



Office of Justice Information Services
Enterprise Development

Spectrum Justice System User Guide

Version: <0.5>
Status: < Final>

Last Modified: <1/18/13>

Revision History

Date	Version	Description	Author
12/18/12	1.1	Initial Draft	Lynn Rosenzweig
12-18-2012	1.2	Screen Shots & Instructions	Frank DiMeo
1-03-2013	1.3	Edits	Jeff Ellman
1/3/13- 1/8/13	1.4	Revisions	Frank DiMeo
1/17/13	1.5	Final Edits	Linda Herb
1/17/13	1.6	Final Updates	Frank DiMeo

Table of Contents

REVISION HISTORY	2
1. INTRODUCTION	11
Purpose.....	11
Scope.....	11
Audience	11
2. LOGIN/LOGOUT	11
3. USER ADMINISTRATION	12
User Access Matrix.....	12
Add User	12
Create Officers, Open Active Officers, and Link Active Officers	15
Edit User	19
Edit Secretary and User Assignments (Optional).....	19
Delete User.....	20
4. CREATING AN INCIDENT	21
Incident	21
Arrest.....	28
Warrant	35
Accusatory Instrument.....	38
Supporting Deposition	42
5. SEARCH.....	46
Incident	46
Arrest.....	48
Warrant	50
Name/Person.....	51
Narrative Search.....	53
Accusatory Instrument.....	53
Supporting Deposition	54
6. REPORTS	54
FP Card	54
Arrest Reports	55
Import/Export Reports	58
Incident Based Reports	59
NSOR Reports	64
Warrant Based Reports	65
7. IBR.....	72

- Process IBR..... 72
- Process Report 72
- Clear IBR Tables..... 73
- 8. MAINTENANCE..... 74
 - Change Password..... 74
 - Bulk Re-assignment..... 75
 - Mass Consolidation..... 76
 - Person Consolidation 76
- 9. HELP 78
 - Program Help..... 78
 - About..... 78
- INDEX 79

Table of Figures

Figure 1: Login Screen	11
Figure 2: Logout	12
Figure 3: Maintenance Screen	13
Figure 4: Add a New User	13
Figure 5: Add New User Information	14
Figure 6: Select User Access.....	14
Figure 7: Create User	15
Figure 8: Save User.....	15
Figure 9: Create Officer	16
Figure 10: Officer Information	16
Figure 11: Add & Remove Superior and Subordinate Officers	17
Figure 12: Open Active Officer.....	17
Figure 13: Link Existing Officer	18
Figure 14: Search to Link Existing Officer.....	18
Figure 15: Edit User.....	19
Figure 16: Secretary and User Assignments	20
Figure 17: Edit Secretary and User Assignments	20
Figure 18: Deactivate User Button.....	21
Figure 19: Deactivate User Warning Message.....	21
Figure 20: Create New Incident	22
Figure 21: Select Incident Type	22
Figure 22: Save Incident	22
Figure 23: Incident Details	23
Figure 24: Add Weapon to Incident.....	23
Figure 25: Select Weapon	23
Figure 26: Add Offense to Incident.....	24
Figure 27: Search for Incident Offense	24
Figure 28: Incident Offense without IBR.....	24
Figure 29: Incident Offense with IBR	24
Figure 30: Add NYS Law to Offense	25
Figure 31: Search, Add, and Create New Person	25
Figure 32: Add a Person	26

Figure 33: Add Vehicle to Incident.....	26
Figure 34: Vehicle Details.....	27
Figure 35: Add Property to Incident	27
Figure 36: Property Details	27
Figure 37: Add Narrative to Incident	28
Figure 38: Narrative Details	28
Figure 39: Add an Arrest	28
Figure 40: Arrest Message	29
Figure 41: Arrest Address & Alias	29
Figure 42: Add Phone and Alias to Arrest	29
Figure 43: Arrest Description Details	29
Figure 44: Arrest Event Details	30
Figure 45: Arrest Charges.....	30
Figure 46: Incident Charges	31
Figure 47: Seal Arrest.....	31
Figure 48: Seal Arrest Charges	31
Figure 49: Arrest Details	32
Figure 50: Add Incident Person to Arrest.....	32
Figure 51: Add Narrative and Incident Narrative to Arrest	33
Figure 52: Add Incident Narratives to Arrest	33
Figure 53: Add Photo to Arrest	33
Figure 54: Upload Photo	33
Figure 55: Livescan/Cardscan.....	34
Figure 56: DA.....	34
Figure 57: Admin - Lock Arrest.....	34
Figure 58: Lock Arrest Warning.....	35
Figure 59: Add / Edit Assignment to Arrest	35
Figure 60: Add Assignment to Arrest	35
Figure 61: Create a Warrant	35
Figure 62: Create a Warrant Warning Message.....	36
Figure 63: Warrant Address & Alias	36
Figure 64: Add Phone and Alias to Warrant	36
Figure 65: Warrant Description Details	36

Figure 66: Warrant Details	37
Figure 67: Warrant Charges	37
Figure 68: Add Warrant Assignment.....	37
Figure 69: Add a Contact to a Warrant	38
Figure 70: Add Contact Details	38
Figure 71: Administrative / Warrant File Information	38
Figure 72: Add Accusatory Instrument	39
Figure 73: Create an Accusatory Instrument	39
Figure 74: Accusatory Instrument Incident and Charges.....	40
Figure 75: Add Incident Defendant.....	40
Figure 76: Add Supporting Deposition to Accusatory Instrument.....	41
Figure 77: Search for Supporting Deposition.....	41
Figure 78: Finalize Accusatory Instrument.....	41
Figure 79: Submit to PCMS	42
Figure 80: Add Supporting Deposition to Incident	42
Figure 81: Supporting Deposition Details	43
Figure 82: Add an Existing Incident to Supporting Deposition	43
Figure 83: Deponent Information and Details	44
Figure 84: Add Incident Defendant to Supporting Deposition	44
Figure 85: Add Associated Accusatory Instrument to Incident	44
Figure 86: Add Deposition	45
Figure 87: Add Factual Statement	45
Figure 88: Finalize Supporting Deposition	45
Figure 89: Finalize Supporting Deposition Warning	46
Figure 90: Incident Search	46
Figure 91: Incident Search Criteria.....	46
Figure 92: Incident Offense Search.....	47
Figure 93: Incident Offense Search Criteria	47
Figure 94: Incident Vehicle Search.....	47
Figure 95: Incident Vehicle Search Criteria.....	47
Figure 96: Incident Property Search	48
Figure 97: Incident Property Search Criteria.....	48
Figure 98: Arrest Event Search.....	48

Figure 99: Arrest Event Search Criteria	49
Figure 100: Arrest Offense Search	49
Figure 101: Arrest Offense Search Criteria	49
Figure 102: Arrest Charges Search	49
Figure 103: Arrest Charge Search Criteria.....	50
Figure 104: Sealed Arrest Search	50
Figure 105: Sealed Arrest Search Criteria	50
Figure 106: Warrant Search	51
Figure 107: Warrant Search Criteria	51
Figure 108: Name/Person Search	51
Figure 109: Name/Person Search Details	51
Figure 110: Arrest Defendant Search.....	52
Figure 111: Arrest Defendant Search Details.....	52
Figure 112: Warrant Defendant Search Details	52
Figure 113: Warrant Complainant	53
Figure 114: Warrant Complainant Details	53
Figure 115: Narrative Search	53
Figure 116: Accusatory Instrument Search.....	53
Figure 117: Accusatory Instrument Search Details.....	54
Figure 118: Supporting Deposition Search	54
Figure 119: Supporting Deposition Search Details	54
Figure 120: FP Card Report	55
Figure 121: List of Arrests Report	55
Figure 122: List of Arrest Report Filter.....	55
Figure 123: Arrests by Officer Report	55
Figure 124: Arrest by Officer Report Filters.....	56
Figure 125: Defendants with Weapons	56
Figure 126: Defendants with Weapons Report Filters.....	56
Figure 127: Arrestees/Suspects by Characteristics Report.....	56
Figure 128: UCR Summary over 18 Report	57
Figure 129: UCR Summary over 18 Report Filter	57
Figure 130: UCR Summary under 18 Report.....	58
Figure 131: List of Charges Report.....	58

Figure 132: List of Charges Report Filter.....	58
Figure 133: NYPTI Export Report	59
Figure 134: NYPTI Export Report Filter	59
Figure 135: SJS Incident Type (Case Status) Report.....	59
Figure 136: SJS Incident Type (Case Status) Report Filter.....	60
Figure 137: Location Report.....	60
Figure 138: Location Report Filter	60
Figure 139: Offense Report.....	61
Figure 140: Offense Report Filters	61
Figure 141: Property Report	61
Figure 142: Property Report Filters	62
Figure 143: Synopsis Report	62
Figure 144: Synopsis Report Filter	62
Figure 145: Vehicle Report.....	63
Figure 146: Vehicle Report Filters.....	63
Figure 147: Within Time Range Report.....	63
Figure 148: With Time Range Report Filter	64
Figure 149: Imported Incidents Report.....	64
Figure 150: Imported Incidents Report Filter	64
Figure 151: NSOR Tickler Report.....	65
Figure 152: NSOR Tickler Report Filter	65
Figure 153: NSOR Report	65
Figure 154: NSOR Report Filter	65
Figure 155: Hot Sheet Report	66
Figure 156: Hot Sheet Report Filters.....	66
Figure 157: Due Diligence Review List Report	66
Figure 158: Due Diligence Review List Report Filters	67
Figure 159: By Lapsed Assignment Days Report.....	67
Figure 160: By Lapsed Assignment Days Report Filters	67
Figure 161: By Assigned Officer Report	68
Figure 162: By Assigned Offer Report Filters	68
Figure 163: Listed By Street Address Report	68
Figure 164: Listed By Street Address Report Filters.....	69

Figure 165: Sorted By Officer Name and Rank Report	69
Figure 166: Sorted By Officer Name and Rank Report Filters.....	69
Figure 167: Surrender Letter Control List Report	70
Figure 168: Surrender Letter Control List Report Filters	70
Figure 169: Print Surrender List Report	70
Figure 170: Print Surrender Letter Report Filters	71
Figure 171: Subject Not Responding to Surrender Letter Report.....	71
Figure 172: Subject Not Responding to Surrender List Report Filters	71
Figure 173: IBR - Process.....	72
Figure 174: IBR - Process Filters	72
Figure 175: IBR - Process Report.....	72
Figure 176: IBR - Process Report Filters	73
Figure 177: IBR - Clear IBR Table – Review	73
Figure 178: Clear IBR Table - Review Message	73
Figure 179: IBR - Clear IBR Table – Process.....	73
Figure 180: Clear IBR Table - Process Message.....	73
Figure 181: Clear IBR Table – Clear Report	74
Figure 182: Clear IBR Table – Clear Report Message	74
Figure 183: Change Password	74
Figure 184: Change Password Fields.....	74
Figure 185: Bulk Re-Assignments.....	75
Figure 186: Bulk Reassignment - Warrants.....	75
Figure 187: Mass Consolidation.....	76
Figure 188: Mass Consolidation From or To	76
Figure 189: Person Consolidation	77
Figure 190: Person Consolidation From Button.....	77
Figure 191: Person Consolidation – To & From Search Criteria.....	77
Figure 192: Person Consolidation To Button	77
Figure 193: Consolidate From one Person To another	78
Figure 194: Program Help	78
Figure 195: About	78

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>	<u>Description</u>
1.	Open Spectrum Justice System (SJS)
2.	Enter Username and Password and <Click> Login NOTE: 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.

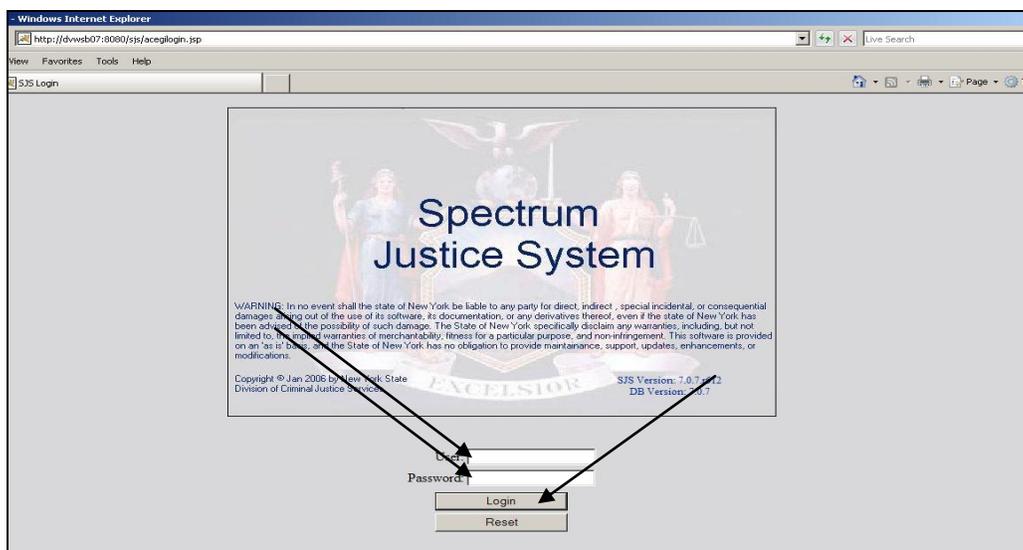


Figure 1: Login Screen

Below is the step to Logout of SJS

<u>Step</u>	<u>Description</u>
1.	<Click> Logout from the main SJS page or close the browser.

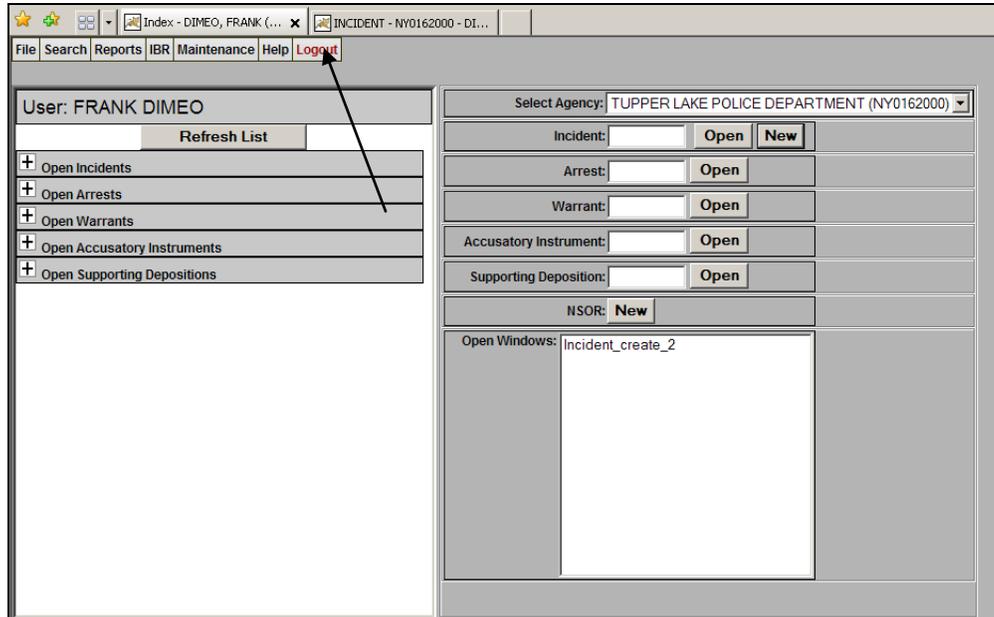


Figure 2: Logout

3. User Administration

User Access Matrix

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

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.

<u>Step</u>	<u>Description</u>
-------------	--------------------

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



Figure 3: Maintenance Screen

3. From the **User Manager** screen, <Click> **New**

Action	Last Name	First Name	User Name	Agency	Agency Name	Active
ADMIN	DATA CONVERSION	ADMIN	ADMIN	NY0162000	TUPPER LAKE POLICE DEP	Active
AMELL	JASON	JAMELL	JAMELL	NY0162000	TUPPER LAKE POLICE DEP	Active
ARSENAULT	THOMAS	TARSENAUL	TARSENAUL	NY0162000	TUPPER LAKE POLICE DEP	Active
BEACH	AARON	ABEACH	ABEACH	NY0162000	TUPPER LAKE POLICE DEP	Active
BEACH	AARON	ABEACH1	ABEACH1	NY0162000	TUPPER LAKE POLICE DEP	Inactive
BEACH	ALEXA	AZBEACH	AZBEACH	NY0162000	TUPPER LAKE POLICE DEP	Active
BOLSTER	SLOAN	SBOLSTER	SBOLSTER	NY0162000	TUPPER LAKE POLICE DEP	Active
BOMBARD	BRITTANY	BBOMBARD	BBOMBARD	NY0162000	TUPPER LAKE POLICE DEP	Active
CLEMENTE	FRANK	FCLEMENTE	FCLEMENTE	NY0162000	TUPPER LAKE POLICE DEP	Active
COLE	ROYCE	RCOLE	RCOLE	NY0162000	TUPPER LAKE POLICE DEP	Active
CORMIER	JOSEPH	JCORMIER	JCORMIER	NY0162000	TUPPER LAKE POLICE DEP	Active
DEAN	ADAM	ADEAN	ADEAN	NY0162000	TUPPER LAKE POLICE DEP	Active
DEVTEST	DEVTEST	DEVTEST	DEVTEST	NY0162000	TUPPER LAKE POLICE DEP	Active
DIMEO	FRANK	FDIMEO	FDIMEO	NY0162000	TUPPER LAKE POLICE DEP	Active
ELLMAN	JEFF	JELLMAN	JELLMAN	NY0162000	TUPPER LAKE POLICE DEP	Active
FEE	THOMAS	TFEE	TFEE	NY0162000	TUPPER LAKE POLICE DEP	Active
FIXER7	FIXER7	FIXER7	FIXER7	NY0162000	TUPPER LAKE POLICE DEP	Active
FOTI	FRANK	FFOTI	FFOTI	NY0162000	TUPPER LAKE POLICE DEP	Active
FOTI	FRANK	FFOTI1	FFOTI1	NY0162000	TUPPER LAKE POLICE DEP	Inactive
GRIFFIN	TROY	TGRIFFIN	TGRIFFIN	NY0162000	TUPPER LAKE POLICE DEP	Active
HERB	LINDA	LHERB	LHERB	NY0162000	TUPPER LAKE POLICE DEP	Active
HOFFMAN	DOUGLAS	DHOFFMAN	DHOFFMAN	NY0162000	TUPPER LAKE POLICE DEP	Active
HOYT	WESLEY	WHOYT	WHOYT	NY0162000	TUPPER LAKE POLICE DEP	Active
JOBBER7	JOBBER7	JOBBER7	JOBBER7	NY0162000	TUPPER LAKE POLICE DEP	Active
KEATING	DEIRDRE	DKEATING	DKEATING	NY0162000	TUPPER LAKE POLICE DEP	Active
KORRAPATI	BHAGYA	BKORRAPATI	BKORRAPATI	NY0162000	TUPPER LAKE POLICE DEP	Active

New

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.

The screenshot shows the 'User Management' form with the following fields and controls:

- Last Name:
- First Name:
- User Name:
- Agency ORI:
- Active

Figure 5: Add New User Information

- | | |
|----|---|
| 6. | <Click> the Role Dropdown and Select the User Role , "sjs_user". |
| 7. | Grant Appropriate Access under Master Names, Incidents, Warrants, Arrests, General . To select all access, <Click> Select All |

The screenshot shows the 'User Management' form with the following sections expanded:

- Roles:** Role dropdown set to 'sjs_user'.
- Master Names:** Inquire, Delete, Update.
- Incidents:** Inquire, Assign, Add, Admin Lock, Update, IBR Review, Delete.
- Warrants:** Inquire, Close, Add, Assign, Update, Delete.
- Arrests:** Inquire, Juvenile, Supervisor Lock, Add, Seal, Blank FP Cards, Update, NYPTI Preliminary Report, Assign, Delete, NYPTI Final Export.
- General:** Maintain Dictionaries, Crime Mapping, Local Laws, AutoReplace, Maintain Security, NSOR, Import/Export, Accusatory Instrument/Supporting Deposition

Figure 6: Select User Access

- | | |
|----|--|
| 8. | <p><Click> Dropdown within Agencies, under Select Agency Group, and choose Default main agency group;</p> <p>NOTE: This Step is not required if agency groups are not set.</p> |
|----|--|

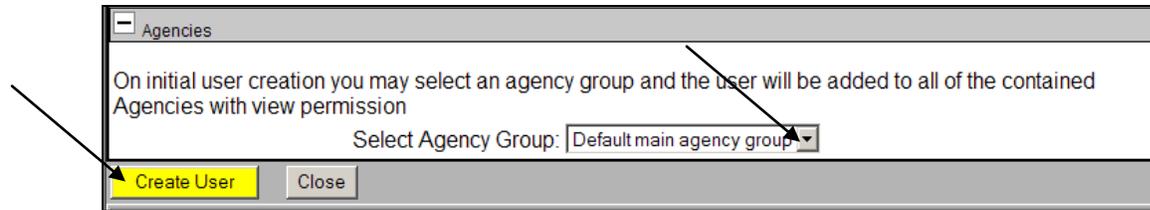


Figure 7: Create User

9.	<p><Click> Create User to create the new user</p> <p>NOTE: 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.</p>
10.	<p><Click> Save User</p>

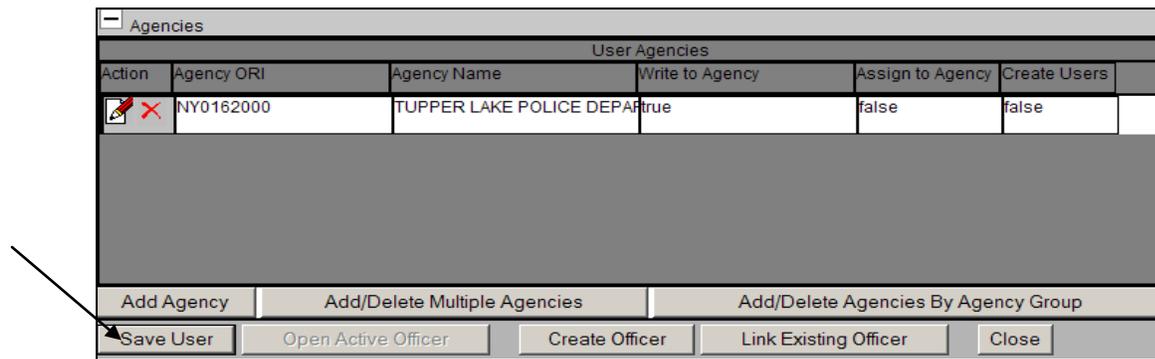


Figure 8: Save User

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



Figure 9: Create Officer

4. Enter Badge Information, Select Status as Active, and Choose Rank from the Drop Down.
NOTE: 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*

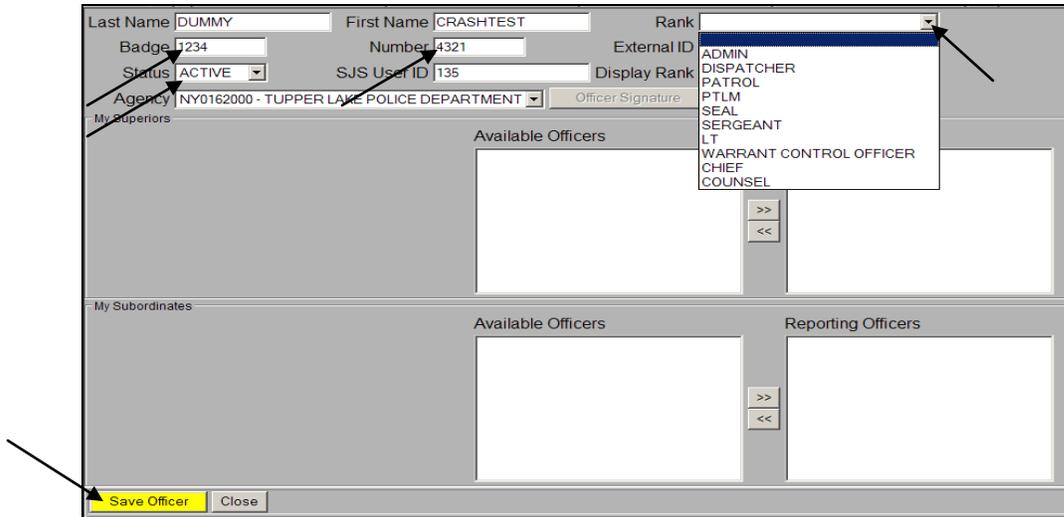


Figure 10: Officer Information

5. <Click> **Save Officer**
NOTE: Upon saving the Officer, a list of available officers appears, allowing the Administrator to select the user’s superiors and subordinates.
6. Select Superior and Subordinate Officers and <Click> the >> Arrow to Add and << Arrows to Remove.
NOTE: If **Available Officers** does not contain a Superior or Subordinate, then the administrator 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.

Step	Description
1.	Once a user is created by the Administrator, login as Administrator and scroll over the Maintenance tab and <Click> User Manager
3.	<Click> Open Active Officer

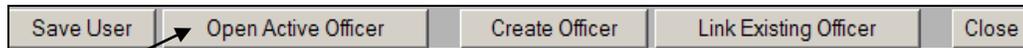


Figure 12: Open Active Officer

- | | |
|----|---|
| 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 **only** 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.

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



Figure 13: Link Existing Officer

2.	<p>Enter the Search Criteria for the Officer you would like to Link and <Click> Search Again</p> <p>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.</p>
----	--

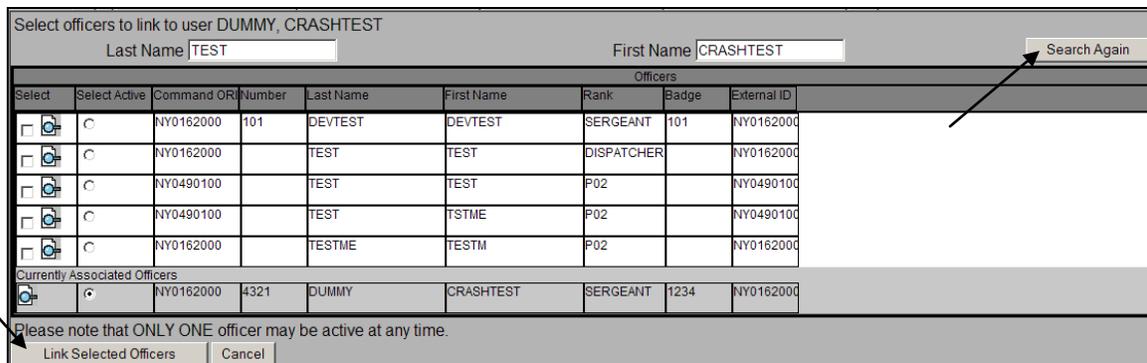


Figure 14: Search to Link Existing Officer

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

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

Action	Last Name	First Name	User Name	Agency	Agency Name	Active
	MAPLEY	MICHAEL	MMAPLEY	NY0162000	TUPPER LAKE POLICE DEP	Active
	MAROUN	SHANNON	SMAROUN	NY0162000	TUPPER LAKE POLICE DEP	Active
	MARRIED	FEMALE	MFEM	NY0162000	TUPPER LAKE POLICE DEP	Active
	MINER	SHARRON	MINER	NY0162000	TUPPER LAKE POLICE DEP	Active
	MORTON	ZACH	ZMORTON	NY0162000	TUPPER LAKE POLICE DEP	Active
	MOSELEY	LEGRANDE	LMOSELEY	NY0162000	TUPPER LAKE POLICE DEP	Active
	MY	ADMIN	MYADMIN	NY0162000	TUPPER LAKE POLICE DEP	Active
	PERRYMAN	JUSTIN	JPERRYMAN	NY0162000	TUPPER LAKE POLICE DEP	Active
	PROMO	PROMO	PROMO	NY0162000	TUPPER LAKE POLICE DEP	Active
 Edit User	PROULX	ERIC	EPROULX	NY0162000	TUPPER LAKE POLICE DEP	Active

Figure 15: Edit User

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

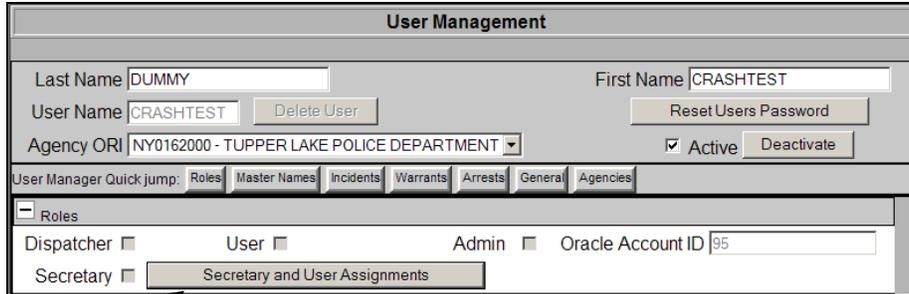


Figure 16: Secretary and User Assignments

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.
7.	<Click> Select Default to choose a Default User to have access to all records. NOTE: 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.

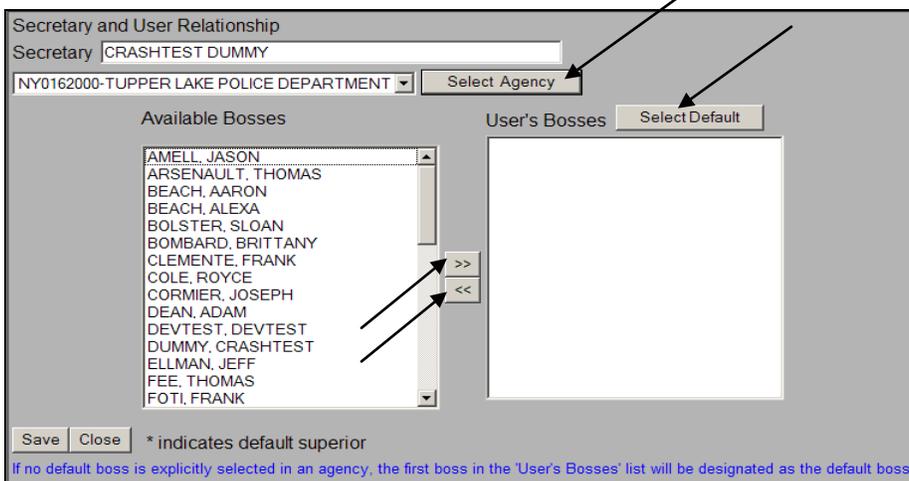


Figure 17: Edit Secretary and User Assignments

Delete User

Below are the steps for Deleting / Deactivating a User.

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

deactivate the user.

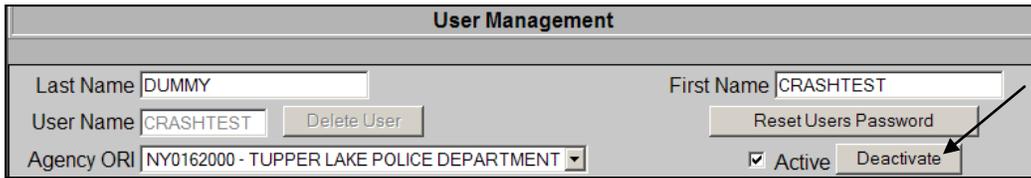


Figure 18: Deactivate User Button



Figure 19: Deactivate User Warning Message

4.	<p><Click> OK on the message to deactivate the user.</p> <p>NOTE: Users cannot actually be deleted, but by Deactivating a user, the user can no longer access SJS.</p>
5.	<p><Click> Save</p> <p>NOTE: 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 creating a new officer.</p>

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.

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

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

User: FRANK DIMEO		Select Agency: TUPPER LAKE POLICE DEPARTMENT (NY0162000)
Refresh List		Select Officer: FOTI, FRANK CHIEF
+ Open Incidents	Incident: <input type="text"/>	Open New
+ Open Arrests	Arrest: <input type="text"/>	Open
+ Open Warrants	Warrant: <input type="text"/>	Open
+ Open Accusatory Instruments	Accusatory Instrument: <input type="text"/>	Open
+ Open Supporting Depositions	Supporting Deposition: <input type="text"/>	Open
		NSOR: New

Figure 20: Create New Incident

2. <Click>The **Incident Type** dropdown within **Initial** tab and select an **Incident Type**.
NOTE: If Location Code is not defaulted, select a Location Code.

Figure 21: Select Incident Type

3. Click> **Save Document** at the top to Save work.
NOTE: Save prior to continuing or you will not be able to add additional information to the Incident.



Figure 22: Save Incident

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

- 6. <Click> **Save Document** at the top to Save work.
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**

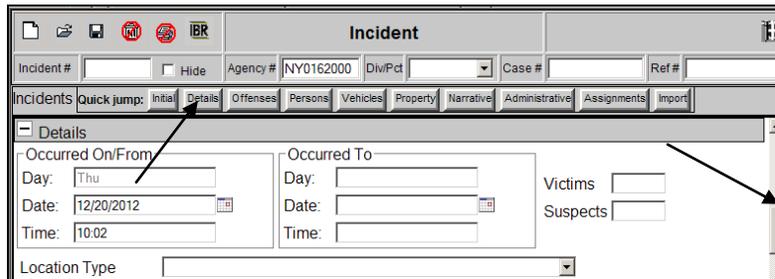


Figure 23: Incident Details

- 9. <Click> **Add Weapon** to Add a Weapon to the Incident

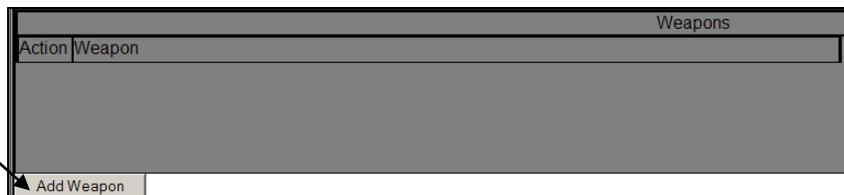


Figure 24: Add Weapon to Incident

- 10. <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.

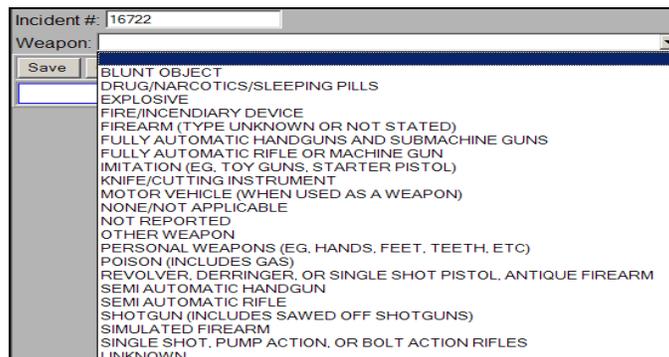


Figure 25: Select Weapon

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

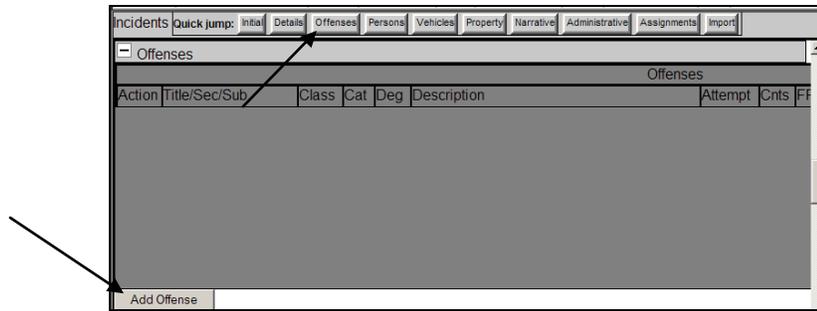


Figure 26: Add Offense to Incident

- 12. Enter Offense search criteria and <Click> **Search** to find the appropriate Offense



Figure 27: Search for Incident Offense

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

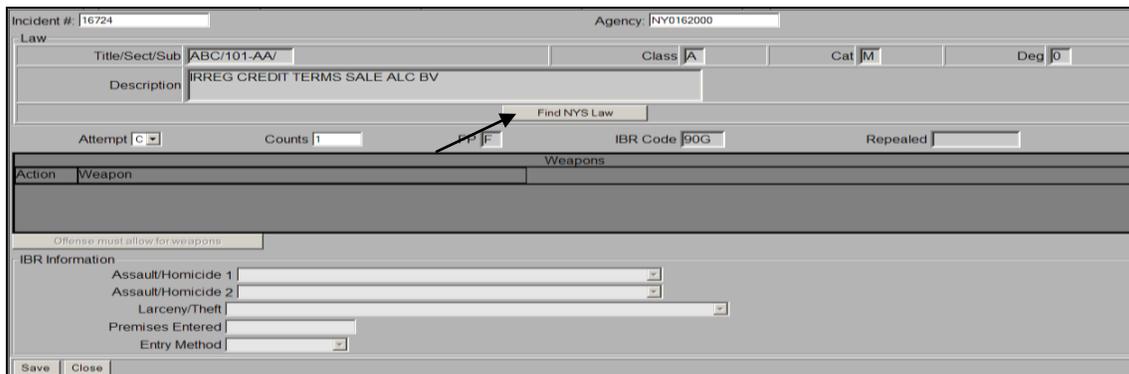


Figure 28: Incident Offense without IBR

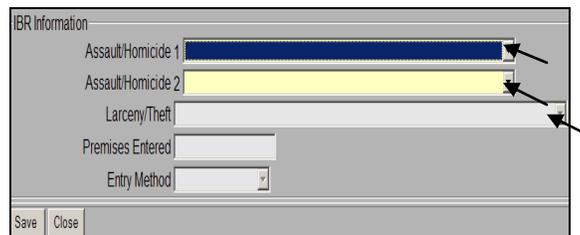


Figure 29: Incident Offense with IBR

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

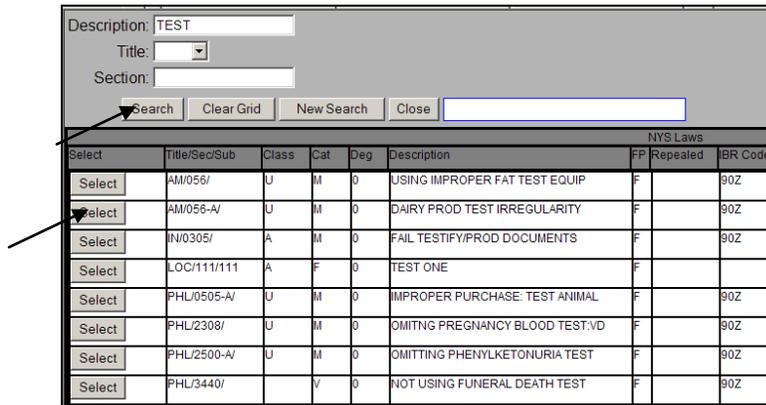


Figure 30: Add NYS Law to Offense

- 18. <Click> **Save** then **Close**
- 19. <Click> **Person** to search for existing Persons or to Create a New Person.
- 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.
- 21. Click <Add to Add an existing Person

Add	Last Name	First Name	MI	Suffix	Sex	Race	DOB	Alias	Ped
Add	DEVTEST	REPORTER1			FEMALE	NOT APP	03/11/1965	Alias	Ped
Add	DEVTEST	REPORTING	REPORTI		MALE	WHITE	01/01/1970	Alias	Ped
Add	TEST	REPORTER		DDS	FEMALE	BLACK		Alias	Ped
Add	TEST	SUSPECT			MALE	WHITE	01/01/1970	Alias	Ped
Add	TEST TEST	TEST			UNKNOW	UNKNOW		Alias	Ped
Add	TEST	TEST		I	MALE	WHITE	05/19/1960	Alias	Ped
Add	TEST	TEST1					09/20/1955	Alias	Ped
Add	TEST	VICTIM			MALE	WHITE	01/01/1960	Alias	Ped
Add	TEST	WITNESS			FEMALE	ASIAN O	01/01/1950	Alias	Ped



Figure 31: Search, Add, and Create New Person

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

23. <Click> **Vehicle** tab or scroll down and <Click> **Vehicle** to add a **Vehicle** to the Incident

Figure 33: Add Vehicle to Incident

24. Enter any necessary information pertaining to the Vehicle and <Click> **Save**, then **Close**

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

Figure 36: Property Details

26. <Click> **Narrative** tab or scroll down and <Click> **Add Narrative** to add a **Narrative** to the Incident

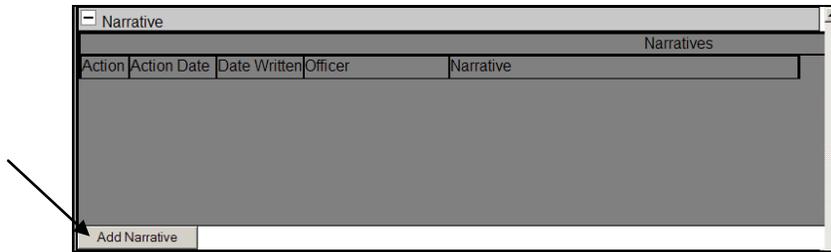


Figure 37: Add Narrative to Incident

26. Enter **Narrative** details <Click> **Save**, and **Close** to return to the Incident



Figure 38: Narrative Details

Arrest

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

NOTE: 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> on the icon **Arrest Handcuffs** 

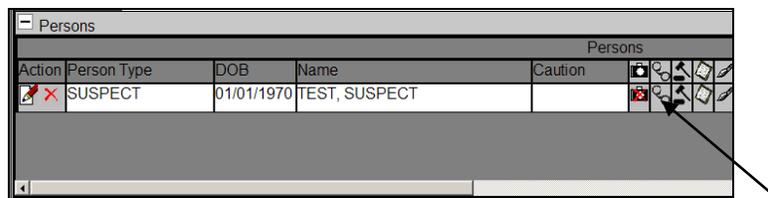


Figure 39: Add an Arrest

2. <Click> **Ok** on the message make an **Arrest**, or **Cancel** to not make an **Arrest**
NOTE: If an incident person is added without requirements for an arrest (pedigree: DOB, race, ethnicity, sex) user will get a validation error and be required to go back to the incident person.



Figure 40: Arrest Message

3. Enter **Address and Alias** Detail of the **Arrested** Person

Figure 41: Arrest Address & Alias

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

Figure 42: Add Phone and Alias to Arrest

5. <Click> **Description** tab or Scroll down to **Description** section to add information about **Arrest**

Figure 43: Arrest Description Details

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

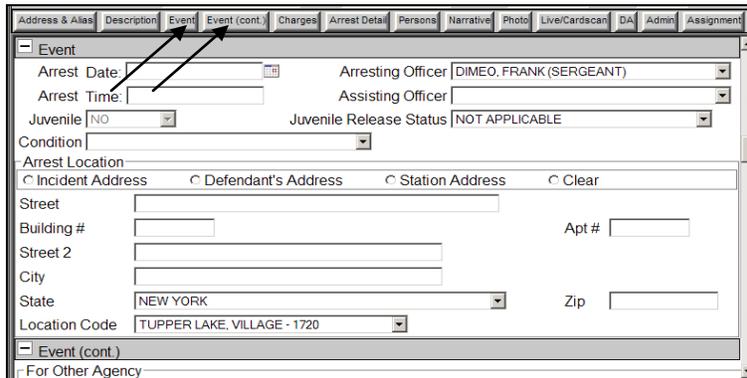


Figure 44: Arrest Event Details

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

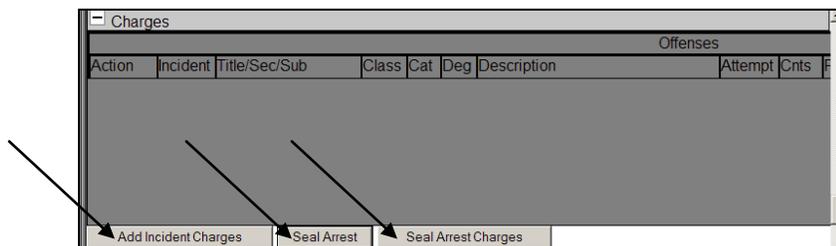


Figure 45: Arrest Charges

- 12. Under **Incident Charges**, select the Search Filter to find the **Incident Charge**
NOTE: Each Search Filter provides additional information that can be used in a Search

Figure 46: Incident Charges

13. Under **Seal Arrest**, <Click> **Narrative** to add a **Narrative** (See Figures 37 and 38) and <Click> **Seal Arrest**, then **Exit**

Figure 47: Seal Arrest

14. Under **Seal Arrest Charges**, <Click> **Narrative** to add a **Narrative** and <Click> **Seal Charges**, then **Exit**

Figure 48: Seal Arrest Charges

15. <Click> **Arrest Details** tab or Scroll down to **Arrest Details** sections to add **Arrest Details** information

Figure 49: Arrest Details

- | | |
|-----|---|
| 16. | <Click> Person tab or Scroll down to Person sections to add Person . (See Figures 31 and 32) |
| 17. | <Click> Add Incident Persons to add an Incident Person |

- | | |
|-----|---|
| 18. | <Click> Action Checkbox and <Click> Add to Arrest to add Incident Person to Arrest |
|-----|---|

Action	Person Type	DOB	Name	Caution	Incident
<input checked="" type="checkbox"/>	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 |
|-----|--|

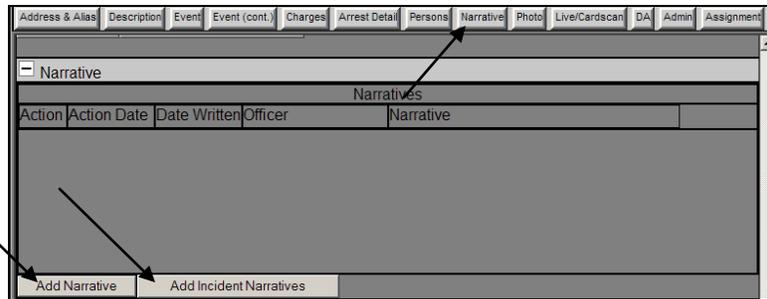


Figure 51: Add Narrative and Incident Narrative to Arrest

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

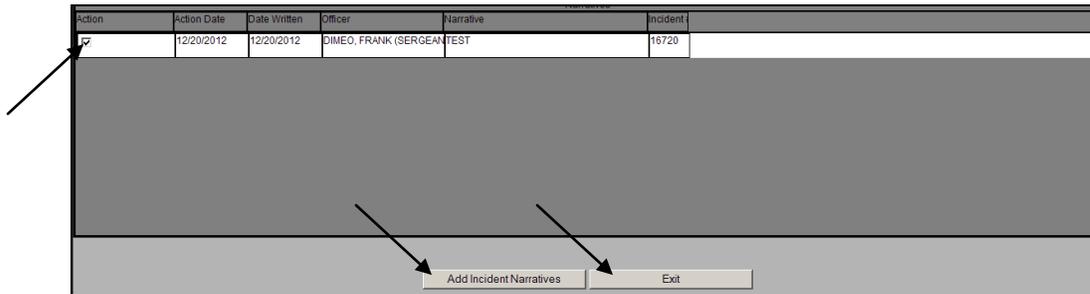


Figure 52: Add Incident Narratives to Arrest

23.	<Click> Photo tab or scroll down to Photo section to upload a Photo
24.	<Click> Upload Photo to add a photo to Arrest



Figure 53: Add Photo to Arrest

25.	<Click> Browse to locate the photo, then <Click> Upload Photo , and Close when complete
-----	--

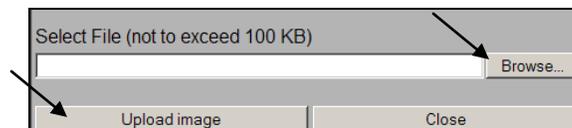


Figure 54: Upload Photo

25.	<Click> Livescan/Cardscan tab or scroll down to Livescan/Cardscan section to retrieve a
-----	---

	<p>Livescan/Cardscan</p> <p>NOTE: Livescan/Cardscan must be integrated with SJS for this feature to work</p>
26.	<Click> Transmit Data to IM to initialize the Livescan/Cardscan feature

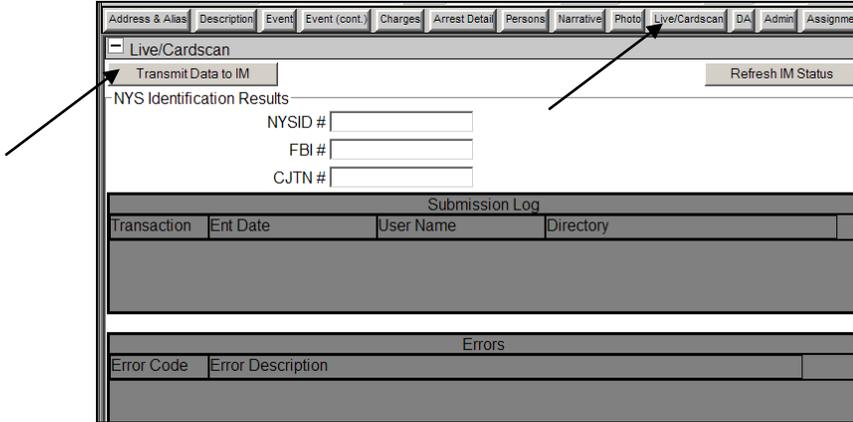


Figure 55: Livescan/Cardscan

26.	<Click> DA tab or scroll down to DA section to submit Arrest to DA
27.	<Click> either Preliminary Export to DA or Final Export to DA button
28.	<Click> Transmit to DA

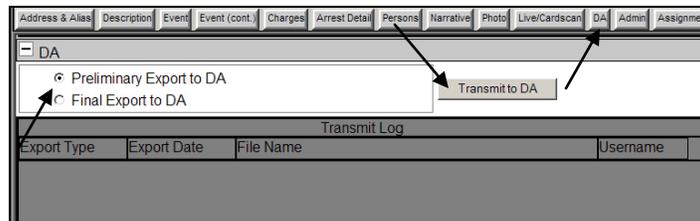


Figure 56: DA

29.	<Click> Admin tab or scroll down to Administrative section to Lock Arrest .
-----	--

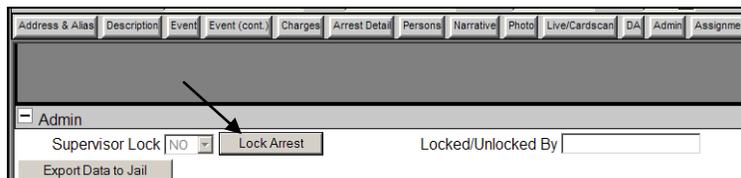


Figure 57: Admin - Lock Arrest

30.	<Click> Lock Arrest to Lock Arrest and <Click> Ok to Lock Arrest or Cancel to not Lock Arrest
-----	--



Figure 58: Lock Arrest Warning

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

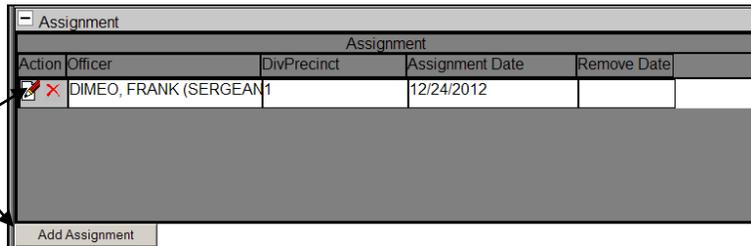


Figure 59: Add / Edit Assignment to Arrest

33. <Click> **Officer** drop down and **Div/Precinct** dropdown to **Add Assignment**, then <Click> **Save**, then **Close**

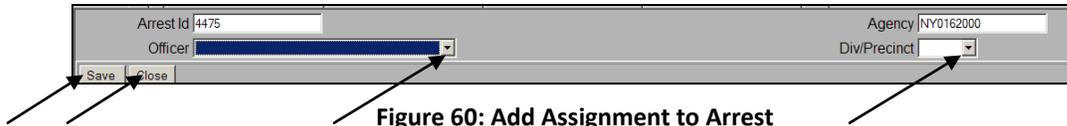


Figure 60: Add Assignment to Arrest

Warrant

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

NOTE: 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> **Warrant** icon 

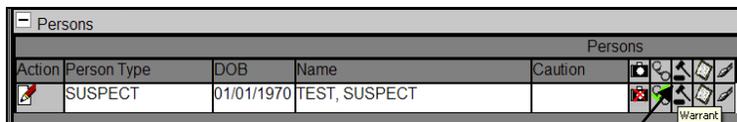


Figure 61: Create a Warrant

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

3. Enter **Address and Alias** Detail of the **Warrant Person**

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

Figure 65: Warrant Description Details

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

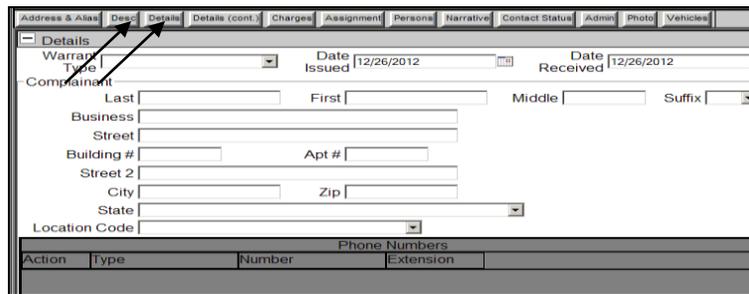


Figure 66: Warrant Details

- 7. <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)

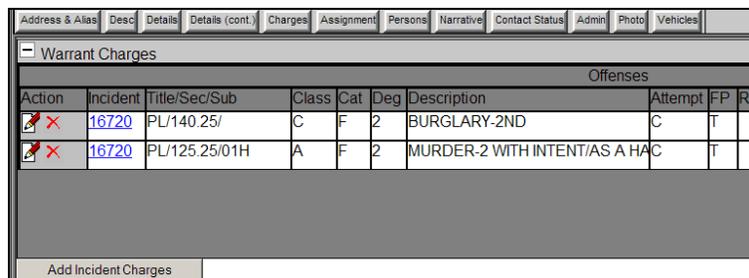


Figure 67: Warrant Charges

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

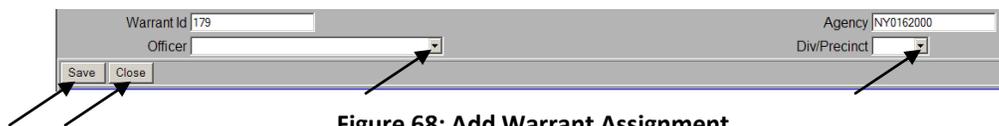


Figure 68: Add Warrant Assignment

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

13. <Click> **Contact Status** tab or scroll down to **Contact Status** and <Click> **Contact** to add a **Contact**

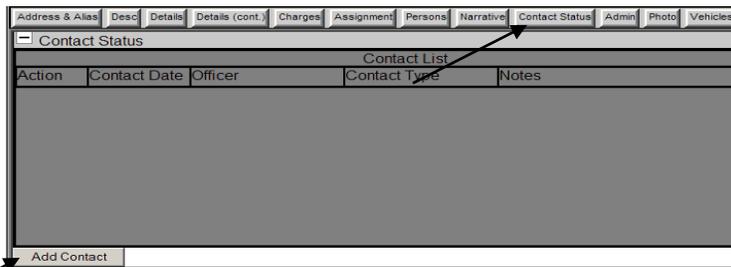


Figure 69: Add a Contact to a Warrant

14. Enter a **Contact Date**, <Click> **Officer** dropdown to select an **Officer**, and <Click> **Contact Type** dropdown to select a **Contact Type**, then <Click> **Save** and **Close**

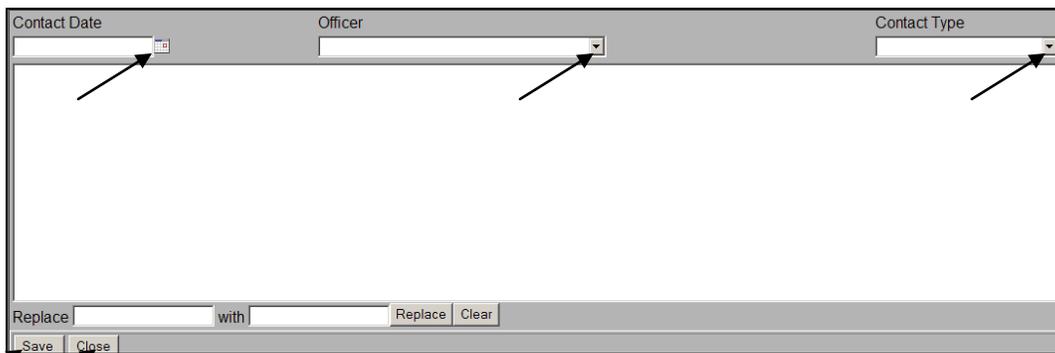


Figure 70: Add Contact Details

15. <Click> **Admin** tab or scroll down to **Administrative** section to add **Warrant File Information**

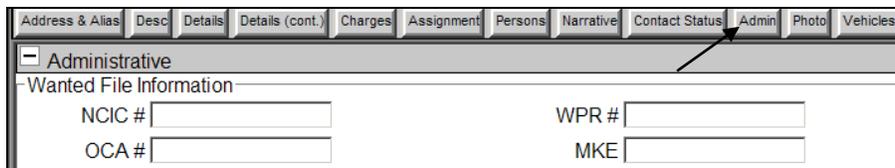


Figure 71: Administrative / Warrant File Information

16. <Click> **Photo** tab or scroll down to **Photo** section to upload a **Photo** (See Figure 51)

Accusatory Instrument

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

NOTE: 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 

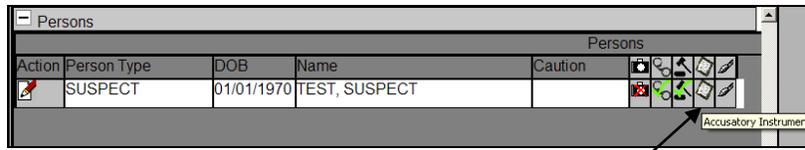


Figure 72: Add Accusatory Instrument

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

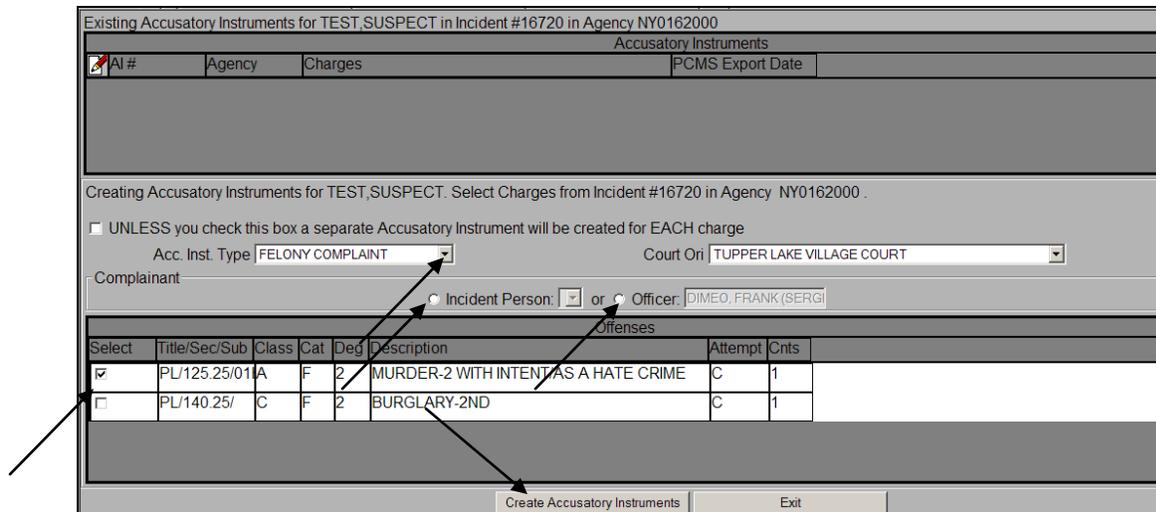


Figure 73: Create an Accusatory Instrument

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

Accusatory Instrument # 1416 Agency # NY0162000

Accusatory Instruments Quick jump: Incidents Charges Defendants Complainant Narratives Supporting Depositions Finalize

Incidents associated with Accusatory Instrument # 1416

Action	Incident #	Agency	Occurrence From	Municipality Name	Municipality T	Location
	16720	NY016200	12/13/2012	TUPPER LAKE	MILLAGE	1 DOWNTOWN , BROADWA

Charges

Action	Title/Sec/Sub	Clas	Ca	De	Description	Attempt	Cnts	Charge Lang.
	PL/125.25/0	A	F	2	MURDER-2 WITH INTENT/AS A HAC		1	with intent to cause the de

Add Incident Charges

Figure 74: Accusatory Instrument Incident and Charges

- | | |
|----|--|
| 8. | <Click> Defendants tab or scroll down to Defendants section to Add Incident Defendant |
| 9. | <Click> Add Incident Defendants to Add Incident Defendants
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 . |

Accusatory Instruments Quick jump: Incidents Charges Defendants Complainant Narratives Supporting Depositions Finalize

Defendants

Action	Name	DOB	Arrest #	Arrest ORI
	SUSPECT TEST	(DOB: Jan 01, 194475		NY0162000

Add Incident Defendants

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 |

Accusatory Instruments Quick jump: Incidents Charges Defendants Complainant Narratives Supporting Depositions Finalize

Complainant

Officer is the Complainant
Select officer: DIMEO, FRANK (SERGEANT)

Complainant Name: SERGEANT FRANK DIMEO
Complainant Address: TUPPER LAKE POLICE DEPARTMENT

Narratives

Generate Charge Language

Charge language for Selected Charges Spell check

With intent to cause the death of another person, caused the death of such person or of a third person

Factual Account for Selected Charges Spell check

Allege facts sufficient to support every element of every charge against every defendant on this instrument.

- | | |
|-----|---|
| 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.

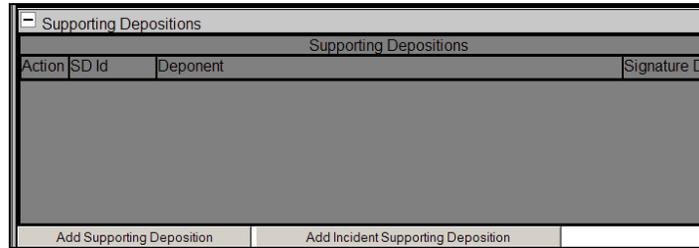


Figure 76: Add Supporting Deposition to Accusatory Instrument

14. Search for **Supporting Deposition**

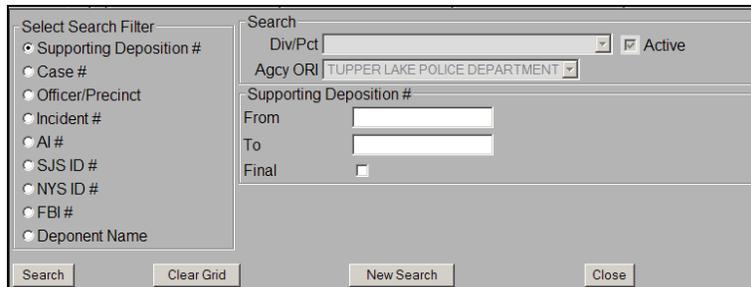


Figure 77: Search for Supporting Deposition

- 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**

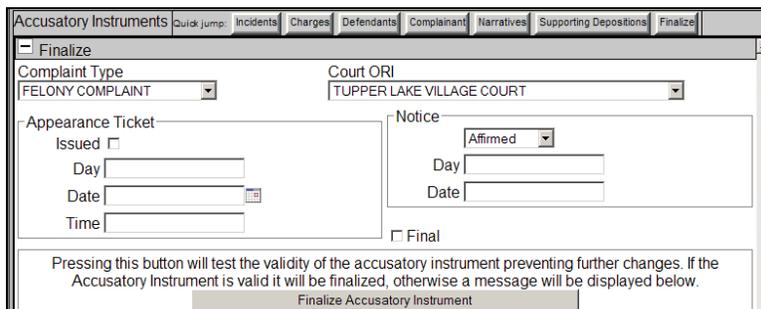


Figure 78: Finalize Accusatory Instrument

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

	Instrument to PCMS button becomes active
20.	Select either Preliminary or Final Export to DA button, then <Click> Transmit Accusatory Instrument to PCMS NOTE: 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 NOTE: When submit is complete, a message will appear stating that the data submitted successfully

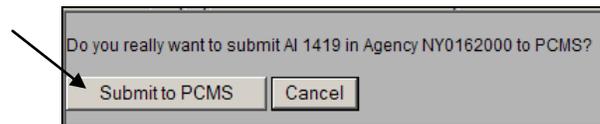


Figure 79: Submit to PCMS

Supporting Deposition

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

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

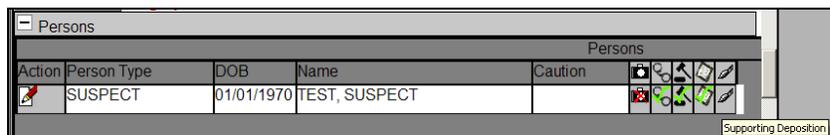


Figure 80: Add Supporting Deposition to Incident

2.	Add Supporting Deposition information, select Person Type , and <Click> Create Supporting Deposition NOTE: If a Supporting Deposition already exists, click  to Edit the existing Supporting Deposition
----	--

Figure 81: Supporting Deposition Details

3.	<Click> Add Incident to Add an existing Incident to the Supporting Deposition
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

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
----	---

Figure 83: Deponent Information and Details

7. <Click> **Defendant** tab or scroll to **Defendants** section to **Add Defendants** to the **Supporting Deposition**
NOTE: This will allow user to add a person or defendant from another **Incident (See Figure 80)**

Action	Name	DOB	Arrest #	Arrest ORI
	SUSPECT TEST	(DOB: Jan 01, 1970)	4475	NY0162000

Add Incident Defendants

Figure 84: Add Incident Defendant to Supporting Deposition

8. <Click> **Associated Accusatory Instrument** tab or scroll down to **Associated Accusatory Instrument** section to verify if there is an **Associated Accusatory Instrument**, or Edit the **Associated Accusatory Instrument** if necessary.

Accusatory Instr	Agency	Charges	Factual Statement

Add Incident Defendants

Figure 85: Add Associated Accusatory Instrument to Incident

9. <Click> **Deposition** tab or scroll to **Deposition** section to add a **Deposition**

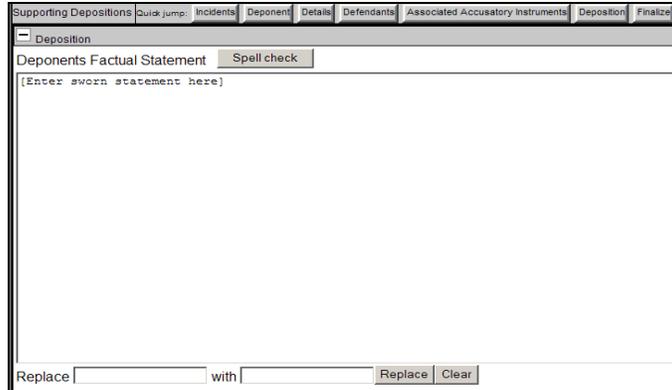


Figure 86: Add Deposition

- | | |
|-----|---|
| 10. | <p><Click> Apply Factual Statement button to add the default Factual Statement to the Deposition and <Click> Save </p> |
|-----|---|

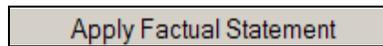


Figure 87: Add Factual Statement

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

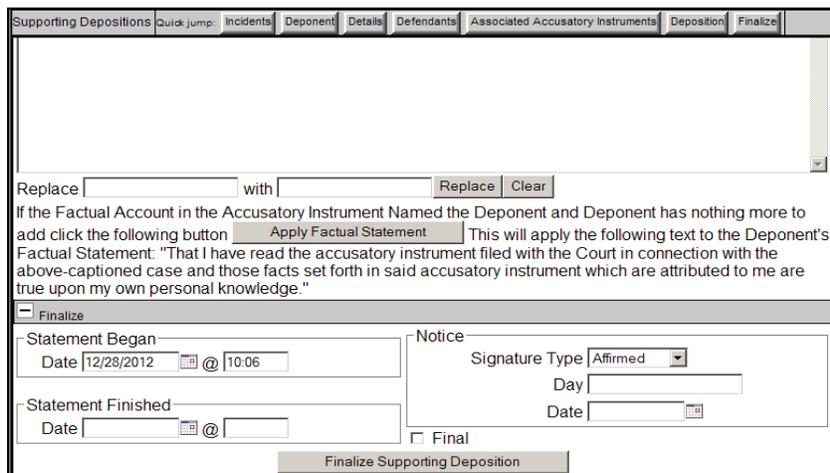


Figure 88: Finalize Supporting Deposition

- | | |
|-----|--|
| 13. | <p><Click> Ok or Cancel on Finalize Supporting Deposition warning</p> |
|-----|--|

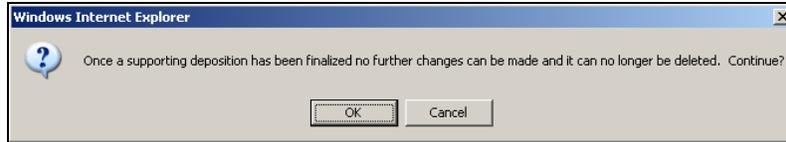


Figure 89: Finalize Supporting Deposition Warning

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

1. <Click> **Search > Incident >Incident Search** to search for an **Incident**

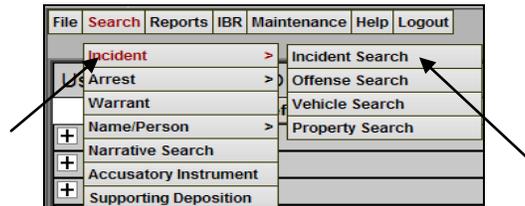


Figure 90: Incident Search

2. Select the **Search Filter** and add necessary information to search for an **Incident** and <Click> **Search**

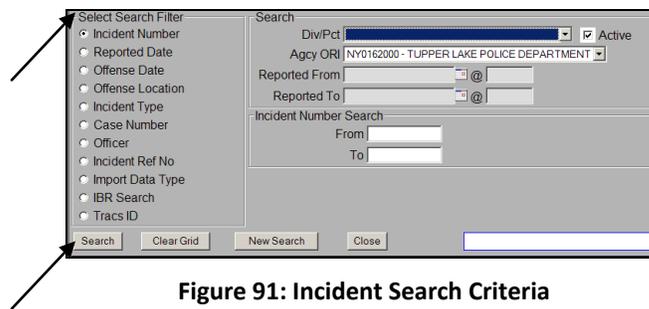


Figure 91: Incident Search Criteria

Incident Offense Search

1. <Click> **Search > Incident >Offense Search** to search for an **Incident Offense**

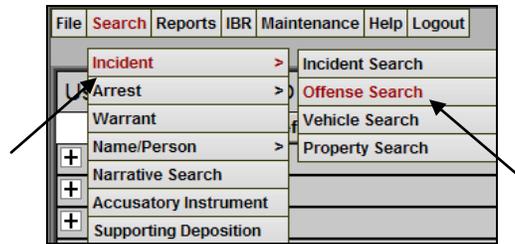


Figure 92: Incident Offense Search

2. Select the **Search Filter** and add necessary information to search for an **Incident Offense** and <Click> **Search**

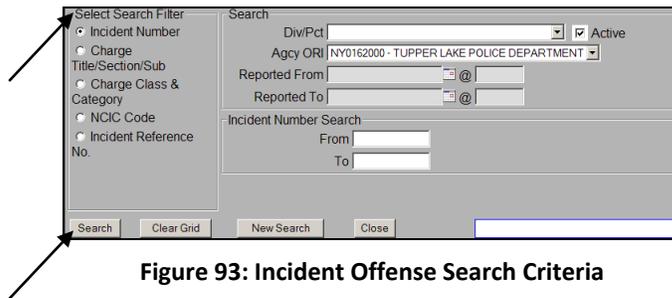


Figure 93: Incident Offense Search Criteria

Incident Vehicle Search

1. <Click> **Search > Incident >Vehicle Search** to search for an **Incident Vehicle**

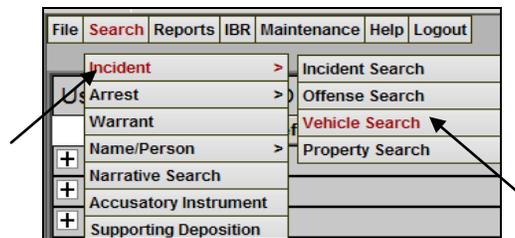


Figure 94: Incident Vehicle Search

2. Select the **Search Filter** and add necessary information to search for an **Incident Vehicle** and <Click> **Search**

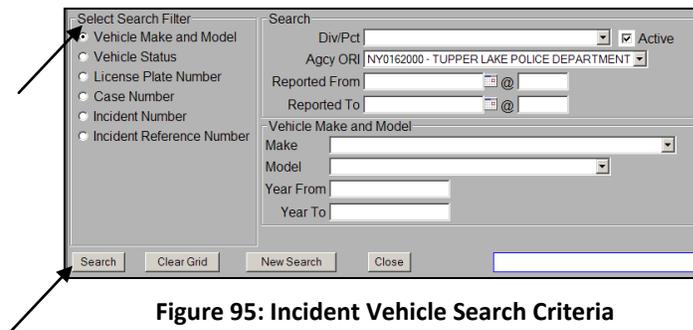


Figure 95: Incident Vehicle Search Criteria

Incident Property Search

1. <Click> **Search > Incident >Property Search** to search for an **Incident Property**

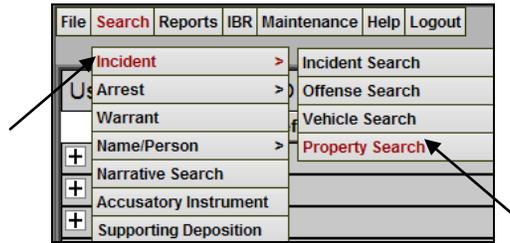


Figure 96: Incident Property Search

2. Select the **Search Filter** and add necessary information to search for an **Incident Property** and <Click> **Search**

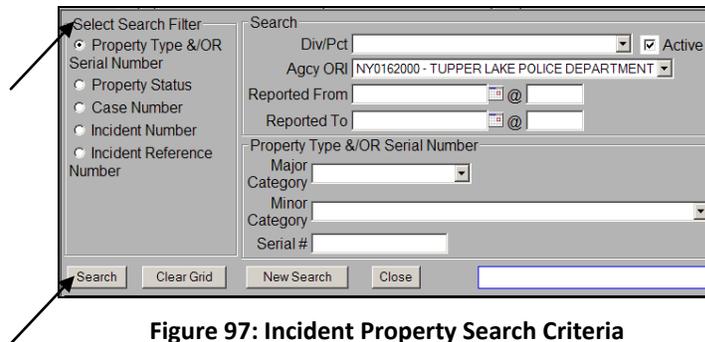


Figure 97: Incident Property Search Criteria

Arrest

Arrest Event

1. <Click> **Search > Arrest >Arrest Event Search** to search for an **Arrest Event**



Figure 98: Arrest Event Search

2. Select the **Search Filter** and add necessary information to search for an **Arrest Event** and <Click> **Search**

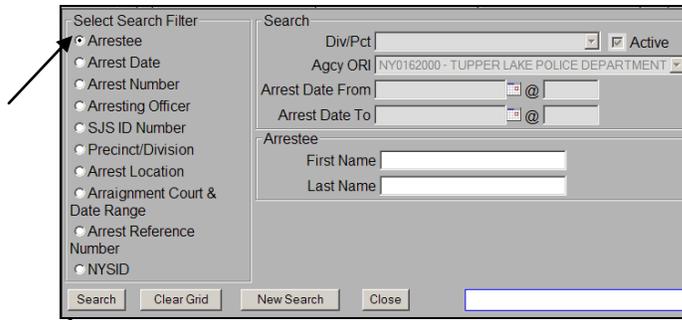


Figure 99: Arrest Event Search Criteria

Arrest Offense

1. <Click> **Search > Arrest > Arrest Offense Search** to search for an **Arrest Offense**



Figure 100: Arrest Offense Search

2. Select the **Search Filter** and add necessary information to search for an **Arrest Offense** and <Click> **Search**



Figure 101: Arrest Offense Search Criteria

Arrest Charges

1. <Click> **Search > Arrest > Arrest Charges Search** to search for an **Arrest Charge**



Figure 102: Arrest Charges Search

2. Select the **Search Filter** and add necessary information to search for an **Arrest Charge** and <Click> **Search**



Figure 103: Arrest Charge Search Criteria

Sealed Arrest

1. <Click> **Search > Arrest > Sealed Arrest Search** to search for a **Sealed Arrest**

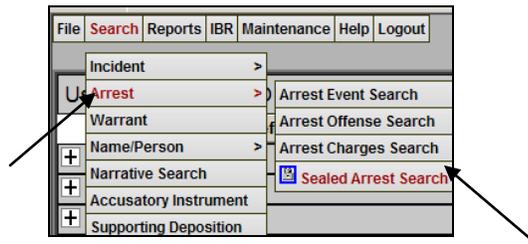


Figure 104: Sealed Arrest Search

2. Select the **Search Filter** and add necessary information to search for a **Sealed Arrest** and <Click> **Search**
3. <Click> **Sealed Arrest ,Sealed Modules, Sealed Charges, or Sealed Narratives** tab to review searched **Sealed** information



Figure 105: Sealed Arrest Search Criteria

Warrant

1. <Click> **Search > Warrant** to search for a **Warrant**



Figure 106: Warrant Search

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

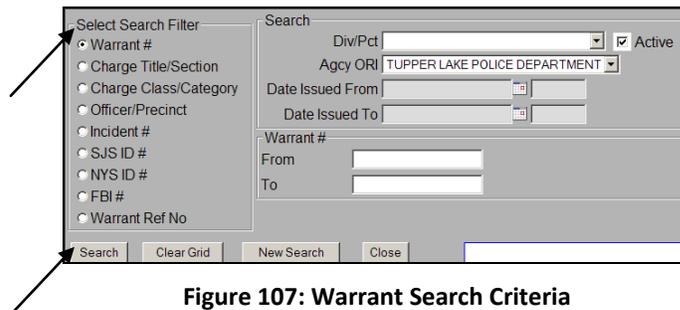


Figure 107: Warrant Search Criteria

Name/Person

General Name/Person

1. <Click> **Search > Name/Person>General Name/Person** to search for a **Person**



Figure 108: Name/Person Search

2. Enter necessary search information and <Click> **Search**

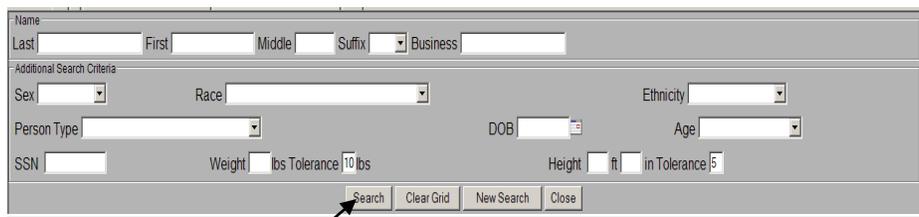


Figure 109: Name/Person Search Details

Arrest Defendant

1. <Click> **Search > Name/Person>Arrest Defendant** to search for a **Arrest Defendant**

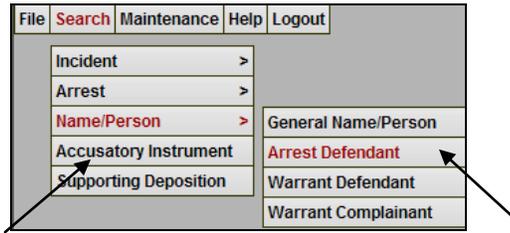


Figure 110: Arrest Defendant Search

2. Enter necessary search information and <Click> **Search**

A screenshot of a search details form. It has a 'Name' section with fields for Last, First, Middle, Suffix, and Business. Below is 'Additional Search Criteria' with dropdowns for Sex, Race, and Ethnicity; a dropdown for Person Type; a date field for DOB and a dropdown for Age; and input fields for SSN, Weight (lbs), Tolerance (lbs), Height (ft), and Tolerance (in). At the bottom are buttons for 'Search', 'Clear Grid', 'New Search', and 'Close'. An arrow points to the 'Search' button.

Figure 111: Arrest Defendant Search Details

Warrant Defendant

1. <Click> **Search > Name/Person>Warrant Defendant** to search for a **Warrant Defendant**



2. Enter necessary search information and <Click> **Search**

A screenshot of a search details form, identical to Figure 111. An arrow points to the 'Search' button.

Figure 112: Warrant Defendant Search Details

Warrant Complainant

1. <Click> **Search > Name/Person>Warrant Complainant** to search for a **Warrant Complainant**

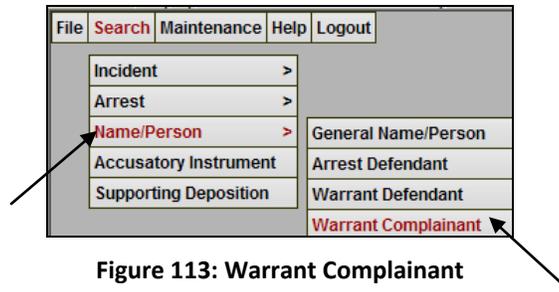


Figure 113: Warrant Complainant

2. Enter necessary search information and <Click> **Search**

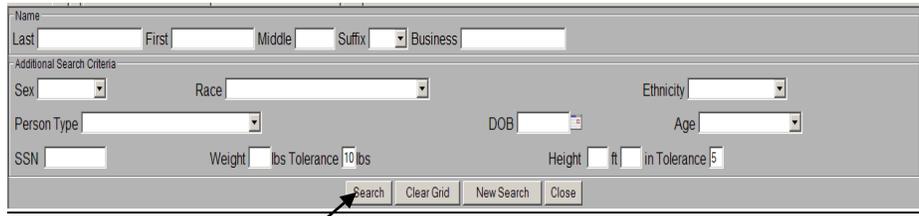


Figure 114: Warrant Complainant Details

Narrative Search

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

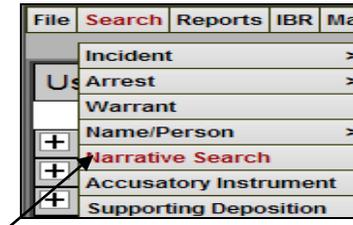


Figure 115: Narrative Search

Accusatory Instrument

1. <Click> **Search > Accusatory Instrument** to search for an **Accusatory Instrument**



Figure 116: Accusatory Instrument Search

2. Select the **Search Filter** and add necessary information to search for an **Accusatory Instrument** and <Click> **Search**

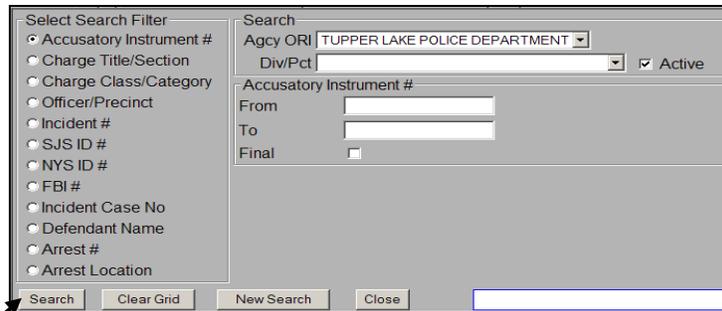


Figure 117: Accusatory Instrument Search Details

Supporting Deposition

1. <Click> **Search > Accusatory Instrument** to search for an **Accusatory Instrument**

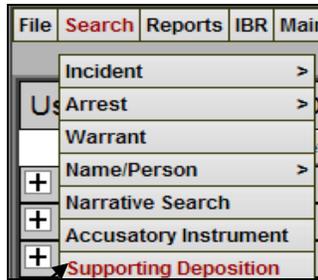


Figure 118: Supporting Deposition Search

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

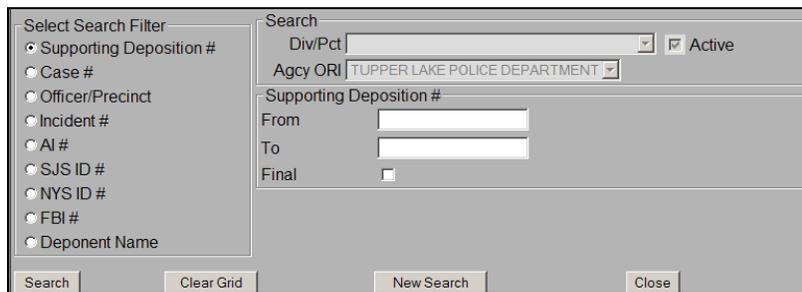


Figure 119: Supporting Deposition Search Details

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 > Arrest Reports >Detailed Arrest Reports > List of Arrest** to generate a **List of Arrests** report

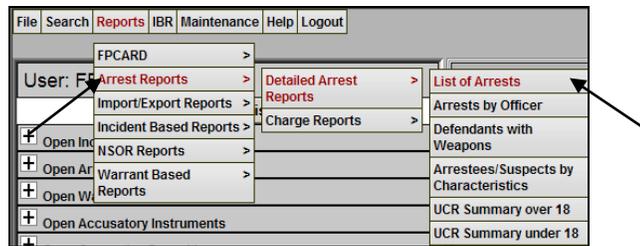


Figure 121: List of Arrests Report

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

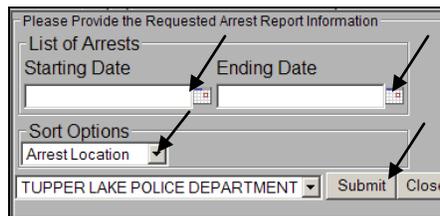


Figure 122: List of Arrest Report Filter

Arrests by Officer

1. <Click> **Reports > Arrest Reports >Detailed Arrest Reports > Arrests by Officer** to generate a **Arrests by Officer** report



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

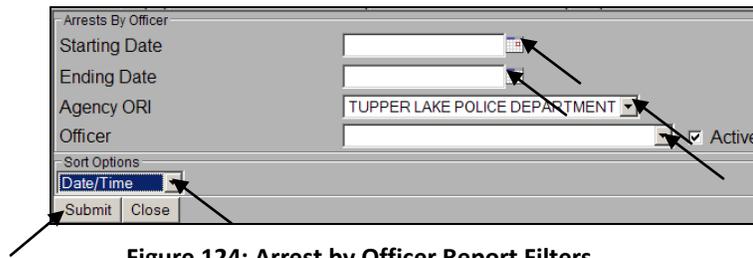


Figure 124: Arrest by Officer Report Filters

Defendants with Weapons

1. <Click> **Reports > Arrest Reports > Detailed Arrest Reports > Defendants with Weapons** to generate a **Defendants with Weapons** report

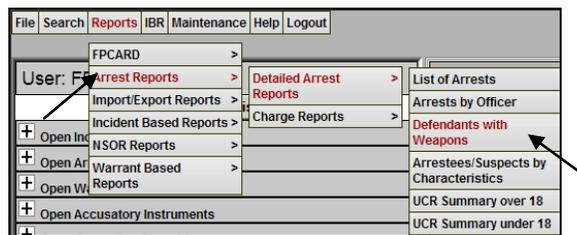


Figure 125: Defendants with Weapons

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

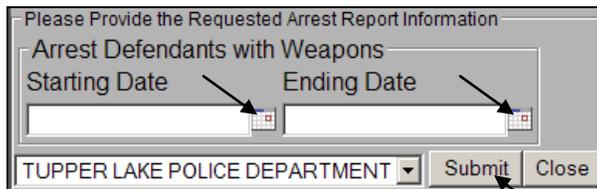


Figure 126: Defendants with Weapons Report Filters

Arrestees/Suspects by Characteristics

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



Figure 127: Arrestees/Suspects by Characteristics Report

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

UCR Summary over 18

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

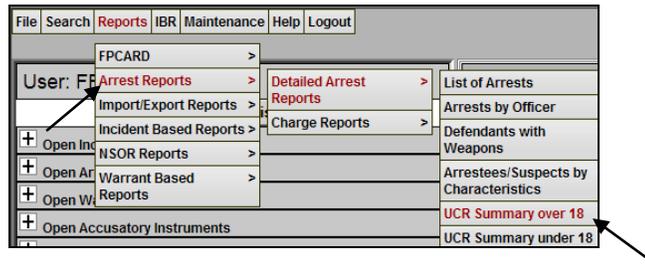


Figure 128: UCR Summary over 18 Report

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. <Click> **Reports > Arrest Reports > Detailed Arrest Reports > UCR Summary over 18** to generate a **UCR Summary under 18** report

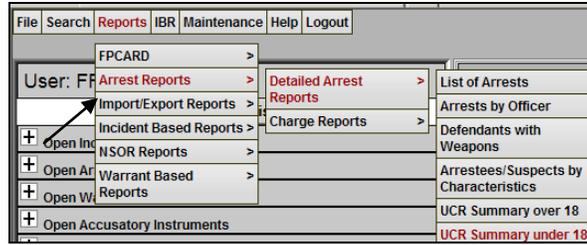
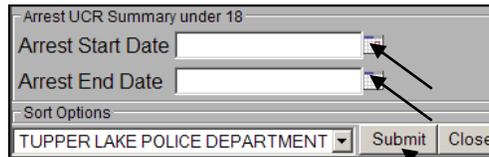


Figure 130: UCR Summary under 18 Report

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



Charge Reports

List of Charges

1. <Click> **Reports > Arrest Reports > Charges report > List of Charges** to generate a **List of Charges** report

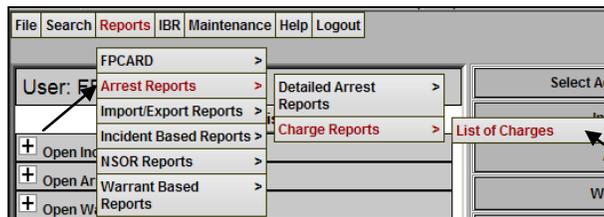


Figure 131: List of Charges Report

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

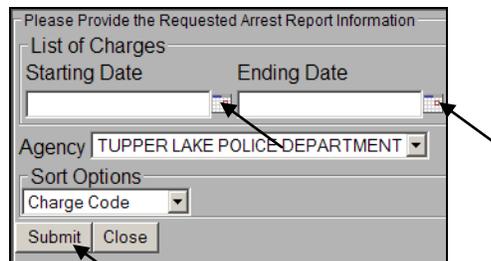


Figure 132: List of Charges Report Filter

Import/Export Reports

Export Reports

NYPTI Export Report

1. <Click> **Reports > Import/Export Reports > Export Reports > NYPTI Export Report** to generate a **NYPTI Export report**

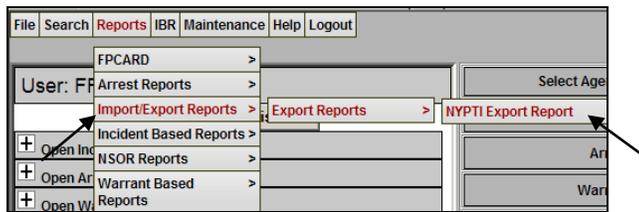


Figure 133: NYPTI Export Report

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

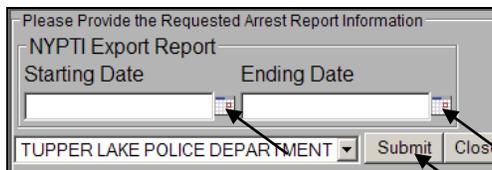


Figure 134: NYPTI Export Report Filter

Incident Based Reports

SJS Incident Type (Case Status)

1. <Click> **Reports > Incident Based Reports > SJS Incident Type (Case Status)** to generate a **SJS Incident Type (Case Status) report**

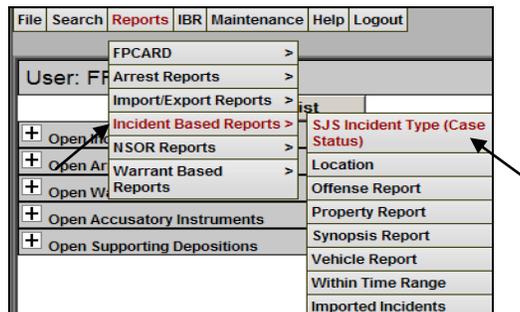


Figure 135: SJS Incident Type (Case Status) Report

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

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

Location

1. <Click> **Reports > Incident Based Reports > SJS Incident Type (Case Status)** to generate a **SJS 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

Figure 138: Location Report Filter

Offense Report

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

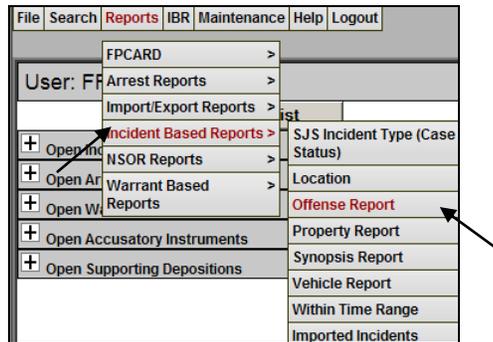


Figure 139: Offense Report

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

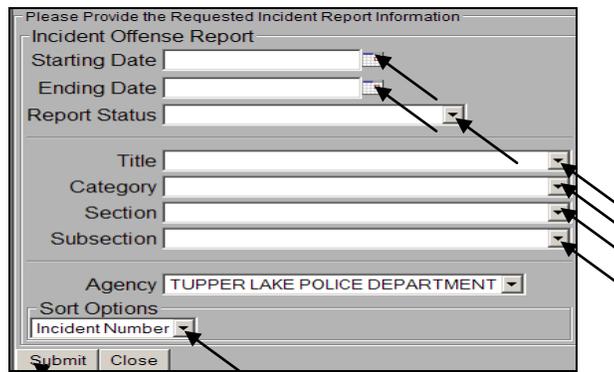


Figure 140: Offense Report Filters

Property

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

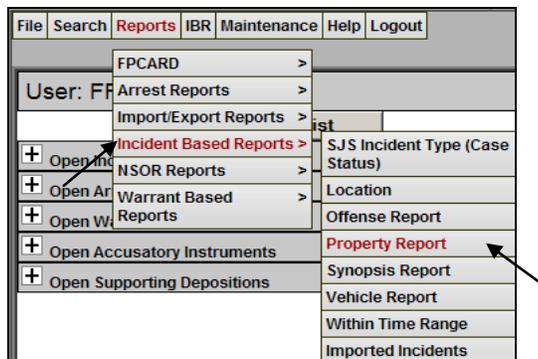


Figure 141: Property Report

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

Agency, and Choose a Sort Option, then <Click> **Submit** to generate the report

Figure 142: Property Report Filters

Synopsis

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

Figure 144: Synopsis Report Filter

Vehicle

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

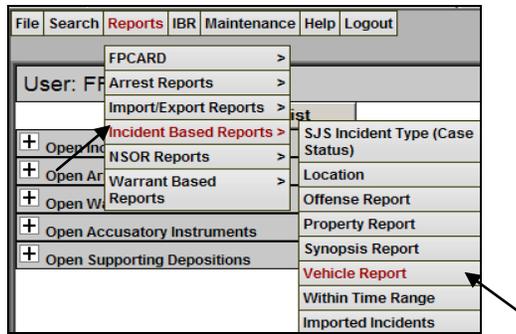


Figure 145: Vehicle Report

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

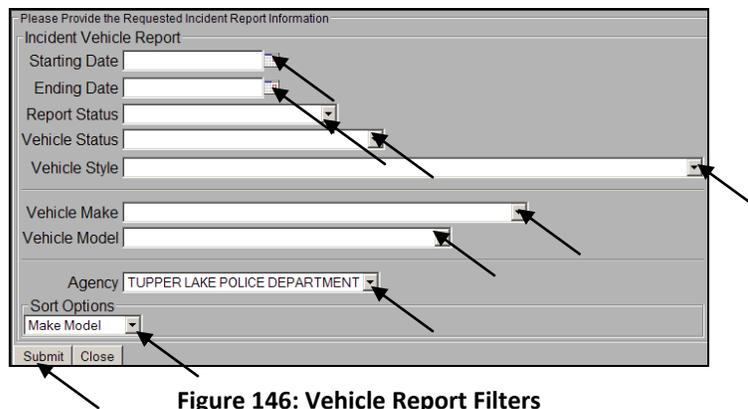


Figure 146: Vehicle Report Filters

Within Time Range

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

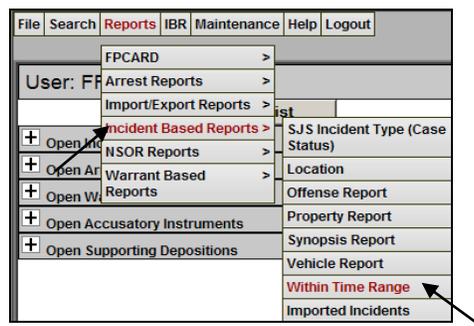


Figure 147: Within Time Range Report

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

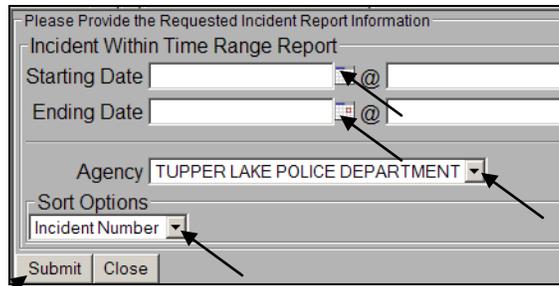


Figure 148: With Time Range Report Filter

Imported Incidents

1. <Click> **Reports > Incident Based Reports >Imported Incidents** to generate an **Imported Incidents** report

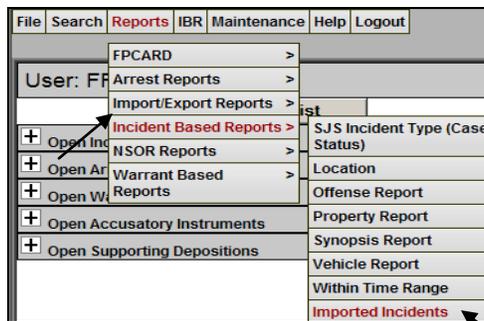


Figure 149: Imported Incidents Report

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

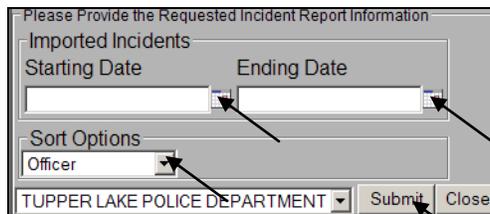


Figure 150: Imported Incidents Report Filter

NSOR Reports

NSOR Tickler

1. <Click> **Reports > NSOR Reports >NSOR Tickler** to generate a **NSOR Tickler** report

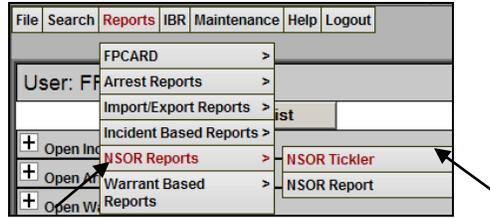


Figure 151: NSOR Tickler Report

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

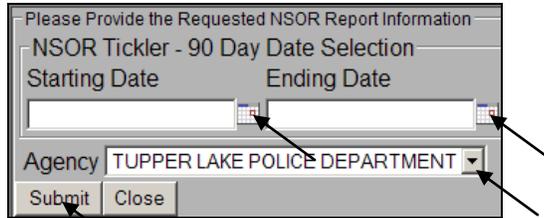


Figure 152: NSOR Tickler Report Filter

NSOR Report

1. <Click> **Reports > NSOR Reports > NSOR Report** to generate a **NSOR Report**

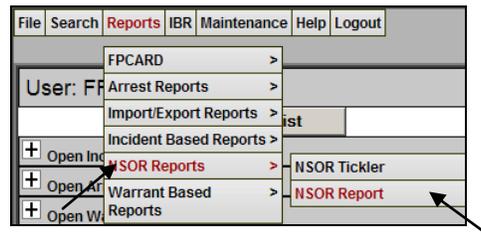


Figure 153: NSOR Report

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

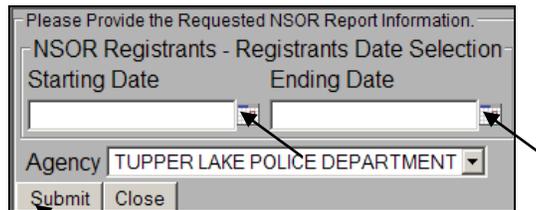


Figure 154: NSOR Report Filter

Warrant Based Reports

Hot Sheet

1. <Click> **Reports > Warrant Based Reports > Hot Sheet** to generate a **Hot Sheet** report

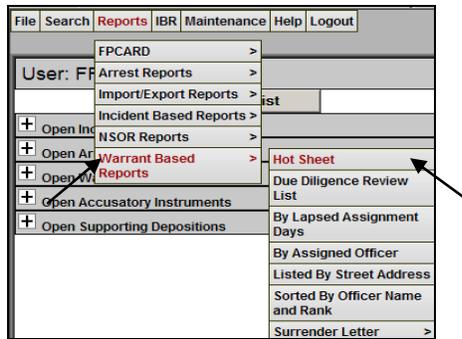


Figure 155: Hot Sheet Report

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

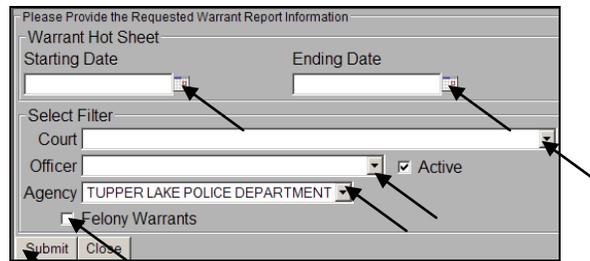


Figure 156: Hot Sheet Report Filters

Due Diligence Review List

1. <Click> **Reports > Warrant Based Reports > Due Diligence Review List** to generate a **Due Diligence Review List** report



Figure 157: Due Diligence Review List 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

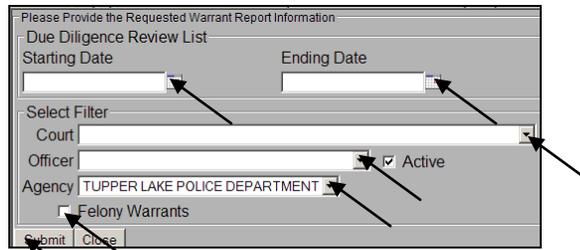


Figure 158: Due Diligence Review List Report Filters

By Lapsed Assignment Days

1. <Click> **Reports > Warrant Based Reports > By Lapsed Assignment Days** to generate a **By Lapsed Assignment Days** report



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

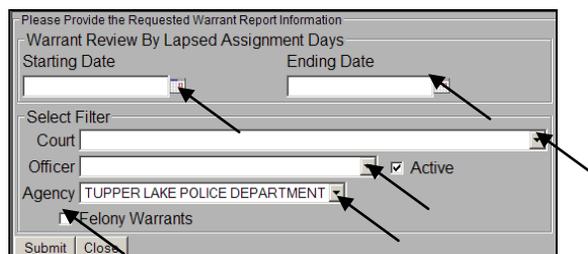


Figure 160: By Lapsed Assignment Days Report Filters

By Assigned Officer

1. <Click> **Reports > Warrant Based Reports > By Assigned Officer** to generate a **By Assigned Officer** report

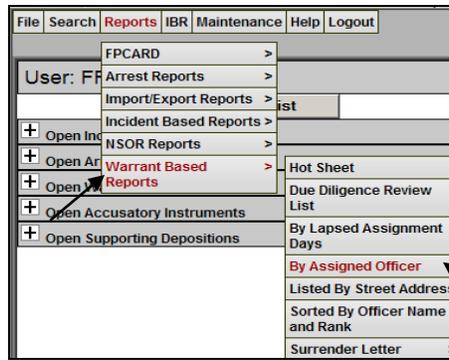


Figure 161: By Assigned Officer Report

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

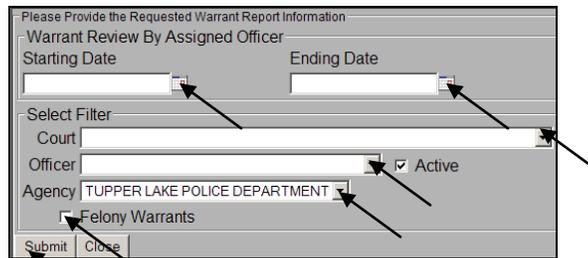


Figure 162: By Assigned Offer Report Filters

Listed by Street Address

1. <Click> Reports > Warrant Based Reports > Listed By Street Address to generate a Listed By Street Address report

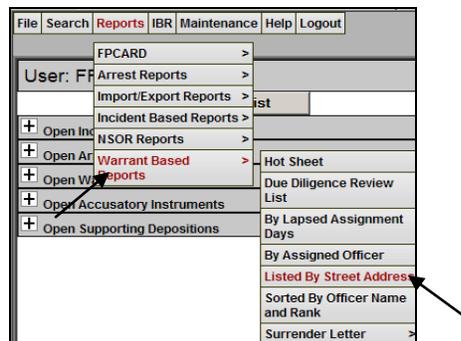


Figure 163: Listed By Street Address Report

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

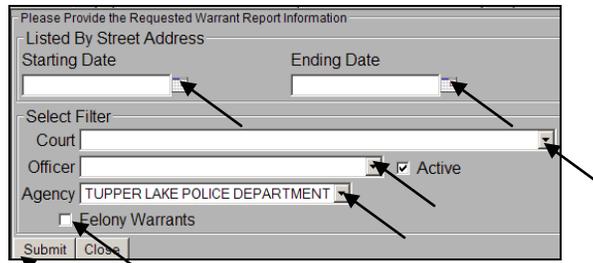


Figure 164: Listed By Street Address Report Filters

Sorted by Officer Name and Rank

1. <Click> **Reports > Warrant Based Reports > Sorted By Officer Name and Rank** to generate a **Sorted By Officer Name and Rank** report

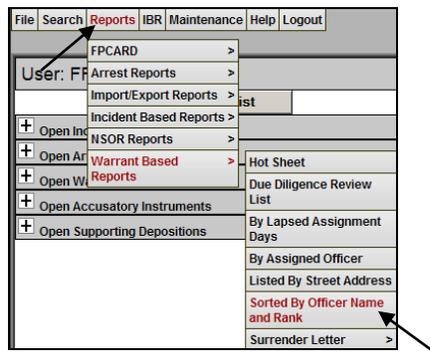


Figure 165: Sorted By Officer Name and Rank Report

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

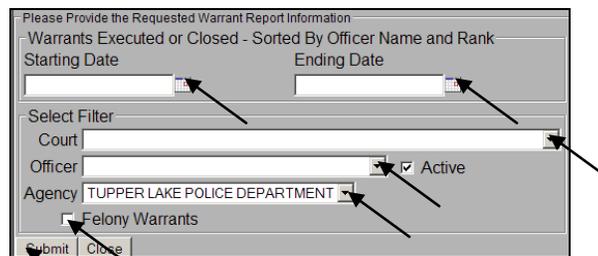


Figure 166: Sorted By Officer Name and Rank Report Filters

Surrender Letter

Surrender Letter Control List

1. <Click> **Reports > Warrant Based Reports > Surrender Letter > Surrender Letter Control List** to generate a **Surrender Letter Control List** report

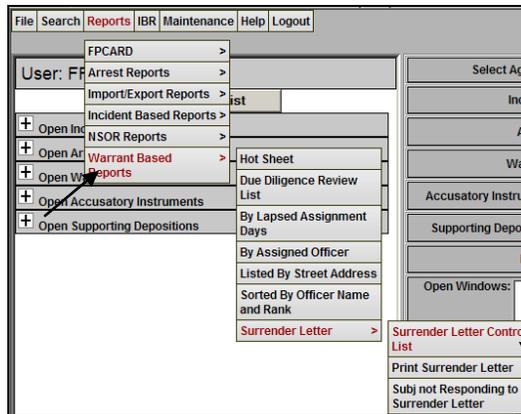


Figure 167: Surrender Letter Control List Report

2. 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

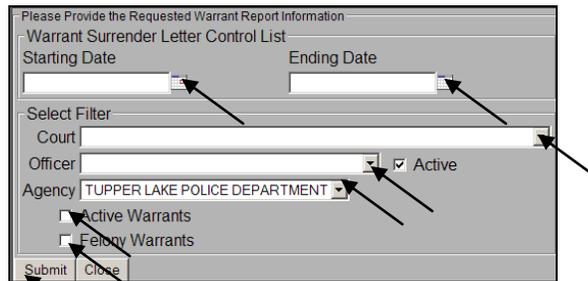


Figure 168: Surrender Letter Control List Report Filters

Print Surrender Letters

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

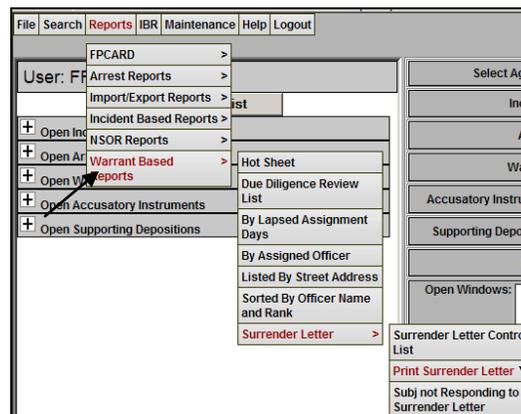


Figure 169: Print Surrender List Report

2. 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

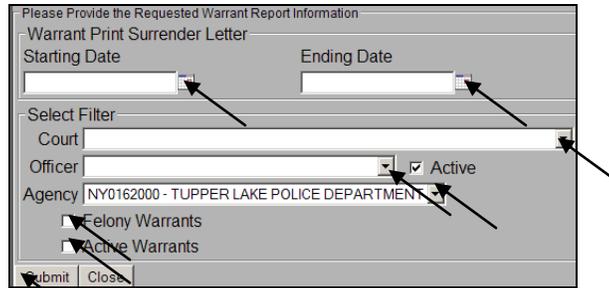


Figure 170: Print Surrender Letter Report Filters

Subject not Responding to Surrender Letter

1. <Click> **Reports > Warrant Based Reports > Surrender Letter > Subject Not Responding to Surrender Letter** to generate a **Subject Not Responding to Surrender Letter** report

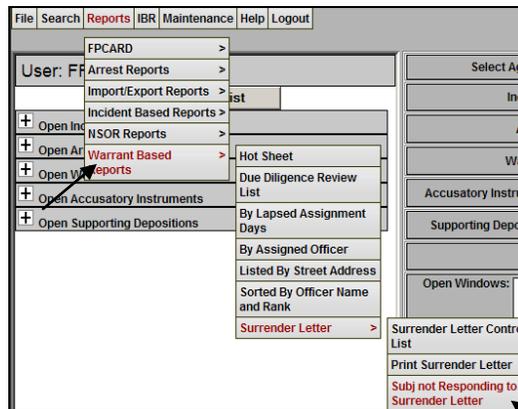


Figure 171: Subject Not Responding to Surrender Letter Report

2. 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

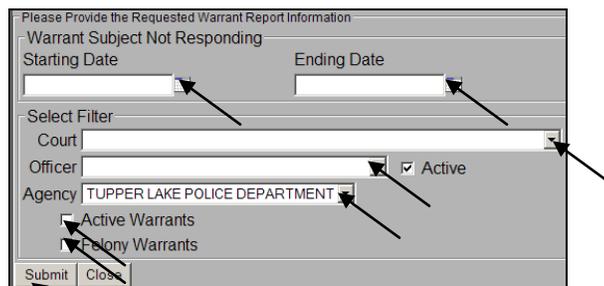


Figure 172: Subject Not Responding to Surrender List Report Filters

7. IBR

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

Process IBR

1. <Click> **IBR > Process** to **Process IBR**



Figure 173: IBR - Process

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

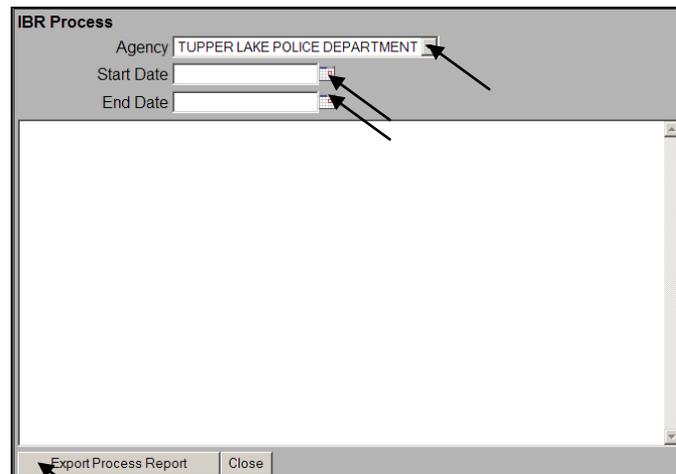


Figure 174: IBR - Process Filters

Process Report

1. <Click> **IBR > Process Report** to **Process IBR Report**



Figure 175: IBR - Process Report

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

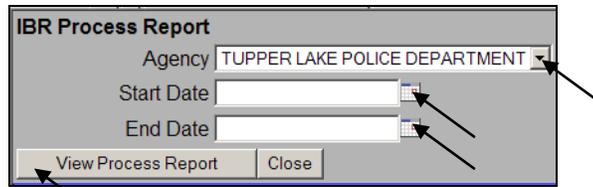


Figure 176: IBR - Process Report Filters

Clear IBR Tables

Clear Review

1. <Click> **IBR > Clear IBR Tables > Clear Review** to Clear Review

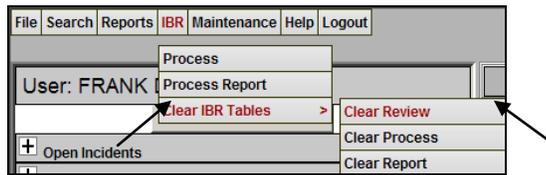


Figure 177: IBR - Clear IBR Table – Review

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

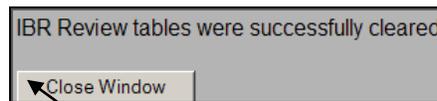


Figure 178: Clear IBR Table - Review Message

Clear Process

1. <Click> **IBR > Clear IBR Tables > Clear Review** to Clear Review



Figure 179: IBR - Clear IBR Table – Process

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

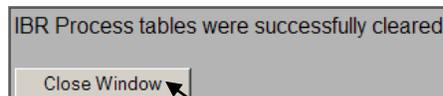


Figure 180: Clear IBR Table - Process Message

Clear Report

1. <Click> **IBR > Clear IBR Tables > Clear Report** to Clear the IBR Report

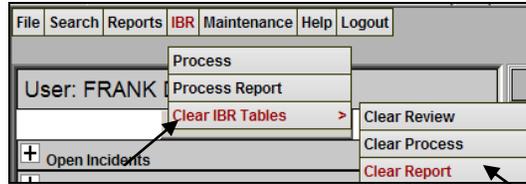


Figure 181: Clear IBR Table – Clear Report

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

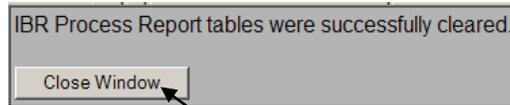


Figure 182: Clear IBR Table – Clear Report Message

8. Maintenance

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

Change Password

1. <Click> **Maintenance > Change Password** to **Change Password**

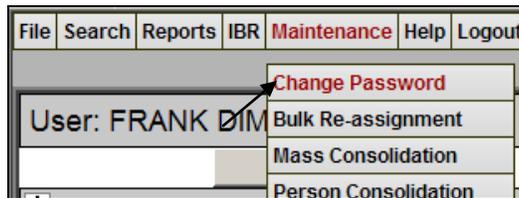


Figure 183: Change Password

2. Enter the Current Password, New Password, and Repeat new password, then <Click> **Change Password** to change the password

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 punctuation marks \$ _ #
- not contain any other punctuation 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

Figure 184: Change Password Fields

Bulk Re-assignment

1. <Click> **Maintenance > Bulk Re-assignment to Re-assign Warrants** to a another officer

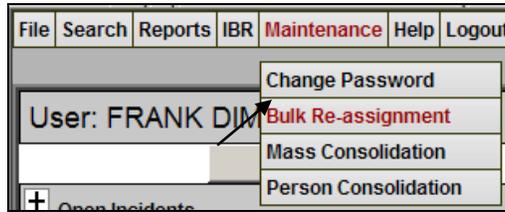


Figure 185: Bulk Re-Assignments

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
5. Select Warrants or Unassigned Warrant to be **Re-Assigned**
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

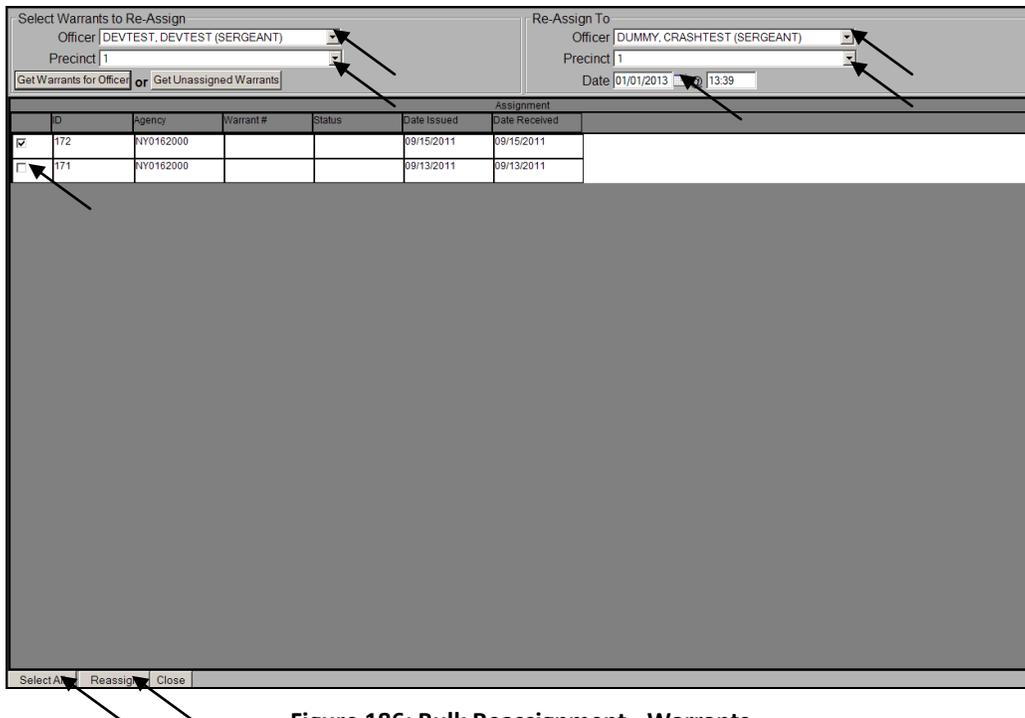


Figure 186: Bulk Reassignment - Warrants

Mass Consolidation

1. <Click> **Maintenance > Mass Consolidation** to **Mass Consolidate** multiple **Persons** records

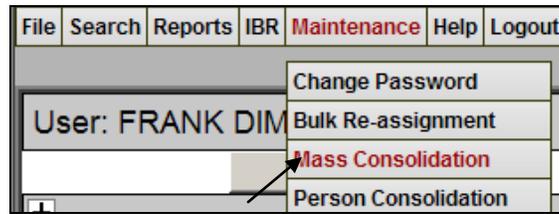


Figure 187: Mass Consolidation

2. Enter search information for multiple **Persons** records needed to be **Mass Consolidated** and <Click> **Search**
3. Select the **From** or **To** button to choose whether to **Mass Consolidate** multiple **Persons From** or **To**
4. <Click> **Consolidate** to **Consolidate** all the records multiple **Persons From** or **To**

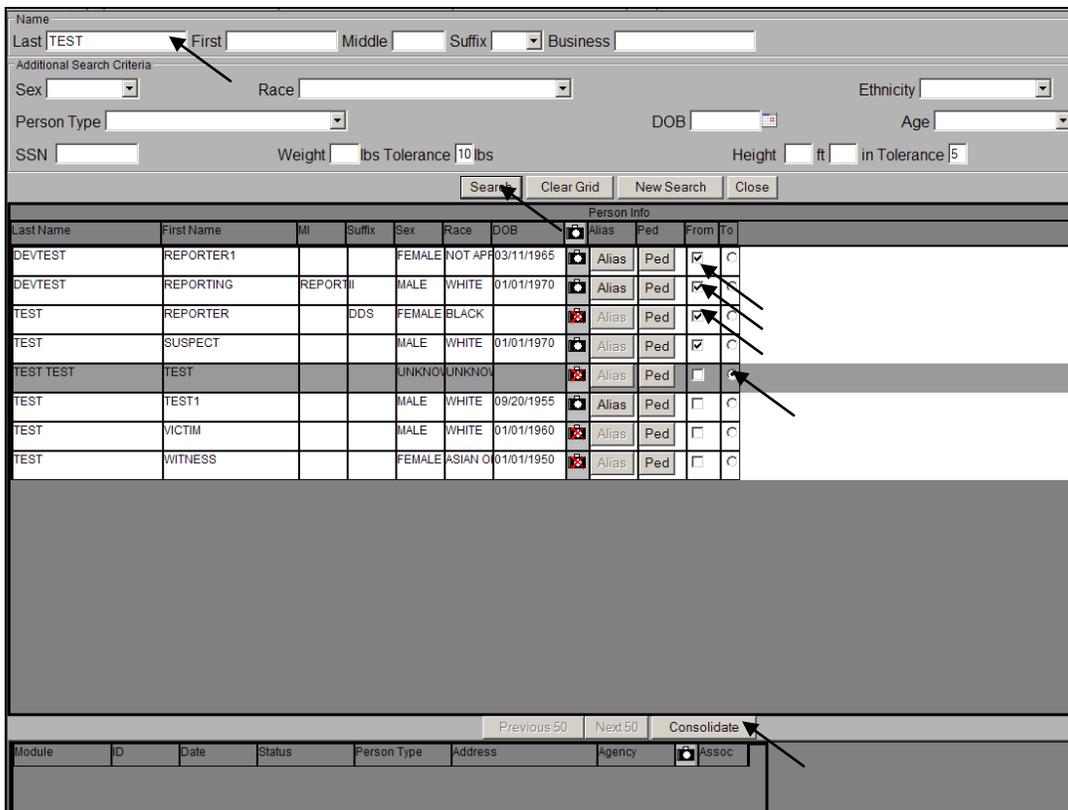


Figure 188: Mass Consolidation From or To

Person Consolidation

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

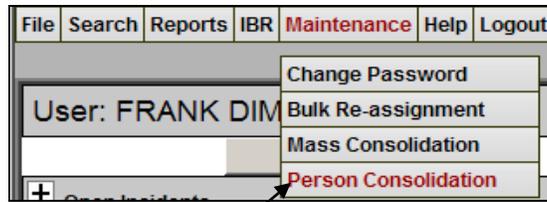


Figure 189: Person Consolidation

1. <Click> **Maintenance > Person Consolidation** for a one **Person Consolidation**
2. <Click> **From** button

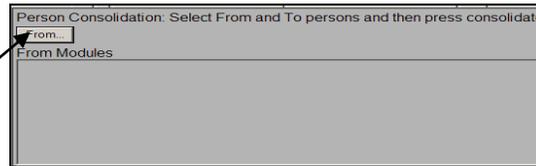


Figure 190: Person Consolidation From Button

3. Enter Person search information and <Click> **Search**
4. <Click> **Sel** button to add the person to the **From** section

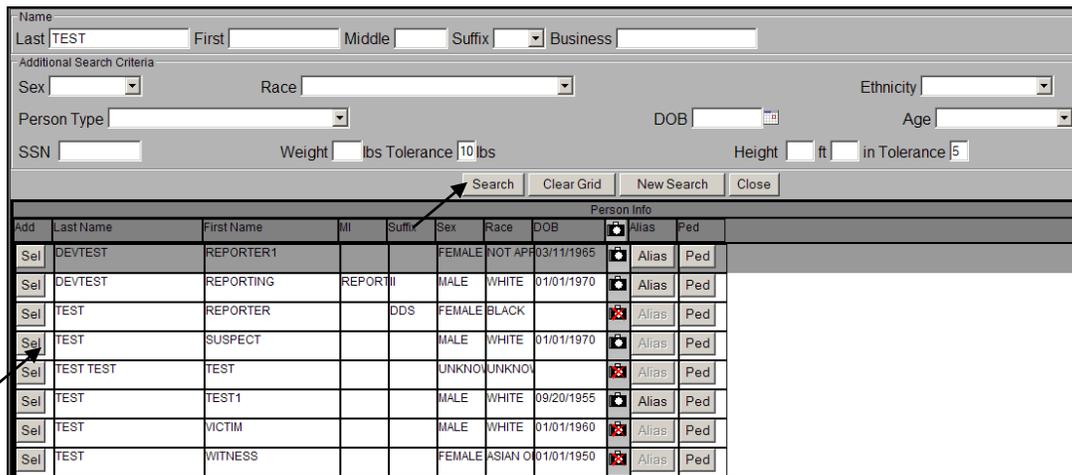


Figure 191: Person Consolidation – To & From Search Criteria

5. <Click> **To** button

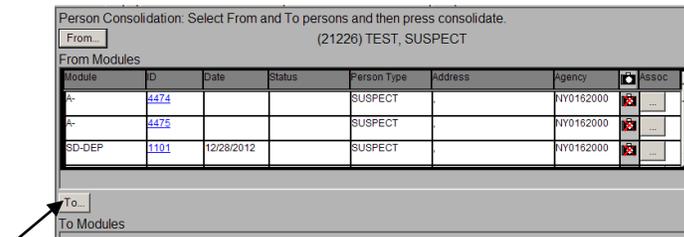


Figure 192: Person Consolidation To Button

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

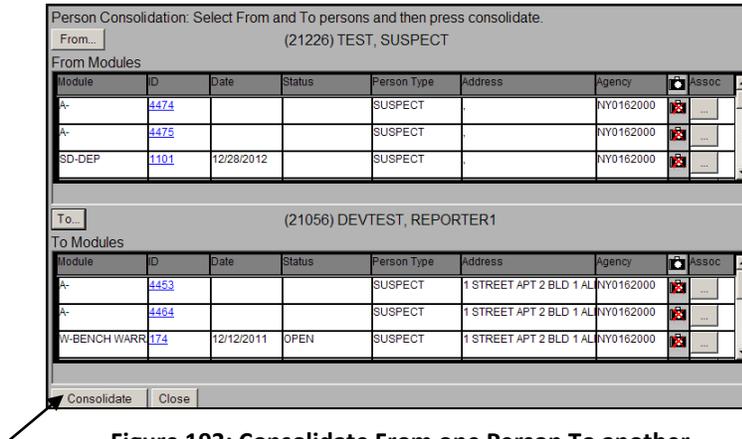


Figure 193: Consolidate From one Person To another

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 > Program Help to view the SJS User Guide
----	---

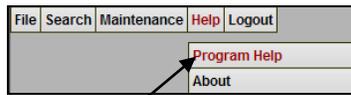


Figure 194: Program Help

About

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

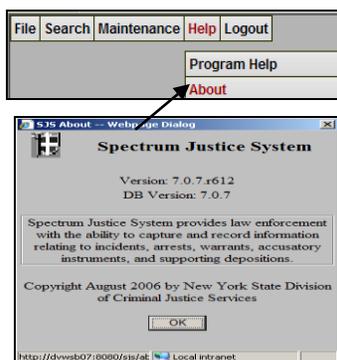


Figure 195: About

Index

- About, 4, 11, 82
- Accusatory Instrument**, 3, 7, 8, 13, 23, 30, 37, 41, 42, 43, 44, 47, 48, 56, 57
- Add Assignment**, 6, 37, 39, 40
- Add Incident**, 35, 42
- Add Narrative**, 29
- Add Property**, 28
- Add User**, 3, 14
- Add Weapon**, 5, 25, 32
- Address and Alias**, 31, 38
- Administrative**, 7, 36, 40, 41
- Appearance Ticket**, 44
- Arrest**, 3, 6, 8, 23, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 41, 48, 51, 52, 53, 54, 55, 57, 58, 59, 60, 61
- Arrest Event**, 51
- Arrest Offense**, 51
- Arrest Search**, 53
- Arrestees/Suspects by Characteristics Report**, 9, 60
- Arrests**, 8, 13, 15, 30, 58, 59
- Available Officers**, 17
- Blank Fingerprint Card**, 58
- Bulk Re-assignment**, 4, 78
- By Assigned Officer**, 71
- By Lapsed Assignment Days Report**, 10, 71
- Change Password**, 4, 10, 77, 78
- Charges**, 6, 7, 8, 9, 32, 33, 39, 42, 43, 52, 53, 61, 62
- Complaint Type**, 44
- Contact Status**, 40
- Create Officer**, 5, 16, 17
- Create User**, 5, 16
- Creating an Incident**, 3, 23
- DA**, 6, 36, 44
- Deactivate**, 5, 22
- Default main agency group**, 15
- Defendants**, 9, 42, 46, 59
- Delete User**, 3, 22
- Deponent**, 7, 46
- Deposition**, 7, 43, 45, 47
- Description**, 2, 6, 7, 12, 13, 14, 16, 18, 19, 20, 21, 22, 23, 31, 38, 39
- Details**, 5, 6, 7, 8, 24, 27, 28, 29, 30, 31, 32, 33, 34, 39, 40, 45, 46, 54, 55, 56, 57
- Due Diligence Review List Report**, 10, 70
- Edit User**, 3, 5, 20
- Event**, 6, 8, 31, 32, 51
- FP Card**, 3, 8, 57, 58
- Generate Change Language**, 43
- Hot Sheet Report**, 9, 69, 70
- IBR**, 4, 5, 10, 26, 75, 76, 77
- Import/Export Reports**, 57, 62
- Imported Incidents**, 67
- Incident**, 3, 5, 6, 7, 8, 9, 13, 23, 24, 25, 26, 28, 29, 30, 32, 33, 34, 35, 37, 39, 40, 41, 42, 43, 45, 46, 47, 48, 49, 50, 51, 57, 62, 63, 64, 65, 66, 67
- Incident Charge**, 32, 39
- Incident Offense**, 49
- Incident Property**, 50
- Incident Search**, 48
- Incidents**, 9, 13, 15, 19, 67, 68
- Link Existing Officer**, 19
- List of Arrests Report**, 58
- List of Charges Report**, 61
- Listed By Street Address Report**, 10, 72
- Livescan/Cardscan**, 6, 36

Location Report, 9, 63, 64

Lock Arrest, 37

Login, 3, 5, 12

Logout, 3, 5, 12, 13

Maintenance, 4, 5, 14, 16, 18, 20, 21, 22, 77, 78, 79, 80

Mass Consolidation, 4, 10, 77, 79, 80

Master Names, 15

Narrative, 3, 6, 8, 13, 29, 30, 33, 34, 35, 40, 43, 48, 56

NSOR Report, 9, 68, 69

NSOR Reports, 57, 68, 69

NSOR Tickler Report, 9, 68

NYPTI Export Report, 9, 62

NYS Law, 5, 26, 27

Offense, 5, 7, 8, 9, 25, 26, 27, 49, 51, 52, 64

Offenses, 25

Officer, 5, 8, 10, 17, 18, 19, 20, 37, 39, 40, 41, 58, 59, 69, 70, 71, 72, 73, 74, 75, 78, 79

ORI, 15, 44

Person, 3, 4, 6, 8, 10, 11, 24, 27, 28, 30, 31, 34, 37, 38, 40, 41, 45, 48, 54, 55, 77, 80, 81, 82

Person Consolidation, 80

Phone, 6, 7, 31, 38

Photo, 6, 27, 35, 41

Print Surrender Letter Report, 10, 74

Program Help, 4, 11, 82

Property, 6, 8, 9, 28, 29, 50, 51, 64, 65

Re-assign, 78

Reporting Person, 24, 27

Reporting Person Information, 24

Reports, 3, 13, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75

Role, 13, 15

Save Document, 24

Seal, 6, 32, 33

Seal Arrest, 32, 33

Search, 3, 5, 6, 7, 8, 11, 13, 19, 20, 26, 27, 32, 43, 44, 45, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 80, 81

Secretary, 3, 5, 21, 22

Supporting Deposition, 3, 7, 8, 23, 30, 37, 41, 43, 44, 45, 46, 47, 48, 57

Surrender Letter Control List Report, 10, 73, 74

Synopsis Report, 9, 66

Transmit Data to IM, 36

UCR Summary over 18, 9, 60, 61

UCR Summary under 18, 9, 61

User Administration, 3, 13, 14, 16, 18, 20

User Assignments, 3, 5, 21, 22

User Manager, 14, 16, 18, 20, 21, 22

User Role. *See* Role

Vehicle Report, 9, 66, 67

Vehicle Search, 50

Warrant, 3, 6, 7, 8, 23, 30, 37, 38, 39, 40, 41, 48, 53, 54, 55, 56, 57, 69, 70, 71, 72, 73, 74, 75, 79

Warrant Defendant, 55

Warrants, 10, 13, 15, 37, 69, 70, 71, 72, 73, 74, 75, 78, 79

Weapon, 5, 25, 32

Within Time Range Report, 9, 67