

Office of Justice Information Services Enterprise Development

# Spectrum Justice System User Guide

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## 1. Introduction

### Purpose

The purpose of the SJS User Guide is to:

- 1. Provide a central artifact which includes a high level SJS Component User Manual.
- 2. Provide a central artifact which includes application specific pointers and references.

### Scope

The scope of this document will include the high level SJS Component User Manual.

### Audience

This document is for SJS users.

## 2. Login/Logout

Below are the steps for a user to Login.

<u>Step</u>	Description		
1.	Open Spectrum Justice System (SJS)		
2.	Enter Username and Password and <click> Login <u>NOTE</u>: If a user does not have a username, the user must request one from their agencies administrator. The Reset button resets information entered in the Username and Password fields.</click>		

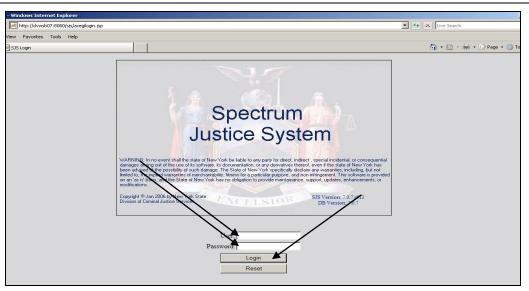


Figure 1: Login Screen

Below is the step to Logout of SJS

<u>Step</u>	<b>Description</b>				
1.	<click> Logout from the main SJS page or close the browser.</click>				
Index - DIMEO, FRANK ( ×       INCIDENT - NY0162000 - DI         File Search Reports IBR Maintenance Help Logott					
	User: FRANK DIMEO	Select Agency: TUPPER LAKE POLICE DEPARTMENT (NY0162000)			
	Refresh List	Incident: Open New			
	Open Incidents	Arrest Open			
	Open Arrests     Open Warrants	Warrant Open			
	Open Accusatory Instruments	Accusatory Instrument: Open			
	Open Supporting Depositions	Supporting Deposition: Open			
		NSOR: New			
		Open Windows: Incident_create_2			

Figure 2: Logout

## 3. User Administration

### **User Access Matrix**

Action / User Type	User Role	Administrator Role
Incidents	Х	X (Only View Initial Incident)
Arrests	Х	NA
Warrants	Х	NA
Accusatory Instrument	Х	NA
Supporting Depositions	Х	NA
SJS Sex Offender Registry	Х	NA
Search	Х	X (Except Narrative Search)
Reports	Х	

### Add User

Below are the steps for adding a user with a User Administration Account.

**NOTE:** These steps do not detail all of the Administrator's functionality. Please see the Administrator's Guide for further information on SJS Administration.

T

1.	Open SJS URL and Enter the Administrator's Username and Password <u>NOTE:</u> Default Username is <i>fixer7</i> and Password is <i>nypti\$123</i> and Agency Administrators can change the fixer 7 password.
2.	Scroll over the <b>Maintenance</b> tab and <click> <b>User Manager</b> <u>NOTE:</u> The administrator's login screen displays administration tabs only.</click>



Figure 3: Maintenance Screen

3.	From the User Manager screen, <click></click>	New
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r 49-r	88 🔻 🔀 Index - I	FIXER7, FIXER7 🛛 🛛 🖂 /s	;js/WEB-INF/jsp/userLis	×		
					SJS Users	
ction	Last Name	First Name	User Name	Agency	Agency Name	Active
1	ADMIN	DATA CONVERSIO		NY0162000	TUPPER LAKE POLICE DEP	Active
7	AMELL	JASON	JAMELL	NY0162000	TUPPER LAKE POLICE DEP	Active
7	ARSENAULT	THOMAS	TARSENAUL	NY0162000	TUPPER LAKE POLICE DEP	Active
/	BEACH	AARON	ABEACH	NY0162000	TUPPER LAKE POLICE DEP	Active
7	BEACH	AARON	ABEACH1	NY0162000	TUPPER LAKE POLICE DEP	Inactive
/	BEACH	ALEXA	AZBEACH	NY0162000	TUPPER LAKE POLICE DEP	Active
/	BOLSTER	SLOAN	SBOLSTER	NY0162000	TUPPER LAKE POLICE DEP	Active
7	BOMBARD	BRITTANY	BBOMBARD	NY0162000	TUPPER LAKE POLICE DEP	Active
7	CLEMENTE	FRANK	FCLEMENTE	NY0162000	TUPPER LAKE POLICE DEP	Active
7	COLE	ROYCE	RCOLE	NY0162000	TUPPER LAKE POLICE DEP	Active
7	CORMIER	JOSEPH	JCORMIER	NY0162000	TUPPER LAKE POLICE DEP	Active
7	DEAN	ADAM	ADEAN	NY0162000	TUPPER LAKE POLICE DEP	Active
7	DEVTEST	DEVTEST	DEVTEST	NY0162000	TUPPER LAKE POLICE DEP	Active
7	DIMEO	FRANK	FDIMEO	NY0162000	TUPPER LAKE POLICE DEP	Active
1	ELLMAN	JEFF	JELLMAN	NY0162000	TUPPER LAKE POLICE DEP	Active
7	FEE	THOMAS	TFEE	NY0162000	TUPPER LAKE POLICE DEP	Active
7	FIXER7	FIXER7	FIXER7	NY0162000	TUPPER LAKE POLICE DEP	Active
1	FOTI	FRANK	FFOTI	NY0162000	TUPPER LAKE POLICE DEP	Active
1	FOTI	FRANK	FFOTI1	NY0162000	TUPPER LAKE POLICE DEP	Inactive
7	GRIFFIN	TROY	TGRIFFIN	NY0162000	TUPPER LAKE POLICE DEP	Active
7	HERB	LINDA	LHERB	NY0162000	TUPPER LAKE POLICE DEP	Active
7	HOFFMAN	DOUGLAS	DHOFFMAN	NY0162000	TUPPER LAKE POLICE DEP	Active
7	HOYT	WESLEY	WHOYT	NY0162000	TUPPER LAKE POLICE DEP	Active
7	JOBBER7	JOBBER7	JOBBER7	NY0162000	TUPPER LAKE POLICE DEP	Active
7	KEATING	DEIRDRE	DKEATINO	NY0162000	TUPPER LAKE POLICE DEP	Active
7	KORRAPATI	BHAGYA	BKORRAPATI	NY0162000	TUPPER LAKE POLICE DEP	Active

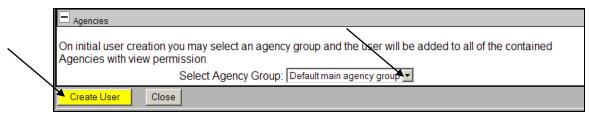
#### Figure 4: Add a New User

4.	Enter User Information at the top of the screen
5.	Enter Last Name, First Name, User Name, and Select Agency ORI.

	User Management
	Last Name First Name
	User Name Delete User Reset Users Password
	Agency ORI NY0490100 - SENACA FALLS TOWN PD
	Agency ØRI NY0490100 - SENACA FALLS TOWN PD
	Figure 5: Add New User Information
•	<click> the Role Dropdown and Select the User Role, "sjs_user".</click>
	Grant Appropriate Access under Master Names, Incidents, Warrants, Arrests, General. T
	select all access, <click> Select All</click>
	Lleer Menegement
	User Management
	Last Name First Name
	User Name Delete User Reset Users Password
	Agency ORI NY0490100 - SENACA FALLS TOWN PD
	User Manager Quick Jump: Roles Master Names Incidents Warrants Arrests General Agencies
	Roles
	Role sjs_user
	Master Names
	🗖 Inquire
	Select Alf Unselect All
	□ Incidents □ Inquire □ Assign
	□ Incidents □ Inquire □ Assign □ Add □ Admin Lock
	Incidents Incidents Add Admin Lock Update IBR Review
	Incidents Incidents Add Admin Lock Update IBR Review Delete Select All
	Incidents  Incidents  Add Admin Lock  Update IBR Review  Delete Select All Unselect All Warrants
	Incidents Incidents Add Admin Lock Update IBR Review Delete Select All
	Incidents Incidents Add Admin Lock Update IBR Review Delete Select All Unselect All Warrants Inquire Close
	Incidents     Inquire Assign     Add Admin Lock     Update IBR Review     Delete Select All Unselect All     Warrants     Inquire Close     Add Assign
	Incidents     Inquire Assign     Add Admin Lock     Update IBR Review     Delete Select All Unselect All     Warrants     Inquire Close     Add Adssign     Update Select All Unselect All     Delete
	Incidents     Inquire Assign     Add Admin Lock     Update IBR Review     Delete Select All Unselect All     Warrants     Inquire Close     Add Adssign     Update Select All Unselect All
	Incidents     Inquire Assign     Add Admin Lock     Update IBR Review     Delete Select All Unselect All     Warrants     Inquire Close     Add Add Assign     Update Select All Unselect All     Delete     Arrests
	Incidents Inquire Assign Add Admin Lock Update IBR Review Delete Select All Unselect All Warrants Inquire Close Add Assign Update Select All Unselect All Delete Arests Inquire Juvenile Supervisor Lock Add Seal Blank FP Cards Update NYPTI Preliminary Report Assign
	Incidents Inquire Assign Add Admin Lock Update IBR Review Delete Select All Unselect All Warrants Inquire Close Add Assign Update Select All Unselect All Delete Arrests Inquire Juvenile Supervisor Lock Add Seal Blank FP Cares
	Incidents Inquire Assign Add Admin Lock Update IBR Review Delete Select All Unselect All Warrants Inquire Close Add Assign Update Select All Unselect All Delete Arests Inquire Juvenile Supervisor Lock Add Seal Blank FP Cards Update NYPTI Preliminary Report Assign
	Incidents Inquire Assign Add Admin Lock Update IBR Review Delete Select All Unselect All Warrants Inquire Close Add Assign Update Select All Unselect All Delete Add Assign Update Select All Unselect All Delete Add Seal Inquire Juvenile Supervisor Lock Add Seal Blank FP Cards Update NYPTI Preliminary Report Assign Delete NYPTI Final Export Select All Select All Unselect All Unselect All Arrests Update NYPTI Final Export Select All Delete All Origination Crime Mapping AutoBeplace
	Incidents Inquire Assign Add Admin Lock Update IBR Review Delete Select All Unselect All Warrants Inquire Close Add Assign Update Select All Unselect All Delete Add Assign Update Select All Unselect All Delete Blank FP Cards Update NYPTI Preliminary Report Assign Delete NYPTI Final Export Select All Unselect All General Maintain

#### Figure 6: Select User Access

<Click> Dropdown within Agencies, under Select Agency Group, and choose Default main agency group;
NOTE: This Step is not required if agency groups are not set.





9.	<click> Create User to create the new user <u>NOTE</u>: These steps create a user and upon clicking on Create User, a new screen is displayed allowing user to Add Additional Agencies and Agency Groups and for multi-agency configurations.</click>					iyed	
10.	<click> Save User</click>						
	Agencies		User Age Wri POLICE DEPAFtru	ite to Agency	Assign to Agency false	Create Users false	
	Add Agency	Add/Delete Multiple A	gencies	Add/Delete A	gencies By Ager	ncy Group	
	Save User	Open Active Officer	Create Office	r Link Existing (	Officer C	Close	

Figure 8: Save User

## Create Officers, Open Active Officers, and Link Active Officers

### **Create Officers**

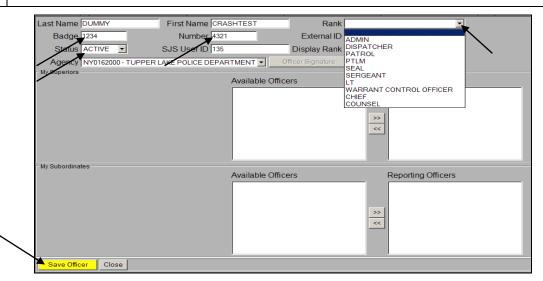
Once a user is created, an officer record needs to be created and linked to the user record. Below are the steps to create an officer using a User Administration Account.

<u>Step</u>	Description
1.	Once a user is created, the Administrator will scroll over the <b>Maintenance</b> tab and <click> <b>User</b> Manager</click>
2.	<click> the Edit Button I next to the User you would like to Edit / Create</click>
3.	Scroll to the bottom and <click> Create Officer</click>

4.

Add Agency	Add/Delete Multiple Agencies		Add/Delete Agencies By	y Agency Group		
Save User	User Open Active Officer Create Officer		Link Existing Officer	Close		
Figure 9: Create Officer						
Enter Badge Information, Select Status as Active, and Choose Rank from the Drop Down.						
<b>NOTE:</b> If the officer's rank does not already exist within SJS, the agency's administrator will need						

to create a new rank. See Administration Guide & Boss Tree Configuration Map



#### Figure 10: Officer Information

5.	<click> Save Officer <u>NOTE:</u> Upon saving the Officer, a list of available officers appears, allowing the Administrator to select the user's superiors and subordinates.</click>
6.	Select Superior and Subordinate Officers and <click> the &gt;&gt; Arrow to Add and &lt;&lt; Arrows to Remove. NOTE: If Available Officers does not contain a Superior or Subordinate, then the administrator</click>
	user will need to create the Officer.

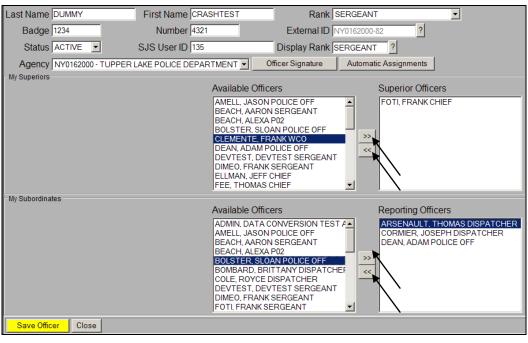


Figure 11: Add & Remove Superior and Subordinate Officers

7. <Click> Save Officer and <Click> Close to leave screen or tab.

### **Open Active Officer**

Below are the steps to Open an Active Officer to Edit an Officer or Assign new Superiors and Subordinates.

<u>Step</u>	Description				
1.	Once a user is created by the Administrator, login as Administrator and scroll over the <b>Maintenance</b> tab and <click> User Manager</click>				
3.	<click> Open Active Officer</click>				
Save User  Open Active Officer Create Officer Link Existing Officer Close Figure 12: Open Active Officer					

4. Edit any information as necessary. See Figures 10 and 11

### **Link Existing Officer**

Below are the steps to Link an Existing Officer in User Administration.

### NOTES:

- Linking an Existing Officer is <u>only</u> used when an Officer is promoted or demoted, i.e. Sergeant to Chief, Chief to Sergeant, **Or** name changes; **Or** differences in names i.e. Michael vs. Mike
- Linking an Existing Officer will link all of the promoted or demoted officer's old records to his new officer records. Linking an officer will associate all officer records that a user might have so that the user account can edit work done with a now inactive officer record. It tells SJS that user A has officer "X's" records.
- Take note of all of the open Incidents, open arrests, open warrants, open accusatory instruments, and open supporting depositions as new promoted or demoted user will need to search for the record to edit it. Make a hard copy list if necessary.
- Linking a record causes the prior officer's role to become inactive, and all of the officer's old records will link to the new active officer role. See Boss Tree Configuration Map
- Linking an officer enables you to determine which officer record will be active, and which officer records need to be linked.

<u>Step</u>	<u>Description</u>			
1.	If an Officer is promoted or demoted <b>or</b> name changes, <click> <b>Link Existing Officer</b> to transfer editing rights of the inactive officer's records.</click>			
	<b>NOTE:</b> This is only used for a promotional requirement or name change.			

Add Agency	Add/Delete Multiple Agencies	Add/Delete Agencies By Agency Group				
Save User	Open Active Officer Create Offi	cer Link Existing Officer Close				

#### Figure 13: Link Existing Officer

Enter the Search Criteria for the Officer you would like to Link and <Click> Search Again
 NOTE: In the case of Michael vs. Mike, replace first name field with % and get all Michael's records; you can do M% or variations too to get retrieve all Michael and Mike's results. Always use the Officer's view to validate not seeing expected results here for things like Michael vs. Mike.

	Last N	ame TEST				First Na	ame CR	ASHTEST	Search Agai
						Office	irs		
Select	Select Active	Command ORI	Number	Last Name	First Name	Rank	Badge	External ID	
□ 📴	0	NY0162000	101	DEVTEST	DEVTEST	SERGEANT	101	NY0162000	
□ 🕞	0	NY0162000		TEST	TEST	DISPATCHER		NY0162000	
□ 🕞	0	NY0490100		TEST	TEST	P02		NY0490100	
┌ 🗗	0	NY0490100		TEST	TSTME	P02		NY0490100	
┌ 🗗	0	NY0162000		TESTME	TESTM	P02		NY0162000	
Currently	Associated Off								
<b>o</b> -	۰	NY0162000	4321	DUMMY	CRASHTEST	SERGEANT	1234	NY0162000	

#### Figure 14: Search to Link Existing Officer

3. Select the Officers you would like to link and <Click> Link Selected Officers

### Edit User

Below are the steps for Editing a User within User Administration.

**NOTE:** These steps do not detail all of the Administrator's functionality. Please see the Administrator's Guide and Boss Tree Configuration Map for further instruction on SJS Administration.

<u>Step</u>	Description
1.	Once a user is created by the Administrator, login as Administrator and scroll over the <b>Maintenance</b> tab and <click> <b>User Manager</b></click>
2.	<click> the Edit Button 📝 next to the User you would like to Edit</click>

Action	Last Name	First Name	User Name	Agency	Agency Name	Active
Ż	MAPLEY	MICHAEL	MMAPLEY	NY0162000	TUPPER LAKE POLICE DE	P.Active
Ø	MAROUN	SHANNON	SMAROUN	NY0162000	TUPPER LAKE POLICE DE	P.Active
Ø	MARRIED	FEMALE	MFEM	NY0162000	TUPPER LAKE POLICE DE	PActive
Ø	MINER	SHARRON	MINER	NY0162000	TUPPER LAKE POLICE DE	PActive
Ø	MORTON	ZACH	ZMORTON	NY0162000	TUPPER LAKE POLICE DE	PActive
Ø	MOSELEY	LEGRANDE	LMOSELEY	NY0162000	TUPPER LAKE POLICE DE	EP.Active
Ø	MY	ADMIN	MYADMIN	NY0162000	TUPPER LAKE POLICE DE	EP.Active
Ø	PERRYMAN	JUSTIN	JPERRYMAN	NY0162000	TUPPER LAKE POLICE DE	EP.Active
Ø 🖌	PROMO	PROMO	PROMO	NY0162000	TUPPER LAKE POLICE DE	EP.Active
Edit L	Iser ROULX	ERIC	EPROULX	NY0162000	TUPPER LAKE POLICE DE	P.Active

### Figure 15: Edit User

- 3. L
  - Update any necessary user fields and user access. See Figures 5 and 6

## Edit Secretary and User Assignments (Optional)

Below are the steps to Edit Secretary and User Assignments.

**NOTE:** A Boss Tree and User Assignment are used when a user requires another user to have access to his records and acts as that user. A Secretary is who a user can choose to work as after signing in.

<u>Step</u>	Description
1.	Once a user is created by the Administrator, login as Administrator and scroll over the <b>Maintenance</b> tab and <click> <b>User Manager</b></click>
2.	<click> the Edit Button 🗹 next to the User you would like to Edit</click>
3.	<click> Secretary and User Assignments</click>

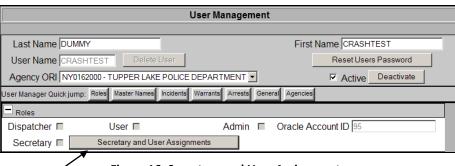


Figure 16: Secretary and User Assignments

5.	Click the >> to Add and << to Remove Bosses who user wants to have access to his records.
6.	<click> Select Agency to change the Agency only if multi-agency otherwise not needed.</click>
7.	<click> Select Default to choose a Default User to have access to all records. <u>NOTE:</u> The user should add them self and the people they'll need to work as and select which user to default to upon log in.</click>

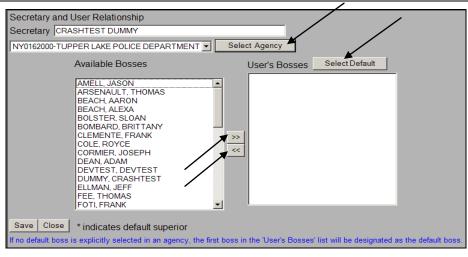


Figure 17: Edit Secretary and User Assignments

### **Delete User**

Below are the steps for Deleting / Deactivating a User.

<u>Step</u>	Description
1.	Once a user is created, login as Administrator and scroll over the <b>Maintenance</b> tab and <click> <b>User Manager</b></click>
2.	<click> the Edit Button 📝 next to the User you would like to Delete</click>
3.	<click> <b>Deactivate</b> button <u>NOTE:</u> A message will display asking the agency's administrator if they are sure they want to</click>

	deactivate the user.
	User Management
	Last Name       DUMMY       First Name       CRASHTEST         User Name       CRASHTEST       Delete       User         Agency       ORI       NY0162000 - TUPPER LAKE POLICE DEPARTMENT       Image: Active       Deactivate
	Figure 18: Deactivate User Button
	Windows Internet Explorer         Image: Do you really want to deactivate this user?         Image: OK         Image: OK         Image: Cancel         Figure 19: Deactivate User Warning Message
4.	<click> OK on the message to deactivate the user.           NOTE:         Users cannot actually be deleted, but by Deactivating a user, the user can no longer access SJS.</click>
5.	<click> Save <u>NOTE:</u> To re-Activate a user, follow the same steps above and <click> Activate then Save and ensure the user has an Active officer record and if re-activating, check linking/officer view before</click></click>

creating a new officer.

## 4. Creating an Incident

### Incident

Below are the steps for creating an Incident.

**NOTE:** A minimum of the Incident Type and Location Code are necessary to create an Incident.

<u>NOTE:</u> When creating an Incident, Arrest, Warrant, Accusatory Instrument, or Supporting Deposition, it is always important to continuously SAVE your work.

<u>Step</u>	Description
1.	<click> New next to Incident to create a new Incident</click>

User: FRANK DIMEO	Select Agency: TUPPER LAKE POLICE DEPARTMENT (NY0162000)
Refresh List	Select Officer: FOTI, FRANK CHIEF
Open Incidents	Incident: Open New
Open Arrests	Arrest: Open
Open Warrants     Open Accusatory Instruments	Warrant: Open
Open Supporting Depositions	Accusatory Instrument: Open
	Supporting Deposition: Open
	NSOR: New

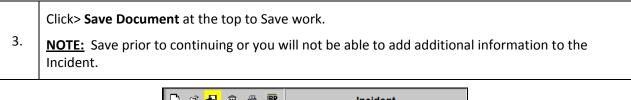
### Figure 20: Create New Incident

<Click>The Incident Type dropdown within Initial tab and select an Incident Type. 2.

**NOTE:** If Location Code is not defaulted, select a Location Code.

	D @	•	8	IBR			Incid	ent						j	Ð
	Incident#			lide A	Agency #	NY01620	00 Div/P	'ct	•	Case #			Ref#		
Ī	Incidents	Quick jump:	Initial	Details	Offense	Persons	Vehicles	Property	Narrative	Administra	tive A	ssignment	s Import		
	🖃 Initial														-
	ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE ACCIDE	NT-AIRCRA NT-ATV ACI NT-DROWN NT-FATAL NT-HIT ANE NT-HIUNTIN NT-NAVIGA NT-NAVIGA NT-ORDER NT-ORDER NT-ORDER NT-PROPEI NT-SNOWM ED CASE ULANCE R	C (EX M IING O RUN IG 460 AL DISA TION A OF PR ACCIDI NAL IN RTY DA IOBILE EQUES	ASTER ACCIDEN OTECTI ENT JURY AMAGE ACC (No	 ION	Busine Street Buildin Apt t Street City State Zip Cautio	g # 2	    TUPP  NEW  12986		VILLAGE	- 172	0	]		
	AID-ASS AID-ATT AID-COM AID-EMS AID-FUN AID-PAG AID-REG AID-REG AID-REG AID-REG AID-REG AID-REG AID-REG AID-REG AID-REG	ERALESCO E UESTFOR	ELAW E OCATE ERVICE DRT TRAFI ALARI RM (AN	FIC CON	ON JTR	_	spatche fficer	r						Close	-

#### Figure 21: Select Incident Type





### Figure 22: Save Incident

4.	Enter all necessary information pertaining to the Incident and Incident Type.
5.	If adding a <b>Reporting Person</b> , <click> <b>Reporting Person Information</b> and see <b>steps 10-12</b> and <b>Figures 29 and 30</b>.</click>

<Click> Save Document at the top to Save work.

6. **NOTE:** Save prior to continuing or you will not be able to add additional information to the Incident.

7. Click> Details tab to enter Details or Scroll down to Details enter Details

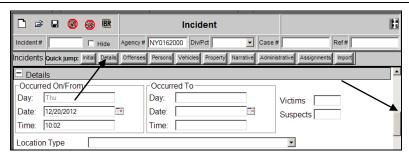


Figure 23: Incident Details

9. <Click> Add Weapon to Add a Weapon to the Incident
Weapons
Action Weapon



Figure 24: Add Weapon to Incident

10.
 A Click> Drop down to select weapon then <Click> Save then Close to return to main Incident screen
 NOTE: Entering a Weapon on an Incident overrides all other weapon selections within other tabs.

Incident #	16722
Weapon:	
Save	BLUNT OBJECT DRUG(NARCOTICS/SLEEPING PILLS EXPLOSIVE FIRE/INCENDIARY DEVICE FIRE/INCENDIARY DEVICE FIRE/INCENDIARY DEVICE FIRE/INCENDIARY DEVICE FULLY AUTOMATIC HANDGUNS AND SUBMACHINE GUNS FULLY AUTOMATIC FIFLE OR MACHINE GUN IMITATION (EG. TOY GUNS, STARTER PISTOL) KNIFE/CUTTING INSTRUMENT MOTOR VEHICLE (WHEN USED AS A WEAPON) NONE/NOT APPLICABLE NOT REPORTED OTHER WEAPON PERSONAL WEAPONS (EG. HANDS, FEET, TEETH, ETC) POISON (INCLUDES GAS) REVOLVER, DERRINGER, OR SINGLE SHOT PISTOL, ANTIQUE FIREARM SEMI AUTOMATIC HANDGUN SEMI AUTOMATIC HANDGUN SEMI AUTOMATIC FIFLE SHOTGUN (INCLUDES SAWED OFF SHOTGUNS) SIMULATED FIREARM SIMULATED FIREARM SINGLE SHOT, PUMP ACTION, OR BOLT ACTION RIFLES UNKNOWN

### Figure 25: Select Weapon

11. < Click> Offenses tab to enter Offenses or Scroll down to Offenses enter Offenses

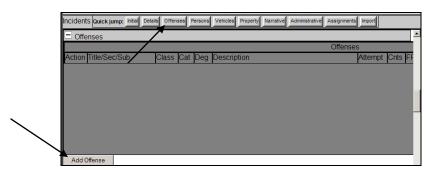


Figure 26: Add Offense to Incident



Figure 27: Search for Incident Offense

13.	Select the <b>Offense</b> .
14.	<click> Save in the Offense screen <u>NOTE:</u> If the Offense is an Assault /Homicide, Larceny/Theft, or Burglary, additional fields will become activated to enter the IBR Information. See Figure 29</click>

Incident #: 16724	Agency: NY0162000	
Law		
Title/Sect/Sub ABC/101-AA/	Class A	Cat M Deg 0
Description RREG CREDIT TERMS SALE ALC BV		
	Find NYS Law	
Attempt C Counts 1	P F IBR Code 90G	Repealed
	Weapons	
Action Weapon		
Offense must allow for weapons		
IBR Information		
Assault/Homicide 1		
Assault/Homicide 2	<b>_</b>	
Larceny/Theft	<b>•</b>	
Premises Entered		
Entry Method		
Save Close		

Figure 28: Incident Offense without IBR

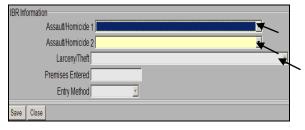


Figure 29: Incident Offense with IBR

15.	To change the NYS Law, <click> Find NYS Law. See Figure 28</click>
16.	Enter search criteria and <click> Search</click>
17.	<click> Select to add a new NYS Law to the Offense and return to Offense screen</click>

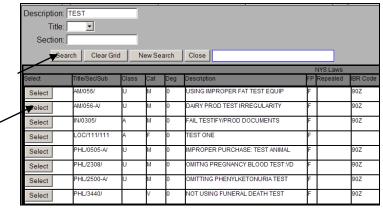
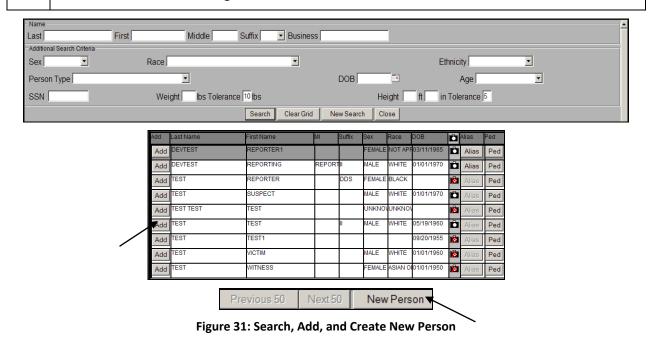


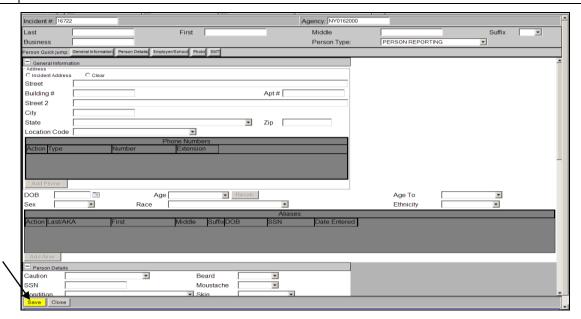
Figure 30: Add NYS Law to Offense

18.	<click> Save then Close</click>
19.	<click> Person to search for existing Persons or to Create a New Person.</click>
20.	Enter any information to search for an existing Person and <click> Search. If the Reporting Person is a New person, <click> New Person on the bottom of the screen to create a new Reporting Person.</click></click>
21.	Click < <b>Add</b> to <b>Add</b> an existing <b>Person</b>



22.
 If the Person is New, Enter Last Name or Business, Select Person Type, and <Click> Save, then Close
 NOTE: Scroll Down or click the General Information, Person Details, Employer/School, Photo,

SMT tabs to enter additional information.

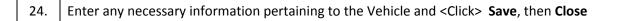


#### Figure 32: Add a Person



Vehicles					<u> </u>
				Vehicles	
Action Plate	Year	Make/Model	Style	Color	
Add Vehicle					

#### Figure 33: Add Vehicle to Incident



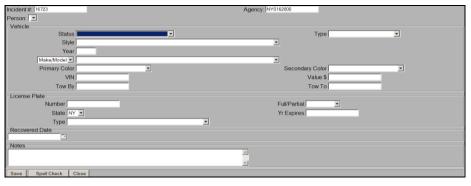


Figure 34: Vehicle Details

## 25. <Click> Property tab or scroll down and <Click> Add Property to add a Property to the Incident

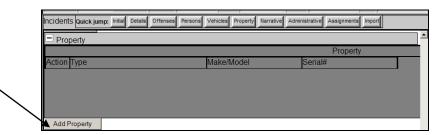


Figure 35: Add Property to Incident

### 25. Enter **Property** information and <Click> **Save**, and **Close** to return to the Incident

Incident #: 16724	Agency: NY0162000	ĺ	
Property - Person:			
	Status		
	Туре		•
M	ake/Model	_	
	Serial #		Value \$
Rec	overy Date		
Drug Information			
	Туре		<b>V</b>
	Quantity		
	Measure	<b>Y</b>	
	Source of Drug Measurement		
Description			
Save Spell Check	Close		

### Figure 36: Property Details

26	<click> Narrative tab or scroll down and <click> Add Narrative to add a Narrative to the</click></click>
20.	Incident

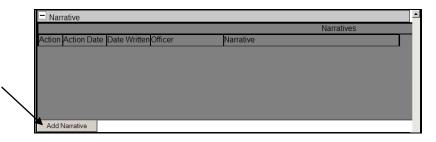


Figure 37: Add Narrative to Incident

26.	Enter l	Narrative details <click></click>	Save, and Close to retu	rn to the Incident	
		Narrative OfficerID DIMEO, FRANK (SERGEANT)	Incident ID 16724 Date of Action	Agency ORI NY0162000 Date Written	<u>.</u>
		Replace with Replace R	eplace Clear		×

Figure 38: Narrative Details

### Arrest

Below are the steps for creating an Arrest. Arrests are made within the Persons tab, See Figured 31 and 32.

<u>NOTE:</u> When creating an Incident, Arrest, Warrant, Accusatory Instrument, or Supporting Deposition, it is always important to continuously SAVE your work.

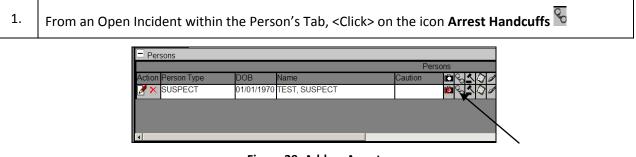
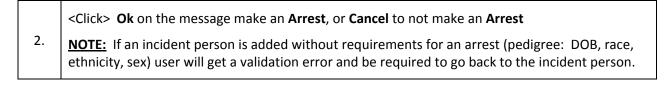
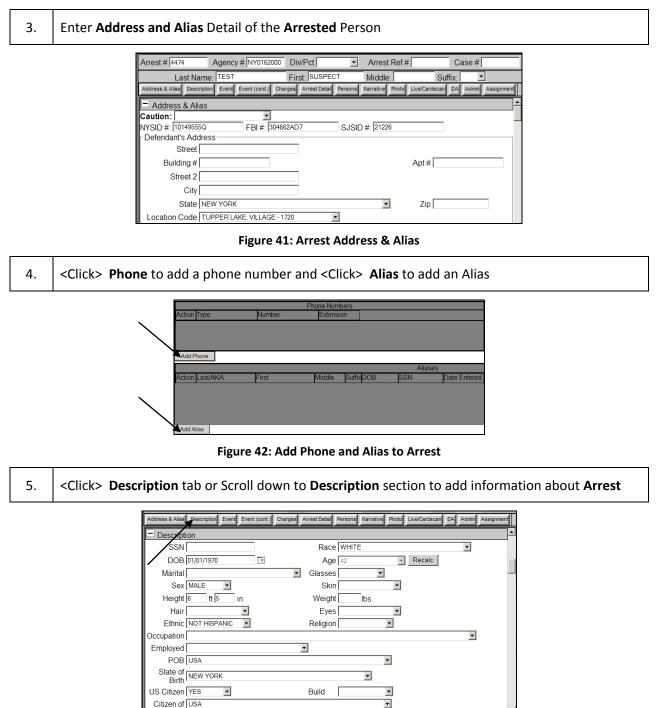


Figure 39: Add an Arrest





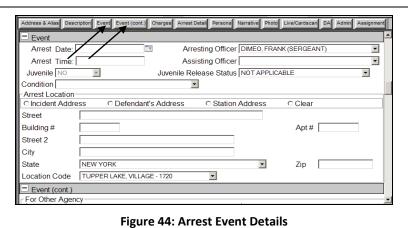
#### Figure 40: Arrest Message



**Figure 43: Arrest Description Details** 

<u>]--:---</u>

# 6. Click> Event and Event (cont) tab or Scroll down to Event and Event (cont) sections to add Event information about Arrest



7.	<click> Add Weapon to Add a Weapon. See Figures 24 and 25</click>
8.	<click> Charges tab or Scroll down to Charges sections to add Event information about Arrest</click>
9.	<click> Add Incident Charges to provide details about the Charges</click>
10.	<click> Seal Arrest to Seal the Arrest on the Charges</click>
11.	<click> Seal Arrest to Seal Arrest Charges</click>

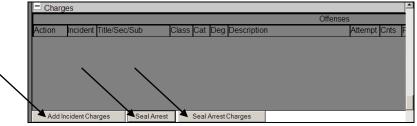
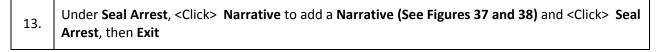


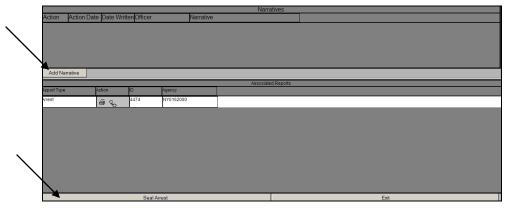
Figure 45: Arrest Charges

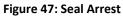
12.	Under Incident Charges, select the Search Filter to find the Incident Charge
12.	<b><u>NOTE</u></b> : Each Search Filter provides additional information that can be used in a Search

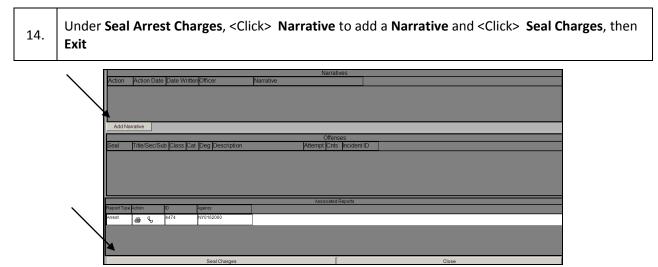
Search
Div/Pct 🗹 Kative
Agcy ORI NY0162000 - TUPPER LAKE POLICE DEPARTMENT
Reported From
Reported To
Incident Number Search
From
То
New Search Close

Figure 46: Incident Charges









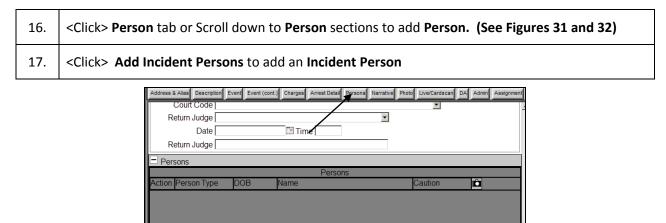
#### Figure 48: Seal Arrest Charges

15	<click> Arrest Details tab or Scroll down to Arrest Details sections to add Arrest Details</click>					
15.	information					

T

					_				
Address & Alias Description Even	t Event (cont.) Charges	Arrest Detail	Persons	Narrative	Photo	Live/Cardscan	DA	Admin	Assignmen
Arrest Details		1							
Statement	•								
Search Warrant	7								
Warrant #			Г	Evidence	e				
ID Procedure	•			E	Eviden	ce	•	]	
SAFIS Latent ID	•			Proce	essed	Ву			
Property	•			Dis	spositi	on			
CJTN #									
Arrest Type		•							
Arraignment									
Court TUPP	ER LAKE VILLAGE COL	JRT				-			
Judge				•					
Date	💷 Tir	me							
Arraign Judge									

**Figure 49: Arrest Details** 



Add Incident Persons

Add Person

	Action	Person Type	DOB	Name	Caution	Incident
$\backslash$	V	SUSPECT	01/01/1970	TEST, SUSPECT		16720
	Add	to Arrest				

#### Figure 50: Add Incident Person to Arrest

19. Click> Narrative tab or Scroll down to Narrative sections to add Narrative or Incident Narrative to Arrest

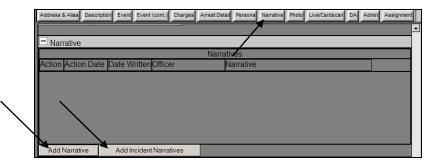


Figure 51: Add Narrative and Incident Narrative to Arrest

20.	<click> Add Narrative and enter Narrative Information on Arrest (See Figure 36)</click>
21.	<click> Add Incident Narratives to add Incident Narratives to Arrest</click>
22.	<click> Action checkbox to add Incident Narrative, then <click> Add Incident Narratives button, then <click> Exit when complete</click></click></click>

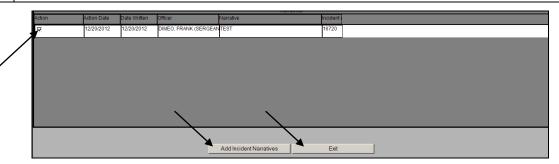
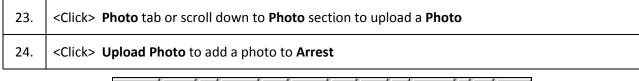
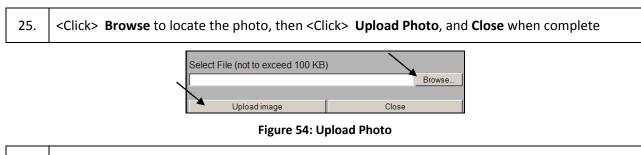


Figure 52: Add Incident Narratives to Arrest

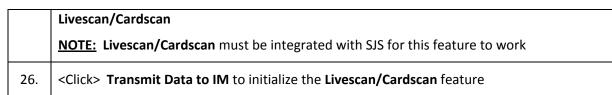


Address & Alias	Description Event Event (cont.) Charges	s Arrest Detail Persons Narrativ	e Photo Live/Cardscar	DA Admin Assignment
Photo	1	/		
Photo #	Capture Date	Time	Upload image	Remove Photo

### Figure 53: Add Photo to Arrest



25.



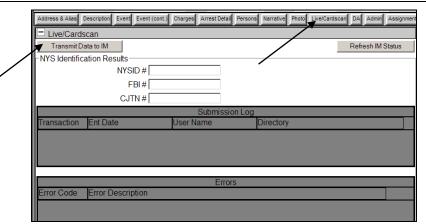
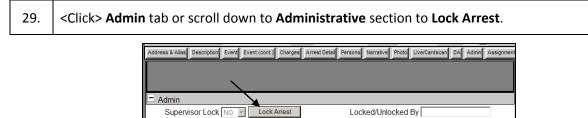


Figure 55: Livescan/Cardscan

26.	<click> DA tab or scroll down to DA section to submit Arrest to DA</click>
27.	<click> either Preliminary Export to DA or Final Export to DA button</click>
28.	<click> Transmit to DA</click>
	the sector of the design of the sector of th

DA				<u>.</u>	7		
Preliminary Export to DA     Transmitto DA							
🚽 🖌 🖌 🖌	Export to DA			- Transmitto DA			
/			Transmit Log				
Export Type	Export Date	File Name			Username		

Figure 56: DA



Export Data to Jail

#### Figure 57: Admin - Lock Arrest





#### Figure 58: Lock Arrest Warning

<Click> Add Assignment to Add Officer to Arrest o or <Click> I to edit the current Assignment
 32. NOTE: Assignment is automatically assigned to the person creating the Incident, Arrest, or Warrant

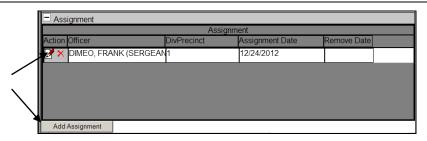
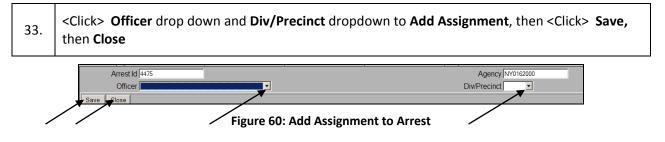


Figure 59: Add / Edit Assignment to Arrest



### Warrant

Below are the steps for creating a **Warrant**. **Warrants** are made within the Persons tab, **See Figured 29** and **30**.

<u>NOTE:</u> When creating an Incident, Arrest, Warrant, Accusatory Instrument, or Supporting Deposition, it is always important to continuously SAVE your work.

1.	From an Op	en Incident withi	icon 🗳				
		Persons		_	Pers	ions	
		Action Person Type	DOB	Name	Caution		
		SUSPECT	01/01/1970	TEST, SUSPECT			
						Warrant	

#### Figure 61: Create a Warrant

2. Click> OK on the warning message to Create a Warrant or Cancel to not Create a Warrant



Figure 62: Create a Warrant Warning Message



Add Alias

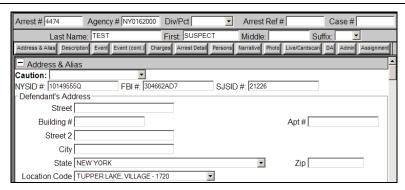
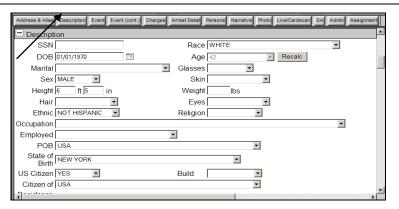


Figure 63: Warrant Address & Alias

4. <Click> Phone to add a phone number and <Click> Alias to add an Alias

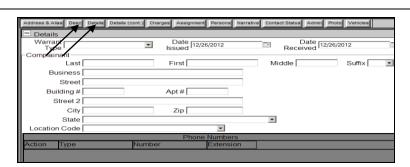
Figure 64: Add Phone and Alias to Warrant

5. Click> Description tab or Scroll down to Description section to add Warrant information





# 6. Click> Details or Details (cont) tabs or Scroll down to Details or Details (cont) section to add additional details about the Warrant

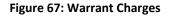




<Click> Charges tab or Scroll down to Warrant Charges section to add charges to the Warrant
 NOTE: If charges were previously added from the Incident or Arrest, then those charges will show within the Warrant charges

8. <Click> Add Incident Charges to add a new Incident Charge (See Figures 43 and 44)

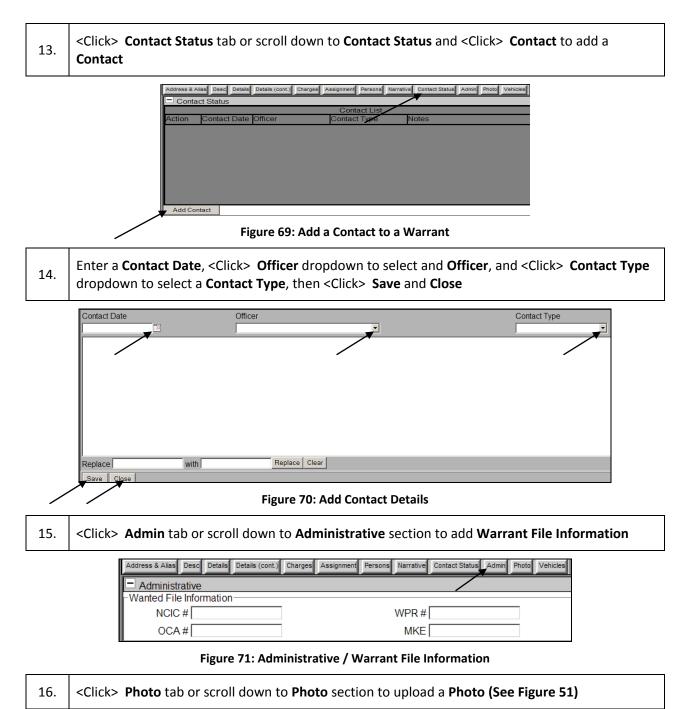
ot FP
лгг
Т
Т
_



9.	<click> Add Assignment to Add Officer to Warrant or <click> I to edit the current Assignment (See Figure 57) <u>NOTE:</u> Assignment is automatically assigned to the person creating the Incident, Arrest, or Warrant</click></click>
10.	<click> Officer drop down and Div/Precinct dropdown to Add Assignment, then <click> Save then Close</click></click>



11.	<click> Person tab or Scroll down to Person sections to add Person. (See Figures 29 and 30)</click>
12.	<click> Narrative tab or Scroll down to Narrative sections to add Narrative or Incident Narrative to Arrest (See Figures 49 and 50)</click>



### Accusatory Instrument

Below are the steps for adding an Accusatory Instrument. Accusatory Instruments are made within the Persons tab, **See Figured 29 and 30.** 

<u>NOTE:</u> When creating an Incident, Arrest, Warrant, Accusatory Instrument, or Supporting Deposition, it is always important to continuously SAVE your work.

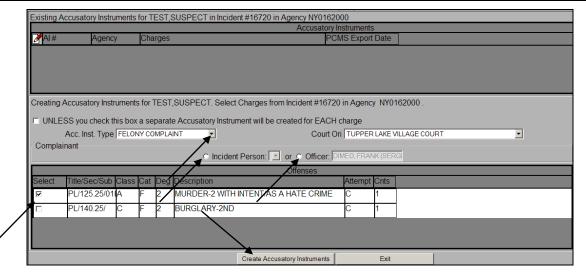
1. From an Open Incident within the Person's Tab, <Click> Accusatory Instrument icon

		Per	sons
DOB	Name	Caution	■ Sol (1)
01/01/1970	TEST, SUSPECT		🛍 😪 🕹 🖉 🖉
			Accusatory Instrument
		DOB Name 01/01/1970 TEST, SUSPECT	DOB Name Caution

#### Figure 72: Add Accusatory Instrument

2.	From an Open Incident within the Person's Tab, <click> Accusatory Instrument icon</click>
3.	Select a Accusatory Instrument Type, Court, Charge, and Incident Person or Officer <u>NOTE:</u> If no Charge, Incident Person or Officer is selected, you cannot create an Accusatory Instrument.
	Click Create Accurate a lasta and

#### 4. <Click> Create Accusatory Instrument



#### Figure 73: Create an Accusatory Instrument

5.	Review Incident details and Charges and <click> 🗹 if you'd like to Edit the Incident or Incident Charges</click>
6.	<click> Charges tab or scroll to Incident and Charges sections to Add Incident Charges</click>
7	<click> Add Incident Charges to add additional Incident Charges (See Figure 44)</click>

nstruments	Inci	encidents Charg	ed with Accus	atory Ins		Supporting Depositions	Finalize
cident # Ag					trument # '	1416	
					trument # ·	1416	
	gency	Occurance Erc					
		occurance i re	Municipality	NameMu	nicipality T	TyLocation	
6720 N	Y016200	12/13/2012	TUPPER LA	KE VIL	LAGE	1 DOWNTOWN	, Broadv
						•	
		_	Charges	5			_
Sec/SutCl	las CalD	eDescription	Charges		AttempC	ints Charge Lang.	
Sec/SulCli 25.25/0 A			Charges WITH INTEN			ints Charge Lang. with intent to c	cause the d
						0 0	cause the d
						0 0	cause the d
						0 0	cause the d
						0 0	cause the d
						0 0	cause the d
						0 0	cause the d
	I.						

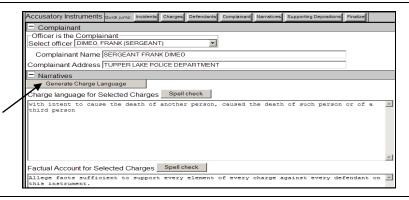
Figure 74: Accusatory Instrument Incident and Charges

8. <Click> Defendants tab or scroll down to Defendants section to Add Incident Defendant
 S. 
 9. NOTE: Adding an Incident Defendant will allow a user to add a user from any Incident and you can search for an existing Incident number to add an Incident Defendant.

Delei	ndants	_	Defend	ants		_	_
Action	Name		DOB		Arrest #	Arrest ORI	
🍠 🗙 🎖	SUSPECT T	EST	(DOB: Ja	n 01, 19	4475	NY0162000	

Figure 75: Add Incident Defendant

- 10. Review **Complainant**, **Narrative**, and **Fatal Account for Selected Charges** information
  - 11. **Click> Generate Change Language** to change the Charge Language



- 12.
- <Click> Generate Change Language to change the Charge Language

13.

<Click> Add Supporting Deposition to Add a Supporting Deposition or <Click> Add Incident Supporting Deposition to add a Supporting Deposition from another Incident.

Supporting Dep	Supporting Depositions						
		Supporting Depositions					
Action SD Id	Deponent		Signature D				
Add Supporting	Deposition	Add Incident Supporting Deposition					

Figure 76: Add Supporting Deposition to Accusatory Instrument



- Select Search Filter		Search				
<ul> <li>Supporting Deposition</li> </ul>		Div/Pct			Active	
Case #	Shi Oli #			E DEPARTMENT		
O Case #					1	
Officer/Precinct		Supporting De	position #			
C Incident #		From				
⊖ AI #		То				
○ SJS ID #		Final				
ONYS ID #						
⊂ FBI#						
C Deponent Name						
Search	Clear Grid	1	New Search		Close	

Figure 77: Search for Supporting Deposition

15.	Search for Supporting Deposition
16.	Review Complaint Type and Court ORI information
17.	Add Appearance Ticket and Notice Information
18.	<click> Finalize Accusatory Instrument to test the validity of the Accusatory Instrument</click>
	Accusatory Instruments Duide jume Incidental Charges Defendantal Complainant Narratives Supporting Depositional Finalized

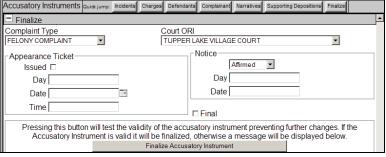


Figure 78: Finalize Accusatory Instrument

4Click> Finalize Accusatory Instrument to test the validity of the Accusatory Instrument19.NOTE:NOTE:Once you <Click> Finalize Accusatory Instrument button, the Transmit Accusatory

	Instrument to PCMS button becomes active
	Select either Preliminary or Final Export to DA button, then <click> Transmit Accusatory Instrument to PCMS</click>
20.	<b>NOTE:</b> Unlike arrests, you can only select and transmit once. If preliminary, and sent, you cannot resend as final. You have to generate a new one with the updated information and mark that one final.
21.	<click> Submit to PCMS or Cancel on the warning message <u>NOTE</u>: When submit is complete, a message will appear stating that the data submitted successfully</click>

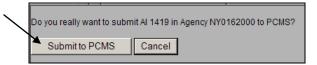


Figure 79: Submit to PCMS

## **Supporting Deposition**

Below are the steps for adding a **Supporting Deposition**. A **Supporting Deposition** is made within the Persons tab, **See Figured 31 and 32**.

1. From an Open Incident within the Person's Tab, <Click> Supporting Deposition icon

🖃 Per	sons					
				Perso	ns	
Action	Person Type	DOB	Name	Caution	<b>□</b> ℃ <u></u> ▲⊘ <i>∞</i>	
Ø	SUSPECT	01/01/1970	TEST, SUSPECT		🗱 🗞 🔏 🖉 🖉	
					Suppo	orting Deposit

Figure 80: Add Supporting Deposition to Incident

	Add Supporting Deposition information, select Person Type, and <click> Create Supporting Deposition</click>
Ζ.	<b>NOTE:</b> If a <b>Supporting Deposition</b> already exists, click <b>1</b> to <b>Edit</b> the existing <b>Supporting Deposition</b>

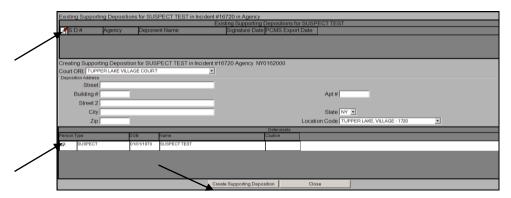
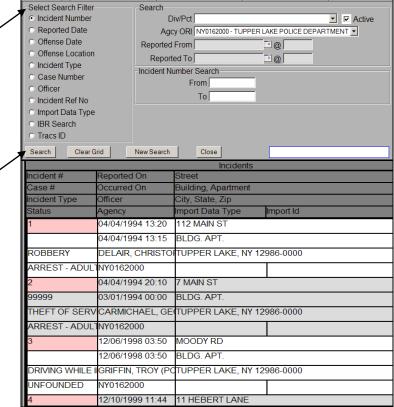


Figure 81: Supporting Deposition Details

3.	<click> Add Incident to Add an existing Incident to the Supporting Deposition</click>
4.	Search for the existing Incident you would like to add by choosing Search Field
5.	Double Click the Incident number you would like to add to the Supporting Deposition
	Calact Coards Filter - Coards



#### Figure 82: Add an Existing Incident to Supporting Deposition

6.

<Click> Deponent or Details tab or scroll to Deponent and Details section to verify Deponent information and Details, and update if necessary

	Supporting Deposition	S Quick jump:	ncidents Deponent	Details	Defendants	Associated Accusi	atory Instruments	Deposition	Finalize	
,	Deponent									
	Deponent N	lame SUS	ECT TEST							
/	Deponent Address NY									
>	Details									
	Deposition Address									
/	Street									
	Building #						Apt # [			
	Street 2									
	City									
	State	NEW YORK				•	Zip			
	Location Code	TUPPER LA	KE, VILLAGE - 172	20	•					
	- Court ORI									_
	TUPPER LAKE VIL	LAGE COUR	Т		•					

**Figure 83: Deponent Information and Details** 

<Click> Defendant tab or scroll toDefendants section to Add Defendants to the Supporting
7. Deposition

NOTE: This will allow user to add a person or defendant from another Incident (See Figure 80)

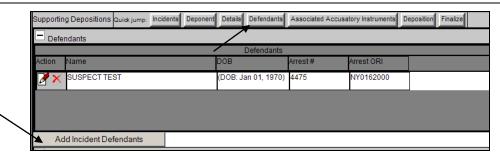


Figure 84: Add Incident Defendant to Supporting Deposition

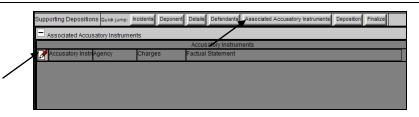
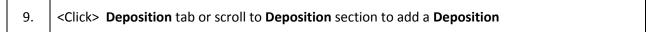


Figure 85: Add Associated Accusatory Instrument to Incident



Supporting Depositions Quick jump: Incidents	Deponent Details	Defendants As	ssociated Accusatory Instruments	Deposition	Finalize
Deposition					
Deponents Factual Statement	pell check				
(Enter sworn statement here)					
Replace with		Repla	ce Clear		

#### Figure 86: Add Deposition

10. Click> Apply Factual Statement button to add the default Factual Statement to the Dep and <click> Save</click>	osition
---	---------

Apply Factual Statement

Figure 87: Add Factual Statement

11	<click>the Finalize tab or scroll to the Finalize section to update information</click>					
12.	<click> Finalize Supporting Deposition</click>					
	<b>NOTE:</b> Signature date is required to Finalize a Supporting Deposition					

Supporting Depositions Quick jump: Incidents Deponent	Details Defendants Associated Accusatory Instruments Deposition Finalize
Replace with	Replace Clear
	rument Named the Deponent and Deponent has nothing more to
add click the following button Apply Fac	
	cusatory instrument filed with the Court in connection with the
above-captioned case and those facts set f true upon my own personal knowledge."	forth in said accusatory instrument which are attributed to me are
⊂ Statement Began	Notice
Date 12/28/2012 @ @ 10:06	Signature Type Affirmed
	Day
Statement Finished	Date
Date @	
F	inalize Supporting Deposition

Figure 88: Finalize Supporting Deposition

13.	<click> Ok or Cancel on Finalize Supporting Deposition warning</click>
-----	--

Ι

Window	s Internet Explorer	X
2	Once a supporting deposition has been finalized no further changes can be made and it can no longer be deleted.	Iontinue?
	Cancel	

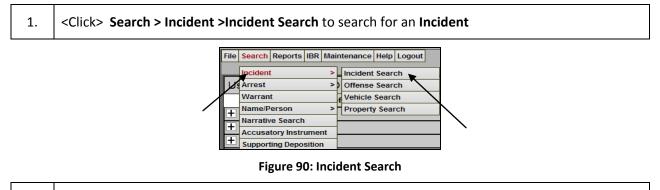
Figure 89: Finalize Supporting Deposition Warning

## 5. Search

Below are the steps to search for an Incident, Arrest, Warrant, Name/Person, Narrative Search, Accusatory Instrument, and Supporting Deposition.

## Incident

#### Incident Search



	Select the Search Filter and add necessary information to search for an Incident and <click></click>
	Search

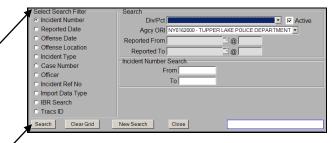


Figure 91: Incident Search Criteria

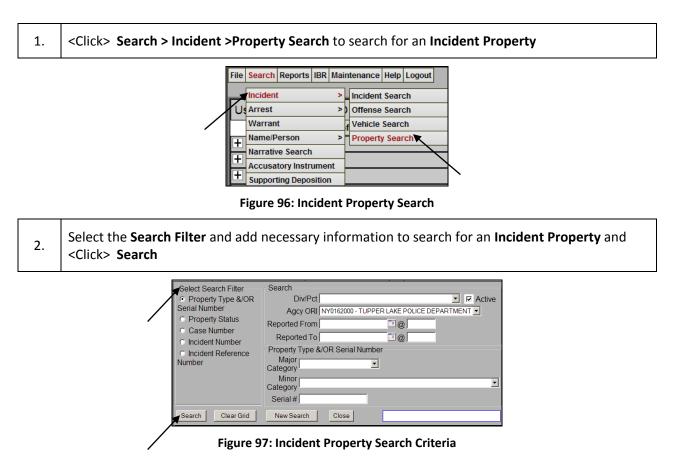
```
Incident Offense Search
```



	File	Search	Reports	IBR	Mai	nt	tenance	Help	Logout	
/	<b>-</b> +++	Accusa	t	ume	_	) f	Incident Offense Vehicle Propert	Searc Searc	ch :h	



2. Select the Search Filter and add necessary information to search for an Incident Offense and <click> Search</click>
Select Search Filter Charge Title/Section/Sub Charge Class & Category NCIC Code Incident Rumber Search Incident Reference No. Search Clear Grid New Search Close Figure 93: Incident Offense Search Criteria Incident Vehicle Search
1. <click> Search &gt; Incident &gt;Vehicle Search to search for an Incident Vehicle</click>
File       Search       Reports       IBR       Maintenance       Help       Logout         Incident       Incident       Incident       Search       Offense Search         Varrant       Vehicle       Search       Property       Search         Name/Person       Property       Search       Accusatory       Incident         Narrative       Search       Supporting       Deposition       Search         Figure       94:       Incident       Vehicle       Search
2. Select the <b>Search Filter</b> and add necessary information to search for an <b>Incident Vehicle</b> and <click> <b>Search</b></click>
Select Search Filter       Search         Vehicle Make and Model       Div/Pct         Vehicle Status       Agcy ORI NY0162000-TUPPER LAKE POLICE DEPARTMENT         License Plate Number       Reported From         Incident Number       Vehicle Make and Model         Incident Reference Number       Vehicle Make and Model         Model       Vehicle Make and Model         Make       Vehicle Make and Model         Model       Vehicle Make and Model         Figure 95: Incident Vehicle Search Criteria
Incident Property Search



## Arrest

#### Arrest Event



Figure 98: Arrest Event Search

h	Select the Search Filter and add necessary information to search for an Arrest Event and <click></click>
Ζ.	Search

Select Search Filter Search Div/Pct - 🖂 Active Arrestee Arrest Date Agcy ORI Arrest Number Arrest Date From Arresting Officer Arrest Date To SJS ID Number Arrestee Precinct/Division First Name Arrest Location Last Name Arraignment Court & Date Range C Arrest Reference Number O NYSID Search Clear Grid New Search Close Figure 99: Arrest Event Search Criteria Arrest Offense <Click> Search > Arrest > Arrest Offense Search to search for an Arrest Offense 1. File Search Reports IBR Maintenance Help Logout Incident Arrest Arrest Event Search Warrant Arrest Offense Search Name/Person Arrest Charges Search > Narrative Search Sealed Arrest Search Ŧ Accusatory Instrument Supporting Deposition Figure 100: Arrest Offense Search Select the Search Filter and add necessary information to search for an Arrest Offense and 2. <Click> Search Search Div/Pct Active Select Search Filter Agcy ORI TUPPER LAKE POLICE DEPARTMENT Arrest Case Number From Incident Case Number Offense Date & Time То • @ Offense Location Arrest Case Number Post-Arraignment Court, From Date & Time То O Photo Number Search Clear Grid New Search Close Figure 101: Arrest Offense Search Criteria **Arrest Charges** 1. <Click> Search > Arrest > Arrest Charges Search to search for an Arrest Charge File Search Reports IBR Maintenance Help Logout Incident Arrest Event Search U Arrest Warrant Arrest Offense Search Name/Person Arrest Charges Search Ŧ Narrative Search Sealed Arrest Search + Accusatory Instrument

Figure 102: Arrest Charges Search

Supporting Deposition

+

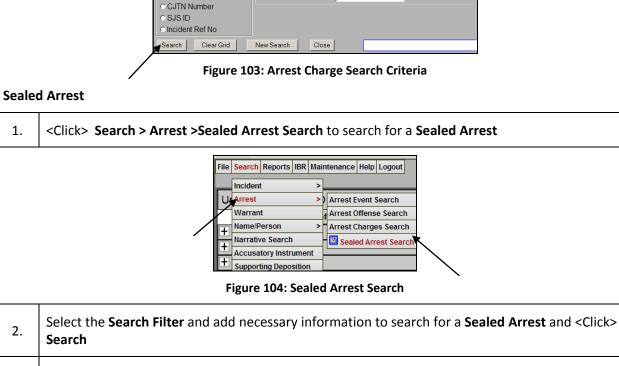
1.

2.

2.	Select the <b>Search</b> Search	Filter and add ne	ecessary information to se	earch for an <b>Arrest Charge</b> and <click< th=""></click<>
		Select Search Filter Arrestee Arrest Number Charge, Title, Sect. & Subsect. Charge Class & Category	Search DiwPct Agcy ORI TUPPER LAKE POLICE DEPA Reported From Reported To Arrestee First Name	ARTMENT

Last Name

ONCIC Code



2	<click> Sealed Arrest ,Sealed Modules, Sealed Charges, or Sealed Narratives tab to review searched Sealed information</click>
5.	searched Sealed information



### Warrant

1.	<click> Search &gt; Warrant to search for a Warrant</click>
1.	<click> Search &gt; Warrant to search for a Warrant</click>

Γ

T



Figure 106: Warrant Search

2.	Select the <b>Search Filter</b> and add no <b>Search</b>	ecessary information to search for a <b>Warrant</b> and <click></click>
	<ul> <li>Select Search Filter</li> <li>Warant #</li> <li>Charge Title/Section</li> <li>Charge Class/Category</li> <li>Officer/Precinct</li> <li>Incident #</li> <li>SJS ID #</li> <li>NYG 0 #</li> </ul>	Search Div/Pct ✓ ✓ Active Agcy ORI TUPPER LAKE POLICE DEPARTMENT ✓ Date Issued From Date Issued From Warrant # From

Figure 107: Warrant Search Criteria

New Search Close

## Name/Person

#### **General Name/Person**

То

⊂ FBI # ⊂ Warrant Ref No

Search

Clear Grid



Figure 108: Name/Person Search

2. Enter necessary search information and <Click> Search



Figure 109: Name/Person Search Details

#### **Arrest Defendant**





Figure 110: Arrest Defendant Search

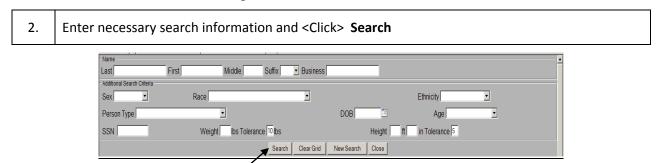


Figure 111: Arrest Defendant Search Details

#### Warrant Defendant

1.	<click> Search &gt; Name/Perso</click>	on>Warrant Defe	<b>ndant</b> to search f	or a Warrant Defendant
	File	Search Maintenance Help     Incident >     Arrest >     Name/Person >     Accusatory Instrument     Supporting Deposition	General Name/Person Arrest Defendant Warrant Defendant	
			Warrant Complainant	$\mathbf{X}$
2	Entor nococcony coarch inform	ention and coline	Cooreb	`

2. Enter necessary search information and <Click> Search



#### Figure 112: Warrant Defendant Search Details

#### Warrant Complainant

1.	<click> Search &gt; Name/Person&gt;Warrant Complainant to search for a Warrant Complainant</click>
----	--

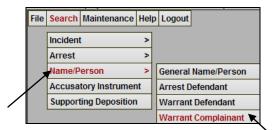


Figure 113: Warrant Complainant

2. Enter necessary search information and <Click> Search

Name				
Last Additional Search Criteria	First Middle	Suffix Business	_	
Sex	Race	T	Ethni	city
Person Type		DOB		Age
SSN	Weight bs To	lerance 10 lbs		lerance 5
		Search Clear Grid New Sea	arch Close	

Figure 114: Warrant Complainant Details

## Narrative Search

1. < Click> Search > Narrative Search to search for a Narrative Search

File	Search	Reports	IBR Ma
_	Incident	t	>
Us	Arrest		>
	Warran	t	
	Name/P	erson	>
븑	Narrativ	e Search	1
Ľ	Accusa	tory Instr	ument
<u>/+</u>	Support	ting Depo	sition

Figure 115: Narrative Search

### Accusatory Instrument

- 1. Click> Search > Accusatory Instrument to search for an Accusatory Instrument
  - File
     Search
     Reports
     IBR
     Mair

     Incident
     >

Figure 116: Accusatory Instrument Search

ſ	Select the Search Filter and add necessary information to search for an Accusatory Instrument
۷.	and <click> Search</click>

Select Search Filter	Search
<ul> <li>Accusatory Instrument #</li> </ul>	Agcy ORI TUPPER LAKE POLICE DEPARTMENT
C Charge Title/Section	Div/Pct 🔽 🔽 Active
C Charge Class/Category	Accusatory Instrument #
Officer/Precinct	From
O Incident #	То
O SJS ID #	Final
O NYS ID #	
O FBI #	
C Incident Case No	
C Defendant Name	
O Arrest #	
C Arrest Location	
Search Clear Grid	New Search Close

Figure 117: Accusatory Instrument Search Details

## Supporting Deposition

1.	<click> Search &gt; Accusatory Instrument to search for an Accusatory Instrument</click>
----	--



Figure 118: Supporting Deposition Search

2. Select the **Search Filter** and add necessary information to search for a **Supporting Deposition** and <Click> **Search** 

Select Search Filter     Supporting Deposition #	Search Div/Pct Active
☉ Case #	Agcy ORI TUPPER LAKE POLICE DEPARTMENT
O Officer/Precinct	Supporting Deposition #
O Incident #	From
⊙AI#	То
O SJS ID #	Final
ONYSID#	
⊙ FBI#	
O Deponent Name	
Search Clear Grid	New Search Close

Figure 119: Supporting Deposition Search Details

## 6. Reports

Below are the steps for generating the following reports: **FP Card, Arrest Reports, Import/Export Reports, Incident Based reports, NSOR Reports, and Warrant Based Reports.** 

## FP Card

Blank Fingerprint Card

1. Click> Reports > FPCARD > Blank Fingerprint Card to generate a blank FP Card Report



#### Figure 120: FP Card Report

### Arrest Reports

#### **Detailed Arrest Reports**

#### List of Arrests

1	<click> Reports &gt; Arrest Reports &gt; Detailed Arrest Reports &gt; List of Arrest to generate a List of</click>
1.	Arrests report



#### Figure 121: List of Arrests Report

Select a Starting and Ending Date filter, choose a Sort Option, and Verify the Agency, and then
 <Click> Submit to generate the report

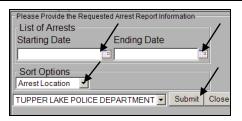
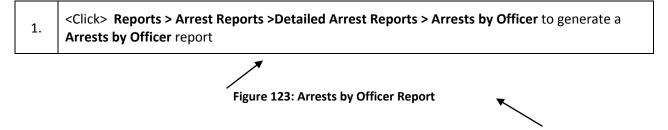


Figure 122: List of Arrest Report Filter

#### Arrests by Officer



2. Select a Starting and Ending Date filter, Verify the Agency, Select and Officer, choose a Sort Option, then <Click> **Submit** to generate the report

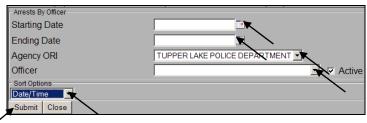


Figure 124: Arrest by Officer Report Filters

#### **Defendants with Weapons**

File Search	Reports IBR Mainten	ance	Help Logout	
	FPCARD	>		
User: F	Arrest Reports	>	Detailed Arrest >	List of Arrests
	Import/Export Reports		Reports	Arrests by Officer
	Incident Based Repor	ts >	Charge Reports >	Defendants with
Open Inc	NSOR Reports	>		Weapons 🔍
Open Ar     Open Wa	Warrant Based	>		Arrestees/Suspects by Characteristics
				UCR Summary over 18
Open Ac	cusatory Instruments			UCR Summary under 18

Figure 125: Defendants with Weapons

2. Select a Starting and Ending Date filter, and Verify the Agency, then <Click> **Submit** to generate the report

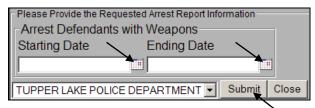


Figure 126: Defendants with Weapons Report Filters

#### **Arrestees/Suspects by Characteristics**

1.<Click> Reports > Arrest Reports > Detailed Arrest Reports > Arrestees/Suspects by<br/>Characteristics to generate a Arrestees/Suspects by Characteristics report

File Search	Reports IBR Maintena	inc	e Help Logout	
	FPCARD	>		-1
User: F	Arrest Reports	>	Detailed Arrest >	List of Arrests
	Import/Export Reports	>	Reports	Arrests by Officer
+ Open In	Incident Based Report	s >	Charge Reports >	Defendants with
- open in	NSOK Reports	>		Weapons
+ Open Ai	Warrant Based Reports	>		Arrestees/Suspects by Characteristics
		-		UCR Summary over 18
Open A	ccusatory Instruments			UCR Summary under 18



2. Select a Sex, Race, Hair Color, and Eye Color, and enter Height Range, Weight Range, Age Range, and Scars Marks, and Tattoos Information, then <Click> **Submit** to generate the report

General Sex	Race
Hair Color	Eye Color
- Height Range	
From	To
ft in	ft in
Weight Range	
From	То
- Age Range	
From	То
Scars, Marks, Tatto	os

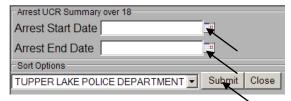
#### UCR Summary over 18

1. Click> Reports > Arrest Reports > Detailed Arrest Reports > UCR Summary over 18 to generate a UCR Summary over 18 report

File Sea	rch Reports IBR Mainte	enanc	e Help Logout		
	FPCARD	>			
User:	F Arrest Reports	>	Detailed Arrest	>	List of Arrests
	Import/Export Repor	rts >	Reports		Arrests by Officer
+	Incident Based Repo	orts >	Charge Reports	>	Defendants with
C Oper	NSOR Reports	>			Weapons
+ Oper	n Ar Warrant Based	>			Arrestees/Suspects by
+ Oper	n Wi <sup>Reports</sup>				Characteristics
	n Accusatory Instrument	~			UCR Summary over 18
- Oper	in Accusatory Instrument	5			UCR Summary under 18

Figure 128: UCR Summary over 18 Report

2. Select a Arrest Start Date and Arrest End Date filter, and Verify the Agency, then <Click> Submit to generate the report



#### Figure 129: UCR Summary over 18 Report Filter

#### UCR Summary under 18

1.

File	Search	Reports IBR Maintenar	nce	Help Logout		
_		FPCARD	>			
Us	ser: FF	Arrest Reports	>	Detailed Arrest	>	List of Arrests
	7	Import/Export Reports	>	Reports	_	Arrests by Officer
Ŧ	1.	Incident Based Reports	>	Charge Reports	>	Defendants with
H	Open inc	NSOR Reports	>			Weapons
	Open Ar	Warrant Based	>			Arrestees/Suspects by Characteristics
E.	Open Wa	Reports				
Open Accusatory Instruments						UCR Summary over 18
E.	Open Ac	cusatory instruments		UCR Summary under 18		

Figure 130: UCR Summary under 18 Report

2	Select a Arrest Start Date and Arrest End Date filter, and Verify the Agency, then <click> Submit</click>
۷.	to generate the report

- Arrest UCR Summary under 18		
Arrest Start Date		
Arrest End Date		
Sort Options		
TUPPER LAKE POLICE DEPARTMENT	Submit	Close
	~	

#### **Charge Reports**

#### List of Charges

	<click> Reports &gt; Arrest Reports &gt; Charges report &gt; List of Charges to generate a List of Charges report</click>
--	---

File	Search	Reports IBR	Maintena	nce	Help Logo	out				
_		FPCARD		>						
Us	er: 🛃	Arrest Repor	ts		Detailed A	rrest	>		Sel	ect Age
		Import/Expor	t Reports	2 i+	Reports					Inoi
+		Incident Base	ed Reports	;>+!	Charge Re	ports	>	List of (	Charges	K
	Open Inc	изок кероп		>						A
	Open Ar Open Wa	Warrant Bas Reports	ed	>_						Wai

#### Figure 131: List of Charges Report

2. Select a Starting and Ending Date filter, and Verify the Agency, then <Click> **Submit** to generate the report

List of Charges	Requested Arrest Report Information	
Starting Date	Ending Date	
Agency TUPPER	LAKE POLICE DEPARTMENT	
Sort Options		
Charge Code	•	
Submit Close		

Figure 132: List of Charges Report Filter

## Import/Export Reports

**Export Reports** 

NYPTI Export Report

# </l

File Search	Reports IBR Mainter	nance Help Logout	
	FPCARD	>	
User: FF	Arrest Reports	>	Select Age
-	Import/Export Report	ts > Export Reports	> NYPTI Export Report
+	Incident Based Report	rts >	
Open Inc	NSOR Reports	>	Arı
Open Ar	Warrant Based Reports	>	War

#### Figure 133: NYPTI Export Report

2	Select a Starting and Ending Date filter, and Verify the Agency, then <click> Starting the report</click>	Submit to generate
۷.	the report	



#### Figure 134: NYPTI Export Report Filter

## **Incident Based Reports**

#### SJS Incident Type (Case Status)

 </l

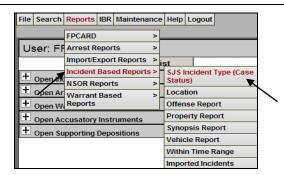


Figure 135: SJS Incident Type (Case Status) Report

2	Select a Starting and Ending Date filter, Incident Category. Incident Type, Incident Status, Sort
۷.	Option, and Verify Agency, then <click> Submit to generate the report</click>

	uested Incident Report Information	
Incident Synopsis	Report	
Starting Date		
Ending		
Incident Category		
Incident Type	90 DAY VERIFICATION SORA 911 HANG UP 911 REQUESTING ASSISTANCE ABANDONED VEHICLE AGGRAVATED HARASSMENT AIDED CASE AIRCRAFT ACCIDENT ALL OTHER ALL OTHER ALL TERRAIN VEHICLE COMPLAINT Clear	
Incident Status		
Sort Options		
Date Incident Repor	ted 🕂	
TUPPER LAKE POLI	CE DEPARTMENT Submit Close	

Figure 136: SJS Incident Type (Case Status) Report Filter

#### Location

1	<click> Reports &gt; Incident Based Reports &gt; SJS Incident Type (Case Status) to generate a SJS</click>
1.	Incident Type (Case Status) report

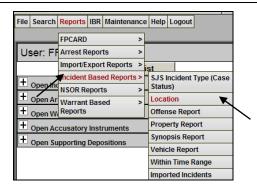


Figure 137: Location Report

2. Select a Starting and Ending Date filter, enter Street and City, Select Location Code and Type, Verify Agency, and Choose a Sort Option, then <Click> **Submit** to generate the report

Disease Devide the Device the Levident Devict Information
Please Provide the Requested Incident Report Information
Incident Location Report
Starting Date
Ending Date
Street
City
Location Code
Location Type
Agency TUPPER LAKE POLICE DEPARTMENT
Sort Options
Street Address
Submit Close



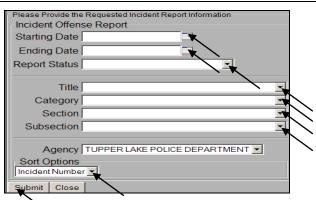
#### Offense Report

1.	<click> Reports &gt; Incident Based Reports &gt; Offense Report to generate a Offense Report</click>
	File Search Reports IBR Maintenance Help Logout



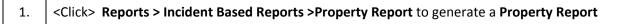
Figure 139: Offense Report

2. Select a Starting and Ending Date, Report status, Title, Category, Section, Subsection, Verify Agency, and Choose a Sort Option, then <Click> **Submit** to generate the report



➤ Figure 140: Offense Report Filters

#### Property



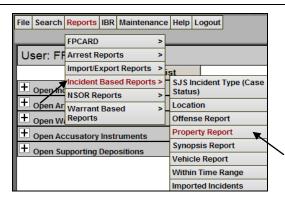


Figure 141: Property Report

2. Select a Starting and Ending Date, Report status, Property Status, Incident Category, Verify

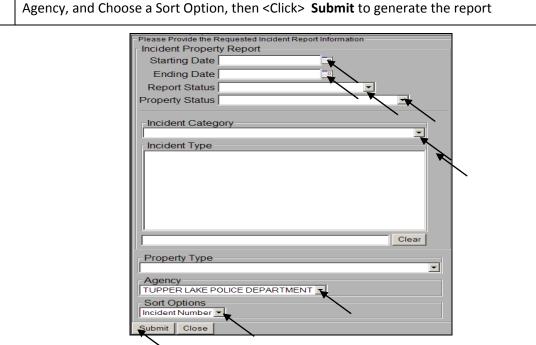


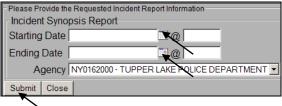
Figure 142: Property Report Filters

Synopsis

File	Search	Reports	IBR	Maintena	nce	e Help	Logout	
_		FPCARD	_		>			
Us	ser: FF	Arrest R	epor	ts	>			
		Import/E	xpor	t Reports	>	ist		
+	On on La	Incident	Base	ed Reports	>			Type (Case
	-/-	NSOR Reports				Status)		
	Open Ar	Warrant	Base	ed	>	Loca		
+	Open Wa	Reports				Offen	ise Repo	rt
Ŧ	Open Ac	cusatory	Instr	uments		Prop	erty Rep	ort
+	Onen Su	pporting	Deno	sitions		Syno	psis Rep	ort 🔍
	opon 3u	pporting	Dopo	-onuono		Vehic	le Repo	rt
						Withi	n Time F	lange
						Impo	rted Inci	dents

Figure 143: Synopsis Report

2. Select a Starting and Ending Date, and Verify Agency, and Choose a Sort Option, then <Click> **Submit** to generate the report





#### Vehicle

1. <Click> Reports > Incident Based Reports >Vehicle Report to generate a Vehicle Report

File	Search	Reports	IBR	Maintena	nce	Help	Logout		
_		FPCARD	_		>				
Us	ser: FF	Arrest R	epor	ts	>				
		Import/E	xpor	t Reports	>	ist			
Ŧ		Incident	Base	ed Reports	;>			Type (Case	
	Open Inc	NSOR Re			>	Statu			
臣	Open Ar	Warrant	Bas	ed	>	Locat			
+	Open W	Reports				Offen	se Repo	rt	
$\mathbf{+}$	Open Ac	cusatory	Inst	ruments		Prope	erty Rep	ort	
+	Onen Su	pporting	Deno	ositions		Syno	psis Rep	ort	
	open of	pporting	oopt	10140110		Vehic	le Repo	rt	
						Withi	n Time F	lange	$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $
						Impo	ted Inci	dents	

Figure 145: Vehicle Report

2. Select a Starting and Ending Date, Report Status, Vehicle Status, Vehicle Style, Vehicle Make, Vehicle Model, Verify Agency, and Choose a Sort Option, then <Click> **Submit** to generate report

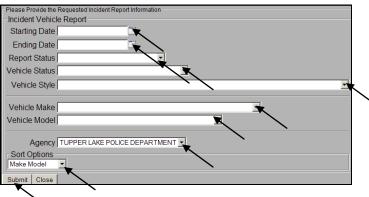


Figure 146: Vehicle Report Filters

#### Within Time Range

1. 
Click> Reports > Incident Based Reports > Within Time Range to generate a With Time Range Report

File	Search	Reports	IBR	Maintena	nce	Help	Logout	
_		FPCARD	_		>			
Us	ser: FF	Arrest R	epor	ts	>			
		Import/E	xpor	t Reports	>	ist		
Ŧ		Incident	Base	ed Reports	s >			Type (Case
	Open Inc	NSOR Re			>	Statu		
믄	Open Ar	Warrant Based		>	Loca			
+	+ Open Wi Reports			Offer	ise Repo	ort		
Open Accusatory Instruments				Prop	erty Rep	ort		
+ Open Supporting Depositions				Syno	psis Rep	ort		
open supporting popositione				Vehic	le Repo	rt		
						Withi	n Time F	Range 📉
						Impo	rted Inci	dents

Figure 147: Within Time Range Report

2. Select a Starting and Ending Date, Verify Agency, and Choose a Sort Option, then <Click> **Submit** to generate the report

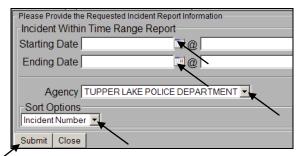


Figure 148: With Time Range Report Filter

#### **Imported Incidents**

1.	<click> Reports &gt; Incident Based Reports &gt;Imported Incidents to generate an Imported Incidents report</click>		
		File Search Reports IBR Maintenance Help Logout	

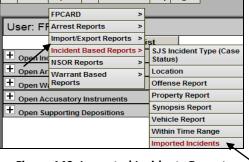


Figure 149: Imported Incidents Report

2. Select a Starting and Ending Date, Verify Agency, and Choose a Sort Option, then <Click> **Submit** to generate the report

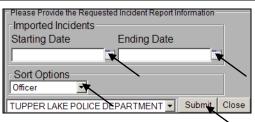


Figure 150: Imported Incidents Report Filter

## **NSOR Reports**

#### **NSOR Tickler**

1.	<click> Reports &gt; NSOR Reports &gt;NSOR Tickler to generate a NSOR Tickler report</click>
----	--



Figure 151: NSOR Tickler Report

Select a Starting and Ending Date, and Verify Agency, , then <Click> Submit to generate report

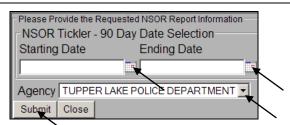


Figure 152: NSOR Tickler Report Filter

#### **NSOR Report**

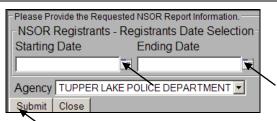
2.

1. <pre><click> Reports &gt; NSOR Reports &gt; NSOR Report</click></pre>	t to generate a NSOR Report
--	-----------------------------



Figure 153: NSOR Report

2. Select a Starting and Ending Date, and Verify Agency, , then <Click> **Submit** to generate report

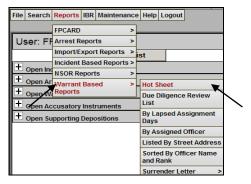


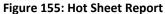
#### **Figure 154: NSOR Report Filter**

### Warrant Based Reports

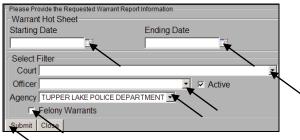
#### **Hot Sheet**

1.	<click> Reports &gt; Warrant Based Reports &gt; Hot Sheet to generate a Hot Sheet report</click>
----	--





2	Select a Starting and Ending Date, Court, Officer, Verify Agency, and <click> Felony Warrants to</click>	
	۷.	select Felony Warrants, then <click> Submit to generate report</click>



✓ Figure 156: Hot Sheet Report Filters

#### **Due Diligence Review List**

 </l

File	Search	Reports	IBR	Maintena	nce	Help	Logout		
_		FPCARD			>				
U	ser: FF	Arrest R	epor	ts	>				
		Import/E	xpor	t Reports	>	st			
<b>F</b>		Incident	Base	ed Reports	; >				
	Open Inc				>				
÷	Open Ar	Warrant	Bas	ed	>	Hot S	heet		
	Open 📈	Reports				Due D	Diligence	Review	
+ Open Accusatory Instruments				List	-	×			
+ Open Supporting Depositions			ositions		By La Days	psed As	signment		
						By As	signed	Officer	
						Liste	d By Stre	eet Address	
						Sorte and R		icer Name	
						Surre	ender Le	tter >	

Figure 157: Due Diligence Review List Report

r	Select a Starting and Ending Date, Court, Officer, Verify Agency, and <click> Felony Warrants to</click>
۷.	select Felony Warrants, then <click> Submit to generate report</click>

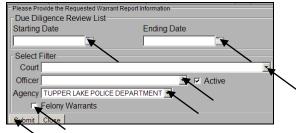


Figure 158: Due Diligence Review List Report Filters

#### By Lapsed Assignment Days

1.	<click> Reports &gt; Warrant Based Reports &gt; By Lapsed Assignment Days to generate a By Lapsed Assignment Days report</click>

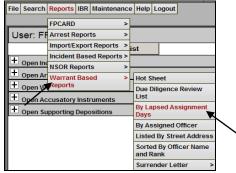


Figure 159: By Lapsed Assignment Days Report

2. Select a Starting and Ending Date, Court, Officer, Verify Agency, and <Click> Felony Warrants to select Felony Warrants, then <Click> Submit to generate report

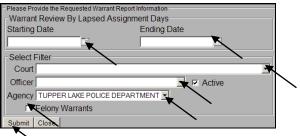
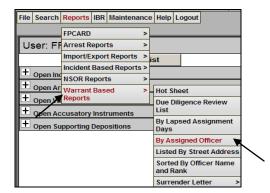


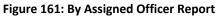
Figure 160: By Lapsed Assignment Days Report Filters

#### By Assigned Officer

1. <pre></pre> <pre><!--</th--><th>sed Reports &gt; By Assigned Officer to generate a By Assigned</th></pre>	sed Reports > By Assigned Officer to generate a By Assigned
--	---

Т





2	Select a Starting and Ending Date, Court, Officer, Verify Agency, and <click> Felony Warrants to</click>
Ζ.	select Felony Warrants, then <click> Submit to generate report</click>

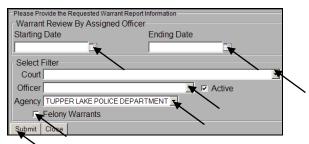


Figure 162: By Assigned Offer Report Filters

#### Listed by Street Address

 </l

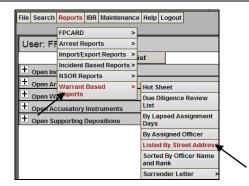


Figure 163: Listed By Street Address Report

	Select a Starting and Ending Date, Court, Officer, Verify Agency, and <click> Felony Warrants to</click>					
۷.	select Felony Warrants, then <click> Submit to generate report</click>					

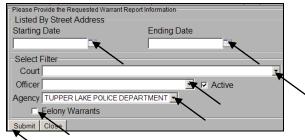


Figure 164: Listed By Street Address Report Filters

#### Sorted by Officer Name and Rank

1	<click> Reports &gt; Warrant Based Reports &gt; Sorted By Officer Name and Rank to generate a</click>
1.	Sorted By Officer Name and Rank report

File Search	Reports	IBR	Maintena	nce	Help	Logout		
$- \angle$	FPCARD			>				
User: FF	Arrest R	epor	ts	>				
	Import/E	xpor	t Reports	>	st			
+ onen ine	Incident	Base	ed Reports	>		_		
+ Open Inc	NSOR Re	eport	S	>				
+ Open Ar	Warrant	Bas	ed	>	Hot S	heet		
	Reports	_			Due Due D	Diligence	Review	N
<u> </u>	cusatory	Inst	ruments					
+ Open Su	pporting	Depo	sitions		Days	psed As	signm	ent
					By As	signed (	Officer	
					Liste	d By Stre	et Add	lress
					Sorte and F	d By Off Rank	icer Na	me
					Surre	ender Le	tter	>

Figure 165: Sorted By Officer Name and Rank Report

2. Select a Starting and Ending Date, Court, Officer, Verify Agency, and <Click> Felony Warrants to select Felony Warrants, then <Click> Submit to generate report

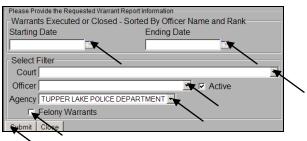


Figure 166: Sorted By Officer Name and Rank Report Filters

#### Surrender Letter

#### Surrender Letter Control List

1	<click> Reports &gt; Warrant Based Reports &gt; Surrender Letter &gt; Surrender Letter Control List to</click>
1.	generate a Surrender Letter Control List report

File Search	Reports IBR Maintena	nce	Help Logout		
	FPCARD	>			41
User: FF	Arrest Reports	>			Select Age
	Import/Export Reports	۷	ist	_	Incid
	Incident Based Reports	v		1	
oponini		٧		-	Ar
Open Ar	Warrant Based	۷	Hot Sheet	μ.	War
+ Open W	Peports		Due Diligence Review	1	
+ Open Act	cusatory Instruments		List		Accusatory Instrun
+ Open Su	pporting Depositions		By Lapsed Assignment Days		Supporting Deposi
			By Assigned Officer		N
			Listed By Street Address		
			Sorted By Officer Name and Rank		Open Windows:
			Surrender Letter >		Surrender Letter Control
				H	Print Surrender Letter
				H	
					Subj not Responding to Surrender Letter

Figure 167: Surrender Letter Control List Report

Select a Starting and Ending Date, Court, Officer, Verify Agency, and <Click> Active Warrants
and/or Felony Warrants to select Active and/or Felony Warrants, then <Click> Submit to generate report

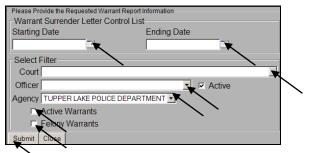


Figure 168: Surrender Letter Control List Report Filters

#### **Print Surrender Letters**

<Click> Reports > Warrant Based Reports > Surrender Letter > Print Surrender Letter to generate a Print Surrender Letter report

File Search	Reports IBR Maintenar	ice	Help Logout			
	FPCARD	>		_		
User: F	Arrest Reports	>				Select Age
	Import/Export Reports	>	st		1	Inci
	Incident Based Reports	>		1		
- open i	- NSOK Reports	>		ł		Aı
Openia		>	Hot Sheet			Wai
	eports		Due Diligence Review	4		
+ Open A	ccusatory Instruments		List			Accusatory Instrur
+ Open S	upporting Depositions		By Lapsed Assignment Days			Supporting Depos
			By Assigned Officer		Ĩ	N
			Listed By Street Address			
			Sorted By Officer Name and Rank			Open Windows:
			Surrender Letter >		Sur Lis	rrender Letter Control t
				ľ	Pri	nt Surrender Letter 💘
						bj not Responding to

Figure 169: Print Surrender List Report

Select a Starting and Ending Date, Court, Officer, Verify Agency, and <Click> Active Warrants
and/or Felony Warrants to select Active and/or Felony Warrants, then <Click> Submit to generate report

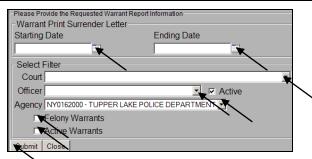


Figure 170: Print Surrender Letter Report Filters

#### Subject not Responding to Surrender Letter

1	<click> Reports &gt; Warrant Based Reports &gt; Surrender Letter &gt; Subject Not Responding to</click>
1.	Surrender Letter to generate a Subject Not Responding to Surrender Letter report

File Search	Reports	IBR	Mainten	anc	e Help	Logout	ł			
	FPCARD			>				_	_	(r
User: F	Arrest R	epor	ts	>						Select Ag
	Import/E	xpor	t Reports	; >	ist					Inc
+	Incident	Base	d Repor	ts >	<u> </u>	_			n II	
+ Open In	NSOR Re	eport	s	>					11	4
+ Open A	Warrant	Bas	ed	>	Hot S	heet				Wa
	ccusatory	Inst	uments	_	Due List	Diligenc	e Review			Accusatory Instru
+ Open S	upporting	Depo	sitions		By La Days		ssignmen	t		Supporting Depo
					By A	signed	Officer			
					Liste	d By Str	eet Addre	ss		
					Sorte and I		ficer Nam	e		Open Windows:
					Sum	ender Le	etter	>		urrender Letter Contro ist
									P	rint Surrender Letter
										ubj not Responding to urrender Letter

Figure 171: Subject Not Responding to Surrender Letter Report

Select a Starting and Ending Date, Court, Officer, Verify Agency, and <Click> Active Warrants
and/or Felony Warrants to select Active and/or Felony Warrants, then <Click> Submit to generate report

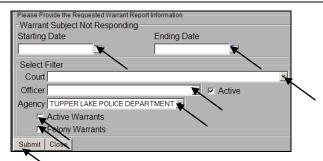


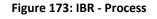
Figure 172: Subject Not Responding to Surrender List Report Filters

## **7. IBR**

Below are the steps for IBR including the Process IBR, Process Report, and Clear IBR Tables

## **Process IBR**

1.	<click> IBR &gt; Process to</click>	Pro	ocess IE	BR					
		File	Search	Reports	IBR	Maintenance	Help	Logout	
		U	ser: Ff		<u> </u>	cess cess Report			
					Clea	ar IBR Tables		>	



2. Verify the Agency, Select Start and End Date, then <Click> Export Process Report

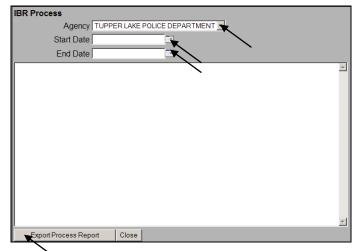


Figure 174: IBR - Process Filters

## **Process Report**

1.	<click> IBR &gt; Process Report to Process IBR Report</click>
	File Search Reports IBR Maintenance Help Logout



Figure 175: IBR - Process Report

2. Verify the Agency, Select Start and End Date, then <Click> View Process Report

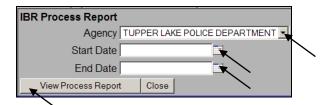


Figure 176: IBR - Process Report Filters

## **Clear IBR Tables**

#### **Clear Review**

1.	<click> IBR &gt; Clear IBR Tables &gt; Clear Review to Clear Review</click>	
	File       Search       Reports       IBR       Maintenance       Help       Logout         Process       User:       FRANK       Process Report       Clear Review         Clear IBR Tables       Clear Process       Clear Process	

Figure 177: IBR - Clear IBR Table – Review

Clear Report

2. <Click> Close Window once IBR Review Table is Cleared

Den Incidents

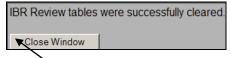


Figure 178: Clear IBR Table - Review Message

#### **Clear Process**

1. <pre><click> IBR &gt; Clear IBR Tables &gt; Clear Review to Clear Review</click></pre>
---



Figure 179: IBR - Clear IBR Table – Process

2. Click> Close Window once IBR Process Table is Cleared

IBR Process tables were successfully cleared.



Figure 180: Clear IBR Table - Process Message

#### **Clear Report**

1.	<click> IBR &gt; Clear IBR Tables &gt; Clear Report to Clear the IBR Report</click>
----	---



Figure 181: Clear IBR Table – Clear Report

2. <Click> Close Window once IBR Report is Cleared

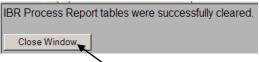


Figure 182: Clear IBR Table – Clear Report Message

## 8. Maintenance

Below are the Maintenance steps including Change Password, Bulk Re-Assignment, Mass Consolidation, and Person Consolidation

## **Change Password**

1.	<click> Maintenance &gt; Change Password to Change Password</click>
	File       Search       Reports       IBR       Maintenance       Help       Logout         Change       Change       Password       Image: Change       Image:
2.	Enter the Current Password, New Password, and Repeat new password, then <click> Change Password to change the password</click>
	Note: Passwords must meet the following criteria         • be a minimum of 8 characters long         • contain at least one number         • contain at least one of the following punction marks \$_#         • not contain any other punction mark         • not be the same as or similar to the current password         Passwords should meet the following criteria         • should not contain simple words such as 'welcome', 'database', 'account', 'user', 'password', 'oracle', 'computer', 'abcd'         • should not be the same as or similar to the username         Exiting this screen without entering a new password will lock your account for 20 minutes.         Current password         New password         Repeat new password         Change Password
	Figure 184: Change Password Fields

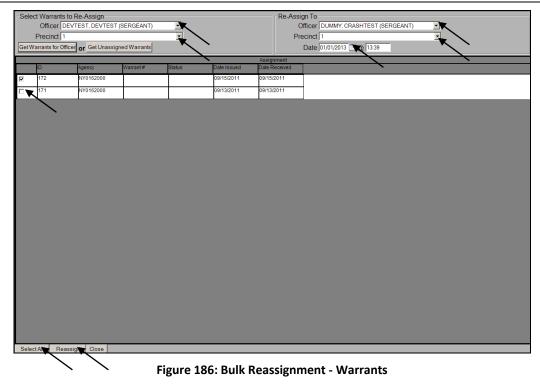
## Bulk Re-assignment

1.	<click> Maintenance &gt; Bulk Re-assignment to Re-assign Warrants to a another officer</click>



#### Figure 185: Bulk Re-Assignments

2.	Select Officer and Precinct to Re-Assign
3.	Select Re-Assigned Officer and Precinct and select date to Re-Assign
4.	<click> Get Warrants for Officer or Get Unassigned Warrants to find all assigned and unassigned warrants</click>
5.	Select Warrants or Unassigned Warrant to be <b>Re-Assigned</b>
6.	Select All to Re-Assign All or Select the Warrants or Unassigned Warrants to be Re-Assigned
7.	<click> Re-Assign to Re-Assign the selected Warrants or Unassigned Warrants</click>



## Mass Consolidation

1. Click> Maintenance > Mass Consolidation to Mass Consolidate multiple Persons re	ords
--	------

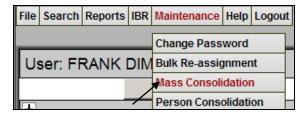


Figure	187:	Mass	Consolidation
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2.	Enter search information for multiple <b>Persons</b> records needed to be <b>Mass Consolidated</b> and <click> <b>Search</b></click>
3.	Select the <b>From</b> or <b>To</b> button to choose whether to <b>Mass Consolidate</b> multiple <b>Persons From</b> or <b>To</b>
4.	<click> Consolidate to Consolidate all the records multiple Persons From or To</click>

Name Last TEST	First Criteria		/liddle	Suffix	💌 Busi	ness	· ·					
Sex		Race			•						Ethnicity	•
Person Type		•					DOB				Age	•
SSN		Weight	lbs Toleranc	e 10 lbs					Height	ft	in Tolerance 5	
				Search	Clear	Grid 1	New Sea	arch	Close			
						Person In						
Last Name	First Name	MI		Race DOI			Ped	From To				
DEVTEST	REPORTER1		FEMALE	NOT APF03/	11/1965	Alias	Ped		5			
DEVTEST	REPORTING	REPORT	II MALE	WHITE 01/	01/1970	Alias	Ped		1			
TEST	REPORTER		DDS FEMALE	BLACK	D.	Alias	Ped		$\mathbf{k}$			
TEST	SUSPECT		MALE	WHITE 01/	01/1970	Alias	Ped					
TEST TEST	TEST		UNKNOV	UNKNOV	1	Alias	Ped		×			
TEST	TEST1		MALE	WHITE 09/	20/1955	Alias	Ped					
TEST	VICTIM		MALE	WHITE 01/	01/1960 🝺	Alias	Ped		5			
TEST	WITNESS		FEMALE	ASIAN OI01/	01/1950 👔	Alias	Ped		5			
	<b>I</b>											
	_					1	_				_	
	-	la c		_	evious 50	Next 50		nsolidat		_		
Module	ID Date	Status	Person Type	Address		Agency	Ľ	Assoc		<b>`</b>		

Figure 188: Mass Consolidation From or To

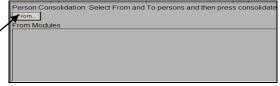
## Person Consolidation

1. <Click> Maintenance > Person Consolidation for a one Person Consolidation



Figure 189: Person Consolidation

1.	<click> Maintenance &gt; Person Consolidation for a one Person Consolidation</click>
2.	<click> From button</click>
	Person Consolidation: Select From and To persons and then press consolidate



#### Figure 190: Person Consolidation From Button

3. Enter Person search information and <Click> Search
4. <a href="https://www.search.com">click> Search</a>
4. <a href="https://www.search.com">click> Search</a>

Name					_			_					
-	1	First	Middle		Suffi	< 🗌	<ul> <li>Busines</li> </ul>	s					
	onal Search Criteria												
Sex	<b>•</b>	Race					•					Ethnicity	-
Pers	on Type		•						DO	в	-	Age	-
SSN		Weight	lbs <sup>-</sup>	Toleran	ce 10 lb	S					Height ft	in Tolerance 5	
					X Se	earch	Clear Grid		New Se	earch	Close		
								rson					
Add	Last Name	First Name	МІ							Ped			
Sel	DEVTEST	REPORTER1			FEMALE	NOT APP	03/11/1965	Ď	Alias	Ped			
Sel	DEVTEST	REPORTING	REPORT	II	MALE	WHITE	01/01/1970	Ċ	Alias	Ped			
Sel	TEST	REPORTER		DDS	FEMALE	BLACK		×	Alias	Ped	1		
Sel	TEST	SUSPECT			MALE	WHITE	01/01/1970	Ď	Alias	Ped	1		
Sel	TEST TEST	TEST			UNKNO\	UNKNO		<b>i</b>	Alias	Ped	1		
Sel	TEST	TEST1			MALE	WHITE	09/20/1955	Ċ	Alias	Ped	1		
Sel	TEST	VICTIM			MALE	WHITE	01/01/1960	<b>i</b>	Alias	Ped	1		
Sel	TEST	WITNESS			FEMALE	ASIAN O	01/01/1950	<b>i</b>	Alias	Ped	1		

Figure 191: Person Consolidation – To & From Search Criteria

5.	<click> <b>To</b> button</click>									
	•	Person Con	solidation: \$	Select From a		s and then pre 26) TEST, SU	ss consolidate.			
		From Modul	les ID	Date	Status	Person Type	Address	Agency	Assoc	-
		A-	4474			SUSPECT			8	
		A- SD-DEP	4475 1101	12/28/2012		SUSPECT	,			
		50-0E1	1101	12/20/2012		3031201	<u>'</u>	110102000	<b>.</b>	-
	7	To To Modules								

Figure 192: Person Consolidation To Button

7. <click> Sel button to add the person to the To section (See Figure 191)</click>	6.	Enter Person search information and <click> Search</click>
	7.	<click> Sel button to add the person to the To section (See Figure 191)</click>
8. <click> Consolidate to consolidate the From one Person To another Person</click>	8.	<click> Consolidate to consolidate the From one Person To another Person</click>

	ID	Date	Status	Person Type	Address	Agency	Ass 💼
A-	<u>4474</u>		1	SUSPECT	,	NY0162000	<b>1</b>
A-	4475			SUSPECT	,	NY0162000	<b>1</b> 2
SD-DEP	1101	12/28/2012		SUSPECT	,	NY0162000	12
					1 STREET APT 2 BLD 1 AL	1	Ass Ass
A-	4453			SUSPECT			🖄 🔜
A- A-	4453 4464			SUSPECT	1 STREET APT 2 BLD 1 AL		···· ···
	4464	12/12/2011	OPEN			NY0162000	

Figure 193: Consolidate From one Person To another

## 9. Help

Below are the steps to access the Program Help user guide and About to view the SJS version

## **Program Help**

1.	<click> Help &gt; Program Help to view the SJS User Guide</click>	
	File Search Maintenance Help Logout	

Program Help About

#### Figure 194: Program Help

## About

1. <Click> Help > About to view the SJS Version



Figure 195: About

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