

- 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

Incident Report

Quick PrintPrintExit ReportTransferExit WizardSubmit for Approval

SummaryHeaderOffensesNamesProperty & VehiclesNarrativesAttachmentsIncident Validations

Report Times & Type(s)Report LocationOfficer(s)Agency Name: District 16, PeruReport #: 2013-PERU-0145 Supp #: 0

Media/Crime Summary:Victim was walking...
[Check Spelling](#)

For Public Release: ☒

Incident Report Agency/District: District 16, Peru

Incident Classification: -Select-

* Incident Types:

Available Incident Types

Selected Incident Types

Harassment Stalking
Hate Crime
Homicide
Impound
Indecency with a Child
Kidnap
Kidnap Aggravated
Liquor Violation
Littering
Lost Property

>><<

Please enter the incident report times: *Required fields

* Report Date: 05/10/2013 * Time: 0810 Hrs

* Occurrence Date: 05/10/2013 * Time: 0810 Hrs to Date: to Time: Hrs

Dispatch Date: Time: Hrs

On Scene Date: Time: Hrs

Clear Date: Time: Hrs

Back to Previous SectionContinue

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 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 Offense(s): No Offense Specified				Agency Name: District 16, Peru Report #: 2013-PERU-0145 Supp #: 0			
Offense Details							
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					
* 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					
* 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					
Additional Offense Fields							

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

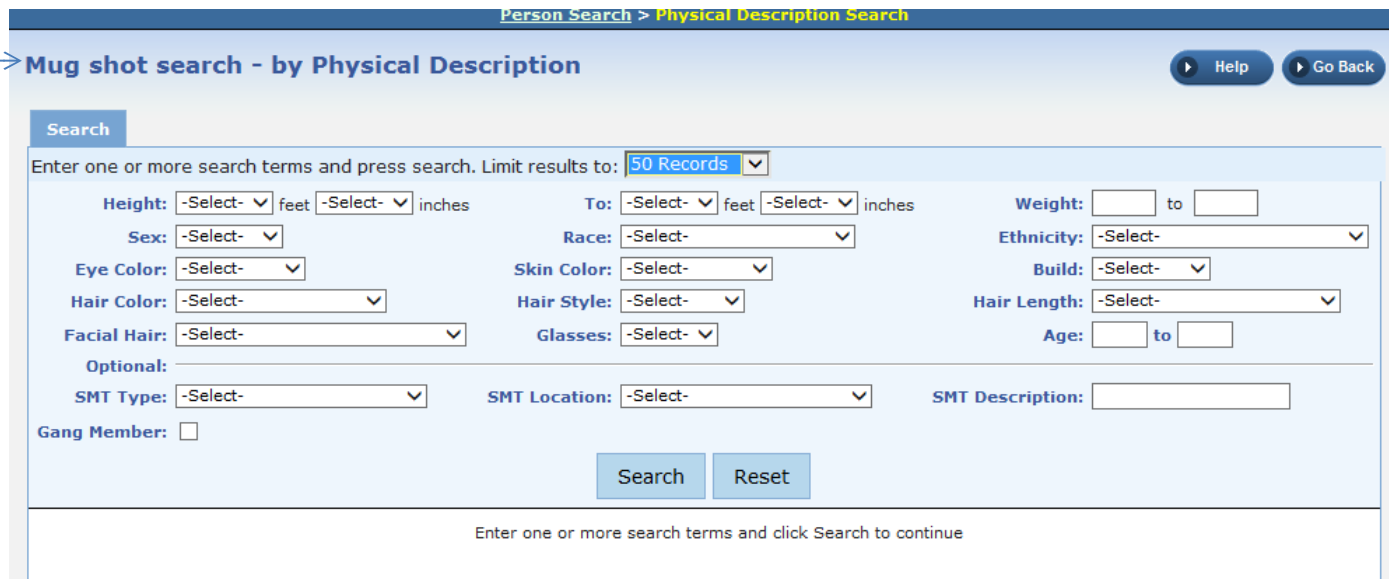
Incident - Names

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The 'Incident Report' interface shows the 'Names' tab selected. The top navigation bar includes buttons for 'Quick Print', 'Print', 'Exit Report', 'Transfer', 'Exit Wizard', and 'Submit for Approval'. The 'Incident Summary' section displays the date and time (05/09/2013 2100 Hrs), location (3420 S Keystone AVE INDIANAPOLIS, IN), and agency name (District 16, Peru). The 'Offense(s)' section shows '35-42-2-1 B01-BATTERY- ATTEMPTED'. The 'Names' section has three subsections: 'Review Offender(s) : (0)', 'Review Victim(s) : (0)', and 'Review Other Incident Name(s) : (0)'. Each subsection has a 'Do you want to add any...' question and links to 'Add Offender', 'Add Unknown Offender', 'Add Person', and 'Add Organization'. Navigation buttons 'Back to Previous Section' and 'Finished - Go To Next Section' are present at the bottom of each subsection.

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



The 'Mug shot search - by Physical Description' form is shown. It features a 'Search' tab and a 'Help' button. The search criteria include: Height (feet and inches), Sex, Eye Color, Hair Color, Facial Hair, SMT Type, SMT Location, Gang Member, To (feet and inches), Race, Skin Color, Hair Style, Glasses, Weight, Ethnicity, Build, Hair Length, and Age. The 'Limit results to' dropdown is set to '50 Records'. The 'Search' and 'Reset' buttons are at the bottom. A footer note says '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 PrintPrintExit ReportTransferExit WizardSubmit for Approval

SummaryHeaderOffensesNamesProperty & VehiclesNarrativesAttachmentsIncident Validations

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

BackFinished – Go To Next Section

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

Add PropertyAdd Vehicle

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

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

BackFinished – Go To Next Section

Vehicle SearchAdd Vehicle

Add Vehicle

Vehicle Information

Year:VIN#:License #:License Type:

Make:Vehicle Type:License State:Top Color:

Model:Vehicle Style:License Month:Bottom Color:

MotorCycle:CCS:License Year:Date Of Info: 05/13/2013

Comments:

CancelSaveSave & 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 shows the 'Incident Report' application window. At the top, there is a navigation bar with buttons: 'Quick Print', 'Print', 'Exit Report', 'Transfer', 'Show Wizard', and 'Submit for Approval'. Below this is a tabbed interface with tabs for 'Summary', 'Header', 'Offenses', 'Names', 'Property & Vehicles', 'Narratives' (which is selected), 'Attachments', and 'Incident Validations'. The 'Narratives' tab contains a section for 'Incident Summary' with the text: '03/28/2012 1502 Hrs - 666 S Tin Can ALY and 321 W Gerber BCH ACE, IN' and 'Offense(s): No Offense Specified'. To the right, it shows 'Agency Name: District 24, Bremen', 'Report #:2012-0028', and 'Supp #:0'. Below this is a section for 'Apply a Template' with the text 'No Templates Available.' and a 'Last Saved: 04/03/2012 1535 HRS' timestamp. The main area is a text editor with a 'Narrative Title' field containing 'Original Narrative'. The text editor has a toolbar with various formatting options like bold, italic, underline, and a large text area containing the 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 window are 'Cancel' and 'Save & Continue' buttons.

Incident Report

Quick Print Print Exit Report Transfer Show 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
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

Spell Check [Formatting Icons] Size [Dropdown]

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.

Cancel Save & Continue

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 PrintPrintExit ReportTransferExit WizardSubmit for Approval

SummaryHeaderOffensesNamesProperty & VehiclesNarrativesAttachmentsIncident Validations

Incident Summary: 03/28/2012 1502 Hrs - 666 S Tin Can ALY and 321 W Gerber BCH ACE, INAgency Name: District 24, Bremen
Offense(s): No Offense SpecifiedReport #: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.

PasteAdd...Remove...Retry failed1000

1



Help-StartHere.png
74.3 KB

Start upload

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

BackContinue

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

Citation / Enforcement Activities[+ Add Citation / Enforcement](#)

Enforcement Search

Ticket #:

Enforcement Type:

Issuing Agency:

Plaintiff:

Location Type:

City:

County:

Enforcement Date: 

Filed Date: 

Index Id:

+ **Additional Search Criteria**

▶ Records Management

▶ Reset

▶ 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 # Add

References: *

Issuing Agency: District 24, Bremen Issue Date: * 05/17/2013 at 11:22 Status: Active
Judge: 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: Selected Charges:

Save Cancel

Warrant Search > Edit Warrant (18 - Active)

Edit Warrant

Print Save Go Back Comment Serve 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 # Add
References: * 456789 - County Warrant [EDIT] [REMOVE]
Issuing Agency: District 24, Bremen Issue Date: * 05/17/2013 at 11:22 Status: Active
Judge: Judge Fredrick Webber 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: Selected Charges:

Save Go Back Comment 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

[Impound Search](#) > [Impound Search Results](#) > [View Impound](#)

View Vehicle Tow/Impound [Go Back](#) [Print](#)

Vehicle Information [View Vehicle](#)

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

Cancel

Save

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.