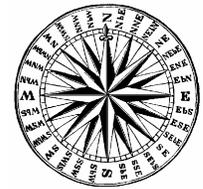


# THE AICS NAVIGATOR



Vol. 1 Issue 2.....January 1998

The Navigator is a publication created by the AICS Development 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 by our staff and can be addressed by contacting Sgt. Joel Allen at 517/336-6424.

## NEW FEATURES

### CANCEL BOX

The Cancel Box is to be used when an item of property that is not in possession is entered into AICS as "wanted, observed/not seized, stolen, or lost" needs to be canceled from the system. For example; when an item of property has been entered as stolen and is recovered by another agency and returned to the owner without the entering agency ever taking possession of the stolen item.

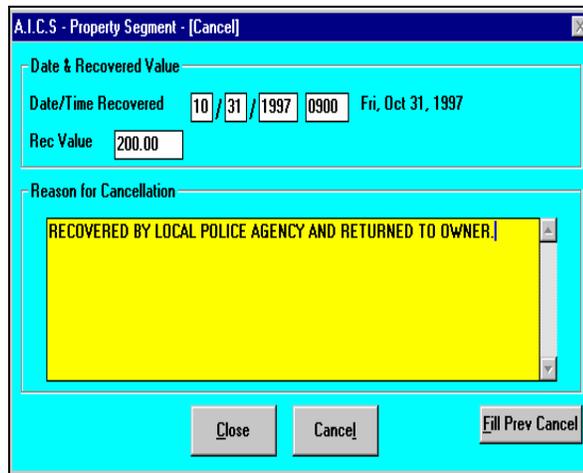
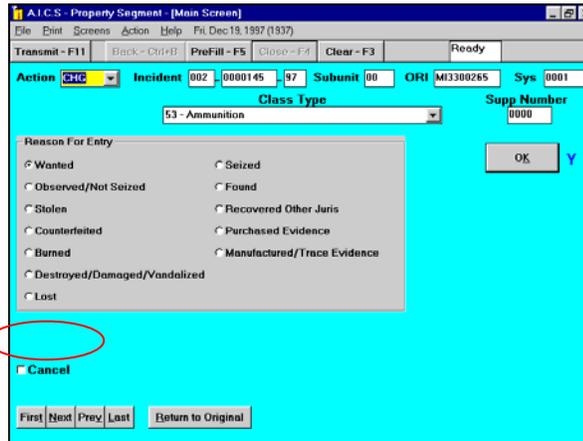
This cancel box is located on the Main Property Screen. (Note: The "cancel" appears only when property that is not in possession is entered as "wanted, observed/not seized, stolen, or lost.")

Using the mouse, check the box and the "Cancel" window will appear.

After completing the fields in the "Cancel" window:

Select **CLOSE**.

**TRANSMIT** a **CHANGE** on the Main Property Screen.



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## COMMON QUESTIONS

### REVIEW SCREEN:

While on the Review Screen there are three types of searches that can be done: **Review**, **IOU**, and **In Progress**.

**Review:** This will display all incidents that have been marked as "Ready for Review," and all off-line incidents.

**Note:** Off-Line incidents are denoted by a "P" on the Review Screen.

**IOU:** This will display all incidents in which only the Issue Incident Screen has been completed.

**In Progress:** This will display all incidents that have been completed through the Original Screen.

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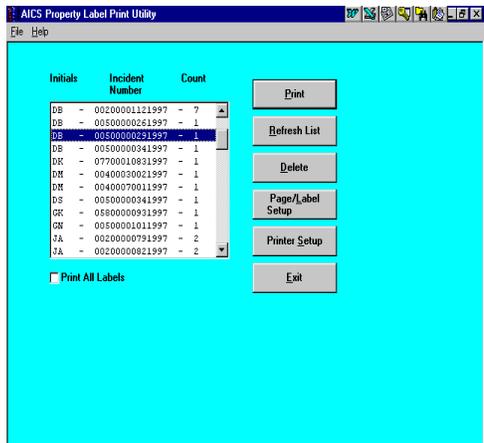
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## PROPERTY LABELS

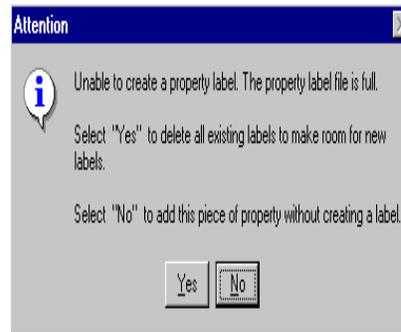
Each time an item of property is entered into AICS or a change is made to an existing item of property, a file is created in the print utility.

To view the Property Label Print Utility, double-click on the Property Label Icon found in the AICS group.

The files are listed by incident number and the initials of the seizing officer.



When more than 500 labels have been generated, the system will request direction to clear up space in the file. The message box below will appear:



If you click **YES**:

- all existing labels will be deleted
- a new label will be created for each additional item of property entered into AICS.

If you click **NO**:

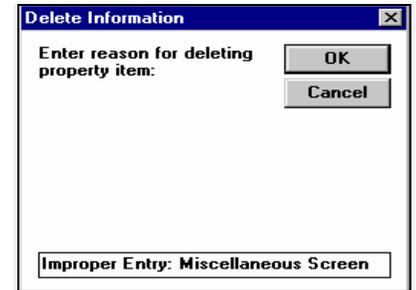
- the file will remain full and no new labels will be created.

## DELETING PROPERTY

Property entered into AICS is described on one of the nine Detailed Property Screens based on the class type selected by the user.

To delete a piece of property: select **DELETE** from the Action Box on the Detailed Property Screen.

- Transmit the action of **DEL** and the box below will appear.



- Type in the reason for deleting the property and click on **OK**.

**NOTE: Once an Incident or Supp has been Reviewed, Property Cannot Be**

## PRINTING PROPERTY LABELS

To print all the labels in the database:

- check the box next to **Print All Labels**.
- click on the **PRINT** button.

To print the labels for a specific incident(s):

- use the mouse to highlight the incident(s) for which you want to print labels.
- click on the **PRINT** button.

## FULL PROPERTY LABEL FILE

The Property Label File will hold 500 property labels. Whenever a new item of property is entered or an existing item of property is changed, a new record is created.

## VICTIM TO OFFENDER RELATIONSHIP SCREEN

The "Victim to Offender Relationship Screen (VOR)" is used to collect MICR information for all persons entered into AICS as victims. Following are some facts to help users better understand the screen:

- All victims and offenders entered for an incident will be listed on the VOR Screen. (Offenders include persons entered as suspects, arrests, indicted, or apprehended.)
- The victims which MICR and AICS require victim/offender relationship information for are highlighted in green.
- If there are more than 5 offenders listed, indicate the victim/offender relationship for the 5 most significant relationships.
- When multiple victims and offenders are listed, it is possible a particular victim did not have contact with one or more of the offenders. ***This screen is intended to record the relationship of all victims and offenders regardless of whether or not they had any direct contact during the incident.***

After all of the victim and offender relationships have been coded:

- Select **TRANSMIT** to save the VOR information to the mainframe.

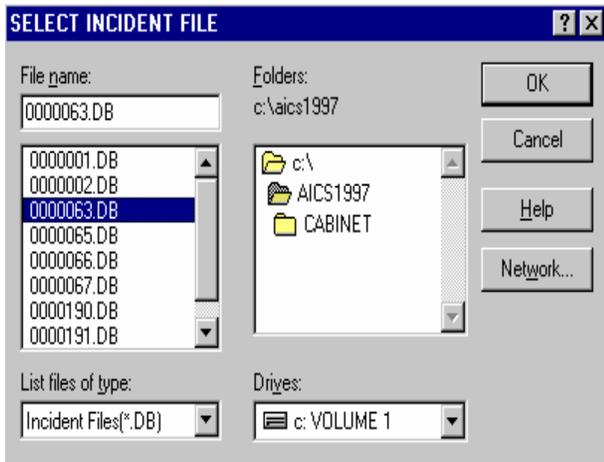
Deleted.

**UPLOADING CURRENT INCIDENTS FROM STAND-ALONE TO ON-LINE AICS**

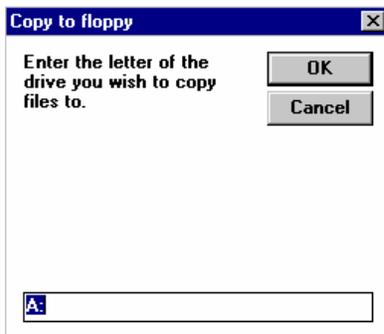
*NOTE: To upload an incident, the incident number on-line and on the stand-alone must be the same. To accomplish this, take an incident number on-line and assign that number to the incident generated on stand-alone AICS.*

**STEP 1: Copy the Incident to a Floppy Disk:**

- ☐ While in stand-alone, select **FILE** and **COPY TO FLOPPY** from the Menu Bar.
- ☐ Highlight the incident you wish to copy and select **OK**.
- ☐ Enter the letter of the drive, followed by a colon,



where you placed the floppy disk (usually the A drive) and select **OK**.

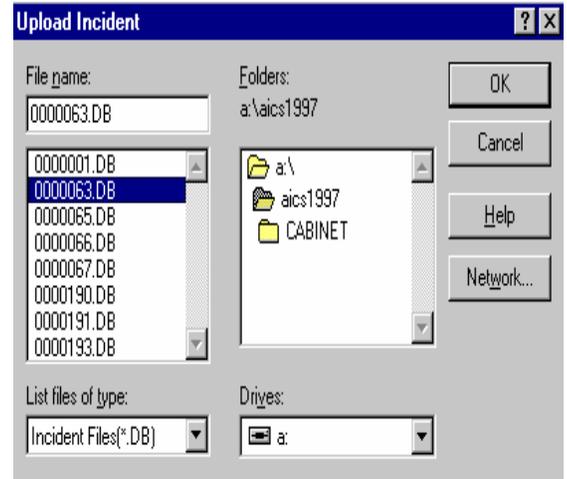


- ☐ When the file is copied, select **OK**.

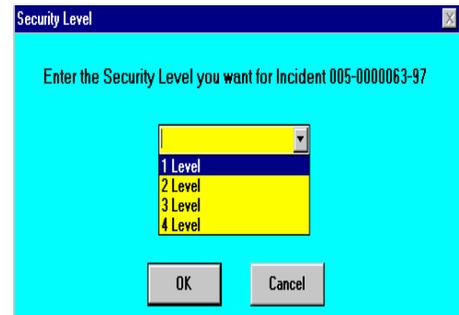


**STEP 2: Upload the Incident to On-Line AICS:**

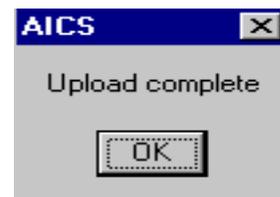
- ☐ Sign on to AICS and **INQUIRE** upon the appropriate incident number.
- ☐ From the Menu Bar select **FILE** and **UPLOAD TO MAINFRAME**
- ☐ Highlight the incident you wish to upload and select **OK**.



- ☐ Choose the appropriate **SECURITY LEVEL** and select **OK**.



- ☐ When the upload is complete, select **OK**.



# ARREST REPORTING IN AICS

## ORIGINAL WARRANTS:

*When a person is arrested on an original warrant held by the arresting agency:*

- Select an Apprehension Type of **TAKEN INTO CUSTODY**.
- Enter the appropriate Arrest Charge into the Arrest Charge Field.

*When a person is arrested on an original warrant not held by the arresting agency:*

- Select an Apprehension Type of **TAKEN INTO CUSTODY**.
- Enter the appropriate Arrest Charge into the Arrest Charge Field.
- The **File Class** of the incident should reflect the **Arrest Charge** on the warrant.
- The incident should be carried as an assist by entering the originating agency's ORI into the Assist Field on the Original Screen.**

## BENCH WARRANTS

*When a person is arrested on a Bench Warrant:*

- Select an Apprehension Type of **TAKEN INTO CUSTODY**.
- Enter the appropriate 5000 Arrest Charge code into the Arrest Charge Field.
- The File Class of 5000 should be selected on the Issue Incident Screen.

### "EXTERNAL DOCUMENTS" HEADING

#### Freedom of Information Act (FOIA)

The heading of EXTERNAL DOCUMENTS has been added to all AICS Narratives. This was done to assist the Central Records Division (CRD) when they process Freedom of Information requests.

The Central Records Division is now able to access AICS narratives on-line. This new heading will inform CRD whether or not they are looking at the complete report. If there are any additional documents or photographs, list them under this heading. If there are no external documents simply type "NA," or delete the heading.

### ON-LINE TRAINING FORMAT FOR USERS

#### Test ORI

Each Post has been assigned a test ORI for AICS training. The test ORI allows the user to take incident numbers and add and delete property without affecting their worksite's "live" incident book.

The information that is stored on the test ORI is purged every 2 months.

To access:

Enter the Post Accesscode and Password for the test ORI. The Accesscode is the post Juris Number followed by the word "test".

Example: 29TEST

The password is: AICSTEST

On the issue incident screen, enter your post name in the "first name" field and the word "post" in the "last name" field.

Example: First Name: Detroit  
Last Name: Post

The Accesscode and Password for the CID Test ORI are:

Accesscode: **CIDTEST**  
Password: **AICSTEST**

On the issue incident screen enter:

First Name: **CID**  
Last Name: **TEAM**

### EXCEPTIONAL CLEARANCE & ARREST INFORMATION FOR WINDOW RECORDS

A form has been created to record exceptional clearance and arrest information window records for MICR. These are for incidents which are not in **On-Line AICS**. Copies of the form have been mailed to your worksite or on-line forms may be obtained by e-mailing Bill Timmer at AICS (e-mail address: TIMMERW). Forms can be returned by e-mail, ID mail, or fax. See form for further details.