

BLUETEAM

FRONT LINE SUPPORT

ENTERING AN INCIDENT INTO BLUETEAM

USERS GUIDE FOR BLUETEAM 4.1.12 AND HIGHER



IAPRO

THE LEADING PROFESSIONAL STANDARDS SOFTWARE. WORLDWIDE.

ENTERING AN INCIDENT INTO BLUETEAM

This manual will provide instructions on how to enter, complete, and forward an incident in the BlueTeam program.

Sign into BlueTeam by entering your identification number and BlueTeam password.

Note: Unauthorized users of this application will be prosecuted. All activity is monitored and logged.

Please sign in below

ID#

Password

[Forgot My Password](#)

Sign In »

Select "Add New Incident."

Main Menu



[Add New Incident](#)



[EI Dashboard](#)

[EI Dashboard\(Filtered\)](#)

Select the incident type you want to enter from the "Incident Type" from the dropdown menu. Enter the appropriate information in the information boxes provided. When completed, select "Next."

 **Incident Details**

Note:
If you are called away from this PC for more than 60 minutes, you will be required to sign in again. To ensure that the information you are entering on this page is not lost, click the **Next** button to save it. You will then be able to edit/update the information when you return.

Incident Type	Case No	
* Use of force ▼	2013-00001	
Date Received	Date of Occurrence	Time of Occurrence
* 12/12/2013 <small>(m/d/yyyy)</small>	12/12/2013 <small>(m/d/yyyy)</small>	2230 <small>(hhmm - 24 hour time)</small>

Address of Occurrence

Street #

Direction ▼

Street Name

Street Type ▼

Suite/Apt #

City

State/Province ▼

Postal Code

Location of Occurrence ▼

Enter the incident summary. The user can cut and paste, or copy and paste, a summary into the text box provided. A spell checker is also provided in the bottom left corner of page, next to the “Save Changes” button. Once completed, select “Next.”

Summary of Incident

(9900 character limit. Characters remaining: 9844)

Add the narrative or summary for the incident reporting.



Save Changes

(save your changes, but remain on this page)

Changes last saved at 7:36 AM

Next »

Enter the “Use of Force Details.” The dropdown menus with a red asterisk next to them are mandatory fields and must be entered. Select “Next” when finished.

Use of Force Details

Please fill out this form as completely as possible, making sure to scroll to the bottom. When completed, click the **Next** button located at the bottom of the form. Fields marked with a * are mandatory.

Reason for Use of Force		Service Being Rendered	
Assaulting Citizen(s) <input type="text" value="Assaulting Citizen(s)"/> *		Arresting <input type="text" value="Arresting"/> *	
Weather Condition		Lighting Condition	
Cloudy <input type="text" value="Cloudy"/>		Street Light <input type="text" value="Street Light"/>	
Citizen-related Information			
Citizen Injured	Citizen Taken to Hospital	Citizen Arrested	
<input checked="" type="radio"/> Yes <input type="radio"/> No *	<input type="radio"/> Yes <input checked="" type="radio"/> No *	<input checked="" type="radio"/> Yes <input type="radio"/> No *	
More than 1 Citizen Involved			
<input type="radio"/> Yes <input checked="" type="radio"/> No *			
Citizen's Height	Citizen's Build	Distance to Citizen	
5'10" to 6'0" <input 6'0"="" to="" type="text" value="5'10"/>	Medium <input type="text" value="Medium"/>	1 feet to 3 feet <input type="text" value="1 feet to 3 feet"/>	
Officer Assessment of Citizen Condition During Incident			
Alcohol <input type="text" value="Alcohol"/>			
Officer-related Information			
Officer(s) Injured	Officer(s) Taken to Hospital		
<input type="radio"/> Yes <input checked="" type="radio"/> No *	<input type="radio"/> Yes <input checked="" type="radio"/> No *		

Enter the involved citizen information by entering the citizens last name, and select “Search.”

Involved Citizen Information

Search for Citizen

The database will be searched to determine if the citizen information is already recorded.

Note: Your searches are logged and monitored

Last Name	First Name (optional)
<input type="text" value="smith"/>	<input type="text"/>

If the involved citizen has been entered into either IAPro, or BlueTeam, in the past, their information will be available when entering a citizen. If the involved citizen is listed, click “Select,” and the information will transfer to the incident. If the citizen is not listed, select “No Match” from the bottom left.

Involved Citizen Information

Search for Citizen

The database will be searched to determine if the citizen information is already recorded.

Note: Your searches are logged and monitored

Last Name First Name (optional)

Search Results

Name	D.O.B.	Race	Gender	Address	Phone
Select Smith, Michael	11/22/1982	White	Male	6666 Main Parkway, Ft. Story, AK	(757) 548-4379
Select Smith, Sandra	11/23/1986	Hispanic	Female		(757) 329-7225
Select Smithfield, Robert	9/26/1982	White	Male	3443 Wakefield Street, Newport News, VA 23312	(757) 221-0909
Select Smithfield, Robert	12/4/1971	White	Male	222 N Main Street, Ft. Story, FL 11111	(757) 993-0093

Possible match(es) to the citizen you entered were found. If you see a match click the **Select** link to the left of the citizen's name. If not, click the **No Match** button below.

If you need to change, or enter, either the address, or telephone number, select the appropriate link to change this information. Select “Finished” when completed. NOTE: If you change the existing address, or phone number, the old information will save in IAPro for future use.

Involved Citizen Information

Michael Smith
 Address: 6666 Main Parkway, Ft. Story, AK
 Phone: (757) 548-4379

The involved citizens information will fill into the incident. Next add the involved officer by selecting either “Add Officer,” or “Add Me.” if you are entering your own incident and were involved.

Use of Force Incident Links

Important

- For each involved citizen, you should add any resistances and injuries using the **(involved citizen options)** pull down menu
- For each involved officer you should add any force used and injuries using the **(officer options)** pull down menu

The **Next** button will be disabled until at least 1 officer and the involved citizen is added.

Involved Citizen
Add Involved Citizen

 Smith, Michael Roger - 11/22/1962 - 500-66-3309 - White - Male
 (involved citizen options) ▼

[Resistance Offered by Citizen](#)

[Injuries Caused to Citizen](#)

[Charges](#)

Involved Officers
Add Me
Add Officer

-No involved officers

Citizen Witnesses
Add Citizen Witness

-No citizen witnesses

Officer Witnesses
Add Officer Witness

-No officer witnesses

Next »

The involved citizen and involved officer is now entered into the incident. You can add additional by selecting the appropriate button, or add witnesses by selecting those buttons.

Use of Force Incident Links

Important

- For each involved citizen, you should add any resistances and injuries using the **(involved citizen options)** pull down menu
- For each involved officer you should add any force used and injuries using the **(officer options)** pull down menu

The **Next** button will be disabled until at least 1 officer and the involved citizen is added.

Involved Citizen

Add Involved Citizen

 Smith, Michael Roger - 11/22/1962 - 500-66-3309 - White - Male

(involved citizen options) ▼

[Resistance Offered by Citizen](#)

[Injuries Caused to Citizen](#)

[Charges](#)

Involved Officers

Add Me

Add Officer

 Acosta, Calvin - Officer - ID# 1212

(officer options) ▼

[Force Used by Officer](#)

[Injuries Caused to Officer](#)

Citizen Witnesses

Add Citizen Witness

-No citizen witnesses

Officer Witnesses

Add Officer Witness

-No officer witnesses

Select the hyper link for each of the sub-categories under the involved citizen.

Use of Force Incident Links



Important

- For each involved citizen, you should add any resistances and injuries using the **(involved citizen options)** pull down menu
- For each involved officer you should add any force used and injuries using the **(officer options)** pull down menu

The **Next** button will be disabled until at least 1 officer and the involved citizen is added.

Involved Citizen Add Involved Citizen

Smith, Michael Roger - 11/22/1962 - 500-66-3309 - White - Male (involved citizen options) ▼

[Resistance Offered by Citizen](#)

[Injuries Caused to Citizen](#)

[Charges](#)

Involved Officers Add Me Add Officer

Acosta, Calvin - Officer - ID# 1212 (officer options) ▼

[Force Used by Officer](#)

[Injuries Caused to Officer](#)

Citizen Witnesses Add Citizen Witness

-No citizen witnesses

Officer Witnesses Add Officer Witness

-No officer witnesses



Select the resistance types offered by the citizen. You can select as many from the dropdown which apply. Select injury types, and pinpoint on the body where the injuries occurred. Select charges, you can check all that apply. NOTE: At the end of selecting each, click the “Return to Incident” link in the upper left hand corner.

[Return to Incident](#)

Add Resistance Offered by John Roberts

Add the types of resistance that this individual used against the involved officers. You can also delete any that were entered in error. When finished, click the **Return to Incident** link above.

Resistance Type
<input checked="" type="checkbox"/> Active Aggression
<input checked="" type="checkbox"/> Kicked

Add Resistance

Resistance Type:

Add Injuries for John Roberts

If the citizen was injured, you can add as many injuries as occurred. You are able to delete any entries that have been made in error by clicking on the red X to the left. When finished, be sure to click the **Return to Incident** link above.

Injury	Regions	Injury Locations
<input checked="" type="checkbox"/> Minor Injury	3	1, 2

Add Citizen Injury

Injury / Condition:

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Condition

Add Charges to John Roberts

Add charges against this citizen. You can also delete any that were entered in error. When finished, click the **Return to Incident** link above.

Charge Type
<input checked="" type="checkbox"/> Assault
<input checked="" type="checkbox"/> Battery

Add Charge

Charge:

If there were no injuries, you can select the checkbox next to “No injuries were noted or visible,” and select “Apply.”

No injuries were noted or visible

Select the hyper link for each of the sub-categories under the involved officer.

Use of Force Incident Links

Important

- For each involved citizen, you should add any resistances and injuries using the **(involved citizen options)** pull down menu
- For each involved officer you should add any force used and injuries using the **(officer options)** pull down menu

The **Next** button will be disabled until at least 1 officer and the involved citizen is added.

Involved Citizen Add Involved Citizen

 Smith, Michael Roger - 11/22/1962 - 500-66-3309 - White - Male (involved citizen options) ▼

[Resistance Offered by Citizen](#)

[Injuries Caused to Citizen](#)

[Charges](#)

Involved Officers Add Me Add Officer

 Acosta, Calvin - Officer - ID# 1212 (officer options) ▼

[Force Used by Officer](#) ←

[Injuries Caused to Officer](#) ←

Citizen Witnesses Add Citizen Witness

-No citizen witnesses

Officer Witnesses Add Officer Witness

-No officer witnesses

Select the types of force utilized by the officer. You can select as many from the dropdown which apply. If you are set-up for less lethal force types, you can also enter specific information for a electronic control device. Select the type of force used, and pinpoint on the body where that force was used. Select charges, you can check all that apply. **NOTE:** At the end of selecting each, click the “Return to Incident” link in the upper left hand corner.

Add Force Used by Officer Calvin Acosta

Add Force Used

Force Type

Was Force Effective?
 Yes No

Non-Contact Force
 Was the device **displayed only** or was this a **non-physical** force type?

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Add Force Used by Officer Calvin Acosta

Force Used	Effective?	Regions	Points of contact
<input checked="" type="checkbox"/> Capstun	No	1	1

Add Force Used

Force Type

Was Force Effective?
 Yes No Limited

Less Lethal Details

Serial #
 Cartridge #

Was the device displayed only?
 Was this a projectile / probe deployment?
 Was this a direct contact / drive stun contact?

1
 1
 2
 1

Duration of cycles:

Did the application cause injury?
 Did the probe(s) penetrate the subject's skin?
 Was the subject wearing heavy clothing?
 Was an additional cartridge deployed?
 Was a follow up drive stun conducted?
 Was this an accidental (unauthorized) discharge?

Additional Details

Was this an arc display?
 Citizen was painted with laser / red dot

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Add Officer Injuries for Officer Calvin Acosta

No injuries were noted or visible

If the officer was injured, you can add as many injuries as occurred. You can also delete any entries that have been made in error by clicking on the red X to the left. When finished, click the **Return to Incident** link above.

Add Officer Injury

Injury / Condition

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If there were no injuries, you can select the checkbox next to “No injuries were noted or visible,” and select “Apply.”



Once completed, the incident will have the information entered filled into the Use of Force Blue-Team incident. You can edit the information, or select “Next.”

Involved Citizen Add Involved Citizen

Roberts, John - 12/14/1988 - White - Male (involved citizen options)

Resistance Offered by Citizen

- Active Aggression
- Kicked

Injuries Caused to Citizen

- Minor Injury

Charges

- Assault
- Battery

Smith, Michael Roger - 11/22/1962 - 500-66-3309 - White - Male (involved citizen options)

Resistance Offered by Citizen

- Active Aggression
- Kicked

Injuries Caused to Citizen

- Minor Injury

Charges

- Assault on PO

Involved Officers Add Me Add Officer

Acosta, Calvin - Officer - ID# 1212 (officer options)

Force Used by Officer

- Capstun - Not Effective
- Taser - Effective

Injuries Caused to Officer

- No injuries noted or visible

Citizen Witnesses Add Citizen Witness

-No citizen witnesses

Officer Witnesses Add Officer Witness

-No officer witnesses

You will next be allowed to attach any type of electronic file to the BlueTeam incident. This includes, but is not limited to, audio, video, photographs, Word documents, PDF documents, etc. There is a size limit of 80mb per individual electronic document.

To attach an electronic file, select “Choose File,” and select the file from where you have it stored on your computer. Once attached, enter a description for the file, select a folder to store the file in, and select “Attach File.” You can attach as many files as you want using this process. When you are finished attaching files, select “Next.”

Attach Files

- **Maximum file size is 80 MB.** Larger files will be rejected. Please check the file size before attaching.
- Please be patient. Large files may take some time to upload.
- You can attach multiple files, but they must be attached one at a time.

Step 1 - Choose the file to attach *
 No file chosen

Step 2 - Enter a description for the attachment *

Step 3 - Select a folder for the file (optional)
 ▼

Step 4 -

You will now be able to view the incident you just entered one more time to make and changes, additions, or deletions. Once completed with your check, select “Forward Incident.”

To forward the incident, select “Add Recipient,” and select the person you want to forward the incident to. You can also select to send a copy (read only) to someone else (if this has been activated for your agency). You must enter instructions for the recipient (mandatory), and then select “Forward.”

You will next see a printable copy of the incident you just entered for review. You can print a copy by selecting "Print this Incident" in the upper left hand corner.

CI-Technologies Police Department Use Of Force Report

- [Return](#) to the main menu.
- [Print](#) this Incident. 
- [Duplicate](#) this Incident.

Incident Entered By: Lieutenant Larry Easton

Incident Details

Date Received	Date of Occurrence	Time of Occurrence
12/12/2013	12/12/2013	22:30
Record ID #	Case No	IA No
407	2013-00001	
Date/Time Entered		
12/12/2013 07:36		

Incident Summary

Add the narrative or summary for the incident reporting.

Incident Location

- 1122 Main Street, Suite/Apt: 346, Direction: S, New York, NC 11111

Use of Force Specific Information

Reason for Use of Force	Service Being Rendered	
Assaulting Citizen(s)	Arresting	
Weather Condition	Lighting Condition	Distance to Citizen
Cloudy	Street Light	1 feet to 3 feet
Citizen Injured	Citizen Taken to Hospital	Citizen Arrested
Yes	No	Yes
More than 1 Citizen Involved		
No		
Citizen's Build	Citizen's Height	
Medium	5'10" to 6'0"	
Officer Assessment of Citizen Condition During Incident		
Alcohol		
Officer(s) Injured	Officer(s) Taken to Hospital	
No	No	

Reporting/Involved Citizen Information

John Roberts

DOB: 12/14/1988 Race: White Gender: Male

Address

- 456 Johnson Avenue, Direction: W, New York, NY

Phone

- (222) 555-1212

Types of Resistance Citizen Used Against Officer(s)

- Active Aggression
- Kicked

Injuries sustained by this citizen

Injury	Regions	Injury Locations
Minor Injury	3	1, 2

If you need to duplicate this incident (i.e.: a Use of Force also involves a Vehicle Pursuit, etc.) you can select “Duplicate this Incident” from the upper left hand corner .

CI-Technologies Police Department Use Of Force Report

- [Return](#) to the main menu.
-  [Print](#) this incident.
- [Duplicate](#) this incident. 

Incident Entered By: Lieutenant Larry Easton

Incident Details

Once you select to duplicate the incident, you will be allowed to select the type of incident you want to duplicate it as, and accept, or change, the received date. You will also be asked to verify you want to duplicate the incident. You will be able to access the duplicated incident from your main Blue-Team page, under “Incidents you authored available for edit.”



Duplicate Incident

Note:
Select the incident type and received date for the new incident. The Take Action item list.

Incident Type

* Administrative Investigation

Date Received

* 12/12/2013 (m/d/yyyy)

The page at localhost says:
You are about to duplicate this incident. Continue?

Take Action

- 5 Chain of command incidents are pending your review/approval
- 7 Incidents you authored need to be routed into the chain of command
- 7 Incidents that you authored are available to edit
- 8 Chain routings you sent have not been reviewed by the recipient. Send a reminder or change the recipient.

RESETTING YOUR BLUETEAM PASSWORD

If you have forgotten your BlueTeam password, you can reset it yourself from the BlueTeam site. Once you open the BlueTeam site, select the link titled, "Forgot my Password." You will be asked to enter in your agency email address. Once this is completed, you will receive an email in your agencies email system. The email will provide you a link to enter and then reset your BlueTeam password

Note: Unauthorized users of this application will be prosecuted. All activity is monitored and logged.

Please sign in below

ID:

Password

[Forgot My Password](#)

Note: Unauthorized users of this application will be prosecuted. All activity is monitored and logged.

Password Reset Request Tool

Email Address

[Return to Login](#)

Hello BlueTeam User,

This email has been sent to you because a password reset has been requested for your account. The associated user Id is: 2555.

In the event that this reset was not requested by yourself, please contact your system administrator. The request originated from the IP address: ::1

Click the follow link to reset your password. If for some reason you cannot click the below link, please copy and paste the link into your web browser's address bar:

<http://localhost/BlueTeam/Unrestricted/PasswordReset.aspx?x=EOuqNQhslHVz%2ft%2bFmWghxGjKocS%2fDPtqfViT7NLfb4Xz1AAewOcG5nlu3dOvsItbhphPu4HktSrp5jK%2fS2pCMX%2fcoZSbRNJrfAqLz8u0PIJagZB%2fXiM4NutTBjTkeiddePVH4obns9ADDUnLVfjaQ1IxRm0tL%2fdxwx7Kl2iklWk1RHcMxQjDH%2f1W4YV3KuWH8XcyYiV3aG4oaBfuiiGgeTdXYHJoaXW%2bskVq%2fV%2bis9g6znZxIIYr3OMQrcr30S0BVRgUbo%2bg89Hf9ARyA%2fXU7%2f2oZKxndhLkXTxEX6kDYzOZdio58zrHdp4amiKk2yRcqLccIT58rtLu%2bKkayCKJBjksVjfyhX4%2fLSh2MtJTD%2ft7eWdITrSRzHjViOjnOxRHPEqsqqE2dUA47Xg3iQzo%3d>

This is an automatically generated email. Please do not reply to it.

VEHICLE PURSUIT

When entering a Vehicle Pursuit, the basic information is entered the same as any other incident (i.e.: dates, time, location, narrative, officer and citizen name, etc.). The difference will be a page specific to a vehicle pursuit investigation.

Vehicle Pursuit Details

Please fill out this form as completely as possible, making sure to scroll to the bottom. When completed, click the **Next** button located at the bottom of the form. Fields marked with a * are mandatory.

Pursuit Information		
Reason Pursuit was Initiated	Time of Day of Pursuit	Duration In Minutes
<input type="text"/>	<input type="text"/>	<input type="text"/>
Initial Violation	Weather Conditions	Maximum Speed (MPH)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pursuit Distance	Type of Vehicle Pursued	
<input type="text"/>	<input type="text"/>	
Beginning Location	Ending Location	
<input type="text"/>	<input type="text"/>	
Agency Initiating Pursuit	Agency Ending Pursuit	
<input type="text"/>	<input type="text"/>	
Event that Concluded Pursuit	DUI Factors	
<input type="text"/>	<input type="text"/>	
Helicopter Info	Stop Device Info	In-car Camera Info
<input type="checkbox"/> Helicopter available <input type="checkbox"/> Helicopter used	<input type="checkbox"/> Stop device was used <input type="text"/>	<input type="checkbox"/> In-car camera available <input type="checkbox"/> In-car camera used Camera video ID # <input type="text"/>
Aircraft Info		
<input type="checkbox"/> Aircraft available <input type="checkbox"/> Aircraft used		
Additional Information		
<input type="checkbox"/> The pursuit was aborted Pursuit aborted by: <input type="text"/>	<input type="checkbox"/> DUI arrest <input type="checkbox"/> Liability claim filed	<input type="checkbox"/> Pursuit was justified <input type="checkbox"/> Pursuit was within policy
Amount of Damage: (enter damage in the form ###,##)		
<input type="checkbox"/> An accident occurred		
Type of Property Damage	Parties Injured	
<input type="text"/>	<input type="text"/>	
Suspect Vehicle	Police Vehicle	Parked Vehicle
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Property Damage	Other	
\$ <input type="text"/>	\$ <input type="text"/>	
Offender Details		
Offender Sex	Age of Offender	Offender Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

VEHICLE ACCIDENT

When entering a Vehicle Accident, the basic information is entered the same as any other incident (i.e.: dates, time, location, narrative, officer and citizen name, etc.). The difference will be a page specific to a vehicle accident investigation.



Vehicle Accident Details

Please fill out this form as completely as possible, making sure to scroll to the bottom. When completed, click the **Next** button located at the bottom of the form. Fields marked with a * are mandatory.

Accident Information	
Time of Accident	Cause of Accident
<input type="text" value=""/>	<input type="text" value=""/>
Weather Condition	
<input type="text" value=""/>	
Vehicle Information	
Vehicle Info/Description	Vehicle ID
<input type="text" value=""/>	<input type="text" value=""/>
Amount of Damage	
Departmental Vehicle Damage	Other Vehicle(s) Involved Damage
\$ <input type="text" value=""/>	\$ <input type="text" value=""/>
Injury Information	
Employee was Injured	Others were Injured
* <input type="radio"/> Yes <input type="radio"/> No	* <input type="radio"/> Yes <input type="radio"/> No
Employee was at Fault	
<input type="radio"/> Yes <input type="radio"/> No	
(Note: For supervisory assessment only)	
<input type="button" value="Next »"/>	