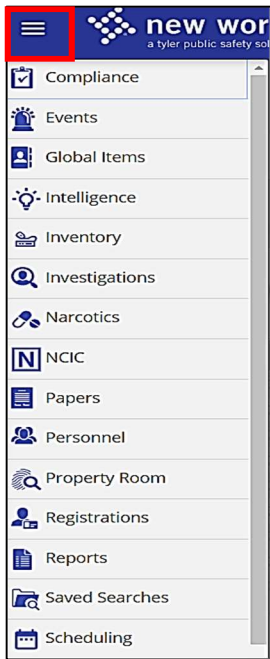
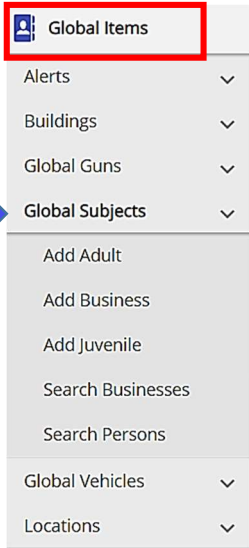


Enterprise Records Management Investigations

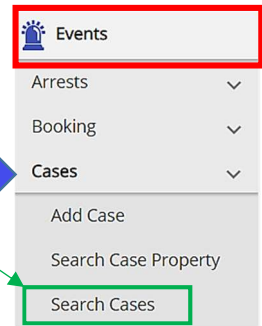
Navigation Menu



Search the entire system



Search Cases by the Incident/Case number



Persons

Search Persons + [icon] [icon]

Subject Type: Last Name: First Name: Middle Name: Include Aliases Use SoundEx Nickname:

Driver's License Number:

Subject Type = Person, Adult or Juvenile

Additional Search Fields

Search

Opens all Person, Adult and Juvenile in the system - click **Open** (left side of name)

OR

Enter information into Names fields listed

SEARCH

Cases

Search Cases [icon] + [icon] [icon]

Agency: Case Number:

Enter a CASE #
SEARCH

OR

Search

Opens all CASES in the system

Assign a Case

Open the Case - top of information tab area

General

Click



Blue Pencil = Edit
Right top section of General area

Select an Assigned Department

Click drop down arrow to select sub department

Personnel Assignment Selection

Search

- > Administration (Division)
- > Major Investigations (Division)
- > Patrol Operations (Division)
- > Support Services (Division)

Navigation Menu



- Investigations
- Case Management
 - Search Assigned Cases
 - Search Case Activities
 - Search Unassigned Cases

Assigned Cases = Assigned to a Investigator for work
Open (left) blue colored case assigned

Unassigned Cases = Cases that are assigned to the department not an Investigator

Unassigned Cases

Select an Assignment

Check the box of the department

Search Department Assignments

Search

- > Administration (Division)
- > Major Investigations (Division)
- > Patrol Operations (Division)
- > Support Services (Division)

Click - REVIEW

Assign - select Personnel to assign the case
Activity - Assign case activity to other personnel
Close - Quick Close the Case
Change Department - reassign to another department in Investigations

- Investigations
- Case Management
- Field Interview
- Gang Tracking
- Investigation Tools
 - Photo Lineup
 - Physical Characteristic Search
 - My Cases

Your assigned cases are located here

Click blue Case number to open. Case number at top of screen (blue colored) to open entire case.