

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.

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: **SEARCH** 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

Victims	Victims Business	Complainants	Witnesses
Weapons	Vehicles	Others Involved	Other Vehicles
Attachments	Supplements	Case Notes	Admin Notes
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.

[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: <input checked="" type="radio"/> Begins <input type="radio"/> Contains <input type="radio"/> Ends		
<input type="button" value="ALL"/> <input type="button" value="LOOKUP"/> <input type="button" value="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.

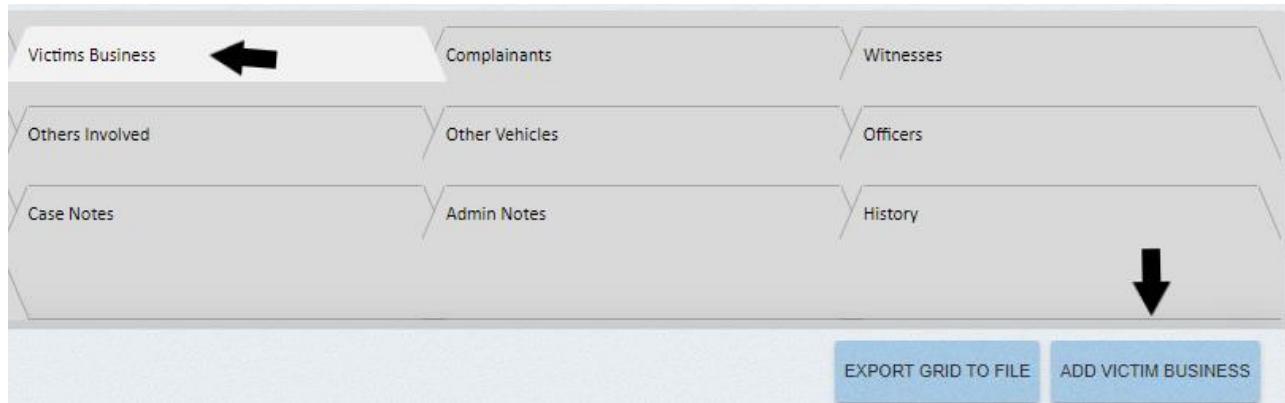
Incidents: View Offender

<< FIRST	PRIOR	NEXT >	LAST >>	SAVE	DELETE
BACK TO INCIDENTS RECORD 					
Last Name: BUNNY	First Name: BUGS	Middle Name:	Jr/Sr:	<input type="checkbox"/> Possible Suspect	
Race: WHITE	Sex: MALE	Height: 58	Weight: 145	Hair Color: BLACK	Eye Color: BROWN
Build:					
Martial Status:	Military:	Resident:	Ethnicity: NOT HISPANIC OR LATINO		
LID: 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 STATEMENT				
Victim Type: <input type="checkbox"/> Information Only <input type="checkbox"/> Victim is Complainant <input type="checkbox"/> Willing To Prosecute					
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
Build:					
Martial Status:	Military:	Resident:	Ethnicity:		
LID: 408-76-9520	Social Security #: 07/22/1945	Date of Birth: 0	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.

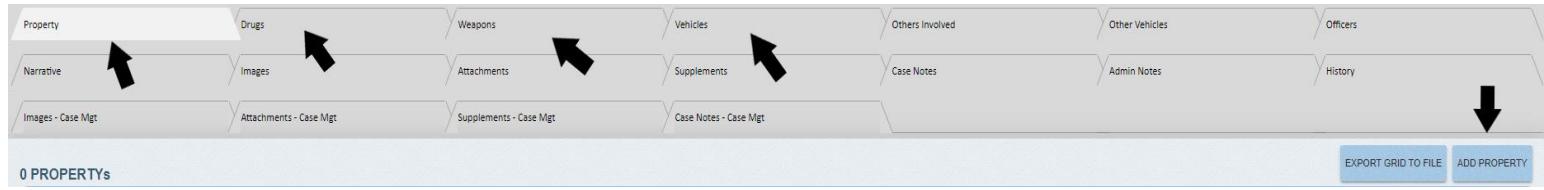


Here you can add the Victim Type and the Business where the Incident occurred. After you're done entering this information click the Back to Incidents Record once again.

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.



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).

View PROPERTY

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

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

UCR: 23D-Theft From Building 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: Time: _____ Taken By: _____

03/02/2020 11:41 000 MYERS, DREW

Evidence Submitted Date: Time: _____ Submitted By: _____

03/02/2020 11:41 603 ELDER, MARTIN W -INV

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.



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

Import Incident Property

Incident Case #:
1236

Received Into Evidence Date: 03/02/2020 Time: 11:52

Acquired In Field Transaction Type: ACQ IN FIELD

Submitted To Evidence Transaction Type: BOUND OVER TO EVIDENCE ROOM

Received Into Evidence Transaction Type: RECEIVED IN EVIDENCE

Proposed Disposition: PENDING

Notes:

SAVE CANCEL

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.

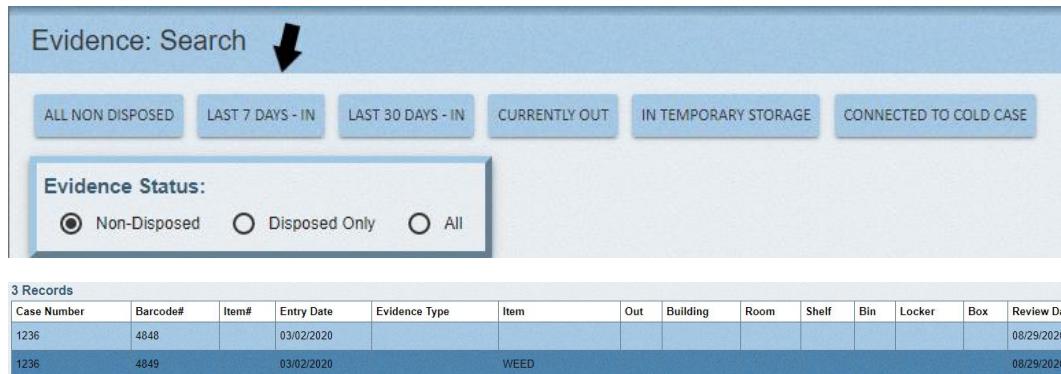
Save Import This Incident Case Number

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	WEED									08/29/2020	08/29/2020					
1236	4849		03/02/2020																

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.

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