- 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

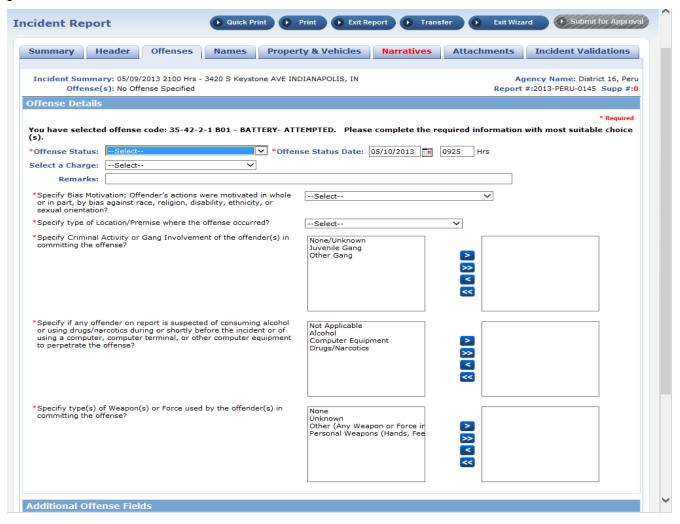
1 of 6

Summary Heade	Offenses	Names	Property & Vehicle	es Narratives	Attachments	Incident Validations
Report Times & Type	_	Agency Name: District 16, Peru Report#: 2013-PERU-0145 Supp#: 0				
1edia/Crime Summary	Victim was walki	ng				$\hat{\mathcal{Z}}$
	Check Spelling					
or Public Release:	(District District	t 16. Dogu	~			
ncident Report Agency						
Incide		I-Select-	<b>✓</b>			
	nt Classification:	Delect	•			
* Incident Types:	nt classification:	Bolout	•			
* Incident Types:  Available Incident		Coloci		d Incident Types		
* Incident Types:	Туреѕ	USION		d Incident Types		
* Incident Types:  Available Incident  Harassment Stalking Hate Crime Homicide Impound Indecency with a Child Kidnap Kidnap Aggravated Liquor Violation Littering	Туреѕ	USION	* Selecte	d Incident Types		
* Incident Types:  Available Incident  Harassment Stalking Hate Crime Homicide Impound Indecency with a Child Kidnap Kidnap Aggravated Liquor Violation Littering	Types		* Selecte	d Incident Types		
* Incident Types:  Available Incident  Harassment Stalking Hate Crime Homicide Impound Indecency with a Child Kidnap Kidnap Aggravated Liquor Violation Littering Lost Property	Types	*Required fields	* Selecte	d Incident Types		
* Incident Types:  Available Incident  Harassment Stalking Hate Crime Homicide Impound Indecency with a Child Kidnap Kidnap Aggravated Liquor Violation Littering Lost Property  Please enter the incid	ent report times:	*Required fields	* Selecte	d Incident Types	Hrs	
* Incident Types:  Available Incident  Harassment Stalking Hate Crime Homicide Impound Indecency with a Child Kidnap Kidnap Aggravated Liquor Violation Littering Lost Property  Please enter the incid  * Report Date:	ent report times: 5/10/2013	*Required fields ime: 0810	* Selecte		Hrs	
* Incident Types:  Available Incident  Harassment Stalking Hate Crime Homicide Impound Indecency with a Child Kidnap Kidnap Aggravated Liquor Violation Littering Lost Property  Please enter the incid  * Report Date: 0	ent report times: 5/10/2013	*Required fields ime: 0810   i ime: 0810   i	* Selecte		Hrs	

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)

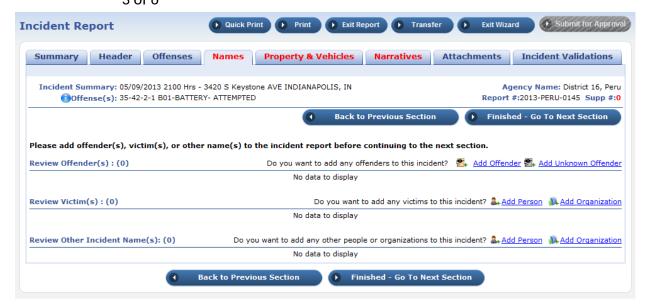
#### **Incident - Offenses**

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

Incident - Names



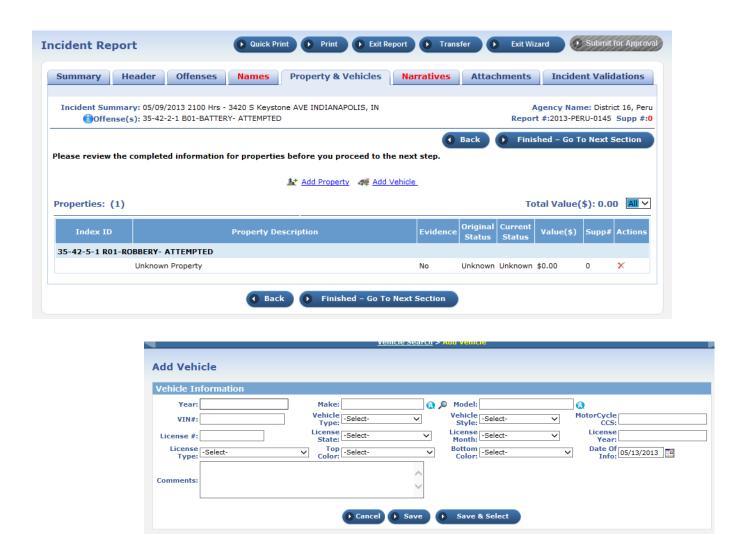
Fields available for Search or Add "Mug Shot by Physical Description"



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

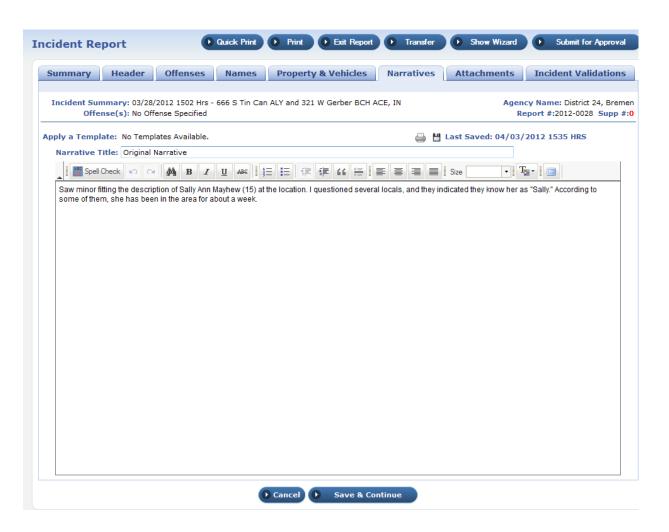
4 of 6



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

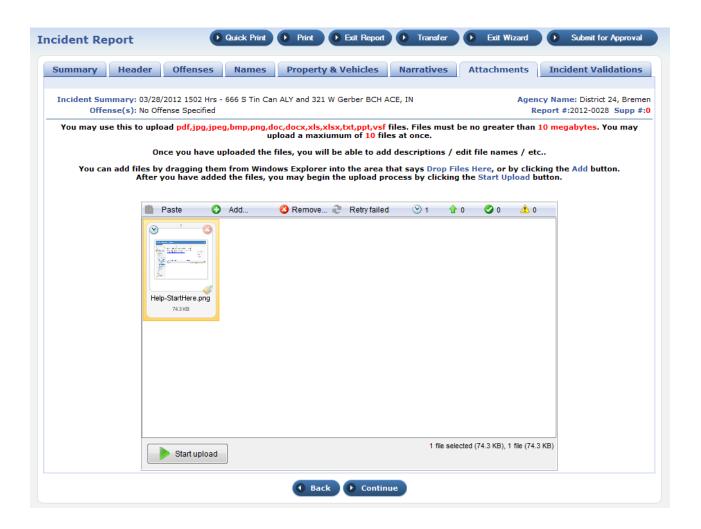
#### Incident - Narrative

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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.

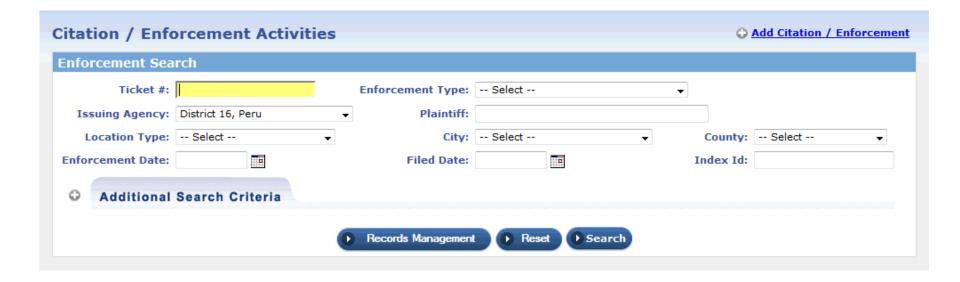
6 of 6



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

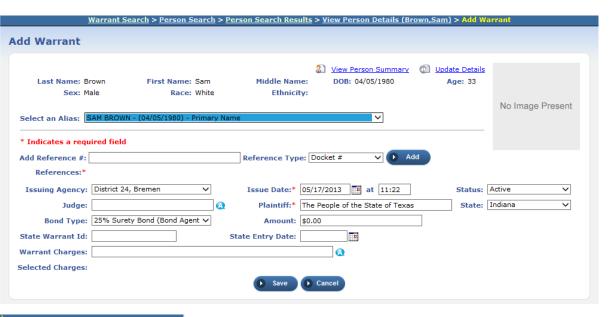
- The following 4 slides contain screen shots illustrating the fields an Officer has available to populate with the citations, warrants, towing, or evidence modules.
  - Note the vast majority of fields are not required and Officers record data relevant to each incident per training

### Add citation



The 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.

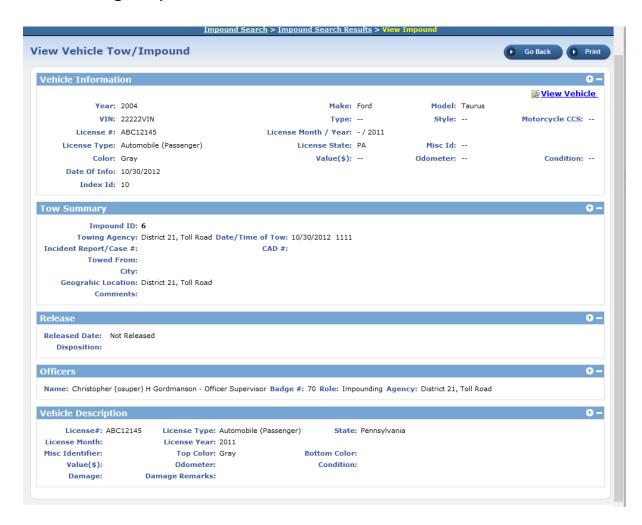
### Add/edit warrant



Edit Warrant			0	Print	Save	● Go Back	<b>O</b> C	omment Serve	e Warrant
Warrant Information	Warrant Log Att	ached Forms							
Person Information									
						View P	erson Sui	mmary 🔘 Update	e Details
Index Id:	19								
Last Name:	Brown First N	lame: Sam	Middle Name	e: DO	<b>B:</b> 04/05/	1980 (Age: 33)			
Sex	Male	Race: White	Ethnicit	<b>/</b> :					
DL #:	:	State:	SSI	t:				No Image Prese	nt
Residence Phone:	Cell P	hone:							
Email:									
Address									
Height:	W	eight:	Eye Colo	r:					
Hair Color:	Comple	exion:							
Place of Birth:			Citizenshi	):					
Select an Alias: SAM Bi		Primary Name			~				
Index Id: 18									
Add Reference #:		F	Reference Type:	Docket #	~	▶ Add			
References:* 4567	89 - County Warrant								
Issuing Agency: Dist	rict 24, Bremen	~	Issue Date:*	5/17/2013	at :	11:22	Stati	us: Active	~
Judge: Judg	e Fredrick Webber	<b>(A</b> )	Plaintiff:*	he People o	f the State	of Texas	Sta	te: Indiana	~
Bond Type: 25%	Surety Bond (Bond Ag	gent 🗸	Amount:	0.00					
State Warrant Id:		Sta	te Entry Date:		To the				
Removed:									
Warrant Charges:				(A					
Selected Charges:									
	Q	Save (	Go Back C	omment	<b>▶</b> Serve	Warrant			

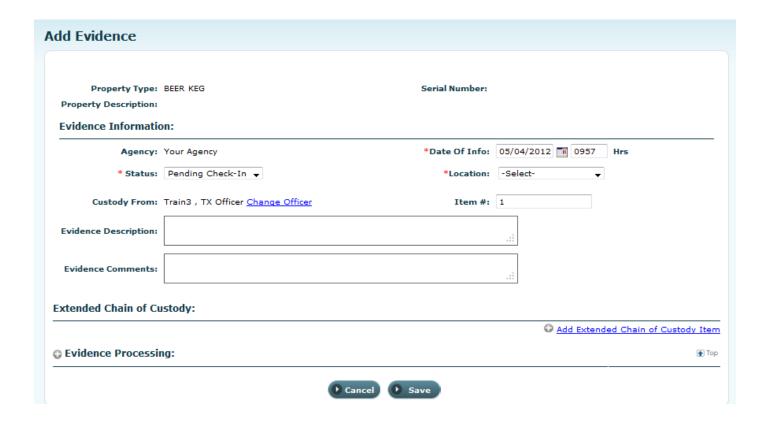
The warrant module is used to record issuances of a warrants by other Agencies. Though not often used, this module is available to support force protection efforts.

# Add/edit vehicle for towing/impound



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

### Evidence add/edit



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.