*in*PURSUIT Records Management System (RMS)

User Manual by Module (Part 1, through Incidents)

12.7.0

March 2014

PART OF HEXAGON

INTERGRAPH®

Copyright

Copyright © 2014 Intergraph Corporation. All Rights Reserved.

Including software, file formats, and audiovisual displays; may be used pursuant to applicable software license agreement; contains confidential and proprietary information of Intergraph and/or third parties which is protected by copyright law, trade secret law, and international treaty, and may not be provided or otherwise made available without proper authorization from Intergraph Corporation.

U.S. Government Restricted Rights Legend

Use, duplication, or disclosure by the government is subject to restrictions as set forth below. For civilian agencies: This was developed at private expense and is "restricted computer software" submitted with restricted rights in accordance with subparagraphs (a) through (d) of the Commercial Computer Software - Restricted Rights clause at 52.227-19 of the Federal Acquisition Regulations ("FAR") and its successors, and is unpublished and all rights are reserved under the copyright laws of the United States. For units of the Department of Defense ("DoD"): This is "commercial computer software" as defined at DFARS 252.227-7014 and the rights of the Government are as specified at DFARS 227.7202-3.

Unpublished - rights reserved under the copyright laws of the United States.

Intergraph Corporation
P.O. Box 240000
Huntsville, AL 35813

Terms of Use

Use of this software product is subject to the End User License Agreement ("EULA") delivered with this software product unless the licensee has a valid signed license for this software product with Intergraph Corporation. If the licensee has a valid signed license for this software product with Intergraph Corporation, the valid signed license shall take precedence and govern the use of this software product. Subject to the terms contained within the applicable license agreement, Intergraph Corporation gives licensee permission to print a reasonable number of copies of the documentation as defined in the applicable license agreement and delivered with the software product for licensee's internal, non-commercial use. The documentation may not be printed for resale or redistribution.

Warranties and Liabilities

All warranties given by Intergraph Corporation about equipment or software are set forth in the EULA provided with the software or applicable license for the software product signed by Intergraph Corporation, and nothing stated in, or implied by, this document or its contents shall be considered or deemed a modification or amendment of such warranties. Intergraph believes the information in this publication is accurate as of its publication date.

The information and the software discussed in this document are subject to change without notice and are subject to applicable technical product descriptions. Intergraph Corporation is not responsible for any error that may appear in this document.

The software discussed in this document is furnished under a license and may be used or copied only in accordance with the terms of this license. No responsibility is assumed by Intergraph for the use or reliability of software on equipment that is not supplied by Intergraph or its affiliated companies. THE USER OF THE SOFTWARE IS EXPECTED TO MAKE THE FINAL EVALUATION AS TO THE USEFULNESS OF THE SOFTWARE IN HIS OWN ENVIRONMENT.

Intergraph is not responsible for the accuracy of delivered data including, but not limited to, catalog, reference, and symbol data. Users should verify for themselves that the data is accurate and suitable for their project work.

Trademarks

Intergraph and the Intergraph logo are registered trademarks of Intergraph Corporation. Microsoft and Windows are registered trademarks of Microsoft Corporation. Other brands and product names are trademarks of their respective owners.

Contents

Overview **17**

What's New 17
Document Set 17

Accident Module **19**

Accessing the Accident Module 19
Accident Module Header Area 20
Accident Module Tabs 24
Accident Supplement Tab 24
BOLO Tab 26
Citations Tab 27
Contributing Circumstances Tab 28
Contributing Events 29
Details Tab 30
Document Distribution Log Tab 33
Driver(s) Tab 34
Evid/Cust Items Tab 38
Fixed Objects Struck Tab 40
Harmful Events Tab 41
Information Tab 43
Information Tab Fields/Components 44
Investigation Details Tab 47
Location Details Tab 49
Miscellaneous Services Tab 50
Narratives Tab 51
Occupants Tab 53
Pedestrians Tab 58
Record Tab 63
Reporting Party Tab 64
Required Items Tab 65
Scene Conditions Tab 67
User Fields 69
Vehicles Tab 69
Witnesses Tab 78
Calls For Service Tab 79
Using the Data Sheet Function 80
Accessing the Accidents Search 81
Accident Search Parameters 83

Alarm > Registration **87**

Accessing the Registration Module 87
Registration Module Header Area 88
Registration Tabs 90
Alarm Address Tab 90
Alarm History Tab 92
Comments Tab 94

Contacts Tab 95
Invoices Tab 97
Example Alarm Invoice 98
Payments and Status History Tab 99
Record Tab 101
Registrant Information Tab 101
Special Permits Tab 103
User Fields Tab 103
Accessing the Registration Search 104
Registration Search Parameters 105

Alarm > Alarm Events Module 109

Accessing the Alarm Events Module 109
Alarm Events Header 110

Alarm > Billing 113

Accessing the Billing Module 113
Billing Tabs 114
Create Invoices Tab 114
Overdue Accounts 123
Renew / Expired Permits 124

Alarm > Configuration 127

Accessing the Configuration Module 127
Configuration Module Tabs 128
Alarm Billing Rules Tab 128
Alarm Companies Tab 130
Alarm Status Tab 132
Alarm Status Actions Tab 133
Invoice Fees Tab 135

Arrest Module 139

Accessing the Arrest Module 140
Arrest Module Header Area 141
Arrest Module Tabs 144
Arrest Details Tab 144
Arrestee Info Tab 147
Arrestee Info Cont Tab 153
Booking Tab 155
Booking Info Tab 157
Charges Tab 161
Expungement Data 167
Privileges to View Expunged Records 168
How To: Use the Add Warrant Charges Search Sub-Module 168
Citations Tab 170
Court Documents Tab 172
Court Information Tab 173
Criminal Checks Tab 175
Docs. Distribution Tab 177
Incidents Tab 178

Interrogations Tab 180
Officers Tab 181
Parties Tab 184
Property Tab 186
Record Tab 189
Release Tab 190
Sentencing Info Tab 192
SOC Tab 193
SPC Tab 194
UCR Tab 195
User Fields Tab 196
Vehicles Tab 197
Using the Data Sheet Function 198
D.U.I. Testing Report Sub-Module 200
DUI Testing Report Sub-Module Header Area 200
D.U.I. Testing Report Tabs 201
Chemical Test Data Tab 201
Conditions During Test Tab 203
Field Sobriety Tests Tab 205
Observation of Suspect Tab 208
Officer Observations Tab: D.U.I. Testing Report Sub-Module 214
Record Tab: D.U.I. Testing Report Sub-Module 217
Suspect Questionnaire Tab 218
User Fields Tab: D.U.I. Testing Report Sub-Module 222
Accessing the Arrest Search 223
Arrest Search Parameters 224

Asset Management Modules 227

Accessing the Asset Management Sub-Modules 227
Asset Management > Fixed Asset 228
Accessing the Fixed Asset Sub-Module 229
Fixed Asset Sub-Module Header Area 230
Custom Fixed Asset Property Area 235
Fixed Asset Module Tabs 238
Accessing the Fixed Asset Search 245
Fixed Asset Search Parameters 246
Fixed Asset Barcode Utility 249
Fixed Asset Barcode Control Utility Header Area 250
Fixed Asset Barcode Control Utility Tabs 253
Asset Management > Inventory Items 261
Accessing the Inventory Items Module 262
Inventory Items Sub-Module Header Area 263
Inventory Items Module Tabs 267
Issued History Tab 267
Maintenance Tab 268
Order History Tab 268
Pending Orders Tab 269
Pending Requests Tab 270
Record Tab 272
User Fields Tab 272
Asset Management > Order Request 275
Accessing the Order Request Sub-Module 275
Order Request Sub-Module Header Area 276
Order Request Tabs 278
Record Tab 279

User Fields Tab 279
Accessing the Inventory Order Search 281
Inventory Order Search Parameters 282
Asset Management > Issue Request 284
Accessing the Issue Request Sub-Module 284
Issue Request Sub-Module Header Area 285
Issue Request Tabs 288
Record Tab 288
User Fields Tab 289
Accessing the Inventory Request Search 290
Inventory Request Search Parameters 291
How to Use the Inventory Items, Order Request and Issue Request Modules 293
Approving an Order Request 294
Issuing an Inventory Item Using the Issue Request Module 295
Granting an Issue Request 295

B.O.L.O. (APB) Module 297

Accessing the B.O.L.O. Module 297
B.O.L.O. (APB) Module Header Area 298
B.O.L.O. Module Tabs 302
BOLO Wanted Poster 303
Accident Tab 304
Court Documents Tab 304
Details Tab 305
Incident Tab 307
NCIC Tab 309
Record Tab 309
Synopsis Tab 310
Synopsis Spell Check - F7 310
User Fields Tab 311
Using the Data Sheet Function 311
Accessing the B.O.L.O. Search 313
B.O.L.O. Search Parameters 314

Booking Module 319

Accessing the Booking Module 319
Booking Module Header Area 320
Booking Module Tabs 324
Additionals Tab 324
Arrest Tab 326
Arrestee Property Tab 327
Charges Tab 329
Comment Tab 334
Details Tab 334
IDENT Info Tab 335
Incident Tab 337
Inmate Tracking Tab 338
Medical Tab 340
Parties Tab 341
Phone Calls Tab 342
Prosecuted Charges Tab 343

Record Tab 345
Release Tab 346
User Fields Tab 348
Vehicles Tab 348
Using the Data Sheet Function 350
Accessing the Booking Search 351
Booking Search Parameters 352

Business Module 357

Accessing the Business Module 358
Business Module Header Area 359
Business Module Tabs 363
Associated Cases Tab 363
Emergency#s Tab 364
Narratives Tab 364
Patrols Tab 366
Record Tab 367
User Fields Tab 367
Vehicles Tab 368
Accessing the Business Search 370
Business Search Parameters 371

Calls For Service Module 375

Understanding the Interface between the CAD and the CFS 375
Accessing the Calls For Service Module 376
Calls For Service Module Header Area 377
Calls for Service Module Tabs 380
Accident Tab 380
Caller Tab 381
Field Interview Tab 382
Incident Tab 383
Misc Service Tab 383
Officer Tab 384
Record Tab 384
Remarks Tab 385
Reported Event Location Tab 386
Units Tab 386
Using the Data Sheet Function 388
Report Destination Dialog Box 388
Accessing the Calls For Service Search 389
Calls For Service Search Parameters 391

Case Management Module 395

Accessing the Case Management Module 396
Case Management Module Header Area 397
Assign Function 401
Organizational Chart Configuration 401
Locking a Record 407
Case Management Module Tabs 409
Access Grantees Tab 409
Activity Tab 410
Buys Tab 412
Case Items Tab 414
District Attorney Tab 416

Groups Tab....417
Incidents Tab....418
Interviews Tab....420
Leads Tab....422
Narratives Tab....424
Next Steps Tab....425
Outstanding Items Tab....427
Record Tab....428
Reviews Tab....429
Solvability Tab....431
Surveillance Tab....432
User Fields Tab....433
Using the Data Sheet Function....435
Case Prep Function....436
Case Prep Save....438
Case Prep Printing....439
Bluesheet Function....441
Accessing the Case Management Search....443
Case Management Search Parameters....444
Assign All Function....447

Citation Module....449

Accessing the Citation Module....449
Citation Module Header Area....450
Citation Module Tabs....453
Arrest Tab....453
Bookings Tab....454
Court Tab....455
Court Documents Tab....455
Details Tab....456
Offender Tab....458
Officer Notes Tab....461
Record Tab....465
Vehicle Tab....466
Violations Tab....471
Using the Data Sheet Function....473
Accessing the Citation Search....474
Citation Search Parameters....475

Community Policing Module....479

Accessing the Community Policing Module....479
Community Policing Module Header Area....480
Community Policing Module Tabs....483
Activities Tab....483
Comments Tab....485
Connectups Tab....485
Details Tab....487
Distribution Log Tab....488
Event Tab....490
Incidents Tab....491
Names Tab....492

Narratives Tab 494
Officers Tab 496
Problem Solving Tab 498
Record Tab 499
User Fields Tab 500
Using the Data Sheet Function 500
Accessing the Community Policing Search 502
Community Policing Search Parameters 503

Court Document Module 507

Accessing the Court Document Module 507
Navigating the Court Document Module 508
Court Document View 509
Person View 509
Link Master Name – In Jail Currently 510
Court Document View Header Area 510
Header Area 510
Court Document View Tabs 514
Attorney Tab 514
Bookings Tab 515
Court Tab 516
Distribution Log Tab 516
Incident Tab 518
NCIC Tab 518
Receipts Tab 519
Record Tab 521
User Fields Tab 522
Warrant Charges Tab 523
Person View Header Area 525
Person View Tabs 526
Individual (Master Name) Tab 527
Business Tab 528
Employee Tab 529
Person to be Served Area 530
Using the Person To be Served Tabs 533
Arrest Tab 533
Charges Tab 534
Citation Tab 535
Employer Tab 536
Sentencing Tab 536
Serve Attempts Tab 537
Service Information Tab 539
Using the Data Sheet Function 541
Accessing the Court Document Search 542
Court Document Search Parameters 543

Crime Lab Request Module 547

Accessing the Crime Lab Request Module 547
Crime Lab Request Module Header Area 548
Crime Lab Request Module Tabs 552
Comments Tab 552
Evidence Info Tab 552
Incident Info Tab 553
Record Tab 555

Technicians Tab 556
User Fields Tab 556
Using the Data Sheet Function 557
Accessing the Crime Lab Request Search 558
Crime Lab Search Screen Parameters 559

Crisis Management Team Module 563

Accessing the Crisis Management Team Module 563
Crisis Management Team Header Area 564
Crisis Management Team Module Tabs 566
Details Tab 566
Team Members Tab 567
Incidents Tab 568
Record Tab 569
User Fields Tab 570
Using the Data Sheet Function 571
Accessing the Crisis Management Team Search 572
Crisis Management Team Search Parameters 573

Disciplinary Tracking Modules 577

Using the Disciplinary Tracking Modules 578
Associated Names Module 579
Associated Names Module Header 580
Aliases Tab 585
Complaints Tab 586
Details Tab 590
Internal Cases Tab 593
Record Tab 598
User Fields Tab 598
Accessing the Associated Names Search Screen 601
Associated Names Search Parameters 602
Internal Complaints Module 605
Internal Complaint Module Tabs 608
Allegations Tab 611
Comments Tab 613
Complainants Tab 613
Details Tab 616
Internal Cases Tab 621
Record Tab 623
User Fields Tab 624
Witnesses Tab 625
Accessing the Internal Complaints Search Screen 629
Internal Complaints Search Parameters 630
Internal Cases Module 633
Accused Tab 637
Activity Tab 639
Additional Leads Tab 641
Assignments Tab 645
Buys Tab 647
Charges Tab 649
Complainants Tab 652

Complaints Tab 656
Details Tab 658
District Attorney Tab 660
Evidence Items Tab 661
Interviews Tab 662
Narratives Tab 664
Record Tab 666
Reviews Tab 667
Surveillance Tab 669
Trial Board Tab 670
User Fields Tab 672
Witnesses Tab 673

Configuring the Evidence Module 683

Evidence Configuration 683
Case Review Date Configuration by Action Code 686
Case Review Date Configuration by Charge Severity 687
Class/Code Configuration 687
Evidence Properties – Category 688
Configuration - Category 689
Evidence Properties – Status 690
Evidence Properties – Transfer Action 691
Customizing Evidence Barcode Labels 693
Selecting the CUSTOM Barcode Label 693
The Evidence Barcode Template 694
Accessing the Evidence Module 698
Using the Evidence Module 699
Action Components 700
Global Button Features 700
Scan 701
Evidence Module Header Area 701
Printing Barcodes 703
Evidence Module Header Fields 703
Evidence Category 705
Evidence Tabs 706
Accident Info Tab 707
Bicycle Tab 708
Caution Codes Tab 709
Chain of Custody Tab 711
Crime Lab Tab 712
Currency Tab 714
Disposition/Auction Information Tab 715
Drugs Tab 718
Allowing Multiple Items per Barcode 719
Record Splitting 720
Firearms Tab 722
Incidents Tab 725
Items Tab 726
Allowing Multiple Items per Barcode 729
Record Splitting 729
Latent Tab 731
Names Tab 733
Officers Tab 735
Pawned Items Tab 737
Photos Tab 738

Record Tab 740
Storage History Tab 741
Storage/Custodial Information Tab 742
Synopsis Tab 754
User Fields Tab 755
Vehicle Tab 756
Record Splitting 757
Using the Data Sheet Function 761
Accessing the Evidence Search 763
Evidence Search Parameters 765
Accessing the Evidence Utility Functions 770
Accessing the Currency Control Function 770
Evidence Currency Module 771
Accessing the Barcode Control Function 774
Evidence Control Module Header Area 775
Evidence and Barcode Maintenance Tabs 777
Item Check-In Tab 777
Item Check-Out Tab 780
Item Disposal Tab 782
Item Disposal Tab Fields/Components 782
Inventory Control Tab 784
Barcode Printing Tab 787

Field Interview Module 789

Accessing the Field Interview Module 789
Field Interview Module Header Area 790
Field Interview Module Tabs 793
Calls For Service Tab 793
Details Tab 793
Incidents Tab 796
Names Tab 797
Record Tab 801
User Fields Tab 803
Vehicle Tab 803
Using the Data Sheet Function 805
Accessing the Field Interview Search 807
Field Interview Search Parameters 808

Fleet Maintenance Module 811

Accessing the Fleet Maintenance Module 811
Fleet Maintenance Header Area 812
Fleet Maintenance Module Tabs 816
Assigned Equipment Tab 816
Assigned Fixed Assets Tab 818
Assignments Tab 819
Fixed Asset Tab 820
Fuel Efficiency Tab 821
Fuel Log Tab 822
Maintenance Due Summary Tab 824
Maintenance Records Tab 825
Mileage History Tab 826

Record Tab 828
Ticket/Accident Tab 829
User Fields Tab 830
Vehicle Log Tab 831
Using the Data Sheet Function 832
Accessing the Fleet Maintenance Search 833
Fleet Maintenance Search Parameters 835

Group Tracking Module 839

Accessing the Group Tracking Module 839
Group Tracking Header Area 840
Group Tracking Module Tabs 842
Alerts Tab 842
Case Management Tab 843
Drugs Tab 844
Known Activities Tab 845
Members Tab 845
M.O. Tab 847
Record Tab 848
User Fields Tab 848
Weapons Tab 849
Accessing the Group Tracking Search 851
Group Tracking Search Parameters 853

Gun Permit Module 855

Gun Permit Module Header Area 856
Gun Permit Module Tabs 861
Applicant Information Tab 861
Booking Tab 864
Questionnaire Tab 865
Record Tab 866
User Fields Tab 866
Using the Data Sheet Function 869
Accessing the Gun Permit Search 870
Gun Permit Search Parameters 871

Gun Registration Module 875

Accessing the Gun Registration Module 875
Gun Registration Module Header Area 876
Gun Registration Tabs 881
Booking Tab 881
Comments Tab 882
Evidence Module Links Tab 883
Other Firearms Tab 884
O Other Firearms Tab Fields/Components 885
Record Tab 885
Registrant Information Tab 886
User Fields Tab 889
Using the Data Sheet Function 891
Accessing the Gun Registration Search 892
Gun Registration Search Parameters 893

Impound Module **897**

Accessing the Impound Module 897
Impound Module Header Area 898
Impound Module Tabs 902
Comments Tab 902
History Tab 903
Holds Tab 904
Notifications Tab 905
Record Tab 907
User Fields Tab 908
Using the Data Sheet Function 908
Accessing the Impound Search 910
Impound Search Parameters 911

Incident Module **915**

Accessing the Incident Module 915
Incident Module Header Area 916
Incident Module Tabs 920
Accidents Tab 920
Agency Location Tab 921
Additional NIBRS Information Tab 922
Addl User Fields Tab 923
Arrests Tab 924
B.O.L.O. (APB) Tab 925
Business Tab 927
Calls For Service Tab 927
Case Management Tab 929
Citations Tab 929
Clearance Tab 930
Court Documents Tab 931
Crime Lab Tab 932
Crime Log Tab 934
Crisis Team Deployed Tab 935
Details Tab 936
Distribution Log Tab 939
Drugs Tab 942
Evidence/Custodial Items Tab 944
Field Interviews Tab 946
Incident Officers 947
Incident Supplement 948
Juvenile Contacts Tab 949
LEOKA Tab 951
Lineups Tab 952
Miscellaneous Service Tab 953
Missing Person Tab 954
Names Tab 955
Narratives Tab 960
Offenses Tab 962
Officer Hours 967
Officers Tab 968
Others Tab 969

Pawn Shop Tab 970
Property Items Tab 971
Prosecutor's Office Tab 974
Record Tab 976
Required Items Tab 977
Stolen Vehicles Tab 980
Subs/Master Tab 982
Suspect Unk (Unknown) Tab 985
Traffic Stop Tab 987
UCR/Arson Tab 988
Use of Force Tab 990
User Fields Tab 991
Vehicles Tab 992
Victim to Suspect Relationship Tab 994
Using the Data Sheet Function 995
Create Connect-Up Report 997
Go To NIBRS/ Transfer data to NIBRS (National Incident Based Reporting System) 998
Create Case Function 998
Use of Force Sub-Module 1001
Use of Force Sub-Module Tabs 1005
Category Tab 1005
Incident Tab 1006
Narrative Tab 1007
Record Tab 1008
Secondary Employment Tab 1009
Subject Tab 1010
Taser Use Tab 1013
User Fields Tab: Use of Force Sub-Module 1015
Witness Tab 1016
Accessing the Incident Search 1019
Incident Search Parameters 1021

Acronym List 1025

Overview

What's New

To read about new features, updated features, and system requirements for inPURSUIT RMS v12.6, see the **SG&I Support** page.

1. Go to the *SG&I Support page* (*http://support.intergraph.com/*).

   NOTE The first time you select this link, it displays the Intergraph Support page, and you need to select **Security, Government & Infrastructure Division** to display the SG&I Support page. When you select this link the next time, it will go directly to the SG&I Support page. If you later want to change the division, just click **(Change Support Division)** in the list at the upper left of the SG&I Support page.
2. Under **Product Support**, select inPURSUIT RMS v12.5 from the **Products** drop-down list; then click **Go**.
3. On the **Customer Log In** page, enter your user ID and password; then click **Log In**. If you do not have a user login, click the link to request one.
4. On the **inPURSUIT RMS v12.6** page, scroll down to the **Product Versions** table and click the download icon for the document you want to read.
   - To read about new or enhanced features, click **Release Notes**.
   - To read about defects that have been fixed, click **Issues Resolved**.
   - To read about system requirements, click **Supported Environments**.

NOTE Some minor releases may not provide **Release Notes** or **Issues Resolved**.

Document Set

The following documents are installed (or are available for installation) with the product, or they are provided on the delivery media:

Document	Description
inPURSUIT RMS v12.6 Supported Environments	A PDF file that lists the supported software configurations (required and optional) for the product.
inPURSUIT RMS v12.6 Release Notes	A PDF file that lists the enhancements for the current release.
inPURSUIT RMS v12.6 Issues Resolved	A PDF file that lists the product defects that have been fixed for the current release.
inPURSUIT RMS v12.6 Installation Guide	A PDF file that contains instructions for installing the product.

The current versions of the Supported Environments, Release Notes, and Issues Resolved documents are available on the Intergraph *Support* (*http://support.intergraph.com/*) website.

To access these documents, select **Start > All Programs > inPURSUIT RMS v12.6 > User Documentation.**

Accident Module

The Accident module allows you to enter and track accident-related information. An Accident record may be linked to a Call for Service, Incident, Citation, Vehicle, Master Name, Evidence, Be On the Look Out (B.O.L.O), Vehicle Pursuit, and/or Miscellaneous Service record.

Accessing the Accident Module

The Accident module may be accessed in the following ways:

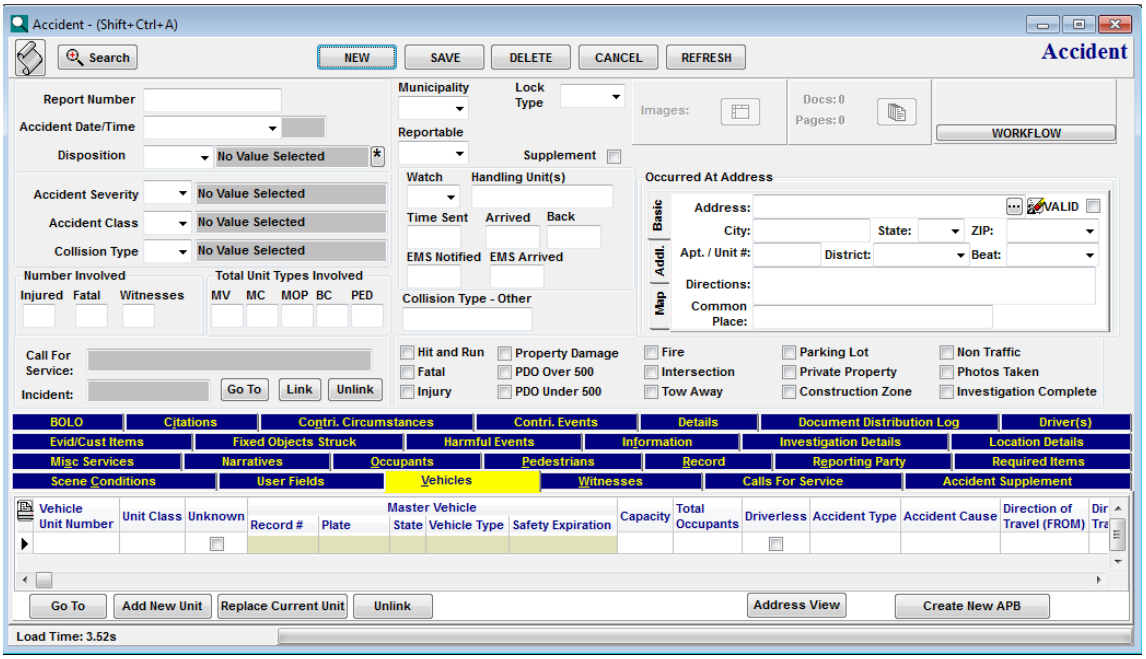
From the Main Menu:

- Select Modules > Accident

Using the shortcut key combination:

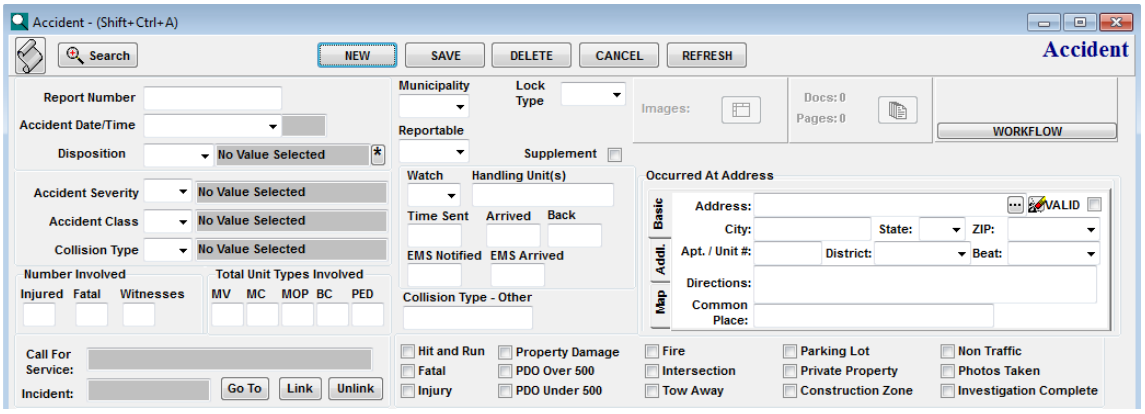
- Press SHIFT + CTRL + A

The Accident module appears as follows:



Accident Module Header Area

The Accident module is composed of two sections: the header area and the tab area. The header area and included fields are depicted and described below:



Accident Module Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet for this module.

Accident Module Header Fields/Components	
Field/Component	**Description/Use**
Search	Accesses the Accidents module Search to search for an existing Accidents record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Populates the fields of a record with the data from the database.
WORKFLOW	Workflow Management: Allows you to submit the current record to the next stage in the Department's defined Workflow process for this module.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Click to view stored documents related to this record.
Report Number	Displays the report number related to the accident.
Accident Date/Time	Displays the date and time the accident occurred. Click to access the Calendar utility.
Disposition	Displays the disposition of the accident. Click to access the lookup list of codes.
Accident Severity	Displays the severity of the accident. Click to access the lookup list of codes.
Accident Class	Displays the classification of the collision (for example: pedestrian, parked vehicle, or animal struck, and so forth). Click to access the lookup list of codes.
Collision Type	Displays the type of Collision (for example: head-on collision, collision with fixed object on road or fixed object off-road, and so forth). Click to access the lookup list of codes.
Municipality	Displays the municipality where the accident occurred.
Reportable	Displays whether this accident is reportable.

Accident Module Header Fields/Components	
Field/Component	**Description/Use**
Lock Type	Displays the lock type of the Accident record. Click to access the lookup list of codes. IMPORTANT See details about Record Locking in "Global Features of RMS" in the RMS Overview section of the *RMS User Manual* for additional information.
Supplement	A check in this box indicates the Accident record will amend, supplement, revise, or correct a previously submitted record.
Watch	Displays the watch when the accident occurred. Click to access the lookup list of codes.
Handling Unit(s)	Displays the unit(s) dispatched to handle the accident.
Time Sent	Displays the time the unit(s) was dispatched to the accident.
Arrived	Displays the time the unit(s) arrived at the scene of the accident.
Back	Displays the time the unit(s) returned to the station.
EMS Notified	Displays the time the Emergency Medical Service (EMS) was notified of the accident.
EMS Arrived	Displays the time the EMS arrived at the scene of the accident.
Collision Type - Other	When a code of "97 - OTHER" is selected for Collision Type, use this field to enter a free-text description for the code field.
Occurred At Address	
Address Panel – Basic tab	Allows you to enter or view the address information.
Address Panel – Addl. tab	Allows you to enter or view additional information about the address (County, Sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.
Number Involved	
Injured	Displays the number of individuals injured in the accident.
Fatal	Displays the number of fatalities because of the accident.
Witnesses	Displays the number of witnesses at the scene of the accident.
Total Unit Types Involved	
MV	Displays the total number of motor vehicles involved in the accident.

Accident Module Header Fields/Components	
Field/Component	**Description/Use**
MC	Displays the total number of motorcycles involved in the accident.
MOP	Displays the total number of mopeds involved in the accident.
BC	Displays the total number of bicycles involved in the accident.
PED	Displays the total number of pedestrians involved in the accident.
Call For Service	Displays a unique Call For Service number linked to the Accident record.
GOTO	Opens the Calls For Service module and displays the highlighted Calls For Service record.
Link	Opens the Calls For Service Search. Once the record is located, click **OK** to link the record to the Accident module.
Un-Link	Removes the link between the Calls for Service record and the displayed Accident record.
Incident	Displays a unique Incident record number linked to the Accident record.
GOTO	Click to open the Incident module and display the record highlighted.
Link	Opens the Incident Search. Once the record is located, click **OK** to link the record to the Accident module.
Un-Link	Removes the link between the Incident record and the displayed Accident record.
Hit and Run	Indicates if the accident was a hit and run accident.
Property Damage	Indicates if property was damaged due to the accident.
Fire	Indicates if the accident involved a fire.
Parking Lot	Indicates if the accident occurred in a parking lot.
Non Traffic	Indicates if the accident occurred in a non-traffic area.
Fatal	Indicates if the accident resulted in a fatality.
PDO Over 500	Indicates if property damage is over $500.
Intersection	Indicates if the accident took place in an intersection.
Private Property	Indicates if the accident took place on private property.
Photos Taken	Indicates if photos were taken at the scene of the accident. These photos should be stored in the Standard Image Panel.

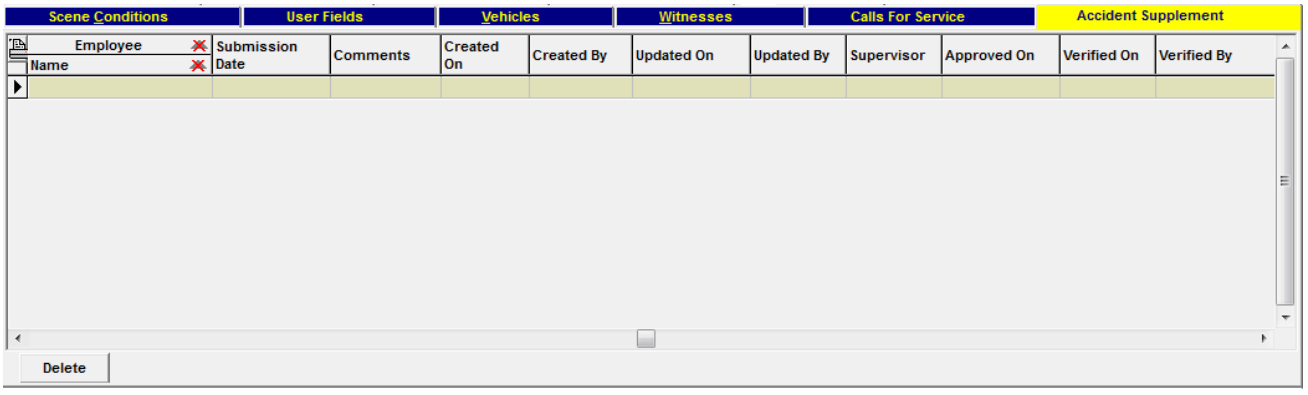
Accident Module Header Fields/Components	
Field/Component	**Description/Use**
Investigation Complete	Indicates if the accident investigation is complete.
Injury	Indicates if the accident resulted in an injury or injuries.
PDO Under 500	Indicates if property damage is under $500.
Tow Away	Indicates if one or more vehicles was/were towed from the scene.
Construction Zone	Indicates if the accident occurred in a construction zone.

Accident Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Accident Supplement Tab

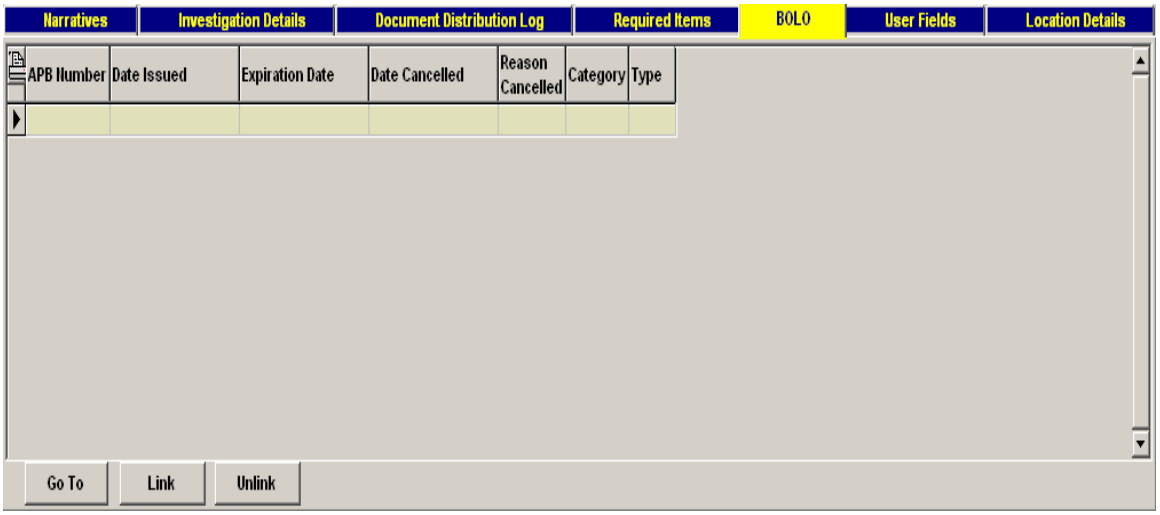
The Accident Supplement tab is a Field-Based Reporting Module (FBR) audit trail, allowing you to track Accident Supplements submitted to RMS from FBR. Because FBR Supplements may change a number of fields within the Accident module, it is helpful to know who may have added a Supplement, and when the Supplement was added.



Accident Supplement Tab Fields/Components	
Field/Component	**Description/Use**
Employee ID	Displays the Employee ID of the officer in charge of the Accident Supplement.
Employee Name	Displays the name of the employee corresponding to the Employee ID.
Submission Date	Displays the Date when the Accident Supplement was submitted.
Comments	Displays textual comments relating to the Supplement.
Supervisor	Displays the Employee ID of the officer who is the supervisor of the reporting officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS.
Approved On	Date and time when the supplement record was approved.
Victim Name	Displays the name of the victim involved.
Verified On	Date and time when the supplement record was verified.
Verified By **Created On**	Displays the ID of the user who verified the record. Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the row, and occurs upon inserting data into the new row.

BOLO Tab

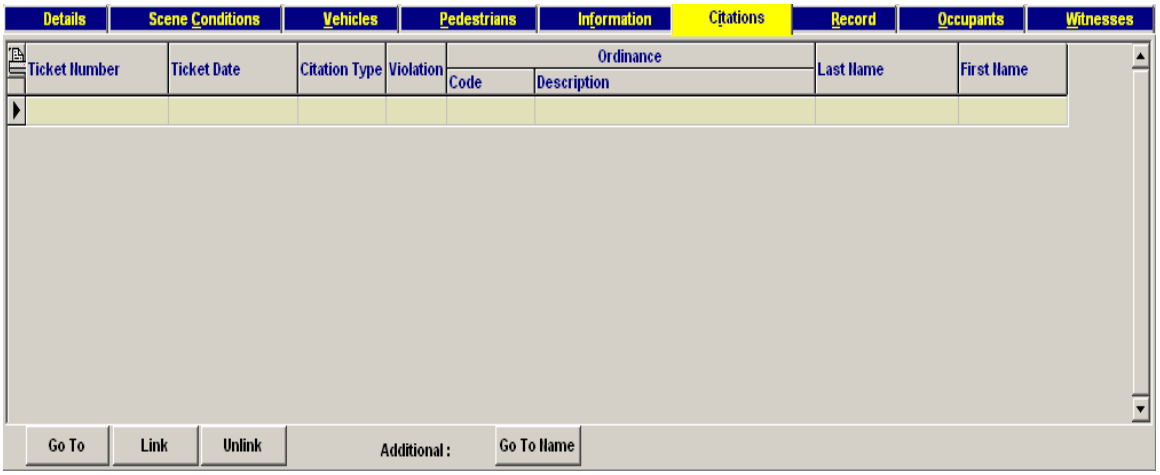
This linking tab allows you to link multiple Be On The Lookout (B.O.L.O) records issued for individuals or vehicles to the Accident record. A B.O.L.O is also known as an All Points Bulletin (A.P.B.). All the fields are read-only and populated when the B.O.L.O record is linked to the Accident record.



BOLO Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
APB Number	Displays the unique APB (B.O.L.O) record number linked to the accident.
Date Issued	Displays the date and time the B.O.L.O was issued by the Department.
Expiration Date	Displays the date and time the B.O.L.O expires.
Date Cancelled	Displays the date and time the B.O.L.O was cancelled.
Reason Cancelled	Displays the reasons for canceling a B.O.L.O.
Category	Displays the category of the B.O.L.O.
Type	Identifies the type of B.O.L.O (for example: kidnapping, custodial issues, and so forth).
GOTO	Opens the B.O.L.O module and displays the highlighted B.O.L.O record.
Link	Opens the B.O.L.O. Search. Once the record is located, click **OK** to link the record to the Accident module.
Un-Link	Removes the link between the Accident record and the highlighted B.O.L.O record.

Citations Tab

This linking tab allows you to link multiple Citation records to the Accident record. All the fields are read-only populated when the Citation record is linked to the Accident record.



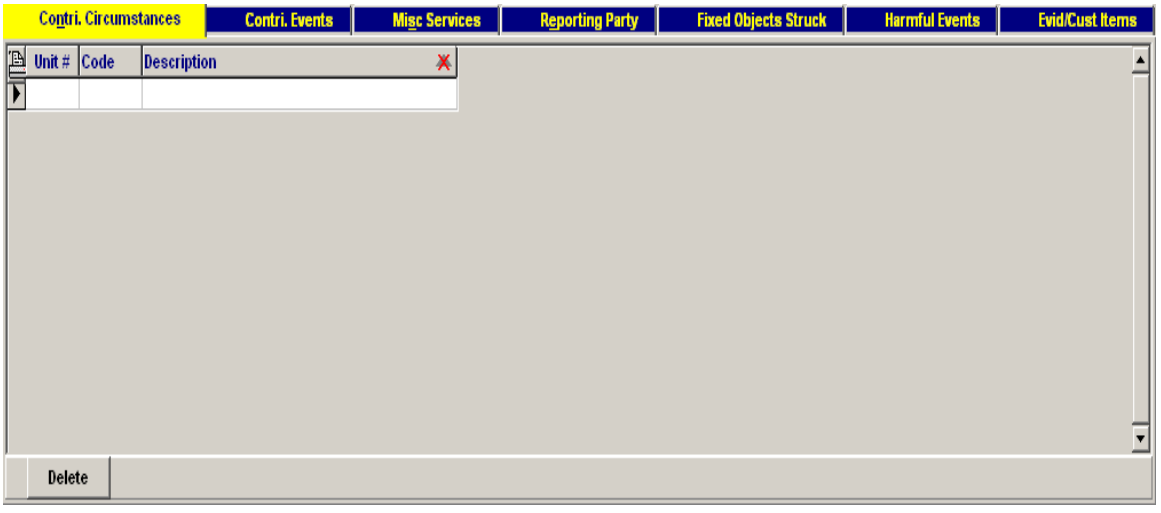
Citations Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Ticket Number	Displays a unique number for the Citations record linked to the displayed Accident record.
Ticket Date	Displays the date and time the citation was issued to an individual.
Citation Type	Displays the type of violation, for example: verbal, warning, and so forth
Violation	Displays the violation code.
Ordinance	
Code	Displays the Ordinance Code related to the Citation issued.
Description	Displays the ordinance description based on the code chosen above.
Last Name	Displays the last name of the individual who received the citation.
First Name	Displays the first name of the individual who received the citation.
GOTO	Opens the Citation module and displays the highlighted Citation record.
Link	Opens the Citations Search. Once the record is located, click **OK** to link the record to the Accidents module.

Citations Tab Fields/Components	
Field/Component	**Description/Use**
Un-Link	Removes the link between the Accident record and the highlighted Citation record.
Go To Name	Click to open the Master Names module and display the record for the name linked to the Citation. NOTE You must link a Citation and then click **SAVE** before you can select the Go To Name function. Clicking **Go To Name** before **SAVE** will not provide results.

Contributing Circumstances Tab

This information tab allows you to enter additional data regarding the circumstances surrounding an accident.

IMPORTANT Vehicles involved in an accident must be linked and saved to the Accident record before data regarding the vehicles can be entered in the Contributing Circumstances tab. When a vehicle is linked and saved, the Unit # assigned to the vehicle will be available as part of the lookup list in the Unit # field. This allows you to link a contributing circumstance to a particular vehicle (Unit #).

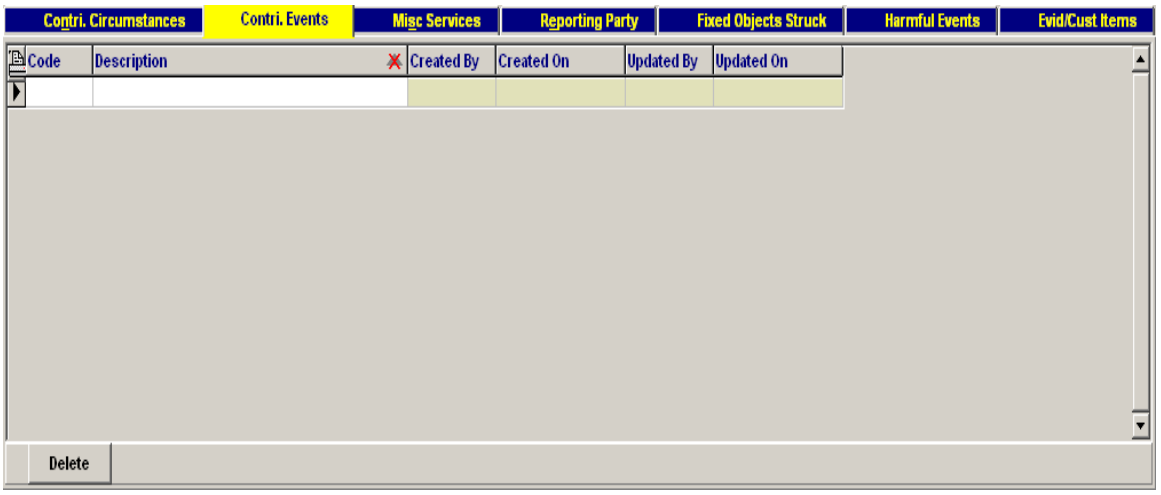


Contributing Circumstances Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Unit #	Displays the assigned number of the vehicle involved in the accident.

Contributing Circumstances Tab Fields/Components	
Field/Component	**Description/Use**
	Click to display the vehicles involved in the accident. IMPORTANT This list is created as vehicles are linked to the Accident record on the Vehicles Tab. All vehicles involved in the accident *must* be linked before data can be entered in the fields on the Contributing Circumstances section.
Code	Displays the code for the contributing circumstance at the time of the accident (for example: rain, snow, headlight glare, and so forth). Click to access the lookup list of codes.
Description	Displays the description of the contributing circumstance is automatically populated based on the selected code.
Delete	Deletes the highlighted row from the database.

Contributing Events

This information tab allows you to enter additional data regarding events surrounding the accident.

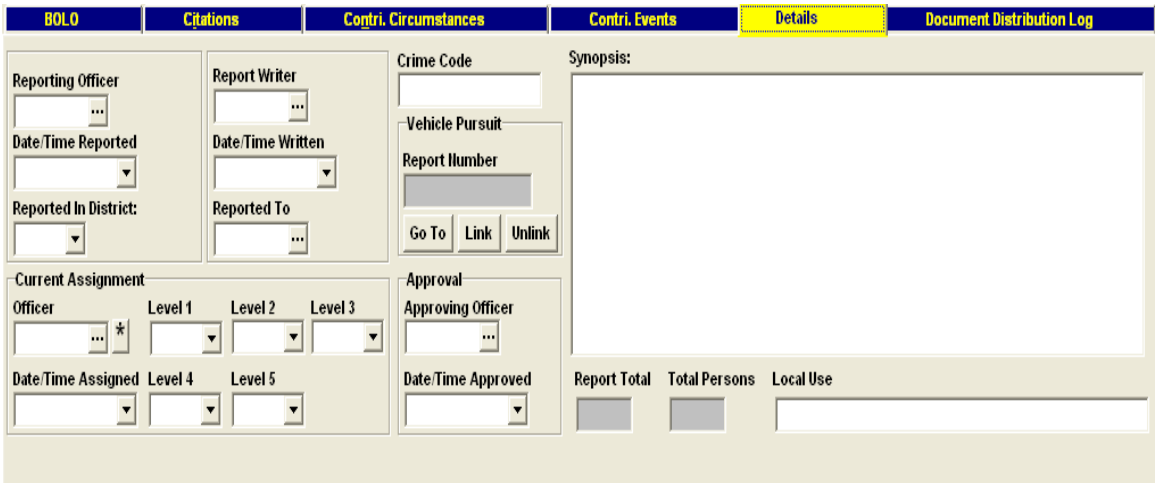


Contributing Events Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Code	Displays the Code for the Contributing Events (for example: exceeding speed limit). Click to access the lookup list of codes.

Contributing Events Tab Fields/Components	
Field/Component	**Description/Use**
Description	Displays the description of the contributing event. This field automatically populates based on the selected code.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row from the database.

Details Tab

This information tab displays the officers assigned to the accident and the accident-related reporting documentation.



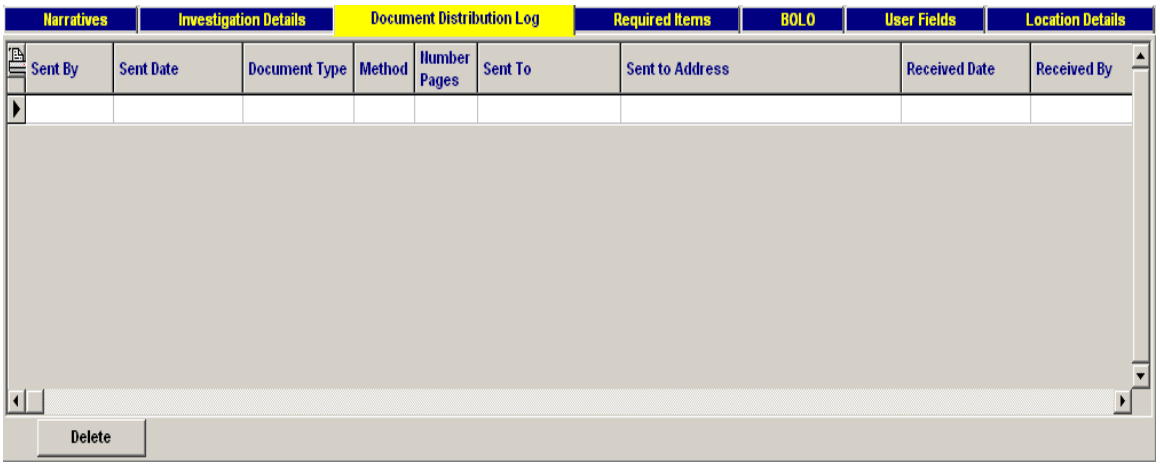
Details Tab Fields/Components	
Field/Component	**Description/Use**

Details Tab Fields/Components	
Field/Component	**Description/Use**
Reporting Officer	Displays the identification number of the employee to whom the accident was reported. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.
Date/Time Reported	Displays the date and time when the accident was reported. Click to access the Calendar utility.
Reported in District	Displays the district the Accident was reported in. Click to access the lookup list of codes.
Report Writer	Displays the identification number of the individual assigned to write the Accident report. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.
Date/Time Written	Displays the date and time the report was written. Click to access the Calendar utility.
Reported To	Displays the identification number of the employee to whom the accident was reported to. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.
Crime Code	Displays the crime code assigned by your agency (if applicable).
Vehicle Pursuit	
Report Number	Displays the linked Vehicle Pursuit to the Accident record.
GOTO	Opens the Vehicle Pursuit module and displays the highlighted Vehicle Pursuit record.
Link	Opens the Vehicle Pursuit Search. Once the record is located, click **OK** to link the record to the Accidents module.
Un-Link	Removes the link between the Accident record and the highlighted Vehicle Pursuit record.
Current Assignment	
Officer	Displays the identification number of the employee assigned to investigate the accident. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.

Details Tab Fields/Components	
Field/Component	**Description/Use**
*	Opens the Change Assigned Officer window to update the values in the Current Assignment area.
Date/Time Assigned	Displays the date and time the accident report was assigned. Click to access the Calendar utility.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel, Master Employee record. You can also click in the fields to access the lookup list of codes and change the data. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Approval	
Approving Officer	Displays the identification number of the employee who approves the Accident report. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.
Date Approved	Displays the date and time when the accident report was approved. Click to access the Calendar utility.
Synopsis	Displays a synopsis of the accident and the results of the investigation. Double click this field to expand it.
Report Total	Displays the total number of units involved in the accident.
Total Persons	Displays the total number of persons involved in the accident. This total should include those with only periphery involvement.
Local Use	Individual law enforcement agencies may use this field to enter internal identification data for tracking of crash reports and crash types. This is a free-form text field.

Document Distribution Log Tab

This information tab captures data concerning the distribution of accident documentation.

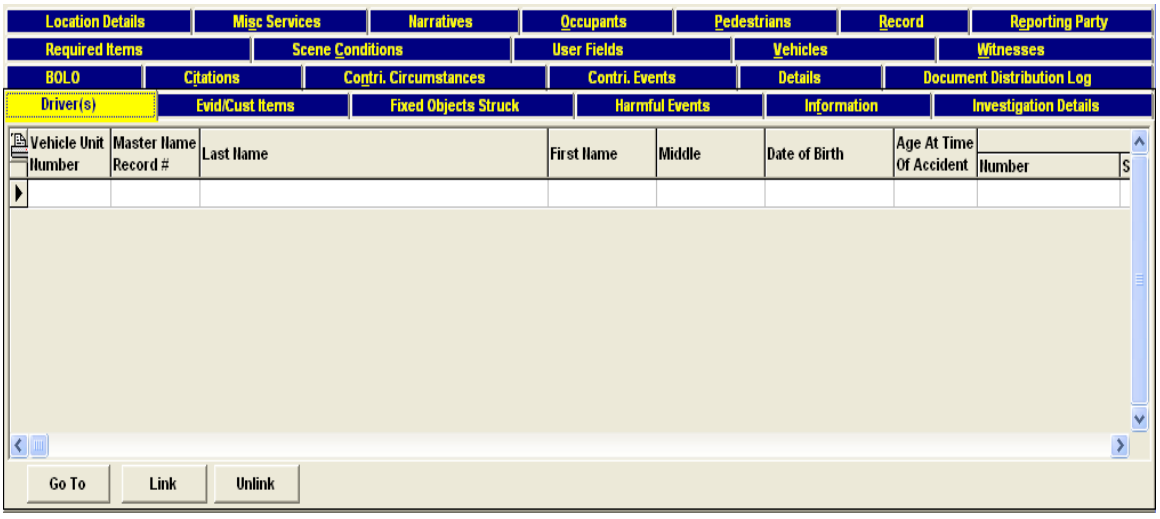


Document Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Sent By	Displays the identification number of the employee who sent the document. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.
Sent Date	Displays the date and time the document was sent. Click to access the Calendar utility.
Document Type	Displays the type of document being sent. Click to access the lookup list of codes.
Method	Displays the delivery method used for sending the document. Click to access the lookup list of codes.
Number Pages	Displays the number of pages contained in the document.
Sent To	Displays the title and name of the individual to whom the document is sent.
Sent to Address	Displays the address of the recipient.
Received Date	Displays the date and time the document was received by the recipient. Click to access the Calendar utility.
Received By	Displays the name of the individual who took possession of the document.

Document Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
Comments	Displays any comments relating to the distribution of the documentation. Double click this field to expand it.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row from the database.

Driver(s) Tab

After entering all vehicle information, this combination tab allows you to link and/or record information about any vehicle drivers involved in the accident. Data can either be manually typed into the fields or auto-populated when a Master Name Index record is linked.



Driver(s) Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Vehicle Unit Number	Displays the vehicle unit number for the involved driver/vehicle. Click to access the lookup list of codes
Master Name Record #	Displays the Master Name Record # for the driver.
Last Name	Displays the driver's last name.
First Name	Displays the driver's first name.
Middle	Displays the driver's middle name.
Date of Birth	Displays the driver's date of birth. Click to access the Calendar utility.
Age At Time Of Accident	Displays the driver's age at the time of the accident.
Driver's License Info	
Number	Displays the driver's license number.
State	Displays the driver's license number state.
Endorsements	Displays any endorsements appended to the driver's license.
Class	Displays the driver's license class.
Restrictions	Displays any restrictions placed on the driver's license.
Type	Displays the driver's license type.
Status	Displays the status of the driver's license.
Drugs and Alcohol Data	
BAC Status	Displays the Blood Alcohol Status for the driver at the time of the accident. Click to access the lookup list of codes
BAC Test Type	Displays the type of Blood Alcohol Test administered to the driver. Click to access the lookup list of codes
BAC Results Pending	A check indicates there are BAC results pending for the driver.
BAC Results	Displays the BAC test results for the driver. Click to access the lookup list of codes.

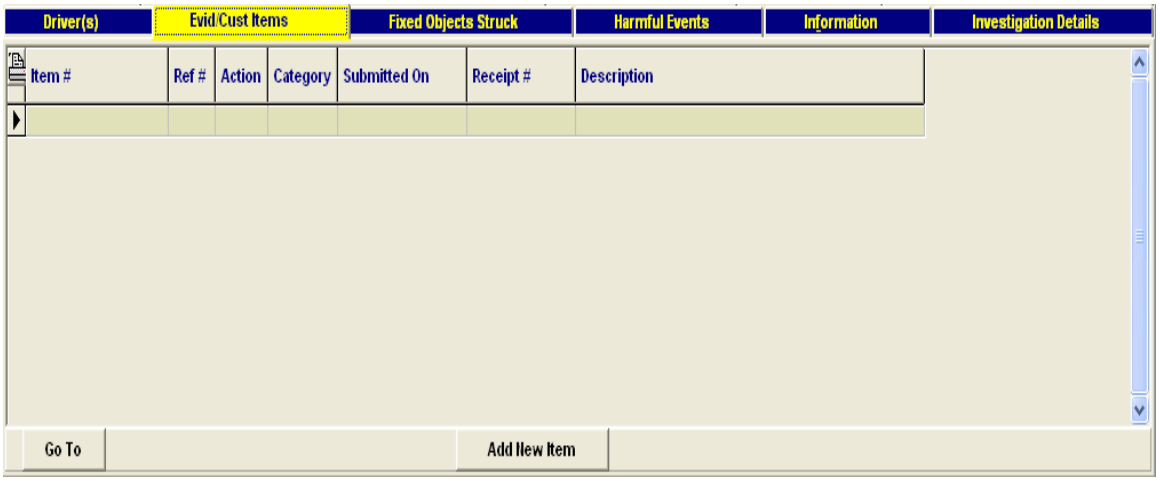
Driver(s) Tab Fields/Components	
Field/Component	**Description/Use**
Drug Test Type	Displays the drug test type given to the driver. Click to access the lookup list of codes.
Drug Test Status	Displays the drug test status for the driver. Click to access the lookup list of codes.
Drug Test Results	Displays the drug test results for the driver. Click to access the lookup list of codes.
SFST Given	Displays a code indicating whether a Standard Field Sobriety Test was administered to the driver. Click to access the lookup list of codes.
SFST Results	Displays a code indicating the results of a Standard Field Sobriety Test administered to the driver. Click to access the lookup list of codes.
Driver's Address	
House Num	Displays the driver's house number.
Unit Type	Displays the driver's house unit type.
Street	Displays the driver's street name.
Unit Num	Displays the driver's unit number.
City	Displays the driver's city.
State	Displays the driver's state.
Zip	Displays the driver's zip code.
Home Phone	Displays the driver's home phone number.
Work Phone	Displays the driver's work phone number.
Other Phone	Displays the driver's other phone number.
Race	Displays the driver's race.
Sex	Displays the driver's sex.
Employer Name	Displays the driver's employer name.
Occupation	Displays the driver's occupation. Click to access the lookup list of codes.
Ejected	Displays whether the driver was ejected from the vehicle.
Safety Equip.	Displays a code indicating the type of safety equipment involved. Click to access the lookup list of codes.

Driver(s) Tab Fields/Components	
Field/Component	**Description/Use**
Airbag	Displays a code indicating the type of air bag involved. Click to access the lookup list of codes.
Inj. Severity	Displays a code indicating the injury severity for the driver. Click to access the lookup list of codes.
Inj. Area	Displays a code indicating the injury area for the driver. Click to access the lookup list of codes.
Onsite Care	Displays a code indicating the type of onsite care administered. Click to access the lookup list of codes.
Transport	Displays a code indicating the type of transport used for the driver. Click to access the lookup list of codes.
Med. Facility	Displays a code indicating the medical facility the driver was taken to. Click to access the lookup list of codes.
Victim Condition	Displays a code indicating the victim's condition at the time of transport. Click to access the lookup list of codes.
EMS Unit	Displays the EMS Unit involved at the scene of the accident.
EMS Card Number	Displays the EMS Card number for the unit involved at the scene of the accident.
Helmet Use	Displays a code indicating any Restraint Systems or Helmet(s) in use by the driver at the time of the accident.
Injury Cause	Displays the known or presumed cause of injury to the driver.
Transported to hospital	Displays a code indicating whether the driver was or was not transported to a hospital.
Victim removed by	Displays the person or organization that removed the driver from the crash scene.
Victim removed to	Displays the specific (or complete) name of the facility (mortuary, funeral home, hospital, OME) the driver is removed to.
Comments	Displays any additional remarks.
Person Number	Displays the unique number assigned to each person in a unit.
Drug and Alcohol Data - Results Date	Displays information about drug and alcohol test results for the driver.

Driver(s) Tab Fields/Components	
Field/Component	**Description/Use**
Seating Position	Displays a code indicating the driver's seating position at the time of the accident.
Trapped	Displays a code indicating whether the driver was trapped because of the accident.
Airbag Switch	Displays a code indicating the status of airbags in use at the time of the accident.
Date/Time of Death	If the accident resulted in a driver fatality, this field displays the date and time of death.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time that the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
GOTO	Opens the Evidence module and displays the highlighted record.
Link	Opens the Evidence search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Evidence record.

Evid/Cust Items Tab

This linking tab displays Evidence/Custodial Items associated with the displayed Accident record. The data fields on the Evidence/Custodial Tab are read-only and auto-populated when an Evidence record is linked and saved.



NOTE An Evidence record can only be linked to an Accident record from the Evidence module.

Evid/Cust Items Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item #	Displays the identification number assigned to an item in the Evidence module.
Ref #	Displays the reference number.
Action	Displays the code denoting how the item came to be in the agency's custody (seized, recovered, abandoned, and so forth).
Category	Displays the type of evidence found (for example: drugs, money, car, bicycle, and so forth).
Submitted On	Displays the date the item was officially catalogued or brought into custody. This will provide the month, date, year, and time the evidence was logged into the agency's system.
Receipt #	Displays the receipt number assigned to the item.
Description	Displays the description of the item. Double click this field to expand it
Go To	Opens the Evidence/Custodial Items module and displays the highlighted record.
Add New Item	Click to add a new piece of evidence to the report. This will open the Evidence module for data entry and link that piece of evidence to the Accident record. An Item # is automatically entered on the

Fixed Objects Struck Tab

This information tab allows you to enter data regarding fixed objects such as trees, and so forth, that may have been struck during the accident.

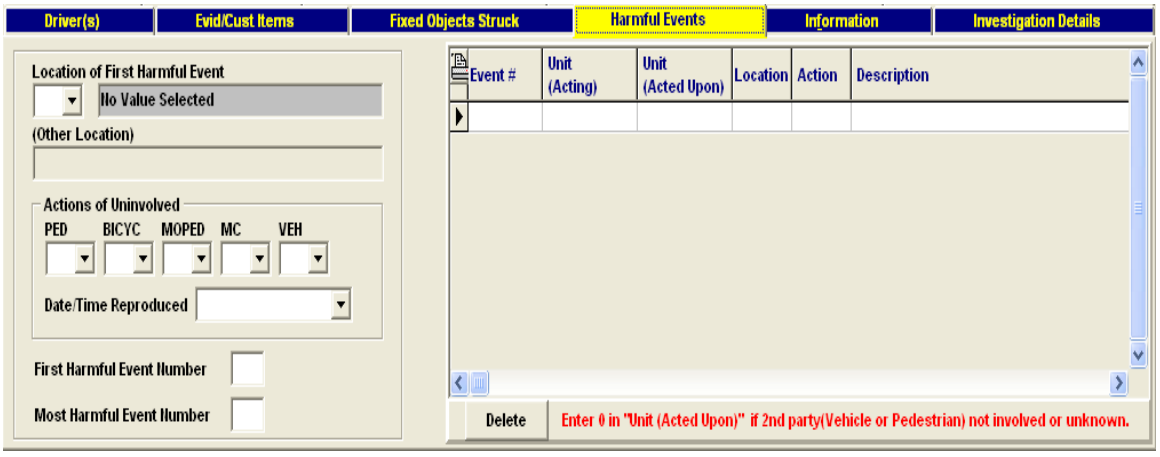
IMPORTANT Vehicles involved in an accident must be linked and saved to the Accident record before data regarding the vehicles can be entered in the Fixed Objects Struck tab. When a vehicle is linked and saved, the Vehicle Unit Number assigned to the vehicle will be available as part of the lookup list in the Vehicle Unit Number field. This allows you to link a fixed object to a particular vehicle (Vehicle Unit Number).

Fixed Objects Struck Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Vehicle Unit Number	Displays a unique number assigned to each vehicle involved in the accident. Assignment of Vehicle Unit Numbers is based on Agency's individual procedures. This lookup list is populated as vehicles are linked and saved on the Vehicles tab. Click to access the lookup list of codes.
Code	Displays the code for the fixed object (for example: tree, telephone poles, and so forth). Click to access the lookup list of codes.
Description	Displays the description of the fixed object. This field is automatically populated based on the selected code.
Damage Amt	Monetary amount of damage the accident caused. This is formatted in US Dollars.
Comment	Displays additional comments relating to the accident and the fixed object struck. Double click this field to expand it
Owner Notified	Indicates if the owner of the fixed object has been notified.
Owner Name	Displays the name of the owner.
Owner Phone	Displays the phone number of the owner.
Other Contact Info	Displays the other contact info relating to the fixed object. Double click this field to expand it.

Fixed Objects Struck Tab Fields/Components	
Field/Component	**Description/Use**
Property Code	Select the code describing the type of property that was damaged.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row from the database.

Harmful Events Tab

This information tab allows you to enter data for events that had a direct impact on the accident.



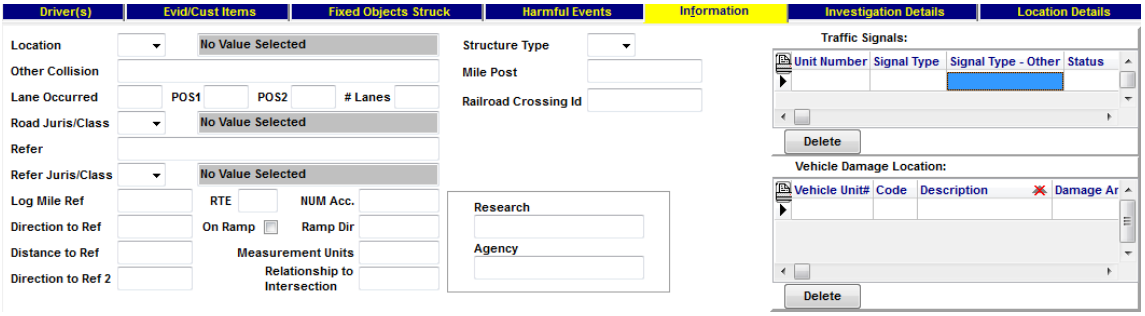
Harmful Events Tab Fields/Components	
Field/Component	**Description/Use**
Location of First Harmful Event	Displays the location of the event. Click to access the lookup list of codes.

Harmful Events Tab Fields/Components	
Field/Component	**Description/Use**
Description	Displays the description of the harmful event code. This field is automatically based on the selected code.
(Other Location)	Displays the description for the harmful event code "Other". This field is only enabled when the Location of First Harmful Event code equals "Other". This is a free-form text field.
Actions of Uninvolved NOTE A pedestrian, bicycle, moped, motorcycle, and/or vehicle may not have been involved in the actual harmful event; however, the actions of one these things could have contributed to the *cause* of the accident.	
PED	Displays the actions of a pedestrian. Click to access the lookup list of codes.
BICYC	Displays the actions of a bicycle. Click to access the lookup list of codes.
MOPED	Displays the actions of a moped. Click to access the lookup list of codes.
MC	Displays the actions of a motorcycle. Click to access the lookup list of codes.
VEH	Displays the actions of a vehicle. Click to access the lookup list of codes.
Date/Time Reproduced	Displays the date and time the actions of the uninvolved were reproduced. Click to access the Calendar utility.
First Harmful Event Number	Displays an identification number assigned to the first harmful event.
Most Harmful Event Number	Displays an identification number assigned to the most harmful event.
NOTE Vehicles and names of pedestrians involved in an accident must be linked and saved on the Accident record before either of these records can be linked to a harmful event in the Unit Grid section. When a vehicle and/or name is linked and saved, the Unit Number assigned to the vehicle and/or name will be available as part of the lookup list in the Unit (Acting) field and the Unit (Acted Upon) field. This feature allows you to link one unit to another and describe the harmful action involved.	
	Opens the Export Data window for this grid.
Unit (Acting)	Displays the Unit Number of the vehicle or pedestrian involved in the accident. Click to access the lookup list of codes that are based on the vehicle records and the name records linked to the accident.

Harmful Events Tab Fields/Components	
Field/Component	**Description/Use**
Unit (Acted Upon)	Displays the Unit Number of the vehicle or pedestrian involved in the accident. Click to access the lookup list of codes that are based on the vehicle records and the name records linked to the accident. NOTE Enter 0 if the action does not involve a second party (vehicle or pedestrian).
Location	Displays the location of the vehicle or pedestrian at the time of the harmful event.
Action	Displays the harmful event(s) that occurred (for example: when linking Unit Acting = #1 and Unit Acted Upon = #2 with Action #61, it indicates Vehicle #1 rear ended Vehicle #2). Click to access the lookup list of codes.
Description	Displays the description of the action based on the Action code.
Comment	Displays any comments related to the accident and the harmful event. Double click this field to expand it.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row from the database.

Information Tab

This information tab provides details about the accident location, accident-specific data, and accident-related vehicle information, including data involving traffic signals and vehicle damage locations.



Information Tab Fields/Components	
Field/Component	**Description/Use**
Location	Displays the location where accident occurred. Click to access the lookup list of codes
Description	Displays the description of the location code. This field is automatically populated based on the selected code.
Other Collision	Displays additional collision information that may have occurred because of the accident.
Lane Occurred	Displays the lane, counting from the center of the road way or the left hand portion of a one-way street, where the accident occurred. Possible responses are 1, 2, 3, 4, 5, or 6 (for Lane 1, Lane 2, Lane 3, Lane 4, Lane 5, and so forth).
POS 1 and 2	Displays the position of the vehicles in the lane.
# Lanes	Displays the total number of lanes at the scene of the accident.
Road Juris/Class	Displays the type of road the accident occurred on. Click to access the lookup list of codes.
Description	Displays the description of the road. This is automatically populated when a code is selected.
Refer	Displays the reference to where the accident occurred.
Refer Juris/Class	Displays the type or classification of the reference. Click to access the lookup list of codes.
Description	Displays the description of the reference. This is automatically populated when a code is selected.
Log Mile Ref	Displays the mile markers or any other points of reference for the location.
RTE	Displays if the accident occurred on a route (RTE). In many places, this field is combined with the following, NUM Acc. field to record the route/interstate number.

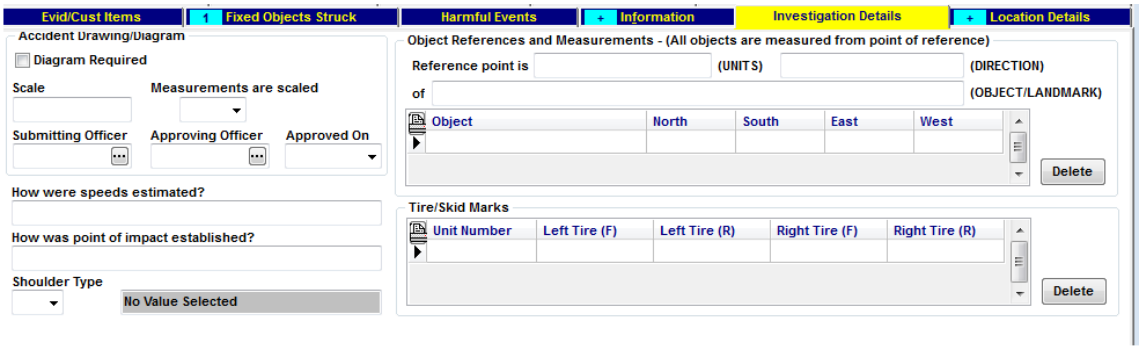
Information Tab Fields/Components	
Field/Component	**Description/Use**
NUM Acc	Displays the Route # referred to in the preceding RTE field (for example: "IN" in the RTE field might be followed by 95, or 695, in this field, while the "RT" in the RTE field might be followed by number such as 1 or 66). NOTE These two fields (RTE and NUM Acc.) are used if the accident occurred on an unnamed street. If the street has a name but not a number, these fields can be left blank.
Direction to Ref	Displays the compass direction used when the officer measures the distance from the point of impact to the first reference road.
On Ramp	Indicates if the initial point of contact occurred on an entry or exit ramp leading from one road to another.
Ramp Dir	Displays the direction the vehicle was traveling if the accident occurred on a ramp.
Distance to Ref.	Displays the distance from the reference to the accident.
Measurement Units	Displays the type of units used to calculate the distance to the reference such as feet, yards, and so forth
Direction to Ref 2	Displays the compass direction used when the officer measures the distance from the point of impact to the second reference road.
Relationship to Intersection	Displays the record information for accidents that did not occur in an intersection, but may have occurred as a result of an occurrence or a situation in the intersection
Structure Type	Displays the object hit (for example: bridge, guard rail, and so forth). Click to access the lookup list of codes.
Mile Post	Displays the Mile Post number closest to the accident.
Railroad Crossing ID	Displays the identifying US DOT/AAR number assigned to a railroad crossing by a state agency in cooperation with the Federal Railroad Administration.
Research	Displays the code numbers assigned to special research projects that a state is conducting pertaining to this type of accident. For instance, if a state research project is looking at all DUI, or all intersection-related, or all accidents with pedestrian involvement, the research number would be entered here.
Agency	Displays the unique Agency ID number used to record the agency number of the officer handling the accident.
Traffic Signals	

Information Tab Fields/Components	
Field/Component	**Description/Use**
NOTE Vehicles and names of pedestrian involved in an accident must be linked and saved on the Accident record before either of these records can be linked to a traffic signal in the Traffic Signals section. When a vehicle and/or a name is linked and saved, the Unit Number assigned to the vehicle and/or the name will be available as part of the lookup list in the Unit Number field.	
	Opens the Export Data window for this grid.
Unit Number	Displays the unique number assigned to each vehicle involved in the accident. For example, in Maryland, the first "Striking" vehicle is always Unit 1, and the first vehicle that was struck (if any) is always Unit 2. If there is another striking vehicle, it is Unit 3, and so on. This drop-down is populated as vehicles are linked and saved on the Vehicles tab.
Signal Type	Displays the type of signal (for example: Light, Stop sign, Yield sign, and so forth), at the location of the accident. Click to access the lookup list of codes.
Signal Type - Other	When a code of "97 - OTHER" is selected for Signal Type, use this field to enter a free-text description for the code field.
Status	Displays status of the signal. Click to access the lookup list of codes.
Road	Displays the conditions of the road at the time of the accident. Click to access the lookup list of codes.
Delete	Deletes the highlighted row from the database.
Vehicle Damage Location	
NOTE Vehicles involved in an accident must be linked and saved on the Accident record before a vehicle (Vehicle Unit #) can be entered in the Vehicle Damage Location section. When a vehicle is linked and saved, the Vehicle Unit # assigned to the vehicle will be available as part of the lookup list in the Vehicle Unit # field.	
	Opens the Export Data window for this grid.
Vehicle Unit #	Displays a unique number is assigned to each vehicle involved in the accident. This drop-down is populated as vehicles are entered on the Vehicles tab. The options displayed will only reflect the vehicles involved in the accident. Therefore, all vehicles involved must be entered before adding information on this tab.
Code	Displays the code for the location of damage to the vehicle (for example: passenger door, head on, and so forth). Click to access the lookup list of codes for damage location.
Description	Displays the literal description of the damage code. This field is automatically populated based on the selected code.

Information Tab Fields/Components	
Field/Component	**Description/Use**
Damage Amount	Displays the estimated value of the damage done to the vehicle.
Delete	Deletes the highlighted row from the database.

Investigation Details Tab

This information tab allows you to enter data regarding the physical position of the accident, including information pertaining to an accident drawing diagram.



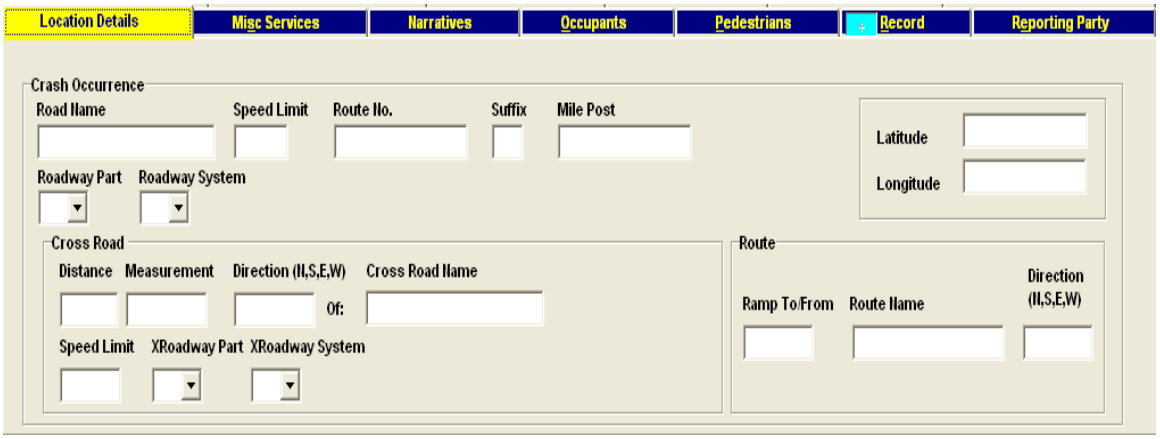
Investigation Details Tab Fields/Components	
Field/Component	**Description/Use**
Accident Drawing Diagram	
Diagram Required	A check indicates a diagram is required for the accident.
Scale	Textual description of the scale used in the diagram.
Measurements are scaled	ComboBox indicating whether the measurements in the diagram are scaled.
Submitting Officer	Displays the submitting officer identification number who submitted the diagram. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Approving Officer	Displays the approving officer identification number. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee

Investigation Details Tab Fields/Components	
Field/Component	**Description/Use**
	Index Search to search for the Employee ID.
Approved On	Displays the date and time the accident drawing/diagram was approved. Click to access the Calendar utility.
How were speeds estimated?	Displays how the speeds were estimated (for example: measurements, speed limits, damage to vehicles, and so forth).
How was point of impact established?	Displays how point of impact was established (for example: damage sites, skid marks, fixed positions).
Shoulder Type	Displays the type of the shoulder where the accident occurred. Click to access the lookup list of codes.
Description	Displays the description of the shoulder type code. This field is automatically populated when a code is selected.
Object References and Measurements (All objects are measured from point of reference)	
(UNITS)	Displays the number of units the reference point is away from the accident.
(DIRECTION)	Displays the direction of the reference point in regards to the accident.
(OBJECTS/LANDMARK)	Displays the objects or landmarks that can be used as a reference point.
Object	Displays the object that identifies the type of reference point used.
North/South/East/West	Displays the direction of the referenced object from the final accident site.
Delete	Deletes the highlighted row from the database.
Tire/ Skid Marks	
NOTE Vehicles involved in an accident must be linked and saved on the Accident record before a Unit Number (vehicle) can be entered on the tire/skid marks section. When a vehicle is linked and saved, the Unit Number assigned to the vehicle will be available as part of the lookup list in the Unit Number field.	
	Opens the Export Data window for this grid.
Unit Number	Displays the unique number assigned to each vehicle involved in the accident. For example, in Maryland, the first "Striking" vehicle is always Unit 1, and the first vehicle that was struck (if any) is always Unit 2. If there is another striking vehicle, it is Unit 3, and so on. This drop-down is populated as vehicles are entered on the Vehicles tab. The options displayed will only reflect the

Investigation Details Tab Fields/Components	
Field/Component	**Description/Use**
	vehicles entered.
Left/Right/Front/Rear Tires	Displays the four fields provided for the length of each tire's skid marks.
Delete	Deletes the highlighted row from the database.

Location Details Tab

This information tab allows you to enter details regarding the accident location.

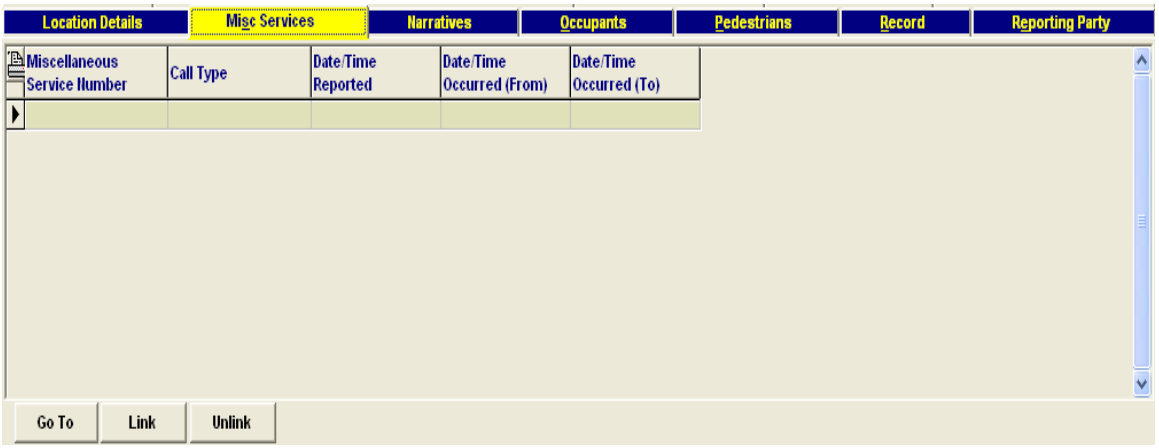


Location Details Tab Fields/Components	
Field/Component	**Description/Use**
Crash Occurrence	
Road Name	Displays the road name where the accident occurred.
Speed Limit	Displays the speed limit on the road where the accident occurred.
Route No.	Displays the route number where the accident occurred.
Suffix	Displays the suffix of the route number where the accident occurred.
Mile Post	Displays the mile post where the accident occurred.
Roadway Part	Displays the part of the roadway the vehicle was traveling prior to the accident. Codes include: Main Lane, Service Road, Entrance/On Ramp, and so forth

Location Details Tab Fields/Components	
Field/Component	**Description/Use**
Roadway System	Displays the type of Roadway System on which the accident occurred. Codes include: Interstate, US Highway, State Highway, Local Road/Street, and so forth
Latitude	Displays the latitude where the accident occurred.
Longitude	Displays the longitude where the accident occurred.
Cross Road	
Distance	Displays the distance to the cross road from where the accident occurred.
Measurement	Displays the unit of measure used for the distance.
Direction (N,S,E,W)	Displays the direction where the cross road is in relation to the accident.
Cross Road Name	Displays the name of the cross road.
Speed Limit	Displays the speed limit on the cross road.
X_Roadway Part	Displays the part of the intersecting road used to locate the accident. Codes include: Main Lane, Service Road, Entrance/On Ramp, and so forth
X_Roadway System	Displays the type of Roadway System for the intersecting road used to locate the accident. Codes include: Interstate, US Highway, State Highway, Local Road/Street, and so forth
Route	
Ramp To/From	Displays whether the accident occurred on the ramp to or from the route.
Route Name	Displays the route name.
Direction (N,S,E,W)	Displays the direction of the route.

Miscellaneous Services Tab

This linking tab displays any miscellaneous service reports associated with the displayed accident record. The fields on the Miscellaneous Services tab are read-only and automatically populated when a Miscellaneous Service record is linked and saved to the Accident record.

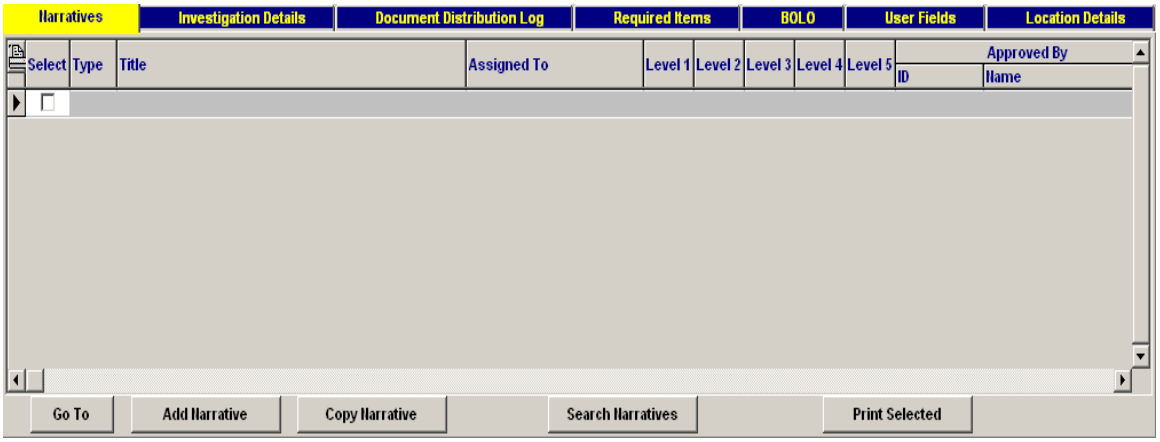


Misc. Services Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Miscellaneous Service Number	Displays the unique Miscellaneous Service Report number linked to the accident record.
Call Type	Displays the type of call, (for example: in-service, and so forth).
Date/Time Reported	Displays the date and time when the event was reported.
Date/Time Occurred (From) (To)	Displays the date and time the event occurred From/To.
GOTO	Opens Miscellaneous Service module and displays the highlighted record.
Link	Opens the Miscellaneous Service Search. Once the record is located, click **OK** to link the record to the Accidents module.
Un-Link	Removes the link between the Accident record and the highlighted Miscellaneous Service record.

Narratives Tab

This linking tab allows any number of narrative records to be created in and linked to this Accident record.

IMPORTANT Clicking **Add Narrative** on this tab opens the Narratives feature to create a new Narrative record. For additional information on Narratives, see the *Global Features of RMS* section in the *RMS User Manual*.



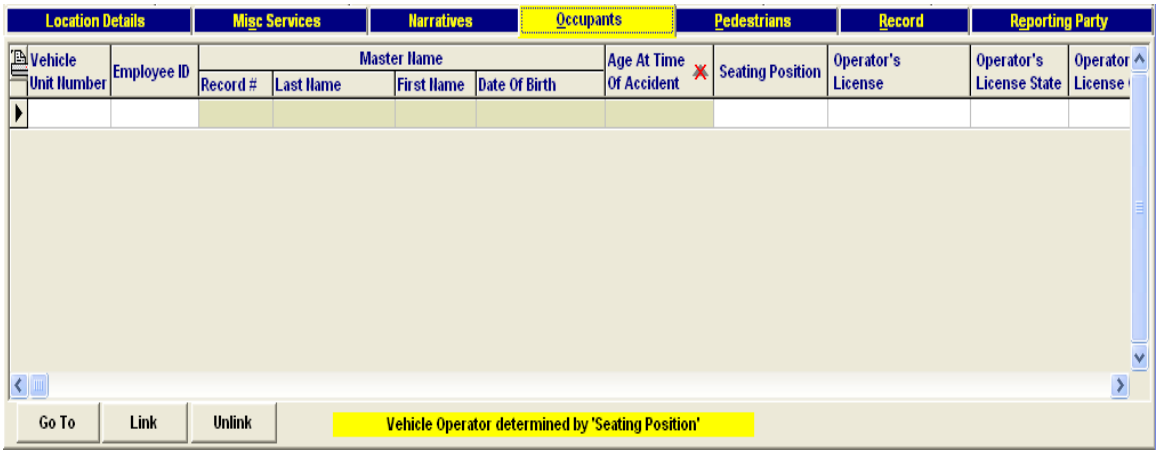
Narratives Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Select	Indicates which record you are selecting.
Type	Displays the type of narrative.
Title	Displays the title or description for the narrative.
Assigned to	Displays the user ID of the individual who is assigned to this narrative.
Level (1 – 5)	Displays 5 fields that are each customizable to the agency. Click to access the lookup list of codes.
Approved By	
ID	Displays the user ID of the individual who approved this narrative.
Name	Displays the name of the individual who approved this narrative.
Approved On	Displays the date and time when the narrative was approved.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.

Narratives Tab Fields/Components	
Field/Component	**Description/Use**
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Key (1 – 2)	Displays keywords used to search the narrative report.
Go To	Opens the selected narrative.
Add Narrative	Accesses the Narrative screen to enter a new narrative record. NOTES Refer to Global Features of RMS in the RMS Overview section of the *RMS User Manual* for detailed information on searching for data in narratives.
Copy Narrative	Opens a dialog box to copy the selected narrative.
Search Narratives	Accesses the text search screen to search for narratives. NOTE Refer to Global Features of RMS in the RMS Overview section of the *RMS User Manual* for detailed information on searching for data in narratives.
Print Selected	Prints the selected narrative.

Occupants Tab

This combination tab allows you to link names as occupants in vehicles involved in the accident. The name fields, date of birth field and age at the time of the accident fields are read-only and populated when the name is linked; data may be manually entered in the other fields.

IMPORTANT Before occupants can be linked to vehicles in this tab, the vehicles involved in the accident must be linked and saved to the Accident record. When a vehicle is linked and saved, the Vehicle Unit Number assigned to the vehicle will be available as part of the lookup list in the Vehicle Unit Number field on the Occupant tab. This allows you to link an occupant to a particular vehicle (Vehicle Unit Number).



Occupants Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Vehicle Unit Number	Unique number assigned to each vehicle involved in the accident when the vehicle was linked on the Vehicle tab. This drop down menu is populated as vehicles are entered on the Vehicles tab. Click in the Vehicle field to display the lookup list of vehicle numbers. All vehicles involved must be linked to the accident before entering information on this tab.
Employee ID	If the occupant is an officer, this field displays the employee ID of the officer/occupant. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.
Master Name	
Record #	Displays Master Name Index record number.
Last Name	Displays the last name of the occupant. Click **...** to open the Master Names Search and search for a name record.
First Name	Displays the first name of the occupant.
Date of Birth	Displays the occupant's date of birth.
Age At Time of Accident	Displays the occupant's age at the time the accident occurred.
Seating Position	Displays the position the occupant was seated in. Click to access the lookup list of codes.

Occupants Tab Fields/Components	
Field/Component	**Description/Use**
Operator's License	Displays the driver's license number of the individual operating the vehicle.
Operator's License State	Displays the state issuing the driver's license. Click to access the lookup list of codes.
Operator's License Class	Displays the license classification. Defines the type of vehicle the individual can drive (for example: bus carrying over 5 passengers, hazmat materials, double trailer).
Operator's License Endorsements	Displays the types of vehicle a driver is authorized to drive.
Operator's License Restrictions	Operator's license restrictions can be noted in this free-text field (for example: glasses, cannot drive at night, learner's permit, and so forth).
Operator's License Restriction Compliance	Displays whether or not the individual complies with any license restrictions. Click to access the lookup list of codes.
Operator's License Expiration	Displays the date the operator's license expires.
Commercial Operator's License	Indicates if the operator has a commercial license.
Condition	Displays the condition of the occupant. Click to access the lookup list of codes.
Ejected	Displays whether an individual was ejected. Click to access the lookup list of codes.
Occupant Type	Displays the occupant type of this individual. Click to access the lookup list of codes.
Safety Equip.	Displays the safety equipment (for example: seat belt, driver air bag, and so forth) used by the occupant. Click to access the lookup list of codes.
Safety Equipment Problem	Displays a problem with the safety equipment for this occupant. Click to access the lookup list of codes.
Drugs and Alcohol Data	
Pending	Displays whether there are pending alcohol or drug results.
Results Date	Displays the date the results of the drug or alcohol test were received. Click to access the Calendar utility.

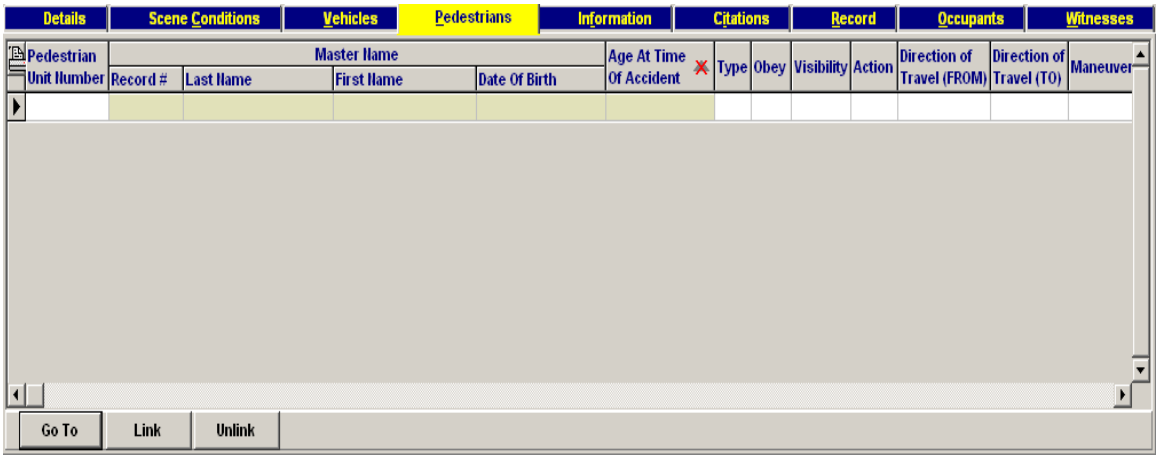
Occupants Tab Fields/Components	
Field/Component	**Description/Use**
BAC Test	Indicates if a Blood Alcohol Content (BAC) test was performed on the occupant.
Test Type	Displays the type of test performed. Click to access the lookup list of codes.
BAC Results	Displays the results of the Blood Alcohol Content test performed on the occupant.
Drug Test Results	Displays the results of the drug test performed on the occupant.
Coordination Test	Displays the coordination test status of the occupant. Click to access the lookup list of codes.
Citation Codes	Displays codes for any citations issued pertaining to the accident.
Citation Numbers	Displays the numbers associated with the citations issued.
Injured Taken By	Displays the method of transportation used for moving the injured occupant.
Injured Taken To	Displays the location where the occupant was taken.
Injury	Displays the type of injury the occupant(s) sustained. Click to access the lookup list of codes.
Date/Time of Death (For Fatals Only)	Displays the time and date of death for this a fatality.
Delayed Fatality	Indicates whether the victim died more than 30 days after the reported date and time.
Victim Removed By	Person or organization that removed the victim from the crash scene.
Victim Removed To	The specific (or complete) name of the facility (mortuary, funeral home, hospital, OME) the victim was removed to.
Transported to Hospital	Code to indicate whether the person was or was not transported to a hospital.
Injury Area	Displays the general area of the injury on the body. Click to access the lookup list of codes.
Injury Cause	Displays the cause of the injury. Click to access the lookup list of codes.
On Site Care	Displays the onsite care provided to the victims. Click to access the lookup list of codes.
Medical Condition	Displays if the medical condition of the occupant. Click to access the lookup list of codes.

Occupants Tab Fields/Components	
Field/Component	**Description/Use**
Medical Transport	Displays the mode of medical transportation used to transport the individual (for example: ambulance, helicopter, private auto, and so forth). Click to access the lookup list of codes.
Hospital Code	Displays the identification of the hospital the injured individual was transported to. Click to access the lookup list of codes.
EMS Unit	Displays the Emergency Medical Services (EMS) unit that responded to the scene and assisted this occupant. Click to access the lookup list of codes.
EMS Card #	Displays the card number of the primary EMS individual responsible for the care of the injured individual.
Helmet Use	Displays a code indicating any Restraint Systems or Helmet(s) in use by the driver at the time of the accident.
Person Number	Displays the unique number assigned to each person in a unit.
Airbag Switch	Displays a code indicating the status of airbags in use at the time of the accident.
Trapped	Displays a code indicating whether the driver was trapped because of the accident.
Airbag Deployed	Displays the airbags that were deployed (if applicable).
Multiple Charges	Displays whether there are multiple charges against the occupant.
Summons Number	Displays the summons number for the occupant.
Comments	Displays any comments related to this occupant. Double click this field to expand it.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
GOTO	Opens the Master Name Index module and displays the highlighted record.

Occupants Tab Fields/Components	
Field/Component	**Description/Use**
Link	Opens the Master Names Search. Once the record is located, click **OK** to link the record to the Accidents module.
Un-Link	Removes the link between the Accident record and the highlighted Master Name Index record.

Pedestrians Tab

This combination tab displays the names of individuals who were associated with the Accident record as pedestrians. Names may be linked from the Master Name Index module to the Pedestrians tab. The name fields, the date of birth field, and the age at the time of the accident field are read-only and populated when the name is linked. Other fields of data on the Pedestrians tab such as Type, Obey, Visibility, and so forth, may have data manually entered.



Pedestrians Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Pedestrian Unit Number	Displays a number assigned to identify this individual in the accident. IMPORTANT This number must be unique and cannot be the same as a vehicle unit number, or you will be prompted to change the number.
Master Name	
Record #	Displays the Master Name Index record number.
Last Name	Displays last name of the pedestrian.

Pedestrians Tab Fields/Components	
Field/Component	**Description/Use**
First Name	Displays the first name of the pedestrian.
Date of Birth	Displays the date of birth of the pedestrian.
Age At The Time Of Accident	Displays the age of the pedestrian at the time of the accident.
Type	Displays the type of pedestrian. Click to access the lookup list of codes.
Obey	Displays whether the pedestrian was obeying the rules of the road at the time of the accident. Click to access the lookup list of codes.
Visibility	Displays the visibility of the pedestrian at the time of the accident. Click the down arrow to access the lookup list of codes.
Action	Displays the action taken by the pedestrian. Click to access the lookup list of codes.
Direction of Travel (FROM)	Displays whether the pedestrian was traveling from the northeast, west, southwest, and so forth. Click to access the lookup list of codes.
Direction of Travel (TO)	Displays whether the pedestrian was traveling toward the northeast, west, southwest, and so forth. Click to access the lookup list of codes.
Maneuver	Displays the action the individual was taking. Click to access the lookup list of codes.
Maneuver - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Reason for Maneuver	Displays why the pedestrian made a particular maneuver such as to avoid a car, walking around standing water, snow or ice, and so forth. Click to access the lookup list of codes.
Guidance Left of Pedestrian	Displays if there was a pedestrian guidance available to the left of the accident site. Click to access the lookup list of codes.
Guidance Right of Pedestrian	Displays if there was pedestrian guidance available to the right of the accident site. Click to access the lookup list of codes.
Location	Displays the location code of the accident. Click to access the lookup list of codes.
Location - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Accident Type	Displays the accident type. Click to access the lookup list of codes.

Pedestrians Tab Fields/Components	
Field/Component	**Description/Use**
Accident Cause	Displays the cause of the accident. Click to access the lookup list of codes.
Road Alignment (Horizontal)	Displays the horizontal road alignment such as upgrade, level, hill crest, and so forth. Click to access the lookup list of codes.
Road Alignment (Vertical)	Displays the vertical road alignment such as falls off to right, no shoulder, and so forth. Click to access the lookup list of codes.
Road Composition	Displays the type of materials used on the road, such as gravel, asphalt, cement, and so forth. Click to access the lookup list of codes.
Road Condition	Displays the condition of the road at the time of the accident. Click to access the lookup list of codes.
Road Defects	Displays the defects that might have contributed to the accident such as potholes, uneven pavement, icy conditions, and so forth. Click to access the lookup list of codes.
Road Defects - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Impairment Test (1 – 2)	Displays whether tests were given to the pedestrian, and the findings, such as results pending or alcohol or drug tests refused, and so forth. Click to access the lookup list of codes.
Substance (1 – 3)	Displays the substance(s) relating to the pedestrian. Click to access the lookup list of codes.
Drugs and Alcohol Data	
Pending	Displays whether there are pending alcohol or drug results.
Results Date	Displays the results date of the drug or alcohol test. Click to access the Calendar utility.
Test Type	Displays the type of test performed. Click to access the lookup list of codes.
BAC Results	Displays the results of the Blood Alcohol Content test performed on the pedestrian.
Drug Test Results	Displays the results of the drug test performed on the pedestrian.
Coordination Test	Displays the coordination test given to the pedestrian. Click to access the lookup list of codes.
Citation Codes	Displays the codes for any citations issued pertaining to the accident.
Citation Numbers	Displays the citation numbers associated with the citations issued.

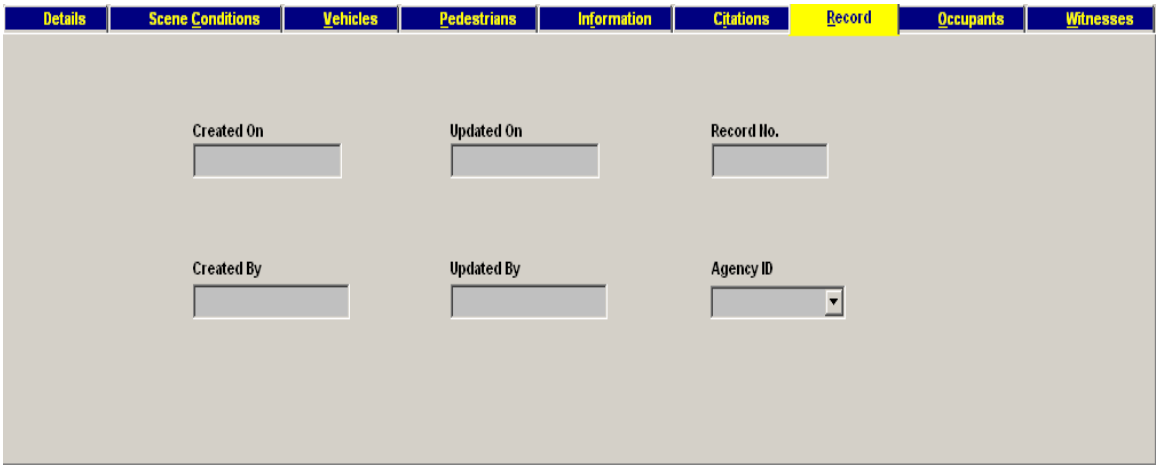
Pedestrians Tab Fields/Components	
Field/Component	**Description/Use**
Hospital Code	Displays the code of the hospital the injured pedestrian was transported to. Click to access the lookup list of codes.
Injury Area	Displays the injury area sustained by the pedestrian. Click to access the lookup list of codes.
Injury Cause	Displays the cause of the injury. Click to access the lookup list of codes.
Injury	Displays the type of injury received or the seriousness of the injury. Click to access the lookup list of codes.
Date/Time of Death (For Fatals Only)	Displays the time and date of death for the pedestrian. Click to access the Calendar utility.
Delayed Fatality	Indicates whether the victim died more than 30 days after the report date and time.
Victim Removed By	Person or organization that removed the victim from the crash scene.
Victim Removed To	The specific (or complete) name of the facility (mortuary, funeral home, hospital, OME) the victim was removed to.
Transported to Hospital	Code to indicate whether the person was or was not transported to a hospital.
Comments	Any related remarks.
On Site Care	Displays on site care provided to the pedestrian. Click to access the lookup list of codes.
Medical Condition	Displays the medical condition of the pedestrian. Click to access the lookup list of codes.
Medical Transport	Displays the mode of transportation used to transport the pedestrian such as ambulance, helicopter, private auto, and so forth. Click to access the lookup list of codes.
EMS Unit	Displays the Emergency Medical Services (EMS) unit that responded to the scene and assisted this pedestrian. Click to access the lookup list of codes.
EMS Card #	Displays the card number of the primary EMS individual responsible for the care of the injured individual.
Bikeway	Displays whether the pedestrian was in a bikeway at the time of the accident.
Driver's License Info - Number	Displays the pedestrian's driver's license number.

Pedestrians Tab Fields/Components	
Field/Component	**Description/Use**
Driver's License Info – Class	Displays the pedestrian's driver's license class.
Driver's License Info – Endorsements	Displays any pedestrian driver's license endorsements.
Driver's License Info – Restrictions	Displays any pedestrian driver's license restrictions.
Driver's License Info – State	Displays the pedestrian's driver's license state.
Driver's License Info - Type	Displays the pedestrian's driver's license type.
Drug Test Status	Displays the results of a drug test conducted on the pedestrian.
Human Factor	Displays a human factor that may have caused the accident.
Human Factor - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Human Factor 2	Displays a human factor that may have caused the accident.
Human Factor 2 - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Other Factor	Displays any other factor that may have caused the accident.
Other Factor - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Other Factor 2	Displays any other factor that may have caused the accident.
Other Factor 3	Displays any other factor that may have caused the accident.
Other Factor 4	Displays any other factor that may have caused the accident.
Injured Taken To	Displays the location where the injured pedestrian was taken.
Non-Contact	Displays whether the pedestrian accident is classified as non-contact. This is a technical term defined by the National Safety Council as follows: Non-Contact: the pedestrian is not hit by the actual vehicle, but is hurt during the act of avoiding contact with the vehicle.
Person Number	Displays the unique number assigned to each person in a unit.

Pedestrians Tab Fields/Components	
Field/Component	**Description/Use**
Operator's License Restriction Compliance	Displays the operator's License Restriction Compliance.
SFST Given	Displays the SFST given.
SFST Results	Displays the SFST results.
Vision Obstruction	Displays any vision obstructions for the pedestrian at the time of the accident.
Vision Obstruction - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Vision Obstruction 2	Displays an additional vision obstruction for the pedestrian at the time of the accident.
Trapped	Displays a code indicating whether the pedestrian was trapped because of the accident.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Go To	Opens the Master Name Index module and displays the highlighted record.
Link	Opens the Master Names Search. Once the record is located, click **OK** to link the record to the Accident module.
Un-Link	Removes the link between the Accident record and the highlighted Master Name Index record.

Record Tab

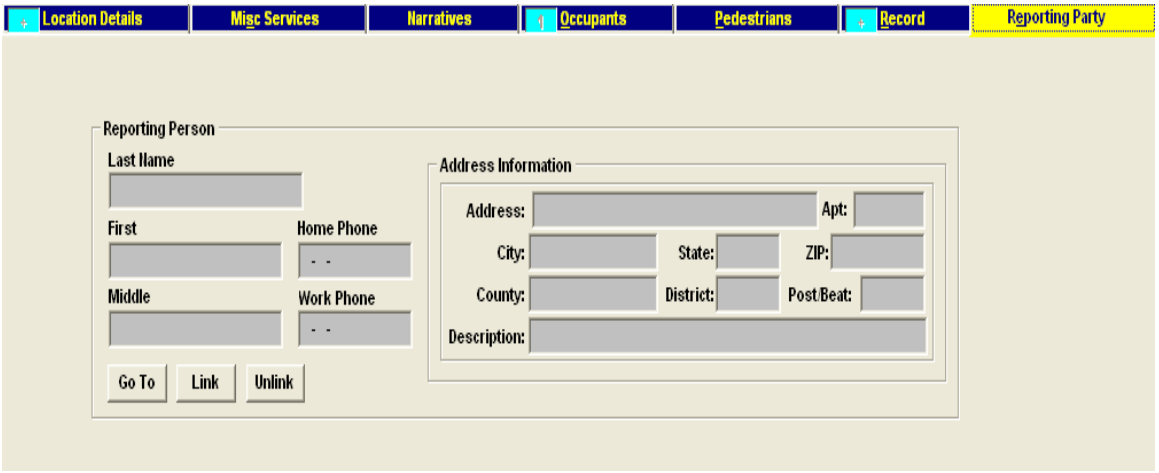
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically logged based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on the user login that updated the record, and occurs upon saving changes to a record.
Record No.	Displays the unique number assigned by the database to identify the record in a table.
Agency	Displays the Agency of the user who most recently updated this record.

Reporting Party Tab

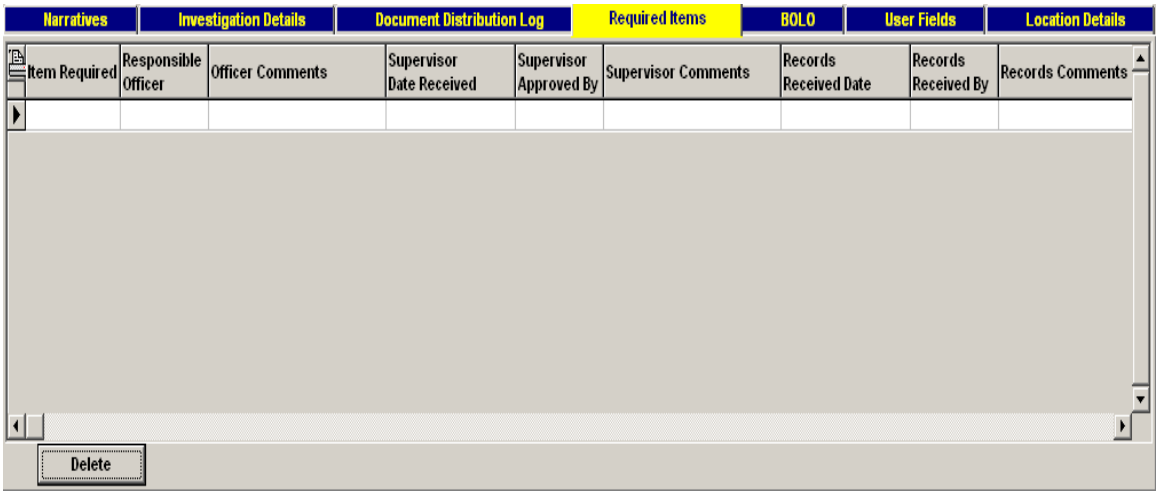
This linking tab allows you to link data about the person who reported the accident. The fields on this tab are read-only and populated when a name is linked.



Reporting Party Tab Fields/Components	
Field/Component	**Description/Use**
Last Name	Displays the last name of the individual reporting the accident.
First	Displays the first name of the individual reporting the accident.
Middle	Displays the middle name of the individual reporting the accident.
Home Phone	Displays the home number of the reporting individual.
Work Phone	Displays the work number of the reporting individual.
Address Information	
Address Information	Displays the address information for the Reporting Party has entered in their Master Name Index record.
Go To	Opens the Master Name Index module and displays the linked record.
Link	Opens the Master Names Search. Once the record is located, click **OK** to link the record to the Accidents module.
Un-Link	Removes the link between the Accident record and the linked Master Name Index record.

Required Items Tab

This information tab allows you to enter data about items that may be required to investigate the accident cause.

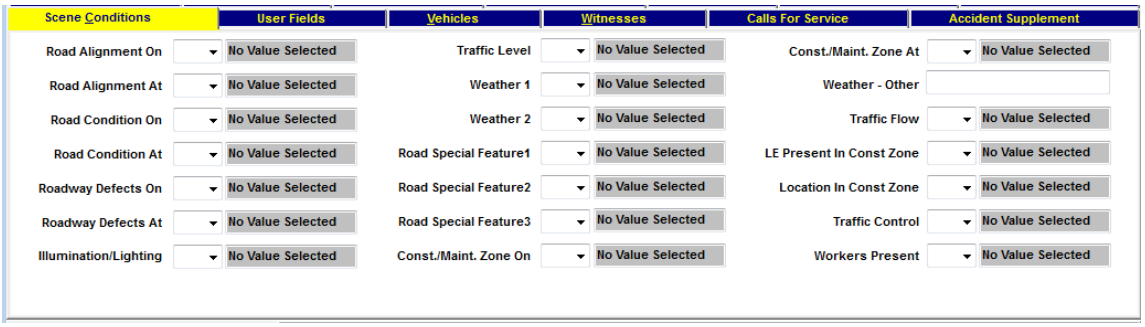


Required Items Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item Required	Displays the type of item required, such as witness statements, and so forth. Click to access the lookup list of codes.
Responsible Officer	Displays the employee ID of the officer responsible for the required item. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search screen to search for the Employee ID.
Officer Comments	Displays any comments from the officer regarding the require item. Double click this field to expand it.
Supervisor Date Received	Displays the date and time the supervisor received the required item. Click to access the Calendar utility.
Supervisor Approved By	Displays the name of the officer responsible for approval. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search screen to search for the Employee ID.
Supervisor Comments	Displays any comments from the supervisor regarding the required item. Double click this field to expand it.
Records Received Date	Displays the date and time the required item was received by the records department. Click to access the Calendar utility.

Required Items Tab Fields/Components	
Field/Component	**Description/Use**
Records Received By	Displays the name of the employee who received the records. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search screen to search for the Employee ID.
Records Comments	Displays any comments from the records department regarding the required item. Double click this field to expand it.
Entered On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Entered By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record
Updated On	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated By	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row from the database.

Scene Conditions Tab

This information tab provides details about road conditions at the time of the accident, as well as other possible contributing events and circumstances.

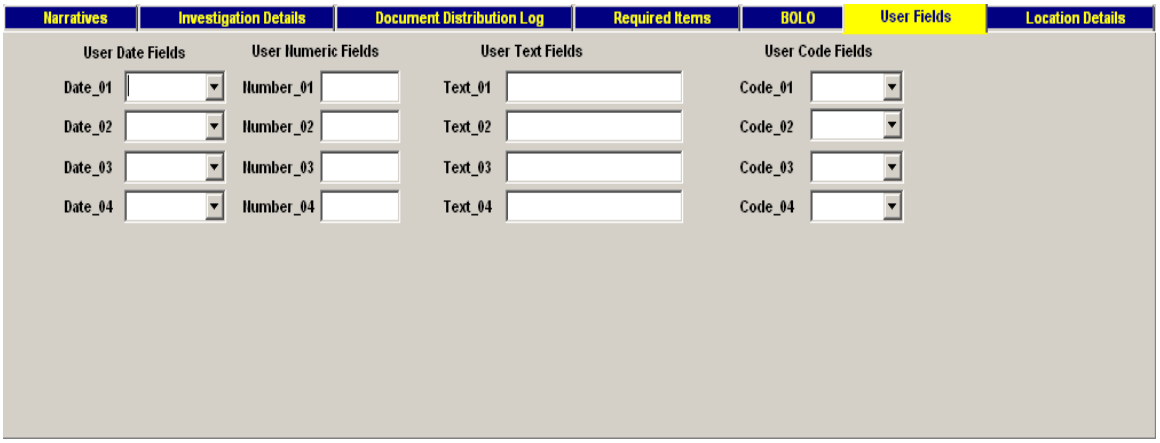


Scene Conditions Tab Fields/Components	
Field/Component	**Description/Use**
Road Alignment On	Displays the characteristics of the road the accident occurred on. Click to access the lookup list of codes.
Road Alignment At	Displays the characteristics of the intersecting road. Click to access the lookup list of codes.
Road Condition On	Displays the condition of the road the accident occurred on. Click to access the lookup list of codes.
Road Condition At	Displays the condition of the intersecting road. Click to access the lookup list of codes.
Roadway Defects On	Displays the defects on the road the accident occurred on. Click to access the lookup list of codes.
Roadway Defects At	Displays the defects on the road intersecting the main road. Click to access the lookup list of codes.
Illumination/Lighting	Displays the illumination and/or lighting conditions at the time of the accident. Click to access the lookup list of codes.
Traffic Level	Displays the level of traffic (for example: light, heavy, and so forth) at the time of the accident. Click to access the lookup list of codes.
Weather (1 – 2)	Displays the weather conditions at the time of the accident. Click to access the lookup list of codes.
Road Special Features (1 -3)	Displays the special features of the road (for example: bridge, ramp and so forth) where the accident occurred. Click to access the lookup list of codes.
Const./Maint. Zone On	Displays any construction on the road at the time of the accident. Click to access the lookup list of codes.
Const./Maint. Zone At	Displays any construction on the intersecting road at the time of the accident. Click to access the lookup list of codes.
Weather - Other	When a code of "97 - OTHER" is selected for Weather, use this field to enter a free-text description for the code field.
Traffic Flow	Displays the traffic flow (for example: one-way traffic, four lanes, four way stop, and so forth). Click to access the lookup list of codes.
Law Enforcement Present in Const Zone	Indicates whether law enforcement was present in the work/construction zone at the time of the accident.
Location In Const Zone	Indicates whether the accident occurred in a construction zone.
Traffic Control	Indicates whether traffic control devices managing the crash location were present and working properly at the time of the accident.

Scene Conditions Tab Fields/Components	
Field/Component	**Description/Use**
Workers Present	Indicates whether workers were present at the construction zone at the time of the accident.

User Fields

This information tab provides the flexibility to create up to four additional fields for each field type:

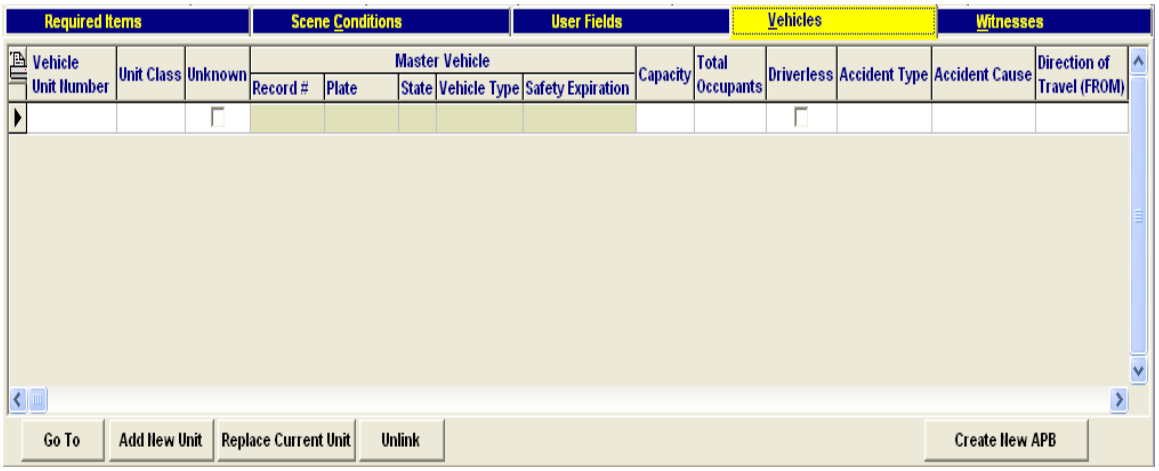


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vehicles Tab

This combination tab allows you to link multiple vehicles to the Accident record. Some fields are read-only and automatically populated when a Master Vehicle record is linked to the Accident record; other fields allow data entry.



Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Vehicle Unit Number	Multiple vehicles may be linked to an Accident. You must enter a numeric digit to identify each vehicle, such as 1 for the first vehicle, 2 for the second vehicle, and so forth The numeric identifier of each Vehicle linked to this Accident will be displayed as a lookup list code when you add information to other tabs in the Accident record, including Occupants, Fixed Objects Stuck, Contributing Circumstances, and Harmful Events. See those sections for more information. IMPORTANT Vehicles must be linked and saved to an Accident before Occupants, Fixed Objects Struck, Contributing Circumstances, and Harmful Events may be linked to a Vehicle on those tabs.
Unit Class	Displays the unit class assigned to the vehicle.
Unknown	Indicates if the vehicle is unknown.
Master Vehicle	
Record #	Displays the Master Vehicle Index record number.
Plate	Displays the license plate number of the Vehicle linked to the displayed Accident record.
State	Displays the State that issued the license plate for the vehicle.
Vehicle Type	Displays the type of vehicle for example: truck, minivan, and so forth

Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Safety Expiration	Displays the date the state safety inspection sticker expires; populated from the linked Master Vehicle Index record. Click to access the Calendar utility.
Capacity	Displays the number of individuals the vehicle can carry.
Total Occupants	Displays the total number of individuals in the vehicle at the time of the accident.
Driverless	Indicates if the vehicle did not have a driver.
Accident Type	Displays the type of accident, such as head-on collision, car overturned, and so forth. Click to access the lookup list of codes.
Accident Cause	Displays the cause of the accident such as excessive speed, following too closely, and so forth. Click to access the lookup list of codes.
Direction of Travel (FROM)	Displays the direction the vehicle was coming from. Click to access the lookup list of codes.
Direction of Travel (TO)	Displays the direction the vehicle was traveling. Click to access the lookup list of codes.
Maneuver	Displays the vehicle maneuver. Click to access the lookup list of codes.
Maneuver - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Maneuver Description	Displays the literal description of the maneuver code selected. This field is automatically populated when the Maneuver code is selected.
Reason for Maneuver	Displays the reason for the maneuver action (for example: traffic control, avoiding a bicycle, turning at an intersection, and so forth). Click to access the lookup list of codes.
Speed Limit	Posted speed for the road where the accident occurred.
Guidance Left of Unit	Displays the guidance marked on the road at the left of the vehicle (for example: solid yellow line on left, broken white line, and so forth). Click to access the lookup list of codes.
Guidance Right of Unit	Displays the guidance marked on the road at the right of the vehicle (for example: solid yellow line on left, broken white line, and so forth). Click to access the lookup list of codes.
Police Pursuit	Indicates if the vehicle was pursued by the police.

Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Hit and Run	Indicates if the vehicle was involved in a hit and run accident.
Stolen	Indicates if the vehicle was reported stolen.
Vehicle Weight	Displays the approximate weight of the vehicle.
Road Composition	Displays the type of materials used for the road composition (for example: gravel, asphalt, cement, and so forth). Click to access the lookup list of codes.
Road Condition	Displays the condition of the road at the time of the accident (for example: icy, dry, snow-covered, and so forth). Click to access the lookup list of codes.
Road Alignment (Horizontal)	Displays the horizontal road alignment (for example: upgrade, level, hill crest, and so forth). Click to access the lookup list of codes.
Road Alignment (Vertical)	Displays the vertical road alignment (for example: falls off to right, no shoulder, and so forth). Click to access the lookup list of codes.
Road Defects	Displays the defects in the road surface (for example: potholes, deteriorating surface, snow covered, and so forth). Click to access the lookup list of codes.
Road Defects - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Non-Contact	Indicates if the vehicle caused the accident but was not involved in the actual impact.
Legally Parked	Indicates if the vehicle was legally parked at the time of the accident.
Fire	Indicates if the vehicle caught fire.
Direction to Ref	Displays the direction the vehicle was traveling.
License Compliance	Displays whether the driver was complying with the driver's license requirements (for example: Invalid License, Valid License, Restricted License, and so forth). Click to access the lookup list of codes.
Trailer Type	Displays the type of trailer towed by a vehicle (for example: boat, flatbed, tanker, and so forth). Click to access the lookup list of codes.
Trailer Plate #	Displays the trailer license plate number.
Trailer Plate State	State that issued the Trailer license plate.

Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Trailer Plate Year	Year of the Trailer license plate.
Odometer	Displays the odometer reading on the vehicle involved in the accident.
Initial Point of Impact	Displays the initial point of contact (for example: head on, right passenger door, and so forth). Click to access the lookup list of codes.
Damage	Displays the vehicle damage (for example: totaled, minor, extensive, and so forth). Click to access the lookup list of codes.
Estimated Damage to Vehicle $	Displays the estimated cost of the damage to the vehicle.
Owner of Vehicle Notified	Indicates if the owner of the vehicle was notified.
Substance (1 – 3)	Displays the types of substances (for example: alcohol, drugs, medication, and so forth) that were consumed by the driver and may have contributed to the accident.
Driver Impairment Test (1 – 2)	Displays the results of driver impairment tests. Click to access the lookup list of codes.
Hazmat Type	Displays the type of hazardous materials (Hazmat) involved in the accident. Click to access the lookup list of codes.
Hazmat Spill	Indicates hazardous material was spilled because of the accident.
Special Data	If the Hazmat Spill field is checked, then the following three data elements should be entered into the Special Data field: Hazmat # (Hazardous Material Number, which is taken from the Federally mandated Hazmat placards displayed on the vehicle). DOT # (Department of Transportation (DOT) number issued to the vehicle) ICC # (Interstate Commerce Commission (IIC) number issued to the vehicle)
Commercial Driver License	Indicates if the driver has a commercial driver's license.
Removal Type	Displays how vehicles were removed from the scene (for example: towed, driven, and so forth). Click to access the lookup list of codes.
Removed By	Displays the name of owner, agency, or company that removed this vehicle.

Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Removed To	Displays the location the vehicle was moved to (for example: junkyard, police custody, repair shop).
Removal Requested By	Displays the type of individual or organization that requested the removal. Click to access the lookup list of codes.
Towed Type	Displays the type of towing (for example: flat bed, tow truck, and so forth) used to remove this vehicle. Click to access the lookup list of codes.
MC_CCS	Indicates if a motorcycle was involved in the accident.
Linked By	Displays the ID of the user who linked the record. This is automatically populated based on the login of the user who linked the record, and occurs upon linking records.
Linked On	Displays the date and time when the record was linked. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Cell Phone	Displays if a cell phone was in use at the time of the accident. Click to access the lookup list of codes.
Carrier	Displays the cell phone carrier.
Carrier Number	Displays the cell phone carrier number.
Carrier Type	Displays the cell phone carrier type. Click to access the lookup list of codes.
Over Weight/Size	Indicates if the vehicle is overweight/size.
CMV – Total Number of Axles	For commercial vehicles, displays the total number of axles for the power unit and all trailers.
Vehicle Operation Type of Commerce code list	Displays whether the CMV is Interstate, Intrastate, Government, or Other.
CMV qualifying criteria 1 checkbox	CMV Criteria 1 of 3: Used to determine if accident is reportable to FMCSA. Unit has GVWR greater than 10,001 lbs.
CMV qualifying criteria 2	CMV Criteria 2 of 3: Used to determine if accident is reportable to

Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
checkbox	FMCSA. Unit is transporting hazardous materials.
CMV qualifying criteria 3 checkbox	CMV Criteria 3 of 3: Used to determine if accident is reportable to FMCSA. Unit has passenger seating capacity of 9 or more.
HazMat Class	For commercial vehicles, displays the Hazardous Materials Classification number.
HazMat Name	For commercial vehicles, displays the Hazardous Materials ID number or name.
Same title as CMV_HAZ_CLASS	Displays a second Hazardous Materials Classification number.
Same title as CMV_HAZ_NAME	Displays a second Hazardous Materials ID number or name.
Issuing State (for State Number)	For commercial vehicles, displays a list of state codes.
CMV – Total Number of Tires	Displays the total number of tires for the CMV power unit and all trailers.
CMV Type	Displays the Commercial Vehicle type involved in the accident.
RGVW, GVWR	Indicates whether the weight entered for the unit is GVWR or RGVW.
Damage Rating	Displays the CMV Damage rating 1.
Damage Rating	Damage the CMV Damage rating 2.
Cargo Body	Displays the type of CMV cargo body. Click to access the lookup list of codes.
Insurance Information	
Title	Displays the name of the individual or organization that holds the title (proof of ownership) for the vehicle.
Company	Displays the insurance company that provides insurance for the vehicle.
Policy Number	Displays the insurance policy number of the vehicle.
Expires	Displays the date when a vehicle's insurance coverage expires.

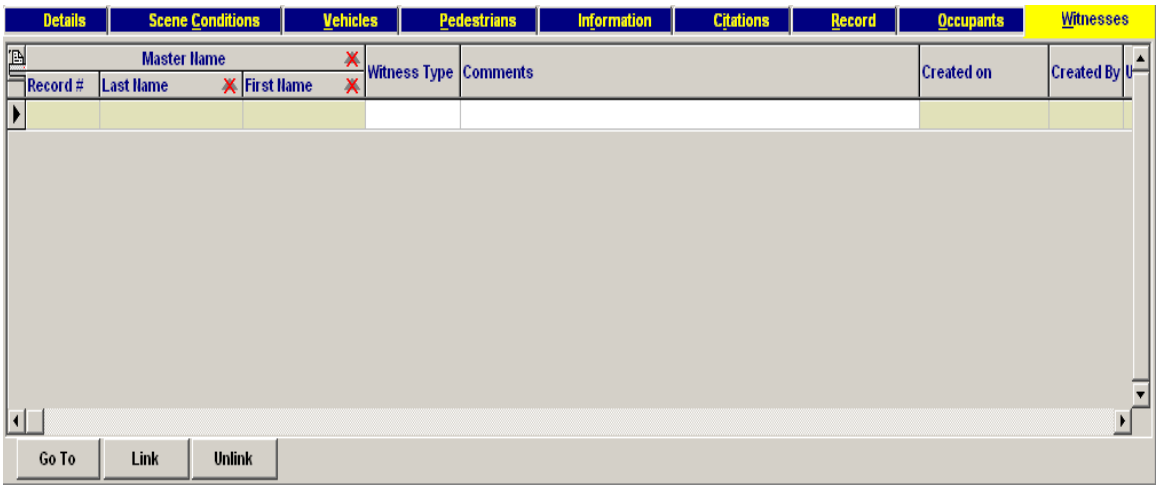
Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Vehicle Factor	Displays the vehicle factor that may have contributed to this vehicle being involved in the accident. Click to access the lookup list of codes.
Human Factor	Displays the human factor that may have contributed to this vehicle being involved in the accident. Click to access the lookup list of codes.
Human Factor - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Other Factor	Displays other factors that may have contributed to this vehicle being involved in the accident. Click to access the lookup list of codes.
Other Factor - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Vision Obstruction	Displays the vision obstruction factor that may have contributed to this vehicle being involved in the accident. Click to access the lookup list of codes.
Vision Obstruction - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
CMV Type	Type of Commercial Motor Vehicle.
Operating On Public Road	Indicates whether at the time of the crash this vehicle was operating on a trafficway open to the public (in transport).
Bus Type	Type of bus.
Weight Type	Code identifying the vehicle weight.
MCMX Number	MC# number assigned to a U.S. motor carrier, or MX# (the number assigned to a Mexico based motor carrier).
No Carrier Number	Indicates whether the commercial motor vehicle has no carrier number.
State Number	State assigned motor carrier number.
US DOT Number	FMCSA assigned motor carrier number.
Traffic Control Type	Displays the type of traffic control device. Click to access the lookup list of codes.
Traffic Control Status	Displays the status of the traffic control type. Click to access the lookup list of codes.

Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the Master Vehicle Index module and displays the highlighted record.
Add New Unit	Opens the Master Vehicle Index Search. Once the record is located, click **OK** to link the record to the Accidents module.
Replace Current Unit	This will replace the vehicle information for the highlighted Vehicle Unit Number record. This will open the Master Vehicle Index Search. Once the record is located, click **OK** to replace the current highlighted record with the new vehicle information in the Accidents module.
Unlink	Removes the link between the Accident record and the linked Master Vehicle Index record.
Direction to Ref	Use to make all direction columns the same size - C(6).
Emergency Vehicle	Indicates whether this unit was an emergency vehicle on an emergency run.
Human Factor 2	Second human factor associated with this accident.
Human Factor 2 - Other	When a code of "97 - OTHER" is selected, use this field to enter a free-text description for the code field.
Other Factor 2	Second other factor associated with this accident.
Other Factor 3	Third other factor associated with this accident.
Other Factor 4	Fourth other factor associated with this accident.
Vehicle Factor 2	Second vehicle factor associated with this accident.
Vehicle Factor 3	Third vehicle factor associated with this accident.
Vehicle Factor 4	Fourth vehicle factor associated with this accident.
Vehicle Factor 5	Fifth vehicle factor associated with this accident.
Insurance Company Phone Number	Telephone number of the Insurance company handling the vehicle claim.
Proof of Insurance	Indicates whether the driver presented satisfactory evidence of financial responsibility (insurance).
Type of Insurance	Displays a code indicating the type of financial responsibility (insurance) presented by the driver.
Underride / Override	Displays the Underride / Override option.

Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Create New APB	Opens the B.O.L.O module and creates a new APB (B.O.L.O.) for the selected vehicle, based on the data in the highlighted Vehicle record.

Witnesses Tab

This combination tab allows you to link names of witnesses with an Accident record. The name fields on this tab are read-only and populated when a name is linked; however, data may be entered into the Witness Type and Comments fields.

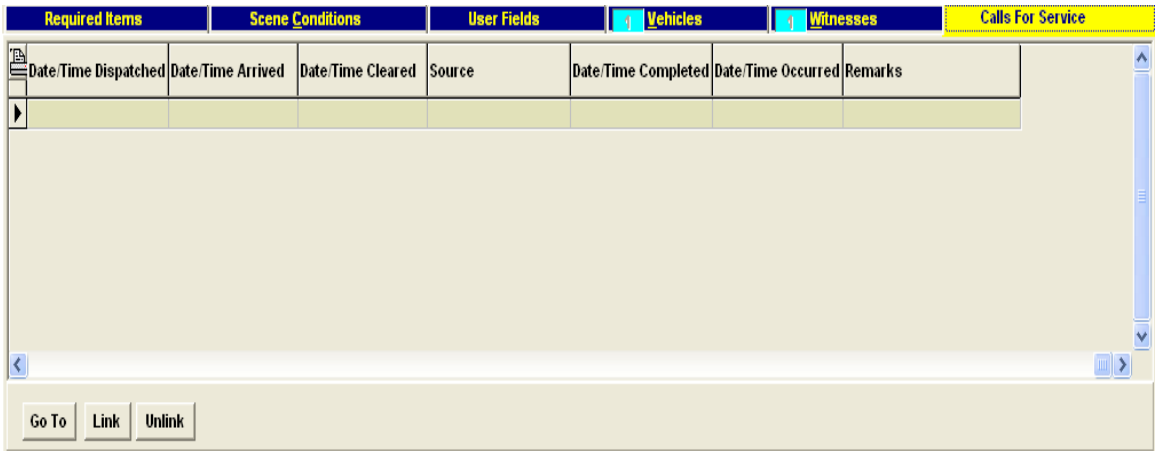


Witnesses Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Master Name	
Record #	Displays the Master Name Index record number.
Last Name	Displays the last name of the witness.
First Name	Displays first name of the witness.
Witness Type	Displays the witness type (for example: eyewitness, and so forth). Click to access the lookup list of codes.
Comments	Displays any comments related to the witness. Double click this field to expand it.

Witnesses Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Go To	Opens the Master Name Index module and displays the highlighted record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Accidents module.
Un-Link	Removes the link between the Accident record and the highlighted Master Name Index record.

Calls For Service Tab

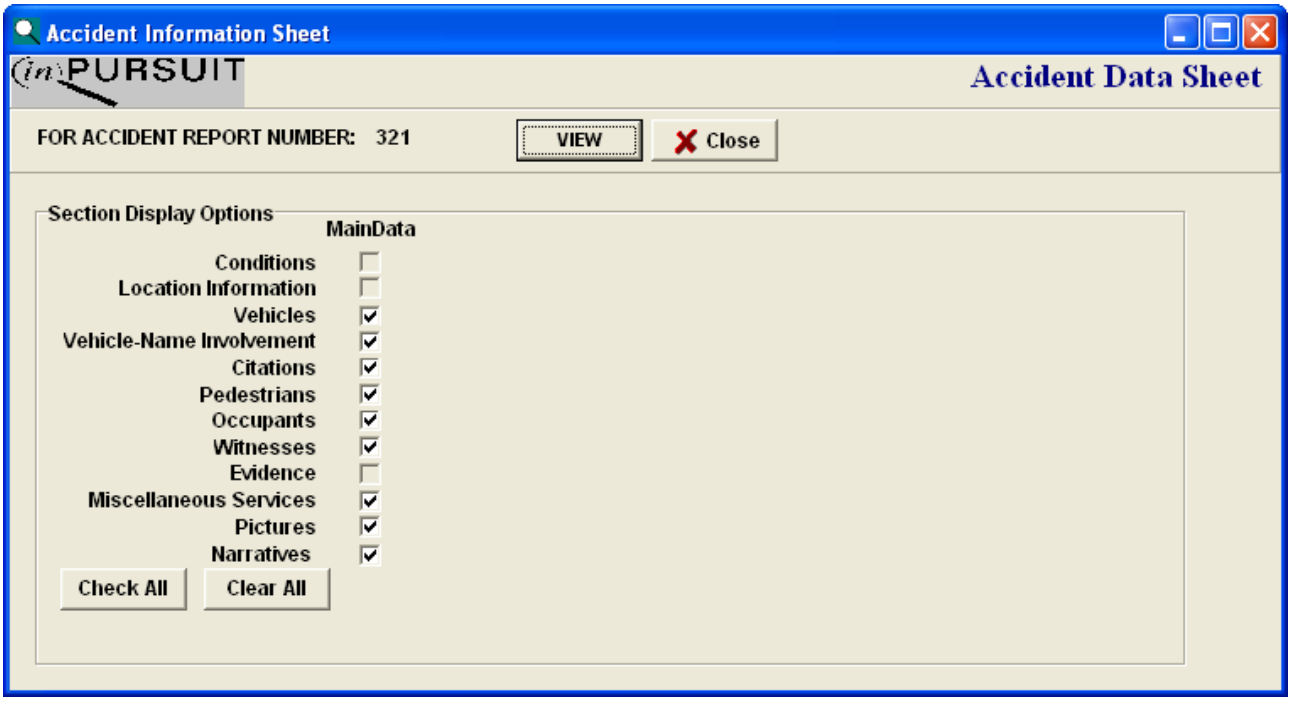
This linking tab allows you to search for and link an existing Calls For Service record to the Accident record. Calls For Service records are read-only and all data is imported from the CAD system; however, you may enter comments in the Remarks field.



Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Accidents module. This function allows you to view or print an Accidents Data Sheet.

When you click , the Accident Data Sheet window below appears:



Once the desired information is selected, you have the option of printing or viewing the information on the screen.

Data Sheet Components	
Component	**Description/Use**
View	Displays the Accident data sheet using the Ace Viewer utility; from here the *Print* option becomes available. IMPORTANT For a detailed explanation of the *Ace Viewer*, see the Ace Viewer section in the *RMS Overview* section of the *RMS User Manual.*
Close	Closes the data sheet window.
Check All	Selects all display options for inclusion in the data sheet.
Clear All	Clears all displays options from inclusion in the data sheet.

Accessing the Accidents Search

The following methods may be used to open the Accident Search:

From the Main Menu:

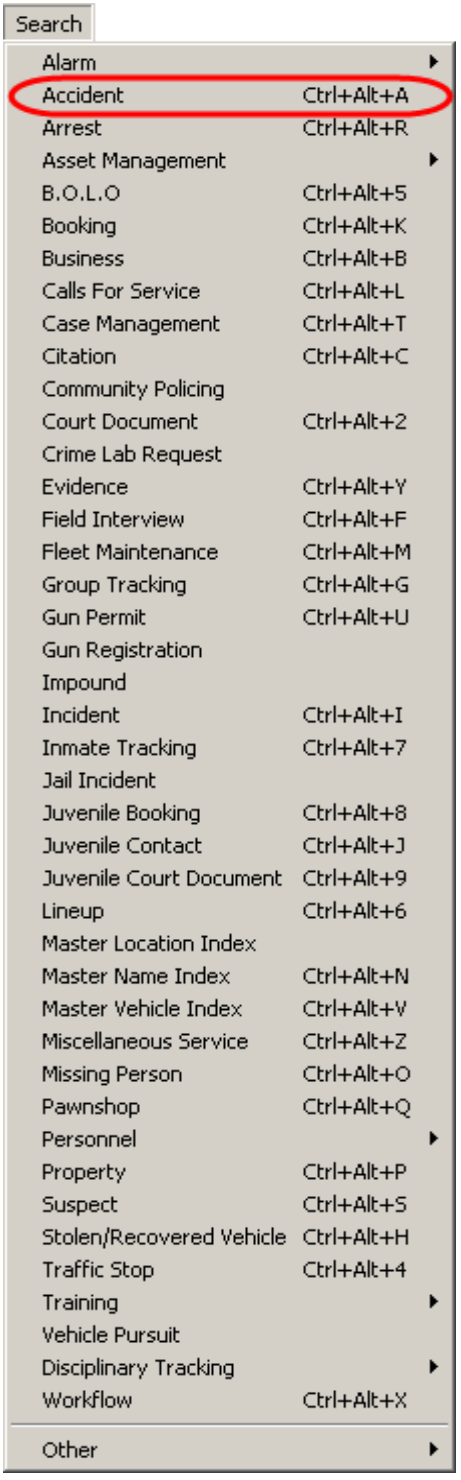
- Select Search > Accident

Using the shortcut key combination:

- Press CTRL + ALT + A

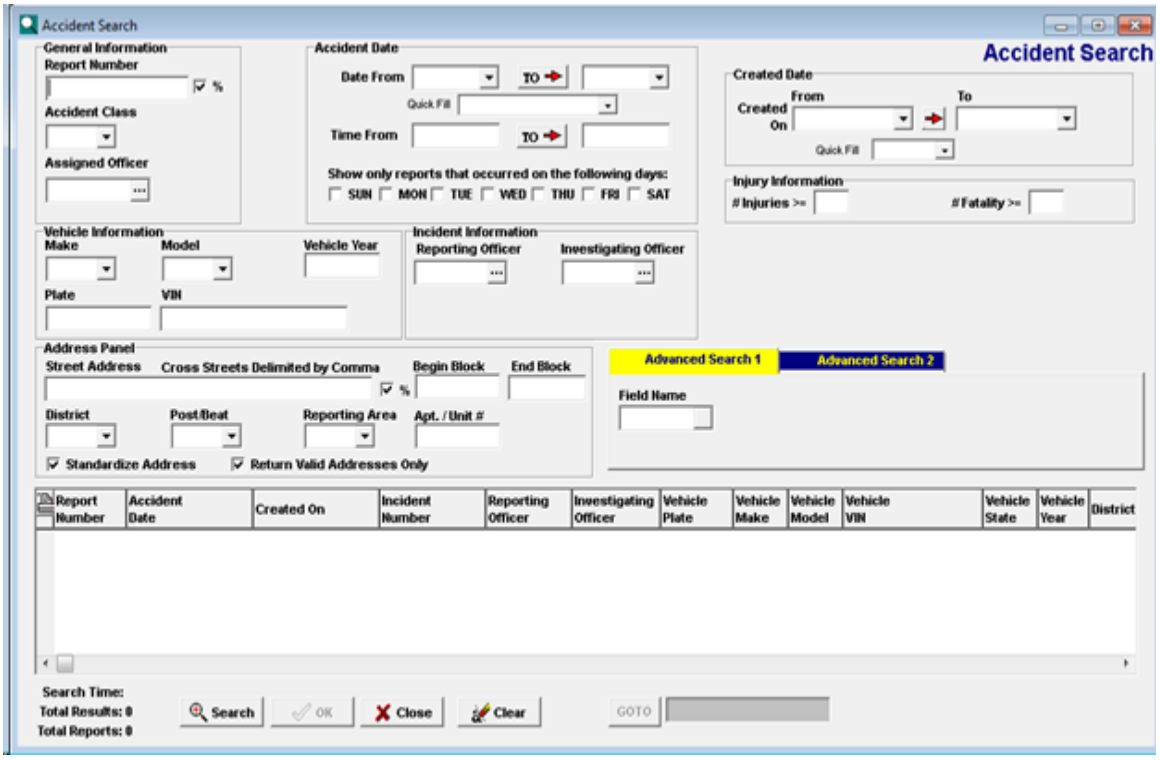
From within the module:

- Click **Search**



Accident Search Parameters

The Accidents Search allows you to search for Accident records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Accident Search Parameters/Components	
Field/Component	**Description/Use**
General Information	
Report Number	Displays the unique accident report number assigned by the Department. The % check box indicates whether to include a wildcard in the search.
Accident Class	Displays the accident class. Click to access the lookup list of codes.
Assigned Officer	Displays the employee ID of the officer who is assigned to the accident. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Accident Date	

Accident Search Parameters/Components	
Field/Component	**Description/Use**
Accident Date From/To	Displays a range of occurrence dates for the accident. Click to access the Calendar utility.
Quick Fill	Click to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the *Search Functions* section in the *RMS User Manual*.
Accident Time From/To	Displays a range of occurrence times for the accident.
Show only reports that occurred on the following days	Indicates the day(s) of the week to display reports for.
Created Date	
Created On From/To	Range of occurrence dates for when the accident reports were created. Click to access the Calendar utility. NOTE Using this option is useful when searching for reports done on specific shifts.
Quick Fill	Click to access a lookup list of codes for indicating a range of dates in the From/To fields above. NOTE For more information on the Quick Fill options, see the *Search Functions* section in the *RMS User Manual.*
Vehicle Information	
Make	Displays the vehicle make. Click to access the lookup list of codes.
Model	Displays the vehicle model. Click to access the lookup list of codes.
Vehicle Year	Displays the year the vehicle was manufactured.
Plate	Displays the vehicle license plate number.
VIN	Displays the vehicle identification number (VIN). NOTE The VIN number is usually found on the dashboard and can be read through the front windshield.
Incident Information	

Accident Search Parameters/Components	
Field/Component	**Description/Use**
Reporting Officer	Displays the employee ID of the officer who reported the accident. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Investigating Officer	Displays the employee ID of the officer who investigated the accident. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Injury Information	
# Injuries >=	Displays the number of injuries to be greater than or equal to.
# Fatalities >=	Displays the number of fatalities to be greater than or equal to.
Address Info	
Street Address	Displays the street information where the accident occurred. You may enter cross streets with an ampersand (&) between the street names. For example, you may enter Jackson St & Taylor St to indicate a location at an intersection.
Begin/End Block	Displays the beginning and end block you want to enter in the search.
District	Displays the district where the accident occurred. Click to access the lookup list of codes.
Post/Beat	Displays the post/beat where the accident occurred. Click to access the lookup list of codes.
Reporting Area	Displays the reporting area where the accident occurred. Click to access the lookup list of codes.
Apt./Unit#	Displays the apartment number of an address block to search on. Using this field will allow you to enter a range of numbers.
Standardize Address	Checking this check box will standardize the text of the address entered to match the defined address text on the Address Server before the search results are generated. For example, if you enter Main Street and the word "Street" is defined on the Address Server as "St", the word "Street" will be changed to "St" and the results on the grid will show "Main St".
Advanced Search Tabs	

Accident Search Parameters/Components	
Field/Component	**Description/Use**
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the *Search Functions* section in the *RMS User Manual*.
Function Buttons	
Search	Initiates a search for an Accident record in the database.
OK	Displays the highlighted Accident record in the Accident module and closes the search window.
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search. This clears all search fields.
GOTO	Displays the highlighted record displayed in the blank field to the right and leaves the search window open.
[blank]	Displays the Report Number of the highlighted record.

Alarm > Registration

The Alarm > Registration module allows you to enter and track alarm registrations.

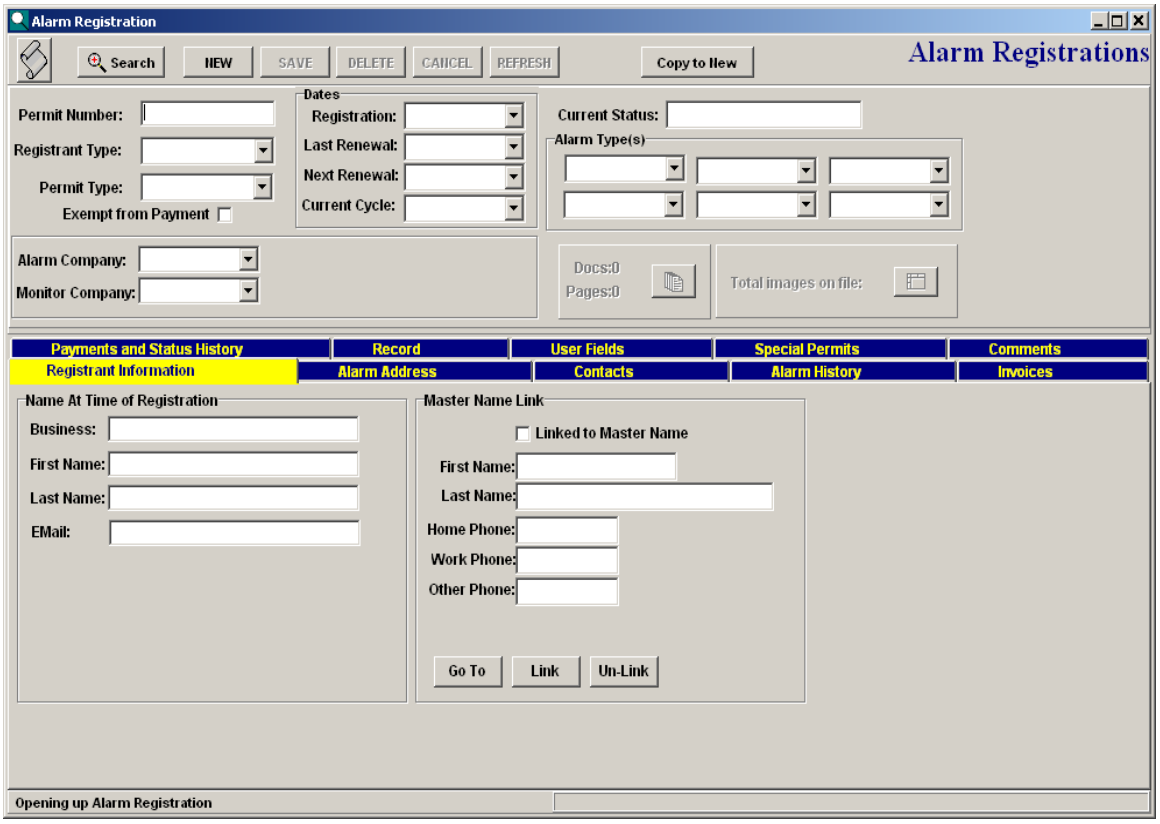
Accessing the Registration Module

The Registration module can be accessed in the following way:

From the Main Menu:

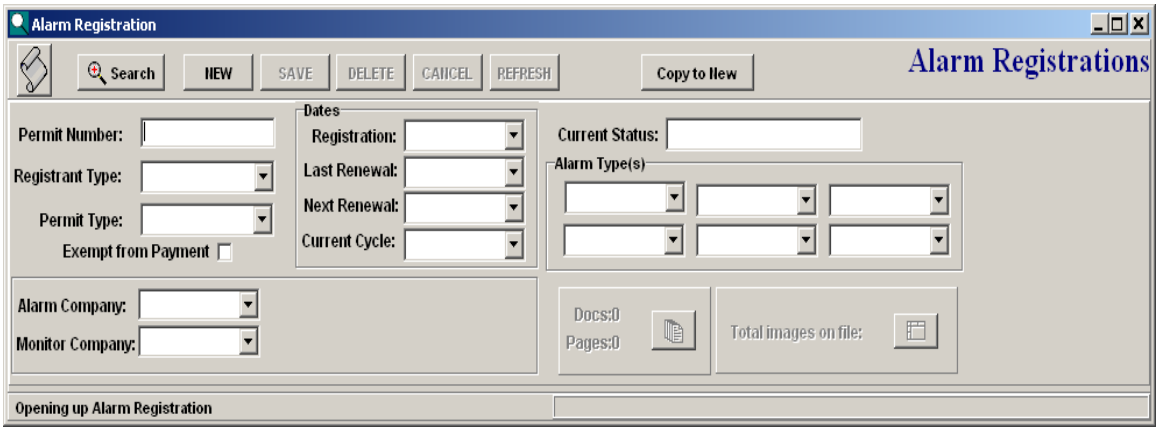
- Select Modules > Alarm > Registration.

The Registration module will appear as follows:



Registration Module Header Area

The Registration module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Registration Module Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Alarm Registration Data Sheet dialog box to print or view the report.
Search	Accesses the Alarm Registration search screen to search for an existing Alarm Registration record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Copy To New	Copies any data entered in the fields on the Alarm Registration module to a new record.
	Standard Document Viewer: Click to view stored documents related to this record.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
Permit Number	Displays the number used to uniquely identify the permit. You can auto-generate a permit number or enter a permit number manually.
Registrant Type	Displays the registrant type (business or residential). Click to access the look up list of codes.
Permit Type	Displays the permit type (for example, security, or fire). Click to access the look up list of codes.
Exempt from Payment	A check in this box indicates that the registrant is exempt from paying a licensing or registration fee.
Dates	
Registration	Displays the date that the alarm was registered. Click to access Calendar utility.
Last Renewal	Displays the date when the alarm registration was last renewed. Click to access the Calendar utility.
Next Renewal	Displays the next date when the alarm registration is due for renewal. Click to access the Calendar utility.

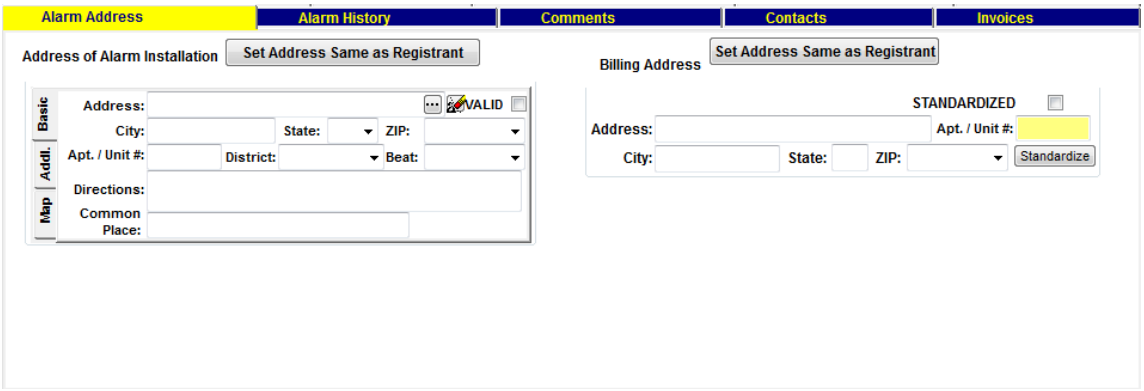
Registration Module Header Fields/Components	
Field/Component	**Description/Use**
Current Cycle	Displays the date when the current renewal cycle began. Click to access the Calendar utility.
Alarm Company	Displays the name of the alarm company. Click to access the drop-down list of codes. NOTE The Alarm Company drop-down list is maintained in the Alarm > Configuration module > Alarm Companies tab.
Phone (1-2)	Displays a telephone number for the alarm company. This is a read-only field. NOTE Phone numbers will appear and auto-fill when an Alarm Company is selected. The phone numbers are maintained in the Alarm > Configuration module > Alarm Companies tab.
Monitor Company	Displays the name of the company that monitors the alarm system. Click to access the drop-down list of codes. NOTE The Monitor Company drop-down list is maintained in the Alarm > Configuration module > Alarm Companies tab.
Phone (1-2)	Displays a telephone number for the monitor company. NOTE Phone numbers fields will appear and auto-fill when a Monitor Company is selected. The phone numbers are maintained in the Alarm > Configuration module > Alarm Companies tab.
Current Status	Displays the status of the registrant, for example, Active, Inactive, and Do Not Respond. This field is auto-populated by RMS and can be edited from the Payment and Status History tab.
Alarm Type(s) (1 - 6)	Displays the type of alarm(s) for this registration (for example, panic, fire). Click to access the lookup list of codes.

Registration Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Alarm Address Tab

This information tab records information for alarm registrants, specifically the address of alarm installations as well as the corresponding billing addresses.

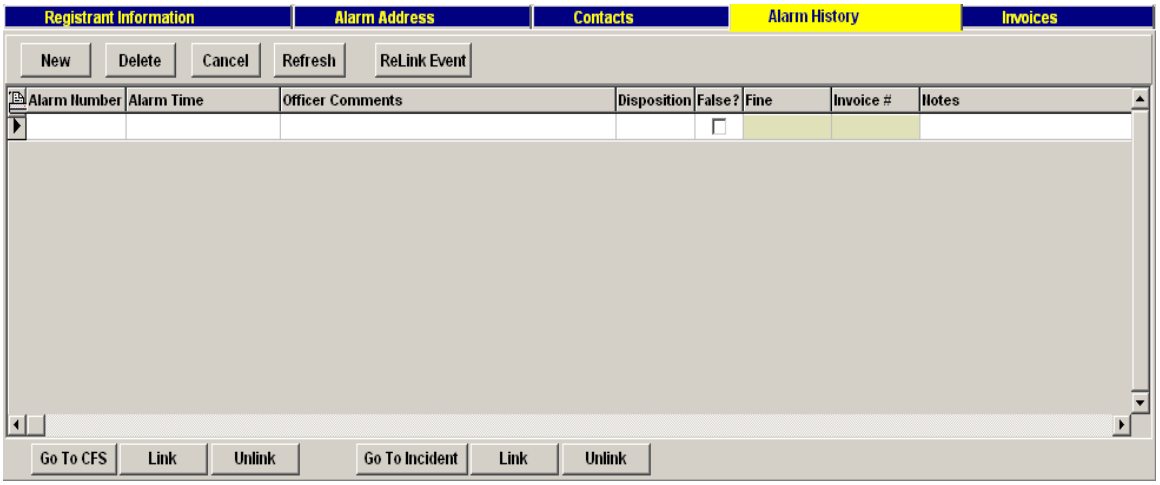


Alarm Address Tab Fields/Components	
Field/Component	**Description/Use**
Address of Alarm Installation	
Set Address Same As Registrant	Sets the Alarm Installation address the same as that of the Registrant, as recorded on the Registrant Information tab.
Address Panel – Basic tab	Allows you to enter or view the address information for the alarm installation.
Address Panel – Addl. tab	Allows you to enter or view additional information about the address (County, Sector, and so forth) for the alarm installation.
Address Panel – Map tab	Allows you to enter or view map coordinates for the address for the alarm installation.
Billing Address	
Set Address Same As Registrant	Sets the Billing address the same as that of the Registrant, as recorded on the Registrant Information tab.
Standardized	Indicates that this address has been standardized.
Standardize	Click to standardize the text of the mailing address entered to match the defined mailing address text on the Address Server. For example, if you enter "Post Office Box" and it is defined as "P.O. Box" on the Address Server, the words "Post Office Box" will be updated to the standard text, "P.O. Box ".
Address	Displays the street address for billing purposes.
Apt./Unit#	Displays the apartment or unit number for the billing address (if applicable).
City	Displays the address city for billing purposes.
State	Displays the address state for billing purposes. Click to access the lookup list of codes.

Alarm Address Tab Fields/Components	
Field/Component	**Description/Use**
Zip	Displays the address zip code for billing purposes.

Alarm History Tab

This linking tab records information about alarm events and allows you to link this Alarm Registration record to a Calls For Service (CFS) and/or Incident record.



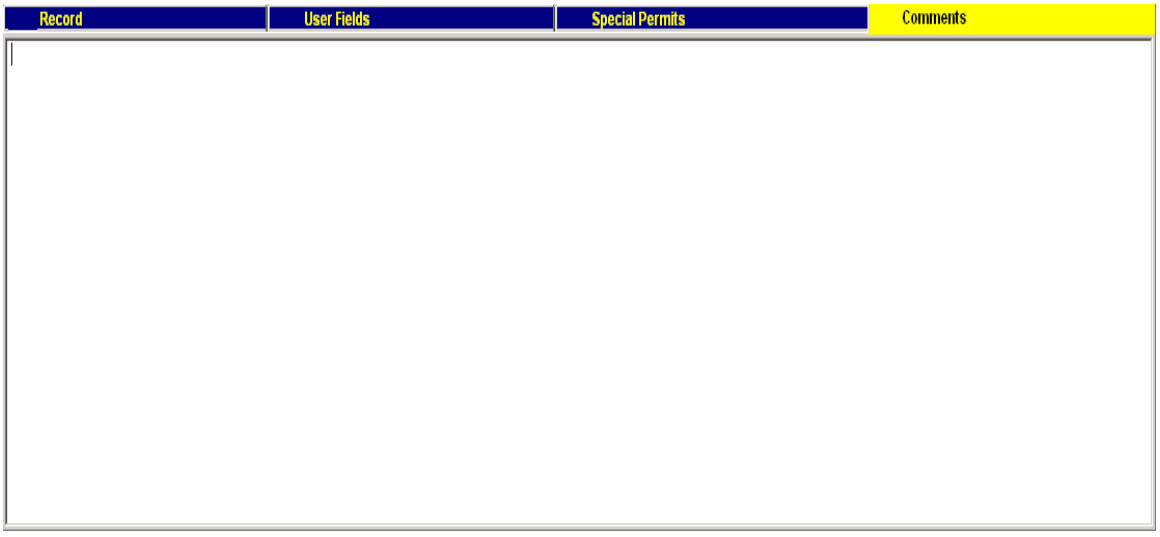
Alarm History Tab Fields/Components	
Field/Component	**Description/Use**
New	Adds a new blank record for data entry.
Delete	Deletes the selected record from the database.
Cancel	Cancels any changes that have been made since the record was last saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
ReLink Event	Re-links this Alarm Event to another record.

Alarm History Tab Fields/Components	
Field/Component	**Description/Use**
Alarm Number	Displays the number used internally by a Department to uniquely identify the alarm. Auto-generated when a new record is created or linked. Although this field is auto populated, it can be edited. If you create a new Alarm History record then delete or cancel that entry and then enter a new record again, the Alarm number will automatically move up one number. To correct this, edit the alarm number, and the sequence will then continue correctly.
Alarm Time	Displays the time and date the alarm was triggered. When a new record is created, the Alarm date and time defaults to the current date and time. Click to access Calendar utility and edit date if necessary.
Officer Comments	Displays narrative comments recorded by the officer.
Disposition	Displays a code for the disposition of the alarm event (for example, F=False, W=Weather). Click to access the look up list of codes.
False?	A check in this box indicates the event was a false alarm.
Fine	Displays the amount of fine associated with this event. This is a read-only field auto-populated from the Alarms Billing Rules defined.
Invoice #	Displays the invoice number for the alarm. This is a read-only field auto-populated from the Alarms Billing Rules defined.
Notes	Displays narrative comments or notes.
Event Type	Displays a code for the type of alarm event (for example, B=Burglary, H=Hold Up Alarm). Click to access the look up list of codes.
Department Disp.	Displays the type of department dispatched in response to the alarm (for example, Police or Fire). Click to access the look up list of codes.
Officer	Displays the name of the officer in charge on the scene.
Permit Visible?	A check in this box indicates that the alarm permit was visibly displayed.
Incident Number	Displays the incident number of a linked incident record.
CFS Number	Displays the Calls For Service (CFS) number of a linked CFS record. You may enter a known, valid CFS # manually and the read-only fields related to the CFS record will be populated.
CAD Remarks	Displays remarks related to this event recorded by the computer aided dispatch. This read-only field is auto-populated when a CFS record is linked.
Action	Displays a description of action taken. This read-only field is auto-populated when a CFS record is linked.
STREETADDR	Displays the street address of the alarm location. This read-only field is auto-populated when a CFS record is linked.

Alarm History Tab Fields/Components	
Field/Component	**Description/Use**
CITY	Displays the city of the alarm location. This read-only field is auto-populated when a CFS record is linked.
STATE	Displays the state of the alarm location. This read-only field is auto-populated when a CFS record is linked.
ZIP	Displays the zip code of the alarm location. This read-only field is auto-populated when a CFS record is linked.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs when the current record is updated and saved.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when the current record is updated and saved.
Go To CFS	When a CFS record is linked, click to open the highlighted record in the Calls For Service module and leave the search window open.
Link	Displays the Calls For Service (CFS) search screen which can then be used to search for and link a CFS record to the Alarm Registration record. Once a record is located, click **OK** to link the record to the Alarms Registration module.
Un-Link	Removes the highlighted CFS record linked to the Alarm Registration record.
Go To Incident	When an Incident record is linked, click to open the highlighted record in the Incident module and leave the search window open.
Link	Links an open Incident record to the Alarm Registration record. Once a record is located, click **OK** to link the record to the Alarms Registration module.
Un-Link	Removes the highlighted Incident record linked to the Alarm Registration record.

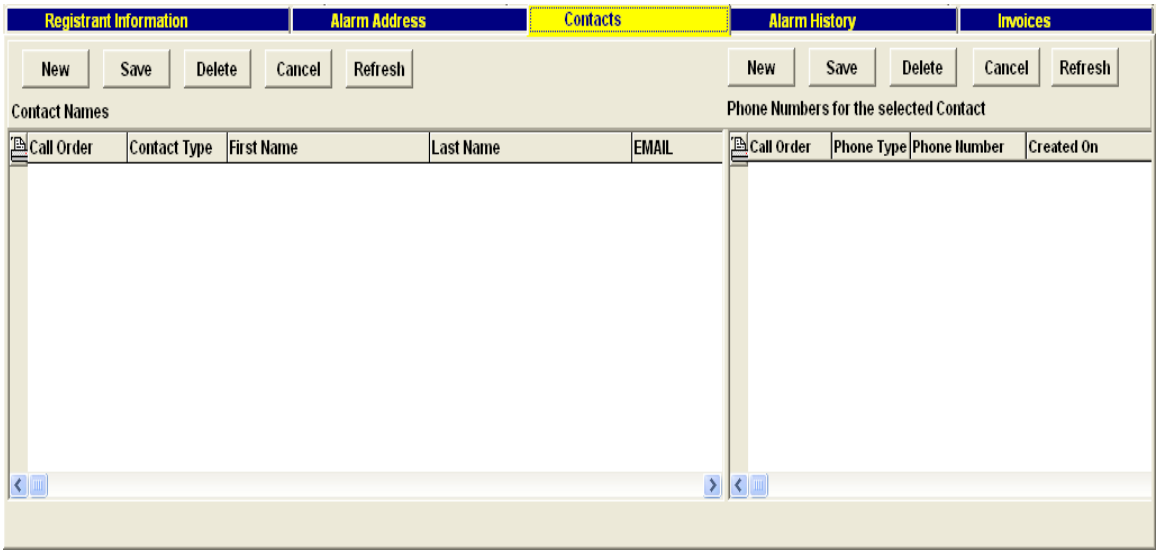
Comments Tab

This information tab allows you to enter and store narrative comments.



Contacts Tab

This information tab allows you to enter and store a list of contacts for the Alarm Registration record, including: e-mail addresses, phone numbers, and the call order for these contacts (in case of an alarm).



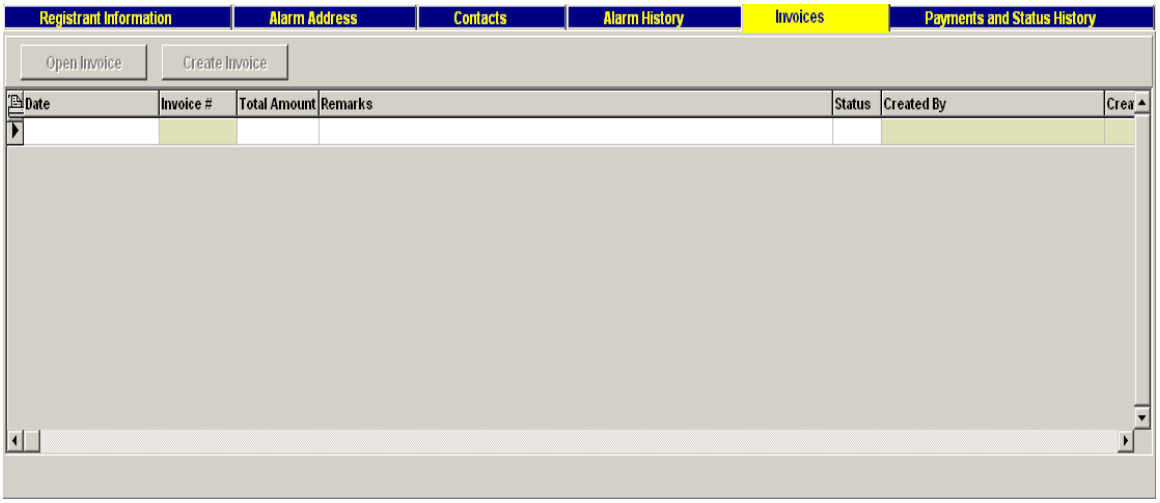
Contacts Tab Fields/Components	
Field/Component	**Description/Use**
NEW	Accesses a new blank row ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the highlighted row from the database.

Contacts Tab Fields/Components	
Field/Component	**Description/Use**
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Contact Names	
	Opens the Export Data window for this grid.
Call Order	Displays a number specifying the order of the contacts to be called when an alarm is triggered (1, 2, 3, and so forth).
Contact Type	Displays a code for the type of contact in the contact list. (For example, P=Primary, E= Employee). Click to access the look up list of codes.
First Name	Displays the first name of the contact.
Last Name	Displays the last name of the contact.
EMAIL	Displays the e-mail address of the contact.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when the current record is updated and saved.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs when the current record is updated and saved.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Phone Numbers for the selected Contact	
Call Order	Displays a number specifying the order of the contacts to be called when an alarm is triggered (1, 2, 3, and so forth).
Phone Type	Displays a code for the phone type (for example, CELL=Cellular, WORK= Work Number). Click to access the look up list of codes.
Phone Number	Displays the phone number of the contact.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.

Contacts Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when the current record is updated and saved.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs when the current record is updated and saved.

Invoices Tab

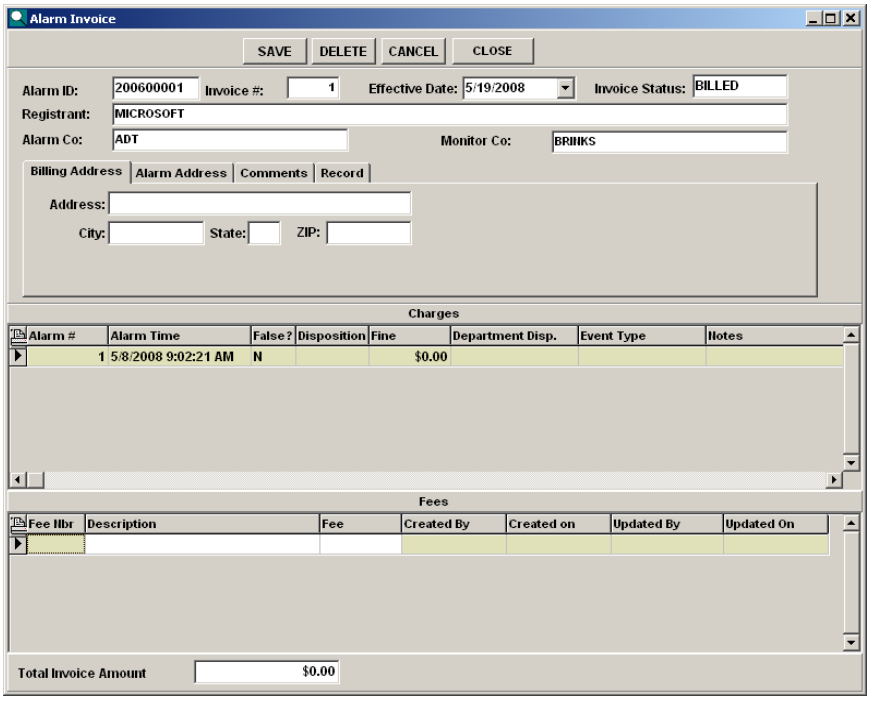
This information tab allows you to enter and store a list of alarm invoices. The invoices are generated when the department responds to an alarm event.



Invoices Tab Fields/Components	
Field/Component	**Description/Use**
Open Invoice	Opens an existing invoice listed in this tab.
Create Invoice	Creates a new invoice for an alarm event.
	Accesses the export data functionality.
Date	Displays the date the invoice was created.

Invoices Tab Fields/Components	
Field/Component	**Description/Use**
Invoice #	Displays the invoice number. This is a read-only field.
Total Amount	Displays the total amount of the fine (dollars) associated with the invoice.
Remarks	Displays any comments / remarks related to the invoice.
Status	Displays the status of the invoice (for example, Paid or Billed).
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs when the current record is updated and saved.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when the current record is updated and saved.

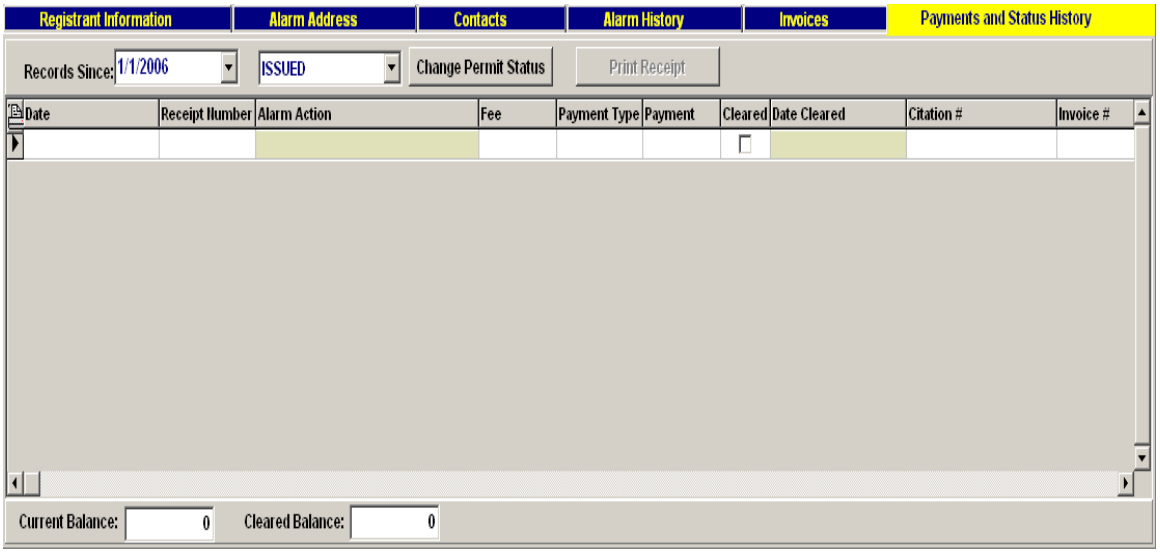
Example Alarm Invoice



The fields in the Alarm invoice are populated from the Alarm Registration module. The header section of the invoice pulls data from the Alarm Registration header and the Alarm Address, Comments, Record, and Registrant Information tabs. The Charges section pulls data from the Alarm History tab and the Fees section from the Invoices tab.

Payments and Status History Tab

This information tab allows you to view the status and payment history of an alarm registrant.

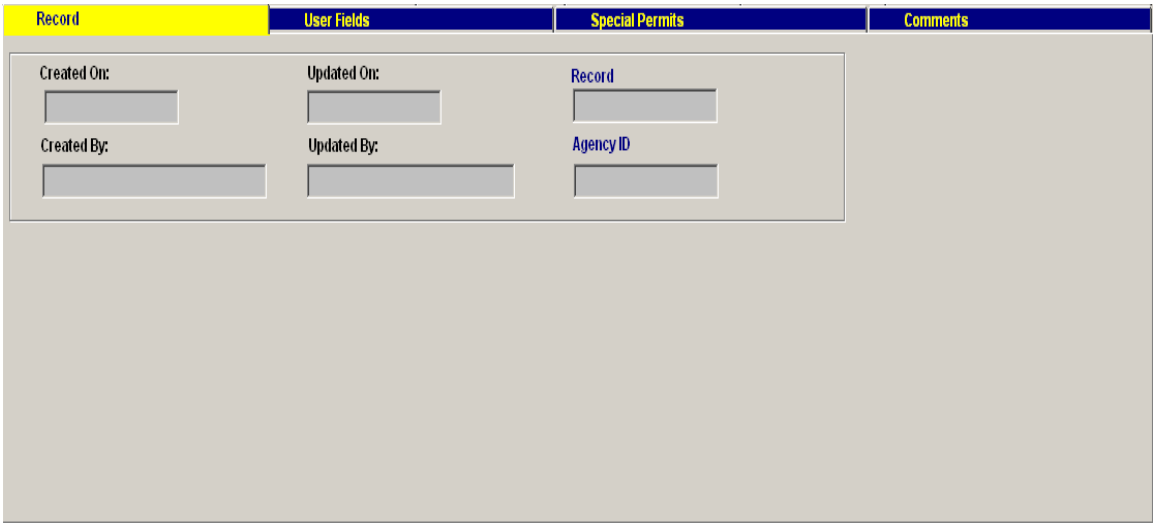


Payments and Status History Tab Fields/Components	
Field/Component	**Description/Use**
Records Since	All records shown date no earlier than the date displayed in this field. Click to access Calendar utility.
[Status]	Displays the Alarm Action to be input when the change permit status is completed.
Change Permit Status	Changes the Current Status of the permit record.
Print Receipt	Sends a snapshot of the current receipt to the default printer.
	Accesses the export data functionality.
Date	Displays the date the invoice was created. Click to access Calendar utility.
Receipt Number	Displays the alarm receipt number.

Payments and Status History Tab Fields/Components	
Field/Component	**Description/Use**
Alarm Action	Displays Alarm Status Action, such as Invoiced or Issued. This is a read-only field as defined in the Alarm Configuration module.
Fee	Displays the fee (in dollars) for the invoice.
Payment Type	Displays the type of payment for this received (for example, cash). Click to access the look up list of types.
Payment	Displays the amount of payment (in dollars) received for the invoice.
Cleared	A check in this box indicates that this receipt was cleared.
Date Cleared	Displays the date the receipt was cleared. This is a read-only field auto-populated when the Cleared check box is checked.
Citation #	Displays the citation number associated with this receipt.
Invoice #	Displays the invoice number. This field is auto-populated from a linked invoice record.
Check #	Displays the check number for a check received as payment for this invoice.
Router or Credit #	Displays the bank routing number or credit card number associated with a payment made for this receipt.
Credit Exp Date	Displays the credit card expiration date for a credit card used to make a payment for this invoice.
Comments	Displays any comments related to this receipt or the payment received.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs when the current record is updated and saved.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when the current record is updated and saved.
Current Balance	Displays the total of the current balance for this registration.
Cleared Balance	Displays the total of the cleared balance for this registration.

Record Tab

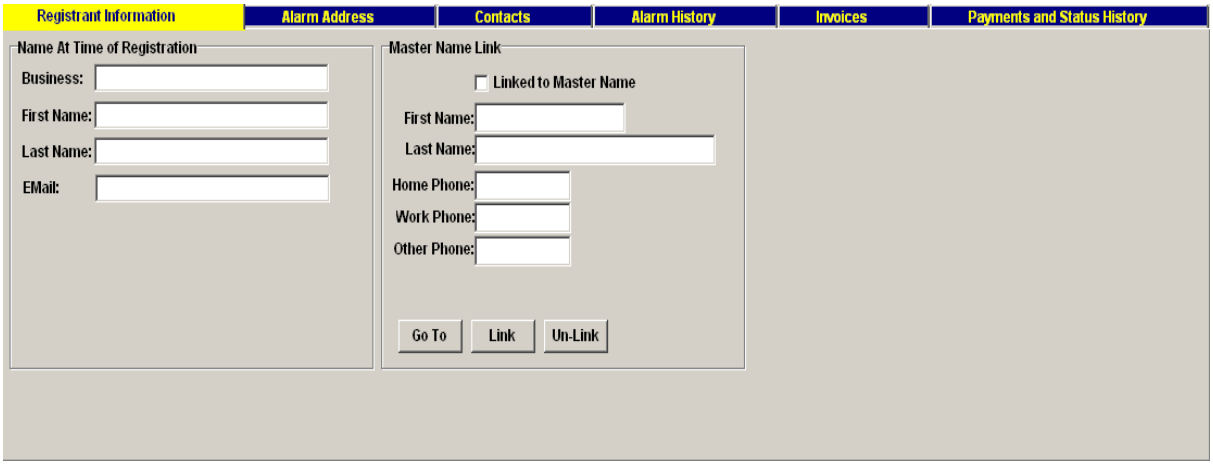
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically logged based on user login and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on user login and occurs upon saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who most recently updated this record.

Registrant Information Tab

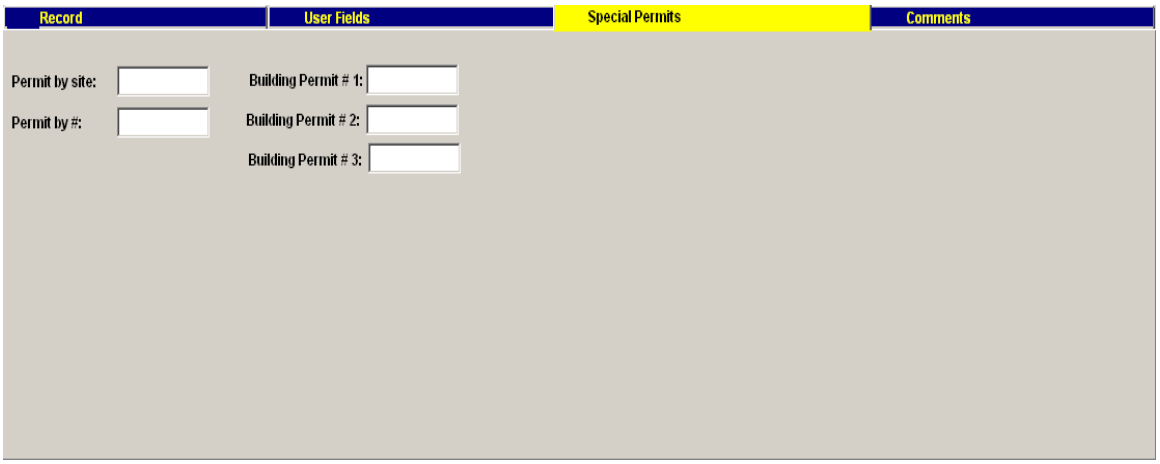
This linking tab records information about alarm registrants and allows you to link this Alarm Registration record to a Master Name Index record.



Registrant Information Tab Fields/Components	
Field/Component	**Description/Use**
Name at Time of Registration	
Business	Name of the Business registering the alarm.
First Name	Displays the first name of the registrant.
Last Name	Displays the last name of the registrant.
Email	Displays the e-mail address of the registrant.
Master Name Link	
Link to Master Name	A check in this box indicates a link to the corresponding Master Name Index record.
First Name	Displays the first name of the registrant.
Last Name	Displays the last name of the registrant.
Home Phone	Displays the home phone number of the registrant.
Work Phone	Displays the work phone number of the registrant.
Other Phone	Displays another phone number (for example, cellular) of the registrant.
Go To	Opens the highlighted record in the Master Name Index module and leaves the search window open.
Link	Displays Master Name Index search screen, which can then be used to search for and link a Master Name record to the Alarm Registration record. Once a record is located, click **OK** to link the record to the Alarms Registration module.
Un-Link	Removes the link between the Master Name Index record and the Alarm Registration record.

Special Permits Tab

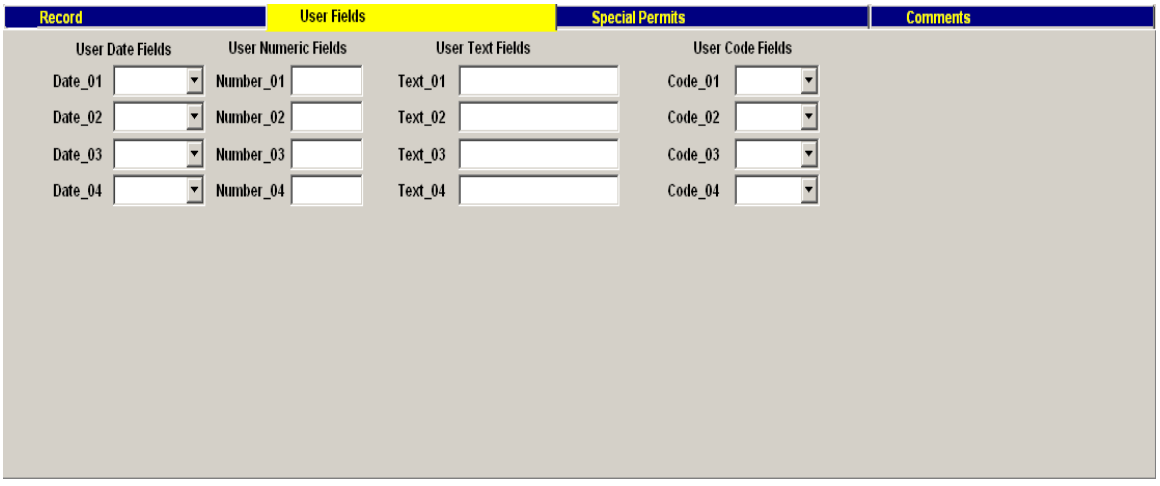
This information tab displays any special alarm permits for this registrant.



Special Permits Tab Fields/Components	
Field/Component	**Description/Use**
Permit by site	Displays a description of special alarm permit issued by site.
Permit by #	Displays a description of special alarm permit issued by number.
Building Permit # (1 – 3)	Displays a description for the building alarm permit numbers 1-3.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Accessing the Registration Search

The following methods may be used to open the Registrations Search:

From the Main Menu:

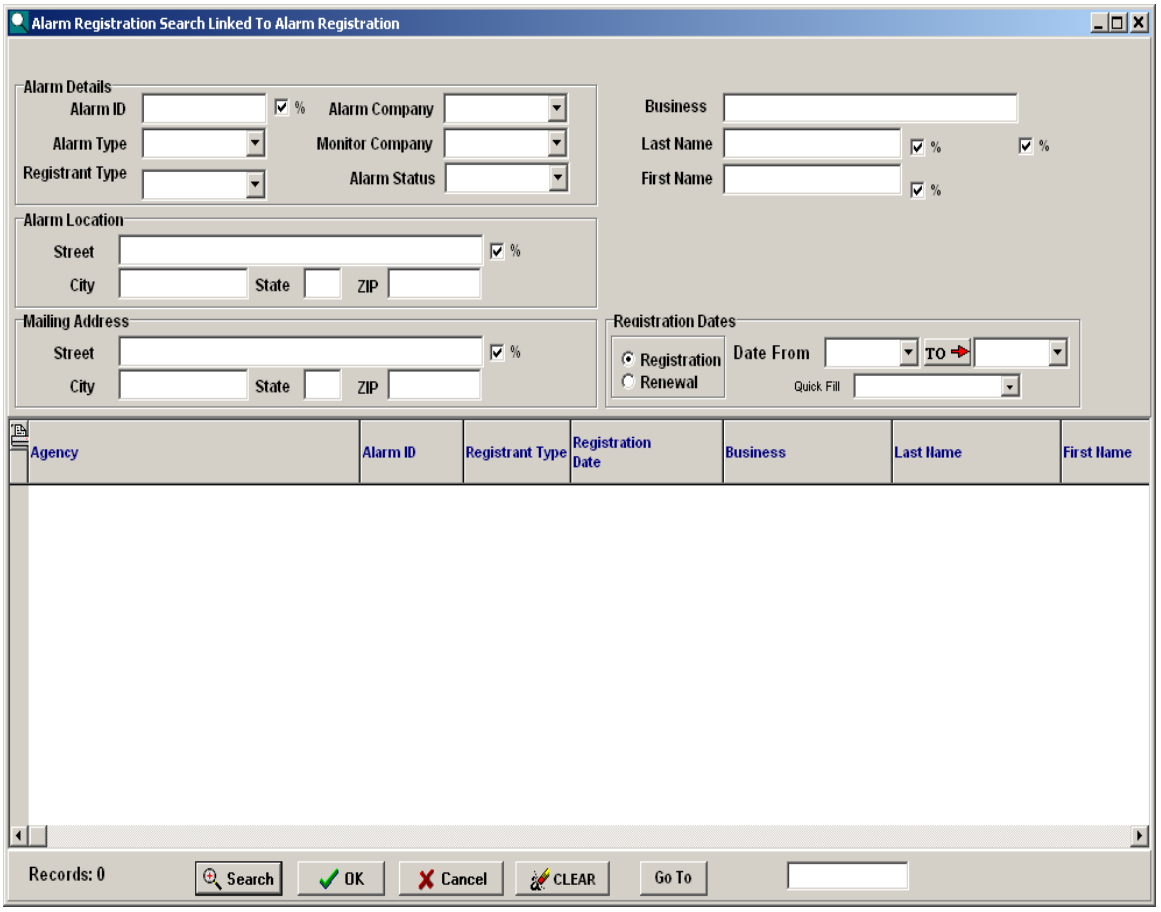
- Select Search > Alarm > Registration

From within the Alarm Registrations module:

- Click **Search**

Registration Search Parameters

The Registration Search allows you to search for Alarm Registration records based on one or more search parameters. An illustration of the window and description of the parameters follow:



Registration Search Parameters/Components	
Field/Component	**Description/Use**
Alarm Details	
Alarm ID	Displays the alarm ID number, which corresponds to the Permit Number from the Alarm Registration module. Check the % check box to include a wildcard in the search.
Alarm Type	Displays the type of alarm (for example, fire). Click to access the look up list of codes.

Registration Search Parameters/Components	
Field/Component	**Description/Use**
Registrant Type	Displays the type of registrant (for example, residential or business). Click to access the look up list of codes.
Alarm Company	Displays the company that supplied the alarm system. Click to access the look up list of codes.
Monitor Company	Displays the company that monitors the alarm system. Click to access the look up list of codes.
Alarm Status	Displays the alarm status of the alarm registration. Click to access the look up list of codes.
Alarm Location	
Street	Displays the street address number and name of the alarm location. Check the % check box to include a wildcard in the search.
City	Displays the city of the alarm location.
State	Displays the state of the alarm location.
Zip	Displays the zip code of the alarm location.
Mailing Address	
Street	Displays the billing address street number and name. Check the % check box to include a wildcard in the search.
City	Displays the billing address City name.
State	Displays the billing address State code.
Zip	Displays the billing address Zip code.
Business	Displays the business name at the time of registration. Check the % check box to include a wildcard in the search.
Last Name	Displays the last name of the contact person for the alarm registration. Check the % check box to include a wildcard in the search.
First Name	Displays the first name of the contact person for the alarm registration. Check the % check box to include a wildcard in the search.
Registration Dates	
Registration / Renewal	Search for an alarm registration record by the date of registration or renewal.
Date From	Displays alarm registrations based on the registration date range selected. Click to access the Calendar utility.
TO	Click to populate the To field with the same day as the From date.

Registration Search Parameters/Components	
Field/Component	**Description/Use**
Quick Fill	Click to access a lookup list of codes for indicating a range of dates in the From/To fields above. NOTE For more information on the Quick Fill options, see the "Search Functions" section in the *RMS User Navigation Manual*.
Function Buttons	
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Alarm Registration record in the Alarm Registrations module and closes the search window.
Cancel	Closes the search window.
CLEAR	Clears all the search parameters that were entered for the previous search.
GOTO	Opens the highlighted Alarm Registration record in the Alarm Registrations module and leaves the search window open.
[Blank]	Displays the highlighted Alarm Registration record number. Click **GOTO** to open this record.

Alarm > Alarm Events Module

The Alarm > Alarm Events module displays a list of alarm events. This list can be filtered by date, agency, and non-invoiced charges.

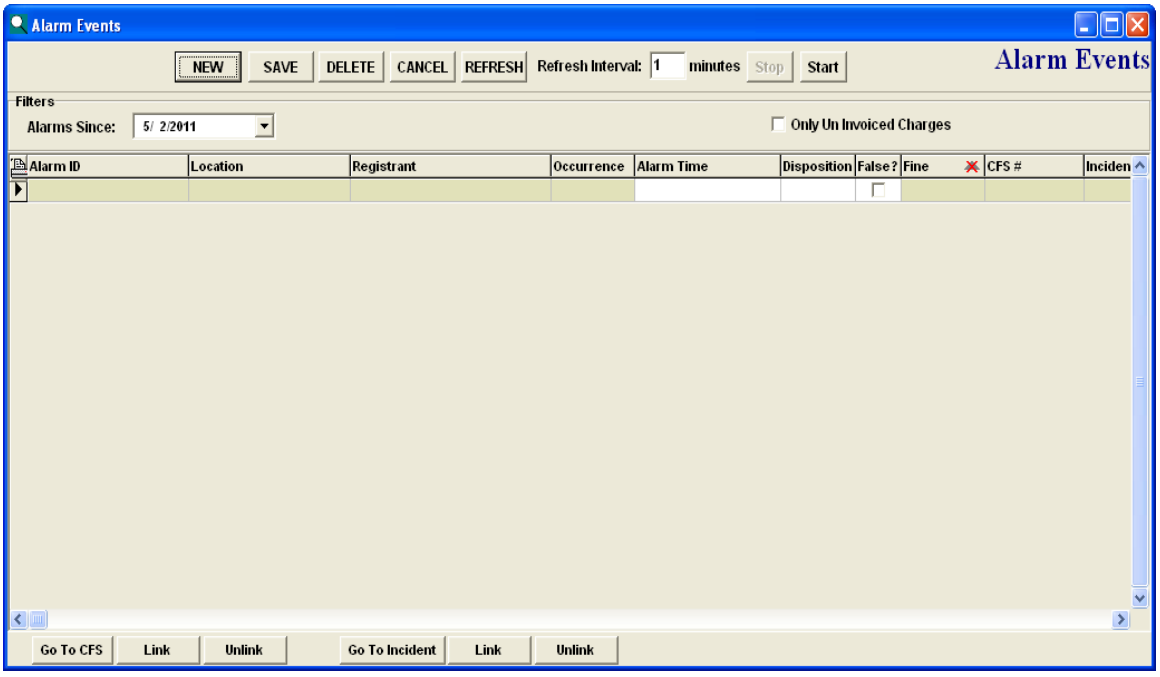
Accessing the Alarm Events Module

The Alarm Events module may be accessed in the following way:

From the Main Menu:

- Select Modules > Alarm > Alarm Events.

The Alarm Events module will appear as follows:



Alarm Events Header

The Alarm Events module is composed of a header area only. This screen allows you to view Alarm events that can be filtered by date, Agency, and by Invoiced or Non-Invoiced Charges. The list displayed can be refreshed at different intervals by entering the number of minutes to refresh by.

Alarm Events Module Header Fields/Components	
Field/Component	**Description/Use**
NEW	Accesses the Alarm Registration search screen to search for a record to link to the Alarm Events module.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.

Alarm Events Module Header Fields/Components	
Field/Component	**Description/Use**
REFRESH Interval	Allows you to set the number of minutes between data **Refresh**es.
Stop	Halts the user-set **REFRESH** interval cycle.
Start	Restarts the data **REFRESH** cycle.
Filters	
Alarms Since	Displays the starting date from which to display Alarm Events. Click to access Calendar utility.
Only Un Invoiced Charges	A check in this box will display only records that are not invoiced.
Alarm Events Display Fields/Components	
	Opens the Export Data window for this tab.
Alarm ID	Displays the Alarm Registration ID (Permit Number) number used to identify the alarm registrant. This is a read-only field.
Location	Displays the location of the alarm event. This is a read-only field.
Registrant	Displays the identification of the registrant. This is a read-only field.
Occurrence	Indicates the number of times the alarm was triggered during the alarm event. This is a read-only field.
Alarm Time	Displays the time and date the alarm was triggered. Click to access Calendar utility.
Disposition	Displays a code for the disposition of the event (for example, F=False). Click to access the look up list of codes.
False?	A check in this box indicates that this event was a false alarm.
Fine	Displays the amount of fine associated with this event. This is a read-only field auto-populated from a linked record.
CFS #	Displays the Calls For Service number of a linked CFS record. This is a read-only field.
Incident #	Displays the Incident number of a linked incident record. This is a read-only field.
Department Disp.	Displays the type of department dispatched in response to the alarm (for example, Fire). Click to access the look up list of codes.
Event Type	Displays a code for the type of event (for example, F=Fire). Click to access the look up list of codes.

Alarm Events Module Header Fields/Components	
Field/Component	**Description/Use**
Invoice #	Displays the invoice number for the alarm event. This is a read-only field auto-populated from a linked record.
Permit Visible?	Indicates whether the permit was visible at the time of the alarm event.
Notes	Displays narrative comments or notes.
Officer	Displays the officer who responded to the alarm event.
Officer Comments	Displays comments from the officer regarding the alarm event.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving updates to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when a record is updated and saved.
Go To CFS	Opens the Calls For Service module and displays the highlighted record.
Link	Opens the Calls For Service Search. Once the record is located, click **OK** to link the record to the Alarm Event module
Un-Link	Removes the link between the Alarm Event record and the highlighted Calls For Service record.
Go To Incident	Opens the Incident module and displays the highlighted record.
Link	Opens the Incident Search. Once the record is located, click **OK** to link the record to the Alarm Event module
Un-Link	Removes the link between the Alarm Event record and the highlighted Incident record.

Alarm > Billing

The Alarm > Billing module stores and displays alarm event billing, invoice, and payment data for alarm registrants.

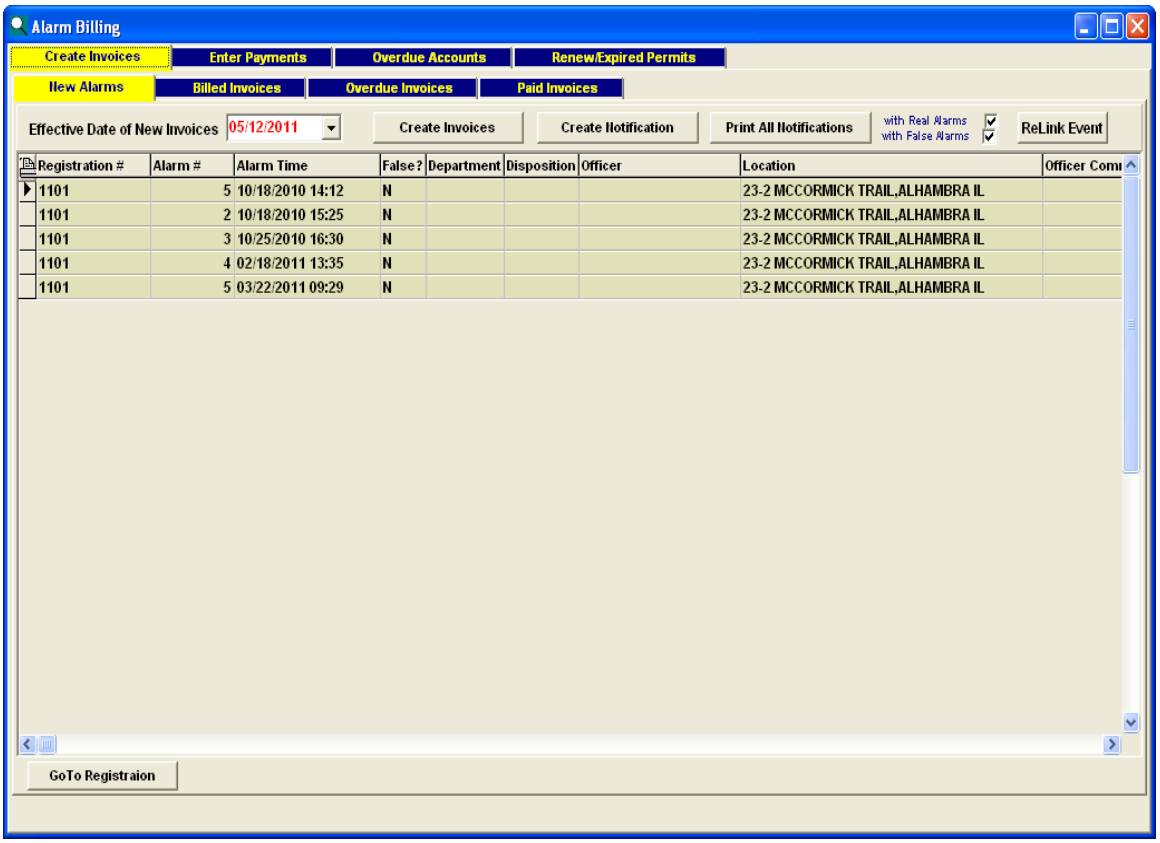
Accessing the Billing Module

The Billing module may be accessed in the following way:

From the Main Menu:

- Select Modules > Alarm > Billing

The Billing module will appear as follows:



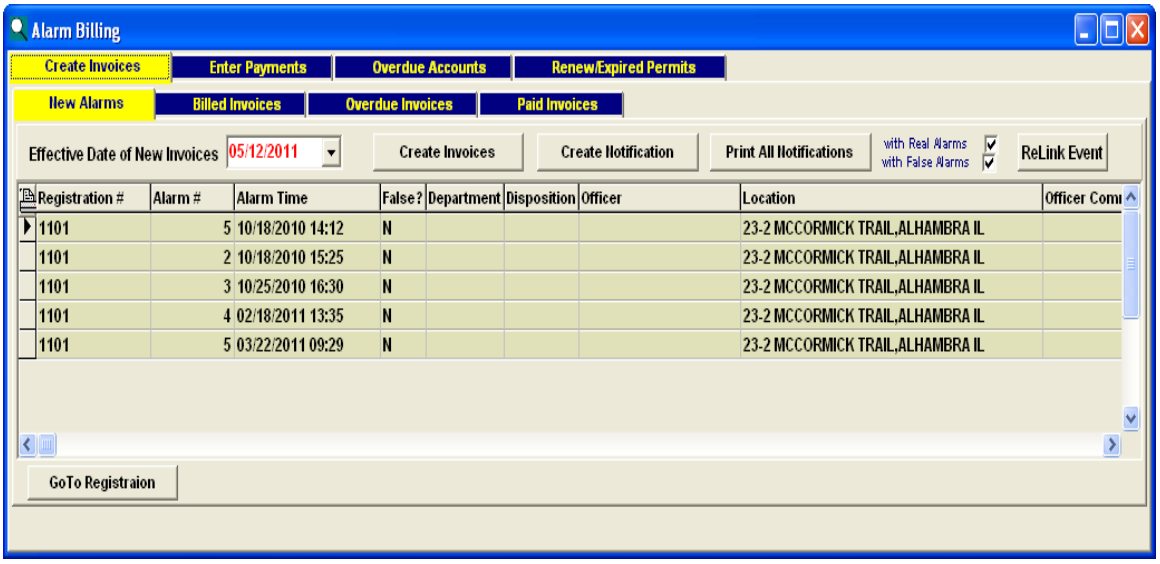
Billing Tabs

Unlike most modules in the RMS, the Billing module does not have a separate header area; it consists of only four tabs.

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

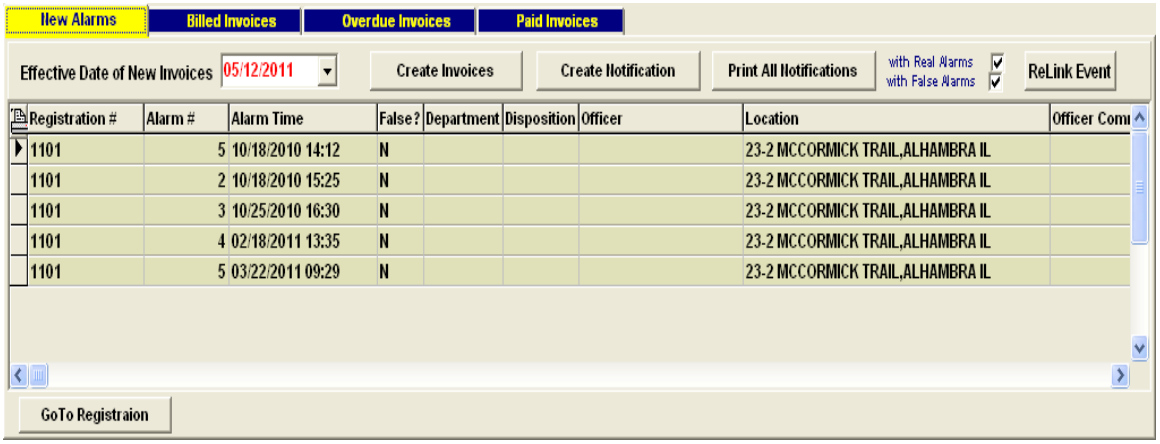
Create Invoices Tab

The Create Invoices Tab consists of four sub-tabs: New Alarms, Billed Invoices, Overdue Invoices, and Paid Invoices.



New Alarms Sub-tab

The New Alarms sub-tab allows you to view recent, unbilled alarm activity and to create or print invoices and notifications about new alarm events. You can also filter results by real versus false alarms and re-link selected alarm events to other records.



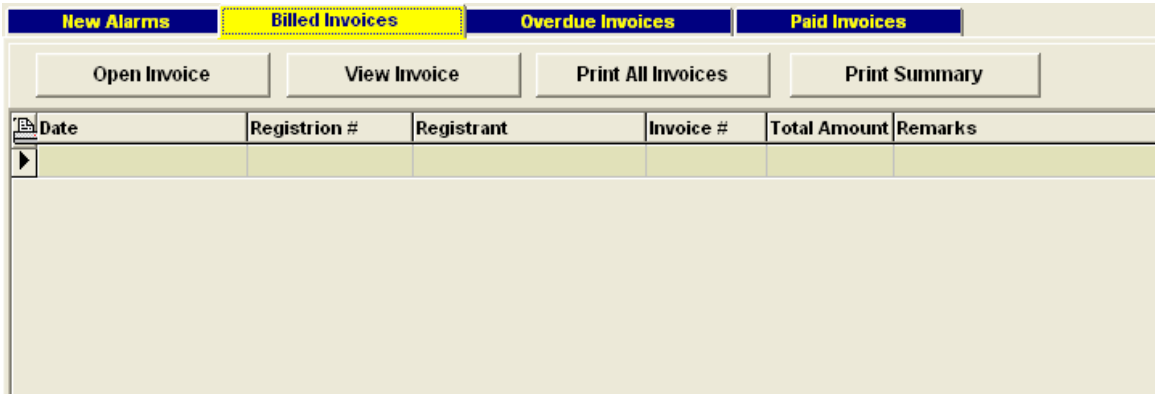
New Alarms Sub-Tab Fields/Components	
Field/Component	**Description/Use**
Effective Date of New Invoices	Displays the date from which all new invoices (created during the current session) will be dated. Defaults to the current date. Click to access Calendar utility.
Create Invoices	Creates new invoices for the selected record(s).

New Alarms Sub-Tab Fields/Components	
Field/Component	**Description/Use**
Create Notification	Creates a notification for the selected record(s).
Print All Notifications	Prints all notifications for the selected record(s).
with Real Alarms	A check in this box indicates that only alarm events with real alarms will be displayed.
with False Alarms	A check in this box indicates that only alarm events with false alarms will be displayed.
ReLink Event	Re-links the selected Alarm Event to another record.
Registration #	Displays the alarm registration number (permit number). This is a read-only field.
Alarm #	Displays the number used to uniquely identify the alarm event. Auto-generated when a new alarm event record is created. This is a read-only field.
Alarm Time	Displays the time and date the alarm event was triggered. This is a read-only field.
False?	Indicates whether the alarm event was a false alarm. This is a read-only field.
Department	Displays the name of the department dispatched in response to the alarm event (for example, fire). This is a read-only field.
Disposition	Displays the disposition of the alarm event (for example, False). This is a read-only field. This is a read-only field.
Officer	Displays the name of the officer in charge on the scene for the alarm event. This is a read-only field.
Location	Displays the location of the alarm event. This is a read-only field.
Officer Comments	Displays narrative comments recorded by the officer on the scene. This is a read-only field.
Alarm Event Type	Displays the type of event (for example, F=Fire). This is a read-only field.
Permit Visible	Indicates whether the alarm permit was visibly displayed. This is a read-only field.
Fine	Displays the amount of fine for this alarm event. This is a read-only field.
Alarm Company	Displays the name of the alarm company that supplied the alarm system. This is a read-only field.
Notes	Displays narrative comments or notes. This is a read-only field.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.

New Alarms Sub-Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when a record is updated and saved.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving updates to a record.
Go To Registration	Opens the Alarm Registration module and displays the highlighted record.

Billed Invoices Sub-tab

The Billed Invoices sub-tab allows you to track, open, view, and/or print a list of all billed alarm invoices. You can also print a summary report of the billed alarm events.

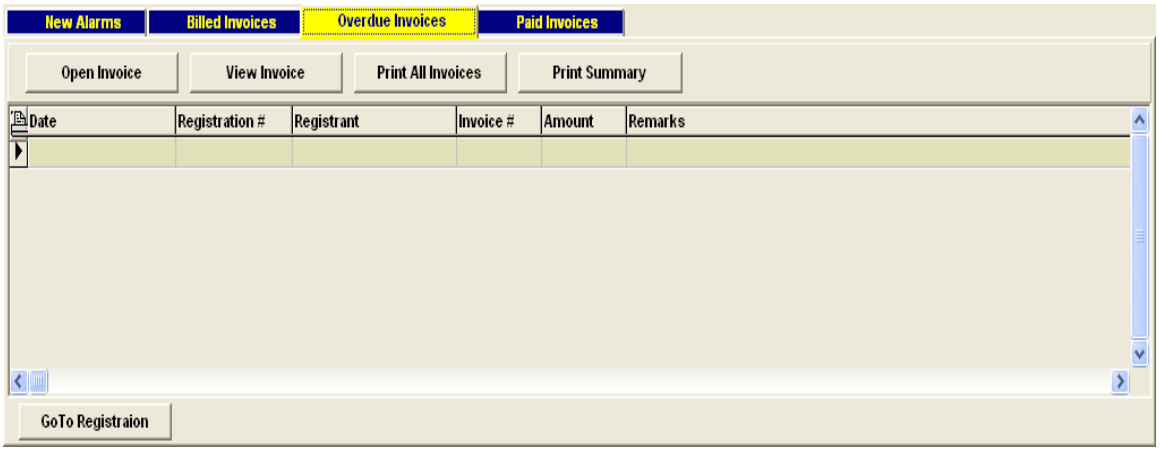


Billed Invoices Sub-tab Fields/Components	
Field/Component	**Description/Use**
Open Invoice	Opens the selected invoice.
View Invoice	Opens the selected invoice in a read-only viewer.
Print All Invoices	Prints all invoices displayed.
Print Summary	Prints a summary report of all invoices displayed.
	Opens the Export Data window for this tab.

Billed Invoices Sub-tab Fields/Components	
Field/Component	**Description/Use**
Date	Displays the date of the invoice.
Registration #	Displays the alarm registration (permit) number.
Registrant	Displays the name of the registrant for the alarm event.
Invoice #	Displays the invoice number for the alarm event.
Total Amount	Displays the total amount of fine associated with the alarm event.
Remarks	Displays narrative comments or remarks.
Status	Displays the status of the invoice (for example, billed).
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when a record is updated and saved.
Go To Registration	Opens the Alarm Registration module and displays the highlighted record.

Overdue Invoices Sub-tab

This tab allows you to track, open, view, or print any overdue alarm invoices in the system. You can also print a summary report for the overdue invoices.

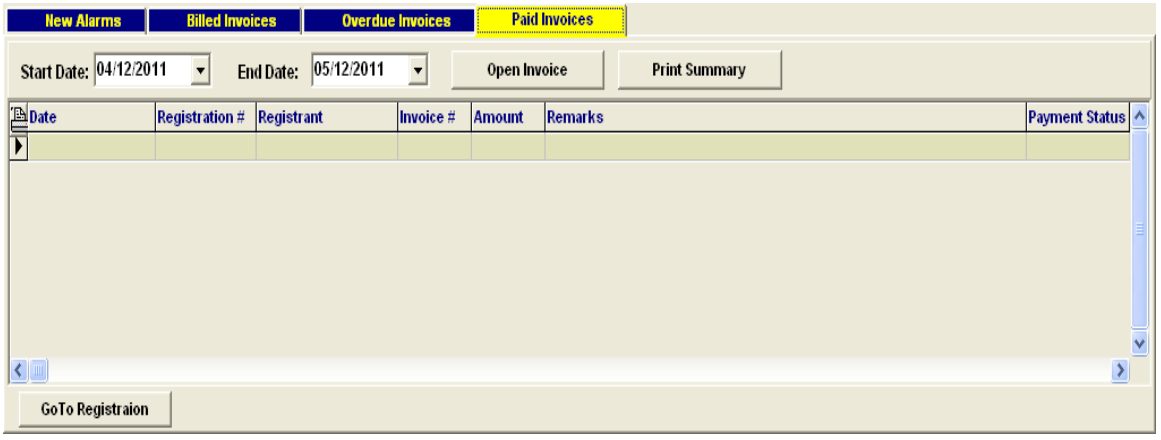


Overdue Invoices Sub-tab Fields/Components	
Field/Component	**Description/Use**
Open Invoice	Opens the selected invoice.
View Invoice	Opens the selected invoice in a read-only viewer.
Print All Invoices	Prints all invoices displayed.
Print Summary	Prints a summary report of all invoices displayed.
	Opens the Export Data window for this tab.
Date	Displays the invoice date.
Registration #	Displays the alarm registration (permit) number.
Registrant	Displays the name of the alarm registrant.
Invoice #	Displays the invoice number for the alarm event.
Amount	Displays the total amount of fine associated with this alarm event.
Remarks	Displays narrative comments or remarks.
Status	Displays the status of the invoice (for example, billed).
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving changes to a record.

Overdue Invoices Sub-tab Fields/Components	
Field/Component	**Description/Use**
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when a record is updated and saved.
Go To Registration	Opens the Alarm Registration module and displays the highlighted record.

Paid Invoices Sub-tab

This tab allows you to view or open all paid alarm invoices for a given period; you can also print a summary report of the selected invoices.

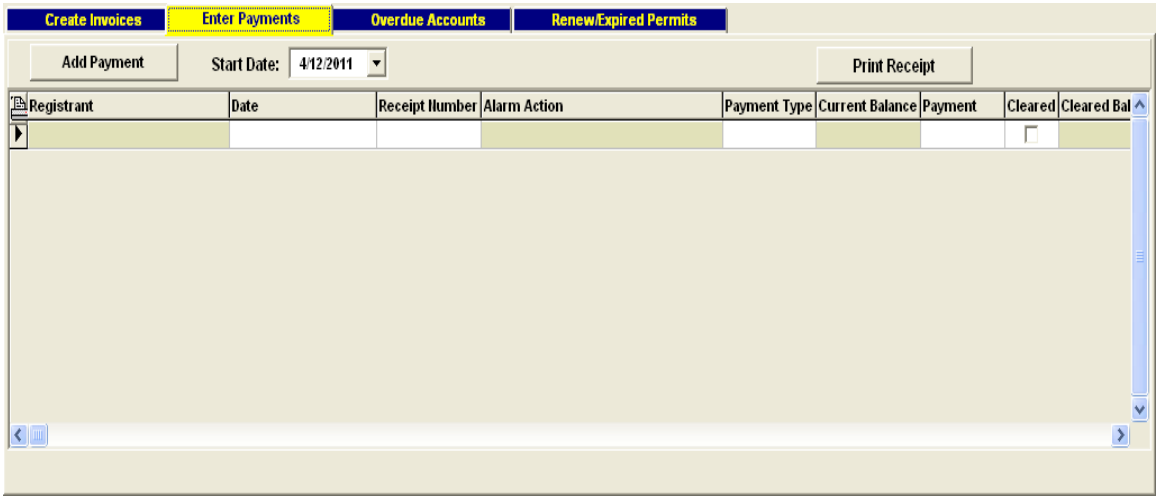


Paid Invoices Sub-tab Fields/Components	
Field/Component	**Description/Use**
Start Date	Displays the start date for the paid invoices.
End Date	Displays the end date for the paid invoices.
Open Invoice	Opens the selected invoice.
Print Summary	Prints a summary report of all invoice activity for the displayed record(s).
Date	Displays the invoice date.
Registration #	Displays the alarm registration (permit) number.
Registrant	Displays the name of the alarm registrant.
Invoice #	Displays the invoice number for the alarm event.
Amount	Displays the total amount of fine associated with this alarm event.

Paid Invoices Sub-tab Fields/Components	
Field/Component	**Description/Use**
Remarks	Displays narrative comments or remarks.
Payment Status	Displays the payment status of the invoice (for example, billed).
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when a record is updated and saved.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving changes to a record.
Go To Registration	Opens the Alarm Registration module and displays the highlighted record.

Enter Payments Tab

This tab allows you to enter, record, and track all alarm invoice payment information; you can also print a receipt for the given payment.

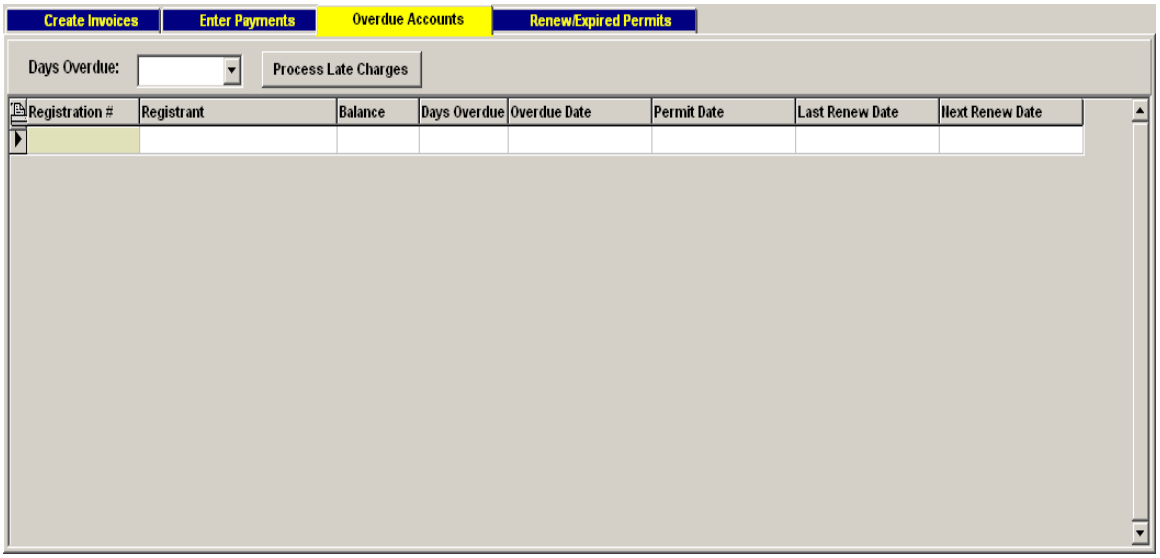


Enter Payments Tab Fields/Components	
Field/Component	**Description/Use**
Add Payment	This button launches the Alarm Registration search screen.
Start Date	Displays the start date for the invoice(s).
Print Receipt	Launches the Report Viewer, where the selected payment record can be viewed and printed.
	Opens the Export Data window for this tab.
Registrant	Displays the name of the alarm registrant.
Date	Displays the payment date.
Receipt Number	Displays the receipt number.
Alarm Action	Displays the alarm action for a record. This is a read-only field.
Payment Type	Displays the type of payment for the invoice (for example, cash).
Current Balance	Displays the current remaining balance due on the alarm account.
Payment	Displays the amount of the payment (in dollars).
Cleared	A check in this box indicates that this payment has been cleared.
Cleared Balance	Displays the amount of the payment that cleared.
Date Cleared	Displays the date the payment cleared. This field is automatically updated when the Cleared box is checked.
Citation #	Displays the citation number associated with this payment record.
Invoice #	Displays the invoice number associated with this payment record.
Check #	Displays the check number associated with this payment record.
Router or Credit #	Displays the bank routing number or credit card number associated with this payment record.
Credit Exp Date	Displays the credit card expiration date.
COMMENTS	Displays narrative comments or remarks.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.

Enter Payments Tab Fields/Components	
Field/Component	**Description/Use**
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp displays the date and time a record is updated.

Overdue Accounts

This tab allows you to enter, record, and track all overdue alarm account information; you can also process and add late charges to the given account(s).

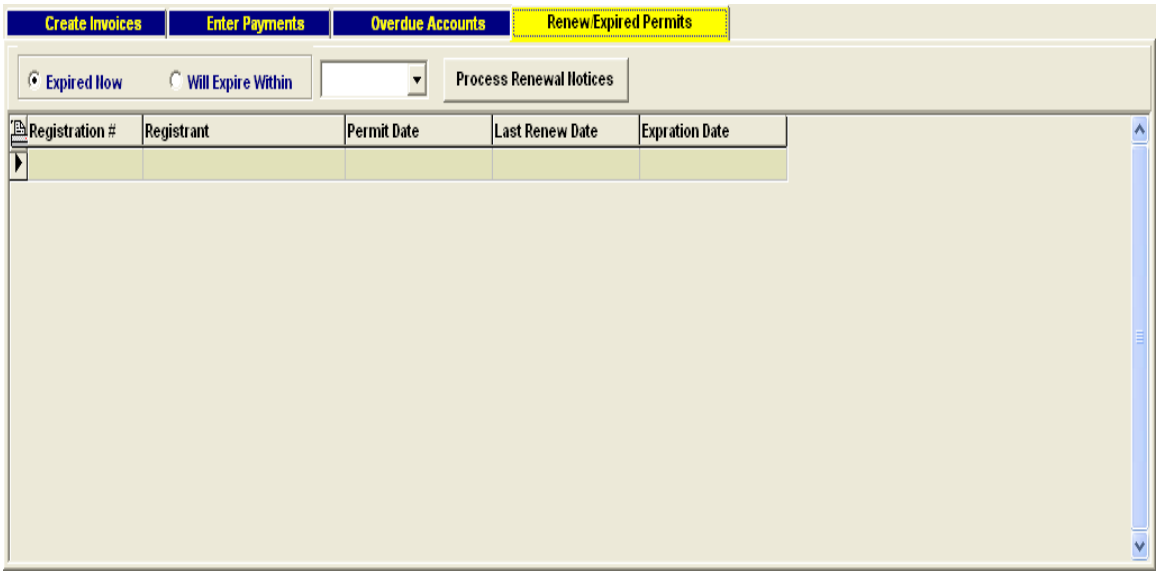


Overdue Accounts Tab Fields/Components	
Field/Component	**Description/Use**
Days Overdue	Displays the number of days overdue (for example, 30). Click to access the look up list of codes.
Process Late Charges	Applies a late charge to the Overdue Invoice.
	Opens the Export Data window for this tab.
Registration #	Displays the alarm registration (permit) number for the overdue account.
Registrant	Displays the registrant name for the overdue account.

Overdue Accounts Tab Fields/Components	
Field/Component	**Description/Use**
Balance	Displays the total amount overdue for the overdue account.
Days Overdue	Displays the number of days the account is overdue.
Overdue Date	Displays the date the account became overdue.
Permit Date	Displays the date the alarm permit expires.
Last Renew Date	Displays the date when the permit was last renewed.
Next Renew Date	Displays the date when the permit is next due for renewal.

Renew / Expired Permits

This tab allows you to view and track alarm permits that will expire or have already expired and need to be renewed; you can also process renewal notices to be sent to highlighted account(s).



Overdue Accounts Tab Fields/Components	
Field/Component	**Description/Use**
Expired Now	If this option is selected, a list of only expired alarm registration records will be displayed.
Will Expire Within	If this option is selected, a list of alarm registrations that are due to expire within a period – as defined in the adjacent blank field – will be displayed.

Overdue Accounts Tab Fields/Components	
Field/Component	**Description/Use**
[Blank]	Displays a code identifying the number of days (for example: 30, 60, 90) the permit will expire within. Click to access the look up list of codes.
Process Renewal Notices	Click to process any renewal notices for the overdue invoice(s).
	Accesses the export data functionality.
Registration #	Displays the alarm registration (permit) number for the (expired) permit.
Registrant	Displays the name of the registrant for the (expired) permit.
Permit Date	Displays the date the alarm permit expires.
Last Renew Date	Displays the date when the permit was last renewed.
Expiration Date	Displays the date when the current permit will expire.

Alarm > Configuration

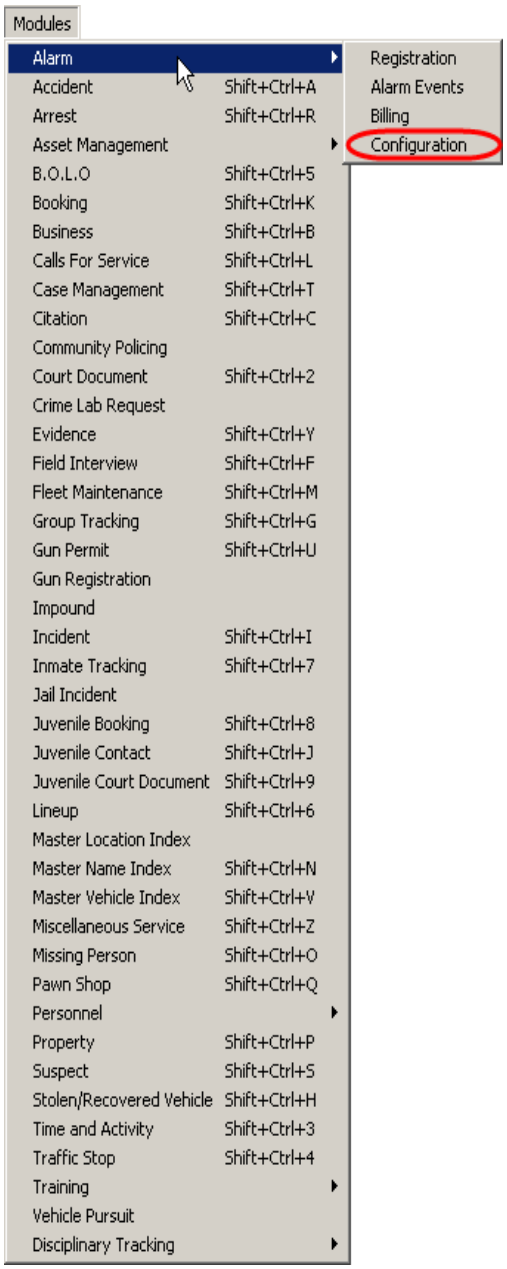
The Alarm > Configuration module allows you to set up parameters for the Alarm module. These parameters include: Alarm Billing Rules, Invoice Fees, Alarm Status, and Alarm Companies.

Accessing the Configuration Module

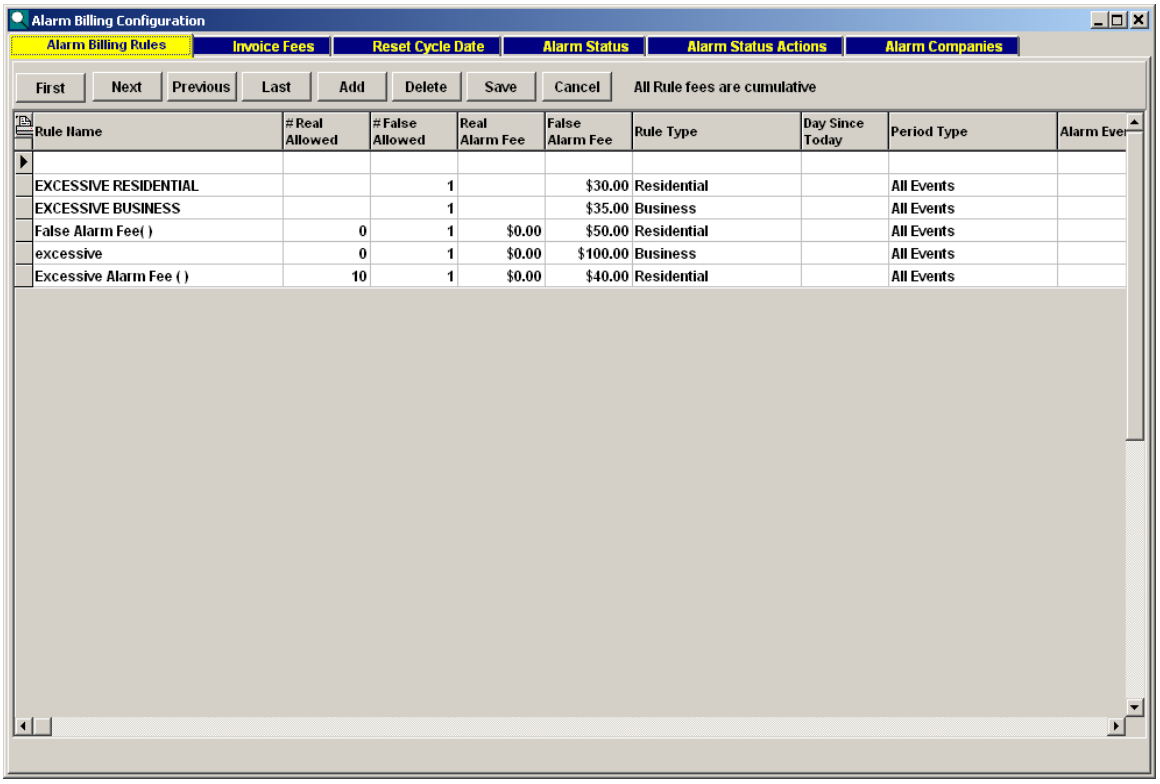
The Configuration module may be accessed in the following way:

From the Main Menu:

- Select Modules > Alarm > Configuration



The Configuration module will appear as follows:



Rule Name	# Real Allowed	# False Allowed	Real Alarm Fee	False Alarm Fee	Rule Type	Day Since Today	Period Type	Alarm Ever
EXCESSIVE RESIDENTIAL		1		$30.00	Residential		All Events	
EXCESSIVE BUSINESS		1		$35.00	Business		All Events	
False Alarm Fee( )	0	1	$0.00	$50.00	Residential		All Events	
excessive	0	1	$0.00	$100.00	Business		All Events	
Excessive Alarm Fee ( )	10	1	$0.00	$40.00	Residential		All Events	

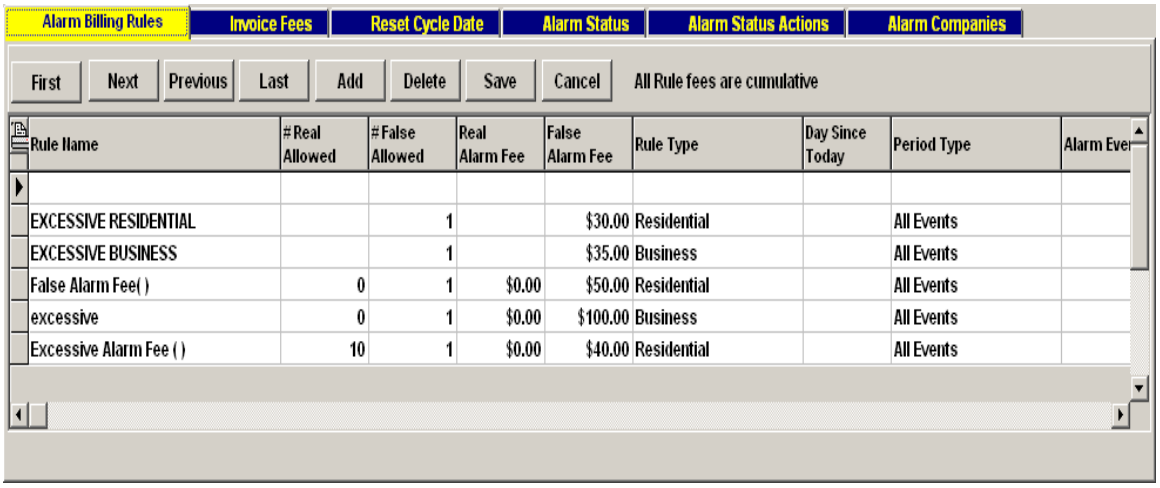
Configuration Module Tabs

Unlike most modules in RMS, the Configuration module does not have a header area; it only consists of six tabs.

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Alarm Billing Rules Tab

The Alarm Billing Rules tab is used for configuring a set of rules for an alarm company. These rules are used to determine the Alarm Billing for a company.

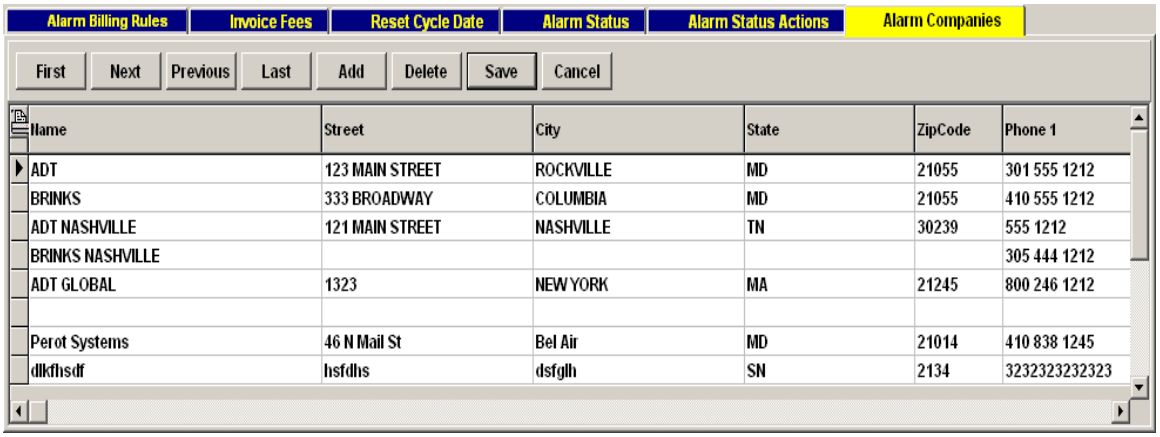


Alarm Billing Rules Tab Fields/Components	
Field/Component	**Description/Use**
First	Selects the first record in the list when multiple records are displayed.
Next	Selects the next record in the list when multiple records are displayed.
Previous	Selects the previous record in the list when multiple records are displayed.
Last	Selects the last record in the list when multiple records are displayed.
Add	Adds a new blank record to the display area.
Delete	Deletes the selected record from the display area.
Save	Saves any changes made since the last update.
Cancel	Cancels any changes made since the last update.
Rule Name	Displays the name of an alarm billing rule.
# Real Allowed	Displays the number of actual alarms permitted for an alarm rule.
# False Allowed	Displays the number of false alarms permitted for an alarm rule.
Real Alarm Fee	Displays the fee amount a registrant would be charged when responders are called to a legitimate alarm event.
False Alarm Fee	Displays the fee amount a registrant would be charged when responders are called to a false alarm event.
Rule Type	Displays the rule type category, such as a business or residential registrant.
Day Since Today	Displays the number of event days since the alarm event, all events or events since the billing cycle date.

Alarm Billing Rules Tab Fields/Components	
Field/Component	**Description/Use**
Period Type	Displays the period for monitoring the alarm event (for example, Events Since Cycle Date). Click to access the look up list of codes.
Alarm Event Type	Displays the type of alarm event the rule applies to (for example, Motion, Hold Up Alarm). Click to access the look up list of codes.
Department Dispatched	Displays the type of department dispatched to an alarm event (fire or police). Click to access the look up list of types.
Resulting Status	Describes the status of the registrant or facility after an alarm event and the application of the selected rule (for example, Appeal). Click to access the look up list of types.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp displays the date and time a record is updated.

Alarm Companies Tab

The Alarm Companies Tab is used to enter and store information for any alarm companies used in the Alarm module.

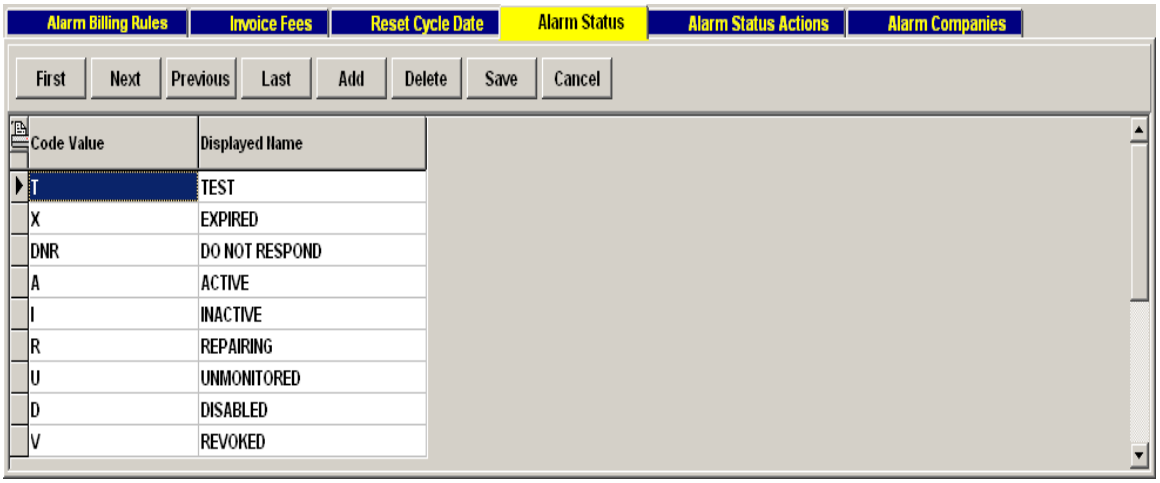


Alarm Companies Tab Fields/Components	
Field/Component	**Description/Use**
First	Selects the first record in the list when multiple records are displayed.
Next	Selects the next record in the list when multiple records are displayed.
Previous	Selects the previous record in the list when multiple records are displayed.
Last	Selects the last record in the list when multiple records are displayed.
Add	Adds a new blank record to the display area.
Delete	Deletes the selected record from the display area.
Save	Saves the record to the database.
Cancel	Cancels any changes that have been made since the last time the record was saved.
Name	Displays the name of the alarm company (for example, ADT).
Street	Displays the street address of the alarm company (for example, 123 Main St).
City	Displays the city of the alarm company address (for example, Baltimore).
State	Displays the state of the alarm company address (for example, MD).
Zip Code	Displays the zip code of the alarm company address (for example, 21234).
Phone 1	Displays a phone number of the alarm company.
Phone 2	Displays a second phone number of the alarm company.

Alarm Companies Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp displays the date and time a record is updated.

Alarm Status Tab

The Alarm Status Tab is used for entering and maintaining the alarm status codes used in the Alarm module.

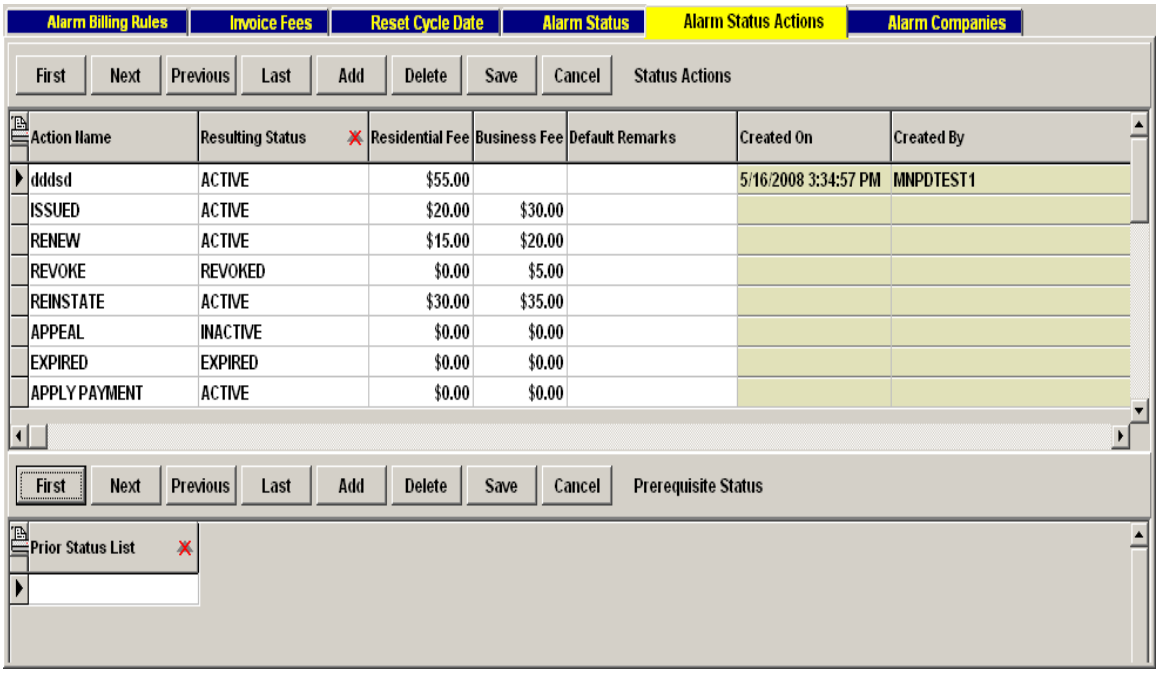


Alarm Billing Rules Tab Fields/Components	
Field/Component	**Description/Use**
First	Selects the first record in the list when multiple records are displayed.
Next	Selects the next record in the list when multiple records are displayed.
Previous	Selects the previous record in the list when multiple records are displayed.

Alarm Billing Rules Tab Fields/Components	
Field/Component	**Description/Use**
Last	Selects the last record in the list when multiple records are displayed.
Add	Adds a new blank record to the display area.
Delete	Deletes the selected record from the display area.
Save	Saves the record to the database.
Cancel	Cancels any changes made since the last update.
Code Value	Displays a code for each alarm status type (for example, A=Active, DNR= Do Not Respond).
Displayed Name	Displays the literal description of the corresponding alarm status code (for example, Active, Do Not Respond).

Alarm Status Actions Tab

The Alarm Status Action Tab is used for entering and maintaining alarm status actions and associated fees used in the Alarm module (for example: the status of the registrant changes with the alarm action, whether or not the Alarm Action is "Issued", whether or not the Current Status is "Active").

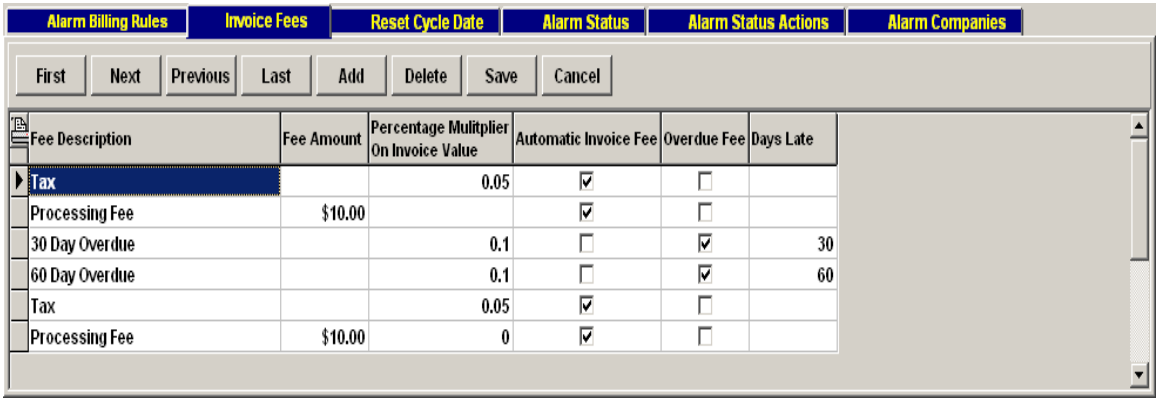


Alarm Status Actions Tab Fields/Components	
Field/Component	**Description/Use**
Status Actions	
First	Selects the first record in the list when multiple records are displayed.
Next	Selects the next record in the list when multiple records are displayed.
Previous	Selects the previous record in the list when multiple records are displayed.
Last	Selects the last record in the list when multiple records are displayed.
Add	Adds a new blank record to the display area.
Delete	Deletes the selected record.
Save	Saves the record to the database.
Cancel	Cancels any changes made since the last update.
Action Name	Displays a name for the action for an Alarm Status (for example, Issued, Renewed, and Expired).
Resulting Status	Displays the resulting status that will result from the selected action (for example, if the Action Name is "REINSTATE", the Resulting Status is "ACTIVE").
Residential Fee	Displays the amount a residential registrant would be charged for an action status.
Business Fee	Displays the amount a business registrant would be charged for an action status.
Default Remarks	Displays the default remarks for this action.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp is applied when a record is updated and the change posts.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving changes to a record.
Prerequisite Status	
First	Selects the first record in the list when multiple records are displayed.

Alarm Status Actions Tab Fields/Components	
Field/Component	**Description/Use**
Next	Selects the next record in the list when multiple records are displayed.
Previous	Selects the previous record in the list when multiple records are displayed.
Last	Selects the last record in the list when multiple records are displayed.
Add	Adds a new blank record to the display area.
Delete	Deletes the selected record.
Save	Saves the record to the database.
Cancel	Cancels any changes made since the last update.
	Opens the Export Data window for this tab.
Prior Status List	Lists the prior status for an Action Name type (for example, if Action Name type is "Appeal" the Prior Status would be "Revoked"). Click to access the lookup list of status types.

Invoice Fees Tab

The Invoice Fees Tab is used to enter and maintain fees charged for invoices, such as overdue fees, processing fees and taxes.

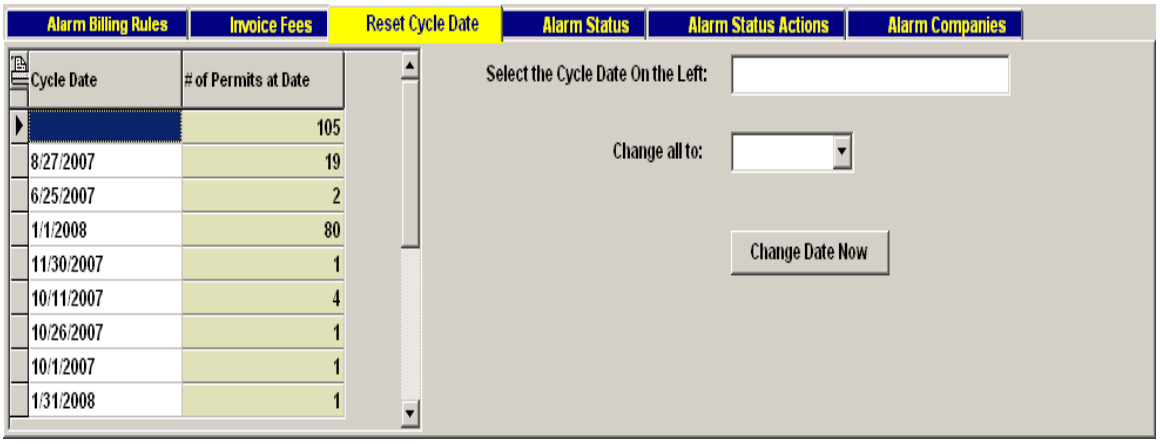


Invoice Fees Tab Fields/Components	
Field/Component	**Description/Use**
First	Selects the first record in the list when multiple records are displayed.

Invoice Fees Tab Fields/Components	
Field/Component	**Description/Use**
Next	Selects the next record in the list when multiple records are displayed.
Previous	Selects the previous record in the list when multiple records are displayed.
Last	Selects the last record in the list when multiple records are displayed.
Add	Adds a new blank record to the display area.
Delete	Deletes the selected record.
Save	Saves the record to the database.
Cancel	Cancels any changes made since the last update.
Fee Description	Displays a description or name for the type of invoice fee (for example, Permit Fee).
Fee Amount	Displays the amount of the fee charged per invoice, in dollars (for example, 35).
Percentage Multiplier On Invoice Value	Displays a percentage multiplier for the fee (for example, fee Tax would be 0.05 = 5%).
Automatic Invoice Fee	A check in this box indicates that the fee is an automatic invoice fee charged per invoice.
Overdue Fee	A check in this box indicates that the invoice fee charge is for an overdue fee.
Days Late	If an invoice is overdue, this field will display the number of days an invoice payment is overdue (for example, 30 days).

Reset Cycle Date

The Reset Cycle Date tab is used to track the expiration date of the alarm registration permits on a specific cycle date.



Reset Cycle Date Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Cycle Date	Displays the cycle date for permits.
# Permits at Date	Displays the number of permits set to expire on the cycle date.
Select the Cycle Date On let Left	When you click a date in the Cycle Date column, that date is displayed in this field.
Change all to	A date can be entered in this field to update the cycle dates. Click to access Calendar utility.
Change Date Now	Click to change the selected cycle date to the date displayed in the *Change all to* field.

Arrest Module

The Arrest module is used to enter and track information related to the arrest of adult suspects; a separate module in the Records Management System (RMS) is used to track the arrest of juvenile suspects (the Juvenile Contacts module). The Arrest module contains information about the arrest such as the charges, dispositions, court bail/bond information, sentencing information, and so forth. An Arrest record can be linked to other RMS records, including: incidents, master names, citations, court documents, and booking records.

Accessing the Arrest Module

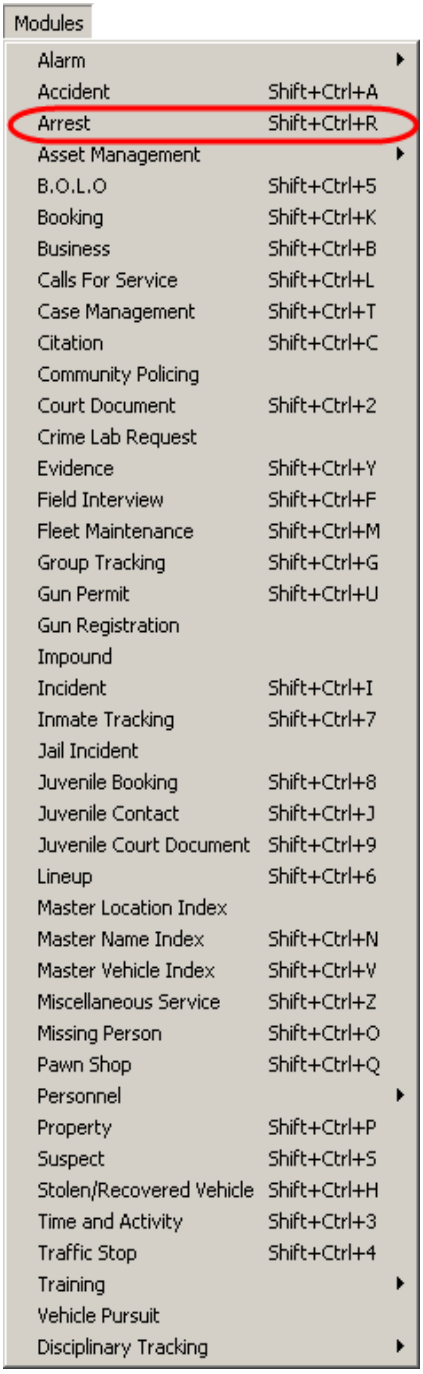
The Arrests module may be accessed in the following ways:

From the Main Menu:

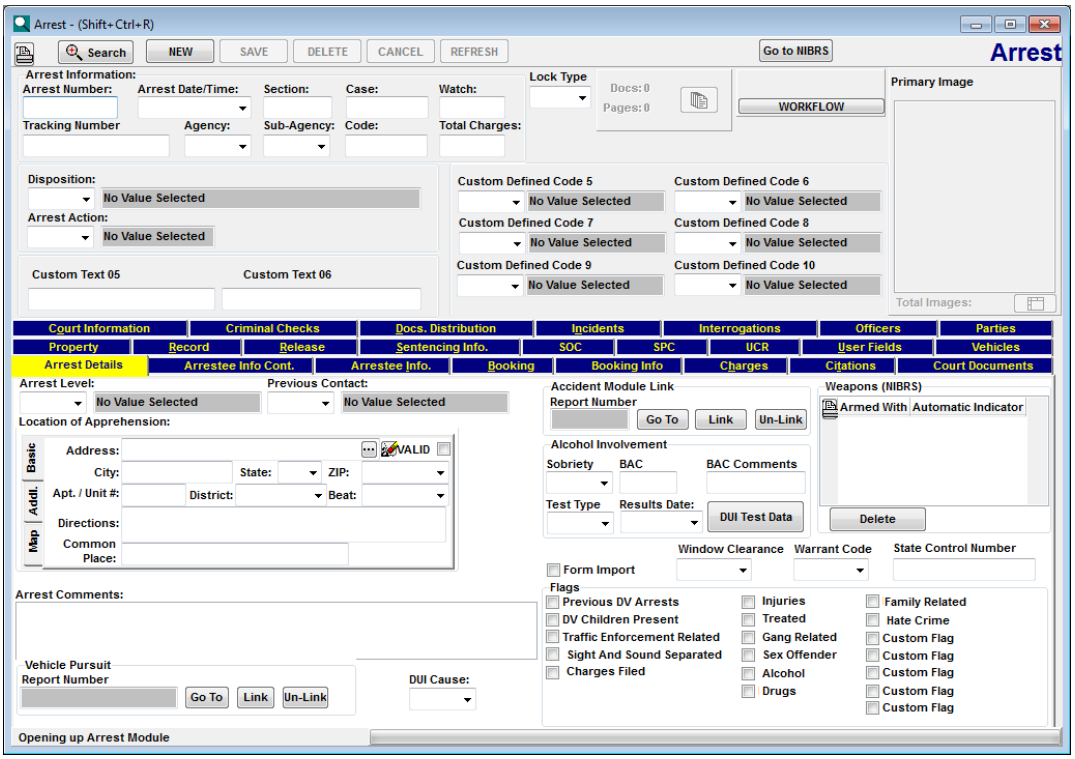
- Select Modules > Arrest

Using the shortcut key combination:

- Press SHIFT + CTRL + R

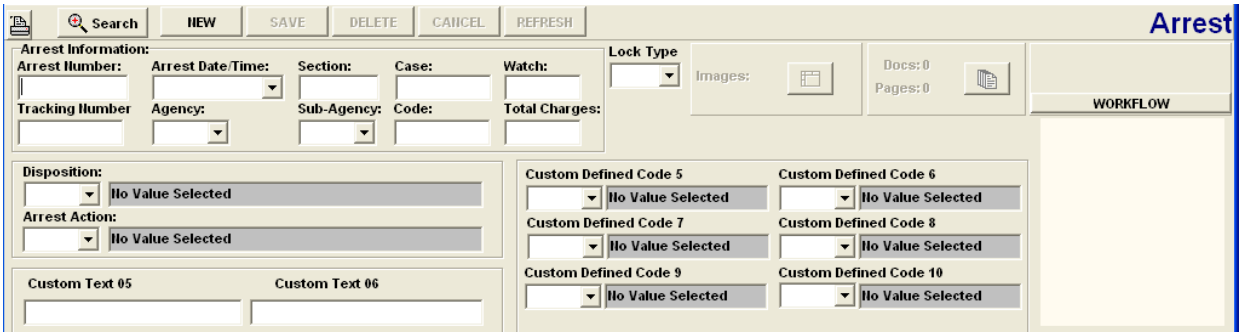


The Arrest module appears as follows:



Arrest Module Header Area

The Arrest module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Arrest Module Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet > Display Options dialog box for this module.
Search	Accesses the Arrest Search to locate an existing Arrest record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Go To NIBRS	Accesses the National Incident Based Reporting System (NIBRS). NIBRS is a standard method for capturing incident data and generating uniformly formatted reports across all agencies. NOTE See the NIBRS manual for additional details on using the NIBRS application.
Arrest Information	
Arrest Number	Displays the number that identifies the arrest. This number can be either automatically generated when a new Arrest record is created or manually entered.
Arrest Date/Time	Displays the time and date of the arrest. Click to access the Calendar utility.
Section	The arrest was made in this section.
Case	Displays a case number.
Watch	The arrest was made during this shift or watch.
Tracking Number	Displays a tracking number for the arrest.
Agency	Displays a code identifying the arresting agency. Click to access the lookup list of codes.
Sub-Agency	Displays a code identifying the arresting sub-agency. This secondary agency assisted with arrest. Click to access the lookup list of codes.
Code	Displays an arrest code.

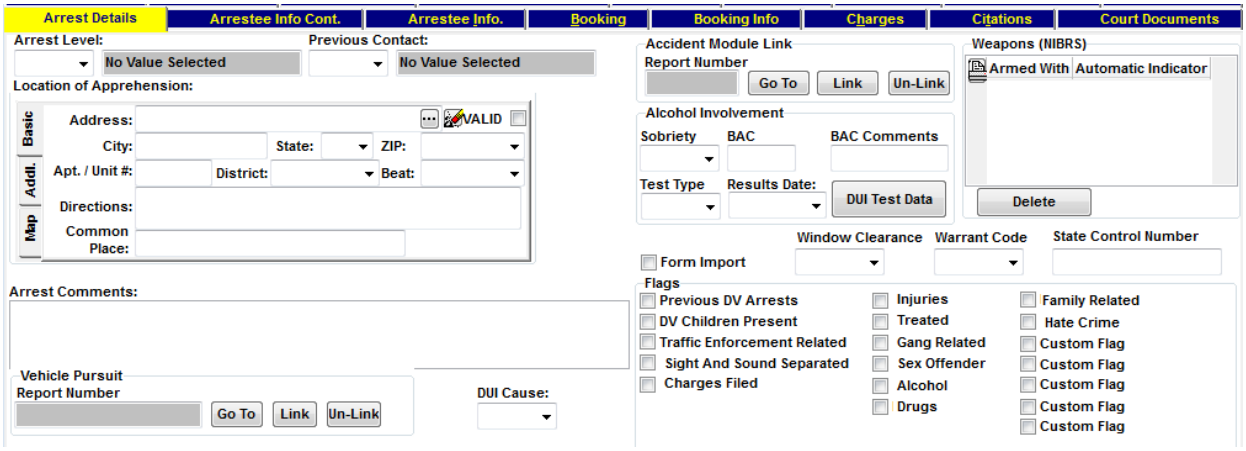
Arrest Module Header Fields/Components	
Field/Component	**Description/Use**
Total Charges	Displays the total number of charges for this arrest.
Lock Type	Displays the lock type of the Arrest record. Click to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the *Global Features of RMS* section in the *RMS User Navigation Manual.*
	Standard Image Panel: Click to view images, audio, and video files related to this record. NOTE If an image is inserted in the Image Panel and marked "Primary", that image will also display on the Arrest Module header.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	**Workflow Management:** Allows you to submit the current record to the next stage in the Department's defined workflow process for the module.
Disposition	Displays a code identifying the disposition of the arrest/arrestee, such as referred to, released to, and so forth. Click to access the lookup list of codes. The description of the selected code is displayed in the adjacent field.
Arrest Action	Displays a code identifying the action that preceded the arrest, such as warrant, summons, and so forth. Click to access the lookup list of codes.
Custom Codes	
Custom Defined Codes (5 – 10)	User-defined custom code fields, providing additional flexibility. The field to the right provides the literal description of the code. Codes for this field can be entered by users with permission to edit codes. NOTE The System Administrator can change these field labels via the RMS utilities.
Custom Text (05 – 06)	User-defined custom text fields, providing additional flexibility. NOTE The System Administrator can change these field labels via the RMS utilities.

Arrest Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Arrest Details Tab

This combination tab is used to record details of the arrest incident, such as the location of the arrest, alcohol involvement, weapons, and so forth. It also allows you to link Accident or Vehicle Pursuit records to the Arrest record, as well as enter data in the DUI sub-module.



Arrest Details Tab Fields/Components	
Field/Component	**Description/Use**
Arrest Level	Displays a code identifying the type of arrest, such as felony, misdemeanor, and so forth. Click to access the lookup list of codes. The description of the selected code is displayed in the adjacent field.
Previous Contact	Displays a code identifying the location of a previous contact with the arrestee. Click to access the lookup list of codes. The description of the selected code is displayed in the adjacent field.
Location of Apprehension (Standard Address Panel)	
Address Panel – Basic tab	Displays the address where the arrest was made.
Address Panel – Addl. Tab	Displays additional address information where the arrest was made.

Arrest Details Tab Fields/Components	
Field/Component	**Description/Use**
Address Panel – Map tab	Displays map grid and coordinates where the arrest was made.
NOTE For more information on specific fields in the standard Address Panel tabs, see the Global Features of RMS section in the *RMS User Navigation Manual*.	
Arrest Comments	Provides a space for recording additional information relating to the Arrest record. Comments may be entered directly in the field, or double clicking the field will open a separate text window. NOTE After closing this window, comments appear in the field and may be spell-checked by pressing the **F7** function key or selecting Spell Check from the RMS Utilities Menu.
Vehicle Pursuit	
Report Number	Displays the vehicle pursuit report number linked to the arrest.
Go To	Opens the Vehicle Pursuit module and displays the linked Vehicle Pursuit record.
Link	Opens the Vehicle Pursuit Search. Once the record is located, click **OK** to link the record to the Arrest module.
Un-Link	Removes the link between the Arrest record and the linked Vehicle Pursuit record.
Accident Module Link	
Report Number	Displays the accident report number linked to the arrest.
Go To	Opens the Accident module and displays the linked Accident record.
Link	Opens the Accident Search. Once the record is located, click **OK** to link the record to the Arrest module.
Un-Link	Removes the link between the Arrest record and the linked Accident record.
Alcohol Involvement	
Sobriety	Displays a code identifying the sobriety status of the individual at the time of arrest. Click to access the lookup list of codes.
BAC	Displays the Blood Alcohol Content (BAC) level present at the time of arrest.
BAC Comments	Displays comments related to the Blood Alcohol Content (BAC) at the time of arrest.
Test Type	Displays a code identifying the type of Blood Alcohol Content (BAC) test given to the individual. Click to access the lookup list of codes.

Arrest Details Tab Fields/Components	
Field/Component	**Description/Use**
Results Date	Displays the date of the BAC results. Click the down arrow to access the Calendar utility.
DUI Test Data	Launches the Driving Under the Influence (DUI) Testing Report sub-module. This sub-module of the Arrest record is used to record various observations and field sobriety tests conducted at the time of the arrest. NOTE See the section on the *DUI Testing Report* sub-module for more information.
Weapons (NIBRS)	
	Opens the Export Data window for the grid.
Armed With	Displays a code identifying the weapon the arrestee was armed with at the time of the arrest. Click to access the lookup list of codes.
Automatic Indicator	Displays a code indicating whether the weapon used at the time of the arrest was an automatic or a semi-automatic. Click to access the lookup list of codes.
Delete	Removes the highlighted row.
Flags	
Form Import	A check indicates the form import.
Previous DV Arrests	A check indicates there are known previous Domestic Violence (DV) arrests.
DV Children Present	A check indicates children were present during a Domestic Violence (DV) arrest.
Traffic Enforcement Related	A check indicates the arrest is related to traffic enforcement.
Sight And Sound Separated	A check indicates the arrest is Sight and Sound separated.
Charges Filed	A check indicates charges have been filed previously.
Injuries	A check indicates the arrest includes injuries.
Treated	A check indicates the arrest includes injuries that were treated.
Gang Related	A check indicates the arrest was related to a gang.
Sex Offender	A check indicates the arrest includes a sex offender.

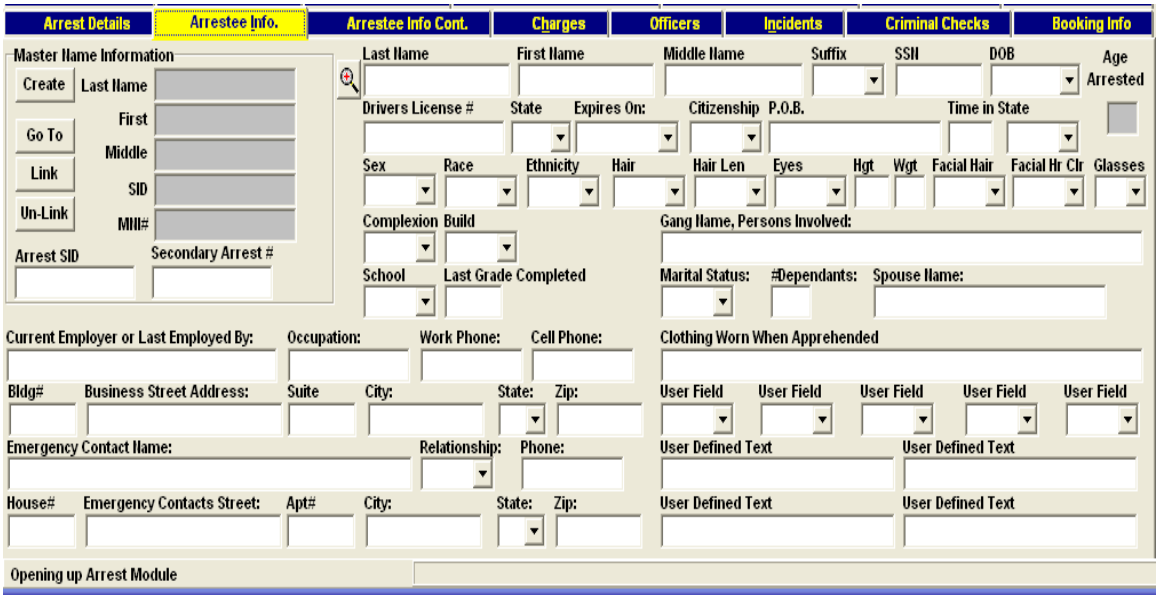
Arrest Details Tab Fields/Components	
Field/Component	**Description/Use**
Alcohol	A check indicates alcohol was involved in the arrest.
Drugs	A check indicates drugs were involved in the arrest.
Family Related	A check indicates the arrest was family-related.
Hate Crime	A check indicates the arrest was hate crime-related.
Custom Flags	User-defined custom check boxes provide additional flexibility. NOTE The System Administrator can change these field labels via the RMS utilities.

Arrestee Info Tab

This combination tab is used to identify the arrestee *at the time of arrest.* An existing Master Name Index record can be linked directly to the Arrest record, containing identifying information for the individual arrested.

The information entered in this tab identifies the arrestee at the time the arrest was made and does not update the Master Name Index record.

If a record for the arrestee does not exist in the Master Name Index module, a Master Name Index record can be created in this tab.



NOTE There are multiple methods for adding arrestee information to the arrest record:

- Link an existing Master Name Index record. When an existing Master Name Index record is linked, data from the Master Name Index record populates the fields on the tab.
- Create a Master Name Index record by entering the identifying data and clicking **Create** on the Master Name Information section.
- Enter the arrestee information in this tab only and do not create a Master Name Index record.

IMPORTANT Changing or updating the Arrestee Information Tab:

- Fields can be edited; *however,* those edits will *not* update the Master Name Index record.
- If a Master Name Index record is linked *after* data was entered in the fields of this tab, the data from the linked record will only populate the blank fields and not overwrite the data in this tab.
- If a Master Name Index record is updated in the Master Name Index module, the data in this tab *will not* be updated or overwritten.

Arrestee Info Tab Fields/Components	
Field/Component	**Description/Use**
Master Name Information	
Create	Create a new Master Name Index record from the data entered in the fields in the right side of the tab. NOTE You cannot create a Master Name Index record if a Master Name Index record is already linked to the record.
Go To	Opens the Master Name Index module and displays the linked record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Arrest module.
Un-Link	Removes the link between the Arrest record and the linked Master Name record.
Last Name	Displays the last name of the arrestee from the linked Master Name Index record.
First	Displays the first name of the arrestee from the linked Master Name Index record.
Middle	Displays the middle name of the arrestee from the linked Master Name Index record.
SID	Displays a state identification (ID) number for the arrestee from the linked Master Name Index record.
MNI #	Displays the Master Name Index record number.
Arrest SID	Displays state identification number for the arrest.
Secondary Arrest #	Displays a secondary arrest number for the arrest.

Arrestee Info Tab Fields/Components	
Field/Component	**Description/Use**
	Searches for a Master Name Index record when a Last Name and/or First Name is entered in the Arrestee Info tab. For example: Enter the Last Name "Smith" and click , same If the Last Name exists in the Master Name Index module, the Master Name Selector window opens and a list of all matches for the Last Name are displayed. NOTE See the Master Name Selector section for additional information on this feature.
Last Name	Displays the last name of the arrestee.
First Name	Displays the first name of the arrestee.
Middle Name	Displays the middle name of the arrestee.
Suffix	Displays the suffix of the arrestee. Click to access the lookup list of codes.
SSN	Displays the arrestee's social security number.
DOB	Displays the date of birth of the arrestee. Click to access the Calendar utility.
Age Arrested	Displays the age of the arrestee *at the time of arrest*. NOTE This read-only field is calculated from the (Date of Birth) DOB and the Arrest Date/Time.
Driver's License #	Displays the driver's license number of the arrestee.
State	Displays the state that issued the arrestee's driver's license. Click to access the lookup list of codes.
Expires On	Displays the expiration date of the arrestee's driver's license. Click to access the Calendar utility.
Citizenship	Displays a code identifying the citizenship of the arrestee. Click to access the lookup list of codes.
P.O.B.	Displays the place of birth (P.O.B.) of the arrestee.
Time in State	Displays the amount of time the arrestee has resided in state.
[State]	Displays the state code where the arrestee resides. Click to access the lookup list of codes.

Arrestee Info Tab Fields/Components	
Field/Component	**Description/Use**
Sex	Displays a code identifying the gender of the arrestee. Click to access the lookup list of codes.
Race	Displays a code identifying the race of the arrestee. Click to access the lookup list of codes.
Ethnicity	Displays a code identifying the ethnicity of the arrestee. Click to access the lookup list of codes.
Hair	Displays a code identifying the hair color of the arrestee. Click to access the lookup list of codes.
Hair Len	Displays a code identifying the hair length of the arrestee. Click to access the lookup list of codes.
Eyes	Displays a code identifying the eye color of the arrestee. Click to access the lookup list of codes.
Hgt	Displays the arrestee's height in feet and inches.
Wgt	Displays the arrestee's weight.
Facial Hair	Displays a code identifying the facial hair description of the arrestee. Click to access the lookup list of codes.
Facial Hr Clr	Displays a code identifying the facial hair color of the arrestee. Click the down arrow to access the lookup list of codes.
Glasses	Displays a code identifying whether the arrestee wears glasses. Click the down arrow to access the lookup list of codes.
Complexion	Displays a code identifying the complexion of the arrestee. Click the down arrow to access the lookup list of codes.
Build	Displays a code identifying the build of the arrestee. Click the down arrow to access the lookup list of codes.
School	Displays school information for the arrestee. Click the down arrow to access the lookup list of codes.
Last Grade Completed	Displays the last grade number completed by the arrestee.
Current Employer…	Displays the arrestee's current or last employer (if not currently employed).
Occupation	Displays the arrestee's occupation.
Work Phone	Displays the arrestee's work telephone number.

Arrestee Info Tab Fields/Components	
Field/Component	**Description/Use**
Cell Phone	Displays the arrestee's cellular telephone number.
Bldg#	Displays the building number where the arrestee's work is located.
Business Street Address	Displays the street address where the arrestee's work is located.
Suite	Displays the suite number of the location where the arrestee's work is located.
City	Displays the city where the arrestee's work is located.
State	Displays the state where the arrestee's work is located. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code where the arrestee's work is located.
Emergency Contact Name	Displays the name of the arrestee's emergency contact.
Relationship	Displays a code identifying the relationship between the emergency contact and the arrestee. Click the down arrow to access the lookup list of codes.
Phone	Displays a phone number for the arrestee's emergency contact.
House#	Displays the house number of the emergency contact's residence.
Emergency Contacts Street	Displays the emergency contact's street address.
Apt#	Displays the emergency contact's apartment number.
City	Displays the city where the emergency contact resides.
State	Displays the state where the emergency contact resides. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code where the emergency contact resides.
Gang Name, Persons Involved	Displays information regarding gang/accomplice affiliation for the arrestee.
Marital Status	Displays a code identifying the arrestee's marital status. Click the down arrow to access the lookup list of codes.
#Dependants	Displays the arrestee's number of dependents.
Spouse Name	Displays the name of the arrestee's spouse.

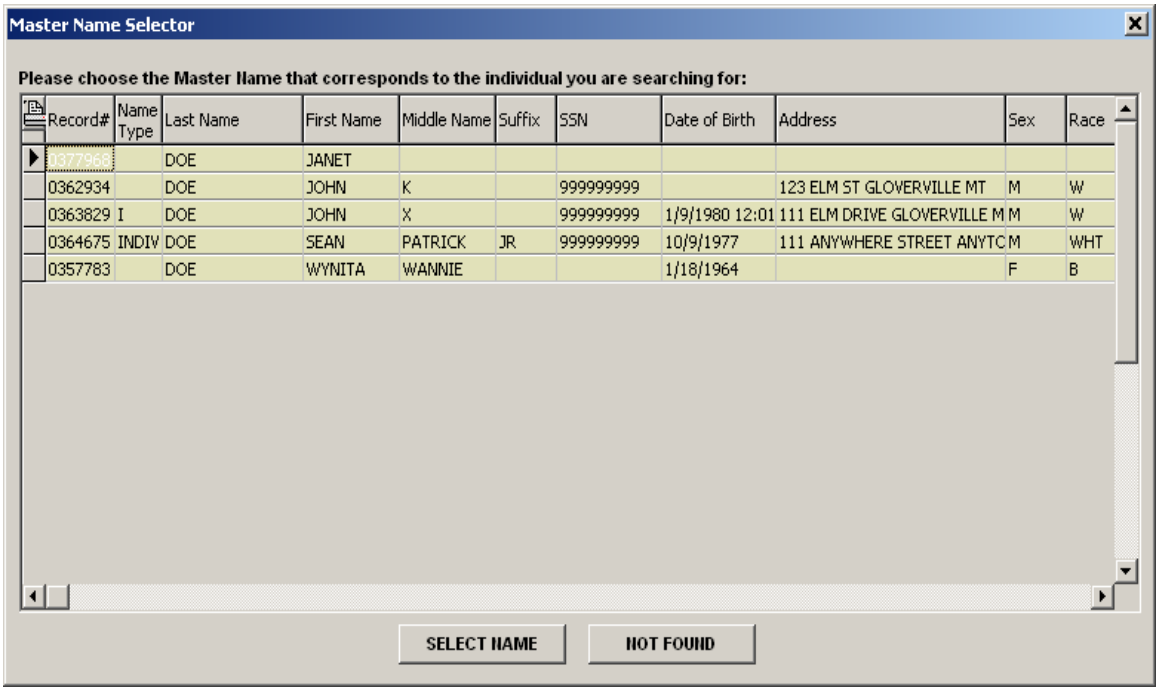
Arrestee Info Tab Fields/Components	
Field/Component	**Description/Use**
Clothing Worn When Apprehended	Displays a description of the clothing worn by the arrestee when he/she was apprehended.
User Field (1 - 5)	User-defined custom code fields provide additional flexibility. Codes for this field can be entered by a user with permission to edit codes. NOTE The System Administrator can change these field labels via the RMS utilities.
User Defined Text (1 - 4)	User defined text fields can be used to add text, notes, and so forth. These alphanumeric fields can each contain up to 25 characters. NOTE The System Administrator can change these field labels via the RMS utilities.

Master Name Selector

The Master Name Selector allows you to search for a Master Name Index record as follows: the search is conducted on the Last Name and/or First Name fields by entering a specific name or using the first initial of the Last Name and/or First Name to narrow the search results. If any matches are found, the Master Name Selector window opens with the matching records displayed.

For example: The Last Name "Doe" is entered and is clicked. If the Last Name exists in the Master Name Index module, the Master Name Selector window opens and a list of all matches for the Last Name are displayed.

If no matches are found, a message box is displayed.

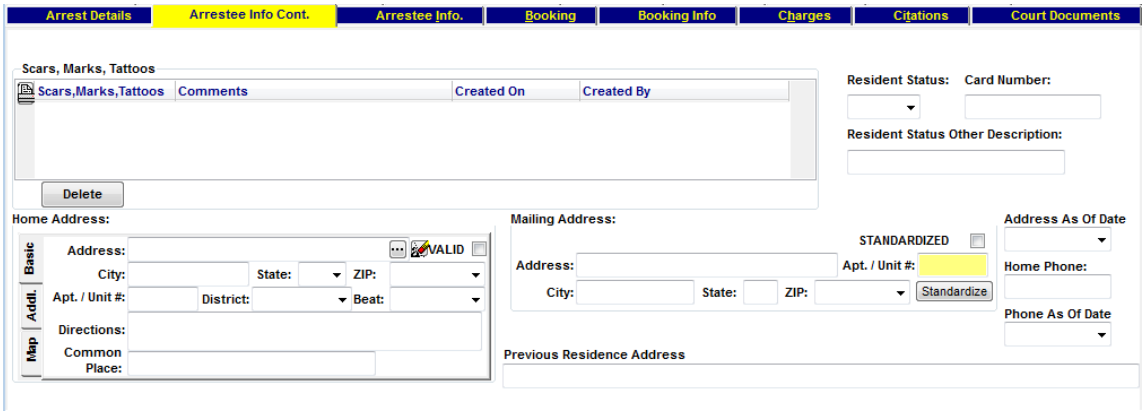


Example of the Master Name Selector (Last Name "Doe")

Master Name Selector Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for the grid.
SELECT NAME	Selects the highlighted Master Name Index record and populates the Arrestee Info tab.
NOT FOUND	Closes the Master Name Selector.

Arrestee Info Cont Tab

The Arrestee Information Continued (Arrestee Info Cont) tab is an information tab that provides additional data about an Arrestee. This data includes scars, marks or tattoos, as well as home and mailing addresses.

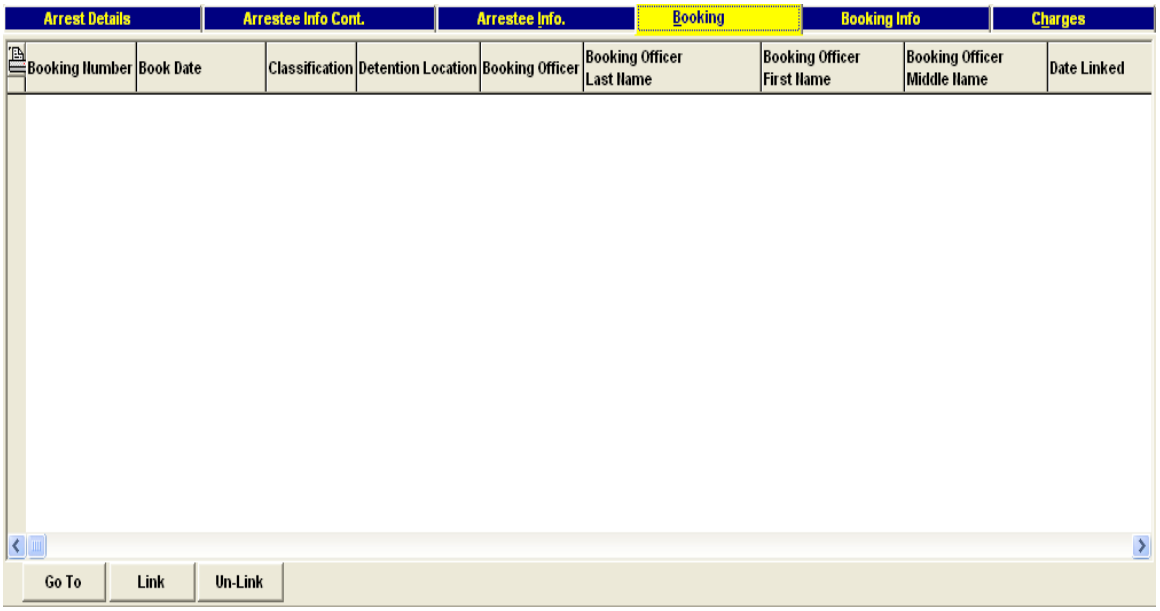


Arrestee Info Cont Tab Fields/Components	
Field/Component	**Description/Use**
Scars, Marks, Tattoos	
	Opens the Export Data window for this grid.
Scars, Marks, Tattoos	Displays a code identifying the type of scar, mark, or tattoo. The code table includes a description, NCIC category, and body location. Click the down arrow to access the lookup list of codes.
Comments	Displays any comments related to the specific scar, mark or tattoo.
Created On	Displays the date and time the data in this tab was added to the record. This read-only field is updated automatically upon saving the record.
Created By	Displays the ID of the user who added the data in this tab. This read-only field is updated automatically upon saving the record.
Delete	Deletes the highlighted row.
Home Address (Standard Address Panel tabs)	
Address Panel – Basic tab	Displays the arrestee's address information.
Address Panel – Addl. tab	Displays additional information about the arrestee's address (county, sector, and so forth).
Address Panel – Map tab	Displays map coordinates for the arrestee's address.
NOTE For more information on specific fields in the standard Address Panel tabs, see the Global Features of RMS section in the *RMS User Navigation Manual*.	
Mailing Address	
Standardized	A check in this box indicates the mailing address is Standardized. This field is populated when an address has been standardized.

Arrestee Info Cont Tab Fields/Components	
Field/Component	**Description/Use**
Standardize	Click to standardize the address entered based on established Address Standardization criteria.
Address	Displays the arrestee's mailing address.
City	Displays the arrestee's mailing address city.
State	Displays the arrestee's mailing address state.
Zip	Displays the arrestee's mailing address zip code. Click the down arrow to access the lookup list of codes.
Address As Of Date	Displays a date indicating when the address was last known to be valid for the arrestee. Click the down arrow to access the Calendar utility.
Home Phone	Displays the arrestee's home telephone number.
Phone As Of Date	Displays a date indicating when the phone number was last known to be valid for the arrestee. Click the down arrow to access the Calendar utility.
Previous Residence Address	Display's the arrestee's previous residence address information, if applicable.

Booking Tab

This combination tab allows multiple Booking records to be linked to the current Arrest record. Most fields in this tab are read-only and populated when a Booking record is linked; however, there is a Link Comments field available for you to enter comments directly.

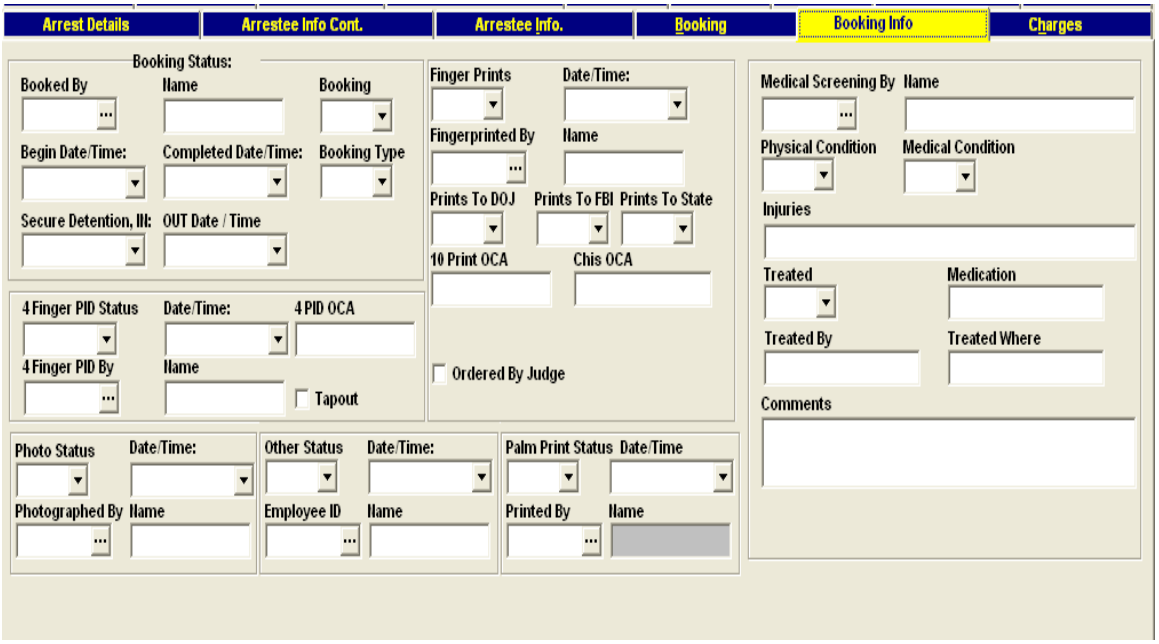


Booking Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Booking Number	Displays the Booking number for the record linked to the Arrest record.
Book Date	Displays the date and time the booking took place.
Classification	Displays a code identifying the classification type of the booking.
Detention Location	Displays a code identifying the detained location of the arrestee.
Booking Officer	Displays the Employee ID of the officer who booked the individual.
Booking Officer Last Name	Displays the last name of the booking officer.
Booking Officer First Name	Displays the first name of the booking officer.
Booking Officer Middle Name	Displays the middle name of the booking officer.
Date Linked	Displays the date the Booking record was linked to the arrest record. This is a date and time stamp generated by the system upon saving the linked record.
Link Comments	Displays comments related to the linked booking record. Double click this field to expand it.
Go To	Opens the Booking module and displays the highlighted Booking record.

Booking Tab Fields/Components	
Field/Component	**Description/Use**
Link	Opens the Booking Search. Once a record is located, click **OK** to link the record to the Arrest module.
Un-Link	Removes the link between the Arrest record and the highlighted Booking record.

Booking Info Tab

This information tab is used to enter all booking information collected at the time of the arrest, including time and date, photo and fingerprinting status, and medical screening data.



Booking Info Tab Fields/Components	
Field/Component	**Description/Use**
Booked By	Displays the Employee ID of the officer who booked the arrestee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the officer who booked the arrestee. This field is populated after an Employee record is linked.

Booking Info Tab Fields/Components	
Field/Component	**Description/Use**
Booking District	Displays a code identifying the district where the arrestee was booked. Click the down arrow to access the lookup list of codes.
Begin Date/Time	Displays the date and time booking of the arrestee began. Click the down arrow to access the Calendar utility.
Completed Date/Time	Displays the date and time booking of the arrestee ended. Click the down arrow to access the Calendar utility.
Booking Type	Displays a code identifying the type of booking. Click the down arrow to access the lookup list of codes.
Secure Detention, IN:	Displays the date and time the arrestee was placed in a secure detention facility. Click the down arrow to access the Calendar utility.
OUT Date/Time	Displays the date and time the arrestee was released from the initial secure detention facility. Click the down arrow to access the Calendar utility.
4 Finger PID Status	Displays a code identifying the 4-Finger PID status for the arrestee. Click the down arrow to access the lookup list of codes. NOTE PID refers to a type of hardware-based fingerprint identification technology. Typically, the 4-finger type is used first, then the 10-finger type, and then the results of the two can be compared.
Date/Time	Displays the date and time the officer completed the 4 Finger PID. Click the down arrow to access the Calendar utility.
4 PID OCA	Displays a description of the 4-PID OCA for the arrestee. NOTE OCA refers to a type of *offender tracking number* associated with the PID hardware-based fingerprint identification technology.
4 Finger PID By	Displays the Employee ID of the employee who completed the 4 Finger PID. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the employee who completed the 4 Finger PID. This will populate after an Employee record is linked.
Tapout	Identifies whether the Booking contained a tapout.
Photo Status	Displays a code indicating if a photo was taken of the arrestee. Click the down arrow to access the lookup list of codes.
Date/Time	Displays the date and time the photo of the arrestee was taken. Click the down arrow to access the Calendar utility.

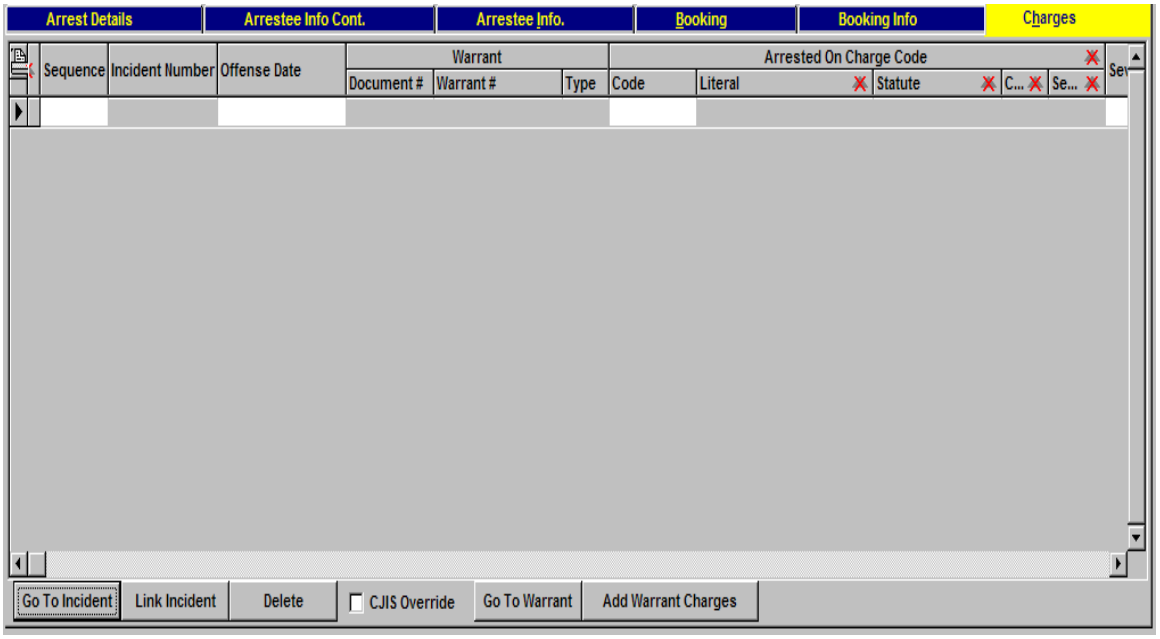
Booking Info Tab Fields/Components	
Field/Component	**Description/Use**
Photographed By	Displays the Employee ID of the employee who photographed the arrestee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the employee who photographed the arrestee. This field is populated after an Employee record is linked.
Finger Prints	Displays a code indicating if fingerprints for the arrestee are on file. Click the down arrow to access the lookup list of codes.
Date/Time	Displays the date and time fingerprints were taken for the arrestee. Click the down arrow to access the Calendar utility.
Fingerprinted by	Displays the Employee ID of the employee who fingerprinted the arrestee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the employee who fingerprinted the arrestee. This field is populated after an Employee record is linked
Prints to DOJ	Displays a code indicating whether a set of prints for the arrestee has been sent to the Department of Justice (DOJ). Click the down arrow to access the lookup list of codes.
Prints to FBI	Displays a code indicating whether a set of prints for the arrestee has been sent to the Federal Bureau of Investigation (FBI). Click the down arrow to access the lookup list of codes.
Prints to State	Displays a code indicating whether a set of prints for the arrestee has been sent to the State. Click the down arrow to access the lookup list of codes.
10 Print OCA	Displays a description of the 10 Print OCA for the arrestee. NOTE OCA refers to a type of *offender tracking number* associated with the PID hardware-based fingerprint identification technology.
Chis OCA	Displays the Chis OCA.
Ordered by Judge	Indicates whether the fingerprints were ordered by a judge.
Other Status	Displays a code identifying the "other" status relating to the arrestee. Click the down arrow to access the lookup list of codes.
Date/Time	Displays the date and time the "other" status was entered for the arrestee. Click the down arrow to access the Calendar utility.

Booking Info Tab Fields/Components	
Field/Component	**Description/Use**
Employee ID	Displays the Employee ID of the employee who entered the "other" status. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click the down arrow to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the officer responsible for entering the "other" status. This will populate after an Employee record is linked.
Palm Print Status	Displays a code identifying the "palm print" status relating to the arrestee. Click the down arrow to access the lookup list of codes.
Date/Time	Displays the date and time the "palm print" status was entered for the arrestee. Click the down arrow to access the Calendar utility.
Printed By	Displays the Employee ID of the employee who entered the "palm print" status. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the officer responsible for entering the "palm print" status. This will populate after an Employee record is linked.
Medical Screening By	Displays the Employee ID of the employee who conducted an initial screening of the arrestee's medical condition. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the employee who conducted the medical screening of the arrestee. This will populate after an Employee record is linked.
Physical Condition	Displays a code identifying the arrestee's physical condition. Click the down arrow to access the lookup list of codes.
Medical Condition	Displays a code identifying the arrestee's medical condition. Click the down arrow to access the lookup list of codes.
Injuries	Displays a description of any injuries the arrestee has.
Treated	Displays a code identifying how the arrestee was treated. Click the down arrow to access the lookup list of codes.
Medication	Displays a description of any medication(s) prescribed to the arrestee.
Treated By	Displays who (name, ID, and so forth) treated the arrestee.
Treated Where	Displays the location where the arrestee was treated.
Comments	Displays any comments related to the arrestee's medical screening.

Charges Tab

This combination tab displays data related to the offenses an adult is charged with. Warrant Charges and Incidents can be added to the Charges Tab; this tab is also used to enter expunged information.

NOTE If a charge has been expunged from an arrestee's record, *expungement* data is entered in one or more of the *expungement* fields on the Charges tab. See the Expungement Data section later in this section for additional information on this flag.



Charges Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
E	This flag indicates the charge has been expunged. IMPORTANT This flag is displayed when *any* of the expunged data fields for the related charge are populated. See the Expungement Data section later in this section for additional information.
Sequence	Displays a number for each charge of the arrest in sequential order.
Incident Number	Displays the incident number of the linked incident record. This field is auto-populated from a linked incident record.
Offense Date	Displays the date the offense was committed. Click the down arrow to access the Calendar utility.

Charges Tab Fields/Components	
Field/Component	**Description/Use**
Document #	Displays the Court Document # of the warrant. This field is auto-populated from a linked court document record using the Add Warrant Charges function.
Warrant #	Displays the Warrant # issued for the charges. This field is auto-populated from a linked court document record using the Add Warrant Charges function.
Type	Displays the Warrant type issued for the charges. This field is auto-populated from a linked court document record using the Add Warrant Charges function.
Code	Displays a code identifying the charge. Click the down arrow to access the lookup list of codes.
Literal	Displays a description for the selected charge code. This field is auto-populated when the charge code is selected.
Statute	Displays the statute for the selected charge code. This field is auto-populated when the charge code is selected.
Class	Displays the class for the selected charge code. This field is auto-populated when the charge code is selected.
Severity	Displays a severity for the selected charge code. This field is auto-populated when the charge code is selected.
Severity	Displays a code identifying the severity of the charge. Click the down arrow to access the lookup list of codes.
Modifier	Displays a code identifying the charge description modifier that further defines the charge. Click the down arrow to access the lookup list of codes.
Charge Type	Displays the code identifying the type of charge. Click the down arrow to access the lookup list of codes.
Charge Counts	Displays the number of counts the arrestee is charged with.
State Statute	
Code	Displays the code identifying the state statute associated with the charge. Click the down arrow to access the lookup list of codes.
Literal	Displays the literal (text) description of the selected state statute. This field is auto-populated when the state statute code is selected.
Drug Activity	Displays the code identifying the drug activity related to this charge. Click the down arrow to access the lookup list of codes.
Drug Type	Displays the code identifying the drug type related to this charge. Click the down arrow to access the lookup list of codes.

Charges Tab Fields/Components	
Field/Component	**Description/Use**
Final Disposition	Displays the code identifying the final disposition of the charge. Click the down arrow to access the lookup list of codes.
Final Disposition Date	Displays the date when the final disposition is issued. Click the down arrow to access the Calendar utility.
Fine Amount	Displays the monetary amount fined for the charge.
Sentence Date	Displays the sentencing date and time for the charge. Click the down arrow to access the Calendar utility.
Convicted	A check in the box indicates whether the arrestee was convicted.
Sentence	Displays information regarding the sentencing of the arrestee.
Eligible Parole Date	Displays the date the arrestee is eligible for parole. Click the down arrow to access the Calendar utility.
Probation Time (Months)	Displays the number of months the arrestee is given probation.
Jail Time (Months)	Displays the number of months of jail time assigned to the arrestee.
Expungement Order Number	Displays the order number authorizing the expungement of the charge row.
Expunge Court	Displays a code identifying the court that issued the expungement order. Click the down arrow to access the lookup list of codes.
Date of Court Ordered Expungement	Displays the date of the court ordered expungement. Click the down arrow to access the Calendar utility.
Actual Expungement Date	Displays the actual date the expunged order took place. Click the down arrow to access the Calendar utility.
Expunged by Employee	Displays the Employee ID of the employee who expunged the charges record. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Expunge Judge	Displays a code identifying the judge who issued the expunged order. Click the down arrow to access the lookup list of codes.
Expungement Comment	Displays any comments regarding the expunged charges. Double click this field to expand it.

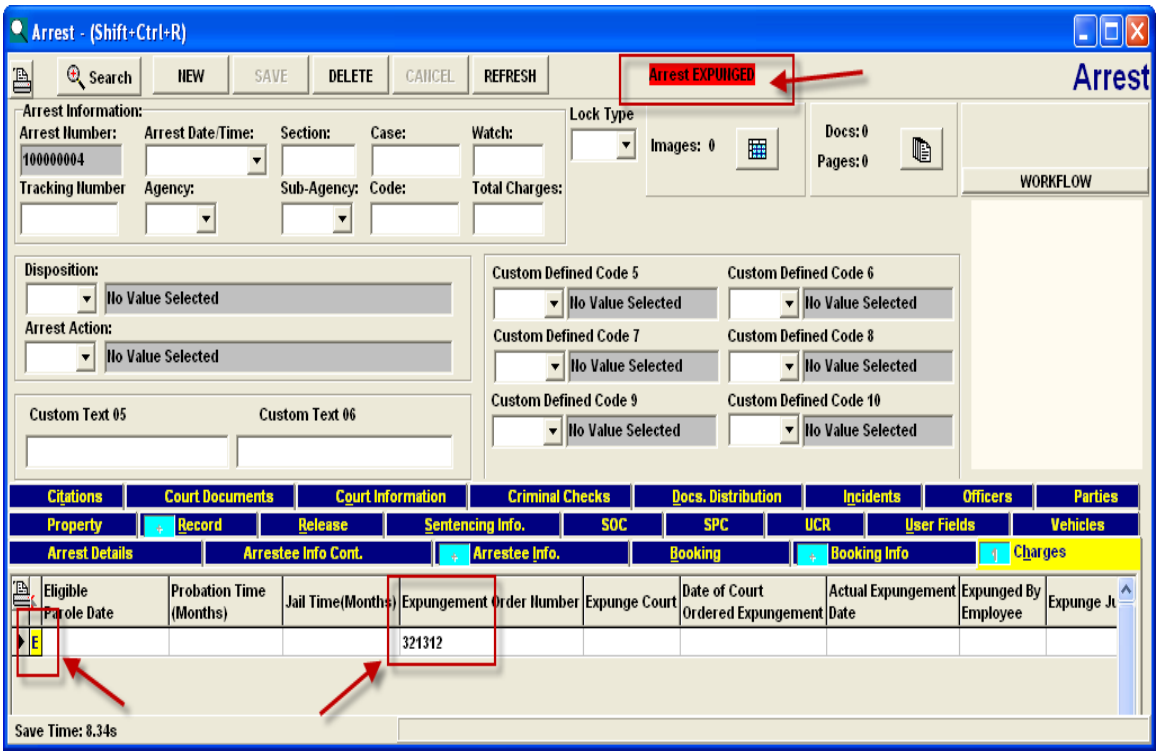
Charges Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the charge record. This is automatically populated based on the login of the user who created the charges record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon saving the charges record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays date and time that the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Appeal Date	Displays the date the appeal of the charge was filed. Click the down arrow to access the Calendar utility.
Appeal Filed	Displays a code that identifies if an appeal has been filed. Click the down arrow to access the lookup list of codes.
Bail	
Status	Displays a code identifying the status of bail that may be set for the charge. Click the down arrow to access the lookup list of codes.
Current Amount	Displays the current amount set for bail.
Original Amount	Displays the original amount set for bail.
Posting Date	Displays the date that bail was posted. Click the down arrow to access the Calendar utility.
Receipt #	Displays the receipt number regarding the bail payment.
Bond Court Code	Displays a code identifying the bond court. Click the down arrow to access the lookup list of codes.
Bond Court Date	Displays the date and time for the court to review the bond. Click the down arrow to access the Calendar utility.
Bond Judge	Displays a code identifying the bond court judge. Click the down arrow to access the lookup list of codes.
Bond (Original Amount)	Displays the original bond amount set for the charge or defendant.
Bond Type	Displays a code identifying the type of bond posted. Click the down arrow to access the lookup list of codes.

Charges Tab Fields/Components	
Field/Component	**Description/Use**
Charge Synopsis	Displays a description of the charges. Double clicking inside this field will open a text box.
Court Code	Displays a code identifying the adjudicating court. Click the down arrow to access the lookup list of codes.
Court Date	Displays the court date and time set for this charge. Click the down arrow to access the Calendar utility.
Court Judge	Displays a code identifying the court judge. Click the down arrow to access the lookup list of codes.
Custom Codes (01 - 04)	Reserved for user-defined custom code fields. Codes for this field can be entered by a user with permission to edit codes. NOTE The System Administrator can change these field labels via the RMS utilities.
Custom Dates (01 - 04)	Reserved for user-defined custom date fields. NOTE The System Administrator can change these field labels via the RMS utilities.
Custom Nums (01 - 04)	Reserved for user-defined custom numeric fields. NOTE The System Administrator can change these field labels via the RMS utilities.
Custom Texts (01 - 04)	Reserved for user-defined custom text fields. NOTE The System Administrator can change these field labels via the RMS utilities.
Indicted on Charge	
Charge Code	Displays a code identifying the charge the arrestee is indicted on. Click the down arrow to access the lookup list of codes.
Literal	Displays the literal (description) of the listed Charge Code.
Statute	Displays the statute number for the listed Charge Code.
Class	Displays class data for the Charge Code.
Severity	Displays severity information for the Charge Code.
Modifier	Displays a code identifying the modifier for the charge in the indictment. Click the down arrow to access the lookup list of codes.
Severity	Displays a code identifying the severity of the charges in the indictment. Click the down arrow to access the lookup list of codes.
Prosecuted on Charge	

Charges Tab Fields/Components	
Field/Component	**Description/Use**
Charge Code	Displays a code identifying the charge the arrestee is being prosecuted on. Click the down arrow to access the lookup list of codes.
Literal	Displays the literal (description) of the listed Charge Code.
Statute	Displays the statute number for the listed Charge Code.
Class	Displays class data for the Charge Code.
Severity	Displays severity information for the Charge Code.
Modifier	Displays a code identifying the modifier of the charges being prosecuted. Click the down arrow to access the lookup list of codes.
Severity	Displays a code identifying the severity of the charges prosecuted. Click the down arrow to access the lookup list of codes.
Agency ID	Displays the Agency ID of the agency that entered this row of information into the database.
Comments	Displays any comments entered about the indicted or prosecuted charges.
Disposition	Displays a code identifying the disposition method used to handle the arrestee regarding this charge. Click the down arrow to access the lookup list of codes.
Disposition Date	Displays the disposition date and time for the arrestee on this charge. Click the down arrow to access the Calendar utility.
Go To Incident	Opens the Incident module and displays the Incident record linked to the highlighted charge record.
Link Incident	Opens the Incident Search. Once a record is located, click **OK** to link the record to the highlighted Charges row.
UnLink Incident	Removes the link for the highlighted Incident.
Delete	Removes the highlighted charge row.
CJIS Override	Identifies whether CJIS information is ignored.
Go To Warrant	Opens the Court Document module to display the warrant linked to the highlighted charge row.
ADD WARRANT CHARGES	Opens the Arrest Warrant Charges sub-module. This sub-module can be used to locate active warrants for the arrestee and add the warrant charges to the current row. NOTE See the *Add Warrant Charges Sub-Module* section later in this section for additional information.

Expungement Data

If a charge has been expunged from an arrestee's record, expungement data is entered in one or more of the expungement fields on the Charges tab. When this data is entered, a flag E is displayed in the first column of the Charges tab for the affected row; this flag indicates a charge was expunged from the arrest record. When the arrest record is saved, the label "Arrest EXPUNGED" is displayed in the header area of the Arrest record.



Arrest record and Charges Tab showing Expunged Data with E flag and red Expunged record flag

NOTE To expunge an arrest or juvenile contact charge, any one of the following fields must have a non-null value:

- EXPUNGE_ORDER_DATE
- EXPUNGE_ORDER_NUM
- EXPUNGE_DATE
- EXPUNGE_JUDGE
- EXPUNGE_COURT
- EXPUNGE_EMPL
- EXPUNGE_COMMENT

These fields are on the Charges tab of the Arrest or Juvenile Contacts module, and tie back to the ARSTCHRG and JUVENILECHRG tables, respectively.

NOTE When an Arrest record contains expunged data, any records linked to the Arrest record will display the flag E on the Arrest tab of the linked record.

Privileges to View Expunged Records

Any user with privileges to access expunged adult arrests will also have access to expunged juvenile contacts (arrests), provided that user can access the Juvenile Contacts module.

NOTE If all charges for the Arrest or Juvenile Contact record are expunged, the entire arrest is considered expunged, and users who do not have access to expunged data will not be able to retrieve it.

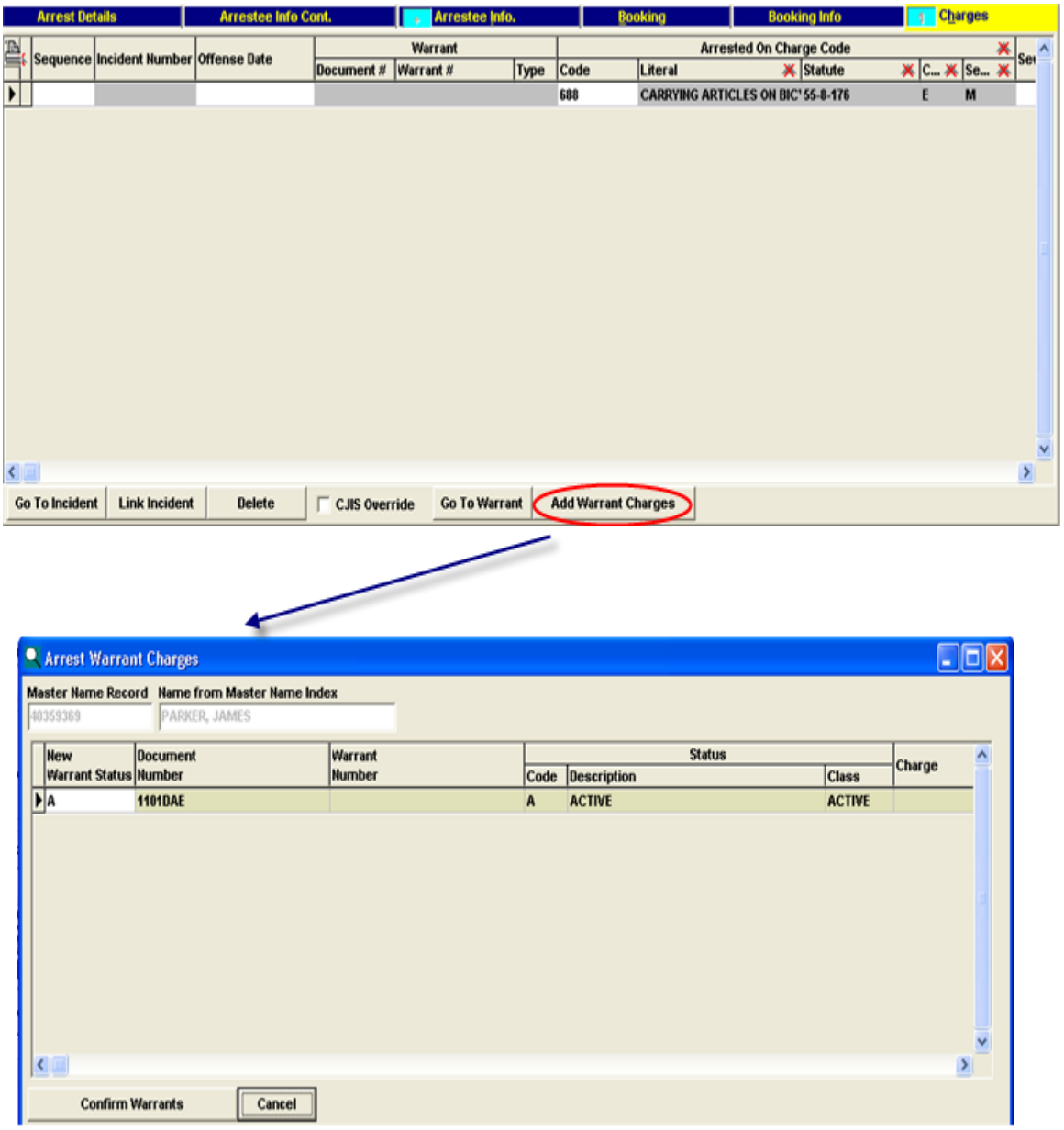
How To: Use the Add Warrant Charges Search Sub-Module

Click **Add Warrant Charges** to locate and link active warrants (court documents) with the current arrestee, as well as to bring the charges from the linked warrant into the Charges tab of the Arrest record:

- Make sure the correct Court Document/Warrant is active and linked to the defendant via the Court Documents module.
- Make sure the Arrest record you are viewing is for the same defendant.
- Click **Add Warrant** on the Charges tab of the Arrest module; the Arrest Warrant Charges window is displayed along with Any Active Warrants for the linked Master Name record.
- A dialog box will appear; select the status in the New Warrant Status field.
- Select the warrant to link to the arrest and click **Confirm Warrants**; the window is closed.
- A message appears: "You must select **REFRESH** to see changes"; click **OK**.
- Click **REFRESH** on the module header to see the linked record in the Charges Tab.

NOTE The Arrest Warrant Charges window contains information from a linked Court Document record. In order for the 'Warrant' to be displayed in this window, *all of the following must be true:*

- The Court Document Status = Active or Ready for Arrest
- Warrant Type is a warrant
- the Master Name Index record linked on the Court Document record Name Type = Defendant

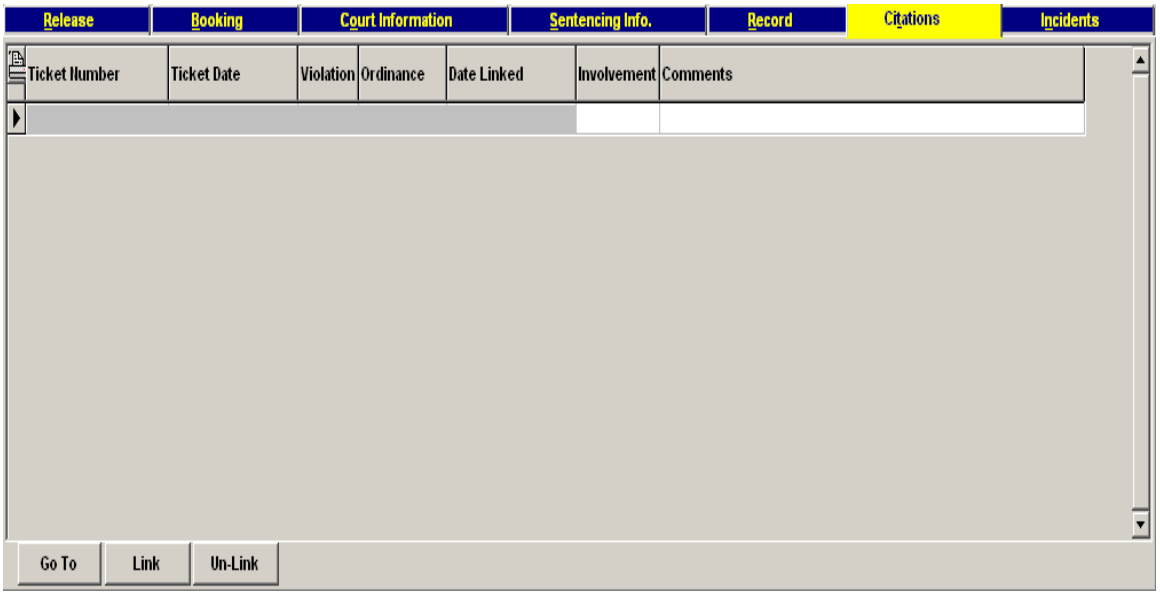


Arrest Warrant Charges Sub-Module Parameters/Components	
Field	**Description/Use**
Master Name Record	Displays the record number of the Master Name Index record linked to the active arrest record.
Name from Master Name Index	Displays the name associated with the linked Master Name Index record.

Arrest Warrant Charges Sub-Module Parameters/Components	
Field	**Description/Use**
CONFIRM WARRANTS	Click to confirm the specific warrant record to be linked to the active arrest.
Cancel	Cancels the action and closes the Arrest Warrant Charges window.
Results Grid	
New Warrant Status	Displays a list of codes used to identify the status of the warrant. Click the down arrow to access the lookup list of codes.
Document #	Displays the Court Document number.
Warrant #	Displays the Warrant number.
Status	
Code	Displays the status code of the linked Court Document record.
Description	Displays a literal description for the status code.
Class	Displays the Status Class of the selected warrant.
Charge	Displays the Warrant Charges from the linked Court Document record.
Violation Date	Displays the date that the offense cited on the warrant occurred.
Warrant Level	Displays a code or description of the severity of the offense (for example: felony, misdemeanor, and so forth).
Warrant Type	Displays a code for the type of warrant.
Bail Amount	Displays the amount of bail associated with this warrant.

Citations Tab

This combination tab allows multiple Citation records to be linked to the displayed Arrest record. The fields on this tab are read-only, except the Involvement and Comments fields. All read-only fields are populated from a linked Citation record.



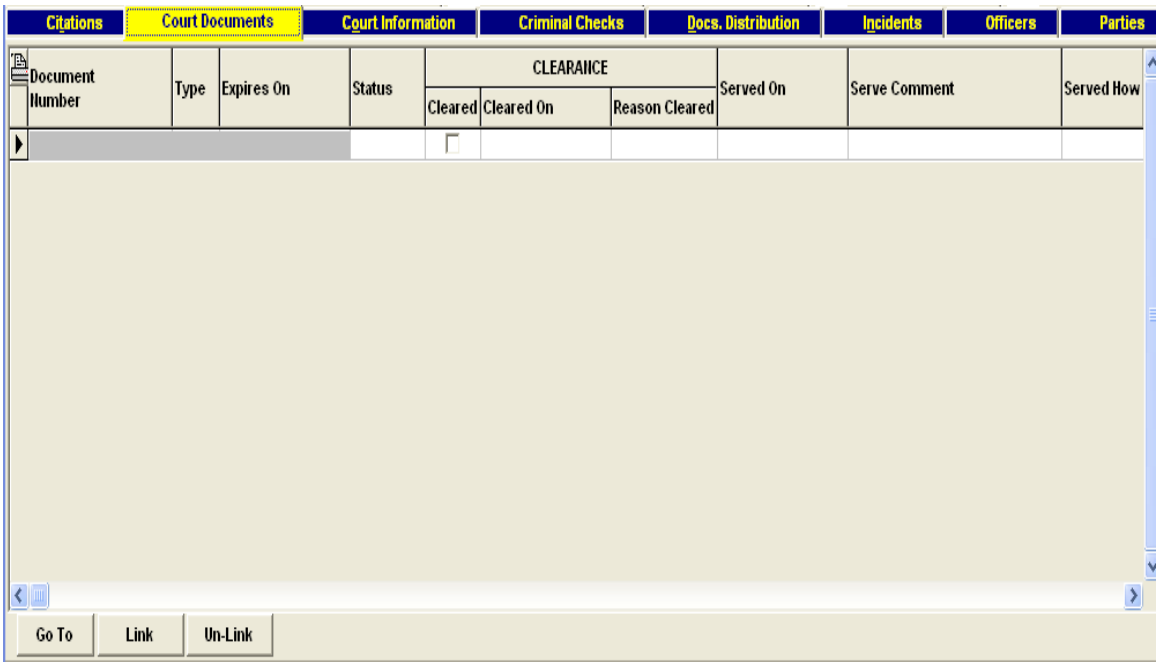
Citations Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Ticket Number	Displays the Citation number linked to the Arrest record.
Ticket Date	Displays the date and time the ticket was issued to arrestee.
Violation	The violation the arrestee was cited with (code).
Ordinance	The ordinance the arrestee was cited with (code).
Date Linked	Displays the date and time the citation record was linked to the arrest record. This is a date and time stamp generated by the system when the records are linked.
Involvement	Displays a code identifying the involvement for the Arrest/Citation relation. Click the down arrow to access the lookup list of codes.
Comments	Displays comments that apply to the arrestee's involvement with this Citation. Double click this field to expand it.
Go To	Opens the Citation module and displays the highlighted Citation record.
Link	Opens the Citation Search. Once a record is located, click **OK** to link the record to the Arrest module.
Un-Link	Removes the link between the Arrest record and the highlighted Citation record.

Court Documents Tab

This combination tab allows multiple Court Document records to be linked to an Arrest record. While the Document Number, Type and Expires On fields are read-only and populated when the Court Document record is linked, the remaining fields on this tab are populated when the record is linked but are *not* read-only**.** The data in these combination fields can be edited.

NOTE If the data in these fields is added or updated, the data is also updated in the Court Document record when the Arrest record is saved.

For example, if the Status field code displayed is A for Action when the Court Documents record is linked and then changed from A to S for Served, the linked Court Document record Status is changed to S for Served when the Arrest record is saved. In other words, entering or updating data in the fields on this tab will update the data in the corresponding fields of the linked Court Document record.

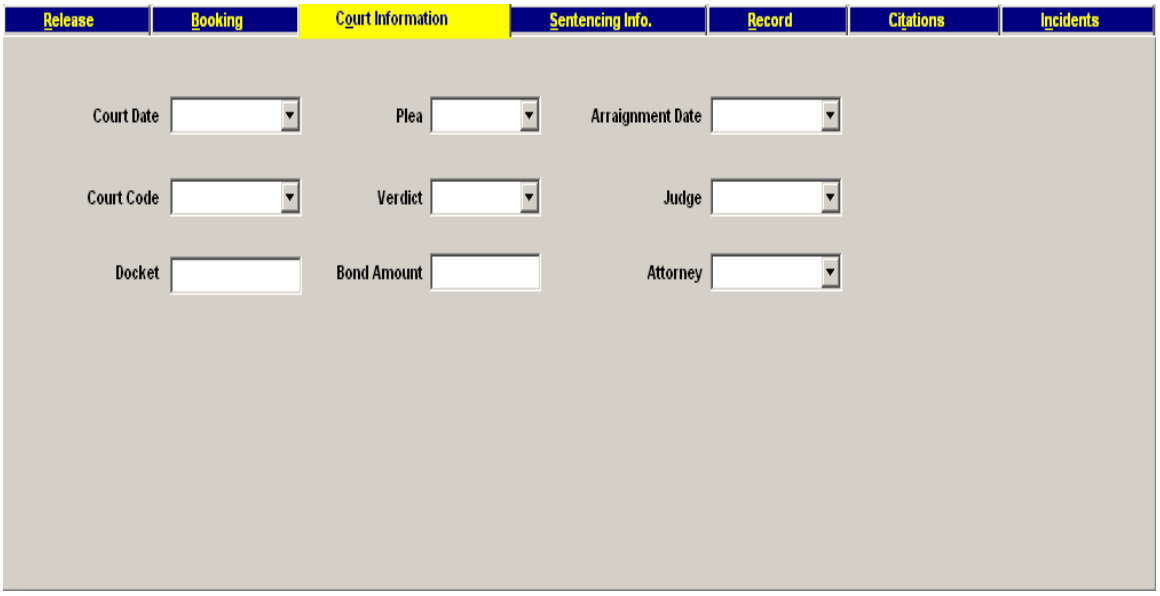


Court Documents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Document Number	Displays the document number of the Court Document linked to the Arrest record.
Type	Displays a code identifying the type of document issued.

Court Documents Tab Fields/Components	
Field/Component	**Description/Use**
Expires On	Displays the date and time the Court Document expires.
Status	Displays a code identifying the status of the Court Document. Click the down arrow to access the lookup list of codes.
Clearance	
Cleared	A check in this box indicates the Court Document was cleared.
Cleared On	Displays the date and time that the Court Document record was cleared. Click the down arrow to access the Calendar utility.
Reason Cleared	Displays a code identifying the reason the Court Document was cleared. Click the down arrow to access the lookup list of codes.
Served On	Displays the date and time the document was served. Click the down arrow to access the Calendar utility.
Served Comments	Displays any comments entered regarding the served document.
Served How	Displays a code identifying how the document was served. Click the down arrow to access the lookup list of codes.
Serving Officer	Displays the ID of the Officer who served the documents. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Go To	Opens the Court Document module and displays the highlighted Court Document record.
Link	Opens the Court Document Search. Once a record is located, click **OK** to link the record to the Arrest record.
Un-Link	Removes the link between the Arrest record and the highlighted Court Document record.

Court Information Tab

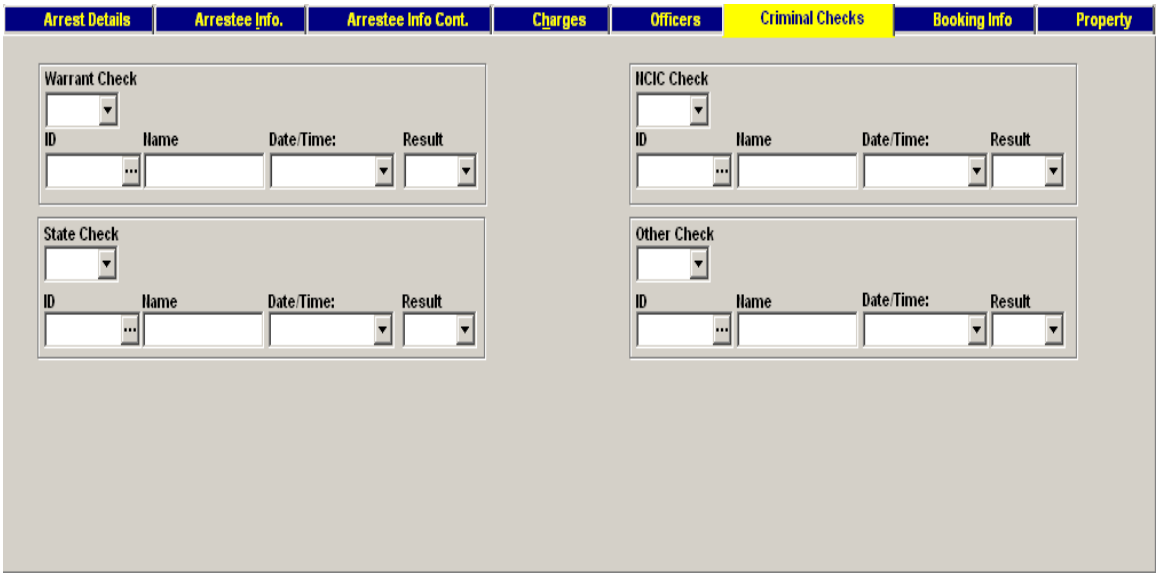
This information tab displays any additional, related court information regarding the arrestee, such as court date, plea, arraignment date, and so forth



Court Information Tab Fields/Components	
Field/Component	**Description/Use**
Court Date	Displays the date and time the arrestee is to appear in court. Click the down arrow to access the Calendar utility.
Court Code	Identifies the court where the arrestee is to appear. Click the down arrow to access the lookup list of codes.
Docket	Displays the court assigned docket number used to identify the case for the hearing or trial.
Plea	Displays a code identifying the arrestee's court plea. Click the down arrow to access the lookup list of codes.
Verdict	Displays a code identifying the court's verdict with regard to the arrestee's hearing or trial. Click the down arrow to access the lookup list of codes.
Bond Amount	Displays the amount of money required to release the arrestee on bond. This is formatted in U.S. dollars.
Arraignment Date	Displays the date and time the arrestee's arraignment is to take place. Click the down arrow to access the Calendar utility.
Judge	Displays a code identifying the court official presiding over the arrestee's trial or hearing. Click the down arrow to access the lookup list of codes.
Attorney	Displays a code identifying the type of attorney responsible for defending the arrestee. Click the down arrow to access the lookup list of codes.

Criminal Checks Tab

This information tab provides data regarding any criminal background checks performed on the arrestee. These checks can include other agency searches such as the State or National Crime Information Center (NCIC), or searching for prior warrants.



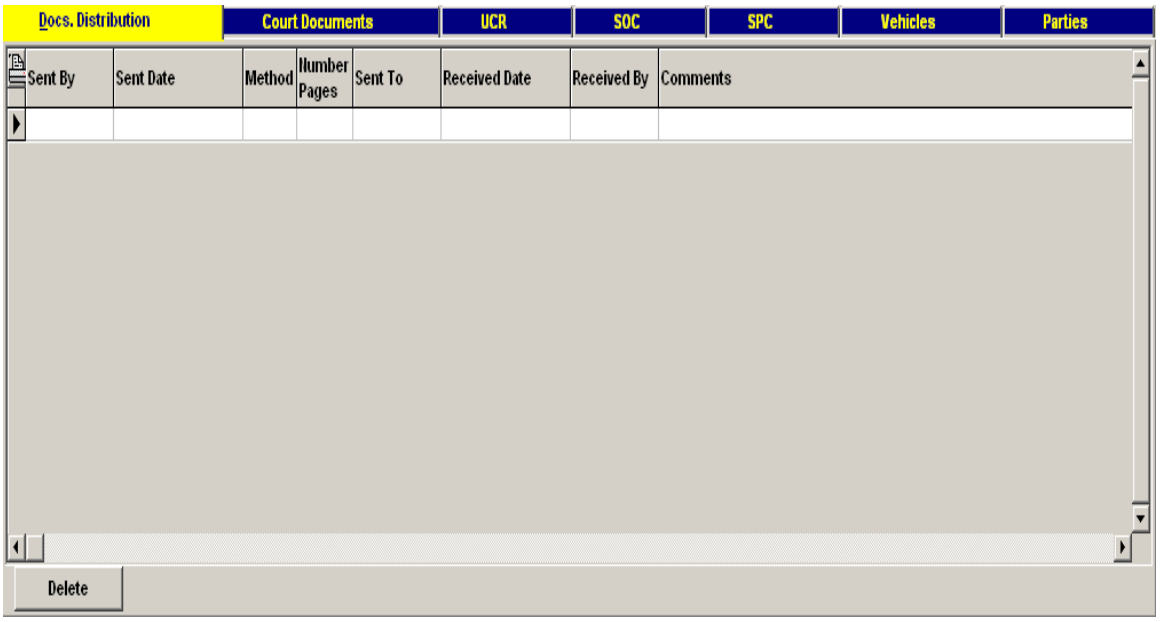
Criminal Checks Tab Fields/Components	
Field/Component	**Description/Use**
Warrant Check	
Warrant Check	Displays a code identifying whether a warrant check on the arrestee was made. Click the down arrow to access the lookup list of codes.
ID	Displays the Employee ID of the employee who completed the warrant check. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the employee who completed the warrant check. This field is populated when an employee record is linked.
Date/Time	Displays the date and time the warrant check was done. Click the down arrow to access the Calendar utility.
Result	Displays a code identifying the result of the warrant check. Click the down arrow to access the lookup list of codes.
State Check	
State Check	Displays a code identifying whether a state check on the arrestee was made. Click the down arrow to access the lookup list of codes.

Criminal Checks Tab Fields/Components	
Field/Component	**Description/Use**
ID	Displays the Employee ID of the employee who completed the state check. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the employee who completed the state check. This field is populated when an Employee record is linked.
Date/Time	Displays the date and time the state check was done. Click the down arrow to access the Calendar utility.
Result	Displays a code identifying the result of the state check on the arrestee's record. Click the down arrow to access the lookup list of codes.
NCIC Check	
NCIC Check	Displays a code identifying whether the National Crime Information Center (NCIC) check on the arrestee's record was made. Click the down arrow to access the lookup list of codes.
ID	Displays the Employee ID of the employee who completed the NCIC check. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the employee who completed the NCIC check. This field is populated when an Employee record is linked.
Date/Time	Displays the date and time the NCIC check was done. Click the down arrow to access the Calendar utility.
Result	Displays a code identifying the result of the NCIC check on the arrestee's record. Click the down arrow to access the lookup list of codes.
Other Check	
Other Check	Displays a code identifying whether some other check on the arrestee's record was made. Click the down arrow to access the lookup list of codes.
ID	Displays the Employee ID of the employee who completed any other background check. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the employee who completed the background check. This field is populated when an employee record is linked.
Date/Time	Displays the date and time this other background check was done. Click the down arrow to access the Calendar utility.

Criminal Checks Tab Fields/Components	
Field/Component	**Description/Use**
Result	Displays a code identifying the result of the other background check done on the arrestee's record. Click the down arrow to access the lookup list of codes.

Docs. Distribution Tab

This information tab logs activity related to the sharing of documentation for an arrest record. This information includes the identification of the employee who sent the document, when and how the document was sent, as well as whom the document was sent to and received by.

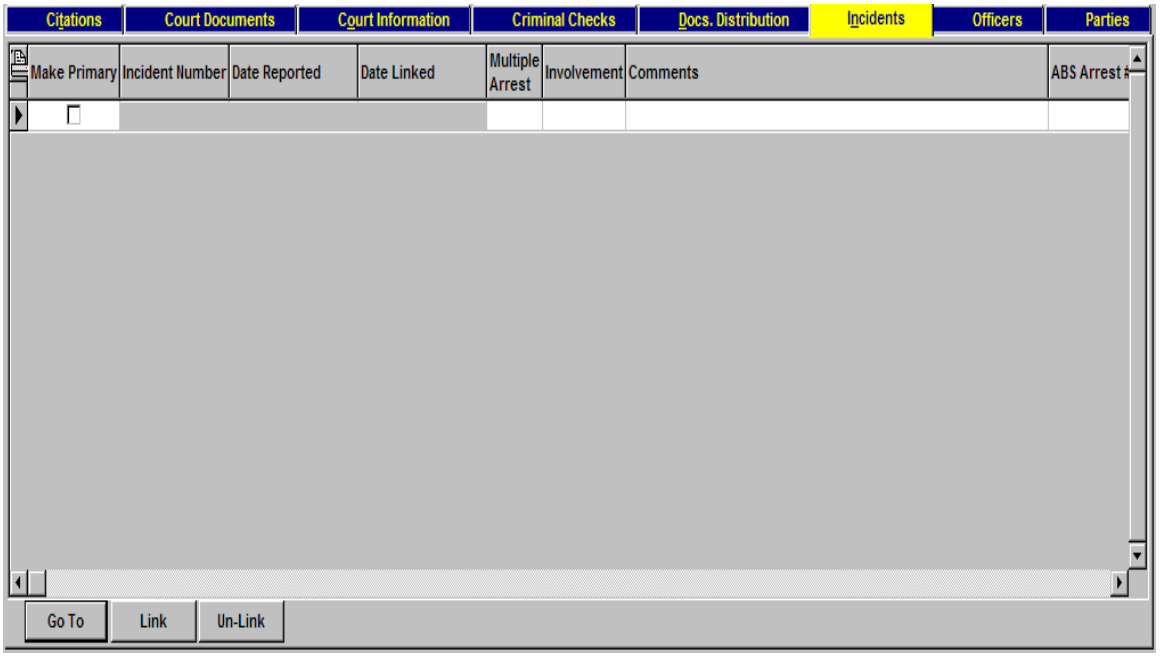


Docs. Distribution Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Sent By	Displays the Employee ID of the employee sending the document. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Sent Date	Displays the date and time the document was sent. Click the down arrow to access the Calendar utility.

Docs. Distribution Tab Fields/Components	
Field/Component	**Description/Use**
Method	Displays a code identifying the method used to send the document. Click the down arrow to access the lookup list of codes.
Number Pages	Displays the total number of pages contained in the distributed document.
Sent To	Displays the identification of the intended recipient.
Received Date	Displays the date and time when the document was received. Click the down arrow to access the Calendar utility.
Received By	Displays the identification of the recipient.
Comments	Displays any comments regarding the document distribution. Double click this field to expand it.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row.

Incidents Tab

This combination tab allows you to link multiple Incident records to an Arrest record. The fields on this tab are read-only, except the Involvement, Comments, ABS Arrest #, and ABS Complaint # fields. The read-only fields are populated when the Incident record is linked.

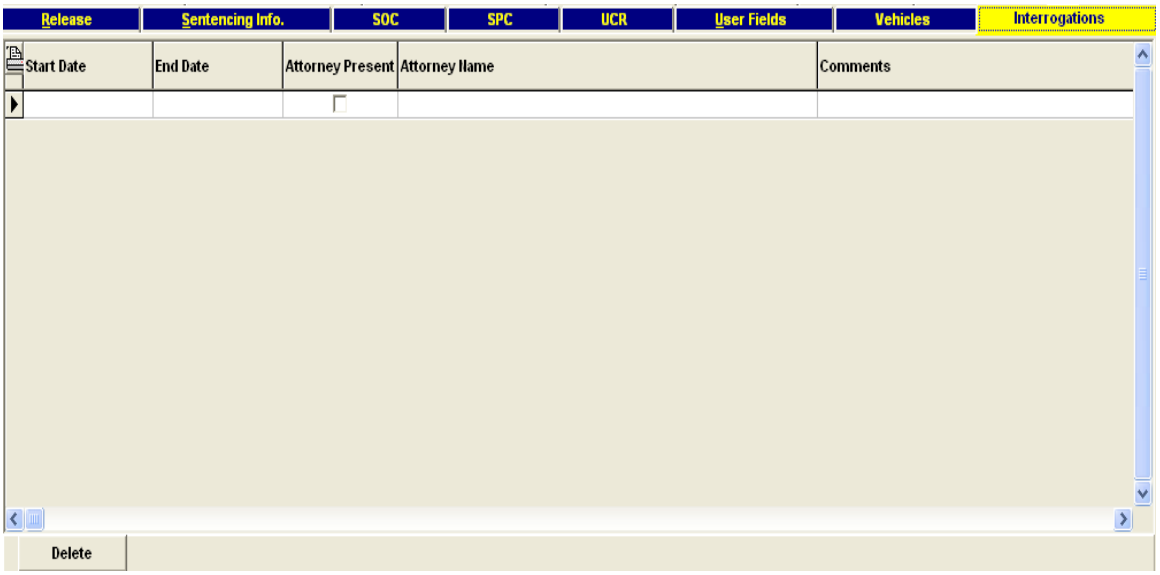


Incidents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Make Primary	Identifies the Primary Incident linked to the court document.
Incident Number	Displays the Incident number of the linked incident record.
Date Reported	Displays the date and time when the incident was reported.
Date Linked	Displays the date and the time the Incident record and the Arrest record were linked. This field is auto-populated when the link is made.
Multiple Arrest	Displays the multiple arrest information for the linked incident record.
Involvement	Displays a code identifying how the arrestee was involved with the incident. Click the down arrow to access the lookup list of codes.
Comment	Displays any comments regarding the linked incident and this arrest. Double click this field to expand it.
ABS Arrest #	Automated booking system (ABS) arrest number. Used to track an arrest number associated with the incident that originates from an external booking system. May be entered manually or automated through an established interface between the RMS and the external booking system.

Incidents Tab Fields/Components	
Field/Component	**Description/Use**
ABS Complaint #	ABS complaint number. Used to track a complaint number associated with the incident that originates from an external booking system. May be entered manually or automated through an established interface between the RMS and the external booking system.
Disposition	
Code	Displays a code identifying the incident record disposition.
Literal	Displays the literal description of the incident disposition code.
Situation Found	
Code	Displays a code identifying the situation found of the incident record.
Literal	Displays the literal description of the incident situation found code.
Status	
Code	Displays a code identifying the status of the incident record.
Literal	Displays the literal description of the incident status code.
Go To	Opens the Incident module and displays the highlighted record.
Link	Opens the Incident Search. Once a record is located, click **OK** to link the record to the Arrest record.
Un-Link	Removes the link between the Arrest record and the highlighted Incident record.

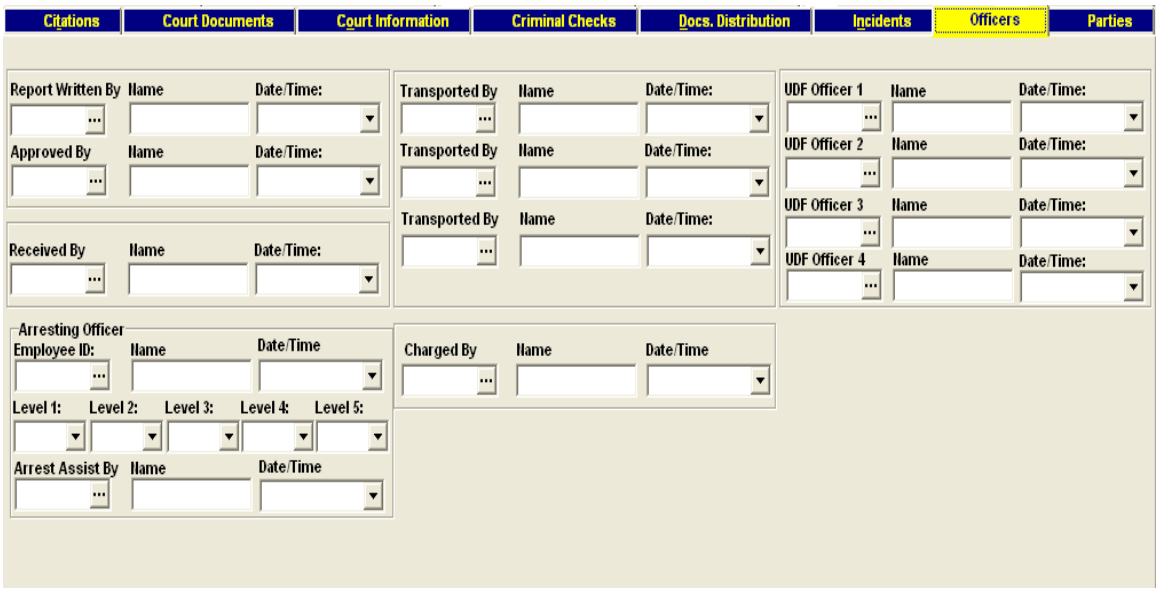
Interrogations Tab

This information tab is used to record data about an interrogation related to the arrest, including associated dates, attorney involvement, and comments.



Officers Tab

This information tab is used to record the officers involved in an arrest, as well as the date and time the officers were involved. This includes the Arresting Officer, Officer Transporting the arrestee, the officer who wrote the arrest report, and any additional officers involved.



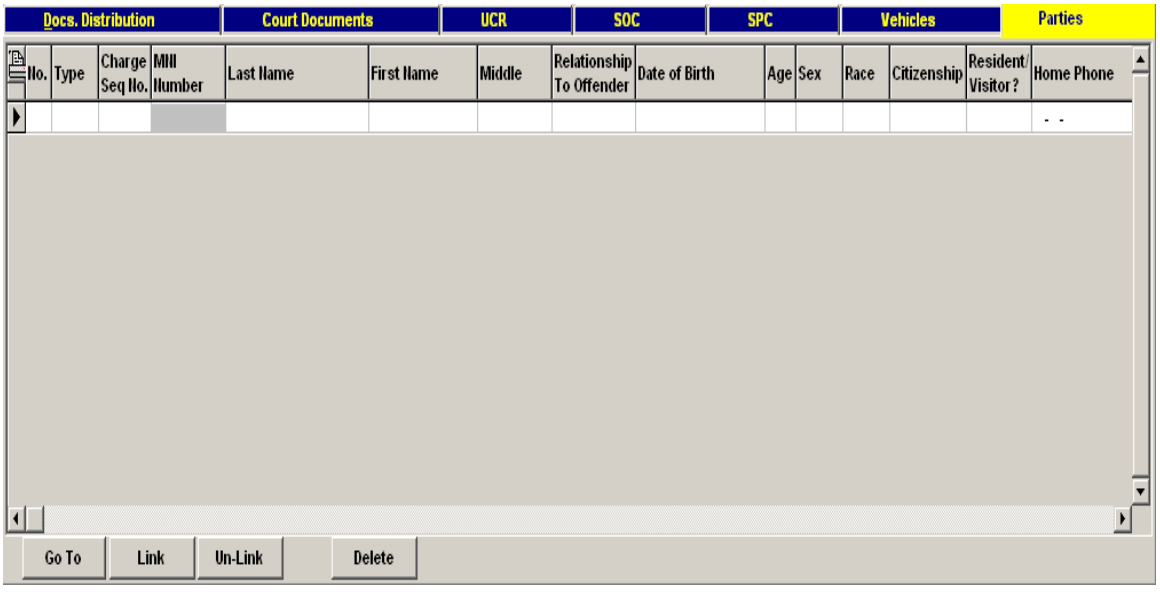
Officers Tab Fields/Components	
Field/Component	**Description/Use**
Report Written By	Displays the Employee ID of the officer who wrote the arrest report. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the officer who wrote the arrest report. This field is populated when the Employee record is linked.
Date/Time	Displays the date and time the arrest report was written. Click the down arrow to access the Calendar utility.
Approved By	Displays the Employee ID of the officer who approved the arrest report. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the officer who approved the arrest report. This field is populated when the Employee record is linked.
Date/Time	Displays the date and time when the arrest report was approved. Click the down arrow to access the Calendar utility.
Received By	Displays the Employee ID of the officer who received the arrest report. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the officer who received the arrest report. This field is populated when the Employee record is linked.
Date/Time	Displays the date and time this report was received. Click the down arrow to access the Calendar utility.
Arresting Officer	
Employee ID	Displays the identification number of the arresting officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the arresting officer. This field is populated when the Employee record is linked.
Date/Time	Displays the date and time the arrest officer was involved. Click the down arrow to access the Calendar utility.

Officers Tab Fields/Components	
Field/Component	**Description/Use**
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Arrest Assisted By	Displays the identification number of the assisting officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the officer who assisted in the arrest. This field is populated when the Employee record is linked.
Date/Time	Displays the date and time the assisting officer was involved. Click the down arrow to access the Calendar utility.
Transported By (1 - 3)	Displays the Employee ID of an officer who transported the arrestee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name (1 - 3)	Displays the name of the officer who transported the arrestee. This field is populated when the Employee record is linked.
Date/Time (1 - 3)	Displays the date and time that the arrestee was transported. Click the down arrow to access the Calendar utility.
Charged By	Displays the Employee ID of an officer who charged the arrestee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Name	Displays the name of the officer who charged the arrestee. This field is populated when the Employee record is linked.

Officers Tab Fields/Components	
Field/Component	**Description/Use**
Date/Time	Displays the date and time that the arrestee was charged. Click the down arrow to access the Calendar utility.
UDF Officer (1 - 4)	Displays the Employee ID of the User Defined Field (UDF) Officer for this arrest. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee. NOTE The User Defined Fields (UDF) can be customized by a department to capture additional officer information.
Name (1 - 4)	Displays the name of the UDF Officer. This field is populated when the Employee record is linked.
Date/Time (1 - 4)	Displays the date and time the UDF Officer participated in the arrest. Click the down arrow to access the Calendar utility.

Parties Tab

This combination tab allows multiple Master Name Index records to be linked and/or name information to be manually entered for an individual related to the arrestee.

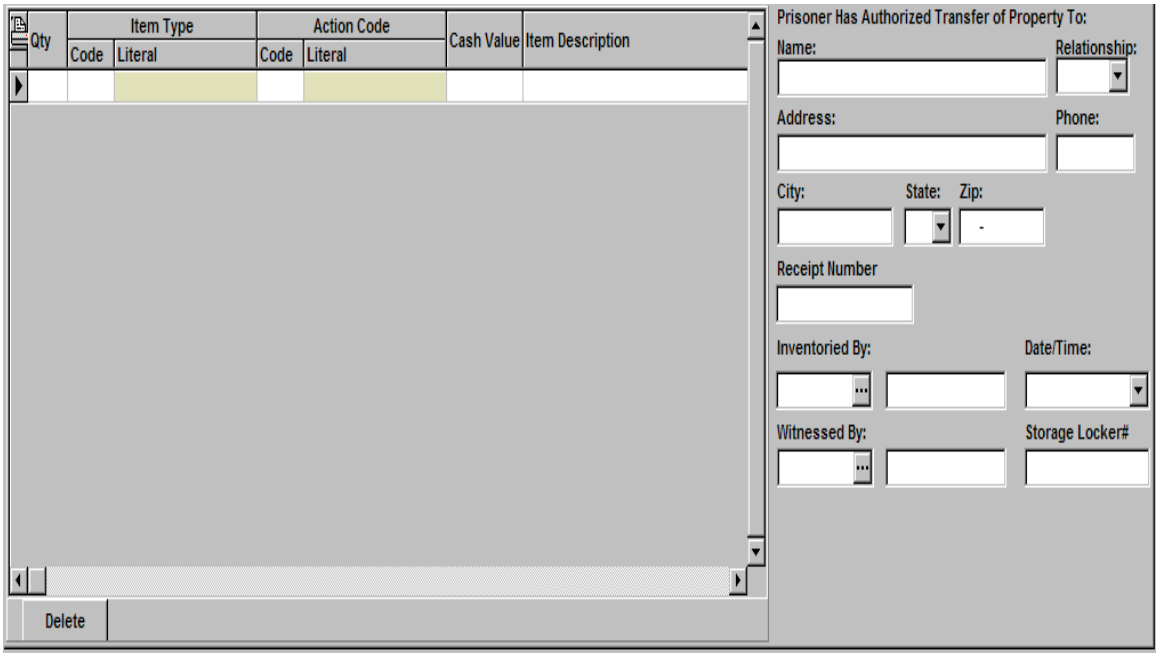


Parties Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
No.	Displays the number assigned to the party.
Type	Displays a code identifying the party's type. Click the down arrow to access the lookup list of codes.
Charge Seq No.	Displays the charge sequence number associated with the party.
MNI Number	Displays the Master Name Index record number for the linked Master Name Index record.
Last Name	Displays the last name of the individual.
First Name	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Relationship To Offender	Displays a code identifying the relationship between the individual and the offender. Click the down arrow to access the lookup list of codes.
Date of Birth	Displays the date of birth of the individual. Click the down arrow to access the Calendar utility.
Age	Displays the age of the individual.
Sex	Displays a code identifying the sex of the individual. Click the down arrow to access the lookup list of codes.
Race	Displays a code identifying the race of the individual. Click the down arrow to access the lookup list of codes.
Citizenship	Displays a code identifying the citizenship of the individual. Click the down arrow to access the lookup list of codes.
Resident/Visitor?	Displays a code identifying the resident/visitor status of the individual. Click the down arrow to access the lookup list of codes.
Home Phone	Displays the home phone number of the individual.
House #	Displays the house number where the individual resides.
Street	Displays the street address where the individual resides.
Apt #	Displays the apartment number where the individual resides.
City	Displays the city where the individual resides.
State	Displays the state where the individual resides. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code where the individual resides.

Parties Tab Fields/Components	
Field/Component	**Description/Use**
School	Displays the school the individual attends.
Work Phone	Displays the work phone number for the individual.
Employer	Displays the name of the individual's employer.
Comments	Displays any comments regarding the individual.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Go To	Opens the Master Name Index module and displays the highlighted record.
Link	Opens the Master Name Index Search. Once a record is located, click **OK** to link the record to the Arrest record.
Un-Link	Removes the link between the Arrest record and the highlighted Master Name Index record.
Delete	Deletes the highlighted row from the database.

Property Tab

This information tab records the type and status of an arrestee's property held by a department or transferred to a third party.



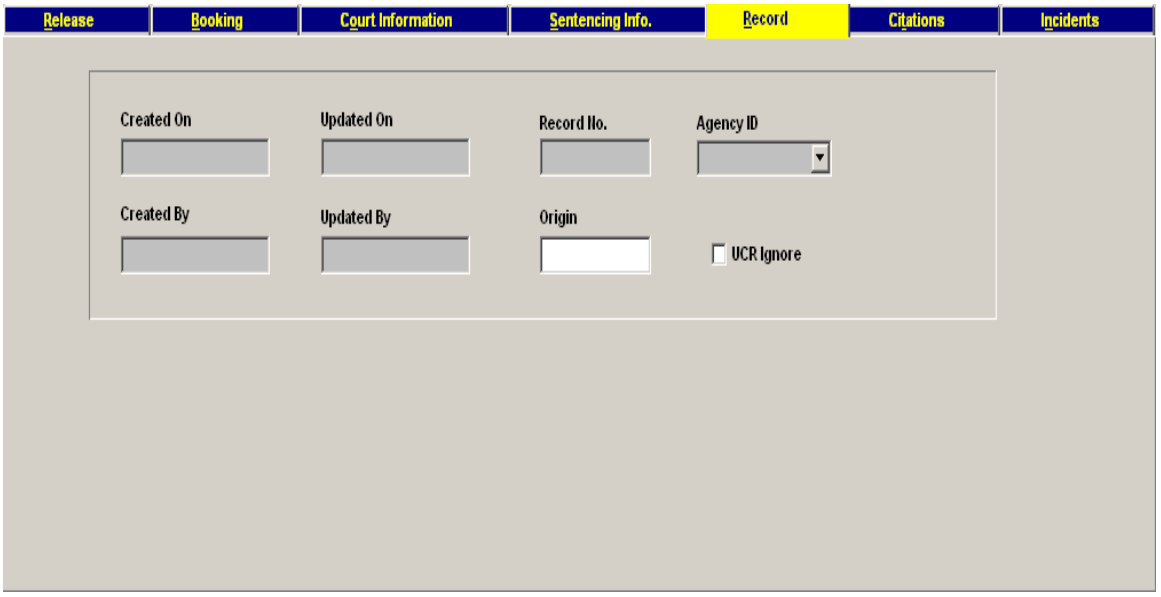
Property Tab Fields	
Field/Component	**Description/Use**
	Opens the Export Data window for this grid.
Qty	Displays the quantity of the property item.
Item Type	
Code	Displays a code that identifies the type of property item. Click the down arrow to access the lookup list of codes.
Literal	Displays the description of the selected property Item type. This field is auto-populated when the type code is selected.
Action Code	
Code	Displays a code that identifies what action was taken related to the property. Click the down arrow to access the lookup list of codes.
Literal	Displays the description of the selected Action Code. This field is auto-populated when the type code is selected.
Cash Value	Displays the cash value of the property item, formatted in U.S. dollars.
Item Description	Displays a description of the property item.

Property Tab Fields	
Field/Component	**Description/Use**
Box	Displays the descriptor of the box where the item is stored.
Released To	This person received the property item upon release.
Released On	Displays the date and time when the property item was released. Click the down arrow to access the Calendar utility.
Released By (ID)	Displays the Employee ID of the employee who released this item. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Released By (Name)	Displays the name of the officer who released the property item. This field is populated when the Employee record is linked.
Prisoner Has Authorized Transfer of Property To:	
Name	Displays the name of the individual that has been authorized by the prisoner to receive his/her property.
Address	Displays the authorized property recipient's [street] address.
City	Displays the authorized property recipient's city.
State	Displays the authorized property recipient's state. Click the down arrow to access the lookup list of codes.
Zip	Displays the authorized property recipient's zip code.
Relationship	Displays a code that identifies the relationship between the authorized property recipient and the prisoner. Click the down arrow to access the lookup list of codes.
Phone	Displays a phone number for the authorized property recipient.
Receipt Number	Displays the receipt number for the authorized property recipient.
Inventoried By	Displays the Employee ID of the officer who inventoried the item. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee. The name of the officer who inventoried the item is displayed in the adjacent field. This field is populated when the Employee record is linked.
Date/Time	Displays the date and time this item was inventoried. Click the down arrow to access the Calendar utility.
Witnessed By	Displays the Employee ID of the officer who witnessed the authorized

Property Tab Fields	
Field/Component	**Description/Use**
	transfer of the item. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee. The name of the officer who witnessed the authorization for the transfer of property is displayed in the adjacent field. This field is populated when the Employee record is linked.
Storage Locker#	Displays the number of the storage locker where this item was stored.
Delete	Deletes the highlighted row from the database.

Record Tab

This information tab stores information about when and by whom the record was created and when and by whom it was last updated. Except for the Origin and UCR Ignore fields, the system automatically inserts this information into the fields when the record is saved.

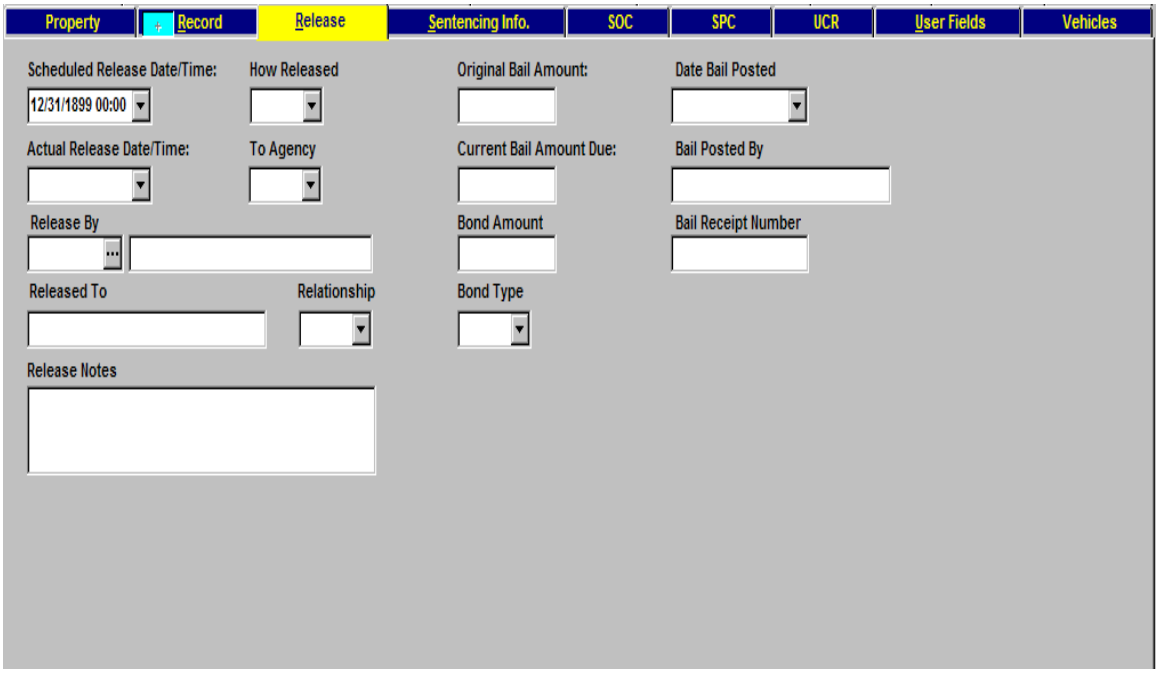


Record Tab Fields	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.

Record Tab Fields	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays date and time that the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Record No.	Displays the number assigned by the database to identify the record in a table.
Origin	Identifies the source that created the Arrest record. If the Arrest record was created by another source, such as a Field Based Reporting system or a Booking and Arrest software system, the field would indicate the source.
Agency ID	Displays the Agency of the user who has most recently updated this record.
UCR Ignore	A check in the box indicates the report is not to be included in the Uniform Crime Reporting (UCR) report.

Release Tab

This tab is used to record the arrestee's release date and time and bond/bail information.

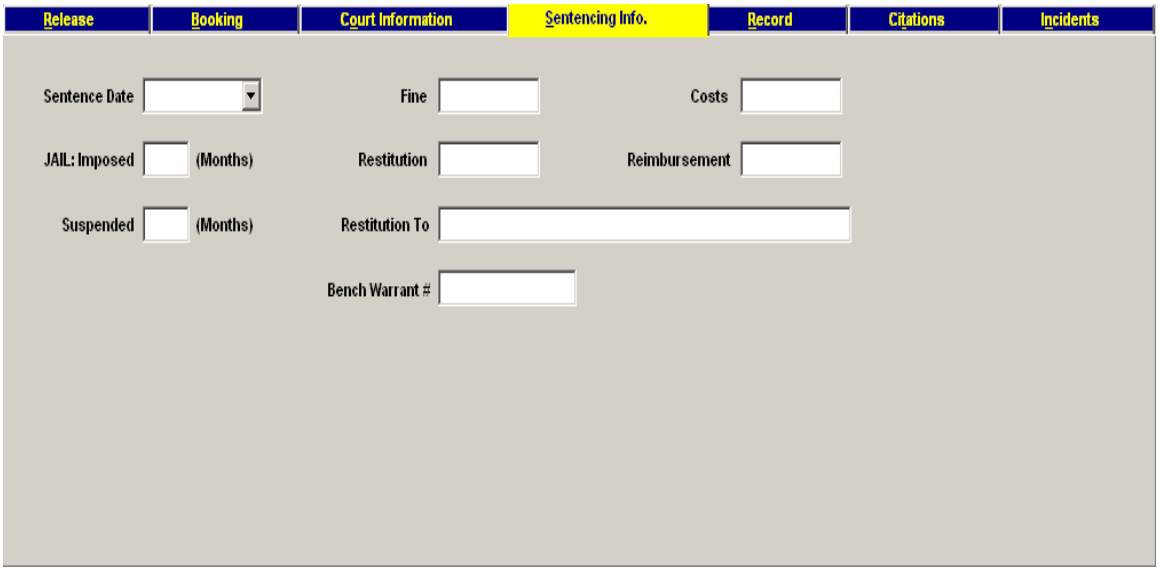


Release Tab Fields	
Field/Component	**Description/Use**
Scheduled Release Date/Time	Displays the scheduled release date and time. Click the down arrow to access the Calendar utility.
Actual Release Date/Time	Displays the actual release date and time. Click the down arrow to access the Calendar utility.
How Released	Displays a code that identifies how the arrestee was released. Click the down arrow to access the lookup list of codes.
To Agency	Displays a code identifying the agency the arrestee was released to. Click the down arrow to access the lookup list of codes.
Released By	Displays the Employee ID of the officer who released the arrestee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
(blank)	Displays the name of the officer who released the arrestee. This field is populated when the Employee record is linked.
Release To	Displays the name of the person who the arrestee was released to.
Relationship	Displays the relationship of the person who the arrestee was released to. Click the down arrow to access the lookup list of codes.
Release Notes	Displays any notes related to the release of this arrestee.

Release Tab Fields	
Field/Component	**Description/Use**
Original Bail Amount	Displays the original bail amount set.
Current Bail Amount Due	Displays the current bail amount due.
Bond Amount	Displays the amount of the bond set for this arrestee.
Bond Type	Displays a code that identifies the type of bond. Click the down arrow to access the lookup list of codes.
Date Bail Posted	Displays the date bail was posted. Click the down arrow to access the Calendar utility.
Bail Posted By	Displays the name of the person who posted bail for this arrestee.
Bail Receipt Number	Displays the bail receipt number.

Sentencing Info Tab

This information tab records data related to the court-ordered jail term and fines.

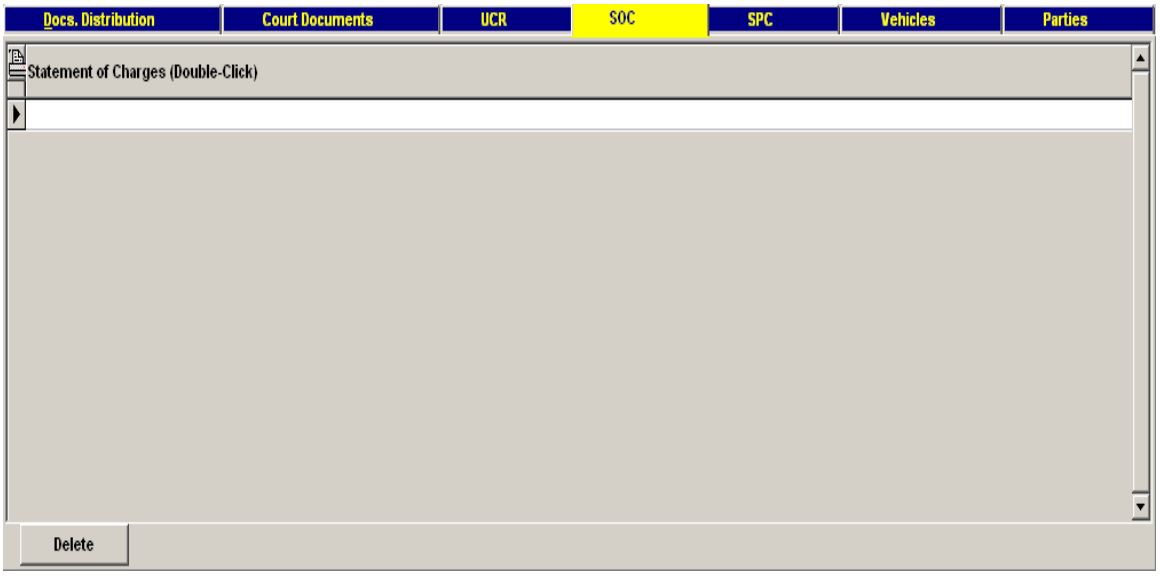


Sentencing Info Tab Fields	
Field/Component	**Description/Use**
Sentence Date	Displays the date and time that the arrestee was sentenced. Click the down arrow to access the Calendar utility.

Sentencing Info Tab Fields	
Field/Component	**Description/Use**
Jail: Imposed (Months)	Displays the number of months the arrestee is sentenced to serve in jail.
Suspended (Months)	Displays the number of months suspended from the months imposed.
Fine	Displays the amount of the fine due. This is formatted in U.S. dollars.
Restitution	Displays the amount of restitution the individual has been ordered by the courts to pay.
Restitution To	Displays the party to whom restitution is to be made.
Bench Warrant #	Displays the number of the Bench Warrant ordered to be served to the arrestee.
Costs	Displays the amount of additional fees imposed by the court.
Reimbursement	Displays the amount of money ordered by the court to be reimbursed.

SOC Tab

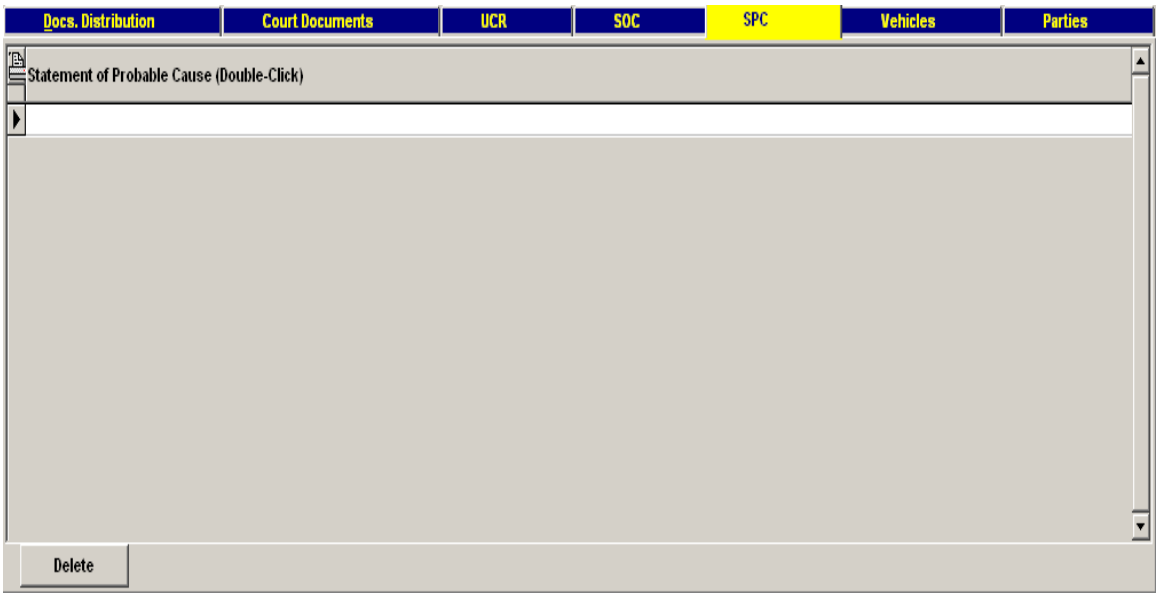
This information tab is used to enter a Statement of Charges (SOC) regarding the arrest record.



SOC Tab Fields	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Statement of Charges	Displays a statement of charges (SOC) related to the arrest. Double click the field to access the comments window.
Delete	Deletes the highlighted row from the database.

SPC Tab

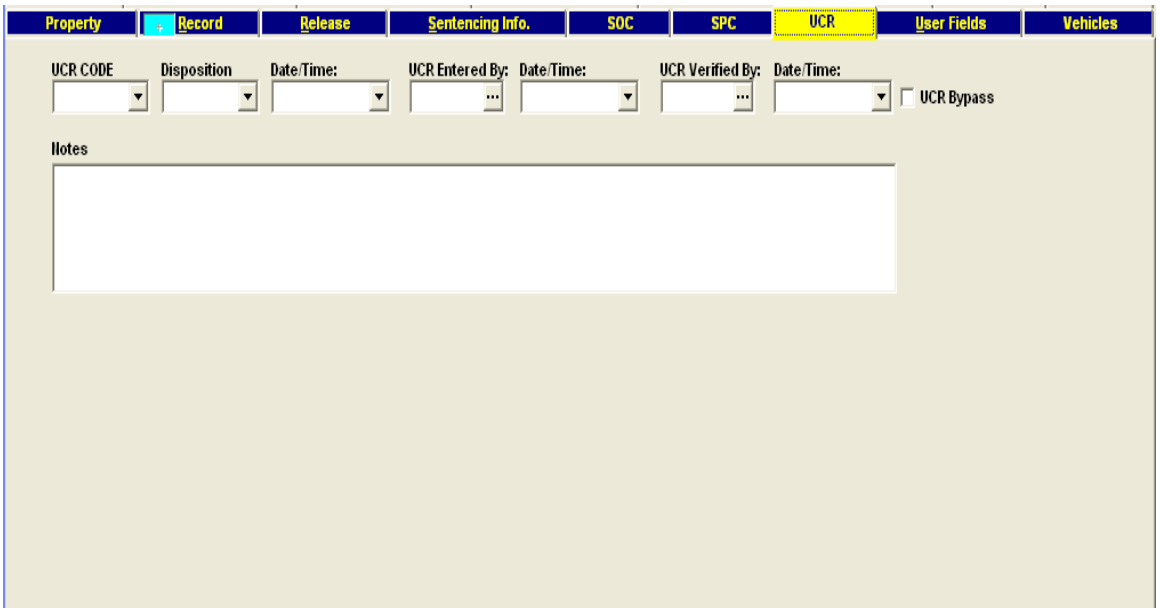
This information tab is used to enter a Statement of Probable Cause (SPC) for the arrest.



SPC Tab Fields	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Statement of Probable Cause	Displays a statement of probable cause (SPC) related to the arrest. Double click the field to access the comments window.
Delete	Deletes the highlighted row from the database.

UCR Tab

This information tab records data required for Uniform Crime Reporting (UCR).

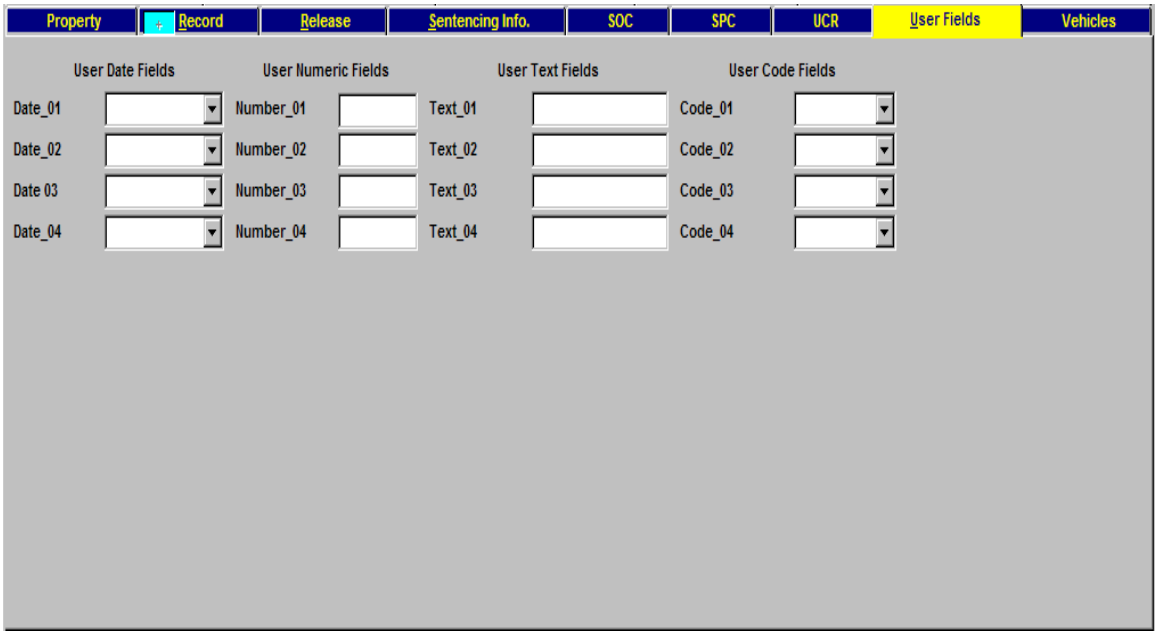


UCR Tab Fields	
Field/Component	**Description/Use**
UCR CODE	Displays the Uniform Crime Reporting (UCR) code. Click the down arrow to access the lookup list of codes.
Disposition	Displays the disposition of the UCR. Click the down arrow to access the lookup list of codes.
Date/Time	Displays the date and time of the disposition. Click the down arrow to access the Calendar utility.
UCR Entered By	Displays the Employee ID of the employee who entered the data into the UCR. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.
Date/Time	Displays the date and time that the information was entered. Click the down arrow to access the Calendar utility.
UCR Verified By	Displays the Employee ID of the employee who verified the UCR. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for an employee.

UCR Tab Fields	
Field/Component	**Description/Use**
Date/Time	Displays the date and time that the information was verified. Click the down arrow to access the Calendar utility.
UCR Bypass	A check in this box indicates the arrestee information qualifies for a UCR bypass.
Notes	Displays any comments related to UCR for the arrest. Double click this field to expand it.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:

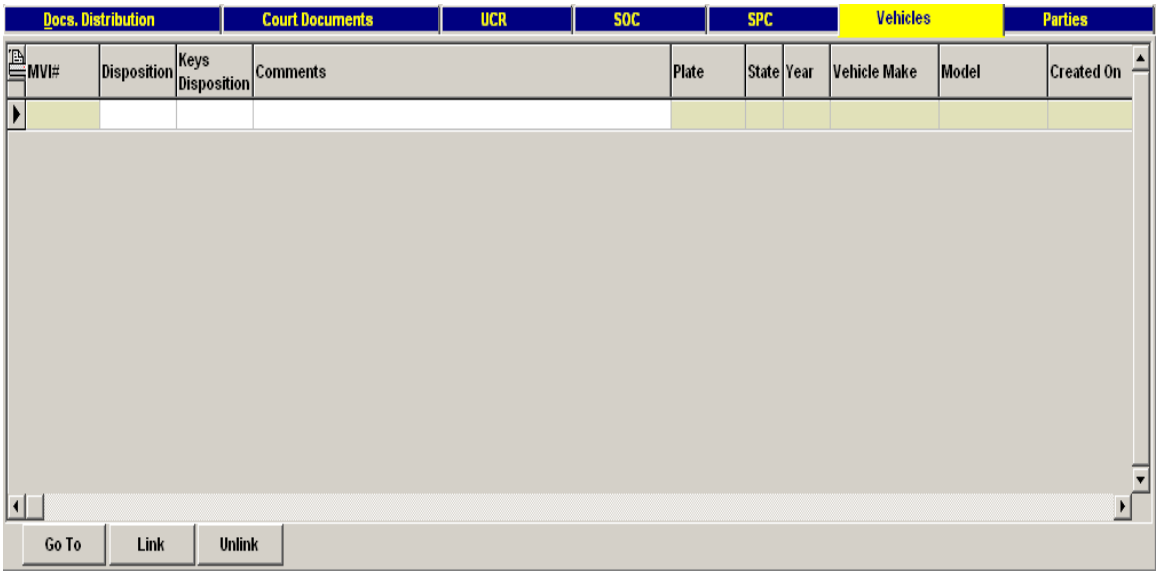


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vehicles Tab

This combination tab allows you to link multiple Master Vehicle Index records to an Arrest record. The fields on this tab are read-only except for the Disposition, Keys Disposition, and Comments fields. The read-only fields are populated when a Vehicle record is linked.

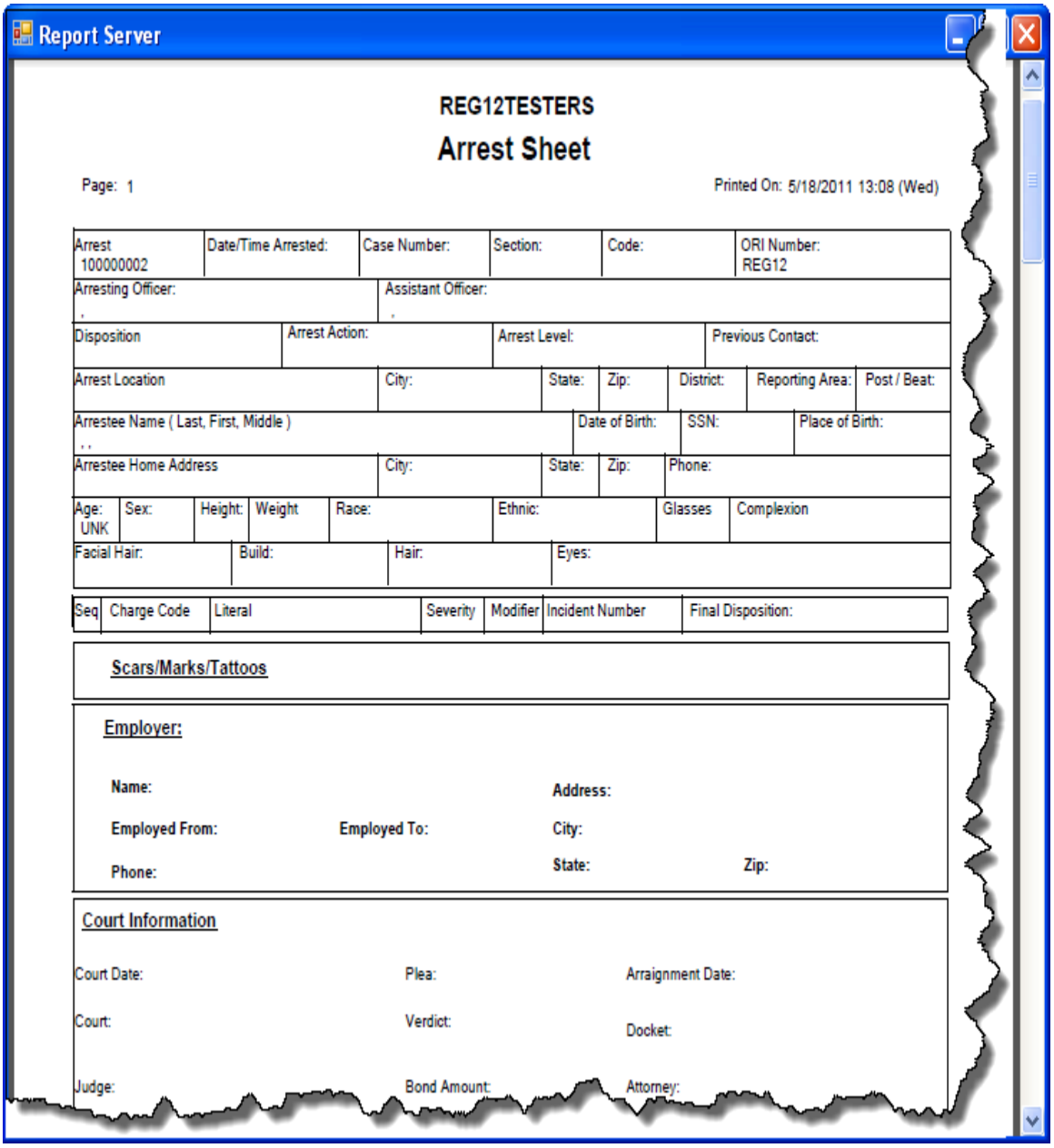


Vehicles Tab Fields	
Field/Component	**Description/Use**
MVI#	Displays the Master Vehicle record number assigned by the RMS to the Master Vehicle Index record.
Disposition	Displays a code that identifies the disposition of the linked vehicle. Click the down arrow to access the lookup list of codes.
Keys Disposition	Displays a code that identifies the disposition of the vehicle keys. Click the down arrow to access the lookup list of codes.
Comments	Displays comments related to the linked vehicle.
Plate	Displays the motor vehicle license plate number.
State	Displays the state the vehicle is registered.
Year	Displays the vehicle year.
Vehicle Make	Displays the vehicle manufacture make.
Model	Displays the vehicle manufacture model.
Created On	Displays the date and time the link was created. This automatic date and time stamp occurs upon inserting a new record.

Vehicles Tab Fields	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the link. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays date and time that the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Go To	Opens the Master Vehicle Index module and displays the highlighted record.
Link	Opens the Master Vehicle Index Search. Once a record is located, click **OK** to link the record to the Arrest module.
Un-Link	Removes the link between the Arrest record and the highlighted Master Vehicle Index record.

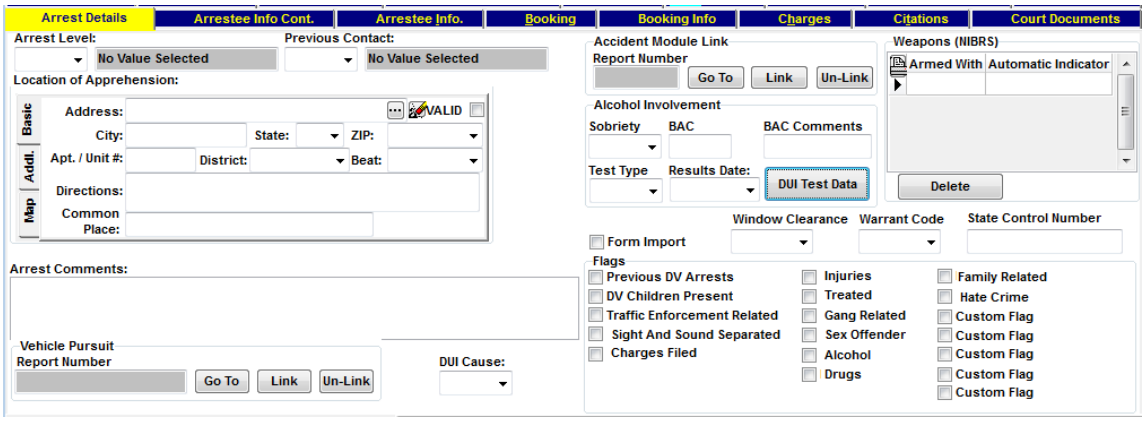
Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Arrest module. This function allows you to view, save, or print an Arrest Data Sheet report (example below).


Report Server
REG12TESTERS
Arrest Sheet
Page: 1
Printed On: 5/18/2011 13:08 (Wed)
Arrest 100000002
Date/Time Arrested:
Case Number:
Section:
Code:
ORI Number: REG12
Arresting Officer:
Assistant Officer:
Disposition
Arrest Action:
Arrest Level:
Previous Contact:
Arrest Location
City:
State:
Zip:
District:
Reporting Area:
Post / Beat:
Arrestee Name (Last, First, Middle)
Date of Birth:
SSN:
Place of Birth:
Arrestee Home Address
City:
State:
Zip:
Phone:
Age: UNK
Sex:
Height:
Weight
Race:
Ethnic:
Glasses
Complexion
Facial Hair:
Build:
Hair:
Eyes:
Seq
Charge Code
Literal
Severity
Modifier
Incident Number
Final Disposition:
Scars/Marks/Tattoos
Employer:
Name:
Address:
Employed From:
Employed To:
City:
Phone:
State:
Zip:
Court Information
Court Date:
Plea:
Arraignment Date:
Court:
Verdict:
Docket:
Judge:
Bond Amount:
Attorney:

D.U.I. Testing Report Sub-Module

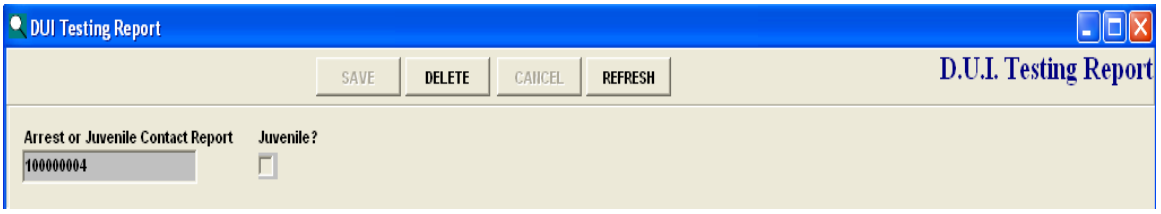
The Driving Under the Influence (D.U.I) sub-module of the Arrest record is used to record various observations and field sobriety tests conducted at the time of the arrest. This module is accessed in the Arrest Details tab > Alcohol Involvement section by clicking **DUI Test Data**.



If this is a new Arrest record and no DUI report exists, the RMS will display a confirmation dialog box.

DUI Testing Report Sub-Module Header Area

The DUI Testing Report sub-module contains a header area and eight tabs. The header area displays the Arrest Report Number for the arrest record. The tab area is used to record detailed information about observations and field sobriety tests conducted on an individual suspected of DUI.



DUI Testing Report Header Fields	
Field/Component	**Description/Use**
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes made since the last time the record was saved.
REFRESH	Populates the fields of a record with the data from the database.

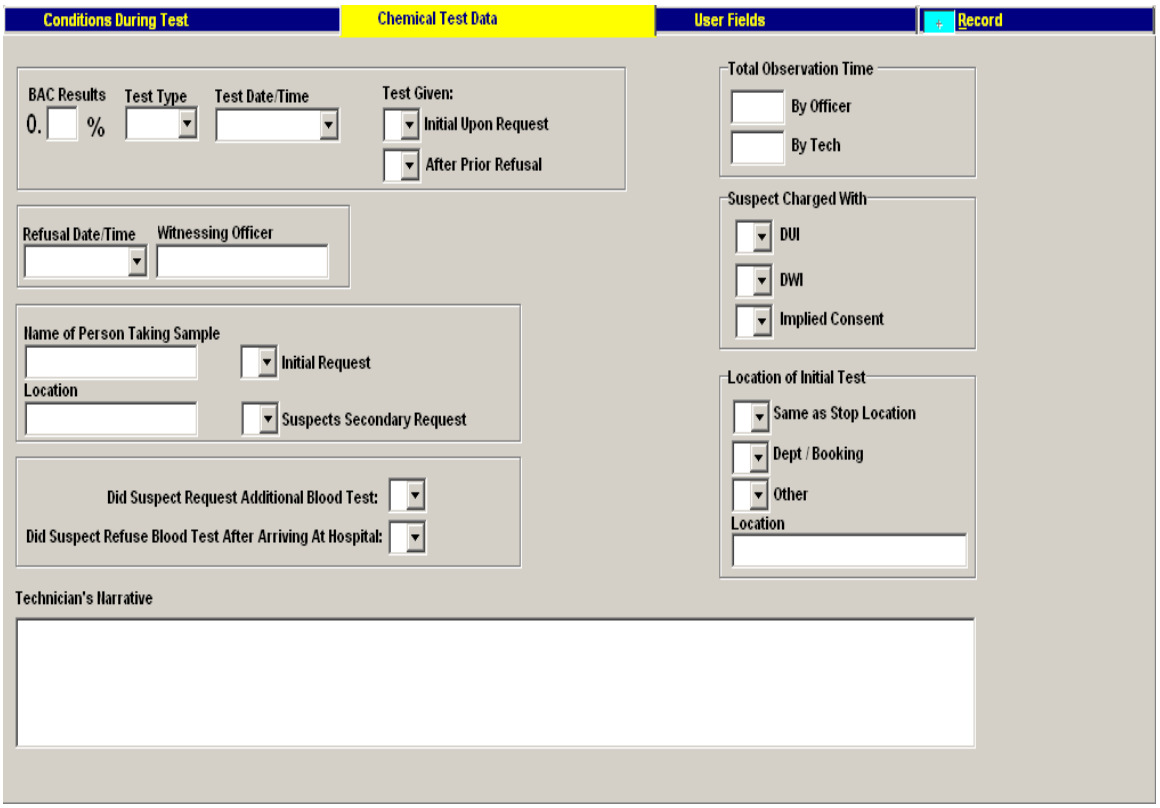
DUI Testing Report Header Fields	
Field/Component	**Description/Use**
Arrest or Juvenile Contact Report Number	Displays the Arrest Report number or Juvenile Contact Report Number.
Juvenile?	A check in this box indicates the arrestee is a juvenile.

D.U.I. Testing Report Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below: All DUI Testing Report sub-module tabs described below are information tabs.

Chemical Test Data Tab

This information tab records details related to the Blood Alcohol Content (BAC) test, the type and time the test was administered, and whether or not the suspect was charged.

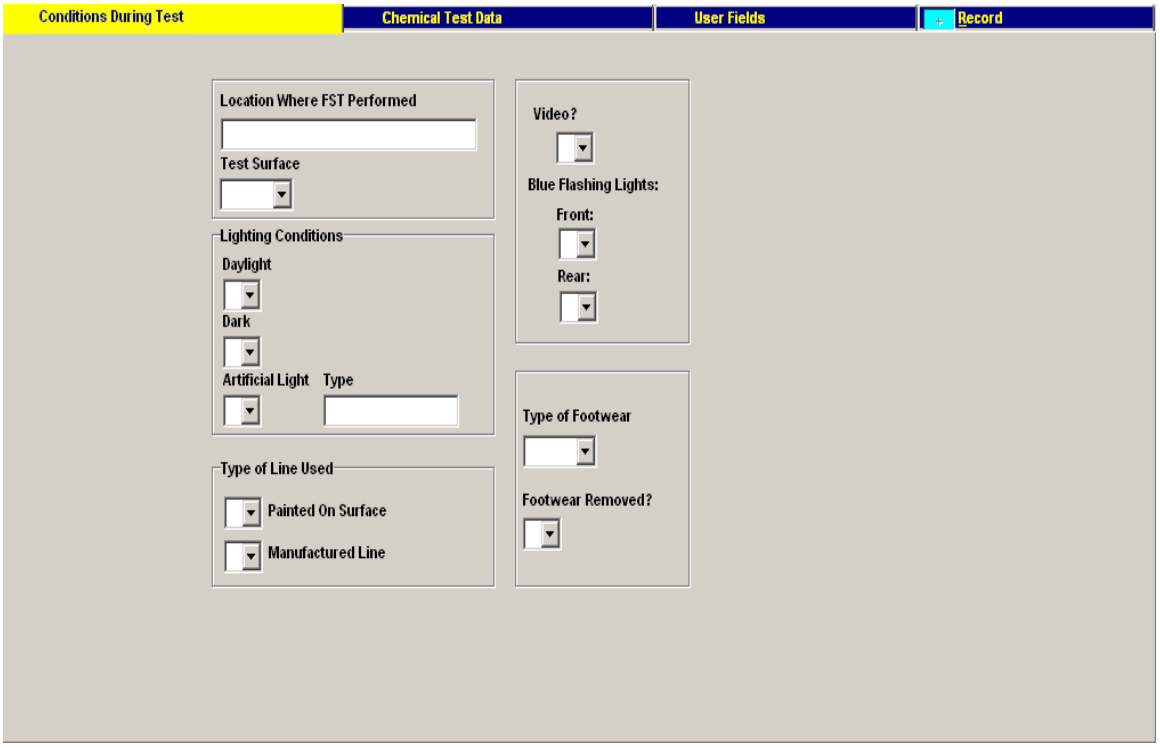


Chemical Test Data Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
BAC Results	Displays the Blood Alcohol Content (BAC) percentage.
Test Type	Displays a code that identifies the type of BAC test. Click the down arrow to access the lookup list of codes.
Test Date/Time	Displays the date and time of the BAC test. Click the down arrow to access the Calendar utility.
Initial Upon request	Displays a code indicating whether the test was given initially upon request. Click the down arrow to access the lookup list of codes.
After Prior Refusal	Displays a code indicating whether the test was given after prior refusal. Click the down arrow to access the lookup list of codes.
Refusal Date/Time	Displays the date and time the BAC test was refused. Click the down arrow to access the Calendar utility.
Witnessing Officer	Displays the name and/or ID of the witnessing officer.
Name of Person Taking Sample	Displays the name of the person collecting the test sample.
Location	Displays the location where the sample was collected.
Initial Request	Displays a code indicating whether the sample was given / taken on initial request. Click the down arrow to access the lookup list of codes.
Suspects Secondary Request	Displays a code indicating whether this was a secondary request by the suspect. Click the down arrow to access the lookup list of codes.
Did Suspect Request Additional Blood Test	Displays a code indicating whether the suspect requested an additional blood test. Click the down arrow to access the lookup list of codes.
Did Suspect Refuse Blood Test After Arriving At Hospital	Displays a code indicating whether the suspect refused a blood test at the hospital. Click the down arrow to access the lookup list of codes.
Total Observation Time	
By Officer	Displays the total time the officer observed the suspect.
By Tech	Displays the total time the technician observed the suspect.
Suspect Charged With	
DUI	Displays a code indicating whether the suspect is charged with Driving Under the Influence (DUI). Click the down arrow to access the lookup list of codes.

Chemical Test Data Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
DWI	Displays a code indicating whether the suspect is charged with Driving While Intoxicated (DWI). Click the down arrow to access the lookup list of codes.
Implied Consent	Displays a code indicating whether there was implied consent. Click the down arrow to access the lookup list of codes.
Location of Initial Test	
Same as Stop Location	Displays a code indicating whether the initial [BAC] test took place at the same location as the initial stop. Click the down arrow to access the lookup list of codes.
Dept / Booking	Displays a code indicating if the initial [BAC] test took place at the dept. or at booking. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating whether the initial [BAC] test took place at another location. Click the down arrow to access the lookup list of codes.
Location	Displays the location of the test if Other is selected as the test location.
Technician's Narrative	Displays a technician's narrative related to the testing. Text may be entered directly in the field; double click to expand it.

Conditions During Test Tab

This tab is used to record environmental or other conditions noted during a Field Sobriety Test (FST).

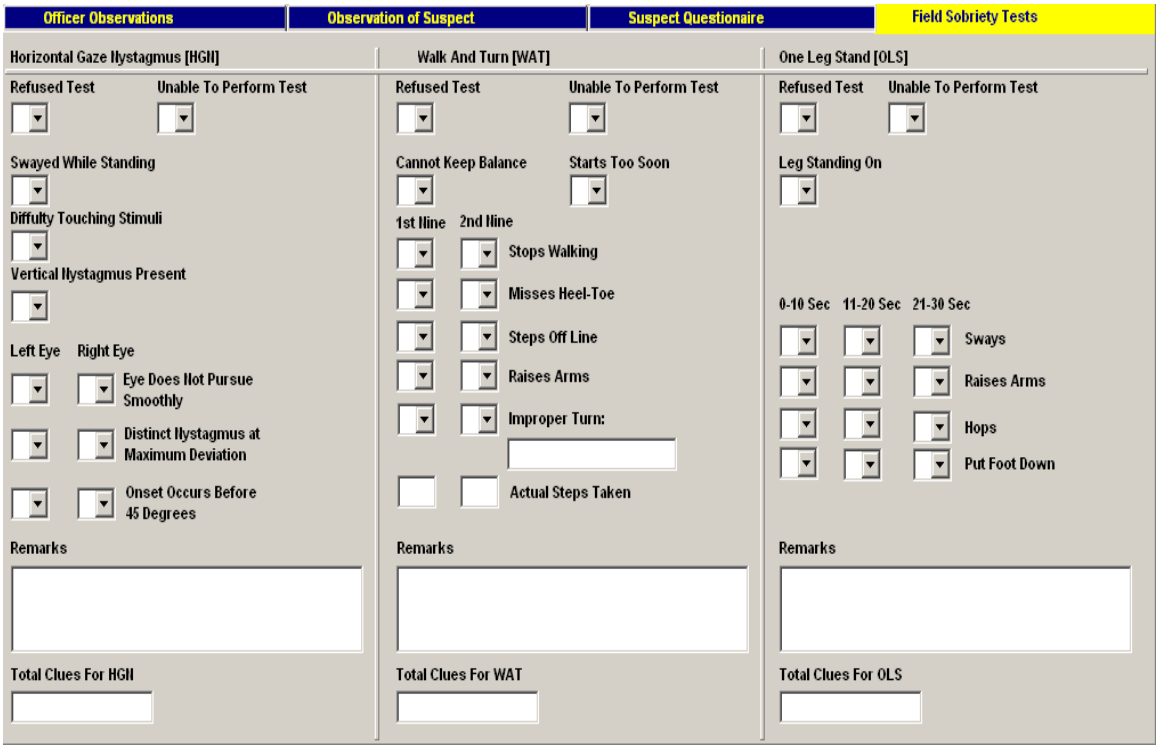


Conditions During Test Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Locations Where FST Performed	Displays a description of the Field Sobriety Test (FST) location (for example, an address, or intersection).
Test Surface	Displays a code indicating the type of surface at the FST location. Click the down arrow to access the lookup list of codes.
Lighting Conditions	
Daylight	Displays a code indicating whether the FST occurred during daylight hours. Click the down arrow to access the lookup list of codes.
Dark	Displays a code indicating whether the FST occurred during the night (after dark). Click the down arrow to access the lookup list of codes.
Artificial Light	Displays a code indicating whether the FST location was illuminated by artificial light. Click the down arrow to access the lookup list of codes.
Type	Displays a description of the type of artificial light.
Type of Line Used	
Painted on Surface	Displays a code indicating whether the line used was painted on the [road] surface. Click the down arrow to access the lookup list of codes.

Conditions During Test Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Manufactured Line	Displays a code indicating whether the line used was manufactured. Click the down arrow to access the lookup list of codes.
Video?	Displays a code indicating whether video was taken during the FST. Click the down arrow to access the lookup list of codes.
Blue Flashing Lights: Front	Displays a code indicating whether blue flashing lights were visible in front during the FST. Click the down arrow to access the lookup list of codes.
Blue Flashing Lights: Rear	Displays a code indicating whether blue flashing lights were visible at rear during the FST. Click the down arrow to access the lookup list of codes.
Type of Footwear	Displays a code indicating the type of footwear the suspect was wearing during FST. Click the down arrow to access the lookup list of codes.
Footwear Removed?	Displays a code indicating whether the suspect's footwear was removed during FST. Click the down arrow to access the lookup list of codes.

Field Sobriety Tests Tab

This tab is used to record information for three different Field Sobriety Tests (FST): Horizontal Gaze Nystagmus (HGN), Walk and Turn (WAT), and One Leg Stand (OLS).



NOTE *Nystagmus* is a rapid, involuntary oscillation of the eyeballs. This symptom is sometimes observed in individuals under the influence of alcohol or other substances.

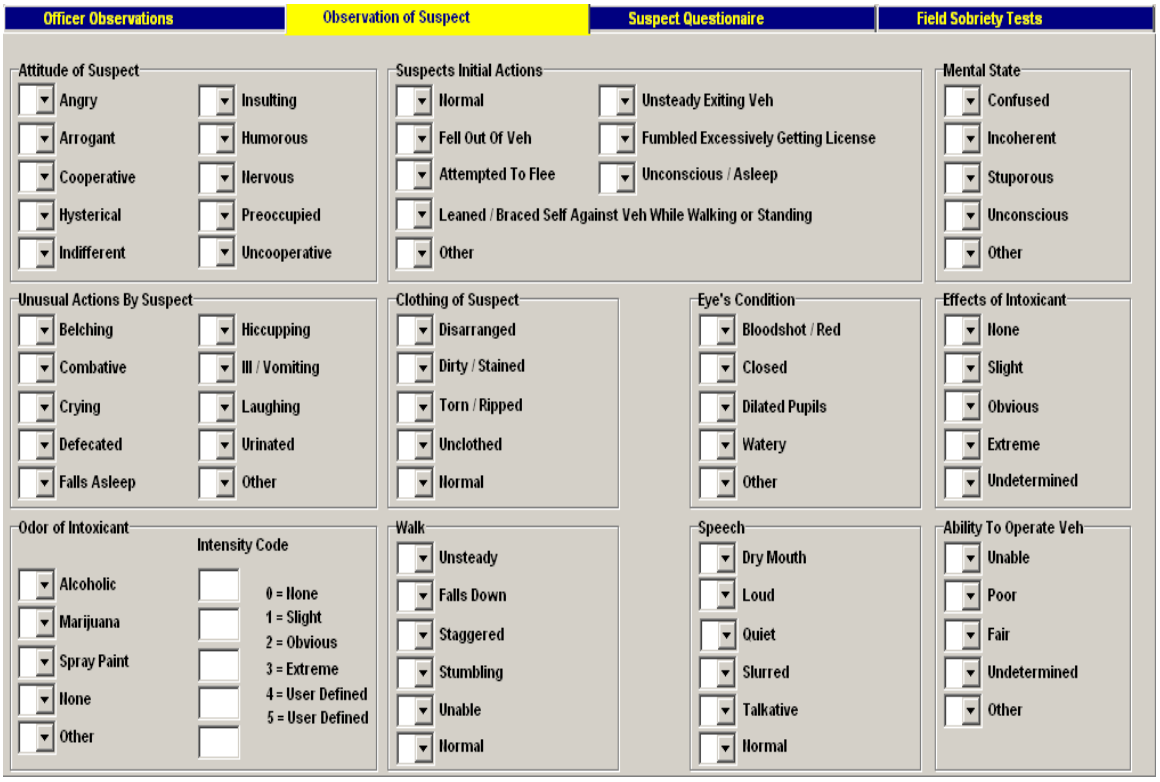
Field Sobriety Tests Tab, DUI Testing Report Module Fields	
Field/Component	**Description/Use**
Horizontal Gaze Nystagmus (HGN)	
Refused Test	Displays a code indicating whether the suspect refused to take the HGN sobriety test. Click the down arrow to access the lookup list of codes.
Unable to Perform Test	Displays a code indicating whether suspect was unable to perform HGN sobriety test. Click the down arrow to access the lookup list of codes.
Swayed While Standing	Displays a code indicating whether suspect swayed while standing during test. Click the down arrow to access the lookup list of codes.
Difficulty Touching Stimuli	Displays a code indicating whether suspect had difficulty touching stimuli during test. Click the down arrow to access the lookup list of codes.
Vertical Nystagmus Present	Displays a code indicating whether vertical Nystagmus was present during test. Click the down arrow to access the lookup list of codes.
Eye Does Not Pursue Smoothly	Displays a code indicating whether suspect's eye pursued smoothly during the test. This result can be recorded separately for the left and right eye. Click the down arrow to access the lookup list of codes.

Field Sobriety Tests Tab, DUI Testing Report Module Fields	
Field/Component	**Description/Use**
Distinct Nystagmus at Maximum Deviation	Displays a code indicating whether there was distinct Nystagmus at maximum deviation. This result can be recorded separately for the left and right eye. Click the down arrow to access the lookup list of codes.
Onset Occurs Before 45 Degrees	Displays a code indicating whether onset occurs before 45 degrees. This result can be recorded separately for the left and right eye. Click the down arrow to access the lookup list of codes.
Remarks	Displays any remarks relating to the HGN test recorded by the officer.
Total Clues For HGN	Displays the total number of clues during the HGN test.
Walk and Turn (WAT)	
Refused Test	Displays a code indicating whether the suspect refused to take WAT sobriety test. Click the down arrow to access the lookup list of codes.
Unable to Perform Test	Displays a code indicating whether the suspect was unable to perform WAT sobriety test. Click the down arrow to access the lookup list of codes.
Cannot Keep Balance	Displays a code indicating whether the suspect could keep balance during the test. Click the down arrow to access the lookup list of codes.
Starts Too Soon	Displays a code indicating whether the suspect starts too soon when taking the test. Click the down arrow to access the lookup list of codes.
Stops Walking	Displays a code indicating whether the suspect stops walking during the test. This result can be recorded separately for two sets of nine steps. Click the down arrow to access the lookup list of codes.
Misses Heel-Toe	Displays a code indicating whether the suspect misses heel-toe during the test. This result can be recorded separately for two sets of nine steps. Click the down arrow to access the lookup list of codes.
Steps Off Line	Displays a code indicating whether the suspect steps off the line while taking the test. This result can be recorded separately for two sets of nine steps. Click the down arrow to access the lookup list of codes.
Raises Arms	Displays a code indicating whether the suspect raises his/her arms during the test. This result can be recorded separately for two sets of nine steps. Click the down arrow to access the lookup list of codes.
Improper Turn	Displays a code indicating whether the suspect makes an improper turn during the test. This result can be recorded separately for two sets of nine steps. Click the down arrow to access the lookup list of codes.
(blank)	Displays a description of the suspect's improper turn(s).
Actual Steps Taken	Displays the actual number of steps taken by the suspect for each set.
Remarks	Displays any remarks relating to the WAT test recorded by the officer.

Field Sobriety Tests Tab, DUI Testing Report Module Fields	
Field/Component	**Description/Use**
Total Clues For WAT	Displays the total number of clues during the WAT test.
One Leg Stand (OLS)	
Refused Test	Displays a code indicating whether the suspect refused to take OLS sobriety test. Click the down arrow to access the lookup list of codes.
Unable to Perform Test	Displays a code indicating whether the suspect was unable to perform OLS sobriety test. Click the down arrow to access the lookup list of codes.
Leg Standing On	Displays a code indicating the leg the suspect is standing on when taking this test. Click the down arrow to access the lookup list of codes.
Sways	Displays a code indicating whether the suspect sways while performing test. This item can be rated by duration (0-10 sec., 11-20 sec., or 21-30 sec.). Click the down arrow to access the lookup list of codes.
Raises Arms	Displays a code indicating whether the suspect raises arms while performing test. This item can be rated by duration (0-10 sec., 11-20 sec., or 21-30 sec.). Click the down arrow to access the lookup list of codes.
Hops	Displays a code indicating whether the suspect hops while performing test. This item can be rated by duration (0-10 sec., 11-20 sec., or 21-30 sec.). Click the down arrow to access the lookup list of codes.
Put Foot Down	Displays a code indicating whether the suspect puts foot down while performing test. This item can be rated by duration (0-10 sec., 11-20 sec., or 21-30 sec.). Click the down arrow to access the lookup list of codes.
Remarks	Displays any remarks relating to the OLS test recorded by the officer.
Total Clues For OLS	Displays the total number of clues during the OLS test.

Observation of Suspect Tab

This information tab records an officer's observations of the arrestee/suspect.



Observation of Suspect Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Attitude of Suspect	
Angry	Displays a code indicating whether the attitude of the suspect was angry. Click the down arrow to access the lookup list of codes.
Arrogant	Displays a code indicating whether the attitude of the suspect was arrogant. Click the down arrow to access the lookup list of codes.
Cooperative	Displays a code indicating whether the attitude of the suspect was cooperative. Click the down arrow to access the lookup list of codes.
Hysterical	Displays a code indicating whether the attitude of the suspect was hysterical. Click the down arrow to access the lookup list of codes.
Indifferent	Displays a code indicating whether the attitude of the suspect was indifferent. Click the down arrow to access the lookup list of codes.
Insulting	Displays a code indicating whether the attitude of the suspect was insulting. Click the down arrow to access the lookup list of codes.
Humorous	Displays a code indicating whether the attitude of the suspect was humorous. Click the down arrow to access the lookup list of codes.

Observation of Suspect Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Nervous	Displays a code indicating whether the attitude of the suspect was nervous. Click the down arrow to access the lookup list of codes.
Preoccupied	Displays a code indicating whether the attitude of the suspect was preoccupied. Click the down arrow to access the lookup list of codes.
Uncooperative	Displays a code indicating whether the attitude of the suspect was uncooperative. Click the down arrow to access the lookup list of codes.
Unusual Actions By Suspect	
Belching	Displays a code indicating whether the suspect was belching. Click the down arrow to access the lookup list of codes.
Combative	Displays a code indicating whether the suspect was combative. Click the down arrow to access the lookup list of codes.
Crying	Displays a code indicating whether the suspect was crying. Click the down arrow to access the lookup list of codes.
Defecated	Displays a code indicating whether the suspect defecated. Click the down arrow to access the lookup list of codes.
Falls Asleep	Displays a code indicating whether the suspect fell asleep. Click the down arrow to access the lookup list of codes.
Hiccupping	Displays a code indicating whether the suspect was hiccupping. Click the down arrow to access the lookup list of codes.
Ill / Vomiting	Displays a code indicating whether the suspect was ill or vomiting. Click the down arrow to access the lookup list of codes.
Laughing	Displays a code indicating whether the suspect was laughing. Click the down arrow to access the lookup list of codes.
Urinated	Displays a code indicating whether the suspect urinated. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating whether some other (unspecified) unusual action by suspect. Click the down arrow to access the lookup list of codes.
Odor of Intoxicant	
Alcoholic	Displays a code indicating whether the odor of an alcoholic intoxicant was present. Click the down arrow to access the lookup list of codes.
Marijuana	Displays a code indicating whether the odor of marijuana was present. Click the down arrow to access the lookup list of codes.
Spray Paint	Displays a code indicating whether an odor of spray paint (inhalant) was present. Click the down arrow to access the lookup list of codes.

Observation of Suspect Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
None	Displays a code indicating an odor was not present. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating whether another odor was present. Click the down arrow to access the lookup list of codes.
Intensity Code	Displays a number indicating the odor intensity for each of the five selections. The numbers corresponds to the following: 0=None, 1=Slight, 2=Obvious, 3=Extreme, 4-5=User Defined.
Suspects Initial Actions	
Normal	Displays a code indicating whether the suspect's initial actions were normal. Click the down arrow to access the lookup list of codes.
Fell Out Of Veh	Displays a code indicating whether the suspect fell out of the vehicle. Click the down arrow to access the lookup list of codes.
Attempted To Flee	Displays a code indicating whether the suspect attempted to flee. Click the down arrow to access the lookup list of codes.
Leaned / Braced Self Against Veh Walking / Standing	Displays a code indicating whether the suspect braced him/herself against the vehicle while walking or standing. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating whether some other action was taken by the suspect. Click the down arrow to access the lookup list of codes.
Unsteady Exiting Veh	Displays a code indicating whether the suspect was unsteady while exiting the vehicle. Click the down arrow to access the lookup list of codes.
Fumbled Excessively Getting License	Displays a code indicating whether the suspect fumbled excessively when asked to produce a driver's license. Click the down arrow to access the lookup list of codes.
Unconscious / Asleep	Displays a code indicating whether the suspect was unconscious or asleep. Click the down arrow to access the lookup list of codes.
Clothing of Suspect	
Disarranged	Displays a code indicating whether the suspect's clothing was disarranged. Click the down arrow to access the lookup list of codes.
Dirty / Stained	Displays a code indicating whether the suspect's clothing was dirty / stained. Click the down arrow to access the lookup list of codes.
Torn / Ripped	Displays a code indicating whether the suspect's clothing was torn / ripped. Click the down arrow to access the lookup list of codes.

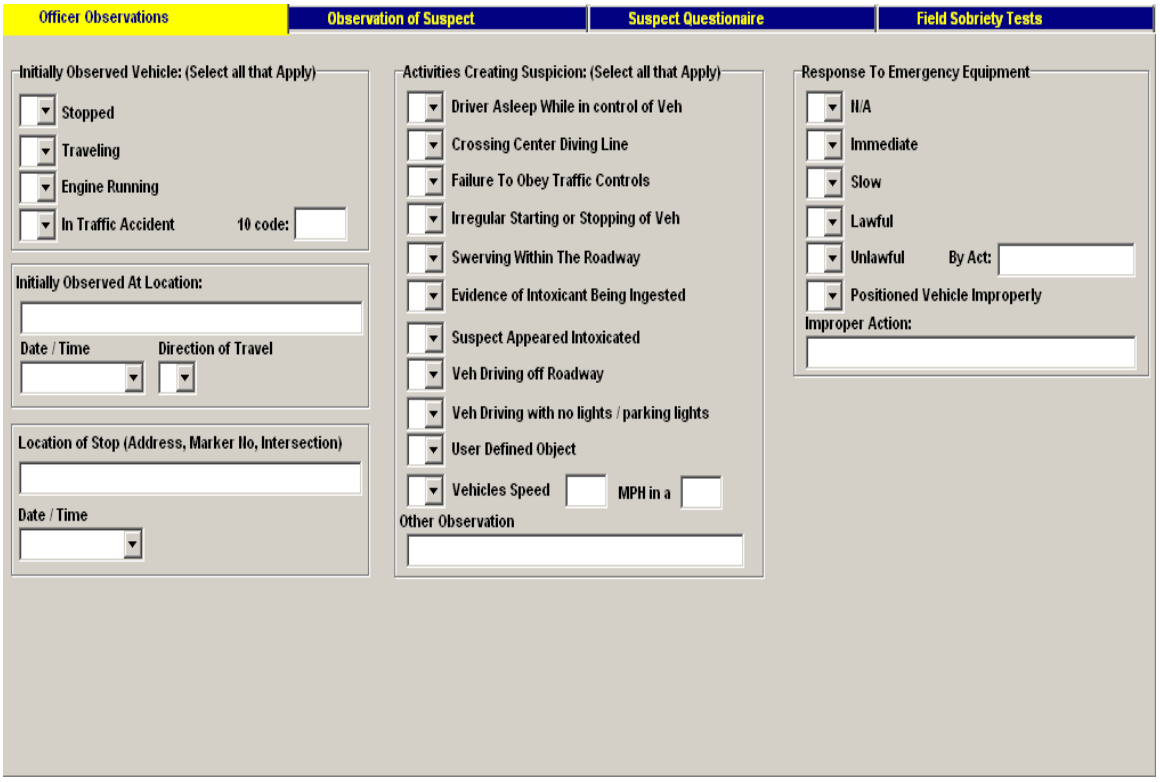
Observation of Suspect Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Unclothed	Displays a code indicating whether the suspect was unclothed. Click the down arrow to access the lookup list of codes.
Normal	Displays a code indicating whether the suspect's clothing was normal. Click the down arrow to access the lookup list of codes.
Walk	
Unsteady	Displays a code indicating whether the suspect's walk was unsteady. Click the down arrow to access the lookup list of codes.
Falls Down	Displays a code indicating whether the suspect fell down when attempting to walk. Click the down arrow to access the lookup list of codes.
Staggered	Displays a code indicating whether the suspect staggered when attempting to walk. Click the down arrow to access the lookup list of codes.
Stumbling	Displays a code indicating whether the suspect stumbled when walking. Click the down arrow to access the lookup list of codes.
Unable	Displays a code indicating whether the suspect was unable to walk. Click the down arrow to access the lookup list of codes.
Normal	Displays a code indicating whether the suspect's walk was normal. Click the down arrow to access the lookup list of codes.
Eye's Condition	
Bloodshot / Red	Displays a code indicating whether the suspect's eyes were bloodshot or red. Click the down arrow to access the lookup list of codes.
Closed	Displays a code indicating whether the suspect's eyes were closed. Click the down arrow to access the lookup list of codes.
Dilated Pupils	Displays a code indicating whether the suspect's eyes had dilated pupils. Click the down arrow to access the lookup list of codes.
Watery	Displays a code indicating whether the suspect's eyes were watery. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating whether the suspect's eyes exhibited some other condition. Click the down arrow to access the lookup list of codes.
Speech	
Dry Mouth	Displays a code indicating whether the suspect's speech was affected due to dry mouth. Click the down arrow to access the lookup list of codes.

Observation of Suspect Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Loud	Displays a code indicating whether the suspect's speech was loud. Click the down arrow to access the lookup list of codes.
Quiet	Displays a code indicating whether the suspect's speech was quiet. Click the down arrow to access the lookup list of codes.
Slurred	Displays a code indicating whether the suspect's speech was slurred. Click the down arrow to access the lookup list of codes.
Talkative	Displays a code indicating whether the suspect was talkative. Click the down arrow to access the lookup list of codes.
Normal	Displays a code indicating whether the suspect's speech was normal. Click the down arrow to access the lookup list of codes.
Mental State	
Confused	Displays a code indicating that suspect's mental state was confused. Click the down arrow to access the lookup list of codes.
Incoherent	Displays a code indicating that suspect's mental state was incoherent. Click the down arrow to access the lookup list of codes.
Stuporous	Displays a code indicating that suspect's mental state was stuporous. Click the down arrow to access the lookup list of codes.
Unconscious	Displays a code indicating that suspect's mental state was unconscious. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating that suspect exhibited some other mental state. Click the down arrow to access the lookup list of codes.
Effects of Intoxicant	
None	Displays a code indicating the suspect was not affected by an intoxicant. Click the down arrow to access the lookup list of codes.
Slight	Displays a code indicating whether an intoxicant had only slight effect on the suspect. Click the down arrow to access the lookup list of codes.
Obvious	Displays a code indicating whether an intoxicant had an obvious effect on the suspect. Click the down arrow to access the lookup list of codes.
Extreme	Displays a code indicating whether an intoxicant had an extreme effect on the suspect. Click the down arrow to access the lookup list of codes.
Undetermined	Displays a code indicating whether an intoxicant had an unknown effect on the suspect. Click the down arrow to access the lookup list of codes.
Ability to Operate Veh	
Unable	Displays a code indicating whether the suspect was unable to operate a vehicle. Click the down arrow to access the lookup list of codes.

Observation of Suspect Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Poor	Displays a code indicating whether the suspect's ability to operate a vehicle was poor. Click the down arrow to access the lookup list of codes.
Fair	Displays a code indicating whether the suspect's ability to operate a vehicle was fair. Click the down arrow to access the lookup list of codes.
Undetermined	Displays a code indicating whether the suspect's ability to operate a vehicle was unknown. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating whether the suspect's ability to operate a vehicle was characterized in another way. Click the down arrow to access the lookup list of codes.

Officer Observations Tab: D.U.I. Testing Report Sub-Module

This information tab is used to record additional officer's observations regarding a D.U.I. Incident. These observations might include suspicious activity, vehicle activity, and suspect's response to emergency equipment.



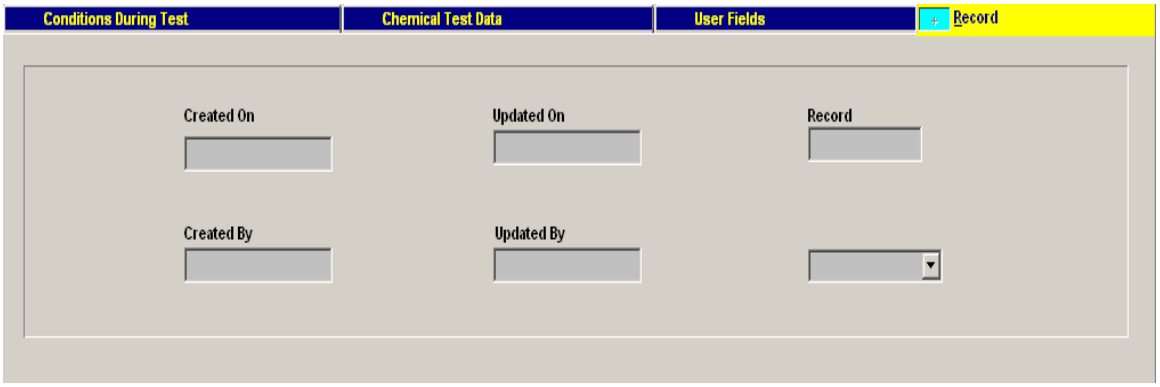
Officer Observations Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Initially Observed Vehicle: (Select all that Apply)	
Stopped	Displays a code indicating whether the vehicle was stopped when initially observed. Click the down arrow to access the lookup list of codes.
Traveling	Displays a code indicating whether the vehicle was traveling when initially observed. Click the down arrow to access the lookup list of codes.
Engine Running	Displays a code indicating whether the vehicle's engine was running when initially observed. Click the down arrow to access the lookup list of codes.
In Traffic Accident	Displays a code indicating whether the vehicle was involved in a traffic accident when initially observed. Click the down arrow to access the lookup list of codes.
10 code:	Displays a 10 code (vocal shorthand phrase) related to the accident. For example, 10-4 = OK/Understood, 10-46 = motorist assist.

Officer Observations Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Initially Observed At Location	Displays the location where the individual was initially observed.
Date / Time	Displays the date and time the individual was initially observed. Click the down arrow to access the Calendar utility.
Direction of Travel	Displays a code indicating the direction of travel when initially observed. Click the down arrow to access the lookup list of codes.
Location of Stop (Address, Marker No., Intersection)	Displays the location of the stop (for example, an address, marker number, or intersection).
Date / Time	Displays the date and time of the stop. Click the down arrow to access the Calendar utility.
Activities Creating Suspicion: (Select all that Apply)	
Driver Asleep While in control of Veh	Displays a code indicating the driver of the vehicle was asleep while in control of vehicle. Click the down arrow to access the lookup list of codes.
Crossing Center Driving Line	Displays a code indicating the vehicle crossed or was crossing the center driving line. Click the down arrow to access the lookup list of codes.
Failure To Obey Traffic Controls	Displays a code indicating the driver of the vehicle failed to obey traffic controls. Click the down arrow to access the lookup list of codes.
Irregular Starting or Stopping of Veh	Displays a code indicating irregular starting / stopping of vehicle occurred. Click the down arrow to access the lookup list of codes.
Swerving Within The Roadway	Displays a code indicating the vehicle was observed swerving within the confines of roadway. Click the down arrow to access the lookup list of codes.
Evidence of Intoxicant Being Ingested	Displays a code indicating there was evidence of the subject ingesting an intoxicant. Click the down arrow to access the lookup list of codes.
Subject Appeared Intoxicated	Displays a code indicating the subject appeared intoxicated. Click the down arrow to access the lookup list of codes.
Veh Driving off Roadway	Displays a code indicating the vehicle was driven off the roadway. Click the down arrow to access the lookup list of codes.
Veh Driving with no lights/parking lights	Displays a code indicating the vehicle was being driven with only parking lights or without lights turned on. Click the down arrow to access the lookup list of codes.

Officer Observations Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
User Defined Object	Reserved for a user-defined object. Click the down arrow to access the lookup list of codes.
Vehicles Speed	Displays a code indicating the vehicles speed. Click the down arrow to access the lookup list of codes.
MPH	Displays the speed the vehicle was observed traveling.
In a [zone]	Displays the legally posted speed for the zone where the vehicle was traveling.
Other Observation	Displays description of other observations noted by officer.
Response to Emergency Equipment	
N/A	Displays a code indicating that the response to emergency equipment was not applicable. Click the down arrow to access the lookup list of codes.
Immediate	Displays a code indicating the individual's response was immediate. Click the down arrow to access the lookup list of codes.
Slow	Displays a code indicating the individual's response was slow. Click the down arrow to access the lookup list of codes.
Lawful	Displays a code indicating the individual's response was lawful. Click the down arrow to access the lookup list of codes.
Unlawful	Displays a code indicating the individual's response was unlawful. Click the down arrow to access the lookup list of codes.
By Act:	Displays a description of the statute or ordinance violated.
Positioned Vehicle Improperly	Displays a code indicating whether the individual was improperly positioned in the vehicle. Click the down arrow to access the lookup list of codes.
Improper Action	Displays a description related to the improper action.

Record Tab: D.U.I. Testing Report Sub-Module

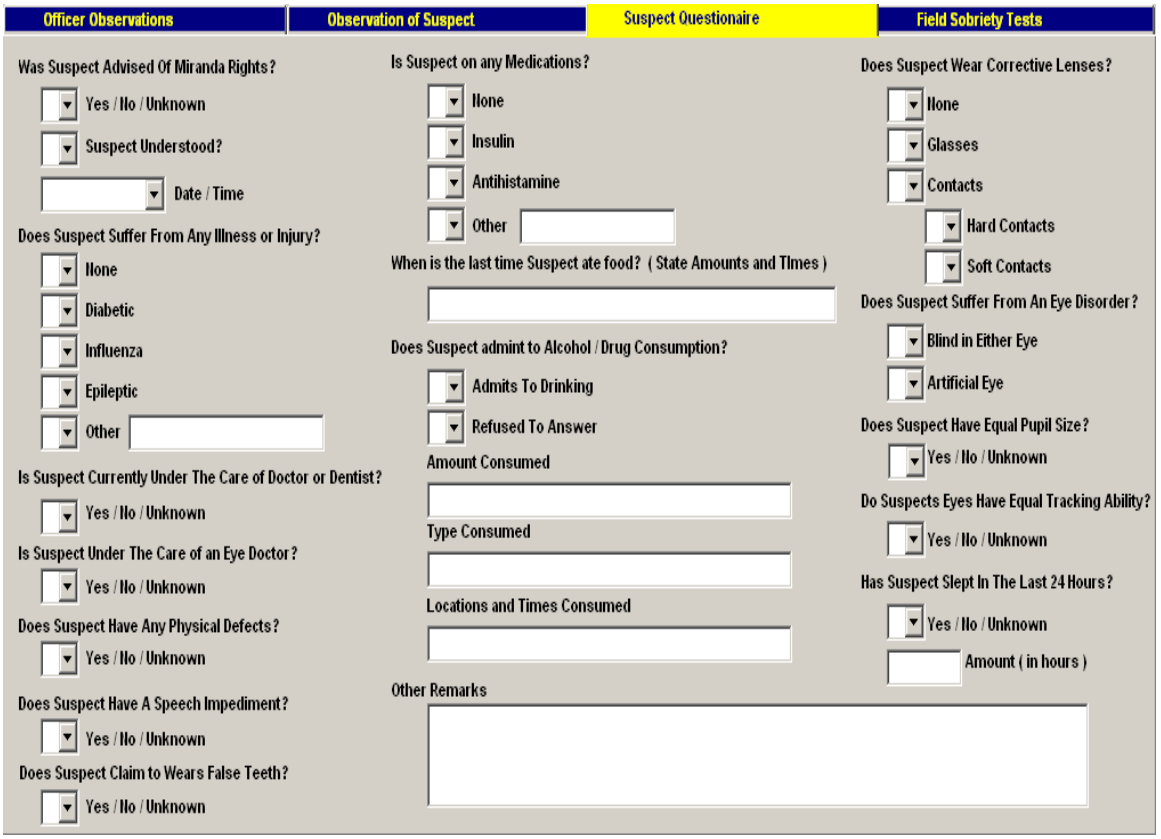
This information tab stores data about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab, DUI Testing Report Module Fields	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays date and time that the record was last updated. This automatic date and time stamp occurs upon changing a record or posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Record	Displays the number assigned by the database to identify the record in a table.
[Blank]	Displays the Agency of the user that has most recently updated this record.

Suspect Questionnaire Tab

This tab is used to record information obtained from a suspect, usually gathered during the field interview; some information is also based on the officer's observations of the suspect.



Suspect Questionnaire Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Was Suspect Advised Of Miranda Rights?	
Yes/ No/ Unknown	Displays a code indicating whether the suspect was advised of his/her Miranda Rights. Click the down arrow to access the lookup list of codes.
Suspect Understood?	Displays a code indicating whether the suspect understood their Miranda Rights. Click the down arrow to access the lookup list of codes.
Date / Time	Displays the date and time suspect was read their Miranda Rights. Click the down arrow to access the Calendar utility.
Does Suspect Suffer From Any Illness or Injury?	
None	Displays a code indicating whether the suspect does not suffer from any illness or injury. Click the down arrow to access the lookup list of codes.
Diabetic	Displays a code indicating whether the suspect suffers from diabetes. Click the down arrow to access the lookup list of codes.
Influenza	Displays a code indicating whether the suspect suffers from influenza. Click the down arrow to access the lookup list of codes.

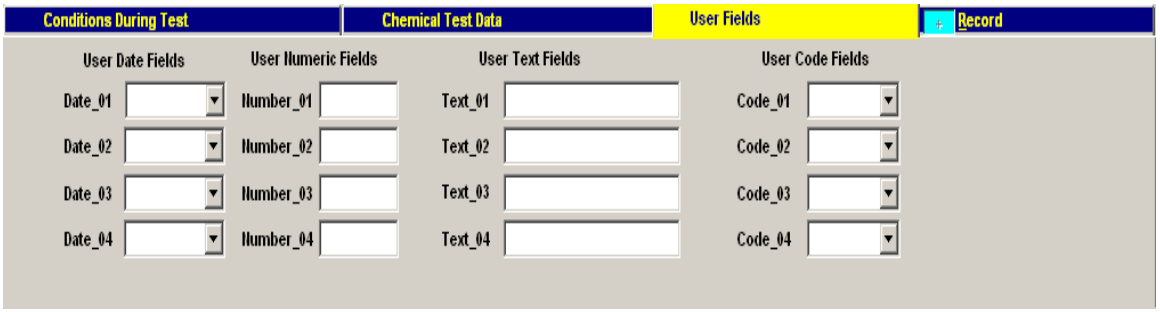
Suspect Questionnaire Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Epileptic	Displays a code indicating whether the suspect suffers from epilepsy. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating whether the suspect suffers from some other illness or injury. Click the down arrow to access the lookup list of codes.
(blank)	Displays a description of the other condition afflicting the suspect.
Is Suspect Currently Under the Care of Doctor or Dentist?	
Yes/ No/ Unknown	Displays a code indicating whether the suspect is currently under the care of a doctor/dentist. Click the down arrow to access the lookup list of codes.
Is Suspect Under the Care of an Eye Doctor?	
Yes / No / Unknown	Displays a code indicating whether the suspect is under the care of an eye doctor. Click the down arrow to access the lookup list of codes.
Does Suspect Have Any Physical Defects?	
Yes / No / Unknown	Displays a code indicating whether the suspect has any physical defects. Click the down arrow to access the lookup list of codes.
Does Suspect Have A Speech Impediment?	
Yes / No / Unknown	Displays a code indicating whether the suspect has a speech impediment. Click the down arrow to access the lookup list of codes.
Does Suspect Claim to Wear False Teeth?	
Yes/ No/ Unknown	Displays a code indicating whether suspect claims to wear false teeth. Click the down arrow to access the lookup list of codes.
Is Suspect on any Medications?	
None	Displays a code indicating whether the suspect is not on any medications. Click the down arrow to access the lookup list of codes.
Insulin	Displays a code indicating whether the suspect is on insulin. Click the down arrow to access the lookup list of codes.
Antihistamine	Displays a code indicating whether the suspect is on antihistamine. Click the down arrow to access the lookup list of codes.
Other	Displays a code indicating whether the suspect is on some other (unspecified) medication. Click the down arrow to access the lookup list of codes.
(blank)	Displays a description of the other medication(s) the suspect is taking.

Suspect Questionnaire Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
When is the last time Suspect ate food? (State Amounts and Times)	
(blank)	Displays a description of the last time the suspect ate food and the amount of food consumed.
Does Suspect Admit to Alcohol / Drug Consumption?	
Admits to Drinking	Displays a code indicating whether the suspect admits to drinking. Click the down arrow to access the lookup list of codes.
Refused to Answer	Displays a code indicating whether the suspect refused to answer this question. Click the down arrow to access the lookup list of codes.
Amount Consumed	Displays a description of the amount of alcohol or drugs the suspect consumed.
Type Consumed	Displays a description of the type of alcohol or drugs the suspect consumed.
Locations and Times Consumed	Displays a description of the locations and times where and when the suspect consumed alcohol or drugs.
Does Suspect Wear Corrective Lenses?	
None	Displays a code indicating whether the suspect wears corrective lenses. Click the down arrow to access the lookup list of codes.
Glasses	Displays a code indicating whether the suspect wears eyeglasses. Click the down arrow to access the lookup list of codes.
Contacts	Displays a code indicating whether the suspect wears contact lenses. Click the down arrow to access the lookup list of codes.
Hard Contacts	Displays a code indicating whether the suspect wears hard contact lenses. Click the down arrow to access the lookup list of codes.
Soft Contacts	Displays a code indicating whether the suspect wears soft contact lenses. Click the down arrow to access the lookup list of codes.
Does Suspect Suffer From An Eye Disorder?	
Blind in Either Eye	Displays a code indicating whether the suspect is blind in at least one eye. Click the down arrow to access the lookup list of codes.
Artificial Eye	Displays a code indicating whether the suspect has an artificial eye. Click the down arrow to access the lookup list of codes.
Does Suspect Have Equal Pupil Size?	

Suspect Questionnaire Tab, D.U.I. Testing Report Sub-Module Fields	
Field/Component	**Description/Use**
Yes/ No/ Unknown	Displays a code indicating whether suspect's pupils are equal in size. Click the down arrow to access the lookup list of codes.
Does Suspects Eyes Have Equal Tracking Ability?	
Yes/ No/ Unknown	Displays a code indicating whether suspect's eyes have equal tracking ability. Click the down arrow to access the lookup list of codes.
Has Suspect Slept In The Last 24 Hours?	
Yes/ No/ Unknown	Displays a code indicating whether suspect has slept in the last 24 hours. Click the down arrow to access the lookup list of codes.
Amount (in hours)	Displays the amount of time (in hours) that the suspect has slept in the last 24 hours.
Other Remarks	
(blank)	Displays any other remarks relating to this suspect recorded by the officer filing the report.

User Fields Tab: D.U.I. Testing Report Sub-Module

This tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Accessing the Arrest Search

The following methods may be used to access the Arrest search:

From the Main Menu:

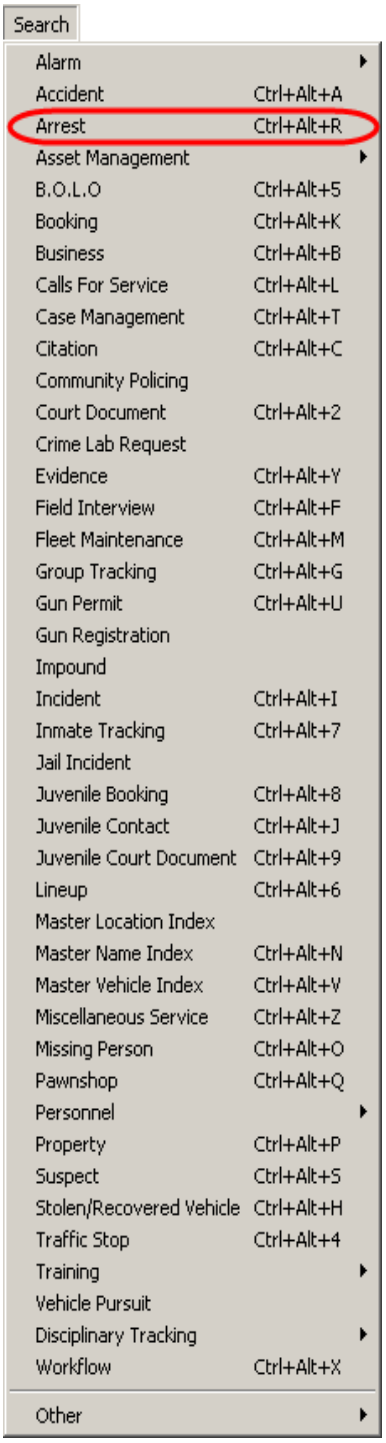
- Select Search > Arrest

Using the shortcut key combination:

- Press CTRL + ALT + R

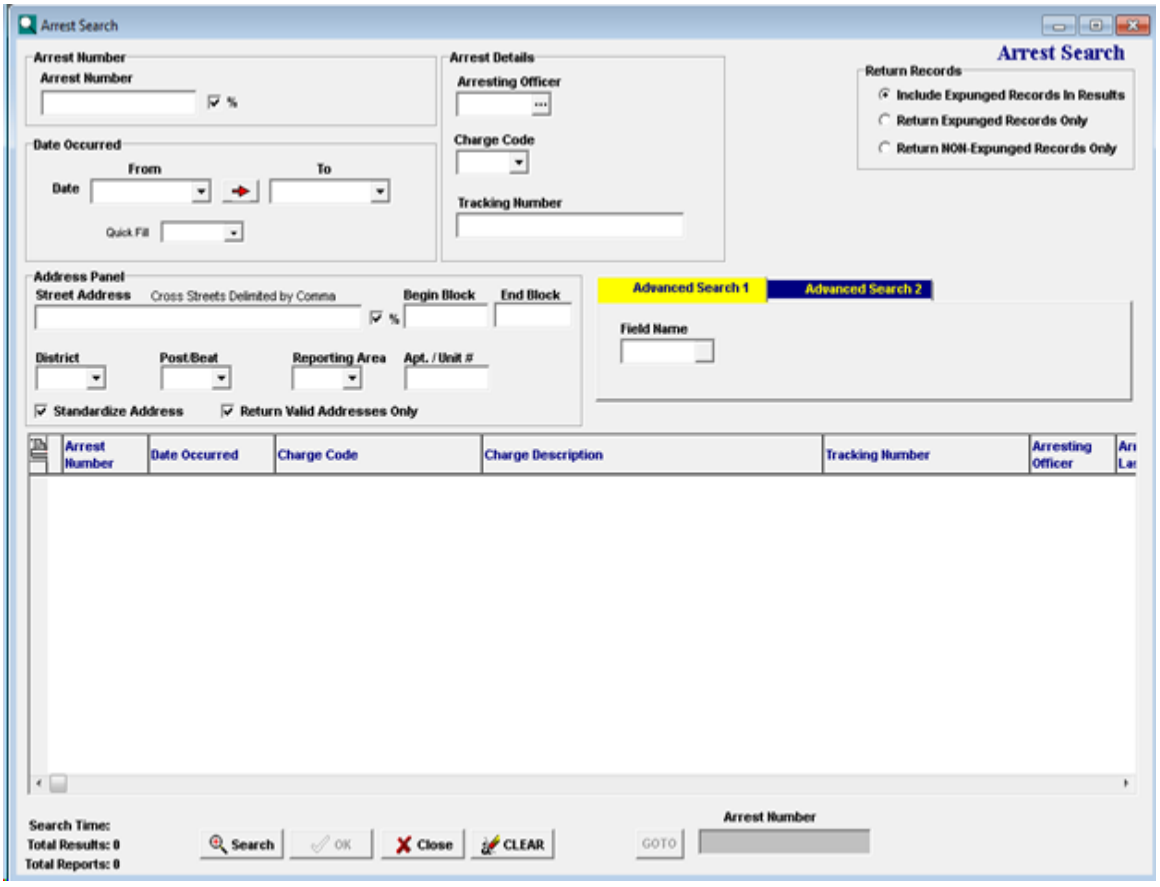
From within the module:

- Click **Search**



Arrest Search Parameters

The Arrest Search allows you to locate Arrest records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Arrest Search Parameters/Components	
Field/Component	**Description/Use**
Arrest Number	
Arrest Number	Displays the Arrest number. A check in the % box indicates a wildcard search.
Date Occurred	
Date From/To	Displays the beginning/end dates of a search based on the date range when the arrest took place. Click the down arrow to access the Calendar utility.

Arrest Search Parameters/Components	
Field/Component	**Description/Use**
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the "Search Functions" section in the *RMS User Navigation Manual.*
Arrest Details	
Arresting Officer	Displays the arresting officer's Employee ID. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, it is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Charge Code	Displays the code for the primary charge issued against the arrestee. Click the down arrow to access the lookup list of codes.
Tracking Number	Displays the arrest tracking or identification number.
Return Records	
Include Expunged Records in Results	Click to indicate that expunged records (as well as other search results) should be returned by the search.
Return Expunged Records Only	Click to indicate that *only* expunged records should be returned by the search.
Return NON-Expunged Records Only	Click to indicate that expunged records should *not* be returned by the search.
Address	
Street Address	Focuses the searches on the arrests that occurred on the specified street name. You may enter cross streets with an ampersand (&) between the street names. For example, you may enter Jackson St & Taylor St to indicate a location at an intersection.
Begin Block	Beginning of an address block to search on. Using this field will allow you to enter a range of numbers to search on.
End Block	End of an address block to search on. Using this field will allow you to enter a range of numbers to search on.
District	The arrest occurred in this District (code). Click the down arrow to access the lookup list of codes.
Post/Beat	The arrest occurred in this Post/Beat (code). Click the down arrow to access the lookup list of codes.
Reporting Area	The arrest occurred in this reporting area. Click the down arrow to access the lookup list of codes.

Arrest Search Parameters/Components	
Field/Component	**Description/Use**
Apt./Unit#	Displays the apartment number of an address block to search on. Using this field will allow you to enter a range of numbers.
Standardize Address	Check this box to standardize the text of the address entered to match the defined address text on the Address Server before the search results are generated. For example, if you enter Main Street and the word "Street" is defined on the Address Server as "St", the word "Street" will be changed to "St" and the results on the grid will show "Main St".
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the "Search Functions" section in the *RMS User Navigation Manual*.
Function Buttons	
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Arrest record in the Arrests module *and closes the search window.*
Close	Closes the search window.
Clear	Clears all the search parameters on the search window.
GOTO	Displays the highlighted Arrest record in the Arrest module *and leaves the search window open.*
Arrest Number	Displays the Arrest number for the highlighted record. Click **GOTO** to open this record.

Asset Management Modules

RMS Asset Management provides a Fixed Asset module, Inventory Items module, Order Request module, and an Issue Request module to capture, track, and manage a department or agency's inventory, equipment, and supplies. Each of these modules is described in detail below:

Accessing the Asset Management Sub-Modules

The Asset Management sub-modules can be accessed in the following way:

From the Main Menu:

- Select Modules > Asset Management
- Then select the desired sub-module.

Asset Management > Fixed Asset

The Asset Management: Fixed Asset module provides an agency or department with the ability to enter, assign, and track non-expendable items such as vehicles, weapons or computer equipment. Agencies can decide how descriptive to be with regard to inventory; categories can be tailored to suit specific needs. Originally, – before the introduction of the Inventory modules – the Fixed Asset module was also used to track expendable supplies such as uniforms. Those items are now best recorded using the Inventory, Order Request, and Issue Request modules detailed later in this manual.

NOTE The Fixed Asset Module does *not* link to the Inventory, Order Request, and Issue Request Modules. Therefore, it is best to save the Fixed Asset Module for large, costly items that are not ordered regularly and must be assigned to specific employees. In addition, only Fixed Asset information will show up under the Master Employee Record > Inventory Tab for the assigned employee. Minor items documented under Inventory Items can be assigned/issued to a specific employee, but this information will not show up on their individual Employee Inventory Record.

Fixed Asset records are linked to a specific employee's **Personnel > Master Employee Index > Inventory** tab.

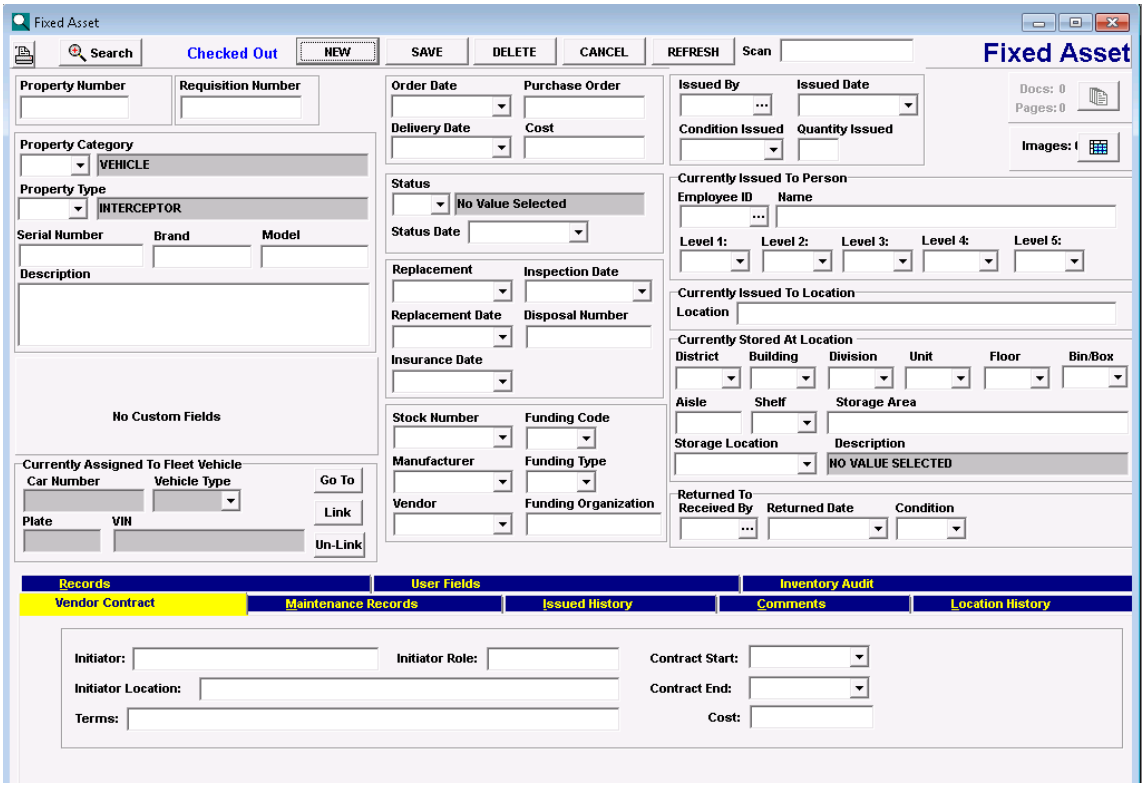
Accessing the Fixed Asset Sub-Module

The Fixed Asset sub-module can be accessed in the following way:

From the Main Menu:

- Select **Modules > Asset Management > Fixed Asset**

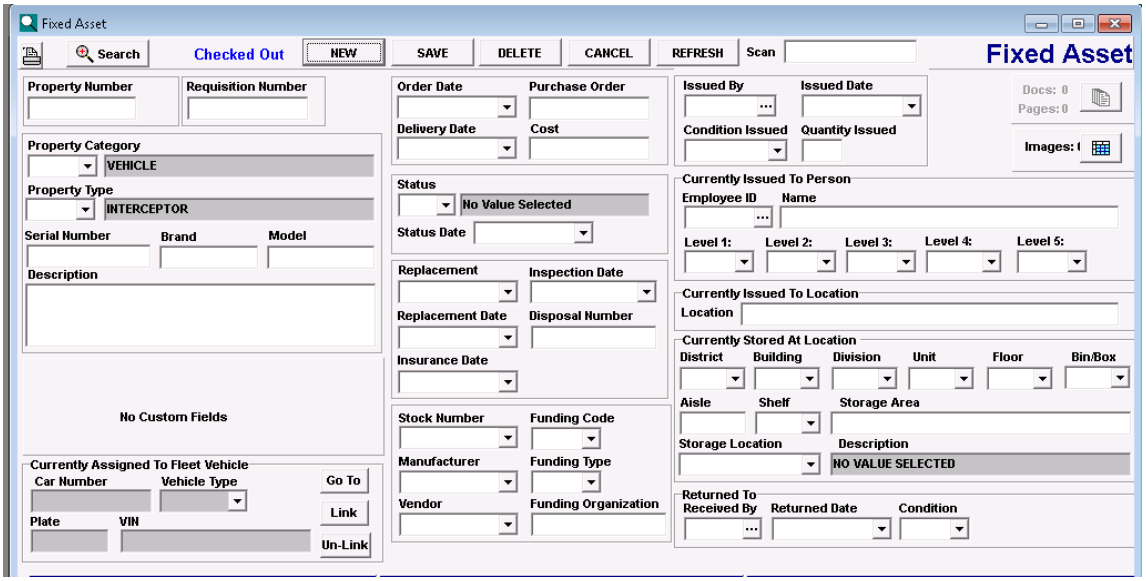
The Fixed Asset module appears as follows:



NOTE To begin using the Fixed Asset sub-module, click on either **Search** or **New** at the top of the header. You can then find an existing record or begin filling in a new form.

Fixed Asset Sub-Module Header Area

The Inventory Items sub-module is composed of two sections: the header area and the tab area. The header area and included fields are pictured and described below:



The Fixed Asset Module Header Area is used to enter general or detailed information about agency or department inventory for future tracking and reference. Catalog or other images of the item(s) can be uploaded and saved, as well as documents such as receipts and order forms. The Header Area also has a section for vehicle linking and tracking to specific employees, and current issuing/storage location fields are available for population.

IMPORTANT Fixed assets may be assigned to *only one* of the following at any time:

- Employee
- Location outside the main property room
- Fleet vehicle
- Location within the property room

Assigning a fixed asset to one entity will automatically remove the link to the existing entity, and all assignment transfers will be posted to the record history.

Review the grid of fields/components below for an overview of data that can be stored in the Fixed Asset record header fields:

Fixed Asset Module Header Fields/Components	
Field/Component	**Description/Use**
Search	Accesses the Fixed Asset Search to locate an existing Fixed Asset record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.

Fixed Asset Module Header Fields/Components	
Field/Component	**Description/Use**
CANCEL	Cancels any changes made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
Property Number	Displays the property number of the Fixed Asset item. This number can be automatically generated when initially entered or manually entered. *Only this field is required in order to successfully save a new record. All other fields below are optional at the discretion of the agency or user.*
Requisition Number	Displays the requisition number for the fixed asset.
Property Category	Displays a code for the property category. Click the down arrow to access the lookup list of codes. A description of the category auto-populates to the right of the code field once the code is selected. NOTE Selecting certain Property Category codes allows Custom fields to be displayed. See details about the Property Categories and Custom Fields in the Custom Fixed Asset Property Area section later in this section.
Property Type	Displays a code for the property type. Click the down arrow to access the lookup list of codes; these can be customized as well. A description of the type auto-populates to the right of the code field once the code is selected.
Serial Number	Displays the serial number for the Fixed Asset item.
Brand	Displays the brand name of the item.
Model	Displays the model name/number of the item.
Description	Displays a description of the item.
Order Date	Displays the date and the time the purchase order for the item was issued. Click the down arrow to access the Calendar utility.
Delivery Date	Displays the date and the time the item was delivered. Click the down arrow to access the Calendar utility.
Purchase Order	Displays the purchase order number for the requested item(s).
Cost	Displays the total cost of the item(s) purchased.
Status	Displays the status of the item. Click the down arrow to access the lookup list of codes. A description of the status auto-populates to the right of the code field once the code is selected.

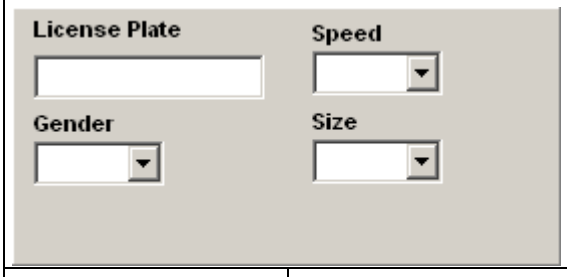
Fixed Asset Module Header Fields/Components	
Field/Component	**Description/Use**
Status Date	Displays the status date and the time. Click the down arrow to access the Calendar utility.
Replacement	Displays a code identifying the replacement status, such as Optional or Mandatory. Click the down arrow to access the lookup list of codes.
Replacement Date	Displays the date the item was replaced/is due for replacement. Click the down arrow to access the Calendar utility.
Insurance Date	Displays the insurance policies effective date and time. Click the down arrow to access the Calendar utility.
Inspection Date	Displays the date and time of inspection. Click the down arrow to access the Calendar utility.
Disposal Number	Displays the disposal number issued for the asset.
Stock Number	Displays the stock number issued to the Fixed Asset item. Click the down arrow to access the lookup list of codes.
Manufacturer	Displays the name of the manufacturer of the Fixed Asset item. Click the down arrow to access the lookup list of codes.
Vendor	Displays the name of the vendor the Fixed Asset was purchased from. Click the down arrow to access the lookup list of codes.
Funding Code	Displays the payment funding code. Click the down arrow to access the lookup list of codes.
Funding Type	Displays the type of funding used. Click the down arrow to access the lookup list of codes.
Funding Organization	Displays the name of the organization that provided the funding.
Issued By	Displays the ID number of the employee who issued the item. If the Employee ID is known, it can be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Issued Date	Displays the date and time the asset was issued. Click the down arrow to access the Calendar utility.
Quantity Issued	Displays the number of items issued.
Condition Issued	Displays the condition of the issued equipment. Click the down arrow to access the lookup list of codes.
Returned To	
Received By	Displays the ID number of the employee receiving the item. If the Employee ID is known, it can be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.

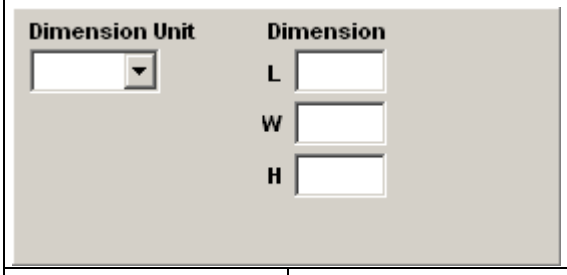
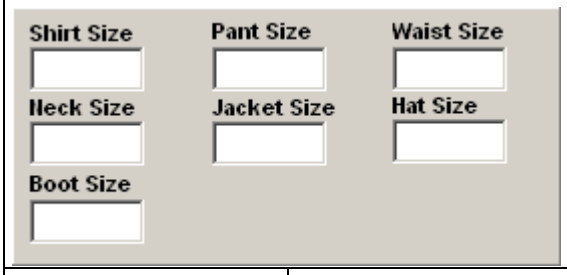
Fixed Asset Module Header Fields/Components	
Field/Component	**Description/Use**
Returned Date	Displays the date and the time the asset was returned. Click the down arrow to access the Calendar utility.
Condition	Displays the condition of the returned item. Click the down arrow to access the lookup list of codes.
Currently Issued to Person	
Employee ID	Displays the ID number of the employee to whom the item was issued. If the Employee ID is known, it can be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Name	Displays the name of the employee to whom the item was issued.
Levels (1 – 5)	Levels 1-5 can be used by an agency to identify the position of the employee in relation to an organization chart. Click the down arrow in the fields to access the lookup list of codes.
Currently Issued to Location	
Location	Displays the location the item was issued from.
Currently Stored at Location	
District	Displays the district where the item is currently stored. Click the down arrow to access the lookup list of codes.
Building	Displays the building where the item is currently stored. Click the down arrow to access the lookup list of codes.
Division	Displays the division where the item is currently stored. Click the down arrow to access the lookup list of codes.
Unit	Displays the unit where the item is currently stored. Click the down arrow to access the lookup list of codes.
Floor	Displays the floor number where the item is currently stored. Click the down arrow to access the lookup list of codes.
Bin/Box	Displays the bin/box where the item is currently stored. Click the down arrow to access the lookup list of codes.
Aisle	Displays the aisle number or designation where the item is currently stored. Click the down arrow to access the lookup list of codes.
Shelf	Displays the shelf where the item is currently stored. Click the down arrow to access the lookup list of codes.
Storage Area	Displays the location where the item is currently stored.
Storage Location	Displays the code for the barcode storage location. Click the down arrow to access the lookup list of codes.

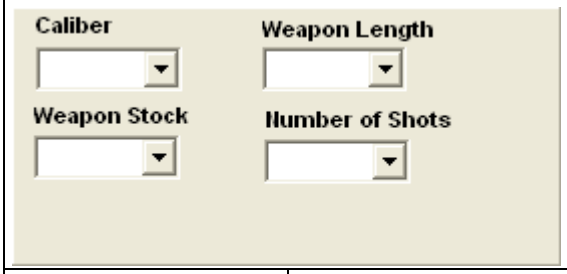
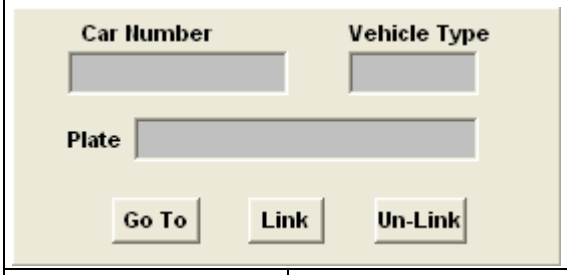
Fixed Asset Module Header Fields/Components	
Field/Component	**Description/Use**
Description	Displays a description of the storage location.
Currently Assigned to Fleet Vehicle	
Car Number	Displays the Car Number for a currently assigned Fleet vehicle. Click Link to link a new fleet vehicle.
Vehicle Type	Displays the Vehicle Type of the assigned Fleet vehicle.
Plate	Displays the Plate Type of the assigned Fleet vehicle.
VIN	Displays the VIN Type of the assigned Fleet vehicle.
GOTO	Opens the linked Fleet vehicle record in the Fleet Maintenance module.
Link	Opens the Fleet Maintenance Search. Once the record is located, click OK to link the record to the Fixed Assets record.
Un-Link	Removes the link between the Fleet Maintenance record and the displayed Fixed Assets record.

Custom Fixed Asset Property Area

Custom fields for a property category are displayed based on the category selected. There are currently four property types that have custom fields; these are identified below. The remaining types (electronic equipment, other, vehicle) do not have custom fields.

Custom Fields - Fixed Asset Property Categories	
Field/Component	**Description/Use**
Bicycles	
	
License Plate	Displays the bicycle's license plate number.
Speed	Displays the number of gears on the bicycle. Click the down arrow to access the lookup list of codes.

Custom Fields - Fixed Asset Property Categories	
Field/Component	**Description/Use**
Gender	Displays the gender for which the bicycle was designed. Click the down arrow to access the lookup list of codes.
Size	Displays the size of the bicycle wheelbase. Click the down arrow to access the lookup list of codes.
Office Equipment	
	
Dimension Unit	Displays the type of dimensional unit to describe the equipment. Click the down arrow to access the lookup list of codes.
L	Displays the length of the item.
W	Displays the width of the item.
H	Displays the height of the item.
Uniform NOTE Expendable inventory such as uniforms and office supplies are better recorded using the Asset Management > Inventory Items module described in the next section.	
	
Shirt Size	Displays the shirt size of the uniform.
Neck Size	Displays the neck size of the uniform.
Boot Size	Displays the boot size.
Pant Size	Displays the pant size of the uniform.
Jacket Size	Displays the jacket size of the uniform.

Custom Fields - Fixed Asset Property Categories	
Field/Component	**Description/Use**
Waist Size	Displays the waist size of the uniform.
Hat Size	Displays the hat size.
Weapons	
	
Caliber	Displays the caliber of the weapon. Click the down arrow to access the lookup list of codes.
Weapon Length	Displays the length of the weapon. Click the down arrow to access the lookup list of codes.
Weapon Stock	Displays the type of weapon stock. Click the down arrow to access the lookup list of codes.
Number of Shots	Displays the number of shots the weapon can discharge before reloading. Click the down arrow to access the lookup list of codes.
Vehicles	
	
Car Number	Displays the Car Number for a linked Fleet Maintenance vehicle record. Click **Link** to link a vehicle record from the Fleet Maintenance module.
Vehicle Type	Displays the Vehicle Type on the linked Fleet Maintenance vehicle record.
Plate	Displays the plate of on the linked Fleet Maintenance vehicle record.
GOTO	Opens the linked Fleet Maintenance record in the Fleet Maintenance module.
Link	Opens the Fleet Maintenance Search. Once the record is located, click **OK** to link the record to the Fixed Assets record.

Custom Fields - Fixed Asset Property Categories	
Field/Component	**Description/Use**
Un-Link	Removes the link between the Fleet Maintenance record and the displayed Fixed Assets record.

Fixed Asset Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

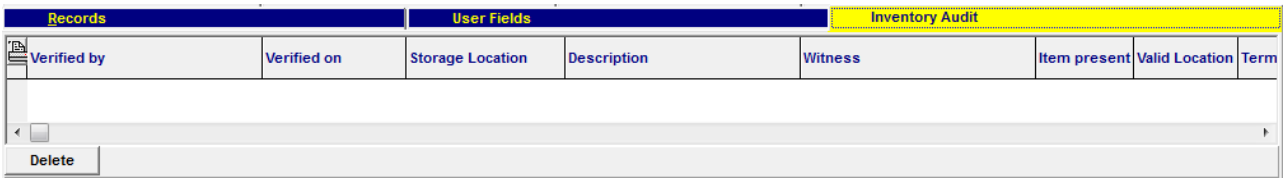
All tabs in the Fixed Asset Module are information tabs and are described below:

Comments Tab

This information tab allows you to record notes or comments related to a fixed asset item. Comments can be entered directly in this free text, alphanumeric field, or double click to open a separate text window.

Inventory Audit Tab

Use this tab to record information about audits performed on fixed asset inventory.

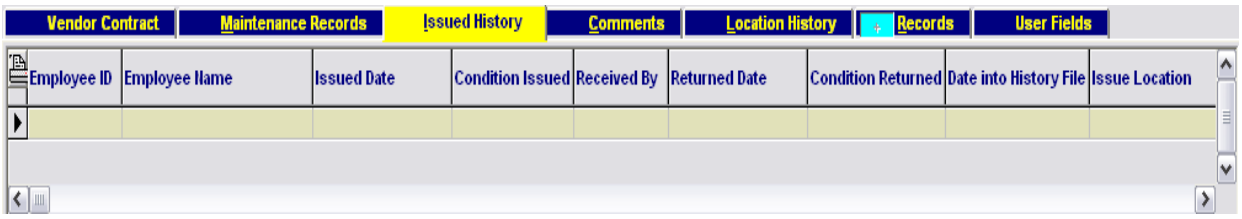


Inventory Audit Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.

Inventory Audit Tab Fields/Components	
Field/Component	**Description/Use**
Verified By	Displays the ID of the officer who verified the inventory control process. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click ... to access the Employee Search to locate an Employee ID.
Verified On	Displays the verification date/time for the inventory control process. Click the down arrow to access the Calendar utility.
Storage Location	Displays the earlier storage location of the fixed asset.
Witness	Displays the ID of the officer who witnessed the inventory control process.
Found	Displays whether the fixed asset is found in a storage location.
Valid Location	Displays whether the fixed asset is found in a valid storage location.
Terminal	Displays the Terminal from which the inventory control process is handled.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.

Issued History Tab

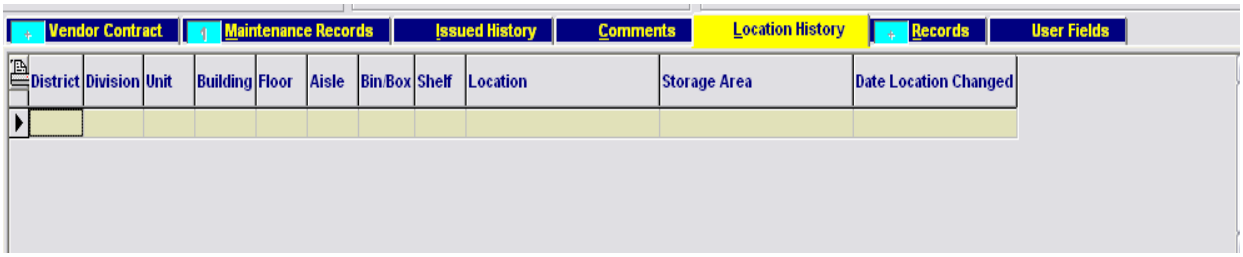
This information tab logs issue and return history data for a fixed asset. Fields on this tab are read-only and populated from data entered in the Issued By, Returned To and Currently Issued to Person sections. When these fields contain data and the data is updated, the previous data will automatically move to the Issued History tab. In addition, if you click To **History** in the Returned To section, the data in the section will move to the Issued History tab.



Issued History Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Employee ID	Displays the ID number of the employee to whom the asset was issued.
Employee Name	Displays the name of the employee to whom the asset was issued.
Issued Date	Displays the date and time the asset was issued.
Condition Issued	Displays the condition of the asset when it was issued.
Received By	Displays the ID number of the employee who received the asset when it was returned.
Returned Date	Displays the date and the time the asset was returned.
Condition Returned	Displays the condition of the asset when it was returned.
Date Into History File	Displays the date and the time the Issued to History fields were moved into history from the header section of the module.
Issue Location	Displays the location where the fixed asset was issued.
Issue Level (1 – 5)	Displays the Levels (1 – 5) where the fixed asset was issued.

Location History Tab

This information tab logs physical location history data for a fixed asset. Fields on this tab are read-only and populated when fields in the Currently Issued to Location section and the Currently Stored at Location section of the Fixed Asset module header are updated.



Location History Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
District	Displays the district where the item had been stored.

Location History Tab Fields/Components	
Field/Component	**Description/Use**
Division	Displays the division where the item had been stored.
Unit	Displays the unit where the item had been stored.
Building	Displays the building where the item had been stored.
Floor	Displays the floor number where the item had been stored.
Aisle	Displays the aisle number or designation where the item had been stored.
Bin/Box	Displays the bin/box where the item had been stored.
Shelf	Displays the shelf where the item had been stored.
Location	Displays the location where the item had been located.
Storage Area	Displays the storage area where the item had been stored.
Date Location Changed	Displays the date the location of the stored asset changed.

Maintenance Records Tab

This information tab records maintenance records for an asset, such as equipment, furnishings, or supplies (for example, fixed assets).

Maintenance Records Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Maintenance Type	Displays the type of maintenance performed. Click the down arrow to access the lookup list of codes; these can be customized as well.
Date Schedule	Displays the scheduled maintenance date. Click the down arrow to access the Calendar utility.

Maintenance Records Tab Fields/Components	
Field/Component	**Description/Use**
Date In	Displays the date the asset went in for maintenance. Click the down arrow to access the Calendar utility.
Date Out	Displays the date the asset was taken out of maintenance. Click the down arrow to access the Calendar utility.
Service	Displays the type of maintenance service performed. Click the down arrow to access the lookup list of codes.
Parts Cost	Displays the cost of the parts provided during the maintenance service.
Labor Cost	Displays the cost of the labor provided during the maintenance service.
Repair Shop	Displays the name of the repair shop. Click the down arrow to access the lookup list of codes.
Total Cost	Displays the total cost for repairs. The total cost is calculated from the sum of the Parts and Labor costs for the maintenance service. This is a read-only field.
Comments	Displays narrative comments associated with the displayed record.
Created By	Displays the user who created the record. This is automatically logged based on the user login and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs when a new record is inserted.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login and occurs when saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs when a record is changed and the change posts.
Custom_Code_01	User Code Field that can be used to capture an additional code. Click the down arrow to access the lookup list of codes.
Custom_Date_01	User Date Field that can be used to capture an additional date; follows the date format DD/MM/YYYY. Click the down arrow to access the Calendar utility.
Custom_Num_01	User Numeric Field that can be used to capture a numeric value such as a statute, additional ID number, and so forth
Custom_Text_01	User Text Field that can be used to add a text note.
Delete	Deletes the highlighted row.

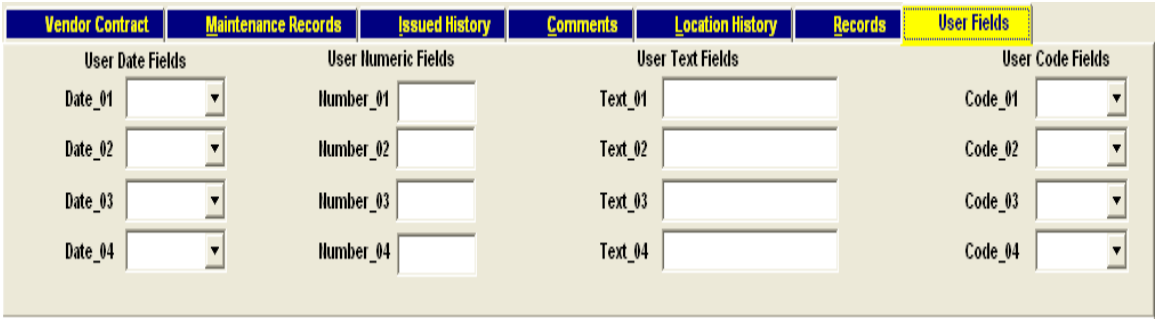
Records Tab

This information tab stores data about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. *All fields are read-only.*

Records Tab Fields	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs when inserting a new record.
Created By	Displays the user ID who created the record. This is auto-populated based on the user login and occurs when inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp takes place when a record is changed and the change posts.
Updated By	Displays the user ID of the user who last updated the record. This is automatically logged based on the user login and occurs when saving changes to a record.
Record No.	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



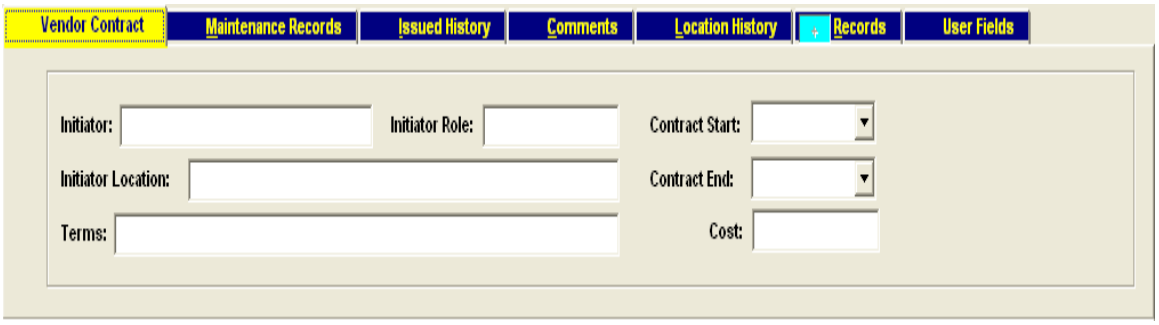
- User Date Fields
- User Numeric Fields
- User Text Fields

- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vendor Contract Tab

This information tab is used to collect data regarding contracts associated with a fixed asset.



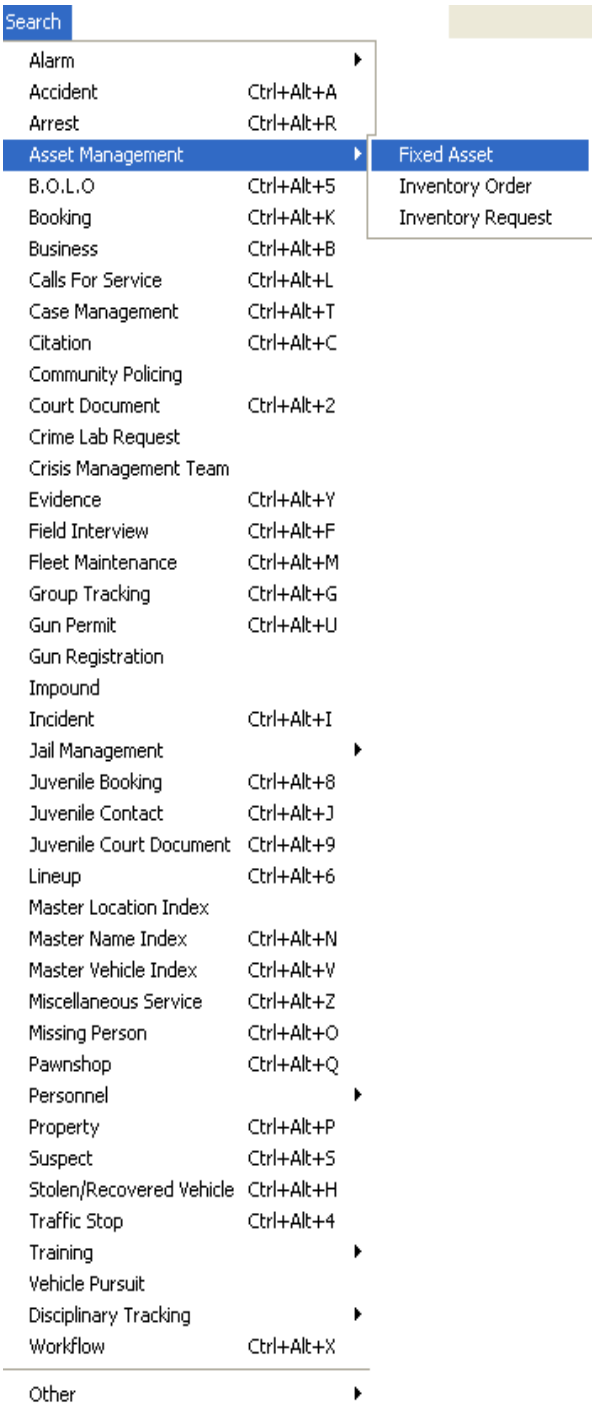
Vendor Contract Tab Fields	
Field/Component	**Description/Use**
Initiator	Displays the person or entity (for example: company, contractor, organization, and so forth) that initiated the contract.
Initiator Role	Displays the precise role or part the initiator played in setting up the contract.
Initiator Location	Displays the location of the contract initiator.
Terms	Displays the terms of the contract.
Contract Start	Displays the date the contract terms begin. Click the down arrow to access the Calendar utility.
Contract End	Displays the date the contract terms end. Click the down arrow to access the Calendar utility.
Cost	Displays the cost of the contract.

Accessing the Fixed Asset Search

The following methods can be used to open the Fixed Asset Search:

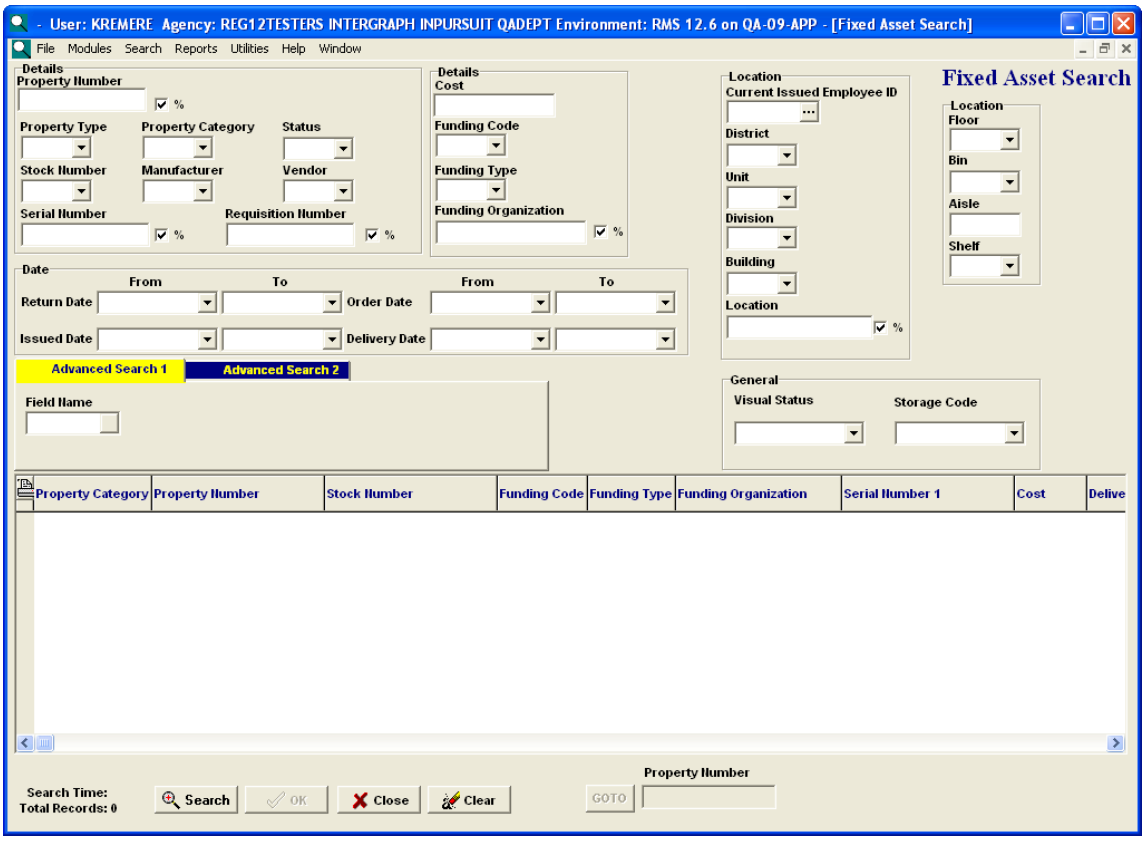
From the Main Menu:

- Select Search > Asset Management > Fixed Asset
- From within the module:
- Click **Search**



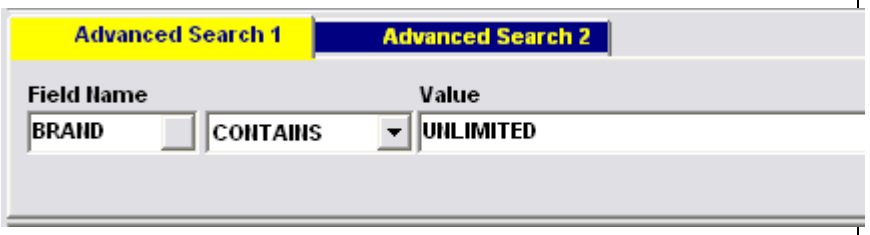
Fixed Asset Search Parameters

The Fixed Asset Search allows you to search for Fixed Asset records based on one or more search parameters. An example of the window and description of the parameters appear below:



Fixed Asset Search Parameters/Components	
Field/Component	**Description/Use**
Details	
Property Number	Displays the property number. The % check box indicates whether to include a wildcard in the search.
Property Type	Displays the type of property. Click the down arrow to access the lookup list of codes.
Stock Number	Displays the stock number of the asset. Click the down arrow to access the lookup list of codes.
Serial Number	Displays the serial number of the asset. The % check box indicates whether to include a wildcard in the search.

Fixed Asset Search Parameters/Components	
Field/Component	**Description/Use**
Property Category	Displays the property category of the asset. Click the down arrow to access the lookup list of codes.
Manufacturer	Displays a code identifying the item's manufacturer. Click the down arrow to access the lookup list of codes.
Status	Displays the status of the asset. Click the down arrow to access the lookup list of codes.
Vendor	Displays the vendor number. Click the down arrow to access the lookup list of codes.
Requisition Number	Displays the requisition number. The % check box indicates whether to include a wildcard in the search.
Details	
Cost	Displays the cost of the item.
Funding Code	Displays the funding code. Click the down arrow to access the lookup list of codes.
Funding Type	Displays the funding type. Click the down arrow to access the lookup list of codes.
Funding Organization	Displays the funding organization. The % check box indicates whether to include a wildcard in the search.
Date	
Return Date From/To	Displays the From date and To date the asset was returned. Click the down arrow to access the Calendar utility.
Issued Date From/To	Displays the From date and To date the item was issued. Click the down arrow to access the Calendar utility.
Order Date From/To	Displays the From date and To date the order for the asset was placed. Click the down arrow to access the Calendar utility.
Delivery Date From/To	Displays the From date and To date the item was delivered. Click the down arrow to access the Calendar utility.
Location	
Current Issued Employee ID	Displays the ID # of employee to whom the item is currently issued. If the Employee ID is known, it can be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.

Fixed Asset Search Parameters/Components	
Field/Component	**Description/Use**
District	Displays the district where the item is stored. Click the down arrow to access the lookup list of codes.
Unit	Displays the unit where the item is stored. Click the down arrow to access the lookup list of codes.
Division	Displays the division where the item is stored. Click the down arrow to access the lookup list of codes.
Building	Displays the building where the item is stored. Click the down arrow to access the lookup list of codes.
Location	Describe the location where the item is stored. The % check box indicates whether to include a wildcard in the search.
Location	
Floor	Displays the floor number where the item is stored. Click the down arrow to access the lookup list of codes.
Bin	Displays the bin/box where the item is stored. Click the down arrow to access the lookup list of codes.
Aisle	Displays the aisle number or designation where the item is stored.
Shelf	Displays the shelf where the item is stored. Click the down arrow to access the lookup list of codes.
General	
Visual Status	Displays the status of the fixed asset. Click the down arrow to access the lookup list of codes.
Storage Code	Displays the code for the barcode storage location. Click the down arrow to access the lookup list of codes.
Advanced Search Tabs	
Advanced Search (1-2)	Allows you to search based on a field that appears in the module header. For example:  IMPORTANT For more information on Advanced Search, see the Search Functions section in the *RMS User Navigation Manual*.
Function Buttons	

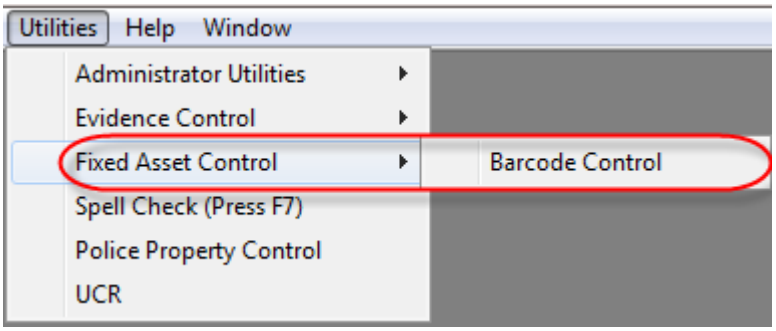
Fixed Asset Search Parameters/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for the search results grid.
Search	Initiates a search for a Fixed Asset record in the database.
OK	Displays the highlighted Fixed Asset record in the Fixed Asset module *and closes the search window.*
Close	Closes the search window.
Clear	Deletes all search parameters entered for the previous search and clears all search fields.
GOTO	Opens the highlighted Fixed Asset record in the Fixed Asset module *and leaves the search window open.*
Property Number	Displays the property number of the highlighted Fixed Asset record.

Fixed Asset Barcode Utility

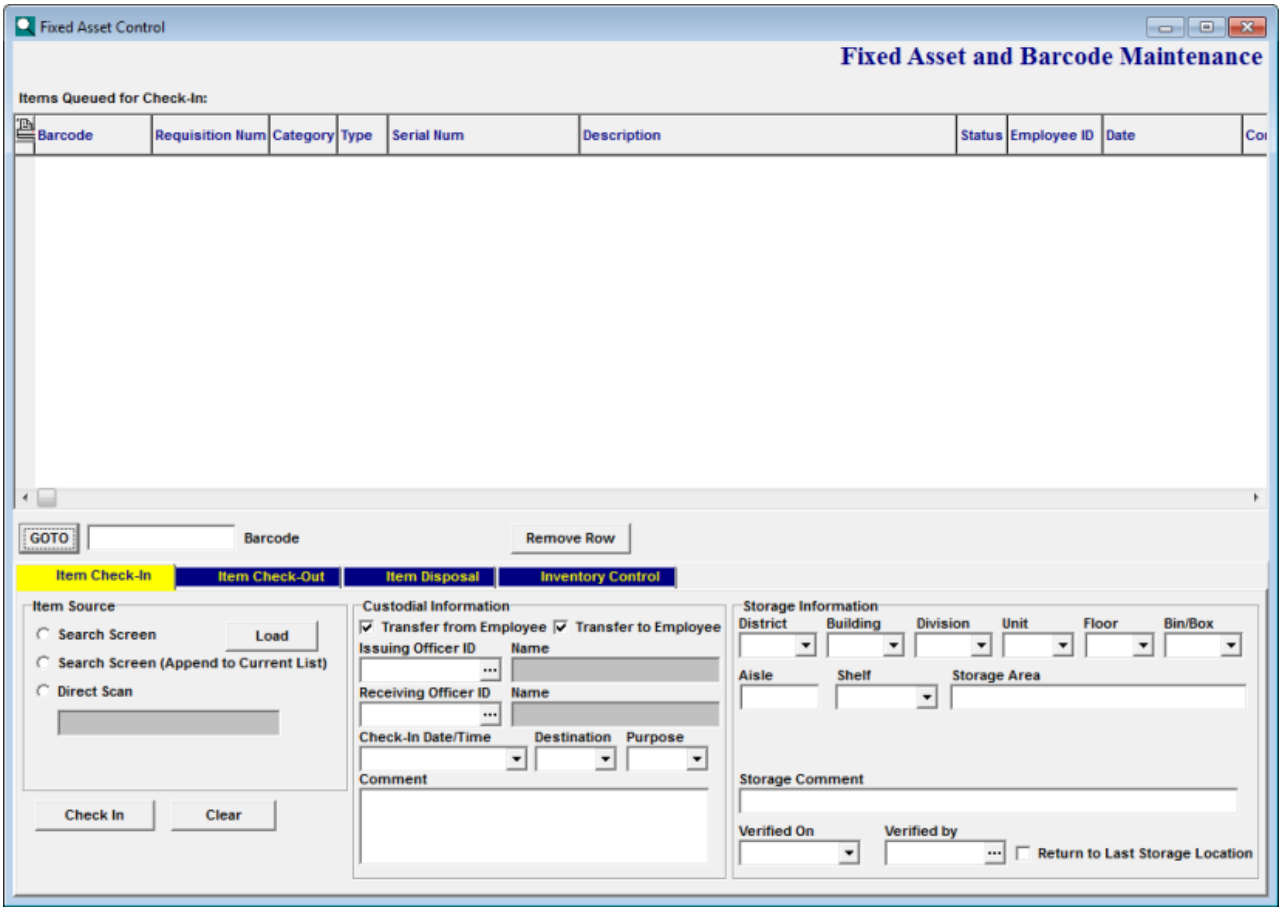
The Fixed Asset Module contains a Barcode Maintenance Utility. This utility allows you to manage checking-in, checking-out, and disposal of *multiple* fixed asset items, while the the Fixed Asset Module is used for single item management of these tasks. The Barcode Utility also allows you to validate inventory in the Fixed Asset storage rooms.

Multiple items can be checked in and out at one time; the items can be added by barcode scanning or by querying RMS records. Once all the fixed asset items are added, you can select the actions to perform (for example: Check-In, Check-Out, or Disposal).

To access this feature from the Main Menu, go to **Utilities > Fixed Asset Control > Barcode Control**.

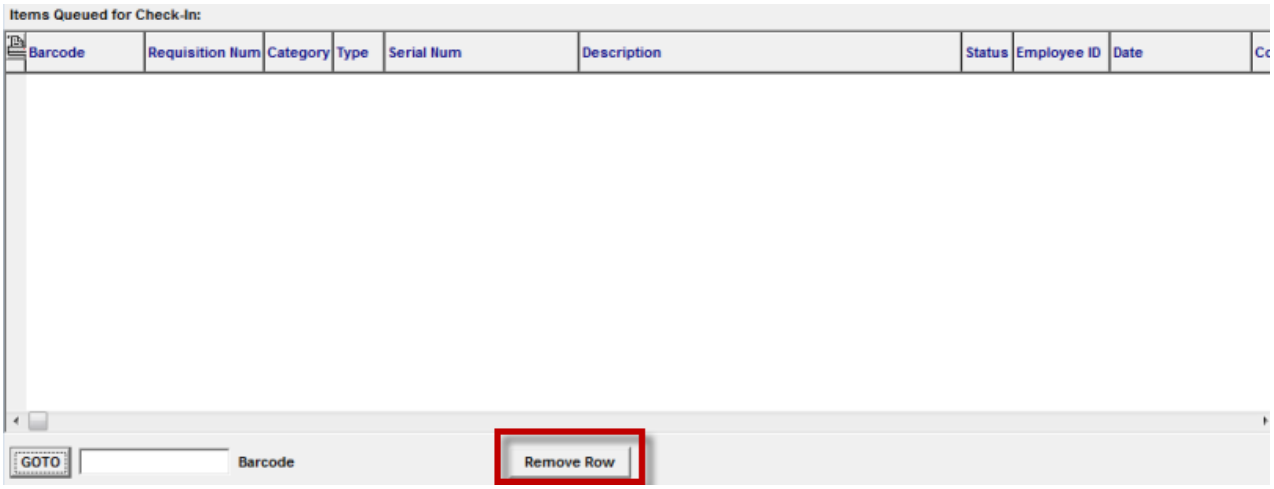


The module appears as follows:



Fixed Asset Barcode Control Utility Header Area

The Barcode Utility Header contains the **Items Queued for Check-In** table. This table is read-only; the information in the table cannot be changed, but records can be removed by clicking **Remove Row**.



The fields and components found in the Header are described in the table below:

Fixed Asset and Barcode Maintenance Header Fields/Components	
Field/Component	**Description/Use**
Items Queued for Check-In area	
	Opens the Export Grid window for this grid.
GOTO	Opens the Fixed Asset Module and displays the highlighted record.
Barcode	Displays the barcode number for the highlighted record.
Remove Row	Removes the highlighted row from the grid.
Barcode	Displays the barcode for fixed asset records
Requisition Num	Displays the fixed asset record's requisition number.
Category	Displays the category of the fixed asset item.
Type	Displays the type of the fixed asset item.
Serial Num	Displays the Serial Number of fixed asset item.
Description	Displays the description of the fixed asset item.
Status	Displays the Status (Active/Inactive/Pending) fixed asset item.
Employee ID	Displays the ID of the Issuing officer of the fixed asset item.

Date	Displays the date the item was released.
Condition	Condition of fixed asset item during issue.
ID	Displays the ID of the Receiving officer of the fixed asset item.
Date	Displays the date the item was returned back into Inventory.
Condition	Condition of fixed asset item during return.
Storage Code	Storage Barcode
District	Displays the district where the fixed asset is currently held.
Building	Displays the building where the fixed asset is currently held.
Floor	Displays the floor where the fixed asset is currently held.
Division	Displays the division where the fixed asset is currently held.
Aisle	Displays the aisle where the fixed asset is currently held.
Shelf	Displays the shelf where the fixed asset is currently held.
Bin/Box	Displays the bin/box where the fixed asset is currently held.
Unit	Displays the unit where the fixed asset is currently held.
Assigned To Fleet	Displays the Primary key of the Fleet to which it is assigned to.
Assigned To Location	Displays the location to which the fixed asset is assigned to
ID	Displays ID of the employee currently holding the asset
Name	Displays name of the employee currently holding the asset.
Lev 1	Displays Level 1 of the employee currently holding the asset
Lev 2	Displays Level 2 of the employee currently holding the asset
Lev 3	Displays Level 3 of the employee currently holding the asset
Lev 4	Displays Level 4 of the employee currently holding the asset
Lev 5	Displays Level 5 of the employee currently holding the asset
Disposition Number	Disposition Number if the fixed asset is disposed

Fixed Asset Barcode Control Utility Tabs

The Barcode Utility includes a separate tab for item check-ins, check-outs, disposal, and inventory control. Each tab is described in the following sections.

Item Check-In Tab

This tab allows you to update Check-In information for Fixed Asset items. The fields and components found on this tab are described in the table below.

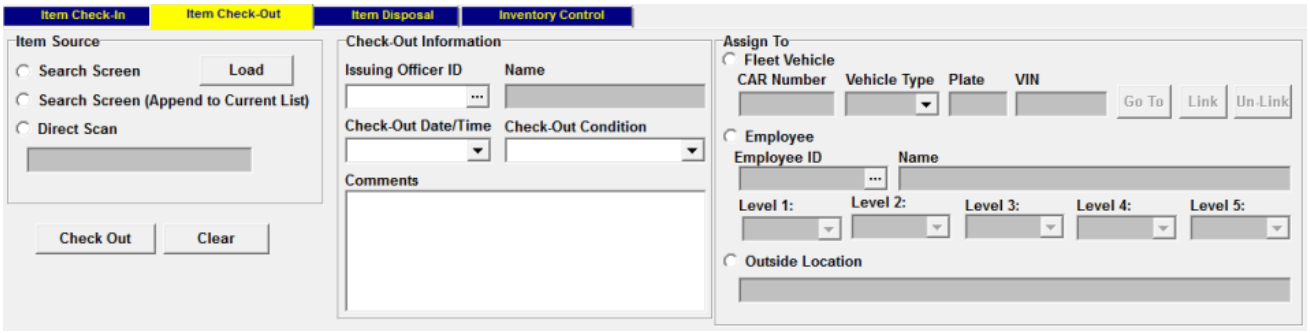
Item Check-In Tab Fields/Components	
Field/Component	**Description/Use**
Item Source	
Search Screen	Selects the results of an open Fixed Asset Search as the source to load scanned barcodes.
Search Screen (Append to Current List)	Selects the results of another Fixed Asset Search and appends those results to information already in the Items Queued for Check-In area.
Direct Scan	Allows you to scan an item directly in by placing the cursor in this field and scanning the Fixed Asset item.
Load	Loads the results into the Items Queued for Check-In area.
Check-In Information	
Receiving Officer ID	Displays the ID number of the officer who received the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID. *This is a required field.*

Name	Displays with the associated name of the employee ID selected.
Check-In Date/Time	Displays the date/time the check-in took place. Click the down arrow to access the Calendar utility. *This is a required field.*
Check-in Condition	Displays the condition of the fixed asset during check-in.
Comments	Displays check-in comments related to this fixed asset item.
Check In	Initiates the check-in process for all items in the Items Queued for Check-In area.
Clear	Allows you to clear all items in the Items Queued for Check-In area.
Storage Information	
District	Displays a code identifying the district where the fixed asset is stored. Click the down arrow to access the lookup list of codes.
Building	Displays a code identifying the building of the stored fixed asset. Click the down arrow to access the lookup list of codes.
Division	Displays a code identifying the Division where the fixed asset is stored. Click the down arrow to access the lookup list of codes.
Unit	Displays a code identifying the Unit where the fixed asset is stored. Click the down arrow to access the lookup list of codes.
Floor	Displays a code identifying the floor number where the fixed asset is stored. Click the down arrow to access the lookup list of codes.
Bin/Box	Displays a code identifying the bin/box where the fixed asset is stored. Click the down arrow to access the lookup list of codes.
Aisle	Displays an aisle where the fixed asset is stored.
Shelf	Displays a code identifying the shelf where the fixed asset is stored. Click the down arrow to access the lookup list of codes.
Storage Area	Displays a storage area where the fixed asset is stored.
Storage Location	Displays a code identifying the storage location where the fixed asset is stored. Click the down arrow to access the lookup list of codes.
Description	Displays the description of the storage location where the fixed asset is stored. Click the down arrow to access the lookup list of codes.
Return to Last Storage Location	A check in this box indicates the item was returned to its most previous storage location.

IMPORTANT Invalid items will be in *red.* Invalid items cannot be checked in. Additionally, items that have been disposed of or have a status of IN cannot be checked in. An error message displays for each item denied check-in.

Item Check-Out Tab

This tab allows you to update Check-Out information for Fixed Asset items. The fields and components found on this tab are described in the table below.



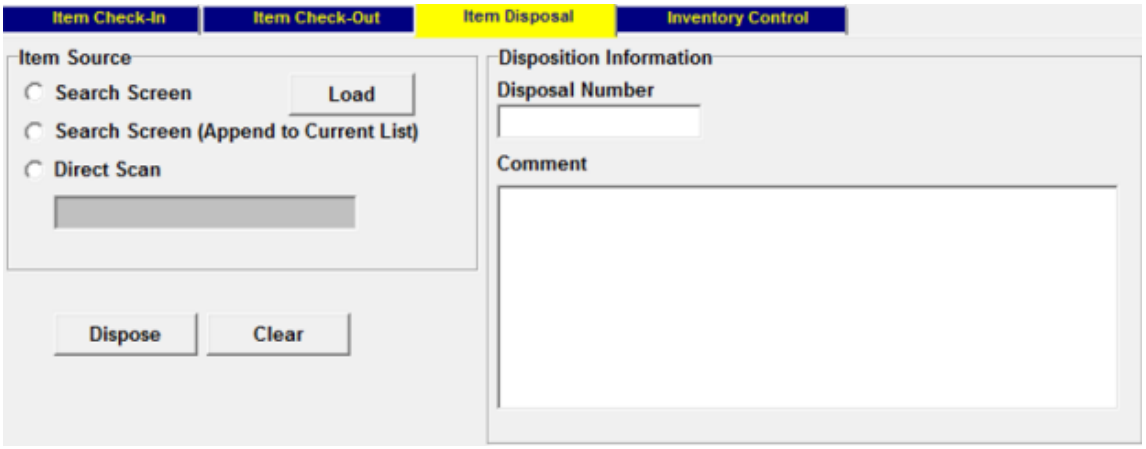
Item Check-Out Tab Fields/Components	
Field/Component	**Description/Use**
Item Source	
Search Screen	Selects the results of an open Fixed Asset Search as the source to load scanned barcodes.
Search Screen (Append to Current List)	Selects the results of another Fixed Asset Search and appends those results to information already in the Items Queued for Check-In area.
Direct Scan	Allows you to scan an item directly in by placing the cursor in this field and scanning the Fixed Asset item.
Load	Loads the results into the Items Queued for Check-In area.
Check-Out Information	
Issuing Officer ID	Displays the ID number of the officer who released the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click … to access the Employee Search to locate an Employee ID. *This is a required field.*
Name	Displays the associated name of the employee ID selected

Check-Out Date/Time	Displays the date/time the check-in took place. Click the down arrow to access the Calendar utility. *This is a required field.*
Check-out condition	Displays the condition of the fixed asset during check-out.
Comments	Displays check-out comments.
Assign To section	
Fleet Vehicle	Select this Option to assign the fixed asset items to a fleet vehicle
Car Number	Displays the car number to which a fixed asset is assigned to
Vehicle Type	Displays the type of vehicle to which fixed asset is assigned to
Plate	Displays the plate number of vehicle to which fixed asset is assigned to
VIN	Displays the Vehicle Identification Number vehicle to which fixed asset is assigned to
GO TO	Button to open the selected Fleet Vehicle
Link	Click this button to open the Fleet Vehicle search screen to search for a vehicle to which items are to be assigned. If there is a vehicle already opened, you will get a confirmation if the same can be linked.
Un-Link	Click this button to unlink the currently selected and/or assigned fleet vehicle from the items.
Employee	Select this option to assign the fixed asset items to an employee
Employee ID	Displays the ID of the employee to which fixed asset items are to be assigned.
Name	Displays the name of the employee to which fixed asset items are to be assigned.
Level 1	Displays the Level 1 of the employee to which fixed asset items are to be assigned.
Level 2	Displays the Level 2 of the employee to which fixed asset items are to be assigned.
Level 3	Displays the Level 3 of the employee to which fixed asset items are to be assigned.
Level 4	Displays the Level 4 of the employee to which fixed asset items are to be assigned.
Level 5	Displays the Level 5 of the employee to which fixed asset items are to be assigned.
Outside Location	Select this option to assign fixed asset items to an outside location. Text box displays the location to which items are assigned to.

Check Out	Initiates the check-out process for all items in the "Items Queued for check-out" area
Clear	Allows you to clear all items in the Items Queued for Check-Out area.

Item Disposal Tab

This tab allows you to enter disposal information for Fixed Asset items. The fields and components found on this tab are described in the table below.

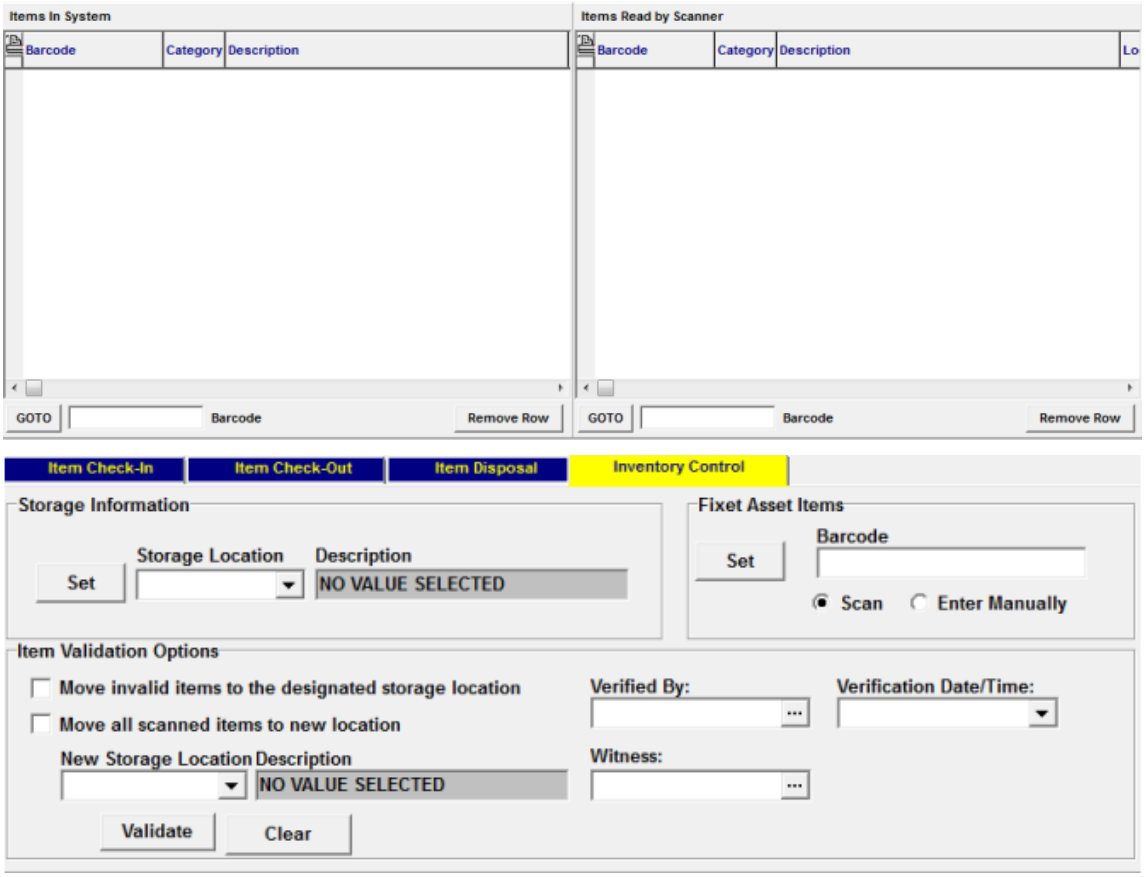


Item Disposal Tab Fields/Components	
Field/Component	**Description/Use**
Item Source	
Search Screen	Selects the results of an open Fixed Asset Search as the source to load scanned barcodes.
Search Screen (Append to Current List)	Selects the results of another Fixed Asset Search and appends those results to information already in the Items Queued for Check-In area.
Direct Scan	Allows you to scan an item directly in by placing the cursor in this field and scanning the Fixed Asset item.
Load	Loads the results into the Items Queued for Check-In area.
Disposition Information	
Disposal Number	Displays the disposition number.
Comment	Displays any comments entered regarding the actual disposition.

Dispose	Initiates the disposal process for all items in the "Items Queued for Disposal".
Clear	Allows you to clear all items in the Items Queued for Disposal area.

Inventory Control Tab

This tab allows you to compare Fixed Asset items in the system to items read by the barcode scanner. The fields and components found on this tab are described in the table below.



Inventory Control Tab Fields/Components	
Field/Component	**Description/Use**
Items in System	
	Opens the Export Grid window for this grid.

GOTO	Opens the selected item in the system.
Barcode	Displays a highlighted barcode.
Remove Row	Removes the highlighted row.
Items Read by Scanner	
	Opens the Export Grid window for this grid.
GOTO	Opens the Item Read by Scanner.
Barcode	Displays a highlighted barcode.
Remove Row	Removes the highlighted row.
Fixed Asset Items	
Barcode	Barcode of the fixed asset that is to be compared against the items in the system.
Scan	Option used to enter the barcode by scanning.
Set	When the "Enter Manually" option is selected, enter the barcode in the barcode area, and click **Set** to load the items in the Items Read by Scanner area.
Enter Manually	Option used to enter the barcode manually.
Storage Information	
Set	See Note Below
NOTE The **Set** button in the Storage Information group box is used to set the current system location to analyze. Once a location is selected (say STORE1, for example), click **Set,** and all items the system reports as currently stored in that location will load in the grid on the left. You can then enter barcodes for items found in that location in the warehouse. If you select **Scan** in the Fixed Asset Items group box, you can then scan any items found in that location to match what is actually found in STORE1, against what the system has recorded for that location. If you do not have a barcode scanner, you can select **Enter Manually** and key in the barcode for each item. When this option is used, you must click **Set** after entering each barcode. Barcodes that are either scanned or manually keyed into the system will gradually fill in the grid on the right. Once all barcodes are read, examine the grids for discrepancies. NOTE This Inventory Control format is only useful for sites that use the single field location code.	
Storage Location	Displays the selected location for the SET function
Description	Displays a description for the given storage location.

Item Validation Options	
Move invalid items to the designated storage location	Selects all invalid items to be moved to the given (initially set) storage location (see below)*.
Move all scanned items to new location	Selects all scanned items to be moved to the New storage location (see below)*.
New Storage Location*	Displays the selected location scanned items will be moved to.
Description	Displays a description for the given storage location.
Verified By	Displays the ID of the officer who verified the inventory control process. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click … to access the Employee Search to locate an Employee ID. *This is a required field.*
Verification Date/Time	Displays the verification date/time for the inventory control process. Click the down arrow to access the Calendar utility.
Witness	Displays the ID of the officer who witnessed the inventory control process.
Validate	Initiates the validation process based on the selected Item Validation Options and the data loaded into the Items in System area and the Items Read by Scanner area.
Clear	Clears the storage location information currently entered in this section.

Asset Management > Inventory Items

The Asset Management > Inventory Items module allows you to enter and track less valuable, expendable inventory items such as uniforms and office supplies. This module also shows pending orders, requested orders, requests to issue items, and item issue histories.

The Inventory Items module works with the Order Request module and the Issue Request module**.** *You must create Inventory Item records before you can use the Order Request module or Issue Request module.* Once items have been entered in the Inventory Items module, you can issue an Order Request or Issue Request for an existing item.

Accessing the Inventory Items Module

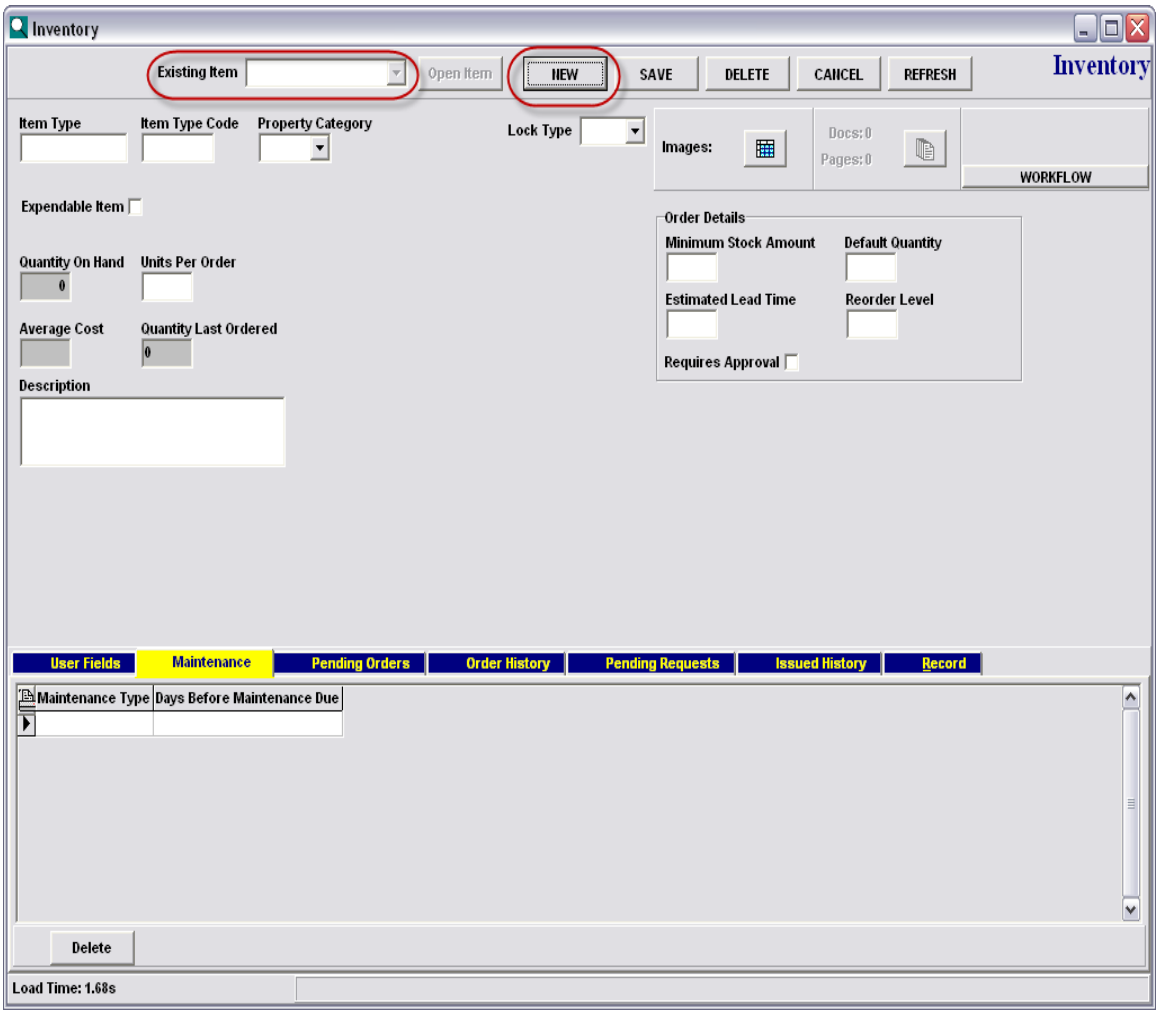
The Inventory Items sub-module can be accessed in the following way:

From the Main Menu:

- Select Modules > Asset Management > Inventory Items

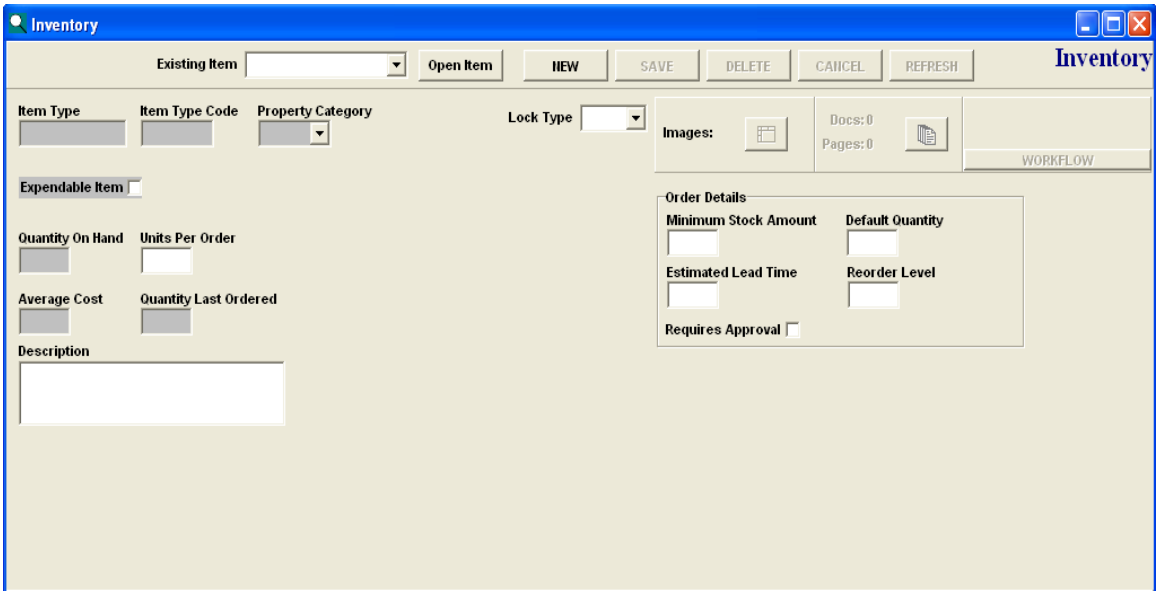
The Inventory Items module will appear as follows:

NOTE You can choose to display an existing item by selecting an item from the drop down list and clicking **Open Item**. You can also click **NEW** to enter a new Inventory item. When you click **NEW**, the Existing Items field will become read-only.



Inventory Items Sub-Module Header Area

The Inventory Items sub-module is composed of two sections: the header area and the tab area. The header area and included fields are described below:



Inventory Items Module Header Fields/Components	
Field/Component	**Description/Use**
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Existing Item	Displays the name of the inventory item. Click the down arrow to access the drop-down list of codes.
Open Item	Clicking after selecting an *Existing Item* from the drop-down list of codes will open the existing item record. These are all Item Types previously entered in the Inventory Items Module. These items are automatically available through the Order Request Module as well. NOTE When you open an *Existing Item* from the drop-down list of codes, the Item Type, Item Type Code, Property Category, Expendable Item, and Order Details fields are read-only.
Item Type	When you select an Existing Inventory item, this read-only field is auto-populated when **Open Item** is clicked. When you click **NEW**, enter the type of item.

Inventory Items Module Header Fields/Components	
Field/Component	**Description/Use**
Item Type Code	When you select an Existing Inventory item, this read-only field is auto-populated when **Open Item** is clicked. When you click **NEW**, this field displays a code for the inventory item.
Property Category	When you select an Existing Inventory item, this read-only field is auto-populated when **Open Item** is clicked. When you click **NEW**, this field displays a code for the property category of the item. Click the down arrow to access the lookup list of codes.
Expendable Item	When you select an Existing Inventory item, this read-only field is auto-populated when **Open Item** is clicked. When you click **NEW**, checking this box indicates that the inventory item is expendable (for example, a pen). This also allows the Quantity On Hand field to be editable upon entering a new inventory item. IMPORTANT Generally, you should ALWAYS check this box when entering a new Item Type. Only expendable items can have a Quantity On Hand number recorded and be processed using the Issue Request for inventory module. Furthermore, non-expendable fixed assets should be recorded using the Fixed Assets module instead of the Inventory Items module.
Quantity On Hand	NOTE *See above.* When you select an Existing Inventory item, this read-only field is auto-populated when **Open Item** is clicked. When you click **NEW**, this field displays the current quantity of the inventory item. Enter the quantity for the new item if the Expendable Item box is checked. If the Expendable Item box is *not* checked, this field cannot be edited.
Units Per Order	When you select an Existing Inventory item, this read-only field is auto-populated when **Open Item** is clicked. When you click **NEW,** this field displays the number of units of Inventory items included in the order. Enter the number of units for the new item.
Average Cost	Displays the average unit cost of the item for an Existing Item. This read-only field is auto-populated when **Open Item** is clicked. NOTE The average cost of the Inventory Item is calculated based on the cost data entered in Order Requests. In the Order Request module, you must enter the cost of the item you are ordering. Each time the item is ordered and filled; the average cost for the item will be calculated and updated in the Average Cost field.

Inventory Items Module Header Fields/Components	
Field/Component	**Description/Use**
Quantity Last Ordered	Displays the amount last ordered for the Existing Inventory Item. This read-only field is auto-populated when **Open Item** is clicked.
Description	Displays a description of the inventory item. This read-only field is auto-populated when **Open Item** is clicked. The data can be edited.
Lock Type	Displays lock type for this record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the Global Features of RMS section in the *RMS User Navigation Manual.*
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	Workflow Management: Allows you to submit the current record to the next stage in the Department's defined Workflow process for this module.
Order Details	
Minimum Stock Amount	Displays the minimum stock quantity for this inventory item.
Default Quantity	Displays the default quantity of the item that will be ordered.
Estimated Lead Time	Displays the estimated amount of time needed to re-order an inventory item.
Reorder Level	Displays the inventory level at which the item needs to be reordered. When quantity of items on hand reaches the Reorder Level, a confirmation box will display. Clicking **Yes** will display the Order Request module and populate an Order Request with data. You can submit the Order Request. Clicking **No** or **Cancel** will close the confirmation box.
Requires Approval	A check in this box indicates that approval is required to order this item using the Request Order module. If the check box is checked and you create and save a Request Order record for the item, the words "**Requires Approval**" will appear in the header of the Request Order record. NOTE Only users granted permission to the "Order Approval Required Items" role in the security can approve orders for Inventory Items marked as "Requires Approval".

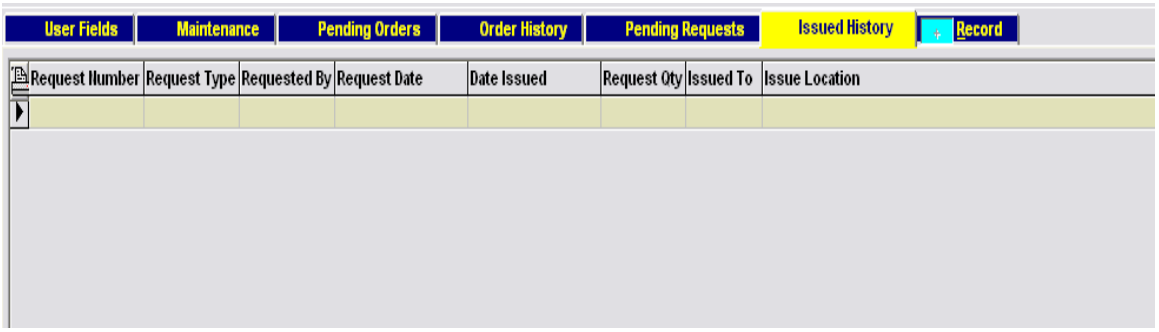
Inventory Items Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

The tabs in the Inventory Items Module are described below:

Issued History Tab

This information tab logs the history of an issued Inventory item. The fields of data are populated once a pending issue request for an item has been granted. All fields on this tab are read-only. This process is explained below in the Pending Requests section.



Issued History Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Request Number	Displays the issue request number.
Request Type	Displays the type of request.
Requested By	Displays the ID number of the employee who requested the item.
Request Date	Displays the date the request for the item was made.
Date Issued	Displays the date the item was issued.
Request Qty	Displays the number of items requested.
Issued To	Displays the ID number of the employee to whom the item was issued.
Issue Location	Displays the location to which the item was issued.
Issue Level (1 – 5)	Displays the Levels (1 – 5) where the item was issued.

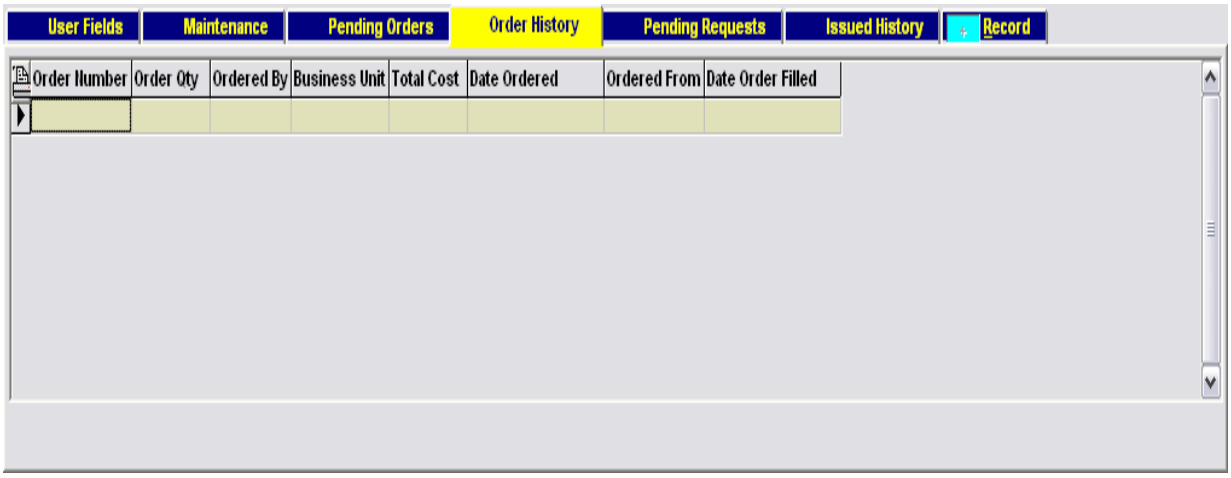
Maintenance Tab

This information tab records the type of maintenance performed on an inventory item and the number of days before the maintenance is due.

Maintenance Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Maintenance Type	Displays a code for the type of maintenance procedure that is performed on an item. Click the down arrow to access the lookup list of codes.
Days Before Maintenance Due	Displays the number of days before maintenance is due.
Delete	Deletes the highlighted row.

Order History Tab

This information tab logs the history of an ordered inventory item. All fields on this tab are read-only; the fields of data are populated once an order request for an item has been filled. This process is explained below in the Pending Orders section.



Order History Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Order Number	Displays the order number.
Order Qty	Displays the number of items ordered.
Ordered By	Displays the ID number of the employee who ordered the item.
Business Unit	Displays the business unit that ordered the item.
Total Cost	Displays the total cost for the order.
Date Ordered	Displays the date and time the item was ordered.
Ordered From	This field is reserved for future functionality.
Date Order Filled	Displays the date the order was filled.

Pending Orders Tab

This linking tab displays any pending orders for an inventory item. The data in these fields is populated from the Order Request module when an order is placed. All fields on this tab are read-only.

You can create and place an order request in the Order Request module. When the order is placed, the data will populate the Pending Orders tab. When you receive the ordered items, click **Fill Order**. The Inventory Items module, Quantity On Hand, Average Cost and Quantity Last Ordered fields will be updated based on the order data.

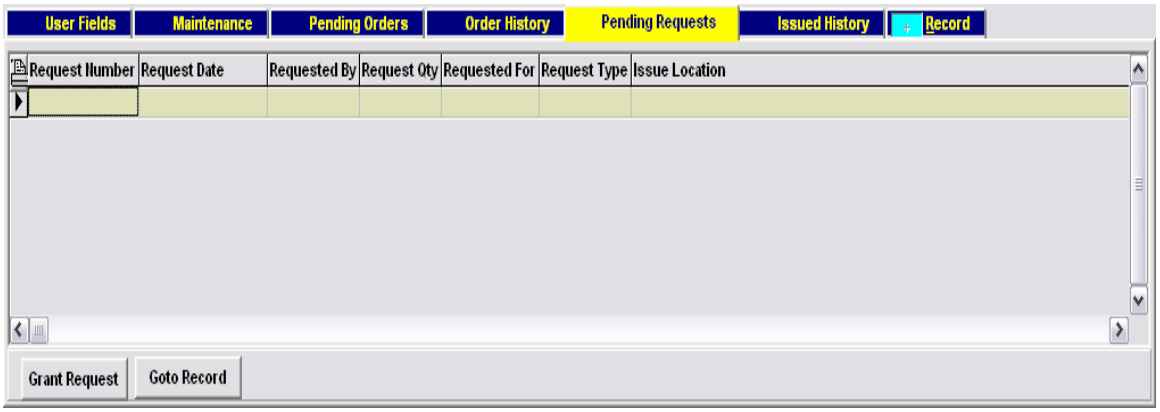
NOTE When you click **Fill Order** on the Pending Orders tab, the Pending Order data is removed and the data populates the Order History tab. This gives you a history of each time this inventory item was ordered.

Pending Orders Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Order Number	Displays order number for an order.
Order Qty	Displays the number of items ordered.
Ordered By (ID)	Displays the ID number of the employee who ordered the item.
Total Cost	Displays the total cost for the order.
Fill Order	Causes the selected pending order request to be filled and updates the Quantity On Hand, the Average Cost and the Quantity Last Ordered fields. The pending order data is removed from the Pending Orders tab and populates the Order History tab.
Goto Record	Opens the selected Order Request record.

Pending Requests Tab

This linking tab displays a pending request to issue an inventory item. The data in these fields is populated from the Issue Request module when a request is issued; all fields on this tab are read-only.

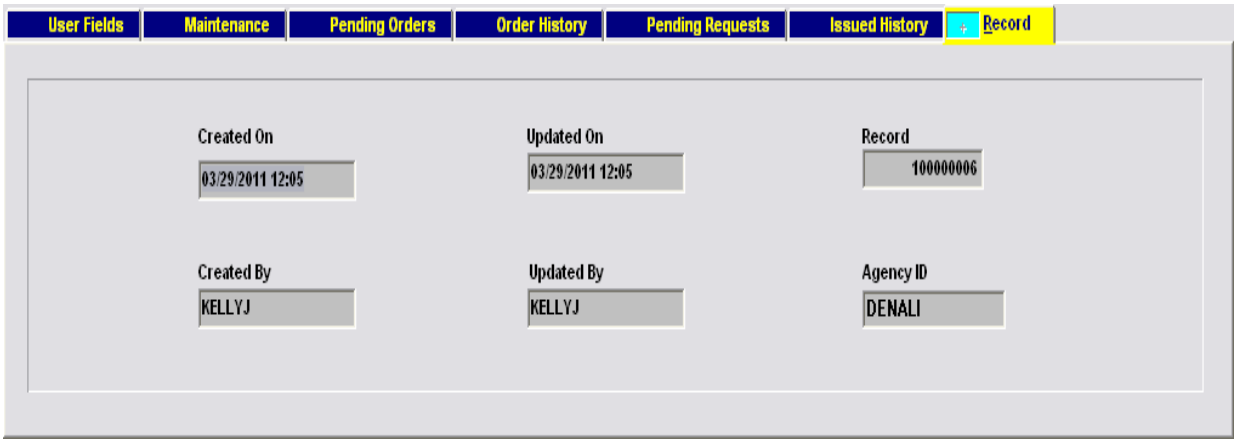
You can issue a request in the Issue Request module. When the request is issued, the data will populate the Inventory Items module > Pending Request tab. You can grant the request by clicking **Grant Request**. Once a request is granted, the pending request data is removed and the data populates the Issued History tab.



Pending Requests Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Request Number	Displays the issue request number for this request.
Request Date	Displays the date and time the issue request was made.
Requested By	Displays the ID number of the employee who requested the item.
Request Qty	Displays the number of items requested.
Requested For	Displays the ID number of the employee for whom the item was requested.
Request Type	Displays type of request the item(s) are issued for.
Issue Location	Displays the location where the fixed asset was issued.
Issue Level (1 – 5)	Displays the Levels (1 – 5) where the fixed asset was issued.
Grant Request	Causes the selected pending request to be granted. The pending request data is removed from the Pending Requests tab and populates the Issued History tab.
Goto Record	Opens the selected Issue Request record.

Record Tab

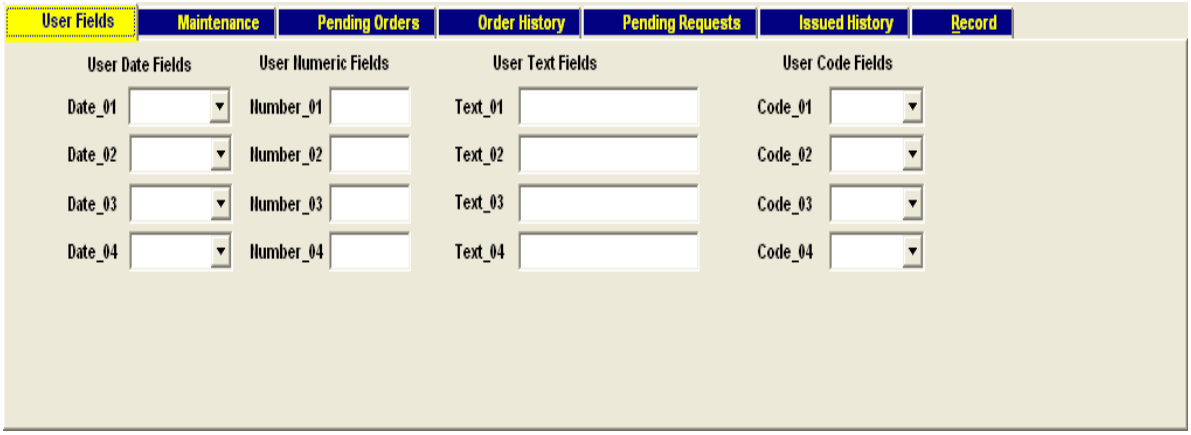
This information tab stores data about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs when inserting a new record.
Created By	Displays the user ID who created the record. This is auto-populated based on the user login and occurs when inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp takes place when a record is changed and saved.
Updated By	Displays the user ID of the user who last updated the record. This is automatically logged based on the user login and occurs when saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who has most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Asset Management > Order Request

The Asset Management > Order Request sub-module allows you to place orders for inventory items that exist in the Inventory Items module. When an order is filled, the order data will update fields in the Inventory Items record.

Accessing the Order Request Sub-Module

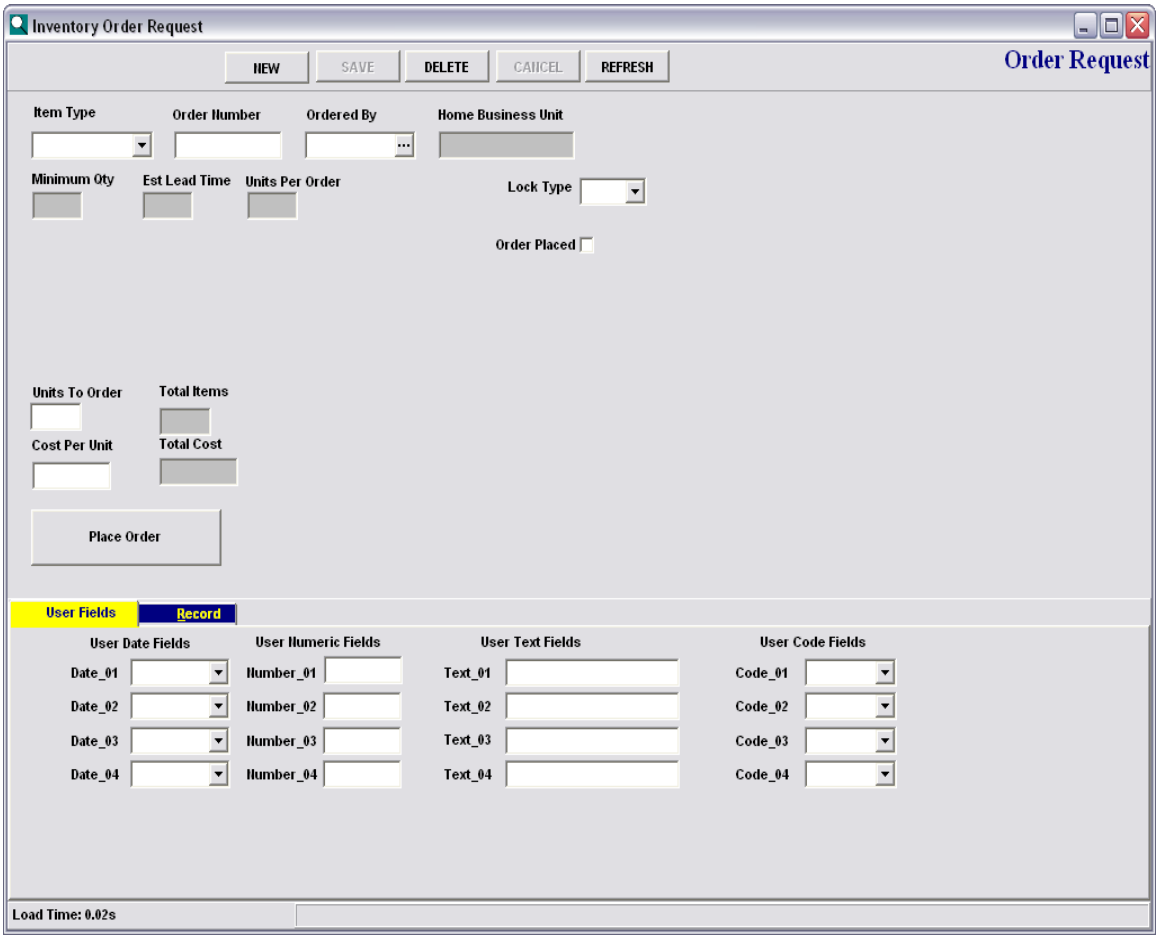
The Order Request sub-module can be accessed in the following way:

From the Main Menu:

- Select Modules > Asset Management > Order Request

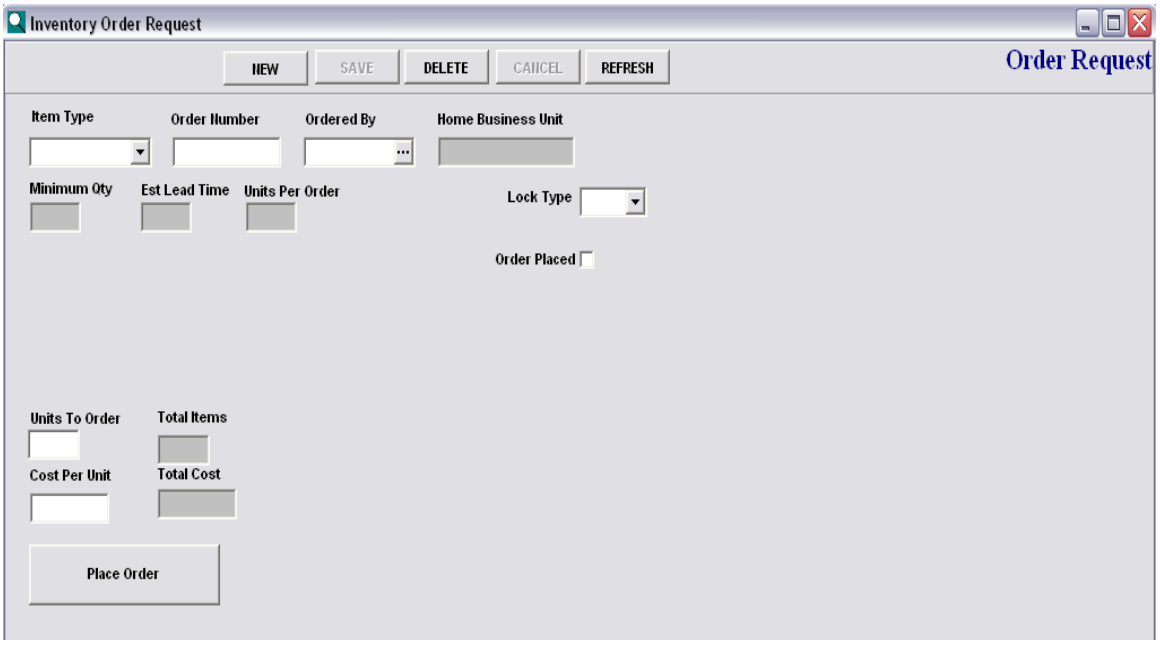
1.

The Order Request sub-module appears as follows:



Order Request Sub-Module Header Area

The Order Request sub-module is composed of two sections: the header area and the tab area. The header area and included fields are described below:



Order Request Sub-Module Header Fields/Components	
Field/Component	**Description/Use**
NEW	Accesses a new blank record ready for data entry. IMPORTANT An order number is auto-generated when **NEW** is clicked.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Item Type	Displays a code for the type of item. Click the down arrow to access the lookup list. IMPORTANT The lookup list of codes is populated by data entered in the Inventory Items module > Item Type field.
Order Number	Displays an identifying number for this order. Auto-populated by RMS when a new record is created.
Ordered By	Displays the ID number of the employee ordering the item. Click **...** to access the Master Employee Index Search to locate an Employee ID. If the Employee ID is known, it can be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS.

Order Request Sub-Module Header Fields/Components	
Field/Component	**Description/Use**
Home Business Unit	Displays the Business Unit of the employee assigned to a position in the Position Tracking module. This field is read-only
Minimum Qty	Displays the minimum quantity that can be ordered for this item. This field is populated from the corresponding field found in the Inventory Items record. This field is read-only.
Est. Lead Time	Displays the estimated time to receive this item when reordering. This field is populated from the corresponding field found in the Inventory Items record. This field is read-only.
Units Per Order	Displays the minimum number of units per order. This field is populated from the corresponding field found in the Inventory Items record. This field is read-only.
Units To Order	Displays the number of units of this item to order.
Total Items	Displays the total number of this item ordered. The value in this read-only field and calculated by the RMS.
Cost Per Unit	Displays the cost per unit of the item.
Total Cost	Displays the total cost of this order. The value in this read-only field is calculated by the RMS.
Place Order	Places the order for the item and sends the order data to the Inventory Items module > Pending Orders tab. The Order Placed check box will be checked and become read-only. NOTE Enter data in the Item Type, Units To Order, and Cost Per Unit fields before clicking **Place Order**.
Lock Type	Displays lock type for this record. Click the down arrow to access the lookup list of codes. NOTE For additional information about Record Locking, see the Global Features of RMS section in the *RMS User Navigation Manual*.
Order Placed	A check in this box indicates the order has been placed. This is a read-only field populated when the record is saved and the order has been placed.

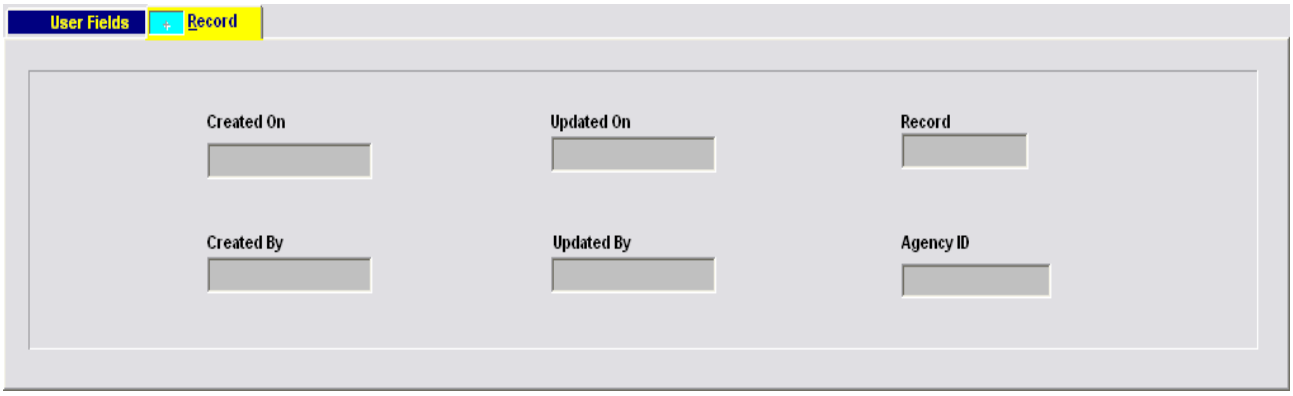
Order Request Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

The tabs in the Order Request module are described below:

Record Tab

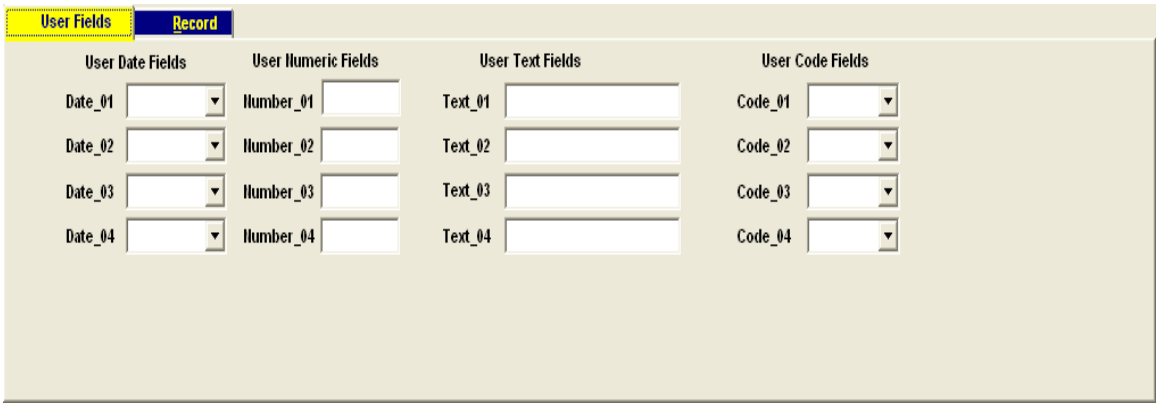
This information tab stores data about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs when inserting a new record.
Created By	Displays the user ID who created the record. This is auto-populated based on the user login and occurs when inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp takes place when a record is changed and saved.
Updated By	Displays the user ID of the user who last updated the record. This is automatically logged based on the user login and occurs when saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Accessing the Inventory Order Search

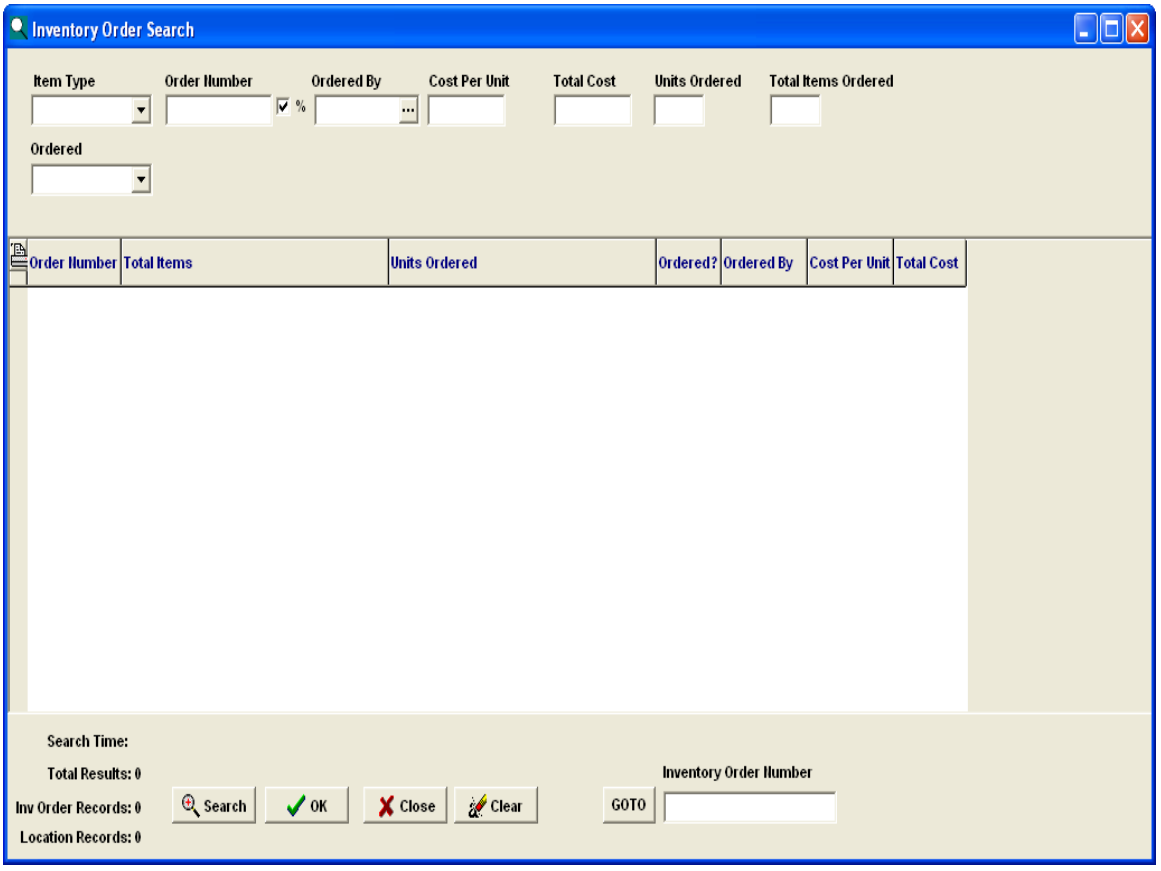
The Inventory Order Search can be accessed in the following way:

From the Main Menu:

- Select Search > Asset Management > Inventory Order

Inventory Order Search Parameters

The Inventory Order Search allows users to search for Inventory Order records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Inventory Order Search Parameters/Components	
Field/Component	**Description/Use**
Item Type	Displays the item type. Click the down arrow to access the drop-down list. IMPORTANT The lookup list is populated by data entered in the Inventory Items module > Item Type field.
Order Number	Displays the order number. The % check box indicates whether to include a wildcard in the search.
Ordered By	Displays the ID number of the employee who ordered the item. Click **…** to access the Master Employee Index Search to locate an Employee ID. If the Employee ID is known, it can be entered into the field.

Inventory Order Search Parameters/Components	
Field/Component	**Description/Use**
Cost Per Unit	Displays the cost per unit of the inventory order.
Total Cost	Displays the total cost of the inventory order.
Units Ordered	Displays a number of units ordered.
Total Items Ordered	Displays the number of total items ordered.
Ordered	Displays whether the order has been placed. Click the down arrow to access the drop-down list of codes.
Function Buttons	
	Opens the Export Data window for the search results grid.
Search	Initiates a search for an Order Request record in the database.
OK	Displays the highlighted Order Request record in the Order Request module *and closes the search window.*
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search and clears all search fields.
GOTO	Opens the highlighted Order Request record in the Order Request module *and leaves the search window open.*
Inventory Order Number	Displays the inventory order number of the highlighted Order Request record.

Asset Management > Issue Request

The Asset Management > Issue Request sub-module allows you to issue an inventory item to an employee, location, or vehicle. The item must exist in the Inventory Items module before it can be issued.

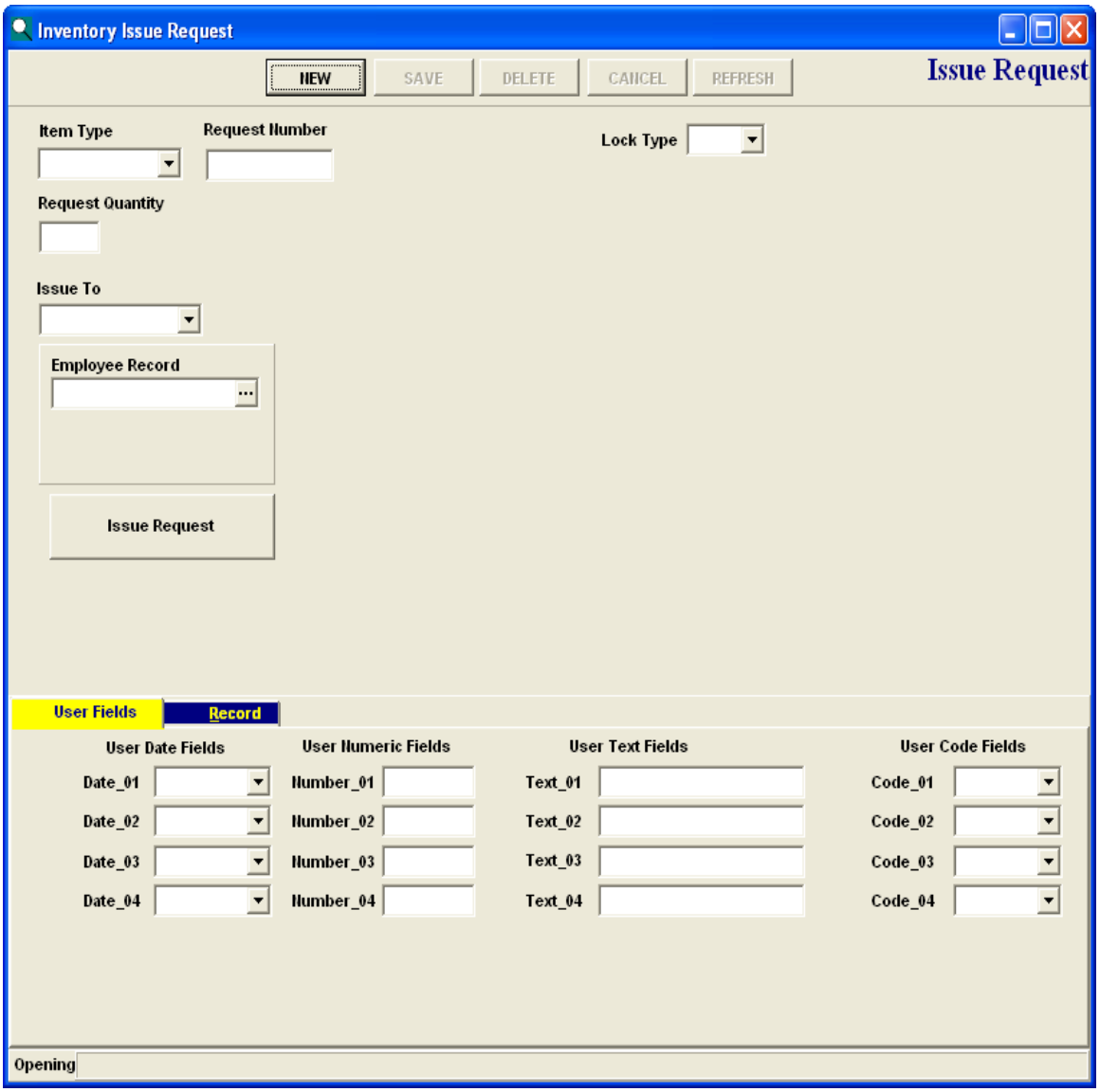
Accessing the Issue Request Sub-Module

The Issue Request sub-module can be accessed in the following way:

From the Main Menu:

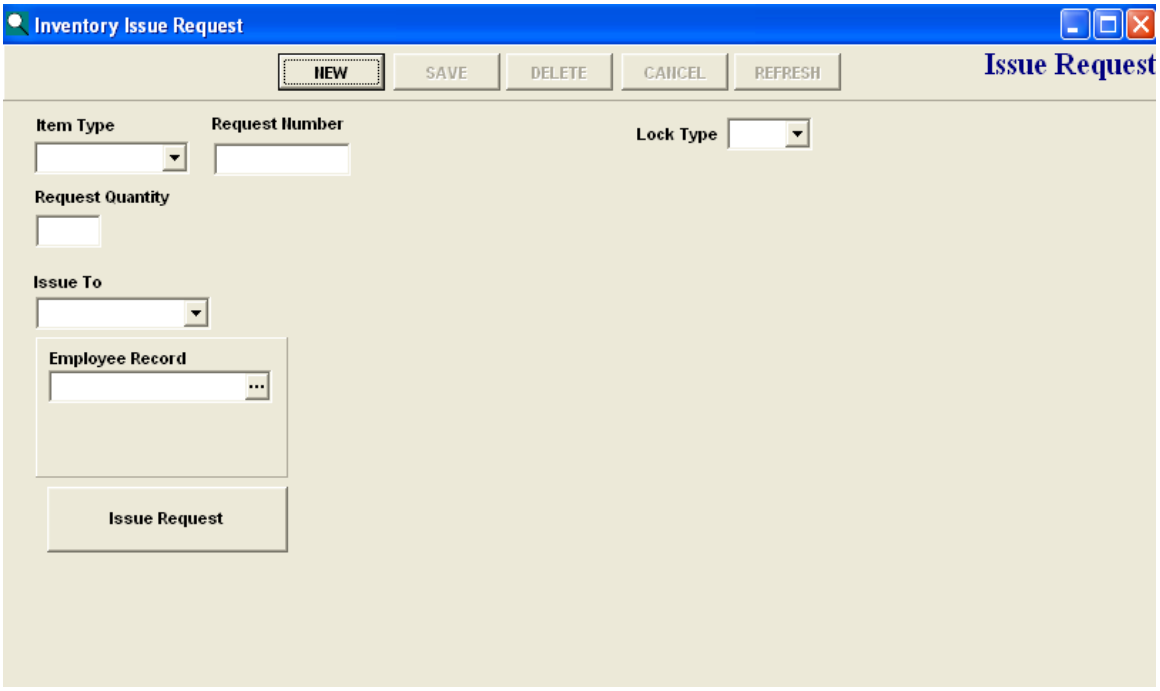
- Select Modules > Asset Management > Issue Request

The Issue Request sub-module will appear as follows:

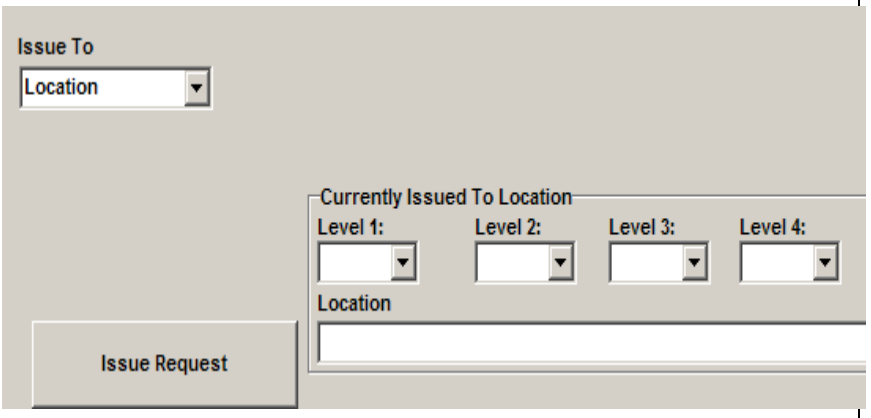
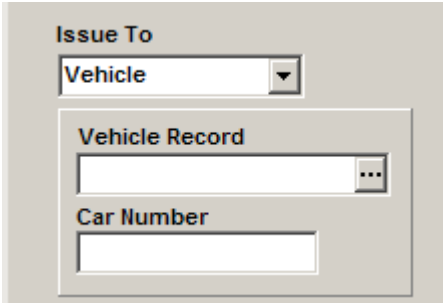


Issue Request Sub-Module Header Area

The Inventory Items sub-module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Issue Request Module Header Fields/Components	
Field/Component	**Description/Use**
NEW	Accesses a new blank issue request record ready for data entry. IMPORTANT A request number is auto-generated when **NEW** is clicked.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Item Type	Displays a description for the type of item. Click THE DOWN ARROW to access the drop-down list. IMPORTANT The lookup list of codes is populated by data entered in the Inventory Items module > Item Type field.
Request Number	Displays an identifying number for this request. This number is auto-populated when a new record is created.
Request Quantity	Displays the quantity requested of this item.
Issue To	Displays who or what the item is issued, such as an employee, location, or vehicle. Click THE DOWN ARROW to access the drop-down list of codes. When you select a code, custom fields are displayed.

Issue Request Module Header Fields/Components	
Field/Component	**Description/Use**
Employee Record	Displays the ID number of the employee issuing the request. Click **…** to access the Master Employee Index Search to locate an Employee ID. If the Employee ID is known, it can be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS.
Location	Displays the location where the item was issued. Click the down arrow to access the lookup list of codes. The codes are populated based on organizational chart data entered by the Department. 
Vehicle Record	In the Vehicle Record field, you can link an issue request to a vehicle record in the Fleet Maintenance module. 
Issue Request	Creates the issue request after the record is saved. NOTE A message will appear if the quantity issued exceeds the quantity on hand. This information can only be updated for expendable items through the Inventory Items module.

Issue Request Module Header Fields/Components	
Field/Component	**Description/Use**
Lock Type	Displays the lock type for this record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the Global Features of RMS section in the *RMS User Navigation Manual*.

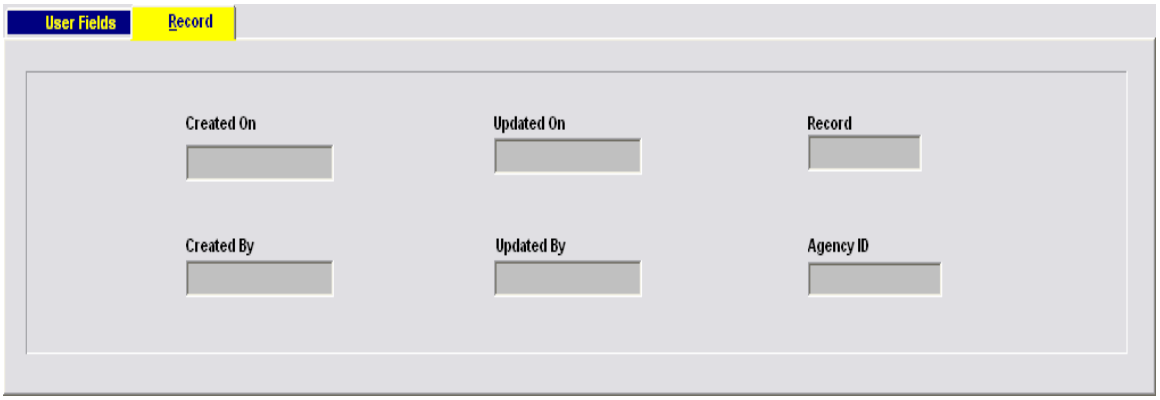
Issue Request Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

The tabs in the Issue Request Module are described below:

Record Tab

This information tab stores data about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.

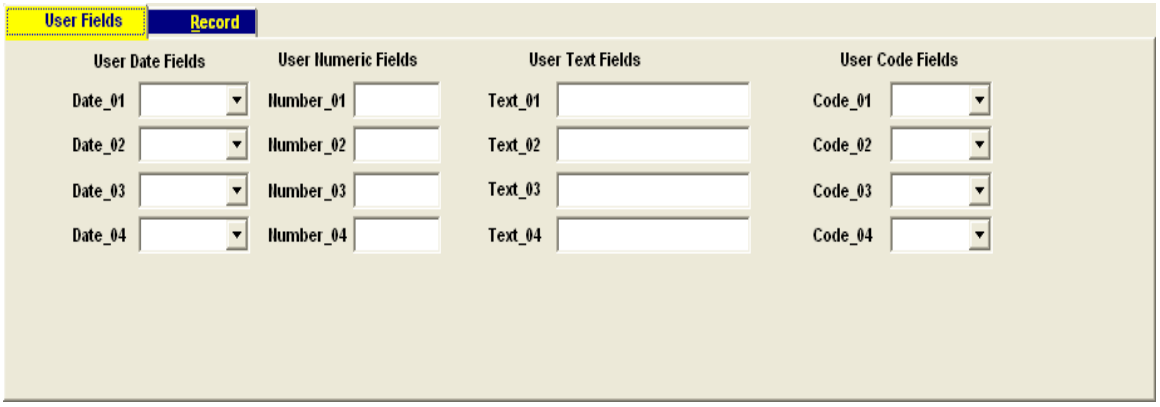


Record Tab Fields	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs when inserting a new record.
Created By	Displays the user ID who created the record. This is auto-populated based on the user login and occurs when inserting a new record.

Record Tab Fields	
Field/Component	**Description/Use**
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp takes place when a record is changed and the change posts.
Updated By	Displays the user ID of the user who last updated the record. This is automatically logged based on the user login and occurs when saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Accessing the Inventory Request Search

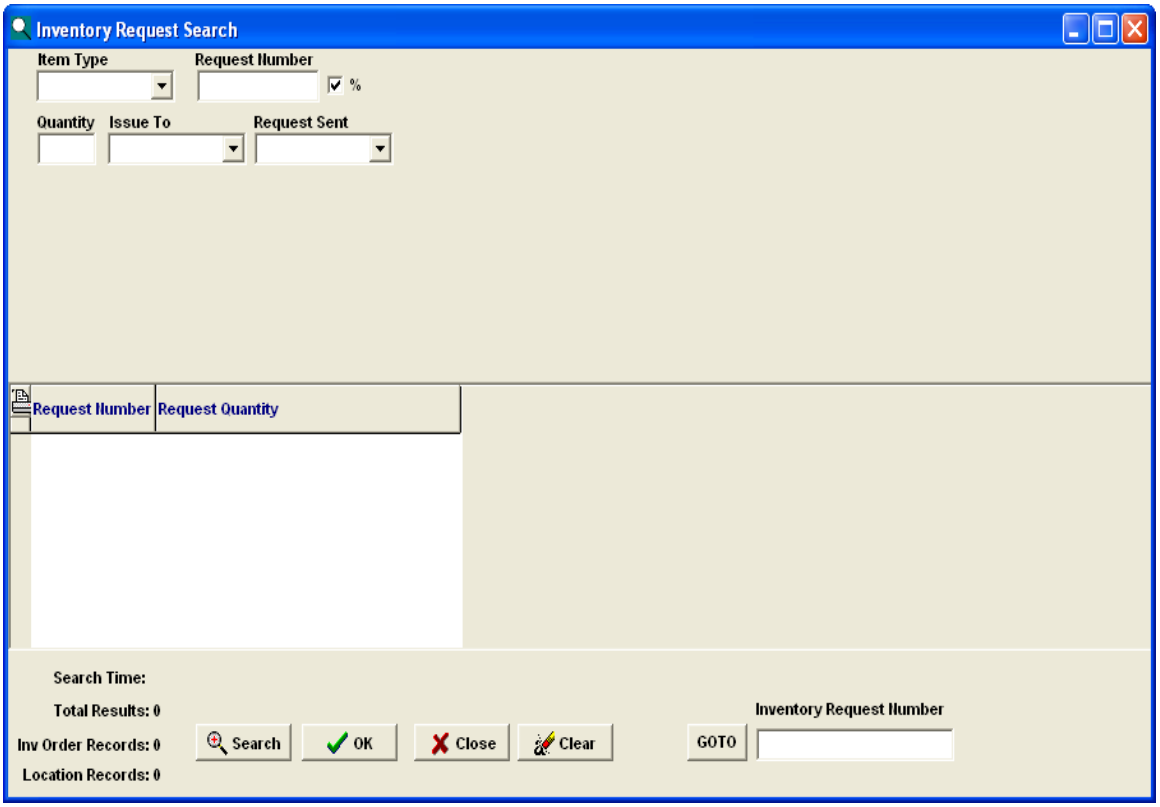
The Inventory Request Search can be accessed in the following way:

From the Main Menu:

- Select Search > Asset Management > Inventory Request

Inventory Request Search Parameters

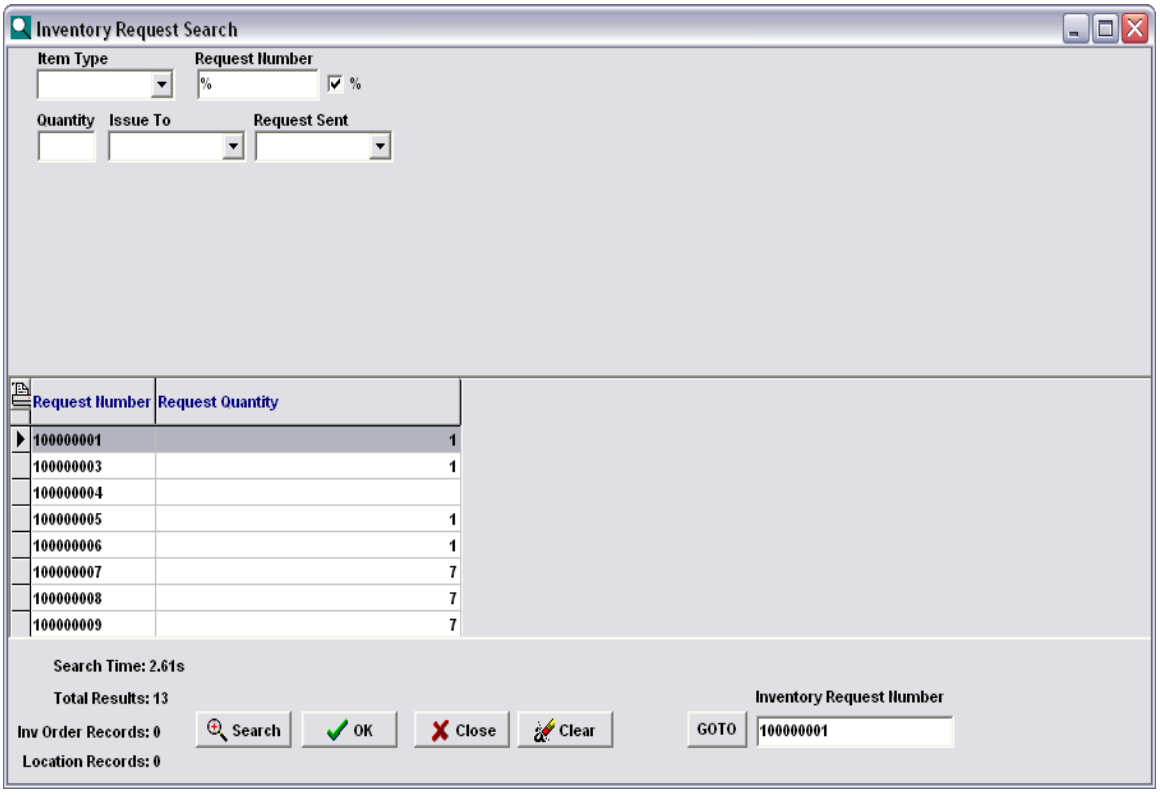
The Inventory Request Search allows you to search for Inventory Order records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Inventory Order Search Parameters/Components	
Field/Component	**Description/Use**
Item Type	Displays the item type. Click the down arrow to access the drop-down list. IMPORTANT The lookup list is populated by data entered in the Inventory Items module > Item Type field.
Request Number	Displays the request number. The % check box indicates whether to include a wildcard in the search.
Quantity	Displays the quantity of the issue request.
Issue To	Displays the code (employee, location, or vehicle) to which an item was issued. Selecting a code will present custom fields. Click the down arrow to access the drop-down list of codes.

Inventory Order Search Parameters/Components	
Field/Component	**Description/Use**
Request Sent	Displays whether the request has been submitted. Click the down arrow to access the drop-down list of codes.
Function Buttons	
	Opens the Export Data window for the search results grid.
Search	Initiates a search for an Issue Request record in the database.
OK	Displays the highlighted Issue Request record in the Issue Request module *and closes the search window.*
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search and clears all search fields.
GOTO	Opens the highlighted Issue Request record in the Issue Request module *and leaves the search window open.*
Inventory Request Number	Displays the inventory Request number of the highlighted Issue Request record.

A wildcard Inventory Request Search results example is shown below:



How to Use the Inventory Items, Order Request and Issue Request Modules

The Inventory Items, Order Request, and Issue Request modules are designed to work together to capture, track, maintain, and issue expendable inventory items. Below are systematic scenarios for using these modules.

Creating an Inventory Item Record

IMPORTANT You must populate the Inventory Items with records before you can use the Order Request or Issue Request modules.

1. Display the Asset Management: Inventory Items module and click **NEW** to enter a new Inventory record.
2. Enter data in the following fields:

- Item Type – What do you want to call the item (vest, and so forth)? The Item Type will display as a code list option in the Item Type fields in the Order Request and Issue Request modules.
- Item Type Code
- Property Category – Select a code from the code list. Your department will define these codes.
- IMPORTANT *Check the Expendable Item box*
- Quantity On Hand
- Units Per Order
- Description

- Minimum Stock Amount
- Default Quantity
- Estimated Lead Time
- Reorder Level
- Requires Approval – Checking this box will display an Approval Required banner on an Order Request for this inventory item.

3. SAVE the record.

NOTE There is no data in the Quantity On Hand, Average Cost, or Quantity Last Ordered fields. These fields will automatically populate when an order is placed and filled for your new item.

To Order Items Using the Order Request Module:

1. Display the Asset Management: Order Request module.
2. Click **NEW** to enter an Order Request record. The Order Number will automatically populate.
3. Select the Item Type from the list. This list is populated by Item Type entered in the Inventory Items module.
4. The Minimum Qty, Est. Lead Time, and Units Per Order fields will automatically populate from the data entered into the Inventory Items record.
5. Enter data in the following fields:

- Units To Order – How many units do you want?
- Cost Per Unit – How much does each unit cost?

IMPORTANT The cost will be used to calculate an average cost for the units ordered.

NOTE If the Inventory Item requires approval before ordering, you should see "**Requires Approval**" at the top of the Order Request record.

1. SAVE the record.
2. Click **Place Order**. The Order Placed check box will check and become read-only.

When the order is placed, data will automatically populate the Inventory Items records Pending Orders tab. Once the order arrives for that item, the responsible party will process it as described below; it will then no longer show as pending.

Approving an Order Request

The items have arrived at your Department. You can now fill the order:

1. Display the Asset Management > Inventory Items module.
2. Select an Existing Item from the drop down list.
3. Click **Open Item**. The fields will populate with data.
4. Select the Pending Orders tab.

5. Click **Fill Order**. The data will leave the Pending Orders tab and populate the Order History tab. The Quantity on Hand, Average Cost and Quantity Last Ordered fields will update based on the Order Request data.

Issuing an Inventory Item Using the Issue Request Module

You are ready to issue on-hand inventory/supplies to a specific employee, location, or Fleet Maintenance vehicle:

1. Display the Asset Management > Issue Request module.
2. Click **NEW** to enter an Issue Request record. The Request Number will automatically populate.
3. Select the Item Type from the list. This list is populated by Item Types entered in the Inventory Items module.
4. Enter data in the following fields:
5. Request Quantity – How many items will you issue?
6. Issue To – You can issue an item to an employee, location, or Fleet Maintenance vehicle.
7. **SAVE** the record.
8. Click **Issue Request.**

NOTE When the issue is requested, data will automatically populate the Inventory Items records > Pending Requests tab.

Granting an Issue Request

1. Display the Asset Management > Inventory Items module.
2. Select an Existing Item from the drop down list.
3. Click **Open Item**. The fields will populate.
4. Select the Pending Requests tab.
5. Click **Grant Request**. *The data will leave the Pending Requests tab and populate the Issued History tab. The Inventory Items record > Quantity on Hand data will be updated.*

B.O.L.O. (APB) Module

The Be On the Look Out (B.O.L.O.) All Points Bulletin (APB) module allows for data entry and agency-wide access to lookout information for individuals and/or vehicles.

In addition, B.O.L.O. posters may be printed and distributed using this module.

Accessing the B.O.L.O. Module

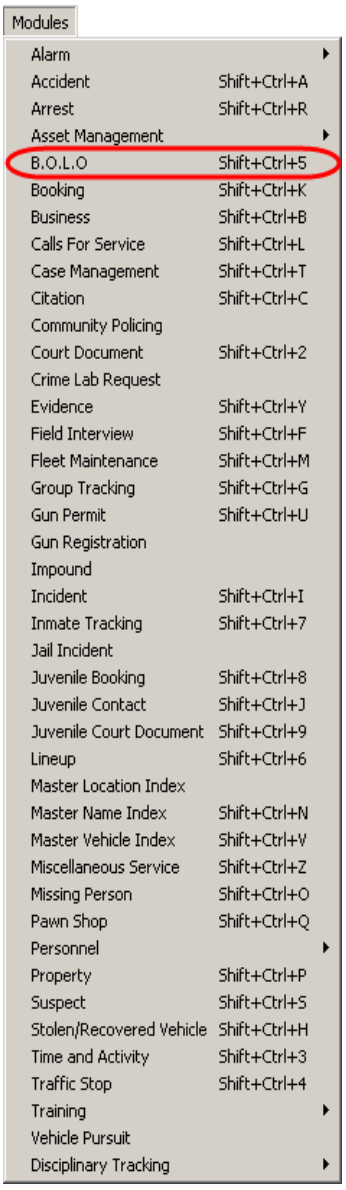
The B.O.L.O. module may be accessed in the following ways:

From the Main Menu:

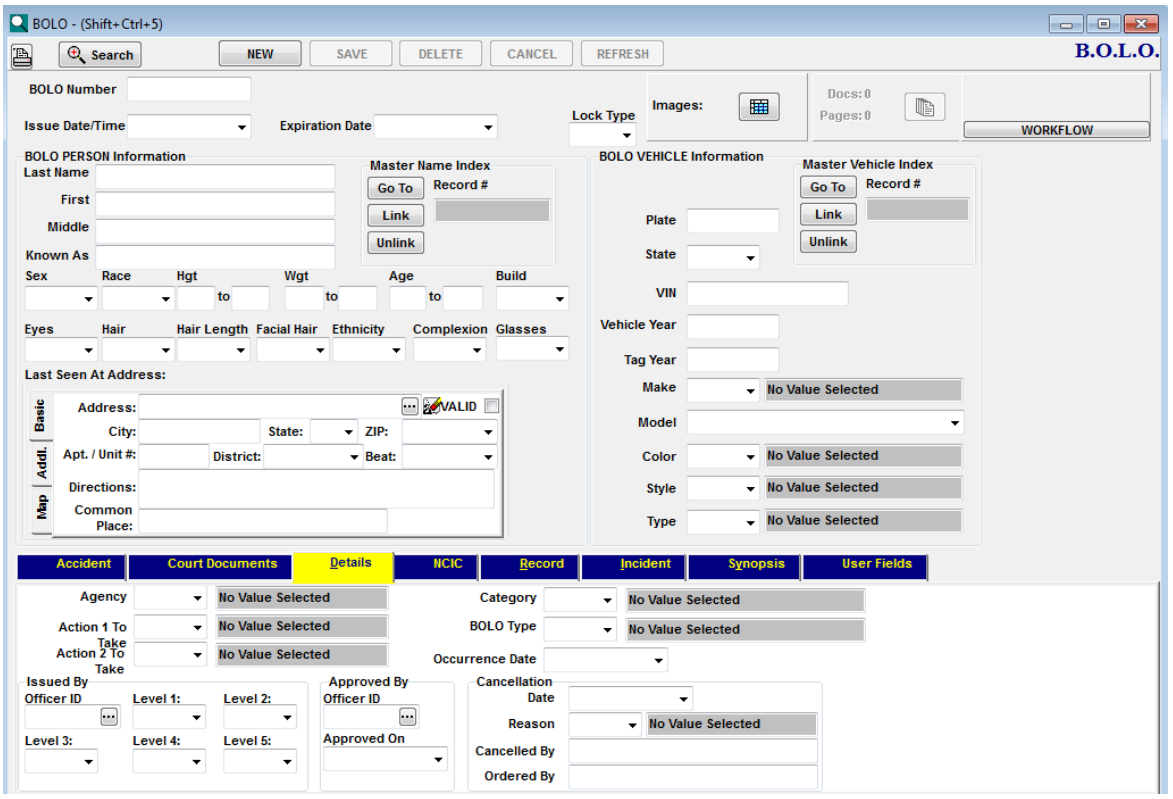
- Select Modules > B.O.L.O.

Using the shortcut key combination:

- Press SHIFT + CTRL + 5

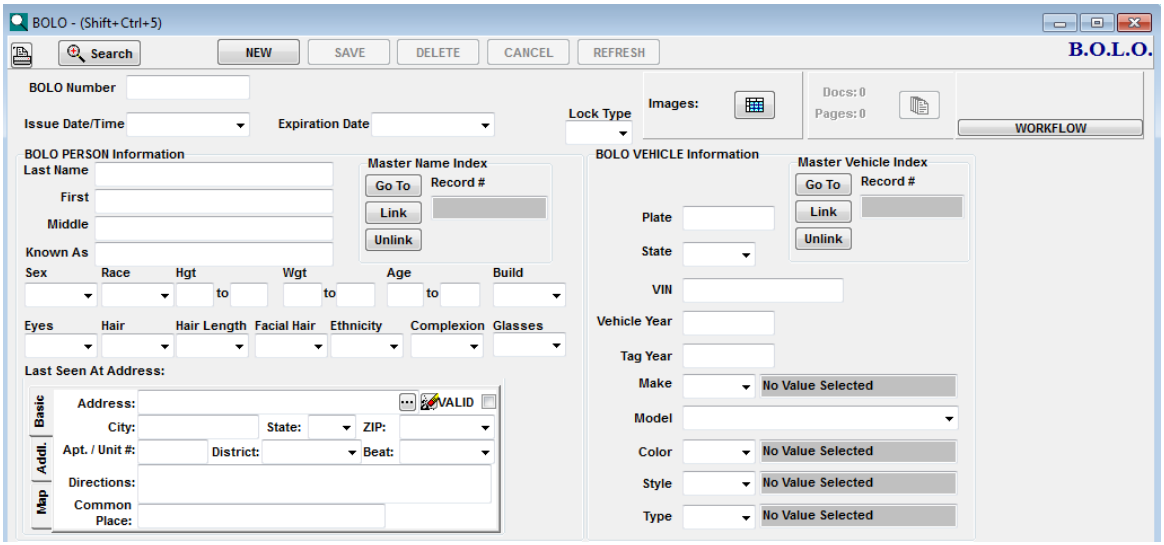


The B.O.L.O. module appears as follows:



B.O.L.O. (APB) Module Header Area

The B.O.L.O. module allows you to create a B.O.L.O. based on a person or a vehicle. A record for the person and/or vehicle may exist in the RMS; if these records exist, you may search for and link those records to the B.O.L.O.



B.O.L.O. Module Fields/Components	
Field/Component	**Description/Use**
	Opens the BOLO (APB) Data Sheet > Display Options dialog box to print or view the report.
Search	Accesses the B.O.L.O. search to search for an existing B.O.L.O. record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	Workflow Management: Enables you to submit the current record to the next stage in the Department's defined workflow process for this module.
BOLO Number	Displays the unique B.O.L.O. number assigned to the record. IMPORTANT This number may be auto-generated when the record is initially created, or it can be manually entered.

B.O.L.O. Module Fields/Components	
Field/Component	**Description/Use**
Issue Date/Time	Allows you to enter or view the date and time the B.O.L.O. was issued or created. Click the down arrow to access the Calendar utility.
Expiration Date	Allows you to enter or view the expiration date of the B.O.L.O. Click the down arrow to access the Calendar utility.
Lock Type	Displays the lock type of the B.O.L.O record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the Global Features of RMS section in the *RMS User Navigation Manual.*
BOLO PERSON Information	
Last Name	Allows you to enter or view the last name of the individual.
First	Allows you to enter or view the first name of the individual.
Middle	Allows you to enter or view the middle initial/name of the individual.
Known As	Allows you to enter or view the nickname or alias used by the individual.
Sex	Allows you to select or view the sex of the individual. Click the down arrow to access the lookup list of codes.
Race	Allows you to select or view the race of the individual. Click the down arrow to access the lookup list of codes.
Hgt	Allows you to enter or view the beginning height range of an individual.
Hgt to	Allows you to enter or view the ending height range of an individual.
Wgt	Allows you to enter or view the beginning weight range of an individual.
Wgt to	Allows you to enter or view the ending weight range of an individual.
Age	Allows you to enter or view the beginning age range of an individual.
Age to	Allows you to enter or view the ending age range of an individual.
Build	Allows you to select or view the build of the individual. Click the down arrow to access the lookup list of codes.

B.O.L.O. Module Fields/Components	
Field/Component	**Description/Use**
Eyes	Allows you to select or view the color of the eyes of the individual. Click the down arrow to access the lookup list of codes.
Hair	Allows you to select or view the color of the hair of the individual. Click the down arrow to access the lookup list of codes.
Hair Length	Allows you to select or view the length of the hair of the individual. Click the down arrow to access the lookup list of codes.
Facial Hair	Allows you to select or view the type of the person's facial hair. Click the down arrow to access the lookup list of codes.
Ethnicity	Allows you to select or view the ethnic background of the individual. Click the down arrow to access the lookup list of codes.
Complexion	Allows you to select or view the complexion of the individual's skin. Click the down arrow to access the lookup list of codes.
Glasses	Allows you to select or view a code about the individual's glasses. Click the down arrow to access the lookup list of codes.
Master Name Index	
Go To	Opens the Master Name Index module and displays the linked record.
Link	Opens the Master Name Index search. Once the record is located, click **OK** to link the record to the B.O.L.O module.
Un-Link	Removes the link between the B.O.L.O record and the linked Master Name Index record.
Record #	Displays the Master Name Index record number.
Last Seen At Address	
Address Panel – Basic tab	Allows you to enter or view the address information.
Address Panel – Addl. tab	Allows you to enter or view additional information about the address (County, Sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.
BOLO VEHICLE Information	
Plate	Allows you to enter or view the License plate number of the vehicle.

B.O.L.O. Module Fields/Components	
Field/Component	**Description/Use**
State	Allows you to select or view the state that issued the license plate for the vehicle. Click the down arrow to access the lookup list of codes.
VIN	Allows you to enter or view the Vehicle Identification Number (VIN) number assigned to the vehicle by the manufacturer.
Vehicle Year	Allows you to enter or view the model year of the vehicle.
Tag Year	Allows you to enter or view the date the tag expires.
Make	Allows you to select or view the make of the vehicle. Click the down arrow to access the lookup list of codes.
Model	Allows you to select or view the model of the vehicle. Click the down arrow to access the lookup list of codes.
Color	Allows you to select or view the color of the vehicle. Click the down arrow to access the lookup list of codes.
Style	Allows you to select or view the style of the vehicle. Click the down arrow to access the lookup list of codes.
Type	Allows you to select or view the type of vehicle. Click the down arrow to access the lookup list of codes.
Master Vehicle Index	
Go To	Opens the Master Vehicle Index module and displays the linked record.
Link	Opens the Master Vehicle Index search. Once the record is located, click **OK** to link the record to the B.O.L.O. module.
Un-Link	Removes the link between the B.O.L.O record and the linked Master Vehicle Index record.
Record #	Displays the Master Vehicle Index record number.

B.O.L.O. Module Tabs

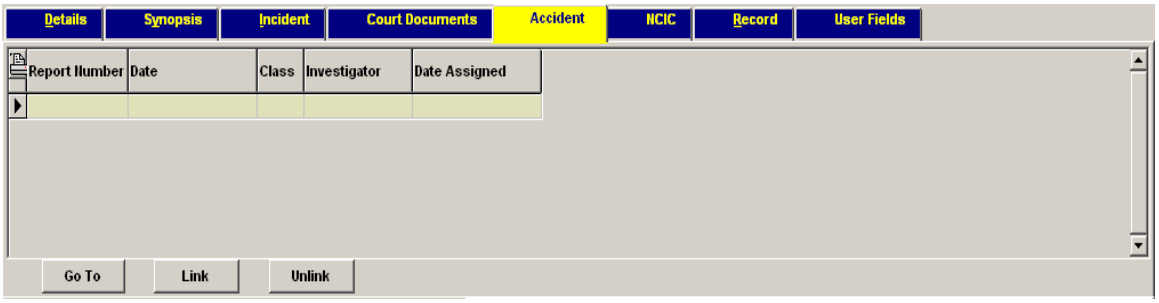
There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below.

BOLO Wanted Poster

The RMS data sheet acts as a WANTED poster for distribution throughout the agency. See "Using the Data Sheet" at the end of this section for more information.

Accident Tab

This linking tab allows you to link any number of Accident records to the current B.O.L.O. record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Accident record data can only be modified in the Accident module itself. All data fields on this tab are populated automatically from an existing Accident record once the link is made.



Accident Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Report Number	Displays the report number of the accident record that is linked to the B.O.L.O. record.
Date	Displays the date the accident occurred.
Class	Displays the accident classification.
Investigator	Displays the Employee ID of the individual investigating the accident.
Date Assigned	Displays the date the investigation was assigned to the investigator.
Go To	Opens the Accident module and displays the highlighted record.
Link	Opens the Accident Search. Once the record is located, click OK to link the record to the B.O.L.O. module.
Un-Link	Removes the link between the B.O.L.O. record and the highlighted Accident record.

Court Documents Tab

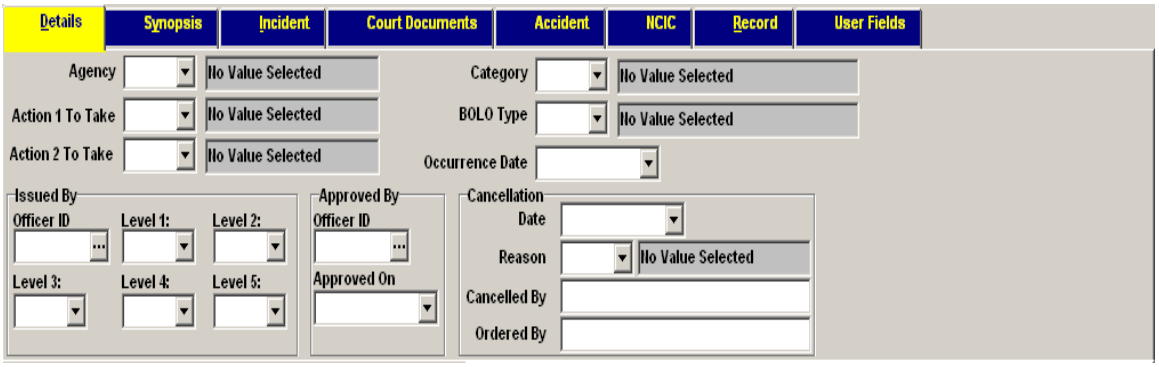
This linking tab allows you to link any number of Court Document records to the current B.O.L.O. record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Court Documents record data can only be modified in the Court Documents module itself. All data fields on this tab are populated automatically from an existing Court Documents record once the link is made.

NOTE Only *Active* Court Documents will appear in this tab.

Court Documents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Document Number	Displays the Court Document number of the record linked to this B.O.L.O. record.
Status	Displays the status of the court document.
Type	Displays the type of court document.
Issued By	Displays the organization or person that issued this court document.
Expires On	Displays the date the court document expires.
Go To	Opens the Court Documents module and displays the highlighted record.

Details Tab

This information tab provides additional details about the B.O.L.O., such as the action to take if the individual or vehicle is located. This tab also allows you to cancel the B.O.L.O.

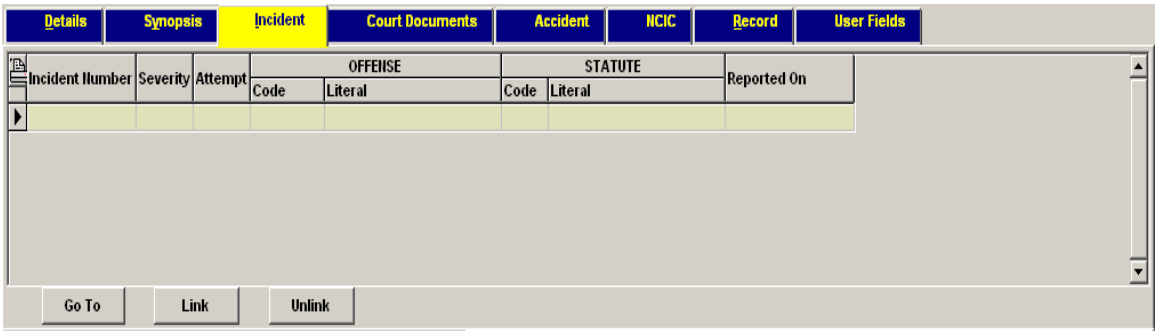


Details Tab Fields/Components	
Field/Component	**Description/Use**
Agency	Displays the Agency that issued the B.O.L.O. Click the down arrow to access the lookup list of codes.
Action 1 To Take	Allows you to select or view the action to take if the individual or vehicle is located. Click the down arrow to access the lookup list of codes.
Action 2 To Take	Allows you to select or view the secondary action to take if the individual or vehicle is located. Click the down arrow to access the lookup list of codes.
Category	Allows you to select or view the category of the B.O.L.O. Click the down arrow to access the lookup list of codes.
BOLO Type	Allows you to select or view the reason the Department issued the B.O.L.O. Click the down arrow to access the lookup list of codes.
Occurrence Date	Allows you to select or view the date the B.O.L.O. was issued. Click the down arrow to access the Calendar utility.
Issued By	
Officer ID	Allows you to select or view the ID of the officer who issued the B.O.L.O. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.

Details Tab Fields/Components	
Field/Component	**Description/Use**
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel, Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Approved By	
Officer ID	Allows you to select or view the ID of the officer responsible for the approval. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Approved On	Allows you to select or view the approved date and time. Click the down arrow to access the Calendar utility.
Cancellation	
Date	Allows you to select or view the cancellation date for the B.O.L.O. Click the down arrow to access the Calendar utility.
Reason	Allows you to select or view the reason the B.O.L.O. was cancelled. Click the down arrow to access the lookup list of codes.
Cancelled By	Allows you to enter or view the individual or organization that cancelled the B.O.L.O.
Ordered By	Allows you to enter or view the individual or organization that ordered the B.O.L.O. to be cancelled.

Incident Tab

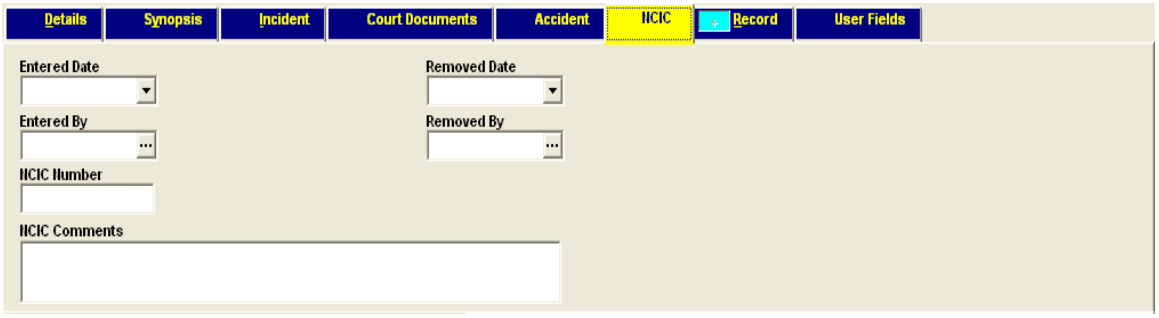
This linking tab allows you to link any number of Incident records to the current B.O.L.O. record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Incident record data can only be modified in the Incident module itself. All data fields on this tab are populated automatically from an existing Incident record once the link is made.



Incident Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Incident Number	Displays the Incident number of the record that is linked.
Severity	Displays the severity of the record that is linked.
Attempt	Displays the attempt of the record that is linked.
Offense	
Code	Displays the primary offense code associated with the Incident record.
Literal	Displays the offense literal associated with the Incident record's offense code.
Statue	
Code	Displays the primary statute code associated with the Incident record.
Literal	Displays the statute literal associated with the incident record's statute code.
Reported On	Displays the date the Incident was reported.
Go To	Opens the Incidents module and displays the highlighted record.
Link	Opens the Incident Search. Once the record is located, click **OK** to link the record to the B.O.L.O. module.
Un-Link	Removes the link between the B.O.L.O. record and the highlighted Incident record.

NCIC Tab

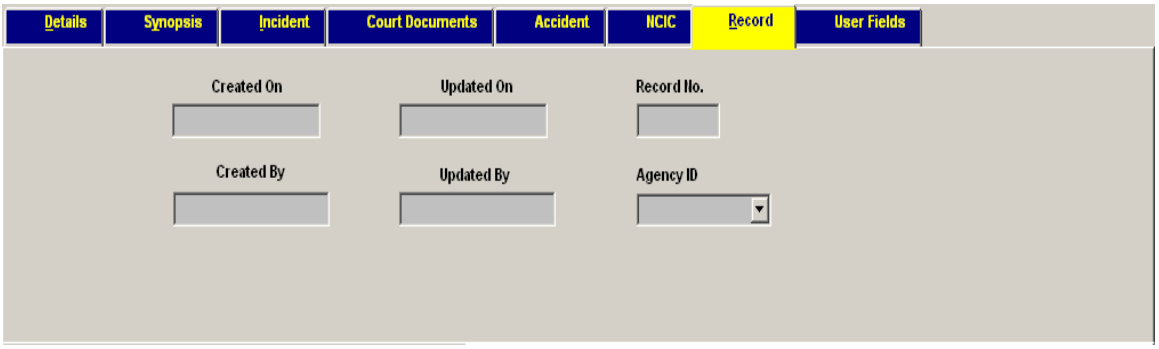
This tab is used to record the National Crime Information Center (NCIC) identifier returned by NCIC when warrants are entered and/or removed from the NCIC system.



NCIC Tab Fields/Components	
Field/Component	**Description/Use**
Entered Date	Allows you to select or view the date the record was uploaded to NCIC. Click the down arrow to access the Calendar utility.
Entered By	Displays the ID of the user who uploaded the record to NCIC. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
NCIC Number	Allows you to enter or view the NCIC number.
NCIC Comments	Allows you to enter or view the comments associated with the NCIC record.
Removed Date	Allows you to select or view the date the NCIC record was removed. Click the down arrow to access the Calendar utility.
Removed By	Displays the ID of the user who removed the record from NCIC. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.

Record Tab

This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record or posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Record No.	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record**.**

Synopsis Tab

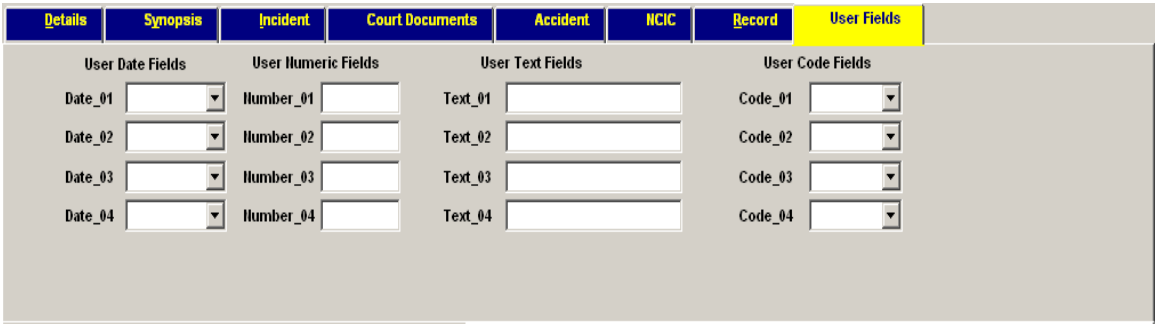
This information tab allows you to enter a summary/synopsis about the B.O.L.O. record. Text may be entered directly in this free text/alphanumeric area, or double click the field to expand it.

Synopsis Spell Check - F7

The RMS provides a spell check function to assist you when entering a B.O.L.O. synopsis. The spell check function is launched by pressing the keyboard F7 function key.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



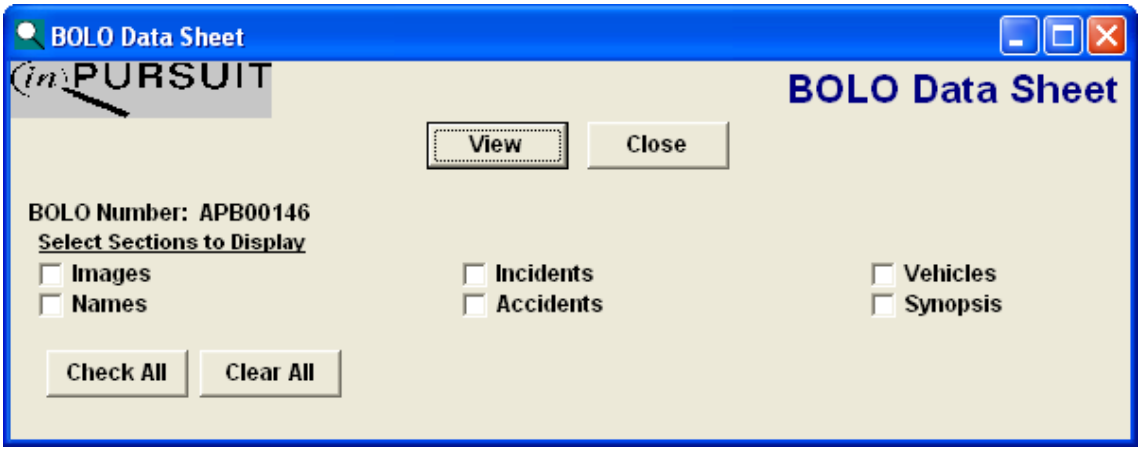
- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the B.O.L.O. module. This function allows you to view or print a B.O.L.O. (APB) Sheet.

When you click , the B.O.L.O. (APB) Sheet Display Options dialog box appears:



B.O.L.O. (APB) Sheet Components	
Field/Component	**Description/Use**
Select Sections to Display	
Images	A check mark in this field includes images on the B.O.L.O. Data Sheet.
Names	A check mark in this field includes name information on the B.O.L.O. Data Sheet.
Incidents	A check mark in this field includes linked Incident information on the B.O.L.O. Data Sheet.
Accidents	A check mark in this field includes linked Accident information on the B.O.L.O. Data Sheet.
Vehicles	A check mark in this field includes vehicle information on the B.O.L.O. Data Sheet.
Synopsis	A check mark in this field includes the B.O.L.O. synopsis on the B.O.L.O. Data Sheet.
VIEW	Displays the data sheet on the screen, allowing you to choose any of the options available on the Ace Viewer utility, including PRINT. IMPORTANT For additional information about the Ace Viewer, see the *Global Features of RMS* section in the *RMS User Navigation Manual*.
CLOSE	Closes the BOLO (APB) Sheet Display Options dialog box and returns you to the B.O.L.O. module.
Check All	Checks every box in the Display Options section.
Clear All	Clears all the checks in the boxes in the Display Options section.

Accessing the B.O.L.O. Search

The following methods may be used to open the B.O.L.O. search:

From the Main Menu:

- Select Search > B.O.L.O.

Using the shortcut key combination:

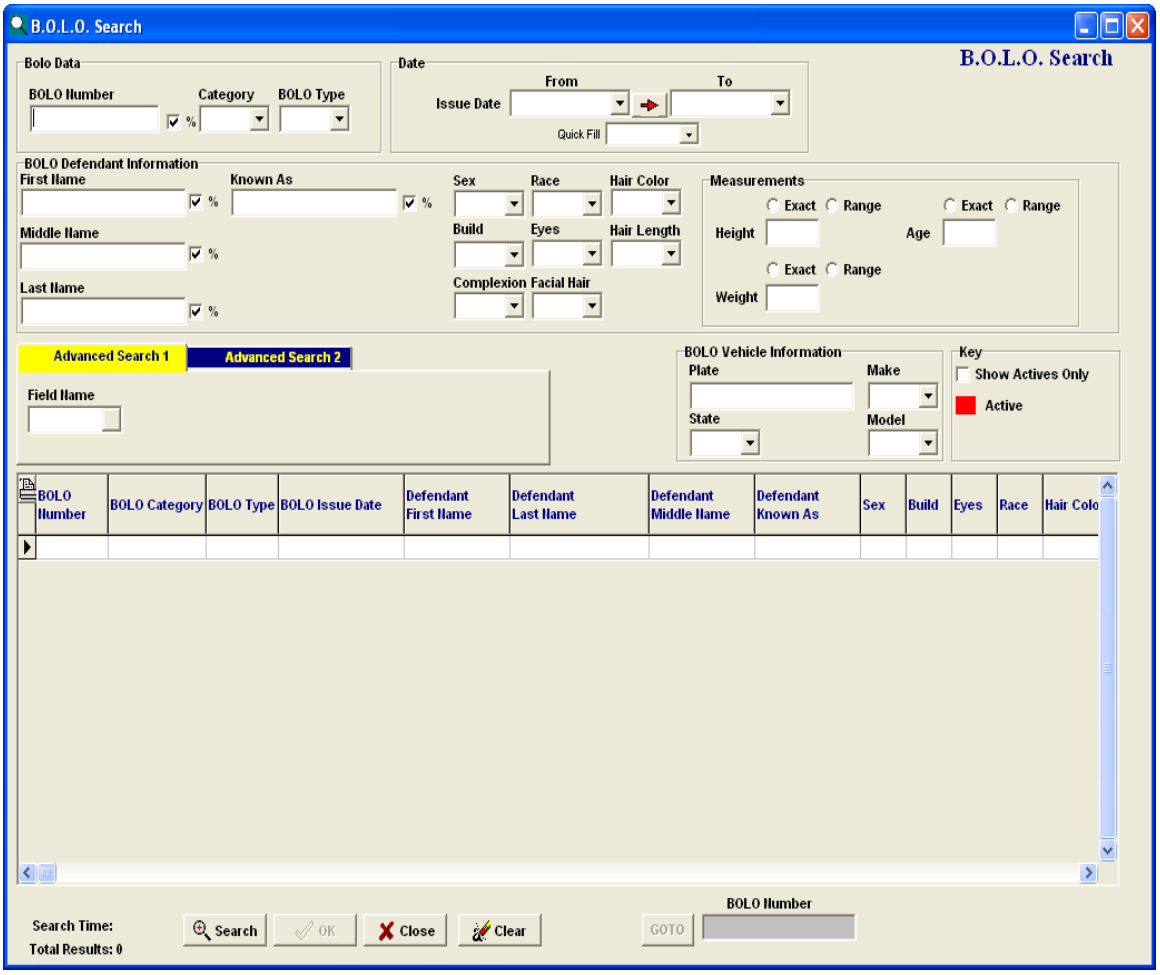
- Press CTRL + ALT + 5

From within the module:

- Click **Search**

B.O.L.O. Search Parameters

The B.O.L.O. search allows you to search for B.O.L.O. records based on one or more search parameters. An illustration of the window and description of the parameters follow:



B.O.L.O. Search Parameters/Components	
Field/Component	**Description/Use**
BOLO Data	
BOLO Number	Displays a BOLO number to search. The search will return all BOLO records matching this BOLO number. The % check box indicates whether to include a wildcard in the search.
Category	Allows you to select or view the search criteria for the category of the B.O.L.O. Click the down arrow to access the lookup list of codes.

B.O.L.O. Search Parameters/Components	
Field/Component	**Description/Use**
BOLO Type	Allows you to select or view the search criteria for the type of B.O.L.O. Click the down arrow to access the lookup list of codes.
Date	
Issued Date From/To	B.O.L.Os were issued during this date range. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same day as the From date.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. NOTE For more information on the Quick Fill options, see the Search Functions section in the *RMS User Navigation Manual*.
BOLO Defendant Information	
First Name	Allows you to enter or view the search criteria for the first name field. The % check box indicates whether to include a wildcard in the search.
Middle Name	Allows you to enter or view the search criteria for the middle name field. The % check box indicates whether to include a wildcard in the search.
Last Name	Allows you to enter or view the search criteria for the last name field. The % check box indicates whether to include a wildcard in the search.
Known As	Allows you to enter or view the search criteria for the known as field. The % check box indicates whether to include a wildcard in the search.
Sex	Allows you to select or view the search criteria for the sex of the individual. Click the down arrow to access the lookup list of codes.
Build	Allows you to select or view the search criteria for the individual's build. Click the down arrow to access the lookup list of codes.
Complexion	Allows you to select or view the search criteria for the individual's complexion. Click the down arrow to access the lookup list of codes.
Race	Allows you to select or view the search criteria for the individual's race. Click the down arrow to access the lookup list of codes.
Eyes	Allows you to select or view the search criteria for the individual's eye color. Click the down arrow to access the lookup list of codes.

B.O.L.O. Search Parameters/Components	
Field/Component	**Description/Use**
Facial Hair	Allows you to enter or view the search criteria for the individual's type of facial hair. Click the down arrow to access the lookup list of codes.
Hair Color	Allows you to select or view the search criteria for the individual's hair color. Click the down arrow to access the lookup list of codes.
Hair Length	Allows you to select or view the search criteria for the individual's hair length. Click the down arrow to access the lookup list of codes.
Measurements IMPORTANT There are options provided for the measurement search options. You can choose a range or exact measurement by selecting the appropriate button.	
Height	Allows you to select or view the search criteria for the height of the individual. You can specify an exact height or a height range.
Weight	Allows you to enter or view the search criteria for the weight of the individual. You can specify an exact weight or a weight range.
Age	Allows you to enter or view the search criteria for the age of the individual. You can specify an exact age or an age range.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the *Search Functions* section in the *RMS User Navigation Manual*.
BOLO Vehicle Information	
Plate	Allows you to enter or view the search criteria for the license plate number of the vehicle.
State	Allows you to select or view the search criteria for the vehicle's registered state. Click the down arrow to access the lookup list of codes.
Make	Allows you to select or view the search criteria for the vehicle's make. Click the down arrow to access the lookup list of codes.
Model	Allows you to select or view the search criteria for the vehicle's model. Click the down arrow to access the lookup list of codes.
Key	

B.O.L.O. Search Parameters/Components	
Field/Component	**Description/Use**
Show Actives Only	Allows you to return only Active B.O.L.O. records.
Function Buttons	
	Opens the Export Grid window for this search.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted B.O.L.O. record in the B.O.L.O. module *and* closes *the search window*.
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search. This clears all search fields.
GOTO	Opens the highlighted B.O.L.O. record in the B.O.L.O. module *and leaves the search window open.*
[blank]	Displays the highlighted B.O.L.O. record number; click **GOTO** to open the record.

Booking Module

The Booking module allows you to enter information for detained adults (over age 18). Typically, officers take individuals to a booking facility where information is collected and an arrest report generated. You can then link the Booking record to other records in the Records Management System (RMS), such as Incident and Inmate Tracking.

Accessing the Booking Module

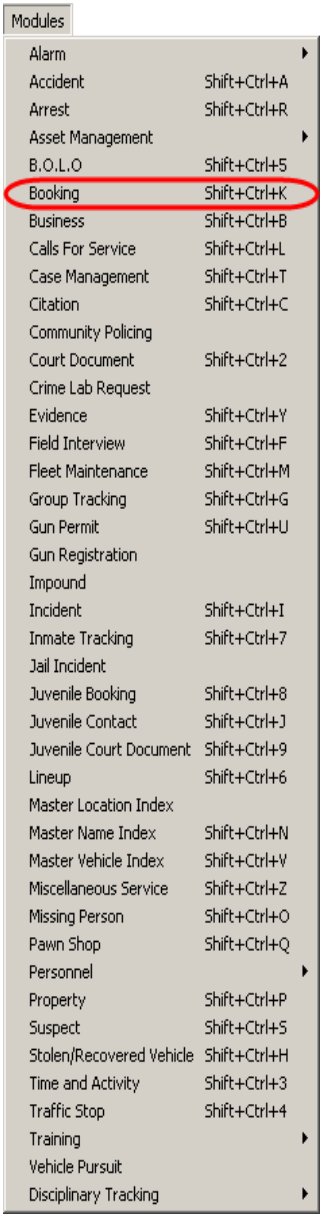
The Booking module may be accessed in the following ways:

From the Main Menu:

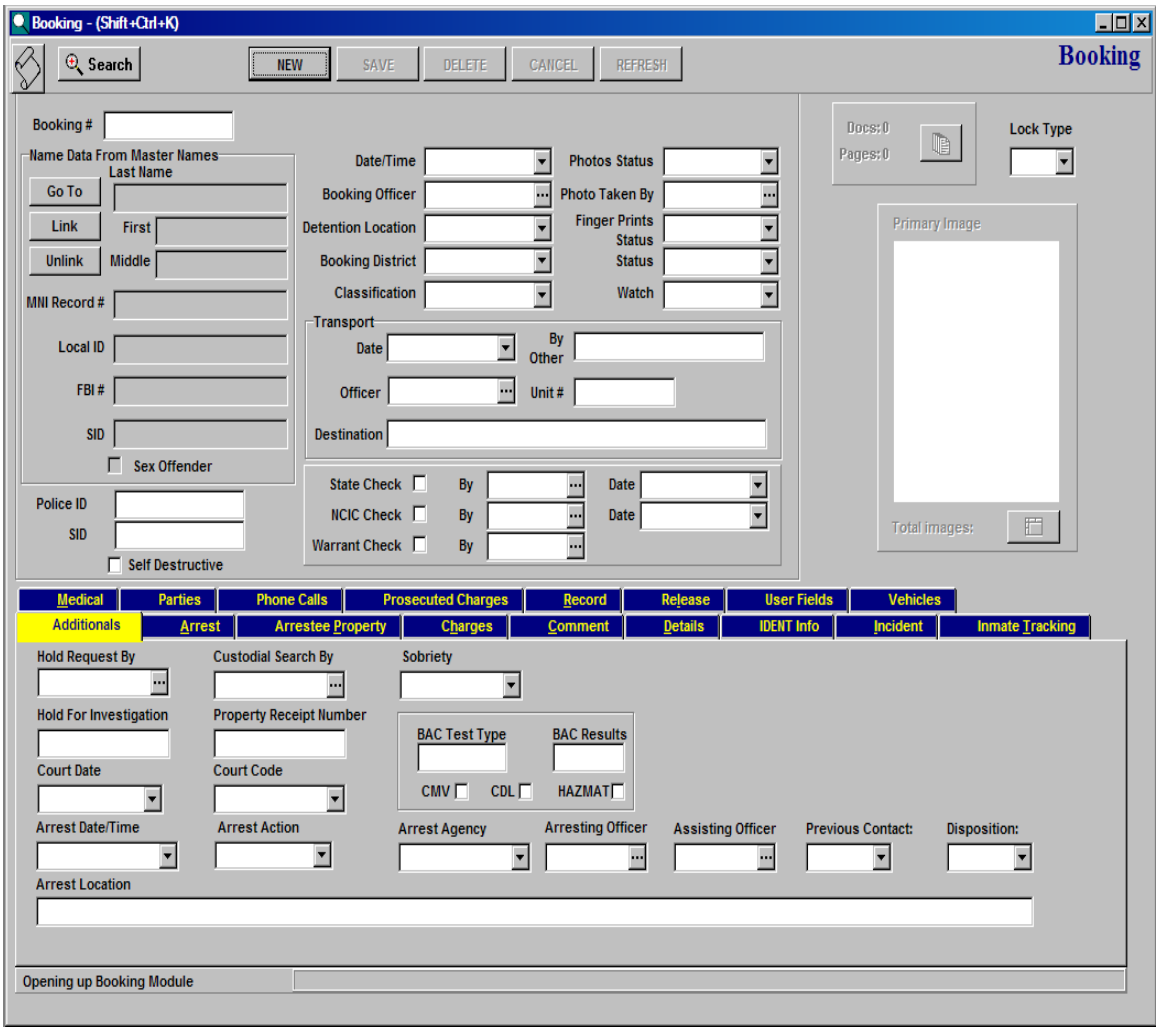
- Select Modules > Booking

Using the shortcut key combination:

- Press SHIFT + CTRL +K

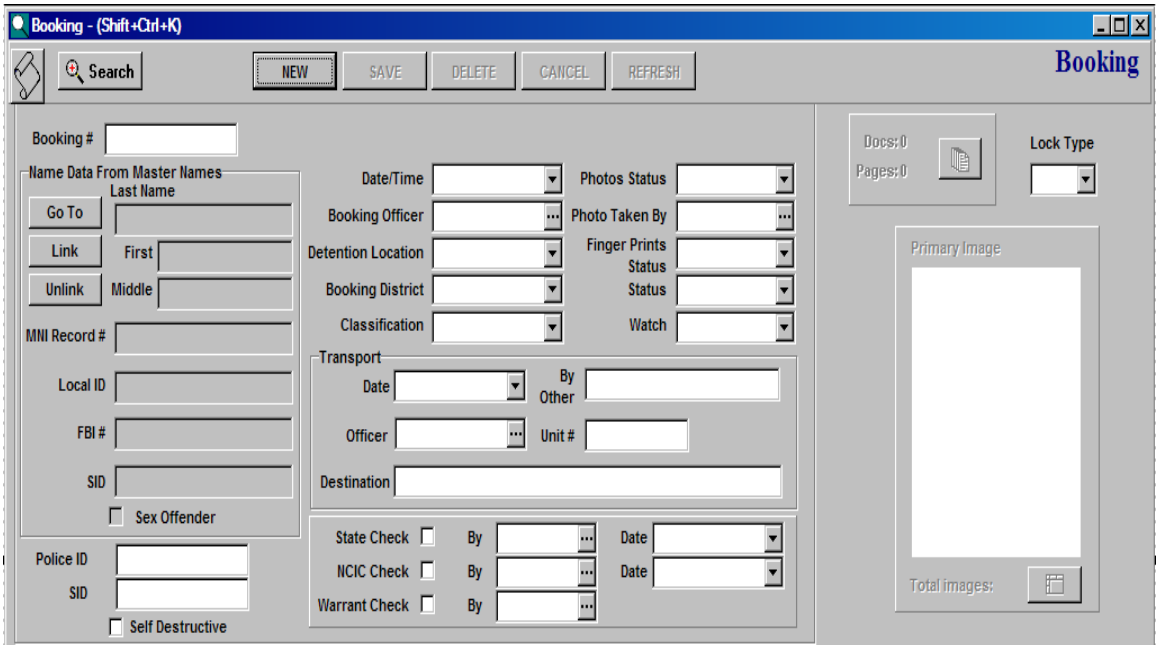


The Booking module appears as follows:



Booking Module Header Area

The Booking module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Booking Module Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Report Destination dialog box for this module's Data Sheet.
Search	Accesses the Booking module Search to search for an existing Booking record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Document Viewer: Click to view stored documents related to this record.
	Total Images (*Standard Image Panel***):** Click to view images, audio, and video files related to this record. NOTE If an image is inserted in the Image Panel and marked Primary, that image will also display on the Booking Module header.

Booking Module Header Fields/Components	
Field/Component	**Description/Use**
Lock Type	Displays the lock type of the Booking record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the Global Features of RMS section in the *RMS User Navigation Manual*.
Booking #	Displays the Booking number. This number can be manually entered or automatically generated when a new Booking record is created.
Name Data from Master Names:	
Go To	Opens the Master Name Index module and displays the linked record.
Link	Opens the Master Name Index Search. Once a record is located, click **OK** to link the Master Name Index record to the Booking record.
Un-Link	Removes the link between the Booking record and the linked Master Name Index record.
Last Name	Displays the last name of the linked individual.
First	Displays the first name of the linked individual.
Middle	Displays the middle name of the linked individual.
MNI Record #	Displays the Master Name Index record number of the linked Master Name Index record.
Local ID	Displays the local ID assigned to the individual by a Department.
FBI#	Displays the number assigned to the individual by the Federal Bureau of Investigation (FBI).
SID	Displays the State Identification (SID) number for this individual.
Sex Offender	If checked, this indicates that the individual is a known sex offender. NOTE This data is populated from the Registrations tab of the Master Name record for this individual.
Police ID	Displays the Police Department Identification Number.
SID	Displays a State Identification Number of the booked individual.
Self-Destructive	A check in this box indicates the individual is known to have a tendency toward self-destructive behavior.
Date/Time	Displays the date and time the individual is booked for an offense. Click the down arrow to access the Calendar utility.
Booking Officer	Displays the Employee ID of the booking officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.

Booking Module Header Fields/Components	
Field/Component	**Description/Use**
Detention Location	Displays the location where the individual was detained. Click the down arrow to access the lookup list of codes.
Booking District	Displays the district where the individual was booked. Click the down arrow to access the lookup list of codes.
Classification	Displays the classification of the booking. Click the down arrow to access the lookup list of codes.
Photos Status	Displays whether photos were taken of the individual. Click the down arrow to access the lookup list of codes.
Photos Taken By	Displays the Employee ID of the photographer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Finger Prints Status	Displays whether there are prints on file for the individual. Click the down arrow to access the lookup list of codes.
Status	Displays the booking status of the individual being detained. Click the down arrow to access the lookup list of codes.
Watch	Displays the shift during which the booking occurred. Click the down arrow to access the lookup list of codes.
Transport	
Date	Displays the date and time the individual was transported. Click the down arrow to access the Calendar utility.
By Other	Displays the name/organization that transported the individual.
Officer	Displays the Employee ID of the transport officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Unit #	Displays the number of the unit providing the transportation.
Destination	The booked individual was transported to this destination.
State Check	A check in this box indicates the Department checked with the State for information on the booked individual.
(State Check) By	Displays the ID of the officer who performed the state check. If the ID is known, it may be entered into the field. Upon entry of the ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
(State Check) Date	Displays the date and time the state check took place. Click the down arrow to access the Calendar utility.

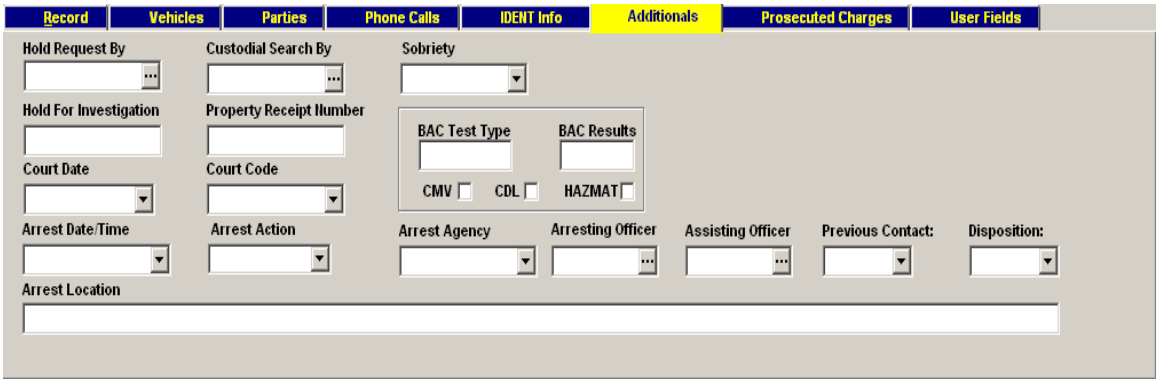
Booking Module Header Fields/Components	
Field/Component	**Description/Use**
NCIC Check	A check in this box indicates a National Crime Information Check (NCIC) was performed on the booked individual.
(NCIC Check) By	Displays the ID of the officer who performed the NCIC check. If the ID is known, it may be entered into the field. Upon entry of the ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
(NCIC Check) Date	Displays the date and time the NCIC check was performed on the booked individual. Click the down arrow to access the Calendar utility.
Warrant Check	A check in this box indicates the Department checked for any outstanding warrants.
(Warrant Check) By	Displays the ID of the officer who performed the warrant check. If the ID is known, it may be entered into the field. Upon entry of the ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to locate for the Employee ID.

Booking Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain a combination of information fields and linking fields. These tabs are described below:

Additionals Tab

This information tab provides additional fields for data related to the Booking record.



Additionals Tab Fields	
Field/Component	**Description/Use**
Hold Requested By	Displays the Employee ID of the employee who requested the individual be held in custody. If the Employee ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Custodial Search By	Displays the Employee ID of the employee who searched the individual while in custody. If the Employee ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Hold for Investigation	Displays the agency requesting the individual be held for further investigation.
Property Receipt Number	Displays the number on the property receipt for the property that was taken from the booked individual.
Court Date	Displays the date the individual is due in court. Click the down arrow to access the Calendar utility.
Court Code	Displays the code for the court where the case is to be tried. Click the down arrow to access the lookup list of codes.
Arrest Date/Time	Displays the date and time of the arrest. Click the down arrow to access the Calendar utility.
Arrest Action	Displays the action leading to the arrest. Click the down arrow to access the lookup list of codes.
Arrest Location	Displays a description of the arrest location.
Sobriety	Displays the individual's state of sobriety at the time of the arrest. Click the down arrow to access the lookup list of codes.
BAC Test Type	Displays the type of Blood Alcohol Content (BAC) test given to the individual being booked.
BAC Results	Displays the blood alcohol levels present at the time of arrest.
CMV	A check in this box indicates the booked individual was driving a commercial motor vehicle (CMV).
CDL	A check in this box indicates the booked individual has a commercial driver's license (CDL).
HAZMAT	A check in this box indicates the individual was driving a vehicle transporting hazardous materials.
Arrest Agency	Displays the arresting agency. Click the down arrow to access the lookup list of codes.

Additionals Tab Fields	
Field/Component	**Description/Use**
Arresting Officer	Displays the Employee ID of the arresting officer. If the Employee ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Assisting Officer	Displays the Employee ID of the assisting officer. If the Employee ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Previous Contact	Displays a previous contact with the booked individual. Click the down arrow to access the lookup list of codes.
Disposition	Displays the disposition code of the booked individual. Click the down arrow to access the lookup list of codes.

Arrest Tab

This combination tab allows you to link multiple Arrest records to the current Booking record or to create an Arrest record from the Booking record. The fields in the Arrest tab are populated from the linked Arrest record. All fields on this tab are read-only, except for the Link Comments field.

Arrest Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
(Expunged)	If an arrest charge has been expunged on the Arrest record, this symbol will be displayed in the first column of the Arrest tab.
Arrest Number	Displays the Arrest number of the linked Arrest record.

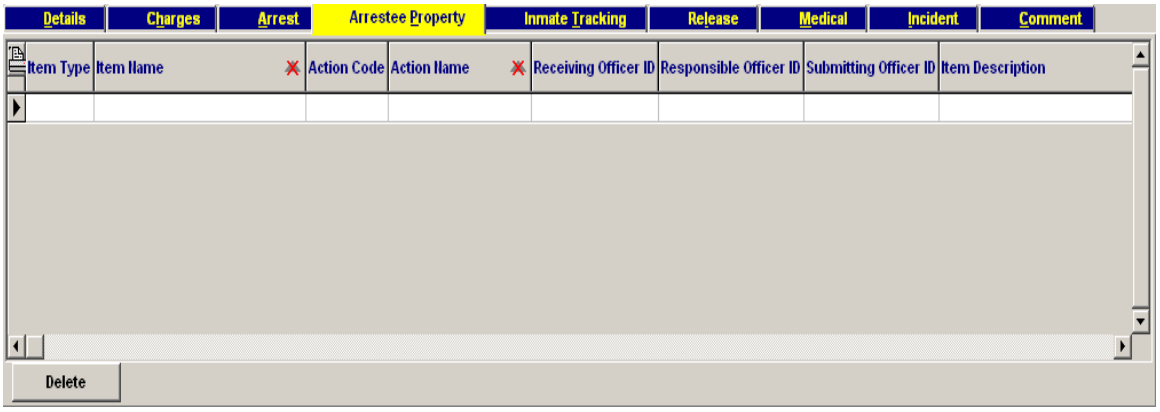
Arrest Tab Fields/Components	
Field/Component	**Description/Use**
Date Occurred	Displays the date and time the arrest took place.
Disposition	Displays the disposition of the arrestee.
Level	Displays the level of charges filed in the arrest.
Section	Displays the section code for the arrest.
Code	Displays the charge code associated with the arrest.
Action	Displays the action taken because of the arrest.
Arrest Officer	Displays the Employee ID of the Arresting officer.
Officer Last Name	Displays the last name of the Arresting Officer.
Officer First Name	Displays the first name of the Arresting Officer.
Officer Middle Name	Displays the middle name of the Arresting Officer.
Date Linked	Displays the date and time the Arrest record was linked to the Booking record. This is automatically generated once the link has been created.
Link Comments	This comment field is used to enter additional comments related to the linked Arrest record. Double click this field to expand it.
Go To	Opens the Arrest module and displays the highlighted record.
Link	Opens the Arrest Search. Once the record is located, click **OK** to link the record to the Booking module.
Un-Link	Removes the link between the Booking record and the highlighted Arrest record.
Create Arrest By This Booking	Creates a new Arrest record from the Booking record. This will launch the New Arrest window, which allows you to either auto-generate or manually enter a New Arrest number. Once an option is selected, the Arrest module is launched.

Arrestee Property Tab

This information tab allows you to describe any property confiscated from the arrestee and to record the officers involved in the handling of the confiscated property.

NOTE Adding multiple arrestee property items:

To add additional Arrestee's property, press the down arrow on your keyboard. This will add another row to enter additional items.



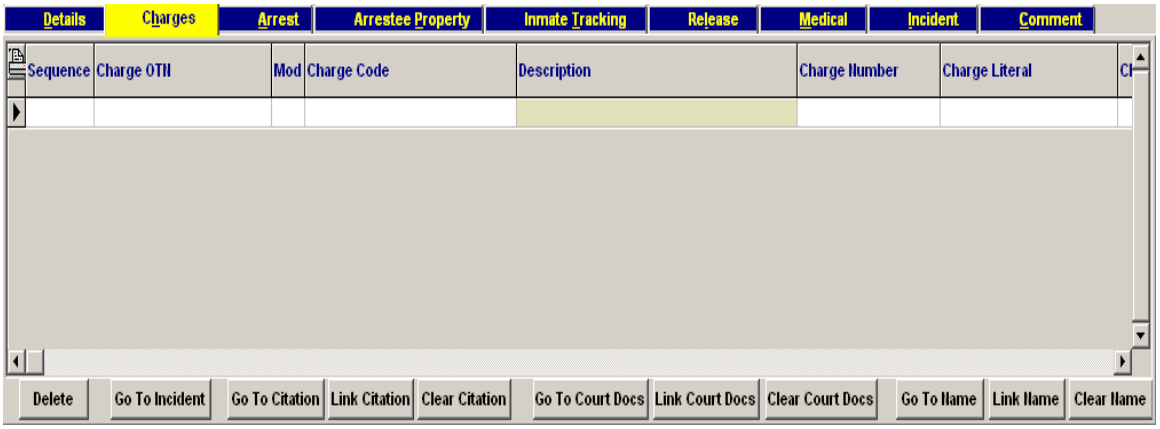
Arrestee Property Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item Type	Displays a code for the type of property obtained. Click the down arrow to access the lookup list of codes.
Item Name	Displays the literal description of the item type code. This field is automatically filled after the item type is selected.
Action Code	Displays a code for the action taken for the property. Click the down arrow to access the lookup list of codes.
Action Name	Displays the literal description of the action code. This field is automatically populated when the Action Code is chosen.
Receiving Officer ID	Displays the Officer ID of the officer who received (or recovered) the property from the arrestee. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Responsible Officer ID	Displays the Officer ID of the officer responsible for the property while held in police custody. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Submitting Officer ID	Displays the Officer ID of the officer submitting the property to be stored. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Item Description	Displays a description of the property being held.
Delete	Removes the highlighted record.

Charges Tab

This combination tab displays the charges the individual is booked on, in addition to bail/bond information, date of offense, court information, and so forth. The charges record can be linked to Citations, Court Documents, Incidents, and/or Master Name records.

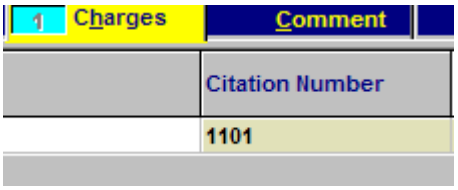
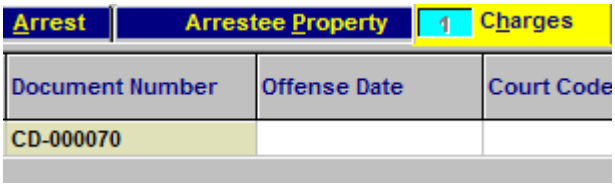
NOTE Adding multiple charges:

To add additional charges, press the down arrow on your keyboard; this will add another row to enter additional charges.



Charges Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Sequence	Displays a sequential list of numbers (one for each charge record) listing each charge against an individual during an incident.
Charge OTN	Displays the Offender Tracking Number for the charge. NOTE This field is designed to be used with the Motorola Offender Tracking Jail System in use by some departments.
Mod	Displays a "modifier" of the charge. Click the down arrow to access the lookup list of codes.
Charge Code	Displays the charge code the individual is charged with. Click the down arrow to access the lookup list of codes.
Description	Displays the literal description of the charge code. This field is automatically populated when the Charge Code is chosen.
Charge Number	Displays the charge number.
Charge Literal	Displays a description associated with the charge number.
Charge Type	Displays the type of charge. Click the down arrow to access the lookup list of codes.

Charges Tab Fields/Components	
Field/Component	**Description/Use**
Charge Counts	Displays the number of counts the individual is charged with.
Statute	Displays the statue related to the charge. Click the down arrow to access the lookup list of codes.
Incident Number	Displays the incident number linked to this Booking Charge record. Click **…** to open the Incident Search to locate and link an Incident to this charge.
District	Displays the district in which the incident occurred. Click the down arrow to access the lookup list of codes.
Bail Amount Set	Displays the amount of bail set for the booked individual.
$0.00	Displays the Total Amount of all Bail set for all charges for the booked individual.
Bail/Bond Posted By	Displays the individual/company that posted the bail/bond. Click the down arrow to access the lookup list of codes.
Posted By Last Name	Displays the last name of the person that posted the bail/bond. This field is populated when a name is linked from the Master Name Index module to this charge. Note: Highlight the charge and click **Link**. Once the name is linked, it will appear in the charge item.
Posted By First Name	Displays the first name of the person that posted the bail/bond. This field is populated when a name is linked from the Master Name Index module.
Bond Type	Displays a code for the type of bond received. Click the down arrow to access the lookup list of codes.
Bail/Bond Posted	Displays the amount of money posted for the bail/bond.
$0.00	Displays the Total Amount of all Bail/Bond Posted for all charges for the booked individual.
Bail Receipt Number	Displays the bail receipt number for the bail/bond received.

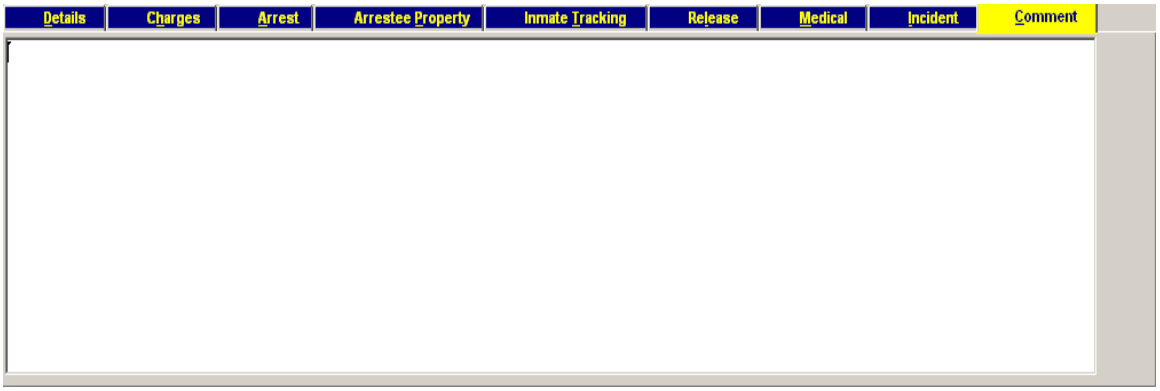
Charges Tab Fields/Components	
Field/Component	**Description/Use**
Bond Court	Displays a code identifying the bond court. Click the down arrow to access the lookup list of codes.
Bond Court Date	Displays the court date set for this bond. Click the down arrow to access the Calendar utility.
Bond Judge	Displays the name of the bond court judge.
Bond Comment	Displays any bond related comments.
Ticket Number	Displays the Citation number of the linked citation record. This read-only field is populated when a citation record is linked.  NOTE Highlight the charge and click **Link Citation**. Once the Citation is linked, the Citation Number will appear in the charge item.
Document Number	Displays the Court Document Number of the linked Court Document record. This read-only field is populated when a court document is linked.  NOTE Highlight the charge and click **Link Court Document**. Once the Citation is linked, the Citation Number will appear in the charge item.
Offense Date	Displays the date and time the offense took place. Click the down arrow to access the Calendar utility.
Court Code	Displays the code for the court in which the case will be heard. Click the down arrow to access the lookup list of codes.
How Released	Displays the method for releasing the individual.
Charging Officer	Displays the Employee ID of the charging officer. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Convicted	A check in this box indicates the individual has been convicted.

Charges Tab Fields/Components	
Field/Component	**Description/Use**
Court Date	Displays the date the individual is due in court. Click the down arrow to access the Calendar utility.
Court Judge	Displays the name of the court judge.
County	Displays the name of the county.
Prosecutor	Displays the Prosecutor information.
Defense	Displays the Defense information.
Disposition Date	Displays the date of the disposition of the charge. Click the down arrow to access the Calendar utility.
Final Disposition	Displays the final disposition of the charge. Click the down arrow to access the lookup list of codes.
Fine	Displays the fine amount due for the charge.
Issued By Agency	Displays a code for the agency that issued the fine. Click the down arrow to access the lookup list of codes.
Issued By Court	Displays a code for the court that issued the fine. Click the down arrow to access the lookup list of codes.
Issued By Court On	Displays the date the fine was issued by the court. Click the down arrow to access the Calendar utility.
Sentence	Displays a description of the sentence given to the individual charged.
Sentence Years	Displays the length of the individual's sentence in years.
Sentence Days	Displays the length of the individual's sentence in days.
Sentence Hours	Displays the length of the individual's sentence in hours.
Sentence Date	Displays the date of the sentence. Click the down arrow to access the Calendar utility.
Offense Place	Displays a description of the area, establishment, or address where the offense took place.
Synopsis Title	Displays a title for the Synopsis Description.
Synopsis Description	Displays a summary description of the Booking Charges.
Comments	Displays additional comments related to the Booking Charges.
Bound Over	

Charges Tab Fields/Components	
Field/Component	**Description/Use**
Bound / Date / Agency	NOTE The Bound Over fields are only in use by certain agencies.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row from the database.
Go To Incident	Opens the Incident record linked to the highlighted charge on the Charges tab.
Go To Citation	Opens the Citation record linked to the highlighted row on the Charges tab.
Link Citation	Opens the Citation Search. Once a record is located, click **OK** to link the record to the Booking charge.
Clear Citation	Removes the link between the Booking charge and the highlighted Citation record.
Go To Court Docs	Opens the Court Document record linked to the highlighted row on the Charges tab.
Link Court Docs	Opens the Court Document Search. Once a record is located, click **OK** to link the record to the Booking charge.
Clear Court Docs	Removes the link between the Booking charge and the highlighted Court Document record.
Go To Name	Opens the Master Name Index record linked to the highlighted row on the Charges tab.
Link Name	Opens the Master Name Index Search. Once a record is located, click **OK** to link the record to the Booking charge.
Clear Name	Removes the link between the Booking charge and the highlighted Master Name Index record.

Comment Tab

This information tab can be used to enter additional data associated with the displayed Booking record. Data is entered by clicking in the Comment tab space and typing the information. The text entered into this tab can be spell checked by pressing the F7 Function key.



Details Tab

This information tab captures additional charge and booking information; it also provides additional tracking fields for the department.

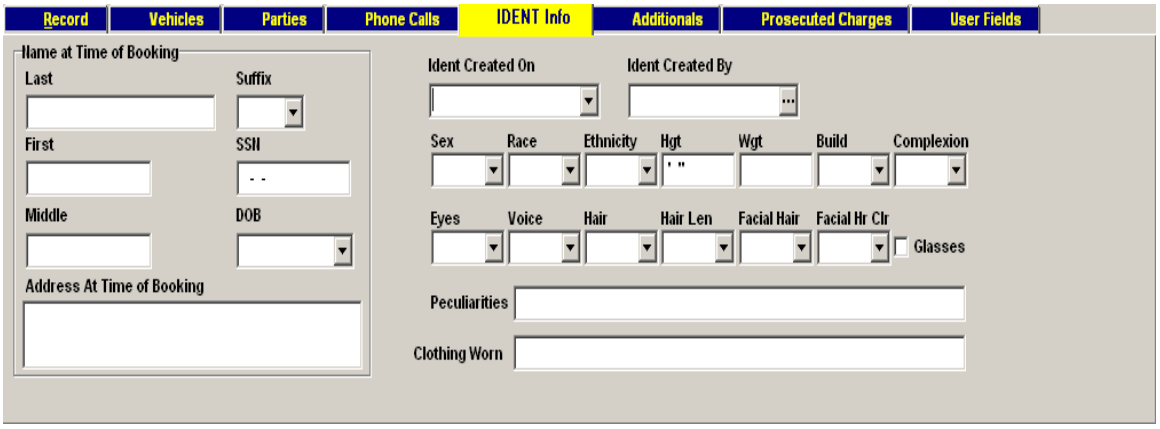
Details Tab Fields	
Field/Component	**Description/Use**
Offender Tracking Number	Displays the offender tracking number.
Process Control #	Displays the internal tracking number of the booked individual.
Ident Master Number	Displays the Central Booking Identification Master Offender Tracking number.

Details Tab Fields	
Field/Component	**Description/Use**
FCCR Number	Displays the Family Case Court Review (FCCR) Number.
Case in Chief	Displays the Case in Chief number.
Approved By	Displays the Employee ID of the approving officer. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Received By	Displays the Employee ID of the receiving officer. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Received Date	Displays the date and time the item/number was received by the officer. Click the down arrow to access the Calendar utility.
Charged By	Displays the Employee ID of the charging officer. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Charged Date	Displays the date and time the charges were issued. Click the down arrow to access the Calendar utility.
Document Number	Displays the related document number.
DV Children Present	A check in this box indicates this is a domestic violence case and children were present.
Previous DV Arrests	A check in this box indicates whether this individual has had previous arrests for domestic violence.
Additional Comments	Displays a comment field to be used for entering additional details. Text entered into this tab can be spell-checked by pressing the F7 Function key.

IDENT Info Tab

This information tab records the identity of an individual at the time of booking, including: the full name, Social Security Number (SSN), address, date of birth and a complete physical description.

NOTE The IDENT info tab does not create or update a Master Name Index record; these two modules are completely separate.



IDENT Info Tab Fields	
Field/Component	**Description/Use**
Name at Time of Booking	
Last	Displays the last name of the individual at the time of booking.
First	Displays the first name of the individual at the time of booking.
Middle	Displays the middle name of the individual at the time of booking.
Suffix	Displays a suffix for the individual at the time of booking. Click the down arrow to access the lookup list of codes.
SSN	Displays the 9-digit Social Security number of individual at the time of booking. Dashes are automatically inserted.
DOB	Displays the date of birth of the individual at the time of booking. Click the down arrow to access the Calendar utility.
Address At Time of Booking	Displays the address of the individual at the time of booking. If the individual has had several arrests, this address could differ from ones previously recorded.
IDENT Created On	Displays the date and time that the identification information was recorded. Click the down arrow to access the Calendar utility.
IDENT Created By	Displays the Employee ID who created the record. If the Employee ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Sex	Displays a code identifying the individual's gender. Click the down arrow to access the lookup list of codes.
Race	Displays a code identifying the individual's race. Click the down arrow to access the lookup list of codes.

IDENT Info Tab Fields	
Field/Component	**Description/Use**
Ethnicity	Displays a code identifying the individual's ethnicity. Click the down arrow to access the lookup list of codes.
Hgt	Displays the individual's height – in feet and inches.
Wgt	Displays the Individual's weight.
Build	Displays a code identifying the individual's physical build. Click the down arrow to access the lookup list of codes.
Complexion	Displays a code identifying the individual's complexion. Click the down arrow to access the lookup list of codes.
Eyes	Displays a code identifying the individual's eye color. Click the down arrow to access the lookup list of codes.
Voice	Displays a code identifying the individual's voice type. Click the down arrow to access the lookup list of codes.
Hair	Displays a code identifying the individual's hair color. Click the down arrow to access the lookup list of codes.
Hair Len	Displays a code identifying the individual's hair length. Click the down arrow to access the lookup list of codes.
Facial Hair	Displays a code identifying the individual's facial hair type. Click the down arrow to access the lookup list of codes.
Facial Hr Clr	Displays a code identifying the individual's facial hair color. Click the down arrow to access the lookup list of codes.
Glasses	A check in this box indicates the individual wears glasses.
Peculiarities	Displays any peculiarities an individual may have.
Clothing Worn	Displays a short description of the clothing worn by the individual.

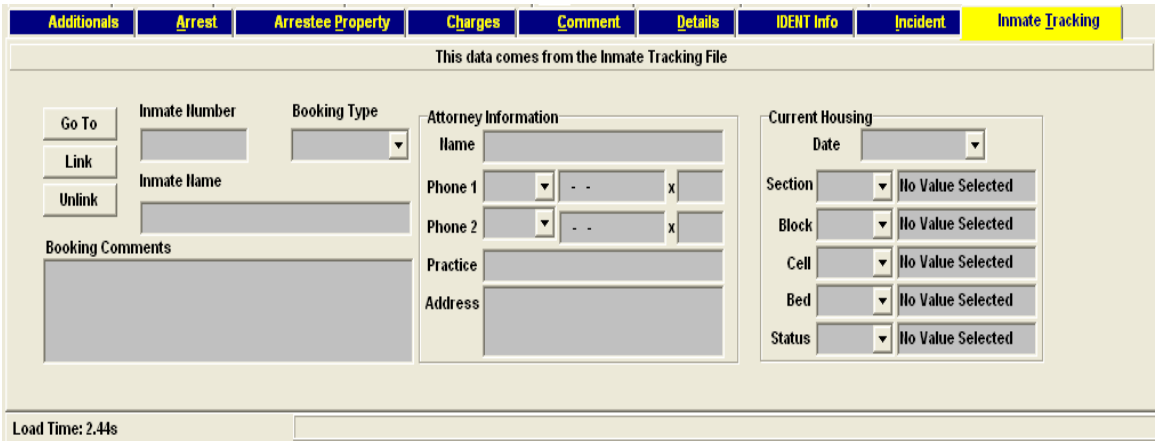
Incident Tab

This linking tab is used to link an Incident record to the current Booking record. All fields on this tab are read-only and populated automatically from an existing Incident record once the record is linked.

Incident Tab Fields/Components	
Field/Component	**Description/Use**
Incident #	Displays the number of the linked Incident record.
Offense	Displays the offense code of the linked Incident record.
Date Reported	Displays the date and time this Incident was reported.
Go To	Opens the Incident module and display the linked record.
Link	Opens the Incident Search. Once a record is located, click **OK** to link the record to the Booking record.
Un-Link	Removes the link between the Booking record and the Incident record.

Inmate Tracking Tab

This linking tab is used to link the current Booking record to an Inmate Tracking record. All fields on this tab are read-only and populated automatically from an existing Inmate Tracking record once the link is made.

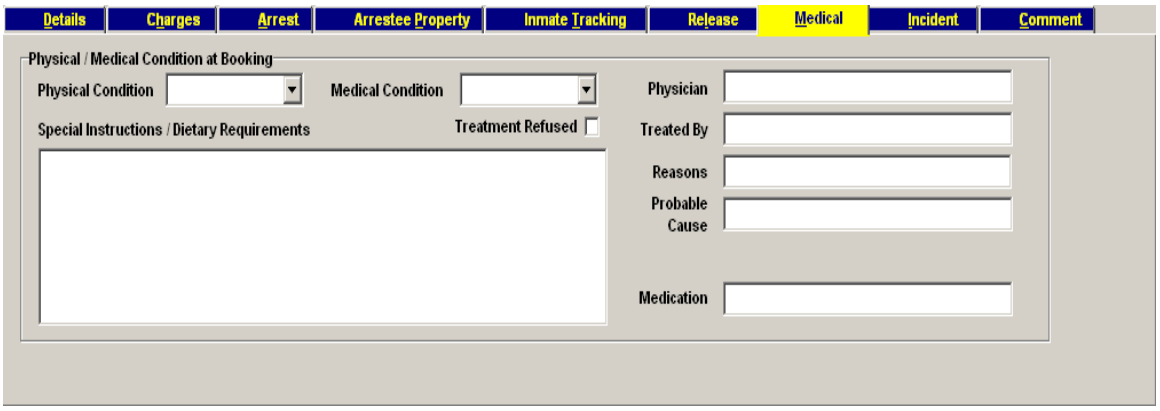


Inmate Tracking Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the Inmate Tracking module and displays the linked record.
Link	Opens the Inmate Tracking Search. Once a record is located, click **OK** to link the record to the Booking record.
Un-Link	Removes the link between the Booking record and the Inmate Tracking record.
Inmate Number	Displays the inmate tracking number assigned to the individual.
Booking Type	Displays the code of the booking type.
Inmate Name	Displays the inmate's name.
Booking Comments	Displays any comments that apply to the Inmate Tracking record.
Attorney Information	
Name	Displays the name of the inmate's attorney.
Phone 1	Displays the phone number type, phone number and a phone extension for the attorney.
Phone 2	Displays the phone number type, phone number and a phone extension for the attorney.
Practice	Displays the name of the practice of the attorney.
Address	Displays the address of the practice.
Current Housing	
Date	Displays the date when the current inmate housing started. NOTE All housing data displayed is from the header portion of the Inmate Tracking record.

Inmate Tracking Tab Fields/Components	
Field/Component	**Description/Use**
Section	Displays the section number or name for the inmate's current housing.
Block	Displays the block number or name for the inmate's current housing.
Cell	Displays the cell number for the inmate's current housing.
Bed	Displays the inmate's bed number in the current housing.
Status	Displays a code identifying the status of the inmate's current housing arrangements.

Medical Tab

This information tab records medical data about a juvenile, including: medical and physical condition, injuries, dietary requirements, and so forth

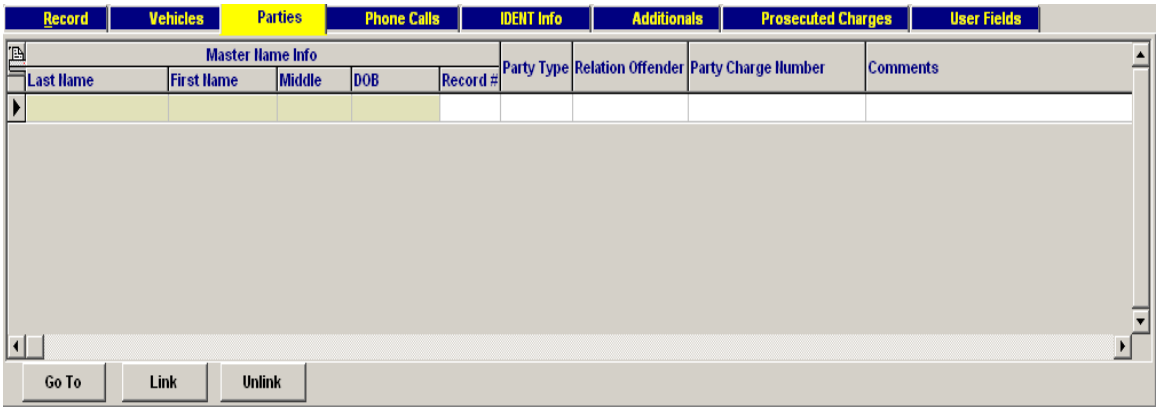


Medical Tab Fields	
Field/Component	**Description/Use**
Physical Condition	Displays a code identifying the general description of the individual's physical condition at booking. Click the down arrow to access the lookup list of codes.
Medical Condition	Displays a code identifying the individual's medical condition at the time of booking. Click the down arrow to access the lookup list of codes.
Treatment Refused	A check in this box indicates that the individual refused medical treatment at the time of booking.
Special Instructions/ Dietary	Displays any special instructions or dietary requirements for the individual.

Medical Tab Fields	
Field/Component	**Description/Use**
Requirements	
Physician	Displays the name of the physician who treated the individual at the time of booking.
Treated By	Displays the method of treatment used for the individual at the time of booking.
Reasons	Displays the reason a medical condition exists or treatment was given to the individual at the time of booking.
Probable Cause	Displays the probable cause of the physical/medical condition of the individual at the time of booking.
Medication	Displays any medication needed or prescribed to the individual at the time of booking.

Parties Tab

This combination tab is used to link other individuals (parties) from the Master Name Index module to the current Booking record, along with additional information about the individual (party) such as their relationship to the offender.



Parties Tab Fields/Components	
Field/Component	**Description/Use**
Master Name Info	
	Opens the Export Data window for this tab.
Last Name	Displays the last name of the party linked from the Master Name Index record.
First Name	Displays the first name of the party linked from the Master Name Index

Parties Tab Fields/Components	
Field/Component	**Description/Use**
	record.
Middle	Displays the middle name of the party linked from the Master Name Index record.
DOB	Displays the birth date of the party linked from the Master Name Index record.
Record #	Displays the record number assigned to the Master Name Index record.
Party Type	Displays the category (type) of the linked individual. Click the down arrow to access the lookup list of codes.
Relation Offender	Displays the relationship of the linked party to the offender. Click the down arrow to access the lookup list of codes.
Party Charge Number	Displays a charge number referring to the linked party's particular charge(s) during an incident. If the party committed multiple offenses during a single incident, each offense would have a separate number. The number applied to that incident would be entered in this block.
Comments	Displays comments related to the linked individual (party).
Go To	Opens the Master Name Index module and displays the highlighted record.
Link	Opens the Master Name Index Search. Once a record is located, click **OK** to link the record to the current Booking record > Parties tab.
Un-Link	Removes the link between the Booking record > Parties tab and the highlighted Master Name Index record.

Phone Calls Tab

This information tab records phone calls made or received by the booked individual, including the phone number, date of call, duration of call, relationship to the offender and the officer who supervised the phone call.

Adding multiple phone calls:

To add additional calls, press the down arrow on your keyboard. This will add another row to enter additional calls.

Phone Calls Tab Fields/Components	
Field/Component	**Description/Use**

Phone Calls Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Call Number	Displays the phone number to or from which a call was made/received.
Call From	Displays the name of the individual who made the call.
Call To	Displays the name of the individual who received the call.
Call Date	Displays the date the phone call was made. Click the down arrow to access the Calendar utility.
Call Duration (Mins)	Displays the length of the phone call in minutes.
Relationship	Displays the relationship between the caller and the booked individual. Click the down arrow to access the lookup list of codes.
Officer	Displays the Employee ID of the officer supervising the phone call. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Comments	Displays any comments related to the phone call.
Delete	Deletes the highlighted row from the database.

Prosecuted Charges Tab

This information tab records the prosecuted charges, severity, plea, disposition, sentencing, and any expunged information.

Adding multiple charges:

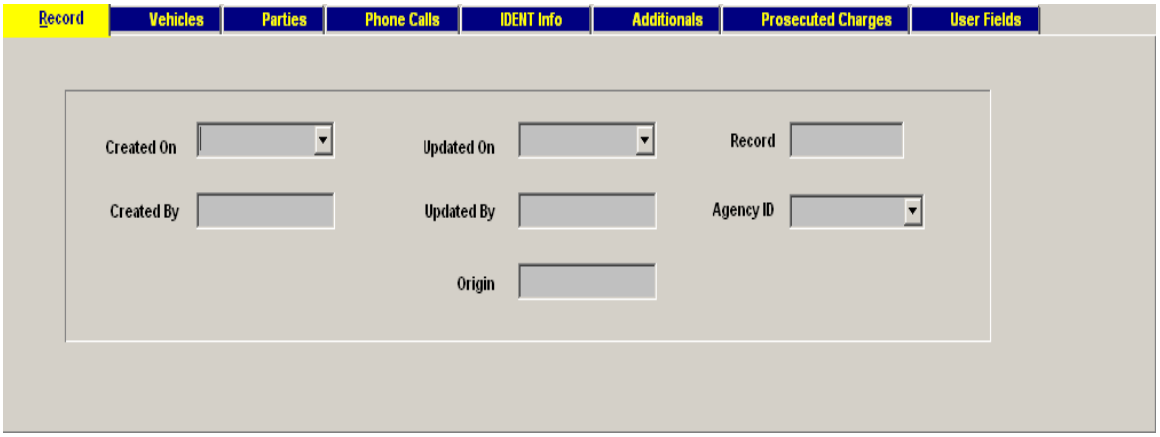
To add additional charges, press the down arrow on your keyboard. This will add another row to enter additional charges.

Prosecuted Charges Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Charge Code Sequence	Displays a sequentially numbered list of the charge codes filed against the arrestee.
Type	Displays a code identifying the type of the charge. Click the down arrow to access the lookup list of codes.
Charge	Displays a code identifying the charge. Click the down arrow to access the lookup list of codes.
Charge Literal	Displays the description of the charge code. This field is auto-populated when the Charge is selected.
Modifier	Displays a modifier for the charge. Click the down arrow to access the lookup list of codes.
Severity	Displays the severity of the crime. Click the down arrow to access the lookup list of codes.
Report Number	Displays the number of the charging document.
Plea	Displays the plea entered by the booked individual. Click the down arrow to access the lookup list of codes.
Final Disposition	Displays the final disposition of the case. Click the down arrow to access the lookup list of codes.
Final Disposition Date	Displays the date of the final disposition. Click the down arrow to access the Calendar utility.
Judge	Displays the name of the judge for the case. Click the down arrow to access the lookup list of codes.

Prosecuted Charges Tab Fields/Components	
Field/Component	**Description/Use**
Court Date	Displays the court date. Click the down arrow to access the Calendar utility.
Court Code	Displays the code that identifies the court. Click the down arrow to access the lookup list of codes.
Sentence	Displays information regarding the individual's sentence. Double click this field to expand it.
Statute	Displays the statute for which the charges were made. Click the down arrow to access the lookup list of codes.
Fine	Displays the fine amount of the charge.
Comments	Displays a comment that applies to the prosecuted charges. Double click this field to expand it.
Expungement Order Number	Displays the number of the document ordering the expungement of this charge.
Expungement Date	Displays the date the charge was expunged. Click the down arrow to access the Calendar utility.
Expunged By	Displays the individual who expunged the charge.
Expungement Comments	Displays comments that apply to the expunged charge. Double click this field to expand it.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record
Delete	Deletes the highlighted row from the database.

Record Tab

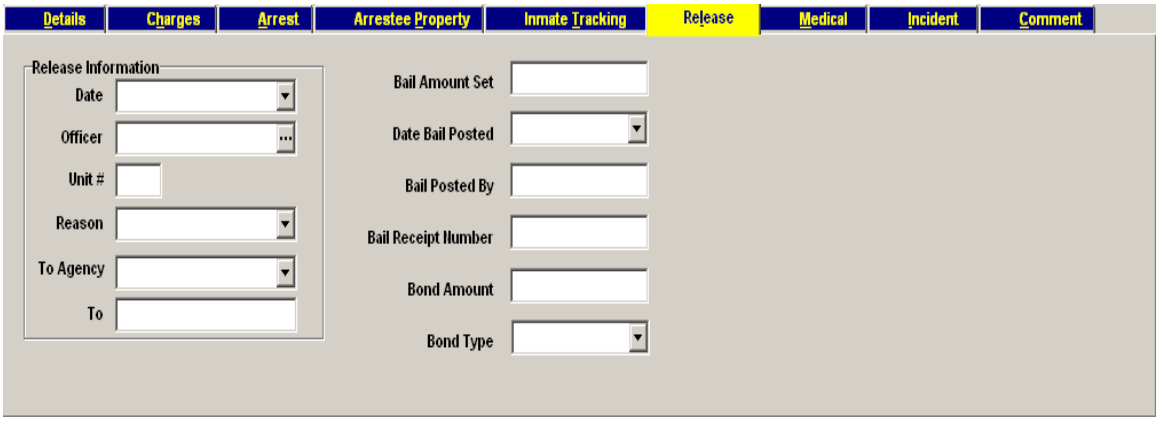
This information tab stores data about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Origin	Displays the source that created the Booking record. If the Booking record was created by another source, such as a Field Based Reporting system or a Booking and Arrest software system, the field would indicate the source.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency of the user who most recently updated this record.

Release Tab

This information tab is used for recording data about the release of a booked individual. Data recorded includes the release date, officer, reason, bail or bond data, and so forth

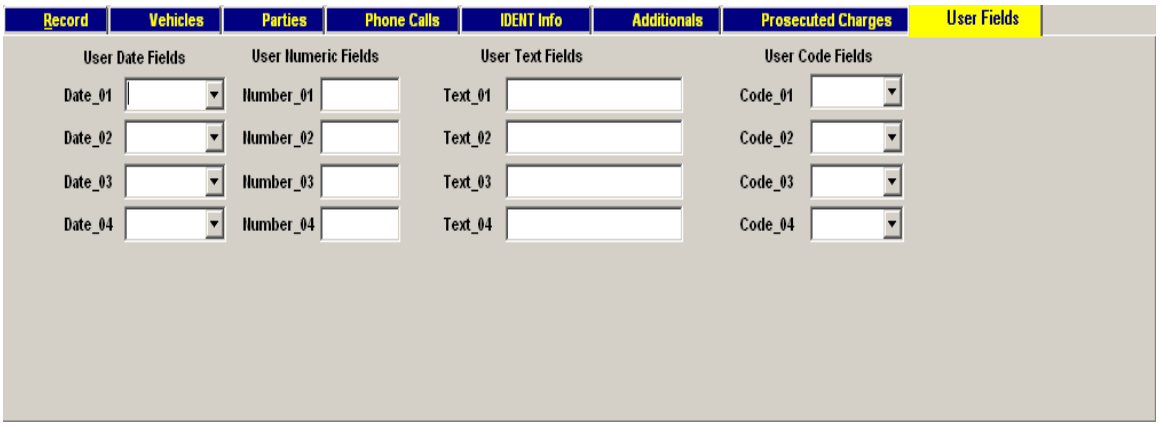


Release Tab Fields	
Field/Component	**Description/Use**
Release Information	
Date	Displays date and time the booked individual was released. Click the down arrow to access the Calendar utility.
Officer	Displays Employee ID of the releasing officer. If the ID is known, it may be entered into the field. Upon entry of the ID, it is validated against the employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Unit #	Displays the unit number of the releasing officer.
Reason	Displays the reason the booked individual was released. Click the down arrow to access the lookup list of codes.
To Agency	Displays the name of the agency to whom the booked individual was released. Click the down arrow to access the lookup list of codes.
To	The individual was released to this family member or guardian.
Bail Amount Set	Displays the amount of bail set by a judge for release of the booked individual.
Date Bail Posted	Displays the date that bail was posted. Click the down arrow to access the Calendar utility.
Bail Posted By	Displays the individual/company that posted the bail. Click the down arrow to access the lookup list of codes.
Bail Receipt Number	Displays the department's tracking number for receipt of money put up for the bail.
Bond Amount	Displays the amount of the bond in US dollars.
Bond Type	Displays the type of bond. Click the down arrow to access the lookup

Release Tab Fields	
Field/Component	**Description/Use**
	list.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:

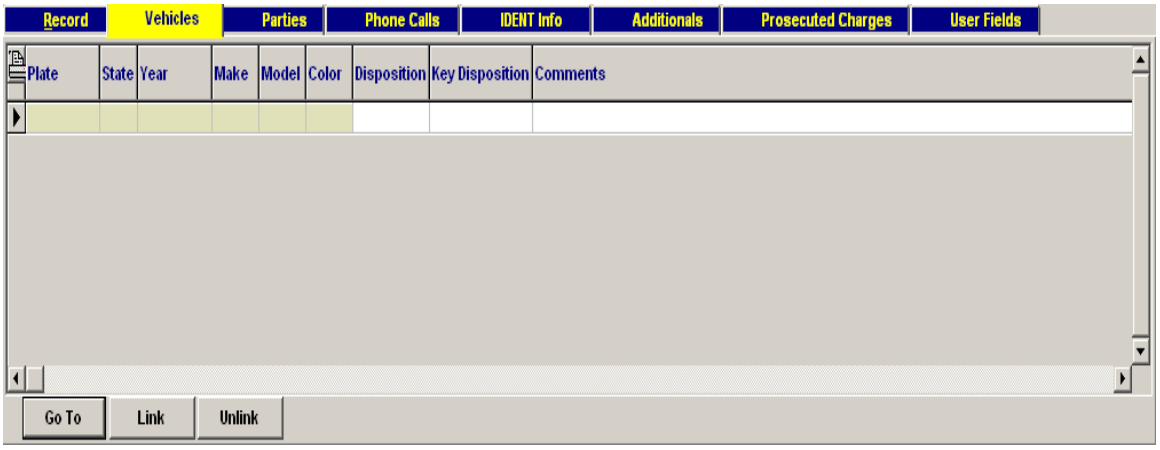


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vehicles Tab

This combination tab allows Vehicle records to be linked to the current Booking record from the Master Vehicle Index module. All fields on this tab are read-only, except for the Disposition, Keys Disposition, and Comments fields.

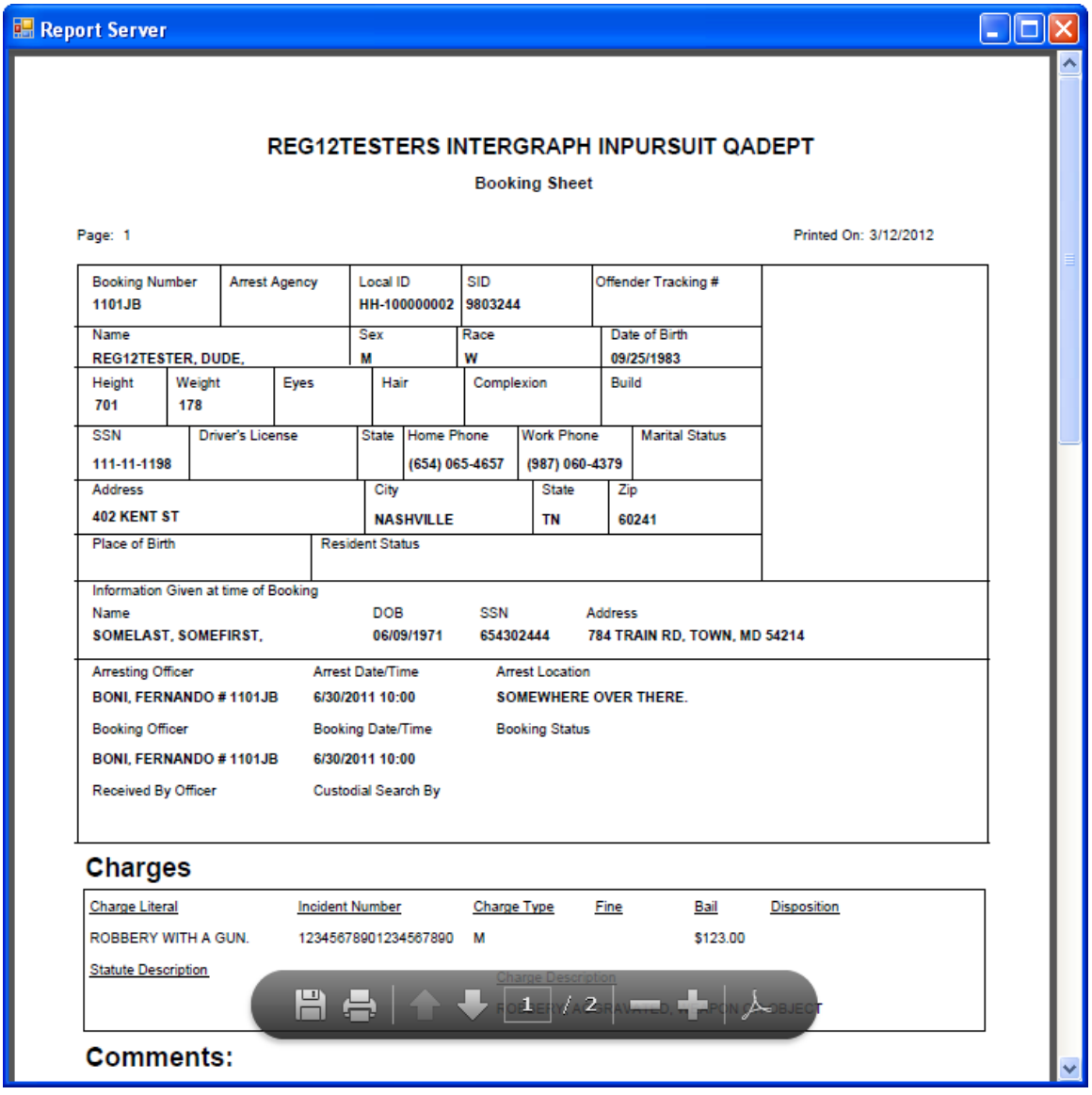


Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Plate	Displays the license plate number of the vehicle.
State	Displays the state in which the vehicle is registered.
Year	Displays the model year of the vehicle.
Make	Displays a code identifying the make of the vehicle.
Model	Displays a code identifying the model of vehicle.
Color	Displays a code identifying the color of the vehicle.
Disposition	Displays the disposition of the vehicle. Click the down arrow to access the lookup list of codes.
Key Disposition	Displays the disposition of the vehicle key(s). Click the down arrow to access the lookup list of codes.
Comments	Displays comments related to a vehicle.
Go To	Opens the Master Vehicle Index module and displays the highlighted record.
Link	Opens the Master Vehicle Index Search. Once a record is located, click **OK** to link the record to the Booking record.
Un-Link	Removes the link between the Booking record and the highlighted Master Vehicle Index record.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Booking module. This function allows you to view or print a Booking Data Sheet.

The Data Sheet will appear as follows (with appropriate information filled in):



Accessing the Booking Search

The following methods may be used to open the Booking Search:

From the Main Menu:

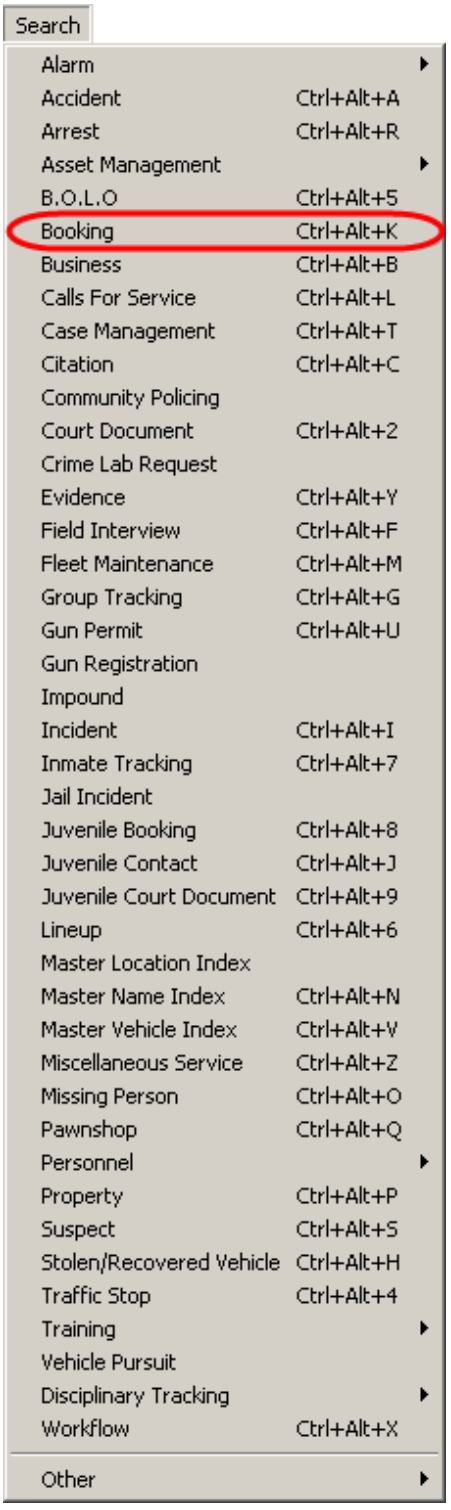
- Select Search > Booking

Using the shortcut key combination:

- Press CTRL + ALT + K

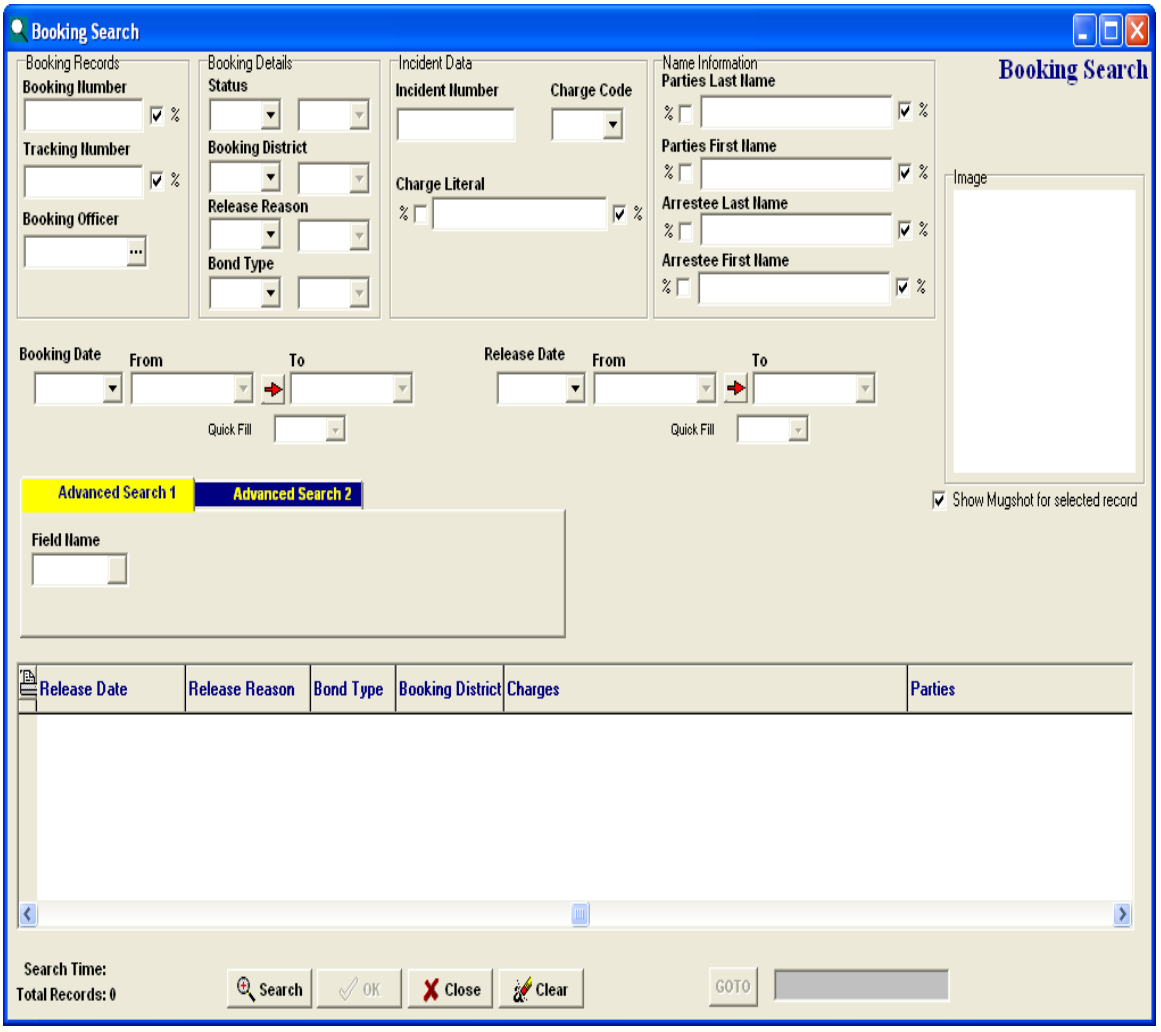
From within the module:

- Click **Search**



Booking Search Parameters

The Booking Search allows you to locate Booking records based on one or more search parameters. An illustration of the window and description of the parameters follow:



Booking Search Parameters	
Field/Component	**Description/Use**
Booking Records	
Booking Number	Displays the Booking number. A check in the % box indicates a wildcard search.
Tracking Number	Displays the Tracking number. A check in the % box indicates a wildcard search.
Booking Officer	Displays the booking officer's Employee ID. If the ID is known, it may be

Booking Search Parameters	
Field/Component	**Description/Use**
	entered into the field. Upon entry of the Employee ID, it is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Booking Details	
NOTE Each field in the Booking Details section is paired with a Boolean operator field. Select an appropriate operator (equal to, not equal, empty, not empty) and then select a parameter. A Boolean operator must be selected to enable the corresponding field.	
Status	Displays the status of the booking. Click the down arrow to access the lookup list of codes.
Booking District	Displays the district where the booking occurred. Click the down arrow to access the lookup list of codes.
Release Reason	Displays the reason the booked individual was released. Click the down arrow to access the lookup list of codes.
Bond Type	Displays the bond type. Click the down arrow to access the lookup list of codes.
Incident Data	
Incident Number	Displays the Incident number.
Charge Code	Displays the charge code. Click the down arrow to access the lookup list of codes.
Charge Literal	Displays a literal description of the charge code. Checks in the % boxes indicate whether to include wildcards.
Name Information	
Parties Last Name	Displays the Parties last name. Checks in the % boxes indicate whether to include wildcards.
Parties First Name	Displays the Parties first name. Checks in the % boxes indicate whether to include wildcards.
Arrestee Last Name	Displays Arrestee's last name. Checks in the % boxes indicate whether to include wildcards.
Arrestee First Name	Displays Arrestee's first name. Checks in the % boxes indicate whether to include wildcards.
Image	
Show Mugshot for selected record	A check indicates the individual's mug shot image should be displayed when a record is highlighted in the search results grid.

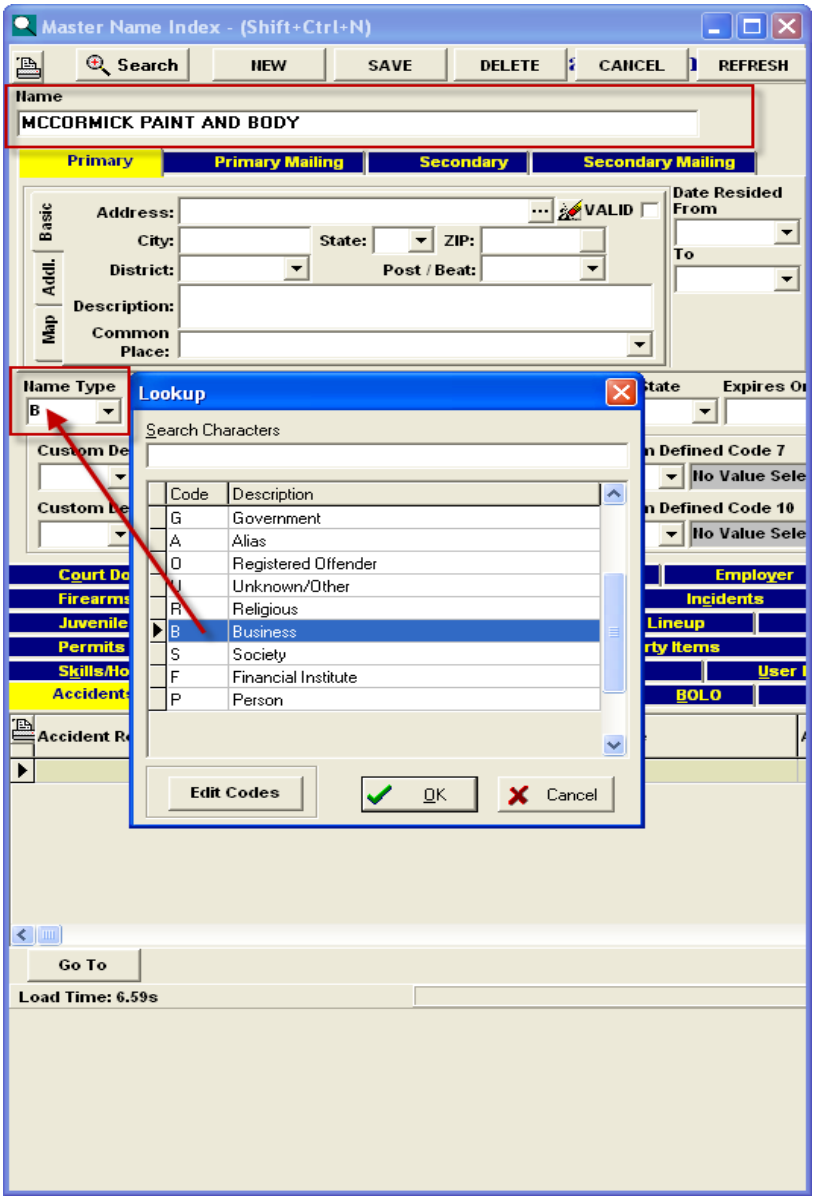
Booking Search Parameters	
Field/Component	**Description/Use**
Booking Date	Displays the Boolean operator to be used for the Booking Date search. Click the down arrow to access the drop-down list of codes. An example of each option in the drop-down list follows: • Select Between to use the From and To fields. • Select Greater Than or Less Than to use only the From field. • Select Is Empty to view bookings without a date. • Select Is Not Empty to view only bookings that have dates.
Booking Date From/To	Displays the date range for a search on the booking date. Click the down arrow to access the Calendar utility.
Release Date	Displays the Boolean operator to be used for the Release Date search. Click the down arrow to access the drop-down list of codes. An example of each option in the drop-down list follows: • Select Between to use the From and To fields. • Select Greater Than or Less Than to use only the From field. • Select Is Empty to view releases without a date. • Select Is Not Empty to view only releases that have dates.
Release Date From/To	Displays the date range for a search based on the release date. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same day as the From field.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the *Search Functions* section in the *RMS User Navigation Manual*.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the *Search Functions* section in the *RMS User Navigation Manual*.
Function Buttons	
	Opens the Export Grid window for this search results grid.
Search	Initiates a search for a record in the database.

Booking Search Parameters	
Field/Component	**Description/Use**
OK	Displays the highlighted Booking record in the Booking module and closes the search window.
Close	Closes the search window.
Clear	Clears all the search parameters entered for the previous search. This clears all search fields.
GOTO	Opens the highlighted Booking record in the Booking module and leaves the search window open.
Booking Number	Displays the highlighted Booking record number; click **GOTO** to open this record.

Business Module

The Business module allows you to enter and track data about your agency's business contacts. You can link a Business record to other module records such as Incidents, Court Documents, and Master Vehicles.

IMPORTANT If a business is involved in an Incident, enter the business data in the Master Names module. The Name Type should be Business, as shown below:



Master Name record for a Business

Accessing the Business Module

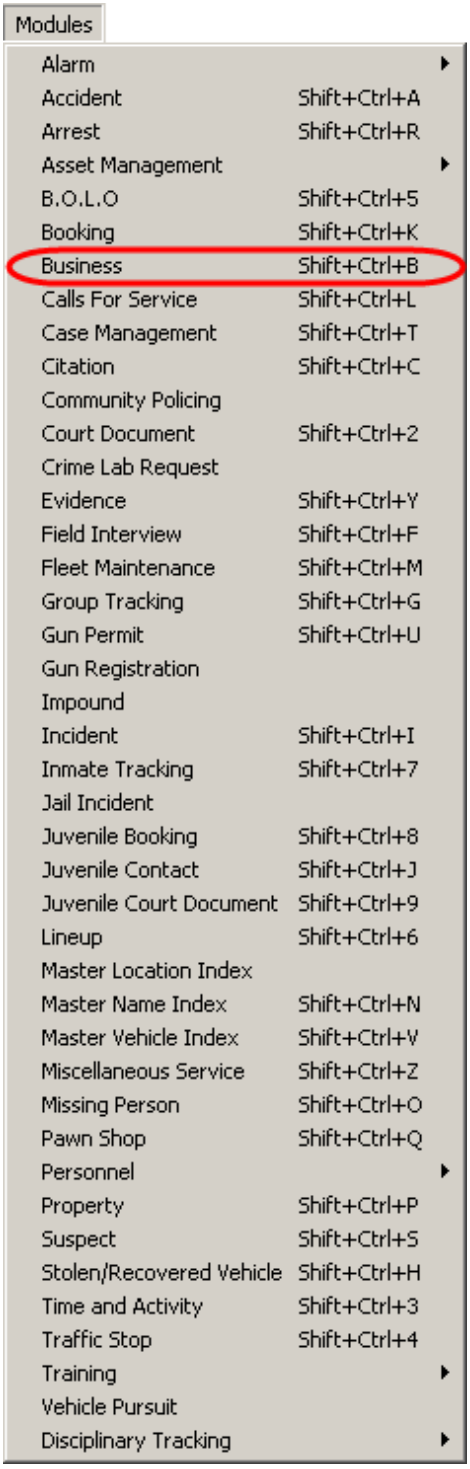
The Business module may be accessed in either of the following ways:

From the Main Menu:

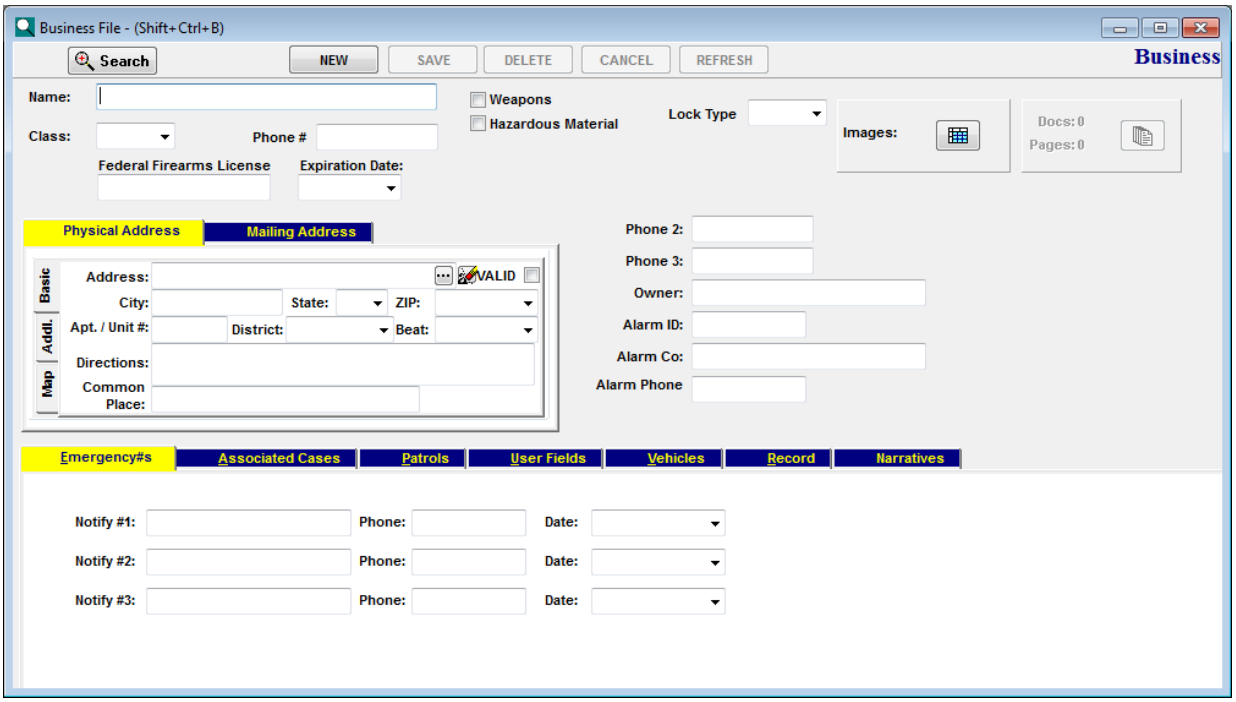
- Select Modules > Business

Using the shortcut key combination:

- Press SHIFT + CTRL + B

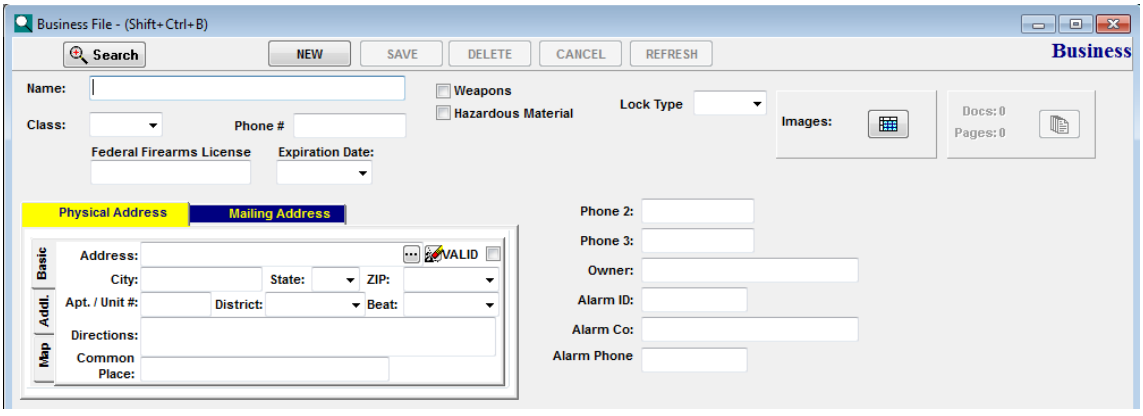


The Business module will appear as follows:



Business Module Header Area

The Business module is composed of two sections: the header area and the tab area. The data fields and standard system components – such as the document viewer and image component – that appear in the header area are described in the table below:



Business Module Fields/Components	
Field/Component	**Description/Use**
Search	Accesses the Business Search to locate an existing Business record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Name	Displays the name of the business.
Class	Displays a code identifying the classification of the business (for example: Bank, Business, School). Click the down arrow to access the lookup list of codes.
Phone #	Displays the primary phone number for the business.
Federal Firearms License	Displays the Federal Firearms license number assigned to the business.
Expiration Date	Displays the expiration date of the firearm license. Click the down arrow to access the Calendar utility.
Weapons	A check in the box indicates that the business has weapons on the premises.
Hazardous Material	A check in the box indicates there are hazardous materials on the business premises.
Lock Type	Displays the lock type of the Business record. Click the down arrow to access the lookup list of codes. IMPORTANT See details about Record Locking in Global Features of RMS in the *RMS Overview* section of this manual for additional information.
	Standard Image Panel Click to view images, audio and video files related to this record.
	Standard Document Viewer Click to view stored documents related to this record.
Physical Address (Standard Address Panel)	
Address Panel – Basic tab	Allows you to enter or view the physical location of the business.

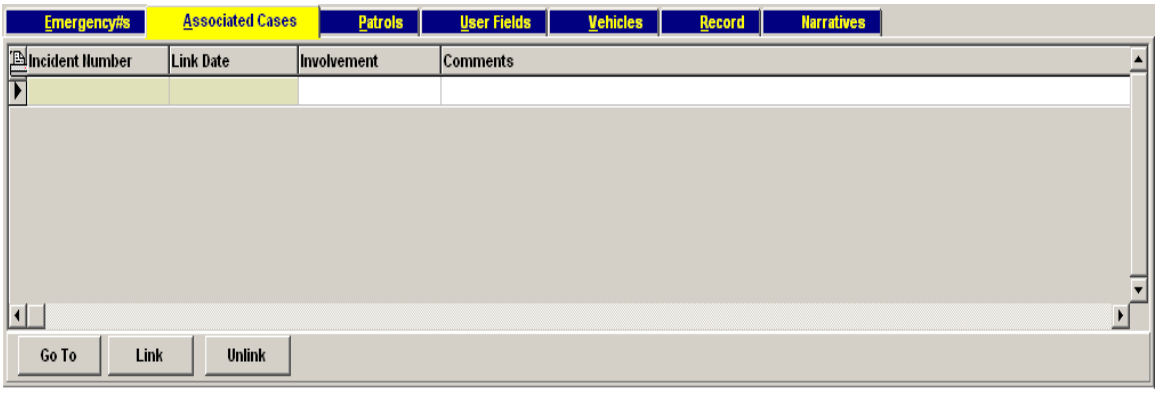
Business Module Fields/Components	
Field/Component	**Description/Use**
Address Panel – Addl. Tab	Allows you to enter or view additional information about the address (County, Sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.
Mailing Address	
STANDARDIZED	A check in this box indicates that the address has been standardized against the address standardizer. This is a read-only field.
Standardize	Click to standardize the address on the Mailing Address tab (if possible).
Address	Displays the business street address for mailing purposes.
City	Displays the business city for mailing purposes.
State	Displays the business state for mailing purposes.
ZIP	Displays the business zip code for mailing purposes.
Phone (2 – 3)	Displays additional phone numbers used by the company for business reasons.
Owner	Displays the name of the company's owner.
Alarm ID	Displays the unique alarm identification code.
Alarm Co	Displays the name of the alarm company serving this business.
Alarm Phone	Displays the alarm company's phone number.

Business Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain a combination of information fields and linking fields. These tabs are described below:

Associated Cases Tab

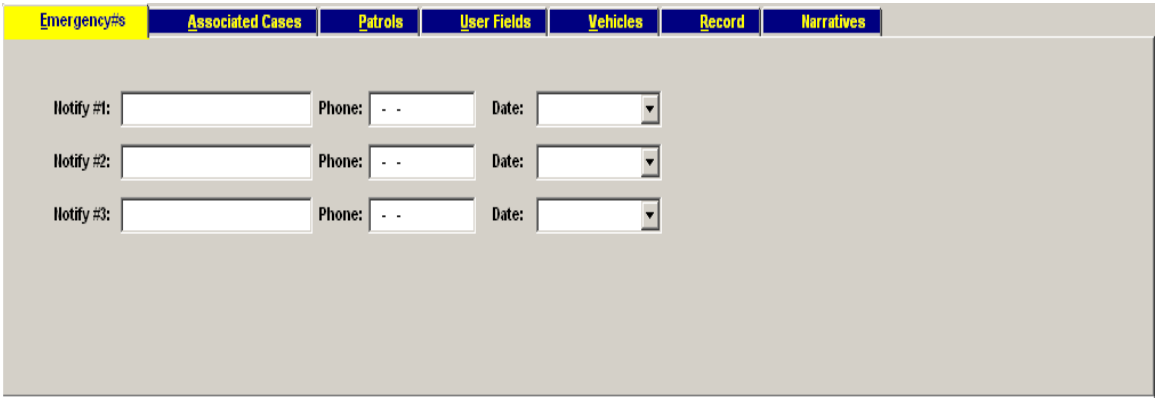
This linking tab allows multiple associated cases (Incident) records to be linked to the current Business record. All fields on this tab are read-only, except for the Involvement and Comments fields. Read-only fields can only be modified in the Incident module itself and are automatically populated from an existing Incident record once the link is made.



Associated Cases Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Incident Number	Displays the Incident record number that is linked to the business record.
Link Date	Displays the date when the link between the Incident record and Business record was made. This date is automatically generated by the system when the link is saved.
Involvement	Displays a code indicating how the business was involved with the incident. Click the down arrow to access the lookup list of codes.
Comments	Displays any comments regarding the Incident. Comments may be entered directly in the field, or double click to expand it.
Go To	Opens the Incident module and displays the highlighted Incident record.
Link	Opens the Incident Search. An Incident record can be selected and linked to the Business record.
Un-Link	Removes the link between the Business and the highlighted Incident record.

Emergency#s Tab

This information tab allows emergency contact data to be stored for the current Business record.

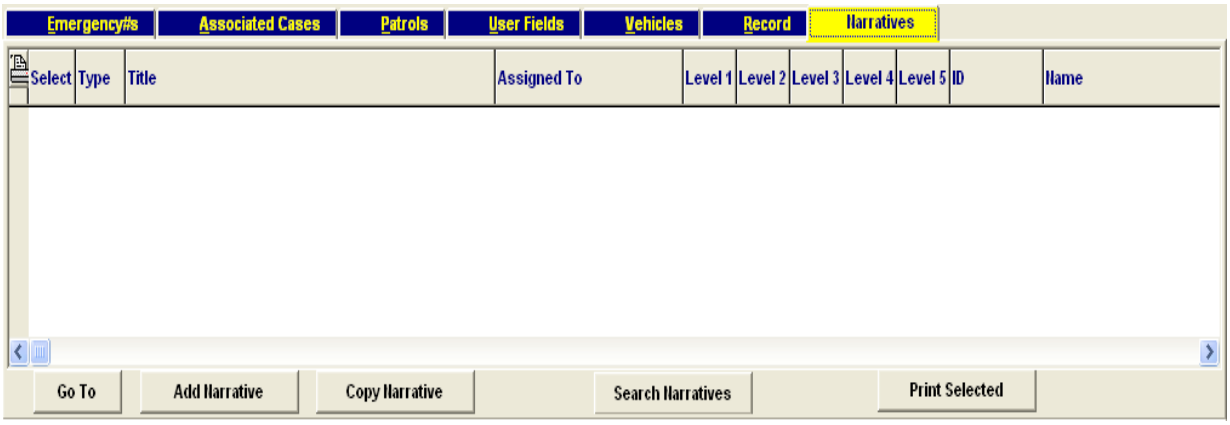


Emergency #'s Tab Fields/Components	
Field/Component	**Description/Use**
Notify (1 - 3)	Used to identify the names of the persons or agencies to contact if the current business is involved in an emergency.
Phone (1 -3)	Alphanumeric telephone numbers of the respective emergency contact names, formatted with dashes for the area code, exchange, and number.
Date (1 - 3)	Can be used to denote date of last contact, date of entry, and so forth. Click the down arrow to access the Calendar utility.

Narratives Tab

This linking tab allows multiple Narrative records to be created in this Business record; these Narrative records will be linked to the Business record.

IMPORTANT Click **Add Narrative** to open the Narratives feature to create a new Narrative record. See the *Global Features of RMS* in the *RMS User Navigation Manual* for more information.

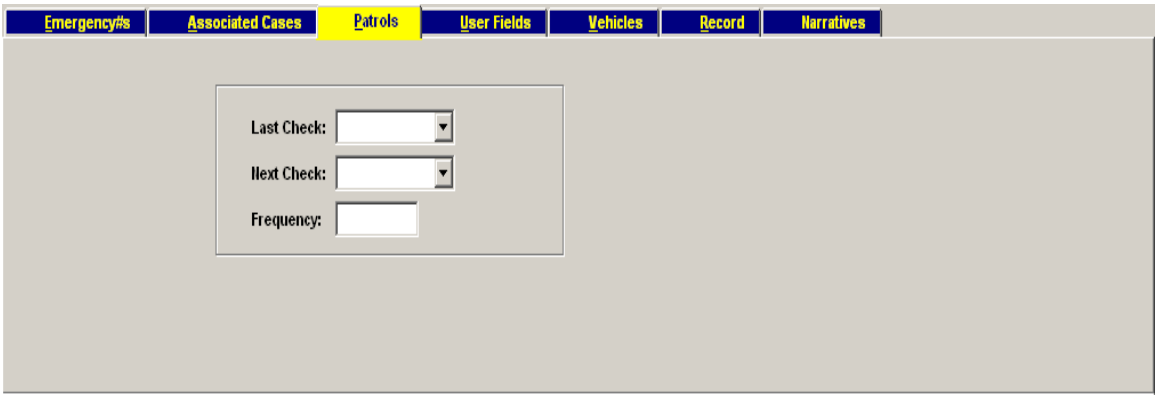


Narratives Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Select	Indicates the record you are selecting.
Type	Displays a code identifying the type of narrative.
Title	Displays the title or description for the narrative.
Assigned To	Displays the user ID of the individual assigned to this narrative.
Level (1 – 5)	Displays a code(s) used by an agency to identify the position of the employee in relationship to an organization chart.
ID	Displays the user ID of the individual who approved this narrative.
Name	Displays the name of the individual who approved this narrative.
Approved On	Displays the date and time when the narrative was approved.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Key (1 – 2)	Displays keywords used to search the narrative report.
Go To	Opens the selected narrative.

Narratives Tab Fields/Components	
Field/Component	**Description/Use**
Add Narrative	Accesses the Narrative screen to enter a new narrative record. IMPORTANT For additional information on Narratives, see the *Global* Features of RMS section in the *RMS User Navigation Manual*.
Copy Narrative	Opens a dialog box to copy the selected narrative.
Search Narratives	Accesses the text search screen to search for narratives. IMPORTANT For additional information on Searching Narratives, see the Global Features of RMS section in the *RMS User Navigation Manual*.
Print Selected	Prints the selected narrative.

Patrols Tab

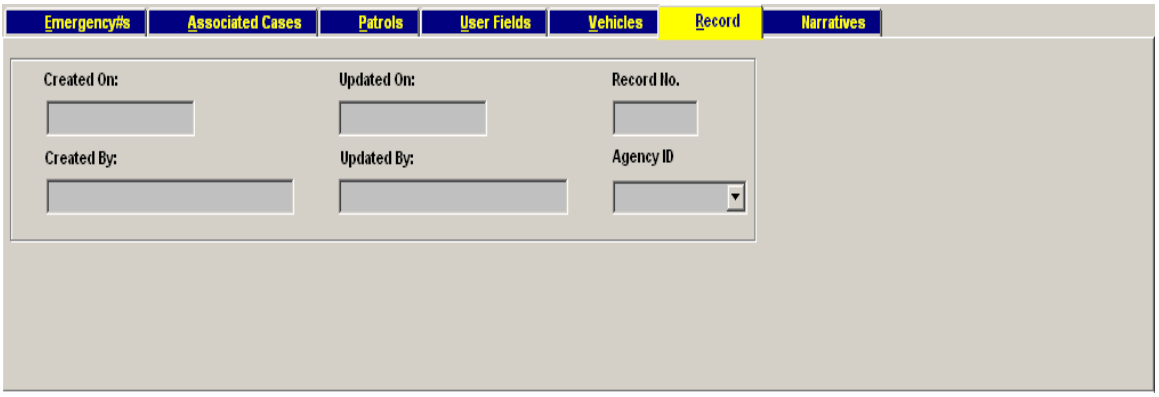
This information tab displays data related to scheduled patrols of the business.



Patrols Tab Fields/Components	
Field/Component	**Description/Use**
Last Check	Displays the date/time of the last patrol check. Click the down arrow to access the Calendar utility.
Next Check	Displays the date/time of the next patrol check. Click the down arrow to access the Calendar utility.
Frequency	Single alphanumeric character denoting the number of times the business is patrolled.

Record Tab

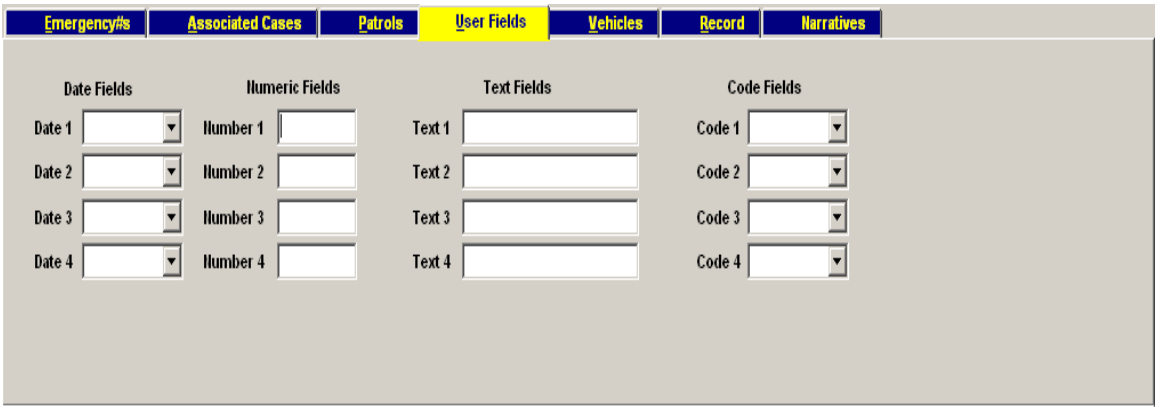
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on the login of the user who updated the record and occurs upon saving changes to a record.
Record No.	Displays the unique number assigned and used by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type.

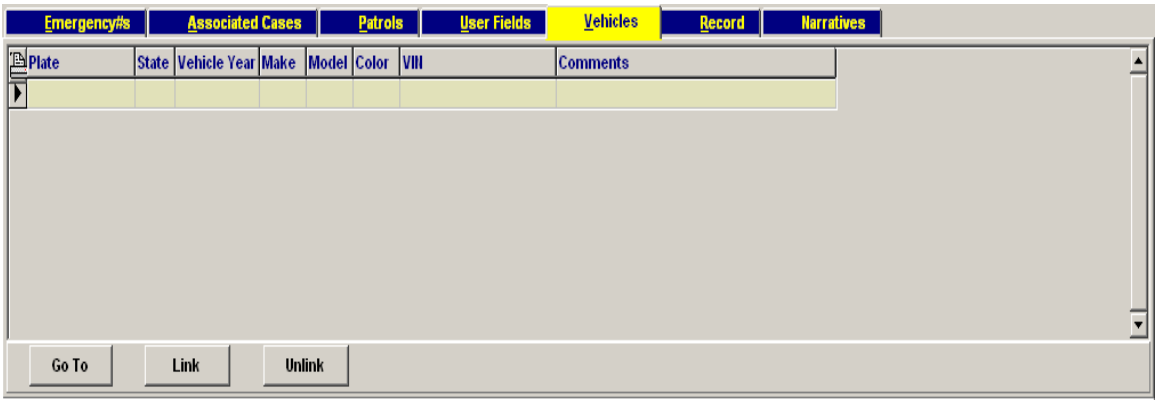


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vehicles Tab

This linking tab allows multiple Master Vehicle Index records to be linked to the current Business record. All fields on this tab are read-only and the linked Master Vehicle Index record data can only be modified in the Master Vehicle Index module itself. All data fields on this tab are automatically populated from an existing vehicle record once the link is made.



Vehicles Tab Fields/Components	
Field /Component	**Description/Use**
	Opens the Export Grid window for this tab.
Plate	Displays the license plate number of the vehicle linked to the current

Vehicles Tab Fields/Components	
Field /Component	**Description/Use**
	record.
State	Displays the state issuing the license plate number on the vehicle.
Vehicle Year	Displays the model year of the vehicle.
Make	Displays a code identifying the make of the vehicle.
Model	Displays a code identifying the model of the vehicle.
Color	Displays a code identifying the color of the vehicle.
VIN	Displays the Vehicle Identification Number (VIN) of the vehicle.
Comment	Displays any comments about the vehicle.
Go To	Opens the Master Vehicle Index module and displays the highlighted record.
Link	Opens the Master Vehicle Index Search. Once the record is located, click **OK** to link the record to the Business module.
Un-Link	Removes the link between the Business record and the highlighted Master Vehicle record.

Accessing the Business Search

The following methods may be used to open the Business Search:

From the Main Menu:

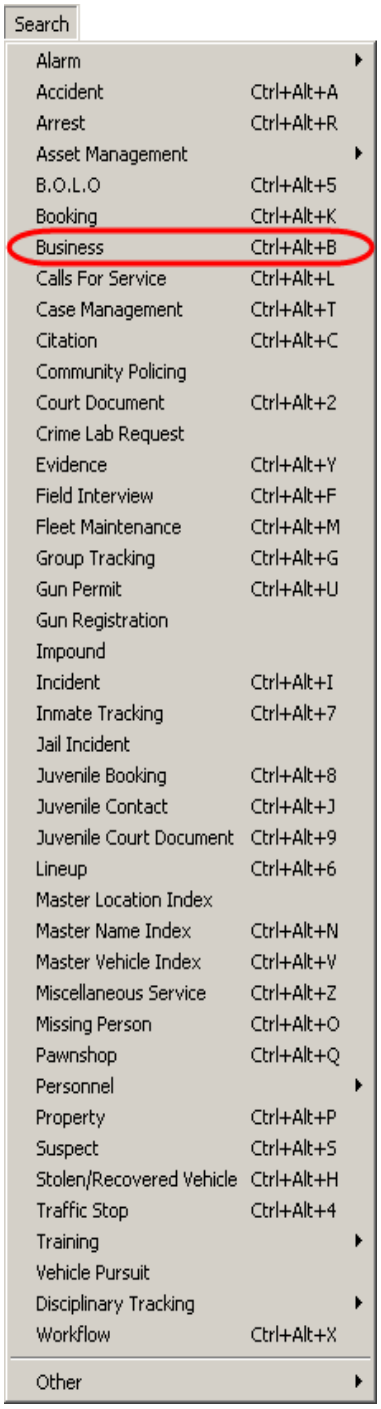
- Select Search > Business

Using the shortcut key combination:

- Press CTRL + ALT + B

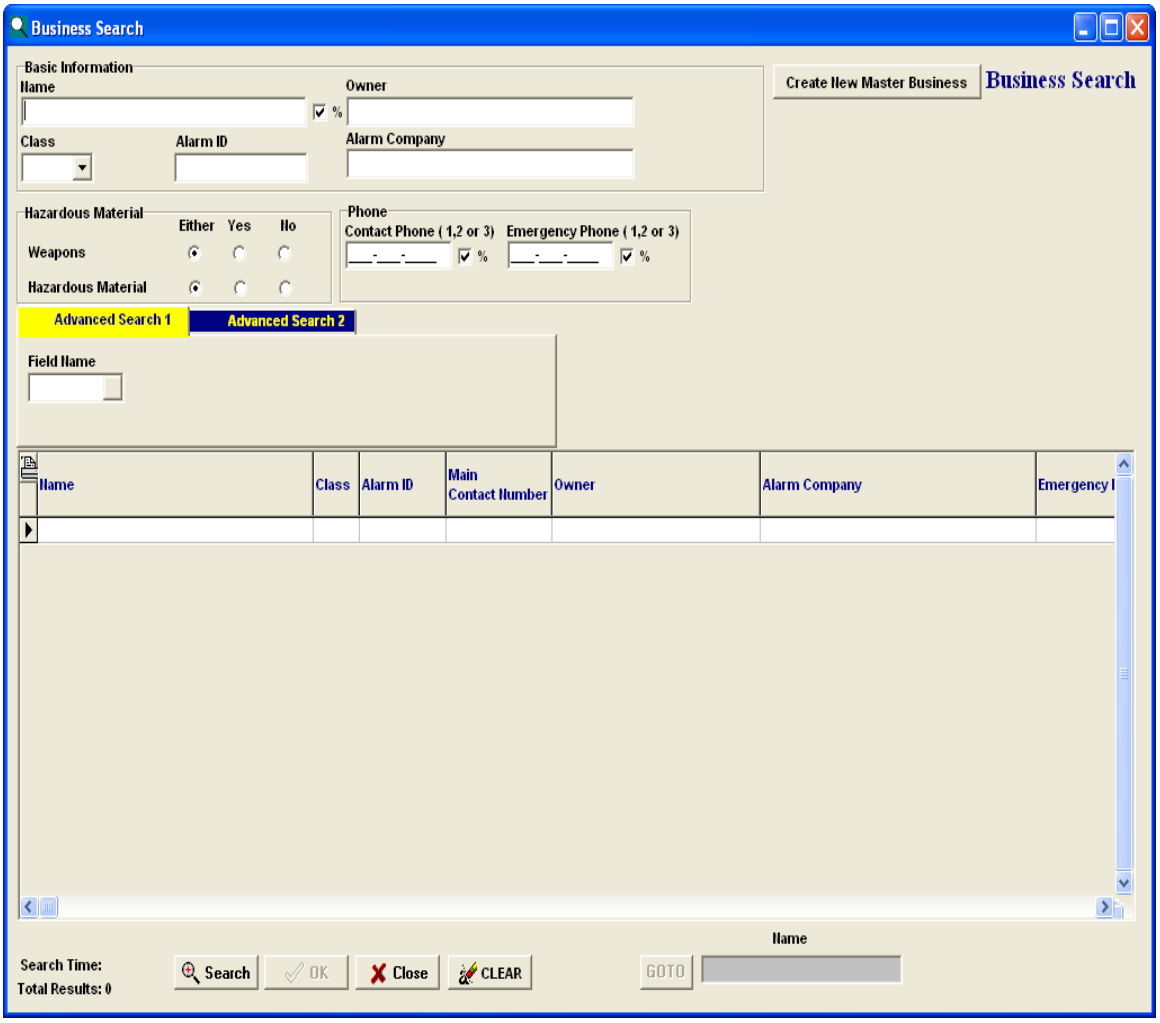
From within modules:

- Click **Search**



Business Search Parameters

The Business Search allows you to locate Business records based on one or more search parameters. An illustration of the window and description of the parameters follow:



Business Search Parameters/Components	
Field /Component	**Description/Use**
Basic Information	
Name	Displays the name of the business. The % check box indicates whether to include a wildcard in the search.
Owner	Displays the name of the individual who owns the business.
Class	Displays a code identifying the business type. Click the down arrow to

Business Search Parameters/Components	
Field /Component	**Description/Use**
	access the lookup list of codes.
Alarm ID	Displays the unique alarm identification.
Alarm Co	Displays the name of the Alarm company that provides an alarm service for the business.
Create New Master Business	Opens the Business module, populates the fields with the data entered in the Business Search, and creates a new Business record.
Hazardous Material (Radio buttons)	
Weapons	Selecting Either will not include this field in the search parameters. Selecting Yes will search for companies with weapons on the business premises. Selecting No will exempt such companies from the search results.
Hazardous Material	Selecting Either will not include this field into the search parameters. Selecting Yes will search for companies with hazardous material on the business premises. Selecting No will exempt such companies from the search results.
Phone	
Contact Phone (1, 2 or 3)	Displays one of three possible phone numbers for the business.
Emergency Phone (1, 2 or 3)	Displays one of three possible emergency phone numbers for the business.
Advanced Search Tabs	
Advanced Search (1 & 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the Search Functions section in the *RMS User Navigation Manual.*
Function Buttons	
	Opens the Export Grid window for this search.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Business record in the Business module and closes the search window.
Close	Closes the search window.

Business Search Parameters/Components	
Field /Component	**Description/Use**
Clear	Clears all the search parameters that were entered for the previous search; this clears all search fields.
GOTO	Opens the highlighted Business record in the Business module and leaves the search window open.
Name	Displays the highlighted Business record.

Calls For Service Module

The Calls For Service (CFS) module enables the tracking of a department's CFS data. A Computer Aided Dispatch (CAD) system populates the data in this module. All data in this module is read-only.

Understanding the Interface between the CAD and the CFS

When CAD receives a call, it records it and assigns it a unique number. In a typical configuration, the system sends this number to the RMS and displays it in the Calls for Service module (CFS# field). The interface between your Department's CAD and the RMS will determine the data passed from the CAD to the RMS. For example, a CAD may send the Calls for Service data to the RMS and create a skeleton incident record in the RMS. When the Calls For Service record displays, it will include a linked Incident record. Your Department will also define the interval process when CAD passes data to the RMS.

IMPORTANT A CAD populates all data in this module; all data is read-only.

Accessing the Calls For Service Module

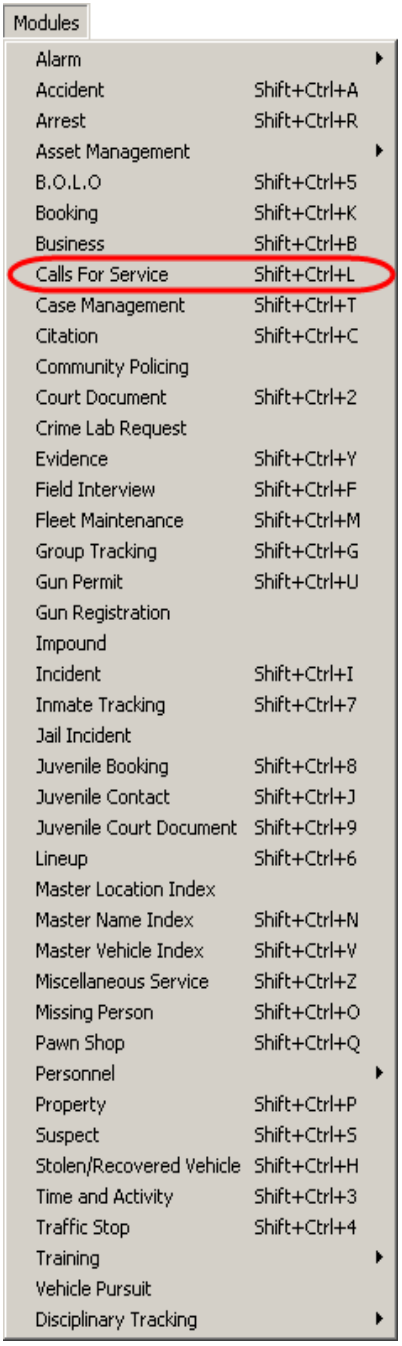
The Calls For Service module may be accessed in the following ways:

From the Main Menu:

- Select Modules > Calls For Service

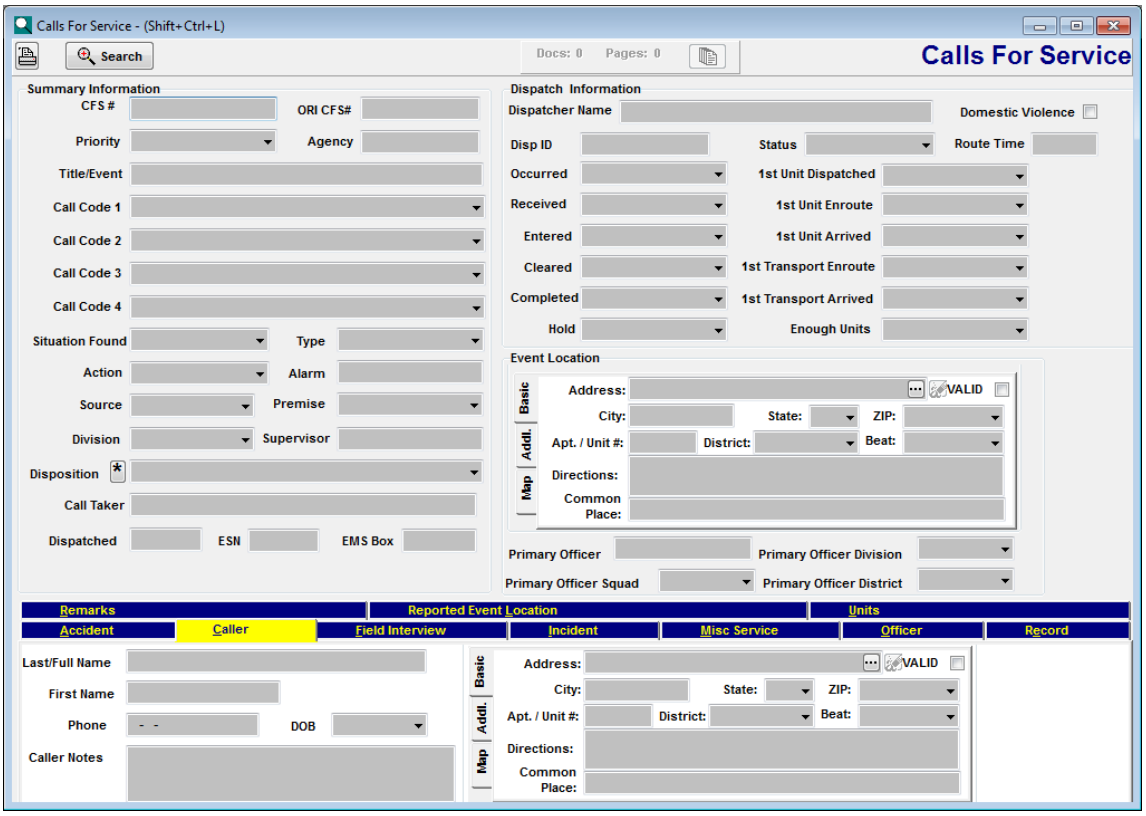
Using the shortcut key combination:

- Press SHIFT + CTRL + L



The Calls For Service module will appear as follows:

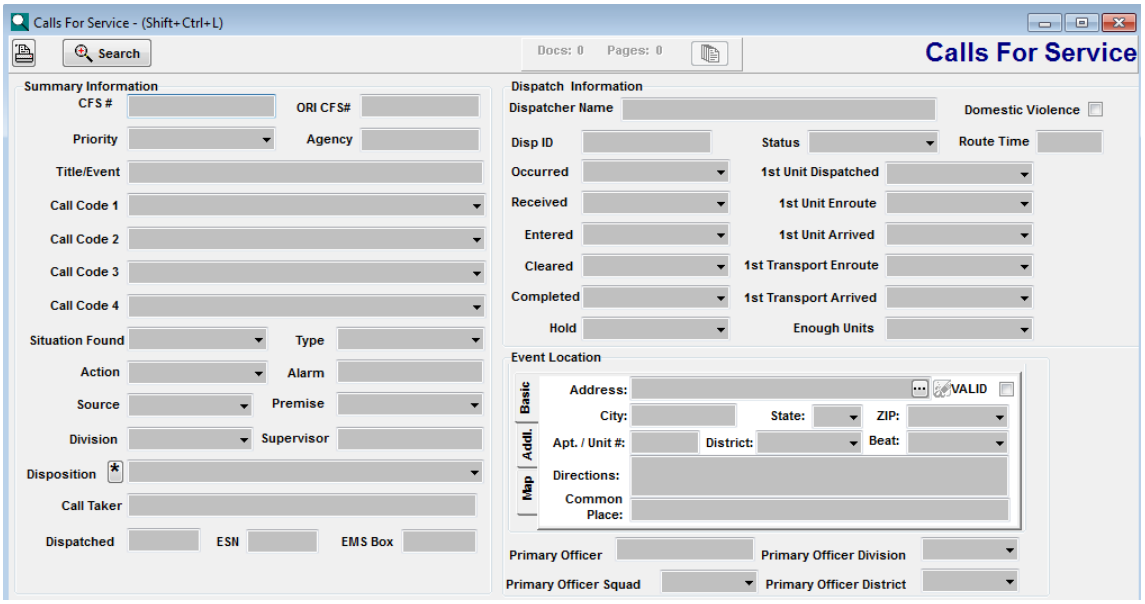
IMPORTANT The Calls For Service record is read-only. Your Organization's CAD system populates the information appearing on the Header and Tabs.



Calls For Service Module Header Area

The CAD system populates the Calls for Service module within your organization. The CAD system originates and exports the information to the Calls for Service record.

The Calls For Service module is composed of two sections: the header area and the tab area. The Calls For Service header is pictured and described below:



Calls For Service Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet > Display Options dialog box for this module.
Search	Accesses the Calls For Service search screen to search for an existing Calls For Service record in the database.
	Standard Document Viewer: Click to view stored documents related to this record.
Summary Information	
CFS #	Displays the Calls For Service number provided by the CAD.
ORI CFS#	Displays the Originating Department Identification number. This field is Department-specific.
Priority	Displays the priority level of the call.
Agency	Displays the name of the agency (department) receiving the call.
Title/Event	Displays the type of event.
Call Code (1 – 4)	Displays a more detailed, coded value, describing the type of event that occurred.
Situation Found	Displays the situation found at the scene.
Type	Displays the alternate 'type of event' field.
Action	Displays the action taken.

Calls For Service Module Fields/Components	
Field/Component	**Description/Use**
Alarm	Displays the identification number of the alarm system on the premise.
Source	Displays the source of record generation.
Premise	Displays the premise where the call occurred.
Division	Displays the division of the Department sent to the call.
Supervisor	Displays the identification number of the supervisor on duty at the time of the call.
Disposition	Displays the disposition for Calls for Service.
	Opens the Management Screen and allows you to change the disposition on the Call For Service record. IMPORTANT Special privileges must be given to a user to enable this feature. Updating this field in the RMS will not update the corresponding field in the CAD.
Call Taker	Displays the name of the individual who received the actual CAD call.
Dispatched	Displays the number of unit/units dispatched.
ESN	Displays the Emergency Service Number (ESN) that defines the geographical location of the appropriate Department based upon the location of a call.
EMS Box	Displays the Emergency Services (EMS) Box number through which the CAD received the call.
Dispatch Information	
Dispatcher Name	Displays the name of the individual dispatching the responding unit.
Domestic Violence	Indicates whether domestic violence was involved in the Incident.
Dispatcher ID	Displays the dispatcher's identification number.
Status	Displays the status of the call.
Route Time	Displays the time the CAD operator dispatched the unit.
Occurred	Displays the date and time the event occurred.
1st Unit Dispatched	Displays the date and time the first unit was dispatched.
Received	Displays the date and time the call was received.
1st Unit Enroute	Displays the date and time the 1st unit was en route.

Calls For Service Module Fields/Components	
Field/Component	**Description/Use**
Entered	Displays the date and time the information was entered in the CAD.
1st Unit Arrived	Displays the date and time the 1st unit arrived at the scene.
Cleared	Displays the date and time the call was cleared.
1st Transport Enroute	Displays the date and time the 1st emergency transport was en route.
Completed	Displays the date and time the call was completed.
1St Transport Arrived	Displays the date and time the emergency transport arrived at scene.
Hold	Displays the date and time the caller was put on hold.
Enough Units	Indicates whether the first dispatch of units was sufficient.
Event Location	
Address Panel – Basic tab	Allows you to view the address information.
Address Panel – Addl. tab	Allows you to view additional information about the address (County, Sector, and so forth).
Address Panel – Map tab	Allows you to view map coordinates for the address.
Primary Officer	Displays the primary officer assigned to this event.
Primary Officer Division	Displays the primary officer's division.
Primary Officer Squad	Displays the primary officer's squad.
Primary Officer District	Displays the primary officer's district.

Calls for Service Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

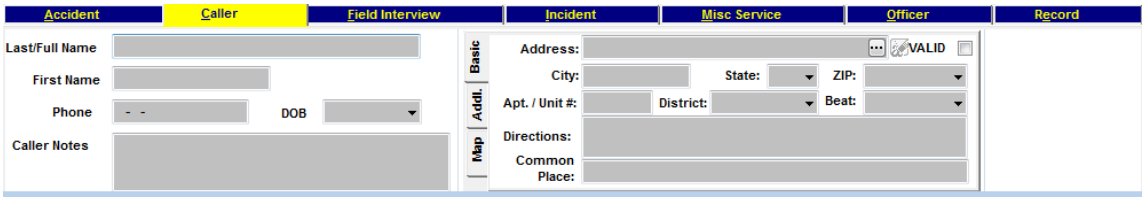
Accident Tab

This linking tab reflects an Accident record that has been linked to the Calls for Service record. The link from the Accident record to the Calls for Service occurs from the Accident record.

Accident Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Accident Report Number	Displays the accident report number for the record that was created in the Accidents module.
Link Date	Displays the date and time the Accident record was linked to the Calls For Service record.
Go To	Opens the Accident module and displays the highlighted record.
Create New	Opens the Accident module to enter a new record. The new Accident record will be automatically linked to the Call For Service record.

Caller Tab

This information tab reflects data about the individual who made the call for service. The CAD system exported this information to the Calls for Service record.



Caller Tab Fields/Components	
Field/Component	**Description/Use**
Last/Full Name	Displays the last name or full name of the caller.

Caller Tab Fields/Components	
Field/Component	**Description/Use**
First Name	Displays the first name of the caller.
Phone	Displays the phone number of the individual who made the call.
DOB	Displays the date of birth of caller.
Caller Notes	Displays any additional notes pertaining to the caller.
Address Panel – Basic tab	Allows you to view the address information.
Address Panel – Addl. tab	Allows you to view additional information about the address (county, sector, and so forth).
Address Panel – Map tab	Allows you to view map coordinates for the address.

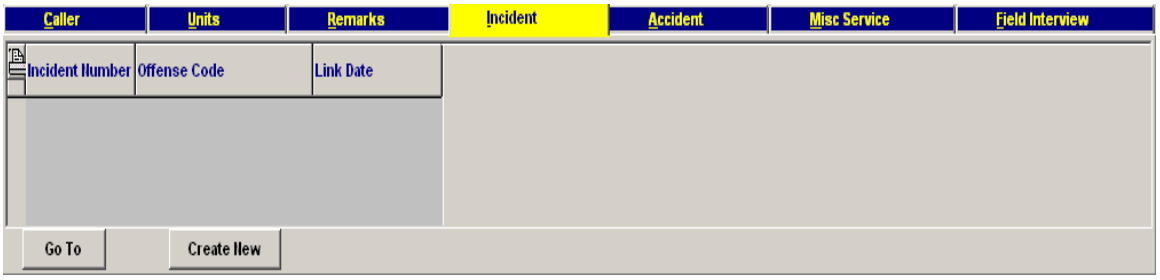
Field Interview Tab

This linking tab displays a Field Interview record that has been linked to the current Call for Service record.

Field Interview Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Field Interview Number	Displays the unique field interview report number assigned to the report when it was entered into the Field Interview module.
Link Date	Displays the date the Field Interview record was linked to the Calls for Service record.
Go To	Opens the Field Interview module and displays the highlighted record.

Incident Tab

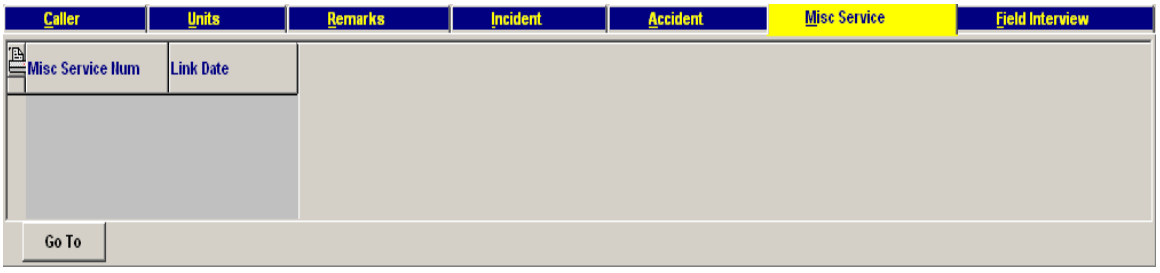
This linking tab reflects an Incident record that has been linked to the Calls for Service record from the Incident record.



Incident Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Incident Number	Displays the unique incident number (criminal report number) assigned by the CAD.
Offense Code	Displays the coded field identifying the type of offense related to the incident.
Link Date	Displays the date the Incident record was linked to the Calls for Service record.
Go To	Opens the Incident module and displays the highlighted record.
Create New	Opens the Incident module to enter a new record. The new Incident record will be automatically linked to the Calls For Service record.

Misc Service Tab

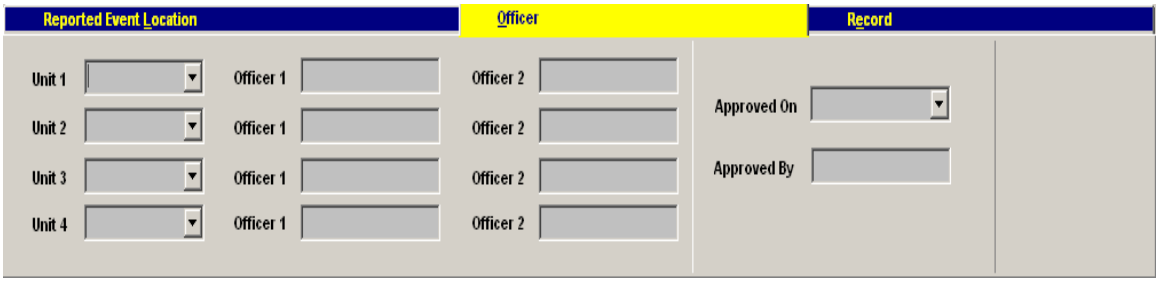
This linking tab reflects a Miscellaneous Service record that has been linked to the displayed Calls for Service record.



Misc Service Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Misc Service Num	Displays the unique Miscellaneous Service number assigned to the record when it was entered in the Miscellaneous Service module.
Link Date	Displays the date the Miscellaneous Service record was linked to the Calls for Service record.
Go To	Opens the Miscellaneous Service module and displays the highlighted record.

Officer Tab

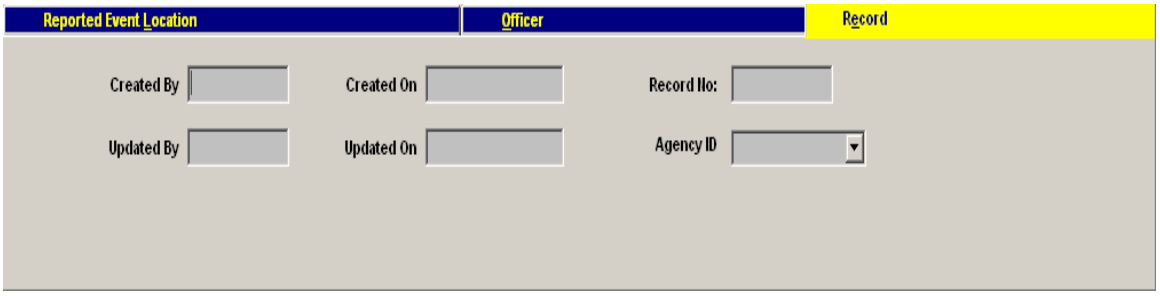
This information tab displays officer data related to the current Calls For Service record.



Officer Tab Fields/Components	
Field/Component	**Description/Use**
Unit (1-4)	Displays the unit ID to which the officer(s) is assigned.
Officer (1 – 2)	Displays the officer(s) who responded to the call.
Approved On	Date and time the call was approved.
Approved By	Displays the Officer ID of the officer who approved the call.

Record Tab

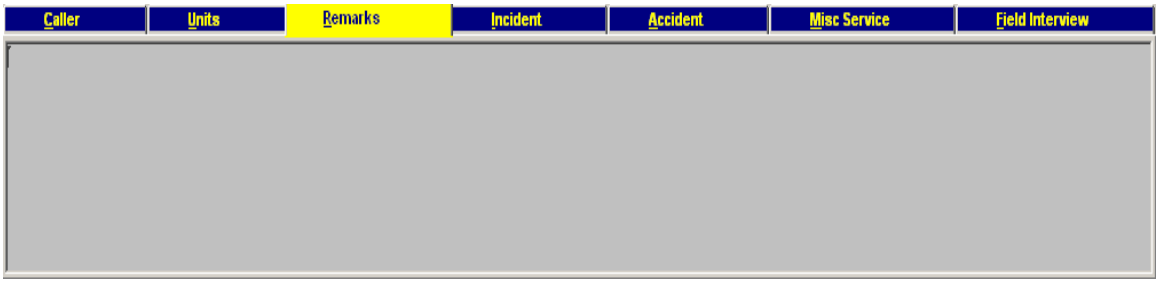
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Record No.	Displays the unique number assigned by the database to identify the record in a table.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

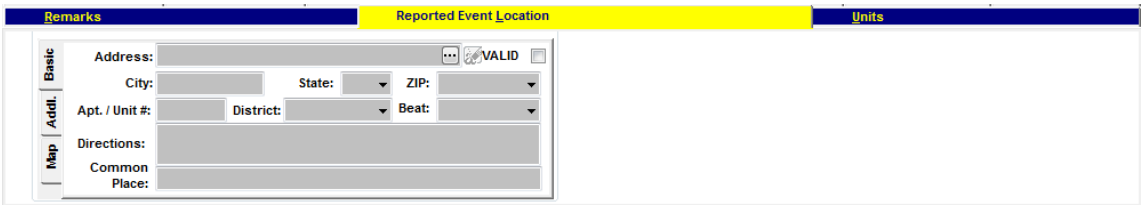
Remarks Tab

The Remarks tab displays narrative comments associated with the displayed Calls for Service record sent from the CAD.



Reported Event Location Tab

The Reported Event Location tab displays the address where the event was initially reported to have occurred.



Reported Event Location Tab Fields/Components	
Field/Component	**Description/Use**
Address Panel – Basic tab	Allows you to view the address information.
Address Panel – Addl. tab	Allows you to view additional information about the address (County, Sector, and so forth).
Address Panel – Map tab	Allows you to view map coordinates for the address.

Units Tab

The Units Tab displays officer data related to the current Calls For Service record on a per unit basis.

Units Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Unit	Displays the Unit Identification Number.

Units Tab Fields/Components	
Field/Component	**Description/Use**
Unit Trip ID	Displays the Unit Trip ID number.
Officer (1-4)	Displays up to four officers involved in the Call for Service.
Status	Dispatch assignment (dispatched, en route, cleared, and so forth).
Disposition	Displays disposition information for the incident/record.
Date/Time Stamp	Displays the date and time the units were sent on a dispatch assignment.
Group ID	Displays the unit name and/or number of officials dispatched to the incident.
CAR ID	Displays the CAR ID assigned to the incident.
Location	Displays the location of the unit dispatched.
Agency	Agency name of the unit handling the call.
Agency Id	Agency Identification number of the unit handling the call.
Comments	Any comments pertaining to the assigned unit.
Dispatched	Date/time the unit was dispatched.
Arrival	Date/time the unit arrived at the scene.
Enough present	Indicates whether the responding officers were sufficient in number.
Call Clear Time	Date/time the call was cleared.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.

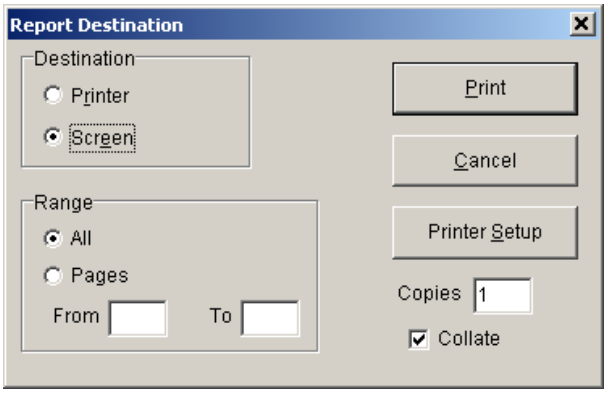
Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Calls For Service module. This function allows you to view or print a Calls For Service Data Sheet.

When you click , the Report Destination dialog box appears.

Report Destination Dialog Box

The Report Destination dialog box gives you the option of choosing a destination for the document or a range of pages to view or print. You may also access the Printer Setup window to change print options from this dialog box. The Report Destination dialog box is displayed below:



If you choose Printer in the Destination section and click **Print,** your document will be sent directly to the Department's default printer.

If you choose Screen and click **Print**, you will access the Ace Viewer screen, which enables you to view the document on the screen and choose whether to print it or save it to a file. For a detailed explanation of the Ace Viewer screen, see the section on the Ace Viewer in the RMS Overview section of this manual.

Accessing the Calls For Service Search

The Calls For Service Search may be accessed in the following ways:

From the Main Menu:

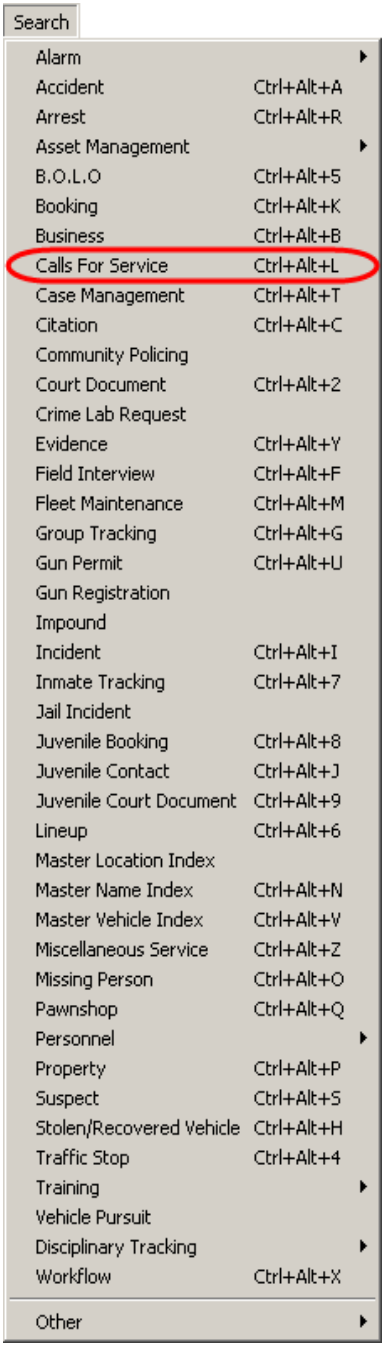
- Select Search > Calls For Service

Using the shortcut key combination:

- Press CTRL + ALT + L

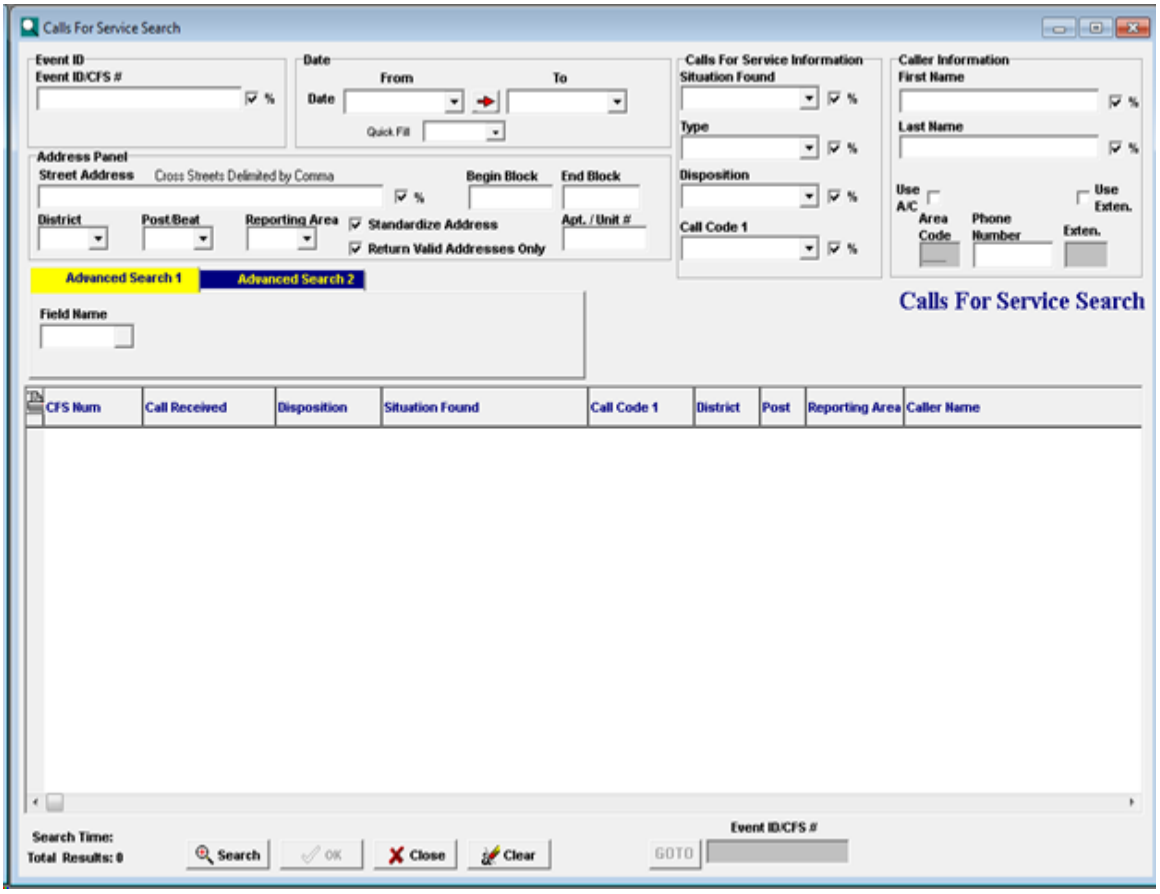
From within the module:

- Click **Search**



Calls For Service Search Parameters

The Calls For Service search allows you to search for Calls For Service records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Calls For Service Search Parameters/Components	
Field/Component	**Description/Use**
Event ID	
Event ID/CFS #	Displays the Event ID/Calls for Service Number as entered within the CAD. The % check box indicates whether to include a wildcard in the search.
Date	
Date From/To	The call was received within this date range. Click the down arrow to access the Calendar utility.

Calls For Service Search Parameters/Components	
Field/Component	**Description/Use**
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the *Search Functions* section in the *RMS User Navigation Manual*.
Calls For Service Information	
Situation Found	Displays the situation found by the officer responding to the call. Click the down arrow to access the lookup list of codes.
Type	Displays the type of event. Click the down arrow to access the lookup list of codes.
Disposition	Displays the disposition of the call. Click the down arrow to access the lookup list of codes.
Call Code 1	Displays the code defined by the Department based on the type of call. Click the down arrow to access the lookup list of codes.
Caller Information	
First Name	Displays the first name or partial first name of the caller. The % check box indicates whether to include a wildcard in the search.
Last Name	Displays the last name or partial last name of the caller. The % check box indicates whether to include a wildcard in the search.
Area Code	Displays the caller area code.
Phone Number	Displays the phone number of the individual who made the call.
Exten.	Displays the phone number extension of the caller.
Use A/C	This check box indicates whether to include the area code in the search.
Use Exten.	This check box indicates whether to include the extension number in the search.
Address	
Street Address	Displays the name of the street (event location) where the call for service originated.
Begin Block	Displays the starting number of the desired street address (a block range). Entering a block number in the Begin field will only search for addresses that match the number.
End Block	Displays the ending number of the desired street address (a block range).
District	Displays the district in which the incident occurred. Click the down arrow to access the lookup list of codes.

Calls For Service Search Parameters/Components	
Field/Component	**Description/Use**
Post/Beat	Displays the Post/Beat of the address.
Reporting Area	Displays the reporting area in which the call occurred. Click the down arrow to access the lookup list of codes.
Apt./Unit #	Displays the apartment number of an address block to search on. Using this field allows you to enter a range of numbers.
Standardize Address	Check this box to standardize the text of the address entered to match the defined address text on the Address Server before the search results are generated. For example, if you enter Main Street and the word "Street" is defined on the Address Server as "St", the word "Street" will be changed to "St" and the results on the grid will show "Main St".
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the *Search Functions* section in the *RMS User Navigation Manual*.
Function Buttons	
	Opens the Export Grid window for this grid.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Calls For Service record in the Calls For Service module and closes the search window.
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search; this clears all search fields.
Go To	Opens the highlighted Calls For Service record in the Calls For Service module.
Event ID/CFS#	Displays the highlighted Calls For Service record number. Click **GOTO** to open this record.

Case Management Module

The Case Management Module allows an agency to effectively manage any resources allocated to a case and to track the status of the investigation.

The RMS provides an agency with the flexibility to assign a single incident to a Case Management record or to assign multiple, related incidents to a case management record. Additionally, you can create a Case Management record with no associated incidents.

The RMS also stores and tracks detective/investigator's caseloads, documents investigative steps required by function (wire taps, buys, surveillance, and search warrants) and tracks progress toward completing those steps.

There are also three additional features available to assist you with case management records, as described below:

Case Prep

The "Case Prep" feature allows an agency to easily prepare a case for court (or any other need) by selecting a single button to save or print all information gathered for the case.

Assigning Cases to Investigators

The "Assign" feature allows Case Management records to be assigned to investigators based on division, case load, and prior contact with the victim, suspect, and/or location.

Record Locking

The "Record Locking" feature allows you to lock a Case Management record while any linked Incident record(s) can remain available.

Accessing the Case Management Module

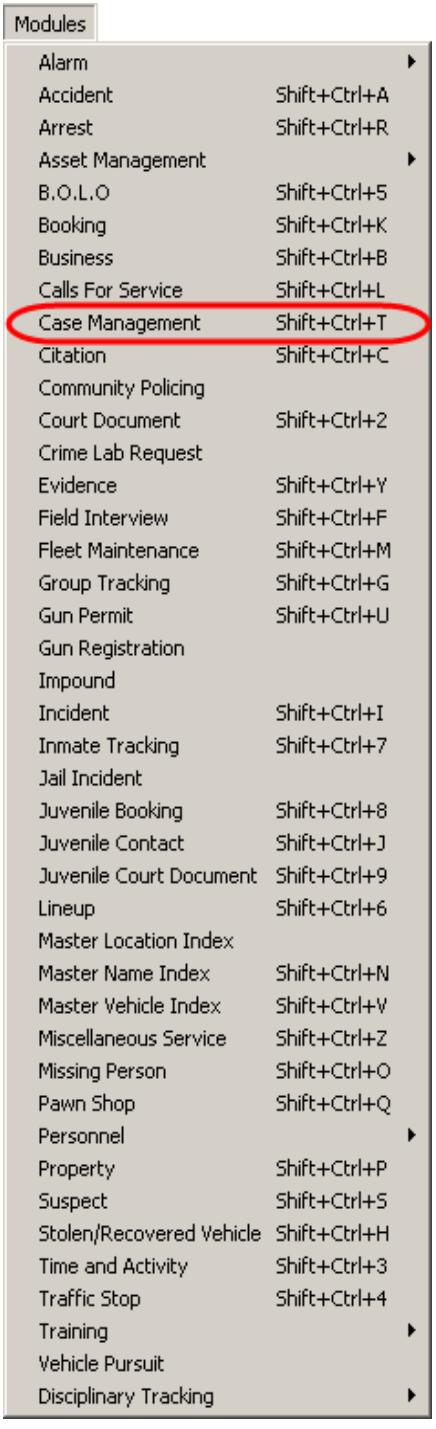
The Case Management module can be accessed in the following ways:

From the Main Menu:

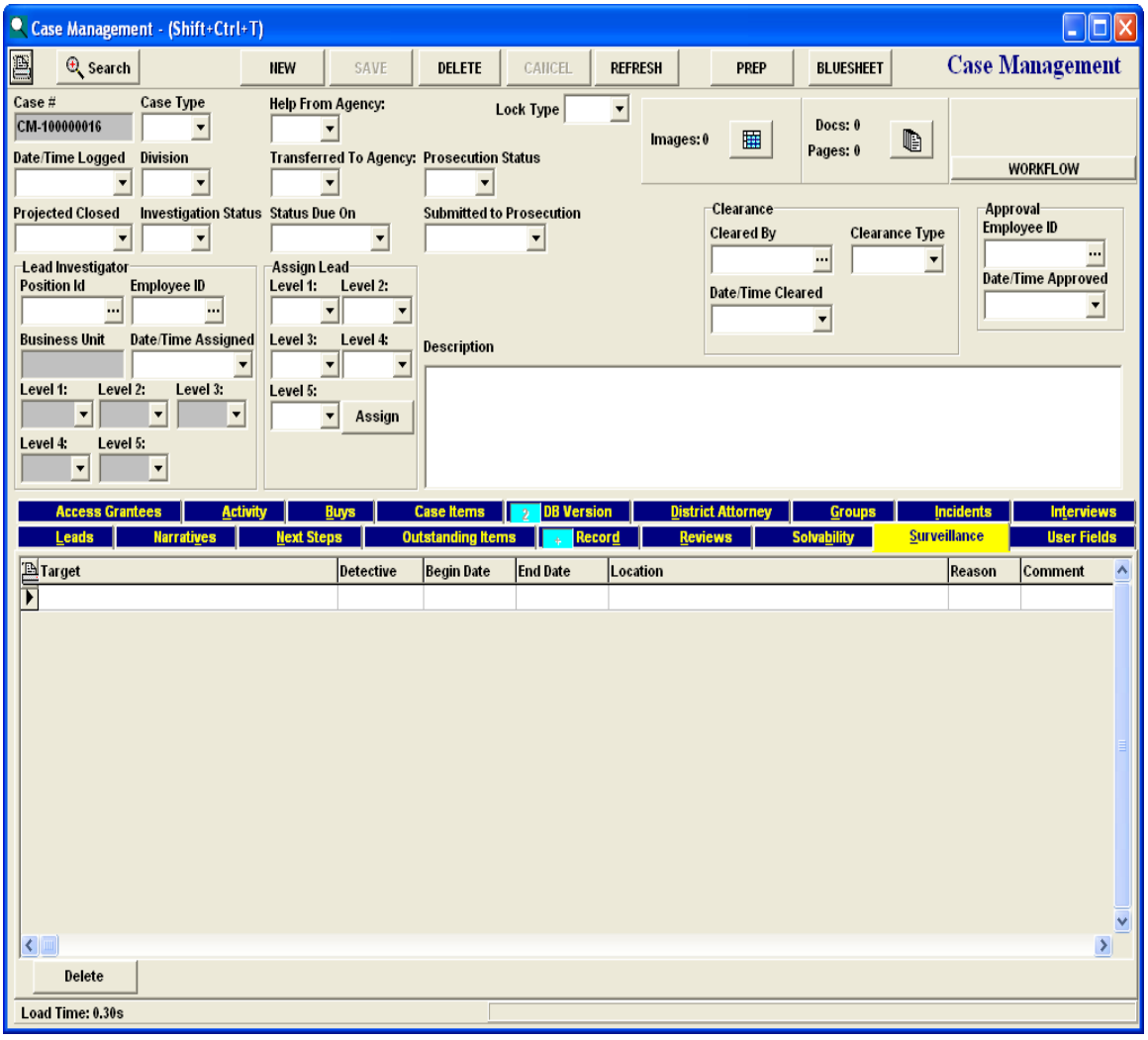
- Select Modules > Case Management

Using the shortcut key combination:

- Press SHIFT + CTRL + T

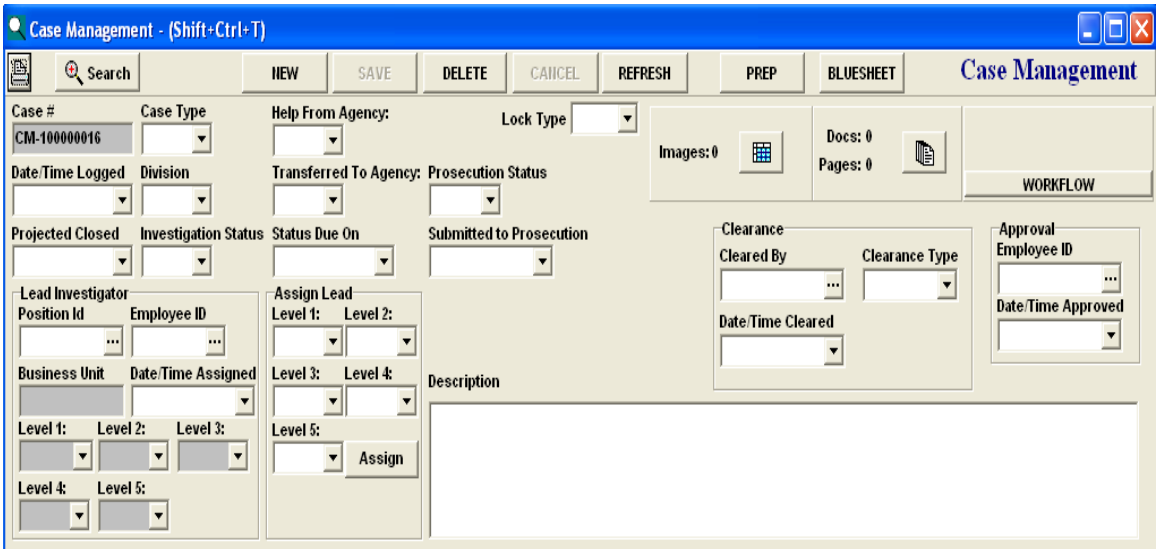


The Case Management screen appears as follows:



Case Management Module Header Area

The Case Management module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Case Management Module Fields/Components	
Field/Component	**Description/Use**
	Accesses the export data functionality.
Search	Accesses the Case Management module search.
NEW	Accesses a new blank record ready for data entry. Depending on how your system is configured, you can be prompted with a message asking to automatically generate a new record and assign a Case number automatically.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
PREP	Launches the Case Prep dialog box (see end of section for details).
BLUESHEET	Launches the Bluesheet Report dialog box (see end of section for details).
WORKFLOW	Workflow Management: Enables you to submit the current record to the next stage in the Department's defined Workflow process for this module.
	Standard Document Viewer: Click to view stored documents related to this record.

Case Management Module Fields/Components	
Field/Component	**Description/Use**
	Standard Image Panel: Click to view images, audio, and video files related to this record.
Lock Type	Displays the Lock Type of the Case Management record. Click the down arrow to access the lookup list of codes. IMPORTANT See details about record locking in Global Features of RMS in the RMS Overview section of the *RMS User Navigation Manual* for additional information on this feature.
Case #	Displays the Case number for the Case Management record. This number can be auto-generated or manually entered in this field.
Case Type	Displays the type of case. Click the down arrow to access the lookup list of codes.
Date/Time Logged	Displays the date and time you entered the case into the RMS. Click the down arrow to access the Calendar utility.
Projected Closed	Displays the estimated date for closing the case. Click the down arrow to access the Calendar utility.
Division	Displays the division assigned to this case. Click the down arrow to access a lookup list of codes.
Help From Agency	Displays the external agency involved with the case. Click the down arrow to access the lookup list of codes.
Transferred To Agency	Displays other agencies that can take the lead on a case. Click the down arrow to access the lookup list of codes.
Investigation Status	Displays the status of the case. Click the down arrow to access the lookup list of codes.
Status Due On	Displays the next date/time set to review the status of the case. Click the down arrow to access the Calendar utility.
Prosecution Status	Displays the prosecution status of the case. Click the down arrow to access the lookup list of codes.
Submitted to Prosecution	Displays the date the case was submitted to prosecution. Click the down arrow to access the Calendar utility.
Lead Investigator	
Position ID	Displays the position identification number assigned to the employee.
Business Unit	Displays the business unit identification number assigned to the employee.

Case Management Module Fields/Components	
Field/Component	**Description/Use**
Employee ID	Displays the identification number of the lead investigator involved in this case. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Date/Time Assigned	Displays the date and time the case was assigned to the lead investigator. Click the down arrow to access the Calendar utility.
Level (1 – 5)	Levels 1-5 can be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click ▼ in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Assign Lead	
Level (1 – 5)	Levels 1-5 can be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click ▼ in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Assign	Displays the case assignment window with employee information based on the data entered into the Level 1 – 5 fields selected in the Assign Lead section. NOTE For more information on this feature, see the Case Assignment section later in this section.
Clearance	

Case Management Module Fields/Components	
Field/Component	**Description/Use**
Cleared By	Displays the identification number of the investigator who cleared the case. Upon entry of the investigator's ID number, the entry is validated against all ID numbers in the Employee table. Click **…** to access the Master Employee Index Search where the number can be selected from the search results.
Date/Time Cleared	Displays the date and time that the case was cleared. Click the down arrow to access the Calendar utility.
Clearance Type	Displays the type of clearance for the case. Click the down arrow to access the lookup list of codes.
Approval	
Employee ID	Displays the identification number of the supervisor responsible for the approval of the case investigation. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Date/Time Approved	Displays the date and time that the case was approved. Click the down arrow to access the Calendar utility.
Description	Displays a description of the case.

Assign Function

The Assign function is activated by clicking **Assign** in the header of the Case Management module. In order for this function to work, however, at least one of the Level 1 – 5 fields must be populated and the record must be saved. Once the function is launched, the Case Assignment window opens.

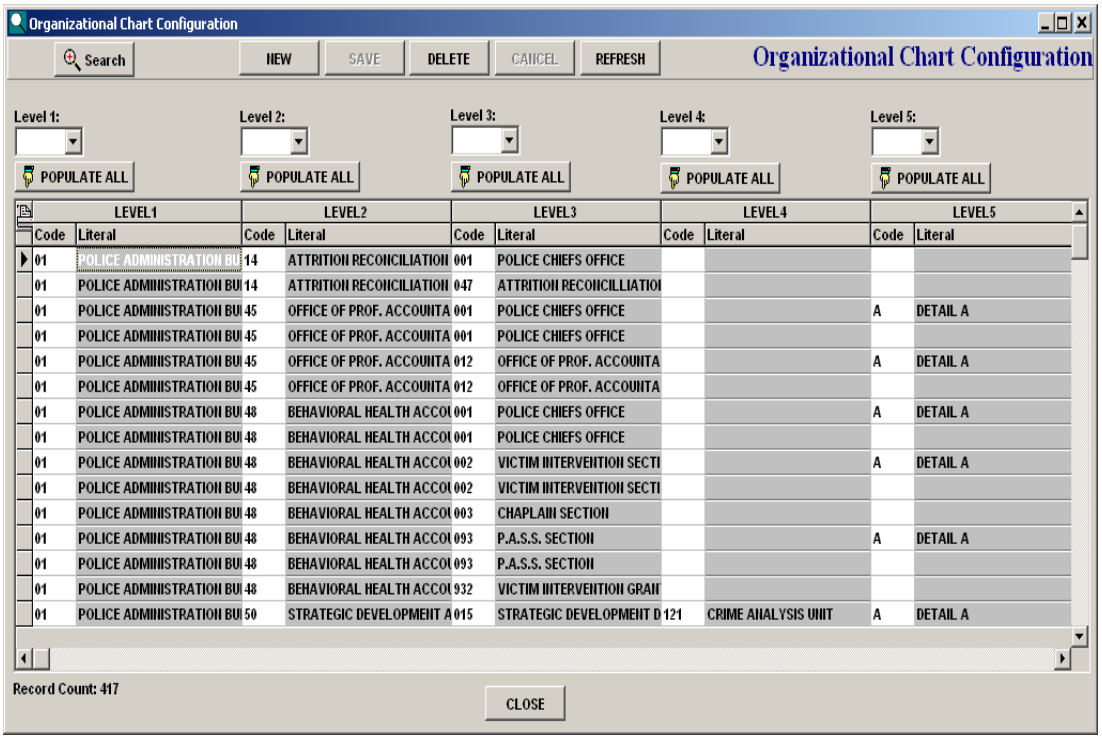
The associated Levels are Configured in the RMS Utilities > Administrator Utilities > Org Chart Config.

Organizational Chart Configuration

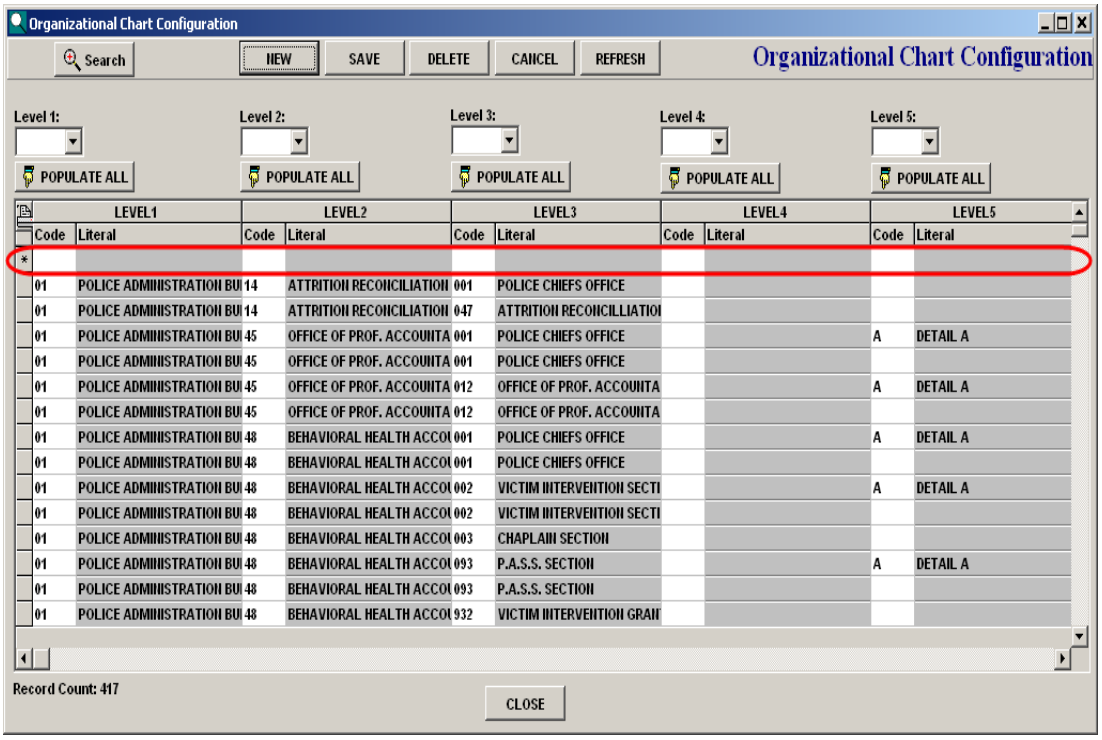
The Organizational Chart allows an agency to enter organizational information. Subsequently, once an investigator is assigned to the appropriate levels, the Assign tool can be used.

Adding an Organizational Chart Configuration:

Select Utilities > Administrator Utilities > Org Chart Config. The following screen will appear. (See the *RMS System Administrator Manual* for further details.)



1. Click **New.**
2. Click **Yes** to the Confirmation Dialog Box.
3. A new row is inserted.



4. Enter the appropriate data in the necessary fields.
5. Click **Save.**

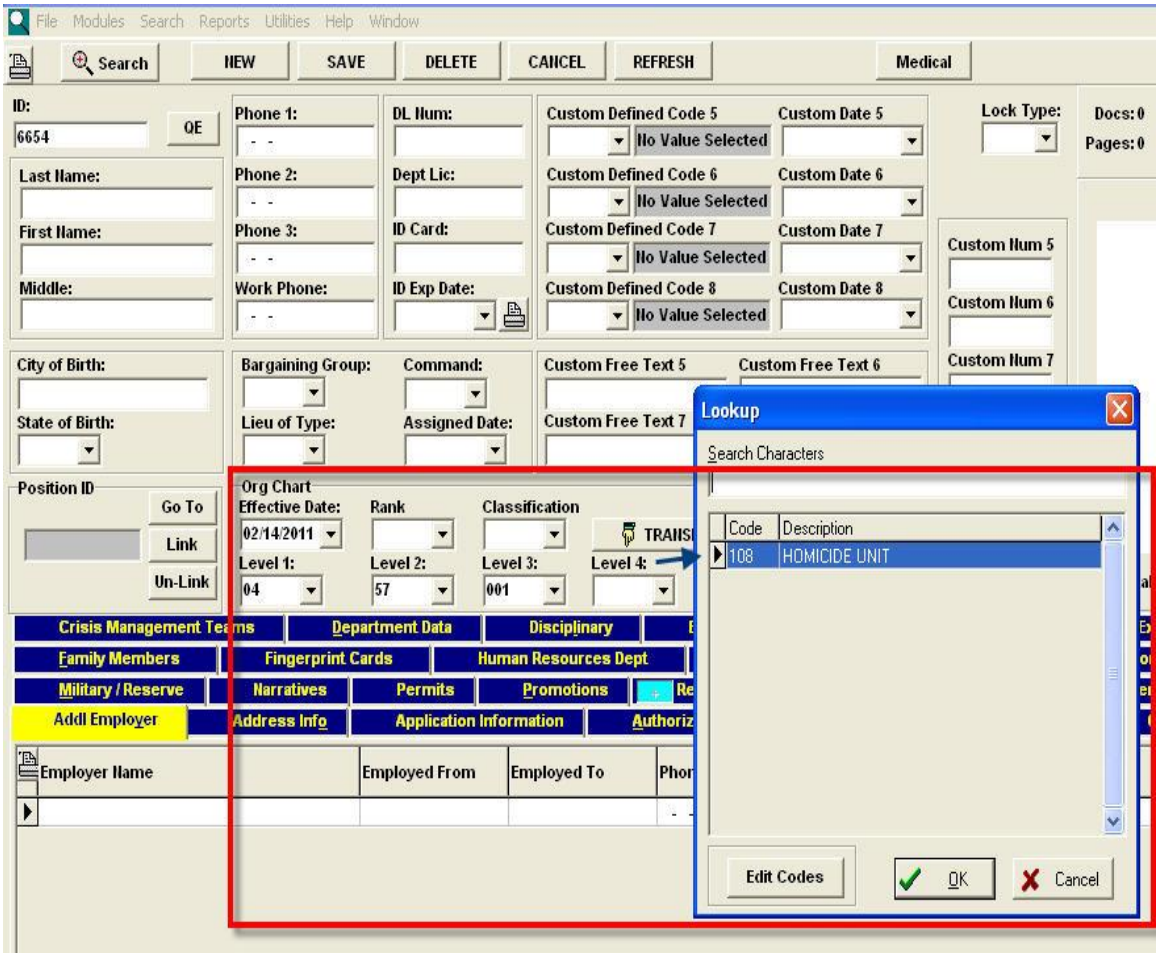
IMPORTANT The codes available in the Level 1 – 5 lookup tables are entered into the system using the Code Table Maintenance function. For additional information on Code Table Maintenance, see the Code Table Maintenance section later in this manual.

Master Employee Index

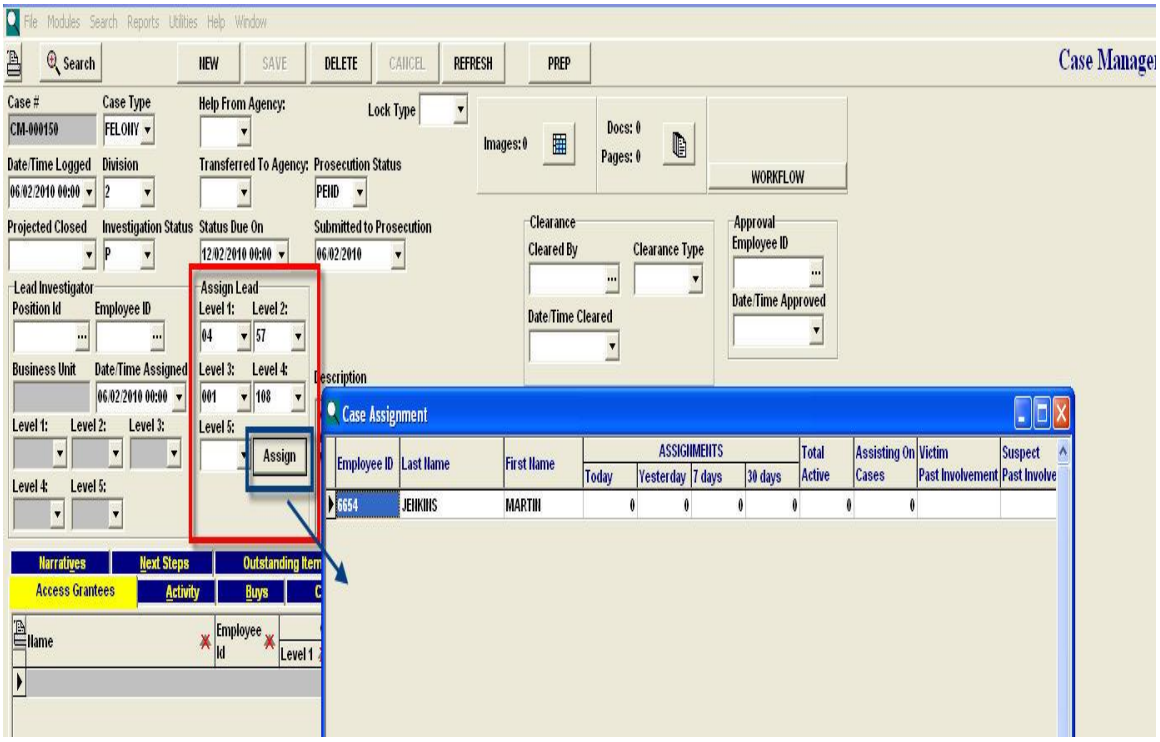
Once the Organization Chart is defined, all investigators must be assigned to the appropriate organization in the Personnel > Master Employee Index.

The following fields must be populated in the Personnel record for each investigator to ensure that the "Assign" feature works properly:

- Org Chart Effective Date
- Levels 1 – 5 (Based on the levels used by the agency)



Once the levels have been assigned to the investigators, the Assign feature can be used. See example below:



This window will display all employees that match the Level 1 – 5 fields populated on the header of the Case Management module.

This feature enables the individual assigning the case to easily review all employees and their current case loads – as well as other pertinent information – that will assist them in determining whom the case should be assigned to.

To assign the case to an employee, highlight the desired row and click **Assign.**

Record Level Users

The RMS provides you with a Record Locking feature. Record Level Users can be set up as Lock Groups outside the standard Security and Permission groups.

A group of users can be assigned to a lock group. When the group is created, only the users assigned to this lock group can view the records that are locked.

The following method can be used to access the Record Level Users function:

Select Utilities > Administrator Utilities > Security > Record Level Users

The Record Level Users window will appear:

With this access, users can be added to a Record Locking Group.

The Level ID and User ID must be unique. For Example, if the Level ID is "HP" and User ID is "USER12", there can only be one instance of this combination in the list created for Record Level Security.

1. Click **New** to add a new row to the Record Level User grid.
2. Click the down arrow in the Level ID field to display a Lookup List of Lock Type codes and their descriptions.
3. Select the desired code and click **OK**; you will then be returned to the Record Level User window.
4. Select you ID by clicking the down arrow in you ID field to display a Lookup List of valid Users.
5. Select the desired code and click **OK**; you will then be returned to the Record Level User window.
6. Once this process is completed, click **SAVE** to save the record.
7. Click **OK** to accept the changes and close the Record Level User Search screen.

NOTE In order to assign you to a group, the Record Locking Group (Level ID) needs to be created. This can be accomplished in two ways:

- Click **New** on the Record Level User Search window and then click the down arrow in the Level ID field. The Lookup list of lock types is displayed. Click Edit Codes to use the Code Table Maintenance feature to add, delete, or update the lock type codes and descriptions.

- Click the down arrow in the Lock Type field on any module that has the Record Locking feature. The Lookup list of lock types displays. Click **Edit Codes** to use the Code Table Maintenance feature to add, delete, or update the lock type codes and descriptions.

NOTE For more information on the Code Table Maintenance feature, see the Code Table Maintenance section in this manual.

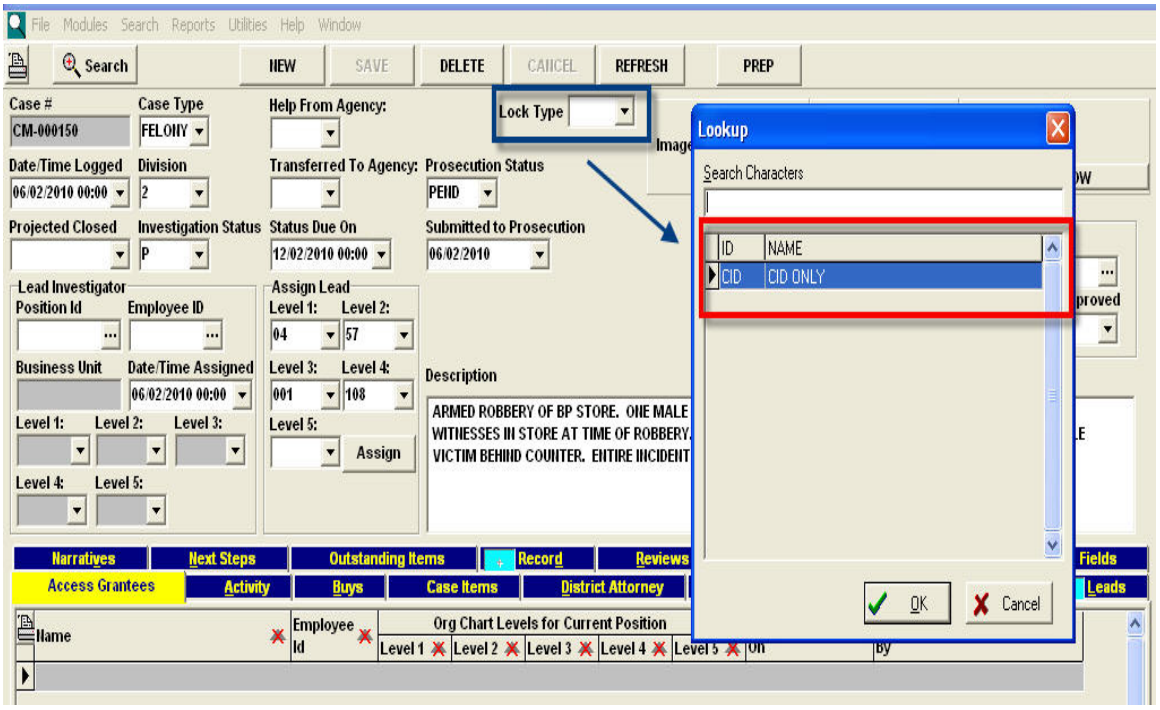
NOTE In order to assign you to a Record Locking Group, you ID must exist in the database. This is accomplished from the Utilities > Administrator Utilities > Security > You Security window. For more information, see the You Security section in this manual.

Record Level User Components	
Options	**Description**
Save	Saves the Record Level Search record.
New	Accesses a new blank record ready for data entry.
Delete	Deletes the highlighted record from the database.
Cancel	Cancels any changes that have been made since the last time the record was saved.
	Opens the Export Data window for this grid.
Level ID	Displays a code identifying the Record Locking group. Click the down arrow to access the lookup list of codes.
User ID	Displays User ID. Click the down arrow to access the lookup list of codes.
OK	Saves the changes to the records and closes the window.
QUIT	Cancels any changes made since the last time the record was saved, and closes the window.

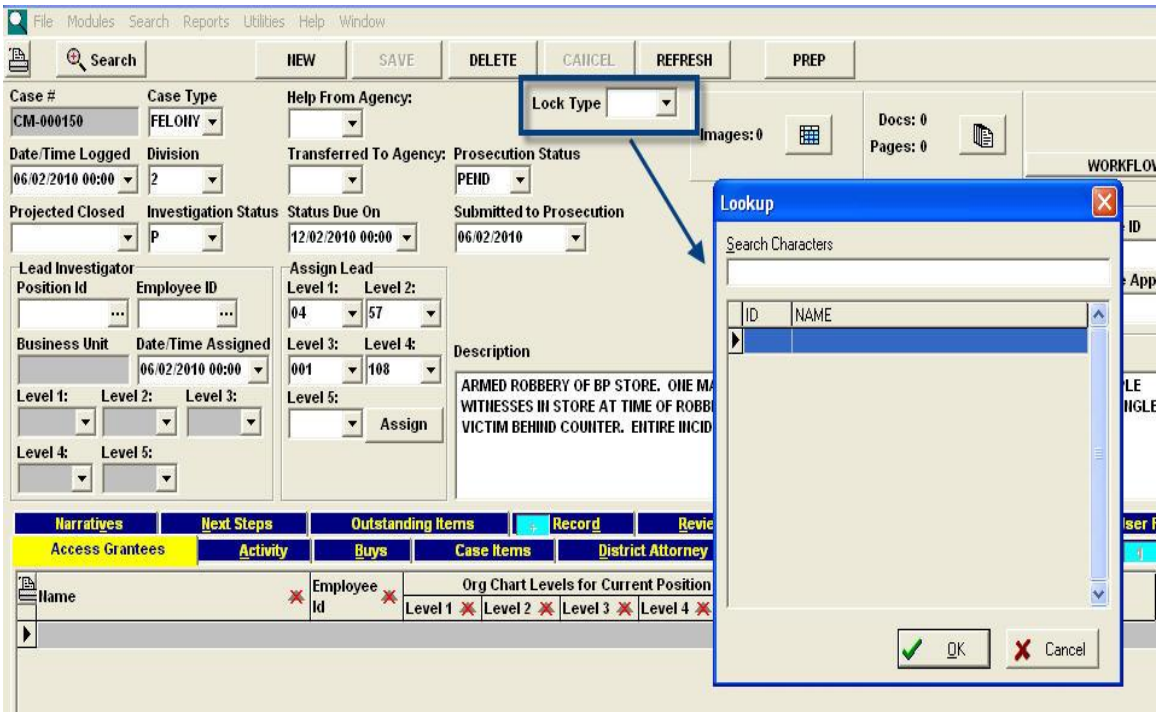
Locking a Record

When you selects a Lock field on any record, the code table will display the "Lock" group(s) that user belongs to. In this example, you belong to one Lock Group called "CID". Thus, you can see CID locked records and lock records to this group themselves.

If there were records locked by a member in the CID group, this user would be able to view it. On the other hand, if another member of a Lock Group called "SID" locked a record, this user would not be able to see it.



If the Code Table is empty, you do not belong to any Lock Groups; you cannot lock or view any records that have been locked.



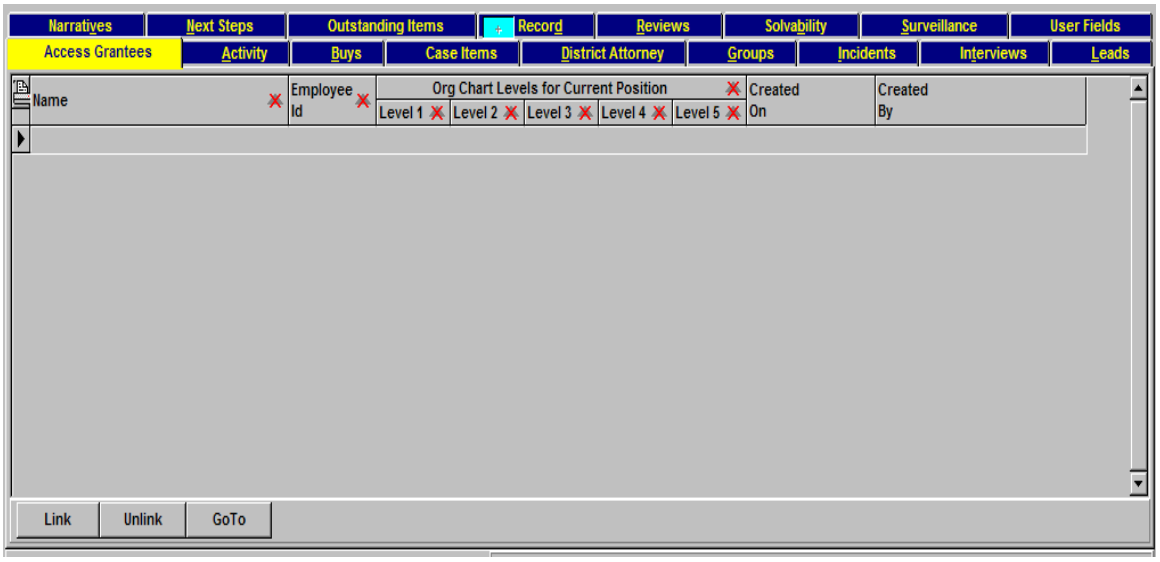
Case Management Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the Case Management record, and combination tabs that contain a combination of information fields and linking fields. These tabs are described below:

NOTE In some tabs, you must first click in the field to activate the lookup list of codes or the Calendar utility.

Access Grantees Tab

This linking tab enables a Department to track the investigators given access to a Case Management record.

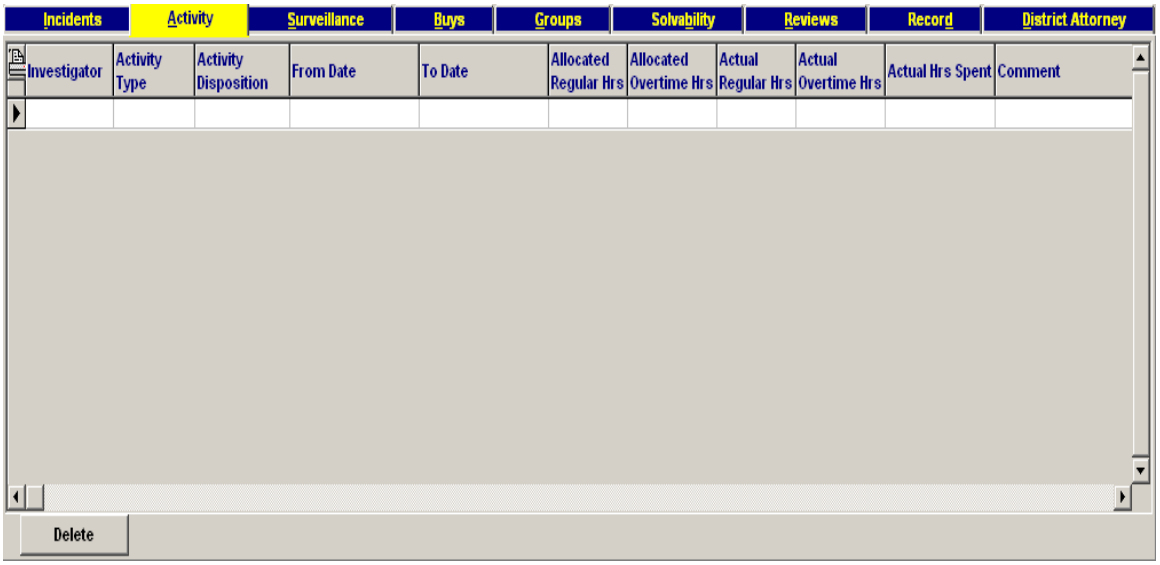


Access Granted Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Investigator	Displays the identification number of the investigator given access to the case. If there are multiple investigators assigned to the same case, they will be listed.
Org Chart Levels for Current Position	

Access Granted Tab Fields/Components	
Field/Component	**Description/Use**
Level (1 – 5)	Levels 1-5 can be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row, and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Go To	Opens the Master Employee Index module and displays the linked Employee record.
Link	Opens the Master Employee Index Search. Once the record is located, click **OK** to link the record to the Case Management module.
Un-Link	Removes the link between the Case Management record and the highlighted Master Employee Index record.

Activity Tab

This information tab enables a Department to track the investigative activities and resources spent on a particular case. The activities can be tracked at the employee/investigator level so that estimated hours can be allocated and actual hours can be recorded.

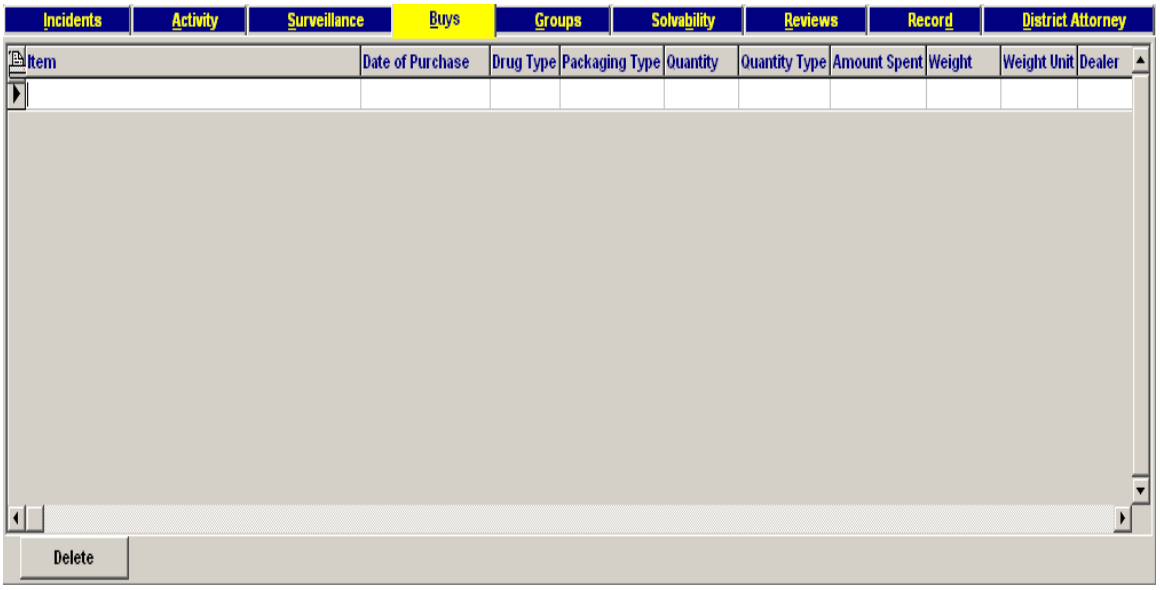


Activity Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Investigator	Displays the identification number of the investigator performing the activity. If there are multiple investigators assigned to the same activity, there will be one row per investigator on this tab for the activity. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Activity Type	Displays a code identifying the activity performed by the investigator. Click the down arrow to access the lookup list codes.
Activity Disposition	Displays a code identifying the disposition for the activity. Click the down arrow to access the lookup list of codes.
From Date	Displays the first day with the date range in which the activity should be completed. Click the down arrow to access the Calendar utility.
To Date	Displays the last day within the date range in which the activity should be completed. Click the down arrow to access the Calendar utility.
Allocated Regular Hrs	Displays the estimated or allocated number of regular hours for the investigator to spend on the selected activity.
Allocated Overtime Hrs	Displays the estimated or approved number of overtime hours for the investigator to spend on the selected activity.
Actual Regular Hrs	Displays the actual number of regular hours the investigator has spent performing the selected activity.

Activity Tab Fields/Components	
Field/Component	**Description/Use**
Actual Overtime Hrs	Displays the actual number of overtime hours the investigator has spent performing the selected activity.
Actual Hrs Spent	Displays the total number of hours (regular and overtime) spent by the investigator on the selected activity.
Comment	Displays comments related to the activity. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row or posting the change.
Delete	Removes the highlighted row.

Buys Tab

This information tab enables a Department to track all "buys" purchased during the course of an investigation.

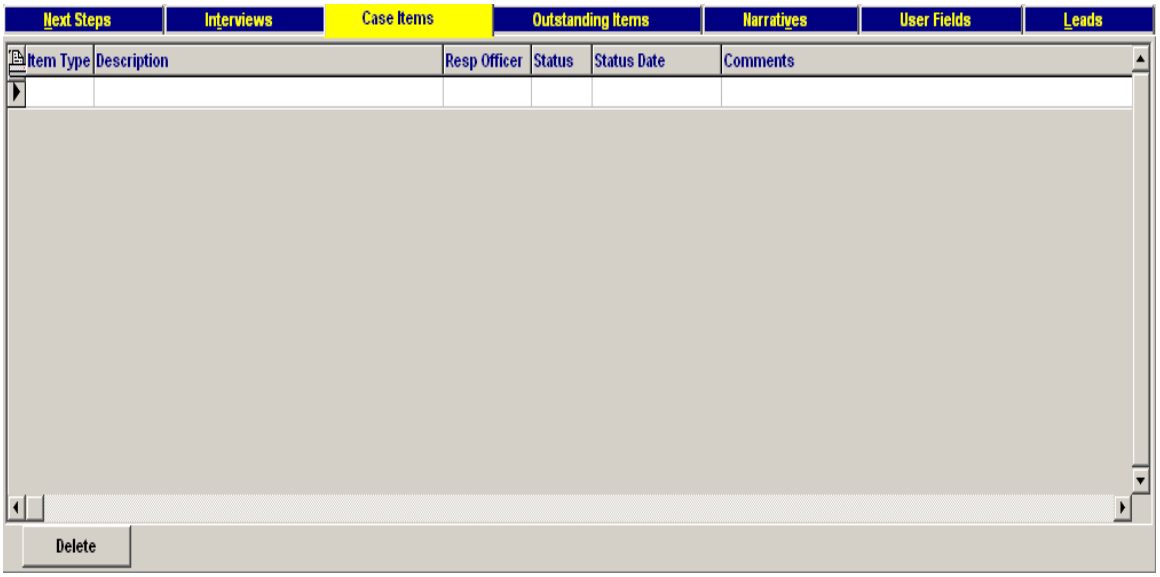


Buys Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item	Displays the text for capturing the name and/or description of the item purchased. Double click to open the edit window.
Date of Purchase	Displays the date the item was purchased. Click the down arrow to access the Calendar utility.
Drug Type	Displays a code identifying the type of drugs purchased. Click the down arrow to access a lookup list of codes.
Packaging Type	Displays a code identifying the type of material used by the seller to package the item. Click the down arrow to access a lookup list of codes.
Quantity	Displays the number of items of the selected drug type purchased.
Quantity Type	Displays the unit of measurement description.
Amount Spent	Displays the total amount spent on buying the item.
Weight	Displays a number indicating the weight of the item purchased.
Weight Unit	Displays a code identifying the unit of measurement. Click the down arrow to access the lookup list of codes.
Dealer	Displays the name of the dealer who sold the item. Double click to open an edit window.
Location	Displays the location where the item was purchased. Double click to open an edit window.

Buys Tab Fields/Components	
Field/Component	**Description/Use**
Reason	Displays a code identifying the reason for buying the selected item. Click the down arrow to access the lookup list of codes.
Purchasing Officer	Displays the identification number of the officer who purchased the item. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Comment	Displays comments related to the buy. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Delete	Removes the highlighted row.

Case Items Tab

This information tab contains data for items turned into the police or confiscated by the police to be used as evidence in a case.

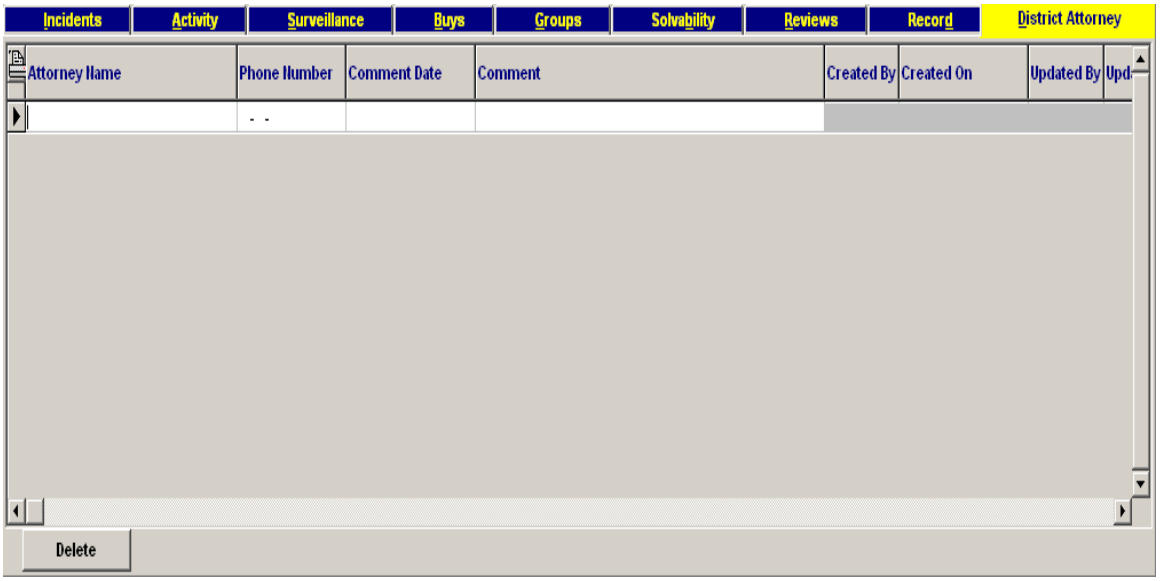


Case Items Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item Type	Displays a code identifying the type of item pertaining to the case that is in police custody. Click the down arrow to access the lookup list of codes.
Description	Displays a description of the item. Double click to open the edit window.
Resp Officer	Displays the identification of the responsible officer involved with this case item. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Status	Displays a code identifying the status of the case items. Click the down arrow to access the lookup list of codes.
Status Date	Displays the status date for the item. Click the down arrow to access the Calendar utility.
Comments	Displays comments related to the case item. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.

Case Items Tab Fields/Components	
Field/Component	**Description/Use**
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Delete	Removes the highlighted row.

District Attorney Tab

This information tab enables a Department to store district attorney contact information and comments for a case.

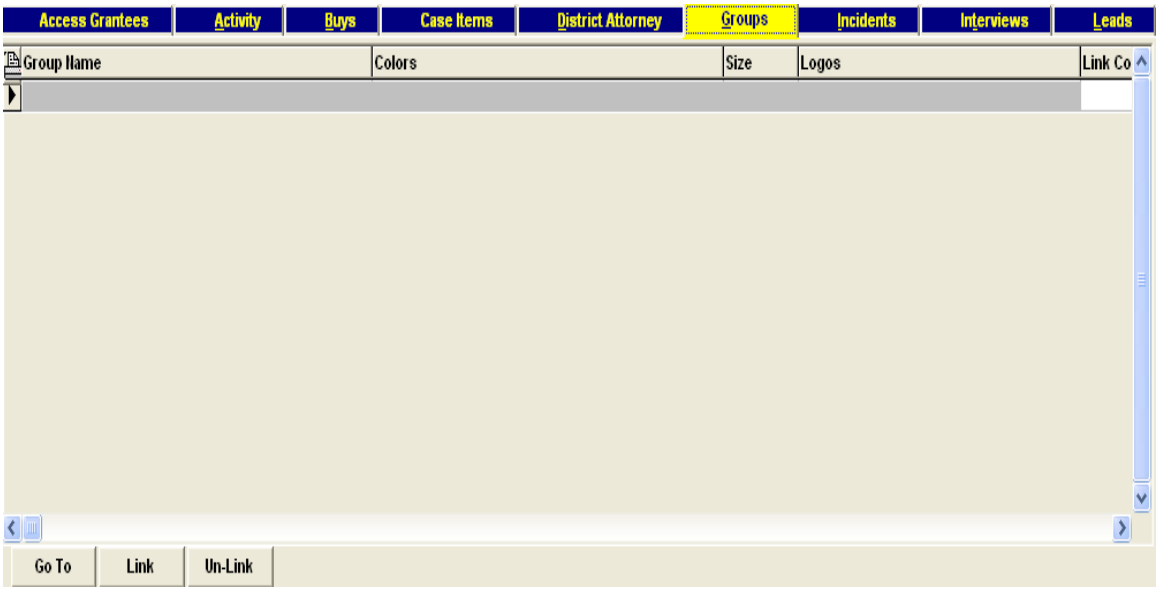


District Attorney Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Attorney Name	Displays the name of the attorney.
Phone Number	Displays the district attorney's phone number.

District Attorney Tab Fields/Components	
Field/Component	**Description/Use**
Comment Date	Displays the date of the attorney's comment. Click the down arrow to access the Calendar utility.
Comment	Displays the district attorney's comments related to the case. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Delete	Removes the highlighted row.

Groups Tab

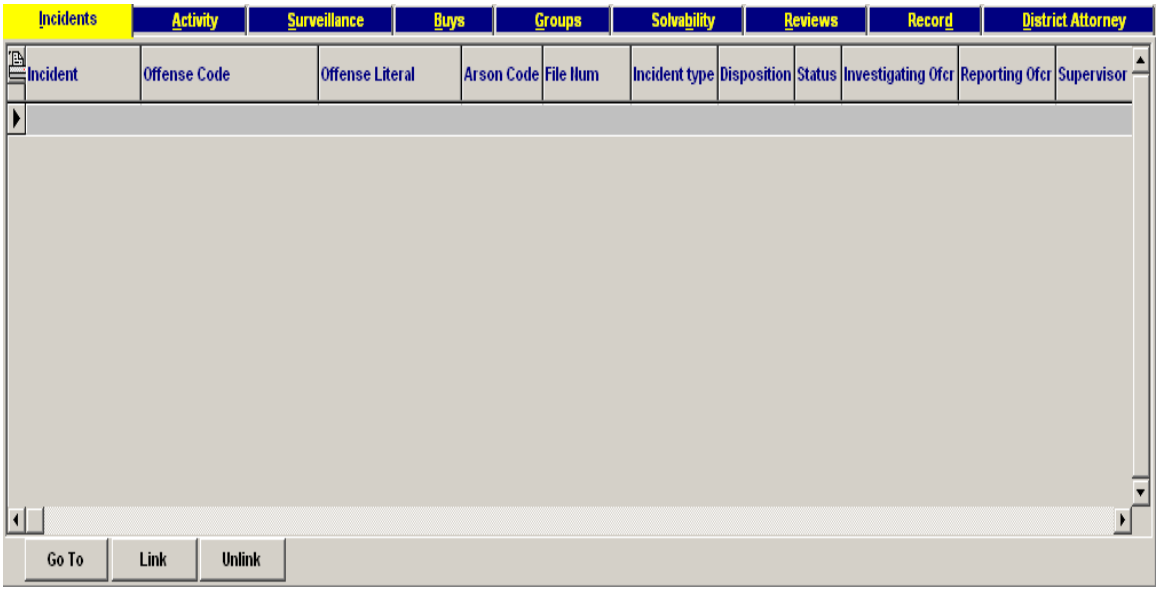
This linking tab allows you to link any number of Group Tracking records to the current Case Management record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Group Tracking record data can only be modified in the Group Tracking module itself. All data fields on this tab are populated automatically from an existing Group Tracking record once the link is made.



Groups Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Group Name	Displays the name of the group.
Colors	Displays the color(s) that is associated with the group.
Size	Displays the estimated number of people in the group.
Logos	Displays the logo(s) used by the group.
Link Comment	Displays the link comments field for the Group Tracking record.
Go To	Opens the Group Tracking module and displays the linked Group Tracking record.
Link	Opens the Group Tracking Search. Once the record is located, click **OK** to link the record to the Case Management module
Un-Link	Removes the link between the Case Management record and the highlighted Group Tracking record.

Incidents Tab

This linking tab allows you to link any number of Incident records to the current Case Management record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Incident record data can only be modified in the Incident module itself. All data fields on this tab are populated automatically from an existing Incident record once the link is made.

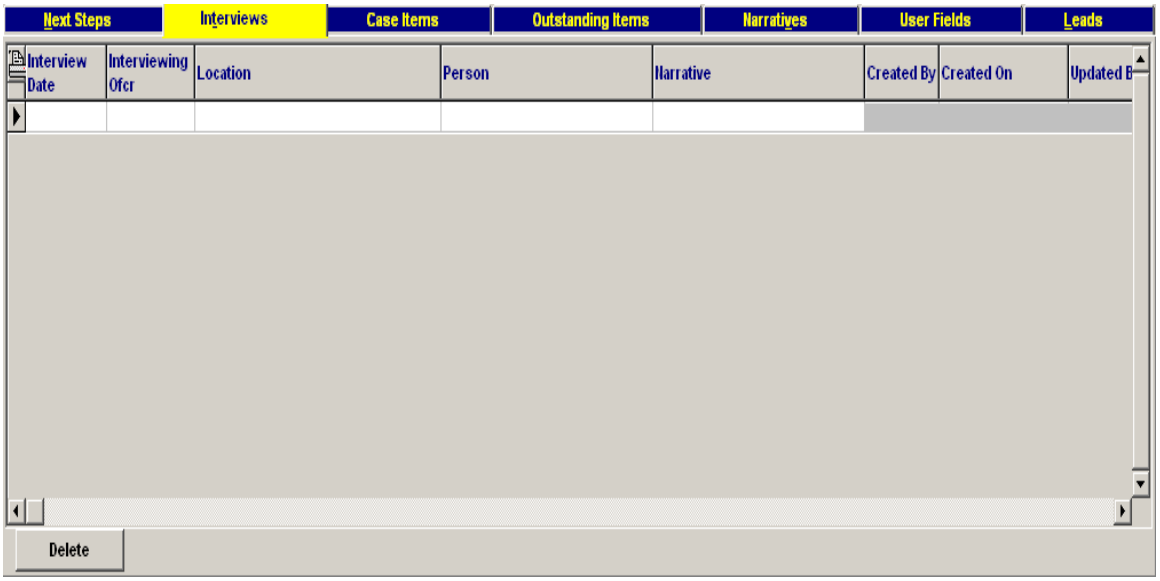


Incidents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Incident	Displays the Incident record number linked to the displayed Case Management record.
Offense Code	Displays the Primary Offense code associated with the Incident record. This field is populated from the Offense code field on the header area of the Incident record.
Offense Literal	Displays the text description of the Offense code. This field is populated from the Offense Description field on the header area of the Incident record.
Arson Code	Displays the code used to indicate the Arson code required for UCR reporting.
File Num	Displays the secondary identification (tracking) number used to identify an Incident record.
Incident Type	Displays a code identifying the type of incident. This field is populated from the Situation Found field on the header area of the Incident record.
Disposition	Displays a code identifying the disposition of the incident.
Status	Displays a code identifying the status of the incident.
Investigating Ofcr	Displays the identification number of the investigating officer. This is populated from the Details tab of the Incident record.
Reporting Ofcr	Displays the identification number of the officer who reported the Incident. This is populated from the Details tab of the Incident record.

Incidents Tab Fields/Components	
Field/Component	**Description/Use**
Supervisor	Displays the supervisor's identification number. This is populated from the Details tab of the Incident record.
Statute of Limitation Date	Displays the date the statute of limitation expires. This field is automatically calculated from the date of the Incident and the severity of the offense.
Occurred On	Displays the date and time on which the incident occurred.
Occurred To	Displays the date and time when the incident ended.
Incident Location	Displays the location where the incident occurred. The street address, city, state, and zip code are populated from the address panel located in the header area of the Incident record.
Reported On	Displays the date the incident was reported. This field is used in UCR.
GOTO	Opens the Incident module and displays the highlighted Incident record.
Link	Opens the Incident Search. Once the record is located, click **OK** to link the record to the Case Management module.
Un-Link	Removes the link between the Case Management record and the highlighted Incident record.

Interviews Tab

This information tab enables investigators to log interview information, including the actual interview notes.

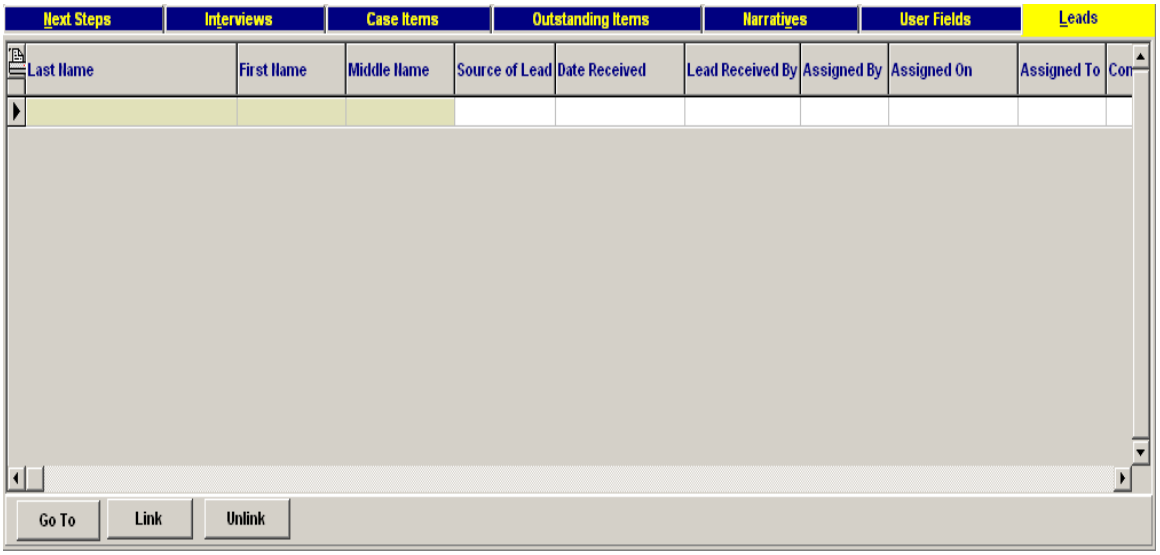


Interviews Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Interview Date	Displays the date the interview was conducted. Click the down arrow to access the Calendar utility.
Interviewing Ofcr	Displays the identification number of the officer that conducted the interview. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Location	Displays the location where interview occurred.
Person	Displays the name of person being interviewed.
Narrative	Displays the interview notes or narrative. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.

Interviews Tab Fields/Components	
Field/Component	**Description/Use**
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Delete	Removes the highlighted row.

Leads Tab

This combination tab allows investigators to record and assign leads related to this case. Leads can be manually entered if anonymous or a name can be linked as the source of the lead. A record must exist in the Master Name Index module before linking can take place.



Leads Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Last Name	Displays the last name of the individual providing the lead. This field is read-only and will be populated once a Master Name Index record is linked.
First Name	Displays the first name of the individual providing the lead. This field is read-only and will be populated once a Master Name Index record is linked.

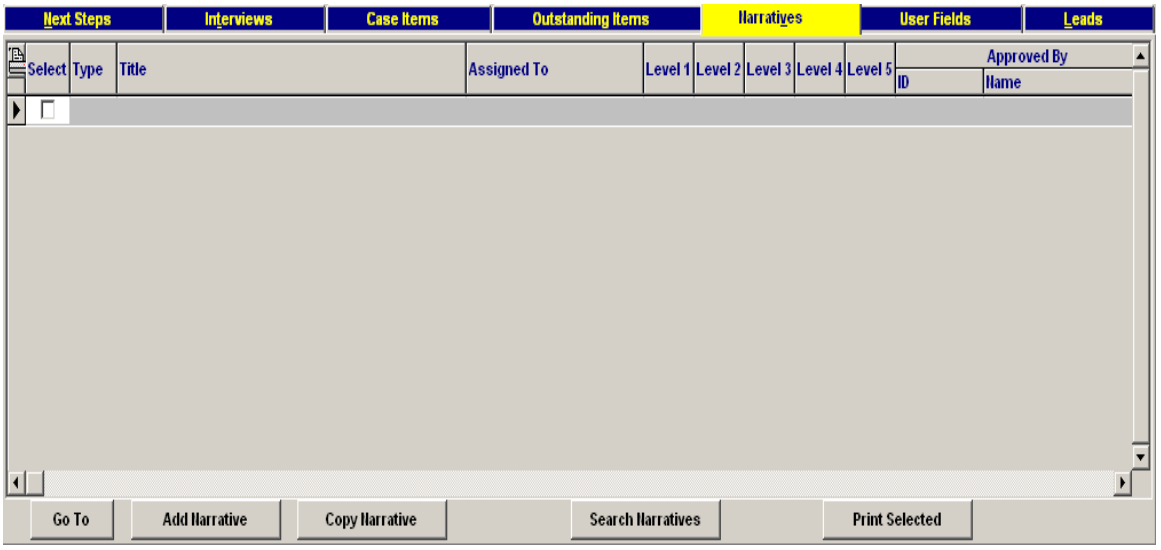
Leads Tab Fields/Components	
Field/Component	**Description/Use**
Middle Name	Displays the middle name of the individual providing the lead. This field is read-only and will be populated once a Master Name Index record is linked.
Source of Lead	Displays a code identifying the source of the lead. Click the down arrow to access the lookup list of codes.
Date Received	Displays the date the lead was received. Click the down arrow to access the Calendar utility.
Lead Received By	Displays the identification number of the officer that received the lead. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Assigned By	Displays the identification number of the officer that assigned the lead for investigation. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Assigned On	Displays the date the lead was assigned. Click the down arrow to access the Calendar utility.
Assigned To	Displays the identification number of the officer that the lead was assigned to. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Completed On	Displays the date the lead for follow up was completed. Click the down arrow to access the Calendar utility.
Comments	Displays any comments regarding the lead. Double click this field to expand it.
Created By	Displays the ID of you who created the record. This is automatically logged based on the login of you who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of you who last updated the record. This is automatically logged based on you login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.

Leads Tab Fields/Components	
Field/Component	**Description/Use**
GOTO	Opens the Master Name Index module and displays the highlighted Master Name Index record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Case Management module.
Un-Link	Removes the link between the Case Management record and the highlighted Master Name Index record.

Narratives Tab

This linking tab allows any number of Narrative records to be created in and linked to this Case Management record.

IMPORTANT Clicking **Add Narrative** on this tab opens the Narratives feature to create a new Narrative record. See the Global Features of RMS in the RMS Overview section of the *RMS User Navigation Manual* for additional information.

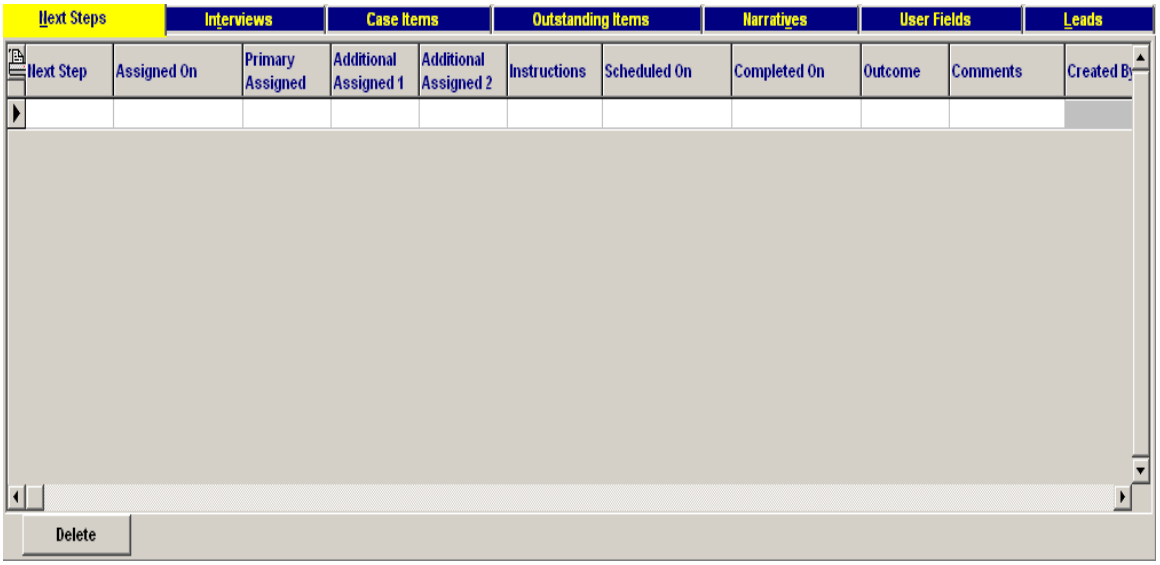


Narratives Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Select	Indicates which record you are selecting.
Type	Displays the type of narrative.
Title	Displays the title of the narrative.

Narratives Tab Fields/Components	
Field/Component	**Description/Use**
Assigned To	Displays you ID of the individual who is assigned to this narrative.
Level (1 – 5)	Displays the Levels 1-5, which are used by an agency to identify the position of the employee in relationship to an organization chart.
Approved By	
ID	Displays you ID of the individual who approved this narrative.
Name	Displays the name of the individual who approved this narrative.
Approved On	Displays the date and time on which the narrative was approved.
Created On	Displays the date the narrative was created.
Created By	Displays you ID of the individual who created the narrative.
Updated On	Displays the date the narrative was updated.
Updated By	Displays you ID of the individual who updated the narrative.
Key (1 – 2)	Key words or phrases used to narrow the search parameters.
Go To	Opens the Narrative screen and accesses the highlighted narratives record
Add Narrative	Accesses the Narrative screen to enter a new narrative record for this case. See the Global Features of the RMS in the *RMS User Guide* for a more detailed explanation.
Copy Narrative	Opens a dialog box to copy the selected narrative.
Search Narratives	Accesses the text search screen to search for narratives related to this case. See Global Features of RMS in the *RMS User Guide* for detailed information on searching for data in narratives.
Print Selected	Prints the selected narrative(s).

Next Steps Tab

This information tab allows you to track assignments throughout an investigation.

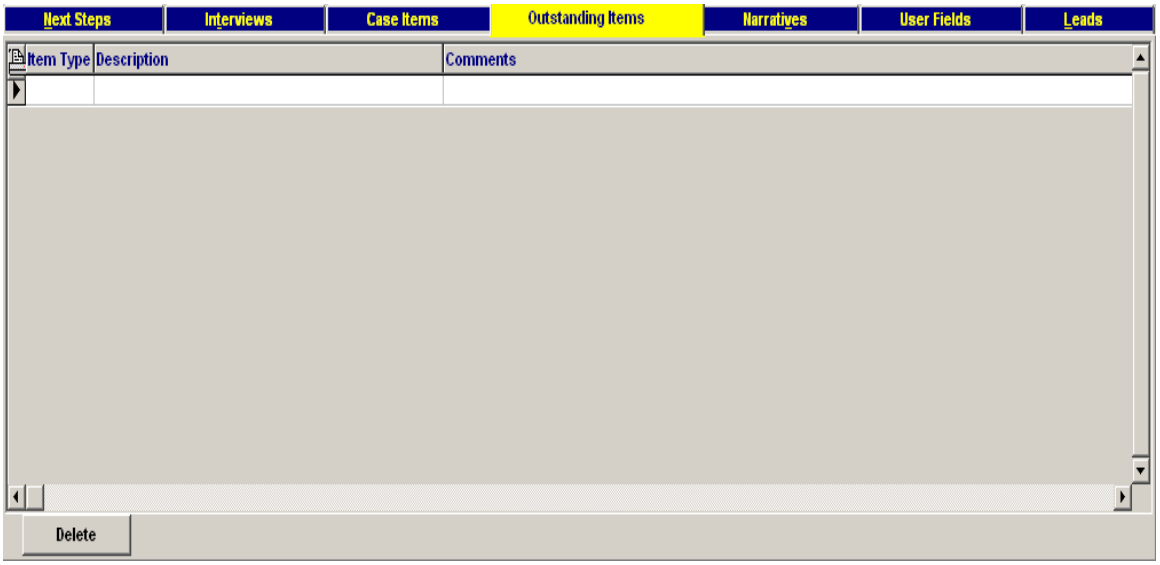


Next Steps Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Next Step	Displays a code identifying the next step or activity for the case. Click the down arrow to access the lookup list of codes.
Assigned On	Displays the date the "Next Step", or activity, was assigned. Click the down arrow to access the Calendar utility.
Primary Assigned	Displays the identification number of the primary officer assigned to perform the activity in the "Next Step" field. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Additional Assigned (1 – 2)	Displays the identification numbers of additional officers assigned to support the activity identified in the "Next Step" field. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Instructions	Displays the comments intended for the assigned investigators. Note You must double click the Instructions fields to access the Instructions text dialog box to enter or view all instructions entered.
Scheduled On	Displays the scheduled Date for the "Next Step" activity to be performed. Click the down arrow to access the Calendar utility.
Completed On	Displays the actual date the "Next Step" activity was completed. Click the down arrow to access the Calendar utility.

Next Steps Tab Fields/Components	
Field/Component	**Description/Use**
Outcome	Displays a code identifying the outcome of the "Next Step" activity. Click the down arrow to access the lookup list of codes.
Comments	Displays any comments regarding the next step. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Delete	Removes the highlighted row.

Outstanding Items Tab

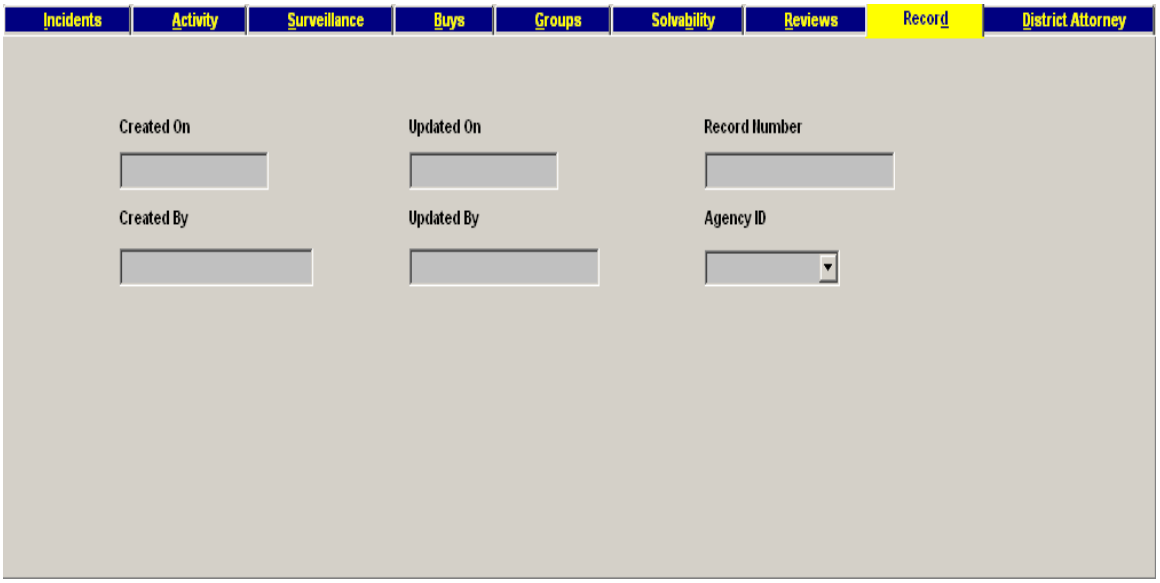
This information tab contains data for outstanding items yet to be completed.



Outstanding Items Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item Type	Displays a code identifying the type of outstanding item. Click the down arrow to access the lookup list of codes.
Description	Displays a description for the outstanding item. Double click this field to expand it.
Comments	Displays any comments regarding the outstanding item. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time the row was last updated. This is automatic date and time stamp occurs upon changing a row and posting the change.
Delete	Removes the highlighted row.

Record Tab

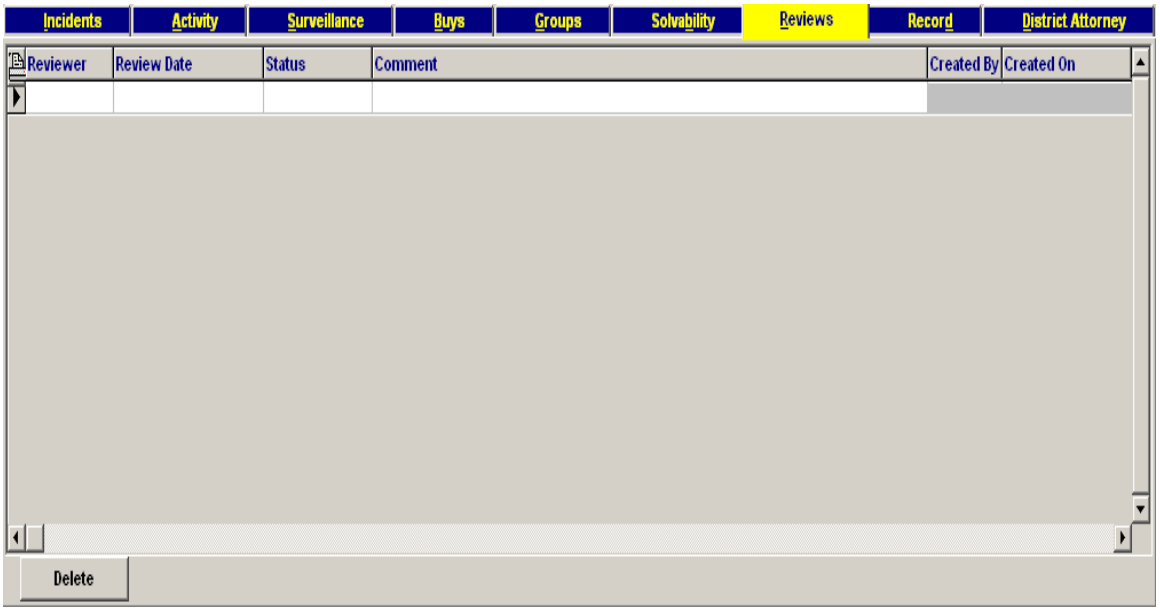
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This is automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of you who created the record. This is automatically logged based on the login of you who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of you who last updated the record. This is automatically logged based on you login that updated the record and occurs upon saving changes to a record.
Record Number	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of you who most recently updated this record.

Reviews Tab

This information tab enables a supervisor to track the case reviews.



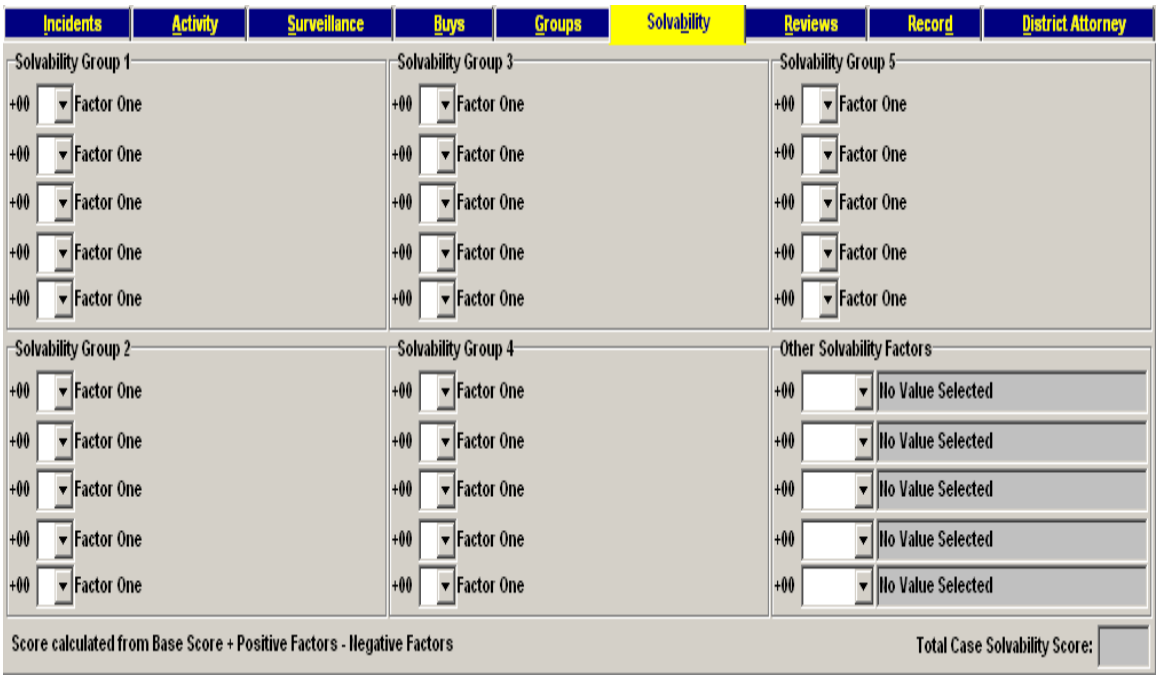
Reviews Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Reviewer	Displays the identification number of the officer who reviewed the case. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Review Date	Displays the date of the case review. Click the down arrow to access the Calendar utility.
Status	Displays a code identifying the status of the case at the time of the current review. Click the down arrow to access the lookup list of codes.
Comment	Displays any comments regarding the review. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.

Reviews Tab Fields/Components	
Field/Component	**Description/Use**
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Delete	Removes the highlighted row.

Solvability Tab

This information tab is used by supervisors as an analytical tool to determine how "solvable" a case is. The "Solvability Factor" is calculated based on weighted factors that are defined by a Department. The Total Case Solvability Score is calculated from the Base Score + Positive Factors – Negative Factors. For example, having the Suspects "DNA" would carry a positive probability factor and increase the Total Case Solvability Score, while not having the Suspects "Confession" would carry a negative probability factor and decrease the Total Case Solvability Score.

Case solvability is typically used to manage case workloads. For example, if there are many open cases, the supervisor will want the most solvable cases to be assigned to detectives.



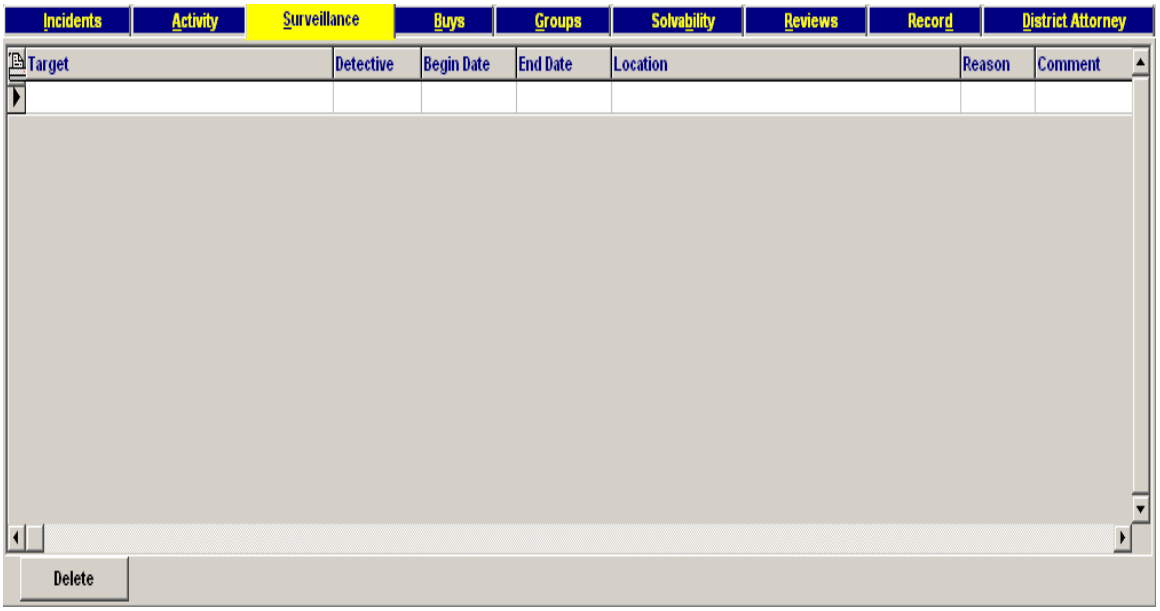
NOTE The +/- weights assigned to each factor in the Solvability Group areas are assigned at installation. After installation, these +/- weights can only be changed by modifying the Oracle database.

NOTE The five pre-defined areas (Solvability Group 1 – 5 areas) and their available selections are completely customizable by the System Administrator to match the needs of the organization.

Solvability Tab Fields/Components	
Field/Component	**Description/Use**
Solvability Groups (1 - 5)	Displays the positive or negative effect that the displayed factor will have on the solvability of the case based on the code selected. Click the down arrow to access the lookup list of codes.
Other Solvability Factors	Displays the positive or negative effect that the selected factor will have on the solvability of the case based on the code selected. Click the down arrow to access the lookup list of codes.
Total Case Solvability Score	Indicates the total solvability score depending on the base score +/- other combined factors and their weights. (Total Case Solvability = Base Score + Positive Factors – Negative Factors.) NOTE The Base Score is established at installation. After installation, this can only be changed by modifying the Oracle database.

Surveillance Tab

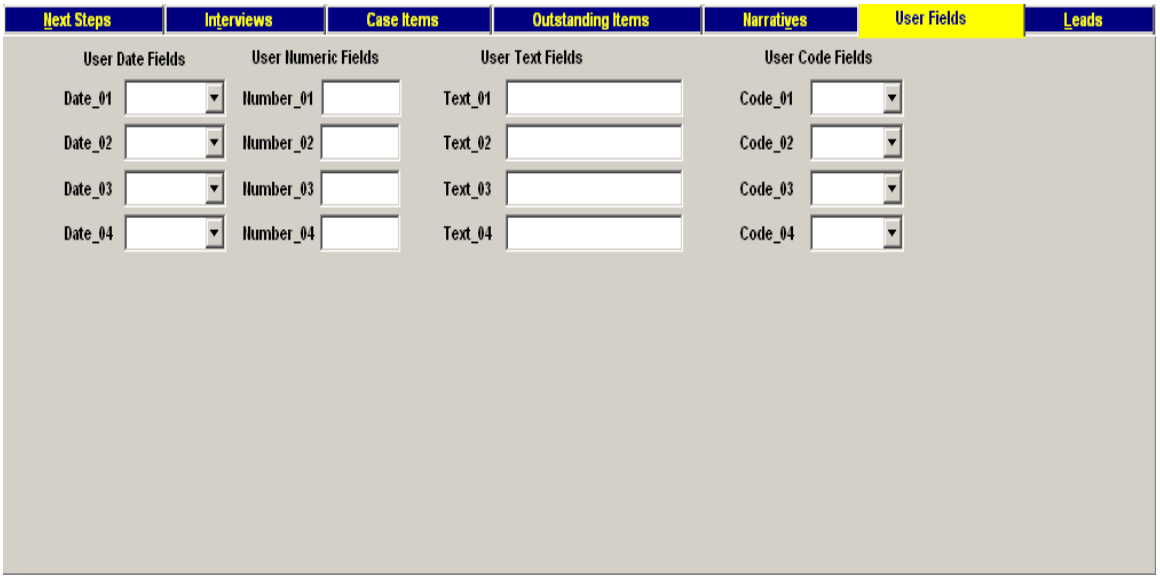
The objective of this information tab is to collect data related to the close observation of an individual, place, or thing.



Surveillance Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Target	Displays the object of surveillance.
Detective	Displays the identification number of the detective. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Begin Date	Displays the date the surveillance begins. Click the down arrow to access the Calendar utility.
End Date	Displays the date the surveillance ends. Click the down arrow to access the Calendar utility.
Location	Displays the name of the place where the surveillance occurred. Double click this field to expand it.
Reason	Displays a code identifying the purpose of the surveillance. Click the down arrow to access the lookup list of codes.
Comment	Displays any comments regarding the surveillance/observation. Double click this field to expand it.
Created By	Displays the ID of you who created the row. This is automatically logged based on the login of you who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated By	Displays the ID of you who last updated the row. This is automatically logged based on you login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Delete	Removes the highlighted row.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



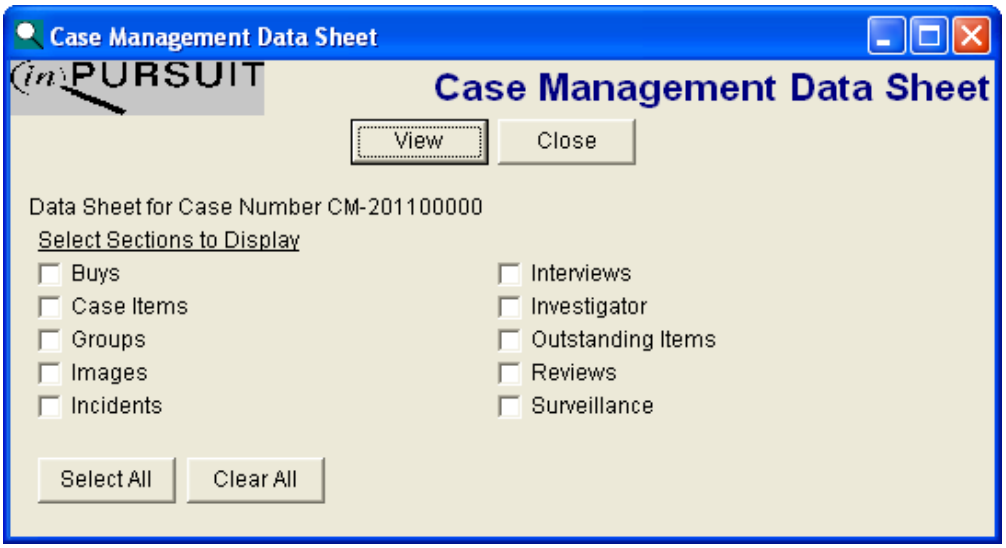
- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Case Management module. This function allows you to view or print the Case Management Data Sheet. Using this window, you can tailor the information from the current record to view or print. Once the desired information is selected, you have the option of saving, printing, or viewing the information on the record.

When you click , the Case Management Sheet dialog box appears:



Once the desired information is selected, click **View** to open the sheet on the screen; from there it can be printed or saved. To easily check all selections available, click **Select All** at the bottom of the dialog box. To delete all selections, click **Clear All**. Click **Close** to return to the Case Management record.

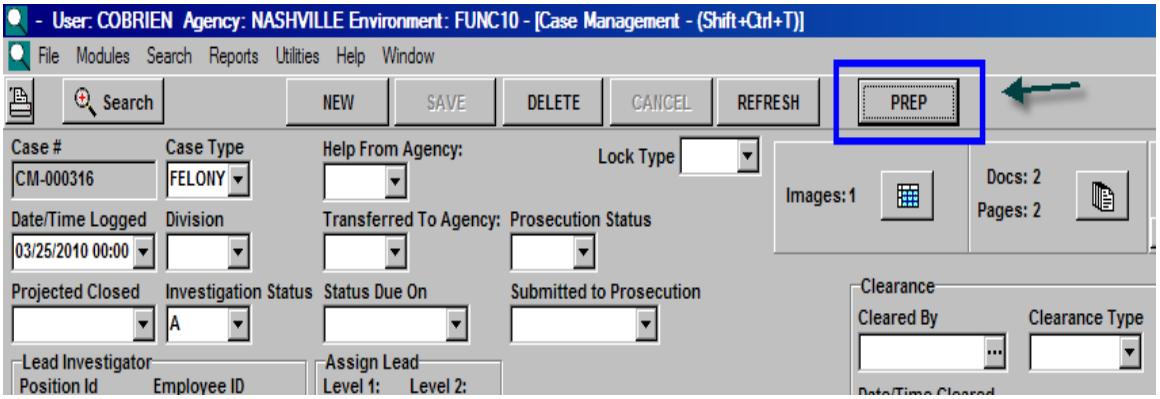
Case Prep Function

The Case Prep feature allows you to quickly gather all case information in one step. When an investigator has completed the investigation/case, they can save all associated records and information into one file or print or save all the associated data.

The data available to save or print is from the Case Management record itself and/or from any linked RMS records associated to the case.

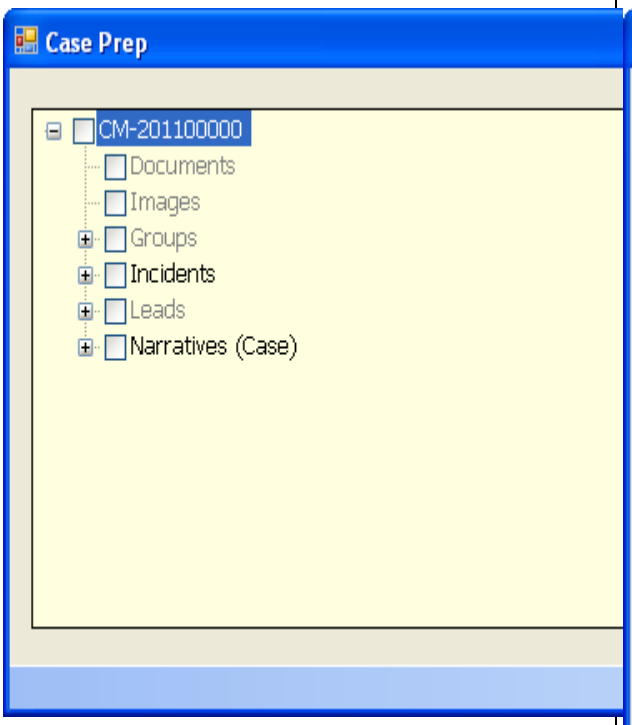
What this means to the investigator is that they can access ALL linked records containing the images and information associated to those records such as any linked groups, incidents, leads, and so forth in addition, any data, narratives, images, documents, and so forth associated to those records. See example below:

Click **Case Prep**, located on the Case Management record's header section:

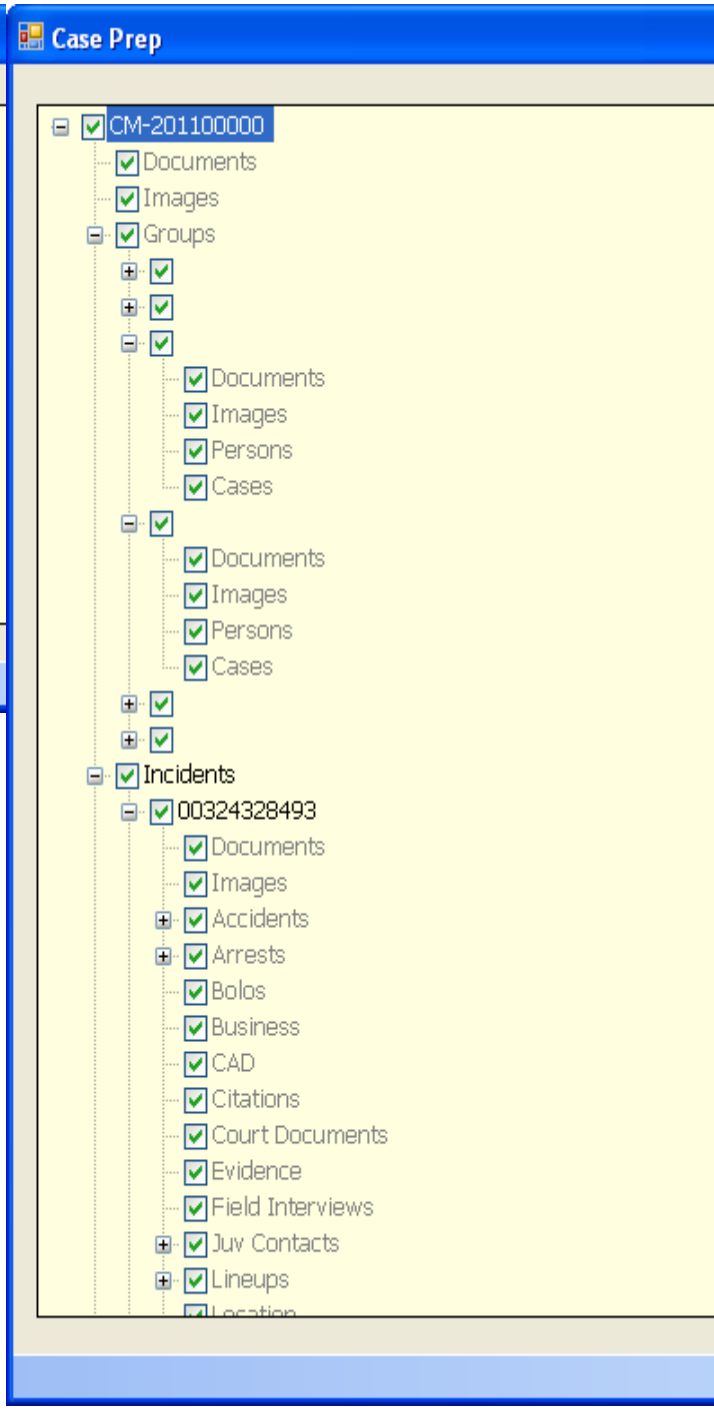


Case Management Header: Prep button

Once **Prep** is clicked, the Case Prep Dialog screen will appear and display the information associated with that case. Then select which information to Save or Print.



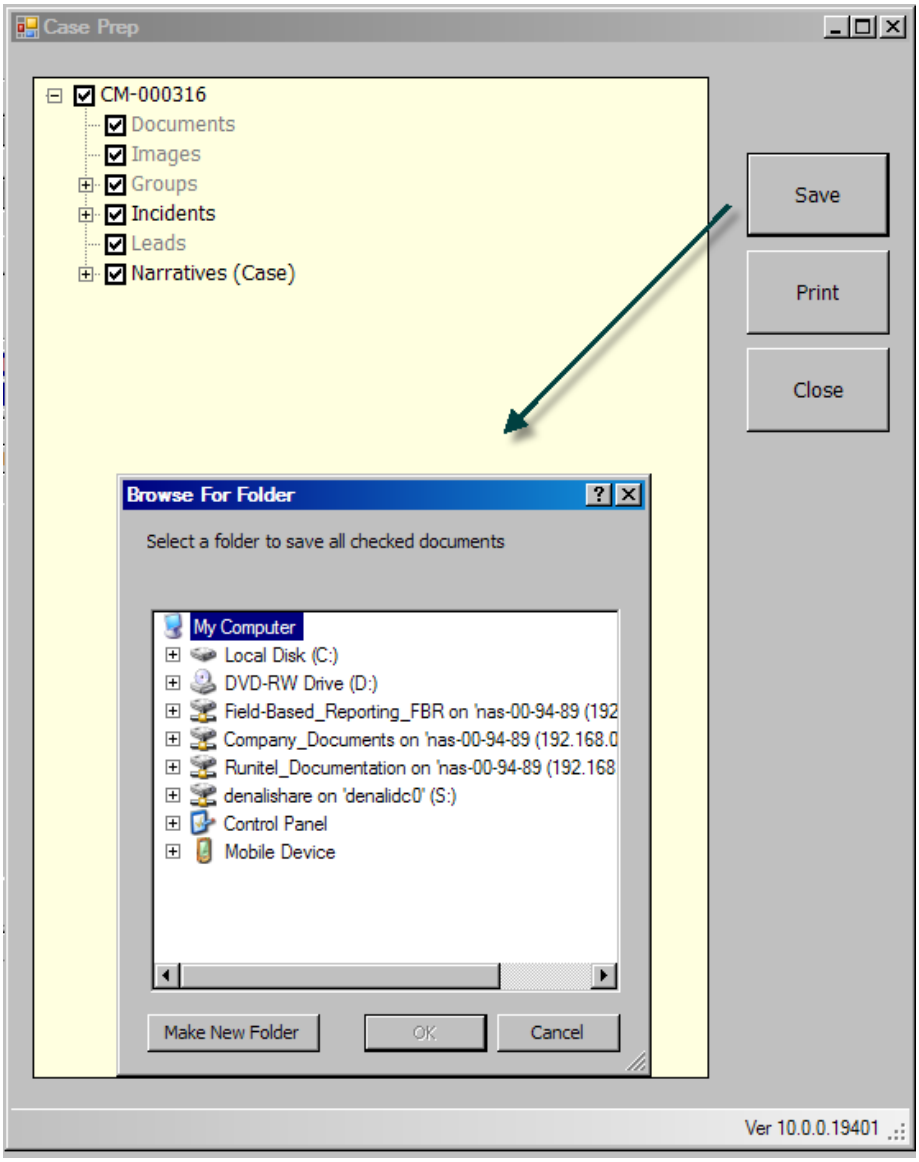
Initially opened



Selected items from the tree view

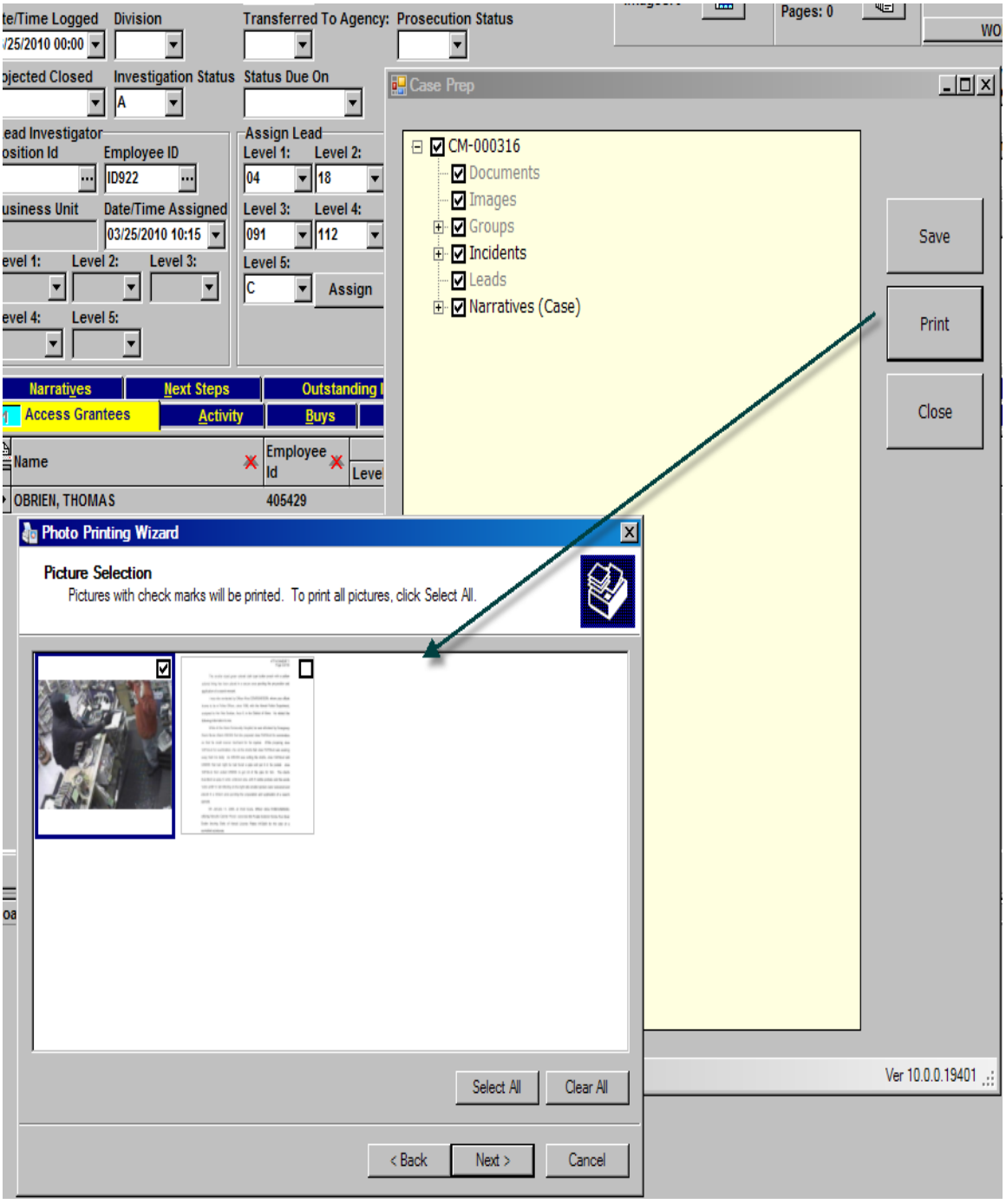
Case Prep Save

The next step is to either Print or Save the information selected on the Case Prep screen. To save your information, click **Save** and then save the information to the appropriate folder, as shown below: From here, it can be emailed to the appropriate persons, saved to a disc, and so forth



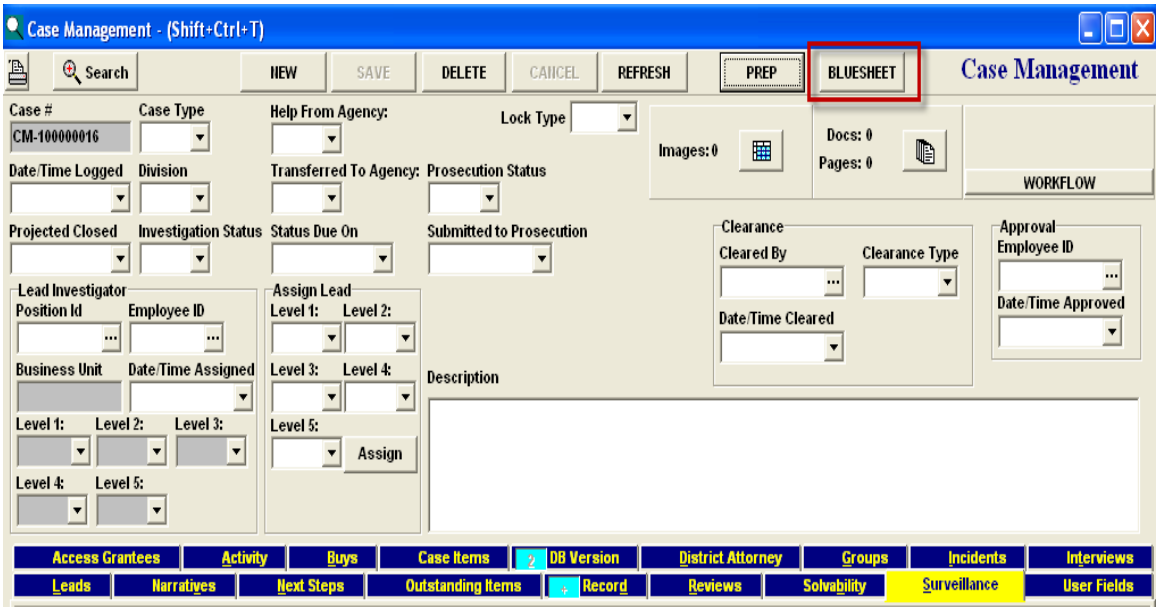
Case Prep Printing

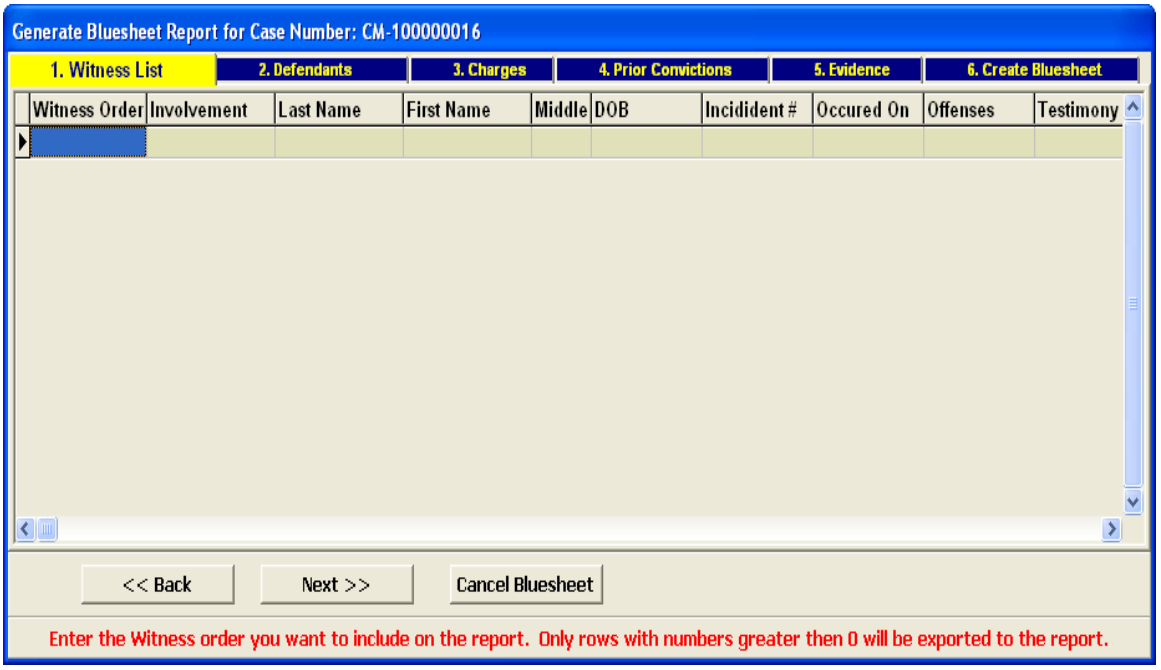
To print the information, click **Print** and then continue with the printing steps from your agency. As you can see from the example, all information including images will be printed:



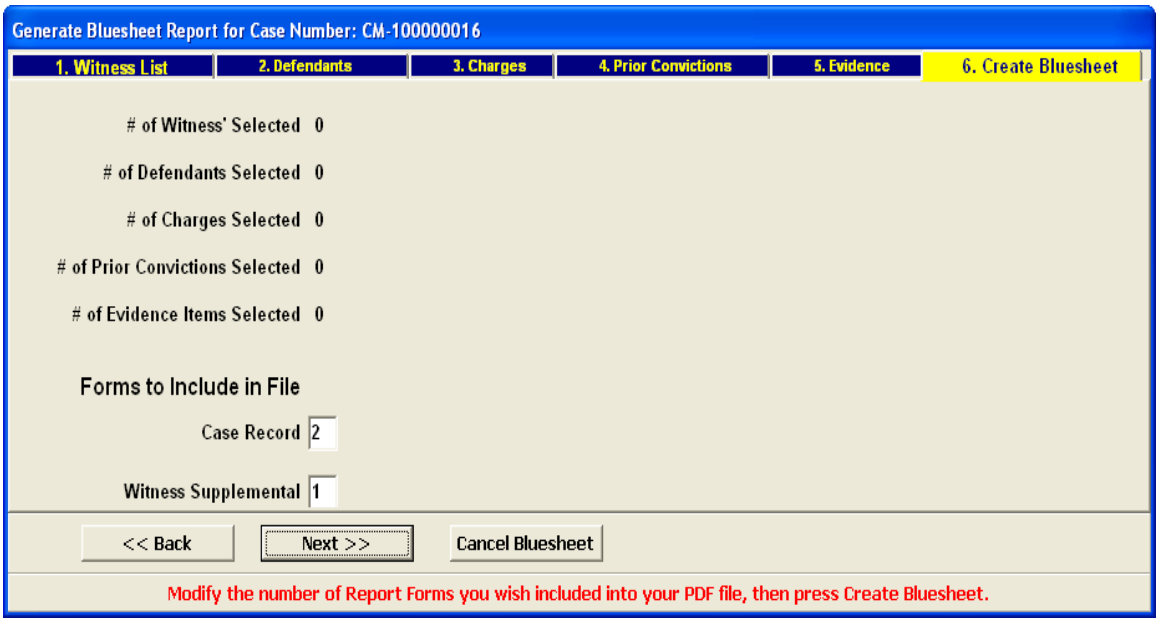
Bluesheet Function

The Bluesheet function allows you to create and generate a PDF case report by selecting from the available record witnesses, defendants, charges, prior convictions, and evidence. At the top of the Case Management module, click **BLUESHEET** to access the configuration screens:





Here you can move through the tabs by clicking **Next**, selecting the order for each category. Once you have made your order selections, move to the Create Bluesheet tab, and follow the instructions there:



To exit at any time, click **Cancel Bluesheet**.

Accessing the Case Management Search

The following methods can be used to open the Case Management Search:

From the Main Menu:

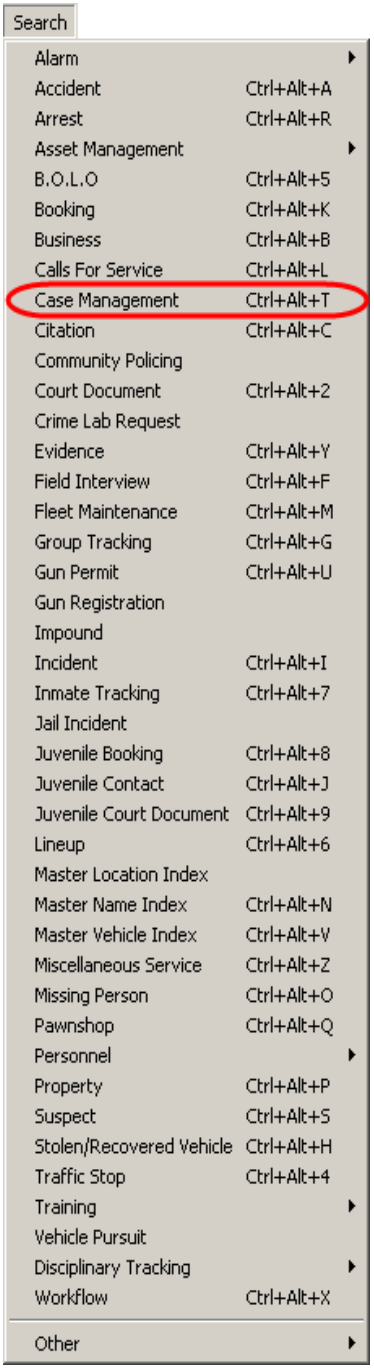
- Select Search > Case Management

Using the shortcut key combination:

- Press CTRL + ALT + T

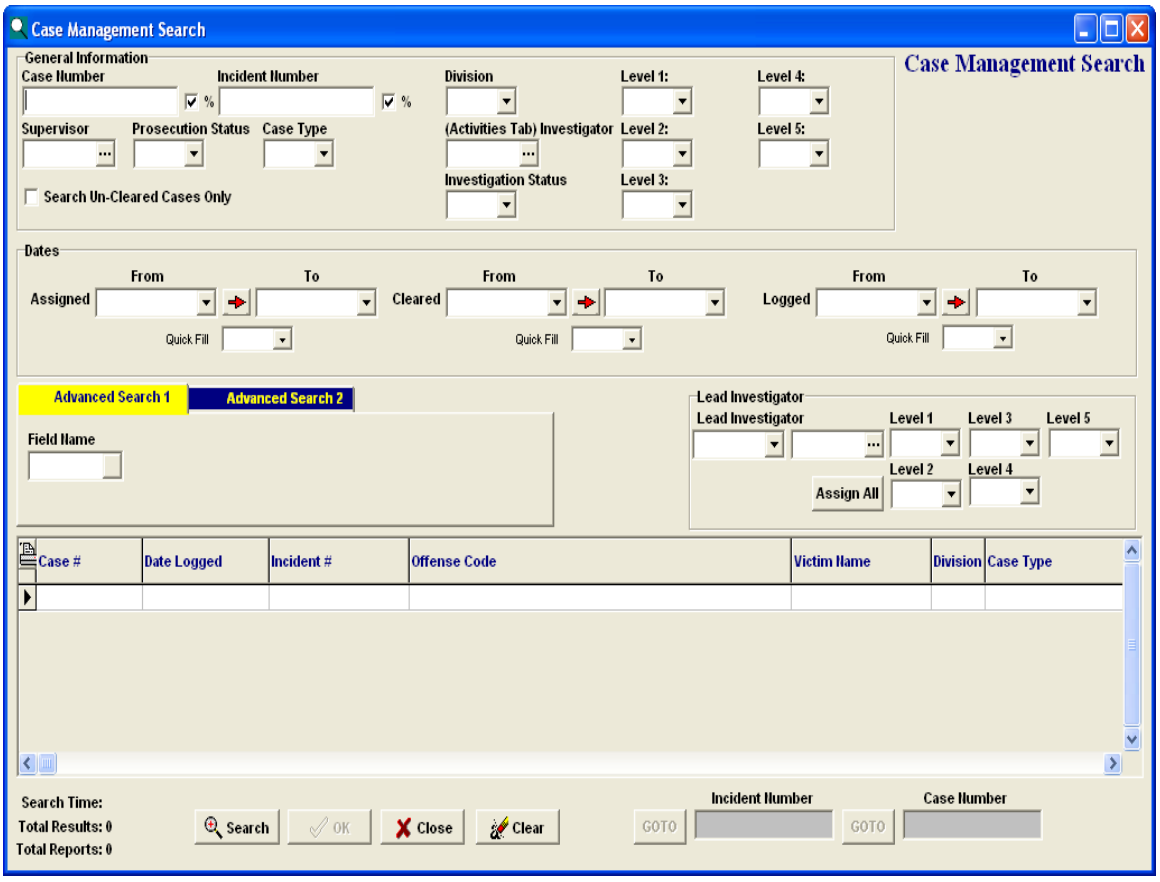
From within the module:

- Click **Search**



Case Management Search Parameters

The Case Management Search allows you to search for Case Management records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Case Management Search Parameters/Components	
Field/Component	**Description/Use**
General Information	
Case Number	Displays the case number used for tracking the case. The % check box indicates whether to include a wildcard in the search.
Supervisor	Displays the identification number of the supervisor responsible for the approval of the case investigation. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.

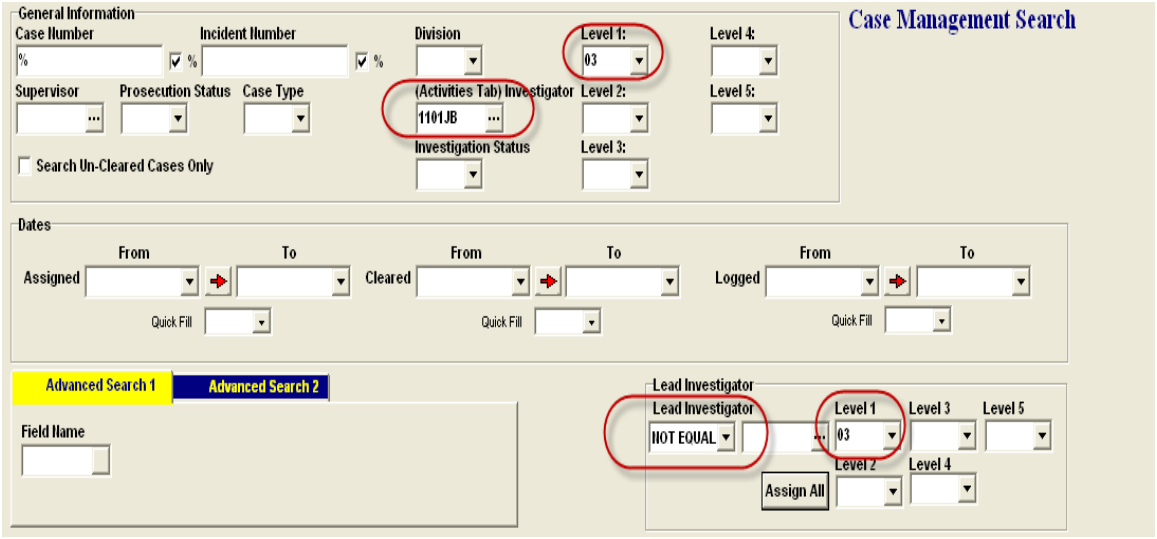
Case Management Search Parameters/Components	
Field/Component	**Description/Use**
Incident Number	Displays the Incident number linked to the case record. The % check box indicates whether to include a wildcard in the search.
Prosecution Status	Displays a code identifying the status of the prosecution. Click the down arrow to access a lookup list of codes.
Case Type	Displays a code identifying the type of case. Click the down arrow to access a lookup list of codes.
Division	Displays a code identifying the division assigned to the case. Click the down arrow to access a lookup list of codes.
(Activities Tab) Investigator	Displays the identification number of the investigator performing an activity related to the case investigation. If you know the Employee ID, they can enter it into the field. Upon entry of the Employee ID, the system validates the ID against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Investigation Status	Displays a code identifying the investigation status of the case. Click the down arrow to access a lookup list of codes.
Search Un-Cleared Cases Only	A check in this box indicates that the search will return only un-cleared cases.
Level (1 – 5)	An agency can use Levels 1-5 to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Dates	
Assigned - From/To	Displays the date range the case was assigned. Click the down arrow to access the Calendar utility.
Cleared – From/To	Displays the date range the case was cleared. Click the down arrow to access the Calendar utility.
Logged – From/To	Displays the date range for the case log. Click the down arrow to access the Calendar utility.

Case Management Search Parameters/Components	
Field/Component	**Description/Use**
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the Search Functions section in the *RMS User Manual*.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the Search Functions section in the *RMS User Manual*.
Lead Investigator	
Lead Investigator - Boolean	Lists several search functions to allow for a very general or specific search, using Boolean logic, (for example: "=" or "!="). Click the down arrow to access a drop-down menu of codes.
Lead Investigator	Displays the identification number of the employee who is the lead investigator. If you know the Employee ID, they can enter it into the field. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Level (1 – 5)	Displays code identifying Levels 1-5, used by an agency to identify the position of the employee in relationship to an organization chart. Click the down arrow to access the lookup list of codes.
Assign All	Displays a Case Assignment window with the officers that meet the parameters selected in the Lead Investigator area. The Case Assignment window allows you to view the Case Assignments for the displayed officers and then the Case Management Search Results can be assigned to the highlighted officer. NOTE For more information on the Assign All window, see the Assign All section later in this section.
Function Buttons	
	Opens the Export Data window for this grid.
Search	Initiates a search for a Case Management record in the database.
OK	Displays the highlighted Case Management record in the Case Management module *and closes the search window.*
Close	Closes the search window.
Clear	Deletes all parameters entered for the previous search and clears all search fields.

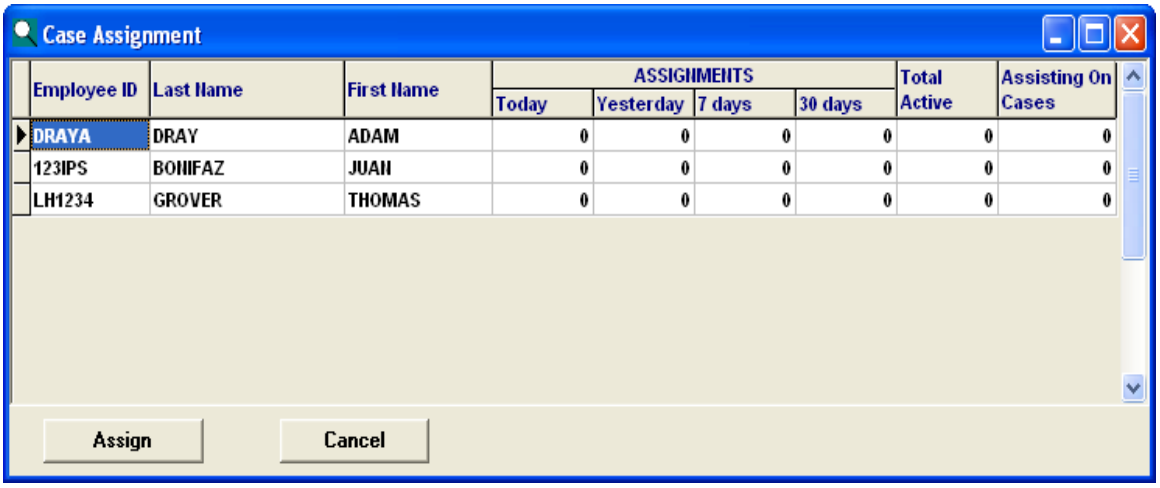
Case Management Search Parameters/Components	
Field/Component	**Description/Use**
GOTO	Click to open and display the Highlighted Case Management Record or the Highlighted Incident Number that appears in the adjacent field, *and leaves the search window open.*
Case Number	Displays the Highlighted Case Number from the search results.
Incident Number	Displays the Incident number linked to the Case Management record from the search results.

Assign All Function

To activate this function, click the Case Management Search header. In order for this function to work, at least one parameter in the Lead Investigator area must be populated, along with the General Information (Activities tab) Investigator and Level, as shown below:



Once the function is launched, the Case Assignment window opens:



This window will display all employees that match the parameters entered in the Lead Investigator area header of the Case Management Search. This enables the individual assigning the case to – easily and all in one place – review all employees and their current case loads, in order to determine who to assign all the cases populated in the Case Management Search results grid to. To assign all the cases in the Case Management Search results grid to an employee, highlight the desired row and click **Assign.**

Citation Module

The Citation module allows you to enter and track department information on citation types such as moving, parking, and civil.

Accessing the Citation Module

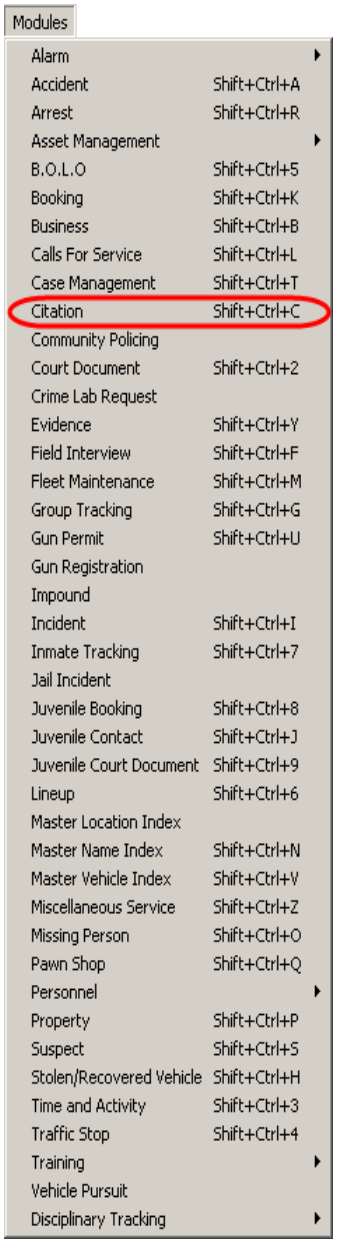
The Citation module may be accessed in the following ways:

From the Main Menu:

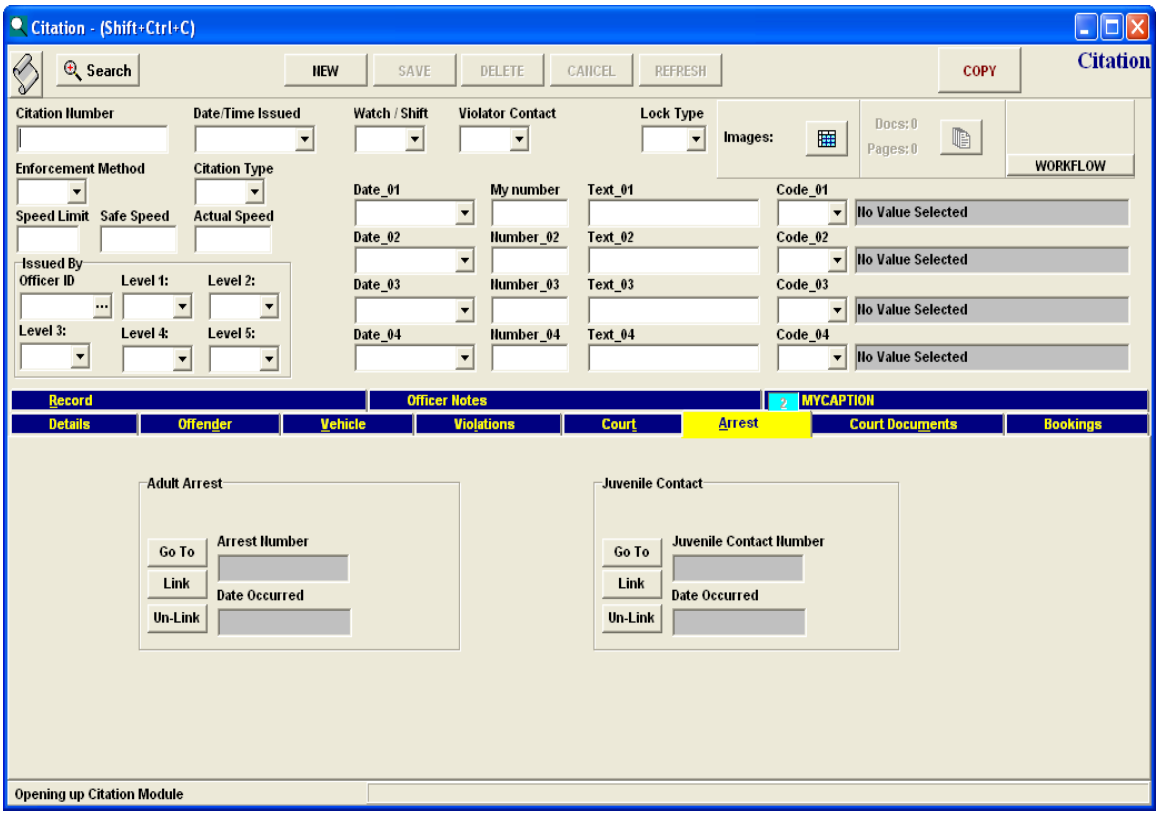
- Select Modules > Citation

Using the shortcut key combination:

- Press SHIFT + CTRL + C

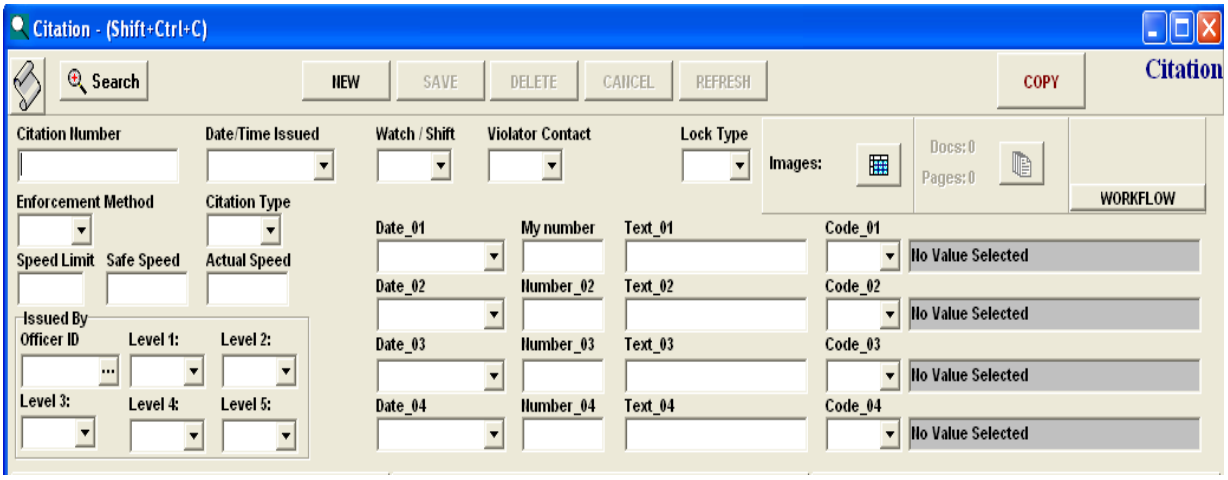


The Citation module appears as follows:



Citation Module Header Area

The Citation module is composed of two sections: the header area and the tab area. The header area fields are pictured and described below:



Citation Module Fields/Components	
Field/Component	**Description/Use**
	Accesses the Report Destination dialog box to print or view the report.
Search	Accesses the Citation module search to search for an existing Citation record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
COPY	Click to create a new Citation record by transferring all the data in the displayed record into a new record. NOTE If you enter data in a displayed record but do not save the data before clicking **COPY**, only the data that was previously saved will populate the new record.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
Lock Type	Displays the lock type of the Citation record. Click the down arrow to access the lookup list of codes. IMPORTANT See details about Record Locking in *Global Features of RMS* in the *RMS Overview* section of the *RMS User Manual* for additional information.
Citation Number	Displays the Citation ticket number.
Date/Time Issued	Displays the date and time when the ticket was issued. Click the down arrow to access the Calendar utility.
Watch/Shift	Displays a code identifying the shift during which the ticket was issued. Click the down arrow to access the lookup list of codes.
Violator Contact	Displays a code identifying how contact with the violator was made. Click the down arrow to access the lookup list of codes.
Enforcement Method	Displays a code identifying the method used to determine a violation occurred. Click the down arrow to access the lookup list of codes.
Citation Type	Displays a code identifying the type of citation received. Click the down arrow to access the lookup list of codes.

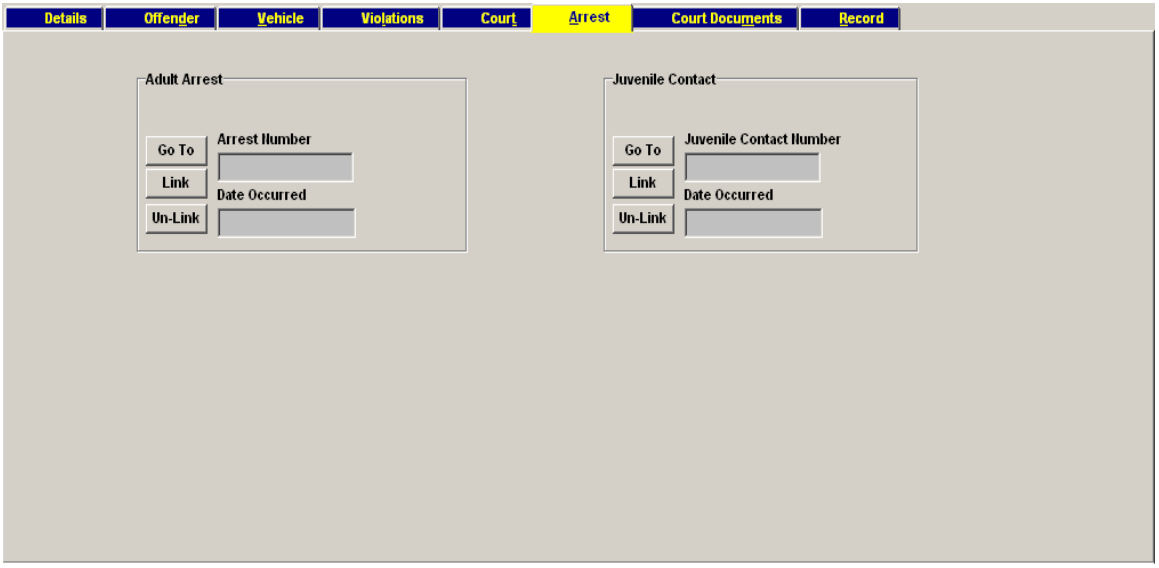
Citation Module Fields/Components	
Field/Component	**Description/Use**
Speed Limit	Displays the speed limit for the area in which the ticket was issued.
Safe Speed	Displays the estimated safe speed for the area.
Actual Speed	Displays the actual speed at which the individual was driving.
Issued By	
Officer ID	Displays the Employee ID of officer who issued the citation. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel, Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields, if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Date (1 – 4)	User Date Fields can be used to capture additional dates. It follows the standard date format. DD/MM/YYYY. NOTE The System Administrator can change these field labels using the RMS utilities.
Number (1 – 4)	User Number Fields can be used to capture data that requires a number. NOTE The System Administrator can change these field labels using the RMS utilities.
Text (1 – 4)	User Text Fields can be used to add text, notes, and so forth. This alphanumeric field can contain up to 25 characters. NOTE The System Administrator can change these field labels using the RMS utilities.
Code (1 -4)	User Code Fields can be used for data that requires a code. The field to the right provides the literal description of the code. Codes for this field can be entered by a user with permission to edit codes. NOTE The System Administrator can change these field labels using the RMS utilities.

Citation Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Arrest Tab

This linking tab allows you to link an Arrest record or Juvenile Contact (arrest) record to a Citation record. The fields on this tab are read-only and populated when a record is linked.

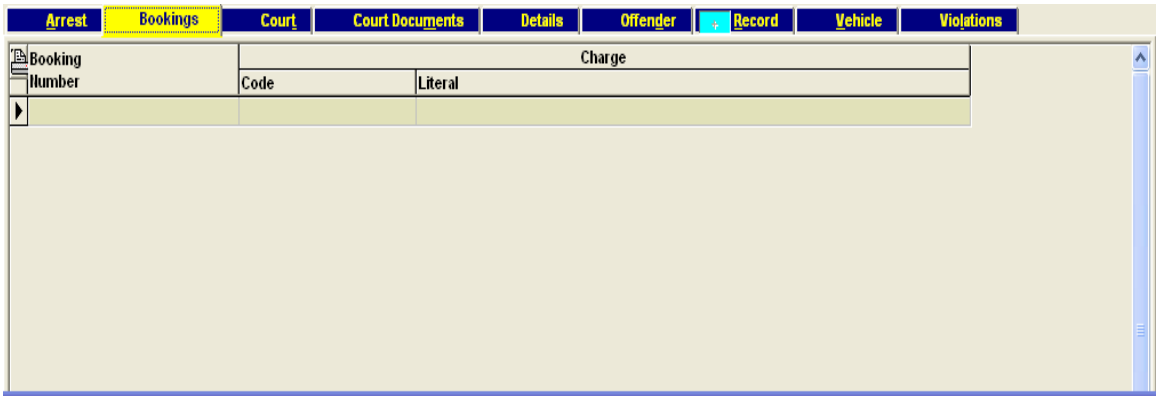


Arrest Tab Fields/Components	
Field/Component	**Description/Use**
Adult Arrest	
Go To	Opens the Arrest module and displays the linked Arrest record.
Link	Opens the Arrest Search. Once a record is located, click **OK** to link the Arrest record to the Citation record.
Un-Link	Removes the link between the Citation record and the linked Arrest record.
Arrest Number	Displays the arrest number of the Arrest record linked to the Citation record.
Date Occurred	Displays the date and time the arrest occurred.

Arrest Tab Fields/Components	
Field/Component	**Description/Use**
Juvenile Contact	
Go To	Opens the Juvenile Contact module and displays the linked Juvenile Contact record.
Link	Opens the Juvenile Contact Search. Once a record is located, click **OK** to link the record to the Citation module.
Un-Link	Removes the link between the Citation record and the linked Juvenile Contact record.
Juvenile Contact Number	Displays the number of the Juvenile Contact record linked to the Citation record.
Date Occurred	Displays the date and time the Juvenile Contact occurred.

Bookings Tab

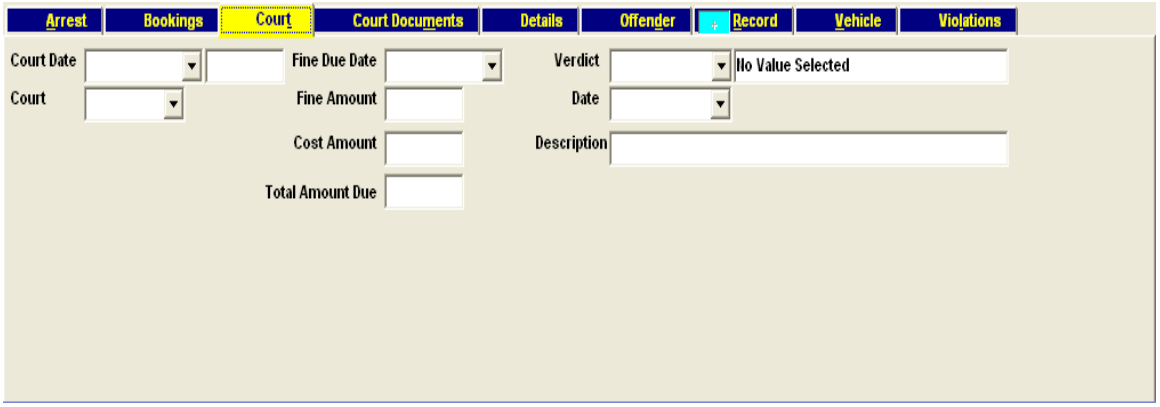
This linking tab contains data about any Booking records linked to the displayed Citation record. The linked Booking record data can only be modified in the Booking module itself. All data fields on this tab are read-only and populated from an existing Booking record once the link is made.



Bookings Tab Fields/Components	
Field/Component	**Description/Use**
Booking Number	Displays the Booking Number from the linked record.
Charge Code	The individual was booked for this charge (code).
Charge Literal	Displays a narrative description of the charge for which the individual was booked.

Court Tab

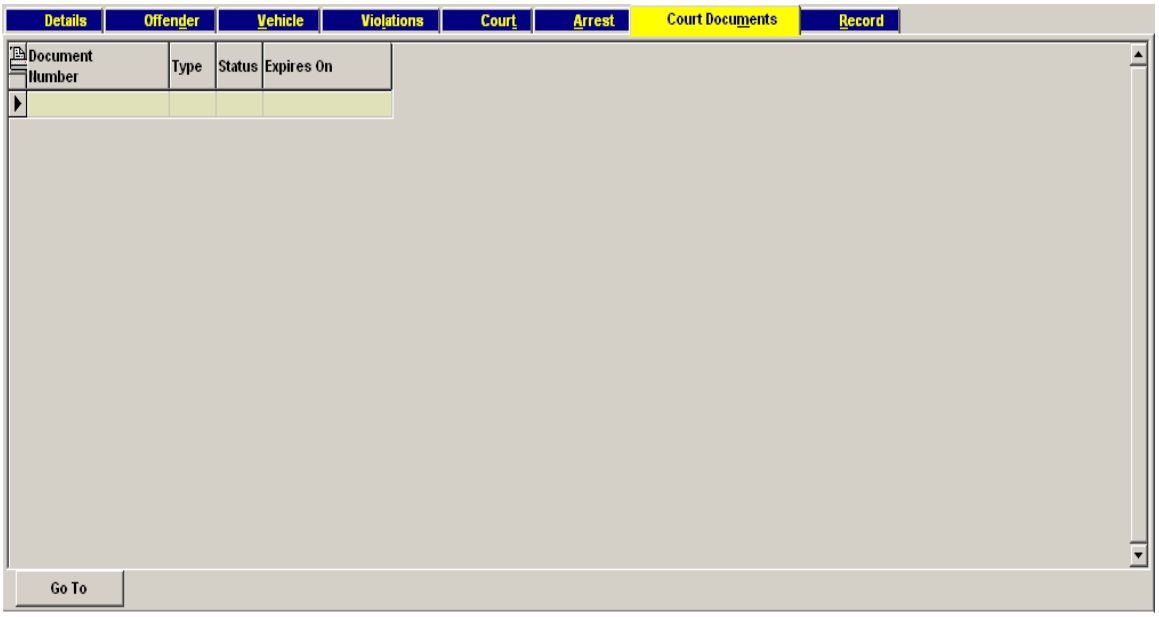
This information tab allows you to enter data about any Court/Fines related to the displayed Citation record.



Court Tab Fields/Components	
Field/Component	**Description/Use**
Court Date	Displays the date and time for which the hearing is scheduled. Click the down arrow to access the Calendar utility.
Court	Displays a code identifying the Court where the hearing will be held. Click the down arrow to access the lookup list of codes.
Fine Date Due	Displays the date and the time a fine is due. Click the down arrow to access the Calendar utility.
Fine Amount	Displays the amount of the fine imposed by the court.
Cost Amount	Displays the amount of the costs, not including the fine.
Total Amount Due	Displays the total amount due, which is the sum of the cost amount plus the fine amount.
Verdict	Displays a code identifying the verdict and the description of that code. Click the down arrow to access the lookup list of codes.
Date	Displays the date and time verdict was issued. Click the down arrow to access the Calendar utility.
Description	Displays any additional comments.

Court Documents Tab

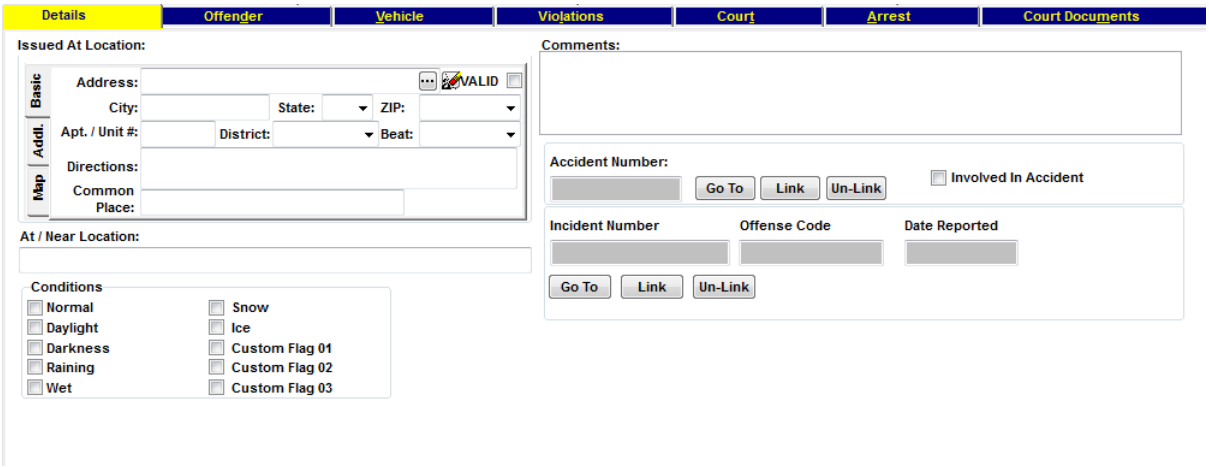
This linking tab allows you to link Court Document records to a Citation record. A Court Document record can only be linked to a Citation record from the Court Document module. The fields in this section are read-only and populated when a link is made from the Court Document module.



Court Documents Tab Fields/Components	
Field/Component	**Description/Use**
Document Number	Displays the document number issued by the court. This document is linked from the main screen under the Court Document module.
Type	Displays a code identifying the type of document such as subpoena, warrant, and so forth
Status	Displays a code identifying the status of the court document.
Expires On	Displays the expiration date on the document.
Go To	Opens the Court Document module and displays the linked Court Document record.

Details Tab

This combination tab allows you to both manually enter citation-related information or auto-populate fields by linking the current Citation record with an Incident and/or Accident record.



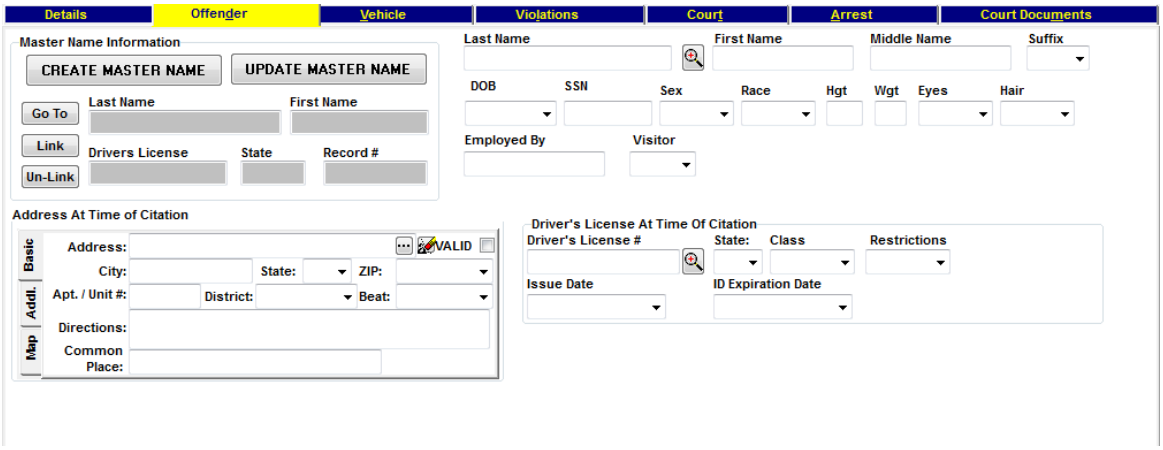
Details Tab Fields/Components	
Field/Component	**Description/Use**
Issued At Location	
Address Panel – Basic tab	Allows you to enter or view the address information.
Address Panel – Addl. Tab	Allows you to enter or view additional information about the address (county, sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.
At / Near Location	Displays the name of the at/near location where the citation was issued.
Conditions	
Normal	Indicates whether the conditions were normal when the citation was issued.
Daylight	Indicates whether it was daylight when the citation was issued.
Darkness	Indicates whether it was dark when the citation was issued.
Raining	Indicates whether it was raining when the citation was issued.
Wet	Indicates whether there were wet conditions when the citation was issued.
Snow	Indicates whether there were snowy conditions when the citation was issued.
Ice	Indicates whether there were icy conditions when the citation was issued.

Details Tab Fields/Components	
Field/Component	**Description/Use**
Custom Flag (1 – 3)	User Flags can be used to add flags to records. NOTE The System Administrator can change these field labels using the RMS utilities.
Comments	Displays any comments relating to the citation.
Accident Number	Displays the accident number of the linked accident record.
Go To	Opens the Accident module and displays the linked Accident record.
Link	Opens the Accident Search. Once a record is located, click **OK** to link the record to the Citation module.
Un-Link	Removes the link between the Citation record and the linked Accident record.
Involved In Accident	Indicates whether the citation is being issued to an individual that was involved in an accident.
Incident Number	Displays the incident number of the linked incident record.
Offense Code	Displays the primary offense code of the linked incident.
Date Reported	Displays the date the linked incident was reported.
Go To	Opens the Incident module and displays the linked Incident record.
Link	Opens the Incident Search. Once a record is located, click **OK** to link the record to the Citation module.
Un-Link	Removes the link between the Citation record and the linked Incident record.

Offender Tab

This combination tab allows you to manually enter offender information, display a linked Master Name Index record, create a new Master Name record, or update the new Master Name record linked to a Citation record.

A Master Name Index record may be linked by the Offender tab using the Master Name selector, or by clicking **Create Master Name**. However, Master Name records do not have to be created; you have the option of manually entering data in the fields.



Offender Tab Fields/Components	
Field/Component	**Description/Use**
Master Name Information	
Create Master Name	Used to create a new master name record.
Update Master Name	Used to update the Master Name Index record linked to the Citation record.
Go To	Opens the Master Name Index module and displays the linked Master Name Index record.
Link	Opens the Master Name Index Search. Once a record is located, click **OK** to link the record to the Citation module.
Un-Link	Removes the link between the Citation record and the linked Master Name Index record.
Last Name	Displays the Last name of the linked individual.
First Name	Displays the First name of the linked individual.
Driver's License	Displays the driver's license number of the linked individual.
State	Displays the state that issued the driver's license. Click the down arrow to access the lookup list of codes.
Record #	Displays the unique record number assigned by the database to the linked Master Name Index record.
Last Name	Displays the Last name of the individual.
First Name	Displays the First name of the individual.
Middle Name	Displays the Middle name of the individual.

Offender Tab Fields/Components	
Field/Component	**Description/Use**
Mag glass	Conducts a search on data using the parameters entered into the fields on this section of the Offender tab and displays the results in the Master Name Selector window (see the Master Name Selector section below).
DOB	Displays the date of birth of the individual. Click the down arrow to access the Calendar Utility.
SSN	Displays the individual's nine-digit Social Security number.
Visitor	Displays the visitor code. Click the down arrow to access the lookup list of codes.
Sex	Displays a code identifying the sex of the individual. Click the down arrow to access the lookup list of codes.
Race	Displays a code identifying the race of the individual. Click the down arrow to access the lookup list of codes.
Hgt	Displays the height of the individual.
Wgt	Displays the weight of the individual.
Eyes	Displays a code identifying the eye color of the individual. Click the down arrow to access the lookup list of codes.
Hair	Displays a code identifying the hair color of the individual. Click the down arrow to access the lookup list of codes.
Employed By	Displays the name of the individual's employer.
Driver's License At Time of Citation	
Driver's License #	Driver's license number of the individual who received the citation.
	Conducts a search on data using the parameters entered into the fields on this section of the Offender tab and displays the results in the Master Name Selector window (see Master Name Selector section below).
State	Displays the state that issued the driver's license. Click the down arrow to access the lookup list of codes.
Class	Displays the class of the driver's license.
Restrictions	Displays any driver restrictions noted on the driver's license.
Issue Date	Displays the date the driver's license was issued. Click the down arrow to access the Calendar utility.

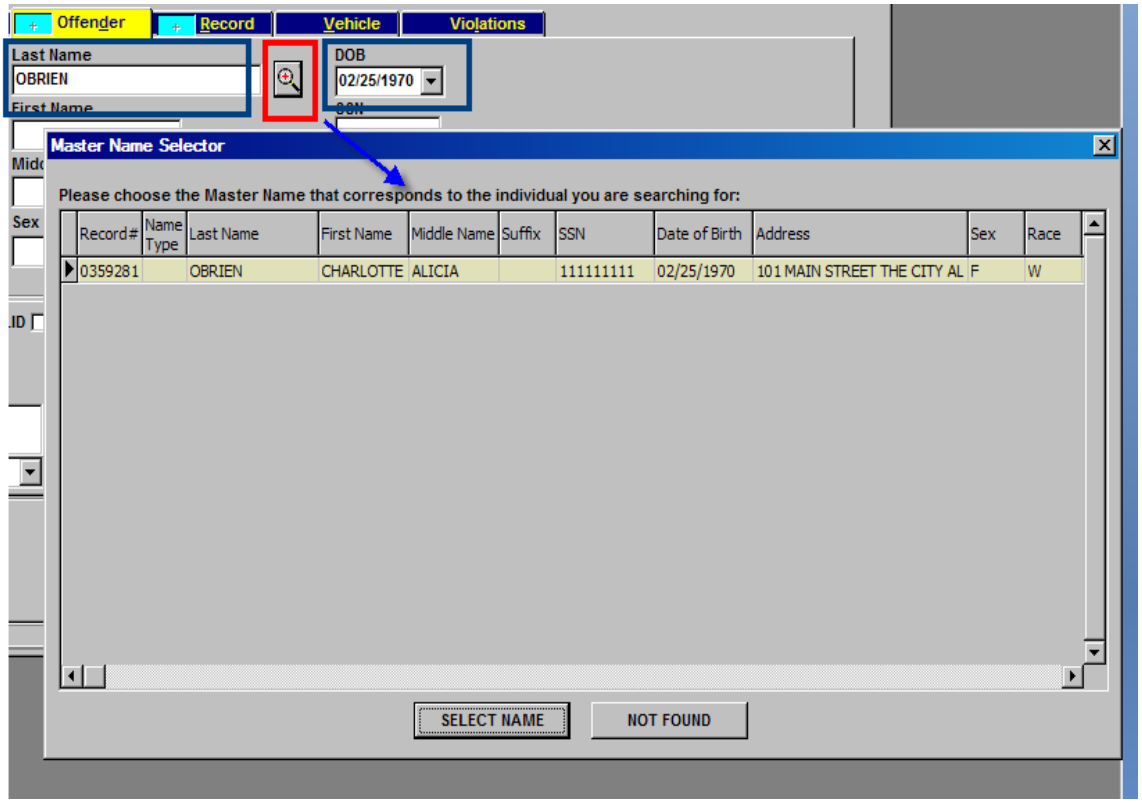
Offender Tab Fields/Components	
Field/Component	**Description/Use**
ID Expiration Date	Displays the date the driver's license expires. Click the down arrow to access the Calendar utility.
Address At Time of Citation	
Address Panel – Basic tab	Allows you to enter or view the address information.
Address Panel – Addl. Tab	Allows you to enter or view additional information about the address (county, sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.

Officer Notes Tab

Use the Officer Notes tab to enter any supplementary notes or comments about the Citation, its circumstances, and/or the offender.

Using the Master Name Selector

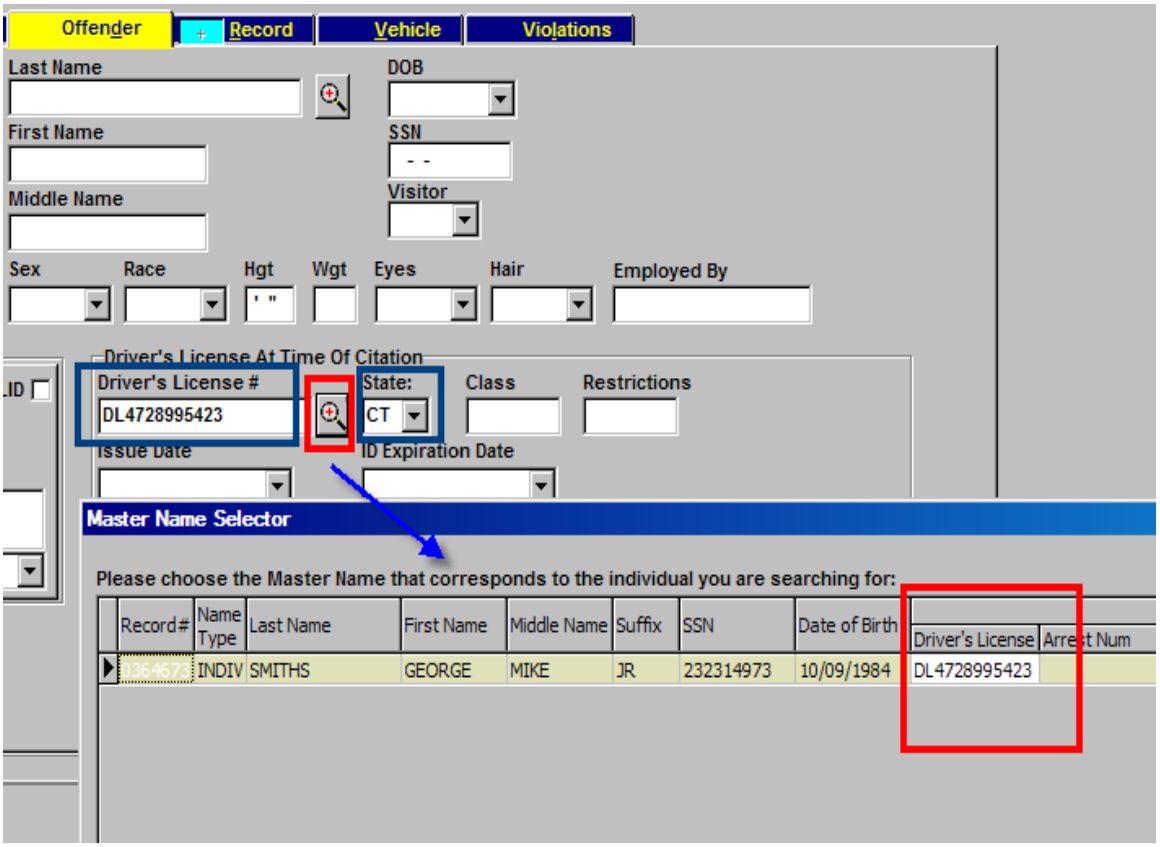
You may enter data in certain fields on the Offender tab and then click the Master Name Selector magnifying glass icon. Master Name Index records that match the criteria entered will be displayed in the Master Name Selector window below:



Master Name / Driver's License Selector Fields/Components	
Field/Component	**Description/Use**
SELECT NAME	Selects the highlighted Master Name record and enables the highlighted name to be linked to the Citation module; closes the Master Name Selector.
NOT FOUND	Closes the Master Name Selector window.

Using the Driver's License Selector

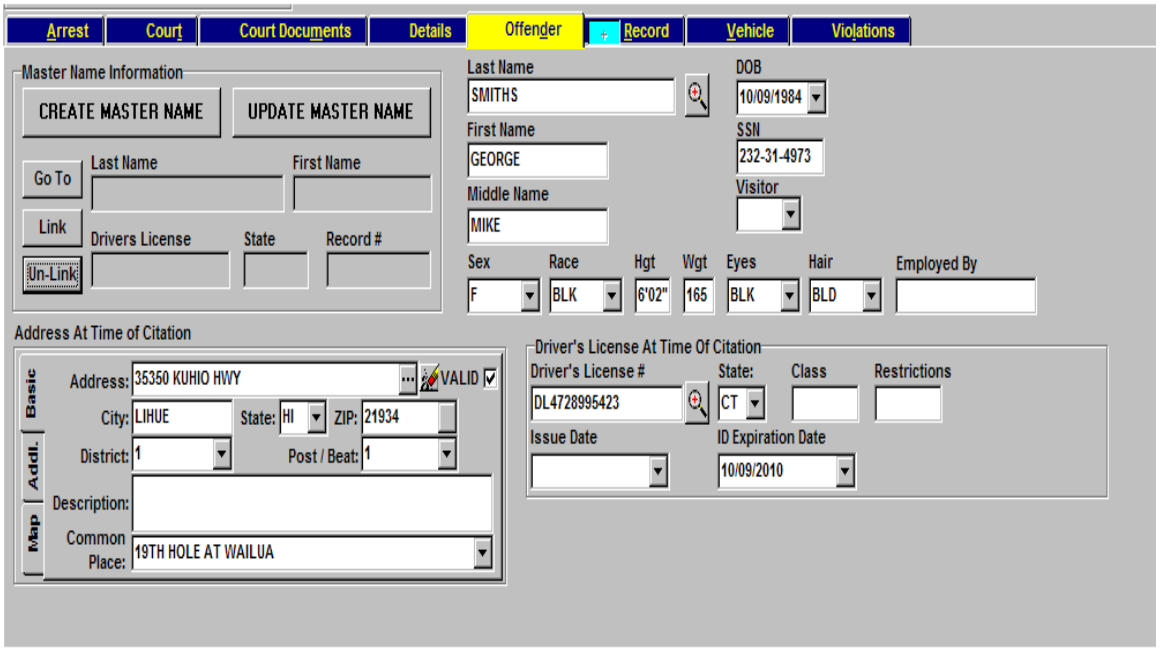
You may enter data in certain fields on the Offender tab and then select the Master Name/ Driver's License Selector . Master Name Index records that match the criteria entered will be displayed in the Master Name Selector window below:



Master Name Selector Fields/Components	
Field/Component	**Description/Use**
SELECT NAME	Selects the highlighted Master Name record with the matching Driver's License information and enables the highlighted name to be linked to the Citation module; closes the Master Name Selector.
NOT FOUND	Closes the Master Name Selector window.

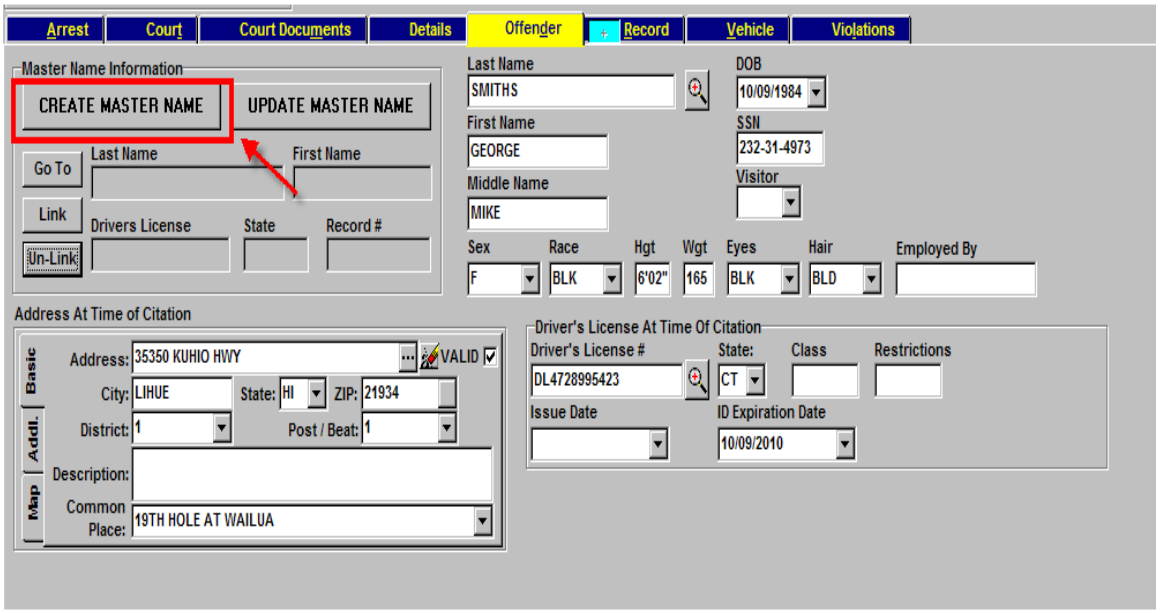
Example: Using the Citation Module without creating a Master Name record

No Master Name record created, but citation information



Example: Using the Citation Module by creating a Master Name record on the tab

By selecting the CREATE MASTER NAME button, a Master Name will be created with the data entered.



Record Tab

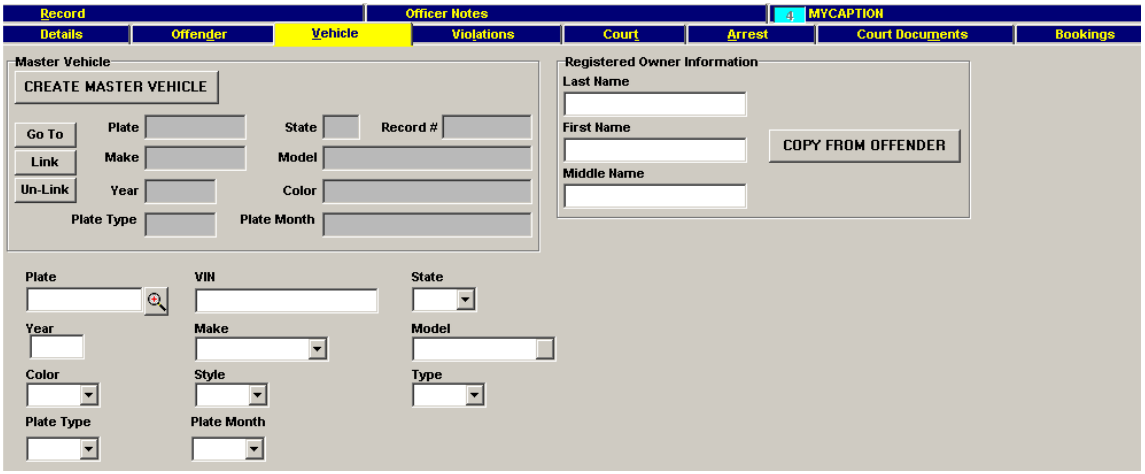
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.

Record Tab Fields/Components	
Field/Components	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Record No	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

Vehicle Tab

This combination tab allows you to either manually enter vehicle information or create and link a new Master Vehicle Index record to the current Citation record.

A Master Vehicle Index record may be linked on the Vehicle tab using the Master Vehicle Selector or by clicking **Create Master Vehicle**; however, a Master Vehicle record does not have to be created. You have the option of manually entering the data.

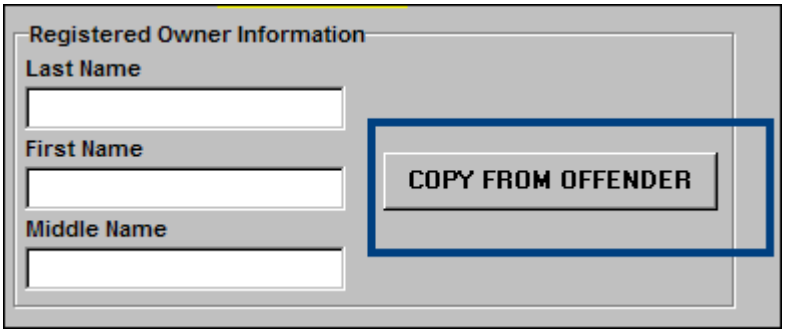


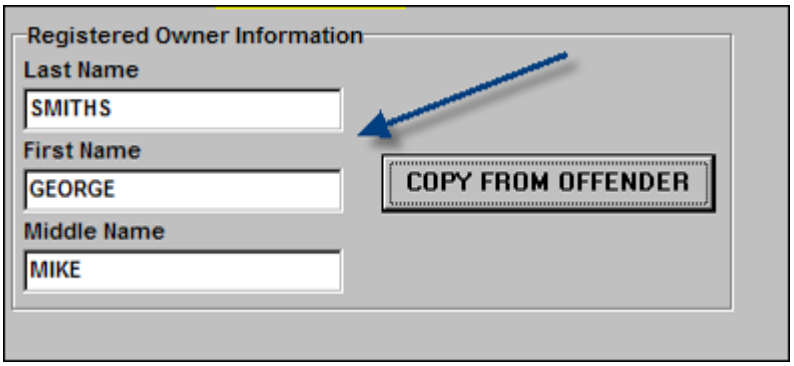
Vehicle Tab Fields/Components	
Field/Component	**Description/Use**
Master Vehicle	
CREATE MASTER VEHICLE	Used to create a new master vehicle record.
Go To	Opens the Master Vehicle Index module and displays the linked Master Vehicle Index record.
Link	Opens the Master Vehicle Index Search. Once a record is located, click **OK** to link the record to the Citation module.
Un-Link	Removes the link between the Citation record and the linked Master Vehicle Index record.
Plate	Displays the license plate number of the linked vehicle.
State	Displays the state that issued the license plate on the linked vehicle.
Record #	Displays the unique record number assigned by the database to the linked Master Vehicle Index record.
Make	Displays the make of the linked vehicle.
Model	Displays the model of the linked vehicle.

Vehicle Tab Fields/Components	
Field/Component	**Description/Use**
Year	Displays the model year the linked vehicle.
Color	Displays the color of the linked vehicle.
Plate	Displays the license plate number of the vehicle.
	Conducts a license plate search using the parameters entered into the Plate field of the Vehicle tab and displays the results in the Master Vehicle Selector window (see the Master Vehicle Selector section below).
VIN	Displays the vehicle identification number of the vehicle.
State	Displays the state that issued the license plate on the vehicle. Click the down arrow to access a list of available state codes.
Year	Displays the model year the vehicle.
Make	Displays the make of the vehicle. Click the down arrow to access the lookup list of codes.
Model	Displays the model of the vehicle. Click the down arrow to access the lookup list of codes.
Color	Displays the color of the vehicle. Click the down arrow to access the lookup list of codes.
Style	Displays the style of the vehicle. Click the down arrow to access the lookup list of codes.
Type	Displays the type of the vehicle. Click the down arrow to access the lookup list of codes.
Plate Type	Identifies how the vehicle was registered (Government, Temporary, Taxi, and so forth).
Plate Month	Displays the month when the vehicle was registered.
Registered Owner Information	
Last Name	Displays the last name of the registered owner.
First Name	Displays the first name of the registered owner.
Middle Name	Displays the middle name of the registered owner.
COPY FROM OFFENDER	Used to copy the name information from the offender tab.

Using the COPY FROM OFFENDER Feature

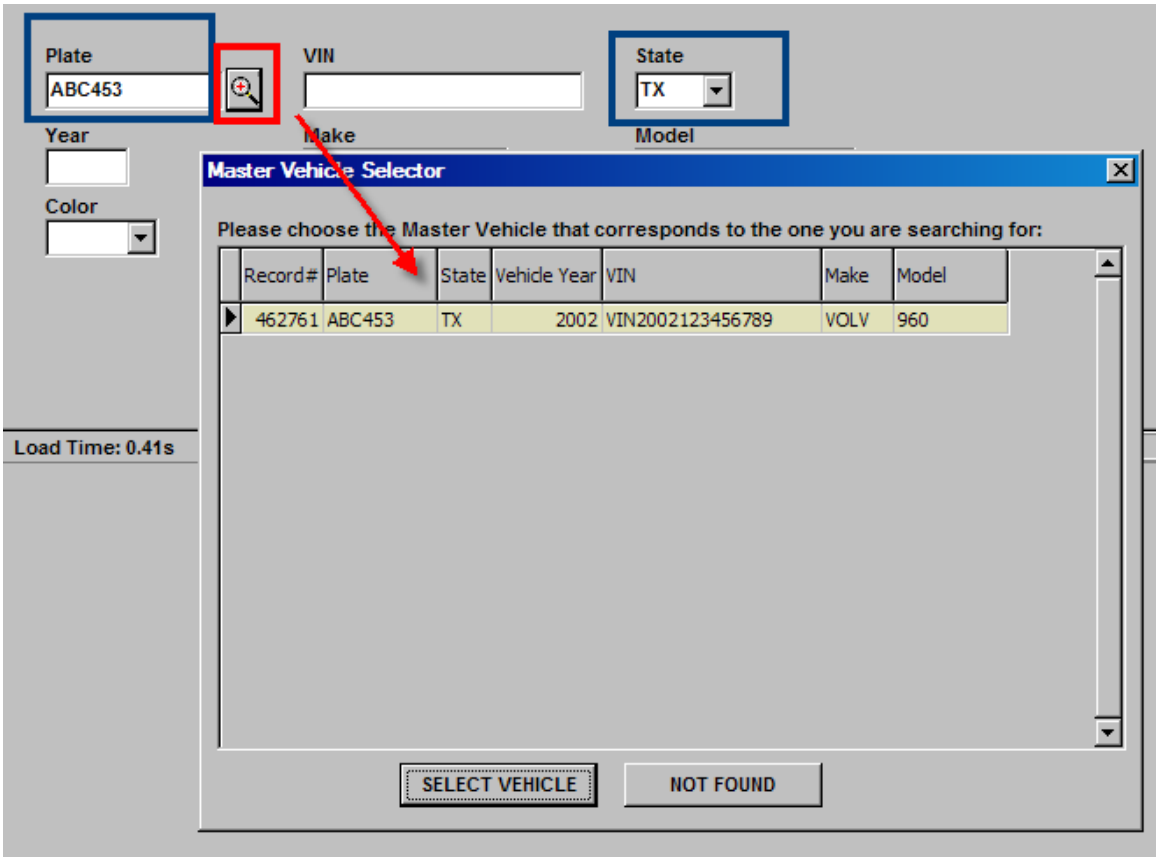
If the offender information is the same as the registered owner information, you can directly copy the offender information from the Offender's tab to the Vehicle tab.





Using the Master Vehicle Selector

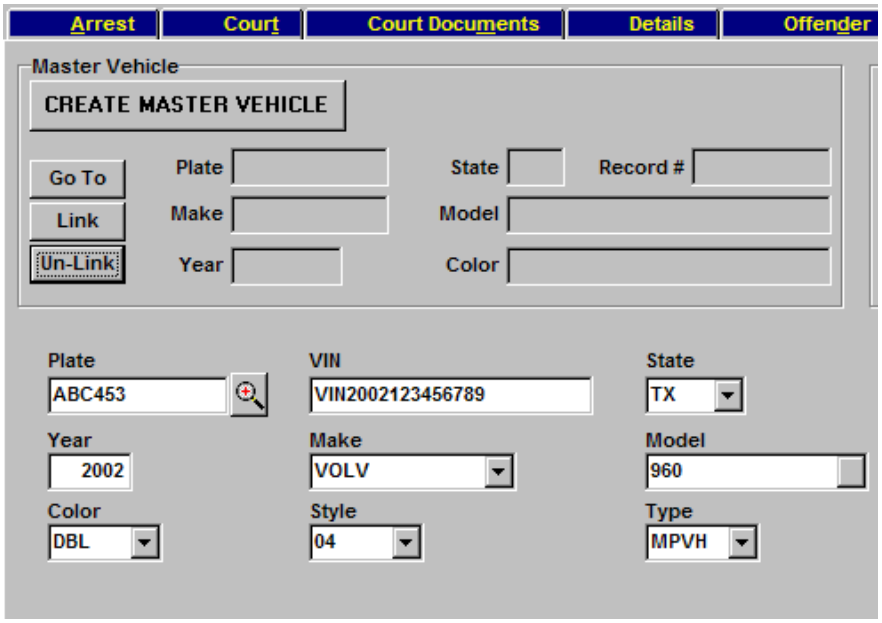
You may enter data in certain fields on the Offender tab and then select the Master Vehicle Selector. Master Vehicle Index records that match the criteria entered will be displayed in the Master Vehicle Selector window, as shown below:



Master Vehicle Selector Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this grid.
SELECT VEHICLE	Selects the highlighted Master Vehicle Index record, enables the highlighted vehicle to be linked to the Citation module, and closes the Master Vehicle Selector.
NOT FOUND	Closes the Master Name Selector window.

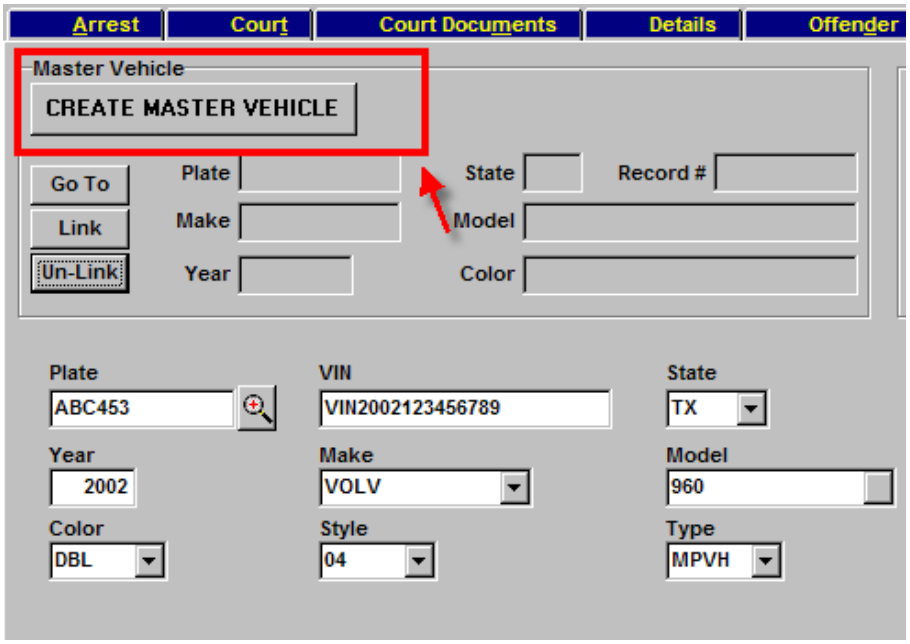
Example: Using the Citation Module without creating a Master Vehicle record

You can populate the Vehicle information below without creating a Master Vehicle record, as shown below:



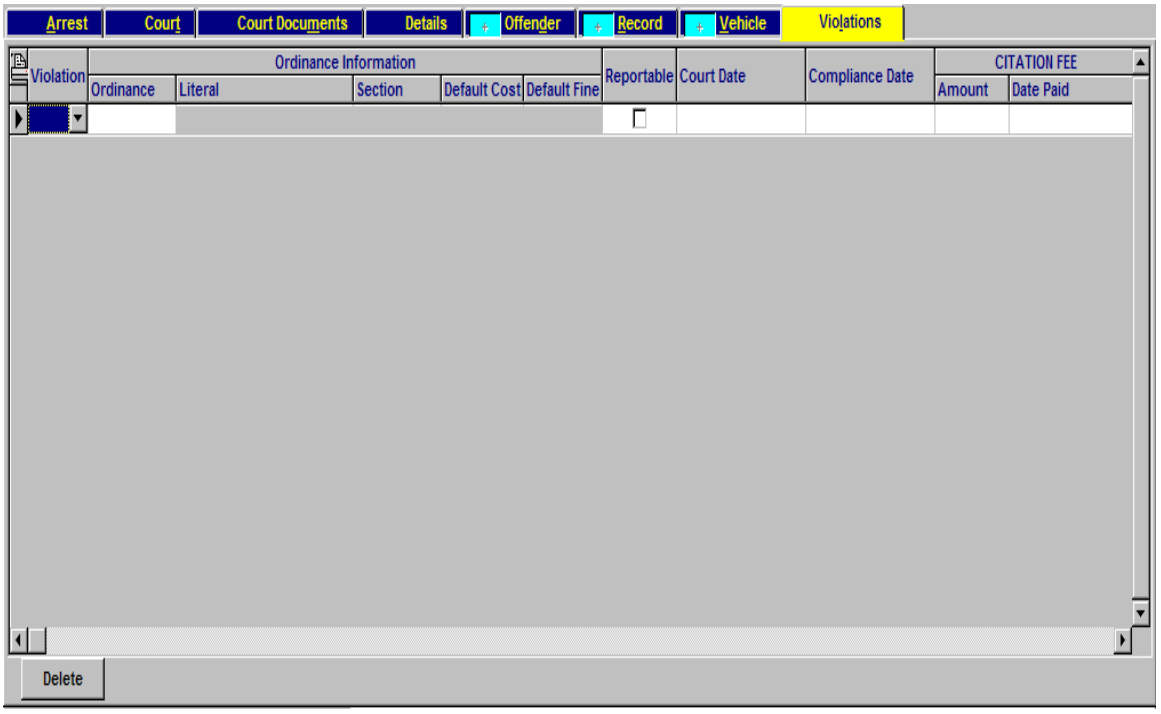
Example: Using the Citation Module by creating a Master Vehicle record within tab

You can easily create a Master Vehicle record by entering vehicle information in tab fields and then clicking **CREATE MASTER VEHICLE**.



Violations Tab

This information tab contains data about violations related to the Citation record.



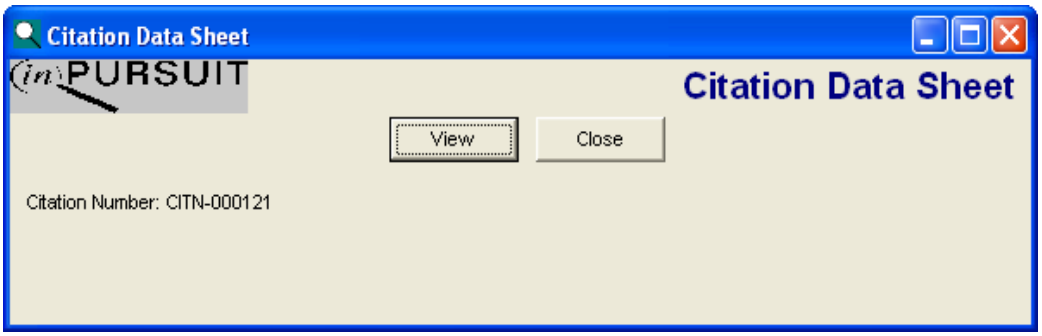
Violations Tab Fields/Components	
Field/Component	**Description/Use**
Violation	Displays a code identifying the violation. Click the down arrow to access the lookup list of codes.
Ordinance Information	
Ordinance	Displays a code identifying the ordinance related to the violation. Click the down arrow to access the lookup list of codes.
Literal	Displays a literal description of the selected ordinance.
Section	Displays the section related to the selected ordinance.
Default Cost	Displays the default cost associated with the violation.
Default Fine	Displays the default fine associated with the violation.
Reportable	Indicates whether this violation is reportable.
Court Date	Displays the court date. Click the down arrow to access the Calendar utility.

Violations Tab Fields/Components	
Field/Component	**Description/Use**
Compliance Date	Displays the compliance date. Click the down arrow to access the Calendar utility.
Citation Fee	
Amount	Displays the citation fee amount.
Date Paid	Displays the date the citation fee is paid. Click the down arrow to access the Calendar utility.
Program	Displays a code identifying the program. Click the down arrow to access the lookup list of codes.
Program Date	Displays the date of the selected program. Click the down arrow to access the Calendar utility.
Program Compliance	Displays a code identifying the program compliance. Click the down arrow to access the lookup list of codes.
Program Compliance Date	Displays the program compliance date. Click the down arrow to access the Calendar utility.
USER_DATE (1 – 3)	User Date fields can be used to capture additional dates. Click the down arrow to access the Calendar utility. NOTE The System Administrator can change these field labels using the RMS utilities.
Comments	Displays the comments related to the violation record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Removes the highlighted row.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Citation module. This function allows you to view or print a Citation Data Sheet.

When you click , the Citation Data Sheet dialog box appears. From there, you can click **View** to view and/or print the sheet.



Accessing the Citation Search

The following methods may be used to open the Citation search:

From the Main Menu:

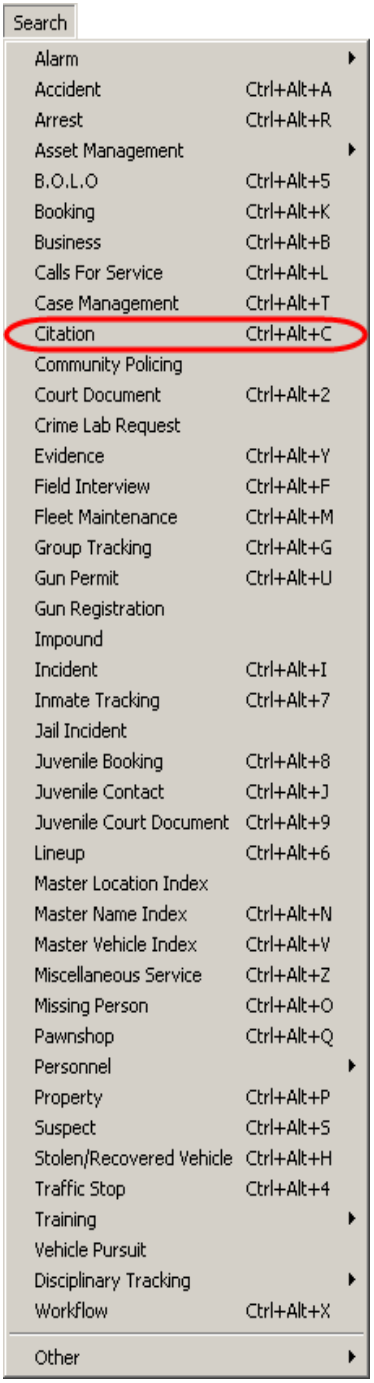
- Select Search > Citation

Using the shortcut key combination

- Press CTRL + ALT + C

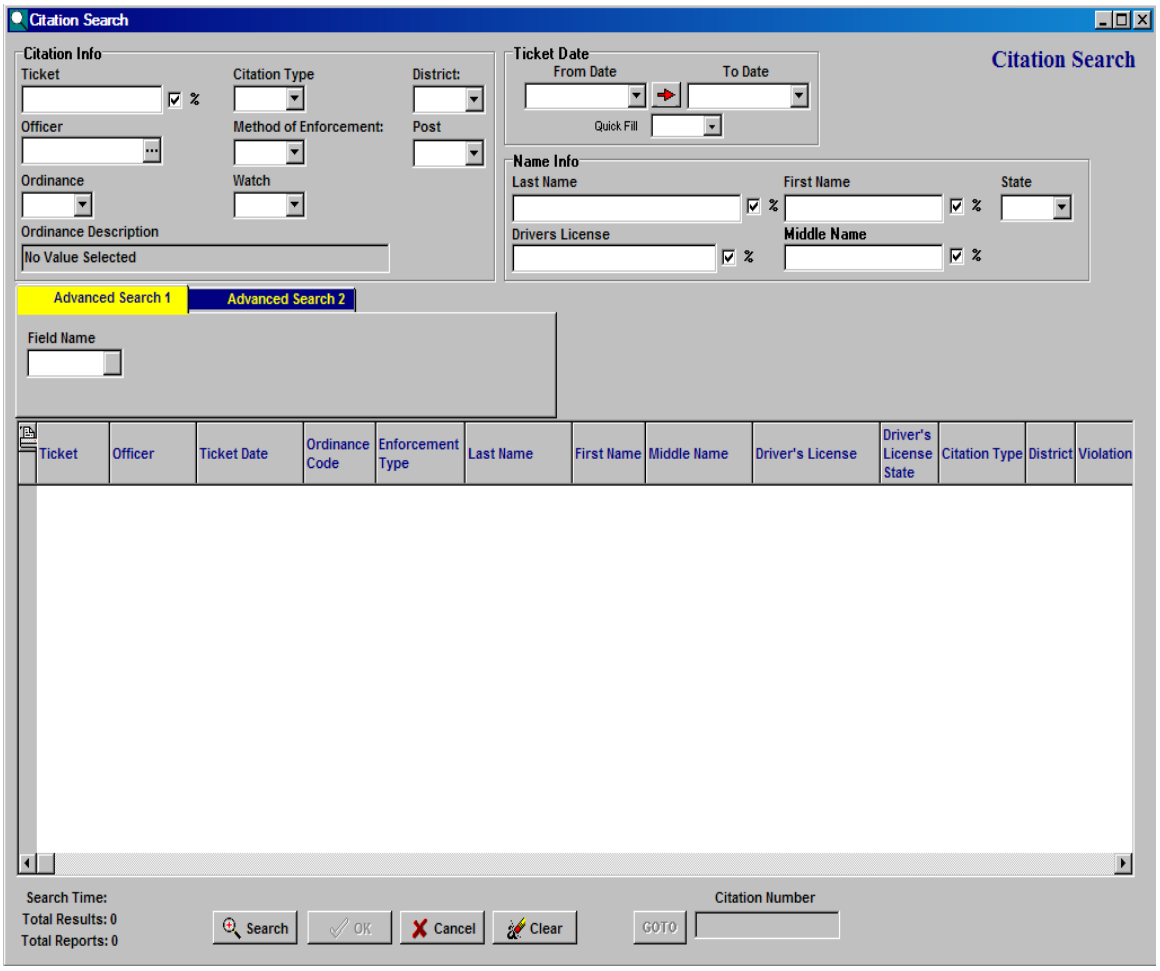
From within the module:

- Click **Search**



Citation Search Parameters

The Citation Search allows you to search for Citation records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Citation Search Parameters/Components	
Field/Component	**Description/Use**
Citation Info	
Ticket	Displays the Citation ticket number. A check in the % box indicates a wildcard search.
Citation Type	Displays a code identifying the type of citation issued (for example, warning, verbal, and so forth). Click the down arrow to access the lookup list of codes.
District	Displays the district code. Click the down arrow to access the lookup list

Citation Search Parameters/Components	
Field/Component	**Description/Use**
	of codes.
Officer	Displays the Employee ID of the officer who issued the citation. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, it is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for an employee.
Method of Enforcement	Displays a code identifying the method of enforcement. Click the down arrow to access the lookup list of codes.
Post	Displays a code identifying the officer's post. Click the down arrow to access the lookup list of codes.
Ordinance	Displays a code identifying the ordinance. Click the down arrow to access the lookup list of codes.
Ordinance Description	Displays the literal value of the code selected in the Ordinance Field. This is populated by selecting an Ordinance code.
Watch	Displays a code identifying the officer's watch/shift. Click the down arrow to access the lookup list of codes.
Ticket Date	
From Date / To Date	Displays the date range in which the ticket was issued. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the Search Functions section in the *RMS User Manual*.
Name Info	
Last Name	Displays the last name of the individual who received the citation. A check in the % box indicates a wildcard search.
First Name	Displays the first name of the individual who received the citation. A check in the % box indicates a wildcard search.
Middle Name	Displays the middle name of the individual who received the citation. A check in the % box indicates a wildcard search.
Driver's License	Displays the driver's license number of the individual. A check in the % box indicates a wildcard search.
State	Displays the state that issued the driver's license. Click the down arrow to access the lookup list of codes.
Advanced Search Tabs	
Advanced Search	Allows you to search on a field that appears in the Header of the module.

Citation Search Parameters/Components	
Field/Component	**Description/Use**
(1 – 2)	IMPORTANT For more information on Advanced Search, see the Search Functions section in the *RMS User Manual*.
Function Buttons	
	Opens the Export Data Window for this search.
Search	Initiates a search for a Citation record in the database.
OK	Displays the highlighted Citation record in the Citation module and closes the search window.
Cancel	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search; this clears all search fields.
GOTO	Displays the highlighted Citation record in the Citation module and leaves the search window open.
Citation Number	Displays the highlighted Citation number from the search grid.

Community Policing Module

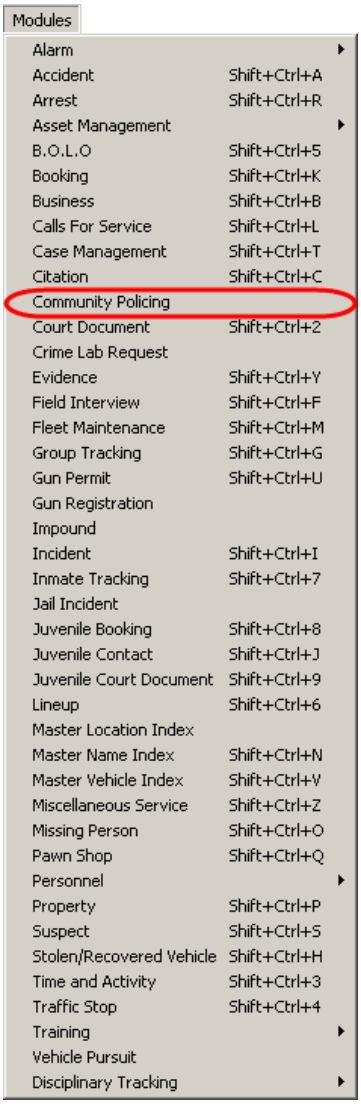
The Community Policing module allows you to track activities considered dangerous, a nuisance, or illegal within a community. This module is used to provide as much descriptive information as possible, allowing law enforcement agencies to enforce community laws and provide safe environments for community residents.

Accessing the Community Policing Module

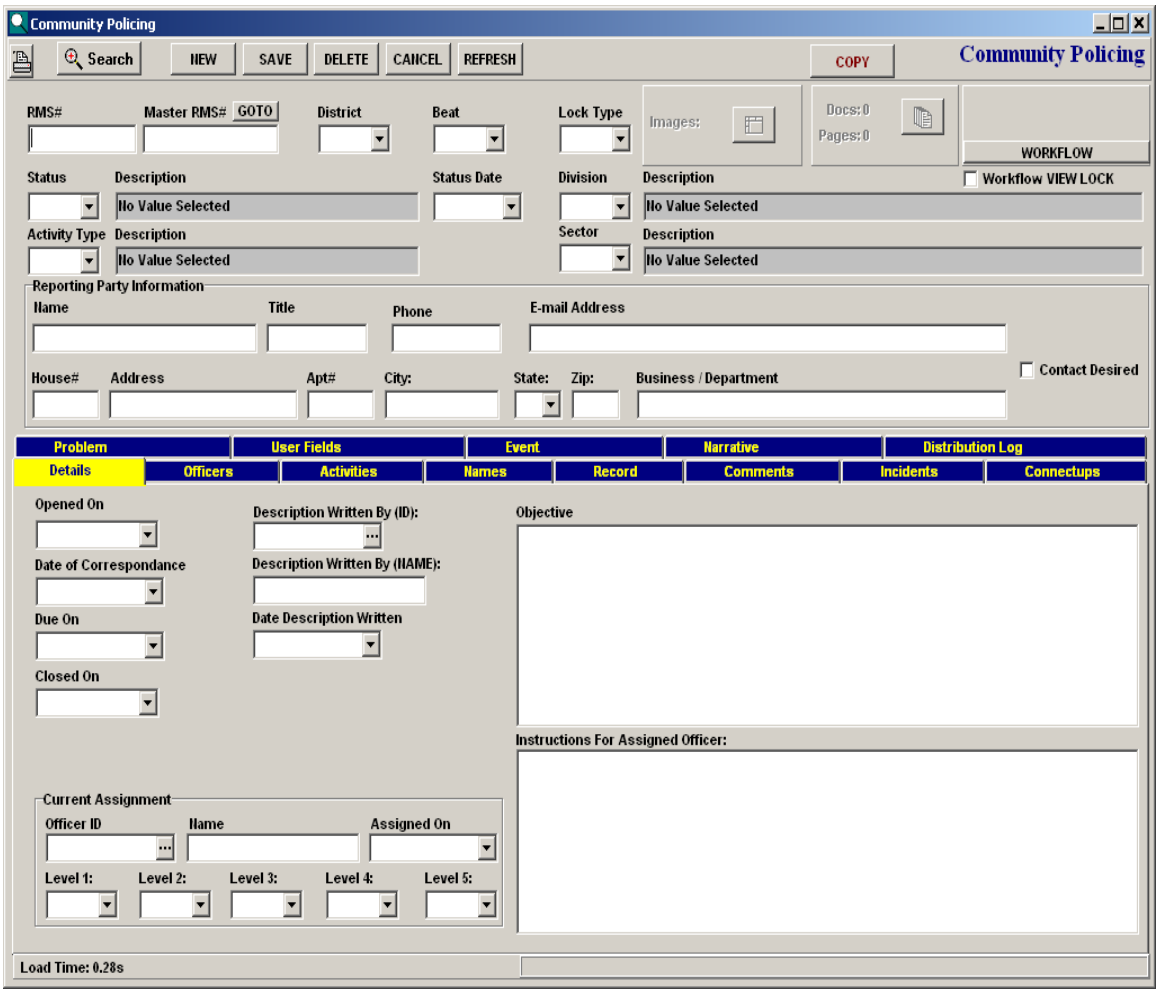
The Community Policing module may be accessed in the following way.

From the Main Menu:

- Select Modules > Community Policing

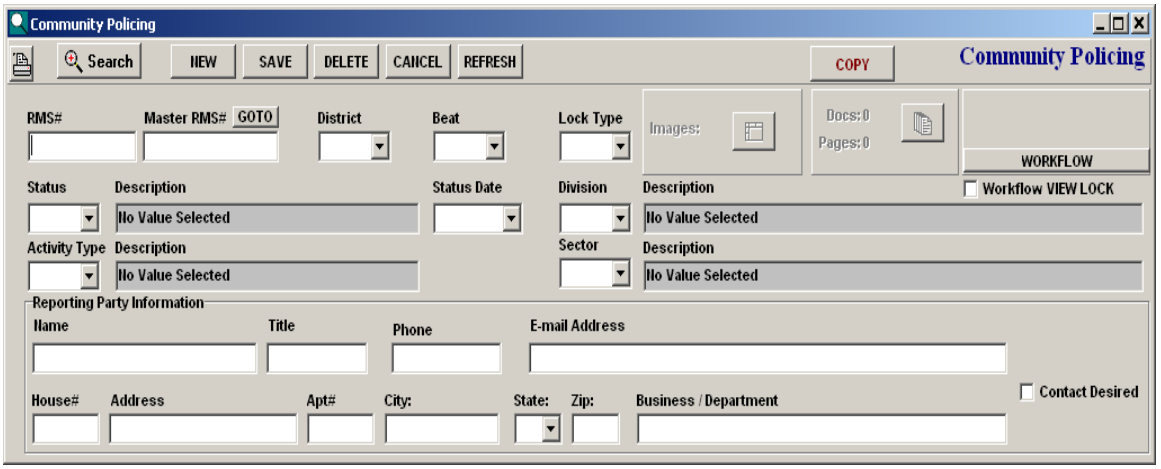


The Community Policing module appears as follows:



Community Policing Module Header Area

The Community Policing module is composed of two sections: the header area and the tab area. The header area fields are pictured and described below:



Community Policing Module Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Community Policing Sheet Options dialogue for this module. Can be used to view or print a report of the record.
Search	Accesses the Community Policing Search to locate an existing Community Policing record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
COPY	Creates a Copy of the displayed Community Policing record. All SAVED data transfers to the new record. NOTE When a Community Policing record is copied, a new RMS # is generated and the original RMS # is displayed in the Master RMS # field. The Master record contains the linked record numbers in the Connectups tab described below: IMPORTANT Click **SAVE** before clicking **COPY**. Only saved data is copied to the new record. For example, if data entered in the displayed record is not saved *before* clicking **COPY**, *only* the saved data is transferred to the new record *and* the data entered in the original record is erased.
Lock Type	Displays the lock type of the Community Policing record. Click the down arrow to access the lookup list of codes.

Community Policing Module Header Fields/Components	
Field/Component	**Description/Use**
	IMPORTANT For additional information about Record Locking, see the "Global Features of RMS" section in the *RMS User Manual*.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	**Workflow Management:** Allows you to submit the current record to the next stage in the Department's defined Workflow process for the module.
Workflow VIEW LOCK	Indicates whether the Workflow view has been locked. Once the Workflow VIEW LOCK is checked for a record, only users who appear in the Workflow for that record will be able to access it.
RMS#	Displays the RMS Community Policing number assigned to a record. This number can be manually entered or automatically generated when a new record is created.
Master RMS#	Displays the original RMS Community Policing number that a record was copied from. IMPORTANT When a Community Policing record is copied, a new RMS # is generated and the original RMS # is displayed in the Master RMS # field.
GOTO	Opens the Master RMS Community Policing record – this is the original RMS record the currently displayed Community Policing record was copied from.
District	Displays a code for the district the activity occurred in. Click the down arrow to access the lookup list of codes.
Beat	Displays a code for the beat the activity occurred in. Click the down arrow to access the lookup list of codes.
Status	Displays a code for the status of the situation. Click the down arrow to access the lookup list of codes.
Status Date	Displays the date the status code was entered. Click the down arrow to access the Calendar utility.
Division	Displays a code for the division the primary officer is assigned to. Click the down arrow to access the lookup list of codes.
Activity Type	Displays a code for the type of community activity reported. Click the down arrow to access the lookup list of codes.
Sector	Displays a code for the sector the activity occurred in. Click the down arrow to access the lookup list of codes.

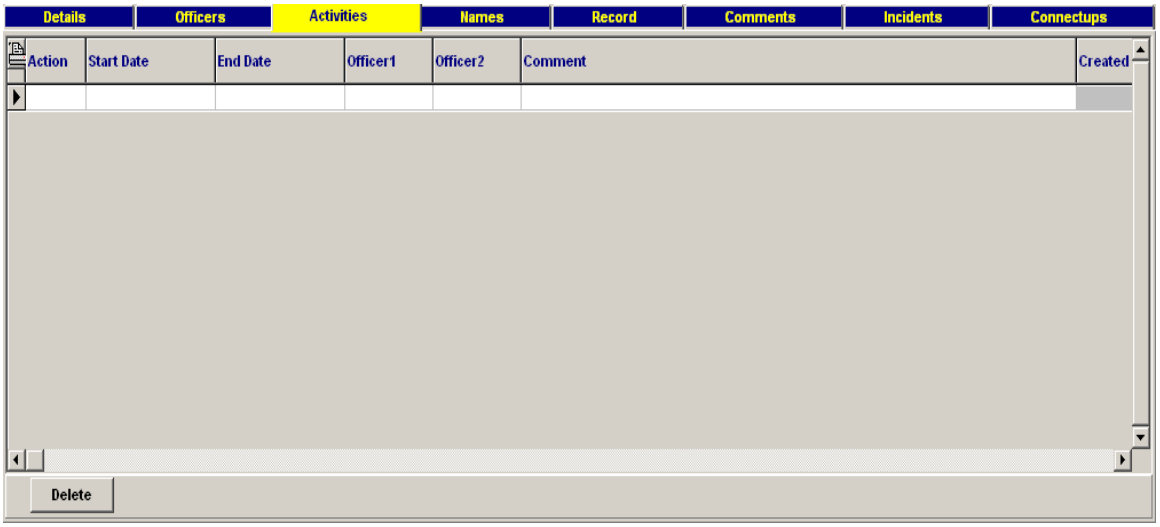
Community Policing Module Header Fields/Components	
Field/Component	**Description/Use**
Reporting Party Information	
Name	Displays the name of the individual reporting the problem.
Title	Displays the title of the individual reporting the problem.
Phone	Displays the phone number of the individual reporting the problem.
E-mail Address	Displays the email address of the individual reporting the problem.
House #	Displays the house number of the individual report the problem.
Address	Displays the street address of the individual reporting the problem.
Apt #	Displays the apartment number of the individual reporting the problem.
City	Displays the city in which the individual reporting the problem resides.
State	Displays a code for the state in which the individual reporting the problem resides. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code in which the individual that reported the problem resides.
Business / Department	Displays the business and/or department associated with the individual reporting the problem.
Contact Desired	A check in this box indicates the individual desires to be contacted concerning the resolution of the problem.

Community Policing Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Activities Tab

This information tab is used to track the actions taken in response to a reported problem.

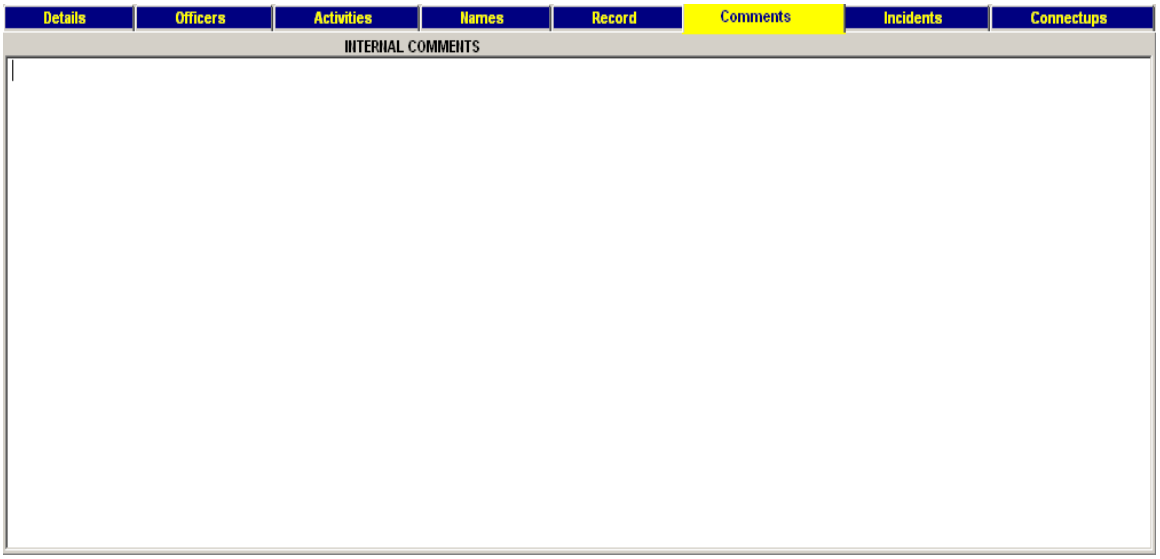


Activities Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Action	Displays a code for the action taken in response to the call. Click the down arrow to access the lookup list of codes.
Start Date	Displays the date and time the action began. Click the down arrow to access the Calendar utility.
End Date	Displays the date and time the action ended. Click the down arrow to access the Calendar utility.
Officer 1	Displays the Employee ID of the first officer involved in this activity. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Officer 2	Displays the Employee ID of the second officer involved in this activity. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Comment	Displays comments regarding the action taken. Double click this field to expand it.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.

Activities Tab Fields/Components	
Field/Component	**Description/Use**
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row.

Comments Tab

This information tab provides a simple text editor for entering and storing narrative comments associated with the displayed record. Text may be entered directly in this free-form, alphanumeric text field; double click the field to expand it. Additionally, you can spell check your comments by pressing the keyboard F7 function key.

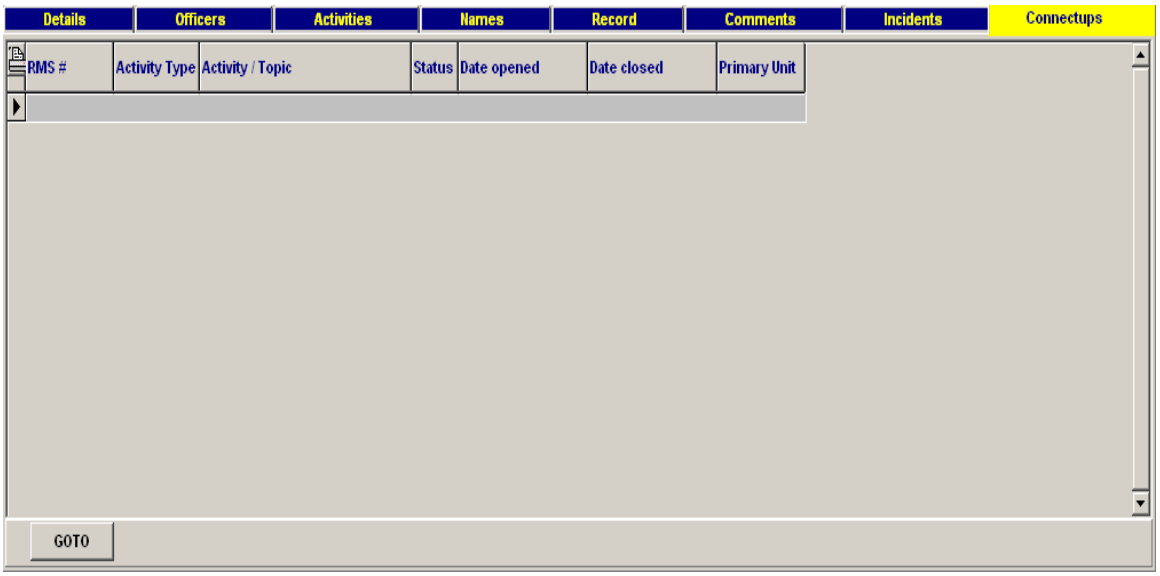


Connectups Tab

This linking tab displays Community Policing records linked to the Community Policing Master RMS #. When a copy of a Master record has been made, the new record number and activity information is displayed in the Connectups tab of the original Community Policing record. All fields on this tab are read-only and populated automatically from the linked Community Policing record. The data in this tab can only be modified from the linked Community Policing record itself.

For example: When a Community Policing record is created and a copy of the record is made, the original Community Policing record contains the linked record(s) (copies) in the Connectups tab. As additional copies are made, these copied records are displayed in the Master RMS Community Policing record > Connectups tab, *not* in the copied record.

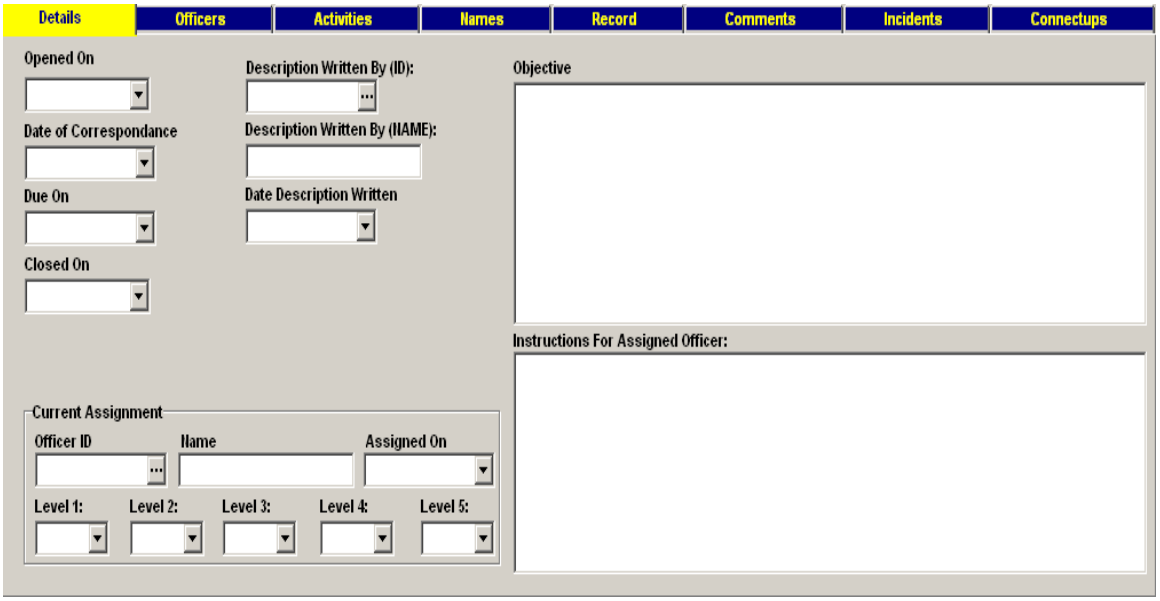
NOTE This tab will only be populated for Community Policing records that have been linked to a Master RMS #. The data in this tab can only be modified from the linked Community Policing record.



Connectups Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
RMS#	Displays the RMS number linked to the Master RMS Community Policing record.
Activity Type	Displays a code for the type of activity reported in the linked record.
Activity/Topic	Displays a description of the Activity/Topic reported in the linked record.
Status	Displays a code for the status of the linked record.
Date Opened	Displays the date that the linked record activity was opened.
Date Closed	Displays the date that the linked record activity was closed.
Primary Unit	Displays the ID of the employee identified as the primary unit on the linked record.
GOTO	Opens the Community Policing module and displays the highlighted record.

Details Tab

This information tab allows you to manually enter details related to the community policing report/event. Additionally, comments in the Objective and Instructions For Assigned Officers fields can be spell checked by pressing the keyboard F7 function key.

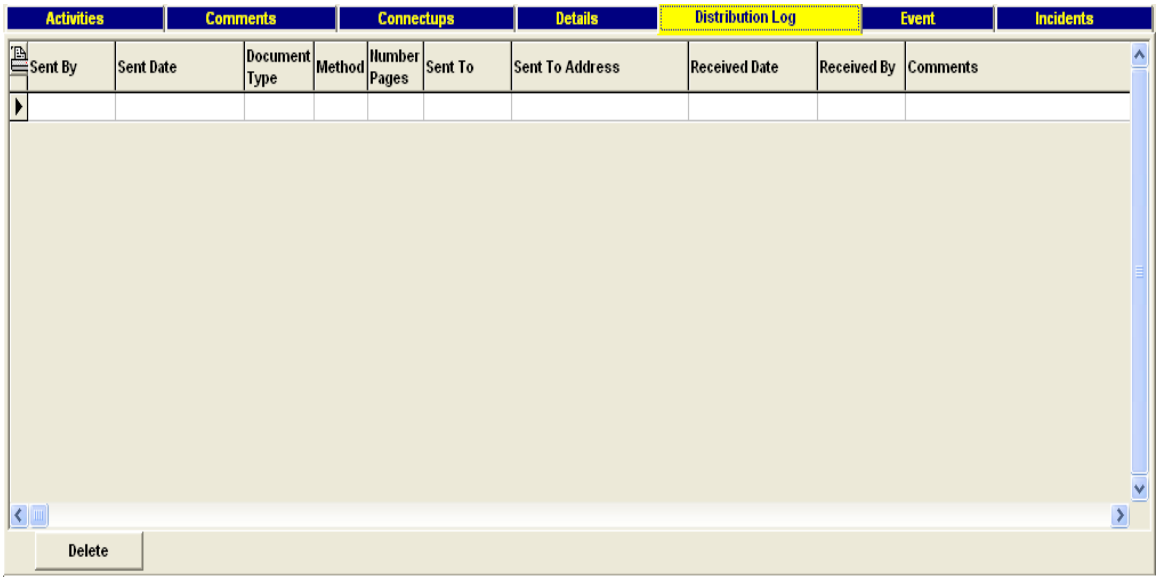


Details Tab Fields/Components	
Field/Component	**Description/Use**
Opened On	Displays the date that the community policing report was opened on. Click the down arrow to access the Calendar Utility.
Date of Correspondence	Displays the date of correspondence. Click the down arrow to access the Calendar Utility.
Due On	Displays the date that the correspondence is due. Click the down arrow to access the Calendar Utility.
Closed On	Displays the date the community policing report was closed. Click the down arrow to access the Calendar Utility.
Description Written By (ID)	Displays the identification number of the employee who wrote the description. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Description Written By (NAME)	Displays the name of the employee who wrote the description.
Date Description Written	Displays the date that the description was written. Click the down arrow to access the Calendar Utility.

Details Tab Fields/Components	
Field/Component	**Description/Use**
Objective	Displays any objectives and/or comments regarding the Community Policing record. Press the function key F7 to launch the spell-checker.
Instructions For Assigned Officer	Displays any instructions for the assigned officer regarding the Community Policing record. Press the function key F7 to launch the spell-checker.
Current Assignment	
Officer ID	Displays the identification number of the employee who is currently assigned. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Name	Displays the name of the employee who is currently assigned.
Assigned On	Displays the date that the employee was assigned. Click the down arrow to access the Calendar Utility.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.

Distribution Log Tab

This information tab allows you to record the history of how, when, and where community policing-related documents were distributed.



Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Sent By	Displays the employee ID responsible for distributing the document. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Sent Date	Displays the date/time on which the document was distributed. Click the down arrow to access the Calendar utility.
Document Type	Displays a code representing the type of document being sent. Click the down arrow to access the lookup list of codes.
Method	Displays the code for the method by which the document was distributed. Click the down arrow to access the lookup list of codes.
Number Pages	Displays the number of pages in the document.
Sent To	Displays the intended recipient of the document(s).
Sent To Address	Displays the address where the document(s) were sent.
Received Date	Displays the date/time on which the document was received. Click the down arrow to access the Calendar utility.
Received By	Displays the actual recipient of the document(s).
Comments	Displays any comments entered regarding the document. Double click the field to expand it.

Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row.

Event Tab

This information tab allows you to manually enter event-related information to the Community Policing record. Comments in the Partners/Other Groups Involved field can be spell-checked by pressing the keyboard F7 function key.

Events Tab Fields/Components	
Field/Component	**Description/Use**
Activity / Topic	Displays the activity and/or topic of the community policing event.

Events Tab Fields/Components	
Field/Component	**Description/Use**
Location	Displays the location of the community policing event.
Date / Time Range	Displays the date and time range of the community policing event.
Parties / Other Groups Involved	Displays the parties and/or other groups involved in the community policing event.

Incidents Tab

This combination tab links one or more Incident records to a Community Policing record. All fields on this tab are read-only, except for the Comments field. The read-only fields are populated automatically when an Incident record is linked.

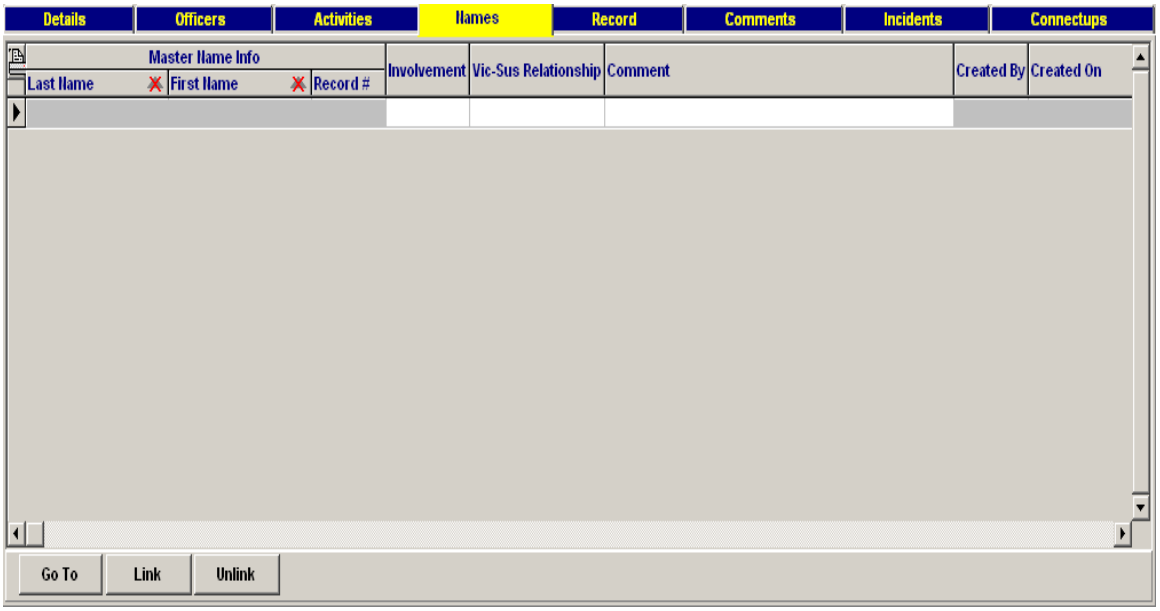
Incidents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Incident	Displays the Incident Number of the linked Incident record.

Incidents Tab Fields/Components	
Field/Component	**Description/Use**
Offense Code	Displays an offense code(s) from the linked Incident record. NOTE Click "+" to expand the offense code field where details of the offense(s) are displayed. These details include the severity of the offense, offense code, and description, and statute(s) related to the offense.
Reported On	Displays the date and time this incident was reported.
Link Date	Displays the date the Incident record was linked to the Community Policing record. This field is automatically populated when the records are linked.
Comments	Displays comments related to the linked Incident record.
Go To	Opens the Incident module and displays the highlighted record.
Link	Opens the Incident Search. Once the record is located, click **OK** to link the record to the Community Policing module.
Un-Link	Removes the link between the Community Policing record and the highlighted Incident record.

Names Tab

This combination tab allows you to link Master Name records to the Community Policing record.

Information in this tab includes the names of individuals involved in the activity, their involvement in the reported activity and the Victim to Suspect Relationship. The individual(s) must exist in the Master Name Index module before linking can take place. All fields on this tab are read-only with the except for the Involvement, Victim-Suspect Relationship, and Comment fields. Read-only fields are populated automatically from the linked Master Name Index record when the link is made.



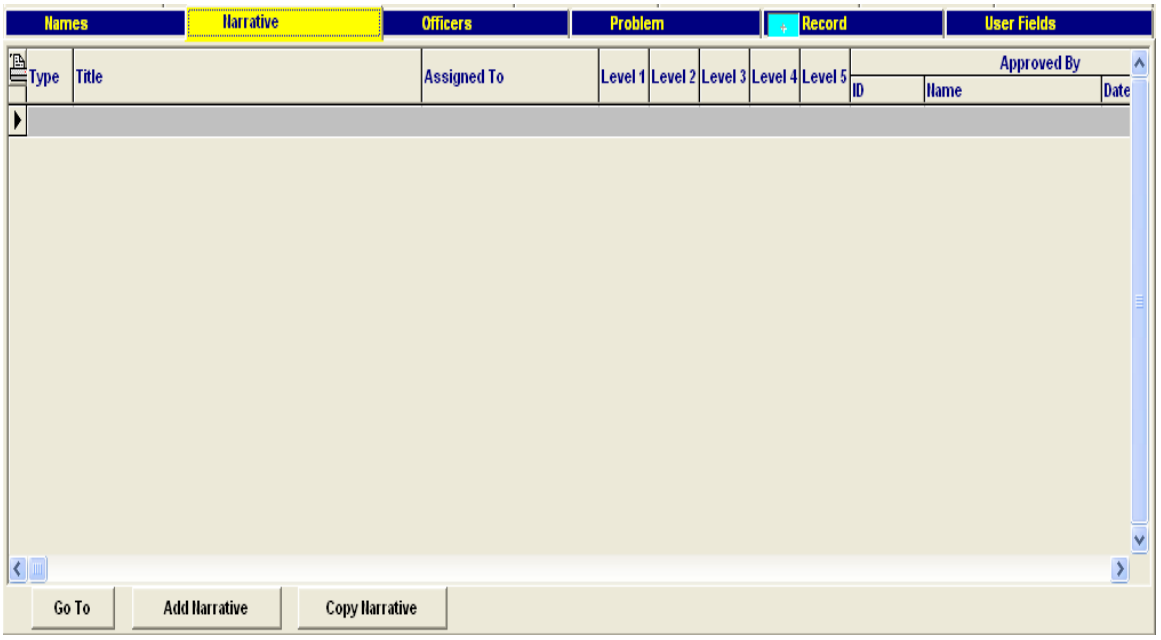
Names Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Master Name Info	
Last Name	Displays the last name of the individual involved with the Community Policing record.
First Name	Displays the first name of the individual involved with the Community Policing record.
Record #	Displays the Master Name Index record number.
Involvement	Displays a code for the involvement of the individual with the reported activity. Click the down arrow to access the lookup list of codes.
Vic-Sus Relationship	Displays a code defining the relationship between the victim and suspect involved in an activity. Click the down arrow to access the lookup list of codes.
Comment	Displays comments regarding the involved individual. Text may be entered directly in this free text, alphanumeric field, or double click to expand it.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and

Names Tab Fields/Components	
Field/Component	**Description/Use**
	occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Go To	Opens the Master Name Index module and displays the highlighted record.
Link	Opens the Master Name Index Search. Once a record is located, click **OK** to link the record to the Community Policing record.
Un-Link	Removes the link between the Community Policing record and the highlighted Master Name record.

Narratives Tab

This linking tab allows any number of Narrative records to be created in and linked to this Community Policing record.

NOTE Click **Add Narrative** to open the Narratives feature to create a new Narrative record. For additional information on Narratives, see the *Global Features of RMS* section in the *RMS User Manual.*

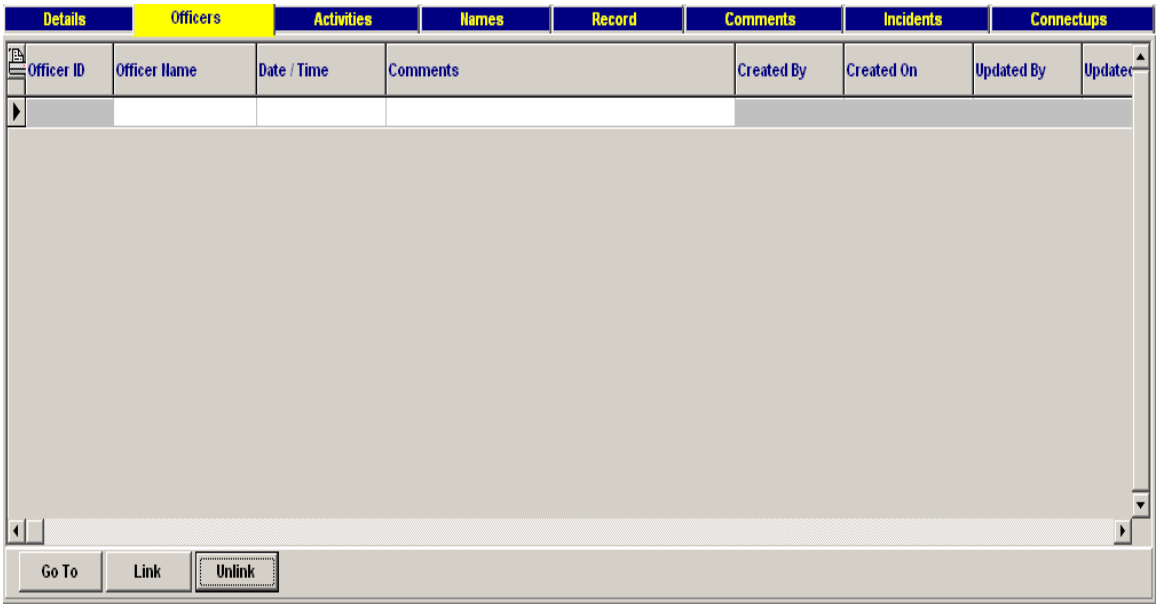


Narratives Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Type	Displays a code identifying the type of narrative.
Title	Displays the title or description for the narrative.
Assigned to	Displays the user ID of the individual who is assigned to this narrative.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. A user can also click the down arrow in the fields to access the lookup list of codes and change the data. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record.
ID	Displays the user ID of the individual who approved this narrative.
Name	Displays the name of the individual who approved this narrative.
Date	Displays the date and time on which the narrative was approved.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.

Narratives Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Key (1 – 2)	Displays keywords used to search the narrative report.
Go To	Opens the selected narrative.
Add Narrative	Accesses the Narrative screen to enter a new narrative record. IMPORTANT For additional information on Narratives, see the Global Features of RMS section in the *RMS User Manual*.
Copy Narrative	Opens a dialog box to copy the selected narrative.

Officers Tab

This linking tab lists the employee identification numbers of any officer(s) involved in the reported activity. This read-only field of data is populated automatically from the linked Master Employee Index record when the link is made.

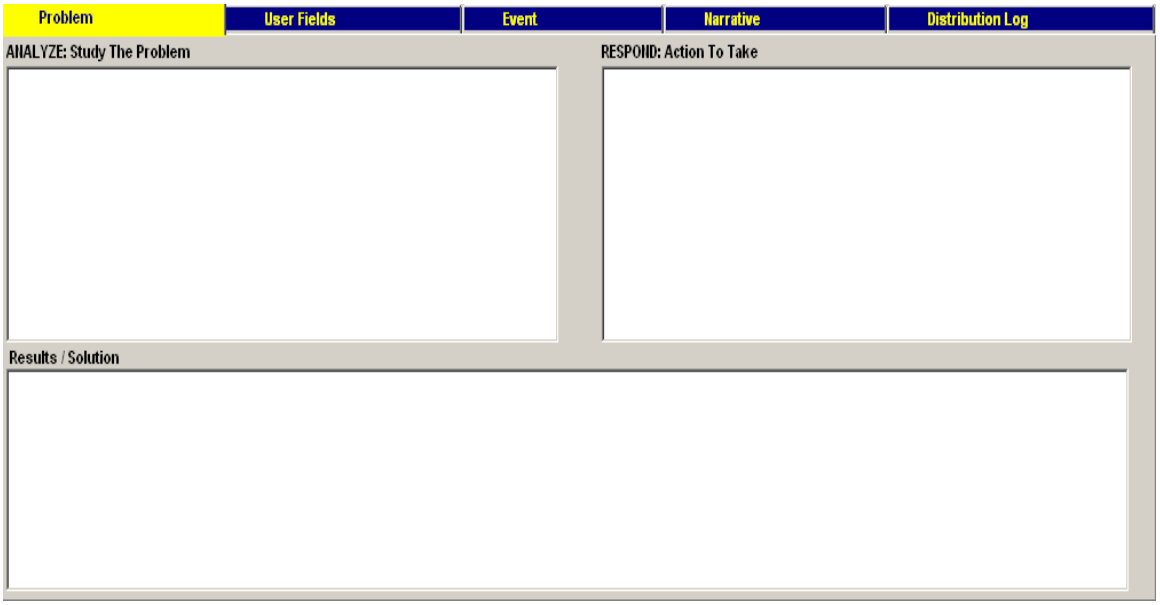


Officers Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Officer ID	Displays the Master Employee Index ID of the officer involved in the reported activity.
Officer Name	Displays the name of the officer involved in the reported activity.
Date / Time	Displays the date/time the officer was involved in the reported activity.
Comments	Displays any comments relating to the reported activity.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Go To	Opens the Master Employee Index module and displays the highlighted

Officers Tab Fields/Components	
Field/Component	**Description/Use**
	record.
Link	Opens the Master Employee Index Search. Once a record is located, click **OK** to link the record to the Community Policing module.
Un-Link	Removes the link between the Community Policing record and the highlighted Master Employee Index record.

Problem Solving Tab

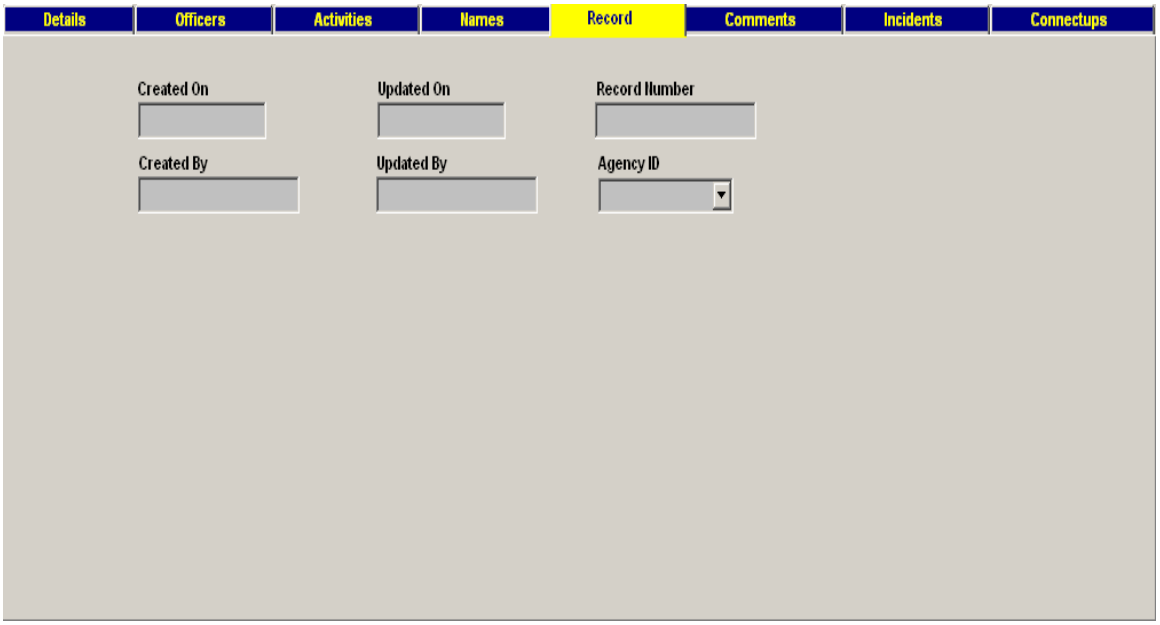
This tab provides a simple text editor for entering and storing a narrative analysis and response to the reported problem. Comments can be spell-checked by pressing the keyboard F7 function key.



Problem Solving Tab Fields	
Field	**Description/Use**
ANALYZE: Study the Problem	Displays a description of the analysis of the reported problem. Text may be entered directly in this free text, alphanumeric field, or double click to expand it.
RESPOND: Action to Take	Displays a description of the response to the reported problem. Text may be entered directly in this free text, alphanumeric field, or double click to expand it.
Results / Solutions	Displays any results/solutions to the reported problem.

Record Tab

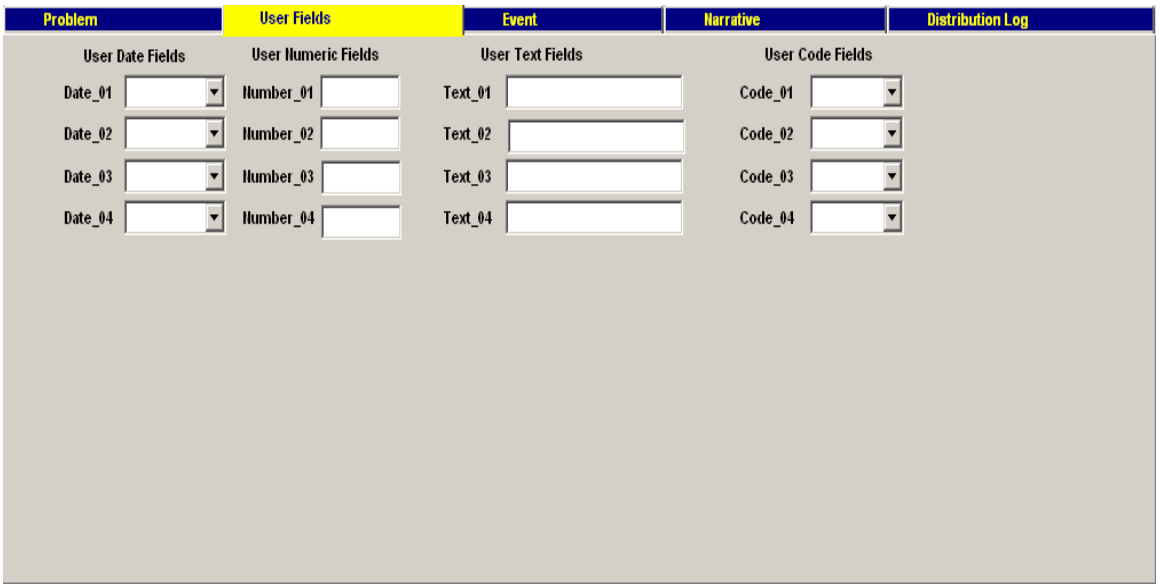
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields	
Field/Components	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user that created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the login of the user that updated the record and occurs upon saving changes to a record.
Record Number	Displays the unique number assigned and used by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Community Policing module. This function allows you to display a Community Policing Sheet.

When you click , the Community Policing Sheet dialog box appears; this window allows you to tailor the information to be included on the data sheet.

Community Policing Data Sheet
inPURSUIT
Community Policing Data Sheet
View
Close
RMS Number: CP-100000008
Select Sections To Display
Activities
Comments
Connectups
Details
Distribution Log
Event
Images
Incidents
Names
Narrative
Officers
Problem
Record
User Fields
Select All
Clear All

Accessing the Community Policing Search

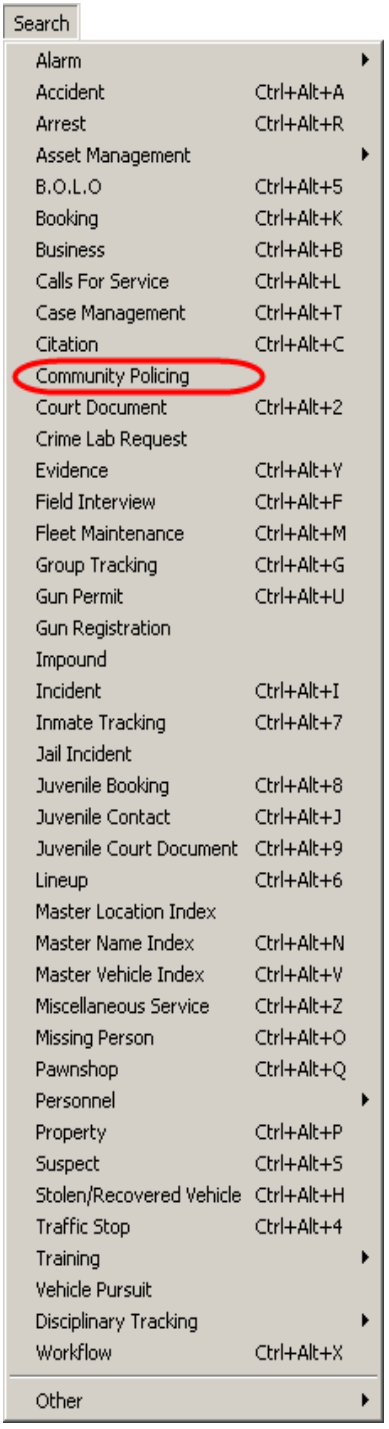
The following methods may be used to open the Community Policing Search:

From the Main Menu:

- Select Search > Community Policing

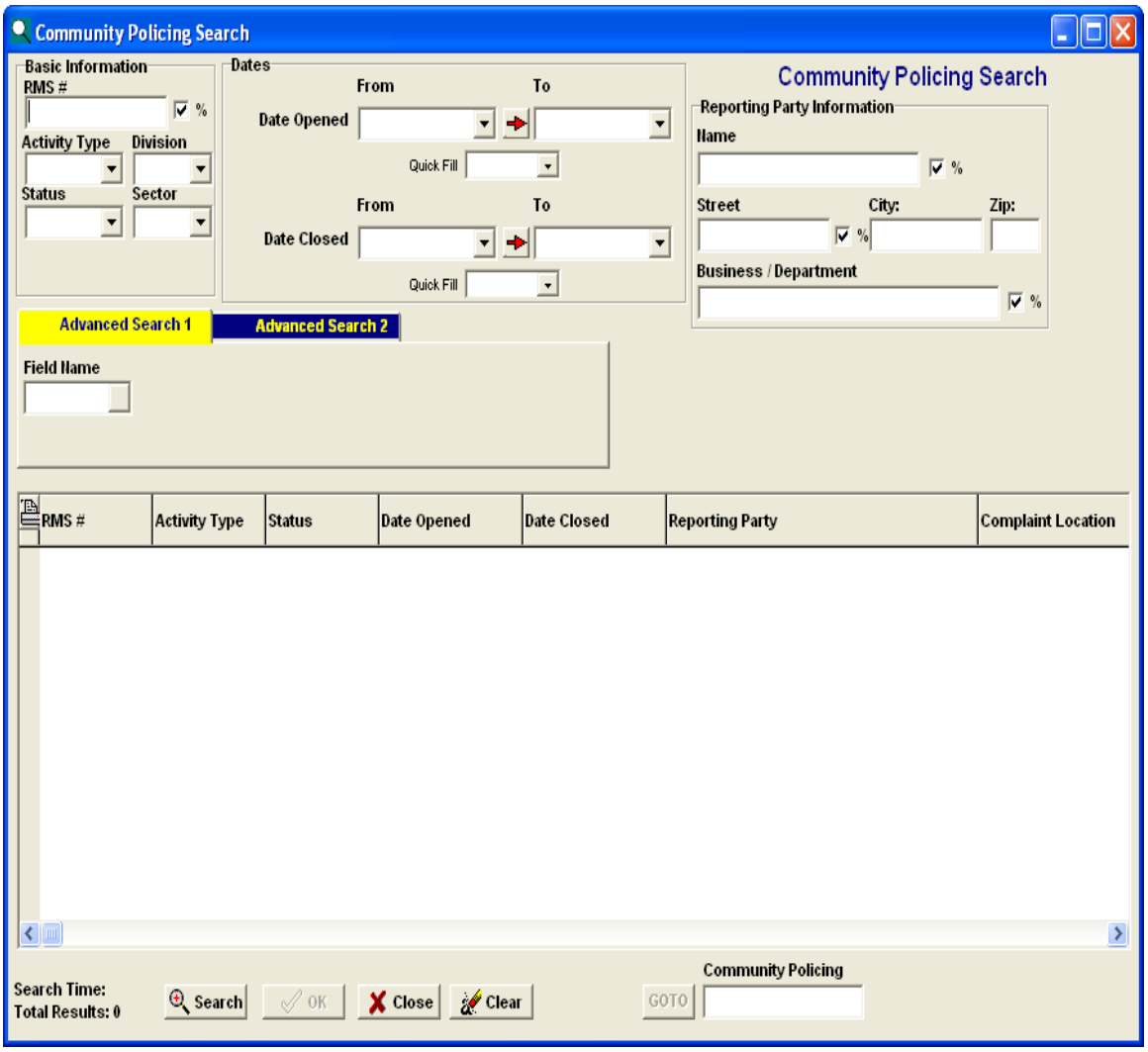
From within the module:

- Click **Search**



Community Policing Search Parameters

The Community Policing Search allows you to search for Community Policing records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Community Policing Search Parameters/Components	
Field/Component	**Description/Use**
Basic Information	
RMS #	Displays the RMS # assigned to the Community Policing record. The % check box indicates whether to include a wildcard in the search.
Activity Type	Displays a code identifying the type of activity associated with the Community Policing record. Click the down arrow to access the

Community Policing Search Parameters/Components	
Field/Component	**Description/Use**
	lookup list of codes.
Status	Displays a code for the status of the Community Policing record. Click the down arrow to access the lookup list of codes.
Division	Displays a code indicating the division responding to the Community Policing record. Click the down arrow to access the lookup list of codes.
Sector	Displays a code indicating the sector where the Community Policing record occurred. Click the down arrow to access the lookup list of codes.
Dates	
Date Opened From/To	Displays a range of dates to search on which a reported activity was opened. Click the down arrow to access the Calendar utility.
Date Closed From/To	Displays a range of dates to search on which a reported activity was closed. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same date as the From date field.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. NOTE For more information on the Quick Fill options, see the "Search Functions" section in the *RMS User Manual.*
Reporting Party Information	
Name	Displays the name of the reporting party. The % check box indicates a wildcard search.
Street	Displays the street address of the reporting party. The % check box indicates a wildcard search.
City	Displays the city in which the reporting party resides.
Zip	Displays the zip code in which the reporting party resides.
Business / Department	Displays the business and/or department associated with the individual who reported the event/activity. The % check box indicates a wildcard search.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows the user to search on a field that appears in the Header of the module. NOTE For more information on Advanced Search, see the "Search Functions" section in the *RMS User Manual*.

Community Policing Search Parameters/Components	
Field/Component	**Description/Use**
Function Buttons	
	Opens the Export Grid window for this search.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Community Policing record in the Community Policing module and closes the search window.
Close	Closes the search window.
Clear	Clears all search parameters that were entered for the previous search and clears all search fields.
Go To	Opens the Community Policing module and displays the highlighted record.
Community Policing	Displays the highlighted Community Policing record number. Click **GOTO** to open the record.

Court Document Module

The Court Document module allows you to enter and track the distribution, receipt, and service attempts for all court documents (warrants, protective orders, subpoenas, court orders, civil processes, and so forth).

Accessing the Court Document Module

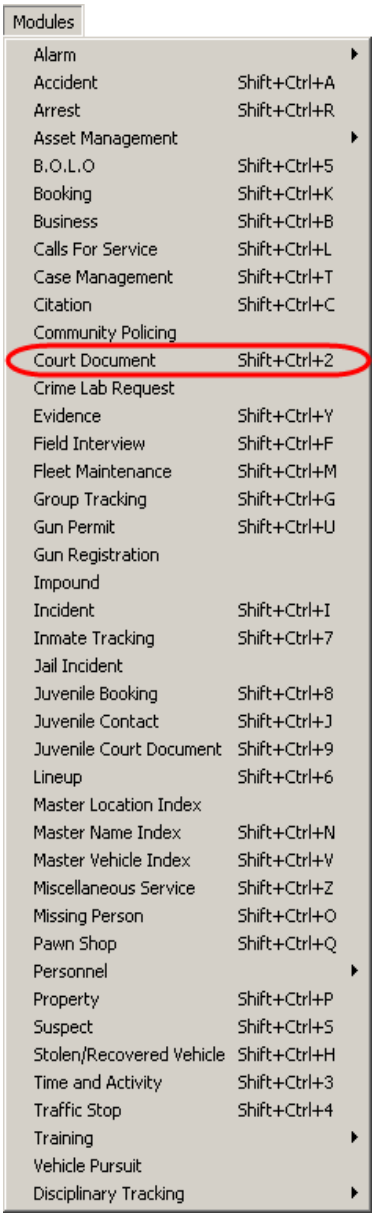
The Court Document module may be accessed in the following ways:

From the Main Menu:

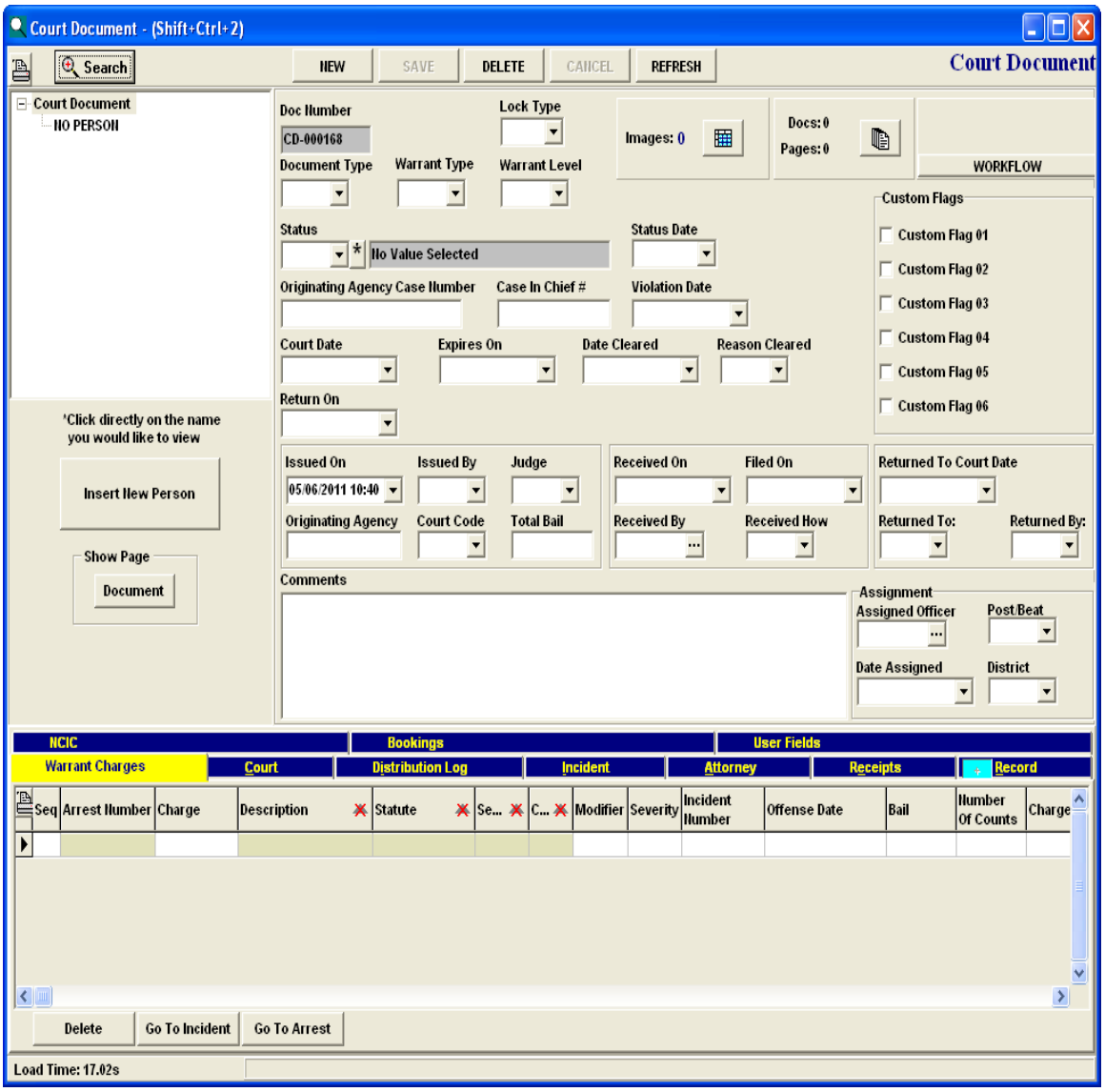
- Select Modules > Court Document

Using the shortcut key combination:

- Press SHIFT + CTRL + 2



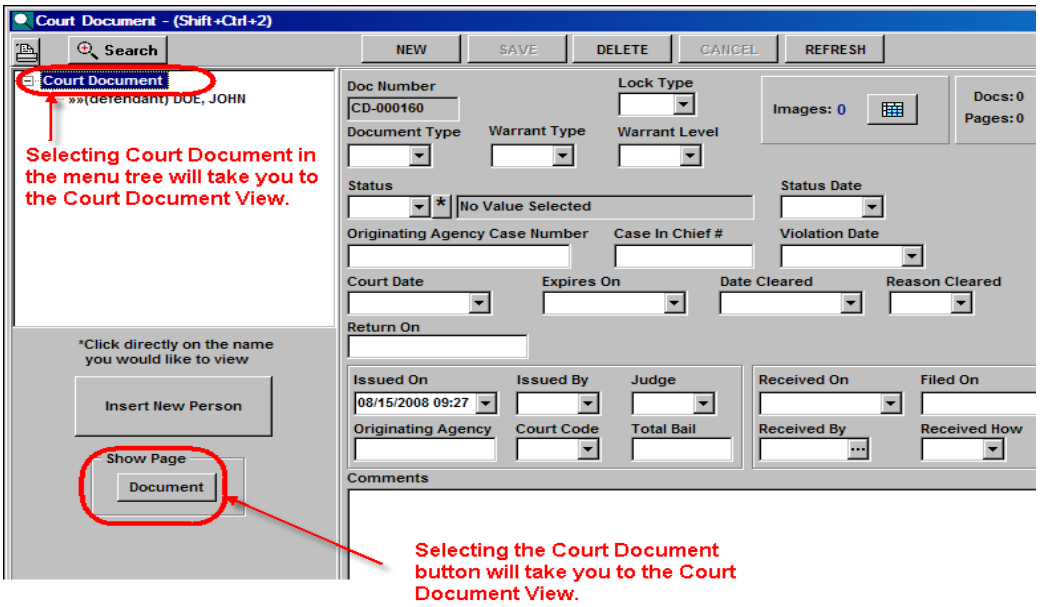
The Court Document module will appear as follows:



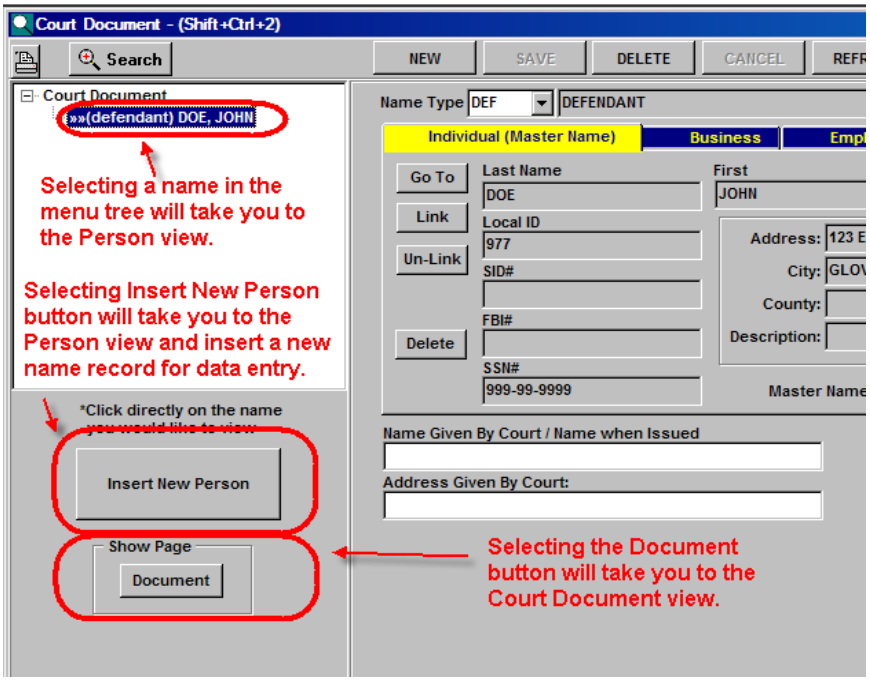
Navigating the Court Document Module

The Court Document module has two distinct views: the Court Document view and the Persons view. Each view is discussed in detail in this section. You may navigate among these views using the menu tree shown at the left side of the module. Additionally, you may navigate to the Document view by clicking **Document**, or create a new name record in the Persons view by clicking **Insert New Person**.

Court Document View

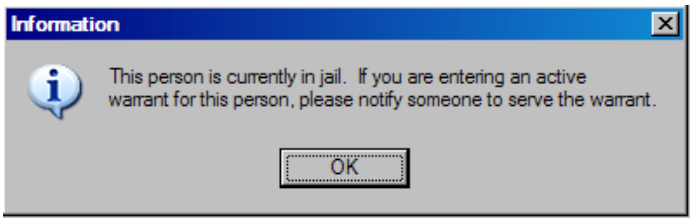


Person View



Link Master Name – In Jail Currently

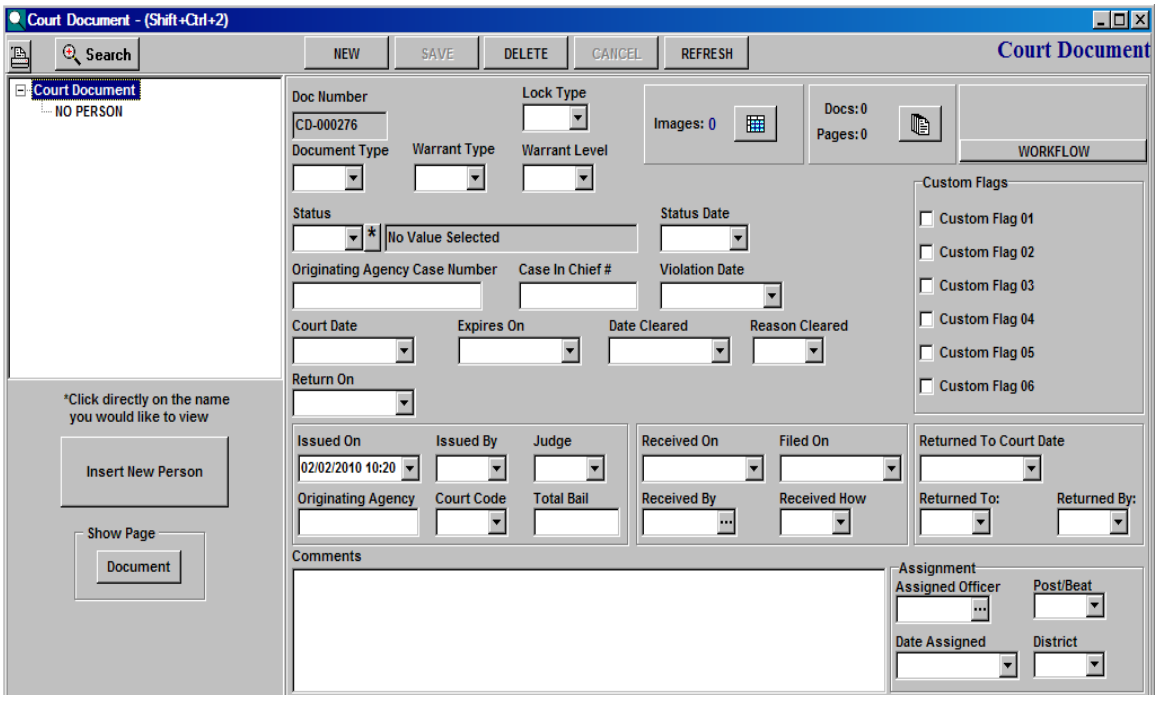
One feature the RMS provides is a cross-reference to Jail Management. If you are linking a Master Name record to a Court Document, the RMS will check the Inmate Tracking database to see if that person is currently in the Jail Management > Inmate Tracking module. If the person is currently in your jail, the following message will appear:



Court Document View Header Area

As stated above, the Court Document module is composed of two views. This section will discuss the Court Documents view. It is composed of two sections: the header area and the tab area.

Header Area



Court Document View Fields/Components	
Field/Component	**Description/Use**
	Opens the Service Control Form dialog box for this module.
Search	Accesses the Court Document module search to search for an existing Court Document record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Image Panel: Click to view images, audio and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	Workflow Management: Allows you to submit the current record to the next stage in the Department's defined Workflow process for this module.
Doc Number	Displays the unique document number located on the Court Document. This number can be auto generated or entered manually. IMPORTANT The Document Number can only be auto-generated upon initial insertion of a new record (after you click **New**).
Lock Type	Displays the lock type of the Court Document record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information on Record Locking, see the Global Features of RMS section in the *RMS User Navigation Manual*.
Document Type	Displays the code for the current document type. Click the down arrow to access the lookup list of codes.
Warrant Type	Displays the code for the warrant type. Click the down arrow to access the lookup list of codes.
Warrant Level	Displays the code for the warrant level. Click the down arrow to access the lookup list of codes.
Status	Displays the code for the current document's status. Click the down arrow to access the lookup list of codes. Click ***** to open the Management Screen to enter a new value for the Status and Status Date fields.

Court Document View Fields/Components	
Field/Component	**Description/Use**
Status Date	Displays the date/time the status was entered. Click the down arrow to access the Calendar utility.
Originating Agency Case Number	Display the case number assigned to this court document by the originating agency.
Case In Chief #	Displays the original police number issued for the document if there are multiple charges/reports issued by the police department for an individual.
Violation Date	Displays the date/time the violation occurred. Click the down arrow to access the Calendar utility.
Court Date	Displays the date/time on which the related parties are to appear in court. Click the down arrow to access the Calendar utility.
Expires On	Displays the date/time on which the document expires. Click the down arrow to access the Calendar utility.
Date Cleared	Displays the date/time document was cleared by the Department. Click the down arrow to access the Calendar utility.
Reason Cleared	Displays the code for the reason for the clearance. Click the down arrow to access the lookup list of codes.
Return On	Displays when the court document needs to be returned.
Custom Flags	
Custom Flags (1 – 6)	User-defined custom check boxes provide the flexibility to create additional flags if needed.
Issued On	Displays the date/time on which the document was issued. Click the down arrow to access the Calendar utility.
Issued By	Displays the code for the issuing authority. Click the down arrow to access the lookup list of codes.
Judge	Displays the code for the judge who authorized the issuing of this court document. Click the down arrow to access the lookup list of codes.
Originating Agency	Displays the agency from which the document originated.
Court Code	Displays the code for the court related to the court document. Click the down arrow to access the lookup list of codes.
Total Bail	Displays the total amount of bail set for the individual (in U.S. Dollars).
Received On	Displays the date/time on which the document was received. Click the down arrow to access the Calendar utility.

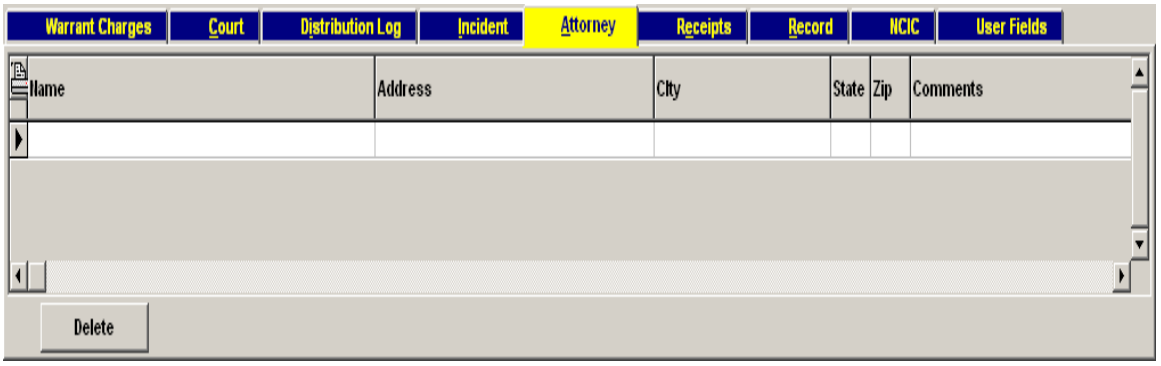
Court Document View Fields/Components	
Field/Component	**Description/Use**
Filed On	Displays the date/time on which the document was filed. Click the down arrow to access the Calendar utility.
Received By	Displays the employee ID of the person who received the document. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Received How	Displays the code for the method of delivery for the court document. Click the down arrow to access the lookup list of codes.
Returned To Court Date	Displays the date/time on which the document was returned to the court authority. Click the down arrow to access the Calendar utility.
Returned To	Displays the code for the agency that the issued document should be returned to. Click the down arrow to access the lookup list of codes.
Returned By	Displays the code of the Returned By source. Click the down arrow to access the lookup list of codes.
Comments	Displays any comments relating to the court document. Double click the field to expand it.
Assignment	
Assigned Officer	Displays the employee ID of the person who was assigned responsibility for the document transaction. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Date Assigned	Displays the date/time on which the officer was assigned. Click the down arrow to access the Calendar utility.
Post/Beat	Displays the code for the post/beat where the officer is assigned. Click the down arrow to access the lookup list of codes.
District	Displays the code for the district where the officer is assigned. Click the down arrow to access the lookup list of codes.

Court Document View Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below.

Attorney Tab

This information tab provides the contact information for the attorney involved with this particular case.

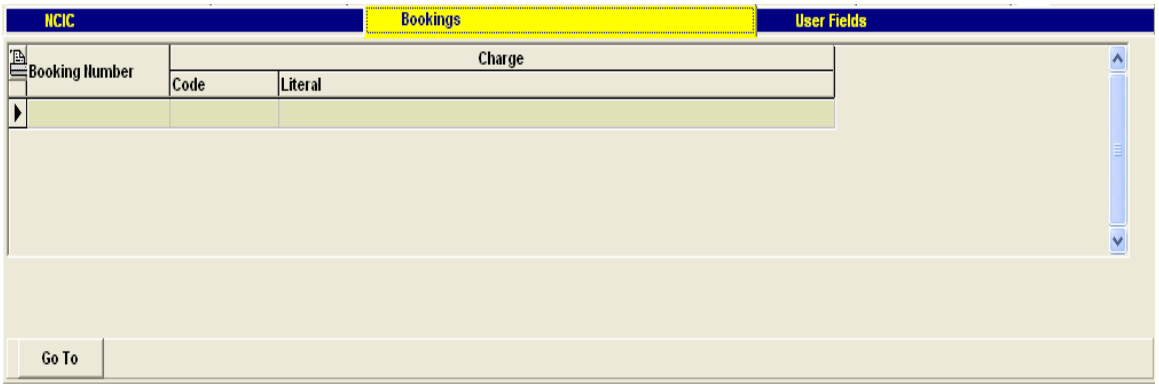


Attorney Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Name	Displays the full name of the attorney working on this case.
Address	Displays the street address where the attorney is located.
City	Displays the city where the attorney is located.
State	Displays the state where the attorney is located. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code where the attorney is located.
Comments	Displays any additional comments concerning the attorney.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.

Attorney Tab Fields/Components	
Field/Component	**Description/Use**
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row.

Bookings Tab

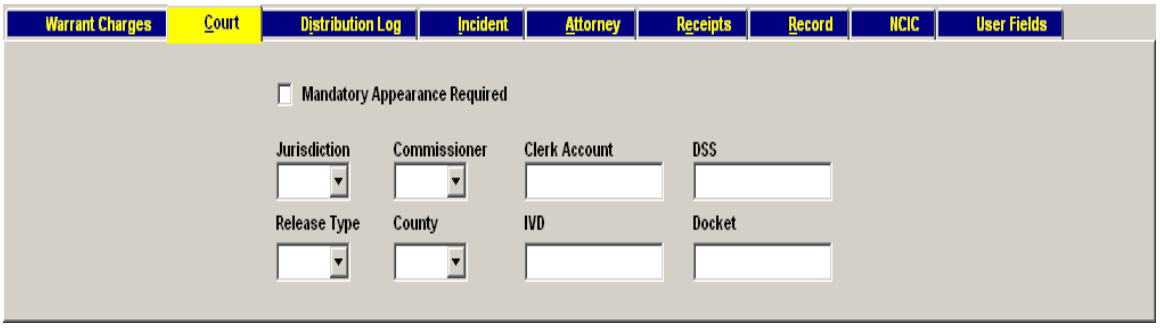
This read-only information tab displays data about any bookings recorded for the individual(s) named on the court document. These fields are populated automatically when a document/person is linked who has bookings linked to charges/court documents on their Master Name Index record; no linking or editing can be done from this tab.



Bookings Tab Fields/Components	
Field/Component	**Description/Use**
Booking Number	Displays the booking number associated with the court document.
Charge	
Code	Displays the charge code recorded for the booking/court document.
Literal	Displays a description of the charge code for the booking/court document.
Go To	Opens the Booking module and displays the highlighted record.

Court Tab

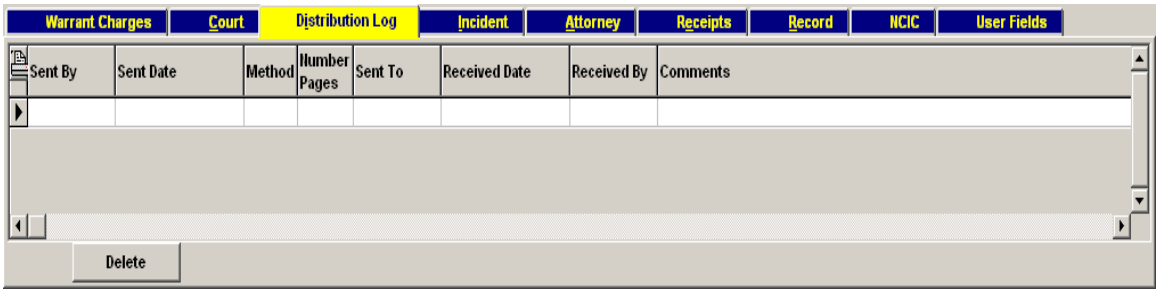
This information tab provides data fields for recording court-related information about the Court Document.



Court Tab Fields/Components	
Field/Component	**Description/Use**
Mandatory Appearance Required	Indicates whether the court appearance is required for the related parties.
Jurisdiction	Displays the code for the assigned court's jurisdiction. Click the down arrow to access the lookup list of codes.
Commissioner	Displays the code for the court commissioner. Click the down arrow to access the lookup list of codes.
Clerk Account	Displays the identifier used internally by the clerk of the assigned court.
DSS	Displays the number generated for the Department of Social Services (DSS). This number is for internal use.
Release Type	Displays the code for the condition under which the court released the defendant. Click the down arrow to access the lookup list of codes.
County	Displays the code indicating the county in which the case is being tried. Click the down arrow to access the lookup list of codes.
IVD	Displays the secondary number for internal use.
Docket	Displays the specific docket number assigned to a trial or court hearing.

Distribution Log Tab

This information tab allows you to record the history of how, when and where a court document was distributed.

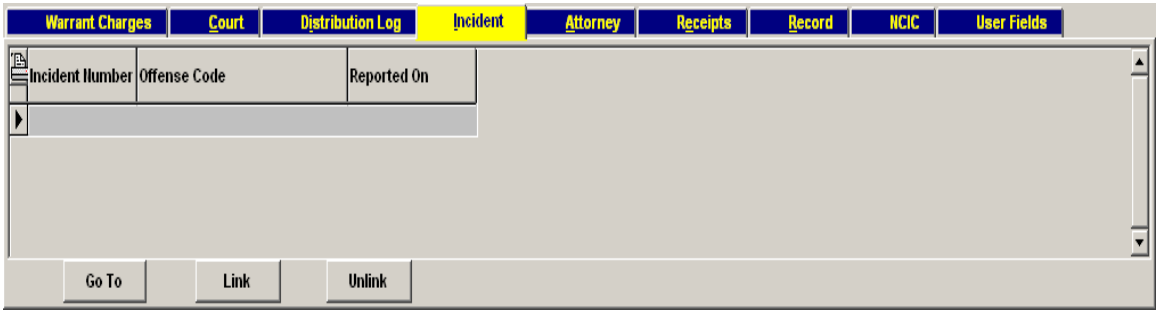


Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Sent By	Displays the employee ID of the person responsible for distributing the document. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Sent Date	Displays the date/time on which the document was distributed. Click the down arrow to access the Calendar utility.
Method	Displays the code for the method by which the document was distributed. Click the down arrow to access the lookup list of codes.
Number Pages	Displays the number of pages in the document.
Sent To	Displays the intended recipient of the document(s).
Received Date	Displays the date/time on which the document was received. Click the down arrow to access the Calendar utility.
Received By	Displays the actual recipient of the document(s).
Comments	Displays any comments entered regarding the document. Double click the field to expand it.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.

Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
Delete	Deletes the highlighted row.

Incident Tab

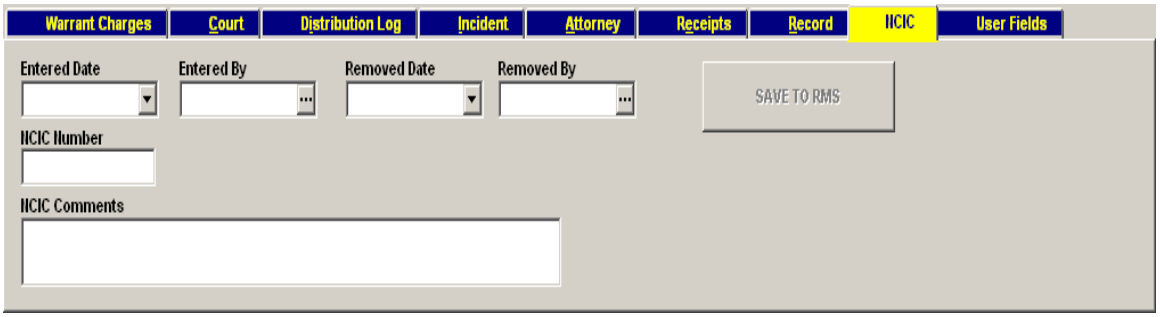
This linking tab allows an unlimited number of Incidents to be linked to the current Court Document record. All fields on this tab are read-only and populated when the Incident record is linked. Data in this tab must be edited in the Incidents module itself.



Incident Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Incident Number	Displays a unique Incident number from the linked Incident record.
Offense Code	Displays the Primary Offense Code in the Incidents record.
Reported On	Displays the date/time the incident was reported.
Go To	Opens the Incident module and displays the highlighted record.
Link	Opens the Incident Search. Once the record is located, click **OK** to link the record to the Court Document module.
Un-Link	Removes the link between the Court Document record and the highlighted Incident record.

NCIC Tab

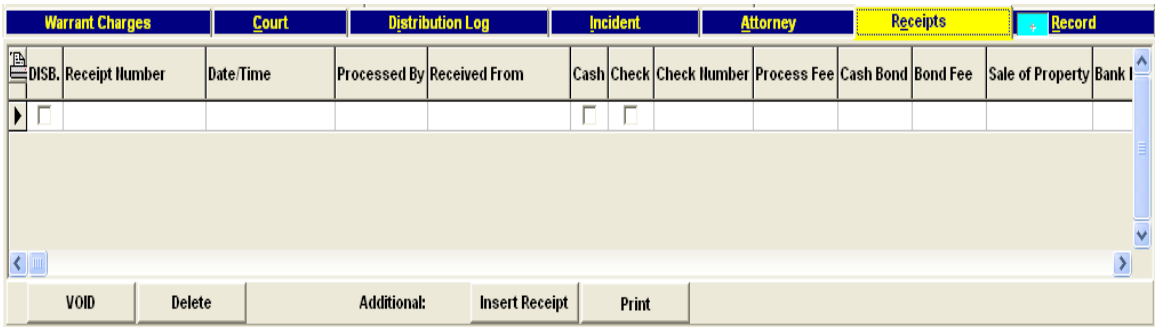
This information tab is used to record the National Crime Information Center (NCIC) identifier returned by NCIC when warrants are entered and/or removed from the NCIC system.



NCIC Tab Fields/Components	
Field/Component	**Description/Use**
Entered Date	Displays the date and time the record was entered into NCIC. Click the down arrow to access the Calendar utility.
Entered By	Displays the ID of the user who entered the record into NCIC. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
NCIC Number	Displays a unique NCIC number.
NCIC Comments	Displays comments entered regarding the NCIC record.
Removed Date	Displays the date and time the record was removed from NCIC. Click the down arrow to access the Calendar utility.
Removed By	Displays the ID of the user who removed the record from NCIC. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
SAVE TO RMS	This button may be used to save the data on this tab to the current Court Documents record. Security may be configured such that a user may be given permission to use this button, while permission to use the Court Documents SAVE button is denied. This allows for limited access to the Court Documents module when full access is not required by the department's NCIC operator.

Receipts Tab

This information tab provides fields for information regarding funds received by the department. Funds may be received from bail, sale of property, serving a subpoena, and so forth. Receipt numbers can be automatically generated and receipts printed.

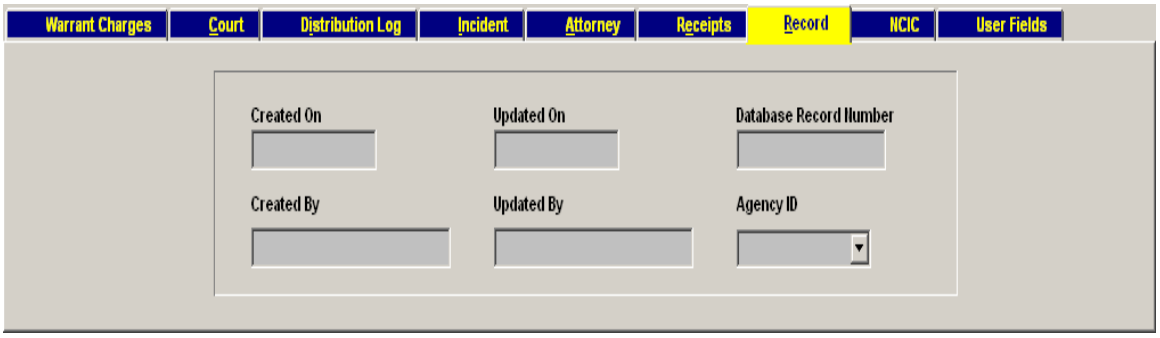


Receipts Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
DISB.	Indicates a disbursement was made for monies collected by the department.
Receipt Number	Displays the number used to identify a specific transaction. NOTE To generate a receipt record, click **Insert Receipt**. You are then prompted to either automatically generate a receipt, or click **No** when prompted to enter a receipt number manually.
Date/Time	Displays the date/time the receipt was issued. Click the down arrow to access the Calendar utility.
Processed By	Displays the ID of the employee who processed the transaction. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Received From	Displays where the funds are coming from.
Cash	Indicates the department received cash.
Check	Indicates the department received a check.
Check Number	Displays the check number of the check received.
Process Fee	Displays the amount of additional charges required for services other than processing bonds. This field is **not** to be used to record a bond processing fee.
Cash Bond	Displays the amount of money received if a cash bond is posted.
Bond Fee	Displays the amount of money charged for processing the bond.
Sale of Property	Displays the amount of monies received because of selling property that was taken from an individual and sold by the law enforcement agency.

Receipts Tab Fields/Components	
Field/Component	**Description/Use**
Bank Interest	Displays the amount of interest earned while the money was in the custody of law enforcement agencies.
Mileage	Displays the mileage.
Exec. Fee	Displays the fee received for executing a summons or other legal document.
Vending	Displays the amount of fees received from vending machines, commissions or other vending entities.
Other Fee	Displays the amount of any other fees collected in connection with this court document.
Total Fee	Displays the combined total of fees collected by the Department. This is calculated automatically based on the other fields in this row.
Remarks	Displays any additional comments or information regarding fees collected by the agency. Double click the field to expand it.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
VOID	Clears a record on this tab; a warning message is displayed to ensure this action is intended.
Delete	Deletes the highlighted row.
Insert Receipt	Click to auto-generate a receipt number.
Print	Prints a receipt.

Record Tab

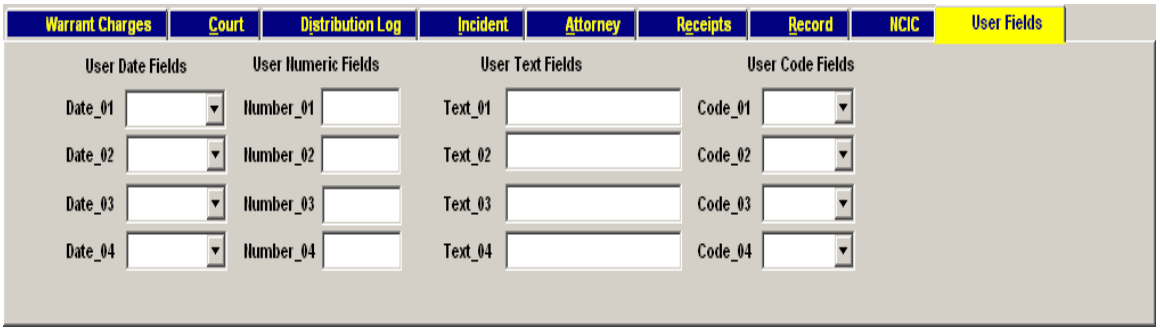
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Database Record Number	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



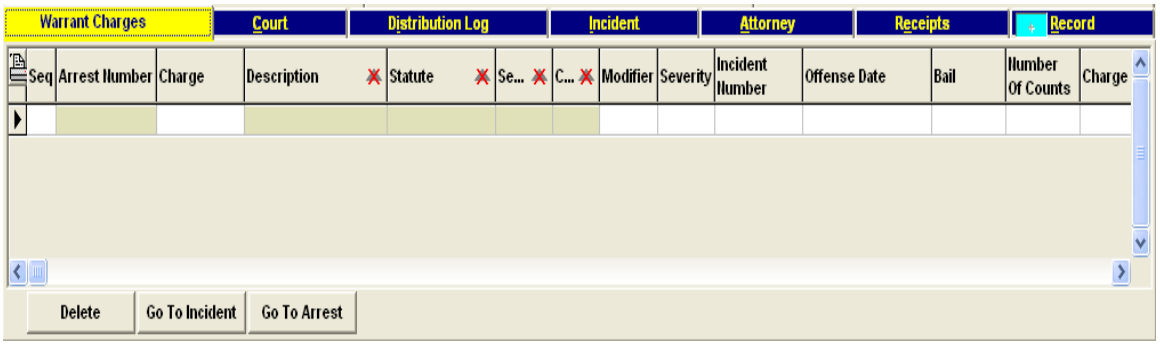
- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Warrant Charges Tab

This combination tab provides the ability to record information regarding warrant charges. You can link an unlimited number of incidents and corresponding charges to this tab.

NOTE If you link an Incident(s) on this tab, the system will also link that incident to the Incident tab, provided the link has not already been established there.



Warrant Charges Tab Fields/Components	
Field/Component	**Description/Use**
Seq	Displays the sequence in which the charges were served, if more than one warrant is issued.

Warrant Charges Tab Fields/Components	
Field/Component	**Description/Use**
Arrest Number	Displays the related arrest record. IMPORTANT By making the arrest and clearing the active warrant for an individual in the Arrest module, that Arrest number will populate this field. For more information, please see the *Arrest* module section.
Charge	Displays the charge code for the warrant. Click the down arrow to access the lookup list of codes.
Description	Displays the description of the charge represented by the charge code. This field is automatically inserted when the charge code is entered.
Statute	Displays the statute for the selected charge code. This field is auto-populated when the charge code is selected.
Severity	Displays the severity for the selected charge code. This field is auto-populated when the charge code is selected.
Class	Displays a class for the selected charge code. This field is auto-populated when the charge code is selected.
Modifier	Displays a code identifying a descriptive word or phrase used to limit or qualify the charge. Click the down arrow to access the lookup list of codes.
Severity	Displays a code identifying the various degrees of severity that may accompany a charge. Click the down arrow to access the lookup list of codes.
Incident Number	Displays the corresponding incident number to the charge. Click **...** to access the Incidents Search. Once the record is located, click **OK** to link the record to the Court Document module.
Offense Date	Displays the date the offense occurred. Click the down arrow to access the Calendar utility.
Bail	Displays the total amount of bail set for the current charge.
Number Of Counts	Displays the number of counts issued by the warrant.
Charge Date	Displays the date on which the charge was made. Click the down arrow to access the Calendar utility.
Judge	Displays a code identifying the authorizing court official. Click the down arrow to access the lookup list of codes.
Verdict	Displays a code identifying the outcome of the judicial process. Click the down arrow to access the lookup list of codes.
Comments	Displays comments related to this warrant.
Delete	Deletes the highlighted row.
Go To Incident	Opens the Incident module and displays the highlighted record.

Warrant Charges Tab Fields/Components	
Field/Component	**Description/Use**
Go To Arrest	Opens the Arrest module and displays the highlighted record.

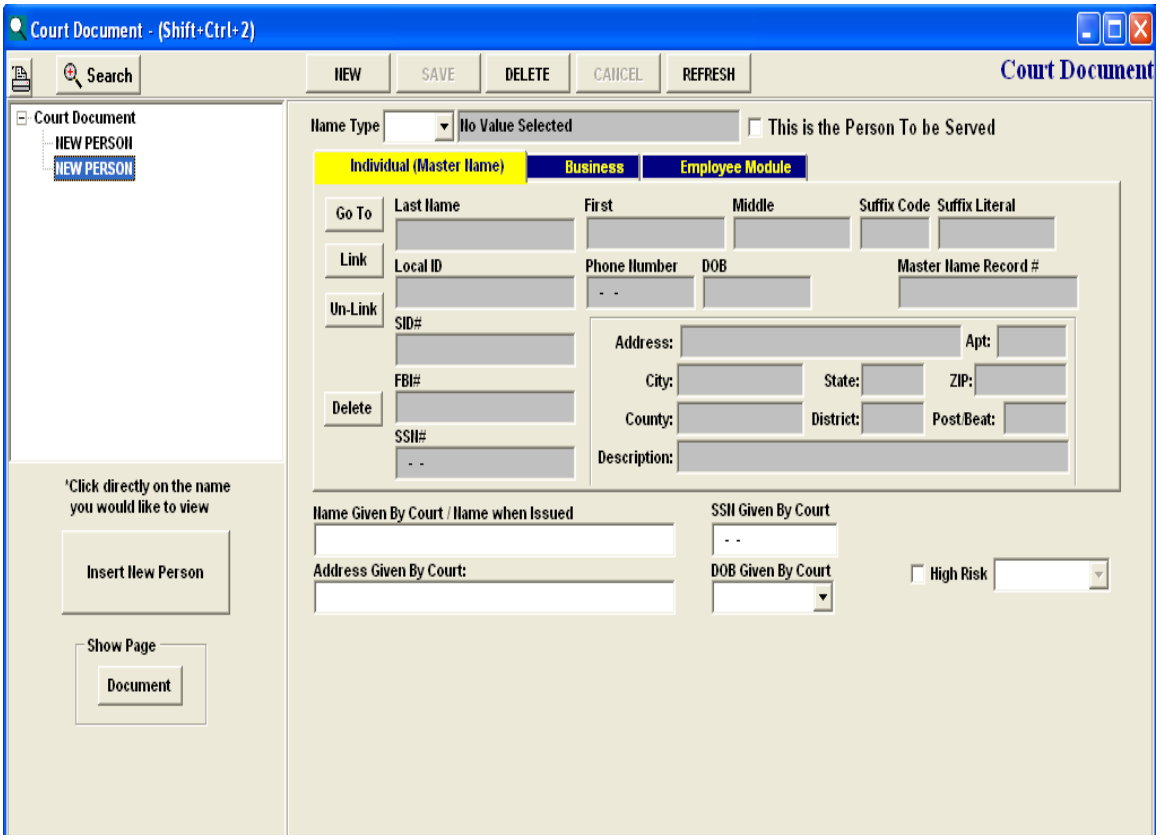
Person View Header Area

The Persons view allows you to link or enter information about the person being served or the defendant.

To access the Persons view:

Click on a name in the tree menu, or click **Insert New Person.**

The Court Document module > Person view will appear as follows:



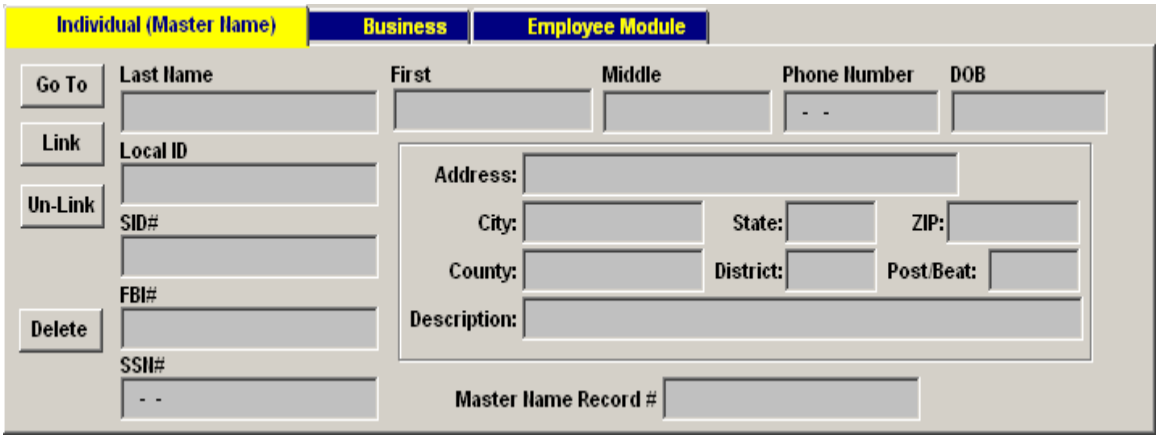
Person View Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Service Control Form dialog box for this module.
Search	Accesses the Court Document module search to search for an existing Court Document record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Name Type	Displays a code identifying the served party as a defendant, witness, or other. The adjacent field will provide the literal description for this code.
This is the Person to Be Served	Indicates if this is the person/business to be served. IMPORTANT Checking this check box will display several additional fields and tabs. See the Person to Be Served area below for additional information.
Name Given By Court / Name when Issued	Displays the name given by the court/name when issued.
SSN Given By Court	Displays the Social Security Number given by the court.
Address Given By Court	Displays the address given by the court.
DOB Given By Court	Displays the DOB given by the court.
High Risk – Check box	Indicates that this individual is considered high risk. A check in this box will enable the High Risk field.
High Risk	Displays a code identifying the activity type for which the individual is considered a high risk.

Person View Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below.

Individual (Master Name) Tab

This linking tab is populated from the Master Name Index database. You can search for and/or create the Master Name Index record and link it to the Court Document record.

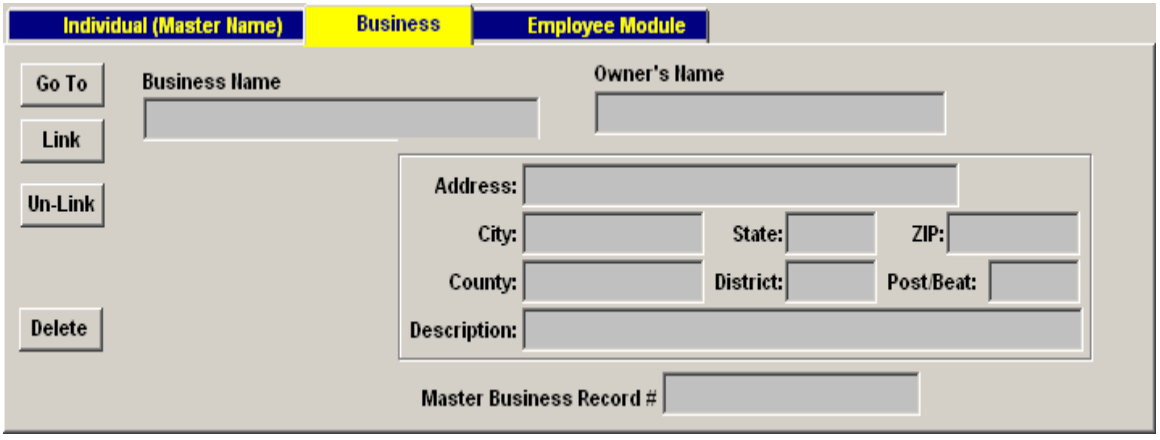


Individual (Master Names) Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the Master Name Index module and displays the highlighted record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Court Document module.
Un-Link	Removes the link between the Court Document record and the linked Master Name Index record. Removes the link between the two modules but this leaves other pertinent information from the previously linked Master Name Index record in the Court Document record.
Delete	Removes the selected Master Name Index record from the Court Document record. Completely removes the linked individual from the Court Document menu tree.
Last Name	Displays the last name of the individual.
First	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Phone Number	Displays the phone number of the individual.
DOB	Displays the DOB of the individual.
Local ID	Displays the local identification information for the individual.
SID#	Displays the SID number for the individual.
FBI#	Displays the FBI number for the individual.

Individual (Master Names) Tab Fields/Components	
Field/Component	**Description/Use**
SSN#	Displays the social security number of the individual.
Address	Displays the street address for the individual.
City	Displays the name of the city where the individual resides.
State	Displays the state where the individual resides.
Zip	Displays the zip code where the individual resides.
County	Displays the name of the county where the individual resides.
District	Displays the district where the individual resides.
Post/Beat	Displays the post/beat where the individual resides.
Description	Displays a description of the address.
Master Name Record #	Displays the unique number assigned by the database to identify the record in a table.

Business Tab

This linking tab is populated from the Business database. You can search for and/or create a Business record and link it to the Court Document record.

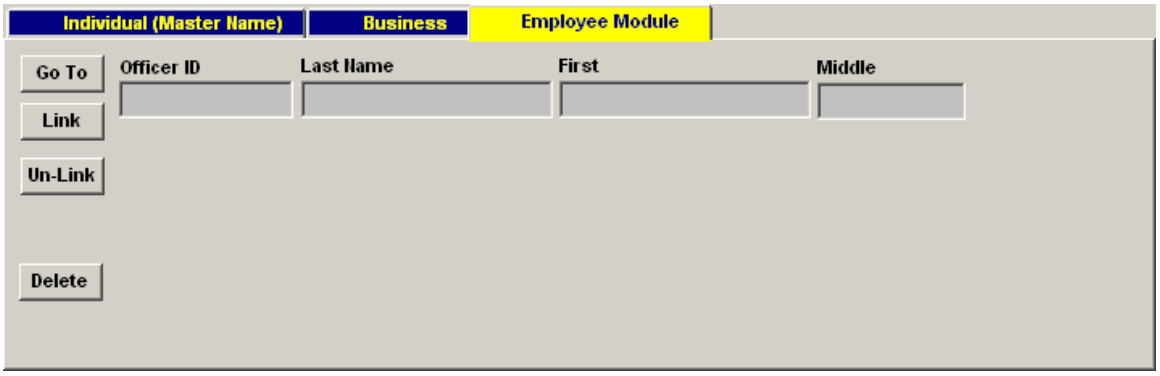


Business Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the Business module and displays the highlighted record.

Business Tab Fields/Components	
Field/Component	**Description/Use**
Link	Opens the Business search. Once the record is located, click **OK** to link the record to the Court Document module.
Un-Link	Removes the link between the Court Document record and the linked Business record. Removes the link between the two modules but this leaves other pertinent information from the previously linked Business record in the Court Document record.
Delete	Removes the selected Business record from the Court Document record. Completely removes the linked business from the Court Document menu tree.
Business Name	Displays the name of the business.
Owners Name	Displays the name of the owner of the business.
Address	Displays the street address of the business.
City	Displays the name of the city where the business is located.
State	Displays the state where the business is located.
Zip	Displays the zip code where the business is located.
County	Displays the name of the county where the business is located.
District	Displays the district where the business is located.
Post/Beat	Displays the post/beat where the business is located.
Description	Displays a description of the address.
Master Business Record #	Displays the unique number assigned by the database to identify the record in a table.

Employee Tab

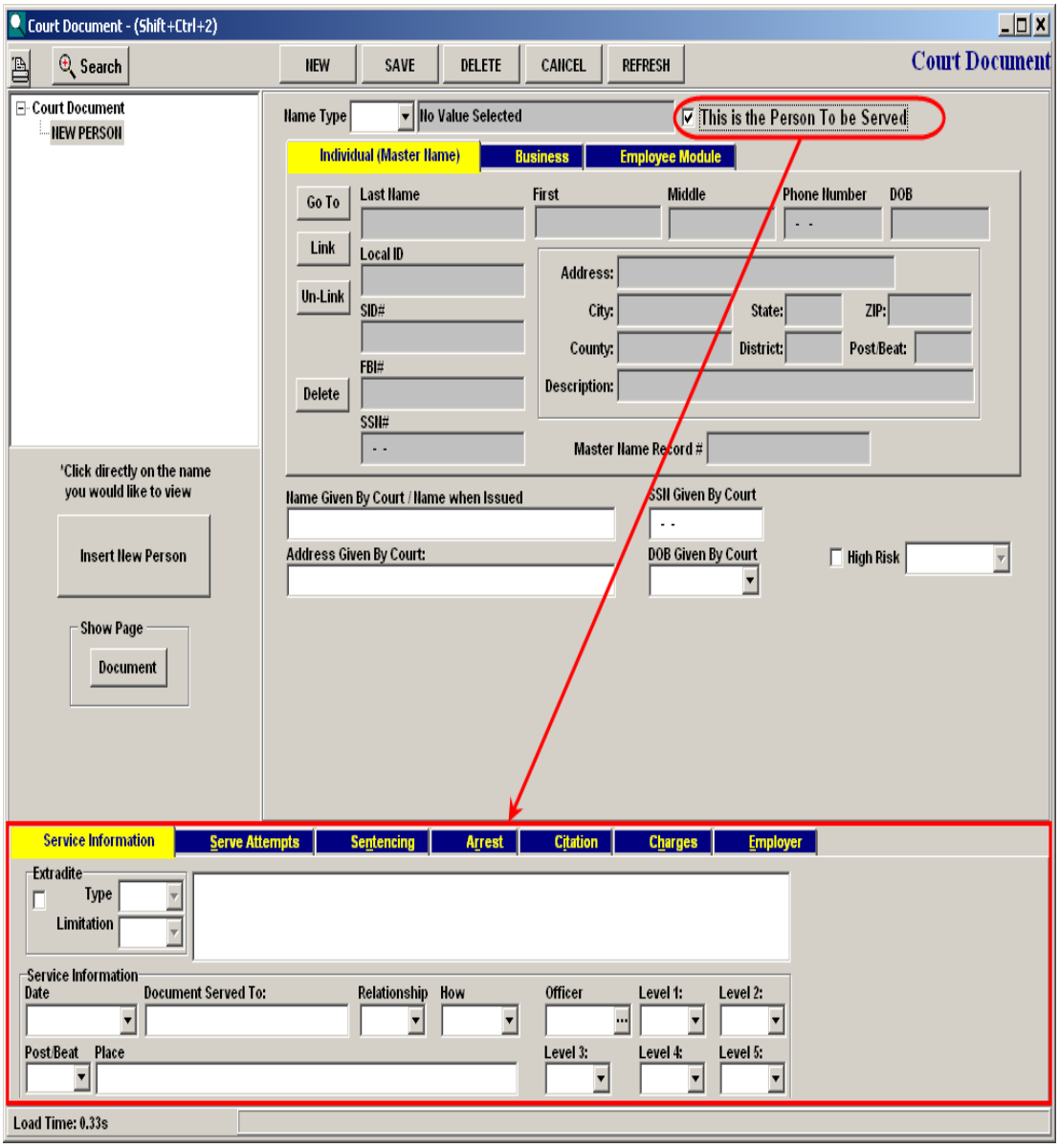
This linking tab is populated from the Master Employee Index database. You can search for and/or create a Master Employee Index record and link it to the Court Document record.



Employee Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the Master Employee Index module and displays the highlighted record.
Link	Opens the Master Employee Index Search. Once the record is located, click **OK** to link the record to the Court Document module.
Un-Link	Removes the link between the Court Document record and the linked Master Employee Index record; removes the link between the two modules but leaves other pertinent information from the previously linked Master Employee Index record in the Court Document record.
Delete	Removes the selected Master Employee Index record from the Court Document record. Completely removes the linked employee from the Court Document menu tree.
Officer ID	Displays the ID of the officer.
Last Name	Displays the last name of the officer.
First	Displays the first name of the officer.
Middle	Displays the middle name of the officer.

Person to be Served Area

A New Person must be added to the Court Document record before any modifications to the Served fields can take place. To access the Person to be Served tabs and fields, the "This is the Person To be Served" box must be checked.


Court Document - (Shift+Ctrl+2)
Search
NEW
SAVE
DELETE
CANCEL
REFRESH
Court Document
Court Document
NEW PERSON
Name Type
No Value Selected
This is the Person To be Served
Individual (Master Name)
Business
Employee Module
Go To
Link
Un-Link
Delete
Last Name
First
Middle
Phone Number
DOB
Local ID
SID#
FBI#
SSN#
Address:
City:
State:
ZIP:
County:
District:
Post/Beat:
Description:
Master Name Record #
'Click directly on the name you would like to view
Insert New Person
Show Page
Document
Name Given By Court / Name when Issued
SSN Given By Court
Address Given By Court:
DOB Given By Court
High Risk
Service Information
Serve Attempts
Sentencing
Arrest
Citation
Charges
Employer
Extradite
Type
Limitation
Service Information
Date
Document Served To:
Relationship
How
Officer
Level 1:
Level 2:
Post/Beat
Place
Level 3:
Level 4:
Level 5:
Load Time: 0.33s

Using the Person To be Served Tabs

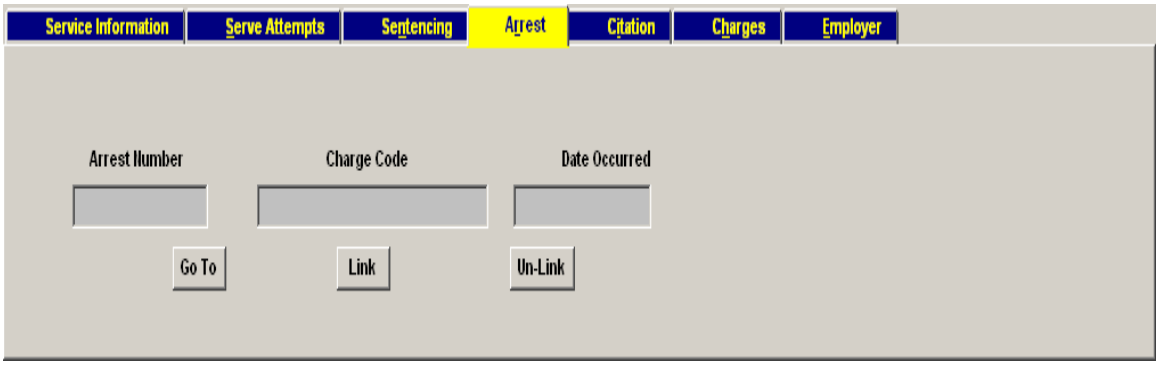
Several tabs at the bottom of the Person To be Served area contain additional information that may be modified directly, while the Arrest, Citation, and Employer tabs link Court Documents to records already present in the RMS. Both types of Person To be Served tabs are included below:

- Arrest
- Citation
- Charges
- Employer
- Sentencing
- Serve Attempts
- Service Information

As with all linking tabs, the data being linked in Arrest, Citation, and Employer must already be recorded in a previously established record. For this reason, some or all of these linking tab fields are read-only and cannot be edited through the Court Documents module directly. Instead, simply link the data from a pre-existing file and update any necessary information in the originating module.

Arrest Tab

This linking tab allows you to link the Arrest record related to both the defendant and the current Court Document.

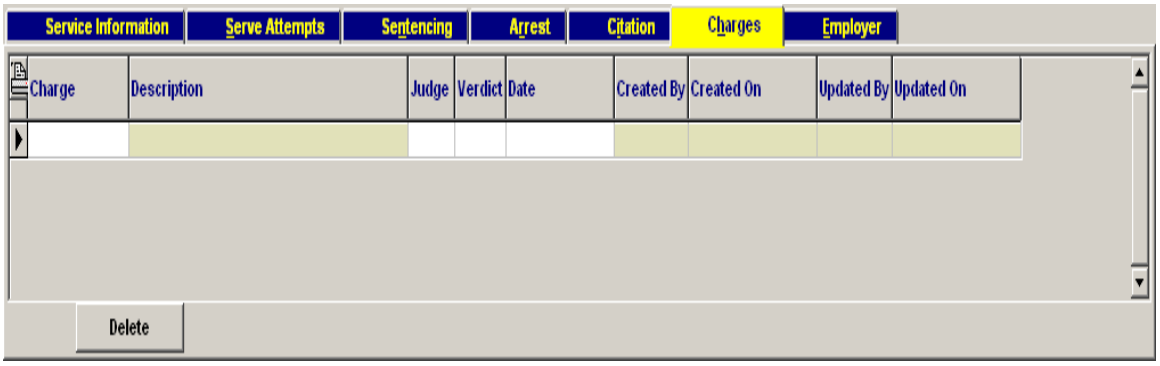


Arrest Tab	
Field/Component	**Description**
Arrest Number	Displays the unique Arrest record number linked to the displayed Court Document record.
Charge Code	Displays the Charge Code associated with the arrest.
Date Occurred	Displays the date the arrest took place.
Go To	Opens the Arrest module and displays the highlighted record.

Arrest Tab	
Field/Component	**Description**
Link	Opens the Arrest Search. Once the record is located, click **OK** to link the record to the Court Document module.
Un-Link	Removes the link between the Court Document record and the displayed Arrest record.

Charges Tab

This information tab allows you to record specific information about the crimes for which the defendant has been charged.

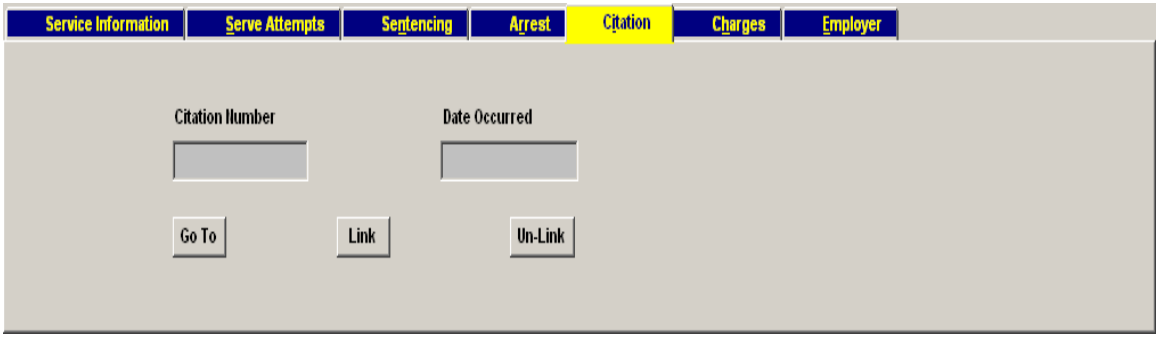


Charges Tab	
Field/Component	**Description**
	Opens the Export Data window for this tab.
Charge	Displays a code identifying the crime with which the defendant is charged. Click the down arrow to access the lookup list of codes.
Description	Displays the literal description of selected charge code.
Judge	Displays a code identifying the assigned judge. Click the down arrow to access the lookup list of codes.
Verdict	Displays a code identifying the outcome of the judicial process. Click the down arrow to access the lookup list of codes.
Date	Displays the date on which the verdict was reached. Click the down arrow to access the Calendar utility.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.

Charges Tab	
Field/Component	**Description**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row.

Citation Tab

This linking tab allows you to link the Citation record related to both the defendant and the current Court Document.

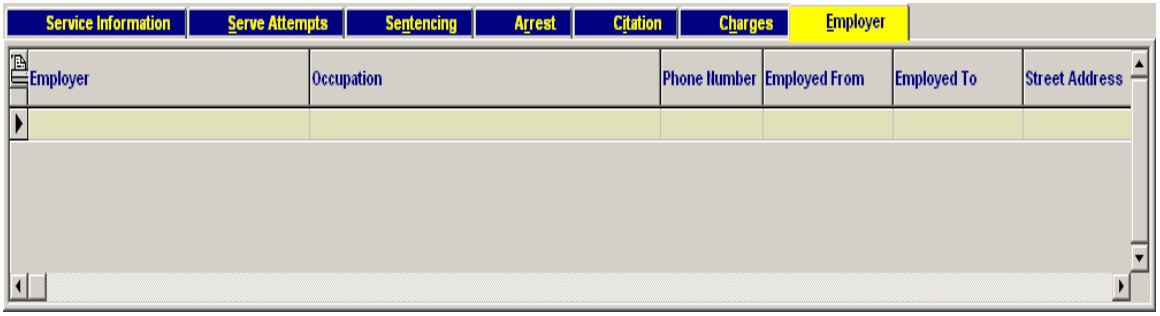


Citation Tab	
Field/Component	**Description**
Citation Number	Displays the unique number assigned to a Citations record.
Date Occurred	Displays the date/time the violation occurred.
Go To	Opens the Citation module and displays the highlighted record.
Link	Opens the Citation Search. Once the record is located, click **OK** to link the record to the Court Document module.
Un-Link	Removes the link between the Court Document record and the displayed Citation record.

Employer Tab

This read-only linking tab is automatically populated from the Master Name Index module > Employer tab when a defendant is linked.

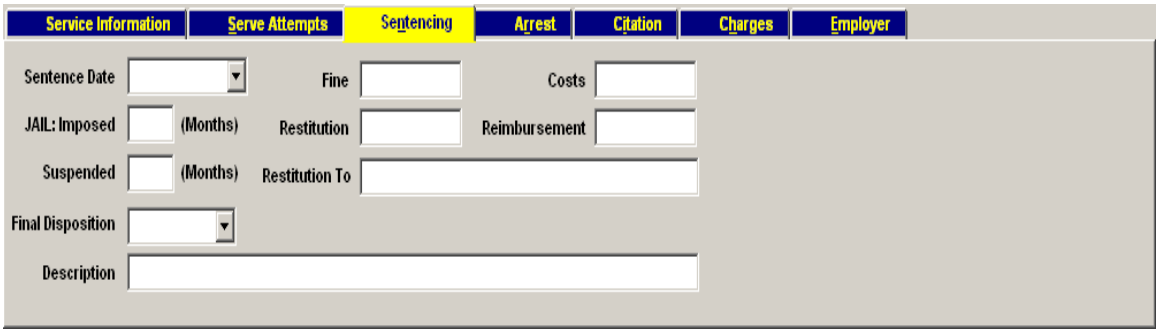
Additions to employment information must be made to the Master Name record itself. Once new information has been entered, click **REFRESH** on the Court Document record and the new employment information will appear.



Employer Tab	
Field/Component	**Description**
	Opens the Export Data window for this tab.
Employer	Displays the name of the defendant's employer.
Occupation	Displays the defendant's occupation.
Phone Number	Displays the employer's phone number.
Employed From	Displays the date the defendant starting working at this employer.
Employed To	Displays the date the defendant stopped working at this employer.
Street Address	Displays the employer's street address.
City	Displays the city in which the employer is located.
State	Displays the state in which the employer is located.
Zip	Displays the zip code in which the employer is located.

Sentencing Tab

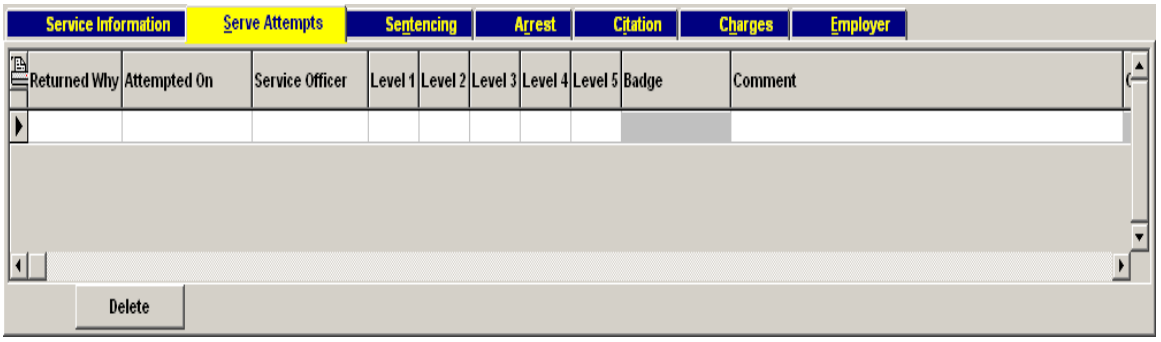
This information tab allows you to record information relating to jail sentencing, fines, and fees imposed by the court.



Sentencing Tab	
Field/Component	**Description**
Sentence Date	Displays the date on which the defendant was sentenced. Click the down arrow to access the Calendar utility.
JAIL: Imposed	Displays the number of months of imprisonment imposed by the court.
Suspended	Displays the number of months (out of the number imposed) that were suspended by the court.
Final Disposition	Displays a code identifying the final decision of the court with regard to the defendant. Click the down arrow to access the lookup list of codes.
Description	Displays additional information about the sentencing information.
Fine	Displays the dollar amount in fines that were imposed by the court.
Restitution	Displays the dollar amount in restitution to be paid to the party named in the Restitution To field.
Restitution To	Displays the party to whom restitution is to be made.
Costs	Displays the additional fees imposed by the court (in U.S. dollars).
Reimbursement	Displays the monies payable to the defendant (in U.S. dollars).

Serve Attempts Tab

This information tab records a history of attempts made to serve the defendant with the document.

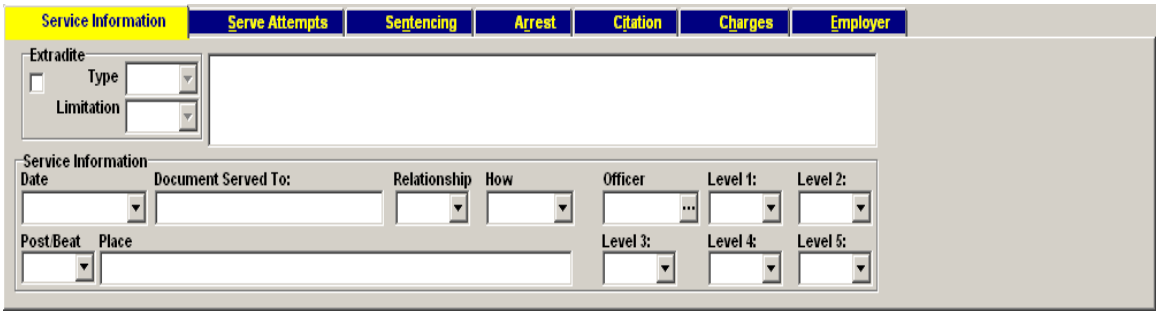


Serve Attempts Tab	
Field/Component	**Description**
	Opens the Export Data window for this tab.
Returned Why	Displays a code identifying the reason why the attempt to serve the document was unsuccessful. Click the down arrow to access the lookup list of codes.
Attempted On	Displays the date on which the attempt occurred. Click the down arrow to access the Calendar utility.
Service Officer	Displays the ID of the employee who attempted to serve the document. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Badge	Displays the badge number of the selected Service Officer. This is a read-only field populated when the Service Officer is inserted.
Comment	Displays additional information regarding their attempt(s). Double click this field to expand it.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.

Serve Attempts Tab	
Field/Component	**Description**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Deletes the highlighted row.

Service Information Tab

This information tab stores data regarding the service information for the court document.



IMPORTANT Once the Service Information > Date field has been populated, the Status of the Court Document will automatically change to Served.

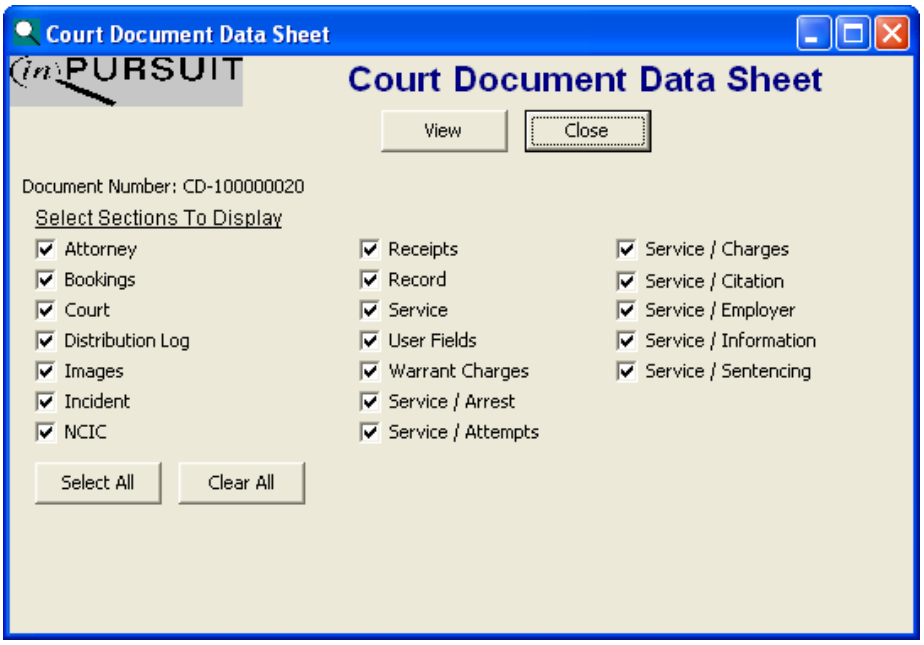
Person to be Served Area	
Field/Component	**Description**
Extradite	
Extradite - Check box	Indicates the individual is to be extradited if apprehended.
Extradite Type	Displays a code denoting the type of the defendant's extradition. Click the down arrow to access the lookup list of codes.
Extradite Limitation	Displays a code denoting the limitations placed upon the defendant's extradition. Click the down arrow to access the lookup list of codes.
Blank field	Displays the protocol to be followed in serving the court document to the defendant, or any other comments as required.

Person to be Served Area	
Field/Component	**Description**
Service Information	
Date	Displays the date on which the court document was served. Click the down arrow to access the Calendar utility.
Document Served To	Displays the name of the individual the document was served to.
Relationship	Displays a code identifying the relationship between the person to be served and the person the document was served to. Click the down arrow to access the lookup list of codes.
How	Displays a code identifying the method used to serve the document. Click the down arrow to access the lookup list of codes.
Post/Beat	Displays a code identifying the geographic sub-area in which the document delivery takes place. Click the down arrow to access the lookup list of codes.
Place	Displays the description where the delivery took place.
Officer	Displays the employee who served the document. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Court Document module. This function allows you to view or print a Data Sheet that acts as a print-ready Service Control Form for the displayed record.

When you click the Court Document Data Sheet dialog box appears:



Select the desired information; you then have the option of printing the data or viewing it on the screen.

Accessing the Court Document Search

The following methods may be used to open the Court Document Search:

From the Main Menu:

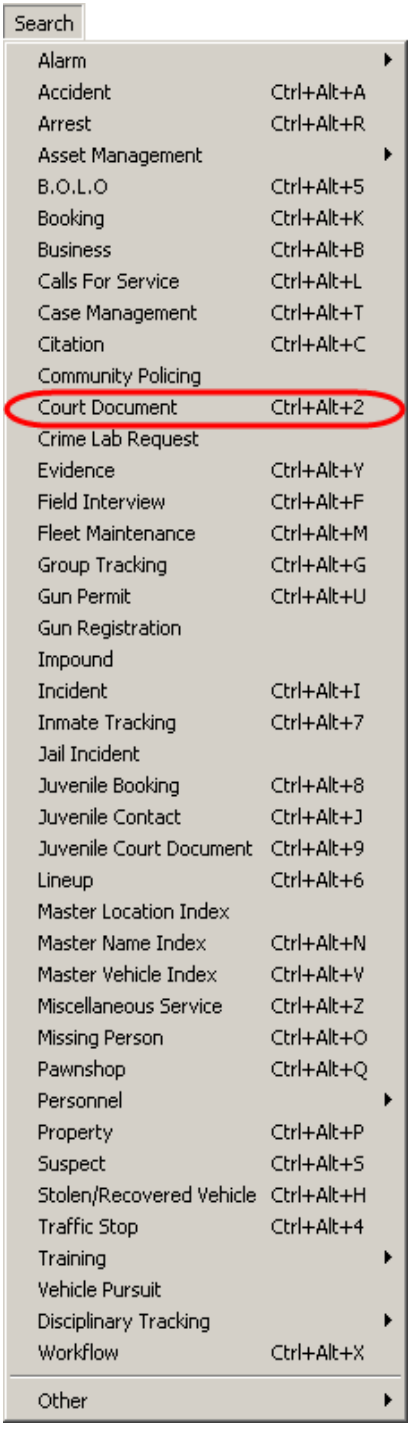
- Select Search > Court Documents

Using the shortcut key combination:

- Press CTRL + ALT + 2

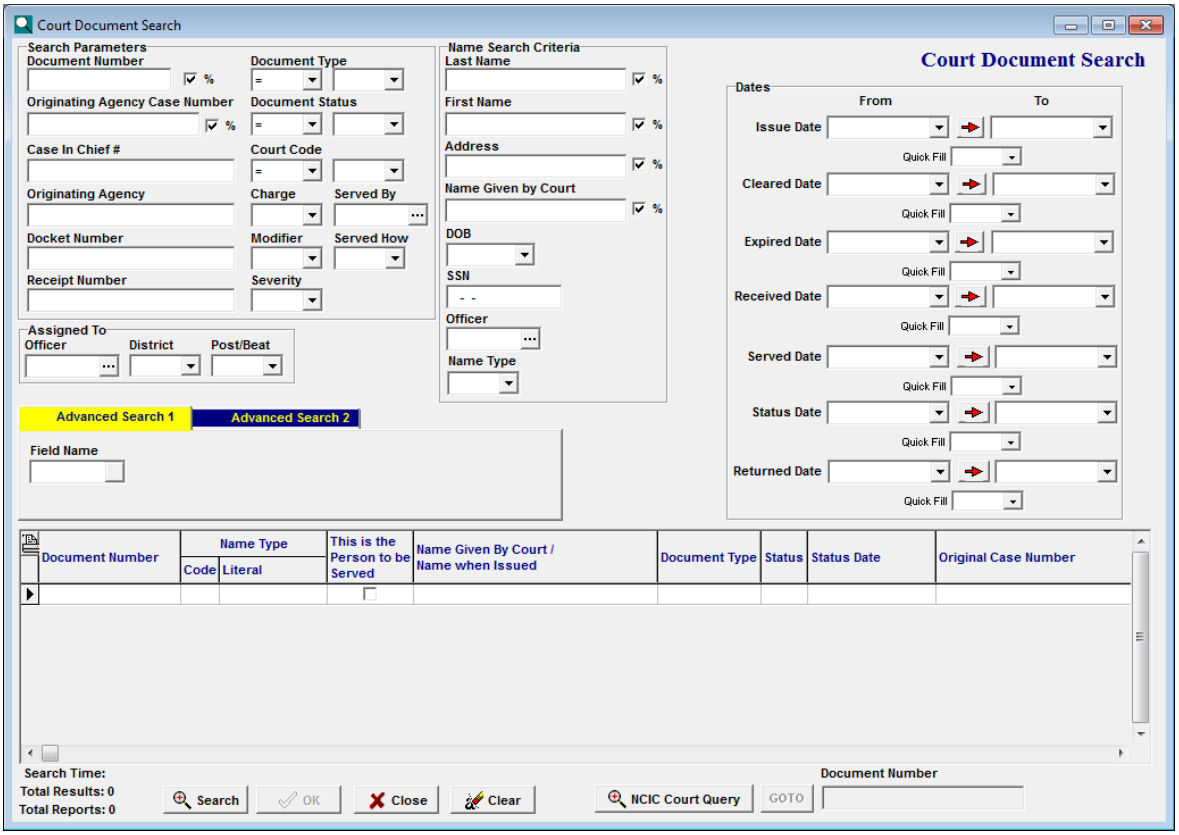
From within the module:

- Click **Search**



Court Document Search Parameters

The Court Document search allows you to search for Court Document records based on one or more search parameters. An illustration of the window and description of the parameters appear below.



Court Documents Search Parameters/Components	
Field/Component	**Description/Use**
Search Parameters	
Document Number	Displays the number assigned to the Court Document. The % check box indicates whether to include a wildcard in the search.
Originating Agency Case Number	Displays the originating agency case number. The % check box indicates whether to include a wildcard in the search.
Case In Chief #	Displays the original police number issued for the document.
Originating Agency	Displays the agency from which the document originated.
Docket Number	Displays the specific docket number assigned to the trial or court hearing associated with the court document.

Court Documents Search Parameters/Components	
Field/Component	**Description/Use**
Receipt Number	Displays the number used to identify a specific transaction.
Document Type – Boolean	Lists several search functions to allow for a very general or very specific search, using Boolean logic (for example, "=" or "! ="). Click the down arrow to access a drop-down menu of codes.
Document Type	Displays a code identifying the type of document, such as warrants, or subpoenas, and so forth Click the down arrow to access the lookup list of codes.
Document Status – Boolean	Lists several search functions to allow for a very general or very specific search, using Boolean logic (for example, "=" or "! ="). Click the down arrow to access a drop-down menu of codes.
Document Status	Displays a code identifying the status of documents, such as active or expired, and so forth Click the down arrow to access the lookup list of codes.
Court Code - Boolean	Lists several search functions to allow for a very general or very specific search, using Boolean logic (for example, "=" or "! ="). Click the down arrow to access the lookup list of codes.
Court Code	Identifies the court (code) assigned to the document and its related persons. Click the down arrow to access the lookup list of codes.
Charge	Displays the charge related to the document, such as voter fraud or illegal hunting. Click the down arrow to access the lookup list of codes.
Served By	Displays the ID of the officer who served the documents. If you know the Employee ID, you may enter it in the field. Upon entry of the Employee ID, the system validates the ID against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Modifier	Displays a code identifying the charge description modifier to further define the charge. Click the down arrow to access the lookup list of codes.
Served How	Displays a code identifying how these documents were served. Click the down arrow to access the lookup list of codes.
Severity	Displays a code for the severity of the offense and description. Click the down arrow to access the lookup list of codes.
Assigned To	
Officer	Displays the ID of the officer the documents were assigned to. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.

Court Documents Search Parameters/Components	
Field/Component	**Description/Use**
District	Displays a code identifying the district where the officer is assigned.
Post/Beat	Displays a code identifying the post/beat where the officer is assigned.
Names Search Criteria	
Last Name	Displays the last name of the individual that has been served documents. The % check box indicates whether to include a wildcard in the search.
First Name	Displays the first name of the individual that has been served documents. The % check box indicates whether to include a wildcard in the search.
Address	Displays the address to use as search criteria. The % check box indicates whether to include a wildcard in the search.
Name Given by Court	Displays the name of the person as specified in documentation provided to (or by) the court. The % check box indicates whether to include a wildcard in the search.
DOB	Displays the individual's Date of Birth (DOB). Click the down arrow to access the Calendar utility.
SSN	Displays the individual's Social Security Number (SSN).
Officer	Displays the ID of the officer that has been served documents. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Name Type	Displays a code identifying the participant's role type identifier in the case. Click the down arrow to access the lookup list of codes.
Dates	
Issue Date From/To	Indicates the range of dates the document was issued. Click the down arrow to access the Calendar utility.
Cleared Date From/To	Indicates the range of dates the defendant was cleared. Click the down arrow to access the Calendar utility.
Expired Date From/To	Indicates the range of dates the document expired. Click the down arrow to access the Calendar utility.
Received Date From/To	Indicates the range of dates the document was received. Click the down arrow to access the Calendar utility.
Served Date From/To	Indicates the range of dates the document was served. Click the down arrow to access the Calendar utility.
Status Date From/To	Indicates the range of dates the status was entered. Click the down arrow to access the Calendar utility.

Court Documents Search Parameters/Components	
Field/Component	**Description/Use**
Returned Date From/To	Indicates the range of dates the document was returned. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same day as the From date.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Navigation Manual*.
Advanced Search Tabs	
Advanced Search (1 - 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the "Search Functions" section in the *RMS User Navigation Manual.*
Function Buttons	
	Opens the Export Data window for this grid.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Court Document record in the Court Document module and closes the search window.
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search and clears all search fields.
Go To	Displays the Court Document record in the Document Number field and leaves the search window open.
Document Number	Displays the highlighted Court Document record from the search results grid.
	Click to open the NCIC Query screen and query the NCIC database; see NCIC Searching in the Navigation Manual for instructions.

NOTE Court Document records with an ACTIVE status are highlighted in *red* when returned in the search results grid.

Crime Lab Request Module

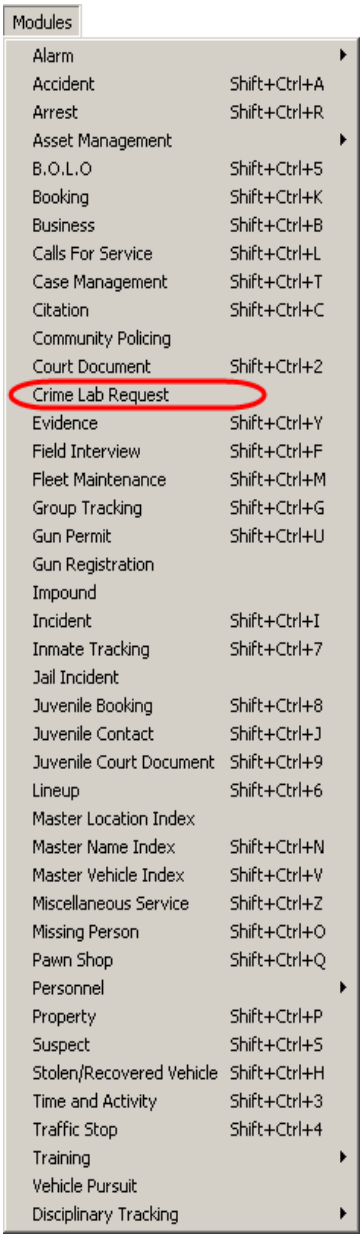
The Crime Lab Request module allows you to track the status of requests for laboratory / forensic analysis on evidence items in custody.

Accessing the Crime Lab Request Module

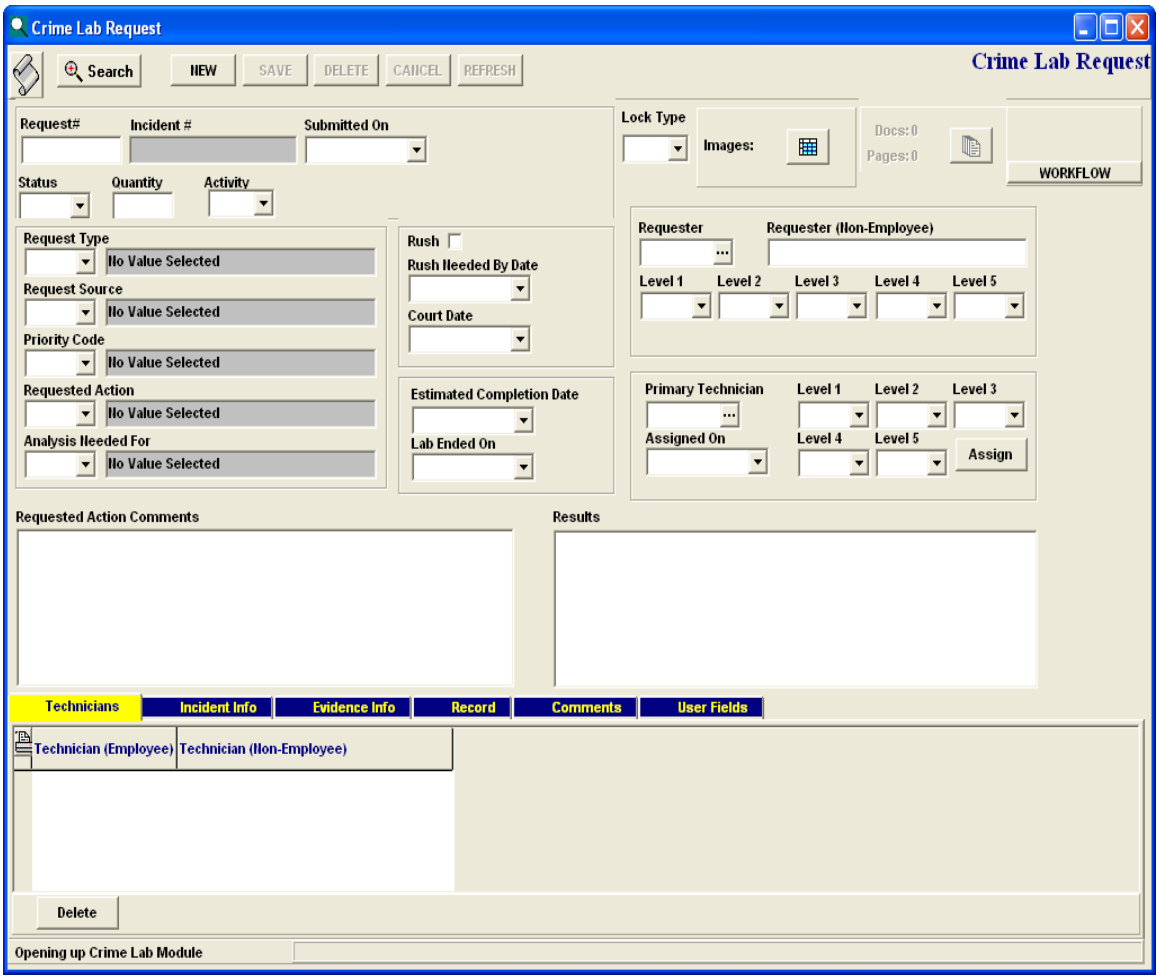
The Crime Lab Request module may be accessed in the following way:

From the Main Menu:

- Select Modules > Crime Lab Request

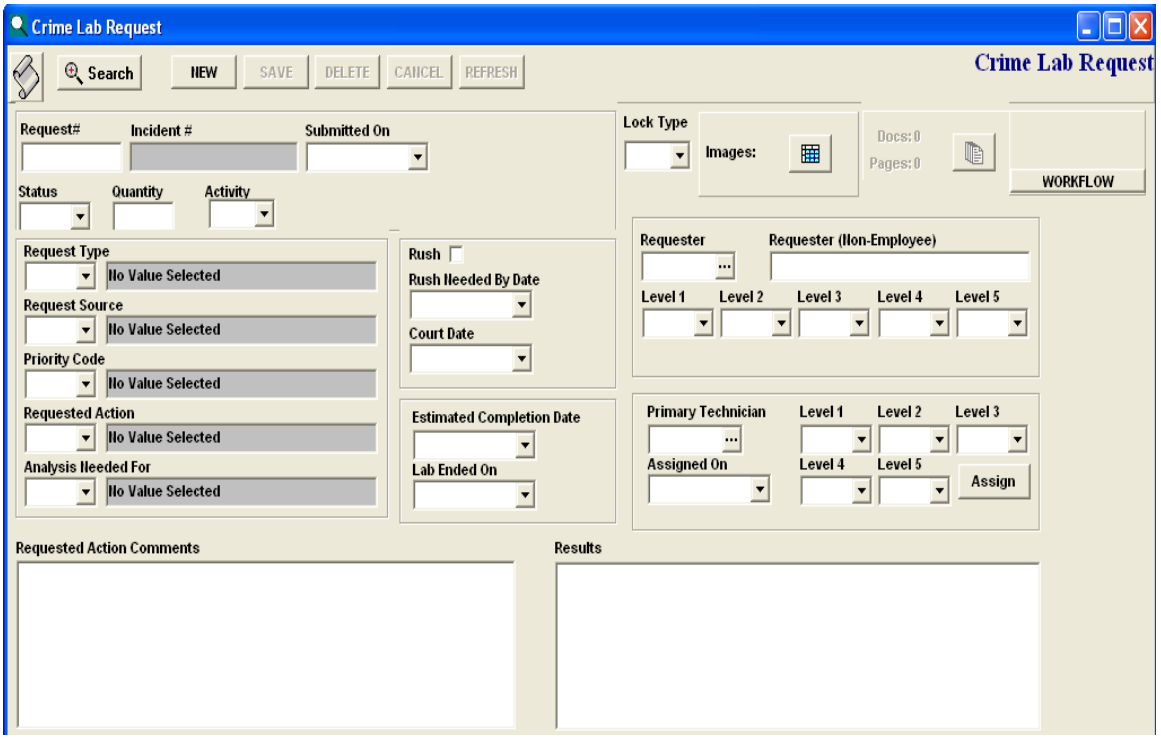


The Crime Lab Request module appears as follows:



Crime Lab Request Module Header Area

The Crime Lab Request module is composed of two sections: the header area and the tab area. The header area fields are pictured and described below:



IMPORTANT Fields on this module can be pre-populated from the Evidence module by clicking **Create Crime Lab Request** on the Crime Lab tab in the Evidence module. For more information on this feature, see the Crime Lab section of the Evidence section in the *RMS User Manual*.

Crime Lab Request Module Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Crime Lab Requests Sheet > Display Options dialog box.
Search	Accesses the Crime Lab Request Search to locate an existing Crime Lab record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Image Panel: Click to view images, audio and video files related to this record.

Crime Lab Request Module Header Fields/Components	
Field/Component	**Description/Use**
	Standard Document Viewer: Click to view stored documents related to this record.
Lock Type	Displays the lock type of the Crime Lab Request record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the Global Features of RMS section in the *RMS User Manual*.
WORKFLOW	Workflow Management: Allows you to submit the current record to the next stage in the Department's defined Workflow process for this module.
Request #	Displays the Request number of the Crime Lab request. This number can be manually entered or automatically generated when a new record is created.
Incident #	Displays the incident number of the linked incident on the Incident Info tab.
Submitted On	Displays the date and time the evidence was submitted to the lab. Click the down arrow to access the Calendar utility.
Status	Displays a code identifying the status of the crime lab request for the evidence submitted. Click the down arrow to access a lookup list of codes.
Quantity	Displays the amount or quantity of evidence submitted.
Activity	Displays a code identifying the current activity/stage of the crime lab request on the evidence submitted. Click the down arrow to access the lookup list of codes.
Request Type	Displays a code identifying the type of crime analysis requested on the evidence. Click the down arrow to access the lookup list of codes. The description of the selected code is displayed in the adjacent field.
Request Source	Displays a code identifying the source of the crime lab request. Click the down arrow to access the lookup list of codes. The description of the selected code is displayed in the adjacent field.
Priority Code	Displays a code identifying the priority level of the crime lab request. Click the down arrow to access the lookup list of codes. The description of the selected code is displayed in the adjacent field.
Requested Action	Displays a code identifying the type of crime lab analysis requested. Click the down arrow to access the lookup list of codes. The description of the selected code is displayed in the adjacent field.
Analysis Needed For	Displays a code identifying the reason the crime lab analysis is needed. Click the down arrow to access the lookup list of codes. The description of the selected code is displayed in the adjacent field.

Crime Lab Request Module Header Fields/Components	
Field/Component	**Description/Use**
Rush	A check in this box indicates a "Rush" has been placed on the crime lab analysis.
Rush Needed By Date	Displays the deadline date for the crime lab request when a "Rush" has been placed on it. Click the down arrow to access the Calendar utility.
Court Date	Displays the deadline date when the crime lab request for the evidence is needed for a court date. Click the down arrow to access the Calendar utility.
Estimated Completion Date	Displays the estimated date the crime lab request will be completed. Click the down arrow to access the Calendar utility.
Lab Ended On	Displays the date the crime lab request was completed. Click the down arrow to access the Calendar utility.
Requester	Displays the Employee ID number of the employee requesting the crime lab request. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Level (1 – 5)	Displays 5 fields that are each customizable to the agency. Click the down arrow to access the lookup list of codes.
Requestor (Non-Employee)	Displays the name of the requestor if they are not an employee (no Master Employee Index record exists for this individual).
Primary Technician	Displays the Employee ID number of the primary technician for the crime lab request. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Level (1 – 5)	Displays 5 fields that are each customizable to the agency. Click the down arrow to access the lookup list of codes.
Assigned On	Displays the date the crime lab request was assigned to the primary technician. Click the down arrow to access the Calendar utility.
Assign	Opens the case assignment window and displays a list of employees who are available for assignment to the crime lab request. The list of employees available to assign to this case is dependent on the level entered in the Level 1 – 5 fields. NOTE Example: Select the Level 1 assignment Administrative Services Bureau and click **SAVE**. Click **Assign**. The Case Assignment Window opens and displays employees available for the assignment. Select an Employee and click **Assign**. The Crime Lab Request record displays and the Primary Technician field populates with the selected Employee ID number.

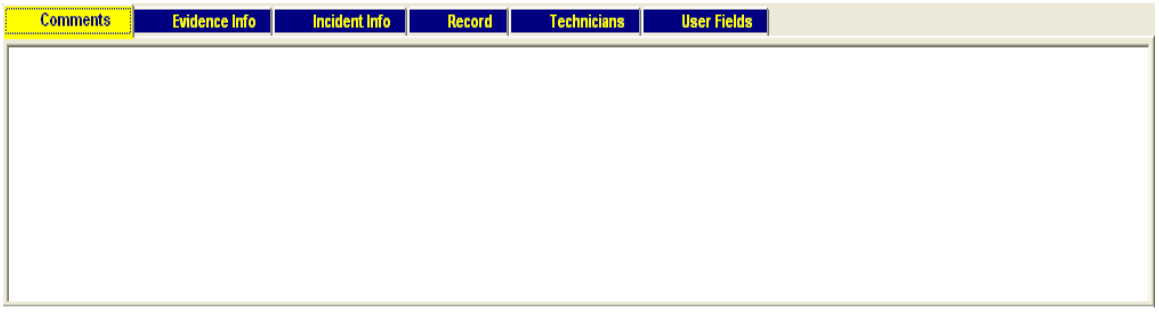
Crime Lab Request Module Header Fields/Components	
Field/Component	**Description/Use**
Requested Action Comments	Displays comments regarding the requested action. Comments may be entered directly in this free text, alphanumeric field, or double click the field to expand it.
Results	Displays the description of the crime analysis request results. Comments may be entered directly in this free text, alphanumeric field, or double click the field to expand it.

Crime Lab Request Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Comments Tab

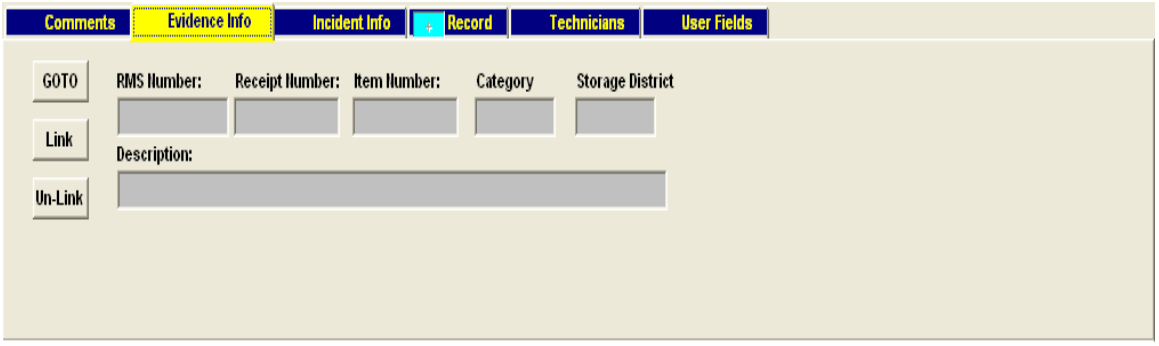
This information tab allows you to enter comments pertaining to the Crime Lab Request record; double click the field to expand it.



Evidence Info Tab

This linking tab links an Evidence record to the Crime Lab Request record. All fields are read-only and populated when an Evidence record is linked to the Crime Lab Request record.

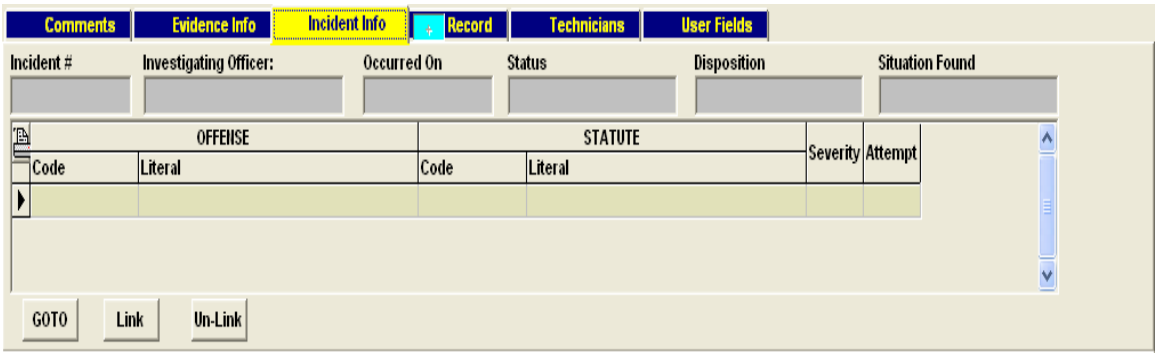
IMPORTANT The Evidence record can be linked from the Crime Lab Request record *or* in the Evidence record from the Crime Lab tab by clicking **Create Crime Lab Request**. For more information on this feature, see the Crime Lab section of the Evidence section in the *RMS User Manual*.



Evidence Info Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the Evidence module and displays the linked record.
Link	Opens the Evidence search. Once the record is located, click **OK** to link the record to the Crime Lab Request record.
Un-Link	Removes the link between the Crime Lab Request record and the displayed Evidence record.
RMS Number	Displays the RMS (Records Management System) Barcode number for the linked evidence record.
Receipt Number	Displays the receipt number for the linked evidence record.
Item Number	Displays the reference number for the linked evidence record.
Category	Displays a code identifying the evidence category code. Click the down arrow to access the lookup list of codes.
Storage District	Displays a code identifying the evidence storage district. Click the down arrow to access the lookup list of codes.
Description	Displays a description of the evidence item.

Incident Info Tab

This linking tab allows you to link any number of Incident records to the current Crime Lab Request record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Incident record data can only be modified in the Incident module itself. All data fields on this tab are populated automatically from an existing Incident record once the link is made.

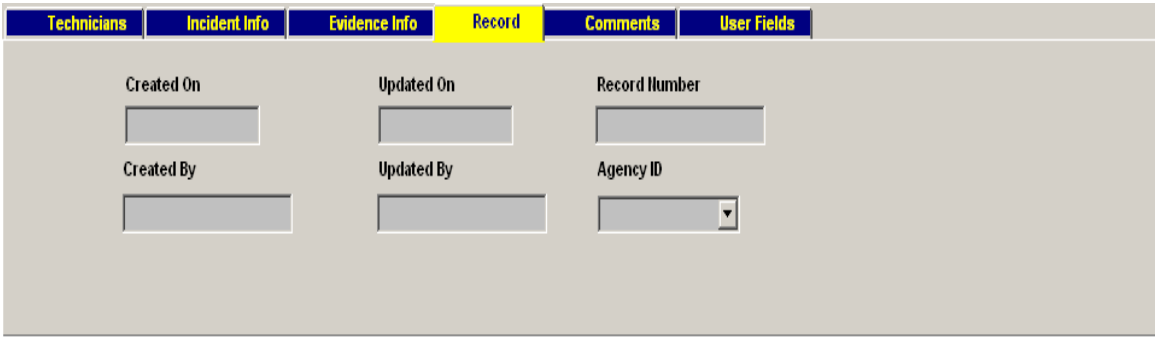


Incident Info Tab Fields/Components	
Field/Component	**Description/Use**
Incident #	Displays the Incident number linked to the Crime Lab Request record.
Investigating Officer	Displays the officer investigating the incident.
Occurred On	Displays the date the incident occurred.
Status	Displays the status of the Incident.
Disposition	Displays the disposition of the incident.
Situation Found	Displays the situation found regarding the incident.
	Opens the Export Grid window for this tab.
Offense	
Code	Displays a code identifying the offense of the incident. Click the down arrow to access the lookup list of codes.
Literal	Displays the literal description of the offense code of the incident.
Statute	
Code	Displays a code identifying the statute of the incident. Click the down arrow to access the lookup list of codes.
Literal	Displays the literal description of the statute of the incident.
Severity	Displays a code identifying the severity of the incident offense. Click the down arrow to access the lookup list of codes.
Attempt	Displays a code identifying the incident offense attempt status. Click the down arrow to access the lookup list of codes.
Go To	Opens the Incident module and displays the linked Incident record.

Incident Info Tab Fields/Components	
Field/Component	**Description/Use**
Link	Opens the Incident Search. Once a record is located, click **OK** to link the record to the Crime Lab Request record.
Un-Link	Removes the link between the Crime Lab Request record and the displayed Incident record.

Record Tab

This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.

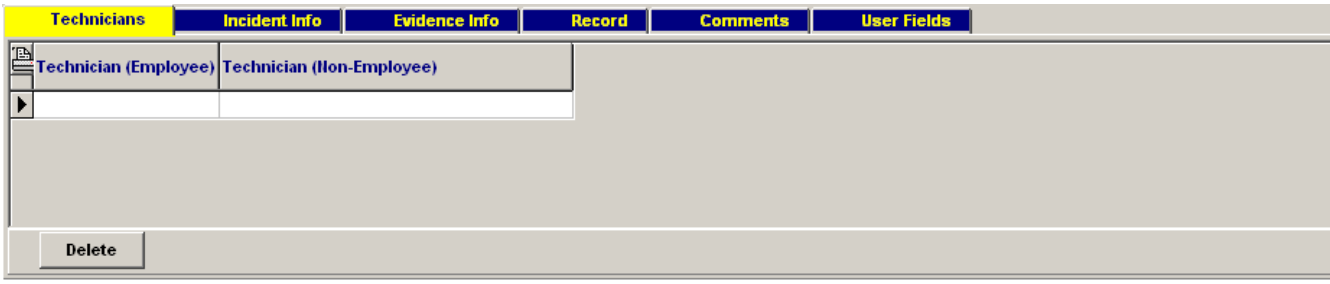


Record Tab Fields	
Field	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Record Number	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who most recently updated this record.

Technicians Tab

This information tab is used to record the crime lab technician(s) linked to the Crime Lab Request record.

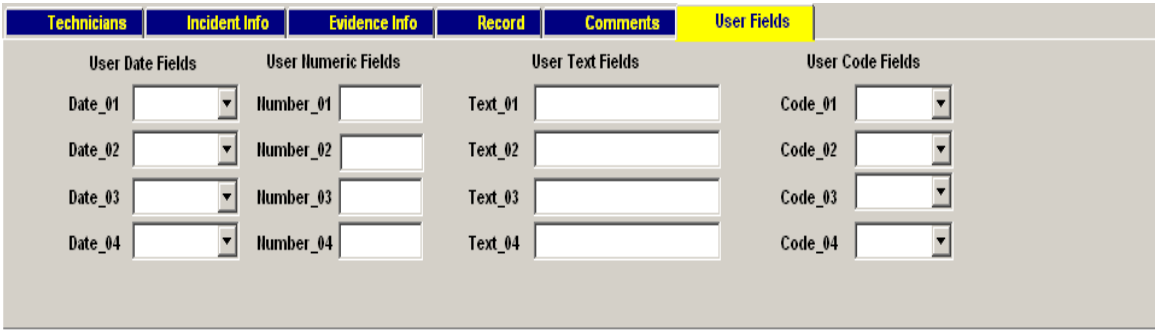
NOTE The Primary Technician displayed in the header area is not linked to this tab.



Technicians Tab Fields/Components	
Field/Component	**Description/Use**
Technician (Employee)	Displays the Employee ID of the Crime Lab Technician. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.
Technician (Non-Employee)	Displays the name of a technician who is not a crime lab employee.
Delete	Deletes the highlighted row from the database.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields

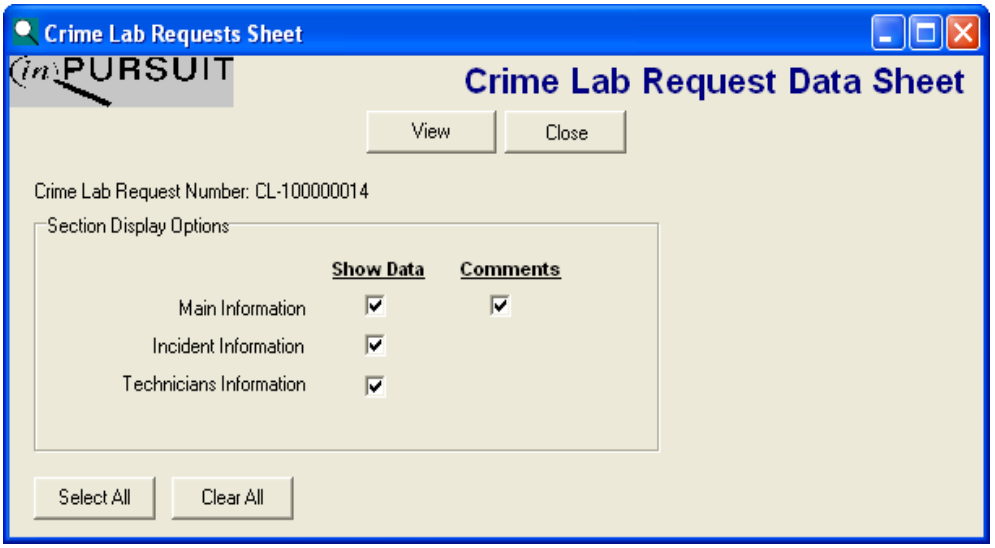
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Using the Data Sheet Function

The Data Sheet function is used to view or print a Crime Lab Request report. Click , located in the upper left corner of the Crime Lab Request module window, to open the Data Sheet window.

The Crime Lab Request Sheet window is displayed below: Here you can tailor the data included on the report.



Once you have made all selections, click **View** to open the report and display it to the screen. From here, you can view, save, or print the report.

Accessing the Crime Lab Request Search

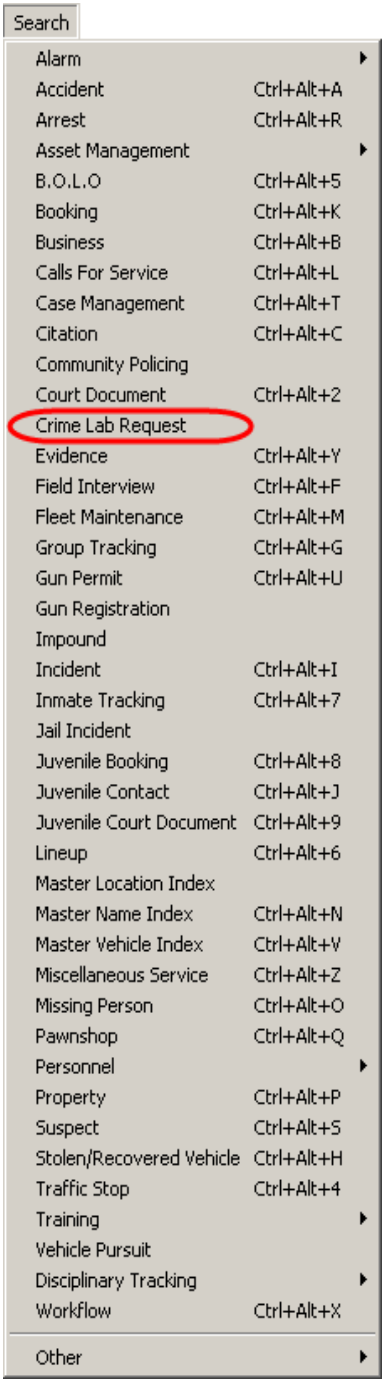
The following methods may be used to open the Crime Lab Search:

From the Main Menu:

- Select Search > Crime Lab Request

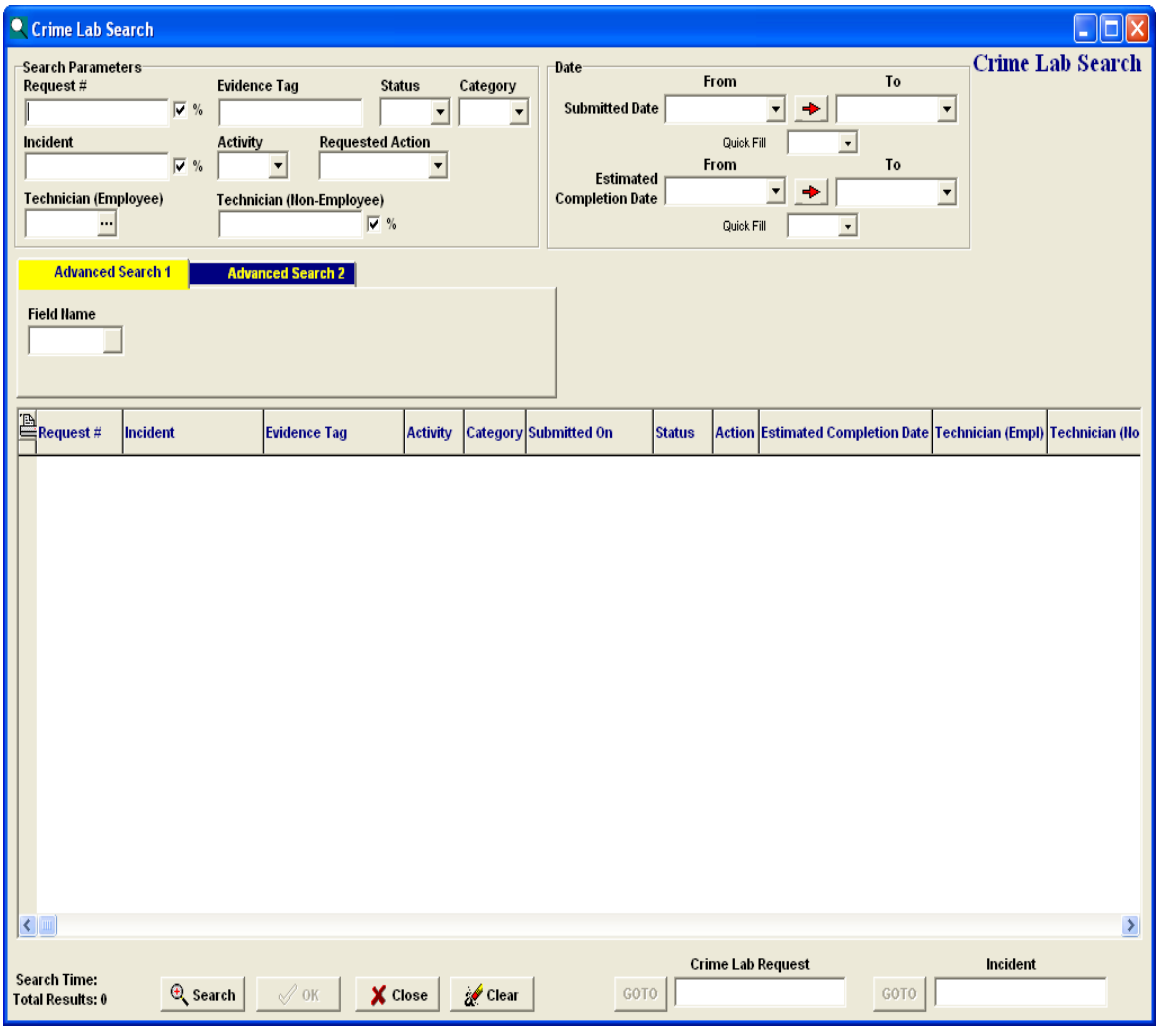
From within the module:

- Click **Search**



Crime Lab Search Screen Parameters

The Crime Lab Search allows you to locate Crime Lab records based on one or more search parameters. An illustration of the window and description of the parameters follow:



Crime Lab Search Parameters/Components	
Field/Component	**Description/Use**
Search Parameters	
Request #	The system will search for this Crime Lab Request number. The % check box indicates whether to include a wildcard in the search.
Evidence Tag	Displays the Evidence Barcode # (RMS Number) of the evidence record linked to the Crime Lab Request.

Crime Lab Search Parameters/Components	
Field/Component	**Description/Use**
Status	Displays the status of the crime lab request. Click the down arrow to access a lookup list of codes.
Category	Displays a code identifying the category of the linked evidence record. Click the down arrow to access a lookup list of codes.
Incident	Displays the incident number of the Incident record linked to the Crime Lab Request. The % check box indicates whether to include a wildcard in the search.
Activity	Displays a code identifying the activity of the Crime Lab Request. Click the down arrow to access a lookup list of codes.
Requested Action	Displays a code identifying the type of lab analysis requested. Click the down arrow to access a lookup list of codes.
Technician (Employee)	Displays the Employee ID of the employee technician. Click **...** to open the Master Employee Index Search to locate an Employee ID.
Technician (Non-Employee)	Displays the name of the non-employee technician (does not have a Master Employee Index record). The % check box indicates whether to include a wildcard in the search.
Date	
Submitted Date From/To	Displays the ranges of dates within which the evidence was submitted for analysis. Click the down arrow to access the Calendar utility.
Estimated Completion Date From/To	Displays the range of dates within which the crime lab analysis was completed. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same date as the From date.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Advanced Search Tabs	
Advanced Search (1 - 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the Search Functions section in the *RMS User Manual*.
Function Buttons	

Crime Lab Search Parameters/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this grid.
Search	Initiates a search in the database.
OK	Displays the highlighted Crime Lab Request record in the Crime Lab Request module and closes the search window.
Close	Closes the search window.
Clear	Clears all search parameters previously entered and clears all search fields.
GOTO **Crime Lab Request**	Opens the Crime Lab Request record displayed in the Crime Lab Request field. This record is the record highlighted in the search results grid.
GOTO **Incident**	Opens the Incident record displayed in the Incident field. This record is the record highlighted in the search results grid.

Crisis Management Team Module

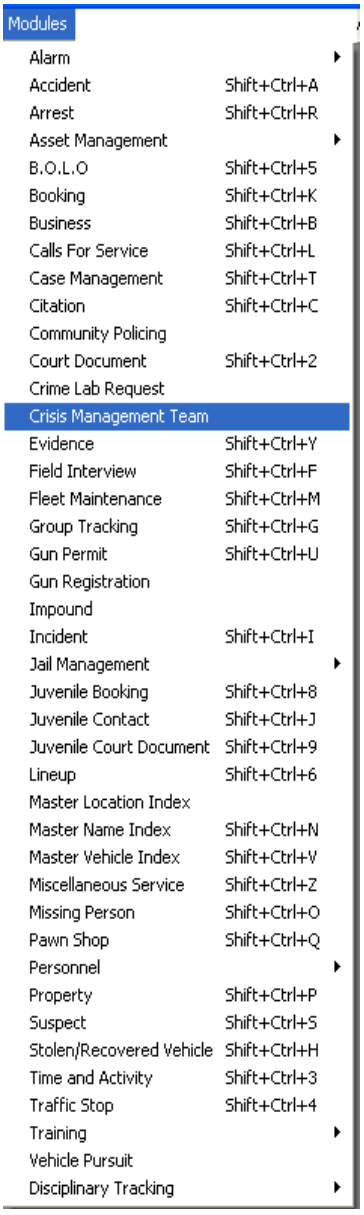
The Crisis Management Team module allows agencies to enter and store information about employee teams assembled to handle crises involving criminal activity.

Accessing the Crisis Management Team Module

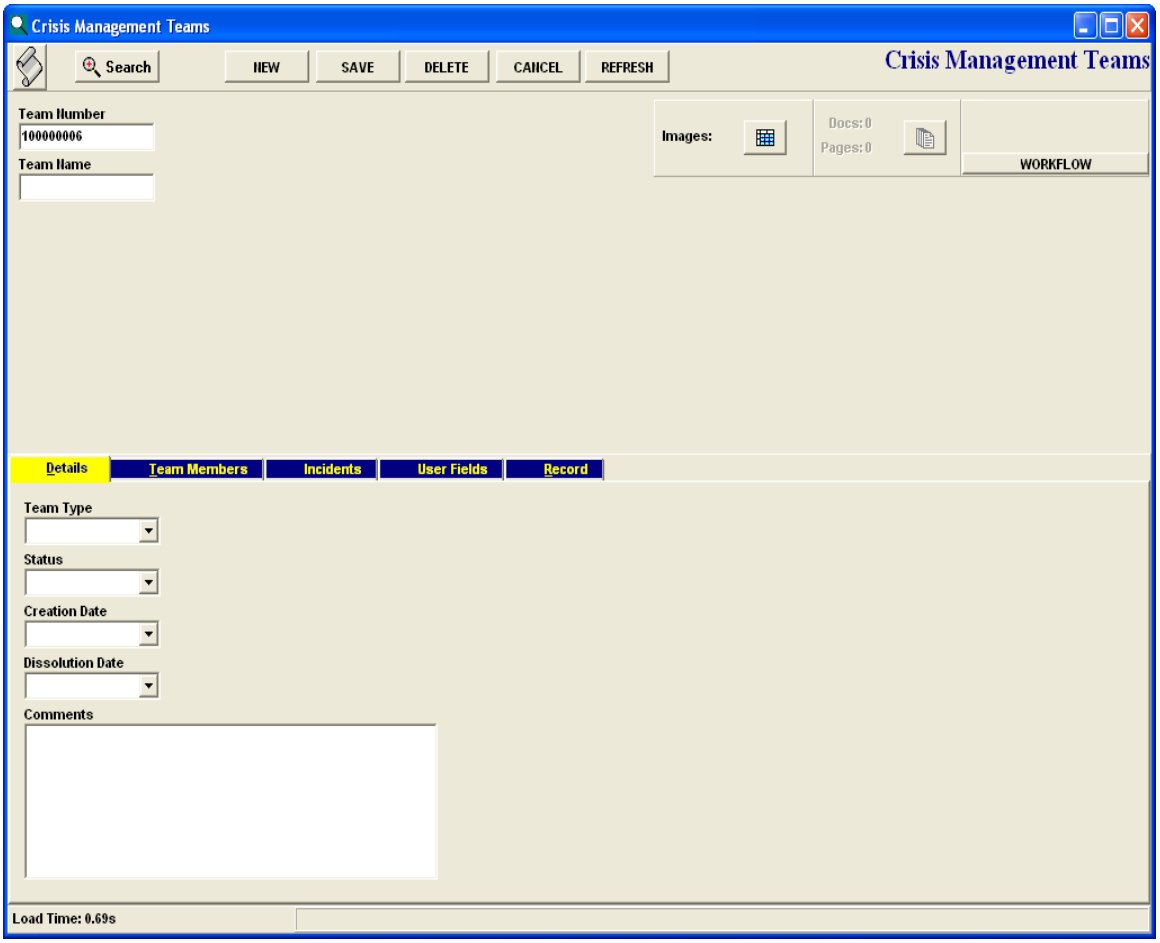
The Crisis Management Team module may be accessed in the following way:

From the Main Menu:

- Select Module > Crisis Management Team

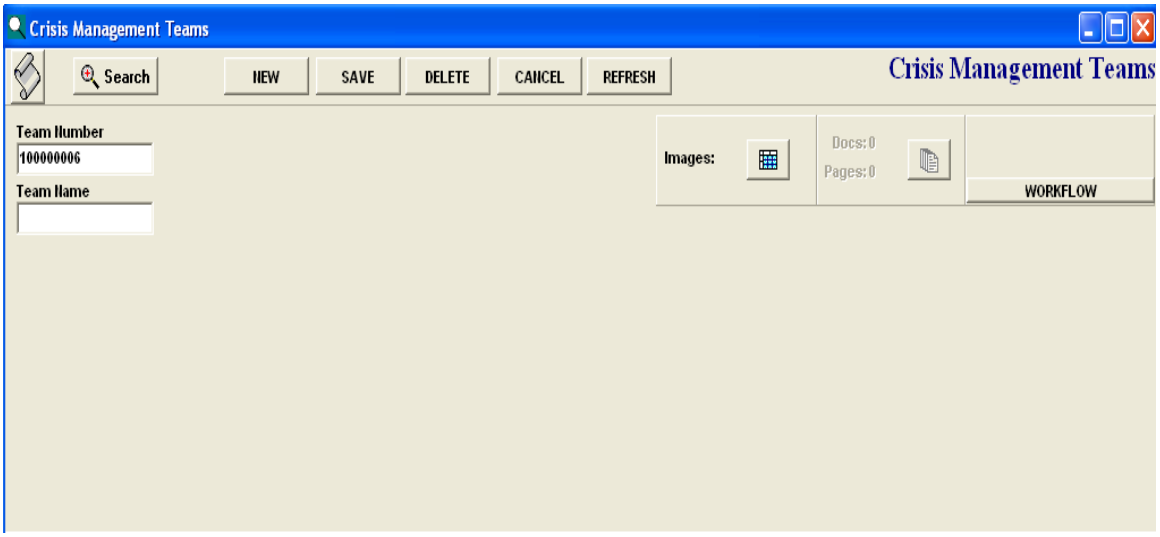


The Crisis Management Team module appears as follows:



Crisis Management Team Header Area

The Crisis Management Team module is composed of two sections: the header area and the tab area. The header area fields are pictured and described below:



Crisis Management Team Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet dialog box for this module.
Search	Accesses the Crisis Management Team Search to locate an existing Crisis Management Team record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Image Panel: Click to view images, audio and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	**Workflow Management:** Allows you to submit the current record to the next stage in the department's defined Workflow process for this module. See the Workflow section of this manual for more information.
Team Number	Displays the number of the team – this is a numeric field.
Team Name	Displays the name of the team.

Crisis Management Team Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Details Tab

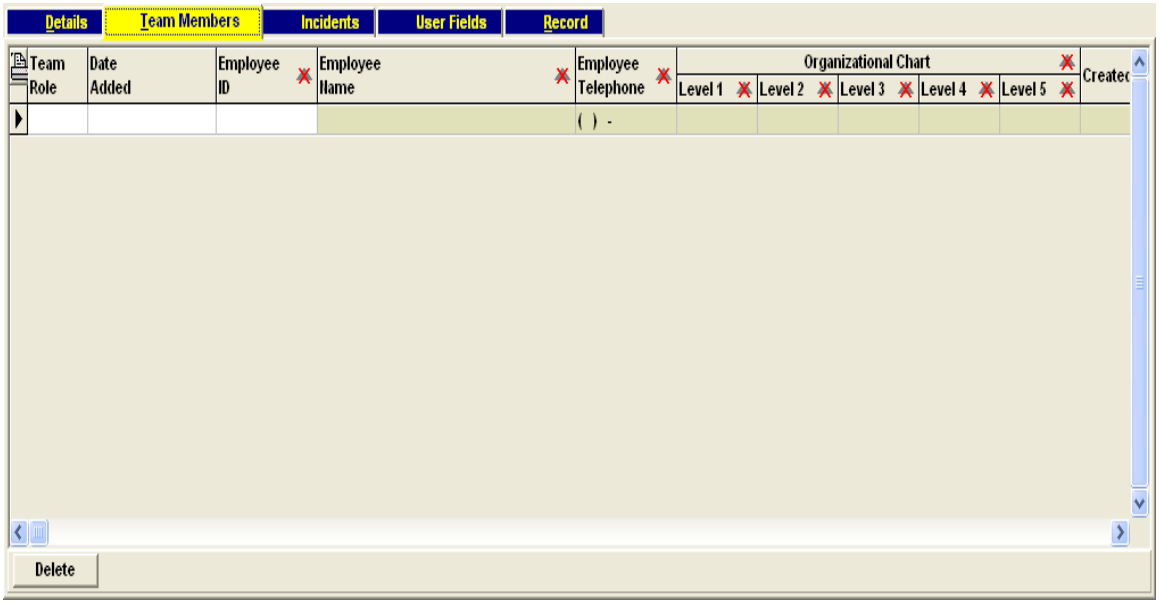
This Information tab provides information on the type, status, and additional details related to a Crisis Management record.

Details Tab Fields/Components	
Field/Component	**Description/Use**
Team Type	Displays the Team Type for the Crisis Management record. Click the down arrow to access the lookup list of codes.
Status	Displays the status of the Crisis Management record/team. Click the down arrow to access the lookup list of codes.
Creation Date	Displays the creation date of the Crisis Management record/team. Click the down arrow to access the Calendar utility.
Dissolution Date	Displays the dissolution date of the Crisis Management record/team. Click the down arrow to access the Calendar utility.

Details Tab Fields/Components	
Field/Component	**Description/Use**
Comments	Displays any comments entered regarding the Crisis Management record/team.

Team Members Tab

This linking tab allows you to view or add team members to the Crisis Management Team record.

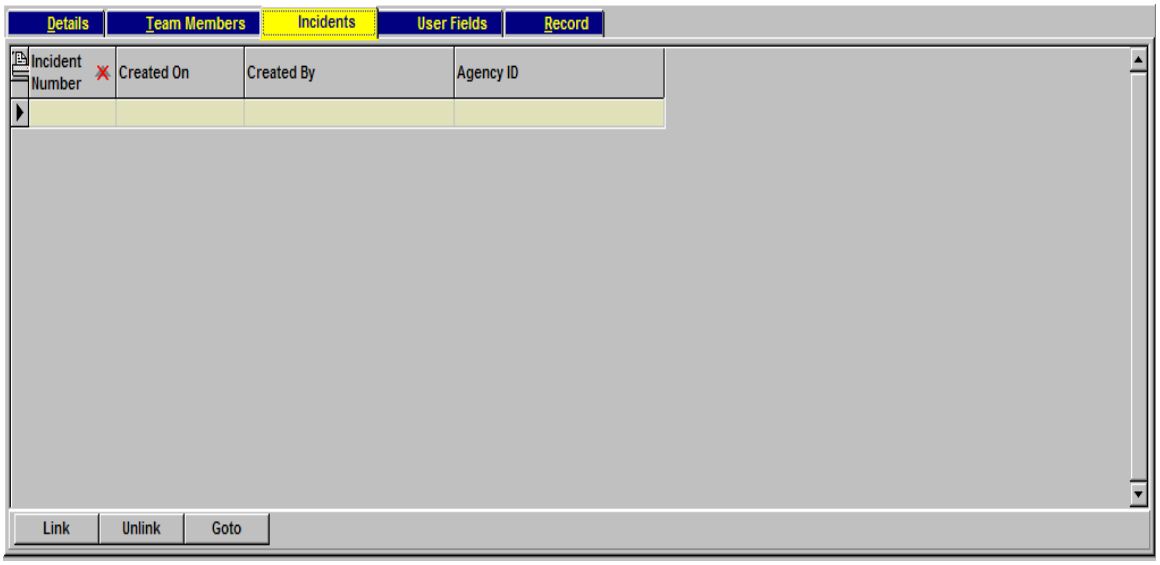


Team Members Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet > Display Options dialog box for this module.
Team Role	Displays the Team Type. Click the down arrow to access the lookup list of codes.
Date Added	Displays the date the team member was added.
Employee ID	Displays the Employee ID of the officer added to the team. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Employee Name	Displays the Employee's first and last name.

Team Members Tab Fields/Components	
Field/Component	**Description/Use**
Employee Telephone	Displays the employee's phone number. This is auto-populated by the Employee record.
Levels (1-5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Created By	Displays the user ID of the person who added the team member to the record. This system automatically logs this based on the login of the user who created the record, and it occurs upon inserting a new record.
Created On	Displays the date and time the Employee record was added to the record. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user ID who last updated the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the Employee record was last updated the record. This automatic date and time stamp occurs upon inserting a new record.
Agency ID	Displays the Agency ID of the team member.
Delete	Deletes the highlighted row.

Incidents Tab

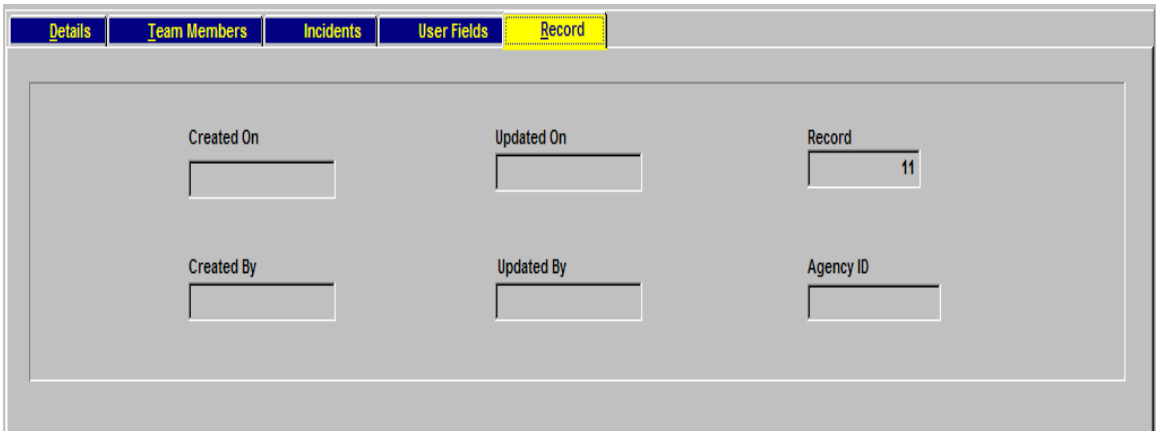
This linking tab allows you to link any number of Incident records to the current Crisis Management Teams record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Incident record data can only be modified in the Incident module itself. All data fields on this tab are populated automatically from an existing Incident record once the link is made.



Incidents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Incident Number	Displays the linked Incident.
Created On	Displays the date and time when the record was linked. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the user ID who linked the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Agency ID	Displays the Agency ID.
Go To	Opens the Incident module and displays the highlighted Incident record.
Link	Opens the Incident Search. Once the record is located, click **OK** to link the Incident record to the Crisis Management Team.
Un-Link	Removes the link between the Incident record and the highlighted Crisis Management Team record.

Record Tab

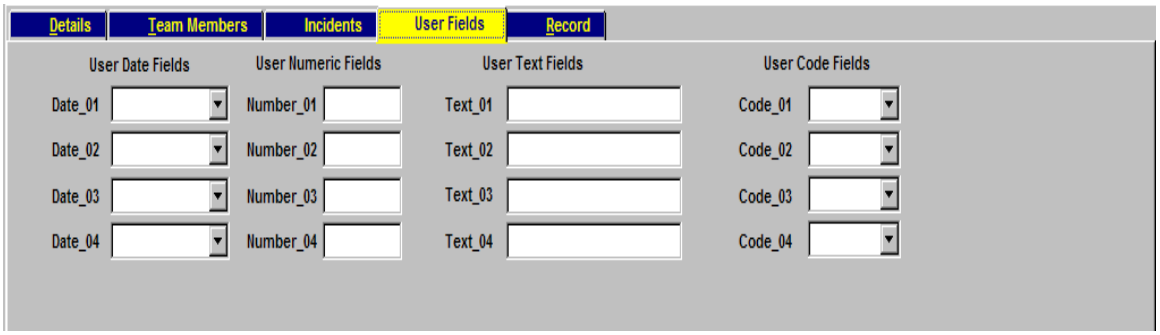
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the user ID who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the user ID who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Record #	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:

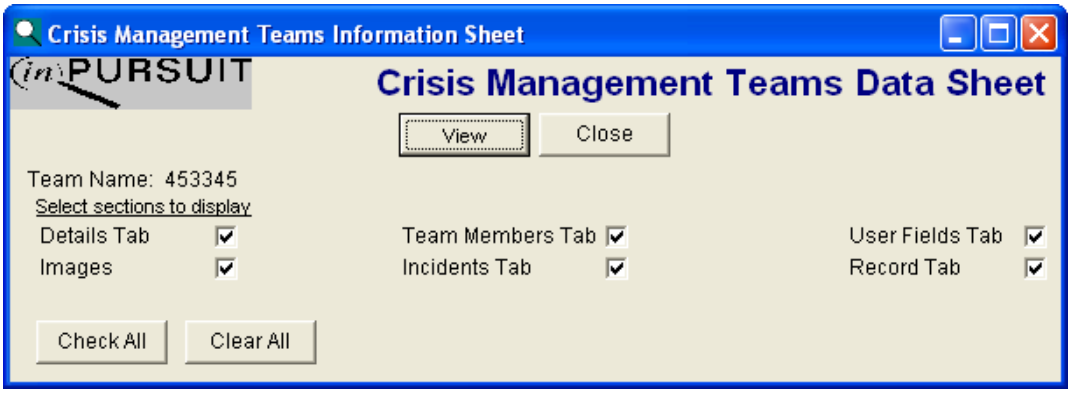


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Using the Data Sheet Function

A Data Sheet function is available through the Crisis Management Teams module. To create, view, save, and/or print a customized data sheet pertaining to the open team record, click , located in the upper left corner of the module. The dialog box below will display.



You may then toggle check box options on or off to specify the data to be included on the sheet.

Accessing the Crisis Management Team Search

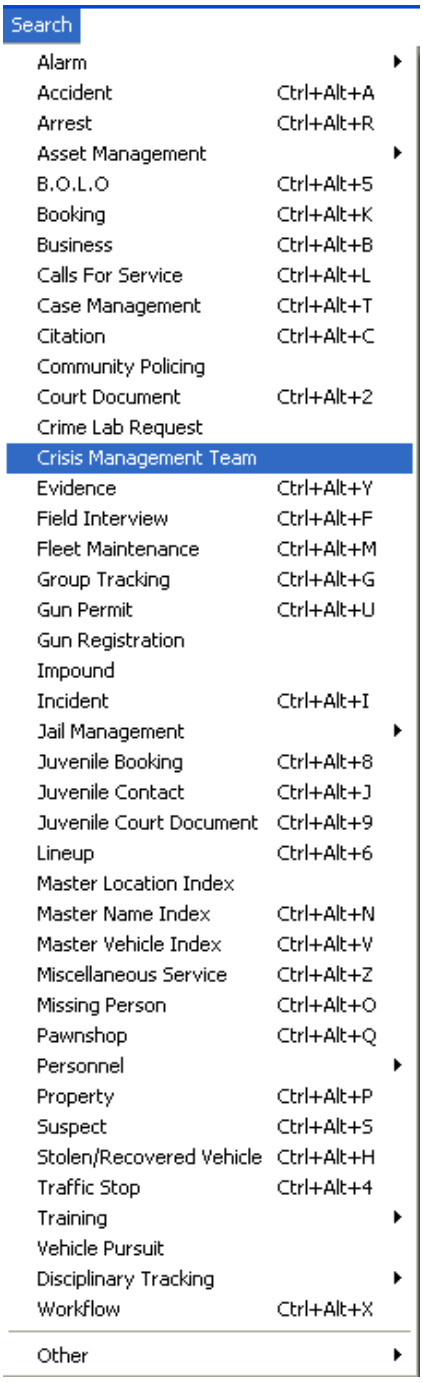
The following methods may be used to open the Crisis Management Team Search:

From the Main Menu:

- Select Search > Crisis Management Team

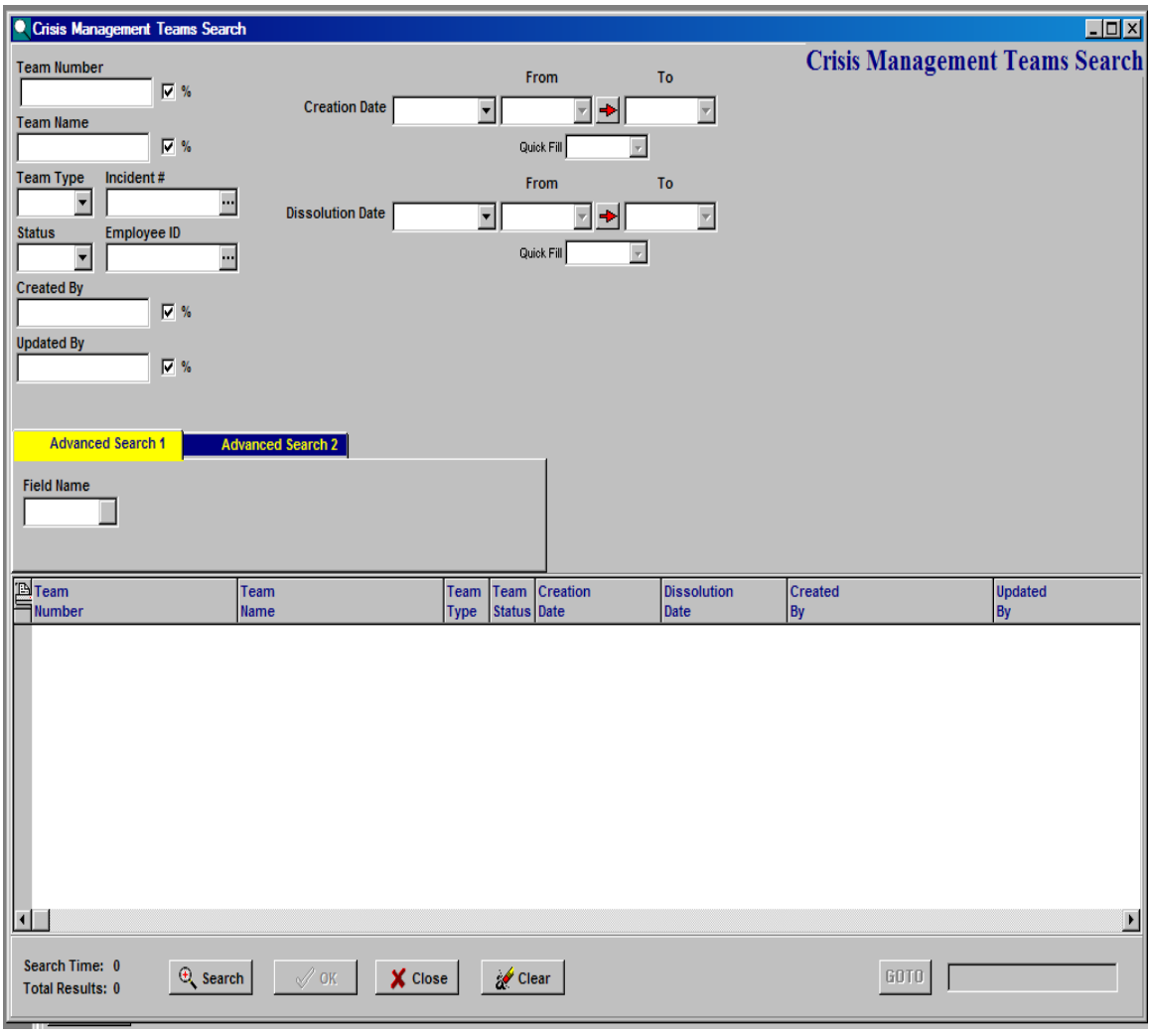
From within the module:

- Click **Search**



Crisis Management Team Search Parameters

The Crisis Management Team Search allows you to search for Crisis Management Team records based on one or more search parameters. An illustration of the window and description of the parameters follow:



Crisis Management Team Search Parameters/Components	
Field/Component	**Description/Use**
Team Number	Displays the number assigned to the team.
Team Name	Displays the name assigned to the team.

Crisis Management Team Search Parameters/Components	
Field/Component	**Description/Use**
Team Type	Displays a code indicating the team type. Click the down arrow to access the lookup list of codes.
Incident #	Displays the Incident # associated with the team.
Status	Displays a code identifying the status of the team. Click the down arrow to access the lookup list of codes.
Employee ID	Displays the ID of an employee participating in the team.
Created By	Displays the user ID who created the record. The system automatically logs this based on the login of the user who created the record, and it occurs upon inserting a new record.
Updated By	Displays the user ID who last updated the record. The system automatically logs this based on the user login that updated the record, and it occurs upon saving changes to a record.
Creation Date	
From/To	Crisis Management Team Creation date range within which to search. Searching with a date range will return all Crisis Management Teams that have a "Created On" date within the range. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same information as the From field.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Dissolution Date	
From/To	Crisis Management Team Creation date range within which to search. Searching with a date range will return all Crisis Management Teams that have a "Dissolved On" date within the range. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same information as the From field.
Quick Fill	Click the down arrow to access a lookup list of codes to indicate a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Advanced Search Tabs	

Crisis Management Team Search Parameters/Components	
Field/Component	**Description/Use**
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the "Search Functions" section in the *RMS User Manual*.
Function Buttons	
	Opens the Export Data window for this grid.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Crisis Management Team record in the Crisis Management Team module *and closes the search window.*
Close	Closes the search window.
Clear	Clears all search parameters previously entered. This clears all search fields
Go To	Opens the highlighted Crisis Management Team record in the Crisis Management Team module *and leaves the search window open.*

Disciplinary Tracking Modules

The Disciplinary Tracking modules can be accessed in the following way:

From the Main Menu:

- Select Modules > Disciplinary Tracking

Then select the desired sub-module: Associated Names, Internal Complainants, or Internal Cases

Disciplinary Tracking is composed of three modules: Associated Names, Internal Complaints, and Internal Cases. Using these modules, your department has the ability to enter and track data relating to complaints filed against employees, employee performance issues and case investigations – from the beginning of a complaint to the final resolution.

As with other modules, only users given permission to access the Disciplinary Tracking modules will be able to view or edit this data.

Using the Disciplinary Tracking Modules

The Disciplinary Tracking modules provide your department with the flexibility to successfully manage business processes. For example, you may determine that not all Internal Complaints need to become Internal Cases, or you may determine that in some situations – such as poor employee performance – an Internal Case record should be created without linking it to a complaint.

Typically, you will enter data in the following sequence:

Associated Names Module – The Associated Name data should be entered first. This module is used to capture all names related to an Internal Complaint or Internal Case. This includes complainants, leads, and witnesses. Once this data is entered, it can be used to create an Internal Complaint module record.

Internal Complaint Module - The Internal Complaint data can be entered next. This data can be used to create an Internal Case record.

Internal Case Module - Finally, if an Internal Case is required, an Internal Case record can be created. This module allows you to link multiple complaints to an Internal Case.

These three modules are discussed individually in the following sections.

Associated Names Module

The Associated Names module allows you to create name records in the Disciplinary Tracking tables that can be linked as complainants, witnesses, or leads. These name records can be individuals outside the department or department employees.

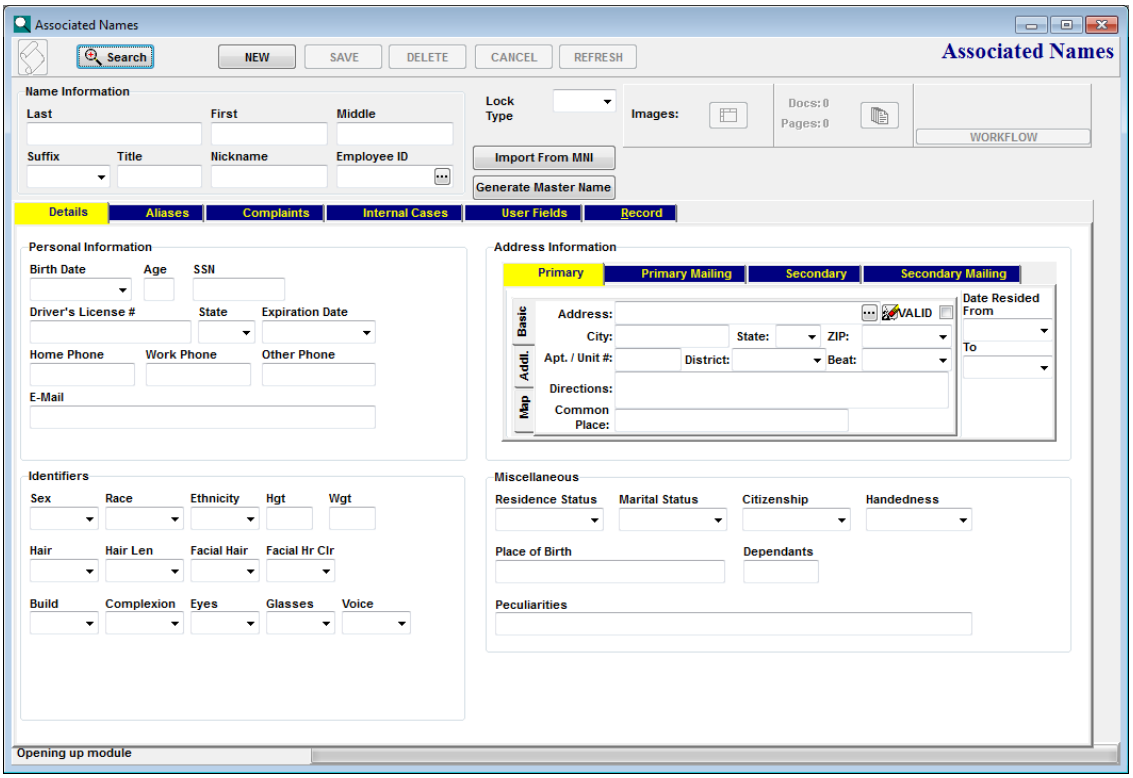
NOTE It is important to note that names created in the Disciplinary Tracking Associated Names module do not automatically create a name in the RMS Master Names Index tables. The Disciplinary Tracking Associated Names tables are independent of the Master Names Index tables.

An Associated Names record can be created by:

- Entering name data directly into the Associated Names module.
- Importing Master Name Index data from an existing RMS Master Names Index module record.
- Importing employee data from an existing Personnel > Master Employee Index record.

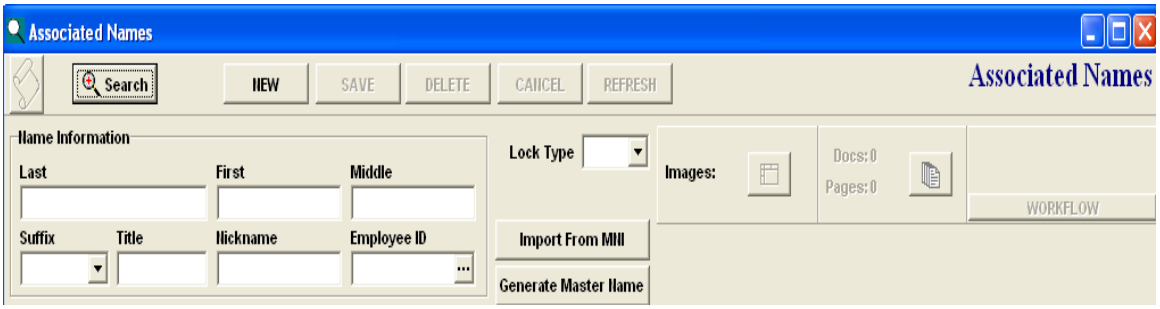
Once a new Associated Names record is created, this data can be used to generate a new Master Name record. Each of these functions is described below:

The Associated Names module appears as follows:

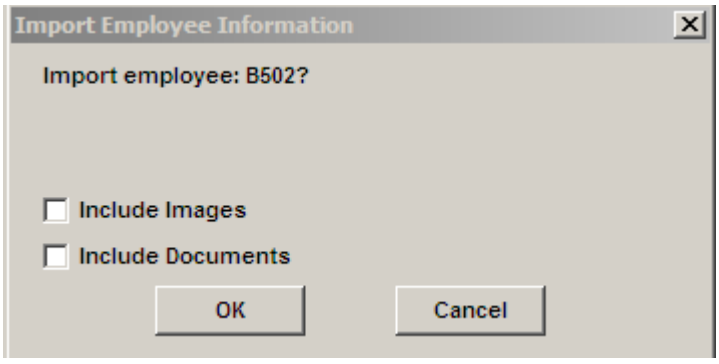


Associated Names Module Header

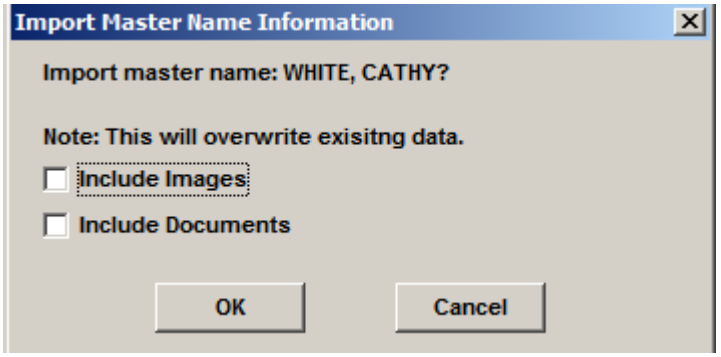
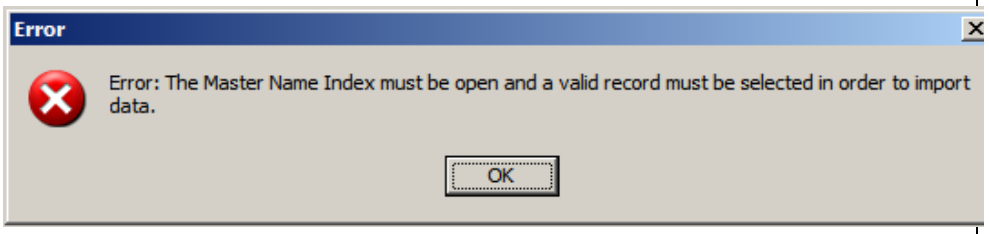
The Associated Names module is composed of two sections: the header area and the tab area. The header area is pictured and described below:

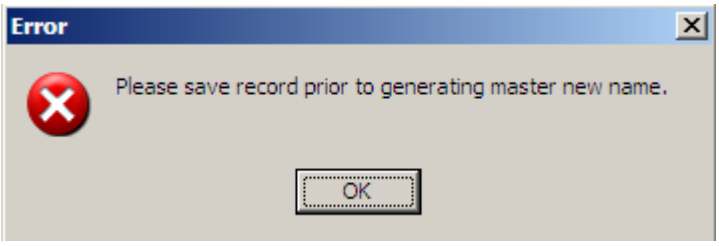
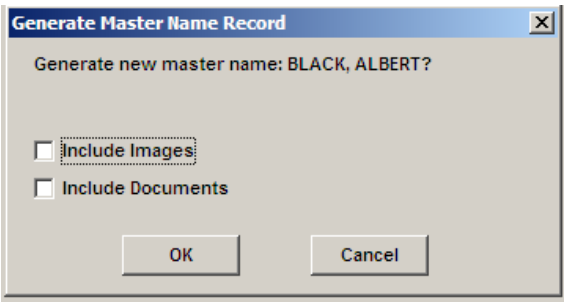


Associated Names Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet dialog box.
Search	Accesses the Associated Names Search screen to search for an existing Associated Name record in the Disciplinary Tracking tables. NOTE When Associated Name records are created in Disciplinary Tracking, the names are *not* part of the RMS Master Names Index tables. The names are kept in secure tables accessible only to users given permission to access Disciplinary Tracking data.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Lock Type	Displays the lock type of the Name record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the *RMS Navigation Manual.*

Associated Names Module Fields/Components	
Field/Component	**Description/Use**
	Standard Document Viewer: Click to view stored documents related to this record.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
WORKFLOW	**Workflow Management:** Allows you to submit the current record to the next stage in the department's defined Workflow process for this module.
Name Information Section	
Last	Displays the last name of the individual.
First	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Suffix	Displays the suffix, if necessary, of the individual. Click the down arrow to access the lookup list of codes.
Title	Displays the title used by an individual.
Nickname	Displays the nickname or moniker used by the individual.
Employee ID	Displays the Employee ID of the employee linked as an Associated Name. In some situations, an employee may be a complainant or a witness. This field allows you to populate the Associated Name record with data from an existing Personnel > Master Employee Index record. If the Employee ID is known, the Employee ID can be entered the field. When you tab outside the field or selects a field with the cursor outside the field, the Import Employee Information dialog box below will display:  Images and Documents can be included by checking the appropriate check boxes. Click **OK** to import data from the Master Employee Index record to populate the

Associated Names Module Fields/Components	
Field/Component	**Description/Use**
	appropriate fields on the Associated Name record. If the Employee ID is not known, you can click the Ellipsis in the Employee ID field to display the Employee Search screen to search for an existing Employee record. NOTE Updating data in the Associated Names record will *not* update data in the Personnel > Master Employee Index record. Updating data in the Personnel > Master Employee Index record will *not* update data in the Associated Name data record. Associated Names record data resides only in the Disciplinary Tracking tables.

Associated Names Module Fields/Components	
Field/Component	**Description/Use**
Import from MNI	This function allows you to import data from a displayed Master Names Index module record. When the Master Names Index record is displayed, you can import the name data into the Associated Names screen by clicking **Import From MNI**. When you click **Import**, a dialog box will appear. You can include images and documents that are linked to the existing Master Names Index record.  When you click **OK,** the data from the Master Name Index record will populate the fields on the Associated Names record along with images and documents, if selected. If the Master Names module record is not displayed when you click **Import**, an error dialog box will appear to let you know a name record must be open and displayed to use this import function. 

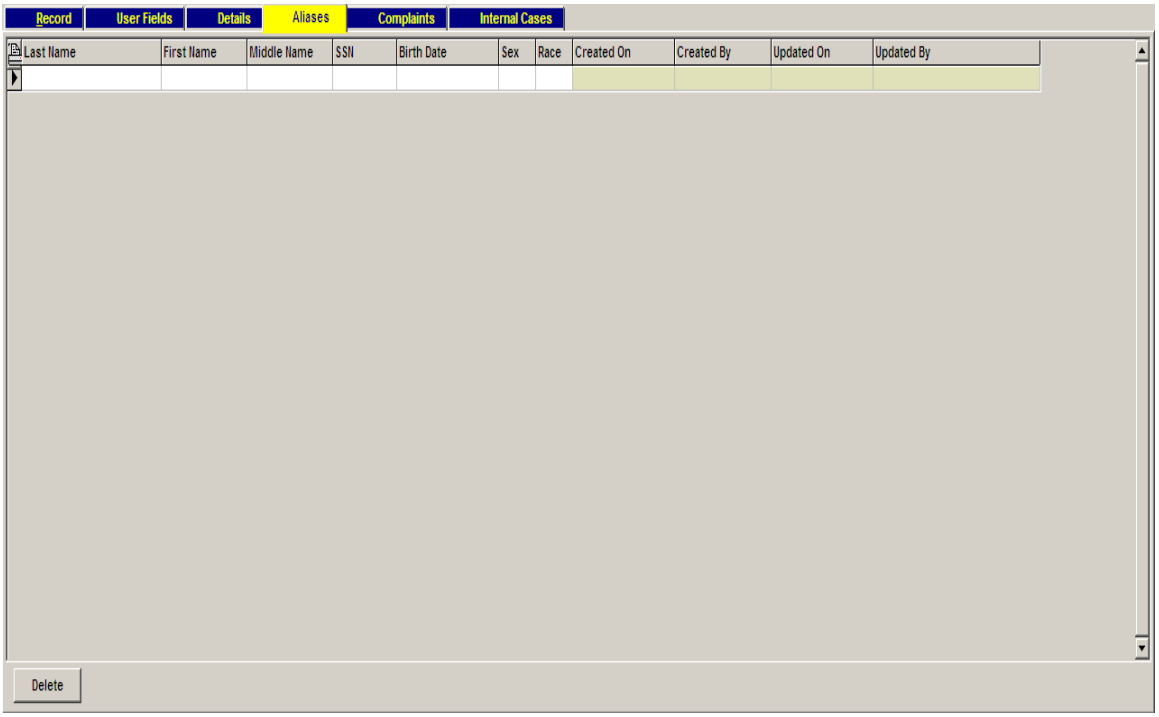
Associated Names Module Fields/Components	
Field/Component	**Description/Use**
Generate Master Name	This function allows you to generate a new Master Name Index record from the saved Associated Names record. If the name of the complainant does not exist in the Master Names Index, a new Master Name can be created by clicking **Generate Master Name**. If you try to generate a Master Name Index record before saving the Associated Names record, the dialog box below will display: Click **OK** and save the record.  Once the record is saved, the user can click **Generate Master Name**. The dialog box below will display:  You can include the images and documents by checking the check boxes. Clicking **OK** will populate the Associated Names record with data from the displayed Master Names Index record. NOTE Updating data in the Associated Names record will *not* update data in the Personnel > Master Employee Index record. Updating data in the Personnel > Master Employee Index record will *not* update data in the Associated Name data record. Associated Names record data resides only in the Disciplinary Tracking tables. For example: On Monday, you create an Associated Names record for John Doe with a home phone number of 443-555-1202. After saving the data, you generate a Master Name Index record. On Friday, the user gets a new home phone number for John Doe. You would then need to update the phone number in the Associated Names record and in the Master Names Index record.

Associated

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Aliases Tab

This information tab displays known aliases used by an individual; an unlimited number of aliases can be stored for each individual.

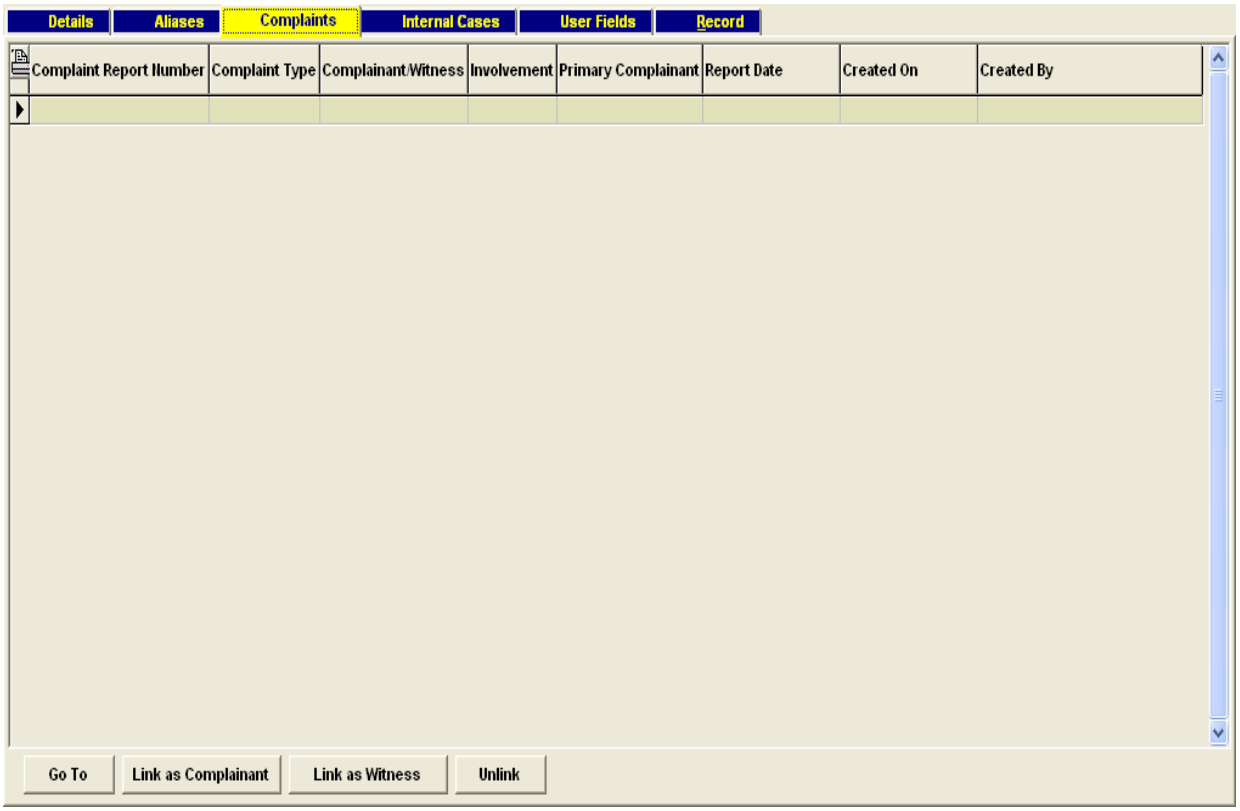


Aliases Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Last Name	Displays the alias last name.
First Name	Displays the alias first name.
Middle Name	Displays the alias middle name.
SSN	Displays the alias social security number.

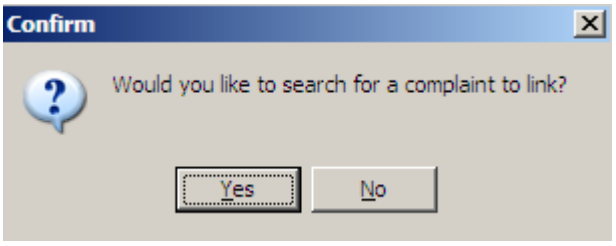
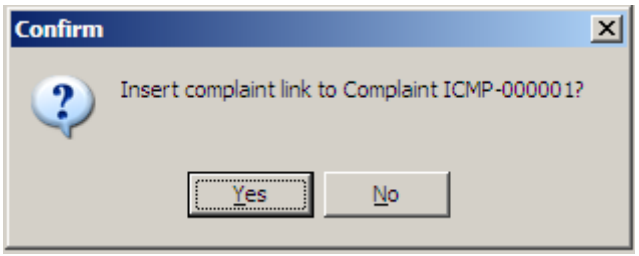
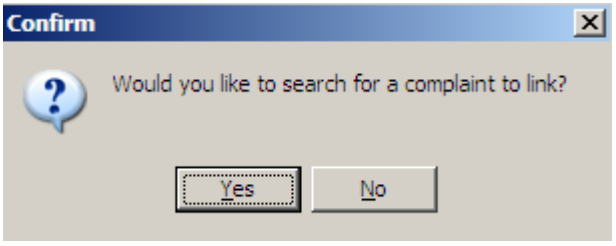
Aliases Tab Fields/Components	
Field/Component	**Description/Use**
Birth Date	Displays the alias date of birth. Click the down arrow to access the Calendar utility.
Sex	Displays the gender being used by the individual. Click the down arrow to access the lookup list of codes.
Race	Displays the alias race. Click the down arrow to access the lookup list of codes.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

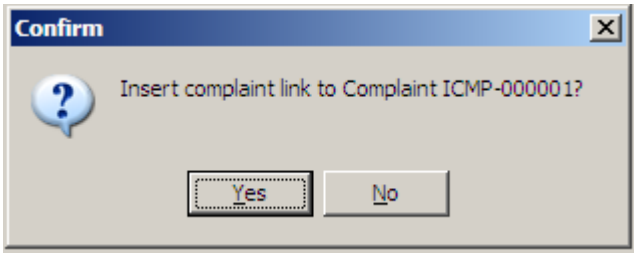
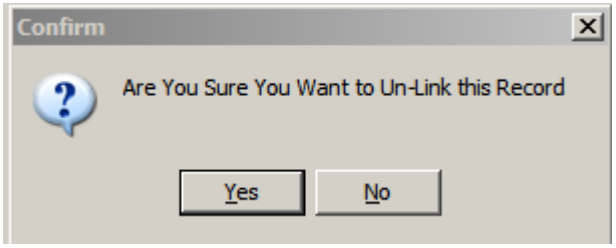
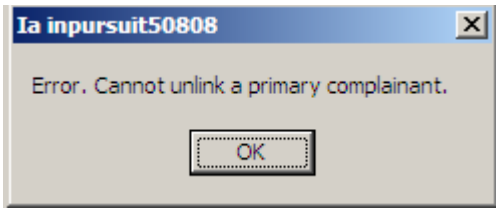
Complaints Tab

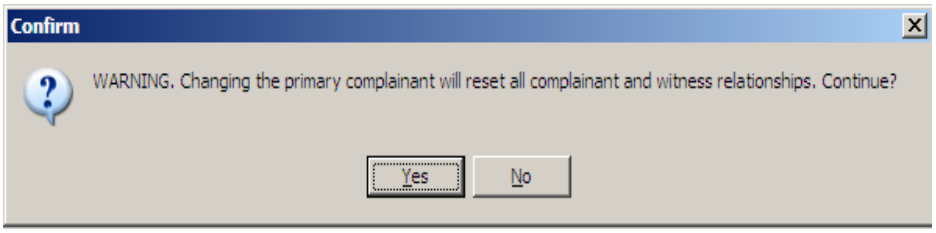
This linking tab allows you to link a name to a complaint as a complainant or as a witness; a name cannot be linked as both a complainant and a witness for the same complaint. The fields on this tab are read-only.



Complaints Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Complaint Report Number	Displays the number of the complaint.
Complaint Type	Displays the type of complaint.
Complainant/Witness	Displays whether the individual is linked as a complainant or witness. The letter "W" is witness and the letter "C" is complainant.
Involvement	Displays the type of involvement, such as complainant or witness.
Primary Complainant	Displays whether this name is the primary complainant. A "Y" the field indicates **Yes**.
Report Date	Displays the date the complaint was reported.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.

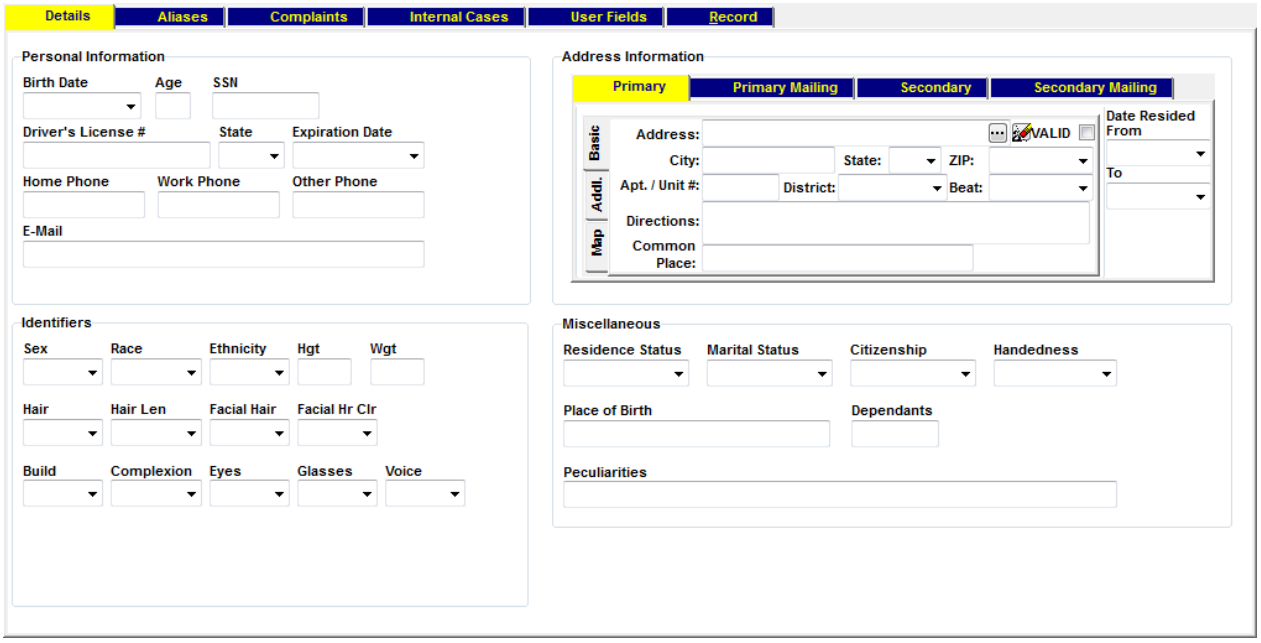
Complaints Tab Fields/Components	
Field/Component	**Description/Use**
GOTO	Opens the Complaint module and displays the highlighted record.
Link as Complainant	Links the associated name to a complaint as a complainant. NOTE If this is the first name linked as a complainant to the complaint, the name will automatically be identified as the primary complainant. Click to display a dialog box asking if you would like to search for a complaint. Click Yes to display the Complaint Search screen; click No to close the dialog box.  If an Internal Complaint module record was open and displayed when you clicked **Link As Complainant**, the dialog box below would display:  Click **Yes** to link the displayed Complaint record to the Associated Name record and populate the fields on the Complaints tab on the Associated Names record.
Link as Witness	Links the associated name as a witness. Click to display a dialog box asking if you would like to search for a complaint. Clicking Yes will display the Complaint Search screen. Click No to close the dialog box.  If an Internal Complaint module record was open and displayed when you clicked **Link as Witness**, the dialog box below would display:

Complaints Tab Fields/Components	
Field/Component	**Description/Use**
	 Click **Yes** to link the displayed Complaint record to the Associated Name record and populate the fields on the Complaints tab on the Associated Names record. NOTE A name cannot be linked as both a complainant and a witness to the same Complaint record.
Unlink	Removes the link between the Associated Name record and the highlighted record. When you click **Unlink,** the dialog box below will display: Click **Yes** to unlink the records; click No to close the dialog box.  If you attempt to unlink a primary complainant, the dialog box below will display: In order to unlink the complainant, the complainant cannot be identified as the primary complainant. You will need to deselect the complainant as the primary complainant in the Internal Complaint module > Complainants tab.  NOTE When a primary complainant is deselected, all witness and complainant relationships are reset. It is important to note that when a primary complainant is deselected, the dialog box below will display, warning you that all complainant and witness relationships will be reset.

Complaints Tab Fields/Components	
Field/Component	**Description/Use**
	 This means the data in the" Relationship to Primary Complainant" fields located on the Internal Complaints module > Complainants tab, Witnesses tab, and Accused tab will be removed when another complainant name is selected as the primary complainant. You will need to enter a new code in the "Relationship to Primary Complainant" fields.

Details Tab

This information tab displays additional physical and identification information about the individual.



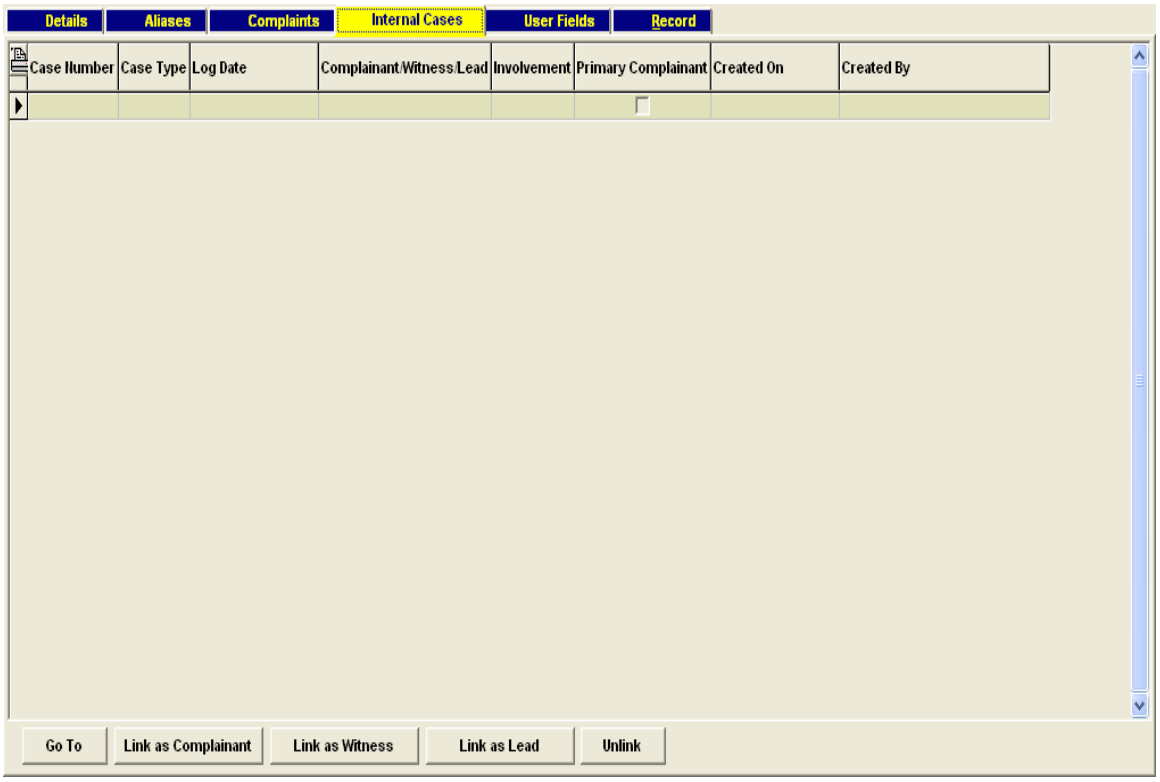
Details Tab Fields/Components	
Field/Component	**Description/Use**
Personal Information	
Birth Date	Displays the individual's date of birth in DD/MM/YYYY format. Click the down arrow to access the Calendar utility.
Age	Displays the age as automatically calculated by the system by comparing the date entered in the Birth Date field and the current system date.
SSN	Displays the Social Security number being used by the individual.
Driver's License #	Displays the driver's license number. This will contain the identification number issued by the state, located on the driver's license or state issued identification card.
State	Displays the state that issued the license. Click the down arrow to access the lookup list of codes.
Expiration Date	Displays the date that the individual's driver's license expires in DD/MM/YYYY format. Click the down arrow to access the Calendar utility.
Home Phone	Displays the ten-digit home phone number of the individual. Dashes are automatically added to the number.
Work Phone	Displays the ten-digit work phone number of the individual. Dashes are automatically added to the number.
Other Phone	Displays a secondary work phone, a secondary home phone, or a cell phone number for the individual.
E-Mail	Displays the e-mail address of the individual.
Identifiers	
Sex	Displays a code identifying the gender of the individual. Click the down arrow to access the lookup list of codes.
Race	Displays a code identifying the race of the individual. Click the down arrow to access the lookup list of codes.
Ethnicity	Displays a code identifying the ethnic background of the individual. Click the down arrow to access the lookup list of codes.
Hgt	Displays the height of the individual.
Wgt	Displays the weight of the individual.
Hair	Displays a code identifying the color of the individual's hair. Click the down arrow to access the lookup list of codes.
Hair Len	Displays a code identifying the length of the individual's hair. Click the down arrow to access the lookup list of codes.

Details Tab Fields/Components	
Field/Component	**Description/Use**
Facial Hair	Displays a code identifying the type of the individual's facial hair. Click the down arrow to access the lookup list of codes.
Facial Hair Clr	Displays a code identifying the color of facial hair. Click the down arrow to access the lookup list of codes.
Build	Displays a code identifying the build of the individual. Click the down arrow to access the lookup list of codes.
Complexion	Displays a code identifying the complexion of the individual's skin. Click the down arrow to access the lookup list of codes.
Eyes	Displays a code identifying the color of the individual's eyes. Click the down arrow to access the lookup list of codes.
Glasses	Displays a code identifying whether the individual wears glasses.
Voice	Displays a code identifying the voice type. Click the down arrow to access the lookup list of codes.
Address Information	
This Address Information section includes an Address Panel. The Address Panel is described in detail in the RMS Navigation Manual. This Address panel includes four tabs for entering address information related to a name record. These tabs are described below:	
Primary and Secondary Tabs The Primary and Secondary tabs are provided for entering physical address information for the name record. Both tabs contain the same data fields.	
Basic tab	Allows you to enter or view the address information.
Addl. tab	Allows you to enter or view additional information about the address (county, sector, and so forth).
Map tab	Allows you to enter or view map coordinates for the address.
Dated Resided From	Displays the beginning date when the individual resided at the address. Click the down arrow to access the Calendar utility.
Date Resided To	Displays the ending date when the individual resided at the address. Click the down arrow to access the Calendar utility.
Primary and Secondary Mailing Tabs Two tabs are provided for entering mailing addresses for the name record. Both tabs contain the same fields.	
STANDARDIZED	Indicates this address has been standardized.

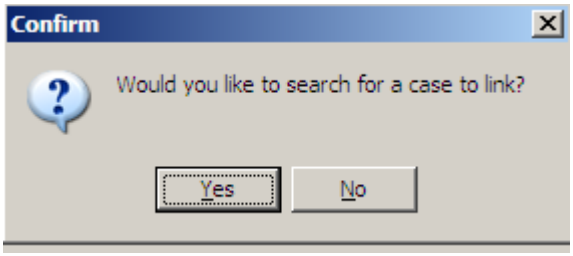
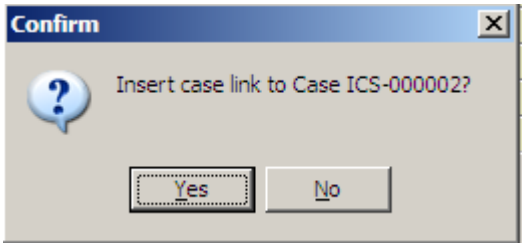
Details Tab Fields/Components	
Field/Component	**Description/Use**
STANDARDIZE	Click to standardize the text of the mailing address entered to match the defined mailing address text on the Address Server. For example, if you enter "Post Office Box" and it is defined as "P.O. Box" on the Address Server, the words "Post Office Box" will be changed to the standard text, "P.O. Box ".
Address	Displays the primary/secondary mailing address for the Name record.
City, State, ZIP	Displays the primary/secondary city, state, and zip code for the mailing address displayed on the tab for the current Master Name Index record.
Miscellaneous	
Residence Status	Displays a code identifying the individual's residence status. Click the down arrow to access the lookup list of codes.
Marital Status	Displays a code identifying the marital status of the individual. Click the down arrow to access the lookup list of codes.
Citizenship	Displays a code identifying the citizenship status of the individual. Click the down arrow to access the lookup list of codes.
Handedness	Displays a code identifying if the individual is left handed or right handed. Click the down arrow to access the lookup list of codes.
Place of Birth	Displays the place of birth of the individual.
Dependants	Displays the number of dependents for whom the individual is responsible.
Peculiarities	Displays any identifying peculiarities for the individual.

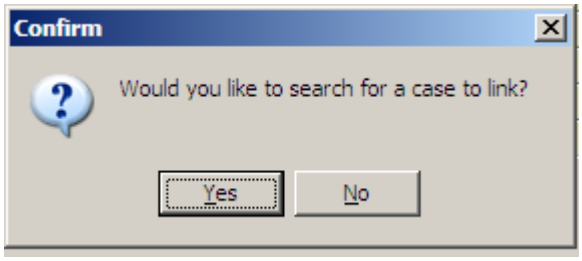
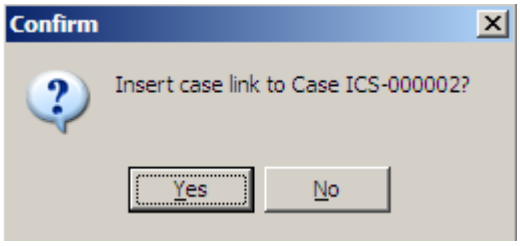
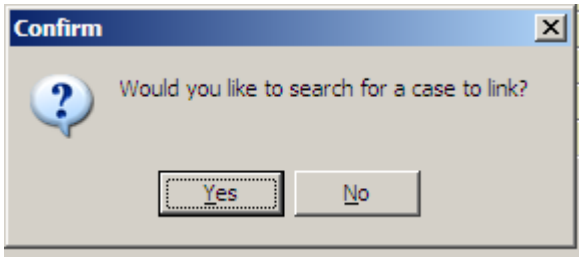
Internal Cases Tab

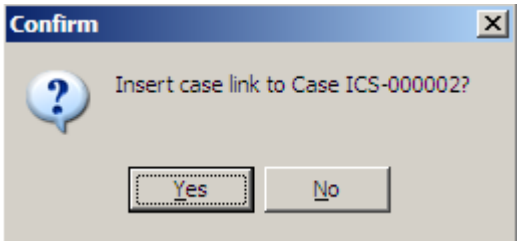
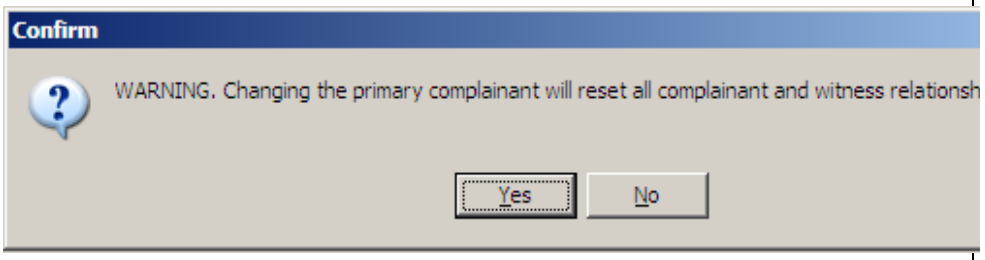
This linking tab allows you to link a name to an Internal Case record as a complainant, witness, or lead; a name cannot be linked as both a complainant and a witness for the same record. The fields on this tab are read-only.



Internal Cases Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Case Number	Displays the Case number for the internal case.
Case Type	Displays the type of case.
Log Date	Displays the date the internal case was created.
Complainant/Witness/Lead	Displays whether the individual is linked as a complainant, witness, or lead. The letter "W" is witness, the letter "C" is complainant, and "L" is lead.
Involvement	Displays the type of involvement, such as complainant or witness.
Primary Complainant	Displays whether this name is the primary complainant. If the field is checked, this indicates the associated name is the primary complainant on the Internal Case record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.

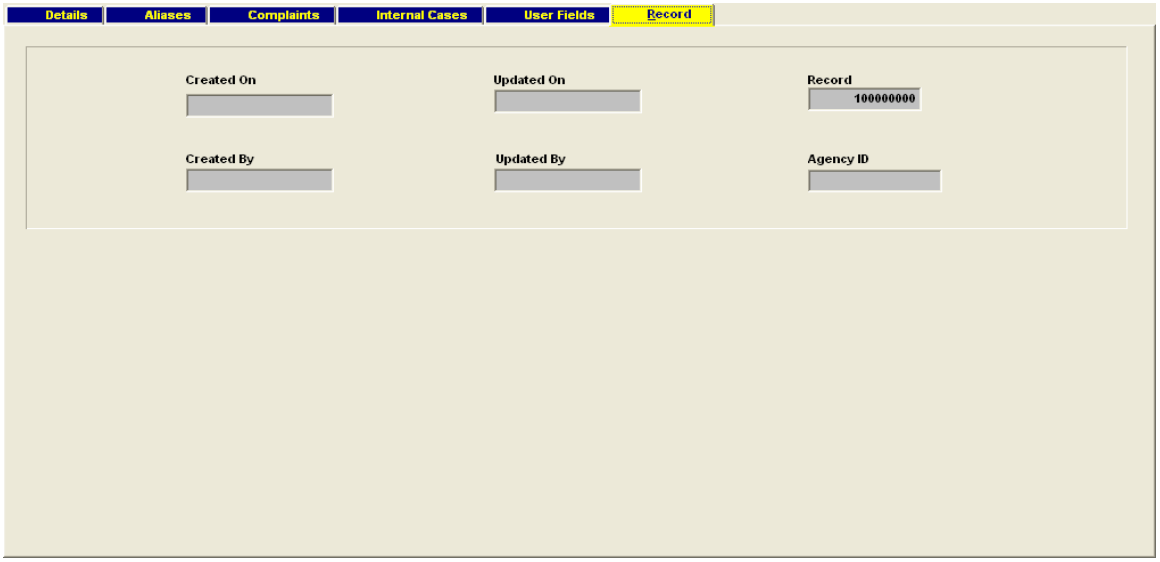
Internal Cases Tab Fields/Components	
Field/Component	**Description/Use**
GOTO	Opens the Internal Cases module and displays the highlighted record.
Link as Complainant	Links the Associated Name to an Internal Case record as a complainant. NOTE If this is the first name linked as a complainant to the Internal Case record, it will automatically be identified as the primary complainant. Click to display a dialog box asking if you would like to search for a case. Click Yes to display the Internal Case Search screen; click No to close the dialog box.  If an Internal Case module record was open and displayed when you clicked **Link as Complainant**, the dialog box below would display:  Click **Yes** to link the displayed Internal Case record to the Associated Name record and populate the fields on the Internal Cases tab on the Associated Name record.

Internal Cases Tab Fields/Components	
Field/Component	**Description/Use**
Link as Witness	Links the associated name as a witness. Click to display a dialog box asking if you would like to search for a case. Click Yes to display the Complaint Search screen. Click No to close the dialog box.  If an Internal Case module record was open and displayed when you clicked **Link as Witness**, the dialog box below would display:  Click **Yes** to link the displayed Internal Case record to the Associated Name record and populate the fields on the Internal Cases tab. NOTE A name cannot be linked as both a complainant and a witness to the same Internal Case record.
Link as Lead	Links the associated name as a lead. Click to display a dialog box asking if you would like to search for a case. Click **Yes** to display the Complaint Search screen. Click **No** to close the dialog box.  If an Internal Case module record was open and displayed when you clicked **Link as Lead**, the dialog box below would display:

Internal Cases Tab Fields/Components	
Field/Component	**Description/Use**
	 Click **Yes** to link the displayed Internal Case record to the Associated Name record and populate the fields on the Internal Cases tab.
Unlink	Removes the link between the Associated Name record and the highlighted Internal Cases record. If you attempt to unlink a primary complainant, the dialog box below will display: In order to unlink the complainant, the complainant cannot be identified as the primary complainant. You will need to deselect the complainant as the primary complainant in the Internal Cases module > Complainants tab. NOTE When a primary complainant is deselected, all witness, complainant, and lead relationships are reset. It is important to note that when a primary complainant is deselected, the dialog box below will display, warning you that all complainant and witness relationships will be reset.  This means the data in the "Relationship to Primary Complainant" fields located on the Internal Cases module > Complainants tab, Witnesses tab, and Accused tab will be removed when another complainant name is selected as the primary complainant. You will need to enter a new code in the "Relationship to Primary Complainant" fields.

Record Tab

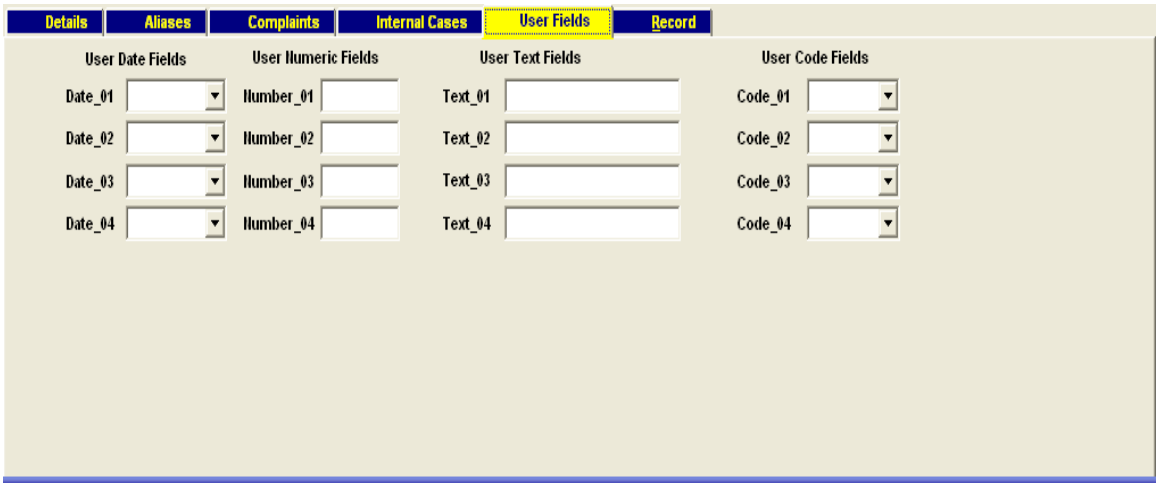
This information tab stores data about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields on this tab are read-only.



Record Tab Fields	
Field	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency	Displays the agency of the user who most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Accessing the Associated Names Search Screen

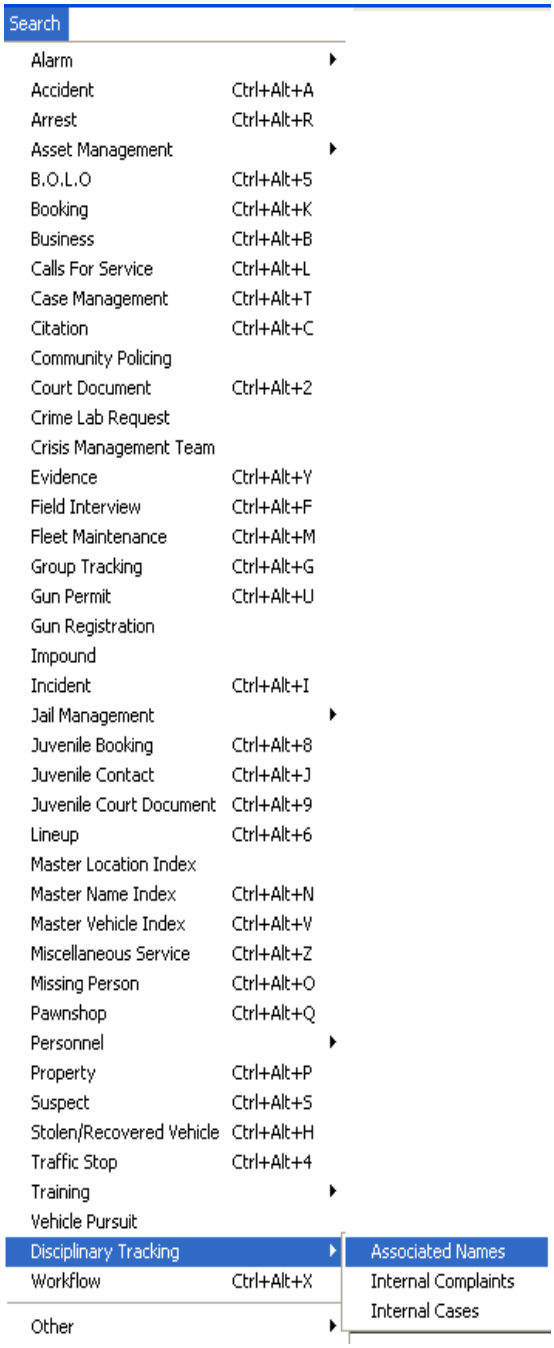
The following methods may be used to open the Associated Names Search:

From the Main Menu:

- Select Search > Disciplinary Tracking > Associated Names

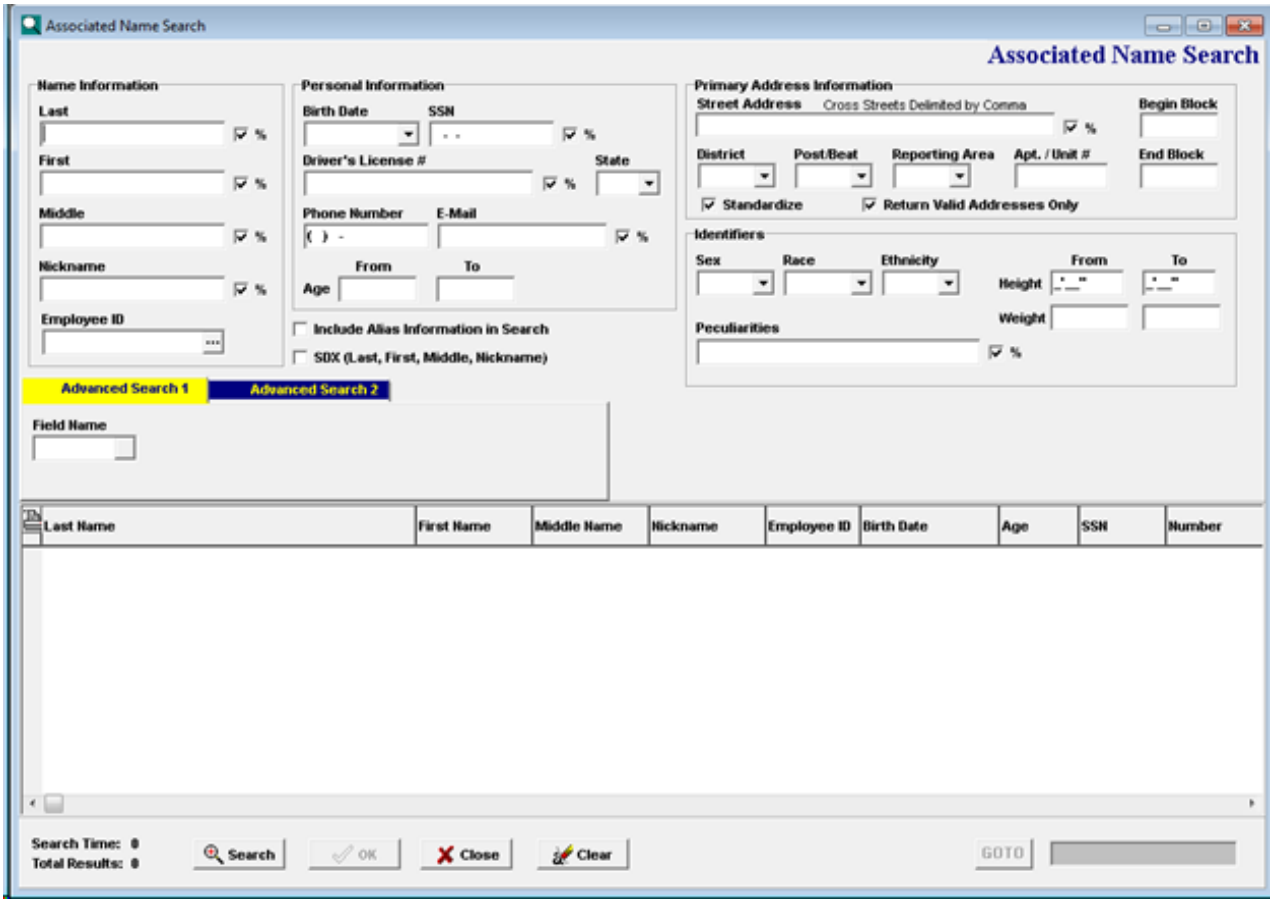
From within the module:

- Click **Search**



Associated Names Search Parameters

The Associated Names Search screen allows you to search for name records in the Disciplinary Tracking tables based on one or more search parameters. An illustration of the window and a description of the parameters follow:



Associated Names Search Parameters/Components	
Field/Component	**Description/Use**
Name Information	
Last Name	Displays the last name or partial last name of the individual being sought. The % checkbox indicates whether to include a wildcard in the search.
First Name	Displays the first name or partial first name of the individual being sought. The % checkbox indicates whether to include a wildcard in the search.

Associated Names Search Parameters/Components	
Field/Component	**Description/Use**
Middle	Displays the middle name or partial middle name of the individual being sought. The % checkbox indicates whether to include a wildcard in the search.
Nickname	Displays the nickname or partial nickname of the individual being sought. The % checkbox indicates whether to include a wildcard in the search.
Employee ID	Displays the identification number of an employee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search screen to search for the Employee ID.
Personal Information	
Birth Date	Displays the date of birth of the individual. Click the down arrow to access the Calendar utility.
SSN	Displays the Social Security number (SSN). This field is formatted for a nine-digit Social Security number. The dash is used as a separator and does not need to be entered with the number. The % checkbox indicates whether to include a wildcard in the search.
Driver's License #	Displays the driver's license number. The % checkbox indicates whether to include a wildcard in the search.
State	Displays the State code of the state that issued the driver's license. Click the down arrow to access the lookup list of codes.
Phone Number	Displays the Phone Number of the Associated Name.
E-Mail	Displays the Associated Name's e-mail address. The % checkbox indicates whether to include a wildcard in the search.
Age From and To	Displays the age range of the individual. Enter the exact age in the From field to search for only individuals who are exactly that age.
Include Alias Information in Search	Check this box to include Associated Name alias information in the search results.
	Check this box to search based on soundex for the data in the Last, First, Middle, and Nickname field.
Primary Address Information	
Street Address	Displays the street address by which to search. The % check box indicates whether to include a wildcard in the search; cross streets can be delimited by entering a comma in-between.

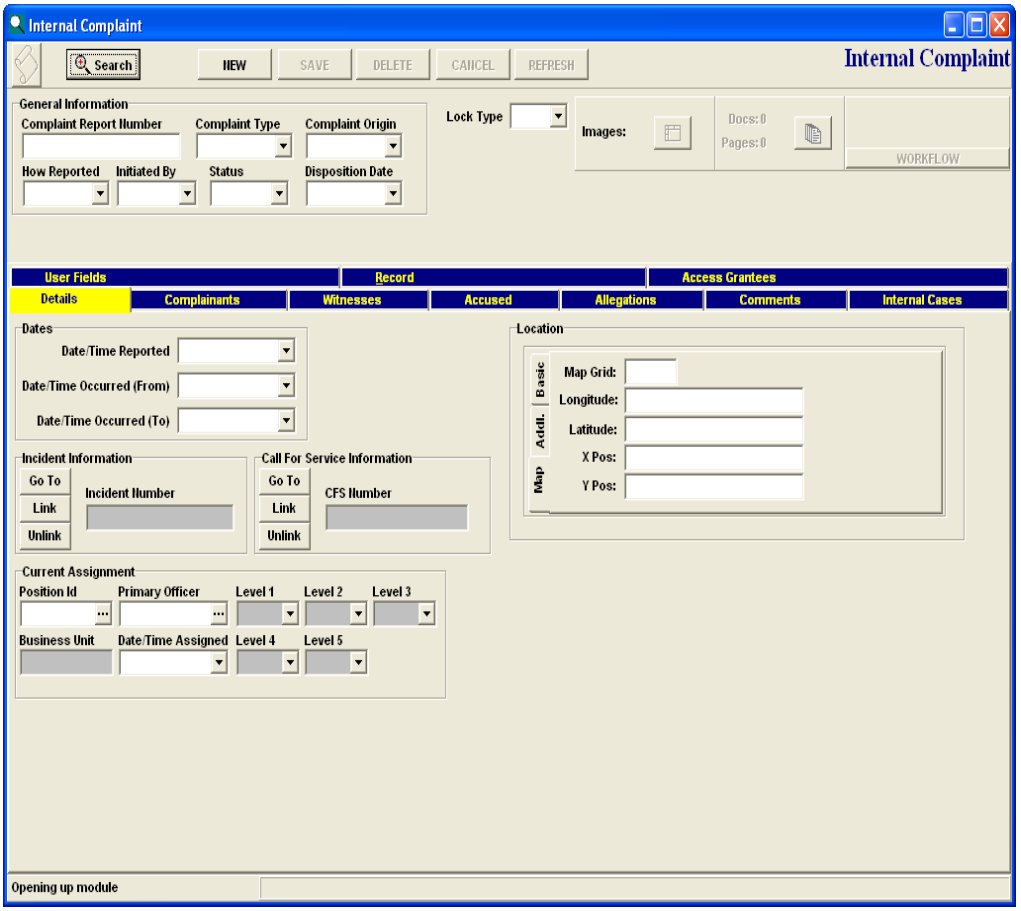
Associated Names Search Parameters/Components	
Field/Component	**Description/Use**
Standardize	Indicates whether the address entered will be standardized when the search is conducted.
Begin Block	Displays the beginning of the block number to be searched. If the building number is known, it can be entered.
End Block	Displays the ending of the block number to be searched.
District	Displays the district to search within. Click the down arrow to access the lookup list of codes.
Post/Beat	Displays the post/beat to search within. Click the down arrow to access the lookup list of codes.
Apt./Unit #	Displays the apartment number of an address block to search on. Using this field allows you to enter a range of numbers.
Reporting Area	Displays the reporting area to search within. Click the down arrow to access the lookup list of codes.
Identifiers	
Sex	Displays the sex of the individual. Click the down arrow to access the lookup list of codes.
Race	Displays the race of the individual. Click the down arrow to access the lookup list of codes.
Ethnicity	Displays a code identifying the ethnic background of the individual. Click the down arrow to access the lookup list of codes.
Height From and To	Displays the height of the individual. Entering a From and To will provide a range. Entering just the From will produce all records with this height.
Weight From and To	Displays the weight of the individual. Entering a From and To will provide a range. Entering just the From will produce all records with this weight.
Peculiarities	Displays any identifying peculiarities. The % checkboxes indicates whether to include wildcards in the search.
Advanced Search Tabs	
Advanced Search (1 & 2)	Allows you to search on additional fields from the Associated Names module not included in the search parameters. NOTE For additional information about Advanced Searching, see the *RMS User Navigation Manual.*
Function Buttons	
Search	Initiates a search for a record in the database.

Associated Names Search Parameters/Components	
Field/Component	**Description/Use**
OK	Displays the highlighted Associated Names record in the Associated Names module and closes the search window.
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search.
GOTO	Opens the highlighted Associated Names record in the Associated Names module and leaves the search window open.

Internal Complaints Module

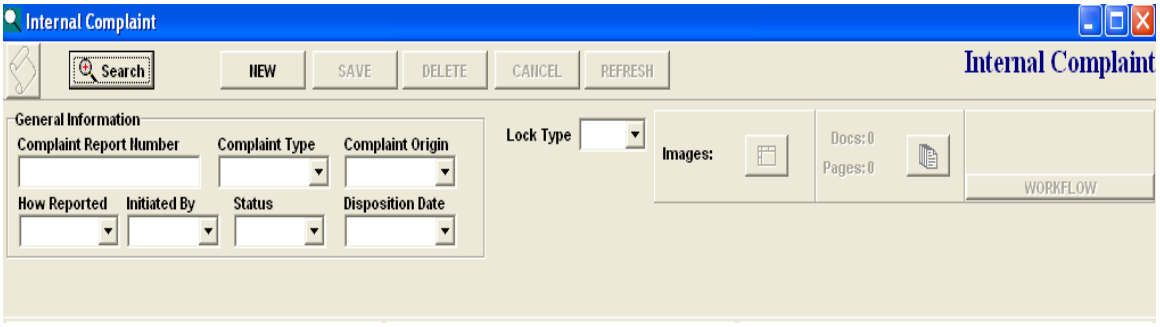
The Internal Complaints module allows you to enter and track complaints against department employees. Complaints against employees can be filed by department employees or by members of the public.

The module appears as follows:



Internal Complaint Module Header

The Internal Complaint module is composed of two sections: a header area and a tab area. The header area is pictured and described below:



Internal Complaint Module Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet dialog box.
Search	Accesses the Internal Complaint Search screen to search for an existing Internal Complaint record in the Disciplinary
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Lock Type	Displays the lock type of the Name record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the *RMS Navigation Manual.*
	Standard Document Viewer: Click to view stored documents related to this record.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
WORKFLOW	**Workflow Management**: Allows you to submit the current record to the next stage in the Department's defined Workflow process for this module.
General Information Section	
Complaint Report Number	Displays the Complaint Report Number. Your Department will determine if this number should be auto-generated.
Complaint Type	Displays the type of complaint. Click the down arrow to access the lookup list of codes.
Complaint Origin	Displays the origin of the complaint, such as internal, external, and so forth. Click the down arrow to access the lookup list of codes.
How Reported	Displays the how the complaint was reported, such as called in, and so forth Click the down arrow to access the lookup list of codes.
Initiated By	Displays the how the complaint was initiated, such as by a civilian, and so forth. Click the down arrow to access the lookup list of codes.
Status	Displays the status of the complaint, such as Open, and so forth. Click the down arrow to access the lookup list of codes.

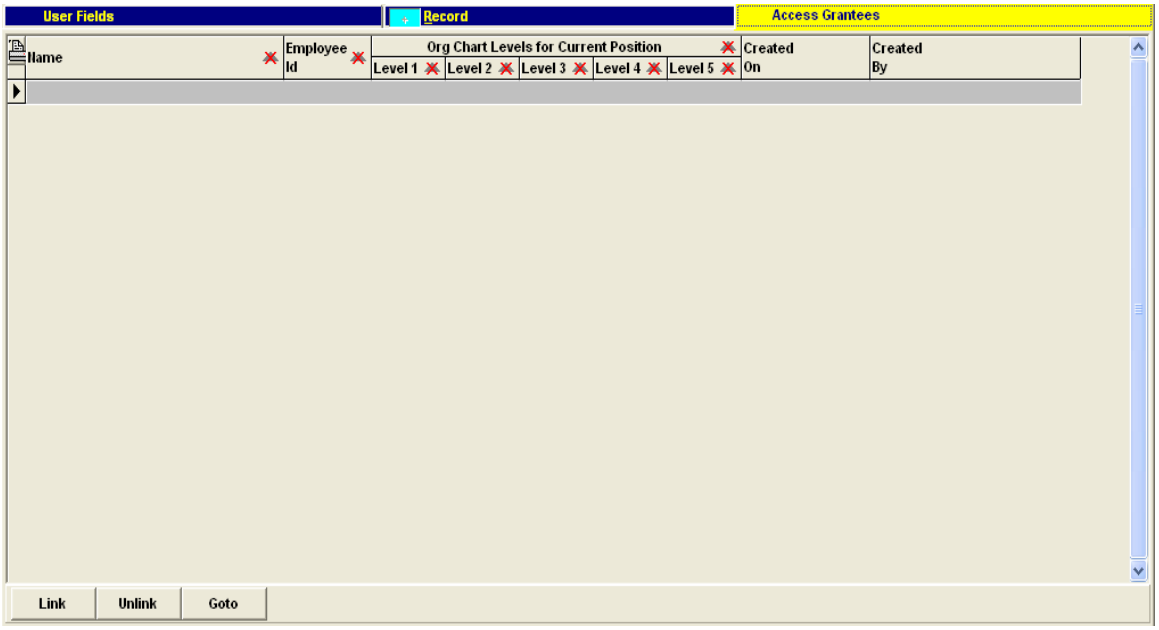
Internal Complaint Module Header Fields/Components	
Field/Component	**Description/Use**
Disposition Date	Displays the date the Status was entered. Click the down arrow to access the Calendar utility.

Internal Complaint Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Access Grantees Tab

This linking tab allows any number of Master Employee records to be linked to the current accused as having permission to access the Internal Complaint records. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Master Employee record data can only be modified in the Master Employee module itself. All data fields on this tab are populated automatically from an existing Master Employee record once the link is made.



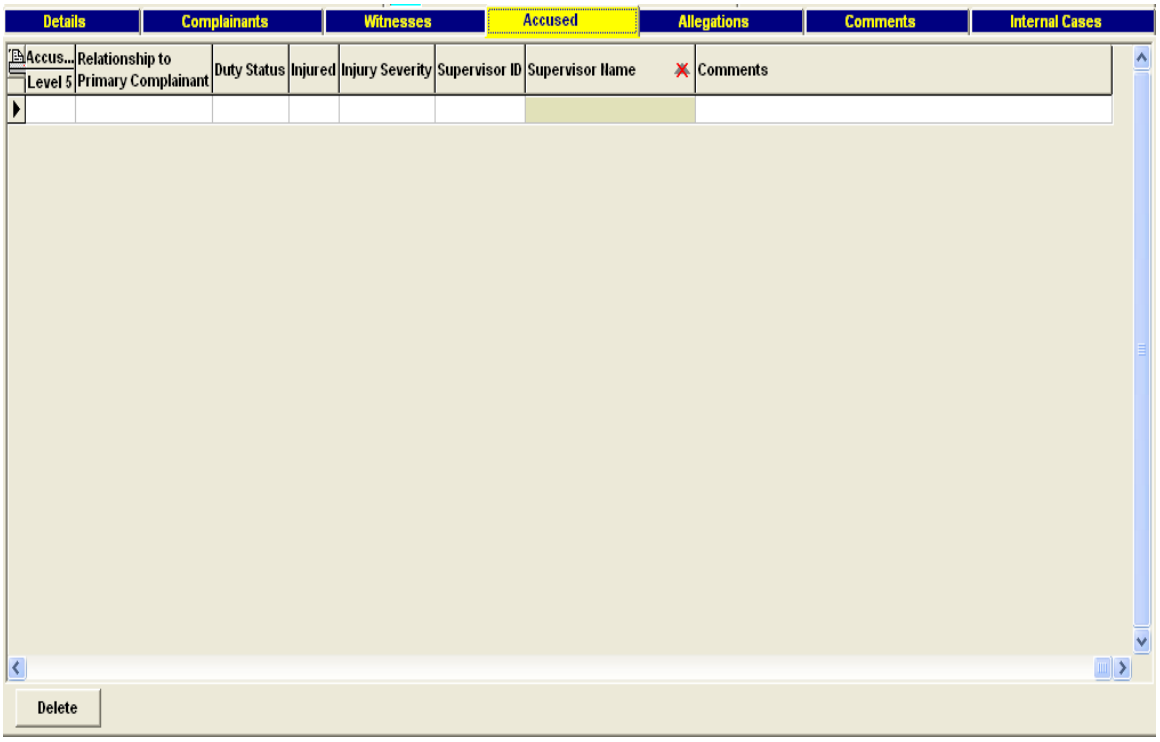
Access Grantees Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Name	Displays the name of the employee who has been granted access to the Internal Complaint record.
Employee ID	Displays the Employee ID of the employee linked as the accused. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Org Chart Levels for Current Position	
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow to access the lookup list of codes and change the data the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Created By **Created On**	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record. Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
GOTO	Opens the Evidence module and displays the highlighted record.
Link	Opens the Evidence search. Once the record is located, click **OK** to link the record to the Incident module.
UnLink	Removes the link between the Incident record and the highlighted Evidence record.

Accused Tab

This combination tab allows you to link an employee as the accused. It also includes fields to record details related to the accused such as the relationship to the primary complainant, and so forth

IMPORTANT The Accused tab data must be entered and saved before the allegations can be entered on the Allegations tab.

Employee IDs entered on the Accused tab provide a list of Accused IDs to which allegations can be linked on the Allegations tab.



Accused Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
ID	Displays the Employee ID of the employee linked as the accused. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and the record is saved.

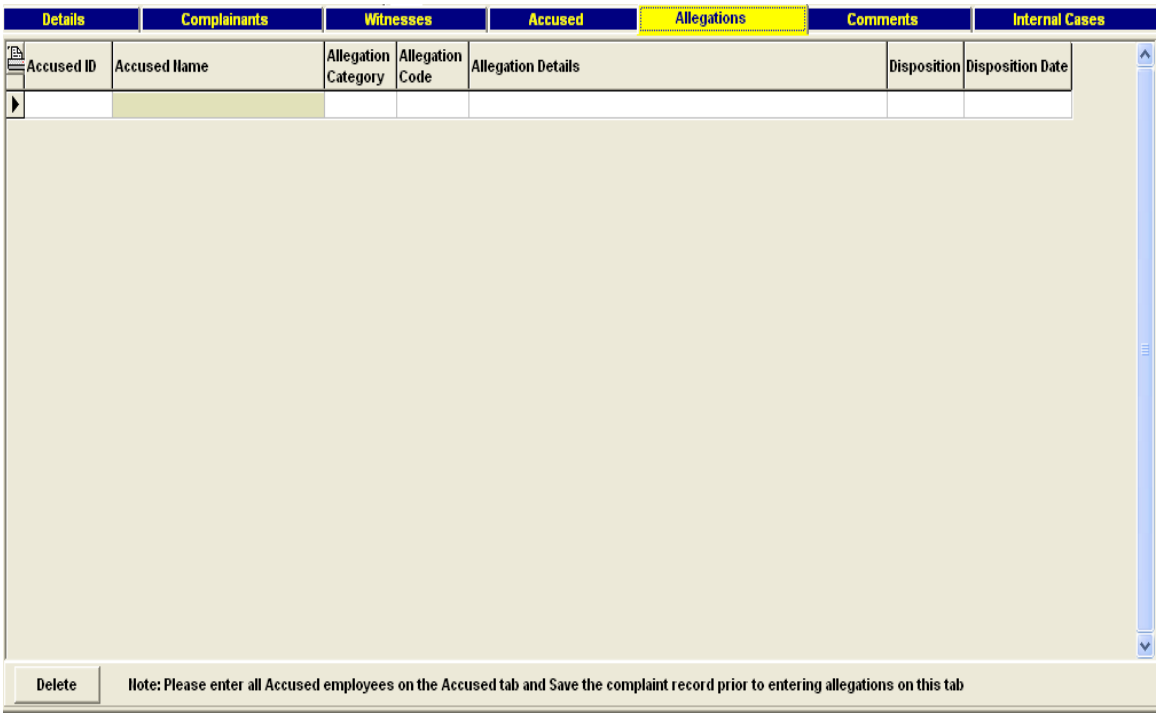
Accused Tab Fields/Components	
Field/Component	**Description/Use**
Levels 1 – 5	Displays Levels 1 - 5 associated with the position of the employee in relationship to an organization chart. Initially, when an Employee's ID, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel, Master Employee Index record. You can also Click the down arrow to access the lookup list of codes and change the data the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee Index record. You can also select a code from the code lists the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee Index record.
Relationship to Primary Complainant	Displays the relationship between the accused and the primary complainant. Click the down arrow to access the lookup list of codes. If a primary complainant has not been selected, the error message below will display: The relationship cannot be entered unless a primary complainant is identified.
Duty Status	Displays a code identifying the duty status of the accused. Click the down arrow to access the lookup list of codes.
Injured	Displays a code indicating whether the accused was injured. Click the down arrow to access the lookup list of codes.
Injury Severity	Displays a code indicating the severity of the injury. Click the down arrow to access the lookup list of codes.
Supervisor ID	Displays the Employee ID of the supervisor of the accused. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Supervisor Name	Name of the supervisor. This field will populate when an Employee ID is linked and saved.
Comments	Displays comments related to the accused. Double click the field to expand the Comment box.
Delete	Deletes the highlighted row.

Allegations Tab

This combination tab allows you to link accused employees to allegations.

IMPORTANT The Accused tab data must be entered and saved before the allegations can be entered on the Allegations tab.

Employee IDs entered on the Accused tab provide a list of Accused IDs that can be linked to Allegations.

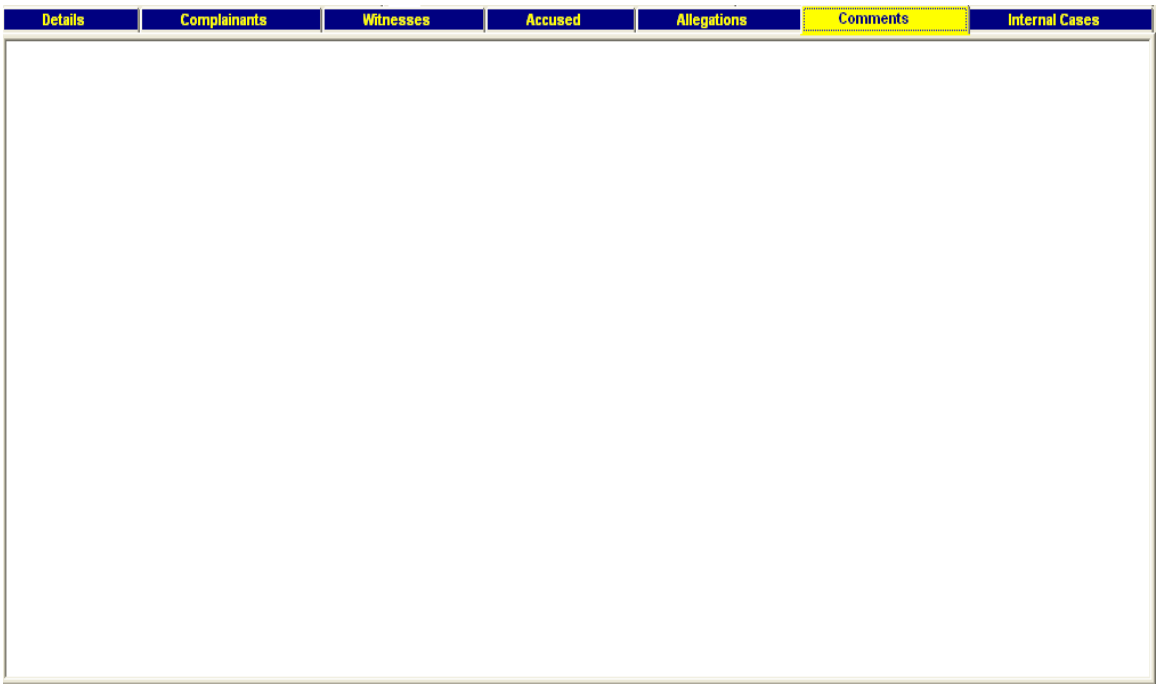


Allegations Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Accused ID	If employee data was entered and saved in the Accused tab, clicking the down arrow will display a list of Accused Employee IDs.
Accused Name	Name of the accused employee. This field will populate when an Employee ID is selected and the record is saved.
Allegation Category	Displays the allegation category, such as Misconduct, and so forth. Click the down arrow to access the lookup list of codes.
Allegation Code	Displays a code indicating the allegation code. Click the down arrow to access the lookup list of codes.
Allegation Details	Displays details of the allegation. Double click the field to expand it.
Disposition	Displays the disposition of the allegations. Click the down arrow to access the lookup list of codes.

Allegations Tab Fields/Components	
Field/Component	**Description/Use**
Disposition Date	Displays the date of the disposition. Click the down arrow to access the Calendar utility.
Delete	Deletes the highlighted row.

Comments Tab

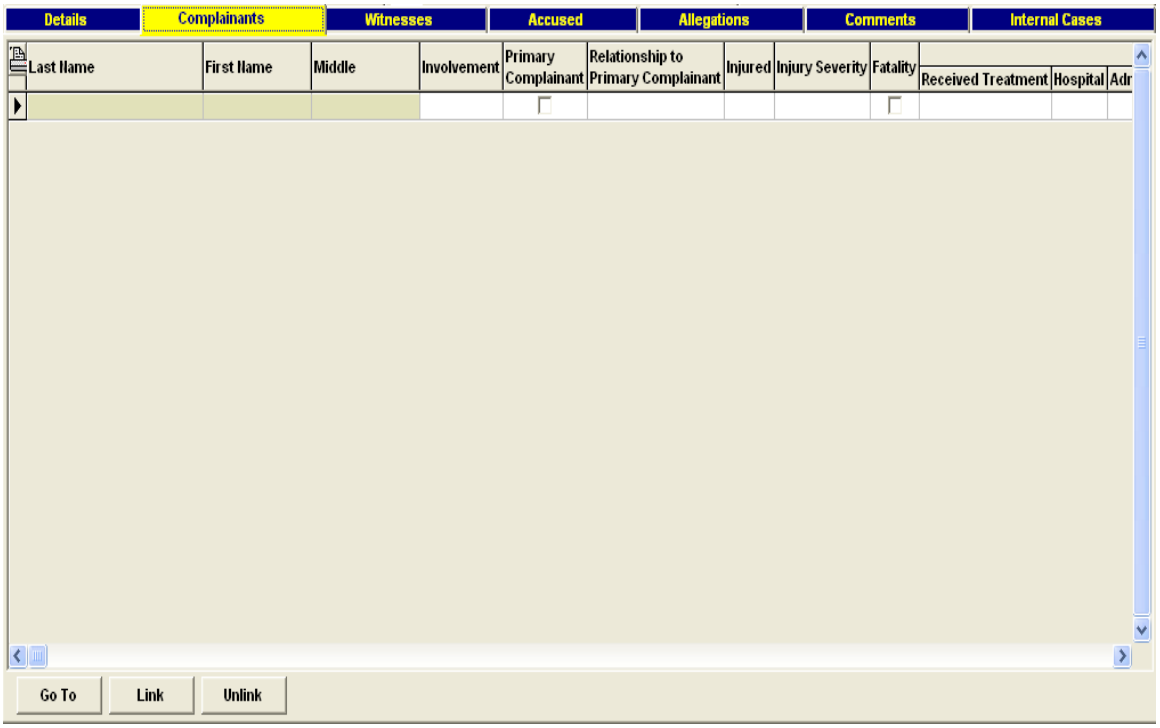
This information tab provides a field to enter narrative comments. The text entered in this tab can be spell-checked by pressing the F7 Function key.



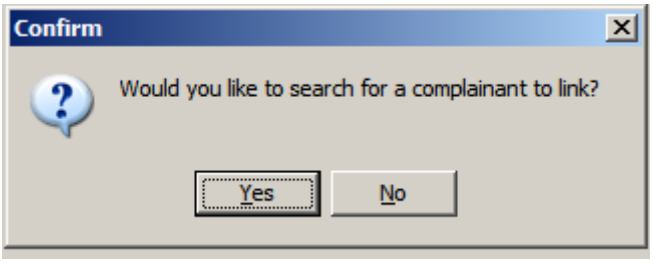
Complainants Tab

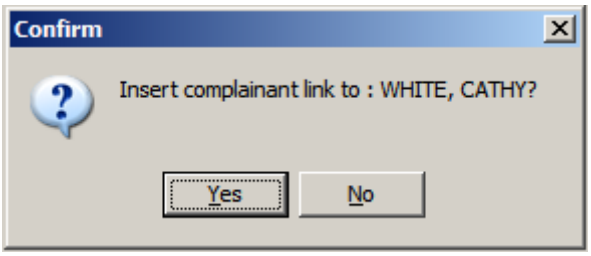
This combination tab allows you to link a name in the Disciplinary Tracking name tables to an Internal Complaint record as a Complainant. It also allows you to track additional data associated with the Complainant name.

NOTE Name records must be created in the Associated Names module before they can be linked. Further, a name cannot be linked as both a Complainant and a Witness for the same record.



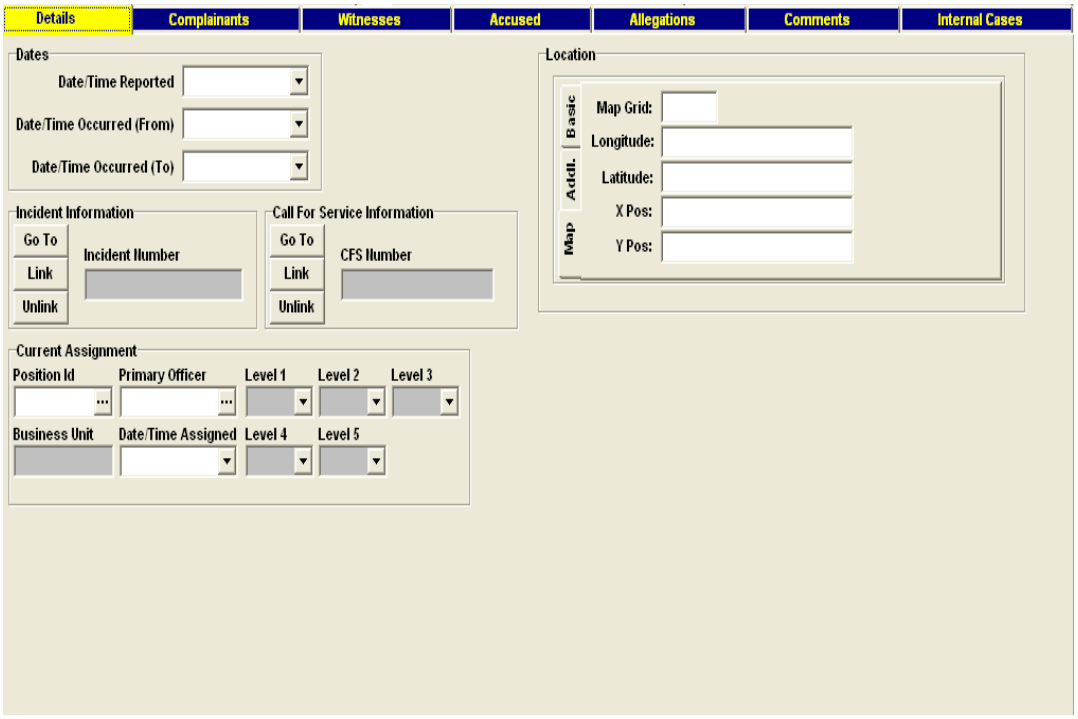
Complainants Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Last Name	Displays the last name of the individual.
First Name	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Involvement	Displays the Involvement of the individual. Click the down arrow to access the lookup list of codes.
Primary Complainant	A check in this box indicates the Complainant is the Primary Complainant.
Relationship to Primary Complainant	Displays the relationship between the name and the primary complainant. Click the down arrow to access the lookup list of codes. If a primary complainant has not been selected, the error message below will display: The relationship cannot be entered unless a primary complainant is identified.

Complainants Tab Fields/Components	
Field/Component	**Description/Use**
Injured	Displays a code indicating whether the complainant was injured. Click the down arrow to access the lookup list of codes.
Injury Severity	Displays a code indicating the severity of the injury. Click the down arrow to access the lookup list of codes.
Fatality	Check box indicating whether there was a fatality.
Medical Information	
Received Treatment	Displays a code indicating whether the complainant received treatment. Click the down arrow to access the lookup list of codes.
Hospital	Displays a code indicating the hospital where the complainant received treatment. Click the down arrow to access the lookup list of codes.
Admit Date	Displays the date of the complainant was admitted. Click the down arrow to access the Calendar utility.
Discharge Date	Displays the date of the complainant was discharged. Click to access the Calendar utility.
Physician	Displays the name of the physician performing the treatment or discharging the complainant.
Transported By	Displays a code indicating how the complainant was transported. Click the down arrow to access the lookup list of codes.
Details	Displays details related to the accused. Double click the field to expand the box.
GOTO	Opens the Complainants Names module and displays the highlighted record.
Link	Links an Associated Name to an Internal Complaint record as a complainant. Click to display a dialog box asking if you would like to search for a case. Click Yes to display the Associated Name Search screen; click No to close the dialog box.  If an Associated Names module record is open and displayed when you click **Link**, the dialog box below will display with the complainant

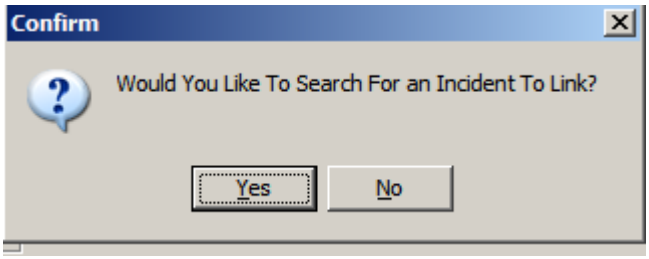
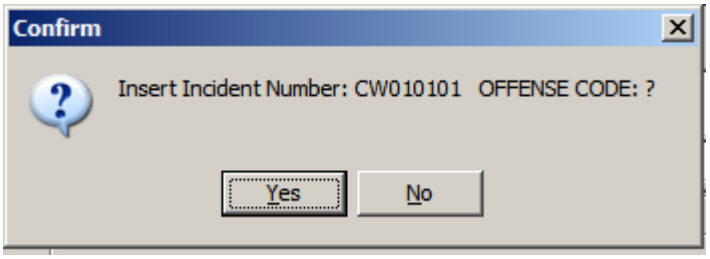
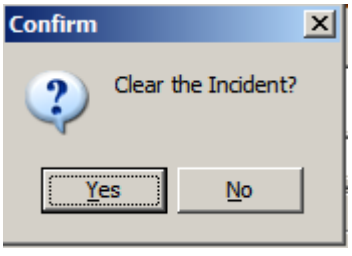
Complainants Tab Fields/Components	
Field/Component	**Description/Use**
	name.  Click **Yes** to link the displayed Associated Names record to the Internal Complaint record and populate fields on the Complainants tab.
UnLink	Removes the link between the Internal Complaints record and the highlighted Associated Name record. When you click **Unlink**, a message will display: Click **Yes** to unlink the records. Click No to close the dialog box.

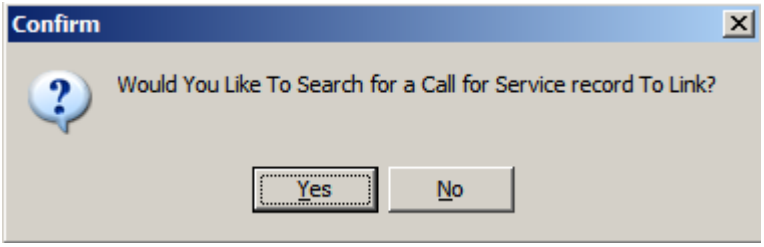
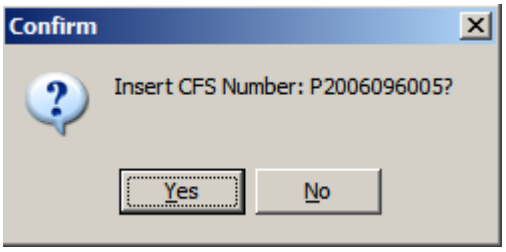
Details Tab

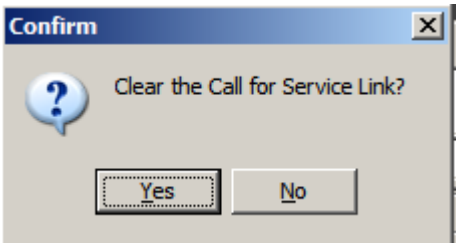
This information tab displays details about the Internal Complaint, including the currently assigned officer.



Details Tab Fields/Components	
Field/Component	**Description/Use**
Dates	
Date/Time Reported	Displays the date and time that the complaint was reported. Click the down arrow to access the Calendar utility.
Date/Time Occurred (From and To)	Displays the date and time range that the event occurred. If entering a range, the first field will be used as the beginning of the range and the second is to be used as the end of the range. Click the down arrow to access the Calendar utility.
Location	
The Address Panel is described in detail in the RMS Navigational Manual. This Address panel includes three tabs for entering address information related to a Location record. These tabs are described below:	
Basic tab	Allows you to enter or view the address information.
Addl. tab	Allows you to enter or view additional information about the address (County, Sector, and so forth).
Map tab	Allows you to enter or view map coordinates for the address.
Incident Information	

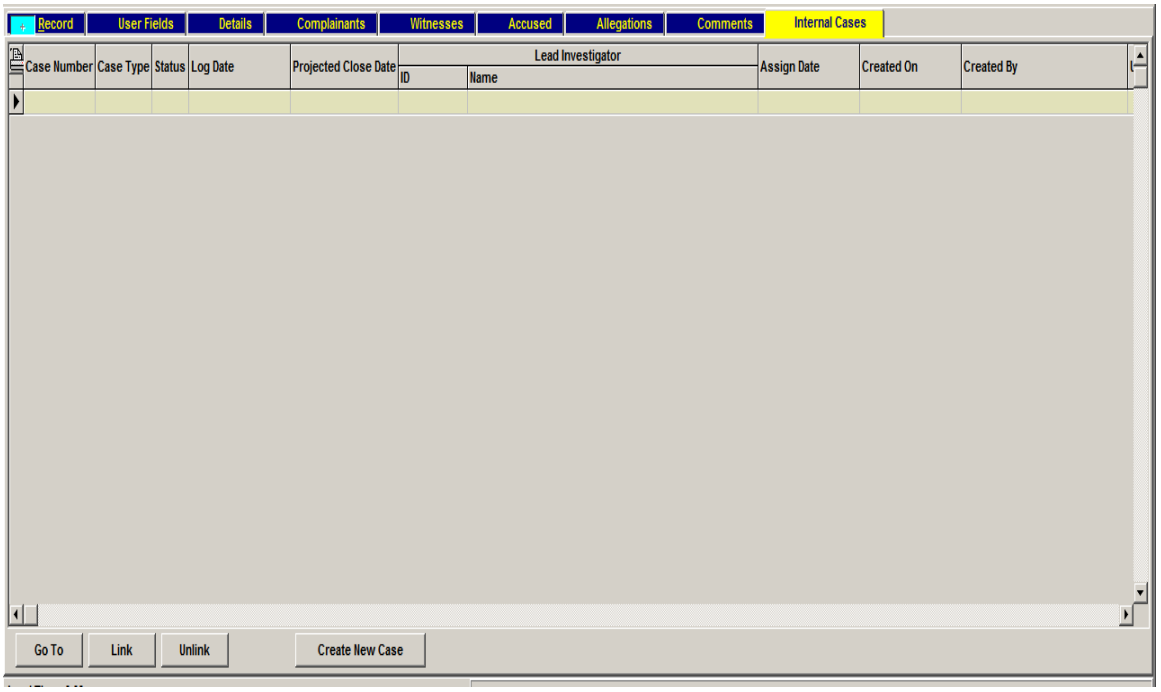
Details Tab Fields/Components	
Field/Component	**Description/Use**
GOTO	Opens the Incidents module and displays the linked record.
Link	Links an Incident record to the Internal Complaint record. Click to display a dialog box asking if you would like to search for an Incident. Clicking Yes will display the Incident Search screen; clicking No will close the dialog box.  If an Incident module record is open and displayed when you click **Link**, the dialog box below will display with the Incident number.  Click **Yes** to link the displayed Incident record to the Internal Complaint record. Click No to close the dialog box.
UnLink	Removes the link between the Internal Complaints record and the Incident record. When you click **Unlink,** the dialog box below will display: Clicking **Yes** will unlink the records; clicking No will close the dialog box. 

Details Tab Fields/Components	
Field/Component	**Description/Use**
Incident Number	Displays the linked Incident number.
Call for Service Information	
GOTO	Opens the Incidents module and displays the linked record.
Link	Links a Calls For Service record to the Internal Complaint record. Click to display a dialog box asking if you would like to search for a Call for Service record. Clicking Yes will display the Calls For Service Search screen; clicking No will close the dialog box.  If a Calls For Service module record is open and displayed when you click **Link**, the dialog box below will display with the CFS number.  Clicking **Yes** will link the displayed record to the Internal Complaint record; clicking No will close the dialog box.

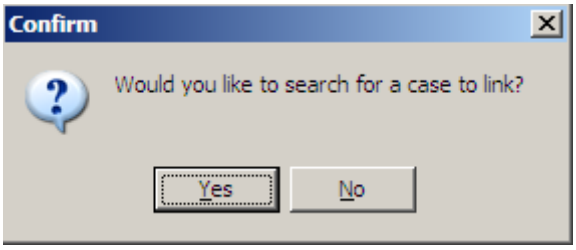
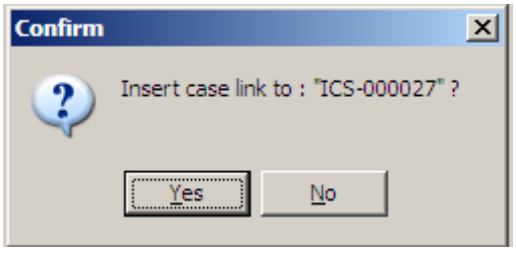
Details Tab Fields/Components	
Field/Component	**Description/Use**
UnLink	Removes the link between the Internal Complaints record and the Calls for Service record. When you click **Unlink**, the dialog box below will display: Clicking **Yes** will unlink the records; clicking No will close the dialog box. 
CFS Number	Displays the linked Calls for Service record number.
Current Assignment	
Position ID	Displays a code identifying the Position ID of the assigned officer.
Primary Officer	Employee ID of the officer who is assigned to the case. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search screen to search for the Employee ID.
Business Unit	Displays the Business Unit code for the assigned officer.
Date/Time Assigned	Displays the date and time the Internal Complaint was assigned to the given officer. Click the down arrow to access the Calendar utility.
Levels 1 – 5	Displays Levels 1 - 5 associated with the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is entered, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel, Master Employee Index record. You can also Click the down arrow to access the lookup list of codes and change the data the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee Index record. You can also select a code from the code lists the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee Index record.

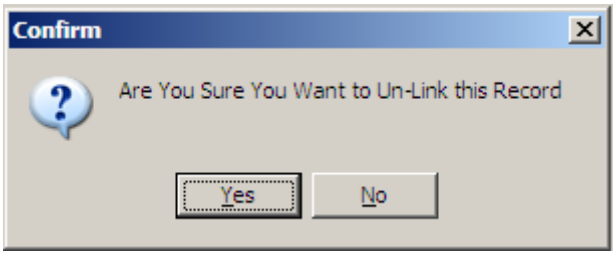
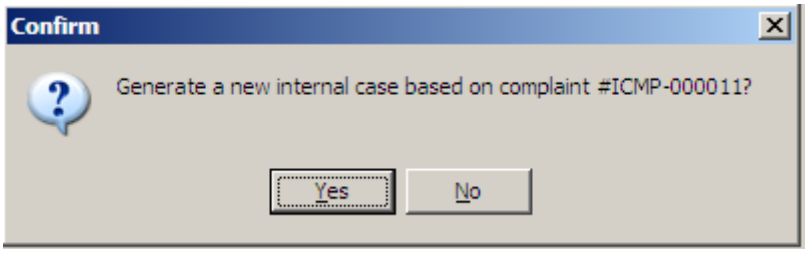
Internal Cases Tab

This linking tab allows you to link an Internal Complaint to an Internal Case record. The fields on this tab are read-only. In addition, once an Internal Complaint record has been saved, a new Internal Case can be created using the Create New Case button on this tab.



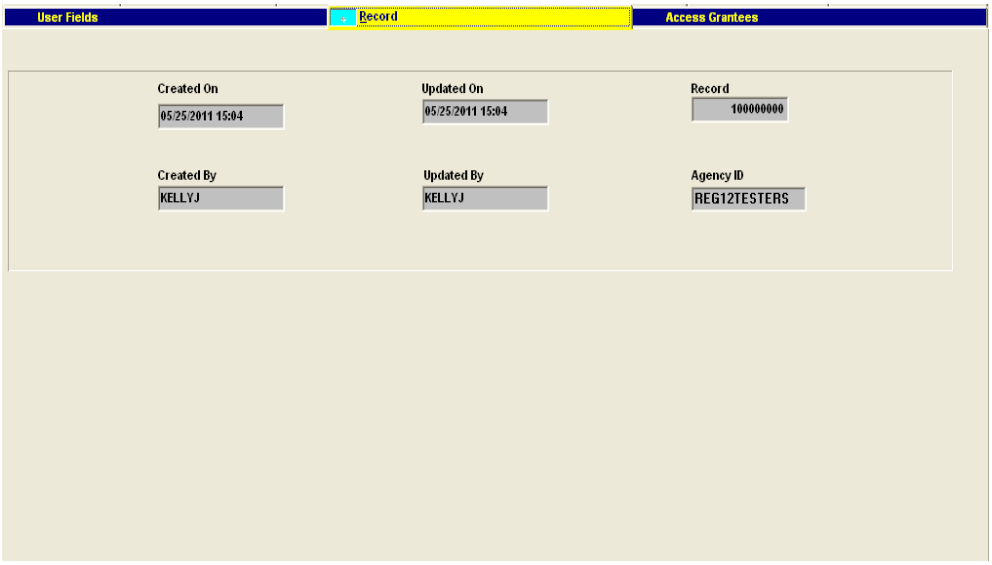
Internal Cases Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Case Number	Displays the Case Number of the Internal Case.
Case Type	Displays the type of case.
Status	Displays the Status of the Internal Case.
Log Date	Displays the date the Internal Case was created.
Projected Close Date	Displays the projected close date for the Internal Case record.
Lead Investigator	
ID	Displays the Employee ID of the Lead Investigator.
Name	Displays the name of the employee linked as the Lead Investigator.

Internal Cases Tab Fields/Components	
Field/Component	**Description/Use**
Assign Date	Displays the date the Lead Investigator was assigned to the Internal Case.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
GOTO	Opens the Internal Cases module and displays the highlighted record.
Link	Links an Internal Case record to an Internal Complaint record as a complainant. Click to display a dialog box asking if you would like to search for a case. Clicking Yes will display the Internal Case Search screen. Clicking No will close the dialog box.  If an Internal Cases record is open and displayed when you click Link, the dialog box below will display with the complainant name.  Clicking **Yes** will link the displayed Internal Case record to the Internal Complaint record. Clicking No will close the dialog box.
UnLink	Removes the link between the Internal Complaint record and the highlighted Internal Case record. When you click Unlink, the dialog box below will display: Clicking **Yes** will unlink the records. Clicking No will close the dialog box.

Internal Cases Tab Fields/Components	
Field/Component	**Description/Use**
	
Create New Case	Creates a new Internal Case based on the data in the Internal Complaint record. Click **Create New Case** to display the confirmation box below:  Clicking **Yes** will open the Internal Case module and create a new Internal Case record. Clicking No will close the dialog box.

Record Tab

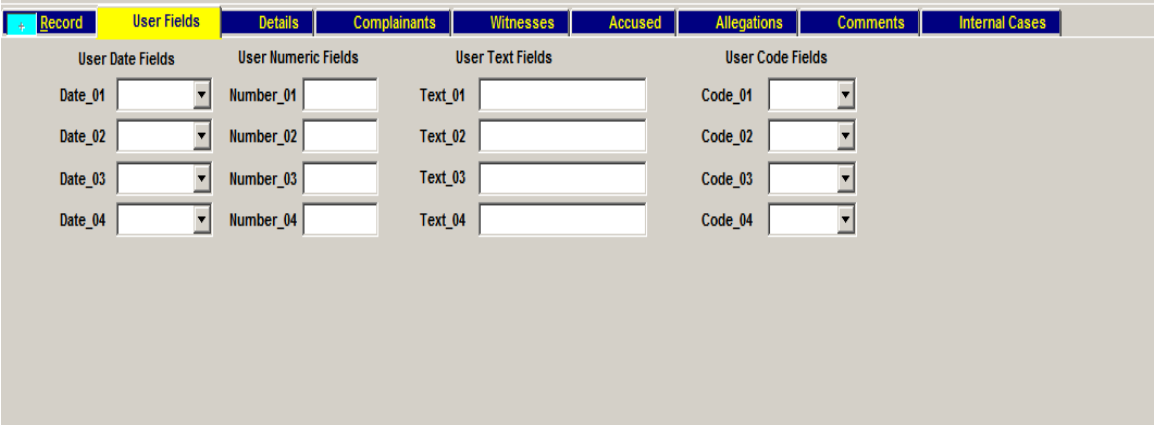
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields	
Field	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency	Displays the Agency of the user that has most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:

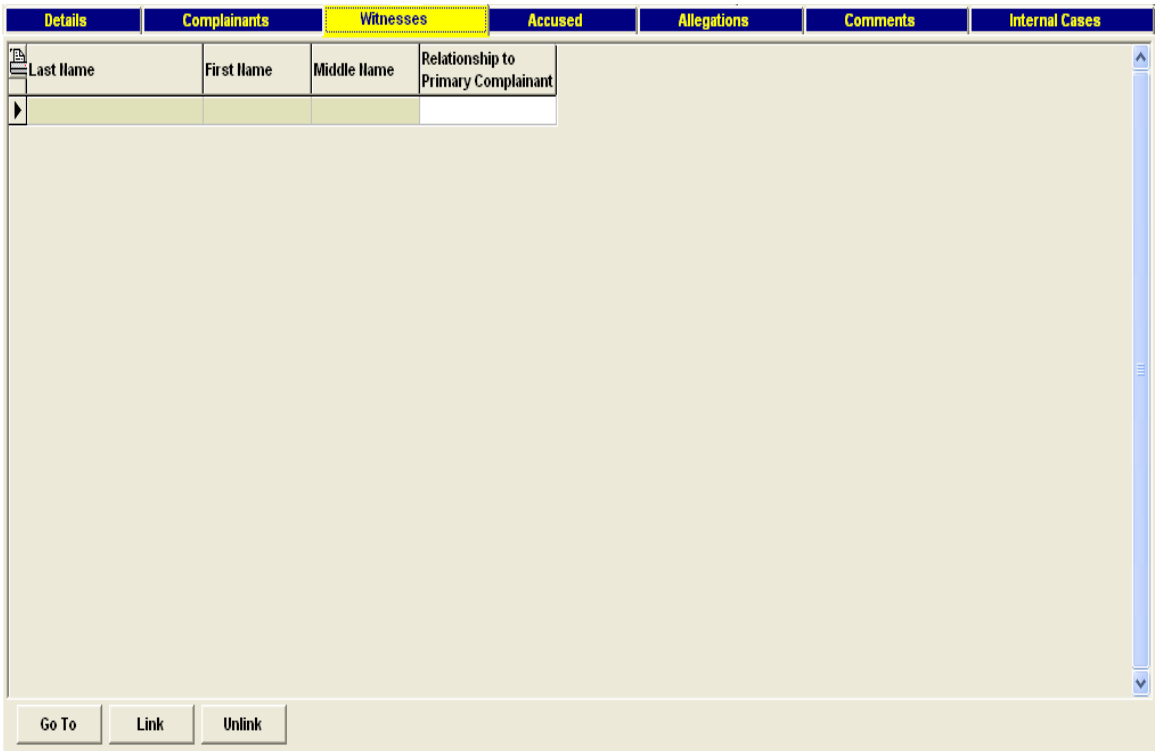


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

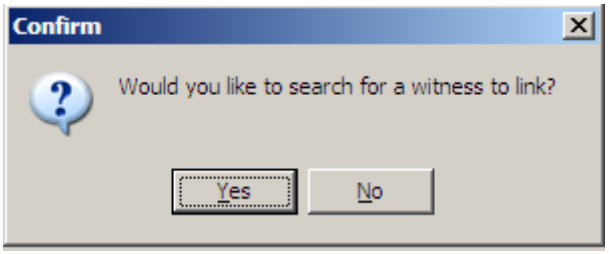
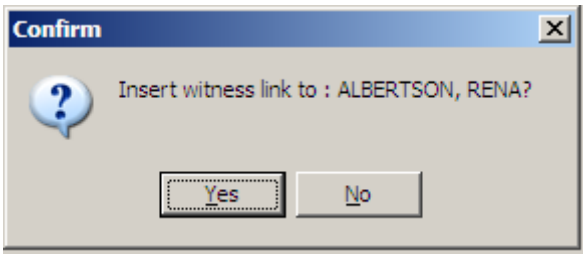
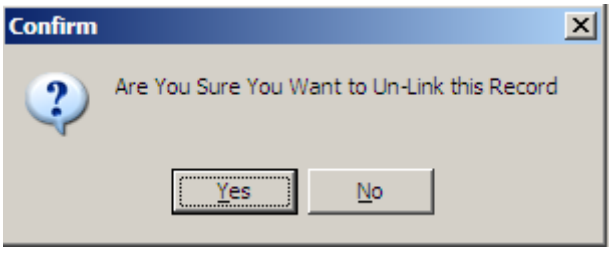
Witnesses Tab

This combination tab allows you to link a name in the Disciplinary Tracking name tables to an Internal Complaint record as a Witness; it also allows you to indicate the witness' relationship to the primary complainant.



NOTE Name records must be created in the Associated Names module before they can be linked. Further, a name cannot be linked as both a Complainant and a Witness for the record.

Witnesses Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Last Name	Displays the last name of the individual.
First Name	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Relationship to Primary Complainant	Displays the relationship between the name and the primary complainant. Click the down arrow to access the lookup list of codes.
GOTO	Opens the Associated Names module and displays the highlighted record.

Witnesses Tab Fields/Components	
Field/Component	**Description/Use**
Link	Links an Associated Name as a Witness to an Internal Complaint record. Click to display a dialog box asking if you would like to search for a witness. Clicking Yes will display the Complainant Search screen. Clicking No will close the dialog box.  If an Associated Names module record is open and displayed when you click **Link**, the dialog box below will display with the complainant name.  Clicking **Yes** will link the displayed Associated Names record to the Internal Case record and populate fields on the Witness tab. Clicking No will close the dialog box.
UnLink	Removes the link between the records. When you click **Unlink**, the dialog box below will display: Clicking **Yes** will unlink the records. Clicking No will close the dialog box. 

Accessing the Internal Complaints Search Screen

The following methods may be used to open the Internal Complaints Search:

From the Main Menu:

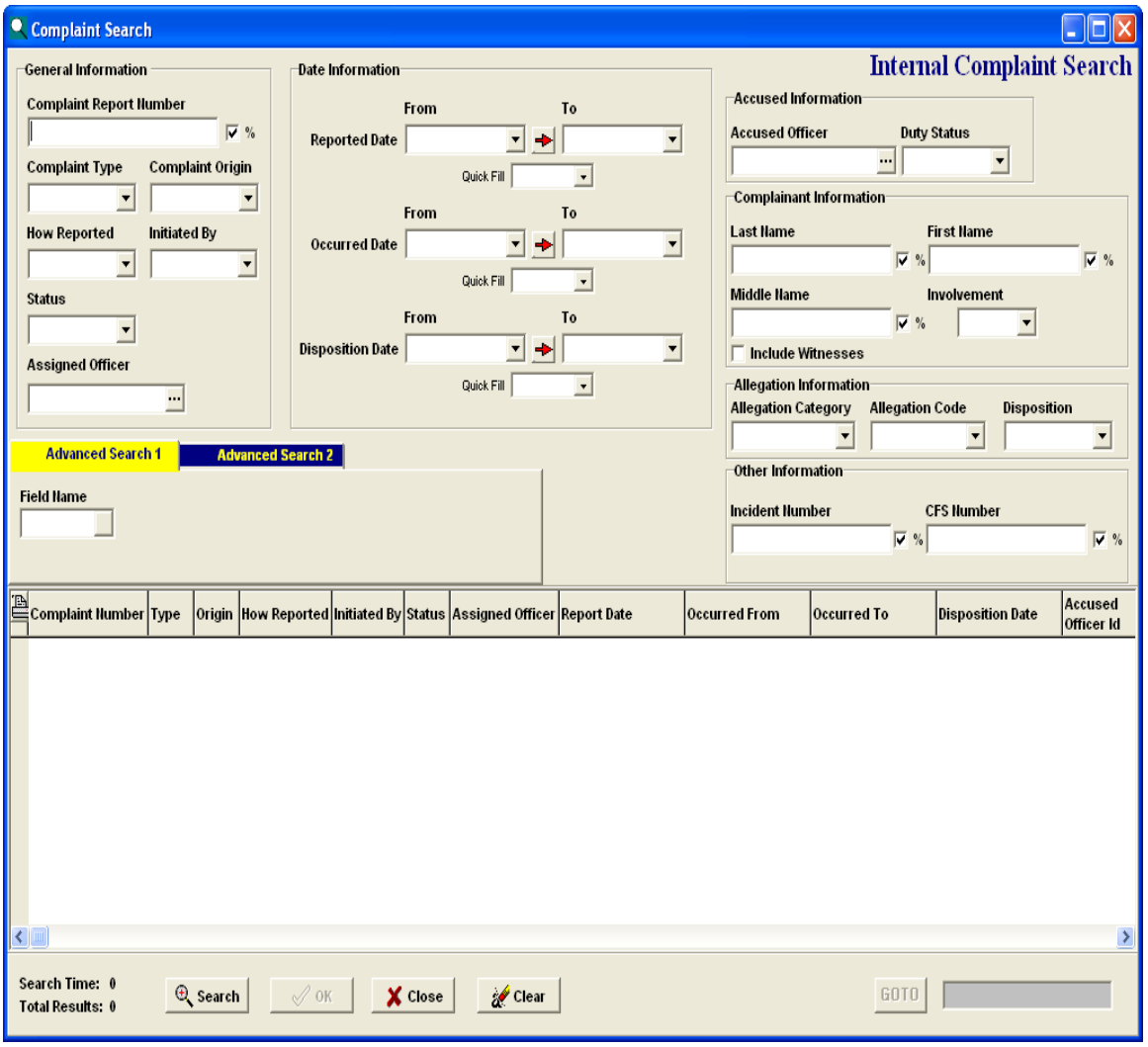
- Select Search > Disciplinary Tracking > Internal Complaints

From within the module:

- Click **Search**

Internal Complaints Search Parameters

The Internal Complaints Search screen allows you to search for existing complaints based on one or more search parameters. An illustration of the window and a description of the parameters follow:



Internal Complaint Search Screen Fields/Components	
Field/Component	**Description/Use**
Complaint Report Number	Displays the number of the Complaint. The % checkbox indicates whether to include a wildcard in the search.
Complaint Type	Displays the type of complaint. Click the down arrow to access the lookup list of codes.

Internal Complaint Search Screen Fields/Components	
Field/Component	**Description/Use**
Complaint Origin	Displays the origin of the complaint. Click the down arrow to access the lookup list of codes.
How Reported	Displays how the Complaint was reported. Click the down arrow to access the Calendar utility.
Initiated By	Displays the organization or individual that initiated the complaint. Click the down arrow to access the lookup list of codes.
Status	Displays the status of the complaint. Click the down arrow to access the lookup list of codes.
Assigned Officer	Employee ID of the officer who is assigned to the case. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search screen to search for the Employee ID.
Date Information	
Reported Date (From and To)	Displays the date that the complaint was reported. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.
Occurred Date (From and To)	Displays the date range that the event occurred. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.
Disposition Date (From and To)	Displays the date range that the disposition was issued. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.
Quick Fill	This function appears below each date parameter above. Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above.
Accused Information	
Accused Officer	Employee ID of the officer who is assigned to the case. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search screen to search for the Employee ID.
Duty Status	Displays the duty status of the accused officer. Click the down arrow to access the lookup list of codes.
Complainant Information	

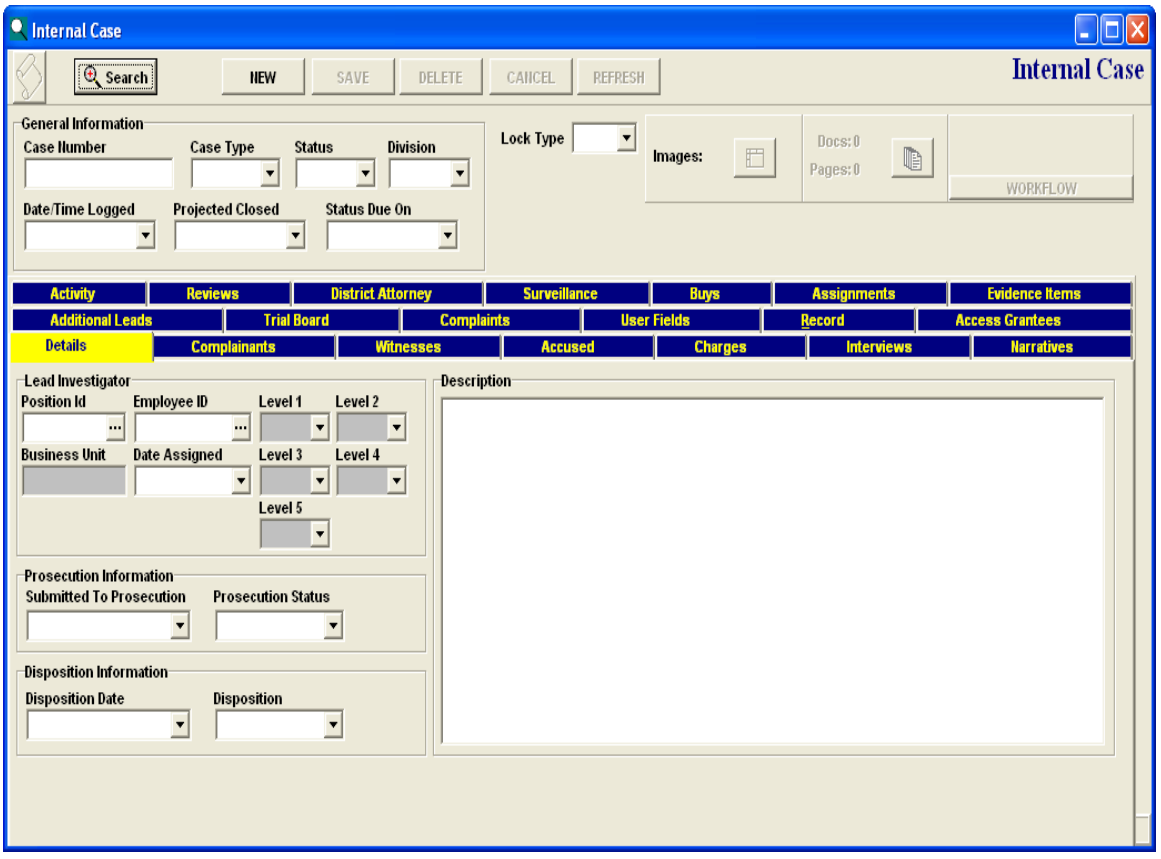
Internal Complaint Search Screen Fields/Components	
Field/Component	**Description/Use**
Last Name	Displays the last name of the individual.
First Name	Displays the first name of the individual.
Middle Name	Displays the middle name of the individual.
Involvement	Displays the type of involvement, such as complainant or witness. Click the down arrow to access the lookup list of codes.
Include Witnesses	Displays a check box. If checked, the search results will include names of witnesses linked to the complaint.
Allegation Information	
Allegation Category	Displays the allegation category, such as Misconduct, and so forth. Click the down arrow to access the lookup list of codes.
Allegation Code	Displays details of the allegation. Double click the field to expand the box.
Disposition	Displays the disposition of the allegations. Click the down arrow to access the lookup list of codes.
Other Information	
Incident Number	Displays the incident number. The % checkbox indicates whether to include a wildcard in the search.
CFS Number	Displays the Calls For Service number. The % checkbox indicates whether to include a wildcard in the search.
Advanced Search Tabs	
Advanced Search (1 & 2)	Allows you to search on additional fields not included in the search parameters. IMPORTANT For more information on Advanced Search, see the *RMS Navigation Manual.*
Function Buttons	
	Opens the Export Data window.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted record in the module and closes the search window.
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search.

Internal Complaint Search Screen Fields/Components	
Field/Component	**Description/Use**
GOTO	Opens the highlighted record and leaves the search window open.

Internal Cases Module

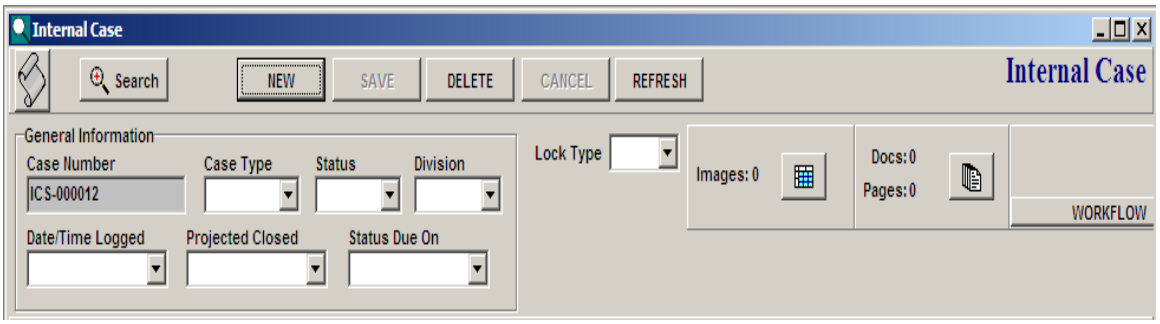
The Internal Cases module allows a department to create and track internal cases. This module may be used to link internal complaints and track them under one Internal Case record; it may also be used independently of the Internal Complaints module. There may be situations where a complaint was not filed but the department determines an internal case is required. For example, if an employee is suspected of being involved with drugs, the department may want to create an Internal Case to investigate this situation. In this case, a complaint has not been filed but an Internal Case is required.

The Internal Cases module will appear as follows:



Internal Case Module Header

The Internal Case module is composed of two sections: the header area and the tab area. The Internal Case module header fields and functions are described below:



Internal Cases Module Header Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet dialog box.
Search	Accesses the Internal Case Search screen to search for an existing Internal Case record.
New	Accesses a new blank record ready for data entry.
Save	Saves the record to the database.
Delete	Deletes the record from the database.
Cancel	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Lock Type	Displays the lock type of the Name record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the *RMS Navigation Manual.*
	Standard Document Viewer: Click to view stored documents related to this record.
	Standard Image Panel: Click to view images, audio, and video files related to this record.

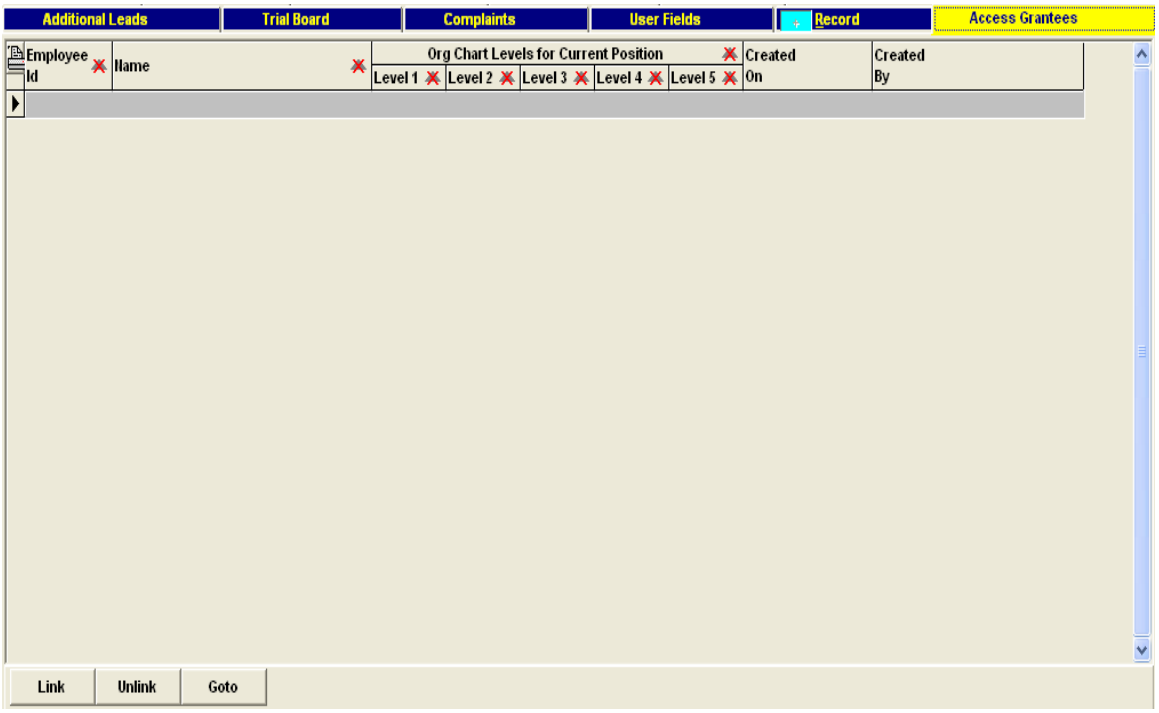
Internal Cases Module Header Fields/Components	
Field/Component	**Description/Use**
WORKFLOW	**Workflow Management**: Allows you to submit the current record to the next stage in the department's defined Workflow process for this module.
General Information Section	
Case Number	Displays the Internal Case Number. Your Department will determine if this number should be auto-generated.
Case Type	Displays the type of case. Click the down arrow to access the lookup list of codes.
Status	Displays the status of the case, such as Open, and so forth. Click the down arrow to access the lookup list of codes.
Division	Displays the Division where the case originated. Click the down arrow to access the lookup list of codes.
Date/Time Logged	The date and time the case was created. Click the down arrow to access the Calendar utility.
Projected Closed	The date and time the case is projected to be closed. Click the down arrow to access the Calendar utility.
Status Due On	Displays the date the status is due. Click the down arrow to access the Calendar utility.

Internal Case Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Access Grantees Tab

This linking tab allows any number of Master Employee records to be linked to the current accused as having permission to access the Internal Case records. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Master Employee record data can only be modified in the Master Employee module itself. All data fields on this tab are populated automatically from an existing Master Employee record once the link is made.

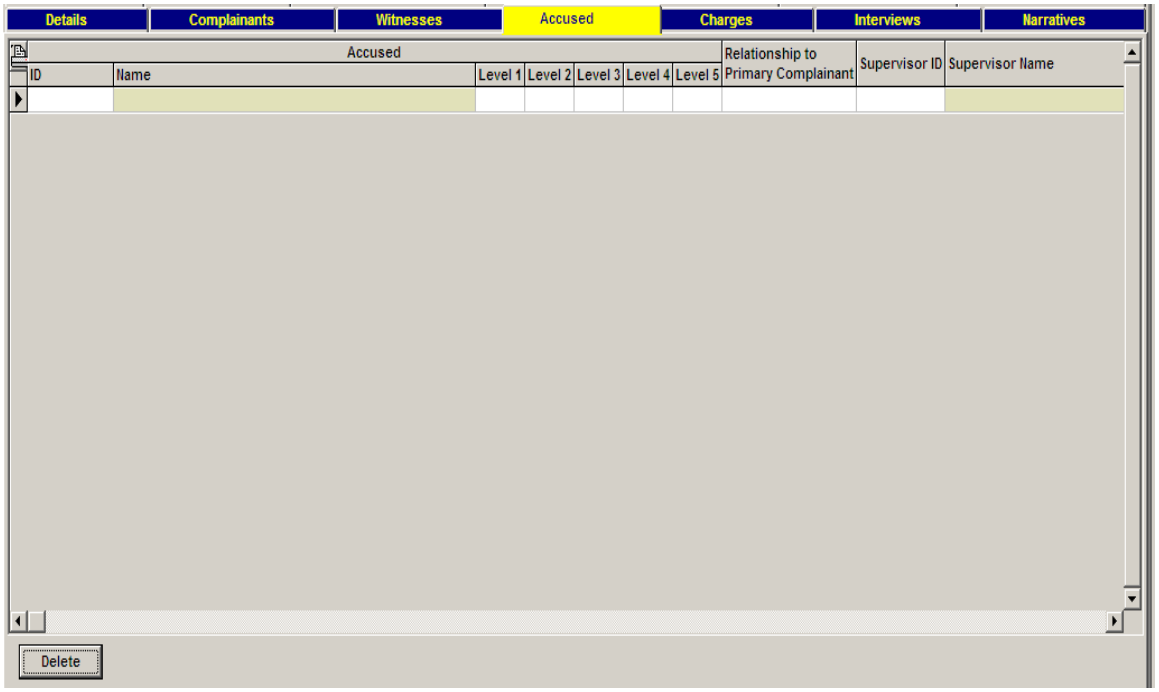


Access Grantees Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Name	Displays the name of the employee who has been granted access to the Internal Complaint record.
Employee ID	Displays the Employee ID of the employee linked as the accused. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Org Chart Levels for Current Position	
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also Click the down arrow to access the lookup list of codes and change the data the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.

Access Grantees Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
GOTO	Opens the Evidence module and displays the highlighted record.
Link	Opens the Evidence search. Once the record is located, click **OK** to link the record to the Incident module.
UnLink	Removes the link between the Incident record and the highlighted Evidence record.

Accused Tab

This combination tab allows you to link an employee as the accused and includes fields to record details related to the accused.



IMPORTANT The Accused tab data must be entered and saved before the charges can be entered on the Charges tab.

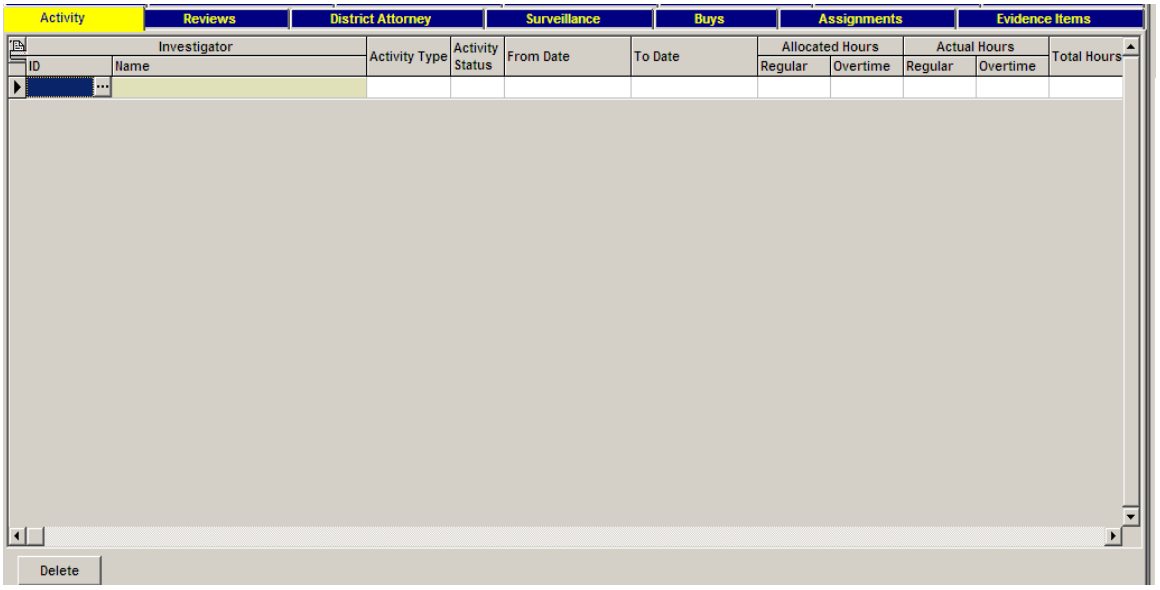
Employee IDs entered on the Accused tab provide a list of accused IDs to which charges on the Charges tab can be linked.

Accused Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
ID	Displays the Employee ID of the employee linked as the accused. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and the record is saved.
Levels 1 – 5	Displays Levels 1 - 5 associated with the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is entered, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel, Master Employee Index record. You can also Click the down arrow to access the lookup list of codes and change the data the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee Index record. You can also select a code from the code lists the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee Index record.
Relationship to Primary Complainant	Displays the relationship between the accused and the primary complainant. Click the down arrow to access the lookup list of codes. If a primary complainant has not been selected, the error message below will display: The relationship cannot be entered unless a primary complainant is identified.
Supervisor ID	Displays the Employee ID of the supervisor of the accused. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Supervisor Name	Displays the name of the supervisor. This field will populate when an Employee ID is linked and saved.
Duty Status	Displays a code identifying the duty status of the accused. Click the down arrow to access the lookup list of codes.

Accused Tab Fields/Components	
Field/Component	**Description/Use**
Injured	Displays a code indicating whether the accused was injured. Click the down arrow to access the lookup list of codes.
Injury Severity	Displays a code indicating the severity of the injury. Click the down arrow to access the lookup list of codes.
Psychological Evaluation	
Requested	Displays a check box. If the check box is checked, this indicates a psychological evaluation was requested.
Date Administered	Displays the date the psychological evaluation was administered. Click the down arrow to access the Calendar utility.
Result	Displays the result of the psychological evaluation. Click the down arrow to access the lookup list of codes.
Comment	Displays comments related to the accused. Double click the field to expand the Comment field.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

Activity Tab

This combination tab allows you to link an employee as an investigator; it also includes fields to record details related to activities in the case.

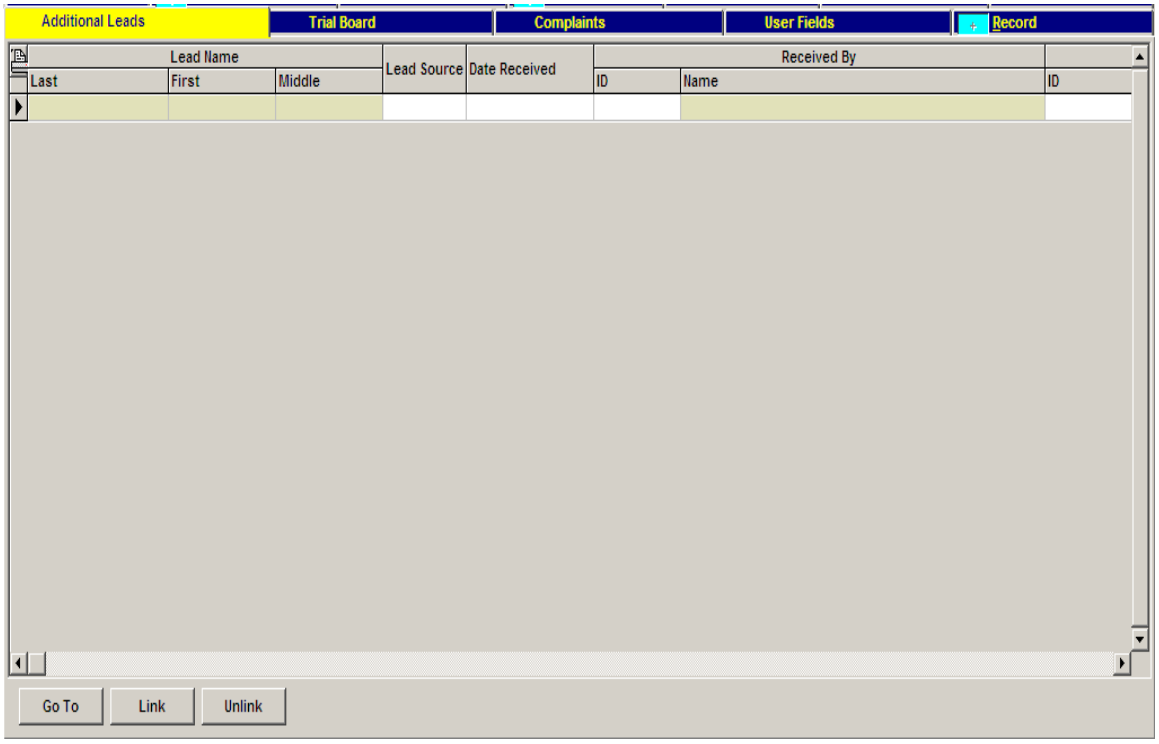


Activity Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Investigator	
ID	Displays the Employee ID of the employee linked as the accused. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and the record is saved.
Activity Type	Displays the type of activity. Click the down arrow to access the lookup list of codes.
Activity Status	Displays a code identifying the activity status. Click the down arrow to access the lookup list of codes.
From Date	Displays the beginning date of the activity. Click the down arrow to access the Calendar utility.
To Date	Displays the ending date of the activity. Click the down arrow to access the Calendar utility.
Allocated Hours	
Regular	Displays the allocated hours for the activity.
Overtime	Displays the allocated overtime hours for the activity.

Activity Tab Fields/Components	
Field/Component	**Description/Use**
Actual Hours	
Regular	Displays the actual hours used for the activity.
Overtime	Displays the actual overtime hours used for the activity.
Total Hours	Displays the total hours of the activity.
Comment	Displays comments related to the activity. Double click the field to expand it.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

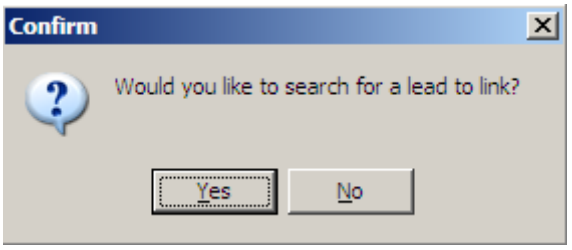
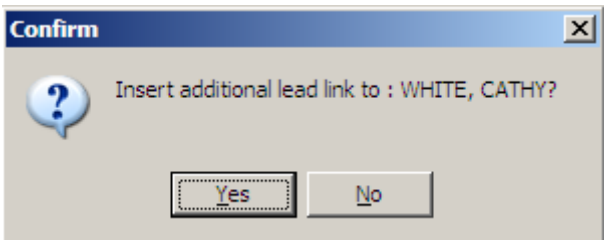
Additional Leads Tab

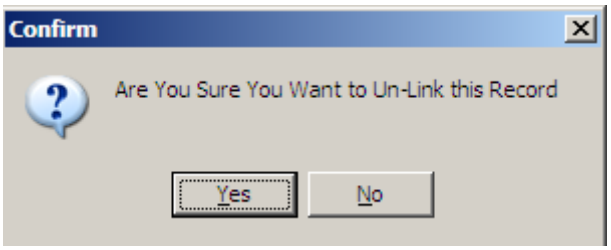
This combination tab allows you to link the names of individuals in the Disciplinary Tracking Associated Names tables as leads in the case.



Additional Leads Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Additional Leads	
Last	Displays the last name of the individual.
First	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Lead Source	Displays the source of the lead. Click the down arrow to access the lookup list of codes.
Date Received	Displays the date the lead was received. Click the down arrow to access the Calendar utility.
Received By	
ID	Displays the Employee ID of the employee who received the lead. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.

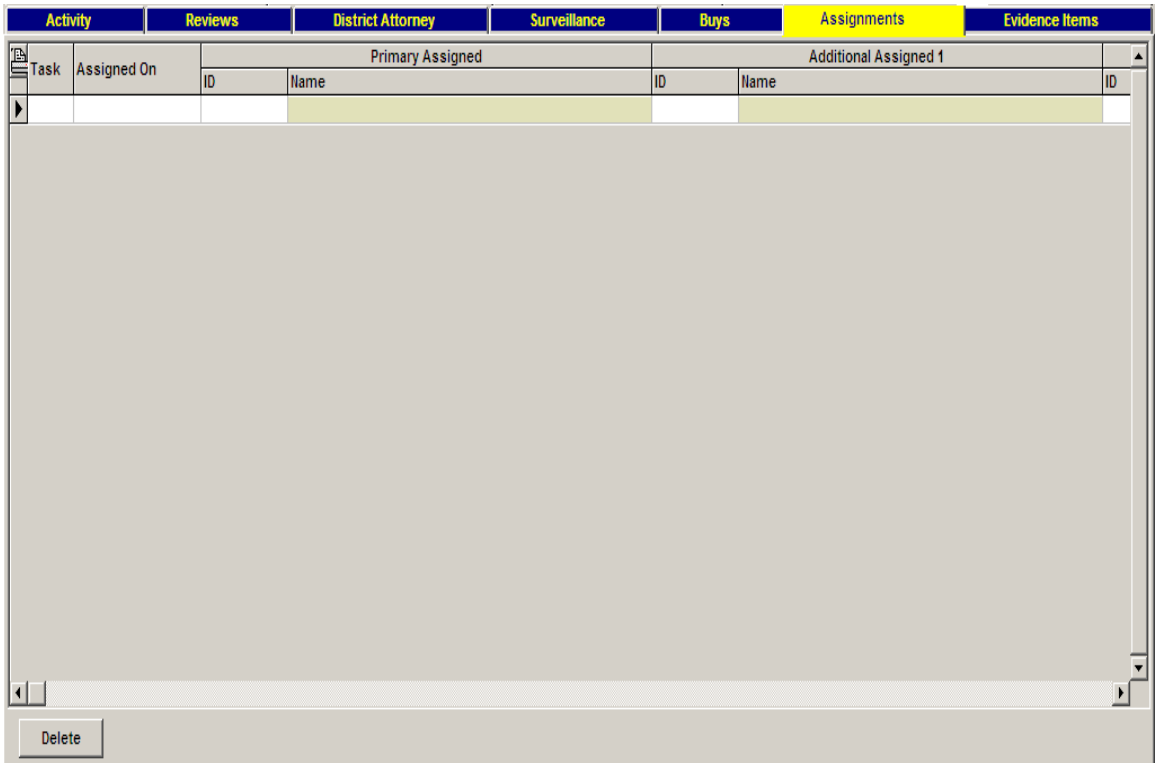
Additional Leads Tab Fields/Components	
Field/Component	**Description/Use**
Name	Name of the employee. This field will populate when an Employee ID is linked and saved.
Assigned By	
ID	Displays the Employee ID of the employee who assigned the lead. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and saved.
Assigned To	
ID	Displays the Employee ID of the employee who was assigned to the lead. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and saved.
Assigned On	Displays the date an employee was assigned to the lead. Click the down arrow to access the Calendar utility.
Completed On	Displays the date the activity regarding the lead was completed. Click the down arrow to access the Calendar utility.
Comments	Displays comments related to the leads. Double click the field to expand the Comment box.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
GOTO	Opens the Complainants Names module and displays the highlighted record.

Additional Leads Tab Fields/Components	
Field/Component	**Description/Use**
Link	Links an Associated Name to an Internal Case record as a Lead. Click to display a dialog box asking if you would like to search for a lead. Clicking Yes will display the Complainant Search screen. Clicking No will close the dialog box.  If an Associated Names module record is open and displayed when you click **Link**, the dialog box below will display with the complainant name.  Clicking **Yes** will link the displayed Associated Names record as a Lead and populate fields on the Leads tab. Clicking No will close the dialog box.

Additional Leads Tab Fields/Components	
Field/Component	**Description/Use**
UnLink	Removes the link between the Internal Cases record and the highlighted Associated Name record. When you click **Unlink**, the dialog box below will display: Clicking **Yes** will unlink the records. Clicking No will close the dialog box. 

Assignments Tab

This combination tab allows you to link an employee as assigned to the Internal Case.

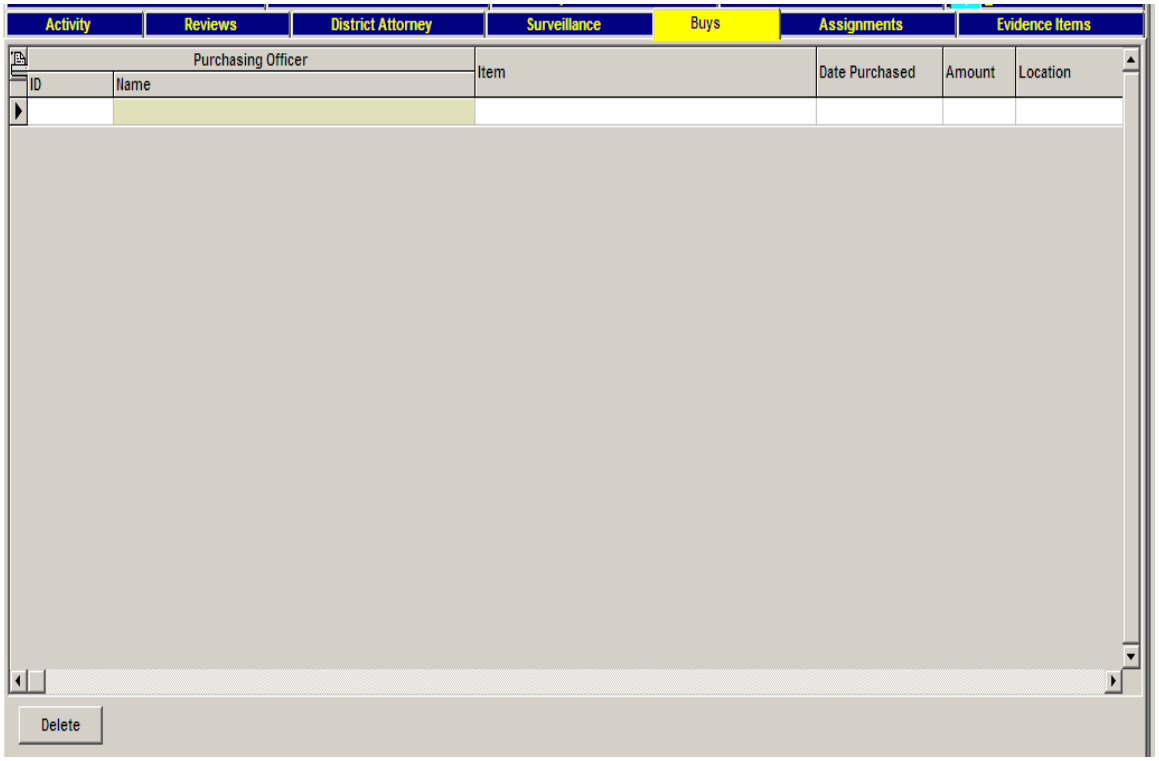


Assignments Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Task	Displays the task assigned to the employee. Click the down arrow to access the lookup list of codes.
Assigned On	Displays the date the case was assigned. Click the down arrow to access the Calendar utility.
Primary Assigned	
ID	Displays the Employee ID of the employee linked who is assigned. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and the record is saved.
Additional Assigned 1	
ID	Displays the Employee ID of the employee linked who is assigned. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and the record is saved.
Additional Assigned 2	
ID	Displays the Employee ID of the employee linked who is assigned. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and the record is saved.
Instructions	Displays instructions to the employees. Double click the field to expand it.
Scheduled On	Displays the date the assignment was scheduled. Click the down arrow to access the Calendar utility.
Completed On	Displays the date the assignment was completed. Click the down arrow to access the Calendar utility.

Assignments Tab Fields/Components	
Field/Component	**Description/Use**
Outcome	Displays the outcome of the assignment. Click the down arrow to access the lookup list of codes.
Comments	Displays comments related to the assignment. Double click the field to expand the Comments field.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

Buys Tab

This information tab allows a Department to track buys purchased during the course of an investigation.



Buys Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Purchasing Officer	
ID	Displays the identification number of the employee who purchased the item. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search screen to search for the Employee ID.
Name	Displays the name of the employee when the Employee ID is linked and the record is saved.
Item	Free-form text field for capturing the name and/or description of the item purchased.
Date Purchased	Displays the date the item was purchased. Click the down arrow to access the Calendar utility.
Amount	Displays the total amount spent on buying the item.
Location	Displays the location where the item was purchased.

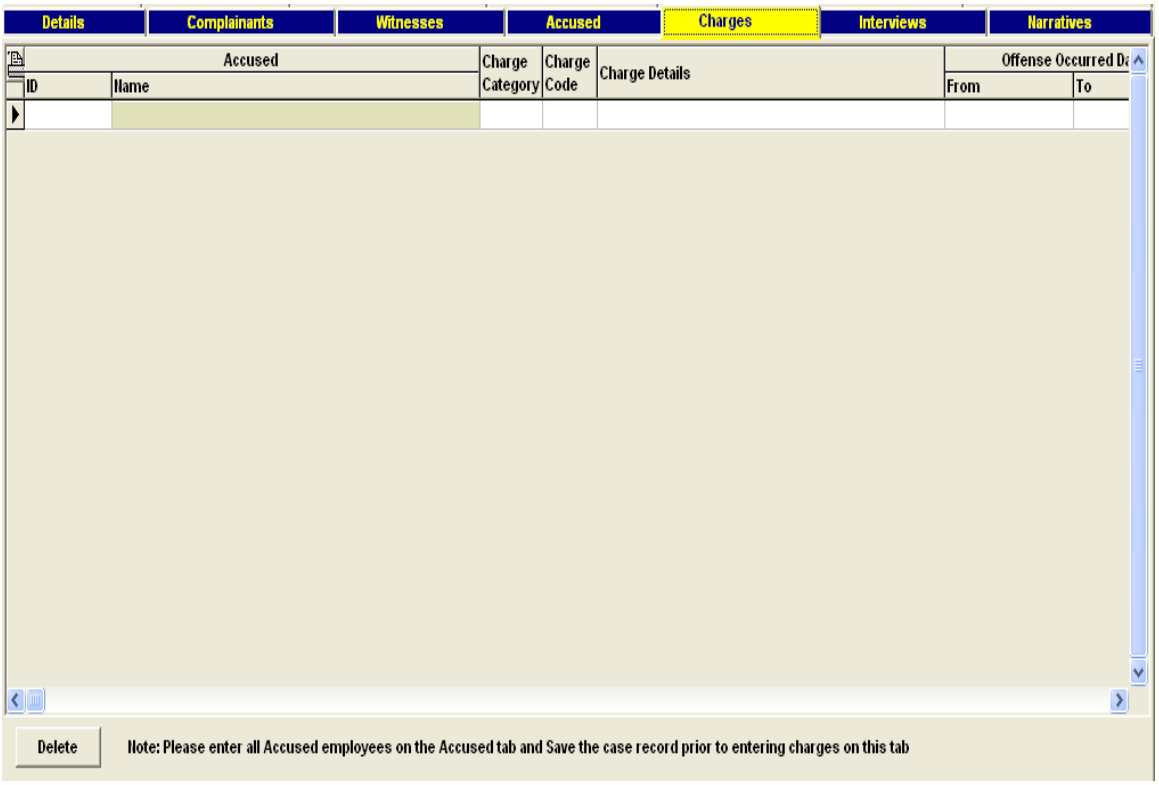
Buys Tab Fields/Components	
Field/Component	**Description/Use**
Reason	Displays the reason for buying the selected item. Click the down arrow to access the lookup list of codes.
Dealer	Displays the name of the dealer.
Drug Type	Displays the type of drugs purchased. Click the down arrow to access a lookup list of codes.
Quantity	
Amount	Number of items of the selected drug type purchased.
Type	Unit of measurement description.
Weight	
Amount	Number indicating the weight of the item purchased.
Units	Unit of measurement description. Click the down arrow to access the lookup list of codes.
Packaging Type	Displays the type of material used by the seller to package the item. Click the down arrow to access a lookup list of codes.
Comment	Displays a comment associated with the buy. Double click the field to expand it.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically logged based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Removes the highlighted record from the database.

Charges Tab

This combination tab allows you to link an accused employee to a charge.

IMPORTANT The Accused tab data must be entered and saved before the charges can be entered on the Charges tab.

Employee IDs entered on the Accused tab provide a list of Accused IDs to which Charges can be linked.



Charges Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Accused	
ID	If employee data was entered and saved in the Accused tab, clicking the down arrow will display a list of Accused Employee IDs.
Name	Name of the accused employee. This field will populate when an Employee ID is selected and the record is saved.
Charge Category	Displays the charge category, such as Misconduct, and so forth. Click the down arrow to access the lookup list of codes.
Charge Code	Displays the code for the charge against the employee. Click the down arrow to access the lookup list of codes.
Charge Details	Displays details of the charge. Double click the field to expand it.

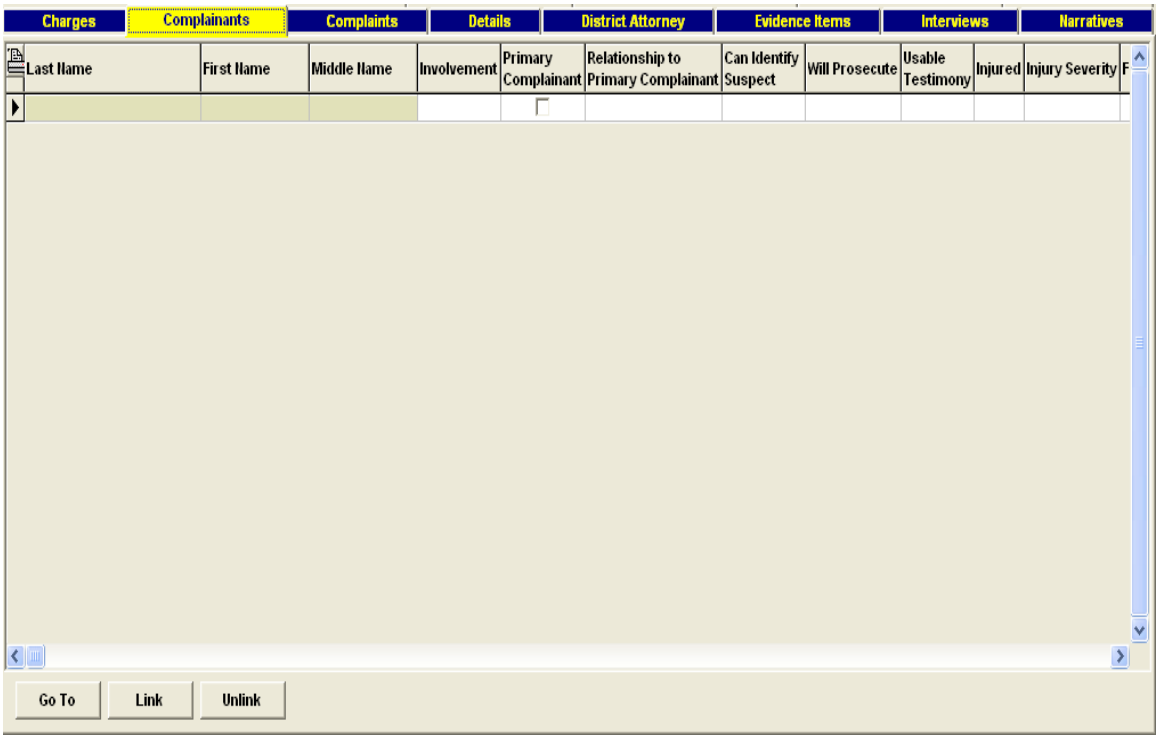
Charges Tab Fields/Components	
Field/Component	**Description/Use**
Offense Occurred Date (From and To)	Displays the date and time range that the offense occurred. If entering a range, the first field will be used as the beginning of the range and the second is to be used as the end of the range. Click the down arrow to access the Calendar utility.
Offense Location	Displays the offense location.
Lead Investigator	
ID	Displays the identification number of the employee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search screen to search for the Employee ID.
Name	Displays the name of the employee when the Employee ID is linked and the record is saved.
Statute of Limitations Date	Displays the statute of limitations date for the charge. Click the down arrow to access the Calendar utility.
Hearing Date	Displays the hearing date for the charge. Click the down arrow to access the Calendar utility.
Verdict	Displays the verdict for the charge. Click the down arrow to access the lookup list of codes.
Verdict Date	Displays the date of the verdict. Click the down arrow to access the Calendar utility.
Sentence	Displays the sentence for the charge. Click the down arrow to access the lookup list of codes.
Sentence Dates	
Start	Displays the date of the sentence starts. Click the down arrow to access the Calendar utility.
End	Displays the date of the sentence ends. Click the down arrow to access the Calendar utility.
Appeal	
Appeal Filed	Displays whether an appeal was filed. Click the down arrow to access the lookup list of codes.
File Date	Displays the date of the appeal was filed. Click the down arrow to access the Calendar utility.
Hearing Date	Displays the date the hearing is scheduled. Click the down arrow to access the Calendar utility.
Result	Displays the result of the appeal. Click the down arrow to access the lookup list of codes.

Charges Tab Fields/Components	
Field/Component	**Description/Use**
Disposition	Displays the disposition of the appeal. Click the down arrow to access the lookup list of codes.
Disposition Date	Displays the date the disposition was entered. Click the down arrow to access the Calendar utility.
Comments	Displays comments related to the activity. Double click the field to expand it.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

Complainants Tab

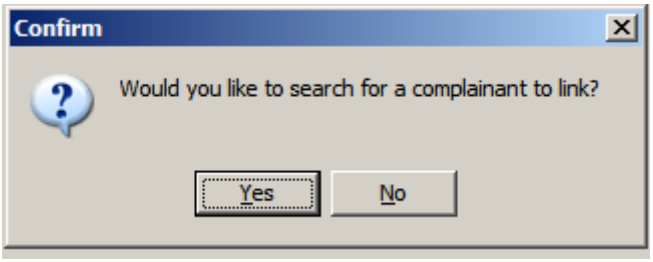
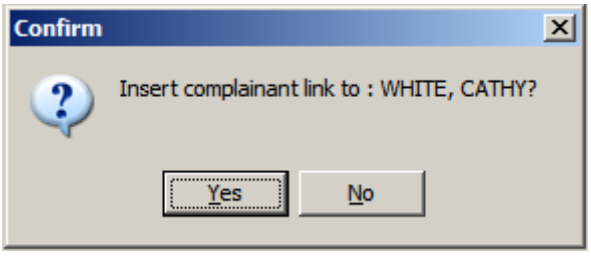
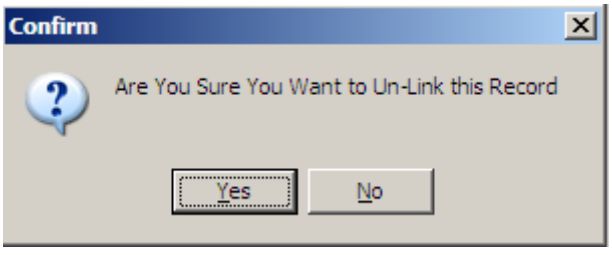
This combination tab allows you to link a name in the Disciplinary Tracking name tables to an Internal Case record as a Complainant. It also allows you to track additional data associated with that name.

NOTE Name records must be created in the Associated Names module before they can be linked. Further, a name cannot be linked as both a Complainant and a Witness for the record.



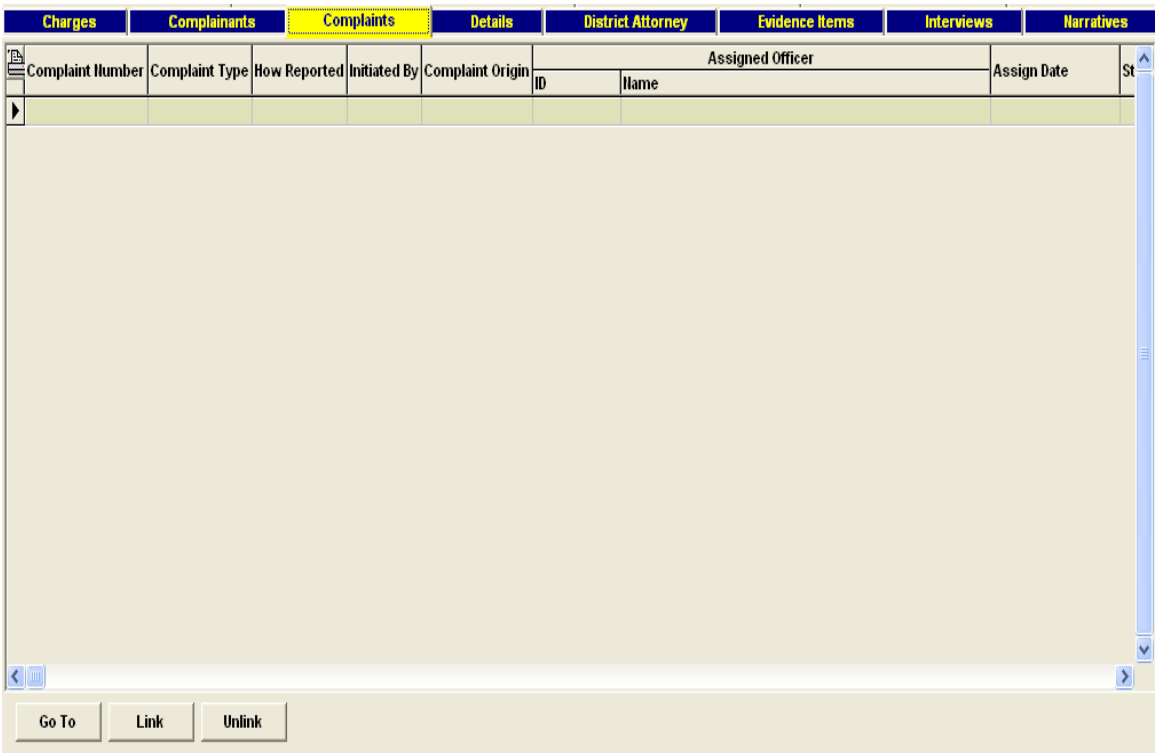
Complainants Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Last Name	Displays the last name of the individual.
First Name	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Involvement	Displays the Involvement of the individual. Click the down arrow to access the lookup list of codes.
Primary Complainant	Displays a check box to indicate the complainant is the primary complainant. If the primary complainant is deselected, a confirmation box will display warning you that changing the primary complainant will reset all complainant and witness relationships.
Relationship to Primary Complainant	Displays the relationship between the name and the primary complainant. Click the down arrow to access the lookup list of codes.
Can Identify Suspect	Displays a code indicating whether the complainant can identify the suspect. Click the down arrow to access the lookup list of codes.

Complainants Tab Fields/Components	
Field/Component	**Description/Use**
Will Prosecute	Displays a code indicating whether the accused will be prosecuted. Click the down arrow to access the lookup list of codes.
Usable Testimony	Displays a code indicating whether the testimony is usable. Click the down arrow to access the lookup list of codes.
Injured	Displays a code indicating whether the complainant was injured. Click the down arrow to access the lookup list of codes.
Injury Severity	Displays a code indicating the severity of the injury. Click the down arrow to access the lookup list of codes.
Fatality	Check box indicating whether there was a fatality.
Medical Information	
Received Treatment	Displays a code indicating whether the complainant received treatment. Click the down arrow to access the lookup list of codes.
Transported By	Displays a code indicating how the complainant was transported. Click the down arrow to access the lookup list of codes.
Hospital	Displays a code indicating the hospital where the complainant received treatment. Click the down arrow to access the lookup list of codes.
Admit Date	Displays the date the complainant was admitted. Click the down arrow to access the Calendar utility.
Discharge Date	Displays the date the complainant was discharged. Click the down arrow to access the Calendar utility.
Physician	Displays the name of the physician performing the treatment or discharging the complainant.
Details	Displays details related to the complainant. Double click the field to expand it.
Created By	Displays the ID of the user who created the record. This is automatically logged based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
GOTO	Opens the Complainants Names module and displays the highlighted record.

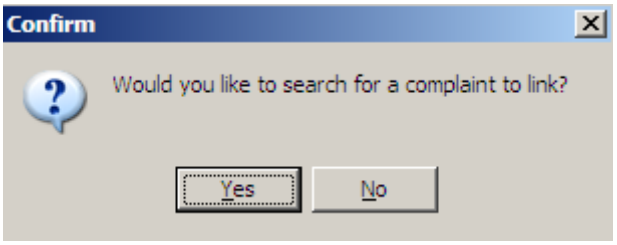
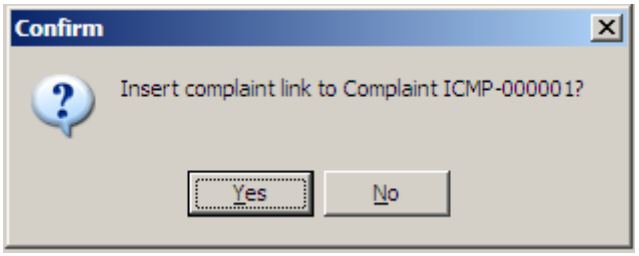
Complainants Tab Fields/Components	
Field/Component	**Description/Use**
Link	Links an Associated Name to an Internal Case record as a complainant. Click to display a dialog box asking if you would like to search for a case. Clicking Yes will display the Complainant Search screen. Clicking No will close the dialog box.  If an Associated Names module record is open and displayed when you click **Link,** the dialog box below will display with the complainant name.  Clicking **Yes** will link the displayed Associated Name record to the Internal Case record and populate fields on the Complainants tab. Clicking No will close the dialog box.
UnLink	Removes the link between the Internal Cases record and the highlighted Associated Name record. When you click **Unlink**, the dialog box below will display: Clicking **Yes** will unlink the records. Clicking No will close the dialog box. 

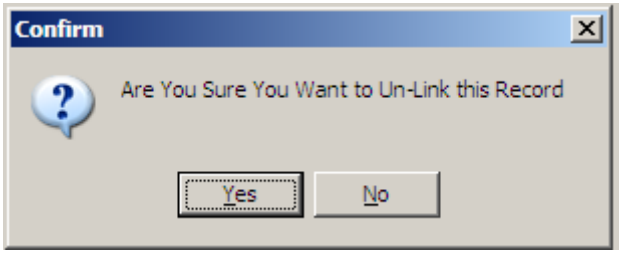
Complaints Tab

This linking tab allows you to link an Internal Complaint to an Internal Case. The fields on this tab are read-only.



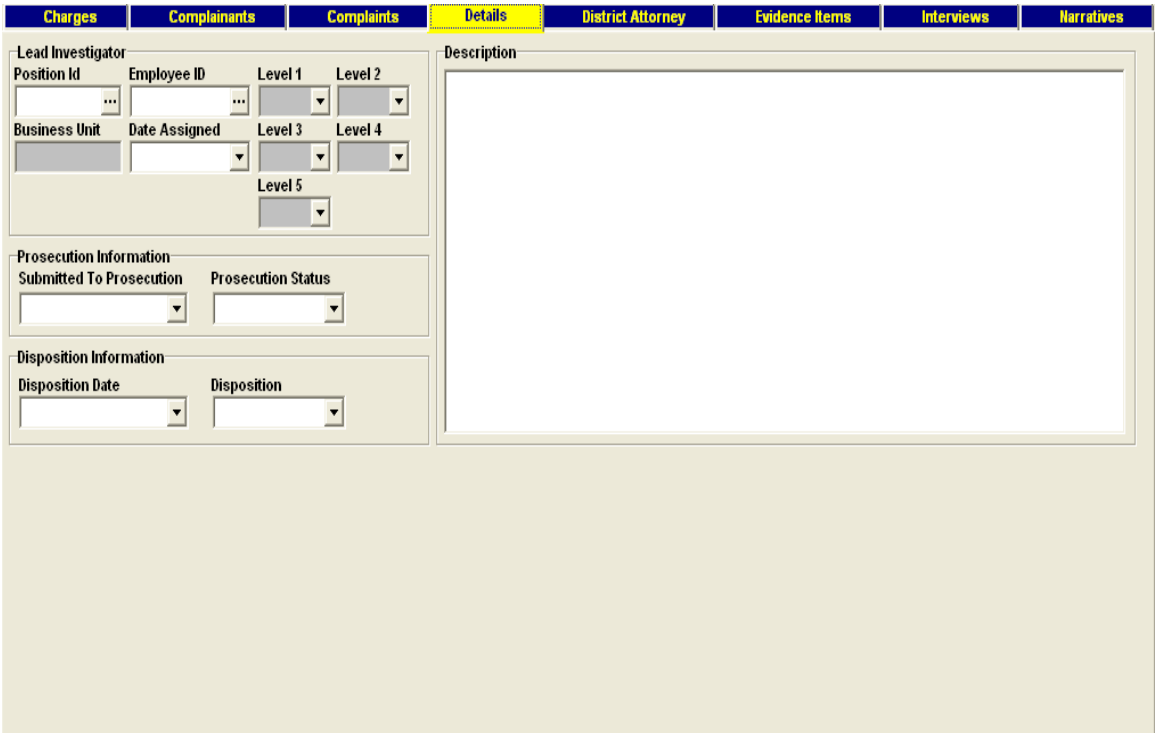
Complaints Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Complaint Number	Displays the number of the Complaint.
Complaint Type	Displays the type of complaint.
How Reported	Displays how the complaint was reported.
Initiated By	Displays who initiated the report.
Complaint Origin	Displays the complaint origin.
Assigned Officer	
ID	Displays the Employee ID of the employee assigned to the complaint.
Name	Displays the name of the employee.

Complaints Tab Fields/Components	
Field/Component	**Description/Use**
Assign Date	Displays the date the employee was assigned to the complaint.
Status	Displays the status of the complaint.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
GOTO	Opens the Complaint module and displays the highlighted record.
Link	Links the Complaint to the Internal Case record. Click to display a dialog box asking if you would like to search for a complaint. Clicking Yes will display the Complaint Search screen. Clicking No will close the dialog box.  If an Internal Complaint module record is open and a record displayed when you clicked **Link**, the dialog box below would display:  Clicking **Yes** will link the displayed Internal Complaint record to the Internal Case record and populate the fields on the Complaints tab. Clicking No will close the dialog box.

Complaints Tab Fields/Components	
Field/Component	**Description/Use**
UnLink	Removes the link between the Internal Cases record and the highlighted Complaint record. When you click **Unlink**, the dialog box below will display: Clicking **Yes** will unlink the records. Clicking No will close the dialog box. 

Details Tab

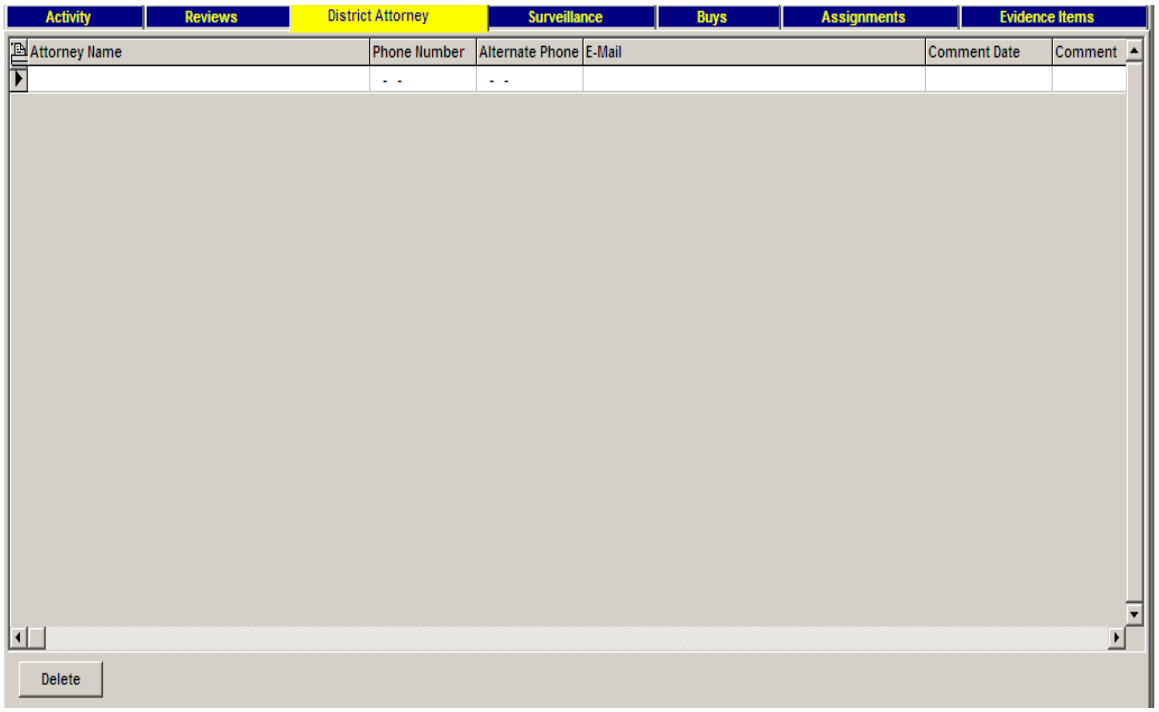
This information tab displays details about the complaint, including the currently assigned lead investigator.



Details Tab Fields/Components	
Field/Component	**Description/Use**
Lead Investigator	
Position ID	Displays the Position ID of the officer who is assigned to the case.
Employee ID	Displays the Employee ID of the officer who is assigned to the case. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search screen to search for the Employee ID.
Levels 1 - 5	Displays Levels 1 - 5 associated with the position of the employee in relationship to an organization chart. Initially, when an Employee's ID, the fields will automatically be populated by the Org Chart data entered in the Personnel > Master Employee Index record. You can also Click the down arrow to access the lookup list of codes and change the data the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee Index record. You can also select a code from the code lists the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee Index record.
Business Unit	Displays a code indicating the business unit of the Lead Investigator
Date Assigned	Displays the date the Lead Investigator was assigned to the Internal Case. Click the down arrow to access the Calendar utility.
Prosecution Information	
Submitted To Prosecution	Displays the date the case was submitted to prosecution. Click the down arrow to access the Calendar utility.
Prosecution Status	Displays the status of the prosecution. Click the down arrow to access the lookup list of codes.
Disposition Information	
Disposition Date	Displays the date of the disposition. Click the down arrow to access the Calendar utility.
Disposition	Displays the disposition. Click the down arrow to access the lookup list of codes.
Description	Displays a description of the details of the case.

District Attorney Tab

This information tab allows you to track the District Attorney linked to the Internal Case.

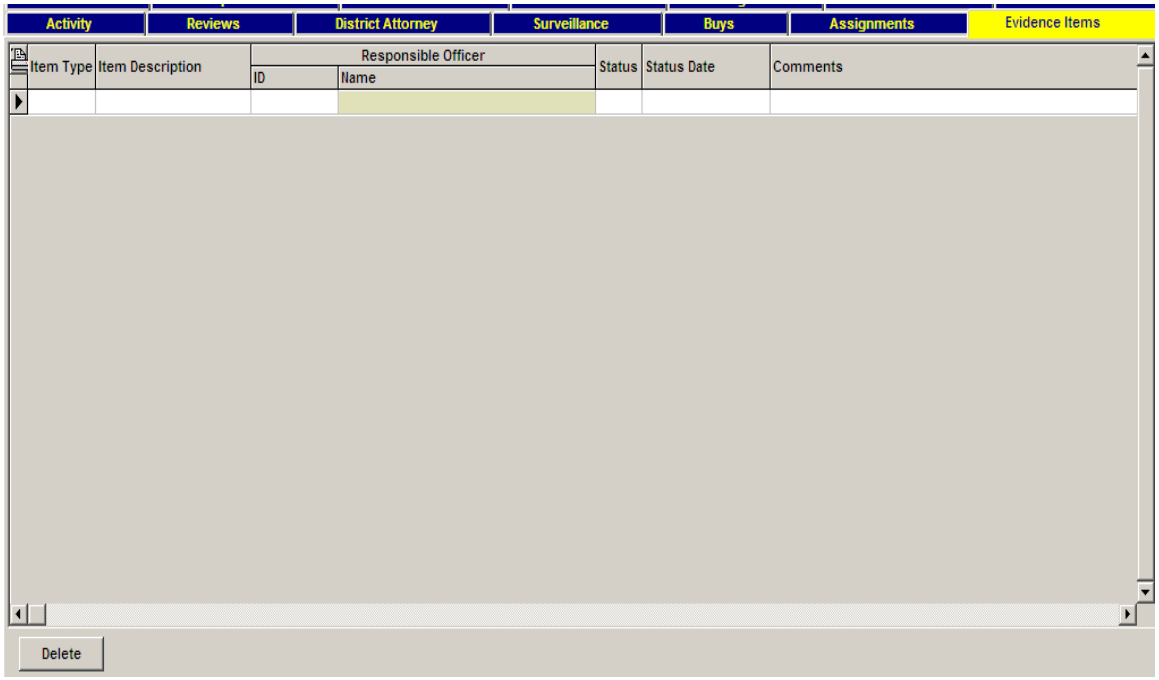


District Attorney Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Attorney Name	Displays the name of the attorney.
Phone Number	Displays the phone number of the attorney.
Alternate Phone	Displays the alternate phone number of the attorney.
E-Mail	Displays the e-mail address of the attorney.
Comment Date	Displays the date of the comment. Click the down arrow to access the Calendar utility.
Comment	Displays comments related to the attorney. Double click the field to expand it.

District Attorney Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

Evidence Items Tab

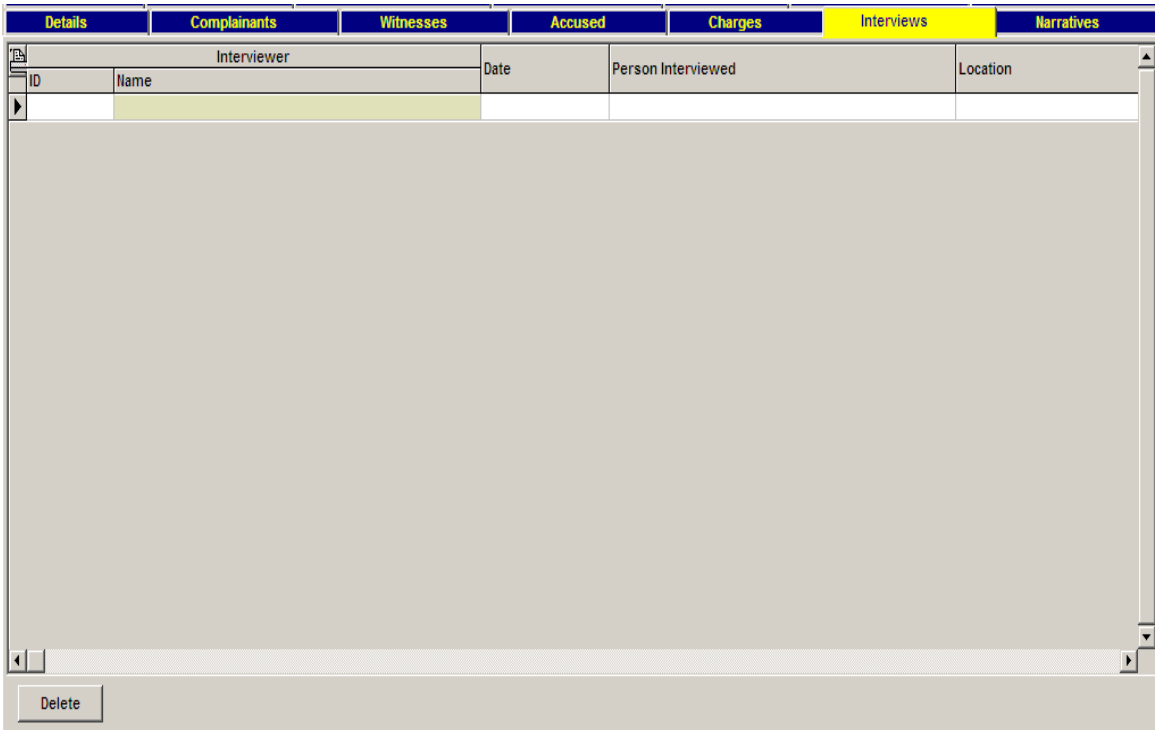
This combination tab allows you to track the evidence collected for an Internal Case and to link an employee as the Responsible Officer.



Evidence Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item Type	Displays the type of item. Click the down arrow to access the lookup list of codes.
Item Description	Displays the item description.
Responsible Officer	
ID	Displays the Employee ID of the responsible officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and saved.
Status	Displays the status of the evidence item. Click the down arrow to access the lookup list of codes.
Status Date	Displays the date the status was entered. Click the down arrow to access the Calendar utility.
Comments	Displays comments related to the evidence item. Double click the field to expand it.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

Interviews Tab

This combination tab allows you to track information about interviews, including the employee who conducted the interview and information about the person who was interviewed.



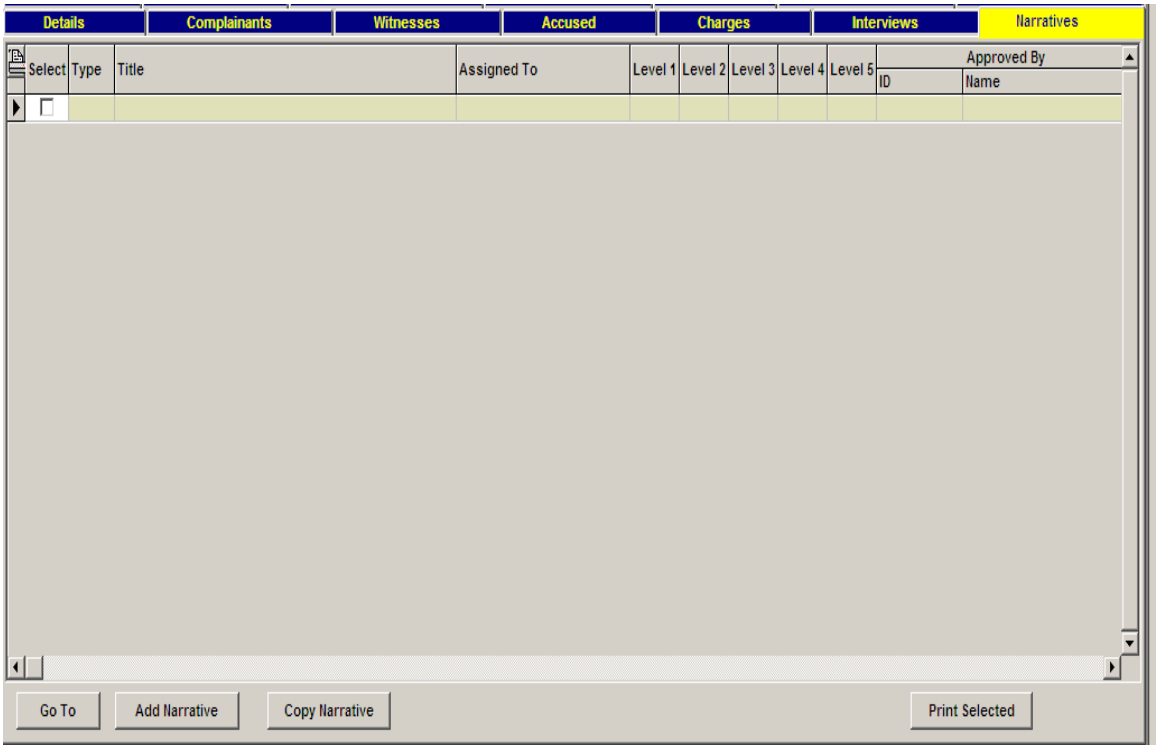
Interviews Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Interviewer	
ID	Displays the Employee ID of the employee. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Name of the employee. This field will populate when an Employee ID is linked and the record is saved.
Date	Displays the date the interview was conducted. Click the down arrow to access the Calendar utility
Person Interviewed	Displays the name of the person who was interviewed.
Location	Displays the location of the interview.
Narrative	Displays narrative related to the interview. Double click the field to expand it.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.

Interviews Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

Narratives Tab

This tab allows any number of Narrative records to be created and linked to an Internal Case record.

IMPORTANT Clicking **Add Narrative** on this tab opens the Narratives feature to create a new Narrative record. See the Global Features of RMS section in the *RMS Navigation Manual* for additional information.

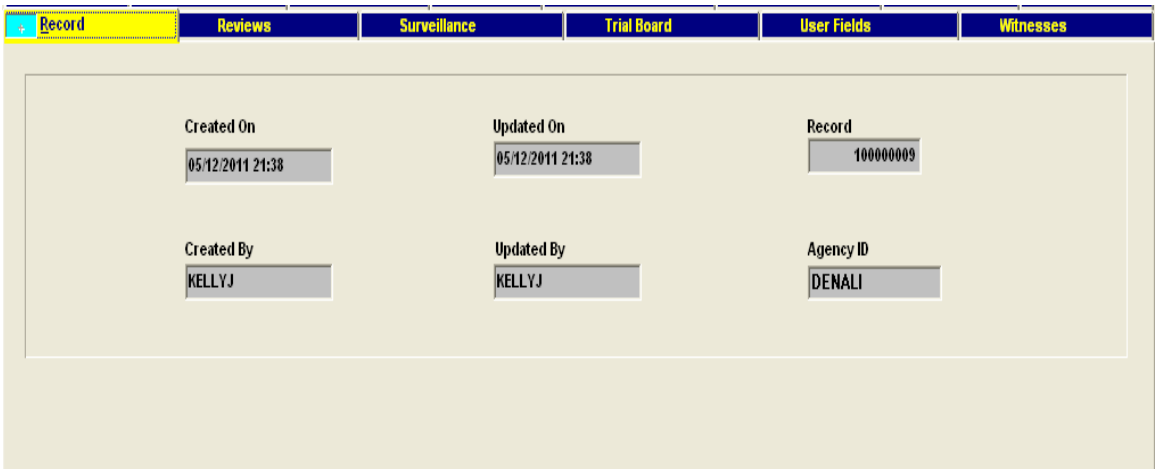


Narratives Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Select	Displays a check box to select a narrative.
Type	Displays the type of narrative.
Title	Displays the title of the narrative.
Assigned To	Displays the Employee ID of the individual wrote the report. This field is populated based on the Report Writer Employee ID entered in the Narrative screen.
Levels 1 - 5	Displays Levels 1 - 5 associated with the position of the employee in relationship to an organization chart. When an Employee's ID is entered, the fields will automatically be populated by the Org Chart data entered in the Personnel > Master Employee Index record.
Approved By	
ID	Displays the Employee ID of the employee who approved the report.
Name	Displays the name of the employee who approved the report. This field will populate based on the Employee ID entered when the record is saved.

Narratives Tab Fields/Components	
Field/Component	**Description/Use**
Approved On	Displays the date and time on which the narrative was approved.
Created On	Displays the date a narrative was created.
Created By	Displays the user ID of the individual who created the narrative.
Updated On	Displays the date the narrative was updated.
Updated By	Displays the user ID of the individual who updated the narrative.
Key (1 – 2)	Key words or phrases used to narrow the search parameters.
Go To	Opens the Narrative screen and accesses the highlighted narratives record
Add Narrative	Accesses the Narrative screen to enter a new narrative record for this incident.
Copy Narrative	Opens a dialog box to copy the selected narrative.
Print Selected	Prints the selected narrative.

Record Tab

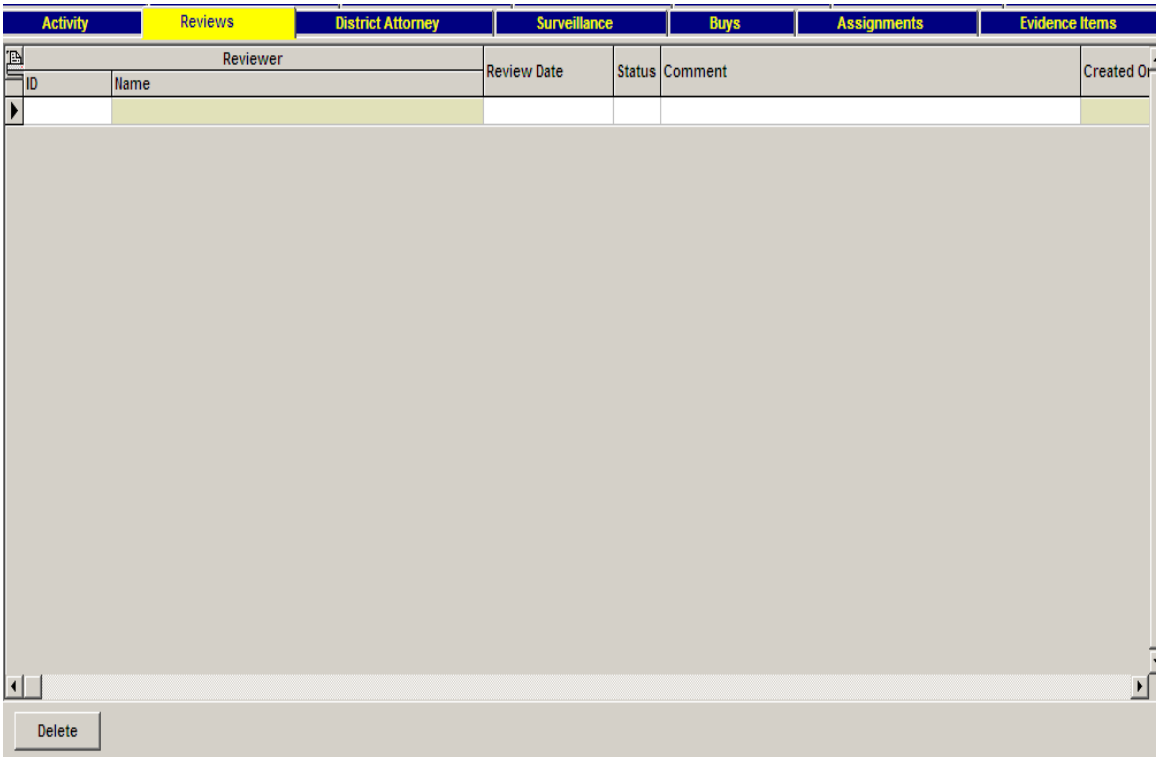
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record, and occurs upon saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

Reviews Tab

This information tab allows you to track Internal Case reviews.

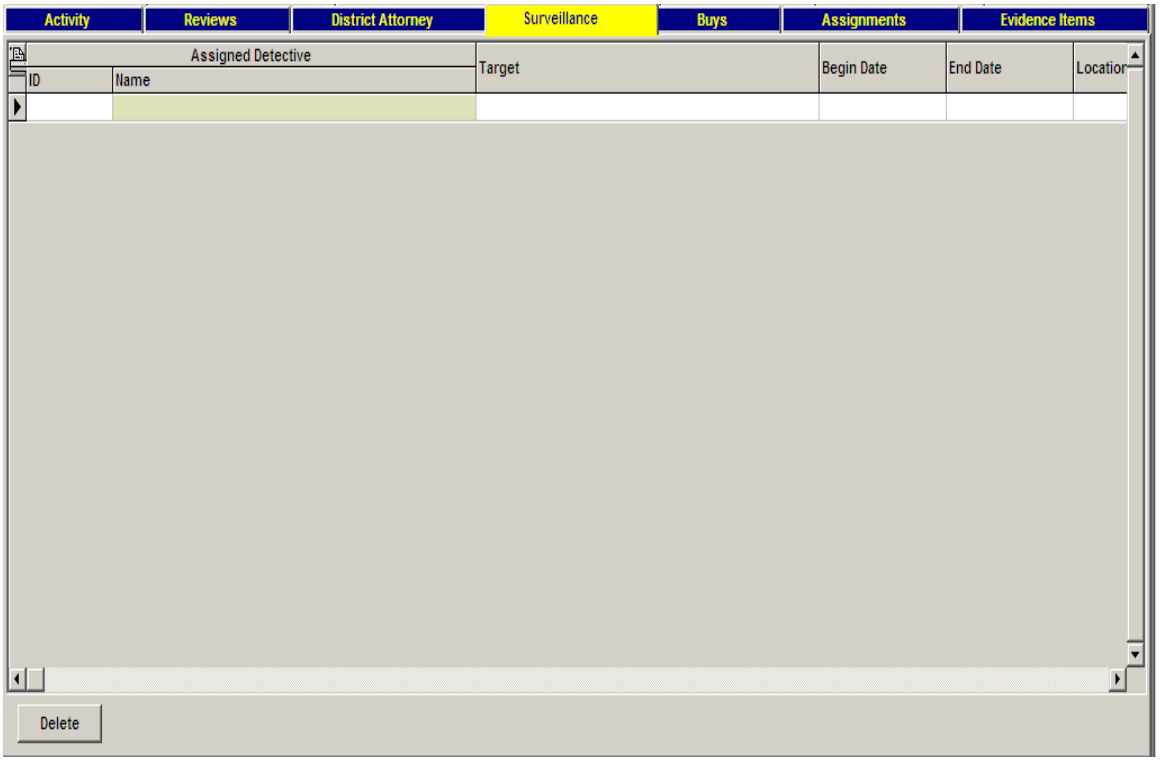


Reviews Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Reviewer	
ID	Displays the identification number of the officer who reviewed the case. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search screen to search for the Employee ID.
Name	Displays the name of the employee. This field will populate based on the Employee ID entered when the record is saved.
Review Date	Displays the date of the case review. Click the down arrow to access the Calendar utility.
Status	Displays the status of the case at the time of the current review. Click the down arrow to access the lookup list of codes.
Comment	Displays a comment. Double click the field to expand it.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.

Reviews Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the record. This is automatically logged based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Removes the highlighted record from the database.

Surveillance Tab

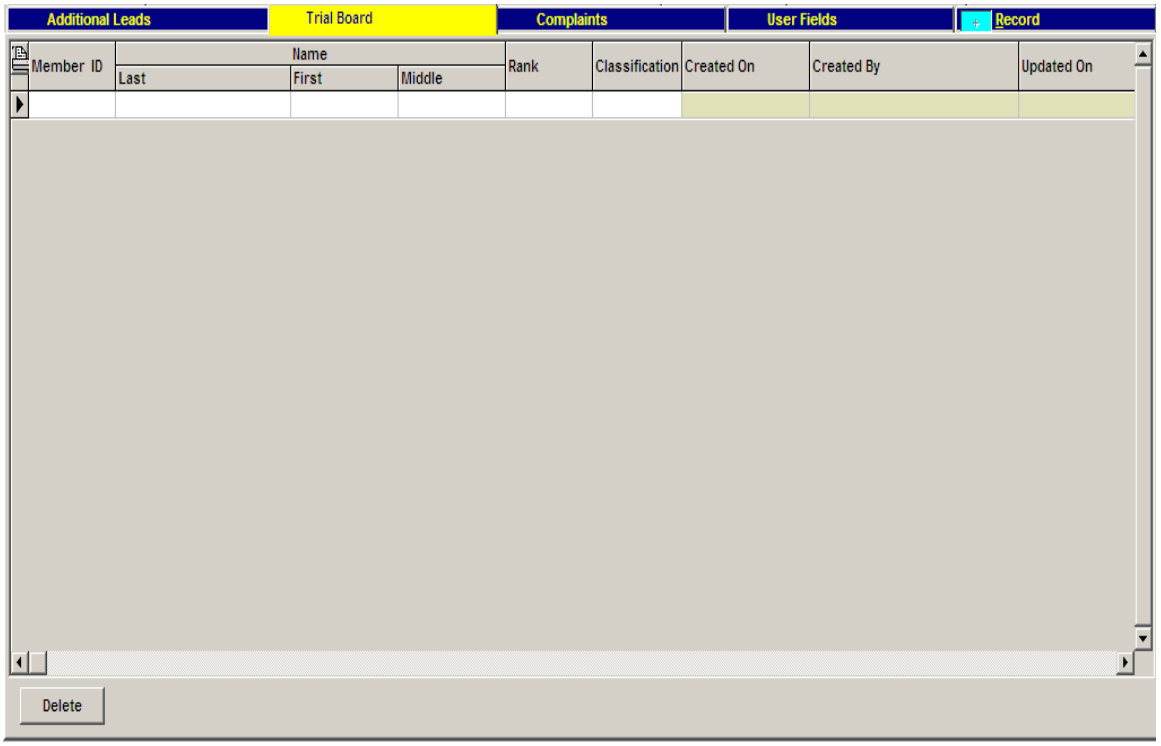
This information tab allows you to track surveillance information related to the Internal Case.



Surveillance Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Assigned Detective	
ID	Displays the identification number of the detective who is assigned. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search screen to search for the Employee ID.
Name	Displays the name of the employee. This field will populate based on the Employee ID entered when the record is saved.
Target	Displays the object of surveillance.
Begin Date	Displays the date the surveillance begins. Click the down arrow to access the Calendar utility.
End Date	Displays the date the surveillance ends. Click the down arrow to access the Calendar utility.
Location	Displays the name of the location where the surveillance occurred.
Reason	Indicates the reason for the surveillance. Click the down arrow to access the lookup list of codes.
Comment	Displays comments related to current surveillance record/observation. Double click the field to expand it.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically logged based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Removes the highlighted record from the database.

Trial Board Tab

The linking tab allows you to link employees as trial board members.

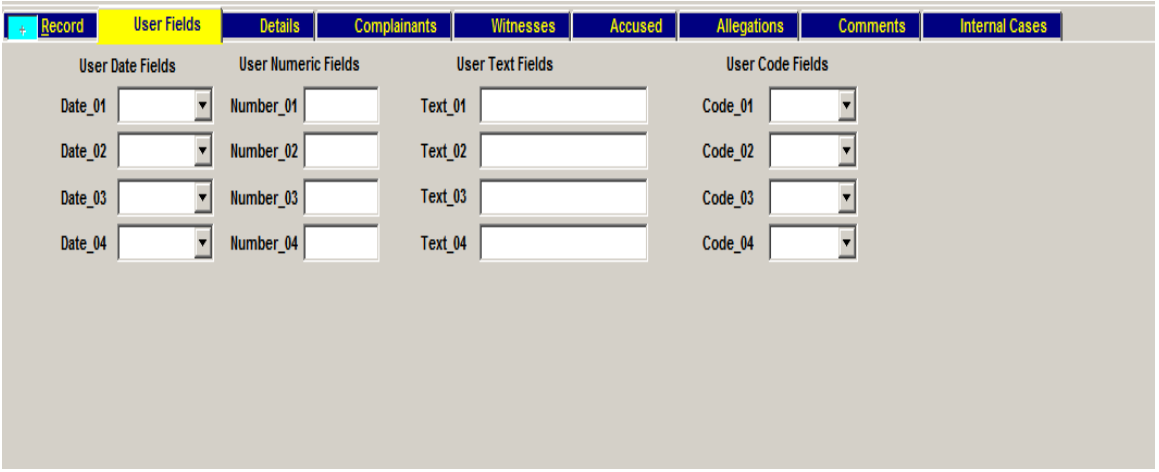


Trial Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Member ID	Displays the identification number of the employee who is assigned to the trial board. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search screen to search for the Employee ID.
Name	
Last	Displays the Last name of the employee. This field will populate when the Member ID is entered and saved.
First	Displays the First name of the employee. This field will populate when the Member ID is entered and saved.
Middle	Displays the Middle name of the employee. This field will populate when the Member ID is entered and saved.
Rank	Displays the rank of the employee. This field will populate when the Member ID is entered and saved.
Classification	Displays the classification of the employee's position. This field will populate when the Member ID is entered and saved.

Trial Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically logged based on the login of the user who created the record, and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on the user login that updated the record, and occurs upon saving changes to a record.
Delete	Removes the highlighted record from the database.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



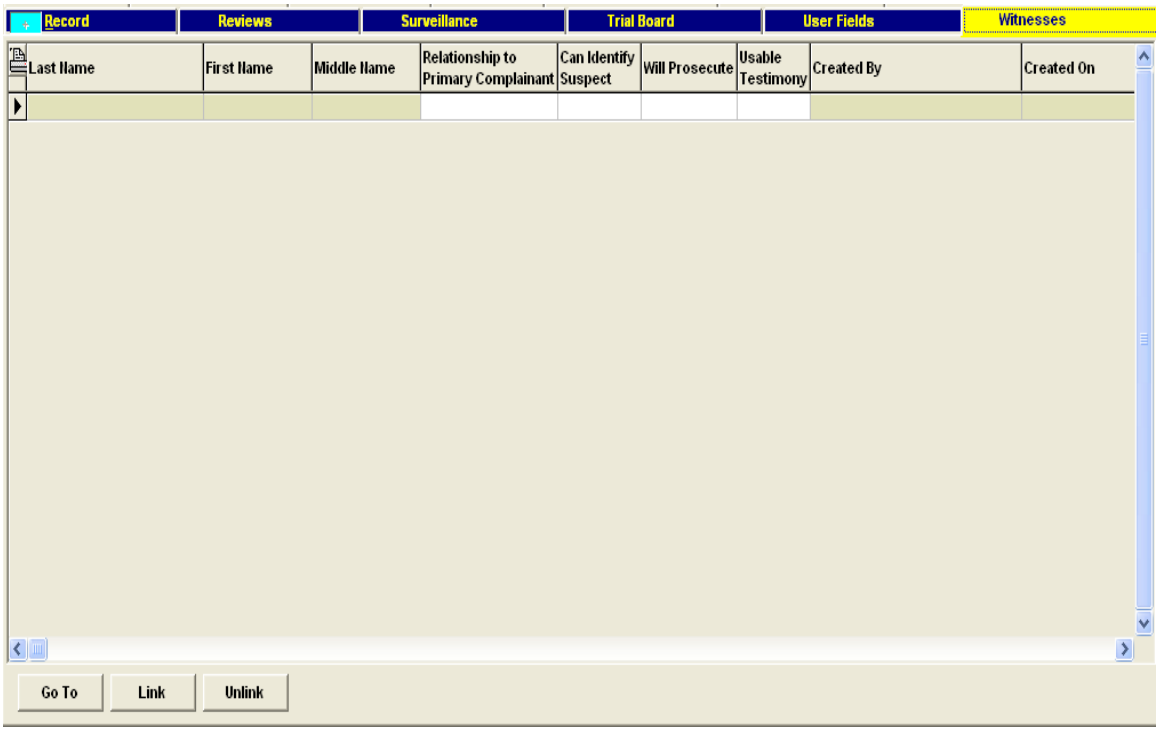
- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

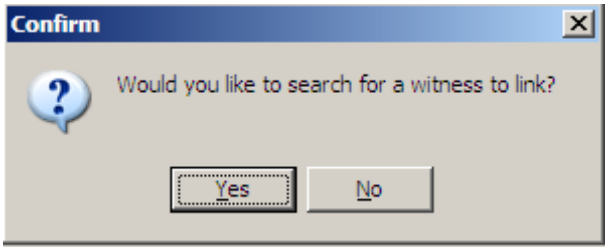
Witnesses Tab

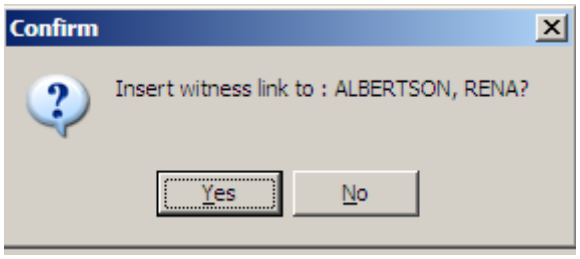
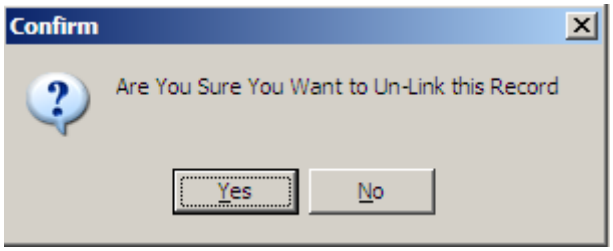
This combination tab allows you to link a name in the Disciplinary Tracking name tables to an Internal Case record as a Witness; it also allows you to track additional data associated with the name.

NOTE Name records must be created in the Associated Names module before they can be linked. Further, a name cannot be linked as both a Complainant and a Witness for the same record.



Witnesses Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Last Name	Displays the last name of the individual.
First Name	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Relationship to Primary Complainant	Displays the relationship between the name and the primary complainant. Click the down arrow to access the lookup list of codes.
Can Identify Suspect	Displays a code indicating whether the witness can identify the suspect. Click the down arrow to access the lookup list of codes.

Witnesses Tab Fields/Components	
Field/Component	**Description/Use**
Will Prosecute	Displays a code indicating whether the accused will be prosecuted. Click the down arrow to access the lookup list of codes.
Usable Testimony	Displays a code indicating whether the testimony is usable. Click the down arrow to access the lookup list of codes.
Created By	Displays the ID of the user who created the record. This is automatically logged based on the login of the user who created the record, and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically logged based on the user login that updated the record, and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
GOTO	Opens the Complainants Names module and displays the highlighted record.
Link	Links an Associated Name to an Internal Case record as a Witness. Click to display a dialog box asking if you would like to search for a case. Clicking Yes will display the Complainant Search screen. Clicking No will close the dialog box.  If an Associated Names module record is open and displayed when you click **Link**, the dialog box below will display with the complainant name.

Witnesses Tab Fields/Components	
Field/Component	**Description/Use**
	 Clicking **Yes** will link the displayed Associated Names record to the Internal Case record and populate fields on the tab. Clicking No will close the dialog box.
UnLink	Removes the link between the Internal Cases record and the highlighted Associated Name record. When you click **Unlink**, the dialog box below will display: Clicking **Yes** will unlink the records. Clicking No will close the dialog box. 

Accessing the Internal Cases Search Screen

The following methods may be used to open the Internal Cases Search:

From the Main Menu:

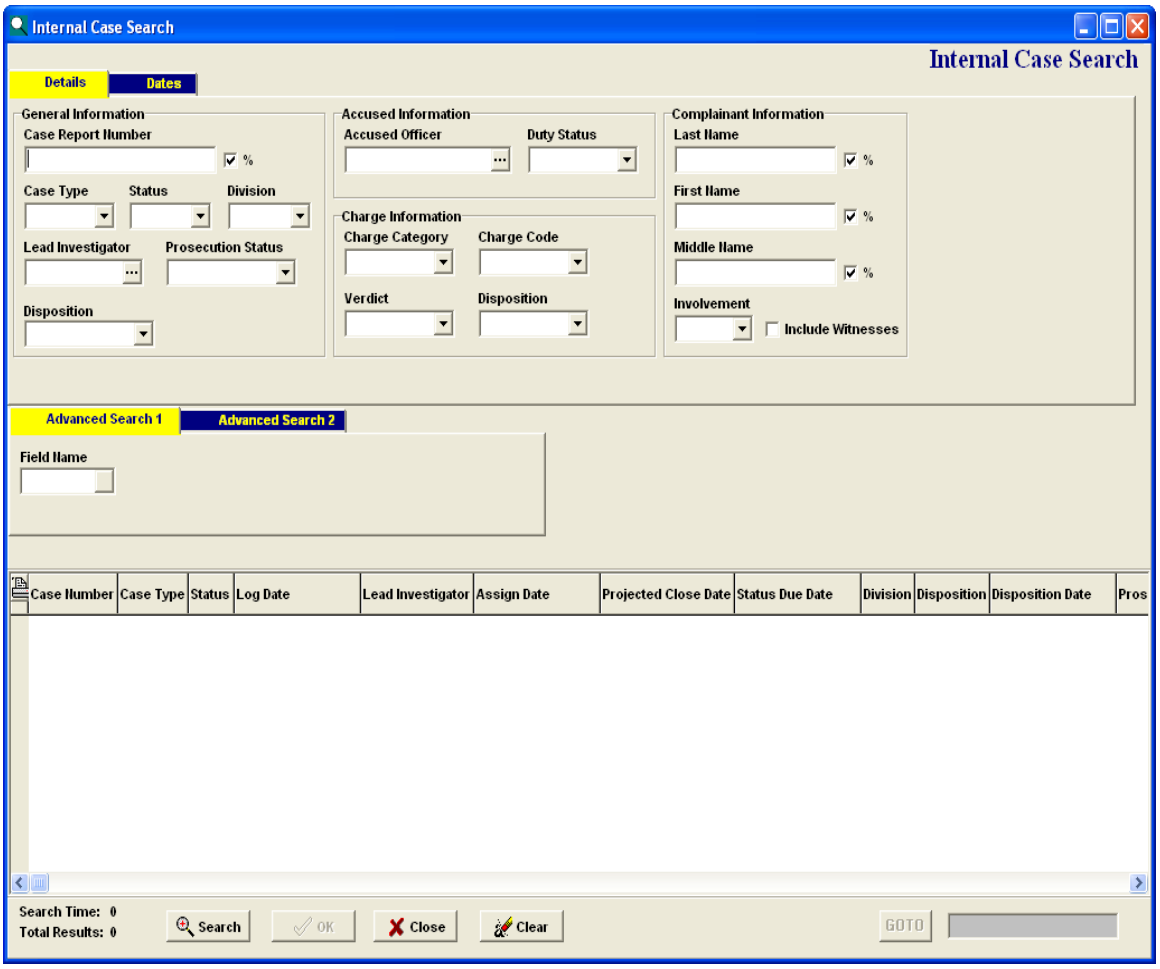
- Select Search > Disciplinary Tracking > Internal Cases

From within the module:

- Click **Search**

Internal Cases Search Parameters

The Internal Cases Search screen allows you to search for existing Internal Cases based on one or more search parameters. It includes a Details tab and a Dates tab. An illustration of the window and a description of the parameters follow:



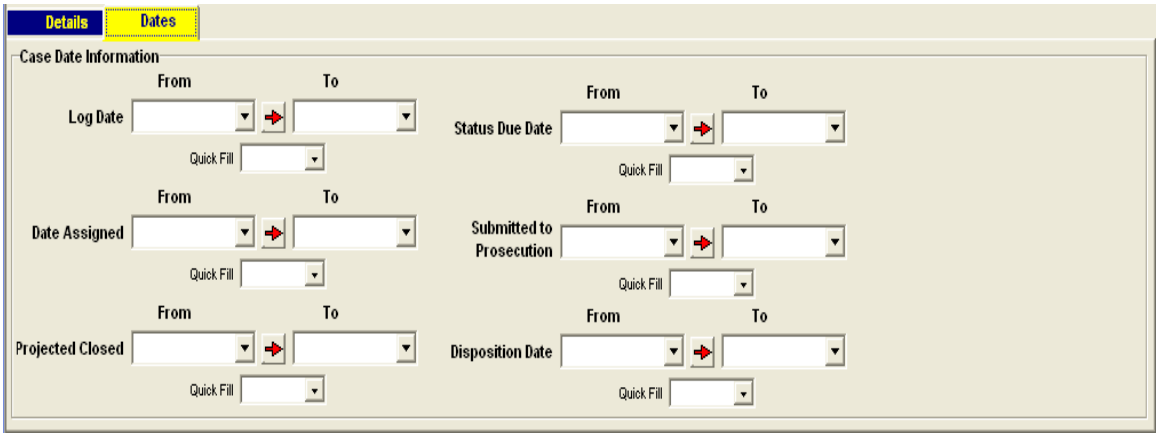
Details Sub-tab

Internal Case Search Screen > Details Tab Fields/Components	
Field/Component	**Description/Use**
General Information	
Case Report Number	Displays the number of the case. The % checkbox indicates whether to include a wildcard in the search.

Internal Case Search Screen > Details Tab Fields/Components	
Field/Component	**Description/Use**
Case Type	Displays the type of case. Click the down arrow to access the lookup list of codes.
Status	Displays the status of the case. Click the down arrow to access the lookup list of codes.
Division	Displays the Division. Click the down arrow to access the lookup list of codes.
Lead Investigator	Employee ID of the officer assigned as the lead investigator on the case. If the user knows the Employee ID, they can enter it into the field. Upon entry of the Employee ID, the system validates the ID against the employee records in the RMS. Click **…** to access the Employee Search screen to search for the Employee ID.
Prosecution Status	Displays the status of the prosecution. Click the down arrow to access the lookup list of codes.
Disposition	Displays the disposition. Click the down arrow to access the lookup list of codes.
Accused Information	
Accused Officer	Employee ID of the officer assigned to the case. If the user knows the Employee, they can enter it into the field. Upon entry of the Employee ID, the system validates the ID against the employee records in the RMS. Click **…** to access the Employee Search screen to search for the Employee ID.
Duty Status	Displays the duty status of the accused officer. Click the down arrow to access the lookup list of codes.
Charge Information	
Charge Category	Displays the charge category, such as Misconduct, and so forth. Click the down arrow to access the lookup list of codes.
Charge Code	Displays the code for the charge against the employee. Click the down arrow to access the lookup list of codes.
Verdict	Displays the verdict of the charge. Click the down arrow to access the lookup list of codes.
Disposition	Displays the disposition of the charge. Click the down arrow to access the lookup list of codes.
Complainant Information	
Last Name	Displays the last name of the individual.
First Name	Displays the first name of the individual.
Middle Name	Displays the middle name of the individual.

Internal Case Search Screen > Details Tab Fields/Components	
Field/Component	**Description/Use**
Involvement	Displays the type of involvement, such as complainant or witness. Click the down arrow to access the lookup list of codes.
Include Witnesses	A check in this box indicates the search results will include names of witnesses linked to the Internal Case.

Dates Sub-tab



Internal Case Search Screen > Dates Tab Fields/Components	
Case Date Information	
Log Date (From and To)	Displays a date range for when the case was logged. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.
Date Assigned (From and To)	Displays a date range for when the case was assigned. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.
Projected Closed (From and To)	Displays a date range for when the project closed. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.
Status Due Date (From and To)	Displays a date range for when the status is due. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.

Submitted to Prosecution **(From and To)**	Displays a date range for when the case was submitted to prosecution. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.
Disposition Date **(From and To)**	Displays the date range for when the disposition was issued. If entering a range, the first field is used as the beginning of the range and the second is used as the end of the range. Click the down arrow to access the Calendar utility.
Quick Fill	This function appears below each date parameter above. Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above.
Advanced Search Tabs	
Advanced Search (1 & 2)	Allows you to search on additional fields not included in the search parameters. For more information on Advanced Search, see the *RMS User Navigation Manual.*
Function Buttons	
	Opens the Export Data window.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted record in the module and closes the search window.
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search.
GOTO	Opens the highlighted record and leaves the search window open.

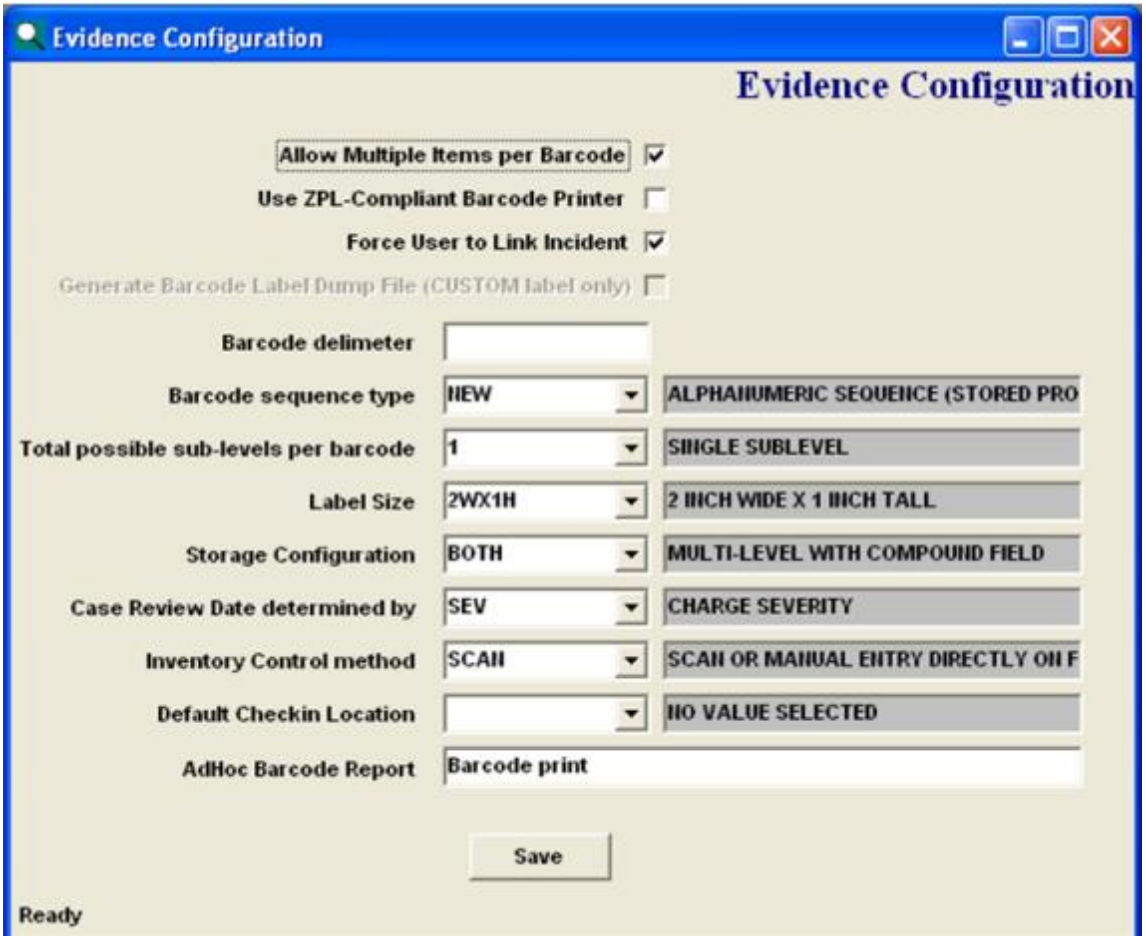
Configuring the Evidence Module

The Records Management System (RMS) allows you to track evidence using the Evidence module or the Evidence Barcode Control utility, depending on department preference. This document outlines some basic behavior of the Evidence module and details the special logic used to simplify the overall process.

Evidence Configuration

Because the behavior of the Evidence module is highly configurable, the Evidence Setup utility must be run once for each agency within the system before working with any evidence.

The Evidence Setup utility can be launched from the Main Menu under the Utilities > Evidence Control > Evidence Setup option.



Evidence Configuration screen

This evidence configuration screen helps establish the look and feel of the Evidence Module and how it will be used for a specific department. The eleven options available for configuration are described below:

Allow Multiple Items per Barcode (Yes (checked) or No (unchecked)) – This item should be checked if the agency allows multiple property items to be grouped under a single barcode. If this option is unchecked, every property item will be assigned a unique barcode and a unique evidence record.

Use ZPL-Compliant Barcode Printer (Yes (checked) or No (unchecked)) – This item should be checked if the agency uses a Zebra barcode printer to print any and all barcodes associated with evidence items. The Zebra family of barcode printers uses the ZPL function language that is embedded within the *in*PURSUIT source code to allow for better customization of barcode labels. If an agency opts not to use a Zebra printer, all barcodes printed from the RMS will be pushed out to an Ace Report that can be printed on any compatible third-party printer.

Force User to Link Incident – In an agency where all evidence items are linked to incidents, checking this item will force you to link an incident before saving an evidence item.

NOTE It is possible to auto-generate a barcode that will save an empty "shell" of an evidence item even if this option is checked. Once you enter any data and attempts to save, however, you will be forced to link an incident.

Barcode delimiter – This one-character field is used only when the multiple items per barcode option is checked; it identifies a reserved character that will be used to split a barcode into a main part and a sub-item identifier when a barcode is used to group several items together. For example, if five cell phones are recovered and grouped under barcode 555444, and the "-" is used as a delimiter, then the five phones can be given five separate barcodes, 555444-1, 555444-2, 555444-3, 555444-4, and 555444-5. Although the barcodes themselves can be unique, scanning any of the barcodes into the system will retrieve the same record.

Barcode sequence type (NEW, OLD) – For agencies that automatically generate barcode numbers, the barcode sequence type will determine how new barcodes are created. With the "New" method, an alphanumeric barcode in the format of "IXXXXXXX" is created where "I" denotes an evidence item and "X" represents an alphanumeric character. The "New" method allows for over 78 billion possible unique barcodes. The "Old" method uses the EVIDENCE_TAG_SN Oracle sequence along with Agency-defined formatting characters that allows up to 10 million possible unique barcodes.

Total possible sub-levels per barcode (1) – When an agency allows multiple items per barcode, this parameter allows evidence items to be further sub-divided up to n sublevels.

NOTE Currently, only one sublevel per barcode is supported.

Label Size (2WX1H, 5WX4H) – When using a Zebra printer to print barcodes, this parameter will determine the default label size for barcode labels.

Storage Configuration (1LOC, MULT, BOTH) – This parameter will determine how storage locations are handled within an agency. For an agency where storage locations are represented by a single, unique key, the 1LOC option can be used. For agencies that use a series of fields to represent a location, the MULT option can be used. For agencies that use multiple storage fields along with the single, unique key field, the BOTH option can be used.

Case Review Date determined by (ACT, SEV, ACTSEV, SEVACT) – The case review date – when an evidence item can be removed from evidence inventory – can be automatically calculated by referencing any combination of two reference properties: the Action (found property, safe keeping, and so forth) or the charge severity (felony, misdemeanor). An agency can use Action or Severity alone (ACT, SEV), or select an option where both properties are used and one property takes precedence over the other (Action before Charge Severity or Charge Severity before Action).

Inventory Control method (XML, SCAN) – When working in the barcode control utility, this parameter will determine how inventory validation is handled by the application. You should select the XML inventory control option if using a PDA-like scanner that runs a Windows Mobile OS, and the SCAN option should be used with any scanner that does not have a user interface (for example: a trigger-like scanner device).

Default Check-in Location – When checking in an existing item or inserting a new item, this setting can be used to automatically assign that item to a particular location. This setting is useful if all evidence items are put in one holding area in the evidence locker before being slotted into individual locations within the evidence locker.

NOTE This option is useful only if the 1LOC or BOTH option is selected in the Storage Configuration option (see number 8 above).

AdHoc Barcode Report - Holds the name of the Ad Hoc barcode report that needs to be printed, for an agency where 'Use ZPL Compliant Barcode Printer' is not checked (available). When this box is *not* checked, on clicking **Print** (adjacent to Barcode# on the Evidence Module), an Ad Hoc Report that is already configured with the name given in the "AdHoc Barcode Report" field will be printed. When the box *is* checked, the Ad Hoc report will *not* be printed.

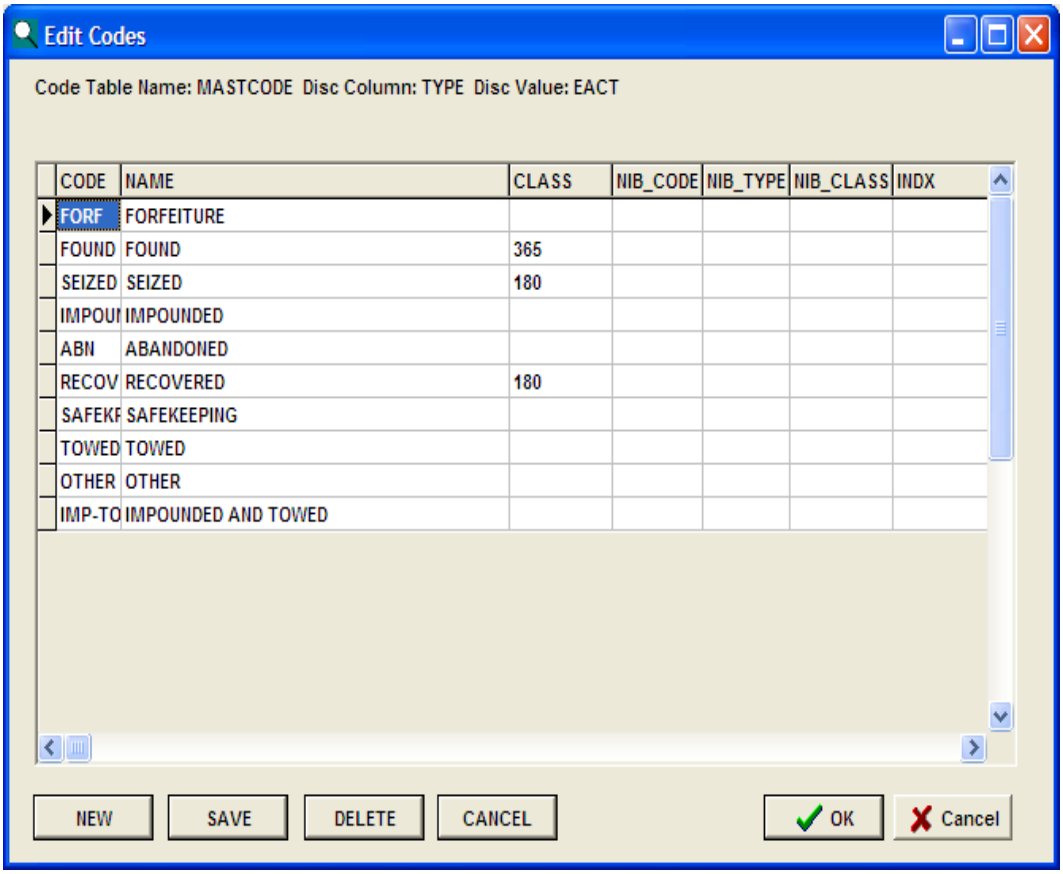
IMPORTANT Unlike other code drop-downs within the RMS, the code drop-downs on the Evidence Setup utility see values in the newly created EVIDENCE_SETUP_CODES table. This table is unfiltered by agency (codes will be the same for all agencies) and the codes within the table are set and monitored by Intergraph; you should not add or modify any codes in this table.

NOTE Once the evidence setup utility has been run, it should not be necessary to re-run it. It is recommended that once the evidence parameters have been set, this utility be disabled by the menu security tab in Permission Group Security.

Case Review Date Configuration by Action Code

The Case Review Date will be determined by the Action, the charge Severity, or some combination of the two.

NOTE When the Action Code drives the case review date, the action code will have a corresponding number in the CLASS column of the MASTCODE table. This CLASS value represents the number of *days* that must pass before an item's case review date arrives.



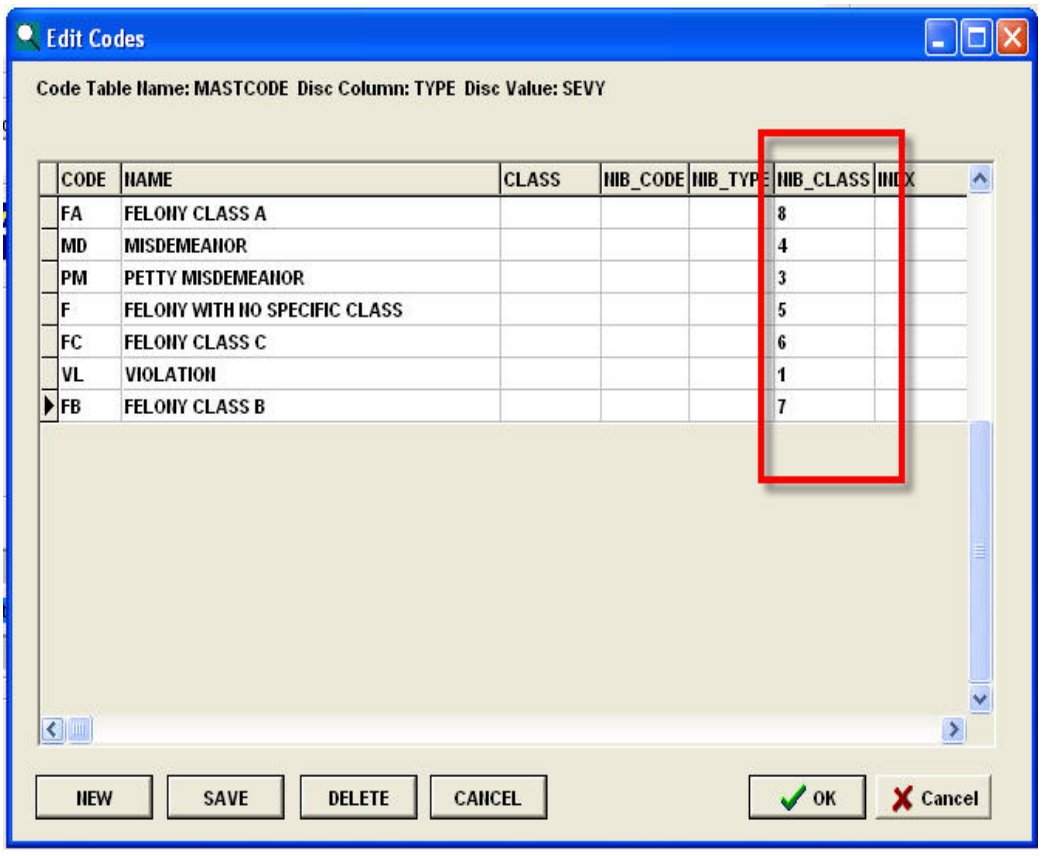
Case review date by action code

To configure the Case Review Date to be populated by the Action, the CLASS column in the ACTION Code Table must contain the number of days the item needs to be held until the case review date arrives:

In the scenario above, any property item marked "FOUND" will be stored for 365 days.

Case Review Date Configuration by Charge Severity

If the Case Review Date is driven by the charge Severity, the severity code will also have a corresponding NIB_CLASS, although in this case, the value in the NIB_CLASS column represents the total number of *years* that a piece of evidence will need to be held until the case review date arrives:



Case Review Date by Charge Severity

NOTE Even though the Case Review Date will auto-calculate based upon the parameters that were established in the setup screen, this field can be overridden.

Class/Code Configuration

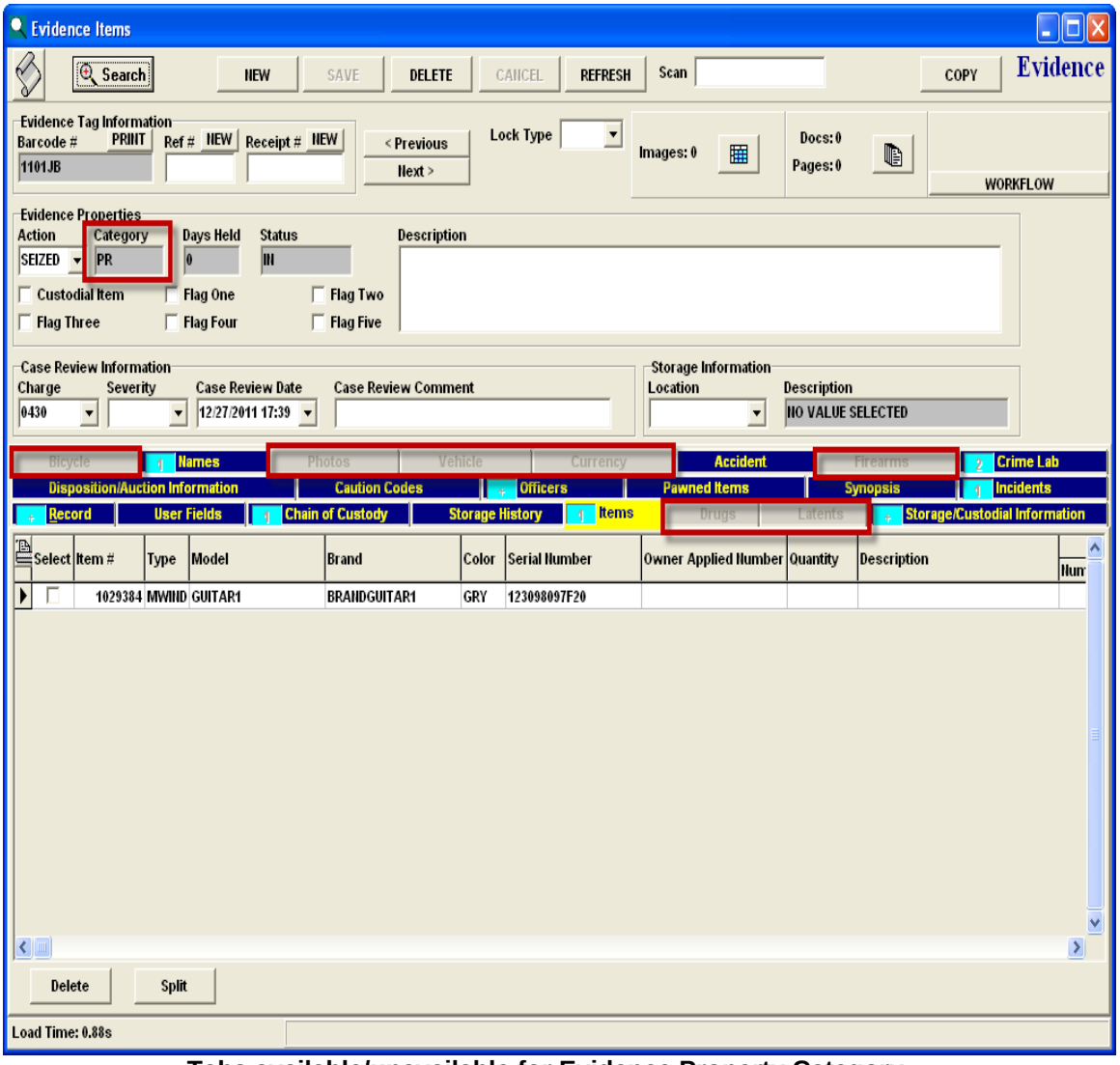
Unlike other RMS modules, the functionality of the new Evidence Module is heavily reliant upon the setup of code drop-downs. Failure to properly set up codes within the module can lead to unexpected behavior, and parts of the module can fail to function altogether. Codes need to be set up for each agency using the module; the critical code types are listed below: All codes are stored in the MASTCODE table.

Evidence Properties – Category

The most important field on the header is the **Category** field, as it determines which tabs will be available to you. An agency can have any number of category codes, but each code in the system must tie back to one of nine category classes:

BC – Bicycle
CN – Container
DR – Drugs
FA – Firearms
LA – Latents
MN – Money/Currency
PH – Photographs
PR – Property
VH – Vehicle

Once a category is selected, certain tabs will immediately become disabled (grayed out). This behavior is unique to the Evidence Module and is designed to simplify the data entry process. In the example below, selecting the Property category immediately disabled the Bicycle, Photos, Vehicle, Currency, Firearms, Drugs, and Latents tabs.



Tabs available/unavailable for Evidence Property Category

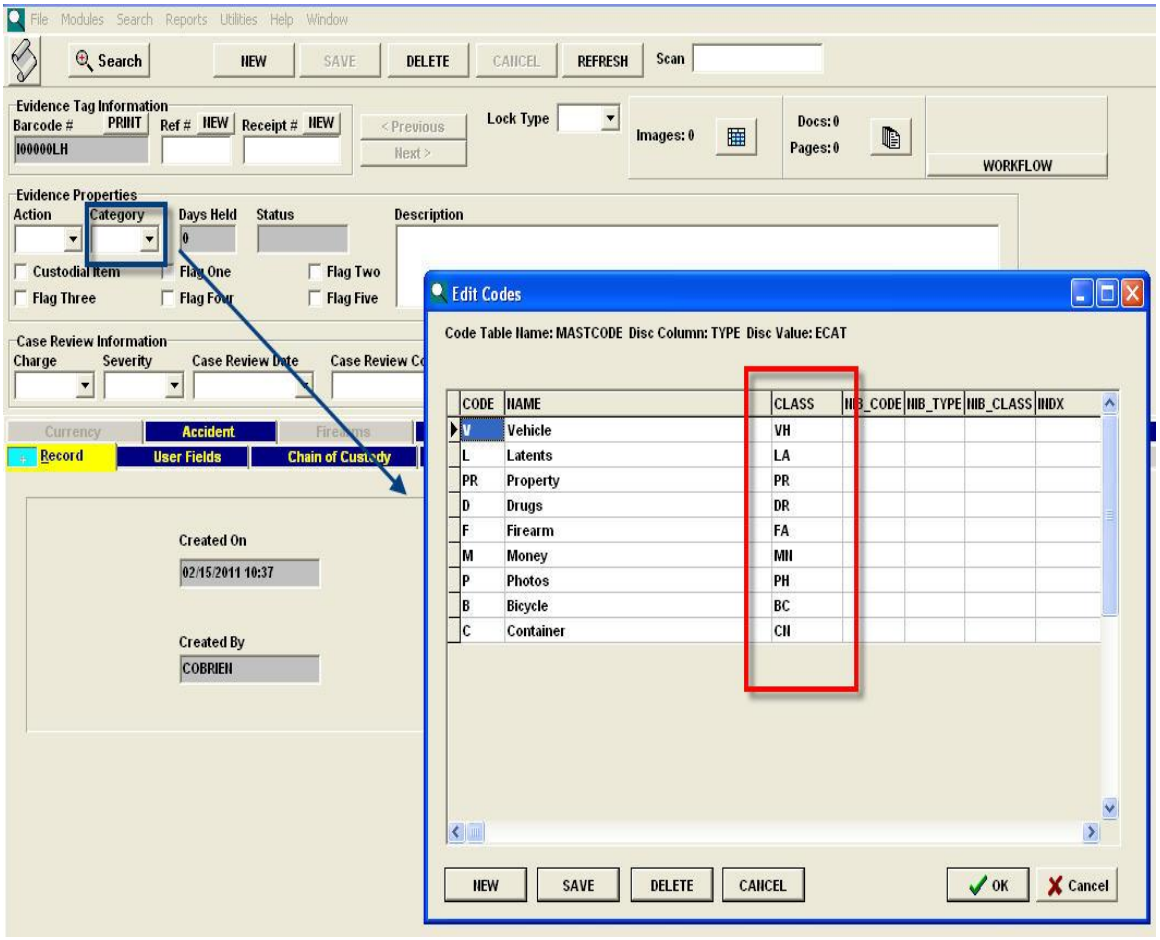
Configuration - Category

CODE TYPE: ECAT

DROP-DOWN: Evidence header, Category

NECESSARY CLASS CODES: MN, PH, BC, DR, LA, FA, PR, VH, CN

NOTE This code drop-down drives the availability of tabs within the module. Every code in the table must have a corresponding class so the proper tab will become active when the category is selected. It is acceptable for the same class to appear under more than one code.



Evidence Category Codes

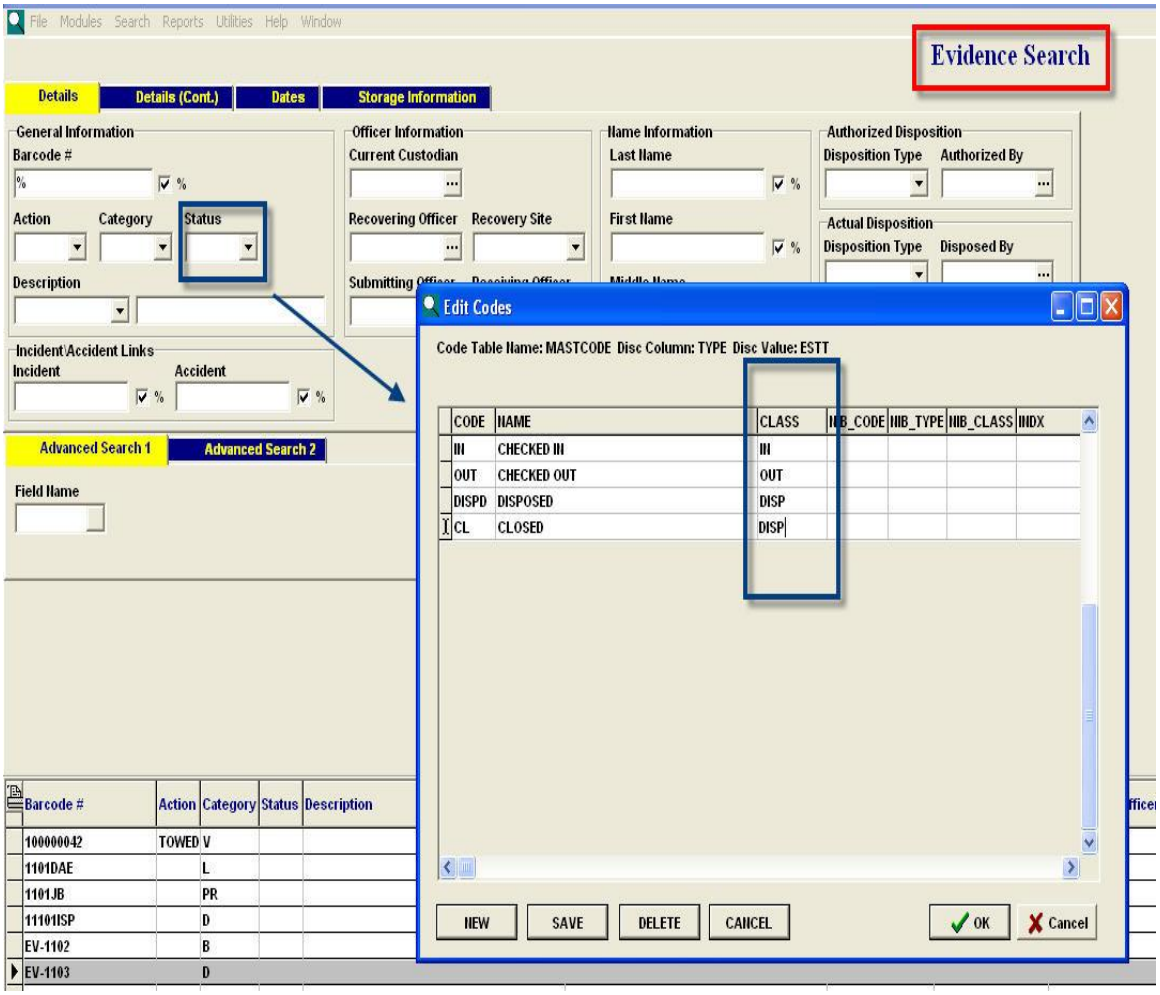
Evidence Properties – Status

CODE TYPE: ESTT

DROP-DOWN: Evidence Search, Status field under Details tab (this field is read-only and therefore not editable on the main Evidence module).

NECESSARY CLASS CODES: IN, OUT, DISP

NOTE This field represents the storage status of an item. When an item is first entered into evidence, the program will look up the code for the IN class and switch the status to that code. Similarly, when an item is physically disposed (Actual Disposition fields are filled in), the program will look up the code for the DISP class and change the status to that code. It is recommended that only one code is used for each of the three necessary class fields. In the scenario below, disposing the item would only pull the first code with the DISP class (in this case "CL"), so the DISPD code will never be used.



Evidence Status codes

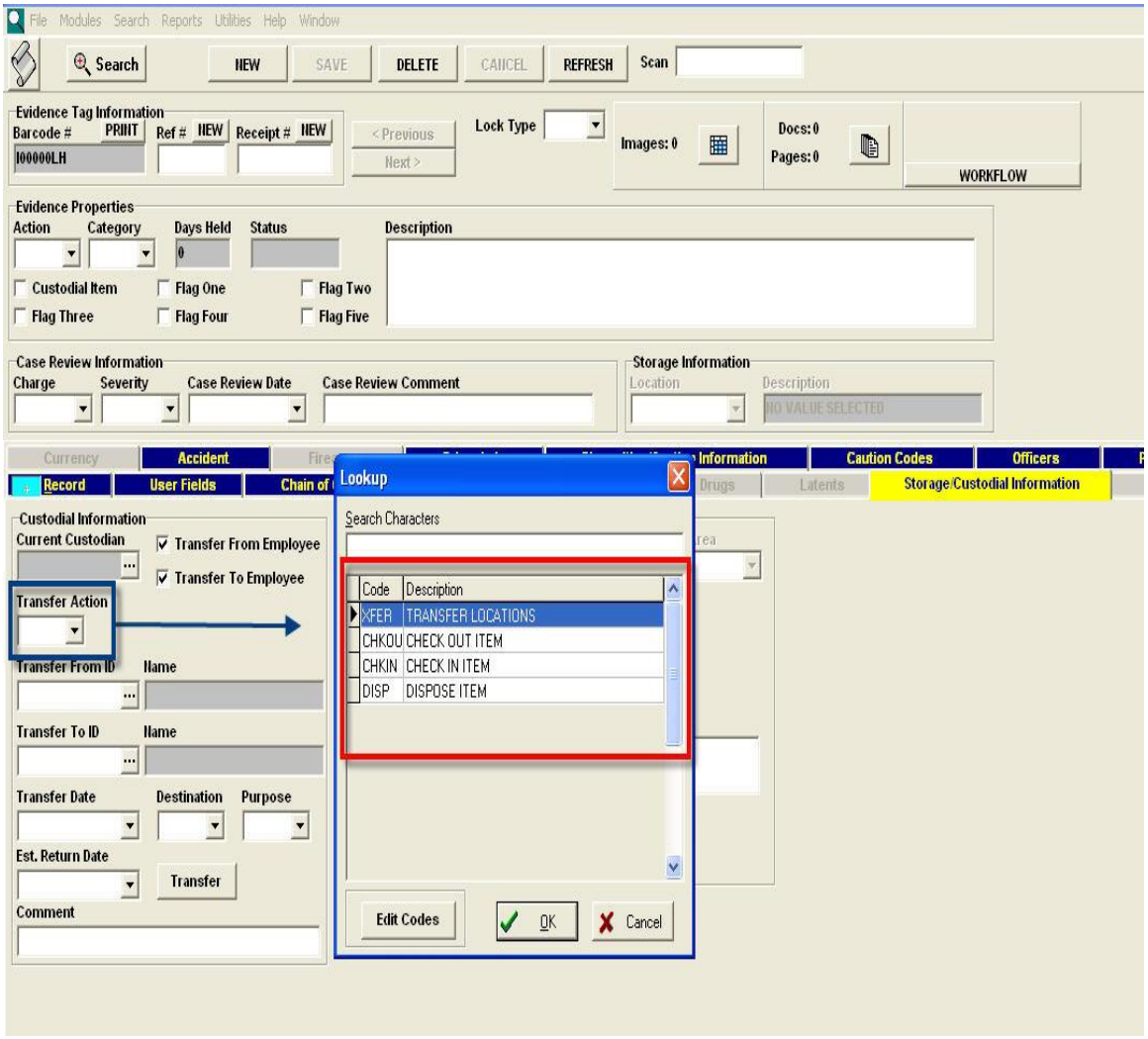
Evidence Properties – Transfer Action

CODE TYPE: EVAC

DROP-DOWN: Transfer Action on the Storage/Custodial Items tab.

NECESSARY CLASS CODES: IN, OUT, DISP

NOTE When an item is transferred, the action of the transfer must correlate to a resulting storage status. So checking in an item would result in a status of IN, checking out an item would result in a status of OUT, and so forth. When an action is selected, the corresponding CLASS of the action code is matched to the CLASS of the status code (ESTT above). Essentially, the CLASS of the action drop-down will drive the status code of the item. Although the two drop-downs are closely related, they are not identical. Think of the action as exactly that, an ACTION, an event that actually occurs that causes a change to the STATUS.



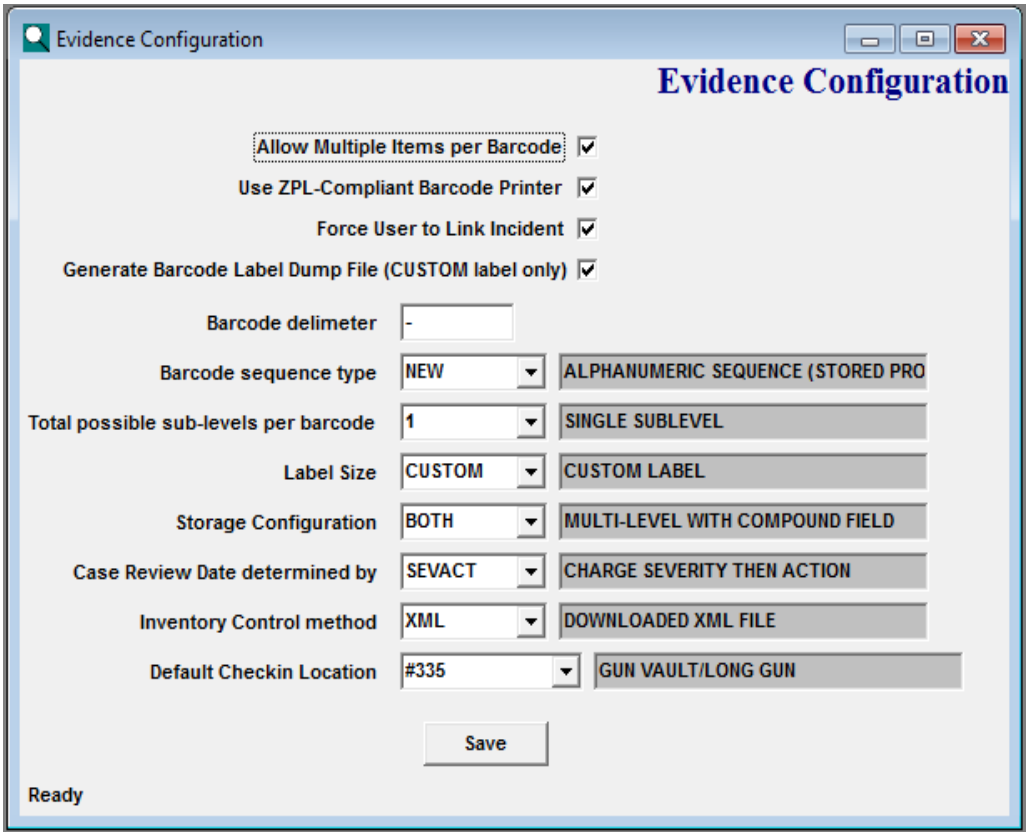
Evidence Transfer Action

Customizing Evidence Barcode Labels

With the release of inPURSUIT 12.5, agencies using ZPL-compliant barcode printers will be able to take advantage of a new evidence barcode label option. The new 'CUSTOM' label option will allow agencies to define the size and content of evidence barcode labels using a customizable template. This document provides an overview of how this new option may be configured.

Selecting the CUSTOM Barcode Label

The custom barcode label is only available to agencies that use a ZPL-compliant barcode printer (e.g. Zebra TLP 2844-Z). To set the custom-defined label option for an agency, select the 'CUSTOM' code on the **Label Size** drop-down on the Evidence Configuration screen:



Once the 'CUSTOM' option is selected, all terminals for that agency will reference the evidence barcode template to format barcode labels.

The Evidence Barcode Template

When using custom labels, the RMS will reference a file called *EvidenceBarcodeTemplate.txt* to format the label for printing. The default template file distributed by Intergraph replicates the standard 5X4 Zebra label currently listed as one of the available label size options. This file may be pushed out to RMS clients using the updater; it must reside in the same folder as the *in*PURSUIT executable. The template file will include a series of ZPL commands, along with several RMS-supported parameters. RMS will read the template file and swap parameter strings with the corresponding data values; the resulting file will then be sent to the barcode printer.

Parameters will be encapsulated in a set of braces { }. The RMS supports three separate parameter types: fields, field labels, and evidence description. Each parameter type has slightly different input requirements.

FIELDS

Format: {*FIELDNAME*} or {*FIELDNAME*,*maxsize(int)*}

Example: {CATEGORY}, {CHARGE,40}

When the RMS encounters a field parameter, it will substitute the field parameter string with the corresponding data value for the specified field. If the optional maxsize parameter is included, the data value will be truncated to the number of characters specified. If no maxsize parameter is provided, the full text of the field will print on the label. The following fields are supported by the custom label logic:

FIELDNAME	***DESCRIPTION***	***DATA SOURCE (DATABASE FIELD)***
AGENCY	Name of agency	DULS_AGENCY.NAME
BARCODE	Evidence barcode	EVIDENCE_ITEMS.TAG
INCIDENT	Associated incidents	N/A (concatenated INCIDENT.INCIDENT_NUM)
ACCIDENT	Associated accident	ACCIDENT.ACCIDENT_REPORTNUM
INFO	Page x of y label	N/A (applies to evidence sub-items only)
CATEGORY	Evidence Category	EVIDENCE_ITEMS.CATEGORY*
SERIALNO	Serial Number	EVIDENCE_ITEMS.SERIALNUM**
CHARGE	Associated charge	EVIDENCE_ITEMS.CHARGES*
SUBMITOFCR	Submitting officer	EVIDENCE_ITEMS.OFCR_SUBMITTED*
RECEIVEOFCR	Receiving officer	EVIDENCE_ITEMS.OFCR_RECEIVED*
RECEIVEDATE	Date received into evidence	EVIDENCE_ITEMS.RECEIVED_ON
DISPOSALDATE	Case review date	EVIDENCE_ITEMS.DISPOSAL_DATE
USERCOMMENT	Barcode label description	N/A (Entered by user at time barcode is printed)
SUSPECT	Associated suspect	N/A ***
OWNER	Associated owner	N/A ***
PRINTTIMESTAMP	Date/Time label printed	N/A (calculated at time of printing)
STORELOC	Storage location	EVIDENCE_ITEMS.LOCATION

* Category, Charge, and Employee fields will link back to codes or ID's, but the label will print the corresponding description of the code or the full name of the employee in lieu of the code or ID.

** When printing Sub-Item barcode labels for individual property items grouped under a single barcode, the serial number will map to the EVIDENCE_SUBITEMS.SERIALNUM field.

***In order to obtain owner information, the RMS will use the LNAME, FNAME, and MIDDLE fields in the EVIDENCE_NAMES table where the INVOLVEMENT code correlates to the OWN class. If multiple owners are encountered, only one owner name will print on a barcode label. To obtain suspect information, the RMS will use the LNAME, FNAME, and MIDDLE fields in the EVIDENCE_NAMES table where the INVOLVEMENT code correlates to the SUSP class. If multiple suspects are encountered, only one suspect name will appear on the barcode; not all fields need to be present in the template for the label to print. Any fields that are used must be entered *exactly* as they appear above (the code that parses the file is case-sensitive). If the data value for a particular field is NULL, no data will print for that field on the label.

FIELD LABELS

Format: {*FIELDNAME*LABEL, *Field Description*}

Example: {INCIDENTLABEL,Incident: }

The field label parameters allow for the placement of descriptive headings for the fields that are available in the barcode label. To enter a field label parameter, enter one of the supported field names with the word 'LABEL' appended to it. After a comma separator, enter the text of the title or description exactly as it should appear on the label. Field labels are necessary only if the agency wants the specified text to be suppressed if the corresponding field is empty. If the agency wants the title or description to print even if no data is present, it should simply enter the text directly without using the parameter. It is not necessary to include a field label parameter for every field name used.

EVIDENCE DESCRIPTION

Format: {DESCRIPTION, *max characters per line, max lines, starting Y position, Y change*}

Example: {DESCRIPTION,48,14,535,23}

The evidence description parameter is used exclusively for formatting the print layout for the EVIDENCE_ITEMS.DESCRIPTION field. Because the field accommodates up to 4000 characters, special formatting was added to break apart the text across multiple lines so that it would not need to be excessively truncated. As with the regular field parameters, the first numeric value after the DESCRIPTION field name indicates the maximum number of characters per line. Unlike the field parameter however, the description field also adds a *max lines* input that can be used to indicate how many lines may be used to represent the DESCRIPTION field. In the example above, the description prints 48 characters per line for up to 14 lines for a maximum of 672 characters.

In addition to the maximum characters and maximum lines parameters, the description field also includes two inputs to assist in plotting each description line. The first value represents the starting Y position of the description text. The second value identifies the height of the text line in dots. The height value is used to set the starting Y position for each line of the description. By default, the bottom of the label will be the Y zero-value, so when the Y value for each successive line is calculated, the Y change value will be *subtracted* from the previous Y value. In the above example, the starting Y values for the description will be 535, 512, 489, 466, and so forth In order to set the Y values, the description line must include the string 'YYY' in the position that would normally indicate the Y coordinate of the line:

Normal Line: ^FO627,128^AD18,10^FD{CATEGORY}^FS

Description Line: ^FOYYY,15,AD18,10^FD{DESCRIPTION,48,14,535,23}^FS

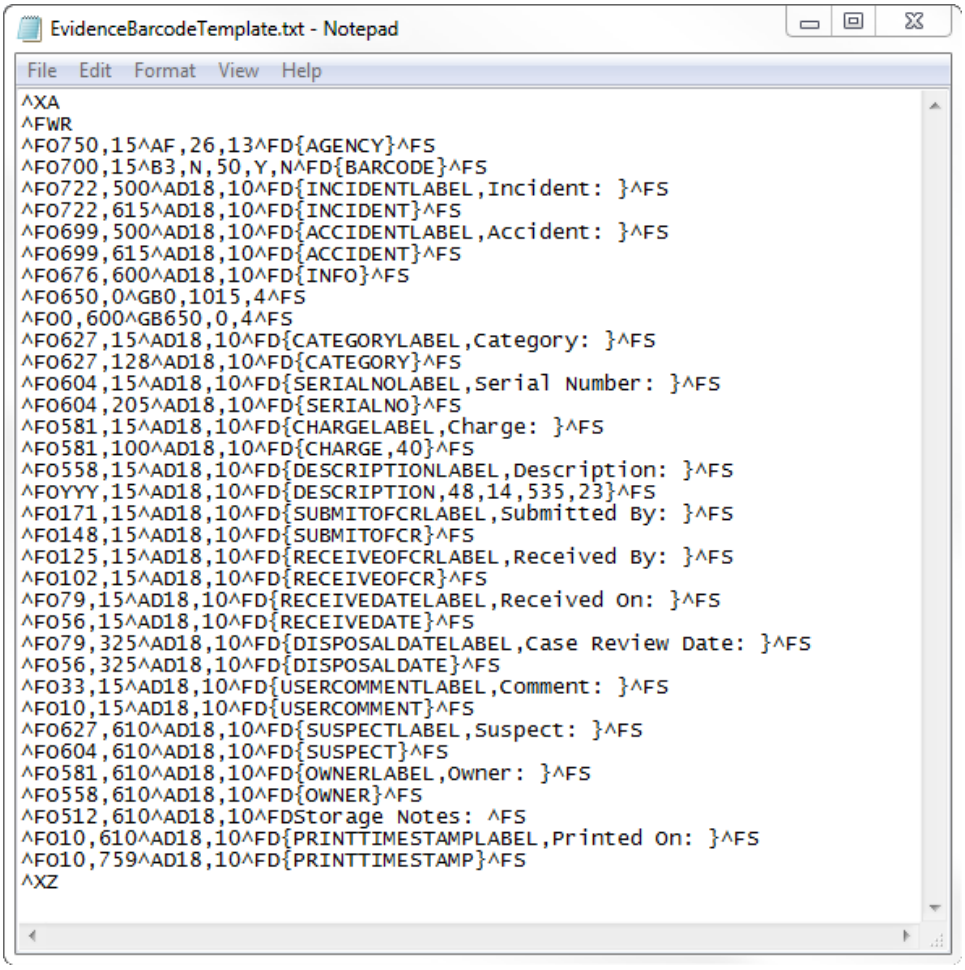
Failure to add the 'YYY' identifier will cause an exception. As with all other fields that are available with the custom evidence label, use of the description field is optional when setting up the barcode template. If the field is used, however, all parameter inputs must be provided. The description field has a corresponding description field label. The DESCRIPTIONLABEL follows the same parameter format as all other field labels.

Debugging Output

If a user selects the CUSTOM barcode label size, the evidence setup screen also allows users to select the Generate Barcode Label Dump File option. When this feature is used, a copy of the file that is submitted to the printer will be saved to the local machine in the same folder as the *in*PURSUIT executable. The file, called *BarcodeLabelOutput.txt*, will contain all RMS-updated data values inline with the ZPL commands. This file may be used by administrators to troubleshoot and tweak the formatting of the barcode, without repeatedly processing the label through *in*PURSUIT. Once the design has been finalized, the template can be updated to incorporate the changes made to the output file.

Notes

The barcode template file relies heavily upon ZPL commands, and only programmers who are fluent in the ZPL command language should attempt to modify the template file. A copy of the ZPL programming guide may be obtained from Zebra Technologies: *http://www.zebra.com* (see http://www.zebra.com - *http://www.zebra.com*). Although the Zebra printers support many barcode formats, *in*PURSUIT is certified to work with Code 39 linear barcodes only. In order to prevent possible complications with fields overlapping (especially with the DESCRIPTION logic), it is recommended that template programmers use fixed space fonts only. When editing the template file, no more than one parameter may appear on a single line. The default template file is displayed below:



EvidenceBarcodeTemplate.txt - Notepad

File Edit Format View Help

```
^XA
^FWR
^FO750,15^AF,26,13^FD{AGENCY}^FS
^FO700,15^B3,N,50,Y,N^FD{BARCODE}^FS
^FO722,500^AD18,10^FD{INCIDENTLABEL,Incident: }^FS
^FO722,615^AD18,10^FD{INCIDENT}^FS
^FO699,500^AD18,10^FD{ACCIDENTLABEL,Accident: }^FS
^FO699,615^AD18,10^FD{ACCIDENT}^FS
^FO676,600^AD18,10^FD{INFO}^FS
^FO650,0^GB0,1015,4^FS
^FO0,600^GB650,0,4^FS
^FO627,15^AD18,10^FD{CATEGORYLABEL,Category: }^FS
^FO627,128^AD18,10^FD{CATEGORY}^FS
^FO604,15^AD18,10^FD{SERIALNOLABEL,Serial Number: }^FS
^FO604,205^AD18,10^FD{SERIALNO}^FS
^FO581,15^AD18,10^FD{CHARGELABEL,Charge: }^FS
^FO581,100^AD18,10^FD{CHARGE,40}^FS
^FO558,15^AD18,10^FD{DESCRIPTIONLABEL,Description: }^FS
^FOYYY,15^AD18,10^FD{DESCRIPTION,48,14,535,23}^FS
^FO171,15^AD18,10^FD{SUBMITOFCRLABEL,Submitted By: }^FS
^FO148,15^AD18,10^FD{SUBMITOFCR}^FS
^FO125,15^AD18,10^FD{RECEIVEOFCRLABEL,Received By: }^FS
^FO102,15^AD18,10^FD{RECEIVEOFCR}^FS
^FO79,15^AD18,10^FD{RECEIVEDATELABEL,Received On: }^FS
^FO56,15^AD18,10^FD{RECEIVEDATE}^FS
^FO79,325^AD18,10^FD{DISPOSALDATELABEL,Case Review Date: }^FS
^FO56,325^AD18,10^FD{DISPOSALDATE}^FS
^FO33,15^AD18,10^FD{USERCOMMENTLABEL,Comment: }^FS
^FO10,15^AD18,10^FD{USERCOMMENT}^FS
^FO627,610^AD18,10^FD{SUSPECTLABEL,Suspect: }^FS
^FO604,610^AD18,10^FD{SUSPECT}^FS
^FO581,610^AD18,10^FD{OWNERLABEL,Owner: }^FS
^FO558,610^AD18,10^FD{OWNER}^FS
^FO512,610^AD18,10^FDStorage Notes: ^FS
^FO10,610^AD18,10^FD{PRINTTIMESTAMPLABEL,Printed On: }^FS
^FO10,759^AD18,10^FD{PRINTTIMESTAMP}^FS
^XZ
```

Accessing the Evidence Module

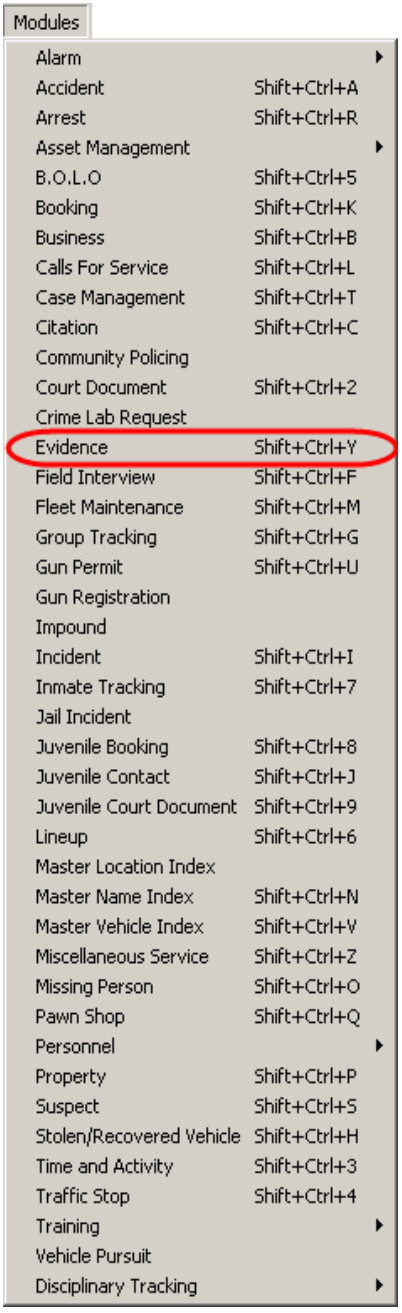
The Evidence Module can be accessed in the following ways:

From the Main Menu:

- Select Modules > Evidence

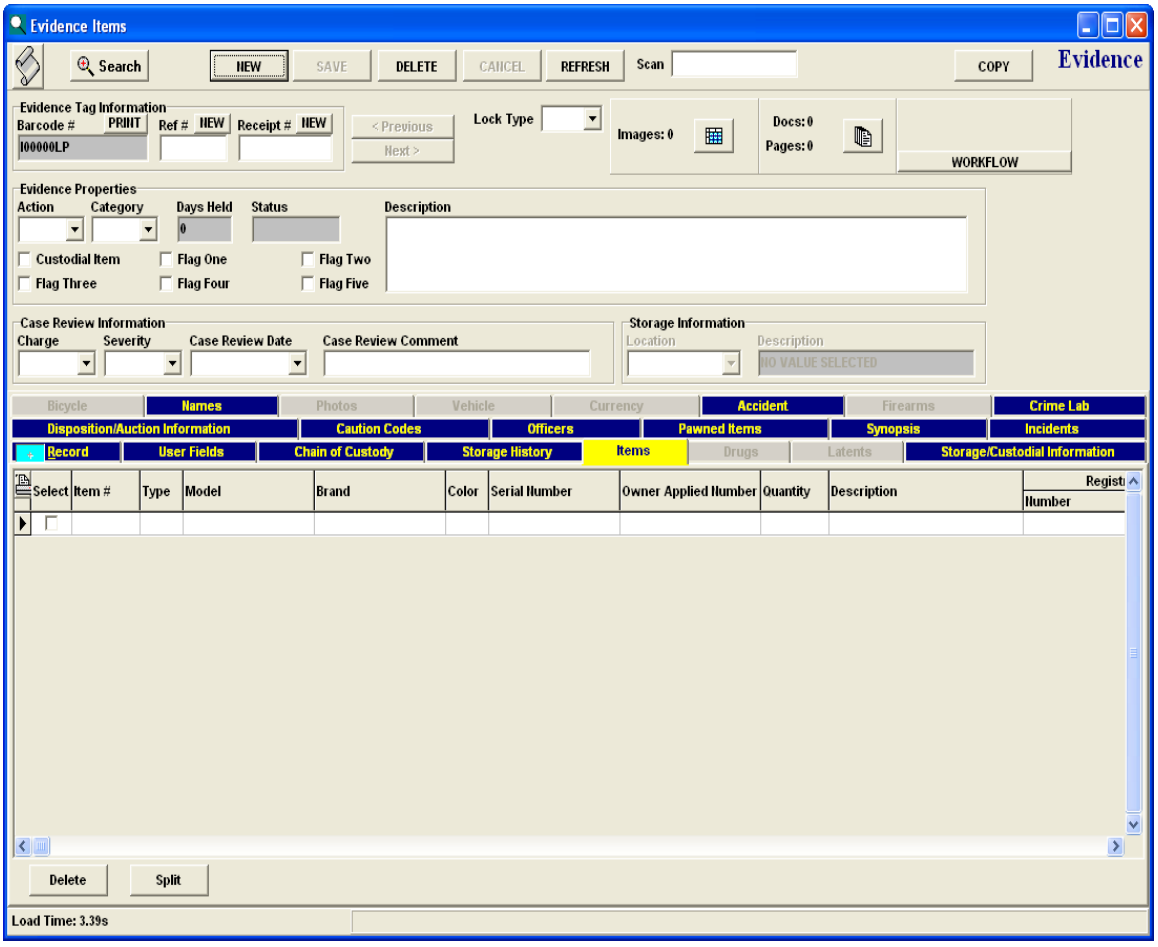
Using the shortcut key combination:

- Press SHIFT + CTRL + Y



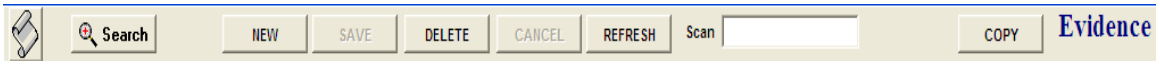
Using the Evidence Module

The Evidence module is used to enter and monitor evidence item(s). This module conforms to the basic look and feel of the overall RMS application and encompasses all standard functionality, including the ability to change screen labels, grids, and so forth, using the Customization toolbox.



As with other RMS modules, the Evidence module is divided into three areas: an action button panel containing Global RMS buttons, the Header Area, and tabs to associate additional information to the record.

Action Components



Action button panel

The button panel located at the top of the module allows you to perform most actions that read from and write to the database. The button on the far left of the panel is used to launch the Evidence data sheet.

Global Button Features

The Search, New, Save, Delete, Cancel, and **REFRESH** buttons all function according to the standards enforced throughout the application.

As with several other modules, the Evidence module includes a Copy button allowing you to easily copy all data present in an existing Evidence record and post it to a newly created record.

When copying an Evidence item, all data is transposed to the new item except for chain of custody and storage history information.

NOTE For more information on copying, see the section on *Record Splitting.*

Evidence Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Evidence Sheet for this module.
Search	Accesses the Evidence Search to locate an existing Evidence record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Scan	Allows you to display an evidence record by placing the cursor in the field and scan an existing evidence item's barcode. When you scan the barcode, it will display the Evidence record in the RMS.

Evidence Module Fields/Components	
Field/Component	**Description/Use**
COPY	Creates a new record and populates the fields of the new record with the data from the copied record.

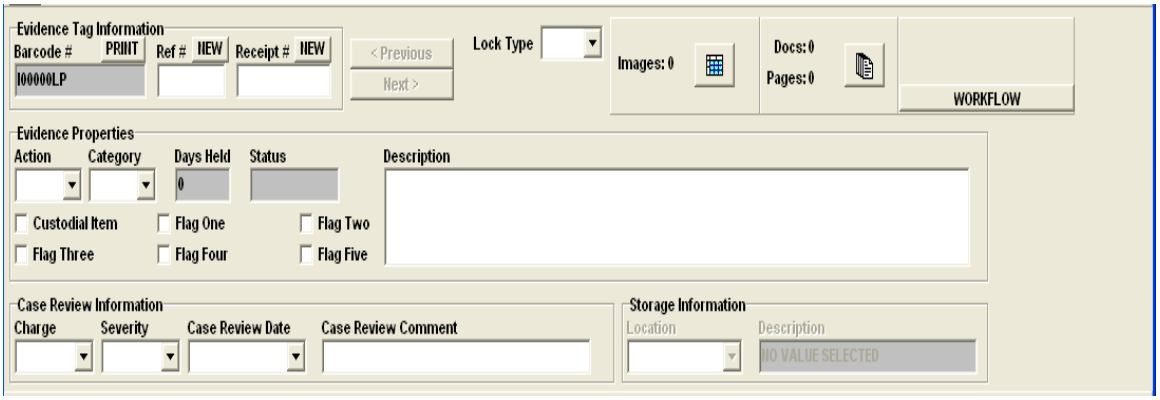
Scan

The Evidence Module also includes a Scan text box within the button panel. By default, all the panels on the Evidence Module are disabled when the module is first opened; you can only access different fields within the module if a new record is created or an existing record is loaded by using the Evidence Search screen.

However, it is also possible to immediately launch an Evidence record by clicking the Scan field and scanning the barcode of an existing Evidence item. Once a barcode is scanned, the RMS will load the record automatically.

Evidence Module Header Area

The Evidence Header contains the records summary information for the evidence item, including the: barcode, images, documents, Workflow access, general evidence properties, basic case review information and the current storage location for agencies that use the single key storage field.



Depending upon security rights and the default configuration, you can be able to auto-generate a barcode or manually key in a new barcode.

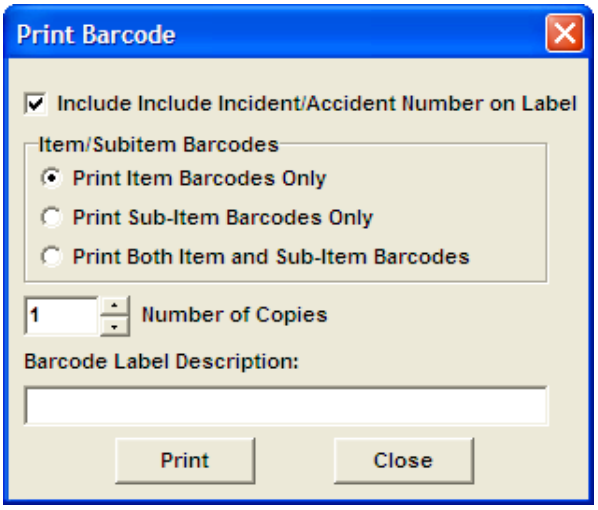
The reference number and receipt number fields tie back to a particular incident or accident. Typically, each officer who retrieves property from an incident or accident scene will have a single receipt with one or more reference items per receipt. The receipt and reference number fields can only be used after a piece of evidence has been linked to a particular incident or accident.

Evidence Numbering Fields	
Barcode #	Displays the barcode number attached or assigned to a particular piece of evidence.
PRINT	Click to print the barcode for the evidence record. (*See additional details below under the "Printing Barcodes" section.)*
Ref#	Displays the reference number assigned to the evidence. This number can be entered manually or system-generated by clicking **New.**
NEW	Click to auto-generate a number that will display in a blank Ref # field.
Receipt#	Displays the receipt number assigned to the evidence. This number can be entered manually or system-generated by clicking **New.**
NEW	Click to auto-generate a number. NOTE An Incident or Accident must first be linked to the Evidence record. This function is used when an officer on scene collects multiple pieces of evidence that he wants to link to the same Evidence record.
PREV	Used in conjunction with barcoding, to move to the previously scanned record. NOTE Used when you have multiple records in the search results and want to view each record without closing the current evidence record screen.
NEXT	Used in conjunction with barcoding, to move to the next record to be scanned. NOTE Used when you have multiple records in the search results and want to view each record without closing the current evidence record screen.
Lock Type	Displays the Lock type for the Evidence record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the Global Features of RMS section in the *RMS User Manual.*
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	**Workflow Management:** Allows you to submit the current record to the next stage in the Department's defined Workflow process for the module. Additional information about Workflow is provided in the Workflow section of this manual.

Printing Barcodes

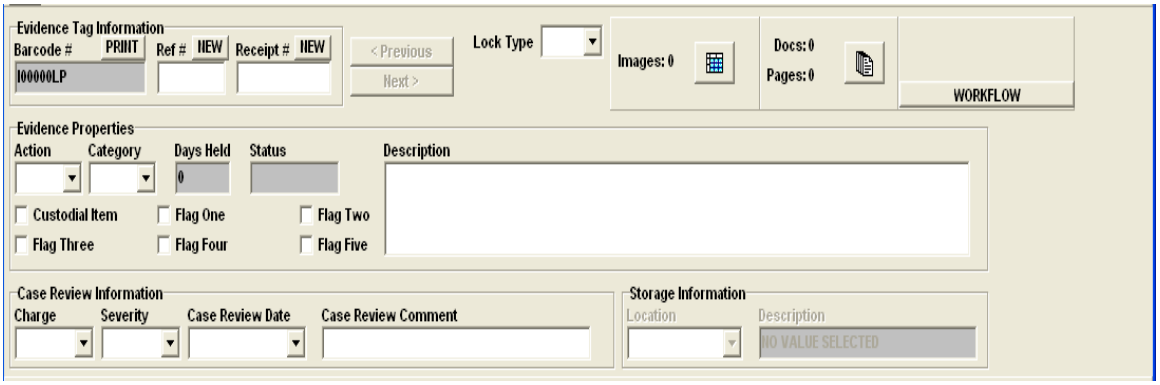
Barcodes can be printed directly from the header by clicking **Print** immediately above the barcode.

If the Evidence module is set up to use a Zebra printer, the screen below will appear when **Print** is clicked. You are presented with a range of options:



Barcode printing configuration screen (Zebra)

Evidence Module Header Fields



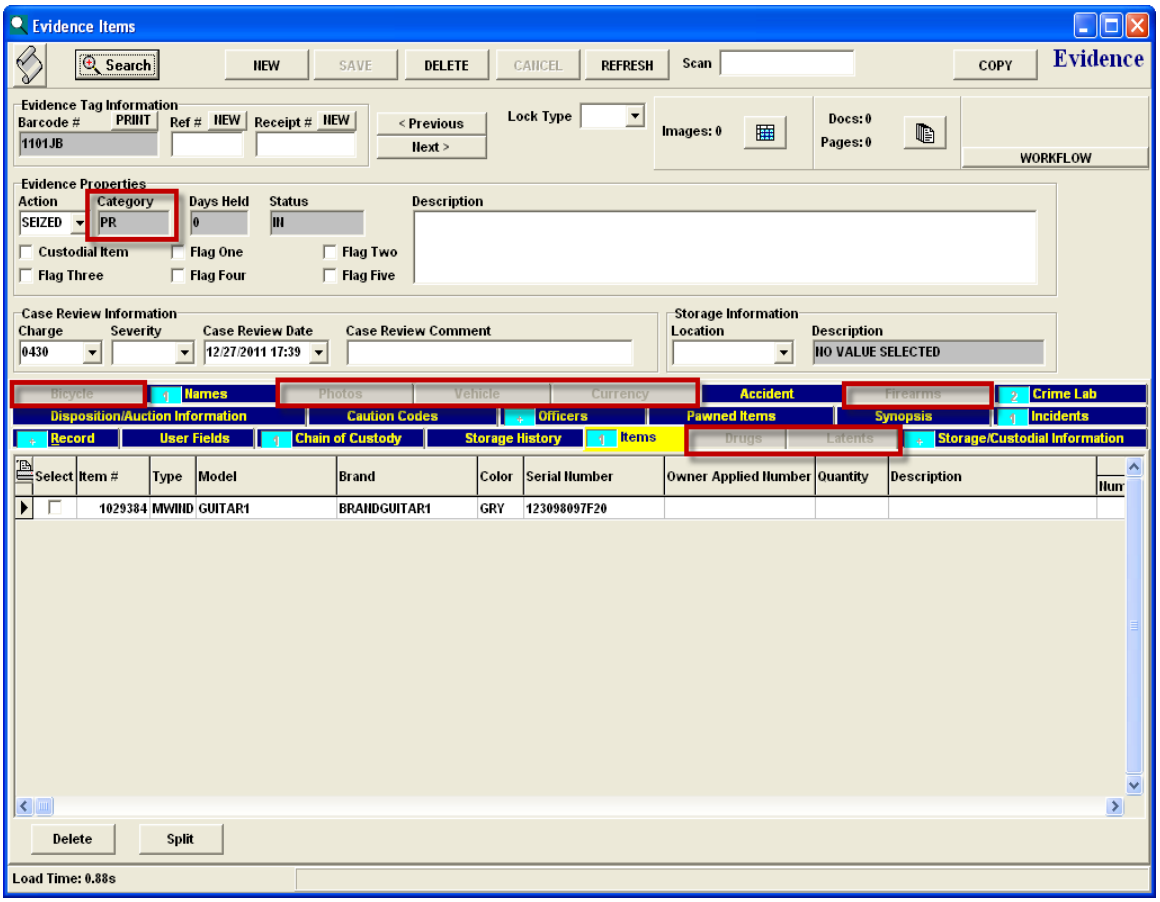
Evidence Module Fields/Components	
Field/Component	**Description/Use**
Action	Displays a code identifying how the evidence came into custody (seized, recovered, and so forth). Click the down arrow to access the lookup list of codes. NOTE See Section 1 for defaulting the "Case Review Date" based on the action selected.
Category	Displays a code identifying the Evidence category type (for example: animal, drugs, money, and so forth). Click the down arrow to access the lookup list of codes. NOTE Selecting certain Category codes will put the corresponding tab in focus and will gray-out tabs that do not apply to the category. As an example, if you select the *Category "Money", the Photo, Vehicle, Firearm and other tabs that do not apply are grayed out and inaccessible.*
Days Held	Displays the number of days the evidence has been in custody. The "Days Held" field is read-only and calculated based upon the elapsed time since the evidence item was received. The status field is also a read-only field populated by chain of custody transactions.
Status	Displays the status for the evidence item. This field is populated based on the most current status as indicated on the Chain of Custody tab.
Custodial Item	A check in this field indicates the item is a custodial item.
Flag (1 – 5)	User Check box fields can be used to capture data using a check box. The system administrator can change the titles of these fields.
Description	Allows you to enter additional free-form text describing the evidence item.
Charge	Displays a code identifying the charges for the case. Click the down arrow to access the lookup list of codes.
Severity	Displays a code identifying the severity of the case. Click the down arrow to access the lookup list of codes.
Case Review Date	Displays the date when the case was last reviewed. Click the down arrow to access the Calendar utility. The Case Review date can be defaulted based on the Severity or Action selected. *See Section 1 for details.* NOTE Even though the Case Review Date will auto-calculate based on the parameters established in the setup screen, this field can be overwritten.
Case Review Comments	Displays a comment regarding the case review.

Evidence Module Fields/Components	
Field/Component	**Description/Use**
Storage Information (Location, Description)	The storage information on the header panel is only visible to agencies using the single storage location field. NOTE This information is replicated on the Storage/Custodial Information tab. Storage information is only editable when an item has been checked in.

Evidence Category

Once a Category is selected for an Evidence item, certain tabs will immediately become disabled (grayed-out). This behavior is unique to the Evidence Module and is designed to simplify the data entry process.

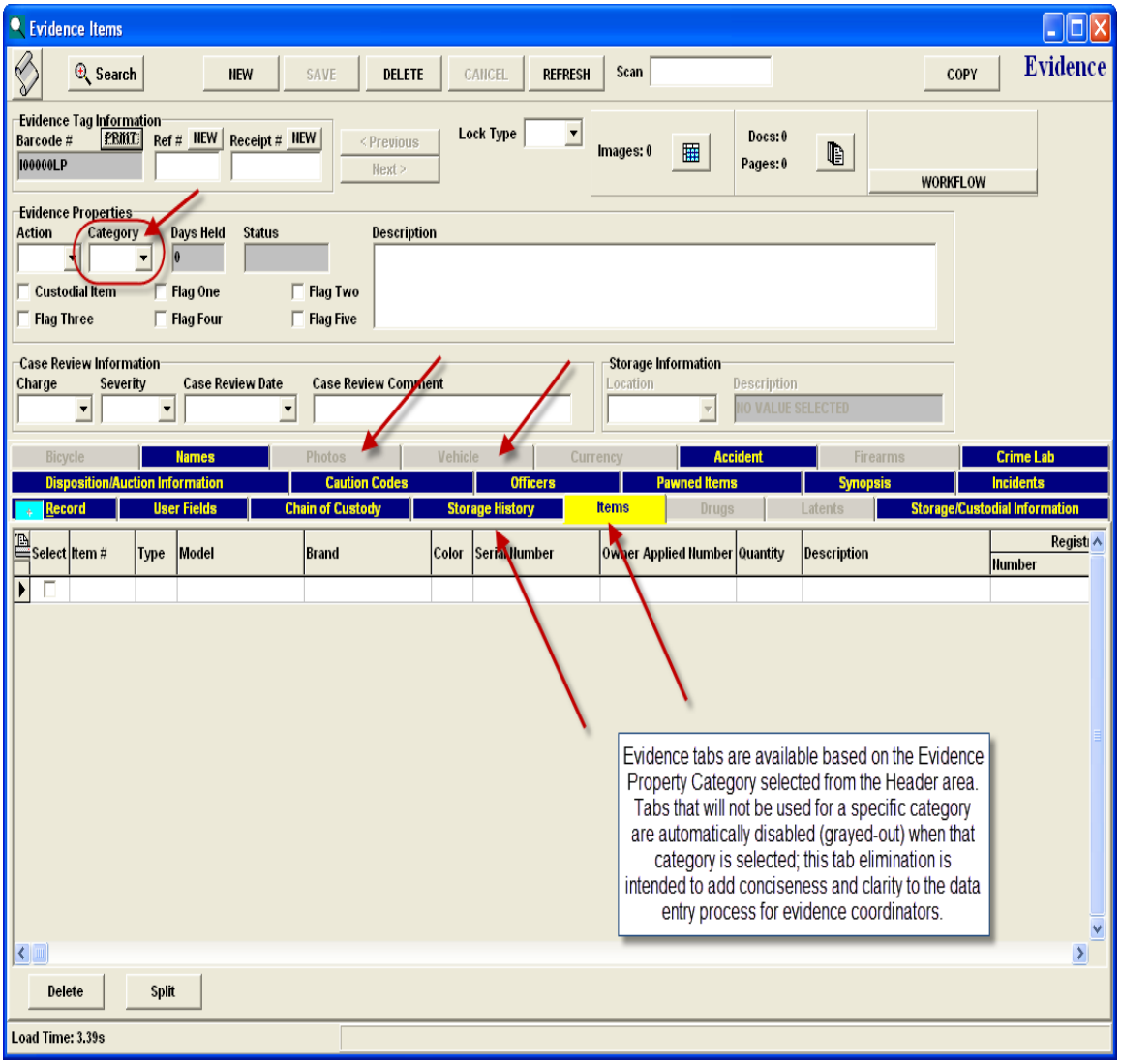
In the example below, the Category of "Property" was selected and this action immediately disabled the Bicycle, Photos, Vehicle, Currency, Firearms, Drugs, and Latents tabs.



Evidence Tabs

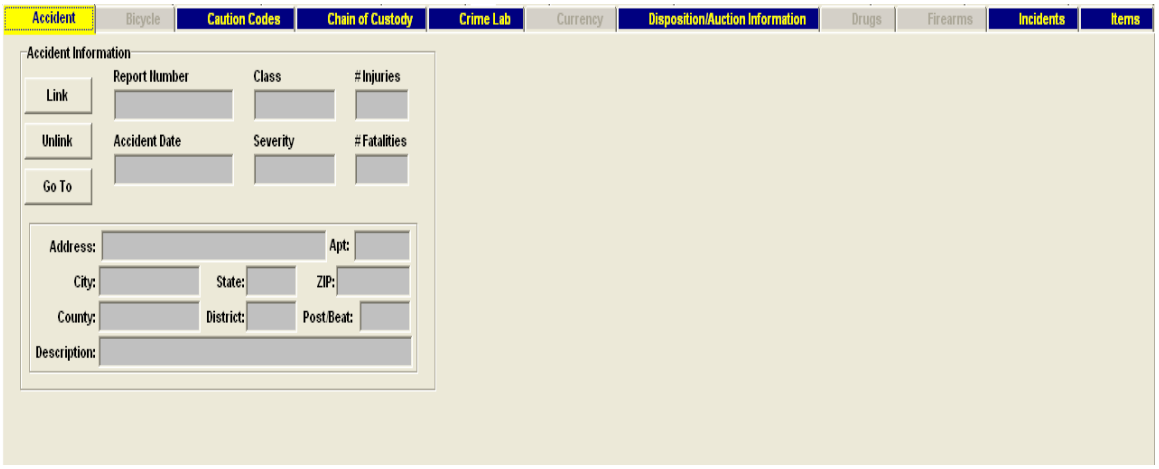
There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

The Evidence module differs from other modules because the tabs are based on the Category selected; the system will automatically disable any unnecessary tabs.



Accident Info Tab

This linking tab is used to link an Evidence record to an Accident record when there is evidence collected at the scene of an accident. All fields on this tab are read-only and populated when an Accident record is linked.

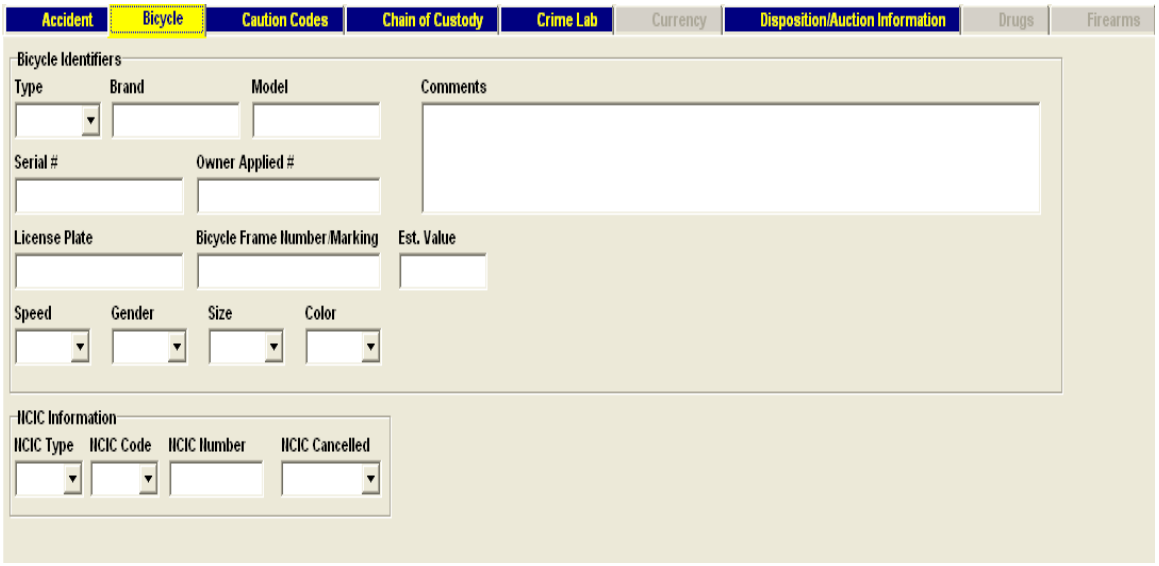


Accident Info Tab Fields/Components	
Field/Component	**Description/Use**
Link	Opens the Accident Search. Once a record is located, click **OK** to link the record to the Evidence module.
UnLink	Removes the link between the Evidence record and the linked Accident record.
GOTO	Opens the Accident module and displays the highlighted record.
Report Number	Displays the Accident report number.
Class	Displays a code identifying the class of the accident.
# Injuries	Displays the number of individuals injured in the accident.
Accident Date	Displays the date and time when the accident occurred.
Severity	Displays a code identifying the severity of the accident.
# Fatalities	Displays the number of fatalities caused by the accident.
Address	Displays the street address where the accident occurred.
City	Displays the city where the accident occurred.
State	Displays the state where the accident occurred.
ZIP	Displays the zip code where the accident occurred.

Accident Info Tab Fields/Components	
Field/Component	**Description/Use**
County	Displays the county where the accident occurred.
District	Displays the district where the accident occurred.
Post/Beat	Displays the post or beat where the accident occurred.
Description	Displays a description of where the accident occurred.

Bicycle Tab

This information tab allows you to store information related to bicycles in the custody of the agency.

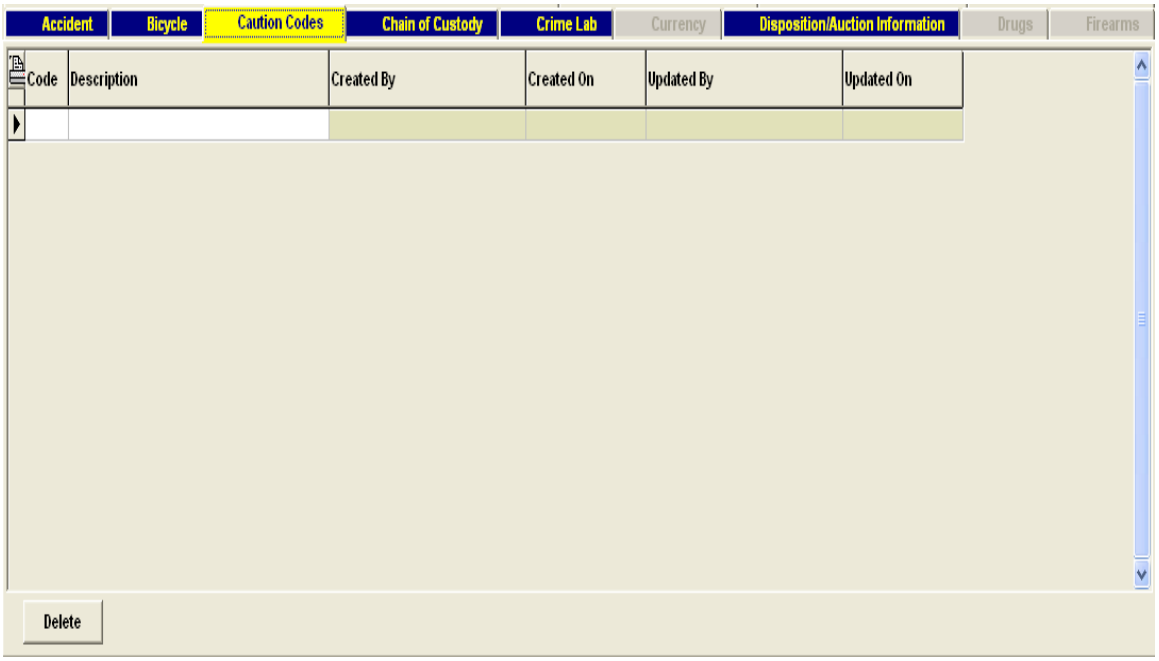


Bicycle Tab Fields/Components	
Field/Component	**Description/Use**
Type	Displays the type of the bicycle(s).
Brand	Displays the manufacturer's brand name.
Model	Displays the model name of the item(s).
Serial #	Displays the serial number for the bicycle.
Owner Applied #	Displays the number an owner can have applied to the bicycle.
License Plate	Displays the bicycle's license number.

Bicycle Tab Fields/Components	
Field/Component	**Description/Use**
Bicycle Frame Number/Marking	Displays the frame number or other identifying marks on the bicycle.
Est. Value	Displays the estimated value of the bicycle.
Speed	Displays the number of gears on the bicycle. Click the down arrow to access the lookup list of codes.
Gender	Displays the gender for which the bicycle was designed. Click the down arrow to access the lookup list of codes.
Size	Displays the size of the bicycle wheelbase. Click the down arrow to access the lookup list of codes.
Color	Displays the main color of the bicycle frame. Click the down arrow to access the lookup list of codes.
NCIC Information	
NCIC Type	Displays a code identifying the National Crime Information Center (NCIC) category type. Click the down arrow to access the lookup list of codes.
NCIC Code	Displays a code identifying of the NCIC category type chosen. Click the down arrow to access the lookup list of codes.
NCIC Number	Displays the NCIC number assigned to this type of evidence.
NCIC Cancelled	Displays the date that the NCIC was cancelled. Click the down arrow to access the Calendar utility.
Comments	Displays comments entered about the evidence item.

Caution Codes Tab

This information tab allows you to caution officers about the current Evidence item; it can be used to flag a particular method for dealing with the evidence. For example, the evidence can contain hazardous materials and require special handling procedures.



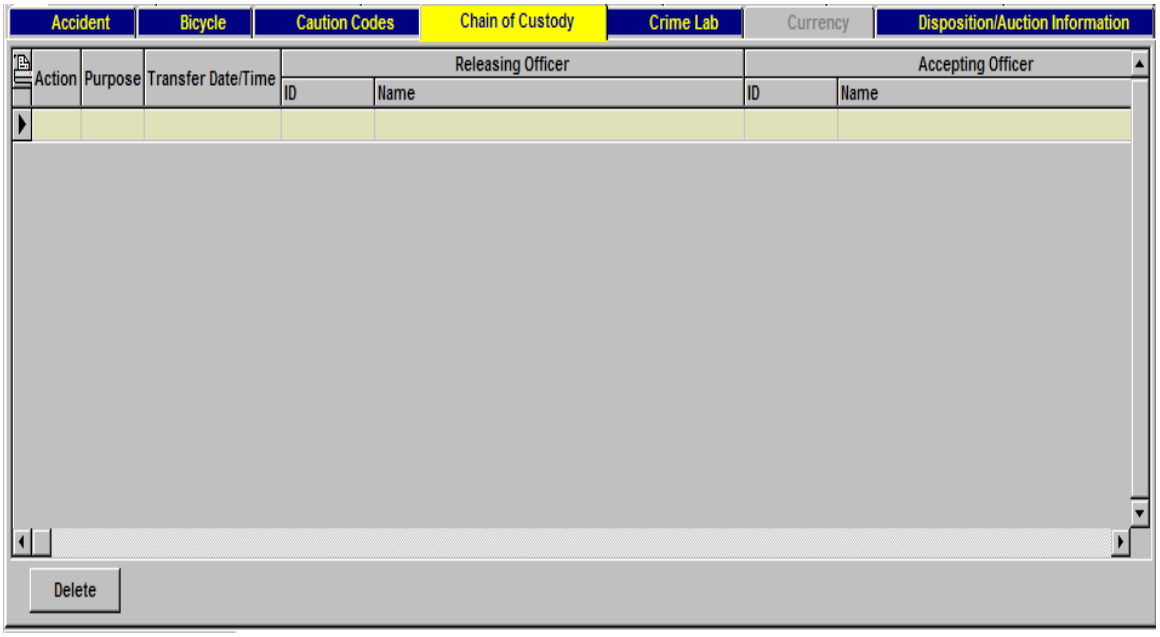
Caution Codes Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Code	Displays a code identifying the caution for this item. Click the down arrow to access the lookup list of codes.
Description	Displays the description of the caution code. The description is automatically displayed when the caution code is selected.
Created By	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created On	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated By	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated On	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Delete	Removes the highlighted row.

Chain of Custody Tab

This information tab is used to track the movement of the Evidence item while in custody. For example, evidence might be logged into custody and transferred to the Forensics Lab, then later returned to custody. This tab tracks the evidence as it is moved from place to place.

This tab is read-only and automatically populated by the information entered in the Storage/Custodial Information tab.

The RMS does allow certain authorized users to delete chain of custody records, but this action is tracked using the RMS Audit Trail feature.

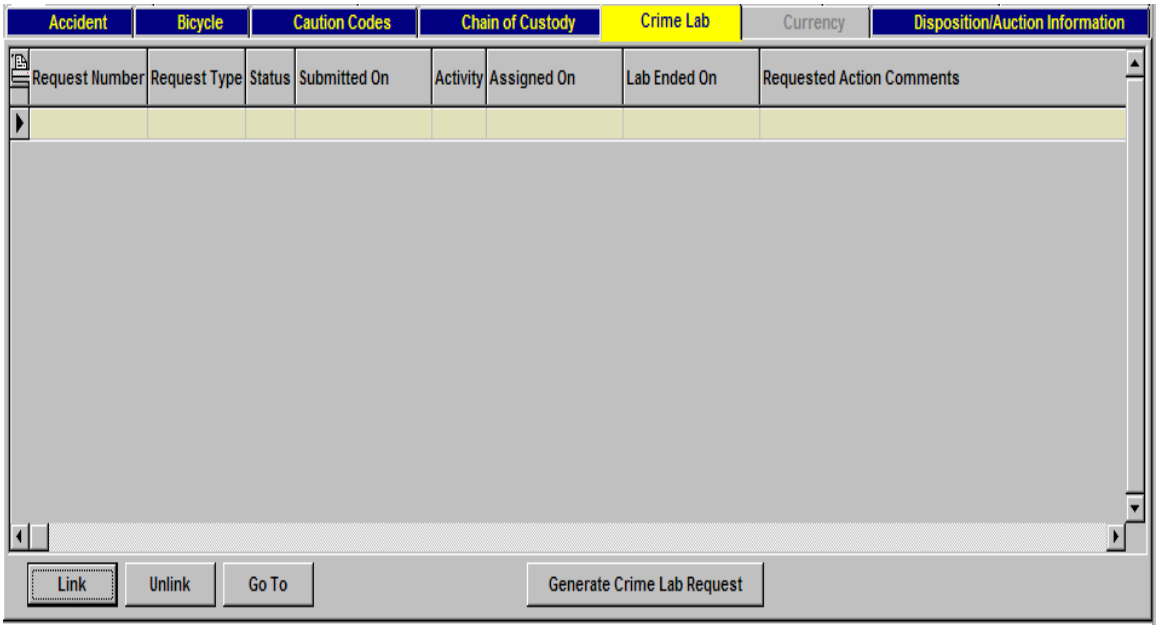


Chain of Custody Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Action	Displays a code identifying the action for the evidence.
Purpose	Displays a code identifying the status for the evidence (for example in, out, lab, and so forth).
Transfer Date/Time	Displays the date and time the transfer of evidence occurred. Click the down arrow to access to the Calendar utility.
Releasing Officer	
Employee ID	Displays the Employee ID number of the employee the evidence is released from.

Chain of Custody Tab Fields/Components	
Field/Component	**Description/Use**
Name	Displays the name of the employee from whom the evidence was released from. This field is populated from the linked Employee ID number or it can be manually entered.
Accepting Officer	
Employee ID	Displays the Employee ID number of the employee who received the evidence.
Name	Displays the name of the employee who received the evidence. This field is populated from the linked Employee ID number or it can be manually entered.
Destination	Displays a code identifying the destination of the evidence, such as the state lab, court.
Storage Location	Displays the location of the evidence.
Status	Displays a code identifying the status of the evidence. NOTE The Status field in the Header of the Evidence Module is populated based on this field for the row with the most recent Transfer Date/Time.
Est. Return Date/Time	Displays the estimated date and time the evidence item will be returned.
Description	Displays any additional description comments regarding the chain of custody for this item. Double click the Description field to expand it.
Delete	Removes the highlighted row.

Crime Lab Tab

This linking tab stores information regarding the testing of evidence by a crime lab, including: date submitted, status, estimated completion date, and so forth All fields in this tab are read-only and populated from the Crime Lab module. When you click **Create Crime Lab Request**, the Crime Lab Module opens and a Crime Lab record is created with information from the active Evidence record. For more information on this topic, see the Crime Lab Request section.

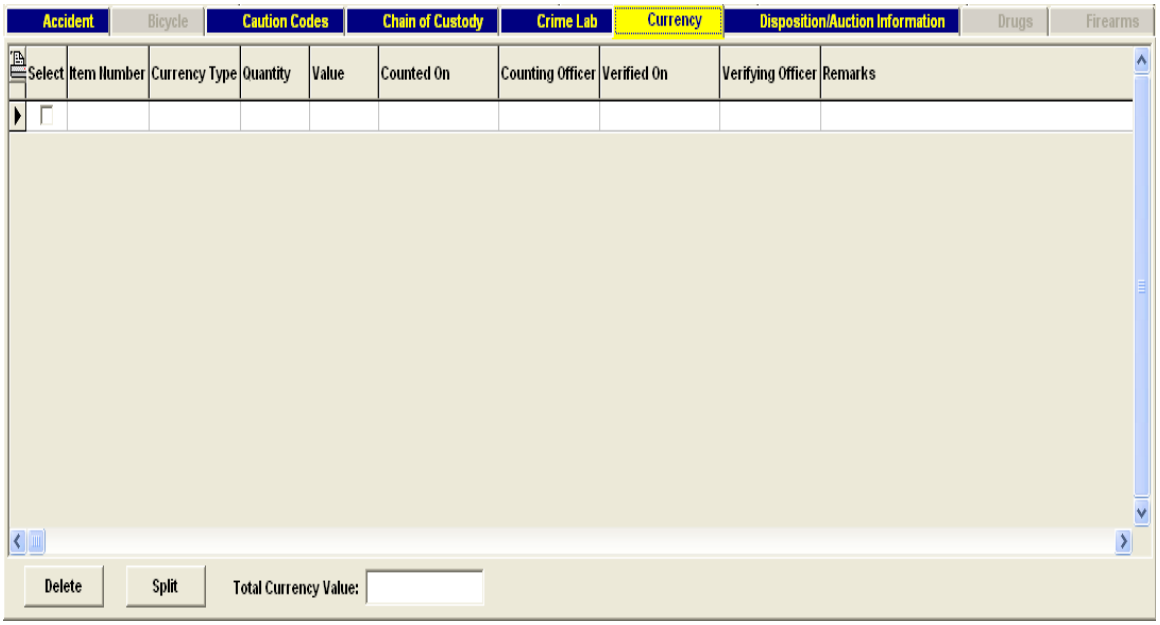


Crime Lab Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Request Number	Displays the Crime Lab request number.
Request Type	Displays the request type of the crime lab.
Status	Displays a code identifying the status of the crime lab request.
Submitted On	Displays the date the crime lab request was submitted.
Activity	Displays a code identifying the activity of the crime lab request.
Assigned On	Displays the date the crime lab request was assigned on.
Lab Ended On	Displays the date and time the crime lab completed its analysis.
Requested Action Comments	Displays the Requested Action Comments from the Crime Lab Request record.
Go To	Opens the Crime Lab Request Module and displays the highlighted record.
Link	Opens the Crime Lab Search. Once a record is located, click **OK** to link the record to the Evidence module.
UnLink	Removes the link between the Evidence record and the highlighted Crime Lab Request record.

Crime Lab Tab Fields/Components	
Field/Component	**Description/Use**
Create Crime Lab Request	Opens the Crime Lab Request Module where a new request can be created. The Crime Lab Request record is populated with information from the Evidence record, such as the Evidence RMS Number and Category.

Currency Tab

This information tab stores data about currency held in agency custody.

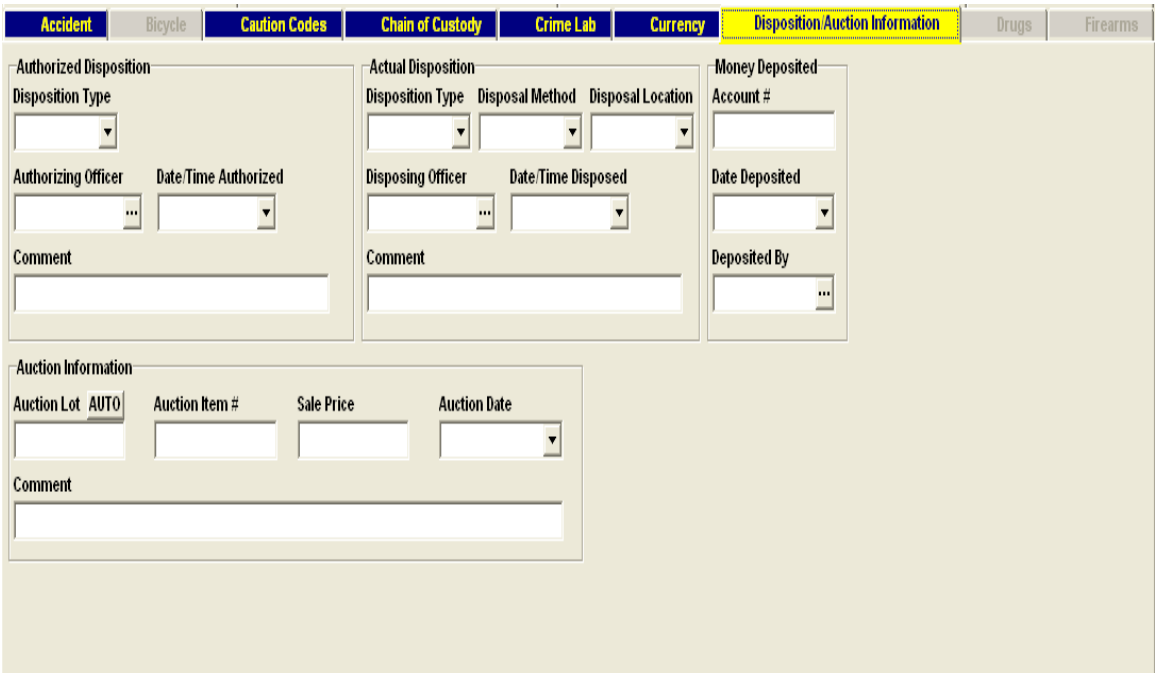


Currency Tab Fields/Components	
Field/Component	**Description/Use**
Select	Allows you to select the currency record if multiple records are in the currency tab. By selecting, you can delete or split the record. NOTE Splitting of the records can only occur if your Evidence module is configured to split out items. See your system administrator for more information.
Item Number	Displays the number for each currency item.
Currency Type	Displays a code identifying the type of currency. Click the down arrow to access the lookup list of codes.
Quantity	Displays the quantity of the currency.

Currency Tab Fields/Components	
Field/Component	**Description/Use**
Value	Displays the value of the currency. This field is automatically calculated based on the Currency Type and Quantity fields.
Counted On	Displays the date and time the money was counted. Click the down arrow to access the Calendar utility.
Counting Officer	Displays the Employee ID number of the employee who counted the money. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Verified On	Displays the date and time that the total amount of currency was verified. Click the down arrow to access the Calendar utility.
Verifying Officer	Displays the Employee ID number of the employee who verified the money count. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Remarks	Displays detailed remarks about the current monetary record. Double click the Remarks text box to expand the window.
Created By	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created On	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated By	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated On	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.

Disposition/Auction Information Tab

This information tab tracks the disposition or destruction of evidence, as well as who authorized the disposal of evidence items and who actually disposed of the items. This tab also includes auctioning information and monies deposited.

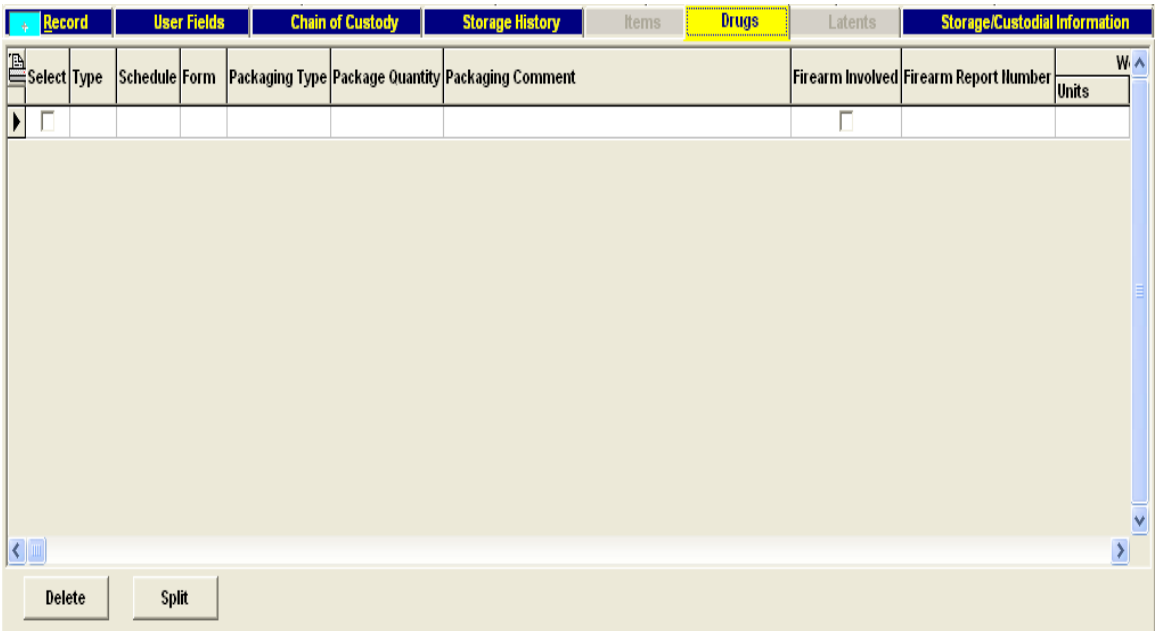


Disposition/Auction Information Fields/Components	
Field/Component	**Description/Use**
Authorized Disposition	
Disposition Type	Displays a code identifying the authorized disposition type for the evidence. Click the down arrow to access the lookup list of codes.
Authorizing Officer	Displays the Employee ID number of the authorizing officer for the authorized disposition. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Master Employee Index Search to locate an Employee ID.
Date/Time Authorized	Displays the date and time when the disposition was authorized. Click the down arrow to access the Calendar utility.
Comment	Displays comments related to the authorized disposition of evidence.
Actual Disposition	
Actual Disposition Type	Displays a code identifying the actual disposition type. Click the down arrow to access the lookup list of codes. NOTE The Disposition type can drive the auto population of the Status of the Evidence record. The CLASS codes can be mapped to the Actual Disposition type. See your system administrator for more information.

Disposition/Auction Information Fields/Components	
Field/Component	**Description/Use**
Disposal Method	Displays a code identifying the disposal method. Click the down arrow to access the lookup list of codes.
Disposal Location	Displays a code identifying the location where the selected disposition of property took place. Click the down arrow to access the lookup list of codes.
Disposing Officer	Displays the Employee ID number of the disposing officer for the actual disposition. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Master Employee Index Search to locate an Employee ID.
Date/Time Disposed	Displays the date and time the evidence was disposed. Click the down arrow to access the Calendar utility.
Comment	Displays comments related to the actual disposition of evidence.
Money Deposited	
Account #	Displays the account # where the money was deposited. This field can be automatically populated from the Utilities > Evidence Control > Currency Control module.
Date Deposited	Displays the date the money was deposited. This field can be automatically populated from the Utilities > Evidence Control > Currency Control module. Click the down arrow to access the Calendar Utility.
Deposited By	Displays the ID number of the user who deposited the money. This field can be automatically populated from the Utilities > Evidence Control > Currency Control module. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Auction Information	
Auction Lot	Displays the auction lot number or identification of the item.
AUTO	Auto-generates an auction lot number.
Auction Item #	Displays the individual auction item number assigned.
Sale Price	Displays the sale price of the item to be auctioned.
Auction Date	Displays the date and time the auction is set for this item. Click the down arrow to access the Calendar utility.
Comment	Displays comments related to the auction lot/item.

Drugs Tab

This information tab allows you to track drug evidence details such as type, weight, and so forth



Drugs Tab Fields/Components	
Field/Component	**Description/Use**
Select	Allows you to select the currency record if multiple records are in the drug tab. By selecting, you can delete or split the record. NOTE Splitting of the records can only occur if your Evidence module is configured to split out items. See your system administrator for assistance.
Schedule	Displays a code identifying the drug schedule type. Click the down arrow to access the lookup list of codes.
Form	Displays a code identifying the form of the drug. Click the down arrow to access the lookup list of codes.
Packaging Type	Displays a code identifying the type of packaging for the drug. Click the down arrow to access the lookup list of codes.
Package Quantity	Displays the amount or number of the packaged drug(s).
Packaging Comment	Displays a description of the drug's packaging. Double click the field to expand the window.
Firearm Involved	Indicates whether a firearm was involved with the drug evidence.

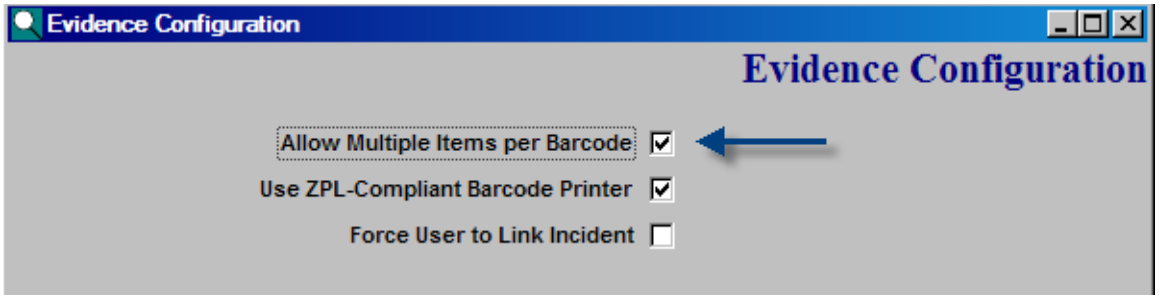
Drugs Tab Fields/Components	
Field/Component	**Description/Use**
Firearm Report Number	Displays the Firearm Report Number if applicable.
Weight	
Units	Displays a code identifying the weight units, such as pounds or kilos. Click the down arrow to access the lookup list of codes.
Measurements	Displays a code identifying the unit measurements.
Value per Unit	Displays the value per unit.
Total Value	Displays the total value. This total is calculated from the units x value per unit.
Clandestine Lab Recovery	A check in this box indicates this was a clandestine lab recovery.
Indoor Recovery (MJ Plants)	A check in this box indicates this was an indoor recovery.
Plant Size	Displays the size of the plant.
Created By	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created On	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated By	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated On	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Delete	Removes the highlighted row.
Split	Will split the evidence item out from the barcode. NOTE Splitting of the records can only occur if your Evidence module is configured to split out items. *(See below for an example of allowing multiple items per barcode.)*

Allowing Multiple Items per Barcode

Your system administrator will select an initial setting for single or multiple items per barcode:

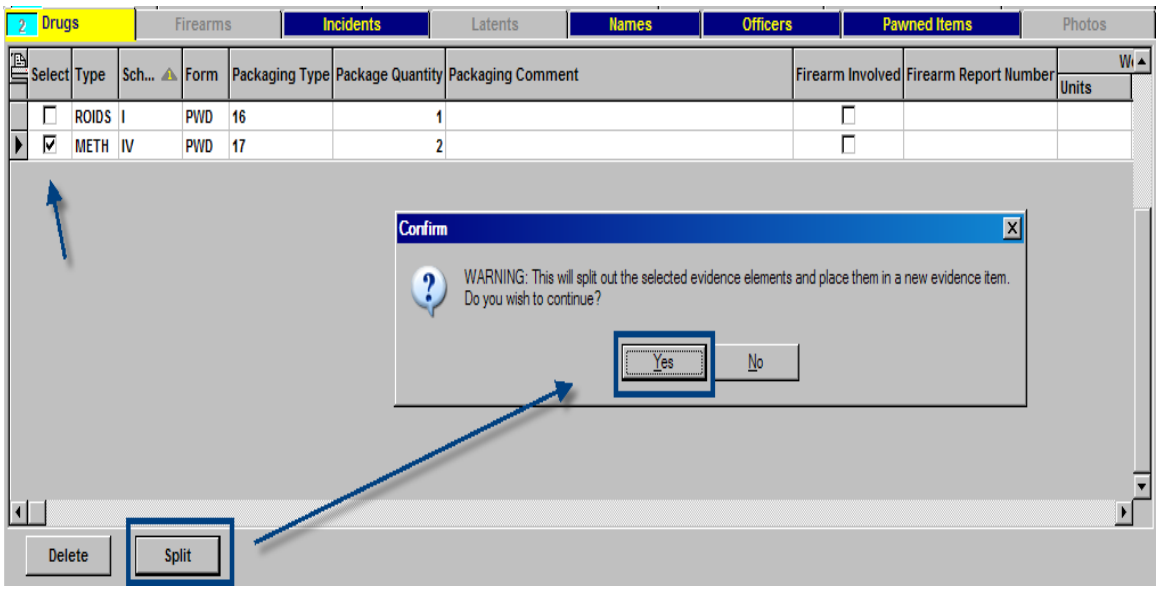
Allow Multiple Items per Barcode (Yes (checked) or No (unchecked)) – This item should be checked if the agency allows multiple property items to be grouped under a single barcode.

If this option is unchecked, every property item will be assigned a unique barcode and a unique evidence record.

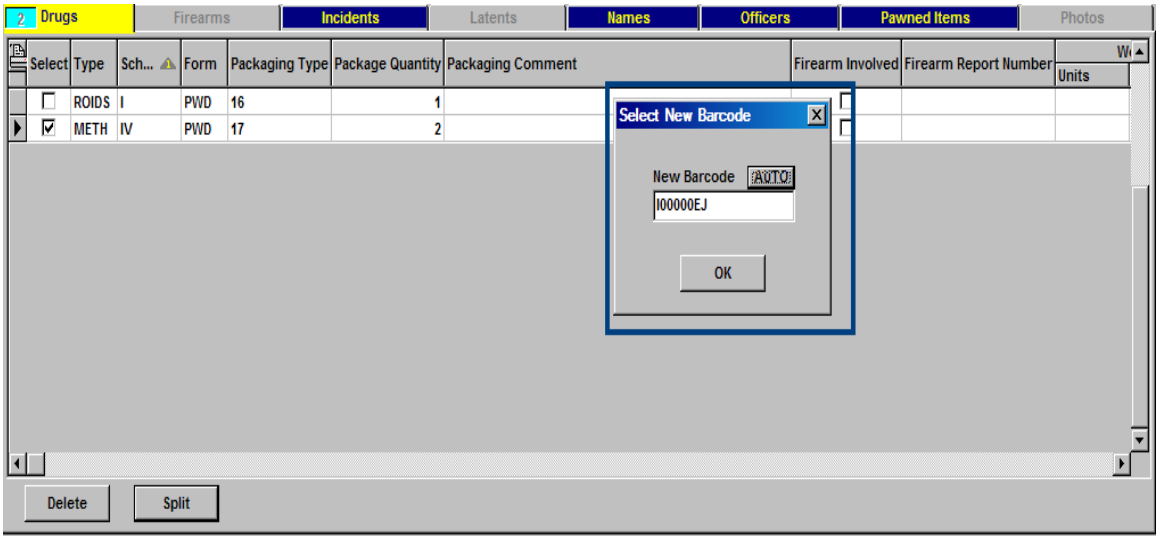


Record Splitting

For evidence categories that support multiple items per barcode (Property and Container, Drugs, Photos, Latents and Currency), a "Split" option is available on the button panel below the category's corresponding grid.



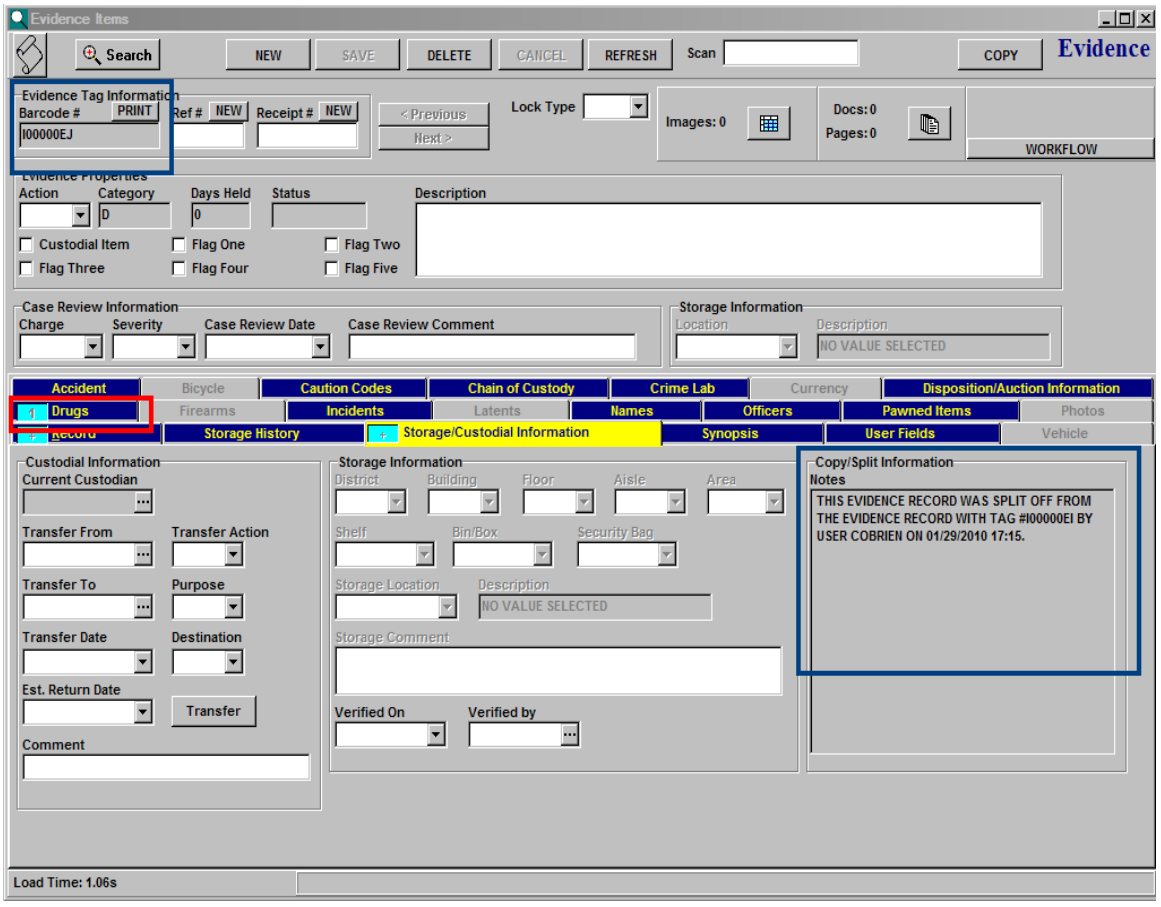
Splitting an item is a quick and effective way to break out one or more sub-items under a single barcode into a separate Evidence item with its own barcode. This option facilitates a scenario when, for example, one of the drugs in evidence is being taken to court and you need to split this away from the original barcode containing steroids as well. This action will generate a new barcode.



By splitting the record, a new barcode will be created with the drug. The general functionality behind a split is similar to the functionality that copies an item: a new Evidence barcode is created and all data associated with the source Evidence item is copied to the new Evidence record.

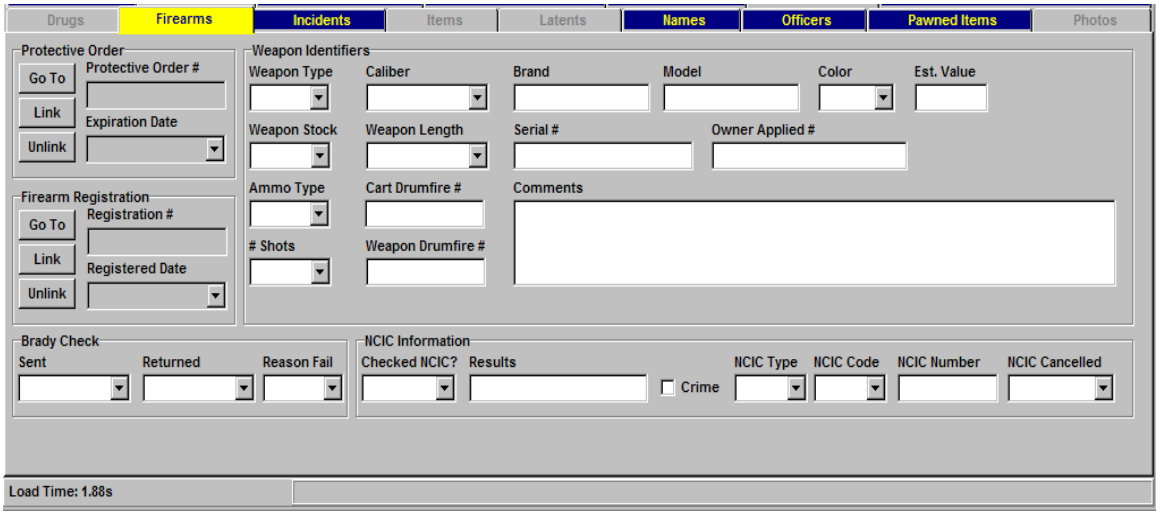
Unlike a copy, however, only the selected sub-items under the category specific grid are copied to the new record and any sub-item that is copied to the new record is removed from the original record. In addition, all chain of custody and storage information is copied from the original record when a split is performed.

Whenever a split or copy is performed, a new group box titled Copy/Split Information will appear on the Storage/Custodial Information tab. Within the group box is a memo to indicate that a split or copy action was performed on the current Evidence item. If the selected item was the source of the split or copy, the memo will note the barcode of the newly created record; for any record that was created as a result of a copy or split action, the memo will note the barcode of the original Evidence item.



Firearms Tab

This combination tab allows you to track firearm evidence and protective order information, as well as additional details about the firearm in agency custody.



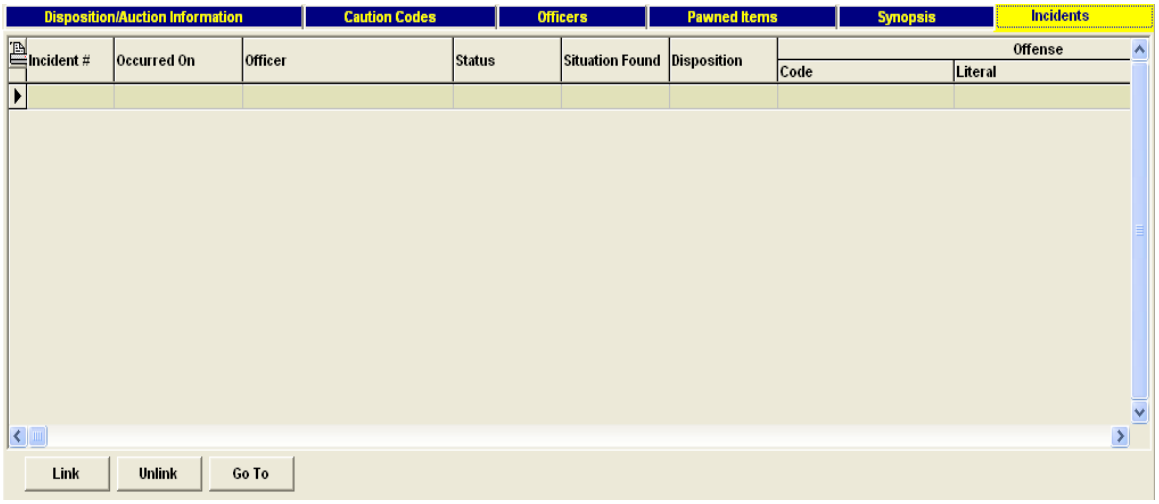
Firearms Tab Fields/Components	
Field/Component	**Description/Use**
Protective Order	
Protective Order #	Displays the Protective Order number. This is a read-only field populated when a Court Document record (Protective Order record) is linked.
Expiration Date	Displays the expiration date for the linked Court Document record.
GOTO	Opens the Court Document module and displays the linked Court Document record in the PO# field.
Link	Opens the Court Document search. Once the record is located, click **OK** to link the record to the Evidence module.
UnLink	Removes the link between the Evidence record and the linked Court Document record.
Firearm Registration Module Link	
Registration #	Displays the Gun Registration record number. This is a read-only field populated when a Gun Registration record is linked.
Registered Date	Displays the date the gun was registered in the Gun Registration module.
GOTO	Opens the Gun Registration module and displays the record in the Registration # field.
Link	Opens the Gun Registration search. Once the record is located, click **OK** to link the record to the Evidence module.
UnLink	Removes the link between the Evidence record and the linked Gun Registration record.

Firearms Tab Fields/Components	
Field/Component	**Description/Use**
Weapon Type	Displays a code identifying the weapon type, such as shotgun, rifle, or pistol. Click the down arrow to access the lookup list of codes.
Weapon Stock	Displays a code identifying the type of weapon stock, such as metal, wood, or rubber. Click the down arrow to access the lookup list of codes.
Ammo Type	Displays a code identifying the type of ammunition used with the specific gun. Click the down arrow to access the lookup list of codes.
# of Shots	Displays a code identifying the number of shots for the type of weapon selected. Click the down arrow to access the lookup list of codes.
Caliber	Displays a code identifying the caliber of the gun. Click the down arrow to access the lookup list of codes.
Weapon Length	Displays a code identifying the length of the gun. Click the down arrow to access the lookup list of codes.
Cartridge Drumfire #	Displays the cartridge drumfire number.
Weapon Drumfire #	Displays the weapon drumfire number.
Brand	Displays the manufacturer's brand name.
Model	Displays the model name.
Color	Displays a code identifying the color of the item(s). Click the down arrow to access the lookup list of codes
Est. Value	Displays the estimated value of the firearm.
Serial #	Displays the serial number for the firearm.
Owner Applied #	Displays the number an owner can have applied to the item.
Comments	Displays the comments for the firearm.
Brady Check	
Sent	Displays the date the Brady Check was requested/initiated. Click the down arrow to access the Calendar utility.
Returned	Displays the date the Brady Check was returned. Click the down arrow to access the Calendar utility.
Reason Fail	Displays a code identifying the reason why the firearm failed the Brady Check. Click the down arrow to access the lookup list of codes.
NCIC Information	

Firearms Tab Fields/Components	
Field/Component	**Description/Use**
Checked NCIC?	Displays a code identifying whether the firearm was checked against the National Crime Information Center. Click the down arrow to access the lookup list of codes.
Results	Displays the results after checking the firearm with NCIC.
Crime	A check in this box indicates the weapon was used in connection with a criminal act.
NCIC Type	Displays a code identifying the National Crime Information Center (NCIC) category type. Click the down arrow to access the lookup list of codes.
NCIC Code	Displays a code identifying the NCIC category type chosen. Click the down arrow to access the lookup list of codes.
NCIC Number	Displays the NCIC number assigned to this type of evidence.
NCIC Cancelled	Displays the date that the NCIC was cancelled. Click the down arrow to access the Calendar utility.

Incidents Tab

This linking tab allows you to link evidence with an unlimited number of Incident records. The fields on this tab are read-only and populated when an Incident record is linked.



Incident Info Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.

Incident Info Tab Fields/Components	
Field/Component	**Description/Use**
Incident	Displays the incident number for the linked incident record.
Occurred On	Displays the date and time the incident occurred.
Officer	Displays the Employee ID of the officer who is responsible for the investigation.
Status	Displays a code identifying the incident status.
Situation Found	Displays a code identifying the situation found.
Disposition	Displays a code identifying the incident disposition.
OFFENSE	
Code	Displays a code for the primary offense in the Incident record.
Literal	Displays the description of the offense.
Created By	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created On	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated By	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated On	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
GOTO	Opens the Incident Module and displays the highlighted record.
Link	Opens the Incident search. Once the record is located, click **OK** to link the record to the Evidence module.
UnLink	Removes the link between the Evidence record and the highlighted Incident record.

Items Tab

This tab is available if you select a Property or Container category code in the header. Descriptive information for each item associated with the main barcode can be entered in the Items grid.

Each item entered must have a unique Item #. The Item # along with the Barcode # in the header is used to create a unique barcode for each item entered in the grid; these unique barcodes can be used for inventory validation purposes.

NOTE The Items tab is only available if the Allow Multiple Items per Barcode option was selected in the Evidence Setup screen.

Items Tab Fields/Components	
Field/Component	**Description/Use**
Select	Allows you to select the item record if multiple records are in the items tab. By selecting, you can delete or split the record.
Item #	Displays the items number for this record.
Type	Displays a code identifying the type of evidence being added to this record. Click the down arrow to access the lookup list of codes.
Model	Displays the model name of the item(s).
Brand	Displays the manufacturer's brand name.
Color	Displays a code identifying the color of the item(s). Click the down arrow to access the lookup list of codes.
Serial Number	Displays the serial number for the evidence item.
Owner Applied Number	Displays the number an owner can have applied to the item.
Quantity	Displays the quantity of the evidence item in custody.

Items Tab Fields/Components	
Field/Component	**Description/Use**
Description	Displays a description of the item.
Registration #	Displays the registration number of the evidence.
Registration State	Displays a code identifying the state where the evidence is registered. Click the down arrow to access the lookup list of codes.
Registration Year	Displays the year the evidence was registered.
NCIC Information	
Type	Displays a code identifying the National Crime Information Center (NCIC) category type. Click the down arrow to access the lookup list of codes.
Code	Displays a code identifying of the NCIC category type chosen. Click the down arrow to access the lookup list of codes.
Number	Displays the NCIC number assigned to this type of evidence.
Cancel Date	Displays the date that the NCIC was cancelled. Click the down arrow to access the Calendar utility.
Units	Displays the number of items currently in custody.
Unit of Measure	Displays a code identifying the unit of measure used for the evidence, such as ounces, grams, each, and so forth. Click the down arrow to access the lookup list of codes.
Value Per Unit	Displays the estimated monetary value of the evidence per unit.
Total Estimated Value	Displays the estimated total value for the evidence. This value is calculated from the estimated value/unit multiplied by the number of units.
Comment	Displays any comments entered for the item.
Created By	Displays the date and time when the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created On	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated By	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated On	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Delete	Removes the highlighted row.

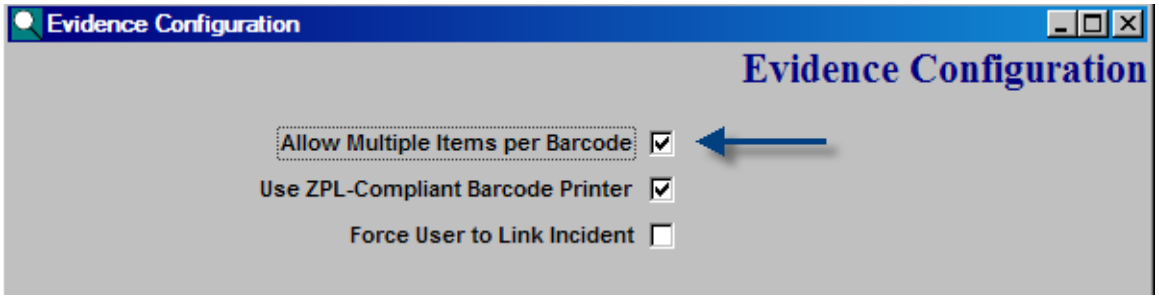
Items Tab Fields/Components	
Field/Component	**Description/Use**
Split	Will split the evidence item out from the barcode. NOTE Splitting of records can only occur if your Evidence module is configured for this action (see the section on Record Splitting below).

Allowing Multiple Items per Barcode

Your system administrator will select an initial setting for single or multiple items per barcode.

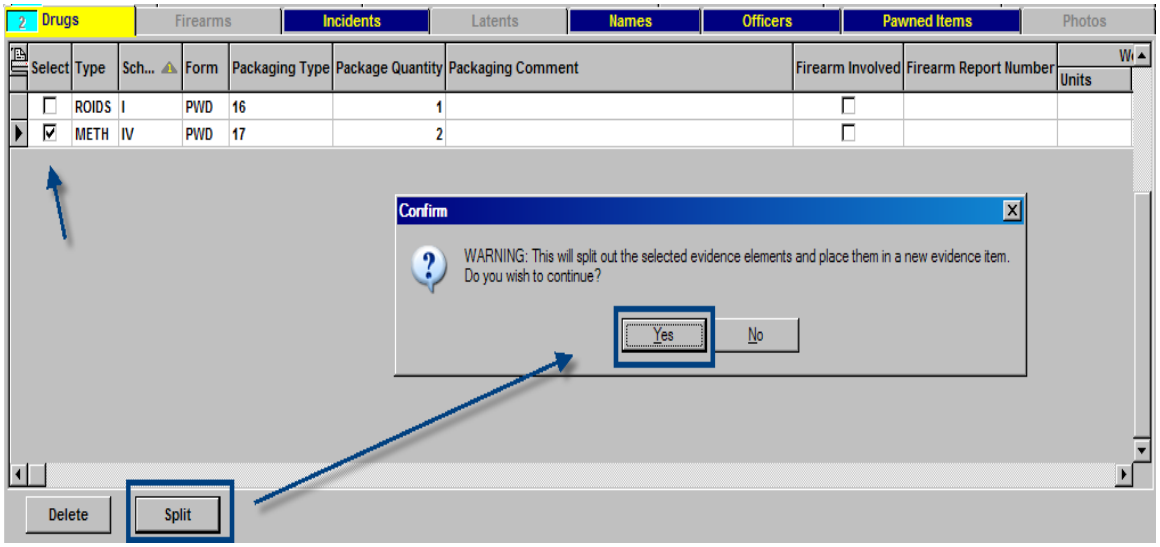
Allow Multiple Items per Barcode (Yes (checked) or No (unchecked)) – This item should be checked if the agency allows multiple property items to be grouped under a single barcode.

If this option is unchecked, every property item will be assigned a unique barcode and a unique Evidence record.

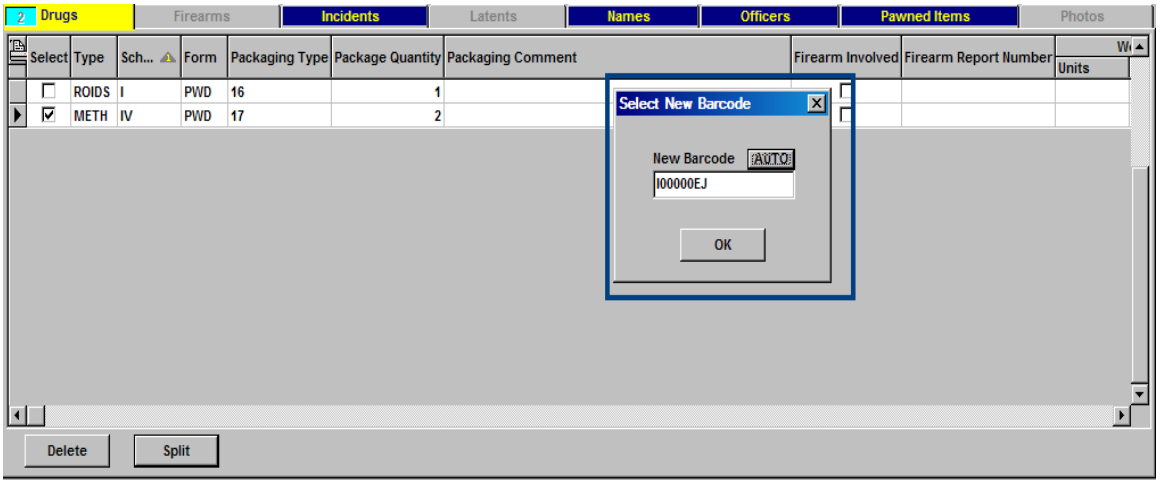


Record Splitting

For evidence categories that support multiple items per barcode (Property and Container, Drugs, Photos, Latents and Currency), a "Split" option is available on the button panel below the category's corresponding grid.



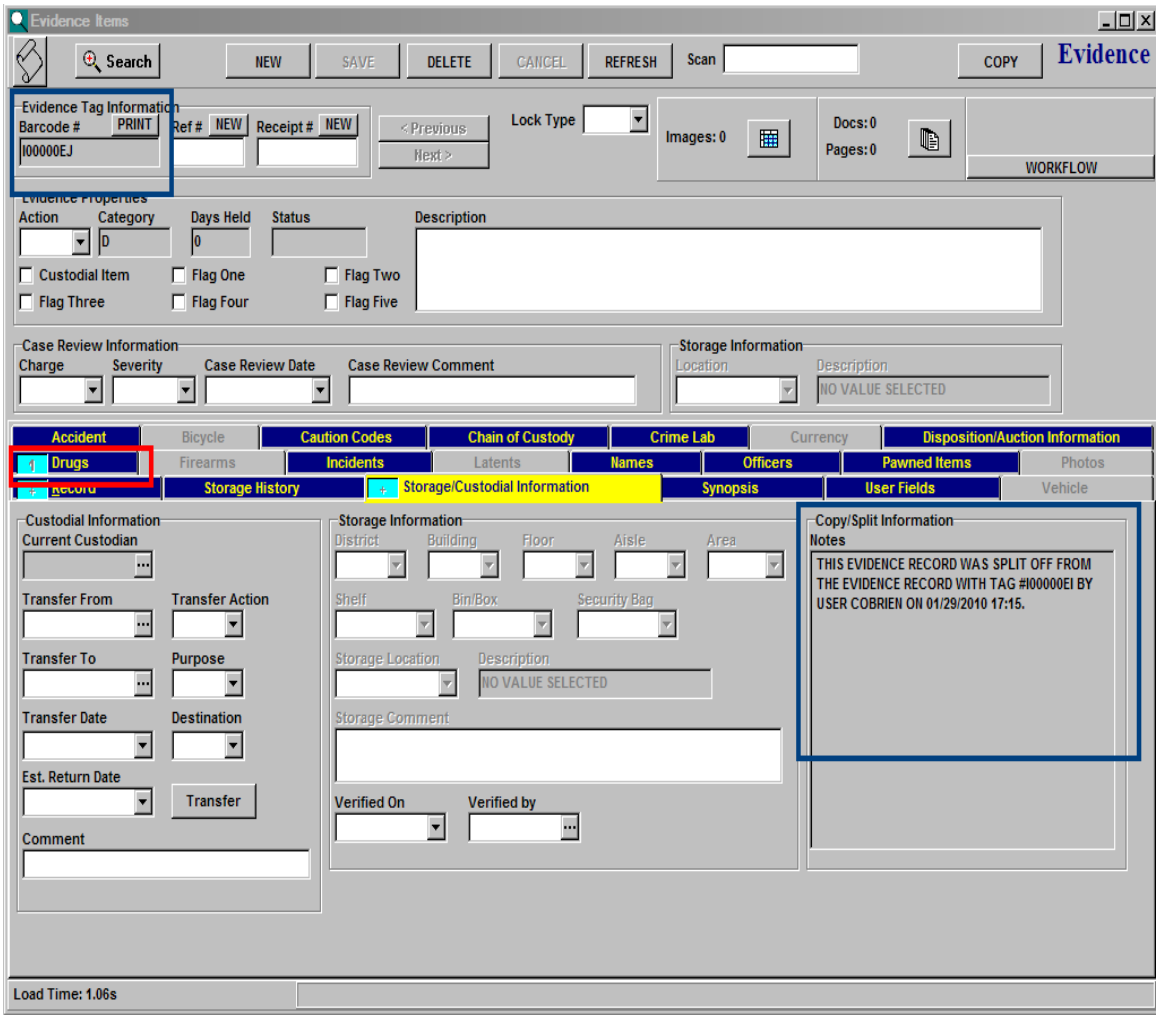
Splitting an item is a quick and effective way to break out one or more sub-items under a single barcode into a separate evidence item with its own barcode. This option facilitates a scenario when, for example, one of the drugs in evidence is being taken to court and you need to split this away from the original barcode that contains steroids as well. This will generate a new barcode.



By splitting the record, a new barcode is created with the drug. The general functionality behind a split is similar to the functionality that copies an item; a new Evidence barcode is created and all data associated with the source Evidence item is copied to the new Evidence record.

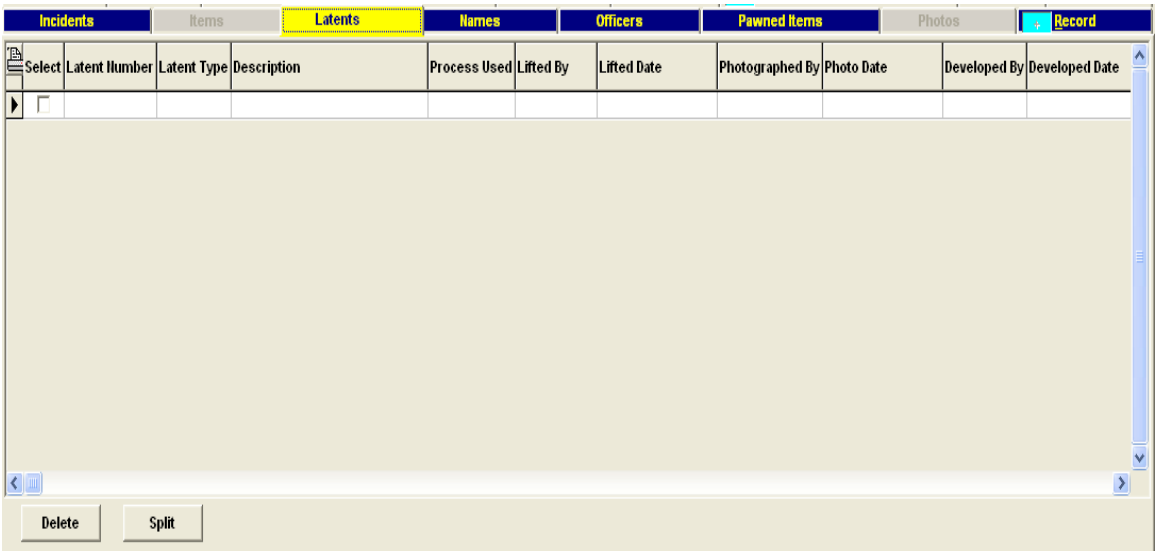
Unlike a copy, however, only the selected sub-items under the category specific grid are copied to the new record and any sub-item that is copied to the new record is removed from the original record. In addition, all chain of custody and storage information is copied from the original record when a split is performed.

Whenever a split or copy is performed, a new group box titled Copy/Split Information will appear on the Storage/Custodial Information tab. Within the group box is a memo that will indicate that a split or copy action was performed on the current Evidence item. If the selected item was the source of the split or copy, the memo will note the barcode of the newly created record; for any record that was created as a result of a copy or split action, the memo will note the barcode of the original Evidence item.



Latent Tab

This information tab allows you to track latent numbers along with latent descriptions.

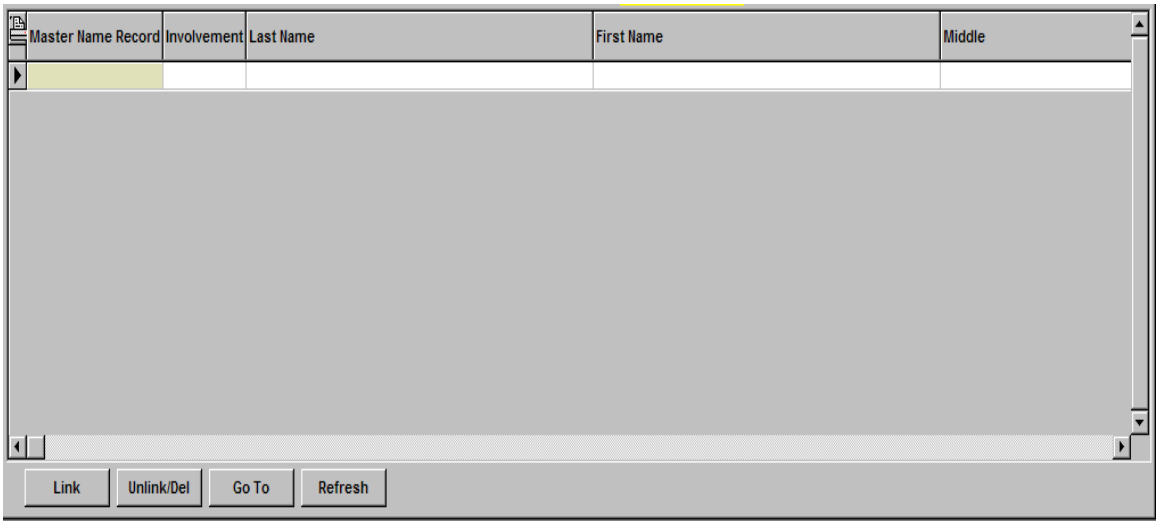


Latent Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Select	Allows you to select the item record if multiple records are in the items tab. By selecting, you can delete or split the record.
Latent Number	Displays the photo number assigned to a photo.
Latent Type	Displays the type of latent. Click the down arrow to access the lookup list of codes.
Description	Displays the photo description assigned to a photo number. Double clicking the field will open a separate text window in which to enter or view comments.
Process Used	Displays a code identifying the process used in developing the latents. Click the down arrow to access the lookup list of codes.
Lifted By	Displays the Employee ID of the employee who lifted the fingerprints. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Lifted Date	Displays the date the latents were lifted.
Photographed By	Displays the Employee ID of the employee who photographed the latents.
Photo Date	Displays the date the latents were photographed.

Latent Tab Fields/Components	
Field/Component	**Description/Use**
Developed By	Displays the Employee ID of the employee who developed the fingerprints. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to search for the Employee ID.
Developed Date	Displays the date and time the latents were developed. Click the down arrow to access to the Calendar utility.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time when the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Delete	Removes the highlighted row.
Split	Will split the evidence item out from the barcode. NOTE Splitting of records can only occur if your Evidence Module is configured to split out items.

Names Tab

This combination tab allows you to track the names of individuals involved with the Evidence item. All fields on this tab are read-only, except for the Involvement field.

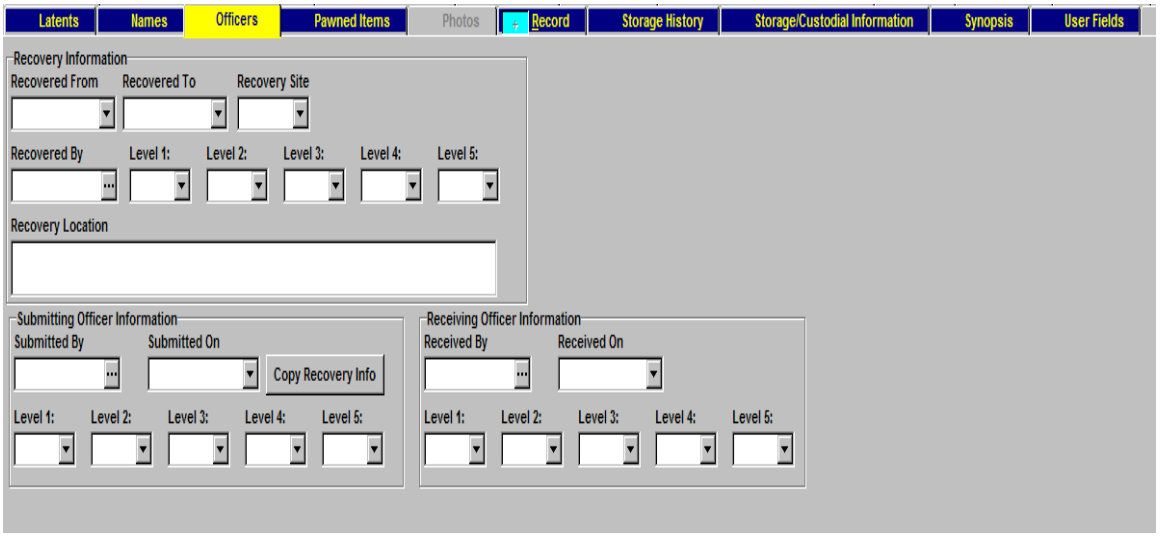


Names Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Grid window for this tab.
Master Name Record	Displays the Master Name Index record number for the individual.
Involvement	Displays a code identifying the involvement of the individual with the Evidence. Click the down arrow to access the lookup list of codes.
Last Name	Displays the last name of the individual associated with the evidence.
First Name	Displays the first name of the individual associated with the evidence.
Middle Name	Displays the middle name of the individual associated with the evidence.
Address	Displays the address of the individual associated with the evidence.
Home Phone	Displays the home phone number of the individual associated with the evidence.
Work Phone	Displays the work phone number of the individual associated with the evidence.
Person Notified	Displays the person notified about the evidence.
Notified By	Displays the person who notified the individual associated to the evidence item.
Notified On	Displays the date the individual was notified.
Notes	Displays the notes concerning the name.
Created By	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.

Names Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated By	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated On	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Evidence module.
Unlink/Del	Removes the link between the Evidence record and the highlighted Master Name Index record. If the name is not linked, it will delete the record.
Go To	Opens the Master Name Index Module and displays the highlighted record.
REFRESH	Will **REFRESH** the master name with any changes made to the Master Name record.

Officers Tab

Under the Officers tab, you will typically start by entering the recovery, submitting, and receiving information for a piece of evidence. This tab populates the Chain of Custody tab and tracks the officers responsible for the evidence collection, storage, and disposal.



Officers Tab Fields	
Field	**Description/Use**
Recovering Officer Info	
Officer ID	Displays the Employee ID number of the recovering officer. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Recovered To	Displays the date/time that the evidence item was recovered from. Click the down arrow to access the Calendar utility.
Recovered To	Displays the date/time that the evidence item was recovered to. Click the down arrow to access the Calendar utility.
Recovered Site	Displays the recovery site of the evidence item.
Level (1 – 5)	Levels 1-5 can be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. IMPORTANT These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields, if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Recovery Location	Displays the recovery location of the evidence item.
Submitting Officer Info	
Officer ID	Displays the Employee ID number of the submitting officer. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Level (1 – 5)	Levels 1-5 can be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields, if required. Data selected from the code list will not update data in the Personnel > Master Employee record.

Officers Tab Fields	
Field	**Description/Use**
Receiving Officer Info	
Officer ID	Displays the Employee ID number of the officer receiving the evidence. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Date/Time Received	Displays the date and time that the evidence was received. Click the down arrow to access the Calendar utility.
Level (1 – 5)	Levels 1-5 can be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields, if required. Data selected from the code list will not update data in the Personnel > Master Employee record.

Pawned Items Tab

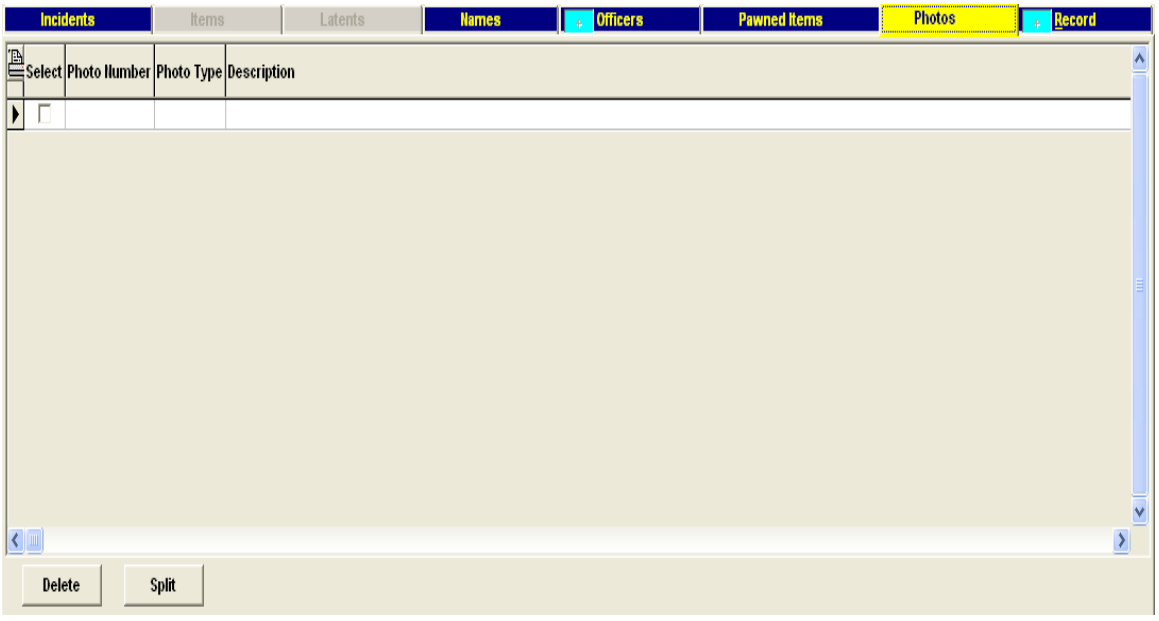
This tab stores information about pawned property.

Pawned Items Tab Fields/Components	
Field/Component	**Description/Use**
Ticket #	Displays the ticket number for the pawned item.

Pawned Items Tab Fields/Components	
Field/Component	**Description/Use**
Date	Displays the date and time that the item was pawned. Click the down arrow to access the Calendar utility.
Value	Displays the dollar value of the item pawned.
Pawn Shop ID	Displays the ID number of the Pawnshop where the item was pawned. This number is the system generated Recnum created when the Dealer record is added to the data base. Click **...** to access the Pawn Dealer Search to locate an existing Pawn Dealer record to link to the Evidence record.
Pawnshop Name	Displays the name of the Pawnshop connected to the evidence item. This field is automatically populated when the Pawn Dealer record is linked.
Link	Opens the Pawn Shop Search. Once the record is located, click **OK** to link the record to the Evidence module.
Unlink	Removes the link between the Evidence record and the linked Pawn Shop record.

Photos Tab

This information tab allows you to track photo numbers, types, descriptions, and other details about any photograph(s) in evidence.

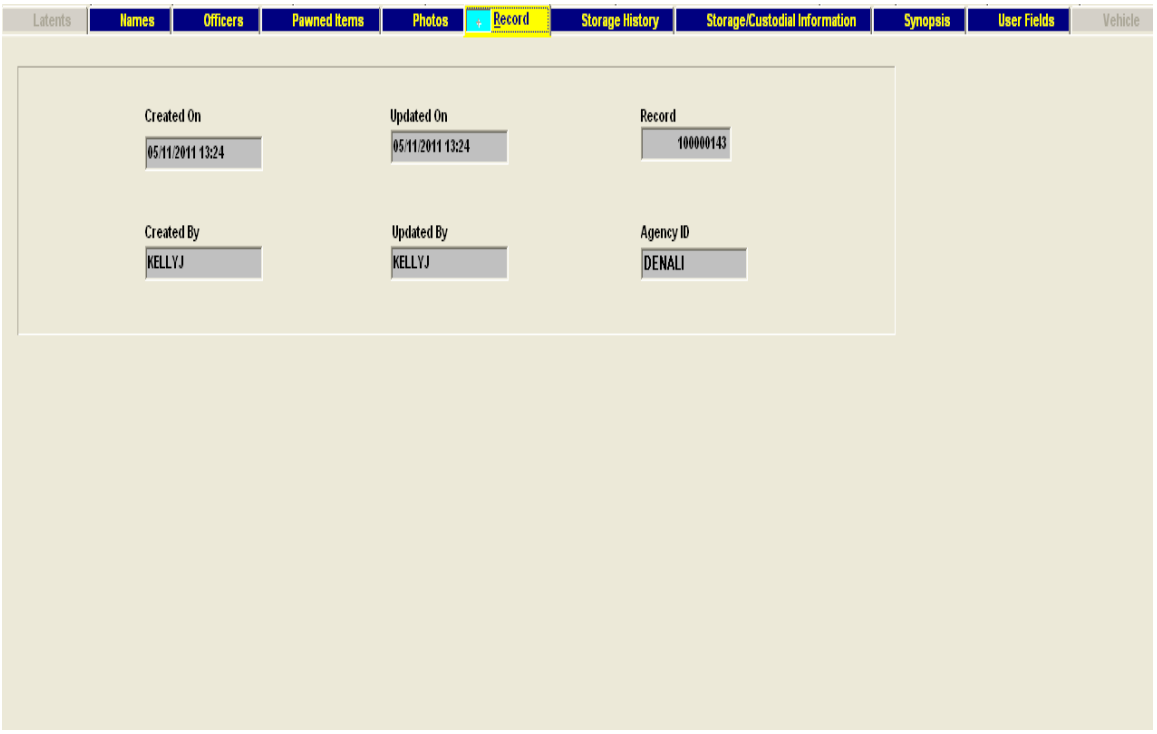


Photos Tab Fields/Components	
Field/Component	**Description/Use**
Select	Allows you to select the item record if multiple records are in the items tab. By selecting, you can delete or split the record.
Photo Number	Displays the photo number assigned to a photo.
Photo Type	Displays the type of photo. Click the down arrow to access the lookup list of codes.
Description	Displays the photo description assigned to a photo number.
Photo Site	Displays any site/location information entered for a photo.
Photographer ID	Displays the Employee ID of the employee who took the photographs. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Photographer (Non-employee)	Displays the name entered for the photographer if a non-employee (not found in the Master Employee Index).
Photo Date	Displays the date the photo was taken. Click the down arrow to access to the Calendar utility.
Developer ID	Displays the Employee ID of the employee who developed the photographs. If the Employee ID is known, it can be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Develop Date	Displays the date and time the photos were developed. Click the down arrow to access to the Calendar utility.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time that the record was last updated. This automatic date/time stamp occurs upon changing a record and posting the change.
Delete	Removes the highlighted row.

Photos Tab Fields/Components	
Field/Component	**Description/Use**
Split	Will split the evidence item out from the barcode. NOTE Splitting of records can only occur if your Evidence Module is configured to split out items.

Record Tab

This information tab stores data about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.

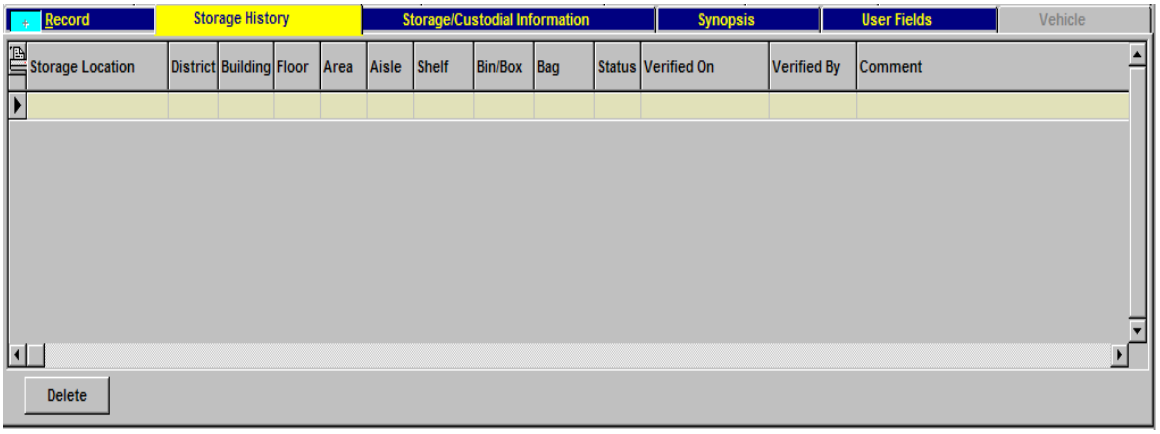
Record Tab Fields	
Field/Component	**Description/Use**
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Record Number	Displays the unique number assigned by the database to identify every record in a table.
Agency	Displays the agency of the user who most recently updated this record.

Storage History Tab

This information tab tracks the movement of an Evidence item while in custody. When changes are made in the Storage Information area of the Storage/Custodial tab, the previous storage information is transferred to the Storage History tab. This transfer occurs when the updated changes are saved. All fields are read-only.

This tab displays all relevant storage information based upon the configuration selected on the Evidence Setup screen.

Once a storage location has been selected, any updates or changes to that storage location will appear in this tab.

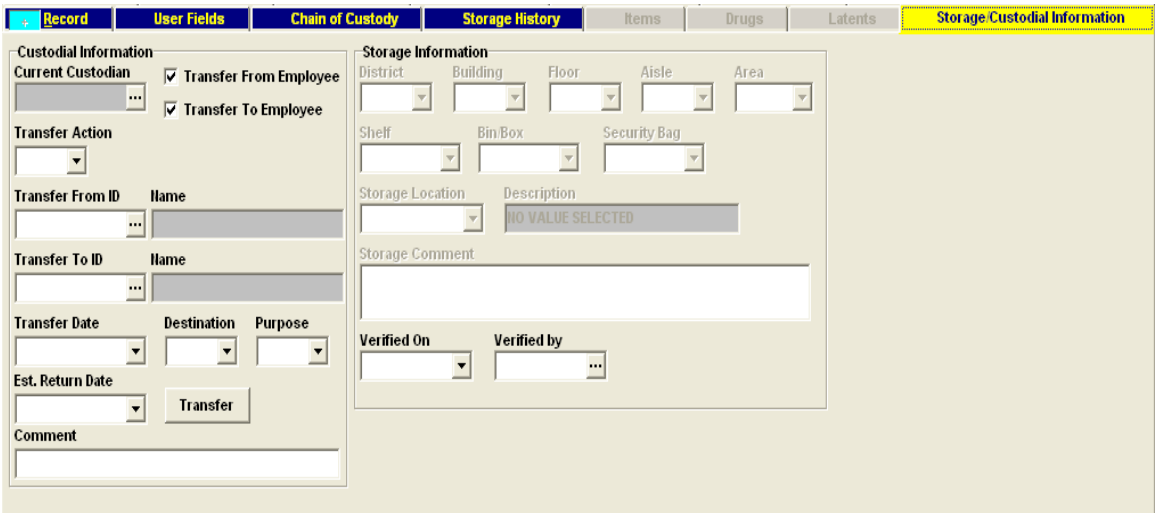


Storage History Tab Fields	
Field/Component	**Description/Use**
Storage Location	Displays a code identifying the storage location where the item was stored.

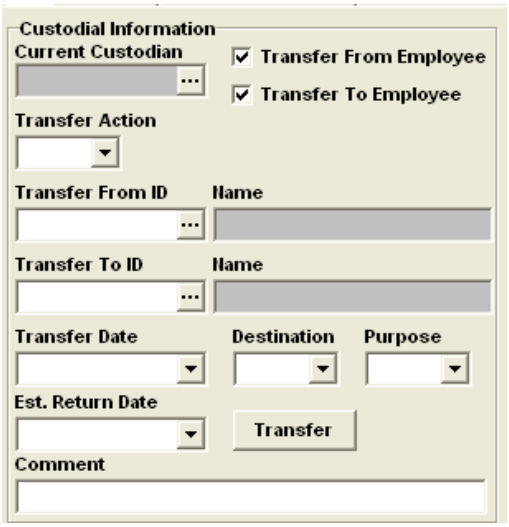
Storage History Tab Fields	
Field/Component	**Description/Use**
District	Displays a code identifying the district where the property was located.
Building	Displays a code identifying the building where the property was located.
Floor	Displays a code identifying the floor where the item was located.
Area	Displays a code identifying the specific area within the storage location where the item was located.
Aisle	Displays a code identifying the aisle where the item was located.
Shelf	Displays the shelf id where the item was located.
Bin/Box	Displays a code identifying the bin/box id where the item was stored.
Bag	Displays a code identifying the previous storage bag id for the item.
Status	Displays the previous IN/OUT status of the stored evidence. This read-only field is populated from the Chain of Custody tab Status field.
Verified By	Displays the ID of the officer who verified that location (Floor, Aisle, Shelf, and so forth) of the stored item.
Verified On	Displays the date the officer verified that location (Floor, Aisle, Shelf, and so forth) of the stored item.
Comment	Displays a previous Storage Comment from the Item Details tab for this item.
Delete	Deletes the highlighted record.

Storage/Custodial Information Tab

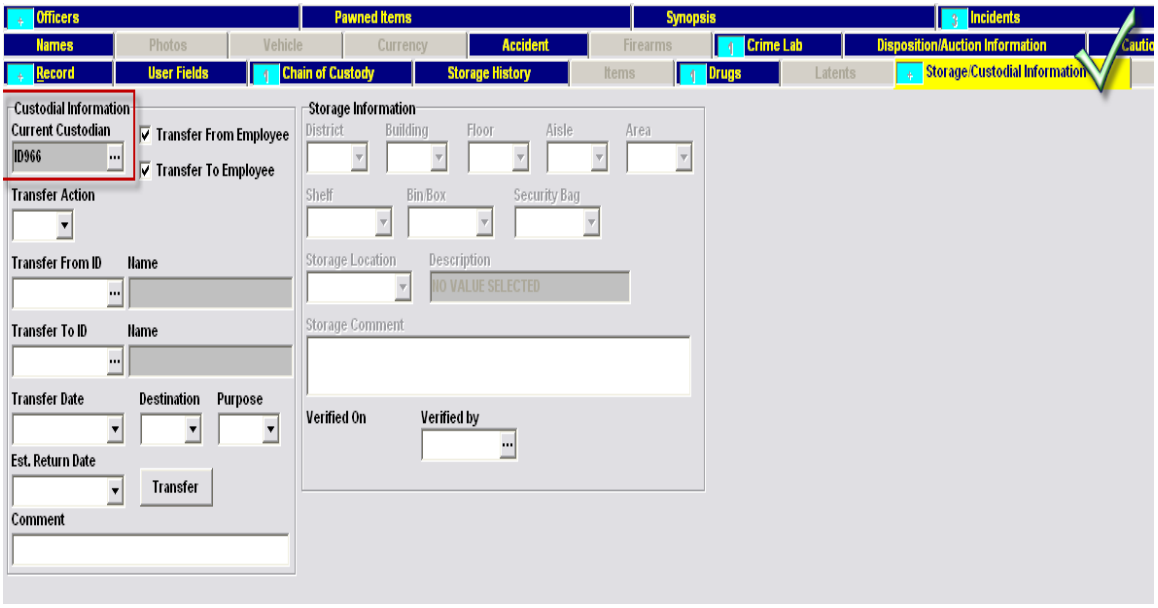
This information tab allows you to enter, edit, and change custodial and storage information about an evidence item.



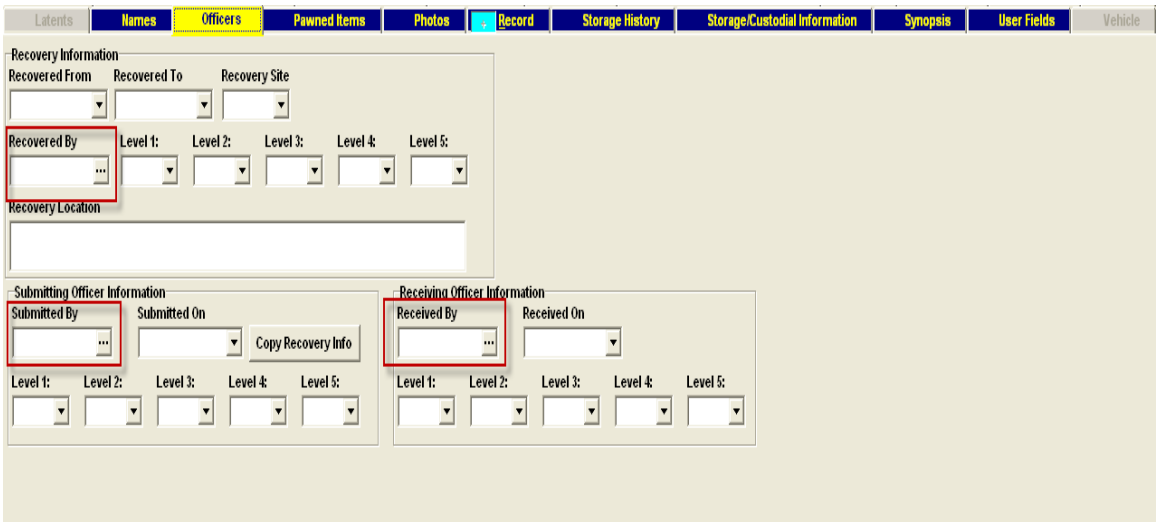
Storage Custodial Additional Information



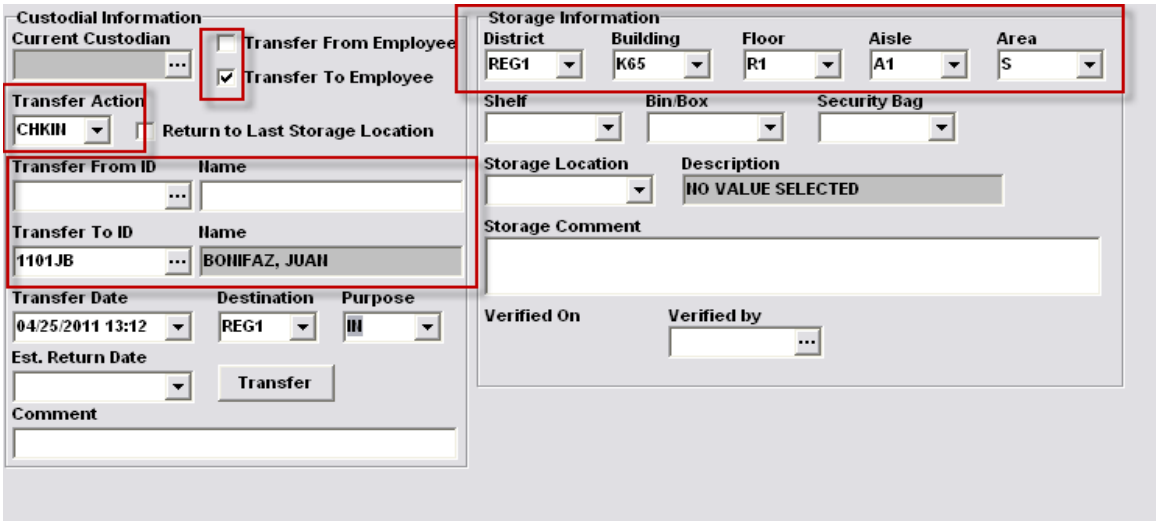
This tab provides the necessary interface to transfer the custody of an evidence item to another employee or non-employee by check-in or check-out activity. Within the Custodial Information group box is a read-only field labeled Current Custodian. This field displays the employee ID of the person currently responsible for the evidence item, as shown below:



IMPORTANT All evidence must be Recovered, Submitted and Received by an Employee using the Officers tab (as shown below) before it can be successfully transferred from an employee to another individual (employee or non-employee). If you need to record the transfer of a new evidence item between two non-employees before it is checked-in to your receiving department employee, see "How To Transfer an Evidence Item from Non-Employee to Non-Employee" at the end of this section.

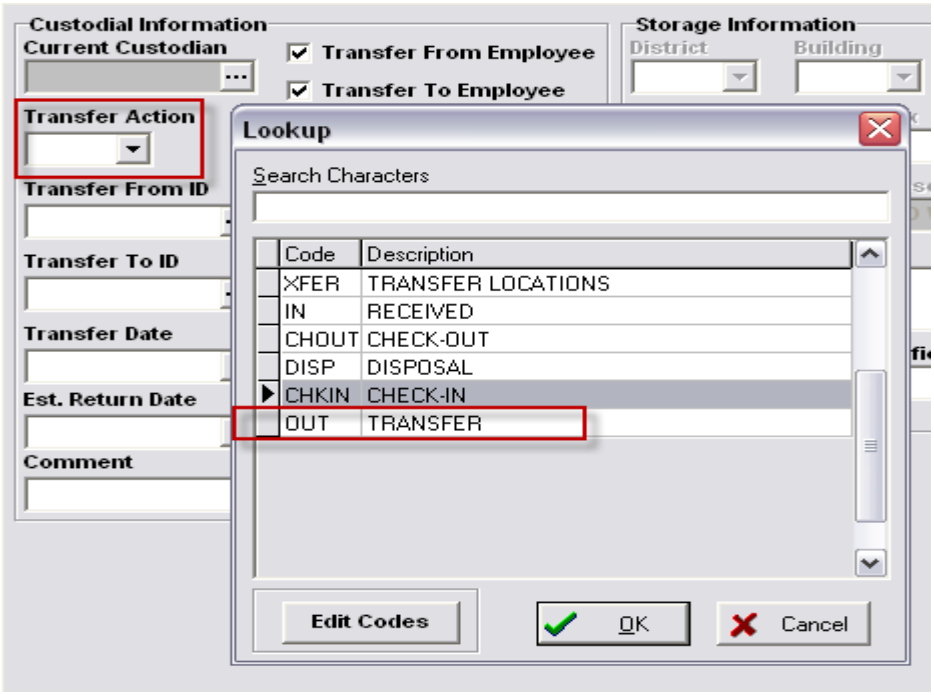


NOTE Upon Check-In, as shown below, an item can be transferred from "no one" to an employee, and Storage Information can be entered.



Transfer Action

To transfer an item to another individual, select a Transfer Action. Typically, the transfer action will include options such as Check-In or Check-Out. In this example, you will see TRANSFER (Code OUT) for an item – this is another way of saying Check-Out.



Transfer From Employee / Transfer To Employee Check boxes

If selected, the Transfer From ID and Transfer To ID boxes in the section below will force validation against an employee ID.

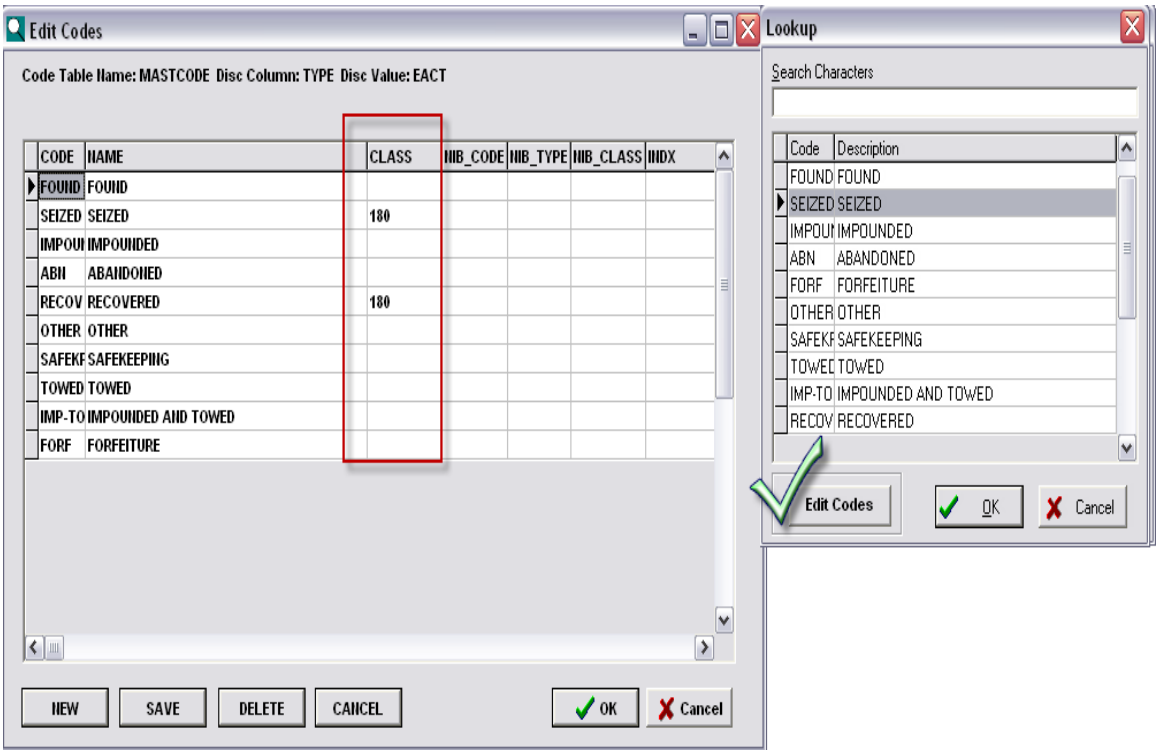
If deselected, the corresponding box will *not* force employee ID validation, and you can enter anything (non-agency employee FBI Agent Bob or DA Schwartz, and so forth).

IMPORTANT If an item is being *checked in,* the Transfer To Employee will automatically be assigned to the employee ID of the user logged into the system.

If an item is being *checked out,* the Transfer From Employee will automatically be assigned to the employee ID of the user currently logged into the system

The Transfer Date will automatically populate with the current system date and time.

IMPORTANT As with the Evidence category, the CLASS for the corresponding Action code is critically important as it will determine the Status of the Evidence item. You must enter valid CLASS Codes for each Evidence Action and Transfer Action Code used, as shown below: In other words, if the IMPOUNDED code was used for another evidence item, the status for that item would not populate properly – and the custodial transfer action would error out – since no CLASS Code has been defined for that Action. Define each CLASS Code when defining the corresponding Action Code by clicking **Edit Codes** under either Actions or Transfer Actions. Selecting a Transfer Action will also trigger certain fields to auto-populate.

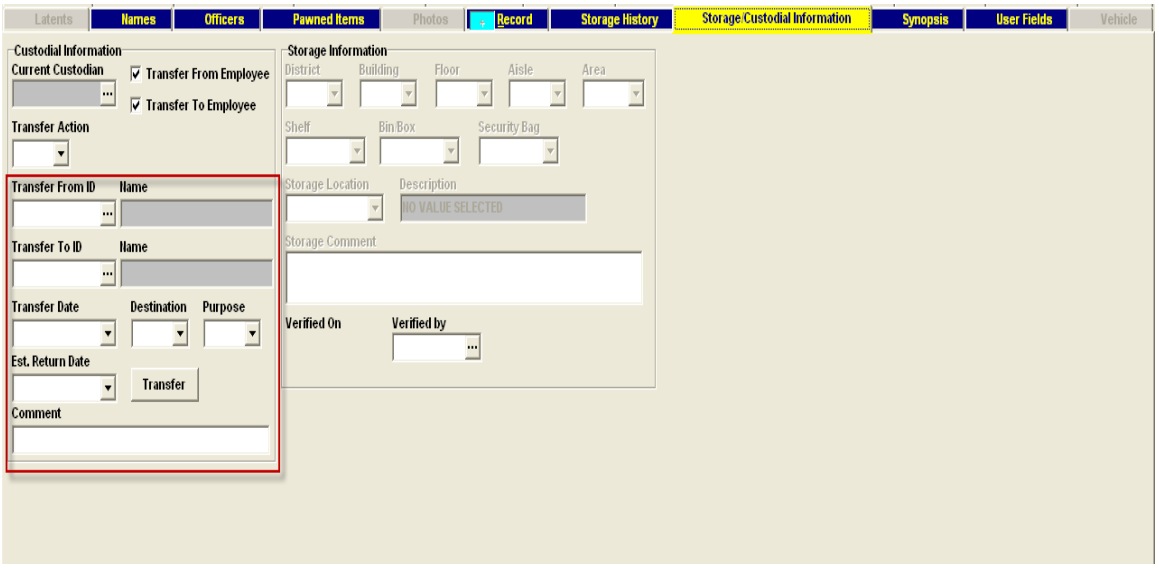


Return to Last Storage Location

Allows you to check an item back into the most recent storage location assigned.

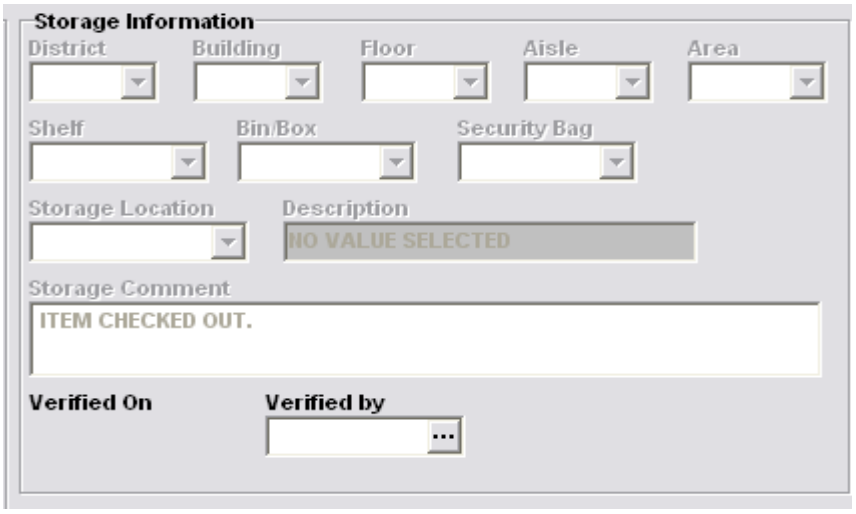
Transfer Information

Once an action code is selected, you can select the employee who the evidence will be transferred from, the employee who the evidence will be transferred to, the reason for the transfer, the date of the transfer, the destination (court, crime lab, evidence warehouse, and so forth), an estimated return date for any evidence items that are checked out, and a comment field:



Updated Custodian and Storage Information

Once you enter the relevant information and click **Transfer**, the item's Chain of Custody is updated and the current custodian is changed to the employee or non-employee that was entered in the Transfer To field. If the Transfer From field is empty when **Transfer** is clicked, you will be prompted to use the Current Custodian as the Transfer From employee.

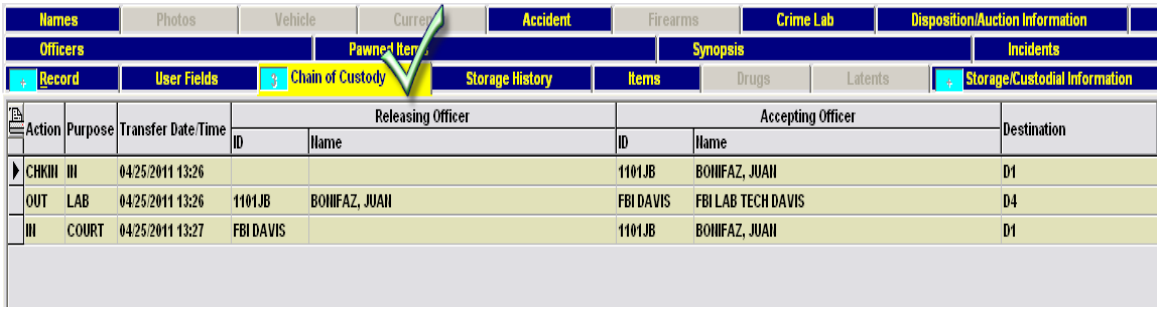


NOTE If an item has been transferred out of evidence, the Storage Location will automatically be cleared and a new record will post to the storage history. The storage location fields will be *deactivated* until the status of the item is changed back to In House.

NOTE It can be necessary to *Save* and ***REFRESH*** the item in order to display the updated status and custodian.

In the Chain of Custody example below, an Evidence item was:

- Checked-in to Accepting Officer 1101JB.
- Checked-out by 1101JB and transferred to the FBI Lab for Forensics testing.
- Checked-in *again* to the Accepting Officer 1101JB to be held for evidence until trial.



Action	Purpose	Transfer Date/Time	Releasing Officer ID	Releasing Officer Name	Accepting Officer ID	Accepting Officer Name	Destination
CHKIN	IN	04/25/2011 13:26			1101JB	BONIFAZ, JUAN	D1
OUT	LAB	04/25/2011 13:26	1101JB	BONIFAZ, JUAN	FBI DAVIS	FBI LAB TECH DAVIS	D4
IN	COURT	04/25/2011 13:27	FBI DAVIS		1101JB	BONIFAZ, JUAN	D1

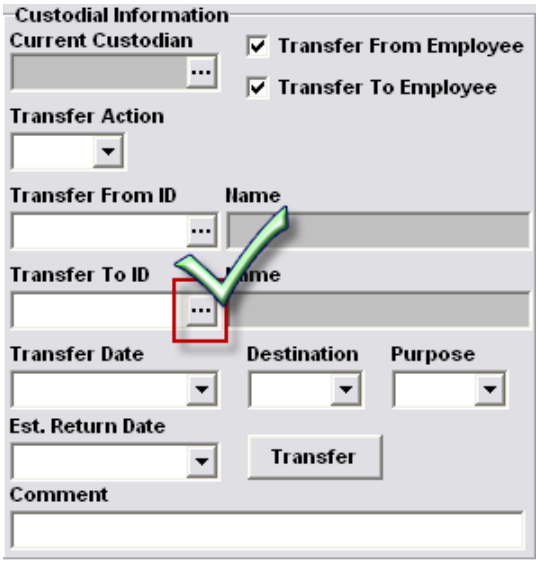
Storage/Custodial Information Tab Fields/Components	
Field/Component	**Description/Use**
Custodial Information	
Current Custodian	Displays the Employee ID number of the employee who is the current custodian of the item. If the item was checked out to an officer, that officer would be the current custodian. If the item is in the evidence department, the person who received the item would be the current custodian.
Transfer From	Displays the Employee ID number of the employee who the item is transferring from. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Transfer Action	Displays the codes for the transfer action. Click the down arrow to access the lookup list of codes.
Transfer To	Displays the Employee ID number of the employee who the item is transferring to. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an Employee ID.
Purpose	Displays the codes for the purpose of the transfer action. Click the down arrow to access the lookup list of codes.
Transfer Date	Displays the date/time for the transfer. Click the down arrow to access the Calendar utility.
Destination	Displays the codes for the destination of the transfer action. Click the down arrow to access the lookup list of codes.
Est. Return Date	Displays the date/time for the estimated return of the item, if checked out. Click the down arrow to access the Calendar utility.
Comment	Displays the comments for the item.
Transfer	Completes the transfer of the item once all the transfer information is entered. The Chain of Custody tab will be populated with the transfer information.
Storage Information	
District	Displays a code identifying the district where the property was located.
Building	Displays a code identifying the building where the property was located.
Floor	Displays a code identifying the floor where the item was located.
Area	Displays a code identifying the specific area within the storage location where the item was located.
Aisle	Displays a code identifying the aisle where the item was located.

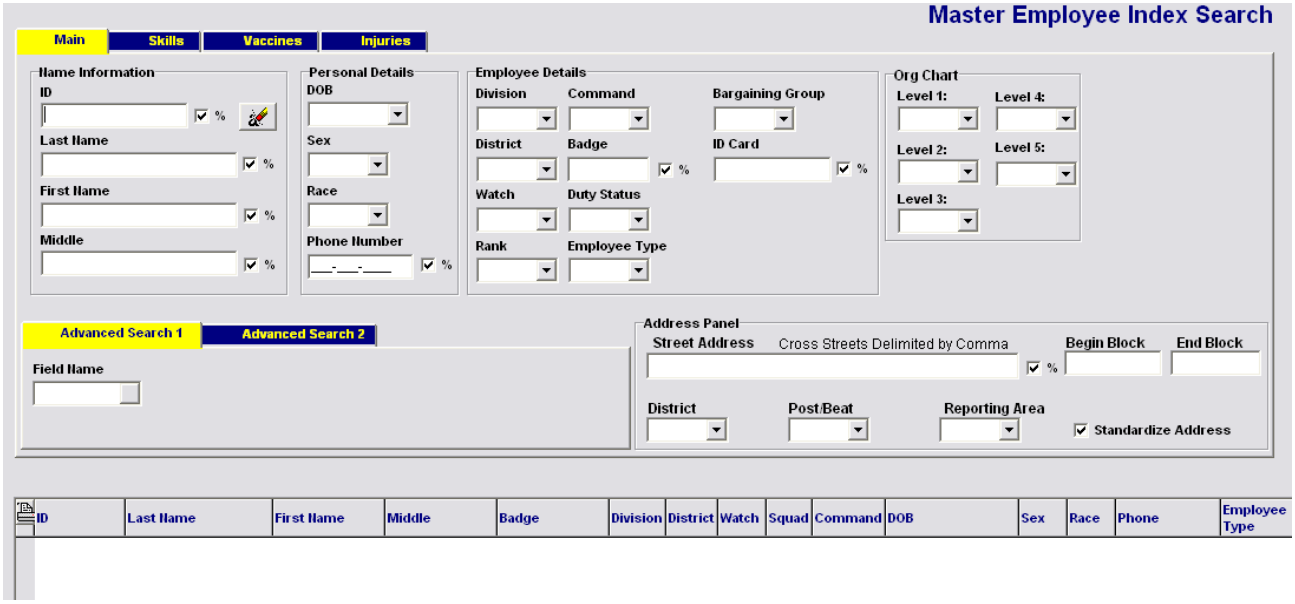
Storage/Custodial Information Tab Fields/Components	
Field/Component	**Description/Use**
Shelf	Displays the shelf id where the item was located.
Bin/Box	Displays a code identifying the bin/box id where the item was stored.
Security Bag	Displays a code identifying the previous storage bag id for the item.
Storage Location	Displays a code identifying the storage location where the item was stored.
Description	Displays a literal description for the Storage Location code. This field is read-only.
Storage Comments	Displays any comments entered concerning the storage of the item.
Verified On	Displays the date and time when the item location was verified. Click the down arrow to access the Calendar utility.
Verified By	Displays the Employee ID number of the employee who verified the evidence location. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Master Employee Index Search to locate an Employee ID.

How To: Transfer an Evidence Item From Employee to Employee

1. Under the Evidence module record, select the Storage/Custodial Information tab.
2. The boxes for Transfer From and Transfer To Employee will already be checked.
3. Link or enter the Transfer To ID and Name, as shown below: Click on the Transfer To ID ellipse and the Master Employee Index Search module will appear for linking purposes, as shown below:

   NOTE The "Transfer From" ID and Name will auto-populate based on the Current Custodian information. If no Current Custodian is given, the evidence can still be transferred to another individual as if that person is the first to receive it.

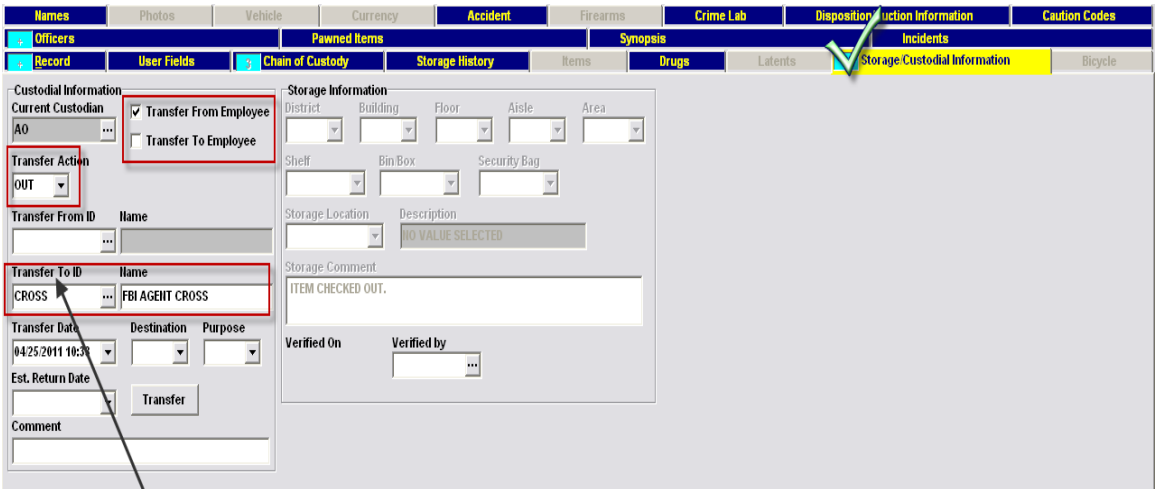




4. Enter any other applicable transfer information, such as destination, purpose, estimated return date, or comments.
5. Click **Transfer.**

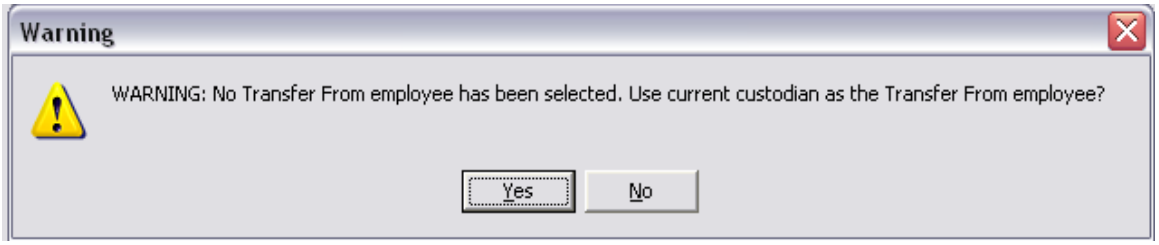
How To: Transfer an Evidence Item to a Non-Employee

1. Under the Evidence module record, select the Storage/Custodial Information tab, as shown below:

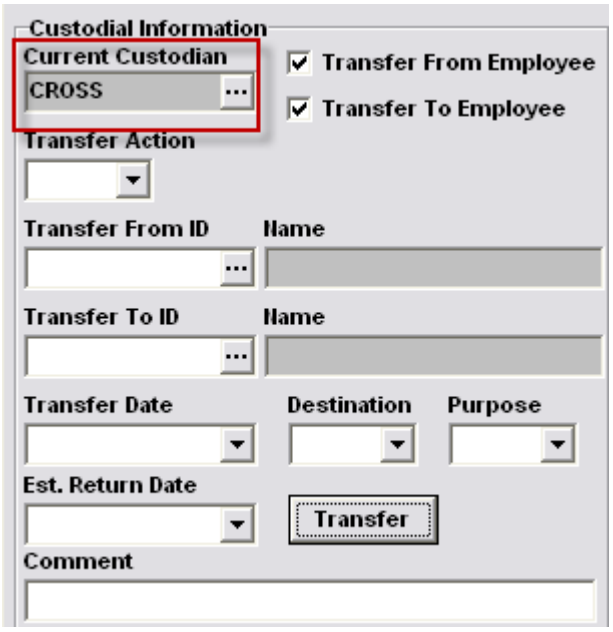


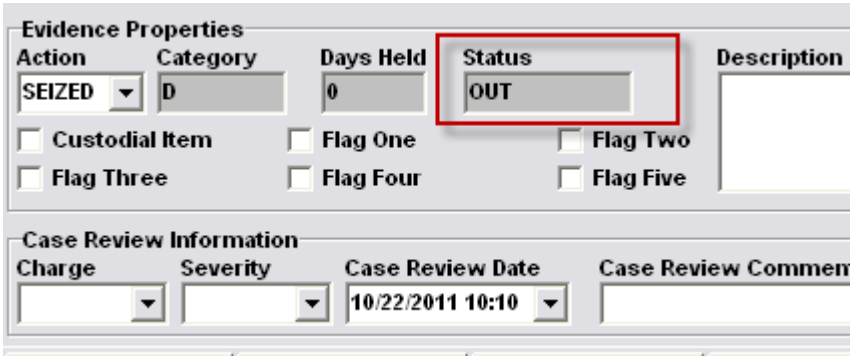
2. The Current Custodian (if any) should populate the read-only Current Custodian field.
3. Select the Transfer Action (OUT in this case).
4. Deselect the Transfer To Employee box.
5. Enter a Transfer ID and Name manually for the non-employee who will take possession of the evidence.
6. Enter any other applicable Transfer information, such as destination, purpose, estimated return date, or comments.

   NOTE You must enter something in the "Transfer To" ID field, even though you are not linking to an employee.
7. Click **Transfer.** The "default to current custodian" dialog box below will appear because no "Transfer From" individual was specified. Click **Yes** to use the current custodian.



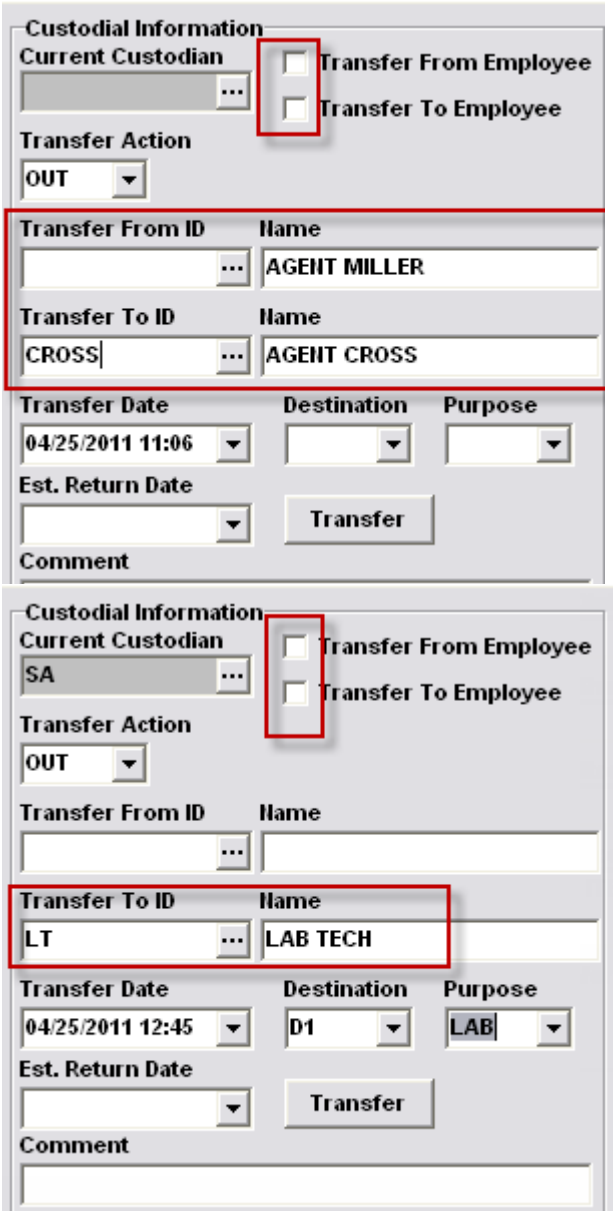
8. The Current Custodian tab will now be auto-populated with the new "Transfer To" ID you specified, as shown below: In addition, the Evidence Properties Status field will auto-populate with the item's new status.





How To: Transfer an Evidence Item From Non-Employee to Non-Employee

1. Under the Evidence record, select the Storage/Custodial Information tab.
2. Uncheck both the Transfer From Employee and Transfer To Employee check boxes, as shown below:
3. Select a Transfer Action.
4. Enter a Transfer From Name *or* default to the Current Custodian (no ID is required).

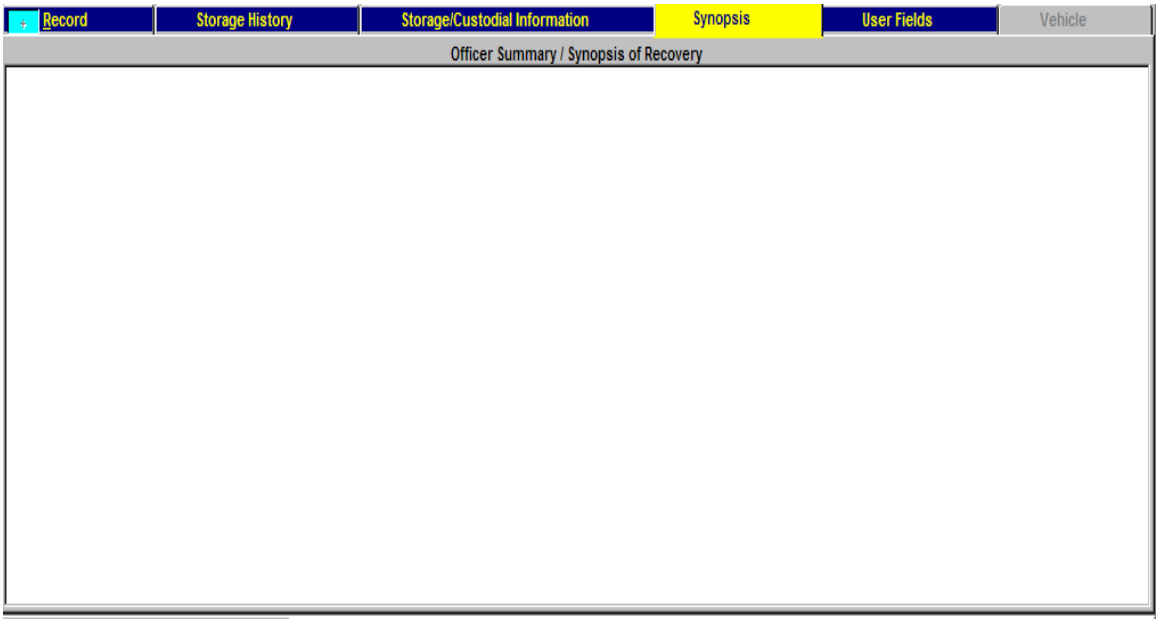


5. Enter a Transfer To ID and Name.
6. Enter any other applicable Transfer information, such as destination, purpose, estimated return date, or comments.
7. Click **Transfer.**

Synopsis Tab

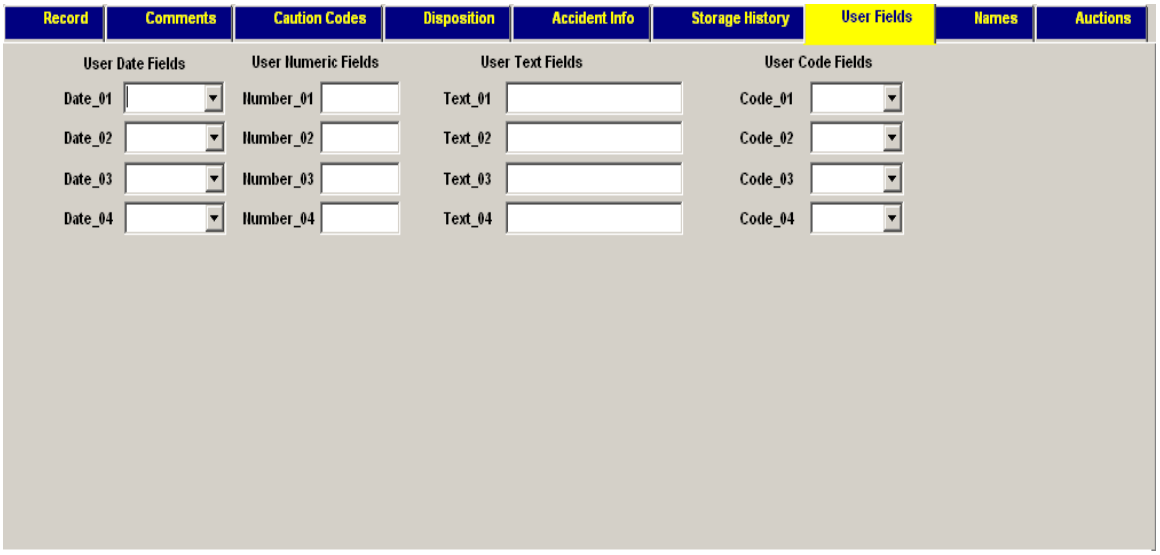
Displays the officer's summary of the evidence item recovery.

NOTE The F7 function key launches the spell check utility in the Synopsis field.



User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



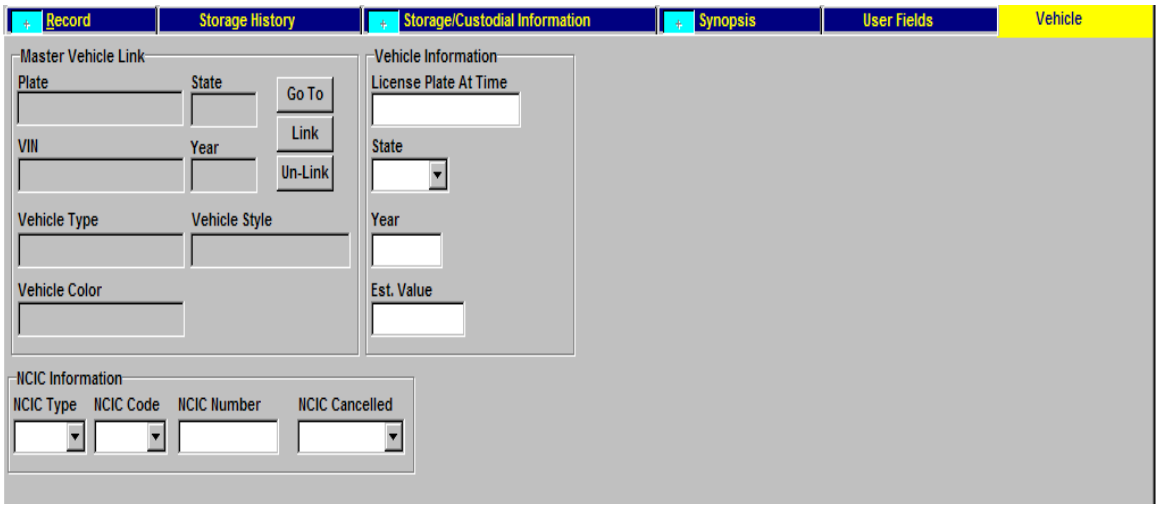
- User Date Fields

- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vehicle Tab

This combination tab allows you to track any vehicles involved with the evidence item. All fields are read-only and populated by the Master Vehicle Index record, except for the License Plate At Time, State, and Vehicle Year fields.

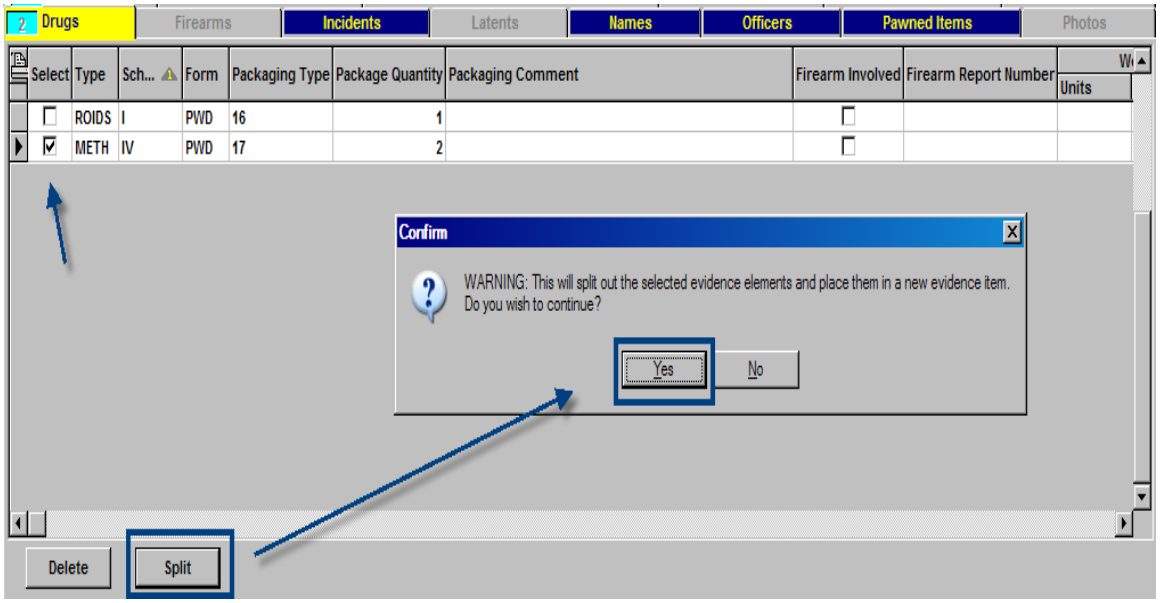


Vehicle Tab Fields/Components	
Field/Component	**Description/Use**
Master Vehicle Link	
Plate	Displays the license plate of the vehicle. This field is read-only and populated from the linked Master Vehicle Index record.
State	Displays a code identifying the state the license plate was issued. This field is read-only and populated from the linked Master Vehicle Index record.
VIN	Displays the Vehicle Identification Number of the vehicle. This field is read-only and populated from the linked Master Vehicle Index record.
Year	Displays the model year of the vehicle. This field is read-only and populated from the linked Master Vehicle Index record.
Vehicle Type	Displays the type of the vehicle. This field is read-only and populated from the linked Master Vehicle Index record.

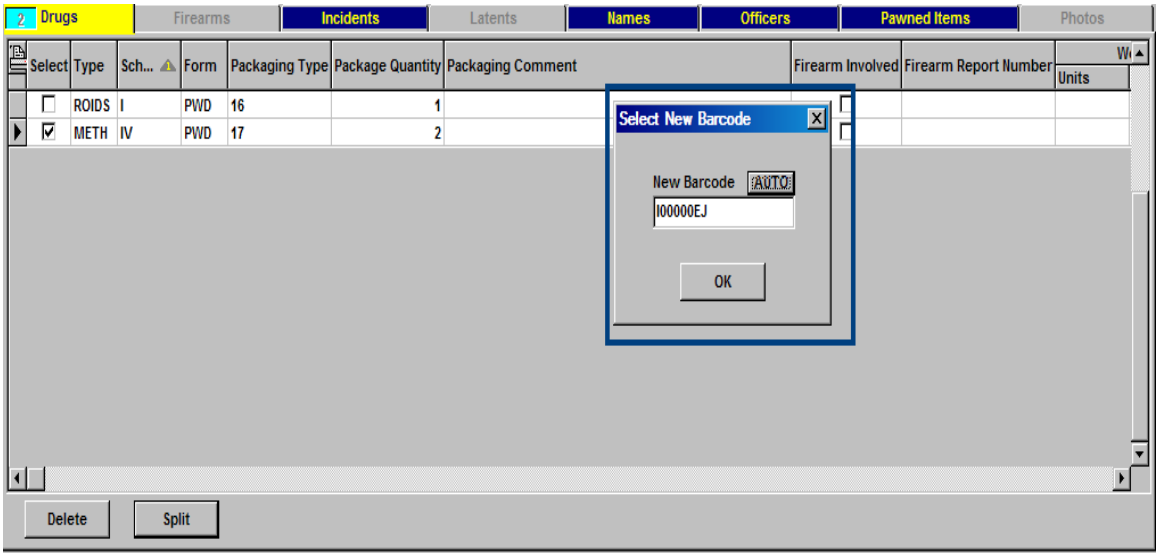
Vehicle Tab Fields/Components	
Field/Component	**Description/Use**
Vehicle Style	Displays the style of the vehicle. This field is read-only and populated from the linked Master Vehicle Index record.
Vehicle Color	Displays the color of the vehicle. This field is read-only and populated from the linked Master Vehicle Index record.
GOTO	Opens the Master Vehicle Index Module and displays the linked record.
Link	Opens the Master Vehicle Index Search. Once the record is located, click **OK** to link the record to the Evidence module.
UnLink	Removes the link between the Evidence record and the linked Master Vehicle record.
License Plate at Time	Displays the license plate at the time the vehicle was brought into evidence.
State	Displays a code identifying the state the license plate was issued at the time the vehicle was brought into evidence. Click the down arrow to access the lookup list of codes.
Year	Displays the vehicle year at the time the vehicle was brought into evidence.
Est. Value	Displays the estimated value at the time the vehicle was brought into evidence.
NCIC Type	Displays a code identifying the National Crime Information Center (NCIC) category type. Click the down arrow to access the lookup list of codes.
NCIC Code	Displays a code identifying of the NCIC category type chosen. Click the down arrow to access the lookup list of codes.
NCIC Number	Displays the NCIC number assigned to this type of evidence.
NCIC Cancelled	Displays the date that the NCIC was cancelled. Click the down arrow to access the Calendar utility.

Record Splitting

For evidence categories that support multiple items per barcode (Property and Container, Drugs, Photos, Latents and Currency), a "Split" option is available on the button panel below the category's corresponding grid.



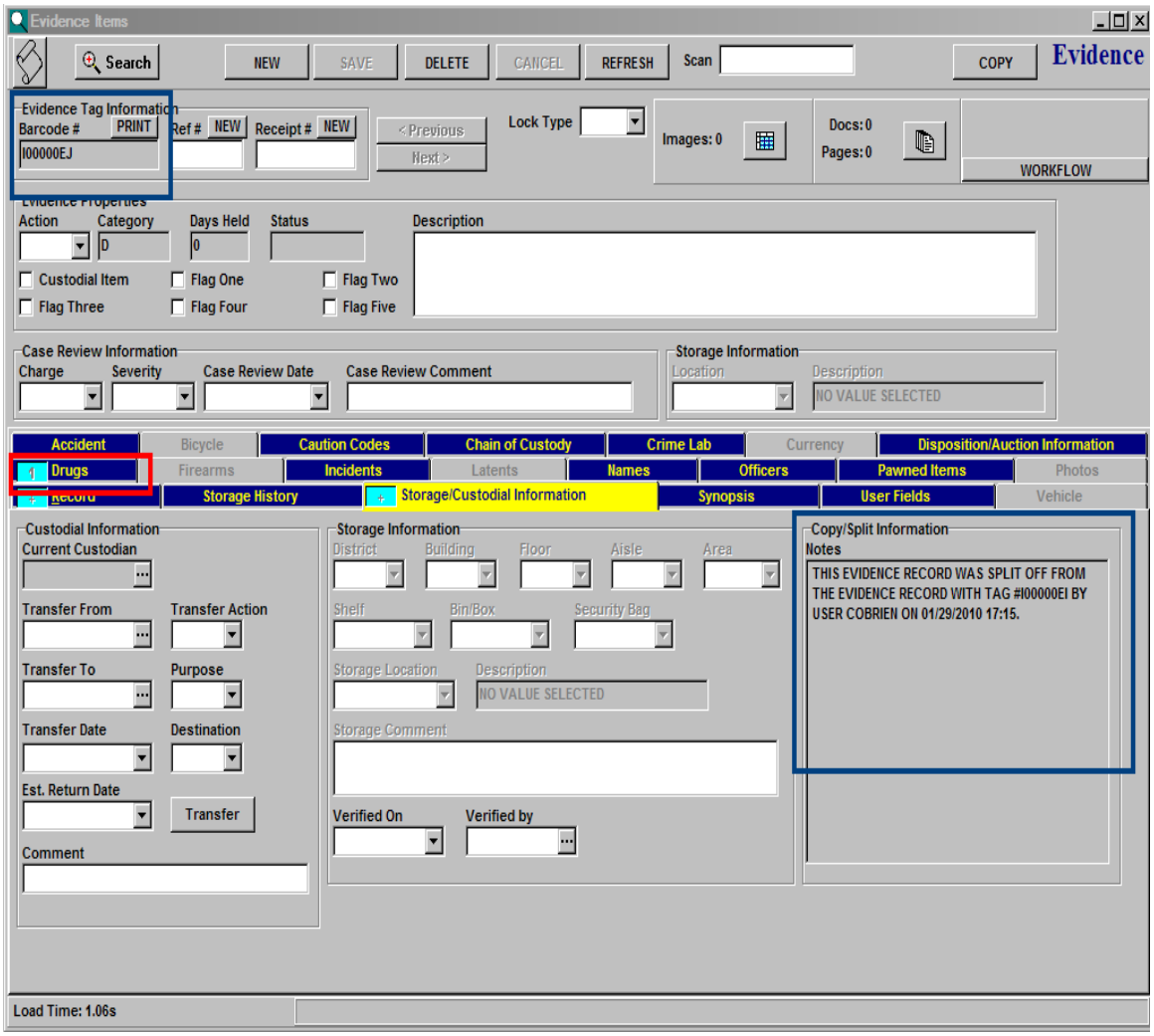
Splitting an item is a quick and effective way to break out one or more sub-items under a single barcode into a separate Evidence item with its own barcode. This option facilitates a scenario when, for example, one of the drugs in evidence is being taken to court and you need to split this away from the original barcode containing steroids as well. This action will generate a new barcode.



By splitting the record, a new barcode will be created with the drug. The general functionality behind a split is similar to the functionality that copies an item: a new Evidence barcode is created and all data associated with the source Evidence item is copied to the new Evidence record.

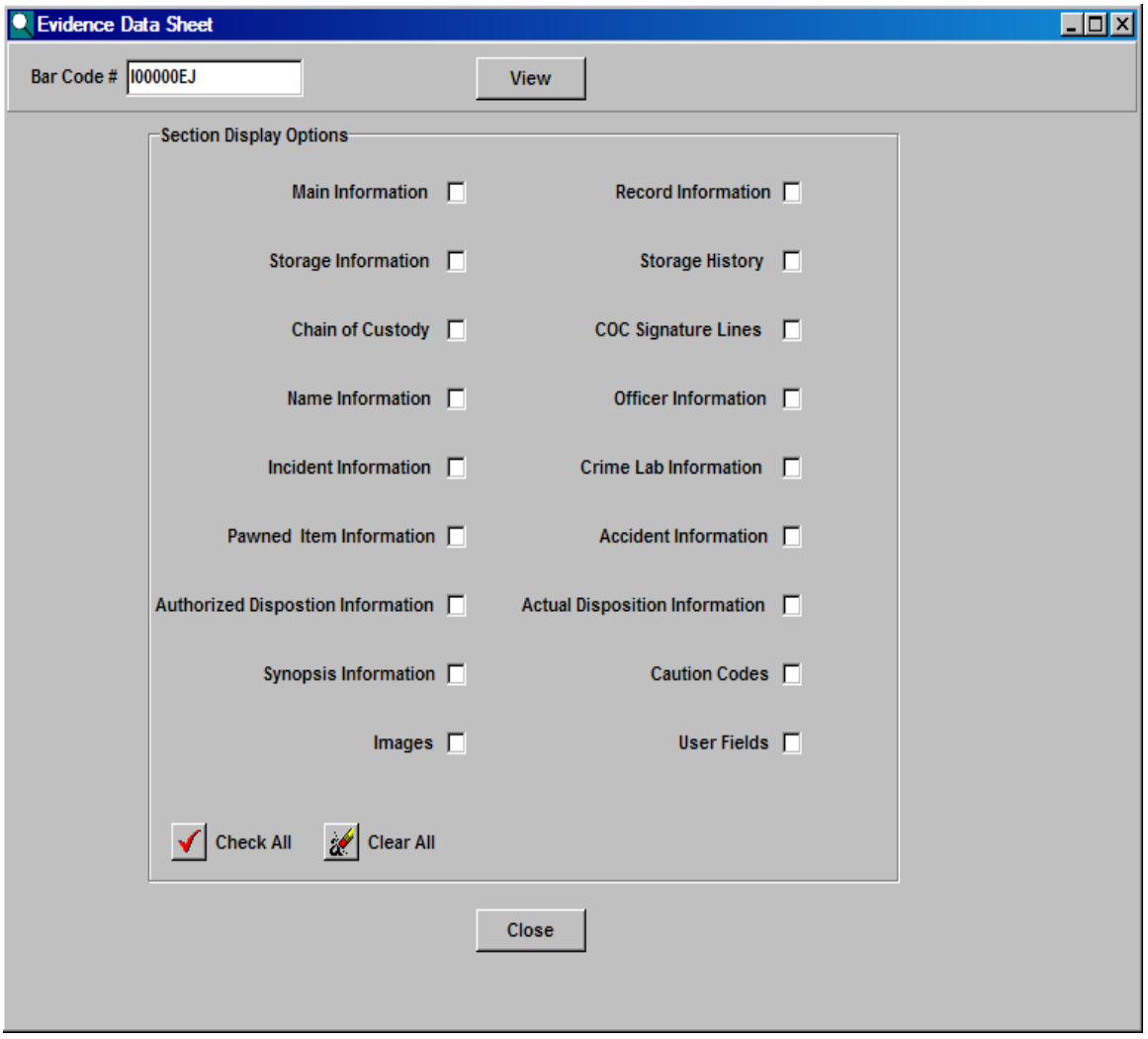
Unlike a copy, however, only the selected sub-items under the category specific grid are copied to the new record and any sub-item that is copied to the new record is removed from the original record. In addition, all chain of custody and storage information is copied from the original record when a split is performed.

Whenever a split or copy is performed, a new group box titled Copy/Split Information will appear on the Storage/Custodial Information tab. Within the group box is a memo to indicate that a split or copy action was performed on the current Evidence item. If the selected item was the source of the split or copy, the memo will note the barcode of the newly created record; for any record that was created as a result of a copy or split action, the memo will note the barcode of the original Evidence item.



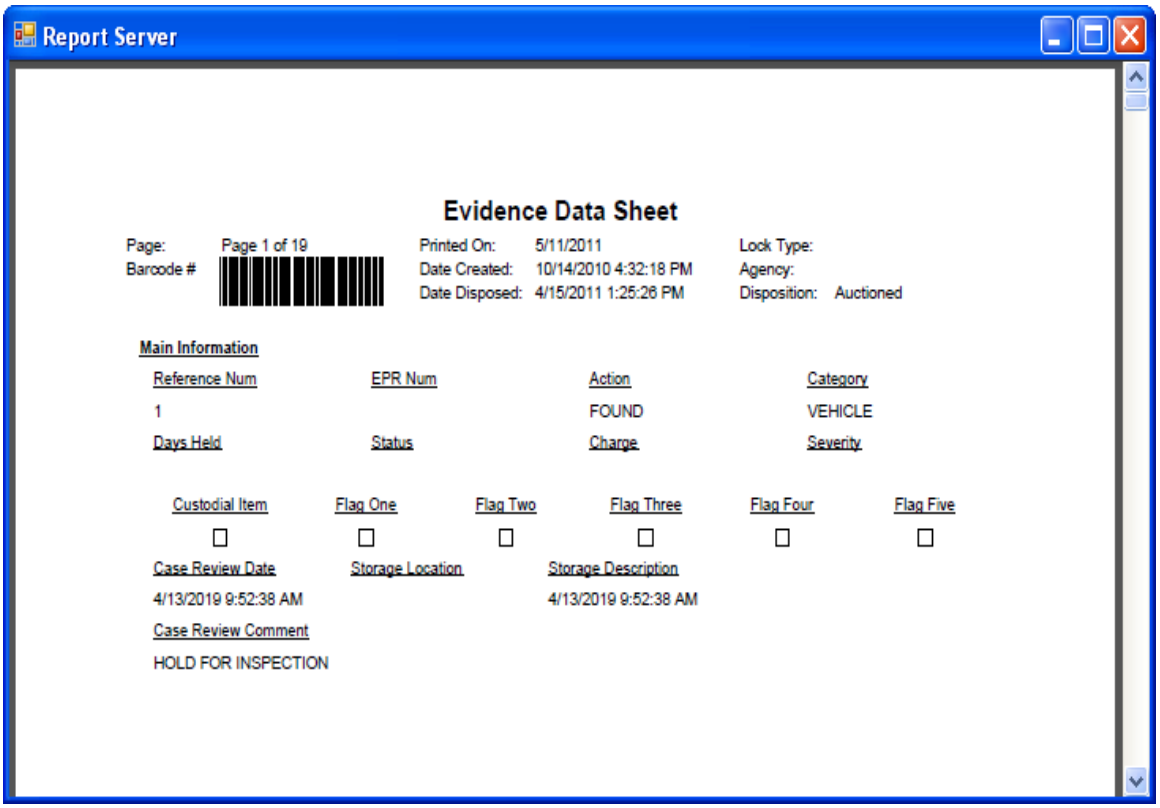
Using the Data Sheet Function

Click , located in the upper left corner of the Evidence module, to open the Evidence Data Sheet selection window used to generate an evidence data sheet for the open record. This report can be printed or simply viewed on the screen.



Once all selections have been made, click **View** to open the Report Destination dialogue.

Sample Evidence Data Sheet/Report:



Accessing the Evidence Search

The following methods can be used to open the Evidence Search:

From the Main Menu:

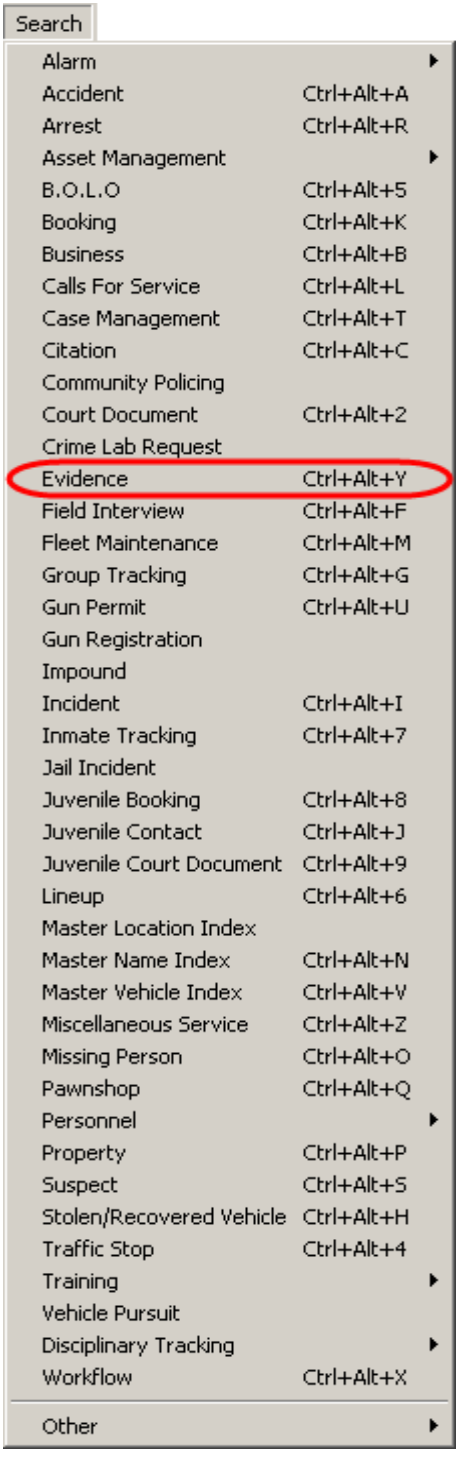
- Select Search > Evidence

Using the shortcut key combination:

- Press CTRL + ALT + Y

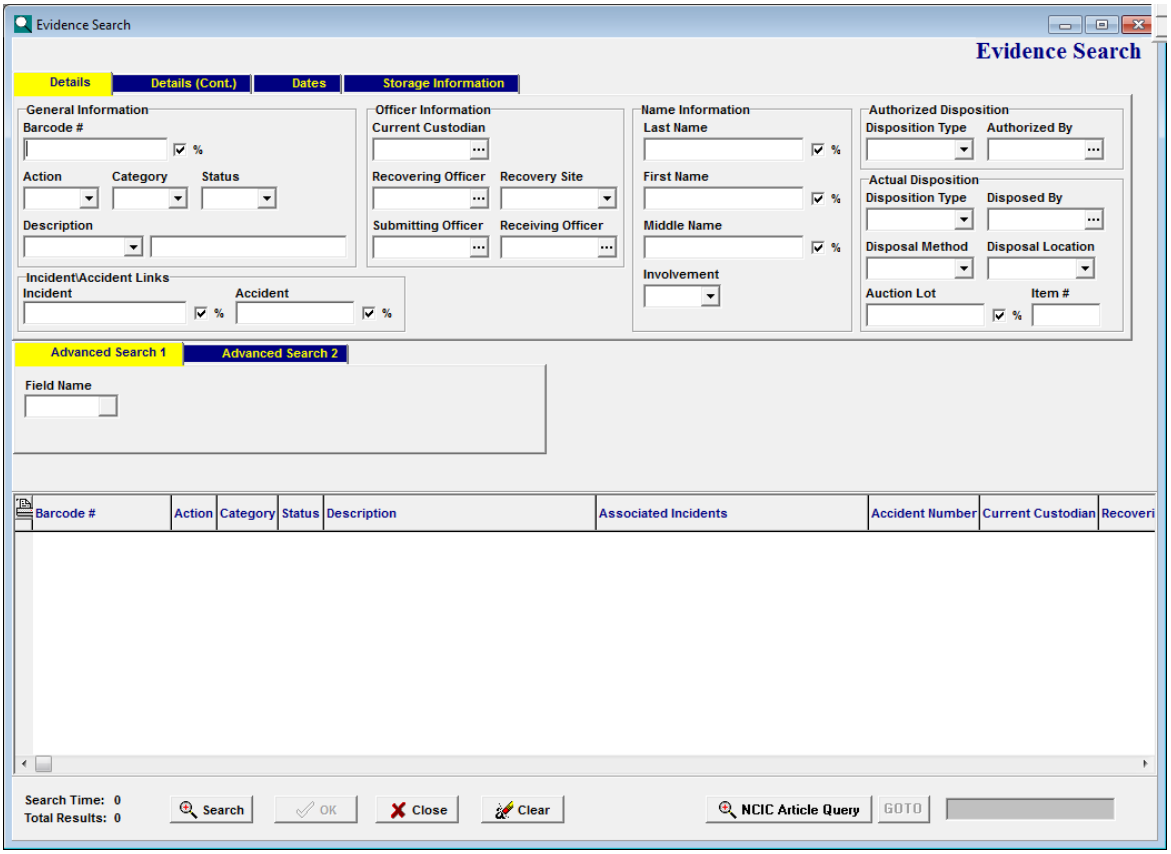
From within the module:

- Click **Search**



Evidence Search Parameters

The Evidence Search allows you to locate Evidence records based on one or more search parameters. The Search screen contains four tabs, allowing you to search based on Details, Dates, Storage Information, or advanced options. An illustration of the window and description of the parameters follow:



Evidence Search Parameters/Components	
Field/Component	**Description/Use**
Details Tab – General Information	
Barcode #	Displays the barcode number attached/assigned to a particular evidence item. The % check box indicates whether to include a wildcard in the search.
Action	Displays a code identifying the action for the evidence (seized, found, and so forth). Click the down arrow to access the lookup list of codes.
Category	Displays a code indicating the category the evidence falls under. Click the down arrow to access the lookup list of codes
Action	Displays a code identifying the action for the evidence.

Evidence Search Parameters/Components	
Field/Component	**Description/Use**
Status	Displays a code identifying the current storage status of the evidence. Click the down arrow to access the lookup list of codes.
Description	Displays a Boolean operator field and parameter field. Select the operator (is empty, contains**…**, and so forth), then enter a description search parameter. Click the down arrow to access the drop-down list of Boolean operator codes.
Incident/Accident Links	
Incident	Displays the Incident number linked to an Evidence record. The % check box indicates whether to include a wildcard in the search.
Accident	Displays the Accident number linked to an Evidence record. The % check box indicates whether to include a wildcard in the search.
Details Tab – Officer Information	
Current Custodian	Displays the ID number of the current custodian of the item. The current custodian is the person who last took responsibility for the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Recovering Officer	Displays the ID number of the officer who recovered the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Recovery Site	Displays the recovery site of the evidence item. Click the down arrow to access the lookup list of codes.
Submitting Officer	Displays the ID number of the officer who submitted the item into evidence. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Receiving Officer	Displays the ID number of the officer who received the item into evidence. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Details Tab – Names Information	
Last Name	Displays the last name of a person involved with the item. The % check box indicates whether to include a wildcard in the search.
First Name	Displays the first name of a person involved with the item. The % check box indicates whether to include a wildcard in the search.

Evidence Search Parameters/Components	
Field/Component	**Description/Use**
Middle name	Displays the middle name of a person involved with the item. The % check box indicates whether to include a wildcard in the search.
Involvement	Displays the involvement for a person involved with the item.
Details Tab – Authorized Disposition	
Disposition Type	Displays the authorized disposition type the item. Click the down arrow to access the lookup list of codes.
Authorized By	Displays the ID number of the officer who authorized the disposition of the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Details Tab – Actual Disposition	
Disposition Type	Displays the disposition type the item. Click the down arrow to access the lookup list of codes.
Disposed By	Displays the ID number of the officer who authorized the disposition of the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID.
Disposal Method	Displays the disposal method of the item. Click the down arrow to access the lookup list of codes.
Disposal Location	Displays the disposal location for the item. Click the down arrow to access the lookup list of codes.
Auction Lot	Displays the auction lot for the disposed item. The % check box indicates whether to include a wildcard in the search.
Item #	Displays the item number for the disposed item.
Details (Cont.) Tab – Identifiers	
Brand	Displays the brand name of the item. The % check box indicates whether to include a wildcard in the search.
Model	Displays the model name of the item. The % check box indicates whether to include a wildcard in the search.
Serial Number	Displays the serial number for the item. The % check box indicates whether to include a wildcard in the search.
Owner Applied Number	Displays the owner applied number of an item. The % check box indicates whether to include a wildcard in the search.

Evidence Search Parameters/Components	
Field/Component	**Description/Use**
Details (Cont.) Tab – NCIC Information	
NCIC Type	Displays a code identifying the National Crime Information Center (NCIC) type for an evidence category. Click the down arrow to access the lookup list of codes.
NCIC Code	Displays a code identifying the National Crime Information Center NCIC code for evidence. Click the down arrow to access the lookup list of codes.
NCIC Number	Displays a number identifying the National Crime Information Center (NCIC) number for an evidence item.
Dates Tab – Evidence Date Information	
Recovery, Submitted, Received, Disposition Authorized, Actual Disposition, and NCIC Cancellations dates.	
Date – From/To	Displays the evidence date range to search on. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the Search Functions section in the *RMS User Navigation Manual*.
Storage Information Tab – Storage Information	
District	Displays a code identifying the district where the evidence is stored. Click the down arrow to access the lookup list of codes.
Building	Displays a code identifying the building of the stored evidence. Click the down arrow to access the lookup list of codes.
Floor	Displays a code identifying the floor number where the evidence is stored. Click the down arrow to access the lookup list of codes.
Aisle	Displays a code identifying the aisle where the evidence is stored. Click the down arrow to access the lookup list of codes.
Area	Displays a code identifying the area where the evidence is stored. Click the down arrow to access the lookup list of codes.
Shelf	Displays a code identifying the shelf where the evidence is stored. Click the down arrow to access the lookup list of codes.
Storage Information Tab – Security Bag Range	
Sec Bag From	Displays a code identifying the beginning security bag in a range to search for an evidence item. Click the down arrow to access the lookup list of codes.

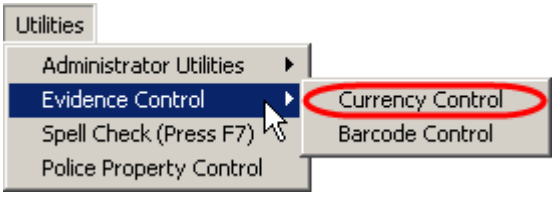
Evidence Search Parameters/Components	
Field/Component	**Description/Use**
Sec Bag To	Displays a code identifying the ending security bag in a range to search for an evidence item. Click the down arrow to access the lookup list of codes.
Storage Information Tab – Bin/Box Range	
Bin/Box From	Displays a code identifying the beginning bin/box in a range to search for an evidence item. Click the down arrow to access the lookup list of codes.
Bin/Box To	Displays a code identifying the ending bin/box in a range to search for an evidence item. Click the down arrow to access the lookup list of codes.
Storage Information Tab – Storage Location Range	
Location From	Displays a code identifying the beginning storage location in a range to search for an evidence item. Click the down arrow to access the lookup list of codes.
Location To	Displays a code identifying the ending storage location in a range to search for an evidence item. Click the down arrow to access the lookup list of codes.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the module header. NOTE For more information on Advanced Search, see the Search Functions section in the *RMS User Navigation Manual*.
Function Buttons	
	Opens the Export Grid window for this grid.
Search	Initiates a search for an Evidence record in the database.
OK	Displays the highlighted Evidence record in the Evidence module and *closes the search window.*
Close	Closes the search window.
Clear	Clears all search parameters entered for the previous search.
GOTO Evidence Barcode	Displays the Evidence record in the Evidence module and *leaves the search window open.*
GOTO Incident	Displays the Incident record in the Incident module and *leaves the search window open.* NOTE If multiple incidents are linked to the Evidence record, the Incident record that was first linked to the Evidence record is displayed.

Evidence Search Parameters/Components	
Field/Component	**Description/Use**
NCIC Article Query	Click to open the NCIC Query screen and search the NCIC database; see NCIC Searching in the Navigation Manual for instructions.

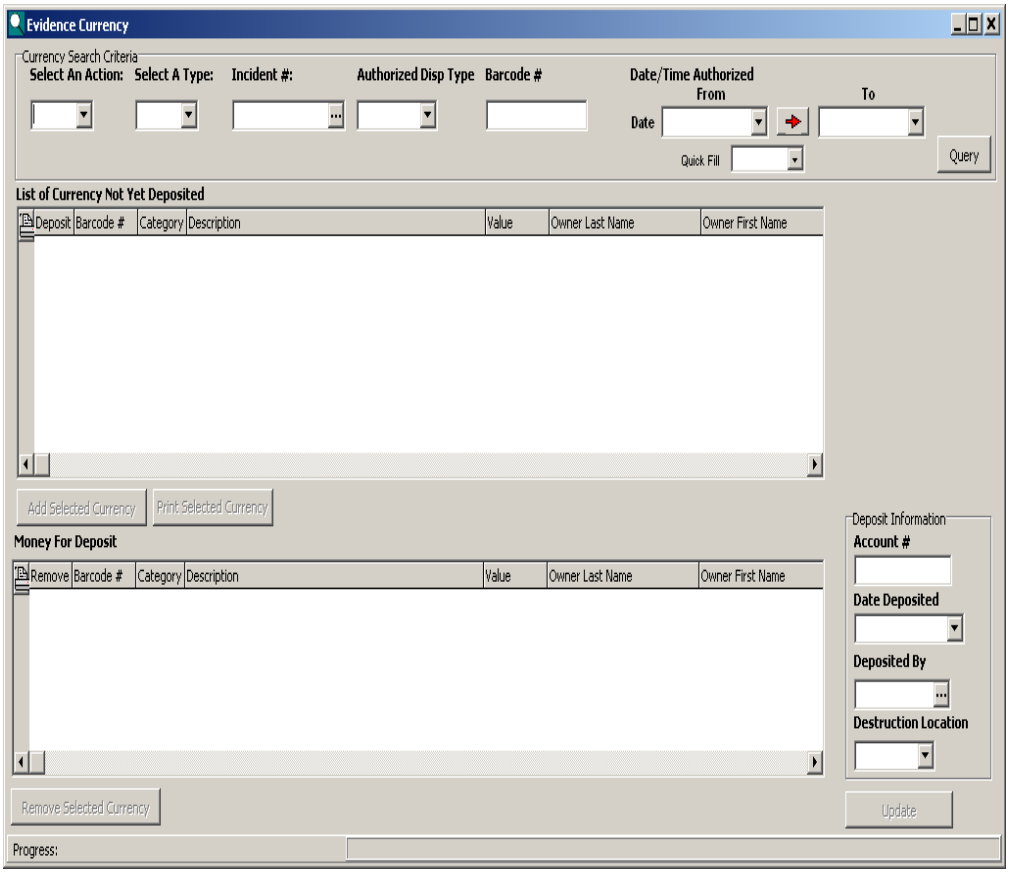
Accessing the Evidence Utility Functions

In addition to the Evidence module and the Evidence Search features described earlier in this section, there are two Evidence Control functions available on the RMS Utilities Main Menu: the Barcode Control and Currency Control functions.

Accessing the Currency Control Function

The Evidence Currency Control Function can be accessed in the following way: From the Main Menu: ▪ Select Utilities > Evidence Control > Currency Control	

The Evidence Currency module appears as follows:



Evidence Currency Module

The Evidence Currency module consists of a single unified module window that is divided into three sections: the top section is a Currency Search section, the middle section is the Currency Not Yet Deposited section and the bottom section is the Money for Deposit section.

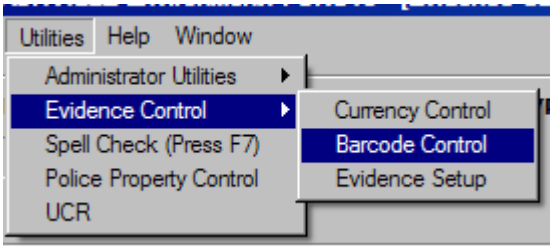
Evidence Currency Fields/Components	
Field/Component	**Description/Use**
Currency Search Criteria	
Select An Action	Displays a code identifying the type of action (recovered, seized, and so forth). Click the down arrow to access a lookup list of codes.
Select A Type	Displays a code identifying the type of evidence (money, currency, and so forth). Click the down arrow to access a lookup list of codes.
Incident #	Displays the Incident number of a linked Incident record. Click **...** to access the Incident Search to locate an existing Incident record to be used as a Currency Search parameter.

Evidence Currency Fields/Components	
Field/Component	**Description/Use**
Authorized Disp Type	Displays a code identifying the authorized disposition type for the evidence (held, returned, and so forth). Click the down arrow to access the lookup list of codes.
Barcode #	Displays the barcode number that was attached or assigned to a particular piece of evidence.
Date From/To	Displays the date/time range during which the disposition was authorized. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on the Quick Fill options, see the Search Functions section in the *RMS User Navigation Manual*.
Query	Click to initiate a Currency Search using the specified search parameters.
List of Currency Not Yet Deposited (grid)	
	Opens the Export Grid window for this grid.
Deposit	A check in this box indicates that the selected currency is intended for deposit.
Barcode#	Displays the barcode number assigned to the selected currency.
Category	Displays a code identifying the evidence category (money, currency, and so forth). This is a read-only field.
Description	Displays a description of the selected currency evidence. This is a read-only field.
Value	Displays the cash value of the selected currency.
Owner Last Name	Displays the last name of the (former) owner of the selected currency. This is a read-only field.
Owner First Name	Displays the first name of the (former) owner of the selected currency. This is a read-only field.
Submitting Officer	Displays the Employee ID of the officer who submitted (turned in / collected) the currency evidence. This is a read-only field.
Property Type	Displays a code identifying the property type for the currency (for example: money). This is a read-only field.
Received On	Displays the date the currency was received into evidence. This is a read-only field.
Add Selected Currency	If the Deposit field is checked, click to move the selected currency record to the *Money For Deposit* grid.

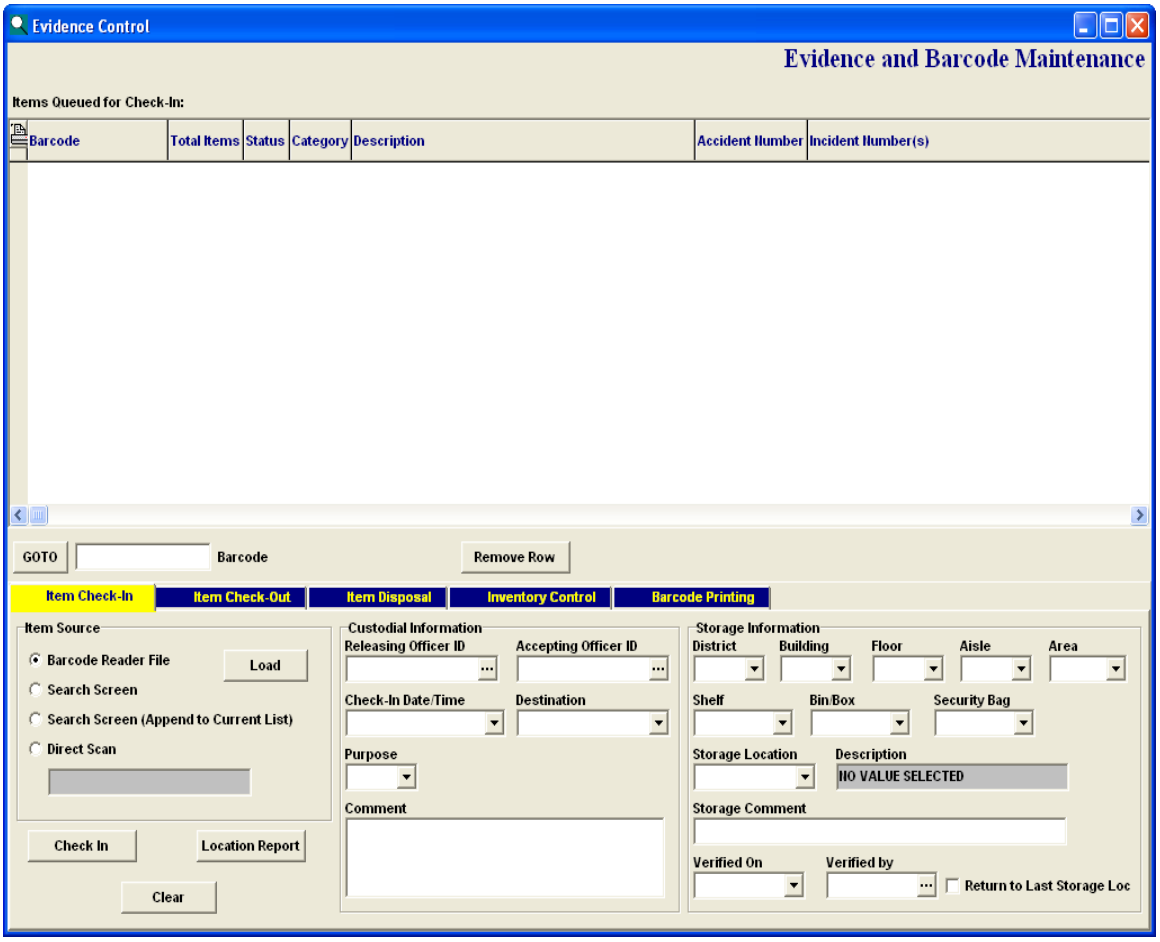
Evidence Currency Fields/Components	
Field/Component	**Description/Use**
Print Selected Currency	If a currency record is selected, click to display a user-configurable web-based report.
Money For Deposit	
	Opens the Export Grid window for this grid.
Remove	A check in this box indicates that the selected currency is to be removed from the *Money For Deposit* grid.
Barcode#	Displays the barcode number assigned to the selected currency.
Category	Displays a code identifying the evidence category (money, currency, and so forth). This is a read-only field.
Description	Displays a description of the selected currency evidence. This is a read-only field.
Value	Displays the cash value of the selected currency.
Owner Last Name	Displays the last name of the (former) owner of the selected currency. This is a read-only field.
Owner First Name	Displays the first name of the (former) owner of the selected currency. This is a read-only field.
Submitting Officer	Displays the Employee ID of the officer who submitted (turned in / collected) the currency evidence. This is a read-only field.
Property Type	Displays a code identifying the property type for the currency (for example: money). This is a read-only field.
Received On	Displays the date the currency was received into evidence. This is a read-only field.
Remove Selected Currency	If the Remove field is checked, click to remove the selected currency record from the *Money For Deposit* grid.
Deposit Information	
Account #	Displays the account number of the account into which the currency evidence was deposited.
Date Deposited	Displays the date and time that the currency was deposited. Click the down arrow to access the Calendar utility.
Deposited By	Displays the ID number of the officer who deposited the currency. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Destruction Location	Displays a code identifying the location where the currency was destroyed. Click the down arrow to access the lookup list of codes.

Evidence Currency Fields/Components	
Field/Component	**Description/Use**
Update	If currency records are displayed in the *Money For Deposit* grid, click to update those records with deposit or other related information, as applicable.

Accessing the Barcode Control Function

The Evidence Barcode Control Function can be accessed in the following way: From the Main Menu: ▪ Select Utilities > Evidence Control > Barcode Control	

The Evidence and Barcode Maintenance module appears as follows:

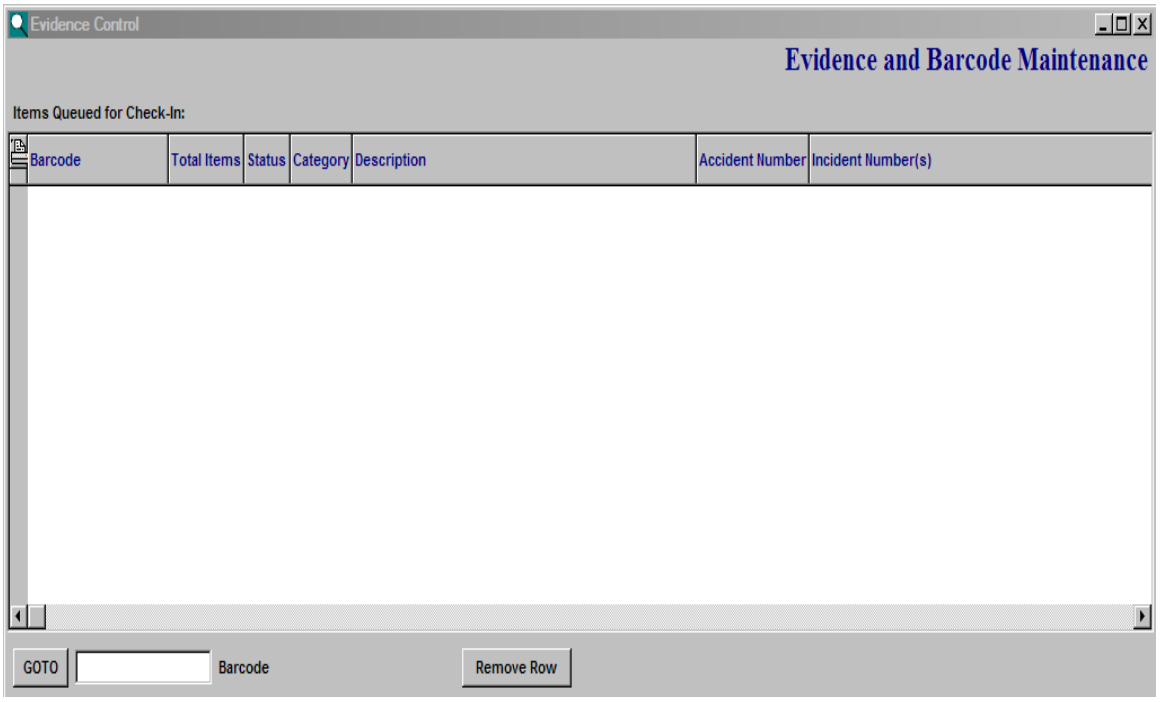


Evidence Control Module Header Area

The Evidence and Barcode Maintenance module provides a tool for you to manage the checking-in, checking-out, and disposal of multiple items. The Evidence module allows for the same features but is used for single item management of these tasks. The Evidence and Barcode Maintenance tool also allows you to validate inventory in the Evidence rooms and to print barcodes.

Multiple items can be checked in and out at one time; the items can be added by the scanning of the items, querying of RMS records or by a barcode reader. Once all the evidence items are added, you can select what actions to perform (for example: Check-In, Check-Out, or Disposal).

The Items Queued for Check-In table is read-only. The information in the table cannot be changed, but records can be removed by clicking **Remove Row**.



Evidence and Barcode Maintenance Fields/Components	
Field/Component	**Description/Use**
Items Queued for Check-In area	
	Opens the Export Grid window for this grid.
GOTO	Opens the Evidence Module and displays the highlighted record.
Barcode	Displays the barcode number for the highlighted record.
Remove Row	Removes the highlighted row from the grid.
Barcode	Selects the Barcode Reader as the source to load scanned barcodes.
Total Items	Displays the evidence record's total items.
Status	Displays the status of the evidence item.
Category	Displays the category of the evidence item.
Description	Displays the description of the evidence item.
Accident Number	Displays the Incident Number associated with the evidence item.
Incident Number	Displays the Accident Number associated with the evidence item.
ID	Displays the ID of the releasing officer of the evidence item.

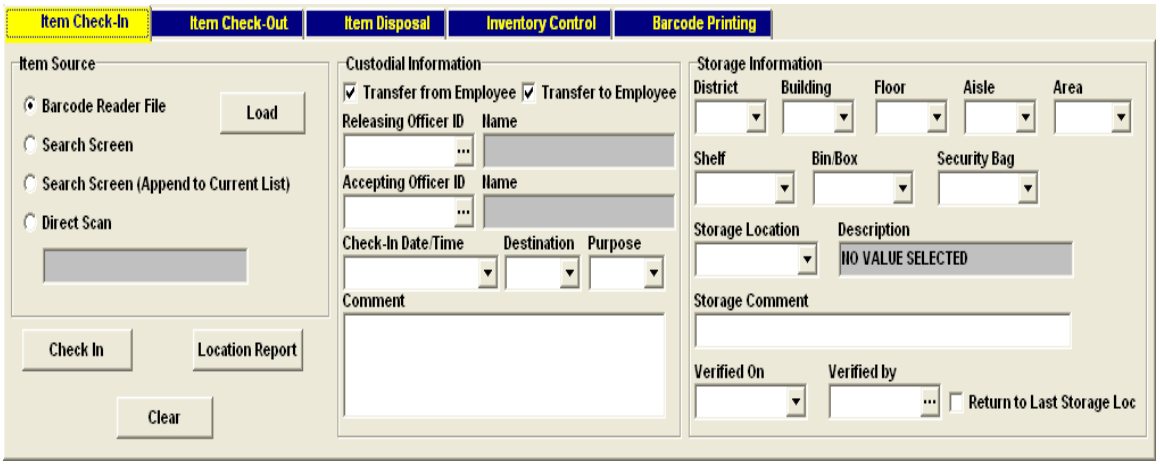
Evidence and Barcode Maintenance Fields/Components	
Field/Component	**Description/Use**
Name	Displays the name of the releasing officer of the evidence item.
Date	Displays the date the item was released.
ID	Displays the ID of the accepting officer of the evidence item.
Name	Displays the name of the accepting officer of the evidence item.
Disposed on	Displays the date when the item was disposed of.
ID	Displays the ID of the disposing officer of the evidence item.
Name	Displays the name of the disposing officer of the evidence item.
Code	Displays the disposing code of the evidence item.
Location	Displays the location of where the evidence item is currently held.
District	Displays the district where the evidence item is currently held.
Building	Displays the building where the evidence item is currently held.
Floor	Displays the floor where the evidence item is currently held.
Area	Displays the general area where the evidence item is currently held.
Aisle	Displays the aisle where the evidence item is currently held.
Shelf	Displays the shelf where the evidence item is currently held.
Bin/Box	Displays the bin/box where the evidence item is currently held.
Bag	Displays the security bag where the evidence item is currently held.

Evidence and Barcode Maintenance Tabs

This module is organized into a set of tabs that allow you to configure specific parameters for creating barcodes; the selected tab dictates the options available. The Item Check-In, Item Check-Out, Item Disposal and Inventory Control tabs all support interaction with the RMS Bar Code program. The Barcode Printing tab presents a series of options for configuring and printing barcodes.

Item Check-In Tab

This tab allows you to update Check-In information for an evidence item.



Item Check-In Tab Fields/Components	
Field/Component	**Description/Use**
Item Source	
Barcode Reader File	Selects the Barcode Reader as the source to load scanned barcodes.
Search Screen	Selects the results of an open Evidence Search as the source to load scanned barcodes.
Search Screen (Append to Current List)	Selects the results of another Evidence Search and appends those results to information already in the Items Queued for Check-In area.
Direct Scan	Allows you to scan an item directly in by placing the cursor in this field and scanning the Evidence item.
Load	Loads the results into the Items Queued for Check-In area.
Custodial Information	
Transfer from Employee	A check in this box indicates the item check-in involves a transfer from another employee.
Transfer to Employee	A check in this box indicates the item check-in involves a transfer to an employee.
Releasing Officer ID	Displays the ID number of the officer who released the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **…** to access the Employee Search to locate an Employee ID. *This is a required field.*

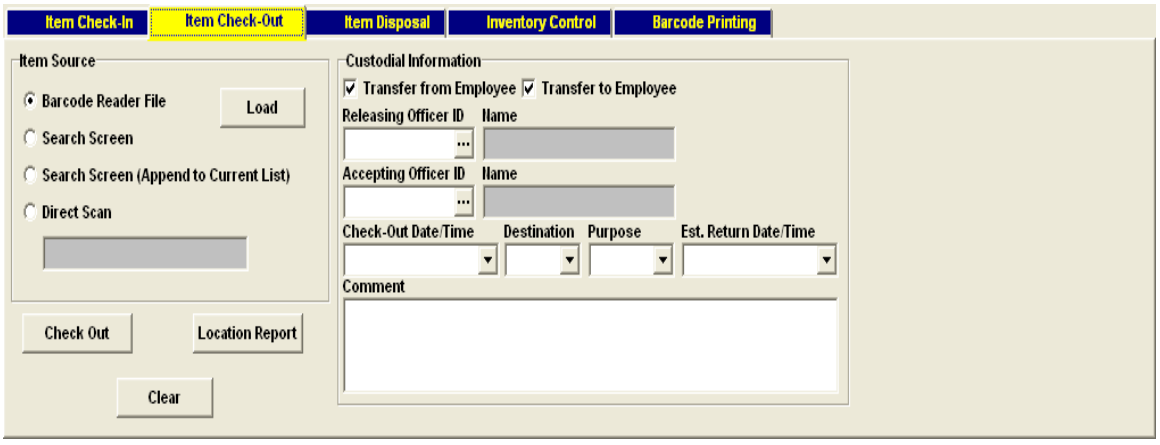
Item Check-In Tab Fields/Components	
Field/Component	**Description/Use**
Accepting Officer ID	Displays the ID number of the officer who accepted the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID. *This is a required field.*
Check-In Date/Time	Displays the date/time the check-in took place. Click the down arrow to access the Calendar utility. *This is a required field.*
Destination	Displays the destination of the evidence item. Click the down arrow to access a lookup list of codes. *This is a required field.*
Purpose	Displays the purpose for the item being checked out. Click the down arrow to access a lookup list of codes. *This is a required field.*
Comments	Displays comments related to this evidence item.
Check In	Initiates the check-in process for all items in the Items Queued for Check-In area.
Location Report	Displays a location report for valid items in the Items Queued for Check-In area.
Clear	Allows you to clear all items in the Items Queued for Check-In table.
Storage Information	
District	Displays a code identifying the district where the evidence is stored. Click the down arrow to access the lookup list of codes.
Building	Displays a code identifying the building of the stored evidence. Click the down arrow to access the lookup list of codes.
Floor	Displays a code identifying the floor number where the evidence is stored. Click the down arrow to access the lookup list of codes.
Aisle	Displays a code identifying the aisle where the evidence is stored. Click the down arrow to access the lookup list of codes.
Area	Displays a code identifying the area where the evidence is stored. Click the down arrow to access the lookup list of codes.
Shelf	Displays a code identifying the shelf where the evidence is stored. Click the down arrow to access the lookup list of codes.
Bin/Box	Displays a code identifying the bin/box where the evidence is stored. Click the down arrow to access the lookup list of codes.

Item Check-In Tab Fields/Components	
Field/Component	**Description/Use**
Security Bag	Displays a code identifying the security bag where the evidence is stored. Click the down arrow to access the lookup list of codes.
Storage Location	Displays a code identifying the storage location where the evidence is stored. Click the down arrow to access the lookup list of codes.
Description	Displays the description of the storage location where the evidence is stored. Click the down arrow to access the lookup list of codes.
Verified On	Displays the date the location of the evidence storage location was verified.
Verified By	Displays who verified the location where the evidence item was stored.
Return to Last Storage Location	A check in this box indicates the item was returned to its most previous storage location.

NOTE Invalid items will be in *red.* Invalid items cannot be checked in. Additionally, items that have been disposed of or have a status of IN cannot be checked in. An error message displays for each item denied check-in.

Item Check-Out Tab

This tab allows you to update Check-Out information for an Evidence item.

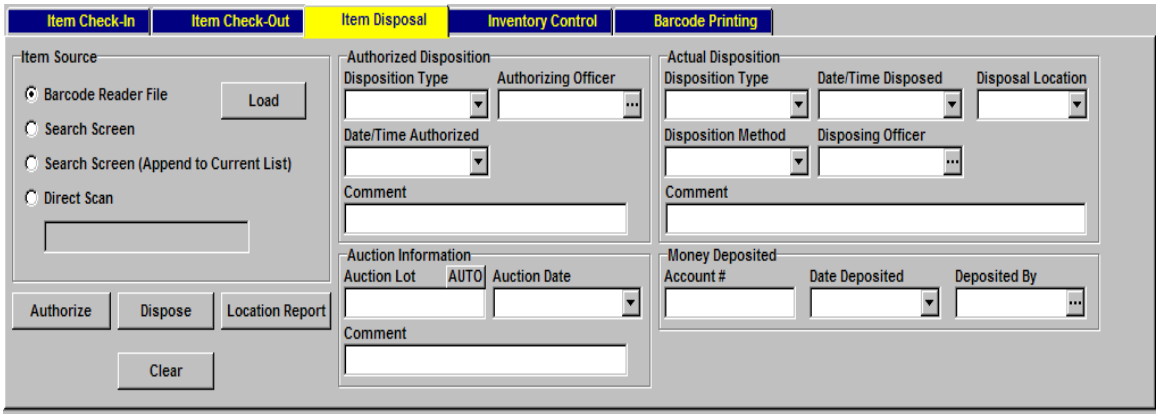


Item Check-Out Tab Fields/Components	
Field/Component	**Description/Use**
Item Source	
Barcode Reader File	Selects the barcode reader as the source to load scanned barcodes.
Search Screen	Selects the results of an open Evidence Search as the source to load scanned barcodes.
Search Screen (Append to Current List)	Selects the results of another Evidence Search and appends those results to information already in the Items Queued for Check-In area.
Direct Scan	Allows you to scan an item directly in by placing the cursor in this field and scanning the evidence item.
Load	Loads the results into the Items Queued for Check-In area.
Custodial Information	
Transfer from Employee	A check in this box indicates the item check-out involves a transfer from another employee.
Transfer to Employee	A check in this box indicates the item check-out involves a transfer to an employee.
Releasing Officer ID	Displays the ID number of the officer who released the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID. *This is a required field.*
Accepting Officer ID	Displays the ID number of the officer who accepted the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID. *This is a required field.*
Check-In Date/Time	Displays the date/time the check-in took place. Click the down arrow to access the Calendar utility. *This is a required field.*
Destination	Displays the destination of the evidence item. Click the down arrow to access a lookup list of codes. *This is a required field.*
Purpose	Displays the purpose for the item being checked out. Click the down arrow to access a lookup list of codes. *This is a required field.*
Comments	Displays comments related to this evidence item.

Item Check-Out Tab Fields/Components	
Field/Component	**Description/Use**
Check Out	Initiates the check-out process for all items in the Items Queued for Check-In area.
Location Report	Displays a location report for valid items in the Items Queued for Check-In area.
Clear	Allows you to clear all items in the Items Queued for Check-In table.

Item Disposal Tab

This tab allows you to enter Evidence item disposal information.



Disposal Tab Fields/Components	
Field/Component	**Description/Use**
Item Source	
Barcode Reader File	Selects the barcode reader as the source to load scanned barcodes.
Search Screen	Selects the results of an open Evidence Search as the source to load scanned barcodes.
Search Screen (Append to Current List)	Selects the results of another Evidence Search and appends those results to information already in the Items Queued for Disposal area.
Direct Scan	Allows you to scan an item directly in by placing the cursor in this field and scanning the evidence item.
Load	Loads the results into the Items Queued for Disposal area.

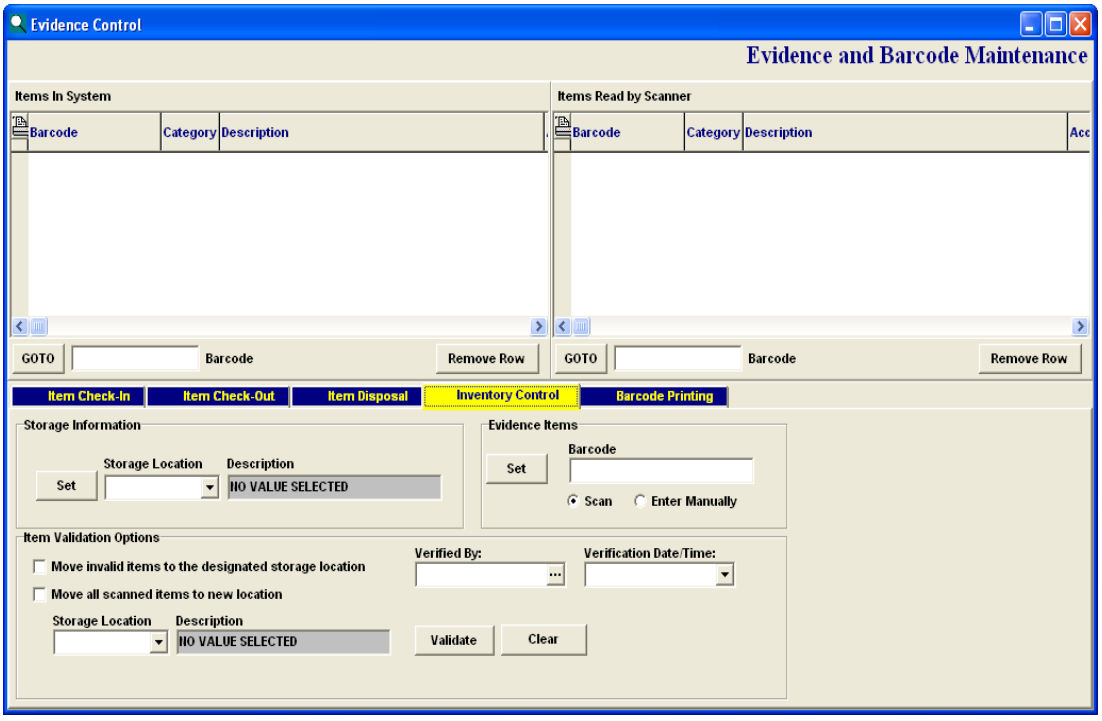
Disposal Tab Fields/Components

Field/Component	Description/Use
Item Disposal – Authorized Disposition	
NOTE **Authorized Disposition AND Actual Disposition fields do not need to be filled out at the same time. You can authorize the disposition of an item on one date and fill out the actual disposition information later. If *one* field in one of the disposition sections is populated then *all in that section* must be populated. The only exceptions to this rule are the optional Comment fields.**	
Disposal Type	Displays a code identifying the authorized disposition type of the evidence item. Click the down arrow to access a lookup list of codes.
Authorizing Officer	Displays the ID number of the officer who authorized the disposal of the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Date/Time Authorized	Displays the date/time when the evidence item was authorized for disposal.
Comment	Displays any comments entered regarding the evidence disposal.
Auction Information	
Auction Lot	Displays the auction lot number.
AUTO	Allows you to auto-generate an Auction lot number.
Auction Date	Displays the date of the auction.
Comment	Displays any comments entered regarding the auctioned item.
Actual Disposition	
Disposition Type	Displays a code identifying the actual disposition type of the evidence item. Click the down arrow to access a lookup list of codes.
Date/Time Disposed	Displays the date/time that this evidence item was disposed. Click the down arrow to access the Calendar utility.
Disposal Location	Displays a code identifying the disposal location actually used for the evidence item. Click the down arrow to access a lookup list of codes.
Disposal Method	Displays a code identifying the destruction method actually used for the evidence item. Click the down arrow to access a lookup list of codes.
Disposing Officer	Displays the ID number of the officer who disposed of the item. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.

Disposal Tab Fields/Components	
Field/Component	**Description/Use**
Comment	Displays any comments entered regarding the actual disposition.
Money Deposited	
Account #	Displays the account number in which the currency was deposited.
Date Deposited	Displays the date when the currency was deposited.
Deposited By	Displays the date when the currency was deposited.
Authorize	Authorizes the disposition of the item.
Dispose	Disposes of the item and changes the status to the appropriate disposal status.
Location Report	Displays a location report for valid items in the Items Queued for Check-Out area.
Clear	Allows you to clear all the items in the Items Queued for Check-Out area.

Inventory Control Tab

This tab allows you to compare the evidence items in the system to items read by the barcode scanner.



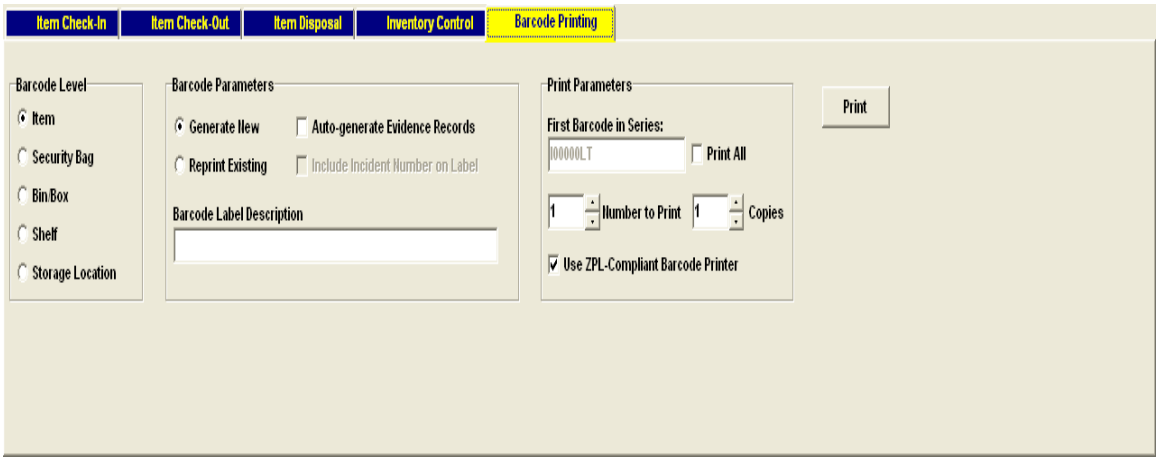
Item Disposal Tab Fields/Components	
Field/Component	**Description/Use**
Items in System	
	Opens the Export Grid window for this grid.
GOTO	Opens the selected item in the system.
Barcode	Displays a highlighted barcode.
Remove Row	Removes the highlighted row.
Items Read by Scanner	
	Opens the Export Grid window for this grid.
GOTO	Opens the Item Read by Scanner.
Barcode	Displays a highlighted barcode.
Remove Row	Removes the highlighted row.
Storage Information and Evidence Items	
Set	See Note Below

Item Disposal Tab Fields/Components	
Field/Component	**Description/Use**
NOTE The Set button in the Storage Information group box is used to set the current system location to analyze. Once a location is selected (say RACK5, for example), you click **Set** and all items the system reports as currently stored in that location will load in the grid on the left. You can then enter barcodes for items that they find in that location in the warehouse. If you select the Scan option in the Evidence Items group box, you can then simply scan any items found in that location to match what is actually found in the RACK5 against what the system has recorded for that location. If you do not have a barcode scanner, you can select the Enter Manually option and key in the barcode of each item manually. When this option is used, you will need to click **Set** after entering each barcode. Barcodes that are either scanned or manually keyed into the system will gradually fill in the grid on the right. Once all barcodes are read, you can examine the grids for discrepancies. Note that this Inventory Control format is only useful for sites that use the single field location code.	
Storage Location	Displays the selected location for the SET function
Description	Displays a description for the given storage location.
Item Validation Options	
Move invalid items to the designated storage location	Selects all invalid items to be moved to the given storage location (see below)*.
Move all scanned items to new location	Selects all scanned items to be moved to the given storage location (see below)*.
Storage Location*	Displays the selected location the invalid or scanned items will be moved to.
Description	Displays a description for the given storage location.
Verified By	Displays the ID of the officer who verified the inventory control process. If the Employee ID is known, it can be entered in the field. Upon entry of the ID, it is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID. *This is a required field.*
Verification Date/Time	Displays the verification date/time for the inventory control process. Click the down arrow to access the Calendar utility.

Item Disposal Tab Fields/Components	
Field/Component	**Description/Use**
Validate	Initiates the validation process based on the selected Item Validation Options and the data loaded into the Items in System area and the Items Read by Scanner area.
Clear	Clears the storage location information currently entered in this section.

Barcode Printing Tab

This tab allows you to print barcodes and offers extended functionality for barcode configuration and auto-generation.



Item Disposal Tab Fields/Components	
Field/Component	**Description/Use**
Barcode Level	
Item	Indicates that an Item-level barcode will be printed.
Security Bag	Indicates that a Security Bag-level barcode will be printed.
Bin/Box	Indicates that a Bin-Box-level barcode will be printed.
Shelf	Indicates that a Shelf-level barcode will be printed.
Storage Location	Indicates that a Storage Location-level barcode will be printed.
Barcode Parameters	

Item Disposal Tab Fields/Components	
Field/Component	**Description/Use**
Generate New	Indicates that the system will generate the specified number of barcodes for the selected barcode level. Auto-generated barcodes will be 8 characters in length. The first character of an auto-generated barcode will always indicate the barcode level: **I** for items, **G** for storage/security bags, **B** for bins/boxes, and **S** for shelves. The remaining 7 characters will consist of an alphanumeric sequence number that is generated by an Oracle stored procedure within the RMS.
Reprint Existing	Indicates the system will reprint existing barcodes. You must specify a starting label in the First Barcode in Series box in the Print Parameters area.
Auto-generate Evidence Records	Indicates that the system will automatically generate new evidence records for each new barcode that is created. Any new evidence records that are created by this process will contain no other information other than the barcode. When new security bag, bin/box, or shelf barcodes are generated, those barcodes will appear in the corresponding drop-downs on the evidence module.
Include Incident Number on Label	Indicates that the system will print the item's associated incident number(s) on the barcode label.
Barcode Label Description	Displays a description (up to 60 characters - broken across two lines of 30 characters each.) that can be added to barcodes. This text will appear beneath the alphanumeric representation of the barcode on the label.
Print Parameters	
First Barcode in Series	Displays the First barcode in the Series. If the Generate New option is selected, this field is read-only. If the Reprint Existing option is selected, the First Barcode in Series text box must be filled with a valid barcode for the selected level.
Print All	When the Reprint Existing option is selected, a check in this box will direct the module to print all existing barcodes for the given level.
Number to Print	Indicates the total number of unique barcodes to be printed.
Copies	Indicates the number of copies of each barcode that will be printed.
Use ZPL-Compliant Barcode Printer	Indicates the system has access to a Zebra barcode printer that supports the ZPL function language. When using a ZPL-compliant barcode printer, barcode labels will print on a 2" W x 1" L label.
Print	Initiates the barcode printing process based on the selected Barcode Level, Barcode Parameters, and Print Parameters.

Field Interview Module

The purpose of the Field Interview module is to store information obtained from interviews conducted with individuals such as victims, witnesses, or suspicious characters.

Accessing the Field Interview Module

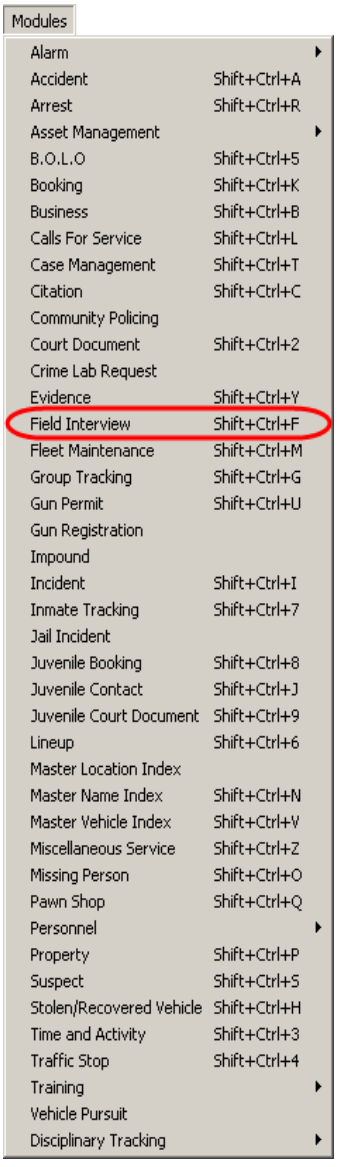
The Field Interview module may be accessed in the following ways:

From the Main Menu:

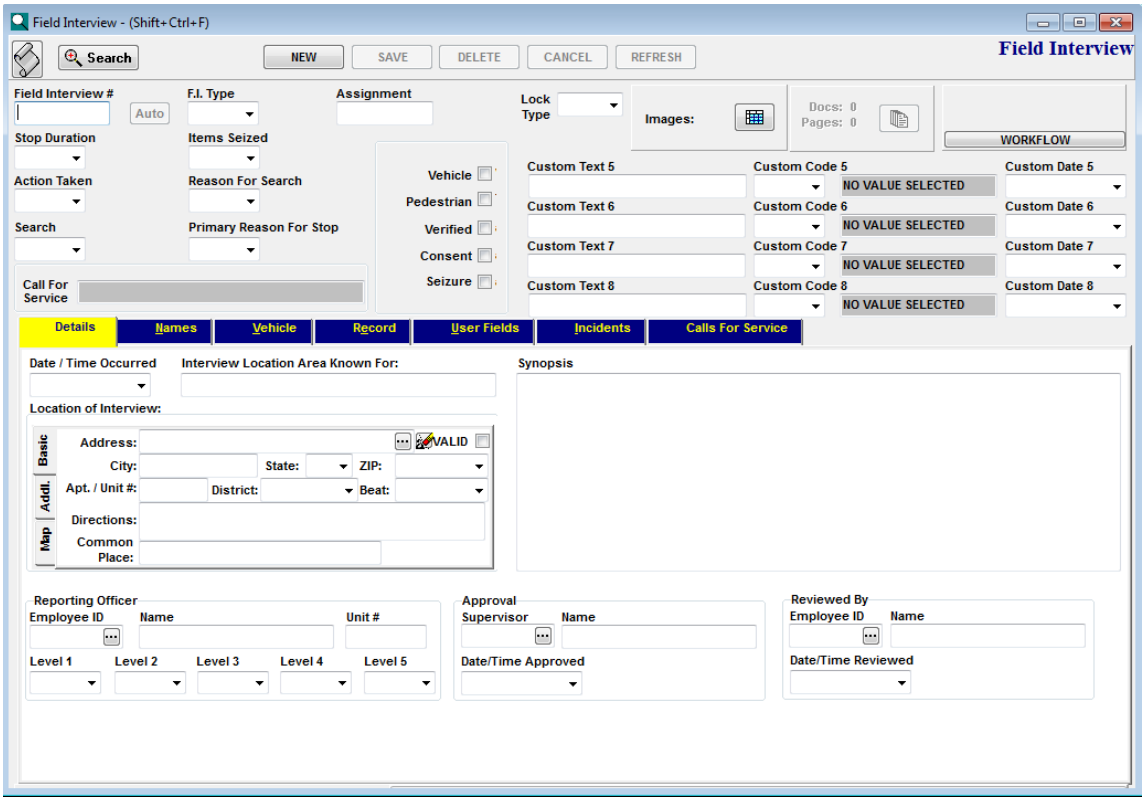
- Select Modules > Field Interview

Using the shortcut key combination:

- Press SHIFT + CTRL + F

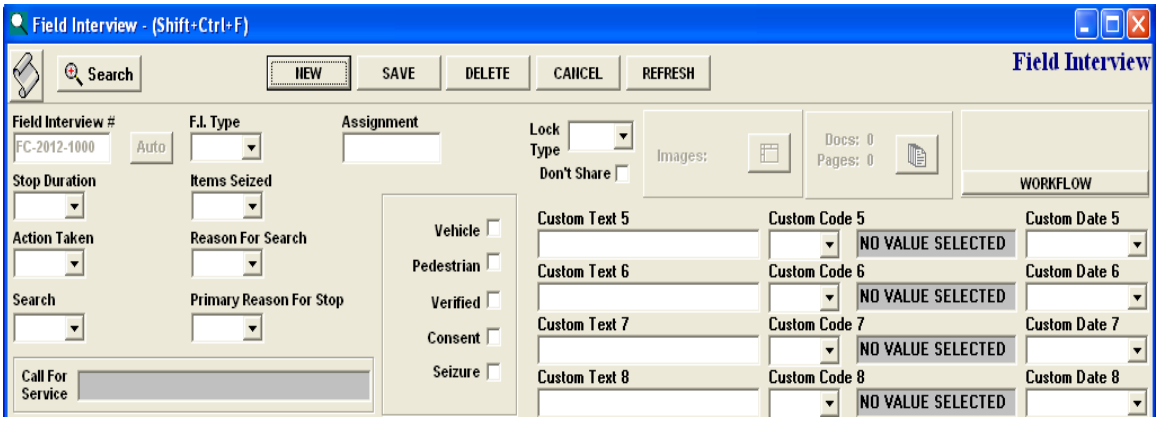


The Field Interview module will appear as follows:



Field Interview Module Header Area

The Field Interview module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Field Interview Module Header Fields/Components	
Field/Component	**Description/Use**
	Accesses the Report Destination dialog box to print or view the Data Sheet.
Search	Accesses the Field Interview Search to search for an existing record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Lock Type	Displays the Lock Type of the Field Interview record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	**Workflow Management:** Allows you to submit the current record to the next stage in the Department's defined Workflow process for this module. Additional information about Workflow is provided in the Workflow section of this manual.
Field Interview #	Displays the unique number assigned to the Field Interview record.

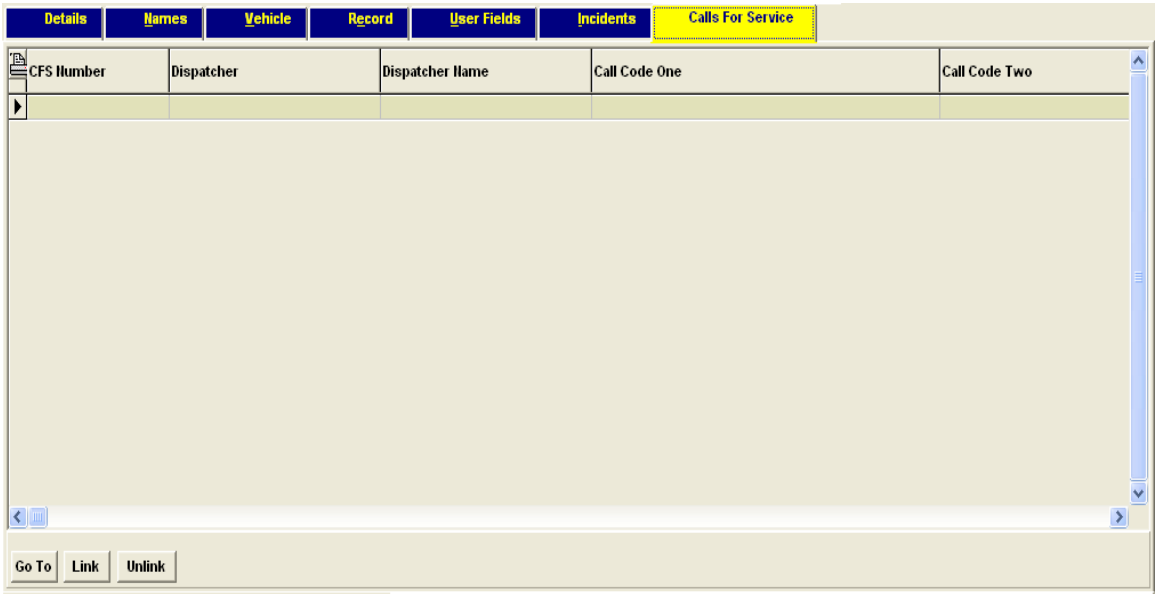
Field Interview Module Header Fields/Components	
Field/Component	**Description/Use**
Auto	Click to have the system auto-generate a Field Interview number.
Stop Duration	Displays a code identifying the duration of time within which the interview was conducted. Click the down arrow to access the lookup list of codes.
Action Taken	Displays a code identifying the action taken because of the interview. Click the down arrow to access the lookup list of codes.
Search	Displays a code identifying what was searched during the interview. Click the down arrow to access the lookup list of codes.
F.I. Type	Displays a code identifying the type of Field Interview. Click the down arrow to access the lookup list of codes.
Items Seized	Displays a code identifying any items that were taken from the individual. Click the down arrow to access the lookup list of codes.
Reason For Search	Displays a code identifying the reason the search was conducted. Click the down arrow to access the lookup list of codes.
Primary Reason For Stop	Displays a code identifying the primary reason for the stop. Click the down arrow to access the lookup list of codes.
Assignment	Displays the officer's assignment at the time of the interview.
Calls For Service	Displays the unique Calls For Service number linked to this record from the Calls For Service tab. This is a read-only field.
Vehicle	Indicates whether the individual interviewed was in a vehicle.
Pedestrian	Indicates whether the individual interviewed was on foot.
Verified	Indicates whether the officer verified the identification of the individual who was interviewed.
Consent	Indicates whether the person interviewed gave consent to the search.
Seizure	Indicates whether the person interviewed had property or drugs seized.
Custom Text (5 – 8)	User Text Fields can be used to add text, notes, and so forth
Custom Code (5 – 8)	User Code Fields can be used for data that requires a code. Codes for this field can be entered by a user with permission to edit codes.
Custom Date (5 – 8)	User Date Fields can be used to capture additional dates and follow the standard date format: DD/MM/YYYY.

Field Interview Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Calls For Service Tab

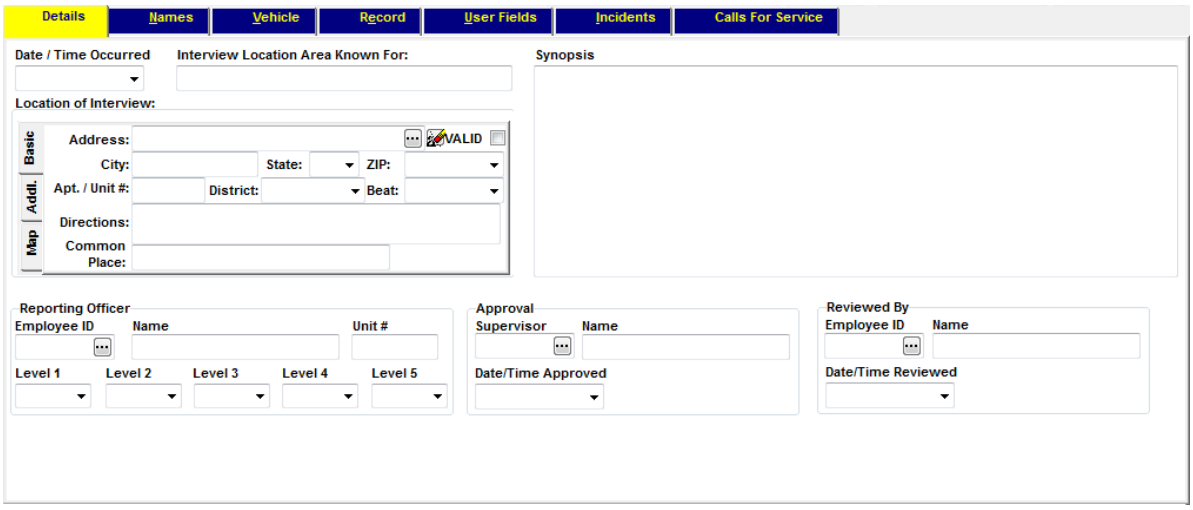
This linking tab allows you to search for and link as associated Calls For Service record; all fields are read-only, except the Remarks field.



Calls For Service Tab Components	
Field/Component	**Description/Use**
Go To	Opens the Calls For Service module and displays the linked record.
Link	Opens the Calls For Service Search. Once a record is located, click **OK** to link the record to the Field Interview module.
Unlink	Removes the link between the Field Interview record and the linked Calls For Service record.

Details Tab

This information tab stores miscellaneous details about the field interview.



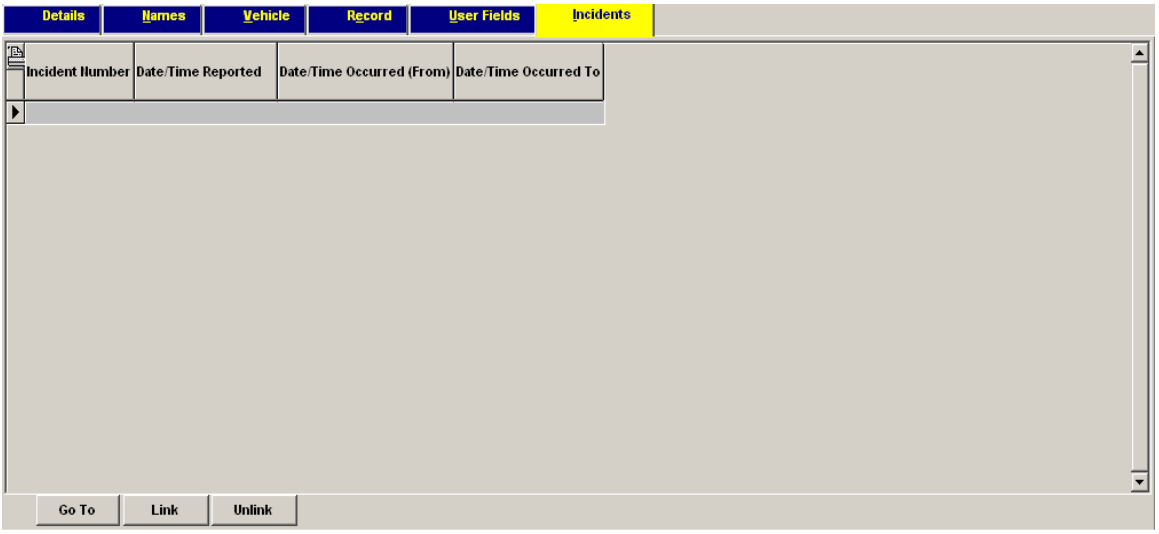
Details Tab Fields/Components	
Field/Component	**Description/Use**
Date/Time Occurred	Displays the date and time the interview occurred. Click the down arrow to access the Calendar utility.
Interview Location Area Known For	If the interview location has a reputation, you can provide details here.
Location of Interview	
Address Panel – Basic tab	Allows you to enter or view the address information where the interview occurred.
Address Panel – Addl. tab	Allows you to enter or view additional information about the address (county, sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.
Synopsis	Displays a synopsis of the field interview.
Reporting Officer	

Details Tab Fields/Components	
Field/Component	**Description/Use**
Employee ID	Displays the identification number of the employee who conducted the field interview. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Displays the name of the employee.
Unit #	Displays the unit number of the employee.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Approval	
Supervisor	Displays the identification number of the employee who approved the field interview report. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Displays the name of the employee.
Date/Time Approval	Displays the date and time when the field interview record was approved. Click the down arrow to access the Calendar utility.
Reviewed By	
Employee ID	Displays the identification number of the employee who reviewed the field interview report. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Name	Displays the name of the employee.

Details Tab Fields/Components	
Field/Component	**Description/Use**
Date/Time Reviewed	Displays the date and time when the interview was reviewed. Click the down arrow to access the Calendar utility.

Incidents Tab

This linking tab allows you to link any number of Incident records to the current Field Interview record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Incident record data can only be modified in the Incident module itself. All data fields on this tab are populated automatically from an existing Incident record once the link is made.

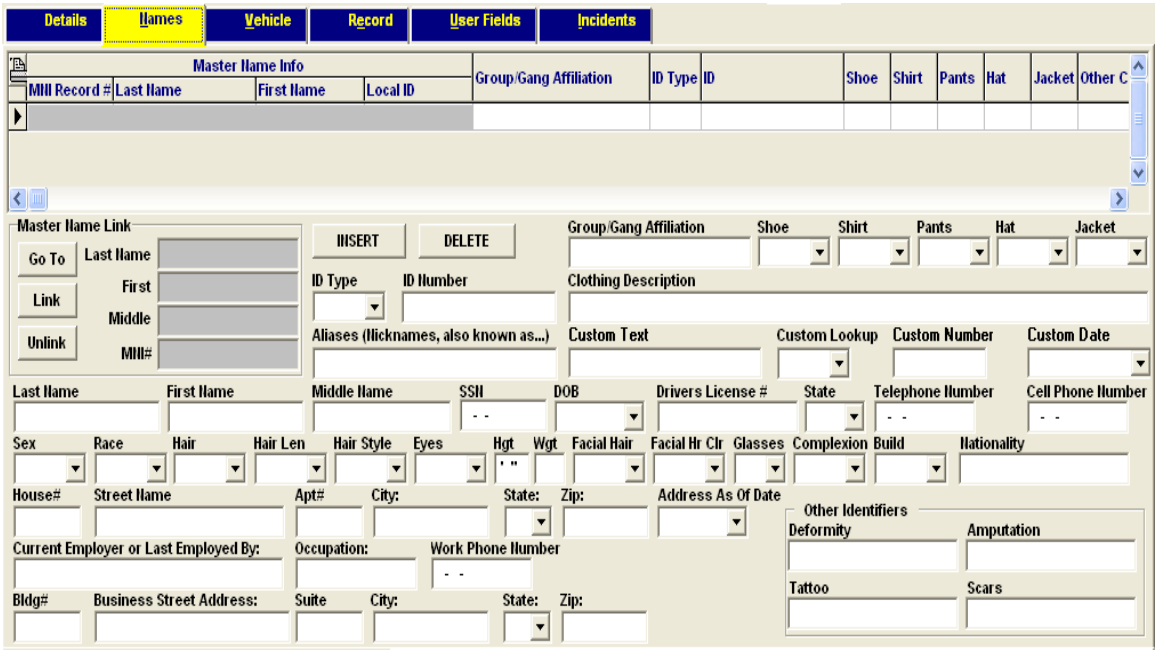


Incidents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data Window for this tab.
Incident Number	Displays the Incident record number linked to the displayed Field Interview record.
Date/Time Reported	Displays the date and time when the incident was reported.
Date/Time Occurred (From)	Displays the Date/Time on which the incident occurred.
Date/Time Occurred To	Displays the Date/Time until which the incident occurred.

Incidents Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the Incident module and displays the highlighted Incident record.
Link	Opens the Incident Search. Once the record is located, click **OK** to link the record to the Field Interview module.
Un-Link	Removes the link between the Field Interview record and the highlighted Incident record.

Names Tab

This combination tab allows you to manually enter either related name information or link existing Master Name Index records to the Field Interview record.



Names Tab Fields/Components	
Field/Component	**Description/Use**
Names Grid (This grid displays several fields that correspond with other fields below the grid area on this tab; only fields that are not displayed in the area below the grid will be discussed. For all fields that have a corresponding field below this grid area, see the definition of that field for more information.)	
	Opens the Export Data Window for this grid.

Names Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the row. This is automatically logged based on the login of the user who created the row and occurs upon inserting data into a new row.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Updated On	Displays the ID of the user who last updated the row. This is automatically logged based on the user login that updated the row and occurs upon saving changes to a row.
Updated By	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Master Name Link	
Go To	Opens the Master Name Index module and displays the linked record.
Link	Opens the Master Name Index Search. Once a record is located, click **OK** to link the record to the Field Interview module. note When a name is linked to the Field Interview record, the data from the Master Name Index record will populate all blank fields on this tab that correspond to data in the Master Name Index record. If data has been manually entered into a field *before* the link is made, this data will NOT be overridden when the link is made. Additionally, data changed on this tab of the Field Interview record after the link is made will NOT update the corresponding fields on the linked Master Name Index record.
Unlink	Removes the link between the Field Interview record and the linked Master Name Index record.
Last Name	Displays the last name of the individual.
First	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
MNI #	Displays the Master Name Index record number.
INSERT	Inserts a new row in the Names Grid for either linking or manually entering additional names that were involved in the field interview. NOTE A new row must be added before a new name can be entered into the Field Interview record.
DELETE	Deletes the highlighted row from the Names grid.
Group/Gang Affiliation	Displays the group or gang the individual is affiliated with.
Shoe	Displays a code identifying the type of shoes worn by the interviewee. Click the down arrow to access the lookup list of codes.

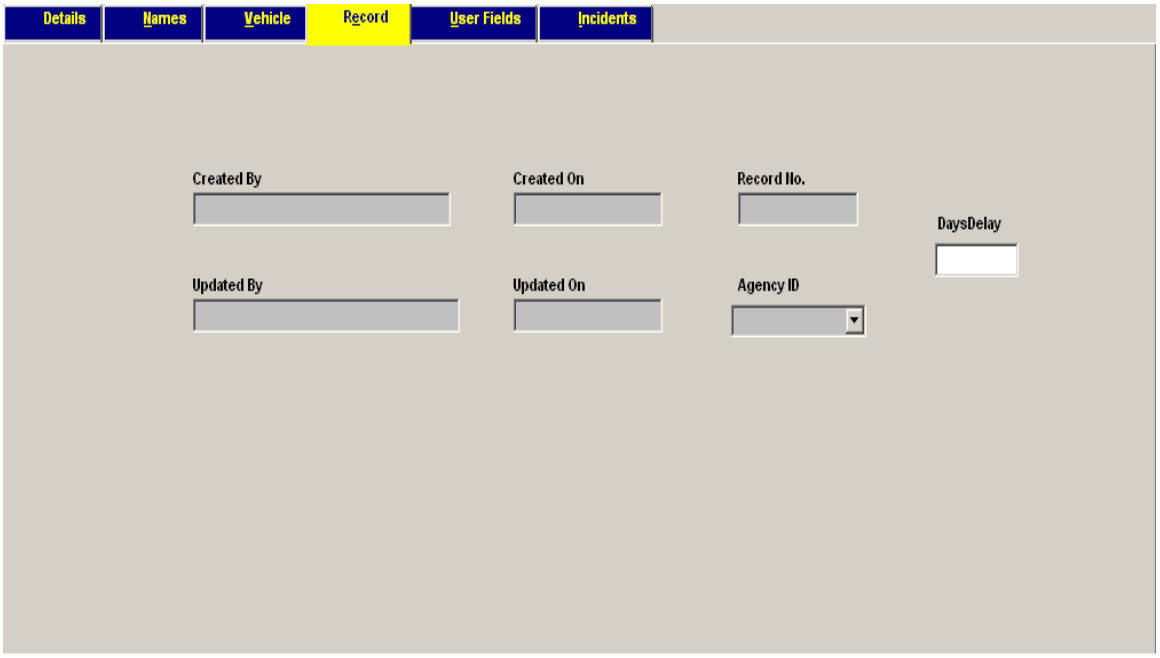
Names Tab Fields/Components	
Field/Component	**Description/Use**
Shirt	Displays a code identifying the type of shirt worn by the interviewee. Click the down arrow to access the lookup list of codes.
Pants	Displays a code identifying the type of pants worn by the interviewee. Click the down arrow to access the lookup list of codes.
Hat	Displays a code identifying the type of hat worn by the interviewee. Click the down arrow to access the lookup list of codes.
Jacket	Displays a code identifying the type of jacket worn by the interviewee. Click the down arrow to access the lookup list of codes.
ID Type	Displays a code identifying the type of ID that was used to confirm the identification of the individual. Click the down arrow to access the lookup list of codes.
ID Number	Displays the ID Number.
Clothing Description	A narrative field provided to enter other descriptions of the clothing worn by the interviewee.
Aliases	Displays any aliases or nicknames that the interviewee may also be known as.
Custom Text	User Text Fields that can be customized and used to add text notes.
Custom Lookup	User Code Fields that can be used to capture additional codes. Codes for this field can be entered by a user with permission to edit codes.
Custom Number	User Numeric Fields that can be used to capture numeric values such as statutes or additional ID numbers.
Custom Date	User Date Fields that can be used to capture additional dates, following the date format DD/MM/YYYY.
Last Name	Displays the last name of the person.
First Name	Displays the first name of the person.
Middle Name	Displays the middle name of the person.
SSN	Displays the individual's nine-digit Social Security number.
DOB	Displays the DOB in DD/MM/YYYY format. Click the down arrow to access the Calendar utility.
Driver's License #	Displays the driver's license number. This will contain the identification number issued by the state and located on the driver's license or state issued identification card.
State	Displays a code identifying the state that issued the license. Click the down arrow to access the lookup list of codes.

Names Tab Fields/Components	
Field/Component	**Description/Use**
Telephone Number	Displays the ten-digit home phone number. Dashes are automatically added to the number.
Cell Phone Number	Displays the ten-digit cell phone number. Dashes are automatically added to the number.
Sex	Displays a code identifying the gender of the individual. Click the down arrow to access the lookup list of codes.
Race	Displays a code identifying the race of the individual. Click the down arrow to access the lookup list of codes.
Hair	Displays a code identifying the color of the individual's hair. Click the down arrow to access the lookup list of codes.
Hair Len	Displays a code identifying the length of the individual's hair. Click the down arrow to access the lookup list of codes.
Hair Style	Displays a code identifying the style of the individual's hair. Click the down arrow to access the lookup list of codes.
Eyes	Displays a code identifying the color of the individual's eyes. Click the down arrow to access the lookup list of codes.
Hgt	Displays the height of the individual.
Wgt	Displays the weight of the individual.
Facial Hair	Displays a code identifying the type of facial hair the individual has. Click the down arrow to access the lookup list of codes.
Facial Hair Clr	Displays a code identifying the color of the individual's facial hair. Click the down arrow to access the lookup list of codes.
Glasses	Displays a code identifying whether the individual wears glasses. Click the down arrow to access the lookup list of codes.
Complexion	Displays a code identifying the complexion of the individual's skin. Click the down arrow to access the lookup list of codes.
Build	Displays a code identifying the build of the individual. Click the down arrow to access the lookup list of codes.
Nationality	Displays the nationality of the individual.
House #	Displays the house number where the individual resides.
Street Name	Displays the street name where the individual resides.
Apt #	Displays the apartment number where the individual resides.
City	Displays the city where the individual resides.
State	Displays a code identifying the state where the individual resides. Click THE DOWN ARROW to access the lookup list of codes.

Names Tab Fields/Components	
Field/Component	**Description/Use**
Zip	Displays the zip code where the individual resides.
Address As Of Date	Displays the date that the individual was known to reside at that address. Click THE DOWN ARROW to access the Calendar Utility.
Current Employer or Last Employed By	Displays the name of the individual's current or most recent employer.
Occupation	Displays the individual's occupation.
Work Phone Number	Displays the individual's work phone number.
Bldg#	Displays the employer's building number.
Business Street Address	Displays the employer's business street address.
Suite	Displays the employer's suite number.
City	Displays the city in which the employer resides.
State	Displays a code identifying the state in which the employer resides. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code in which the employer resides.
Other Identifiers	
Deformity	Displays a deformity(s) that the individual has.
Amputation	Displays an amputation(s) that the individual has.
Tattoo	Displays a tattoo(s) that the individual has.
Scars	Displays a scar(s) that the individual has.

Record Tab

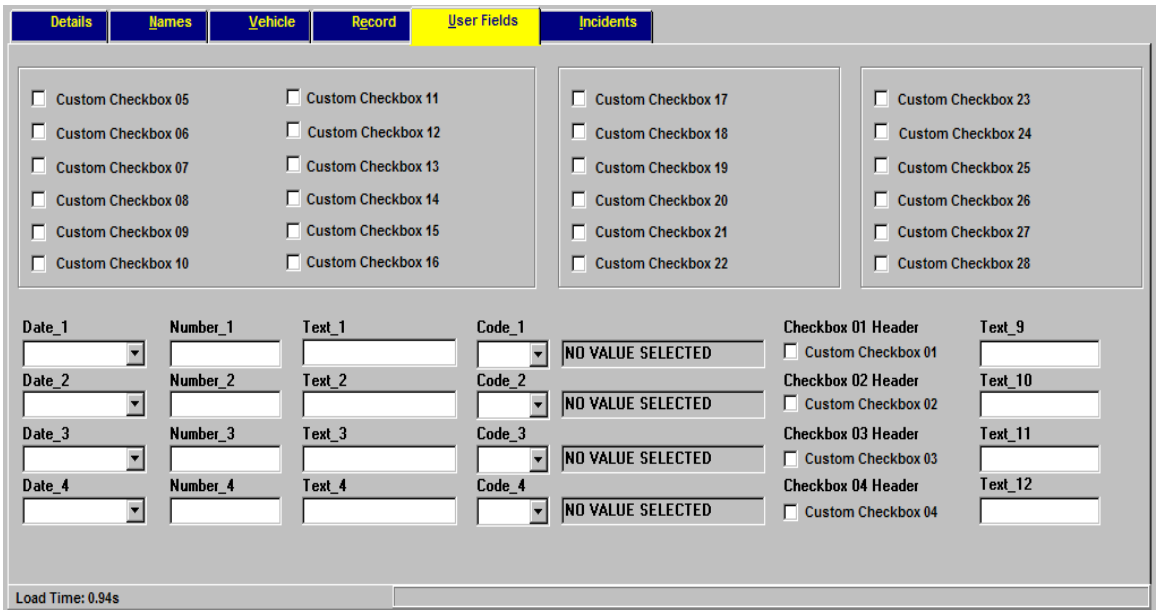
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only, except for the Days Delay field.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Record No.	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who most recently updated this record.
Days Delay	Displays the number of days between when the interview was conducted and when the officer saved the data.

User Fields Tab

This information tab provides the flexibility to create additional fields for each field type:

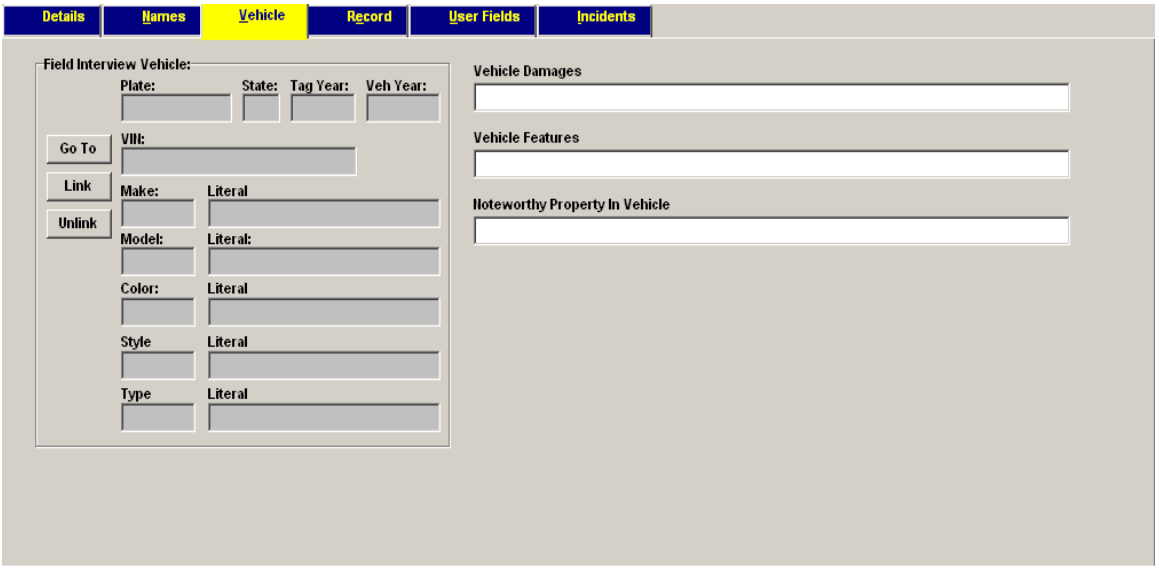


- User Check Box Fields
- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vehicle Tab

This combination tab allows a Master Vehicle Index record to be linked to the displayed Field Interview record. A record must exist in the Master Vehicle Index module before it can be linked. Most fields on this tab are read-only and will populate after a record is linked, provided the corresponding field in the linked Master Vehicle record contains data. However, the Vehicle Damages, Vehicle Features, and Noteworthy Property In Vehicle fields can be manually entered and edited.



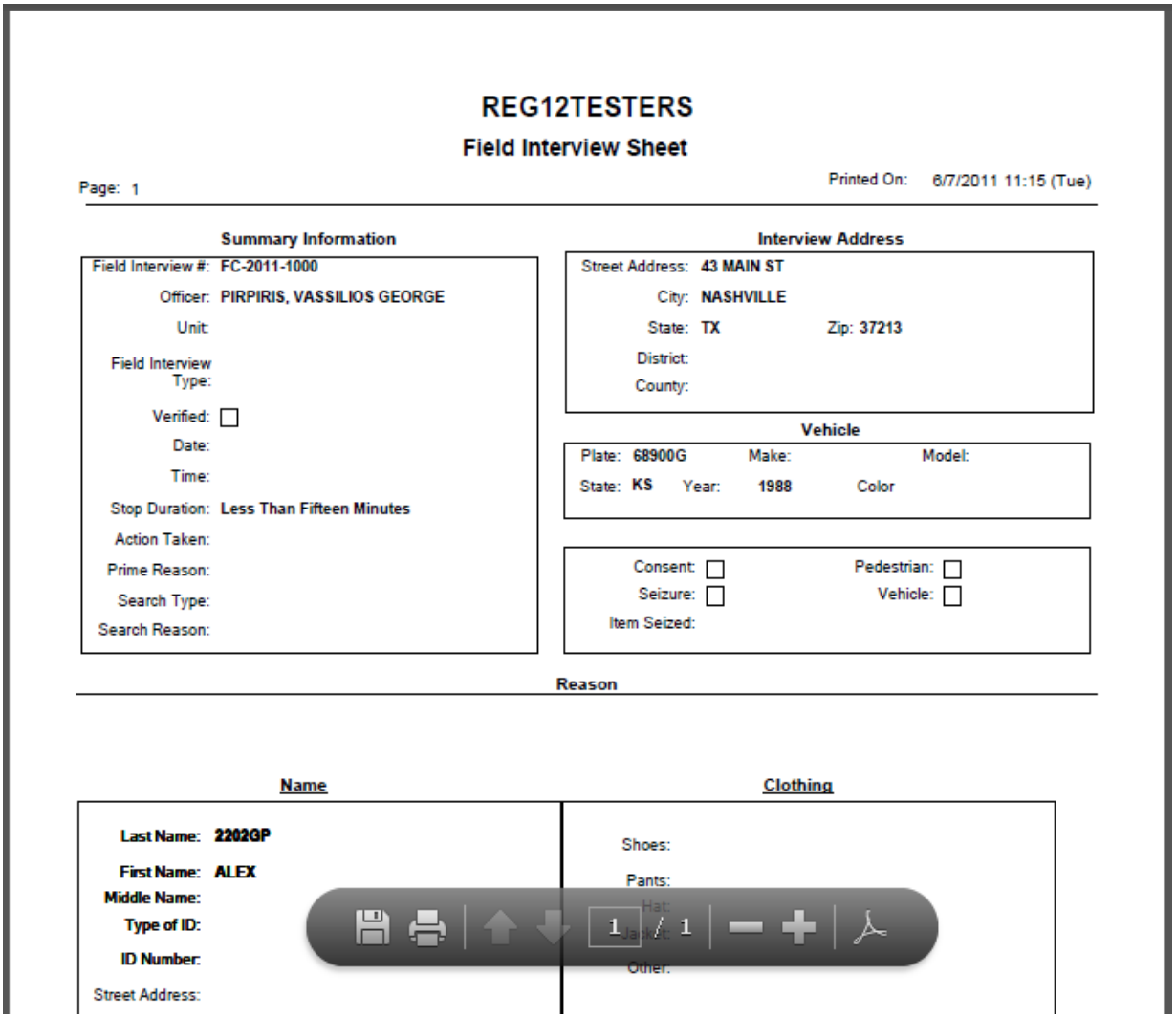
Vehicle Tab Field/Components	
Field/Component	**Description/Use**
Field Interview Vehicle	
Go To	Opens the Master Vehicle Index module and displays the linked record.
Link	Opens the Master Vehicle Search. Once a record is located, click **OK** to link the record to the Field Interview module.
Un-Link	Removes the link between the Field Interview record and the linked Master Vehicle record.
Plate	Displays the License Plate Number of the vehicle.
State	Displays a code identifying the State that the vehicle is registered in.
Tag Year	Displays the year the tag was issued for the vehicle.
Veh Year	Displays the model year of the vehicle.
VIN	Displays the vehicle identification number for the vehicle.
Make	Displays a code identifying the make of the vehicle. The Literal field directly to the right will display the literal description of the make code.
Model	Displays a code identifying the model of the vehicle. The Literal field directly to the right will display the literal description of the model code.
Color	Displays a code identifying the color of the vehicle. The Literal field directly to the right will display the literal description of the color code.
Style	Displays a code identifying the style of the vehicle. The Literal field directly to the right will display the literal description of the style code.

Vehicle Tab Field/Components	
Field/Component	**Description/Use**
Type	Displays a code identifying the type of the vehicle. The Literal field directly to the right will display the literal description of the type code.
Vehicle Damages	Displays any damages to the vehicle.
Vehicle Features	Displays any unique and/or other features of the vehicle.
Noteworthy Property In Vehicle	Displays any property in the vehicle that is noteworthy.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Field Interview module. This function allows you to view or print a Field Interview Data Sheet.

When you click , the Field Interview sheet appears, allowing you to view, save, export, or print the report.



REG12TESTERS

Field Interview Sheet

Page: 1

Printed On: 6/7/2011 11:15 (Tue)

Summary Information

Field Interview #: FC-2011-1000
Officer: PIRPIRIS, VASSILIOS GEORGE
Unit:
Field Interview Type:
Verified: ☐
Date:
Time:
Stop Duration: Less Than Fifteen Minutes
Action Taken:
Prime Reason:
Search Type:
Search Reason:

Interview Address

Street Address: 43 MAIN ST
City: NASHVILLE
State: TX Zip: 37213
District:
County:

Vehicle

Plate: 68900G Make: Model:
State: KS Year: 1988 Color

Consent: ☐ Pedestrian: ☐
Seizure: ☐ Vehicle: ☐
Item Seized:

Reason

Name

Last Name: 2202GP
First Name: ALEX
Middle Name:
Type of ID:
ID Number:
Street Address:

Clothing

Shoes:
Pants:
Hat:
Jacket:
Other:

1 / 1

Accessing the Field Interview Search

The following methods may be used to open the Field Interview Search:

From the Main Menu:

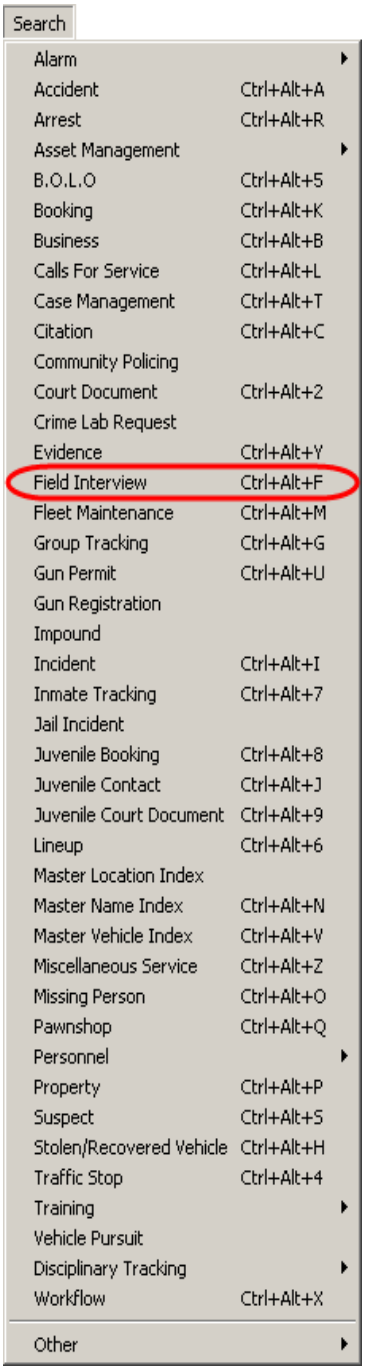
- Select Search > Field Interview

Using the shortcut key combination:

- Press CTRL + ALT + F

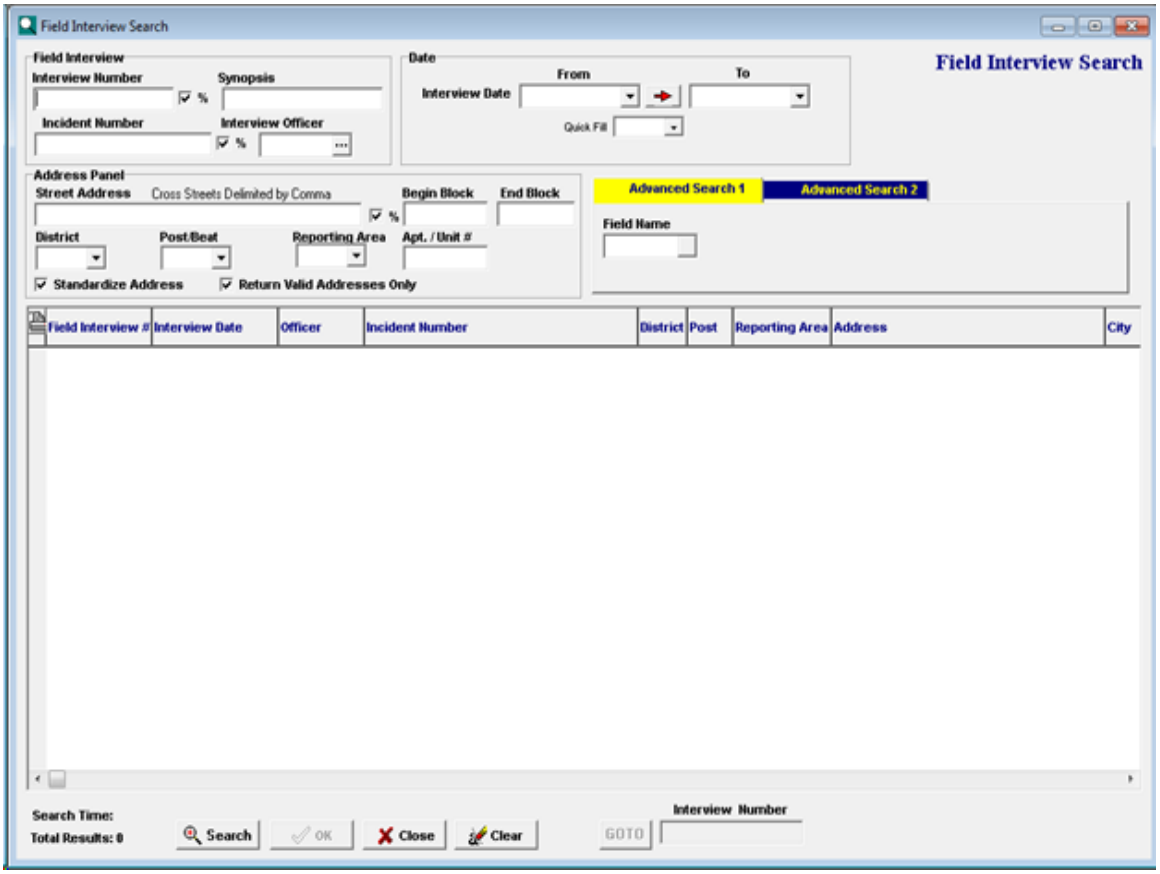
From within the module:

- Click **Search**



Field Interview Search Parameters

The Field Interview Search allows you to search for Field Interview records based on one or more search parameters. An illustration of the window and description of the parameters follow:



Field Interview Search Parameters/Components	
Parameter	**Description/Use**
Field Interview	
Interview Number	Displays the Field Interview number. The % check box indicates whether to include a wildcard in the search.
Synopsis	Displays the reason the individual was interviewed as entered in the Synopsis on the Details tab. When entering a word, the % wildcard is automatically appended to the end of the search criteria. If the word is not at the beginning of the sentence, the % will need to be added to the beginning.
Incident Number	Displays the Incident number linked to the Field Interview record. The % check box indicates whether to include a wildcard in the search.

Field Interview Search Parameters/Components	
Parameter	**Description/Use**
Interview Officer	Displays the ID of the officer who conducted the Field Interview. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Date	
Interview Date From/To	Displays the date range for a search based on the interview date. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same day as the From field.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. NOTE For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Address	
Street Address	Displays the name of the street(s). The % check box indicates whether to include a wildcard in the search. NOTE You may enter cross streets with an ampersand (&) between the street names. For example, you may enter Jackson St & Taylor St to indicate a location at an intersection.
Begin Block	Displays the first house number of a range of house numbers. When entering the begin block alone, search results will contain Field Interviews that took place on that single block. When coupled with the End block, search results will include Field Interviews that took place within the range provided.
End Block	Displays the last number in the range of house numbers. When coupled with the Begin block, the search results will include Field Interviews that took place within the range provided.
District	Displays a code identifying the District where the Field Interview occurred. Click the down arrow to access the lookup list of codes.
Post/Beat	Displays a code identifying the Post/Beat where the Field Interview occurred. Click the down arrow to access the lookup list of codes.
Apt./Unit#	Displays the apartment number of an address block to search on. Using this field will allow you to enter a range of numbers.
Reporting Area	Displays a code identifying the Reporting Area where the Field Interview occurred. Click the down arrow to access the lookup list of codes.

Field Interview Search Parameters/Components	
Parameter	**Description/Use**
Standardize Address	Checking this box will standardize the text of the address entered to match the defined address text on the Address Server before the search results are generated. For example, if you enter Main Street and the word "Street" is defined on the Address Server as "St", the word "Street" will be changed to "St" and the results on the grid will show "Main St".
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the "Search Functions" section in the *RMS User Manual*.
	Opens the Export Grid window for this grid.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Field Interview record in the Field Interview module and closes the search window.
Close	Closes the search window.
Clear	Deletes the search parameters entered for the previous search and clears all search fields.
Go To	Opens the Field Interview record with the record number shown at right.
Interview Number	Displays the record number of the highlighted Field Interview record.

Fleet Maintenance Module

You can enter and track department vehicle information with the Fleet Maintenance module; this module is not to be confused with the Master Vehicle Index. Fleet Maintenance tracks information such as the maintenance and mileage history of, fuel usage, and assignments for department vehicles.

Accessing the Fleet Maintenance Module

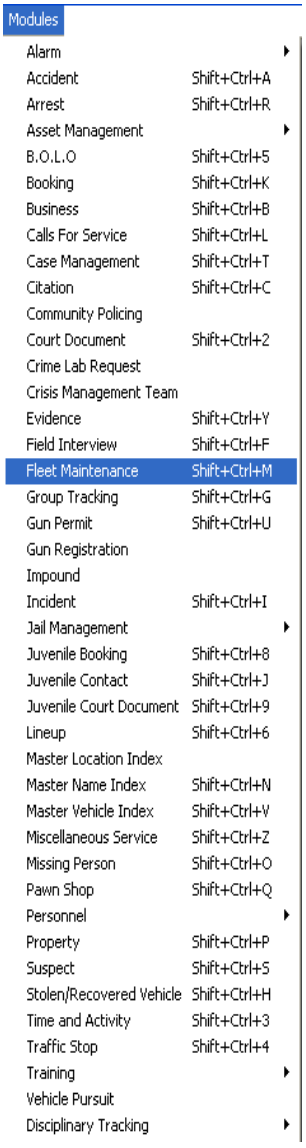
The Fleet Maintenance module may be accessed in the following ways:

From the Main Menu:

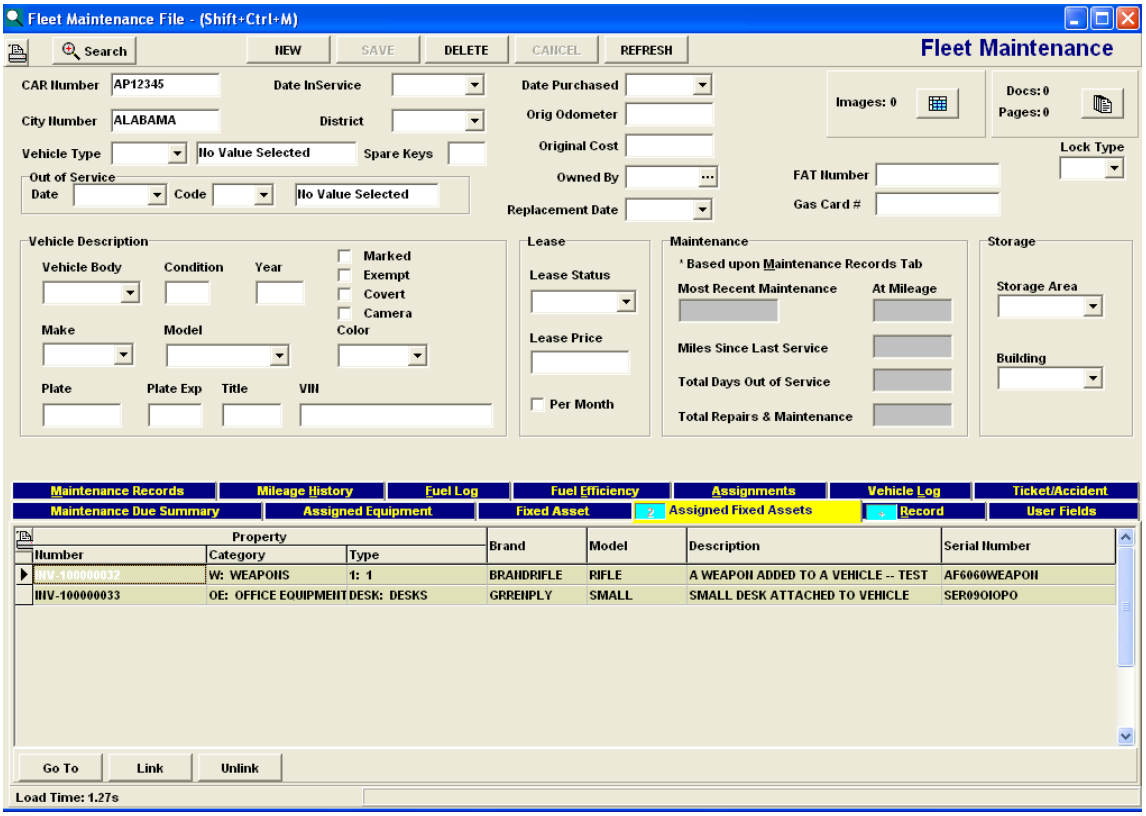
- Select Modules > Fleet Maintenance

Using the shortcut keys:

- Press SHIFT + CTRL + M

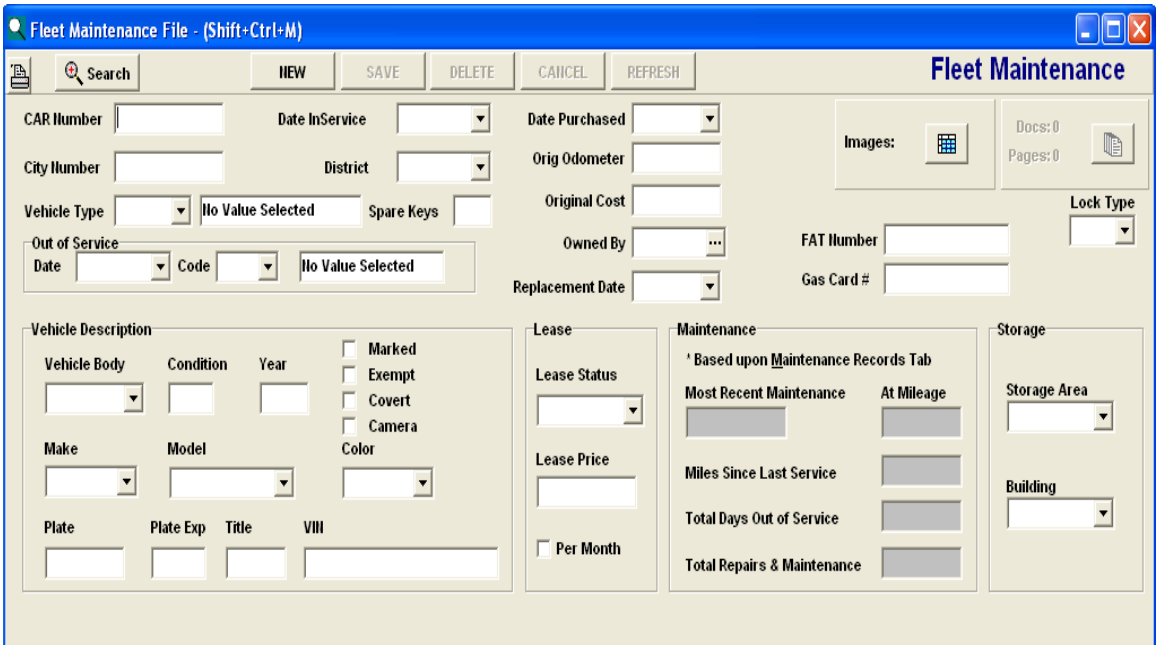


The Fleet Maintenance module appears as follows:



Fleet Maintenance Header Area

The Fleet Maintenance module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Fleet Maintenance Module Header Fields/Components	
Field/Component	**Description/Use**
Search	Accesses the Fleet Maintenance Search to locate an existing Fleet Maintenance record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes made since the record was last saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
Lock Type	Displays the Lock Type of the Fleet Maintenance record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.

Fleet Maintenance Module Header Fields/Components	
Field/Component	**Description/Use**
CAR Number	Displays the Department's tracking number for this fleet vehicle. If there are multi-agency jurisdictions, this could be an agency identifier. IMPORTANT If you enter a duplicate car number and click **SAVE**, a dialog box will appear stating this car number---"xx"---already exists. The system will not allow duplicate car numbers.
City Number	Displays the city number assigned to the vehicle.
Vehicle Type	Displays a code that identifies the type of vehicle. Click the down arrow to access the lookup list of codes.
Description	Displays the literal description for the selected vehicle type code.
Date InService	Displays the date the fleet vehicle began service with the Department. Click the down arrow to access the Calendar utility.
District	Displays a code identifying the district to which the vehicle is assigned. Click the down arrow to access the lookup list of codes.
Spare Keys	Displays a count of the number of spare keys for the vehicle.
Date Purchased	Displays the date the vehicle was purchased. Click the down arrow to access the Calendar utility.
Orig Odometer	Displays the original odometer reading of the vehicle.
Original Cost	Displays the original purchase cost of the vehicle. This field is formatted in US dollars.
Owned By	Displays the Employee ID of the employee assigned as the vehicle owner. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against employee records in the RMS. Click **...** to access the Employee Search to locate an Employee ID.
Replacement Date	Displays the date the vehicle is scheduled for replacement. Click the down arrow to access the Calendar utility.
FAT Number	Displays the Fixed Assets Tracking number.
Gas Card #	Displays the gas card number assigned to the vehicle.
Out Of Service	
Date	Displays the date the vehicle was taken out of service. Click the down arrow to access the Calendar utility.
Code	Displays a code indicating why the vehicle was taken out of service. Click the down arrow to access the lookup list of codes.
Description	Displays the literal description of the out of service code.

Fleet Maintenance Module Header Fields/Components	
Field/Component	**Description/Use**
Vehicle Description	
Vehicle Body	Displays a code identifying the vehicle body type. Click the down arrow to access the lookup list of codes.
Condition	Displays the condition of the vehicle.
Year	Displays the model year of the vehicle.
Make	Displays a code identifying the vehicle make. Click the down arrow to access the lookup list of codes.
Model	Displays a code identifying the vehicle model. Click the down arrow to access the lookup list of codes.
Color	Displays a code identifying the vehicle color. Click the down arrow to access the lookup list of codes.
Plate	Displays the license plate number of the vehicle.
Plate Exp	Displays the date the vehicle's license plate expires.
Title	Displays the Title number for the vehicle; this may also be the registration number issued by the Department of Motor Vehicles.
VIN	Displays the Vehicle Identification Number (VIN), a unique number assigned to each vehicle by the manufacturer.
Marked	A check in this box indicates that the vehicle is a standard patrol vehicle with the Department insignia.
Exempt	A check in this box indicates that the vehicle is exempt from specified policy or procedures.
Covert	A check in this box indicates that the vehicle is unmarked or undercover.
Camera	A check in this box indicates that the vehicle has an installed camera.
Lease	
Lease Status	Displays a code identifying the lease status on the vehicle. Click the down arrow to access the lookup list of codes.
Lease Price	Displays the amount of the lease payment for the vehicle. This is formatted in US dollars.
Per Month	Indicates whether the vehicle is leased on a monthly basis.
Maintenance	
NOTE All data in this section is populated from the Maintenance Records tab when data is entered and saved on that tab. These fields are read-only and display the most current maintenance data.	

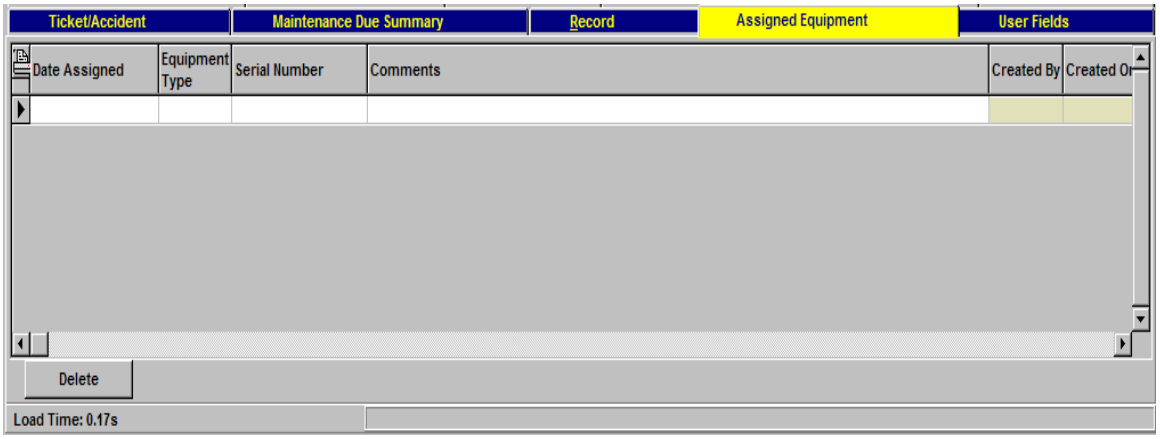
Fleet Maintenance Module Header Fields/Components	
Field/Component	**Description/Use**
Most Recent Maintenance	Displays the date the vehicle last underwent maintenance. The last saved maintenance data will be displayed in this block.
At Mileage	Displays the odometer reading recorded as of the last maintenance entered in the Maintenance Records tab.
Miles Since Last Service	Displays the difference between the number of miles recorded during the previous service and the odometer reading as of the most recent maintenance service.
Total Days Out of Service	Displays the total number of days the vehicle was out of service.
Total Repairs & Maintenance	Displays the total cost of all repairs and maintenance performed on the vehicle.
Storage	
Storage Area	Displays a code identifying the area where the vehicle is stored. Click the down arrow to access the lookup list of codes.
Building	Displays a code identifying the building where the vehicle is stored. Click the down arrow to access the lookup list of codes.

Fleet Maintenance Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Assigned Equipment Tab

This information tab records the date, equipment type, and serial number for the equipment assigned to an employee.



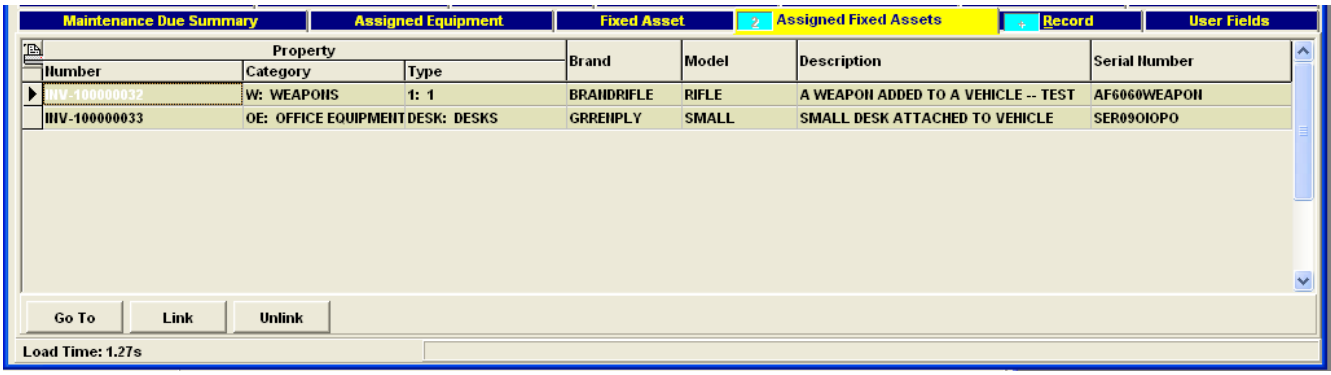
Assigned Equipment Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Date Assigned	Displays the date the equipment was assigned to the vehicle. Click the down arrow to access the Calendar utility.
Equipment Type	Displays a code identifying the type of equipment assigned to the vehicle. Click the down arrow to access the lookup list of codes.
Serial Number	Displays the identification number or serial number for the equipment assigned to the vehicle from the manufacturer or Department.
Comments	Displays any additional information relative to the assigned equipment. Comments may be entered directly in this free text, alpha-numeric field, or double click the field to open a separate text window.
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Custom_Code_01	**User Code Field** that can be used to capture an additional code.
Custom_Date_01	**User Date Field** that can be used to capture an additional date, following the date format DD/MM/YYYY.
Custom_Num_01	**User Numeric Field** that can be used to capture a numeric value such as a statute, additional ID number, and so forth

Assigned Equipment Tab Fields/Components	
Field/Component	**Description/Use**
Custom_Text_01	**User Text Field** that can be used to add a text note.
Delete	Deletes the highlighted row.

Assigned Fixed Assets Tab

This linking tab tracks any individual Fixed Asset items *assigned to* the fleet vehicle, such as a radio, shotgun, or first aid kit. Each of those assigned items is tracked as a separate Fixed Asset record.

NOTE Unlike the Assigned Fixed Assets tab, The Fixed Asset tab (discussed further below) is used to track the fleet vehicle *if it is itself a fixed asset.* Accordingly, if you opened the linked record in the Fixed Asset tab, you would see more information about the vehicle itself.

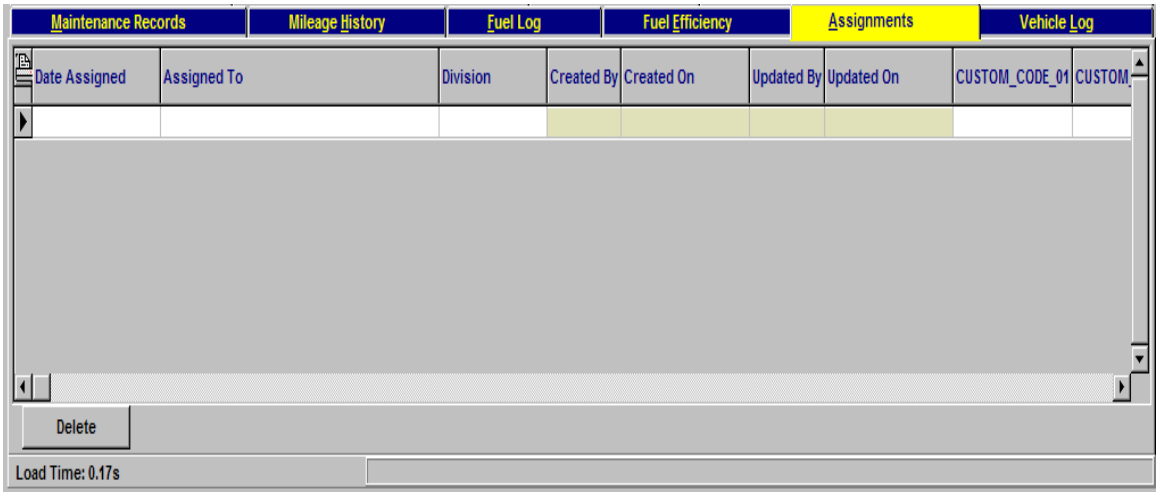


Assigned Fixed Assets Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Property Number	Displays the property number assigned to the Fixed Asset item.
Property Category	Displays the property item category.
Property Type	Displays the type of property.
Brand	Displays the brand name of the item.
Model	Displays the model name/number of the item.
Description	Displays a description of the item.
Serial Number	Displays the serial number for the Fixed Asset item.

Assigned Fixed Assets Tab Fields/Components	
Field/Component	**Description/Use**
GOTO	Opens the linked Fixed Asset record.
Link	Opens the Fixed Asset search. Once the record is located, click **OK** to link the record to the Fleet Maintenance record.
Un-Link	Removes the link between the Fixed Asset record and the displayed Fleet Maintenance record.

Assignments Tab

This tab is used to record the date of assignment, employee identification, and division of the employee assigned to the vehicle.

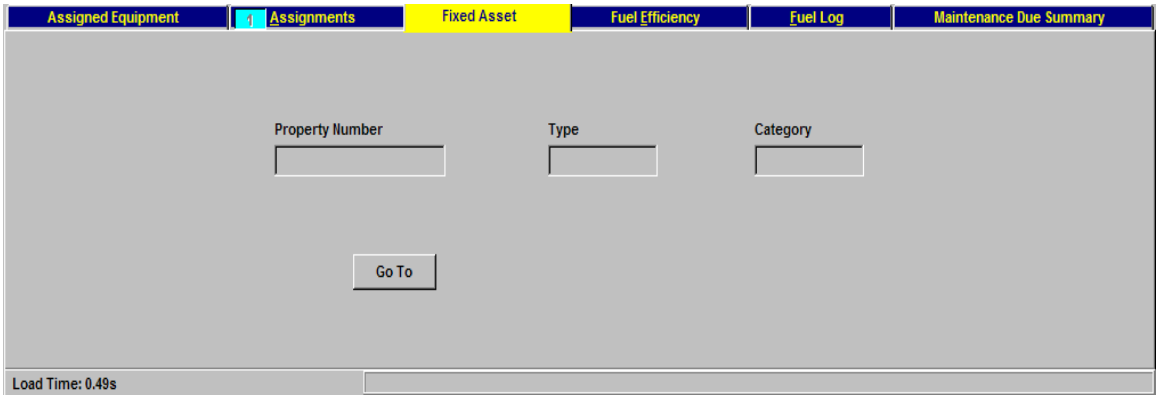


Assignments Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Date Assigned	Displays the date a vehicle was assigned to an employee. Click the down arrow to access the Calendar utility.
Assigned To	Displays the Employee ID number of the employee to whom the vehicle was assigned. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search screen to search for the Employee ID.
Division	Displays the Division the employee is assigned to.

Assignments Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Custom_Code_01	**User Code Field** that can be used to capture an additional code.
Custom_Date_01	**User Date Field** that can be used to capture an additional date. It follows the date format DD/MM/YYYY.
Custom_Num_01	**User Numeric Field** that can be used to capture a numeric value such as a statute, additional ID number, and so forth
Custom_Text_01	**User Text Field** that can be used to add a text note.
Delete	Removes the highlighted row.

Fixed Asset Tab

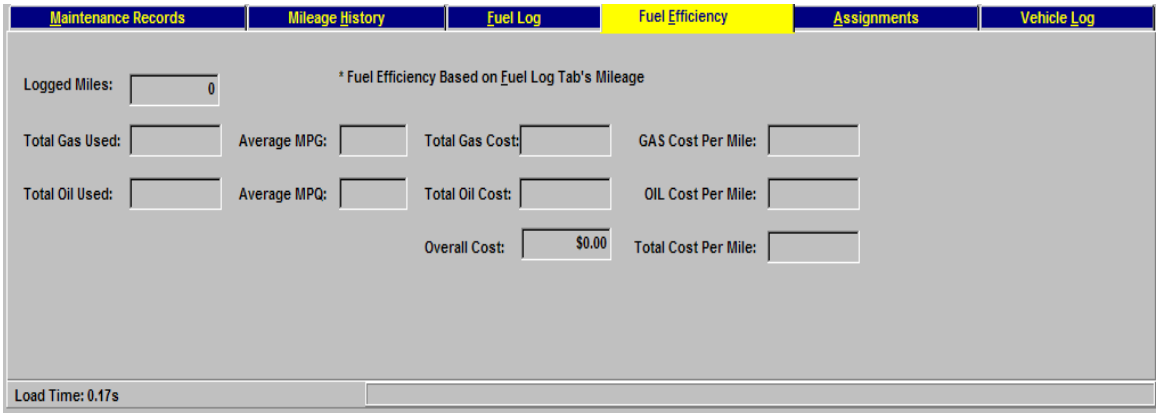
This linking tab displays the Fixed Asset information linked to this vehicle. This tab allows you to view the Fixed Asset record once a link has been made from that module.



Fixed Asset Tab Fields/Components	
Field/Component	**Description/Use**
Property Number	Displays the Fixed Assets Property Number linked to this Fleet vehicle.
Type	Displays the type of Fixed Asset.
Category	Displays the category of Fixed Asset.
Go To	Opens the Fixed Asset record linked to the Fleet record.

Fuel Efficiency Tab

This information tab stores data regarding the fuel and oil expenses for a vehicle. All fields on this tab are read-only and populated from entries made in the Fuel Log tab. The information stored in this tab is the total accumulated mileage, cost of gas and oil and MPG accrued for a vehicle. If no fuel or oil is purchased, zeroes are displayed in these fields.



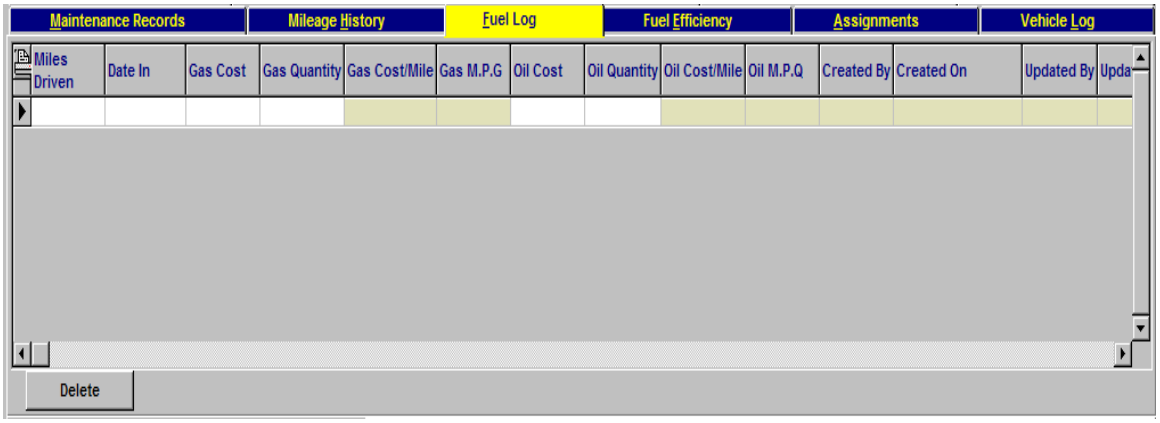
Fuel Efficiency Tab Fields	
Field	**Description/Use**
Logged Miles	Displays the total number of miles logged for the vehicle.
Total Gas Used	Displays the total number of gallons of gas logged for the vehicle. This field provides a running sum of the total gas used.
Total Oil Used	Displays the total number of quarts of oil logged for the vehicle. This field provides a running sum of oil quantity.
Average MPG	Displays the average Miles Per Gallon (MPG) for the vehicle.
Average MPQ	Displays the Average Miles Per Quart (MPQ) for the vehicle.
Total Gas Cost	Displays the total amount of money spent on gas purchases as entered in the Fuel Log tab.

Fuel Efficiency Tab Fields	
Field	**Description/Use**
Total Oil Cost	Displays the total amount of money spent on oil purchases as entered in the Fuel Log tab.
Overall Cost	Displays the total cost of gas and oil for the vehicle.
GAS Cost Per Mile	Displays the total cost per mile for gas. This is calculated by dividing the total amount spent on gas by the total number of miles logged.
OIL Cost Per Mile	Displays the total cost per mile for oil. This is calculated by dividing the total amount spent on oil by the total number of miles logged.
Total Cost Per Mile	Displays the total cost per mile of oil and gas for the vehicle.

Fuel Log Tab

This information tab tracks the miles driven, quantity, and cost of gas and oil for a vehicle. The cost/mile of gas and oil are calculated from the cost and quantity fields.

NOTE The data entered in this tab populates the fields on the Fuel Efficiency tab; this tab stores the total accumulated mileage, cost of gas and oil, and MPG accrued for a vehicle.

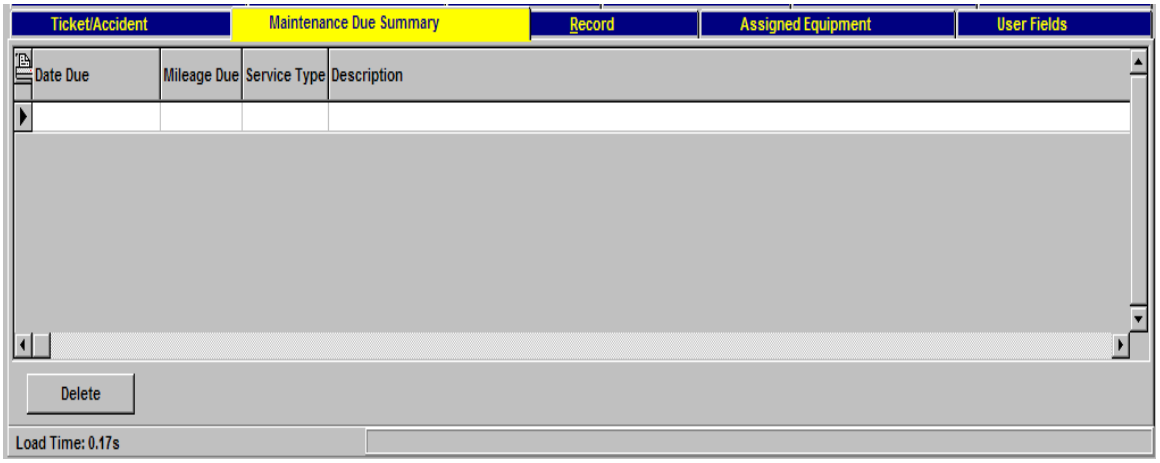


Fuel Log Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Miles Driven	Displays the number of miles driven since the gas tank was last filled or oil was added.
Date In	Displays the date the gas or oil was added to the vehicle. Click the down arrow to access the Calendar utility.

Fuel Log Tab Fields/Components	
Field/Component	**Description/Use**
Gas Cost	Displays the total amount of gas purchased for the vehicle. This field is formatted in US dollars.
Gas Quantity	Displays the total number of gallons of gas purchased. This numeric field can accept two decimal digits.
Gas Cost/Mile	Displays the cost of gas based on the number of miles the vehicle traveled. This field is calculated from the total amount of gas purchased divided by the total number of miles logged.
Gas M.P.G.	Displays the number of MPG (Miles Per Gallon). This field is calculated from the total number of miles driven divided by the number of gallons purchased.
Oil Cost	Displays the total amount of oil purchased. This field is formatted in US dollars.
Oil Quantity	Displays the total number of quarts of oil purchased. This numeric field can accept two decimal digits.
Oil Cost/Mile	Displays the oil cost per mile. This field is calculated from the total amount of oil purchased divided by the total number of miles logged.
Oil M.P.Q.	Displays the number of M.P.Q. (Miles Per Quart). This field is calculated from the total number of miles driven divided by the number of quarts purchased.
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Custom_Code_01	User Code Field that can be used to capture an additional code.
Custom_Date_01	User Date Field that can be used to capture an additional date. It follows the date format DD/MM/YYYY.
Custom_Num_01	User Numeric Field that can be used to capture a numeric value such as a statute, additional ID number, and so forth
Custom_Text_01	User Text Field that can be used to add a text note.
Delete	Removes the highlighted row.

Maintenance Due Summary Tab

This information tab records the mileage at which a fleet vehicle is due for maintenance, as well as the type of service due.

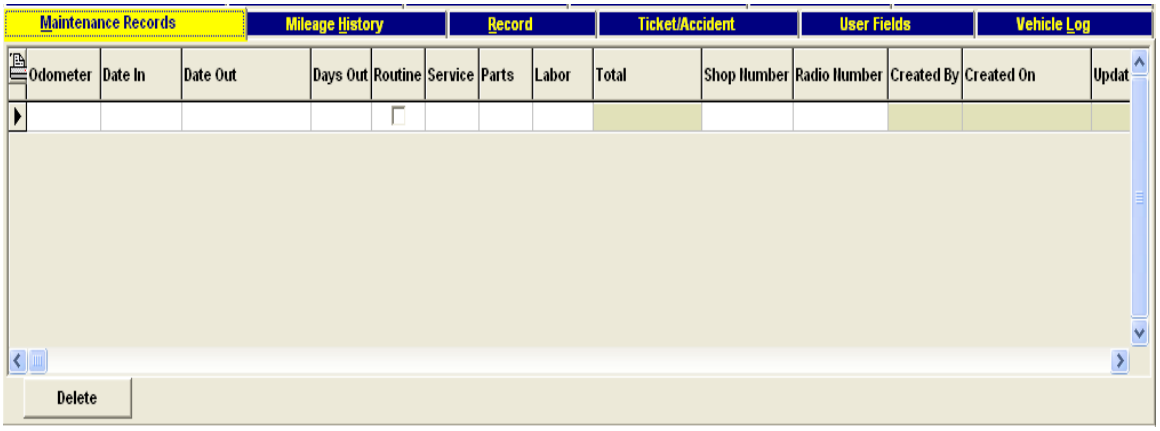


Maintenance Due Summary Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Date Due	Displays the date vehicle maintenance is due. Click the down arrow to access the Calendar utility.
Mileage Due	Displays the mileage at which the vehicle is due for maintenance.
Service Type	Displays a code identifying the type of maintenance service due for the vehicle. Click the down arrow to access the lookup list of codes.
Description	Displays a description of the maintenance required. Data may be entered directly in this free text, alphanumeric field, or double click the field to open a separate text window.
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Custom_Code_01	User Code Field that can be used to capture an additional code.

Maintenance Due Summary Tab Fields/Components	
Field/Component	**Description/Use**
Custom_Date_01	User Date Field that can be used to capture an additional date. It follows the date format DD/MM/YYYY.
Custom_Num_01	User Numeric Field that can be used to capture a numeric value such as a statute, additional ID number, and so forth
Custom_Text_01	User Text Field that can be used to add a text note.
Delete	Removes the highlighted row.

Maintenance Records Tab

This information tab records any maintenance performed on the fleet vehicle. This information includes the odometer reading at the time of service, date the vehicle came in and went out of service, type of service and expenses incurred for the service.

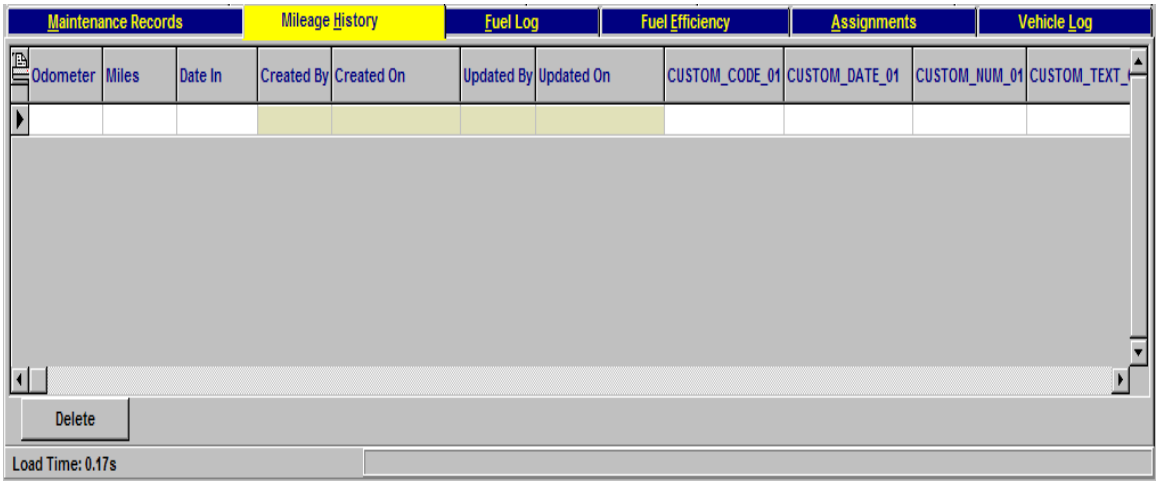


Maintenance Records Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Odometer	Displays the odometer reading at the time the service was performed.
Date In	Displays the date the vehicle was brought in for service. Click the down arrow to access the Calendar utility.
Date Out	Displays the date the vehicle was released from service. Click the down arrow to access the Calendar utility.
Days Out	Displays the number of days the vehicle was out for service.

Maintenance Records Tab Fields/Components	
Field/Component	**Description/Use**
Routine	A check in this box indicates the given maintenance was routine.
Service	Displays a code identifying the type of service performed on the vehicle. Click the down arrow to access the lookup list of codes.
Parts	Displays the total cost of all parts used. This field is formatted in US dollars.
Labor	Displays the total cost of all labor hours. This field is formatted in US dollars.
Total	Displays the total cost of all parts and labor for maintenance. This field is formatted in US dollars.
Shop Number	Displays the identification number of the shop where the vehicle was serviced.
Radio Number	Displays the radio number of the vehicle being serviced.
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Custom_Code_01	User Code Field that can be used to capture an additional code.
Custom_Date_01	User Date Field that can be used to capture an additional date. It follows the date format DD/MM/YYYY.
Custom_Num_01	User Numeric Field that can be used to capture a numeric value such as a statute, additional ID number, and so forth
Custom_Text_01	User Text Field that can be used to add a text note.
Delete	Removes the highlighted row.

Mileage History Tab

This information tab is used to log the odometer readings and mileage driven for a fleet vehicle.

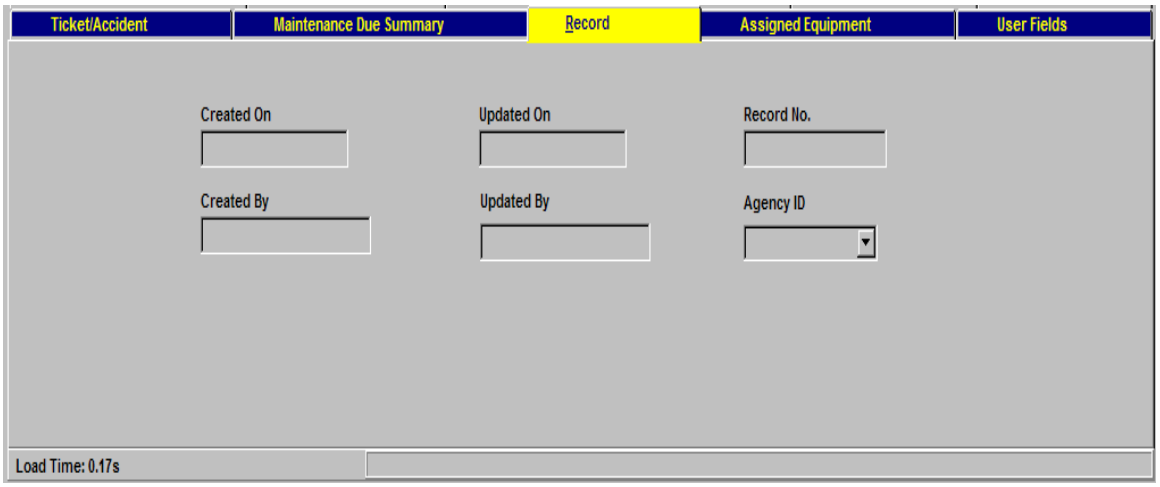


Mileage History Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Odometer	Displays the odometer reading of the fleet vehicle.
Miles	Displays the total mileage of the fleet vehicle since the previous odometer reading was logged. This value is calculated by subtracting the previous odometer reading from the current odometer reading. This field is read-only. For example: If the previous odometer reading was 11000 miles and the current odometer reading is 12300 miles, the Miles would be calculated to 1300 miles driven since the last odometer reading.
Date In	Displays the date the odometer reading is recorded. Click the down arrow to access the Calendar utility.
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Custom_Code_01	User Code Field that can be used to capture an additional code.
Custom_Date_01	User Date Field that can be used to capture an additional date. It follows the date format DD/MM/YYYY.

Mileage History Tab Fields/Components	
Field/Component	**Description/Use**
Custom_Num_01	User Numeric Field that can be used to capture a numeric value such as a statute, additional ID number, and so forth
Custom_Text_01	User Text Field that can be used to add a text note.
Delete	Removes the highlighted row

Record Tab

This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields	
Field	**Description/Use**
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.

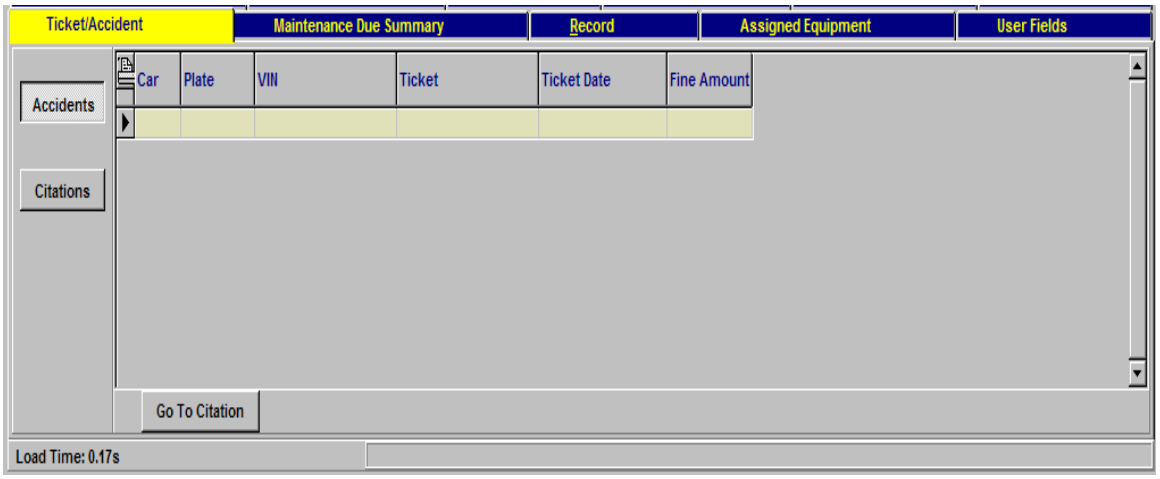
Record Tab Fields	
Field	**Description/Use**
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Record No.	Displays the unique number assigned by the database to identify this record in a table.
Agency ID	Displays the Agency of the user who most recently updated this record.

Ticket/Accident Tab

This linking tab records information regarding any accidents the vehicle was involved in. All fields in this tab are read-only and populated from the linked Accident record.

NOTE The Accident record must be linked to a Master Vehicle Index record *and* the plate number of the Master Vehicle Index record must match the plate entered on the Fleet Maintenance record.

The following fields display when you click **Accidents**.

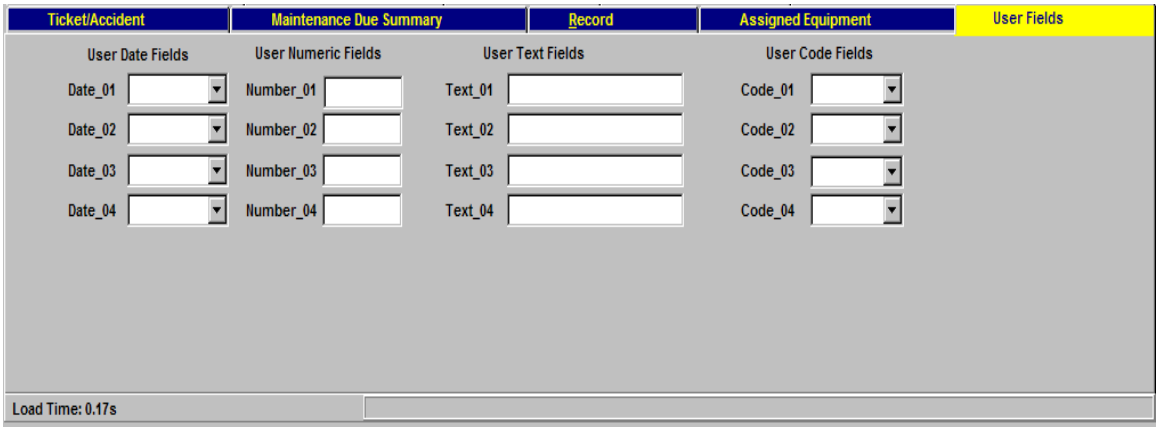


Ticket/Accident Tab (Accidents) Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Record	Displays the RMS (Records Management System) accident record number (Recnum) of the linked accident.

Ticket/Accident Tab (Accidents) Fields/Components	
Field/Component	**Description/Use**
Car Number	Displays the Department's tracking number for this fleet vehicle. If there are multi-agency jurisdictions, this could be an agency identifier.
Vehicle Record	Displays the vehicle RMS (Records Management System) vehicle record number (Recnum) of the linked vehicle.
Accident Report	Displays the accident report number.
Unit Number	Displays the unit number of the fleet vehicle involved. This unit number is unique to the linked accident vehicle tab record.
Plate	Displays the license plate of the vehicle involved in the accident.
VIN	Displays the Vehicle Identification Number (VIN) for the vehicle.
Go To Accident	Opens the Accident module and displays the highlighted Accident record.

User Fields Tab

This information tab allows you to create up to four additional fields for each of the following field types:

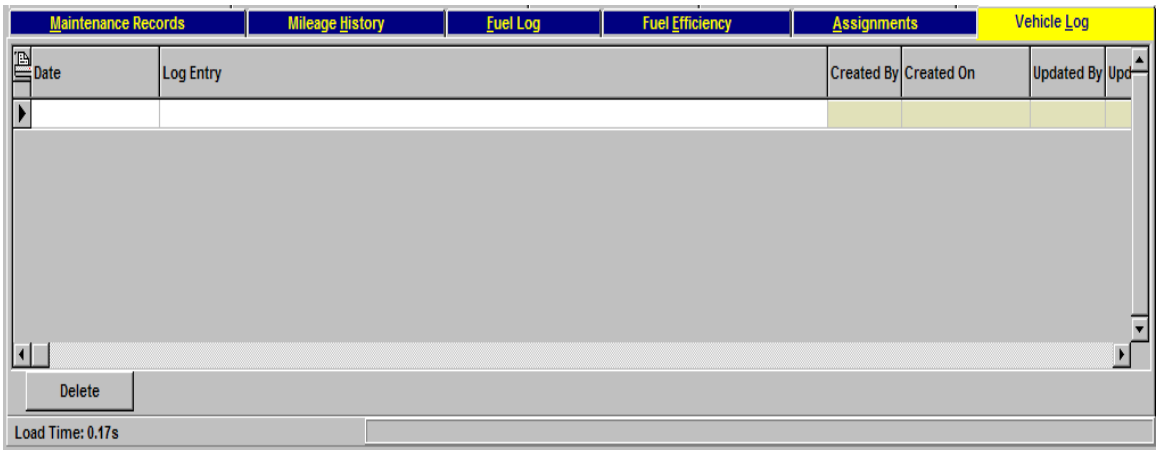


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vehicle Log Tab

This information tab is used to enter additional notes or data about the fleet vehicle.



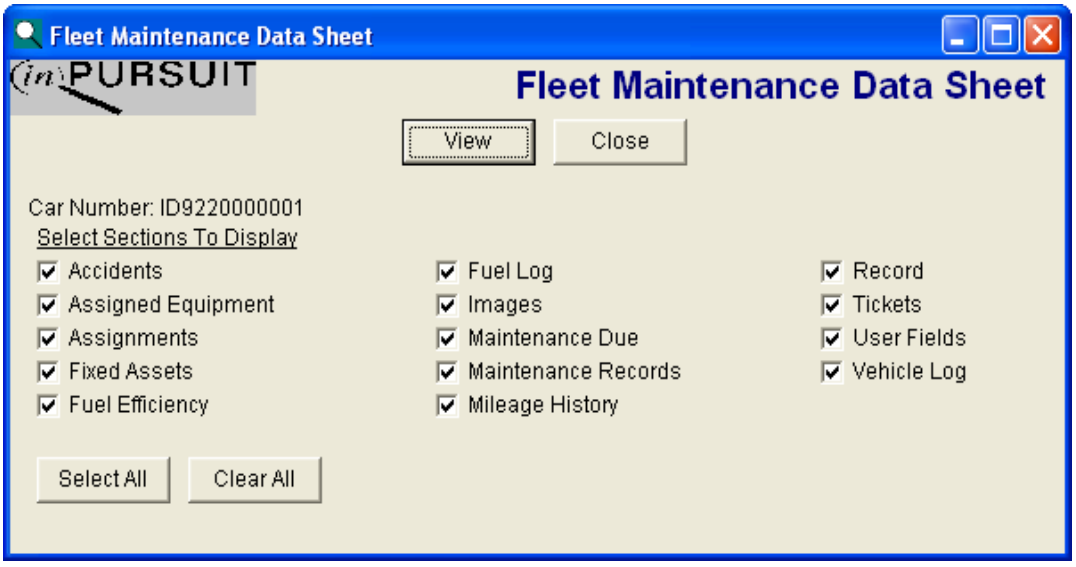
Vehicle Log Tab	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Date	Displays the date the vehicle log entry was entered. Click the down arrow to access the Calendar utility.
Log Entry	Displays comments or notes regarding the fleet maintenance record. This data can be entered directly in this free text, alphanumeric field.
Created By	Displays the user who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the user who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Custom_Code_01	User Code Field that can be used to capture an additional code.
Custom_Date_01	User Date Field that can be used to capture an additional date. It follows the date format DD/MM/YYYY.

Vehicle Log Tab	
Field/Component	**Description/Use**
Custom_Num_01	User Numeric Field that can be used to capture a numeric value such as a statute, additional ID number, and so forth
Custom_Text_01	User Text Field that can be used to add a text note.
Delete	Removes the highlighted row.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Fleet Maintenance module. This function allows you to view, save, or print a Fleet Maintenance data sheet report.

When you click , the dialog box below appears.



You can customize the report by checking or unchecking the available boxes.

Click **View** to view, save, export, or print the data sheet.

Accessing the Fleet Maintenance Search

The following methods may be used to open the Fleet Maintenance Search:

From the Main Menu:

- Select Search > Fleet Maintenance

Using Shortcuts:

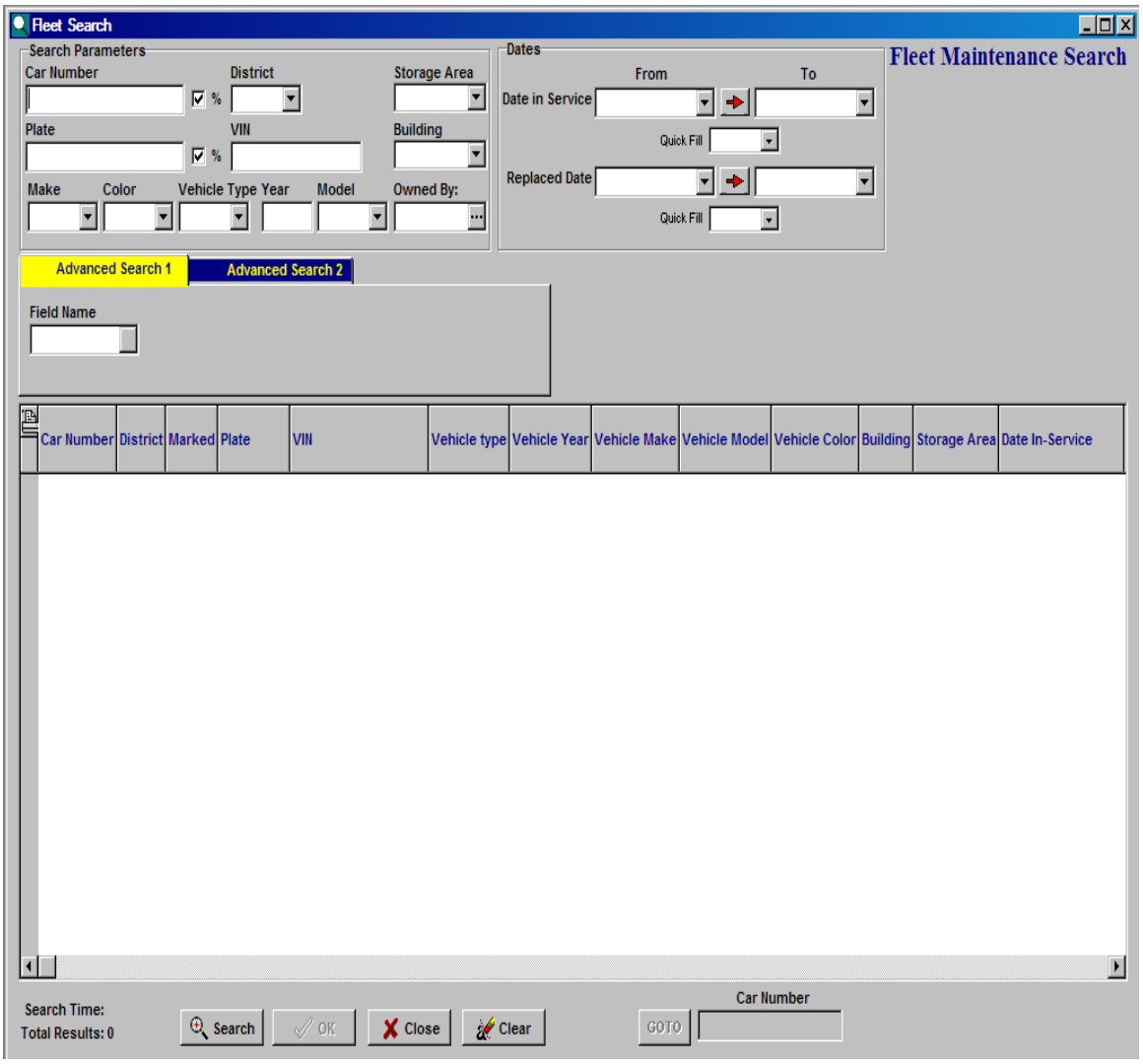
- Press CTRL + ALT + M

From within the module:

- Click **Search**

Fleet Maintenance Search Parameters

The Fleet Maintenance Search allows you to locate Fleet Maintenance records based on one or more search parameters. An illustration of the window and description of the parameters follow:



Fleet Maintenance Search Parameters/Components	
Field/Component	**Description/Use**
Search Parameters	
Car Number	Displays the Car Number for the fleet vehicle; if there are multi-agency jurisdictions, this could be an agency identifier. The % check box indicates whether to include a wildcard in the search.

Fleet Maintenance Search Parameters/Components	
Field/Component	**Description/Use**
District	The vehicle is assigned in this District. Click the down arrow to access the lookup list of codes.
Storage Area	Displays a code identifying the storage area where the vehicle is located. Click the down arrow to access the lookup list of codes.
Plate	Displays the license plate number of the vehicle. The % check box indicates whether to include a wildcard in the search.
VIN	Displays the Vehicle Identification Number (VIN). This is a unique number assigned to each vehicle by the manufacturer.
Building	Displays a code identifying the building where the vehicle is located. Click the down arrow to access the lookup list of codes.
Make	Displays a code identifying the make of the vehicle. Click the down arrow to access the lookup list of codes.
Color	Displays a code identifying the color of the vehicle. Click the down arrow to access the lookup list of codes.
Vehicle Type	Displays a code identifying the type of vehicle. Click the down arrow to access the lookup list of codes.
Year	Displays the year in which the vehicle was manufactured.
Model	Displays a code identifying the model of the vehicle. Click the down arrow to access the lookup list of codes.
Owned By	Displays the Employee ID number of the employee the vehicle is assigned to. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search screen to search for the Employee ID.
Dates	
Date in Service From/To	Displays the range of dates within which a vehicle was in service. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Replaced Date From/To	Displays the range of dates within which the vehicle is due to be replaced. Click the down arrow to access the Calendar utility.

Fleet Maintenance Search Parameters/Components	
Field/Component	**Description/Use**
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on fields not listed in the search parameters. IMPORTANT For more information on Advanced Search, see the "Search Functions" section in the *RMS User Manual*.
Agency	
Agency ID	Displays the agency code that reported the Fleet Maintenance record. Click the down arrow to access the lookup list of codes.
Function Buttons	
	Opens the Export Data window for this grid.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Fleet Maintenance record in the Fleet Maintenance module and *closes the search window.*
Close	Closes the search window.
Clear	Clears all the search parameters entered for the previous search and clears all search fields.
Go To	Displays the highlighted record in the Fleet Maintenance module *and leaves the search window open.*
Car Number	Displays the highlighted Fleet Maintenance record number. Click **GOTO** to open the record.

Group Tracking Module

The Group Tracking module allows agencies to enter and store information about gangs or other organized groups.

Accessing the Group Tracking Module

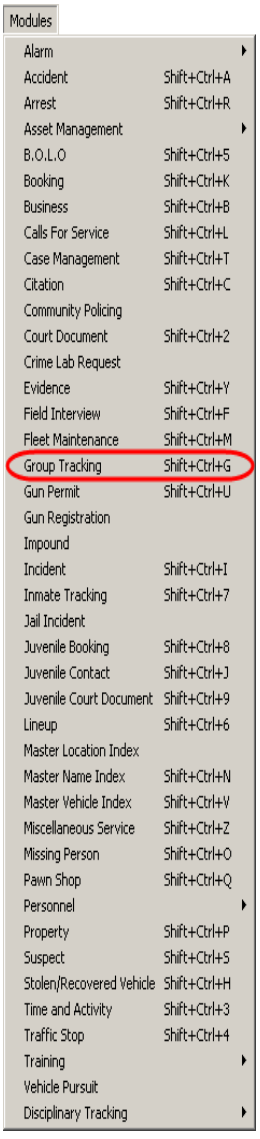
The Group Tracking module may be accessed in the following ways:

From the Main Menu:

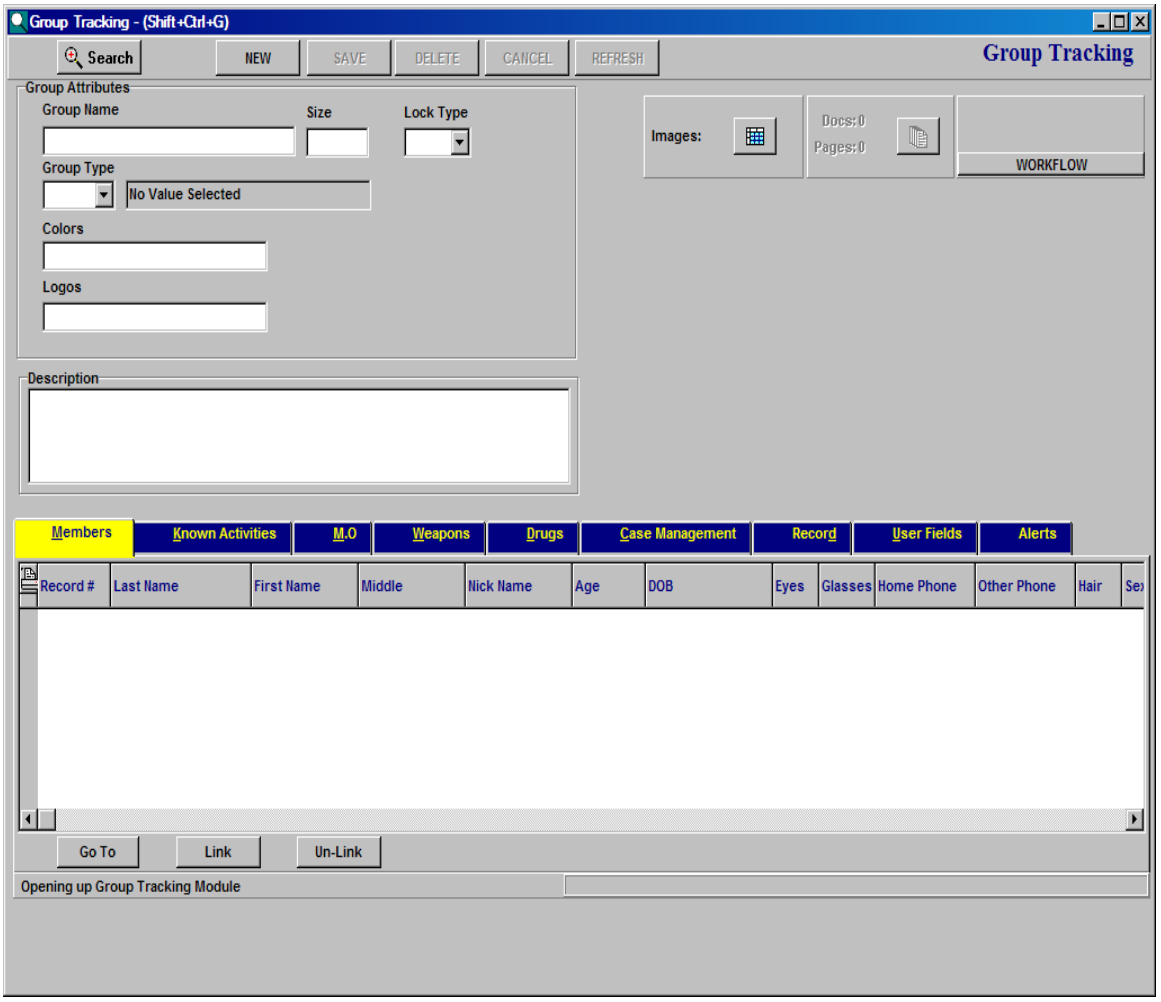
- Select Module > Group Tracking

Using the shortcut key combination:

- Press SHIFT + CTRL + G

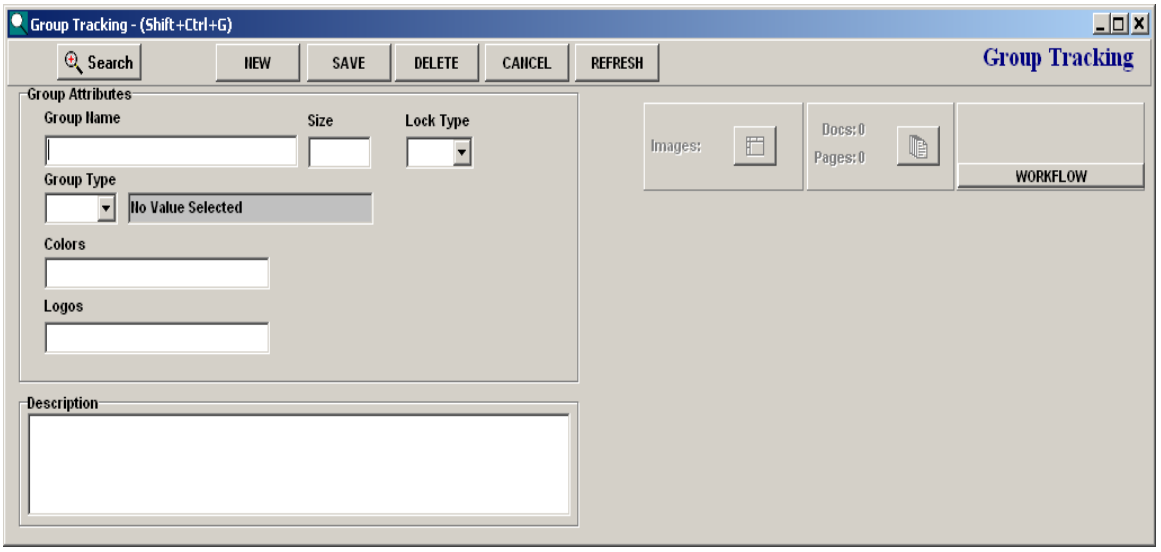


The Group Tracking module appears as follows:



Group Tracking Header Area

The Group Tracking module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Group Tracking Module Fields/Components	
Field/Component	**Description/Use**
Search	Accesses the Group Tracking Search to locate an existing Group Tracking record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.
WORKFLOW	**Workflow Management:** Allows you to submit the current record to the next stage in the department's defined Workflow process for this module. See the Workflow section of this manual for more information.
Group Attributes	
Group Name	Displays the name of the group.
Size	Displays the total number of members believed to be in the group.

Group Tracking Module Fields/Components	
Field/Component	**Description/Use**
Lock Type	Displays the lock type of the Group Tracking record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.
Group Type	Displays a code identifying the type of group. Click the down arrow to access the list of options. When you select a code, the description is automatically populated in the adjacent field.
Colors	Displays the colors used by the group.
Logos	Displays the logos used by the group.
Description	Displays a description of the group.

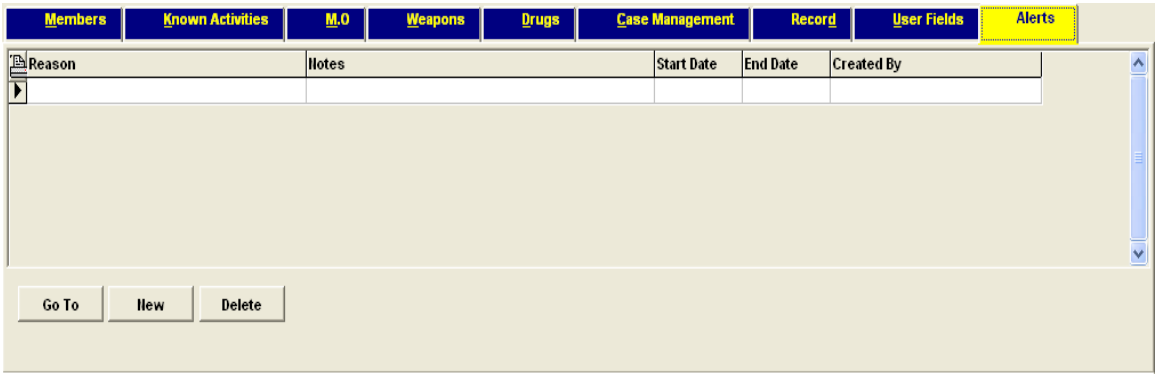
Group Tracking Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Alerts Tab

This linking tab provides information about the types of Alerts created for a group.

IMPORTANT Click **New** on this tab to open the Alert Configuration sub-module to create a new Alert record. For additional information on Alerts, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.



Alerts Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Reason	Displays the reason for the alert.
Notes	Displays any notes regarding the alert.
Start Date	Displays the start date of the alert.
End Date	Displays the end date of the alert.
Created By	Displays the ID of the user who created the row of data. This is automatically populated based on the login of the user who created the row and occurs upon inserting data into the new row.
Go To	Opens the Alert Configuration window for the highlighted alert.
New	Opens the Alert Configuration window to create a new alert for this Group Tracking record. IMPORTANT Click to open the Alert Configuration sub-module to create a new Alert record. For additional information on Alerts, see the Global Features of RMS section in the *RMS User Navigation Manual*.
Delete	Deletes the highlighted row.

Case Management Tab

This linking tab allows you to link any number of Case Management records to the current Group Tracking record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Case Management record data can only be modified in the Case Management module itself. All data fields on this tab are populated automatically from an existing Case Management record once the link is made.

Case Management Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Case Number	Displays the Case Management record number.
Case Type	Displays the Case Management Type.
Investigation Status	Displays the Investigation Status.
Link Comments	Displays the Link Comments.
Delete	Deletes the highlighted row.

Drugs Tab

This information tab details the types of drugs the group is known to sell or distribute.

Drugs Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Drugs Pushed	Displays a code identifying the type of drugs sold or distributed by the group. Click the down arrow to access the lookup list of codes.
Description	Displays a description of the drugs sold/pushed. When you select a code in the Drugs Pushed field, the description field is automatically populated.
Delete	Deletes the highlighted row.

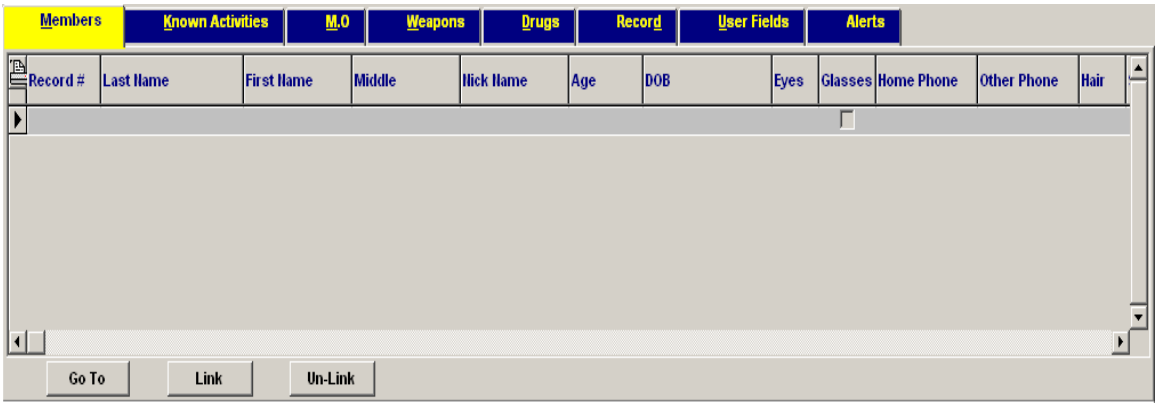
Known Activities Tab

This information tab provides data on known group activities (buying/selling drugs, robbery, and so forth)

Known Activities Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Known Activities	Displays a code identifying the known activity of the group. Click the down arrow to access the lookup list of codes.
Description	Displays a description of the Known Activities code. When you select a code in the Known Activities field, the description field is automatically populated.
Delete	Deletes the highlighted row.

Members Tab

This linking tab allows you to link any number of Master Name Index records to the current Group Tracking record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Master Name Index record data can only be modified in the Master Name Index module itself. All data fields on this tab are populated automatically from an existing Master Name Index record once the link is made.



Members Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Record #	Displays the number assigned to the Master Name Index record.
Last Name	Displays the last name of the individual.
First Name	Displays the first name of the individual.
Middle	Displays the middle name of the individual.
Nick Name	Displays the nickname of the individual.
Age	Displays the age of the individual.
DOB	Displays the individual's date of birth.
Eyes	Displays a code identifying the individual's eye color.
Glasses	Indicates whether the individual wears glasses.
Home Phone	Displays the individual's home phone number.
Other Phone	Displays an alternate telephone number for the individual.
Hair	Displays a code identifying the individual's hair color.
Sex	Displays a code identifying the gender of the individual.
SSN	Displays the individual's Social Security Number.
Weight	Displays the individual's weight.
Work Phone	Displays the work phone number of the individual.
Facial Hair	Displays a code identifying the type of facial hair of the individual.

Members Tab Fields/Components	
Field/Component	**Description/Use**
Height	Displays the individual's height.
Race	Displays a code identifying the race of the individual.
Go To	Opens the Master Name Index module and displays the highlighted record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Group Tracking module.
Un-Link	Removes the link between the Group Tracking record and the highlighted Master Name Index record.

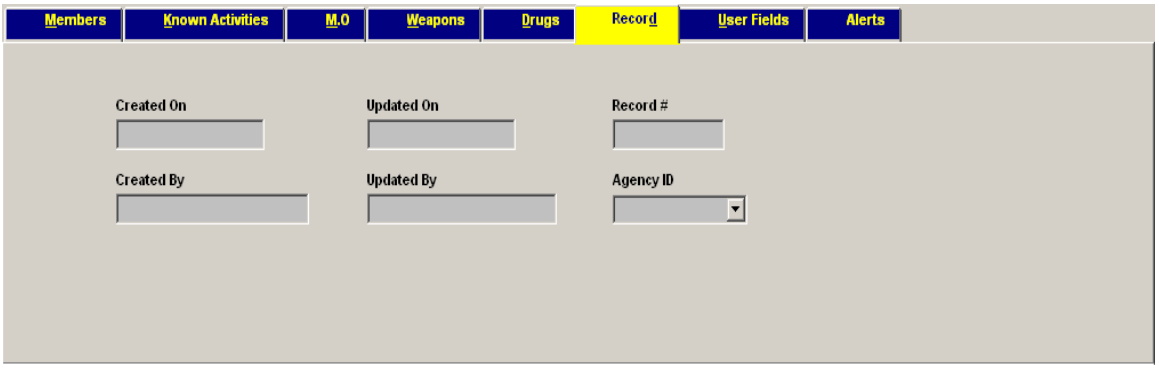
M.O. Tab

This information tab provides data about the *modus operandi* (M.O.) used by the group.

M.O. Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
MO	Displays a code identifying the group's known M.O. Click the down arrow to access the lookup list of codes.
Description	Displays a description of the M.O. code. When you select a code in the MO field, the description field is automatically populated.
Delete	Deletes the highlighted row.

Record Tab

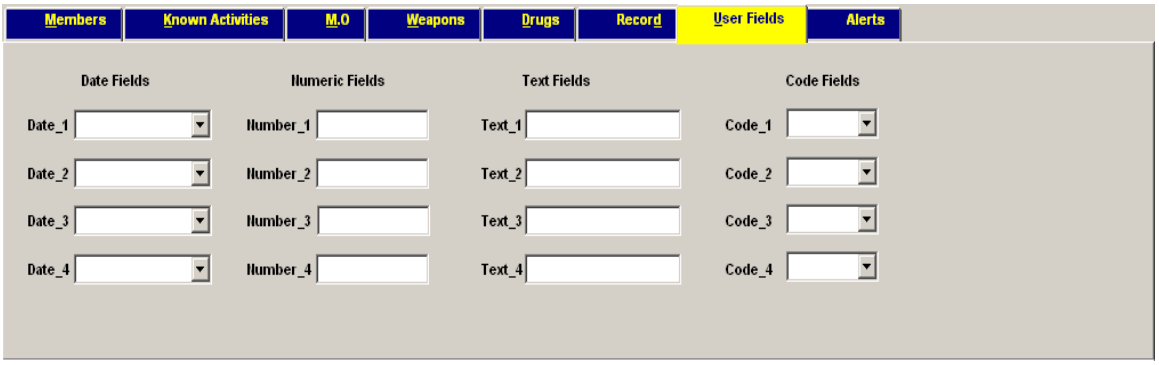
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the user ID who created the record. This is automatically logged based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the user ID who last updated the record. This is automatically logged based on the user login that updated the record and occurs upon saving changes to a record.
Record #	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Weapons Tab

This information tab provides data on the types of weapons used by the group.

Weapons Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Weapons Used	Displays a code identifying the type of weapons used by the group. Click the down arrow to access the lookup list of codes.
Description	Displays a description of the weapons code. When you select a code in the Weapon Used field, the description field is automatically populated.
Delete	Deletes the highlighted row.

Accessing the Group Tracking Search

The following methods may be used to open the Group Tracking Search:

From the Main Menu:

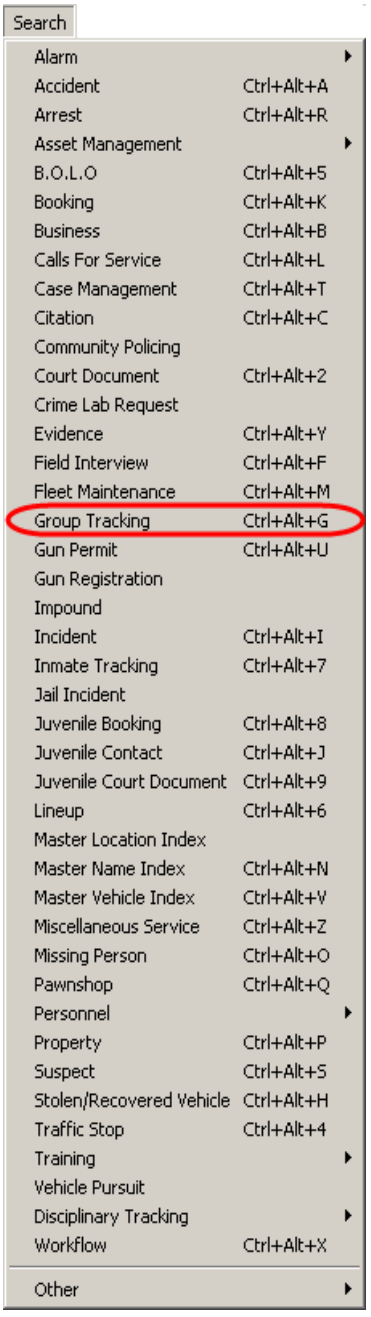
- Select Search > Group Tracking

Using the shortcut key combination:

- Press CTRL + ALT + G

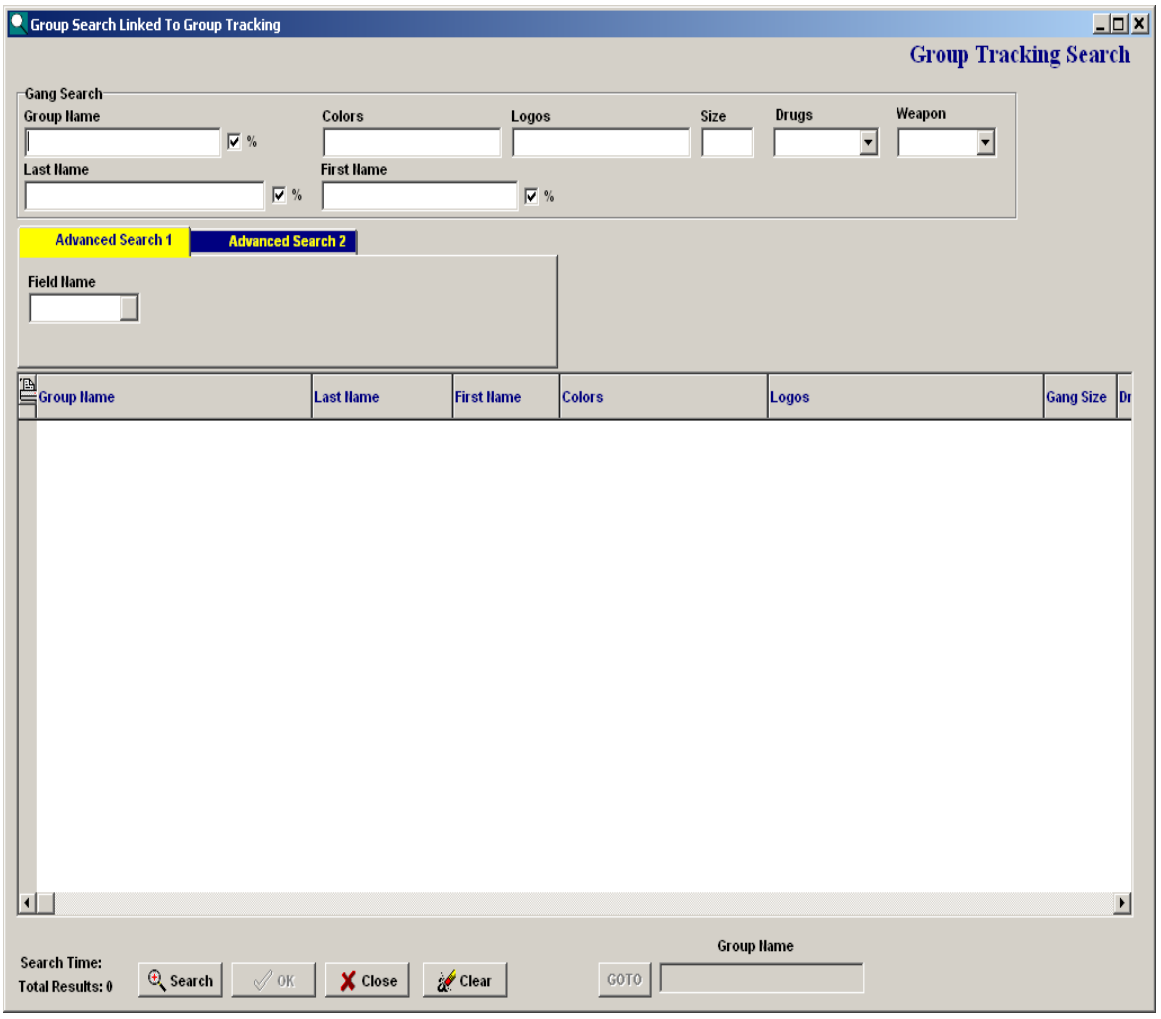
From within the module:

- Click **Search**



Group Tracking Search Parameters

The Group Tracking Search allows you to search for Group Tracking records based on one or more search parameters. An illustration of the window and description of the parameters follow:



Group Tracking Search Parameters/Components	
Field/Component	**Description/Use**
Gang Search	
Group Name	Displays the name of the group. The % check box indicates whether to include a wildcard in the search.
Colors	Displays the colors used by the group.
Logos	Displays the logos used by the group.

Group Tracking Search Parameters/Components	
Field/Component	**Description/Use**
Size	Displays the size of the group (total number of members).
Drugs	Displays a code identifying the drugs pushed/sold by the group. Click the down arrow to access the lookup list of codes.
Weapon	Displays a code identifying a weapon used by the group. Click the down arrow to access the lookup list of codes.
Last Name	Displays the last name of an individual involved with the group. The % check box indicates whether to include a wildcard in the search.
First Name	Displays the first name of an individual involved with the group. The % check box indicates whether to include a wildcard in the search.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the "Search Functions" section in the *RMS User Manual*.
Function Buttons	
	Opens the Export Data window for this grid.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Group Tracking record in the Group Tracking module and *closes the search window.*
Close	Closes the search window.
Clear	Deletes all search parameters previously entered and clears all search fields.
Go To	Opens the highlighted Group Tracking record in the Group Tracking module *and leaves the search window open.*
Group Name	Displays the Group Tracking record number of the highlighted record.

Gun Permit Module

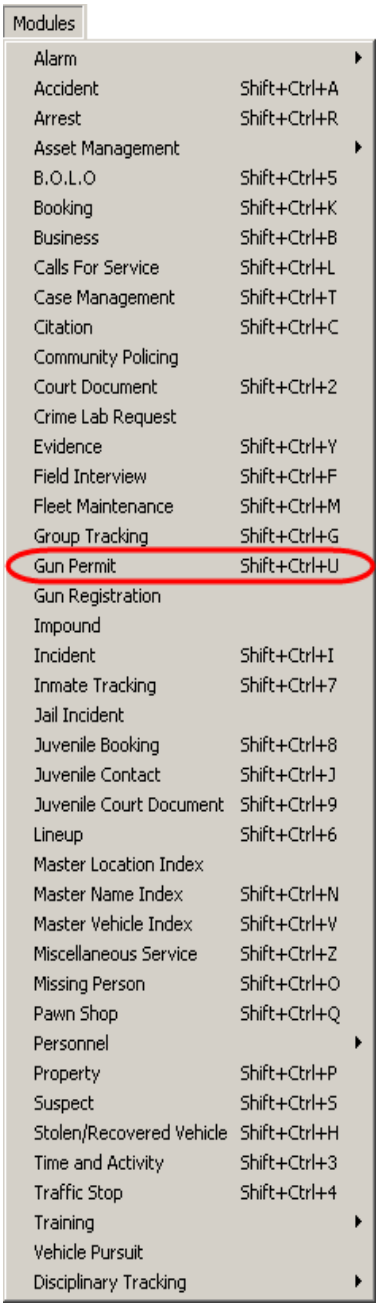
The Gun Permit module may be accessed in the following ways:

From the Main Menu:

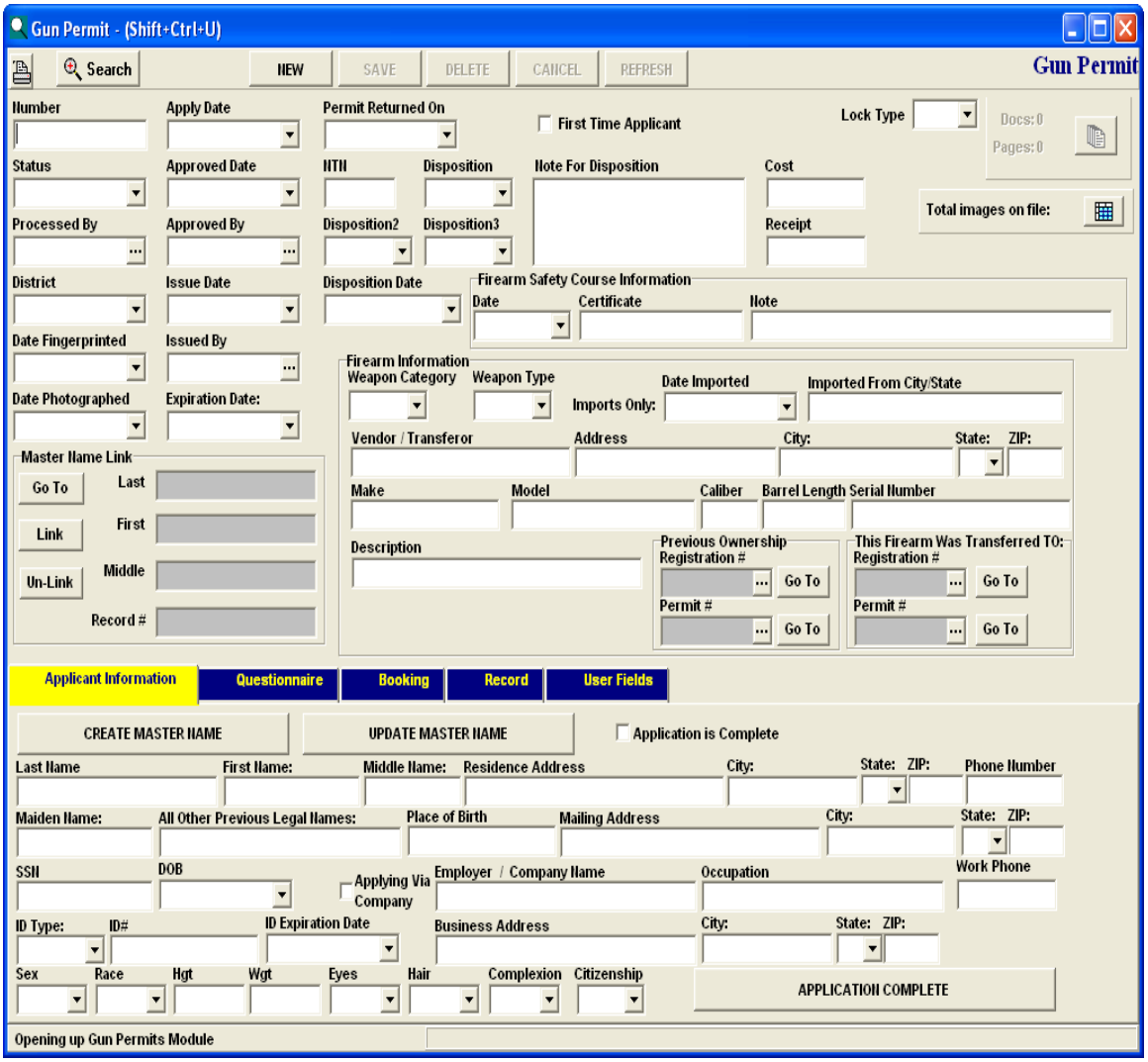
- Select Modules > Gun Permit

Using the shortcut key combination:

- Press SHIFT + CTRL + U

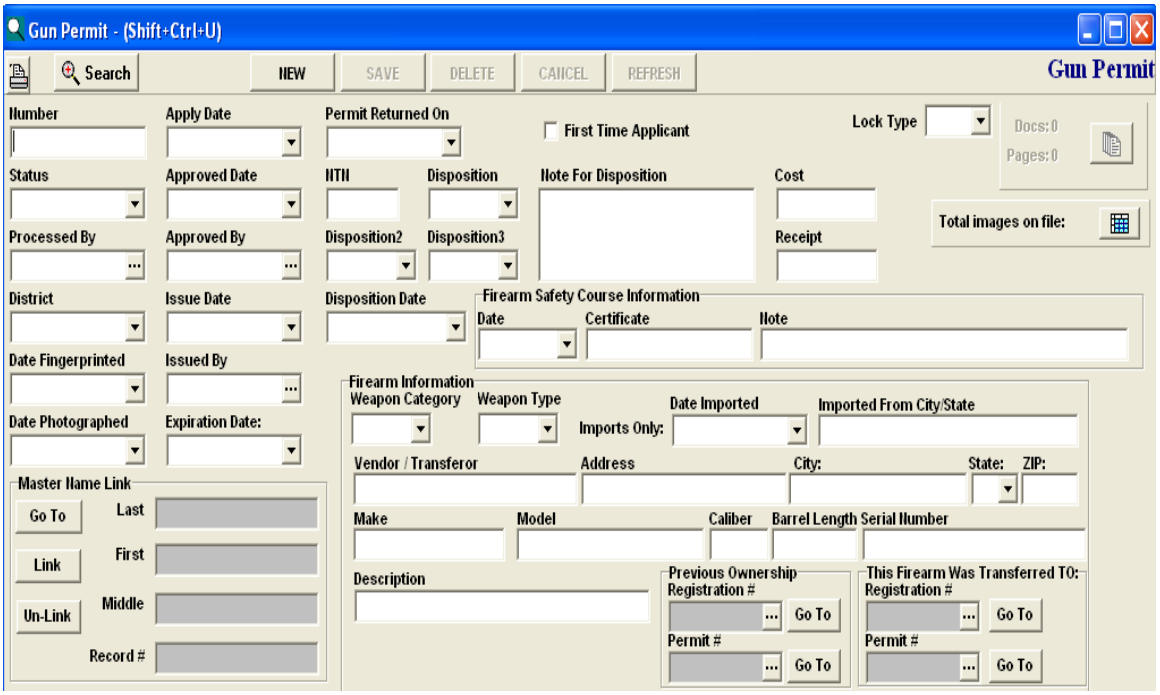


The Gun Permit module will appear as follows:



Gun Permit Module Header Area

The Gun Permit module is composed of two sections: the header area and the tab area. The header area fields are pictured and described below:



Gun Permit Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet dialog box for this module.
Search	Accesses the Gun Permit Search to search for an existing Gun Permit record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Document Viewer: Click to view stored documents related to this record.
	Standard Image Panel: Click to view images, audio, and video files related to this record.

Gun Permit Module Fields/Components	
Field/Component	**Description/Use**
Number	Displays the number used internally by the Department to uniquely identify the permit. IMPORTANT This number can only be auto-generated upon initial insertion of a new record (after clicking **NEW**).
Status	Displays a code identifying the status of the permit. Click the down arrow to access the lookup list of codes.
Processed By	Displays the ID of the employee who processed the application. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
District	Displays a code identifying the code representing the District where the permit is issued. Click the down arrow to access the lookup list of codes.
Date Fingerprinted	Displays the date the individual was fingerprinted. Click the down arrow to access the Calendar utility.
Date Photographed	Displays the date the individual was photographed. Click the down arrow to access the Calendar utility.
NTN	Displays the North Carolina State Tracking Number for the weapon/permit. Other Departments can reuse this field for their own purposes.
Disposition (2 – 3)	Displays a code identifying the status of the application process. These fields display codes that describe whether the permit was cancelled, came back with warrants, or was denied. Click the down arrow to access the lookup list of codes.
Apply Date	Displays the date the application was submitted. Click the down arrow to access the Calendar utility.
Approved Date	Displays the date the application was approved. Click the down arrow to access the Calendar utility.
By	Displays the ID of the employee approving the permit. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.
Issue Date	Displays the date and time the gun permit was issued. Click the down arrow to access the Calendar utility.
By	Displays the ID of the employee issuing the permit. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to search for the Employee ID.

Gun Permit Module Fields/Components	
Field/Component	**Description/Use**
Expiration Date	Displays the date the permit expires. Click the down arrow to access the Calendar utility.
Permit Returned On	Displays the date and time the permit was returned to the Department. Click the down arrow to access the Calendar utility.
Lock Type	Displays the Lock Type of the Gun Permit record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information on Record Locking, see the Global Features of RMS section in the RMS User Manual.
Disposition	Displays a code identifying the status of the application process. This field displays a code that describes whether the permit was cancelled, came back with warrants, or was denied. Click the down arrow to access the lookup list of codes.
Disposition Date	Displays the date and time of the disposition. Click the down arrow to access the Calendar utility.
Note For Disposition	Displays additional information to explain the chosen disposition.
First Time Applicant	A check in this box indicates this is a first-time applicant.
Cost	Displays the cost of the application.
Receipt	Displays the number on the receipt issued by the Department.
Firearm Safety Course Information	
Date	Displays the date the firearm safety course was taken. Click the down arrow to access the Calendar utility.
Certificate	Displays the number on the certificate issued for taking the course.
Note	Displays additional information to enter a note about the course.
Master Name Link	
Go To	Opens the Master Name Index module and displays the linked record.
Link	Opens the Master Name Search. Once the record is located, click **OK** to link the record to the Gun Permit module.
Un-Link	Removes the link between the Gun Permit record and the Master Name Index record.
Last	Displays the last name of the linked Master Name Index record.
First	Displays the first name of the linked Master Name Index record.

Gun Permit Module Fields/Components	
Field/Component	**Description/Use**
Middle	Displays the middle name of the linked Master Name Index record.
Record #	Displays the record number assigned to the linked Master Name Index record.
Firearm Information	
Weapon Category	Displays a code identifying the Weapon Category. Click the down arrow to access the look up list of codes.
Weapon Type	Displays a code identifying the weapon type. Click the down arrow to access the look up list of codes.
Date Imported	Displays the date the weapon was imported. Click the down arrow to access the Calendar utility.
Imported from City/State	The weapon was imported from this city and state.
Vendor / Transferor	Displays the vendor name or transferring organization.
Address	Displays the address where the vendor or transferring organization resides.
City	Displays the city where the vendor or transferring organization resides.
State	Displays the state where the vendor or transferring organization resides. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code where the vendor name or transferring organization resides.
Make	Displays the maker or manufacturer of the firearm.
Model	Displays the specific model associated with the brand name.
Caliber	Displays the caliber of the weapon.
Barrel Length	Displays the barrel length of the weapon.
Serial Number	Displays the serial number of the weapon.
Description	Displays the description of the weapon.
Previous Ownership	
Registration #	Displays the previous owner's registration number. Click **…** to access the Gun Registration Search to search for the registration record.
Go To	Opens the Gun Registration module and displays the linked Gun Registration record.

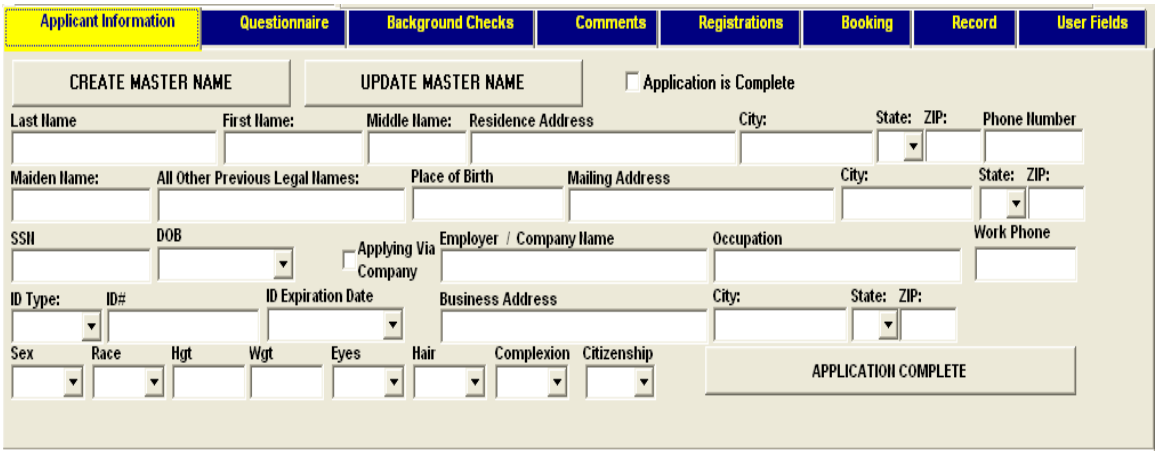
Gun Permit Module Fields/Components	
Field/Component	**Description/Use**
Permit #	Displays the previous owner's permit number. Click **…** to access the Gun Permit Search to search for the permit record.
Go To	Opens the Gun Permit module and displays the linked Gun Permit record.
This Firearm Was Transferred TO	
Registration #	The weapon was transferred to this Gun Registration number. Click **…** to access the Gun Registration Search to search for the registration record.
Go To	Opens the Gun Registration module and displays the linked Gun Registration record.
Permit #	The weapon was transferred to this Gun Permit number. Click **…** to access the Gun Permit Search to search for the permit record.
Go To	Opens the Gun Permit module and displays the linked Gun Permit record.

Gun Permit Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. These tabs are described below:

Applicant Information Tab

This combination tab contains information concerning the individual applying for the gun permit. This information may be manually entered or populated from a linked record in the Master Name Link area in the Gun Permit module header. Additionally, you can create a Master Name Index record or update an existing Master Name Index record on this tab.



NOTE The data in this tab can be linked from a Master Name Index record created in the header area of the Gun Permit module.

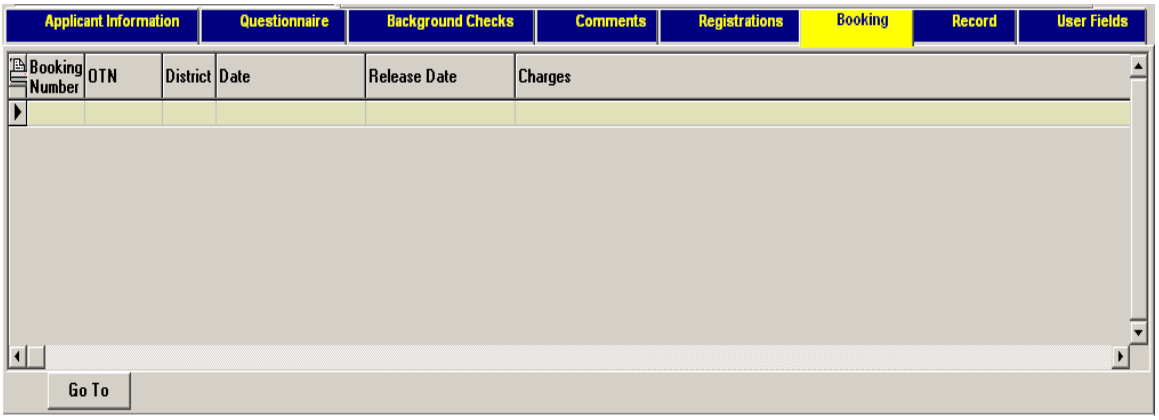
Applicant Information Tab Fields/Components	
Field/Component	**Description/Use**
CREATE MASTER NAME	This will create a new Master Name Index record in the RMS with the data entered on this tab.
UPDATE MASTER NAME	Updates an existing Master Name Index record in the RMS. IMPORTANT A Master Name must have been linked or created on this screen before using this feature.
Application is Complete	A check in this box indicates that the application has been completed.
Last Name	Displays the last name of the applicant.
First Name	Displays the first name of the applicant.
Middle Name	Displays the middle name of the applicant.
Residence Address	Displays the building number and street address of the applicant.
City	Displays the city of residence of the applicant.
State	Displays the state of residence of the applicant. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code in which the applicant presently resides.
Phone Number	Displays the phone number by which the applicant may be contacted.
Maiden Name	Displays the maiden name of the applicant.

Applicant Information Tab Fields/Components	
Field/Component	**Description/Use**
All other Previous Legal Names	Displays any previously-held legal names of the applicant.
Place of Birth	Displays the location of the applicant's birthplace.
Mailing Address	Displays the current mailing address in use by the applicant.
City	Displays the city of the applicant's mailing address.
State	Displays the state of the applicant's mailing address. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code of the applicant's mailing address.
SSN	Displays the Social Security Number of the applicant.
DOB	Displays the date that the applicant was born. Click the down arrow to access the Calendar utility.
Applying Via Company	A check in this box indicates that the applicant is applying for the gun permit through a company.
Employer/Company Name	Displays the name of the employer or company through which the applicant is applying for the gun permit.
Occupation	Displays the applicant's occupation at the company.
Work Phone	Displays the phone number of the applicant's employer.
ID Type	Displays a code identifying the type of identification used by the applicant. Click the down arrow to access the lookup list of codes.
ID #	Displays the identification number of the applicant's ID.
ID Expiration Date	Displays the date that the applicant's ID expires. Click the down arrow to accesses the Calendar utility.
Business Address	Displays the business address.
City	Displays the city where the business is located.
State	Displays the state where the business is located. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code where the business is located.
Sex	Displays a code identifying the sex of the applicant. Click the down arrow to access the lookup list of codes.
Race	Displays a code identifying the race of the applicant. Click the down arrow to access the lookup list of codes.
Hgt	Displays the height of the applicant.

Applicant Information Tab Fields/Components	
Field/Component	**Description/Use**
Wgt	Displays the weight of the applicant.
Eyes	Displays a code identifying the eye color of the applicant. Click the down arrow to access the lookup list of codes.
Hair	Displays a code identifying the hair color of applicant. Click the down arrow to access the lookup list of codes.
Complexion	Displays a code identifying the complexion of the applicant. Click the down arrow to access the lookup list of codes.
Citizenship	Displays a code identifying the country where the applicant is a citizen. Click the down arrow to access the lookup list of codes.
APPLICATION COMPLETE (SAVE AND CLOSE)	Saves the current record and exits the RMS.

Booking Tab

This linking tab contains any charges for which the individual has been booked. This tab will populate only if there are Booking records saved for the individual linked to the Gun Permit record. The fields on this tab are read-only.



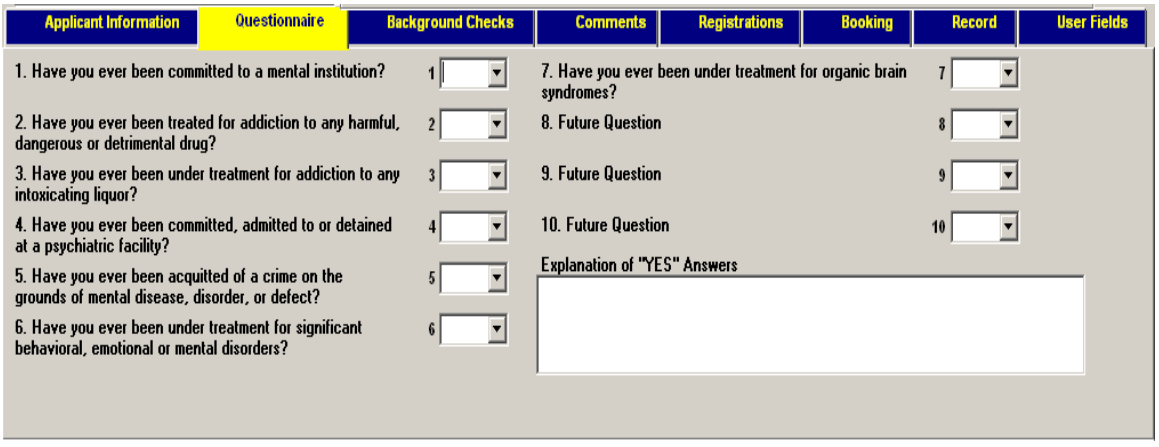
Booking Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.

Booking Tab Fields/Components	
Field/Component	**Description/Use**
Booking Number	Displays the unique booking number record linked to the displayed gun permit record from the linked Master Name Index record.
OTN	Displays the Offender Tracking Number – this is the unique number generated by a State Booking system.
District	Displays a code identifying the district where the booking occurred.
Date	Displays the date and time the individual was booked at the precinct. The booking date is displayed in the header portion of the Booking module.
Release Date	Displays the date that the individual was released.
Charges	Displays the charges levied against the individual for this booking.
Go To	Opens the Booking module and displays the highlighted record.

Questionnaire Tab

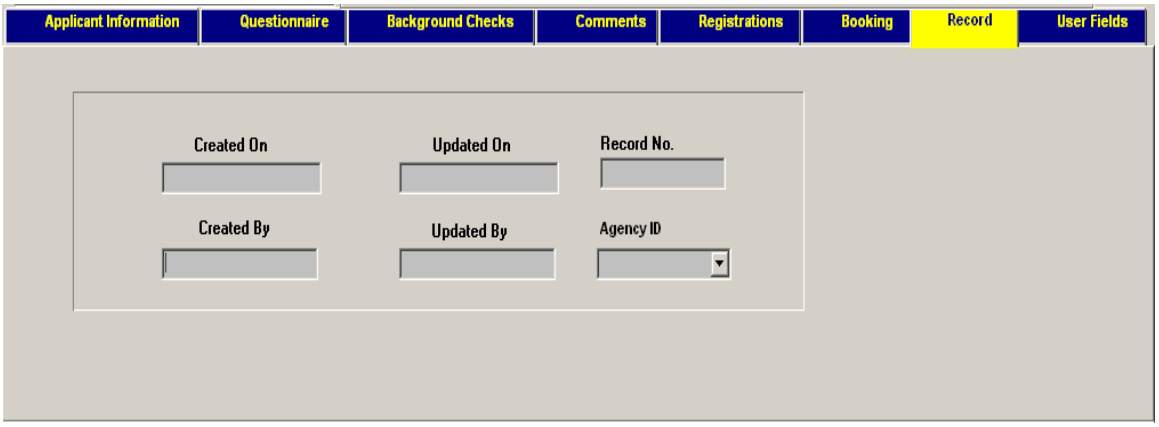
This information tab contains fields for ten mental health questions. The questions cover mental illness, drug addiction, alcohol addiction, behavioral, and emotional problems. These questions can be tailored to meet your Department's requirements.

Each question has a lookup list of codes from which you can select an answer. Click the down arrow to access the lookup list of codes. Additionally, there is an overall comment field used to record additional information concerning the mental health of the individual applying for a gun permit; this is a free-form text field.



Record Tab

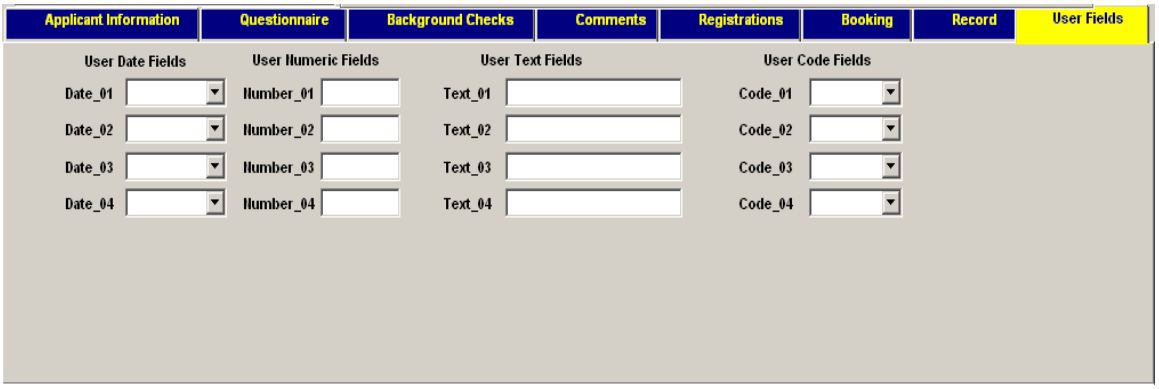
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Record No.	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who most recently updated this record.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



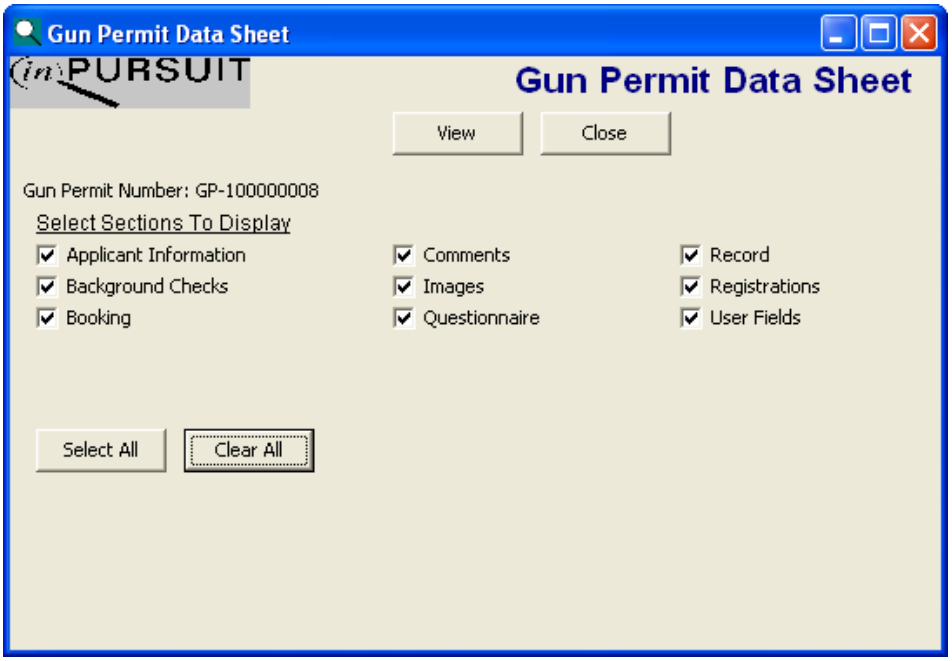
- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Gun Permit module. This function allows you to view or print a data sheet that acts as a print-ready "Permit to Acquire a Firearm" form for the displayed record.

When you click , the Gun Permit Data Sheet dialog box appears:



Once you select the desired information, click **View** to open the sheet. This will open the Report Server, enabling you to view the document on the screen and choose whether to print or save it to a file.

Accessing the Gun Permit Search

The following methods may be used to open the Gun Permit Search:

From the Main Menu:

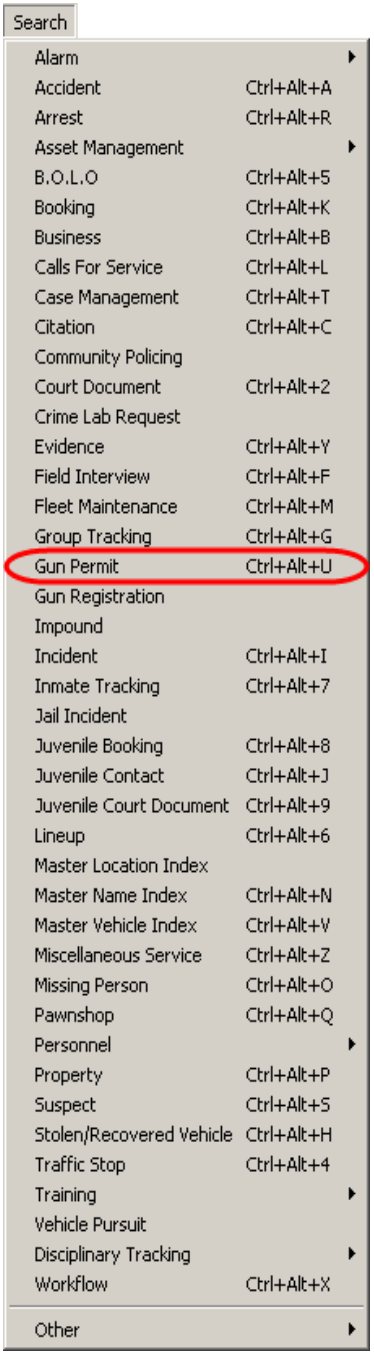
- Select Search > Gun Permit

Using the shortcut key combination:

- Press CTRL + ALT + U

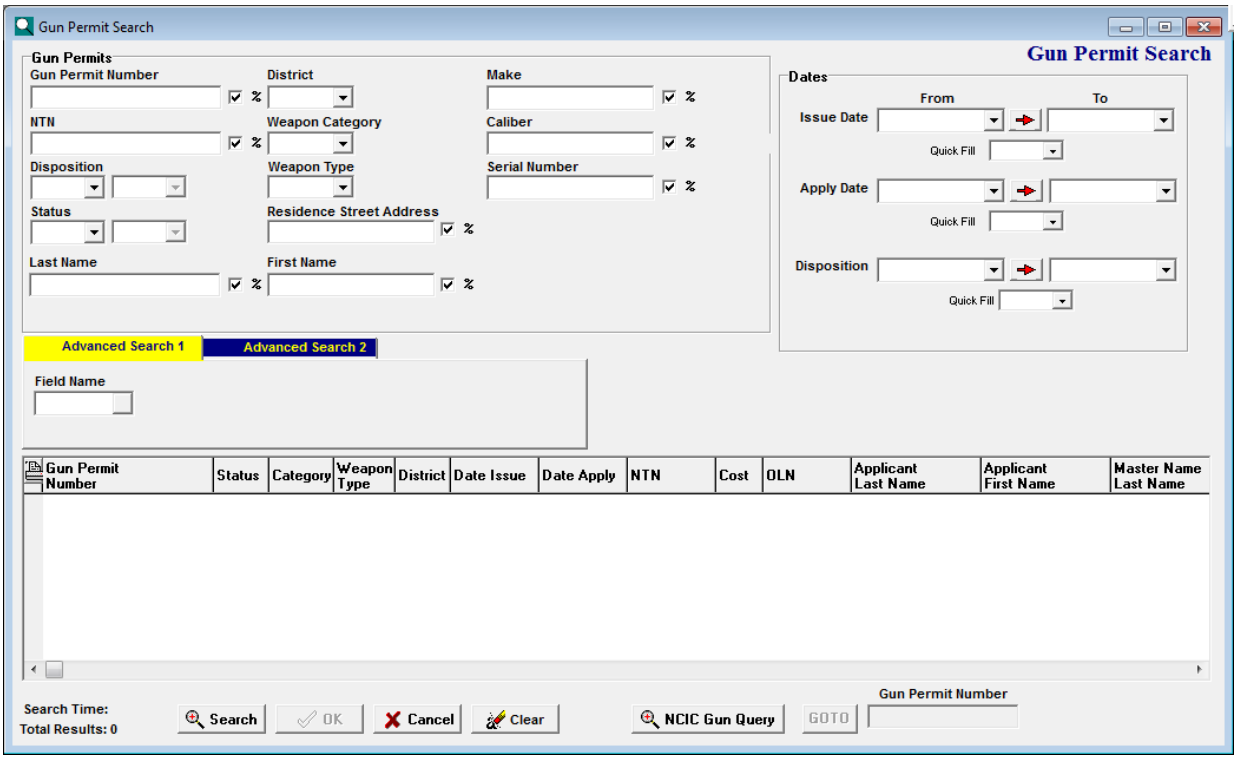
From within the Gun Permit module:

- Click **Search**



Gun Permit Search Parameters

The Gun Permits Search allows you to search for Gun Permit records based on one or more parameters. An illustration of the window and description of the parameters appear below:



Gun Permit Search Parameters	
Field/Component	**Description/Use**
Gun Permits	
Gun Permit Number	Displays the gun permit number. The % check box indicates whether to include a wildcard in the search.
District	Displays a code identifying the district that processed the Gun Permit. Click the down arrow to access the lookup list of codes.
NTN	Displays the North Carolina State Tracking Number for the weapon and permit. Other agencies can reuse this field for their own purposes. The % check box indicates whether to include a wildcard in the search.
Weapon Category	Displays a code identifying the Weapon Category. Click the down arrow to access the look up list of codes.
Disposition (Boolean)	Lists several search functions to allow for a very general or very specific search. Click the down arrow to access a drop-down menu of codes.

Gun Permit Search Parameters	
Field/Component	**Description/Use**
Disposition	Displays a code identifying the status of the application process. This field is disabled until a value is entered into the Disposition > Boolean field. Click the down arrow to access the lookup list of codes.
Weapon Type	Displays a code identifying the weapon type. Click the down arrow to access the lookup list of codes.
Status (Boolean)	Lists several search functions to allow for a very general or very specific search. Click the down arrow to access a drop-down menu of codes.
Status	Displays a code identifying the status of the permit. This field is disabled until a value is entered into the Status > Boolean field. Click the down arrow to access the lookup list of codes.
Residence Street Address	Displays the street address of the individual applying for a permit. The % check box indicates whether to include a wildcard in the search.
Last Name	Displays the last name of the individual applying for the permit. The % check box indicates whether to include a wildcard in the search.
First Name	Displays the first name of the individual applying for the permit. The % check box indicates whether to include a wildcard in the search.
Make	Displays the Make of the weapon.
Caliber	Displays the caliber of the weapon.
Serial Number	Displays the weapon's serial number.
Dates	
Issue Date From/To	Displays the date range for a search based on the gun permit issue date. Click the down arrow to access the Calendar utility.
Apply Date From/To	Displays the date range for a search based on the gun permit application date. Click the down arrow to access the Calendar utility.
Disposition From/To	Displays the date range to search based on the gun permit disposition date. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the "Search Functions" section in the *RMS User Manual*.
Function Buttons	

Gun Permit Search Parameters	
Field/Component	**Description/Use**
	Opens the Export Data window for this search.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Gun Permit record in the Gun Permit module and *closes the search window.*
Cancel	Closes the search window.
Clear	Clears all search parameters.
GOTO	Opens the highlighted Gun Permit record in the Gun Permit module and *leaves the search window open.*
	Click to open the NCIC Query screen and search the NCIC database; see NCIC Searching in the Navigation Manual for instructions.
Gun Permit Number	Displays the highlighted Gun Permit number.

Gun Registration Module

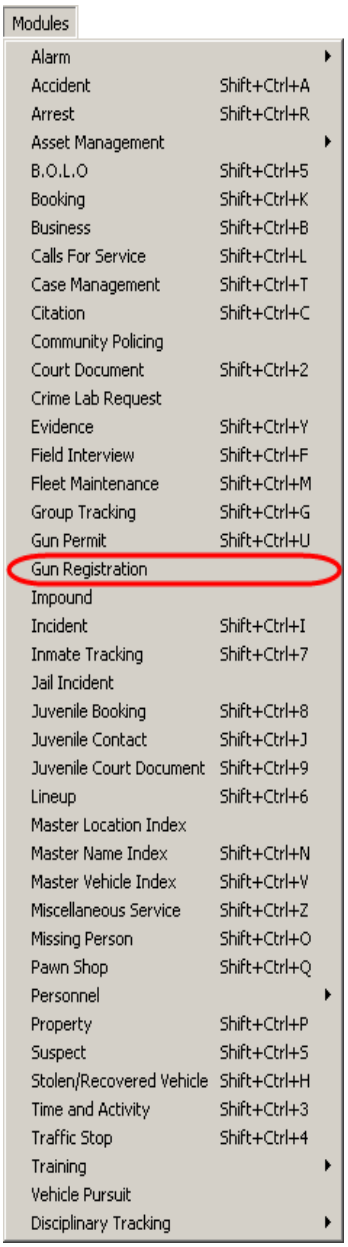
The Gun Registration module allows you to enter and track firearm registration data.

Accessing the Gun Registration Module

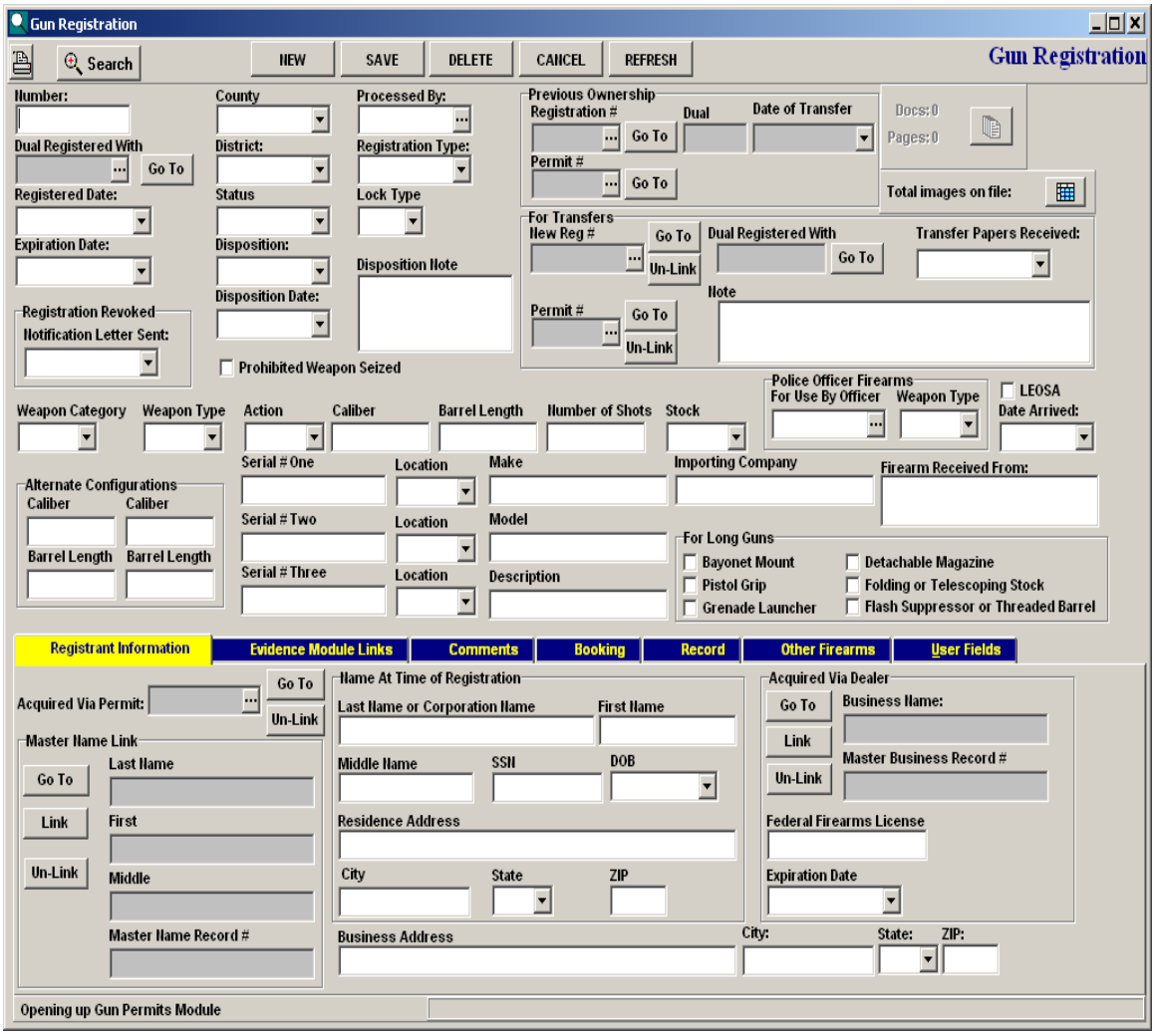
The Gun Registration module may be accessed in the following way:

From the Main Menu:

- Select Modules > Gun Registration

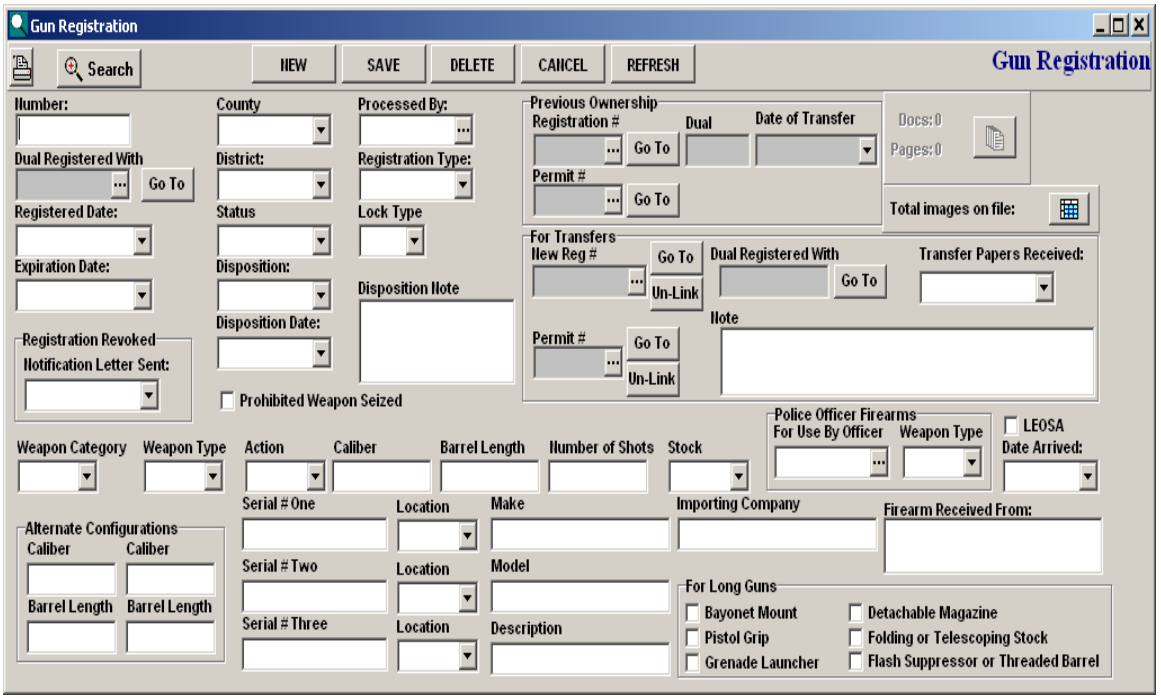


The Gun Registration module appears as follows:



Gun Registration Module Header Area

The Gun Registration module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Gun Registration Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet dialog box for this module.
Search	Accesses the Gun Registration Search to search for an existing Gun Registration record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Document Viewer: Click to view stored documents related to this record.
	Standard Image Panel: Click to view images, audio, and video files related to this record.

Gun Registration Module Fields/Components	
Field/Component	**Description/Use**
Number	Displays the number used internally by a Department to uniquely identify the permit. IMPORTANT This Number can only be auto-generated upon initial insertion of a new record (after clicking **NEW**).
Dual Registered With	Displays the Gun Registration number for the second individual who registered the gun. For example, a husband and wife could register the same gun. Each will be issued a registration number, and the two should be linked from this field. Click **...** to access the Gun Registration Search.
Go To	Opens the Gun Registration module and displays the linked record.
Registered Date	Displays the date when the gun was registered. Click the down arrow to access the Calendar utility.
Expiration Date	Displays the date when the gun registration expires. Click the down arrow to access the Calendar utility.
County	Displays a code identifying the county in which the gun registration was processed. Click the down arrow to access the lookup list of codes.
District	Displays a code identifying the district where the gun registration was processed. Click the down arrow to access the lookup list of codes.
Status	Displays a code identifying the Status of the Registration. Click the down arrow to access the lookup list of codes.
Disposition	Displays a code identifying the disposition for the gun registration. Click the down arrow to access the lookup list of codes.
Disposition Date	Displays the disposition date. Click the down arrow to access the Calendar utility.
Prohibited Weapon Seized	A check in this box indicates the gun has been seized. When a person imports an illegal gun and tries to register this gun, the department should immediately seize the gun and check this box for statistical purposes.
Processed By	Displays the Employee ID of the employee who processed the registration. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Registration Type	Displays a code identifying the type of gun registration. Click the down arrow to access the lookup list of codes.
Lock Type	Displays the lock type of the Gun Registration record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.
Disposition Note	Displays comments regarding the disposition selection.

Gun Registration Module Fields/Components	
Field/Component	**Description/Use**
Previous Ownership	
Registration #	Displays the gun registration number of the previous owner. Click **…** to access the Gun Registration Search.
Go To	Opens the Gun Registration module and displays the linked record in the Registration # field.
Dual	Displays the registration number of the second owner of the gun, if applicable. For example, if the previous owners were husband and wife, each would have been issued their own registration number.
Date of Transfer	Displays the date the previous owner transferred the gun to the current owner.
Permit #	Displays the permit number of the previous owner. Click **…** to access the Gun Permit Search.
Go To	Opens the Gun Permit module and displays the linked record in the Permit # field.
For Transfers	
New Reg #	Displays the registration number of the owner to whom the gun was transferred. Click **…** to access the Gun Registrations Search.
Go To	Opens the Gun Registration module and displays the linked record.
Un-Link	Removes the link between the Gun Registration record and the linked Gun Registration record.
Permit #	Displays the permit number of the owner to whom the gun was transferred. Click **…** to access the Gun Permit Search.
Go To	Opens the Gun Permit module and displays the linked record.
Un-Link	Removes the link between the Gun Registration record and the linked Gun Permit record.
Dual Registered With	Displays the Gun Registration number for the second individual who registered the gun.
Go To	Opens the Gun Registration module and displays the linked record.
Transfer Papers Received	Displays the date the individual who purchased the gun must file paperwork with the Department. Click the down arrow to access the Calendar utility.
Note	Displays a note regarding the transfer.
Registration Revoked	

Gun Registration Module Fields/Components	
Field/Component	**Description/Use**
Notification Letter Sent	Displays the date that a letter of notification was sent if the gun registration was revoked. Click the down arrow to access the Calendar utility.
Weapon Category	Displays a code identifying the weapon category. Click the down arrow to access the lookup list of codes.
Weapon Type	Displays a code identifying the weapon type. Click the down arrow to access the lookup list of codes.
Action	Displays a code identifying the action type for the gun. Click the down arrow to access the lookup list of codes.
Caliber	Displays the caliber of the gun.
Barrel Length	Displays the barrel length of the gun.
Number of Shots	Displays the number of shots for the gun.
Stock	Displays a code identifying the gun's stock. Click the down arrow to access the lookup list of codes.
Alternate Configuration	
Caliber (1 - 2)	Displays the caliber of the gun when it is in alternative configurations.
Barrel Length (1 - 2)	Displays the barrel length of the gun when it is in alternative configurations.
Serial # (1 – 3)	Displays a serial number(s) engraved on the gun.
Location (1 – 3)	Displays the location where the particular serial number is engraved. Click the down arrow to access the look up list of codes.
Make	Displays the maker or manufacturer of the gun.
Model	Displays the model of the gun for the particular make.
Description	Displays a description of the gun.
Importing Company	Displays the company that initially imported the weapon.
Firearm Received From	The weapon was received from this location.
Police Officer Firearms	
For Use by Officer	Displays the officer's ID if the gun is being registered for use by an officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.

Gun Registration Module Fields/Components	
Field/Component	**Description/Use**
Weapon Type	Displays a code identifying the weapon type. Click the down arrow to access the lookup list of codes.
LEOSA	Indicates that this registration relates to the Law Enforcement Officer Safety Act (LEOSA). LEOSA states that an officer may carry a concealed weapon; however, they must register it within 3 days of arriving in another state.
Date Arrived	Displays the date the officer arrived in the state; related to the LEOSA check box. Click the down arrow to access the Calendar utility.
For Long Guns	
Bayonet Mount	A check in this box indicates the gun has a bayonet mounted on it.
Pistol Grip	A check in this box indicates the gun has a pistol grip on it.
Grenade Launcher	A check in this box indicates the gun has a grenade launcher on it.
Detachable Magazine	A check in this box indicates the gun has a detachable magazine on it.
Folding or Telescoping Stock	A check in this box indicates the gun has a folding or telescopic stock on it.
Flash Suppressor or Threaded Barrel	A check in this box indicates the gun has a flash suppressor or threaded barrel on it.

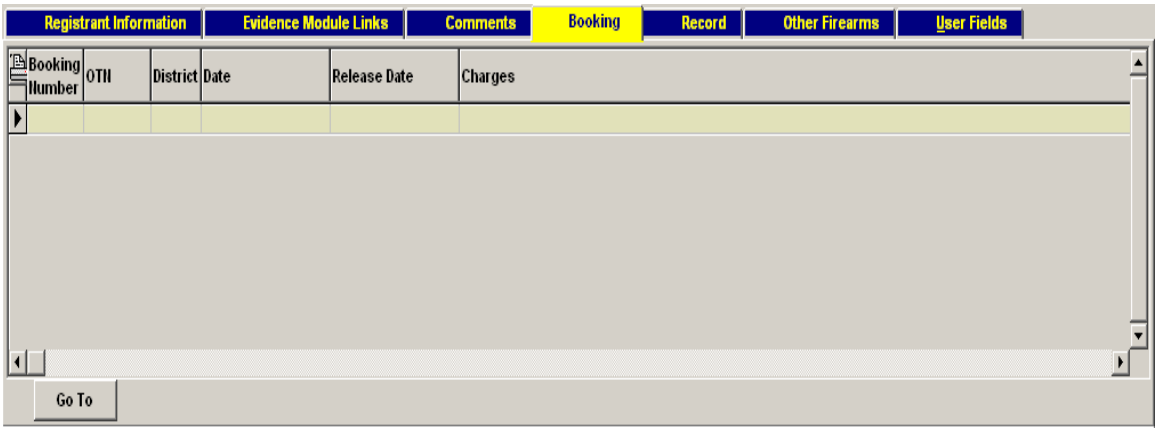
Gun Registration Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain both information fields and linking fields. See below for a description of these tabs.

Booking Tab

This linking tab contains any charges for which the individual has been booked; data will populate if the Master Name Index record linked has any Booking records attached. All fields are read-only.

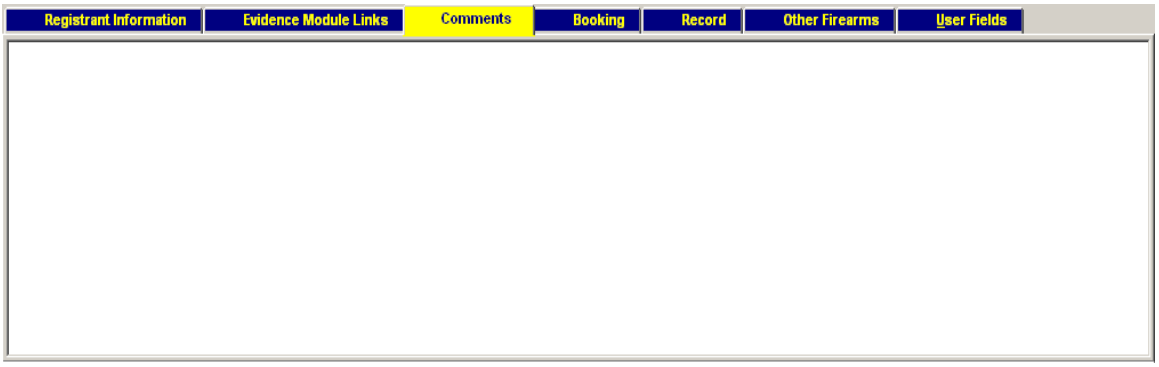
IMPORTANT The Master Name Index record is linked on the Registrant Information tab in the Gun Registration module.



Booking Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Booking Number	Displays the unique booking number record linked to the displayed gun registration record from the Master Name Index record.
OTN	Displays the Offender Tracking Number; this is the unique number generated by a State Booking system.
District	Displays a code identifying the district where the booking occurred.
Date	Displays the date and time the individual was booked at the precinct. The booking date is displayed in the header portion of the Booking module.
Release Date	Displays the date the individual was released.
Charges	Displays the charges levied against the individual for this booking.
Go To	Opens the Booking module and displays the highlighted record.

Comments Tab

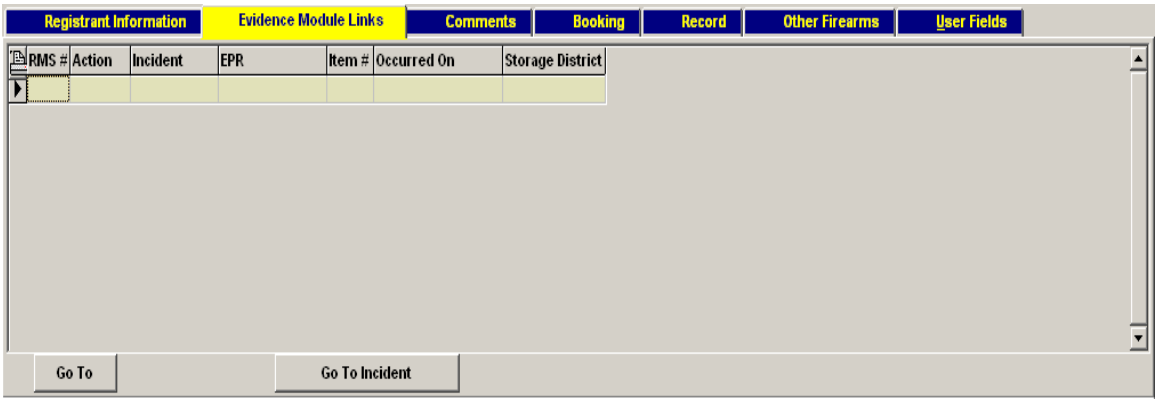
This information tab allows you to enter and store comments regarding the gun registration.



Evidence Module Links Tab

This linking tab associates information from the Evidence module with that of a Gun Registration record. Information on this tab can only be linked from the Evidence/Custodial Items module itself. All fields are read-only and populated when the link is made.

NOTE To link these two records, select the Firearms tab in the Evidence module. This tab includes the Firearm Registration Module Link fields. Additional information about linking an evidence record to a Gun Registration record can be found in the RMS section on Evidence/Custodial Items.

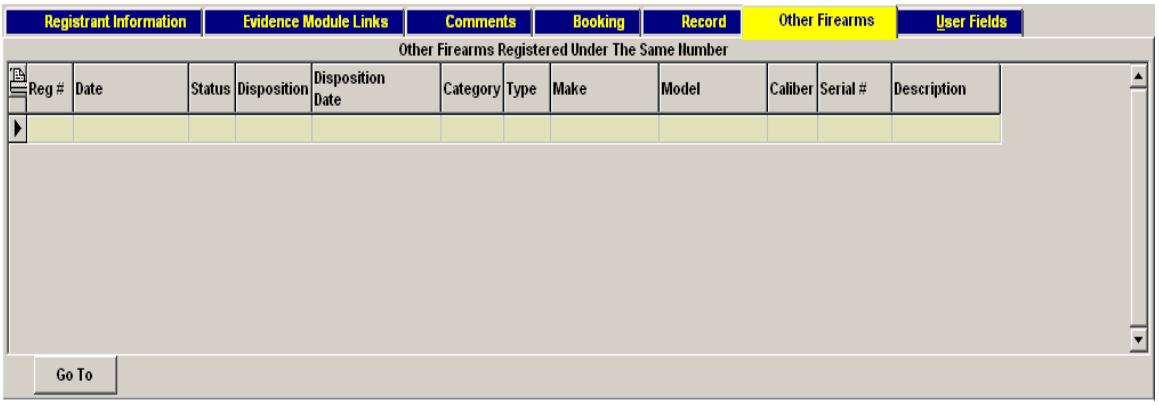


Evidence Module Links Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
RMS #	Displays a unique number generated when the evidence/custodial item record is linked to the Gun Registration record.
Action	Displays a code identifying the action that caused the gun to be placed into evidence (for example: safekeeping). This is found in the upper left header section of the Evidence/Custodial Items module.

Evidence Module Links Tab Fields/Components	
Field/Component	**Description/Use**
Incident	Displays the number of the Incident record that is linked to the Evidence/Custodial Items record. This can be found in the Incident # field of the Incident Info tab of the Evidence module.
EPR	Displays the Evidence Property Receipt (EPR) number assigned when the item was entered in the Evidence/Custodial Items module. This number can be found in the Receipt # field at the top of the Evidence/Custodial Items module header.
Item #	Displays the item number designated by a Department to identify this piece of evidence on the Incident Report. This can be found in the Ref # field at the top of the Evidence/Custodial Items module header.
Occurred On	Displays the date that the gun was taken into custody. This can be found in the Submitted On field at the top of the Evidence/Custodial Items module header.
Storage District	Displays a code identifying the storage district of the evidence. This can be found in the District field under the Storage Information section of the Evidence/Custodial Items module.
Go To	Opens the Evidence module and displays the highlighted record.
Go To Incident	Opens the Incident module and displays the highlighted record.

Other Firearms Tab

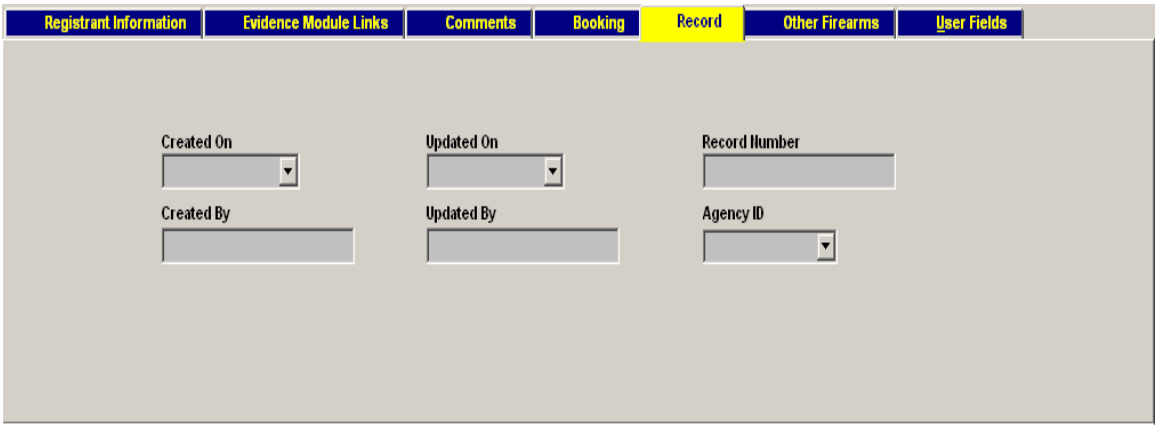
This linking tab contains information concerning other firearms registered under the same number.



Other Firearms Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Reg #	Displays the registration number of the gun.
Date	Displays the date the gun was registered.
Status	Displays a code identifying the status of the registration.
Disposition	Displays a code identifying the disposition of the gun registration. The disposition is for recording Transfer of Gun, Surrender, or Confiscation of the registration.
Disposition Date	Displays the date the disposition was entered.
Category	Displays a code identifying the category of the gun.
Type	Displays a code identifying the gun type.
Make	Displays the maker or manufacturer of the gun.
Model	Displays the model of the gun.
Caliber	Displays the caliber of the gun.
Serial#	Displays the serial number of the gun.
Description	Displays the description of the gun.
Go To	Opens the Gun Registration module and displays the highlighted record.

Record Tab

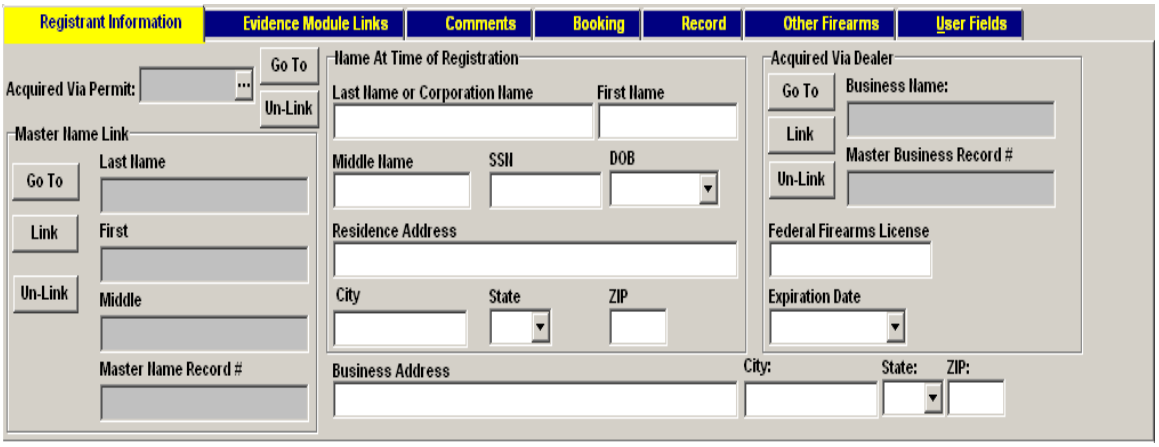
This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.



Record Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Record Number	Displays the unique number assigned by the database to identify the record.
Agency ID	Displays the Agency ID of the user who most recently updated the record.

Registrant Information Tab

This combination tab contains information concerning the individual registering a gun with the department.



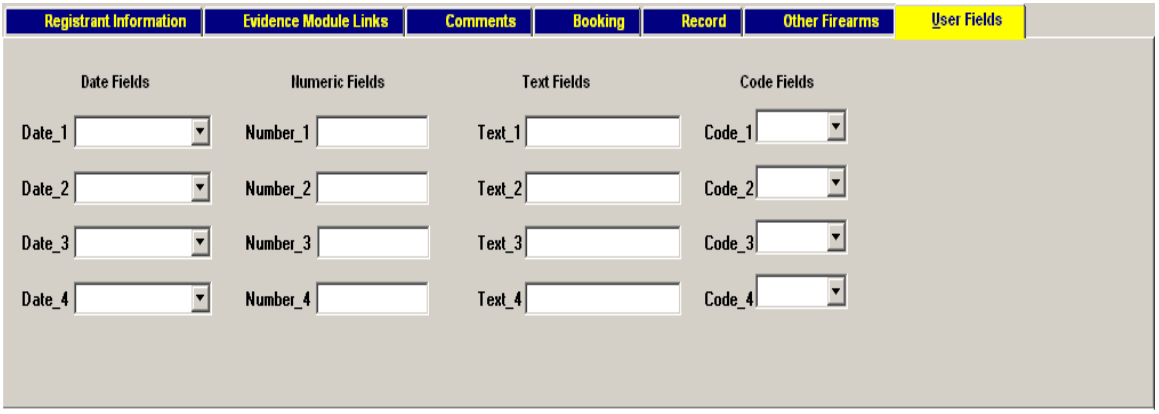
Registrant Information Tab Fields/Components	
Field/Component	**Description/Use**
Acquired Via Permit	Displays the number of the gun permit that was used to purchase the firearm now being registered. Click **…** to access the Gun Permit Search and search for an existing Gun Permit record to link to the Gun Registration record.
Go To	Opens the Gun Permit module and displays linked the record.
Un-Link	Removes the link between the Gun Registration record and the linked Gun Permit record.
Master Name Link	
Go To	Opens the Master Name Index module and displays the linked record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Gun Registration module.
Un-Link	Removes the link between the Gun Registration record and the linked Master Name Index record.
Last Name	Displays the last name of the person.
First	Displays the first name of the person.
Middle	Displays the middle name of the person.
Master Name Record #	Displays Master Name record number assigned to the linked Master Name Index record.
Name At Time of Registration	

Registrant Information Tab Fields/Components	
Field/Component	**Description/Use**
Last Name or Corporation Name	Displays the last name or corporation name at the time of registration. IMPORTANT Although this Gun Registration is linked to a Master Name Index record, it is necessary to record the name at the time of registration. It is possible for an individual to assume a new name, and therefore the Master Name record would be updated; then when you return to this Gun Registration, the new name will appear. The last name at the time of registration is designed to keep a record of the name at that time.
First Name	Displays the first name at the time of registration.
Middle Name	Displays the middle name at the time of registration.
SSN	Displays the Social Security Number of the individual.
DOB	Displays the date the individual was born. Click the down arrow to access the Calendar utility.
Residence Address	Displays the street address of the registrant.
City	Displays the city in which the registrant resides.
State	Displays a code identifying the state in which the registrant resides. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code in which the individual resides.
Business Address	Displays the street address of the business.
City	Displays the city in which the business resides.
State	Displays a code identifying the state in which the business resides. Click the down arrow to access the lookup list of codes.
Zip	Displays the zip code in which the business resides.
Acquired Via Dealer	
Go To	Opens the Business module and displays the linked record.
Link	Opens the Business Search. Once the record is located, click **OK** to link the record to the Gun Registration module.
Un-Link	Removes the link between the Gun Registration record and the linked Business record.
Business Name	Displays the business name of the Gun dealer; gun dealers must register their guns. Using the Business module as a repository for Gun Dealerships, you can create a link and the data will populate the Gun Registrations module.

Registrant Information Tab Fields/Components	
Field/Component	**Description/Use**
Master Business Record #	Displays the record number assigned to the linked Business record.
Federal Firearms License	Displays the Federal Firearms License number. A Federal Firearms License is required of any individual acting as a dealer.
Expiration Date	Displays the expiration date of the Federal Firearms License. A one-year date is granted by the Federal Government for an FFL (Federal Firearms License).

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:



- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Gun Registration module. This function allows you to view or print a Data Sheet that acts as a print-ready Firearm Registration form for the displayed record.

When you click , the Firearm Registration Form dialog appears:

Once the desired information is selected, click **View** to open the sheet on the screen. This will open the Ace Viewer, allowing you to view the document on the screen and choose whether to print or save it. For a detailed explanation of the Ace Viewer screen, see the section on the Ace Viewer in the *RMS User Manual*.

If you want to send the Registration directly to the default printer, click **Print**.

Accessing the Gun Registration Search

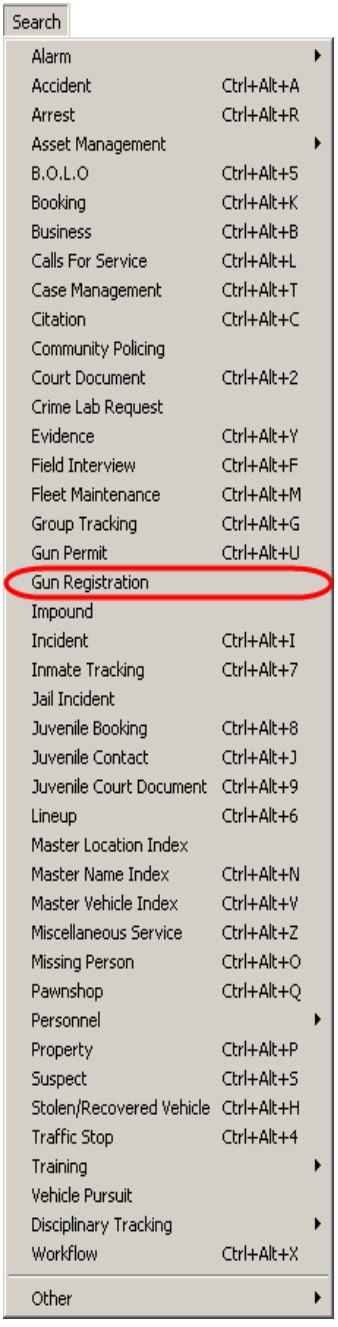
The following methods may be used to open the Gun Registration Search:

From the Main Menu:

- Select Search > Gun Registration

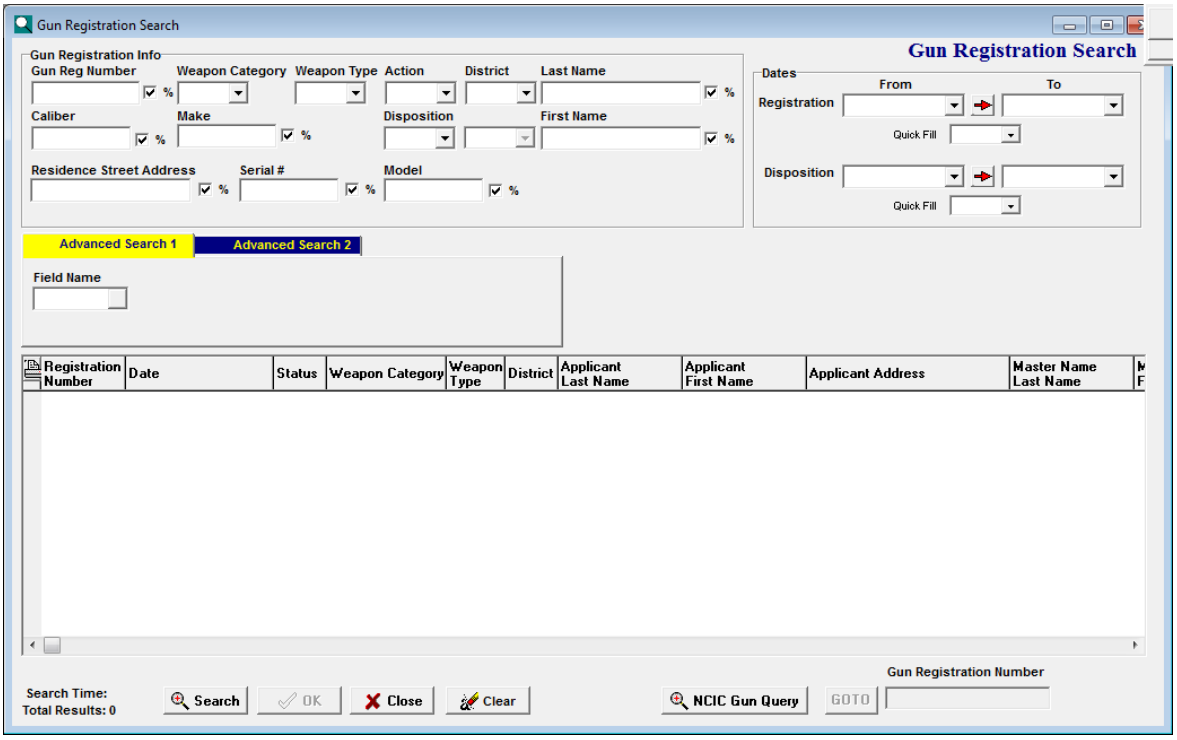
From within the module:

- Click **Search**



Gun Registration Search Parameters

The Gun Registration Search allows you to search for Gun Registration records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Gun Registrations Search Parameters/Components	
Field/Component	**Description/Use**
Gun Registration Info	
Gun Reg Number	Displays the gun registration number. The % check box indicates whether to include a wildcard in the search.
Caliber	Displays the caliber of the weapon. The % check box indicates whether to include a wildcard in the search.
Residence Street Address	Displays the residence of the individual that registered the gun. The % check box indicates whether to include a wildcard in the search.
Weapon Category	Displays a code identifying the Weapon Category. Click the down arrow to access the look up list of codes.
Make	Displays the name of the gun manufacturer. Check the % check box to include a wildcard in the search.

Gun Registrations Search Parameters/Components	
Field/Component	**Description/Use**
Serial#	Displays the serial number put on the weapon by the manufacturer. The % check box indicates whether to include a wildcard in the search.
Weapon Type	Displays a code identifying the weapon type. Click the down arrow to access the lookup list of codes.
Action	Displays a code identifying the action used to load and fire the weapon. Click the down arrow to access the lookup list of codes.
District	Displays a code identifying the district in which the gun was registered. Click the down arrow to access the lookup list of codes.
Disposition - (Boolean)	Lists several search functions to allow for a very general or very specific search. Click the down arrow to access a drop-down menu of codes.
Disposition	Displays a code identifying the disposition of the gun registration. Click the down arrow to access the lookup list of codes.
Model	The model of the weapon. The % check box indicates whether to include a wildcard in the search.
Last Name	Displays the last name of the registrant. The % check box indicates whether to include a wildcard in the search.
First Name	Displays the first name of the registrant. The % check box indicates whether to include a wildcard in the search.
Dates	
Registration From/To	Displays gun registrations based on the registration date range selected. Click the down arrow to access the Calendar utility.
Disposition From/To	Displays gun registrations based on the disposition date range selected. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same day as the From field.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on a field that appears in the Header of the module. IMPORTANT For more information on Advanced Search, see the "Search Functions" section in the *RMS User Manual*.
Function Buttons	

Gun Registrations Search Parameters/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this search.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Gun Registration record in the Gun Registration module *and closes the search window.*
Close	Closes the search window.
Clear	Clears all the search parameters.
Go To	Opens the highlighted Gun Registration record in the Gun Registration module *and leaves the search window open***.**
Gun Registration Number	Displays the highlighted Gun Registration number.
	Click to open the NCIC Query screen and search the NCIC database; see NCIC Searching in the Navigation Manual for instructions.

Impound Module

The Impound module is used to enter and track impounded vehicle information.

NOTE A vehicle record must exist in the Master Vehicle Index module before the creation of a vehicle Impound record.

Accessing the Impound Module

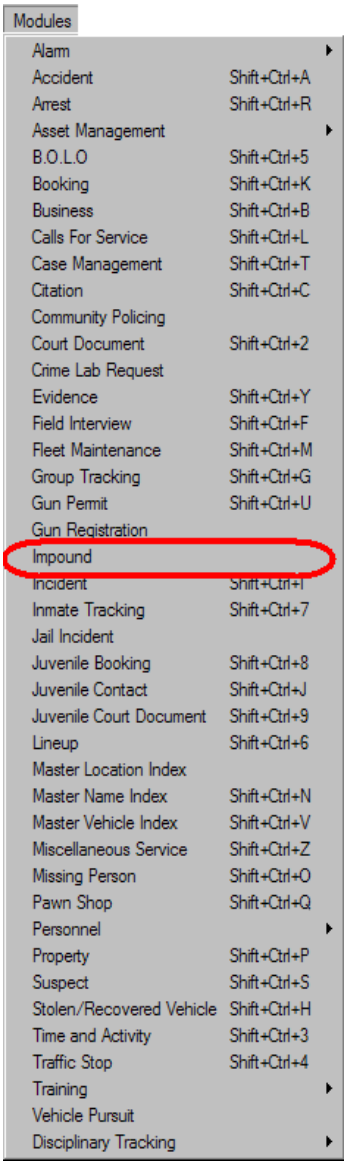
The Impound module may be accessed in the following ways:

From the Main Menu:

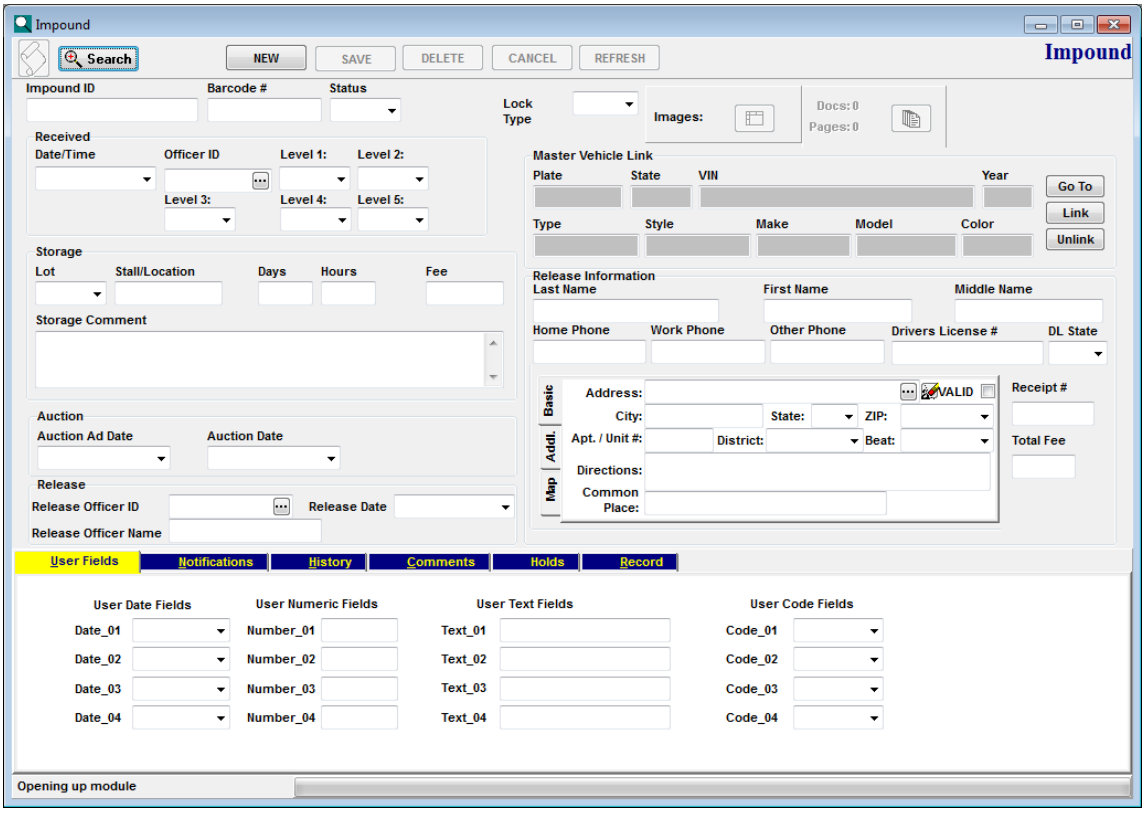
- Select Modules > Impound

Using the shortcut key combination:

- Press SHIFT + CTRL + I

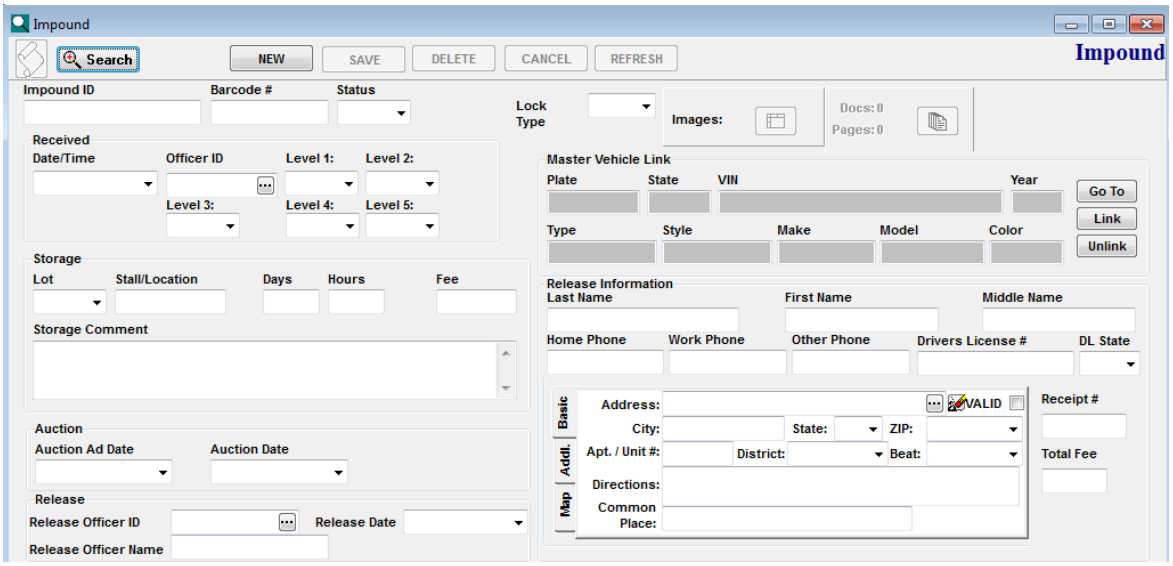


The Impound module will appear as follows:



Impound Module Header Area

The Impound module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Impound Module Header Fields/Components	
Field/Component	**Description/Use**
Search	Accesses the Impound Search to search for an existing Impound record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the record was last saved.
REFRESH	Populates the fields of a record with the data from the database.
Impound ID	Displays the Impound ID number assigned to the record. This number can be automatically generated by the system or manually entered.
Barcode #	Displays the barcode number for the impounded vehicle.
Status	Displays the status of the impounded vehicle (received, destroyed, auctioned, and so forth). Click the down arrow to access the lookup list of codes.
Lock Type	Displays the Lock Type of the Impound record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.
	Standard Image Panel: Click to view images, audio, and video files related to this record.

Impound Module Header Fields/Components	
Field/Component	**Description/Use**
	Standard Document Viewer: Click to view stored documents related to this record.
Received	
Date/Time	Displays the date and time when the impounded vehicle was received. Click the down arrow to access the Calendar utility.
Officer ID	Displays the Employee ID of the officer who received the vehicle. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Master Employee Index Search to locate an employee.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click in the fields to access the lookup list of codes to change the data. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields, if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Storage	
Lot	Displays a code identifying the name of the lot where the impound vehicle is stored. Click the down arrow to access the lookup list of codes.
Stall/Location	Displays the name of the stall or more specific location where the impound vehicle is stored.
Days	Displays the number of days the vehicle has been impounded.
Hours	Displays the number of hours the vehicle has been impounded.
Fee	Displays the impound storage fee assessed for the vehicle.
Storage Comment	Displays a free text, alphanumeric field for comments related to the storage location. You can double click this field to display a text box, or text can be entered directly in the field.
Auction	
Auction Ad Date	Displays the date the impounded vehicle is advertised as going to auction. Click the down arrow to access the Calendar utility.

Impound Module Header Fields/Components	
Field/Component	**Description/Use**
Auction Date	Displays the actual date the impounded vehicle will go to auction. Click the down arrow to access the Calendar utility.
Release	
Release Officer ID	Displays the Employee ID of the officer who released the hold on the vehicle. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to locate an employee.
Release Officer Name	Displays the name of the officer who released the hold on the vehicle. This field is automatically populated once the officer ID is entered.
Release Date	Displays the date and the time the impound hold will be released. Click the down arrow to access the Calendar utility.
NOTE The fields in the Master Vehicle Link section described below are read-only fields auto-populated with data from a linked Master Vehicle record.	
Master Vehicle Link	
Plate	Displays the license plate number of the impounded vehicle.
State	Displays the state where the impounded vehicle is registered.
VIN	Displays the vehicle identification number of the impounded vehicle.
Year	Displays the year the impounded vehicle was manufactured.
Type	Displays a code identifying the type of vehicle (for example: car, motorcycle, and so forth).
Style	Displays a code identifying the style type of the impounded vehicle (for example: sedan).
Make	Displays a code identifying the make (manufacturer) of the impounded vehicle (for example: Ford).
Model	Displays a code identifying the model of the impounded vehicle (for example: Taurus).
Color	Displays a code identifying the color of the impounded vehicle.
Go To	Opens the Master Vehicle index module and displays the highlighted record.
Link	Opens the Master Vehicle Search. Once a record is located, click **OK** to link the record to the Impound module.
Un-Link	Removes the link between the Master Vehicle record and the highlighted Impound record.

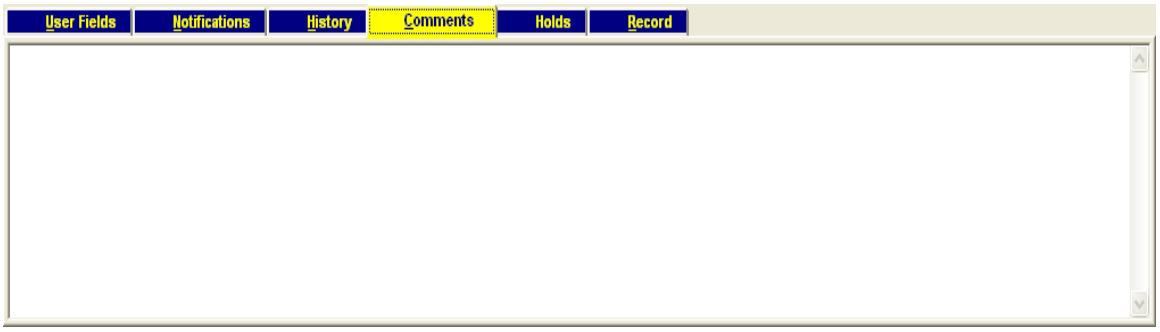
Impound Module Header Fields/Components	
Field/Component	**Description/Use**
Release Information	
Last Name	Displays the last name of the person to whom the vehicle was released.
First Name	Displays the first name of the person to whom the vehicle was released.
Middle Name	Displays the middle name of the person to whom the vehicle was released.
Home Phone	Displays the home phone number of the person to whom the vehicle was released.
Work Phone	Displays the work phone number of the person to whom the vehicle was released.
Other Phone	Displays another phone number of the person to whom the vehicle was released.
Driver's License #	Displays the driver's license number of the person to whom the vehicle was released.
DL State	Displays the driver's license state of the person to whom the vehicle was released. Click the down arrow to access the lookup list of codes.
Address Panel – Basic tab	Allows you to enter or view the address information.
Address Panel – Addl. tab	Allows you to enter or view additional information about the address (county, sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.
Receipt #	Displays the impound release receipt number for the vehicle.
Total Fee	Displays the total storage fee amount charged for the vehicle while impounded.

Impound Module Tabs

All tabs in the Impound module are information tabs that provide additional information about a record. These tabs are described below:

Comments Tab

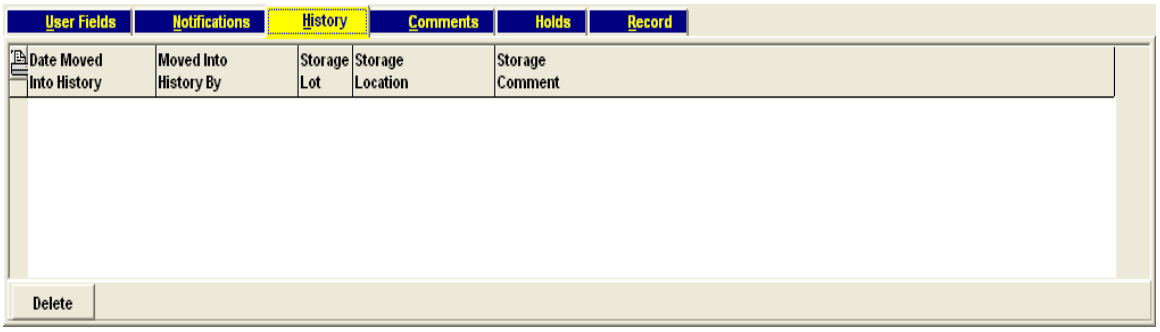
This information tab provides a simple text editor for entering/storing narrative comments related to the displayed record. Comments may be entered directly in this free text/alpha-numeric field, or double click to expand it.



NOTE When entering comments, the spell checker can be launched by pressing the F7 function key.

History Tab

The fields in this tab are read-only and auto-populated when the Storage information section of the Impound module header is updated and the Impound record is saved.

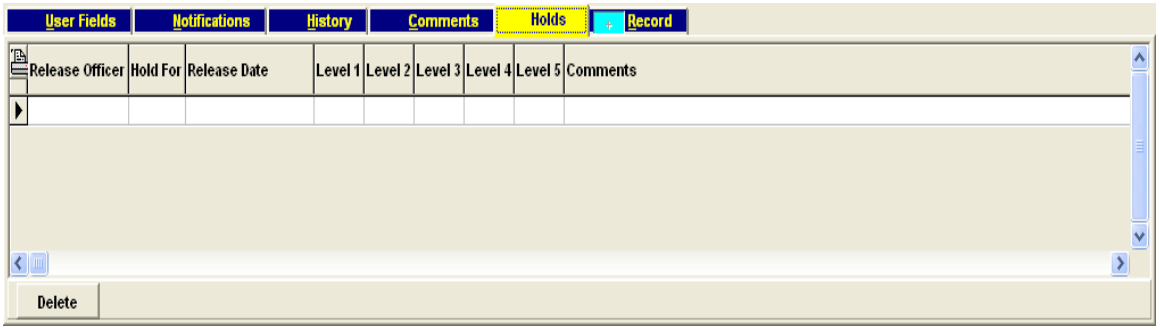


History Tab Fields / Components	
Field/Component	**Description**
	Opens the Export Grid window for this tab.
Date Moved Into History	Displays the date and time when the storage information was moved into history and the record was auto-populated and saved.
Moved Into History By	Displays the login ID of the user who updated and saved the storage information, causing the previous information to be moved into history.
Storage Lot	Displays a code identifying the previous number/ID of the impounded vehicle storage lot.
Storage Location	Displays a code identifying the previous location of the impounded vehicle storage lot.
Storage Comment	Displays any previous comments related to the storage of the impounded

History Tab Fields / Components	
Field/Component	**Description**
	vehicle.
Delete	Deletes the highlighted row.

Holds Tab

This information tab records data regarding holds placed and released on the impounded vehicle related to pending criminal charges.

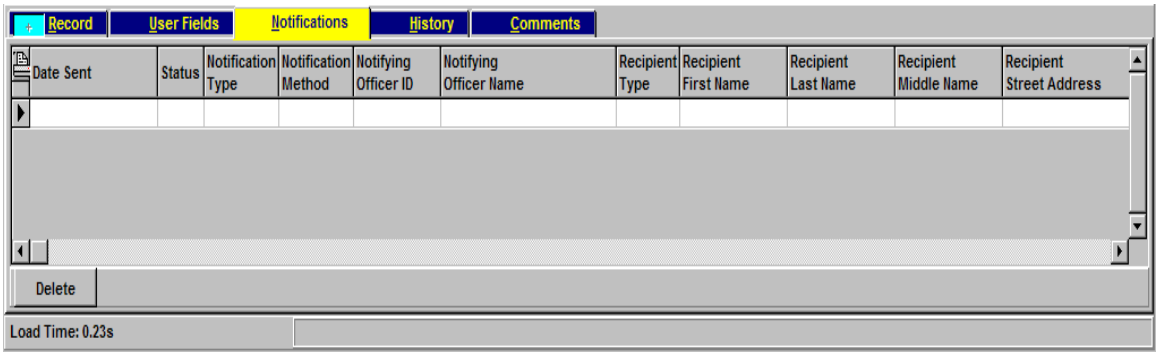


Holds Tab Fields/Components	
Field/Component	**Description**
	Opens the Export Grid window for this tab.
Release Officer	Displays the employee ID of the officer who released the vehicle from the hold. Click **…** to access the Master Employee Index Search to search for an employee ID.
Hold For	Displays a code indicating the reason the hold was placed. Click the down arrow to access the lookup list of codes.
Release Date	Displays the date the hold on the vehicle was released. Click the down arrow to access the Calendar utility.
Level (1-5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required.

Holds Tab Fields/Components	
Field/Component	**Description**
	Data selected from the code list will not update data in the Personnel > Master Employee record.
Comments	Displays any comments related to the hold placed on the impounded vehicle.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Delete	Deletes the highlighted row.

Notifications Tab

This information tab records notices sent to interested parties (owners, lienholders, and so forth) with regard to impounded vehicles, along with responses to the notice(s).



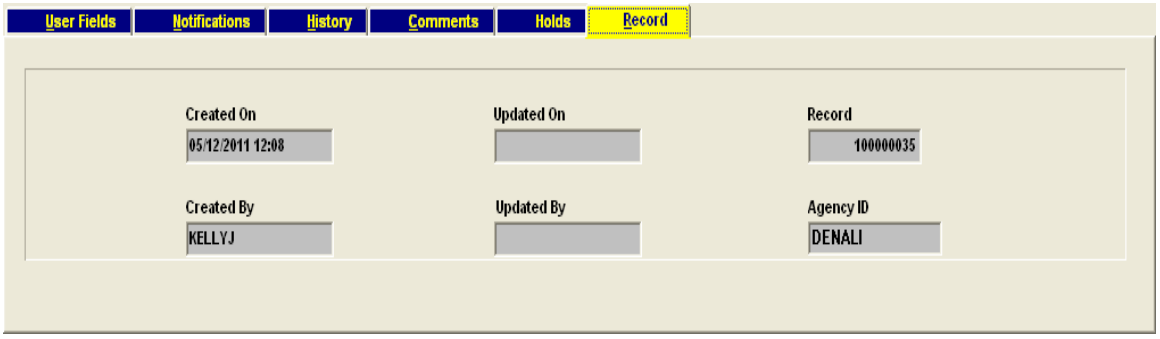
Notifications Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Date Sent	Displays the date the notification was sent. Click the down arrow to access the Calendar Utility.

Notifications Tab Fields/Components	
Field/Component	**Description/Use**
Status	Displays a code identifying the notification status (for example, sent). Click the down arrow to access the lookup list of codes.
Notification Type	Displays a code identifying the type of notification sent. Click the down arrow to access the lookup list of codes.
Notification Method	Displays a code identifying the method used to send the notification (certified mail, regular mail, telephone, and so forth). Click the down arrow to access the lookup list of codes.
Notifying Officer ID	Displays the Employee ID of the notifying officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Master Employee Index Search to locate an employee.
Notifying Officer Name	Displays the name of the officer who made the notification. This field is automatically populated once the officer ID is entered.
Recipient Type	Displays a code identifying the type of recipient. Click the down arrow to access the lookup list of codes.
Recipient First Name	Displays the first name of the recipient.
Recipient Last Name	Displays the last name of the recipient.
Recipient Middle Name	Displays the middle name of the recipient.
Recipient Street Address	Displays the street address of the recipient.
Recipient City	Displays the city of the recipient.
Recipient State	Displays the state of the recipient. Click the down arrow to access the lookup list of codes.
Recipient Zip	Displays the zip code of the recipient.
Recipient Phone	Displays the phone number of the recipient.
Response Date	Displays the date a response to the notification was received. Click the down arrow to access the Calendar Utility.
Response Comments	Displays a free text, alphanumeric field for comments related to the notification response. Double click this field to display a text box, or text can be entered directly.
Custom Code 01 - 02	User Code Fields that can be used to capture additional codes.

Notifications Tab Fields/Components	
Field/Component	**Description/Use**
Custom Date 01 - 02	User Date Fields that can be used to capture additional dates, following the date format DD/MM/YYYY.
Custom Num 01 - 02	User Numeric Fields that can be used to capture numeric values such as statutes or additional ID numbers.
Custom Text 01 - 02	User Text Fields that can be used to add text notes.
Comments	Displays a free text, alphanumeric field for comments. Double click this field to display a text box, or text can be entered directly.
Delete	Deletes the record from the database.

Record Tab

This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields on this tab are read-only.

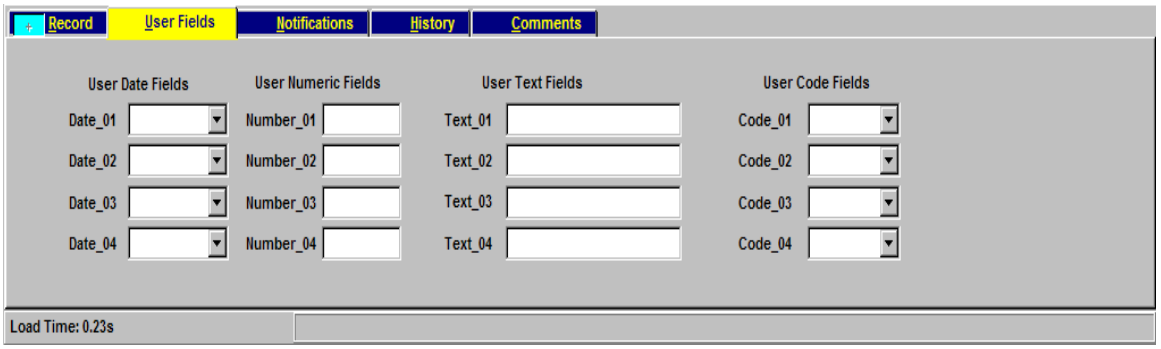


Record Tab Fields	
Field	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is auto-populated based on the user login and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is auto-populated based on the user login and occurs upon saving changes to a record.

Record Tab Fields	
Field	**Description/Use**
Record No	Displays the unique number assigned by the database to identify the record in a table.
Agency	Displays the Agency of the user that has most recently updated this record.

User Fields Tab

This tab provides you with the flexibility to create up to four additional fields for each of the field types:



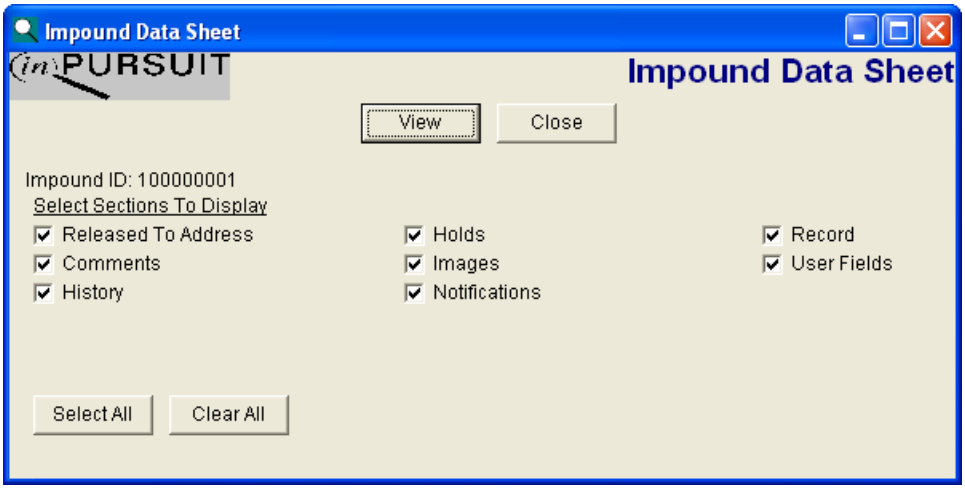
- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Impound module. This function allows you to view, save, or print an Impound data sheet report.

When you click , the dialog box below appears:



You can customize the report by checking or unchecking boxes on this window.

Click **View** to view, save, export, or print the data sheet.

Accessing the Impound Search

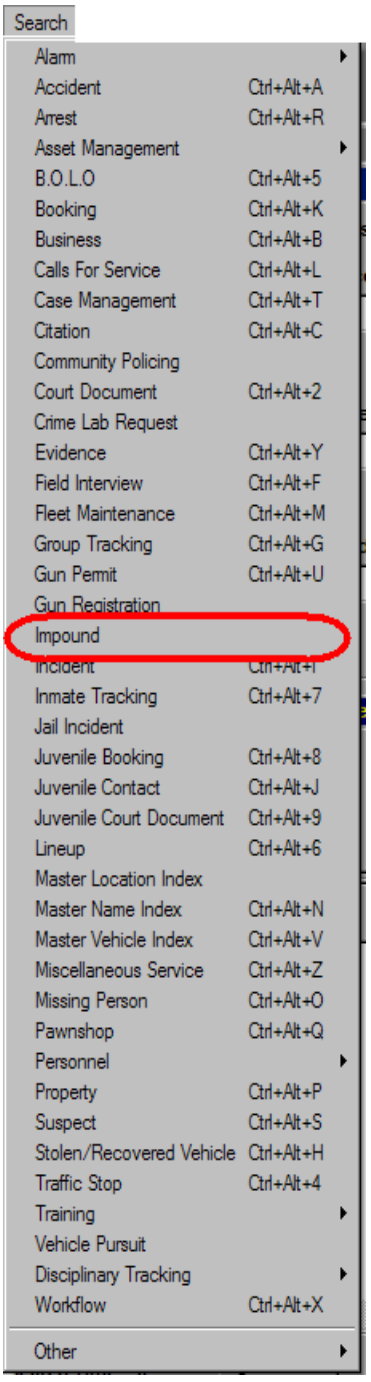
The following methods may be used to open the Impound Search:

From the Main Menu:

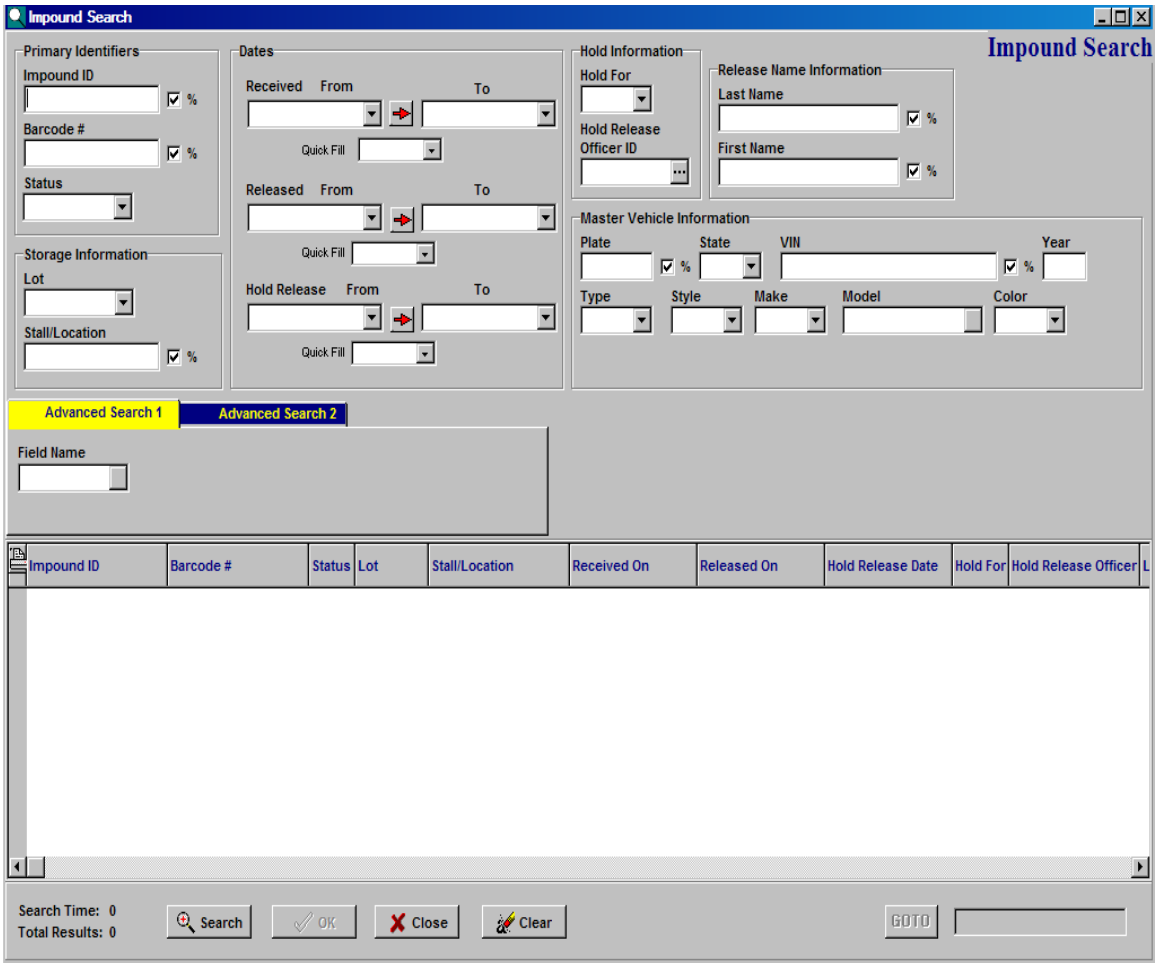
- Select Search > Impound

From within the module:

- Click **Search**



The Impound Search appears as follows:



Impound Search Parameters

The Impound Search Allows you to search for impound records based on one or more search parameters. The following table provides a description of the search parameters.

Impound Search Parameters Fields/Components	
Field/Component	**Description/Use**
Search Parameters	
Impound ID	Displays the Impound record ID number. A check in the % box indicates a wildcard search.
Barcode #	Displays the Barcode related to the Impound record.

Impound Search Parameters Fields/Components	
Field/Component	**Description/Use**
Status	Displays the Status of Impound record. Click the down arrow to access a lookup list of codes
Lot	Displays a code identifying the name of the lot where the impound vehicle is stored. Click the down arrow to access the lookup list of codes.
Stall/Location	Displays the name of the stall or more specific location where the impound vehicle is stored.
Dates	
Received (From/ To)	Displays the beginning/end dates of a search based on date range. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Released (From/ To)	Displays the beginning/end dates of a search based on date range. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Hold Release (From/ To)	Displays the beginning/end dates of a search based on date range. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Hold Information	
Hold For	Displays the hold for reason. Click the down arrow to access a lookup list of codes.
Hold Release Officers ID	Displays the Hold Release Employee ID of the officer who released the hold on the vehicle, if you know the ID.
Hold Information	
Last Name	Displays the hold officer's last name.
First Name	Displays the hold officer's first name.

Impound Search Parameters Fields/Components	
Field/Component	**Description/Use**
Master Vehicle Information	
Plate	Displays the license plate/tag number of the vehicle. Entering a vehicle plate number in this field will search the system for an exact match; using a wildcards will result in "like" matches.
State	The vehicle is registered in this State. Click the down arrow to access the lookup list of codes.
VIN	Allows you to enter a vehicle identification number (VIN). The % check box indicates whether to include a wildcard in the search
Year	Displays the Tag year of the vehicle.
Type	Displays a code identifying the type of vehicle (for example: passenger van, station wagon, motor home). Click the down arrow to access the lookup list of codes.
Style	Displays a code identifying the style of the vehicle (for example: van, automobile, school bus). Click the down arrow to access the lookup list of codes.
Make	Displays a code identifying the make of the vehicle as set by the manufacturer. Click the down arrow to access the lookup list of codes.
Model	Displays a code identifying the model of the vehicle as set by the manufacturer. Click the down arrow to access the lookup list of codes.
Color	Displays a code for the vehicle color. Click the down arrow to access the lookup list of codes.
Advanced Search Tabs	
Advanced Search (1 – 2)	Allows you to search on fields not displayed on the search screen.
Function Buttons	
	Opens the Export Grid window for this search.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Impound record in the Impound module *and closes the search window.*
Cancel	Closes the search window.
Clear	Deletes all search parameters previously entered and clears all search fields.
GOTO	Opens the highlighted Impound record in the Impound module *and leaves the search window open.*

Impound Search Parameters Fields/Components	
Field/Component	**Description/Use**
[blank]	Displays the Impound number for the highlighted record; open the record by clicking **GOTO**.

Incident Module

The Incident module allows you to enter and track all data associated with an Incident. Incident data can be tracked from the point of entry through the investigation.

Accessing the Incident Module

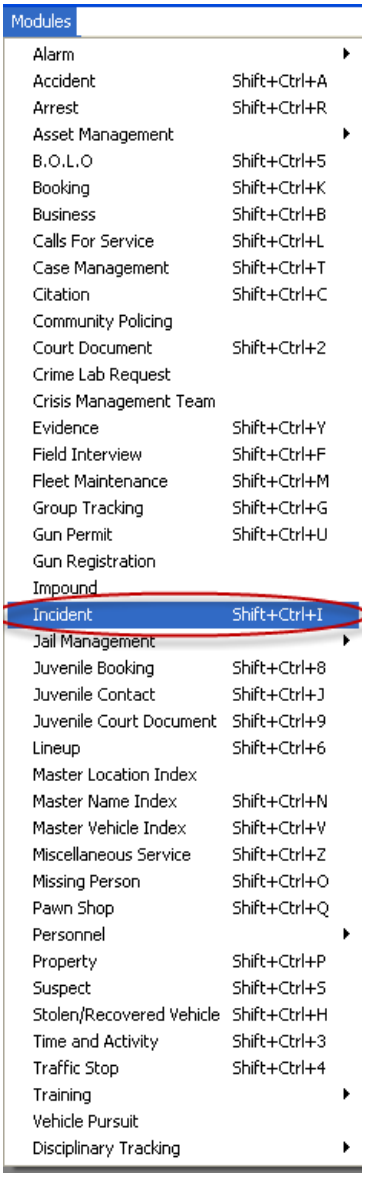
The Incident module may be accessed in the following ways:

From the Main Menu:

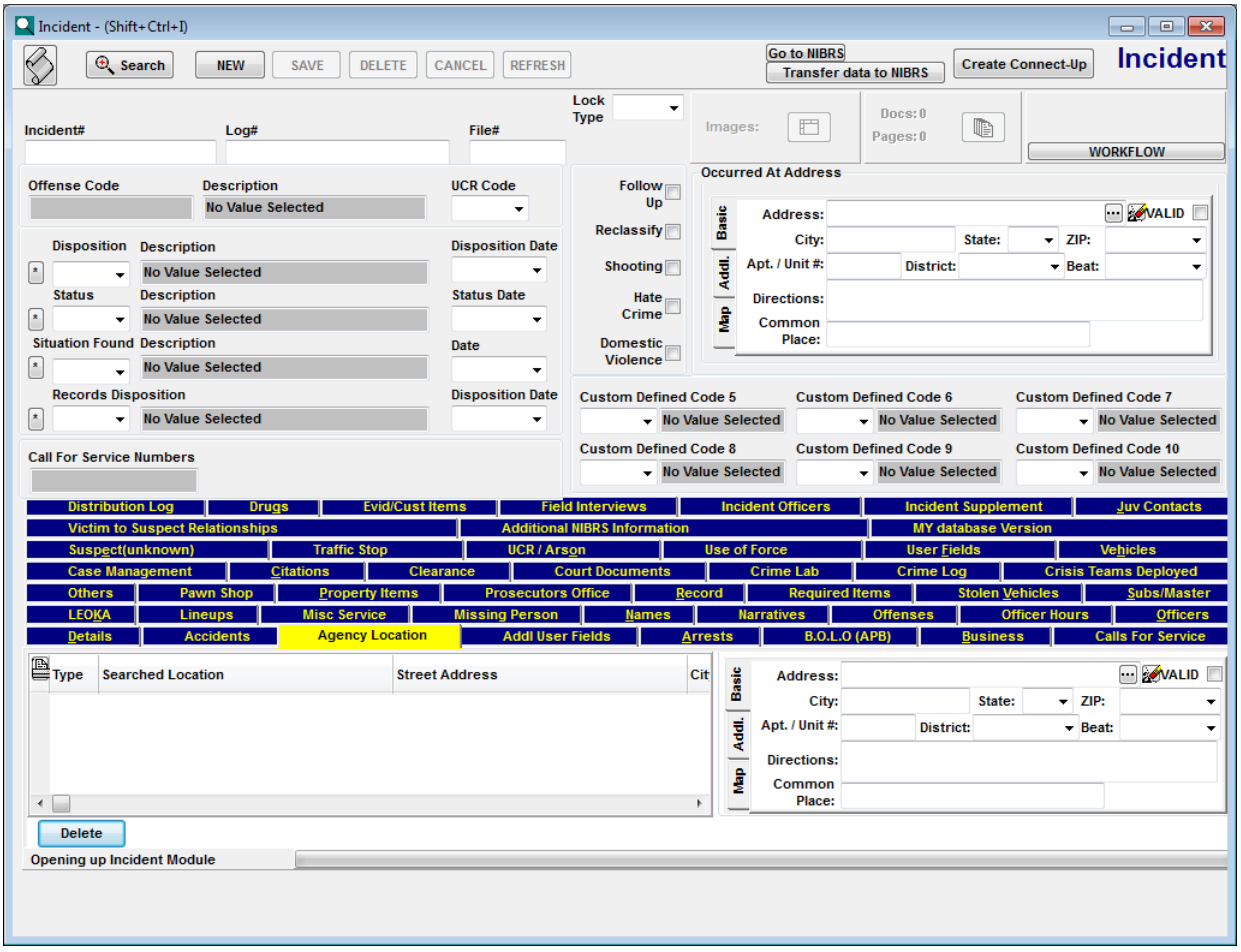
- Select Modules > Incident

Using the shortcut key combination:

- Press SHIFT + CTRL + I

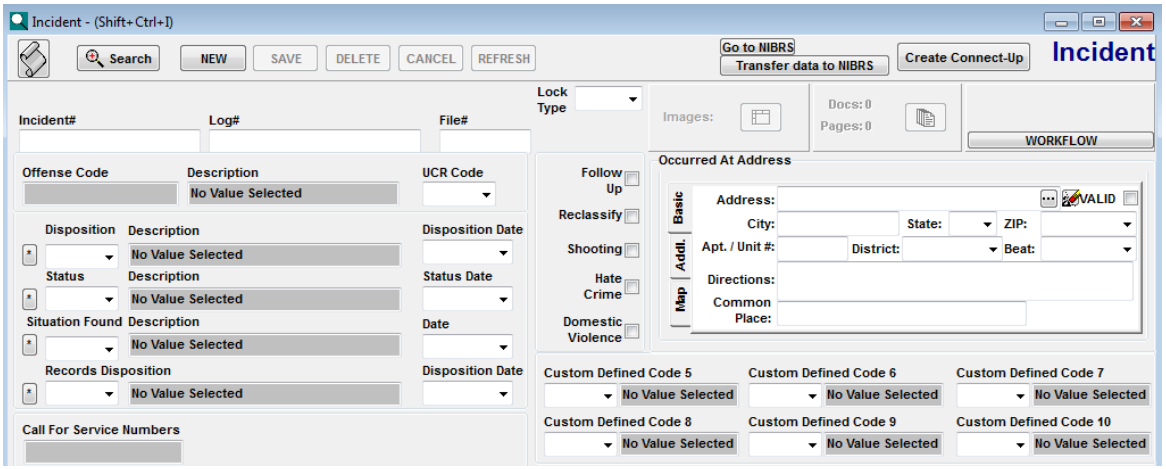


The Incident module will appear as follows:



Incident Module Header Area

The Incident module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Incident Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet > Display Options dialog box for this module.
Search	Accesses the Incident module search to search for an existing Incident record in the database.
NEW	Accesses a new blank record ready for data entry.
SAVE	Saves the record to the database.
DELETE	Deletes the record from the database.
CANCEL	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
Create Connect-Up	This option allows you to auto-generate new Incident reports and populate the fields on the new report with the data from the original report. This function will also display the linked Incident reports on the Subs/Master tab. This function requires a custom interface to a Computer Aided Dispatch (CAD).
Lock Type	Displays the Lock Type of the Incident record. Click the down arrow to access the lookup list of codes. IMPORTANT For additional information about Record Locking, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.
	Standard Image Panel: Click to view images, audio, and video files related to this record.
	Standard Document Viewer: Click to view stored documents related to this record.

Incident Module Fields/Components	
Field/Component	**Description/Use**
WORKFLOW	**Workflow Management:** Allows you to submit the current record to the next stage in the Department's defined Workflow process for this module. See the *Using Workflow* manual for more information.
Occurred at Address	
Address Panel – Basic tab	Allows you to enter or view the address information.
Address Panel – Addl. tab	Allows you to enter or view additional information about the address (county, sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.
Incident #	Displays the unique report number identifying an Incident. This number can be either automatically generated when a new Incident record is created, or manually entered. This number can also be auto-generated by CAD or an automated field reporting system.
Log #	An additional field that can be used for internal tracking of an incident.
File #	An additional field that can be used for internal tracking of an incident.
Offense Code	Displays the code representing the Primary Offense code. This field is read-only. NOTE All offense codes are entered in the Offenses tab. One offense should be marked Primary; the Primary Offense will auto-populate this field.
Description	Displays the literal description associated with the Primary Offense code.
UCR CODE	Displays the UCR code. Click the down arrow to access the lookup list of codes.
Follow Up	A check in this box indicates additional information is being added to the file.
Reclassify	A check in this box indicates the incident has been upgraded, changed, reclassified, and so forth
Shooting	A check in this box indicates the incident involved a shooting.
Hate Crime	A check in this box indicates the incident involved a hate crime.
Domestic Violence	A check in this box indicates the incident involved domestic violence.
***(Disposition)**	Opens the Management Screen for the Disposition field.

Incident Module Fields/Components	
Field/Component	**Description/Use**
Disposition	Displays a code identifying the disposition associated with the incident, for example: unfounded, arrested and charged, and so forth. Click the down arrow to access the lookup list of codes.
Description	Displays the literal description associated with the selected Disposition code.
Disposition Date	Displays the date the disposition was saved. Click the down arrow to access the Calendar utility.
*** (Status)**	Opens the Management Screen for the Status field.
Status	Displays a code identifying the status of the Incident. Click the down arrow to access the lookup list of codes.
Description	Displays the literal description associated with the selected Status code.
Status Date	Displays the date the status was saved. Click the down arrow to access the Calendar utility.
*** Situation Found**	Opens the Management Screen for the Situation Found field.
Situation Found	Displays a code identifying the situation found by the officer responding to the call. Click the down arrow to access the lookup list of codes.
Description	Displays the literal description associated with the selected Situation Found code.
Date	Displays the date and time the situation found data was entered. Click the down arrow to access the Calendar utility.
*** Records Disposition**	Opens the Management Screen for the Records Disposition field.
Records Disposition	Displays the date the disposition was saved. Click the down arrow to access the Calendar utility.
Description	Displays the literal description associated with the selected Records Disposition code.
Disposition Date	Displays the date and time the records disposition data was entered. Click the down arrow to access the Calendar utility.
Call for Service Numbers	Displays the Calls For Service number provided by the CAD. Generally, this number is automatically populated by the CAD when the CAD Calls For Service data is sent to the RMS. Typically, CAD data will populate a Calls For Service record, then automatically create and link a skeleton Incident to the Calls For Service record. A Calls For Service record may also be linked manually to the Incident record.
Investigation Status	Displays the status of the Incident investigation.

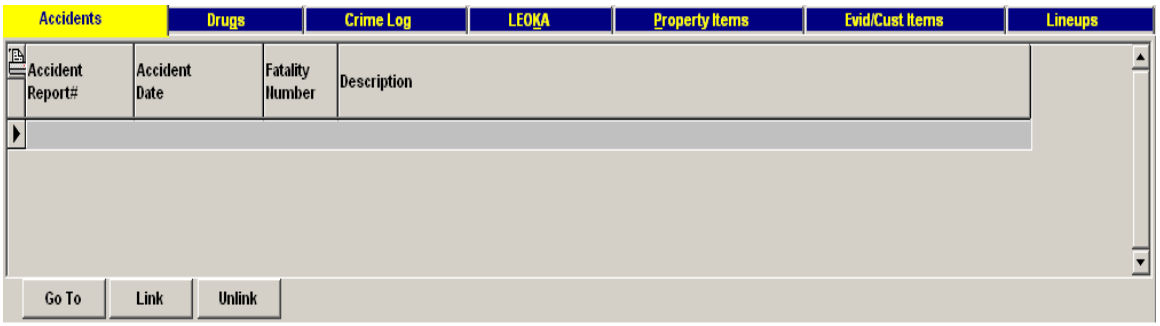
Incident Module Fields/Components	
Field/Component	**Description/Use**
Custom Defined Codes (6 – 10)	Custom Defined Code Fields can be used to capture data that requires a code. The System Administrator can maintain these coded fields.

Incident Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the Incident record and combination tabs that contain a combination of information fields and linking fields. These tabs are described below:

Accidents Tab

This linking tab allows any number of Accident records to be linked to the current Incident record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Accident record data can only be modified in the Accident module itself. All data fields on this tab are read-only and populated automatically from an existing Accident record once the link is made.

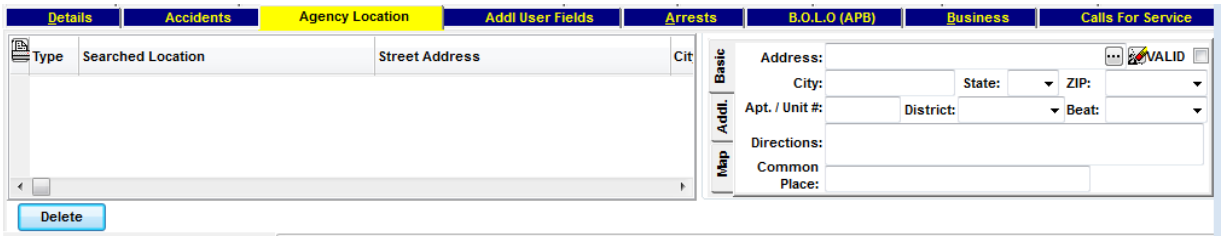


Accidents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Accident Report #	Displays the unique number for the Accident record being linked to the displayed Incident.
Accident Date	Displays the date the accident occurred.
Fatality Number	Displays the number of fatalities resulting from the accident.
Description	Displays the description of the accident.

Accidents Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the Accidents module and displays the highlighted Accident record.
Link	Opens the Accident Search. Once the record is located, click **OK** to link the Accident record to the Incident.
Un-Link	Removes the link between the Incident record and the highlighted Accident record.

Agency Location Tab

This information tab allows one or more agency locations to be added to the current Incident record. The address of each agency must be added in the Address Panel on the tab. Each row added to the Agency Locations grid will have its own Address Panel, which can be viewed by highlighting the desired row in the Agency Locations grid.

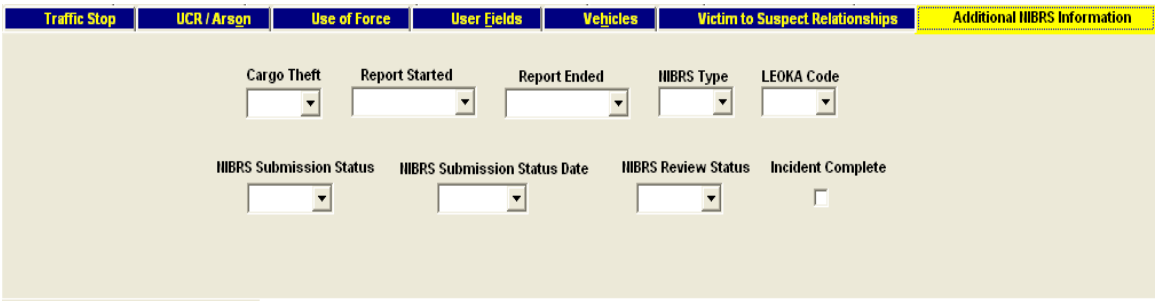


Agency Locations Tab Fields/Components	
Field/Component	**Description/Use**
Grid	
	Opens the Export Data window for this grid.
Type	Displays a code identifying the type of additional location. Click the down arrow to access the lookup list of codes.
Searched Location	Displays additional information regarded the searched location. Double click the field to expand it.
Street Address	Displays the street address of the additional location. This information must be entered in the Address Panel.
City	Displays the city of the additional location. This information must be entered in the Address Panel.
Created On	Displays the date and time the original row of data was created. This automatic date and time stamp occurs upon inserting data into a new row.

Agency Locations Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the row of data. This is automatically populated based on the login of the user who created the row and occurs upon inserting data into the new row.
Updated By	Displays the ID of the user who last updated the row of data. This is automatically populated based on the user login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time that the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Locn_Rec	Displays the unique number assigned to the location entered into the Address Panel.
Recnum	Displays the unique number assigned to the row of information entered in the Additional Locations grid.
Address Panel	
Address Panel – Basic tab	Allows you to enter or view the address information.
Address Panel – Addl. tab	Allows you to enter or view additional information about the address (county, sector, and so forth).
Address Panel – Map tab	Allows you to enter or view map coordinates for the address.

Additional NIBRS Information Tab

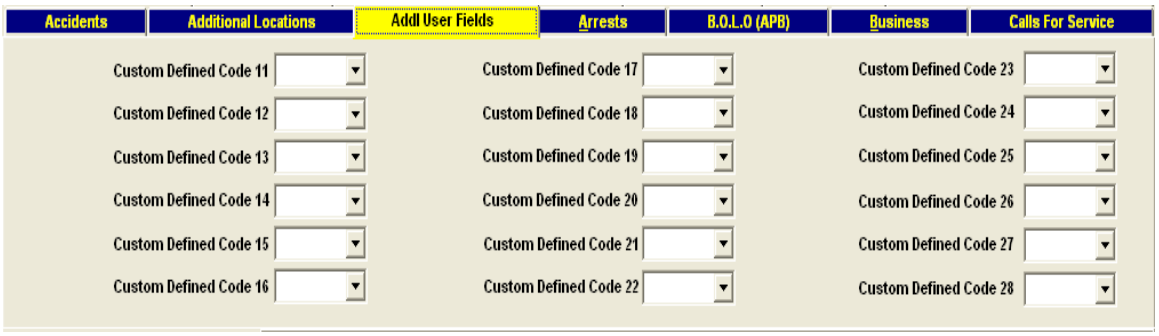
This information tab allows you to enter National Incident-Based Reporting System (NIBRS) details for the Incident, as outlined in the table below.



Additional NIBRS Information Tab Fields/Components	
Field/Component	**Description/Use**
Cargo Theft	Displays a code identifying any cargo theft associated with the Incident.
Report Started	Displays the date and time when the report filing started.
Report Ended	Displays the date and time when the report filing ended.
NIBRS Type	Displays a code identifying the type of NIBRS Report filed.
LEOKA Code	Displays a code identifying any LEOKA data tied to the Incident.
NIBRS Submission Status	Displays a code identifying the report submission status with NIBRS.
NIBRS Submission Status Date	Displays the date and time of the current NIBRS report submission status.
NIBRS Review Status	Displays a code identifying the report review status with NIBRS.
Incident Complete	A check in this box indicates the NIBRS report procedure is complete.

Addl User Fields Tab

This information tab provides a Department with the flexibility to create up to eighteen additional fields for the following field types:

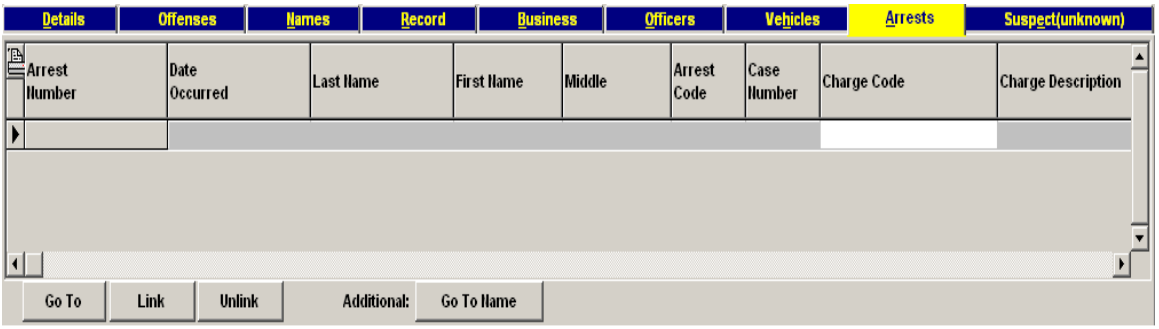


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Arrests Tab

This combination tab allows any number of Arrest records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here, except for the Link Comments field – Linked Comments may be entered directly onto the tab. The linked Arrests record data can only be modified in the Arrests module itself. All read-only data fields on this tab are populated automatically from an existing Arrest record once the link is made.

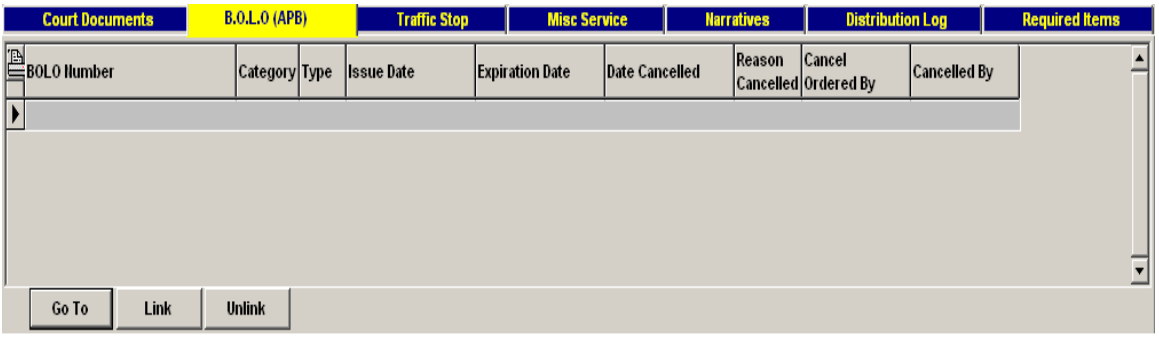


Arrests Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
E	An indicator to show that charges in the arrest have been expunged for the individual. IMPORTANT This letter will only appear if expungement data has been entered in the Expungement data fields on the Charges tab in the Arrests module.
Arrest Number	Displays the unique number of the Arrest record being linked to the displayed Incident record.
Date Occurred	Displays the date the arrest took place.
Last Name	Displays the last name of the arrestee.
First Name	Displays the first name of the arrestee.
Middle	Displays the middle name of the arrestee.
Arrest Code	Displays a code identifying the arrest.
Case Number	Displays a code identifying a case number for the arrest.
Charge Code	Displays the Primary Charge code filed against the arrestee. IMPORTANT Charges are entered on the Charges tab of the Arrests module. For additional information on the Arrest module, see the "Arrest" section in the *RMS User Navigation Manual*.

Arrests Tab Fields/Components	
Field/Component	**Description/Use**
Charge Description	Displays the description of the charge code.
Arraignment Date	Displays the date the arrestee was arraigned.
Court Date	Displays the court date for the arrestee.
Sentence Date	Displays the date the arrestee was sentenced.
Plea	Displays a code identifying the plea entered by the arrestee.
Verdict	Displays a code identifying the verdict of the charge.
Section	Displays the section number for the arrest.
Docket	Displays the docket number assigned to the arrest.
Final Disposition	Displays a code identifying the final disposition associated with the arrest record.
Arrest Comments	Displays the comments or notations entered in the Arrests record. Double click the field to expand it.
Link Comment	Additional comments or notations related to the arrest and the incident can be entered in this field. Double click the field to expand it.
Expunge Order Num	Displays the Expunge Order number.
Multiple Arrest – Code	Displays the Multiple Arrest code for the Arrest record.
Multiple Arrest – Name	Displays the Multiple Arrest name for the Arrest record.
Go To	Opens the Arrest module and displays the highlighted Arrest record.
Link	Opens the Arrest Search. Once the record is located, click **OK** to link the Arrest record to the Incident.
Un-Link	Removes the link between the Incident record and the highlighted Arrest record.
Go To Name	Opens the Master Name Index module and displays the highlighted Master Name Index record for this individual.

B.O.L.O. (APB) Tab

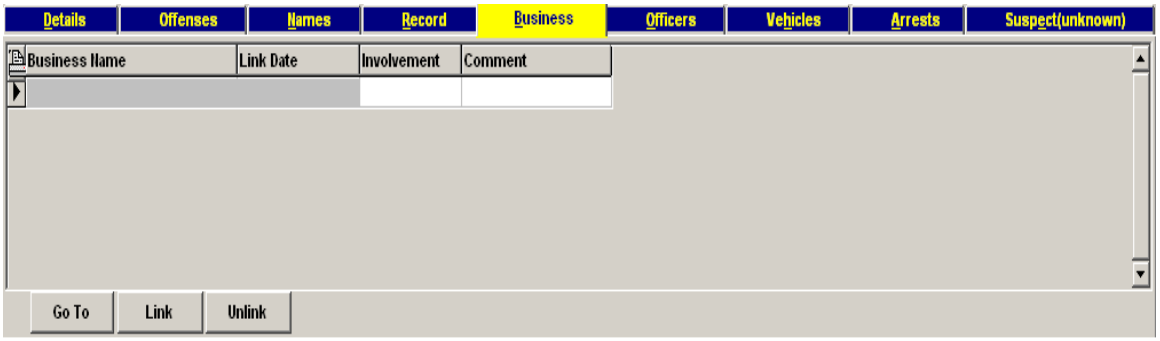
This linking tab allows any number of Be On the Look Out (B.O.L.O.) records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked B.O.L.O. record data can only be modified in the B.O.L.O. module itself. All data fields on this tab are read-only and populated once the link is made.



B.O.L.O (APB) Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
BOLO Number	Displays a unique B.O.L.O. record number to be linked to the displayed Incident record. Click **...** to access the B.O.L.O. Search and search for an existing B.O.L.O. record to link to the incident.
Category	Displays a code identifying the category assigned to the B.O.L.O. record.
Type	Displays a code identifying the type of B.O.L.O. For example: kidnapping or failure to return.
Issue Date	Displays the date the B.O.L.O. was issued.
Expiration Date	Displays the expiration date of the B.O.L.O.
Date Cancelled	Displays the date the B.O.L.O. was cancelled.
Reason Cancelled	Displays a code identifying the reason the B.O.L.O. was cancelled.
Cancel Ordered By	Displays the name of the individual or organization issuing the order to cancel the B.O.L.O.
Cancelled By	Displays the name of the individual or organization who cancelled the B.O.L.O.
Go To	Opens the B.O.L.O. module and displays the highlighted B.O.L.O. record.
Link	Opens the B.O.L.O search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted B.O.L.O. record.

Business Tab

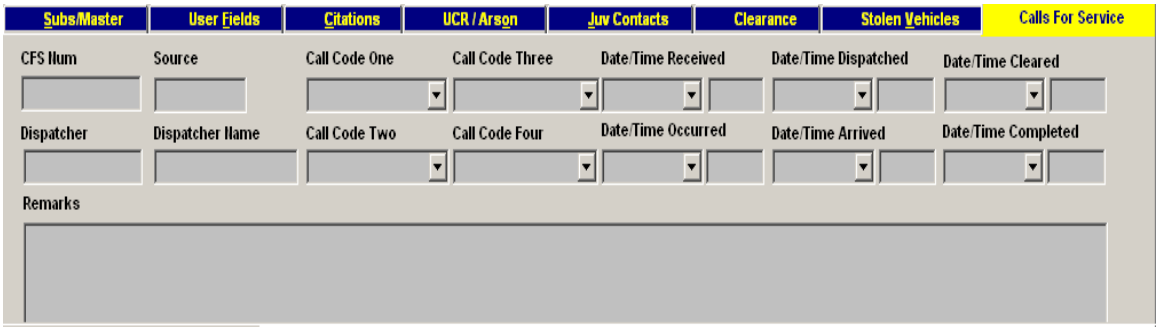
This combination tab allows a Business record to be linked to the current Incident record. The data on the Business Tab is read-only, except for the Involvement and Comment fields. Data in the read-only fields is populated automatically from an existing Business record and can only be modified in the Business module itself.



Business Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Business Name	Displays the name of the business associated with the current Incident.
Link Date	Displays the date the link was established between the incident and business.
Involvement	Displays a code identifying how the business was involved in the incident. Click the down arrow to access the lookup list of codes.
Comment	Displays an overall comment applying to the business and its involvement with this incident. Double clicking the field to expand it.
Go To	Opens the Business module and displays the highlighted Business record.
Link	Opens the Business Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Business record.

Calls For Service Tab

This linking tab displays information about the call for service that is linked to the incident. Typically, the fields in this tab are populated with data sent by the CAD. The interface between the Department's CAD and the RMS will determine the amount of data that populates the fields on this tab and the fields in the Calls For Service module. All the fields on this tab are read-only.

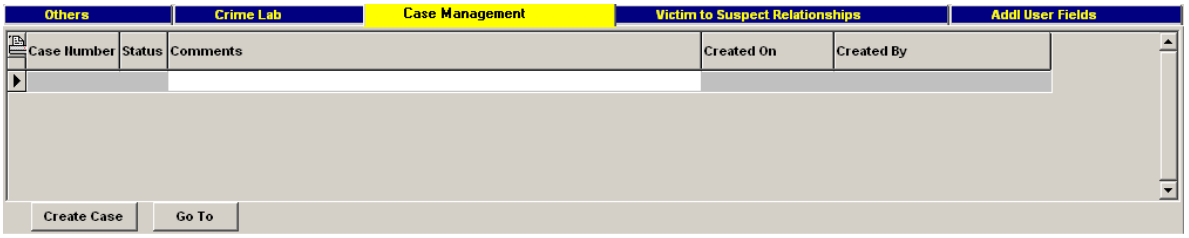


Calls For Service Tab Fields/Components	
Field/Component	**Description/Use**
CFS Num	Displays the unique number assigned by the CAD.
Source	Displays the source of the call.
Dispatcher	Displays the Identification Number/Name of the CAD dispatcher who received the call; this is typically the CAD Dispatcher's Login ID.
Dispatcher Name	Displays the name of the dispatcher taking the service call.
Call Codes (1 - 4)	Displays a code defined by the department based on the type of call.
Date/Time Received	Displays the date and time the call was received by the dispatcher.
Date/Time Occurred	Displays the date and time the incident occurred.
Date/Time Dispatched	Displays the date and time the unit was dispatched to the site of the requested service call.
Date/ Time Arrived	Displays the date and time units arrived at the location of the call.
Date/Time Cleared	Displays the date and time the operator reported the closure of the call.
Date/Time Completed	Displays the date and time the unit was returned back to service and the call completed.
Remarks	Displays additional notes concerning the call for service.
Go To	Opens the Calls For Service module and displays the linked Calls for Service record.
Link	Opens the Calls For Service Search. Once the record is located, click OK to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the displayed Calls For Service record.

Case Management Tab

This combination tab displays any number of cases linked to this Incident record. The data on the Case Management Tab is read-only, except for the Comments field. Changes to the read-only data must be done in the Case Management module itself.

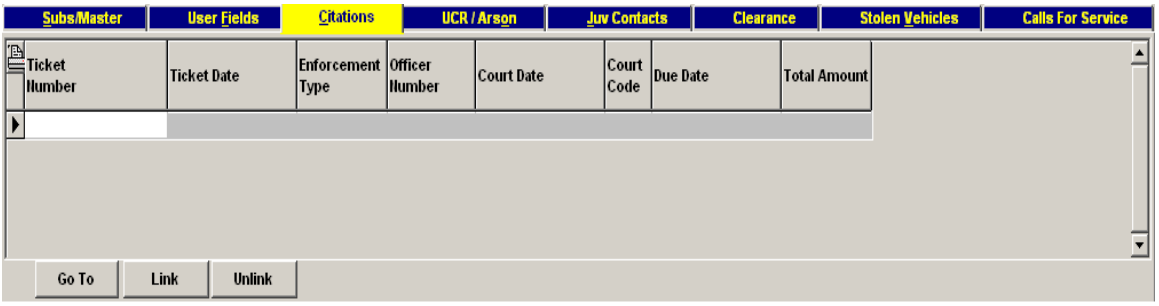
NOTE A case can be created from this tab and automatically linked by clicking **Create Case**.



Case Management Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Case Number	Displays the case number.
Status	Displays a code identifying the case status.
Comments	Displays the case comments. Double click the field to expand it.
Created On	Displays the date and time when the case was created or linked.
Created By	Displays the user id of the employee who created/linked the case.
Create Case	Opens the Create Case window, allowing you to assign and input solvability factors for the case. IMPORTANT For additional information on the Create Case function, see the Create Case Function section later in this manual.
Go To	Opens the Case Management module and displays the highlighted Case Management record.

Citations Tab

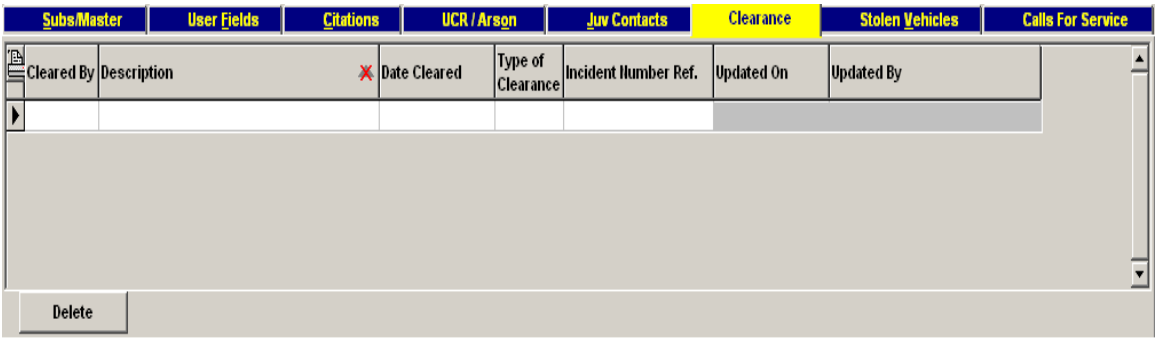
This linking tab allows any number of Citation records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Citation record data can only be modified in the Citation module itself. All data fields on this tab are populated automatically from an existing Citation record once the link is made.



Citations Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Ticket Number	Displays the unique Citation record number.
Ticket Date	Displays the date the ticket was issued to the individual.
Enforcement Type	Displays a code identifying how the violation was detected.
Officer Number	Displays the badge or identification number of the officer who issued the ticket.
Court Date	Displays the date the individual is to appear in court for the citation.
Court Code	Displays the court designated code or identifier for the location of the court hearing.
Due Date	Displays the date the fine or ticket payment is due.
Total Amount	Displays the total amount of the citation. This is a calculated total of fines and court costs due for the citation.
Go To	Opens the Citation module and displays the highlighted record.
Link	Opens the Citation Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Citation record.

Clearance Tab

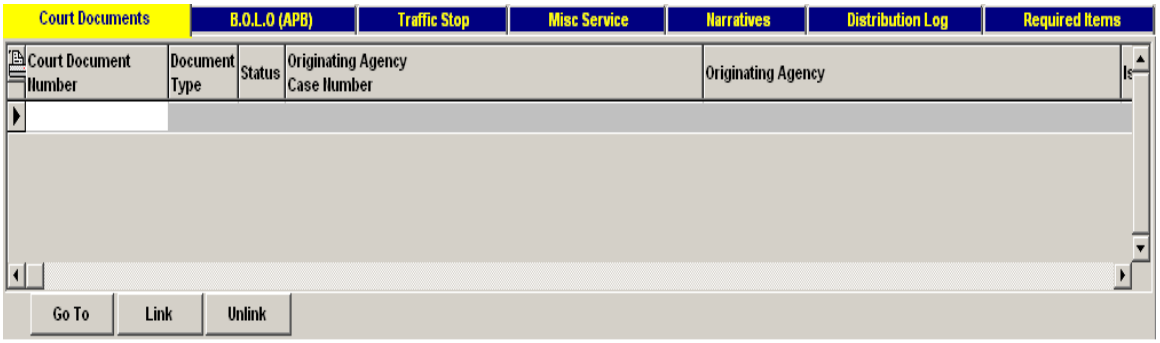
This information tab displays data for the clearing of a case. Incidents of related cases can be linked here and cleared as well.



Clearance Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Cleared By	Displays a code identifying the party responsible for clearing/closing the case. Click the down arrow to access the lookup list of codes.
Description	Displays the description corresponding to the code displayed in the Cleared By field.
Date Cleared	Displays the date the incident was cleared. Click the down arrow to access the Calendar utility.
Type of Clearance	Displays a code identifying the type or reason the Incident record is being cleared. Click the down arrow to access the lookup list of codes.
Incident Number Ref.	Displays an Incident record number. Click **…** to access the Incident Search to search for and link the Incident record related to the clearance.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row of data and posting the change.
Updated By	Displays the ID of the user who last updated the row. This is automatically logged based on the login of the user that updated the row and occurs upon saving changes to a row.
Delete	Deletes the highlighted row.

Court Documents Tab

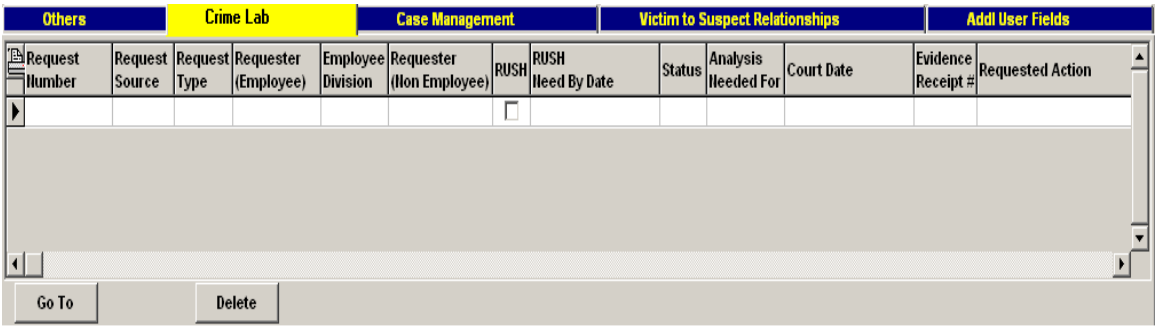
This linking tab allows any number of Court Document records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Court Document record data can only be modified in the Court Document module itself. All data fields on this tab are populated automatically from an existing Court Document record once the link is made.



Court Documents Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Court Document Number	Displays the unique number for the Court Document record.
Document Type	Displays a code identifying the type of document, such as warrant, subpoena, restraining order, and so forth
Status	Displays a code identifying the status of the document, such active, inactive, on-hold, and so forth
Originating Agency Case Number	Displays the Originating Agency Case number. This is a number that has been assigned to the case by the court for the originating agency.
Originating Agency	Displays the name of the agency that issued the document.
Issued On	Displays the date the document was issued by the courts.
Expires On	Displays the date the document is designated to expire.
Go To	Opens the Court Document module and displays the highlighted record.
Link	Opens the Court Document Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Court Document record.

Crime Lab Tab

This dual-entry tab stores information regarding lab testing of evidence, the start and end dates for the testing and a description of the tests. Information on this tab can be entered directly or populated from a linked Crime Lab Request record; the crime lab request can be linked to the incident from the Crime Lab Request module. Additionally, if you directly enter and save data into the Crime Lab tab of the Incident record, a new Crime Lab Request record will automatically be created and linked to the Incident record.

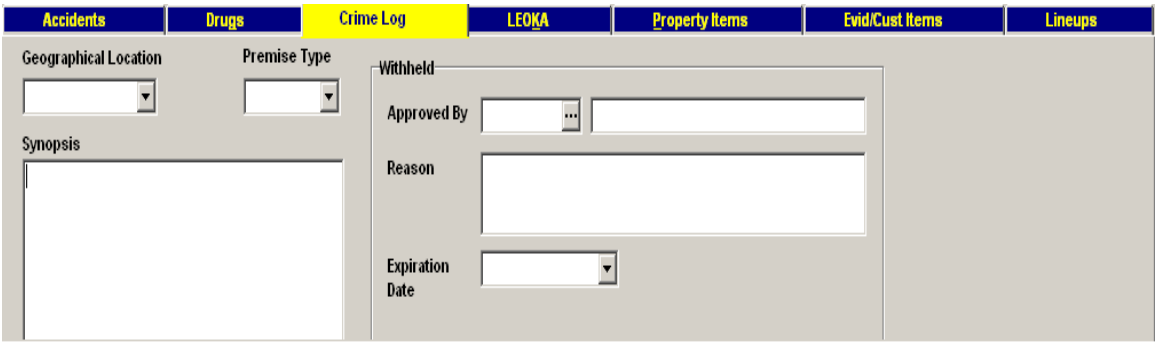


Crime Lab Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Request Number	Displays the Crime Lab Request number. If manually entering the crime lab request on this tab, a dialog box will appear, giving you the option to automatically generate this field.
Request Source	Displays a code identifying the source of the crime lab request. Click the down arrow to access the lookup list of codes.
Request Type	Displays a code identifying the type of request. Click the down arrow to access the lookup list of codes.
Requestor (Employee)	Displays the name of the employee making the Crime Lab request. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Employee Division	Displays a code identifying the division to which the employee is assigned. Click the down arrow to access the lookup list of codes.
Requester (Non-Employee)	Displays the name of the non-employee requesting the report.
RUSH	A check in this box indicates that this report is to be handled as soon as possible.
RUSH Need By Date	Displays the deadline date for the rush request to be completed. Click the down arrow to access the Calendar utility.
Status	Displays a code identifying the status of the report. Click the down arrow to access the lookup list of codes.
Analysis Needed For	The analysis is needed for this (code). Click the down arrow to access the lookup list of codes.
Court Date	Displays the court date. Click the down arrow to access the Calendar utility.
Evidence Receipt #	Displays the receipt number assigned to the evidence.

Crime Lab Tab Fields/Components	
Field/Component	**Description/Use**
Requested Action	Displays the requested action to be taken when performing the crime lab tests. Double click the field to expand it.
Crime Lab Notes	Displays any notes associated with the Crime Lab report. Double click the field to expand it.
Activity	Displays a code identifying the type of activity. Click the down arrow to access the lookup list of codes.
Technician Assigned	Displays the name of the technician assigned to perform the Crime Lab report. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Technician Assigned Date	Displays the date the Crime Lab report was assigned to the technician. Click the down arrow to access the Calendar utility.
Technician Completed On	Displays the date the Crime Lab report was completed by the technician. Click the down arrow to access the Calendar utility.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time that the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Go To	Opens the Crime Lab Request module and displays the highlighted record.
Delete	Deletes the highlighted row.

Crime Log Tab

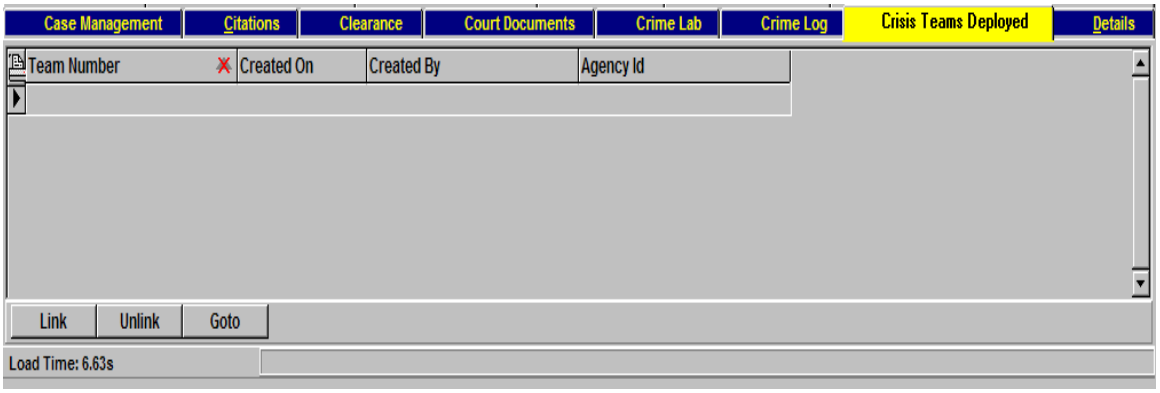
This information tab provides additional detailed information related to the current Incident record as required by the Clery Act. The Clery Act is a law that applies to colleges and universities; it requires these organizations to indicate whether an incident occurred on or off campus. This data is also used to create the Crime Log and Arrest Log reports.



Crime Log Tab Fields/Components	
Field/Component	**Description/Use**
Geographical Location	Displays a code identifying the geographical location where the incident occurred. Click the down arrow to access the lookup list of codes.
Premise Type	Displays a code identifying the type of location where the incident occurred. Click the down arrow to access the lookup list of codes.
Synopsis	Displays a summary of the situation; comments entered in this field are also displayed in the Remarks field of the Details tab.
Withheld	
Approved By	If the department determines that this incident should not be released to the public, an authorized individual must approve the withholding. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
[blank]	Displays the name of the officer entered in the Approved By field.
Reason	Displays the reason the incident should be withheld from public release.
Expiration Date	If it is determined that the incident should be withheld for a specific amount of time, the expiration date is entered here. Click the down arrow to access the Calendar utility.

Crisis Team Deployed Tab

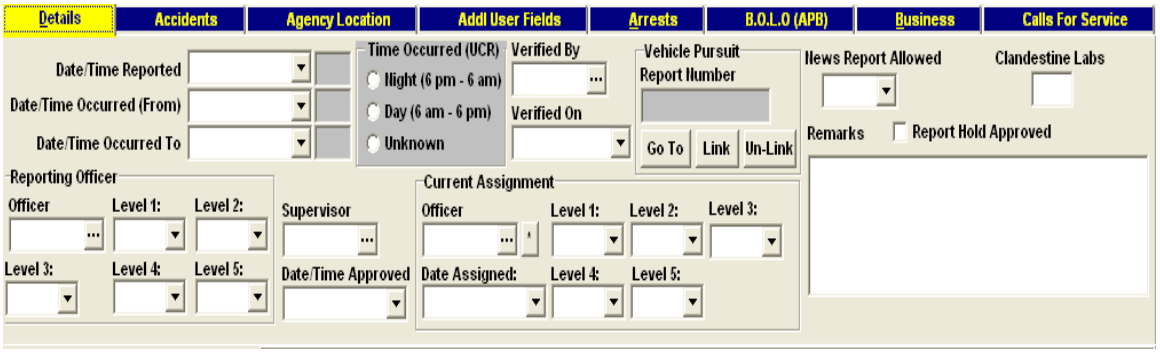
This information tab provides additional detailed data related to the current Incident record. This tab provides information about assigned officers, dates, and times for incident events, as well as additional remarks.



Crisis Team Deployed Fields/Components	
Field/Component	**Description/Use**
	Opens the Data Sheet > Display Options dialog box for this module.
Team Number	Displays the number assigned to the Crisis Team deployed to the incident.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the Employee ID of the officer who verified the details of the incident. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Agency ID	Displays the Agency ID of the user who most recently updated this record.
Go To	Opens the Crisis Management Team module and displays the linked record.
Link	Opens the Crisis Management Team Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the displayed Crisis Management Team record.

Details Tab

This information tab provides additional detailed data related to the current Incident record. This tab provides information about assigned officers, dates and times for incident events, as well as additional remarks.



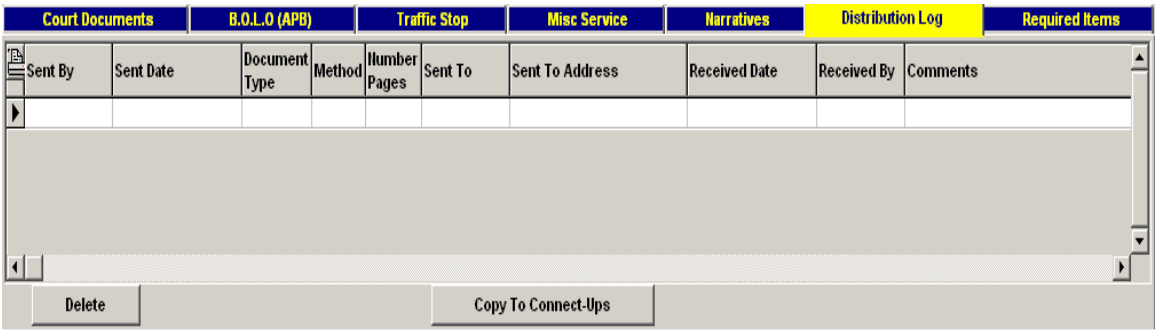
Details Tab Fields/Components	
Field/Component	**Description/Use**
Date/Time Reported	Displays the date and time when the incident was reported. Typically, this field is populated by CAD data; the day of the week is automatically added when the date is chosen. Click the down arrow to access the Calendar utility.
Date/Time Occurred (From and To)	Displays the date and time range that the incident occurred. There are two date/time occurred fields; the first field is to be used as the primary date/time entry. If entering a range, the first field will be used as the beginning of the range and the second is to be used as the end of the range. Click the down arrow to access the Calendar utility.
Time Occurred (UCR)	Select to indicate the time the incident occurred for UCR.
Verified By	Displays the Employee ID of the officer who verified the details of the incident. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Verified On	Displays the date/time the report was verified. Click the down arrow to access the Calendar utility.
Vehicle Pursuit	
Report Number	Displays the unique record number assigned to a Vehicle Pursuit record.
Go To	Opens the Vehicle Pursuit module and displays the linked record.
Link	Opens the Vehicle Pursuit Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the displayed Vehicle Pursuit record.
Reporting Officer	

Details Tab Fields/Components	
Field/Component	**Description/Use**
Officer	Displays the Employee ID of the officer who reported the case or initially arrived on the scene. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Supervisor	Displays the Employee ID of the officer who is the supervisor of the reporting officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Date / Time Approved	Displays the date/time the report was approved. Click the down arrow to access the Calendar utility.
Current Assignment	
Officer	Displays the ID of the officer assigned to the case. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search screen to search for the Employee ID.
*** (Officer)**	Opens the Change Assigned Officer window for the Officer field.
Date Assigned	Displays the date/time the report was assigned. Click the down arrow to access the Calendar utility.
Level (1 – 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially, when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data

Details Tab Fields/Components	
Field/Component	**Description/Use**
	selected from the code list will not update data in the Personnel > Master Employee record.
News Report Allowed	Provides data about whether or not a news report should be allowed regarding the given incident. Click the down arrow to access the lookup list of codes.
Clandestine Labs	Provides numerical data about any clandestine labs/activities discovered. NOTE Clandestine labs are "homemade" labs used to produce illegal and often dangerous drugs, chemicals, explosives, and/or biological agents.
Report Hold Approved	If this box is checked, a crime summary news release may be generated and released to the public.
Remarks	Displays a brief summary of the circumstances of the incident being reported; double click inside the field to expand it. Note that this field also populates (and will be populated from) the Synopsis field on the Crime Log tab.

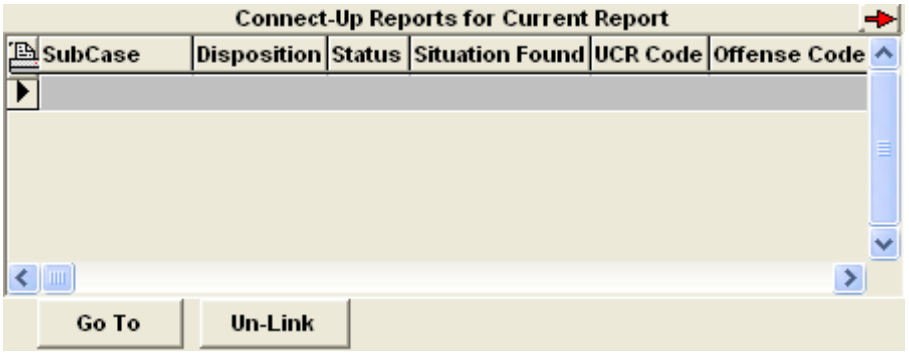
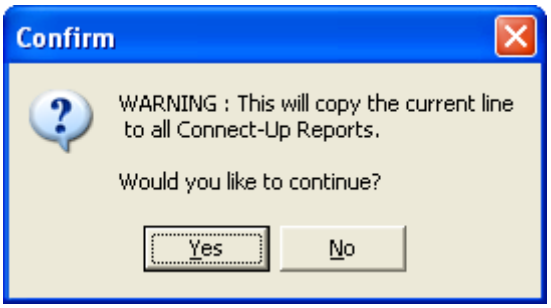
Distribution Log Tab

This information tab allows you to track the distribution of documents from the originator to the recipient.



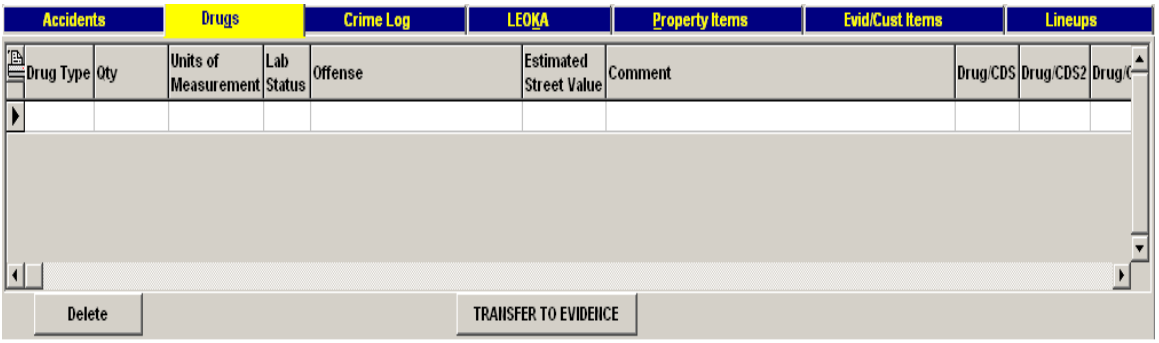
Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Sent By	Displays the name of the individual or organization sending the documentation. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Sent Date	Displays the date and time the information was sent. Click the down arrow to

Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
	access the Calendar utility.
Document Type	Displays a code identifying the type of document being sent. Click the down arrow to access the lookup list of codes.
Method	Displays a code identifying the method by which the documents are being conveyed. Click the down arrow to access the lookup list of codes.
Number Pages	Displays the number of pages contained in the document.
Sent To	Displays the name of the individual to whom the documents are being sent.
Sent to Address	Displays the address of the individual receiving the documents. Double click the field to expand it.
Received Date	Displays the date and time when the document was received. Click the down arrow to access the Calendar utility.
Received By	Displays the name of the individual receiving the information.
Comments	Displays comments about the document or its distribution. Double click the field to expand it.
Created On	Displays the date and time the row of data was created. This automatic date and time stamp occurs upon inserting data into a new row.
Created By	Displays the ID of the user who created the row of data. This is automatically populated based on the login of the user who created the row and occurs upon inserting data into a new row.
Updated On	Displays the date and time the row of data was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Updated By	Displays the ID of the user who last updated the row of data. This is automatically populated based on the user login that updated the row and occurs upon saving changes to a row.
Delete	Deletes the highlighted row.
Copy to Connect-Ups	Click to copy the current Document Distribution line/record highlighted to all incidents linked from the Sub/Master tab.

Distribution Log Tab Fields/Components	
Field/Component	**Description/Use**
	 Click to trigger the following dialog box:  If you click **Yes**, a confirmation box appears: The copied Document Distribution record can now be found under the linked Connect-Ups Incidents > Distribution Log tab.

Drugs Tab

This information tab allows the entry of multiple drug-related records pertaining to this incident. This tab also allows you to transfer the drug item to the Evidence module. When you transfer the item, a new record is created in the Evidence Module.



Drugs Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Drug Type	Displays a code identifying the type of drug seized from the incident. Click the down arrow to access the lookup list of codes.
Qty	Displays the quantity of drugs seized.
Units of Measurement	Displays a code identifying the type of weight measurement applicable to the drug. Click the down arrow to access the lookup list of codes.
Lab Status	Displays a code identifying the status of the drugs sent to the lab for testing. Click the down arrow to access the lookup list of codes.
Offense	Displays the offense as it applies to the seized drugs. Click the down arrow to access the lookup list of codes.
Estimated Street Value	Displays the amount of money the drugs would sell for on the street.
Comment	Displays the comments that apply to the seized drugs. Double click the field to expand it.
Drug/CDS (1 – 10)	Custom Defined Code Fields can be used to Capture data that requires a code. The System Administrator can maintain these coded fields.
Clandestine Lab	Indicates if the drugs were found in a hidden lab.
Firearm Involved	Indicates if a firearm was involved.
Firearm Report Number	Displays the Firearm Report Number.

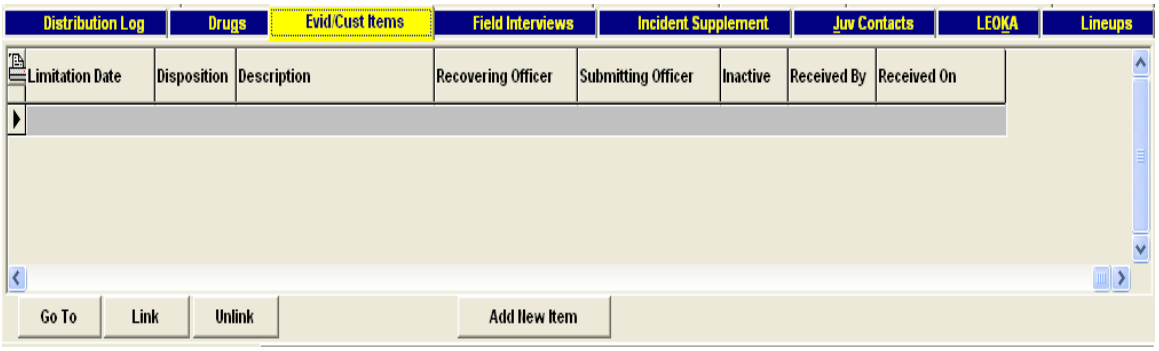
Drugs Tab Fields/Components	
Field/Component	**Description/Use**
Indoor	Indicates if the drugs were found indoors.
Recovered By	Displays the identification number of the employee who recovered the drugs. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Recovered On	Displays the date and time the drugs were recovered. Click the down arrow to access the Calendar utility.
District	Displays the district of the employee who recovered the drugs.
Division	Displays the division of the employee who recovered the drugs.
Marijuana	
Cultivated	Displays a code identifying if marijuana was cultivated or not. Click the down arrow to access the lookup list of codes.
Processed	Displays a code identifying if marijuana was processed or not. Click the down arrow to access the lookup list of codes.
Location	Displays a code identifying the location where the marijuana was found. Click the down arrow to access the lookup list of codes.
Latitude	Displays the latitude geographical coordinates where the marijuana was found.
Longitude	Displays the longitude geographical coordinates where the marijuana was found.
Number of Plots	Displays the number of plots found.
Delete	Deletes the highlighted row.

Drugs Tab Fields/Components	
Field/Component	**Description/Use**
TRANSFER TO EVIDENCE	Transfers all listed drug items in the Drugs tab grid to the Evidence module. Before the transfer is complete and you are sent directly to the Evidence module to complete the drug evidence record entry, you must manually type or auto-create a unique barcode for the new drug evidence. IMPORTANT Remember to enter additional information and SAVE the new drug Evidence record in the Evidence module before returning to the Incident module > Drugs tab or other tab.

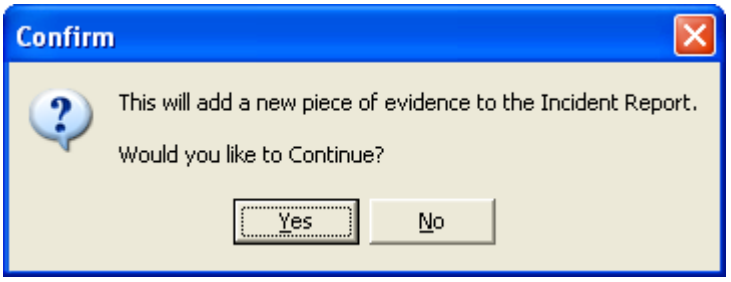
Evidence/Custodial Items Tab

This linking tab allows any number of Evidence records to be linked to the current Incident record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Evidence record data can only be modified in the Evidence module itself. All data fields on this tab are populated automatically from an existing Evidence record once the link is made.

NOTE This tab is only for evidence and/or custodial items that are in the possession of the Department. These items can include found, recovered or confiscated items, as well as items held as evidence.

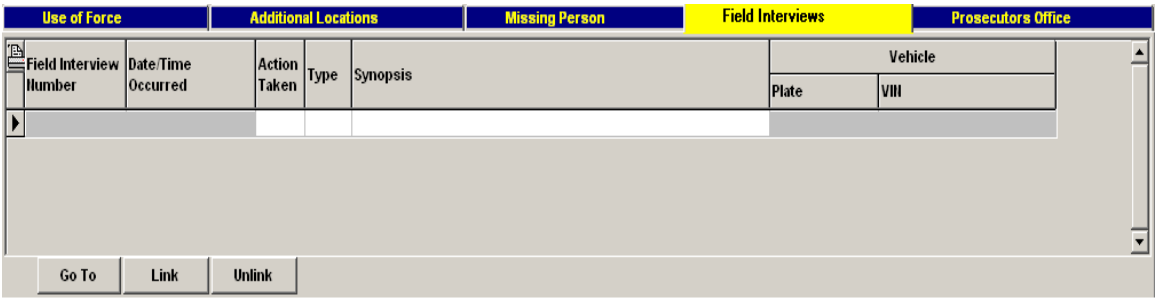


Evid/Cust Items Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Receipt #	Displays the receipt number assigned to the item or group of items in the possession of the department.
Ref. #	Displays the reference number assigned to the item or group of items in the possession of the department.
Barcode #	Displays the unique Barcode number for the item or group of items in the possession of the department.
Action	Displays a code identifying how the item came to be in the possession of the department. The item could have been found, recovered, confiscated, and so forth
Submitted On	Displays the date the item was logged into the department evidence room.
Category Code	Displays a corresponding Uniform Crime Reporting (UCR) code for the item. These fields will only be used by agencies that currently submit UCR reports. Otherwise, these fields may be used to run standard major crimes reports.
Category Name	Displays the Category name for the evidence/custodial items.
Limitation Date	Displays a date on which the department must release the item. Some departments define a length of time a Department can hold the item.
Disposition	Displays a code identifying the current disposition of the item. This could be whether the owner has been notified that the item has been sent to a lab for testing, and so forth
Description	Displays the description of the property when received by the department.
Recovering Officer	Displays the ID of the recovering officer.
Submitting Officer	Displays the ID of the submitting officer.
Inactive	This field indicates whether the item is a part of an active or inactive case.
Received By	Displays the ID of the officer who received the evidence/custodial item.
Received On	Displays the date the evidence/custodial item was received.
Go To	Opens the Evidence module and displays the highlighted record.
Link	Opens the Evidence Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Evidence record.

Evid/Cust Items Tab Fields/Components	
Field/Component	**Description/Use**
Add New Item	Allows you to add a *new* piece of evidence to the Incident report. Two dialog boxes will display, the first asking you to verify your intended action.  and the second to manually enter or auto-create a barcode number for the new evidence. You will then be transferred to the Evidence module to enter additional details on the Evidence record linked to the Incident record. IMPORTANT Remember to enter additional information and SAVE the new drug Evidence record in the Evidence module before returning to the Incident module.

Field Interviews Tab

This linking tab allows any number of Field Interview records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Field Interview record data can only be modified in the Field Interview module itself. All data fields on this tab are populated automatically from an existing Field Interview record once the link is made.



Field Interviews Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Field Interview Number	Displays the unique number for the Field Interview record.
Date/Time Occurred	Displays the date and time that the field interview occurred.
Action Taken	Displays a code identifying the action taken during the field interview.
Type	Displays a code identifying the type of field interview.
Synopsis	Displays the synopsis of the field interview. Double click the field to expand it.
Vehicle	
Plate	Displays the license plate for the vehicle involved in the field interview.
VIN	Displays the vehicle identification number (VIN) for the vehicle involved in the field interview.
Go To	Opens the Field Interview module and displays the highlighted record.
Link	Opens the Field Interview Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Field Interview record.

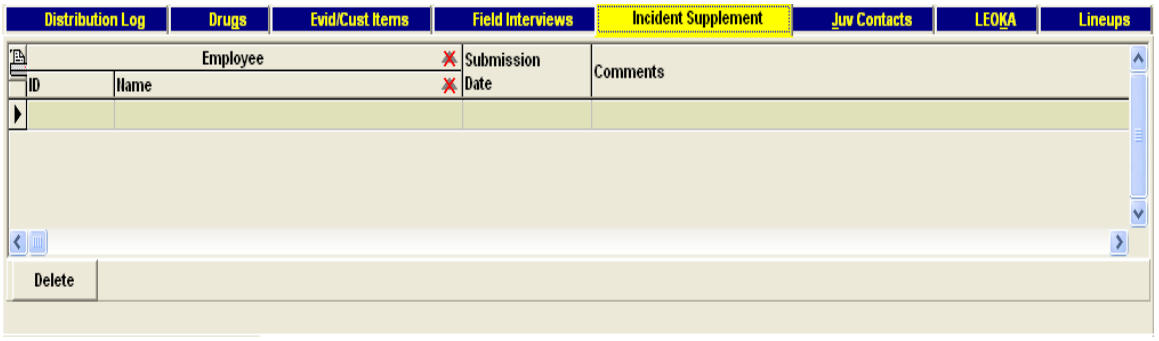
Incident Officers

The Incident Officers tab is used to enter information about Officers involved in a shooting incident. The information on this tab is primarily intended for use with the Incident Based Reporting System (IBRS).

Incident Officers Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
ID	Displays the ID assigned to the Officer involved in the shooting. The Officer ID can be entered manually and will be validated against the employee records in RMS. Click ... to access the Employee Search screen to search for the Officer ID.
Involved in Shooting?	A check in this box indicates the Officer fired their weapon.
Firearm Type	Displays the type of weapon used in the shooting.
Incident Level	Displays whether the Incident is a Felony or Misdemeanor.
Years of Service	Displays the number of years the Officer has been in service. This field will be auto-populated from the Employee records in RMS.
Multi Agency Involved?	A check in this box indicates multiple agencies are involved in the shooting incident.
Delete	Deletes the highlighted row.

Incident Supplement

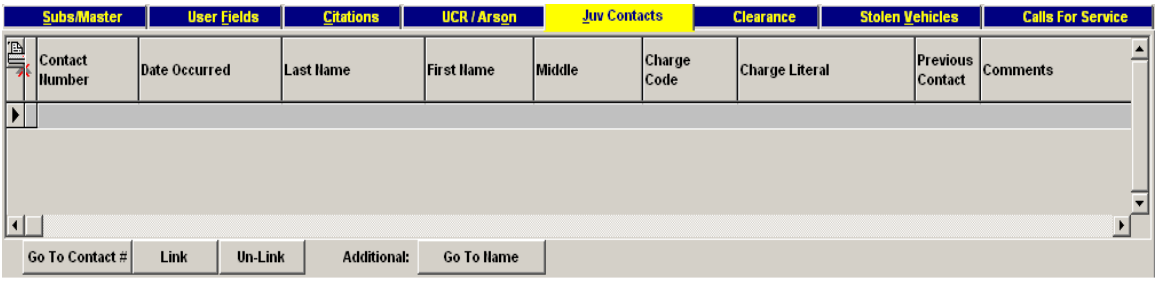
The Incident Supplement tab is a Field-Based Reporting Module (FBR) audit trail, allowing you to track incident supplements that were submitted to the RMS from the FBR. Because FBR supplements may change a number of different fields within the Incident module, it is helpful to know who may have added a supplement and when the supplement was added.



Incident Supplement Tab Fields/Components	
Field/Component	**Description/Use**
Type	Displays a code identifying the type of field interview.
Employee	
ID	Allows you to enter or search for an employee ID. Click **...** to access the Personnel > Master Employee Index Search.
Name	Displays the name for the Employee ID entered or linked. Click inside the field and press the down arrow on your keyboard to view the name.
Submission Date	Displays the date the supplement was submitted.
Comments	Displays any additional comments; double click the field to expand it.
Created On	Displays the date and time the original row of data was created. This automatic date and time stamp occurs upon inserting data into a new row.
Created By	Displays the ID of the user who created the row of data. This is automatically populated based on the login of the user who created the row and occurs upon inserting data into the new row.
Updated By	Displays the ID of the user who last updated the row of data. This is automatically populated based on the user login that updated the row, and occurs upon saving changes to a row.
Updated On	Displays the date and time that the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.

Juvenile Contacts Tab

This linking tab allows any number of Juvenile Contact records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Juvenile Contacts record data can only be modified in the Juvenile Contact module itself. All data fields on this tab are populated automatically from an existing Juvenile Contact record once the link is made.

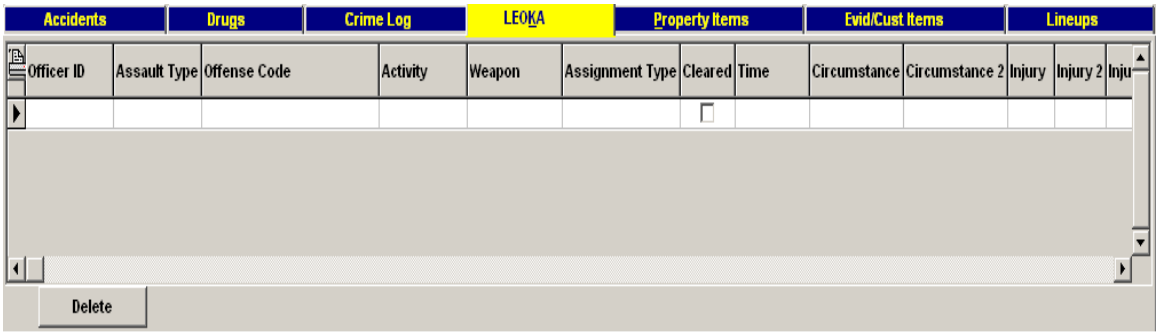


Juv Contacts Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
	Displays an indicator showing that the charge in the Juvenile Contact record has been expunged. IMPORTANT This letter will only appear if data has been entered in the expungement data fields on the Charges tab in the Juvenile Contact module.
Contact Number	Displays the unique number for the Juvenile Contact record linked to the displayed Incident record.
Date Occurred	Displays the date the juvenile was arrested.
Last Name	Displays the last name of the juvenile.
First Name	Displays the first name of the juvenile.
Middle	Displays the middle name of the juvenile.
Charge Code	Displays the code of the primary charge that was filed against the individual.
Charge Literal	Displays a description of the Primary Charge code.
Previous Contact	Displays a code identifying whether the individual had previous contact with the department.
Comments	Displays any comments for the contact.
Disposition	Displays a code identifying the disposition of the arrest charge(s).
Disposition Date	Displays the date of the disposition of the arrest charge(s).
Final Disposition	Displays a code identifying the final disposition of the arrest charge(s).
Final Disposition Date	Displays the date of the final disposition for the arrest charge(s).
Involvement	Displays a code identifying the involvement in the charge for the arrest.

Juv Contacts Tab Fields/Components	
Field/Component	**Description/Use**
Link Date	Displays the date the Juvenile Contact record was linked.
Multiple Arrest - Code	Displays the Multiple Arrest Code for the Juvenile Contact record.
Multiple Arrest - Name	Displays the Multiple Arrest name for the Juvenile Contact record.
Go To Contact#	Opens the Juvenile Contact module and displays the highlighted record.
Link	Opens the Juvenile Contact Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Juvenile Contact record.
Go To Name	Opens the Master Name Index module for the highlighted Juvenile Contact record.

LEOKA Tab

The Law Enforcement Officers Killed and/or Assaulted (LEOKA) tab is an information tab provided to collect information required by the Federal Uniform Crime Reporting (UCR).

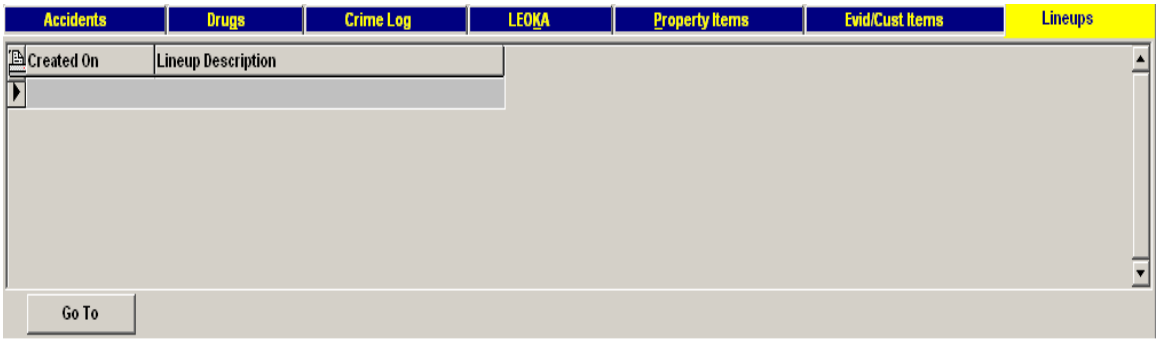


LEOKA Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Officer ID	Displays the Employee ID of the officer who was involved in the incident. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.

LEOKA Tab Fields/Components	
Field/Component	**Description/Use**
Assault Type	Displays a code identifying the type of assault. Click the down arrow to access the lookup list of codes.
Offense Code	Displays the primary offense code. Click the down arrow to access the lookup list of codes.
Activity	Displays a code identifying the activity type associated to the assault or death. Click the down arrow to access the lookup list of codes.
Weapon	Displays a code identifying the weapon associated with the assault or death of the officer. Click the down arrow to access the lookup list of codes.
Assignment Type	Displays a code identifying the type of assignment associated with the assault or death. Click the down arrow to access the lookup list of codes.
Cleared	A check in this box indicates the assault was cleared.
Time	Displays the time the incident occurred.
Circumstances (1 – 2)	Displays a code identifying the circumstances surrounding the assault or death. Click the down arrow to access the lookup list of codes.
Injury (1- 5)	Displays a code identifying the injuries suffered by the officer. Click the down arrow to access the lookup list of codes.
Justifiable Homicide	Displays a code identifying the reason for classifying the incident as a justifiable homicide. Click the down arrow to access the lookup list of codes.
Comment	Displays any additional comments regarding the LEOKA. Double click the field to expand it.
Delete	Deletes the highlighted row.

Lineups Tab

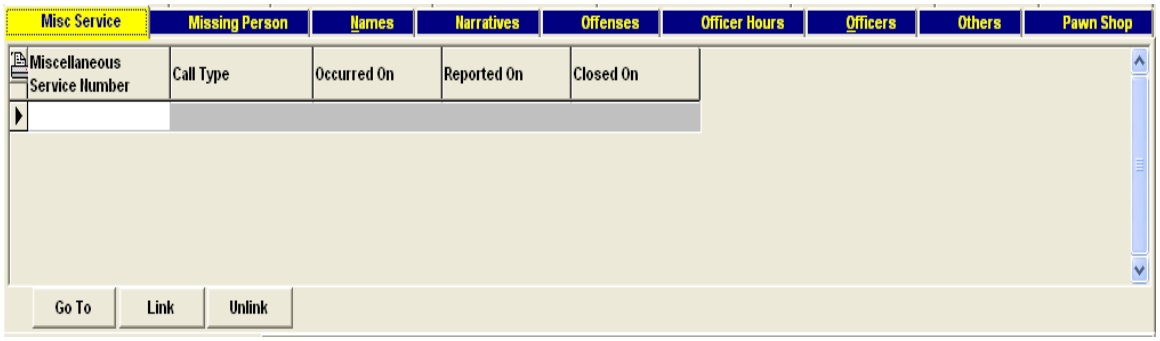
This linking tab allows any number of Lineup records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Lineups record data can only be modified in the Lineups module itself. All data fields on this tab are populated automatically from an existing Lineups record once the link is made.



Lineups Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Created On	Displays the date and time when the record was created.
Lineup Description	Displays a brief description of the lineup.
Go To	Opens the lineup module and displays the highlighted record.

Miscellaneous Service Tab

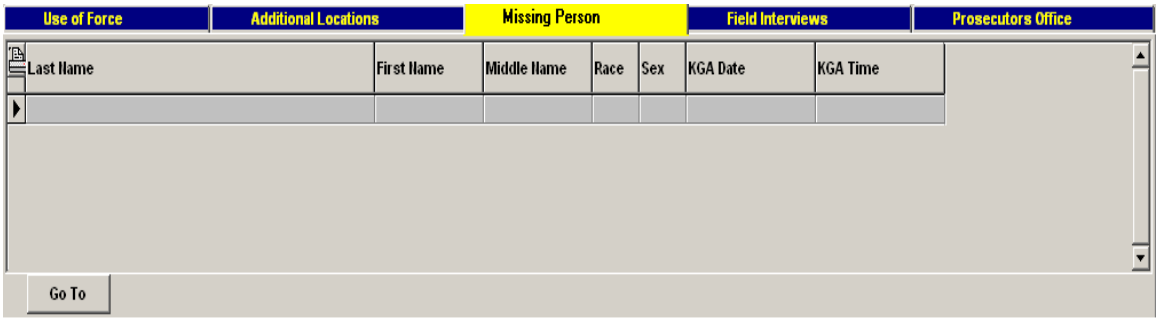
This linking tab allows any number of Miscellaneous Service records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Miscellaneous Service record data can only be modified in the Miscellaneous Service module itself. All data fields on this tab are populated automatically from an existing Miscellaneous Service record once the link is made.



Misc Service Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Miscellaneous Service Number	Displays the unique number assigned to the Miscellaneous Service report.
Call Type	Displays a code identifying the type of call, such as in-service, out of service, and so forth
Occurred On	Displays the date and time when the miscellaneous service took place.
Reported On	Displays the date and time when the miscellaneous service was reported.
Closed On	Displays the date and time when the miscellaneous service was closed.
Go To	Opens the Miscellaneous Service module and displays the highlighted Miscellaneous Service record.
Link	Opens the Miscellaneous Service Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Miscellaneous Service record.

Missing Person Tab

This linking tab displays any number of Missing Person records that have been linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Missing Person record data can only be modified in the Missing Person module itself. All data fields on this tab are populated automatically from an existing Missing Person record once the link is made from the Missing Person module.



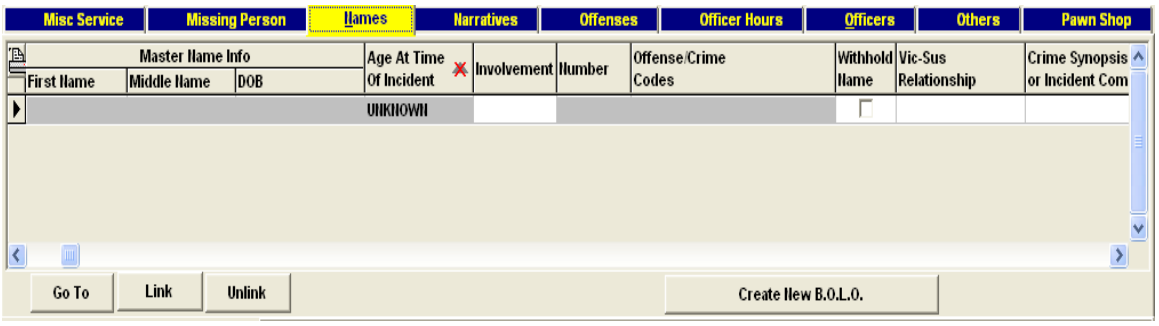
Missing Person Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Last Name	Displays the last name of the missing person.
First Name	Displays the first name of the missing person.
Middle Name	Displays the middle name of the missing person.
Race	Displays a code identifying the race of the missing person.
Sex	Displays a code identifying the sex of the missing person.
KGA Date	Displays the date the radio broadcast took place for this missing person.
KGA Time	Displays the time the radio broadcast took place for this missing person.
Go To	Opens the Missing Person module and displays the highlighted Missing Person record.

Names Tab

This combination tab can associate a Master Name Index record with the displayed Incident record. The Age at Time of Incident and Master Name Index fields are read-only and automatically populated when the Master Name Index record is selected and the link is saved with the Incident record.

The Age at Time of Incident field is a static age populated based on the date of birth (DOB) of the individual and the date the incident occurred. Therefore, the date of birth field on the Master Name Index module and the Date/Time Occurred From field must be populated in order for the Age at Time of Incident field to populate when a name is linked to the Incident record.

NOTE Some fields on each row are only appropriate for victims, others for suspects, others for arrestees, and so forth.



Names Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Master Name Info	
Last Name	Displays the last name of the individual.
First Name	Displays the first name of individual.
Middle Name	Displays the middle name of the individual.
DOB	Displays the date of birth of the individual.
Age at Time of Incident	Displays the individual's age at the time of the incident, calculated based on information entered in both the DOB field in the Master Name Index module and the Date/Time Occurred From field on the Details tab in the Incident module.
Involvement	Displays a code identifying the involvement of this individual to the incident (witness, victim, suspect, and so forth). Click the down arrow to access the lookup list of codes.
Number	Displays the number assigned to the involvement of individuals. As an example, when the first witness is entered, a "1" will appear in the field. When a second witness is entered for the incident, a "2" will appear in the field. This will continue based on the number of involvement types entered.
Offense/Crime Codes	Displays the offenses related to the individual for this incident. Click the Offense/Crime Code field to access a list of offenses as they were added on the Offenses tab. Select a code to highlight and click outside the list or press the tab key to choose a code. Multiple offenses can be selected for an individual by highlighting more than one code from the list.
Withhold Name	A check in this box indicates the name of the individual should be withheld.
Vic-Suspect Relationship	Displays a code identifying the acquaintance/relationship between the victim and suspect. Click the down arrow to access the lookup list of codes.
Crime Synopsis (VICT) or Incident Comment	Displays a comment or description of the circumstances surrounding the incident and injuries received. Double click the field to expand it.
Weapon	Displays a code identifying the type of weapon used during the incident. Click the down arrow to access the lookup list of codes.

Names Tab Fields/Components	
Field/Component	**Description/Use**
CRD ONLY Approval Seq#	Displays the Employee ID of the person who approved the record. Typically, a department will have a Criminal Records Division (CRD) review all records. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
CRD ONLY Approval Status	Displays a code identifying the current approval status. Click the down arrow to access the lookup list of codes.
Charges	Displays a code identifying the charge against the individual. Click the down arrow to access the lookup list of codes.
Victim Disposition	Displays a code identifying the disposition of the victim. Click the down arrow to access the lookup list of codes.
Follow Up	Displays a code identifying the follow-up requirements. Click the down arrow to access the lookup list of codes.
Link Date	Displays the date the link was created. This field will automatically populate when the link is made.
Link By	Displays the ID of the employee who created the link. This field will automatically populate when the record is linked.
Circumstance (1 – 2)	Displays a code identifying the circumstances surrounding the incident. Click the down arrow to access the lookup list of codes.
Justifiable Homicide	Displays a code identifying whether the incident was a justifiable homicide. Click the down arrow to access the lookup list of codes.
Shooting Victim	A check in this box indicates the individual was shot during the incident.
Injured	A check in this box indicates the individual sustained an injury during the incident.
Injury (1 – 5)	Displays a code identifying the type/extent of injury sustained (for up to five injuries). Click the down arrow to access the lookup list of codes.
Method	Displays a code identifying the method of entry connected to this name. Click the down arrow to access the lookup list of codes.
Point of Entry	Displays a code identifying the point of entry connected to this name. Click the down arrow to access the lookup list of codes.
Blood Test	A check in this box indicates that a blood test was taken from the individual.
Breath Test	A check in this box indicates that a breath test was given to the individual.

Names Tab Fields/Components	
Field/Component	**Description/Use**
Refused Test	A check in this box indicates the individual refused to take the tests.
Test Results	Displays a code identifying the results of the blood and breath tests.
Military	A check in this box indicates the individual is currently an active member of the military.
Visitor	A check in this box indicates the individual was a visitor to the local jurisdiction during the time of the incident.
Police Dept. Associate	A check in this box indicates the individual is a member of the Police Department.
(Med) Condition	Displays a code identifying the status of the individual's medical condition. Click the down arrow to access the lookup list of codes.
(Med) Treated	A check in this box indicates medical treatment was provided.
(Med) Reason for Treatment (1 – 2)	Displays a code identifying the reason for requiring medical treatment. Click the down arrow to access the lookup list of codes.
(Med) Voluntary	A check in this box indicates the individual accepted medical attention.
(Med) Physician	Displays the name of the physician attending to the individual.
(Med) Hospital	Displays a code identifying the name/location of the medical facility to which the individual was transported. Click the down arrow to access the lookup list of codes.
(Med) Transported By	Displays the method of transportation for the individual to the medical facility.
(Med) Confined	A check in this box indicates the individual was admitted to the medical facility/hospital.
(Med) Refused Adm.	A check in this box indicates the individual refused, or was refused, admission to the medical facility.
(Med) Sent Home	A check in this box indicates the individual was sent home from the medical facility.
(Med) Other Action	Displays a code identifying if medical treatment was refused, or if the individual was treated and released. Click the down arrow to access the lookup list of codes.
(Med) Injury Description	Displays the injury description provided by the medical facility/hospital. Double click the field to expand it.
Local Student	Displays a code identifying whether or not the individual is a local student. Click the down arrow to access the lookup list of codes.

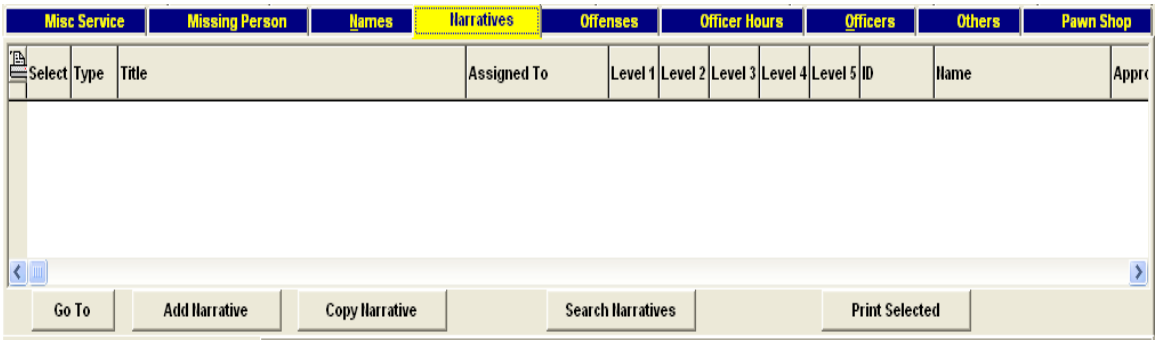
Names Tab Fields/Components	
Field/Component	**Description/Use**
School	Displays a code identifying the school this individual attends. Click the down arrow to access the lookup list of codes.
Cust. Drop Down (1 – 5)	Custom Defined Code Fields can be used to capture data that requires a code. The System Administrator can maintain these coded fields.
Negligent Manslaughter	Displays a code identifying the type of negligent manslaughter. Click the down arrow to access the lookup list of codes.
Additional Homicide	Displays a code identifying additional homicide information. Click the down arrow to access the lookup list of codes.
Suspected Use	Displays a code identifying what the individual is suspected of using (alcohol, drugs, and so forth). Click the down arrow to access the lookup list of codes.
Status (1 – 2)	Displays a code identifying the status. Click the down arrow to access the lookup list of codes.
Infant Type	Displays a code identifying the type of infant involved, if applicable. Click the down arrow to access the lookup list of codes.
Estimated Age	
From	Displays the first entry for the individual's age range.
To	Displays the second entry for the individual's age range.
Units	Displays a code identifying the type of units used in the age range. Click the down arrow to access the lookup list of codes.
Domestic Disturbance	
Domestic Disturbance?	Displays a code identifying if this individual was involved in a domestic disturbance. Click the down arrow to access the lookup list of codes.
Order of Protection Violated?	Displays a code identifying if this individual violated a protective order from the courts. Click the down arrow to access the lookup list of codes.
Victim Taken to Safe Place?	Displays a code identifying if the victim was taken to a safe location. Click the down arrow to access the lookup list of codes.
Children Present?	Displays a code identifying if children were present when this domestic disturbance took place. Click the down arrow to access the lookup list of codes.
Children Taken to Safe Place?	Displays a code identifying if the children were taken to a safe place. Click the down arrow to access the lookup list of codes.

Names Tab Fields/Components	
Field/Component	**Description/Use**
Statement Taken?	Displays a code identifying if this individual had a statement taken. Click the down arrow to access the lookup list of codes.
Type of Statement	Displays a code identifying what type of statement was taken from this individual. Click the down arrow to access the lookup list of codes.
Useable Testimony?	Displays a code identifying if the statement taken from this individual is useable. Click the down arrow to access the lookup list of codes.
Can Identify Suspect?	Displays a code identifying if this individual can identify the suspect. Click the down arrow to access the lookup list of codes.
Will Prosecute?	Displays a code indicating if the individual will prosecute. Click the down arrow to access the lookup list of codes.
Notified Victim	A check in this box indicates the victim was officially notified of the incident.
How Notified	Displays a code identifying how the victim was notified of the incident. Click the down arrow to access the lookup list of codes.
Go To	Opens the Master Name Index module and displays the highlighted record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Master Name Index record.
Create New BOLO	Opens the B.O.L.O. (APB) module and creates a new B.O.L.O. record for the highlighted Master Name Index record.

Narratives Tab

This linking tab allows any number of Narrative records to be created in and linked to this Incident record.

IMPORTANT Click **Add Narrative** to open the Narratives feature to create a new Narrative record. For additional information on Narratives, see the Global Features of RMS section in the *RMS User Navigation Manual.*



Narratives Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Select	Indicates which record you are selecting.
Type	Displays a code identifying the type of narrative.
Title	Displays the title or description for the narrative.
Assigned To	Displays the ID of the individual assigned to this narrative.
Level (1 – 5)	Displays the Levels (1-5) used by an agency to identify the position of the employee in relationship to an organization chart.
ID	Displays the ID of the individual who approved this narrative.
Name	Displays the name of the individual who approved this narrative.
Approved On	Displays the date and time on which the narrative was approved.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Key (1 – 2)	Displays keywords used to search the narrative report.

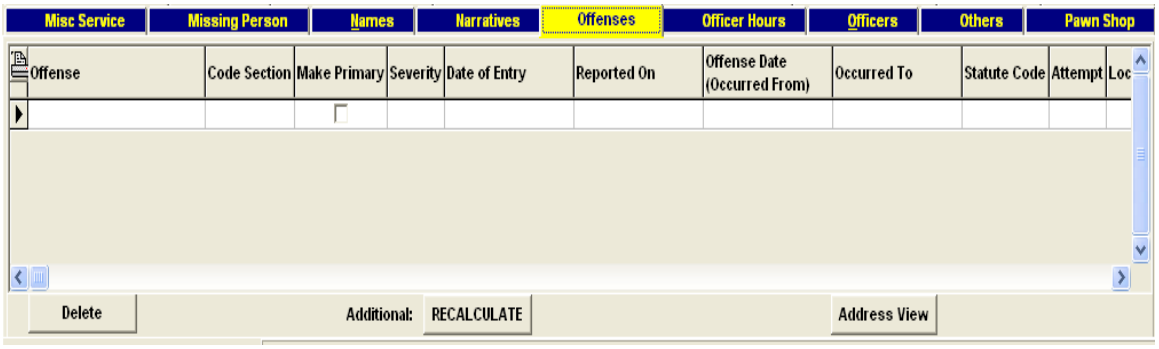
Narratives Tab Fields/Components	
Field/Component	**Description/Use**
Go To	Opens the selected narrative.
Add Narrative	Accesses the Narrative window to enter a new narrative record. IMPORTANT For additional information on Narratives, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.
Copy Narrative	Opens a dialog box to copy the selected narrative.
Search Narratives	Accesses the text search window to search for narratives. IMPORTANT For additional information on searching narratives, see the "Global Features of RMS" section in the *RMS User Navigation Manual*.
Print Selected	Prints the selected narrative(s).

Offenses Tab

This information tab is used to list each offense that occurred during the incident. This grid can have an unlimited number of offenses listed; however, one offense should be designated as the primary offense. Once a primary offense is selected and saved, it will be displayed in the Offense Code field in the header section of the Incident record.

There are two methods to select a primary offense. First, you may select the Make Primary box next to the primary offense. Second, the RMS allows you to establish an offense code hierarchy using the code maintenance functionality. If the system administrator assigns a hierarchy of values to each Offense code, when you enter multiple offense codes and saves the record, the offense that ranks highest in the hierarchy will be marked as the primary offense. If you add additional Offense codes to the record, you should click **RECALCULATE** on the Offenses tab. The system will then recalculate the list of offenses based on the offense code hierarchy and mark the appropriate code the primary offense.

These offenses are then assigned to each individual – as they apply – on the Names tab, in order to distinguish each individual's involvement with the incident. For example, an assault could have occurred with four individuals involved and one of the four may have committed a rape. This individual may have different or additional charges than the others.

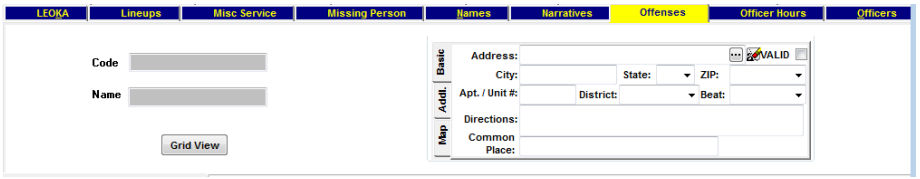


Offenses Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Offense	Displays the Offense code of the offense committed. Click the down arrow to access the lookup list of codes.
Code Section	Displays a code identifying the code section of the offense. Click the down arrow to access the lookup list of codes.
Make Primary	This is a check-box field used to indicate the most heinous or main offense of the incident. This can be manually marked by checking the box, or automatically selected by the system, as described above.
Severity	Displays a code identifying the severity of the offense. Click the down arrow to access the lookup list of codes.
Date of Entry	Displays the date the offense was entered in the system. Click the down arrow to access the Calendar utility.
Reported On	Displays the date the incident was reported to authorities. Click the down arrow to access the Calendar utility.
Offense Date (Occurred From)	Displays the date and time the offense started. Click the down arrow to access the Calendar utility.
Occurred To	Displays the date and time the offense ended. Click the down arrow to access the Calendar utility.
Statute Code	Displays a code identifying the statute code that was violated. Click the down arrow to access the lookup list of codes.
Attempt	Displays a code identifying whether the offense was attempted or completed. Click the down arrow to access the lookup list of codes. This field is required for proper UCR classification.
Location	Displays a code identifying the location type in which the offense occurred. Click the down arrow to access the lookup list of codes.
Final Location	Displays a code identifying the final location of the incident if the incident took place in more than one jurisdiction, area, building, and so forth. Click the down arrow to access the lookup list of codes.

Offenses Tab Fields/Components	
Field/Component	**Description/Use**
# Premises Entered	Displays the number of premises that the individual entered.
Entry Method	Displays a code identifying the entry method. Click the down arrow to access the lookup list of codes.
Bias	Displays a code identifying the form of bias. Click the down arrow to access the lookup list of codes.
Weapon 1	Displays a code identifying the first weapon used for an offense. Different weapons can be associated with each offense in the grid. Click the down arrow to access the lookup list of codes.
Weapon Auto 1	Displays a code identifying whether Weapon 1 was an automatic or semi-automatic. Click the down arrow to access the lookup list of codes.
Weapon 2	Displays a code identifying the second weapon used for an offense. Different weapons can be associated with each offense in the grid. Click the down arrow to access the lookup list of codes.
Weapon Auto 2	Displays a code identifying whether Weapon 2 was an automatic or semi-automatic. Click the down arrow to access the lookup list of codes.
Weapon 3	Displays a code identifying the third weapon used for an offense. Different weapons can be associated with each offense in the grid. Click the down arrow to access the lookup list of codes.
Weapon Auto 3	Displays a code identifying whether Weapon 3 was an automatic or semi-automatic. Click the down arrow to access the lookup list of codes.
Criminal Act (1 - 3)	Displays a code identifying the criminal acts connected to an offense. Click the down arrow to access the lookup list of codes.
Offender Suspected Use (1-3)	Displays a code identifying the type of substance the suspect may have been using. Click the down arrow to access the lookup list of codes.
Circumstance	Displays a code identifying the circumstances under which the incident took place. Click the down arrow to access the lookup list of codes.
Victim Use (1-3)	Displays a code identifying the type of substance the victim may have been using. Click the down arrow to access the lookup list of codes.
Victim Target	Displays a code identifying if there is a preferred type of person targeted by the offender. Click the down arrow to access the lookup list of codes.
Victim Activity	Displays a code identifying the victim activity at the time of the offense. Click the down arrow to access the lookup list of codes.
Victim Condition	Displays a code identifying the victim's condition. Click the down arrow to access the lookup list of codes.
Rape Location	If the incident involved a rape or attempted rape, this field displays a code identifying the location the event took place. Click the down arrow to access the lookup list of codes.

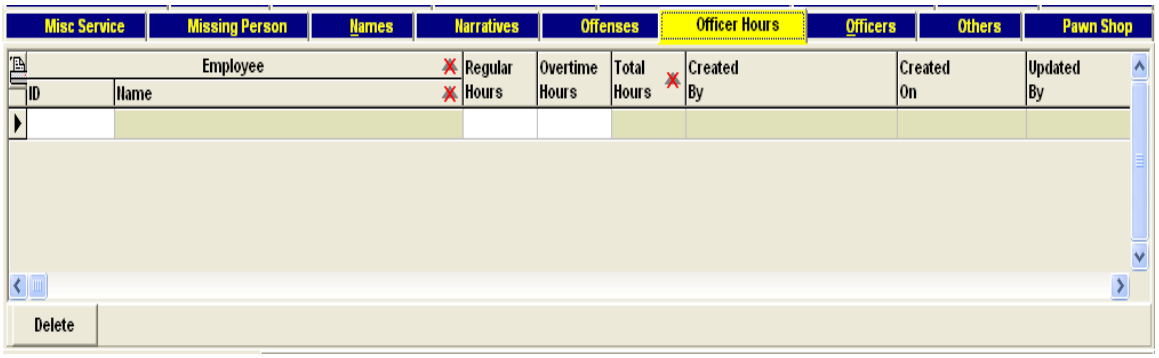
Offenses Tab Fields/Components	
Field/Component	**Description/Use**
Security (1 – 2)	Displays a code identifying the type/types of security available at the time of the incident, if any. Click the down arrow to access the lookup list of codes.
Entry (1 - 2)	Displays a code identifying the method of entry. Click the down arrow to access the lookup list of codes.
Entry Area	Displays a code identifying the area of entry into the building. Click the down arrow to access the lookup list of code.
Entry Type	Displays a code identifying the entry type. Click the down arrow to access the lookup list of codes.
Exit (1 - 2)	Displays a code identifying the method used to exit the premise. Click the down arrow to access the lookup list of codes.
How Left Scene	Displays a code identifying how the individual left the scene. Click the down arrow to access the lookup list of codes.
Domestic Violence	Displays a code identifying whether this was a domestic violence-related offense. Click the down arrow to access the lookup list of codes.
Rank	Displays the assigned rank to the offense.
Area Target	Displays a code identifying the area targeted. Click the down arrow to access the lookup list of codes.
Property Target (1–3)	Displays a code identifying the preferred type of property to target. Click the down arrow to access the lookup list of codes.
Time of Day	Displays a code identifying the time of day the incident occurred. Click the down arrow to access the lookup list of codes.
Precipitating Circumstance	Displays a code identifying the precipitating circumstance to this offense. Click the down arrow to access the lookup list of codes.
Instrument Used	Displays a code identifying the instrument used to break into the building. Click the down arrow to access the lookup list of codes.
# Louvers Removed	Displays the number of louvers (shutters) removed from the window in order to gain access.
Suspect Action (1 - 3) on Victim	Displays a code identifying the action(s) the suspect took with relation to the victim. Click the down arrow to access the lookup list of codes.
Suspect Other Action, (1 - 3)	Displays a code identifying the action(s) of the suspect (not direct to the victim). Click the down arrow to access the lookup list of codes.
Suspect Actions (1 - 3) to Premises	Displays a code identifying the action(s) the suspect did to the premises. Click the down arrow to access the lookup list of codes.
Suspect Solicited/Offered (1 - 3)	Displays a code identifying the item(s) that the suspect solicited to the victim. Click the down arrow to access the lookup list of codes.

Offenses Tab Fields/Components	
Field/Component	**Description/Use**
Dusting	Displays a code identifying whether the location was dusted for prints. Click the down arrow to access the lookup list of codes.
Photographed	A check in this box indicates that photos were taken at the scene.
Vehicle Locked	A check in the box indicates the vehicle was locked at the time of the offense.
Key in Ignition	A check in the box indicates the key was in the ignition at the time of the incident.
Drug Offenses	
Drug Related	Displays a code identifying whether the offense is drug-related. Click the down arrow to access the lookup list of codes.
Drug Type	Displays a code identifying the type of drugs related to this offense. Click the down arrow to access the lookup list of codes.
Origin	Displays a code identifying the origin of the drugs related to this offense. Click the down arrow to access the lookup list of codes.
Precursors	Displays a code identifying any precursors. Click the down arrow to access the lookup list of codes.
Arson	Displays a code identifying whether the building, car, and so forth, was occupied/unoccupied at the time the arson took place. Click the down arrow to access the lookup list of codes.
Remarks	Displays comments that apply to the offense connected to the incident. Double click the field to expand it.
Cust. Drop Down (1 – 7)	Custom Defined Code Fields can be used to capture data that requires a code. The System Administrator can maintain these coded fields.
Groups	
Group Activity	Displays a code identifying whether there was any group/gang activity related to this offense. Click the down arrow to access the lookup list of codes.
Group 1 Name	Displays the name of the first group/gang.
Group 1 Type	Displays a code identifying the type of gang Group 1 is. Click the down arrow to access the lookup list of codes.
Group 2 Name	Displays the name of the second group/gang.
Group 2 Type	Displays a code identifying the type of gang Group 2 is. Click the down arrow to access the lookup list of codes.
Delete	Deletes the highlighted row.

Offenses Tab Fields/Components	
Field/Component	**Description/Use**
RECALCULATE	As discussed above, the RMS allows you to establish an offense code hierarchy using the code maintenance functionality. If the system administrator assigns a hierarchy of values to each offense code, when you enter multiple offense codes and save, the offense that ranks highest in the hierarchy will be marked as the primary offense. If you add additional Offense codes to the record, you should click **RECALCULATE** on the Offenses tab. The system will recalculate the list of offenses based on the offense code hierarchy and mark the primary offense code.
Address View	Click to access the address tab section for the Incident > Offense tab:  Click **Save** at the top of the module after entering any address data. From this view, click **Grid View** to return to the Offense tab default grid view.

Officer Hours

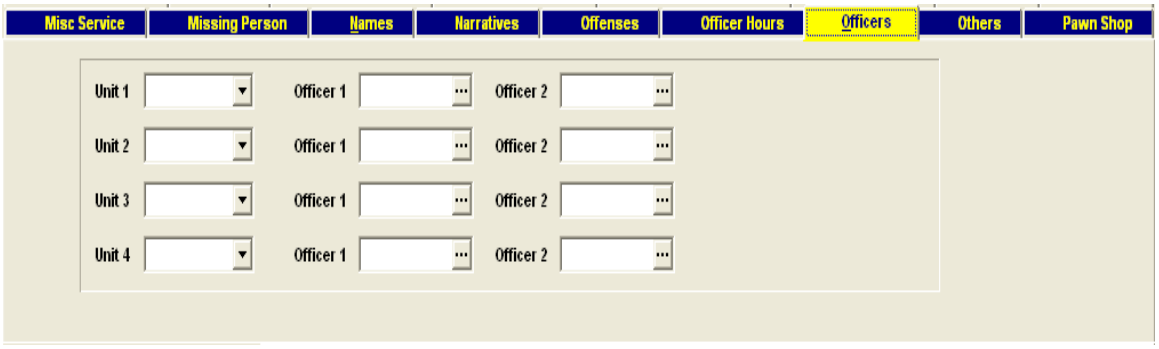
This combination tab allows you to enter regular and overtime hours worked per employee on the given incident. Only the Employee ID, Regular Hours and Overtime Hours fields can be filled in manually; the remaining fields are read-only.



Officer Hours Tab Fields/Components	
Field/Component	**Description/Use**
Employee	
ID	Allows you to enter or search for an employee ID. Click **...** to access the Personnel > Master Employee Index Search.
Name	Displays the name for the Employee ID entered or linked. Click the field and press the down arrow on your keyboard to view the name.
Regular Hours	Allows you to enter the number of regular hours the employee has worked on the incident.
Overtime Hours	Allows you to enter the number of overtime hours the employee has worked on the incident.
Total Hours	Auto-calculates and displays the total number of hours the employee has worked on the incident.
Created On	Displays the date and time the original row of data was created. This automatic date and time stamp occurs upon inserting data into a new row.
Created By	Displays the ID of the user who created the row of data. This is automatically populated based on the login of the user who created the row and occurs upon inserting data into the new row.
Updated By	Displays the ID of the user who last updated the row of data. This is automatically populated based on the user login that updated the row and occurs upon saving changes to a row.
Updated On	Displays the date and time that the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.

Officers Tab

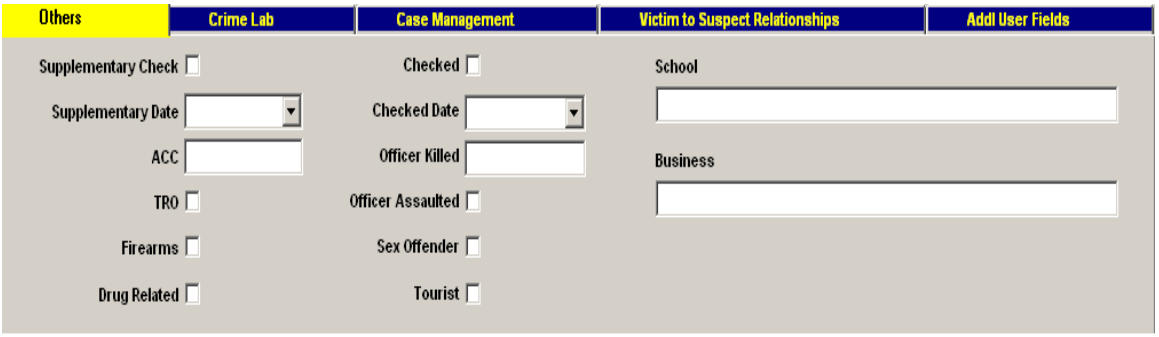
This information tab provides a list of officers and units assigned to the incident. Depending on the CAD and the interface between the CAD and the RMS, this tab can be populated with data about the officers and the units; this information would transfer from the CAD to the RMS with the call information. You may also manually enter both the units and officers that responded and/or were dispatched.



Officers Tab Fields/Components	
Field/Component	**Description/Use**
Unit (1 – 4)	Displays a code identifying the units that responded to the call. This can be transferred from the CAD or selected on this tab. Click the down arrow to access the list of codes.
Officer (1 – 2)	Displays the IDs of the officers who responded. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.

Others Tab

This information tab provides additional data regarding the incident.

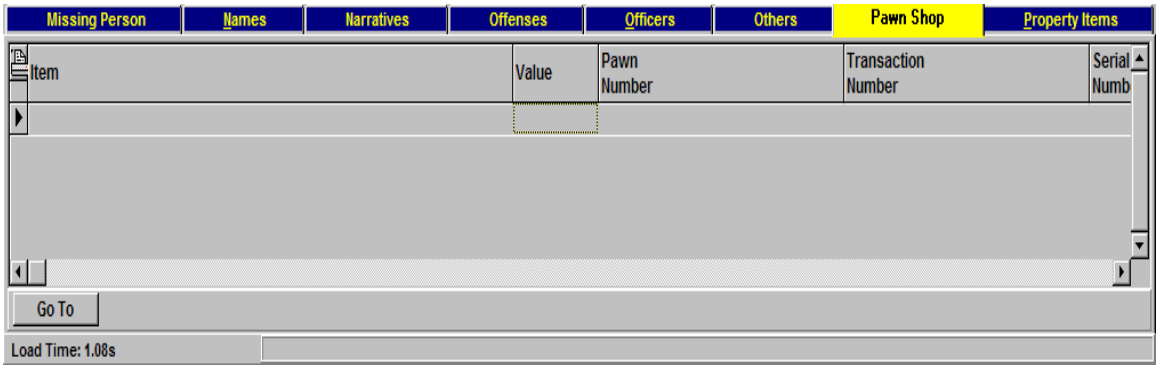


Others Tab Fields/Components	
Field/Component	**Description/Use**
Supplementary Check	A check in this box indicates a supplementary check was made.

Others Tab Fields/Components	
Field/Component	**Description/Use**
Supplementary Date	Displays the date the supplementary check was made. Click the down arrow to access the Calendar utility.
ACC	Displays the Alpha Clearing Code (ACC) information.
TRO	A check in this box indicates that a Temporary Restraining Order (TRO) is in effect.
Firearms	A check in this box indicates that firearms were involved.
Drug Related	A check in this box indicates that the incident was drug-related.
Checked	A check in this box indicates that the item was checked.
Checked Date	Displays the date the item was checked. Click the down arrow to access the Calendar utility.
Officer Killed	Displays the number code of the officer killed.
Officer Assaulted	A check in this box indicates that an officer was assaulted.
Sex Offender	A check in this box indicates that a sex offender was involved.
Tourists	A check in this box indicates that a tourist was involved.
School	Displays the name and location of the school involved.
Business	Displays the name and location of the business involved.

Pawn Shop Tab

This linking tab displays any number of Pawn Shop records that have been linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Pawn Shop record data can only be modified in the Pawn Shop module itself. All data fields on this tab are populated automatically from an existing Pawn Shop record once the link is made from the Pawn Shop module.



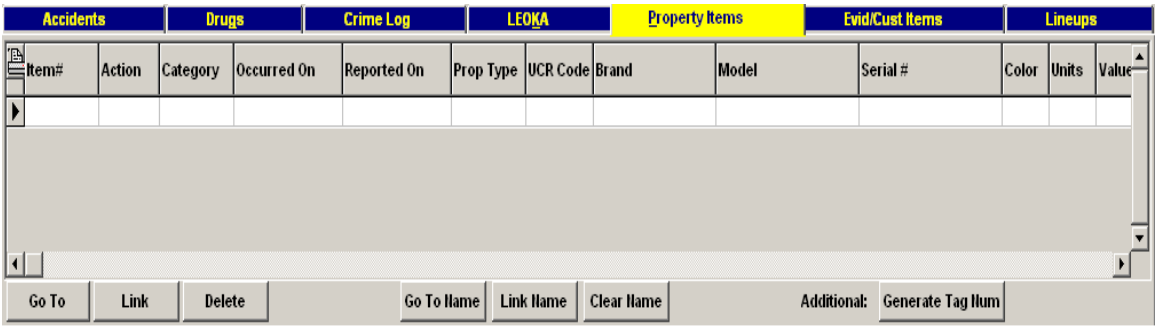
Pawn Shop Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item	Displays the number assigned to the pawned item.
Value	Displays the value assessed for the item.
Pawn Number	Displays the pawn number for the item from the pawn shop.
Transaction Number	Displays the transaction number for the item from the pawn shop.
Serial Number	Displays the serial number for the item identified by the pawn shop.
Go To	Opens the Pawn Shop module and displays the highlighted record.

Property Items Tab

This dual-entry tab provides information on items related to this incident that have been lost, stolen, or recovered; this is only for property that is *not* in the possession of the Department.

This tab allows you to generate a tag number by clicking **Generate Tag Num**. A new item number will be automatically created and entered into the grid in the Item # field. You will then continue entering the property information.

If multiple victims are associated to the Incident record, each property item will have a Master Name record linked to it. (For example, if a burglary occurs in a roommate situation and both individuals have property stolen.)



Property Items Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item #	Displays the unique number for the property item linked to the displayed incident. Important: Although property may be entered directly into this tab, it is highly recommended that property be entered in the Property module and then linked to the Incident record. You can also access the "Generate Tag Num" feature by clicking **Generate Tag Num.**
Action	Displays a code identifying the action involving the property item. Click the down arrow to access the lookup list of codes.
Category	Displays a code identifying the category of property. Click the down arrow to access the lookup list of codes.
Occurred On	Displays the date and time the claimant believes the item was lost or stolen. Click the down arrow to access the Calendar utility.
Reported On	Displays the date the item was reported lost or stolen. Click the down arrow to access the Calendar utility.
Prop Type	Displays a code identifying the type of item. Click the down arrow to access the lookup list of codes.
UCR Code	Displays a code selected for Uniform Crime Reporting (UCR). Click the down arrow to access the lookup list of codes.
Brand	Displays the brand or manufacturer of the item.
Model	Displays the model or name of the item.
Serial #	Displays the serial number of the item from the manufacturer.
Color	Displays a code identifying the color of the item. Click the down arrow to access the lookup list of codes.
Units	Displays the number of items.

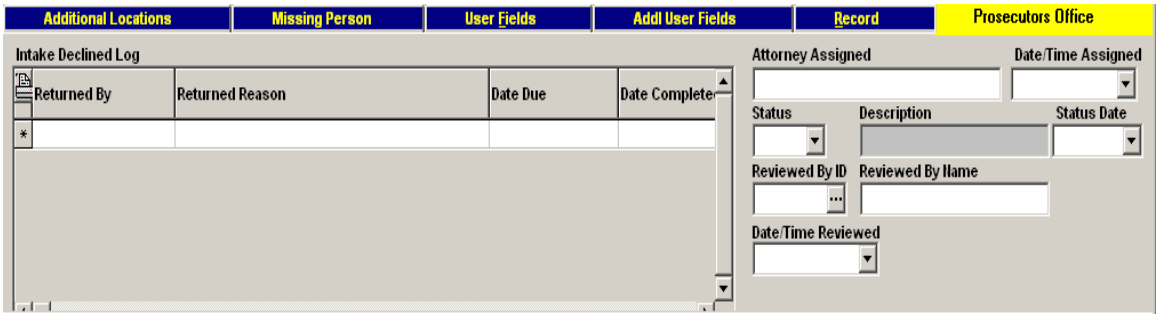
Property Items Tab Fields/Components	
Field/Component	**Description/Use**
Value/Unit	Displays the value of each individual item. This is formatted in U.S. dollars.
Value	Displays the total value of items.
Weight Unit	Displays the weight measurement applicable for each unit.
Disposition	Displays a code identifying the disposition of the item. Click the down arrow to access the lookup list of codes.
NCIC Type	Displays a code identifying the National Crime Information Center (NCIC) type for the article. Click the down arrow to access the lookup list of codes.
NCIC Code	Displays a code identifying the NCIC code for the item. Click the down arrow to access the lookup list of codes.
Scene Location	Displays the location where the item was lost, stolen, or recovered.
Description	Displays a description of the item; double click the field to expand it.
Comments	Displays any comments regarding the item; double click the field to expand it.
Last Name	Displays the last name of the individual linked to the property item record.
First Name	Displays the first name of the individual linked to the property item record.
Middle Name	Displays the middle name of the individual linked to the property item record.
Name Involvement	Displays a code indicating how the individual was involved with the property item. Click the down arrow to access the lookup list of codes.
Offense	Displays a code identifying the offense associated with the property item. Click the down arrow to access the lookup list of codes.
Recovery Action	Displays a code identifying the recovery action associated with the property. Click the down arrow to access the lookup list of codes.
Recovery Action Value	Displays the value of the property when the recovery action occurred.
Recovery Occurred On	Displays the date when the recovery action occurred. Click the down arrow to access the Calendar utility.
Recovery Reported On	Displays the date when the recovery action was reported. Click the down arrow to access the Calendar utility.
Recovery Scene Locn	Displays the scene location of the recovery action.
Weapon Type	Displays the code for the weapon type. Click the down arrow to access the lookup list of codes.

Property Items Tab Fields/Components	
Field/Component	**Description/Use**
Weapon Length	Displays the code for the length of the weapon. Click the down arrow to access the lookup list of codes.
Weapon Stock	Displays the code for the stock type of the weapon. Click the down arrow to access the lookup list of codes.
Ammo Type	Displays the code for the ammo type of the weapon. Click the down arrow to access the lookup list of codes.
Num of Shots	Displays the code for the bullet capacity of the weapon. Click the down arrow to access the lookup list of codes.
Caliber	Displays the code for the caliber of the weapon. Click the down arrow to access the lookup list of codes.
Go To	Opens the Property module and displays the highlighted record.
Link	Opens the Property Search. Once the record is located, click **OK** to link the record to the Incident module.
Delete	Removes the link between the Incident record and the highlighted Property record.
Go To Name	Opens the Master Name Index record associated with the highlighted Property record.
Link Name	Opens the Master Name Index Search. Once the record is located, click **OK** to link the Master Name record to the property item.
Clear Name	Clears the Master Name Index record from the highlighted Property Item record.
Generate Tag Num	Automatically creates a new item number and enters it into the grid in the Item # field.

Prosecutor's Office Tab

This information tab serves three purposes: to provide data regarding the assigned prosecuting attorney, to track why the intake was declined by the prosecutor's office and to provide a place for officers to respond to the prosecutor's comments.

IMPORTANT Your access to fields in this tab is dependent upon the security permissions granted by your System Administrator.



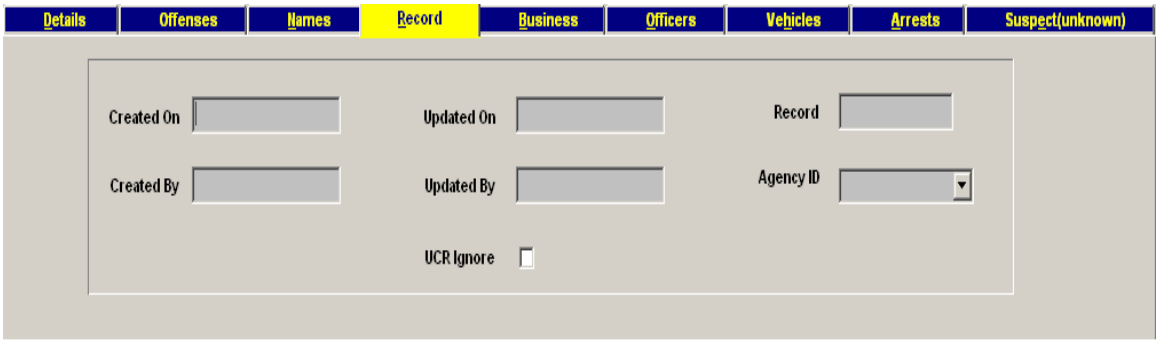
Prosecutors Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Intake Declined Log	
Returned By	Displays the name of the individual that returned the incident from the prosecutors' office.
Returned Reason	Displays the reason why the incident was returned from the prosecutors' office.
Date Due	Displays the due date for the incident to be resubmitted. Click the down arrow to access the Calendar utility.
Date Completed	Displays the date the incident was completed for resubmission. Click the down arrow to access the Calendar utility.
Extended By	Displays the name of the individual who extended the due date.
Extension Date	Displays the date the extension expires. Click the down arrow to access the Calendar utility.
Patrol Comments	Displays any comments from patrol regarding the resubmission.
Patrol Complete	Indicates whether patrol is finished with their comments.
UDF_CODE (01 – 02)	Custom Defined Code Fields can be used to capture data that requires a code. The System Administrator can maintain these coded fields.
UDF_DATE (01 – 02)	Custom Defined Date Fields can be used to capture additional dates. Click the down arrow to access the Calendar utility.
UDF_NUM (01 – 02)	Custom Defined Number Fields can be used to capture additional numeric values.
UDF_TEXT (01 – 02)	Custom Defined Date Fields can be used to capture additional text.
Created On	Displays the date and time the row was created. This automatic date and time stamp occurs upon inserting data into a new row.

Prosecutors Tab Fields/Components	
Field/Component	**Description/Use**
Created By	Displays the ID of the user who created the row. This is automatically populated based on the login of the user who created the row and occurs upon inserting data into the new row.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Updated By	Displays the ID of the user who last updated the row. This is automatically populated based on the user login that updated the row and occurs upon saving changes to a row.
Attorney Assigned	Displays the name of the attorney assigned to this incident.
Date/Time Assigned	Displays the date and time the attorney was assigned to this incident.
Status	Displays the code for the status. Click the down arrow to access the lookup list of codes.
Description	Displays the literal description of the status code.
Status Date	Displays the date the status was recorded. Click the down arrow to access the Calendar utility.
Reviewed By ID	Displays the ID of the officer who reviewed the information from the prosecutors' office. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Reviewed By Name	Displays the name of the officer who reviewed the information from the prosecutors' office.
Date/Time Reviewed	Displays the date and time the review occurred. Click the down arrow to access the Calendar utility.

Record Tab

This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields on this tab are read-only except the UCR Ignore field.

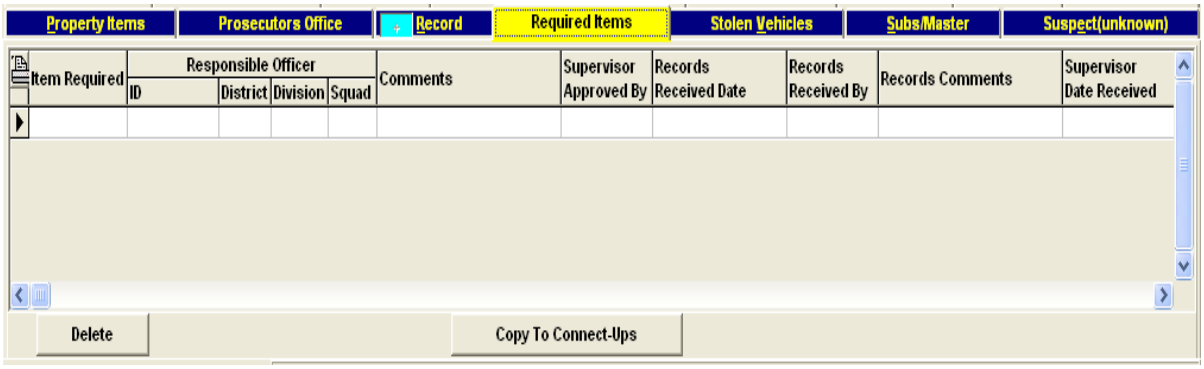
The UCR Ignore field is to be checked (typically by Central Records Division personnel) whenever the current incident is *not* to be included in the current month's UCR calculations.



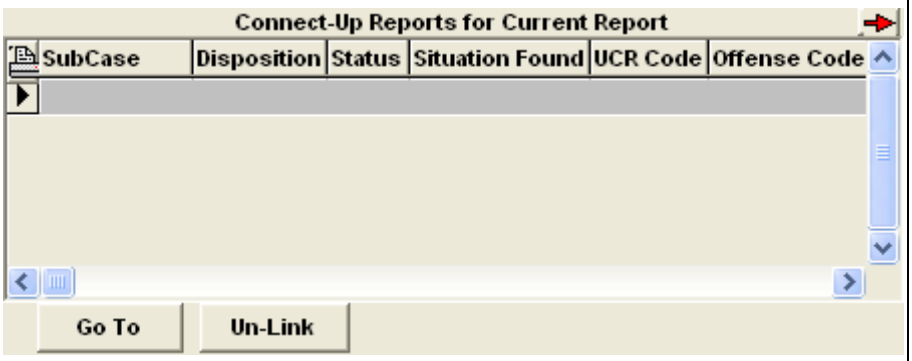
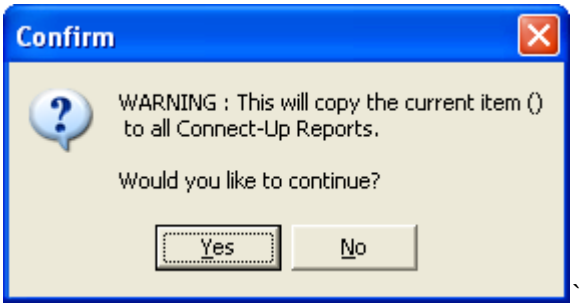
Record Tab Fields/Components	
Field/Component	**Description**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user who most recently updated this record.
UCR Ignore	A check in this box indicates that the information is not to be included in the Uniform Crime Reporting (UCR) reports.

Required Items Tab

This information tab tracks items that may be required in order to complete the reporting process or investigation process for the current incident.



Required Items Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Item Required	Displays a code identifying the type of item required. Click the down arrow to access the lookup list of codes.
ID	Displays the officer responsible for the item. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
District	Displays a code identifying the district to which the officer is assigned. Click the down arrow to access the lookup list of codes.
Division	Displays a code identifying the division to which the officer is assigned. Click the down arrow to access the lookup list of codes.
Squad	Displays a code identifying the squad to which the officer is assigned. Click the down arrow to access the lookup list of codes
Comments	Displays additional information concerning the item required. Double clicking inside the field expands it.
Supervisor Approved By	Displays the supervisor who approved the item. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Records Received Date	Displays the date and time the request was received by the records department. Click the down arrow to access the Calendar utility.
Records Received By	Displays the name of the individual receiving the request. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **...** to access the Employee Search to search for the Employee ID.
Records Comments	Displays the records department comments concerning the item required. Double click the field to expand it.

Required Items Tab Fields/Components	
Field/Component	**Description/Use**
Supervisor Date Received	Displays the date and time the supervisor received the request. Click the down arrow to access the Calendar utility.
Supervisor Comments	Displays the supervisor's comments concerning the item required.
Entered On	Displays the date and time the record was created.
Entered By	Displays the ID of the individual who created the record.
Delete	Deletes the highlighted row.
Copy to Connect-Ups	Click to copy the current Required Items line/record highlighted to any and all Incident records linked from the SubsMaster tab:  Click to trigger the following dialog box:  If you click **Yes**, a confirmation box appears:

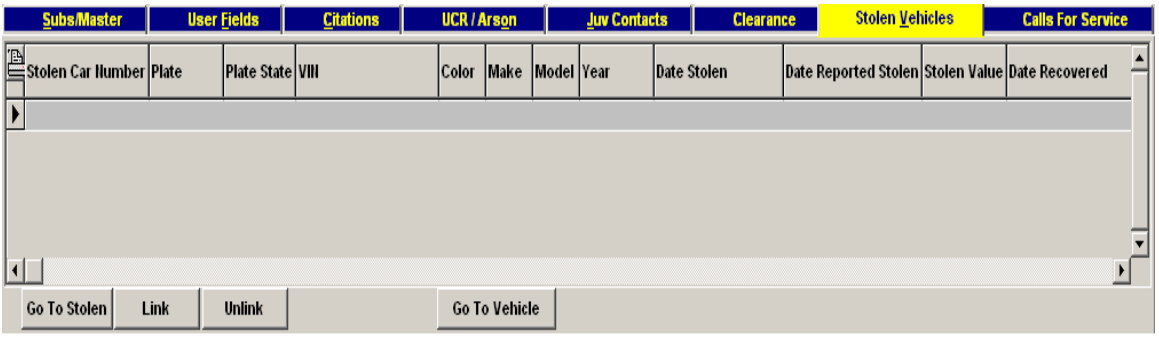
Required Items Tab Fields/Components	
Field/Component	**Description/Use**
	 The copied Required Item can now be found under the linked Connect-Ups Incidents' > Required Items tab.

Stolen Vehicles Tab

This linking tab allows any number of Stolen/Recovered Vehicle records to be linked to the current Incident record. All fields on this tab are read-only. Data in the linked Stolen/Recovered Vehicle record can only be modified in the Stolen/Recovered Vehicle module itself. All data fields on this tab are populated automatically from an existing Stolen/Recovered Vehicle record once the link is made.

You can also access the Master Vehicle Index record on this tab by clicking **Go To Vehicle.**

NOTE For departments that have specific reporting requirements, stolen vehicles may need to be entered on the Property tab to be counted as stolen property.



Stolen Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Stolen Car Number	Displays the unique number assigned to the Stolen Vehicle record.
Plate	Displays the license plate number of the vehicle.

Stolen Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Plate State	Displays the state that registered and issued the license plate.
VIN	Displays the Vehicle Identification Number (VIN) of the vehicle assigned by the manufacturer of the vehicle.
Color	Displays a code identifying the color of the vehicle. Click the down arrow to access the lookup list of codes.
Make	Displays a code identifying the make of the vehicle. Click the down arrow to access the lookup list of codes.
Model	Displays a code identifying the model of the vehicle. Click the down arrow to access the lookup list of codes.
Year	Displays the model year of the vehicle. Click the down arrow to access the lookup list of codes.
Date Stolen	Displays the date the vehicle was thought to have been stolen.
Date Reported Stolen	Displays the date the vehicle was reported stolen.
Stolen Value	Displays the estimated value of the vehicle at the time it was stolen, formatted in U.S. Dollars.
Date Recovered	Displays the date the vehicle was recovered.
Date Reported Recovered	Displays the date the vehicle was reported recovered.
Recovered Value	Displays the estimated value of the vehicle after recovery, formatted in U.S. Dollars.
Recovery Code	Displays a code identifying the circumstances of the recovery. Typically, departments that perform UCR reporting will use this field. Click the down arrow to access the lookup list of codes.
Recovering Officer	Displays the ID of the officer who recovered the vehicle.
Disposition	Displays a code identifying the disposition of the vehicle upon recovery. Click the down arrow to access the lookup list of codes.
Vehicle Ref	Displays a database-generated tracking number for the record.
Go To Stolen	Opens the Stolen/Recovered Vehicles module and displays the highlighted Stolen/Recovered Vehicle record.
Link	Opens the Stolen/Recovered Vehicle Search. Once the record is located, click **OK** to link the record to the Incident module.
Unlink	Removes the link between the Incident record and the highlighted Stolen/Recovered Vehicle record.
Go To Vehicle	Opens the Master Vehicle Index module and displays the highlighted Master Vehicle Index record.

Subs/Master Tab

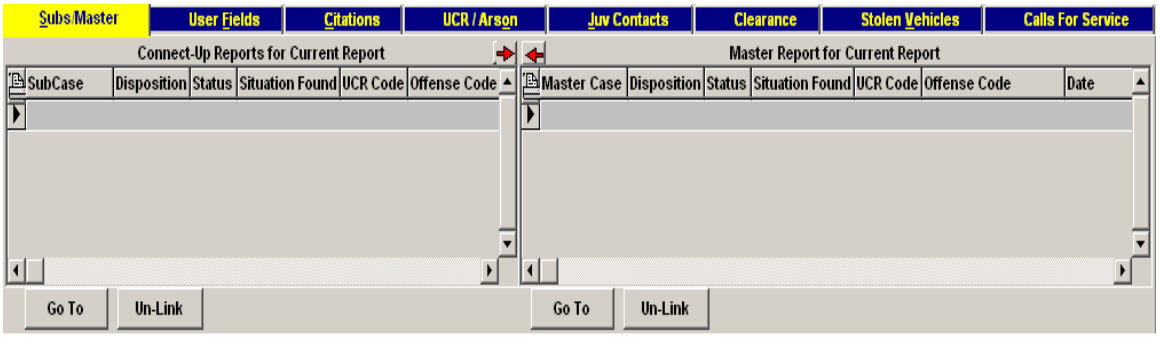
This combination tab provides a unique functionality; it may be used to link incidents together or to connect-up Incident reports. The same fields are relevant for both the Sub and the Master. Incidents will be listed with the same information according to the intended link. Most fields on this tab are read-only, except for the Type and Comment fields.

NOTE Data must be updated in the module in which the record was created.

Linking Incident Reports

In some situations, there will be multiple incidents related in a hierarchical manner. For example, there may be an incident of "Armed Robbery" with another related incident of "Shooting." Both incidents, however they are related, will be separate Incident records in the RMS. The Subs/Master Tab allows you to establish a link between the two Incident records. Your Department will establish standards for determining which incident is the Master and which is the Sub.

The fields on the Subs Case and Master Case blocks are the same, as described in the following table:



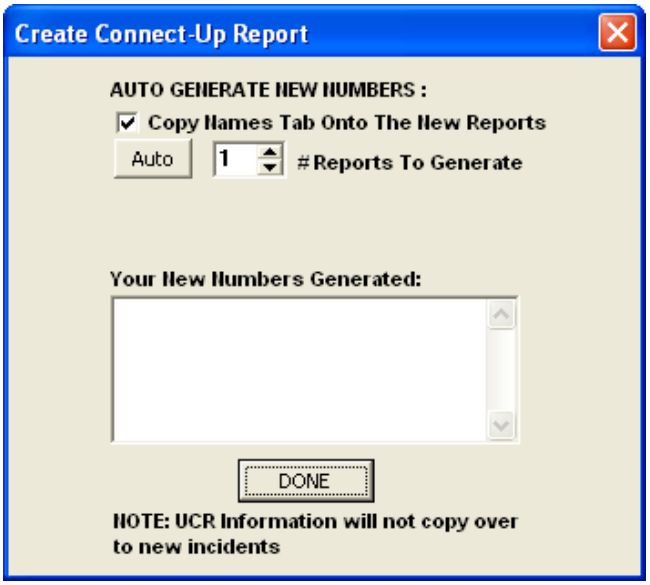
Subs/Master Tab Fields/Components	
Field/Component	**Description/Use**
Connect-Up Reports for Current Report	
	Opens the Export Data window for this grid.
SubCase	Displays the Incident numbers for Sub Case(s) linked to the current Incident report. Click **…** to access the Incident Search and search for an existing Incident report number. Once the record is located, click **OK** to link the record to the Incident module.
Disposition	Displays a code identifying the disposition of the incident. Click the down arrow to access the lookup list of codes.

Subs/Master Tab Fields/Components	
Field/Component	**Description/Use**
Status	Displays a code identifying the status of the incident. Click the down arrow to access the lookup list of codes.
Situation Found	Displays a code identifying the situation found by the officer responding to the call. Click the down arrow to access the lookup list of codes.
UCR Code	Displays a code identifying the UCR classification of the sub-report. Click the down arrow to access the lookup list of codes.
Offense Code	Displays the primary offense associated with the sub-report.
Date	Displays the date the link between the two Incident records was established. This follows the standard date format of DD/MM/YYYY.
Type	Displays a code identifying the type of incident being linked. Click the down arrow to access the lookup list of codes.
Comment	Displays a comment or description of why the incidents are linked. Double click the field to expand it.
Go To	Opens the Incident module and displays the highlighted record.
Unlink	Removes the link between the current Incident record and the highlighted Incident record.
Master Report for Current Report	
	Opens the Export Data window for this grid.
Master Case	Displays the Incident number(s) for any Master Case(s) linked to the current Incident report. Click **…** to access the Incident Search and search for an existing Incident report number. Once the record is located, click **OK** to link the record to the Incident module.
NOTE All other fields for the Master Report are identical to the fields described in the Connect-Ups Report section.	

Using Connect-Up

The Subs/Master tab also displays Incident reports connected using the Create Connect-up functionality. This requires a custom interface between a department's Computer Aided Dispatch (CAD) and the RMS. Through this custom interface, the RMS will request additional incident numbers from the CAD; the RMS will then create these Incident reports and the data from the original Incident report can populate the new reports. The new reports will be shown on this tab as sub-cases. This functionality is discussed later in this section.

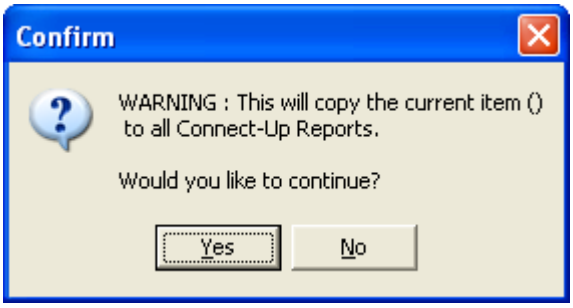
IMPORTANT See the Create Connect-up Function section later in this section for additional information on this feature.



Linking Documents and Required Items using Connect-Ups

Court documents or other required items can be linked to all Incident reports connected by the Create Connect-Up functionality. These items can be linked to the connected Incident reports from the Incidents > Document Distribution or Required Items tabs' **Copy To Connect-Ups** button.

When clicked, **Copy To Connect-Ups** triggers the following dialog box:



If you click Yes, a confirmation box appears:

The copied required item or document can now be found under the linked Connect-Ups Incidents' > Required Items or Document Distribution tab.

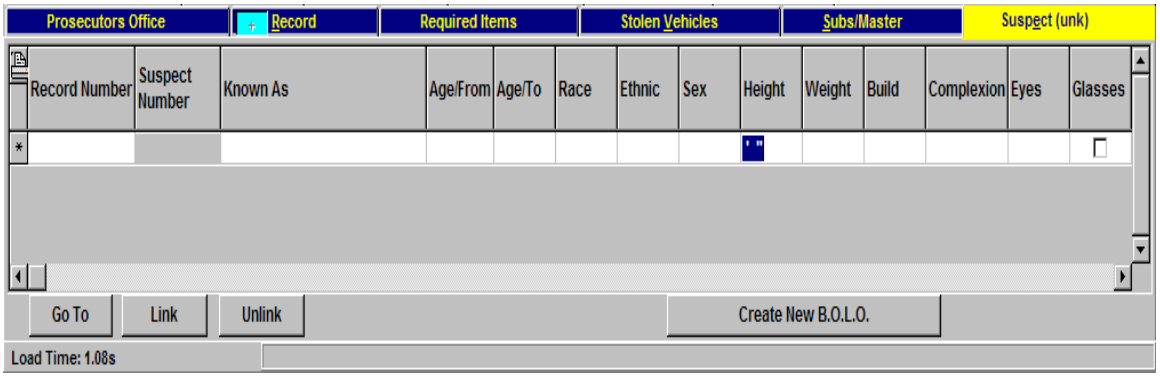
IMPORTANT Incidents, required items, and documents will not link or "connect-up" properly unless you have *saved* all changes to the open Incident record under the Subs/Master, Required Items and Document Distribution tabs *before* attempting to use the **Copy To Connect-Ups** button.

Suspect Unk (Unknown) Tab

This dual-entry tab allows any number of Suspect records to be linked to the current Incident record. There are two methods to link a suspect with an incident:

First, a suspect record may be created in the Suspect module and linked to the Incident record. Second, a Suspect record can be created and linked to an Incident record by entering the data on the Suspects tab. When the cursor is placed in the Known As field and a character is entered, a confirmation box will appear asking if you would like to add a suspect. You can then click **Yes** and enter the suspect data on the tab. Once the data is saved, a Suspect record will be linked to the incident and created in the Suspects module.

Once the Suspect (unknown) information is entered, you can automatically create a B.O.L.O. record by clicking **Create New APB**. The Suspect (unknown) information entered on the grid will transfer to the B.O.L.O. record and the Suspect (unknown) module will appear on the screen with the data populated from the tab. This saves you from needing to re-enter the same information twice. Once the Suspect (unknown) and the B.O.L.O. information are entered, the records will automatically be linked back to the incident.

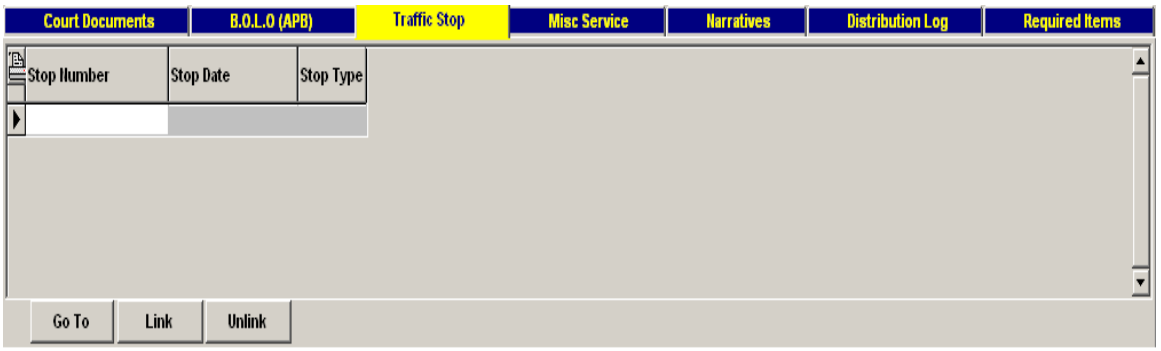


Suspect (unknown) Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Record Number	Displays the record number assigned to the Suspect (unknown) record.
Suspect Number	Displays the suspect number assigned to this incident.
Known As	Displays the name by which the suspect is known.
Age/From - To	Displays the age range of the suspect, if provided by victims/witnesses.
Race	Displays a code identifying the race of the suspect.
Ethnic	Displays a code identifying the ethnic background of the suspect.
Sex	Displays a code identifying the gender of the suspect.
Height	Displays the height of the suspect. If a height range is provided by victims/witnesses, enter a single height here from the middle of the range given.
Weight	Displays the weight of the suspect. If a weight range is provided by victims/witnesses, enter a single weight here from the middle of the range given.
Build	Displays a code identifying the build (frame) of the suspect.
Complexion	Displays a code identifying the suspect's skin complexion.
Eyes	Displays a code identifying the color of the suspect's eyes.
Glasses	Indicates whether the suspect wears glasses.
Hair	Displays a code identifying the color of the suspect's hair.
Hair Length	Displays a code identifying the length of the suspect's hair.
Voice	Displays a code identifying the voice quality of the suspect.
Facial Hair	Displays a code identifying any type of facial hair the suspect has.
Facial Hair Color	Displays a code identifying the color of the suspect's facial hair.
Peculiarities	Displays any peculiarities known about the suspect. Double click to expand the text box.
Clothing Description/ Comments	Displays comments about the suspect's clothing. Double click to expand the text box.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.

Suspect (unknown) Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Go To	Opens the Suspect module and displays the highlighted record.
Link	Opens the Suspect Search. Once a record is located, click **OK** to link the record to the Incident module.
Unlink	Removes the link between the Incident record and the highlighted Suspect record.
Create New BOLO	Opens the B.O.L.O. module and creates a new B.O.L.O. (APB) for the highlighted Suspect record; much of the data will be transferred from the tab.

Traffic Stop Tab

This linking tab allows any number of Traffic Stop records to be linked to the current Incident record. All fields on this tab are read-only, and data cannot be added, deleted, or edited here. The linked Traffic Stop record data can only be modified in the Traffic Stop module itself. All data fields on this tab are populated automatically from an existing Traffic Stop record once the link is made.

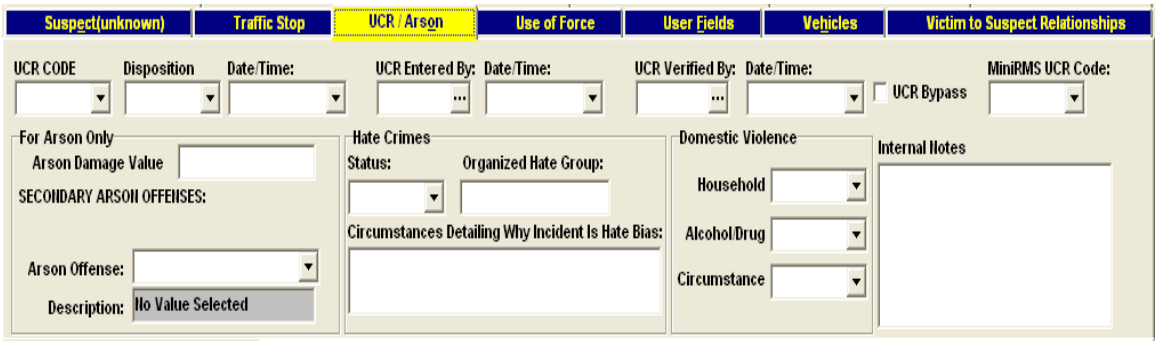


Traffic Stop Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.

Traffic Stop Tab Fields/Components	
Field/Component	**Description/Use**
Stop Number	Displays the unique number assigned to the Traffic Stop record.
Stop Date	Displays the date the traffic stop occurred.
Stop Type	Displays a code identifying the type or reason for the stop.
Go To	Opens the Traffic Stop module and displays the highlighted record.
Link	Opens the Traffic Stop Search. Once the record is located, click **OK** to link the record to the Incident module.
Un-Link	Removes the link between the Incident record and the highlighted Traffic Stop record.

UCR/Arson Tab

This information tab displays secondary arson data related to the displayed incident; this information may be used for UCR or NIBRS reporting. All required UCR Information pertaining to arsons might be stored in this module.



UCR / Arson Tab Fields/Components	
Field/Component	**Description/Use**
UCR Code	Displays a code identifying the UCR code. Click the down arrow to access the lookup list of codes.
Disposition	Displays a code identifying the disposition of the arson. Click the down arrow to access the lookup list of codes
Date/Time	Displays the date and time when the UCR disposition was entered. Click the down arrow to access the Calendar utility.

UCR / Arson Tab Fields/Components	
Field/Component	**Description/Use**
UCR Entered By:	Displays the employee who entered the UCR code. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Date/Time	Displays the date and time when the UCR was entered. Click the down arrow to access the Calendar utility.
UCR Verified By:	Displays the employee who verified the UCR code. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Date/Time	Displays the date and time when the UCR was verified. Click the down arrow to access the Calendar utility.
UCR Bypass	To be used when a department is only an assisting agency on a case and does not want an incident to be calculated in UCR totals. Checking this box informs UCR that the incident should not be counted.
MiniRMS UCR Code	Displays the miniRMS UCR code, if necessary. Click the down arrow to access the lookup list of codes.
For Arson Only	
Arson Damage Value	Displays the estimated dollar value of the damage caused by the arson, formatted in U.S. Dollars.
Arson Offense	Displays a code identifying the type of arson offense. Click the down arrow to access the lookup list of codes.
Description	Displays the description of the arson offense related to the code selected; this data is automatically inserted based on the Arson Offense code.
Hate Crimes	
Status	Displays a code identifying the status of the hate crime. Click the down arrow to access the lookup list of codes.
Organized Hate Group	Displays the name of the hate group.
Circumstances Detailing Why Incident Is Hate Crime	Displays comments concerning the circumstances surrounding the incident and why it has a hate bias.
Domestic Violence	
Household	Displays a code identifying the domestic living situation. Click the down arrow to access the lookup list of codes.

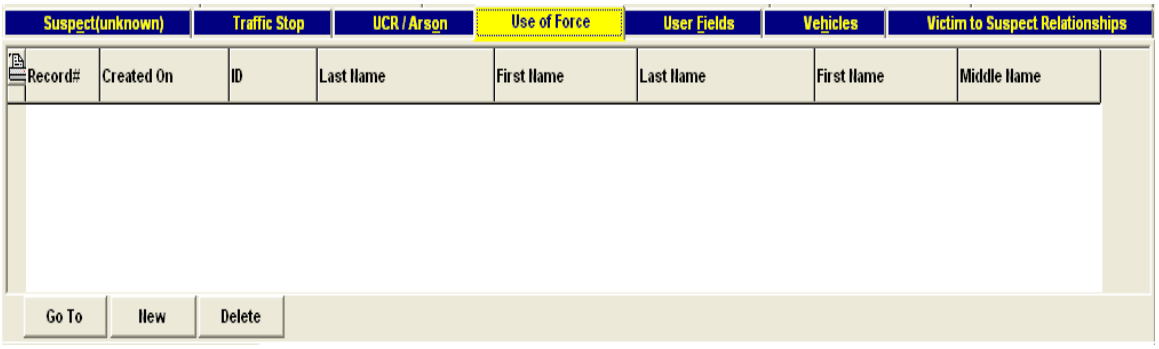
UCR / Arson Tab Fields/Components	
Field/Component	**Description/Use**
Alcohol/Drug	Displays a code identifying whether alcohol and or drugs were involved in the incident. Click the down arrow to access the lookup list of codes.
Circumstance	Displays a code identifying the circumstances surrounding the domestic violence. Click the down arrow to access the lookup list of codes.
Internal Notes	Displays any notes regarding this tab. Double click this field to expand it.

Use of Force Tab

This linking tab allows any number of Use of Force records to be linked to the current Incident record. All fields on this tab are read-only and data cannot be added, deleted, or edited here. The linked Use of Force record data can only be modified in the Use of Force sub-module itself. All data fields on this tab are populated automatically from an existing Use of Force record once the record is saved.

By clicking **New**, you can go directly into the Use of Force sub-module and begin entering data related to the record. Once the Use of Force sub-module record is completed, the link to the Incident will be made automatically.

IMPORTANT Clicking **New** on this tab opens the Use of Force sub-module to create a new Use of Force record. See the *Use of Force Sub-Module* section later in this section for additional information.

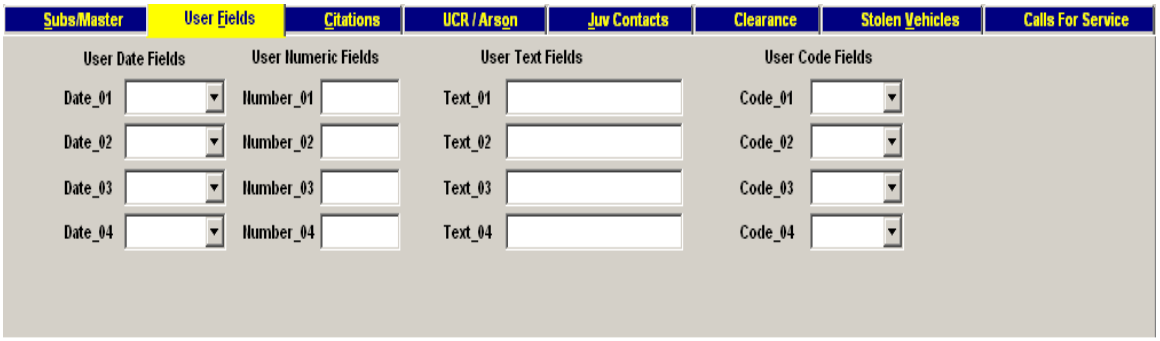


Use of Force Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Record #	Displays the unique number assigned to the Use of Force record.

Use of Force Tab Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
ID	Displays the Employee ID number of the employee linked to the Use of Force sub-module.
Last Name	Displays the last name of the employee linked to the Use of Force sub-module.
First Name	Displays the first name of the employee linked to the Use of Force sub-module.
Subject	
Last Name	Displays the last name of the subject identified in the Use of Force sub-module.
First Name	Displays the first name of the subject identified in the Use of Force sub-module.
Middle Name	Displays the middle name of the subject identified in the Use of Force sub-module.
Go To	Opens the Use of Force sub-module and displays the highlighted Use of Force record.
New	Creates a new Use of Force record by opening the Use of Force sub-module. IMPORTANT Click to initially open and create the first Use of Force record.
Delete	Deletes the highlighted row.

User Fields Tab

This information tab provides the flexibility to create up to four additional fields for each field type:

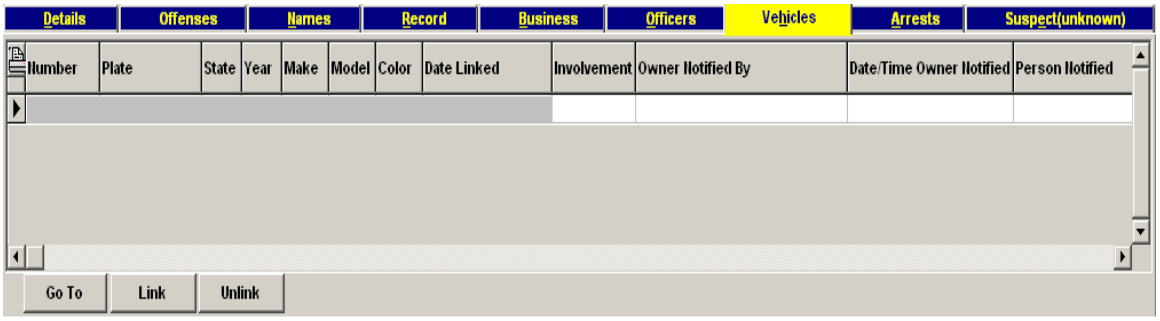


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Vehicles Tab

The Vehicles tab stores vehicle information related to the incident. This combination tab allows any number of Master Vehicle Index records to be linked to the current Incident record. Some of the fields on this tab are read-only and data cannot be added, deleted, or edited here. However, data may be entered directly in the following fields: Involvement, Date/Time Owner Notified, Person Notified, Vehicle Value, Returned By, Date/Time Returned, and Comment. The linked Master Vehicle Index record read-only data can only be modified in the Master Vehicle Index module itself.



Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Number	Displays the vehicle number assigned to the vehicle for this incident.

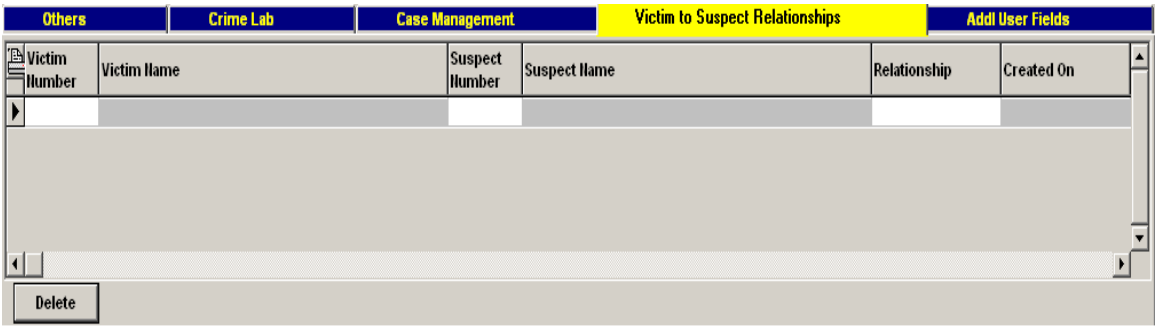
Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Plate	Displays the license plate number of the vehicle linked to the displayed Incident record.
State	Displays the state issuing the license plate on the vehicle.
Year	Displays the model year of the vehicle.
Make	Displays a code identifying the make of the vehicle.
Model	Displays a code identifying the model of the vehicle.
Color	Displays a code identifying the color of the vehicle.
Date Linked	Displays the date/time the link between the vehicle record and the current incident record was established.
Involvement	Displays a code identifying the relationship between the vehicle and the Incident Report. Click the down arrow to access the lookup list of codes.
Owner Notified By	Displays the method by which the owner was notified.
Date/Time Owner Notified	Displays the date/time the owner was notified. Click the down arrow to access the Calendar utility.
Person Notified	Displays the name of the individual notified. Double click the field to expand it.
Vehicle Value	Displays the value of the vehicle as recorded in the Master Vehicle Index module.
Returned By	Displays the name of the individual responsible for returning the vehicle to the owner.
Date/Time Returned	Displays the date and time that the vehicle was returned to the individual. Click the down arrow to access the Calendar utility.
Comment	Displays an overall comment about the vehicle and its involvement with this Incident. Double click the field to expand it.
Title	Displays the vehicle title number.
Company	Displays the name of the company insuring the vehicle.
Policy Number	Displays the insurance policy number covering the vehicle.
Expires	Displays the date the insurance policy expires.
Go To	Opens the Master Vehicle Index module and displays the highlighted Master Vehicle Index record.
Link	Opens the Master Vehicle Index Search. Once the record is located, click **OK** to link the record to the Incident module.

Vehicles Tab Fields/Components	
Field/Component	**Description/Use**
Un-Link	Removes the link between the Incident record and the highlighted Master Vehicle Index record.

Victim to Suspect Relationship Tab

This information tab displays the known relationship between the victims and suspects for this incident. The information available in this tab is dependent upon the data entered into the Names tab.

NOTE In order for victims and suspects to be available in this tab, the names entered in the Names tab must have been assigned an involvement of either victim or suspect.



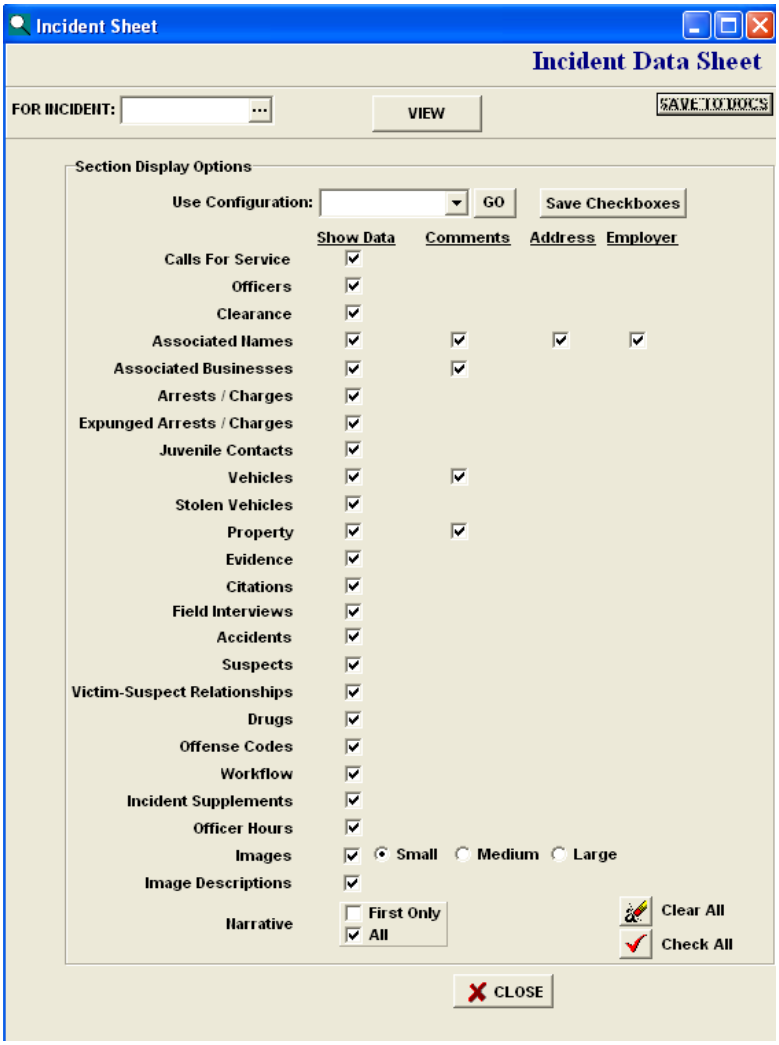
Victim to Suspect Relationship Tab Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Victim Number	Displays the victim number assigned to this victim on the Names tab. Click the down arrow to access the lookup list of codes. IMPORTANT The names available in the victim lookup list of codes are dependent upon the names entered in the Name tab that have an involvement of victim.
Victim Name	Displays the name of the victim corresponding to the selected victim number; this name will appear after the record is saved.

Victim to Suspect Relationship Tab Fields/Components	
Field/Component	**Description/Use**
Suspect Number	Displays the suspect number assigned to this suspect. Click the down arrow to access the lookup list of codes. IMPORTANT The names available in the suspect lookup list of codes are dependent upon the names entered in the Name tab that have an involvement of suspect.
Suspect Name	Displays the name of the suspect corresponding to the selected suspect number; this name will appear after the record is saved.
Relationship	Displays a code identifying the victim-to-suspect relationship. Click the down arrow to access the lookup list of codes.
Created On	Displays the date and time the original row was created. This automatic date and time stamp occurs upon inserting data into a new row.
Created By	Displays the ID of the user who created the row. This is automatically populated based on the login of the user who created the row and occurs upon inserting data into a new row.
Updated On	Displays the date and time the row was last updated. This automatic date and time stamp occurs upon changing a row and posting the change.
Updated By	Displays the ID of the user who last updated the row. This is automatically populated based on the login of the user who updated the row and occurs upon saving changes to a row.
Delete	Deletes the highlighted row.

Using the Data Sheet Function

The Data Sheet function is available by clicking , located in the upper left corner of the Incident module. This function allows you to view or print an Incident Data Sheet; this data sheet can include data in the system that pertains to the current incident.

When you click , the Incident Data Sheet dialog box appears:



This Incident Data Sheet dialog box can be used to customize the data to be included on the sheet. You are able to toggle any of the data listed on or off by checking the applicable box. Once the report data required has been determined, you have the option of saving the report, viewing the report on the screen, or printing it.

Incident Data Sheet Components	
Component	**Description/Use**
For Incident	Displays the incident number. Click **…** to access the Incident Search and search for an existing record.
SAVE	Saves the data sheet to a file by opening the Choose Options window, allowing you to browse to a location to save the document, export and save it as a PDF, Excel, or Word document or open the file after it is saved.

Incident Data Sheet Components	
Component	**Description/Use**
PRINT	Displays the Report Destination dialog box from which you can decide if you would like to display or print data related to the record currently selected.
VIEW	Displays the data sheet on the screen and allows you to choose any of the options available with the Ace Viewer utility. For a detailed explanation of the Ace Viewer screen, see the section on the Ace Viewer in the RMS Overview section of the *RMS User Navigation Manual*.
SAVE TO DOCS	This will save a PDF copy of the data sheet to the Document Viewer on the Incident record.
Use Configuration	This function provides the department with the ability to define parameters for a report and reuse the parameters based on a report name. A System Administrator can create and add a report name to the lookup list of codes. Once the report name is added, you can select the name of the new report. Click the down arrow to access the lookup list of codes for pre-defined report configurations. The parameters of the report may be defined by checking boxes next to the data that should be included. Once you select the parameters, click **Save Check boxes** to attach the defined parameters to the report name.
GO	Selects all of the display options chosen for the pre-defined report configurations.
Save Check boxes	Allows you to check boxes and associate them with a User Configuration code for pre-defined report configurations.
	Clears all the checks in the boxes in the Display Options section.
	Checks every box in the Display Options section.
CLOSE	Closes the Data Sheet dialog box/window.

Create Connect-Up Report

The RMS provides a quick and easy method to create any number of additional reports to be linked to the primary ("key") report. These additional reports are generated by officers – as needed – directly through the "Subs/Master" function of the RMS Incident Module.

When directed to do so, the RMS system obtains a new report number directly from the CAD system through the CAD/RMS application interface. This feature eliminates the need for contacting dispatch and asking them to issue a new number, as well as the labor of handwriting or typing a second report from scratch.

All "Sub" reports are automatically linked to the "Master" report from the SUBS/MASTER tab on the Incident module.

- First complete the "key" (or Master as it is known in the RMS) report in its entirety.
- Then click **Create Connect-Up** to create a copy of the Master.
- Finally, add an offense to the newly created "Sub" report and save it.
- If additional "Sub" reports are required, simply repeat these three steps for each report.

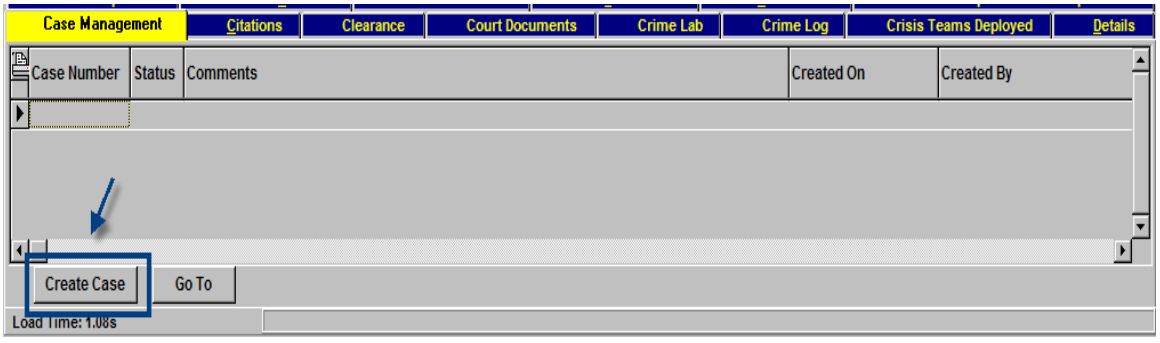
Go To NIBRS/ Transfer data to NIBRS (National Incident Based Reporting System)

This function is for departments that use the National Incident Based Reporting System (NIBRS). Clicking **Go to NIBRS** launches the NIBRS validation application and automatically loads the data from the current incident.

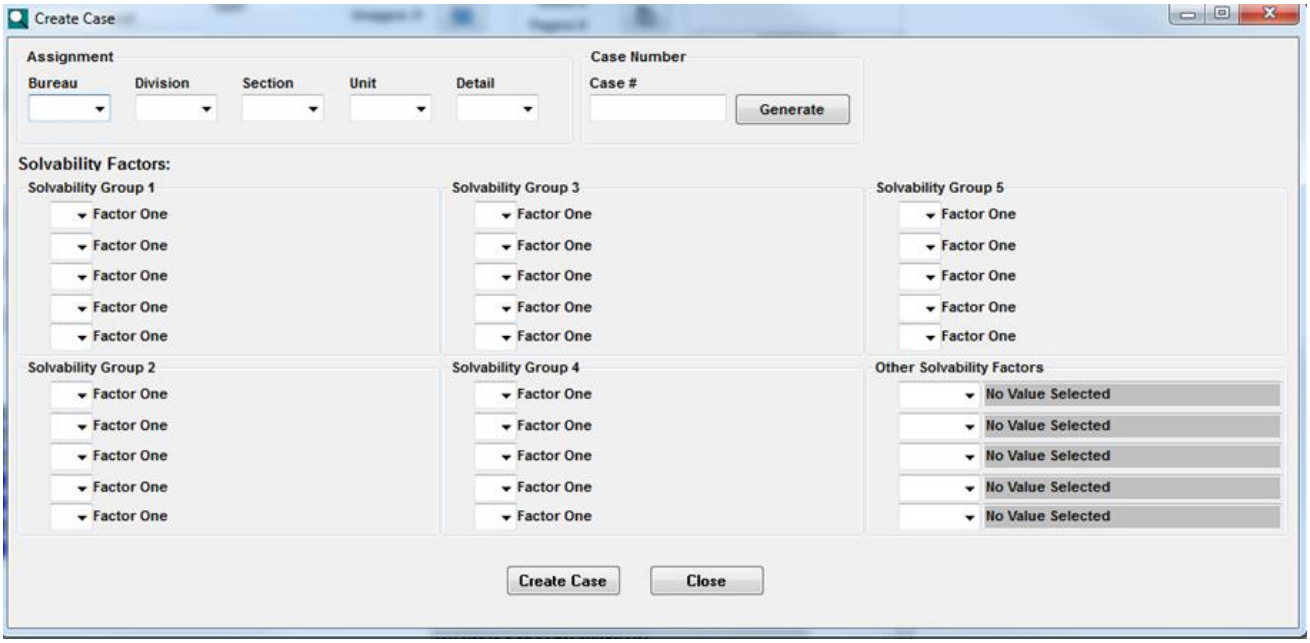
Click **Transfer data to NIBRS** to send the current incident data to the NIBRS application without user confirmation.

Create Case Function

The Create Case function enables the creation of a Case Management record from within the Incident module. The system allows you to assign the case and enter solvability factors regarding the case.



This function is accessed from the Incident module > Case Management tab by clicking **Create Case**.



Create Case Function Fields/Components	
Field/Component	**Description/Use**
Assignment	
Bureau	Displays a code identifying the bureau (Level 1) that will be assigned to the case. Click the down arrow to access the lookup list of codes.
Division	Displays a code identifying the division (Level 2) that will be assigned to the case. Click the down arrow to access the lookup list of codes.
Section	Displays a code identifying the section (Level 3) that will be assigned to the case. Click the down arrow to access the lookup list of codes.
Unit	Displays a code identifying the unit (Level 4) that will be assigned to the case. Click the down arrow to access the lookup list of codes.
Detail	Displays a code identifying the detail (Level 5) that will be assigned to the case. Click the down arrow to access the lookup list of codes.
Case Number	
Case #	Displays the Case Number.

Create Case Function Fields/Components	
Field/Component	**Description/Use**
Generate	Click to auto-generate or manually generate a Case Number. NOTE If a user does not have permission to manually enter the Case Number, the Case # text box is disabled, and the user can only auto-generate the case number. If the conditional FORCE_MANUAL_CASE_NUM is set to True, such that the user is forced to do manual entry of the Case Number, the Generate button is disabled and the user is only allowed to key in the Case Number manually. If the conditional above is set to True, but the user does not have rights to manually enter the Case Number, both the Case # text box and Generate button are disabled. A message is displayed, reminding the user that they do not have rights to enter report numbers.
Solvability Factors	
Solvability Factors (Suspects/Property/ Modus Operandi/ Evidence/Witnesses)	Displays the positive or negative effect the displayed factor will have on the solvability of the case based on the code selected. Click the down arrow to access the lookup list of codes.
Other Solvability Factors	Displays a code identifying other factors that are not listed and applies a positive or negative effect the selected factor will have on the solvability of the case. Click the down arrow to access the lookup list of codes.
Create Case	Creates a Case Management record and links it to the open Incident record.
Close	Closes the Create Case window.

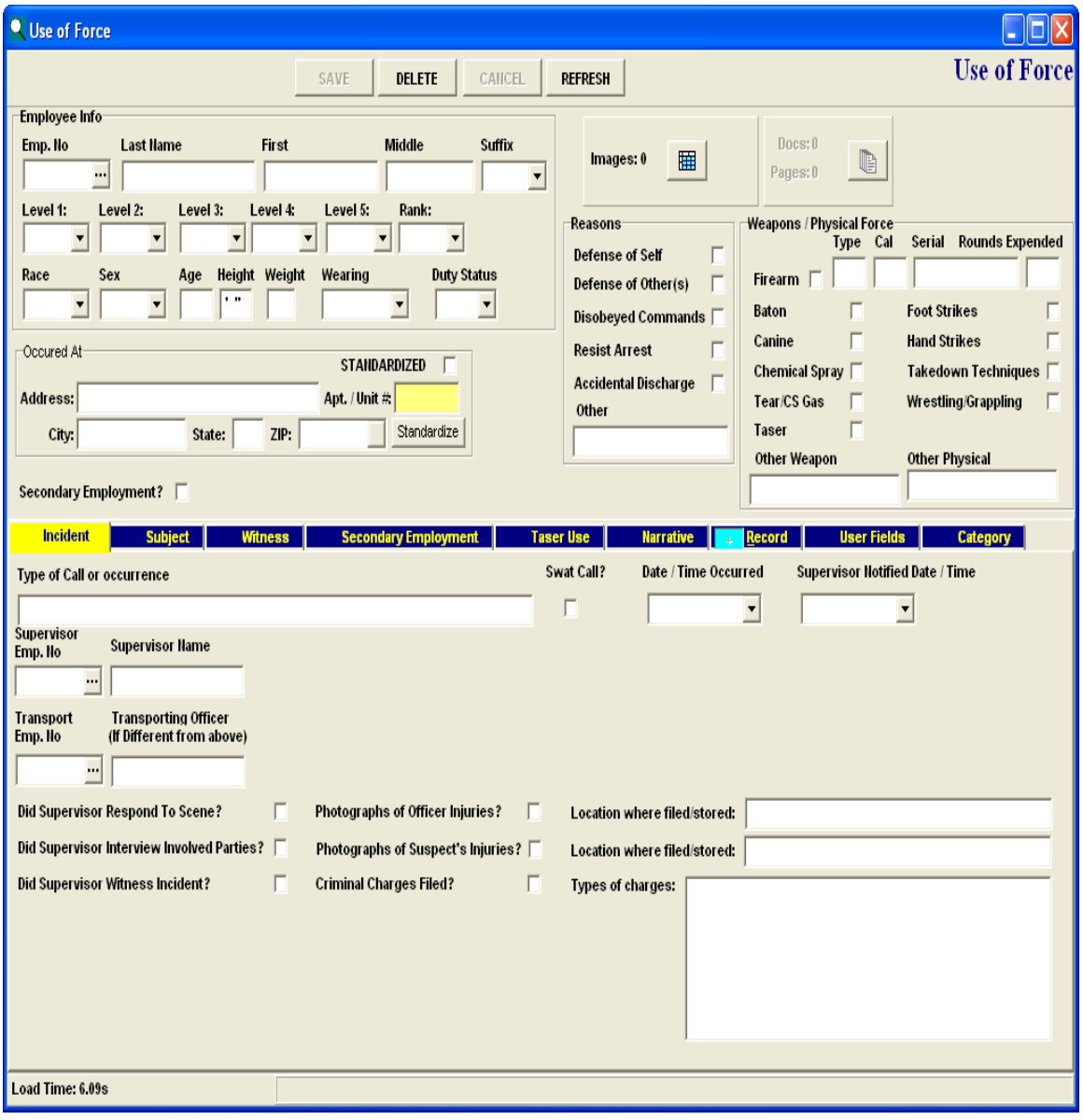
Accessing the Newly Created Case Management Record

Once a Case Management record is created, you may click **GoTo** to open the Case Management record.

Use of Force Sub-Module

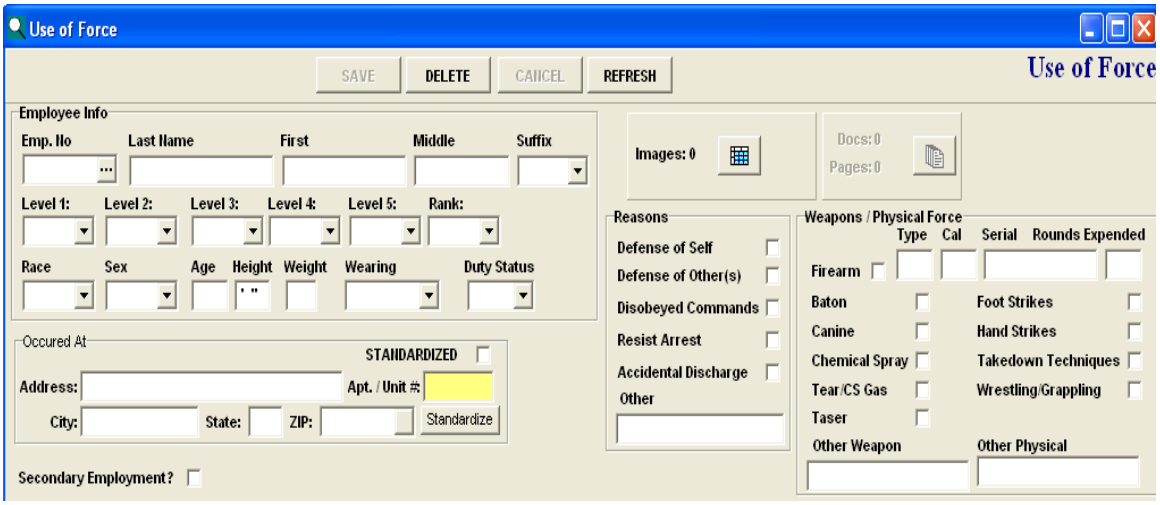
The Use of Force Sub-Module enables the entry and tracking of all data associated with an incident in which force was used. Use of force data can be gathered about the officer, subject and witnesses involved, as well as details about the use of force.

This sub-module is accessed in one of two ways: by highlighting an existing record on the Use of Force tab and clicking **GOTO**, or by clicking **New** to create a new Use of Force record.



Use of Force Sub-Module Header Area

The Use of Force sub-module is composed of two sections: the header area and the tab area. The header area is pictured and described below:



Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Save	Saves the record to the database.
Delete	Deletes the record from the database.
Cancel	Cancels any changes that have been made since the last time the record was saved.
REFRESH	Repopulates the fields of a record with the most current data from the database.
	Standard Image Panel: Click to store image, audio, and video files related to this record.
	Standard Document Viewer: Click to store documents related to this record.
Employee Info	
Emp. No	Displays the ID of the employee involved in the use of force incident. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID. Linking an Employee record will populate information from the Employee record into the Employee Info area.
Last Name	Displays the last name of the employee linked to the Use of Force sub-module.

Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
First	Displays the first name of the employee linked to the Use of Force sub-module.
Middle	Displays the middle name of the employee linked to the Use of Force sub-module.
Suffix	Displays a code identifying the suffix of the employee linked to the Use of Force sub-module. Click the down arrow to access the lookup list of codes.
Level (1 - 5)	Levels 1-5 may be used by an agency to identify the position of the employee in relationship to an organization chart. Initially when an Employee's ID is linked in the Officer field, the fields will automatically be populated by the Org Chart data that has been entered in the Personnel > Master Employee record. You can also click the down arrow in the fields to access the lookup list of codes and change the data in the field. NOTE These fields are populated automatically by data entered in the Org Chart fields of the Personnel > Master Employee record. You can also select a code from the code lists in the fields if required. Data selected from the code list will not update data in the Personnel > Master Employee record.
Rank	Displays a code identifying the employee's rank. Click the down arrow to access the lookup list of codes.
Race	Displays a code identifying the employee's race. Click the down arrow to access the lookup list of codes.
Sex	Displays a code identifying the employee's gender. Click the down arrow to access the lookup list of codes.
Age	Displays the employee's age.
Height	Displays the employee's height.
Weight	Displays the employee's weight.
Wearing	Displays a code identifying what the employee was wearing at the time of the use of force incident. Click the down arrow to access the lookup list of codes.
Duty Status	Displays a code identifying the duty status at the time of the use of force incident. Click the down arrow to access the lookup list of codes.
Occurred At	
STANDARDIZED	Indicates if this address has been standardized.
Address	Displays the street address where the use of force incident occurred.

Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Standardize	Allows you to standardize the address using the Address Server.
City	Displays the city in which the use of force incident occurred.
State	Displays the state in which the use of force incident occurred.
ZIP	Displays the zip code in which the use of force incident occurred. Click the down arrow to access the lookup list of codes.
Secondary Employment?	Indicates if the use of force incident occurred while working at a secondary job.
Reasons	
Defense of Self	Indicates whether the reason for the use of force was self-defense.
Defense of Other(s)	Indicates whether the reason for the use of force was the defense of other(s).
Disobeyed Functions	Indicates whether the reason for the use of force was that functions were disobeyed.
Resist Arrest	Indicates whether the reason for the use of force was that the subject resisted arrest.
Accidental Discharge	Indicates whether the reason for the use of force was an accidental discharge.
Other	Displays another reason for the use of force.
Weapons/Physical Force	
Firearm	Indicates that a firearm was involved in the use of force incident.
Type	Displays the type of firearm involved in the use of force incident.
Cal	Displays the caliber of the firearm involved in the use of force incident.
Serial	Displays the serial number of the firearm involved in the use of force incident.
Rounds Expended	Displays the number of rounds expended from the firearm in the use of force incident.
Baton	Indicates that a baton was involved in the use of force incident.
Canine	Indicates that a canine was involved in the use of force incident.
Chemical Spray	Indicates that a chemical spray was involved in the use of force incident.

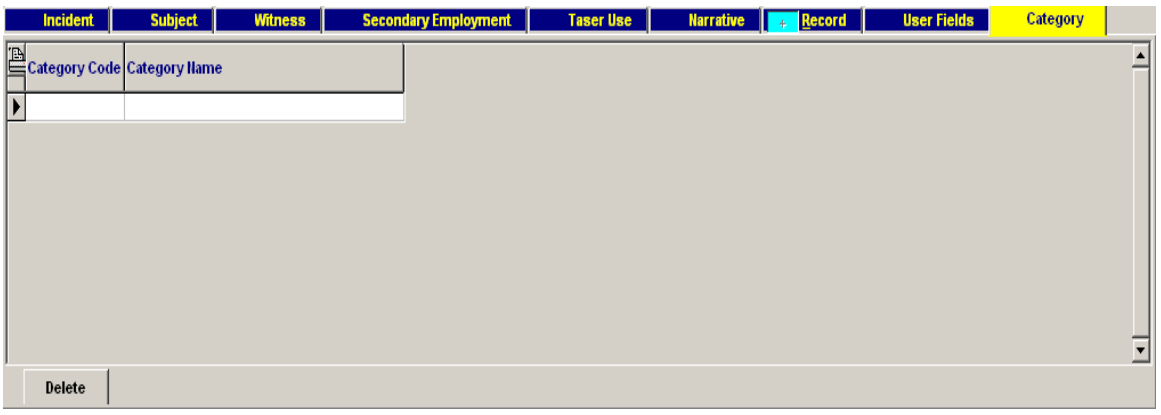
Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Tear/CS Gas	Indicates that a tear/CS gas was involved in the use of force incident.
Taser	Indicates that a Taser was involved in the use of force incident.
Foot Strikes	Indicates that foot strikes were involved in the use of force incident.
Hand Strikes	Indicates that hand strikes were involved in the use of force incident.
Takedown Techniques	Indicates that takedown techniques were involved in the use of force incident.
Wrestling/ Grappling	Indicates that wrestling/grappling was involved in the use of force incident.
Other Weapon	Displays the other weapon involved in the use of force incident.
Other Physical	Displays other physical techniques involved in the use of force incident.

Use of Force Sub-Module Tabs

There are three types of tabs in a module: information tabs that provide additional information about a record, linking tabs that allow you to link another record with the current record, and combination tabs that contain a combination of information fields and linking fields. These tabs are described below:

Category Tab

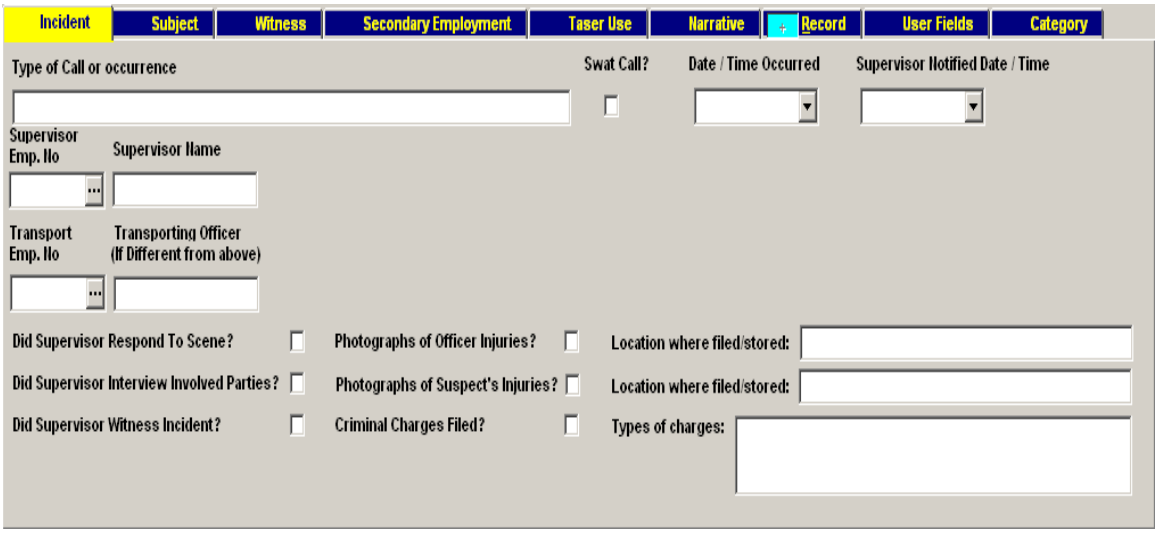
This information tab stores information categorizing the use of force incident.



Category Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
Category Code	Displays a code identifying the category for the use of force incident.
Category Name	Displays the description of the code selected in the Category Code field.
Delete	Deletes the highlighted row.

Incident Tab

This information tab tracks details regarding the use of force incident.

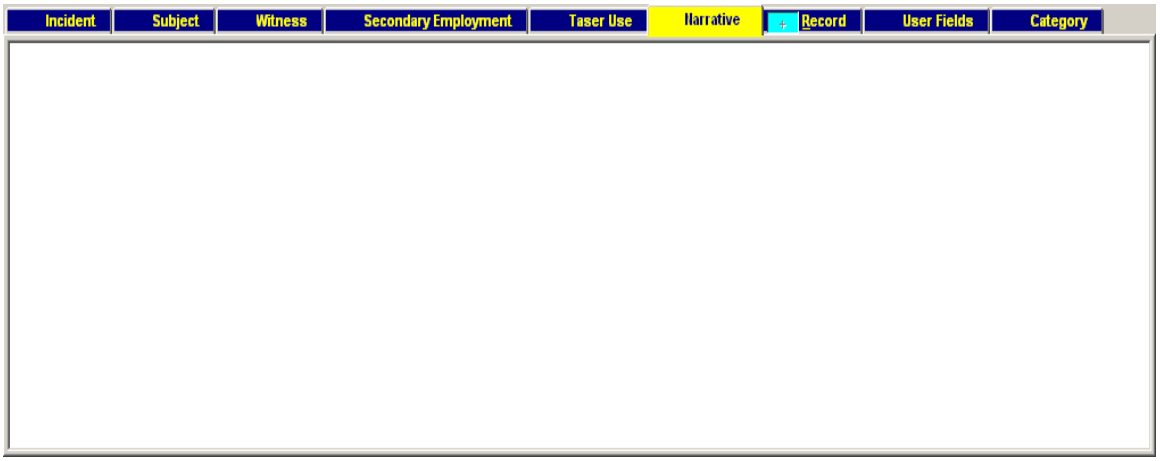


Incident Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Type of Call or occurrence	Displays the type of call or occurrence.
Swat Call?	Indicates if this was a Swat call.
Date/Time Occurred	Displays the date and time the use of force incident occurred. Click the down arrow to access the Calendar utility.
Supervisor Notified Date/Time	Displays the date and time the supervisor was notified of the use of force incident. Click the down arrow to access the Calendar utility.

Incident Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Supervisor Emp. No	Displays the ID number of the supervisor. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Supervisor Name	Displays the name of the supervisor.
Transport Emp. No	Displays the ID number of the transporting officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID.
Transporting Officer (If Different from above)	Displays the name of the transporting officer.
Did Supervisor Respond To Scene?	Indicates if the supervisor responded to the scene.
Did Supervisor Interview Involved Parties?	Indicates if the supervisor interviewed the parties involved.
Did Supervisor Witness Incident?	Indicates if the supervisor witnessed the use of force incident.
Photographs of Officer Injuries?	Indicates if there are photographs of the officer's injuries.
Location where filed/stored:	Displays the location where the photographs of the officer's injuries are stored.
Photographs of Suspect's Injuries?	Indicates if there are photographs of the suspect's injuries.
Location where filed/stored:	Displays the location where the photographs of the suspect's injuries are stored.
Criminal Charges Filed?	Indicates if any criminal charges were filed.
Types of charges:	Displays the types of charges being filed.

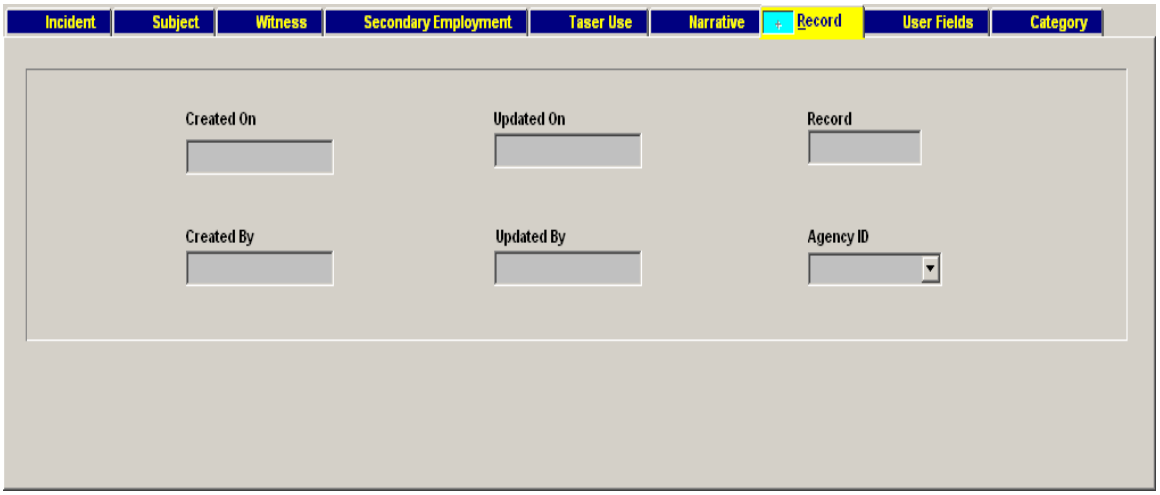
Narrative Tab

This information tab displays any additional narratives regarding the use of force incident.



Record Tab

This information tab stores information about when and by whom the record was created and when and by whom it was last updated. The system automatically inserts this information into the fields when the data is saved. All fields are read-only.

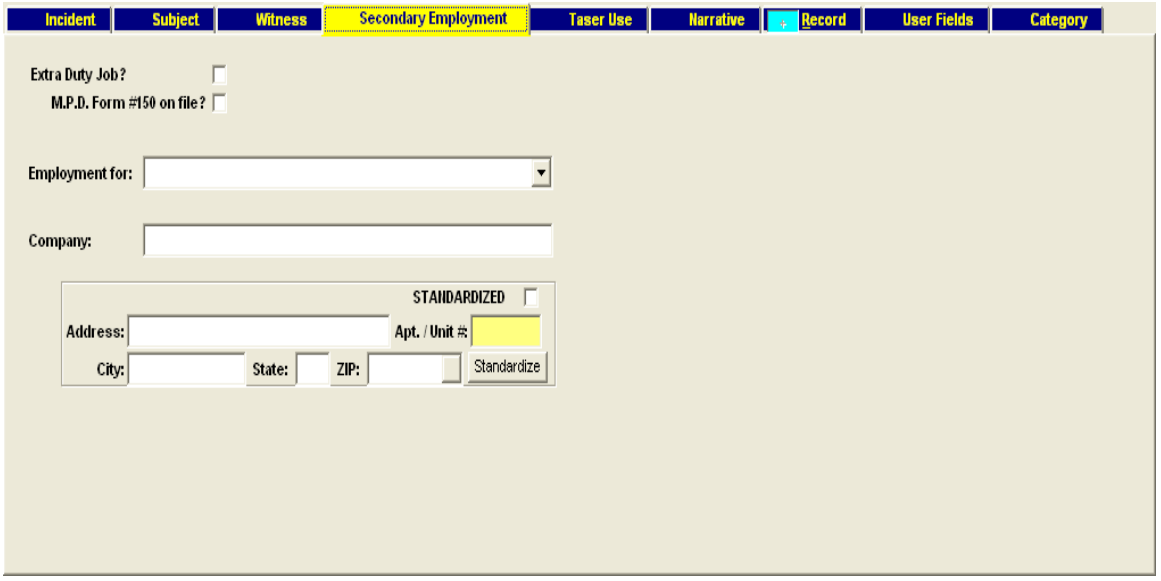


Record Tab, Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.

Record Tab, Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Record	Displays the unique number assigned by the database to identify the record in a table.
Agency ID	Displays the Agency ID of the user that has most recently updated this record.

Secondary Employment Tab

This information tab tracks details regarding the officer's secondary employment.

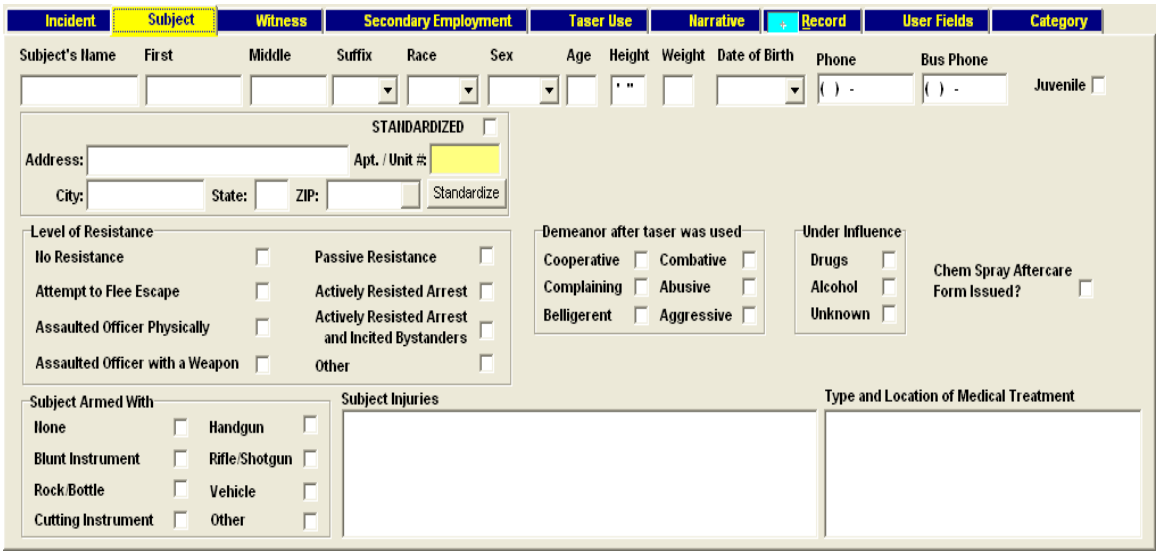


Secondary Employment Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Extra Duty Job?	Indicates that this was an extra duty job.
M.P.D. Form #150 on file?	Indicates if M.P.D Form #150 is on file.

Secondary Employment Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Employment for	Displays a code identifying the purpose of the secondary employment. Click the down arrow to access the lookup list of codes.
Company	Displays the name of the company employing the officer for secondary employment.
STANDARDIZED	Indicates if this address has been standardized.
Address	Displays the street address where the company is located.
Standardize	Allows you to standardize the address using the Address Server.
City	Displays the city in which the company is located.
State	Displays the state in which the company is located.
ZIP	Displays the zip code in which the company is located. Click the down arrow to access the lookup list of codes.

Subject Tab

This information tab tracks details regarding the subject in the use of force incident.



Subject Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Subject's Name	Displays the last name of the subject.

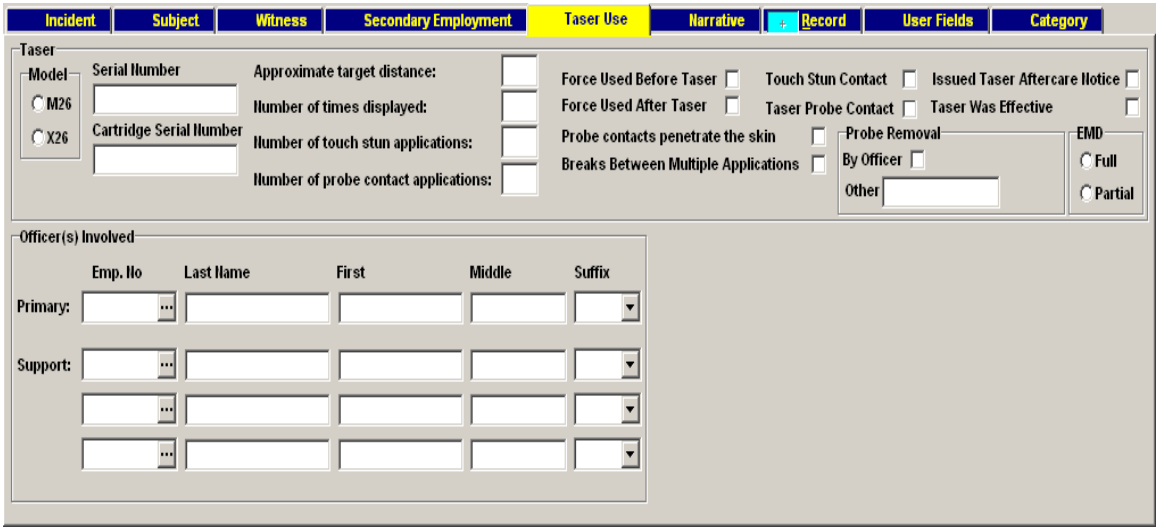
Subject Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
First	Displays the first name of the subject.
Middle	Displays the middle name of the subject.
Suffix	Displays a code identifying the suffix of the subject. Click the down arrow to access the lookup list of codes.
Race	Displays a code identifying the subject's race. Click the down arrow to access the lookup list of codes.
Sex	Displays a code identifying the subject's sex. Click the down arrow to access the lookup list of codes.
Age	Displays the subject's age.
Height	Displays the subject's height.
Weight	Displays the subject's weight.
Date of Birth	Displays the subject's date of birth. Click the down arrow to access the Calendar utility.
Phone	Displays the subject's phone number.
Bus Phone	Displays the subject's business phone number.
Juvenile	Indicates if the subject was a juvenile at the time of the use of force incident.
STANDARDIZED	Indicates if this address has been standardized.
Address	Displays the street address of the subject's primary residence.
Standardize	Allows you to standardize the address using the Address Server.
City	Displays the city in which the subject's primary residence is located.
State	Displays the state in which the subject's primary residence is located.
ZIP	Displays the zip code in which the subject's primary residence is located.
Level of Resistance	
No Resistance	Indicates that no resistance was encountered with the subject.
Attempt to Flee Escape	Indicates that the subject attempted to flee/escape.
Assaulted Officer Physically	Indicates that the subject physically assaulted the officer.

Subject Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Assaulted Officer with a Weapon	Indicates that the subject assaulted the officer with a weapon.
Passive Resistance	Indicates that passive resistance was encountered with the subject.
Actively Resisted Arrest	Indicates that the subject actively resisted arrest.
Actively Resisted Arrest and Incited Bystanders	Indicates that the subject actively resisted arrest and incited bystanders.
Other	Indicates that another level of resistance was encountered with the subject.
Demeanor after Taser was used	
Cooperative	Indicates that the subject was cooperative after the Taser was used.
Complaining	Indicates that the subject was complaining after the Taser was used.
Belligerent	Indicates that the subject was belligerent after the Taser was used.
Combative	Indicates that the subject was combative after the Taser was used.
Abusive	Indicates that the subject was abusive after the Taser was used.
Aggressive	Indicates that the subject was aggressive after the Taser was used.
Under Influence	
Drugs	Indicates that the subject was under the influence of drugs.
Alcohol	Indicates that the subject was under the influence of alcohol.
Unknown	Indicates that it was unknown if the subject was under the influence of any substances.
Chem Spray Aftercare Form Issued?	Indicates if the chemical spray aftercare form was issued to the subject.
Subject Armed With	
None	Indicates that the subject was not armed.
Blunt Instrument	Indicates that the subject was armed with a blunt instrument.
Rock/Bottle	Indicates that the subject was armed with a rock or bottle.
Cutting Instrument	Indicates that the subject was armed with a cutting instrument.

Subject Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Handgun	Indicates that the subject was armed with a handgun.
Rifle/Shotgun	Indicates that the subject was armed with a rifle or shotgun.
Vehicle	Indicates that the subject used a vehicle as a weapon.
Other	Indicates that the subject was armed with another type of weapon.
Subject Injuries	Displays information regarding the subject's injuries.
Type and Location of Medical Treatment	Displays the type and location information for any medical treatment provided to the subject.

Taser Use Tab

This informational tab tracks details regarding the Taser used in the Use of Force incident.



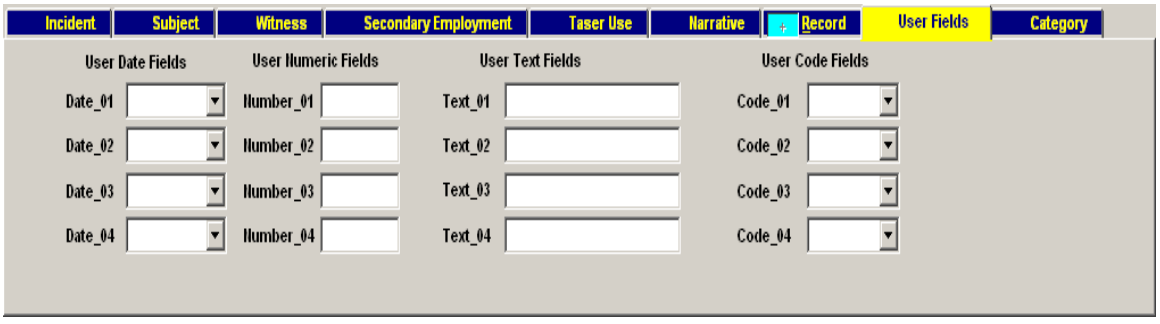
Taser Use Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Taser	
M26	Indicates that the M26 model Taser was used.
X26	Indicates that the X26 model Taser was used.

Taser Use Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Serial Number	Displays the serial number of the Taser used.
Cartridge Serial Number	Displays the cartridge serial number of the Taser used.
Approximate target distance	Displays the approximate distance to the target when the Taser was used.
Number of times displayed	Displays the number of times the Taser was displayed.
Number of touch stun applications	Displays the number of touch stun applications.
Number of probe contact applications	Displays the number of probe contact applications.
Force Used Before Taser	Indicates if force was used before the Taser was used.
Force Used After Taser	Indicates if force was used after the Taser was used.
Probe contacts penetrate the skin	Indicates if probe contacts penetrated the skin.
Breaks Between Multiple Applications	Indicates if they were breaks in-between multiple applications.
Touch Stun Contact	Indicates touch stun contact.
Taser Probe Contact	Indicates Taser probe contact.
Issued Taser Aftercare Notice	Indicates if Taser aftercare notice was issued.
Taser Was Effective	Indicates if Taser use was effective.
Probe Removal	
By Officer	Indicates that the Taser probe was removed by the officer.
Other	Displays that the Taser probe was removed by another party.
EMD	
Full	Indicates full EMD.
Partial	Indicates partial EMD.
Officer(s) Involved	

Taser Use Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Primary – Emp. No	Displays the employee number of the primary officer. If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID. Linking an Employee record will populate information from the Employee record into the subsequent name fields.
Primary – Last Name	Displays the last name of primary officer.
Primary – First	Displays the first name of the primary officer.
Primary - Middle	Displays the middle name of the primary officer.
Primary – Suffix	Displays a code identifying the suffix of the primary officer. Click the down arrow to access the lookup list of codes.
Support (1 - 3) – Emp. No	Displays the employee number of the supporting officer(s). If the Employee ID is known, it may be entered into the field. Upon entry of the Employee ID, the ID is validated against the employee records in the RMS. Click **…** to access the Employee Search to search for the Employee ID. Linking an Employee record will populate information from the Employee record into the subsequent name fields.
Support (1 - 3) – Last Name	Displays the last name of the supporting officer(s).
Support (1 - 3) – First	Displays the first name of the supporting officer(s).
Support (1 - 3) – Middle	Displays the middle name of the supporting officer(s).
Support (1 - 3) – Suffix	Displays a code identifying the suffix of the supporting officer(s). Click the down arrow to access the lookup list of codes.

User Fields Tab: Use of Force Sub-Module

This information tab provides the flexibility to create up to four additional fields for each field type.

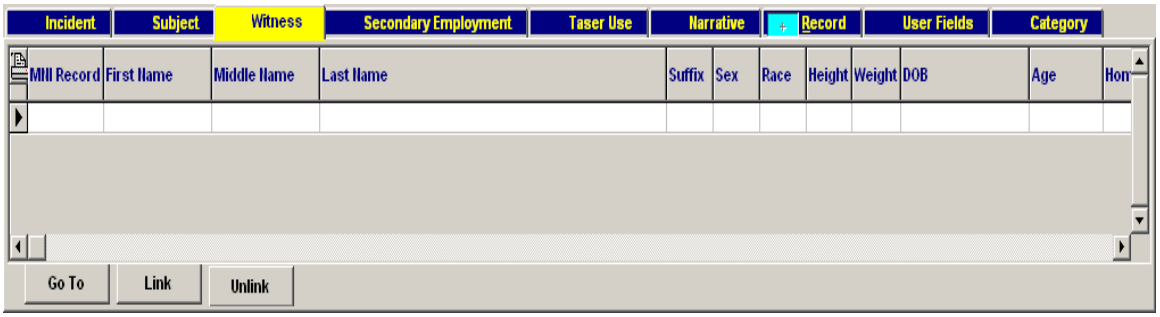


- User Date Fields
- User Numeric Fields
- User Text Fields
- User Code Fields

NOTE Your System Administrator can change these labels using the RMS utilities.

Witness Tab

This linking tab tracks details regarding the witness information for a use of force incident. The witness names can be added in two ways: by linking to an existing Master Name Index record or by manually adding the name information into the grid (this will not create a Master Name Index record for the manually-added witness). An unlimited number of witnesses can be added to this grid.



Witness Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
	Opens the Export Data window for this tab.
MNI Record	Displays a unique record number assigned to the linked Master Name Index record.
First Name	Displays the first name of the witness.
Middle Name	Displays the middle name of the witness.
Last Name	Displays the last name of the witness.
Suffix	Displays the suffix of the witness. Click the down arrow to access the lookup list of codes.
Sex	Displays the witness' sex.
Race	Displays the witness' race.
Height	Displays the witness' height.

Witness Tab > Use of Force Sub-Module Fields/Components	
Field/Component	**Description/Use**
Weight	Displays the witness' weight.
DOB	Displays the witness' date of birth.
Age	Displays the witness' age.
Home Phone	Displays the phone number of the witness' primary residence.
Home Address	Displays the street address of the witness' primary residence.
Home City	Displays the city in which the witness' primary residence is located.
Home State	Displays the state in which the witness' primary residence is located.
Home Zip	Displays the zip code in which the witness' primary residence is located.
Employer Phone	Displays the phone number of the witness' employer.
Employer Street Address	Displays the street address of the witness' employer.
Employer City	Displays the city in which the witness' employer is located.
Employer State	Displays the state in which the witness' employer is located.
Employer Zip	Displays the zip code in which the witness' employer is located.
Created By	Displays the ID of the user who created the record. This is automatically populated based on the login of the user who created the record and occurs upon inserting a new record.
Created On	Displays the date and time the original record was created. This automatic date and time stamp occurs upon inserting a new record.
Updated By	Displays the ID of the user who last updated the record. This is automatically populated based on the user login that updated the record and occurs upon saving changes to a record.
Updated On	Displays the date and time the record was last updated. This automatic date and time stamp occurs upon changing a record and posting the change.
Go To	Opens the Master Name Index module and displays the highlighted Master Name Index record.
Link	Opens the Master Name Index Search. Once the record is located, click **OK** to link the record to the Use of Force sub-module.
Un-Link	Removes the link between the Use of Force record and the highlighted Master Name Index record.

Accessing the Incident Search

The following methods may be used to open the Incident Search:

From the Main Menu:

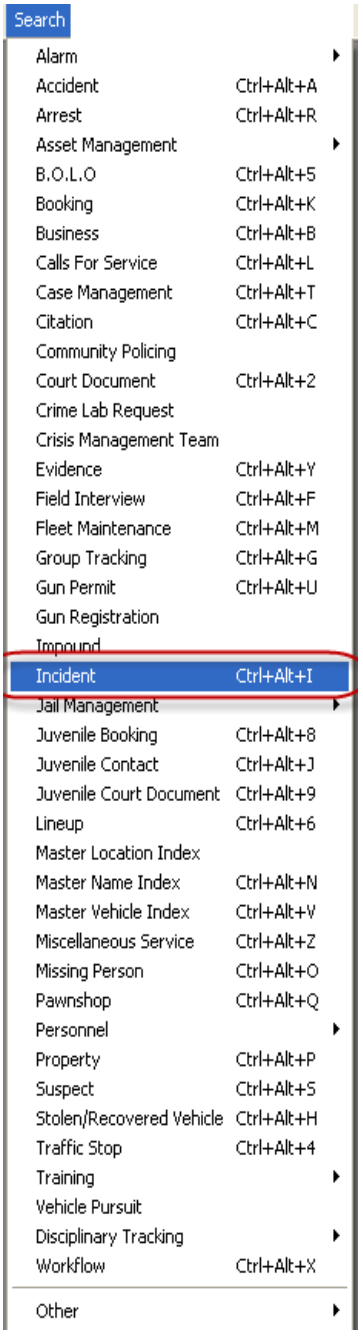
- Select Search > Incident

Using the shortcut key combination:

- Press CTRL + ALT + I

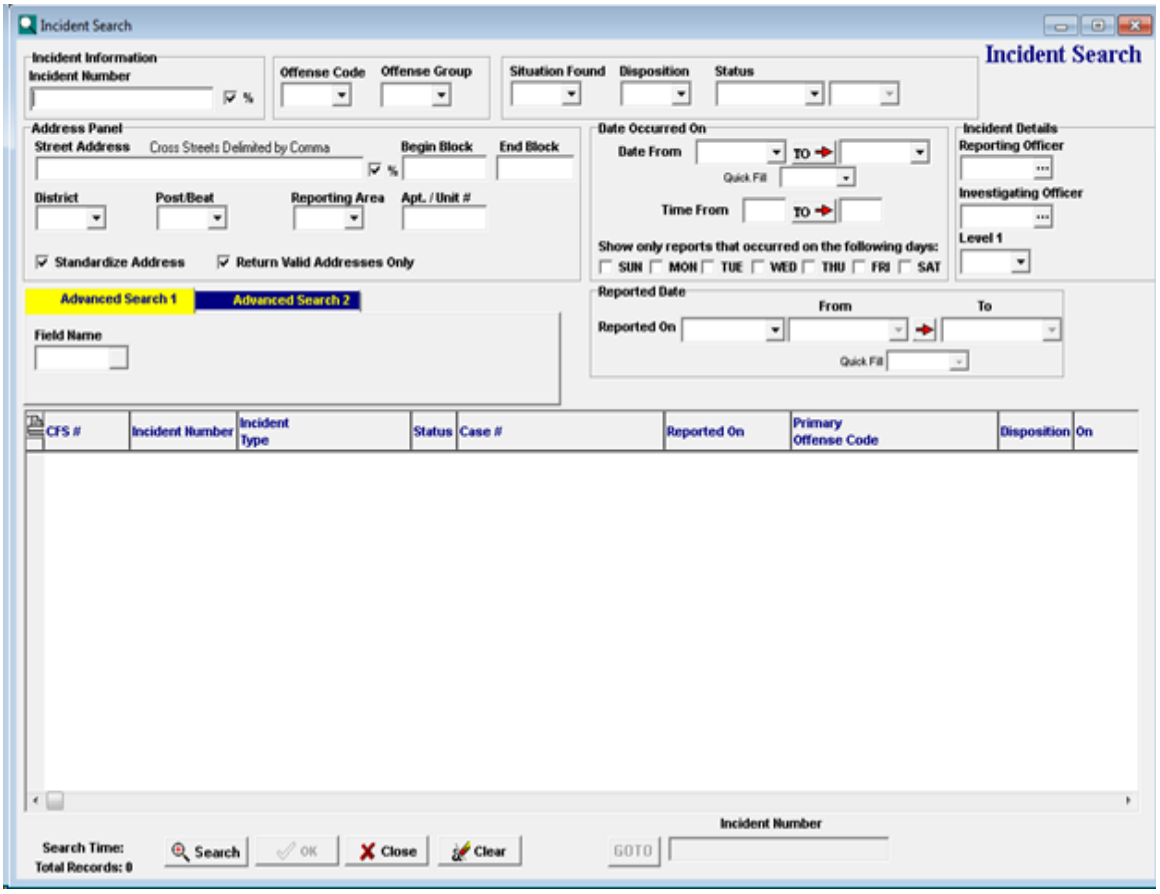
From within the module:

- Click **Search**



Incident Search Parameters

The Incident Search functionality allows you to search for Incident records based on one or more search parameters. An illustration of the window and description of the parameters appear below:



Incident Search Parameters/Components	
Field/Component	**Description/Use**
Incident Information	
Incident Number	The Incident number is the unique report number assigned by the department. Entering an Incident number in this field will search the system for an exact match of the number entered. Using the wildcards will result in "like" matches. You must specify either exact criteria or use wildcard characters in order to initiate a search. The % check box indicates whether to affix a % wildcard to the last character entered into the Incident number field.
Offense Code	Displays the Offense code of an incident report. Click the down arrow to access the lookup list of codes.

Incident Search Parameters/Components	
Field/Component	**Description/Use**
Offense Group	Displays a code identifying the name of the offense group. Click the down arrow to access the lookup list of codes.
Situation Found	Displays a code identifying the situation found by the officer responding to the call. Click the down arrow to access the lookup list of codes.
Disposition	Displays a code identifying the disposition related to the incident. Click the down arrow to access the lookup list of codes.
Status - Boolean	Lists several search functions to allow for a very general or very specific search. Click the down arrow to access a drop-down menu of codes.
Status	Displays a code identifying the status of the incident. Click the down arrow to access the lookup list of codes.
Address Panel	
Street Address	Focuses the searches on the incident(s) that occurred on the specified street name. You may enter cross streets with an ampersand (&) between the street names. For example, you may enter Jackson St & Taylor St to indicate a location at an intersection. The % check box indicates whether to include a wildcard in the search.
Begin Block	Indicates the beginning of an address block on which to search. Using this field will allow you to enter a range of numbers on which to search.
End Block	Indicates the end of an address block on which to search. Using this field will allow you to enter a range of numbers on which to search.
District	Displays a code identifying the district in which the incident occurred. Click the down arrow to access the lookup list of codes.
Post/Beat	Displays a code identifying the post or beat where the incident occurred. Click the down arrow to access the lookup list of codes.
Apt./Unit#	Displays the apartment number of an address block to search on. Using this field will allow you to enter a range of numbers.
Reporting Area	Displays a code identifying the reporting area in which the incident occurred. Click the down arrow to access the lookup list of codes.
Standardize Address	Checking this box will standardize the text of the address entered to match the defined address text on the Address Server before the search results are generated. For example, if you enter Main Street and the word "Street" is defined on the Address Server as "St", the word "Street" will be changed to "St" and the results on the grid will show "Main St".
Date Occurred On	

Incident Search Parameters/Components	
Field/Component	**Description/Use**
Date From/To	Displays a specific date range during which the incident(s) occurred. Click the down arrow to access the Calendar utility.
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Time From/To	Displays a specific time range during which the incident(s) occurred. Click the down arrow to access the Calendar utility.
	Click to populate the To field with the same information as the From field.
Show only reports that occurred on the following days (Sun—Sat)	Check a box to display reports for only those selected days.
Incident Details	
Reporting Officer	Displays the ID of the reporting officer related to the incident. If the Employee ID is known, it may be entered into the field. Click **...** to access the Employee Search to search for the Employee ID.
Investigating Officer	Displays the ID of the investigating officer related assigned to the incident. If the Employee ID is known, it may be entered into the field. Click **...** to access the Employee Search to search for the Employee ID.
Level 1	Displays a code identifying the first level of the organizational chart for the officers involved in an incident. Click the down arrow to access the lookup list of codes.
Reported Date	
Reported On	Allows you to select delimiters for the search range (for example: between, greater than, less than). Click the down arrow to access the lookup list of codes.
From/To	Indicates the incident date range within which to search. Searching within a date range will return all incidents that have a "Reported On" date within that range. Click the down arrow to access the Calendar utility.
	Click to populate the Two field with the same information as the From field.

Incident Search Parameters/Components	
Field/Component	**Description/Use**
Quick Fill	Click the down arrow to access a lookup list of codes for indicating a range of dates in the From/To fields above. IMPORTANT For more information on Quick Fill options, see the "Search Functions" section in the *RMS User Manual*.
Advanced Search Tabs	
Advanced Search (1 - 2)	Allows you to search on a field that appears in the Header of the module IMPORTANT For more information on Advanced Search, see the Search Functions section in the *RMS User Manual*.
Function Buttons	
	Opens the Export Data window for this search.
Search	Initiates a search for a record in the database.
OK	Displays the highlighted Incident record in the Incident module and *closes the search window.*
Close	Closes the search window.
Clear	Clears all the search parameters that were entered for the previous search and clears all search fields.
Go To	Displays the Incident record in the Incident Number field and *leaves the search window open.*
Incident Number	Displays the highlighted Incident number.

Acronym List

***in*PURSUIT Products ACRONYM LIST**	
Acronym	**Definition**
RMS (product)	Records Management System
FBR (product)	Field Based Reporting
CAGIS (product)	Crime Analysis Geographic Information System
BOSS (product)	Batch-Oriented Scanning and Indexing Software
AGI	Address Geocoding Index
BAC	Blood Alcohol Content
BC	Bicycle
BOLO	Be On Look Out
CAD	Computer Aided Dispatch
CFS	Calls For Service
CID	Criminal Investigations Division
COTS	Customer Off the Shelf (non-customized)
CS or C/S	Client Server
DBA	Database Administrator
DISP	Disposition
DL	Driver's License
DOB	Date of Birth
DOD (Scrum)	Definition of Done
DSS	Department of Social Services
DULS/ILS	*in*PURSUIT Login System

DV	Domestic Violence
ECC	Employee Code of Conduct
EEOC	Equal Employment Opportunity Commission
EMD (taser)	Electro-Muscular Disruption
EMS	Emergency Medical Services
ESN	Emergency Service Number
EWS	Early Warning System
GIS	Geographic Information System
GUI	Graphical User Interface
HTML	Hypertext Markup Language
HTTP	Hypertext Transfer/Transport Protocol
ID	Identification
IIS	Internet Information Services
ILS	*in*PURSUIT Login System
IP	Internet Protocol
ISB	Investigations Bureau
JJIS	Juvenile Justice Information System
JPEG	Joint Photographic Experts Group (format for image compression)
LAN	Local Area Network
LDAP	Lightweight Directory Access Protocol
LEOKA	Law Enforcement Officers Killed and Assaulted
LEOSA	Law Enforcement Officers Safety Act
MC	Motorcycle

MLI	Master Location Index
MNI	Master Name Index
MVI	Master Vehicle Index
NCIC	National Crime Information Center
NIBRS	National Incident Based Reporting System
NOS	Network Operating System
ORI	Originating Agency Identifier
OS	Operating System
PDF	Portable Document Format
PNG	Portable Network Graphics
POB	Place of Birth
QA	Quality Assurance
RECNUM	Record Number
SBI	Special Background Investigation
SID	State Identification
SMTs	Scars, Marks, Tattoos
SMTP	Simple Mail Transfer Protocol
SOC	Statement of Charges
SPC	Statement of Probable Cause
SQL	Structured Query Language
SRS	State Agency to oversee social services and state institutions
SRS#	Unique Number assigned to a Juvenile Offender
SSA	Social Security Administration

SSN	Social Security Number
TIFF	Tagged Image File Format
UAC	User Account Control
UCR	Uniform Crime Reporting
UNC	Uniform Naming Convention
URL	Uniform/Universal Resource Locator (www page address)
VIN	Vehicle Identification Number
WF	Workflow
XML	Extensible Markup Language
YSS	Youth Services Section
ZPL	Zebra Programming Language (Used with Zebra Barcode Printing)