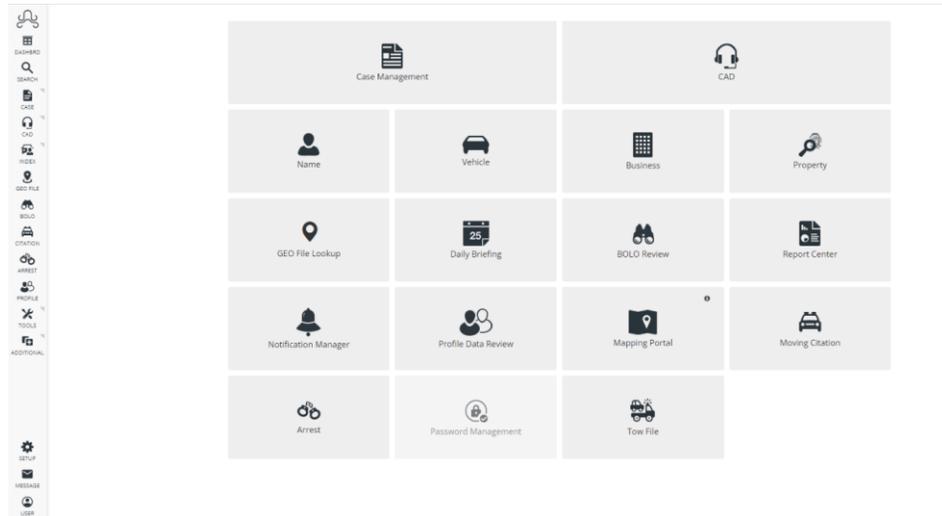


ARMS Mobile Website Overview

The first screen that officers see after login is the Home Screen, as shown below. This screen will provide the Officer access to each section of ARMS Mobile.

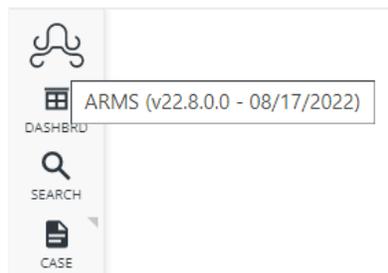


Commented [DF1]: We don't need to capitalize "officer" unless it is we're talking about a field or button in ARMS where it's capitalized

Commented [DF2]: Try to make all photos a larger size for the users to be able to see the screenshots more clearly

Officers can check the current version of their ARMS by hovering over the ARMS logo at the upper left corner of the page. This can also be considered a home button, so no matter where the Officers are on the ARMS Mobile website, clicking on that logo will bring them back to the Home Screen.

Commented [DF3]: so no matter



At the bottom left corner of the page, the Officer can see three buttons named "NTF", "Message" and "Officer".



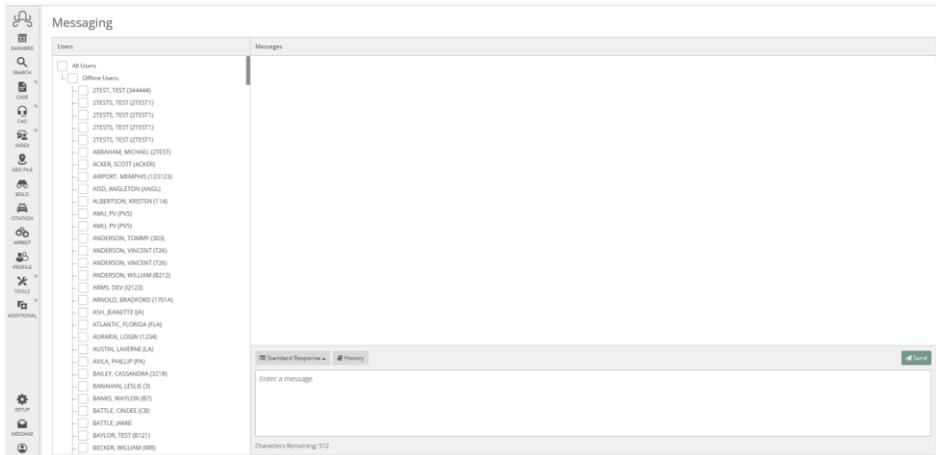
The First option is "NTF", which notifies the Officer when they receive any notifications.

Commented [DF4]: notifies the officer

The "Message" button with the envelope icon will take the Officer to the Instant Messaging page. This page is for communicating with other officers, dispatchers, and administrators through the ARMS system. This is also where Officers are alerted if they have a case submitted, approved, or kicked back to them.

Commented [DF5]: any notifications

Commented [DF6]: submitted, approved, or kicked back to them

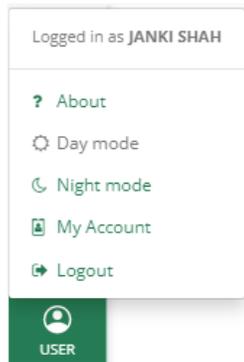


The "Officer" button has a small menu with multiple options that appear when the officer clicks the button.

Commented [DF7]: The "Officer" button

Commented [DF8]:

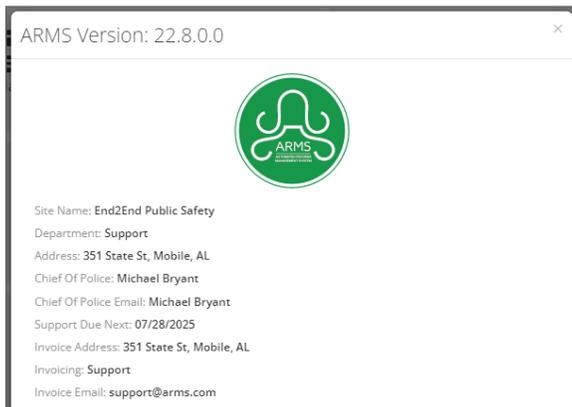
Commented [DF9]: appear when the officer clicks the button.



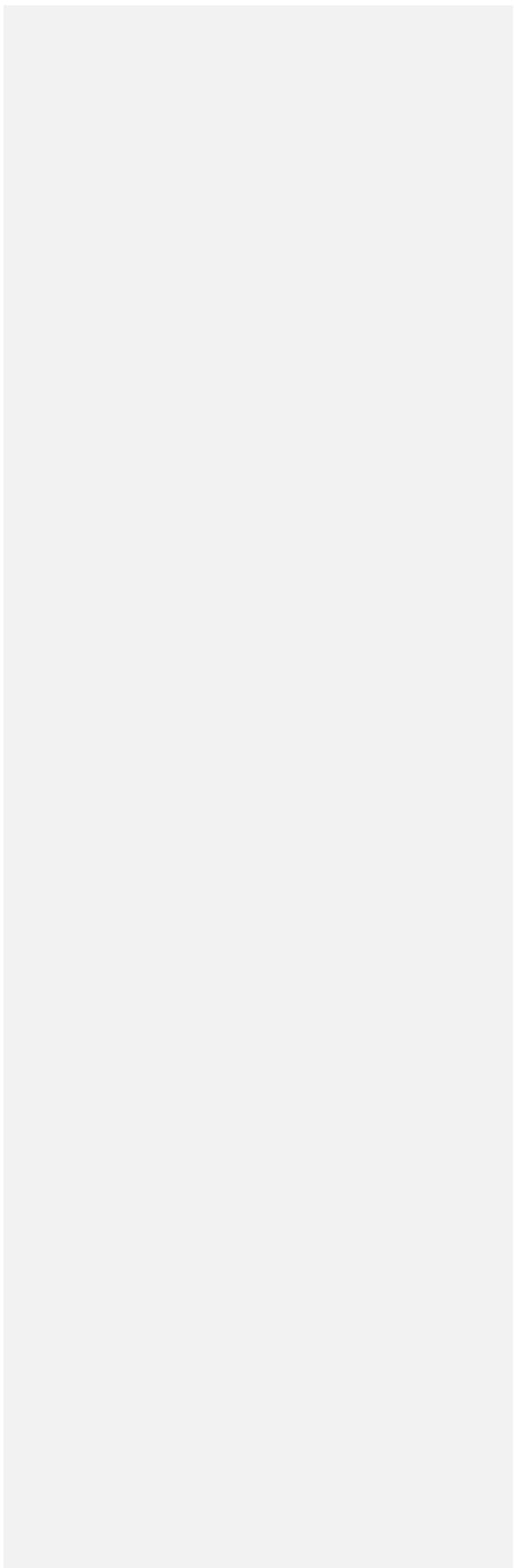
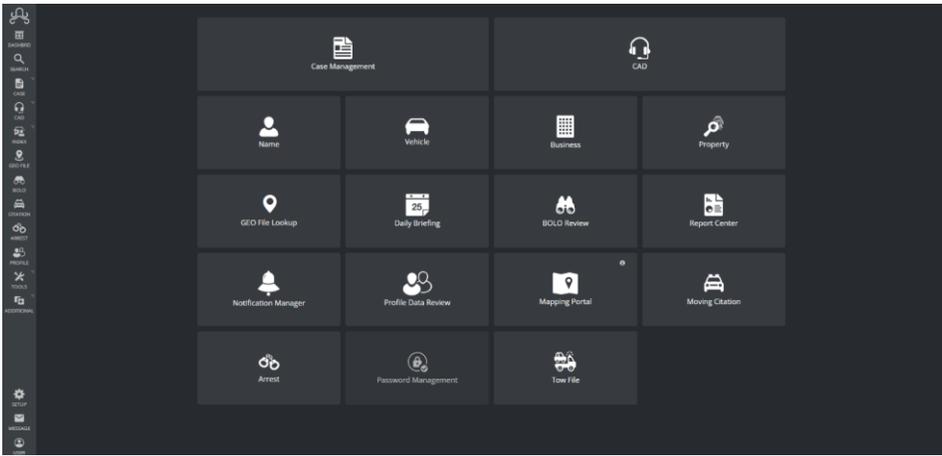
The very first option is "About". It shows the ARMS version number and information about their department according to their ARMS Support Site records. It includes information such as Site name, Department Name, Address, Chief of Police, Chief Police Email Address, Next Support Due date, Invoice Address, Invoice for the department, and email address that the invoice will be sent.

Commented [DF10]: information about their department according to their ARMS Support Site records

Commented [DF11]: Address that the invoice will be sent.

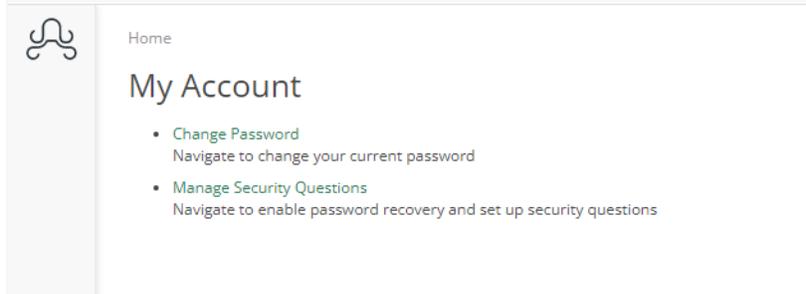


Under that, a button lets the Officer toggle between day mode and night mode. Day mode has a white background so that the dark icons are easier to see in sunlight, and night mode has a background so that the site is not too bright. Below is an example of the Home Screen in night mode.



Next to it is "My Account", which allows Officers to change the password for their account and Manage Security Questions to enable password recovery, if they have permission.

Commented [DF12]: recovery, if they have permission.

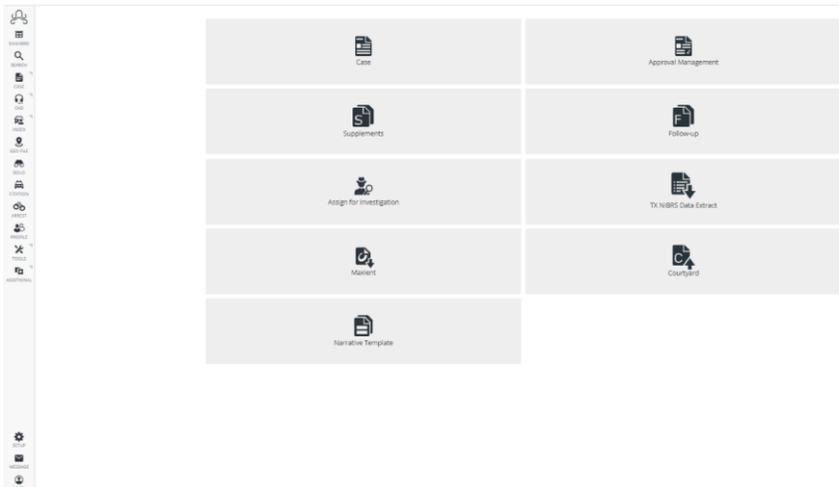


The final button on the menu is the "Logout" button for when Officers are done in ARMS and need to log out or log in as a different Officer.

Officer Case Management Basics

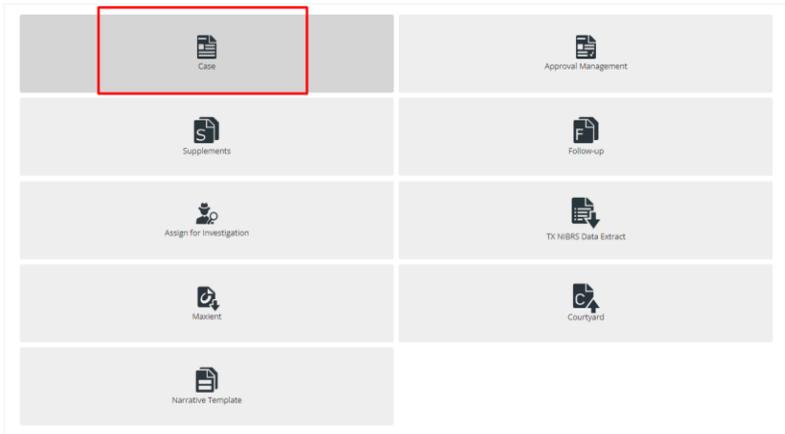
Case Management Overview

The Case Management module allows the Officer to search, view, and edit Case records within ARMS. Officers can manage Case records through Case, manage approvals through Approval Management, manage supplements through Supplements, attach Follow-Up reports, assign for Investigation, TX NIBRS Data Extract, Maxient, Courtyard, and manage templates for Narrative through Narrative Templates.

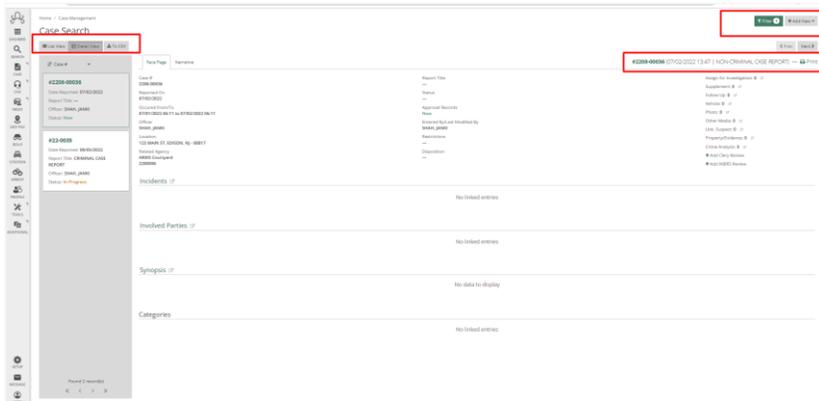


Case Module

In this module, Officer can manage Case records. To go to "Case", go to Home-screen>Case management>Case.



When first opening the Case module, the Officer will see the Last 10 Cases list (Here it displays only two records as two records are added). This is a list of the 10 most recently created, or modified, Case records that are associated with the Officer.



On the top right corner, the Officer can see two options Filter and Add New. Add New allows the Officer to add new cases and filter helps the Officer to filter data and view a list of records according to it.



The Case Search form allows the Officer to search Case records based on a combination of the search parameters of Report Number, Related Agency, Related Number, Common Name, Street Name, CAD Number, Date Reported On (to and from), and Officer. By default, all cases are filtered as per the officer logged in.

Home / Case Management Filter 1 + Add New

Case Search

Report Nbr: Reported From: Reported To:

Related Agency: Related Number: CAD Nbr:

Common Name: Street #: Street Name:

Officer: Site:

Save My Search

Certain fields will display a drop-down menu when the Officer starts typing in that search parameter. The drop-down menu will show the top 5 matches to what the Officer has typed in the field. The Officer can see below that where I have typed "Ki" into the Common Name field, it displays the top 5 matches.

Common Name

ki

- KINARD HALL
- KINCANNON HALL PARKING LOT
- KINCANNON FIELD LOT
- KINCANNON HALL

To view the complete record of a Case in the list, simply click on the row; this will open the Case record for viewing/editing/etc. based on Officer permissions.

To save time Officers can use the advanced search option and save their search, so each time they log in they will see data as per their saved filter.

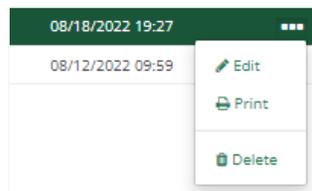
Save My Search

Case records can be displayed in two ways List view and Detail view. Officers can switch between those as desired. Each row in the list view represents a Case record, displaying the Report Number, Date Reported, Case Status, Name of the officer to whom the case is assigned, site, Location, Offenses, and Last modified date.

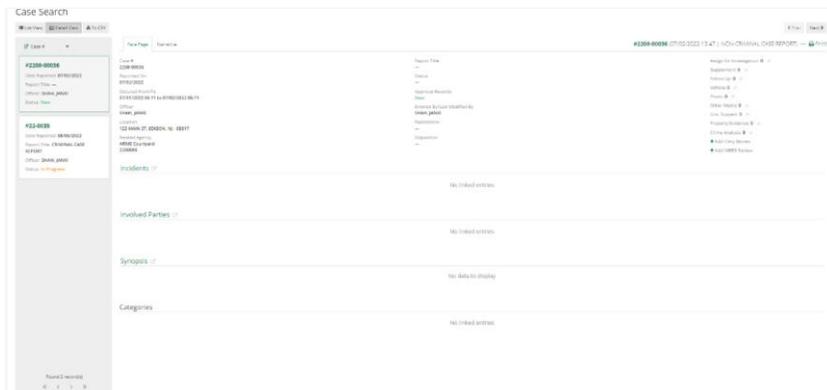
By clicking on the header, the Officer can sort data in ascending and descending order. By clicking on the case number, the Officer can see other information about that case.

Case #	Date Reported	Status	Officer	Site	Location	Offenses	Last Modified
2210-00048	10/11/2022 17:38	In-Progress	SHAH, JANKI	UM OXFORD MS	ANDERSON HALL, All Ame...	Controlled ...	10/11/2022 20:47
2210-00046	10/11/2022 08:15	In-Progress	SHAH, JANKI	UM OXFORD MS	ALPHA TAU OMEGA FRATE...	Assault-SL...	10/11/2022 08:27
2210-00045	10/06/2022 09:46	In-Progress	SHAH, JANKI				10/06/2022 20:18
2210-00044	10/06/2022 04:19	In-Progress	SHAH, JANKI			Strong-Ar...	10/06/2022 14:59
2209-00039	09/01/2022 07:58	Final Approved	SHAH, JANKI			123456789...	09/21/2022 20:35
2208-00036	07/02/2022 13:47	New	SHAH, JANKI		123 MAIN ST		08/18/2022 19:27
22-0035	08/05/2022 05:44	In-Progress	SHAH, JANKI	UM OXFORD MS	PARIS YATES CHAPEL, CHA...		08/12/2022 09:59

Three dots at the end of each row shows options such as edit, print, and delete. By using that, the Officer can edit, print, or delete that case.



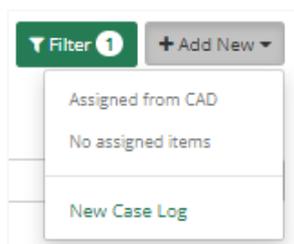
By selecting the Detail view option, the case can be viewed in detail straight from the main screen with the Next and Previous options. Officers can see all details related to the case. The Face Page and Narrative tab allow the Officer to view all aspects of the case without navigating to other screens. On the left, Officers can see case numbers and they can scroll and select the case they wanted. Officers can sort case numbers in ascending or descending order as the Officer was doing in List view.



Officers can change the order of cases by Case Number, Date Reported, an Officer, or by the Last Modified Date.

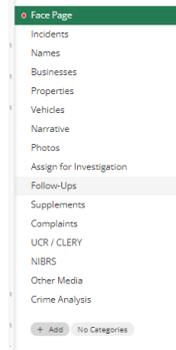


To add a Case record, click the Add New button in the top-right corner of the page. From there Officer will need to select New Case Log.



The case Officer will add is either Criminal or Non-Criminal. As per the case type, a few case types are set as "Criminal" by an administrator of the Officer's department. If the Officer selects a case with a Criminal type, then they must fill in the details required in a criminal case.

Once they have selected a Case record or created a new Case record, the Officer can then add information to or edit information in the different tabs of the Case record. These tabs are Face Page, Incidents, Names, Businesses, Properties, Vehicles, Narrative, Photos, Assign for investigation, Follow-Ups, Supplements, Complaints, UCR/CLERY, NIBRS, Other Media, and Crime Analysis. Any field that requires information will display a red exclamation dot next to the tab name.



Once the Officer has finished filling out the Case report, the Officer can select the Approval Records button in the top right corner and submit the Case for Approval.



This will require Officer to choose a Destination Officer. The officer can add a division to also Instant Message or CC a specific Officer other than the Destination Officer, add a subject and notes to the submission.

To view the Case's Approval History, go to the History button from the top-right corner and click on it. In this tab, Officer can see Modification History as well as Photo/Media History. Officer can see a copy of the case report before the modification was made, so it can be downloaded in the case where it's required.

History					
Modification History					
Action	User Name	Alias	Date	History	Reason
Update	JANKI SHAH	janki.shah	08/12/2022 12:01:44		
Update	JANKI SHAH	janki.shah	08/12/2022 12:00:18		
Update	JANKI SHAH	janki.shah	08/12/2022 11:57:45		
Update	JANKI SHAH	janki.shah	08/12/2022 11:40:01		
Update	JANKI SHAH	janki.shah	08/12/2022 10:01:28		
Update	JANKI SHAH	janki.shah	08/12/2022 09:59:56		
Update	JANKI SHAH	janki.shah	08/10/2022 16:23:05		
Add	JANKI SHAH	janki.shah	08/05/2022 16:14:31		

On clicking of Add New Case button, the officer will be navigated to the screen which contains an auto-generated Case number on the top. It can be edited if the Officer has the permission of editing it.

With the click of Modify button, the officer can start filling in data. Red dots in front of any tab indicates that the officer needs to fill in data to successfully add a new case. Officer can also click on this red dot, and it will show a message indicating the fields which are required.

If any information needs to be added in any drop- then that can be added by the Administrator of your department. They can add/edit it in Code List and once added it will appear in that dropdown.

Face Page

For the Face page, the required fields are "Report Title" and "Status". Select as per your case from the drop-down.

If any department within your city or colony or area helps in that case then Officer can Related agency and related number

There are four checkboxes on the top they are "Confidential", "Juvenile", "Sex Offense", and "Sealed", Only officers who have access to this can check or uncheck them for others it would be disabled. If one of these checkboxes is checked for any case and officers are not able to search that case, then it would be because Officer might not have access to such type of case.

Home / Case Management / Cases Delete Case History Print Approval Records Cancel Save

Case #2210-00046 Criminal Report Approval Status: IN-PROGRESS

Face Page

Incidents¹

Names²

Businesses

Properties

Vehicles

Narrative

Photos

Assign for Investigat...

Follow-Ups

Supplements

Complaints

UCR / Clery

NIBRS

Other Media

Crime Analysis

+ Add No Categories

Restrictions
 Confidential Juvenile Sex Offense Sealed

Report Title: CRIM — CRIMINAL CASE REPORT x Status: OPEN — OPEN x

Related Agency: Related Number:

Date Reported: 10/11/2022 08:15 Occurred From: 07/14/2022 08:15 Occurred To: 07/14/2022 08:15

Officer: JANKI SHAH x Entered By / Last Modified By: JANKI SHAH

Location

Common Name: ALPHA TAU OMEGA FRATERNITY x Location Details:

Street number: 24 Street name: CONFEDERATE DRIVE x MAP Apt/Suite Nbr: Floor: Building: ALPHA TAU OMEGA FRATERNITY

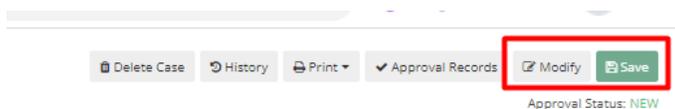
City: University State: MS x Zip: 38677 County:

Disposition

Disposition: Disposition Notes:

Sans Serif Normal B I U A MAP

Officers will only be able to add details once they click Modify button and Hit Save to save added details for that case.



Incidents

If the case is issued by CAD, it will show "Dispatch" as a Crime Code. Dispatchers use this code for Aggravated assault, officers need to remove it and add more details by clicking on the "Add Incident" button.

Case #2209-00039 Non-Criminal Report Approval Status: IN-PROGRESS

Face Page School as Victim State as Victim Business as Victim + Add Incident

Incidents No linked entries

- Names
- Businesses
- Properties
- Vehicles
- Narrative
- Photos
- Assign for Investigat...
- Follow-Ups
- Supplements
- Complaints
- UCR / CLERY
- NIBRS
- Other Media
- Crime Analysis

The officer should type the incident in the incident field, and it will show the incident list to select from. It will show a list when the user starts typing.

Incident*

AS	UCR
Crime Code	
ASSAULT	42
12456789012	
97-3-7(2) - ASSAULT	44
Aggravated Assault on a Police Officer	
97-3-7(2)(B) - ASSAULT	41
Aggravated Assault with a Firearm	
SERVICE	
Animal Assist	
97-3-7(2)(B) - ASSAULT	42
Assault with Knife or cutting inst.	
ASSAULT	45
Assault-Simple	
ASSISTANCE	
Action/Other Action	

Once the officer selects an incident, it will automatically fill in a few fields. This information is attached by Admin with the type of Incident and will be prefilled once it is selected by an officer.

All other fields are only added by the person who is reporting the issue. For officers, Incident type is the only required field.

Home / Case Management / Cases / #2210-00046 Done

Adding incident

Incident* **AGGRAVATED ASSAULT ON A POLICE OFFICER** Code Section 97-3-7(2)

Crime Class ASSAULT UCR Data 44

Clery Crime Type 4 NIBRS data 13A

Domestic Violence
 Domestic Violence Related
 Senior Citizen Involved

Weapon Type (UCR)
 N F K P O
 N-None, F-Firearm, K-Knife, P-Personal Weapon (hands fists or feet), and O-Other Damage

Type of Weapon/Force Involved (No more than 3 items)
 N/A

Type Of Criminal Activity (No more than 3 items)
 N/A

Attempted/Completed Completed HATE N/A

Location Type RESIDENCE/HOME/APT/CONDO Bias Motivation NO BIAS

Number of Premises Entered Method of Entry N/A

Offender Suspected Of Using
 Alcohol
 Computer Equipment
 Drugs/Narcotics
 Not Applicable

Gang Information
 Juvenile Gang
 Other Gang
 None/Unknown

Loss to Organization 0.00 Recovery to Organization 0.00

Loss for Person 0.00 Recovery for Person 0.00

Once Officer clicks on "Done", it will add the Incident to the case.

Case #2209-00039 Approval Status: In Progress

Back Page Search as Victim Save as Victim Business as Victim Add Incident

Case	Code Section	Crime Class	UCR Data	Loss to Organization	Loss for Person	Recovery to Organization	Recovery for Person
12946789012	ASSAULT	44		\$0.00	\$0.00	\$0.00	\$0.00

Incident details

Case	Code Section	Crime Class	UCR Data
12946789012	ASSAULT	ASSAULT	44
Attempted/Completed	Offender Suspected Of Using	Hate	Location Type
Completed	Not Applicable		
Type of Weapon/Force Involved			
Loss to Organization	Loss for Person	Recovery to Organization	Recovery for Person
\$0.00	\$0.00	\$0.00	\$0.00

Other Media
 Crime Analysis

0/2000 No Changes

All data are added still it shows a red dot in an incident tab, it is related to the Names and Business tab. With the click of a red dot, it will show the reason. This dialog shows that criminal case requires victim details.



If the victim is a school, state, or business, the officer needs to check the mark-related checkbox at the top. If the victim is an individual, an officer can ignore this and move to the Names tab. If the business is a victim, then select the checkbox on top and add details in the Business tab. If there is a drug Charge, then nobody is a victim except the state. So, the officer needs to check "State as a Victim".

Names and Unknown Suspects

The red dot in Names indicates that there is a need for Victim details. To add victim details, click on Add Involved Person button on the top right corner of the screen.



Adding Involved Person

The first thing this does is to ask the officer to search first before adding it as a new entry to avoid duplicity of records. After adding the Last name officer can hit the Search button.

The form is titled "Linking Name to #2209-00039" and contains the following fields:

- Last Name: SMITH (highlighted with a red box)
- First Name: [Empty]
- Race: N/A
- Sex: N/A
- Gender: N/A
- Student Id: [Empty]
- State Id: [Empty]
- FBI Id: [Empty]
- Finger Print Id: [Empty]
- Identified Group: N/A
- Full SSN / Last 4 Digits: ### - ## - ####
- DOB (+/-15 Days): [Empty]
- Year Born: [Empty]
- Age: [Empty]
- Age between: [Empty]
- Driver License Number: [Empty]
- Driver License State: N/A
- Vehicle License: [Empty]
- Vehicle License State: N/A
- Officer Safety: N/A

Buttons at the bottom: Scan, Close, Search (highlighted with a red box).

If there is no name matching or if the name is not what Officer is searching for then they can hit the "Add New" button on the bottom left corner of the screen or if they found whom they are looking for, then they can select the person from the list and hit "Next".

Linking Name to #2209-00039

Select: 1 - 10 of 37 items

Name	DOB	Race	Sex	Ethnicity	Driver License
SMITH, LARRY MICHAEL SR, 62	03/15/1960	WHITE	MALE	NON - HISPANIC	
SMITH, TOM		UNKNOWN	MALE	NON - HISPANIC	
SMITH, JOHN		WHITE	MALE	NON - HISPANIC	
SMITH, JOHN ADAM, 47	01/01/1975	WHITE	MALE	NON - HISPANIC	
SMITH, JOHN, 23	05/28/1999	WHITE	MALE	NON - HISPANIC	
SMITH, JIM ALAN SR, 56	10/18/1965	WHITE	MALE	NON - HISPANIC	
SMITH, HARVEY H SR, 42	03/03/1980	WHITE	MALE	NON - HISPANIC	
SMITH, ANTHONY MICHAEL SR, 42	03/03/1980	WHITE	MALE	NON - HISPANIC	80512345
SMITH, JOHN, 35	01/27/1987	WHITE	MALE	NON - HISPANIC	
SMITH, DON, 67	02/19/1955	AMERICAN INDIAN OR ...	MALE	NON - HISPANIC	



SMITH, LARRY MICHAEL SR, 62
 Officer Safety: Known to carry weapon
 Most recent Address updates:
 Home: 5555 University Ave, Oxford, MS 38655
 Home: 500 Main Street, Oxford, MS 38655

Back + Add New Close Next

It's better to search small like just entering the last name, once you click on Add New button it will show all details prefilled that you added for the search. Race, Sex and Ethnicity are required fields, in case you don't know any of them you can select Unknown from the options. Multiple optional fields can also be added by an officer.

The Misc. tab is not used by all departments, some may use and some may not.

IDs tab allows to add users ID details like SSN (Social Security Number), FBI Id, Driver's License, Finger Print Id, Driver's License State, Alien Id, Student Id, CII number, and State Id. Once the officer hit the "Save" button, it will add that person to the Names List of ARMS.



After the officer receives the success message, ARMS will prompt him to link the name in ARMS, which requires him to enter the person's involvement and name type. Other than that, there are multiple other fields that an officer can add like Addresses, Phones, Descriptions, Field Interviews, Vehicles, Complaints, Moving Citations, and Warrants. Trespass Orders, Restraining Orders, Notes, Photos, Other Media, Licensing, Aliases.

Linking Name to #2209-00039

×

MARCUSON, CHERYL

Involvement

VICTIM

Name Type

STUDENT

Addresses Phones Descriptions Field Interviews Vehicles Complaints Moving Citations Warrants Trespass Orders Restra

Addresses

+ Add Address

No Addresses

← Back

Close Save

After hitting Save, now it will show a success message associating a name with the Case.

Success 😊
MARCUSON CHERYL has been associated with #2209-00039

Adding Unknown Suspect

The required fields are Sex, Race, Age from, and Age to. The rest is up to the officers. They can provide as many details as they know. Like name if the officer does not know the details, then they can select Unknown from the list.

Adding Unknown Suspect to #2209-00039 ×

General Info AKA / Notes

Sex N/A <small>The field is required</small>	Race N/A <small>The field is required</small>	Age From <small>The field is required</small>	Age To <small>The field is required</small>
Complexion N/A	Height (Feet)	Height (Inches)	
Weight (Pounds)	Glasses N/A	Eye Color N/A	
Hair Color N/A	Hair Style N/A	Facial Hair N/A	
Build N/A	Tattoos N/A	Teeth N/A	

Close Save

Arrests

If somebody is apprehended for the case and has been arrested, then go to Names>Add Involved Person>Search Name> Add or Select the person from the list. Select Involvement type as Arrest (or whatever type is added by the department for arrests) and Name type, other information can be added if available.

On clicking Add Arrest, Officer can add information about this person's arrest. This information includes Arrest Date and Time, Officer Name, Second Officer, Type, Level, Status, etc. All dropdown lists will only have information if they have been added by the Admin of the Department. Before moving to any other tab officer has to hit "Save", to save the details added.

Home / Arrests ← Back to Case

Adding Arrest to #2209-00039

General info

Charges ⁰

Spouse & Employer

Holding Information

UCR Statistics

Booking Photos

Presentment Details

Personal Effects ⁰

Notes

Reference Number	Booking #	Arrest Date / Time
2209-00039		09/21/2022 15:22

Officer	Second Officer
DEVIN FOWLER	

Type	Level
Warrant - Alias	Detention

Status	State ID
Completed	

Arrest Location

Common Name	Location Details

Street Number	Street Name	City

State	Zip	County
N/A		N/A

Person details ⁰

Involvement	Name Type
ARRESTEE	Non Student

Name	DOB (Age)	Sex	Gender	Ethnicity
SMITH LARRY MICHAEL	03/15/1960 (62)	MALE		Non - Hispanic

Race	SSN (###-##-####)	Drivers License	DL State	Classification/Occupation
White	234-56-7890	MS		

Place of Birth	State of Birth	Mother's Maiden Name	Father's Name	State ID
	XX			

FBI Id	Finger Print Id	Alien Id

Addresses ² Phone ¹ Physical Description ¹ Alias

Addresses

The charges tab will help to add details of charges applied to the person. If there are multiple charges, then that can also be added.

Editing Arrest

General info

Charges ⁰

Spouse & Employer

Holding Information

UCR Statistics

Booking Photos

Presentment Details

Personal Effects ⁰

Notes

Aggravated Assault with a Firearm	<input type="button" value="+ Add Charge"/>
-----------------------------------	---

Type here to add new Charge

Other information like Spouse & Employer, Holding Information, UCR Statistics, Booking Photos, Presentment Details, Personal Effects, and Notes can be added. Hit Save to add all arrest details and hit the Back to Case button to go back to the case after saving all details.

Businesses

To add a business to the case, click on Add Business button on the top right corner of the screen.



Home / Businesses ← Back to Case

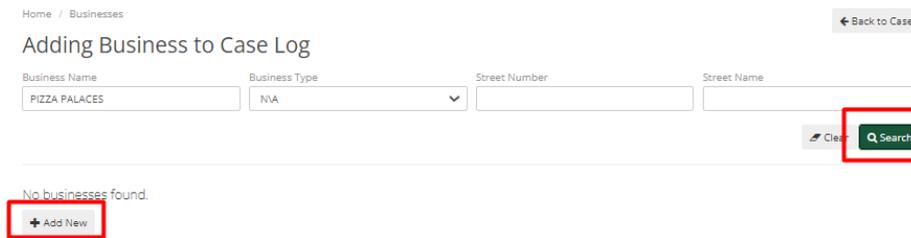
Adding Business to Case Log

Involvement*

VICTIM

+ Add Business Next →

It will first ask involvement type of business, then it will ask to search for business details first. If it matches search officer can select a business from the list and if it doesn't match, then the user has to click on the "Add New" button.



Home / Businesses ← Back to Case

Adding Business to Case Log

Business Name: PIZZA PALACES Business Type: N/A Street Number: Street Name:

Clear Search

No businesses found.

+ Add New

Add New will show tons of information that can be added about the Business, officer can add whatever details they have. Business Name and Business Type are mandatory fields.

Home / Businesses

New Business ← Back to Case

General Info **Main Info & Address**

Vehicles ⁰

Business Name* Business Type*

Entered / Last Modified By Date Entered / Last Modified

Common Name Street Number

Street Name Apt/Suite Nbr Floor

City State ZIP Phone

Additional Info

Additional Email

Web Address Alarm Type

Alarm Company Phone

Contacts

Primary Contact Phone

Email Pager

Other Contact Phone

Email Pager

Notes

The vehicles tab allows Add Vehicles of that business if any and the same with Contact History.

Properties

This will allow you to add a property, here it will not require you to search first as properties will always be new. Officers can directly hit Add New button.

Adding Property to 2209-00039 ×

Property Number	Case Number	CAD Number	Date Entered From	Date Entered To	Property Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	NVA ▼
Make	Model	Model Number	Serial Number	Owner Applied Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	

+ Add New Close Search ▶

Fields change depending on Property Category and Property Type and officers need to enter data accordingly.

New Property

×

Case Number	CAD Number	Person / Business Involved	Property Category*	Property Type*
2209-00039		PIZZA PALACES - VICTIM	DAMAGED	OTHER

General info NCIC Bicycle info Photos Media

Property Number	Date Entered*	Lab Number	Serial Number
NEW	09/21/2022		
Owner Applied Number	NCIC Article Category	NCIC Article Type	NIBRS Type Property Loss
	N/A	N/A	DESTROYED/DAMAGED/VANT
UCR-NIBRS Description	NIBRS Date Recovered	Quantity	Make
VEHICLE PARTS/ACCESSORIE!			
Model	Model Number	Measurement	Value
		N/A	
Location Found	Street Number	Street Name	
Intake Location	Intake Date	Intake Officer	Review Date
N/A		DEVIN FOWLER	
Description*	Notes		
Broken Window			

Close Save

Vehicle and Tow Files

Vehicles allow to add of vehicles to the case. To add a vehicle, go to the Vehicles tab and click on Add Vehicle button.

+ Add Vehicle

Before adding in the vehicle, it will first ask to search. The officer can add the license number and hit search.

Adding Vehicle to #2209-00039

License	License State	Plate Type	Date Expires	Year
<input type="text" value="ABC123"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text"/>	<input type="text"/>
VIN	Make	Model	Color (Major)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>	

The search result will show up the related vehicle if any and Officer can select from existing or Add New from that window.

Adding Vehicle to #2209-00039

1 - 10 of 18 items

License	State	Year	Make	Model	Color	VIN
▲ ABC123	MS	2013	FORD	MUSTANG	RED	
▲ ABC123	MS		TOYOTA	CAMRY		
▲ ABC123	TN	2004	CHEVROLET	SILVERADO	RED	ABCA-DLFXJD-LKSJAD:...
▲ ABC123	FL	2013	UNKNOWN	UNKNOWN	BLACK	WWW112233335444...
ABC1234	TX		UNKNOWN	UNKNOWN	UNKNOWN	
ABC123	MS		TOYOTA	CAMRY	BLUE	
▲ ABC123	PA	2010	FORD	MUSTANG	BLACK	
ABC1234	TX		UNKNOWN	UNKNOWN	UNKNOWN	
ABC123	FL		UNKNOWN	UNKNOWN	BEIGE	
ABC123	MA		FORD	MUSTANG	RED	

ABC123 MS

Plate Type: N/A Date Expires: N/A Year: 2013

Make: FORD Model: MUSTANG Color (Major): RED

Style: N/A Type: N/A VIN: N/A

Special Features: N/A Last NCIC update: Not updated yet

Names (6) Businesses Cases (21)

Names

- ▲ SMITH LARRY Known to carry weapon
- ▲ SMITH TONY Known to Flee Officers
- ▲ RAINES HAROLD Known to make threats to Officers
- ▲ DOWNS JOSHUA Know to resist arrest

Required fields to add a new vehicle are License, License State, and Vehicle Identification Number.

New Vehicle ×

General Info

Notes

License

Plate Type

Vehicle Identification Number

Make

Color (Major)

Vehicle Style

License State

Date Expires Year

Special Features

Model

Color (Minor)

Vehicle Type

Close
Save

After hitting save, the vehicle gets added to the case and if the vehicle got towed for some reason, then that details can also be added by hitting Add Tow button.

Home / Case Management / Cases

Delete Case
History
Print
Approval Records
Modify
Save

Case #2209-00039 Criminal Report

Approval Status: IN-PROGRESS

- Face Page
- Incidents¹
- Names³
- Businesses¹
- Properties¹
- Vehicles¹
- Narrative
- Photos
- Assign for Investigat...
- Follow-Ups
- Supplements
- Complaints
- UCR / CLERY
- NIBRS
- Other Media
- Crime Analysis

Edit Vehicle
Remove from case

+ Add Vehicle

License	Year	Make	Model	Style	Type	Color	VIN
ABC123 AR	2022	HYUNDAI	SANTA FE			BLACK	

Vehicle details [↗](#)

License

Date Expires Year

VIN

Model

Color (Major)

Plate Type

Year

Make

Style

Type

+ Add
No Categories

+ Add Tow

All Tow details like keys location, Reason for Tow, Towed Status, Insurance Policy, Mileage, Common Name, Street Number, Street Name, Location Details, other towing information, Releasing Information, Owner details, Stolen details if any or other vehicle details can be added. The print option allows the printing tow information. Hit save to add details.

New Tow File — Case #2209-00039

Date Entered: 09/21/2022 18:57 | Reference #: 2209-00039 | Date Towed: 09/21/2022 08:27 | Keys Location: []

Reason for Tow: [] | Towed Status: T=Towed | Insurance Policy #: [] | Mileage: []

Common Name: [] | Street Number: [] | Street Name: [] | Location Details: []

Towing Information | Release Information | Owner | Stolen | Vehicle

Officer: [] | Towed By: [] | Towed To: []

Address: [] | Phone: [] | Citation #: []

Contents: [] | Damage: []

Notes: []

Print | Close | Save

The newly added vehicle can be linked with Businesses or Names. To link it with Business, go to the Business tab>Business Details>Vehicles> Add Vehicle> Search for the vehicle> Select it and it will get linked to the Business

Home / Businesses

Editing Business: PIZZA PALACES

General Info | Vehicles: 0 | Contact History

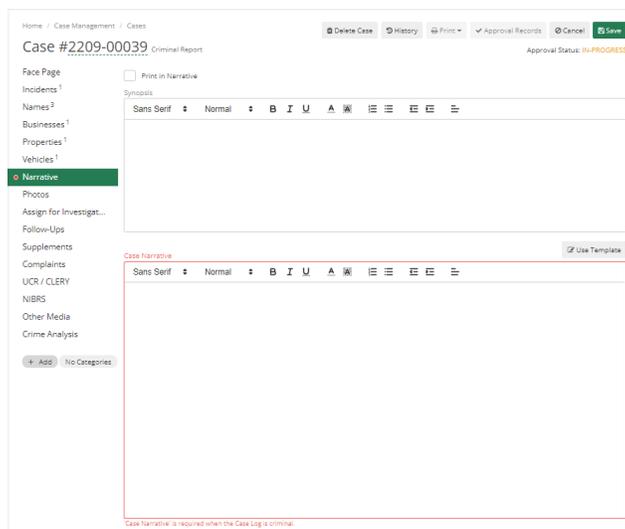
Back to Case | History | Print | Modify | Save

+ Add Vehicle

No linked entries

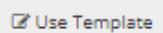
Narrative

The narrative Tab allows entering Case Narrative. To add details, click on Modify button.

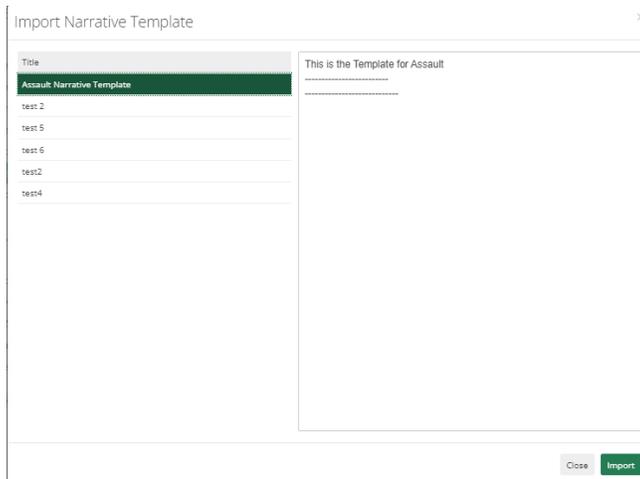


Tick Print in Narrative to print synopsis in the actual case with Narrative. The synopsis is a review of the call, if the dispatcher adds something to the public information, then that will be pulled into Synopsis. For case narrative, it will show a red line if there is any typo or spelling error, and it will automatically start saving as the user types in.

If an officer uses any device that has voice detection capabilities, then the officer can talk in through that device and use that to type as well.



Use template button can be used to add text to Narrative as per the template added by Admin. This will not overwrite already added text. On click of the Import button, it will import text to Narrative.



Approval Records

Attempting to click on the Approval Records button in the top right corner of the screen before adding all required fields will prevent the officer from sending it for approval.



There are two options here Submit for Approval and Final Approval, final approval option will be visible only to Admins or Higher Authority only. It will only appear if the officer has permission for it.

Approval Actions for Case #2209-00039
✕

Submit For Approval
 Final Approve

Action Date

Destination User

Instant Message

To... Search and select Divisions you wish to receive the instant message

Cc... Search and select Users you wish to receive the instant message

Subject

Notes

Sans Serif • Normal • **B** *I* U A

Close
Send

Action Date will automatically pull the date.

The destination User will be the supervisor to whom they need to submit. It will only show a list of supervisors who have kickback or final approval permission. It can be sent as per division as well.

Whenever this submission is made, it will send a notification to the supervisor. If the supervisor has an email id added to the employee file, then it will send a notification through email as well. Notes are used by supervisors if they need to kick back the case, then they can add Notes, and even officer can add their Notes if any. After adding details, Hit Send.

Approval Status: SUBMITTED 09/21/2022 ANDY PATEL

Once it is approved by the supervisor then it will change Approval Status from Submitted to Approved. Officer can't change anything to the case unless it is approved or kicked back to Officer.