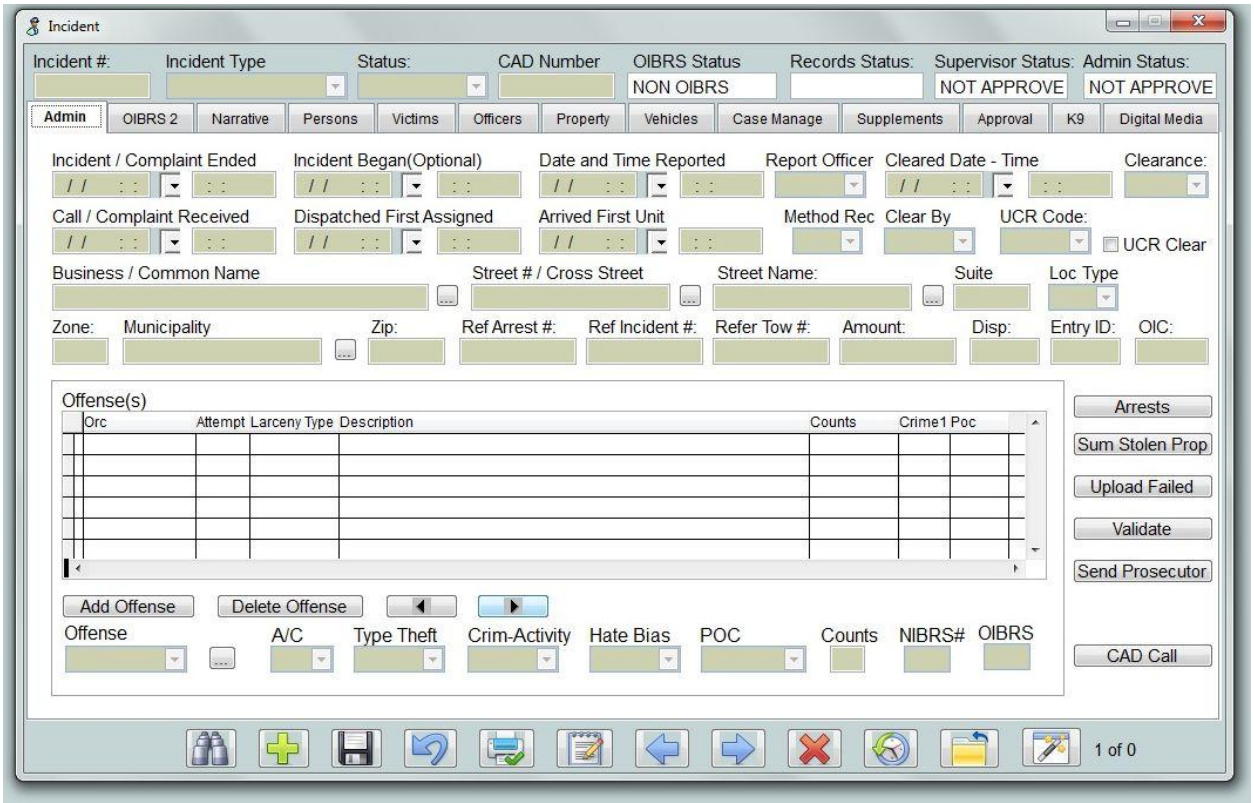
CAD- RMS VERSION 8

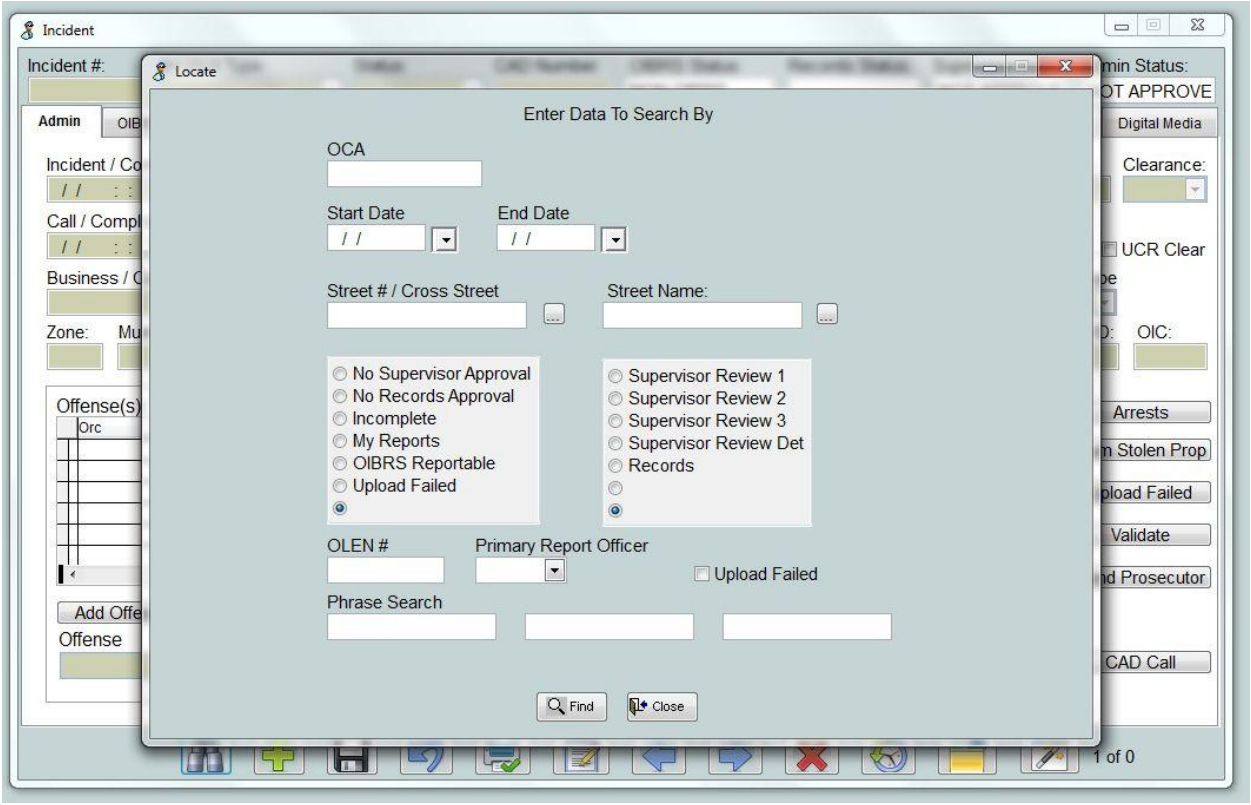
INCIDENT SCREEN BASIC REPORT ENTRY

As a basic rule enter information by selecting TABs from left to right as certain data will help populate other TABs to the right



By default selecting the incident choice from the drop down will result in the above screen.

Fields are greyed out and will not allow for entry.



Begin by pressing either F1 or the Find button.

If entering a report you can begin by typing the CAD or Report number in the OCA (Originating Case Agency Number) box. If dispatch has created the incident or if it has already been started the system will return the report. If dispatch has not yet "created" a report you will be returned to a greyed out screen.

The option will be for dispatch to modify the call screen or for you to use the add button which would be less preferred as you will type all dispatch information into the report.

Options also exist to retrieve potentially multiple reports or to locate by other means:

By entering a date range by using start and end date fields

By entering address or street names

Or by searching for any other field or combination of fields on the screen

The system allows for multiple people to be working in the same report. The challenge is to insure that work on a report is coordinated as changes will be saved when the save button or the close and exit button are pressed. If two people are typing in the same field the last "save' will be what shows in the record the next time it is opened.

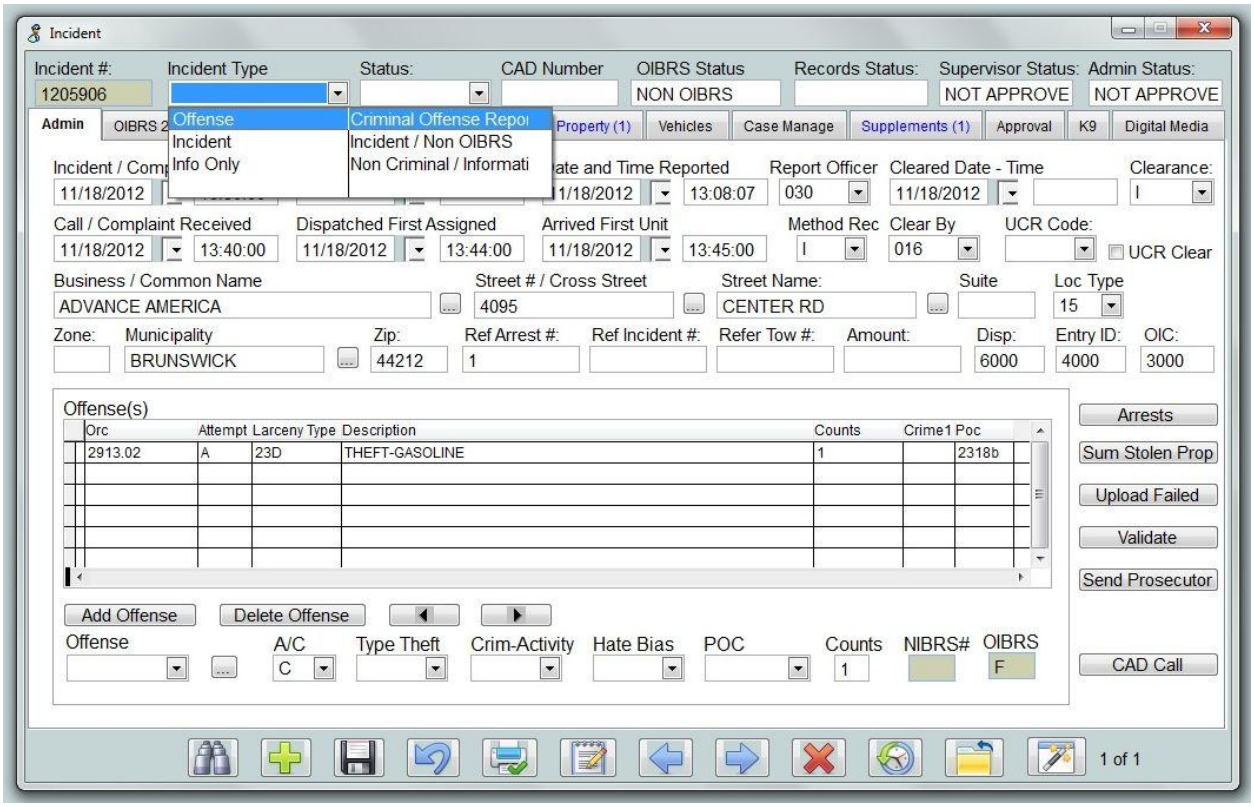
The Admin Tab

Incident types exist based on the nature of the report:

Offense involves all criminal cases. Incident is a NON oibrs report. Info Only: Non criminal, Non traffic report

Status: Leave as normal as saving the report to confidential will result in only a limited number of supervisors able to see report

Cad Number, OIBRS Status Records Status, Supervisor Status and Admin Status are updated based on admisitrative approvals



Most fields can be filled in by using either the drop down in case where the data comes from a list or by typing directly into the field.

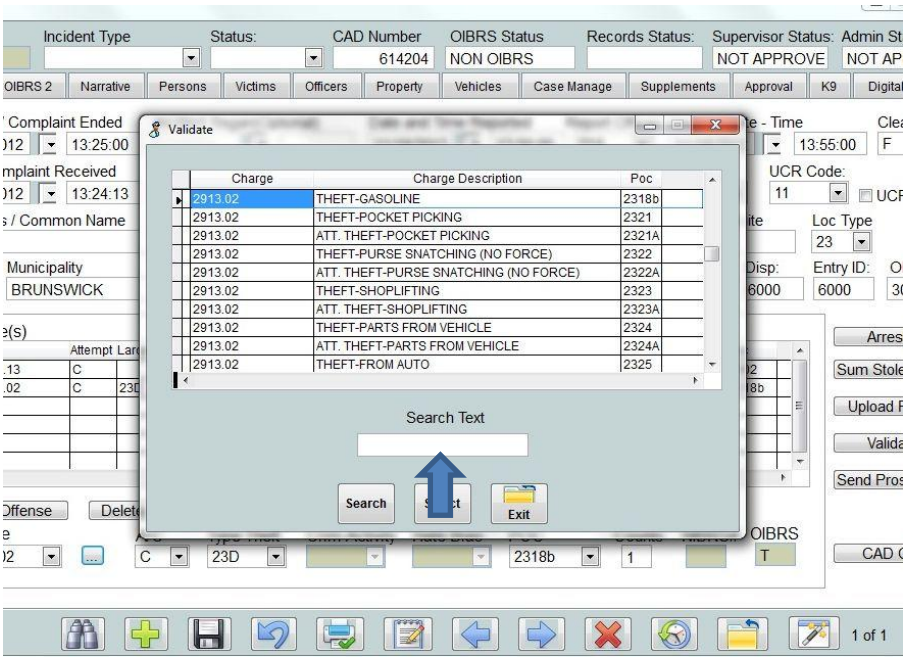
Offenses can be entered by various means. You have the choice of Offense or by POC code.

Start by pressing the add offense button or using the left or right button to select the offense already listed to update

In the Offense Box you can either type the ORC or city ordinance or use the drop down list to scroll through the choices

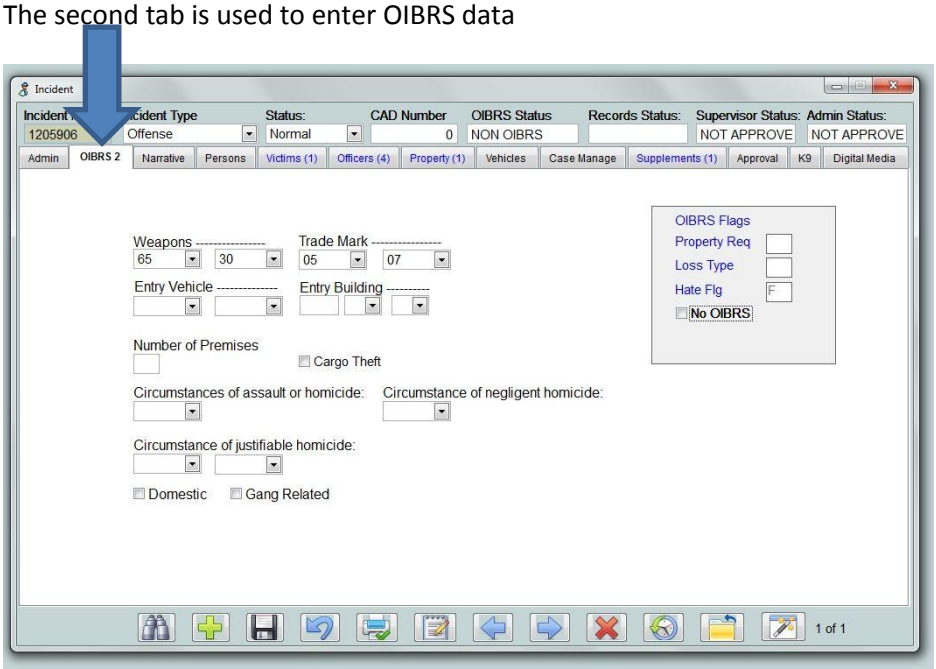
If you need to search for the appropriate offense you can use the search function

Which will bring up the following screen;



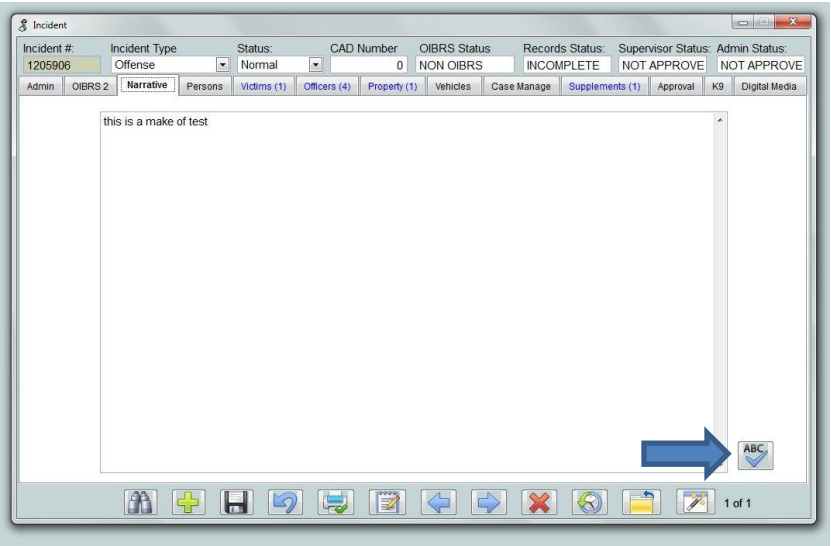
Search can then be performed by word or number. The search will return if it is found in the charge, description or poc field. This search is exact, do not attempt to use the % symbol as it finds exactly what is typed into the search text box

The second tab is used to enter OIBRS data



Again enter as appropriate for the report.

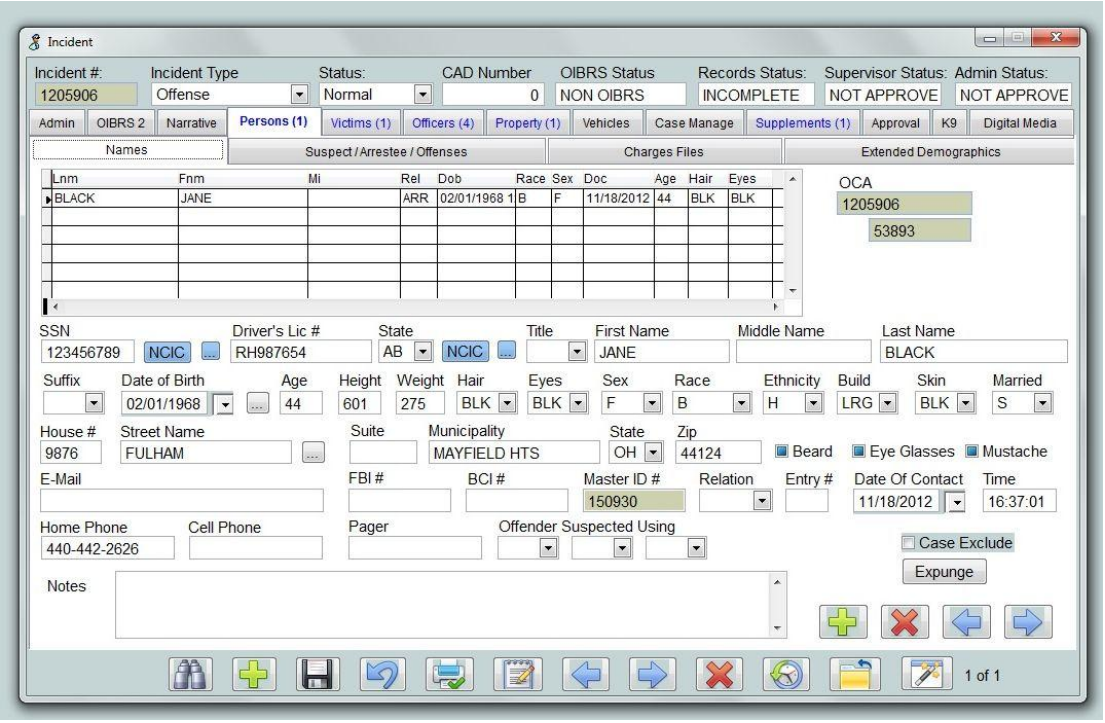
The narrative screen is for the face sheet narrative and has a spell check option;



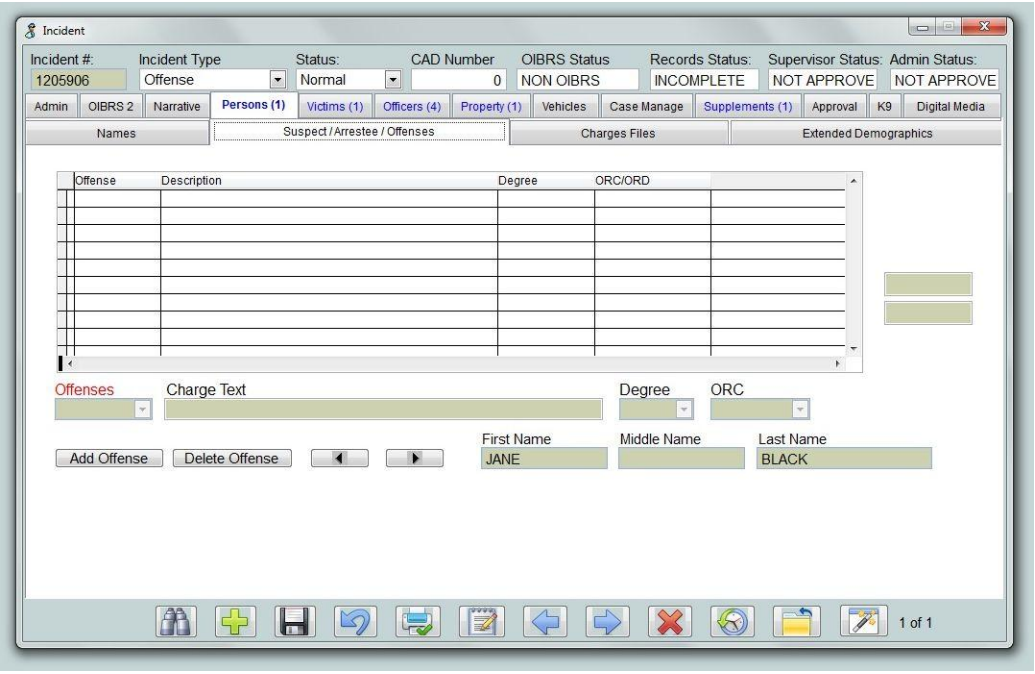
Spell check is handled by Word and will pop up in a separate box. Please be aware that the box may come up behind CAD depending on the click speed. IF cad appears to be ‘busy” or requesting you to “switch” it is to this box

Adding or updating Arrested Persons to a report

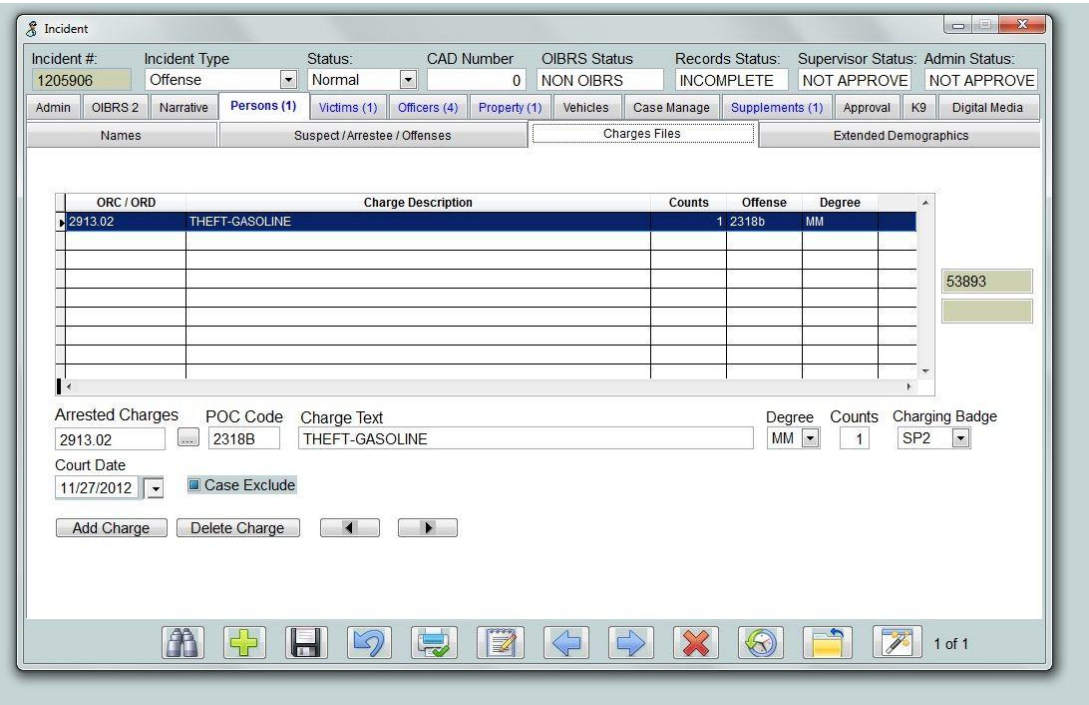
Insure that the arrested person is entered before starting an Incident and the person will clearly show up when entering the report. In this case the following will appear



The suspect/ arrestee/.charges tab will be blank in this case as charges have been filed as the person has been arrested and entered into the arrest violation file

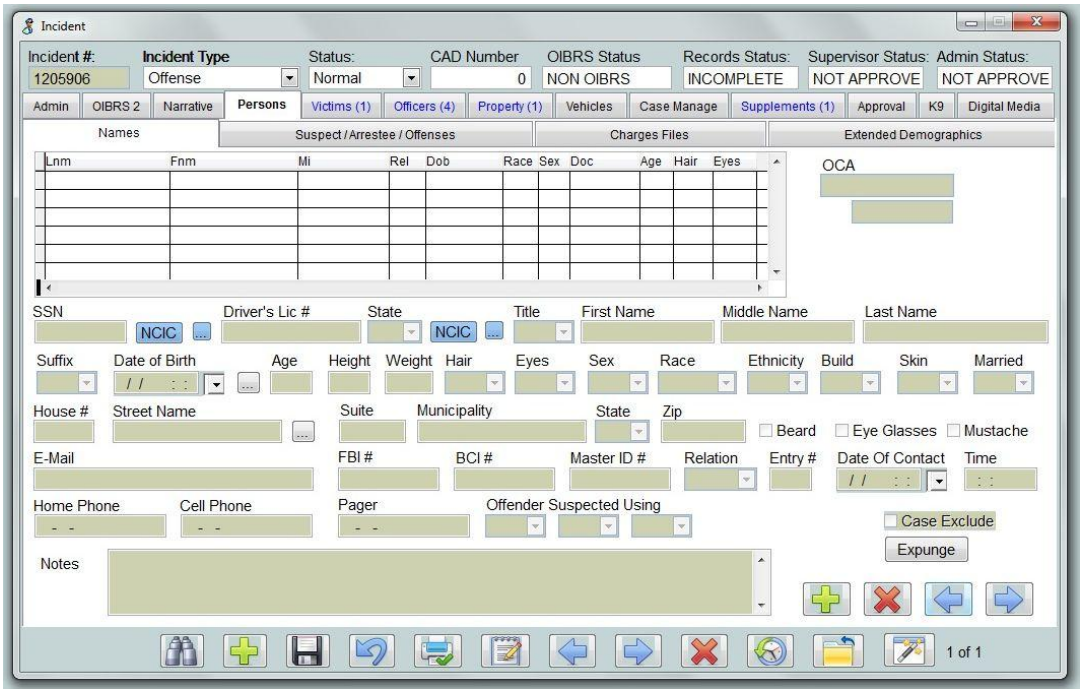


Looking at the Charges Filed Tab: Shows the charges filed against the person



If a person has been booked and the OCA was filled in on the arrest screen, the person will show up under this TAB. The persons tab is to be used for all entries other than victims of the crime.

Adding Persons to a report

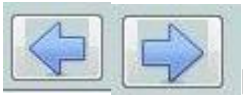


Looking at the screen in detail

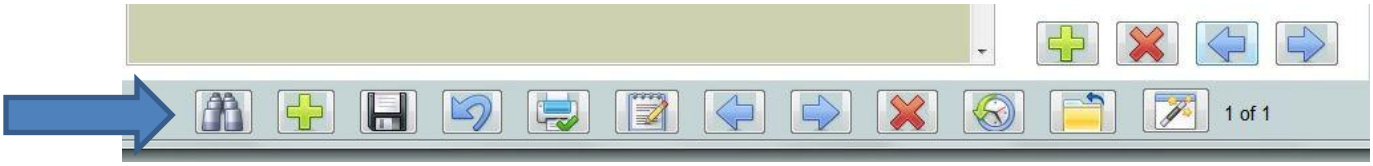
A new row of controls is available above the bottom control bar that allows for:

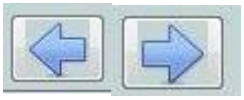
Add button: to add a new or additional person to the report

Delete button: to delete a person if authorized

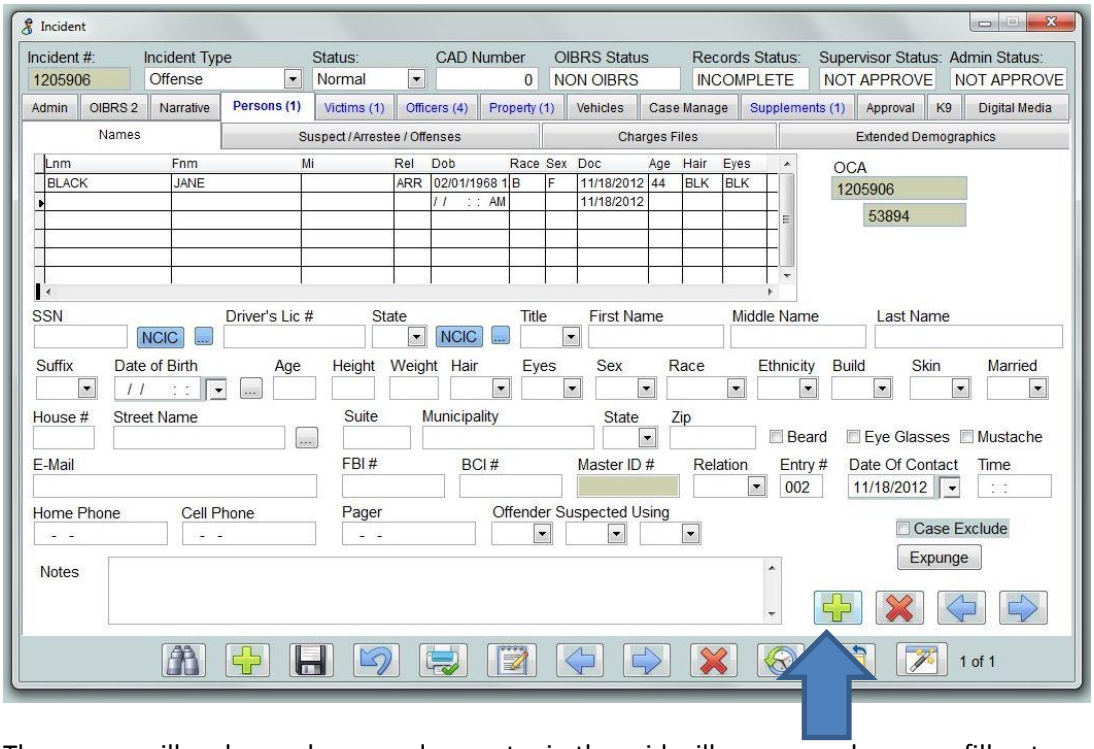

Back and forward buttons: to scroll through persons already on report

Remember the bottom row of buttons control the entire report



The button will delete the entire report as well as the  will cycle you through reports that you have retrieved as part of your search.

Begin by pressing the ADD button



The screen will no longer be greyed, an entry in the grid will appear and you can fill out as appropriate. To assist with entry you have several options

By typing SSN and tabbing through field will input if person is already in master name file

Runs and fills in based on SSN or Driver's license #

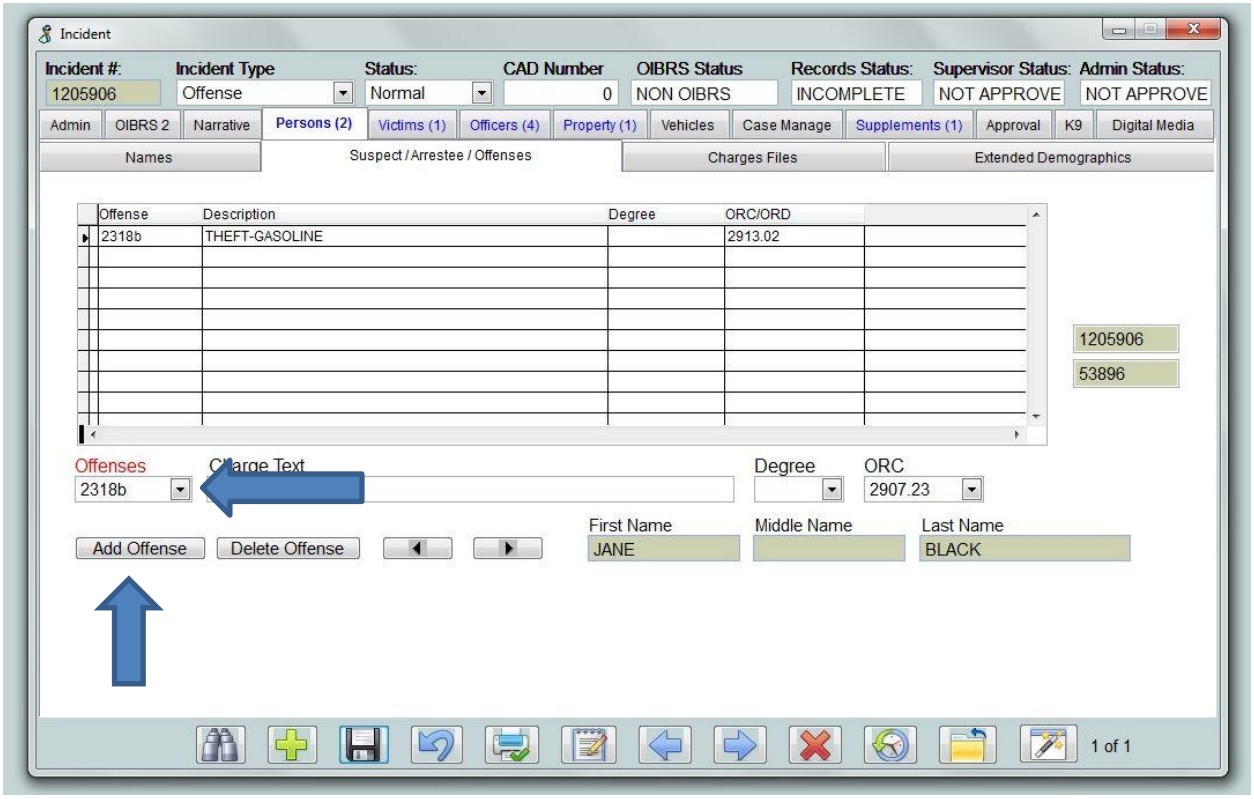
Import button: Will bring up list of person already run through the LEADS function

The rest of the fields can be filled in as appropriate

In the case of a suspect without charges filed, use of the suspect tab allows for entry

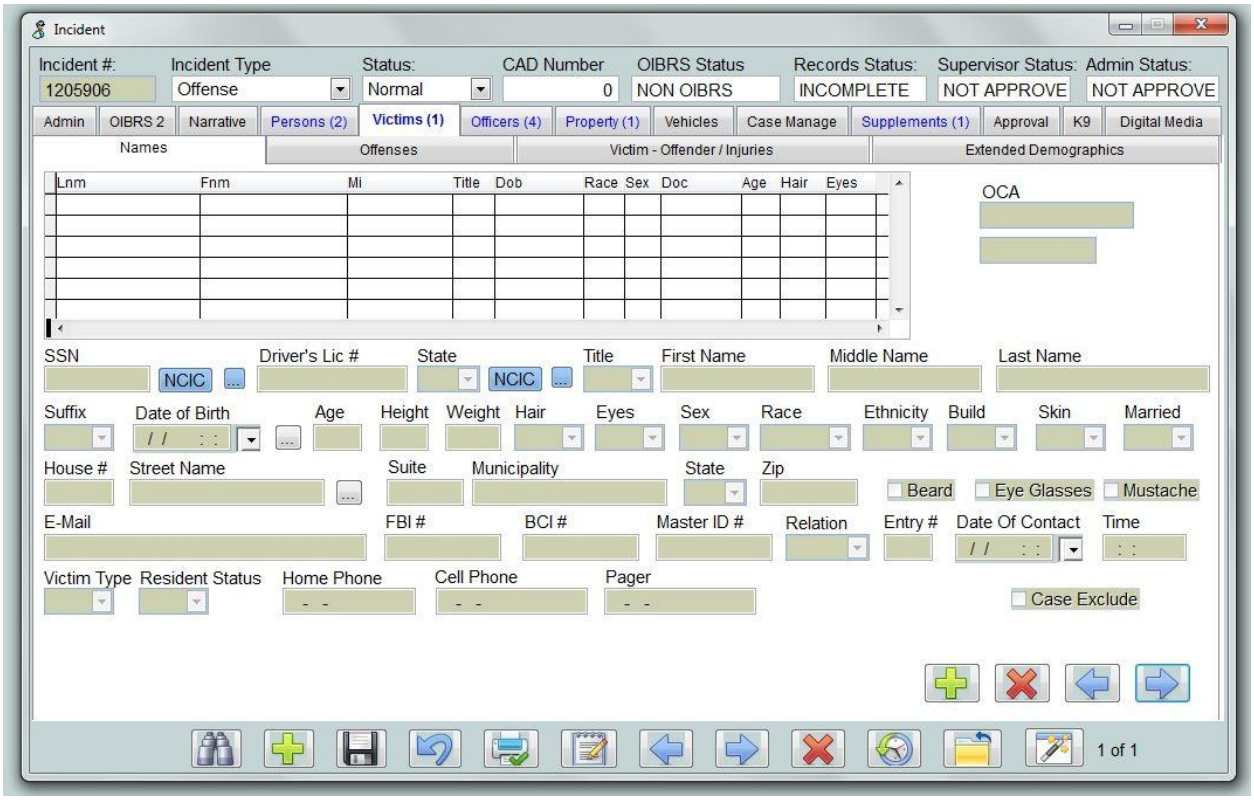
Press

and the you can use the drop down will contain the ORC and/or POC entered on the Admin Tab. Fill in as appropriate. Note adding Offenses persons other than Victims is optional.



Remember to click the button to update the record as needed and to prevent loss of your work.

Adding a Victim to a report



Press the to add information reference the victim

Fill out the Name Tab information again you can use the or or type SSN to fill baseline information reference the victim.

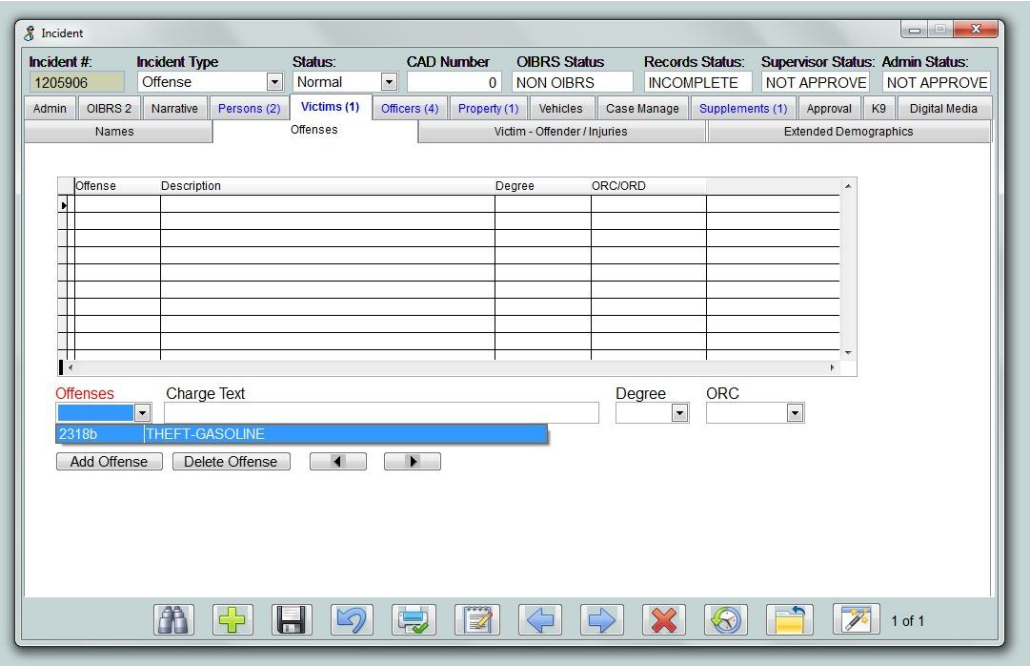
Victim Type is always required. If the Victim Type is I individual the resident status is required.

A of victim type of S Society should be added for crime against society.

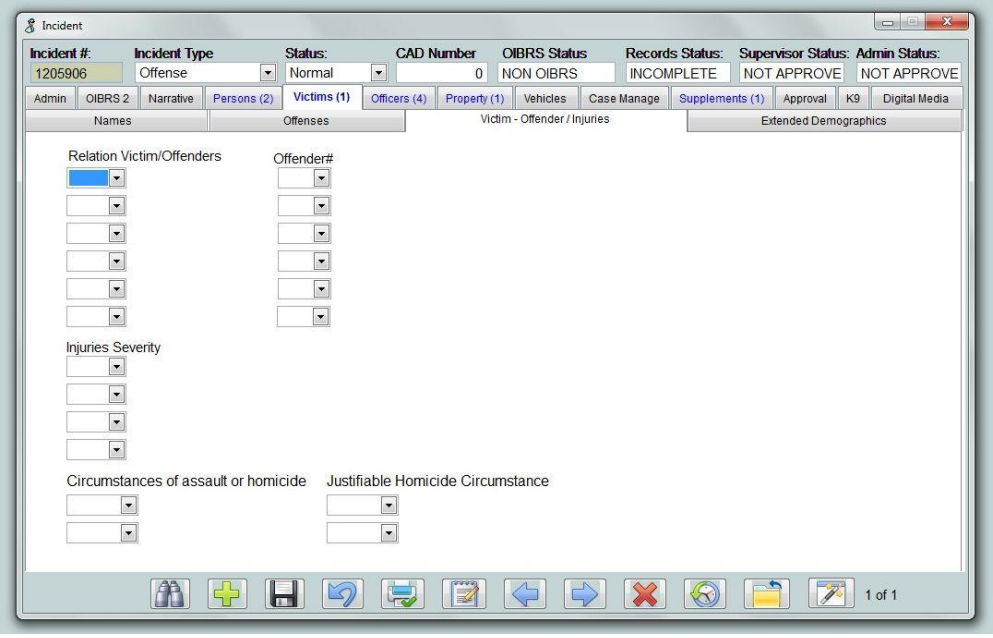
After completing the Names Tab, there are two other tabs that must be completed reference victims.

The Offenses Tab

Each offense listed on the offense page of the report must be linked to at least one Victim.



The button will allow addition of the charges associated with the victim.



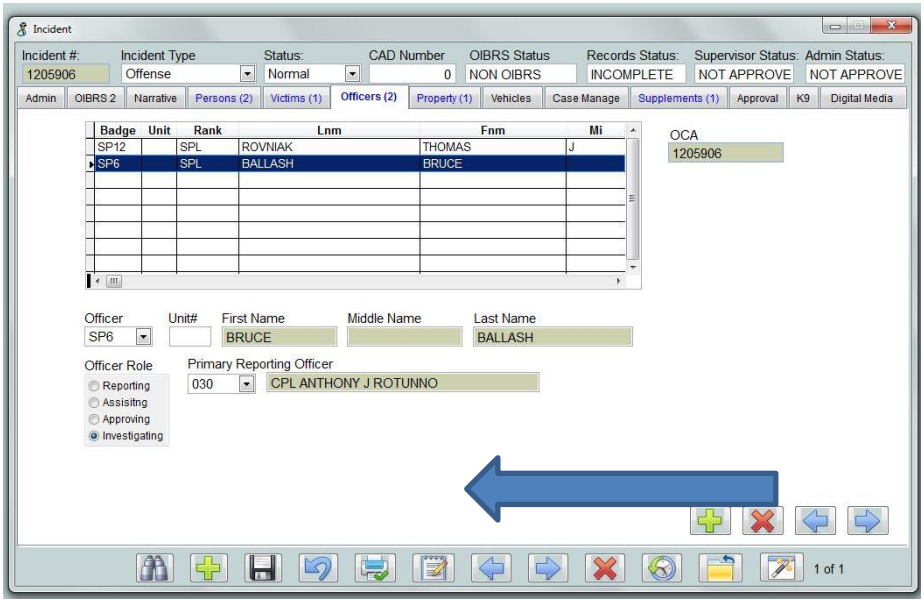
The Victim injuries TAB must be completed if the offense is an assault.

The Victim Relation to Offender should be completed for all Victim type I individual.

Possible offenders are SUB Subject, SUS Suspect, ARA Arrest Adult, ARJ Arrested Juvenile.

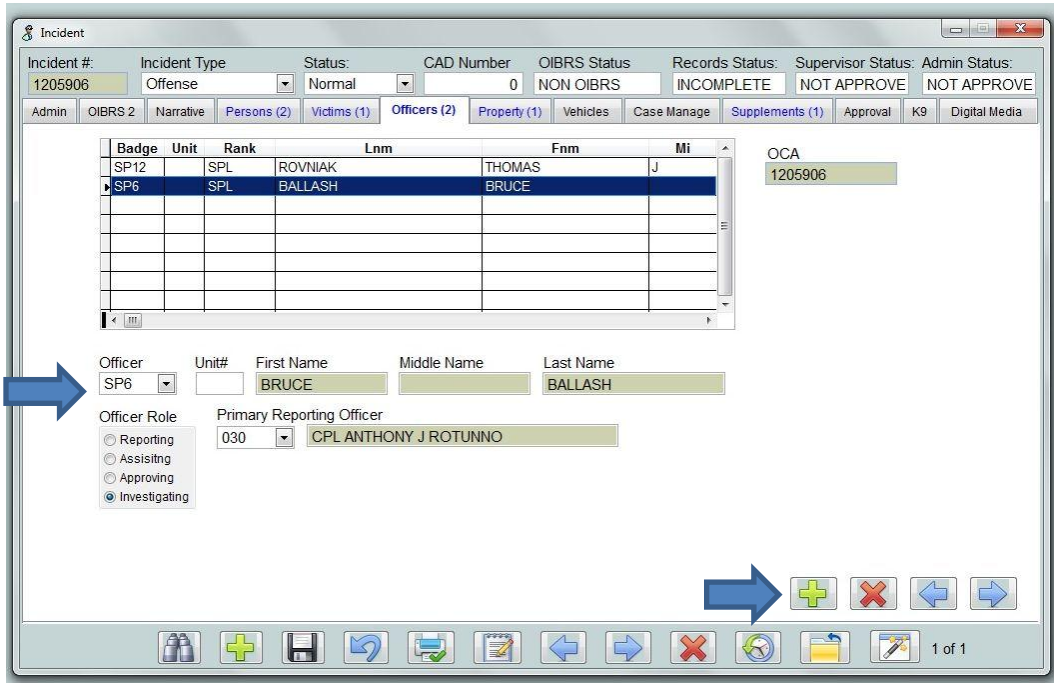
Adding Officers to a Report

Again if dispatch has assigned officers they will visible in the Officers Tab

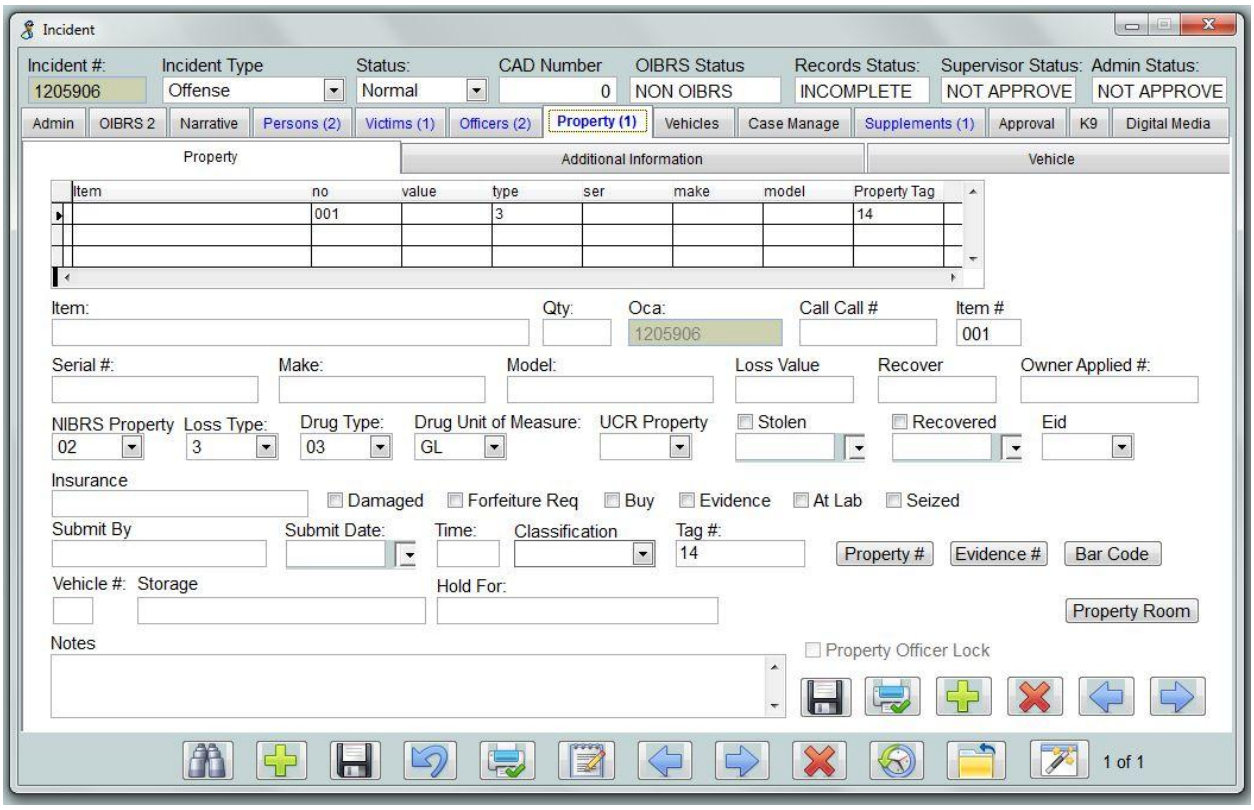


It is important to set the Primary Reporting Officer as appropriate

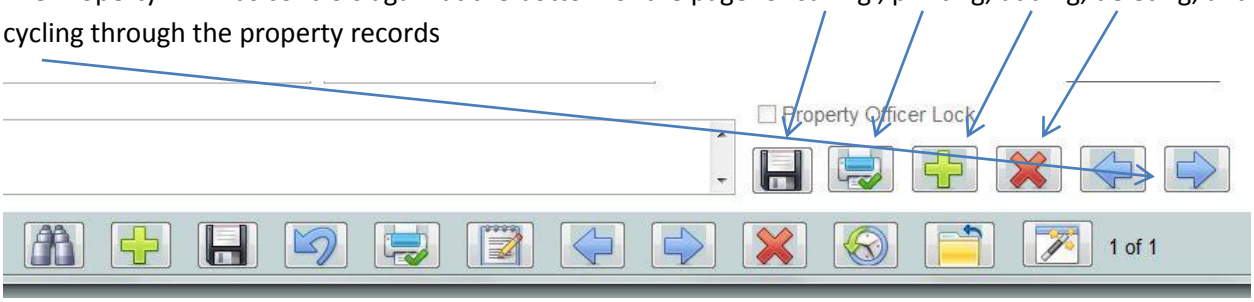
Press the to add additional officers from the drop down list and assign as needed



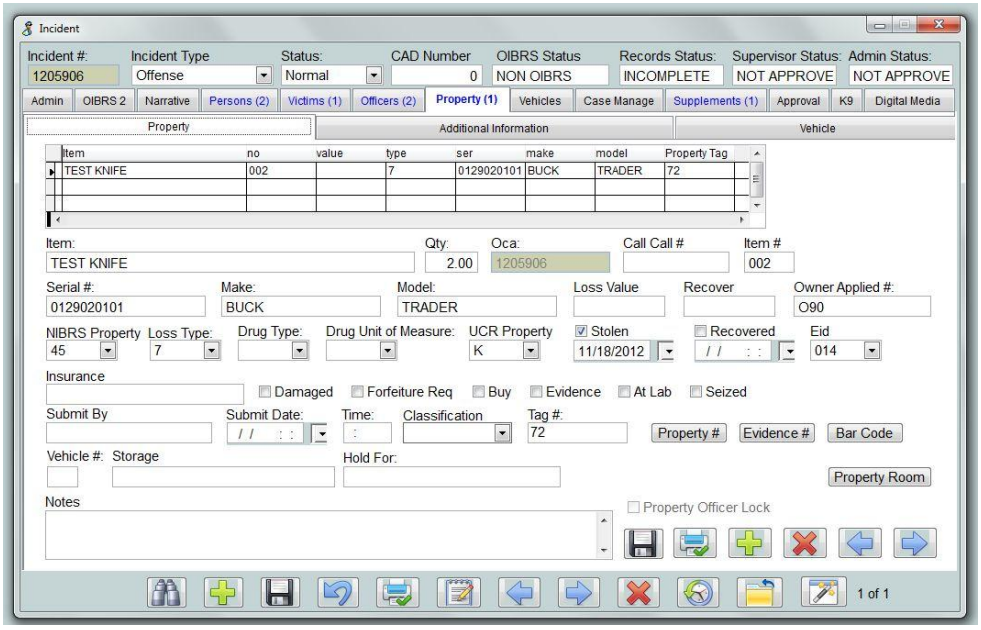
Adding Property to Report



The Property TAB has controls again at the bottom of the page for saving , printing, adding, deleting, and cycling through the property records



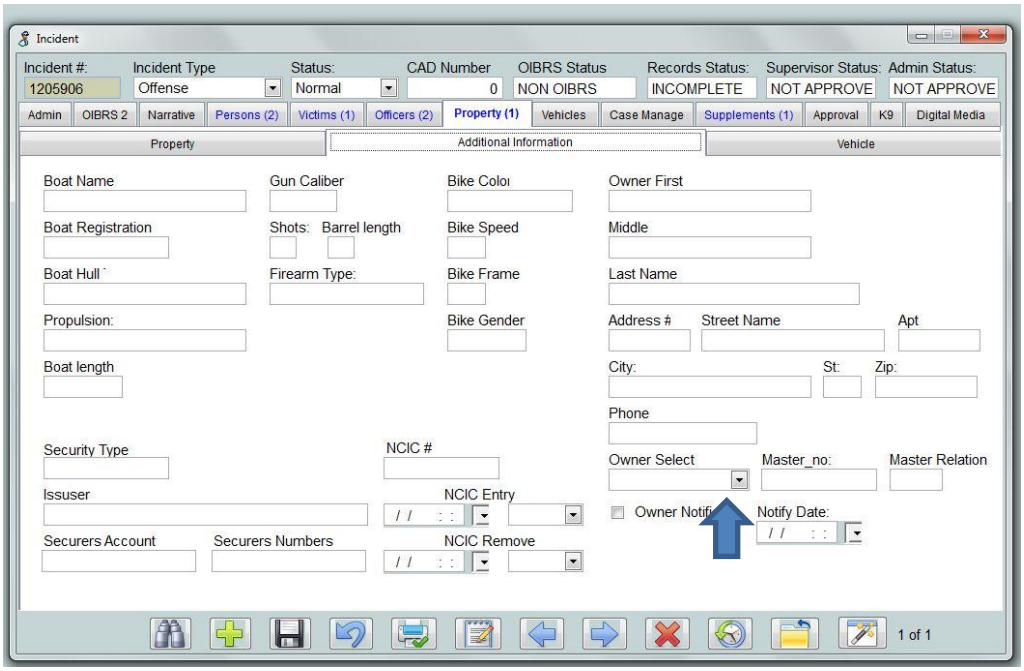
After adding the baseline information



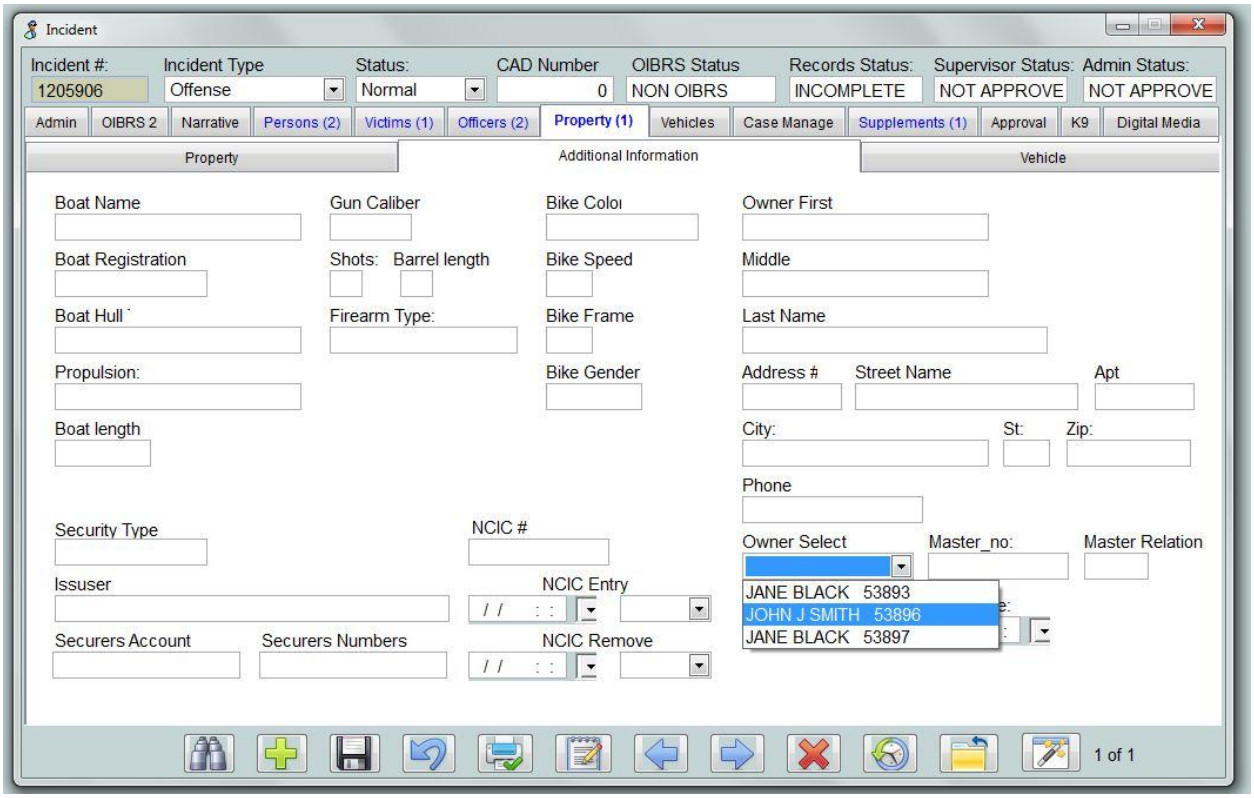
OIBRS only requires NIBRS Property Field and Loss Type to be completed. Note if OIBRS validation indicates errors adjust the Loss Type as needed. Note: **only property that has a value in the Loss Type is sent to OIBRS other property items are ignored. If you do not want nor need a property item to be included in a OIBRS submission, simply leave the loss type blank.**

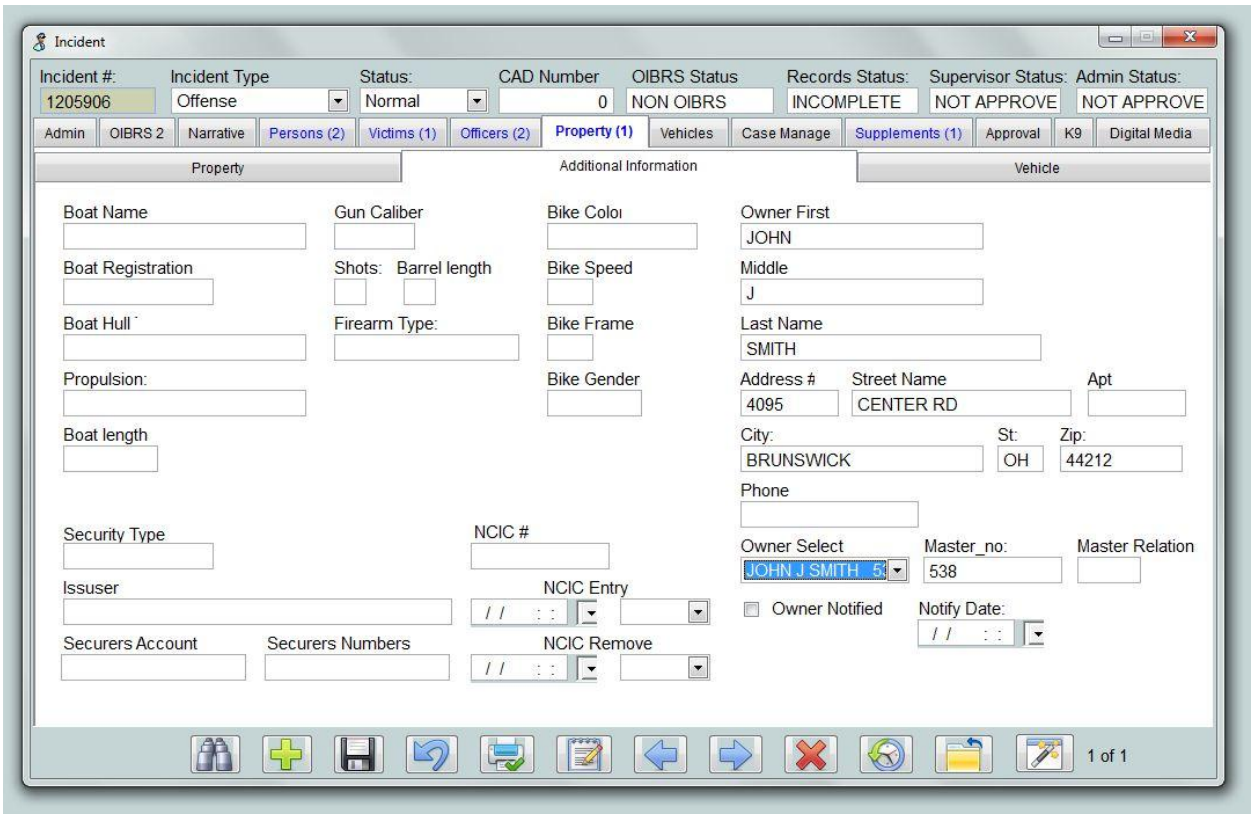
If the NIBRS property is a suspected drug the Drug Type, Quantity and Unit of Measure should be completed.

Select the Additional Information TAB

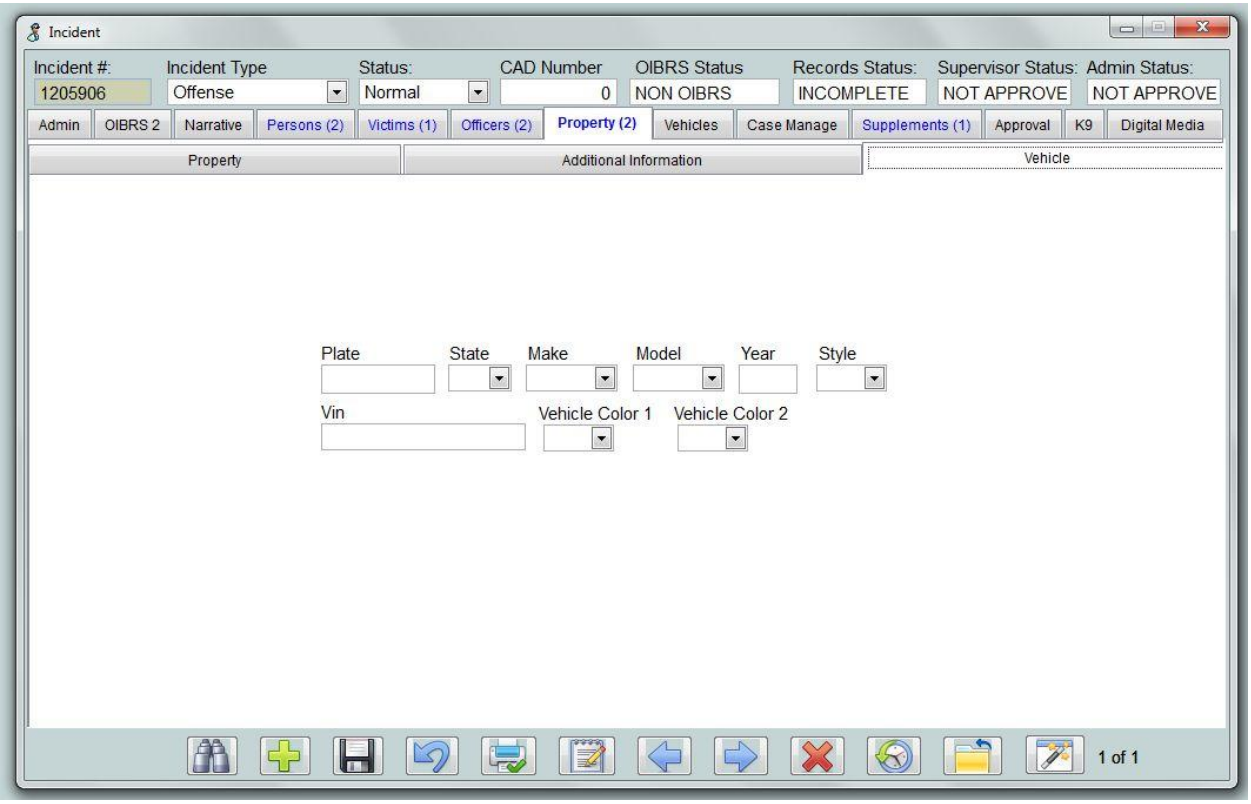


Select the Owner Select drop down. The information from the Persons (Master Name) entry will populate the screen when selected



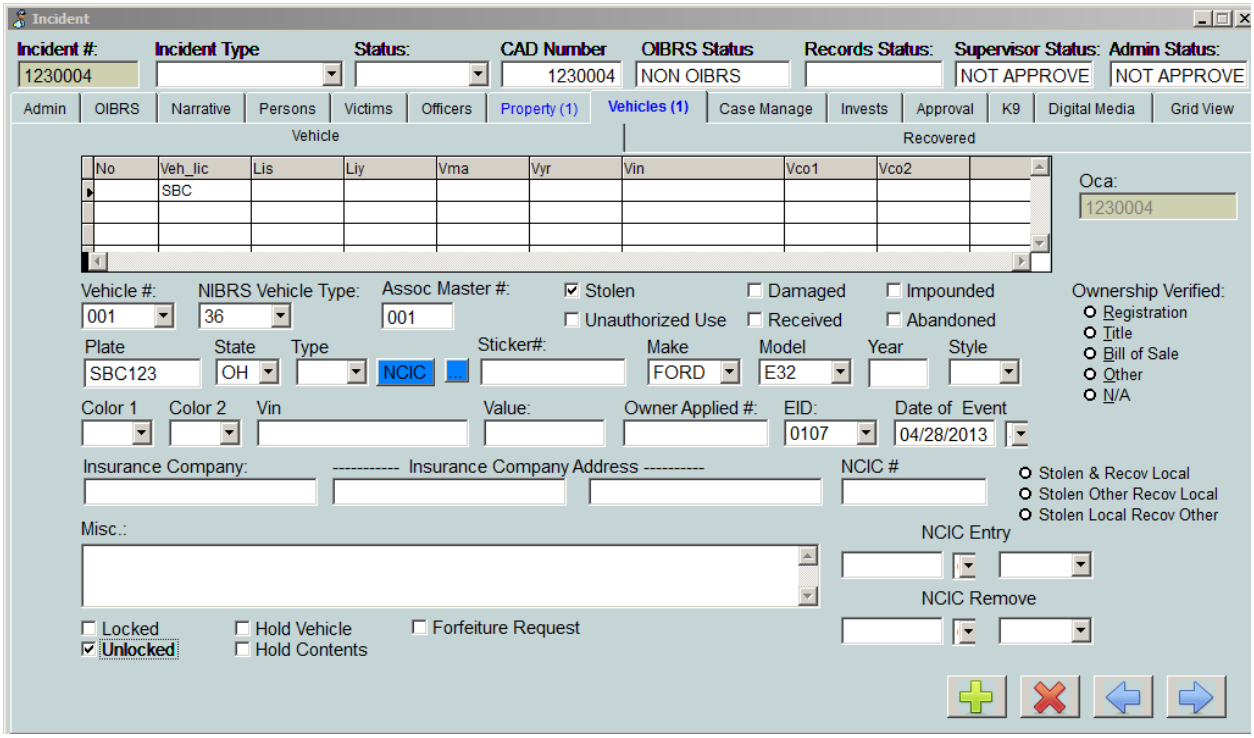

Incident
Incident #:
1205906
Incident Type
Offense
Status:
Normal
CAD Number
0
OIBRS Status
NON OIBRS
Records Status:
INCOMPLETE
Supervisor Status:
NOT APPROVE
Admin Status:
NOT APPROVE
Admin
OIBRS 2
Narrative
Persons (2)
Victims (1)
Officers (2)
Property (1)
Vehicles
Case Manage
Supplements (1)
Approval
K9
Digital Media
Property
Additional Information
Vehicle
Boat Name
Gun Caliber
Bike Color
Owner First
JOHN
Boat Registration
Shots:
Barrel length
Bike Speed
Middle
J
Boat Hull
Firearm Type:
Bike Frame
Last Name
SMITH
Propulsion:
Bike Gender
Address #
4095
Street Name
CENTER RD
Apt
Boat length
City:
BRUNSWICK
St:
OH
Zip:
44212
Phone
Security Type
NCIC #
Owner Select
JOHN J SMITH 5
Master_no:
538
Master Relation
Issuser
NCIC Entry
Owner Notified
Notify Date:
Securers Account
Securers Numbers
NCIC Remove
1 of 1

Adding Vehicle as Property



This property screen is related to recording vehicle information involved in an incident that is not stolen or stolen recovered.

Vehicle Stolen or Recovered Stolen



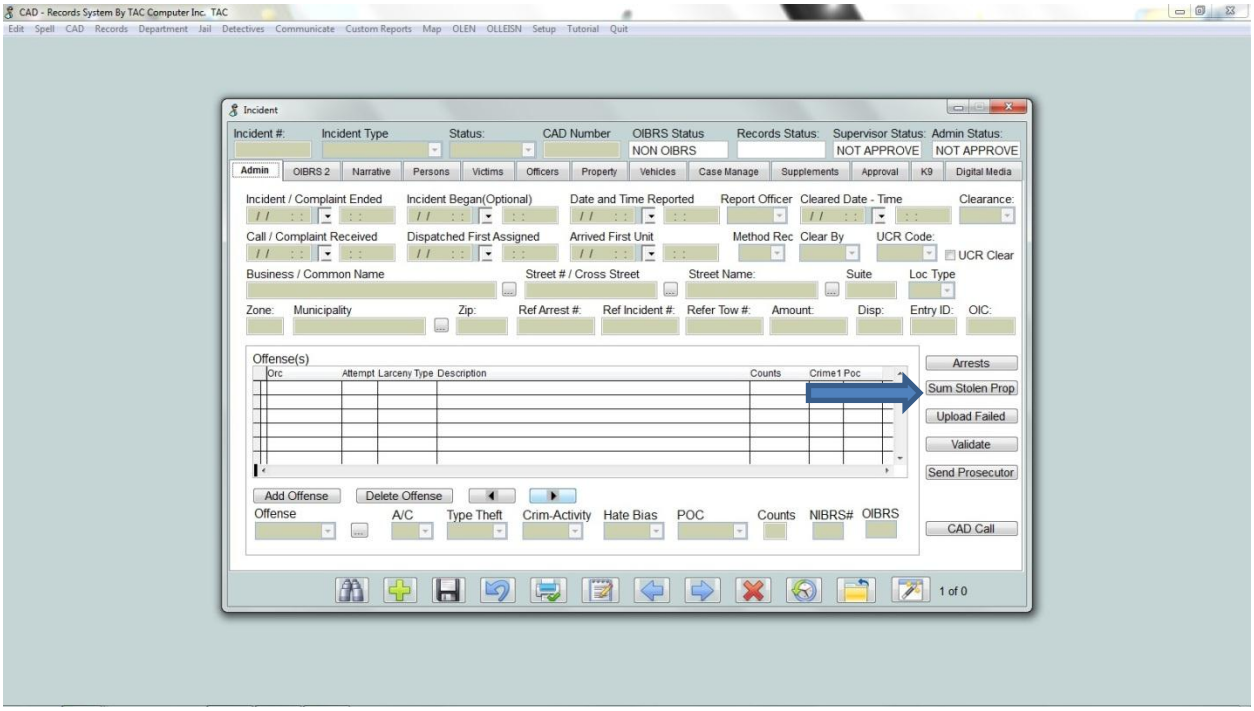
The Stolen Vehicle Screen is similar to the property screen. The controls at the bottom will add a record, delete or move through records entered.

The

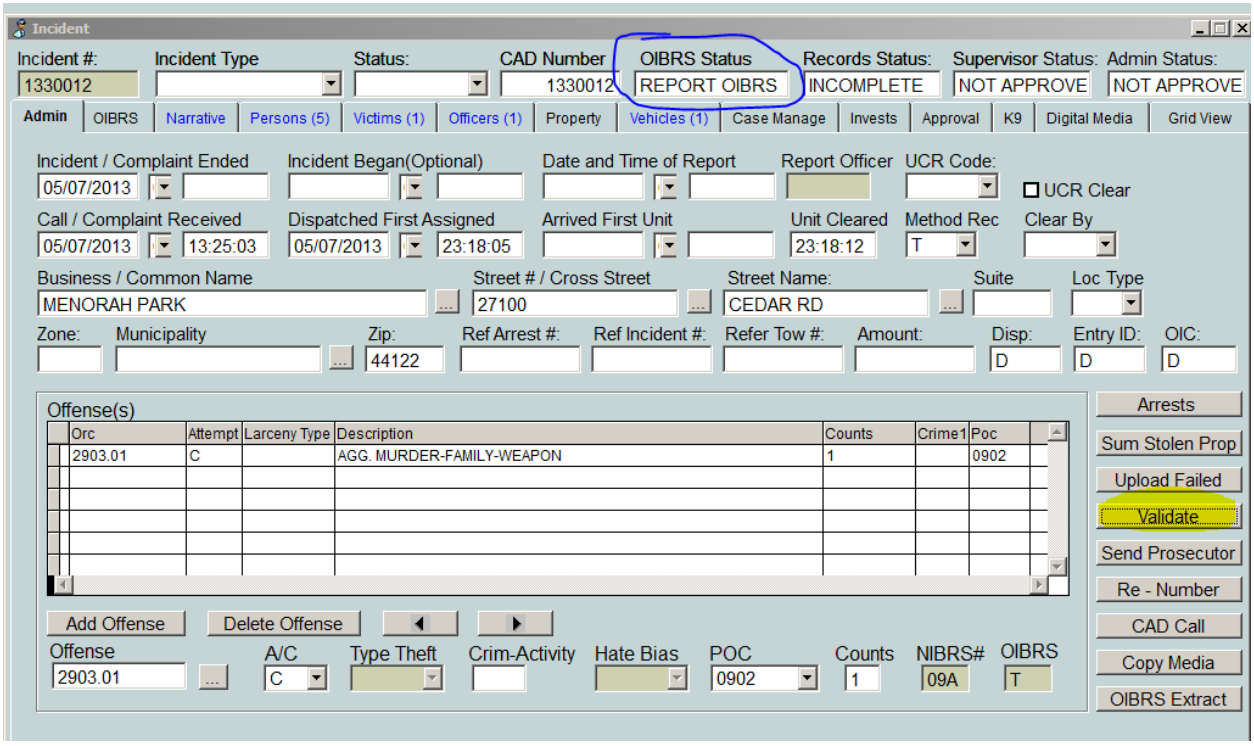
will run and populate the vehicle information from LEADS or the button will import the data if it has been run in the LEADS screen separately on the same terminal.

Property Summary Button

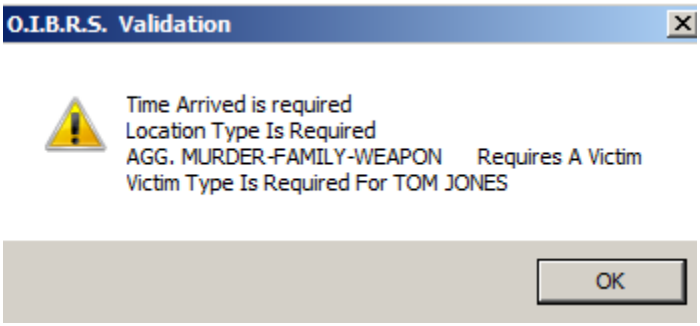
After entering property and/or vehicles, return to the ADMIN TAB and press the SUM Stolen Prop button and then save the record to update total of stolen property



OIBRS Validating Reports



When the report data entry is complete the user should press the Validate Button to make sure all required data elements have been entered. If OIBRS required data is found to be missing or entered improperly a list of errors will be displayed. The user should correct the error and the press Validate again.



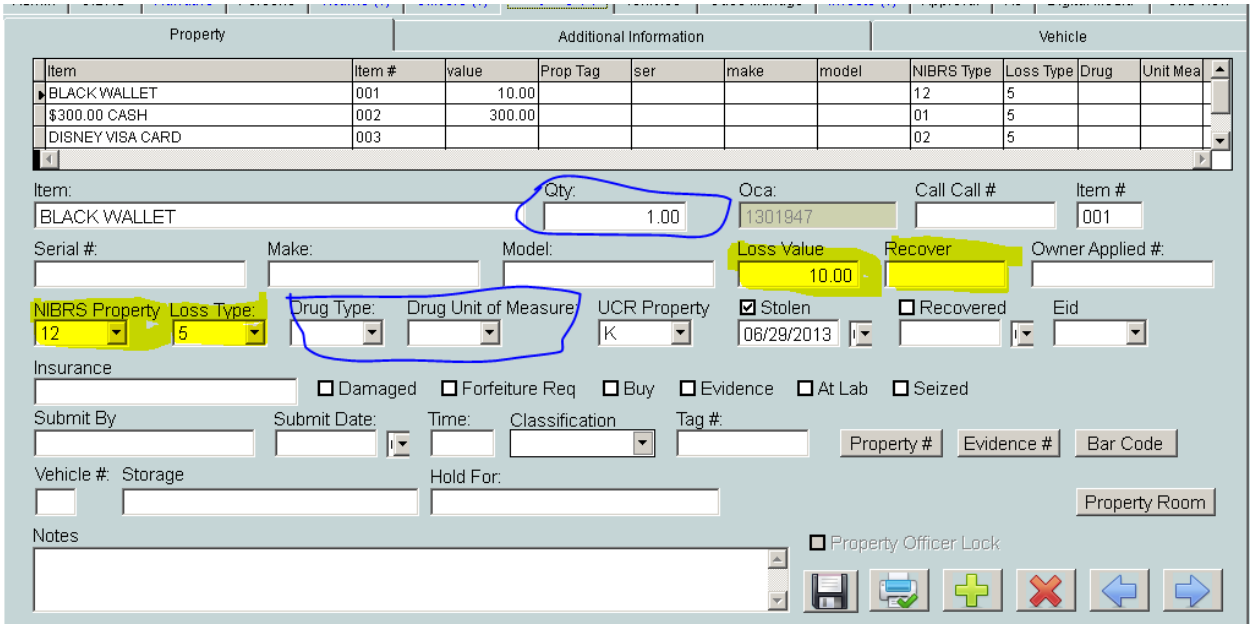
If a report contains at least one OIBRS reportable offenses the OIBRS Status will indicate Report OIBRS.

OIBRS Requirements:

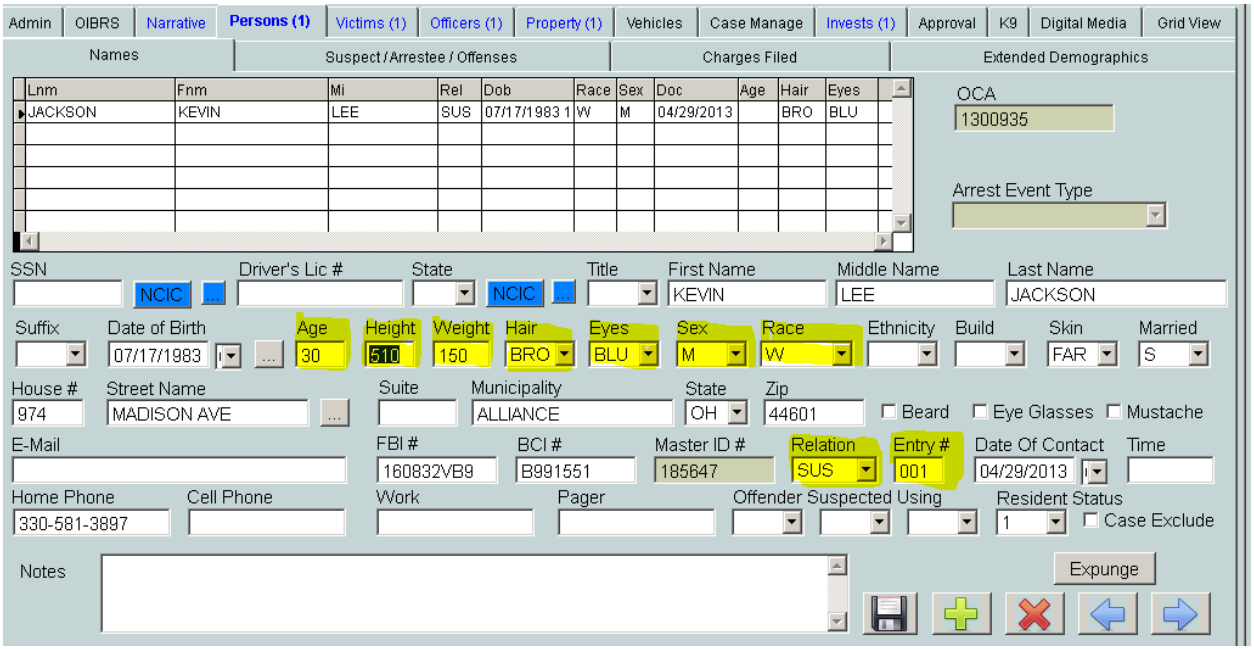
All Incident reports that are reportable to OIBRS require a minimum of four data segments and two segments that are optionally required. Fields highlighted in yellow below mandatory.

1. Admin Section contains information about the location date and time or the report.
2. Offenses are the crimes committed (Always required)
    a. ORC
    b. Attempted / Committed
    c. Theft type
    d. Criminal Activity
    e. Hate Bias

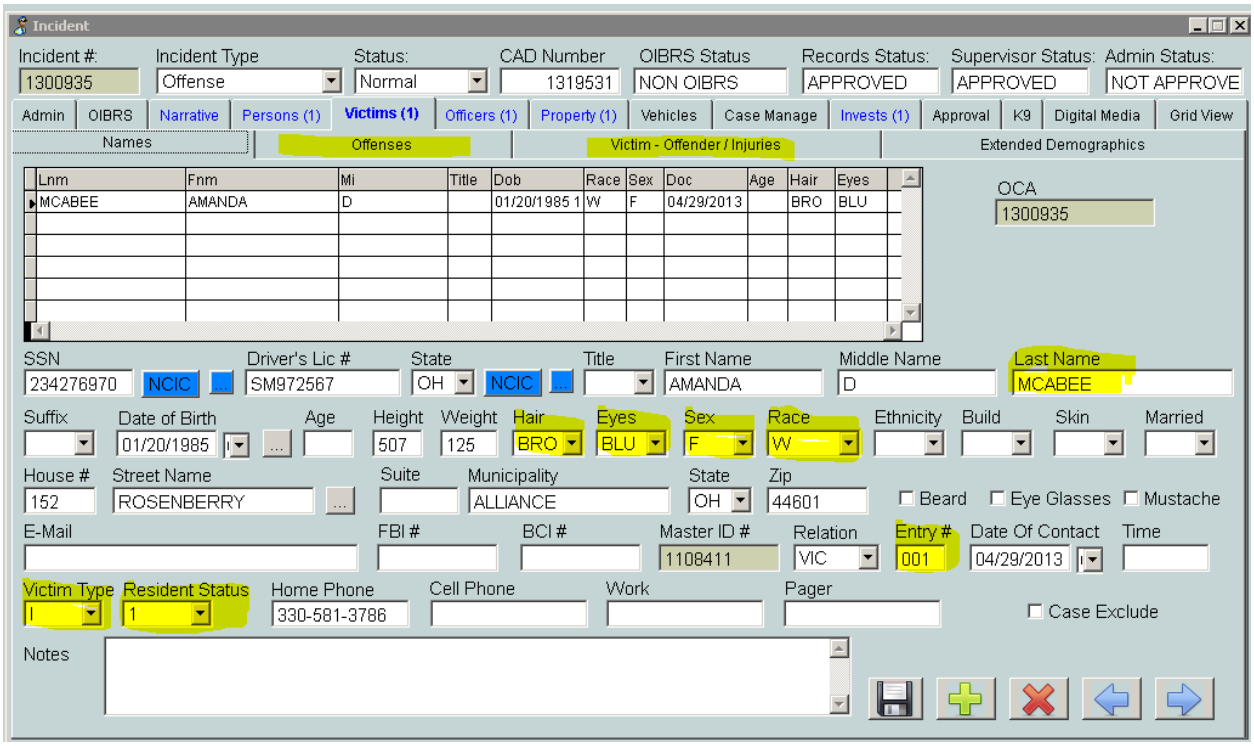
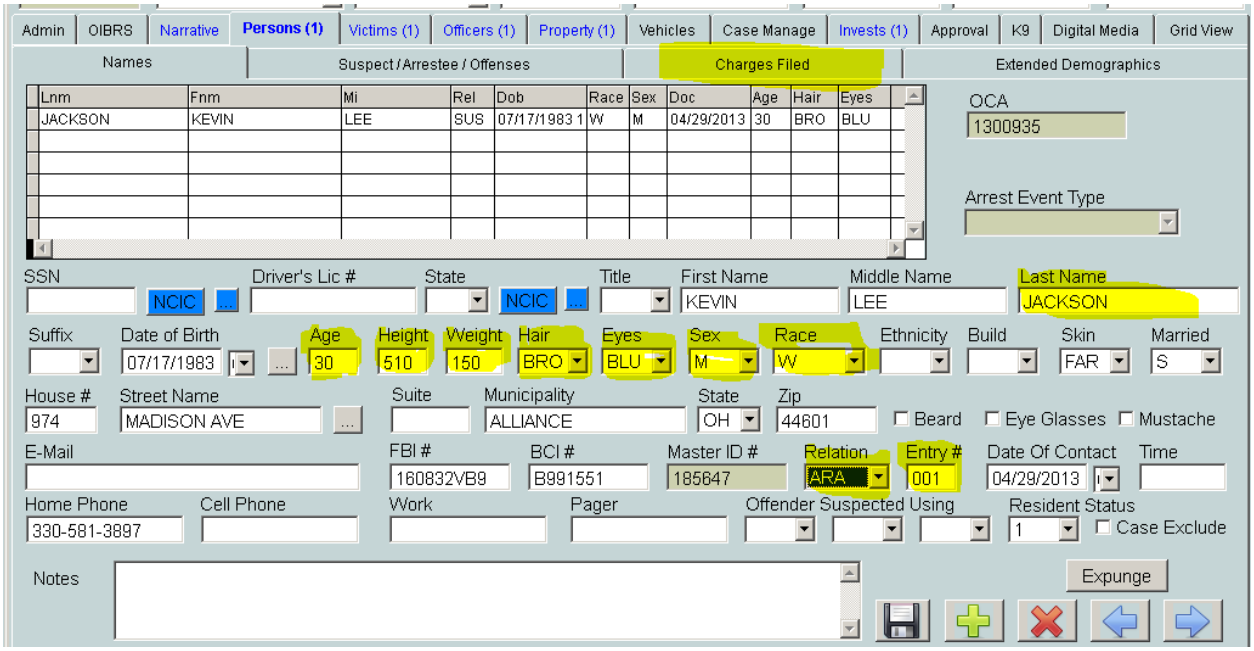
3. Property (optional) (Blue are drug offenses)
    a. NIBRS Property Type
    b. Loss Type
    c. Loss / Recover value
    d. Drug Type
    e. Drug Unit of Measure
    f. Quantity



4. Suspect(s) Always required



5. Victims(s) Always required



6. Arrested Persons (optional)