

NY-DEx Client UI
Help Files

Table of Contents

1. [Rule Editor Overview](#)
2. [Main Options](#)
3. [Options](#)
4. [Users Tab](#)
5. [What Are Rules?](#)
 - a. [Rule Order of Precedence](#)
6. [What Is An Incident Status?](#)
 - a. [Status Defaults](#)
7. [What Are Stereotypes?](#)
 - a. [Stereotype Browser](#)
8. [Create New Users](#)
9. [Create New Security Rules](#)
 - a. [Creating Incident Number Rules](#)
 - b. [Create Incident Type Rules](#)
 - c. [Create Law Rules](#)
 - d. [Create UCR Rules](#)
10. [Create Stereotypes](#)
11. [Edit User](#)
12. [Edit Rules](#)
13. [Edit Stereotypes](#)
14. [Delete Users](#)
15. [Delete Rules](#)
16. [Delete Stereotypes](#)
17. [Search for Rules](#)
 - a. [Search by Incident Number](#)
 - b. [Search by Incident Category Type](#)
 - c. [Search by Law Type](#)
 - d. [Search by UCR Code](#)
18. [Export to Excel](#)

1. Rule Editor Overview

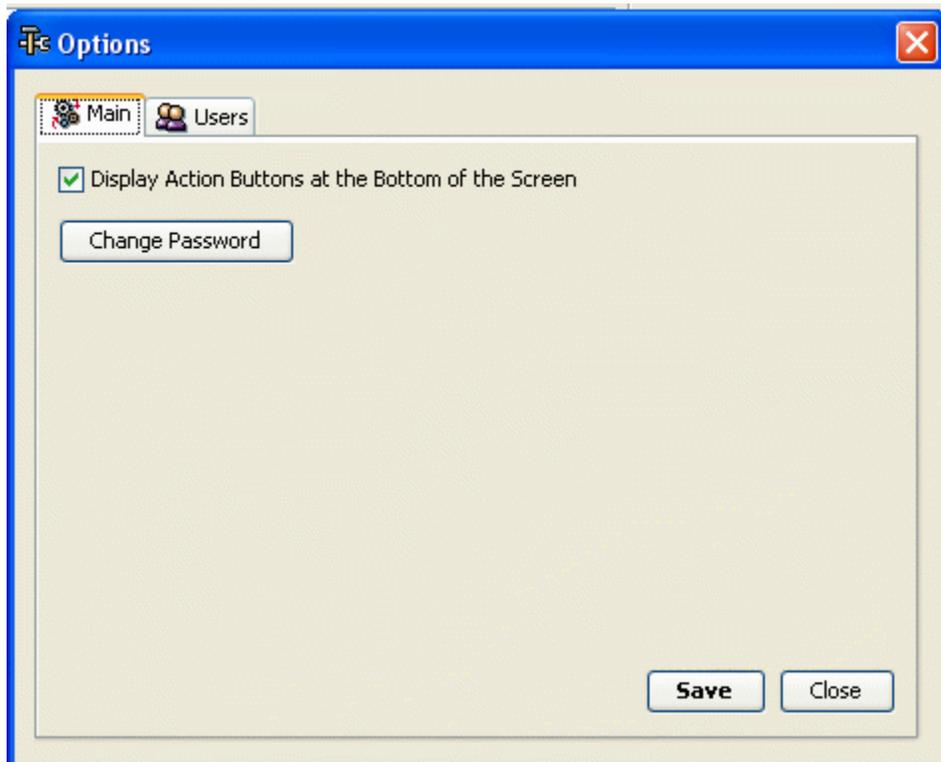
The NY-DEx Security Rule Editor is a desktop application that allows an agency to define authorization levels for their agency's incident data. When the NY-DEx batch process executes, it retrieves incident records from the agency's Records Management System (RMS). Before this data is submitted to DCJS and the FBI, the security rules defined using the NY-DEx Security Rule Editor are applied to these records. These records are given one of three authorization flags:

- **GREEN** - This flag is the default flag. This means all NY-DEx and N-DEx users will be able to see all of the data found within this record.
- **YELLOW** - This flag is used to restrict NY-DEx and N-DEx users outside of the owning agency to only the incident number and contact information of the incident. Users of the owning agency can view all of the incident's data.
- **RED** - This flag is used to restrict all NY-DEx and N-DEx users outside of the owning agency from seeing the incident. Users from the owning agency can view all of the incident's data. Red incidents are submitted because they can be used for subscriptions within the N-DEx system.

Once the authorization flags are set, the incidents are submitted to DCJS and the FBI.

2. Main Options

On the “**Main**” tab on the Options Pane, there are two options.



Change Password - This screen allows the user to change your password

Display Action Buttons at the Bottom of the Screen - If this option is selected, three command buttons will be displayed on the search screen: ***New Rule***, ***Edit Rule*** and ***Delete Rule***. These commands are also accessible through the menu bar. Any change will take affect when the application is restarted.

The search screen with the buttons is displayed below.

NY-DEx Security Rule Editor

File Tools Help

ID Number

Rule Type

Incident Status

Stereotype

Security Flags

Green Yellow Red

Id	UCR Code	UCR
6811	1	MURC
6814	4	RAPE
6816	22	SEX C
6817	1	MURC
6820	4	RAPE
6821	21	BRIBE
6825	4	RAPE

The search screen without the buttons is below.

NY-DEx Security Rule Editor

File Tools Help

ID Number

Rule Type

Incident Status

Stereotype

Security Flags

Green Yellow Red

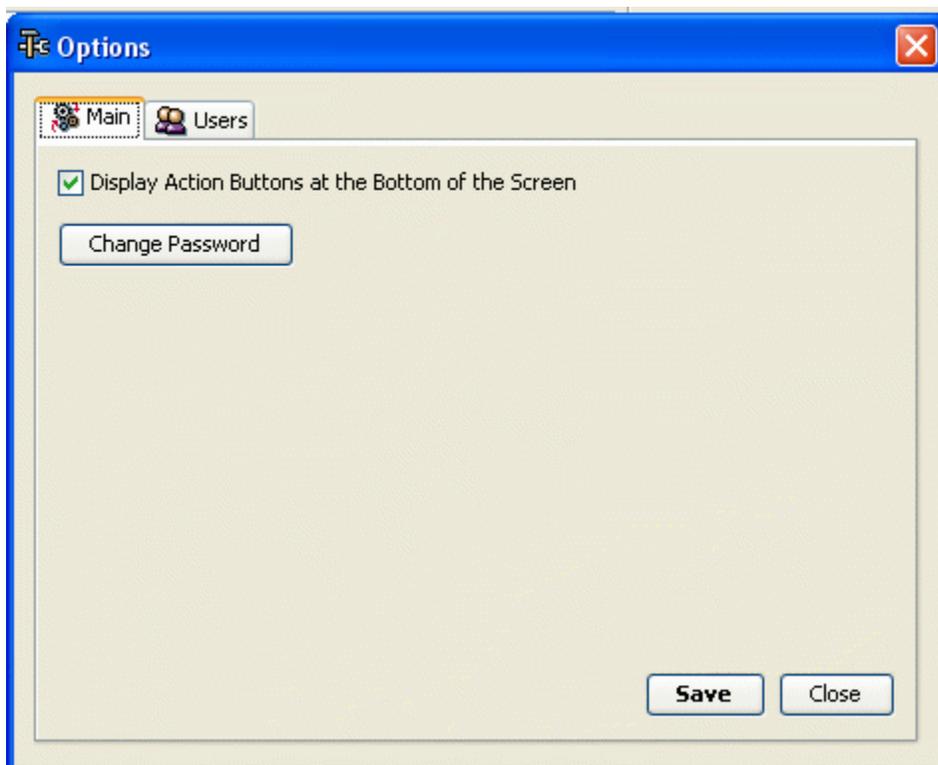
Id	UCR Code	UCR Description
6811	1	MURDER
6814	4	RAPE, FORCIBLE
6816	22	SEX OFFENSE (EXCEPT FORCIBLE
6817	1	MURDER
6820	4	RAPE, FORCIBLE

3. Options

To open the Options pane, click Tools, Options on the menu bar.



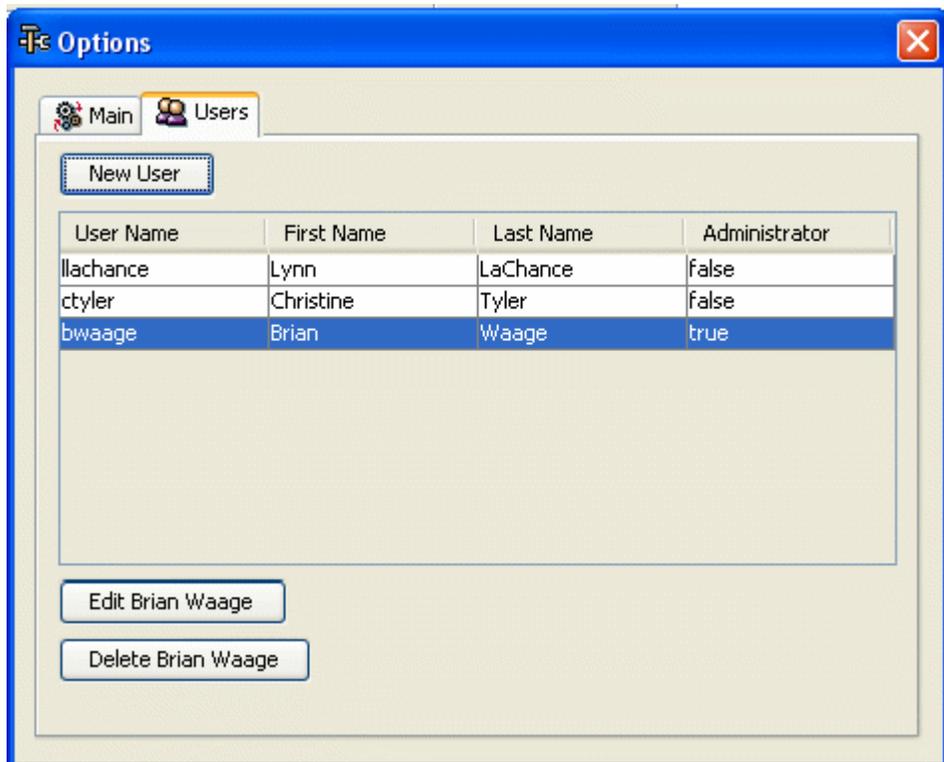
This pane will have one or two tabs. All users of this system will have the [Main](#) tab available to them. Only administrators will have access to the [Users](#) tab. For details on these tabs, please read subsequent sections.



4. Users Tab

This tab is viewable to Rule Editor Administrators. This tab displays a table that lists each person that can use the Rule Editor in the agency. The table contains columns for username, first name, last name, and an administrator indicator.

This tab also has three command buttons: **New User** allows the creation of [a new user](#). **Edit** allows the administrator to edit [the selected user](#), and **Delete** provides an administrator with the ability to [delete a selected user](#).



5. What are Rules?

Rules are user defined incident criteria that are used to set flags of incidents. If an incident matches the criteria of a **YELLOW** rule, it will be set to **YELLOW**. If an incident does not fall under any rule, it will be set to **GREEN**. There are four main types of rules that can be created.

- **Unified Crime Reporting (UCR) Code** - These type of rules are created by using one of the standard 50 UCR codes.
- **Incident Type** - These rules are created by using the Incident Categories and Incident Types found within an agency's Records Management System (RMS).
- **Law** - These rules are rules created using Law Titles, Sections and Subsections found within the NYS coded law table and cannot be created using an ordinal number.
- **Incident Number** - A rule can be set using a specific incident number. In this case, none of the data associated with the specified incident number will be transmitted to NY-DEx.

These four rule types are mutually exclusive. For example, a rule cannot use a UCR code and a Law code. In conjunction with the UCR code, Incident Type and Law, two criteria that can be used to further refine a rule are:

- **Stereotypes:** These are user-defined person types that may be found within an incident. See the **Stereotype** for additional information.
- **Incident Status:** These are the incident statuses defined in your RMS.

For the following examples, there are no other rules in the system except for Rules 1 and 2, shown below.

Rule number 1 shows that all incidents with the UCR Code 1 – MURDER should, by default, have a flag of **YELLOW**.

Rule number 2 shows that all incidents with the UCR Code 1 – MURDER and a child witness should have a flag of **RED**.

Rule 1	
UCR Code	1 - Murder
Stereotype	Not Applicable
Status	All Statuses
Flag	Yellow

Rule 2	
UCR Code	1 - Murder
Stereotype	Child Witness
Status	All Statuses
Flag	RED

To continue with the example, suppose the RMS has three incidents that are to be processed. These incidents are below, Incident numbers 18, 19 and 20.

Incident number 18 will be **YELLOW** because it has a UCR Code of 1 – MURDER, matching Rule 1.

Incident 19 is **RED** because it has a UCR Code of 1 – MURDER and has a child witness named Timmy O'Toole, which matches Rule 2.

Incident number 20 does not match either of the existing rules and defaults to **GREEN**.

Incident number 18	
UCR Code	1 - Murder
Witness	Drew Carey, Age 53
Resulting Flag	Yellow

Incident number 19	
UCR Code	1 - Murder
Witness	Timmy O'Toole, Age 12
Resulting Flag	Red

Incident number 20	
UCR Code	10 - Arson
Witness	Jerry Yaeger, Age 18
Resulting Flag	GREEN

All incidents that do not match any rules are set to **GREEN**. The default flag color cannot be changed from **GREEN**.

a. Rules Order of Precedence

Many incidents will match the criteria of more than one rule. In this case, there must be a way for the NY-DEx batch system to determine which rule to apply. This is determined by the security rule order of precedence. This order of precedence is described below. The stronger rule type is placed on top (#1 the strongest). This order cannot be configured by the user.

1. **Incident Number rules** - When an Incident Number rule is created, no other rule can override it. The next time the NY-DEx batch system executes, the incident will be resubmitted to DCJS and to the FBI. This is not the case with any other rule type.
2. **Stereotype Override Flags** - When a Stereotype is created, a default flag is set. If the Default Flag Override option within the Stereotype creation screen is set to “Yes”, then this flag is the second most powerful rule in the system. These should be used when your agency has a strong sealing policy on a particular type of person.
3. **UCR Code**
4. **Incident Category and Type**
5. **Law**
6. **Stereotype Defaults** - If a Stereotype's default flag does not override other rules, these default flags are applied.
7. **Incident Status Defaults** - These are the weakest types of rules.

UCR, Incident Type and Law Type rules may or may not be associated with a Stereotype. If there are two rules with the same UCR code, Incident Type or Law Type, but one has a Stereotype and one does not, the rule with the Stereotype overrides the rule without the Stereotype when that particular Stereotype is found within an incident.

Another example, if an incident has PL 140.05 and PL 210.02 as laws, and PL 140.05 is **RED** and PL 210.02 is **YELLOW**, this incident will be set to **RED**.

6. What is an Incident Status?

Every incident has an Incident Status. Typically, this indicates whether an incident is open or closed. There are several ways that agencies describe open or closed. These statuses are defined within your RMS.

Incident Status is used in two places within the Rule Editor. Every rule created has an associated status. Users can also create status default flags. These defaults mean that when no rules apply to an incident, this flag is applied depending on the incident status.

Example

For this example, there are only three rules and only three incident statuses in the system.

Incident numbers 30, 31 and 32 follow rules 1, 2 and 3, respectively.

Incident numbers 33, 34, 35 are set by the incident status defaults because there are no Disorderly Conduct rules defined.

Take special note of incidents 31 and 34. The **GREEN** Rule 2 overrides the **RED** Status Default of "Closed by DA". The **GREEN** rule can override **RED** or **YELLOW** rules, depending on the order of precedence. See the [Rule Order of Precedence](#) section for more details.

Rule 1	
UCR Code	10 – ARSON
Stereotype	Not Applicable
Status	Open
Flag	YELLOW

Incident 30	
UCR Code	10 – ARSON
Status	Open
Flag	YELLOW

Rule 2	
UCR Code	10 – ARSON
Stereotype	Not Applicable
Status	Closed by DA
Flag	GREEN

Incident 31	
UCR Code	10 – ARSON
Status	Closed by DA
Flag	GREEN

Rule 3	
UCR Code	10 – ARSON
Stereotype	Not Applicable
Status	Offender Dead
Flag	RED

Incident 32	
UCR Code	10 – ARSON
Status	Offender Dead
Flag	RED

Status Defaults	
Open	GREEN
Closed by DA	RED
Offender Dead	GREEN

Incident 33	
UCR Code	45 – DISORDERLY CONDUCT
Status	Open
Flag	GREEN

Incident 34	
UCR Code	45 – DISORDERLY CONDUCT
Status	Closed by DA
Flag	RED

Incident 35	
UCR Code	45 – DISORDERLY CONDUCT
Status	OFFENDER DEAD
Flag	GREEN

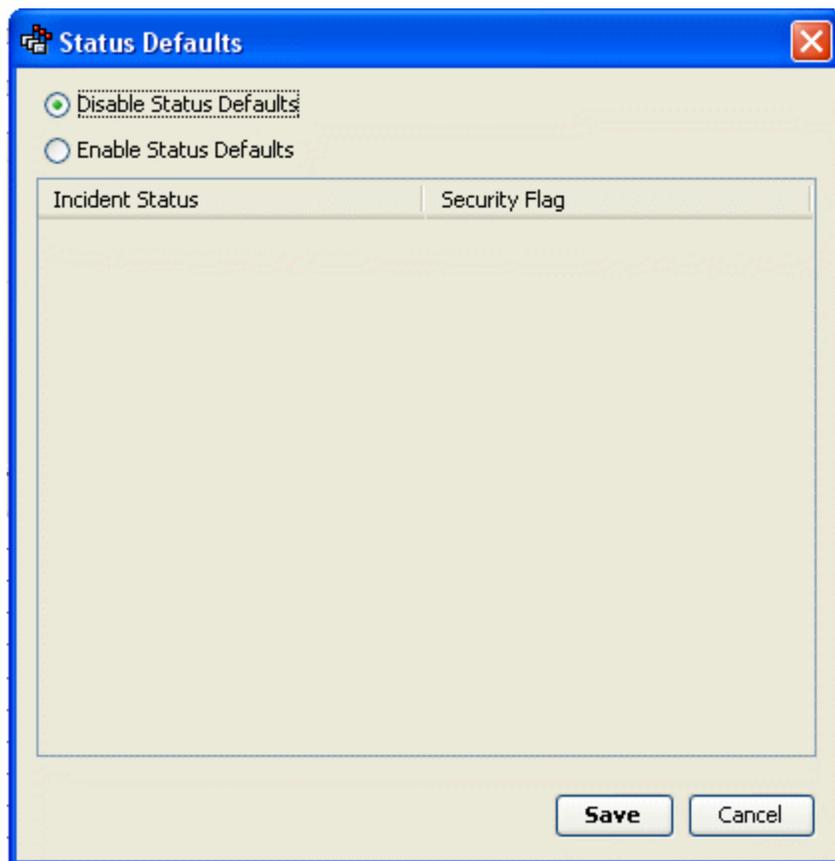
Incident #35	
UCR Code	45 – DISORDERLY CONDUCT
Status	
Flag	GREEN

a. Incident Status Defaults

To open the Incident Status Defaults section of the application, click **Tools, Status Defaults** on the menu bar and the Status Defaults screen will display.



When the radio button “**Disable Status Defaults**” is selected, the table is disabled. Incidents will not be assigned security flags based on incident status alone (remember that this is the [weakest rule type](#)).



When the “**Enable Status Defaults**” radio button is selected, the Security Flag table will become enabled. This table allows the user to set a security level for any and all incident statuses. Click the Security Flag field located next to the Incident Status that needs to have a security flag set. Remember that incident status defaults are the [weakest type of rule](#). These defaults will work only when no other rule / security flag is applied to a particular incident.

Incident Status	Security Flag
OPEN	YELLOW
ARREST - ADULT	GREEN
ARREST - JUVENILE	RED
CLOSED - PROSECUTION DECLINED	GREEN
CLOSED - WARRANT ADVISED	GREEN
CLOSED BY INVESTIGATION	YELLOW
CLOSED - JUVENILE - NO CUSTODY	RED
OFFENDER DEAD	GREEN
CLOSED - EXTRADITION DECLINED	YELLOW
CLOSED - VICTIM REFUSED TO COO...	YELLOW
NOT REPORTED	GREEN
UNFOUNDED	GREEN
UNKNOWN	GREEN

7. What are Stereotypes?

The NY-DEx Rule Editor includes the ability to create 'Stereotypes'. These are user-defined entities that describe a type of person that can be found in an Incident report. Instead of binding person criteria to each rule, you will describe a type of person as a Stereotype. This Stereotype can then become a single criterion on the rule. A stereotype can be created using the following attributes:

- **Title** - This is the identifier for the Stereotype. Examples: Child Witness, Adult Woman
- **Person Type** - This is the type of person that the Stereotype represents. These are the same person types within an agency's RMS. Examples are Witness or Victim. This can be set to Not Relevant, also, so that the Stereotype will apply to all Person Types.
- **Sex** - This is the gender of the Stereotype.
- **Age** - An age range can be set for a Stereotype or a specific age of the person can be used.
- **Injury Type** - This is the injury suffered when the incident occurred.
- **Religion** - This is the religion of the Stereotype.
- **Ethnicity** - This is the ethnicity of the Stereotype.
- **Race** - This is the race of the Stereotype.
- **Default Flag** - This is the flag that will be assigned to an incident if this Stereotype is found within the incident and no other rules have been applied. **GREEN** is recommended.
- **Default Flag Overrides Other Rules** - No matter what rules exist, if this Stereotype is found, the Stereotype Default Flag is applied. This option is not recommended unless your agency has a strict sealing policy on a certain type of person.

Examples:

In the first example, there are two Stereotypes, two rules and four incidents in the system.

UCR Code 47 – LOITERING is not listed under any rule so it should default to **GREEN**.

However, incident 23 is set to **RED** because it contains a child witness (Timmy O'Toole). Child witnesses default to **RED** and overrides other rules. If Timmy O'Toole was not a witness, it would be **GREEN**. This is exemplified by incident number 25, which is **GREEN**.

2 Stereotypes:

Title	Child Witness
Person Type	Witness
Age	<18
Default Flag	RED
Override	YES

Title	Adult Woman
Person Type	Victim
Sex	Female
Age	>18
Default Flag	GREEN
Override	NO

2 Rules:

Rule 1	
UCR Code	1 - Murder
Stereotype	Not Applicable
Flag	YELLOW

Rule 2	
UCR Code	22 – Sex Offense
Stereotype	Adult Woman
Flag	RED

4 Incidents:

Incident number 23	
UCR Code	47 - Loitering
Witness	Timmy O'Toole, Age 12
Resulting Flag	RED

Incident number 24	
UCR Code	1 - Murder
Victim	Kate Williams, Age 19
Resulting Flag	YELLOW

Incident number 25	
UCR Code	47 - Loitering
Victim	Martha Anderson
Resulting Flag	GREEN

Incident number 26	
UCR Code	22 – Sex Offense
Victim	Linda Burke, Age 34
Resulting Flag	RED

Incident number 24 will be **YELLOW** because Rule 1 sets murders to **YELLOW**. Kate Williams has no affect on this incident's flag.

Incident number 25 will be **GREEN** because it is not restricted according to Rule 1 or Rule 2.

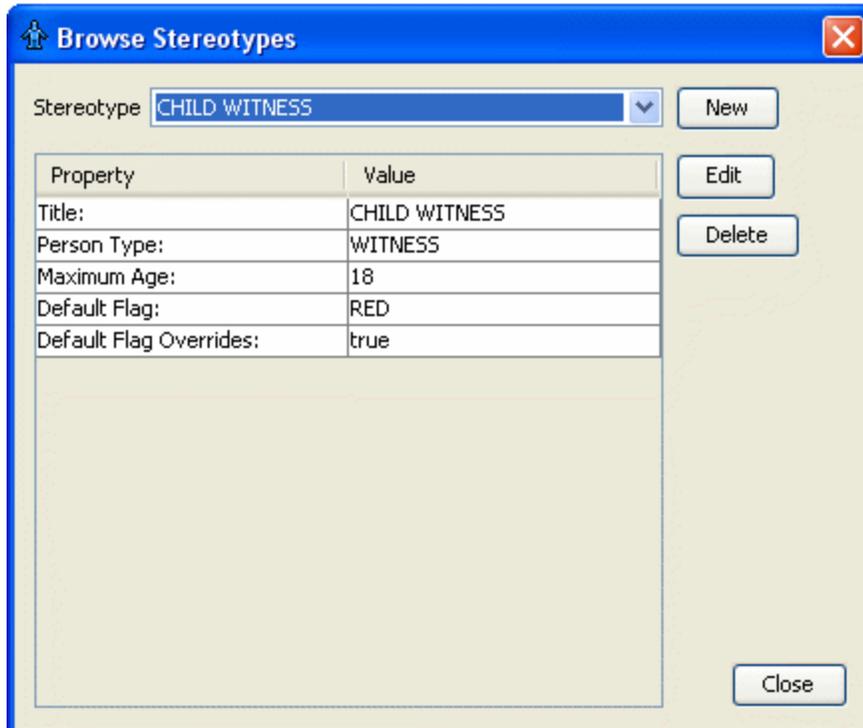
Incident number 26 will be **RED** because Rule 2 requires that UCR Code 22 - SEX OFFENCE incidents with adult women are set to **RED**. If the Victim of this incident was not an adult woman, it would be set to **GREEN**.

a. Stereotype Browser

The Stereotype Browser is a dialog window that allows you to view the attributes of each Stereotype in your system. To open the Stereotype Browser, click **Tools > Stereotypes** on the menu bar.



Once a menu option is selected, the Stereotype Browser will be displayed. The Stereotype Browser has a select box on the top, a Stereotype description table, and four command buttons (includes **Close**). The drop down box lists all of the Stereotypes in your system. When you select a Stereotype, its attributes will be displayed in the table below it.



The **New** button will allow the creation of a new Stereotype. **Edit** allows the editing of a selected Stereotype and **Delete** will delete the current Stereotype, as well as delete each rule that contains that Stereotype.

8. Creating a New User

To create a new user, click the **New User** button on the Users Tab. This button will open the New User dialog, which is displayed below.



The screenshot shows a 'New User' dialog box with the following fields and options:

- First Name: Ralph
- Last Name: Myers
- User Name: rmyers
- Administrator
- Buttons: Save, Cancel

Enter the following in the appropriate fields:

- **First Name** - The first name of the user.
- **Last Name** - The last name of the user. First and last name are used only as a reference.
- **User Name** – What the user will use to sign into the Rule Editor.
- **Administrator** - This option indicates whether or not the user is an administrator. Administrators can create, edit and delete other users, as well as export XML files.

Click **Save** and a message will display indicating that the user's password is set to "pass". The user will need to change the password the next time logging into the

Rule Editor.

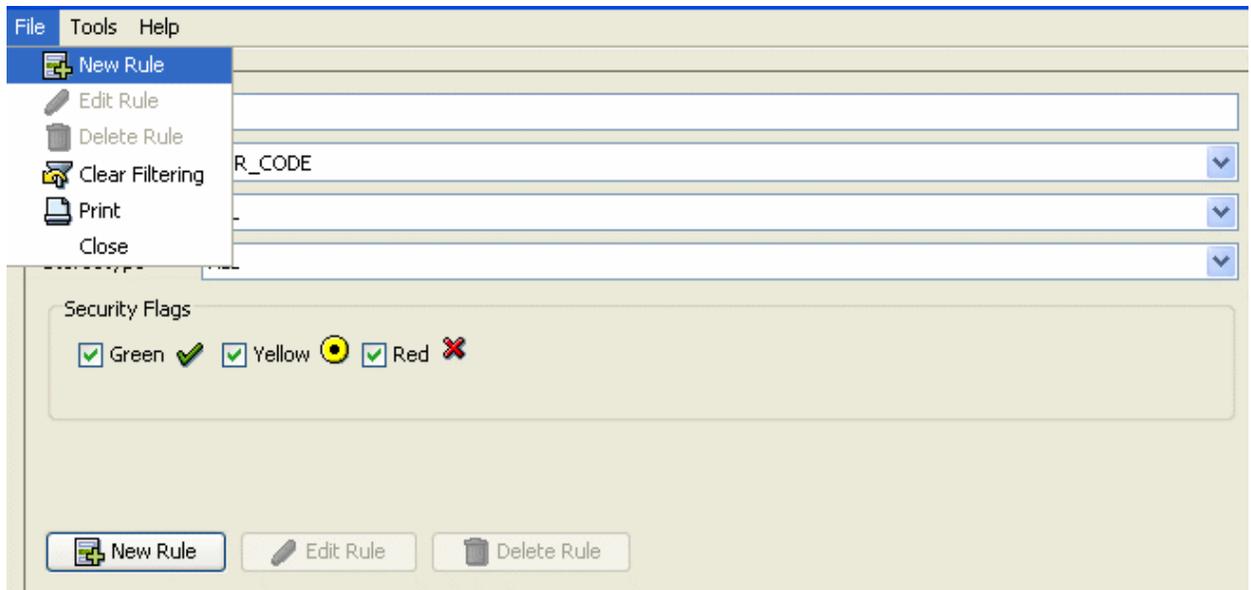


9. Creating New Security Rules

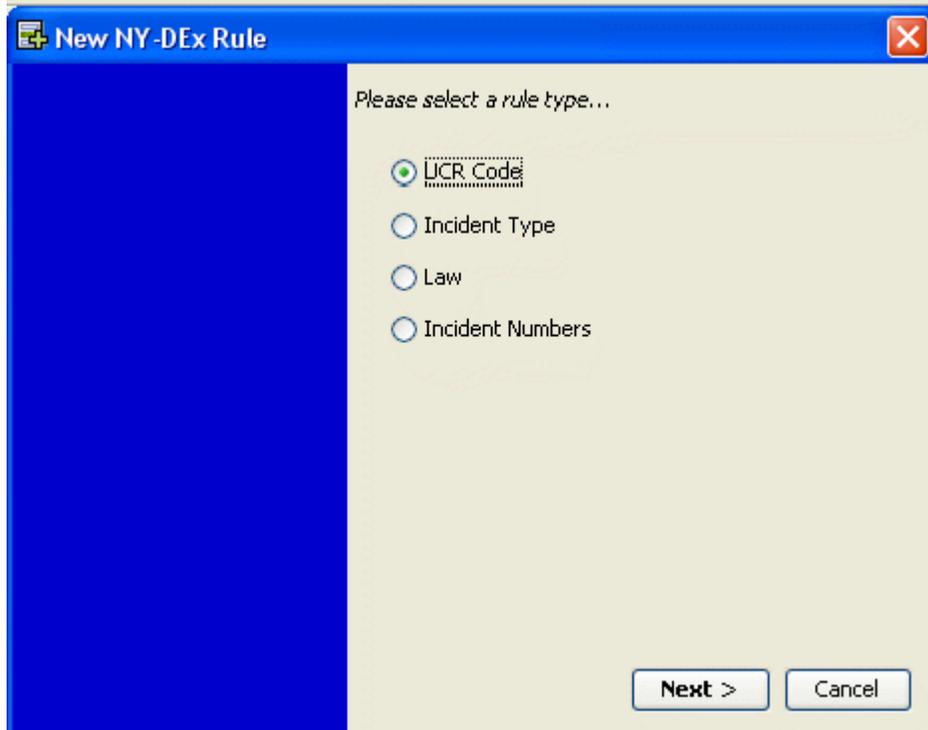
Before creating a new rule, there are several conditions that will need to be verified by the person creating the new rule.

1. It will be necessary to know or to determine the agency's policies with regard to incident data sharing. Rules that are entered into this system are active the moment the rules are created. Make sure to discuss proposed rules with the supervisor or whoever makes the decisions on what data is to be shared (or not shared).
2. It is, also, important to ensure the rule about to be created does not already exist in the system. To verify if a rule exists, look at the [Rule Search Screen](#), the main screen that is displayed after signing into the Rule Editor application.
3. Determine if the rule is really a rule. For example, if a rule is created for every UCR Code, to set OPEN incidents to **YELLOW**, a new rule is not needed. Instead, enable status defaults and set OPEN to **YELLOW**.

After verifying steps 1, 2 and 3, there are two ways to create a rule. 1) Click **File, New Rule**, or 2) Click the "New Rule" button on the search screen. This button is only available if the "[Display Action Buttons at the Bottom of the Screen](#)" under **Tools > Options** has been selected.



Once **New Rule** has been selected, the user is prompted to select a rule type. The options are UCR Code, Incident Type, Law and Incident Numbers. Select a rule type and click **Next**. A screen specific to the Rule Type selected will appear so that additional data can be entered.

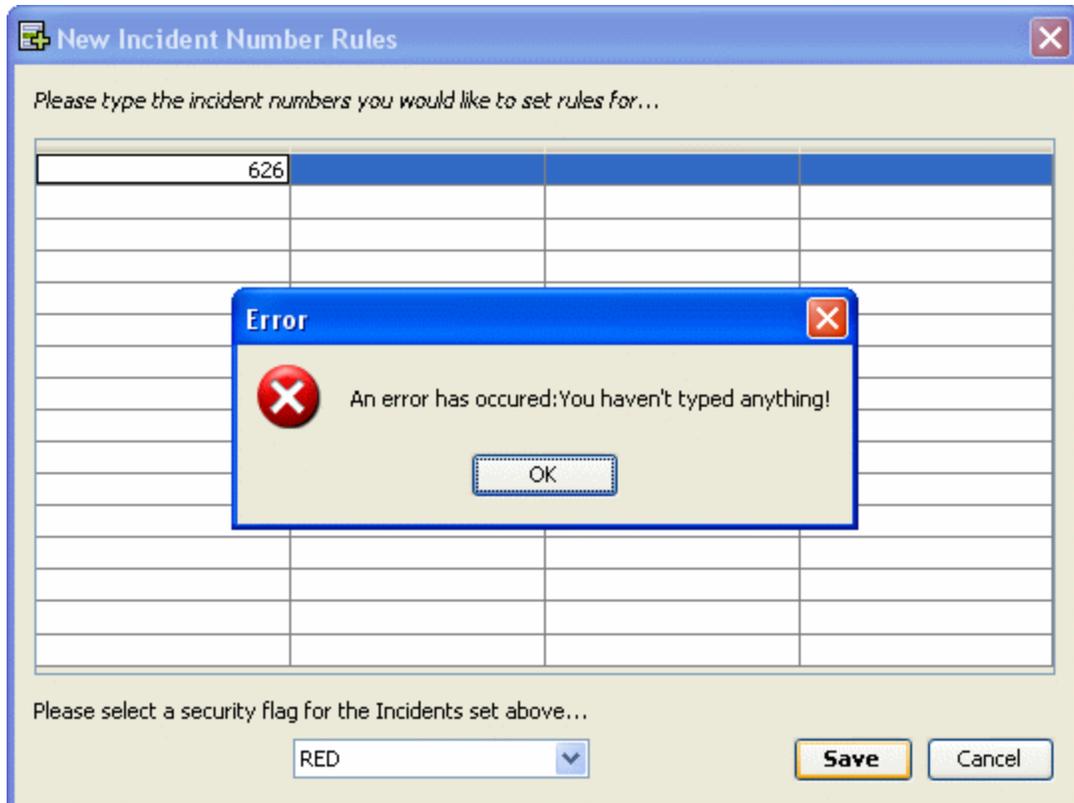


Once a Rule Type is selected and a new rule is created, the rule type cannot be changed. In order to change the rule type on any given rule, the rule would need to be deleted and recreated under another rule type.

a. Creating New Rules for Incident Numbers

The image below displays the screen to create a new rule for specific incident numbers. This window is different from the other screens used to create rules, in that multiple rules can be created by entering up to 64 incident numbers at one time. Note that there is only one security flag selection on this window. Incident Number rules do not take Stereotype or Incident Status into consideration.

In the screen below, 15 incident numbers have been entered. When the user clicks on **Save**, the 15 new rules are created. These incidents have been set to **RED**. Also, when saved, a message is sent to the NY-DEx batch process indicating that these 15 incidents need to be resubmitted. The resubmission will occur during the next scheduled run and is unique to incident number rules.



b. Creating an Incident Type Rule

The screen below is used to create a new Incident Type rule.

Incident Category: From the drop down, the user will select an incident category. These categories are in alphabetical order. Once a Category is selected, the Incident Type select box will be populated.

Incident Type: By default, this select box will have "ALL" selected. This indicates that this rule will serve as the default rule for the selected category. The user can change the default by clicking on the drop down and selecting an incident type.

Stereotype and Status Table: See the create [UCR Rule section](#).

c. Creating a New Law Rule

The screen below displays the fields required to create a new Law Type rule.

The Law Table and its three filters work the same way as the [Law Search Pane](#). To create a Law Type rule, the user selects the Law Title from the drop down, then the section and subsection.

Once the Title, Section and Subsection have been selected, the user can further restrict the incident data by assigning an authorization level to any or all of the incident statuses.

Select a Law Title, Section and Sub Section...

Law Title: PL: PENAL LAW

Keyword: corruption Section:

Title	Section	Subsection	Description
PL	460.20		ENTERPRISE CORRUPTION
PL	460.20	01	ENTERPRISE CORRUPTION
PL	460.20	01A	ENTERPRISE CORRUPTION:CRIMINAL ACTIVITY
PL	460.20	01B	ENTERPRISE CORRUPTION:ACQUIRE INTEREST
PL	240.20	01C	ENTERPRISE CORRUPTION:INVEST PROFITS
PL	460.20	01C	ENTERPRISE CORRUPTION:INVEST PROCEEDS FROM CRIMINAL ...

Stereotype: Use this rule as a default.

Incident Status	Security Flag
OPEN	RED
ARREST - ADULT	RED
ARREST - JUVENILE	RED
CLOSED - PROSECUTION DECLI...	RED
CLOSED - WARRANT ADVISED	RED
CLOSED BY INVESTIGATION	RED
CLOSED - JUVENILE - NO CUSTODY	RED
OFFENDER DEAD	RED
CLOSED - EXTRADITION DECLINED	RED
CLOSED - VICTIM REFUSED TO ...	RED
NOT REPORTED	RED
UNFOUNDED	RED
UNKNOWN	RED

Save Cancel

Examples

In the example below, the Law Title and section of PL/125.15 is selected. This rule will be applied to any incident with the Law Title PL and the Section 125.15, regardless of the subsection, and will override any rule that was created with only the Law Title selected (PL).

Title	Section	Subsect...	Description
PL	125.15		MANSLAUGHTER-2ND DEGREE
PL	125.15	01	MANSLAUGHTER:RECKLESSLY CAUSES DEATH
PL	125.15	02	MANSLAUGHTER:ILLEGAL ABORTION CAUSE DEATH
PL	125.15	03	MANSLAUGHTER:INTENT TO AID IN SUICIDE
PL	125.15	00H	MANSLAUGHTER 2ND DEGREE: RECKLESSLY CAUSES DEATH / ...
PL	125.15	01H	MANSLAUGHTER - 2ND: RECKLESSLY CAUSES DEATH / AS A HA...
BI	125.15	00T	BI 490.25 CRIME OF TERRORISM:MANSLAUGHTER 2ND DEGREE

In this next example, the Law title of PL was selected, along with the Section of 125.15 and the subsection of 00H. This rule will be applied to any incident with the Law Title PL, the section 125.15 and the Subsection 00H and will override any rule that was created with the Law Title and Section selected.

Title	Section	Subsect...	Description
PL	125.15		MANSLAUGHTER-2ND DEGREE
PL	125.15	01	MANSLAUGHTER:RECKLESSLY CAUSES DEATH
PL	125.15	02	MANSLAUGHTER:ILLEGAL ABORTION CAUSE DEATH
PL	125.15	03	MANSLAUGHTER:INTENT TO AID IN SUICIDE
PL	125.15	00H	MANSLAUGHTER 2ND DEGREE: RECKLESSLY CAUSES DEATH / ...
PL	125.15	01H	MANSLAUGHTER - 2ND: RECKLESSLY CAUSES DEATH / AS A HA...
BI	125.15	00T	BI 490.25 CRIME OF TERRORISM:MANSLAUGHTER 2ND DEGREE

d. Creating a UCR Rule

Below displays the New UCR Rule screen and the fields needed to create a UCR Rule.

Select a UCR Code...

UCR Code: 26 - PROSTITUTION

Stereotype: CHILD WITNESS

Incident Status	Security Flag
OPEN	YELLOW
ARREST - ADULT	GREEN
ARREST - JUVENILE	GREEN
CLOSED - PROSECUTION DECLI...	RED
CLOSED - WARRANT ADVISED	GREEN
CLOSED BY INVESTIGATION	GREEN
CLOSED - JUVENILE - NO CUSTODY	GREEN
OFFENDER DEAD	GREEN
CLOSED - EXTRADITION DECLINED	GREEN
CLOSED - VICTIM REFUSED TO ...	GREEN
NOT REPORTED	GREEN
UNFOUNDED	GREEN
UNKNOWN	GREEN

Save Cancel

To begin, the user will select a UCR Code from the drop down box. Currently, 26 – PROSTITUTION is selected.

The Stereotype drop down is an optional field. If a Stereotype is not applicable, select “Use this rule as a default”.

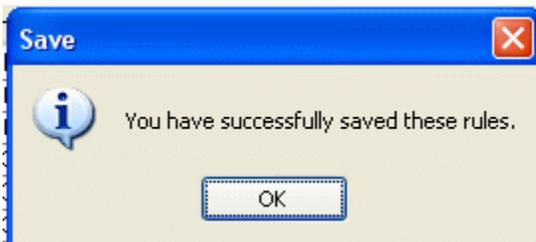
The Incident Status table allows the user to designate a security flag for the UCR Code rule, based on incident status. The example shows an Incident Status of OPEN set to **YELLOW**, as well as a status of CLOSED – PROSECUTION DECLINED being set to **RED**. The remaining statuses are set to **GREEN**.

The buttons on the left hand side change all of the flags to their respective colors. The red "X" changes all the flags to **RED**. The yellow circle symbol will change the selected statuses to **YELLOW** and the green check changes the selected statuses to **GREEN**. After clicking one of these buttons, it is still possible to change the status of any of the other flags.

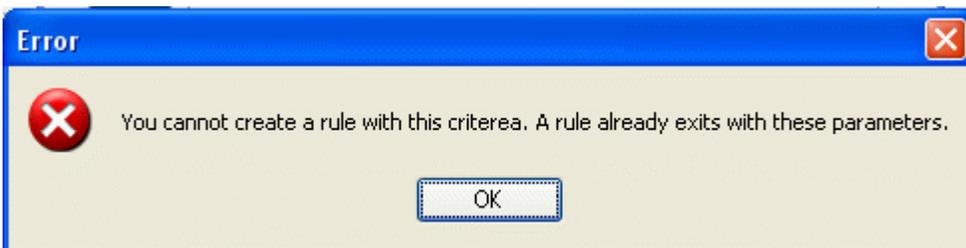


When finished making changes to the incident statuses, click **Save** to save the rule, or **Cancel** to cancel the rule creation.

If the rule has been successfully saved, the message below will be displayed.



If a user receives the message below, it is an indication that the same rule, with the same UCR Code, Stereotype and Incident status combination already exists on the system. The user will need to restart the creation of a rule.



ID - System generated number for the Stereotype.

Title - This is the name of the Stereotype.

Person Type - This is one of the Person Types found in the RMS. This will match the Stereotype to a Person Type found in an incident. If Person Type is not relevant, select "Not Relevant".

Sex - The gender of the Stereotype.

Age - The minimum and maximum age of the Stereotype. If there is no minimum or maximum for the Stereotype, leave one of the fields blank. In this example, the Stereotype has a minimum age of 22. There is no maximum age. The age fields are not required.

Injury Type - The injury induced by the Stereotype during the incident.

Religion - The religion of the Stereotype.

Ethnicity - The ethnicity of the Stereotype.

Race - The race of the Stereotype.

Default Flag - When an incident does not match any rule, the default flag will be applied when this Stereotype is found in the Incident. **GREEN** is recommended.

Default Flag Overrides Other Rules - When this option is applied to a Stereotype, all incidents that contain this Stereotype will have the Stereotype's default flag applied to the incident.

To save a Stereotype, click the **Save** button. Once a Stereotype is saved, it can be used in rules immediately.

11. Editing a User

To edit a user, select a user in the table and click **Edit**. The Edit User screen will display. This screen is the same screen used when adding a user, except that it does not set the user's password to "pass".

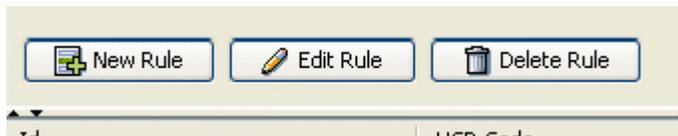
12. Editing Rules

There are three steps in editing a rule. They are described below:

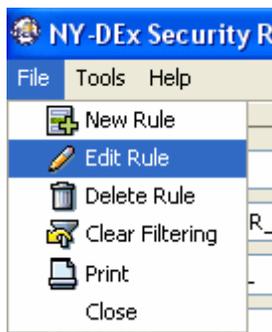
1. **Find the Rule** - Using the [rule search screen](#), select the rule to edit.
2. **Select the Rule** - Click the rule in the table.
3. **Open the Edit Dialog** - There are four different ways to open a rule.
 - a. Double click on the rule.
 - b. Right click the rule and select **Edit Rule**.

FORGERY&COUNTERFEITING	CLOSED BY INVESTIGATION
FORGERY&COUNTERFEITING	CLOSED - JUVENILE - NO CUSTODY
FORGERY&COUNTERFEITING	 Edit Rule
FORGERY&COUNTERFEITING	 Delete Rule
FORGERY&COUNTERFEITING	TION DECLINED
FORGERY&COUNTERFEITING	CLOSED - VICTIM REFUSED TO COOPER...

- c. Click the **"Edit Rule"** button. (This is available only when the ["Show Buttons" option](#) is selected.)



- d. Or, click **File, Edit Rule** on the menu bar.



Once a [UCR](#), [Incident Type](#) or [Law](#) Type rule is opened, the same screens used to create the rule types will display. The difference is that the fields will be populated with the values of the created rule. An exception, however, is an Incident Number Rule. The edit dialog for Incident Number Rules allows you to edit only one rule at a time. Also, only the security flag can be changed; not the incident number.

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13. Editing Stereotypes

To edit a Stereotype, select a Stereotype in the Stereotype Browser and click the “**Edit**” button. The Edit Stereotype dialog will open with the selected Stereotype.

Edit Dead Priest

ID: 67 *

Title: Dead Priest *

Person Type: RELIGIOUS PERSON *

Sex: *

- Irrelevant
- Male
- Female

Age is between: 22 and

Injury Type: DEAD

Religion: CATHOLIC

Ethnicity: Not Relevant

Race: Not Relevant

Default Flag: *

- Green ✓ **(Recommended)**
- Yellow ☹️
- Red ✖️

Default flag overrides other rules? No (Recommended) *

* Required

Save **Cancel**

14. Delete a User

To delete a user, select the user to delete, and click the **Delete** button. The user will be removed from the user table.

15. Deleting Rules

There are four steps required to delete a rule:

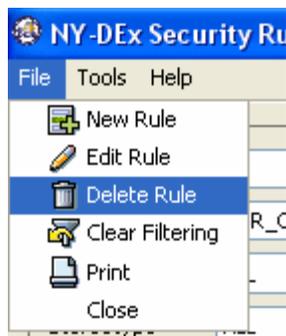
1. **Find the Rule** - Using the rule search screen, find the rule you want to delete.
2. **Select the Rule** - Click on the rule you want to delete.
3. **Delete the Rule** - There are three ways to delete a rule.
 - a. Right click the rule and click **Delete Rule**.



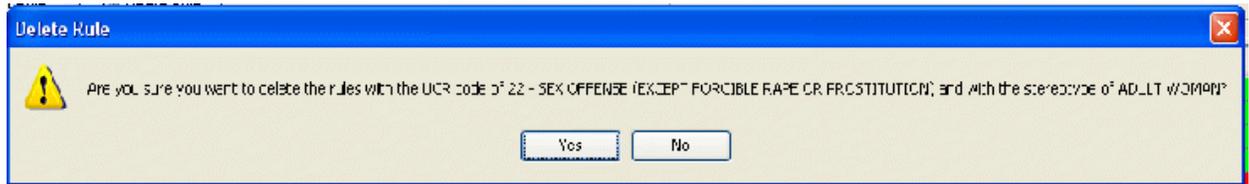
- b. Click the **Delete Rule** button. This is only available if you enabled the “Show Buttons” option in the Option Pane.



- c. Click on **File > Delete Rule** in the menu bar.

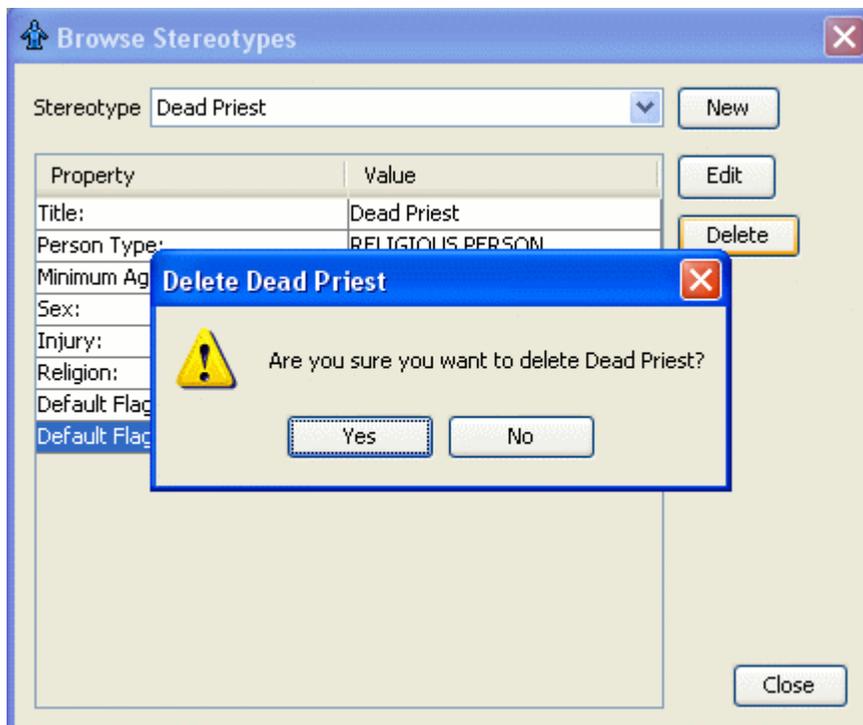


- d. **Confirm** the delete by clicking on the “**Yes**” button to delete the rule.



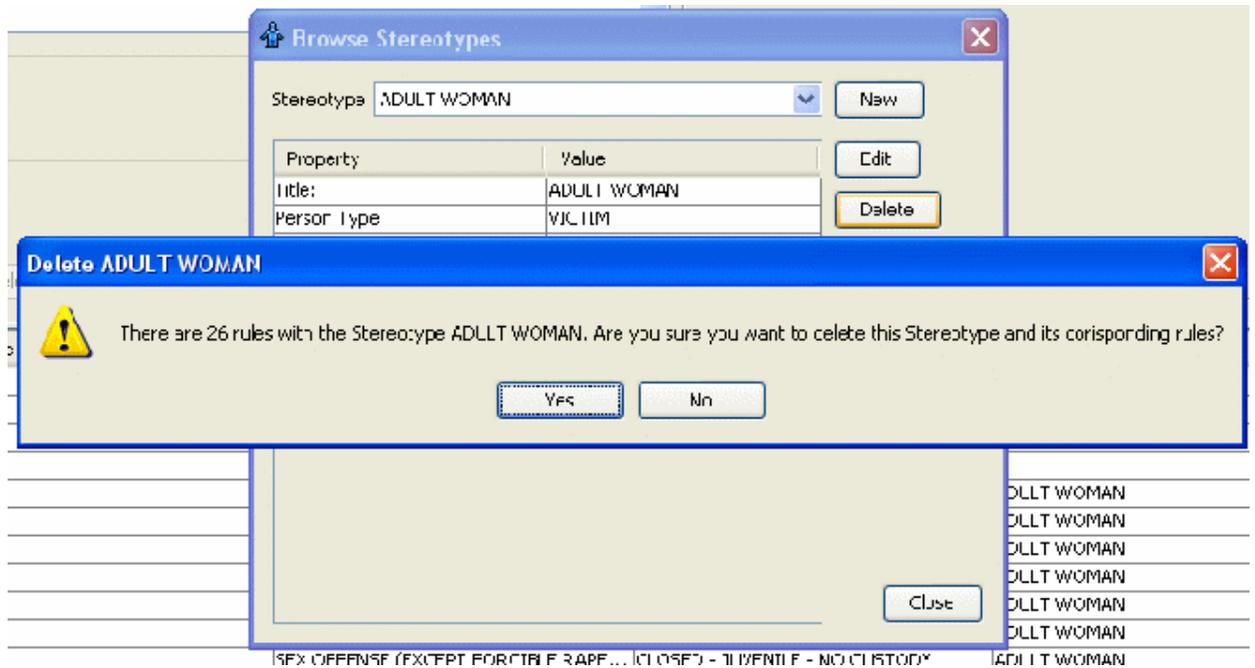
16. Delete Stereotype

To delete a Stereotype, select a Stereotype on the [Stereotype Browser](#) and click **Delete**. If no rules contain the selected Stereotype, the confirmation message below will display.



If this Stereotype is to be deleted, click “**Yes**”.

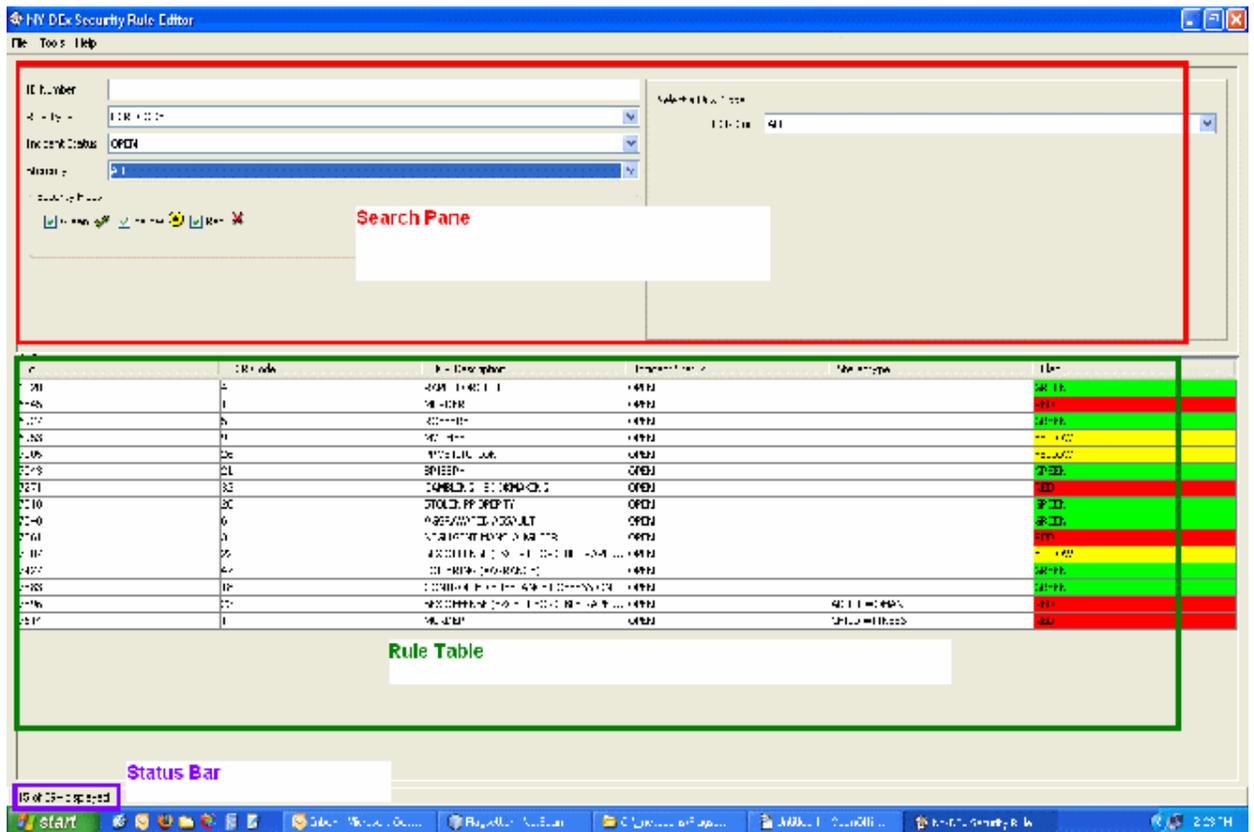
If there are rules that contain this Stereotype, the confirmation message below will display.



This message is confirming the Stereotype delete and the associated rules.

17. Searching for Rules

After logging into the NY-DEx Security Rule Editor, the two panes of the Rule Editor Search screen will display. The bottom pane is a table of all the rules found within the system. The top pane is a collection of filters that are used to filter the rules found in the system. The two numbers on the status bar are the number of rules in the system and the number of rules displayed within the rule table.



General Rule Filters

On the left side of the search pane, there are five filters that apply to all types of rules. These filters are described below:

The screenshot shows a search pane with the following filters:

- ID Number:
- Rule Type:
- Incident Status:
- Stereotype:
- Security Flags: Green Yellow Red

ID Number - This is the ID number of the rule, which is a system generated number. To use this text field, type the number and press **Enter**. The rule table will be filtered using the provided number.

Rule Type - This filters the table by rule type. The options are UCR Code, Incident Type, Law and Incident Number. This select box will also change the rule type specific filters pane on the right.

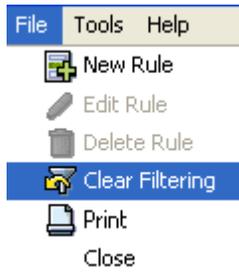
Incident Status - This will filter the table by Incident Status. This option is disabled when Incident Number is selected in the Rule Type selection box. Incident Number rules cannot use status as a criterion.

Stereotype - This will filter the table by Stereotype and is disabled when Incident Number is selected in the Rule Type selection box. Incident Number rules cannot use Stereotype as a criterion.

Security Flag – This filters by security flag and by default all flags are displayed.

Menu Options

To clear any filters, click **File, Clear Filtering**.



To print the rules that are currently displayed in the rule table, click **File, Print**.

To view Stereotypes or Incident Status Defaults, open their respective windows under the **Tools** menu. For more details, read the [Stereotypes Browser](#) and [Status Defaults](#) sections.

a. Searching by Incident Number

When selecting an Incident Number Type in the Rule Type select box, the Incident Number filter is displayed. When an incident number is typed and then “**Enter**” is pressed, the rule for that incident number is displayed (if it exists).

Id	Incident Number	Flag
7241	78676	RED

Type an Incident Number

Incident Number

b. Searching by Incident Category and Type

When Incident Type is selected in the Rule Type field, the Incident Type filter pane is displayed. This allows the user to filter the rule table by Incident Category and Incident Type. By default, all Incident Type rules are displayed. Before selecting a type, the user must select a category. Typing a letter will jump the selection list to that letter.

Select an Incident Type

Incident Category

Incident Type

- LITTER
- LOCKOUT
- LOITERING
- MENACING**
- MENTAL HEALTH
- MISSING
- MURDER
- NOISE

Select an Incident Type

Incident Category ALL

Incident Type -

Once a category is selected, the rules are filtered by that category. Furthermore, the Incident Type filter is enabled. This selection box will contain types that fall within the selected category. For example, when the Murder category is selected, Justifiable Homicide, Murder and Negligent Manslaughter are available under the Incident Type filter. Once an Incident Type is selected, only rules with that Incident Type are displayed in the rule table.

Select an Incident Type

Incident Category MURDER

Incident Type

- NEGLIGENT MANSLAUGHTER
- ALL
- JUSTIFIABLE HOMICIDE
- MURDER
- NEGLIGENT MANSLAUGHTER

c. Searching by Laws

When the Law Type is selected in the Rule Type selection box, the Law Rule filter pane is displayed. This pane contains several fields, which are described below.

Select a Law

Law Title

Keyword Section

Title	Section ▲	Subsection	Description
PL			UNSPECIFIED VIOLATION OF PENAL LAW
PL	100.00		CRIMINAL SOLICITATION -3RD DEGREE
PL	100.00		CRIMINAL SOLICITATION -5TH DEGREE
PL	100.05		CRIMINAL SOLICITATION -4TH DEGREE
PL	100.05		CRIMINAL SOLICITATION -4TH DEGREE
PL	100.05	01	CRIMINAL SOLICITATION -4TH DEGREE
PL	100.05	02	CRIMINAL SOLICITATION -4TH DEGREE

Law Table

Law Title - This drop down box filters the Law Table and the Rules Table by the selected Law Title. These are the standard titles found within the NYS Coded Law Table.

Keyword - This filters the Law Table by the typed word. If the keyword is found within the Law Description, the law will be displayed within the Law Table. To use this text box, type the word or phrase and press enter. This field does not filter the rule table.

Select a Law

Law Title

Keyword Section

Title	Section ▲	Subsection	Description
PL	155.30	06	GRAND LARCENY:OBTAIN ARTICLE- EXTORTION
PL	155.30	06H	GRAND LARCENY-4TH: PROPERTY OBTAINED BY EXTORTION / AS A ...
PL	155.40	00V	GRAND LARCENY AUTO: BY EXTORTION
PL	155.40	02H	GRAND LARCENY-2ND: PROPERTY OBTAINED BY EXTORTION / AS A ...
PL	155.40	02A	GRAND LARCENY - 2ND:EXTORTION-PHYSICAL INJURY
PL	155.40	02B	GRAND LARCENY - 2ND:EXTORTION-PROPERTY DAMAGE
PL	155.40	02	GRAND LARCENY-2ND:PROPERTY OBTAINED BY EXTORTION

Section - This filters the Law Table with the typed Section number or code. To use this text box, type the number or code and press enter. This field does not filter the rule table.

Select a Law

Law Title

Keyword Section

Title	Section ▲	Subsection	Description
PL	145.00		CRIMINAL MISCHIEF-3RD DEGREE
PL	145.00	01	CRIMINAL MISCHIEF:INTENT TO DAMAGE PROPERTY
PL	145.00	02	CRIMINAL MISCHIEF:RECKLESS PROPERTY DAMAGE GREATER THAN ...
PL	145.00	01	CRIMINAL MISCHIEF:RECKLESSLY DAMAGE PROPERTY
PL	145.00		CRIMINAL MISCHIEF-4TH DEGREE
PL	145.00	03H	CRIMINAL MISCHIEF-4TH:RECKLESSLY DAMAGE PROPERTY >\$250/A...
PL	145.00	02H	CRIMINAL MISCHIEF-4TH: DESTROYS ABANDONED BUILDING / A.S. 6

Law Table

This table lists laws that can be used to filter the rules below. To filter the rules, select a row of the table.

Some rows do not contain a Section or Subsection. See the example below.

Law Title	Law Section	Law Sub Section	Incident Status	Stereotype
FL	14C.00	ALL	OPEN	
FL	A...	ALL	OPEN	
FL	20C.02	ALL	OPEN	
FL	10C.05	02	OPEN	
FL	14F.00	ALL	ARREST	
L	14E.00	ALL	PHL	
FL	14F.00	ALL	CITY	
L	14E.00	ALL	CLOSED - INVESTIGATION	
L	14E.00	ALL	CLOSED - JUVENILE - NO CUSTODY	
FL	14F.00	ALL	OFFENDER DEAD	
L	14E.00	ALL	CLOSED - EXTRADITION DECLINED	
FL	14F.00	ALL	CLOSED - VICTIM REFUSED TO C...	
L	14E.00	ALL	NO TESTORIES	
FL	14F.00	ALL	UNFOUNDED	
L	14E.00	ALL	...	

All PL rules are displayed

Select a Law

Law Title:

Keyword: Section:

Title	Section	Subsection	Description
FL			UNSPECIFIED VIOLATION OF PENAL LAW
FL	:00 00		CRIMINAL SOLICITATION -3RD DEGREE
FL	:00 00		CRIMINAL SOLICITATION -5TH DEGREE
FL	:00 05		CRIMINAL SOLICITATION -2ND DEGREE
FL	:00 05		CRIMINAL SOLICITATION -4TH DEGREE
FL	:00 05	01	CRIMINAL SOLICITATION -4TH DEGREE
FL	:00 05	02	CRIMINAL SOLICITATION -4TH DEGREE

PL / selected

If a law is selected with a Section but no Subsection, all rules with the selected Title and Section are displayed. All Subsections under that Section will also be displayed.

Select a Law

Law Title:

Keyword: Section:

Title	Section	Subsection	Description
PHL	3335		VIOLATION CONTROLLED SUBSTANCE PRESCRIPTION PROCEDURES
PHL	3335	02	FAILURE TO KEEP PROPER PRESCRIPTION RECORDS
PHL	3335	03	PRESCRIBE CONTROLLED SUBSTANCE GREATER THAN MAXIMUM AMO...
PHL	3335	01	VIOLATION OF GOOD FAITH/PROFESSIONAL PRACTICE

PHL/3335 selected.

Title	Section ▲	Subsection	Description
PL	145.15	02	CRIMINAL TAMPERING;WITH PUBLIC UTILITY WITHOUT THEFT
PL	145.20		CRIMINAL TAMPERING-1ST DEGREE
PL	145.20		CRIMINAL TAMPERING-1ST DEGREE
PL	145.20	00T	PL490.25/CRIME OF TERRORISM: TAMPERING 1ST DEGREE
PL	145.20	00T	PL 490.25/CRIME OF TERRORISM: CRIMINAL TAMPERING-1ST DEGREE
PL	145.22		CEMETERY DESECRATION-2ND DEGREE
DI	145.22		CEMETERY DESECRATION-2ND DEGREE

Select a Law

Law Title

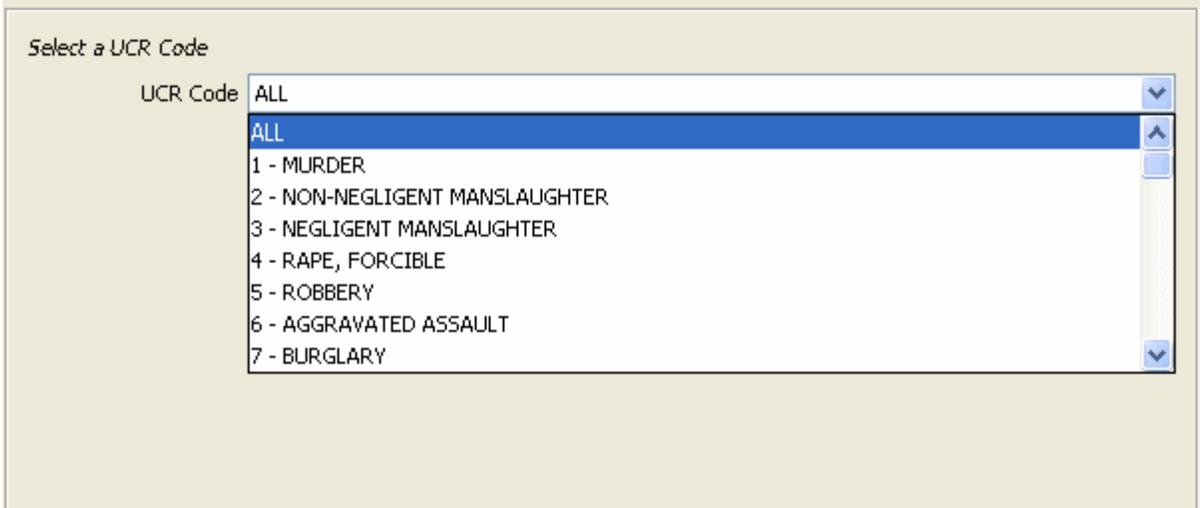
Keyword Section

Title	Section ▲	Subsection	Description
PHL	3335		VIOLATION CONTROLLED SUBSTANCE PRESCRIPTION PROCEDURES
PHL	3335	02	FAILURE TO KEEP PROPER PRESCRIPTION RECORDS
PHL	3335	03	PRESCRIBE CONTROLLED SUBSTANCE GREATER THAN MAXIMUM AMO...
PHL	3335	01	VIOLATION OF GOOD FAITH/PROFESSIONAL PRACTICE

PHL/3335/03 is selected

d. Searching by UCR Code

When the Rule Type select box is set to UCR Code, the UCR Code filter is displayed on the right side of the search pane. This select box lists the 50 UCR codes and their corresponding description. Once a UCR Code is selected, the rules within the Rule Table will only display rules that apply to that UCR Code. When the term "ALL" is used as a selection, all UCR Rules will be displayed. "ALL" is used repeatedly throughout the search pane and it implies "show all".



18. Export to Excel

To export the rules that are visible within the rule search table, click **Tools**, **Export**, and then **Excel** on the main menu. Select a file location and type a file name. Do not provide a file extension (for example type “rules”, not “rules.xls” or “rules.csv”). Click the **Save** button. The system will create and save a comma separated value (CSV) file to the location requested. This file can be opened using MS Excel or Open Office.

The Rule Editor cannot import from Excel, so this file should be treated as read-only.