

HOW TO IMPORT INCIDENTS TO EVIDENCE

Importing an Incident record lets you be able to transfer a record you have entered as in Incident and push it to Evidence instead of having to enter the information twice. This pushes the Offender, Victims, Victims Business, Property, Drugs, Weapons Vehicles, etc. all to Evidence with a click of a button. Here is how:

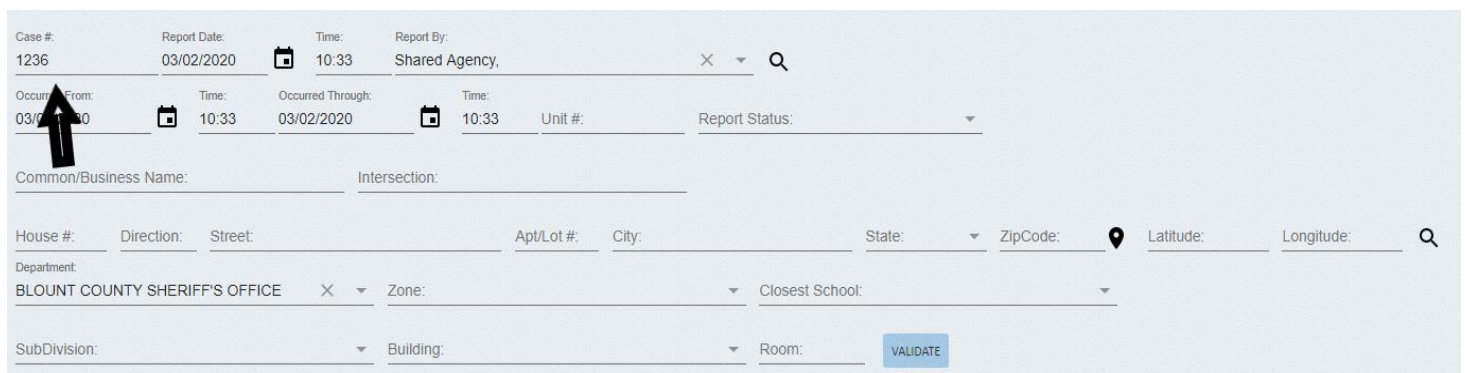
Navigate to the Incident Reports module under Records in the main menu and create a new Incident in the top right from the search screen.



Next, It will ask you if you are sure you want to add a new Incident? Click Yes.



You are greeted with the screen to enter your new Incident Report, and there are a few fields here that **MUST** be entered in order to import to Evidence. You must enter a Case Number in the main information at the top.



The next thing required is to add a UCR. Go to UCR tab and ADD UCR.

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Building: Room: VALIDATE

| | | | | | |
|------------------------|------------------------|-----------------------|------------------|----------------|-----------|
| UCR | Offenders | Victims | Victims Business | Complainants | Witnesses |
| Drugs | Weapons | Vehicles | Others Involved | Other Vehicles | Officers |
| Images | Attachments | Supplements | Case Notes | Admin Notes | History |
| Attachments - Case Mgt | Supplements - Case Mgt | Case Notes - Case Mgt | | | |

EXPORT GRID TO FILE ADD UCR

You will be greeted with a screen to enter your UCR code. This is required to be connected to your property that you want to import.

View UCR

Case #: 1236

UCR Code: 23D-Theft From Building X Attempted/Completed: A-Attempted X

Charge Code: Statute: Description(free form):

Bias Motivation 1:

If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

The Offenders tab is the next tab that is required to be filled out. Click the Offenders tab and click ADD OFFENDER.

Offenders

| | | | | |
|------------------------|-----------------------|------------------|----------------|-----------|
| Offenders | Victims | Victims Business | Complainants | Witnesses |
| Weapons | Vehicles | Others Involved | Other Vehicles | Officers |
| Attachments | Supplements | Case Notes | Admin Notes | History |
| Supplements - Case Mgt | Case Notes - Case Mgt | | | |

EXPORT GRID TO FILE ADD OFFENDER

This will open a new tab and take you to where you can find an offender from Master Name Search. If the Offender is not already in your records then there is a button in the top right to add a new Master Name. If the Offender is already in your records then search for them and double click on their name to add them.

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Incident OFFENDER: Master Name Search NEW MASTER NAME

[BACK TO INCIDENT OFFENDER](#) [SKIP MASTER NAME AND CREATE INCIDENT OFFENDER RECORD](#)

Last Name: _____ First Name: _____

Social Security #: _____ Date of Birth: _____ Driver License #: _____

Type of Match:
☒ Begins ☒ Contains ☐ Ends

[ALL](#) [LOOKUP](#) [CLEAR FILTER](#)

Once you have your Offender selected, a new window will open where you can enter more information about this offender if you need to. If not just select Back to Incidents Record at the top left.

Incidents: View Offender

<< FIRST < PRIOR NEXT > LAST >> [SAVE](#) [DELETE](#)

[BACK TO INCIDENTS RECORD](#)

Last Name: **BUNNY** First Name: **BUGS** Middle Name: _____ Jr/Sr: _____ ☐ Possible Suspect

Race: **WHITE** Sex: **MALE** Height: **58** Weight: **145** Hair Color: **BLACK** Eye Color: **BROWN** Build: _____

Marital Status: _____ Military: _____ Resident: _____ Ethnicity: **NOT HISPANIC OR LATINO**

UID: **1234** Social Security #: **999-99-9999** Date of Birth: **01/14/2011** Age From: **0** Age Through: **0**

DL State: _____ Driver License #: _____

Next, you must have a victim. Go to the Victims tab and enter a new victim the same way that you entered an Offender. You can either search through the Master Name or add a new Master Name. Once you have selected your offender you will be directed to a screen where you can update the victims information in more detail, or just like the offender, click the back to Incidents Record button at the top left.

[BACK TO INCIDENTS RECORD](#)

Victim Type: _____ ☐ Information Only ☐ Victim is Complainant ☐ Willing To Prosecute [VICTIM STATEMENT](#)

Last Name: **ABBOTT** First Name: **ROBERT** Middle Name: **ANTHONY** Jr/Sr: _____

Race: **WHITE** Sex: **MALE** Height: **0** Weight: **0** Hair Color: **GRY** Eye Color: **BLUE**

Marital Status: _____ Military: _____ Resident: _____ Ethnicity: _____

LID: _____ Social Security #: **408-76-9520** Date of Birth: **07/22/1945** Age From: **0** Age Through: **0** Age Type: _____

Next you can add a Victims Business in the Victims Business tab to the right of Victims. Go to this tab and select ADD VICTIM BUSINESS.

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Victims Business ←

Complainants

Witnesses

Others Involved

Other Vehicles

Officers

Case Notes

Admin Notes

History

EXPORT GRID TO FILE

ADD VICTIM BUSINESS

Here you can add the Victim Type and the Business where the Incident occurred. After you're done entering this information click the Back to Incidents Record once again.

BACK TO INCIDENTS RECORD

Victim Type:
B-Business

☐ Information Only

Business:
411 MOBILE HOME MOVING AND SALES

SEARCH EDIT ADD

Address 1: 5520 HIGHWAY 411 SOUTH

Address 2: Apt/Suite #:

City: MARYVILLE State: TN Zip Code: 37801

Phone: Email:

☐ Hide Name on Report ☐ Hide Details on Report

If you need to, you can add a new Business by pressing the ADD button to the right of the Business.

Next is when you enter the type of Property that you want to import. There are four types of properties: General Property, Drugs, Weapons, and Vehicles. These are all going to be in their own separate tabs, but the information that you need to enter for the four to be able to import to Evidence are the same. (I am going to be using General Property as the example, but if you enter a drug found than the information needed is the same as Property.)

Navigate to Property tab and click ADD PROPERTY.

Property Drugs Weapons Vehicles Others Involved Other Vehicles Officers

Narrative Images Attachments Supplements Case Notes Admin Notes History

Images - Case Mgt Attachments - Case Mgt Supplements - Case Mgt Case Notes - Case Mgt

0 PROPERTYs

EXPORT GRID TO FILE ADD PROPERTY

The information required to be entered is Loss Type, Property Type, UCR, Description of Item, Evidence Taken Date, Evidence Taken By, Evidence Submitted Date, Evidence Submitted By, and Owner of the Property (Or Unknown checkbox is checked).

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View PROPERTY

FIRST << PREV NEXT >> LAST Case #: 1236 Entered On 03/02/2020 11:32 By

Loss Type: 7-Stolen X Property Type: 26-Radios / TV's / Vcr's X Property Sub Type: Information Only

UCR: 23D-Theft From Building X

Description: 30 Inch RCA TV Quantity: 0 Property Value: 0

Owner Applied Number:

Make: Model: Color:

Style: Caliber: Serial Number: Decal:

☐ Vehicle Parts ☐ Unknown Owner Owner:

Medical Marijuana Status:

Recovery Evidence Details Boat Details NCIC

After entering Loss Type, Property Type, UCR, Description, Owner or Owner Unknown go to the Evidence Details tab at the bottom of the image to continue entering the information that you need to import.

Recovery Evidence Details

Receipt#: Item #: Tribal Tag#:

Evidence Found Date: Time: Area Located: Located B

Evidence Taken Date: 03/02/2020 Time: 11:41 Taken By: 000 MYERS, DREW X

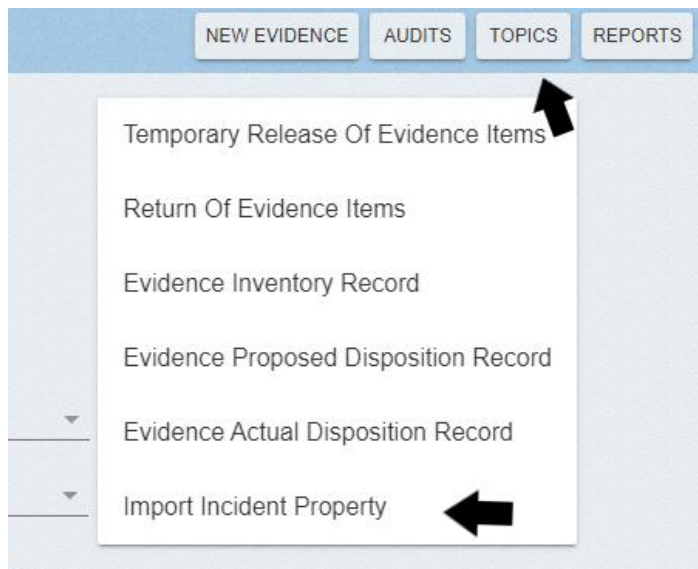
Evidence Submitted Date: 03/02/2020 Time: 11:41 Submitted By: 603 ELDER, MARTIN W -INV X

After entering all of your properties including General Property, Drugs, Weapons, and Vehicles with all the required fields filled out as shown above then you are ready to import to Evidence module.

Go back to iSoms menu and find the Evidence module under Property and click on it.

Once on the Evidence Search screen (The first one that pops up after clicking Evidence from the menu), find the TOPICS button in the top right and click on that and go to Import Incident Property.

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A new window will come up where you need to enter the Incident Case Number and click save.

A screenshot of a window titled 'Import Incident Property'. The window has a light blue header. Below the header, there is a text input field for 'Incident Case #' containing the number '1236', with a black arrow pointing to it. Below this, there are two rows of input fields: 'Received Into Evidence Date:' with the value '03/02/2020' and a calendar icon, and 'Time:' with the value '11:52'. Below these are four rows of dropdown menus, each with a value and an 'X' icon: 'Acquired In Field Transaction Type:' with 'ACQ IN FIELD', 'Submitted To Evidence Transaction Type:' with 'BOUND OVER TO EVIDENCE ROOM', 'Received Into Evidence Transaction Type:' with 'RECIEVED IN EVIDENCE', and 'Proposed Disposition:' with 'PENDING'. Below the dropdowns is a large text area labeled 'Notes:'. At the bottom right of the window are two buttons: 'SAVE' and 'CANCEL'. A black arrow points down towards the 'SAVE' button.

If Acquired in Field Transaction Type, Submitted To Evidence Transaction Type, Received Into Evidence Transaction Type, and Proposed Disposition are not filled in, they have to be in order to import. Administration can do this through maintain files.

It will ask if you want to import from the correct Incident Number. Click YES if the number is correct.

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Save Import This Incident Case Number

Import Property From Incident Case#: **1236**

YES
CANCEL

This will then import your record from Incidents to Evidence and you can search for this record in the Evidence search and make more additions to it from here.

When on the Evidence search screen you can go to the quick search button Last 7 Days and it will take you to your new record imported from Incidents.

Evidence: Search

ALL NON DISPOSED
LAST 7 DAYS - IN
LAST 30 DAYS - IN
CURRENTLY OUT
IN TEMPORARY STORAGE
CONNECTED TO COLD CASE

Evidence Status:
☒ Non-Disposed
 ☐ Disposed Only
 ☐ All

3 Records

| Case Number | Barcode# | Item# | Entry Date | Evidence Type | Item | Out | Building | Room | Shelf | Bin | Locker | Box | Review Date | Disposition Date | Serial | Make | Model | Color | |
|-------------|----------|-------|------------|---------------|------|-----|----------|------|-------|-----|--------|-----|-------------|------------------|--------|------|-------|-------|--|
| 1236 | 4848 | | 03/02/2020 | | | | | | | | | | 08/29/2020 | | | | | | |
| 1236 | 4849 | | 03/02/2020 | | WEED | | | | | | | | 08/29/2020 | | | | | | |

You can always go back and import if you need to add another property type and it will only import the property that you have not already added.

Version 1.1

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