

**Statement of Work
For The City of College Station, Texas**

Mobile, FBR, Message Switch, & TLETS Project

EnRoute Law Enforcement and Fire/EMS Mobile
EnRoute Field Based Reporting
Message Switch Upgrade
TLETS Upgrade

July 14, 2005



Title Page

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SOW Description

Geac shall perform services and provide software required to meet requirements for the City of College Station (“City”) as detailed in this document.

This is not a commitment until a purchase order is issued.

The requirements of this SOW are to:

- Enhance the Mobile Client environment by replacing the current message switch software with Geac’s message switch server solution.
- Utilize existing server and infrastructure hardware as defined in Exhibit A.
- Provide Transport Carrier Protocol / Internet Protocol (“TCP/IP”) connectivity in the mobile units and assign network IP addresses to all the units.
- Ensure that existing interfaces for Texas Law Enforcement Telecommunications System (“TLETS”)/Texas Crime Information Center (“TCIC”)/National Crime Information Center (“NCIC”), Computer Aided Dispatch (“CAD”) messaging, CAD Interface, Records management system (“RMS”) Interface, car-to-car messaging, 5250 Emulation, Mapping, and Paging are available at go-live.
- Ensure that the TLETS interface will be accessible to future mobile client applications.
- Ensure that the TLETS queries run from the mobile client and the reports run from the server can be printed to a server-side network printer connected via TCP/IP to the server.
- Ensure as much minimal downtime not to exceed eight hours, as possible on the Mobile system to cause as little disturbance to the affected departments’ workflow.
- Ensure that all or part of the entire message switch and field reporting server, at the City’s discretion, can be backed up over existing City of College Station network to the backup CAD server. This will ensure the data will be backed up using the same backup used for the CAD system. This data backup can be used if needed to restore data files on the message switch.
- Provide a management interface at the console that allows a system administrator to stop, start, and monitor the message switch and all the interfaces. Allow the administrator to add and delete users, units, groups, and set server preferences. Allow the administrator to restrict access to TLETS and other interfaces based on user name, group, or unit.
- Provide administrative tools to disconnect a user, disable a device, and capture errors and snippets of log(s) for problem reporting purposes.
- Provide an active log of activity at the server console as well as a log history file. This shall be completed prior to going live on the product.

Section 1 - Scope of Project

- Provide an administrative utility to both manually and automatically purge data older than a set number of days (selectable by the systems administrator).
- Provide an interface for Offense Field based reporting (see details in “Field Reporting” section below).
- Provide licensing and first-line support for all software and the entire solution.
- Provide ample training as specified in Section 5.

License of *EnRoute* Mobile, Radio IP, and *EnRoute* Law Enforcement FBR (Offense)

Upon installation of the *EnRoute* Mobile system described in this document and receipt of all negotiated payments, Geac will grant a new software license for the products listed on the Customer Order Form. A revised Appendix A for the existing Agreement for Systems and Services will be provided. At that point, the City will be entitled to all rights outlined in the Agreement for all licensed Software.

Installation of Geac *EnRoute* Mobile System

During the initial phase of this project, Geac will install and license the Law Enforcement and Fire/EMS Mobile products to the most current release of the *EnRoute* product versions.

Geac will provide installation and configuration of all Geac-supplied client application software. Geac will also provide training for personnel to use the new features in the application and will be locally available during the go-live for assistance. These products will maintain the existing key functionality of the previous Message Switch. (See Exhibit D for list.)

The Message Switch part of this project is defined as the Basic installation and communications of the Mobile Data System, involving all aspects of the Mobile Data system and its functionality as specified in Mobile Data Functionality on page 5 of Section 1 of this SOW. It will contain everything in this project except the Field Reporting and the Training.

Once the current mobile client is fully functional and approved by both parties on at least 1 field unit, the field-reporting portion of this project may commence. All additional functionality within this SOW will be completed and fully tested before the system is brought live. (See Exhibit D for a list of additional functionality.)

The training will be completed as one class with both the mobile data message switch functionality and the field reporting functionality.

Network Connectivity, Hardware, and Database

The City will be responsible for acquisition or upgrade of all necessary servers, workstations, and network connectivity in order to meet the recommended minimum specifications outlined in Exhibit A.

Network Connectivity

The City already supports a radio frequency (“RF”) Infrastructure. Any modifications to the network configuration and installation will be the responsibility of personnel hired directly by the City.

Geac will provide network recommendations. Geac will review the infrastructure provided by the City for verification of suitability to support the project goals, including data flow across the existing 800Mhz RF infrastructure link. Geac will promptly notify the City, prior to installation of any hardware or software and of any infrastructure, network, or RF deficiencies that could prevent or limit fully successful implementation of the Geac *EnRoute* Mobile System.

Mobile Workstations

The City will provide workstations running Microsoft Windows XP Professional for all positions accessing Geac’s message switch. These workstations must meet or exceed the minimum specifications described in Exhibit A.

Mobile Data Server

The City will purchase a server to support the message switch software and 1 workstation to support the Radio IP interface software. This server and workstation must meet or exceed the minimum specification described in Exhibit A.

Database

Geac will provide the City with IBM’s UniData Licensing for the three connections. All licenses on the new server must go under Geac support at contract signing.

Geac will provide the City with the Radio IP server and workstations licensing. All licenses must go under Geac support at contract signing.

Mapping

The City will be responsible for all updates to the base ESRI map currently in use within the City.

Geac will provide assistance with programming questions within the Geac applications as part of this project to link to the City’s Mobile Mapping application, limited to assistance as it relates to Geac applications including the message switch and connecting to it.

Section 1 - Scope of Project

EnRoute Law Enforcement FBR (Offense Reporting)

The field-based reporting, besides its known functions as attached in Exhibit E, must also fulfill the following requirements:

- The Field report entry and approval process shall follow current flow and procedures as depicted in Exhibit F.
- The Field reports must be similar to the current written reports, and workflow shall match the City's current manual workflow. Electronic evidence reporting must match current workflow providing the evidence reporting is within the Offense report. Evidence reporting must support second verification of certain items as shown in Exhibit F and sequential item numbers.
- All working reports are currently submitted to the supervisor prior to the end of the officer's current tour of duty.
- Reports and supplemental reports must have a sequential auto-numbering system. The report numbers and supplemental numbers must directly relate the supplemental report to the originating report number, ensuring that all numbers are accounted for. The user will not have to make up a number and then remember any and all previous numbers he used for any additional reports he may need to make. Having the user create and track such codes is not acceptable.
- The system shall not overwrite previously submitted reports and supplemental reports while those reports are in transit to the RMS without this being the author's exact intent. Any time an author attempts to overwrite a report (even his own reports), the system shall prompt him with a "Are you sure?" message and allow the author to cancel the overwrite if so desired.
- An audit trail for tracking all complete, as well as incomplete, reports must exist. Field users, field supervisors, and records technicians need to be able to view lists of field reports and view those report's audit logs to see where the report is, who has viewed it, and whether it has been approved or returned. Every step of a report's life must be visible. Field users shall be able to run a query that will show them all of their previous reports.
- The workflow history of a report must be tracked so that anyone with proper security can quickly and easily see its entire path from entry to finalization. This will be visible from the server side of the software or any desktop computer with appropriate software installed.
- When a report is listed on the screen or listed to print, it shall be represented by one entry. That entry shall contain the main report as well as any additional pages or forms required for that type of report.

Note: The City's crystal reports cannot control what is displayed on the screen. The "when a report is listed on the screen" must be done by Geac.

Any report printed shall have continuous page numbering with no pages missing or disordered enumeration and no blank forms inserted. The scheme table must make it possible for the output reports to be able to not lose pages.

- Field supervisors shall be able to review and approve or reject all reports submitted for approval.
- The Records technicians must be able to view all field reports and all pertinent information in a master holding queue. They shall be able to select multiple reports on the screen, as well as sort them by whatever criteria are set up and then import them into the RMS system with little input.
- The Records technicians must be able to process multiple reports at one time, and multiple records technicians must be able to process reports simultaneously.
- Information sent to an officer from a dispatcher or from a CAD or RMS query must have the option of being transferred directly into the field reporting system. Information from TLETS must be able to be cut and pasted into the narrative of the report.

Mobile Data Functionality

It is imperative that no key functionality by the field units be lost by the change from SCA to Geac's system.

The following functions are critical to the workflow of the departments:

- LOG-ON, with the server recognizing your department and unit.
- PASSWORD, with the ability to change your own password.
- VIEW YOUR OWN STATUS IMMEDIATELY.
- RECEIVE A DISPATCHED CALL.
- DISPATCHER can reship a dispatched call to a unit.
- OFFICER in an MDC can request the reshipping of a dispatched call to his unit.
- WHEN DISPATCHED, be able to query prior incidents for that location.
- ADD NOTES to a dispatched call.
- VIEW caution notes and CAD dispatch notes when dispatched to a call.
- VIEW calls that were previously dispatched to the current unit by date range, defaulting to current date.
- INITIATE A CALL FROM THE FIELD, specifying nature and location.
- CHANGE STATUS FROM THE UNIT TO ANY OF THE AVAILABLE CAD STATUS'.
- AUTOMATICALLY RUN A TLETS QUERY, any time a DL or LP form is entered into the mobile client.

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- RUN TLETS QUERIES, on Vehicles, Persons, Guns, Articles, or Boats.
- SEND A MESSAGE, to other vehicles, users, dispatchers, or groups of users.
- REQUEST A RETURN RECEIPT, on any message that is sent.
- SEND A MESSAGE, to a user who is not logged on at this time.
- QUERY RMS for PERSONS.
- QUERY RMS for AN ADDRESS.
- QUERY RMS for OFFENSES.
- QUERY RMS for PRIOR CALLS, with a date-time span, officer ID, unit number, disposition code, grid, beat, district, nature, reporting person name, block, street, and/or building name. All of these fields will have a defined default value, but be user-definable at the time the query is input.
- QUERY CAD FOR ACTIVE INCIDENTS, of type; Fire active calls, Fire waiting calls, Police active calls, and Police waiting calls.
- QUERY CAD FOR UNIT STATUS DETAILS, of type; Police Units or Fire units.
- QUERY CAD FOR A DUTY ROSTER REPORT, of type; Police Dept. or Fire Dept. (Roster report for fire will come from SR in CAD.)
- FIRE AND PD NATURES AND STATUS' must be separate.
- CAD Interface connection redundancy to COLLEGEA and COLLEGE B systems.
- VIEW ALL CRITICAL DATA THAT IS ON A RECEIVED DISPATCHED CALL, with a single command. Example of a command would be "PI" for prior incidents at an address.

Critical Data items are:

- Location to respond to
- Block Number
- Main Street
- Apartment
- Suite or Lot
- Cross Street(s)
- Common Business, Residence, or Landmark name
- Type of call (Nature Code)

- Type of call description (Nature Code Description)
- Primary unit assigned
- Backup unit assigned
- Date and time call received
- Time sent
- Dispatched or assigned time
- Beat
- Map Reference
- Priority of call
- Call notes
- Caution notes

Mobile Data Terminal (“MDC”) to CAD/RMS Interface

Geac will ensure that this interface is operational on the new Message Switch and that it has the same key functionality that existed on the previous system. The City will use all reasonable diligence to report any such known issues prior to moving to the new Message Switch. This is intended to provide Geac with ample time to make the necessary corrections prior to City personnel utilizing this interface on the new server. Notwithstanding the foregoing, Geac will provide error correction for this system to ensure that the system is fully integrated and fully functional regardless of whether these issues were reported or unreported.

Based on the previous system’s functionality, this interface will allow the mobile units in the vehicles functionality including but not limited to the following:

- Status changes from MDC:

For Police:

Enroute, On Scene, Available, Off Duty, Unit Locate

For Fire:

Enroute, On Scene, Available In Station, Available Out of Station, Enroute Hospital, At Hospital, In Command.

- Basic inquiries can be made from MDC such as Waiting Police Calls, Waiting Fire Calls, Active Police Calls, Active Fire Calls, Prior Calls (with search criteria, date range, time range, officer, unit, nature, dispositions, etc.), Prior Incidents, Prior Tags, Prior License Plates, Prior Reports, On-duty fire/police rosters, and Records Information. These commands will be restricted to Police or Fire depending on the login type.
- Dispatched calls can be received and responded to as well as initiated in the MDC. Messages can be sent and received from the Law Enforcement and Fire dispatchers.
- An audible alert and a visual alert should be indicated on any and all incoming messages, CAD calls, Query results returns, or any Call updates.

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This interface will have a simple method to switch the connection to the CAD application back and forth between the two Unix servers known as COLLEGEA and COLLEGE B, should the dispatchers be moved to the other machine for any reason.

MDC to TLETS Interface

Geac will ensure that this interface is operational on the new server and that it has the same key functionality that existed on the previous system. No existing query functionality will be lost. Based on the previous system's functionality, this interface shall provide a means for communication between the current SNA server that connects with the State via a satellite link and the MDC application.

Functionality includes:

- Supports the same queries and forms that are currently available in the mobile environment from both the COLLEGEA machine and the COLLEGE B machine via the interface.
- Queries and forms will be accessible from the MDC application.
- The City system administrator will have a method to control access based on individual user access level as well as groups of users.

List of currently available queries:

- Vehicles by License Plate and State.
- Vehicles by VIN.
- Persons by Name, Race, Sex and DOB.
- Persons by drivers license number and state.
- Guns by serial number (optional make and caliber).
- Guns by Name, Race, Sex, and DOB.
- Guns by drivers license number and state.
- Guns by Social Security Number.
- Articles by serial number (optional type).
- Boats by registration number.
- Boats by hull number.

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It is the City's recommendation that the TLETS interface send the TLETS queries to the State via the existing COLLEGEA/COLLEGEGB connection rather than loading and configuring Microsoft SNA on the MDC server. In this configuration Geac will be able to debug TLETS issues with greater efficiency. This would allow the City to drop one Mneumonic from its existing SNA server and have a more stable connection to the state than in previous years with the SCA system.

Due to upcoming changes in the TLETS system, the CAD system will communicate to the state satellite controller via TCP/IP rather than SNA, at whatever time is agreed upon by the State, Geac, and the City.

Fire/EMS and Law Intranet Status Accounts (I-STATUS)

Geac will ensure that the I-STATUS web application that exists on the City's system is available to the users on the MDC System.

List of Units and Their Connections

<u>DESC</u>	<u>Geac Mobile Client</u>	<u>RadioIP Client</u>	<u>PD Field Reporting</u>
14 Fire Trucks	14	14	
29 PD Cars	29	29	25
7 Motorcycles	7	7	
16 Utilities Laptops		16	
Spare	<u>1</u>	<u>1</u>	<u>1</u>
TOTALS	51 (14 fire/ 36 PD/1spare)	68	26

The system will have the capacity to support a minimum of 100 units for additional growth.

Note: A site license for desktop field reporting will be included. This has been negotiated with Geac, and the desktop counts have not been listed nor totaled in the table above.

Project Management Overview

Geac will provide project management for the responsibilities outlined in this SOW. Geac will designate a Project Manager, who will be the single point of contact and official channel of communications with the City's designated Project Manager after contract signing.

Reference Exhibit B for a list of members of the Project and Implementation Teams.

Geac's Project Manager is responsible for coordinating all activities relating to implementation and go-live, which includes project management, training, installation, and contract administration. The Geac Project Manager will work with the City's designated Project Manager to develop a mutually agreed upon Project Plan and coordinate implementation of that Project Plan.

College Station's Project Manager will serve as the liaison between the City's Project Team and the Geac Project Manager and will coordinate the activities regarding resources and responsibilities of the City as defined in the mutually agreed Project Plan and in this SOW.

College Station's System Administrator will be responsible for overall support of the system and the application. This person is the first line of support before any escalation to Geac and could be the same person as the Project Manager for the City if desired.

Geac's Project Manager's Responsibilities

- Schedule and conduct a meeting between Geac and the City's project team to review the SOW, defining project goals and objectives, work requirements, acceptance requirements, resources, tasks, and sequences to meet project goals.
- Prepare and submit for approval a proposed Project Plan to Geac and City project teams detailing the installation, customization, training schedule, resource allocation, and financial accounting of project.
- Oversee the integration of the entire system for hardware supplied by Geac. Work with all outside vendors of hardware and software that provide interfaces to the Geac applications to ensure that all interfaces work properly.
- Coordinate the implementation phases as described in the SOW and as detailed in the Project Plan.
- Work with City Project Manager to resolve issues that may impact the Plan or changes as needed and approved by both.
- Conduct weekly (or other mutually agreed upon schedule) conference calls with any or all members of the Geac project team and the City's project team to evaluate progress and address concerns.

Section 2 - Project Management

- Develop a training plan and submit outlines.
- Provide written Status Updates at least monthly, reviewing schedule against the Plan. More frequent updates may be required during implementation and will be scheduled as agreed by the Geac and City Project Managers.
- Attend go-live cutover.
- Meet with the City Project Manager to review system acceptance issues.
- Provide on-site review for workout of open issues after go-live.

College Station's Project Manager's Responsibilities

- Participate in the development of the Project Plan with the Geac Project Manager.
- Serve as the liaison between Geac and the City for implementation of the SOW.
- Act on behalf of the City to ensure that Status Updates are distributed and escalate issues regarding fulfillment of the SOW or contract.
- Include any or all members of the City of College Station Project Team in meetings, decisions, task assignments, and other activities of the Project Manager as directed by the City.
- Identify any concerns with scheduling or implementation as soon as they arise and promptly notify the Geac Project Manager for quick problem resolution.
- Select a staging area for storage of project related equipment until such time that it is installed.
- Designate at least 1 desk with access to telephone lines for voice and data transmission for use by Geac personnel while on-site. Geac will not be connected to the City network. Geac requires this data line for e-mail and access to the Geac network.

College Station's System Administrator's Responsibilities

- Participate in the design of the Project Plan.
- Have or obtain adequate Windows 2000 Server administration knowledge prior to the go-live.
- Have or obtain adequate Windows XP Professional administration knowledge prior to the go-live.

Section 2 - Project Management

- Attend all Geac taught system administration and application classes that are part of the training portion of this project as outlined in Section 5.
- Serve as the first-line for support before escalation of any issues to Geac.
- Provide input to Geac for custom modifications.

Project Management Assumptions

- The City will provide direct supervision on its own technical implementation team and any of its contractual responsibilities not directly associated with this SOW.
- The City will provide requested information and/or approvals within three working days unless there is a mutually agreed to extended response time. Change orders that require City Manager or City Council approval may exceed this three-day period. The City agrees to process such change orders as promptly as possible.
- The City is responsible for the actual content of any data file, selection, and implementation control access and use, as well as the security of stored data.
- The City will designate a System Administrator to participate in all training classes and system overviews and to perform the duties as defined in this SOW.
- The City will assign a designated backup to its Project Manager. Geac will assign a designated backup to the Project Manager.
- Geac reserves the right to utilize subcontractors to perform work defined in the SOW upon prior written notice to and consent of the City. Such use will be disclosed to the City prior to the start of work. Geac has no current plans to hire any subcontractors but does not want to exclude the possibility in case a third-party expert is required to resolve any problems. Under no circumstances will any non-Geac employees be providing any training services. If any subcontractors are hired, Geac will ensure that they meet the insurance requirements stated by the City for Geac employees and will provide certificates to prove the subcontractors' insurance is in effect for the dates they will be on-site prior to the subcontractors' arrival on site. Geac is responsible for subcontractors and will have coverage for its subcontractors.
- The Contractor agrees that it will retain personal control and will give its personal attention to the fulfillment of this Agreement. The Contractor further agrees that subletting of any portion or feature of the work or materials required in the performance of this Agreement shall not relieve the Contractor from its full obligation to the City as provided by this Agreement.

Section 2 - Project Management

- Subcontractors must be approved by City's Representative prior to hiring or beginning any work on the Project. If City's Representative judges any subcontractor to be failing to perform the work in strict accordance with the drawings and specifications, the Contractor, after due notice, shall discharge the same, but this shall in no way release the Contractor from its obligations and responsibility under this Agreement. The terms and provisions of this Agreement shall bind every subcontractor and the contract documents as far as applicable to their work. The Contractor shall be fully responsible to the City for the acts and omissions of its subcontractors. Nothing contained herein shall create any contractual or employment relations between any subcontractor and the City.
- The go-live for this project will not occur prior to completion of the City's MDC replacement project.
- The Project Plan will include a test period prior to go-live that will demonstrate the Geac message switch, associated software, and MDC client functionality and conform to the specifications, the statement of work, the contract documents and software documentation. Minor changes, defined as not exceeding a total of 8 hours programming time, and modifications to system configuration and software programs may be required as a result of this testing period and will be accomplished at no additional cost to the City. Major changes or modifications, defined as exceeding a total of 8 hours programming time or that will incur additional cost to the City will require submission of a written change order. Details of this period will be included in the project plan. This test period may coincide with the training in a training environment utilizing IP network connectivity provided the City and Geac mutually agree to such scheduling.
- The term Subcontractor shall mean and include only those hired by and having direct contact with Geac for performance of work on the project. The City shall have no responsibility to any subcontractor employed by Geac for performance of work on the project and any and all subcontractors shall look exclusively to Geac for any payments due.

Geac's System Integration Responsibilities

Hardware Specifications

Geac will:

- Provide hardware specifications needed to run the Geac-provided applications, including operating system levels and backup utilities.
- Provide detailed hardware configuration for servers and workstations. These configurations will be reviewed and approved by both the City and Geac prior to ordering.
- Assist in defining the location of hardware placement in the designated City computer room if needed.
- Assist in defining the connectivity of the server, interfaces and all workstations if needed.

System Engineering Services

- Coordinate subcontractor activities involved with site preparation tasks required within the SOW.
- Review and recommend changes to workstation domain design and review as it relates to the City network and the connectivity to the Geac application server.
- Review and recommend changes to user accounts.
- Review and recommend changes to Windows Internet/Workstation Naming Services (WINS).
- Review and recommend changes to existing IP schemes.
- Review and recommend changes to connectivity from the server to the City's Ethernet switch.

College Station's System Integration Responsibilities

- Purchase the Windows server and workstation and the installation services.
- Purchase the Mobile Data workstations.

Network Configuration/Installation

The City is responsible for configuration and implementation of a network designed to support the function of this project. The network shall meet the recommended minimum specifications as specified in Exhibit A of this SOW.

Section 3 - System Integration

System Engineering Services

- Provide Geac with a City network infrastructure point of contact. This contact must be involved with all network discussions. See Network Analyst contact information in Exhibit B.
- Provide Geac with the City's current and purposed mobile client IP addressing scheme, including routing/gateway addressing.

Geac's Installation Services Responsibilities

- Load Windows Server with Geac software products.
- Load Windows workstation with Radio IP software products.
- Set up 1 Mobile unit and instruct the City in the installation process.
- Verify workstation connectivity to server.
- Test all interfaces where connectivity in the production environment can be interrupted to be tested prior to go-live. This will require the switching of cables for some interfaces.
- Verify network printer configuration.
- Geac will review and as necessary, modify the Products Already Licensed per the Customer Order Form.

College Station's Installation Services Responsibilities

- Provide network cabling from the City's current network to the place where equipment is to be placed.
- Create User logins at server level for all users except the first two logins, which are to be completed by Geac.
- Set up Units except for the first unit, which is to be completed by Geac.
- Provide authorization to allow Geac to communicate to the State concerning TLETS/TCIC/NCIC connectivity issues.

Installation Services Assumptions

- The interfaces that will connect to the MDC server are currently or will be located within the designated computer room.
- All MDCs to be connected to the MDC server will have Windows XP loaded prior to Geac loading and configuring the server for Message Switch operations.

Geac's Training Services Responsibilities

Note: All 2-hour and 4-hour sessions for setup and use of interfaces are average time-estimates. Some interfaces will take less setup, while others may take longer. These are not end-user classes, but administrative setup and training.

If the time allotted for the two- or four-hour sessions exceeds the actual time spent by Geac, the City may, at its option, require Geac to provide additional training to use the unused training hours or Geac will refund the remaining unused balance at its current hourly rate. If said training exceeds the allotted two- or four-hour class time scheduled or if the City requires additional question-and-answer time, this time will be billable at Geac's current hourly rate.

- Provide Geac locally available coverage for the first 48 hours after go-live of the Message Switch and be able to be on site within 30 minutes.
- Provide one 2-hour session for setup and use of the CAD Interface for **6** persons.
- Provide one 2-hour session for setup and use of the TLETS Interface for **6** persons.
- Provide one 16-hour Message Switch ADMIN training course on the software. This will be extensive administrative training for **6** persons.
- Provide one 16-hour "Train-the-Trainer" training course for **20** persons. Both Fire and Police Personnel will attend this course. This training will consist of all components needed for trainers to teach the proper usage of the Mobile Client and the Field Based Reporting. The Fire personnel will be excused as soon as the Mobile Client part of the training is complete since they will not be using the field-based reporting portion of the system.
- Provide appropriate and complete training materials for each class. The City will make copies from a CD supplied by Geac for distribution.

College Station's Training Services Responsibilities

- Assist in the development of the training schedule.
- Assure that employees adhere to the agreed upon schedule.
- Advise the Geac instructor at least four business days prior to the training session of any departmental regulations or standard operating procedures that would impact the training class content as listed in the agenda found in the Training Information under Exhibits.
- Provide a training room with one PC for each student loaded with the proper software and connectivity prior to instructor's arrival. These PCs will be connected to the new server running the new versions of the software.

Section 5 - Support/Training Services

- Ensure that attendees are not interrupted or disturbed by other commitments or distractions such as phones, printers, copiers, and/or fax machines.
- Provide a white board or similar for the instructor.
- The City will ensure that its System Administrator is currently knowledgeable or obtains appropriate training classes for Windows 2000 Server and will make all reasonable efforts to resolve system errors before contacting Geac.
- Ensure that the System Manager or a Communications Supervisor attend all training sessions and is prepared to answer department policy questions.

Training Services Assumptions

- Training costs are based on combining all training on modules less than 8 hours in length to optimize workflow and travel cost.
- The City will provide a training environment free from interruption.
- The City will coordinate with the Geac Trainer to maximize training to the end-user based on computer/space availability without jeopardizing the effectiveness of the training. Training that requires hands-on computer training will be limited to a maximum of 20 trainees.
- The City will provide a training facility with PCs and connectivity to the network for all training classes. Geac will assist with the loading of software on these training PCs; this may be done by telephone if necessary.
- The City will provide any necessary general Windows literacy training prior to Geac's training.

Geac Support Services

Geac provides 5x8 standard support with the exception of holidays, and 7x24 emergency support for emergency issues with the applications and third-party software per the terms of the Agreement for Systems and Services with Geac dated 2/21/03. The City has not contracted for first-line support to troubleshoot issues with the servers housing the applications or first-line support on issues with the network.

The City must report all application issues that occur throughout the implementation of this project directly to the Geac Support Team. Non-emergency issues can be reported using Geac's Internet support service, AnswerLink. For a full description on Geac's Support Policies, review the Customer Support Manual under General Information in the Exhibits.

Geac's Go-live Services Responsibilities

During the week of cutover, Geac will:

- Provide in-town, available project management services for two days.
- Provide on-site remote System Engineering services to verify connectivity upon final cut over of all interfaces, verify CAD Interface connection redundancy and switch over process to COLLEGEA and COLLEGEB Unix servers, and troubleshoot any system issues that arise.
- Provide post go-live review troubleshooting visits as needed during acceptance period.

College Station's Go-live Services Responsibilities

- Ensure that the City's network support services are available during the week if needed.
- Ensure that either the City's System Administrator and/or Project Manager remains on site and available during the cut over period and go-live. This requirement will remain until such time that Geac personnel are no longer on site.
- Designate a single supervisor per shift as a point of contact for that shift.

Go-live Services Assumptions

The Mobile Data System will be down while the server is moved to its new location. During this time, the old server is removed and the new server is put in its place. Interface cables are switched and verified. Because the time required may vary, Geac usually sets the expectation that the users could be disconnected for up to 4 hours. This switch over will occur at a day and time acceptable to both Geac and the City.

Completion Criteria

(Reference Exhibit D for Acceptance Tests and Criteria.)

Acceptance is defined as stated in the Agreement for Systems and Services.

The system shall meet functional requirements and performance specifications as stated in the SOW and any other written documentation supplied to Customer by Geac.

Required completion criteria include obtaining the following signature documents for:

- Successful Hardware Installation and Functional Verification
- Successful Software Load and Functional Demonstration Verification
- Successful Database Restore Verification
- Interfaces Test Result Verification
- Completion of Training Verification (with attendance documented and completion of evaluations by training attendees)

All issues that affect acceptance must be reported to the Geac Support Team within 30 business days from use of the given system in a live environment. The system will not be considered live until a date mutually agreed upon by both Geac and the City's project teams. Issues found after the 30-day acceptance period has been successfully completed will be considered outside the scope of this SOW and handled as normal support issues per the terms of the Agreement for Systems and Services.

Note: If a problem causes or can cause errors in dispatching or the work-around causes delays in dispatching, the error will be treated as an immediate urgent need of customer or a mission-critical emergency.

Geac will use all reasonable diligence in resolution of issues involving third-party products. However, Customer acknowledges the inherent complexity and hardware interaction of the Operating Systems native to servers (i.e., Microsoft Windows 2000 Server, IBM AIX, and Hewlett Packard HP UX) and workstations (i.e., Microsoft Windows XP Professional). Therefore, Geac cannot assume any responsibilities for unforeseen incompatibilities with our applications. Notwithstanding the foregoing, if incompatibility cannot be resolved and it materially affects the functionality of the software, Customer may terminate this agreement and receive a full refund of all sums paid.

The deliverable(s) shall be accepted by City when (1) the deliverable(s) has been delivered, installed and made ready for use at City's site in accordance with Geac installation and operating specifications; (2) Customer has tested the deliverable(s) and the deliverable(s) has passed testing; and (3) Customer agrees that deliverables meet or exceed the specifications and those contained in the SOW concerning performance and capabilities of the deliverable(s) as modified by Geac.

Server Recommendations

Message Switch Server Minimum Recommendations

- Pentium IV 2.8Ghz Processor
- 512K Cache
- 512K SDRAM
- 40 GB Hard Drive
- Dual 100mb Network Adapter
- Windows 2003 Server with 5 CALS

Radio IP Server Minimum Recommendations

- Pentium IV 2.8Ghz Processor
- 512K Cache
- 512K SDRAM
- 40 GB Hard Drive
- Dual 100mb Network Adapter
- Windows 2000 Professional

Workstation Recommendations

MDC Workstation Minimum Recommendations

- Pentium 1.3Ghz
- 512 MB Memory
- 40 GB Disk
- 100mb Ethernet
- 12.1" SVGA Monitors
- Pointing Device
- Windows XP
- Windows Office (Word Only)

Network Requirements

Geac requires a minimum network configuration consisting of a Category 5 cabling plant with network devices setup for 100mb full duplex operation with auto negotiation disabled. Geac realizes that some remote workstations will not have 100mb connection speeds. Customer understands that the performance at these workstations will be reduced because of the existing communications link.

College Station's Project Team

Timothy "TC" Clark, Systems Analyst

Project Manager

E-mail: tclark@cstx.gov

Phone: (979) 764-3645

Fax: (979) 764-3664

Ronnie Horcica, Technical Services Coordinator

Backup PM

E-mail: rhorcica@cstx.gov

Phone: (979) 764-3647

Fax: (979) 764-3664

Don Davis, Systems Analyst

System Administrator

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Fax: (979) 764-3664

Erin Provazek, Sr. Systems Analyst

Backup SA

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Phone: (979) 764-3482

Fax: (979) 764-3664

Ben Roper, IT Assistant Director

Program Manager

E-mail: broper@cstx.gov

Phone: (979) 764-3538

Fax: (979) 764-3664

Exhibit B - Project & Implementation Teams

College Station's Implementation Team

TC Clark, Systems Analyst
Project Manager
E-mail: tclark@cstx.gov
Phone: 979-764-3645
Fax: 979-764-3664

Erik Bodholt, Network Analyst
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Phone: (979) 764-3776
Fax: (979) 764-3664

Don Davis, Systems Analyst
System Administrator
E-mail: ddavis@cstx.gov
Phone: (979) 764-3483
Fax: (979) 764-3664

Tracy Price, Micro Computer Coordinator
E-mail: tprice@cstx.gov
Phone: (979) 764-6374
Fax: (979) 764-3664

Geac's Project Team

The Geac Project Manager reports to the Support & Professional Services Manager. The Geac Project Manager is the single point of contact and official channel of communications with the Customer's Project Manager and is responsible for coordinating all activities relating to implementation and go-live support.

This includes project management, training, installation, and contract administration. Normal support issues and post go-live issues must be reported directly through Geac normal support lines. If needs or issues arise, the Customer will communicate the problem or need to the Geac Project Manager through the Customer's Project Manager and vice versa. Each representative should designate a backup contact should either be unavailable for contact within a day. Escalation of issues should only occur when the project is jeopardized by action or lack of action by these representatives.

Exhibit B - Project & Implementation Teams

Geac's Project Team will be assigned at contract signing; however, the following team is tentatively assigned.

Ken Neal, Support & Professional Services Manager

E-mail: ken.neal@geac.com
Phone: (813) 207-6957
Fax: (813) 207-6941

Laurie Hovatter, Support Leader

E-mail: laurie.hovatter@geac.com
Phone: (813) 207-6971
Fax: (813) 207-6941

Margaret Moran, Sales Support Manager

E-mail: margaret.moran@geac.com
Phone: (813) 207-6968
Fax: (813) 207-6941

Barb Meyer, Contract & Proposal Coordinator

E-mail: barbara.meyer@geac.com
Phone: (813) 207-6972
Fax: (813) 207-6941

Nicholas M. Gettino, Development Manager

E-mail: nick.gettino@geac.com
Phone: (813) 207-6998
Fax: (813) 207-6941

Jerry Meinhardt, Project Manager/Senior Trainer

E-mail: jerry.meinhardt@geac.com
Phone: (813) 207-6900
Fax: (813) 207-6941

Jim Haskins, Trainer

E-mail: jim.haskins@geac.com
Phone: (813) 207-6900
Fax: (813) 207-6941

Go-live Checklist

MDC System

- Notify all Units and Stations that you are going live.
- Enable and instruct one Unit to log on to the Mobile Client Application. Verify functionality before moving to next step.
- Enter the remaining Units.
- Enter remaining User IDs into the system immediately.
- Ensure all interfaces are working properly.
- Ensure the City's mapping application can be opened by the use of an F-Key or some other shortcut and that it functions properly.
- Ensure ISTATUS is available in the vehicles.

Note: Modifications, additions, or deletions to this checklist may occur as the project progresses. Such changes will be coordinated and agreed to by both parties in writing.

Acceptance Tests/Criteria

The Customer shall complete the following criteria for acceptance for the system no later than 30 business days from use of the given system in a live environment.

System Security

Test the ability to perform the following from the server console:

- Add/remove/change units.
- Add/remove/change users.
- Change user passwords.
- Add/remove/change user groups.

MDC Server Management Console

Test the ability to perform the following from a system administrative module:

- Locate the current status and history of a field report.
- Print the audit trail of a field report.

TLETS Interface

Run each command to verify that both in-state and out-of-state responses function correctly. Verify the following:

- Response was returned to requesting workstation.
- Proper response for the inquiry.
- Proper printing of inquiry responses.
- Message print and display function properly.
- Notification of wanted/stolen messages is flagged automatically upon return.

Exhibit D - Acceptance Tests/Criteria

Redundancy Interfaces

Verify the following:

- The MDC/CAD interface can be failed over to the backup server.
- The MDC/TLETS interface can be failed over to the backup server.

AS/400 Access

Verify the following:

- Test the connection from an MDC Radio IP Client to the AS/400 for utilities access.

Geac CAD to Message Switch Interface

Verify the following:

- The interface can be started and stopped from the MDC server and from the CAD server.
- TCP/IP operating system software is running on all servers needing to send or receive data.
- Messages can be sent to NCIC/TLETS with the CIC interface.
- Messages can be received from NCIC/TLETS with the CIC interface.
- Field units receive CAD incident data properly.
- Field units can request and receive CAD data properly.
- Field units can request and receive TLETS/TCIC/NCIC data properly.
- Dispatchers can send messages to the MDCs.
- Dispatchers can see if a unit is logged in or not.
- Personnel in the field can send messages to CAD dispatchers.
- All fields in the blank Incident screen receive and edit the data correctly.
- Known specific address verifies properly in dispatch.
- Known intersection verifies properly and cross-references properly in dispatch.

Exhibit D - Acceptance Tests/Criteria

- Known commonplace name verifies properly in dispatch.
- Menus of nature codes and closing dispositions are appropriately generated.
- Notes are added and displayed properly.
- When entered, the incident appears on the appropriate screen.
- Updates to incidents are stored correctly.
- Unit assignments are recommended and then reflected properly in the status summary.
- Incidents are closed and moved to the history file properly.
- All fields in the blank unit format are edited properly and stored correctly.
- Units' status changes appear correct in CAD.
- Each status change is reflected correctly on the status query screens.
- Units receive dispatched calls correctly.
- Status time commands function correctly.
- Unit sends and receives data properly and can see query data in proper formats and fields.

Field Reporting (Entering and Processing of Offense Reports)

- Units that have Offense field reporting access can enter an Offense report.
- Each unit can send its report to its supervisor for approval.
- The supervisor can approve a field report and send it on to Records, or disapprove it and send it back to the originating officer.
- The records technician can review and approve the Offense report and commit it to the RMS system as the official record.
- The records technician can disapprove the Offense report and send it back to the supervisor.
- Only the officer who originated the working report can make changes to that report. If there is anything wrong in the working report, the supervisor or the records technician cannot make changes. They can only reject the report and return it to the originating officer for correction.

Exhibit D - Acceptance Tests/Criteria

- The audit trail must consist of a current status, a date and time of when it became its current status, all past status' with their associated dates and times, and a reason for rejection, and a user ID and name.
- The reasons for rejection must be logged, and who can view the reason for rejection must be hidden based on user access.
- The officer can review reports and audit trails for any report on the system with proper security, but can only modify his own reports. The officer cannot change a report once the Records Technicians have processed it; he must file a supplemental report that can then be tied to the original report.
- The supervisor can review reports and audit trails for any report on the system with proper security, but cannot modify them.
- The records technician can review reports and audit trails for any report on the system.

MDC Scenarios

Silent Dispatch

- Each Unit receives dispatched call.
- Each Unit receives ALL call information SEE BELOW.
- Each Unit accepts assignment by changing status to ENROUTE.

Call Information - Fire (Check Each)

LOCATION
BLOCK NUMBER
MAIN STREET
APARTMENT, SUITE OR LOT
CROSS STREET(S)
COMMON, BUSINESS, RESIDENCE OR LANDMARK NAME
TYPE OF CALL (NATURE CODE)
TYPE OF CALL DESCRIPTION (NATURE CODE DESCRIPTION)
UNITS ASSIGNED TO CALL
DATE AND TIME CALL RECEIVED
FIRE DISTRICT RESPONSE AREA
MAP REFERENCE NUMBER
HYDRANT INFORMATION
CALL NOTES

GRID NUMBER
DISPATCH CODE
REPORTING PERSON NAME
REPORTING PERSON ADDRESS
CAUTION NOTES
PRIOR CALL INFORMATION FOR CALL LOCATION
UNIT TIMES FOR EACH ASSIGNED UNIT(S)
DISPATCHED OR ASSIGNED TIME
RESPONDING TIME
ARRIVAL TIME
TRANSPORT TO HOSPITAL TIME
AT HOSPITAL TIME
AVAILABLE OUT OF STATION
AVAILABLE IN STATION

Call Information - Police (Check Each)

LOCATION TO RESPOND TO
BLOCK NUMBER
MAIN STREET
APARTMENT, SUITE OR LOT
CROSS STREET(S)
COMMON, BUSINESS, RESIDENCE OR LANDMARK NAME
TYPE OF CALL (NATURE CODE)
TYPE OF CALL DESCRIPTION (NATURE CODE DESCRIPTION)
PRIMARY UNIT ASSIGNED
BACKUP UNIT(S) ASSIGNED
DATE AND TIME CALL RECEIVED
BEAT
MAP REFERENCE NUMBER
PRIORITY OF CALL
CALL NOTES
GRID NUMBER
INCIDENT NUMBER
REPORT OR CASE NUMBER AFTER GENERATED
PREVIOUS REPORT NUMBER
REPORTING PERSON NAME
REPORTING PERSON ADDRESS
REPORTING PERSON PHONE
CONTACT OR DO-NOT CONTACT REPORTING PERSON
CAUTION NOTE(S)
PRIOR CALL INFORMATION FOR CALL LOCATION (UPON REQUEST FROM UNIT)
UNIT TIMES FOR EACH ASSIGNED UNIT
DISPATCHED OR ASSIGNED TIME
RESPONDING TIME
ARRIVAL TIME

Exhibit D - Acceptance Tests/Criteria

TRANSPORT PRISONER TO JAIL (shows in notes only - not as a function key or status)
AT JAIL WITH PRISONER (shows in notes only - not as a function key or status)
OPEN REPORT
AVAILABLE OR BACK IN SERVICE FROM CALL
LICENSE PLATE NUMBER
LICENSE PLATE STATE
DRIVERS LICENSE NUMBER
DRIVERS LICENSE STATE
CALL DISPOSITION STATUS (MULTIPLE)

Self-initiated Calls and Traffic Stops

An officer in a vehicle must be able to enter a traffic stop with minimal information. Then the call should be reshipped to that officer with the following fields completely validated:

UNIT NUMBER
TYPE OF CALL (NATURE)
LOCATION
BLOCK NUMBER AND MAIN STREET
MAIN STREET AND CROSS STREET(S)
BUSINESS OR RESIDENCE NAME
LANDMARK NAME
LICENSE PLATE NUMBER AND STATE
DRIVERS LICENSE NUMBER AND STATE
REPORT OR CASE NUMBER AFTER GENERATED
PREVIOUS REPORT NUMBER
CALL NOTES
CALL DISPOSITON (MULTIPLE)

Self-statusing From Vehicle - Police

Field units should be able to change their status to any of the available status codes in CAD. They should not be able to change other units' statuses.

AVAILABLE
ENROUTE
ON SCENE
OFF DUTY
UNIT LOCATE

Self-statusing From Vehicle - Fire

Field units should be able to change their status to any of the available status codes in CAD. They should not be able to change other units' statuses.

ENROUTE
ON SCENE
AVAILABLE
OUT OF SERVICE
OUT OF DISTRICT
IN COMMAND
TO HOSPITAL
AT HOSPITAL
AVAILABLE OUT OF STATION
AVAILABLE AT SCENE

Call Activity Inquiry

DISPLAY ALL FIRE UNIT STATUS'
DISPLAY ALL FIRE ACTIVE CALLS
DISPLAY ALL FIRE WAITING CALLS
DISPLAY ALL LAW ENFORCEMENTUNIT STATUS'
DISPLAY ALL LAW ENFORCEMENTACTIVE CALLS
DISPLAY ALL LAW ENFORCEMENTWAITING CALLS

Duty Roster

DISPLAY ON DUTY LAW ENFORCEMENTROSTER
DISPLAY ON DUTY FIRE ROSTER BY ENTRY OF DATE

Prior Call Information

Search all prior call information based on any of the following input fields; this includes combinations of these fields:

DATE RANGE
TIME RANGE
UNIT NUMBER OR TRUCK
OFFICER NAME OR EMPLOYEE ID
NATURE
CALL DISPOSITION STATUS
STREET NAME
BLOCK NUMBER
BUILDING NAME
COMPLAINANT NAME
LAW ENFORCEMENTBEAT

Exhibit D - Acceptance Tests/Criteria

FIRE RESPONSE AREA
GRID
LAW ENFORCEMENT INCIDENT NUMBER
FIRE RUN NUMBER
LAW ENFORCEMENT REPORT NUMBER

CAD Messaging

Able to send and receive messages to:

LAW ENFORCEMENT DISPATCHER
FIRE DISPATCHER



EnRoute Field Based Reporting

Geac® Public Safety's EnRoute Field Based Reporting (FBR) suite of products are wherever you need to be.

It provides you with the information to WIN THE RACE AGAINST TIME®.

Geac's EnRoute FBR application is designed to replace paper forms being completed in the field with an electronic equivalent. Built with the mobile user in mind, these user-defined reports allow field personnel to complete and submit before becoming available for next call.

Benefits include selection of codes and statutes from drop-down lists, validation of data, and re-useability of data, such as name data, without having to rekey details.

EnRoute FBR is designed to run with Geac's EnRoute Mobile application on a laptop that interfaces with Geac's CAD systems for Law Enforcement, Fire/EMS, and private Ambulance. Navigation of the application becomes easier when equipped with a touch screen.

Reports entered by personnel can be uploaded to Geac's EnRoute Records system using any TCP/IP connection, such as LAN or WAN, CDPD, or IP for Radio networks.

The electronic reporting has many advantages and features over the paper form. Coded fields assist the reporter in selecting valid values for everything from vehicle make and model to federal and state codes.

User-determined field level data editing ensures that required fields are completed and that the data entered is correct or valid.

Features include:

- Touch Screen
Large buttons and other "click-able" areas make it easy to use the touch screen without a mouse.
- Customizable
Field reports can be developed and customized to your agency's specific needs. A user-oriented tool to allow customization of input screens after initial installation is available.

EnRoute Field Base Reporting - [FBRPERSON - LAP TOP VICTIMS, WITNESSES, OFFICERS, ARRESTS, SUBJECTS, MISSING - 2]

File View Window Help Page

Tree Templ... Spell Hold Unlock Assoc...

Person Type: MISSING JUVENILE Status: OTHER

Name: GEAC, JILL Suffix: Maiden Name:

Involvement: MISSING PERSON

Race: WHITE Sex: FEMALE Date Of Birth: 10/10/1989 Age: 14 14 Ethnicity: NOT OF HISPANIC ORI

Home Phone: 121-121-2333 Occupation: STUDENT

Employer: SCHOOL Employer Address: Apt No: Employer City: ABING ABINGTON

Employer State: AR ARKANSAS Zip Code: Bus Phone: Other Contact Info:

Social Security #: Drivers Lic #: Place Of Birth:

1 2 File: FBRPERSONS RecordID: 2 09:39 08/13/2004

EnRoute Reporting - [FBRCT1 - POLICE TRAFFIC CITATIONS DATA ENTRY - 1]

Help Page

Spell Hold Unlock Assoc... Diagram

DRIVER VEHICLE

Number: Date Occurred: 5/12/2004 Day Occurred: 1 MONDAY Time Occurred: 12:00

Section: ST Distance: 45 Feet - Miles: Direction: E EAST Node:

Actual Speed: 45 Radar Used: Offense:

Damage: Injury: Severe Injury: Fatal:

Date Issued: 5/12/2004 Court Date: 6/16/2004 Court Time: 12:00 Court: OF NO RETURN

Fine Amount: .33 Officer: 000106 FEOLA, SHARON

File: CIT.HOLD RecordID: 1 13:58 08/13/2004

- Colors
Fields can be color coded for easier reading or to visually group sets of related data together.
- Accuracy
Data fields are validated both at time of entry and when saving the report. This ensures that required fields have been completed and validated and that cross-edit checks have been performed.
- Drop-down Lists
Drop-down lists of valid codes and their descriptions are provided for all coded fields. Field personnel can search the list using either the code or description.
- Navigation
Support is available for both keyboard and mouse/touch screen navigation for your personal choice.
- Windows "Look and Feel"
Standards for Microsoft Windows have been followed for familiarity and ease of use.
- Single Entry of Data
Once information has been entered, it is available to all reports being completed on the same laptop.

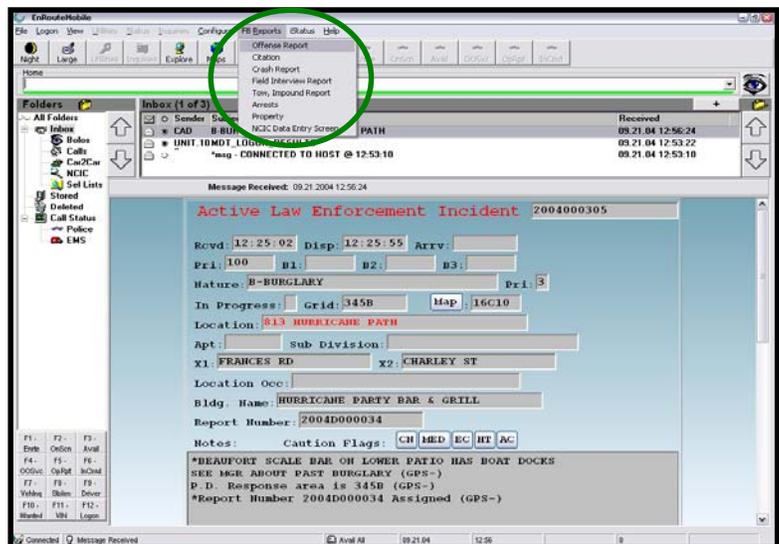
- Report Entry Windows
Windows are arranged in easy-to-follow hierarchies of data, with summaries of multiple sets of data arranged on their own tabs for easier viewing and updating. The "tree" provides an instant review of open windows and instant access to those windows.
- Multi-tasking
EnRoute FBR allows field personnel to switch to a new report without closing the previous report. Personnel can review and edit multiple reports simultaneously, even if they are of different types.
- Field Transmissions
Users can use the TCP/IP network to send their reports to other *EnRoute* FBR users for review and receive the reports back for corrections and/or completion.

This same method can be used to allow users to start a report on their laptop and complete the report later at the office or in another car/vehicle.

- Sketching
Users can draw accident or arson crime scenarios and other diagrams for attachment to a report.
- Display Images
Images can be easily received and displayed, such as blueprints, building layouts, mug shots, etc. from the server that is tied to reports, buildings, addresses, or people.
- Capture Images
Photos can be taken on scene and digitally uploaded to the laptop for attachment to a report.

Runs with Geac's *EnRoute* Mobile Application

Geac's *EnRoute* Field Based Reporting application is designed to run on a laptop with the *EnRoute* Mobile application.



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 Fax: (813) 207-6941
 Sales: (813) 207-6951
 E-mail: gpsinfo@geac.com
www.publicsafety.geac.com



Exhibit E – Known Functionality



EnRoute Field Based Reporting

Geac® Public Safety's EnRoute Field Based Reporting (FBR) suite of products are wherever you need to be.

It provides you with the information to WIN THE RACE AGAINST TIME®.

Geac's EnRoute FBR application is designed to replace paper forms being completed in the field with an electronic equivalent. Built with the mobile user in mind, these user-defined reports allow field personnel to complete and submit before becoming available for next call.

Benefits include selection of codes and statutes from drop-down lists, validation of data, and re-useability of data, such as name data, without having to rekey details.

EnRoute FBR is designed to run with Geac's EnRoute Mobile application on a laptop that interfaces with Geac's CAD systems for Law Enforcement, Fire/EMS, and private Ambulance. Navigation of the application becomes easier when equipped with a touch screen.

Reports entered by personnel can be uploaded to Geac's EnRoute Records system using any TCP/IP connection, such as LAN or WAN, CDPD, or IP for Radio networks.

The electronic reporting has many advantages and features over the paper form. Coded fields assist the reporter in selecting valid values for everything from vehicle make and model to federal and state codes.

User-determined field level data editing ensures that required fields are completed and that the data entered is correct or valid.

Features include:

- Touch Screen
Large buttons and other "click-able" areas make it easy to use the touch screen without a mouse.
- Customizable
Field reports can be developed and customized to your agency's specific needs. A user-oriented tool to allow customization of input screens after initial installation is available.

EnRoute Field Base Reporting - [FBRPERSON - LAP TOP VICTIMS, WITNESSES, OFFICERS, ARRESTS, SUBJECTS, MISSING - 2]

File View Window Help Page

Tree Templ... Spell Hold Unlock Assoc...

Person Type: JM MISSING JUVENILE Status: 0 OTHER

Name: GEAC, JILL Suffix: Maiden Name:

Involvement: MISSING PERSON

Race: W WHITE Sex: F FEMALE Date Of Birth: 10/10/1989 Age: 14 14 Ethnicity: N NOT OF HISPANIC ORI

A ASIAN/PACIFIC ISLANDER B BLACK C AMERI INDIAN/ALASKAN NATIVE U UNKNOWN W WHITE

Apt: ALTO ALTOONA City: State: MA MASSACHUSETTS

Home Phone: 121-121-2333 Occupation: STUDENT

Employer: SCHOOL Employer Address: Apt No: Employer City: ABNG ABINGTON

Employer State: AR ARKANSAS Zip Code: Bus Phone: Other Contact Info:

Social Security #: Drivers Lic #: Place Of Birth:

1 2 File: FBRPERSONS RecordID: 2 09:39 08/13/2004

e Reporting - [FBRCT1 - POLICE TRAFFIC CITATIONS DATA ENTRY - 1]

Help Page

Spell Hold Unlock Assoc... Diagram

DRIVER VEHICLE

Number: Date Occurred: 5/12/2004 Day Occurred: 1 MONDAY Time Occurred: 12:00

Action: ST Distance: 45 Feet - Miles: Direction: E EAST Node:

Actual Speed: 45 Radar Used: Offense:

Damage: Injury: Severe Injury: Fatal:

Date Issued: 5/12/2004 Court Date: 6/16/2004 Court Time: 12:00 Court: OF NO RETURN

Fine Amount: .33 Officer: 000106 FEOLA, SHARON

File: CIT.HOLD RecordID: 1 13:58 08/13/2004

- Colors
Fields can be color coded for easier reading or to visually group sets of related data together.
- Accuracy
Data fields are validated both at time of entry and when saving the report. This ensures that required fields have been completed and validated and that cross-edit checks have been performed.
- Drop-down Lists
Drop-down lists of valid codes and their descriptions are provided for all coded fields. Field personnel can search the list using either the code or description.
- Navigation
Support is available for both keyboard and mouse/touch screen navigation for your personal choice.
- Windows "Look and Feel"
Standards for Microsoft Windows have been followed for familiarity and ease of use.
- Single Entry of Data
Once information has been entered, it is available to all reports being completed on the same laptop.

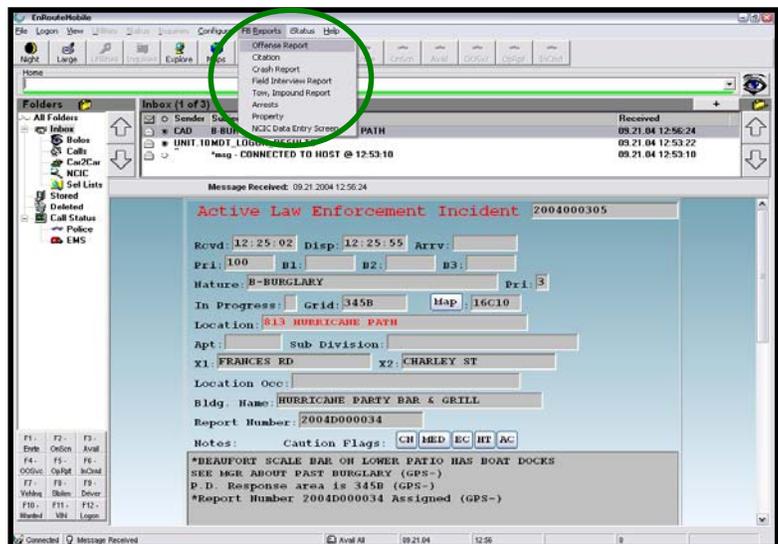
- Report Entry Windows
Windows are arranged in easy-to-follow hierarchies of data, with summaries of multiple sets of data arranged on their own tabs for easier viewing and updating. The "tree" provides an instant review of open windows and instant access to those windows.
- Multi-tasking
EnRoute FBR allows field personnel to switch to a new report without closing the previous report. Personnel can review and edit multiple reports simultaneously, even if they are of different types.
- Field Transmissions
Users can use the TCP/IP network to send their reports to other *EnRoute* FBR users for review and receive the reports back for corrections and/or completion.

This same method can be used to allow users to start a report on their laptop and complete the report later at the office or in another car/vehicle.

- Sketching
Users can draw accident or arson crime scenarios and other diagrams for attachment to a report.
- Display Images
Images can be easily received and displayed, such as blueprints, building layouts, mug shots, etc. from the server that is tied to reports, buildings, addresses, or people.
- Capture Images
Photos can be taken on scene and digitally uploaded to the laptop for attachment to a report.

Runs with Geac's *EnRoute* Mobile Application

Geac's *EnRoute* Field Based Reporting application is designed to run on a laptop with the *EnRoute* Mobile application.



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This user guide is designed to provide information that was available at the time of publication. Information in this document is subject to change without notice. The data and details used in examples are fictitious and are not intended to reflect favorably or adversely upon names used.

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Chapter 1 - Introduction to *EnRoute*™ FBR

Purpose of the Training Guide

The following is a training guide for the Geac *EnRoute*™ FBR application. Since each installation is custom and the window displays will appear different to different users, this training guide is designed to help users with functionality related to data input and retrieval. After learning this basic functionality, users should be able to then maneuver through any of the windows or data files more easily.

Three Types of *EnRoute* FBR Available to Launch

- 1. FBR Lite
- 2. FBR Standard
- 3. FBR Standalone

FBR Lite launches *EnRoute* FBR with *EnRoute* MDT running in the background. The MDT remains active, but it is transparent to the user.

FBR Standard is launched from an active *EnRoute* MDT session. The user logs into *EnRoute* MDT first and then launches *EnRoute* FBR from the menu bar.

FBR Standalone launches FBR without running *EnRoute* MDT.

Two Ways to Launch the Application

There are two ways to log into *EnRoute* FBR, using the desktop icon or using the **Start** button and then selecting from the menu.

Using the Desktop Icon

You can click on the desktop Icon that launches *EnRoute* Mobile and then launch FBR.

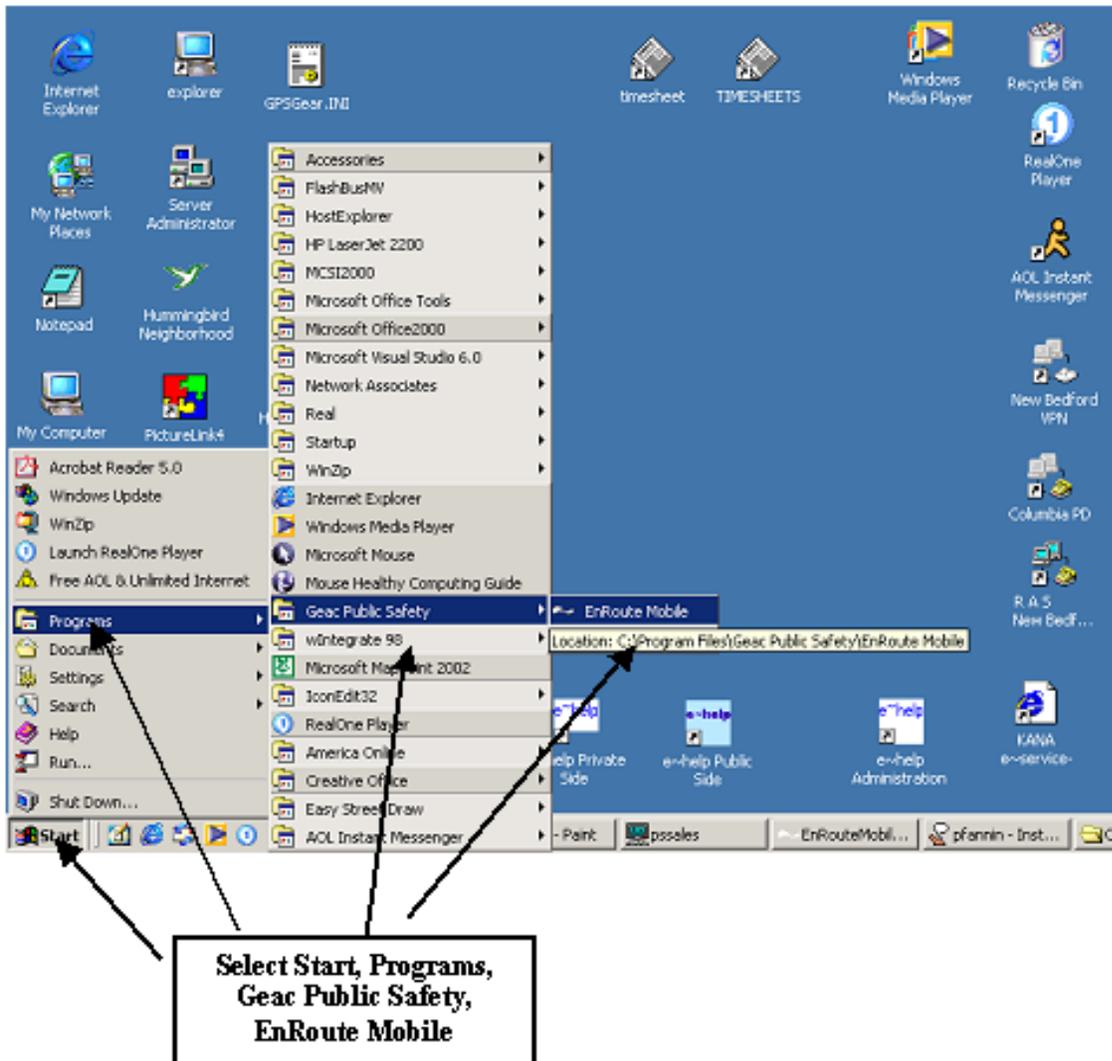


Clicking on the Executable *EnRoute* RMS icon on the desktop will launch the application.

Using the “Start” Button and Menu

Introduction

The second way (as illustrated below) is to press the **Start** button located on your desktop at the bottom left, then select **Programs**, then select **Geac Public Safety**, and finally select **EnRoute FBR** from the menu.

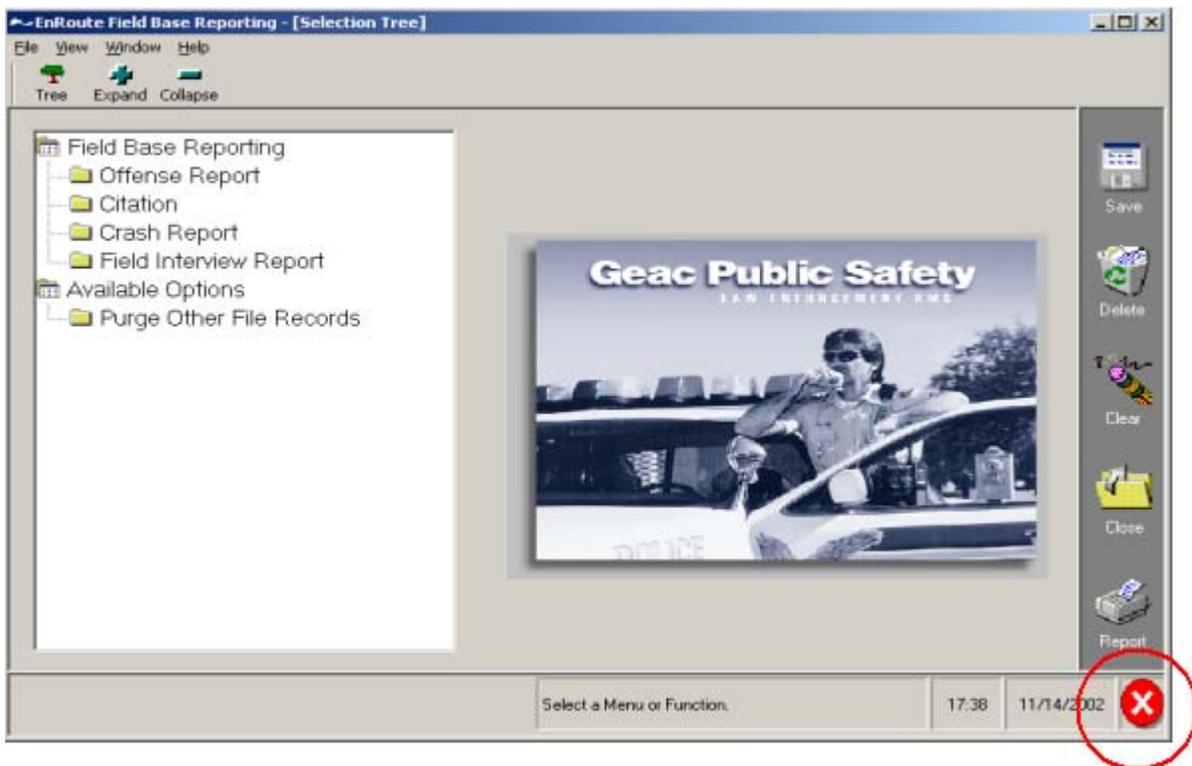


Logging in to *EnRoute* FBR Lite and *EnRoute* FBR Standalone

In the Lite and Standalone versions the FBR logon window automatically appears and prompts you for your officer number and password. Enter your officer number and password and click **OK**. Note that this password is for the MDT and FBR application and is set by your system administrator. In other words, this is not the same as your system password.



Clicking **OK** takes you to the EnRoute Field Base Reporting Main Window and Selection Tree (as illustrated below). The selection tree view displays the available FBR reports.



Note:

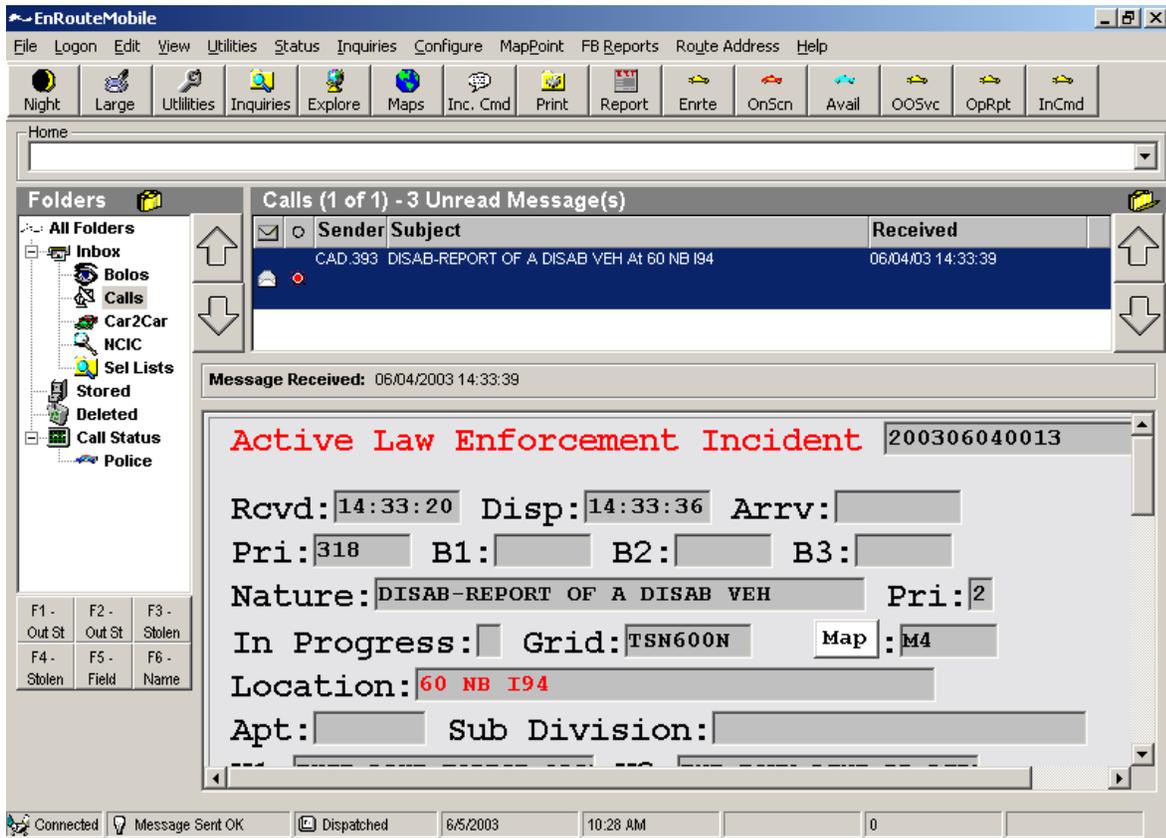
In the standalone mode only, the white X within the red circle appears in the lower right hand corner of the window to indicate that you are not connected to the CAD server.

Introduction

Logging in to *EnRoute* FBR Standard via the Mobile Login Window

When you log in to *EnRoute* Mobile, the base MDT window is displayed. The next pages will take you through each step that follows:

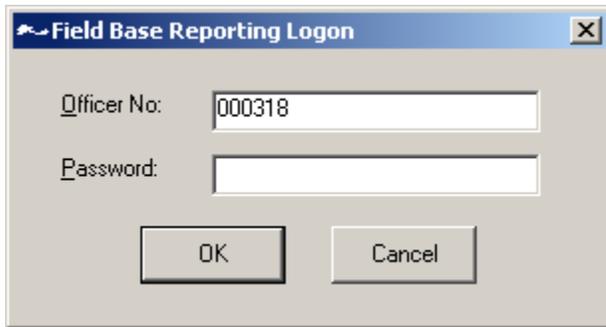
After all new downloads have been completely transferred, the FB Reports menu option appears.



Click on the **FB Reports** menu option (encircled below) to launch *EnRoute* FBR Standard.



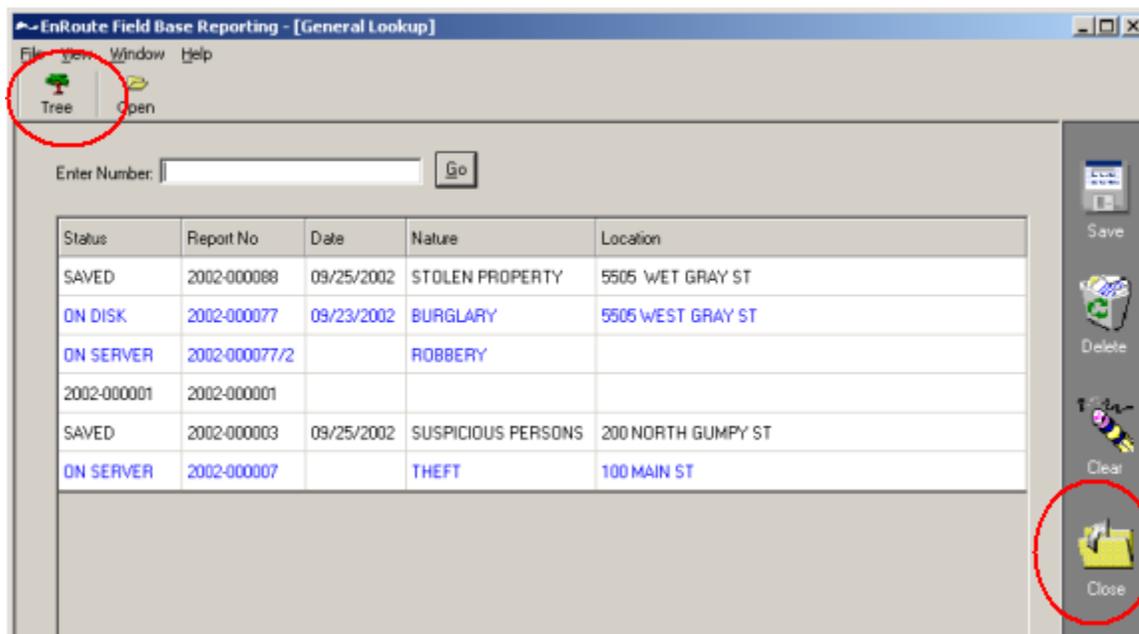
If you have not logged on to MDT you will be prompted to enter your officer number and password. Enter your office number and password and click **OK**.



After entering your logon information (or if you have already logged on to CAD before), you can select the report type to view from the **FB Reports** drop down menu. The image below shows the **Offense Report** about to be selected.

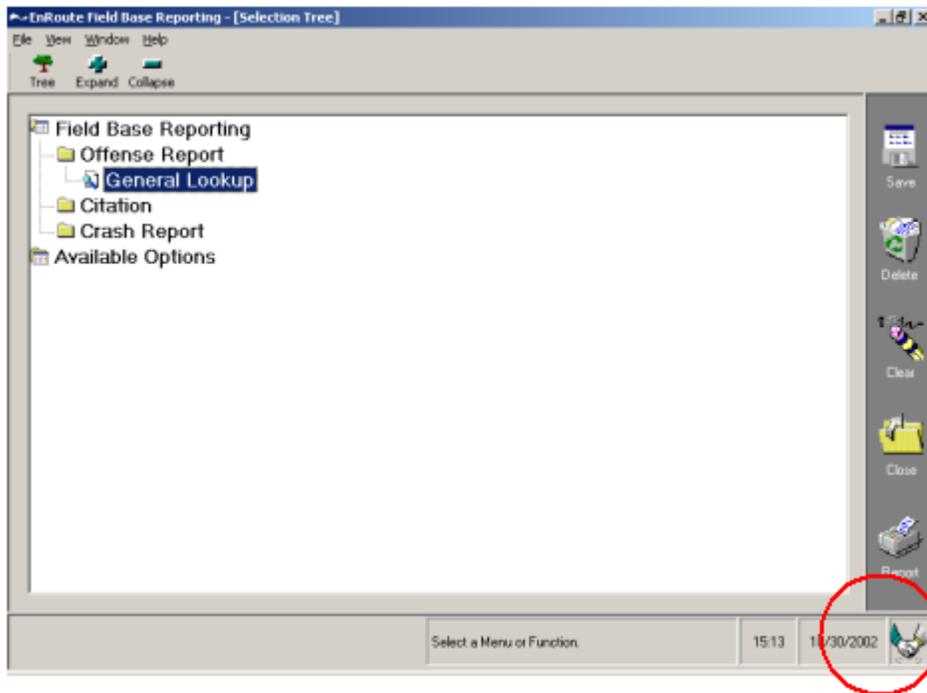


The window below, with a list of the reports—assigned to the officer logged in—is displayed. You can easily go back to view the menu tree from this window. Click the **Close** icon on the Control Bar or click the **Tree** Icon on the Tool Bar.



Note that when you are connected to the CAD server, a **Handshake** icon is present in the lower right hand corner of the window.

Introduction



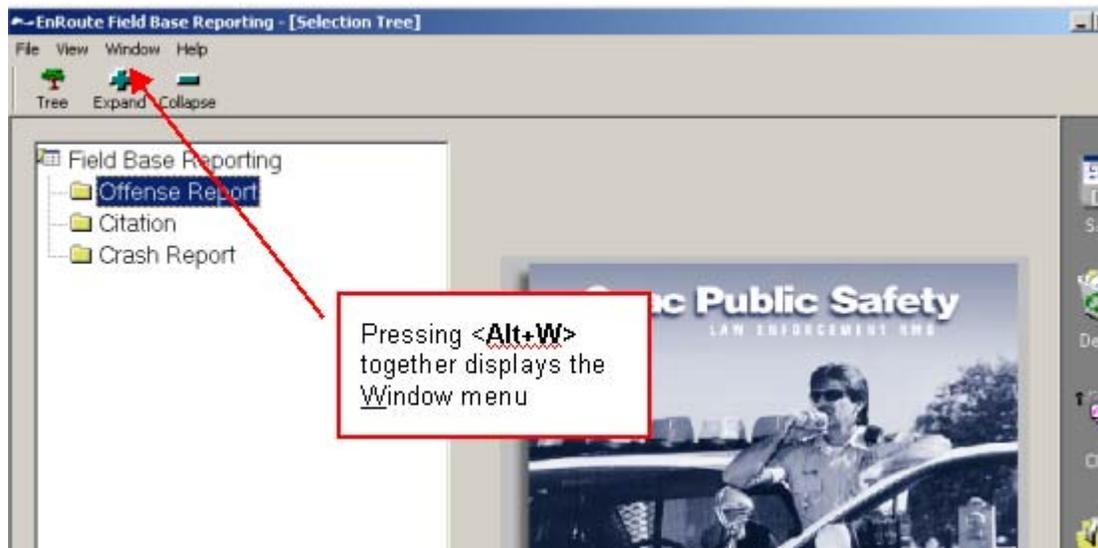
Menu Bar Overview

EnRoute FBR is designed to work with a mouse or a number of special characters and key combinations.

Data entry procedures that are common throughout the application are described here. Unique characters and procedures are defined in the pages that follow.

Key combinations are expressed by linking the key names with plus (+) signs, for example, pressing both the <ALT> key and the letter <W> together would be expressed as <ALT+W>.

The underlined Letters in Menu Bars are known as hot keys. In addition to clicking with your mouse, you can select an item by pressing the <ALT> key and the underlined letter. For example, when an item to save is expressed as Save in a menu bar, you have the choice of either clicking the Save item or pressing the <ALT> key and the letter <S> together (in other words, pressing the <ALT+S> key combination).



In some cases, keyboard shortcuts are available without selecting a menu from the Menu Bar. The following table lists common shortcuts using the <Ctrl> key.

Command	Shortcut
<u>N</u>ew Item	<Ctrl+N>
<u>C</u>lose	<Ctrl+M>
<u>S</u>ave Module	<Ctrl+S>
<u>C</u>lear Module	<Ctrl+L>
<u>P</u>rint Screen	<Ctrl+P>

Command	Shortcut
<u>E</u>xit Application	<Ctrl+X>
Options	<Ctrl+O>
<u>S</u>how Module Tree or <u>H</u>ide Module Tree	<Ctrl+T>
<u>I</u>ndex	<Ctrl+F1>

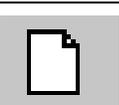
Introduction

Tool Bar

The Tool Bar options will vary based on the type of window that is active or has focus (the window you are currently on). Options that are displayed, but not available will be grayed out. The following illustration shows a sample Tool Bar. In this example, several options are grayed out as unavailable.

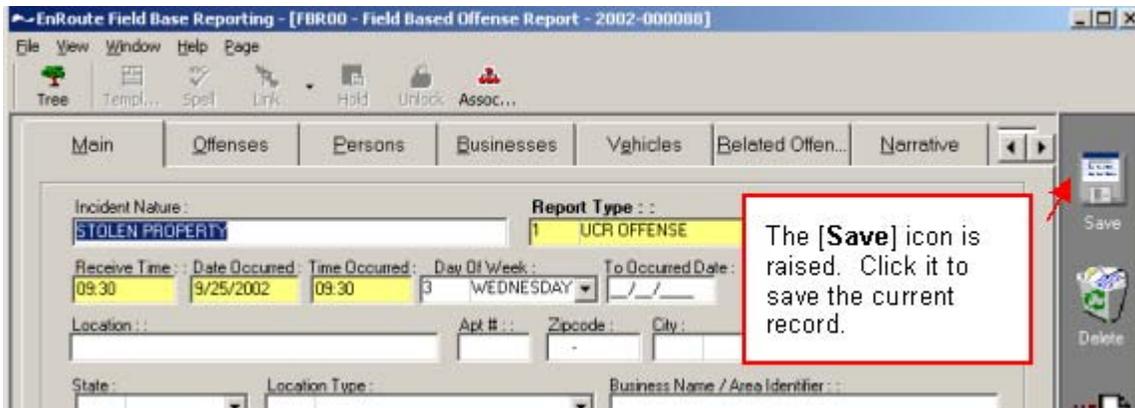


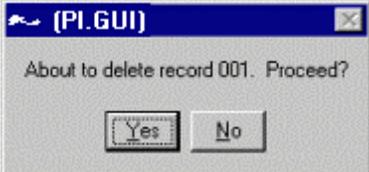
Clicking the left mouse button once on each icon will perform the functions that follow:

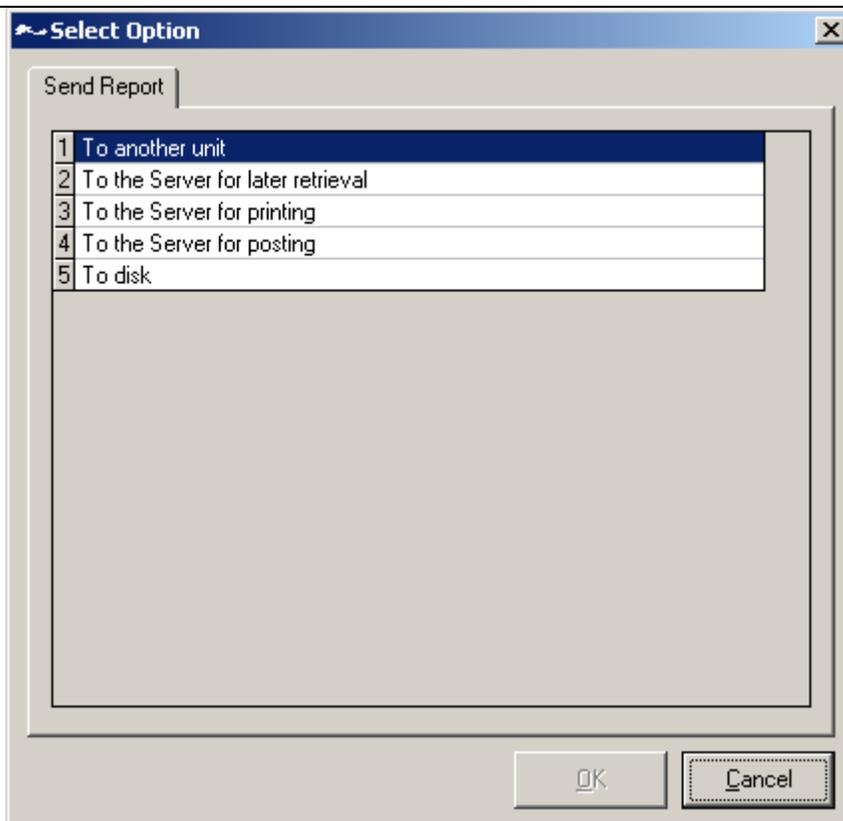
	Displays the Tree View (or Hides the Tree View).		Narrative Templates.
	Invokes the spell checker when on a narrative window.		Puts a report on hold. This is done when the report has not been finished and will be worked on later. Putting a report on hold does not check for required fields or run the edit checks.
	Unlocks a report that has been sent to the server and locked. Requires a password.		List Items associated to the report.
	Collapses the Tree View.		Expands the Tree View.
	Single New Item.		The request Icon prompts for a Report number. When entered the program will retrieve the call data from a CAD incident that is already closed or is an open call on another unit.
	Multiple New Item Drop Down (as illustrated below)		Displays the <i>EnRoute</i> Directory that contains reports that have been saved to disk. A prompt like the one below will first appear. Click S to open from the server or D to open from a disk.

Command Bar

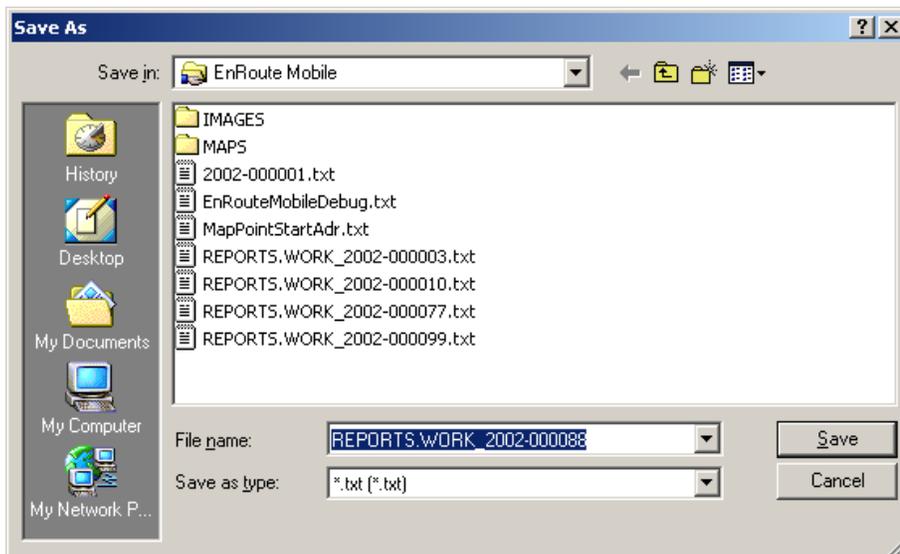
The Command Bar icons on the right side of each window are configured so that when they are activated (that is, are available for the current window), they become raised when you hover the mouse over them. The command key buttons will change depending on the window that you are on. Many will operate as described in the Introduction chapter. The following are commonly found on Input/Validation windows:



 <p>Save</p>	<p>[Save] Icon: Saves the current record and exits.</p>
 <p>Delete</p>	<p>[Delete] Icon: Deletes the current record. The following warning appears for you to confirm the deletion:</p> 
 <p>Submit</p>	<p>[Submit] Icon: Submits the current record to the server, to the local disk, to a floppy or to another unit. The report can be sent to the server for posting, printing, or storage for later retrieval. When you click the button the window below appears. Select the applicable option and click OK. (</p>

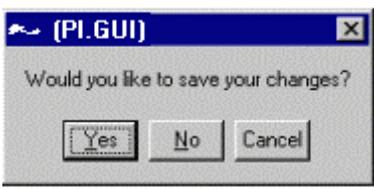


If you select **To disk** the standard “Save As” window appears. Click the **[Save]** button to save a copy of the report to the *EnRoute* Mobile directory.



Note

You can browse to save the report a different location. If the Laptop is equipped with an “A:” drive then the report can be saved to floppy diskette.

 Close	<p>[Close] Icon: Closes the current record. If changes have been made you will receive the following confirmation message.</p>  <p>Click on the [Yes] button to save your changes. Click on the [No] button to exit without saving. Click on the [Cancel] button to take you back to the data entry window.</p>
 Report	<p>[Report] Icon: Enables you to view or print reports defined for the record.</p>
 Summary	<p>[Summary] Icon: Brings you back to a summary list from a summary detail window.</p>
 Clear	<p>[Clear] Icon: Clears the Selection Criteria</p>

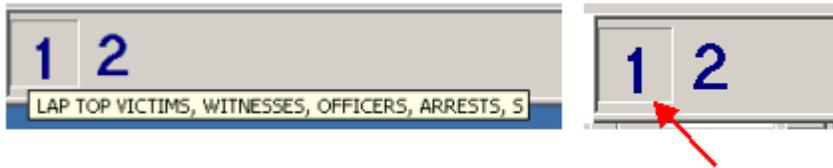
Introduction

Status Bar

The Status Bar appears at the bottom of the input/validate windows (actually, it appears at the bottom of almost all *EnRoute* FBR windows). It displays the page numbers, the Record ID, the file it comes from, the current time and the current date.



If you hover the mouse over the page number it will display a tool tip describing the page. Clicking on the page number will take you to that page.



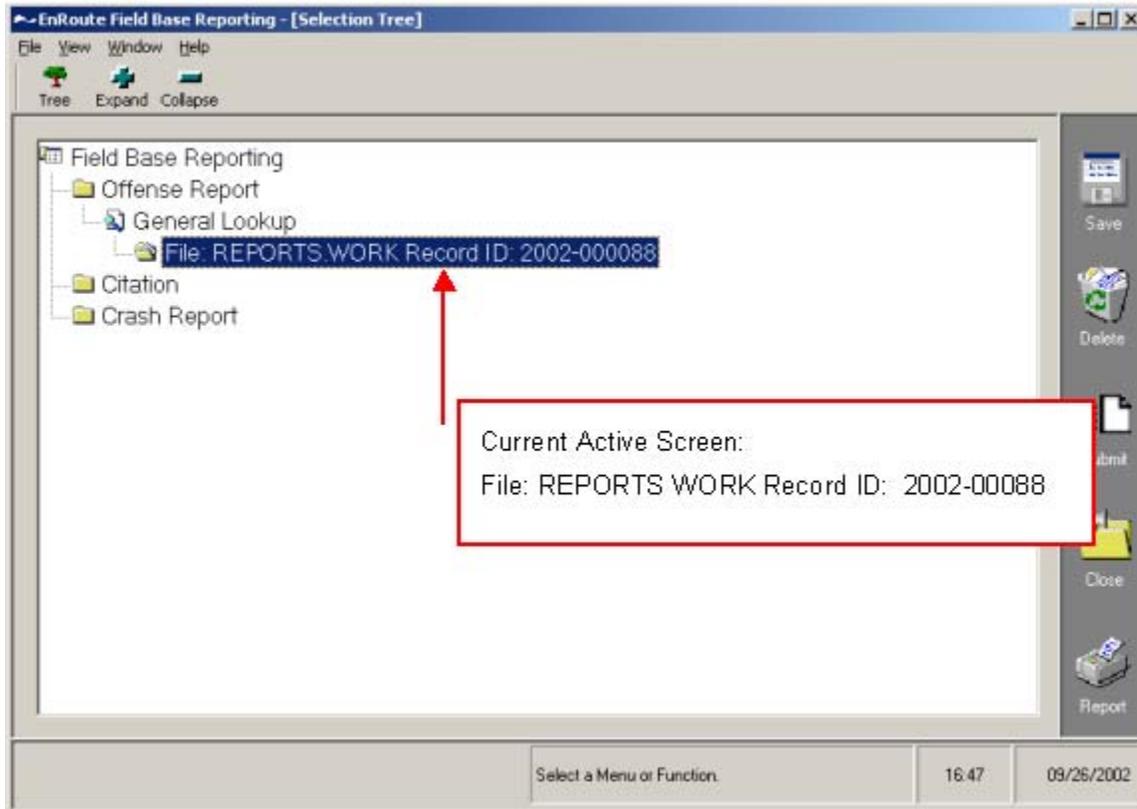
You can also view pages by clicking on the page item on the Menu Bar.



You can also access a page by pressing **<ALT+P+\"PAGE#\">**. For example, for page 2 you would press **<ALT+P+2>**.

Tree View

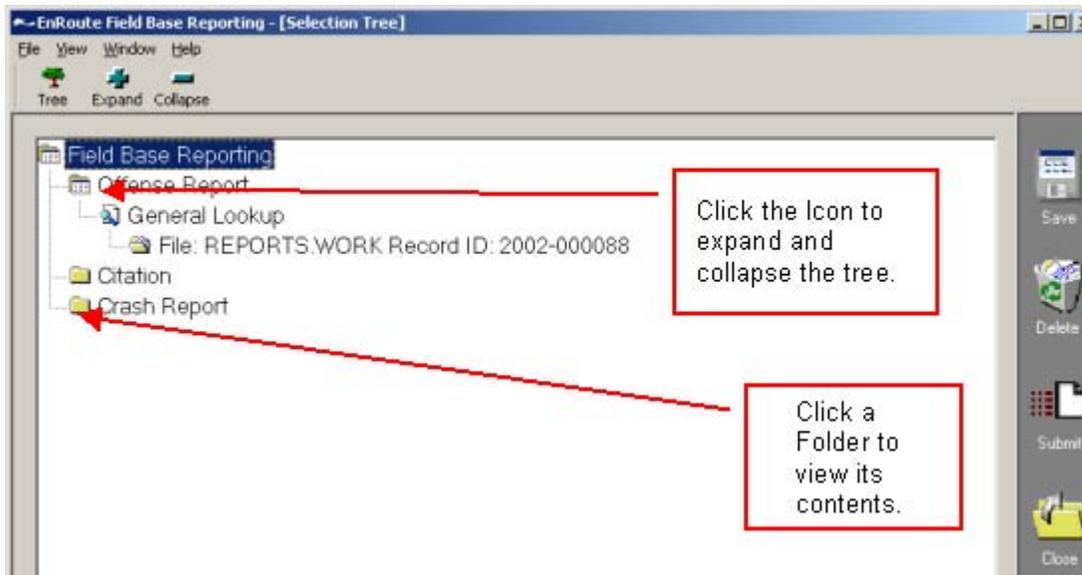
The Tree View is Geac's graphical version of the old text-based menus.



Navigating the TreeView

To expand or close a menu, simply double-click on the icon or folder, or use the arrow keys to navigate to a folder and then press the <ENTER> key twice.

Introduction



Expanded Tree View

When entering reports, it is possible to have more than one report open at a time. You can extend the Tree View out to multiple levels. In the following example, we start in the REPORTS.WORK file, and then go to the FBRPERSONS file (highlighted).



Note:

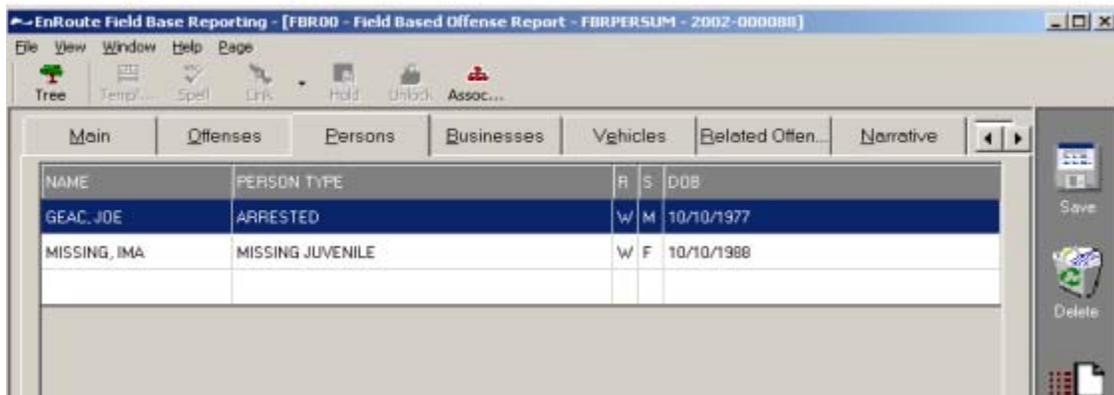
To see where you are and what windows you have open, you can click on the **[Tree View]** icon (the tree icon) on the Tool Bar.

Data Entry Conventions

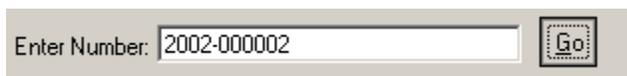
The <ENTER> Key

Press the <ENTER> (same as the <RETURN>) key to invoke a function that has focus. Summary lines that are highlighted have focus. Double-clicking the mouse performs the same function as pressing the <ENTER> key.

In the example below, the first line is highlighted and has focus. Pressing the <ENTER> key will take you to that record. (Note that you can also click the highlighted row to go to the record.)



Another example of focus is when a button has the dashed inner borderline surrounding the word (as illustrated below). In this instance you can click the **Go** Button or press the <ENTER> key to open the record.



However, as illustrated in the image below, in this instance you can only click on the **Go** button (since the button does not have the dashed inner borderline that would indicate that it had focus).



Entering Dates

Dates are input in the MM/DD/YY (Month, Day, and two-digit Year) format whenever you enter dates in this application. Use the following guidelines to enter a date into the system:

- If you enter the day only and press <TAB>, the system automatically places the current month and year into position. For example, if the current month is January 2001 and you enter **27**, the system places the date, 01/27/01, into position.
- If you enter only the month and the day, such as **01/27**, the system defaults to the current year.
- If you enter the entire date, the system automatically inserts the character separators.

Introduction

Using the Delete Key to Erase Data

If you have entered incorrect or unwanted data in any of the non-required fields in *EnRoute* FBR, you may press the <Delete> key to erase the information and enter new data or proceed to the next field by pressing the <Tab> key. The <Delete> key will also delete data in a narrative field.

Tab and Shift Tab Keys

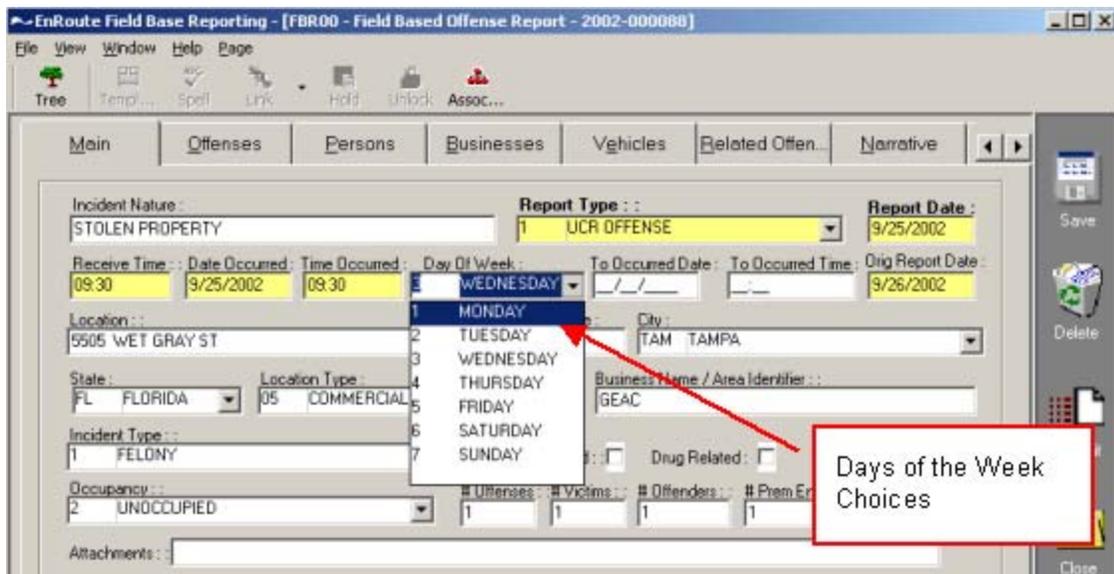
On data entry windows, you can move up and down through the fields using the <TAB> key to move down and the <SHIFT+TAB> key combination to move up.

Narrative Editing Keys

The arrow keys move the cursor up or down and from left to right. The <Home> key will take you to the beginning of a line and the <END> key will take you to the end of a line.

Drop Down Help Lists

If the field you are in has a drop down arrow, you can click on the arrow to display the drop down list's available selections. Click to highlight then click again to select your choice. The example below shows a drop down list with the days of the week.



Tabs

Tabs are accessed by clicking on the tab with the mouse or by pressing the <ALT> key plus the <underlined letter> key displayed on the tab. For instance, on the example below, you can click the tab or press the key combination <ALT+P>.

EnRoute Field Base Reporting - [FMFBR00 - Field Based Offense Report - FMFBRPERSU - 2002-000026]

File View Window Help Page

Tree Templ... Spell Hold Unlock Assoc...

Main Offenses **Persons** Businesses Vehicles Property Narrative

NAME	PERSON TYPE	R	S	DOB
TERRORIST, IMA	ARRESTED	W	M	12/23/1965

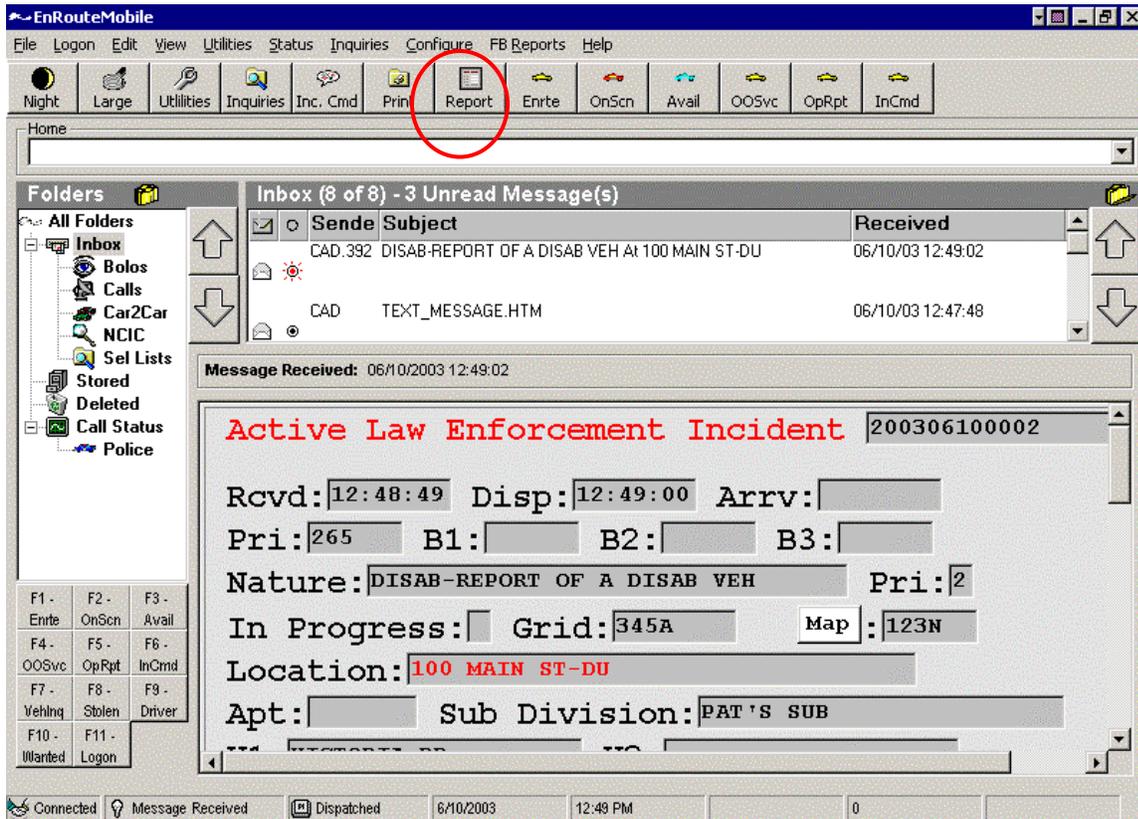
Save
Delete
Submit
Close

For example, clicking the **Persons** tab, or pressing the <ALT+P> key combination gives you access to the Persons Summary window.

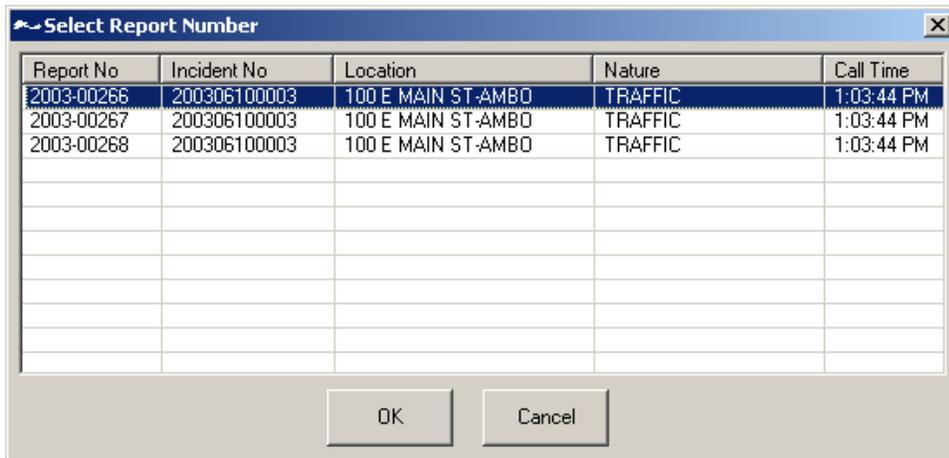
Data Entry and Validation

Creating Reports From EnRoute Mobile

If running the full EnRoute Mobile application (not EnRoute Mobile Lite), when a CAD call is displayed in the Messages Received window, a "Report" toolbar button will be enabled if there are reports associated to the incident displayed, and if Field Base Reporting is authorized for the current EnRoute Mobile session.



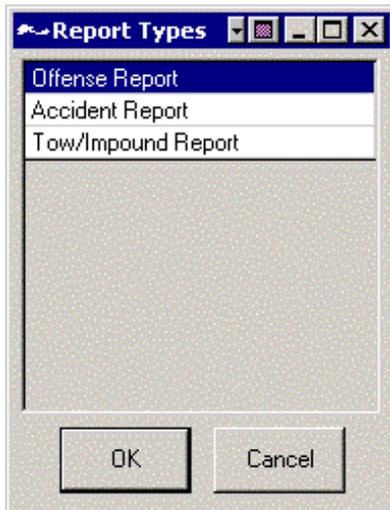
When the Report button is clicked and there is more than one report associated to the incident, it will bring up a dialog box prompting which report number to use to create the new field based report.



The screenshot shows a dialog box titled "Select Report Number" with a table containing three rows of data. The first row is highlighted. Below the table are "OK" and "Cancel" buttons.

Report No	Incident No	Location	Nature	Call Time
2003-00266	200306100003	100 E MAIN ST-AMBO	TRAFFIC	1:03:44 PM
2003-00267	200306100003	100 E MAIN ST-AMBO	TRAFFIC	1:03:44 PM
2003-00268	200306100003	100 E MAIN ST-AMBO	TRAFFIC	1:03:44 PM

After a report number is selected, if there is more than one type of report to create, it will prompt for the type of report.



The screenshot shows a dialog box titled "Report Types" with a list box containing three items: "Offense Report", "Accident Report", and "Tow/Impound Report". The "Offense Report" item is selected. Below the list box are "OK" and "Cancel" buttons.

After selecting the report type, it will launch the input screens for the report selected, with some of the input fields already pre-filled with the CAD call information

Data Entry and Validation

EnRoute Field Base Reporting - [FBR00 - Field Based Offense Report - 2003-00001]

File View Window Help Page

Tree Template Spell Hold Unlink Assoc... Diagram

Main Offenses Persons Businesses Vehicles Property Narrative

Incident Nature: **1** TERRORIST THREAT Report Type: **1** UCR OFFENSE Report Date: **6/10/2003**

Receive Time: 12:44:00 Date Occurred: 6/10/2003 Time Occurred: - Day Of Week: 2 TUESDAY To Occurred Date: 6/10/2003 To Occurred Time: 12:44 Sign Report Date: 6/10/2003

Location: **1** SKYWAY TOLL BOOTH Apt #: Zipcode: City: STER STERUNG

State: FL FLORIDA Location Type: 13 HIGHWAY/ROAD/ALLEY Business Name / Area Identifier: SKYWAY BRIDGE

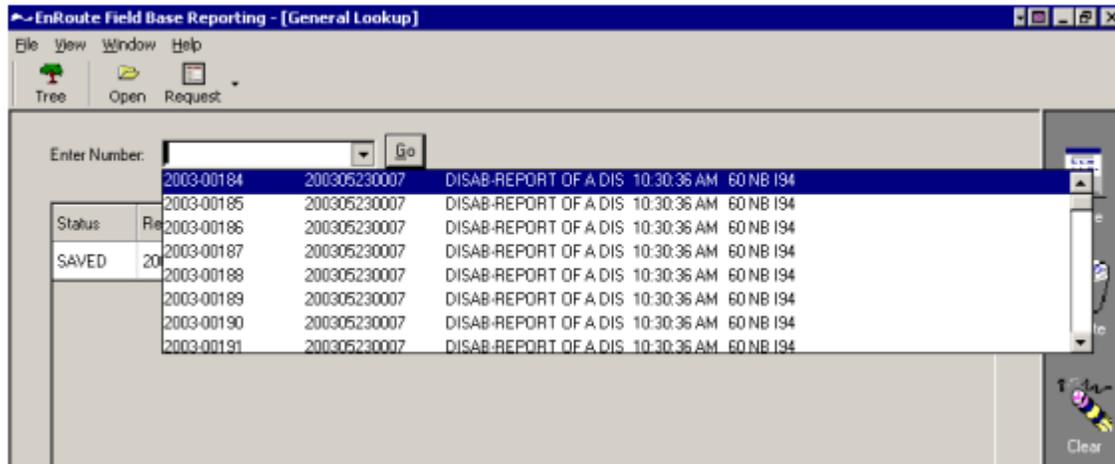
Incident Type: **1** FELONY Alcohol Related: Drug Related:

Save Delete Clear

User defined CAD data fills in automatically.

Accessing Reports for Data Entry

To see a list of reports that have been issued to calls received on the MDT, click the drop down list button next to the **Enter Number:** field. Click the report **number** to create and it will put that number in the report number entry field. Click the **Go** button to create the report.

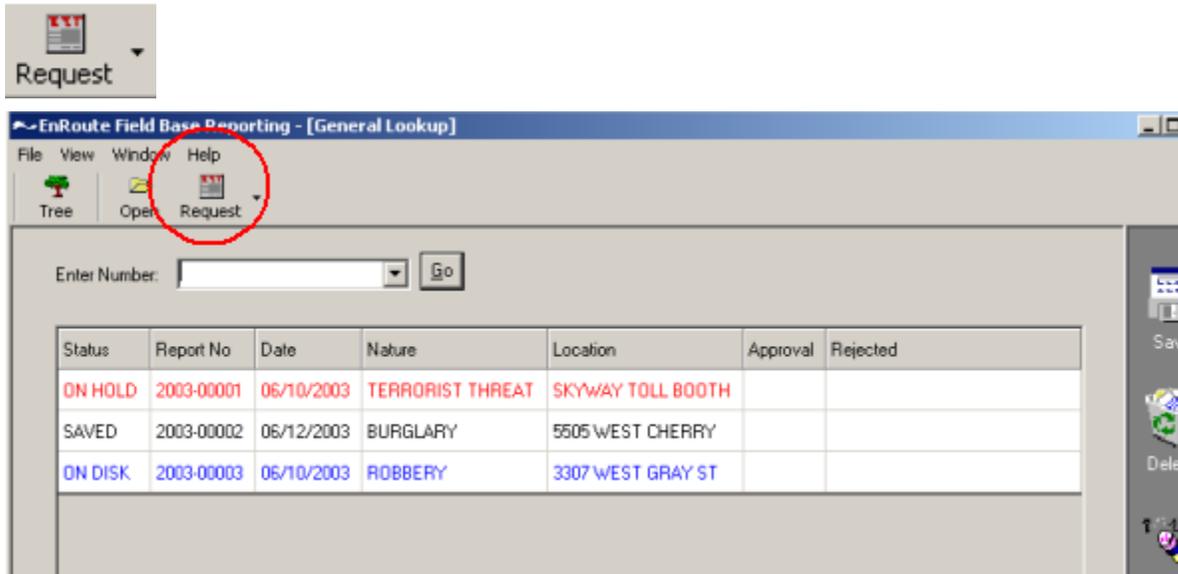


The reports listed in the dropdown list are report numbers that were issued in CAD. Listed below are several reasons why a report number does not show in the dropdown list on the General Lookup screen in FBR, or in the dialog box showing the list of report numbers that can be used to create new reports in EnRoute Mobile:

- 1 The report was already created and should be showing in the summary list of reports on the General Lookup screen in FBR.
- 2 The report was already created and submitted to the server, to another car, or to disk.
- 3 The report was assigned to a CAD call by a dispatcher while FBR was not connected to the server.
- 4 The GPS_MDT_CALLSMON phantom was not running when the report number was issued in CAD.

Data Entry and Validation

If, for some reason, the report does not pre-fill with CAD call data when expected to, it can still be requested from the server. To request the CAD information from the server, click the **Request** toolbar icon on the General Lookup screen and enter the report number when prompted, and it will send a request to the server to return back the CAD information associated to the report.



The request icon prompts for a Report number. When entered the program will retrieve the call data from a CAD incident that is already closed or is an open call on another unit.



If the request is successful, the report number should display in the toolbar dropdown list after a few seconds. Otherwise, it will display an error message.

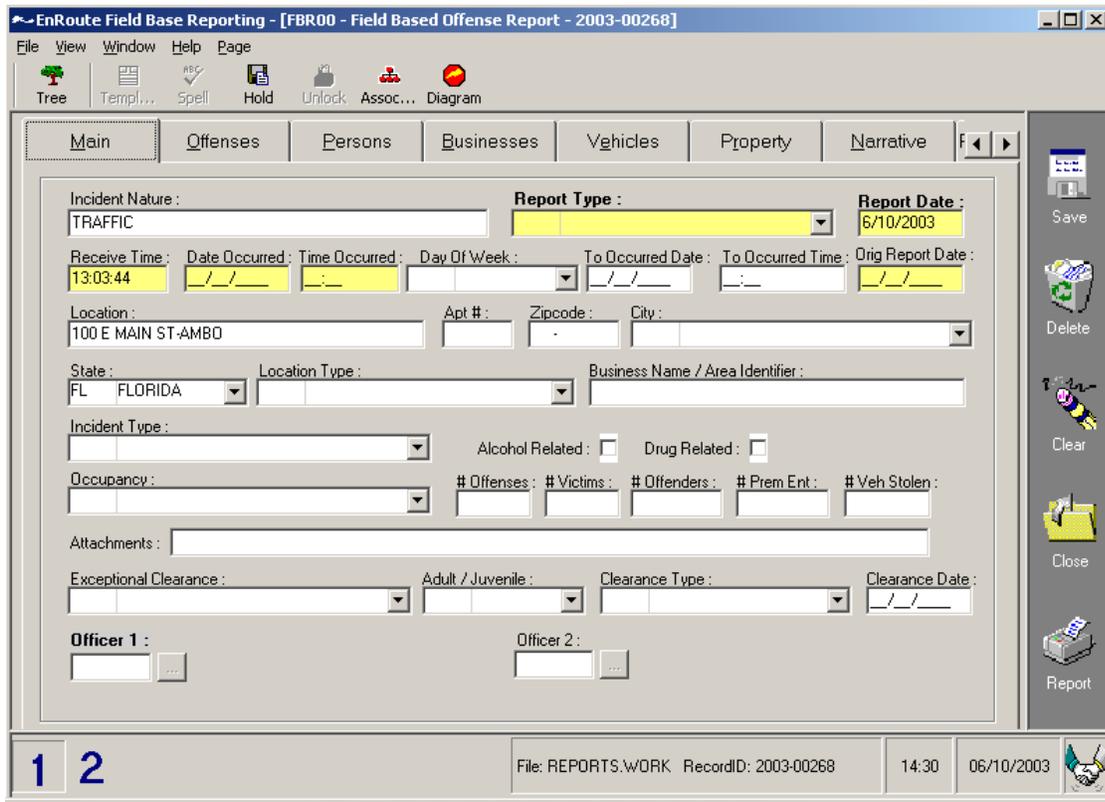


Make sure the application is connected to the server when submitting the request. When the request is sent to the server, the image on the Request toolbar button changes to indicate that a request is pending, when it receives a response from the server; it should change back to its default image.

After you click the report you want, the following dialog box appears prompting if it is a new report. Click [Yes].

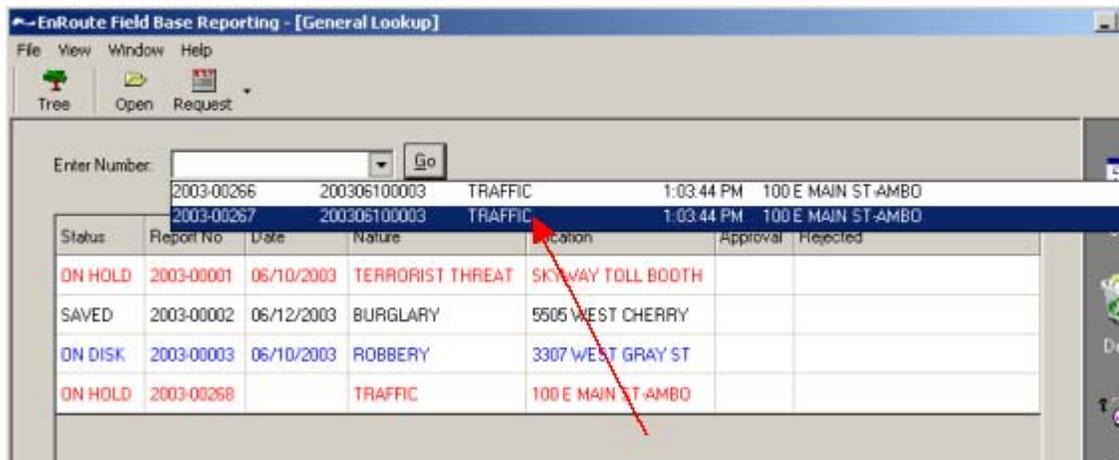


The report entry screen with pre-filled CAD data appears.

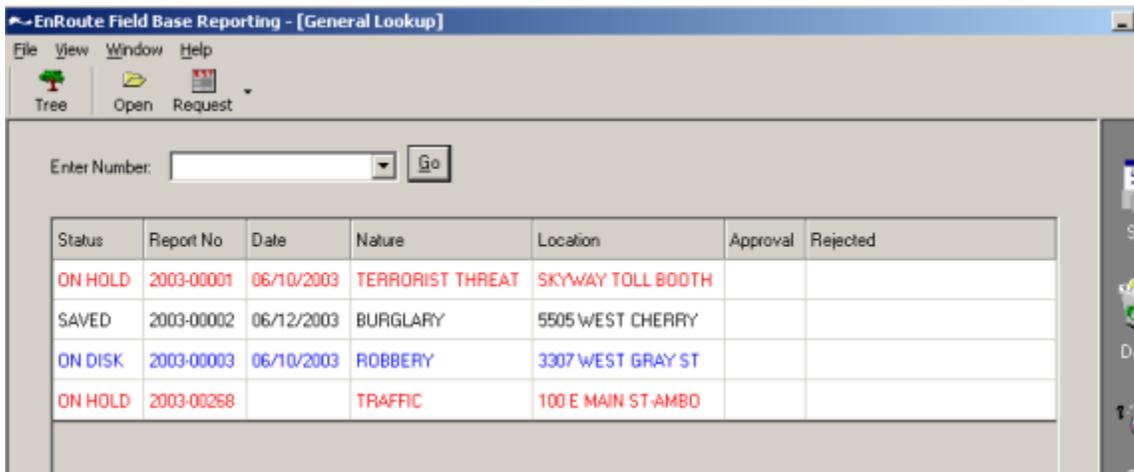


To see a list of reports that have been issued to calls received on the MDT, click on the drop down button next to the report number entry field. Click on the report number to create and it will put that number in the report number entry field. Click on the "Go" button to create the report

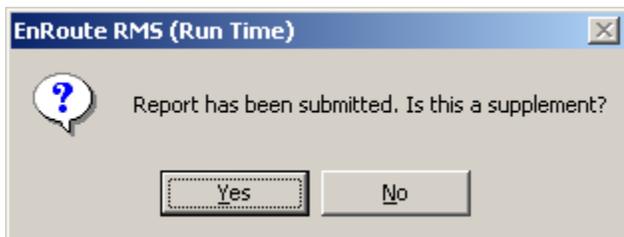
Data Entry and Validation



You can access an existing report by typing in the report number in the report number field and pressing the <Enter> key, or you can double-click a visible report number on the list.



If you select a report that has already been sent to the server, you will see the following dialog box. Select [Yes] or [No] depending on whether this is a supplement or a modification of the original report. If you select yes then a supplement number will be assigned.



Note:

The supplement number assigned by the laptop is temporary and may differ from the supplement number assigned on the server.

If you select a report that has been verified to be “ON SERVER” it will be opened up in a locked mode. To unlock the report, select the [**Unlock**] icon on the Tool Bar (illustrated below).



A password will be required to unlock the report so that it can be modified and resubmitted to the server.



If you select a report that was created with an application version different than the current version on the laptop, you will see the following warning message. Click [**OK**] and the report will be opened.



Data Entry and Validation

Entering Data in Fields

EnRoute Field Base Reporting - [FMFBR00 - Field Based Offense Report - 2002-000026]

File View Window Help Page

Tree Templ... Spell Hold Unlock Assoc...

Main Offenses Persons Businesses Vehicles Property Narrative

Report Type: UCR OFFENSE Report Date: 10/31/2002 Incident Nature: BOMB THREAT Orig Report Date: 10/31/2002

Date Occurred: 10/31/2002 Time Occurred: 12:00 Day Of Week: FRIDAY

To Occur Dt: 10/31/2002 To Occur Time: 13:00 Day Of Week: FRIDAY Location: GEAC CITY

Apt #: City: TRIA TRIANGLE State: AK ALASKA Zipcode:

Business Name / Area Identifier: AREA NAME Location Type: 03 BAR/NIGHT CLUB

Forced Entry: Domestic Violence: Clearance Date:

Clearance Type: Exception Type: Adult / Juvenile:

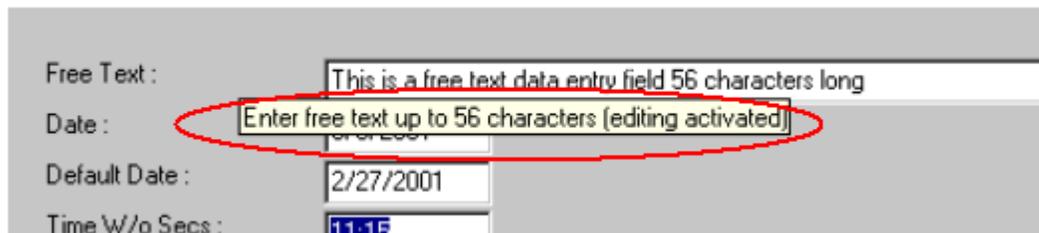
Case Status: Attachments:

Officer 1: 000318 MEINHARDT, JERRY Officer 2:

File: REPORTS.WORK RecordID: 2002-000026 17:43 11/08/2002

Tool Tips

Most data entry fields will have a tool tip associated with them. Hover the pointer over the field to see the tip. The following illustration shows a tool tip for a 'Free Text' field.



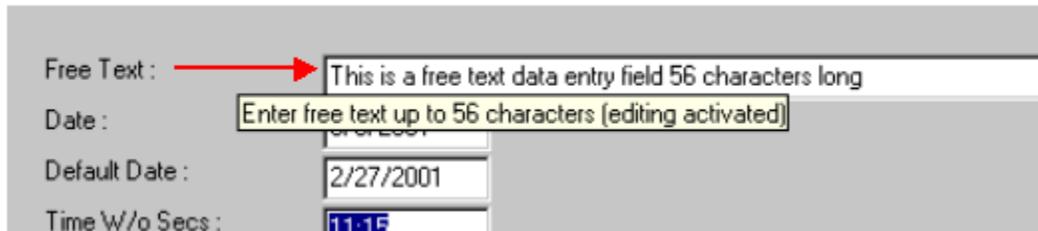
Special Edit Fields

Free Text Fields

Enter any type of text. The length is limited to a maximum of 56 characters. Line editing is available.

- The <LEFT-ARROW> and <RIGHT-ARROW> keys, move the cursor left and right.
- The <HOME> key goes to the start of a field and

- The <DELETE> key removes characters.

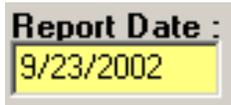


The screenshot shows a data entry form with the following fields:

- Free Text :** A text input field containing "This is a free text data entry field 56 characters long". A red arrow points to the start of the text.
- Date :** A text input field with a tooltip that says "Enter free text up to 56 characters (editing activated)".
- Default Date :** A text input field containing "2/27/2001".
- Time W/o Secs :** A text input field containing "11:15".

Date

Enter 6 digits to represent the date, for example, **092302** will be interpreted by the system as 9/23/2002 and the delimiters are automatically inserted.



Report Date :
9/23/2002

Note:

Alternatively, you can enter shortcuts for the current year or the current month. For instance, if you want the day for the current month and year, you can enter the shortcut **23** and that would also result in 09/23/2002. If you want the day and month for the current year, you can enter the shortcut **0923** and that would also result in 09/23/2002.

Default Date

The system automatically enters the current date for you. If you would like to change the date, follow the same format as explained for the **Date** field. Enter the new date by typing over the default date.



Report Date :
9/23/2002

Note:

This field can be set up so that you cannot change the default.

Time W/o Seconds

Enter the time without seconds in HH:SS (Hours and Seconds) format. Use military time, for example, 8:00 AM is 0800, 1:00 PM is 1300, and so on.



Time Occurred :
09:00

Time Default

Upon entering this field, the current system time defaults to the window. The format is the same as the **Time W/o Seconds** field. You can change it by typing over the default time.

Data Entry and Validation

Time Occurred :

Value (Money):

Enter the exact amount in dollars and cents. The system then places the decimal for you. In the example below, the value represents three hundred dollars and the system displays 300.00.

Value :

Note:

This field only accepts numeric characters; in other words, do not use a comma (,) or a dollar symbol (\$) or any alphabetical characters.

Phone W/wo Ac

You can enter the telephone number with or without an area code, that is, 7 or 10 digits. You do not have to enter the dash (-) that is used to separate the numbers; the system automatically places these delimiters for you.

Home Phone : :

Note:

This field only accepts numeric characters and entries that have either 7 (###-####) or 10 (###-###-####) digits.

SS#

Enter the complete 9-digit Social Security Number. You do not have to enter the dashes (-) that is used to separate the numbers; the system automatically places these delimiters for you.

Social Security # :

Note:

This field only accepts numeric characters and entries that total 9 (###-##-####) digits.

ZIP Code

Enter the 5 or 9-digit ZIP Code. You do not have to enter the dash (-) that is used to separate the numbers; the system automatically places this delimiter for you.

Zip Code : :
12122-

Note:

This field only accepts numeric characters and entries that have either 5 (#####) or 9 (#####-####) digits.

Height

Enter the height (#####"). For example, 5'8" would be entered as the four digits **0508**, and 6'00" would be entered as **0600**. The system automatically adds the measurement designators.

Height :
05'09"

Alcohol Related (Yes/No)

This type of field is represented as a check box that you click every time you want to switch from yes to no or vice versa. For example, the image below has no check mark and is interpreted as **No** by the system.

Alcohol Related : :

Picodes File

This is a PI.CODE field, requiring a specific type of code for the information that you are entering. If you know the code, you can enter it in directly. Otherwise, you can select an existing code from the drop down (or Help) list. See the explanation on drop down menus or lists in Chapter 1.

Person Type :
A ARRESTED

Default Picode

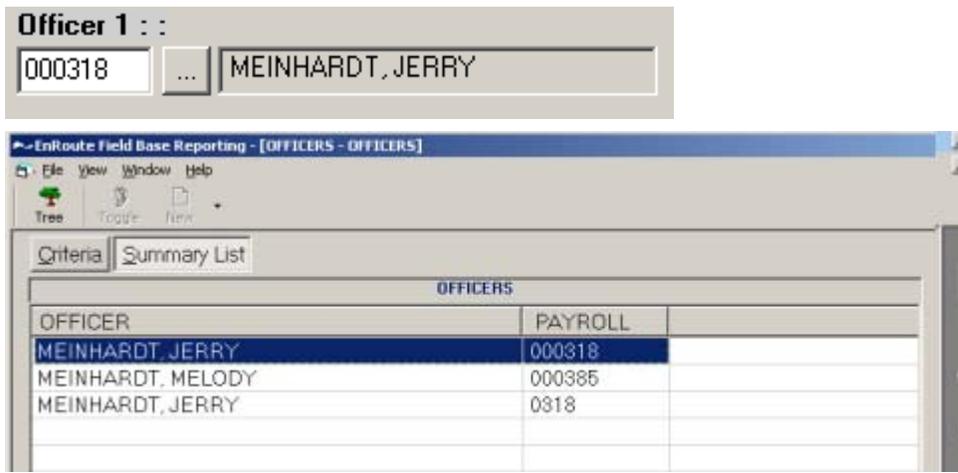
The system defaults to a pre-defined code. You can select another existing code by typing over the default or using the drop down list. See the explanation of drop down menus or lists in Chapter 1.

City : :
ACWORTH

Data Entry and Validation

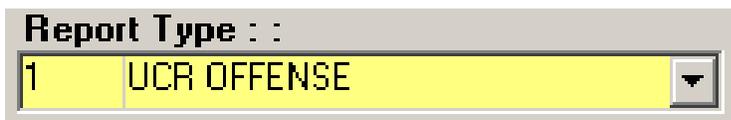
Officer Lookup

Enter the 4- or 5-digit Officer number for the officer you want to enter. You must enter the complete 4- or 5- digit number. If the Officer number is 24, then you must enter **0024**. If you do not know the officer's number, you can use CAD-style lookup help by entering all or part of the officer's last name and clicking the ellipsis [...] button. This gives you a list of officers with the name or partial name that matches your selection criteria. If the name you want is displayed, then click on the line for the name. After you select a name, it automatically enters the selected PIN number and name in this field.



Required Entry

This field accepts a free text entry. This field is required and you are not allowed to bypass it until an entry is made. The required entry option can be used on any of the different field types that you may encounter. **Depending on system configuration, required entry fields may be in bold type or have a specific background color.**



Zero Pad

This field supplies leading zeros to pad your entry to a pre-defined length. For example, **24** might become **000024**.



Note:

This field only accepts numeric characters.

Pos# Req Length

This field requires a positive whole number of a pre-defined length.

Pos# Req Length :

Keyword Search

This field searches the STATUTES file by keyword. Two inquiry options are available in this field

If you know the exact STATUTES file code section (Item ID) for the violation, you can enter the code on this line. Often, the code sections are broken down to specific codes, such as a Residential Burglary. However, this method requires that you know the exact statute or code number.

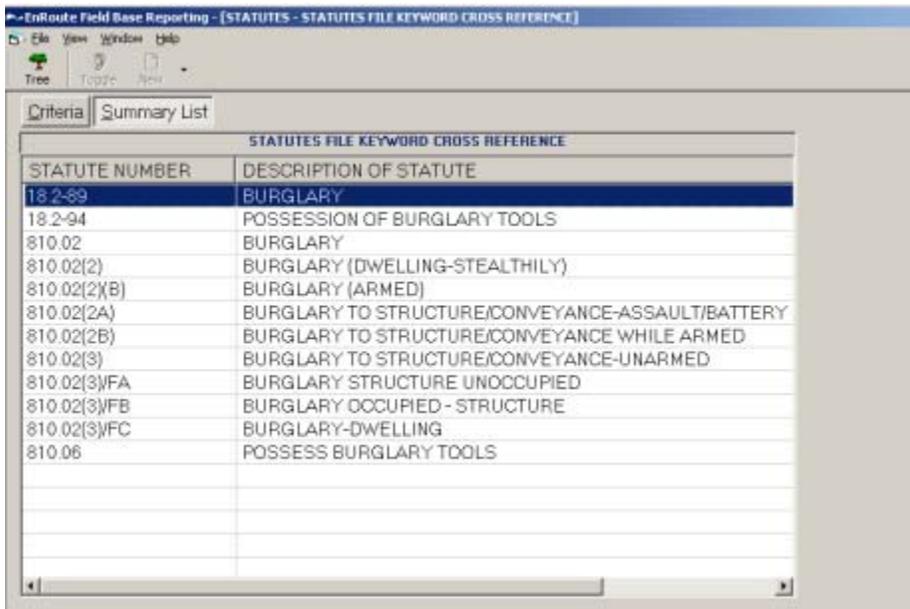
The best way to locate a code section is to use a Keyword. You can use a keyword from the description of the violation. If the crime was a Burglary, you can use "BURG" as a partial word search and the system searches for all charges with the word "BURG" in the description. The example below explains how the CAD-style lookup help can be used in this way.

Type **BURG** in the field and then click the ellipsis [...] button, as illustrated below.

Statute :



The system displays a list of charges that match the input criteria. Highlight the statute you want to select and press <ENTER> or click the line.



STATUTE NUMBER	DESCRIPTION OF STATUTE
18.2-89	BURGLARY
18.2-94	POSSESSION OF BURGLARY TOOLS
810.02	BURGLARY
810.02(2)	BURGLARY (DWELLING-STEALTHILY)
810.02(2)(B)	BURGLARY (ARMED)
810.02(2A)	BURGLARY TO STRUCTURE/CONVEYANCE-ASSAULT/BATTERY
810.02(2B)	BURGLARY TO STRUCTURE/CONVEYANCE WHILE ARMED
810.02(3)	BURGLARY TO STRUCTURE/CONVEYANCE-UNARMED
810.02(3)FA	BURGLARY STRUCTURE UNOCCUPIED
810.02(3)FB	BURGLARY OCCUPIED - STRUCTURE
810.02(3)FC	BURGLARY-DWELLING
810.06	POSSESS BURGLARY TOOLS

Data Entry and Validation

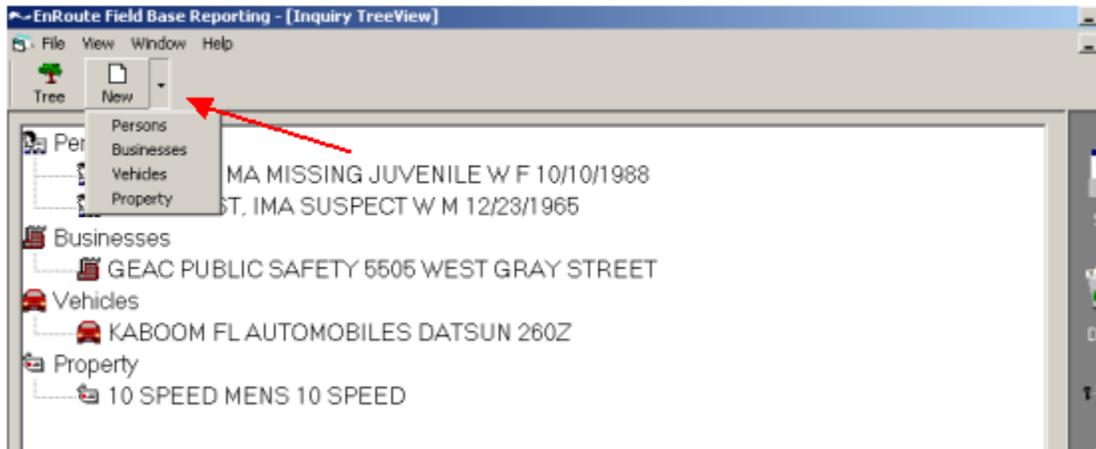
Adding Persons, Businesses, Vehicles, Article, And So On

Items in a report can be added in two ways. They can be added from the Associated Items Tree-view or from the individual tab sections.

To view all the items in a report click on the Associations Tool Bar icon.

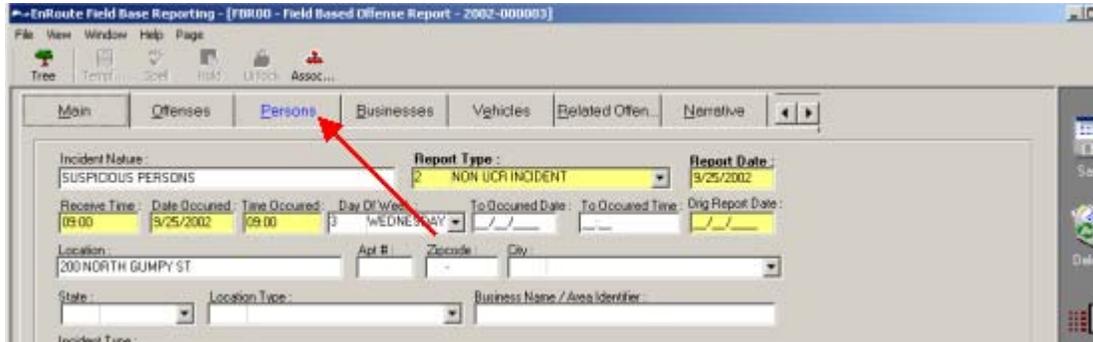


The Associations tree View is displayed. Click on the **[New]** icon and then select the type item to create.

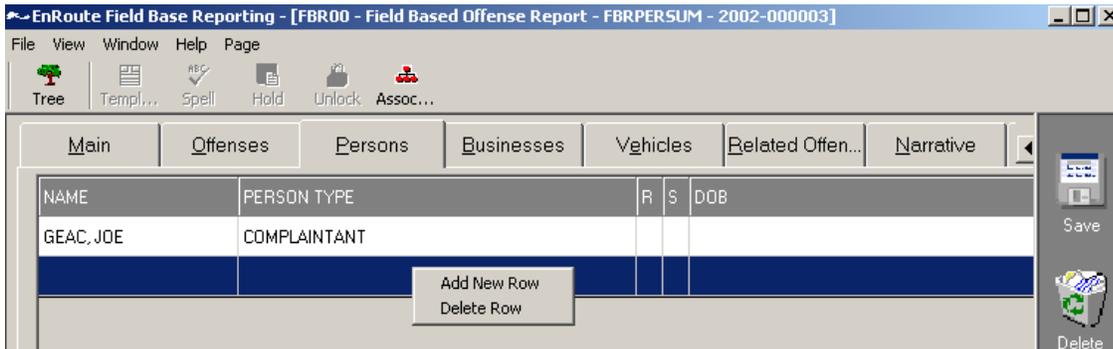


Data Entry and Validation

The second method to create a new record is to select items from the tabs. Click on the Tab for the Item you want to add.

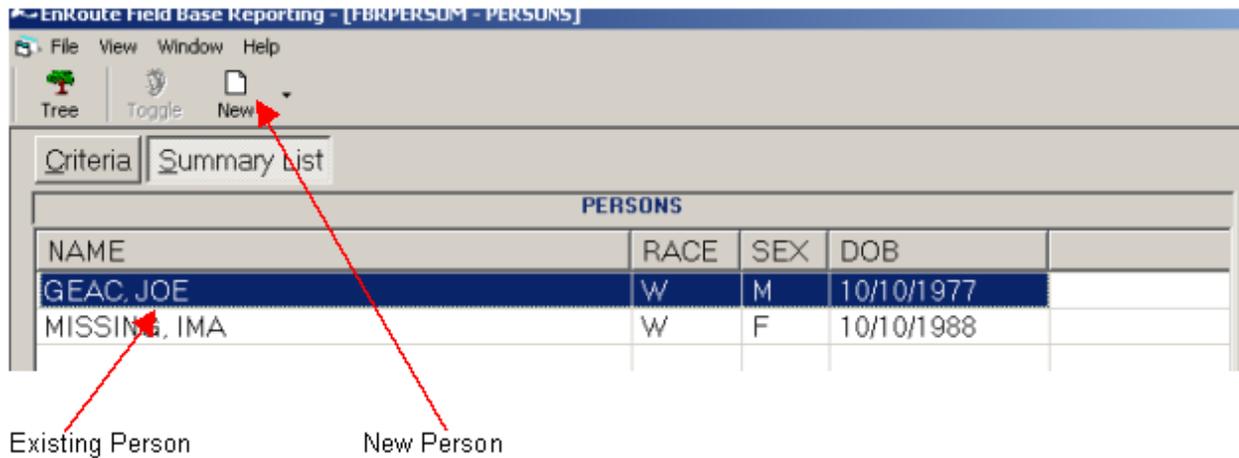


A summary will display items currently listed in the report. Click on a blank summary line to view records currently stored on the laptop. A right click will display a dropdown mini-menu to add or delete an item.



Click on an existing person to attach them to the current report or click on the [New] tool bar Icon to create a new persons record.

Data Entry and Validation



The screenshot shows the EnRoute Field Base Reporting interface. The menu bar includes File, View, Window, and Help. Below the menu bar are icons for Tree, Toggle, and New. The main window displays a table titled "PERSONS" with columns for NAME, RACE, SEX, and DOB. The table contains two rows: "GEAC, JOE" (W, M, 10/10/1977) and "MISSING, IMA" (W, F, 10/10/1988). A red arrow points from the "New" icon to the "MISSING, IMA" row. Another red arrow points from the "MISSING, IMA" row to the text "Existing Person" below the table. A third red arrow points from the "New" icon to the text "New Person" below the table.

NAME	RACE	SEX	DOB
GEAC, JOE	W	M	10/10/1977
MISSING, IMA	W	F	10/10/1988

Existing Person New Person

The following message appears. Click **[Yes]** to attach the record.



You may have selected the **[New]** icon.



A new blank record appears for data to be filled in. Fill in the data and save the record to attach it to the report. Note the FBRPERSONS File that appears at the bottom of the window. Each field on this window will be discussed on the pages that follow.

Person Type

The person type is a required field. This response in this field determines what windows the user will see, that is, arrest missing and so on.

Status

Name

Enter the name in "Last Name, First Name Middle Initial" format.

If you do not use the correct format, you receive the following error message. Press <ENTER> or click **OK** and re-enter the name.

Data Entry and Validation



Suffix:

Suffix :

Maiden Name:

Maiden Name :

Involvement:

Free text 56-character field for entering the person's involvement to the report

Involvement :

Race

Enter the race code or click on the drop down box arrow to access a list of valid codes.

Race :
W WHITE

Note:

Fields that are displayed in Yellow are NIBRS-related and are most often required fields. Some required fields may be defined as a certain color. Some required field have name tags in **Bold**. The example above for the Race field is denoted as **Race:** and the field indicates a required field.

Sex

Enter the race code or click on the drop down box arrow to select from a list of valid codes.

Sex :
M MALE

Ethnicity

Enter the ethnicity code or click on the drop down box arrow to select from a list of valid codes.

Ethnicity :
N NOT OF HISPANIC ORI ▼

Date Of Birth

Enter the Date of Birth in MM/DD/YY (Month, Day, and Year) format.

Date Of Birth
10/10/1977

Age

The 'Age' field populates automatically if a Date of Birth was entered. If no Date of Birth was entered, enter in an approximate age. Enter the age code or click on the drop down box arrow to select from a list of valid codes.

Age :
25 25 ▼

Residency Type

Enter the Residency Type code or click on the drop down box arrow to select from a list of valid codes.

Res Type :
▼

Residence Status

Enter the Residency status code or click on the drop down box arrow to see a list of valid codes.

Residence Status : R RESIDENT ▼

Address

If your agency is not using Geofile address verification, then enter the address into the free text field.

Address :
1234 MAIN ST

Data Entry and Validation

Apt/unit

Enter the Apartment or unit number.

Apt :

City

Enter the city code or click on the drop down box arrow to select from a list of valid codes.

City :
 ▼

State

Enter the state code or click on the drop down box arrow to see a list of valid codes. This is usually set up as a default field for your state.

State :
 ▼

ZIP Code

Enter the ZIP Code. Valid ZIP Code formats are either 5 or 9 digits. The system will provide the dash ("-") if you enter a 9-digit code. Any entry that is neither 5 nor 9 digits will be rejected.

Zip Code :

Home Phone

Enter the home telephone number, using either 7 or 10 digits. The system will automatically include the dashes ("-"). Any entry that is neither 7 nor 10 digits will be rejected.

Home Phone :

Occupation

Enter the occupation. This is a free text field.

Occupation :

COMPUTER PROGRAMMER

Employer Address

Enter the employer address

Employer Address :

5505 WEST GRAY ST

Apt Number

Enter the employer apartment or unit number.

Apt No :

123

Employer City

Enter the employer city.

Employer City :

ACCOMACK

Employer State

Enter the Employer state

Employer State :

CO COLORADO

Zip Code

Enter the employer zip code

Data Entry and Validation

Zip Code :

12121-

Bus Phone

Enter the work telephone number, using either 7 or 10 digits. The system will automatically include the dashes ("-"). Any entry that is neither 7 nor 10 digits will be rejected.

Bus Phone :

-555-1212

Other Contact Info

Enter any other information useful for contacting the subject.

Other Contact Info :

OTHER CONTACT INFO

Social Security Number

Enter the 9-digit social security number.

Social Security # :

123-12-3456

Drivers Lic #

Enter the driver's license number. This is a free form field because driver's license formats vary by state.

Drivers Lic # :

DRIVE123456

Place of Birth

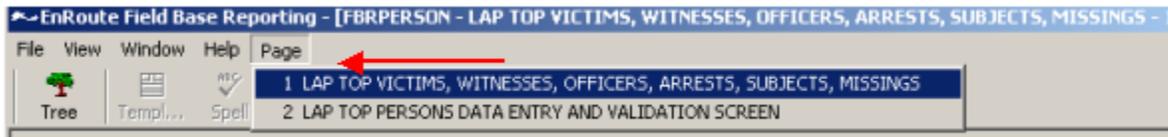
This is a free text field for entering the place of birth.

Place Of Birth :

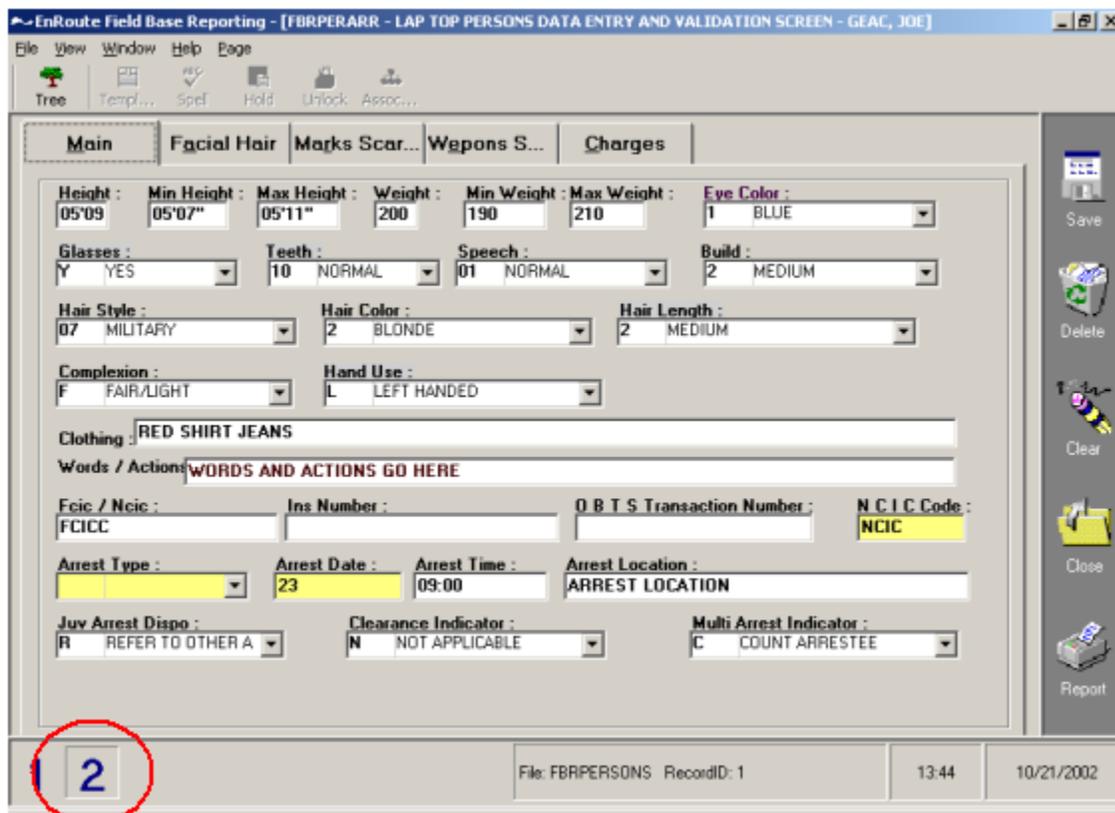
I WAS BORN IN THE USA

PERSONS File Page 2

To access Page 2 of the PERSONS file data entry windows, you can select the **Page** Menu located on the Menu Bar and select the page you want or you can also click on the page numbers (in this case, [2]) located in the lower left side of the window in the status bar.



Page 2 of the FBRPERSONS File Data Entry Windows then appears. The window fields that appear will vary depending upon the person type selected on the first window. The window below is the one that is displayed for an arrested person. Note that there are several tabs for multi-valued data.



The screenshot shows the data entry window for an arrested person. The window title is 'EnRoute Field Base Reporting - [FBRPERARR - LAP TOP PERSONS DATA ENTRY AND VALIDATION SCREEN - GEAC, JOE]'. The 'Page' menu is open, showing '2' circled in red. The window contains several tabs: 'Main', 'Facial Hair', 'Marks Scar...', 'Weapons S...', and 'Charges'. The 'Main' tab is active, displaying various fields for personal information, physical characteristics, and arrest details. The status bar at the bottom shows 'File: FBRPERSONS RecordID: 1', '13:44', and '10/21/2002'.

Height :	Min Height :	Max Height :	Weight :	Min Weight :	Max Weight :	Eye Color :
05'09	05'07"	05'11"	200	190	210	1 BLUE

Glasses :	Teeth :	Speech :	Build :
Y YES	10 NORMAL	01 NORMAL	2 MEDIUM

Hair Style :	Hair Color :	Hair Length :
07 MILITARY	2 BLONDE	2 MEDIUM

Complexion :	Hand Use :
F FAIR/LIGHT	L LEFT HANDED

Clothing : RED SHIRT JEANS

Words / Actions : WORDS AND ACTIONS GO HERE

Fcic / Ncic :	Ins Number :	O B T S Transaction Number :	N C I C Code :
FCICC			NCIC

Arrest Type :	Arrest Date :	Arrest Time :	Arrest Location :
	23	09:00	ARREST LOCATION

Juv Arrest Dispo :	Clearance Indicator :	Multi Arrest Indicator :
R REFER TO OTHER A	N NOT APPLICABLE	C COUNT ARRESTEE

File: FBRPERSONS RecordID: 1 13:44 10/21/2002

Data Entry and Validation

Types of Tabs and Data Entry

The tabs that appear at the top of data entry windows represent three types of data entry.

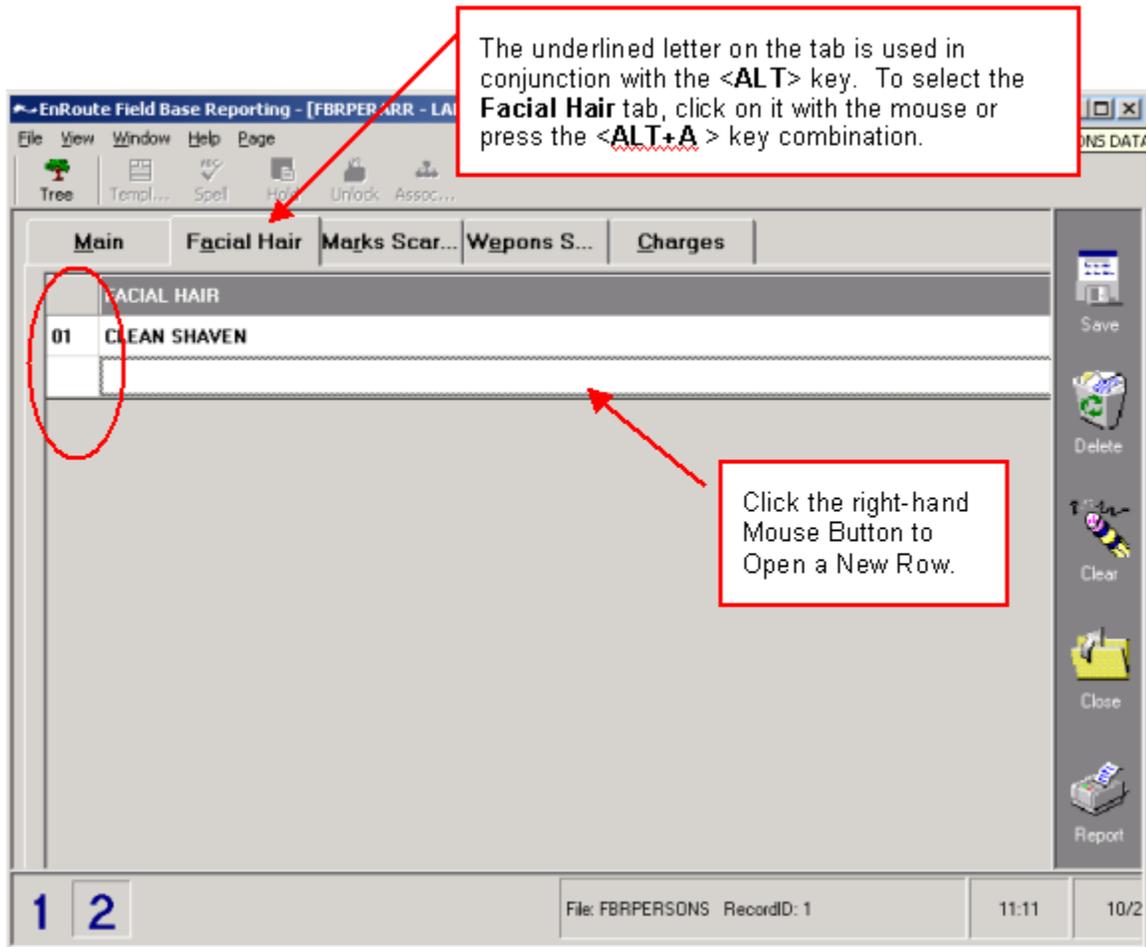
- Multi-valued data in the current file. An example is the **Facial Hair** Tab on this report. It will be further explained in the section that immediately follows this one.
- Multi-valued links to other files. An example is the **Marks, Scars, Tattoos** Tab on this report. It will be explained in the section that follows the “Facial Hair” Tab.
- Data Entry fields. An example is the **Main** Tab on this report. It will be explained in the section that follows the “Marks, Scars, Tattoos” Tab.



Facial Hair Tab Example

The underlined letter on the tab is used in conjunction with the <ALT> key. To select the "Marks, Scars, Tattoos" tab, click on it with the mouse or press the <ALT+A> key combination.

Data can be entered directly in each row on the summary window. The Facial Hair tab is an example. An easy way to identify these direct data entry windows is by the grey square at the top of the first column (encircled in red). Repeat the right-mouse click as many times as you need to add additional items in **Facial Hair**.



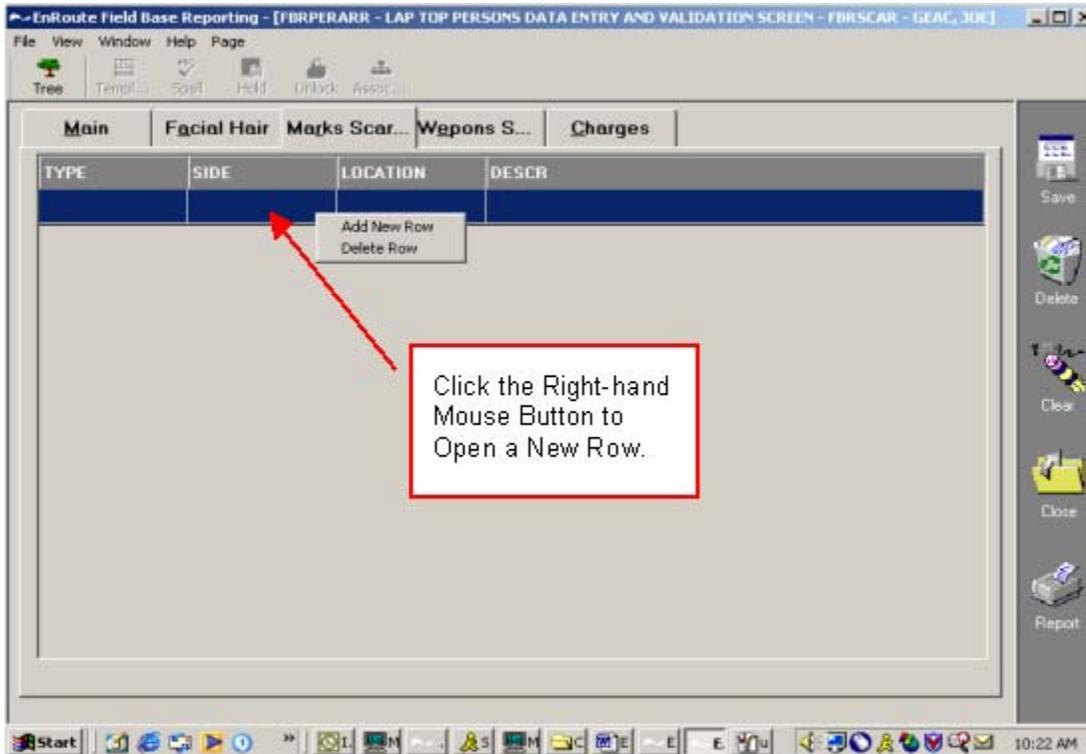
Note:

When you are finished, you can save your entries, and then return to any of the other available tabs. You can also select any other available option from the Menu, Tool, and Command Bars.

Data Entry and Validation

Marks, Scars, Tattoos Tab Example

Multi-valued data consists of several additional associated fields therefore you cannot enter the data directly in the summary line. The "Marks, Scars, Tattoos" tab is an example. An easy way to identify these types of windows is that there is no first column with a gray square at the top of it. To enter data, use the right-click mouse button and click **Add A New Row**, or press <ENTER> to make the data input screen appear (shown on the next page).

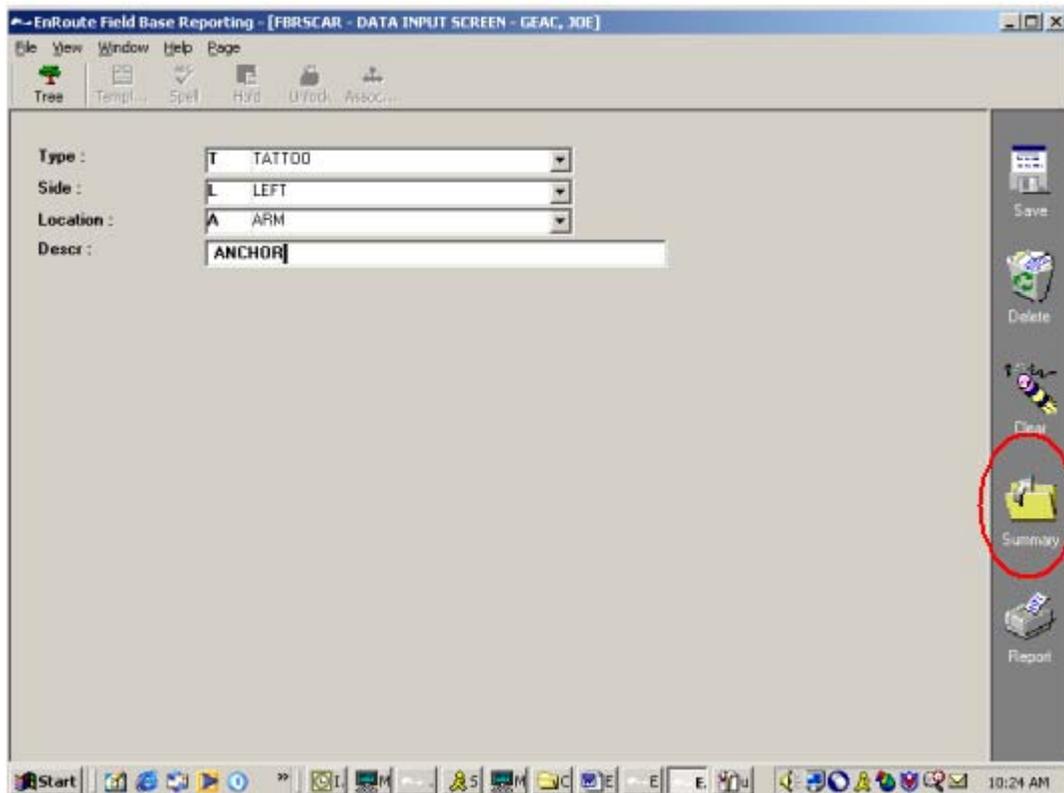


Data Entry and Validation

Note that the **[Summary]** icon now replaces the **[Close]** icon on the Command Bar. This icon returns you to the summary list from the summary detail window. Enter another tattoo and then click on the **[Summary]** icon. The new tattoo now shows on the summary window.

Note:

You are only saving the details for the tattoo itself, not the entire report. In other words, when you click the **[Summary]** button you are taken back to the summary list of Marks, Scars, and Tattoos and you can then complete the remainder of the report details before saving the report.



Data Entry and Validation

Main Tab Example

This section details several common data fields related to measurements and characteristics (illustrated on the tab window below).

The screenshot shows the 'EnRoute Field Base Reporting' application window. The title bar reads 'EnRoute Field Base Reporting - [FBRPERARR - LAP TOP PERSONS DATA ENTRY AND VALIDATION SCREEN - TERRORIST, IMA]'. The menu bar includes 'File', 'View', 'Window', 'Help', and 'Page'. The toolbar contains icons for 'Tree', 'Templ...', 'Spell', 'Hold', 'Unlock', and 'Assoc...'. The main window has several tabs: 'Main', 'Facial Hair', 'Marks Scars ...', 'Weapons Seiz...', and 'Charges'. The 'Main' tab is active and contains the following fields:

- Height: [] Min Height: [] Max Height: [] Weight: [] Min Weight: [] Max Weight: [] Eye Color: []
- Glasses: [] Teeth: [] Speech: [] Build: []
- Hair Style: [] Hair Color: [] Hair Length: []
- Complexion: [] Hand Use: []
- Clothing: []
- Words / Actions: []
- Fcic / Ncic: [] Ins Number: [] O B T S Transaction Number: [] N C I C Code: []
- Arrest Type: [] Arrest Date: [] Arrest Time: [] Arrest Location: []
- Juv Arrest Dispo: [] Clearance Indicator: [] Multi Arrest Indicator: []

At the bottom of the window, there are two tabs labeled '1' and '2', a status bar showing 'File: FBRPERSONS RecordID: 13', the time '17:53', the date '11/08/2002', and a red 'X' icon.

Height fields

The height can be entered as feet and inches as in feet and inches as 509 or can be entered in inches as in 69. Entering 69 will automatically convert to 5'09".

Height : 05'09
Min Height : 05'07"
Max Height : 05'11"

Weight Fields

Enter the weight in pounds.

Weight : 200
Min Weight : 190
Max Weight : 210

Eye Color

Enter the code for the eye color. A drop down list provides existing eye colors. Click the down arrow, and click an existing code.

Eye Color :
1 BLUE

Glasses

This is a **yes** or **no** field to indicate whether the subject was wearing glasses.

Glasses :
Y YES

Teeth

Enter the code for the teeth description. A drop down list provides existing teeth types. Click the down arrow, and click an existing code.

Teeth :
10 NORMAL

Speech

Enter the code for the speech description. A drop down list provides existing speech modes. Click the down arrow, and click an existing code.

Speech :
01 NORMAL

Build

Enter the code for the build description. A drop down list provides existing build types. Click the down arrow, and click an existing code.

Build :
2 MEDIUM

Hair Style

Enter the code for the hairstyle description. A drop down list provides existing hairstyles. Click the down arrow, and click an existing code.

Hair Style :
07 MILITARY

Data Entry and Validation

Hair Color

Enter the code for the hair color description. A drop down list provides existing hair colors. Click the down arrow, and click an existing code.

Hair Color :
2 BLONDE

Hair Length

Enter the code for the hair length description. A drop down list provides existing hair lengths. Click the down arrow, and click an existing code.

Hair Length :
2 MEDIUM

Complexion

Enter the code for the complexion description. A drop down list provides existing complexion types. Click the down arrow, and click an existing code.

Complexion :
F FAIR/LIGHT

Hand Use

Enter the code for the hand use description. A drop down list provides existing hand use types. Click the down arrow, and click an existing code.

Hand Use :
L LEFT HANDED

Clothing

This is a 56-character free text field for entering the clothing description.

Clothing : RED SHIRT JEANS

Words / Actions

This is a 56-character free text field for entering words or actions of the suspect.

Words / Actions : WORDS AND ACTIONS GO HERE

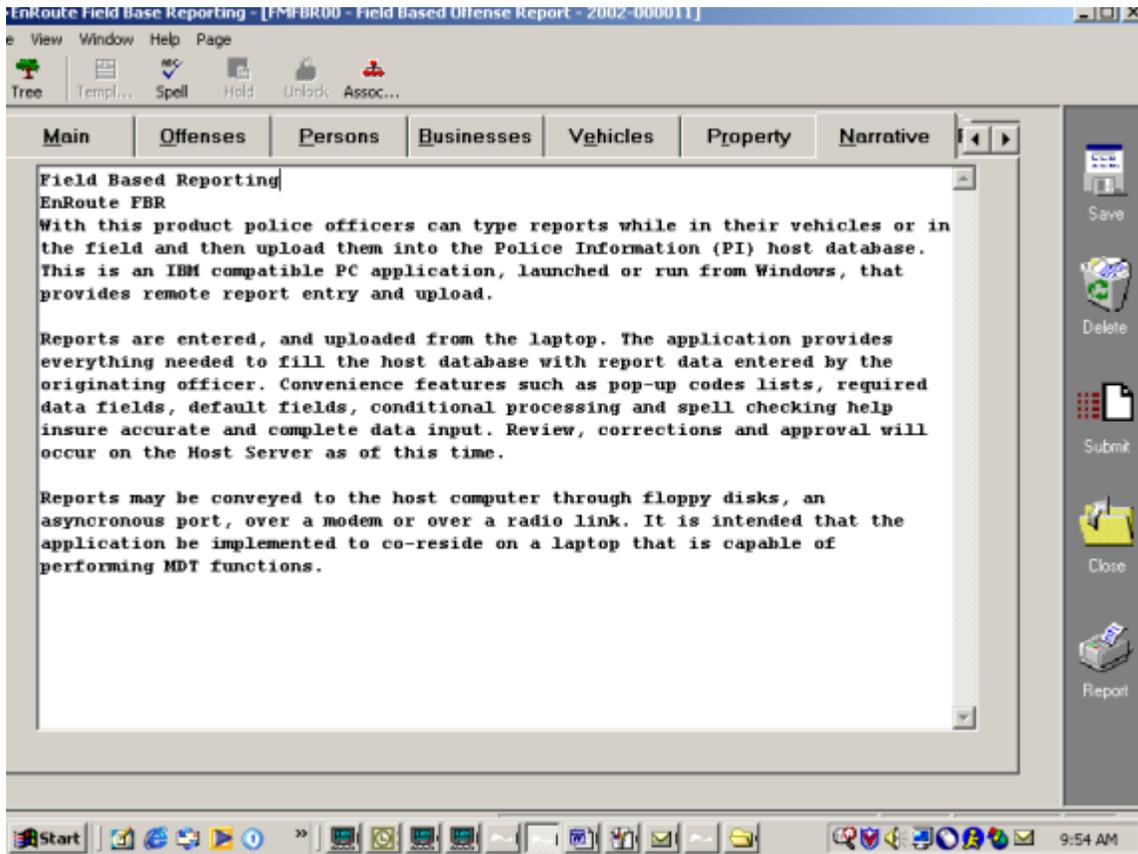
When you are done you can save your changes and exit the current record, by clicking the [**Save**] button on the Command Bar.



Data Entry and Validation

Narrative Tab related to Arrest Information

In addition to data entry in fields, you can add a narrative to your report (as illustrated below). To access the tab, click the **Narrative** tab or press the <ALT+N> key combination. This tab has several features including a Spell Checker and templates. These features are detailed below.

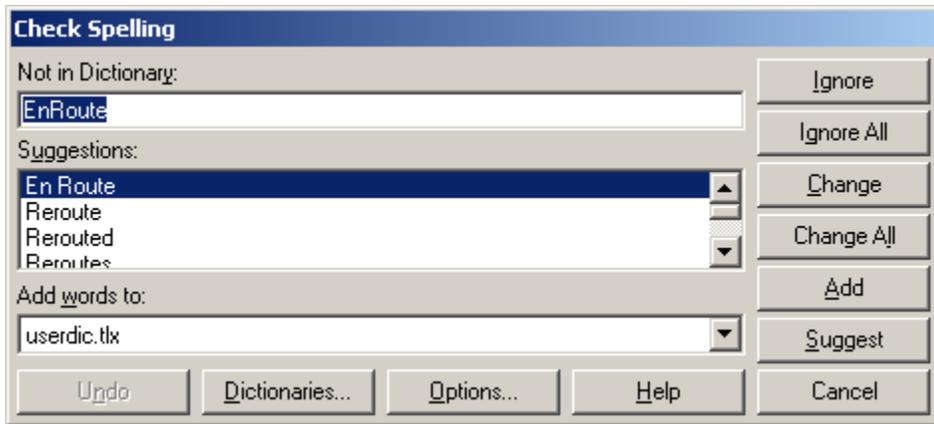


Spell Check

You can check the spelling on your narrative. Click the **Spell Checker** icon (illustrated below) on the Tool Bar.



A standard spell check window appears.



When you are finished you can click **OK**.



You can then to return to the main window click the **Main** Tab.

Data Entry and Validation

Default Narrative Templates

On the FBRCHGS window the **Probable Cause** Tab is a narrative type field for defining the probable cause for the arrest. You can select the Default narrative tab to input the appropriate template for the charge entered in the statute field. The default templates are predefined and are pulled into the narrative based on data that you previously entered into the 'Statutes' field.

In the following example, we want to pull in a probable cause statement for the Statute that we entered previously (that is, Burglary). The statute's probable cause text will automatically be pulled into the narrative. You can then modify it as needed.

If a narrative is cleared and you want to bring back the default, click the **Narrative Templates** Icon on the Tool Bar.

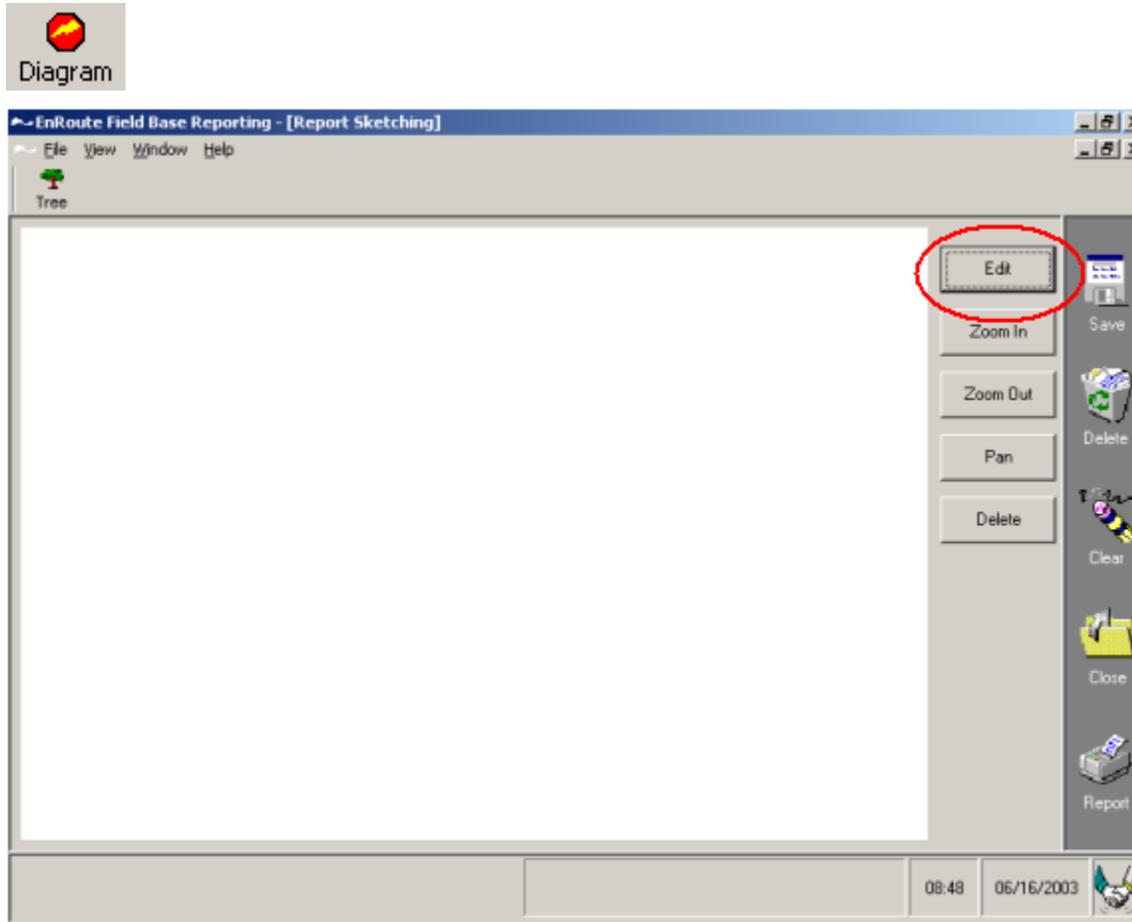


Note:

To select the **Default Narrative Template** Tab by clicking on the tab or by pressing the **<Alt+P>** key combination.

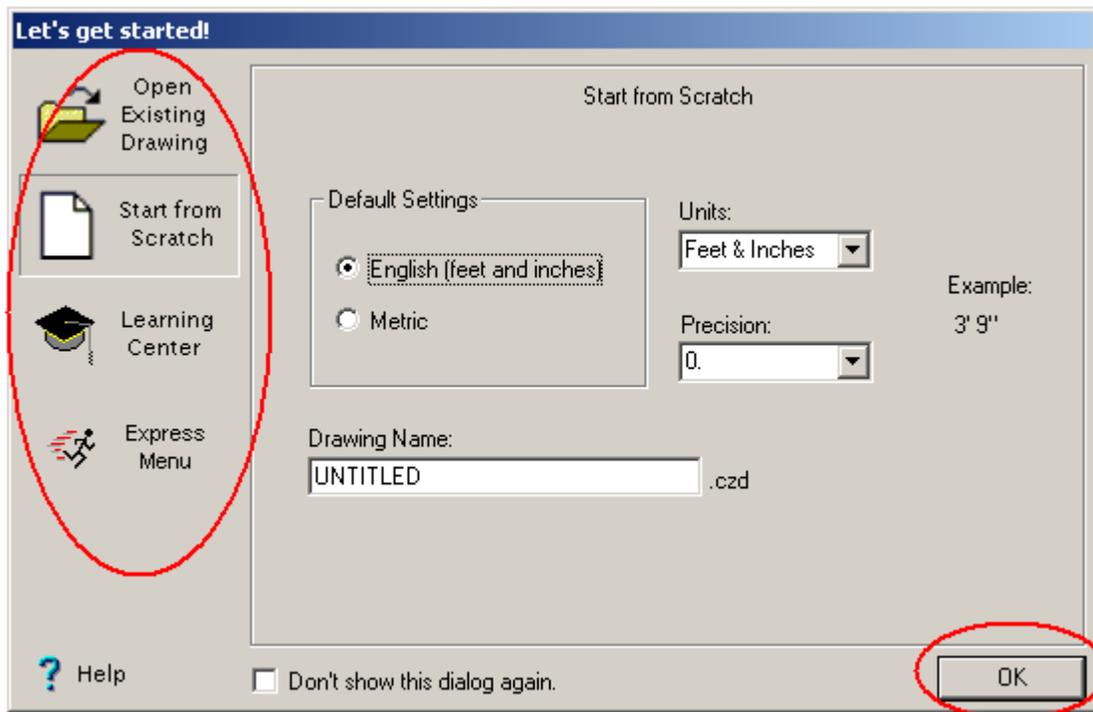
Diagrams

Select the Diagram Icon from the tool bar to create a new diagram or access an existing one.

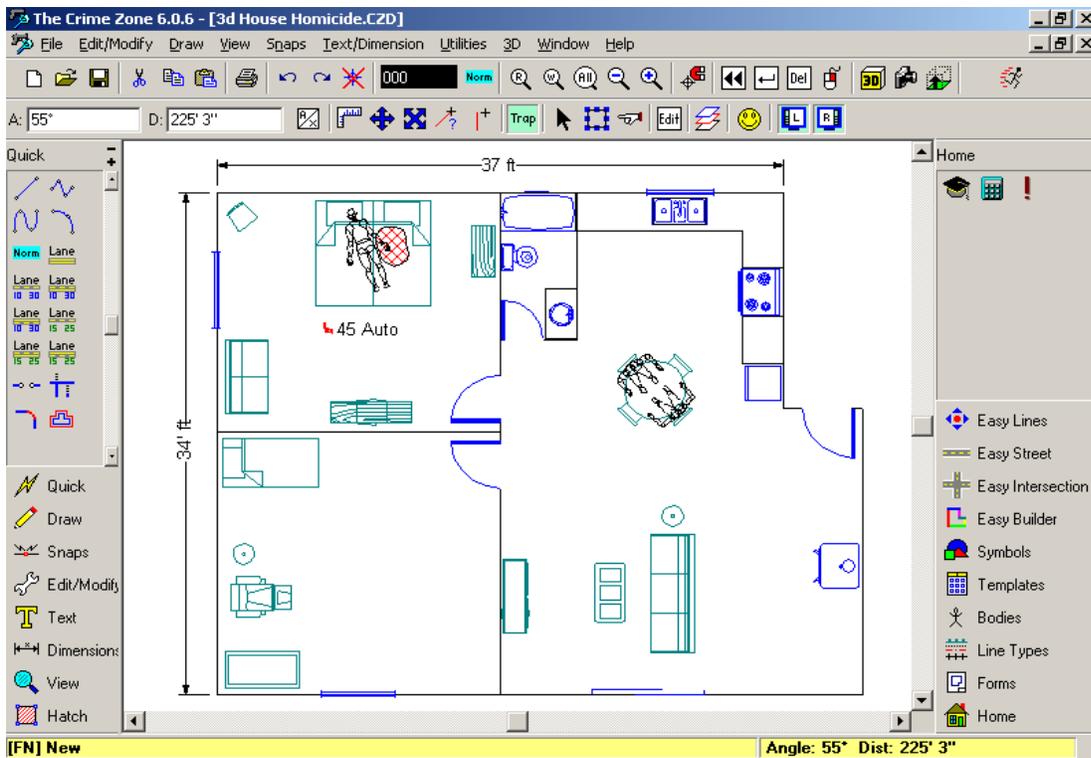


Select the **[Edit]** button to create or edit and existing diagram

Data Entry and Validation

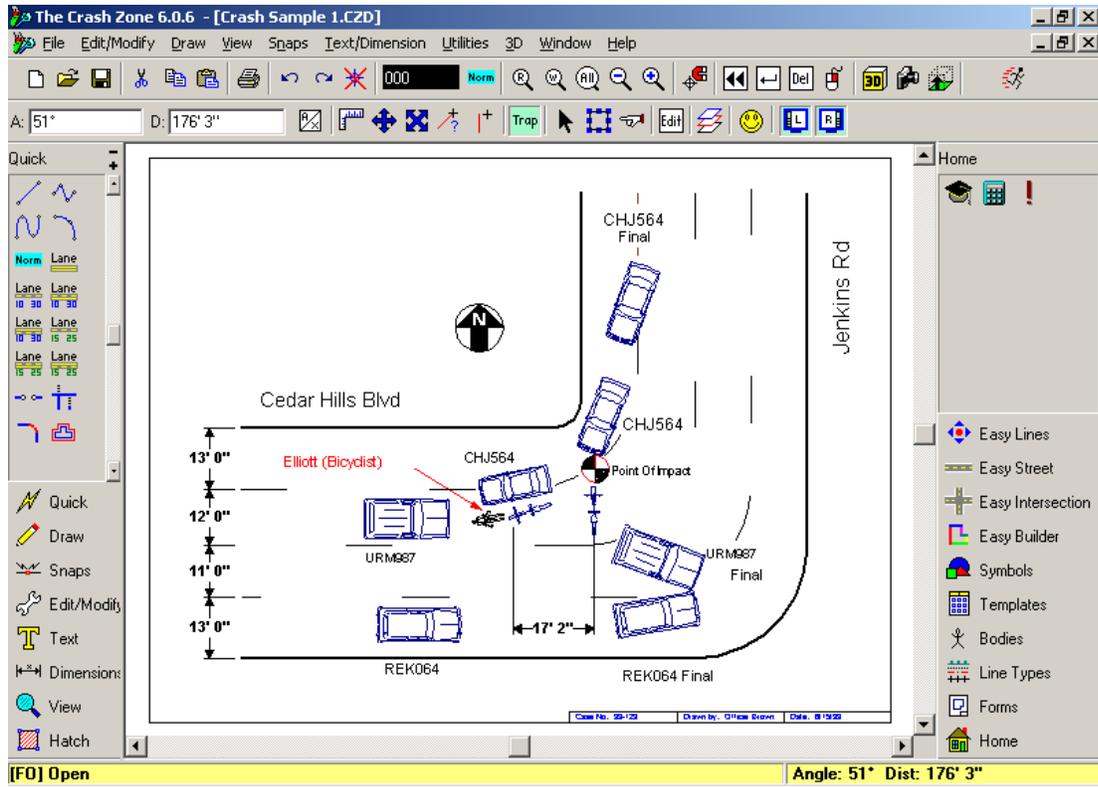


Select the desired option from the start screen and then click on OK.



Example of a "Crime Zone" diagram

Data Entry and Validation



Example of a "Crash Zone" diagram

When finished with the diagram, save it and close the application by clicking on the command bar Close button.



Data Entry and Validation

Saving and Placing Reports on Hold

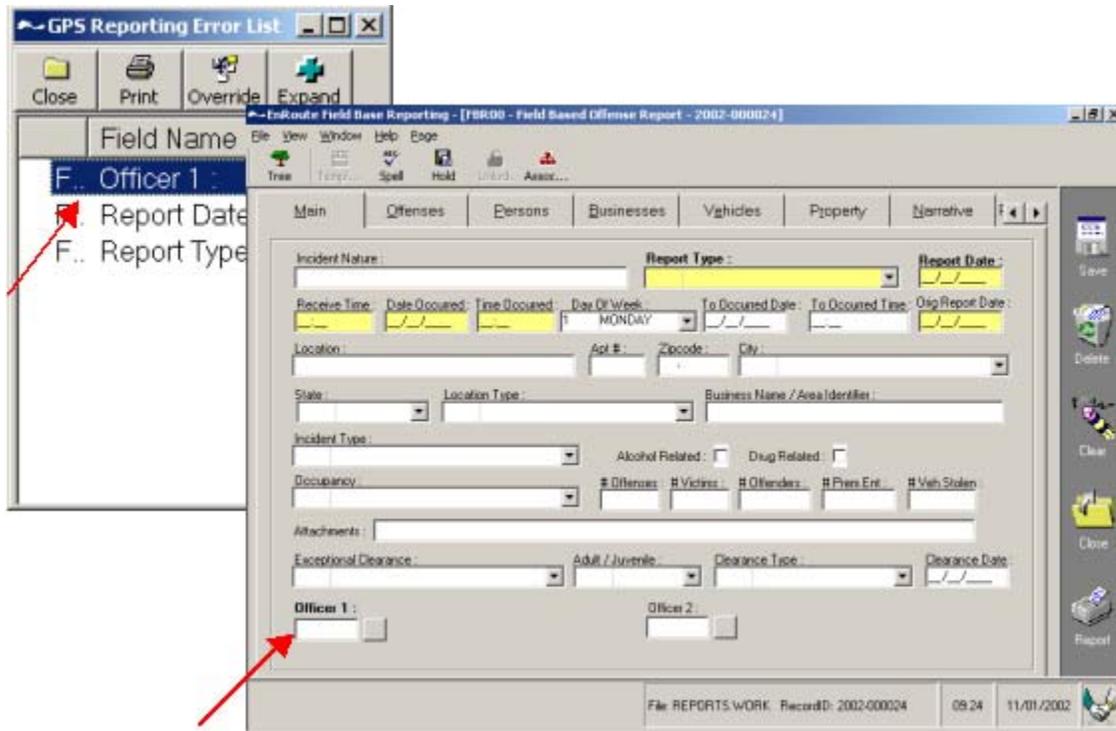
Putting a Report on Hold

A report can be placed on hold by clicking on the **Hold** Icon located on the Tool Bar. This is done when the report has not been finished and will be worked on later. When placing a report on hold, edit checks are not run. Reports that are on hold must be saved before they can be submitted to the server.



Saving a Report and Running Edit Checks

Saving a report commits the report to disk. Saving a report runs the defined edits and checks for required fields. If required fields are missing an error list window is displayed (illustrated below). Click each error and you will be taken back to that specific data entry field.



Enter the required field data and you can save again.

Note:

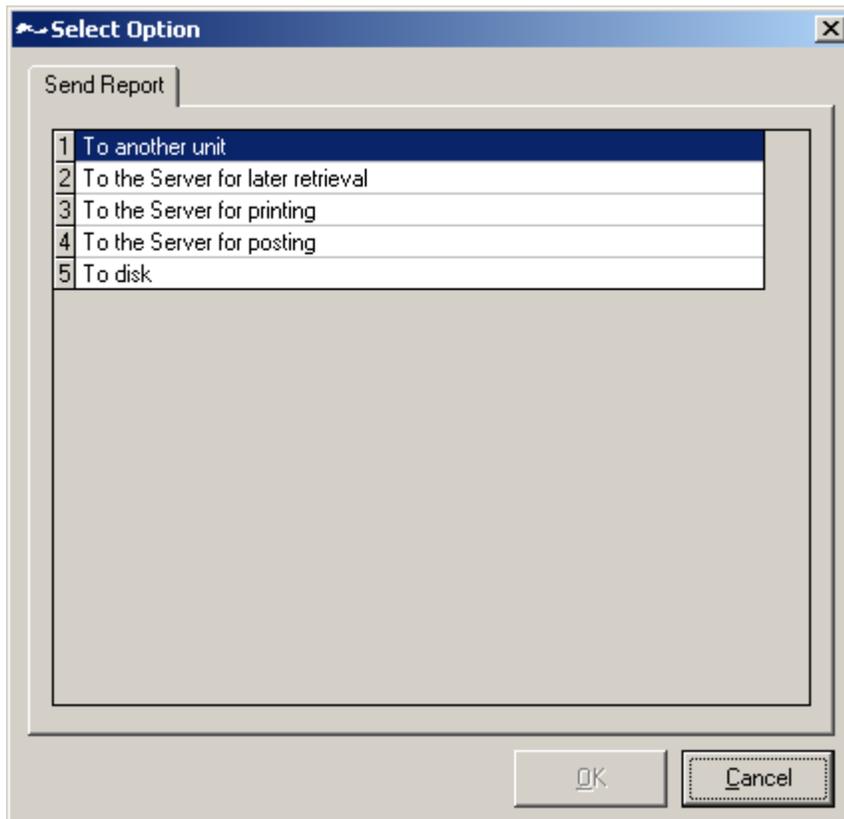
Saved reports cannot be placed on hold.

Submitting Reports

You can submit the current record to either the server, to the local disk, or to the floppy . Click the **[Submit]** button located on the Command Bar (illustrated below).



When you click on the button the following window appears.



If you select **1 To another unit** the following window appears. Enter the unit number to send the report to.

Data Entry and Validation



The status will momentarily change to "TO SERVER-CAR" and then will disappear. This indicates that the other unit has received the report.

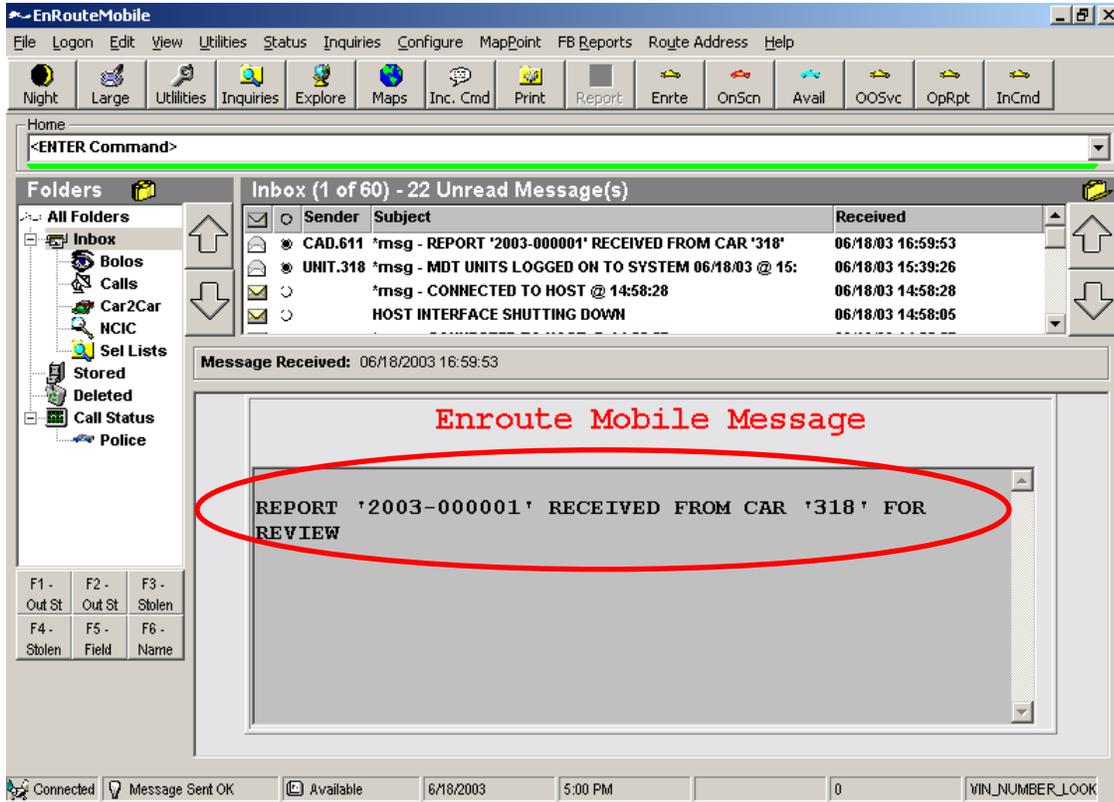
The receiving unit will now see a new report with the status of WAITING FOR REVIEW.

If the unit is not a valid unit or not logged on you will receive one of the following error messages.



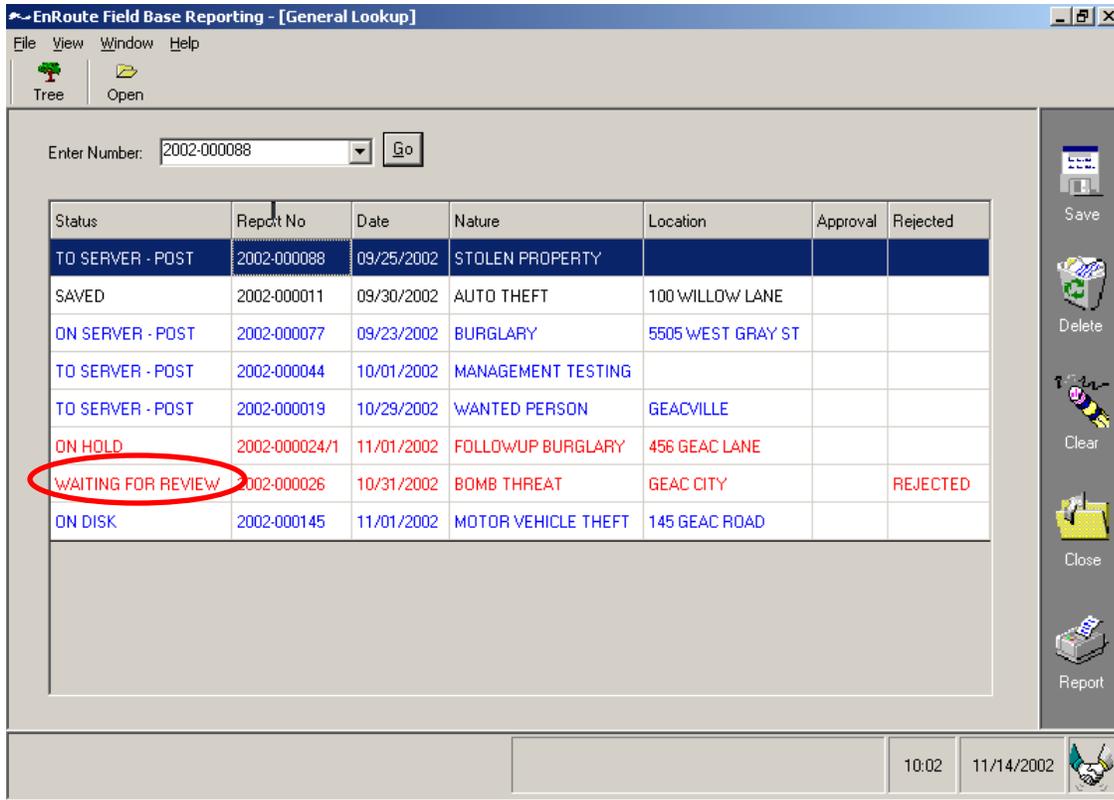
If the unit is not logged on, the report status will show "ON SERVER CAR". This is an indicator to the sending unit that the report is on the server in the FBR.DATA file, TO.GO_CAR item waiting for the unit to log on. The first time that unit logs on; they will receive the queued report. The sending unit has the option to unlock the report and resend it to a different unit. This will not however remove it from the MDT.DATA file.

The unit that the report was sent to, will receive a message “REPORT '2003-000001' RECEIVED FROM CAR '318' FOR REVIEW”.



Data Entry and Validation

The report will appear on their report summary screen as “WAITING FOR REVIEW”.



The reviewing officer has the ability to view the report and modify or edit only those attributes designated by the system administrator. These are normally the reject, approval, reject reason and reviewing officer fields. All other fields are protected. The reviewing officer will then either submit an approved report to the server or submit a rejected report back to the report officer for correction.

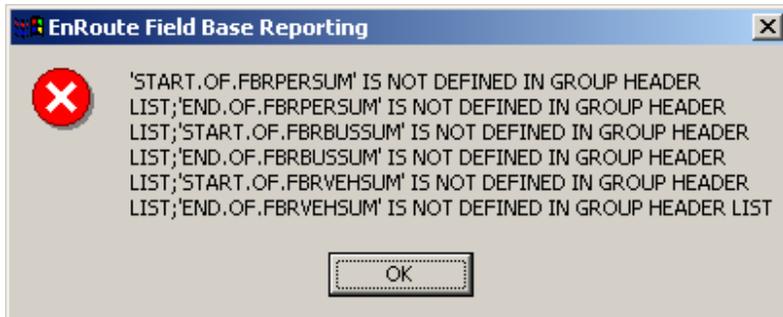
If you select **2 To the Server for later retrieval** the summary list will return a status of ON SERVER – HOLD next to the report.

ON SERVER - HOLD	2002-000011	09/30/2002	AUTO THEFT	100 WILLOW LANE		
------------------	-------------	------------	------------	-----------------	--	--

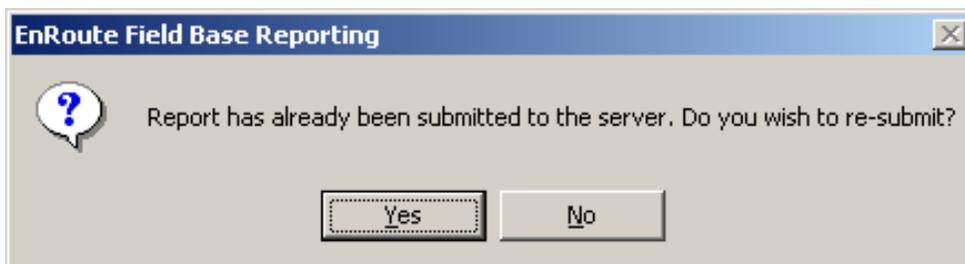
If you select **3 To the Server for printing** you will receive a message like the one below, if your request was successful.



If you select **4 To the Server for posting** and your submission is successful, you will see that your report will change status to “ON SERVER - HOLD”. However, if a report fails to go to the server because of an error, a message similar to the one below will appear. Click the **OK** button so you are given a chance to fix the errors and resubmit.



When you resubmit you will see the following message. Click the **Yes** button to resubmit the report to the server.



Note:

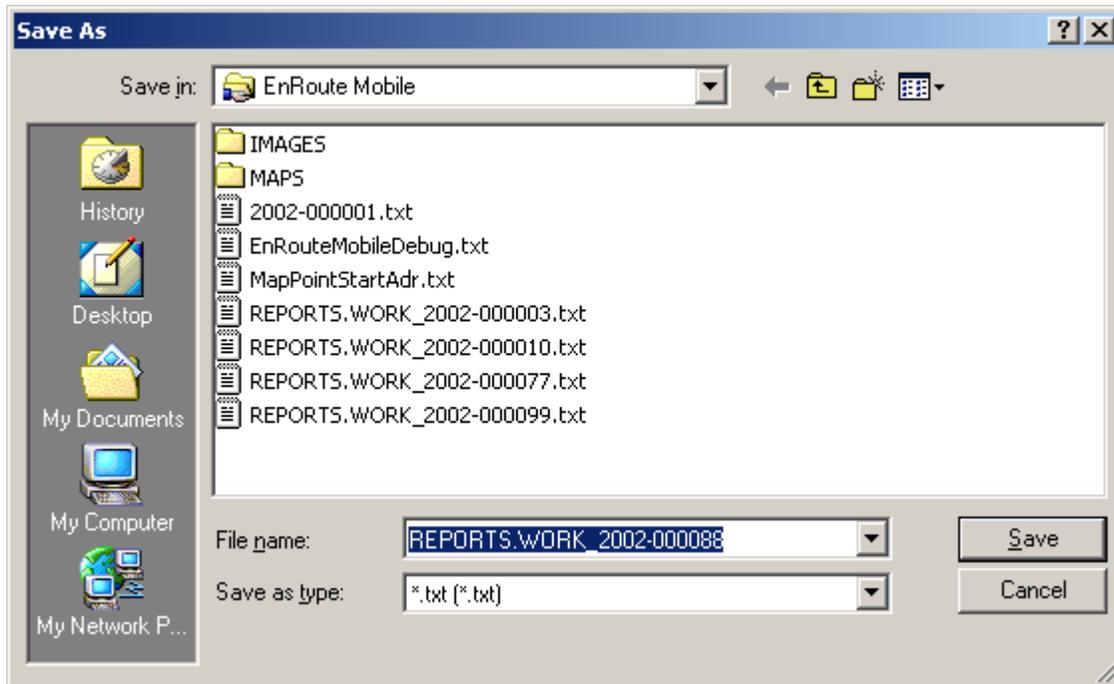
Once reports are successfully submitted to the server, they become locked and cannot be edited. You can unlock the report, however, you are required to provide an authorized password to do so. An image of the **Unlock** icon located on the Tool Bar and the pop-up password prompt are shown below.



Note: The unlock password must be obtained from a dispatch supervisor.

If you select **5 To disk** the following window appears. Click [**Save**] to save a copy of the report to the *EnRoute Mobile* directory.

Data Entry and Validation



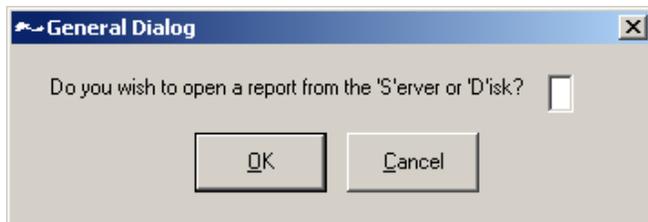
Note:

You can browse to save the report a different location. If the Laptop is equipped with an “A:” drive then the report can be saved to floppy. If you are on a laptop or PC on a network then the report can be saved anywhere on the network.

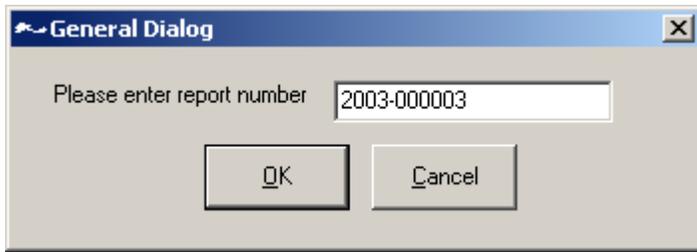
To retrieve the reports that have been submitted, click the **Open** Icon on the Tool Bar.



When you click the **Open** Icon the following window appears. Enter **S** to open from the server or **D** to open from the disk.



A dialog box prompting for the report number to return will appear. Enter the report number to retrieve and click on OK.



The status of the report will change to "SAVED".

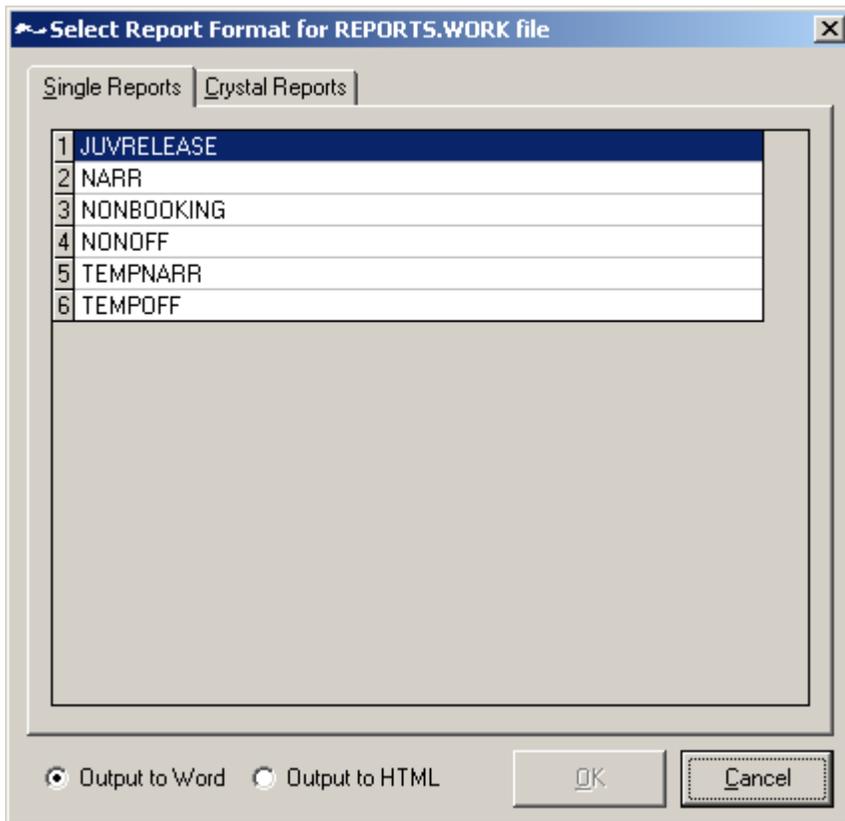
Chapter 3 - Printing Reports

RPT Single Record

Whenever the **[Report]** button is active on the Command Bar you can view or print single reports that are currently available. Two tabs will appear, one for standard PI defined reports and one for Crystal Reports.



The list of reports appears as in the example below. Double-click on the report that you would like to run.



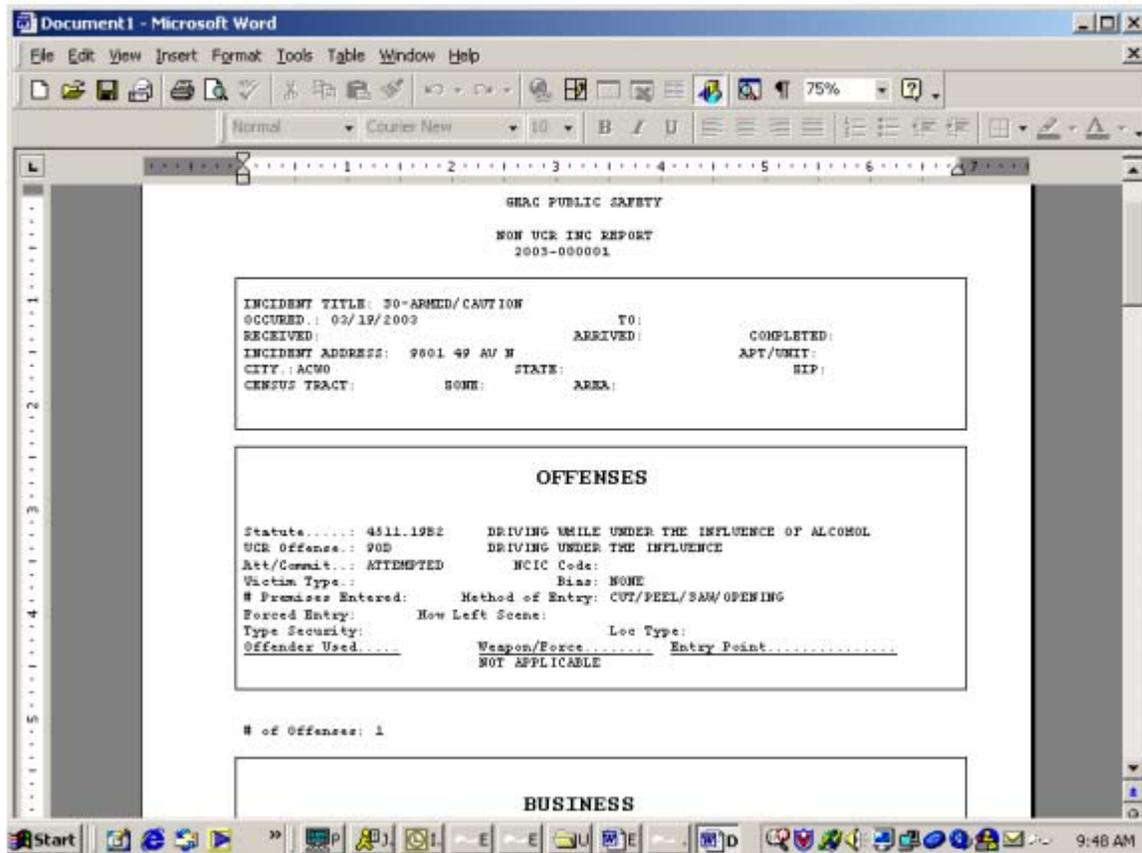
Standard PI Reports

Printing Reports

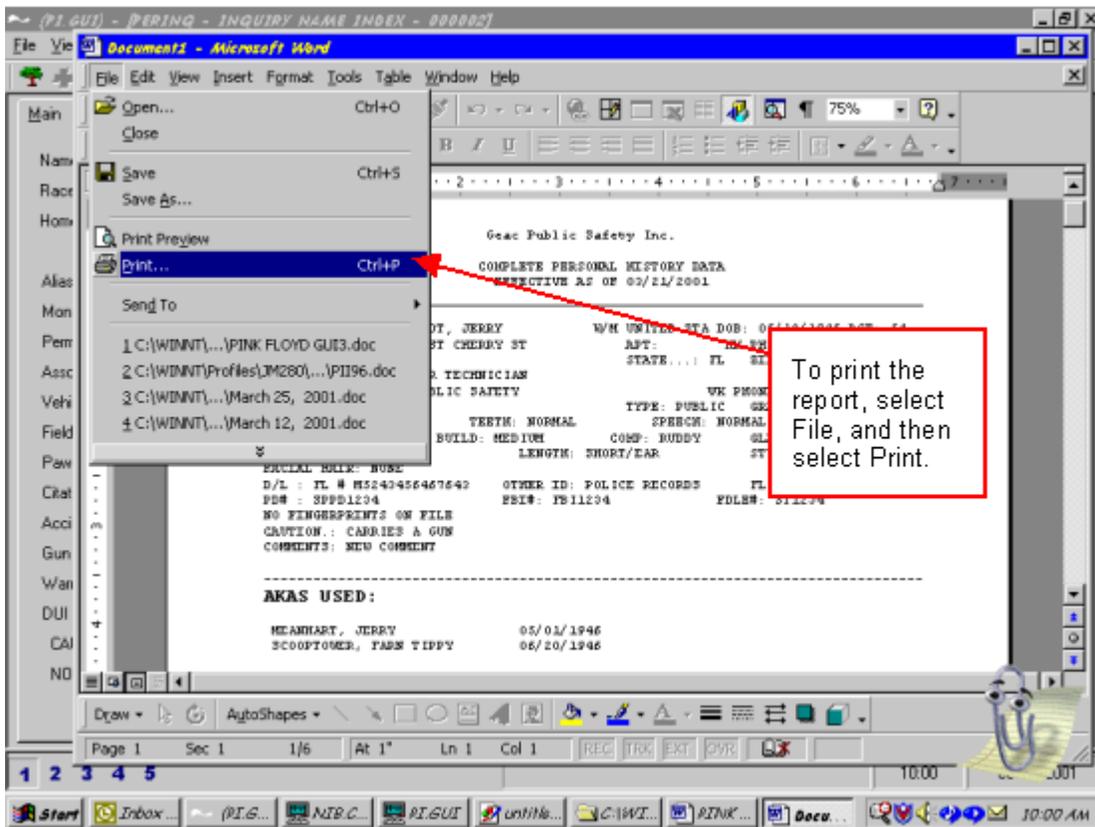
For standard PI reports select the desired output method “WORD” or “HTML” by clicking on the radio button.

Double-click on the report that you want to run.

The report is displayed in a non-editable Microsoft Word or HTML document. By selecting Word you will actually be in the Microsoft Word application when this report displays, with the Microsoft Menu Bar, Tool Bars, and Status Bar. A sample report is shown in the following illustration.



Note that since you are in the actual Word application, all the standard Word features, such as the Menu, Tool, and Status Bars, are available. For instance, you can now print the report by selecting the print option from the File menu on the Menu Bar.

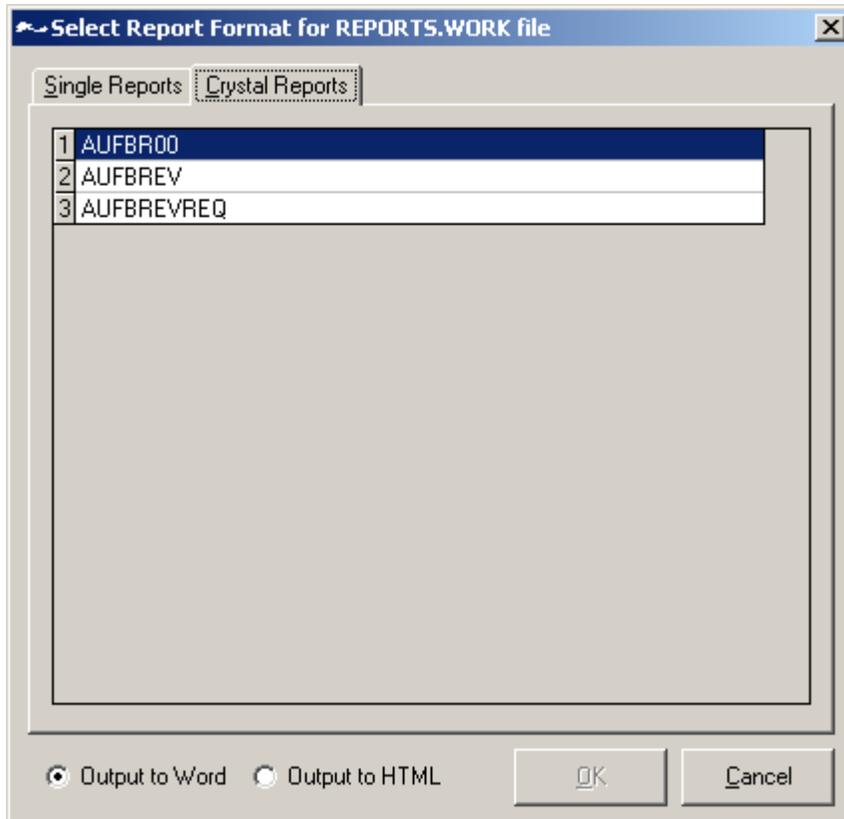


When you are finished printing or viewing the document, close it by clicking on the [X] button at the upper right-hand corner of the window to be returned to the *EnRoute* FBR application.



Printing Reports

Crystal reports.



When you select Crystal Reports tab the Crystal Reports are displayed. Double click on the report you wish to review or print.

GPS Report Preview

100% 1 of 1+

AURORA POLICE DEPARTMENT		TYPE OF REPORT	JUVENILE (Y/N?)	REPORT NUMBER	
INCIDENT REPORT		1	N	2003-000002	
REPORT TITLE			OTHER CRIMINAL ACT(S)/MISSING PERSON TYPE		
0610-BURGLARY 38-19-1					
LOCATION/ADDRESS OF OCCURRENCE		ADDRESS NAME (If Appropriate)		LOCATION TYPE	
MAIN ST #		AURORA LAND			
TIME OCCURRED	TIME OCCURRED TO	DATE OCCURRED	DATE OCCURRED TO	TIME REPORTED	DATE REPORTED
12:00	13:00	05/22/2003	05/22/2003	02:00	05/02/2003

PERSONS INFORMATION

P TYP	NAME (Last, First Middle)					ADDRESS (Include Apartment Number, City, State & Zip)				
A	SKOGEN, TODD					100 MAIN ST, PEARL, IL				
SEX	RACE	DATE OF BIRTH	VIC. CD	INJ. CD	REL. CD	HOME PHONE (Include Area Code)		BUS. PHONE (Include Area Code)		
M	W	10/10/1967				630-555-1212		630-555-1313		
AGE	HEIGHT	WEIGHT	HAIR (CLR, LGTH, STYLE)		EYES	SKIN TONE	FACIAL HAIR		BUILD	
35	5'9"	220	BLK	CL	BAL	BLACK	ACNE	BEARD	LARGE	
PECULIARITIES / MEDICAL CONDITIONS						CLOTHING				
NOT A STABLE PERSON										
DRIVERS LICENSE			SOCIAL SECURITY NUMBER		SCARS / MARKS / TATTOOS					
IL1234567890			111-22-3333							
P TYP	NAME (Last, First Middle)					ADDRESS (Include Apartment Number, City, State & Zip)				
A	GEAC, JOE					5505 WEST GRAY ST, MONTELEO, FL				
SEX	RACE	DATE OF BIRTH	VIC. CD	INJ. CD	REL. CD	HOME PHONE (Include Area Code)		BUS. PHONE (Include Area Code)		
M	W	10/10/1966								
AGE	HEIGHT	WEIGHT	HAIR (CLR, LGTH, STYLE)		EYES	SKIN TONE	FACIAL HAIR		BUILD	
36	5'9"	190	BRO	CL	LNG	BLUE	MEDIUM	BEARD	MEDIUM	
PECULIARITIES / MEDICAL CONDITIONS						CLOTHING				
QWQWQWQWQ										
DRIVERS LICENSE			SOCIAL SECURITY NUMBER		SCARS / MARKS / TATTOOS					

Use the arrow buttons to navigate the pages of the report.



To find selected text in a report, click on the binoculars icon. A dialog box will appear where you type in the text to search and then click on the Find Text button.



Search

Find what:

The found text will be highlighted on the report in red. In our example we are looking for the word "medium".

Printing Reports

GPS Report Preview

1 of 1+

AGE	HEIGHT	WEIGHT	HAIR (CLR, LGTH, STYLE)		EYES	SKIN TONE	FACIAL HAIR	BUILD	
36	5'9"	190	BRO	CL	LNG	BLUE	MEDIUM	BEARD	MEDIUM

SCALARITIES / MEDICAL CONDITIONS
QWQWQWQWQ

DRIVERS LICENSE SOCIAL SECURITY NUMBER SCARS / MARKS / TATTOOS

VEHICLE INFORMATION

TOP COLOR	BOTTOM COLOR	YEAR	MAKE	MODEL	BODY STYLE
BLUE	BLUE	02	FORD	ESCO	2 DR
LICENSE NUMBER	TYPE	MONTH	YEAR	STATE	VIN
GREG1	AUTO	12	06	ARKANSAS	82927484
IMAGE	DESCRIPTION				IMPOUNDED(?)
SUSPECT VEHICLE	A CAR				N

M.O.

MO. ENTRY	P.O. DOT	MEANS OF	OBJECT	TARGET	SECURITY	LIGHTING	MISC	CIRCUMSTANCE
C	D	DN	4	4	D	A	E	GA

DOMESTIC VIOLENCE

THEMIZED STOLEN PROPERTY LIST

QUANTITY	ITEM	LOSS CD	EVID(?)	COLOR	MANUFACTURER	MODEL	SERIAL NUMBER	VALUE
0	440	FP	N	GREEN	FED			\$0
DESCRIPTION WINDOW AIR CONDITIONER								
1	610	R	Y	BLACK	GLK	MOD 19	123456	\$800
DESCRIPTION 9MM GLOCK								
0	WAL	C	Y	BROWN	CDA			\$0



To print the report, click on the printer icon.

Print

Printer: System Printer
(\\TAPAGSPRS00\HPwest)

OK
Cancel

Print Range

All
 Pages

From: 1 To:

Copies: 1

Collate Copies

The print dialog box will appear. Select your options and click on the OK button to print the report.

Printing Reports to the Server

To submit a report on the server for printing, open the report to print. Click on the Submit command bar icon to view the submit options. Select the “To the Server for Printing” line.

Send Report

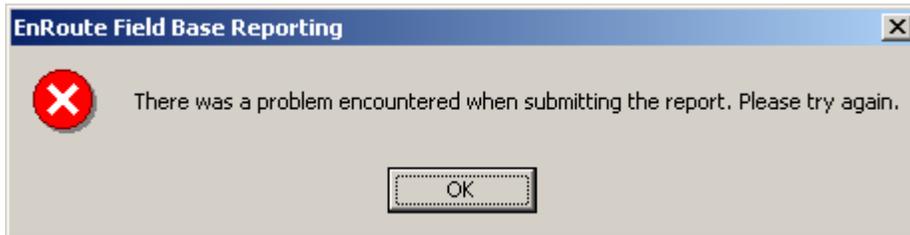
1	To another unit
2	To the Server for later retrieval
3	To the Server for printing
4	To the Server for posting
5	To disk

When you submit to the server for printing you will receive a message indicating that the Report was submitted to the server successfully.

Printing Reports

Note: This means that the report is on the server in the MDT.DATA file in an item called TO.PRINT. A program on the print server reads this file and prints the report to the default printer assigned to the server. If the PRINTSERVER.EXE program is not running the report will not print.

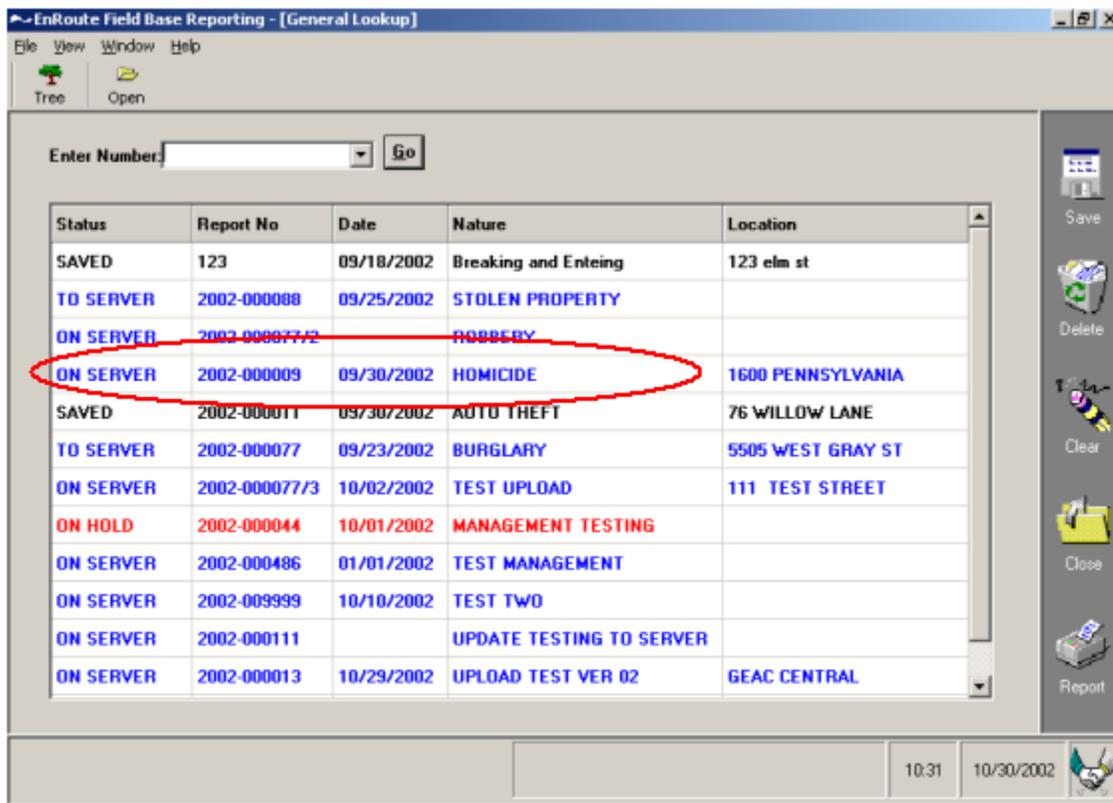
If there was a problem you will see the following prompt.



Chapter 4 - Deleting Reports & Purging Records

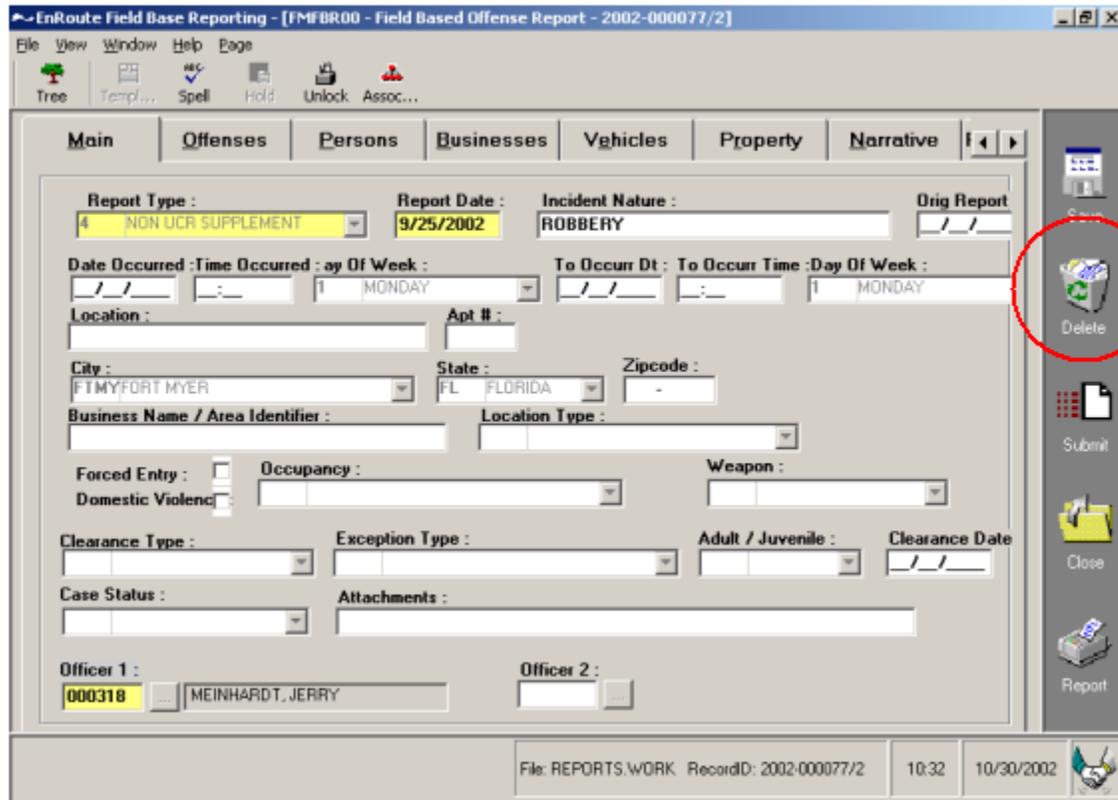
Deleting Reports

To delete a report from the laptop, you must first click the report from the report list to make the report window appear (shown on the next page).



Printing Reports

Only then, can you click the **[Delete]** Icon on the Command bar to delete that specific report.

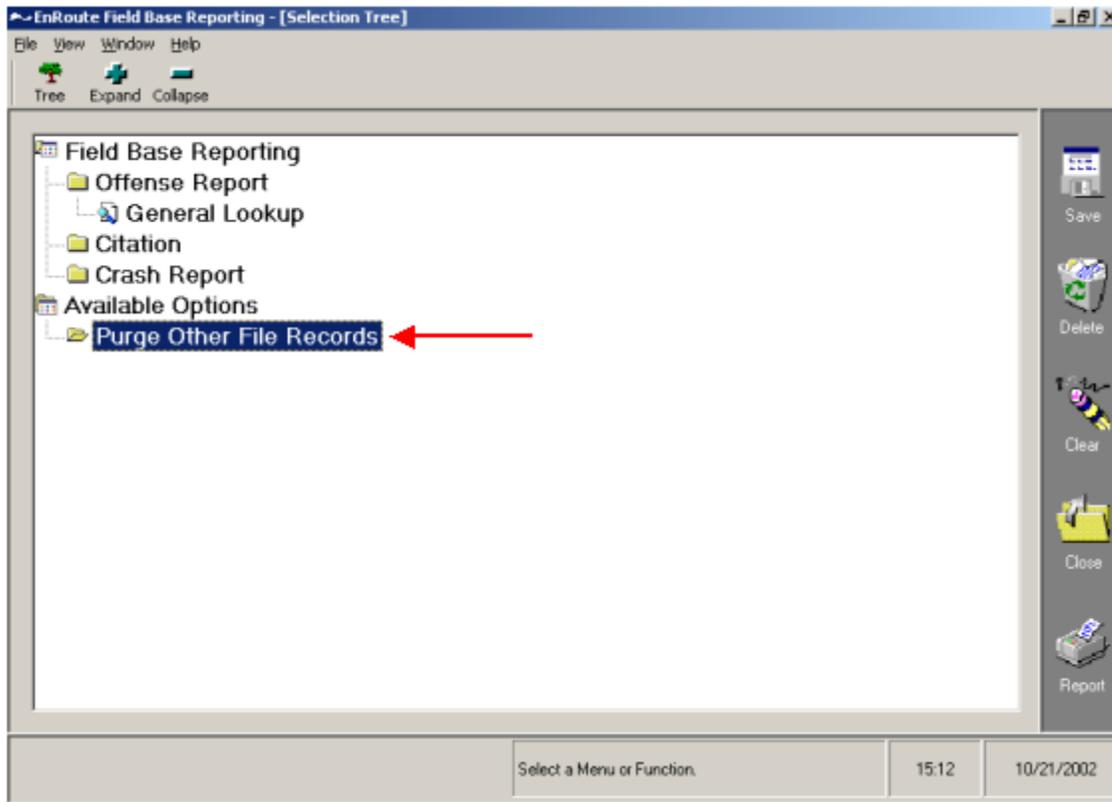


A confirming message appears for that specific report to safeguard against accidental report selections. Confirm the report number, then click the **Yes** button to proceed with the deletion.



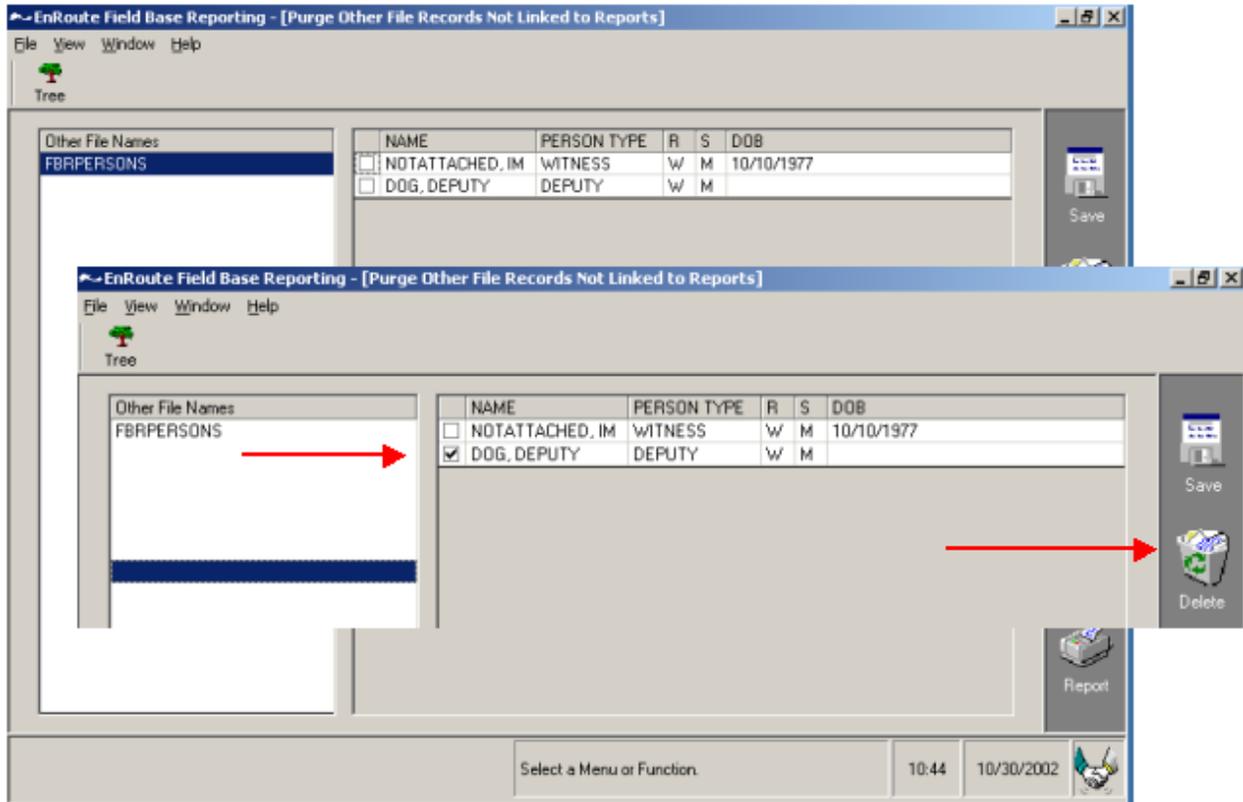
Purging File Records

To purge other file records, such as Persons, Businesses, Vehicles, and Articles, click on the **[Tree]** icon on the Tool Bar to display the tree view menu (illustrated below). Click the **Purge Other File Records** option under the **Available Options** module and you will be taken to another window (shown on the next page).



Printing Reports

You are taken to the **Purge Other File Records not Linked to Reports**. As the title implies these are records that have not been used in existing reports and may be purged. To select a specific record, click on the check box next to records that you want to delete, then click the [Delete] button on the Command Bar.



A confirming message appears for that specific record to safeguard against accidental record selections. Click the **Yes** button to proceed with the deletion.



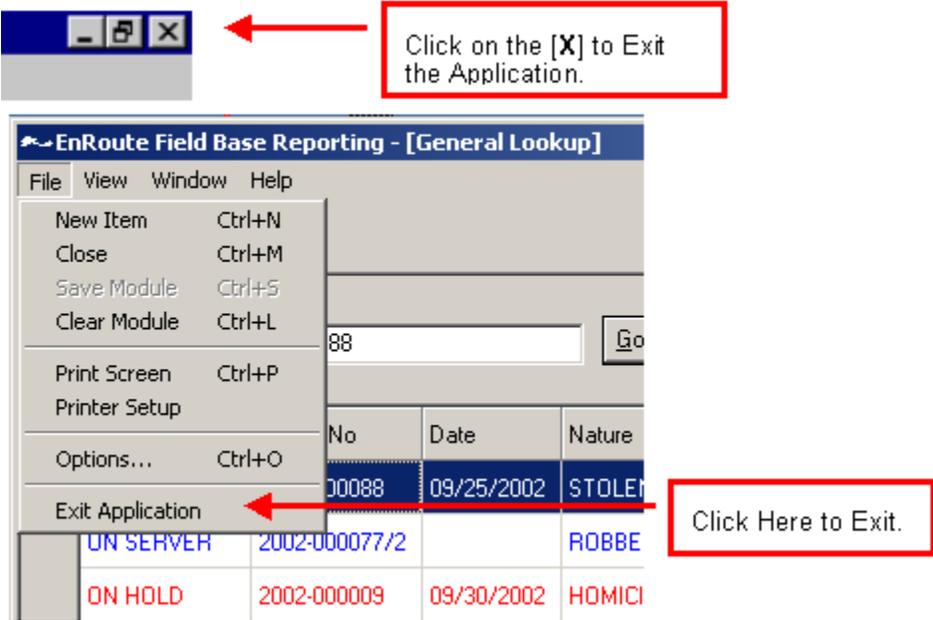
Chapter 5 - Logging Out

Security by Logon and the Importance of Logging Off

Logging on and off are very important functions. The system tracks persons who are logged on and what they do while logged on. The previous sections discussed the login procedure to log you on to the system. Logging off, however, is necessary and important for security reasons. The following section demonstrates how you log off of the *EnRoute* FBR system.

Logoff Procedure

To log off, click on the [X] in the upper right corner of the window or select the **Exit Application** option from the **File** menu. The following illustrations show both methods.



Note:

If you are running FBR standard, exiting the application takes you back to the MDT window. On the other hand, if you are running FBR Standalone or FBR Lite you will be returned to the desktop.

**College Station
Police Department
Persons Involved**

Service No. _____

WITNESS CODES: F - Person Finding Crime N - Neighborhood Contact O - Other P - Parent
R - Representative RP - Reporting Person V - Additional Victim W - Witness

No.	Code	Name (L, F, M)	Race/Sex DOB	DL No. & State
Current Address <input type="checkbox"/>			Phone No. ()	
Permanent Address <input type="checkbox"/>			Phone No. ()	
Place of Employment & Address <input type="checkbox"/>			Phone No. ()	
E-Mail <input type="checkbox"/>		Cell Phone <input type="checkbox"/> ()	Occupation/School	Crime Victim Compensation Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

No.	Code	Name (L, F, M)	Race/Sex DOB	DL No. & State
Current Address <input type="checkbox"/>			Phone No. ()	
Permanent Address <input type="checkbox"/>			Phone No. ()	
Place of Employment & Address <input type="checkbox"/>			Phone No. ()	
E-Mail <input type="checkbox"/>		Cell Phone <input type="checkbox"/> ()	Occupation/School	Crime Victim Compensation Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

No.	Code	Name (L, F, M)	Race/Sex DOB	DL No. & State
Current Address <input type="checkbox"/>			Phone No. ()	
Permanent Address <input type="checkbox"/>			Phone No. ()	
Place of Employment & Address <input type="checkbox"/>			Phone No. ()	
E-Mail <input type="checkbox"/>		Cell Phone <input type="checkbox"/> ()	Occupation/School	Crime Victim Compensation Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

No.	Code	Name (L, F, M)	Race/Sex DOB	DL No. & State
Current Address <input type="checkbox"/>			Phone No. ()	
Permanent Address <input type="checkbox"/>			Phone No. ()	
Place of Employment & Address <input type="checkbox"/>			Phone No. ()	
E-Mail <input type="checkbox"/>		Cell Phone <input type="checkbox"/> ()	Occupation/School	Crime Victim Compensation Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

INVOLVED VEHICLE Abandoned Accessories Removed Burglarized Criminal Mischief Recovered Stolen Suspect Towed Other

Year	Make	Model	Body Style	LP Yr/State	LP No.	Color(s)
VIN			Owner Notified (Date & Time) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		Inventory Attached <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Checked for Stolen <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Registered Owner (Name & Address)					Towed By	NCIC/TCIC <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Lien Holder (Name & Address)					Location	Value (Stolen Only)
Identifying Features						

**College Station
Police Department
Arrest Report**

Offense/Incident*				Service No.*			
Complainant's Name (L, F, M)*				Race/Sex/DOB*		DL No. & State	
Current Address* <input type="checkbox"/>					Phone No.* ()		
Permanent Address <input type="checkbox"/>					Phone No. ()		
Place of Employment & Address <input type="checkbox"/>					Phone No. ()		
E-Mail <input type="checkbox"/>			Cell Phone <input type="checkbox"/> ()		Student (School) <input type="checkbox"/> Y <input type="checkbox"/> N		Crime Victim Compensation Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Location of Offense/Incident*				Beginning Time Of Occurrence (Day, Date, Time)*		Ending Time Of Occurrence (Day, Date, Time)*	
Shift*	Beat*	Type Premise*		Date/Time Reported*		Related Reports	Weather/Light Conditions
Victim Injured <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Deceased <input type="checkbox"/> Unk		Victim Taken to	By	Describe Injuries	
Arrestee's Name (L, F, M)				Nicknames/Alias			Marital Status
Current Address <input type="checkbox"/>				Phone No. ()		DL No. & State	
Permanent Address <input type="checkbox"/>				Phone No. ()		S.S. No.	
Place of Employment & Address <input type="checkbox"/>				Phone No. ()		Occupation/School	
E-Mail <input type="checkbox"/>				Cell Phone <input type="checkbox"/> ()			
Race/Ethnicity	Sex	Skin Tone	Age	DOB	Height	Weight	Build
Eye Color	Hair Color	Hair Length & Style	Facial Hair (Style & Color)		Facial Features		
Teeth	Speech	R/L Handed	Scars/Marks/Tattoos/Piercings (description, size & location on body)				Tattoos Photographed? <input type="checkbox"/> Y <input type="checkbox"/> N
Clothing Description				Place of Birth (Co. or City & State; if not in USA, Country)			Arrest related to: <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> N/A
Date & Time of Arrest		Location of Arrest			Arresting Officers (Name & ID#)		
Date & Time Booked		Booked by		Searched By	Delivering Officers (Name & ID#)		
Photos <input type="checkbox"/> Y <input type="checkbox"/> N	Prints <input type="checkbox"/> Y <input type="checkbox"/> N	Associated Arrestees					
Emergency Name, Address & Phone No.							
Charges Filed					Bond	Agency Received From	
Charges Filed					Bond	Authority for Arrest <input type="checkbox"/> On View <input type="checkbox"/> Warrant(s):	
Charges Filed					Bond		
ARRESTEE VEHICLE							
Year	Make	Model	Body Style	LP Year/State	LP No.	Color(s)	
VIN			Inventory Attached <input type="checkbox"/> Y <input type="checkbox"/> N		Towed By		Location
If Released, To Whom? (Name, Address & Phone No.)							
STOP PROFILE	Is Arrest Traffic Related? <input type="checkbox"/> Y <input type="checkbox"/> N		Type of Stop <input type="checkbox"/> Vehicle <input type="checkbox"/> Ped		Initial Reason for Stop		Related Citation(s)
Search Conducted <input type="checkbox"/> Y <input type="checkbox"/> N		Authority for Search <input type="checkbox"/> Consent <input type="checkbox"/> PC <input type="checkbox"/> Incident to Arrest <input type="checkbox"/> Inventory <input type="checkbox"/> Other (explain)				AV Equipment Status <input type="checkbox"/> Operational <input type="checkbox"/> Non-Operational	
If AV Equipment is non-operational, must answer following questions							
Contraband found <input type="checkbox"/> Y <input type="checkbox"/> N		Type of Contraband Found (narcotics, weapons, currency, etc.)			How was PC Established (sight, smell, K-9 alerts, etc.)?		
Rep -31 10/04	Officer & ID No. (Print Name & Initial)				Supv (Initial & ID #)		Page of

**College Station
Police Department
Arrest Report - Jail Form**

Offense/Incident*				Service No.*					
Complainant's Name (L, F, M)*				Race/Sex/DOB*		DL No. & State			
Current Address* <input type="checkbox"/>					Phone No.* ()				
Permanent Address <input type="checkbox"/>					Phone No. ()				
Place of Employment & Address <input type="checkbox"/>					Phone No. ()				
E-Mail <input type="checkbox"/>			Cell Phone <input type="checkbox"/> ()		Student (School) <input type="checkbox"/> Y <input type="checkbox"/> N		Crime Victim Compensation Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		
Location of Offense/Incident*			Beginning Time Of Occurrence (Day, Date, Time)*			Ending Time Of Occurrence (Day, Date, Time)*			
Shift*	Beat*	Type Premise*		Date/Time Reported*		Related Reports	Weather/Light Conditions		
Victim Injured <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Deceased <input type="checkbox"/> Unk		Victim Taken to	By	Describe Injuries			
Arrestee's Name (L, F, M)				Nicknames/Alias			Marital Status		
Current Address <input type="checkbox"/>				Phone No. ()		DL No. & State			
Permanent Address <input type="checkbox"/>				Phone No. ()		S.S. No.			
Place of Employment & Address <input type="checkbox"/>				Phone No. ()		Occupation/School			
E-Mail <input type="checkbox"/>				Cell Phone <input type="checkbox"/> ()					
Race/Ethnicity	Sex	Skin Tone	Age	DOB	Height	Weight	Build	Eye Color	Hair Color
Hair Length & Style			Facial Hair (Style & Color)			Facial Features			
Teeth	Speech	R/L Handed	Scars/Marks/Tattoos/Piercings (description, size & location on body)				Tattoos Photographed? <input type="checkbox"/> Y <input type="checkbox"/> N		
Clothing Description				Place of Birth (Co. or City & State; if not in USA, Country)			Arrest related to: <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> N/A		
Date & Time of Arrest		Location of Arrest			Arresting Officers (Name & ID#)				
Date & Time Booked		Booked by		Searched By		Delivering Officers (Name & ID#)			
Photos <input type="checkbox"/> Y <input type="checkbox"/> N	Prints <input type="checkbox"/> Y <input type="checkbox"/> N	Associated Arrestees							
Emergency Name, Address & Phone No.									
Charges Filed					Bond		Agency Received From		
Charges Filed					Bond		Authority for Arrest <input type="checkbox"/> On View <input type="checkbox"/> Warrant(s):		
Charges Filed					Bond				
Hold for (agency name)			Reason for Hold			Alternate Bond No(s).			
Agency arrestee was Release/Transferred to			Hold Form Submitted? <input type="checkbox"/> Y <input type="checkbox"/> N	Date & Time Hold Placed					
Date & Time Released			Released by (Name & ID#)			Release ID Verified by (Name & ID#)		Warrants Checked? <input type="checkbox"/> Y <input type="checkbox"/> N	
CB Bond No.		Receipt No.		Name & Address of Person Making Bond					
Remarks									
Rep -31b 10/04									

**College Station
Police Department
Juvenile Arrest Report**

Offense/Incident*	Service No.* J -
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Complainant's Name*		Race/Sex/DOB*	DL No. & State	
Current Address* <input type="checkbox"/>			Phone No.*	
Permanent Address <input type="checkbox"/>			Phone No.	
Place of Employment & Address <input type="checkbox"/>			Phone No.	
E-Mail <input type="checkbox"/>	Cell Phone <input type="checkbox"/>	Student (School) <input type="checkbox"/> Y <input type="checkbox"/> N	Crime Victim Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	

Location of Offense/Incident*		Beginning Time Of Occurrence (Day, Date, Time)*	Ending Time Of Occurrence (Day, Date, Time)*	
Shift*	Beat*	Type Premise*	Date/Time Reported*	Related Reports
Weather/Light Conditions				

Victim Injured <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Deceased <input type="checkbox"/> Unk	Victim Taken to	By	Describe Injuries
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Arrestee's Name (L, F, M)		Nicknames/Alias	Marital Status
Current Address <input type="checkbox"/>		Phone No.	DL No. & State
Permanent Address <input type="checkbox"/>		Phone No.	S.S. No.
Place of Employment & Address <input type="checkbox"/>		Phone No.	Occupation/School
E-Mail <input type="checkbox"/>		Cell Phone <input type="checkbox"/>	

Race/Ethnicity	Sex	Skin Tone	Age	DOB	Height	Weight	Build	Eye Color	Hair Color
Hair Length & Style			Facial Hair (Style & Color)			Facial Features			
Teeth	Speech	R/L Handed	Scars/Marks/Tattoos Piercings (description, size & location on body)					Tattoos Photographed <input type="checkbox"/> Y <input type="checkbox"/> N	

Clothing Description	Place of Birth (Co. or City & State; if not in USA, Country)	Arrest related to: <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> N/A
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Date & Time of Arrest	Location of Arrest	Arresting Officers (Name & ID#)
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Date & Time Booked	Booked by	Searched By	Delivering Officers (Name & ID#)
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Photos <input type="checkbox"/> Y <input type="checkbox"/> N	Prints <input type="checkbox"/> Y <input type="checkbox"/> N	Associated Arrestees
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Emergency Name, Address & Phone No.

Charges Filed	Bond	Agency Received From
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Charges Filed	Bond	Authority for Arrest <input type="checkbox"/> On View <input type="checkbox"/> Warrant(s):
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Charges Filed	Bond	
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Year	Make	Model	Body Style	LP Year/State	LP No.	Color(s)
VIN			Inventory Attached <input type="checkbox"/> Y <input type="checkbox"/> N	Towed By	Location	
If Released, To Whom? (Name, Address & Phone No.)						

Is Arrest Traffic Related? <input type="checkbox"/> Y <input type="checkbox"/> N	Type of Stop <input type="checkbox"/> Vehicle <input type="checkbox"/> Ped	Initial Reason for Stop	Related Citation(s)
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Search Conducted <input type="checkbox"/> Y <input type="checkbox"/> N	Authority for Search <input type="checkbox"/> Consent <input type="checkbox"/> PC <input type="checkbox"/> Incident to Arrest <input type="checkbox"/> Inventory <input type="checkbox"/> Other (explain)	AV Equipment Status <input type="checkbox"/> Operational <input type="checkbox"/> Non-Operational
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If AV Equipment is non-operational, must answer following questions		
Contraband found <input type="checkbox"/> Y <input type="checkbox"/> N	Type of Contraband Found (narcotics, weapons, currency, etc.)	How was PC Established (sight, smell, K-9 alerts, etc.)?

Rep -31J 10/04	Officer & ID No. (Print Name & Initial)	Supv. (Initial & ID #)	Page of
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**College Station
Police Department
Offense/Incident Report**

Offense/Incident*	Service No.*
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Complainant's Name*	Race/Sex/DOB*	DL No. & State
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Current Address* <input type="checkbox"/>	Phone No.* ()
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Permanent Address <input type="checkbox"/>	Phone No. ()
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Place of Employment & Address <input type="checkbox"/>	Phone No. ()
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E-Mail <input type="checkbox"/>	Cell Phone <input type="checkbox"/> ()	Student (School) <input type="checkbox"/> Y <input type="checkbox"/> N	Crime Victim Compensation Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
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Location of Offense/Incident*	Beginning Time Of Occurrence (Day, Date, Time)*	Ending Time Of Occurrence (Day, Date, Time)*
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Shift*	Beat*	Type Premise*	Date/Time Reported*	Related Reports	Weather/Light Conditions
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Victim Injured <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Deceased <input type="checkbox"/> Unk.	Victim Taken to	By	Describe Injuries
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VEHICLE INFORMATION Abandoned Accessories Removed Burglarized Criminal Mischief Recovered Stolen Towed

Year	Make	Model	Body Style	LP Yr/State	LP No.	Color(s)
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VIN	Owner Notified (Date & Time) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Inventory Attached <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Checked for Stolen <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
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Registered Owner (Name & Address)	Towed By	NCIC/TCIC <input type="checkbox"/> E <input type="checkbox"/> R <input type="checkbox"/> N/A
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Lien Holder (Name & Address)	Location	Value (Stolen Only)
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PROPERTY SECTION Codes: D - Damaged F - Found L - Lost R - Recovered S - Stolen

Code	Qty.	Description (Size, Color, Make, Model, Material, Condition)	Serial or Applied No.	Value	NCIC/TCIC

Disposition of Property	Total Damaged Property	Total Recovered Property	Total Stolen Property
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	Solvability Factors
	Suspect Info
	Vehicle Info
	Phys. Evid.
	Stolen Prop.
	M.O.
	Officer Dis.
	Exceptional
	Comp. Req.
	Total

Rep 57 10/04	Officer & ID No. (Print Name & Initial)	Supv.(Initial & ID #)	Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Unfounded <input type="checkbox"/> Cleared Arrest <input type="checkbox"/> Exceptionally Cleared	Div. Assigned: Date:	Page of
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**College Station
Police Department
Juvenile Offense/Incident Report**

Offense/Incident*	Service No.* J -
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Complainant's Name*		Race/Sex/DOB*	DL No. & State
Current Address* <input type="checkbox"/>			Phone No.*
Permanent Address <input type="checkbox"/>			Phone No.
Place of Employment & Address <input type="checkbox"/>			Phone No.
E-Mail <input type="checkbox"/>	Cell Phone <input type="checkbox"/>	Student (School) <input type="checkbox"/> Y <input type="checkbox"/> N	Crime Victim Info Given? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

Location of Offense/Incident*		Beginning Time Of Occurrence (Day, Date, Time)*	Ending Time Of Occurrence (Day, Date, Time)*
Shift*	Beat*	Type Premise*	Date/Time Reported*
Related Reports		Weather/Light Conditions	
Victim Injured <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Deceased <input type="checkbox"/> Unk.	Victim Taken to	By
			Describe Injuries

VEHICLE INFORMATION <input type="checkbox"/> Abandoned <input type="checkbox"/> Accessories Removed <input type="checkbox"/> Burglarized <input type="checkbox"/> Damaged <input type="checkbox"/> Recovered <input type="checkbox"/> Stolen <input type="checkbox"/> Towed							
Year	Make	Model	Body Style	LP Yr/State	LP No.	Color(s)	
VIN			Owner Notified (Date & Time) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		Inventory Attached <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Checked for Stolen <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Registered Owner (Name & Address)				Towed By		NCIC/TCIC <input type="checkbox"/> E <input type="checkbox"/> R <input type="checkbox"/> N/A	
Lien Holder (Name & Address)				Location		Value (Stolen Only)	

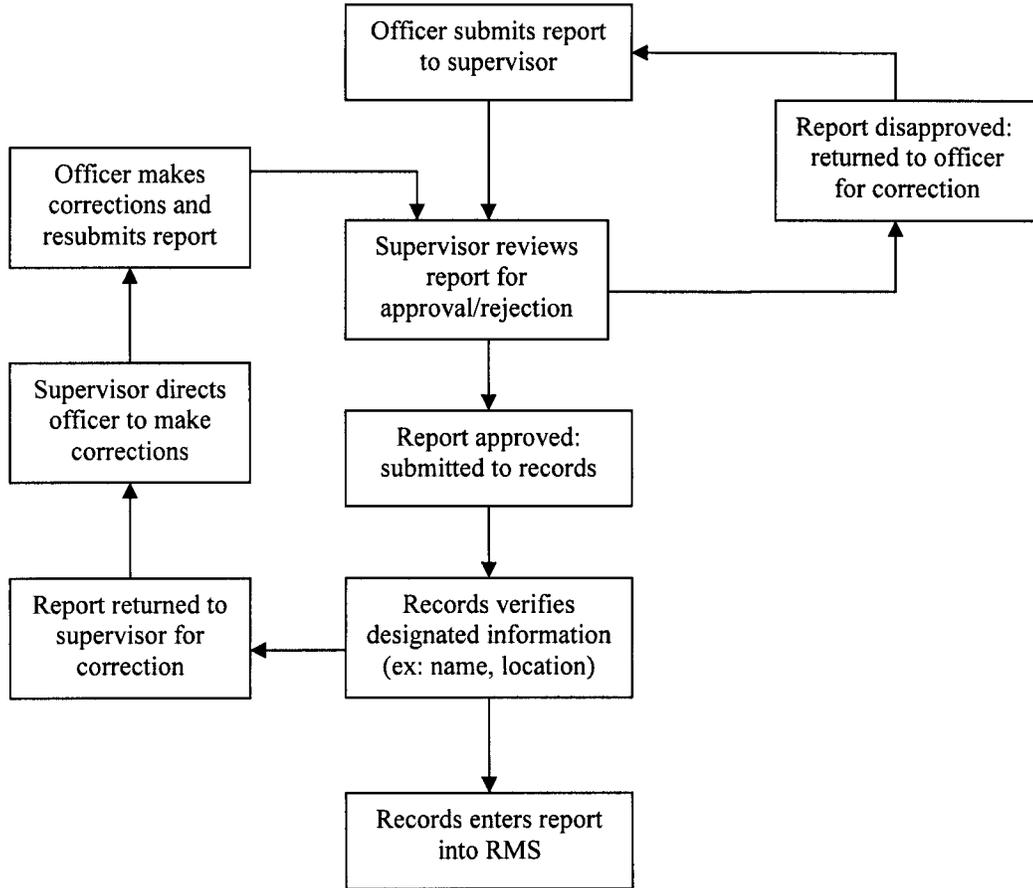
PROPERTY SECTION Codes: D - Damaged F - Found L - Lost R - Recovered S - Stolen					
Code	Qty.	Description (Size, Color, Make, Model, Material, Condition)	Serial or Applied No.	Value	NCIC/TCIC

Disposition of Property	Total Damaged Property	Total Recovered Property	Total Stolen Property
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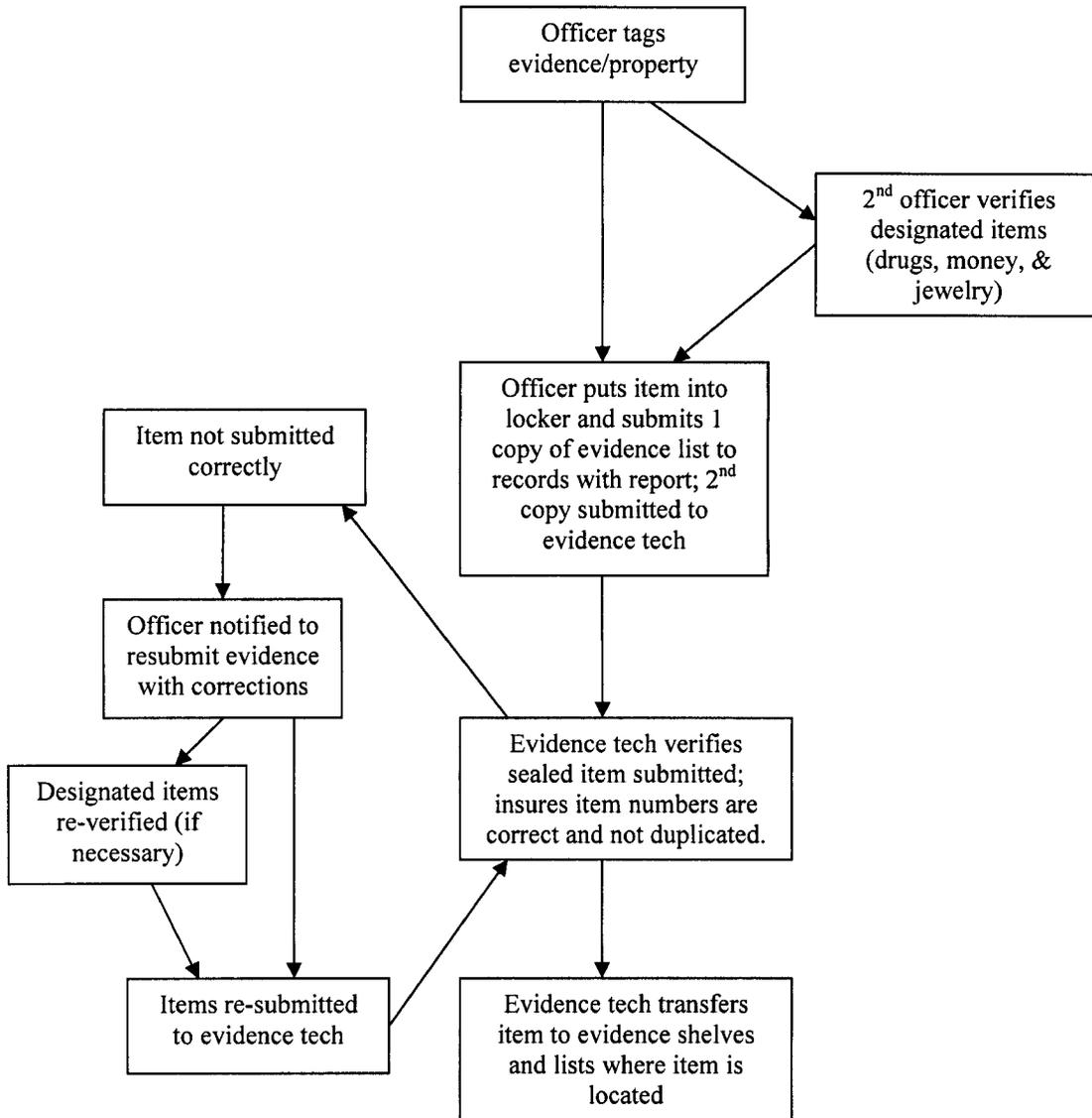
				Solvability Factors
				Suspect Info
				Vehicle Info
				Phys. Evid.
				Stolen Prop.
				M.O.
				Officer Dis.
				Exceptional
				Comp. Req.
				Total

Rep 57J 10/04	Officer & ID No. (Print Name & Initial)	Supv. (Initial & ID #)	Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Unfounded <input type="checkbox"/> Cleared Arrest <input type="checkbox"/> Exceptionally Cleared	Div. Assigned: Date:	Page of
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REPORTS WORKFLOW



EVIDENCE WORKFLOW



**College Station
Police Department
Suspects, Missing Persons, Deceased Persons & Involved Vehicles**

Service No.

CODES: D - Deceased M - Missing S - Suspect

No.	Code	Name (L, F, M)						Nicknames/Alias			
Current Address <input type="checkbox"/>						Phone No. ()			DL No. & State		
Permanent Address <input type="checkbox"/>						Phone No. ()			SS No.		
Place of Employment & Address <input type="checkbox"/>						Phone No. ()			Occupation/School		
E-Mail <input type="checkbox"/>						Cell Phone <input type="checkbox"/> ()					
Race/Ethnicity	Sex	Skin Tone	Age	DOB	Height	Weight	Build	Eye Color	Hair Color		
Length & Style				Facial Hair (Style & Color)				Facial Features			
Teeth	Speech	R.L Handed	Scars/Marks/Tattoos/Piercings (description, size & location on body)								
Jewelry			Headwear/Mask				Glasses			Jacket	
Shirt				Pants				Footwear			
Further Description											

No.	Code	Name (L, F, M)						Nicknames/Alias			
Current Address <input type="checkbox"/>						Phone No. ()			DL No. & State		
Permanent Address <input type="checkbox"/>						Phone No. ()			SS No.		
Place of Employment & Address <input type="checkbox"/>						Phone No. ()			Occupation/School		
E-Mail <input type="checkbox"/>						Cell Phone <input type="checkbox"/> ()					
Race/Ethnicity	Sex	Skin Tone	Age	DOB	Height	Weight	Build	Eye Color	Hair Color		
Length & Style				Facial Hair (Style & Color)				Facial Features			
Teeth	Speech	R.L Handed	Scars/Marks/Tattoos/Piercings (description, size & location on body)								
Jewelry			Headwear/Mask				Glasses			Jacket	
Shirt				Pants				Footwear			
Further Description											

INVOLVED VEHICLE Abandoned Accessories Removed Burglarized Criminal Mischief Recovered Stolen Suspect Towed Other

Year	Make	Model	Body Style	LP Yr/State	LP No.	Color(s)					
VIN				Owner Notified (Date & Time) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				Inventory Attached <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		Checked for Stolen <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Registered Owner (Name & Address)							Towed By		NCIC/TCIC <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		
Lien Holder (Name & Address)							Location		Value (Stolen Only)		
Identifying Features											