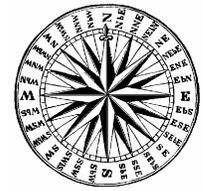


# THE AICS NAVIGATOR



Vol. 1 Issue 3.....July 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.

## COMMON QUESTIONS

### ADDING PROPERTY TO SUPP REPORTS

#### How do I add property to a Supplemental Report?

The key point to remember is to enter the Property Segment by clicking the **Property Button** from the Supp Screen. This will tell the system which supp narrative should contain the property that is being entered. *Property cannot be added to a Supp if you enter the property segment from the Original Screen.* Complete the following steps:

- ☞ Go to the Proper Supp Screen.
- ☞ Select the Property Button.
- ☞ Complete the Main and Detailed Property Screens.
- ☞ **Transmit** the information on the Detailed Screen to the Mainframe.
- ☞ **Close** the Detailed Screen. This will return you to the Main Property Screen.
- ☞ Select the **Clear/F3 Button** to clear the screen.
- ☞ Select the **Pre-fill/F5 Button**. This will fill in the **supp number field** and will allow you to enter another property item which will be listed in that supp.

### USING THE OFFICER'S NAME AS "COMPLAINANT"

#### Should I enter my name on the person screen as the complainant?

An officer's name should never be used in the last name field as a complainant on the Person Screen. When an officer is the Complainant, use the **Officer Fill Button** on the Person Screen.

We already know who you are from the Investigated By Field on the Original Screen. What we want to know is the people that you come into

contact with during an investigation. By putting your name in the system, your name becomes part of the database that is meant to be an investigative tool.

### CHANGING A FILE CLASS

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

#### missing?

Primary and sequential file classes can be changed on the file class screen. A drop down list arrow at the end of the file class field indicates that no victim (person/business) is connected to the file class and the file class can be changed.

**When no arrow is present at the end of the file class field, a victim (person or business) is connected to that file class.**

To change the file class, you must "disconnect" the victim(s) from the file class.

1. Go to the person and/or business screens to change the victim(s) connected to the file class to a type other than victim or connect them to another file class in the incident. Transmit an action of change (CHG).
2. Return to the file class screen to change the file class.

3. Go back to the person or business screens to change them back to victims and connect them to the new file class.

Why did we do this? MICR requires that certain file classes have victims connected to them. To ensure that the file classes are consistent in the file class screen and the victim information screen, we do not allow you to change the file class that has a victim connected to it without first "disconnecting" them. This also ensures that editing of the data will occur.

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## HIGHLIGHTS

### INCIDENT REPORTING POLICY

There have been several instances in which an incident with a criminal file class has been completed Off-Line. This was accomplished by taking the incident number as an On-Line number, entering the minimum amount of **structured** information on to the various AICS screens, and then completing the narrative Off-Line.

There have also been several instances in which certain structured information (arrests, victim offender relationships, etc.) has not been entered on the appropriate AICS screens and simply typed into the On-Line narrative.

These creative methods of operation create the following problems and **should not be utilized**:

- Required statistics will not be reported to MICR: **Non-Reported Arrest Information Will Lower Closure Rates.**
- Final MICR edits will not allow incomplete incidents to be closed.
- When Central Records Division uses AICS to process FOI requests, they will not have the complete incident report.

### EXTERNAL DOCUMENTS HEADING

Whenever an Incident Number is taken as an On-Line Number and the Incident Report includes additional documents, **use the External Documents Heading.**

**Why?:** This heading was added to assist Central Records Division (CRD) when they process Freedom of Information requests. The information listed under this heading will inform CRD as to whether or not they are viewing the complete report.

**Examples:** A 93001 was taken as an On-Line Incident. The names of those involved would be added to the database.

## PERSONS LISTED IN NARRATIVE

When multiple person types are selected on the person screen, a person entry is listed in the narrative for each type selected. This is done because the system does not know which heading you want or if you want both headings listed in the narrative.

- Only one of these entries is required in the narrative.
- The extra entries should be deleted.
- The heading of the remaining entry can be modified to fully describe the person listed: **"COMPLAINANT/VICTIM"**

Person Type	Arrested	<input type="checkbox"/>	Suspect	<input type="checkbox"/>	Witness	<input type="checkbox"/>
	Complainant	<input checked="" type="checkbox"/>	Indicted	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Apprehended	<input type="checkbox"/>	Victim	<input checked="" type="checkbox"/>		

Under the heading of External Documents, it should be written that a UD-10 has been completed and filed.

A UD-3d was completed for a 54002 incident report: this information needs to be noted under the heading of **External Documents**

### CHANGES/UPDATES TO INCIDENT REPORTS

When a change is made on one of the AICS screens such as the person screen or one of the property screens, the next time the narrative is opened the changed person or property will be listed at the bottom of the narrative. If the narrative is not opened, it will not be updated with the changed information.

- The system does not modify or replace the original entry in the narrative.
- The incorrect entry should be deleted.
- The updated entry should be cut and pasted into the proper location of the report.
- The narrative should then be saved and transmitted to the mainframe computer.

When the status of property is updated to Released, Sold, or Retained by using the Group Disposition Screen, the user will be given the option to print a receipt.

A receipt will be generated for all of the property that was selected for update on the Group Disposition Screen.

A group receipt can also be generated by selecting Group Receipt from the Reports Screen and entering the necessary criteria for the desired receipt.

**NOTE: Do not print receipts in "Landscape" mode.**



### GROUP PROPERTY RECEIPT

## MICR FINAL EDITS

With the release of AICS version 5.02, final MICR edits are being calculated when the **last** supp or original for an incident has been set as "Ready for Review." The MICR final edits are applied to all incidents which have at least one criminal file class and is not an assist or unfounded incident.

**Example:** An incident has 2 supps and they have been marked as "Ready for Review." The Original has not been set "Ready for Review." The final MICR edits will be calculated when the Original is set as "Ready for Review."

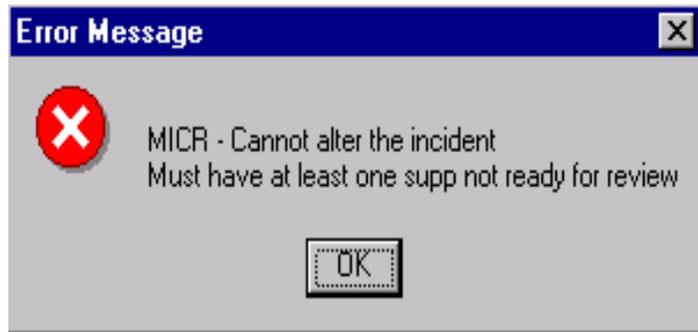
**What Does this Mean?** This means that the MICR edits for the entire incident in the example will be calculated when the Original is set as "Ready for Review." The person that sets that Original as "Ready for Review" will receive any MICR Cross Edit Error Messages that apply to the original and/or the 2 supps.

**What is a MICR Cross Edit Error Message?** There are 27 possible error messages that will be received when information is missing or incorrect for MICR reporting. These cross edits are checking for required victim records, required victim to offender relationship information, arrest information, and required property entries.

**What do I do when I receive a MICR Error Message?** The error messages have all been numbered and a hand out has been created which explains how to correct each error. When a MICR Error Message is received: refer to the MICR Cross Edit Error Message Handout. (For a copy of the handout, e-mail AICSMAIL using Groupwise and a copy will be returned to you.)

## MICR INCIDENT LOCK

Once an entire incident report (original and all supps) has been set as "Ready for Review," the incident will become locked. If a change is attempted once an incident is locked, the message below will be received. Once a new supp is added, the report will be unlocked enabling the user to add and complete any necessary supplemental reports.



**How do I make a change to an incident report when the entire report has been set as "Ready for Review?"** There are two ways to unlock a MICR locked incident.

**1)** The first way is to simply un-select the "Ready for Review" box on the original or one of the supps:

**Step 1** Un-select the "Ready for Review" box and transmit an action of change.

**Step 2** After the desired change is made to the incident, reset the incident as "Ready for Review", transmit an action of change, and the final MICR edits will be run again.

**2)** The second way is to add a new supp to the incident report. This supp, which is not set as "Ready for Review," will unlock the incident. Once the supplemental report is complete, mark it "Ready for Review" and the final MICR edits will be run.

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## ARREST REPORTING IN AICS

### Multiple Arrest Indicator



**SI - Single Incident:** Single Incident should be selected when the arrest being reported is tied to only one incident report within the reporting agency's ORI.

**MP - Multiple Incident Primary:** Multiple Incident Primary should be selected when the arrest being reported is tied to or will close multiple incident reports within the reporting agency's ORI. One of the incident reports will carry the arrest as *Multiple Incident Primary*.

**MS - Multiple Incident Secondary:** Multiple Incident Secondary should be selected when the arrest being reported is tied to or will close multiple incident reports within the

same ORI; and one of the included incident reports has already carried the arrest as Multiple Incident Primary. The remaining incident reports should record the arrest as *Multiple Incident Secondary*.

**Example:** Billy Breakin was observed committing a 22001 and arrested by Officer Johnny On Thespot. Billy Breakin confesses to committing **five additional** 22001s. **Four** of these additional incidents were reported to Officer Johnny On Thespot's ORI. Officer Johnny On Thespot will record Billy Breakin's Arrest as a **Multiple Incident Primary**. The Arrest Screen for each of the additional **Four** incident reports which were "investigated" by Officer Johnny Report Writer (who happens to work days for the same ORI as Johnny On Thespot) will be updated to record Billy Breakin's arrest as a **Multiple Incident Secondary**.

The remaining 22001 that Billy Breakin confessed to was reported to a neighboring ORI. This ORI will record Billy Breakin's arrest as a **Single Incident**.

### Apprehension Type



The titles for the different Apprehension Types have been changed:

**P-Patrol Arrest:** Patrol Arrest is to be used for arrests that are made without an arrest warrant.

**S-Summoned/Cited:** Summoned/Cited is to be selected when a notice to appear/uniform law citation has been issued and the subject has been released.

**W-Warrant/Fugitive:** Warrant/Fugitive is to be selected for fugitive arrests and any other arrests that are made pursuant to an existing arrest warrant.

## REPORT GUIDE

### Use the Property ORI Report to:

(available to Level 3 and 4 users)

- List all "in possession" property at an ORI
- List all "in possession" property for an incident
- Obtain a list of journal/log entries for all property at an ORI
- Obtain a list of journal/log entries for all property for an incident
- Obtain a list of property at an ORI without journal/log entries
- Obtain a list of property for an incident without journal/log entries

### Use the Incident Log Report to:

(available to Level 3 and 4 users)

- See who has been tampering with incidents
- See who has been reviewing narratives at the ORI
- See who has been deleting or changing narratives at the ORI
- See who has been unreviewing incidents at the ORI
- See if a specific person has been deleting narratives at the ORI
- See who unreviewed a specific narrative for an incident

### Use the Incident Property Report to:

(available to all users)

- List all "in possession" property for an incident
- List all "not have" property for an incident
- Obtain a full property report for an incident ("have" and "have not")

### Use the Property Audit Report to:

(available to Property Managers)

- See all property that has not been audited at the ORI
- See all property that has been audited by a specific person
- See which property was audited at the last inspection

### Use the Property Status Report to:

(available to Level 3 and 4 users)

- See all property destroyed or released by a specific person or on a specific date
- See all items from my ORI that are in long term storage
- See all property "temporarily removed from agency property"