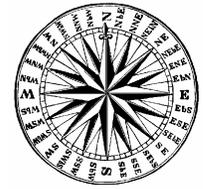


# THE AICS NAVIGATOR



Vol. 3 Issue 4.....October 2000

The AICS Navigator is a publication created by the AICS Section to be archived as reference material. Its creation and design is for the purpose of providing support and user information in a reader friendly format. Questions, comments, and suggestions are valued and can be addressed by contacting Dawn Brinningstall at 517/322-5018 or email [AICSMAIL@state.mi.us](mailto:AICSMAIL@state.mi.us).

## AICS: MOVING FORWARD

The Department of State Police has received an appropriation to develop the next generation records management system or "LEAMS". LEAMS is a Law Enforcement Agency Management System that will provide a fully automated case and records management system for MSP and local agencies supporting nearly all law enforcement functions. It is anticipated the major functions will include: case management, incident reporting, traffic accident reporting, citations, GIS coding/interface, activity reporting, property management, crime scene and mug shot photos, arrest processing, field investigation reports, alarm tracking and billing, narcotics management, mobile patrol computer operations, palm computer operations, bar coding/magnetic stripe data entry, LEIN/NCIC/NLETS interface, CAD interface, CJIS interface, and MICR interface.

A steering committee comprised of MSP, local law

enforcement, prosecutor, corrections, and court officials will develop the overall draft design specifications. There will be several opportunities for all interested parties to learn about LEAMS and provide input on the specifications before a vendor is selected to provide the program. It is anticipated that LEAMS will be implemented within two years.

Agencies using Standalone or OnLine AICS as of January 1, 2001 will be provided the LEAMS software at no cost. However, they will need to provide connectivity, hardware, and possibly absorb annual maintenance fees. The LEAMS steering committee will analyze options and the desires of the users to best resolve these issues.

AICS will be phased out and will not be supported after LEAMS is deployed. There will be a transition period to the new LEAMS system. No data will be lost.

The AICS staff is working with the programmers to correct the AICS word processing problems. We appreciate your patience as we work through the development and thank you for your suggestions.

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# PROPERTY ENTRY MISCELLANEOUS VS ARTICLE SCREEN

After reviewing AICS property entries, it is evident that there is still confusion as to when a property item should be entered on the Article Screen.

Property items that meet one or more of the following criteria should be entered on the Article Screen.

- It is being entered into LEIN/NCIC, or
- It has a serial number or other identifying characteristic, or
- It needs to be searchable by a class type. For example, a wedding ring that has no serial number or other inscription but would logically be searched for on the Article Search screen by the class type of 23-Jewelry/Precious Metals.

Items that do not meet the criteria above could be entered on the Miscellaneous Screen. For example, a music CD or red flannel shirt.

So, how do you get items with a serial number entered on the Article Screen when they are not found in the 'type' list? AICS is programmed to accept a wildcard in the type field. It works as follows:

1. Select any article to get into the article screen (i.e., bicycle)
2. Enter your quantity.
3. Tab to the "Type" field.
4. Type a Y and then 4-6 characters to describe your article.
5. Complete the rest of the screen and transmit an action of ADD.

To enter a woodchipper into the Article Screen with a serial number of 12345, it would be entered as follows:

The screenshot shows the A.I.C.S. - Property Segment - [Article] interface. The form includes the following fields and values:

- Action:** CHG
- Incident:** 005 - 0000326 - 00
- Sub:** 00
- ORI:** MI3300568
- Sys:** 0003
- Class Type:** 88 - Other (Y)
- Reason For Entry:** Seized
- Quantity:** 1
- Type:** YCHIPPR (circled in red)
- Brand:** \$ ROEB - Sears & Roebuck
- Misc Number:** (empty)
- Value:** 1600
- Prop Status:** 01 - Record Created by Worksite
- Bin:** (empty)
- Lab Number:** (empty)
- Date/Time Stolen:** (empty)
- Date/Time Recovered:** 09 / 22 / 2000
- Rec Value:** 1600
- Seizing Off First:** DAWN
- Last:** BRINNINGSTAUL

At the bottom of the screen, there are navigation buttons: First, Next, Prev, Last, Obtained From-Y, Descrp, LEIN/NCIC, Property Search, Prop Journal, Forfeiture, and Final Dispo.

# CASE MANAGEMENT USING THE AICS INCIDENT BOOK

The AICS Incident Book can be an invaluable tool for case management. Using the incident book parameters of Status="O-Open", Date, and Include Supps will provide you with the following:

**Use Open, Date, and Include Supps**

**1**

Compare one to one with your roller or active file to see if all complaints listed are in the file.

**2**

Look at the date of the last supp to determine if supplemental reports are being submitted in a timely fashion.

NOTE: MSP requires that a supplemental report be submitted at least every six months.

**3**

Determine if all original and supplemental incidents have been reviewed.

**4**

Based on File Class or Description, should this incident still be "open"?

Incident	Sub	Badge#	Date	S	R	Name	FC
0000306-98	00		07/02/98	0	N	JJ TRUCKING	89005 DEFECTIVE EQU
0000307-98	00		07/10/98	0	Y	FIRE MARSHAL	13001 ASSAULT AND B
0000308-98	00		07/21/98	0	N	TEST	01000 SOVEREIGNTY
Supp# 0001			07/22/99	0	N		
Supp# 0002			07/23/98	0	N		
0000309-98	00		07/21/98	0	N	TEST	93001 ACCIDENT, TRA
0000310-98	00		07/22/98	0	Y	GUIDE TEST	13001 NONAGGRAVATED
0000311-98	00	157	07/22/98	0	N	TYPE GUIDE TESTING	95003 TESTING
0000312-98	00		07/30/98	0	Y	JONES	23003 SHOPLIFTIN FR
0000313-98	00		08/04/98	0	N	DOE	10001 KIDNAPPING/AB

## COMMON QUESTIONS

### Why did AICS move the venue information to the Issue Incident Screen?

Many MSP and local agencies were using paper forms to complete offline incidents. The paper forms contained the name, date & time, venue information, and a brief written explanation of the incident. AICS added the venue information and the 'quick form' area to the Issue Incident Screen to allow these worksites a means to do a short online narrative for offline complaints.

### How do I change a file class when the drop down arrow is missing?

When the drop down arrow is missing on the file class screen, it means that a 'victim' has been entered and attached to the file class. To change the file class, you must first 'disassociate' the file class and the victim.

1. Go to the person and/or business screens to change the victim(s) connected to the file class to 'other'. Transmit an action of change (CHG).
2. When the message appears that tells you your victim data will be deleted. Click OK.
3. Return to the file class screen to change the file class.
4. Go back to the person and/or business screens to change them back to victims and connect them to the new file class.

### Why does my Quick Form just flash on the screen?

When a user requests that a quick form be printed, it is seen on the screen momentarily as the form is created. The form is then sent directly to the printer. The form is made from the information entered on the Issue Incident Screen. It cannot be read or edited on the screen as a form. The user must make the changes directly in the fields on the screen.

### Why isn't the status of the incident shown on the Original Screen?

The status of an incident is always the status of the last Supp. An Original Screen is entered and then reviewed by a supervisor. AICS does not update the Original Screen after it has been reviewed. This ensures us that what is on the screen is what was actually reviewed and approved by the supervisor. The Incident Book can be used as a quick means to see the status of an incident as it always displays the status of the last Supp.

### How do I reprint a property label after a change has been made to a piece of property?

1. Inquire on the property item in AICS.
2. Open the Property Detail screen (the screen where you entered the quantity and descriptive information).
3. Click on 'File' in the upper left hand corner. A short list will drop down.
4. Select 'Save Label'.
5. Close the AICS property segment and return to the Original Screen.
6. Open the AICS label program by clicking on 'Print' from the top line menu and selecting 'Property Labels' from the drop down menu.
7. Click on the 'Refresh' button. This will update the label list.
8. Highlight the label you would like printed and click on the 'Print Property Label' button.
9. Click on the 'Exit' button to return to AICS.

### Welcome Aboard New On-Line AICS Users

- Isabella County Sheriff
- MSP Gaming (MGM Grand)
- MSP Gaming (Motor City)
- MSP Computer Crimes Unit
- MSP MIT

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