

- The following 6 slides contain screen shots illustrating the fields an Officer has available to populate for any given incident within the Incident Creation module of RMS.
 - Note – the vast majority of fields are not required and Officers record data relevant to each incident per training

- The landing page for creating an incident is the Header tab, which is one of 6 tabs available in the user interface.
 - Users can click along the tabs to access the fields relevant to the incident being handled.

Incident - Header

1 of 6

The screenshot shows the 'Header' section of an 'Incident Report' form. At the top, there are navigation buttons: 'Quick Print', 'Print', 'Exit Report', 'Transfer', 'Exit Wizard', and 'Submit for Approval'. Below these are tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments', and 'Incident Validations'. The 'Header' tab is active, showing a breadcrumb trail: 'Report Times & Type(s) > Report Location > Officer(s)'. On the right, it displays 'Agency Name: District 16, Peru' and 'Report#: 2013-PERU-0145 Supp#: 0'. The 'Media/Crime Summary' field contains the text 'Victim was walking...' and has a 'Check Spelling' link below it. There is a 'For Public Release' checkbox which is checked. Below that are dropdown menus for 'Incident Report Agency/District' (set to 'District 16, Peru') and 'Incident Classification' (set to '-Select-'). A section titled '* Incident Types:' contains two lists: 'Available Incident Types' and '* Selected Incident Types'. The 'Available Incident Types' list includes: Harassment Stalking, Hate Crime, Homicide, Impound, Indecency with a Child, Kidnap, Kidnap Aggravated, Liquor Violation, Littering, and Lost Property. There are navigation arrows between the two lists. Below this is a section for entering incident report times, with a red asterisk indicating required fields. It includes fields for 'Report Date' (05/10/2013), 'Time' (0810 Hrs), 'Occurrence Date' (05/10/2013), 'Time' (0810 Hrs), 'to Date', 'to Time', 'Dispatch Date', 'Time', 'On Scene Date', 'Time', and 'Clear Date'. At the bottom, there are 'Back to Previous Section' and 'Continue' buttons.

The incident type selected will dictate which fields become mandatory within each incident report (e.g., a traffic stop will require vehicle information to include license, color, make, etc)

Incident - Offenses

2 of 6

Incident Report Quick Print Print Exit Report Transfer Exit Wizard Submit for Approval

Summary Header Offenses Names Property & Vehicles **Narratives** Attachments Incident Validations

Incident Summary: 05/09/2013 2100 Hrs - 3420 S Keystone AVE INDIANAPOLIS, IN **Agency Name:** District 16, Peru
Offense(s): No Offense Specified **Report #:** 2013-PERU-0145 **Supp #:** 0

Offense Details

*** Required**
You have selected offense code: 35-42-2-1 B01 - BATTERY- ATTEMPTED. Please complete the required information with most suitable choice (s).

* **Offense Status:** --Select-- * **Offense Status Date:** 05/10/2013 0925 Hrs
Select a Charge: --Select--
Remarks: _____

* Specify Bias Motivation; Offender's actions were motivated in whole or in part, by bias against race, religion, disability, ethnicity, or sexual orientation? --Select--

* Specify type of Location/Premise where the offense occurred? --Select--

* Specify Criminal Activity or Gang Involvement of the offender(s) in committing the offense?

None/Unknown Juvenile Gang Other Gang	↓ ↑ ↕	
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* Specify if any offender on report is suspected of consuming alcohol or using drugs/narcotics during or shortly before the incident or of using a computer, computer terminal, or other computer equipment to perpetrate the offense?

Not Applicable Alcohol Computer Equipment Drugs/Narcotics	↓ ↑ ↕	
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* Specify type(s) of Weapon(s) or Force used by the offender(s) in committing the offense?

None Unknown Other (Any Weapon or Force in Personal Weapons (Hands, Feet	↓ ↑ ↕	
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Additional Offense Fields

Incident types are listed by common name and federal ID # to standardize data entry.

Incident - Names

3 of 6

The screenshot shows the 'Names' section of an 'Incident Report' form. At the top, there are navigation buttons: 'Quick Print', 'Print', 'Exit Report', 'Transfer', 'Exit Wizard', and 'Submit for Approval'. Below these are tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments', and 'Incident Validations'. The 'Names' tab is active. The form contains the following information:

- Incident Summary:** 05/09/2013 2100 Hrs - 3420 S Keystone AVE INDIANAPOLIS, IN
- Agency Name:** District 16, Peru
- Offense(s):** 35-42-2-1 B01-BATTERY- ATTEMPTED
- Report #:** 2013-PERU-0145
- Supp #:** 0

Navigation buttons include 'Back to Previous Section' and 'Finished - Go To Next Section'. A message states: 'Please add offender(s), victim(s), or other name(s) to the incident report before continuing to the next section.' Below this are three sections for adding names:

- Review Offender(s) : (0)** - Do you want to add any offenders to this incident? Buttons: 'Add Offender', 'Add Unknown Offender'. Below: 'No data to display'.
- Review Victim(s) : (0)** - Do you want to add any victims to this incident? Buttons: 'Add Person', 'Add Organization'. Below: 'No data to display'.
- Review Other Incident Name(s) : (0)** - Do you want to add any other people or organizations to this incident? Buttons: 'Add Person', 'Add Organization'. Below: 'No data to display'.

At the bottom, there are two more navigation buttons: 'Back to Previous Section' and 'Finished - Go To Next Section'.

Fields available for Search or Add "Mug Shot by Physical Description"

The screenshot shows the 'Mug shot search - by Physical Description' form. At the top, there are navigation buttons: 'Help' and 'Go Back'. The form contains the following fields:

- Search:** Enter one or more search terms and press search. Limit results to: 50 Records (dropdown)
- Height:** -Select- feet -Select- inches
- To:** -Select- feet -Select- inches
- Weight:** [] to []
- Sex:** -Select-
- Race:** -Select-
- Ethnicity:** -Select-
- Eye Color:** -Select-
- Skin Color:** -Select-
- Build:** -Select-
- Hair Color:** -Select-
- Hair Style:** -Select-
- Hair Length:** -Select-
- Facial Hair:** -Select-
- Glasses:** -Select-
- Age:** [] to []
- Optional:**
- SMT Type:** -Select-
- SMT Location:** -Select-
- SMT Description:** []
- Gang Member:**

Buttons: 'Search', 'Reset'. Below the form, there is a text prompt: 'Enter one or more search terms and click Search to continue'.

Offender, victim, and witness personal data is entered here. In the absence of photographs, the Officer can record a physical description of either person if necessary

Incident – Property/vehicles

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Incident Report Quick Print Print Exit Report Transfer Exit Wizard Submit for Approval

Summary Header Offenses **Names** Property & Vehicles Narratives Attachments Incident Validations

Incident Summary: 05/09/2013 2100 Hrs - 3420 S Keystone AVE INDIANAPOLIS, IN Agency Name: District 16, Peru
Offense(s): 35-42-2-1 B01-BATTERY- ATTEMPTED Report #:2013-PERU-0145 Supp #:0

Back Finished – Go To Next Section

Please review the completed information for properties before you proceed to the next step.

[Add Property](#) [Add Vehicle](#)

Properties: (1) Total Value(\$): 0.00 All

Index ID	Property Description	Evidence	Original Status	Current Status	Value(\$)	Supp#	Actions
35-42-5-1 R01-ROBBERY- ATTEMPTED	Unknown Property	No	Unknown	Unknown	\$0.00	0	X

Back Finished – Go To Next Section

Vehicle Search > Add Vehicle

Add Vehicle

Vehicle Information

Year: Make: Model:
VIN#: Vehicle Type: Vehicle Style: MotorCycle:
License #: License State: License Month: License Year:
License Type: Top Color: Bottom Color: Date Of Info: 05/13/2013

Comments:

Cancel Save Save & Select

These fields are filled in only if a vehicle or property is involved. Otherwise, left blank.

Incident - Narrative

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The screenshot displays the 'Incident Report' interface. At the top, there are navigation buttons: 'Quick Print', 'Print', 'Exit Report', 'Transfer', 'Show Wizard', and 'Submit for Approval'. Below these are tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives', 'Attachments', and 'Incident Validations'. The 'Narratives' tab is selected.

Incident Summary: 03/28/2012 1502 Hrs - 666 S Tin Can ALY and 321 W Gerber BCH ACE, IN
Offense(s): No Offense Specified

Agency Name: District 24, Bremen
Report #: 2012-0028 **Supp #:** 0

Apply a Template: No Templates Available. **Last Saved:** 04/03/2012 1535 HRS

Narrative Title: Original Narrative

The narrative text box contains the following text:

Saw minor fitting the description of Sally Ann Mayhew (15) at the location. I questioned several locals, and they indicated they know her as "Sally." According to some of them, she has been in the area for about a week.

At the bottom of the form, there are 'Cancel' and 'Save & Continue' buttons.

The bulk of the incident report is contained within the Narrative. This is a free text box wherein the Officer describes the incident from beginning to end, using any information he deems appropriate and necessary.

Incident - Attachments

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Incident Report Quick Print Print Exit Report Transfer Exit Wizard Submit for Approval

Summary Header Offenses Names Property & Vehicles Narratives **Attachments** Incident Validations

Incident Summary: 03/28/2012 1502 Hrs - 666 S Tin Can ALY and 321 W Gerber BCH ACE, IN **Agency Name:** District 24, Bremen
Offense(s): No Offense Specified **Report #:**2012-0028 **Supp #:**0


You may use this to upload pdf,jpg,jpeg,bmp,png,doc,docx,xls,xlsx,txt,ppt,vsf files. Files must be no greater than 10 megabytes. You may upload a maximum of 10 files at once.

Once you have uploaded the files, you will be able to add descriptions / edit file names / etc..

You can add files by dragging them from Windows Explorer into the area that says Drop Files Here, or by clicking the Add button. After you have added the files, you may begin the upload process by clicking the Start Upload button.

Paste + Add... x Remove... Refresh Retry failed 1 ↑ 0 ✓ 0 ⚠ 0

1



Help-StartHere.png
74.3 KB

1 file selected (74.3 KB), 1 file (74.3 KB)

▶ Start upload

◀ Back ▶ Continue

Attachments include scanned documents, photographs, video clips, or other media collected during an incident that is relevant to the incident description or later prosecution.

- The following 4 slides contain screen shots illustrating the fields an Officer has available to populate with the citations, warrants, towing, or evidence modules.
 - Note – the vast majority of fields are not required and Officers record data relevant to each incident per training

Add citation

The screenshot shows a web application interface for managing citations and enforcement activities. At the top, there is a header bar with the text "Citation / Enforcement Activities" on the left and a link "+ Add Citation / Enforcement" on the right. Below the header is a section titled "Enforcement Search" with a light blue background. This section contains several search criteria: "Ticket #" with a yellow input field, "Enforcement Type" with a dropdown menu showing "-- Select --", "Issuing Agency" with a dropdown menu showing "District 16, Peru", "Plaintiff" with a text input field, "Location Type" with a dropdown menu showing "-- Select --", "City" with a dropdown menu showing "-- Select --", "County" with a dropdown menu showing "-- Select --", "Enforcement Date" with a text input field and a calendar icon, "Filed Date" with a text input field and a calendar icon, and "Index Id" with a text input field. Below the search criteria is a button "+ Additional Search Criteria". At the bottom of the form are three buttons: "Records Management", "Reset", and "Search".

The citation module is used to create a centralized area of collected data for citation/enforcement activities against individuals, and/or vehicles. The Court Liaison division within PPD would use this to compile case documents quickly. This module can also be used to search for a previous incident using a known incident number.

Add/edit warrant

Warrant Search > Person Search > Person Search Results > View Person Details (Brown,Sam) > Add Warrant

Add Warrant

Last Name: Brown First Name: Sam Middle Name: [View Person Summary](#) [Update Details](#)
Sex: Male Race: White Ethnicity: DOB: 04/05/1980 Age: 33

Select an Alias: **SAM BROWN - (04/05/1980) - Primary Name**

*** Indicates a required field**

Add Reference #: Reference Type: **Docket #**

References:*

Issuing Agency: **District 24, Bremen** Issue Date: * **05/17/2013** at **11:22** Status: **Active**
Judge: **A** Plaintiff: * **The People of the State of Texas** State: **Indiana**
Bond Type: **25% Surety Bond (Bond Agent)** Amount: **\$0.00**
State Warrant Id: State Entry Date:
Warrant Charges: **A**
Selected Charges:

No Image Present

Warrant Search > Edit Warrant (18 - Active)

Edit Warrant

Warrant Information **Warrant Log** Attached Forms

Person Information

[View Person Summary](#) [Update Details](#)

Index Id: 19
Last Name: Brown First Name: Sam Middle Name: -- DOB: 04/05/1980 (Age: 33)
Sex: Male Race: White Ethnicity:
DL #: State: SSN:
Residence Phone: Cell Phone:
Email:
Address:
Height: Weight: Eye Color:
Hair Color: Complexion:
Place of Birth: Citizenship:

Select an Alias: **SAM BROWN - (04/05/1980) - Primary Name**

Warrant Information

Index Id: 18
Add Reference #: Reference Type: **Docket #**

References: * **456789 - County Warrant**

Issuing Agency: **District 24, Bremen** Issue Date: * **05/17/2013** at **11:22** Status: **Active**
Judge: **Judge Fredrick Webber** **A** Plaintiff: * **The People of the State of Texas** State: **Indiana**
Bond Type: **25% Surety Bond (Bond Agent)** Amount: **\$0.00**
State Warrant Id: State Entry Date:
Removed:
Warrant Charges: **A**
Selected Charges:

The warrant module is used to record issuances of a warrants by other Agencies. Though not often used, this module is available to support force protection efforts.

Add/edit vehicle for towing/impound

Impound Search > Impound Search Results > View Impound

View Vehicle Tow/Impound Go Back Print

Vehicle Information View Vehicle

Year: 2004	Make: Ford	Model: Taurus	Motorcycle CCS: --
VIN: 22222VIN	Type: --	Style: --	
License #: ABC12145	License Month / Year: - / 2011	Misc Id: --	
License Type: Automobile (Passenger)	License State: PA	Value(\$): --	Condition: --
Color: Gray		Odometer: --	
Date Of Info: 10/30/2012			
Index Id: 10			

Tow Summary

Impound ID: 6
Towing Agency: District 21, Toll Road Date/Time of Tow: 10/30/2012 1111
Incident Report/Case #: CAD #:
Towed From:
City:
Geographic Location: District 21, Toll Road
Comments:

Release

Released Date: Not Released
Disposition:

Officers

Name: Christopher (osuper) H Gordmanson - Officer Supervisor Badge #: 70 Role: Impounding Agency: District 21, Toll Road

Vehicle Description

License#: ABC12145	License Type: Automobile (Passenger)	State: Pennsylvania
License Month:	License Year: 2011	
Misc Identifier:	Top Color: Gray	Bottom Color:
Value(\$):	Odometer:	Condition:
Damage:	Damage Remarks:	

This module will be used exclusively by the Traffic division of PPD for logging parking violations and requests for tow.

Evidence add/edit

Add Evidence

Property Type: BEER KEG **Serial Number:**

Property Description:

Evidence Information:

Agency: Your Agency ***Date Of Info:** 05/04/2012 0957 Hrs

***Status:** Pending Check-In ***Location:** -Select-

Custody From: Train3 , TX Officer [Change Officer](#) **Item #:** 1

Evidence Description:

Evidence Comments:

Extended Chain of Custody: [Add Extended Chain of Custody Item](#)

Evidence Processing: [Top](#)

This module will be used exclusively by the Evidence division of PPD for logging items collected during incidents. These items may or may not be associated with PII; however, when the owner claims an item s/he is listed as part of the chain of custody.