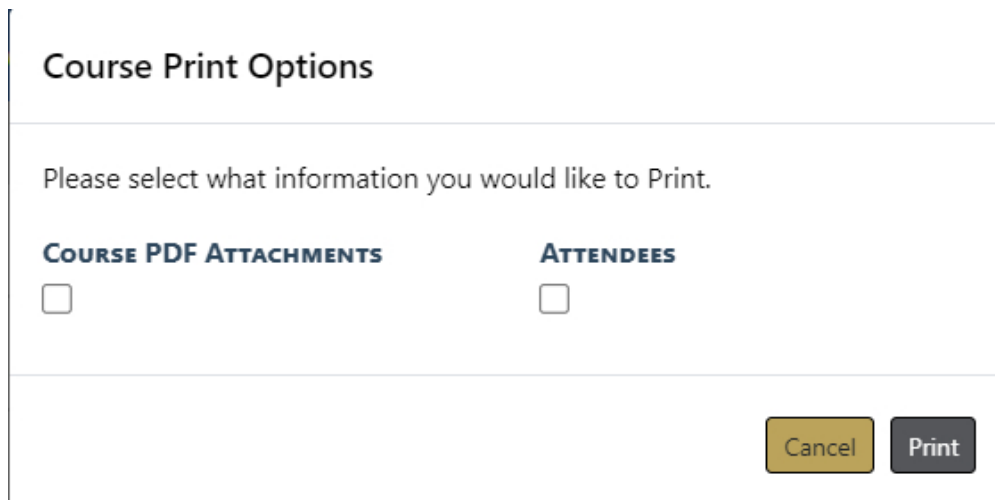


Caliber PUBLIC SAFETY
Training Dashboard / View Course

Go Back Print

COURSE ID	NAME	AGENCY	
105	Advanced K-9 Training 201	Area Units-A1	
COURSE TYPE	COURSE CLASSIFICATION	EXTERNAL	
Advanced Training	Classification 1	No	
START DATE	TIME	END DATE	TIME
EXPIRATION DAYS	PASSING SCORE		
0	0		
MAX ATTENDEES	MINIMUM ATTENDEES		
0	0		

Check the box to print **Course PDF Attachments** and **Attendees**, then select **Print** again.



Course Print Options

Please select what information you would like to Print.

COURSE PDF ATTACHMENTS **ATTENDEES**

☐ ☐

Cancel Print

The selected options will print to the corresponding selected printer.

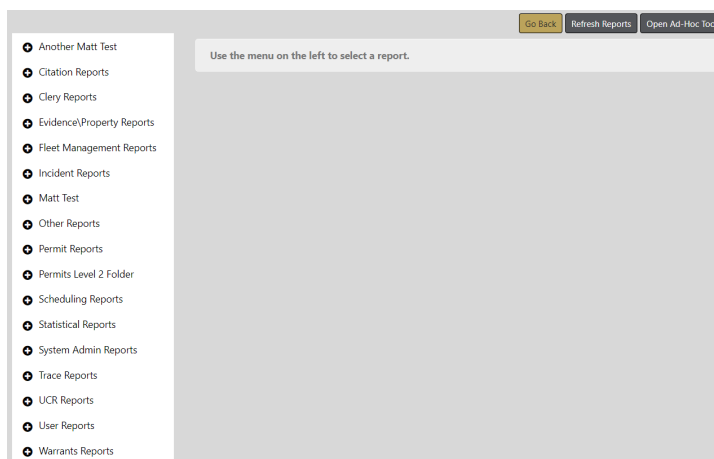
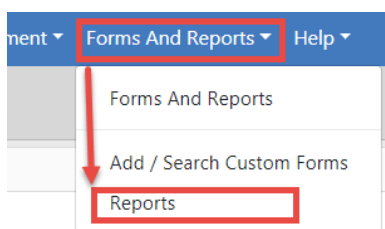
Chapter 39. Reports

Reports Overview

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

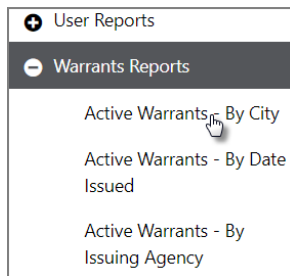
Available reports vary by agency and permissions. For more information on permissions refer to your administrator.

Reports are accessed from the top menu of Online RMS.



Reports are grouped by Module or custom-grouped by your agency administrator. Click the plus sign (+) next to a Module to expand the available reports, then click on a report you want to generate.

Note: Your agency administrator can custom-group Ad-Hoc reports into their own categories, or add to existing categories. Before Online RMS 11.7.0, all Ad-Hoc reports were listed under Other Reports. For more information, refer to your agency administrator or *Caliber Online RMS Administrator Guide*.



Enter available parameters to restrict the set of records that appear in the report. The *Active Warrants - By City* report below is used as an example. The parameters vary by report.

 A screenshot of the 'Active Warrants - By City' report configuration page. At the top, there are three buttons: 'Go Back', 'Refresh Reports', and 'Open Ad-Hoc Tool'. Below the title, there is a section for 'Issued Date' with two date pickers labeled 'ISSUED DATE FROM' and 'ISSUED DATE TO'. To the right of these is a dropdown menu labeled 'OR SELECT A RANGE' with the option '- Select A Range -'. At the bottom of the configuration area is a 'Run Report' button.

If applicable, page down to the bottom and select the **Output Type** from the drop-down list.

 A screenshot of the 'Output Type' dropdown menu. The title 'Output Type' is at the top. Below it is a label 'SELECT AN OUTPUT TYPE' and a dropdown list showing 'PDF File' as the selected option.

If applicable, you can choose different layout options for the report, as shown in the Incident Type Report below.

 A screenshot of the 'Layout Options' section for a report. It contains three sections: 'PRINT OFFICER' with a checkbox, 'PRINT LOCATION' with a checkbox, and 'SORT BY' with a dropdown menu showing 'Date'.

Click the **Run Report** button located at the bottom of the screen.

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

Note: If you are using Internet Explorer, refer to "Printing from Online RMS" on page 39 for special instructions.

Chapter 40. Interfaces

Interfaces Overview

An **Interface** is where two systems meet and interact. Caliber Public Safety leverages this technology to share information between our flagship products. For example, Online RMS accepts Call for Service information from Caliber CAD NG to create RMS Incident Reports and allow users to view CAD Calls for Service (CFS) information while logged into RMS. Another example is where the Court Case Management System (CMS) can retrieve and use Online RMS Citation data using a Web Interface. Standard interface fees may apply to enable an interface.

Citation to Court Case Management System

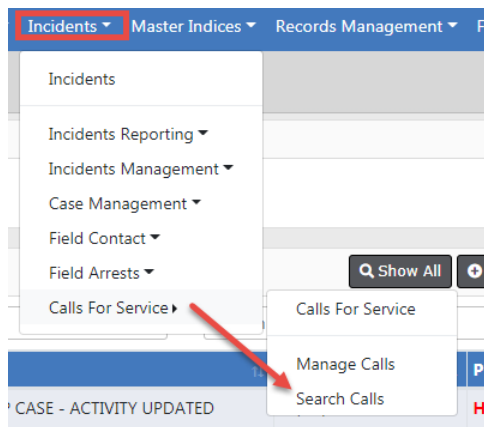
This Online RMS web service loads **RMS Citation** data into the **Court Case Management System (CMS)** as one-way only; data transmits from one system to another but does not return to the originating system.

Request a copy of the *Online RMS Web Services Guide* if you are interested in this interface. The standard interface fee applies to enable this interface.

CAD to RMS Calls for Service

Online RMS accepts Caliber CAD NG Call for Service (CFS) information to create *RMS Incident Reports* and allow users to search and view CAD CFS information while logged into RMS. CFS data that is spilled from CAD cannot be modified in RMS.

CAD CFS data spilled to Online RMS is searched and viewed from the **RMS Incidents** menu.



Caliber
PUBLIC SAFETY
Calls For Service Search

Go Back Search

Dispatch Search Details

DISPATCH # <input type="text"/>	CAD AGENCY Indiana State Police	RESPONDING AGENCY All Agencies	SERVICE AGENCY All Agencies
DISPATCHER <input type="text"/>	EVENT TYPE Police	CALL PRIORITY -Select-	CALL / ACTIVITY Click To Select
DISPOSITION TYPE -Select-	STATUS -Status-	CALLER NAME <input type="text"/>	CALLER PHONE # <input type="text"/>
CALL DATE FROM Last 24 Hours <input type="text"/>	CALL TIME FROM <input type="text"/>	CALL DATE TO <input type="text"/>	CALL TIME TO <input type="text"/>
INCIDENT REPORT # <input type="text"/>	ARREST # <input type="text"/>	NOTES <input type="text"/>	

Officer Details

FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>	INTERNAL ID / BADGE# <input type="text"/>
SEARCH CALLS I'VE RESPONDED TO <input type="checkbox"/>		PRIMARY OFFICER ONLY <input type="checkbox"/>


Person Details

FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>	DOB <input type="text"/>	RACE -Select-
SEX -Select-	ROLE -Select-		

Vehicle Details

VIN <input type="text"/>	YEAR <input type="text"/>	MAKE <input type="text"/>	MODEL <input type="text"/>
-----------------------------	------------------------------	------------------------------	-------------------------------

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

Click on the **View** icon  that appears in the *Actions* column of the *Search Results* to view CFS details spilled from CAD.

Dispatch Info - 2012387		
DISPATCHER DEB		
DISPATCH AGENCY Indiana State Police	CALL DATE	
CALL RECEIVED O	CALLER NAME BF20598	CALLER PHONE # (0) -
PRIORITY High	EVENT TYPE Police	CALL / ACTIVITY FIRE
DISPOSITION TYPE	CLOSE DATE 10/30/2012 11:46	
INCIDENT NOTES		
Location		
INCIDENT LOCATION 123 TOWN BLVD	CALLER LOCATION	
COMMON PLACE NAME	REPORTING AREA	
LATITUDE	LONGITUDE	

Note: For more information on searching CFS records refer to "Search Calls for Service" on page 183.

Master Vehicles

Prior to Online RMS 11.8.0, the CAD Interface only matched or created Master Vehicles in Online RMS when there was an Incident Report created in the transfer.

With Online RMS 11.8.0, the CAD interface provides a setting to perform one of the following:

- Match or create Master Vehicles from the CAD data transfer with Online RMS Master Vehicles even when there is not an Incident Report created.
- Match or create Master Vehicles from the CAD data transfer with Online RMS Master Vehicles only when an Incident Report is created in the transfer.

The default minimum matching criteria is as follows:

- VIN or Make
- License Plate and Year of the vehicle

Note: Contact Caliber to customize the minimum matching criteria for your agency.

InterDEX Queries

When searching directly from the Person, Vehicle or Property tab on the Master Indices screen, select the **Search External Systems** link to expand the list of available search interfaces for the master indices.

The screenshot displays the InterDEX search interface. At the top, there are tabs for 'Person', 'Address', 'Organization', 'Vehicle', 'Property', and 'Gang'. The 'Person' tab is selected. Below the tabs, there are several search criteria fields arranged in a grid:

- LAST NAME (text input)
- FIRST NAME (text input)
- MIDDLE NAME (text input)
- TITLE (dropdown menu)
- DOB (text input with calendar icon)
- AGE (text input with 'To' field)
- RACE (dropdown menu)
- SEX (dropdown menu)
- INDEX ID (text input)
- DRIVERS LICENSE (text input)
- DRIVERS LICENSE STATE (dropdown menu)
- SSN (text input)
- NAME TYPE (dropdown menu)
- CREATOR (text input with calendar icon)
- CREATION DATE FROM (text input with calendar icon)
- CREATION DATE TO (text input with calendar icon)

Below these fields, there are checkboxes for 'PHONETIC', 'SOUNDEX', and 'CALIBER POWER SEARCH'. To the right, there is a 'SEARCH PREFERENCE' section with 'ALL' and 'ANY' buttons. At the bottom, there is an 'ADDITIONAL SEARCH CRITERIA' dropdown menu. A red box highlights the 'Search External Systems' link at the bottom left. At the bottom right, there are 'Go Back', 'Reset', and 'Search' buttons.

The screenshot shows a search interface with tabs for Person, Address, Organization, Vehicle, Property, and Gang. The Vehicle tab is selected. Fields include YEAR, MAKE, MODEL, VIN, TYPE, STYLE, LICENSE PLATE, LICENSE STATE, INDEX ID, CREATOR, CREATION DATE FROM, CREATION DATE TO, and SEARCH PREFERENCE (ALL, ANY). An 'Add Vehicle' button is in the top right. Below the fields is an 'ADDITIONAL SEARCH CRITERIA' dropdown menu with '- Select -' and a red box around the 'Search External Systems' option. At the bottom are 'Go Back', 'Reset', and 'Search' buttons.

The Search interface displays under the **Search External Systems** button if you have the correct permissions. In this section, hovering over the information bubble by the interface name will determine the required attributes the user must enter for the search to execute.

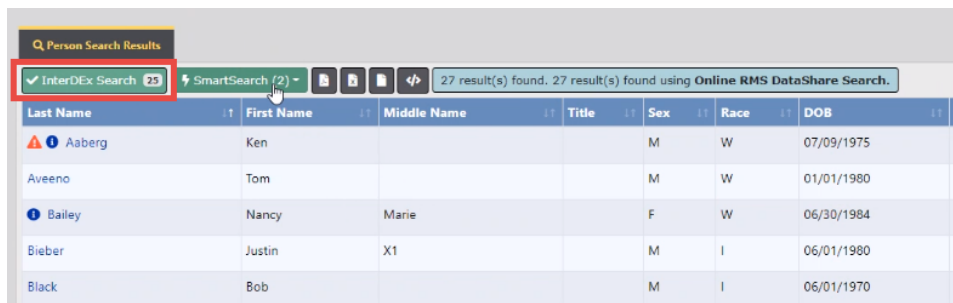
The screenshot shows the 'ADDITIONAL SEARCH CRITERIA' dropdown menu. The 'Search External Systems' option is highlighted with a red box. A red arrow points to the 'InterDex' search option in the list. The list includes: First Name and Last Name and DOB MM/DD/YYYY, or SSN, or Driver License Number, Click to view Entire Entry, LexisNexis: Person Search, and VA DMV: Person Search.

Click the box to the left of the InterDex search option to select as shown above.

The *Search Status* column contains the **Status** of the Interface. The Status indicates if all required attributes have not been populated for the search.

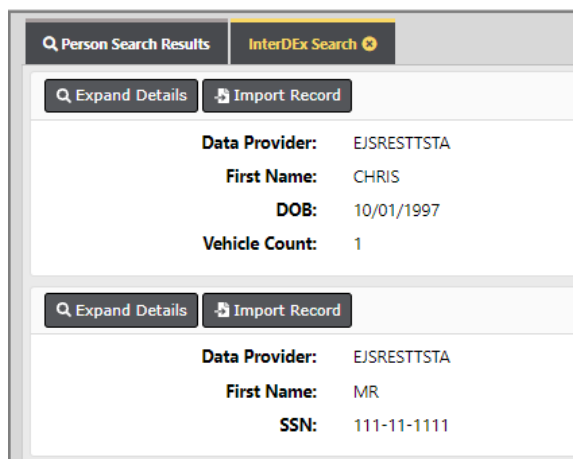
Once all the required attributes have been met, the Status will change to **Ready**. The Person, Vehicle and Property Master Indices search tabs all work the same.

Once you have the information complete and select **Search**, the Search results displays with a separate button indicating the number of records found. *InterDex* search runs outside of other external searches, such as SmartSearch for example.



Last Name	First Name	Middle Name	Title	Sex	Race	DOB	SSN
Aaberg	Ken			M	W	07/09/1975	11
Aveeno	Tom			M	W	01/01/1980	11
Bailey	Nancy	Marie		F	W	06/30/1984	11
Bieber	Justin	X1		M	I	06/01/1980	11
Black	Bob			M	I	06/01/1970	11

Select the green **InterDEx Search** button as shown above to open the *InterDEx* search results.



Expand Details **Import Record**

Data Provider: EJSRESTTSTA

First Name: CHRIS

DOB: 10/01/1997

Vehicle Count: 1

Expand Details **Import Record**

Data Provider: EJSRESTTSTA

First Name: MR

SSN: 111-11-1111

Online RMS displays a candidates list of potential matching results returned from *InterDEx*. Select **Expand Details** to view additional information known for the person. Select **Import Record** to create a new master person record using the name information returned.

For details on importing a person record, refer to the *Import/Update Person Results from External Systems* section of "Adding Person" on page 100.

Hunter Camera

If configured for your agency, you can take photos directly from the Online RMS Field Arrest or Master Person Index record using the **Hunter Camera** integration software installed on your local machine. The software associates the images with the *Master Person Index* record.

General Guidelines

- One or multiple Hunter Cameras can be configured. If multiple, then you can choose which camera to use.
- Online RMS requires that the person record have a recent physical description. If the physical description is not recent, Hunter Camera prompts you to enter a new description.

Take Photos

Follow these steps to take photos from the Field Arrest or Master Person record using the **Hunter Camera** integration software:

1. Edit the Field Arrest or Master Person Index record, then click on the **Hunter Camera** button on the top right of the screen.



If your agency and local machine is configured to use multiple Hunter Cameras, first **select** a camera from the drop-down list, then click on the **Hunter Camera** button.

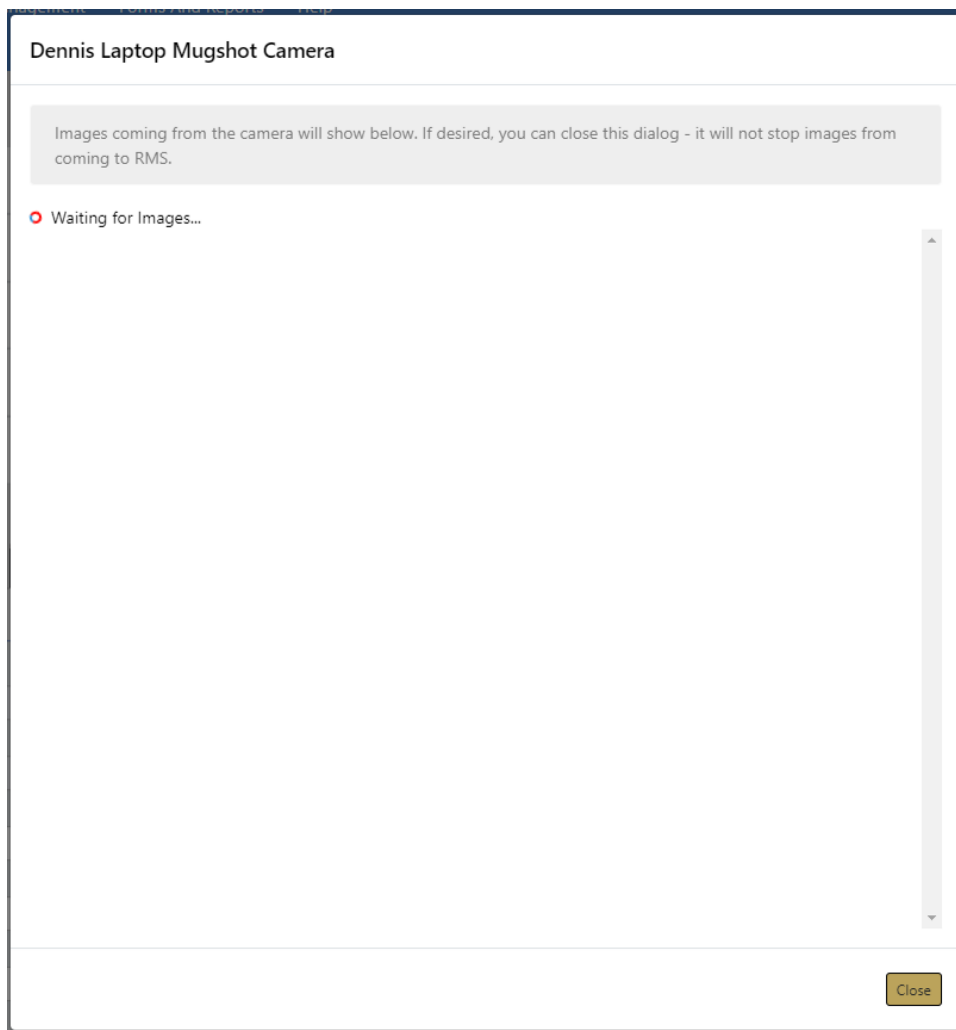


2. If the person's physical description does not exist or is not recent when you click on the camera button, a dialog box appears asking you to enter the physical description.

Physical Description

HEIGHT	WEIGHT
<div>-Select-</div>	<div></div>
EYE COLOR	HAIR COLOR
<div>-Select-</div>	<div>-Select-</div>
FACIAL HAIR	HAIR LENGTH
<div>-Select-</div>	<div>-Select-</div>
BUILD	SKIN COLOR
<div>-Select-</div>	<div>-Select-</div>
HAIR STYLE	GLASSES
<div>-Select-</div>	<div><input type="checkbox"/></div>
AGE	DATE OF INFO
<div>110</div>	<div>07/21/2020</div>
<div><div>Populate From Most Recent</div><div>Cancel</div><div>Save</div></div>	

- a. Enter data in the fields provided or click **Populate From Most Recent** on the bottom of the dialog box to pull in existing data then make the necessary updates.
 - b. Click **Save**.
 - c. The physical description saves and associates to the *Master Person Index* record.
3. **Take** the picture then click **Send** in the Hunter Camera software.
4. The Hunter Camera dialog box appears, waiting for the images to save to the *Master Person Index* record.



Note: You can close the dialog box or keep the dialog box open while another user transmits other images from the Hunter Camera software on their machine; as images transfer to the *Master Person Index* record, the images appear on the upper right of the Field Arrest record.

LiveScan

If configured for your agency, you can transmit arrest and arrestee information, including images to **LiveScan** directly from the Field Arrest record.

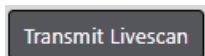
General Guidelines

- Images and the arrestee's physical descriptions are associated with the *Master Person Index* record and not the Field Arrest.
- LiveScan interface requires the arrestee's birth country, birth date, OBTN, and other data. LiveScan prompts you to enter missing data.
- An OBTN is required for LiveScan. If a OBTN does not exist on the Field Arrest, Online RMS creates one automatically.
- Images are not required, but if they exist, the images associated with the most recent physical description are sent through the LiveScan interface.
- LiveScan accepts front, right, and left profile images along with SMT images.

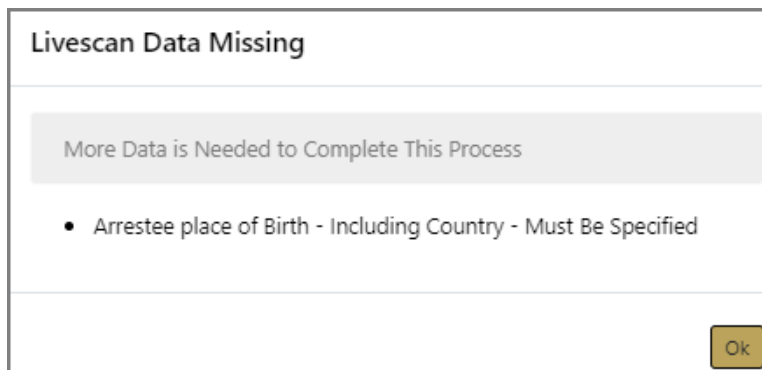
Transmit LiveScan

Follow these steps to transmit Field Arrest data and any images to LiveScan:

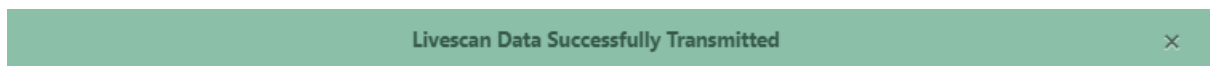
1. Access the *Edit Field Arrest* of the appropriate Field Arrest record.
2. Click on the **Transmit Livescan** button on the top right of the *Edit Field Arrest* screen.



3. If LiveScan detects missing data, a dialog box appears with instructions.



- a. Click **OK**.
 - b. Enter the missing information, then click the **Transmit Livescan** button again.
4. Online RMS generates an OBTN number automatically if it doesn't exist.
 5. A green *successful transmission* message briefly appears across the top of the screen when the transmission completes successfully.



Note: If configured for your agency and the proper software is installed on your machine, you can take photos directly from the Field Arrest or Master Person Index record using the **Hunter Camera** integration software. For more information, refer to “Hunter Camera” on page 856.

LexisNexis Queries

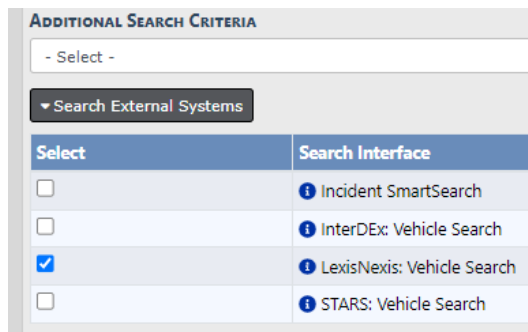
When searching directly from the Person, Vehicle or Property tab on the Master Indices screen, select the **Search External Systems** link to expand the list of available search interfaces for the master indices.

This screenshot shows the 'Person' search interface. At the top, there are tabs for 'Person', 'Address', 'Organization', 'Vehicle', 'Property', and 'Gang', with 'Person' currently selected. A 'Mug Shot Search - By Physical Description' button and an 'Add Person' button are in the top right. The form contains several input fields: 'LAST NAME' (highlighted in yellow), 'FIRST NAME', 'MIDDLE NAME', 'TITLE' (dropdown), 'DOB' (date picker), 'AGE' (range), 'RACE' (dropdown), 'SEX' (dropdown), 'INDEX ID', 'DRIVERS LICENSE', 'DRIVERS LICENSE STATE' (dropdown), 'SSN', 'NAME TYPE' (dropdown), 'CREATOR', 'CREATION DATE FROM' (date picker), and 'CREATION DATE TO' (date picker). There are also checkboxes for 'PHONETIC', 'SOUNDEX', and 'CALIBER POWER SEARCH'. A 'SEARCH PREFERENCE' section has 'ALL' and 'ANY' buttons. An 'ADDITIONAL SEARCH CRITERIA' dropdown is set to '- Select -'. A red box highlights the 'Search External Systems' button. At the bottom are 'Go Back', 'Reset', and 'Search' buttons.

This screenshot shows the 'Vehicle' search interface. The 'Vehicle' tab is selected in the top navigation bar. An 'Add Vehicle' button is in the top right. The form includes input fields for 'YEAR', 'MAKE' (with a search icon), 'MODEL' (with a search icon), 'VIN', 'TYPE' (dropdown), 'STYLE' (dropdown), 'LICENSE PLATE', 'LICENSE STATE' (dropdown), 'INDEX ID', 'CREATOR', 'CREATION DATE FROM' (date picker), and 'CREATION DATE TO' (date picker). It also features checkboxes for 'PHONETIC', 'SOUNDEX', and 'CALIBER POWER SEARCH', along with 'ALL' and 'ANY' search preference buttons. The 'ADDITIONAL SEARCH CRITERIA' dropdown is set to '- Select -'. A red box highlights the 'Search External Systems' button. At the bottom are 'Go Back', 'Reset', and 'Search' buttons.

The Search interface displays under the **Search External Systems** button if you have the correct permissions. In this section, hovering over the information bubble by the interface name will determine the required attributes the user must enter for the search to execute.

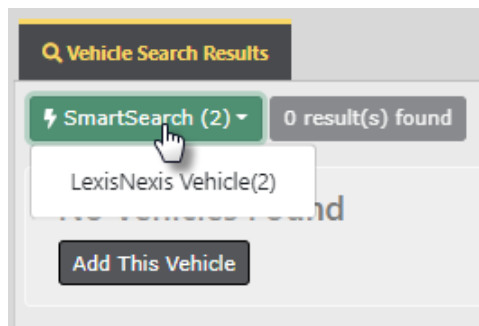
Click the box to the left of the **LexisNexis** search option to select, then click **Search**. Vehicle search is used in this example.



Select	Search Interface
<input type="checkbox"/>	Incident SmartSearch
<input type="checkbox"/>	InterDEx: Vehicle Search
<input checked="" type="checkbox"/>	LexisNexis: Vehicle Search
<input type="checkbox"/>	STARS: Vehicle Search

Charges apply per search, so you must select the LexisNexis option as the system does not select it automatically.

Select the **SmartSearch** button, then select **LexisNexisVehicle** to display the search results. The number in parenthesis represents the number of records found.



Vehicle Search Results

SmartSearch (2) 0 result(s) found

LexisNexis Vehicle(2)

Add This Vehicle

A new tab opens listing the details of the search.

[Refine Search](#)
[New Search](#)
[Add Vehicle](#)

Q Vehicle Search Results
LexisNexis Vehicle

[Import Record](#)
[Export XML Details](#)
[View PDF Details](#)

This result is from a query ran on 11/04/2021 16:01 by user Simpson, Homer J - District 42, Versailles. [\[Click to Run This Search Again\]](#)

Vehicle Record ID	3G7DA03E52S6075 27	State of Origin	MI	Year	2002
VIN	3G7DA03E52S4495 16	Make	PONTIAC	Model	AZTEK
Type	PASSENGER CAR/LIGHT TRUCK	Style	4 DR WAGON SPORT UTILITY	Registrant	CAROLYN ANN JOHANARZI
Driver License	J9879527190019	License Plate	91NVNI	License State	MI
License Expiration	3/2010				

[Q Search](#)

[Import Record](#)
[Export XML Details](#)
[View PDF Details](#)

This result is from a query ran on 11/04/2021 16:01 by user Simpson, Homer J - District 42, Versailles. [\[Click to Run This Search Again\]](#)

Vehicle Record ID	3G7DA03E52S6075 27	State of Origin	MI	Year	2002
VIN	3G7DA03E52S4495 16	Make	PONTIAC	Model	AZTEK
Type	PASSENGER CAR/LIGHT TRUCK	Style	4 DR WAGON SPORT UTILITY	Owner	CAROLYN ANN JOHANARZI

[Q Search](#)

Select **Import Record** to create a new master record, select **Export XML Details**, or **View PDF Details**.

Importing a person or address record use a similar process. For an example of importing a record, refer to the *Import/Update Person Results from External Systems* section of "Adding Person" on page 100.

You can also drill down to perform additional searches where you see the **Search** button. The Registrant is used in this example.

Registrant
CAROLYN ANN
JOHANARZI

[Q Search](#)

Click the **Search** button to view details of the Registrant.

The screenshot displays the LexisNexis Vehicle Search interface. At the top, there are three tabs: "Vehicle Search Results" (selected), "LexisNexis Vehicle", and "LexisNexis CompReport". To the right of these tabs are three buttons: "Refine Search", "New Search", and "Add Vehicle". Below the tabs, there are three buttons: "Import Record", "Export XML Details", and "View PDF Details". The main content area shows search results for a query run on 11/04/2021 16:02 by user Simpson, Homer J - District 42, Versailles. The results are displayed in a table format with the following fields: Last Name (JOHANARZI), First Name (CAROLYN), Middle Name (A), Gender (Female), DOB (10/13/1969), SSN (773-52-7717), Address (PETERERO KIRK HILL MI 59981-3656), Driver License (J9879527190019), License State (MI), and three Vehicle entries (2002 PONTIAC AZTEK and 1994 SKYLINE). Each field has a "Search" button next to it.

This result is from a query ran on 11/04/2021 16:02 by user Simpson, Homer J - District 42, Versailles. [Click to Run This Search Again]			
Last Name	JOHANARZI	First Name	CAROLYN
Middle Name	A	Gender:	Female
DOB	10/13/1969	SSN	773-52-7717
Address	PETERERO KIRK HILL MI 59981-3656		
Driver License	J9879527190019	License State	MI
Vehicle	2002 PONTIAC AZTEK		
Vehicle	2002 PONTIAC AZTEK		
Vehicle	1994 SKYLINE		

As long as you see a **Search** button, you can drill down even further for more information.

A new tab opens each time you click on a **Search** button.

You can move between tabs, or close each down by clicking on the **X** in the tab header.

Appendix A. Training Accounts

Generic Training Accounts

When you connect to the Online RMS Training Database, you may utilize any of the following generic accounts. Each role has a selection of accounts and can be used by multiple individuals. These accounts are available for any actions you wish to perform in the Online RMS system. The training system does not contain any real criminal data so please ensure you only enter test data. For example, we often use cartoon characters or invented names and identifiers. Real address locations can be utilized to view the mapping functionality.

Simply go to the following website to enter the Online RMS Training DB:

<https://rmstrain.public-safety-cloud.com/train>

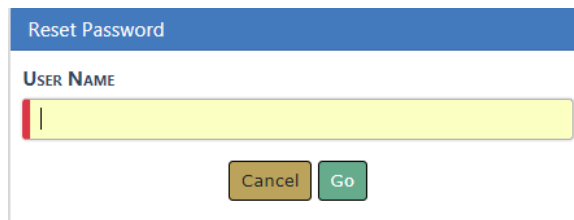
Training Accounts user IDs and passwords will be distributed by the administrator.

Appendix B. Resetting Passwords

Resetting OnlineRMS Password

This guide explains how to reset the Online RMS password from the workstation web browser.

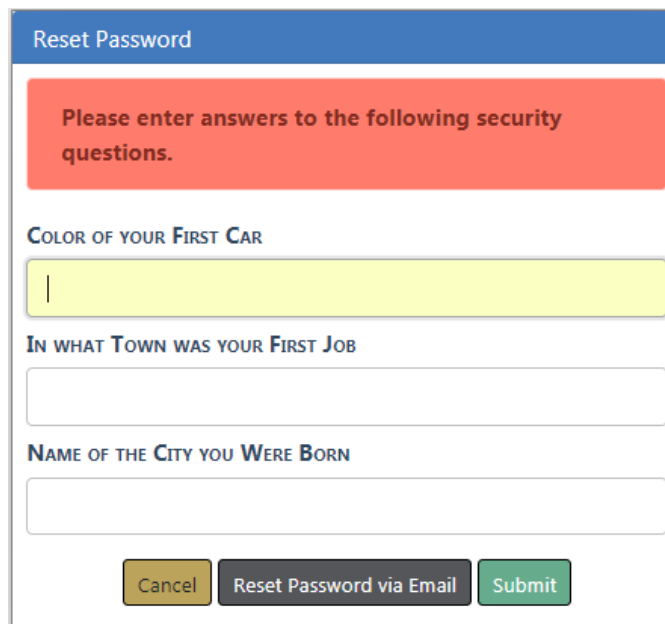
- Click the **Reset Password** link at the Online RMS login screen.
- Type the **User ID** and click the **Go** button.



The screenshot shows a web form titled "Reset Password" with a blue header. Below the header is a label "USER NAME" followed by a yellow input field. At the bottom of the form are two buttons: "Cancel" (yellow) and "Go" (green).

- For added security, the user will be prompted with three security questions. There are different questions available and they are configurable by the administrator or user with proper permissions. Answer the security questions and click the **Submit** button.

Questions can vary by user and apply only when configured.



The screenshot shows a web form titled "Reset Password" with a blue header. Below the header is a red box with the text "Please enter answers to the following security questions." Below this are three questions, each with a yellow input field: "COLOR OF YOUR FIRST CAR", "IN WHAT TOWN WAS YOUR FIRST JOB", and "NAME OF THE CITY YOU WERE BORN". At the bottom of the form are three buttons: "Cancel" (yellow), "Reset Password via Email" (dark grey), and "Submit" (green).

Note: If you have forgotten your password click on the **Reset Password via Email** link to receive a confirmation email. For further assistance contact your agency administration or refer to "Forgotten Password Procedure" below

Note: If no user security questions are found in the system, a window appears where you must reset your password via email.

- Once the credentials are validated, the user is taken to the *Change Password* screen.
- The password rules are as follows:
 - The minimum password length shall be 8 characters.
 - Passwords shall be case sensitive.
 - Passwords shall be alphanumeric and allow for special characters.
 - Passwords shall contain at least one lower case, one capital letter, and one number
 - Passwords shall need to be reset every 90 days.
 - Passwords will be on a rotation of three (10) passwords.
 - The maximum amount of password attempts is five (5). Once the account is locked, the password will need to be changed.
- Type a new password in the **Enter** and **Re-Enter** fields and click **Submit**.
- A warning message will appear if the password rules are not followed.
- Once completed, the user will be transported to their *Home* screen.

Note: Click the **Cancel** button to abort the process at any time.

Forgotten Password Procedure

With the release of Online RMS 10.9, we have instituted a security policy that every user have a unique email address associated to their account. This requirement grants users with improved, self-administered password resets.

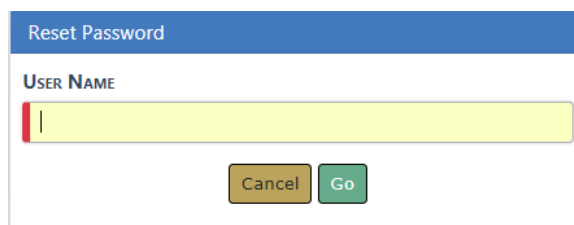
Note: In addition, this complies with the CJIS policy many of our users must follow. For information about this and the email address requirement,

review the additional document called Secure Email Account Requirement for Online RMS users.

To facilitate the self-administration for forgotten passwords and/or security questions, Caliber Public Safety has implemented a new **Reset Password** procedure at the Online RMS login screen.

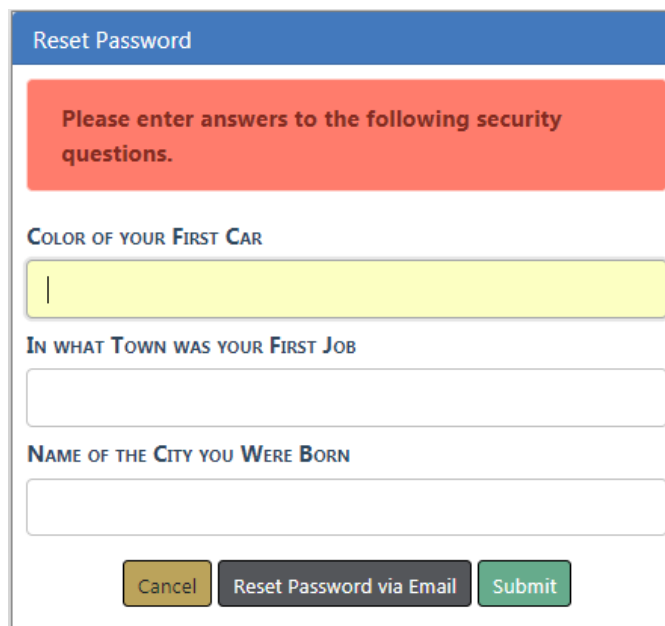
The reset password procedure will work in the following fashion:

1. At the Online RMS login screen, click the **Reset Password** link.
2. Type the **User ID** and click the **Go** button.



The screenshot shows a web form titled "Reset Password" with a blue header. Below the header is a label "USER NAME" in blue. Underneath is a yellow input field with a red vertical bar on the left. At the bottom of the form are two buttons: "Cancel" (yellow) and "Go" (green).

3. Click on the **Reset Password via Email** link to receive a confirmation email



The screenshot shows a web form titled "Reset Password" with a blue header. Below the header is a red box with the text "Please enter answers to the following security questions." in white. Underneath are three labels in blue: "COLOR OF YOUR FIRST CAR", "IN WHAT TOWN WAS YOUR FIRST JOB", and "NAME OF THE CITY YOU WERE BORN". Each label is followed by a yellow input field. At the bottom of the form are three buttons: "Cancel" (yellow), "Reset Password via Email" (dark grey), and "Submit" (green).

4. You are prompted to provide the unique email address on file for your user account. Enter the email address then click the **Go** button. A confirmation message displays on screen:

"A new password has been sent to your email address. Please follow the instructions on the email for further information."

If an incorrect email address is given, an error is presented and you cannot continue with the password reset.

5. An email is sent to you from Online RMS with the new temporary password.
6. Login with your User ID and this temporary password. You must re-register your account by:
 - Providing three new and unique security questions (using the drop down fields).
 - Providing answers to these new security questions.
 - Resetting and confirm a new password (following the same secure password rules when they initially registered their accounts)

Appendix C. Incident Based Reporting

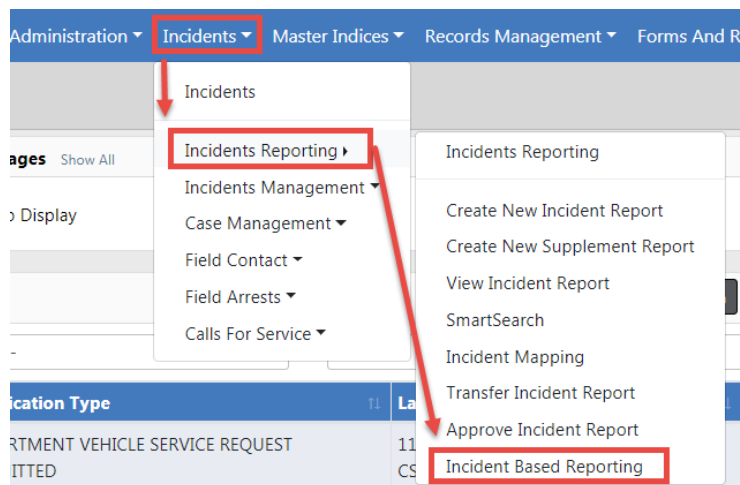
Overview

The purpose of this document is to provide instructions on producing Incident Based Reports from the Online RMS application. The application collects FBI data based on the National Incident Based Reporting (NIBRS) requirements.

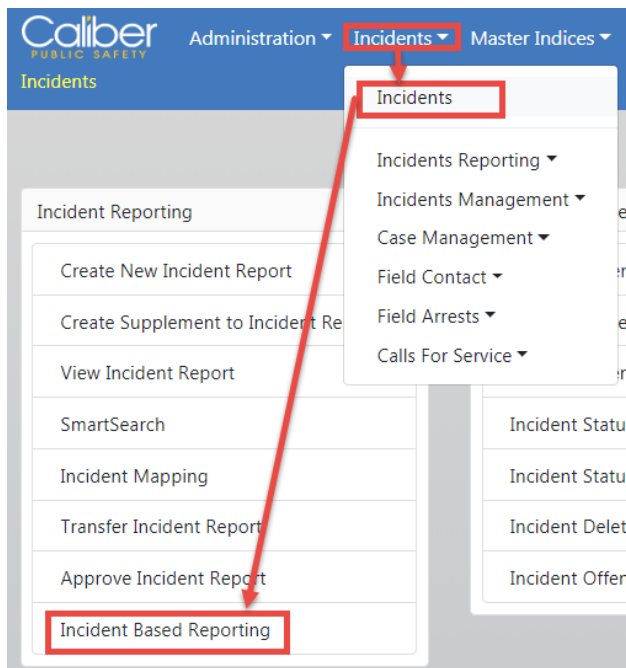
You access a data set (file) that contains all Agency reports that have a reportable offense that is in approved status. They filter out the reports for inclusion in the file to be used to create the NIBRS Reports. This is typically on a monthly basis but can be filtered as necessary.

1. From your *Home* page there are three ways to access the **Incident Based Reporting** module of the application.

- a. Incidents>Incident Reporting>Incident Based Reporting

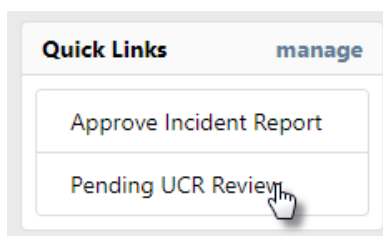


- b. Click on the *Incidents* tab and when the *Main Incident Menu* opens find **Incident Based Reporting** under the *Incident Reporting* header.

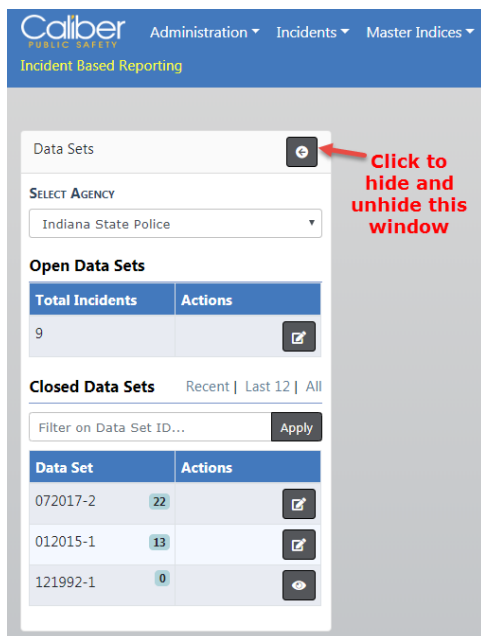


- c. If available, click on the **Pending UCR Review** link in the *Quick Links* box. If the **Pending UCR Review** link doesn't appear, you can with appropriate permissions, add this link to the *Quick Links* box. This appears only on your Home Page, no one else's. For instructions, refer to the Quick Link section of "Home Page - Prior to RMS 11.12" on page 8.


Note: While UCR functionality is still available within Online RMS, the FBI is no longer accepting UCR Summary Data as of Jan 1, 2021.



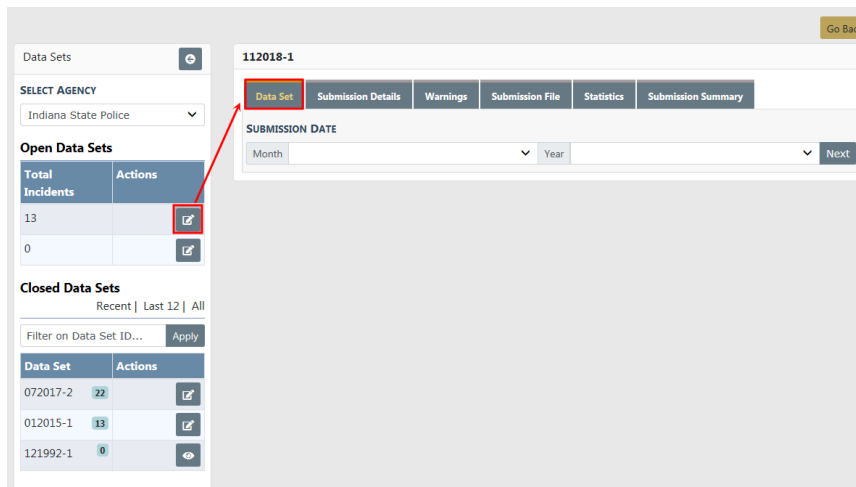
Any option above opens the *Data Sets* details page:




2. Accessing Open Data Sets.

- Find the *Open Data Set* you want to open and click on the **Edit** icon  under the *Actions* column.

The right windows display six tabs of *Open Data Set* topics, defaulting to the **Data Set** tab.



3. Accessing Closed Data Sets.

- Find the *Closed Set* you want to open and click on the **Edit** icon  under the *Actions* column.

The right windows display two tabs of *Closed Data Set* topics, defaulting to the **Closed Data Set** tab.

Data Sets

SELECT AGENCY
Indiana State Police

Open Data Sets

Total Incidents	Actions
13	
0	

Closed Data Sets
Recent | Last 12 | All

Filter on Data Set ID... Apply

Data Set	Actions
072017-2 22	
012015-1 13	
121992-1 0	

Data Set: 012015-1

Closed Data Set Warning Notification History

Statistics

Total Incidents:	13
Accepted Incidents:	13
Rejected Incidents:	0
Balance:	0

System	Download File	File Date
CLERY		
NIBRS	310_NIBRS.txt	07/21/2015 1434
SCIBRS		

One or more Systems is compatible with XML Generation.

System	# of Files Generated	Actions
NIBRS	0 / 13	

Search and select incident reports with errors and mark as 'Rejected'

REPORT #S: STATUS

Enter Comma Separated Report Numbers To Filter -Select-

Apply Filter Reset

Action	Agency	Report Number	Occurrence Date	Report Date	Offenses	Submission Status	Actions
ACCEPTED	District 42, Versailles	2015ROOT0122	04/28/2015	04/28/2015	MURDER	ACCEPTED	

Role and Permission Requirements

To perform this procedure it is necessary that a user have the role of **LEA_RECORDS_MGMT** and/or the permission of **Incident Based Reporting**. The permission can be assigned to any role that the agency administrator would like. Please Contact Online RMS Support for assistance on any changes.

Filter

1. Enter the **Month** and **Year** of the reports that you want to report with this file. If you have not completed this action before you need to start at the Month and Year that you began using this application, then create Submission File by Month until you reach the present.

012019-1

Data Set | Submission Details | Warnings | Submission File | Statistics | Submission Summary

SUBMISSION DATE

Month: January | Year: 2019 | **Next**

Open Data Sets

Total Incidents	Actions
13	
0	

- Click the **Next** button to filter the reports. The *Search Results* page will then display under the **Submission Details** tab. This may take a minute depending on the number of reports in the selected month.

012019-2

Data Set | **Submission Details** | Warnings | Submission File | Statistics | Submission Summary

After applying any filters, click NEXT to review any warnings

Statistics

Total Incidents: 13
Included: 13
Not Included: 0
Date: 01/2019 **Reset**

REPORT #5 INCLUDED: -All- DATE FROM: DATE TO: AGENCY: -All Agencies- DATE TYPE: STATUS: -All Statuses- NIBRS CODE: -All NIBRS Codes-
Apply Filter **Reset** **Include All In Filter** **Remove All In Filter** **Include All NOT In Filter** **Remove All NOT In Filter**

Total In Filter: 13

Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions
<input checked="" type="checkbox"/>	District 42, Versailles	2018D4210195	11/16/2018	11/16/2018	BATTERY- KNIFE	READY TO BE SENT	IBR

Reports on Page Adjustment

- You can adjust the number of reports on each page by scrolling down. At the bottom left of the page you can select the number of reports you want to see on a page.

10 25 50 100

« 1 2 »

- On the bottom right of the page the number of pages display based on your previous selection and the number of reports.

Additional Filters

1. If necessary you can enter criteria in the additional filter fields and **Apply Filter** to further define the reports you are reporting.

2. Unchecking individual reports.
 - a. If find reports you do not want to include, uncheck the checkbox in the *Included* column on the left side. An **Update Selected** button appears on the upper right once you uncheck a box. Click the **Update Selected** button.

Included	Agency	Report Number	Occurrence Date	Report Date	Offenses	Status	Actions
<input type="checkbox"/>	District 42, Versailles	2018-08-220-000015	08/08/2018	08/08/2018	BURGLARY-AUTO/BOD...	READY TO BE SENT	IBR
<input checked="" type="checkbox"/>	District 42, Versailles	2018-08-218-000014	08/06/2018	08/06/2018	ROBBERY-DOCTORS O...	READY TO BE SENT	IBR
<input checked="" type="checkbox"/>	District 42, Versailles	2017D4210062	02/27/2017	02/27/2017	THEFT-AGRICULTURE	READY TO BE SENT	IBR

3. Click the **Next** button to advance to the **Warning** tab.

Warnings

The Warning tab provides the opportunity to self-audit incident reports included in the data submission that may be at risk of a data audit by the IBR authority.

012019-2

Go Back

Data Set Submission Details **Warnings** Submission File Statistics Submission Summary

After reviewing any warnings (if applicable), click NEXT to generate the submission file. **Next**

Warnings Warning Notification History ← Two sub-tabs

The Data Audit Warnings tab provides the opportunity for an agency to self-audit incident reports included in the data submission that may be at risk of a data audit by the IBR authority. Data audits represent data situations that are commonly flagged by IBR authorities as uncommon or overly used that should be evaluated by the agency prior to submission. The goal of this process is to ensure the quality and accuracy of data submitted to the IBR authority.

# of Affected Incidents	Type	Message
1	NIBRS	Incident has both Burglary and Theft offenses. Because larceny/theft is an element of Burglary, agencies should not report the larceny as a separate offense if it is associated with the unlawful entry of a structure. Please verify that the larceny is a separate offense. If not, remove it from the incident.
1	NIBRS	Incident was listed as being a Cargo Theft. Please review the incident and verify that a cargo theft actually occurred.
4	NIBRS	Incident contains a Hate Bias Motivation. Please verify that Hate/Bias was a factor in the incident.
2	INCIDENT	Incident contains an offender 10 years old or younger. Please verify this for accuracy.
1	NIBRS	Incident contains a Hate Bias Motivation of Unknown. The state and federal IBR authorities will expect this to be updated as the investigation of an incident continues. Failure to update can trigger an audit in the future.

1. Review the warnings.
2. Click the **Next** button to advance to the **Submission File** tab.

Generate the Submission File

There are two types of submission files:

- Flat Files

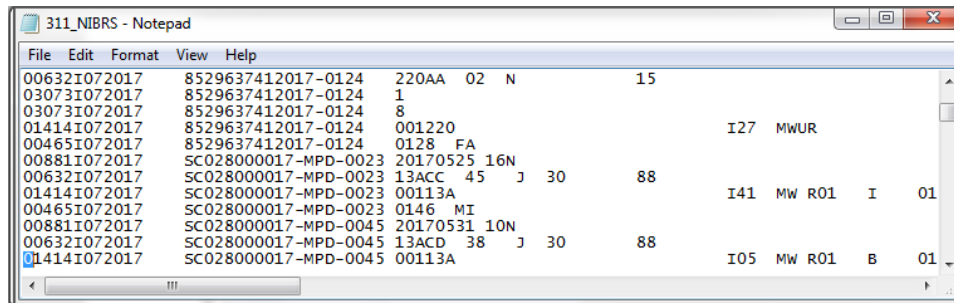
A flat file contains data that is stored in plain text format, and there is one record per line. Columns are typically separated by a tab, comma, or another single value character; Online RMS creates flat files with tabs to separate the columns.

- XML Files

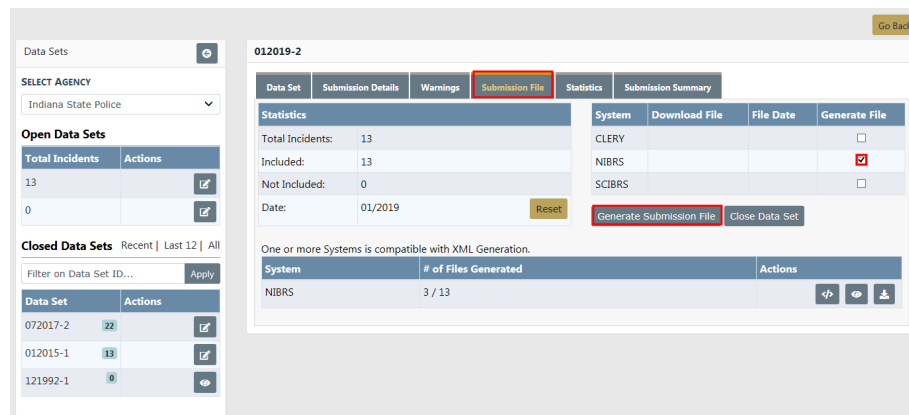
An XML file is an XML (Extensible Markup Language) data file. They are plain text files that store information in a hierarchical standard format that is commonly used in data transfers. Unlike flat files, *custom tags* are used in XML files instead of *tabs* to define different columns of data.

Flat File

A flat file contains data that is stored in plain text format, and there is one record per line. Columns are typically separated by a tab, comma, or another single value character; Online RMS creates flat files with tabs to separate the columns.



- To generate the submission file you must first check the appropriate checkboxes in the *Generate File* column, then click the **Generate Submission File** button.



The **Generate Submission File** button and the section above the button appears only when flat file submission is an acceptable file format for your state.

- Depending on the number of files being included in this file, it may take a few minutes to generate the file. Once complete the **Download File** and **File Date** will fill in.

012019-2 Go Back

Data Set **Submission Details** **Warnings** **Submission File** **Statistics** **Submission Summary**

Statistics	
Total Incidents:	13
Included:	13
Not Included:	0
Date:	01/2019 Reset

System	Download File	File Date	Generate File
CLERY			<input type="checkbox"/>
NIBRS	291_NIBRS.txt Reset	02/12/2019 1438	<input checked="" type="checkbox"/>
SCIBRS			<input type="checkbox"/>

Generate Submission File Close Data Set

One or more Systems is compatible with XML Generation.

System	# of Files Generated	Actions
NIBRS	3 / 13	🔗 👁 📄

- b. Agencies reporting by **Summary UCR Reports** will then click the **Close Data Set** button on the right side of the page. Note the number in the **Download File** name, as this will help you locate it later when running UCR Reports. You will also be able to locate the correct file as the Month and Year will be added next to the file name along with your ORI.

System	Download File	File Date	Generate File
CLERY			<input type="checkbox"/>
NIBRS	291_NIBRS.txt Reset	02/12/2019 1438	<input checked="" type="checkbox"/>
SCIBRS			<input type="checkbox"/>

Generate Submission File Close Data Set

This will close the Data Set and place it in the *Closed Data Set* list on the left side of the page.

Data Sets 🔍

SELECT AGENCY

Indiana State Police ▼

Open Data Sets

Total Incidents	Actions
0	🔗

Closed Data Sets Recent | Last 12 | All

Filter on Data Set ID... Apply

Data Set	Actions
072017-2 22	🔗
012015-1 13	🔗
121992-1 0	👁

Note: With Online RMS 11.7.0 and above, the IBR submission process verifies if an incident with NIBRS data has been modified before including it with the data set for submission to the state. For more information, refer to the *Incident Based Reporting Guide - NIBRS* found under the Help Menu in Online RMS.

XML File

An XML file is an XML (Extensible Markup Language) data file. They are plain text files that store information in a hierarchical standard format that is commonly used in data transfers. Unlike flat files, *custom tags* are used in XML files instead of *tabs* to define data.

```
<?xml version="1.0" encoding="UTF-8"?>
- <nibrs:Submission xmlns:s="http://release.
  xmlns:nc="http://release.
  xmlns:j="http://release.
  xmlns:cjis="http://fbi.gov/
    - <cjis:MessageMetadata>
      <cjis:MessageDateTime>2019-12-19T12:21:42</cjis:MessageDateTime>
      - <cjis:MessageIdentification>
        <nc:IdentificationID>NC0 2019-0989</nc:IdentificationID>
      </cjis:MessageIdentification>
      <cjis:MessageImplementationVersion>4.2</cjis:MessageImplementationVersion>
      - <cjis:MessageSubmittingOrganization>
        - <j:OrganizationAugmentation>
          - <j:OrganizationORIIdentification>
            <nc:IdentificationID>NC0</nc:IdentificationID>
          </j:OrganizationORIIdentification>
          </j:OrganizationAugmentation>
        </cjis:MessageSubmittingOrganization>
      </cjis:MessageMetadata>
    - <nibrs:Report>
      - <nibrs:ReportHeader>
        <nibrs:NIBRSReportCategoryCode>GROUP A INCIDENT
        REPORT</nibrs:NIBRSReportCategoryCode>
        <nibrs:ReportActionCategoryCode>R</nibrs:ReportActionCategoryCode>
      - <nibrs:ReportDate>
        <nc:YearMonthDate>2019-11</nc:YearMonthDate>
```

The **Statistics** section on the *Submission File* tab help you to identify how many reports were in the original query and how many you did not include.

The **System** type section is specific to your agency or State. NIBRS is the basic, and is used by all agencies that report by Summary UCR Reports, and agencies that report directly to the NIBRS Unit at the FBI.

112019-1

Data Set	Submission Details	Warnings	Submission File	Statistics	Submission Summary								
Statistics ← Total Incidents: 70 Included: 70 Not Included: 0 Date: 11/2019 Reset			<table border="1"> <thead> <tr> <th>System</th> <th>Download File</th> <th>File Date</th> <th>Generate File</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> Generate Submission File Close Data Set			System	Download File	File Date	Generate File	NIBRS			<input type="checkbox"/>
System	Download File	File Date	Generate File										
NIBRS			<input type="checkbox"/>										
One or more Systems is compatible with XML Generation. <table border="1"> <thead> <tr> <th>System</th> <th># of Files Generated</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>NIBRS</td> <td>66 / 70</td> <td> <input type="button" value="eye"/> <input type="button" value="refresh"/> <input type="button" value="print"/> <input type="button" value="download"/> </td> </tr> </tbody> </table>						System	# of Files Generated	Actions	NIBRS	66 / 70	<input type="button" value="eye"/> <input type="button" value="refresh"/> <input type="button" value="print"/> <input type="button" value="download"/>		
System	# of Files Generated	Actions											
NIBRS	66 / 70	<input type="button" value="eye"/> <input type="button" value="refresh"/> <input type="button" value="print"/> <input type="button" value="download"/>											

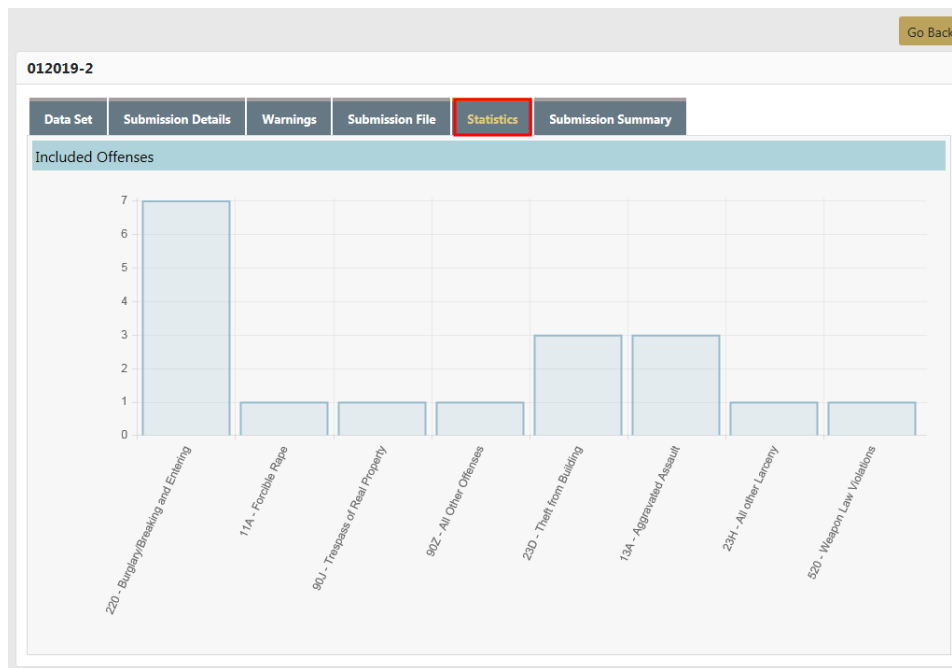
of Files Generated
66 / 70 ← 66 out of 70 files generated

For more information on XML submission files, refer to the *Incident Based Reporting Guide - NIBRS* found under the Help Menu in Online RMS.

Statistics Report

The **Statistics** tab is to help you identify how many reports were in the original query and how many you did not include if you unchecked any reports. In the center is the **System** type that is specific to your agency and/or state. NIBRS is the basic and will be used by all agencies that report by **Summary UCR Reports** and those agencies reporting directly to the NIBRS Unit at the FBI.

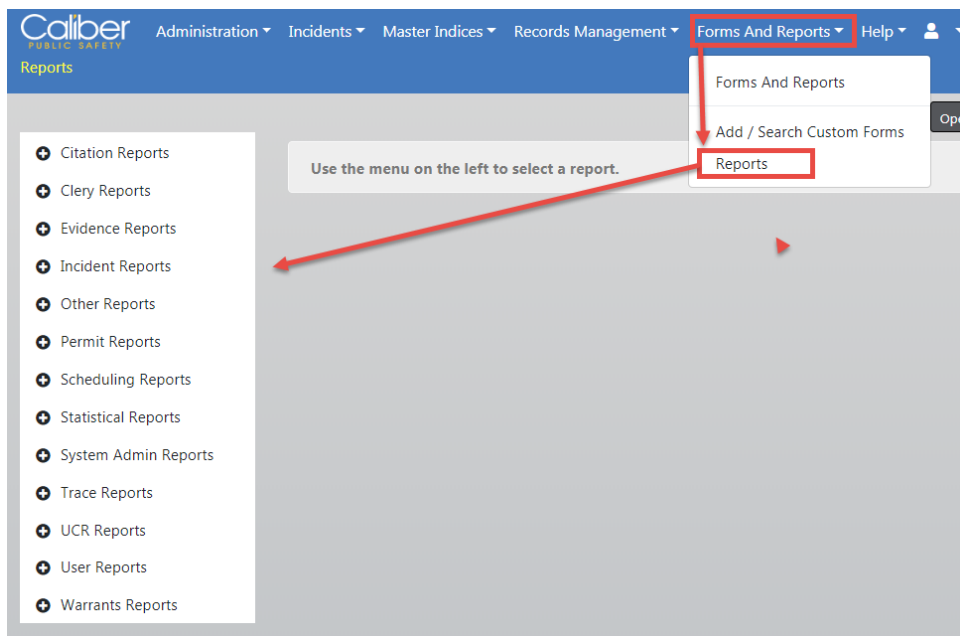
Note: While UCR functionality is still available within Online RMS, the FBI is no longer accepting UCR Summary Data as of Jan 1, 2021.



Run Summary UCR Reports

Note: While UCR functionality is still available within Online RMS, the FBI is no longer accepting UCR Summary Data as of Jan 1, 2021.

1. From your *Home* page click on the **Forms and Reports** tab at top of screen. Then click on **Reports**.



- a. On the left is a list of *Report Category*, click on the **UCR Reports** category banner to display the UCR available reports in alphabetical order.

Trace Reports

UCR Reports

- Arson
- Cargo Theft Incident Report
- Domestic Violence (WY)
- Drugs Seized by Type and Quantity
- Hate Crimes Incidents
- Human Trafficking
- Law Enforcement Officers Killed or Assaulted (LEOKA)
- Maryland Domestic Violence Form9
- Persons Arrested - Adults
- Persons Arrested - Juveniles
- Return A Report
- Supplement to Return A
- Supplementary Homicide

User Reports

- b. Click on the Report you wish to run, most likely the **Return A**. A filter opens on the right of the window.

Return A Report

Return A Report UCR Report. UCR reports are only available for agencies using the standard FBI NIBRS configuration.

Report Parameters

DATA SET(S)

Search... Select All Select None

- 320 - 1 - July 2015 - D16
- 315 - 1 - January 2015 - D13
- 314 - 1 - February 2015 - D13
- 313 - 1 - July 2015 - D13
- 311 - 23 - July 2017 - IPSC
- 310 - 14 - January 2015 - IPSC

SHOW DETAIL

☐

HEADER NOTE

Output Type

SELECT AN OUTPUT TYPE

PDF File

Run Report

- c. Click on the **Data Set** file or files you want to include. You can also enter search criteria to shorten the available list.

The format of the listed files:

291 - 13 - January 2019 - IPSC (291 is the file number you created, 13 is the number of reports in the file and Month Year is based off the median date of those reports. And then of course your ORI#)

Report Parameters

DATA SET(S)

Search... Select All Select None

- 320 - 1 - July 2015 - D16
- 315 - 1 - January 2015 - D13
- 314 - 1 - February 2015 - D13
- 313 - 1 - July 2015 - D13
- 311 - 23 - July 2017 - IPSC
- 310 - 14 - January 2015 - IPSC

The selected parameters move from the left to the right window. To deselect a parameter, click on the parameter in the right window to move it back to the left.

The screenshot shows a window titled "Report Parameters". Inside, there is a section labeled "DATA SET(S)" with a search bar and two buttons: "Select All" and "Select None". Below the search bar is a list of data sets, each with a unique identifier, a date range, and a report type. The list is split into two columns.

DATA SET(S)	DATA SET(S)
315 - 1 - January 2015 - D13	320 - 1 - July 2015 - D16
314 - 1 - February 2015 - D13	313 - 1 - July 2015 - D13
310 - 14 - January 2015 - IPSC	
305 - 1 - December 1992 - IPSC	
303 - 1 - July 2015 - IPSC	
302 - 1 - January 2014 - D13	

- d. If **Show Detail** button is selected, the report lists the report number that the returned data was from so that you can verify any information that does not appear to be accurate. The button turns green when selected, otherwise it remains gray.
- e. It is recommended that you enter something into the **Header Help** field to help you identify the report that you are about to create, i.e. January 2019, December 2018, etc. Then click **Run File**.


Note: Creating the file may take several minutes to complete.

- f. Once completed open the PDF file that was created then **Print** or **Save**. You will then need to enter this information into the Worksheet file that was provided by the UCR Unit of the FBI or report UCR data to your State Reporting Agency as they have specified.

Finalize Data Set

1. Once you have completed your **Reports** it is necessary that you **Finalize** the **Data Set** that you closed when making the file. Return to the *Incident Based Reporting* page. Find the Data Set that you closed under the *Closed Data Sets* list.

For more information on accessing the *Incident Based Reporting* page, refer to "Overview" on page G.

2. Click the **Edit** icon  under the *Actions* column next to that file. It asks you if any errors were reported. As Summary UCR Reporting Agency you do not get an error report, so click the **No** button.

If errors were reported and you want an error report, click **Yes**. For more information, refer to "Errors Reported" on the facing page.

3. A warning displays stating this will set all Incidents to *Accepted* and *Finalized*. Click **Yes**.
4. The necessary actions on this **Data Set** are now complete.

Errors Reported

1. If errors are reported, click **Yes**.
2. A list of the reports appear. You can filter the list by entering one or more report numbers into the **Report#** field. Separate reports with a comma. Click **Apply Filter**.
3. Click the Apply Filter button as **Rejected**.
4. Click the **Update** button.
5. A message appears stating the action cannot be undone. Click **Yes** to continue or **No** to cancel.
6. You are returned to the report list to accept all the other reports.

Accepting Reports after Error Reports have marked Rejected

1. Once you have rejected the reports with errors you must mark all the other reports as accepted.
2. If your file has more than 50 or 100 records go to the bottom of the page and change the page count to 100, then return to the top of the list.
3. Click on the button **Apply Status to All on Page**.
4. Open this list and select **Accepted**.
5. Once selected it will mark all the radio buttons as **Accepted**, except the reports you rejected.
6. On the right side it will tell you how many reports on that page you will be updating to **Accepted** and the click the **Update** button. You will get the *This action cannot be undone* warning again.
7. If you have more than one page, navigate to the next page and repeat the marking as **Accepted**. You will have to change the LOV back to *Apply Status to All on Page* and then back to **Accepted** before the **Update** button will become available again. Continue this until you have marked all reports on all pages as accepted.
8. Once you have all the reports marked as either **Rejected** or **Accepted**, click on the **Accept and Finalize** button.
9. When the confirmation window appears, confirm you are sure.

Glossary

A list of definitions for terms and abbreviations associated with Caliber products follows. All terms included here are not necessarily found in the *Caliber Online RMS User Guide* or the *Caliber Online RMS Administrator Guide*.

9-1-1 or 911 – A three-digit telephone number used to report an emergency requiring response by a public safety agency (from *NENA Master Glossary of 9-1-1 Terminology*)

911 service area – The geographic area to which the government has granted authority to provide 911 service

911 system – A telephone system that automatically connects a person dialing “911” to an established PSAP through traditional telephone service facilities

abandoned call – A call placed to 911 in which the caller disconnects before the call can be answered by the PSAP attendant

access line – The connection between a customer premises network interface and the local carrier that provides access to the public switched telephone network

accident reports – Report category that enables sorting and viewing of accident query and accident state reports

active window – Indicated by a blue title bar, a window with which a user can interact

add-ons – Agency-defined field used to customize RMS for specific local needs,

AFIS – Automated Fingerprint Identification System (US FBI)

AFR – Abbreviation for *Automated Field Reporting*

alarm – Any notification made to an emergency agency that a situation exists or may exist and requires a response. An alarm can be generated via an electronic alarm system, telephone, radio, word-of-mouth, and so forth.

alert – A message, error, or notification of a situation (incoming calls, timer alerts, mail messages, and so forth) that may require immediate attention

ALI Database – Alternative name for DMS (Database Management System)

ALIDBS – Abbreviation for ALI Database

alias – A name, other than that recorded on an individual's birth certificate, by which the individual may be known

alternate routing – The routing of a 911 call or message over a designated substitute route when the primary 911 lines are unavailable for immediate use

Amber Alert – Broadcast system for *America's Missing: Broadcast Emergency Response*, Amber Alerts are immediate, up-to-date information to aid in the safe recovery of a missing child. Amber Alerts are dispatched to law enforcement, the media, and the public.

ANI/ALI – Abbreviation for *Automatic Name/Location Information/Identifier or Identification*

AOC – Abbreviation for *Authority Operation Center*

API – Abbreviation for application programming interface

Application – Generic term for a program or system that handles a specific business function

Application Programming Interface (API) – An interface used by programmers to write interfaces between their system and another vendor's system, thereby simultaneously integrating multiple systems

Application Software – A complete, self-contained program that can perform work for a user. This is in contrast to system software such as an operating system, server processes, and libraries that exist in support of application software.

AREA – Patrol Area/Zones/Beats

area of fire origin – The specific location where a fire started. May be a room, a portion of a room, a vehicle, a portion of a vehicle, or an open area devoted to a specific use. Every fire has an area of fire origin. (From NFIRS 5.0 Ref. Guide)

arrival time – The time at which a 911 call is received (if it generates an incident record) or at which an incident is created (if the call generates a manually-created incident)

arrived – Status of a unit indicating that it is assigned to respond to an incident and has arrived at the location specified on the incident record

assigned unit – A unit that is assigned (dispatched, en route, arrived, and so forth) to an incident. Some systems may be configured to consider units designated as busy (such as out for food, out for fuel, or at the station) as assigned.

Assigned Units Window – A CAD window that displays all units assigned to an incident. Some systems may be configured to consider units designated as busy (such as out for food, out for fuel, or at the station) as assigned.

Attendant Window – A CAD window that displays alerts to inform users of events or incidents that may require immediate attention

audit trail – Automated system records that show if database/fields have been changed, what changes were made, who made them, and when

automatic – When applied to fire protection devices, a device or system providing an emergency function without human intervention

automatic location identifier – Automatic PSAP display of a caller's telephone number, the phone location, and any additional emergency services information. If phone number is also included, it may be called ANI-ALI.

automatic number identification – Telephone number associated with the access line from which a 911 call originates

automatic vehicle locator – A product that allows a client to receive Global Positioning Satellite (GPS) coordinates, locating a client unit's position

available unit – A response unit not currently assigned to an incident

Available Units Window – A CAD/WebCAD window that displays all units (individuals, stations, and/or cars) not currently assigned to an incident. Some systems may be configured to consider units designated as busy (out for food, out for fuel, at the station, etc.) as assigned.

AVL – Abbreviation for *Automatic Vehicle Location*

B&E – Abbreviation for *breaking and entering*

bitmap – A picture representation that displays on the screen instead of text or numeric characters

BMP – File extension for bitmap, an image format commonly used on the web and in web applications

BOLO – Abbreviation for *Be on the Lookout*

building – A structure enclosed with walls and a roof and having a defined height (from NFIRS 5.0 Reference Guide)

busy – Status of a unit indicating that it is not assigned to an incident but is unavailable or may be slow to respond due to its current activities. Busy units include units that are out for food, out for service, at the station, and so forth. Some systems may be configured to consider units designated "busy" as assigned.

CAD – Abbreviation for *Computer Aided Dispatch*

call – An incident phoned into a police, fire, or EMS dispatch center

Call Detail Recording – Process of providing a written record, by telephone number, of all 911 calls received by a PSAP

Call Number Sequence – Sequence numbers in CAD to track and record CAD calls

Call Relay Method – Process by which a 911 call is answered at the PSAP and the call taker relays the information to the appropriate public or private safety agency for further action

Call Taker – The person in an agency that receives a call for an incident. This person may or may not be a dispatcher.

CFS – Abbreviation for *calls for service*

Caliber CAD – Caliber's CAD Solution

Call Transfer Method – Process by which the PSAP call taker determines the appropriate responding agency and transfers the 911 caller to that agency

casualty (fire) – A person who is injured or killed at the scene of a fire (from NFIRS 5.0 Reference Guide)

CATP – Abbreviation for *customer acceptance test plan*

charge – An accusation of wrongdoing, particularly an official statement that accuses someone of committing a crime

check box – An interface icon that when clicked turns an option *on (checked)* or *off (empty)*. When two or more checkboxes are offered as selections, the user may check as many choices as are applicable (unlike radio button selections, where the user can only select one option).

CID – Abbreviation for *Criminal Investigation Division*

CIR – Abbreviation for *Criminal Incident Report*

citation – A writ or ticket for a person to appear in court on a specific date to respond to a charge of breaking the law

citation reports – Report category that enables sorting and viewing the following report types: Charges by Person, Court Schedule, Ticket Inventory, and Officer Activity

civil process reports – Report category that enables sorting and viewing the following report types: Civil Process by Sector, Court Schedule, Payments Received, and Papers by IV-D

civilian fire casualty – Any non-fire service casualty who is injured or killed at the scene of a fire (from NFIRS 5.0 Reference Guide)

CIS – Abbreviation for *Criminal Information System*, a Caliber state switch interface product. CIS has also been referred to as *Javelin*. No product queries NCIC directly. NCIC queries are a result of a properly formatted query to a state switch.

CJIS – Abbreviation for *Criminal Justice Information System*

class – A type (Fire, Law, EMS) of incident or a type of responder

class group – The unit associated with an incident. The class group is a subset of the class.

CLR – Abbreviation for *clear*, a status code

COC – Abbreviation for *Chain of Custody*

combustible – A material that will release heat energy on burning (from NFIRS 5.0 Reference Guide)

complaint type – Complaint types convey more than just a description of the complaint. Each type has an associated priority, class, ten code, and responding departments. Your agency should determine the information for each complaint type and enter them into the system.

Computer Aided Dispatch (CAD) – Electronic dispatching system used to manage an agency's communications center

computer hardware – Devices capable of accepting and storing computer data, executing a system sequence of operations on computer data, or producing control outputs, including the computer, monitor, keyboard, printer, cabling, and other peripherals.

Computer Telephony Integration – Also called computer-telephone integration or CTI, is a common name for any technology that allows interactions on a telephone and a computer to be integrated or coordinated. The term is predominantly used to describe desktop-based interaction for helping users be more efficient, though it can also refer to server-based functionality such as automatic call routing.

configuration – The functional and/or physical characteristics and interrelationships of project hardware and software

COTS – Abbreviation for *Commercial off the Shelf*

Criminal Justice Information System – A division of the FBI that has the mission of reducing terrorist and criminal activities by maximizing the ability to provide timely and relevant criminal justice information to the FBI and to qualified law enforcement, criminal justice, civilian, academic, employment, and licensing agencies concerning individuals, stolen property, criminal organizations and activities, and other law enforcement related data. Each state has its own CJIS division. (*from CJIS Web site mission statement*)

CS – Abbreviation for *CAD Station*

CTI – Abbreviation for *Computer Telephony Integration*

daily files – Daily records update file received by PSAPs from telephone companies. Contains any changes made to subscribers, subscriber phone numbers, or subscriber addresses.

data – Numbers, text, graphics, images, and sound stored in a form that can be used by a computer

data integration server – An XML-based communications server that allows almost instant integration and use of any new data source

DBF – File extension for Data Base File, the dBase file format, used with SHP (see SHP)

data-sharing software – Systems such as NCIC Client that enable information to be sent and received from a single workstation to other workstations, databases and agencies elsewhere

default routing – The capability to route a 911 call to a designated (default) PSAP when the incoming call cannot be selectively routed due to ANI failure or other causes

DEM – Abbreviation for *Digital Elevation Model*

department – A specific segment of a responding agency, such as any city police department, any county sheriff, and any fire district department

design – Tasks associated with specifying and sketching the features and functions of a new application prior to coding

DGN – File extension - DesiGN file, the Microstation drawing format

DIG – Abbreviation for *Digital Information Gateway*

DIS – Abbreviation for *Data Integration Server*

dispatch center – The location from which a public or private safety agency's mobile units are dispatched.

dispatch time – Present duration (in minutes) in which the user must dispatch a unit to an incident before a supervisor receives an alert indicating that the incident is awaiting assignment

dispatched – Status of a unit that is assigned to respond to an incident

dispatcher – The person in an agency that enters a call for an incident into the CAD system. This person may or may not be a call taker.

disposition – The final outcome of a CAD incident

dissemination – Information concerning property or court dockets that is released to individuals involved in the case

DMV – Abbreviation for *Department of Motor Vehicles*

DNR – Abbreviation for *Department of Natural Resources*

DOB – Abbreviation for *Date of Birth*

DOT – Abbreviation for *Department of Transportation*

DRG – Abbreviation for *Digital Raster Graphic*

drop-down selection menu – A list of selections that displays when a down arrow on an input field is clicked

DSP – Abbreviation for *Dispatch*, a status code

DWG – File extension - DraWinG file, the AutoCad drawing format

DXF – File extension - Drawing eXchange Format, an AutoCad export file

E 911 (enhanced 911) – An emergency telephone system that includes network switching, database and CPE elements that can provide selective routing, selective transfer, fixed transfer, Automatic Location Identification (ALI), and Automatic Number Identification (ANI)

elapsed time – The duration since the previous contact time. Once a unit is assigned, the elapsed time indicates the time that has passed since the AGN STAT time.

EMD – Abbreviation for *Emergency Medical Dispatch*

emergency call – A telephone request for service which requires immediate action to prevent loss of life, reduce bodily injury, prevent or reduce loss of property, and other emergency situations as defined by local policy

Emergency Medical Dispatch – Critical medical advice offered by specially trained 911 call answering personnel. Advice follows approved protocols, given in logical sequence, for such conditions as heart attacks, choking, and child birth. Protocols are administered by phone until the arrival of emergency medical personnel on the scene.

Emergency Service Number – A three- to five-digit number that represents a unique combination of emergency services agencies (Law, Fire, EMS) designated to serve a specific range of locations within a geographical area. ESNs are set up by the telephone company in conjunction with subscriber input and transmitted along with E911 data. ESNs are not always available in the E911 ALI feed.

Emergency Service Zone – A geographical territory consisting of a specific combination of law enforcement, fire, and EMS coverage areas

EMS – Abbreviation for *Emergency Medical Service*

EMS Zone – Also called *Run Zone*, a specific area by which EMS responsibilities are defined

En Route – Status of a unit indicating that it is assigned to respond to an incident and is proceeding to the location specified on the incident record

ENR – Abbreviation for *Enroute*, a status code

environment – The set of tools and the physical surroundings in which software is developed, tested, and/or deployed

ESN – Abbreviation for emergency service number

ESRI – Abbreviation for Environmental Systems Research Institute (3rd party supplier of GIS and database software)

evacuation route – A route for a specific geographic area that dispatchers can use to instruct citizens in case of an evacuation

event code – Unique alphanumeric code that identifies the circumstance or occurrence that resulted in a call for help. Event codes may differ from one agency to another and are established by your agency administrator.

exposure – A fire incident that results from a single igniting event. For record-keeping purposes, the initial fire incident(primary ignition event) is "Exposure 1" and each subsequent fire resulting from that initial exposure is sequentially numbered.

exposure – (fire) A fire in a building, structure, vehicle, or outside property resulting from a fire outside that building, structure, vehicle or outside property (from NFIRS 5.0 Reference Guide)

expungement – Permanently deletes chosen records from the RMS tables; there is no audit trail or logging of this activity.

Extensible Markup Language – (XML) A markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable. It is a highly compressible, standard markup language that defines a way of transmitting and representing data used for applications and the internet.

fatality – An injury that is fatal or becomes fatal within one year of the incident (from NFIRS 5.0 Reference Guide)

FDID – (Fire Department ID) A unique, five-character identifier assigned by the state to identify a particular fire department within that state (From NFIRS 5.0 Reference Guide)

field – An area on the screen into which you can enter information into a system

Field Reporting – Caliber applications used for wireless (via Mobile) reporting of various documents, such as incident reports, traffic tickets, and accident reports. Also functions as a stand-alone that can be accessed via a LAN workstation or notebook computer. All information entered into a report is reviewed by a supervisor and fed into a database.

fire casualty – A person working for an fire department who is injured or killed at the scene of a fire (From NFIRS 5.0 Reference Guide)

fire fatality – An injury that is fatal or becomes fatal within one year of a fire incident (From NFIRS 5.0 Reference Guide)

fire plan database – The fire plan database contains detailed information about a specific site for use in a fire or other emergencies. This information will help your agency respond quickly and efficiently to situations that are dangerous or have the potential to become dangerous. Using a fire plan, you can create and store address-specific information that includes data crucial to those responding to a fire.

fire (run) zone – A specific area by which fire responsibilities are defined.

footprint – A specific geographical area covered by a wireless cell or cell sector

function key (F key) – The computer keys labeled **F1** through **F12**, some of which may be assigned special functions (For example, **F8** is usually reserved for the *Exit* function in Caliber products.)

gcpk – file extension - geocoding package used for location calculations

geocoding – GIS operation to locate geographic coordinates associated with an address or point on map

geoprocessing – GIS operation to manipulate spatial data, including geocoding, searching, and routing

GIS – Abbreviation for *Geographical Information System*

Global Positioning System – (GPS) A space-based satellite navigation system that provides location and time information in all weather conditions, anywhere on or near the Earth where there is an unobstructed line of sight to four or more GPS satellites. The system provides critical capabilities to military, civil and commercial users around the world. Maintained by the United States government, it is freely accessible to anyone with a GPS receiver.

gpk – file extension - geocoding package used for route determination

GPM – Gallons per minute

GPS – Abbreviation for *Global Positioning System*

GPS Tracker – GPS/AVL tracking software

group – 1. (CAD) The unit associated with the same specific incident. The class group is a subset of the Class field. 2. (ENS) A list of call recipients that belong to the same area or community.

GUI – Abbreviation for *Graphical User Interface*

hardware – Physical equipment used to process, store, or transmit computer program data

hazardous materials – Any material that is an air-reactive material, flammable or combustible liquid, flammable gas, corrosive material, explosive material, organic peroxide, oxidizing material, radioactive material, toxic material, unstable material, or water reactive material; and any substance or mixture of substances that is an irritant or a strong sensitizer or that generates pressure through exposure to heat, decomposition, or other means. (From NFIRS 5.0 Ref. Guide)

hazmat – Abbreviation for *Hazardous Materials*

high cross street – A term used to indicate the next street that intersects a particular street in the direction in which that street's numbers ascend

hot sync – Using a third party device manager application, this allows the import and export of applications, files and data between computer servers and a desktop or laptop computer.

html – Abbreviation for *Hyper Text Markup Language*

hypertext – Text that is displayed electronically and contains links

iamap – File extension - Caliber map project file

icon – On a Windows interface, an image or button containing an image that represents various system functions

in service – Status of a response unit indicating that it is available for assignment. Often referred to as *On Duty*.

inactive window – Indicated by a gray title bar, a disabled window with which a user cannot interact because another window is selected

incident – An event that results in a call for help. CAD assigns an incident number to every call for help so that the call can be assigned to units as necessary. Incident records include details of the initial information given by the caller as well as details of every action the organization takes as a result of the call.

incident number – A unique, sequential number assigned to a specific incident record

Incident Wizard – An RMS feature that allows users to configure the system so that the appropriate screens automatically display upon creation of an incident record. This feature helps to ensure that all relevant known incident data is entered into RMS

interface – A connection between two devices or systems

ISSI – Abbreviation for *Individual Short Subscriber Identity*

ISPS – Abbreviation for *Caliber Safety Portal System*

issue – A problem to be solved or a decision that has not been made

JMS – Abbreviation for *Jail Management System*

JPG (jay-peg) – Abbreviation for the file extension *Joint Photographic Experts Group* which is an image format commonly used on the Web

jurisdiction – An overall area of responsibility. An installation could provide service for one or more jurisdictions. For example, an installation could be responsible for just one small county so it would need only one jurisdiction. Another installation could provide service for the county and the major city within that county. This installation could use two jurisdictions, one for the county, and one for the city.

LAN – Abbreviation for *Local Area Network*

latitude – The angular distance north or south of the earth's equator, measured in degrees along a meridian, as on a map or globe. Latitude lines run parallel to the equator. Values range from 0 degrees at the equator to 90 degrees at the North and South Poles. Minutes and seconds range from 0 to 59. (From *NFIRS 5.0 Ref. Guide*)

layer – Map (GIS) data layer that can be portrayed in map legend as an individual feature

LEO – Abbreviation for *Law Enforcement Officer*

LINK – Abbreviation for *Law Information Network of Kentucky*

link – Text that when clicked takes you to another page, topic, site, and so forth. Also called hyperlinks, links are typically underlined and of a different color than the surrounding text. An image can also be used as a link.

literal – A term used to refer to generic field names, or labels, for user-defined fields. Some RMS and JMS modules allow users to set up agency-specific fields. These fields must be assigned names (labels). Thus, a literal is a name/label that an agency assigns to a field.

local area network – A computer network that encompasses a discrete area, such as in a building. In a law enforcement agency, this may include Dispatch, CAD, GEO, MIS, and desktop computers.

location – The address at which an incident is occurring as provided by the ALI system or the caller

login – A process in which a user identifies and authenticates himself/ herself to a computer

longitude – Angular distance on the earth's surface, measured east or west from the prime meridian to the meridian passing through a position, expressed in degrees (or hours), minutes, and seconds. Longitude lines run north/south, are parallel at the equator, and converge at the North and South Poles. Values range from 0 at Greenwich, England, to 180 degrees at the International Date Line west of Hawaii. Minutes and seconds range from 0 to 59. (From *NFIRS 5.0 Ref. Guide*)

low cross street – A term used to indicate the next street that intersects a particular street in the direction in which that street's numbers descend

Maps – Map display of GIS data (raster and vector)

marker – Map icon/symbol used to display specific data (search results, incident, or unit location)

Master Street Address Guide (MSAG) – Computerized geographical file or database that consists of all streets and address ranges within the 9-1-1 system area. Key to selective routing capability of E911 systems; requires constant updating.

MDT – Abbreviation for *Mobile Data Terminal*

MM – Abbreviation for *Mile Marker*

MNI – Abbreviation for *Master Name Index*

MO – Abbreviation for *Method of Operation*

mobile property type – Property designed to be movable whether or not it still is (from NFIRS 5.0 Reference Guide)

move-ups – Move-Ups provide dispatchers with information when handling various types of calls, such as EMS. For example: When a dispatcher requests to view EMS move-ups, the system checks this database to see if the current situation matches any situations in the database. If a match is found, the instructions are displayed to the dispatcher. These instructions can indicate what station should move up a unit to provide back-up coverage. They should also include whatever information your agency normally expects a dispatcher to have access to when dealing with a particular EMS situation.

mpk – File extension - ESRI map package file, vector map graphic data

MSAG – Abbreviation for *Master Street Address Guide*

Narrative – Additional description or details, in free-form text, associated with an incident

National Crime Information Computer – NCIC is a computerized index of criminal justice information that is available to Federal, state, and local law enforcement and other criminal justice agencies, and it is operational 24 hours a day, 365 days a year. The NCIC system provides a computerized database for ready access by a criminal justice agency making an inquiry and for prompt disclosure of information in the system from other criminal justice agencies about crimes and criminals. This information assists authorized agencies in criminal justice and related law enforcement objectives, such as apprehending fugitives, locating missing persons, locating and returning stolen property, as well as in the protection of the law enforcement officers encountering the individuals described in the system.

National Emergency Number Association – NENA's mission it is to foster the technological advancement, availability, and implementation of a universal emergency telephone number system in the United States. In carrying out its mission, NENA promotes research, planning, training and education. The protection of human life, the preservation of property and the maintenance of general community security are among NENA's objectives.

National Institute of Corrections – The National Institute of Corrections (NIC) is an agency of the United States government. It is part of the United States Department of Justice, Federal Bureau of Prisons. NIC provides support programs to assist federal, state, and local corrections agencies and provides funds to support programs that are in line with its key initiatives.

National Law Enforcement Telecommunication System – NLETS is the International Justice and Public Safety Information Sharing Network – a state-of-the-art secure information sharing system for state and local law enforcement agencies. It provides electronic messaging to allow information exchange between state, local, and federal agencies and support services to justice-related computer programs.

NCIC – Abbreviation for *National Crime Information Computer*, located in Washington, D.C.

NENA – Abbreviation for *National Emergency Number Association*

NFIRS – Abbreviation for *National Fire Incident Reporting System*

NIC – Abbreviation for *National Institute of Corrections*

NLETS – Abbreviation for *International Justice and Public Safety Network* formerly known as *National Law Enforcement Telecommunication System* (<https://www.nlets.org>)

NOK – Abbreviation for *Next of Kin*

Objective Jail Classification System – developed guidelines for assessing jail inmates' individual custody and program needs

OCA – Abbreviation for *Originating Case Agency*

OCC Number – The number of occupants at a location

occupancy – The specific property use of a building or portion of a building

Off Duty – See *Out of Service*

officer reports – Report category that allows access and viewing of Associated Papers and Case Assignment Records

OJC – Abbreviation for *Objective Jail Classification*

OMS – Abbreviation for *Offender Management System* which is replacing JMS

On Duty – See “in service”

on-site materials – Any significant amounts of commercial, industrial, energy, or agricultural products or materials on the property, whether or not they became involved in the fire. Note: For more information, refer to the NFIRS 5.0 Complete Reference Guide, available from www.fema.gov/nfirs.

ORI – Abbreviation for *Originating Agency Identifier*, a nine-digit code used by agencies on the law enforcement network

Originating Case Agency – A term used in RMS Case Management to refer to the first agency to respond to and/or create a report about an incident

ORION – Abbreviation for *Originating Agency Identifier On-line Directory*

OS – Abbreviation for *On Scene*, a status code

out of service – Status of a unit indicating that it is not assigned to an incident but is unavailable for assignment, often referred to as Off Duty

PACE – Abbreviation for *Pro-Active Criminal Enforcement*

patrol area – Geographical area of a jurisdiction that a unit works

PCB – Abbreviation for *product change bulletin*

PCN – Abbreviation for *product change notice*

PCS – Abbreviation for *Public Communications Supervisor*

pending call – A call to which no units have been assigned

person history reports – Report category that enable sorting and viewing of the following report types: Person Involvement, Crimes by Person, Gender and Race Profile, Arrest History Summary, Civil and Warrants by Defendant, Civil and Warrants by Plaintiff, and Sex Offender Registration

phases – The divisions of a software development life cycle into discrete stages (requirements, design, code, test, and so forth)

pictometry – Aerial image capture and display, orthogonal and oblique images (3rd party)

place alias – A common name for a business, landmark, or general location that a caller may use to identify a place when unsure of the exact location

place file – Function that cross-references a place (alias) name with a location record.

png – File extension - Portable Network Graphics which is a commonly used image format

pod – Used in JMS/OMS, this term is equivalent to cell block

POI – Abbreviation for *Point of Interest*

pop-up – A window that opens "pops up" when an option is selected or a function key is pressed. A pop-up window usually contains a menu of commands and stays on the screen only until a command is selected.

priority – Level of importance assigned to an incident. CAD includes the following priorities: Priority 1 - Emergency. Priority 2 - Important, but not an emergency. Priority 3 - Less important; not an emergency.

probation – An alternative to prison/jail in which offenders can remain in the community under court supervision

process – The step-by-step sequence of activities (systematic approach) that must be carried out to complete a project

Product Change Bulletin – A document summarizing changes (such as fixes, enhancements, and usability improvements) to a product since the last major release (for example, 10.1 to 10.2)

Product Change Notice – A document summarizing changes (such as fixes, enhancements, and usability improvements) to a product since the last minor release (for example, 10.1.1 to 10.1.2)

property – An item of value that can be FIXED on the Earth's surface, i.e., water, land, roadways, structures, buildings, or MOBILE, i.e., ships, airplanes, trains, trucks, automobiles (from NFIRS 5.0 Reference Guide)

proximity distance – Relative distance that determines when the symbols for two or more AVL units merge together to show up as one symbol on the GIS map

PSAP – Abbreviation for *Public Safety Answering Point*

Public Safety Answering Point – The initial answering location of a 911 call. Sometimes called a 911 center.

Quality Assurance – The process of tracking and oversight functions for monitoring project performance, adherence to commitments, and budget requirements

radio button – Interface icon with a round button shape that can be clicked to indicate a choice. A radio button operates like the buttons on a radio tuner, when a button is pressed, all other buttons are disengaged, allowing only one selection at a time.

Records Management System – Also known as RMS, a centralized electronic package of modules used to enter, maintain, track and manage data related to criminal incidents, evidence, cases, and so forth

remark – A comment or note that may be appended to a unit's log or sent to a unit's pager as an alphanumeric text message

responding unit – The unit currently assigned to respond to an incident

response – Deployment of an emergency service resource to an incident (from the NFIRS 5.0 Reference Guide)

rich text format – generic word processing format

RL – Abbreviation for *Radio Log*

RMS – Abbreviation for *Records Management System*

route – GIS function used to determine route/directions from one point on a map to another

RTF – Abbreviation for *rich text format*, a file extension

run cards – Run cards are sets of instructions for dispatchers to follow based on given situations. Each run card contains one set of instructions.

run number – A chronological value assigned to a recorded incident. Also called *OCA number* or *case number*.

SBN – A file extension used by files that store the spatial index of the features used by Maps

SBX – A file extension used by files that store the spatial index of the features used by Maps

SDE – Abbreviation for *Spatial Database Engine*

SDTS – Abbreviation for *Spatial Data Transfer Standard*

scope – The magnitude of the effort required to complete a project

sealing – A means to flag records as sealed. This activity produces no audit trail nor is it logged. Typically, general users do not have access to sealed records, but with appropriate permissions set up in File Maintenance, a user may be allowed access.

search reports – A report category that can be used to sort vehicle, charge, person, and property records

sequence number – Number identifying a row in the System Monitor table. Clicking on the sequence number displays the incident details. The sequence number is not permanently associated with the incident record displayed in the row. In other words, an incident may be moved to another row and consequently associated with another sequence number as incidents are added to or removed from the table.

session time out – Inactive status of an application that occurs when a page is left open and untouched for a customer defined / configured duration (example: 30 minutes). The User Login page displays at session time out, prompting the user to log in again.

sid – File extension - MrSid georeferenced raster graphic file, aerial imagery map data

SME – Abbreviation for *Subject Matter Expert*

Spatial Database Engine – Helps manage spatial data to provide a quicker retrieval of that data from database engines such as Oracle, SQLSever, and Informix

Spatial Data Transfer Standard – A standard used to describe earth-referenced spatial data. It was designed to easily transfer and use spatial data on different computer platforms.

SOD – Abbreviation for *Special Operations Division*

solvability factors – Factors that influence whether crimes are more or less likely to be solved. Agencies assign relative weights to these factors. These weights are then used to assess the solvability of a case to determine assignment of investigative resources.

soundex – A coded name index based on the way a word sounds rather than the way it is spelled. Names that sound the same, but are spelled differently, like SMITH and SMYTH have the same code and are filed together. The soundex coding system allows you to find a surname even though it may have been recorded under various spellings.

SOP – Abbreviation for *Standard Operating Procedures*

SQL – Structured Query Language

SSM – System Status Monitor

specifications – General term for the wide variety of paper-based descriptions of a program or system

stacking – This allows a user to hold/stack an incident for a certain unit. Example: If a unit is on an incident and a second incident is created in that unit's zone/beat, the user can hold-/stack the second incident until the unit clears the first incident.

station – A particular fire station within a fire department. If used, station IDs are assigned locally.

teleco – Abbreviation for *telephone company*

telecommunicator – The person in an agency that monitors phone activity and talks with the callers dialing 911. This person may or may not be a dispatcher.

testing – The set of defect removal tasks that include execution of all, or part, of an application on a computer

TMD – Abbreviation for Tactical Map Display

tpk – File extension - ESRI tile package file, raster map graphic data

TS – Abbreviation for *Traffic Stop*

UCR – Abbreviation for *Uniform Crime Reporting*

UID – Abbreviation for *Unit ID*

Uniform Crime Reporting – A collective effort on the part of city, county, state, tribal, and federal law enforcement agencies to present a nationwide view of crime. Agencies throughout the country participating in the UCR program provide summarized reports on offenses known to law enforcement and reports on persons arrested. (From the *Introduction of the U.S. Department of Justice's [FBI] Uniform Crime Reporting Handbook - 2004*)

Uniform Crime Reports (UCR) – An FBI program that collects and disseminates data on arrests and crimes

unit – An entity dispatched using a single code. A unit might be one officer, a patrol car, an EMS station, or even a fire station.

use of force – A classification of an incident, indicating that use of force was required

vacant – Not occupied or put to use; with no furnishings or equipment present

validation – Process that ensures that the entered data is correct

VIN – Abbreviation for *Vehicle Identification Number*

VINE – Victim Information and Notification Everyday. VINE is a system that allows crime victims across the U.S. to obtain up-to-date information about criminal cases and the custody status of offenders at any time over the telephone, through the Web, or by e-mail.

warrant – A judicial writ authorizing an officer to make a search, seizure, or arrest, or to execute a judgment

warrant reports – A report category of that enables sorting and viewing of the following types of reports: Warrants Served by Officer, Warrants to Expire, Served by Officer/Date Range, Status Snapshot by Date Range, Warrants by Dept/Status, Warrants by Process Dept, and City/County Warrant Report

wildcard character – A character, usually an asterisk, that is used to take the place of other unknown characters to perform searches. For example, to search for a person with the name *Jansen* or *Jensen* you would use "j*nsen" to find all occurrences of both.

wildcard search – The Master Vehicle Index (MVI) and Master Name Index (MNI) modules allow for wildcard searches to broaden search terms and find information. In RMS, the

wildcard symbol is an asterisk (*). This symbol is used to search the indices for possible matches to, or hits on, data entries.

wildland – An unsettled, uncultivated region or minimal to no development, covered with timber, woodland, brush, or grass. (From NFIRS 5.0 Ref. Guide)

window – A section of a screen that contains an application or part of an application

wrecker – A vehicle that is used in recovering or removing a wreck, especially a truck with a hoist and towing apparatus used in towing disabled or wrecked vehicles

XML – File extension and Abbreviation for *Extensible Markup Language*. XML is a highly compressible, standard generalized markup language to define a way of transmitting and representing data. Designed to transmit data used for applications and the internet.

zone – An area to which dispatchers are assigned to dispatch responsibilities; may include an entire city or county or only certain regions, depending on zoning, which is based on the agency's call activity and the agency size

Index

A

access log	152	add person	
account history	61	import from external systems	105
acknowledgment	24	manual entry	102
actions menu	166, 546	residence address	
activity log	561	vehicle	101
add activity	561	add service maintenance	742
delete	562	add service request	556, 734, 755
edit	562	add vehicle	718
edit status	563, 570	add warrant	604
add caution codes	114	address	
add certification	839	make most recent	104, 377
add course	827-828, 838	other countries	113
add crash report	694-695	address search	98
add emergency contact	386	advanced search	418
add equipment	707-708	agency filter	609
add evidence location	540	ajax	33
add fuel oil mileage	749, 768	alert	12
add hold	656	approval utilities	444
add inventory	654	approval/disapprove process	439
add next court appearance	355	approve service request	736
add next of kin	386	arrest	343, 483
add partial	386	tracking number	326
		assets	663
		assign attendee	832
		assignment tab	557
		associated calls for service	253, 382
		associated incidents	257, 262, 379, 702
		association summary	93, 96

attachments	69, 119, 343, 420, 616, 706	cad to online rms	
add	69, 329, 654, 755	integration interface	171, 189
delete	72	calendar tool	32
download	73	call list	173, 181, 183
edit	71	clear call	182
overview	69	dispatch call	182
queue	70	edit call	181
update	755	take call	181
audit reports	535	view call	181
create	536	calls for service	171, 189
location discrepancy	537	access	172
search	535	close	183
auto-save	243, 499	create incident	187
automatic number generation	200	manage calls	172
B		overview	171
badge	60	search	183, 187
barcode .	407, 518, 520, 523-524, 526, 528, 530, 533, 539, 545-546	camera	83, 373, 856-858
overview	545	cancel course	836
broadcast message	20	case	792
add	22	assign officers	480
color coded	20	assignment history	477
delete	24	Associate Field Contact	484
view	21	Associate Incident	481, 483
browser		close incident no follow-up	486
favorites	2	create case activity	493
C		create incident	481
cad badge	60	enter case data	475
		load	502

my case activity	504	change location	527
navigating	487	change ownership	526
print	476, 506	change password	53
review	490	charge	586
security level	485	disposition	586
update case activity	497	charge categories	611
case activity		charge class	611
request update	470	charging agency	611
case create	472	charts	
case management	467	interactive	463
access	468	non-interactive	462
form	469	check-in	517
overview	467	citations	343, 573, 792, 851
case narratives	244, 499	add	575
case tags	504	associate incidents	587
case versus incident	467	associate other reports	587
catalog course	829	attached forms	588
caution codes 98-99, 103, 114, 127-129		attachments	588
caution flag	83, 619	delete	590
center on start	164	details	584
certifications	819, 821	duplicate	589
manage	836	edit	577
certifications prerequisite	842-843	enforcements	573
certifications rank	844	overview	573
cfs	171, 189, 219	print	592
associated with incident report	221	racial profiling	585
chain of custody	514, 531, 535	relate citations	587
change custody	781	view	582

citations to cms interface	851	add to calendar	349
civil process	629	edit	353
attempts	639	overview	347
court paper	630	search	350
fees	639	view	355
mileage	639	court case . 328, 332, 335-336, 347-348,	
overview	629	352, 395, 456-457	
status details	640	access	335
cms	851	add	256, 338
collapse	122, 130	delete	338
collapsible menu	11, 19	edit	340
column sorting	35	number	456-457
community reporting	25, 65, 305	overview	335, 352
taking action	305-306, 314	search	336, 352
complaint type	325	view	343
complete service request	739	court order	791
copy incident	257-258, 262, 264	court paper	
cost of ownership	690-691	add	632
course	819, 821	edit	633
configuration		print	638
add template	845	crash application	258
course instance	824	crash details	700
manage	825	crash location	700
prerequisite	841-842	crash report ... 687, 690, 693-695, 725, 744	
template	824, 845	crash reporting	287
court appearances	337, 343, 347-348	crash towing	705
access	347	create assignment	53
add	351, 355	create call	174

create case	472	custom forms	27, 65, 245, 255, 305-306, 329, 420, 556, 559, 588, 715, 718, 749
create incident button	187, 420	non-public submission	306
crime visualization	155	notification	306
access points	165	print	67
field contact	166	publicly available	25, 65, 305-306
incident report	166	recent activites	314
master indices details	167	routing	65, 305
overview	155	search	65-66
spider chart	157	submitted by public	306, 314
criminal complaint	315, 336, 357	taking action	65, 305-306
access	316	view	65
add	254, 316, 319, 392-393		
approval levels	453, 455	D	
approve process	453	daily log	11, 47, 568, 570, 572
delete	319	officers	557
disapprove	333, 458	dashboard	
edit	322	training module	820
Number	393	day mode	2, 13
overview	315	default security template	196
review process	332, 453	definitions	Y
search	317	delete activity log	562
submit approval	331-332, 334, 453	delete assignments	764
take action	333	delete attendee	834
view	329	delete certification	836, 841
custom fields	318, 413, 497, 502, 646, 714-715	delete code from a code table	792
		delete course	825, 832
		delete crash report	697

delete equipment	710	Delete Certification Prerequisite	843
delete fuel oil mileage	771	Delete Course Prerequisite	842
delete image files	79	Delete Rank	845
delete log	152, 318, 403, 604	edit course	830
delete master index	87, 130	add attendee	832
delete rank	845	delete attendee	834
delete service requests	741	edit attendee	834
delete vehicle	722	restrict to group	834
delete vehicle information	726	edit crash report	698
device	18	edit equipment	711
device adaptation	18	edit fuel oil mileage	770
disapproval comments	445	edit impound record	649
disapproval corrections	248	edit lock rule	87
disapproval notice	248	edit person	
dispose	522, 782-783	import from external systems	105
download image files	80	edit person record	92
due for maintenance	689, 744	edit service request	735
dynamic map marker	112	edit tow record	649-650
E		edit vehicles	723
eCitation	578	edit warrant	620
edit activity log	562	employee	37
edit attendee	834	training	834-835
edit call	175	end self-assignments	764
edit case activity	497	end vehicle assignment	729
edit certification	840	enforcements	573, 579
Add Certification Prerequisite	842		
Add Certification Rank	844		
Add Course Prerequisite	841		

evidence .	119-120, 229-230, 232, 234, 479, 509, 511, 513-514, 517, 519, 521-522, 525-527, 529, 531-532, 534-535, 539, 541	chart	358
check-out	520	create	172, 189, 222, 253, 267-268, 357, 363, 367
quick check-in	541	criminal complaints	392
transfer custody	524	delete	402
evidence property		disapprove	452
create without incident	547	duplicate	399
evidence; held property	510	edit	223, 372
expired certifications	821	import data	172, 189, 253, 268, 357, 367
expired courses	821	log	399
export search results	36	names	385
expungements	286, 791	narrative	395
court order	791	officer	377
field arrest	803	overview	357
offender or arrestee	795	pending release	360
overview	791	print	404
un-expunge	807	property	387-388
view person page	794	questions	397
external searches	57	search	360
		validations	382, 398
F		vehicle tow	390
favorites	2	warrants	383
field arrest	316, 357, 409, 792	field contacts	501, 792
add	222	add	410
approve	452	delete	421
associated events	378	details	417
Attachments	397	overview	409
charges	383	print	421

search	412	G	
update	414	generic training accounts	A
view	416	geo search	110
filter	164	geo verify	103, 110, 174, 185, 606
fleet clerk	688, 765	glossary	Y
fleet management	687	google maps	96, 103, 110, 192, 271
dashboard	688	grammar check	243
fleet manager role	688	H	
fleet officer overview	748	hearing type	325
manage crash reports	693	held property 119-120, 229-230, 232, 234,	
manage equipment	706	479, 509, 517, 519, 521-522,	
manage vehicles	556, 712	525-527, 529, 531-532, 534-	
mid-level manager role	748	535, 539, 541	
overview	687	create without incident	547
permission categories	687	help options	44
fleet manager	687-688	hide fields button	731, 759, 761
fleet officer	688, 748	hide incident	196
add fuel oil mileage	758	hierarchy icon	825, 837
delete fuel oil mileage	758	home agency	53
fleet vehicle assignments	748	home page	1, 8, 16, 46, 357-359
self-assign vehicles	762	charts	15
Update Fuel Oil Mileage	758	external links	15
follow-up case		Manage Layout	46-47
create	471	quick links	14
decision	467	recent activities	14
front screen layout	47	top navigation	11
fuel oil mileage	730, 758, 761, 770-771	user ribbon	11
		hunter camera	83, 357, 373, 856-858

I

image icon	241	incident management	460
image library . 20, 48, 69, 75, 117, 241, 245, 397		assign supplement	460
delete images	79	delete incident	460
download images	80	delete log	462
field arrests	80	incident status	461
incidents	80	status log	462
manage	78	incident mapping	423, 431
overview	75	access	423, 429, 431, 437
person records	80	filter options	424, 432
upload image	75	query window	427, 435
impound id	647	screen layout	423, 431
incident		incident report	179, 189, 336
create field arrest	222, 253, 267	actions menu	166, 284
default security template	196	add court case	256
edit field arrest	222	add criminal complaint	254, 316
hide	196	associated with cfs	221
incident approval	444	attachments tab	245, 284
edit incident	447	audit trail	198
from incident	442	change status	276
from notifications	441	copy	258, 262, 264
from recent activities	440	crash reporting	258
incident associations	379	create	199
incident based reporting	G	create supplements	301
incident delete log	462	cross-tab validation	193, L
incident disapproval notice	248	delete initial	283
		disapproval notice corrections	248
		disapprove	450
		expunge records	286

header tab	201	incidents	189
names tab	218	close without follow-up case	486
narrative tab	240	overview	189
offenses tab	212, 214	quick select names	219
print chain of custody	239	status history	461
print labels	239	top buttons	191
print receipts	239	index id	549
printing options	275	index security level	102
property tab	226	information bubble	234, 237
requirements	193, L	initiate a new call	174
rules	193, L	insert image	241, 499
security	194	integration	
submit for approval	247	cad to online rms	171, 189
summary tab	252	interdex	106, 109
supplement	189	interfaces	851
tabs	201	cad to rms cfs	851
transfer	280	citation to cms	851
validation	197	interdex queries	854
validations tab	246	lexisnexis queries	860
vehicles tab	226	overview	851
view	265	introduction	1
incident search	270	calendar tool	32
incident security	196, 458	check boxes	32
incident smartsearch	271	column sorting	35
incident status	276-277, 461, 792	entering dates	31
incident status log	462	export search results	36
incident versus case	467	floating buttons	32
		function buttons	32

login page	1	L	
notifications	25	labels	531, 535, 537, 789
overview	1	lexisnexis	860
password reset	6	livescan	357, 373, 859
password rules	5	location	527
personnel management	37	location list of value	230
radio buttons	32	lock hours	758, 761, 770-771
smartsearch	36	login page	
text fields	32	day mode	2
User Account Inactivity Deactivation ...	8	introduction	1
inventory management	663-664, 680	night mode	2
add	664, 667	production site	2
browse	671	training	2
check-in	676	logout	13
dispose consumable	684	lost and found property	773
edit	670	add	778
inspections and audits	679	delete	782
overview	663	dispose	783
packs	678	edit	780
roles	663	incident report	229, 789
search	666	mass functions	786
self check-in	683	overview	773
self check-out	681	search	775
transfer	683	standalone module access	773
inventory roles	663	lov	230, 511
J		M	
jail tracker	106, 109	make most recent icon	104, 377
jurisdictions	54		

manage calls for service	173	add vehicles	718
manage certifications	836	approve service request	736
add	839	complete service request	739
delete	836, 841	delete service requests	741
edit	840	delete vehicles	722
search	837	edit service request	735
manage courses	825	edit vehicles	723
add course	827-828, 838	search vehicles	712
cancel course	836	update service maintenance	746
delete course	825, 832	map marker	112, 185, 606
edit course	830	mass actions	545
search courses	825	mass entry	233
manage crash reports	693	master indices	83, 417, 584
add	695	accessing	86
delete	697	add	100
edit	698	add address	109
search	693	add person	100
view	695	add photos	114
manage equipment	706	add property	118
add equipment	708	delete	87, 130
delete equipment	710	duplicate records	120
edit equipment	711	overview	83
search equipment	706	print person record	131
manage fuel oil mileage	688, 765	searching	87
manage vehicles	712	security	85
add custom forms	715	subscribe	134
add service maintenance	742	mega menu	546
add service request	734	mid-level fleet manager	748

mid-level manager	687	user information menu	45
mobile device friendly	18	near expired certifications	821
mobile results	98	near expired courses	821
mode	2	network	155
default	3	associations	155
set preference	3	nibrs	193, 197, 222, 383, G, L
toggle	4	night mode	2, 13
modus operandi	218	notification . 12, 25, 29, 306, 314, 441, 510, 610	
mug shot search	90	add	25, 30-31
my court appearances	348	delete	29
my profile	7-8, 46, 51	search	29
account history	61	show all	27
external searches tab	57	types	25
officer information tab	59	O	
preferences tab	55	obtn	326-327, 332, 860
profile information tab	55	odl	551, 553, 555
subscriptions tab	58	offense details	216
N		officer daily log	551
narrative image	241, 499	access existing log	555
narrative tab	240	activity log tab	561
narrative template	243	assignment tab	557
navigation icons	41	close	568
forms and reports button	44	create new log	553
help options	44	help and tips	572
home button	41	overview	551
incidents button	41	post	565
master indices button	42	print	567
record management button	43		

search	563	search	596
service request	560	person	793
un-post	567	active alerts	97, 127
vehicle and equipment	558	caution code	98, 103, 127
officer filter	609	details	93
officer fleet vehicle		import	105
add records	753	new	105
add service request	755	update	108
delete data	765	search	88
update records	753	mobile results	98
update service request	756	personnel management	37
view	750	photo lineup	137
officer group link	497	access log	152
officer information tab	59	access points	137
officer vehicle assignment	727, 729	create	140
one line search	98	delete	148
options button		delete log	152
manage home screen	46	edit	148
P		overview	137
password	53	person quick view	143
forgotten	D	photo count	141
reset	6, C, C	print	148
rules	5	remove photo	145
security questions	7	search	146
permits	595	uploaded image library	143
add	598	view	148
edit	599	physical description search	90
overview	595	pin to home page 10, 84, 95, 191, 201, 267,	

469, 476, 489-490, 493	recent activities	314, 317, 322, 329, 357-358, 440
place a hold	release holds	648, 656
power search	release property	388
preferences tab	release vehicle	648
previous comments	reports	847
print case	overview	847
print chain of custody	sort output	848
print labels	requested processing	529, 531
print property labels	requests	689
print receipts	require acknowledgment	24
print vehicle tow	required fields	34
profile	reset address fields	124
property locations	reset service interval mileage	743
property man-	reset vehicle fields	104, 126
agement	restrict to group	834
add	revert selection	124, 126
check-in from notification	review routing	440, 444
mass entry		
print labels	S	
release	schedule disposition	532, 534
publicly available	search all vehicles	
	officer	751
Q	search certifications	837
queue	search courses	825
quick reference	hierarchy icon	825, 837
quick search	search crash reports	693
quick select names	search equipment	706
	search for a warrant	618
R		
ranks		

search incidents	270	structure	162
search mug shots	90	terminology	162
search property	228	stacks	465
search radius (feet)	99	statewide search	106, 109
search vehicles	712, 767	submission file	P
secondary review	440, 444	xml file	M
security level	85, 102	submit ticket	45, 63
security questions	53	subscriptions	58-59, 120, 134-135
self-assign vehicles	762	summary of associations	93, 96
service maintenance	705	supervisory functions	439
reset interval mileage	743	charts	462
service repair	742, 746	criminal complaint	
service request	560	Submit to State	457
service request notification		criminal complaint approval	453
take action	737	criminal complaint disapprove	458
Set Mode Preference	2, 13	field arrests approval	450
show fields button	732, 759, 769	incident approve/disapprove	439
show my case activities	493, 504	incident management	460
silent subscription	135	incident security	458
smartsearch	36, 87, 106, 109, 271	overview	439
sorting columns	35	supplement	189, 301, 501
spell check	243	rules	303
spider chart	155, 157	templates	303
filter	164	supplement reports	301
network association	155	support ticket	45, 63
re-center	164	system id	549
re-size	163		
reposition	164	T	
		take action	314, 737

team support	45	filter	J, L
template	824	finalize data set	V
terms and abbreviations	Y	overview	G
ticket	45, 63	page adjustments	K
token	328	permissions	J
training accounts	A	run summary	R
training dashboard		statistics report	Q
expired certifications	821	submission file	M
expired courses	821	warnings	L
near expired certifications	821	un-expunge	807
near expired courses	821	unpin	10, 84, 96, 192, 469
upcoming courses	821	upcoming courses	821
training module	819	update case activity	497
courses	824	update crash report	698
overview	819	update equipment	711
training dashboard	820	update impound record	649
training videos	809	update service maintenance	746
acknowledge	810, 815-816	update service request	756
benefits	809	update tow record	649-650
library	809-812, 815	update vehicles	723
optional	810	upload image	20, 75
overview	809	uploaded image library	143
requirements	809	use of force	270
watch	815	user account inactivity deactivation	8
U		user id	5
ucr	383	user inventory management	680
accepting	W	user jurisdictions	54
errors	W		

user ribbon		view delete log	604
user information menu	11	view person record	92
V		violation	586
validation	197	W	
vault	535	warrants	603
vehicle assignments	748	activate	83, 618
end	729	add	607
fuel oil mileage	730	attachments	625
not assigned	714	caution flag	83, 619
officers	727, 729	delete	626
vehicle impound	643	delete log	628
vehicle tow	643, 705	duplicate	616
delete	647	edit	611, 620
delete log	646	log	615, 619, 623
edit	649	overview	603
enter new	648	report	626
holds	655	search	604, 618
log	655, 660	serve	620
overview	643	web service	851
place a hold	656	wizard	197, 199, 202, 302
print	649-650, 661	X	
release holds	656	xml file	M
release vehicles	658		
search	645		
update existing	650		
view call for service	187		
view case assignment history	477		
view crash reports	695		