

The logo for IAPro, with 'IA' in red and 'PRO' in black.

THE LEADING PROFESSIONAL STANDARDS SOFTWARE. WORLDWIDE.

[www.iapro.com](http://www.iapro.com)

## **IAPro Instructional Manual**

**MARCH 2019**

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## Overview

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The IAPRO software was designed to assist law enforcement Internal Affairs and Professional Standards Units but is now used by many entities other than just law enforcement such as school systems, hospitals, universities, fire departments, EMS services and Human Resources departments.

## Introduction

From its inception, IAPRO has supported the following core needs:

- Early intervention – Also known as early warning, early intervention encompasses the proactive identification of possible performance problems within the organization. Performance problems can be identified at the employee, unit or allegation level, among others. IAPRO supports the early intervention concept via its alert functions, and also various reports and data display interfaces.
- Case management – The handling of citizen complaints and other internal investigations in a timely and effective manner is crucial to the effectiveness of IAPRO customers. IAPRO has many features that support this concept, often with unique, graphical interfaces that are easy to learn and utilize.
- Statistical reports and charts – A wide range of these are available from IAPRO, many of which are highly configurable in a user-friendly manner.
- Security and access control - Data in IAPRO is secured so that access can be controlled based on need-to-know concepts. In addition, many key IAPRO features can be accessed individually by each IAPRO user. The IAPRO system administrator is in charge of maintaining each IAPRO user's access rights and privileges.
- Automated correspondence – IAPRO offers several approaches to supporting the time-consuming endeavor of generating letters and other documents.

Before we go into how IAPRO addresses these core needs, we need to first take a look at the information IAPRO stores and how it fits together, along with some basic usage concepts.

Information in IAPRO centers on the concept of incidents. Understanding incidents is a crucial first step in understanding IAPRO.

***An incident is an individual item of work such as an investigation of a citizen's complaint, or a reportable event such as a vehicle accident or use-of-force.***

To differentiate between different types of incidents, IAPRO includes an incident type identifier. IAPRO's data entry format ensures that this is the case.

With some important exceptions, incident types are customer-defined. Typical incident types used by IAPRO customers include citizen complaint, administrative investigation and citizen inquiry. Customer defined incident types can be added at any time and setting up the initial incident types is part of the IAPRO configuration process when the customer is first installed.

The exceptions to customer-defined incident types are those that come "hard-wired" in IAPRO. These are also termed as reportable or statistical incidents, and include the use of force, vehicle accident, firearm discharge, vehicle pursuit, stop, K9 utilization, etc.

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These hard-wired or statistical incident types include data elements -- or fields -- and other features that are specific to the type of incident represented. Therefore, you'll find fields such as citizen taken to hospital included with Use of force incidents, and type of stop device used included with Vehicle pursuit incidents.

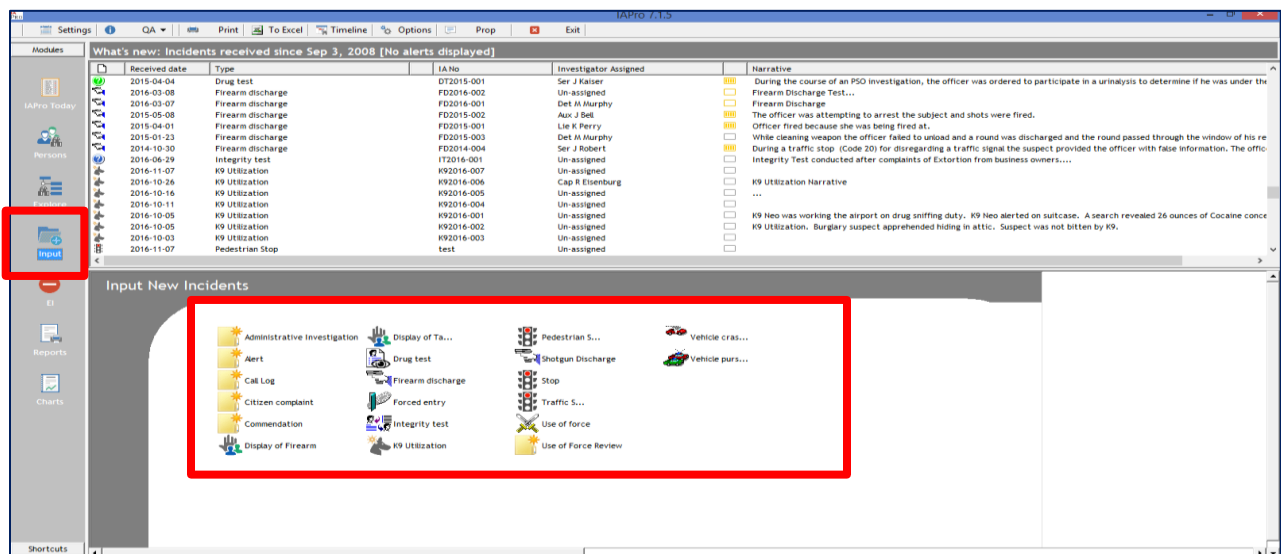
Citizen complaint	<b>Response to resistance (Use-of-force)</b>
Administrative investigation	<b>Vehicle pursuit</b>
Inquiry	<b>Firearm discharge</b>
Citizen Contact	<b>Vehicle Collision</b>
Property Loss/Damage	<b>Stop</b>
Commendation/Award	<b>K9 Utilization</b>
Inspection	<b>Drug Test</b>
Background Investigation	<b>Show of Force</b>
EEOC Complaint	<b>Integrity Test</b>
Worker's Comp Claim	<b>Forced Entry</b>

Table 1: Examples of incident types

# Basic Incident Entry and Case Management

## Entering Incidents

By clicking on the “Input” icon under Modules/Shortcuts, you can select the incident type you wish to enter.



Once you select the incident type, it will ask you to choose the access level for the incident. Each user of IAPRO has been given an access level by the administrator. This allows the administrator to control who can access certain incidents in the system.



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The date of receipt will appear as today's date. The user can change this date if needed. To enter a date in any field, you enter the numbers of the date without any formatting such as dashes or slashes. IAPro will format the date for you. For instance, in this incident, the date would be entered as 112016 or 11202016. Either sequence will work. The user will proceed to the next screen to continue entering the incident.

An incident wizard screen will appear.

Received: 11/20/2016 Time: IA No: Case No:

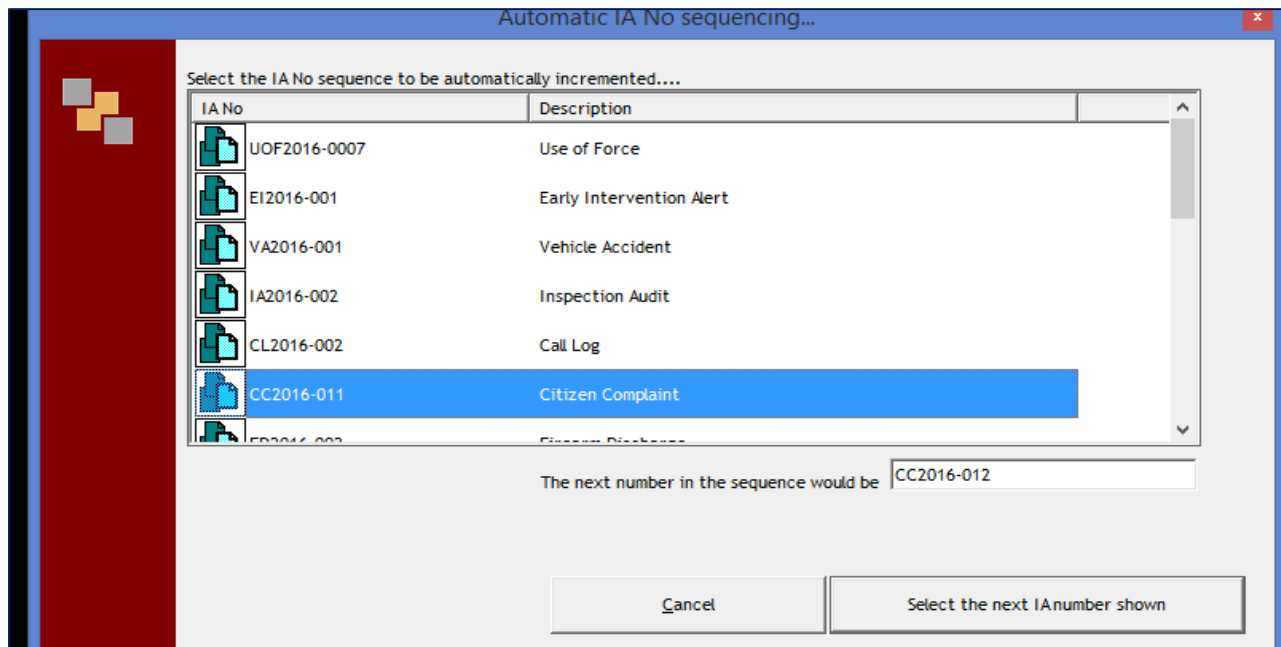
- Incident links
  - Involved citizens
  - Involved employees
  - Witnesses
  - Linked files
  - Linked numbers

Run QAcheck... Back Next

## Automatic IA number sequencing

IAPro can be configured to automatically sequence and enter your IA number.

One or more sequences can be configured by the IAPro administrator, so that IAPro users can choose the sequence that's appropriate to the type of incident being entered and have the next number in sequence be generated.



*In the example above, several sequences that have been configured by the IAPro administrator, and the lower sequence for "Citizen Complaint" has been selected by the user.*

Automatic numbering is activated by the administrator.

Received: 11/20/2016 Time: IA No: Case No:

Incident links

Automatic IA No sequencing...

Select the IA No sequence to be automatically incremented....

IA No	Description
UOF2016-0007	Use of Force
EI2016-001	Early Intervention Alert
VA2016-001	Vehicle Accident
IA2016-002	Inspection Audit
CL2016-002	Call Log
CC2016-012	Citizen Complaint
CC2016-013	Citizen Complaint

The next number in the sequence would be CC2016-013

Cancel Select the next IAnumber shown

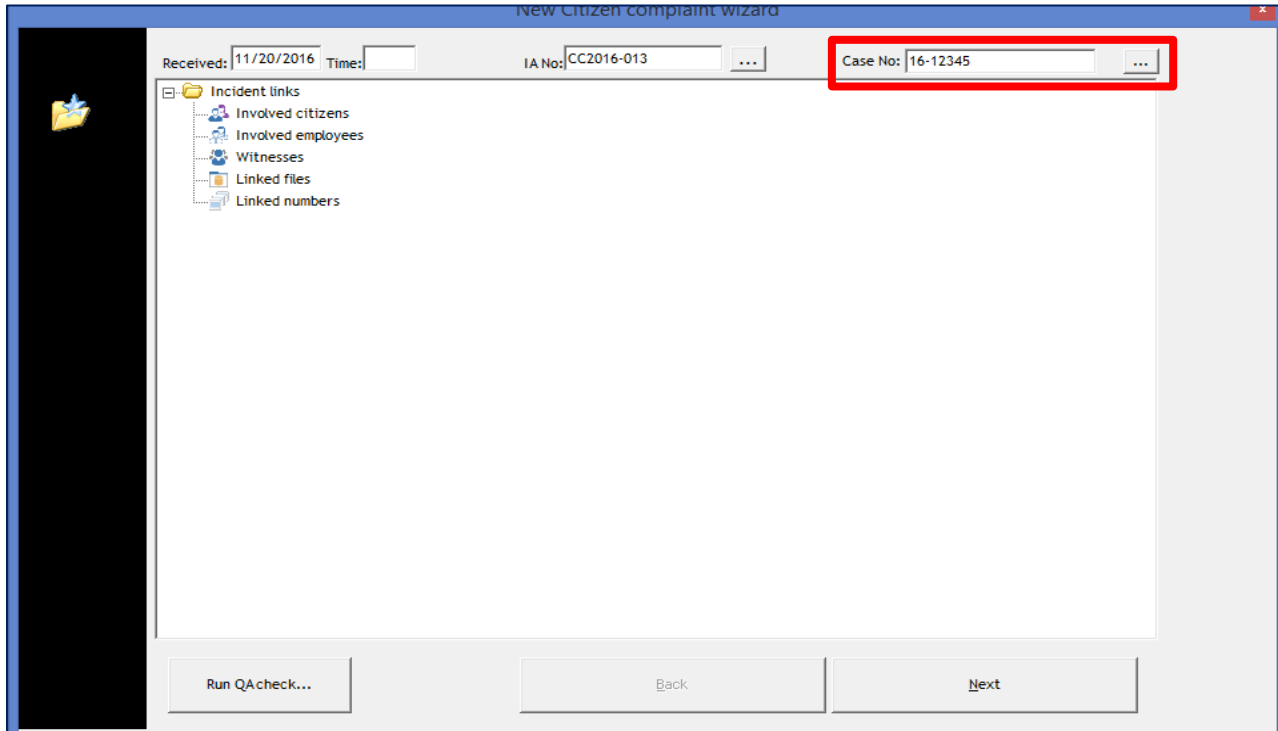
Run QAcheck... Back Next

Note: Many of our customers choose to use one numbering system for all incidents. If your organization chooses to not use the automatic numbering, you can still select numbers in a sequence by clicking on the three dots next to the IA number field noted in the picture above.



## Case Numbering

The **case number** field is intended to capture the RMS, CAD or incident number of the law enforcement incident that the complaint or IA case is related to. These fields are usually populated by the user free-typing into the field or by being populated as it is entered via BlueTeam.



The screenshot shows the 'New Citizen complaint wizard' window. At the top, there are input fields for 'Received: 11/20/2016', 'Time:', 'IA No: CC2016-013', and 'Case No: 16-12345'. The 'Case No:' field is highlighted with a red box. Below these fields is a list of incident links: 'Involved citizens', 'Involved employees', 'Witnesses', 'Linked files', and 'Linked numbers'. At the bottom of the window are three buttons: 'Run QCheck...', 'Back', and 'Next'.

## The Links of an Incident

### Linking Citizens and Employees

Citizens and Employees are the parties that are normally involved in incidents.

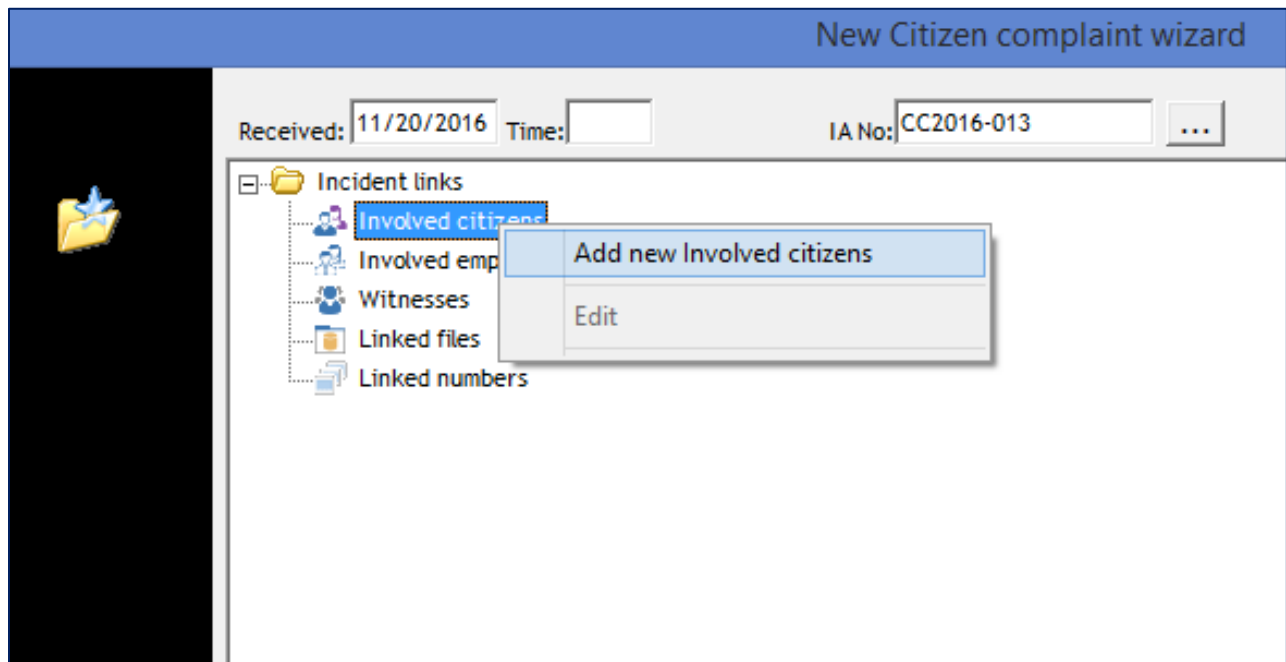
A citizen is the primary involved party in a citizen complaint. In such a role, they are the complainant. Internally generated investigations will be less likely to have citizen complainants. When a citizen is linked to a hard-wired reportable incident, they are known as an involved citizen, rather than complainant. Citizens can also be linked to incidents as witnesses.

Employees can be associated with incidents as involved employees, complainants (for example when one employee makes a complaint against another or when the employee is a reporting supervisor) or witnesses.

An unlimited number of citizens and employees can be linked to each incident.

IAPRO stores information relevant to each citizen such as name, date-of-birth, etc. It stores information similarly on each employee, including his or her current assignment, which can be convenient for statistical purposes.

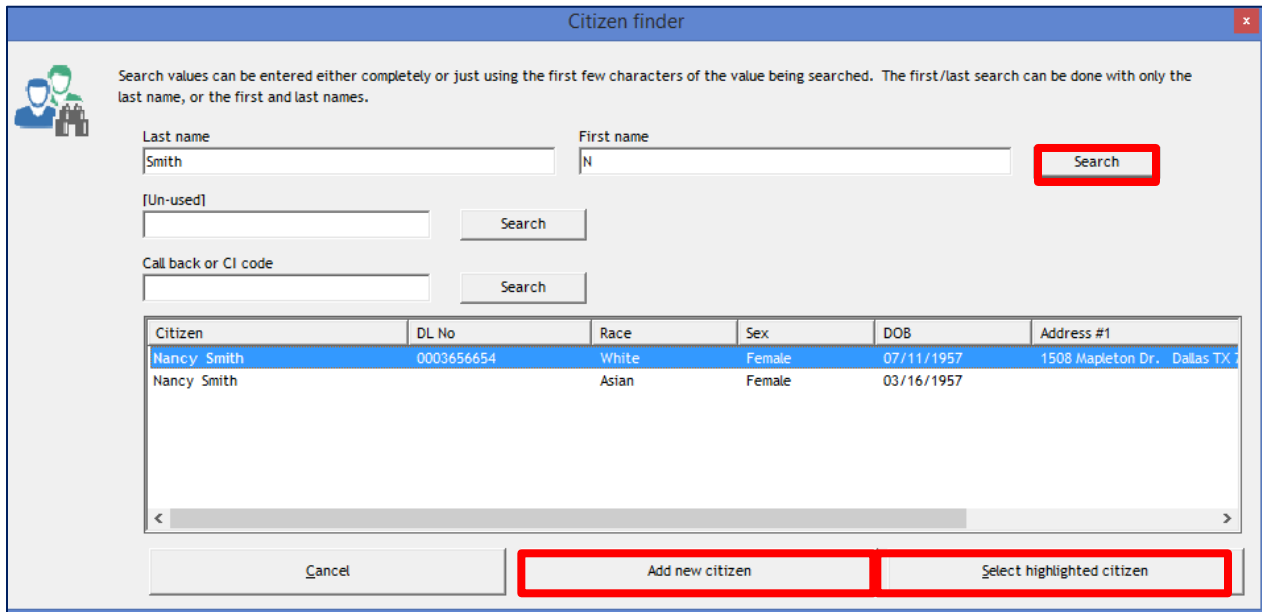
**Everything on the “Links” page or tab uses “right click” functionality.** To add the involved citizen or citizen complainant in IAPRO, “right click” on “Involved citizens” and click on “Add new involved citizen.”



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The “Citizen Finder” screen appears for the user to search the system for the involved citizen in case this citizen has been linked to prior incidents or to add a new involved citizen. Type in the last name and first initial of the involved citizen and search. Citizens will appear in the bottom of the screen. If you find a match, highlight the name and click on “Select highlighted citizen.” If you do not find a match, select “Add new citizen” and enter the new citizen’s information.



The "Citizen finder" window has a blue title bar and a red close button. It contains a search instruction, input fields for last and first names, and a search button. Below these are two more search fields labeled "[Un-used]" and "Call back or CI code". A table of search results is shown, with the first row highlighted. At the bottom are buttons for "Cancel", "Add new citizen", and "Select highlighted citizen".

Search values can be entered either completely or just using the first few characters of the value being searched. The first/last search can be done with only the last name, or the first and last names.

Last name: Smith First name: N Search

[Un-used] Search

Call back or CI code Search

Citizen	DL No	Race	Sex	DOB	Address #1
Nancy Smith	0003656654	White	Female	07/11/1957	1508 Mapleton Dr. Dallas TX
Nancy Smith		Asian	Female	03/16/1957	

Cancel Add new citizen Select highlighted citizen

When you select the citizen, the system will ask for the role of the citizen in the incident.



The "Reporter identification" window has a blue title bar and a red close button. It contains a question, two radio button options, and two buttons at the bottom.

Reporter identification

Indicate the role of the citizen in reporting the complaint....

☒ This citizen is the person reporting the complaint

☐ This citizen is NOT the person reporting the complaint

Cancel Next

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The citizen's snapshot appears and the user will complete this section to the best of their knowledge. This information will be available for reporting purposes. (Note: this enhanced citizen snapshot only appears if it has been selected via the incident type by the program administrator)

**Citizen snapshot**

Key "snapshot" information pertaining to the citizen at the time of the incident

Information pertaining to citizen during incident

Citizen was homeless at time of their involvement: ☒ No ☐ Yes ☐ Not known

Citizen language

Citizen exhibited limited or no english language proficiency: ☐ No ☒ Yes ☐ Not known

Citizen's primary language:

Citizen's expressed gender:

Citizen's sexual orientation if expressed:

Employee's assessment was citizen was experiencing critical mental issue(s): ☒ No ☐ Yes ☐ Not known

Did the citizen self report as experiencing mental issues? ☒ No ☐ Yes ☐ Not known

Citizen age

Citizen age when incident was received:

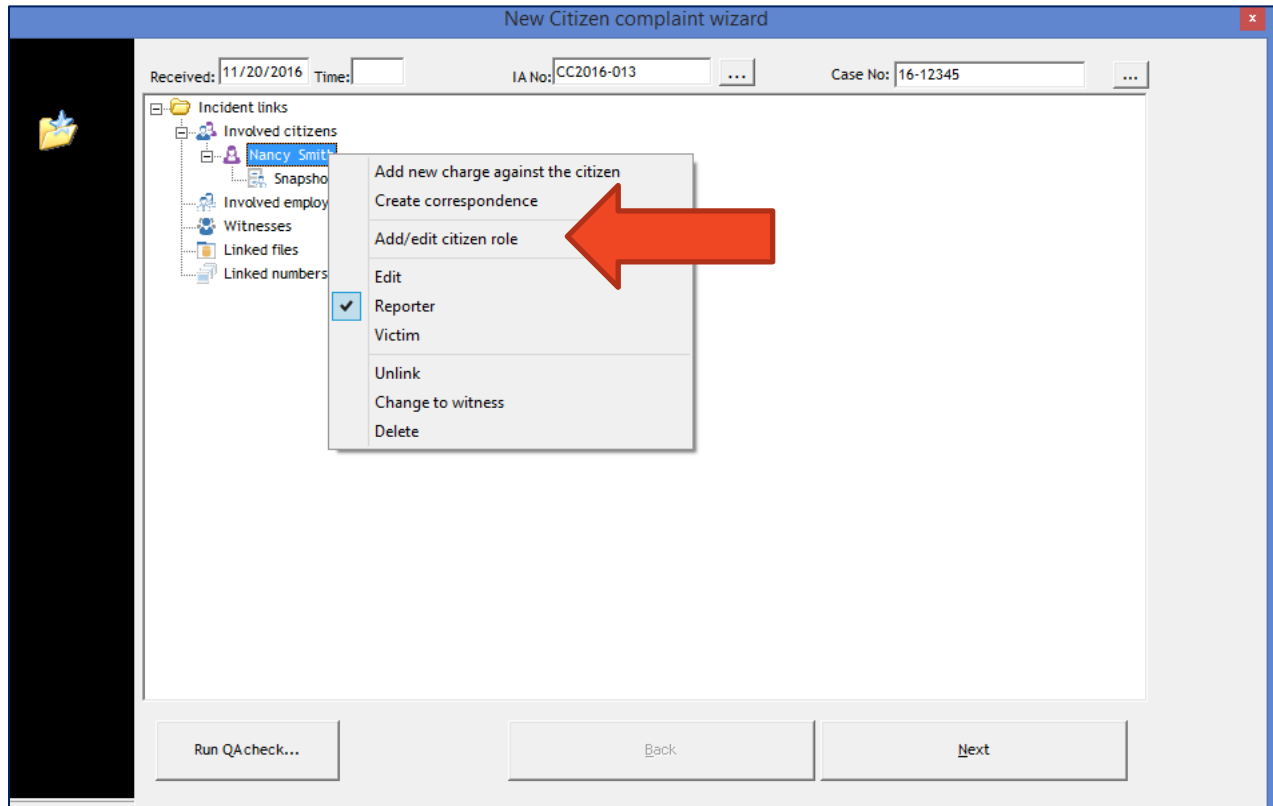
Citizen armed

Citizen was armed at the time of the incident ☐ No ☐ Yes ☒ Not known

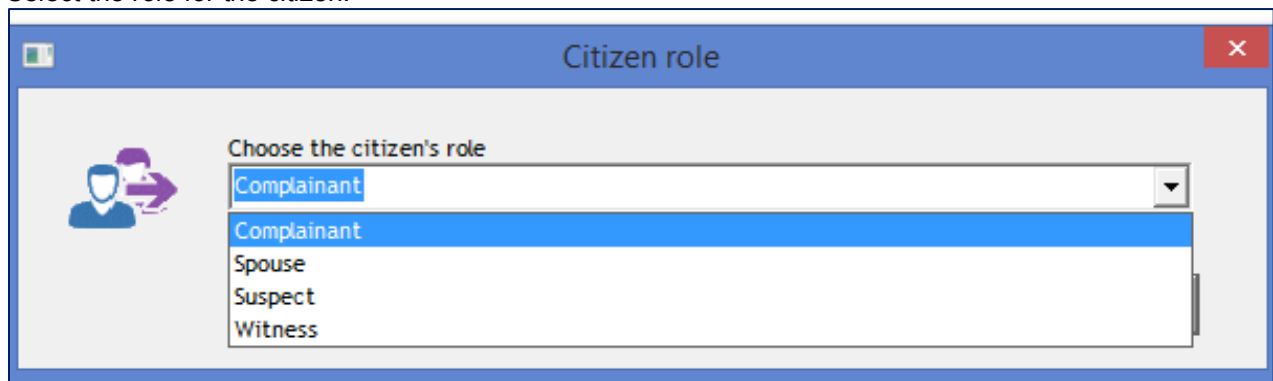
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Once the citizen is linked, there are several options available by right clicking on the citizen's name. One of the more important options is the ability to add a role for the citizen. This can be especially useful in later reports.



Select the role for the citizen.

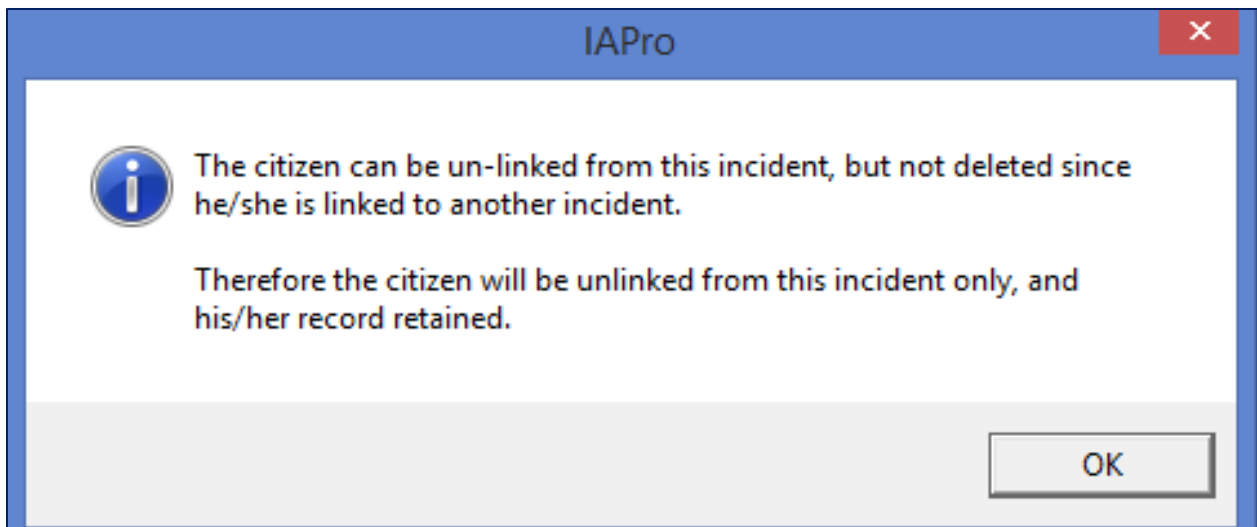
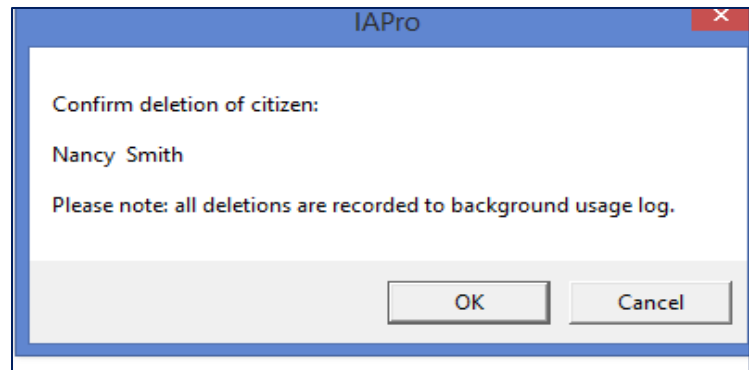
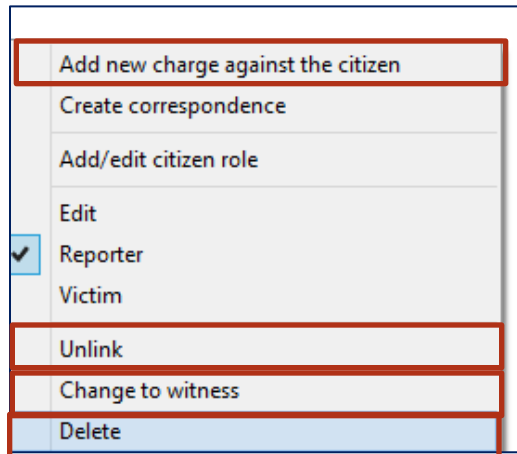


Additional roles for citizen might be Bystander, Reporting Person, Driver, Passenger, Ride-along, etc.

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The user can also add criminal charges to the involved citizen as well as unlink and delete them from the incident if needed. Unlinking the involved citizen is preferred over deletion and the system will not allow the deletion of a citizen if that citizen is linked to other incidents.



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Adding the involved employee(s) is accomplished by right clicking on “Involved employees.”

New Citizen complaint wizard

Received: 11/20/2016 Time: IA No: CC2016-013 Case No: 16-12345

Incident links

- Involved citizens
  - Nancy Smith - Complainant
- Snapshot info
- Involved employ
- Witnesses
- Linked files
- Linked numbers

Context menu for 'Involved employ':

- Add new Involved employees
- Edit
- Add an unknown employee.....

Buttons: Run QAcheck..., Back, Next

A search form will appear and the user will search for the involved employee.

Employee search form

Search values can be entered either completely or just using the first few characters of the value being searched. The first/last search can be done with only the last name, or the first and last names.

Last name: acosta First name: Search

Payroll #: Search

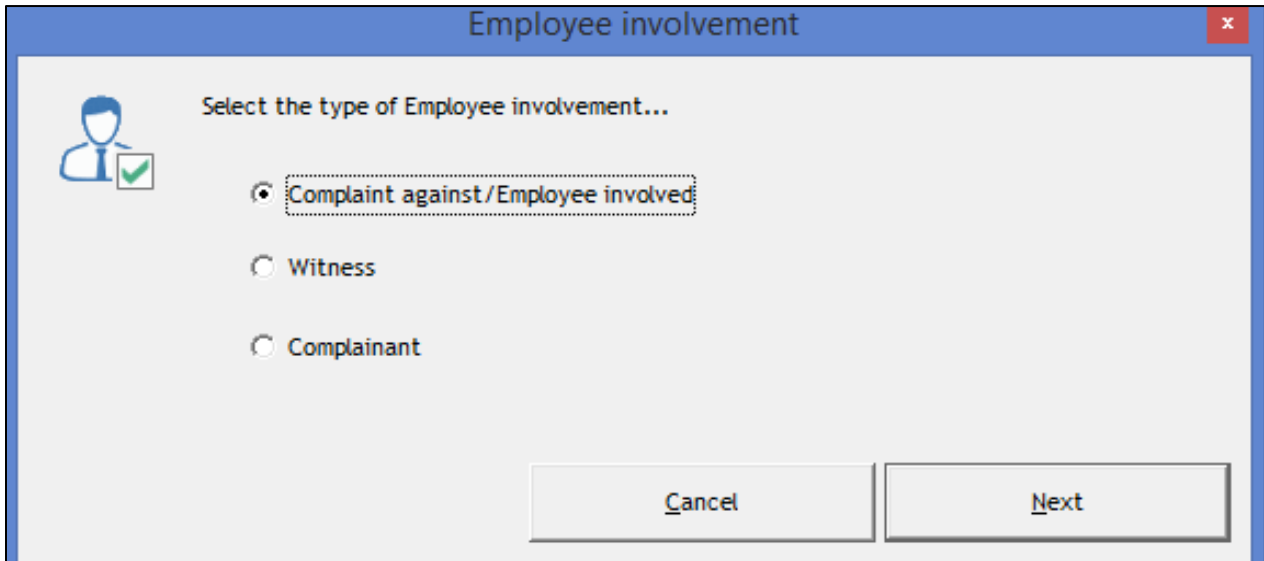
Badge/ID number: Search Social security number: Search

Officer	Payroll #	Race	Sex	Badge/ID #	Subject ID
Officer Calvin Robert Acosta	1212	White	Male	582	223-87-00

Buttons: Cancel, Add new employee, Select highlighted employee

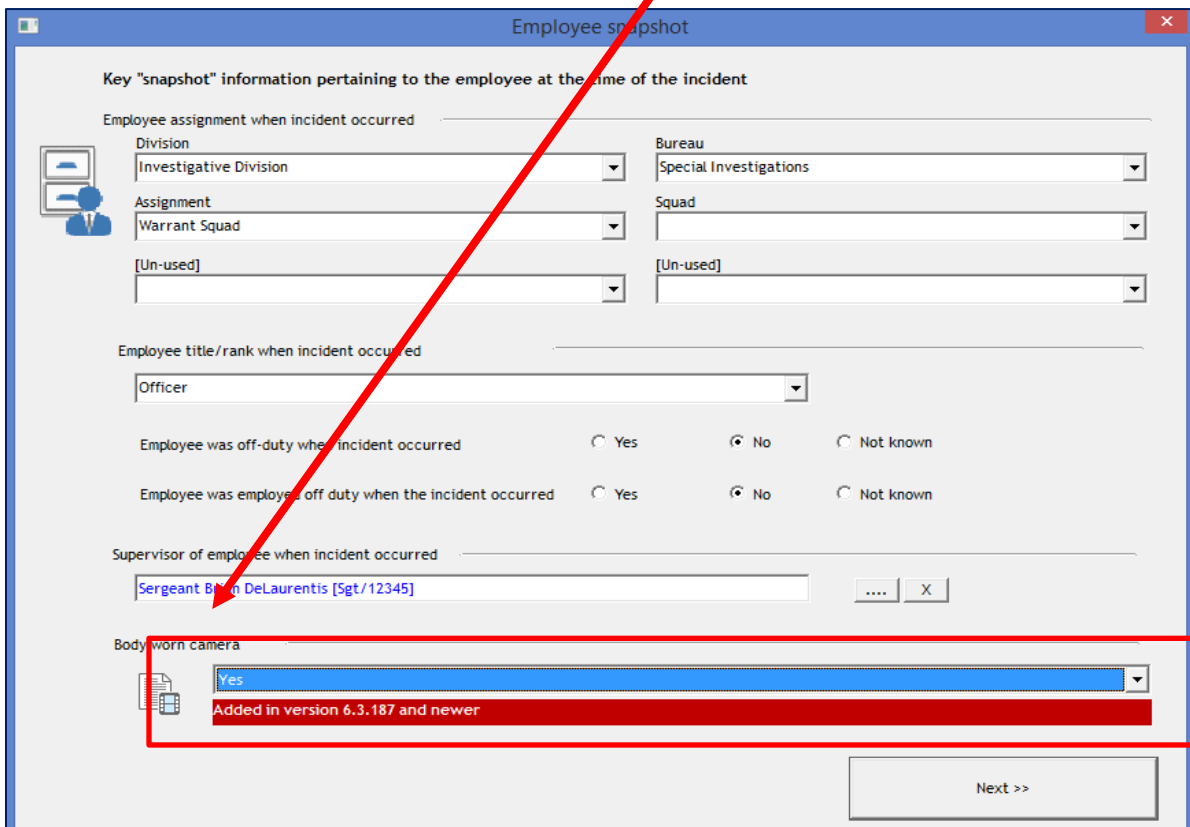
Highlight the employee when they appear in the bottom portion of the search form and click on “Select highlighted employee.”

Select the employee's involvement.



The dialog box titled "Employee involvement" contains a section "Select the type of Employee involvement..." with a person icon and a checkmark. It features three radio button options: "Complaint against/Employee involved" (selected), "Witness", and "Complainant". At the bottom are "Cancel" and "Next" buttons.

The employee's snapshot will appear and the user will complete. It is at this time, the user can designate whether the employee was wearing a "Body worn camera."



The "Employee snapshot" form contains the following fields and options:

- Key "snapshot" information pertaining to the employee at the time of the incident**
- Employee assignment when incident occurred**
  - Division: Investigative Division
  - Bureau: Special Investigations
  - Assignment: Warrant Squad
  - Squad: [Empty]
  - [Un-used]: [Empty]
- Employee title/rank when incident occurred**
  - Officer
- Employee was off-duty when incident occurred**
  - Yes
  - No (selected)
  - Not known
- Employee was employed off duty when the incident occurred**
  - Yes
  - No (selected)
  - Not known
- Supervisor of employee when incident occurred**
  - Sergeant Brian DeLaurentis [Sgt/12345]
- Body worn camera**
  - Yes (selected)

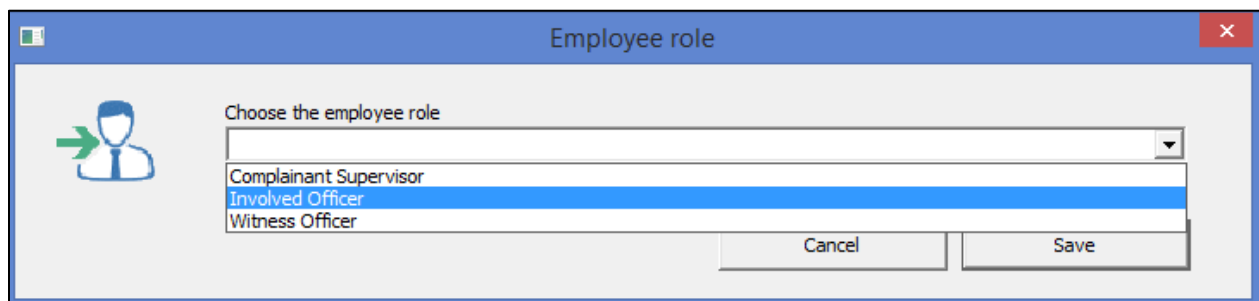
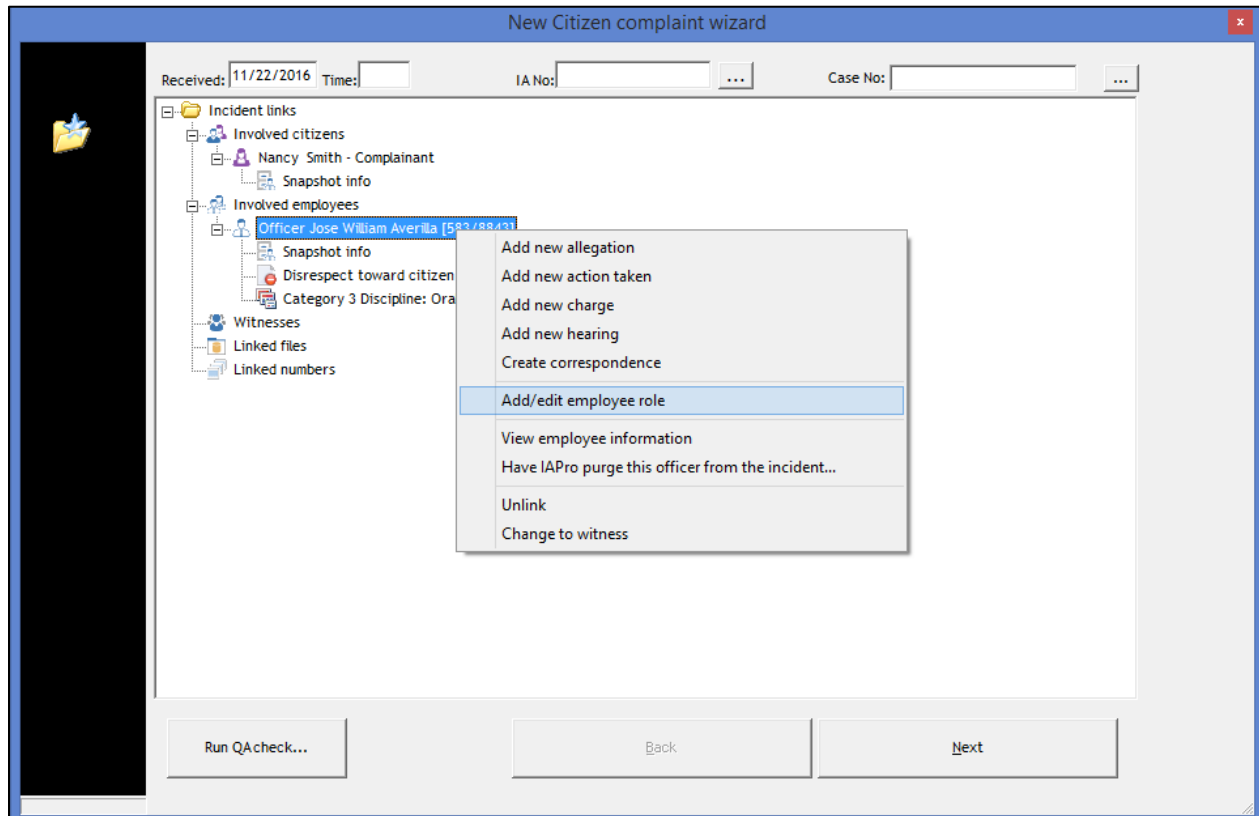
A red diagonal line is drawn across the form. A red box highlights the "Body worn camera" section, which includes a red banner stating "Added in version 6.3.187 and newer". A "Next >>" button is at the bottom right.



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A role can be selected for an involved employee. Right click on the employee's name and select their role in the incident.



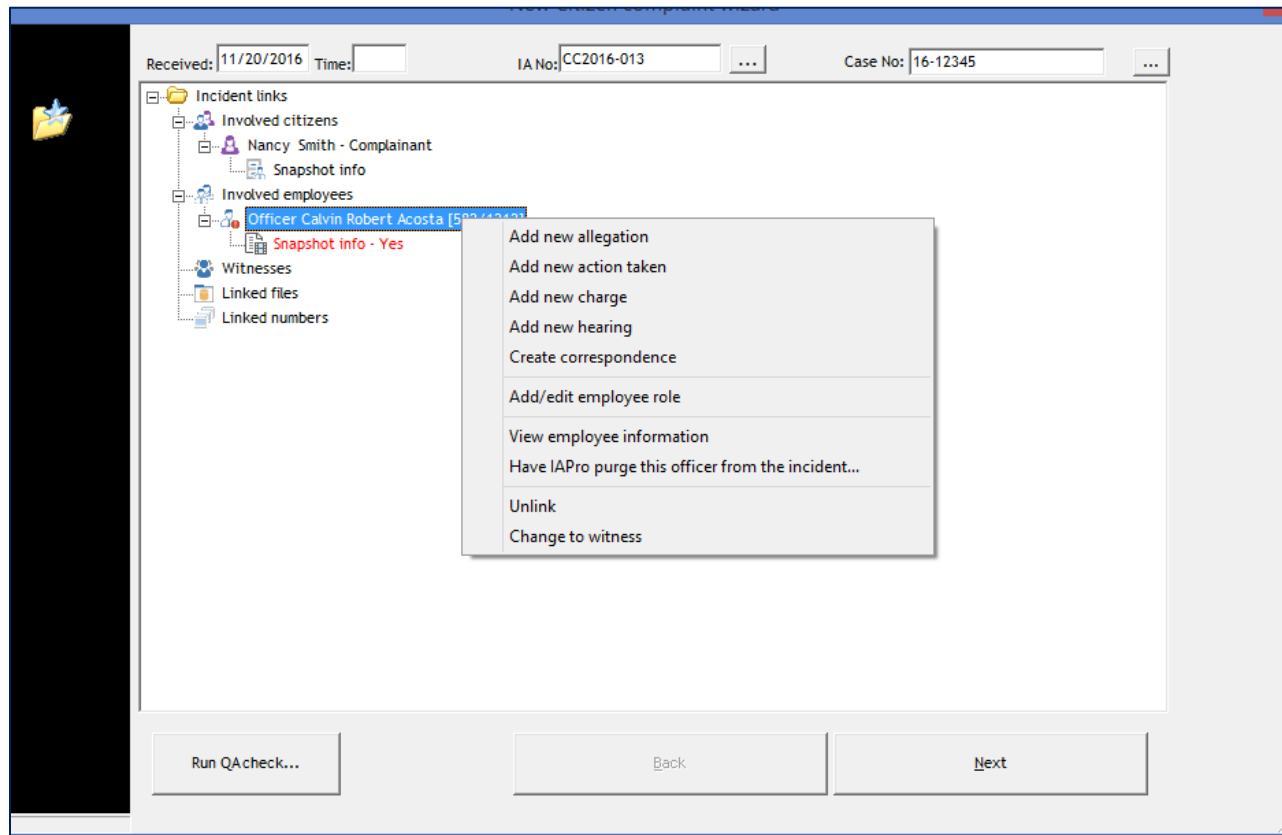
Additional examples of employee roles might be Primary Driver, Passenger (Pursuits, Accidents) or Secondary Driver (Pursuits). You might also use Field Training Officer, Probationary Officer, Supervisor, etc.

Different incident types have different employee roles.

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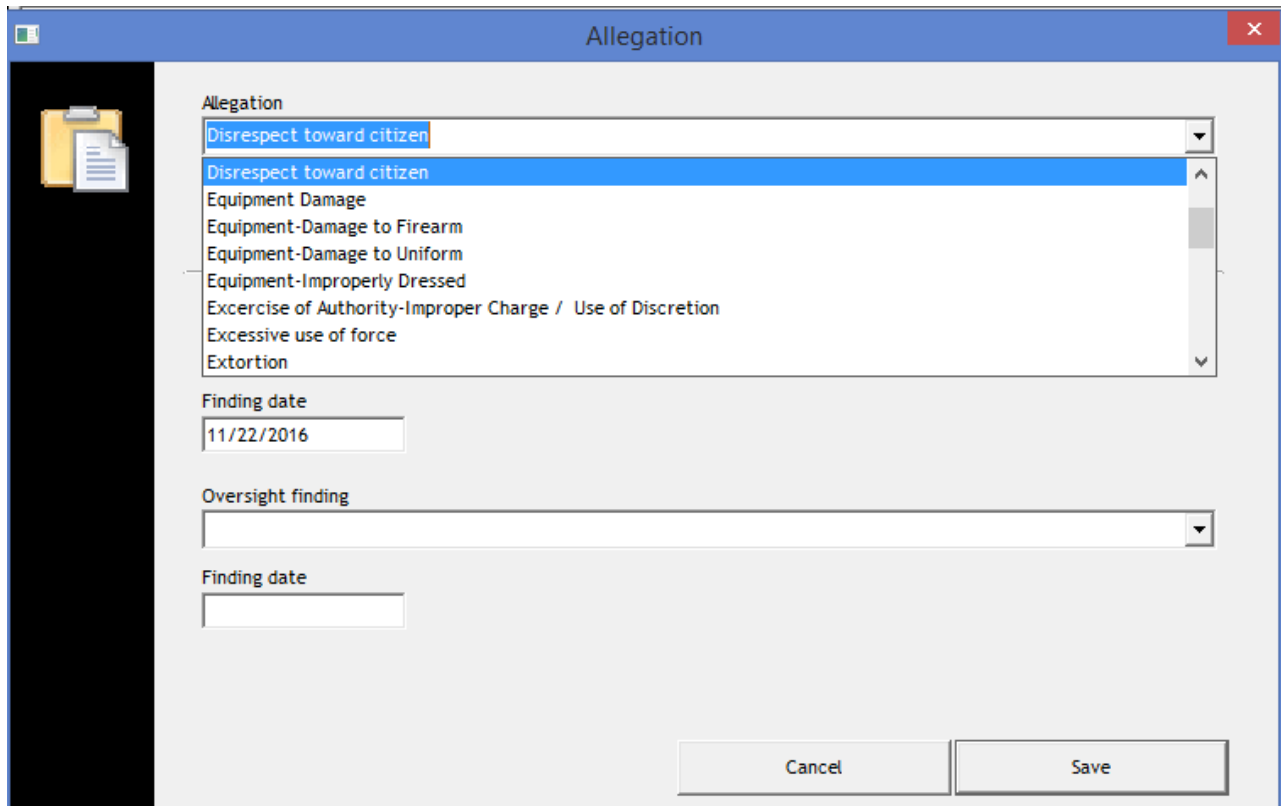
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By right clicking on the involved employee's name, the user exposes options for building out the incident.



## Linking of Allegations

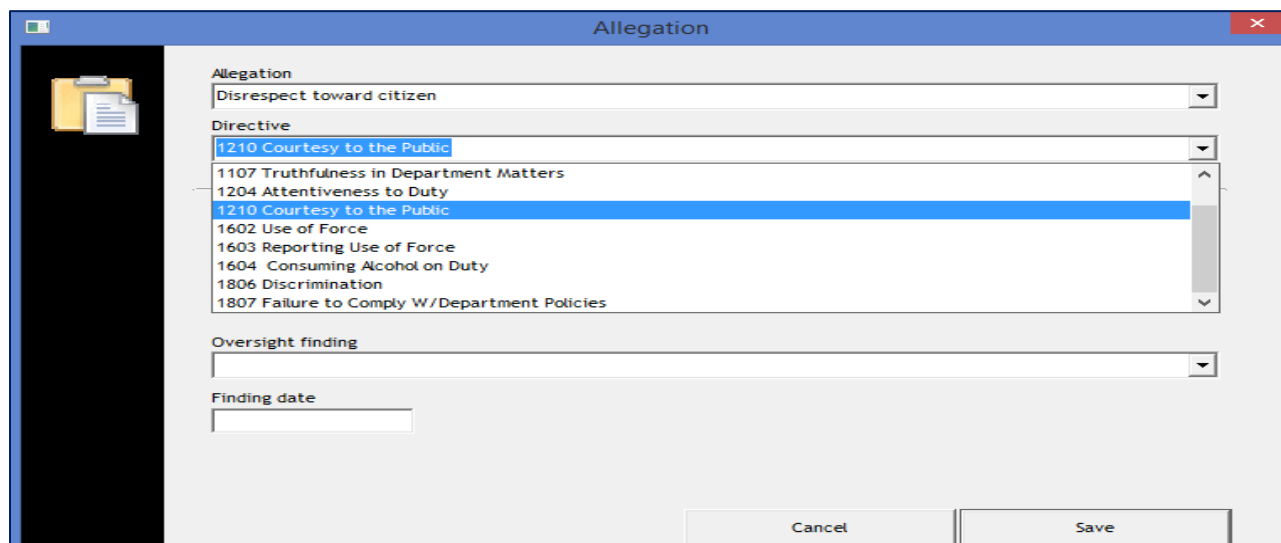
To add an allegation, click on “Add new allegation” and select an allegation from the drop-down list.



The screenshot shows a web application window titled "Allegation". On the left is a sidebar with a folder icon. The main area contains the following fields:

- Allegation:** A dropdown menu with "Disrespect toward citizen" selected and highlighted in blue. The list of options includes: Disrespect toward citizen, Equipment Damage, Equipment-Damage to Firearm, Equipment-Damage to Uniform, Equipment-Improperly Dressed, Exercise of Authority-Improper Charge / Use of Discretion, Excessive use of force, and Extortion.
- Finding date:** A text input field containing "11/22/2016".
- Oversight finding:** A dropdown menu.
- Finding date:** An empty text input field.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

Along with the allegation, you have the ability to link the directive or policy where the allegation is found in your department's policies and procedures. The "directive" or policy violation is usually selected at the same time as the allegation.



This screenshot shows the same "Allegation" form, but with the "Directive" dropdown menu open. The "Allegation" field remains "Disrespect toward citizen". The "Directive" list includes: 1210 Courtesy to the Public (highlighted in blue), 1107 Truthfulness in Department Matters, 1204 Attentiveness to Duty, 1602 Use of Force, 1603 Reporting Use of Force, 1604 Consuming Alcohol on Duty, 1806 Discrimination, and 1807 Failure to Comply W/Department Policies. The "Finding date" field is now empty. The "Cancel" and "Save" buttons are at the bottom right.

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Findings are associated with allegations and directives and before closing an incident, each allegation should also have a finding with a finding date.

The screenshot shows the 'Allegation' form in the IAPro system. The form is titled 'Allegation' and contains several fields for data entry. On the left side, there is a vertical sidebar with a folder icon and a document icon. The main form area has the following fields:

- Allegation:** A dropdown menu with 'Disrespect toward citizen' selected.
- Directive:** A dropdown menu with '1210 Courtesy to the Public' selected.
- Finding:** A dropdown menu with 'Sustained' selected.
- Finding date:** A text input field containing '11/22/2016'.
- Oversight finding:** A dropdown menu.
- Finding date:** An empty text input field.

At the bottom of the form, there are three buttons: 'Run QAccheck...', 'Back', and 'Next'. The 'Next' button is highlighted with a blue border.

With a finding of "Sustained," an action taken should be entered.

The screenshot shows the 'New Citizen complaint wizard' in the IAPro system. The wizard is titled 'New Citizen complaint wizard' and has a blue header bar. It contains several input fields for case information:

- Received:** A date input field containing '11/22/2016'.
- Time:** An empty time input field.
- IA No:** An empty input field with a dropdown arrow.
- Case No:** An empty input field with a dropdown arrow.

Below the input fields, there is a tree view showing the incident structure:

- Incident links**
  - Involved citizens**
    - Nancy Smith - Complainant
      - Snapshot info
  - Involved employees**
    - Officer Jose William Averilla [580 / 88431]
      - Snapshot info
      - Disrespect toward citizen
  - Witnesses**
  - Linked files**
  - Linked numbers**

A context menu is open over the 'Officer Jose William Averilla' entry, showing the following options:

- Add new allegation
- Add new action taken
- Add new charge
- Add new hearing
- Create correspondence
- Add/edit employee role
- View employee information
- Have IAPro purge this officer from the incident...
- Unlink
- Change to witness

At the bottom of the wizard, there are three buttons: 'Run QAccheck...', 'Back', and 'Next'. The 'Next' button is highlighted with a blue border.

[Click here to return to Table of Contents](#)

## Linking of Actions Taken

Select the “Action” from the dropdown list. The system will provide an “Action Taken” date and the ability to add a narrative, select a category and mark the action complete.

**Action taken window**

Action taken  
Oral Admonishment

Action taken date  
11/22/2016

Days/hours suspended/assessed, if applicable

Narrative  
Immediate supervisor issued the Oral Admonishment

Manage

☐ Incident investigation/discipline handled at the field/unit level

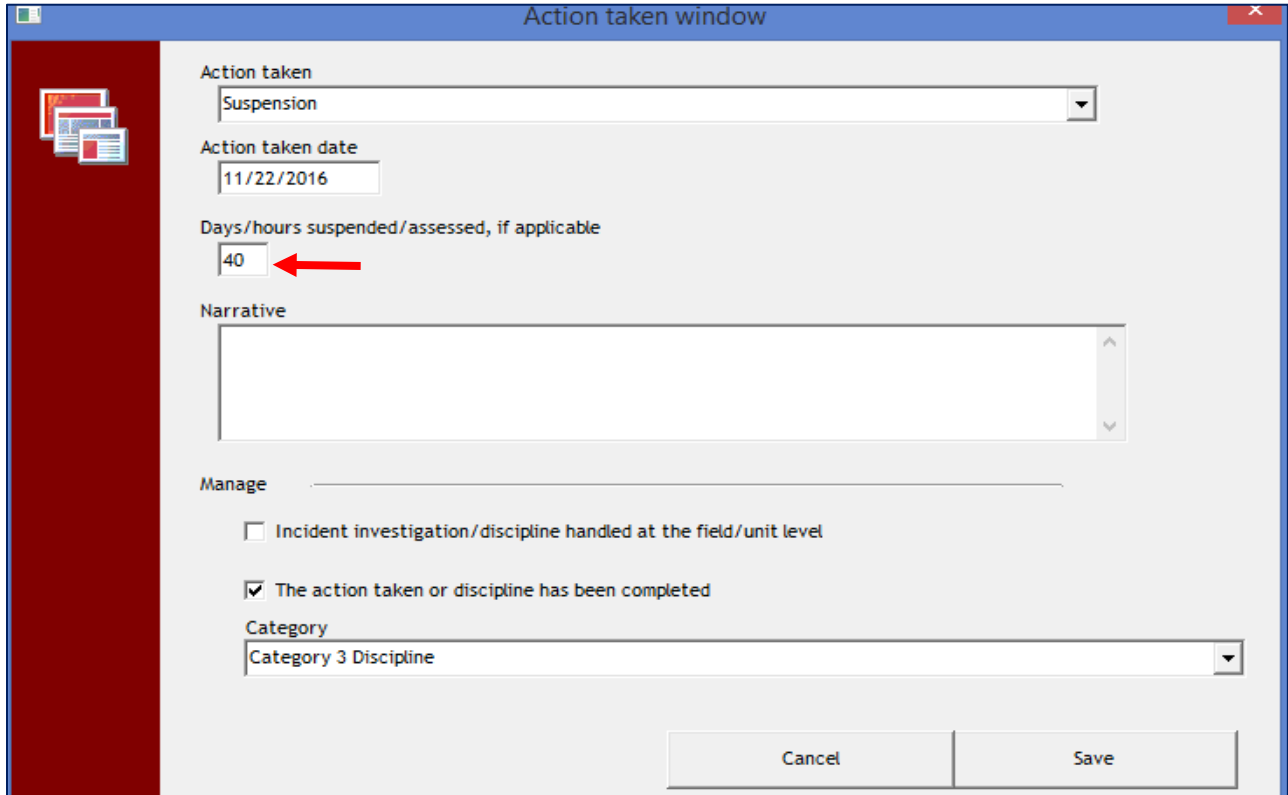
☒ The action taken or discipline has been completed

Category  
Category 1 Discipline

Cancel Save

If the action taken is a suspension, a box is provided for days or hours suspended. If in your department, Employees work different shifts, like four ten-hour days or three twelve-hour days and other employees work five eight-hour days, then you should enter the time as hours. If everyone in the department works the same number of hours in a day, then using days would be easiest.

In this example, the suspension is entered in hours. (One week at 40 hours)

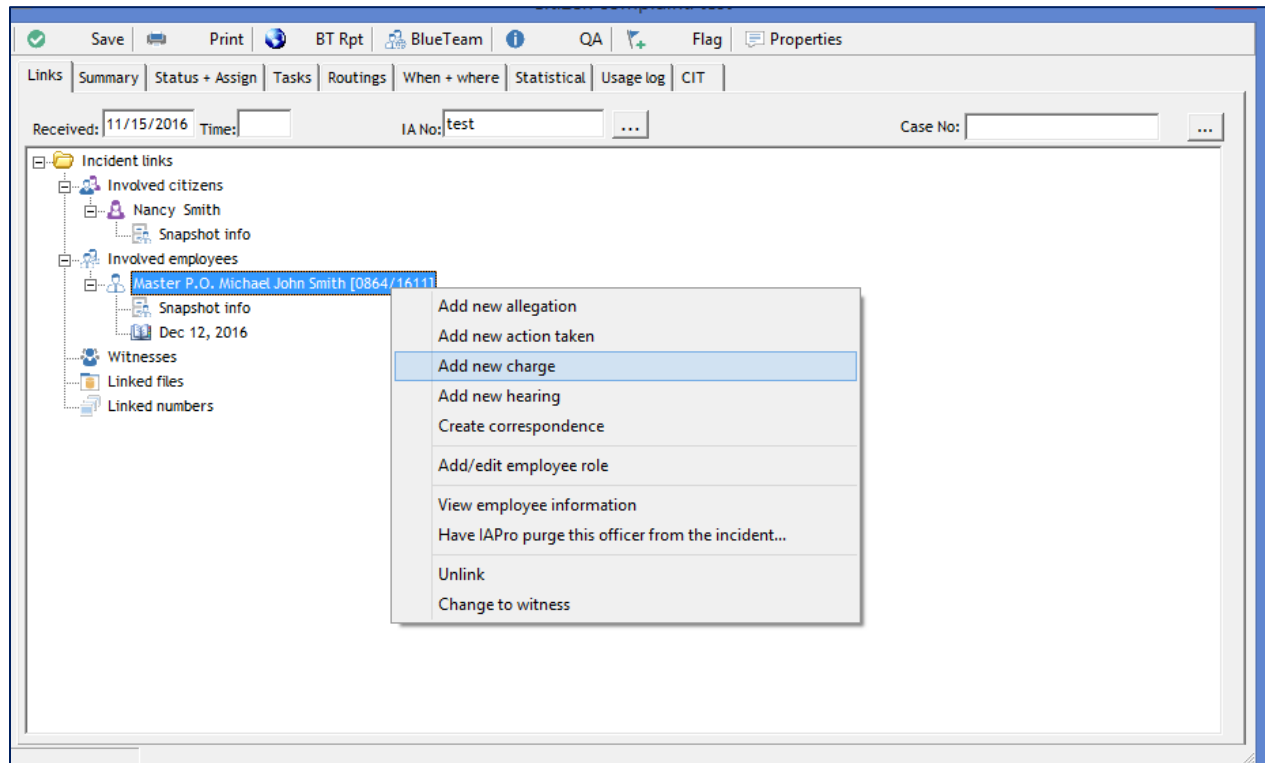


The screenshot shows a software window titled "Action taken window". On the left is a red sidebar with a document icon. The main area contains the following fields and controls:

- Action taken:** A dropdown menu with "Suspension" selected.
- Action taken date:** A date field containing "11/22/2016".
- Days/hours suspended/assessed, if applicable:** A text field containing "40", with a red arrow pointing to it from the right.
- Narrative:** A large empty text area.
- Manage:** A section with two checkboxes:
  - ☐ Incident investigation/discipline handled at the field/unit level
  - ☒ The action taken or discipline has been completed
- Category:** A dropdown menu with "Category 3 Discipline" selected.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

## Linking of Charges

Criminal charges or Administrative charges can also be linked to an employee.



## Linking of Hearings

If the administrative function of Hearings/Appearances is turned on, you can track all hearings and appearances related to an incident. This function is turned on as the Administrator in System Settings and the Application Tab.

Customer and site-specific settings

Customer info | Configuration | **Application** | Early intervention | Date format | BlueTeam | Officers | Enhanced security | Version 7 | Advanced | Linked files storage

**Auto tasks**

☒ Enable automatic incident and task due date creation

Enables automatic incident due date calculation and automatic task(s) creation when a new incident is added. These settings are configured in the Automated Reminders module found in the workflow section.

**Incident read-only lockdown**

☒ Automatically lock incidents that are in either completed or forwarded status to read-only

NOTE: To override and unlock: users granted feature access rights for "Compl incident lockout override" can change incidents' statuses to something other than Completed or Forwarded and thereby unlock the incident

**Linking model for disciplinary actions taken**

☒ Default: Link under officer ☐ Link under each individual allegation ☐ Both: mixed model

☒ Incident timescales tracking activated

**Highly recommended to be activated**

☒ Task creation and completion ☒ Linking of files ☒ Linking of involved employees/officers

**Hearings and appearances features**

☒ Display linked hearings features functionality (default: NOT enabled)

**Multiple involved citizens linking mode**

☒ Allow more than one involved citizens to be linked to each incident

**Changed to be incident type level setting in 7.1 and later versions**

The former setting (above) was site-wide in pre-7.0 versions and is now deprecated. The 7.0 upgrade process applied the former setting to all incident types. Going forward, the site-wide setting (above) is ignored, and the settings are managed in the Incident Types Maintenance Module.

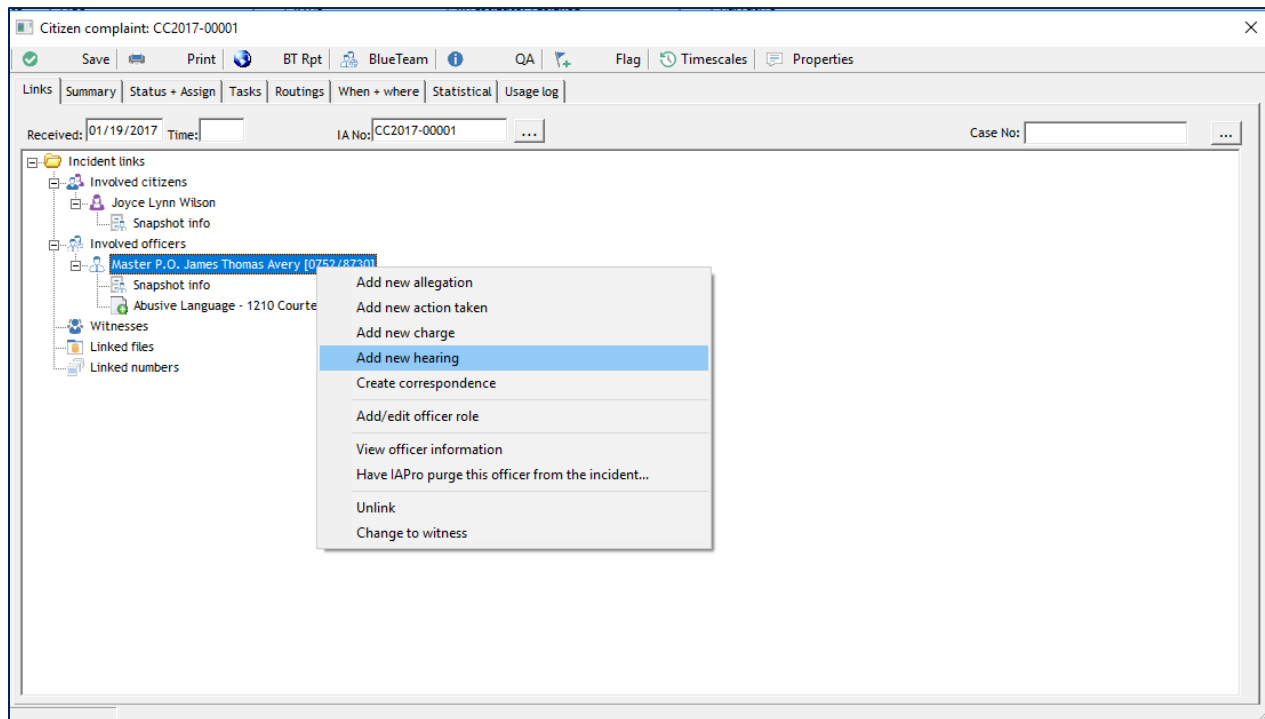
Cancel Save



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By right clicking on the employee's name, you can track all hearings and appearances related to the incident.



Select the Hearing type

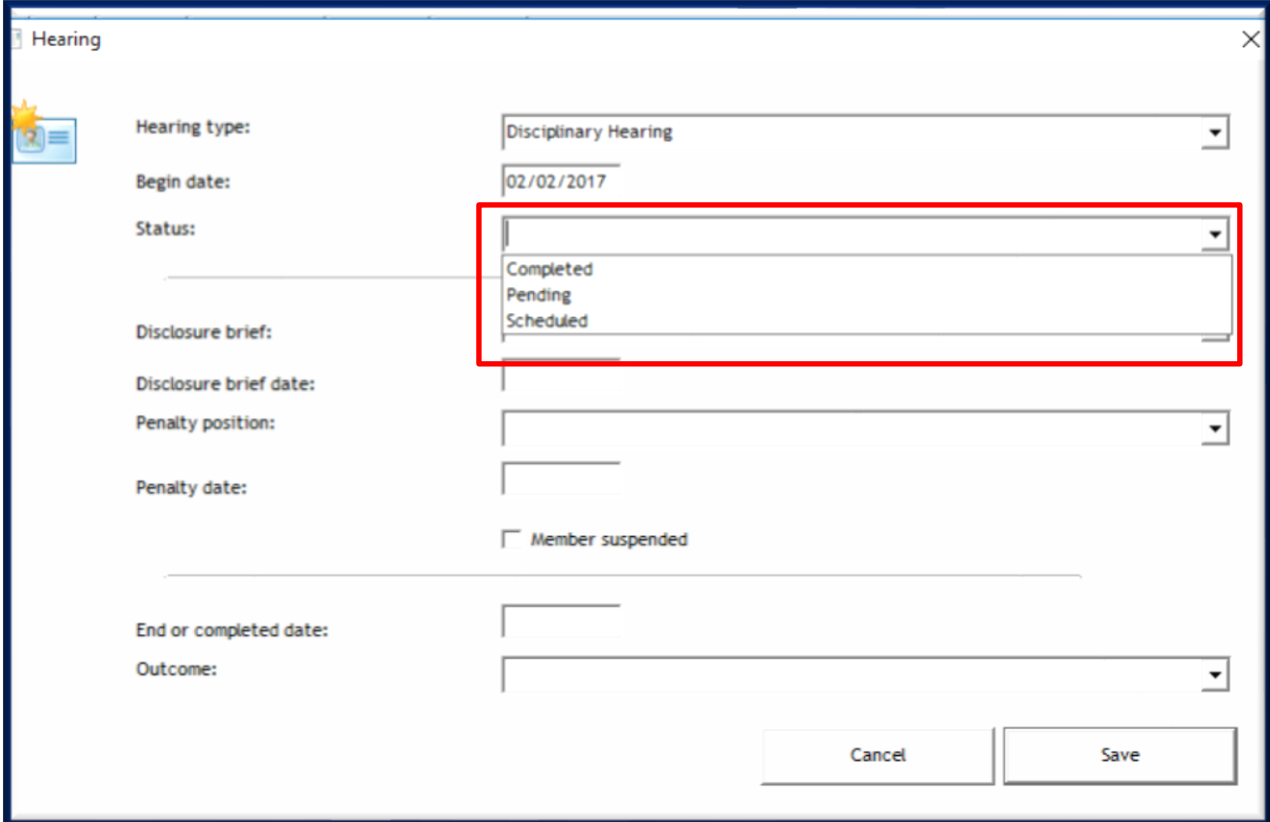
The screenshot shows the 'Hearing' form in the IAPro software. The form includes fields for 'Hearing type:', 'Begin date:', 'Status:', 'Disclosure brief:', 'Disclosure brief date:', 'Penalty position:', 'Penalty date:', 'End or completed date:', and 'Outcome:'. The 'Hearing type:' dropdown menu is open, showing options: 'Disciplinary Hearing' (highlighted in blue), 'Appeal Hearing', and 'Disciplinary Hearing'. A red rectangle highlights the dropdown menu. At the bottom of the form are 'Cancel' and 'Save' buttons.

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Select the status and complete as necessary.

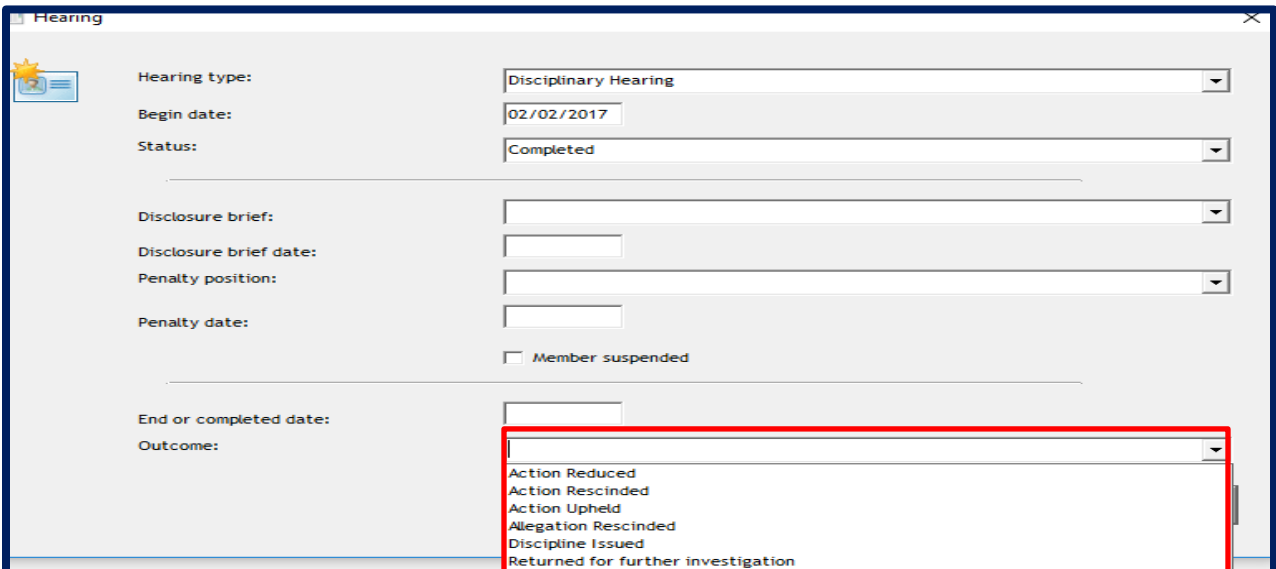


The screenshot shows a 'Hearing' form with the following fields and values:

- Hearing type: Disciplinary Hearing
- Begin date: 02/02/2017
- Status: (dropdown menu open showing: Completed, Pending, Scheduled)
- Disclosure brief: (empty)
- Disclosure brief date: (empty)
- Penalty position: (empty)
- Penalty date: (empty)
- ☐ Member suspended
- End or completed date: (empty)
- Outcome: (empty)

Buttons: Cancel, Save

When the hearing has been completed, you will select an outcome from the dropdown list and enter the completion date.



The screenshot shows the 'Hearing' form with the following fields and values:

- Hearing type: Disciplinary Hearing
- Begin date: 02/02/2017
- Status: Completed
- Disclosure brief: (empty)
- Disclosure brief date: (empty)
- Penalty position: (empty)
- Penalty date: (empty)
- ☐ Member suspended
- End or completed date: (empty)
- Outcome: (dropdown menu open showing: Action Reduced, Action Rescinded, Action Upheld, Allegation Rescinded, Discipline Issued, Returned for further investigation)

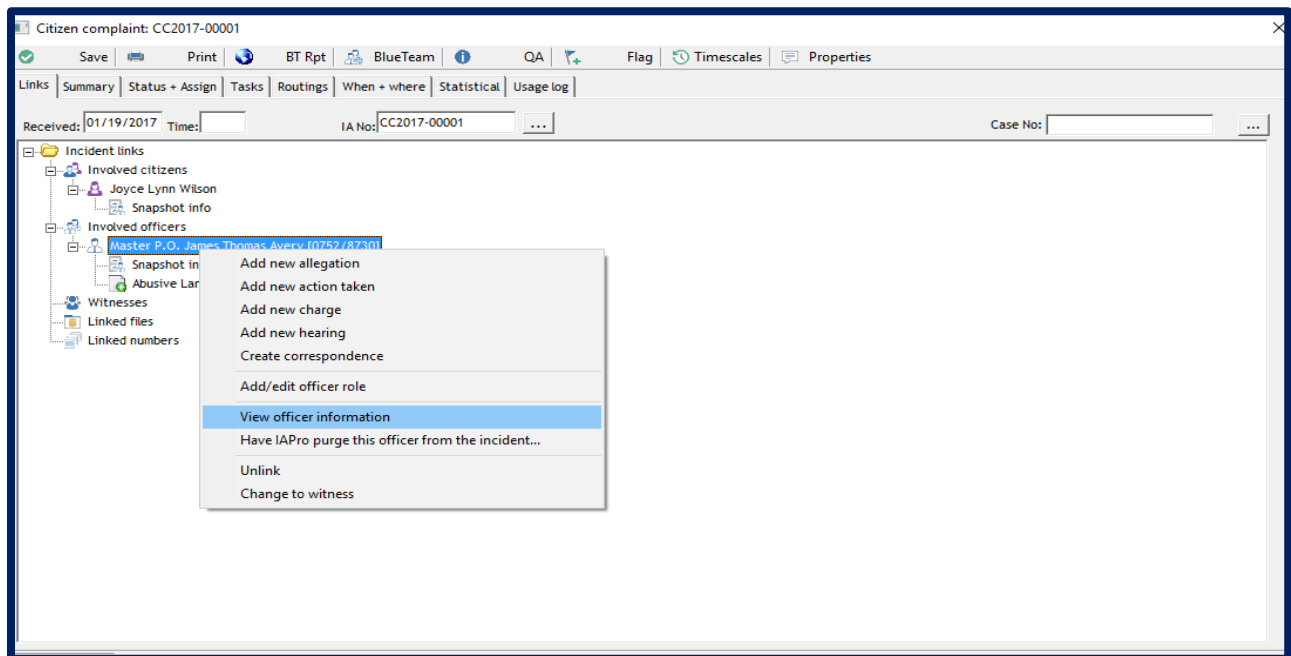
[Click here to return to Table of Contents](#)

## Additional Linked Employee Options

Right clicking on the employee's name gives you several additional options. These options are listed below.

### Viewing Employee Information

By right clicking on a linked employee, you can view the employee's informational folder. **Note: you cannot make changes to the folder in this manner.**



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A read only version of the Employee's folder appears but you may run officer history reports from this screen if needed.

The screenshot displays the IAPro software interface with the 'Reports' tab selected. The interface includes a top navigation bar with 'Exit', 'Reports', and 'Prop' buttons. Below this is a tabbed menu with 'General', 'Currently assigned', 'Contact info', 'Monitored', 'Education/awards', 'Images: 1', 'Administrative', 'Disclosure', and 'Userlog'. The 'General' tab is active, showing 'Officer information' fields: LAST name (Avery), First (James), Middle (Thomas), Title (Master P.O.), Badge ID number (0752), Date-of-birth (09/30/1981), Soc Sec no. (223-90-3412), Race (White), Sex (Male), Hire date (01/01/2002), and Number of years of law enforcement experience prior to hire date (2). Below these are 'User defined fields' including Payroll # (8730) and Vehicle / License Number. A green box contains a checkbox for 'Officer no longer employed' and a text area explaining its function. At the bottom, there is a checkbox for 'Officer purge "hold"' and a dropdown menu.

Exit Reports Prop

General | Currently assigned | Contact info | Monitored | Education/awards | Images: 1 | Administrative | Disclosure | Userlog

Officer information

LAST name: Avery First: James Middle: Thomas Title: Master P.O.

Badge ID number: 0752 Date-of-birth: 09/30/1981 Soc Sec no.: 223-90-3412

Race: White Sex: Male

Hire date: 01/01/2002 Number of years of law enforcement experience prior to hire date: 2

User defined fields

Payroll #: 8730 <-- Your agency's primary officer identifier

Vehicle / License Number:

☐ Officer no longer employed

The above checkbox indicates to IAPro whether or not the officer is currently employed. This enables IAPro to determine head-counts for organizational units. The calculated headcounts are utilized by some EI analytical reporting in version 5.0 and newer.

End of employment/separation date:

Officer purge "hold"

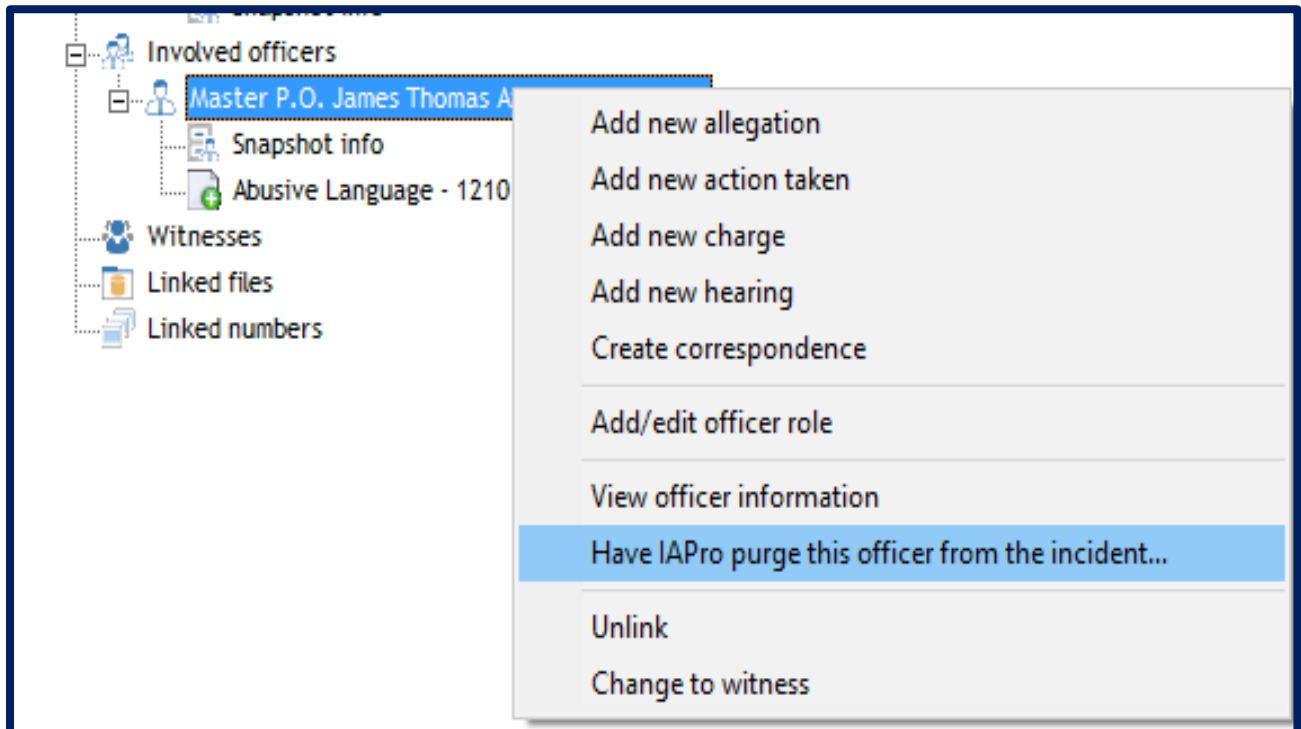
☐ Purge "hold" is in-effect. Do not allow IAPro to purge the officer from any involved incidents at this time.

### Purging a linked Employee

There may be times where you want to purge an employee from an incident but leave the allegations and disciplinary actions for statistical purposes.

Right click on the involved employee and select “Have IAPro purge this officer from the incident”

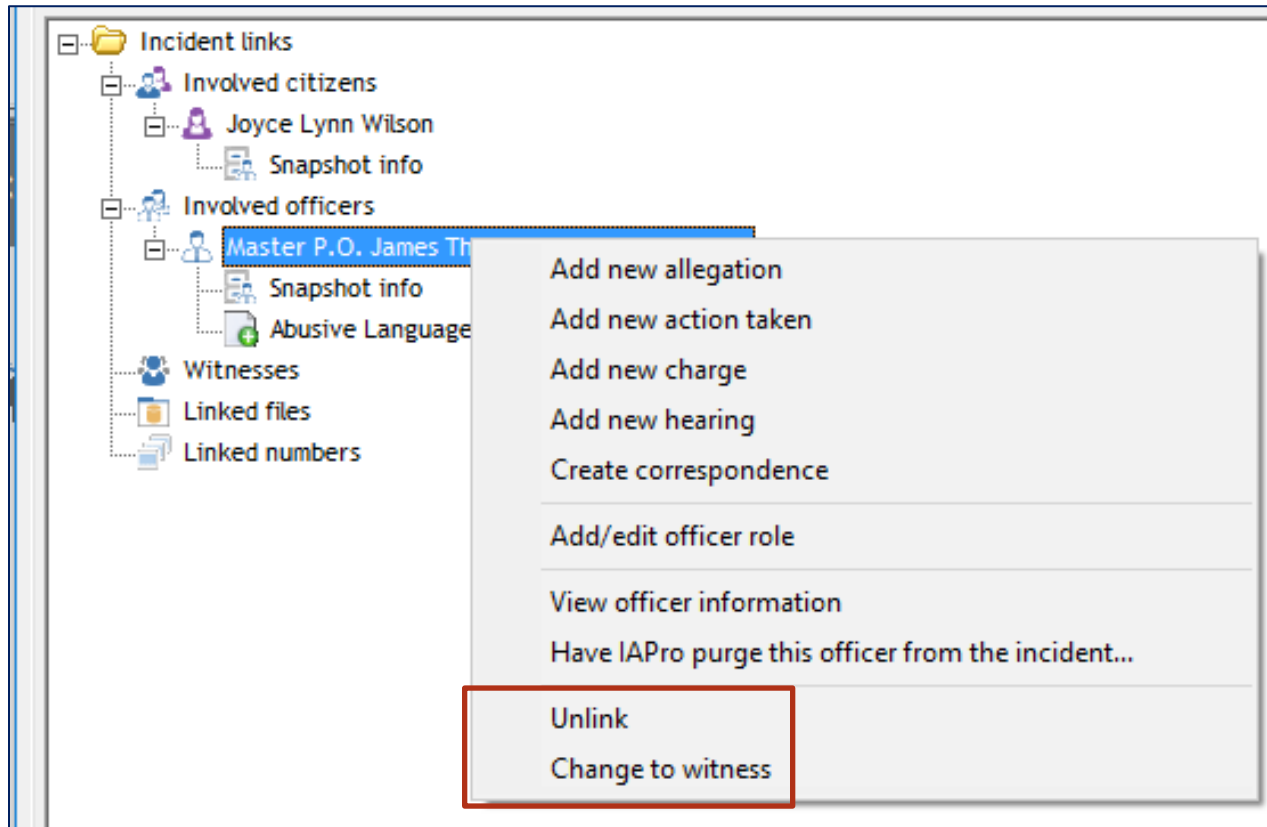
This will purge the officer but leave the other links like allegations and actions taken for your statistical and historical reports.



- **Note: Purge features must be activated by the Administrator for a user to have this feature.**

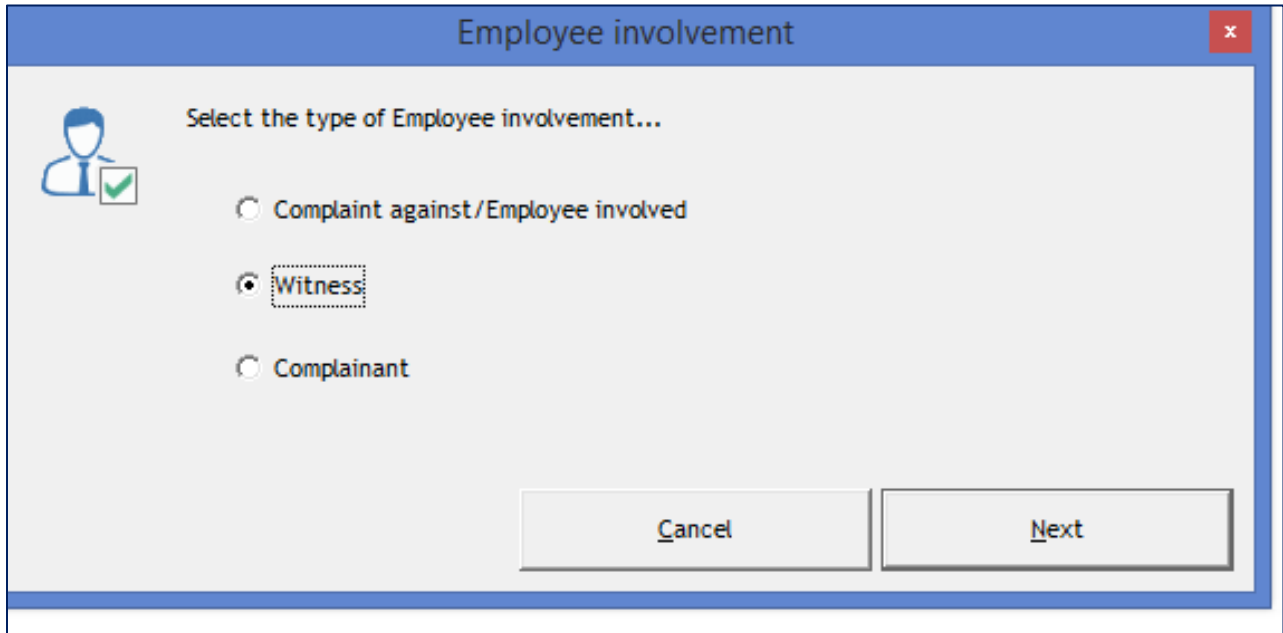
### Unlinking or Changing a Linked “Involved” Employee to a “Witness” Employee

By right clicking on an involved employee, you may unlink them from a specific incident or change them to a witness in the incident.



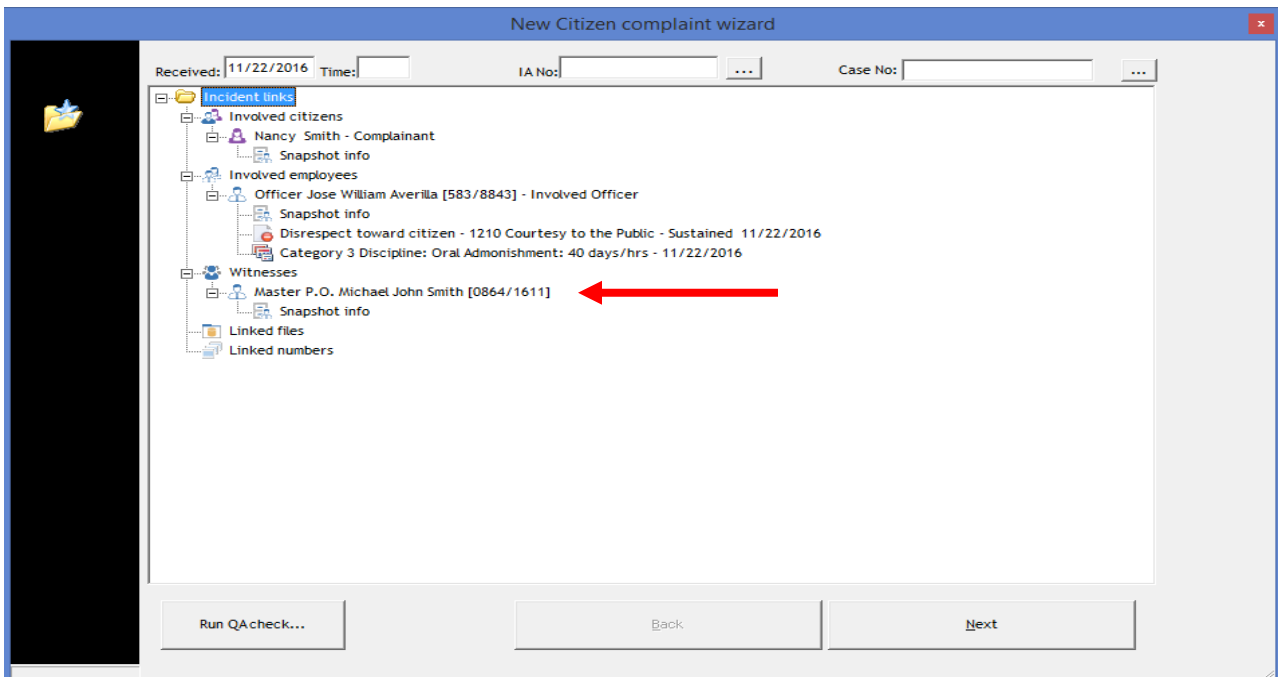
## Linking of Employee and Citizen Witnesses

Linking of employee witnesses is accomplished by right clicking on “Involved employees.” *All employees should be pre-populated. Therefore, any employee, including civilian employees are entered as involved employees and then their role is selected.*



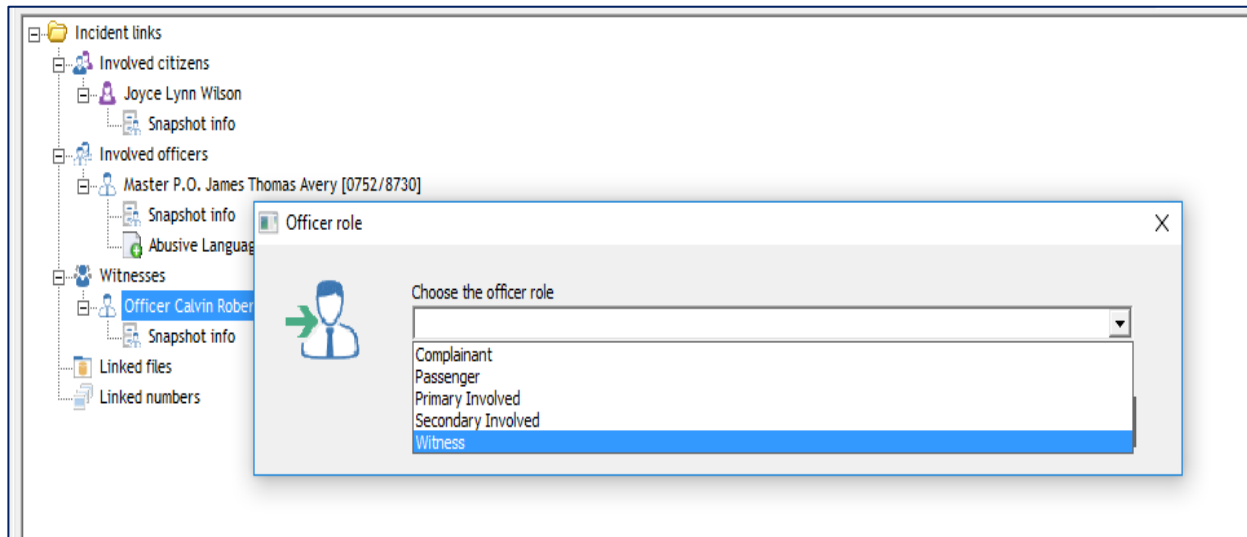
The screenshot shows a dialog box titled "Employee involvement" with a close button (X) in the top right corner. Inside the dialog, there is a prompt "Select the type of Employee involvement..." next to a person icon with a checkmark. Below this, there are three radio button options: "Complaint against/Employee involved", "Witness" (which is selected and has a dashed border around it), and "Complainant". At the bottom of the dialog, there are two buttons: "Cancel" and "Next".

The linked employee witness will be inserted under the witness section.

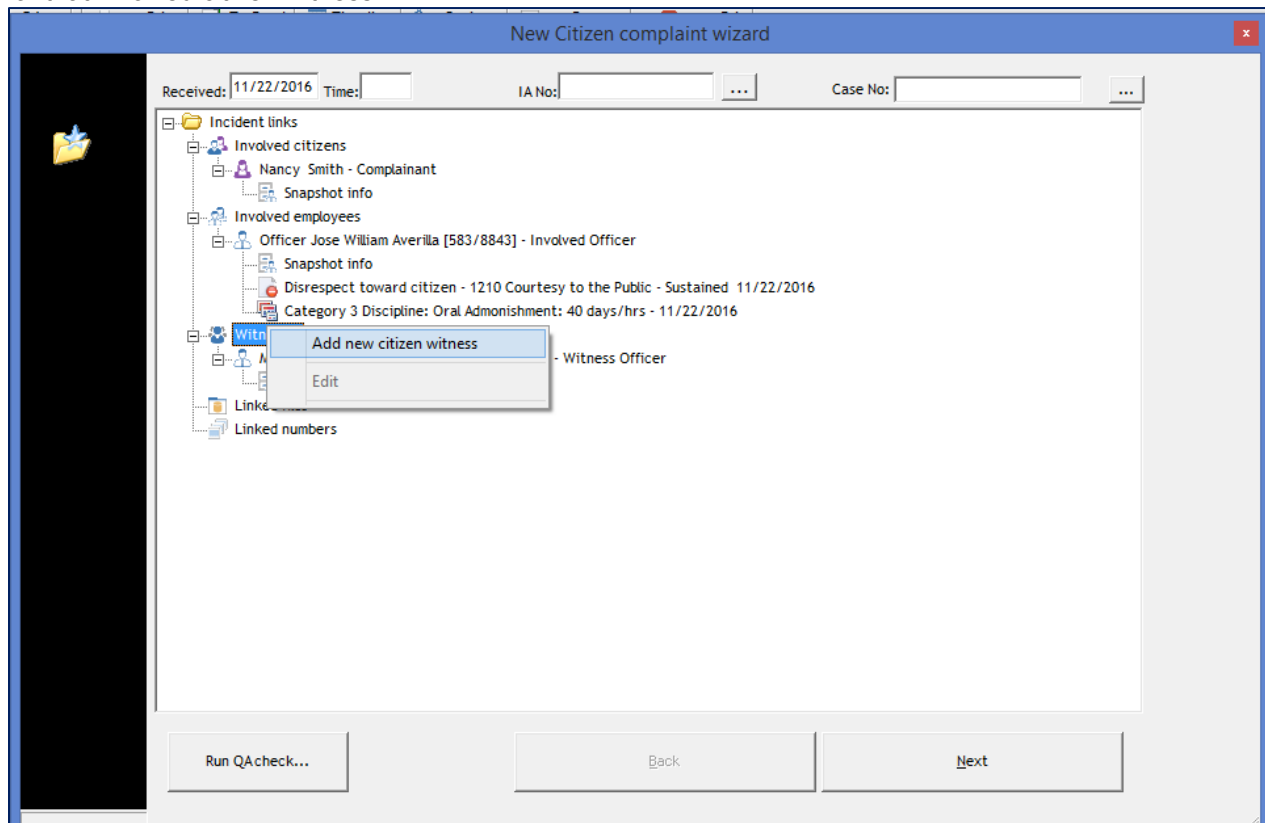


The screenshot shows the "New Citizen complaint wizard" window. At the top, there are input fields for "Received:" (11/22/2016), "Time:", "IA No:", and "Case No:". Below these is a tree view under "Incident links". The tree view has several nodes: "Involved citizens" (with a sub-node "Nancy Smith - Complainant" and "Snapshot info"), "Involved employees" (with sub-nodes "Officer Jose William Averilla [583/8843] - Involved Officer", "Snapshot info", "Disrespect toward citizen - 1210 Courtesy to the Public - Sustained 11/22/2016", and "Category 3 Discipline: Oral Admonishment: 40 days/hrs - 11/22/2016"), "Witnesses" (with a sub-node "Master P.O. Michael John Smith [0864/1611]" which is highlighted by a red arrow), "Linked files", and "Linked numbers". At the bottom of the window, there are three buttons: "Run QAcheck...", "Back", and "Next".

A role can be chosen for the witness employee by right clicking on the employee's name and selecting "Add/edit employee role"



Linking a citizen witness is accomplished by right clicking on the word "Witnesses" and conducting a search for that involved citizen witness.





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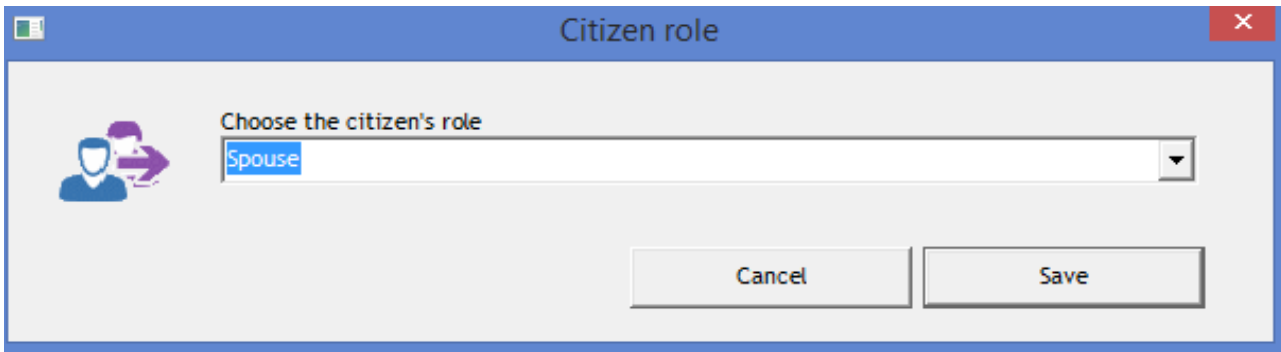
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When you conduct the search and select or when adding a new citizen, you will select the second option of "This citizen is NOT the person reporting the complaint."



The "Reporter identification" dialog box has a title bar with a close button. The main area contains the instruction "Indicate the role of the citizen in reporting the complaint...." and an icon of two people with a pencil. Below the icon are two radio button options: "This citizen is the person reporting the complaint" (unselected) and "This citizen is NOT the person reporting the complaint" (selected). At the bottom are "Cancel" and "Next" buttons.

It is also recommended that you select a role for the citizen witness as well.



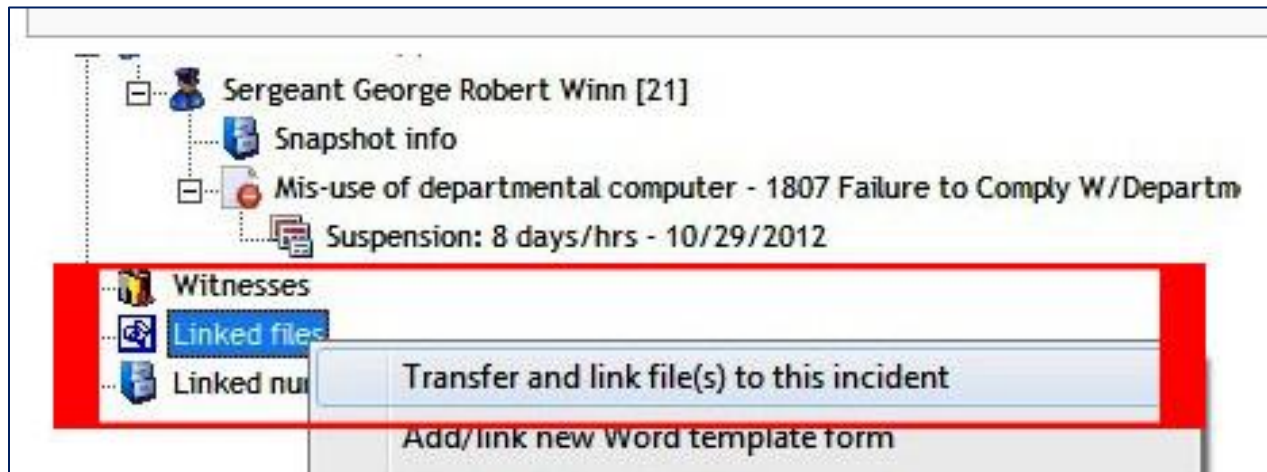
The "Citizen role" dialog box has a title bar with a close button. The main area contains an icon of two people with an arrow and the instruction "Choose the citizen's role". Below the instruction is a dropdown menu with "Spouse" selected. At the bottom are "Cancel" and "Save" buttons.

## Linking of Existing Files

IAPro gives the user the ability to attach any type of document(s) to any incident. These attachments will become a permanent part of the IAPro incident. The following guidelines should be used when attaching documents, videos, or photographs to an IAPro incident. A user can attach as many electronic document(s) to the incident as needed.

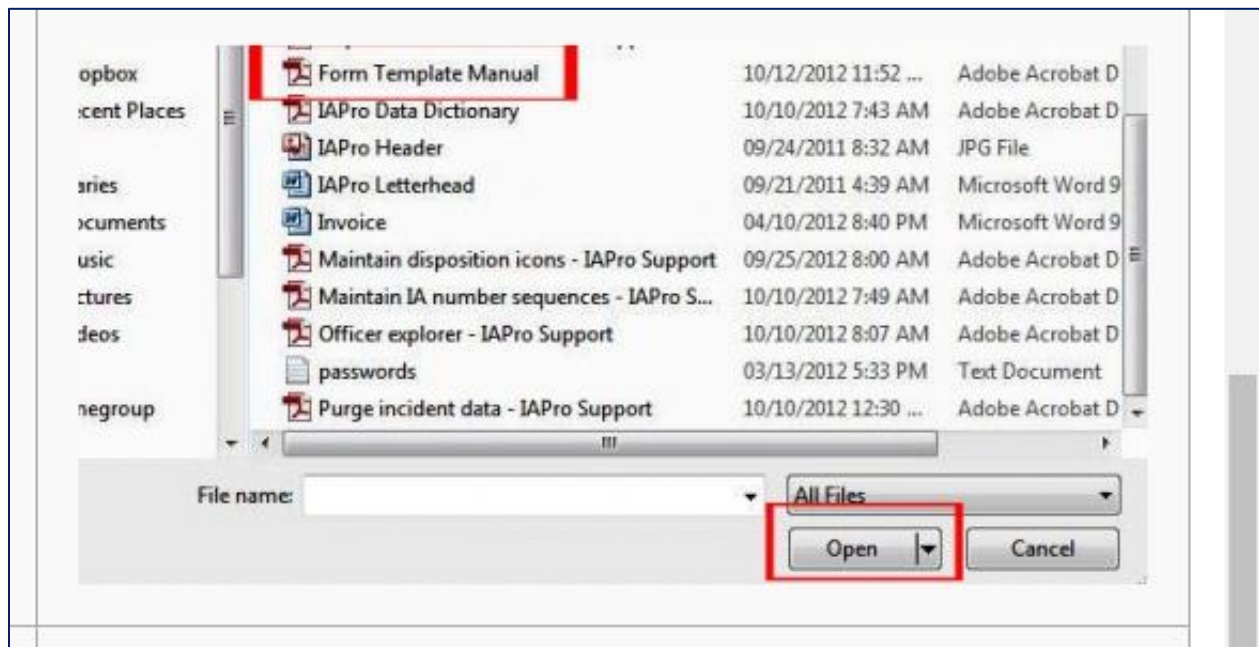
### Step 1

Right click on Linked files and select "Transfer and link file(s) to this incident."



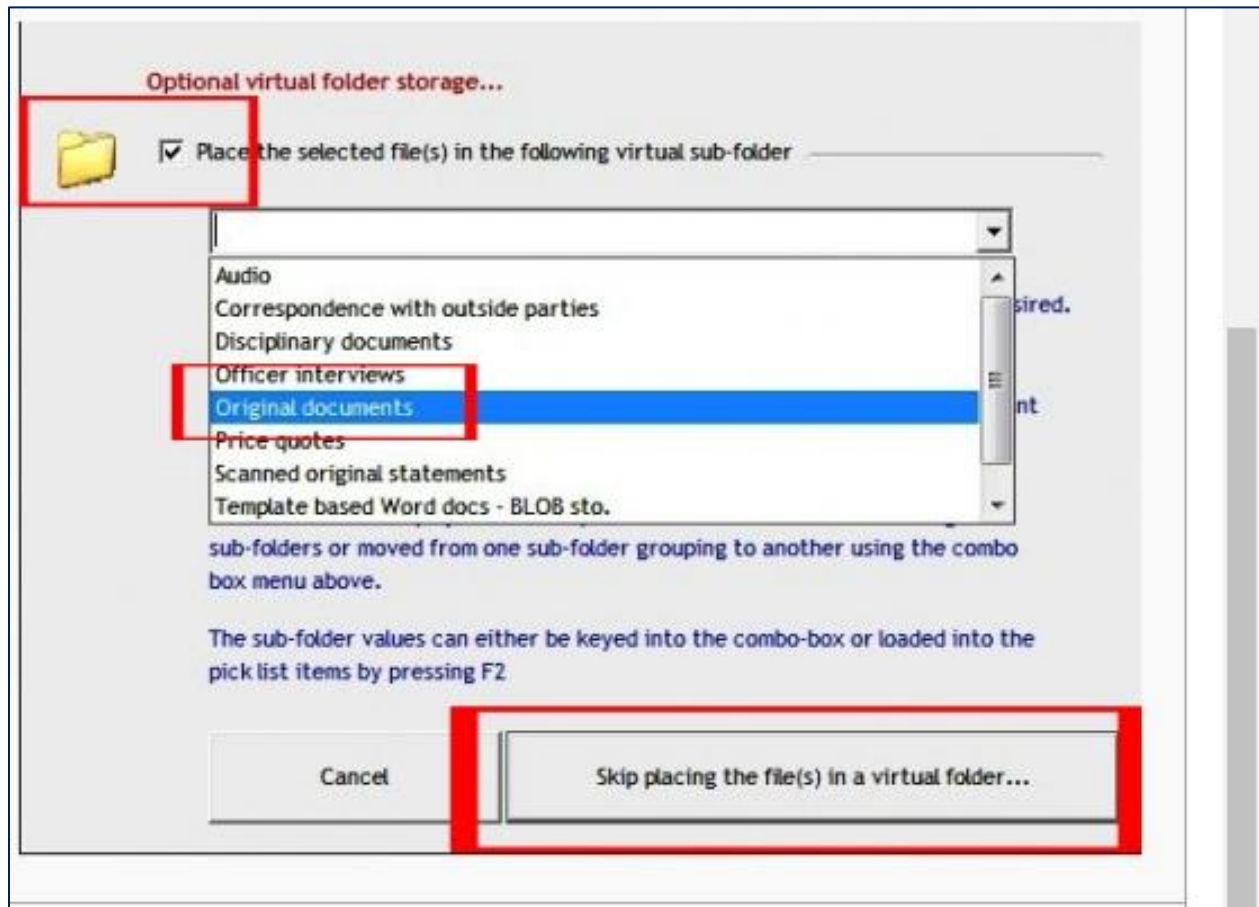
### Step 2

Select the document or file you want to attach and click on "Open."



**Step 3**

Select the virtual folder you want to place the electronic document into. ***You can skip this process by selecting the appropriate box.***

**Step 4**

The documents or files will now be attached under the “Linked Files” section of IAPro.



## Add/link new Word Template Form

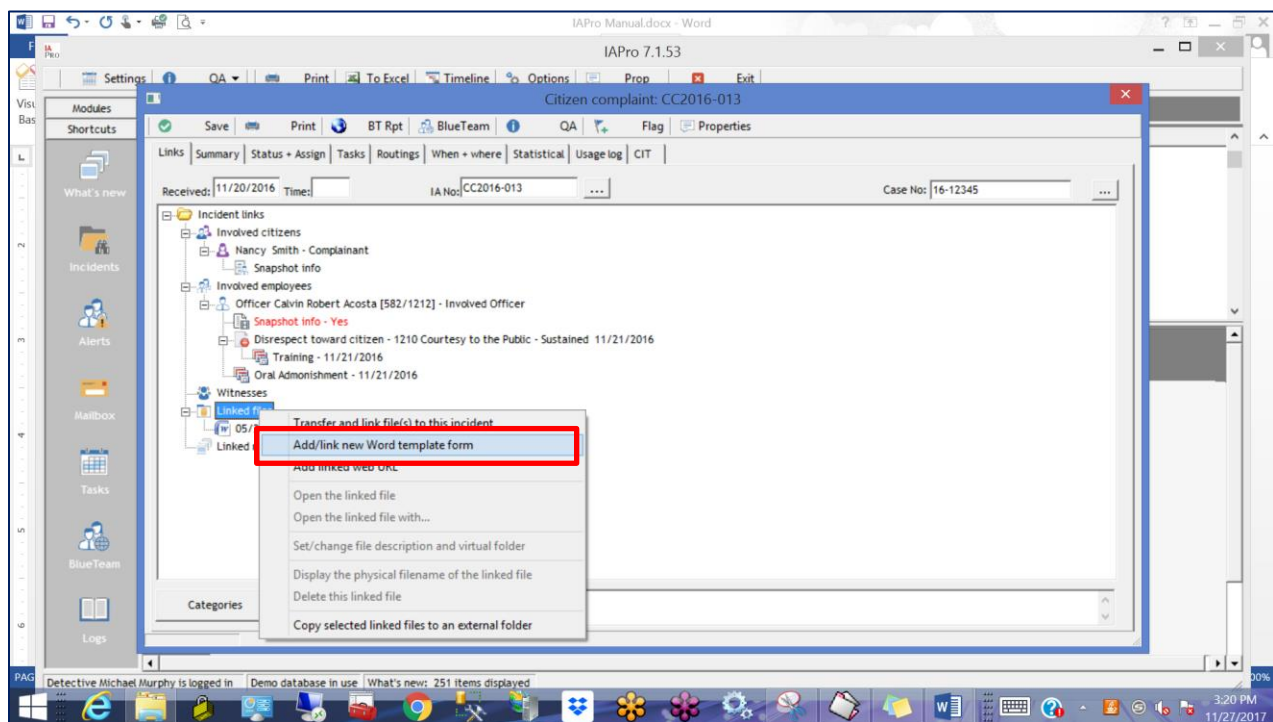
IAPro can be used to complete form letters and other templates within the incident, drawing from data such as linked citizens or employees, tracking numbers, allegations, etc.

See “Creating Templates”

To use an existing template, follow the following steps:

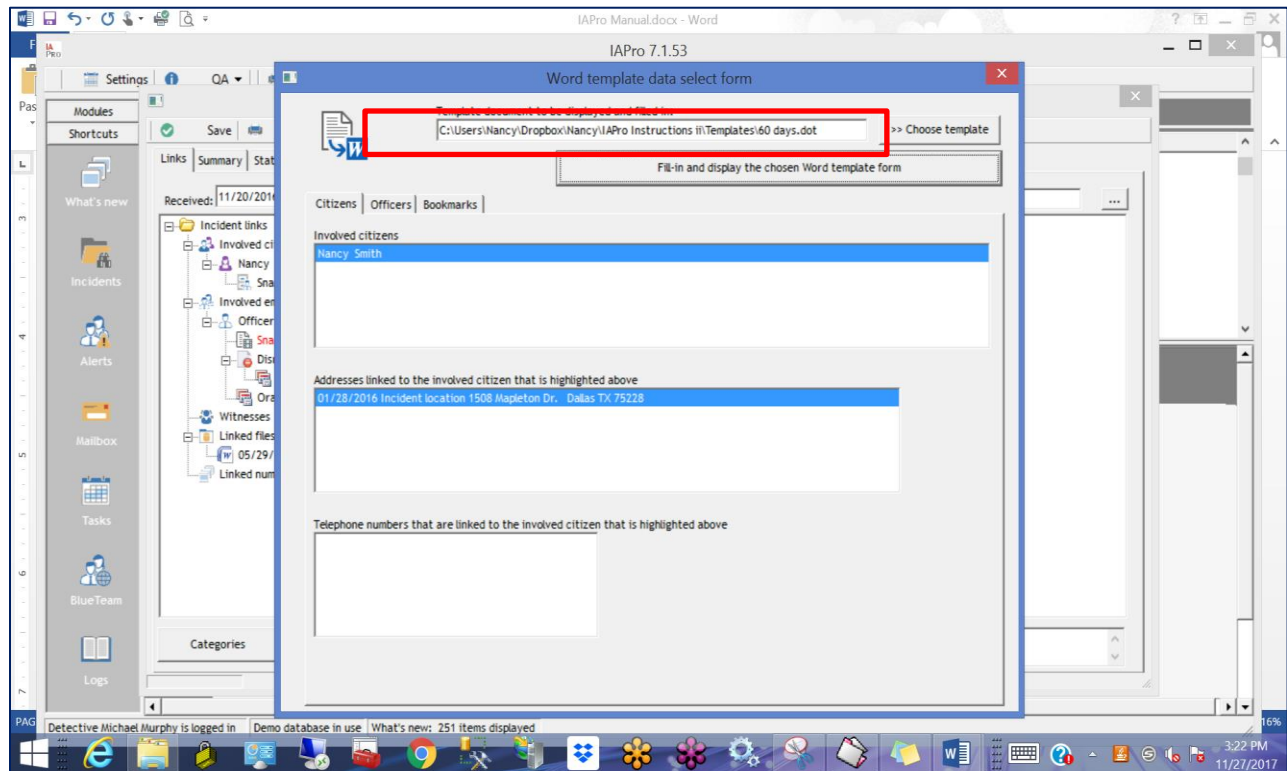
### Step 1

Right click on Linked files and select “Add/link new Word template form”



## Step 2

Select the template type from where your templates are stored.

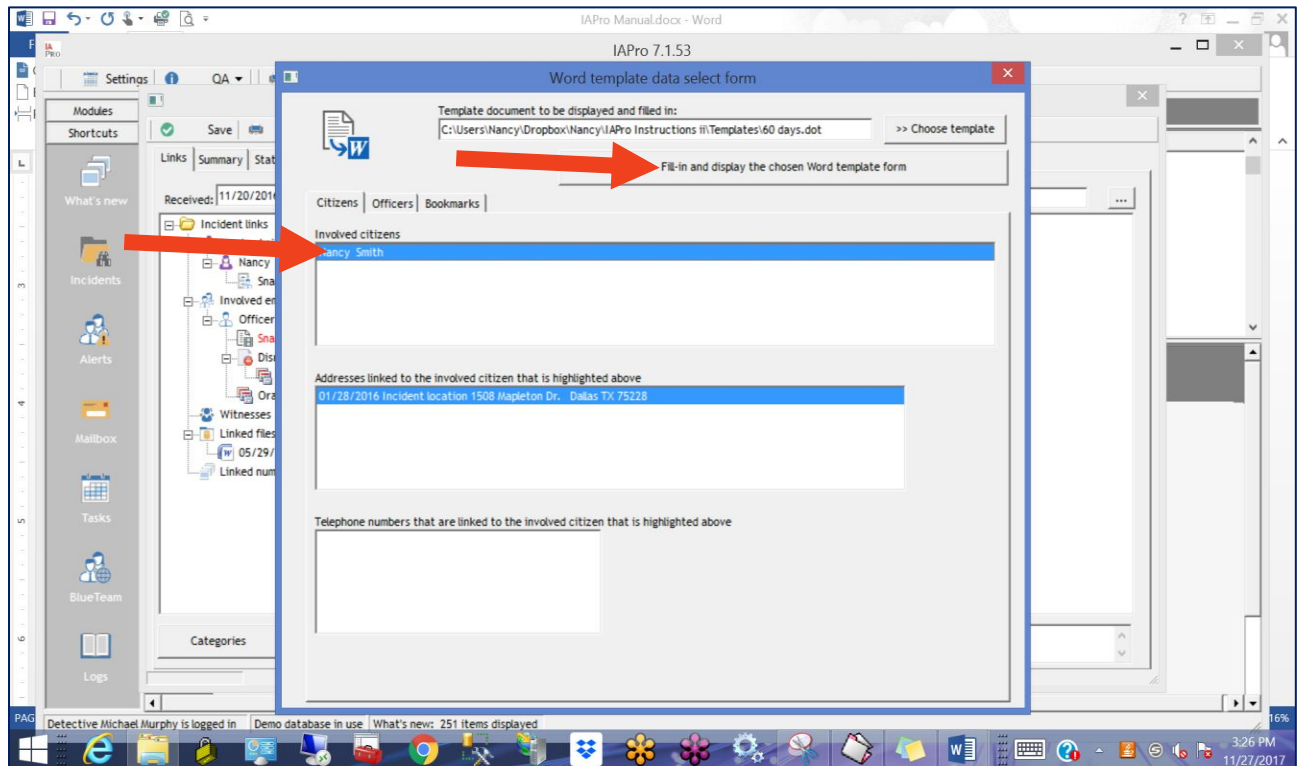


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**Step 3**

If a linked citizen or employee's name or address will be part of the template, highlight the correct citizen or employee and then click on "Fill-in and display the chosen Word template form."



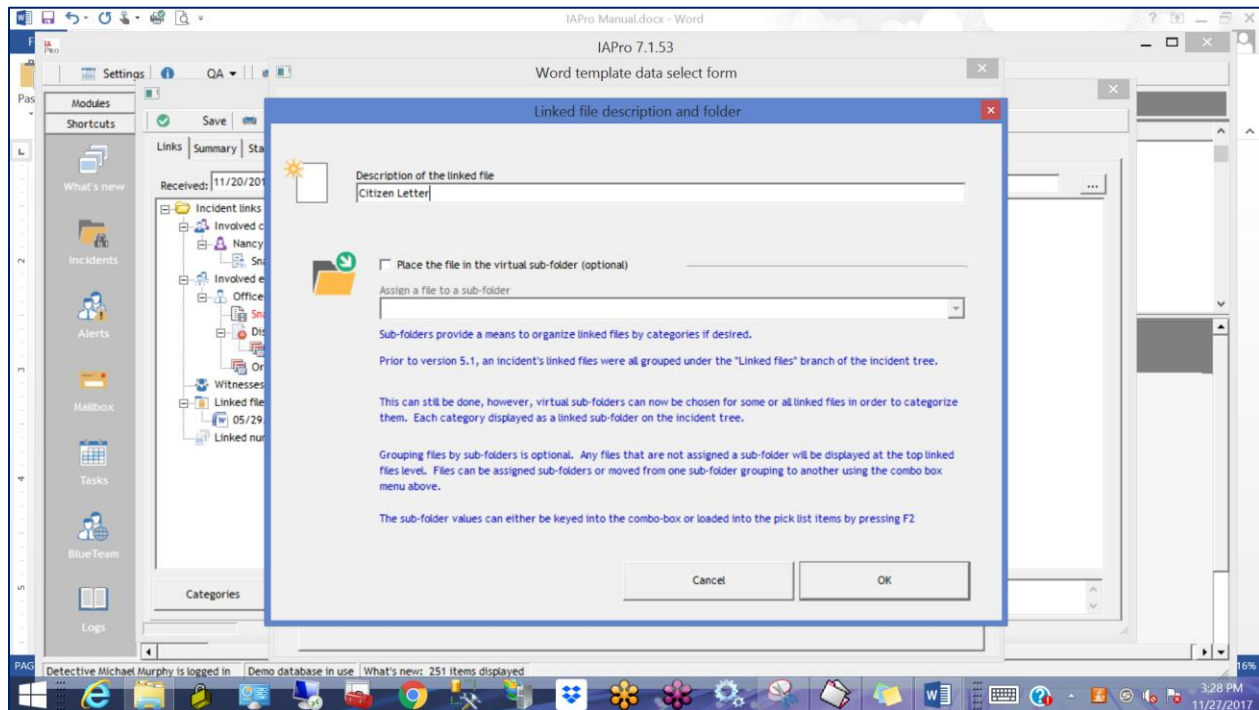


## IAPro Instructional Manual

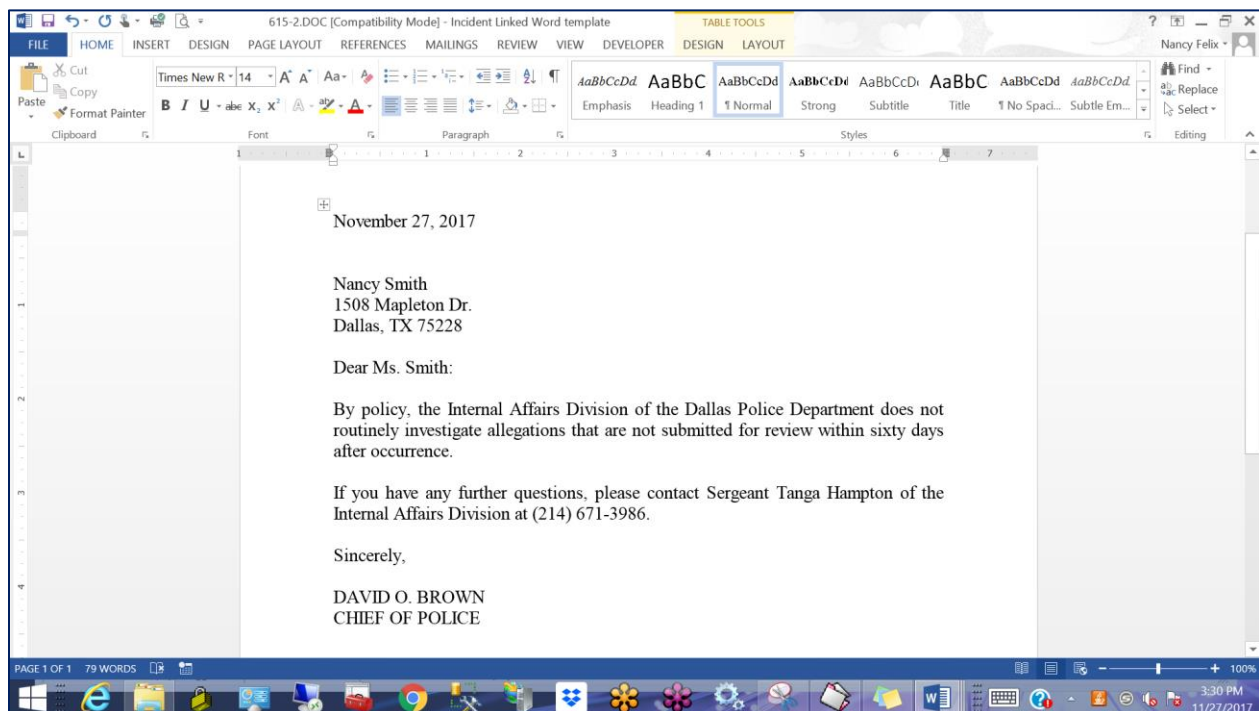
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## Step 4

Give the linked document a name and click on "OK"

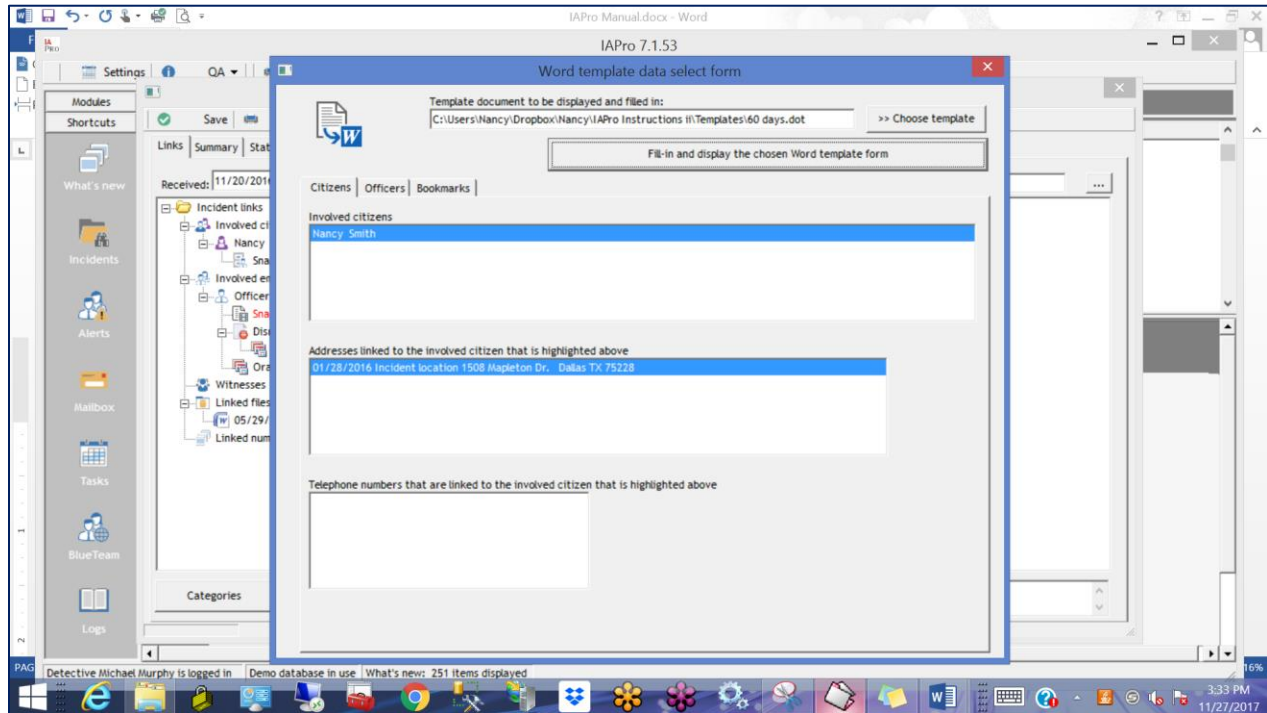


The template will appear below and you can complete the finished word document and save.

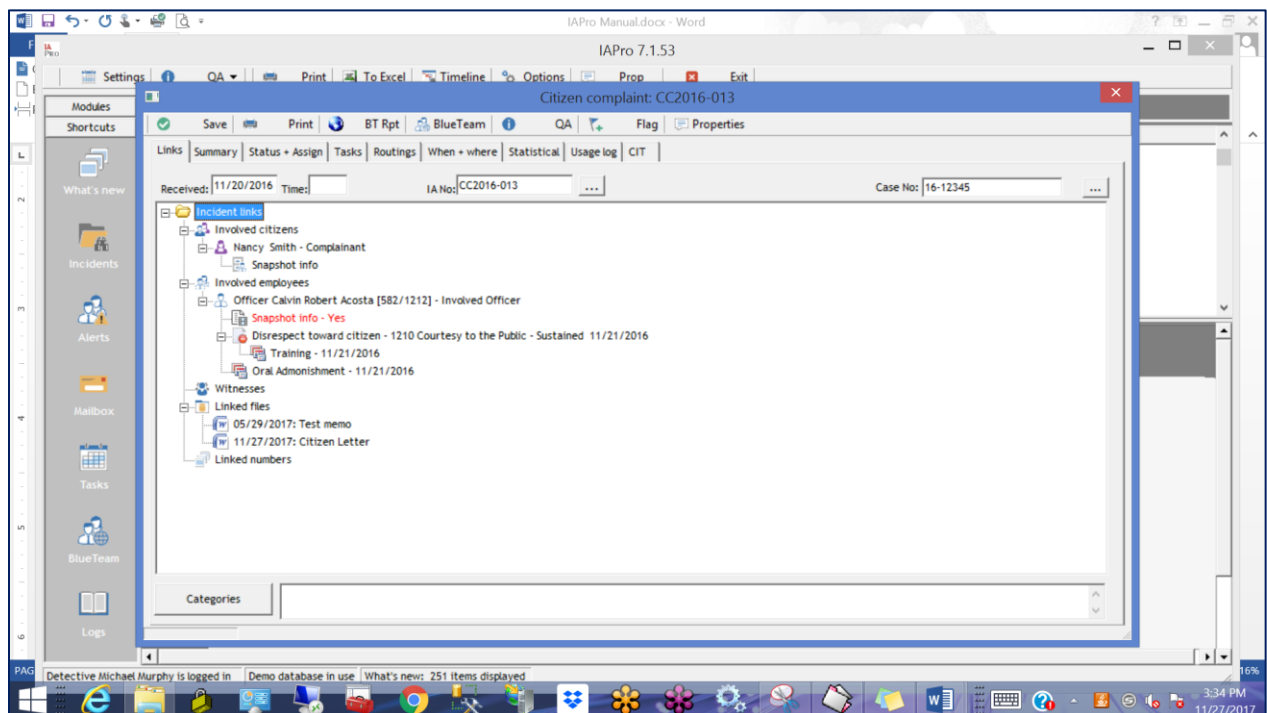
[Click here to return to Table of Contents](#)

## Step 5

Close out of the Template data select form screen by clicking on the red X.



You will now find the completed document under “Linked files”



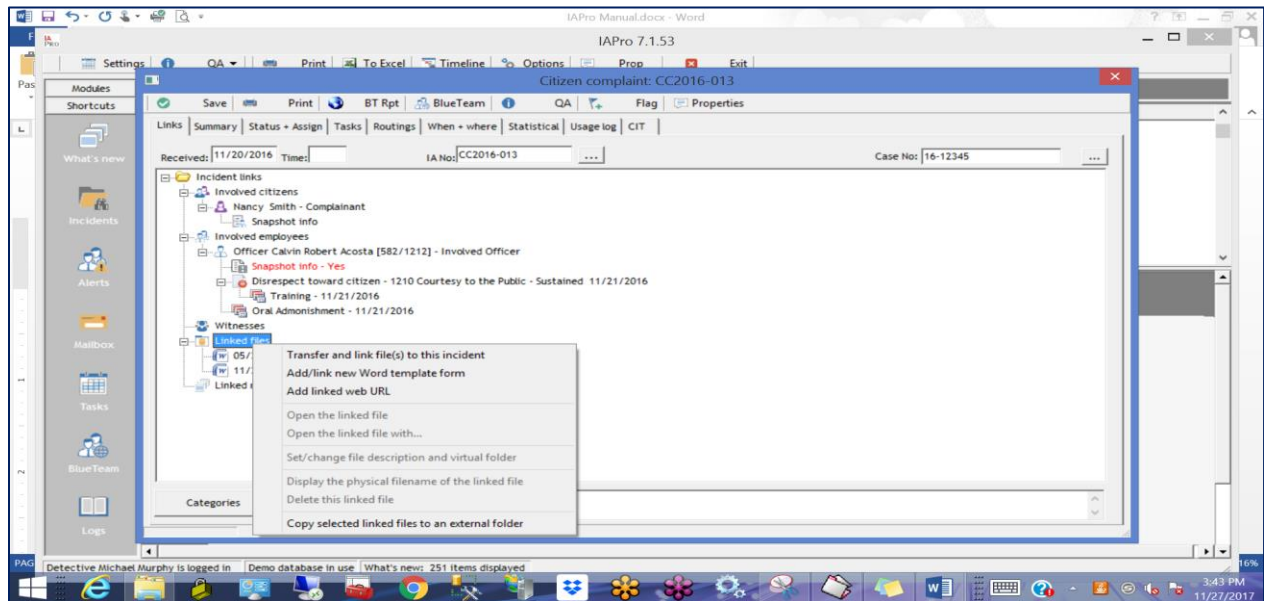


## Add Linked Web URL

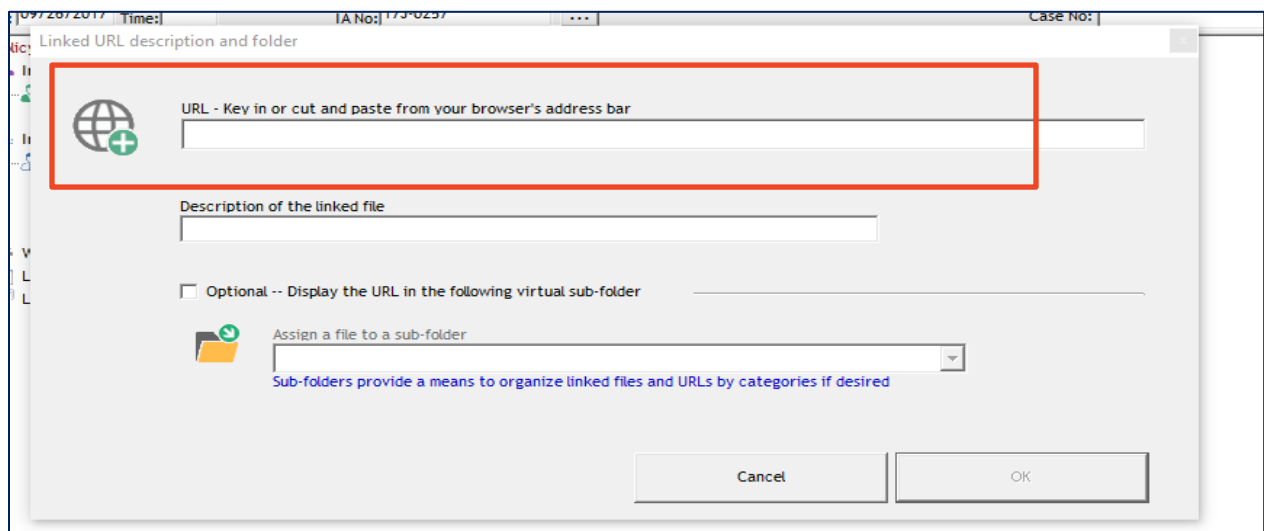
The next method for linking is called the “Add linked web URL.” This method would be used for those files that take up too much space on your server to create a file the normal linked file method. Usually, videos and photographs are stored in a cloud service such as Evidence.com. You can create a link to files stored in the cloud and will not take up space on your shared file server.

To begin the process, copy the URL from the video you wish to link.

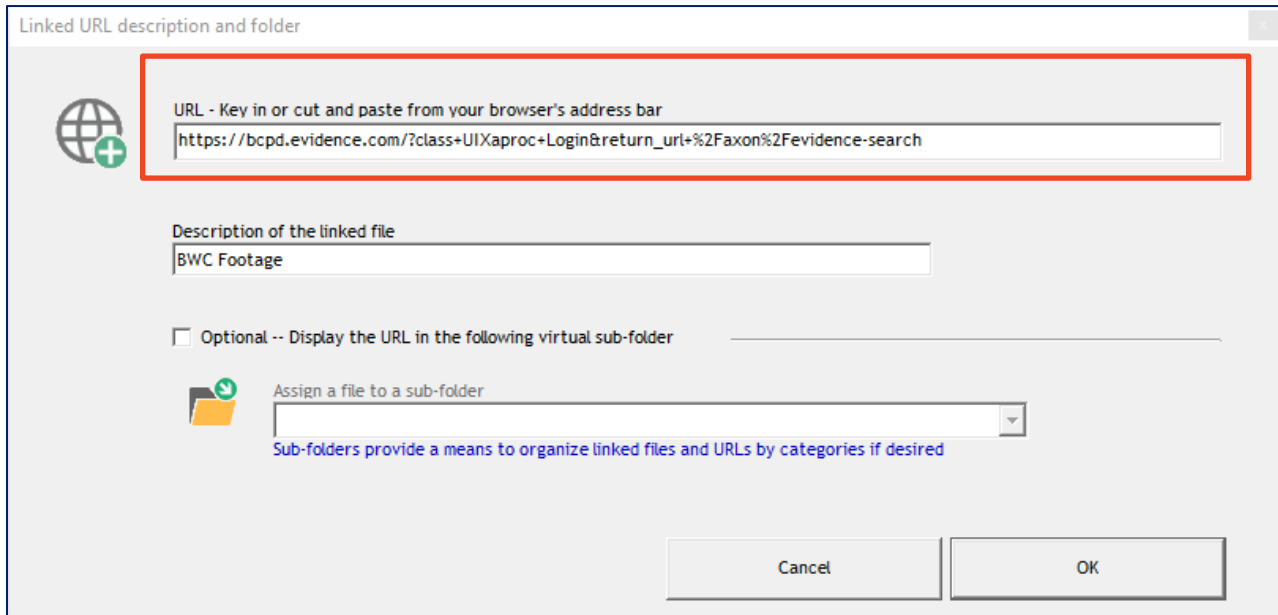
Right click on “Linked Files” and select “Add linked web URL”



A box will appear with a place for you to place your video's URL from the cloud storage location, such as Evidence.com.



Paste the URL into the space provided. It may look something like this:



Linked URL description and folder

URL - Key in or cut and paste from your browser's address bar  
`https://bcpd.evidence.com/?class=UIXaproc+Login&return_url+%2Faxon%2Fevidence-search`

Description of the linked file  
BWC Footage

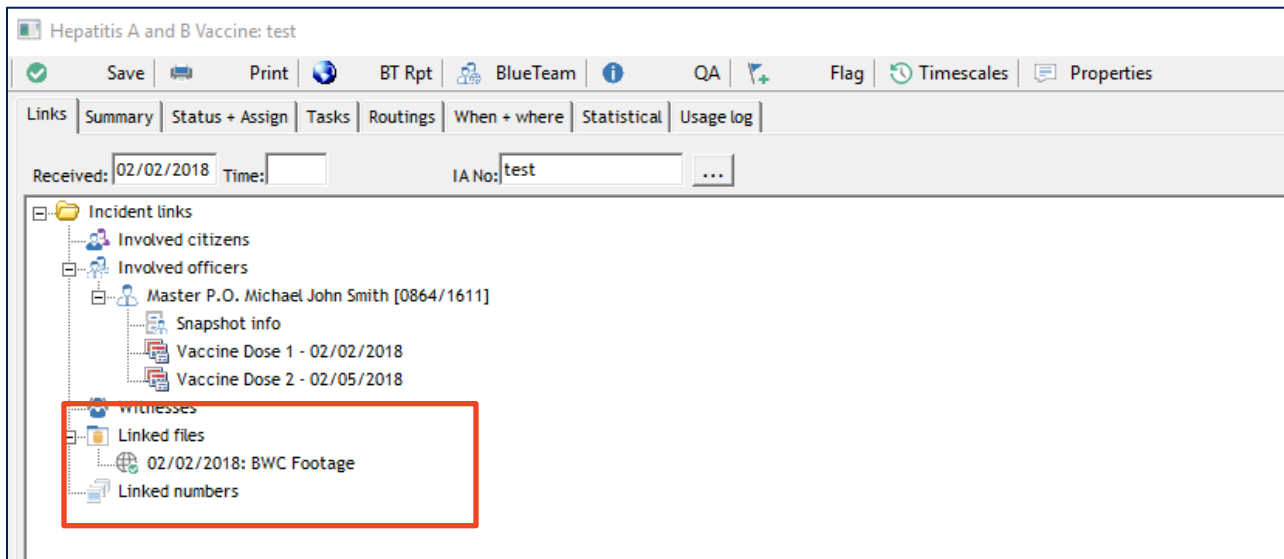
☐ Optional -- Display the URL in the following virtual sub-folder

Assign a file to a sub-folder

Sub-folders provide a means to organize linked files and URLs by categories if desired

Cancel OK

The Linked file will appear in the list.



Hepatitis A and B Vaccine: test

Save Print BT Rpt BlueTeam QA Flag Timescales Properties

Links Summary Status + Assign Tasks Routings When + where Statistical Usage log

Received: 02/02/2018 Time: IA No: test

Incident links

- Involved citizens
- Involved officers
  - Master P.O. Michael John Smith [0864/1611]
    - Snapshot info
    - Vaccine Dose 1 - 02/02/2018
    - Vaccine Dose 2 - 02/05/2018
- Witnesses
  - Linked files**
    - 02/02/2018: BWC Footage
  - Linked numbers

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Clicking on the linked file will take you to the cloud storage site to the Log-in Screen.

AXON Evidence.com BALTIMORE CITY PD - MD Don't recognize this agency?

[SIGN IN](#) [REGISTER](#)

USERNAME

PASSWORD

[Forgot your username or password?](#)

**I'M IN**

TO CONNECT AND SERVE MY COMMUNITY

Evidence.com 2018.1.0 (2018.1.0-release-12988) — No Flash Available / Chrome / 63 © 2018 Axon Enterprise, Inc. All Rights Reserved. [Privacy Policy](#)

Only persons with valid log-in credentials to the site will be able to log in and view the video.

Once you log in, it will take you directly to the video for viewing.

All Evidence - Evidence. X + v

bcpcd.evidence.com/axon/evidence-search?limit=100&sort=-recordedOn&status=active&type=video%2Caudio%2Cdocument%2Cimage%2Cfiring

**EVIDENCE** CASES DEVICES ADMIN HELP

**ALL EVIDENCE** MY EVIDENCE SHARED EVIDENCE EVIDENCE MAP

ID TITLE USER OR GROUP DATE CATEGORY

Start End

[RESE](#)

[SHOW ADVANCED SEARCH](#)

UPDATE ID ADD CATEGORY REASSIGN REDACT DOWNLOAD MANAGE ACCESS DELETE RE

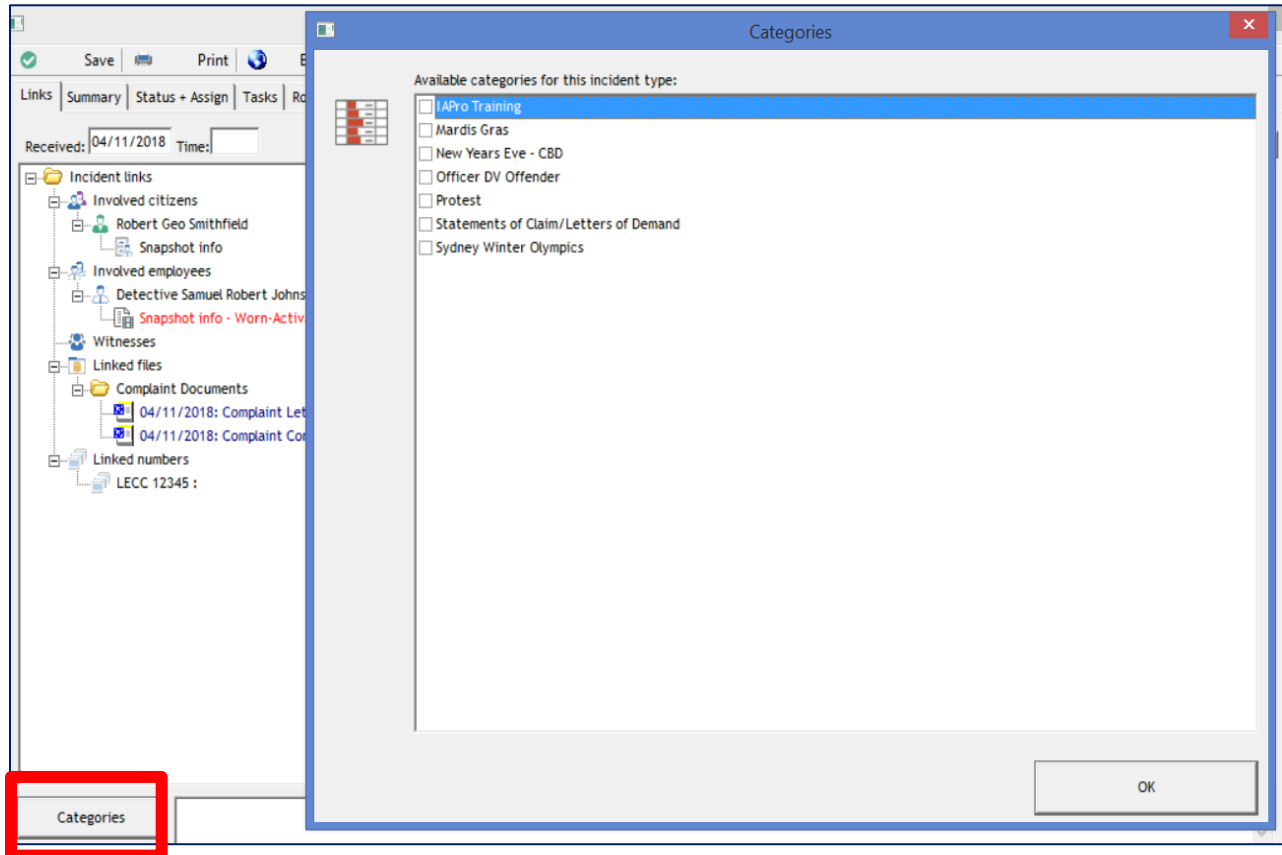
**1,070,971**  
ITEMS FOUND

VIEW TYPE   SORT BY

[Click here to return to Table of Contents](#)

## Incident Categories

Incident Categories are created by the Administrator and can be used as a unique picklist for specified incident types. If they are available for the incident type you are entering, you will find them at the bottom of the Links page. Select from the available list if it applies to the incident.



## The Summary

Each incident has a data field to capture its summary. The summary field is found on the second tab of the incident folder, labeled “Summary”.

The summary can be from one to several paragraphs with additional pages if needed. The majority of our customers use it as a place to give a brief summary of the incident but with BlueTeam incidents, the summary is usually more detailed and lengthier.

Incident summaries are searchable. For instance, in “Shortcuts”>” Incidents” mode, click on the Fast Find button to display the Fast Find query window. One of the options is to search all incidents having a word or phrase in their summary.

Finally, text can be cut-and-pasted to and from the summary field. However, you are limited to approximately 15000 characters per page.

## Status + Assignment Tab

The status and assign tab allow you to record the incident assignment and the status of the incident. See below for an example of the status and assign tab:

The screenshot displays the 'New Citizen complaint wizard' window. The 'Status' section on the left has a tree view with 'Initial' selected. The main form area contains several fields: 'Unit assigned:' (Un-assigned), 'Investigator assigned:' (Un-assigned), 'Supervisor assigned:' (Un-assigned), 'Delegated to front-line and assigned to:' (empty), 'Source of information' (dropdown), 'Priority' (dropdown), 'Outside investigator' (dropdown), 'Open date:' (text), 'Assign date:' (text), 'Due date:' (text), 'Reason:' (dropdown), 'Disposition:' (dropdown), 'Incident-level organizational assignments' (Division and Workstation dropdowns), and 'Run QA check...' button. At the bottom are 'Back' and 'Next' buttons.

1. Select the assigned unit from the “Unit assigned” drop down menu

The screenshot shows the 'New Citizen complaint wizard' form. The 'Unit assigned' dropdown menu is highlighted with a red box and contains the text 'Professional Standards'. Other fields include 'Investigator assigned' (Kaiser, Sergeant James), 'Supervisor assigned' (Batten, Lieutenant Robert), 'Source of information', 'Priority', 'Outside investigator', 'Status' (Initial, Active, Suspended/pending, Forwarded, Completed), 'Open date', 'Assign date', 'Due date', 'Reason', 'Disposition', 'Incident-level organizational assignments' (Division, Workstation), and buttons for 'Run QA check...', 'Back', and 'Next'.

2. Select the assigned investigator from the “Investigator assigned” drop down menu

The screenshot shows the 'New Citizen complaint wizard' form. The 'Investigator assigned' dropdown menu is highlighted with a red box and contains the text 'Kaiser, Sergeant James'. Other fields include 'Unit assigned' (Professional Standards), 'Supervisor assigned' (Batten, Lieutenant Robert), 'Delegated to front-line and assigned to:', 'Source of information', 'Priority', 'Outside investigator', 'Status' (Initial, Active, Suspended/pending, Forwarded, Completed), 'Open date', 'Assign date', 'Due date', 'Reason', 'Disposition', 'Incident-level organizational assignments' (Division, Workstation), and buttons for 'Run QA check...', 'Back', and 'Next'.

- a. Optional Note: To add multiple investigators, click the three dots.
  - i. Select the additional investigator
  - ii. Click the ">>" button to add the additional investigator
  - iii. Click the "OK" button and the additional investigator will be added to the incident.

Additional investigators assigned

Select the additional investigators that are assigned to this incident. If the case is locked-out, they will have access along with the primary assigned investigator....

Available to be assigned

- Lieutenant Robert Batten
- Captain John Bell
- Captain Raymond Eisenburg
- Lieutenant Dennis Free
- Chief Thomas Jacobs
- Captain Renee Johnson
- Captain Thomas McHenry
- Captain Dan Mullen
- Detective Michael Murphy
- Lieutenant Kevin Perry
- Sergeant James Robert
- Captain John Smith
- Auxiliary test testtube
- Sergeant Chris Tull
- Lieutenant Delwan Waller

Assigned

>>

<<

OK

Additional investigators assigned

Select the additional investigators that are assigned to this incident. If the case is locked-out, they will have access along with the primary assigned investigator....

Available to be assigned

- Lieutenant Robert Batten
- Captain John Bell
- Captain Raymond Eisenburg
- Lieutenant Dennis Free
- Chief Thomas Jacobs
- Captain Renee Johnson
- Captain Thomas McHenry
- Captain Dan Mullen
- Detective Michael Murphy
- Lieutenant Kevin Perry
- Captain John Smith
- Auxiliary test testtube
- Sergeant Chris Tull
- Lieutenant Delwan Waller

Assigned

Sergeant James Robert

>>

<<

OK

3. Select the assigned supervisor from the “**Supervisor assigned**” drop down menu.

New Citizen complaint wizard

Unit assigned: Professional Standards Investigator assigned: Kaiser, Sergeant James Supervisor assigned: Batten, Lieutenant Robert

☒ Delegated to front-line and assigned to: ... X

Source of information Priority Outside investigator

Status

☒ Initial

☐ Active Open date: Assign date: Due date:

☐ Suspended/pending Date: Reason:

☐ Forwarded Date: Reason:

☐ Completed Date: Disposition:

Incident-level organizational assignments

Division Workstation

Run QA check... Back Next

4. If incident will be delegated to the front line, click the “Delegate to front-line and assign to:” check box and add the assigned person by clicking the three dots. **If not, skip to step 5.**

New Citizen complaint wizard

Unit assigned: Professional Standards Investigator assigned: Kaiser, Sergeant James Supervisor assigned: Batten, Lieutenant Robert

☒ Delegated to front-line and assigned to: ... X

Source of information Priority Outside investigator

Status

☒ Initial

☐ Active Open date: Assign date: Due date:

☐ Suspended/pending Date: Reason:

☐ Forwarded Date: Reason:

☐ Completed Date: Disposition:

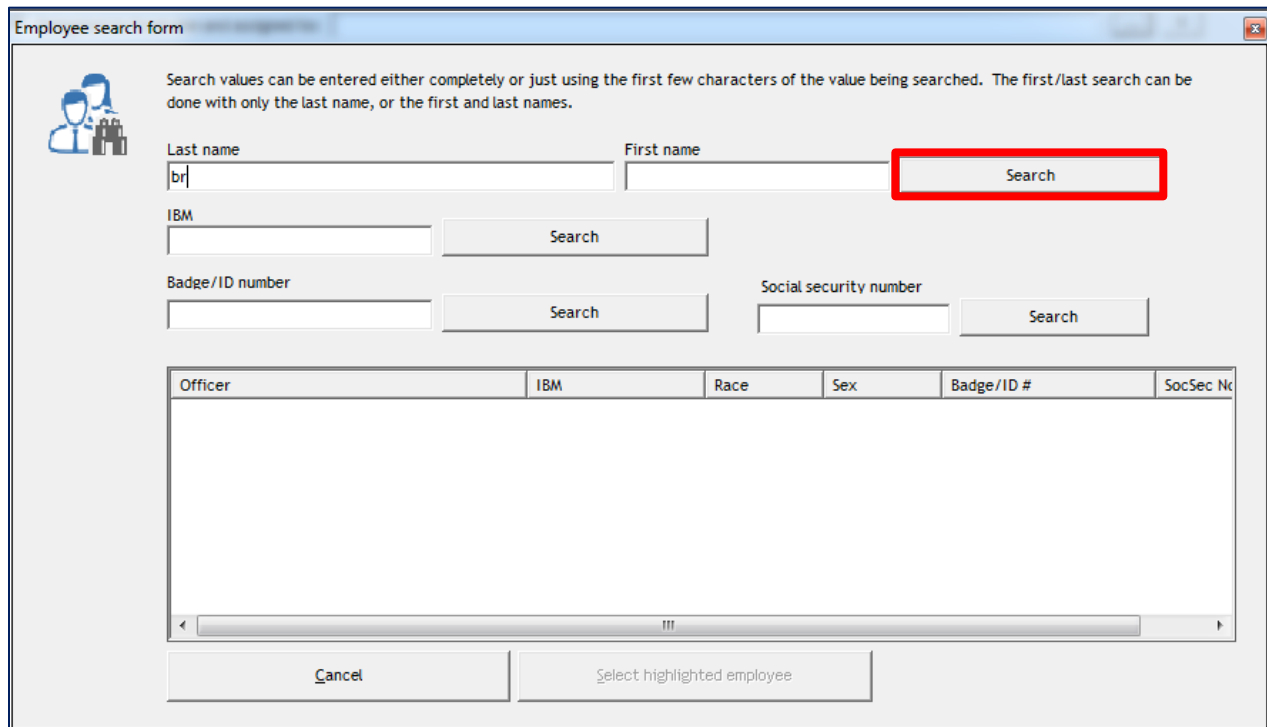
Incident-level organizational assignments

Division Workstation

Run QA check... Back Next



Search for the employee's name then click Search



Employee search form

Search values can be entered either completely or just using the first few characters of the value being searched. The first/last search can be done with only the last name, or the first and last names.

Last name:  First name:  **Search**

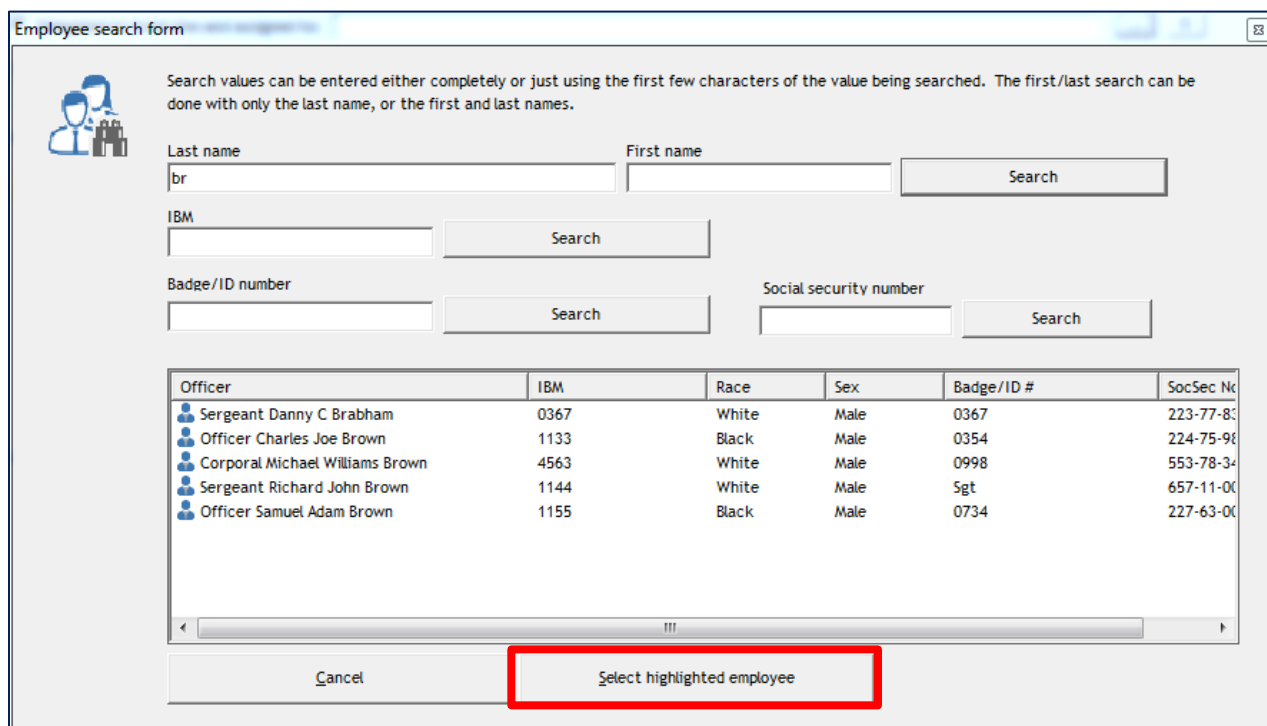
IBM:  **Search**

Badge/ID number:  **Search** Social security number:  **Search**

Officer	IBM	Race	Sex	Badge/ID #	SocSec Nc
---------	-----	------	-----	------------	-----------

**Cancel** **Select highlighted employee**

Click on the employee's name and click **"Select highlighted employee"**



Employee search form

Search values can be entered either completely or just using the first few characters of the value being searched. The first/last search can be done with only the last name, or the first and last names.

Last name:  First name:  **Search**

IBM:  **Search**

Badge/ID number:  **Search** Social security number:  **Search**

Officer	IBM	Race	Sex	Badge/ID #	SocSec Nc
Sergeant Danny C. Brabham	0367	White	Male	0367	223-77-83
Officer Charles Joe Brown	1133	Black	Male	0354	224-75-98
Corporal Michael Williams Brown	4563	White	Male	0998	553-78-34
Sergeant Richard John Brown	1144	White	Male	Sgt	657-11-00
Officer Samuel Adam Brown	1155	Black	Male	0734	227-63-00

**Cancel** **Select highlighted employee**

5. Select the source of the information from the “**Source of information**” drop down menu
6. Select the priority of the complaint from the “**Priority**” drop down menu.
7. If applicable, select the outside investigator from the “**Outside investigator**” drop down menu.

New Citizen complaint wizard

Unit assigned: Professional Standards Investigator assigned: Kaiser, Sergeant James Supervisor assigned: Batten, Lieutenant Robert

☒ Delegated to front-line and assigned to: Brabham, Danny C Sergeant [0367]

Source of information: Citizen Priority: Informal Outside investigator:

Status

☒ Initial

☐ Active Open date: Assign date: Due date:

☐ Suspended/pending Date: Reason:

☐ Forwarded Date: Reason:

☐ Completed Date: Disposition:

Incident-level organizational assignments

Division Workstation

Run QA check... Back Next

8. Identify the status of your incident by selecting the appropriate status of your incident. All newly created incidents will have a default status of initial. You must select the correct status in order for proper recording the incident's status. The case statuses are as follows:
  - a. **Initial** – Default status given to incident upon incident creation
  - b. **Active** – indicates incident is open and actively being worked
  - c. **Suspended/pending** – indicates incident investigation is suspending and not being worked. After selecting this status select a reason from the drop-down menu.
  - d. **Forwarded** – indicates incident has been forwarded from one person/group to another. After selecting this status select a reason from the drop-down menu.
  - e. **Completed** – indicates incident investigation is complete. After selecting this status select a disposition from the drop-down menu.

9. After placing a new incident in an Active status, IAPRO will automatically add today's date to the open date field. If today's date is not the open date, be sure to change it to the correct open date. Next you should enter the assign date and the due date if it is not showing automatically.

The screenshot shows the 'New Citizen complaint wizard' form. The 'Status' section is highlighted with a red box. The 'Active' status is selected, and the 'Open date' is set to 04/25/2018, 'Assign date' to 04/25/2018, and 'Due date' to 04/30/2018. Other fields include 'Unit assigned: Professional Standards', 'Investigator assigned: Kaiser, Sergeant James', 'Supervisor assigned: Batten, Lieutenant Robert', 'Delegated to front-line and assigned to: Brabham, Danny C Sergeant [0367]', 'Source of information: Citizen', 'Priority: Informal', and 'Outside investigator'. The 'Incident-level organizational assignments' section shows 'Division' and 'Workstation' dropdowns. At the bottom are buttons for 'Run QA check...', 'Back', and 'Next'.

10. Assign the Incident level organization assignment to the incident.

The screenshot shows the 'New Citizen complaint wizard' form. The 'Incident-level organizational assignments' section is highlighted with a red box. The 'Division' is set to 'Operational Division' and the 'Workstation' is set to 'First Precinct'. Other fields are the same as in the previous screenshot. At the bottom are buttons for 'Run QA check...', 'Back', and 'Next'.

Click "next to progress forward and continue creating the incident.

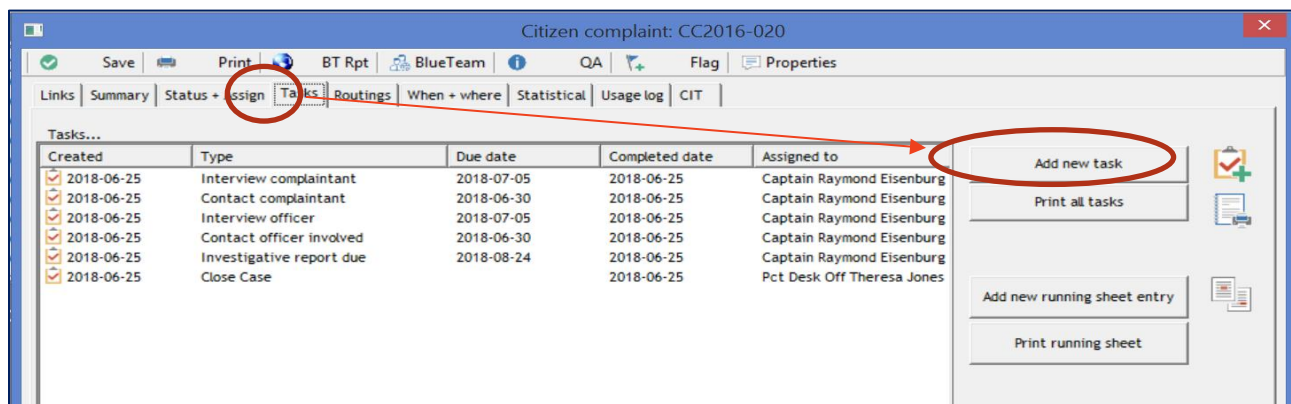
## Managing Tasks/Running Sheets

Tasks can be used to assist in the management of incidents. Tasks can be populated automatically by incident type or added by the investigator or supervisor of the incident.

Each task will be linked to one and only one incident. Tasks cannot be reassigned or switched to other incidents. They will either be in “Open” or “Completed” status. An “Open” task is one without a completed date.

### Adding tasks to incidents

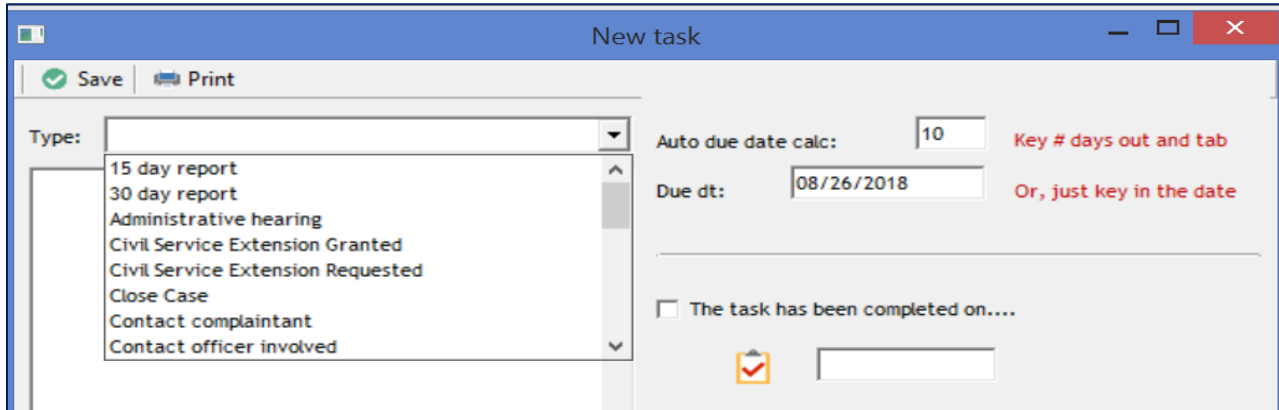
Access the Tasks tab from within an incident, click on “Add new task”



**IAPRO Instructional Manual**

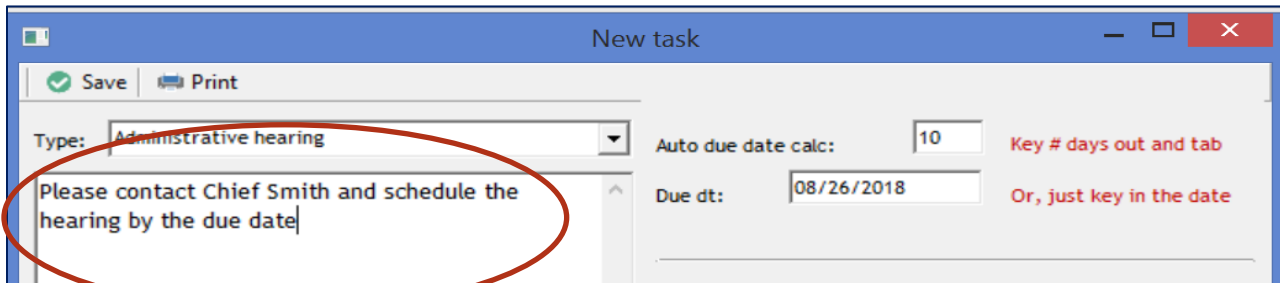
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Select the task type from the dropdown list, give it a due date. You can enter the number of days and it will automatically calculate the due date or you can enter the due date manually.



The screenshot shows a 'New task' window with a blue title bar and standard window controls. Below the title bar is a toolbar with 'Save' and 'Print' buttons. The main area contains a 'Type:' dropdown menu that is open, displaying a list of task types: '15 day report', '30 day report', 'Administrative hearing', 'Civil Service Extension Granted', 'Civil Service Extension Requested', 'Close Case', 'Contact complainant', and 'Contact officer involved'. To the right of the dropdown, there are two input fields: 'Auto due date calc:' with the value '10' and a red label 'Key # days out and tab', and 'Due dt:' with the value '08/26/2018' and a red label 'Or, just key in the date'. Below these fields is a checkbox labeled 'The task has been completed on....' with a small icon of a clipboard and a checkmark next to it.

You can enter instructions concerning the task in the box below.



This screenshot shows the same 'New task' window, but with the 'Type:' dropdown menu set to 'Administrative hearing'. Below the dropdown menu, there is a text box containing the instruction: 'Please contact Chief Smith and schedule the hearing by the due date'. This text box is circled in red. The other elements of the window, including the 'Auto due date calc:' and 'Due dt:' fields, remain the same as in the previous screenshot.

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### Editing and completing tasks

Access and edit a task by double clicking on the task you wish to edit or complete. You can then type into the narrative box if needed and check the completion box. It will automatically enter the current date but you can also manually enter the date.

### Deleting tasks from incidents

To delete a task from an incident, right click on the task and select "Delete task"

Created	Type	Due date	Completed date	Assigned to
2018-06-25	Interview complaintant	2018-07-05	2018-06-25	Captain Raymond Eisenburg
2018-06-25	Contact complaintant	2018-06-30	2018-06-25	Captain Raymond Eisenburg
2018-06-25	Interview officer	2018-07-05	2018-06-25	Captain Raymond Eisenburg
2018-06-25	Contact officer inv...	2018-07-05	2018-06-25	Captain Raymond Eisenburg
2018-06-25	Investigative report	2018-07-05	2018-06-25	Captain Raymond Eisenburg
2018-06-25	Administrative hear...	2018-07-05	2018-06-25	Pct Desk Off Theresa Jones
2018-08-16	Administrative hear...			Un-assigned

## Assigning tasks

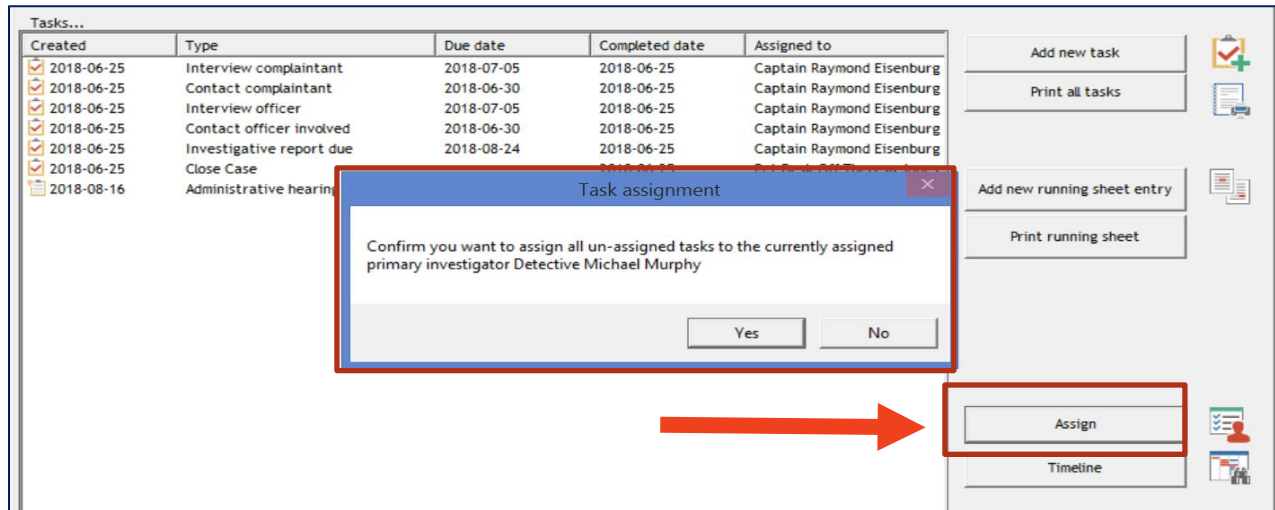
To assign a task, open the task and click on the dropdown list and select the person who will be responsible for the task completion.

The screenshot displays a web application window titled "Administrative hearing Created by Detective Michael Murphy on Aug 16, 2018". The interface includes a "Save" button and a "Print" icon. A dropdown menu for "Type:" is set to "Administrative hearing". The main text area contains the instruction: "Please contact Chief Smith and schedule the hearing by the due date". To the right, there are fields for "Auto due date calc:" (empty) and "Due dt:" (08/26/2018). A checkbox labeled "The task has been completed on...." is present, with a date input field below it. A red box highlights the "Task assigned to" dropdown menu, which is open and shows a list of names: "Jones, Pct Desk Off Theresa" (highlighted), "Kaiser, Sergeant James", "Lewis, Captain Joe", "McHenery, Captain Thomas", "Mullen, Captain Dan", "Murphy, Detective Michael", "Perry, Lieutenant Kevin", and "Robert, Sergeant James". At the bottom, there is a "Check spelling" button, a "Summary size: 67 charact" indicator, and a "Font s" slider. The footer states "Task created by Detective Michael Murphy on 08/16/2018".

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If you have multiple tasks to assign to the incident investigator, you can accomplish this by clicking on the “Assign” button from the main task page. It will ask you to confirm this by clicking “Yes”





## Automated tasks

The administrator can create tasks to be automatically generated based on incident type. In the below example you see an example of automatic tasks that might be created for a Citizen Complaint incident.

Tasks...				
Created	Type	Due date	Completed date	Assigned to
2016-12-19	30 day report	2017-01-18		Un-assigned
2016-12-19	Interview complainant	2016-12-29		Un-assigned
2016-12-19	Contact complainant	2016-12-24		Un-assigned
2016-12-19	Interview officer	2016-12-29		Un-assigned
2016-12-19	Contact officer involved	2016-12-24		Un-assigned
2016-12-19	Investigative report due	2017-02-17		Un-assigned

## Running sheets

Running sheets can be used to track events or milestones of an incident. The running sheets are organized chronologically and can be printed as a group to show how an investigation developed. An example of a group of running sheets is shown below.

Printed report view/print

[Back](#) | [Print](#) | [Font](#) | [Save](#)

Running sheet entries for Citizen complaint test

----- Running sheet entry -----

Attempted to contact the complainant on 08/16/18. Left a voice mail.

Created on: Aug 16, 2018 By: Detective Michael Murphy

----- Running sheet entry -----

Complainant returned my call and scheduled a meeting for 08/17/18 at headquarters.

Created on: Aug 16, 2018 By: Detective Michael Murphy

----- Running sheet entry -----

Scheduled an interview with Officer Jones

Created on: Aug 16, 2018 By: Detective Michael Murphy

----- Running sheet entry -----

Retrieved body-worn camera footage.

Created on: Aug 16, 2018 By: Detective Michael Murphy

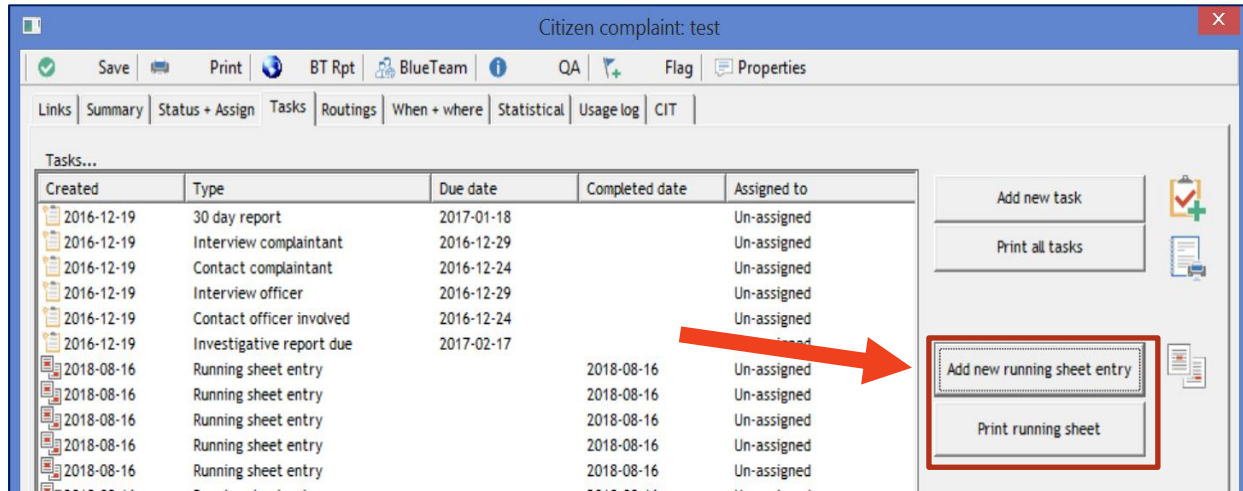
----- Running sheet entry -----

Completed investigation and submitted for review

Created on: Aug 16, 2018 By: Detective Michael Murphy

Report printed: Aug 16, 2018 16:57 By: Detective Michael Murphy

To manage running sheets, you can click on “Add new running sheet entry” or “Print running sheet entry”



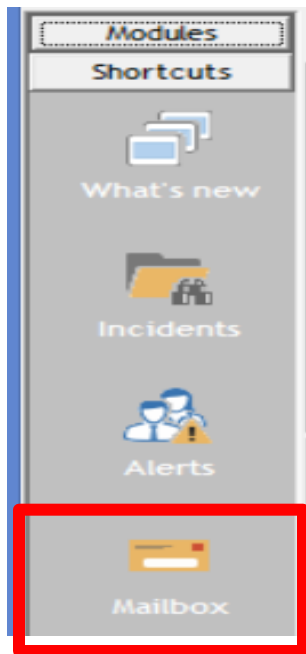
### Creating a new task type

Task types are created as the Administrator (See Administrator Manual – Creating tasks)

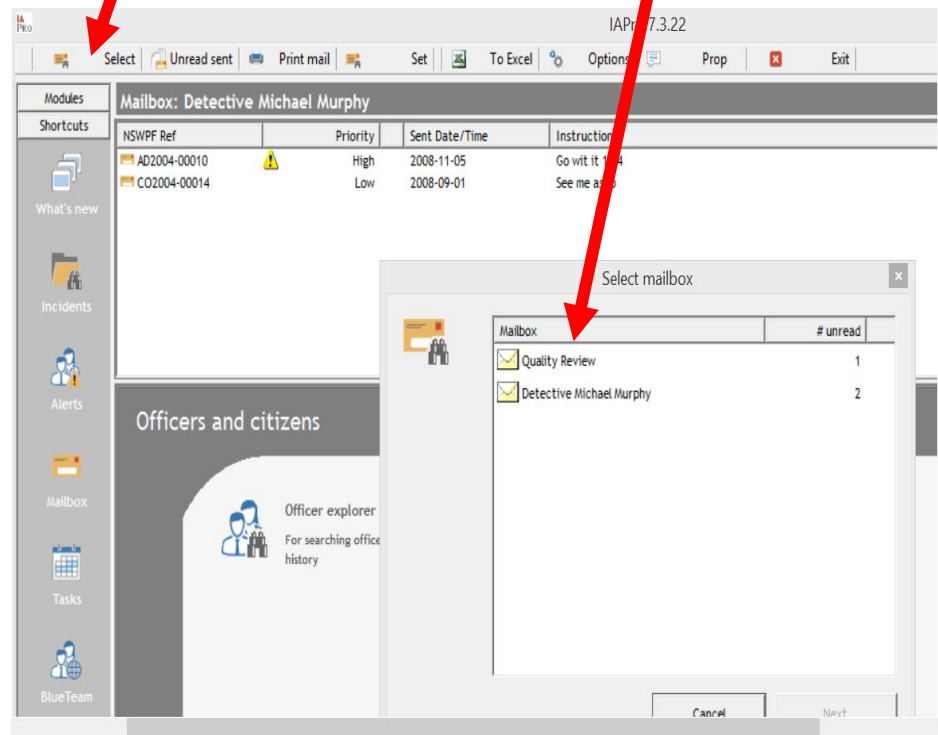
## Managing Routings

### Mailbox Icon

Click on the Mailbox icon under Modules/Shortcuts to access routings.

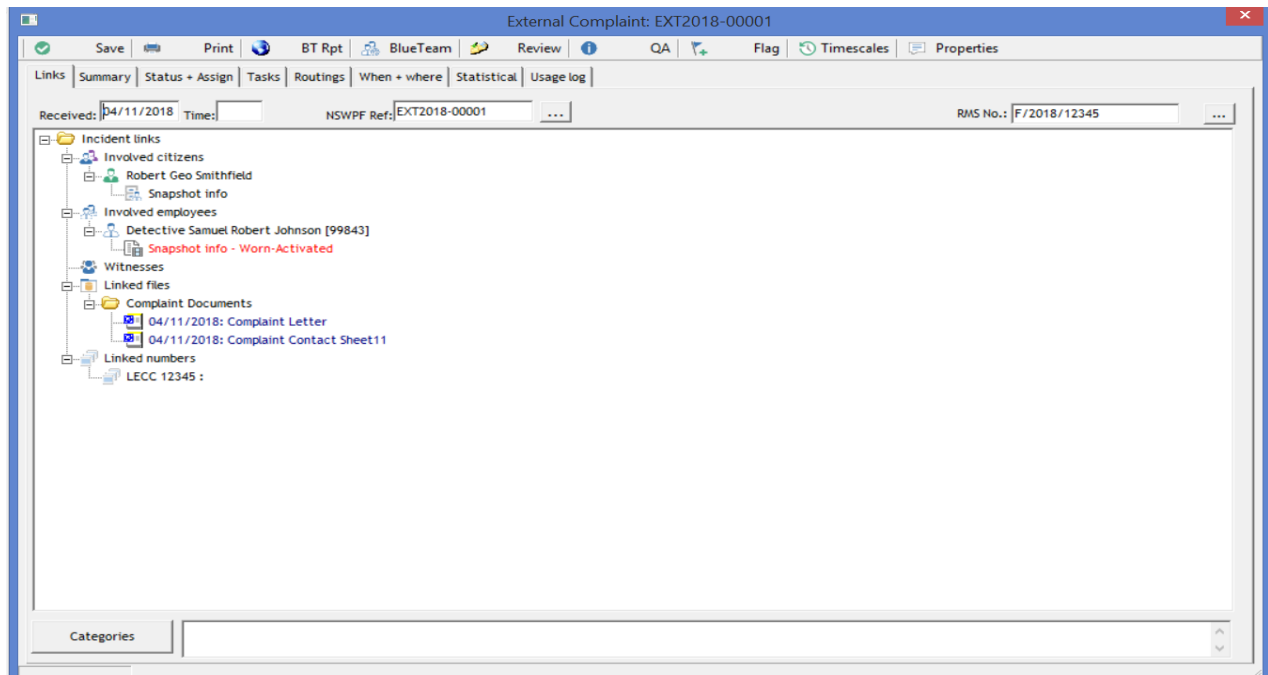


Click on "Select" to choose the mailbox if you have access to more than one. Your choices will appear in a box



To review the incident, double click on the routing to open the incident.

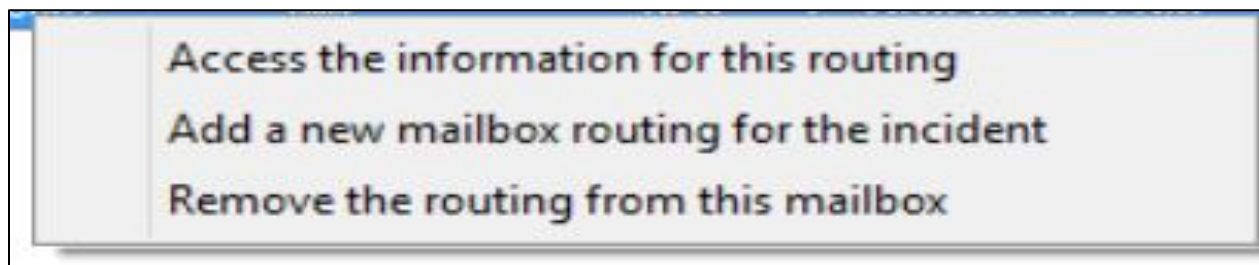
Mailbox	Priority	Sent Dt/Tm	Instructions
Chiefs Mailbox	New	2016-12-19 09:39	This is a new incident that has been automatic...



After reviewing the routing, go back to the routing screen to access the routing and close it out.

### Accessing a Routing

To access the routing, right click on the routing and select "Access the information for this routing."



## Managing the When + Where Tab

The “When+Where” tab contains the Occurred date and time of your incident as well as the address where the incident happened. It is important to use your drop-down boxes when making selections to ensure consistency of your data.

The most important thing to remember is to click on the “Apply link” button after entering your address. You may enter multiple addresses, but you must “Apply link” each time. When done correctly, the addresses will appear in the box toward the bottom of the page.

Reason	Date	Address
Incident location	Jun 25 2018	1200 Virginia St. Courtland TX 75228

## Managing the Statistical Tab

### Managing Class and Sub-Class

- Select the Statistical tab as indicated on the diagram below.

Citizen complaint: CO2017-00012

Save Print BT Rpt BlueTeam QA Flag Timescales Properties

Links Summary Status + Assign Tasks Routings When + where **Statistical** Usage log

**Classification**

- Category A: Duty to Obey
- Category B: Performance of Duty
- Category C: Detrimental Conduct
- Category D: Administrative Responsib
- Category E: Miscellaneous
- Category F: Supervisors
- Weapon(s) Discharge

**Sub-classification**

<< Clear << Clear

**Miscellaneous statistics**

☐ Officer(s) as yet unidentified ☒ External / public complaint ☒ Involved citizen charged/arrested

Service rendered at time of incident: Call for Service Precipitating factor: Bad Attitude Upcoming purge date: 03/04/2024

**Stop-related statistics**

☒ The incident occurred during stop Type of stop: Felony Traffic Stop

- Select one of the listed Classification on your left as indicated below. Your Classification and Sub-Classification listings are available after it's configured on your Admin Side. Duty to Obey is selected on the left as highlighted.

Citizen complaint: CO2017-00012

Save Print BT Rpt BlueTeam QA Flag Timescales Properties

Links Summary Status + Assign Tasks Routings When + where **Statistical** Usage log

**Classification**

- Category A: Duty to Obey**
- Category B: Performance of Duty
- Category C: Detrimental Conduct
- Category D: Administrative Responsib
- Category E: Miscellaneous
- Category F: Supervisors
- Weapon(s) Discharge

**Sub-classification**

- Compliance with Directives
- Conflicting Orders
- Conformance to Laws
- Improper Orders
- Insubordination
- Knowledge of Laws and Regulations
- Truthfulness

<< Clear << Clear

**Miscellaneous statistics**

☐ Officer(s) as yet unidentified ☒ External / public complaint ☒ Involved citizen charged/arrested

Service rendered at time of incident: Call for Service Precipitating factor: Bad Attitude Upcoming purge date: 03/04/2024

**Stop-related statistics**

☒ The incident occurred during stop Type of stop: Felony Traffic Stop

- Under Sub-Classification on the right, Insubordination is selected. As shown, there are a few listings under Sub-Classification which can be selected based on the initial allegation. Only one Classification and one Sub-Classification can be selected per incident.

Citizen complaint: CO2017-00012

Save Print BT Rpt BlueTeam QA Flag Timescales Properties

Links Summary Status + Assign Tasks Routings When + where Statistical Usage log

Classification

- Category A: Duty to Obey
- Category B: Performance of Duty
- Category C: Detrimental Conduct
- Category D: Administrative Responsib
- Category E: Miscellaneous
- Category F: Supervisors
- Weapon(s) Discharge

Sub-classification

- Compliance with Directives
- Conflicting Orders
- Conformance to Laws
- Improper Orders
- Insubordination
- Knowledge of Laws and Regulations
- Truthfulness

<< Clear << Clear

Miscellaneous statistics

☐ Officer(s) as yet unidentified ☒ External / public complaint ☒ Involved citizen charged/arrested

Service rendered at time of incident: Call for Service

Precipitating factor: Bad Attitude

Upcoming purge date: 03/04/2024

Stop-related statistics

☒ The incident occurred during stop

Type of stop: Felony Traffic Stop

- Other useful dropdown fields and check boxes are also available as shown below, based on your Agency's needs for data collection.

Citizen complaint: CO2017-00012

Save Print BT Rpt BlueTeam QA Flag Timescales Properties

Links Summary Status + Assign Tasks Routings When + where Statistical Usage log

Classification

- Category A: Duty to Obey
- Category B: Performance of Duty
- Category C: Detrimental Conduct
- Category D: Administrative Responsib
- Category E: Miscellaneous
- Category F: Supervisors
- Weapon(s) Discharge

Sub-classification

- Compliance with Directives
- Conflicting Orders
- Conformance to Laws
- Improper Orders
- Insubordination
- Knowledge of Laws and Regulations
- Truthfulness

<< Clear << Clear

Miscellaneous statistics

☐ Officer(s) as yet unidentified ☒ External / public complaint ☒ Involved citizen charged/arrested

Service rendered at time of incident: Call for Service

Precipitating factor: Bad Attitude

Upcoming purge date: 03/04/2024

Stop-related statistics

☒ The incident occurred during stop

Type of stop: Felony Traffic Stop

## Miscellaneous Incident Functions

### Disclosures

The Disclosure feature provides the user with the opportunity to track and manage the release of information to outside entities. These can include open records requests, (Freedom of Information Act) Requests for Discovery or Legal Subpoenas, etc. There are several ways to track disclosures.

#### Incident Disclosure

With an incident open, click on Properties and open the Disclosure tab and click on “Add new linked entry”

The screenshot shows the 'Incident properties' window with the 'Disclosure' tab selected. The window has a title bar with a close button. Below the title bar are tabs for 'Properties', 'Options', 'BlueTeam', 'Disclosure', and 'Advanced'. Under the 'Disclosure' tab, there are three buttons: 'Add new linked entry >>', 'Print these entries >>', and 'Delete entry'. Below these buttons is a table with the following headers: 'Date', 'Type', 'By', 'Received By', and 'Subject Matter /Why disseminated'. The table is currently empty.

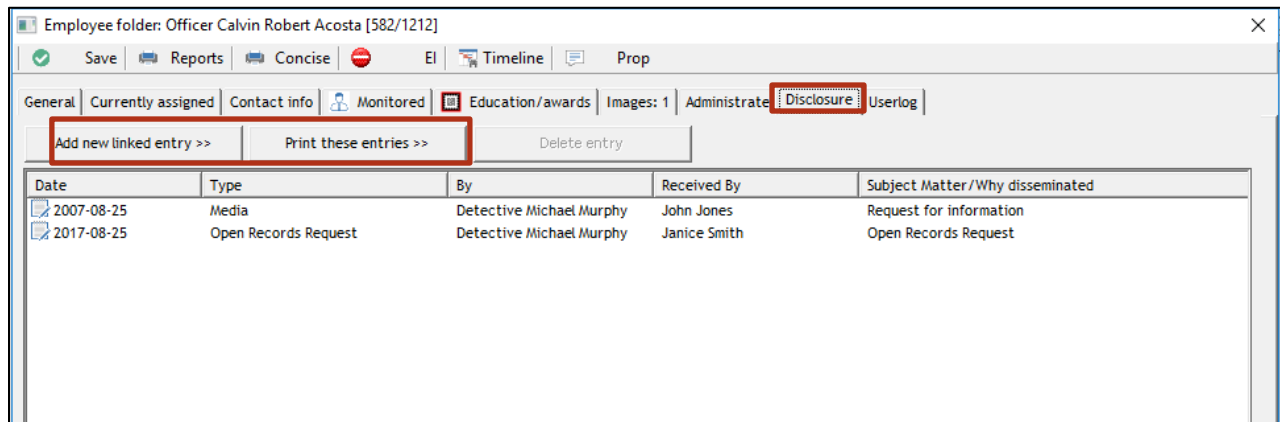
Complete the form and click on “Done.”

The screenshot shows the 'Incident Disclosure' form. On the left, there is a sidebar with a 'Link employee >>' button, a 'Link file(s) >>' button, and a file icon labeled 'AD2018-00002'. The main form area contains the following fields: 'Disclosure date:' with a date picker set to '10/12/2018'; 'Disclosure type:' with a dropdown menu set to 'Open Records Request'; 'Disclosure by:' with a dropdown menu set to 'Lt. Dennis Free'; 'Recipient(s):' with a text field; 'Who received:' with a dropdown menu set to 'Colin Stolle'; 'Agency:' with a dropdown menu set to 'WAVY TV 10'; 'Info:' with a text field; 'Subject matter /why disclosed:' with a text field; 'Summary:' with a text field containing 'AD2018-00002'; and a large text area containing 'Released a redacted copy of the incident.' At the bottom left, there is a timestamp: 'Entered by Detective Michael Murphy on 10/12/2018 at 17:07'. At the bottom right, there is a 'Done' button.



## Employee Disclosure

You can also disclose by employee. Open the employee folder and click on the “Disclosure” tab. From here, you can see previous disclosures, add new disclosures or print entries.



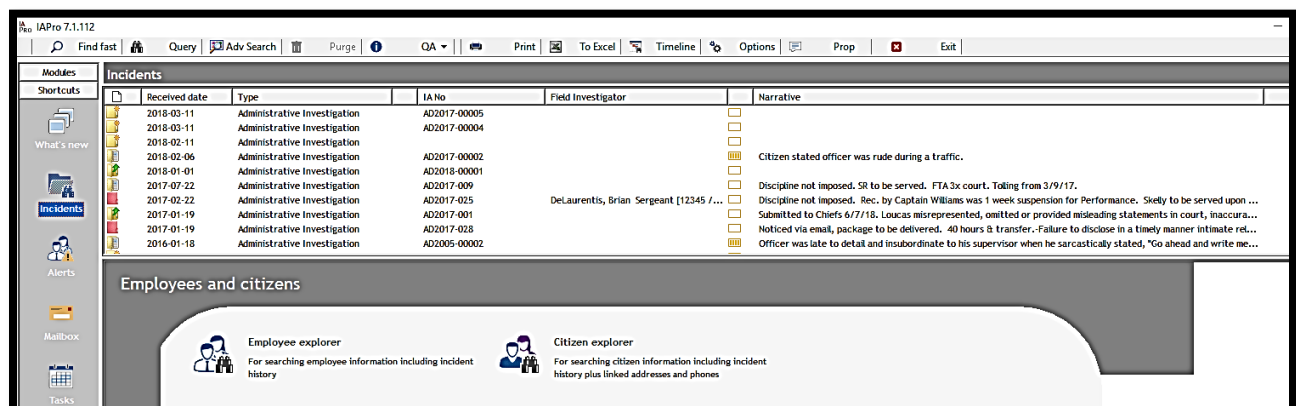
See the [Disclosure Log](#) for more disclosure options.

## Incident Purging

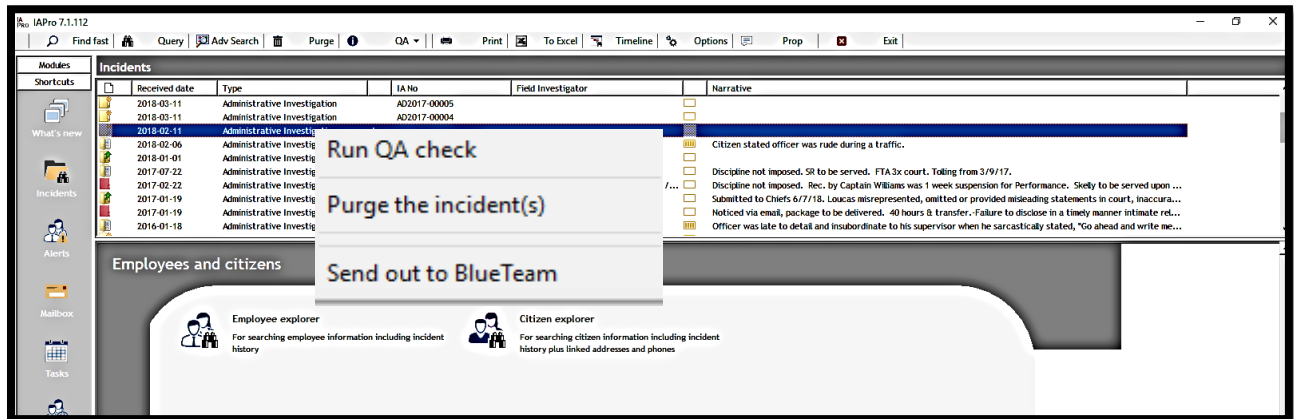
There are basically two ways to purge in IAPro. By employee and by incident. We recommend that you normally purge the employee from the incident instead of purging the entire incident. This allows you to keep important statistical information such as incident counts, allegation counts and actions taken, just to name a few.

To find instructions for purging an employee, [click here](#).

To purge an incident from IAPro, the incident needs to be brought into the incident screen (Upper Pane)



To purge an incident, right click on the incident and select “Purge the incident(s).” Follow the prompts to complete the action.



Note: You must have “Purge Features” access. This permission is granted by the Administrator.

**Once you purge an incident, you may not un-purge it, so please be careful when using this feature.**

## Print Function

You are able to print your incident in a report type format at any time.

A partial example of a printed report is provided below.

**Administrative Investigation      IA No: AD2017-00006      Received: Mar 13, 2018**

Case No: 18-12345

**Involved citizen:**

**Robert Geo Smithfield**

Role: Complainant

**Charges against citizen in relation to the incident:**

Assault on a Peace Officer

**Linked address(s):**

Home: 3443 Wakefield Street 121 Newport News VA 23312

**Linked phone(s):**

Home: (757) 221-0909

**Officers involved:**

**Officer Kathryn Nichole Murphy [0447/1418]**

**Officer current info:**

Division: Operational Division

Bureau: Fourth Precinct

Assignment: C Shift

**Snapshot - Officer information at time of incident:**

Payroll #: 1418

**Body worn camera: Activated and Downloaded by Officer**

Division: Operational Division

Bureau: Fourth Precinct

Assignment: C Shift

Squad: X20 Zone

Rank/title: Officer

Age: 33 Years of employment: 12 Years with unit:

Off duty: No Off duty employed: No

**Allegations:**

Abuse of Position - 1210 Courtesy to the Public

Mar 13, 2018 Sustained

**Actions taken:**

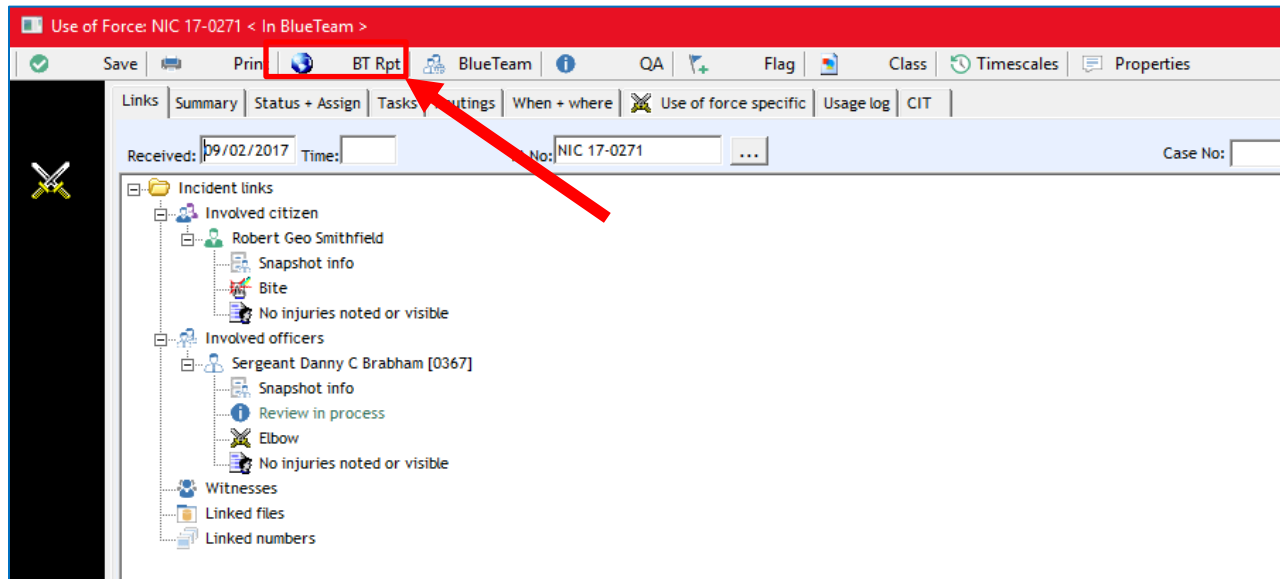
Mar 13, 2018 - Suspension Days/hrs suspended/assessed: 2 - [Action/discipline completed]

This is a test

## BT Report

### How to access the BT Report in an incident in IAPRO

- After opening an incident in IAPRO that was entered in BlueTeam, select the “BT Rpt” tab as indicated on the diagram below.



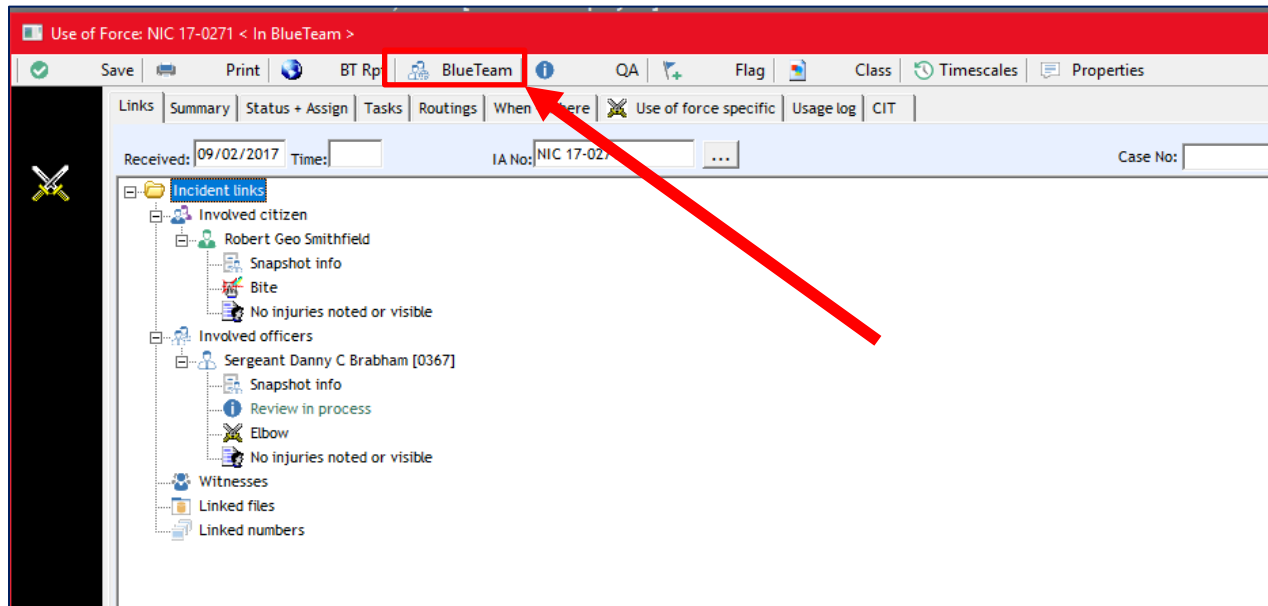
- Once selected, it will display your BT rpt in your browser. You will then see the Incident Summary of what was entered in BlueTeam as shown below. (Partial View Below)

Use Of Force Report		
<a href="#">Print this incident.</a>		
<b>Incident Entered By:</b> Lieutenant Dennis Free - 1312 <b>Assigned Investigator:</b> [Incident pending assignment]		
<b>Incident Details</b>		
<b>Date Received</b>	<b>Date of Occurrence</b>	<b>Time of Occurrence</b>
9/2/2017		
<b>Record ID #</b>	<b>Case No</b>	<b>IA No</b>
514		NIC 17-0271
<b>Date/Time Entered</b> 9/2/2017 11:22		
<b>Incident Summary</b>		
test njjn		
<b>Incident Location</b>		
•		
<b>Use of Force Specific Information</b>		
<b>Reason for Use of Force</b>	<b>Service Being Rendered</b>	
Damage to City Prop.	Call for Service	
<b>Weather Condition</b>	<b>Lighting Condition</b>	<b>Distance to Citizen</b>
<b>Citizen Injured</b>	<b>Citizen Taken to Hospital</b>	<b>Citizen Arrested</b>
No	No	No
<b>More than 1 Citizen Involved</b> No		
<b>Citizen's Build</b>	<b>Citizen's Height</b>	

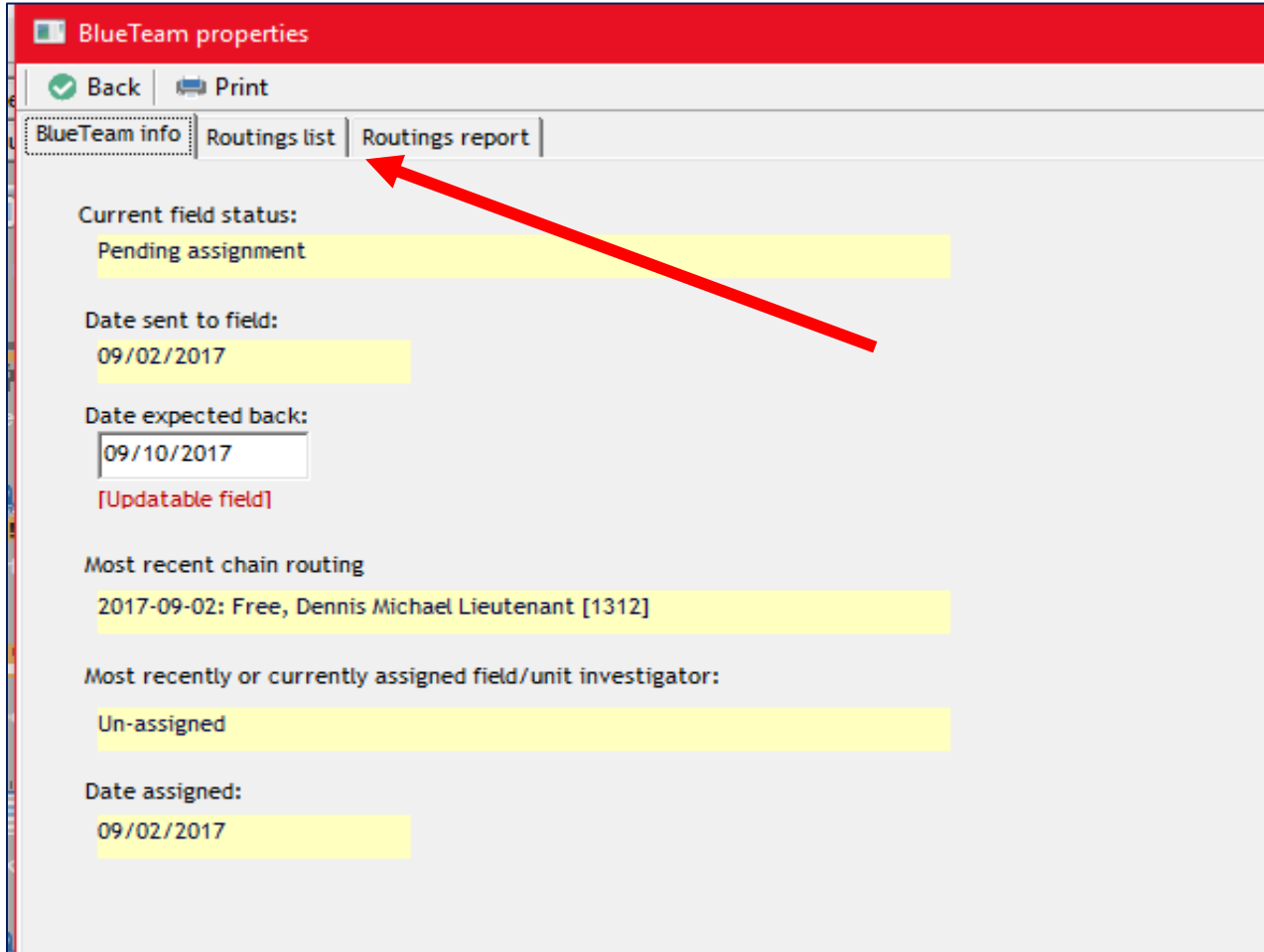
## BlueTeam Routings

To access the BlueTeam Routings you will:

- Select the BlueTeam tab as indicated below in the diagram,



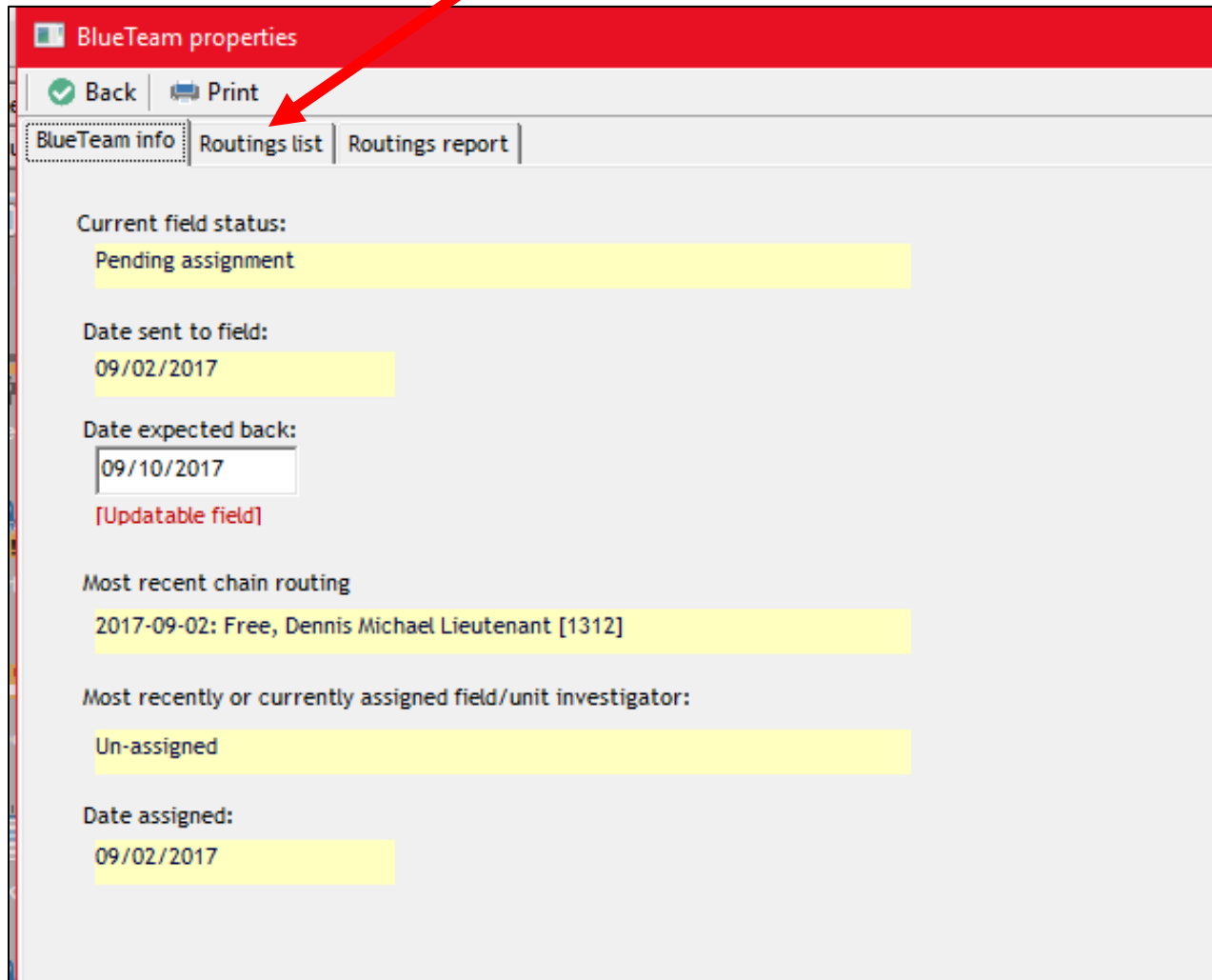
- Under BlueTeam properties, the BlueTeam info tab will display the Current field status, Date sent to field, Date expected back, Most recent chain routing, Most recently or currently assigned field/unit investigator and Date assigned.



The screenshot shows a web application window titled "BlueTeam properties". It has a red header bar with the title. Below the header, there are two buttons: "Back" (with a green checkmark icon) and "Print" (with a printer icon). Below these buttons are three tabs: "BlueTeam info" (which is selected and highlighted with a dotted border), "Routings list", and "Routings report". A red arrow points from the "Routings report" tab towards the "Current field status" section. The "BlueTeam info" tab displays the following information:

- Current field status:** Pending assignment
- Date sent to field:** 09/02/2017
- Date expected back:** 09/10/2017 (with a text input field and "[Updatable field]" below it)
- Most recent chain routing:** 2017-09-02: Free, Dennis Michael Lieutenant [1312]
- Most recently or currently assigned field/unit investigator:** Un-assigned
- Date assigned:** 09/02/2017

- Select the Routing list tab below.



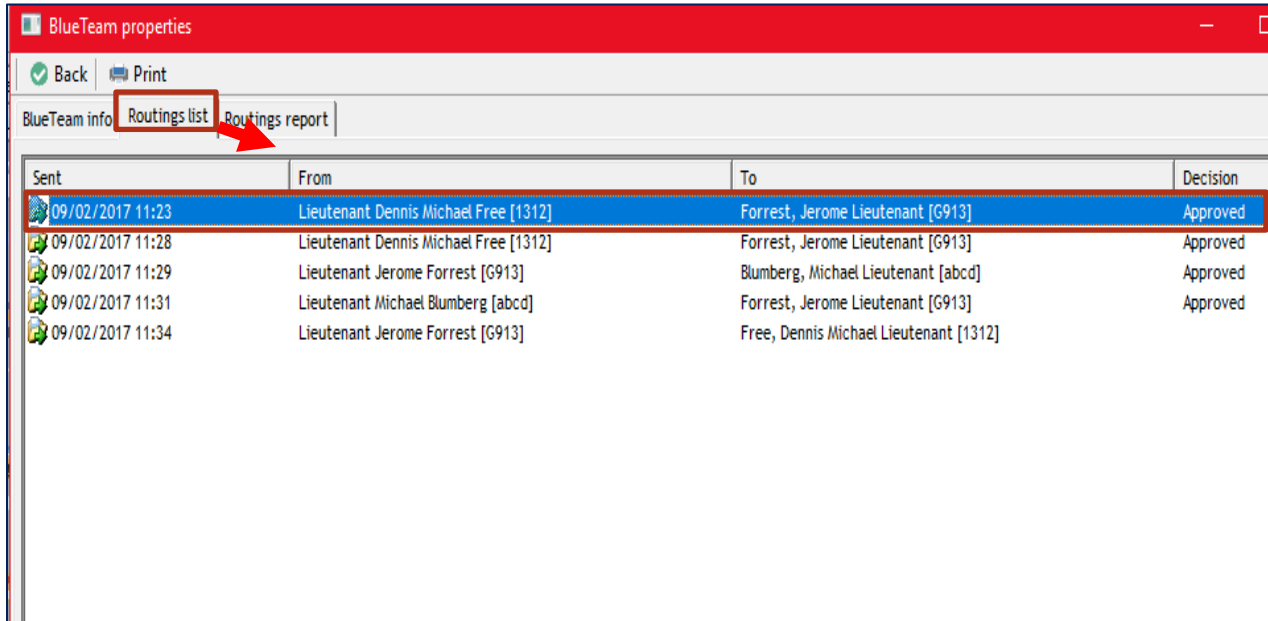
The screenshot shows a web application window titled "BlueTeam properties". At the top, there is a red header bar. Below it, a navigation bar contains a "Back" button with a green checkmark icon and a "Print" button with a printer icon. Below the navigation bar, there are three tabs: "BlueTeam info", "Routing list", and "Routing report". A red arrow points to the "Routing list" tab, which is currently selected. The main content area displays the following information:

- Current field status:**  
Pending assignment
- Date sent to field:**  
09/02/2017
- Date expected back:**  
09/10/2017  
[Updatable field]
- Most recent chain routing**  
2017-09-02: Free, Dennis Michael Lieutenant [1312]
- Most recently or currently assigned field/unit investigator:**  
Un-assigned
- Date assigned:**  
09/02/2017

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- Upon selecting the Routing list, it will display the sender and recipient of the routing along with the decision.



Sent	From	To	Decision
09/02/2017 11:23	Lieutenant Dennis Michael Free [1312]	Forrest, Jerome Lieutenant [G913]	Approved
09/02/2017 11:28	Lieutenant Dennis Michael Free [1312]	Forrest, Jerome Lieutenant [G913]	Approved
09/02/2017 11:29	Lieutenant Jerome Forrest [G913]	Blumberg, Michael Lieutenant [abcd]	Approved
09/02/2017 11:31	Lieutenant Michael Blumberg [abcd]	Forrest, Jerome Lieutenant [G913]	Approved
09/02/2017 11:34	Lieutenant Jerome Forrest [G913]	Free, Dennis Michael Lieutenant [1312]	



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- If you double click on any of the listed routings, it will display a more detail activity between the sender and the recipient.

The screenshot shows the 'BlueTeam properties' window with the 'Routings report' tab selected. The report table lists a routing from Lieutenant Dennis Michael Free [1312] to Forrest, Jerome Lieutenant [G913] on 09/02/2017 at 11:23, with a decision of 'Approved'. A modal window titled 'Incident's BlueTeam chain-of-command routing' is open, displaying details for a 'Use of Force' incident dated 09/02/2017 11:22. The modal shows the sender information, instructions/comments ('test'), review information (reviewed by Lieutenant Jerome Forrest [G913]), reviewer decision (Approved), and reviewer's comments ('test').

Sent	From	To	Decision
09/02/2017 11:23	Lieutenant Dennis Michael Free [1312]	Forrest, Jerome Lieutenant [G913]	Approved
			Approved
			Approved
			Approved

**Incident's BlueTeam chain-of-command routing**

Type: Use of Force Date of original entry: 09/02/2017 11:22

Sender information: Sent by Lieutenant Dennis Michael Free [1312] on Sep 02, 2017 at 11:23 to Forrest, Jerome Lieutenant [G913]

Instructions/comments: test

Review information: Reviewed by: Lieutenant Jerome Forrest [G913]

Reviewer decision: ☒ Approved ☐ Not approved ☐ Other Reason not approved

Reviewer's comments: test

OK

- Upon selecting the Routings report tab, this will display the BlueTeam chain routings in a word pad format. This information can be printed and saved.

The screenshot shows a web application window titled "BlueTeam properties". It has a red header bar with a "Back" button (green checkmark) and a "Print" button (printer icon). Below the header is a tabbed interface with three tabs: "BlueTeam info", "Routings list", and "Routings report". The "Routings report" tab is selected and highlighted with a red box. The main content area displays "BlueTeam chain routings" and lists three routing entries. Each entry includes a timestamp, sender, recipient, instructions, reviewer, decision, and reviewer comment.

Timestamp	Sender	Recipient	Instructions	Reviewer	Decision	Reviewer comment
Sep 02, 2017 11:23	Lieutenant Dennis Michael Free [1312]	Forrest, Jerome Lieutenant [G913]	test	Lieutenant Jerome Forrest [G913]	Approved	test
Sep 02, 2017 11:28	Lieutenant Dennis Michael Free [1312]	Forrest, Jerome Lieutenant [G913]	test	Lieutenant Jerome Forrest [G913]	Approved	test1
Sep 02, 2017 11:29	Lieutenant Jerome Forrest [G913]	Blumberg, Michael Lieutenant [abcd]	test			

## QA – Quality Assurance Check

To perform a Quality Assurance (QA) Check, click the “Run QA Check” button

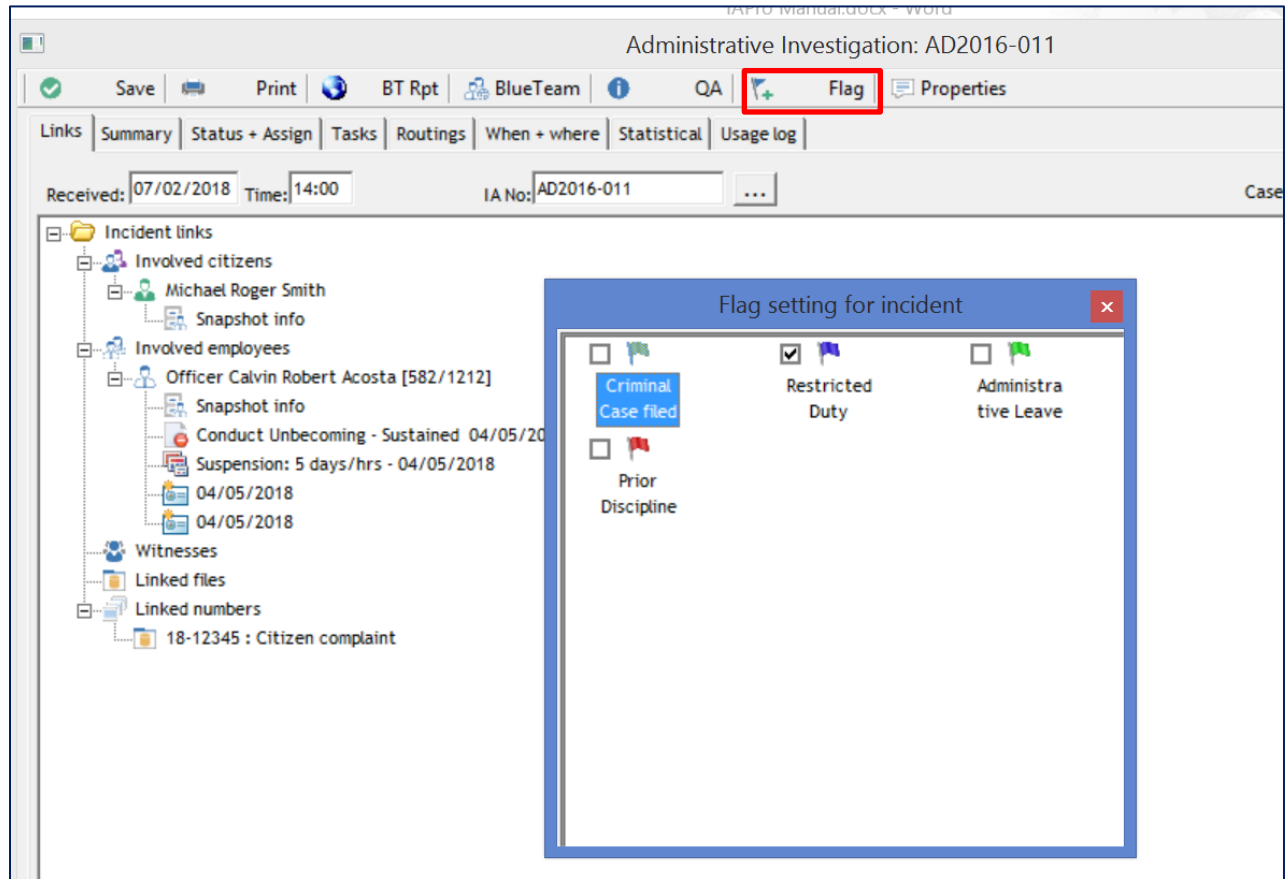
The screenshot shows the 'New Citizen complaint wizard' window. It contains several fields for assigning the complaint, including 'Unit assigned' (Professional Standards), 'Investigator assigned' (Kaiser, Sergeant James), and 'Supervisor assigned' (Batten, Lieutenant Robert). There are also dropdowns for 'Source of information' (Citizen), 'Priority' (Informal), and 'Outside investigator'. The 'Status' section has radio buttons for 'Initial', 'Active', 'Suspended/pending', 'Forwarded', and 'Completed'. The 'Active' status is selected, and there are date fields for 'Open date' (04/25/2018), 'Assign date' (04/25/2018), and 'Due date' (04/30/2018). There are also fields for 'Reason' and 'Disposition'. At the bottom, there are 'Incident-level organizational assignments' for 'Division' (Operational Division) and 'Workstation' (First Precinct). A 'Run QA check...' button is highlighted with a red rectangle at the bottom left. 'Back' and 'Next' buttons are at the bottom right.

The quality assurance check will advise and/or recommend items that may need to be addressed. See example below.

The screenshot shows the 'Quality Assurance Check' window. It has a title bar with 'Quality Assurance Check'. Below the title bar, there is an information icon and a message: 'A Quality Assurance review has been run for this incident and the following issues have been found...'. There is a checkbox labeled 'Exempt this incident from further quality assurance checks' with a red warning message below it: 'When enabled, this incident will not be flagged when the QA process is run on a group of incidents in the upper pane on the main interface, even though QA may identify issues that would normally result in the incident being flagged as having QA issues.' Below this, there is a section titled 'Description' with a list of issues, each preceded by an icon (a person with a speech bubble or a green checkmark). The issues are: 'There should be at least one citizen linked to this Citizen complaint', 'You may want to select a classification for this incident for statistical reporting purposes, especially if it's closed.', 'You may want to select a sub-classification for this incident for statistical reporting purposes, especially if it's closed.', 'There are no citizens or officers linked to this Citizen complaint', and 'There are no officers linked to this Citizen complaint'.

## Flags

To flag an incident, click on the Flag tab and select the appropriate flag.



[Click Here to See Managing Category Flags](#)

## Timescales

### Timescales – What They Are, and How to Use Them for Case Management

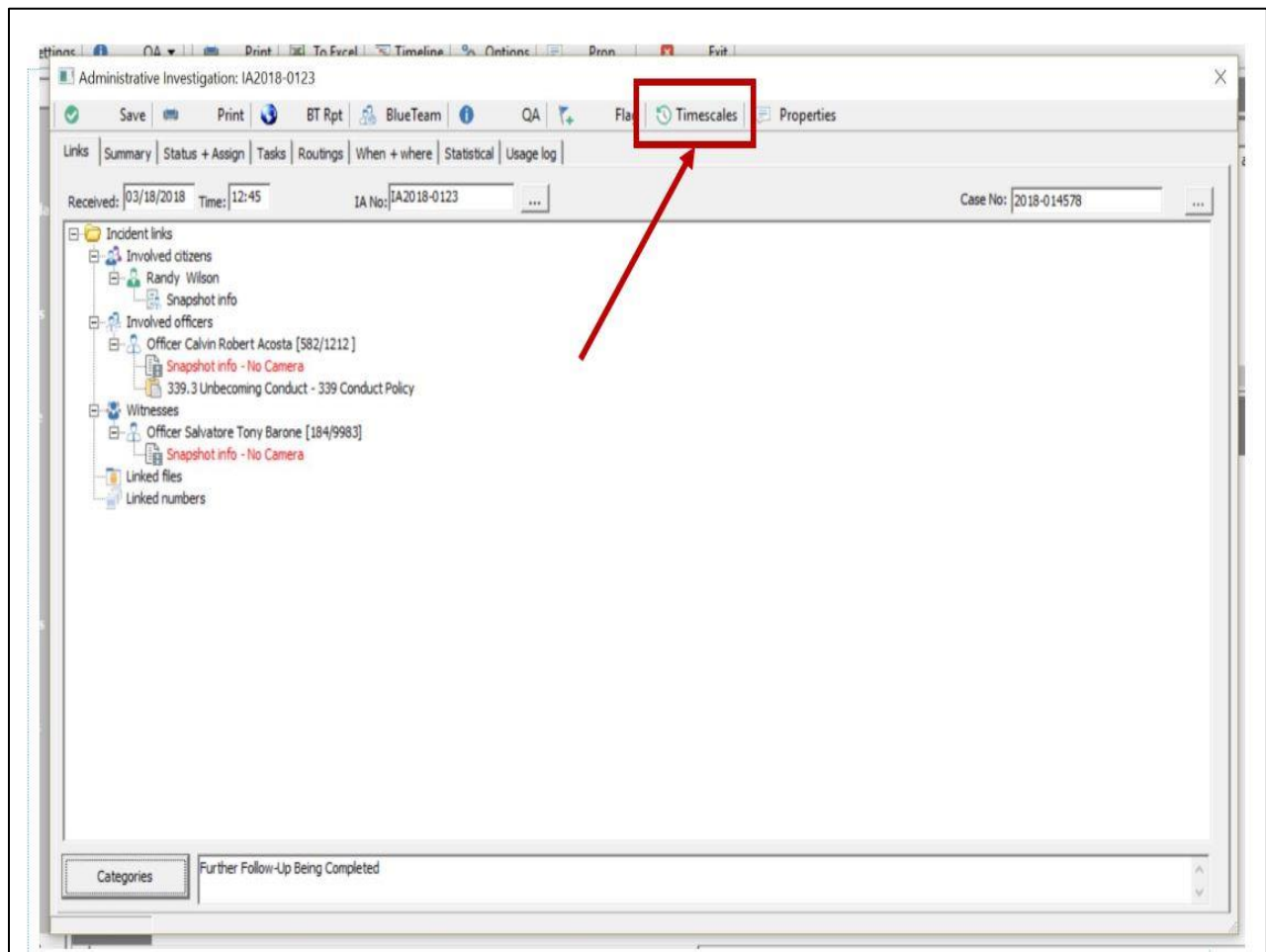
Timescales allows an IAPro user the ability to monitor, analyze, and audit an incidents progress as part of their agencies case management process.

Timescales is not automatically turned on when an agency is installed with the IAPro software. For an agency to use this process, Timescales must be activated from the administrative side of IAPro, under the programs System Settings.

#### Changes to Timescales Settings:

A user with the proper permissions can make changes to the Timescale settings in IAPro. These permissions can be found in the user folder, on the administrative side of IAPro, under Feature Access. The permission is titled “Timescales Change Capability.”

Once Timescales has been activated at an agency, a user can review the information by selecting the “Timescales” button found at the top of the incident folder.



Timescales actively monitor an incident as beginning and end dates are captured, or updated, investigators are assigned, or re-assigned, tasks are completed, status are changed, etc.

The screenshot displays the 'Incident timescales' window. It features a 'Back' button and a 'To Excel' button. The main area is divided into two sections. The left section, titled 'Incident timescale processing status', contains three bullet points: 'Incident status is Active, so it is in-process. The due date is static. The number of days out from the due date is decreased automatically each day.', 'The case is suspended so is --for the time-being-- not in-process. The due date is automatically moved forward each day.', and 'Case is completed. The due date is locked/static as is the number of days out.' The right section shows 'Days out: number of days away from the due date: 16' and 'Due date: 05/01/2018'. A red arrow points from the 'Incident Status' label to the 'Incident status is Active' bullet point. Another red arrow points from the 'Incident Days Out from Due Date, and Incident Due Date' label to the 'Days out' and 'Due date' fields. Below these sections is a table with columns: Date + Time, Activity, End status, User, Due Dt, and Days Out.

Date + Time	Activity	End status	User	Due Dt	Days Out
2018-04-15 17:40	Incident created		Lieutenant Larry Easton		0
2018-04-15 17:40	Received date set to: 04/15/2018		Lieutenant Larry Easton		0
2018-04-15 17:40	Due date set to: 04/18/2018	2018-04-15 17:54	Lieutenant Larry Easton	2018-04-18	3
2018-04-15 17:40	Upcoming purge date set to 4/13/2025		Lieutenant Larry Easton	2018-04-18	3
2018-04-15 17:40	Status set to Initial	2018-04-15 17:54	Lieutenant Larry Easton	2018-04-18	3
2018-04-15 17:40	30 day report task added		Lieutenant Larry Easton	2018-04-18	3
2018-04-15 17:40	Close Case task added		Lieutenant Larry Easton	2018-04-18	3
2018-04-15 17:40	Contact Complainant task added		Lieutenant Larry Easton	2018-04-18	3
2018-04-15 17:40	Attach Counseling task added		Lieutenant Larry Easton	2018-04-18	3
2018-04-15 17:45	Officer: Officer C Acosta		Lieutenant Larry Easton	2018-04-18	3
2018-04-15 17:54	Investigator assigned: Sergeant James Kaiser		Lieutenant Larry Easton	2018-05-01	3
2018-04-15 17:54	Received date reset from: 04/15/2018 to 03/18/2018		Lieutenant Larry Easton	2018-05-01	3
2018-04-15 17:54	Due date reset from: 04/18/2018 to 05/01/2018	2018-04-15 17:54	Lieutenant Larry Easton	2018-05-01	16
2018-04-15 17:54	Assigned date set to: 03/23/2018		Lieutenant Larry Easton	2018-05-01	16
2018-04-15 17:54	Status changed from Initial to Active	2018-04-15 18:03	Lieutenant Larry Easton	2018-05-01	16
2018-04-15 18:03	Status changed from Active to Suspended: Additional Time Required	2018-04-15 18:03	Lieutenant Larry Easton	2018-05-01	16
2018-04-15 18:03	Status changed from Suspended to Completed: Sustained	2018-04-15 18:04	Lieutenant Larry Easton	2018-05-01	16
2018-04-15 18:04	Status changed from Completed to Active		Lieutenant Larry Easton	2018-05-01	16

When viewing the Timescales screen, the status of the incident is displayed three ways:

- **Active/In-Progress:** The days out from the due date decreases each day the incident is open and active. The days out number counts down.
- **Suspended:** The due date is set forward each day the incident is in suspended status. The days out number does not count down.
- **Completed:** Incident due dates are now locked, and can only be changed by someone who has been given permission to alter these numbers.

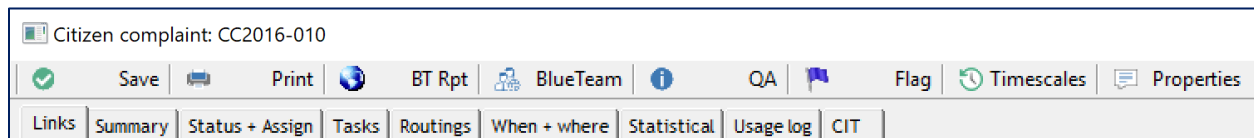
The bottom pane of the Timescales screen is a record of changes recorded to the incident, this includes:

- Date and time changes were made.
- The activity.
- The end date and time if the activity is closed.
- The user who logged the activity.
- The due date of the activity.
- How many days out the activity was/is due.

Any changes to due dates are recorded, and due dates, and days out, are logged when timescales activity is captured.

## Properties

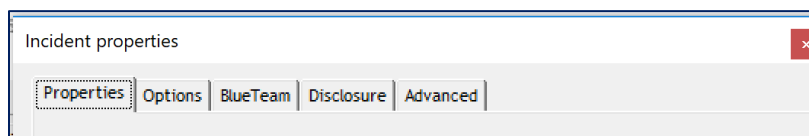
**Introduction** - The Properties tab exists within every IA Pro incident and contains various permission-based functions.



Citizen complaint: CC2016-010

Save | Print | BT Rpt | BlueTeam | QA | Flag | Timescales | Properties

Links | Summary | Status + Assign | Tasks | Routings | When + where | Statistical | Usage log | CIT

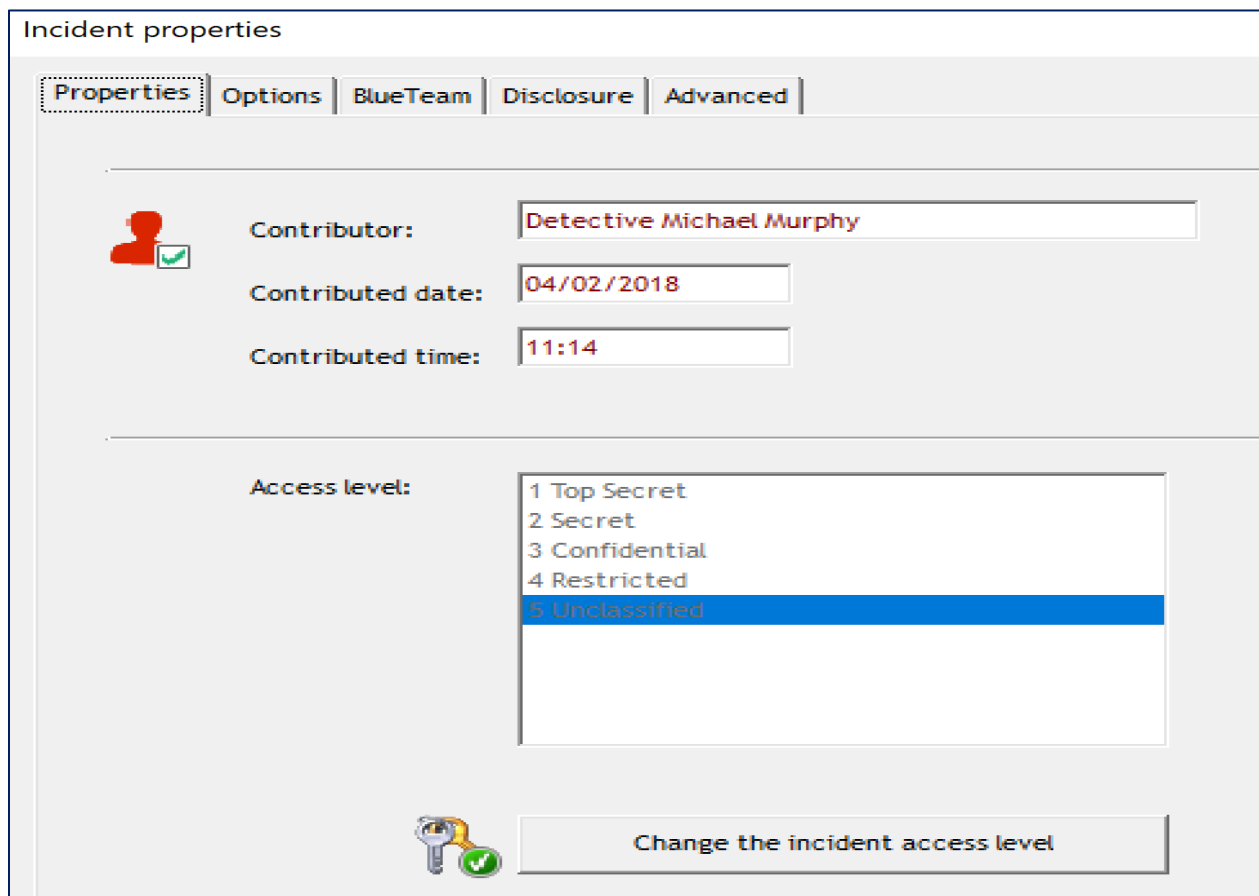


Incident properties

Properties | Options | BlueTeam | Disclosure | Advanced


### Properties Tab Functions:

- 1) **Contribution Display** - Displays the name of the person that created the incident along with the date and time it was created. This information cannot be edited.



Incident properties

Properties | Options | BlueTeam | Disclosure | Advanced


 Contributor: Detective Michael Murphy

Contributed date: 04/02/2018

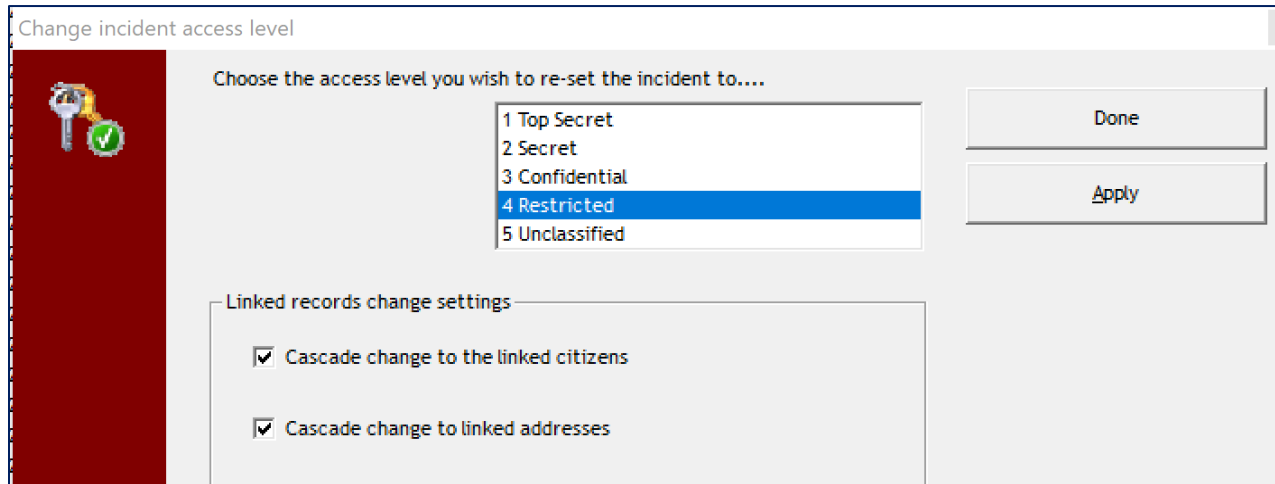
Contributed time: 11:14

Access level:

- 1 Top Secret
- 2 Secret
- 3 Confidential
- 4 Restricted
- 5 Unclassified

 Change the incident access level

- 2) Change Incident Access Level - To change the access level, click on the 'Change the Incident Access Level' button, select the desired access level, and click in Apply. This function is permission based.



Change incident access level

Choose the access level you wish to re-set the incident to....

- 1 Top Secret
- 2 Secret
- 3 Confidential
- 4 Restricted
- 5 Unclassified

Done

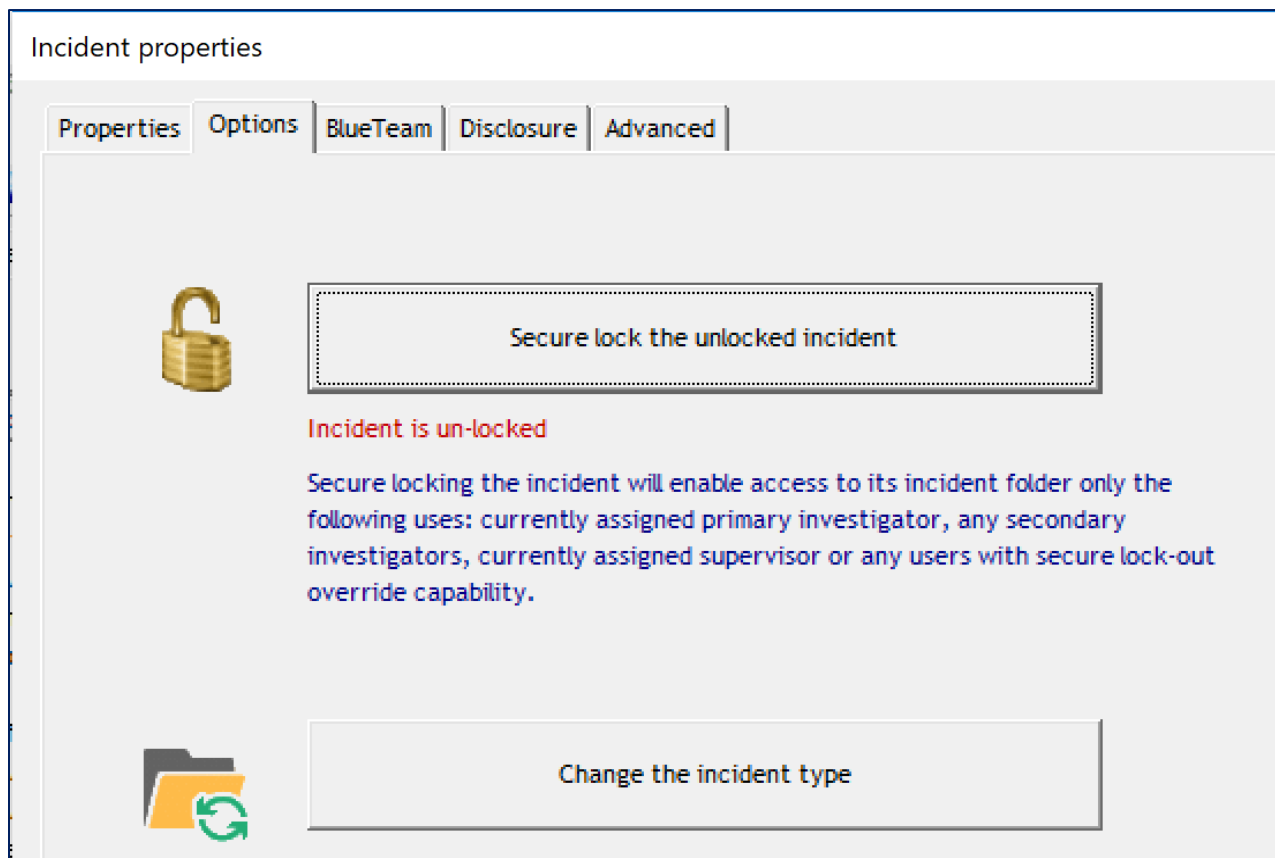
Apply

Linked records change settings

- ☒ Cascade change to the linked citizens
- ☒ Cascade change to linked addresses

#### Options Tab Functions:

- 1) Lock/Unlock the Incident - When locking the incident, it will only be able to be accessed by the assigned investigator, any secondary investigators, and the assigned supervisor as shown in the 'Status + Assign' tab, and any users with override abilities. This function is permission based.



Incident properties

Properties Options BlueTeam Disclosure Advanced

Secure lock the unlocked incident

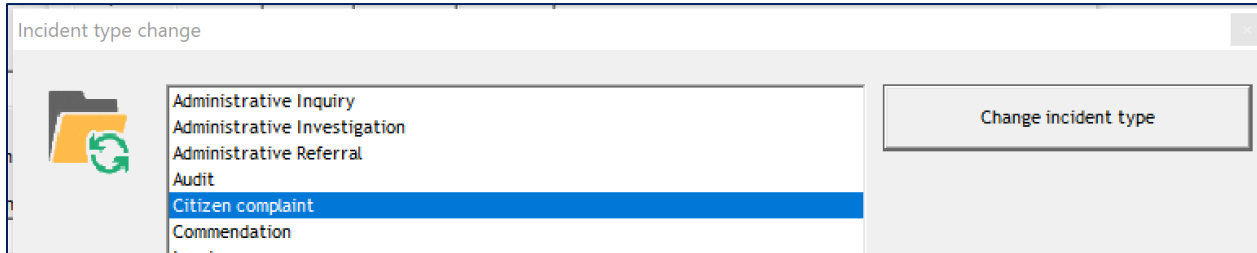
Incident is un-locked

Secure locking the incident will enable access to its incident folder only the following uses: currently assigned primary investigator, any secondary investigators, currently assigned supervisor or any users with secure lock-out override capability.

Change the incident type



- 2) Change Incident Type – To change the incident type, click on the 'Change the Incident Type' button, select the desired incident type, and click the 'Change Incident Type' button. An incident can only be changed to the same incident category (i.e. from an investigative incident to another type of investigative incident).



Incident type change

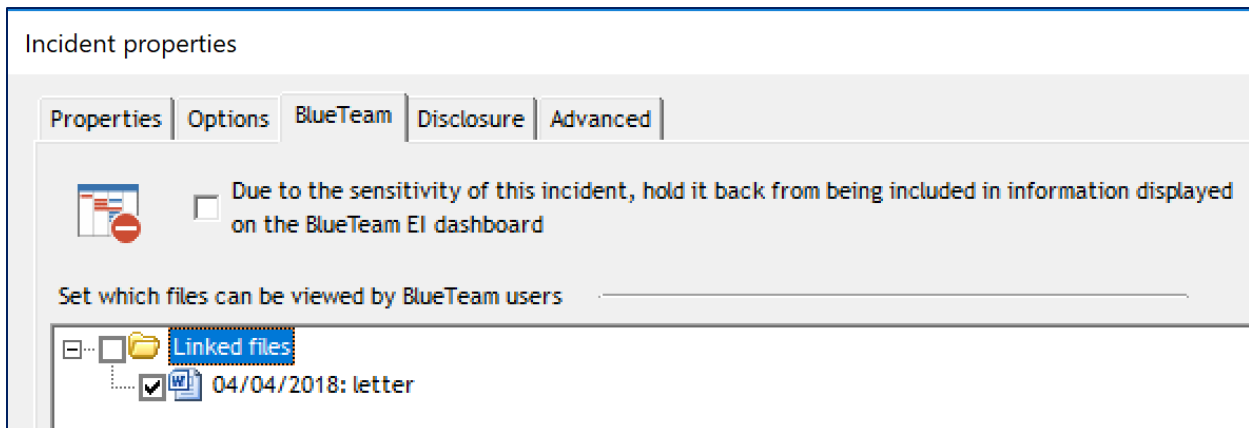
Administrative Inquiry  
Administrative Investigation  
Administrative Referral  
Audit  
Citizen complaint  
Commendation

Change incident type

#### Blue Team Tab Function:

The purpose of the Blue Team tab function is to designate what Linked Files the assigned Blue Team user will be permitted to see when viewing the incident in Blue Team. The function is permission based. In addition, if the incident is not currently in Blue Team, the function is not necessary.

To designate what Linked Files can be seen by the Blue Team user, simply click on the box next to the individual linked files.



Incident properties

Properties Options **BlueTeam** Disclosure Advanced

☐ Due to the sensitivity of this incident, hold it back from being included in information displayed on the BlueTeam EI dashboard

Set which files can be viewed by BlueTeam users

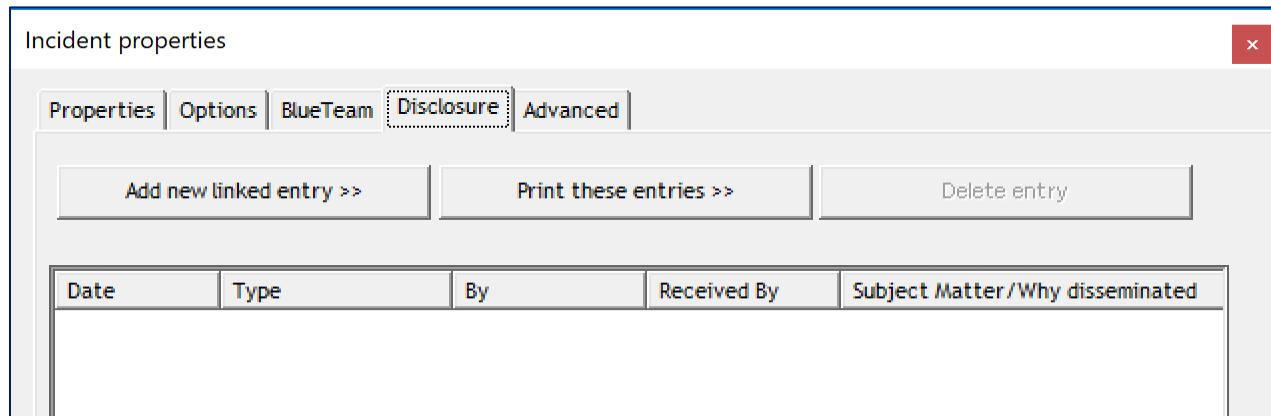
Linked files

☒ 04/04/2018: letter

**Disclosure Tab Function:**

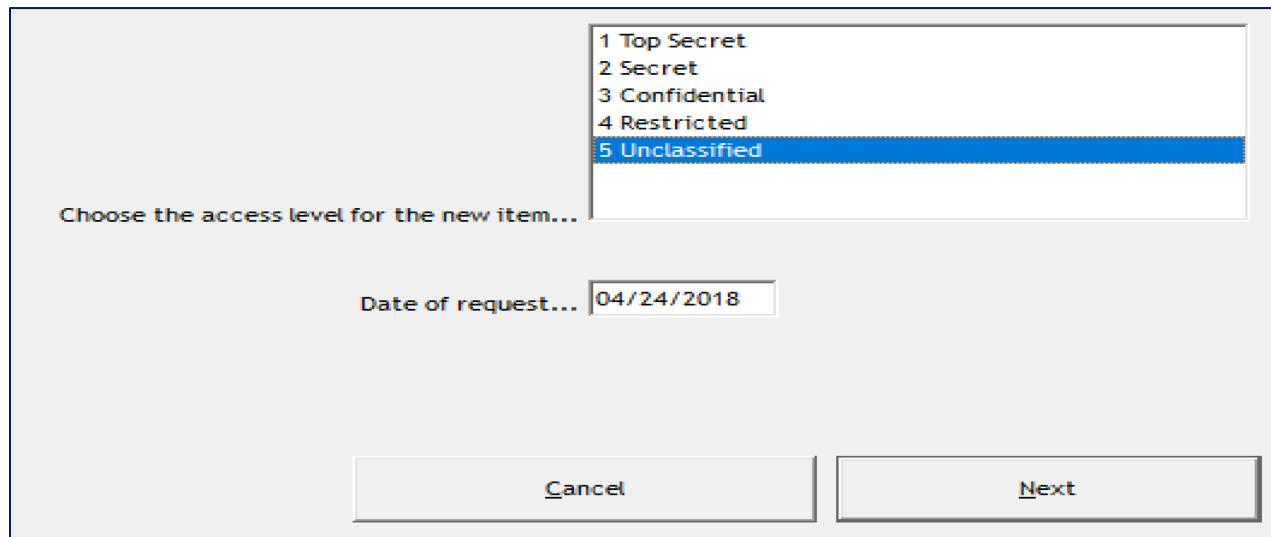
The purpose of the Disclosure tab is to log records disclosures. This same function is also available within each individual employee folder. The function is permission based. To create an entry, do the following:

- 1) Click on “Add New Linked Entry”



The screenshot shows the 'Incident properties' window with the 'Disclosure' tab selected. The window has a title bar with a close button. Below the title bar are tabs: 'Properties', 'Options', 'BlueTeam', 'Disclosure' (selected), and 'Advanced'. Under the 'Disclosure' tab, there are three buttons: 'Add new linked entry >>', 'Print these entries >>', and 'Delete entry'. Below these buttons is a table with the following headers: 'Date', 'Type', 'By', 'Received By', and 'Subject Matter /Why disseminated'. The table is currently empty.

- 2) Select the desired Access Level for the entry.



The screenshot shows a dialog box titled 'Choose the access level for the new item...'. It contains a list box with the following options: '1 Top Secret', '2 Secret', '3 Confidential', '4 Restricted', and '5 Unclassified'. The '5 Unclassified' option is selected and highlighted in blue. Below the list box is a text field labeled 'Date of request...' with the value '04/24/2018'. At the bottom of the dialog box are two buttons: 'Cancel' and 'Next'.

- 3) Complete the various pick lists, which are customized for the agency (Example below).
- 4) Linked files can also be added to the entry by clicking 'Link File(s)' and browsing for the desired files. To delete a file, right click on the file and select 'Delete Linked File'.

- 5) Employees can also be linked to the entry by clicking 'Link Officer' and then searching for and selecting the desired employee. To delete a linked employee, right click on the icon and select 'Delete Link to Officer'. Note – If linking an employee, the same disclosure entry will also appear within the linked employee's folder.

Link officer >>

Link file(s) >>

Officer Salvatore...

CC2016-010

Investigative Report

Disclosure date: 04/24/2018

Disclosure type: Records Request

Disclosure by: Detective Michael Murphy

Recipient(s)

Who received: Media

Agency: The Times

Info

Subject matter/why disclosed: Reporter Laura Morel Request

Summary: Times Reporter Laura Morel requested the investigative report. The report was released via the Records Division.

Entered by Detective Michael Murphy on 04/24/2018 at 18:25

Done

- 6) After clicking "Done," the entry will appear on the initial Disclosure page. Entries can also be printed and deleted from this page.

Properties Options BlueTeam Disclosure Advanced

Add new linked entry >> Print these entries >> Delete entry

Date	Type	By	Received By	Subject Matter/Why disseminated
2018-04-24	Records Request	Detective Mic...	Media	Reporter Laura Morel Request

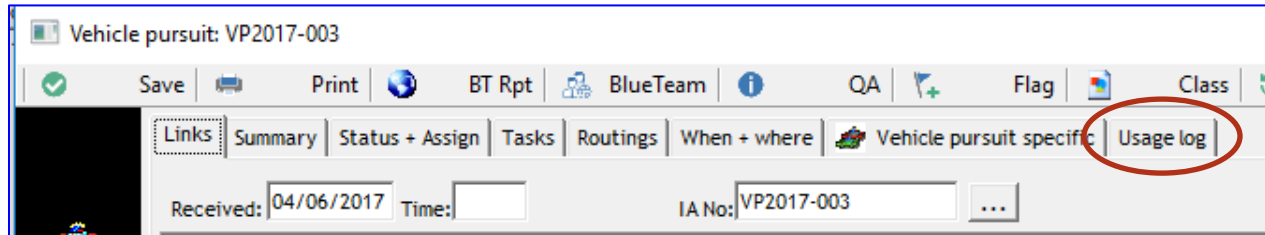
**Advanced Tab Functions:**

- 1) Incident Database ID Number – System generated ID number, which cannot be edited.
- 2) Purge Date - Displays a pre-determined purge review date if set, which can be edited. If no date is displayed, one can be set. This function is permission based.
- 3) Incident-Specific Purge Hold – Checking will prevent the incident from being purged.
- 4) Duplicate the Current Incident – Takes the information from the incident and duplicates it into another incident. Click on the Duplicate button, select the desired incident to be added, and follow the normal prompts for creating a new incident. The duplicated incident will appear on the “What’s New” page.
- 5) Move database stored linked files to the network share.

The screenshot displays the 'Advanced' tab of the IAPRO interface. At the top, there are five tabs: 'Properties', 'Options', 'BlueTeam', 'Disclosure', and 'Advanced'. The 'Advanced' tab is currently selected. Below the tabs, the interface is divided into several sections. The first section contains the label 'Incident database ID number:' followed by a text input field containing the value '531'. The second section features a calendar icon with a gear, the label 'Upcoming purge/review date:', and a text input field containing '09/07/2023'. Below this, a red note states: 'Note: This is the incident level upcoming purge/review date, which is different from the officer-specific snapshot level purge/review date, which may be more appropriate for use.' Under the note is a checked checkbox labeled 'Incident-specific purge hold', followed by a red warning: 'Will dis-allow incident-level purge of this incident'. The third section has a folder icon with a circular arrow, a large button labeled 'Duplicate the current incident'. The fourth section has a document icon with a checkmark, a large button labeled 'Move database stored files to network share'.

## Usage Log

The Usage Log is a feature for the Administrator of IAPro. The log tracks the activities of an incident.



In the example below, you will see how the entries are broken down.

- When the incident was accessed.
- What the activity was
- The user who accessed the incident

When	Activity	User
Apr 6, 2017 13:33	Use of Force incident created	Blumberg, Michael Lt. [abcd / 9654]
Apr 6, 2017 13:33	Searched for citizen: smith	Blumberg, Michael Lt. [abcd / 9654]
Apr 6, 2017 13:34	Lt. Michael Blumberg linked as Officer	Blumberg, Michael Lt. [abcd / 9654]
Apr 6, 2017 13:35	Officer Calvin Acosta linked as Witness	Blumberg, Michael Lt. [abcd / 9654]
Apr 6, 2017 13:36	Lt. Michael Blumberg routed an incident to Sergeant Brian DeLaurentis	Blumberg, Michael Lt. [abcd / 9654]
Jun 4, 2017 16:05	Investigator assigned: Un-assigned (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer user: Nancy F...	Detective Michael Murphy
Jun 4, 2017 16:05	Unit assigned: Un-assigned (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer user: Nancy Felix )	Detective Michael Murphy
Jun 4, 2017 16:05	Incident access: Read/Write: (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer user: Nancy Felix )	Detective Michael Murphy
Jun 4, 2017 16:06	Incident access: Read/Write: (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer user: Nancy Felix )	Detective Michael Murphy
Jun 4, 2017 16:07	IA No changed from to UOF2017-00008 (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer user: Nan...	Detective Michael Murphy
Jun 4, 2017 16:07	Change of upcoming purge date to: 4/5/2022. (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer...	Detective Michael Murphy
Jun 4, 2017 16:07	Mailbox activity: released incident automatically routed to Chiefs Mailbox. (User identity info - Net user: Nancy Felix Computer name: DES...	Detective Michael Murphy
Jun 4, 2017 16:07	BlueTeam incoming entry released from holding status (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Comp...	Detective Michael Murphy
Jun 4, 2017 16:07	Access level set to: 5 (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer user: Nancy Felix )	Detective Michael Murphy
Jun 4, 2017 16:07	Field/unit investigator assigned: DeLaurentis, Brian Sergeant [12345 / Sgt] (User identity info - Net user: Nancy Felix Computer name: DE...	Detective Michael Murphy
Jun 4, 2017 16:08	Incident sent out to BlueTeam: Dt expected back: 06/06/2017. Field stat: Field assigned (User identity info - Net user: Nancy Felix Compu...	Detective Michael Murphy
Jun 4, 2017 16:08	Field investigator assigned: DeLaurentis, Brian Sergeant [12345 / Sgt] (User identity info - Net user: Nancy Felix Computer name: DESKTO...	Detective Michael Murphy
Jun 4, 2017 16:10	Sergeant Brian DeLaurentis re-assigned an investigative incident.	DeLaurentis, Brian Sergeant [12345 / 12...
Jun 4, 2017 16:10	Incident assigned to Master P.O. Michael Smith	DeLaurentis, Brian Sergeant [12345 / 12...
Jun 8, 2017 10:18	Incident access: Read/Write: UOF2017-00008 (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer us...	Detective Michael Murphy
Oct 4, 2017 19:25	Incident access: Read/Write: UOF2017-00008 (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer us...	Detective Michael Murphy
Oct 11, 2017 08:23	Incident access: Read/Write: UOF2017-00008 (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer us...	Detective Michael Murphy
Mar 11, 2018 20:37	Incident displayed in printed format (User identity info - ip: 192.168.1.99)	Detective Michael Murphy
Jul 11, 2018 12:39	Incident access: Read/Write: UOF2017-00008 (User identity info - Net user: Nancy Felix Computer name: DESKTOP-TQ9BOL2 Computer us...	Detective Michael Murphy

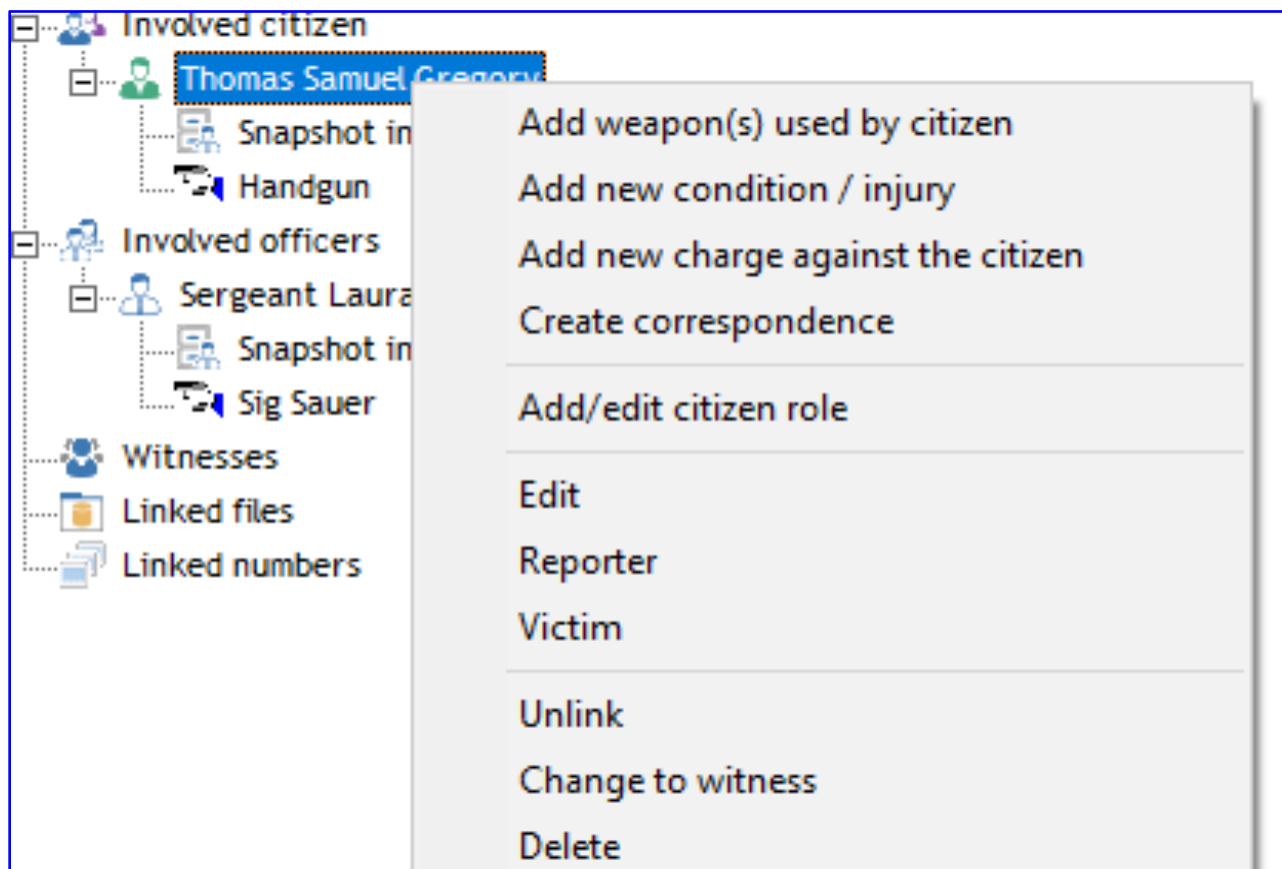
Note: If the incident was in BlueTeam at the time of access, then the user's name will be noted in blue.

## Statistical Incidents Entries

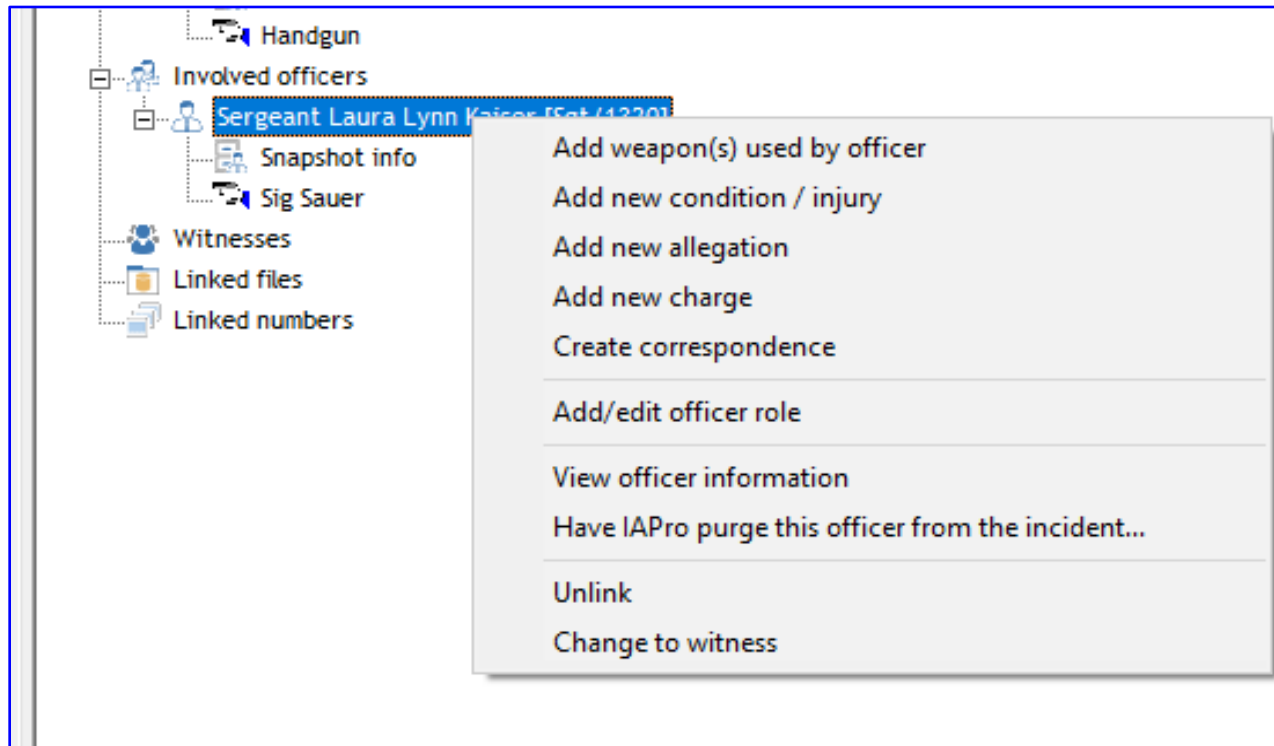
### Firearm Discharge

Firearm Discharges are entered just like basic incidents (See [Entering Incidents](#)) but they have specific features noted below:

On the Links tab of a Firearm Discharge, you are able to note what type of weapon if any the involved citizen (suspect) possessed and they type of weapon the officer used during the discharge. These are entered by right clicking on the suspect's name and selecting "Add weapon(s) used by citizen"



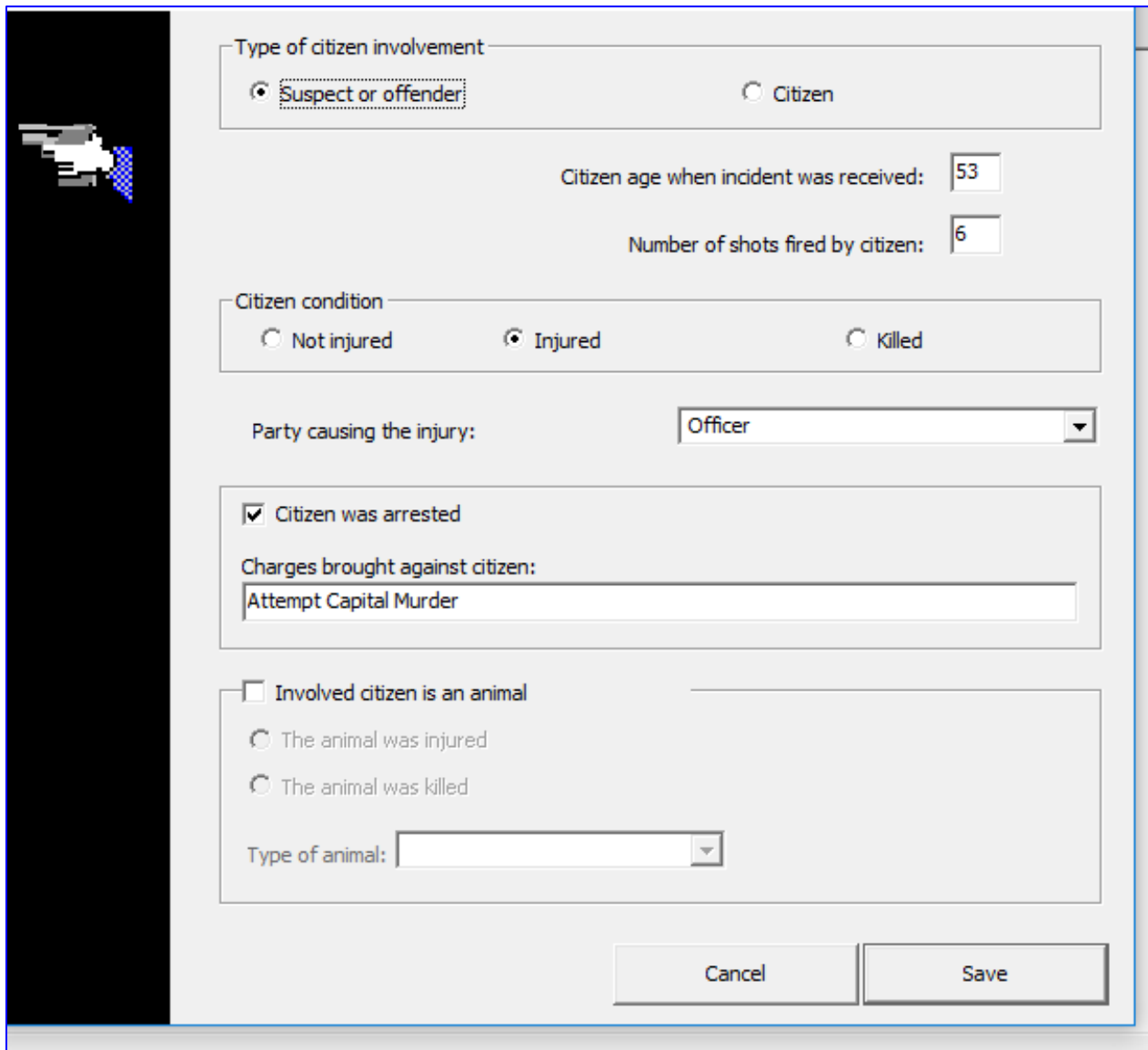
You will also right click on the officer's name and click on "Add weapon(s) used by officer"



Also, you will find additional information related to the discharge in the Involved Citizen and Officer's snapshot information.

Right click on "Snapshot info" for the citizen and officer and enter all the information that applies.

### Citizen (Suspect) Snapshot



**Type of citizen involvement**

☒ Suspect or offender ☐ Citizen

Citizen age when incident was received: 53

Number of shots fired by citizen: 6

**Citizen condition**

☐ Not injured ☒ Injured ☐ Killed

Party causing the injury: Officer

☒ Citizen was arrested

Charges brought against citizen:  
Attempt Capital Murder

☐ Involved citizen is an animal

☐ The animal was injured  
☐ The animal was killed

Type of animal:

Cancel Save



## Officer Snapshot

Org | Info | Status | Additional | Prosecution + Suspension + Purge **Firearm discharge**

Total # of shots: 8  
 # of hits: 4  
 # of misses: 4  
 # of prior shootings: 0

Officer condition:  
☒ Not injured ☐ Shot ☐ Other ☐ Killed

☐ The discharge was NOT intentional  
 Officer action at time of:  

Conclusion and follow-up:  
☐ Officer's role in the shooting was WITHIN policy  
 Violations (if any):    
 Comments:    
 Reinstatement status:    
 Employee assistance program attended dt:  

Conclusion dt:    
 Suspended dt:    
 On range dt:    
 Date returned to duty:  

Cancel Save

Another key area for information related to a Firearm Discharge can be found on the “Firearm discharge specific” tab of the incident.

Links | Summary | Status + Assign | Tasks | Routings | When + where | **Firearm discharge specific** | Usage log | CIT

Classification:  
 Category A: Duty to Obey  
 Category B: Performance of Duty  
 Category C: Detrimental Conduct  
 Category D: Administrative Responsib  
 Category E: Miscellaneous  
 Category F: Supervisors  
 New List  
**Weapon(s) Discharge**

Sub-classification:  
 Accidental  
 Animal E  
 Intentional  
**Line of Duty**  
 Off duty

<< Clear

Miscellaneous statistics:  
☐ Officer(s) as yet unidentified ☐ External / public complaint ☒ Involved citizen charged/arrested  
 Service rendered at time of incident: Arresting Precipitating factor: Resisting Arrest Upcoming purge date:  

Firearm discharge statistics:  
 Type of discharge: Perpetrator Number of officers involved: 1  
 Officer assessment of citizen condition at time of incident: Emotionally Disturbed  
 Type of response to the incident: Service Call

## Stops

Stops are entered just like basic incidents (See [Entering Incidents](#)) but they have specific features noted below:

Once you select to finish the input, reopen the incident under the “What’s New” area of IAPRO. There will be four tabs, each titled Stop Specific, with a number after it. You will need to go into each of these tabs and complete the specifics about the stop incident.

Stop: ST2018-001

Save Print BT Rpt BlueTeam QA Flag Class Timescales Properties

Links Summary Status + Assign Tasks Routings When + where Stop specific - 1 Stop specific - 2 Stop specific - 3 Stop specific - 4 Userlog

Start time (HH:MM): 04:50 Duration - Hours: Minutes: 15 Total duration (in minutes): 15

Type of contact  
Pedestrian

What was the reason for the stop?  
Describe the specific, articulable facts and observable subject behaviors that led you to suspect that the subject had been, was, or was about to be engaged in the commission of a crime:

Ongoing criminal investigation

How was the stop initiated? Self initiated

Stop: ST2018-001

Save Print BT Rpt BlueTeam QA Flag Class Timescales Properties

Links Summary Status + Assign Tasks Routings When + where Stop specific - 1 Stop specific - 2 Stop specific - 3 Stop specific - 4 Userlog

Was officer in uniform?

☒ Yes ☐ No

Was officers car marked?

☒ Yes ☐ No ☐ Not applicable

Officer's assessment of subject's condition

Unimpaired

Subject's perceived race

White

Is there a video of the stop?

☒ Yes ☐ No

Stop: ST2018-001

Save Print BT Rpt BlueTeam QA Flag Class Timescales Properties

Links Summary Status + Assign Tasks Routings When + where Stop specific - 1 Stop specific - 2 Stop specific - 3 Stop specific - 4 Userlog

Was officer CIT certified?

☐ Yes ☒ No

Subject searched?

☒ Yes ☐ No

Other officers (from any agency) present at any time during the stop?

☐ Yes ☒ No

Vehicle searched?

☐ Yes ☒ No

Weapon found

☐ Yes ☒ No

Contraband found

☐ Yes ☒ No

Force was used during stop:


Subject moved/transported

☐ Yes ☒ No

Stop: ST2018-001

Save Print BT Rpt BlueTeam QA Flag Class Timescales Properties

Links Summary Status + Assign Tasks Routings When + where Stop specific - 1 Stop specific - 2 Stop specific - 3 Stop specific - 4 Userlog

 Outcome of stop

No action taken/subject released

Reason for any arrest, citation, or receipt of a ticket or summons. Specific, articulable facts or circumstances that constitute the legal basis for the subject's arrest, citation, or receipt of a ticket or summons:

Vehicle information (if applicable)

Make	Model
<input type="text"/>	<input type="text"/>
Vehicle license plate	Vehicle registration month/year
<input type="text"/>	<input type="text"/>
License valid	Insurance valid
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Approximate speed of vehicle	Posted speed limit
<input type="text"/>	<input type="text" value="0"/>

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**Note:** Logged in as Administrator, you can select whether you want the simplified method of entry or the Full specification method of entry. As Administrator select Configure – System Settings – Version 7 tab to access these settings.

The screenshot shows a software window titled "Customer and site-specific settings" with a close button (X) in the top right corner. The window has a tabbed interface with the following tabs: Customer info, Configuration, Application, Early intervention, Date format, BlueTeam, Officers, Enhanced security, Version 7 (selected), Advanced, and Linked files storage. The "Version 7 stop and canine entry configuration" section contains two dropdown menus. The first dropdown is labeled "Pedestrian and vehicle stop data collection model (Default: Simplified)" and has "Full specification" selected. The second dropdown is labeled "Canine data collection model (Default: Full):" and has "Simplified model" selected. Below these dropdowns, there is a text field labeled "Date after which policy outcomes for involved officers will be prompted for" with the value "01/01/2017". A red note below the date field states: "Policy outcomes can be input for incidents such as use of force, show of force, firearms discharge and vehicle pursuit. For an existing customer site, or a new one with migrated data, a starting point at which the policy outcomes for each involved officer can be input is configured above." At the bottom right of the window are "Cancel" and "Save" buttons.

Customer and site-specific settings

Customer info | Configuration | Application | Early intervention | Date format | BlueTeam | Officers | Enhanced security | Version 7 | Advanced | Linked files storage

Version 7 stop and canine entry configuration

Pedestrian and vehicle stop data collection model (Default: Simplified) **Full specification**

Canine data collection model (Default: Full): **Simplified model**

Date after which policy outcomes for involved officers will be prompted for 01/01/2017

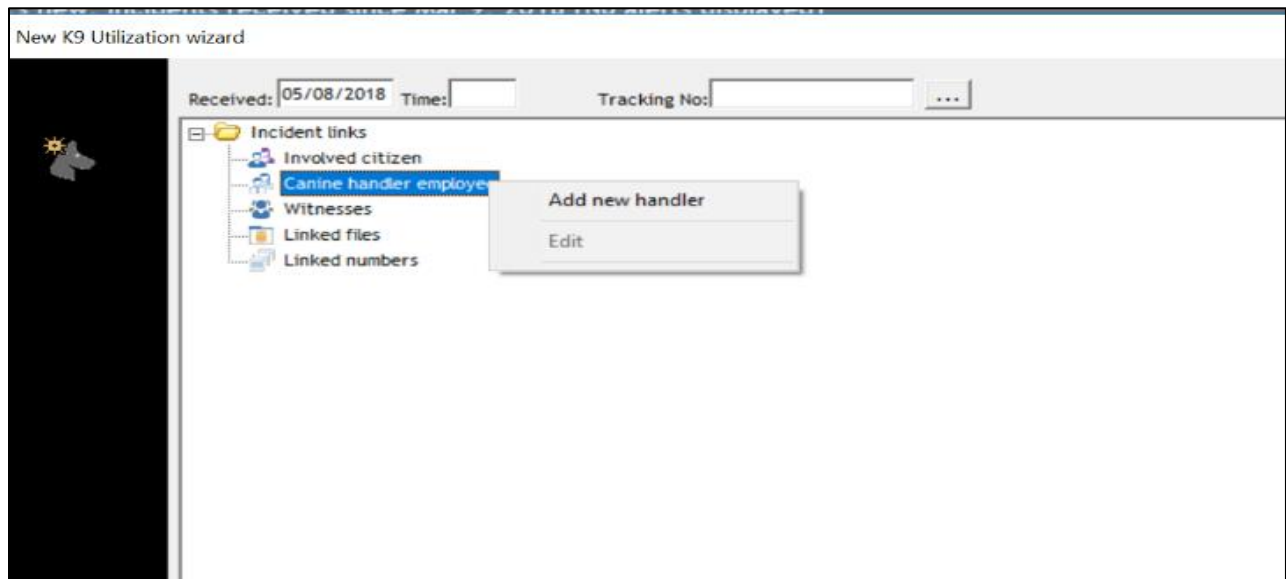
Policy outcomes can be input for incidents such as use of force, show of force, firearms discharge and vehicle pursuit. For an existing customer site, or a new one with migrated data, a starting point at which the policy outcomes for each involved officer can be input is configured above.

Cancel Save

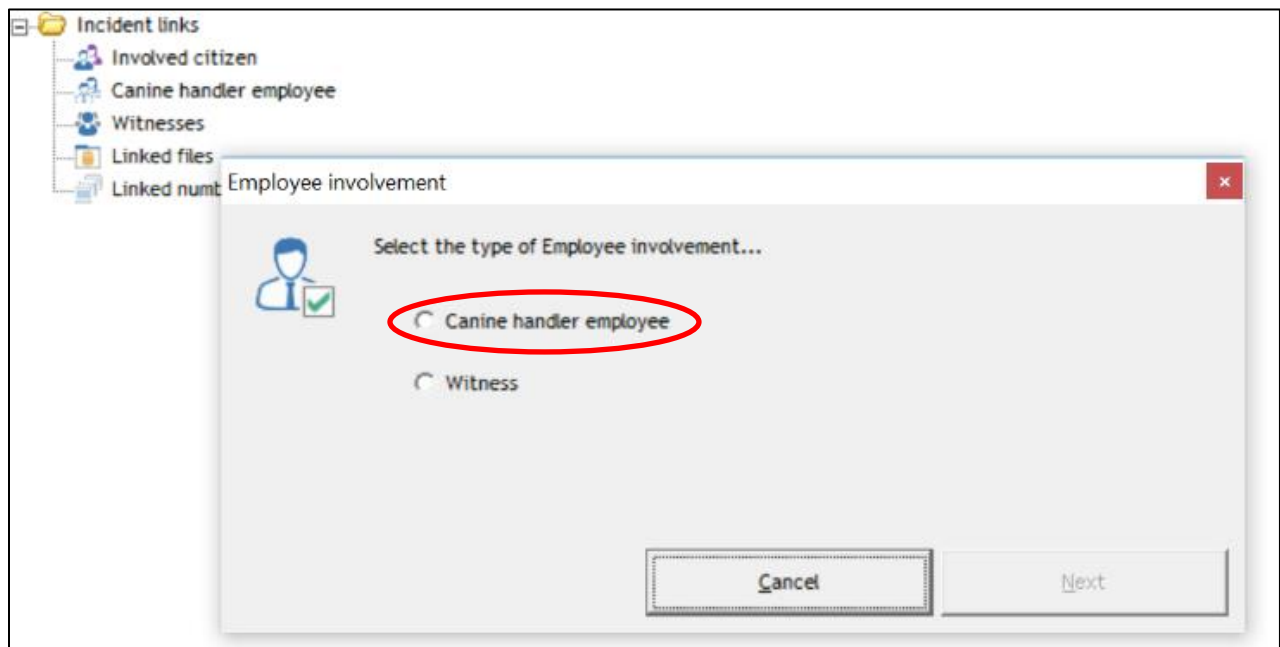
## K9 Utilization

K9 Utilizations are entered just like basic incidents (See [Entering Incidents](#)) but they have specific features noted below:

Right click on “Canine handler employee” and “Add new handler”



Once you search for the employee and add them, select the type of employee involvement.



The K9 Statistical page has additional information specific to a K9 Utilization.

New K9 Utilization wizard

Type of canine utilization  
Narcotics search

Result/outcome of the canine utilization  
Narcotics found + arrest

Name/ID of canine that was utilized  
Sidney

☐ The canine was deployed/released off-leash during the incident

Bite related

☒ The suspect/perpetrator was bitten  
Severity of bite/medical attention: Minor non-bite injury

☐ Abystander was bitten  
Severity of bite/medical attention:

☐ The canine's handler was bitten  
Severity of bite/medical attention:

☐ Another employee attending the incident was bitten  
Severity of bite/medical attention:

Bite related

☐ The canine was injured

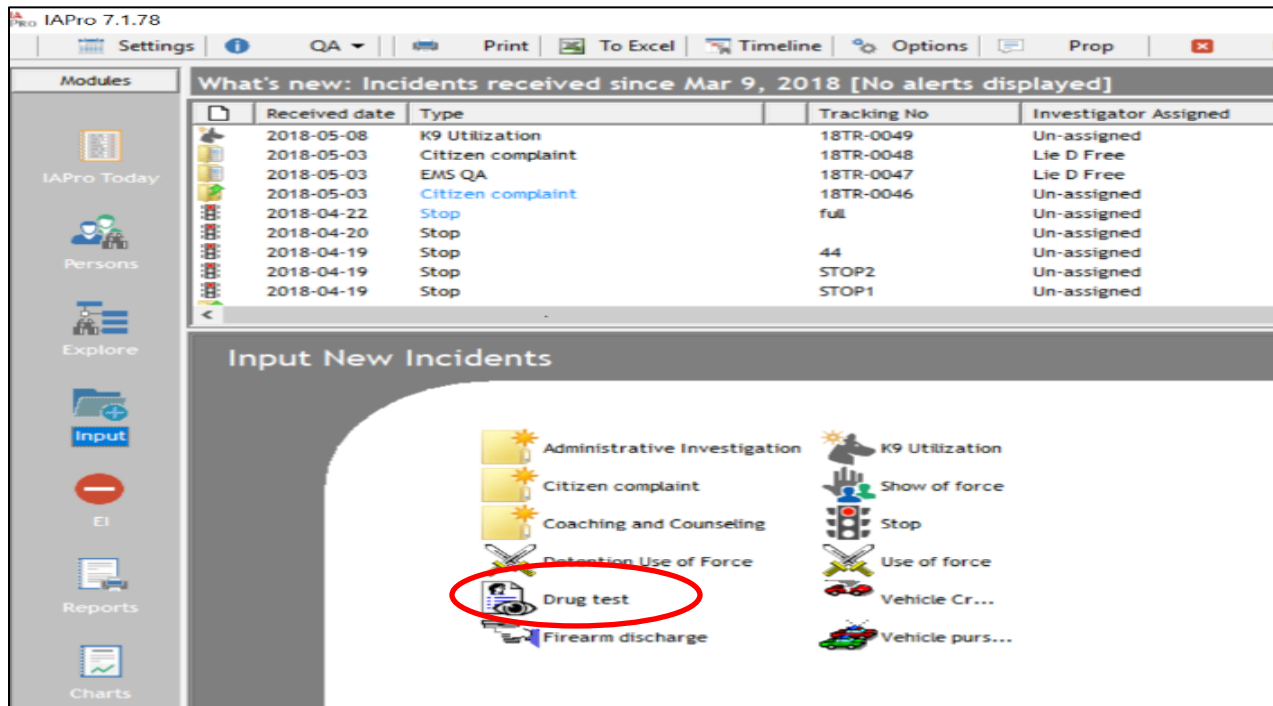
Run QAcheck...

Back

Finished

## Drug Test

Drug Tests are entered just like basic incidents (See [Entering Incidents](#)) but they have specific features noted below:



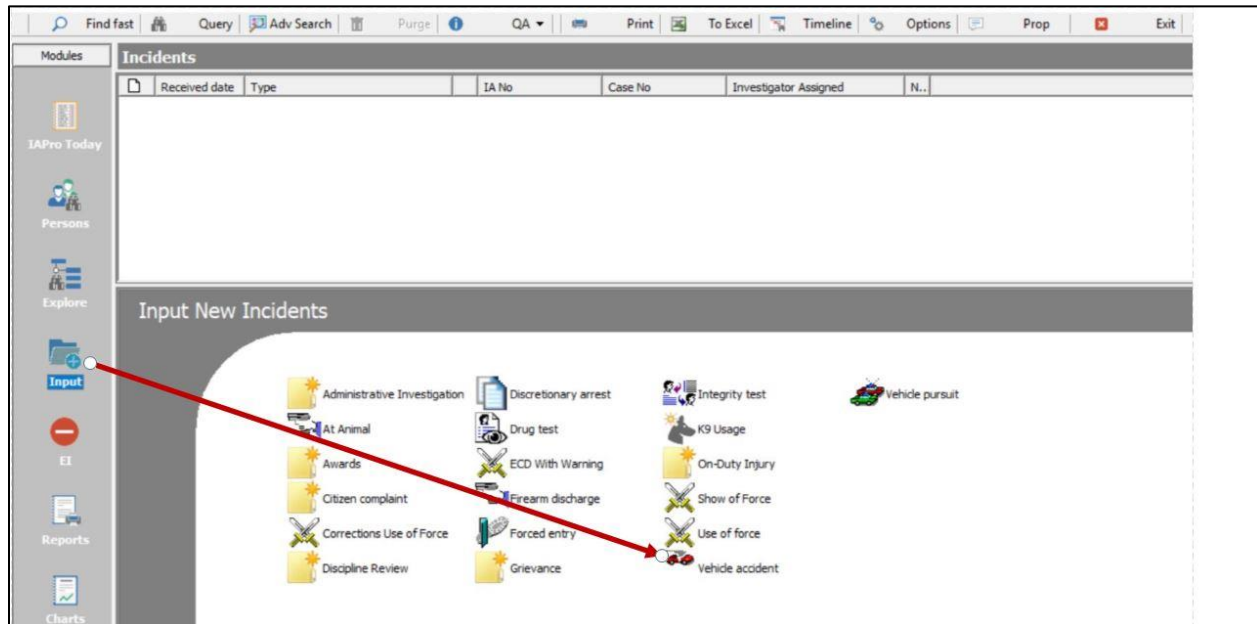
The Drug Test Specific Tab tracks the test type and results.

The screenshot shows the 'New Drug test wizard' form. It includes fields for 'Date of test' (05/11/2018), 'Reason test was requested' (Random), 'Lab number', and 'Specimen number'. Under 'Drug Test Conducted', there are checkboxes for 'Urine', 'Hair', 'Blood', 'Saliva', and 'Breath'. The 'Urine' checkbox is checked, and below it are checkboxes for 'The employee/member tested positive for drugs' and 'Urine test was positive'. To the right of these are dropdown menus for 'Type drug found in urine', 'Type drug found in hair', 'Type drug found in blood', and 'Type drug found in saliva'. At the bottom, there are fields for 'Alcohol' percentage and a 'Final disposition' dropdown set to 'Cleared by investigation'. Buttons for 'Run QAcheck...', 'Back', and 'Finished' are at the bottom.



## Vehicle Collision

Vehicle Collisions are entered just like basic incidents (See [Entering Incidents](#)) but they have specific features noted below:



The Vehicle Accident specific page will contain all applicable information relating to the Vehicle Accident.

**Note: You have space for a total of four (4) vehicles' information.**

The screenshot shows the 'New Vehicle accident wizard' form. It contains the following fields and options:

- Time of accident: 1801 - 2400 (dropdown)
- Weather conditions: Dry (dropdown)
- Cause of accident: Careless Driving (dropdown)
- Employee was injured: ☐
- Others were injured: ☐
- Employee was at fault: ☐
- Primary involved Departmental vehicle: Type of vehicle: Automobile (dropdown), ID/Fleet number (if applicable): 34795, Year: 2017, Make: Ford (dropdown), Model: Explorer (dropdown), Color: White (dropdown), Plate state/province: AZ (dropdown), Plate number: SO09634, Damage summary: Minor damage to rear bumper.
- Second involved vehicle: Type of vehicle: Automobile (dropdown), ID/Fleet number (if applicable): (empty), Year: 2015, Make: Toyota (dropdown), Model: 4Runner (dropdown), Color: Blue (dropdown), Plate state/province: AZ (dropdown), Plate number: FIL-3067, Damage summary: Minor damage to front bumper.
- 3rd + 4th vehicles >> (button)
- Vehicle information (Backward compatible with earlier versions):
- Run QA check... (button)
- Back (button)
- Finished (button)

A red arrow points from the 'Finished' button to the 'Run QA check...' button.

## Vehicle Pursuit

Vehicle Collisions are entered just like basic incidents (See [Entering Incidents](#)) but they have specific features noted below:

After logging into IA Pro select the “Input” icon located in the left-hand column under Modules.

The last tab will be the vehicle pursuit tab, which allows users to input pursuit specific data. This tab allows users to enter pursuit data through drop-down pick lists and “check the box” radio buttons, three of which expand to allow additional data entry. The three check box fields that expand on this tab are:

1. The pursuit was aborted – Who or what entity terminated the pursuit
2. Stop device was used – Type of stop device used
3. An accident occurred – Property damage and injuries fields

The pursuit tab data fields are pre-labeled and cannot be changed, however, the drop-down lists are populated during the initial IA Pro training and setup. Pick list values can be edited by those users who have “F-2” function permission.

Vehicle pursuit: PO2005-00006

Save | Print | BT Rpt | BlueTeam | QA | Flag | Class | Properties

Links | Summary | Status + Assign | Tasks | Routings | When + where | **Vehicle pursuit specific** | Usage log

Reason initiated: Wanted Subject

Initial violation: Hit & Run

Pursuit distance: 2.1 to 5 miles

Beginning location: Pursuit Location

Agency initiating pursuit: VBPD

Event that concluded the pursuit: Suspect vehicle crashed

Time of day: 0601 - 1200

Weather conditions: Sunny

Type vehicle pursued: Automobile

Ending location: Pursuit Location

Agency ending pursuit: VBPD

Driving under influence factors: Alcohol

Duration in minutes: 5

Maximum speed (mph): 55

☒ The pursuit was aborted

Pursuit aborted by:

☒ Stop device was used

Type of stop device used:

☒ An accident occurred

Property damage:

Parties injured:

Suspect vehicle: 0

Police vehicle(s): 0

Parked vehicle: 0

Property damage: 0

Other: 0

Offender details

Offender Sex:

Age of offender: 0

Offender Race:

☒ Helicopter available

☒ Helicopter used

☒ In-car camera was available

☒ In-car camera used

In-car camera video ID number: 18-09876

☒ DUI Arrest

☒ Liability claim filed

☒ Pursuit was justified

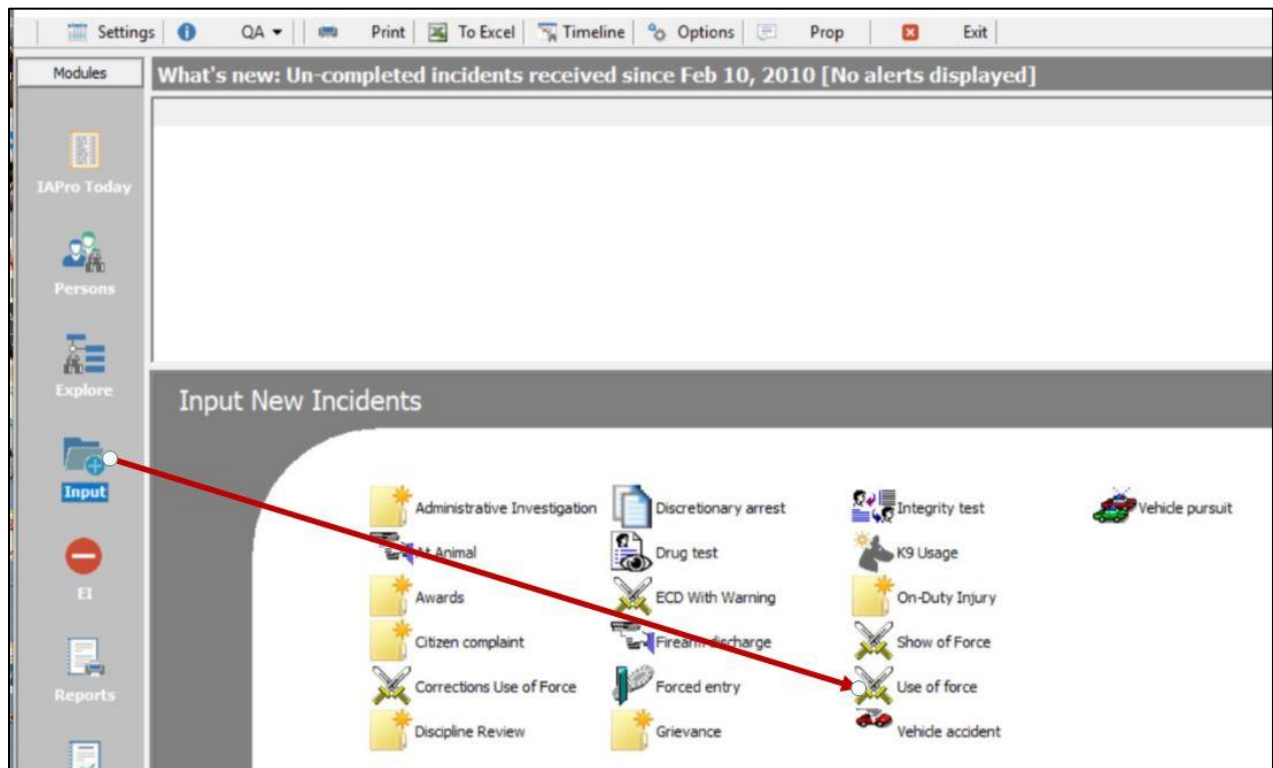
☒ Pursuit was within policy

**Note – The pursuit tab includes a check box: “Pursuit was within policy,” which is separate from the incident disposition on the status and assign tab. A final disposition should be provided on the status and assign tab under “Completed” to close out the Pursuit Incident.**

## Use of Force and Show of Force

A Use of Force or Show of Force incident is entered just like basic incidents (See [Entering Incidents](#)) but it has specific features noted below:

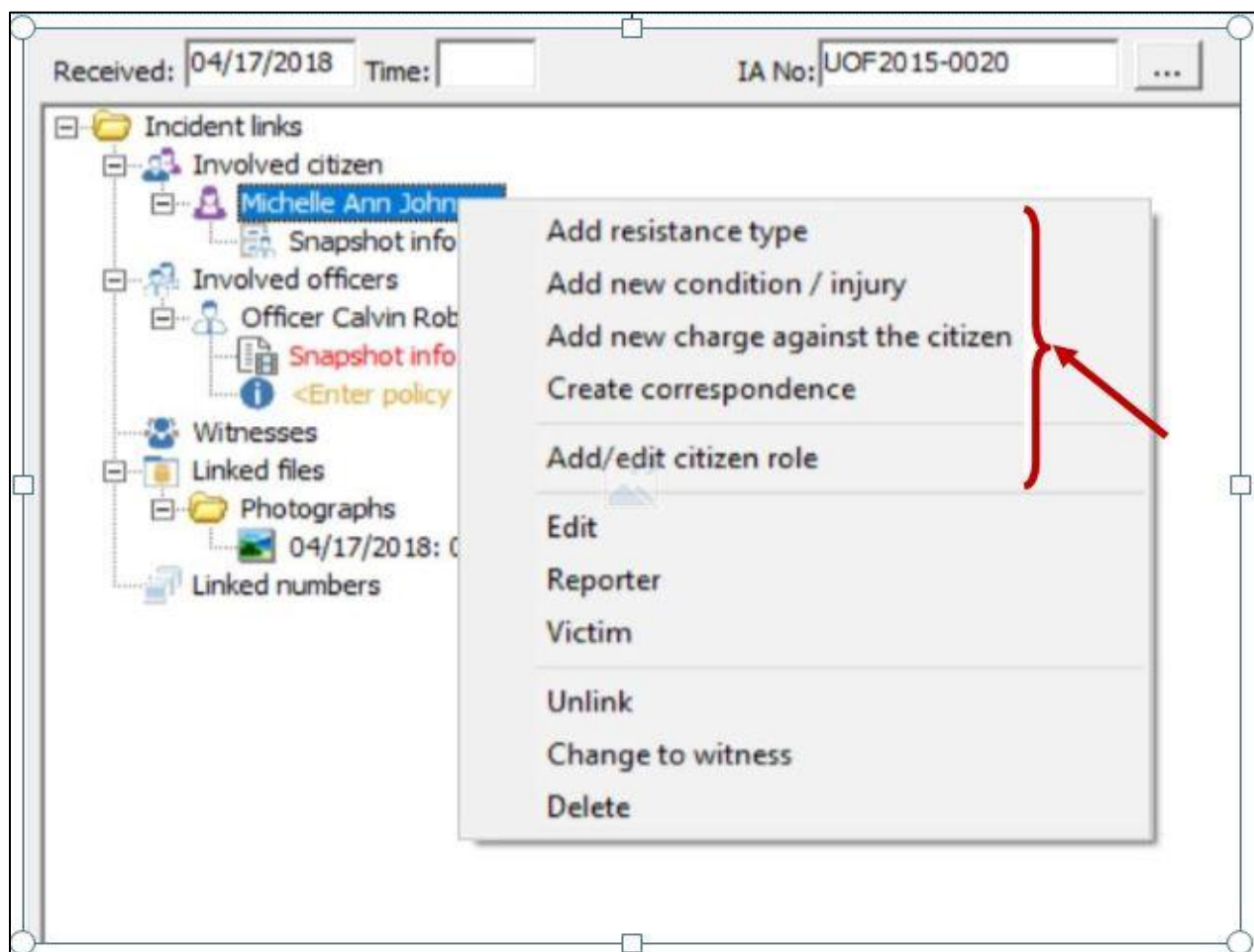
Open IAPro as a user, select “Input” from the left column, and then “Use of Force” under the Input New Incidents area.



Once you have entered all involved citizens, and officers, you can now start to enter specifics for each.

Right click on the involved citizens name and click on the information link you want to enter, this includes, resistance type, injuries, charges, and roles.

**Note:** If you are a BlueTeam user and have the body image functionality turned on, you will not be able to edit the injuries or force types that were entered via BlueTeam. The incident must be returned to a BlueTeam user for editing.



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When selecting resistance type, injuries, and charges, you can enter multiple of each. This is completed by entering the first, selecting the specific item from the pick list, and selecting another from the list.

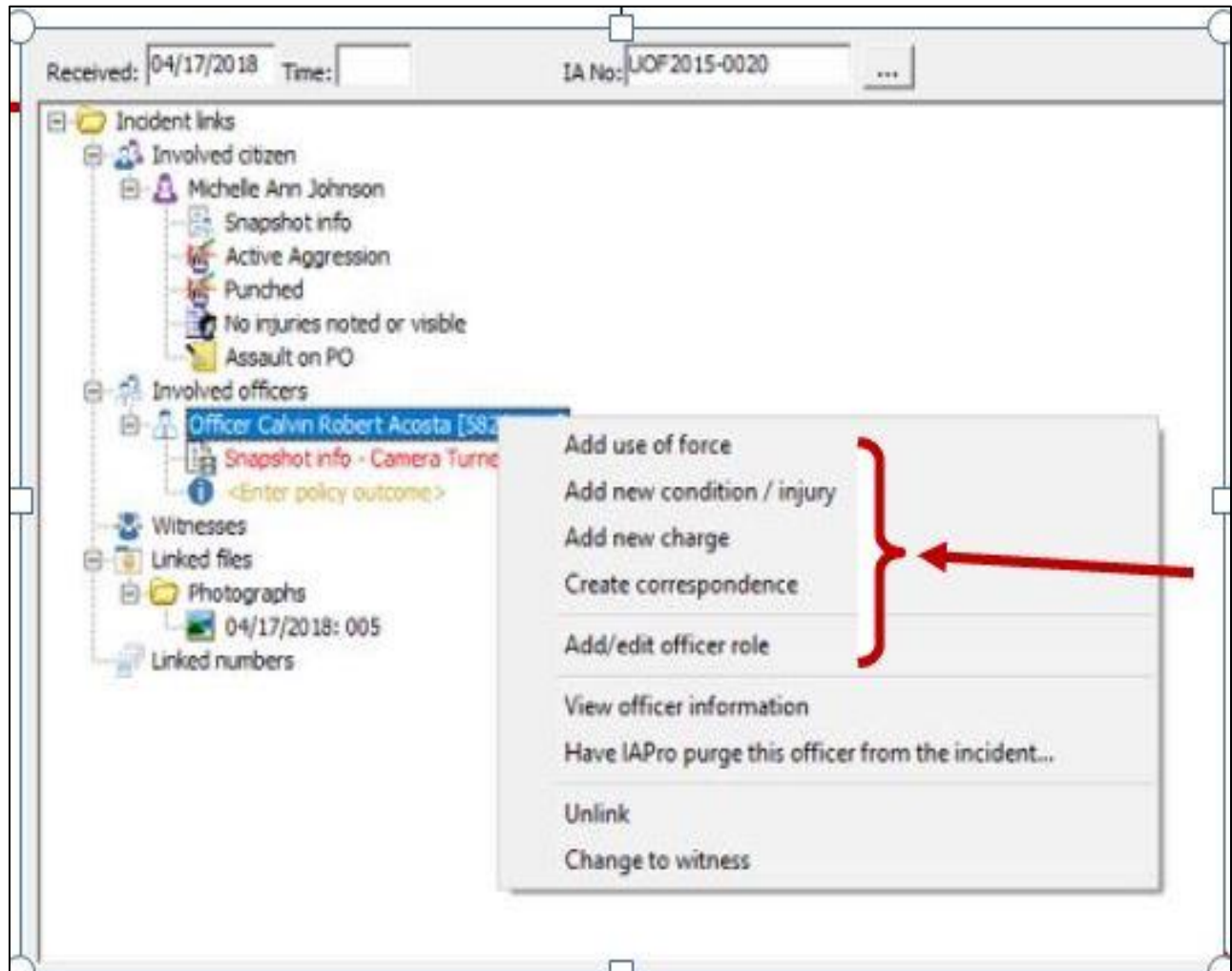
The image displays four screenshots of the IAPro software interface, arranged in a 2x2 grid. Each window is a standard Windows-style dialog box with a title bar and an OK button.

- Resistance type form:** The title bar reads "Resistance type form". It features a small icon of a hand with a red lightning bolt. Below the icon is a list titled "Resistance types" containing the following items: Active Aggression, Bite, Deadly Force Assault, Defensive Resistance, Flash Light to the Head, Fled, Kicked, Passive Resistance, Pinched, Psycholog Intimidation, Punched, Spit, Stricking, Used Knife, Used other object, and Verbal Resistance. An "OK" button is at the bottom right.
- Citizen condition/injury:** The title bar reads "Citizen condition/injury". It features a small icon of a person with a red lightning bolt. Below the icon is a list titled "Condition or injury resulting from the application of force..." containing the following items: Complaint of Injury, No injuries noted or visible, Other, Treatable Injury, and Visible Injury. An "OK" button is at the bottom right.
- R1 Charges:** The title bar reads "R1 Charges". It features a small icon of a book. Below the icon are three text input fields: "Date of charge" (with a date picker icon), "Charge against involved citizen" (with a dropdown arrow), and "Charge disposition" (with a dropdown arrow). "Cancel" and "Save" buttons are at the bottom right.
- Citizen role:** The title bar reads "Citizen role". It features a small icon of a person with a red lightning bolt. Below the icon is a label "Choose the citizen's role" followed by a dropdown menu showing "Involved Citizen". "Cancel" and "Save" buttons are at the bottom right.

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Right click on the involved citizens name and click on the information link you want to enter, this includes, use of force type, injuries, and roles.



When selecting force type, and injuries, you can enter multiple of each. This is completed by entering the first, selecting the specific item from the pick list, and selecting another from the list. If your agency uses Electronic Control Weapons (ECW), and this is selected as a force type, a separate screen will open to allow you to enter additional information relating to the use of this force type.

The image displays four screenshots of the IAPRO software interface, arranged in a 2x2 grid. The top-left screenshot shows the 'Use of force type form - enhanced' window. It features a list of force types: ASP Baton, ECW, Firearm, K-9, O.C. Spray, Other (Describe), Personal Weapon, Pointed Firearm, and RJP Hobble. Below the list is an 'Effectiveness' section with radio buttons for 'Yes', 'No', and 'Limited'. The top-right screenshot shows the same form but with the 'ECW' option selected. It includes fields for 'Serial #', 'Cartridge #', and 'Deployment'. There are also checkboxes for 'Use the device deployed only?', 'Use this a projectile (probe deployment)?', and 'Use this a direct contact (drive stun contact)?'. The bottom-left screenshot shows the 'Officer condition/injury' window with a list of injury types: 'Injury sustained by the officer...', 'Complaint of injury', 'No injury noted or visible', 'Other', 'Treatable Injury', and 'Visible Injury'. The bottom-right screenshot shows the 'Officer role' window with a dropdown menu for 'Choose the officer role' and 'Involved Officer' selected. It has 'Cancel' and 'Save' buttons.



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The Use of Force specific page. Please complete all applicable information relating to the Use of Force on this page. This page captures information such as reason for use of force, injury information, etc.

The screenshot displays a web-based form titled "Incident-specific information" and "Officer-specific information". The form is divided into several sections with dropdown menus and checkboxes. Red arrows originate from a point above the "Charges filed against involved citizen:" text field and point to the "Run QA check..." button on the left and the "Finished" button on the right.

**Incident-specific information**

- Reason for use-of-force: Assault on Officer
- Light conditions during incident: Dark
- Service being rendered at time of use-of-force: Citizen Call
- Weather conditions during incident: Dry

**Citizen-specific information**

- ☐ Involved citizen was injured
- ☒ Involved citizen was charged/arrested in relation to the incident
- ☐ Additional subject(s)/defendant(s) were involved in incident
- Officer assessment of citizen condition during incident: Unknown
- Involved Citizen distance from officer(s): 1 foot to 3 feet
- Involved Citizen's Build: Small
- Involved Citizen's Height: 5'4" to 5'6"

**Officer-specific information**

- ☐ Involved officer(s) injured
- ☐ Involved officer was taken to hospital

Charges filed against involved citizen: [Text Field]

Buttons: Run QA check..., Back, Finished



## Integrity Test

### Entering Integrity Test into IA Pro

When entering a new Integrity Test Incident using IA Pro, follow the same steps when entering any new incident into the system. After logging into IA Pro select the “Input” icon located in the left-hand column under Modules. Integrity tests can be used as a method for tracking departmental “Audits” and “Inspections.” With IA Pro versions 7 and higher the IA Pro Administrator has the ability to re-name the Integrity Test to display your organizations specific incident type name.

All accessible incident types will appear in the lower pane labeled “Input New Incidents.” Select “Integrity Test” incident type and begin your input using the Integrity Test wizard. Once an “access level” and “received date” are selected for the incident, click next. The first six tabs will be identical to those found in other incident types which include:

1. Links Tab – Tree view listing all involved employees, citizens, and witnesses linked to this incident, all linked files (Documents, Audio, Video, Photographs, etc.), and linked numbers
2. Summary Tab – Summary narrative of incident
3. Status and Assign Tab – Incident assignment, status of the investigation / incident, and the Incident-level organizational assignment
4. Tasks Tab – Incident level tasks if utilized
5. Routings Tab – Incident routings if utilized
6. When & Where Tab – Incident occurrence date, time, and location

The last tab will be the integrity test tab, which allows users to input integrity test data. This tab features the following selection of data entry fields:

1. **Integrity Test Related** – “Targeted” or “Random” test, inspection, or audit
2. **Date Requested** – Date integrity test, inspection, or audit was requested or approved
3. **Date Test Conducted** – Date test, inspection, or audit was conducted or completed
4. **Requested By** – This identifies the person or entity requesting the test, inspection, or audit

Pick list values can be edited by those users who have “F-2” function permission.

Integrity test: PO2005-00007

Save Print BT Rpt BlueTeam QA Flag Class Properties

Links Summary Status + Assign Tasks Routings When + where Integrity test specific Usage log

Integrity test related

☒ Targeted ☐ Random

Date requested: 04/01/2018 Date test conducted: 04/01/2018

Requested by: Local LE

### Running Integrity Test Report

When a report for integrity tests is required, users should locate the “Reports” icon located in the left-hand column under Modules. To locate the Integrity Test report, scroll through the list of pre-loaded reports in the **Report Types** window and select “Integrity Test” which will display “Integrity Test Stats” to the right in the **Reports** list window.

The screenshot displays the IAPro 7.1.64 application window. The top menu bar includes Settings, QA, Print, To Excel, Timeline, Options, Prop, and Exit. The left sidebar shows Modules with icons for IAPro Today, Persons, Explore, Input, EI, Reports, and Charts. The main area is titled 'What's new: Un-completed incidents received since May 12, 2007 [No alerts displayed]'. Below this is a table with columns: Received date, Type, IA No, Investigator Assigned, and Narrative. The table lists several incidents, including Administrative Investigation, Citizen complaint, Use of force, and Vehicle accident. Below the table is the 'Organize and Run' section. It features a 'Report types' list on the left with 'Integrity test' selected. To the right of this list is a 'Reports' list showing 'Integrity Test Stats (C8a)'. At the bottom of the 'Organize and Run' section, there is a 'Report date range' field with dates 01/01/2006 and 04/24/2018, and a 'Run the highlighted report' button.

Received date	Type	IA No	Investigator Assigned	Narrative
2008-08-31	Administrative Investigation	AD2004-00009	Ser J Robert	Officers f
2008-08-30	Citizen complaint	CO2004-00013	Ser C Tull	The office
2008-08-30	Use of force	PO2004-00010	Ser C Tull	The office
2008-08-24	Administrative Investigation	AD2004-00008	Cap J Bell	This is a t
2008-08-24	Citizen complaint	CO2004-00012	Ser C Tull	The citize
2008-08-09	Citizen complaint	CO2004-00011	Ser C Tull	The citize
2008-07-12	Citizen complaint	CO2004-00010	Ser J Kaiser	The citize
2008-06-24	Administrative Investigation	AD2004-00007	Det M Murphy	The citize
2008-05-28	Firearm discharge		Un-assigned	The detec
2008-05-28	Vehicle accident	SV2004-00002	Cap D Mullen	The detec

\* Remember to change the “Report Date Range” and select “Run the highlighted report” button.

Integrity Test Stats (C8a)					
	Back	Date range	Print report	Print grid	To Excel/CSV
Grid format display Rich text report format display					
Integrity Tests Conducted 2006					
Current year time period / previous year time period					
	January	February	March	April	YTD Total
Random/	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Random/Sustained	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Report total:	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Data display format: Current year time period / previous year time period					
Report date range criteria: Incidents received between 01/01/2006 and 04/24/2018					
Report count criteria: By incident.					
Report name: Integrity Test Stats (C8a)					
Report run on: Apr 24, 2018 at 14:31 by Detective Michael Murphy					

Displayed above is an example of an Integrity Test report.

## Modules and Shortcuts Overview

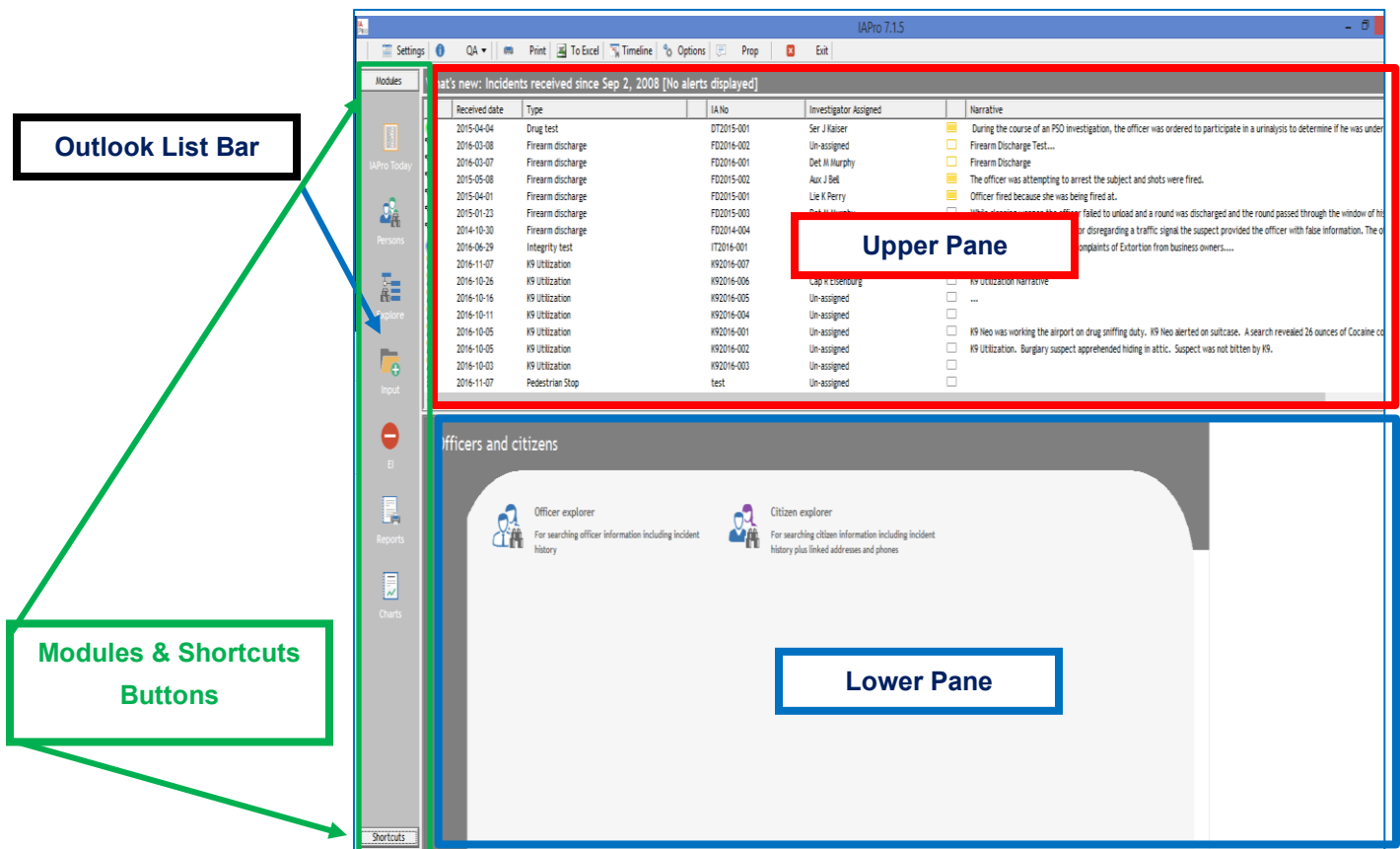
The “Outlook” interface IAPro uses the same interface that is used by Microsoft Outlook. The Outlook interface has several major elements:

### Outlook List Bar

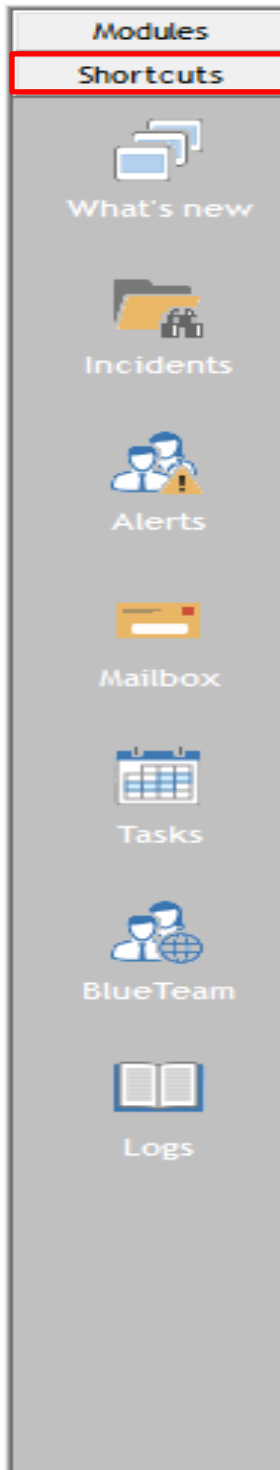
The Outlook ListBar’s icons reflect IAPro display and feature access modes.

The List Bar has two icon groupings: modules and shortcuts. The modules grouping provide access to the program’s key functions: persons, explore, input, reports and charts. The shortcuts grouping allows the user to set the upper pane mode that they prefer.

By clicking on the Modules and Shortcuts buttons at the top and bottom of the Outlook ListBar, the user can switch the ListBar between the two modes.



The Modules and Shortcuts provided by the IAPro system assist in the management of the incident process.



**What's New** – Displays all incidents up to the user's access level from the most recent going back to the number of days in the users' current "Days Back" setting. ([Click here to see details](#))

**Incidents** –Incidents mode displays incidents based on the user's query and search criteria. ([Click here to see details](#))

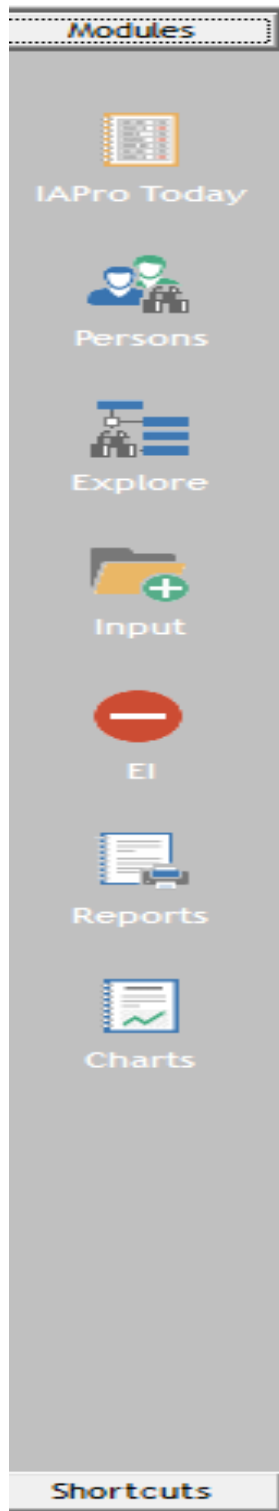
**Alerts** –Alerts mode is available for users who have been granted access to alerts by the administrator. ([Click here to see details](#))

**Mailbox** –Users have access to their own mailbox and any additional mailboxes that that administrator grants them access to. ([Click here to see details](#))

**Tasks** – Displays tasks that are linked to incidents. ([Click here to see details](#))

**BlueTeam** – The BlueTeam administrator has access to incidents still in the BlueTeam system before they have been accepted into the IAPro database. ([Click here to see details](#))

**Logs** – Provides access to the dissemination and purge logs. Access to each is determined based on the administrator granting the appropriate feature access privileges. ([Click here to see details](#))



IAPro Today - Takes the user directly to their assigned incidents and tasks with past due and upcoming due dates. ([Click here to see details](#))

Persons - Enables access to the Employees and citizens' information, reports and profiles. ([Click here to see details](#))

Explore - Quick access to the various incident types and reporting features. ([Click here to see details](#))

Input - For use when entering a new incident. Incident input is based on a user's permissions. ([Click here to see details](#))

EI - Based on permission settings, this will take the user to the Early Intervention analysis reporting module. ([Click here to see details](#))

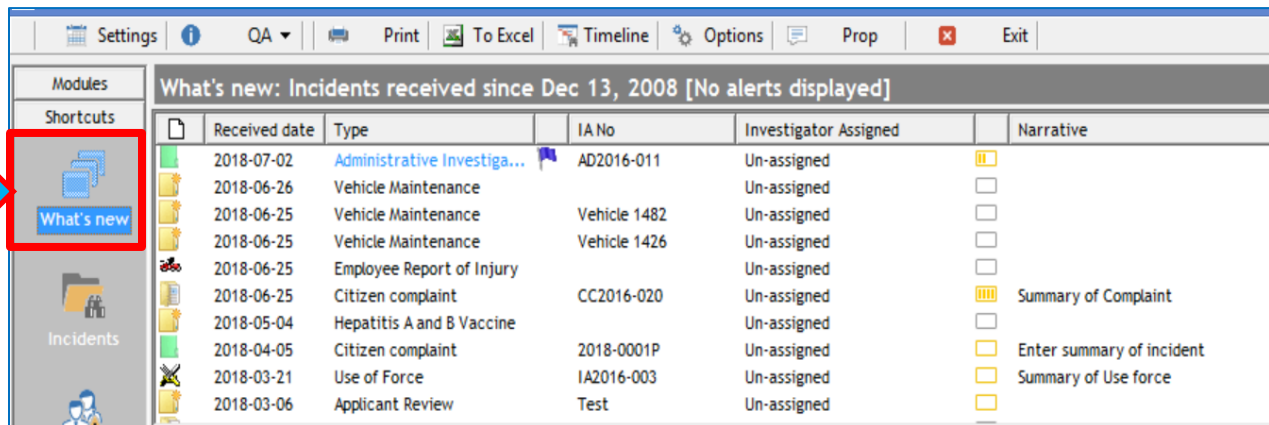
Reports - Displays the report options including the built-in reports and the "Create your own Reporting" interface. ([Click here to see details](#))

Charts - Displays the chart/graph options in the multi-layered Organizational interface. ([Click here to see details](#))

## Modules/Shortcuts Functions

### What's New

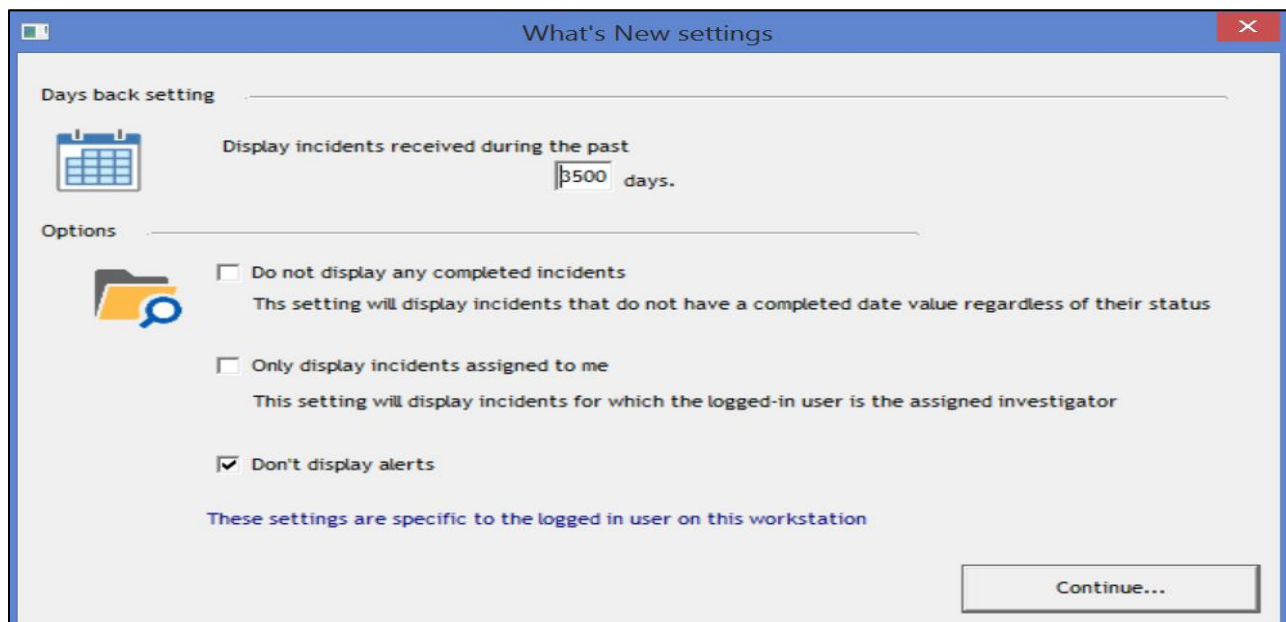
From the "What's New" screen, the user can see recent incidents in the upper pane based on Settings.



Received date	Type	IA No	Investigator Assigned	Narrative
2018-07-02	Administrative Investiga...	AD2016-011	Un-assigned	
2018-06-26	Vehicle Maintenance		Un-assigned	
2018-06-25	Vehicle Maintenance	Vehicle 1482	Un-assigned	
2018-06-25	Vehicle Maintenance	Vehicle 1426	Un-assigned	
2018-06-25	Employee Report of Injury		Un-assigned	
2018-06-25	Citizen complaint	CC2016-020	Un-assigned	Summary of Complaint
2018-05-04	Hepatitis A and B Vaccine		Un-assigned	
2018-04-05	Citizen complaint	2018-0001P	Un-assigned	Enter summary of incident
2018-03-21	Use of Force	IA2016-003	Un-assigned	Summary of Use force
2018-03-06	Applicant Review	Test	Un-assigned	

### "What's New" Settings

Settings are found at the upper left part of the screen and will control which incidents appear in the "What's New" screen.



**What's New settings**

Days back setting: Display incidents received during the past  days.

Options:

- ☐ Do not display any completed incidents  
This setting will display incidents that do not have a completed date value regardless of their status
- ☐ Only display incidents assigned to me  
This setting will display incidents for which the logged-in user is the assigned investigator
- ☒ Don't display alerts

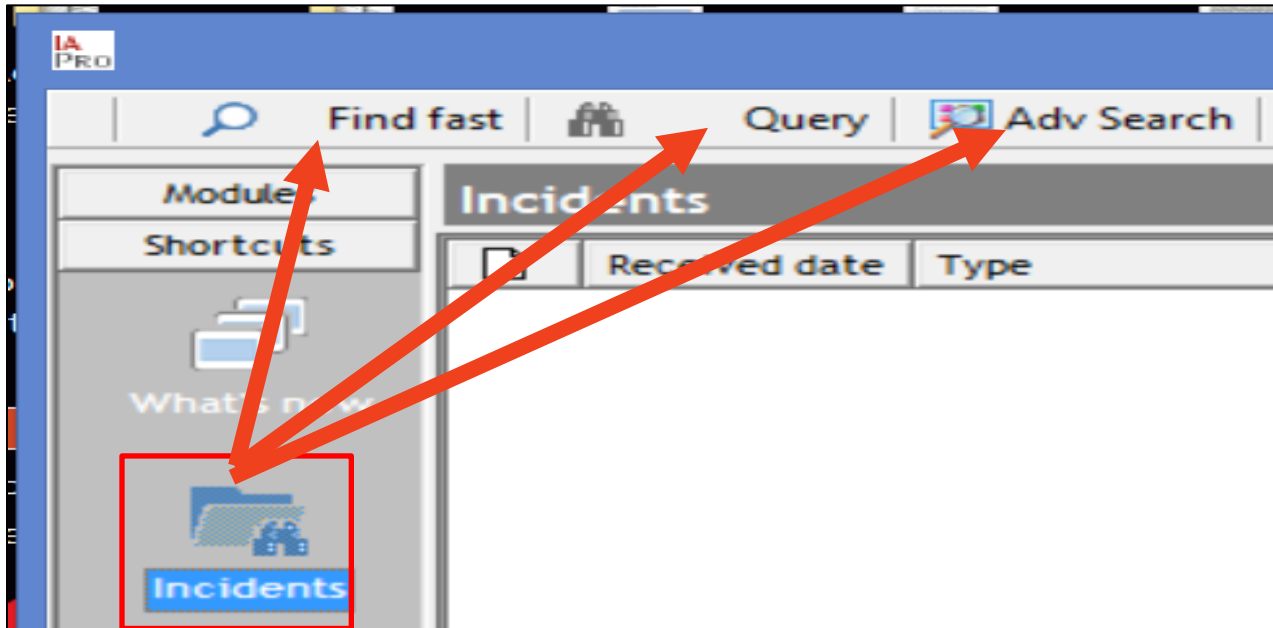
These settings are specific to the logged in user on this workstation

Continue...



## Incidents

From the “Incidents” screen, the user can use several functions to find incidents and run incident reports. These functions are **Find Fast, Query and Adv Search**



### Find Fast

By clicking on “Find Fast” a screen will appear with several methods of finding incidents.

**To search for an incident by its tracking number, enter the number into the “IA No” field and click on “Find now”**

A screenshot of the 'Incidents fast find' dialog box. The 'IA No' section is highlighted with a red box and contains radio buttons for 'Equals' (selected) and 'Begins with', with a text field containing 'IA2018-0001'. The 'Narrative' section has a 'Contains' radio button, a text field, and a note: 'Matches to the search value are highlighted in red in the narrative of each incident'. Below this is a link: 'Narrow search criteria with earliest received date (optional)...'. The 'Case No' section has 'Equals' and 'Begins with' radio buttons and a text field. At the bottom, there is a section for 'IA No + Case No + linked number search' with 'Equals', 'Begins with', and 'Contains' radio buttons and a text field. 'Find now' and 'Cancel' buttons are on the right.

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An incident search can also be conducted by entering a word from a narrative.

Incidents fast find

IANo

☐ Equals

☐ Begins with

Narrative

☒ Contains

Intoxication

Matches to the search value are highlighted in red in the narrative of each incident

Narrow search criteria with earliest received date (optional)...

Case No

☐ Equals

☐ Begins with

IANo + Case No + linked number search

You can search for incidents by Case No

Incidents fast find

IANo

☐ Equals

☐ Begins with

Narrative

☐ Contains

Case No

☒ Equals

☐ Begins with

2018-12345

Find now

Cancel

IANo + Case No + linked number search

This option searches for incidents with IA number, case number or linked case number(s) matching the search value...

☐ Equals

☐ Begins with

☐ Contains

12345

Or you can search IA No, Case No or Linked Numbers at the same time

Incidents fast find

IANo

☐ Equals

☐ Begins with

Narrative

☐ Contains

Case No

☐ Equals

☐ Begins with

IANo + Case No + linked number search

This option searches for incidents with IA number, case number or linked case number(s) matching the search value...

☐ Equals

☐ Begins with

☒ Contains

12345

Find now

Cancel

## Query

The user can also conduct Queries to search for incidents. Clicking on Query opens the Incident query builder.

The screenshot shows the 'Incidents query builder' window. It is divided into four main sections:

- 1. Data field to be searched...**: A list of fields including '[Un-used]', 'Access level', 'Accident: cause', 'Accident: employee at fault', 'Accident: employee injured', 'Accident: other parties injured', 'Accident: other veh damage amount', 'Accident: police veh damage amount', 'Accident: police vehicle ID', 'Accident: weather conditions', 'An accident occurred', 'Assigned date', 'Assignment', 'BlueTeam entry by', 'Bureau', 'Case No', 'Category', 'Category flag', 'CIT Citizen behaviors', 'CIT Disposition', 'CIT Nature of crisis', 'CIT Techniques', 'CIT Threats / violence', 'Citizen was arrested', 'Citizen was injured', 'Citizen went to hospital', 'Classification', 'Completed date', and 'Completed month'.
- 2. Search method...**: A large empty box for selecting a search method.
- 3. Search value(s)...**: A text input field for entering search values.
- 4a. Connect another...**: Buttons for 'And' and 'Or' to connect search criteria. Below these is a red note: 'Note: Use ORs first, then ANDs'.
- 4b. Or, done...**: Buttons for 'Finished' and 'Cancel'.

### First Step:

Choose a data field from Box #1

### Second Step:

Select a Search Method from Box #2

### Third Step:

Select a Search value from Box #3

### Fourth Step:

Select "And" from 4a to include a second part to the query or select "Finished" from 4b

**An example of a simple query is given on the next page.**

1. Incident type
2. "IN"
3. Administrative Investigation  
Citizen Complaint

The screenshot shows the 'Incidents query builder' window. It has four main sections:

- 1. Data field to be searched...**: A list of fields including 'Incident type', 'Investigative unit', 'Investigator', etc. A red box labeled '1' points to 'Incident type'.
- 2. Search method...**: A list of methods including 'Equals', 'Does not equal', 'Contains', etc. A red box labeled '2' points to 'IN'.
- 3. Search value(s)...**: A list of values including 'Administrative Investigation', 'Citizen complaint', 'Damaged Property', etc. A red box labeled '3' points to 'Citizen complaint'.
- 4a. Connect another...**: Buttons for 'And', 'Or', and 'Finished'. A note says 'Note: Use ORs first, then ANDs'.

- 4a. "And"
1. Disposition
2. Equals
3. Sustained
- 4b. Finished

The screenshot shows the 'Incidents query builder' window. It has four main sections:

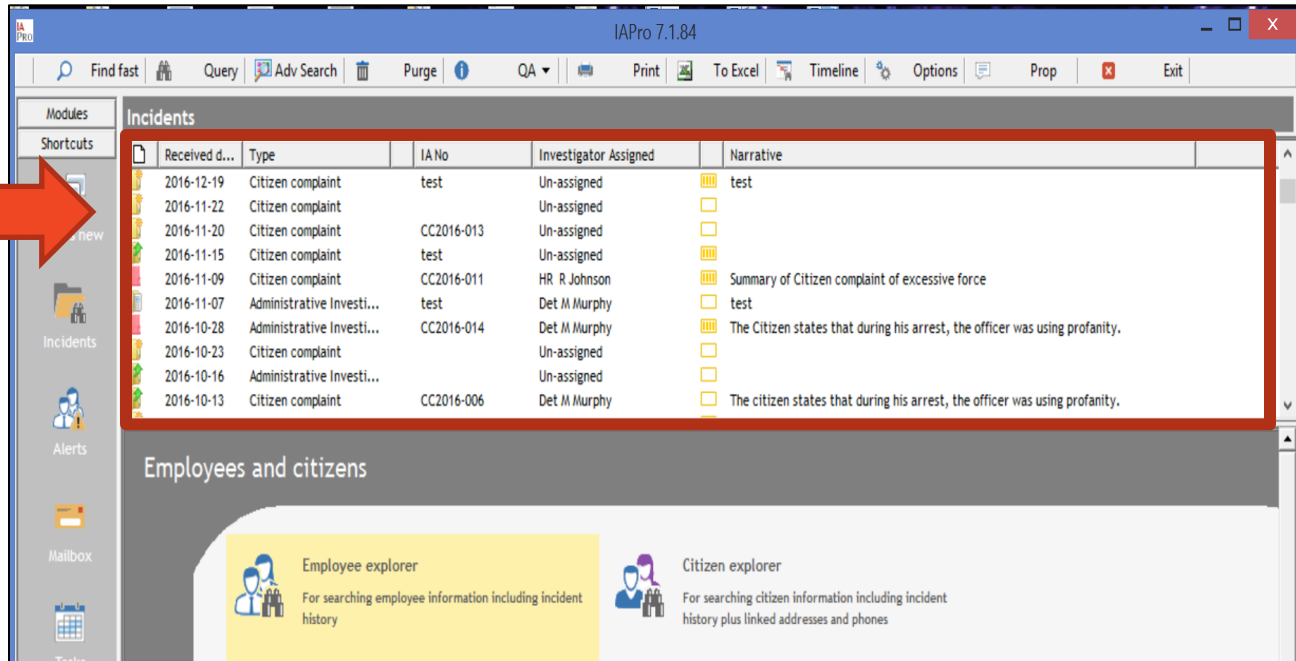
- 1. Data field to be searched...**: A list of fields including 'Disposition', 'Division', 'Driver was arrested', etc. A red box labeled '1' points to 'Disposition'.
- 2. Search method...**: A list of methods including 'Equals', 'Does not equal', 'Contains', etc. A red box labeled '2' points to 'Equals'.
- 3. Search value(s)...**: A list of values including 'At Fault', 'Complete', 'Exonerated', etc. A red box labeled '3' points to 'Sustained'.
- 4a. Connect another...**: Buttons for 'And', 'Or', and 'Finished'. A red box labeled '4a' points to the 'And' button.
- 4b. Or, done...**: Buttons for 'Finished' and 'Cancel'.

***This simple Query will provide all Administrative Investigations and Citizen Complaints with a disposition of Sustained.*** If you want to narrow it down to a date range add another level such as "Received Date is between 010118 and 123118" (No Formatting in Dates). This will result with the same report except only 2018 incidents.

## IAPro Instructional Manual

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The query will result in the incidents appearing in the upper screen of IAPro. From here, you can open the incidents or send to Excel for a printable report.



The screenshot displays the IAPro 7.1.84 application window. The left sidebar contains a 'Modules' section with 'Shortcuts' and a 'new' button. A red arrow points to the 'Incidents' module. The main area shows a table of incidents with the following data:

Received d...	Type	IA No	Investigator Assigned	Narrative
2016-12-19	Citizen complaint	test	Un-assigned	test
2016-11-22	Citizen complaint		Un-assigned	
2016-11-20	Citizen complaint	CC2016-013	Un-assigned	
2016-11-15	Citizen complaint	test	Un-assigned	
2016-11-09	Citizen complaint	CC2016-011	HR R Johnson	Summary of Citizen complaint of excessive force
2016-11-07	Administrative Investi...	test	Det M Murphy	test
2016-10-28	Administrative Investi...	CC2016-014	Det M Murphy	The Citizen states that during his arrest, the officer was using profanity.
2016-10-23	Citizen complaint		Un-assigned	
2016-10-16	Administrative Investi...		Un-assigned	
2016-10-13	Citizen complaint	CC2016-006	Det M Murphy	The citizen states that during his arrest, the officer was using profanity.

Below the table, there are two sections: 'Employees and citizens' and 'Employee explorer' (For searching employee information including incident history) and 'Citizen explorer' (For searching citizen information including incident history plus linked addresses and phones).

## Adv Search

The advanced search feature assists the user in finding specific incident types and accessing those incidents from the upper pane.

You will first select from the list the type of search you wish to conduct.

1 - Select type of search desired

- ☐ By allegation(s)
- ☐ By action(s) taken
- ☐ By charge type(s)
- ☐ By charge-based action taken
- ☐ By charge statute
- ☐ By type of force used
- ☐ By citizen-linked charge(s)
- ☐ By discretionary charge(s)
- ☐ By linked address precinct/sector
- ☐ By linked citizen resistance
- ☐ By linked citizen injuries
- ☐ By linked employee injuries
- ☐ By category

When you make your selection, options will appear in the next box for you to select. An example of a search by allegation is shown below.

Select the allegation(s) to be searched...

- ☐ Abuse of Position
- ☐ Assault
- ☐ Conduct Unbecoming
- ☐ Discrimination
- ☐ Disrespect toward citizen
- ☐ Equipment Damage
- ☐ Equipment-Damage to Firearm
- ☐ Equipment-Damage to Uniform
- ☐ Equipment-Improperly Dressed
- ☐ Exercise of Authority-Improper Charge / Use of Discretion
- ☐ Excessive use of force
- ☐ Extortion
- ☐ Extortion - Sexual Favors
- ☐ Failure to appear for court
- ☐ Failure to provide service
- ☐ Falsifying Official Document
- ☐ Fraternization
- ☐ Improper Driving / Accident Involved
- ☐ Improper Driving / Code Violation
- ☐ Injury-Off Duty
- ☐ Injury-On Duty
- ☐ Miscellaneous - Alcohol / Drug Use
- ☐ Miscellaneous - Disobey Order
- ☐ Miscellaneous-Impaired Driving
- ☐ Misuse of position - Failure to account for money

You will then select the date range for your search and click “Next.”

Inc received date range

Beginning date

01/01/2005

Ending date

09/05/2018

...

Date search  
criteria: incident  
received date

Select All

Clear All

Next >>



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You will select the incident types you want to search and click “Search”

Narrow search criteria by incident type(s) or select all....

- ☒ Administrative Investigation
- ☐ AED Usage
- ☐ Applicant Review
- ☐ Award
- ☐ Awd
- ☐ Call Log
- ☒ Citizen complaint
- ☐ Employee Injury
- ☐ Grievance
- ☐ Hepatitis A and B Vaccine
- ☐ Hepatitis A Vaccine
- ☐ Hepatitis B Vaccine
- ☐ Immunization
- ☐ Influenza Vaccine
- ☐ Injury - Death
- ☐ Injury - Doctor Visit Only
- ☐ Injury - First Aid Only
- ☐ Injury - Lost Time Report
- ☐ Injury - Near Miss
- ☐ Lost/Damaged Property
- ☐ MenACWY Vaccine
- ☐ MMR Vaccine

Select All

Clear All

Cancel Search >>

The result of the search will now appear in the upper pane of the incident screen.

IAPro 7.1.84

Find fast Query Adv Search Purge QA Print To Excel Timeline Options Prop Exit

Modules Shortcuts What's new Incidents Alerts

Received d...	Type	IA No	Investigator Assigned	Narrative
2018-07-02	Administrative Investi...	AD2016-011	Un-assigned	test
2018-06-25	Citizen complaint	CC2016-020	Det M Murphy	Summary of Complaint
2017-01-01	Citizen complaint	test	Un-assigned	test
2016-10-10	Citizen complaint	CC2013-024	Un-assigned	
2016-05-30	Administrative Investi...	AD2016-006	Ser J Kaiser	Sgt. Delaurentis reports that Officer Acosta showed up to work intoxicated.
2016-04-20	Citizen complaint	AD2005-00022	Det M Murphy	Citizen stated officer was rude during a traffic stop.
2016-04-20	Citizen complaint	AD2005-00021	Un-assigned	Citizen stated officer was speeding. Citizen did not get a car number and AVL show...
2016-03-08	Administrative Investi...		Un-assigned	Administrative Investigation Test
2016-01-04	Administrative Investi...	AD2016-001	Det M Murphy	Officer was arrested for Domestic Abuse.
2015-09-29	Administrative Investi...	AD2015-014	Ser C Tull	The citizen called and stated the officer was having an affair with the citizens husb...

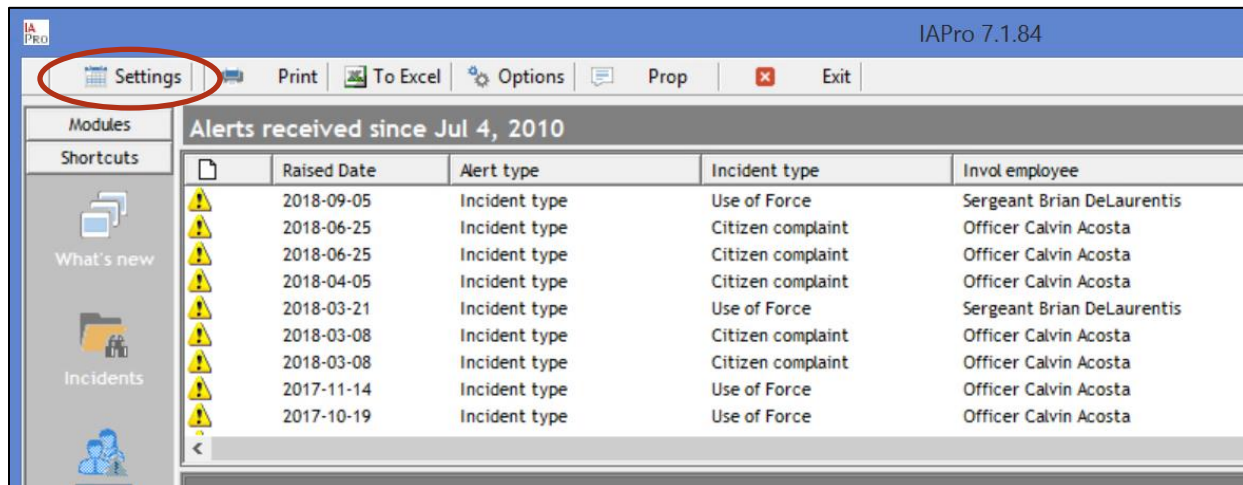
You can access the incidents of your search by double clicking to open.

## Alerts Icon

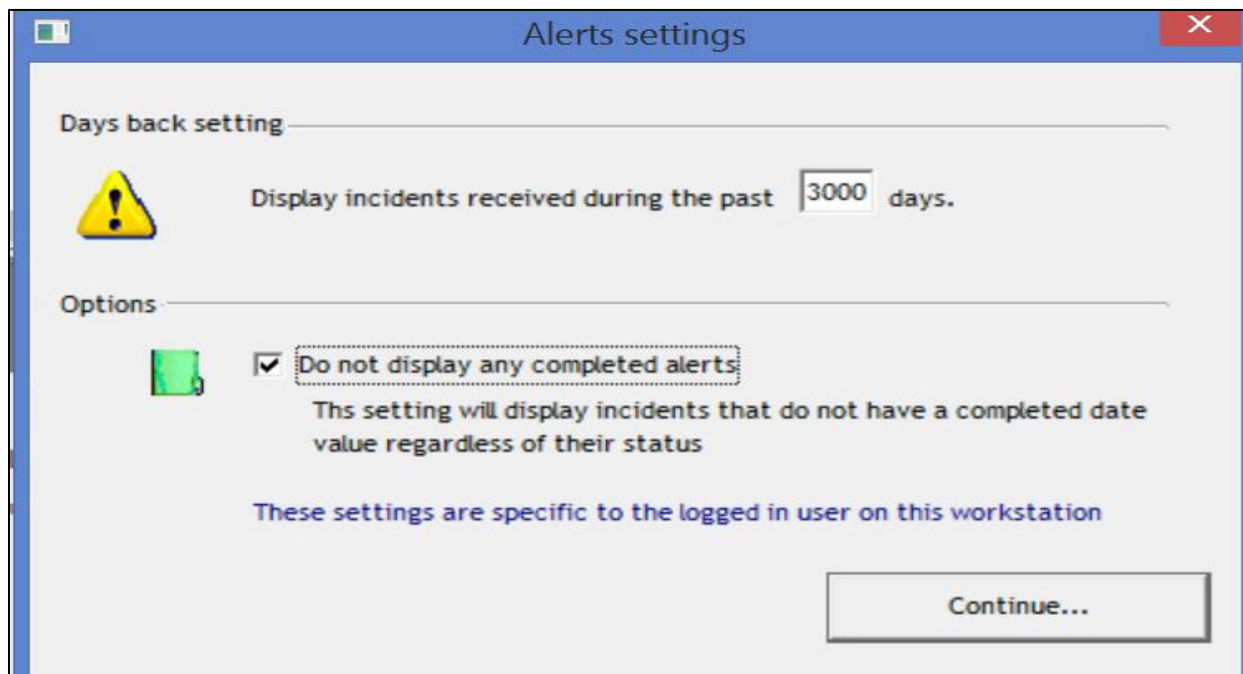
Note: Alert Thresholds are managed by the Administrator.

## Alert Settings

When working with Alerts, you can manage your settings by clicking in the top left-hand corner of your screen.



The two settings specific to alerts is how far in the past you want to see alerts and whether or not you want to see completed alerts.




## Managing Alerts

Double click to access the alert. The Alert Information tab shows the when the alert occurred and the employee alerted. Specific information regarding the alert is also given.

**IAPro Early Intervention: Incident type Alert**

Alert information | Mailbox routings + Priority | Caused by | Linked files | Usage log

General

 Alert type: Incident type Incident type: Use of Force

Occurred: Sep 05, 2018 at 11:47 User alerted: Detective Michael Murphy

Information current at time alert was triggered.....

Incident type specific alert: IA No: UOF2016-0009 Case No: 12345: Use of Force has triggered an alert.

As of 06/13/2017, 5 Use of Force incidents are linked to Sergeant Brian DeLaurentis [Sgt/12345] that have occurred since 06/13/2016.

3 or more Use of Force incidents during a 12 month period indicates that the officer's performance may need to be reviewed.


Organizational-specific threshold override alert criteria for : .

Also, from this screen, you can Print the alert, display the employee's IAPro Folder and display BlueTeam information if this alert was sent to BlueTeam for action.

**IAPro Early Intervention: Incident type Alert**

Alert information | Mailbox routings + Priority | Caused by | Linked files | Usage log

General

 Alert type: Incident type Incident type: Use of Force

Occurred: Sep 05, 2018 at 11:47 User alerted: Detective Michael Murphy

Information current at time alert was triggered.....

Incident type specific alert: IA No: UOF2016-0009 Case No: 12345: Use of Force has triggered an alert.

As of 06/13/2017, 5 Use of Force incidents are linked to Sergeant Brian DeLaurentis [Sgt/12345] that have occurred since 06/13/2016.

3 or more Use of Force incidents during a 12 month period indicates that the officer's performance may need to be reviewed.

Organizational-specific threshold override alert criteria for : .

OK

Print this alert

Display employee folder

BlueTeam info

The bottom section of this tab contains the Actions taken section of your alert. The user will enter whatever action was taken regarding the alert. These actions are included in your Alert Report. Finally, the user will check the box for completion.

The screenshot shows a form titled "Action(s) taken in response to the". Below the title is a text area containing the text "Employee received additional training regarding use of force". Below the text area is a "Status" section. It includes a yellow folder icon with a checkmark, a checked checkbox, and the text "Completed: all follow-up and related processing has been completed on". To the right of this text is a date field containing "09/20/2018".

## Mailbox Icon

The mailbox icon screen is where the user accesses their mailbox or other accessible mailboxes under their purview.

### Selecting a Mailbox

By clicking on "Select" a box appears with the users accessible mailboxes.

The screenshot shows a dialog box titled "Select mailbox". It contains a table with two columns: "Mailbox" and "# unread". The table lists three mailboxes: "Professional Standards" with 0 unread messages, "Captain John Bell" with 2 unread messages, and "Detective Michael Murphy" with 0 unread messages. At the bottom of the dialog box are two buttons: "Cancel" and "Next".

Mailbox	# unread
Professional Standards	0
Captain John Bell	2
Detective Michael Murphy	0

**IAPro Instructional Manual**

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Clicking on the mailbox will bring the mailbox entries into the upper pane.

Mailbox: Captain John Bell				
IA No	Priority	Sent Date/Time	Instructions	
AD2017-00002	Medium	2018-02-06 15:46	Please review incident	
	Low	2007-08-28	FYI check on this officer	

**Access the Routing**

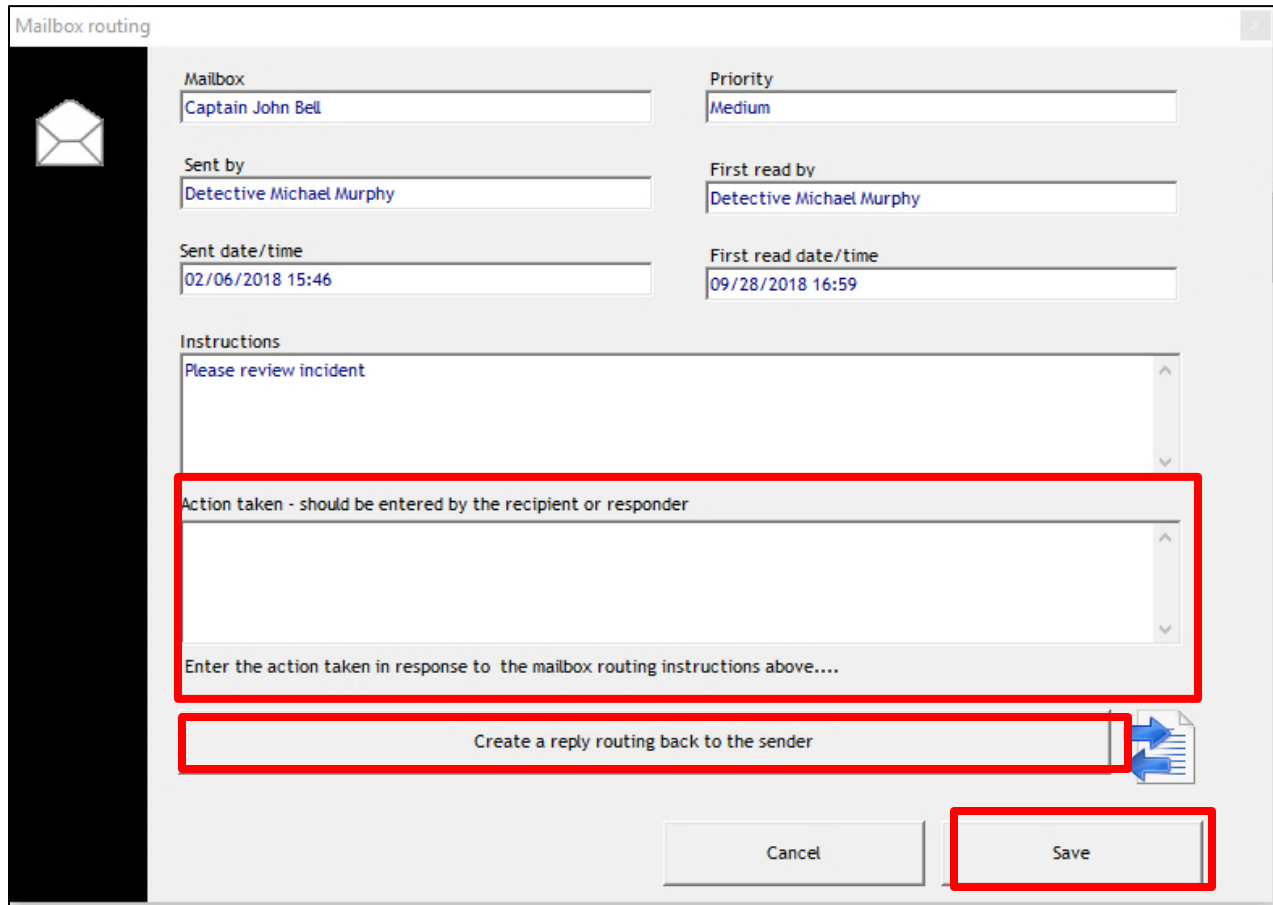
Right clicking on the mailbox item, gives the user **three options**.

The screenshot shows the IAPro 7.1.84 application window. The title bar reads 'IAPro 7.1.84'. The menu bar includes 'Select', 'Unread sent', 'Print mail', 'Set', 'To Excel', and a settings icon. The left sidebar has 'Modules' and 'Shortcuts' sections. Under 'Shortcuts', there are icons for 'What's new' and 'Incidents'. The main pane is titled 'Mailbox: Captain John Bell' and contains a table with columns 'IA No', 'Priority', and 'Sent Date/Time'. The first row is highlighted in blue and contains the text 'AD2017-00002'. A right-click context menu is open over this row, displaying three options: 'Access the information for this routing', 'Add a new mailbox routing for the incident', and 'Remove the routing from this mailbox'.

## IAPro Instructional Manual

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Selecting “Access the information for this routing” displays the routing. The user can enter any **action taken** required by this routing and **create a reply** to the sender if needed. When actions are completed, **Save** your changes

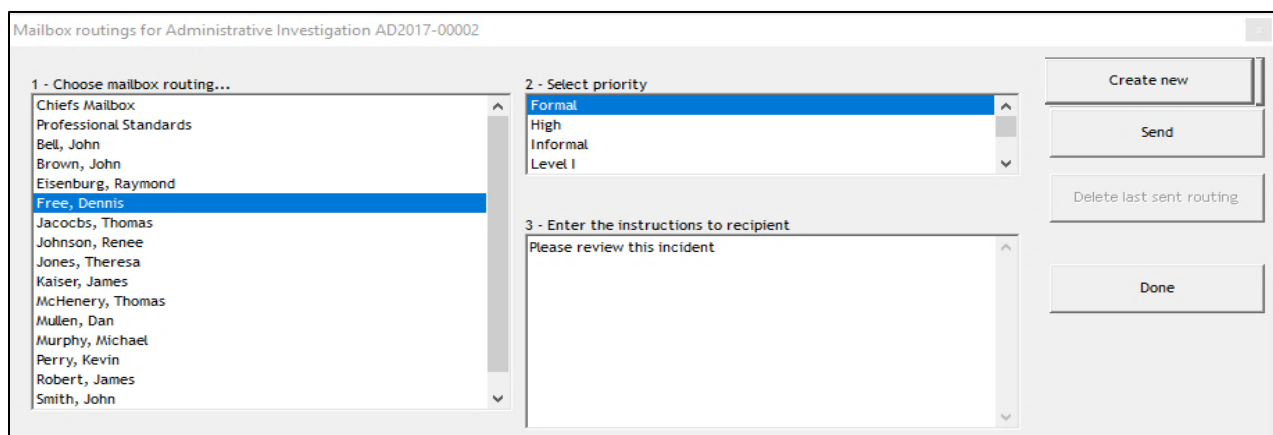


The screenshot shows a 'Mailbox routing' form. On the left is a vertical sidebar with a white envelope icon. The form fields are as follows:

- Mailbox:** Captain John Bell
- Priority:** Medium
- Sent by:** Detective Michael Murphy
- First read by:** Detective Michael Murphy
- Sent date/time:** 02/06/2018 15:46
- First read date/time:** 09/28/2018 16:59
- Instructions:** Please review incident
- Action taken:** A large text area with a red border. Above it is the text 'Action taken - should be entered by the recipient or responder'. Below the text area is the prompt 'Enter the action taken in response to the mailbox routing instructions above....'
- Create a reply routing back to the sender:** A button with a red border and a blue double-headed arrow icon.
- Buttons:** 'Cancel' and 'Save' (the 'Save' button has a red border).

## Adding a new mailbox routing

Click on Create new to add a new mailbox routing to an incident. Choose the individual, select a priority, enter instructions and click on “Send”



The screenshot shows the 'Mailbox routing' creation interface for 'Administrative Investigation AD2017-00002'. It is divided into three main sections:

- 1 - Choose mailbox routing...**: A list of names including Chiefs Mailbox, Professional Standards, Bell, John, Brown, John, Eisenburg, Raymond, Free, Dennis (highlighted), Jacobs, Thomas, Johnson, Renee, Jones, Theresa, Kaiser, James, McHenry, Thomas, Mullen, Dan, Murphy, Michael, Perry, Kevin, Robert, James, and Smith, John.
- 2 - Select priority**: A dropdown menu with options: Formal (selected), High, Informal, and Level I.
- 3 - Enter the instructions to recipient**: A text area containing 'Please review this incident'.

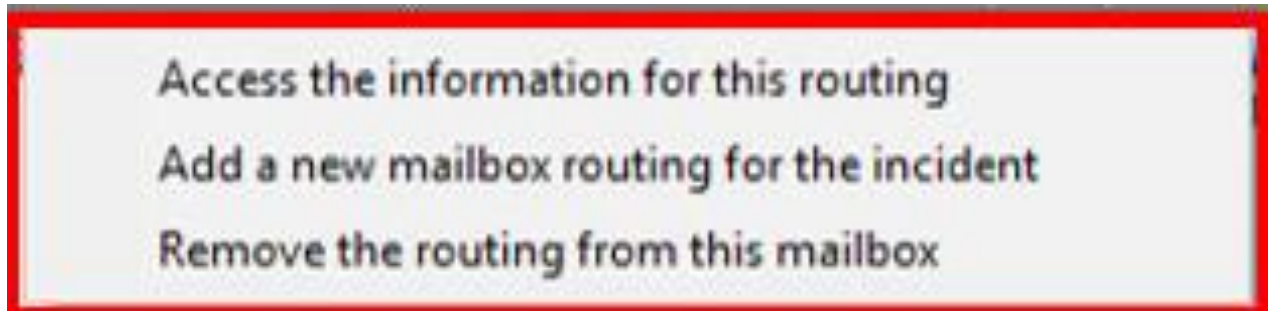
On the right side, there are four buttons: 'Create new', 'Send', 'Delete last sent routing', and 'Done'.

[Click here to return to Table of Contents](#)

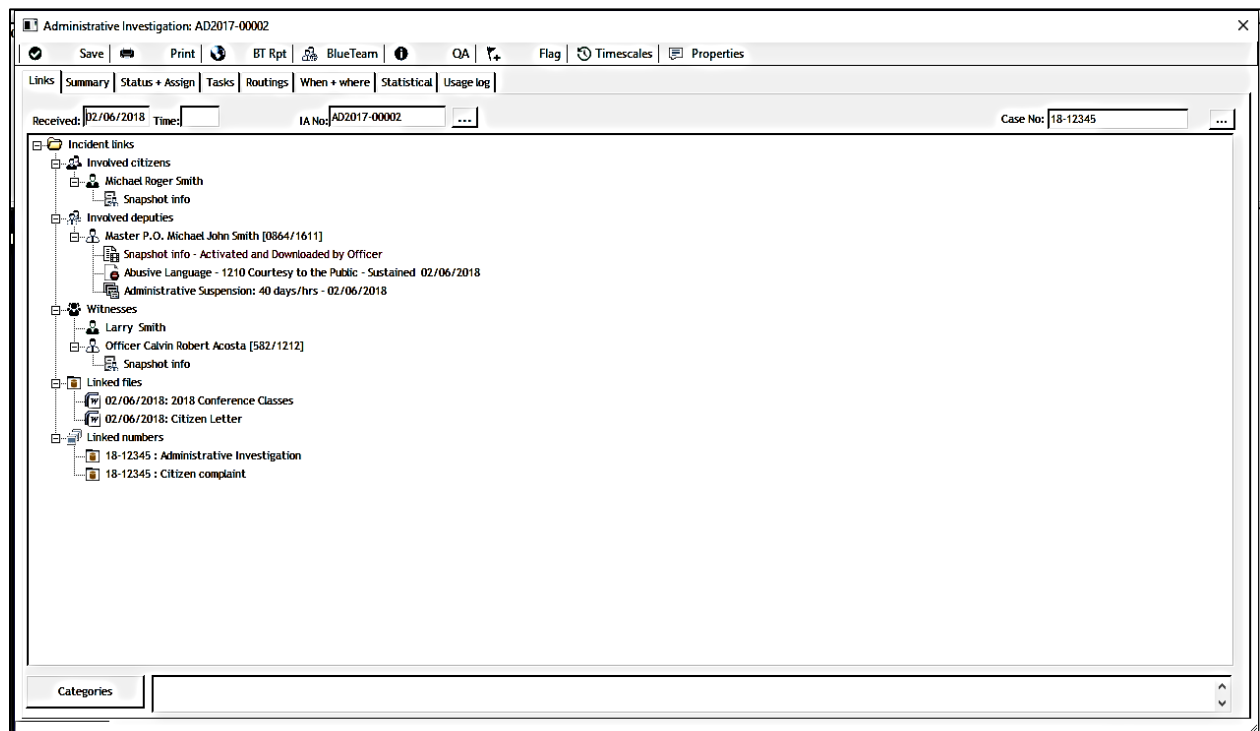
## Removing mailbox routings

**Note:** You must access a mailbox routing before you can remove the routing. The mailbox routing should be removed after all reviews and actions have been completed.

Right click the routing and select Remove the routing from this mailbox.



Double clicking on the mailbox items takes you into the incident related to the routing.





## Unread sent mailbox routings

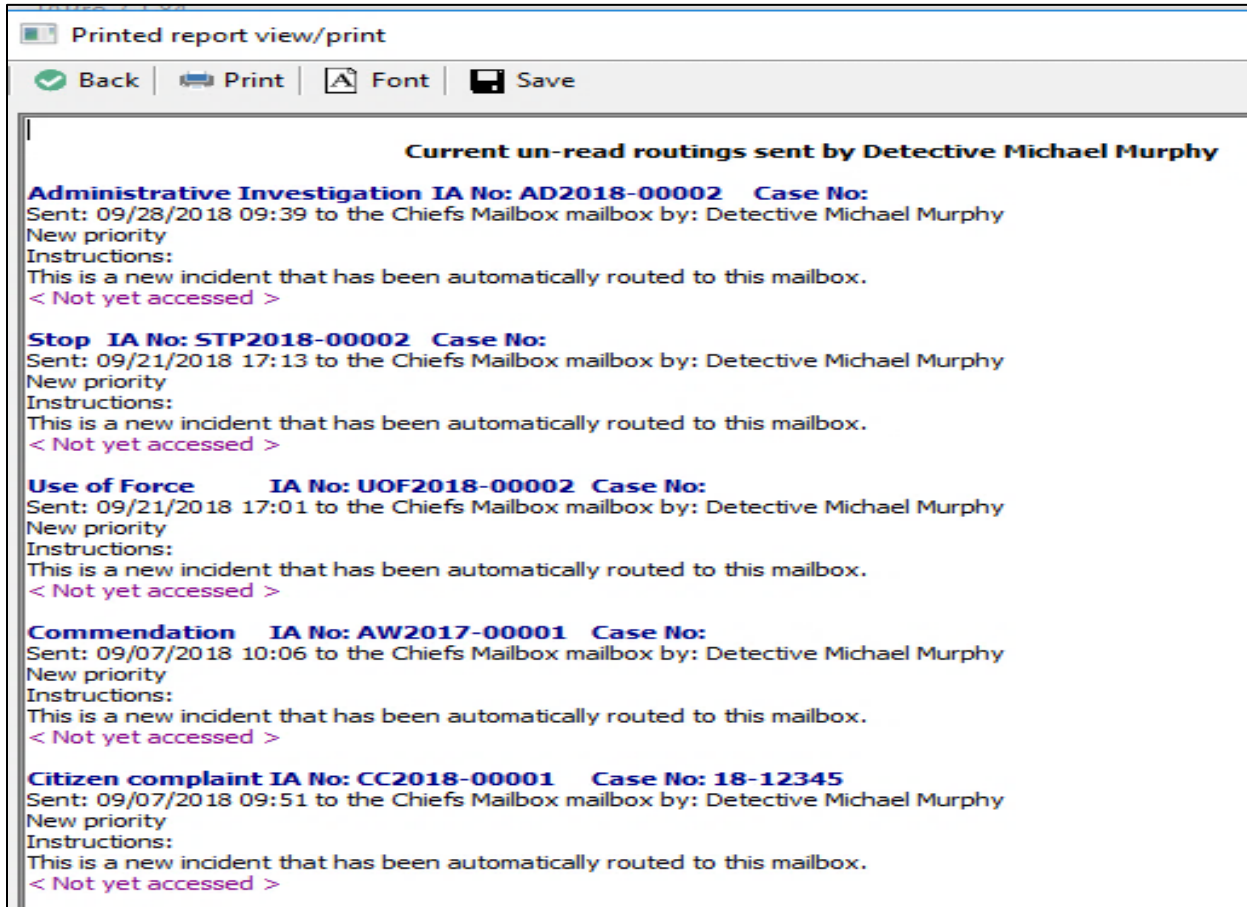
Clicking on the “Unread sent” button will display a list of all mailbox routings the user has sent that have not been accessed.

Un-read routings sent by Detective Michael Murphy					
IA No	Priority	Sent Dt	Recipient	Instructions	
AD2018-00002	New	2018-09-28	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
STP2018-00002	New	2018-09-21	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
UOF2018-00002	New	2018-09-21	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
AW2017-00001	New	2018-09-07	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
CC2018-00001	New	2018-09-07	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
UOF2018-00001	New	2018-08-30	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
STP2018-00001	New	2018-08-21	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
UOF2017-00019	New	2018-08-21	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
AD2017-00009	New	2018-07-03	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	
	New	2018-07-03	Chiefs Mailbox	This is a new incident that has been automatically routed to this mailbox.	



## Printing Mailbox routings

Clicking on "Print" from this screen will bring up a printable report of the displayed routings.



The screenshot displays a web application window titled "Printed report view/print". The window has a toolbar with buttons for "Back", "Print", "Font", and "Save". The main content area shows a list of mailbox routings sent by Detective Michael Murphy. Each routing entry includes the type of incident, the IA number, the case number, the date and time sent, the priority, and the instructions. The instructions for all entries are identical: "This is a new incident that has been automatically routed to this mailbox." and "< Not yet accessed >".

**Printed report view/print**

Back | Print | Font | Save

**Current un-read routings sent by Detective Michael Murphy**

**Administrative Investigation IA No: AD2018-00002 Case No:**  
Sent: 09/28/2018 09:39 to the Chiefs Mailbox mailbox by: Detective Michael Murphy  
New priority  
Instructions:  
This is a new incident that has been automatically routed to this mailbox.  
< Not yet accessed >

**Stop IA No: STP2018-00002 Case No:**  
Sent: 09/21/2018 17:13 to the Chiefs Mailbox mailbox by: Detective Michael Murphy  
New priority  
Instructions:  
This is a new incident that has been automatically routed to this mailbox.  
< Not yet accessed >

**Use of Force IA No: UOF2018-00002 Case No:**  
Sent: 09/21/2018 17:01 to the Chiefs Mailbox mailbox by: Detective Michael Murphy  
New priority  
Instructions:  
This is a new incident that has been automatically routed to this mailbox.  
< Not yet accessed >

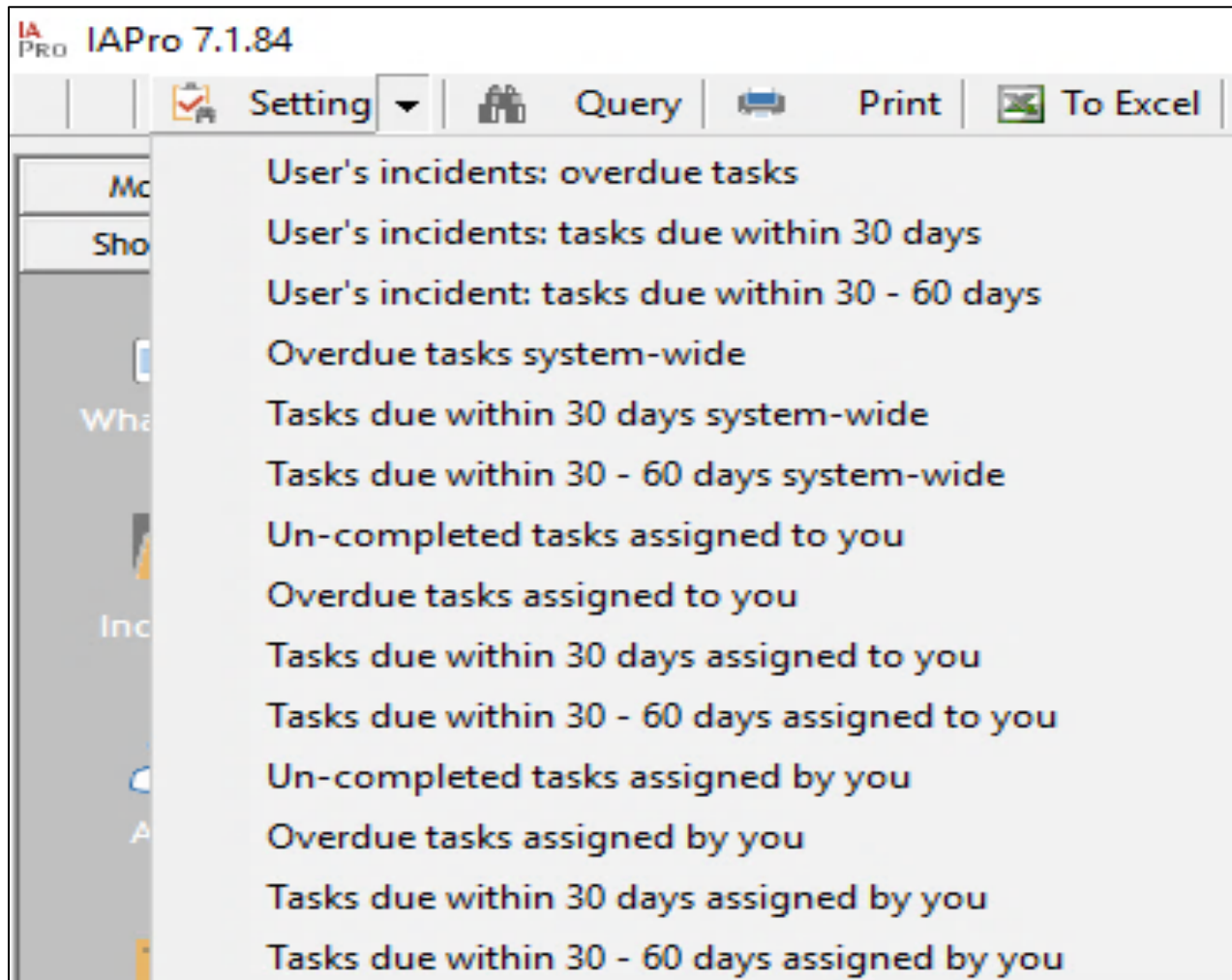
**Commendation IA No: AW2017-00001 Case No:**  
Sent: 09/07/2018 10:06 to the Chiefs Mailbox mailbox by: Detective Michael Murphy  
New priority  
Instructions:  
This is a new incident that has been automatically routed to this mailbox.  
< Not yet accessed >

**Citizen complaint IA No: CC2018-00001 Case No: 18-12345**  
Sent: 09/07/2018 09:51 to the Chiefs Mailbox mailbox by: Detective Michael Murphy  
New priority  
Instructions:  
This is a new incident that has been automatically routed to this mailbox.  
< Not yet accessed >

## Tasks Icon

### Tasks Settings

The Tasks Settings give the user many options regarding what tasks they wish to display



Overdue tasks sent by Detective Michael Murphy				
Created date	Type	Due date	Done date	IA No
2017-01-19	Contact complainant	2017-01-21		AD2005-00003
2017-01-19	Contact officer involved	2017-01-21		AD2005-00003
2017-01-19	Contact complainant	2017-01-24		CO2005-00004
2017-01-20	Close Case	2017-01-25		UOF2017-00002
2017-01-19	Interview complainant	2017-01-29		AD2005-00003
2017-01-19	Interview officer	2017-01-29		AD2005-00003
2017-02-16	Close Case	2017-02-21		UOF2017-00004
2017-02-22	Contact complainant	2017-02-24		PRB2017-005
2017-02-22	Contact officer involved	2017-02-24		PRB2017-005

## Task Query

The Query function allows the user to request specific parts of the task for searching.

1. Select the data field to be searched

The screenshot shows the 'Task query builder' dialog box. The first section, '1. Data field to be searched...', is highlighted with a red rectangle. It contains a list of fields: 'Assigned from', 'Assigned to', 'Completed date', 'Created date', 'Created month', 'Due date', 'Incident investigator', 'Narrative', and 'Task type'. The 'Task type' field is selected. To the right, there is a section for '2. Search method...' and '3. Search value(s)...'. On the far right, there are buttons for '4a. Connect another...' (And, Or) and '4b. Or, done...' (Finished, Cancel). A note states: 'Note: Use ORs first, then ANDs'.

2. Select the search method

The screenshot shows the 'Task query builder' dialog box. The second section, '2. Search method...', is highlighted with a red rectangle. It contains a list of search methods: 'Equals', 'Does not equal', 'Contains', 'In', 'Not In', 'Has no data entered', and 'Has data entered'. The 'Equals' method is selected. The 'Task type' field in the first section is still selected. The rest of the dialog box, including the '3. Search value(s)...' field and the buttons for '4a. Connect another...' and '4b. Or, done...', remains the same as in the previous screenshot.

## 3. Select the Search Value

Task query builder

1. Data field to be searched...

- Assigned from
- Assigned to
- Completed date
- Created date
- Created month
- Due date
- Incident investigator
- Narrative
- Task type**

2. Search method...

- Equals**
- Does not equal
- Contains
- In
- Not In
- Has no data entered
- Has data entered

3. Search value(s)...

- Final Disposition Notification
- Forward incident to USAA
- Forward to Officers CO
- Interview complainant
- Interview officer
- Investigative report due
- Medical Exam

4a. Connect another...

And

Or

Note: Use ORs first, then ANDs

4b. Or, done...

Finished

Cancel

## 4. Either add another level or select Finished

Task query builder

1. Data field to be searched...

- Assigned from
- Assigned to
- Completed date
- Created date
- Created month
- Due date
- Incident investigator
- Narrative
- Task type**

2. Search method...

- Equals**
- Does not equal
- Contains
- In
- Not In
- Has no data entered
- Has data entered

3. Search value(s)...

- Final Disposition Notification
- Forward incident to USAA
- Forward to Officers CO
- Interview complainant
- Interview officer
- Investigative report due

4a. Connect another...

And

Or

Note: Use ORs first, then ANDs

4b. Or, done...

Finished

Cancel

If Finished is selected, the results will appear in the upper pane display area

Tasks					
Created date	Type	Due date	Done date	IA No	Incident investigator
2006-10-31	Investigative report due	2006-11-10	2006-11-11	AD2002-00007	Detective Michael Murphy
2006-10-31	Investigative report due	2006-12-15	2006-12-19	AD2002-00002	Lieutenant Dennis Free
2006-10-31	Investigative report due	2006-12-30	2006-12-30	CO2002-00006	Captain Dan Mullen
2006-11-15	Investigative report due	2007-01-14	2007-03-07	CO2002-00008	Sergeant James Robert
2006-11-17	Investigative report due	2007-01-16	2007-01-16	CO2002-00009	Detective Michael Murphy
2006-11-17	Investigative report due	2007-01-16	2007-01-16	SV2002-00001	Detective Michael Murphy
2006-12-30	Investigative report due	2007-02-28	2007-03-07	SV2002-00003	Detective Michael Murphy
2007-01-02	Investigative report due	2007-03-03	2007-03-07	SV2002-00001	Detective Michael Murphy
2007-01-02	Investigative report due	2007-03-03	2007-03-07	CO2003-00002	Detective Michael Murphy

## BlueTeam Icon

The BlueTeam display screen has two options for viewing. (Incidents or Chain routings)

IAPRO 7.1.84

Incidents Chain Display Print To Excel Options Prop Exit

Modules

Shortcuts

What's new

Incidents

Alerts

Mailbox

Tasks

BlueTeam

BlueTeam incoming bin: All

	Received date	Type	Field status	IA No	Case No
	2017-03-20	Alert	Completed - in h...		
	2017-08-24	Administrative Investiga...	Completed - in h...	AD2017-00005	17-123445
	2018-01-23	Citizen complaint	Completed - in h...	CC2017-00010	
	2017-06-03	Vehicle pursuit	To IA		17-123456
	2017-07-25	Test	To IA		
	2017-10-04	Citizen complaint	To IA		
	2018-01-23	Citizen complaint	To IA		
	2018-06-14	Position Request Memora...	To IA		
	2018-07-03	Position Acceptance	To IA		

Deputies and citizens

Deputy explorer  
For searching deputy information including incident history

Citizen explorer  
For searching citizen information history plus linked addresses

## BlueTeam Incidents Display

With Incidents selected, these are your options for Display

There are basically two types of BlueTeam incidents.

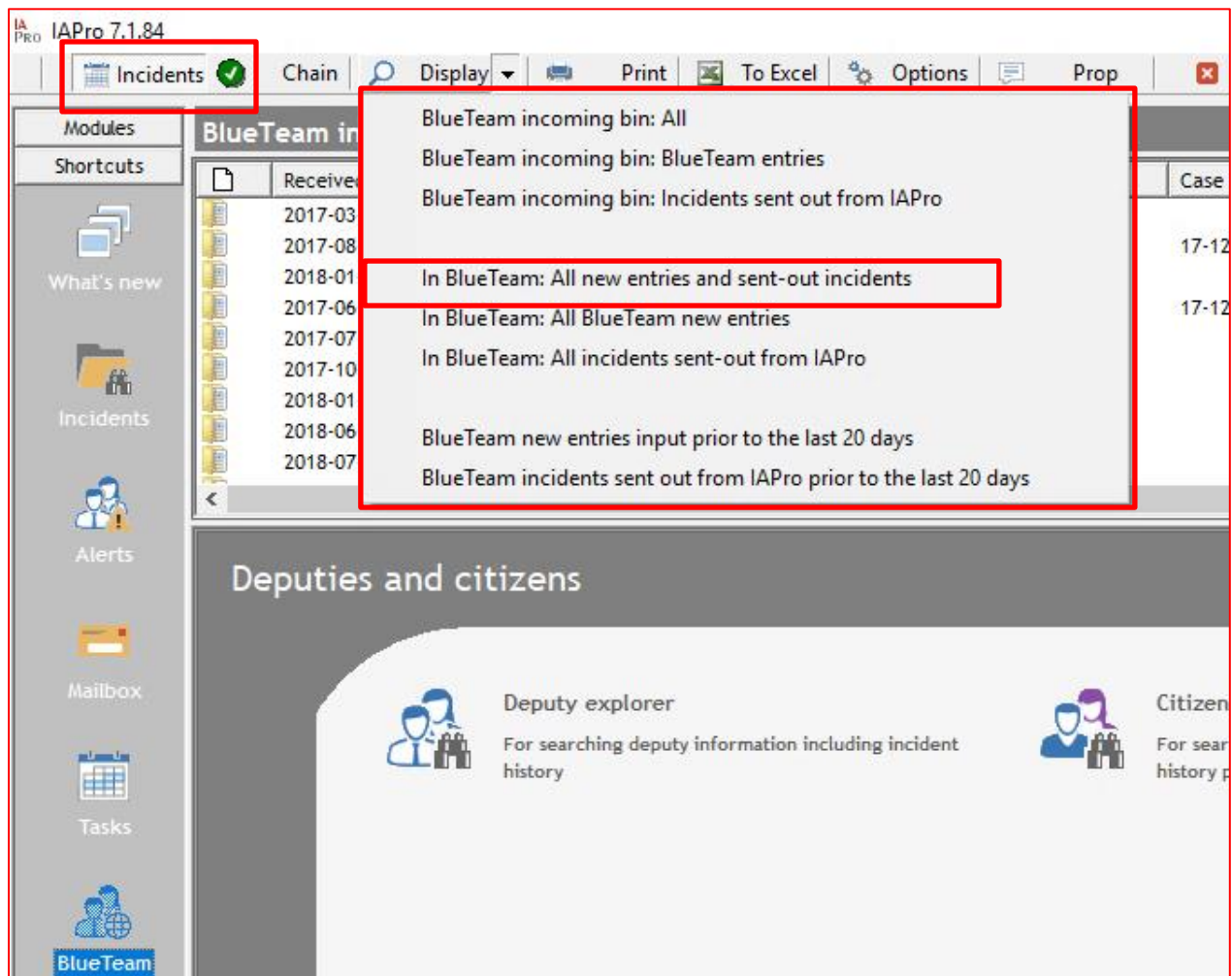
1. Incidents created in BlueTeam or “BlueTeam entries”
2. Incidents sent to BlueTeam from IAPro or “Sent-out incidents”

The top three display incidents in the incoming bin.

The next three display incidents currently in BlueTeam

The last two show incidents either input or sent out prior to the last 20 days

**Note:** The fourth option shows everything currently in BlueTeam





The results of your selection will appear in the upper pane.

In BlueTeam: All new entries and sent-out incidents							
	Received date	Type	Field status	IA No	Case No	Inv Unit/District	Division
	2009-06-02	Citizen complaint	In chain	CC2017-00007		Un-assigned	
	2017-01-18	Citizen complaint	Field assigned	CO2005-00003		Commanding Officer 4th	Operational Division
	2017-01-19	Use of Force	Field assigned	PO2005-00005		Un-assigned	Operational Division
	2017-01-20	Use of Force	Pending assignm...	UOF2017-00002		Vehicle Accident Coordin	Operational Division
	2017-02-07	Citizen complaint	Completed - revi...			Un-assigned	Operational Division

Double clicking will open the incident for review.

Use of Force: PO2005-00005 < In BlueTeam >

Save Print BT Rpt BlueTeam QA Flag Class

Links Summary Status + Assign Tasks Routings When + where Use of force specific Usage log CIT

Received: 01/19/2017 Time: IA No: PO2005-00005

Policy outcome(s) are all within policy

- Involved citizen
  - Michael Roger Smith
    - Snapshot info
    - Kicked
    - Minor Injury
    - Public Intoxication
- Involved deputies
  - Officer Calvin Robert Acosta [582/1212]
    - Snapshot info
    - Within policy
    - Distraction Techniques
    - Hands On
    - Rescue Response and Release
- Witnesses
- Linked files
- Linked numbers

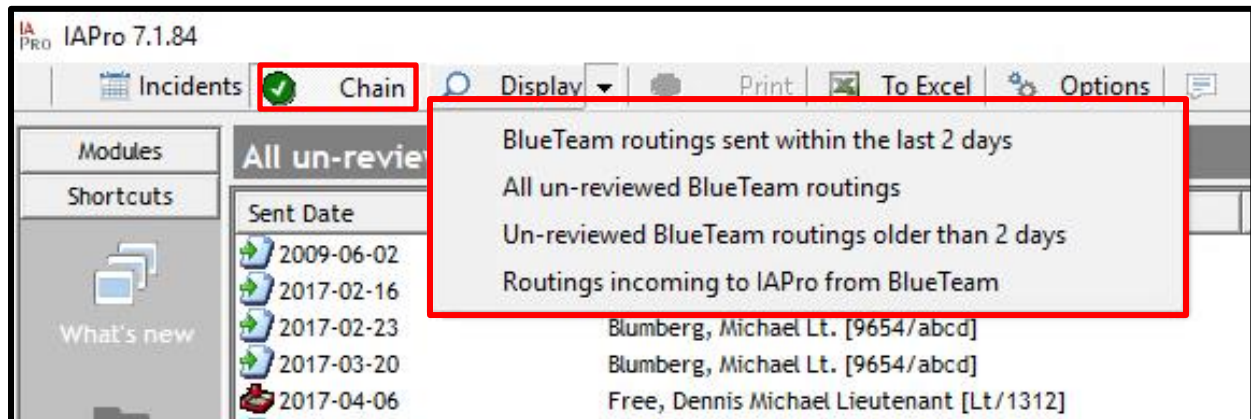
## Managing BlueTeam Incidents

From the BlueTeam incident screen, the user can also manage the incidents

- BlueTeam Incoming Bin

## BlueTeam Chain Display

With Chain selected, these are your options for display.



Based on your selection, the routings will display in the upper panel

Sent Date	To (Reviewer/CC)	Reviewed Date	Review Decision	Incident Type
2009-06-02	Blumberg, Michael Lt. [9654/abcd]			Citizen complaint
2017-02-16	Blumberg, Michael Lt. [9654/abcd]			Citizen complaint
2017-02-23	Blumberg, Michael Lt. [9654/abcd]			Citizen complaint
2017-03-20	Blumberg, Michael Lt. [9654/abcd]			Use of Force
2017-04-06	Free, Dennis Michael Lieutenant [Lt/1312]			Use of Force
2017-04-13	Blumberg, Michael Lt. [9654/abcd]			Use of Force

You can open and review the routing by double clicking

Incident's BlueTeam chain-of-command routing

Type: Citizen complaint Date of original entry: 06/02/2009 12:45

Sender information: Sent by Sergeant John Patrick Walker [Sgt/54321] on Jun 02, 2009 at 12:45 to Blumberg, Michael Lt. [9654/abcd]

Instructions/comments: Please review

Review information: Reviewed by: Lt. Michael Blumberg [9654/abcd]

Reviewer decision:
   
☐ Approved
   
☐ Not approved Reason not approved
   
☐ Other

Reviewer's comments:

OK



## Logs

When accessing the Disclosure log, disclosure incidents will appear in the upper pane based on the “Days back” setting.

Days back + Add new Query Print To Excel Options Prop Exit					
Disclosure log entries since Jul 27, 2010					
Date Diss	Type	By	To	Subject matter	
2018-10-13	Commonwealth Attorney	Lt. Dennis Free	Janice Smith	Records for AD2018-00001	
2018-10-12	Open Records Request	Lt. Dennis Free	Colin Stolle	AD2018-00002	
2018-09-28					
2018-09-07	Open Records Request	Lt. Dennis Free	Janice Smith		
2017-08-25	Open Records Request	Detective Michael Murphy	Janice Smith	Open Records Request	
2017-08-10	Open Records Request	Detective Michael Murphy	Janice Smith	PO2003-00002	
2017-05-24					
2017-05-24	Open Records Request	Detective Michael Murphy	John Jones	Incident AD2017-00001	

From this screen, the user can add a new disclosure entry by clicking on “Add new.” Complete the form and link employees and files as necessary.

Link employee >>

Link file(s) >>

Officer Calvin  
Robert Aco...

ChatLog  
Ci\_Technol...

Disclosure date:

10/13/2018

Disclosure type:

Commonwealth Attorney

Disclosure by:

Lt. Dennis Free

Recipient(s)

Who received:

Janice Smith

Agency:

Commonwealth Attorney Office

Info

Subject matter /why disclosed:

Summary:

Administrative Investigation AD2018-00001

Subpoena for AD2018-00001

Entered by Detective Michael Murphy on 10/13/2018 at 09:21

Done

From the Disclosure Log screen, the user can also run Queries for Disclosures. The following is a list of data fields which can be queried.

**1. Data field to be searched...**

- Agency of receiver
- Contributor
- Date entered in system
- Disclosure date
- ID number
- Subject matter
- Summary
- Who disclosed
- Who received

A simple Disclosure Log query is demonstrated below:

Step 1: Select the data field to be searched (This example selected "Who Received")

Step 2: Select the Search Method (This example selected "Equals")

Step 3: Select the Search Value(s) (This example selected "Janice Smith")

Step 4: Either add another level to the query or select "Finished" (This example selected "Finished")

The results of the query will appear in the upper pane. In this example, all disclosures to Janice Smith.

Disclosure log entries since Jul 27, 2010				
Date Diss	Type	By	To	Subject matter
<input checked="" type="checkbox"/> 2018-10-13	Commonwealth Attorney	Lt. Dennis Free	Janice Smith	Administrative Investigation AD2018-00001
<input checked="" type="checkbox"/> 2018-10-13	Commonwealth Attorney	Lt. Dennis Free	Janice Smith	Records for AD2018-00001
<input checked="" type="checkbox"/> 2018-09-07	Open Records Request	Lt. Dennis Free	Janice Smith	
<input checked="" type="checkbox"/> 2017-08-25	Open Records Request	Detective Michael Murphy	Janice Smith	Open Records Request
<input checked="" type="checkbox"/> 2017-08-10	Open Records Request	Detective Michael Murphy	Janice Smith	PO2003-00002
<input checked="" type="checkbox"/> 2007-09-16	Law Department	Lt. Dennis Free	Janice Smith	Reuuest for information

Click here on [Incident Disclosure](#) and [Employee Disclosure](#) for more disclosure options.

## Purge Log

When accessing the Purge log, purged incidents will appear in the upper pane based on the “Days back” setting.

Purge Log					
Purge Date	Incident Type	Filenumber	Purged By		Reason
2018-08-21	Citizen complaint	CC2017-00001	Detective Michael Murphy		Retention past
2018-08-21	Snapshot		Detective Michael Murphy		Retention
2018-07-03	Test	Test	Detective Michael Murphy		test
2018-03-13	Snapshot		Detective Michael Murphy		Test
2018-03-13	Snapshot		Detective Michael Murphy		Test
2017-08-24	Snapshot		Detective Michael Murphy		Retention
2017-08-24	Investigation Notification		Detective Michael Murphy		Retention
2017-08-10	Use of Force	test 2	Detective Michael Murphy		Training
2017-08-10	Snapshot		Detective Michael Murphy		Expungement Order
2017-08-10	Snapshot		Detective Michael Murphy		Training

The user can print or send these incidents to Excel for a report.

Click here on [Incident Purging](#) or [Purging a linked employee](#) for more purging options.

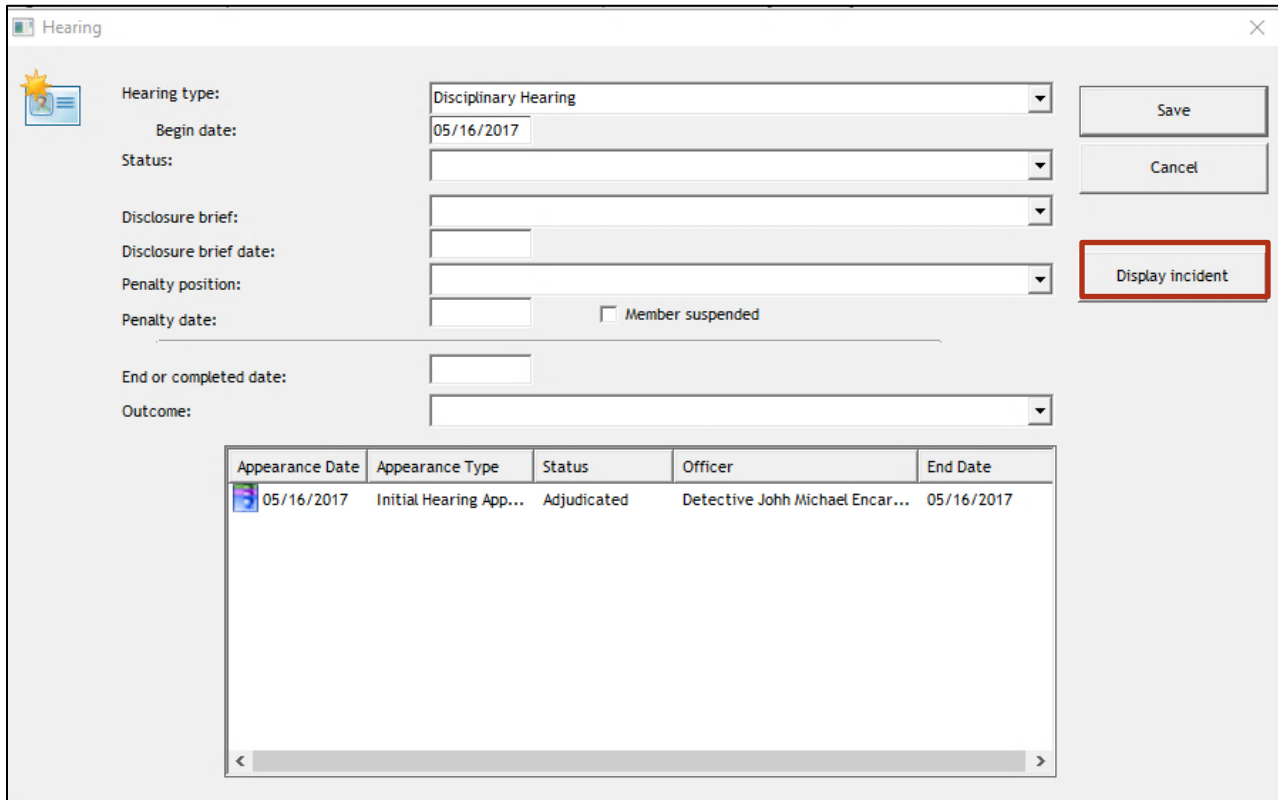
## Hearings Log

From the Logs icon, the user can select “Hearings.” A list of all hearings will appear in the upper pane.

Hearings				
Hearing Date	Hearing Type	Status	Officer	Completed Date
2017-05-16	Disciplinary Hearing		Encarnacao, John Michael Detective [8867 / ...	
2017-06-05	Appeal Hearing		Skrocki, Jerri Marie Detective [1519 / 0945]	
2017-08-24	Appeal Hearing	Completed	Acosta, Calvin Robert Officer [1212 / 582]	
2017-08-29	Appeal Hearing	Completed	Acosta, Calvin Robert Officer [1212 / 582]	
2017-11-21			Brown, Charles Joe Officer [1133 / 0354]	
2018-03-13			Murphy, Kathryn Nichole Officer [1418 / 0447]	
2018-03-13	Appeal Hearing	Pending		
2018-03-13	Appeal Hearing	Pending		
2018-08-21	Appeal Hearing	Completed	Acosta, Calvin Robert Officer [1212 / 582]	
2008-10-13	Appeal Hearing	Completed	Grover, John Charles Officer [1316 / 1545]	

## Disclosure Log

By clicking on the Hearing, the information is displayed with an option to access the incident the hearing to which the hearing is linked.



Appearance Date	Appearance Type	Status	Officer	End Date
05/16/2017	Initial Hearing App...	Adjudicated	Detective Johh Michael Encar...	05/16/2017

The user can also run a query for hearings using the following data fields.




1. Data field to be searched...
End date
Hearing date
Hearing type
Outcome note
Status

The query would be similar to the one demonstrated previously for Disclosures.

See [Disclosure Log Query](#) directions above to run a simple query for hearings.


## Appearances Log

Additionally, there is a log for Appearances within the hearings.

Appearances				
Appearance Date	Appearance Type	Status	Officer	End Date
 2017-05-16	Initial Hearing Appearance	Adjudicated	Encarnacao, Johh Michael Detective [8867 / ...	2017-05-16
 2018-03-13	Initial Hearing Appearance			2018-03-15
 2018-03-13	Initial Hearing Appearance			2018-03-15

Clicking on the appearance will access the information of the appearance and also provide a button to access the associated hearing.

Appearance



Appearance type:

Initial Hearing Appearance

Start date:

05/16/2017

Time:

End date:

05/16/2017

Number of days:

0

Location:

Chief's Office

Charge:

Status:

Adjudicated

☐ Employee required to attend

Adjudicator:

Chief of Police

Defence counsel:

John Smith

Court reporter:

Doris Davis

Prosecutor:

Elton John

Appearance outcome:

Discipline Upheld

Hearing Info

Charge date:

Cancel

Save

The user can also run a query for hearings using the following data fields.

The user can also run a query for hearings using the following data fields.

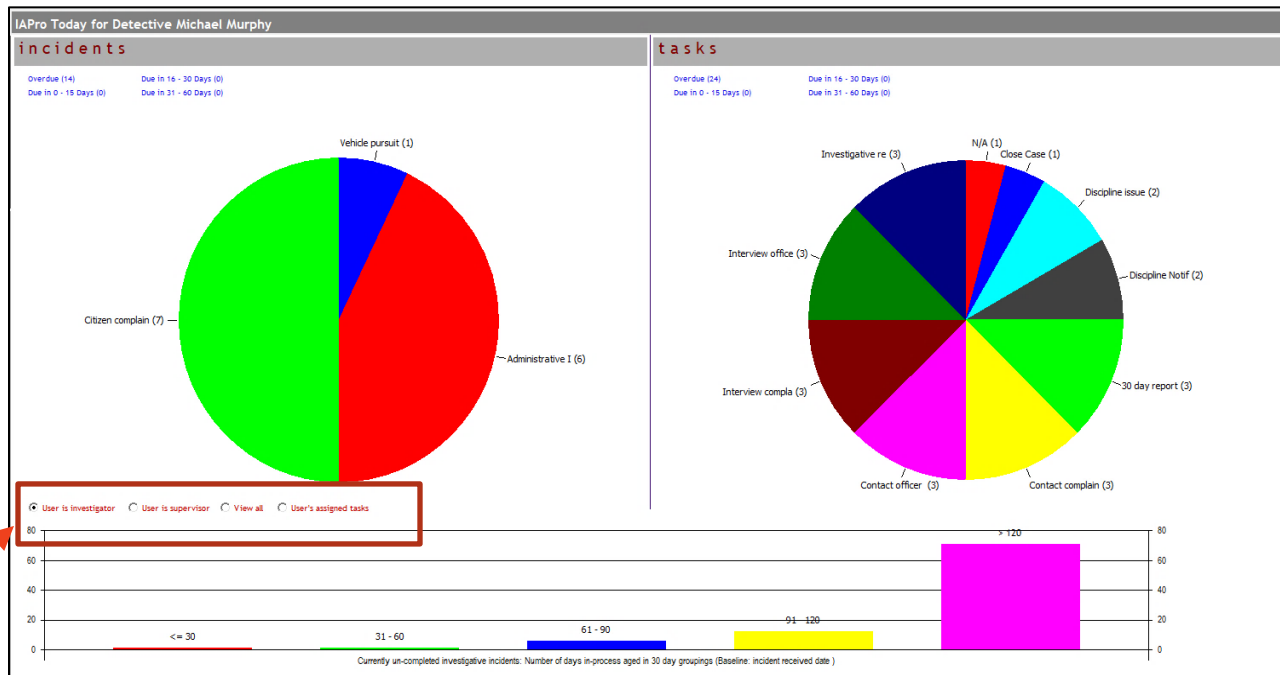
1. Data field to be searched...
Adjudicator
Appearance date
Appearance type
Charge date
Charge type
Court reporter
Defense counsel
End date
Location
Officer required to attend
Outcome note
Pros brief date
Prosecutor
Prosecutor brief
Status
Upcoming appear note

The query would be similar to the one demonstrated previously for Disclosures.

See [Disclosure Log Query](#) directions above to run a simple query for appearances.

## IAPro Today

The IAPro Today icon is an informational page where the user can access active incidents and tasks. The screen is divided into two sections with Incidents on the left and tasks on the right.



Which incidents and tasks the user sees are based on the selection below which can be found under the incidents chart:

☒ User is investigator ☐ User is supervisor ☐ View all ☐ User's assigned tasks

80

## IAPRO Instructional Manual

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By accessing the underlined options in blue at the top of the page, the user can gain access to the incidents or tasks of each.

IAPRO Today for Detective Michael Murphy			
Incidents		tasks	
Overdue (14)	Due in 16 - 30 Days (0)	Overdue (24)	Due in 16 - 30 Days (0)
Due in 0 - 15 Days (0)	Due in 31 - 60 Days (0)	Due in 0 - 15 Days (0)	Due in 31 - 60 Days (0)

Overdue (14)

Due in 16 - 30 Days (0)

Due in 0 - 15 Days (0)

Due in 31 - 60 Days (0)

Double clicking on an option will bring the incidents or tasks into the upper pane for access.

Incidents Overdue (14)					
Received date	Type	IA No	Investigator Assigned	Narrative	
2018-02-06	Administrative Investigation	AD2017-00002	Det M. Murphy	Citizen stated officer was rude during a traffic.	
2017-12-05	Citizen complaint	CC2017-00009	Det M. Murphy	The Citizen states that during his arrest, the officer was using profanity.	
2017-09-26	Administrative Investigation	AD2017-00006	Det M. Murphy	Officer failed to complete use of force report as required.	
2017-08-24	Administrative Investigation	AD2017-00005	Det M. Murphy	test	
2017-08-01	Citizen complaint	CC2017-00004	Det M. Murphy	Summary of Incident	
2017-01-19	Administrative Investigation	AD2005-00003	Det M. Murphy	Officer has been tardy six times in the month of December 2016	
2016-12-25	Citizen complaint	2016hr-00002	Det M. Murphy	The citizen stated the officer was very rude and was disrespectful to him. The citizen stated the officer user abu...	
2016-01-18	Administrative Investigation	AD2005-00002	Det M. Murphy	Officer was late to detail and insubordinate to his supervisor when he sarcastically stated, "Go ahead and write me...	
2008-12-20	Citizen complaint	CO2004-00021	Det M. Murphy	The citizen called and stated the officers were rude to him and they sprayed him with something that burned. He s...	
2008-06-24	Administrative Investigation	AD2004-00007	Det M. Murphy	The citizen(s) came in and stated the officers assaulted them after they gave up after a foot chase.	

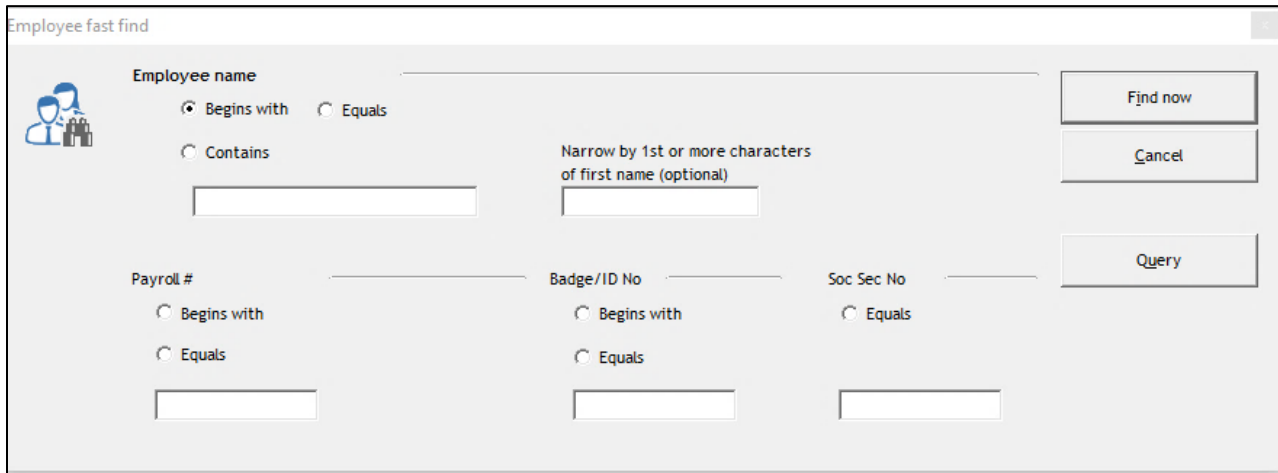
Tasks Overdue (24)							
Created date	Type	Due date	Done date	IA No	Incident investigator	Task assigned to	Summary
2008-12-20	Contact complainant	2008-12-25		CO2004-00021	Detective Michael Murphy	Un-assigned	Automatically generated
2008-12-20	Contact officer involved	2008-12-25		CO2004-00021	Detective Michael Murphy	Un-assigned	Automatically generated
2008-12-20	Interview officer	2008-12-30		CO2004-00021	Detective Michael Murphy	Un-assigned	Automatically generated
2008-12-20	Interview complainant	2008-12-30		CO2004-00021	Detective Michael Murphy	Un-assigned	Automatically generated
2008-12-20	30 day report	2009-01-19		CO2004-00021	Detective Michael Murphy	Un-assigned	Automatically generated
2008-12-20	Investigative report due	2009-02-18		CO2004-00021	Detective Michael Murphy	Un-assigned	Automatically generated
2009-01-24	30 day report	2009-02-23		2016hr-00002	Detective Michael Murphy	Un-assigned	Automatically generated
2017-01-19	Contact complainant	2017-01-21		AD2005-00003	Detective Michael Murphy	Un-assigned	Automatically generated
2017-01-19	Contact officer involved	2017-01-21		AD2005-00003	Detective Michael Murphy	Un-assigned	Automatically generated



## Persons

### Employee Explorer

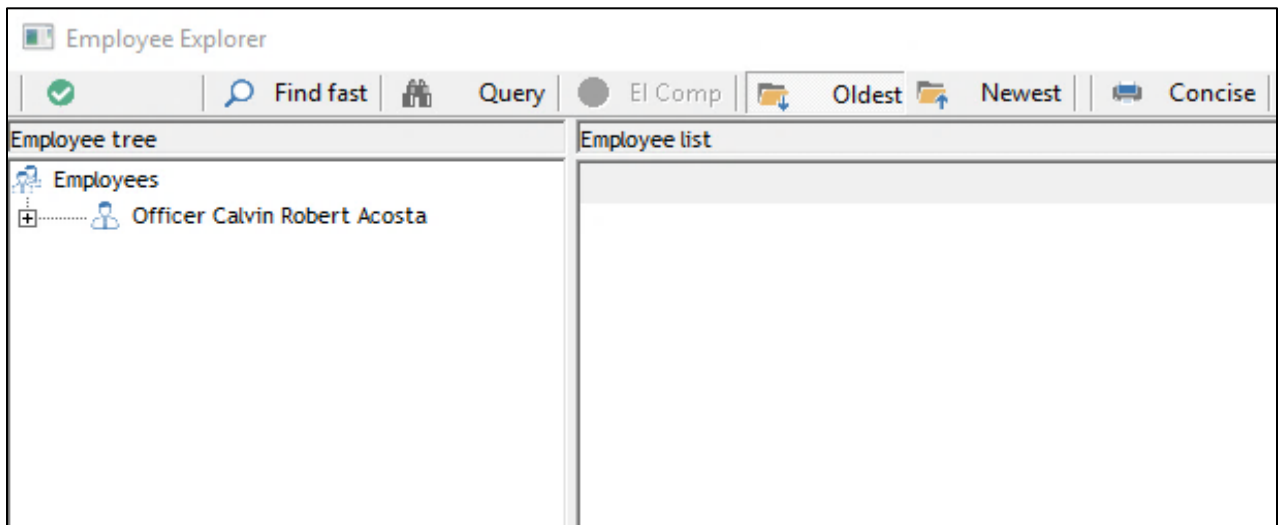
Employee Explorer gives the user the ability to search for and manage employees. Using the “Employee fast find” screen, the user can search by employee name, Payroll or Employee number, Badge Number or Social Security number.



The "Employee fast find" form is a search interface with the following fields and controls:

- Employee name**: A text input field with a person icon on the left. Below it are two radio buttons: ☒ Begins with and ☐ Equals.
- Contains**: A radio button ☐ Contains with an associated text input field.
- Narrow by 1st or more characters of first name (optional)**: A text input field.
- Payroll #**: A text input field with two radio buttons below it: ☐ Begins with and ☐ Equals.
- Badge/ID No**: A text input field with two radio buttons below it: ☐ Begins with and ☐ Equals.
- Soc Sec No**: A text input field with a radio button below it: ☐ Equals.
- Buttons**: "Find now", "Cancel", and "Query" buttons are located on the right side of the form.

The results of the search will show the employee on the left side of the screen



The "Employee Explorer" results screen displays the search results in two main panes:

- Employee tree**: A hierarchical view on the left showing a tree structure. Under "Employees", there is a sub-entry for "Officer Calvin Robert Acosta" with a plus icon next to it.
- Employee list**: A table on the right that is currently empty, intended to display the details of the selected employee.

At the top of the screen, there is a toolbar with the following items: a green checkmark icon, a magnifying glass icon labeled "Find fast", a group of people icon labeled "Query", a radio button labeled "El Comp", and three folder icons labeled "Oldest", "Newest", and "Concise".

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By single clicking on the employee's name, the incidents related to that employee will appear on the right side of the screen.

Employee tree		Officer Calvin Robert Acosta			
Employees	Officer Calvin Robert Acosta	Involvement	Incident type	IA No	Received dt.
		Involvement	Citizen complaint	PO2003-00002	2007-03-01
		Involvement	Use of Force	PO2005-00005	2017-01-19
		Witness	test	AD2017-00001	2017-01-19
		Witness	Administrative Investigat...	UOF2017-00002	2017-01-20
		Involvement	Use of Force	COM2017-001	2017-02-07
		Involvement	Commemoration	UOF2017-00003	2017-02-16
		Witness Secondary Involved	Citizen complaint	SOF2017-0001	2017-02-16
		Witness	Use of Force	UOF2017-00004	2017-02-16
		Involvement	Firearm Display	PRB2017-005	2017-02-22
		Involvement	Use of Force		2017-02-23
		Involvement	Administrative Investigat...		
		Involvement	Citizen complaint		
		Involvement	Use of Force		

Double clicking will open the incident for review.

Double clicking on the employee's name on the left will open the employee folder allowing you to manage the employee's current information. The information shown below demonstrates the "General" tab which lists the employee's name, title, date of birth, social security number, race, sex, hire date and unique identifier number named by your department. From this page, the user can also track whether the employee is no longer employed or if there is a purge "hold" in effect for this employee.

Employee folder: Officer Calvin Robert Acosta [582/1212]

Save Reports Concise EI Timeline Prop

General Currently assigned Contact info Monitored Education/awards Images: 1 Administrative Disclosure Userlog

Employee information

LAST name: Acosta First: Calvin Middle: Robert Title: Officer

Badge ID number: 582 Date-of-birth: 07/12/1971 Soc Sec no.: 223-87-0009

Race: White Sex: Male

Hire date: 01/01/1997 Number of years of law enforcement experience prior to hire date: 0

User defined fields

Payroll #: 1212 <-- Your agency's primary employee identifier

Vehicle / License Number:

☐ Employee no longer employed

The above checkbox indicates to IAPro whether or not the employee is currently employed. This enables IAPro to determine head-counts for organizational units. The calculated headcounts are utilized by some EI analytical reporting in version 5.0 and newer.

End of employment/separation date:

Employee purge "hold"

☐ Purge "hold" is in-effect. Do not allow IAPro to purge the employee from any involved incidents at this time.

### Currently Assigned Tab

The “Currently assigned” tab provides information regarding the employee’s current assignment and other statistical data such as the supervisor of the employee. To add a supervisor, the user will click on the three dots and follow the prompts. The user can also access the assignment history and chain of command information from this screen.

The screenshot shows the 'Employee folder: Officer Calvin Robert Acosta [582/1212]' window. The 'Currently assigned' tab is selected. The form displays organizational components currently assigned to the employee, including Division (Operational Division), Bureau (First Precinct), Assignment (C Shift), and Squad (X20 Zone). It also shows the date employee assigned into current org., employee type (Sworn), employee status (Active), and supervisor (Lt. Michael Blumberg [9654/abcd]). A 'View assignment history' button is visible. A 'View chain of command beneath' button is also present, along with a button to add a supervisor (three dots and an 'X' icon).

### Contact Info Tab

The “Contact info” tab includes the employee’s contact information.

The screenshot shows the 'Contact info' tab selected. The form displays contact information for the employee, including two addresses: 2509 Princess Anne Rd, Wilmington, VA 23456 and 805 Baker Lane, Virginia Beach, VA 23454. It also shows home phone (757) 222-4765, cell #, and work phone (757) 427-1764. The section is titled 'Additional employee information'.

### Monitored Tab


The “Monitored” tab can be used to place the employee on “Monitored” status.

General	Currently assigned	Contact info	Monitored	Education/awards	Images: 1	Administrate	Disclosure	Userlog
Monitored employee settings								
Why Monitored		Begin Date		Expir Date				
Citizen Complaint Limit		02/23/2017		02/23/2018				
Use of Force Limit		05/09/2017		06/09/2017				
Probationary Police Officer		08/10/2017		09/10/2017				

To add a new monitored status to an employee, click on “Add new monitored setting” and select the type from the list, enter the beginning and ending date of the monitoring period and “Save.”

Employee snapshot

Enter the criteria for the reason the employee is placed in monitored



Select the reason for the employee being monitored...


Administrative Threshold Limit

Citizen Complaint Limit

Overall Threshold Limit

Probationary Police Officer

Use of Force Limit



Set the time period during which alerts will be triggered when incidents are linked to the employee...

Beginning date of monitored period: 10/13/2018

Ending date of monitored period: 10/13/2019

Note: Once the reason and time period is set, alerts will trigger only for the duration of the time period that's defined above.

Cancel

Save

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While in monitored status, if the employee gets linked to an incident, an alert will appear to the entry person with a notification of the status.

**IAPro Early Identification: Monitored Officer Alert**

Alert information | Mailbox routing + Priority | Caused by

General

A Administrative Investigation has triggered an alert.

When the alert occurred, the involved officer, Officer Calvin Robert Acosta [582/1212], was being monitored for the following reasons: Administrative Threshold Limit

[Print this alert](#)

**Education/awards Tab**

The “Educations/awards” tab tracks the educational level of the employee and what academy class they attended. Prior versions tracked commendations and awards but these are now tracked by creating an incident type titled Commendation/Award.

General | Currently assigned | Contact info | Monitored | Education/awards | Images: 1 | Adminstrate | Disclosure | Userlog

Education

Highest level of educational attainment: < 2 years of College

Academy class attended: VBLETA Graduate

Awards / commendations

**NOTE: This is an older feature and will not be supported in future versions.**

Date	Type	Description
04/04/2008	Citizen Letter	Thank you letter citizen
05/09/2017	Citizen Letter	Job Well Done

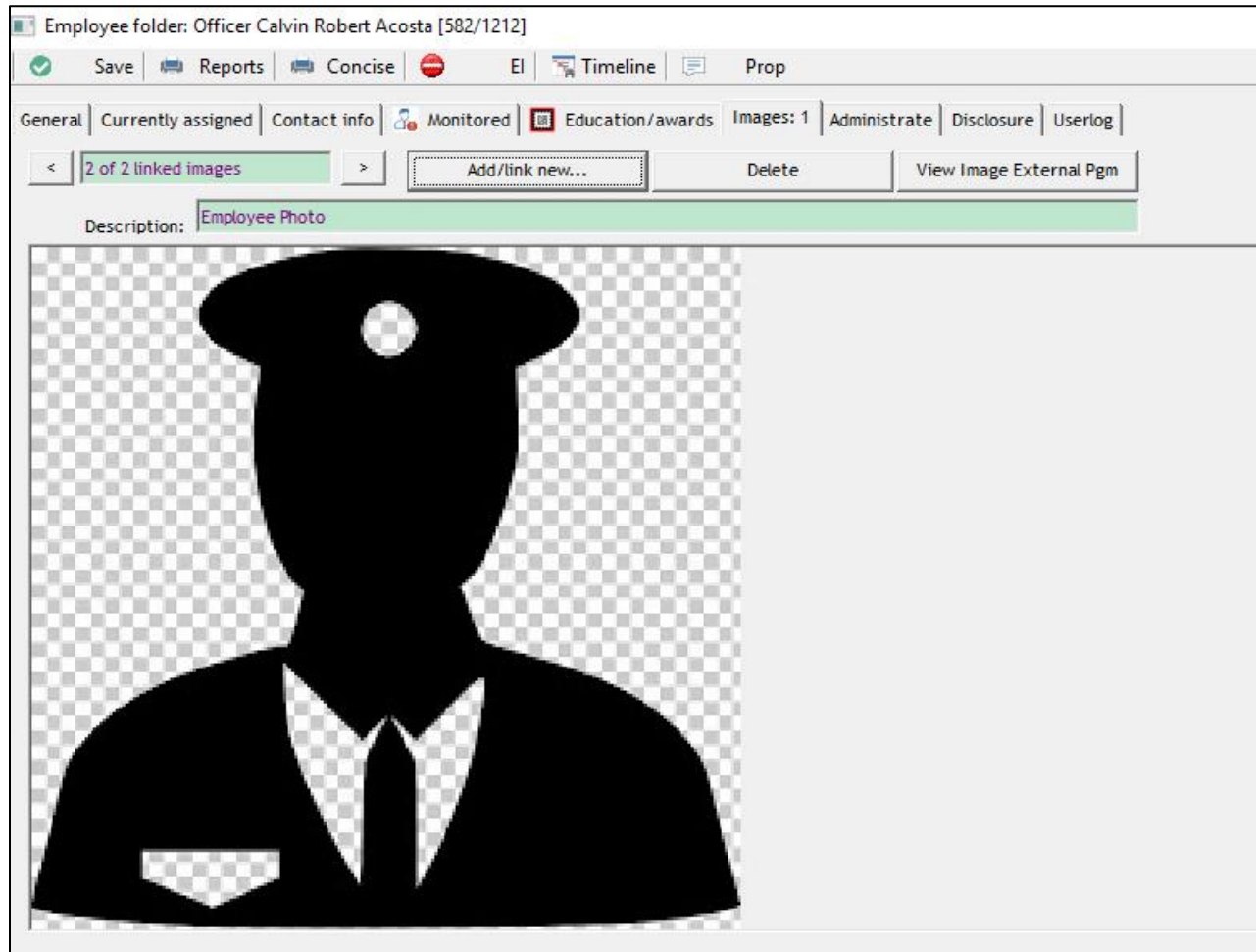
< >

[Delete highlighted award/commendation](#) [Add a new award/commendation](#)

[Click here to return to Table of Contents](#)

### Images Tab

The “Images” tab can be used to add images of the employee for possible use in photo lineups, etc.



### Administrate Tab

The “Administrate” tab contains features related to BlueTeam and EIPro usage and management.

The screenshot shows the 'Administrate' tab for an employee named Calvin Robert Acosta. The interface includes a top navigation bar with tabs like 'General', 'Currently assigned', 'Contact info', 'Monitored', 'Education/awards', 'Images: 1', 'Administrate', 'Disclosure', and 'Userlog'. The 'Administrate' tab is active, displaying settings for BlueTeam usage and EIPro access level. The 'Employee's BlueTeam usage settings' section has two checked options: 'The employee can forward an incident from the BlueTeam into IAPRO' and 'The employee has access to BlueTeam's EI features'. The 'Employee's e-mail address' is 'calvin.acosta@dpd.com' and the 'Employee's Active Directory User Name' is 'calvin.acosta'. There is a button 'Configure purview over other employees'. The 'Employee's EIPro access level' is set to '1 Top Secret'. The 'Integrated activity information' section has a button 'View/edit the employee's activity history'.

Employee folder: Officer Calvin Robert Acosta [582/1212]

Save Reports Concise EI Timeline Prop

General | Currently assigned | Contact info | Monitored | Education/awards | Images: 1 | **Administrate** | Disclosure | Userlog

Employee's BlueTeam usage settings

☒ The employee can forward an incident from the BlueTeam into IAPRO

Employee's e-mail address: calvin.acosta@dpd.com

Employee's Active Directory User Name: calvin.acosta

☒ The employee has access to BlueTeam's EI features

☒ The employee has access to BlueTeam's Incident Management Console

Employee's EIPro access level

1 Top Secret  
2 Secret  
3 Confidential  
4 Restricted  
5 Unclassified

Integrated activity information

The top option allows the employee (BlueTeam user) the ability to forward BlueTeam incidents from BlueTeam to IAPRO. This employee would most likely be a high-level supervisor. The employee's e-mail address and Active Directory user name (if applicable) are needed to ensure BlueTeam works properly. These fields are what allows access by employees to BlueTeam.



The next two options allow the configuration of purview in relation to BlueTeam dashboards such as the Early Intervention dashboard and BlueTeam's Incident Management Console. Again, these employees would most likely be upper level supervision.

To configure purview, activate an employee's purview by selecting an option. In this example, the supervisor has purview over the Detective Bureau and Internal Affairs.

☒ Bureau  
☐ Animal Control Bureau  
☐ Command Duty Officer  
☐ Court Liaison  
☒ Detective Bureau  
☐ First Precinct  
☐ Fourth Precinct  
☒ Internal Affairs  
☐ Logistical Support  
☐ Personnel and Training  
☐ Records & Crime Report  
☐ Second Precinct  
☐ Special Investigations  
☐ Special Operations

### Disclosure Tab

The Disclosure tab can be used to manage employee disclosures. Click [here](#) for instructions.

### Userlog Tab

The User Log, if activated by the Administrator, shows all activity related to this employee.

General   Currently assigned   Contact info    Monitored    Education/awards   Images: 1   Administrate   Disclosure   Userlog		
Print these entries >>		
When	Activity	User
Jan 24, 2007 12:37	Officer added as a witness	Detective Michael Murphy
Jan 24, 2007 12:37	Officer access/update	Detective Michael Murphy
Jan 24, 2007 12:37	un-linked as Witness from Administrative Investigation:	Detective Michael Murphy
Mar 28, 2007 12:37	Officer access/update	Detective Michael Murphy
Mar 31, 2007 12:37	Citizen complaint linked to Officer C Acosta	Sergeant James Kaiser
Mar 31, 2007 12:37	Officer access/update	Sergeant James Kaiser
Apr 3, 2007 12:37	Officer access/update	Detective Michael Murphy
Apr 4, 2007 12:37	Officer access/update	Detective Michael Murphy
Apr 4, 2007 12:37	Officer access/update	Detective Michael Murphy
Apr 4, 2007 12:37	Officer access/update	Detective Michael Murphy
Apr 4, 2007 12:37	Officer access/update	Detective Michael Murphy
Apr 4, 2007 12:37	Officer access/update	Detective Michael Murphy
Apr 15, 2007 12:37	Officer access/update	Sergeant James Kaiser
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy
May 8, 2007 12:37	Officer access/update	Detective Michael Murphy



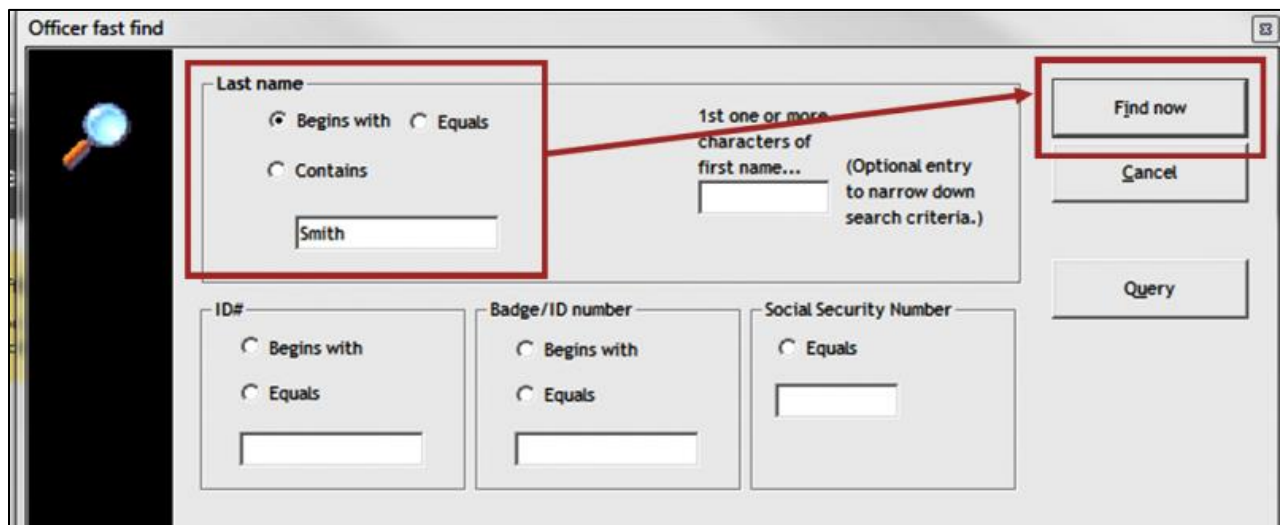
## Adding New Employees

**Important:** If your agency is using an HR integration this process is performed automatically.

From the IAPro dashboard select “Persons” under “Module,” on the left side of the screen, and then select “Officer Explorer.”



Type in the last name of one of your employees in the “Officer Find Fast” box, and select “Find Now.”

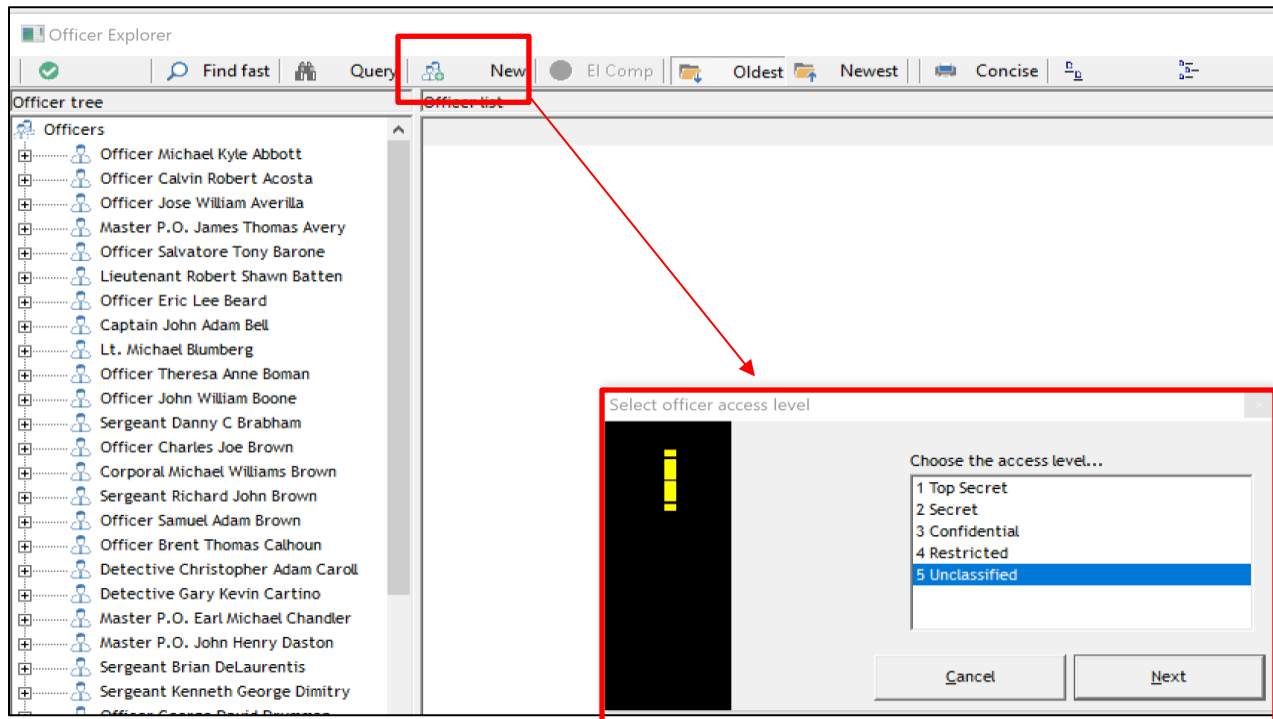


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Select “New” from the top of the screen, assign the employees access level, and select “Next.”

**Note: The access level of employees should always be 5 Unclassified.**



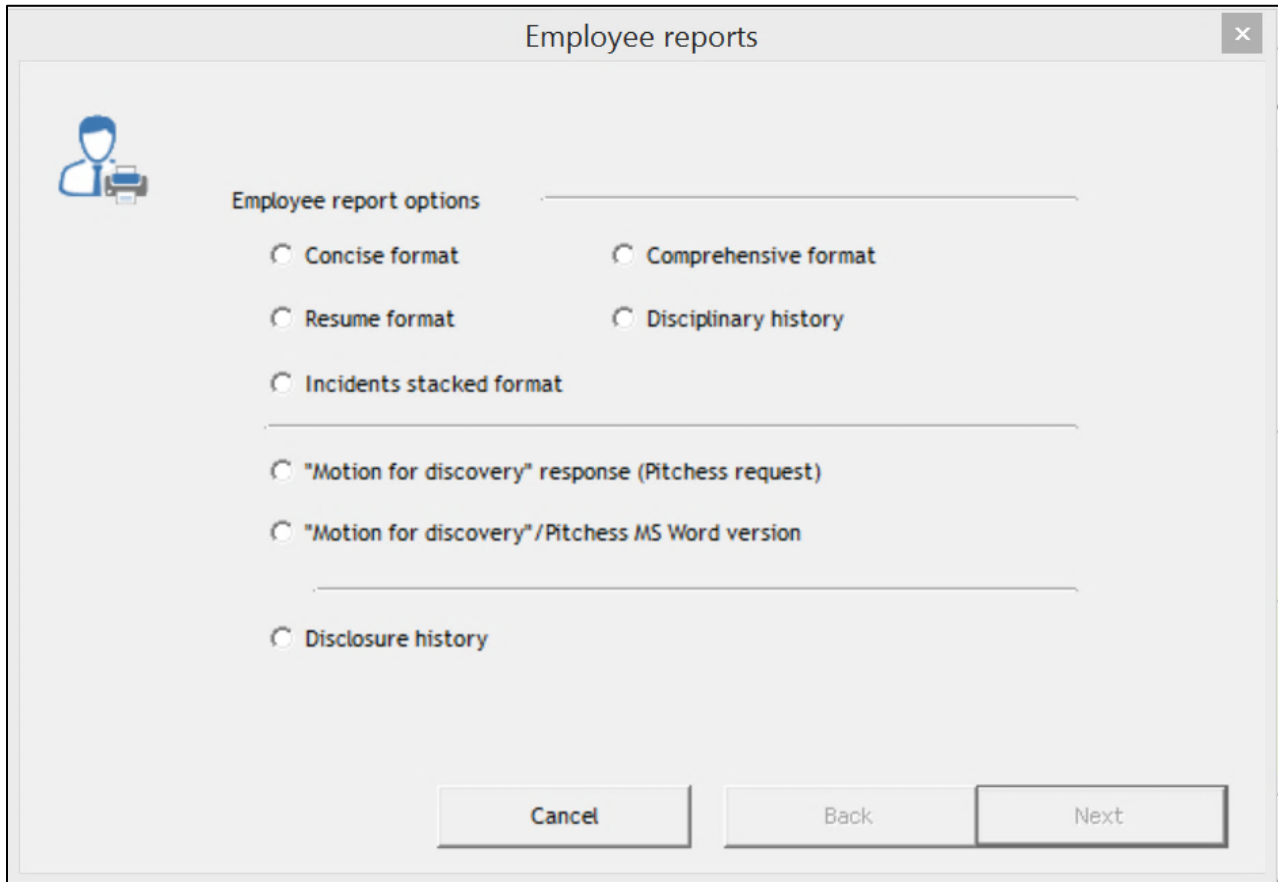
Begin adding the information for the employee into the “Enter New Officer Wizard.”

The screenshot shows the 'Enter new officer wizard' form. The form is divided into several sections: 'Officer Information' with fields for Last name, First, Middle, Title, Badge ID number, Date of birth, Soc. Sec. no., Race, Sex, and Hire date; 'User defined' with fields for ID# and Employee #; and two checkboxes: 'Officer no longer employed' (checked) and 'Purge hold is in-effect' (unchecked). The 'Next' button is visible at the bottom right.


[Click here to return to Table of Contents](#)

## Employee Reports

To access employee reports, the user will click on “Reports” and select the report desired. The below employee reports are available.



Employee reports



Employee report options

☐ Concise format ☐ Comprehensive format

☐ Resume format ☐ Disciplinary history

☐ Incidents stacked format

☐ "Motion for discovery" response (Pitchess request)

☐ "Motion for discovery" / Pitchess MS Word version

☐ Disclosure history

Cancel Back Next

## IAPro Instructional Manual

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- The Concise Employee History format is represented below:

Concise Employee History		
Officer Calvin Robert Acosta [582/1212]		
Payroll #: 1212 Hire date: Jan 01, 1997		
Current assignment(s):		
Division: Operational Division		
Bureau: Special Investigations		
Assignment: Warrant Squad		
Involved Employee: Use of Force	IA No: Test Case No: 17-12345	Received: Nov 14, 2017
Role Involved Officer		
Use(s) of force	Effective/Not Effective	
Taser	Effective	
Service being conducted: Call for Service Disposition/finding:		
Involved Employee: Citizen complaint	IA No:	Received: Jan 24, 2018
Allegations:		
Conduct Unbecoming - 1005 Standard of Conduct - Sustained - Mar 06, 2018		
Actions taken:		
: Mar 06, 2018 - Suspension Days/hrs suspended: 5		
Involved Employee: Vehicle pursuit	IA No: VP2018-004 Case No: 18-12345	Received: Mar 21, 2018
Role Involved Officer		
Involved Employee: Citizen complaint	IA No:	Received: Apr 04, 2018
Role Involved Officer		
Allegations:		
Disrespect toward citizen -		
Involved Employee: Citizen complaint	IA No: 2018-0001P	Received: Apr 05, 2018
Involved Employee: Citizen complaint	IA No: CC2016-020 Case No: 18-00001	Received: Jun 25, 2018 10:14
Allegations:		
Conduct Unbecoming - 1210 Courtesy to the Public - Sustained - Jun 25, 2018		
Abuse of Position - - Not Sustained - Jun 25, 2018		
Actions taken:		
: Jun 25, 2018 - Suspension Days/hrs suspended: 10		

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- The resume format - gives the user the ability to screen out incidents that were not sustained or locked incidents, to include summaries and to add awards and commendations entered in the previous way of some long-standing customers. An example of the Resume is shown below.

<p align="center"><b>Virginia Beach Police Department</b></p> <p align="center">Internal Affairs Unit</p> <p align="center">Officer Resume</p> <p align="center">Officer Calvin Robert Acosta [582/1212]</p>
Part I - Personal Information
<p>Name: Officer Calvin Robert Acosta Payroll #: 1212 Badge No: 582 Hire Dt: 01/01/1997</p> <p>Division: Operational Division Bureau: Special Investigations Assignment: Warrant Squad</p>
Part II - Personal Commendations and Awards
<p>04/04/2008 External Citizen Letter</p> <p align="center">Thank you letter citizen</p>
Part III - Sustained Complaints/Corrective Actions
<p>Incident summary:</p> <p>Arresting Officer Smith arrived at the location after receiving a call concerning a domestic disturbance. Arrestee Smith was observed punching Witness Smith in the face. Officer Smith gave loud verbal commands for the arrestee to stop the assault and the arrestee then lunged at Officer Smith, tackling him to the ground. Arresting Officer Acosta, deployed his Taser and fired into the arrestee's upper back area and gave a five second deployment of the Taser. The arrestee stopped the active aggression and Officers Smith and Acosta were able to gain control of the arrestee temporarily. Arrestee Smith began struggling again and tried to escape the officers' control holds. Officer Smith deployed his baton and struck the arrestee in the upper thigh area while giving loud verbal commands to stop resisting. The officers were able to gain control of the arrestee and place him in handcuffs. EMS personnel were called to the scene and treated both the arrestee and officers for minor abrasions. Arrestee was transported to the jail.</p>

**Citizen complaintIA #: Case #:**

Received date: Jan 24, 2018 Occurred date:

Classification:

Allegation(s):

Conduct Unbecoming - Sustained Mar 6, 2018  
1005 Standard of Conduct

Disciplinary action(s)

Suspension Mar 6, 2018 Days/hrs suspended: 5

Incident summary:

test

Incident summary:

Employee attempted to stop an aggravated robbery suspect and the suspect evaded. Employee followed Code Three for approximately 5 miles before losing sight of the suspect.

Incident summary:

Summary of Incident

Incident summary:

Enter summary of incident

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- The Incidents stacked format includes additional involved employees to the incidents shown. The report shown below is for Use of Force Incidents. Note that it not only shows Officer Acosta, it also shows other officers linked to the incidents.

Concise EmployeeStacked Incidents Listing					
Officer Calvin Robert Acosta [582/1212]					
Payroll #: 1212 Hire date: Jan 01, 1997					
Current assignment(s):					
Division: Operational Division					
Bureau: First Precinct					
Assignment: C Shift					
Incidents Listing -----					
Received Dt	IA No	Incident type	Acc Lev	Involved Employees	Involved Citizens
Jan 19, 2017	PO2005-00005	Use of Force	5	Officer Calvin Robert Acosta	Michael Roger Smith
While taking the citizen under arrest for Public Intoxication, the suspect kicked the officer in the shin. Officer used					
Jan 20, 2017	UOF2017-00002	Use of Force	5	Officer Calvin Robert Acosta	
Feb 16, 2017	UOF2017-00004	Use of Force	3	Master P.O. Michael John Smith Officer Calvin Robert Acosta	Michael Roger Smith
Use of Force Entry					
Feb 28, 2017	UOF2017-00005	Use of Force	5	Officer Calvin Robert Acosta	Michael Roger Smith Joe smith
Use of Force Incident					
May 11, 2017		Use of Force	0	Officer Calvin Robert Acosta	Joe smith
See Attached Report					
Jun 05, 2017	UOF2017-00010	Use of Force	5	Officer Calvin Robert Acosta	Michael Roger Smith
narrative for use of force Additional narrative					
Jul 24, 2017	UOF2017-00011	Use of Force	3	Officer Calvin Robert Acosta Officer Jose William Averilla	Michael Roger Smith
UOF Narrative					

- The Comprehensive format includes virtually all information related to an incident and is partially shown below:

#### Comprehensive Employee History

Officer Calvin Robert Acosta [582/1212]

Payroll #: 1212 Hire date: Jan 01, 1997

Current assignment(s):

Division: Operational Division

Bureau: First Precinct

Assignment: C Shift

**Administrative Investigation**

**IA No: PRB2017-005 Received: Feb 22, 2017**

Case No:

**Categories: Citizen Death, Officer Death, Serious Injury to Citizen, Serious Injury to Officer**

#### Employees involved:

**Officer Calvin Robert Acosta [582/1212]**

##### Employee current info:

Division: Operational Division

Bureau: First Precinct

Assignment: C Shift

##### Snapshot - Employee information at time of incident:

Payroll #: 1212

Division: Operational Division

Bureau: First Precinct

Assignment: C Shift

Squad: X20 Zone

Rank/title: Officer

Age: 45 Years of employment: 20 Years with unit:

Off duty: Unk Off duty employed: Unk

##### Allegations:

Abuse of Position - 1005 Standard of Conduct

Feb 22, 2017 Sustained

Mar 06, 2017 - Suspension Days/hrs suspended/assessed: 20 - [Action/discipline completed]

##### Actions taken:

Feb 27, 2017 - Suspension Days/hrs suspended/assessed: 20 - [Action/discipline completed]

##### Charges:

General Order 1-01 02/22/2017 [] -

General Order 1-04 02/22/2017 [] -

#### Summary:

The employee attempted to use his position as a police officer to get a date from a citizen stopped on traffic.



- The Disciplinary History format provides the disciplinary actions for the selected employee and is shown below:

<p align="center"><b>Virginia Beach Police Department</b></p> <p align="center">Internal Affairs Unit</p> <p align="center">Officer Disciplinary History</p> <p align="center">Officer Calvin Robert Acosta [582/1212]</p>
Part I - Personal Information
<p>Name: Officer Calvin Robert Acosta Payroll #: 1212 Badge No: 582 Hire Dt: 01/01/1997</p> <p>Division: Operational Division Bureau: First Precinct Assignment: C Shift</p>
Part II - Discipline History
<p><b>PO2003-00002 Citizen complaint</b></p> <p>May 19, 2008: Written Reprimand - [Action/discipline completed]</p> <p><b>COM2017-001 Commendation</b></p> <p>Feb 7, 2017: Commendation - [Action/discipline completed]</p> <p>Officer was helpful when he assisted a citizen with a flat tire.</p> <p><b>PRB2017-005 Administrative Investigation</b></p> <p>Feb 27, 2017: SuspensionDays/hrs suspended: 20 - [Action/discipline completed]</p> <p>Mar 6, 2017: SuspensionDays/hrs suspended: 20 - [Action/discipline completed]</p> <p>General Order 1-01 02/22/2017 [] -</p> <p>General Order 1-04 02/22/2017 [] -</p> <p><b>CC2017-00003 Case #: 17-2017 Citizen complaint</b></p> <p>May 11, 2017: Letter of Counseling - [Action/discipline completed]</p> <p>Aug 21, 2018: Appealed</p> <p>Aug 21, 2018: Action Rescinded</p> <p>Aug 21, 2018: Documented Counseling</p>



- The Motion for Discovery (Pitchess request) reports were developed for our California customers. An example of the report is shown below.

IA No: AD2017-00005 Date received: 08/24/2017

Allegations against the captioned employee:

Disrespect toward citizen - 1210 Courtesy to the Public - Sustained - Aug 24, 2017

Involved citizens:

Michael Roger Smith

Address(s):

Home: 1224 Harppers Road Virginia Beach VA 23455 -

Phone(s):

Home: (757) 548-4379

Nancy Smith

Involved employee(s):

Officer Jose William Averilla [583/8843] (Witness)

Work address: 2509 Princess Anne Rd Virginia Beach VA 23456

Work phone: (747) 474-8500

Sergeant Brian DeLaurentis [12345/12345] (Complainant)

Work address: 456 Pacific Avenue Virginia Beach VA 23456

Work phone: (757) 427-0100

Summary:

It is alleged that the officer was rude on a traffic stop.

**Administrative Investigation:**

IA No: AD2017-00006 Date received: 09/26/2017

Allegations against the captioned employee:

Deficient - Incomplete - 1603 Reporting Use of Force - Sustained - Sep 26, 2017

Involved employee(s):

Lt. Michael Blumberg [9654/abcd] (Complainant)

Work address: 2509 Princess Anne Rd Virginia Beach VA 23456

Work phone: (757) 427-1749

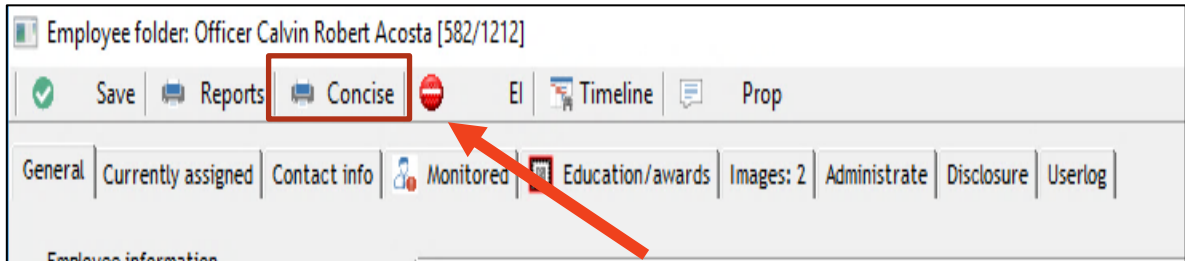
Summary:

Officer failed to complete use of force report as required.

- The Disclosure History format displays all disclosures for the employee and is shown below:

Disclosure Log Listing	
<b>Media</b>	
Employee: Officer Calvin Robert Acosta [582/1212]	
Subject matter: Request for information	
Disseminated By: Detective Michael Murphy on Aug 25, 2007	
Received by: John Jones    Agency: WAVY TV 10	
Summary:	
<b>Open Records Request</b>	
Employee: Officer Calvin Robert Acosta [582/1212]	
Subject matter: Open Records Request	
Disseminated By: Detective Michael Murphy on Aug 25, 2017	
Received by: Janice Smith    Agency: WAVY TV 10	
Summary:	
Officer Acosta's disciplinary records were released	
<b>Commonwealth Attorney</b>	
Employee: Officer Calvin Robert Acosta [582/1212]	
Subject matter: Records for AD2018-00001	
Disseminated By: Lt. Dennis Free on Oct 13, 2018	
Received by: Janice Smith    Agency: Commonwealth Attorney Office	
Summary:	
All records involving Administrative Investigation AD2018-00001	
<b>Commonwealth Attorney</b>	
Employee: Officer Calvin Robert Acosta [582/1212]	
Subject matter: Administrative Investigation AD2018-00001	
Disseminated By: Lt. Dennis Free on Oct 13, 2018	
Received by: Janice Smith    Agency: Commonwealth Attorney Office	
Summary:	
Subpoena for AD2018-00001	

**Note:** The Concise History report can also be run from the employee folder main screen. This would be the easiest and quickest employee report to run.



## Citizen Explorer

Using the “Find Fast” function, the user can search for citizens in the system by typing in the citizen’s last name or social security number and clicking on “Find Now.”

A screenshot of the 'Citizen fast find' search window. The window has a title bar and a search area. On the left, there is an icon of two people. The 'Last name search' section has a radio button selected for 'Begins with', and a text input field containing 'Smith'. Below this is an optional field for the first name. The 'Soc Security number search' section has a radio button selected for 'Equals' and an empty text input field. On the right side, there are three buttons: 'Find now', 'Cancel', and 'Advanced'.

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The citizens will appear on the left side of your screen. By single clicking on the name, the citizen's incidents will appear for access. By double clicking on their name, the citizen's folder will appear for review or editing.

**Citizen Explorer**

Find fast | Query | Oldest | Newest | Concise

**Citizen tree**

- Harry Smith
- Harry Smith
- Jerry Smith
- Joe smith
- John Smith
- Larry Smith
- Michael Roger Smith
- Nancy Smith
- Sandra J. Smith
- sandy Smith
- Robert Geo Smithfield
- Robert Lewis Smithfield

**Harry Smith**

Involvement	Incident type	IA No	Received dt.	Summary
Involved Citizen	<input type="checkbox"/> Citizen complaint		2018-08-02	test
Involved Citizen	<input type="checkbox"/> Use of Force		2018-08-27	test
Involved Citizen	<input type="checkbox"/> Use of Force		2018-09-28	test

**Citizen form**

Save | Print | Resume | Prop

Identification | Addresses | Phone numbers | Work/employment | Userlog

**Last name**: Smith

**First**: Michael

**Middle**: Roger

**Race**: White

**Ethnicity**: Non-Hispanic White

**Sex**: Male

**Date-of-birth**: 11/22/1962

**Age**: 44

**Drivers license no.**: 500663309 VA

**Call back or CI code**: 123456

**Soc Sec no.**: 500-66-3309

**Contact e-mail**: msmith@gmail.com

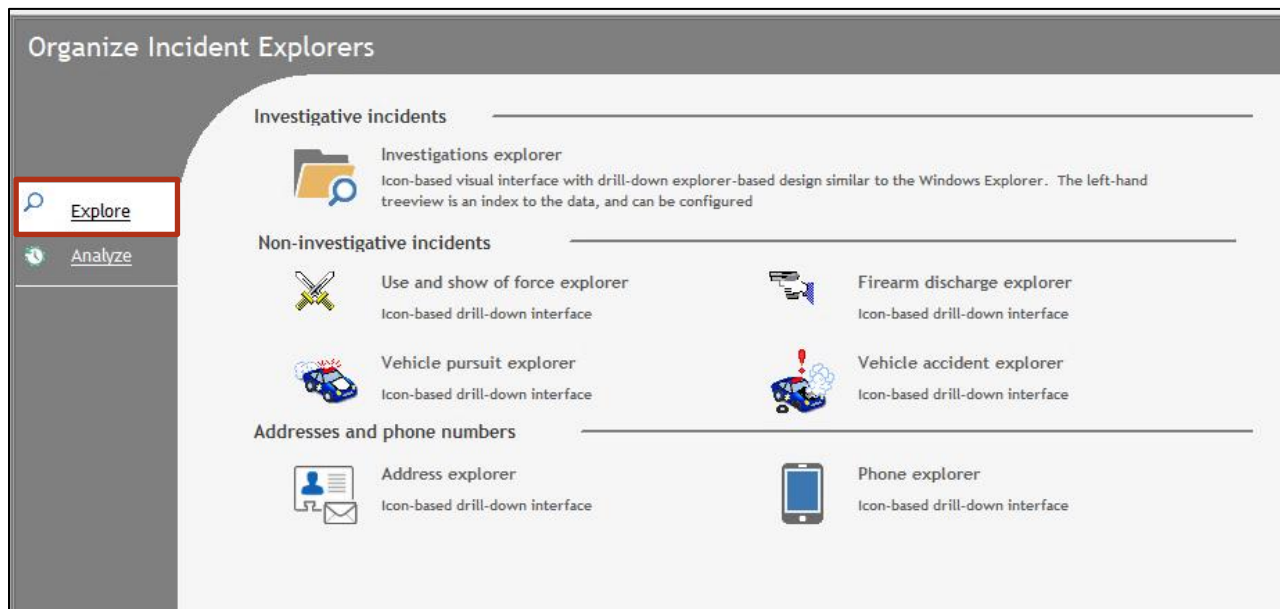
**Additional citizen identification information**  
when you call ask for agent 007

## Explore

The “Explore” module lets you search for specific incident types based on specific parameters that you control.

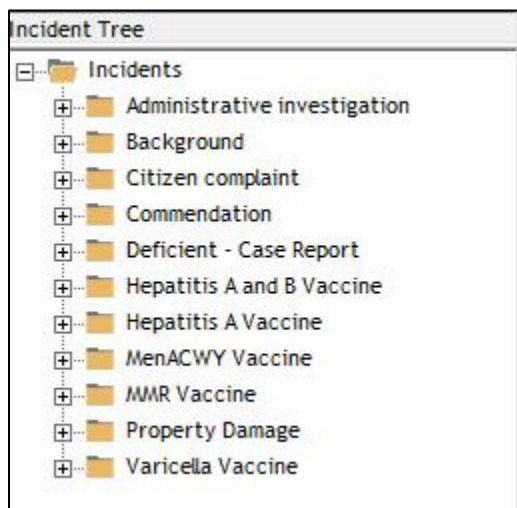
### Explore Function

A list of the different explore options are shown below:



### Investigations Explorer

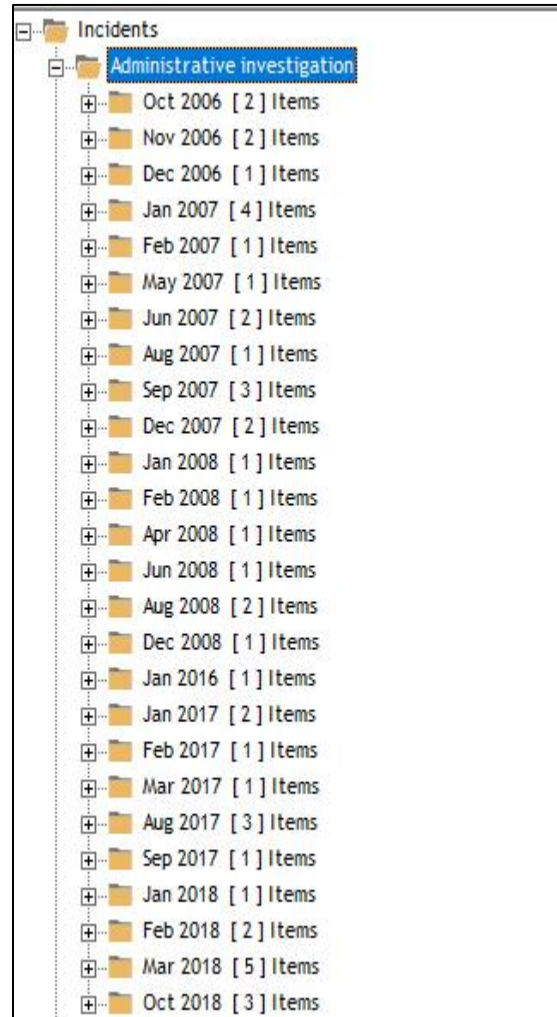
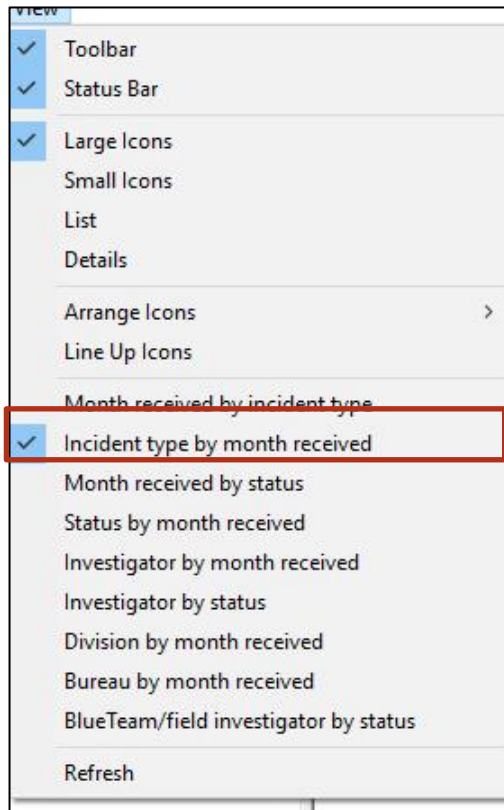
Investigations Explorer contains the generic incident types created for your department. An example of some possible generic incident types is shown below:



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The “View” option at the top of the screen lets the user control how the incidents will appear. In this example, the user has selected “Incident type by month received.”





Clicking on a month will show the incidents received in that month.

Incident Tree	Oct 2006 [ 2 ] Items						
Incidents	IA No.	Incident type	Case No.	Received Dt	Open Dt	Due Dt	Completed Dt
Administrative investigation	AD2002-00001	Administrative investigation		2006-10-29	2006-10-29	2006-12-15	2006-12-30
Oct 2006 [ 2 ] Items	AD2002-00008	Administrative investigation		2006-10-31	2006-10-31	2006-11-30	2006-11-01
Nov 2006 [ 2 ] Items							
Dec 2006 [ 1 ] Items							
Jan 2007 [ 4 ] Items							
Feb 2007 [ 1 ] Items							

### Use and Show of Force Explorer

Follow the directions for [Investigations Explorer](#)

### Firearm Discharge Explorer

Follow the directions for [Investigations Explorer](#)

### Vehicle Pursuit Explorer

Follow the directions for [Investigations Explorer](#)

### Vehicle Accident Explorer

Follow the directions for [Investigations Explorer](#)

### Address Explorer

Clicking on “Find Fast” under “Address Explorer” will let you conduct searches by Street name or City.

Address search

Street

☒ Begins with
 ☐ Equals

Optional: narrow down with City begins with value...

City

☐ Begins with
 ☐ Equals

Find now

Cancel

You can also run some basic queries for address related fields.

The screenshot shows a window titled "Form1" with a close button in the top right corner. The interface is divided into several sections:

- 1. Data field to be searched...**: A list of fields including City, ID Number, Link date, Precinct, Reason linked, State, Street direction, Street name, Street number, Street type, Suite/apartment no., and Zipcode.
- 2. Search method...**: An empty box for selecting a search method.
- 3. Search value(s)...**: A text input field for entering search values.
- 4a. Connect another...**: Buttons for "And" and "Or". Below these is a red note: "Note: Use ORs first, then ANDs".
- 4b. Or, done...**: Buttons for "Finished" and "Cancel".

Directions to run a query are as follows.

### First Step:

Choose a data field from Box #1

### Second Step:

Select a Search Method from Box #2

### Third Step:

Select a Search value from Box #3

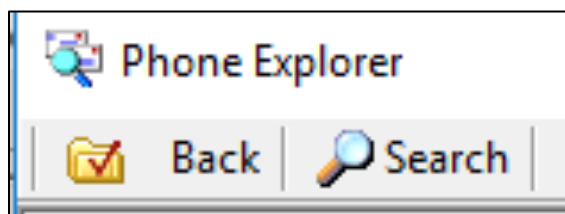
### Fourth Step:

Select "And" from 4a to include a second part to the query or select "Finished" from 4b

Click [here](#) for more detailed instructions for running a query.

### Phone Explorer

Phone Explorer allows you to search for an incident by phone number





## Analyze Function

The “Analyze” function from the Explore icon allows you to view the status progression of active incidents and export that information for review.

Case management aging analysis

Back Print Grid Progression grid to Excel Export > 120 days grid to Excel

**Statuses to be included**  
☒ Active  
☒ Forwarded  
☒ Initial  
☒ Pending

**Incident types to be included**  
☒ Administrative Investigation  
☒ Award  
☒ Background  
☒ Citizen complaint  
☒ Commendation  
☒ Deficient - Arrest Report  
☒ Deficient - Case Report  
☒ Hepatitis A and B Vaccine  
☒ Hepatitis A Vaccine

**Date comparison setting**  
☒ Received date  
☐ Open date  
☐ Assigned date  
  
 Create the chart >>

Select all Un-select all Select all Un-select all

Progression chart | Progression grid | < 30 days | 30 - 60 days | 60 - 90 days | 90 - 120 days | > 120 days

IA No	Incident type	Status	Received Date	Open Date	Assigned Date	End Assignment Date	Due Date	Investigator Assigned	Outside/Field Investigator Assigned	Days past received date
WP2002-	Administrative inv	Active	Nov 01, 2006	Nov 01, 2006	Nov 01, 2006		Nov 01, 2006	Captain Thomas McHenry		4367
CO2002-	Citizen complaint	Forwarded	Dec 03, 2006	Dec 12, 2006			Jan 15, 2007	Detective Michael Murphy		4335
CO2003-	Citizen complaint	Active	Jan 15, 2007	Jan 15, 2007	Jan 17, 2007		Mar 16, 2007	Lieutenant Dennis Free		4292
CO2003-	Citizen complaint	Active	Jan 16, 2007	Jan 16, 2007	Jan 16, 2007		Mar 17, 2007	Detective Michael Murphy		4291
CO2003-	Citizen complaint	Active	Jan 24, 2007	Jan 24, 2007				Lieutenant Dennis Free		4283
PO2003-	Citizen complaint	Active	Mar 01, 2007	Mar 31, 2007			Jul 01, 2007	Sergeant Chris Tull		4247
AD2003-	Administrative Inv	Active	Jun 30, 2007	Aug 16, 2007			Jul 03, 2007	Sergeant Chris Tull		4126
AD2004-	Citizen complaint	Active	Jan 04, 2008	Jan 04, 2008			Mar 04, 2008	Detective Michael Murphy		3938
AD2004-	Citizen complaint	Active	May 23, 2008	May 23, 2008	May 26, 2008		Jul 22, 2008	Sergeant James Kaiser		3798
AD2004-	Administrative Inv	Active	Jun 24, 2008	Jun 25, 2008	Jun 24, 2008		Aug 23, 2008	Detective Michael Murphy		3766
CO2004-	Citizen complaint	Active	Aug 09, 2008	Aug 10, 2008	Aug 09, 2008		Oct 08, 2008	Sergeant Chris Tull		3720
CO2004-	Citizen complaint	Initial	Aug 24, 2008		Aug 23, 2008		Oct 23, 2008	Sergeant Chris Tull		3705
AD2004-	Administrative Inv	Initial	Aug 24, 2008		Aug 24, 2008		Oct 23, 2008	Captain John Bell		3705
CO2004-	Citizen complaint	Active	Aug 30, 2008	Nov 06, 2008	Aug 30, 2008		Oct 29, 2008	Sergeant Chris Tull		3699
AD2004-	Administrative Inv	Active	Aug 31, 2008	Aug 31, 2008	Aug 31, 2008		Oct 30, 2008	Sergeant James Robert		3698
CO2004-	Citizen complaint	Initial	Sep 01, 2008				Oct 31, 2008	Un-assigned		3697
CO2004-	Citizen complaint	Active	Sep 14, 2008	Nov 04, 2008	Sep 13, 2008		Nov 13, 2008	Sergeant Chris Tull		3684
CO2004-	Citizen complaint	Initial	Dec 16, 2008		Dec 16, 2008		Feb 14, 2009	Sergeant James Kaiser		3591
AD2004-	Administrative Inv	Initial	Dec 17, 2008		Dec 15, 2008		Feb 15, 2009	Sergeant James Kaiser		3590
CO2004-	Citizen complaint	Active	Dec 20, 2008	Dec 20, 2008	Dec 20, 2008		Feb 18, 2009	Detective Michael Murphy		3587
AD2005-	Administrative Inv	Active	Jan 18, 2016	Jan 18, 2016	Jan 18, 2016		Mar 18, 2016	Detective Michael Murphy		1002
2016000	Citizen complaint	Active	Dec 25, 2016	Dec 25, 2016	Dec 25, 2016		Feb 25, 2017	Detective Michael Murphy		660

## EI (Early Intervention)

### (EI) Analyze

From the Analyze icon, the user has several analysis tools available for use in determining thresholds.

#### Threshold Analysis by Incident Type

The threshold analysis tool is a way to test your thresholds and determine which employees would be identified with your parameters.

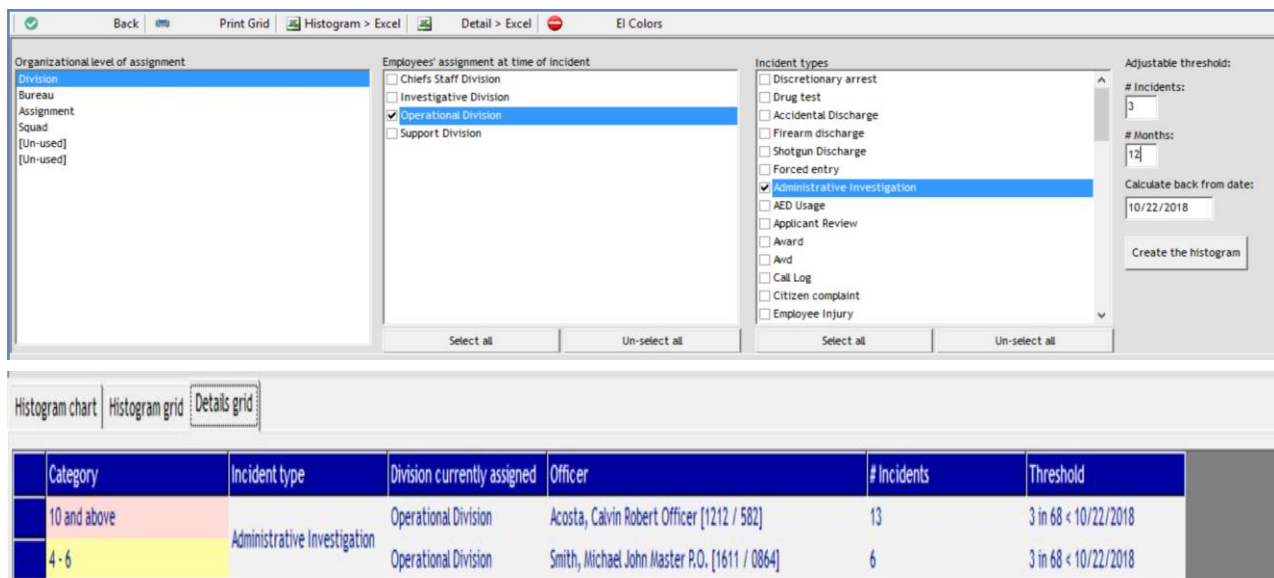
Step 1: Select the organizational level of assignment

Step 2: Select the employee's assignment at time of incident

Step 3: Select the incident type(s)

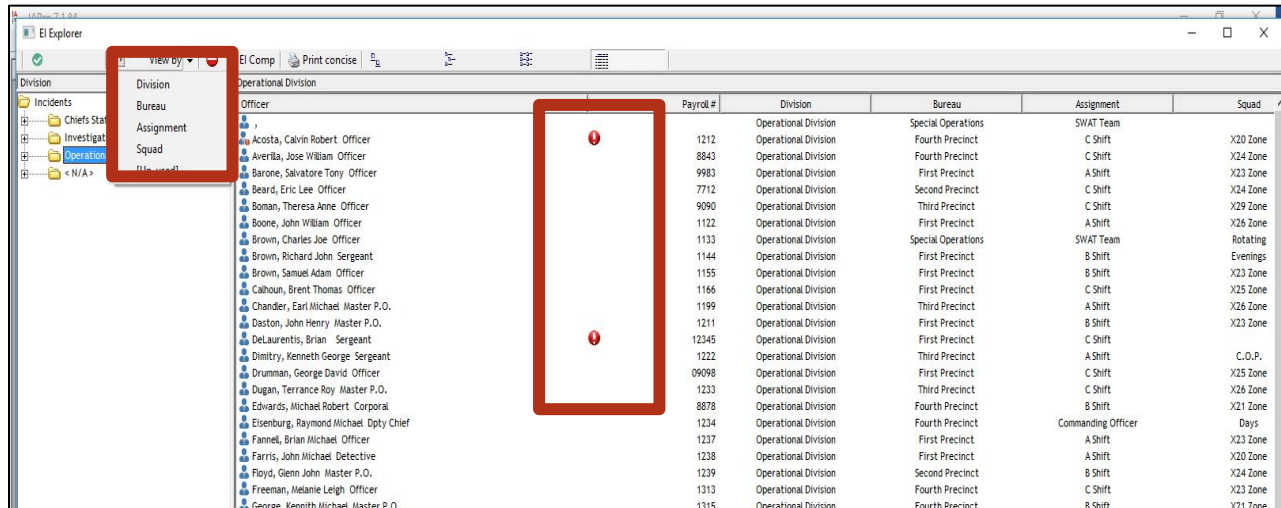
Step 4: Enter your threshold parameters and enter the date from which you want to calculate.

The results will appear below. In this example, Administrative Investigations have a threshold of 3 in 12 months.



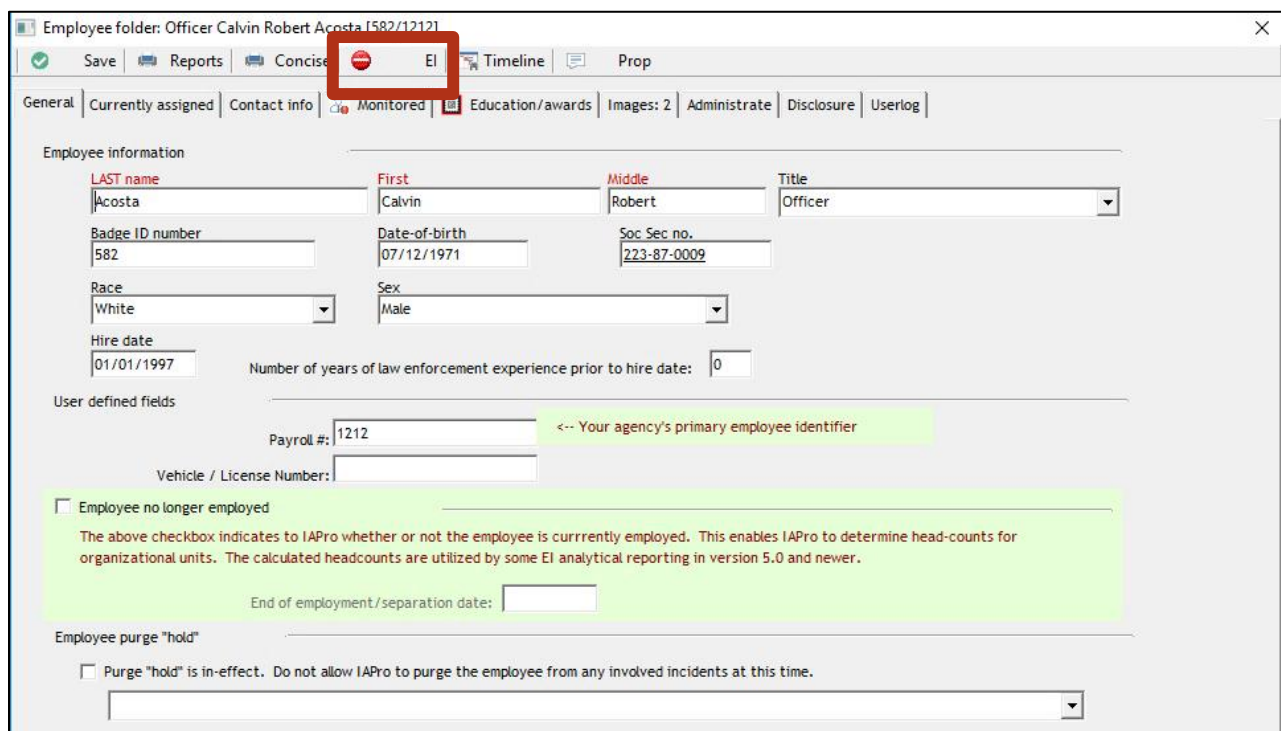
## Early Intervention Explorer

Early Intervention Explorer breaks down your employees by assignment and will demonstrate if they have alerted in the system. The user can choose which organizational level they would like to show and the system will show everyone assigned to that level. It will also show those employees who have alerted with a red exclamation point icon.



Division	Bureau	Assignment	Squad
Operational Division	Special Operations	SWAT Team	X20 Zone
Operational Division	Fourth Precinct	C Shift	X24 Zone
Operational Division	Fourth Precinct	C Shift	X24 Zone
Operational Division	First Precinct	A Shift	X23 Zone
Operational Division	Second Precinct	C Shift	X24 Zone
Operational Division	Third Precinct	C Shift	X29 Zone
Operational Division	First Precinct	A Shift	X26 Zone
Operational Division	Special Operations	SWAT Team	Rotating
Operational Division	First Precinct	B Shift	Evenings
Operational Division	First Precinct	B Shift	X23 Zone
Operational Division	First Precinct	C Shift	X26 Zone
Operational Division	Third Precinct	A Shift	X26 Zone
Operational Division	First Precinct	B Shift	X23 Zone
Operational Division	First Precinct	C Shift	C.O.P.
Operational Division	Third Precinct	A Shift	X25 Zone
Operational Division	First Precinct	C Shift	X26 Zone
Operational Division	Third Precinct	C Shift	X21 Zone
Operational Division	Fourth Precinct	B Shift	Days
Operational Division	Fourth Precinct	Commanding Officer	
Operational Division	First Precinct	A Shift	X23 Zone
Operational Division	First Precinct	A Shift	X20 Zone
Operational Division	Second Precinct	B Shift	X24 Zone
Operational Division	Fourth Precinct	C Shift	X23 Zone
Operational Division	Fourth Precinct	B Shift	X21 Zone

The user can double click on the employee and look at their employee folder and specifically their current EI status.



Employee folder: Officer Calvin Robert Acosta [582/1212]

Save Reports Concise **EI** Timeline Prop

General Currently assigned Contact info Monitored Education/awards Images: 2 Administrate Disclosure Userlog

Employee information

LAST name: Acosta First: Calvin Middle: Robert Title: Officer

Badge ID number: 582 Date-of-birth: 07/12/1971 Soc Sec no.: 223-87-0009

Race: White Sex: Male

Hire date: 01/01/1997 Number of years of law enforcement experience prior to hire date: 0

User defined fields

Payroll #: 1212 <-- Your agency's primary employee identifier

Vehicle / License Number:

☐ Employee no longer employed

The above checkbox indicates to IAPro whether or not the employee is currently employed. This enables IAPro to determine head-counts for organizational units. The calculated headcounts are utilized by some EI analytical reporting in version 5.0 and newer.

End of employment/separation date:

Employee purge "hold"

☐ Purge "hold" is in-effect. Do not allow IAPro to purge the employee from any involved incidents at this time.

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Early Intervention: Officer Threshold Category Measurements			
Officer Calvin Robert Acosta [582/1212]			
Incident type	# Months	# Allowed	# Incurred by employee
Administrative investigation	12	2	3
Citizen complaint	12	3	3
Use of Force	12	3	2
Vehicle Crash	12	3	0
Vehicle pursuit	12	3	0
Overall threshold	12	3	7
Pursuit - Policy Violation	24	2	0
Preventable Accident	24	2	0
Report run on 10/29/2018 by Detective Michael Murphy			

## Top Percentile Employees

The “Top Percentile” report is another way to evaluate your employees.

Place the percentage you want to see based on the criteria you select. In the example below, it asked for the top 5% of officers by Division for Use of Force Incidents and produced the following results.

I want to see the top  percent employees based on the criteria

Organizational level of assignment  
Division  
Bureau  
Assignment  
Squad  
(Un-used)  
(Un-used)

Employees' current assignment  
☒ Chiefs Staff Division  
☒ Investigative Division  
☒ Operational Division

Involved in incident types  
Response to Resistance IV  
Use of Force  
Damaged Vehicles  
Non-Preventable Accident  
Preventable Accident  
Vehicle Crash  
Pursuit - Policy Violation  
Vehicle pursuit

Incidents were  
01/01/2007  
through  
09/28/2018  
...

Grid Rich text

Current assignment	Employee	Selected incidents
Investigative Division	Blumberg, Michael Lt. [abcd / 9654]	2
Operational Division	Acosta, Calvin Robert Officer [1212 / 582]	14

The user can use the top percentile report to assist in placing thresholds on incidents. In other words, if you want your thresholds to alert for the top 5 percent, you would set your thresholds at the number of incidents for the time period you entered.

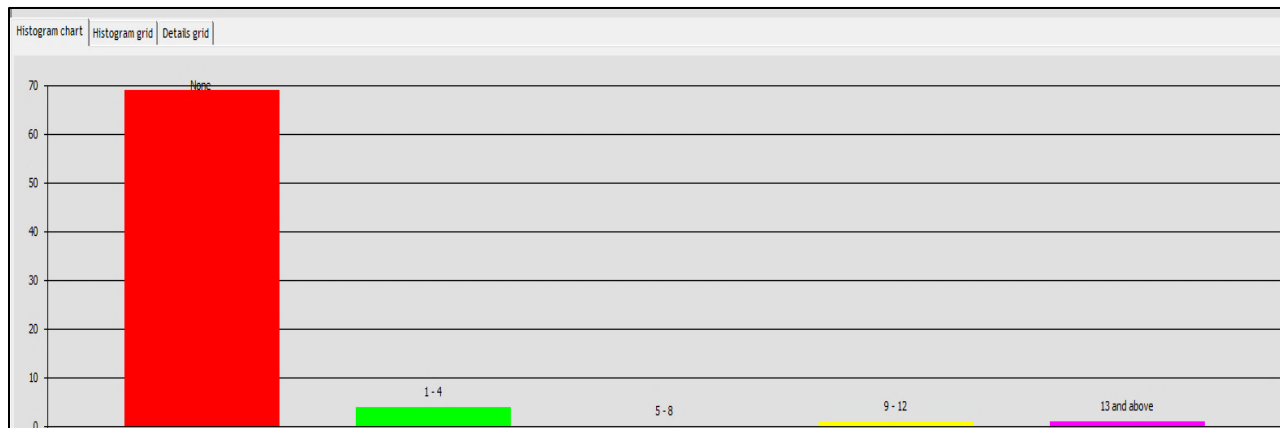
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## Employee Involved Frequency by Incident

This report shows all officers involved in selected incidents and ranks them by frequency. In the example below, the results provide a histogram with details of all officers involved in a Use of Force for the designated time period.

Organizational level of assignment	Employees' assignment at time of incident	Incident types	Incidents were
Division Bureau Assignment Squad [Un-used] [Un-used]	<input checked="" type="checkbox"/> Chiefs Staff Division <input checked="" type="checkbox"/> Investigative Division <input checked="" type="checkbox"/> Operational Division  Select all      Un-select all	Property Damage TD or TDAP Vaccine Test Varicella Vaccine Workers Comp Claim Integrity test K9 Utilization Non-Bite K9 Utilization with Bite Firearm Display Taser Display Stop Response to Resistance II Response to Resistance III Response to Resistance IV <b>Use of Force</b> Damaged Vehicles Non-Preventable Accident Preventable Accident Vehicle Crash Pursuit - Policy Violation Vehicle pursuit	01/01/2015 through 09/28/2018 ... Create the histogram



# involved category	Division currently assigned	Officer	# involved
13 and above		Acosta, Calvin Robert Officer [1212 / 582]	14
9 - 12		DeLaurentis, Brian Sergeant [12345 / 12345]	10
		Smith, Michael John Master P.O. [1611 / 0864]	4
		Avenilla, Jose William Officer [8843 / 583]	3
1 - 4		Blumberg, Michael Lt. [abcd / 9654]	2
		Murphy, Francis Ken Corporal [6754 / 9946]	1
		Sinniger, Gary Sam Detective [1518 / 0987]	0
		Avery, James Thomas Master P.O. [8730 / 0752]	0
		Sousa, Michael Edward Detective [0263 / 0398]	0
		Carroll, Christopher Adam Detective [1177 / 0357]	0
		Winn, George Robert Sergeant [2012 / 2012]	0
		Mullen, Dan Robert Captain [7739 / Capt]	0
		Kingery, John George Detective [1413 / 0222]	0
		Cartino, Gary Kevin Detective [1188 / 418]	0
		Thompson, Norman William Detective [1813 / 118]	0
		Spivey, Kenneth Roy Detective [1812 / 1277]	0
		Gandy, Teresa Anne Master P.O. [1314 / 1406]	0
		Fraterrigo, Ann Marie Detective [1311 / 0374]	0
None			

[Click here to return to Table of Contents](#)

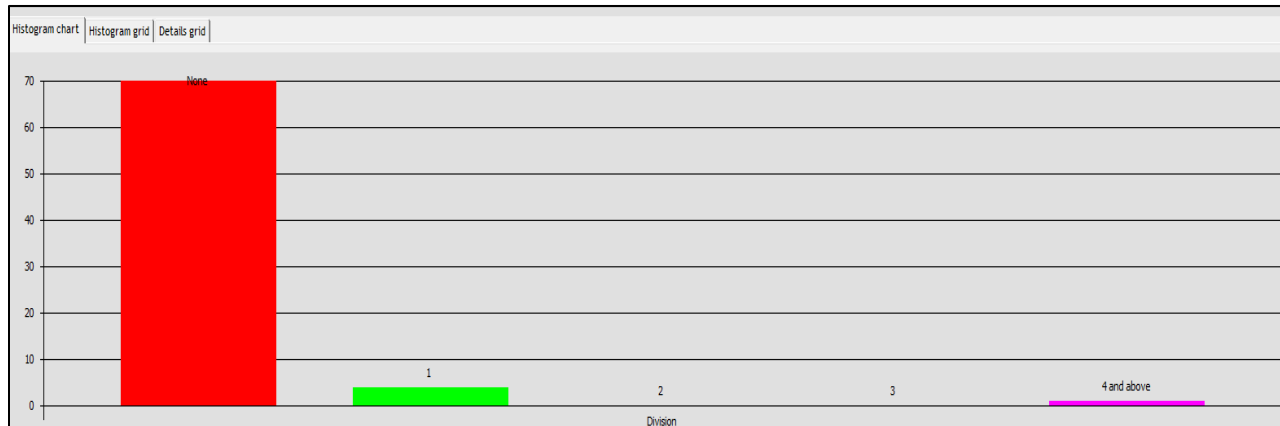
## IAPro Instructional Manual

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## Employee Frequency by Force Used

This report shows all officers involved in selected force types and ranks them by frequency. In the example below, the results provide a histogram with details of all officers having a taser usage for the designated time period.

Organizational level of assignment	Employees' assignment at time of incident	Type of force used	Incidents were
Division Bureau Assignment Squad [Un-used] [Un-used]	<input checked="" type="checkbox"/> Chiefs Staff Division <input checked="" type="checkbox"/> Investigative Division <input checked="" type="checkbox"/> Operational Division	Asp Balance Displacement CEW Deadly Force Firearm Deescalation by Retreat Deescalation by Space Foot Leg Strike Hand Arm Strike OC Spray OC Spray Malfunctioned Other In Narrative Pressure Points Take down by arm Take down by body Take down by head Taser	01/01/2015 through 09/28/2018 ... Create the histogram
	Select all      Un-select all		



Histogram chart   Histogram grid   Details grid

# involved category	Division currently assigned	Officer	# involved
4 and above		Acosta, Calvin Robert Officer [1212 / 582]	7
	Operational Division	Murphy, Francis Ken Corporal [6754 / 9946]	1
		DeLaurentis, Brian Sergeant [12345 / 12345]	1
1	Investigative Division	Blumberg, Michael Lt. [abcd / 9654]	1
	Operational Division	Smith, Michael John Master P.O. [1611 / 0864]	1
		Sinniger, Gary Sam Detective [1518 / 0987]	0
		Avery, James Thomas Master P.O. [8730 / 0752]	0
		Sousa, Michael Edward Detective [0263 / 0398]	0
		Carroll, Christopher Adam Detective [1177 / 0357]	0
		Winn, George Robert Sergeant [2012 / 2012]	0
		Mullen, Dan Robert Captain [7739 / Capt]	0
		Kingery, John George Detective [1413 / 0222]	0
		Cartino, Gary Kevin Detective [1188 / 418]	0
	Investigative Division	Thompson, Norman William Detective [1813 / 118]	0
		Spivey, Kenneth Roy Detective [1812 / 1277]	0
		Gandy, Teresa Anne Master P.O. [1314 / 1406]	0
None			

## (EI) Advanced

### Incident statistics with headcount factoring

Coming Soon

### Quarterly trends by incident type

This analysis will include four quarters of the prior year plus the completed quarters leading up to the date. To view eight full quarters of two complete years, enter January 1<sup>st</sup> date of the following year.

The example below shows two years quarterly of Use of Force trends based on employee assignment.

El quarterly trends: Incident type trends by # involved officers' based on assignment at time of involvement

Back Print chart Print Grid Print sparklines To Excel Sparkline colors

1 - Organizational level of assignment

Division

Bureau

Assignment

Squad

[Un-used]

[Un-used]

2 - Employees' assignment at time of incident

☒ Chiefs Staff Division

☒ Investigative Division

☒ Operational Division

Select all Un-select all

3 - Involved in incident type

Varicella Vaccine

Workers Comp Claim

Integrity test

K9 Utilization Non-Bite

K9 Utilization with Bite

Firearm Display

Taser Display

Stop

Response to Resistance II

Response to Resistance III

Response to Resistance IV

Use of Force

Damaged Vehicles

Non-Preventable Accident

Preventable Accident

Vehicle Crash

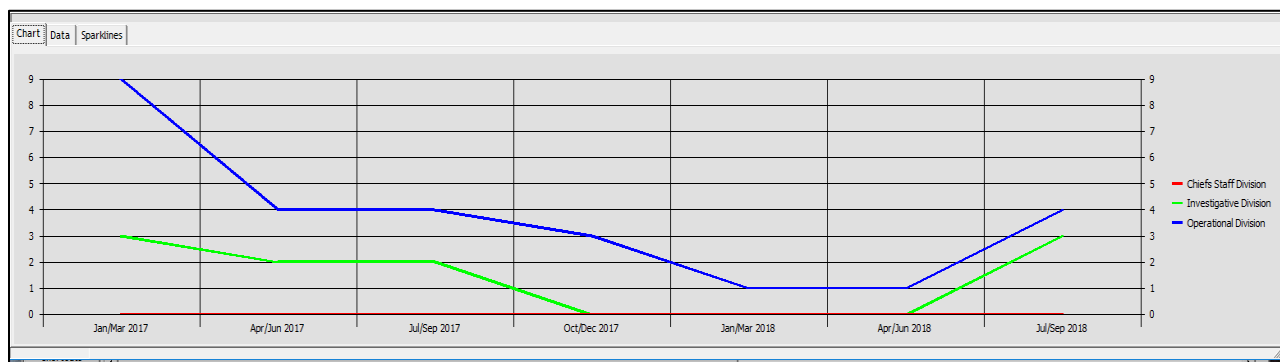
Pursuit - Policy Violation

Vehicle pursuit

Create the report

Analysis period baseline date: 10/30/2018

The analysis will include four quarters of the prior year plus the completed quarters leading up to the date. To view eight full quarters of two complete years, enter January 1st date of the following year.



	Jan/Mar 2017	Apr/Jun 2017	Jul/Sep 2017	Oct/Dec 2017	Jan/Mar 2018	Apr/Jun 2018	Jul/Sep 2018	Total
Chiefs Staff Division	0	0	0	0	0	0	0	0
Investigative Division	3	2	2	0	0	0	3	10
Operational Division	9	4	4	3	1	1	4	26
Total:	12	6	6	3	1	1	7	36



## IAPro Instructional Manual

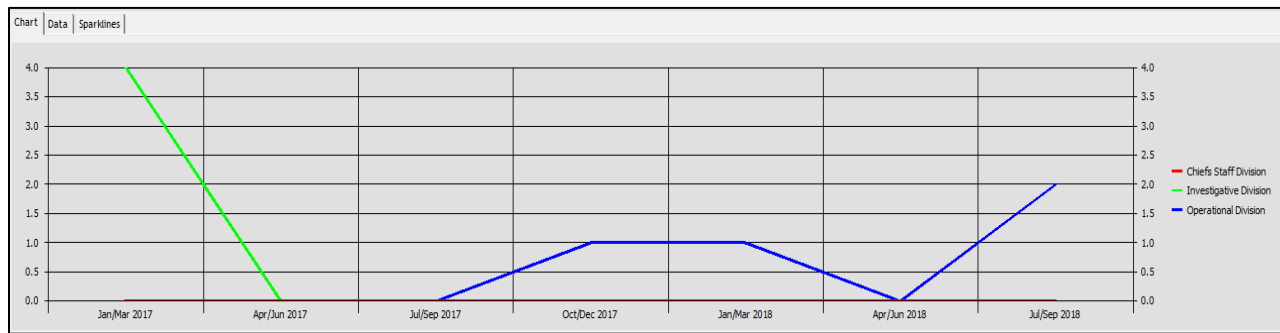
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## Quarterly trends by allegation

This analysis will include four quarters of the prior year plus the completed quarters leading up to the date. To view eight full quarters of two complete years, enter January 1<sup>st</sup> date of the following year.

The example below shows two years quarterly allegation (Abusive Language) trends based on employee assignment at the snapshot level.

1 - Organizational level of assignment	2 - Employees' assignment at time of Incident	3 - Involved in allegation	
<div>Division</div> <div>Bureau</div> <div>Assignment</div> <div>Squad</div> <div>[Un-used]</div> <div>[Un-used]</div>	<input checked="" type="checkbox"/> Chiefs Staff Division <input checked="" type="checkbox"/> Investigative Division <input checked="" type="checkbox"/> Operational Division	<div>Abuse of Position</div> <div>Abusive Language</div> <div>Assault</div> <div>Conduct Unbecoming</div> <div>Deficient - Inaccurate Information</div> <div>Deficient - Incomplete</div> <div>Deficient - Not Received</div> <div>Discrimination</div> <div>Disrespect toward citizen</div> <div>Disrespect toward Supervisor - Insubordination</div> <div>Equipment-Damage to Firearm</div> <div>Equipment-Damage to Uniform</div> <div>Equipment-Improperly Dressed</div> <div>Exercise of Authority-Improper Charge / Use of Discretion</div> <div>Excessive use of force</div> <div>Extortion</div> <div>Extortion - Sexual Favors</div> <div>Failure to appear for court</div>	<div>Create the report</div> <div>Analysis period baseline date: 10/30/2018</div> <div>The analysis will include four quarters of the prior year plus the completed quarters leading up to the date. To view eight full quarters of two complete years, enter January 1st date of the following year.</div>
	<div>Select all</div> <div>Un-select all</div>		



	Jan/Mar 2017	Apr/Jun 2017	Jul/Sep 2017	Oct/Dec 2017	Jan/Mar 2018	Apr/Jun 2018	Jul/Sep 2018	Total
Chiefs Staff Division	0	0	0	0	0	0	0	0
Investigative Division	4	0	0	0	0	0	0	4
Operational Division	4	0	0	1	1	0	2	8
Total:	8	0	0	1	1	0	2	12

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## Quarterly trends by type of force used

This analysis will include four quarters of the prior year plus the completed quarters leading up to the date. To view eight full quarters of two complete years, enter January 1<sup>st</sup> date of the following year.

The example below shows two years quarterly for the force type of “Taser”. Trends based on employee assignment.

Back

Print chart

Style

Copy

Print Grid

Print sparklines

To Excel

Set sparklines

1 - Organizational level of assignment

Division

Bureau

Assignment

Squad

[Un-used]

[Un-used]

2 - Employees' assignment at time of Incident

☒ Chiefs Staff Division  
☒ Investigative Division  
☒ Operational Division

Select all

Un-select all

3 - Involved in type of force

Asp

Balance Displacement

CEW

Deadly Force Firearm

Deescalation by Retreat

Deescalation by Space

Foot Leg Strike

Hand Arm Strike

OC Spray

OC Spray Malfunctioned

Other In Narrative

Pressure Points

Take down by arm

Take down by body

Take down by head

Taser

Create the report

Analysis period baseline date:

11/02/2018

The analysis will include four quarters of the prior year plus the completed quarters leading up to the date. To view eight full quarters of two complete years, enter January 1st date of the following year.

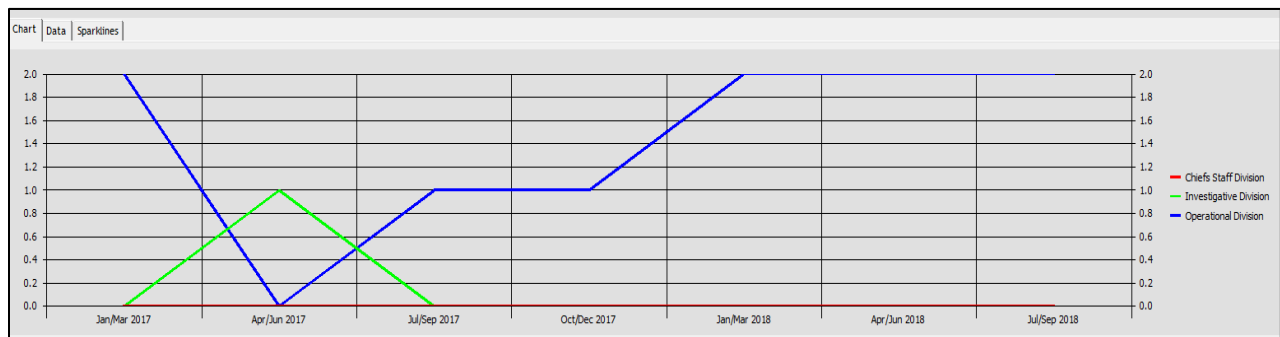


Chart | Data | Sparklines

	Jan/Mar 2017	Apr/Jun 2017	Jul/Sep 2017	Oct/Dec 2017	Jan/Mar 2018	Apr/Jun 2018	Jul/Sep 2018	Total
Chiefs Staff Division	0	0	0	0	0	0	0	0
Investigative Division	0	1	0	0	0	0	0	1
Operational Division	2	0	1	1	2	2	2	10
Total:	2	1	1	1	2	2	2	11

## IAPro Instructional Manual

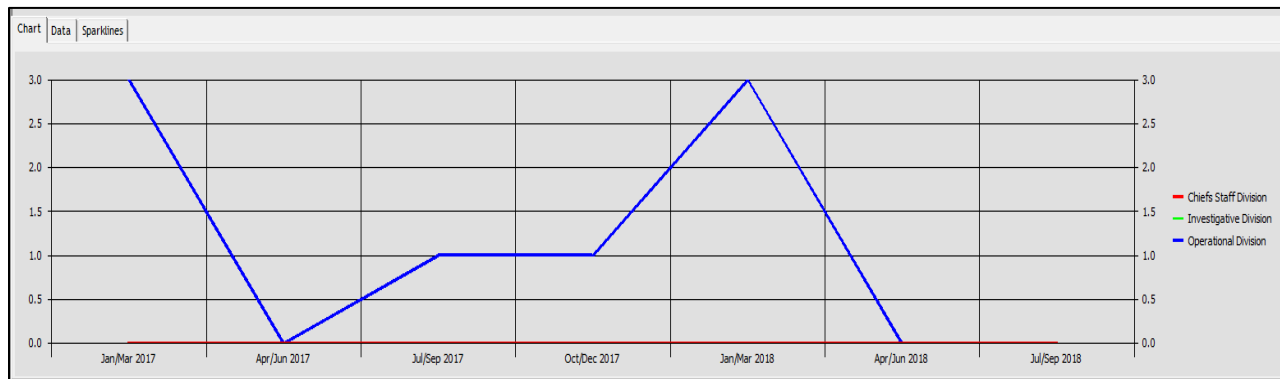
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## Quarterly trends by disciplinary action

This analysis will include four quarters of the prior year plus the completed quarters leading up to the date. To view eight full quarters of two complete years, enter January 1<sup>st</sup> date of the following year.

The example below shows two years quarterly for the disciplinary action of "Suspension". Trends based on employee assignment.

1 - Organizational level of assignment	2 - Employees' assignment at time of Incident	3 - Involved in allegation	
<div>Division</div> <div>Bureau</div> <div>Assignment</div> <div>Squad</div> <div>[Un-used]</div> <div>[Un-used]</div>	<div><input checked="" type="checkbox"/> Chiefs Staff Division</div> <div><input checked="" type="checkbox"/> Investigative Division</div> <div><input checked="" type="checkbox"/> Operational Division</div>	<div>Medication-Lovofloxacin</div> <div>Medication-Moxifloxacin</div> <div>Medication-Other-</div> <div>Medication-Pyrazinamide</div> <div>Medication-Rifabutin</div> <div>Medication-Rifampin</div> <div>Medication-Rifapentine</div> <div>Oral Admonishment</div> <div>Panel Test</div> <div>Payment</div> <div>Psych Test</div> <div>Reassigned</div> <div>Suspension</div> <div>TB Gold</div> <div>Testing</div> <div>TST Administered</div> <div>TST Reading -</div> <div>Vaccine Dose 1</div>	<div>Create the report</div> <div>Analysis period baseline date:</div> <div>11/02/2018</div> <div>The analysis will include four quarters of the prior year plus the completed quarters leading up to the date. To view eight full quarters of two complete years, enter January 1st date of the following year.</div>
	<div>Select all</div> <div>Un-select all</div>		



	Jan/Mar 2017	Apr/Jun 2017	Jul/Sep 2017	Oct/Dec 2017	Jan/Mar 2018	Apr/Jun 2018	Jul/Sep 2018	Total
Chiefs Staff Division	0	0	0	0	0	0	0	0
Investigative Division	0	0	0	0	0	0	0	0
Operational Division	3	0	1	1	3	0	0	8
Total:	3	0	1	1	3	0	0	8

## (EI) Scoring Mode

The Early Intervention Scoring Model is a process by which the administrator weights incidents, allegations and force types positively or negatively. The higher the weight, the higher the probability of an employee needing additional guidance or intervention.

This would be in addition to the threshold system of identifying officers. Used in conjunction with each other, the administrator is able to more accurately evaluate an employee's need for intervention or additional training.

For example, a citizen's complaint might have more weight than an administrative complaint. An allegation of insubordination would have more weight than tardiness. A Taser usage would have more weight than pressure points, etc. To

Scoring model explorer

Configure scoring model(s)

**Please contact CI-Technologies for more information about the scoring model if needed.**

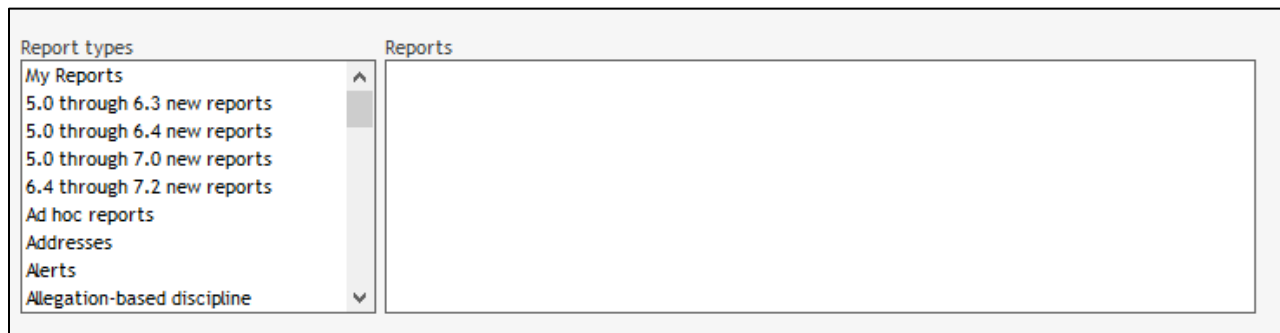
## Reports

From the Reports icon, the user can select from several different options in regard to IAPRO reporting.

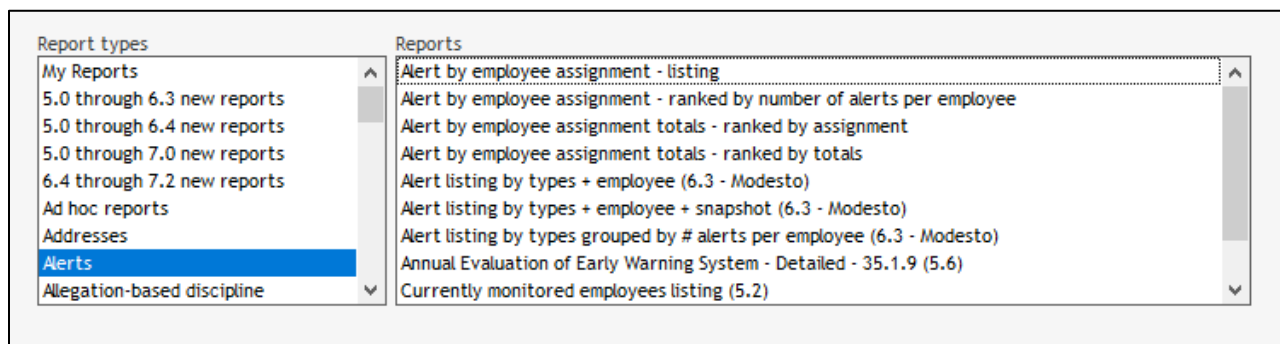
**Note:** The majority of built in reports run off of the “Received Date.” A few reports will give you other date options but if you are not asked, then know that the received date is being used.

## Run Reports

The first option is “Run Reports.” Many reports which have been created and pre-formatted for convenience the programmers in response to common requests by our customers. By clicking on “Run Reports” a screen appears. (Pictured below)



The user will select a report type from the left side and reports will appear on the right side. In the example below, “Alerts” was selected from “Report Types” and the system provided all the reports regarding “Alerts.”



The user will now select a report from the right side, enter the report date range by clicking on the three dots next to the dates and then selecting “Run the highlighted report.”

Report types

- My Reports
- 5.0 through 6.3 new reports
- 5.0 through 6.4 new reports
- 5.0 through 7.0 new reports
- 6.4 through 7.2 new reports
- Ad hoc reports
- Addresses
- Alerts**
- Allegation-based discipline

Reports

- Alert by employee assignment - listing**
- Alert by employee assignment - ranked by number of alerts per employee
- Alert by employee assignment totals - ranked by assignment
- Alert by employee assignment totals - ranked by totals
- Alert listing by types + employee (6.3 - Modesto)
- Alert listing by types + employee + snapshot (6.3 - Modesto)
- Alert listing by types grouped by # alerts per employee (6.3 - Modesto)
- Annual Evaluation of Early Warning System - Detailed - 35.1.9 (5.6)
- Currently monitored employees listing (5.2)

Report date range: 01/01/2015 09/28/2018 ... Run the highlighted report Add to My Reports

In this example, another box requesting the organizational component appeared. Select and click on “Next.”

Select organizational component

Choose the organizational component that you wish to run the report for.....

- Division**
- Bureau
- Assignment
- Squad
- [Un-used]
- [Un-used]

Cancel Next

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A partial example of the report appears below.

Alerts by Division			
Alerts triggered between Jan 01, 2015 - Sep 28, 2018			
Division	Alert Type	Triggered Dt	Involved Officer
<b>Investigative Division</b>			
	Incident type	Aug 18, 2017	Sergeant Brian DeLaurentis [12345/12345]
	Incident type	Aug 18, 2017	Sergeant Brian DeLaurentis [12345/12345]
	Incident type	Aug 18, 2017	Sergeant Brian DeLaurentis [12345/12345]
	Incident type	Aug 18, 2017	Sergeant Brian DeLaurentis [12345/12345]
	Incident type	Oct 03, 2017	Sergeant Brian DeLaurentis [12345/12345]
	Incident type	Aug 30, 2018	Sergeant Brian DeLaurentis [12345/12345]
<b>Operational Division</b>			
	Organizational assignment	Jan 18, 2017	Master P.O. Michael John Smith [0864/1611]
	Organizational assignment	Jan 19, 2017	Master P.O. Michael John Smith [0864/1611]
	Incident type	May 11, 2017	Master P.O. Michael John Smith [0864/1611]
	Incident type	Aug 01, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 01, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Aug 01, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 03, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Aug 03, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 10, 2017	Master P.O. Michael John Smith [0864/1611]
	Incident type	Aug 10, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Aug 10, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 24, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Aug 24, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 29, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 29, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Aug 29, 2017	Officer Calvin Robert Acosta [582/1212]

Sometimes there are multiple options to how the user can display a report. In this example, the user has the option for “Grid format display”, “Rich text report format display” or “To Excel/CSV.” The example above is “Rich Text...”.

The below example is the same report in “Grid” format.

Grid format display		Rich text report format display	
Division	Alert type	Triggered Dt	Officer
Investigative Division	Incident type	Aug 18, 2017	Sergeant Brian DeLaurentis [12345/12345]
		Aug 18, 2017	Sergeant Brian DeLaurentis [12345/12345]
		Aug 18, 2017	Sergeant Brian DeLaurentis [12345/12345]
		Oct 03, 2017	Sergeant Brian DeLaurentis [12345/12345]
		Aug 30, 2018	Sergeant Brian DeLaurentis [12345/12345]
		Aug 30, 2018	Sergeant Brian DeLaurentis [12345/12345]
	Organizational assignment	Jan 18, 2017	Master P.O. Michael John Smith [0864/1611]
		Jan 19, 2017	Master P.O. Michael John Smith [0864/1611]
		May 11, 2017	Master P.O. Michael John Smith [0864/1611]
		Aug 01, 2017	Officer Calvin Robert Acosta [582/1212]
Operational Division	Monitored officer	Aug 01, 2017	Officer Calvin Robert Acosta [582/1212]
		Aug 03, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 03, 2017	Officer Calvin Robert Acosta [582/1212]
		Aug 10, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Aug 10, 2017	Officer Calvin Robert Acosta [582/1212]
		Aug 24, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 24, 2017	Officer Calvin Robert Acosta [582/1212]
		Aug 29, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Aug 29, 2017	Officer Calvin Robert Acosta [582/1212]
		Aug 29, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Aug 29, 2017	Officer Calvin Robert Acosta [582/1212]
		Sep 26, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Sep 26, 2017	Officer Calvin Robert Acosta [582/1212]
		Sep 28, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Sep 28, 2017	Officer Calvin Robert Acosta [582/1212]
		Oct 04, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Oct 04, 2017	Officer Calvin Robert Acosta [582/1212]
		Oct 04, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Oct 31, 2017	Officer Calvin Robert Acosta [582/1212]
		Oct 31, 2017	Officer Calvin Robert Acosta [582/1212]
	Monitored officer	Dec 06, 2017	Officer Calvin Robert Acosta [582/1212]
		Dec 06, 2017	Officer Calvin Robert Acosta [582/1212]
	Incident type	Dec 06, 2017	Officer Calvin Robert Acosta [582/1212]
		Jan 23, 2018	Officer Calvin Robert Acosta [582/1212]

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**Important Note:** If the report does not appear in a grid format, it will not allow exporting to an excel file. In other words, some reports are only available in the Rich Text option.

An example of this report after being exported is shown below.

Division	Alert type	Triggered Dt	Rank	Officer
Investigative Division	Incident type	Aug 18 2017	Sergeant	Brian DeLaurentis [12345/12345]
Investigative Division	Incident type	Aug 18 2017	Sergeant	Brian DeLaurentis [12345/12345]
Investigative Division	Incident type	Aug 18 2017	Sergeant	Brian DeLaurentis [12345/12345]
Investigative Division	Incident type	Aug 18 2017	Sergeant	Brian DeLaurentis [12345/12345]
Investigative Division	Incident type	Oct 03 2017	Sergeant	Brian DeLaurentis [12345/12345]
Investigative Division	Incident type	Aug 30 2018	Sergeant	Brian DeLaurentis [12345/12345]
Operational Division	Organizational assignment	Jan 18 2017	Master P.O.	Michael John Smith [0864/1611]
Operational Division	Organizational assignment	Jan 19 2017	Master P.O.	Michael John Smith [0864/1611]
Operational Division	Incident type	May 11 2017	Master P.O.	Michael John Smith [0864/1611]
Operational Division	Incident type	Aug 01 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Incident type	Aug 01 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Monitored officer	Aug 01 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Incident type	Aug 03 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Monitored officer	Aug 03 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Incident type	Aug 10 2017	Master P.O.	Michael John Smith [0864/1611]
Operational Division	Incident type	Aug 10 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Monitored officer	Aug 10 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Incident type	Aug 24 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Monitored officer	Aug 24 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Incident type	Aug 29 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Incident type	Aug 29 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Monitored officer	Aug 29 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Incident type	Sep 26 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Incident type	Sep 26 2017	Officer	Calvin Robert Acosta [582/1212]
Operational Division	Monitored officer	Sep 26 2017	Officer	Calvin Robert Acosta [582/1212]



## Add to My Reports

As the user finds useful reports that will be used frequently, the report can be added to “My Reports” which can be found at the top of the list of “Report Types”

When you have selected a report type and a report, click on “Add to My Reports” as demonstrated below.

The screenshot shows the IAPRO interface with two main panels: 'Report types' on the left and 'Reports' on the right. In the 'Report types' panel, 'Alerts' is selected. In the 'Reports' panel, 'Alert by employee assignment - listing' is highlighted. Below these panels, there is a 'Report date range' section with two date inputs: '01/01/2015' and '09/28/2018', followed by an ellipsis button. To the right of the date range is a 'Run the highlighted report' button. Further right, the 'Add to My Reports' button is highlighted with a red rectangular box.

You may keep the original name of the report or rename it to something of your choosing.

The screenshot shows a dialog box titled 'Add the report to your My Reports selection...'. It has a text input field containing the text 'Alert by employee assignment - listing'. To the right of the input field are two buttons: 'OK' and 'Cancel'.

The report will now appear in the user's “My Report” at the top of the “Report types” list.

The screenshot shows the IAPRO interface with two main panels: 'Report types' on the left and 'Reports' on the right. In the 'Report types' panel, 'My Reports' is selected. In the 'Reports' panel, 'Alert by employee assignment - listing' is highlighted.

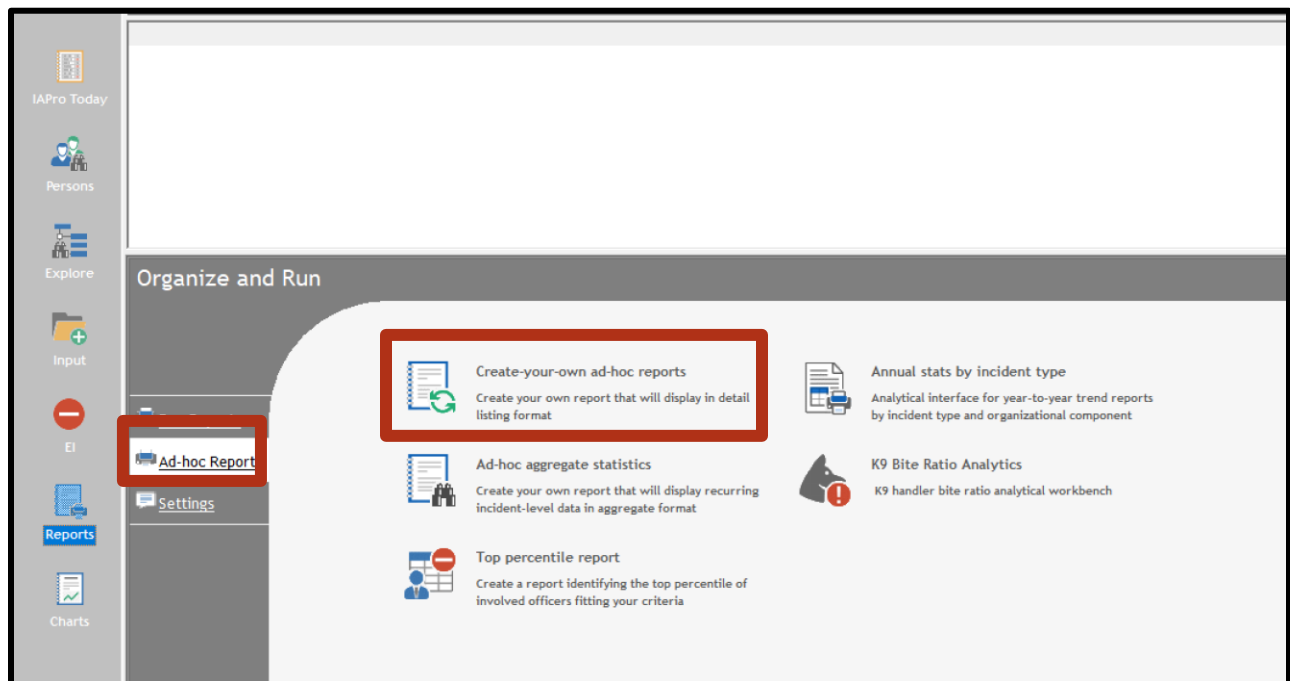
It is useful to add the reports you like to your “My Reports.” This will save time the next time you need a report.

## Ad-Hoc Reports

### Create your own ad-hoc reports

Create your own Ad-hoc reporting is perfect when the built-in reports do not provide exactly what you need. Although it will give you results that you can export to an Excel file, it does not analyze the data like the built-in reports do. Think of this process as Data Extraction so to speak. You present criteria that you want the database to provide and it gives you results that you have to analyze to get exactly what you are looking for. As I show you these reports, I will also demonstrate some Excel features that you might find useful when you are organizing the results of your Query.

Click on the Reports icon under Modules/Shortcuts, then [Ad-hoc](#) reports and then [Create your own ad-hoc reports](#).



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There are four options for creating your own reports. The Incident selection would be for reports where you want a report for incident related statistics such as dispositions, classifications or the items found on the statistical tabs of incidents. The officer and citizen choices would just be for reports related to specific items such as race, sex, DOB assignments, etc.

The one most commonly used is the **Combination** selection which combines the choices for Incidents, Officers and Citizens and then adds allegations, Actions Taken and findings. So basically, the Combination Selection has almost all of the items needed for any report.

Create-your-own report

Choose the type of report you wish to run, then either choose a saved report format from the list below, or click Next to proceed to create a report from scratch....

☐ Incident ☐ Officer ☐ Citizen ☒ **Combination**

Description	Created by	Created Dt
Bias Report	Detective Michael Murphy	11/15/2018
Use of Force Report	Detective Michael Murphy	11/15/2018

Retrieve the highlighted report and proceed to the next screen

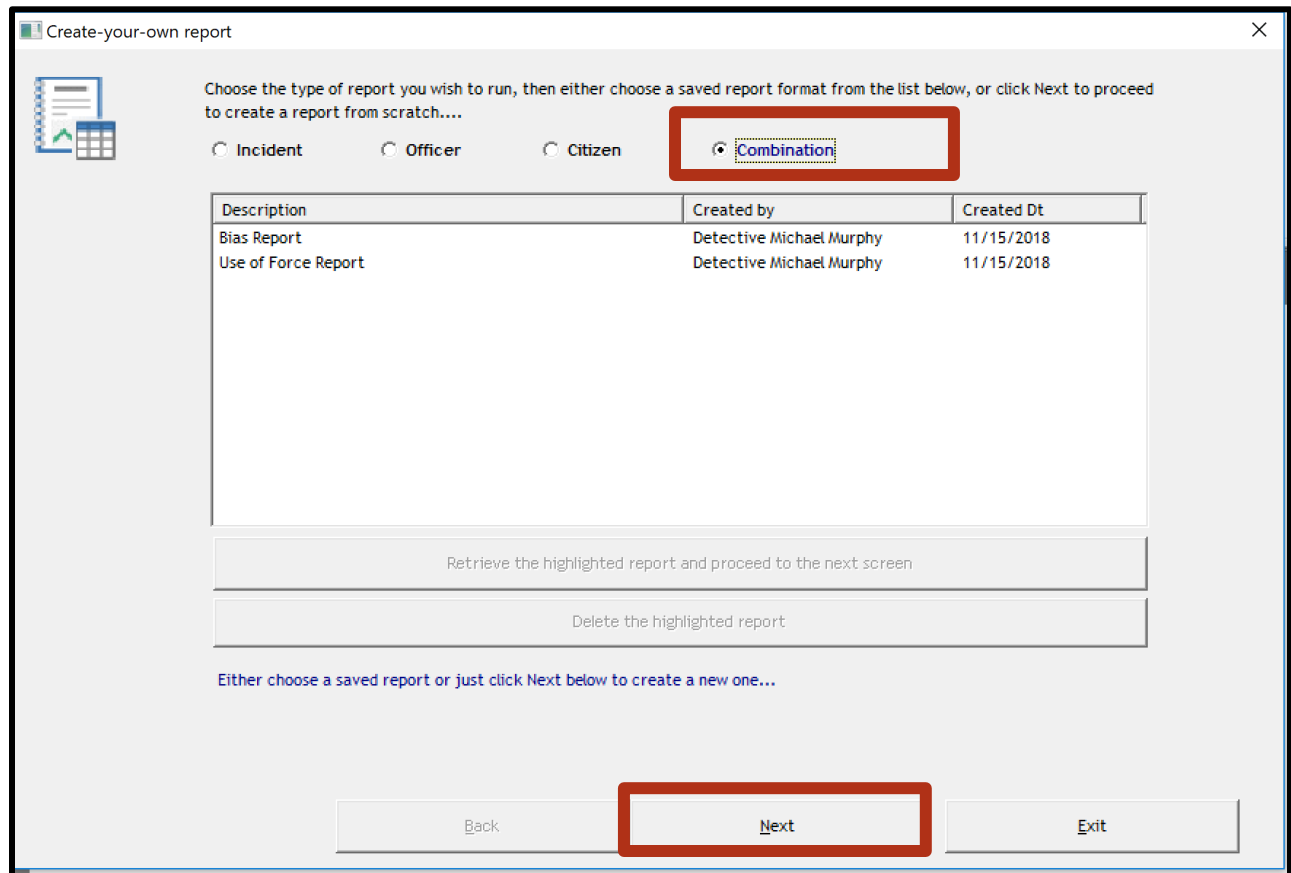
Delete the highlighted report

[Either choose a saved report or just click Next below to create a new one...](#)

Back Next Exit

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Select **Combination** and click on **Next**

Create-your-own report

Choose the type of report you wish to run, then either choose a saved report format from the list below, or click Next to proceed to create a report from scratch....

☐ Incident ☐ Officer ☐ Citizen ☒ **Combination**

Description	Created by	Created Dt
Bias Report	Detective Michael Murphy	11/15/2018
Use of Force Report	Detective Michael Murphy	11/15/2018

Retrieve the highlighted report and proceed to the next screen

Delete the highlighted report

Either choose a saved report or just click Next below to create a new one...

Back **Next** Exit

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This will bring up your options for the reports divided up into two sections. The easiest way to explain this is for you to imagine an excel report and every time you select something from the left section it becomes a column in the excel report. The right section is for sorting purposes only. You should not choose the same options on the right as you do on the left, you should only choose one or two options at most. Best practice for sorting would be to sort by the IA number or by a date.

**Note: “IA number” may be called something different in your department but it is the main tracking number that is found in the middle top of an open incident.**

Create-your-own report

Select columns to be displayed....

- Columns
  - Allegations
    - Allegation
    - Directive
    - Finding
    - Finding date
  - Actions taken
    - Action taken
    - Action taken date
    - Days/hours suspended
  - Charges
    - Charge
    - Charge date
    - Charge disposition
    - Charge disposition date
    - Statute
  - Incidents

Select sort order columns....

- Columns
  - Allegations
    - Allegation
    - Directive
    - Finding
    - Finding date
  - Actions taken
    - Action taken
    - Action taken date
    - Days/hours suspended
  - Charges
    - Charge
    - Charge date
    - Charge disposition
    - Charge disposition date
    - Statute
  - Incidents

☐ Display incident summary (Available with print output and formatted Excel output options only)

Report save options

Save as new report    Save changes    Edit report description

Back    Next    Exit

When you are selecting items from the left-hand column, the order in which you select will be the order in which they show up in the excel report. Most of the time though, it is easier to just select everything you want and not worry about the order because you can always change the order of the columns in the excel spreadsheet later.

If this is a report that will be used again, click **Save as a new report**.

Create-your-own report

Select columns to be displayed....

- ☐ Columns
  - ☐ Allegations
    - ☒ Allegation
    - ☐ Directive
    - ☒ Finding
    - ☐ Finding date
  - ☐ Actions taken
    - ☒ Action taken
    - ☐ Action taken date
    - ☐ Days/hours suspended
  - ☐ Charges
    - ☐ Charge
    - ☐ Charge date
    - ☐ Charge disposition
    - ☐ Charge disposition date
    - ☐ Statute
  - ☐ Incidents

Select sort order columns.....

- ☐ Drug test date
- ☐ Drug test disposition
- ☐ Drug test reason
- ☐ Drug test result
- ☐ Due date
- ☐ Extension of investigation
- ☐ External/citizen complaint
- ☐ Field status
- ☐ Field/Unit level
- ☐ Firearm discharge type
- ☐ Forwarded date
- ☐ Hair test result
- ☐ Hidden
- ☒ IA No
- ☐ ID number
- ☐ Incident category
- ☐ Incident level policy outcome

☐ Display incident summary (Available with print output and formatted Excel output options only)

Report save options

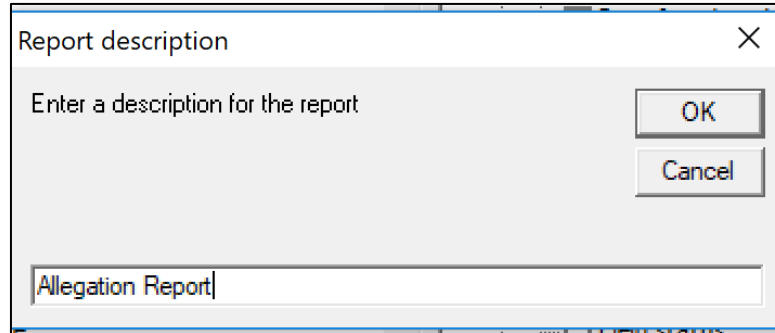
Save as new report Save changes Edit report description

Back Next Exit

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Enter a description for the report and click "OK"



Report description

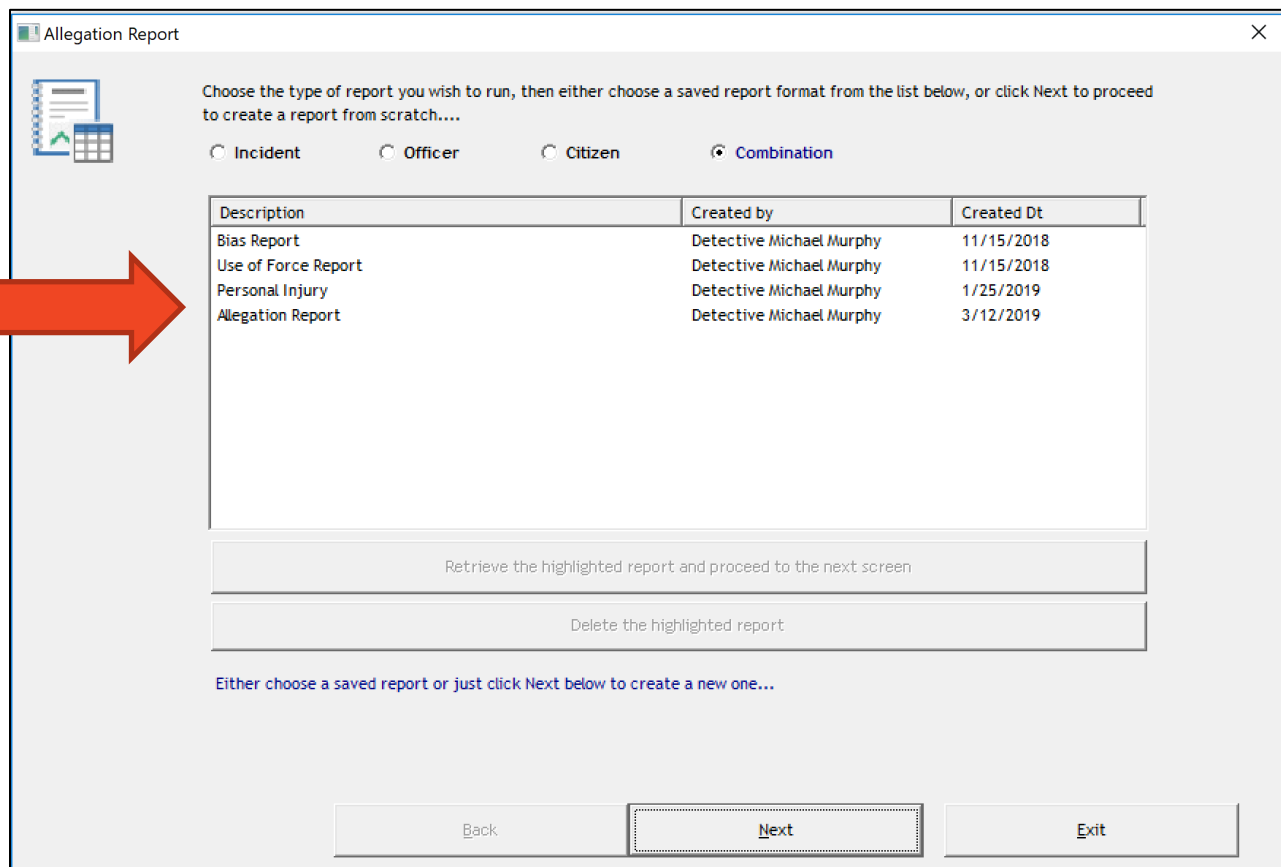
Enter a description for the report

OK

Cancel

Allegation Report

*Note: The next time the report is needed, it will be found in the combination report list. (See Below)*



Allegation Report

Choose the type of report you wish to run, then either choose a saved report format from the list below, or click Next to proceed to create a report from scratch....

☐ Incident ☐ Officer ☐ Citizen ☒ Combination

Description	Created by	Created Dt
Bias Report	Detective Michael Murphy	11/15/2018
Use of Force Report	Detective Michael Murphy	11/15/2018
Personal Injury	Detective Michael Murphy	1/25/2019
Allegation Report	Detective Michael Murphy	3/12/2019

Retrieve the highlighted report and proceed to the next screen

Delete the highlighted report

Either choose a saved report or just click Next below to create a new one...

Back Next Exit

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Click on “Next” to proceed to the Query Builder

Create-your-own report

Select columns to be displayed....

- Columns
  - Allegations
    - ☒ Allegation
    - ☐ Directive
    - ☒ Finding
    - ☐ Finding date
  - Actions taken
    - ☒ Action taken
    - ☐ Action taken date
    - ☐ Days/hours suspended
  - Charges
    - ☐ Charge
    - ☐ Charge date
    - ☐ Charge disposition
    - ☐ Charge disposition date
    - ☐ Statute
  - Incidents

Select sort order columns.....

- ☒ Drug test date
- ☐ Drug test disposition
- ☐ Drug test reason
- ☐ Drug test result
- ☐ Due date
- ☐ Extension of investigation
- ☐ External/citizen complaint
- ☐ Field status
- ☐ Field/Unit level
- ☐ Firearm discharge type
- ☐ Forwarded date
- ☐ Hair test result
- ☐ Hidden
- ☒ IA No
- ☐ ID number
- ☐ Incident category
- ☐ Incident level policy outcome

☐ Display incident summary (Available with print output and formatted Excel output options only)

Report save options

Save as new report Save changes Edit report description

Back Next Exit

Click on Query builder.

Allegation Report

Query settings

Specify the search criteria using the Query Builder....

Query builder

Officer and citizen link settings

- ☐ Officer links: include primary involved officers only
- ☐ Citizen links: include primary involved/complainants only

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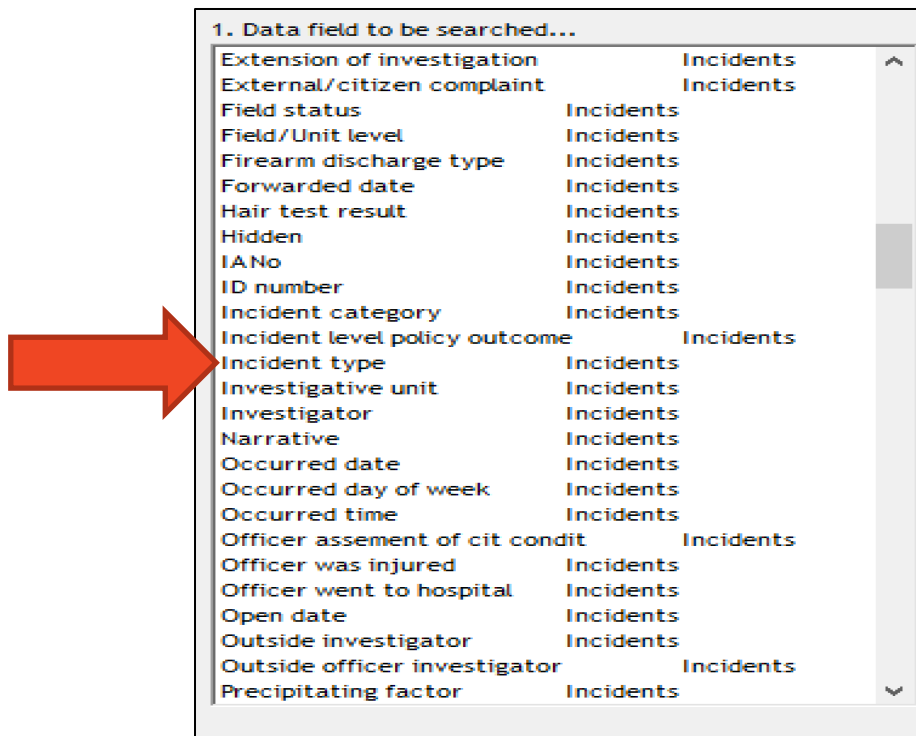
[Click here to return to Table of Contents](#)



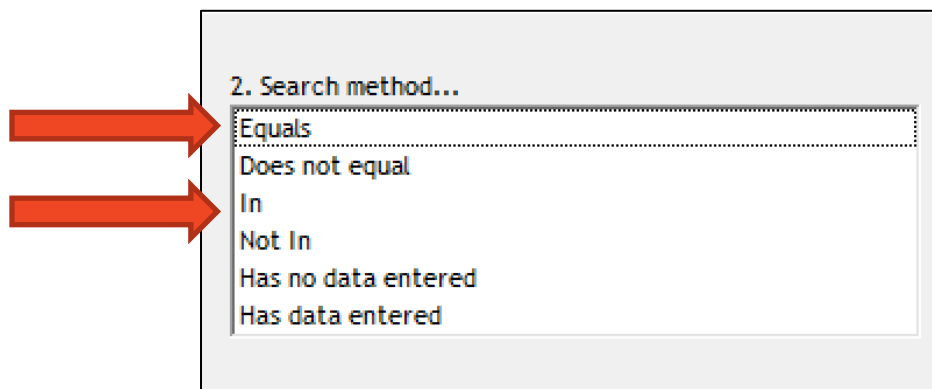
Keep the Queries as simple as possible. The report has basically been built by the selections from the left-hand column. The Query should narrow down the type of incident(s) you want to search in and a date range for the search. An example of a simple query is listed below:

Starting with Box #1

Click on "Incident Type"



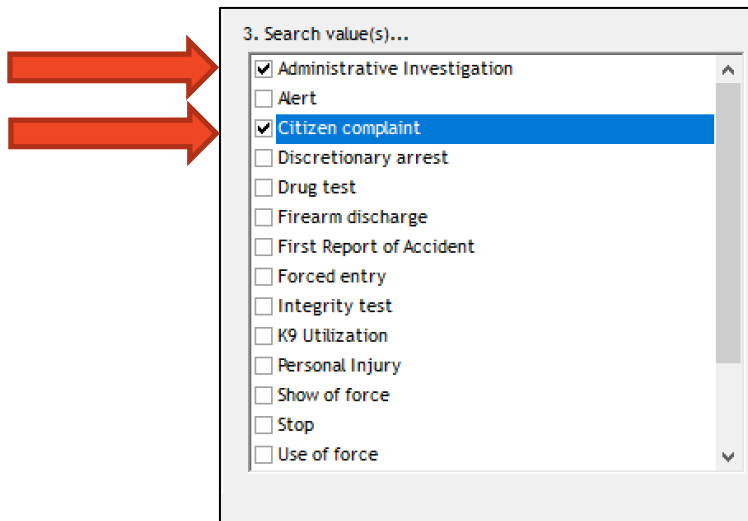
From Box #2, select either "Equals" or "In"



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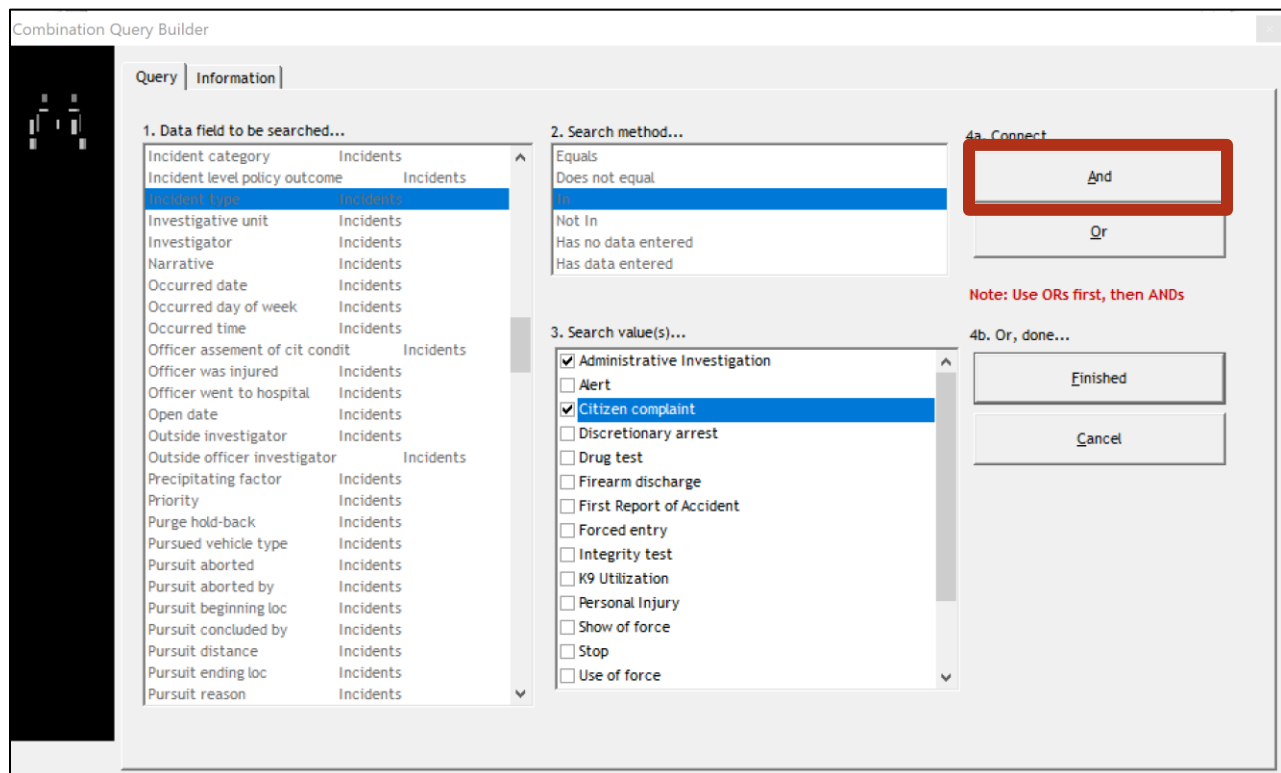
*Note: Selecting "In" allows more than one incident type to be selected from **Box #3**. See Below*



3. Search value(s)...

- ☒ Administrative Investigation
- ☐ Alert
- ☒ Citizen complaint
- ☐ Discretionary arrest
- ☐ Drug test
- ☐ Firearm discharge
- ☐ First Report of Accident
- ☐ Forced entry
- ☐ Integrity test
- ☐ K9 Utilization
- ☐ Personal Injury
- ☐ Show of force
- ☐ Stop
- ☐ Use of force

Box #4 allows you to add dimensions to the query or "Finish." One dimension might be a date range. To add the date range, click on "And"



Combination Query Builder

Query | Information

1. Data field to be searched...

Data Field	Incidents
Incident category	Incidents
Incident level policy outcome	Incidents
<b>Incident type</b>	<b>Incidents</b>
Investigative unit	Incidents
Investigator	Incidents
Narrative	Incidents
Occurred date	Incidents
Occurred day of week	Incidents
Occurred time	Incidents
Officer assesment of cit condit	Incidents
Officer was injured	Incidents
Officer went to hospital	Incidents
Open date	Incidents
Outside investigator	Incidents
Outside officer investigator	Incidents
Precipitating factor	Incidents
Priority	Incidents
Purge hold-back	Incidents
Pursued vehicle type	Incidents
Pursuit aborted	Incidents
Pursuit aborted by	Incidents
Pursuit beginning loc	Incidents
Pursuit concluded by	Incidents
Pursuit distance	Incidents
Pursuit ending loc	Incidents
Pursuit reason	Incidents

2. Search method...

- Equals
- Does not equal
- In**
- Not In
- Has no data entered
- Has data entered

3. Search value(s)...

- ☒ Administrative Investigation
- ☐ Alert
- ☒ Citizen complaint
- ☐ Discretionary arrest
- ☐ Drug test
- ☐ Firearm discharge
- ☐ First Report of Accident
- ☐ Forced entry
- ☐ Integrity test
- ☐ K9 Utilization
- ☐ Personal Injury
- ☐ Show of force
- ☐ Stop
- ☐ Use of force

4a. Connect

**And**

Or

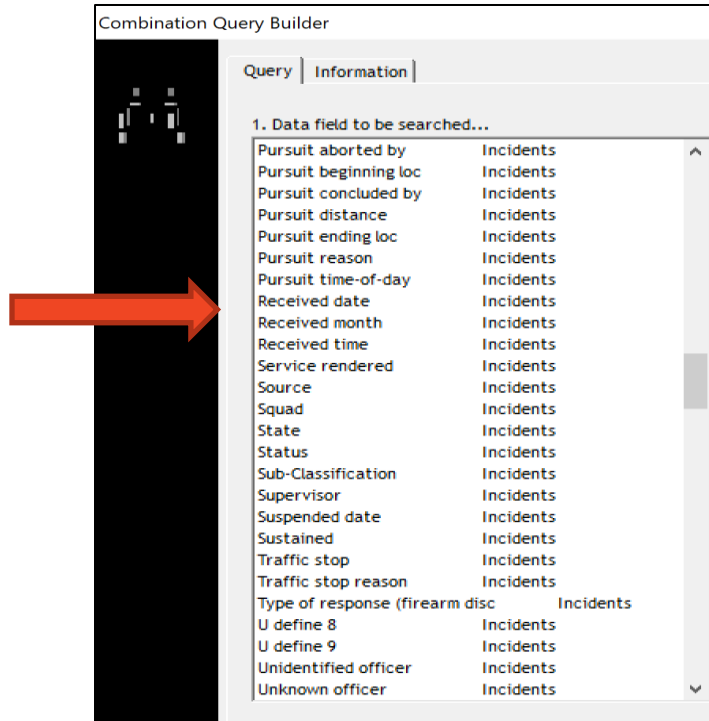
Note: Use ORs first, then ANDs

4b. Or, done...

Finished

Cancel

Return to Box #1 and select “Received Date” or “Occurred Date”



Combination Query Builder

Query | Information |

1. Data field to be searched...

Pursuit aborted by	Incidents
Pursuit beginning loc	Incidents
Pursuit concluded by	Incidents
Pursuit distance	Incidents
Pursuit ending loc	Incidents
Pursuit reason	Incidents
Pursuit time-of-day	Incidents
Received date	Incidents
Received month	Incidents
Received time	Incidents
Service rendered	Incidents
Source	Incidents
Squad	Incidents
State	Incidents
Status	Incidents
Sub-Classification	Incidents
Supervisor	Incidents
Suspended date	Incidents
Sustained	Incidents
Traffic stop	Incidents
Traffic stop reason	Incidents
Type of response (firearm disc	Incidents
U define 8	Incidents
U define 9	Incidents
Unidentified officer	Incidents
Unknown officer	Incidents

From **Box #2**, select an option such as “Is Between” or “Is Greater than” and enter the date(s) into **Box #3**

2. Search method...

Equals  
Has no data entered  
Has data entered  
Is greater than  
Is less then  
**Is between**

3. Search value(s)...

01/01/2018

12/31/2018

*Note: The dates should be entered without formatting (No dashes or slashes). The date will format itself.*

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When the query has been completed, click on “Finished.”

Combination Query Builder

Query | Information

1. Data field to be searched...

Pursuit aborted by	Incidents
Pursuit beginning loc	Incidents
Pursuit concluded by	Incidents
Pursuit distance	Incidents
Pursuit ending loc	Incidents
Pursuit reason	Incidents
Pursuit time-of-day	Incidents
Received date	Incidents
Received month	Incidents
Received time	Incidents
Service rendered	Incidents
Source	Incidents
Squad	Incidents
State	Incidents
Status	Incidents
Sub-Classification	Incidents
Supervisor	Incidents
Suspended date	Incidents
Sustained	Incidents
Traffic stop	Incidents
Traffic stop reason	Incidents
Type of response (firearm disc	Incidents
U define 8	Incidents
U define 9	Incidents
Unidentified officer	Incidents
Unknown officer	Incidents

2. Search method...

Equals  
Has no data entered  
Has data entered  
Is greater than  
Is less than  
Is between

3. Search value(s)...

01/01/2018

12/31/2018

4a. Connect

And  
Or

Note: Use ORs first, then ANDs

4b. Or, done...

Finished

Cancel

Click on “Next.”

Allegation Report

Query settings

Specify the search criteria using the Query Builder....

Query builder

Officer and citizen link settings

☐ Officer links: include primary involved officers only

☐ Citizen links: include primary involved/complainants only

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The display options and date format options will appear. (Select the date format first, then the display option)

**Allegation Report**

Report display and export options

Display in print format View SQL

Export to Excel or CSV format View SQL

After running the report, you can move back through the steps using the Back and Next buttons to redefine it and then run it

Additional settings

☒ Do NOT include alerts in the report printout, regardless of search criteria

Date format setting

☐ MMM D, YYYY ☒ MM/DD/YYYY ☐ YYYY/MM/DD ☐ DD/MM/YYYY

New default setting: best for export to Excel

Back Done Exit

The following is an example of "Print Display Format"

Printed report view/print

Back Print Font Save

Allegation	Finding	Action taken	Incident type	IA No	
			Citizen complaint	CO2005-00003	236
			Citizen complaint	CO2005-00004	237
			Citizen complaint	CO2005-00005	238
Abuse of Position	Sustained	Written Reprimand	Citizen complaint	CO2005-00006	239
Abuse of Position	Unfounded/Exonerated		Citizen complaint	CO2005-00006	239
			Citizen complaint	CO2005-00006	239
Disrespect toward citizen	Not Sustained		Citizen complaint	CO2005-00007	248
			Citizen complaint	CO2005-00007	248
Excessive use of force	Dismissed	Oral Admonishment	Citizen complaint	CO2018-00001	220
Abusive Language	Partially Sustained	Oral Admonishment	Citizen complaint	CO2018-00001	220
			Citizen complaint	CO2018-00001	220
Abusive Language	Sustained	Letter of Counseling	Citizen complaint	CO2018-00002	223
Disrespect toward citizen	Sustained	Letter of Counseling	Citizen complaint	CO2018-00002	223
Excessive use of force	Not Sustained	Letter of Counseling	Citizen complaint	CO2018-00002	223
Disrespect toward citizen	Sustained	Oral Admonishment	Citizen complaint	CO2018-00002	223
Number of records displayed: 15					
Report created on Mar 12, 2019 at: 10:16 by: Detective Michael Murphy					

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The following is an example of the “Excel Display Format”

	A	B	C	D	E	F
1	Allegation	Finding	Action taken	Incident type	IA No	
2				Citizen complaint	CO2005-00003	236
3				Citizen complaint	CO2005-00004	237
4				Citizen complaint	CO2005-00005	238
5	Abuse of Position	Sustained	Written Reprimand	Citizen complaint	CO2005-00006	239
6	Abuse of Position	Unfounded/Exonerated		Citizen complaint	CO2005-00006	239
7				Citizen complaint	CO2005-00006	239
8	Disrespect toward citizen	Not Sustained		Citizen complaint	CO2005-00007	248
9				Citizen complaint	CO2005-00007	248
10	Excessive use of force	Dismissed	Oral Admonishment	Citizen complaint	CO2018-00001	220
11	Abusive Language	Partially Sustained	Oral Admonishment	Citizen complaint	CO2018-00001	220
12				Citizen complaint	CO2018-00001	220
13	Abusive Language	Sustained	Letter of Counseling	Citizen complaint	CO2018-00002	223
14	Disrespect toward citizen	Sustained	Letter of Counseling	Citizen complaint	CO2018-00002	223
15	Excessive use of force	Not Sustained	Letter of Counseling	Citizen complaint	CO2018-00002	223
16	Disrespect toward citizen	Sustained	Oral Admonishment	Citizen complaint	CO2018-00002	223

*Note: The additional column (“F” in this example) is the IAPro Incident Number. Delete this column if not needed. It would assist the user in finding the incident in IAPro if the incident did not have an IA Number.*

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*Note: The summaries can be included in the report by clicking on the below box after selecting the columns for the report.*

Allegation Report

Select columns to be displayed....

- ☐ Drug test disposition
- ☐ Drug test reason
- ☐ Drug test result
- ☐ Due date
- ☐ Extension of investigation
- ☐ External/citizen complaint
- ☐ Field status
- ☐ Field/Unit level
- ☐ Firearm discharge type
- ☐ Forwarded date
- ☐ Hair test result
- ☐ Hidden
- ☒ IA No
- ☐ ID number
- ☐ Incident category
- ☐ Incident level policy outcome
- ☒ Incident type

Select sort order columns.....

- ☐ Drug found - hair test
- ☐ Drug found - urine test
- ☐ Drug test date
- ☐ Drug test disposition
- ☐ Drug test reason
- ☐ Drug test result
- ☐ Due date
- ☐ Extension of investigation
- ☐ External/citizen complaint
- ☐ Field status
- ☐ Field/Unit level
- ☐ Firearm discharge type
- ☐ Forwarded date
- ☐ Hair test result
- ☐ Hidden
- ☒ IA No
- ☐ ID number

☒ Display incident summary (Available with print output and formatted Excel output options only)

Report save options

Save as new report Save changes Edit report description

Back Next Exit

## Annual Stats by incident type

This report will provide incident counts and compare them by organizational assignments.

The screenshot shows a software window titled "EI quarterly trends: Incident type trends by # involved officers' based on assignment at time of involvement". The window has a menu bar with options: Back, Print chart, Print Grid, Print sparklines, Copy, To Excel, and Sparkline colors. Below the menu bar, there are three main sections for selection:

- 1 - Organizational level of analysis:** A list box containing "Division", "Bureau", "Assignment", "Squad", "[Un-used]", and "[Un-used]".
- 2 - Incident-level org assignment:** An empty box with "Select all" and "Un-select all" buttons below it.
- 3 - Incident type(s):** A list box containing "Discretionary arrest", "Drug test", "Firearm discharge", "Forced entry", "Administrative Investigation", "Citizen complaint", "First Report of Accident", "Personal Injury", and "Integrity test". It also has "Select all" and "Un-select all" buttons below it.

To the right of these sections are date and report type controls:

- Month:** A dropdown menu set to "March".
- Year:** A dropdown menu set to "2019".
- Report Type:** Radio buttons for "Month totals" (selected) and "YTD totals".
- Years Back:** A dropdown menu set to "3" with the text "years back".
- Create the report:** A button.

At the bottom of the window, there is a tabbed interface with "Chart", "Data", and "Sparklines" tabs. The "Chart" tab is currently selected.

1. Select the Organizational Level
2. Select the Incident Level Org Assignment
3. Select the Incident Types
4. Select Monthly or YTD for totals
5. Select how many years back for the report
6. Create the Report



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Report Example below: (Administrative Investigations by Division)

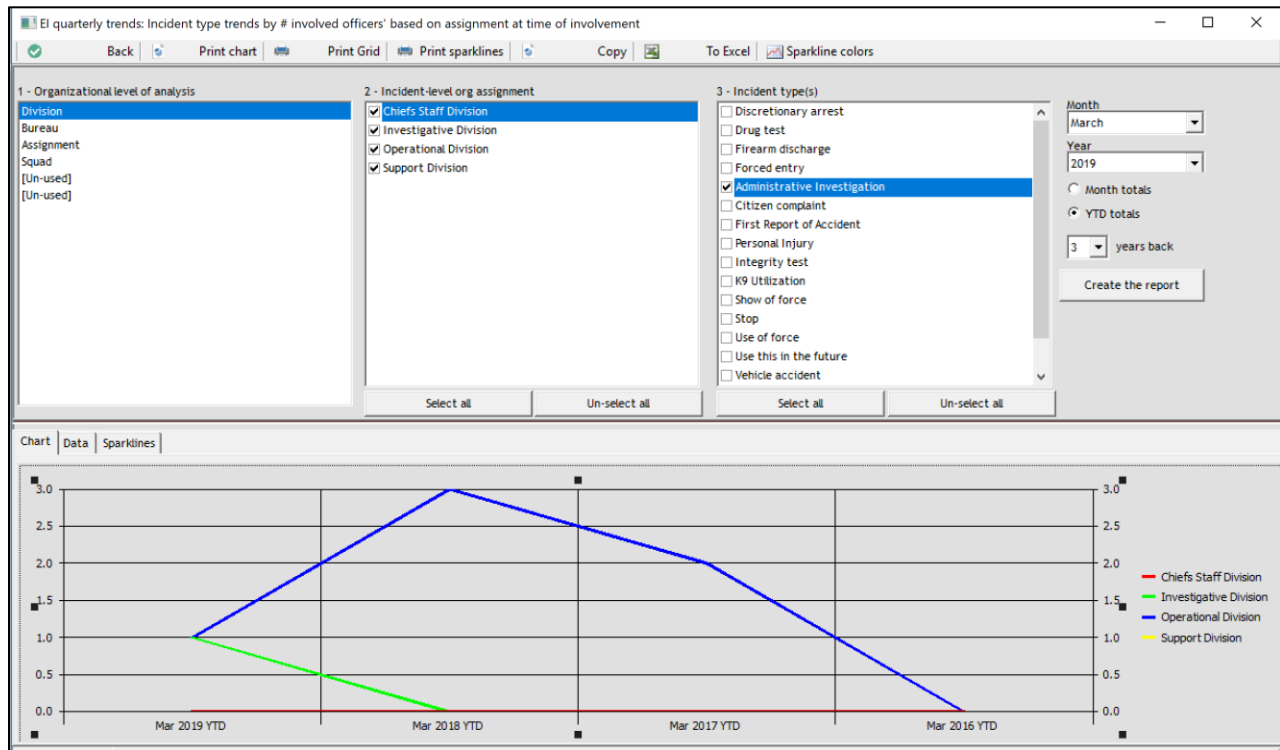


Chart Data Sparklines

	Mar 2019 YTD	Mar 2018 YTD	Mar 2017 YTD	Mar 2016 YTD
Chiefs Staff Division	0	0	0	0
Investigative Division	1	0	0	0
Operational Division	1	3	2	0
Support Division	0	0	0	0
Total:	2	3	2	0

Chart Data Sparklines


	Mar 2019 YTD	Mar 2018 YTD	Mar 2017 YTD	Mar 2016 YTD
Chiefs Staff Division	0	0	0	0
Investigative Division	1	0	0	0
Operational Division	1	3	2	0
Support Division	0	0	0	0

### Ad-hoc aggregate statistics

This report will give you aggregate totals of different parts of the incidents.

1. Choose the incident types for the report.
2. Choose the data element to be tallied.
3. Click on Run Report

Incident column definitions



1 - Choose the incident type(s)

- ☒ Administrative Investigation
- ☐ Citizen complaint
- ☐ First Report of Accident
- ☐ Personal Injury
- ☐ Discretionary arrest
- ☐ Drug test
- ☐ Firearm discharge
- ☐ Forced entry
- ☐ Integrity test
- ☐ K9 Utilization
- ☐ Show of force
- ☐ Stop
- ☐ Use of force
- ☐ Use this in the future

Select All Clear All

2 - Choose the data element to be tallied

- [Un-used]
- [Un-used]
- Access level
- Assignment
- BlueTeam entry by
- Bureau
- Category flag
- Citizen was arrested
- Citizen was injured
- Citizen went to hospital
- Classification
- Contributor
- County/location
- Disposition**
- Division
- Drug found - hair test
- Drug found - urine test
- Drug test disposition
- Drug test reason
- Drug test result
- Extension of investigation

Report date range: 01/01/2017 03/13/2019

Cancel
Run report

In the below example the dispositions were tallied for Administrative Investigations.

Grid format display   Rich text report format display		
Disposition	Count	% of Total
[No Entry]	1	5%
No Violation	1	5%
Not Sustained	2	10%
Partially Sustained	2	10%
Sustained	13	62%
Unfounded/False	2	10%

### K-9 Bite ratio analytics

1. Select the Organizational Level you wish to search from.
2. Select the assignment or "Select All."
3. Select the date range
4. Create Report

The screenshot shows the 'K9 Bite Ratio Analysis' web application. It features a top navigation bar with 'Back', 'Print Grid', and 'Detail > Excel' links. The main interface is divided into three sections: 'Organizational level of assignment' on the left, 'Assignments' in the center, and 'Incidents received' on the right. The 'Organizational level of assignment' section has a dropdown menu currently set to 'Division'. The 'Assignments' section contains a list of four items: 'Chiefs Staff Division', 'Investigative Division', 'Operational Division', and 'Support Division', all of which are checked. Below this list are 'Select all' and 'Un-select all' buttons, and radio buttons for 'Current assignment' (selected) and 'Assignment at time of'. The 'Incidents received' section includes date pickers for '01/01/2017' and '03/13/2019', a 'through' label, and a 'Create the report' button.

The below is an example of the report.

Handler officer	Division currently assigned	# Involved K9 Utils	# w/bites	Bite Ratio
Smith, Michael John Master P.O. [1611 / 0864]	Operational Division	1	1	100%
Acosta, Calvin Robert Officer [1212 / 582]		4	2	50%
Avenilla, Jose William Officer [8843 / 583]		2	0	0%


### Top percentile report

This is a report designed to show you the top percentage of employees involved in incidents. This report is useful when evaluating an Early Warning program.

1. Enter the percentage for the report.
2. Select the incident type
3. Select the organizational level
4. Select the assignment level or "Select All"
5. Enter the date range for the search
6. Create Report

×

**Early Intervention: Top percentile by current assignment**



**Peer comparison by current assignment. Identify employees that may need review...**

I want to see the top  percent employees based on the criteria below...

Incident type criteria

Drug test  
Firearm discharge  
Forced entry  
Administrative Investigation  
Citizen complaint  
First Report of Accident  
Personal Injury  
Integrity test  
K9 Utilization  
Show of force  
Stop  
Use of force

Organizational level

Division  
Bureau  
Assignment  
Squad  
[Un-used]

Current assignment

☒ Chiefs Staff Division  
☒ Investigative Division  
☒ Operational Division  
☒ Support Division

Select all

Un-select all

Incidents received date range

Beginning from:  through

Create the report

Done

An example of the results of the report are shown below: This example shows the top 10% of employees who use force in the Operations Division.

Early Warning: organizational-component top percentile	
Peer comparison by current assignment. Identified employees that may need review	
Report criteria:	
Top 10 percent	
Incident type: Use of force	
Organizational level: Division	
For incidents received: Jan 01, 2017 - Mar 13, 2019	
Operational Division	
# of Incidents	Officer
3	Officer Eric Lee Beard [952/7712]
2	Officer George David Drumman [6654/09098]

## Settings

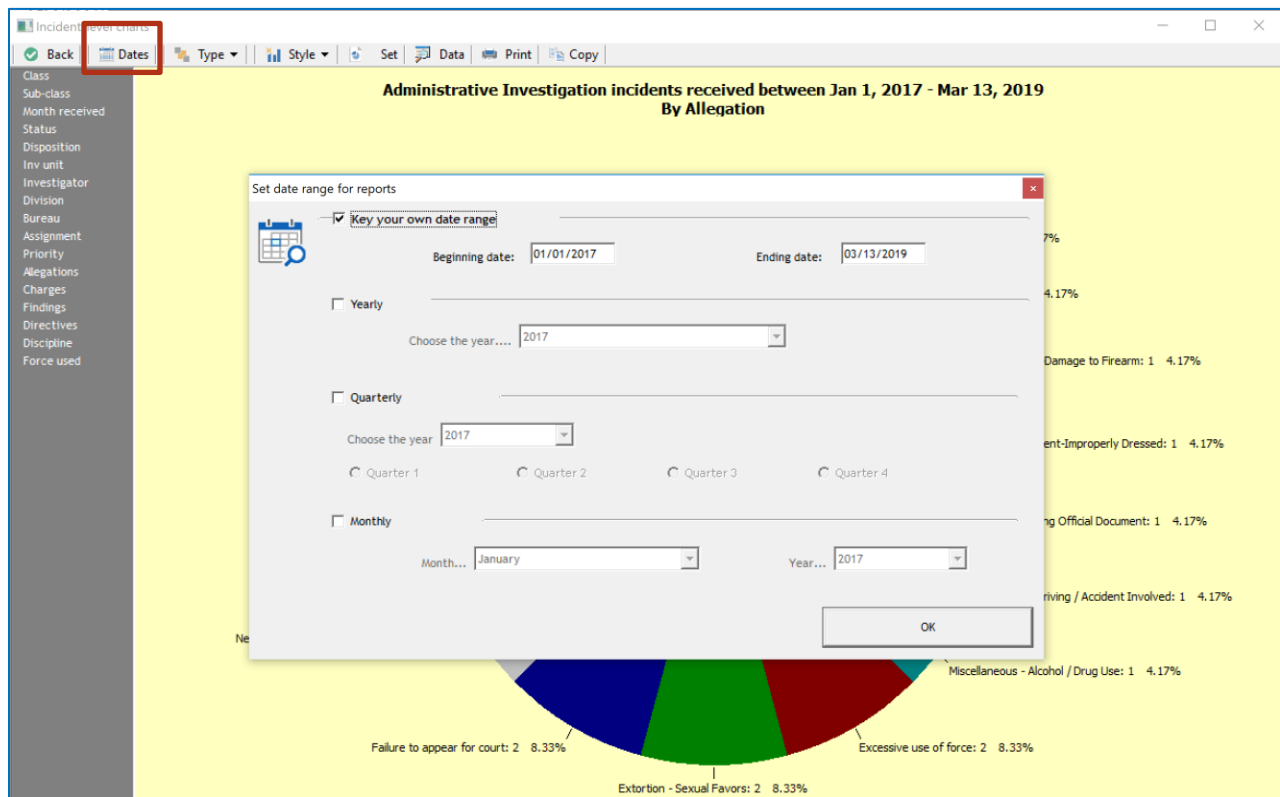
### Florida FOIA Report

## Charts

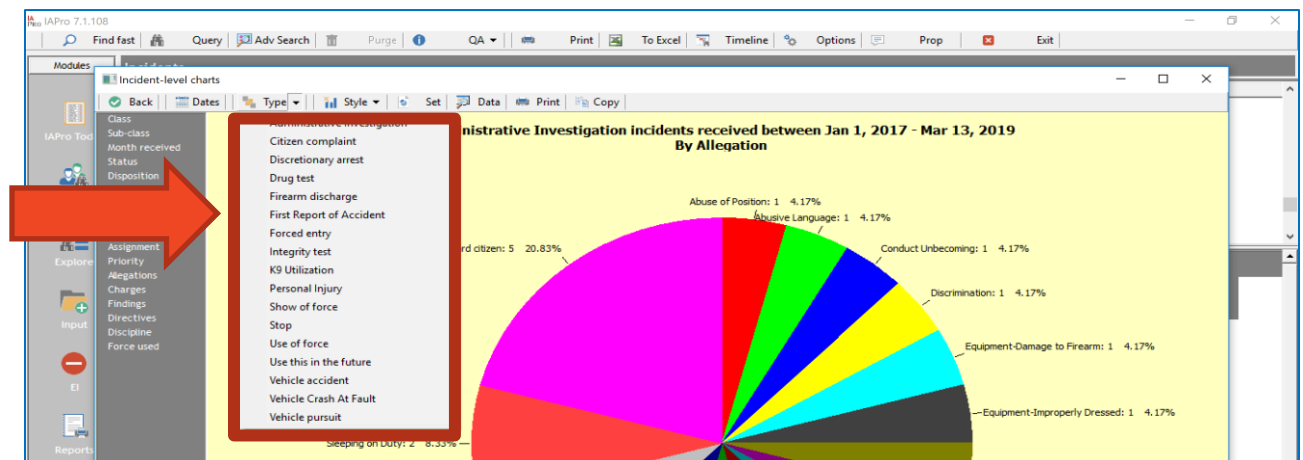
All charts are created in the same manner.

### Incident level aggregate charts

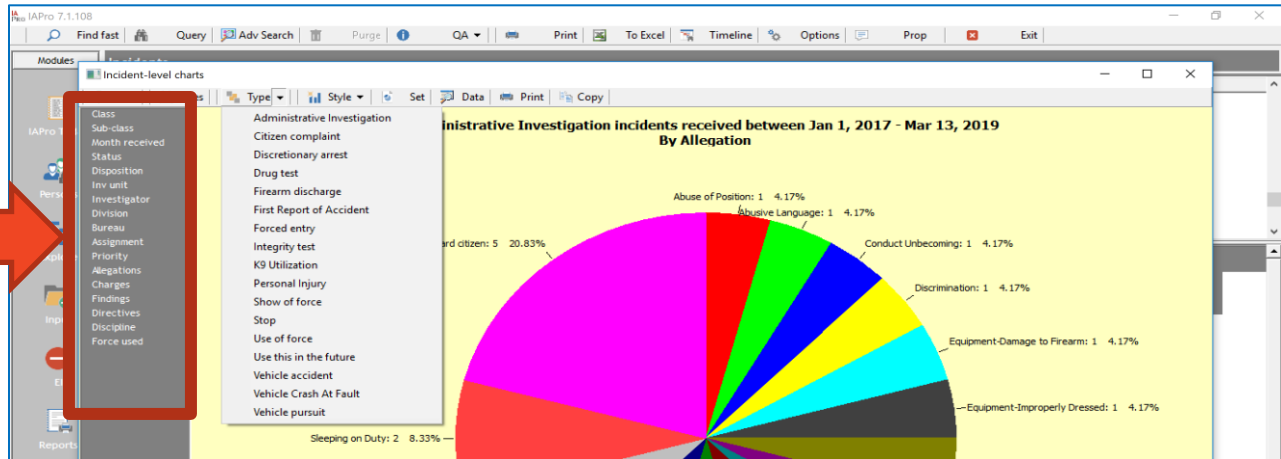
1. Select your date range



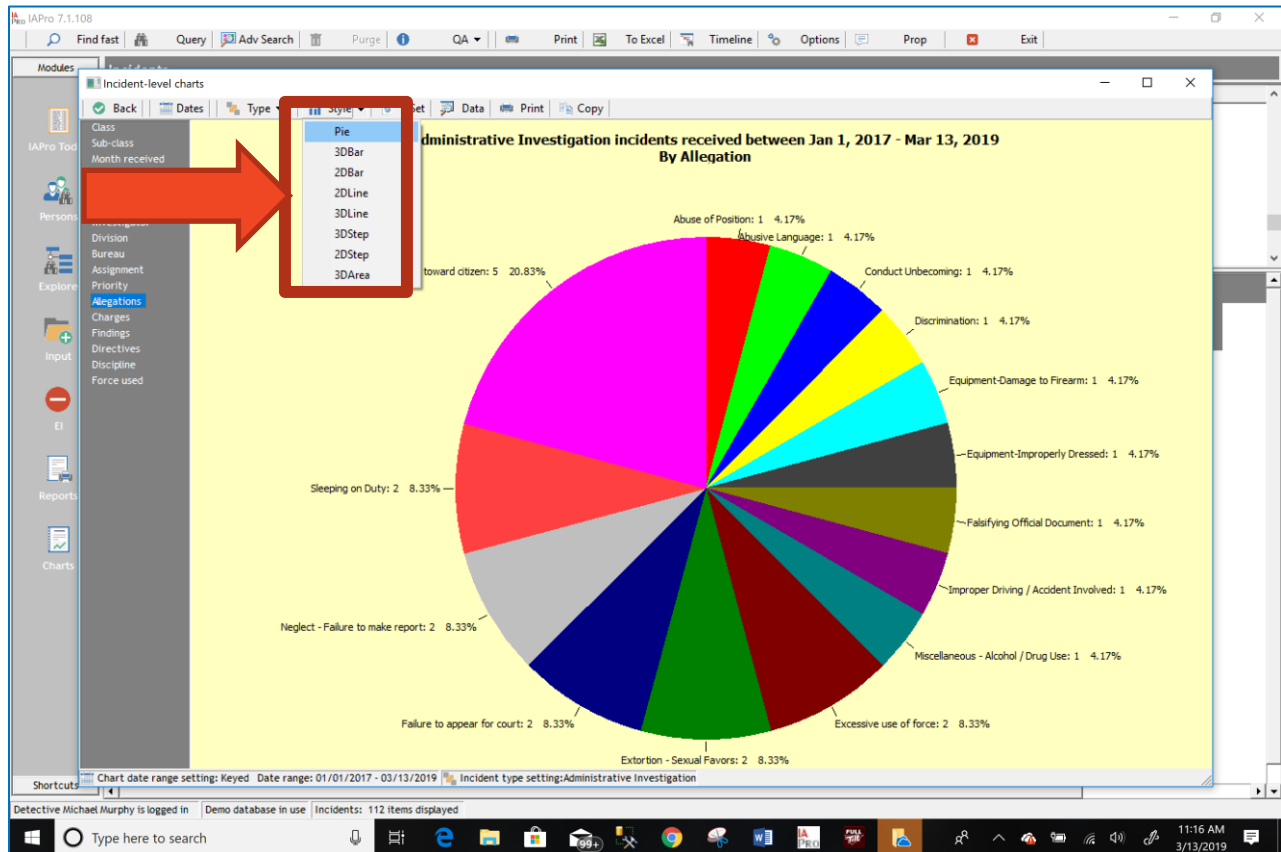
2. Select the incident type for the chart.



3. Select what you want to be tallied from the left-hand list.

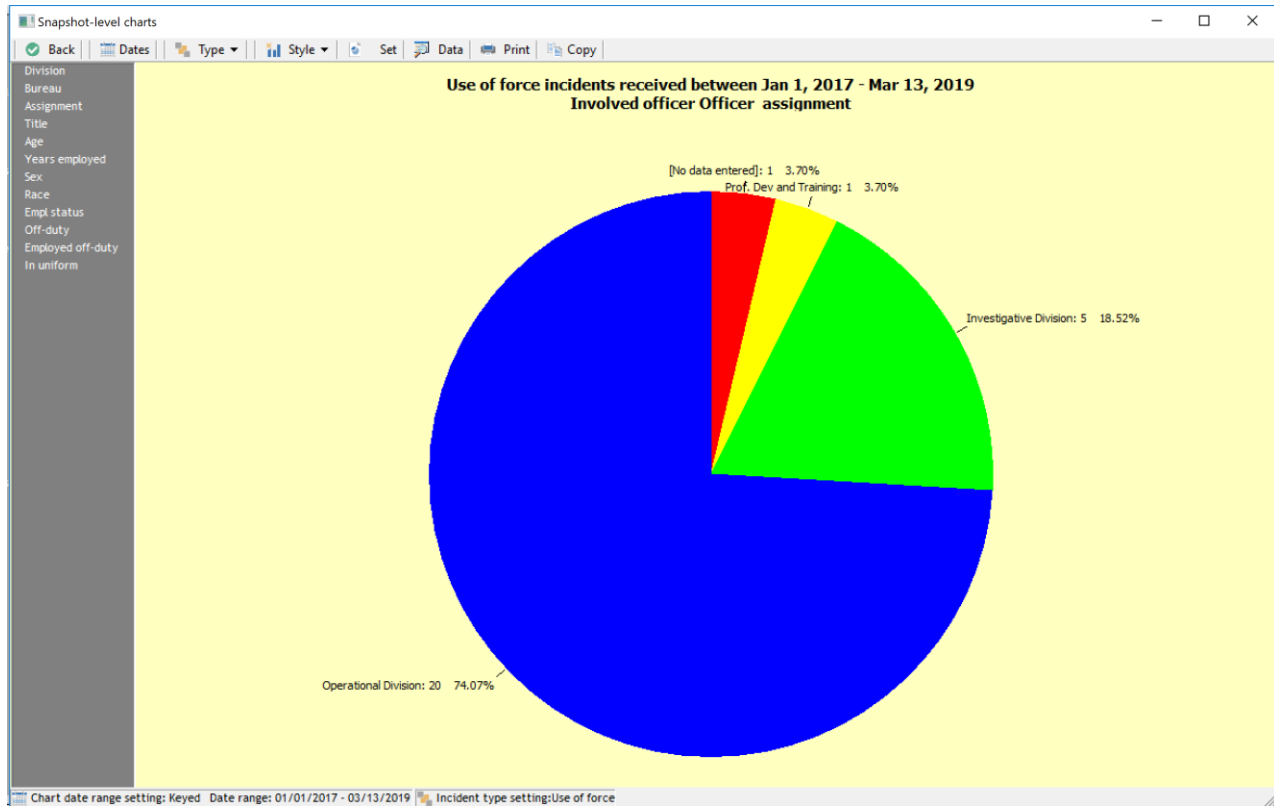


4. Select the style of your chart



## Snapshot level aggregate charts

Follow the above directions. Example chart below:



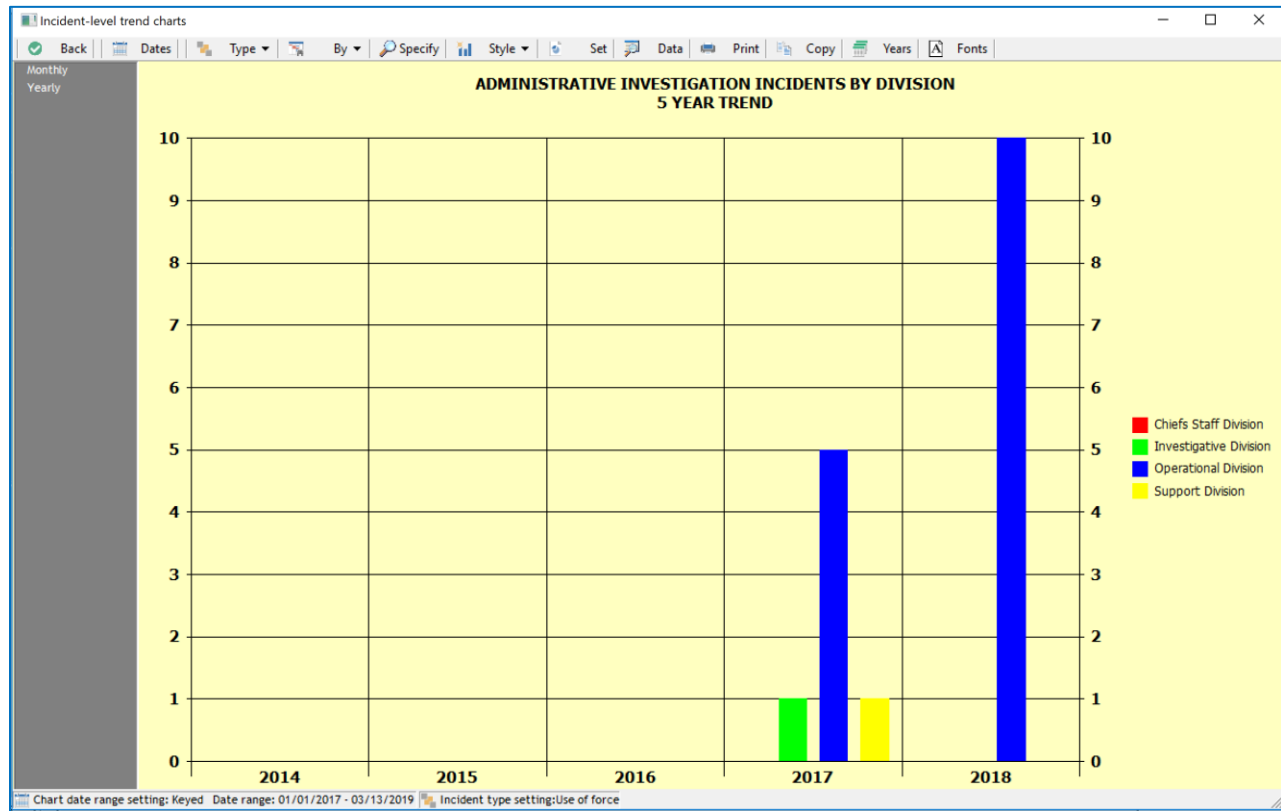


## IAPro Instructional Manual

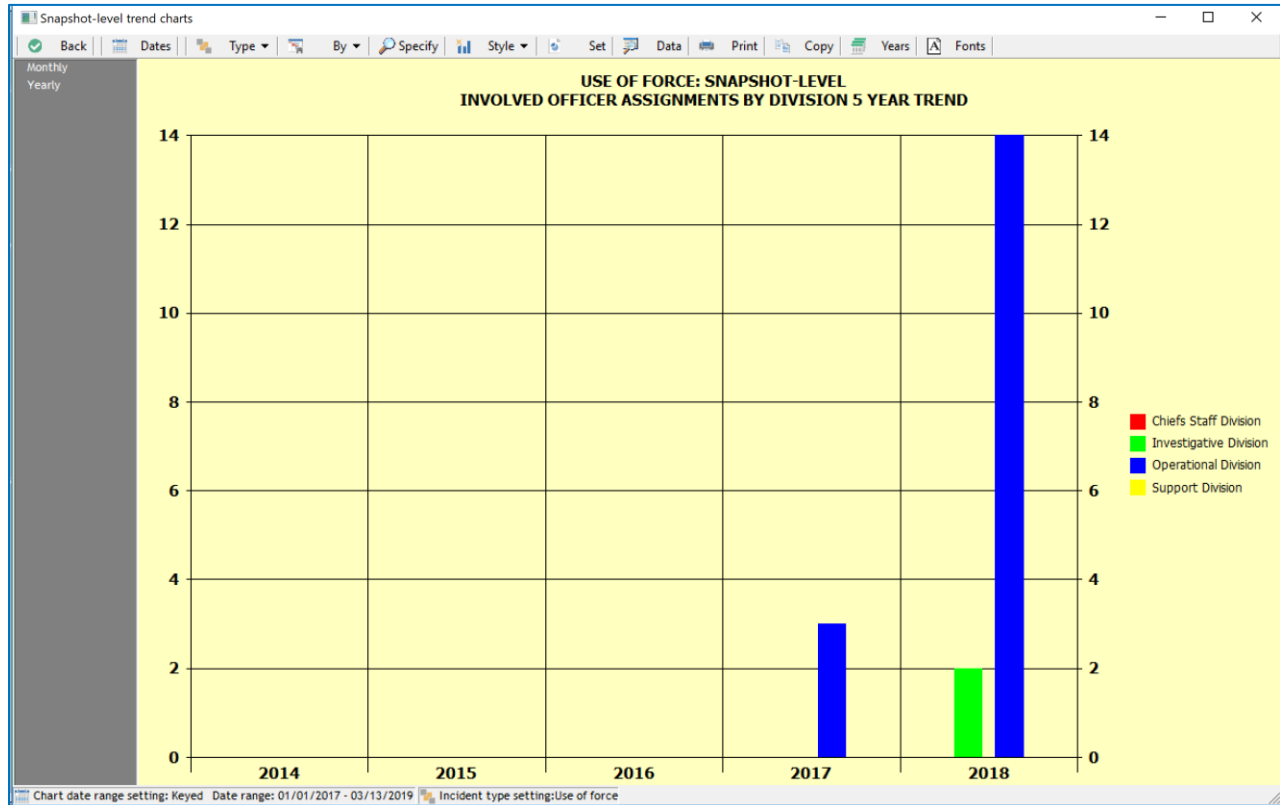
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## Incident level trending charts

Example chart below:

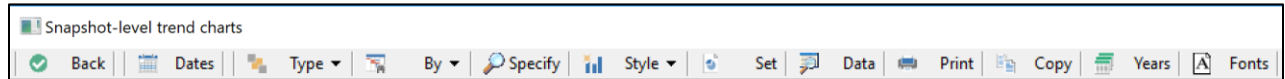


## Snapshot level trending charts

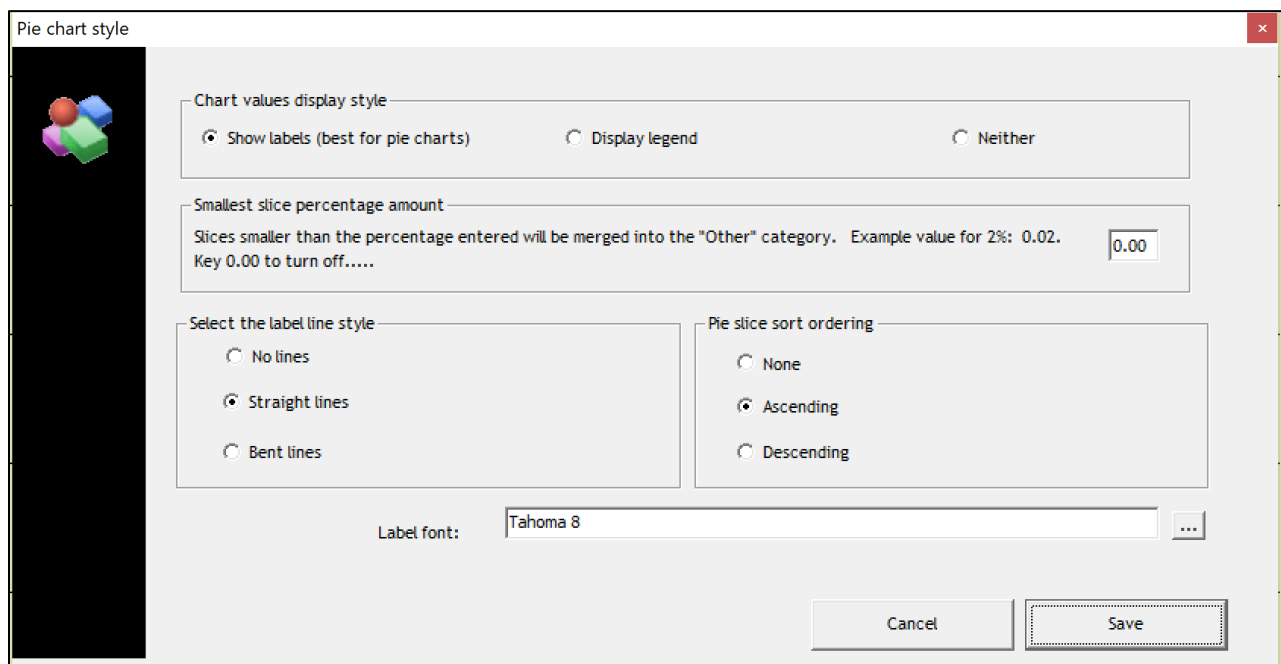


## Other Chart features





The bar at the top of the charts assist you not only with chart settings but other information as well.



**Charts Set Feature:** Allows you to show labels or display the legend or the chart. You can manipulate the percentages to clean up your chart if it is too “busy.” And finally, you can select a label font.

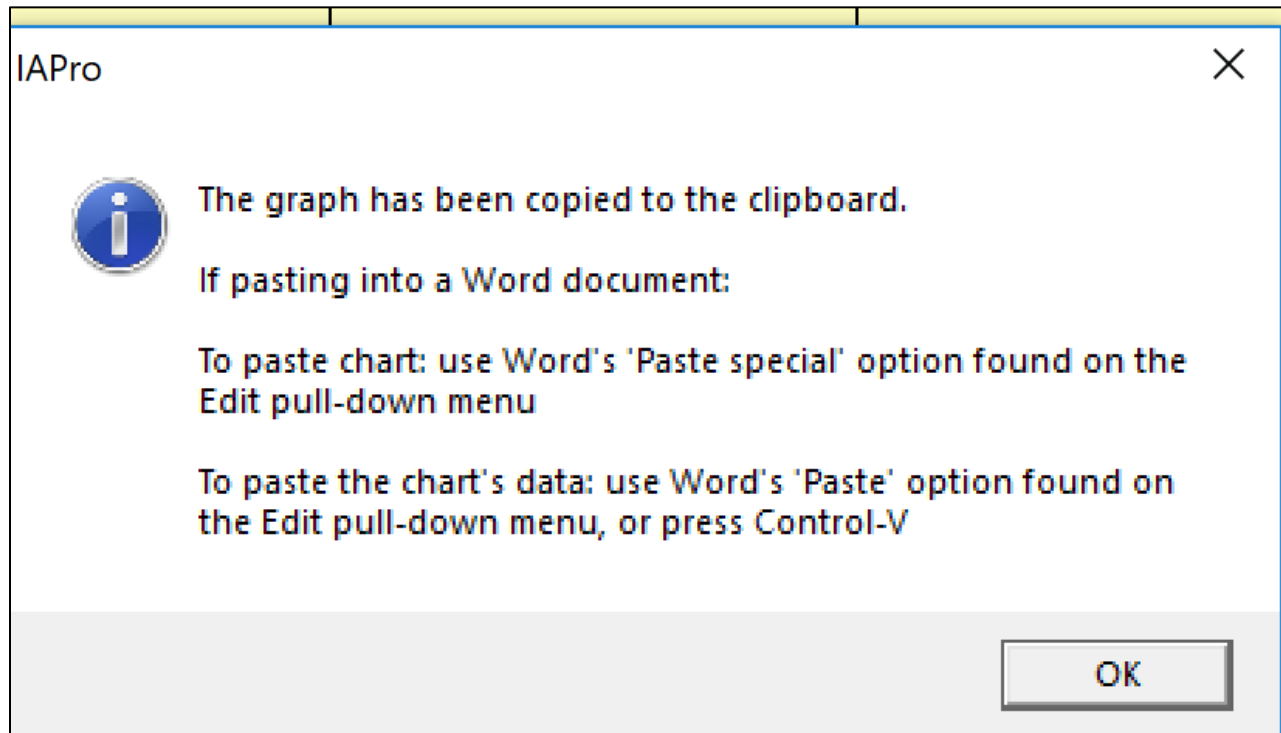


**Charts Data Feature:** Allows the user to view the data included in the chart.

Printed report view/print		
 Back	 Print	 Font  Save
USE OF FORCE: SNAPSHOT-LEVEL INVOLVED OFFICER ASSIGNMENTS BY DIVISION 5 YEAR TREND		
2014	Chiefs Staff Division	0
2014	Investigative Division	0
2014	Operational Division	0
2014	Support Division	0
2015	Chiefs Staff Division	0
2015	Investigative Division	0
2015	Operational Division	0
2015	Support Division	0
2016	Chiefs Staff Division	0
2016	Investigative Division	0
2016	Operational Division	0
2016	Support Division	0
2017	Chiefs Staff Division	0
2017	Investigative Division	0
2017	Operational Division	3
2017	Support Division	0
2018	Chiefs Staff Division	0
2018	Investigative Division	2
2018	Operational Division	14
2018	Support Division	0

**Charts Print Feature:** Allows the chart to be printed

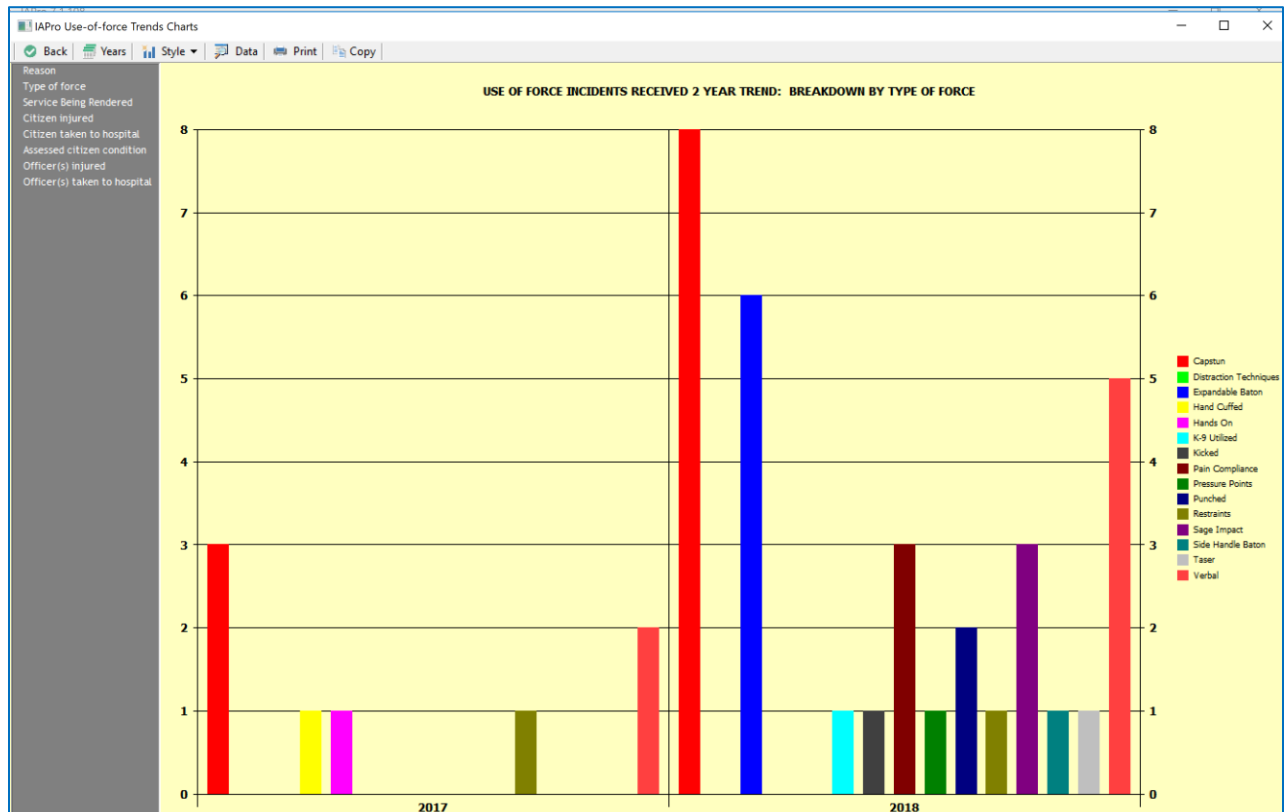
**Charts Copy Feature:** Allows the chart to be copied and pasted into a Microsoft Word document or PowerPoint Presentation.



## More Charts

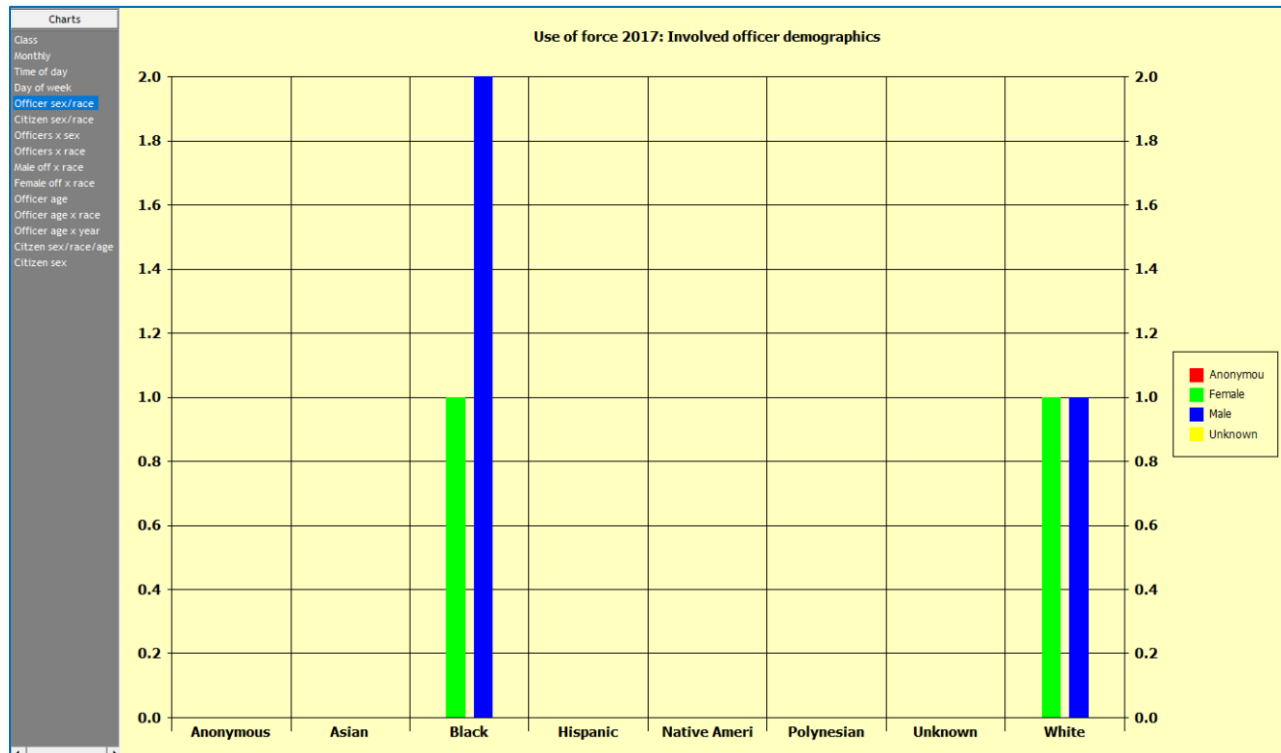
### Non-investigative incident trend charts

Click on any of these non-investigative incident type trend charts, choose how many years for comparison and the data element for comparison. You may select Monthly or Yearly trend charts.



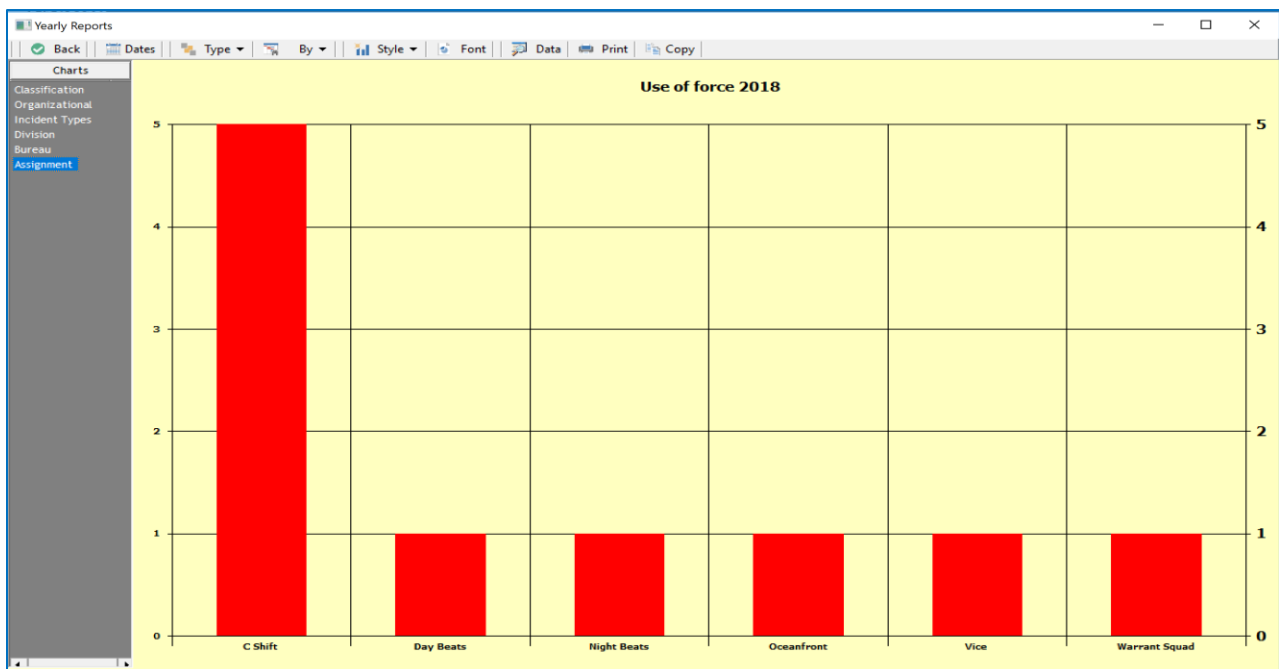
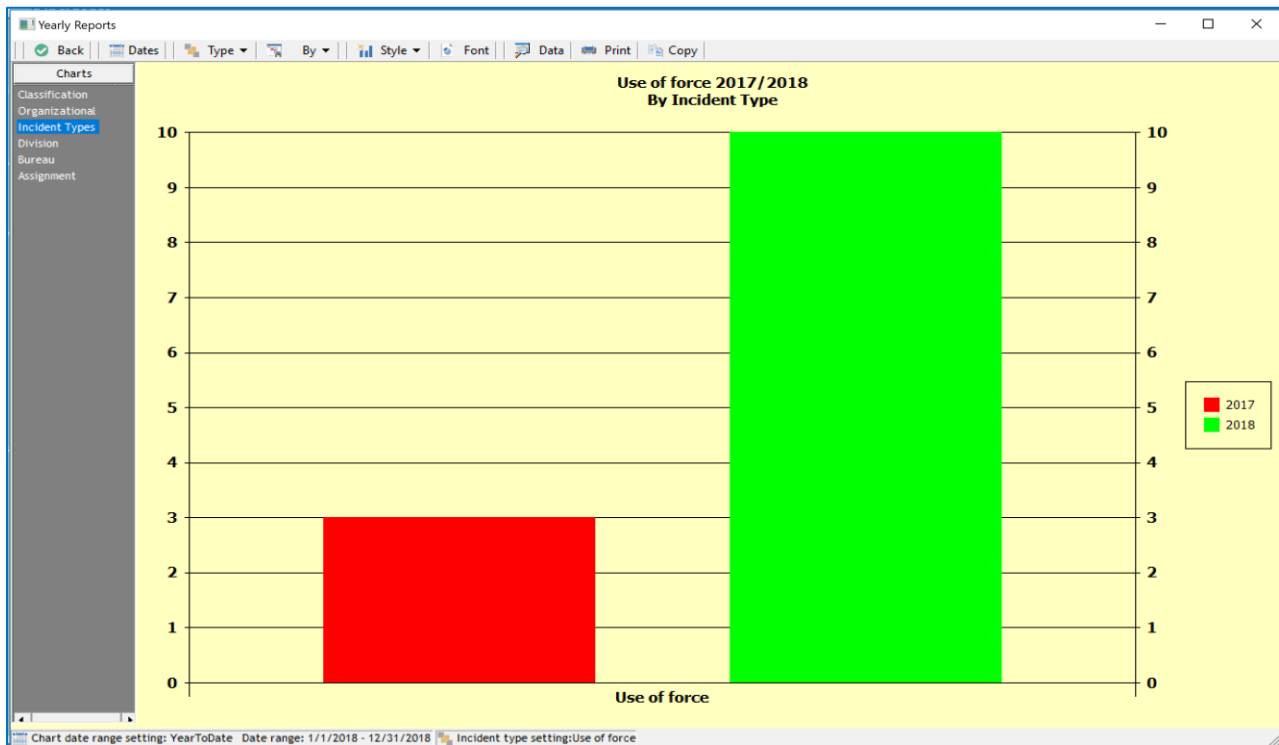
## Year-end chart

The year-end chart will provide demographic information for each incident type.



### Year-end organizational chart

The year-end organizational chart will compare two years side by side by Organizational Level or Incident type.



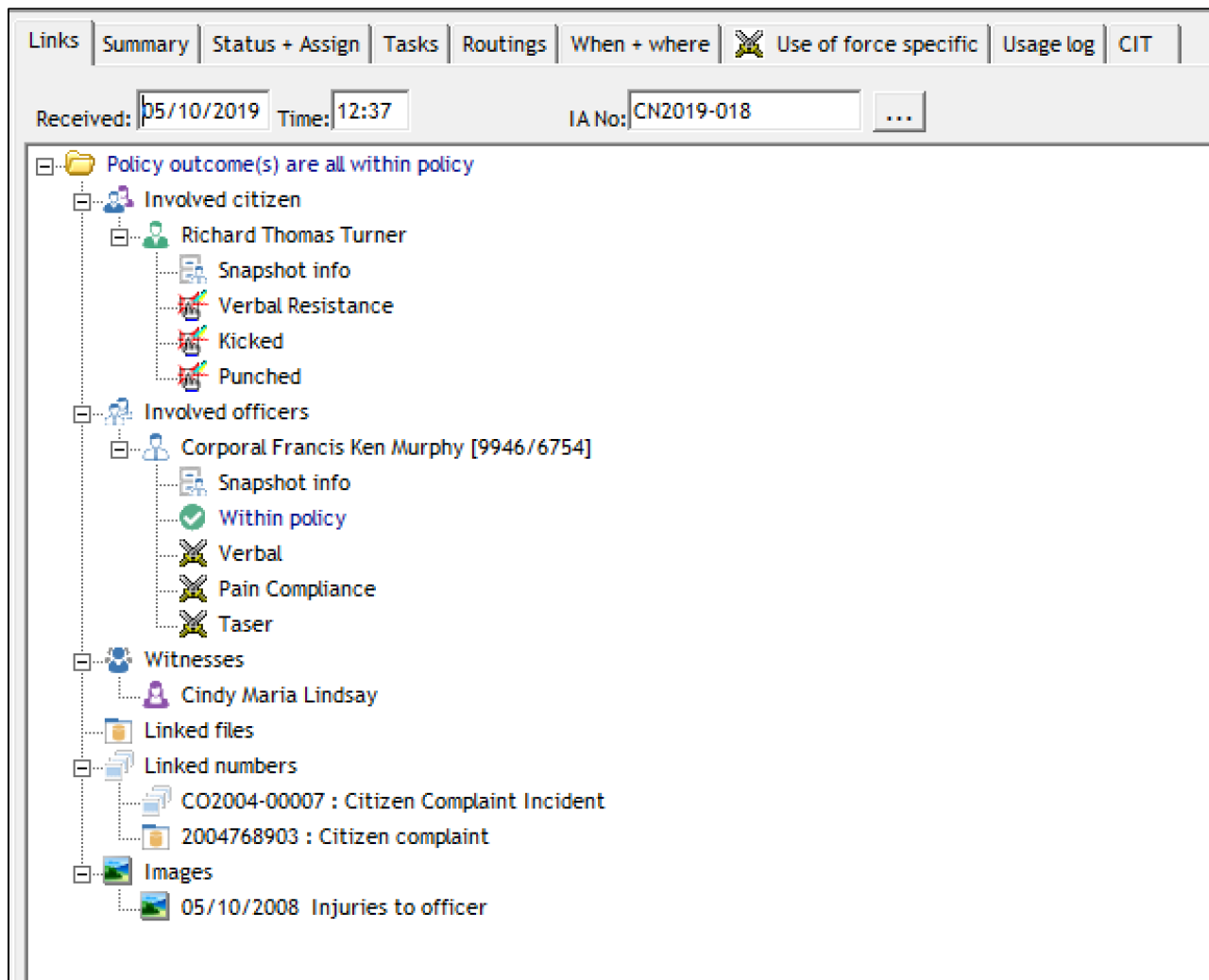


## Other Key Features and Navigation Tips

### Policy Outcomes

If the administrator has enabled Policy Outcomes for IAPro/BlueTeam, they will appear on the links page of an incident.

Below is an example of a Use of Force that was Within Policy




The screenshot displays the IAPro interface for incident CN2019-018, received on 05/10/2019 at 12:37. The 'Use of force specific' tab is selected, showing a hierarchical tree of incident details. The tree indicates that all policy outcomes are within policy. Key details include:

- Involved citizen:** Richard Thomas Turner
  - Snapshot info
  - Verbal Resistance
  - Kicked
  - Punched
- Involved officers:** Corporal Francis Ken Murphy [9946/6754]
  - Snapshot info
  - Within policy (marked with a green checkmark)
  - Verbal
  - Pain Compliance
  - Taser
- Witnesses:** Cindy Maria Lindsay
- Linked files:**
- Linked numbers:** CO2004-00007 : Citizen Complaint Incident, 2004768903 : Citizen complaint
- Images:** 05/10/2008 Injuries to officer

To edit the policy outcome in IAPro, click on Policy Outcome and your options will appear. Select the appropriate option and click OK to save changes.

**Policy outcome for Officer**

**Policy review outcome**

 ☒ **Within policy**

☐ **Not within policy**

☐ Inappropriate force - training and tactics

☐ Excessive force used - misconduct

☒ Not yet entered

☐ Within policy - but secondary policy shortfall

☐ No applicable policy - policy failure to be addressed

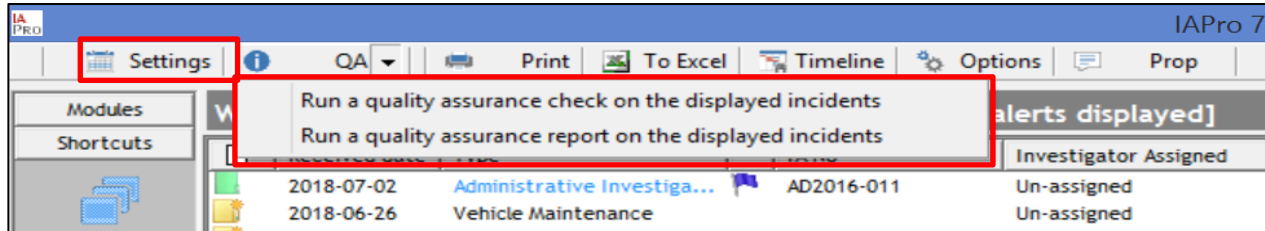
☐ Review in process

☐ Not yet entered


OK

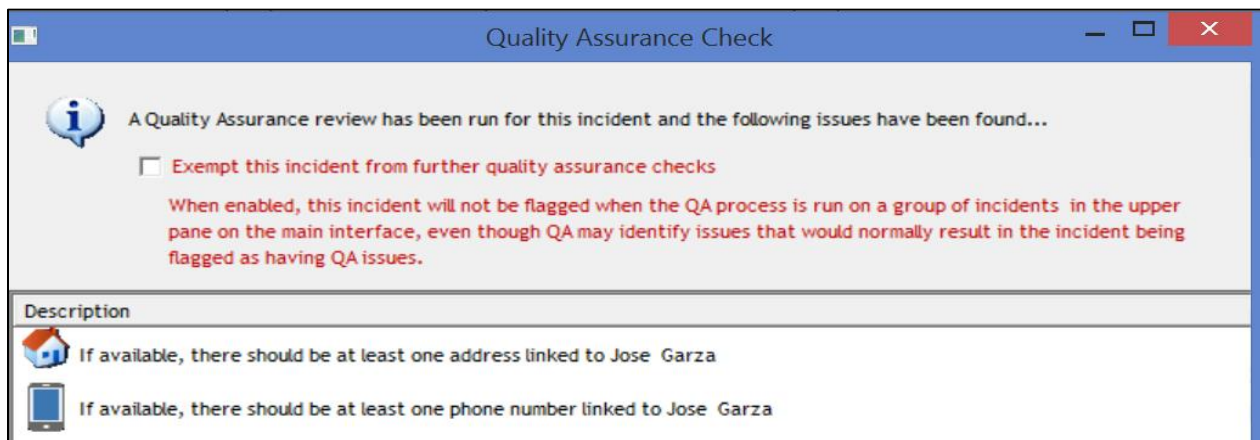
## Quality Assurance Checks

The QA button on the incident screen will allow the user to conduct a Quality Assurance check or run a Quality Assurance report of the incidents showing in the upper pane.

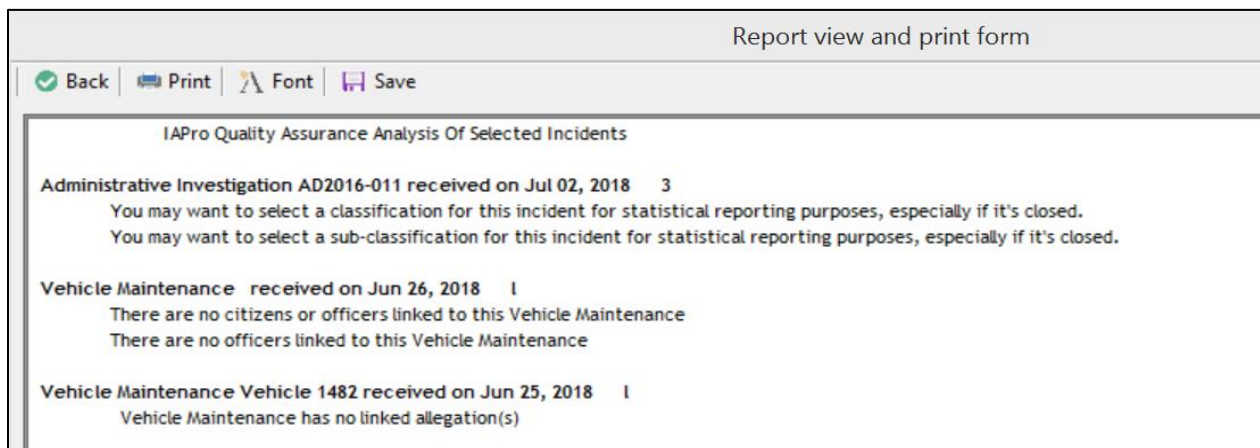


### Example of Quality Assurance Check

After running a check, if an  icon appears, you can right click on the incident, select "Run QA check" and a list will appear with possible issues that need attention.



### Example of Quality Assurance Report

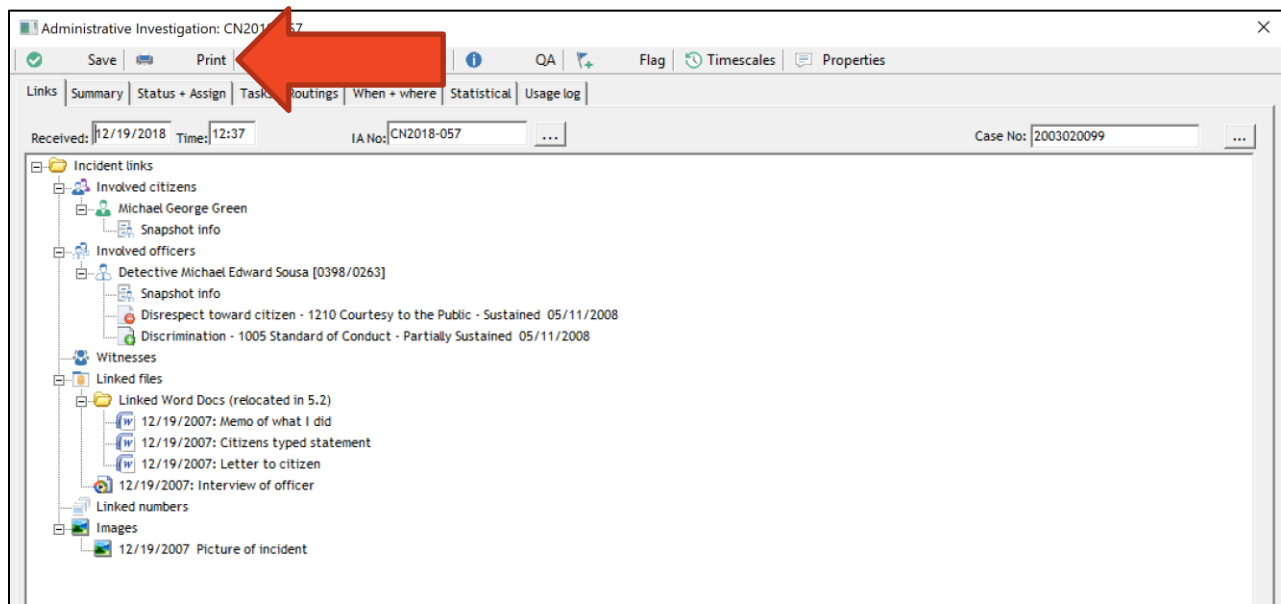


## Print Function

The Print function can be used to create a printable format for any incident as well as reports and charts.

Sometimes it is helpful to copy the report and paste it into a Microsoft Word document, thereby giving you the ability to adjust the margins and the orientation (Portrait-Landscape)

The Print tab is usually located at the top of the incident or report. (See below)



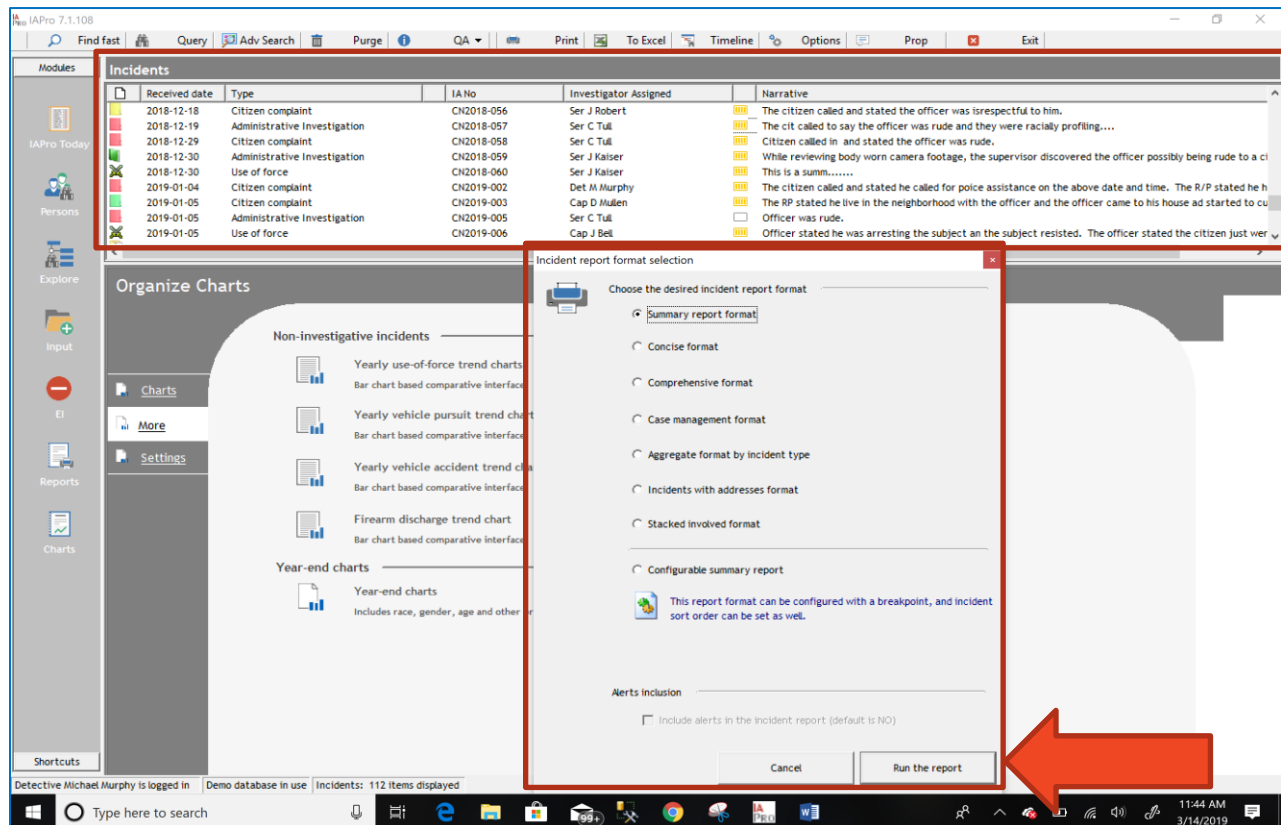
## IAPRO Instructional Manual

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If the user has a list of incidents visible in the incident screen, the user can also print these incidents in a variety of formats. (See Below)

By selecting one of the different formats and clicking on “Run the Report”, a screen preview will appear before you print.

Any report can be edited by removing items or adding items before printing or saving.

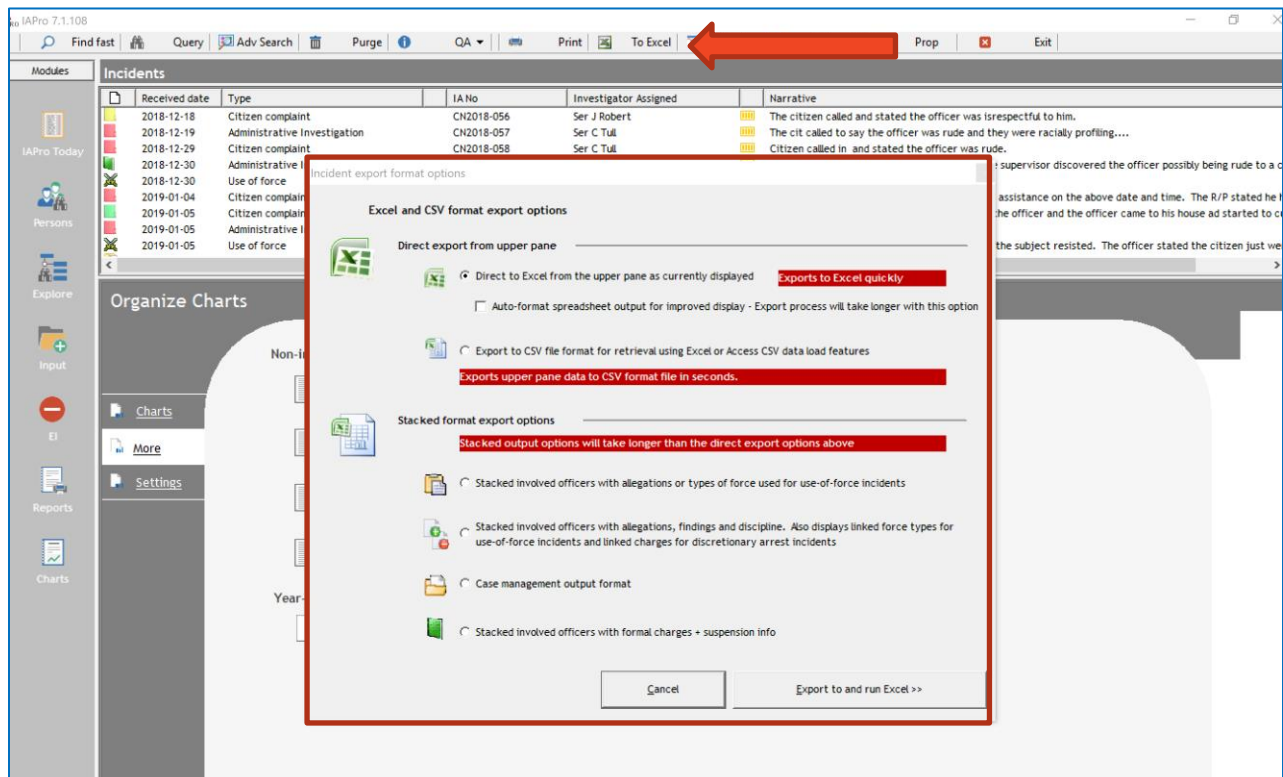


## To Excel Function

The “To Excel” button is available for incidents listed in the upper area of the incident screen as well as some reports. If reports are only available in Rich Text format then you will not be able to export to Excel.

When exporting a list of incidents to Excel, simply click on the “To Excel” button at the top of the screen and then choose from the options available.

The top two options should export very quickly. The bottom options may take a few minutes, depending on how many incidents you are exporting and how much of the narrative you are including.

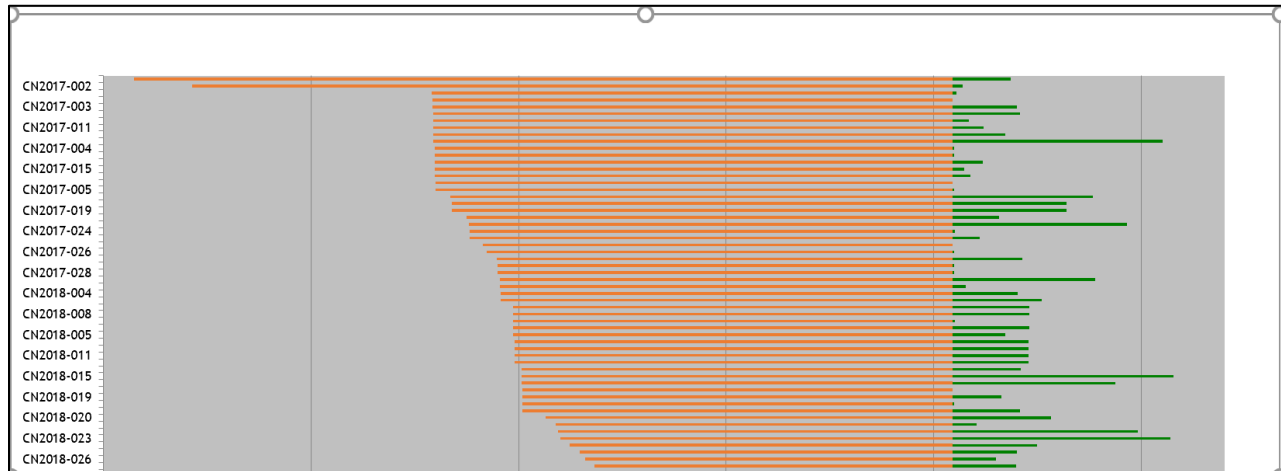


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## Timeline

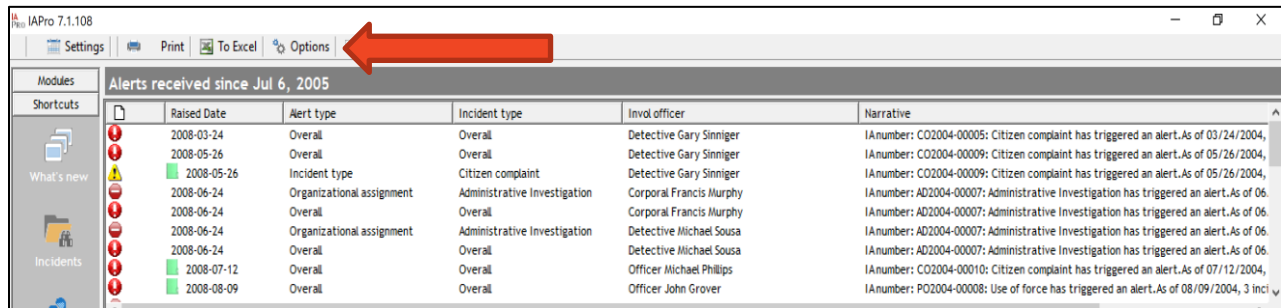
The Timeline function can be used when you have incidents in the upper pane of the Incidents Screen. It provides a chart and Excel report calculating Due Dates and dates to Completion for the incidents shown.



	A	B	C	D	E	F	G	H	I
1	IA No	Received Date	Timespan	Due Dt	# Days: Rec'd - Due	Completed Dt	# Days: Rec'd - Completed	Received <> Now	
2	CN2019-021	5/26/2019	1	7/25/2019	60	5/27/2019	1	-73	
3	CN2019-020	5/23/2019	80	7/22/2019	60	8/11/2019	80	-70	
4	CN2019-019	5/11/2019	113	7/10/2019	60	9/1/2019	113	-58	
5	CN2019-017	5/10/2019	1	7/9/2019	60	5/11/2019	1	-57	
6	CN2019-018	5/10/2019	1	5/24/2019	14	5/11/2019	1	-57	
7	CN2019-015	4/6/2019	1	6/5/2019	60	4/6/2019	0	-23	
8	CN2019-016	4/6/2019	1	4/20/2019	14	4/6/2019	0	-23	
9	CN2019-014	4/5/2019	149	6/4/2019	60	9/1/2019	149	-22	
10	CN2019-012	3/24/2019	140	5/23/2019	60	8/11/2019	140	-10	
11	CN2019-013	3/24/2019	1	4/7/2019	14	3/25/2019	1	-10	
12	CN2019-022	3/13/2019	1			3/13/2019	0	1	
13	CN2019-023	3/13/2019	1			3/13/2019	0	1	
14	CN2019-009	2/26/2019	72	3/11/2019	13	5/9/2019	72	16	
15	CN2019-010	2/26/2019	83	4/26/2019	59	5/20/2019	83	16	
16	CN2019-011	2/26/2019	1	4/26/2019	59	2/26/2019	0	16	
17	CN2019-004	2/25/2019	17					17	
18	CN2019-007	2/25/2019	73	3/10/2019	13	5/9/2019	73	17	
19	CN2019-008	2/25/2019	73	4/25/2019	59	5/9/2019	73	17	
20	CN2019-001	1/18/2019	53	3/19/2019	60	3/12/2019	53	55	
21	CN2019-003	1/5/2019	124	3/5/2019	59	5/9/2019	124	68	
22	CN2019-005	1/5/2019	134			5/19/2019	134	68	
23	CN2019-006	1/5/2019	51	1/19/2019	14	2/25/2019	51	68	
24	CN2019-002	1/4/2019	125	3/4/2019	59	5/9/2019	125	69	
25	CN2018-063	12/31/2018	1			12/31/2018	0	73	
26	CN2018-061	12/31/2018	-1			12/30/2018	-1	73	
27	CN2018-062	12/30/2018	1			12/30/2018	0	74	
28	CN2018-060	12/30/2018	130	1/13/2019	14	5/9/2019	130	74	
29	CN2018-059	12/30/2018	130	2/28/2019	60	5/9/2019	130	74	
30	CN2018-058	12/29/2018	141	2/27/2019	60	5/19/2019	141	75	
31	CN2018-057	12/19/2018	143	2/17/2019	60	5/11/2019	143	85	

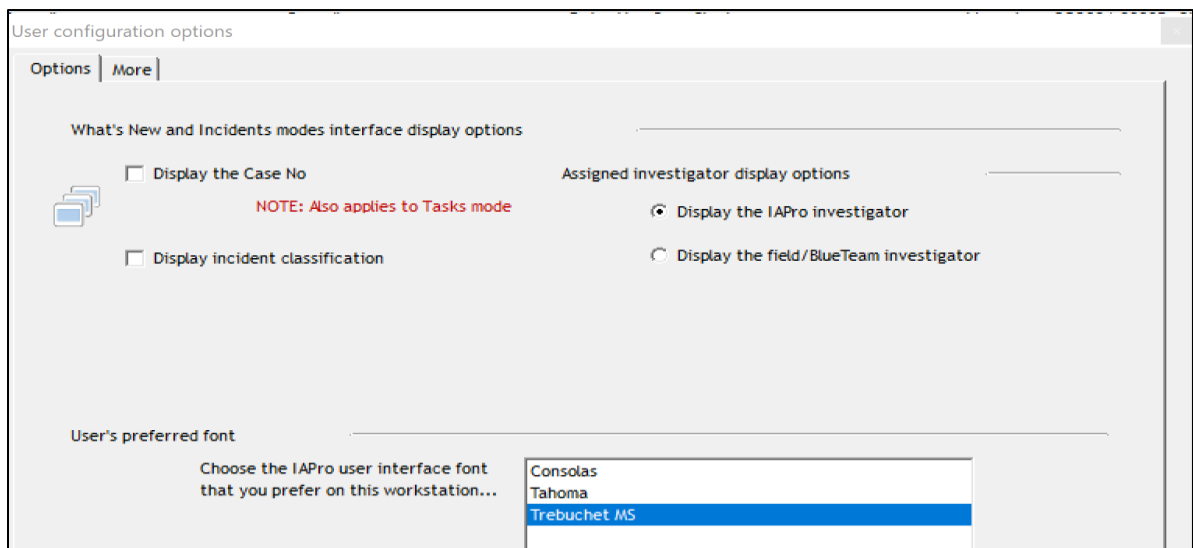
## View Options and Changing User Password

The Options tab visible from most modules contains two tabs.



Raised Date	Alert type	Incident type	Invol officer	Narrative
2008-03-24	Overall	Overall	Detective Gary Sinniger	IAnumber: CO2004-00005: Citizen complaint has triggered an alert.As of 03/24/2004,
2008-05-26	Overall	Overall	Detective Gary Sinniger	IAnumber: CO2004-00009: Citizen complaint has triggered an alert.As of 05/26/2004,
2008-05-26	Incident type	Citizen complaint	Detective Gary Sinniger	IAnumber: CO2004-00009: Citizen complaint has triggered an alert.As of 05/26/2004,
2008-06-24	Organizational assignment	Administrative Investigation	Corporal Francis Murphy	IAnumber: AD2004-00007: Administrative Investigation has triggered an alert.As of 06/24/2004,
2008-06-24	Overall	Overall	Corporal Francis Murphy	IAnumber: AD2004-00007: Administrative Investigation has triggered an alert.As of 06/24/2004,
2008-06-24	Organizational assignment	Administrative Investigation	Detective Michael Sousa	IAnumber: AD2004-00007: Administrative Investigation has triggered an alert.As of 06/24/2004,
2008-06-24	Overall	Overall	Detective Michael Sousa	IAnumber: AD2004-00007: Administrative Investigation has triggered an alert.As of 06/24/2004,
2008-07-12	Overall	Overall	Officer Michael Phillips	IAnumber: CO2004-00010: Citizen complaint has triggered an alert.As of 07/12/2004,
2008-08-09	Overall	Overall	Officer John Grover	IAnumber: PO2004-00008: Use of force has triggered an alert.As of 08/09/2004, 3 Inci

### 1. View Options



User configuration options

Options | More

What's New and Incidents modes interface display options

☐ Display the Case No  
NOTE: Also applies to Tasks mode

☐ Display incident classification

Assigned investigator display options

☒ Display the IAPro investigator

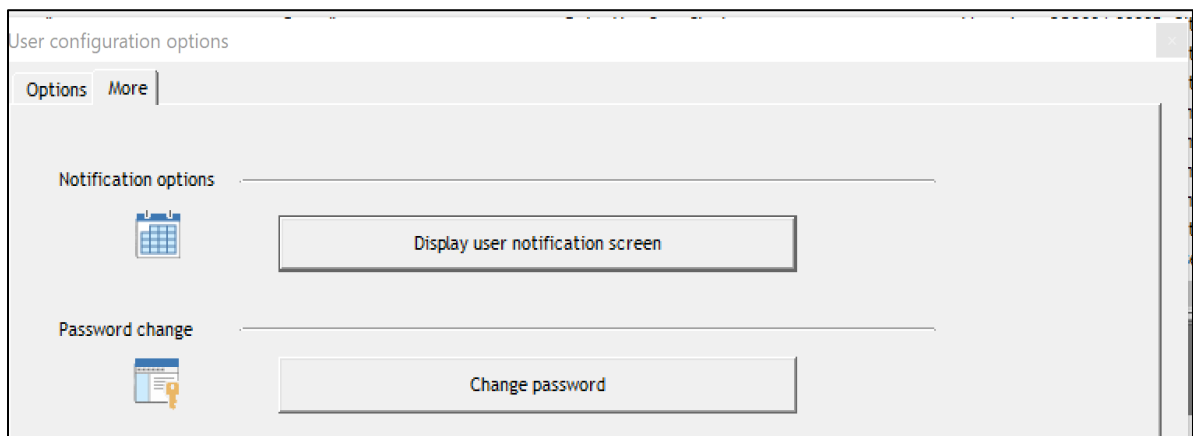
☐ Display the field/BlueTeam investigator

User's preferred font

Choose the IAPro user interface font that you prefer on this workstation...

Consolas  
Tahoma  
Trebuchet MS


### 2. Change Password




User configuration options

Options | More

Notification options

 Display user notification screen

Password change

 Change password



## Properties

The Properties tab provides information about the application, system settings and user settings. It is a view only screen.

For the incident Properties tab functionality, see [Properties](#) under “Miscellaneous Incident Functions.”

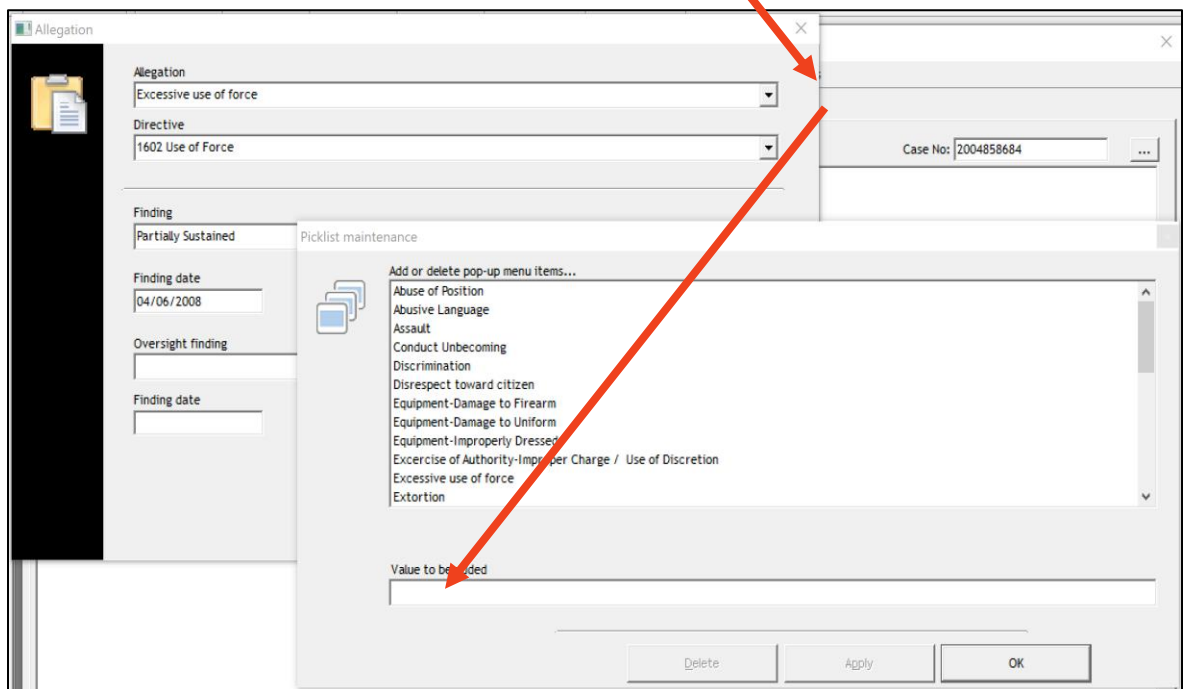
## Exit

The “Exit” tab is the safest way to close IAPro.

## Picklist Maintenance and the F2 Function

A user can be given permission by the administrator enabling picklist maintenance from the user side of IAPro using the F2 functionality. This functionality should be given to only a chosen few from your organization to maintain the integrity of the picklists.

1. Open a picklist by clicking on the down arrow of the list.
2. Click on F2 (Some computers might be Ctrl F2 or Fn F2)
3. Edit the picklist.



**Note:** There are a few picklists that are not available for editing using F2 functionality.

**Incident types, Classifications, Sub-classifications, Categories, Assigned investigator and Assigned supervisor**

## Dates in IAPRO

Dates in IAPRO should be entered with only numbers and no formatting such as dashes, dots or slashes. IAPRO will format the date based on your organizational settings.

## Phone Numbers and Social Security Numbers

Phone numbers and social security numbers should be entered without formatting. IAPRO will format the number.

## Icons and their meanings

### Incident Icons

The following is a list of the pre-formatted IAPRO Incident types. (Some of these may not appear in your Input options if you are in Non-Police agency mode. These icons can be seen from the input screen or the incident screen in the upper pane when incidents are provided by a search or query, as well as the What's New screen.



Discretionary Arrest



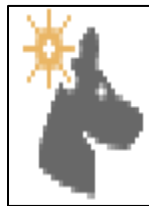
Integrity Test



Use of Force



Drug Test



K9 Utilization



Vehicle Accident



Firearm Discharge



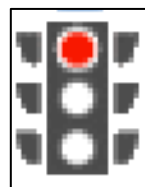
Show of Force



Vehicle Pursuit



Forced Entry



Stop

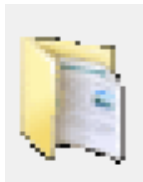
## Status and Disposition Icons



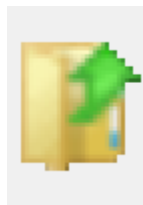
Initial Incident



Suspended Incident



Active or Open Incident



Forwarded Incident

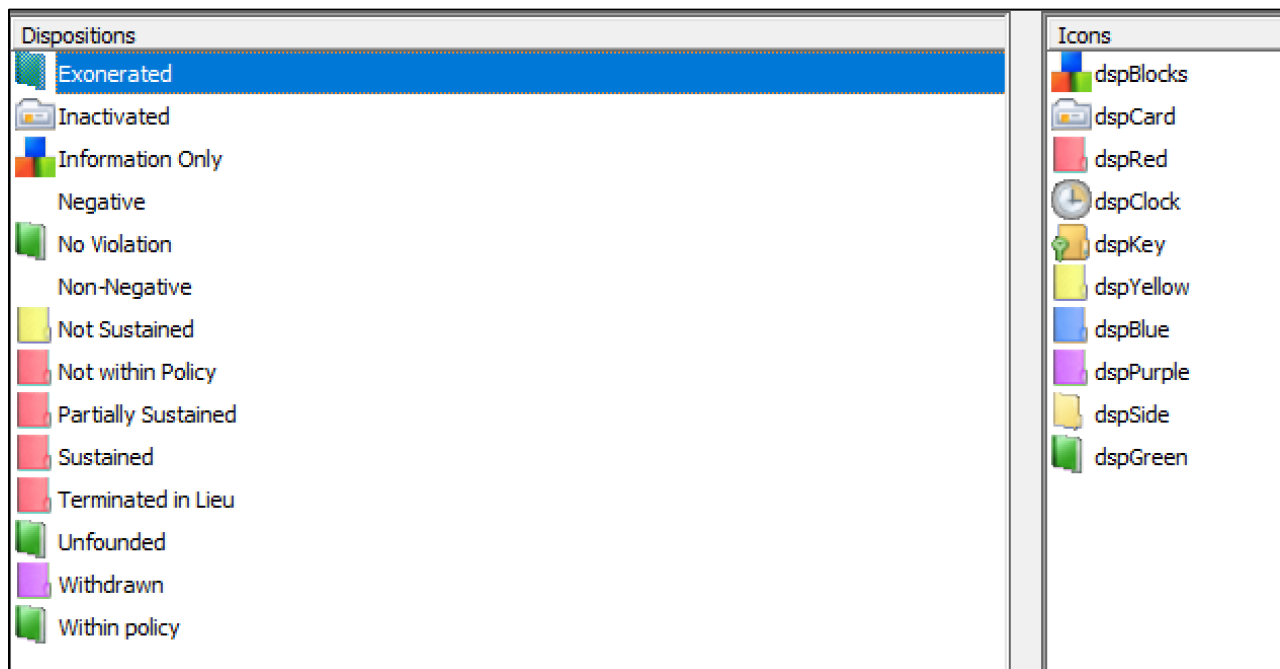


Completed or Closed Incident

### Optional Disposition Icons

As the administrator, additional icons are available to indicate the closed status of an incident according to type of incident. The following are available completed incident icons.

In the below chart, the completed incident icon options are on the right and an example of how to use those icon options are on the left:



### Task Icon

The task icon from the incidents upper level pane demonstrate the completion of tasks. If the square is full of bars, then all tasks have been completed. If the square is black, then no tasks are associated with the incident. If the square is gold and either empty or partially full, then tasks are pending completion in the incident.

	Received date	Type	IA No	Investigator Assigned		Narrative
	2019-04-06	Administrative Investigation	CN2019-015	Cap J Bell		This case was opened to investigate it....
	2019-01-24	Discretionary arrest	Test	Un-assigned		
	2019-01-18	Administrative Investigation	CN2019-001			Officer Avery was found behind a church sleeping while on duty.
	2018-11-04	Use of force	CN2018-058	Ser C Tull		I was attempting to arrest the subject and the subject resisted. I used only that force necessary to m
	2018-11-01	Use of force	CN2018-057	Cap D Mullen		The citizen came in and stated the officer sprayed him with some chemical that really hurt. He stated h
	2017-11-01	Administrative Investigation	CN2017-006	Ser J Kaiser		During the execution of a search warrant Officer Brown is accused of placing a flash bang in the area o

### Category Flags

Category flags are colored visual indicators that are activated within an incident type that appear in a designated column on the “What’s New” page of IA Pro. There are five colored flags available. The categories of each flag can be customized and are system-specific.

What's new: Un-completed incidents received since Jan 29, 201				
	Received date	Type		IA No
	2018-04-02	Citizen complaint		CC2016-010
	2018-04-02	Vehicle pursuit		VP2016-002
	2017-11-21	Use of force		UF2016-010
	2017-11-20	Administrative Referral		AI2017-002
	2017-09-28	Administrative Inquiry		AI2017-001

**Activating a Flag** - To activate a flag, do the following:

- 1) Open any Incident Type.
- 2) Click on the Flag button at the top of the incident.

Administrative Investigation: AD2016-007

Save | Print | BT Rpt | BlueTeam | QA | Flag | Timescales | Properties

Links | Summary | Status + Assign | Tasks | Routings | When + where | Statistical | Usage log | CIT

- 3) Select desired flag category and exit window. Only one flag can be selected at a time.

Flag setting for incident

☐ Pre-Discipli  
nary Me...

☒ Awaiting  
Documents

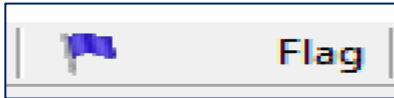
☐ Accident  
Revie...

☐ Discipline  
Review...

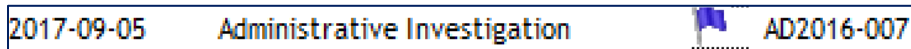
☐ Case  
Suspend...

- 4) The flag will then appear at the Flag button within an incident and when the incident is closed, in the Flag column within the “What’s New” page.

Flag button within the incident:



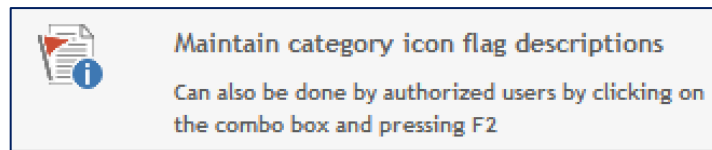
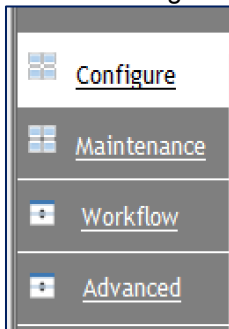
On the “What’s New” page:



- 5) Only one flag can be selected at a time.


Customizing Category Flags - To customize the category flags, log on to the Administrative side of IA Pro and do the following:

- 1) From the Configure section, select Maintain Category Icon Flag Descriptions.



The five colored flags will appear on the left. These colors cannot be changed.

- 2) Single click on the flag color to be customized.
- 3) Type the desired incident category flag description in the box below the flags.
- 4) If desired, select a sort value 1-5 (will allow flags to be sorted on What's New page).
- 5) Click Apply to save the selection.

Single-click to highlight the description you wish to edit...		Sort value (optional)
		
Incident category flag description	Sort value (optional)	Apply

#### Miscellaneous

- 1) Five flags are available but not all five have to be used. Flags that are not used will not appear as an option within the incident type.
- 2) Viewing and selecting flags within an incident is based on permissions set by the administrator.

#### Example Descriptions

- Pending Review
- Awaiting Documents
- Accident Review Board
- Discipline Review Board
- Case Suspended

**Contact Information**

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