



Subject: Reporting & Documenting Force

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Blue Team Manual

I. Purpose

The purpose of this policy is to establish and maintain a system of reporting for all use-of-force incidents and to define the responsibilities of Department personnel associated with post use of force reporting both verbally and in writing.

II. Definitions

- A. **BlueTeam Use of Force Module:** Computer software used by the Department to administratively document information regarding use of force incidents by employees.
- B. **Temporary Restraint Device(s):** Handcuffs and flex type cuffs used to temporarily restrain the arms of a subject. The use of leg shackles and handcuffs in conjunction with a waist transport belt is considered a temporary restraint device.
- C. **Use of Force:** The amount of effort required by police to compel compliance from a person, consistent with "Use of Force" as defined in General Order 200 U-1.
- D. **Violent Person Restraint Device (VPRD):** A rope device used to temporarily restrain the legs of a violent/combatative subject.

III. Policy

In the course of providing police services to the community police officers are often faced with situations where uses of force are necessary, appropriate and unavoidable. The authority to use force carries with it the need for accountability in order to safeguard the rights of the public and preserve the integrity of the Department and its employees. Therefore, all uses of force shall be reported in a timely, complete, and accurate manner by the involved employees and shall be reviewed by both supervisory and command personnel as described in this policy.

IV. Incident Reporting, Documentation & Supervisory Review

- A. Involved Employee
 - 1. Employees involved in use of physical force greater than re-directional or escort force shall verbally report the incident as soon as possible to his/her supervisor. This verbal notification shall be performed while the employee is still at the scene of the incident to afford the supervisor an opportunity to respond to the scene to better evaluate the incident and actions of the involved employee.

The following are examples of situations which require supervisory notification and completion of a Use of Force Report:

- a. A police officer exercising police authority uses force which causes any visible or apparent physical injury, or which results in the subject saying that he or she was injured.



- b. A police officer exercising police authority uses any object, including baton, flashlight, hand, fist, or foot, to strike a blow to a subject.
- c. A police officer exercising police authority uses force which in any way causes a subject to suffer a blow to the head.
- d. A police officer exercising police authority physically removes or drags a struggling subject from one place to another or into a police vehicle.
- e. A police officer uses any aerosol irritant or inflammatory agent.
- f. A police officer exercising police authority uses force during or after which a subject loses consciousness.
- g. A police officer points a firearm at a person or uses a CEW to target a person.
- h. A police officer places a violent/combative/resistive subject into a:
 - i. Violent person restraint device (VPRD), or
 - ii. Violent person restraint chair.

The use of temporary restraint devices on compliant persons does NOT require a use of force report.

- i. A police officer, exercising police authority over a subject, discharges a firearm or deploys a CEW.
2. The involved employee's verbal notification to his/her supervisor shall include any observed or verbalized complaint of injury by the subject.
 3. Employee's involved in use of force incidents shall provide written documentation of the event in an incident report. The report must be completed and submitted prior to concluding their daily tour of duty. If the employee is unable to complete a report, the supervisor must submit the required reports within 24 hours.
 4. Employee's shall provide explicit detail of the subject's actions that required force to combat resistance. Generalizations such as: "the subject was disorderly" or "the subject resisted" are insufficient to properly document actions that would warrant the application of force.
 5. The employee shall describe in detail the subject's actions and conduct, as well as, an account of all verbal commands and instructions directed at the subject to whom the force was applied. The detailed description should include, but not be limited to;
 - a. Environmental conditions
 - b. Size and stature of the subject



- c. Assessment of subject's physical condition to include use of alcohol and/or drugs by the subject and any information to substantiate the suspicion of such use
 - d. Assessment of subject's emotional/mental stability.
6. The employee shall make every effort to utilize proper terminology to describe the defensive tactics specifically used by him/her to bring a situation under control (examples: arm-bar-takedown, open hand palm strike, vertical forearm strike).
7. The employee shall also include in the incident report:
 - a. All injuries sustained by the subject and/or employee.
 - b. Complaints of injury made by the subject and/or employee, as well as visible signs of injury to any involved party.
 - c. Medical aid provided, to include the type of treatment and the treatment provider.
 - d. Digital/video images of injuries, if taken, to include the name of the person taking the images.
 - e. Charge or charges filed against the subject (If applicable).
 - f. Name of the supervisor contacted about the use of force.
 - g. Appropriateness of de-escalation under the circumstances.
8. If the police officer encounters resistance which clearly justifies charges of resisting arrest and/or assaulting an officer, the officer will affect the appropriate charges.
9. Special Circumstances
 - a. High Risk Stops

Multiple officers who use their firearm for the sole purpose of compelling compliance during a high risk stop need only report this event through one initial incident report listing all police officers who used the described compliance technique.
 - b. Quick Response Team Tactical Operations

Multiple team members who use their firearm for the sole purpose of compelling compliance during the operation need only report this event through one initial incident report listing all police officers who used the described compliance technique.
10. Firearms Discharge



In any incident where a firearm is discharged, on or off duty, by a police officer of this Department, excluding practice on an approved range or in an approved competition, the officer shall:

- a. Immediately notify his or her Commanding Officer. Additionally, the police officer shall submit a completed and detailed report of the incident within 24 hours of the discharge to the Chief of Police and to the Office of Professional Standards. Each reported discharge shall be promptly investigated through the Office of Professional Standards, and;
 - b. Surrender any firearm discharged to the appropriate investigator for an official investigation. A replacement firearm shall be issued to the member by a departmental armorer, if appropriate.
11. After completing any required incident reports, the involved employee shall complete an administrative use of force report per "Section V" of this policy.

B. First-Line Supervisor

1. When practical, supervisors who are notified of a use of force by an employee shall respond to the scene of the event. Supervisors shall always respond to the scene of a use of force event where:
 - a. A firearm has been discharged
 - b. A CEW has been deployed, or
 - c. An injury has been sustained by either the involved employee or subject.
2. Upon arrival at the scene, the supervisor shall:
 - a. Note statements made by the involved employee(s) and subject(s).
 - b. Note any reported or observed injuries of subjects or employees.
 - c. Ensure photographs are taken of any injuries which are apparent, complained of, or perceived. If a citizen refuses to be photographed the supervisor shall ensure that this is documented in the incident report.
3. In the event the use of force resulted in injury to either the involved employee and/or subject, the supervisor shall make notifications to:
 - a. Command staff personnel, and;
 - b. The Office of Professional Standards for all use of force incidents resulting in serious bodily injury or death of an involved party.



4. In cases involving death or serious injury of an individual caused by an officer, the Shift Supervisor will immediately contact the Division Commander. The Division Commander shall contact the Chief of Police and cause the Office of the State's Attorney, City Solicitor and Risk Manager to be notified. An immediate preliminary investigation will be conducted internally by the Office of Professional Standards or by an outside Department at the direction of the Chief of Police.
5. Once an employee has completed and submitted a police report involving a use of force, the shift supervisor shall:
 - a. Review the report to determine if adequate information has been provided by the involved employee for approval. If the report is deficient, the supervisor shall assure the involved employee provides all necessary information to properly document the event.
 - b. Make an initial assessment of the force used in order to determine if the force complies with Department policy.
6. After a supervisor has reviewed and approved a use of force incident report, the supervisor shall notify the shift/section Lieutenant via e-mail of the approved report so command review can be initiated. The e-mail notification shall include the supervisor's assessment of the force, described with one of the below statements:
 - a. ***The use of force applied in this incident complies with Department policy, or***
 - b. ***The use of force applied in this incident does not comply with Department policy.***

V. Administrative Documentation of Force & Command Review

A. Involved Employee

In addition to the incident reporting requirements as described above, each employee who uses force shall be responsible for the administrative documentation of said force in the BlueTeam Use of Force Module. The use of force report must be completed and submitted by the employee prior to concluding his/her tour of duty for the day. If the officer is unable to make a report, the supervisor must submit the required report within 24 hours.

NOTE: A separate use of force report entry is required for each individual whom the employee applied force except in the Special Circumstances described above in Section IV, Sub-Section A,9. In those circumstances, only one use of force report entry is required listing all police officers who used the described compliance technique as well as all citizens who were the subject of the technique.

B. Command Review



1. Shift/Section Lieutenant

Shift/Section Lieutenants will receive e-mail notifications from both BlueTeam and from First Line supervisors concerning the documentation of force.

- a. When a shift/section Lieutenant is notified by a first-line supervisor via e-mail of a use of force incident, he/she shall review both the police incident report and the use of force report completed by the involved officer in the BlueTeam use of force module per department training.
- b. If the report is not approved, the Lieutenant shall select the reason, add any applicable instruction under "Comments" and then select "Forward Incident" to return the report to the sending employee for correction.
- c. If the report is approved, the Lieutenant's assessment of the force will be described with one of the below statements entered in the "Comments" field:
 - i. ***The use of force applied in this incident complies with Department policy, or***
 - ii. ***The use of force applied in this incident does not comply with Department policy***
- d. Any time the Lieutenant is not in agreement with the first-line Supervisor's assessment, a brief explanation must be provided in the "Comments" field.
- e. The Lieutenant shall forward the report to the Division Commander for review.

2. Division Commander

- a. When a Division Commander is notified by e-mail of a use of force incident, he/she shall review both the police incident report and the use of force report completed by the involved officer in the Blue Team use of force module.
- b. If the report is approved, the Division Commander's assessment of the force will be described with one of the below statements entered in the "Comments" field:
 - i. ***The use of force applied in this incident complies with Department policy, or***



ii. ***The use of force applied in this incident does not comply with Department policy.***

c. Any time the Division Commander is not in agreement with the first line Supervisor's assessment, or the Lieutenant's assessment, a brief explanation must be provided in the "Comments" field.

d. After making an assessment of the force, the Division Commander shall forward the report to the Office of Professional Standards for review

C. Office of Professional Standards (OPS) Review

1. Upon receipt of a reviewed use of force report, the OPS will review the entry compliance with Department Policy.

2. Any deviation from policy noted in use of force reports shall be reviewed by the OPS and a recommendation shall be made regarding additional action. This action may involve:

- a. Policy evaluation
- b. Training
- c. Counseling
- d. Punitive measures


3. After reviewing the entry, OPS shall archive the incident.

D. Chief of Police Review

The Chief of Police may request a report regarding the Department's use of force at any time. This report shall be compiled by the Office of Professional Standards.

VI. Appendix

A. Blue Team Next Gen Manual

References: General Order 200 D-1			
Supersedes: S.O.P. ADM 006 dated June 15, 2016			Legal Review / Approval: 05/24/2022
Distribution Date: 05/25/2022	Distribution Type: "A"	Chief of Police Signature:	

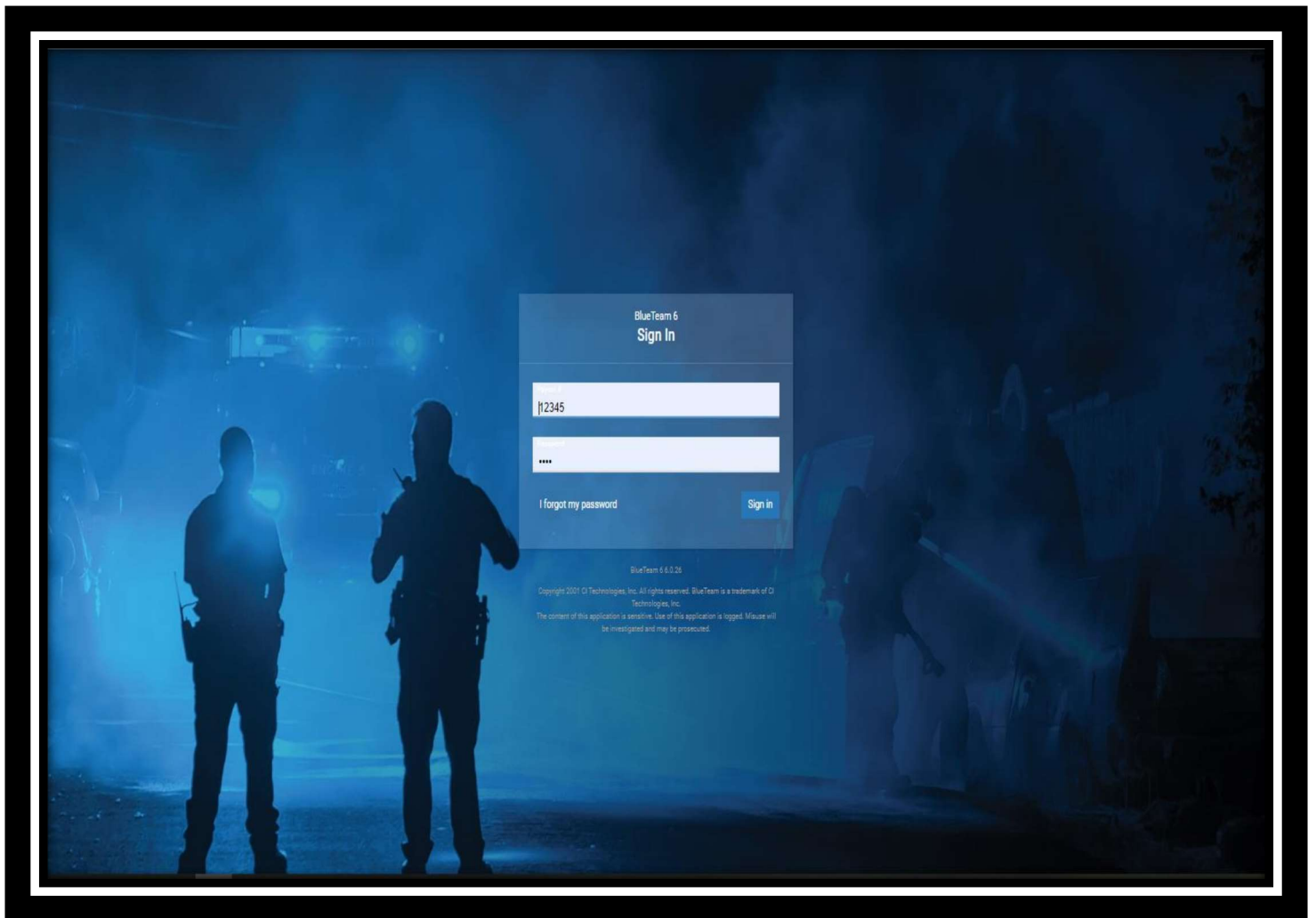


BLUETEAM

Frontline Software for IAPro

User Instructional Manual

April 2022



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Introduction

BlueTeam allows employees and supervisors to enter and manage incidents from “the field”. A simple, step-by-step internet-style interface is used, minimizing training requirements.

Incidents, including use-of-force, field-level discipline, complaints, vehicle accidents, injuries and pursuits - are entered and can then be routed through the chain-of-command with review and approval at each step.

BlueTeam version 6.7.0 introduced new drill down capabilities further expanding front line supervisor access to information on their employees.

Web Browser Compatibility

BlueTeam NextGen and all our NextGen products use current technology supported by all modern browsers such as Chrome, Edge Chromium and Firefox. Internet Explorer which has been depreciated by Microsoft does not support some of the current technologies utilized in our NextGen products and is not recommended as you will encounter odd behavior and errors.

Incident Management Dashboard (IMD) Change

BlueTeam Classic used the term “Incident Management Dashboard” (IMD) and Incoming Incident Dashboard. These terms were changed in BlueTeam NextGen to “Purview Inbox”. BlueTeam NextGen version 6.8.30 and IAPro NextGen 8.0.20-255 admin settings have been updated to reflect the terminology changes.

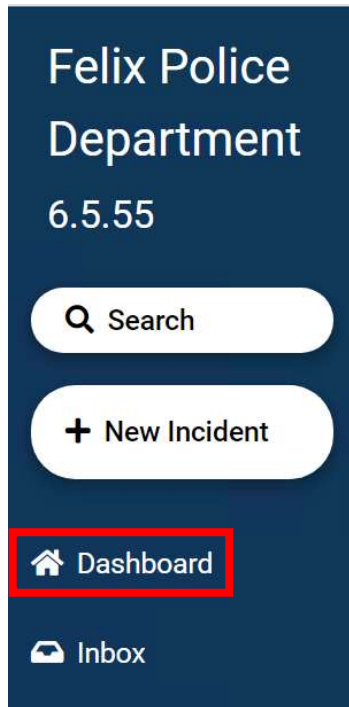
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User Dashboard

The user dashboard which is enabled by the BlueTeam Administrator contains the following options:

- Activity Stream
- Activity Cards

Additional dashboard features will be released in the future.



Activity Stream

When enabled by the BlueTeam Administrator when users log in to the BlueTeam system, the user will see a list of their recent BlueTeam activity. This section is called the “Activity Stream.”


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Activity Stream


This list will contain the most recent incidents related to the user including but not limited to incidents that they entered that need to be completed or incidents sent to them for review. If a user has been granted purview over other employees, they will also see all incidents being routed that involve employees within their purview.

Activity Stream


Yesterday

 Sergeant Brian DeLaurentis created [Vehicle Crash At Fault](#)
Sep 20

 Chief Nancy Felix has sent [Internal Investigation 12345 CN2019-049](#) to Sergeant Brian DeLaurentis
[Please Investigate](#)
Sep 20

 Sergeant Brian DeLaurentis created [Internal Investigation 12345 CN2019-049](#)
Sep 20

August 28, 2019

 Sergeant Brian DeLaurentis created [Narcan](#)
Aug 28

Sergeant Brian DeLaurentis created [Narcan](#)
Aug 28

[Show More ...](#)

Activity Stream Purview Inbox enabled for user (version 6.5.55)

If the user has Purview Inbox (formerly IMD) enabled, they will see 3 tabs:

- My Inbox
 - Incidents you created (Still incomplete)
 - Routings you sent
 - Routings where you are a recipient
 - Incidents assigned to you
 - Routings where a group you belong to is the recipient
- All
 - All your inboxes combined
- Other
 - Incidents where you're not the creator employee (But you otherwise have access to) AND
 - Routings where you're not the sender nor recipient

My Inbox All Other

Activity Stream

Today

MM I sent a(n) Citizen Complaint incident to Captain David Knox
FYR
3 hours ago

Yesterday

DK Captain David Knox sent a(n) Citizen Complaint incident to Me
22 hours ago

February 3, 2021

MM I created a new Citizen Complaint incident (21-123456)
Feb 3

January 31, 2021

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Activity Cards (6.5.55)

Activity Cards can be enabled by the IAPro Administrator and can be used in conjunction or separate from Activity Stream.

Activity cards are a quick visual indicator to help a user quickly identify important items waiting for them in their inbox. Clicking on any of the activity cards will take a user directly to that list.

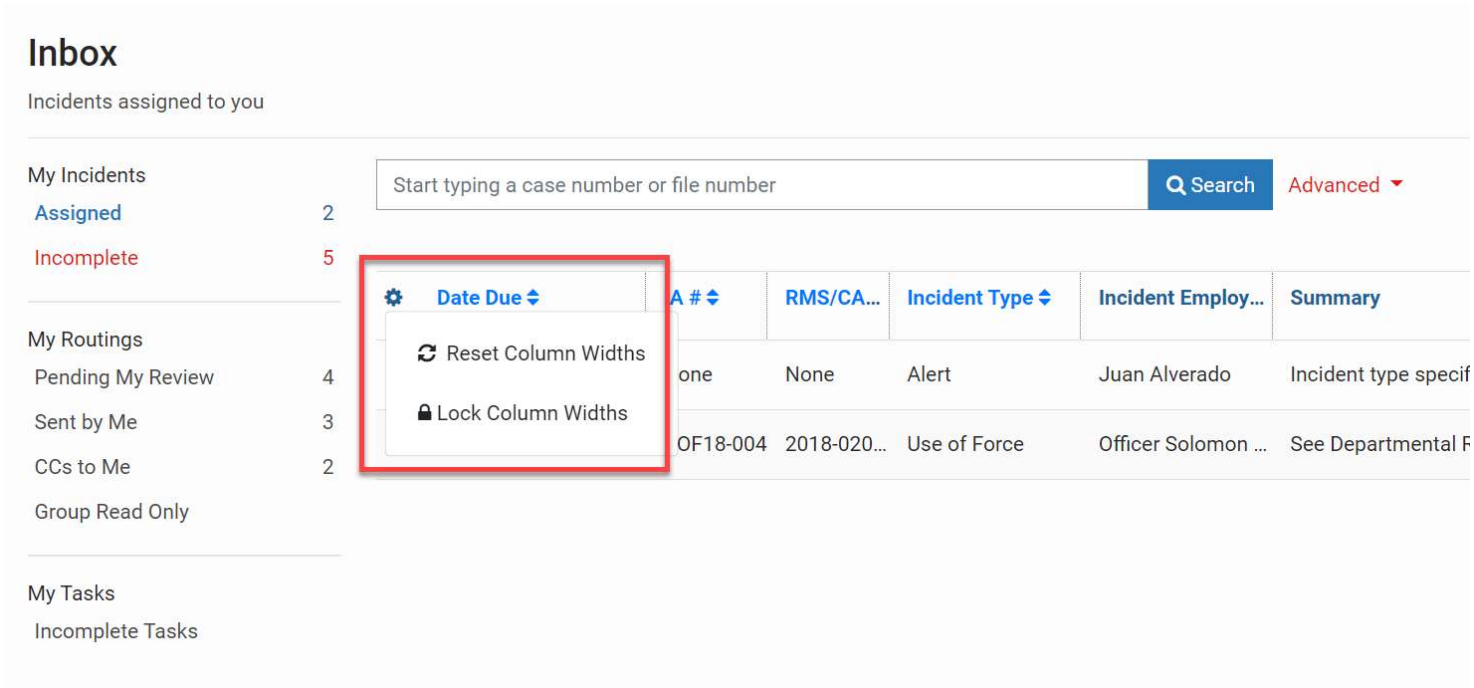
Cards will only show up if a user has pending items for them to take action on.



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Column Settings (6.5.55)

Allows users to modify column widths in the various list views. Users can make a column larger or smaller. Users can lock in those changes or reset the column widths using the gear icon. Column changes are ONLY saved on the computer where they are made and for that single user.



Inbox
Incidents assigned to you

My Incidents
Assigned 2
Incomplete 5

My Routings
Pending My Review 4
Sent by Me 3
CCs to Me 2
Group Read Only

My Tasks
Incomplete Tasks

Start typing a case number or file number Search Advanced

Date Due	A #	RMS/CA...	Incident Type	Incident Employ...	Summary
	one	None	Alert	Juan Alverado	Incident type specif
	OF18-004	2018-020...	Use of Force	Officer Solomon ...	See Departmental F

Configuration Settings for Incident Entry

Each user can determine how they see the user interface by going to “My Profile.”

There are new configuration settings that determine how an incident is entered. Classic Mode and Modern Mode. Classic Mode, is most like BlueTeam Classic as to how an incident is entered. The first setting is under My Profile and “User Details.” (See “[My Profile](#)”) The second setting is a BlueTeam Manager setting under “[Data Entry Options](#)” and is called “Classic Workflow enabled.”

If classic mode is not enabled the incident entry workflow will be a little different from previous versions of BlueTeam and is called Modern Mode. This setting can be found in the User Details under “My Profile.” In “Modern Mode,” the user will have constant access to the inbox as shown in the below picture.

My Profile

User Details - Provides Assignment information

User Details

Michael Blumberg Lt.

Division	Bureau	Assignment
Investigative Division	Special Investigations	Interdiction
Squad		
Days		

Purview - Provides the user’s purview (Subordinate assignments)

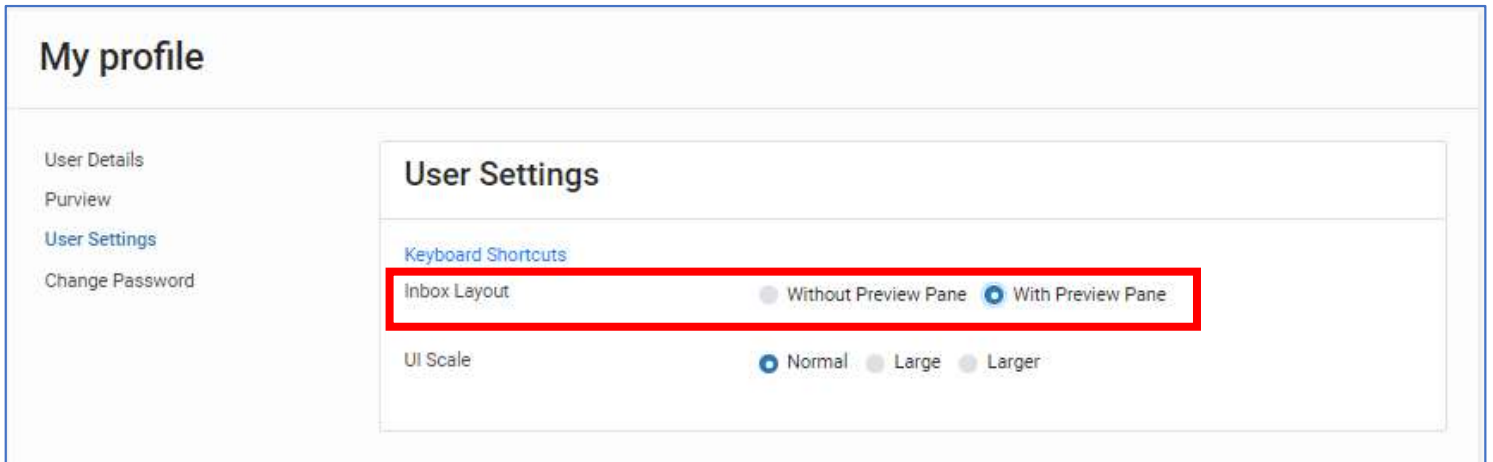
Purview

Assignment
B Shift

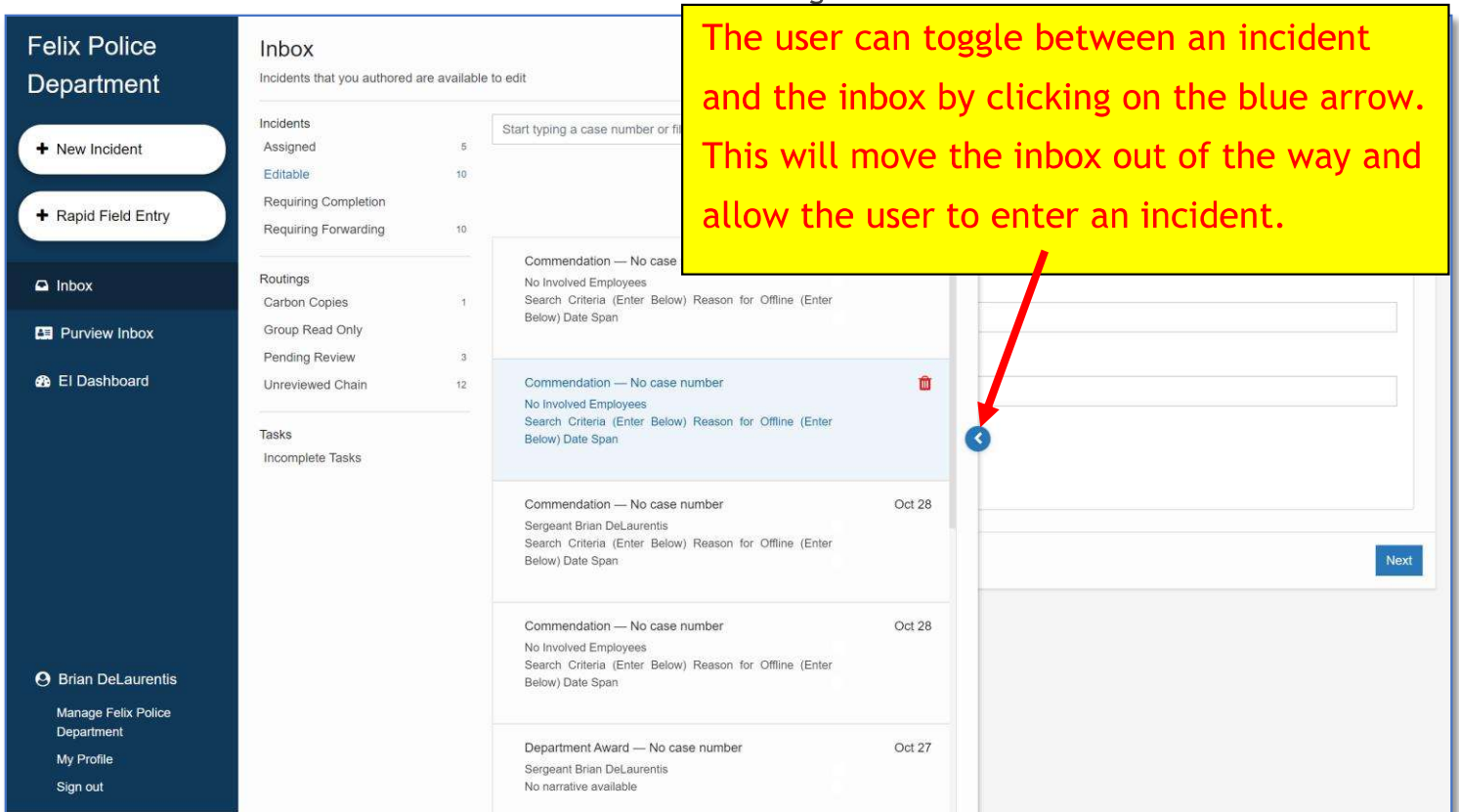
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User Settings

Inbox Layout



With Preview Pane - The inbox is available for multitasking.



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Without Preview Pane - The inbox is not visible

Dallas Police Department
6.1.23

+ New Incident

+ Rapid Field Entry

Inbox

Purview Inbox

El Dashboard

Michael Smith
Manage Dallas Police Department
My Profile
Sign out

View Printable Report Duplicate Incident

Forward Forward to Administrator

! This incident has not yet been routed to your supervisor through the Chain of Command. After you are finished editing this record, be sure to forward the incident up your chain of command.

Incident Details

Occurrence Details
Occurrence Address
Summary
Drug Test Details
Incident Links
Attachments
Incident Assignment

Occurrence Details

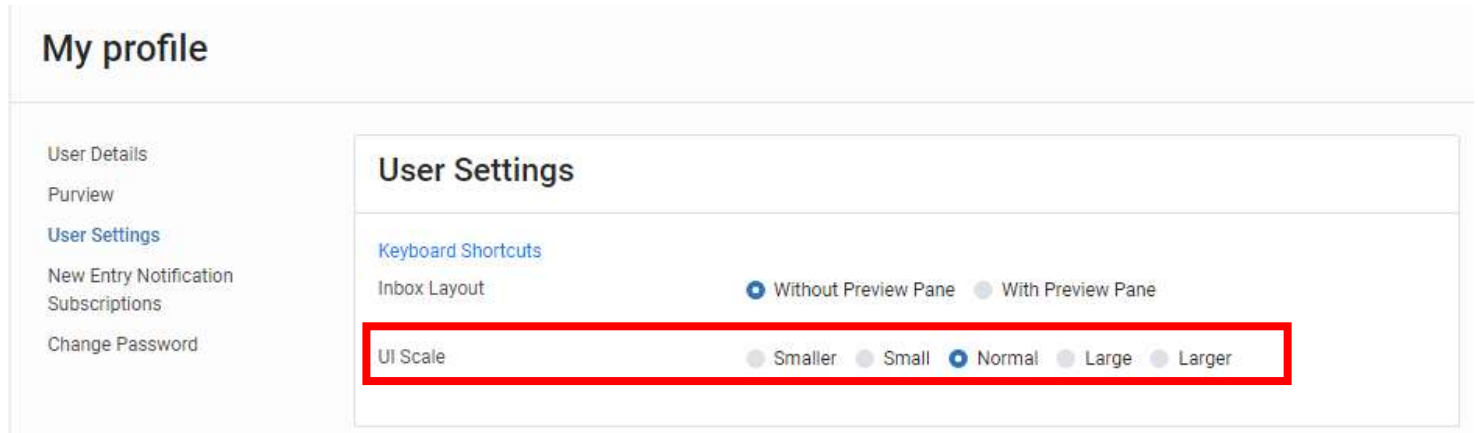
Incident Type	Case No
Drug test	<input type="text"/>
Unit Assigned	
<input type="text"/>	
Date Received	Time Received
02/04/2020	0800
Date of Occurrence	Time of Occurrence
<input type="text"/>	HHMM
Location of Occurrence	
<input type="text"/>	

Save

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UI Scale

The UI scale allows the user to make the application easier to read with three different sized to select from. Version 6.5.48 added Smaller and Small options for laptops with small screens



The screenshot shows a user profile settings page. On the left is a sidebar with navigation links: 'User Details', 'Purview', 'User Settings' (highlighted in blue), 'New Entry Notification', 'Subscriptions', and 'Change Password'. The main content area is titled 'User Settings' and contains two sections: 'Keyboard Shortcuts' and 'Inbox Layout'. The 'Inbox Layout' section has two radio button options: 'Without Preview Pane' (selected) and 'With Preview Pane'. Below this, the 'UI Scale' section is highlighted with a red rectangular box and contains five radio button options: 'Smaller', 'Small', 'Normal' (selected), 'Large', and 'Larger'.

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Incident Email Subscription (Ver 6.5.9)

Users with Purview Inbox > New in BlueTeam access can now subscribe and receive notifications when new incidents are created. This feature must first be enabled by the BlueTeam Administrator for each incident type (See BlueTeam NextGen Admin Manual).

Requirements to receive subscription emails:

- User must have Purview Inbox > “New in BlueTeam” enabled within IAPro under their employee account, administrate tab
- Subscriptions are based on the purview of the employee entering the incident in BlueTeam and the employee who subscribes to the notification must have the same or higher purview to receive the email

The BlueTeam Administrator can subscribe all personnel who meet the above criteria automatically to each incident type or they can manually allow users to subscribe/unsubscribe.

To modify your subscription, select My Profile, New Entry Notification Subscriptions and then select the incident types you want to subscribe or unsubscribe to. If the incident type is not listed, the BlueTeam Administrator must first enable this feature for each incident type.

Emails are sent out every 30 minutes for users who have “New in BlueTeam” access and are subscribed to receive an email notification. The email will notify the receiving users of each new incident type created in the last 30 minutes and how many incident types were created in BlueTeam.

Users with this feature will be notified 30 minutes after the creation of an incident whether the incident is complete or not.

The screenshot shows a user profile page with a sidebar on the left and a main content area on the right. The sidebar contains links for 'User Details', 'Purview', 'User Settings', 'New Entry Notification Subscriptions' (highlighted in blue), and 'Change Password'. The main content area is titled 'New Entry Notification Subscriptions' and contains a table with two columns: 'Incident Type' and 'Status'. The table lists three incident types: 'Citizen' with 'Unsubscribe', 'Firearm discharge' with 'Subscribe', and 'Use of force' with 'Unsubscribe'.

Incident Type	Status
Citizen	Unsubscribe
Firearm discharge	Subscribe
Use of force	Unsubscribe

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New Incident Entry

The below pages are depictions of a Generic Incident Entry

Autosave-Session Resume (version 6.7.4)

BlueTeam NextGen incorporates an intelligent autosave feature that will save the users work as they move throughout the application this is triggered when the user moves to a new tab in the application or changes focus and moves out of textbox they were entering data in.

However, for security purposes the application also has an automatic timeout which once reached will log the user out. The default is set at 30 minutes. If a user for example is writing a summary and never hits save or clicks outside the summary field and the timeout is activated the application will present an option to resume their session. **Users who have not saved their work before the timeout occurred will lose any unsaved work unless they log back in and hit the save button** or change to a new tab/form within the application which triggers the autosave feature.

Forbidden— 403



You have not saved for a period of time and your session has expired.

Signing in again will not automatically save your last action. If you have unsaved work, please save after successfully logging in.

Username

4037

Password

Sign in

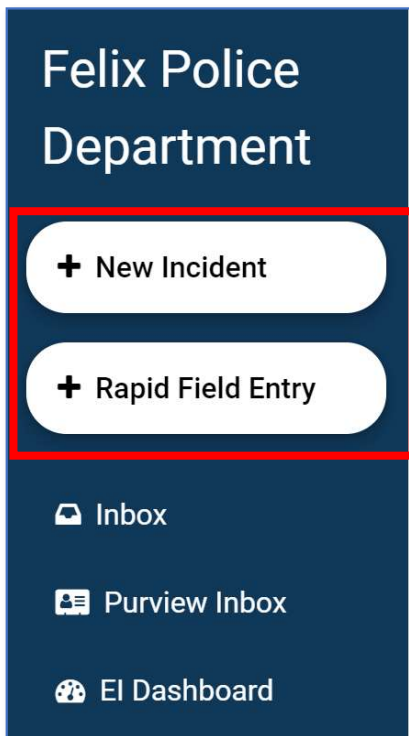
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Rapid Field Entry

With Rapid Field Entry enabled, certain aspects of the entry will be pre-populated based on the physical location (GPS). **Note: see Admin manual for setup requirements.**

This setting will provide automatic entry of the following:

- Received Date
- Received Time
- Occurred Date
- Time of Occurrence
- Primary Involved Officer



A "New Incident" form window. The title bar says "New Incident" with a close button. The form has three input fields: "Incident Type" with a dropdown menu showing "Commendation", "Date Received" with the value "10/12/2019", and "Time Received" with the value "1300". Below these fields is a yellow box with red text that says "Select incident type and enter Date Received and Time Received." A red arrow points from this box to a "Create" button at the bottom right, which is also enclosed in a red rectangular box. A "Cancel" button is visible at the bottom left.

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Classic Workflow View vs. Non-Classic Workflow View of a new incident

(Note: the setting for this is on the “Manage” side of BlueTeam under “Application Configuration” and “Data Entry Options.” There is a Yes/No radial button for selection.)

Non-Classic Workflow view of the Occurrence Details page is depicted below. Note that the user will navigate through the incident details by clicking on the incident options listed on the left-hand side of the page.

View Printable Report Duplicate Incident Forward Forward to Administration

! This incident has not yet been routed to your supervisor through the Chain of Command. After you are finished editing this record, be sure to forward the incident up your chain of command.

Incident Details

- Occurrence Details
- Occurrence Address
- Summary
- Incident Links
- Attachments
- Incident Assignment

Occurrence Details

Incident Type	Case No
Commendation	<input type="text"/>
Date Received	Time Received
11/04/2019	1300
Date of Occurrence	Time of Occurrence
<input type="text"/>	HHMM
Location of Occurrence	
<input type="text"/>	

Save

Classic Workflow view of the Occurrence Details Page is depicted below. With “Classic Workflow Enabled” the user will be prompted through the pages of the incident entry by the “Next” button.

Incident Details

Occurrence Details

Incident Type	Case No
Commendation	<input type="text"/>
Date Received	Time Received
11/04/2019	1300
Date of Occurrence	Time of Occurrence
<input type="text"/>	HHMM
Location of Occurrence	
<input type="text"/>	

Next

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Entering an Incident using Classic Mode

Occurrence Details

Incident Details

Occurrence Details

Incident Type	Case No
Commendation	<input type="text" value="19-12345"/>
Date Received	Time Received
<input type="text" value="10/12/2019"/>	<input type="text" value="1300"/>
Date of Occurrence	Time of Occurrence
<input type="text" value="10/12/2019"/>	<input type="text" value="1300"/>
Location of Occurrence	
<input type="text" value="Precinct 1"/>	

Occurrence Address

No Address Verification

If your agency is not configured to use address verification (GIS) you will see the below screen to enter your occurrence address.

Incident Details

Occurrence Address

Longitude	Latitude
<input type="text"/>	<input type="text"/>

Full Address

[Show/hide discontinued address data elements](#)

City	State
<input type="text" value="Dallas"/>	<input type="text" value="TX"/>

Postal/Zip Code	Precinct
<input type="text" value="75228"/>	<input type="text" value="First Precinct"/>

[Back](#)Last saved at 3:38 PM[Next](#)

If your agency would like to have Address Verification turned on, please contact CI Technologies helpdesk (helpdesk@iapro.com) and request a GIS key.

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With Address Verification

If your agency is setup with address verification (GIS) your screen will be displayed with additional options. The address along with the Latitude/Longitude will be stored in the database. Our [TopCop](#) mapping application can use this information to show agencies where incidents are occurring to address concerns.

Address Mode - This is the default for an incident and as you start typing an address, the application will begin to display possible address for you to select (ver 6.1.16). Once you select an address from the list, the application will fill in the remaining data fields for you (except Apartment Number).

Incident Details

Occurrence Address

Geolocation Mode Address Mode

Apartment Number

Address 1

- 2316 Hillsboro Avenue, Dallas, Texas 75228, United States
- 2316 Hillsboro Avenue, Los Angeles, California 90034, United States
- 2316 Hillsboro Avenue North, Golden Valley, Minnesota 55427, United States
- 2316 South Hillsboro Avenue, Springfield, Missouri 65804, United States
- 2316 Hillsboro Court, Virginia Beach, Virginia 23456, United States

Postal/Zip Code Precinct

Longitude Latitude

[Show/hide discontinued address data elements](#)

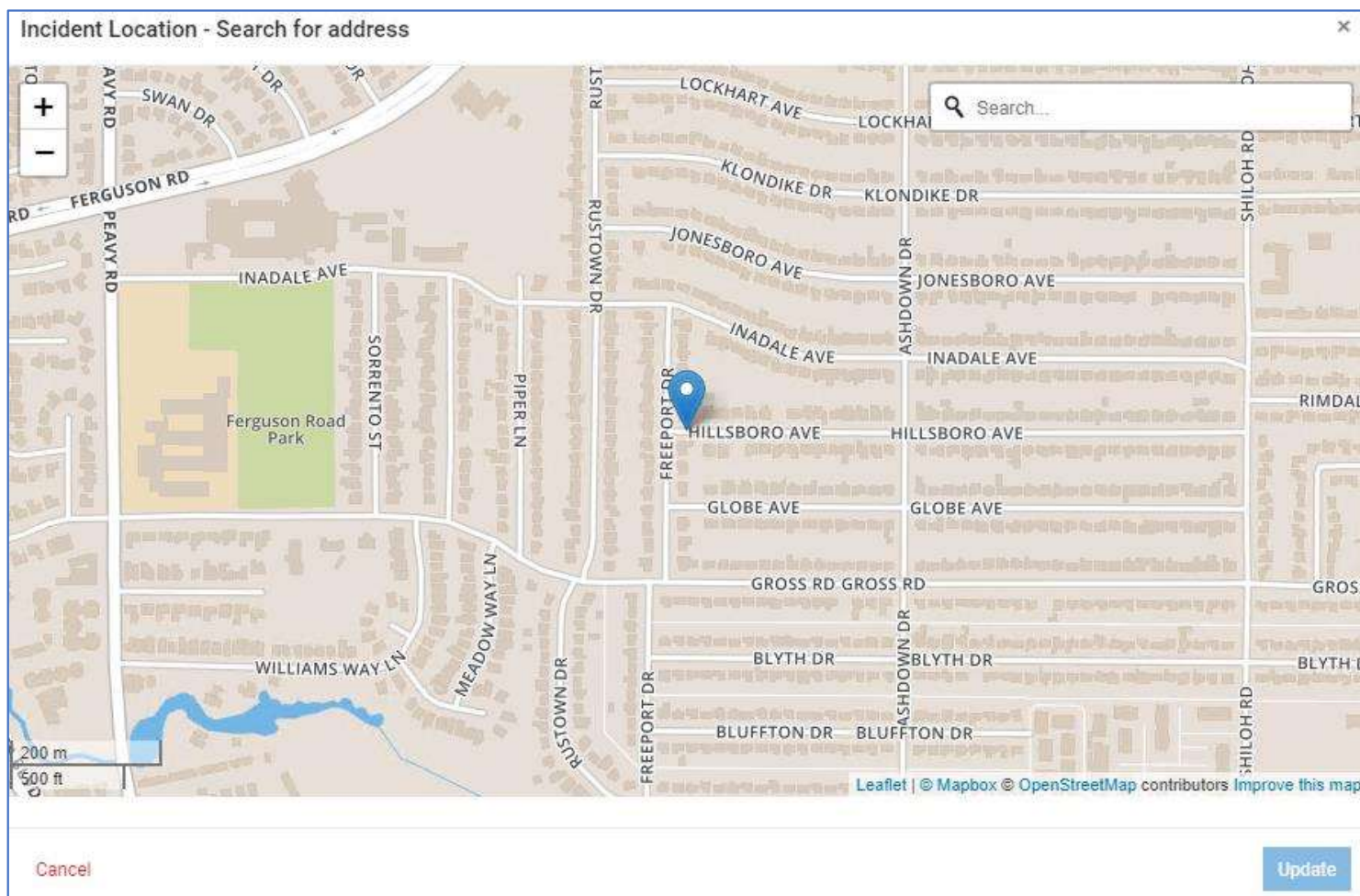
[Back](#) Last saved at 12:35 PM [Next](#) [Save](#)

You must manually enter the Apartment number.

After entering the address you can check to ensure the location is correct by selecting the Show on Map button

Address 1
2136 Hillsboro Avenue
Show on map

The address will be displayed on the map. If it's not accurate, you can use the search box to type in a new address and select the Update button below the map.



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If the incident location is more rural and your agency would prefer to have an exact location instead of an address you can manually place the incident location onto the map. Start by searching for a nearby address to get the map in the general area of the incident as shown above.

After you have typed in your address, switch from Address mode to Geolocation Mode

Incident Details

Occurrence Address

Geolocation Mode Address Mode

Apartment Number

Address 1

[Show on map](#)

This will then display the Longitude and Latitude of the address you typed in. To modify the location, select Show on map

Incident Details

Occurrence Address

Geolocation Mode Address Mode

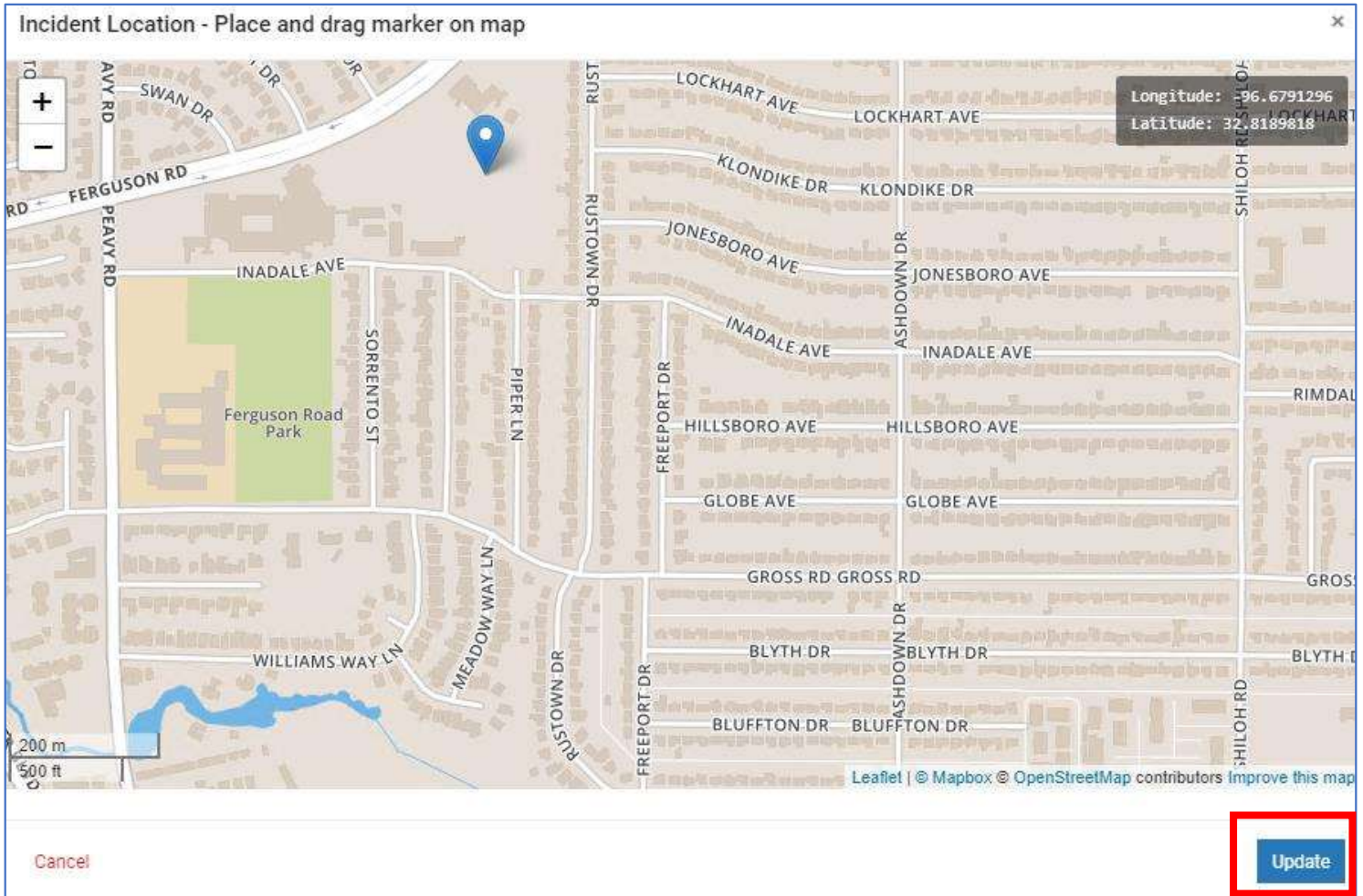
Longitude: Latitude:

Last saved at 1:06 PM

A map of the area will now appear. To change the location of the incident, click on the new location on the map. You can also zoom in and zoom out, as well as move the map around to select your incident location.

Once you have the location selected, select the Update button below the map to update the location.

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Address verification feedback

Address verification is provided by Mapbox, a 3rd party company. Agencies who identify issues with address not showing up can report them directly to the Mapbox. There is a link on the map “Improve this map” you can use or you can select one of the links below

- <https://labs.mapbox.com/geocoder-feedback/>
- <https://apps.mapbox.com/feedback/>

Mapbox also offers a test site for testing addresses.

<https://docs.mapbox.com/search-playground>

Summary

The user will enter a summary of the incident based on their department’s guidelines.

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Summary

Summary

Officer Smith gathered intelligence from an informant and was instrumental in apprehending Marcus Scott, who was wanted in connection to a murder that occurred on 10/11/19. Officer Smith is to be commended for his initiative.

Back

Last saved at 3:46 PM

Next

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Non-Generic incidents such as a Use of Force, Pursuit, Vehicle Accident, etc. will have an additional Incident Details page to collect statistical information from those incident types. Examples of each incident type are shown below.

Select from the drop-down lists and check the yes/no questions.

Use of Force Incident

Agencies who report force incidents to the FBI/DOJ may utilize our [FBI Use of Force Reporting tool](#)

Use of Force Details

Reason For Using Force	Service Being Rendered
<input type="text"/>	<input type="text"/>
Weather Condition	Light Condition
<input type="text"/>	<input type="text"/>
Citizen Injured (Automatically Determined)	Citizen Arrested
<input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Citizen Hospitalized	More Than 1 Citizen Involved (Automatically Determined)
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> No
Citizen Height	Citizen Build
<input type="text"/>	<input type="text"/>
Distance to Citizen	Citizen Influence Assessment
<input type="text"/>	<input type="text"/>
Employee(s) Injured (Automatically Determined)	Employee(s) Taken to Hospital
<input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Firearm Discharge

Firearm discharge types have four values that cannot be changed

- Accidental
- Animal
- Other
- Perpetrator

New Incident ×

Incident Type

Firearm Discharge Type

Accidental
Animal
Other
Perpetrator

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Involved Employee Firearm Discharge

Allows agencies to collect data on the employee involved in the firearm discharge

Firearm Discharge Data - Officer Mantral Aarush ✕

Employee Condition

Total Number of Shots	<input type="text"/>	Number of Hits	<input type="text"/>
Number of Misses	<input type="text"/>	Number of Prior Shootings	<input type="text"/>
Accidental (unauthorized) Discharge	<input type="radio"/> Yes <input checked="" type="radio"/> No	Action at time of discharge	<input type="text"/>

Role Within Policy Yes No

Violations (if any)

Comments

Cancel Save

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Citizen Involved Firearm Discharge Data (ver 6.5.34)

Allows agencies to capture data specific to the citizen/suspect involved in a firearm discharge

Firearm Discharge Data - Jane Doe ×

Type

Total Number of Shots Age At Time of Incident

Condition Party Causing Injury

Arrested Yes No Charges

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Pursuit Incident

Vehicle Pursuit Details	
Reason Pursuit was Initiated <input type="text"/>	Time of Day of Pursuit <input type="text"/>
Duration in Minutes <input type="text"/>	Initial Violation <input type="text"/>
Weather Condition <input type="text"/>	Maximum Speed <input type="text"/>
Pursuit Distance <input type="text"/>	Type of Vehicle Pursued <input type="text"/>
Beginning Location <input type="text"/>	Ending Location <input type="text"/>
<input type="checkbox"/> Free form entry	<input type="checkbox"/> Free form entry
DUI Arrest <input type="radio"/> Yes <input checked="" type="radio"/> No	DUI Factors <input type="text"/>
Agency Initiating Pursuit <input type="text"/>	Agency Ending Pursuit <input type="text"/>

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Vehicle Accident Incident

Vehicle Accident Details

Time of Accident

0001 - 0600

Cause of Accident

Excessive Speed

Weather Condition

Clear and Dry

Departmental Vehicle Damage (\$)

1500

Other Vehicle's Damage (\$)

Employee was Injured

Yes No

Others were Injured

Yes No

Employee at Fault

Yes No

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As many as four vehicles can be entered as involved.

Primary Vehicle

The Primary vehicle should always be the primary departmental vehicle involved in the crash.

Fleet Number

Plate Number

Vehicle Type

Year

Plate State

Make

Model

Color

Damage Summary

Secondary Vehicle 1

The Secondary vehicles can be a citizen's vehicle, another departmental vehicle or private or city property damage.

Fleet Number

234-ABC

Unknown Plate

Vehicle Type

Year

Plate State

Make

Model

Color

Damage Summary

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Incident Details

Involved Parties

For Generic incidents, click on the plus sign to enter the Reporting Parties and Incident employees. A reporting party can be either a citizen or employee.

For Non-generic incidents like “Use of Force” it will say “Add Involved Citizen” instead of Reporting Party.

Incident Details	
Reporting Party	+ Add Reporting Party + Add me as involved
Incident Officers	+ Add New Involved + Add me as involved
Third Party/Inmate Witnesses	+ Add Third Party/Inmate Witness
Officer Witnesses	+ Add Officer Witness

[Back](#) Last saved at 4:01 PM [Next](#)

Select “Add Reporting Party” and designate whether the reporting party is a Citizen or an Employee.

Reporting Party Details

Reporting Party

Citizen

Employee

If the reporting party is a citizen, type in the last name of the citizen and perform a search of the database to determine if they already exist in the database. Ensure that you have more than just the name, race and sex as a qualifier before you select. That is, try to have multiple qualifiers, such as name, race and sex in addition to one of the additional fields such as date of birth, address, Social Security Number, etc. In the example below, if you were looking for Harry Smith, you would not select the first one and you would only select the second one if Harry Smith’s date of birth was 07/11/1957. Otherwise, you would not have enough information and you should enter a new citizen. Always enter as much citizen information as you have available to prevent having duplicate citizens in the database.

[+ Create New Citizen Record](#) < 1 to 10 of 13 >

	Name	Date of Birth	Race	Ethnicity	Gender	Address	Phone
<input type="checkbox"/>	Harry Smith	Not available	Not available	Not available	Male	Not Available	Not Available
<input type="checkbox"/>	Harry Smith	07/11/1957	White	Not available	Male	Not Available	Not Available
<input type="checkbox"/>	Jerry Smith	02/28/1984	White	Non-Hispanic ...	Male	2316 Hillsboro ...	Not Available
<input type="checkbox"/>	Joe smith	07/11/1957	White	Not available	Male	Not Available	Not Available
<input type="checkbox"/>	John Smith	05/15/2000	White	Not available	Male	Not Available	Not Available
<input type="checkbox"/>	Larry Smith	04/26/1975	White	Not available	Male	Not Available	Not Available
<input type="checkbox"/>	Michael Smith	11/22/1962	White	Non-Hispanic	Male	1224 Harners	(757) 548-4370

[Cancel](#) [Link](#)

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Involved Citizen Information (Ver 6.5.55)

After selecting an existing citizen and linking them to the incident the Citizens information form will appear showing you the biographical and contact data you have on file for this citizen. The user should review this information and update/add any new information available such as address and phone number updates. If the information is current, the user can close the form and continue.

A notification will appear next to address/phone if there are no records found whether or not your BlueTeam Administrator has enabled the “Hide Citizen’s Past Address/Phone numbers” feature.

Involved Citizen Information



First Name	Middle Name	Last Name
Henry	I	Smith
Sex	Date of Birth	
Male	11/06/2000	
Race	Ethnicity	
White		
Email	Driver's License No.	
Call Back or CI Code	Soc Sec No.	
Additional Citizen Identification Information		
<div style="border: 1px solid #ccc; height: 100px;"></div>		

Addresses

[Add Address](#)

No linked address record found

Phone Numbers

[Add New Number](#)

No linked phone record found

[Cancel](#)

[Save](#)

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If the reporting party is an employee, start typing the name and the employee will appear below. Highlight the name and “Link.”



The screenshot shows a web form titled "Reporting Party Details". Under the "Reporting Party" section, the "Employee" radio button is selected. In the "Employee Search" field, the text "de|" is entered. Below the search field, a dropdown menu displays the search result "Sergeant Brian DeLaurentis (12345)". A yellow callout box with red text says "Highlight name after it appears and 'Link'", with red arrows pointing to the search result and the "Link" button. The "Link" button is a blue button located at the bottom right of the form. A "Cancel" button is visible at the bottom left.

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Search for each additional involved party from the appropriate options, highlight them when they appear and click on “Link Employee or Citizen.” Click “Next” or go to the next page when done.

The screenshot shows a form titled "Incident Details" with four sections: "Reporting Party", "Incident Employees", "Citizen Witnesses", and "Employee Witnesses". Each section has a list of names and a "+ Add" button. The "Reporting Party" section lists "Sergeant Brian DeLaurentis" with "Change" and "Remove" buttons. The "Incident Employees" section lists "Master P.O. Michael Smith" with "Change" and "Remove" buttons. At the bottom right, a "Next" button is highlighted with a red box. A "Back" button is at the bottom left, and "Last saved at 3:58 PM" is at the bottom center.

The involved citizen in the use of force incident will have the common additional fields of “Add Resistance, Add Charges and Add Injuries.” Select all the resistance types used by the suspect. You can select multiple resistances. Once selected, click on “Add Resistance” at the bottom of the screen.

The screenshot shows a dialog box titled "Add New Attachments". It has radio buttons for "File" (selected) and "URL". Below is a "Folder" dropdown menu. A large dashed box contains an upload icon and the text "Choose a file or drop it here". A yellow callout box with a red border is overlaid on the right side of the dialog, containing the text "Choose or Drag and Drop files here". At the bottom, there is a "Receipt.pdf" entry with a trash icon, a "Cancel" button, and a "Link File (1)" button.

Felix Police Department

+ New Incident

+ Rapid Field Entry

Inbox

Purview Inbox

EI Dashboard

Brian DeLaurentis

Manage Felix Police Department

My Profile

Sign out

Felix Police Department version

Update Resistances - James Smith

- Bite
- Deadly Force Assault
- Defensive Resistance
- Flash Light to the Head
- Fled
- Kicked
- Passive Resistance
- Disarmed

Cancel

Add Resistance

Remove

as involved

en Witness

4 AM

Next

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The involved employee will have additional options as well, the main one being “Update Types of Force Used” and “Add Injuries”. Force Location Unknown was added to allow agencies who are unsure where the force was used for those instances where a subject escapes or when the person entering the data does not yet have that information (ver 6.5.24)

Update Types of Forces Used - Captain David Knox

x

Force Type

Was the Force Effective? *

Yes No

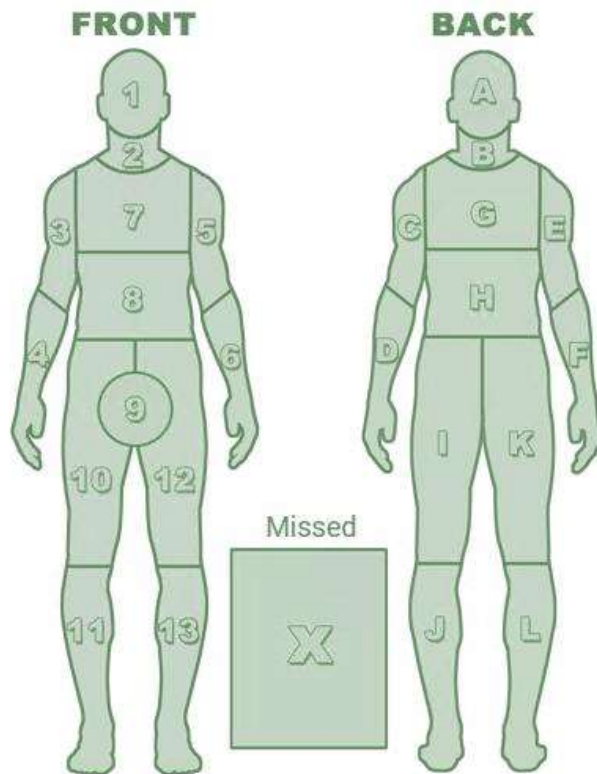
Force Location Unknown

Yes No

Non-Contact Force

Yes No

Device was displayed only or was a non-physical force type



Cancel

Add Use of Force

Select the Force Type from the list, indicate whether the force was effective or whether it was a Non-Contact Force and mark on the body image where the force was applied. Click on “Add Use of Force” when done.

Note: If it was a Non-Contact force type or Force Location Unknown, the user will not mark the body image.

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The user can link multiple types of force to the involved employee.

Example

Update Types of Forces Used - Captain David Knox

×

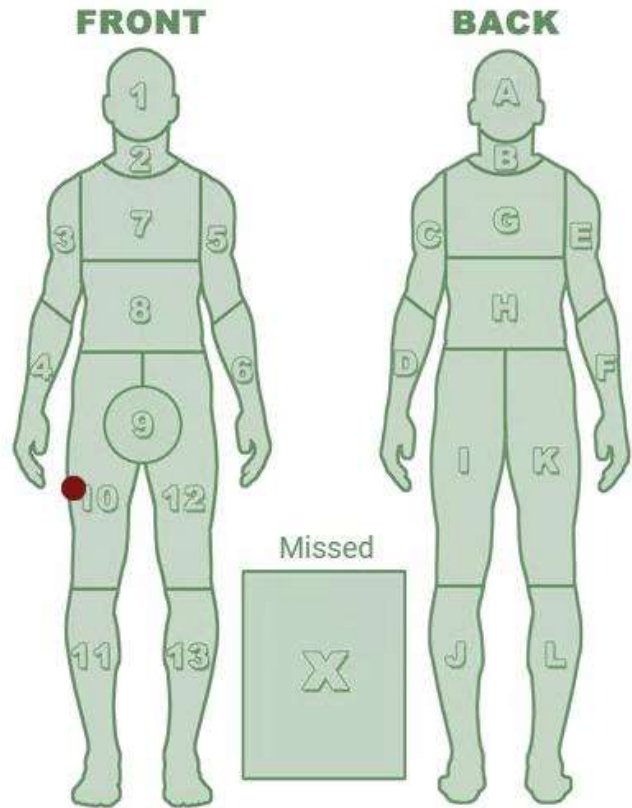
Force Type

Expandable Baton

Was the Force Effective? * Yes No

Force Location Unknown No

Non-Contact Force No



Cancel

Add Use of Force

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Attachments

The screenshot shows the 'Attachments' section of a web application. At the top left, the word 'Attachments' is displayed. Below it is a search bar with the placeholder text 'Search for file description' and a 'Search' button. To the right of the search bar is an 'Advanced' filter dropdown. A yellow callout box with a red border and arrow points to a blue '+ Add Attachments' button. Below the search bar are several action buttons: 'Select', 'Delete', 'Download', and 'Download All (1)'. To the right of these buttons is a pagination control showing '< 1 to 1 of 1 >'. Below the buttons is a table with columns: 'Folder', 'Description', 'Type', 'Date Uploaded', and 'Uploader'. A single row is visible with the following data: a checkbox, 'ECD-Taser Log - Beltran', 'pdf', '02/05/2021', and 'Officer Michael Murphy'. To the right of this row are 'Edit' and 'Delete' links. A second yellow callout box with a red border and arrow points to the 'ECD-Taser Log - Beltran' text in the table.

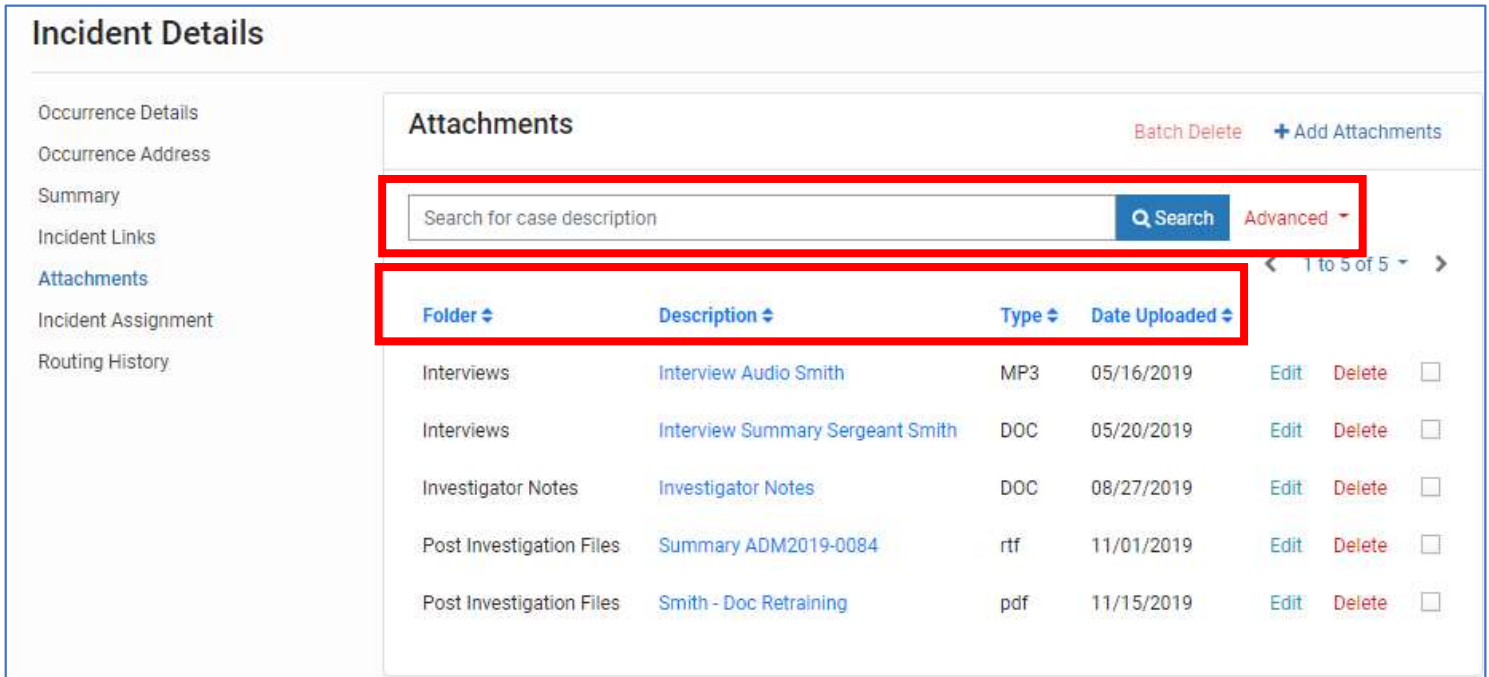
To add an attachment, click on “Choose a file” or drag and drop the file into the blue area and click on “Link File.” Users can also select URL and add a URL such as a link to a video in Evidence.com

The screenshot shows the 'Add New Attachments' dialog box. At the top left is the title 'Add New Attachments' and a close button 'x'. Below the title are two radio buttons: 'File' (selected) and 'URL'. Below the radio buttons is a 'Folder' dropdown menu. Below the dropdown menu is a large blue dashed box containing an upload icon (an upward arrow) and the text 'Choose a file or drop it here'. At the bottom left of the dialog is a 'Cancel' button, and at the bottom right is a 'Link File' button.

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Attachment Search/Sorting (ver 6.1.28)

When viewing the attachments of an incident, you can search for specific files or sort the columns (ver 6.1.28).



The screenshot shows the 'Incident Details' page with a sidebar on the left containing navigation links: Occurrence Details, Occurrence Address, Summary, Incident Links, Attachments (highlighted), Incident Assignment, and Routing History. The main content area is titled 'Attachments' and includes a search bar with the placeholder text 'Search for case description', a 'Search' button, and an 'Advanced' dropdown menu. Below the search bar is a table with five columns: Folder, Description, Type, Date Uploaded, and actions (Edit, Delete, checkbox). The table contains five rows of attachment data.

Folder	Description	Type	Date Uploaded			
Interviews	Interview Audio Smith	MP3	05/16/2019	Edit	Delete	<input type="checkbox"/>
Interviews	Interview Summary Sergeant Smith	DOC	05/20/2019	Edit	Delete	<input type="checkbox"/>
Investigator Notes	Investigator Notes	DOC	08/27/2019	Edit	Delete	<input type="checkbox"/>
Post Investigation Files	Summary ADM2019-0084	rtf	11/01/2019	Edit	Delete	<input type="checkbox"/>
Post Investigation Files	Smith - Doc Retraining	pdf	11/15/2019	Edit	Delete	<input type="checkbox"/>

When sorting columns, you will see a number appear behind the column name. This tells you the priority of the columns you selected to sort. In the below example “Folder (1)” is sorted first followed by “Description (2)”. If you continue to click the column names, they will sort up, down, or back to their default of no sorting. (ver 6.1.28)



This screenshot shows the same Attachments table as above, but with sorting indicators. The 'Folder' column header is now 'Folder (1) ^' and the 'Description' column header is 'Description (2) ^'. The table data remains the same.

Folder (1) ^	Description (2) ^	Type	Date Uploaded			
Interviews	Interview Audio Smith	MP3	05/16/2019	Edit	Delete	<input type="checkbox"/>
Interviews	Interview Summary Sergeant Smith	DOC	05/20/2019	Edit	Delete	<input type="checkbox"/>
Investigator Notes	Investigator Notes	DOC	08/27/2019	Edit	Delete	<input type="checkbox"/>
Post Investigation Files	Smith - Doc Retraining	pdf	11/15/2019	Edit	Delete	<input type="checkbox"/>
Post Investigation Files	Summary ADM2019-0084	rtf	11/01/2019	Edit	Delete	<input type="checkbox"/>

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Adding attachments when you're not the author

The below table lists users that can add attachments to an incident. Some users may not see the Purview Inbox which is depending on their permissions set by the application administrator.

Inbox Name	Bin	Can user add attachments
Inbox	Incidents: Assigned	Yes
Inbox	Incidents: Incomplete	Yes
Inbox	Chain Routings: Pending My Review	Yes
Inbox	Chain Routings: Sent by Me	No
Inbox	Chain Routings: CC to me	No
Inbox	Chain Routings: Group Read Only	No
Purview Inbox	From IAPro: Pending Assignment	No
Purview Inbox	From IAPro: Currently Assigned	Yes
Purview Inbox	From IAPro: Pending Review	No
Purview Inbox	New Entries: Initial Entry	No
Purview Inbox	New Entries: In Chain	No
Purview Inbox	New Entries: In Holding Bin	No

Downloading Files (Ver 6.5.26)

Reviewers can download multiple files, or all files displayed.

- Select - Allows users to select all or none. Selecting all will only select Whats visible on the screen
- Delete - Allows users to delete selected files
- Download allows users to download selected files
- Download all allows users to download all files

When selecting multiple files or downloading all files they will be placed into a single zip file on the user's computer.

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Users will be notified before download all files that there could be performance issues during this process as each file has to be read from the fileshare into the servers memory, then copied and placed into a zip file before being downloaded to the users computer. Depending on the number and size of files as well as the amount of free memory and CPU's on the server agencies could see an impact on server performance during this process.

Attachments + Add Attachments

Q Search
Advanced ▾

Select ▾
Delete
Download
Download All (7)
<
1 to 7 of 7 ▾
>

	Folder ⇅	Description ⇅	Type ⇅	Date Uploaded ⇅	Uploader ⇅	
<input type="checkbox"/>		ECD-Taser Log Tinneman	PDF	02/06/2021	Officer Michael Murphy	Edit Delete
<input type="checkbox"/>		Investigative Notes	docx	02/06/2021	Officer Michael Murphy	Edit Delete
<input type="checkbox"/>		Police Reports DR 20-1857	pdf	02/06/2021	Officer Michael Murphy	Edit Delete
<input type="checkbox"/>		ECD-Taser Log - Beltran	pdf	02/06/2021	Officer Michael Murphy	Edit Delete
<input type="checkbox"/>	Video	BWC Video - Ofc Tinneman	mp4	02/06/2021	Officer Michael Murphy	Edit Delete
<input type="checkbox"/>	Video	UOF Video - 7-11 Store	mp4	02/06/2021	Officer Michael Murphy	Edit Delete
<input type="checkbox"/>	Case Documents	Tinneman Schedule	xlsx	02/06/2021	Officer Michael Murphy	Edit Delete

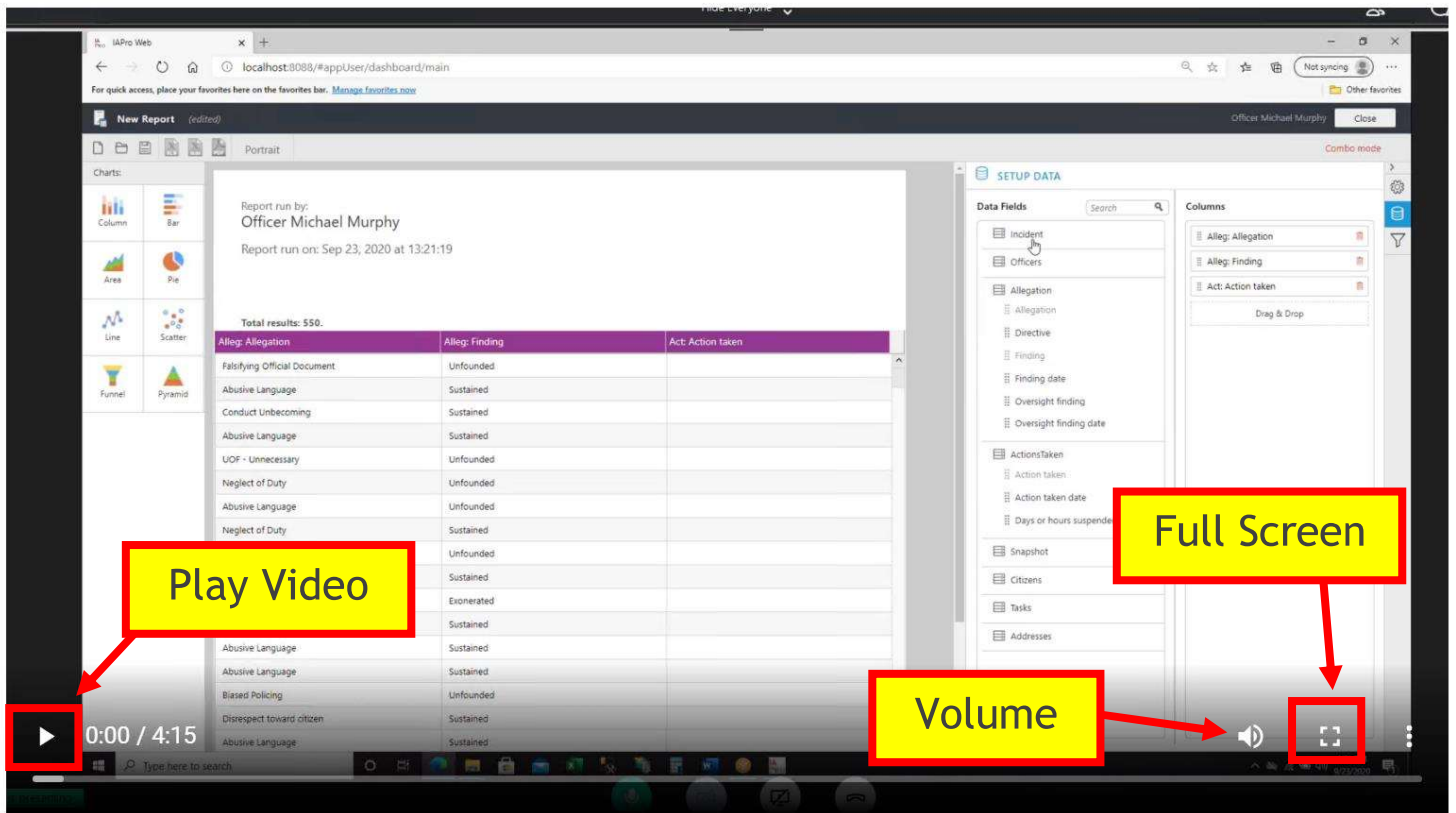
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Viewing Attachments (Version 6.5.55)

BlueTeam NextGen supports multiple filetypes that can be viewed directly in the application. Any files that are not supported will automatically be downloaded when you click on them.

- PDF Files
- Supported video formats: mp4, ogg, webm
- Supported image formats: jpg, jpeg, png, bmp, gif
- Supports audio formats: mp3, wav, flac (ver 6.8.18)

Note if the customer is using BLOB database storage, Chrome web browsers will not allow a user to move the scrubbing bar forward due to a limitation in Chrome. It's recommended the user switch to Firefox.



Cancel

Download File

Download

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Review Page

After all incident details have been added, the user will come to a review page.

The screenshot shows a web interface for reviewing an incident. At the top left, there is a link for 'View Printable Report' and a warning icon with the text 'This incident has not yet been reviewed by your chain of command.' Below this is a sidebar menu titled 'Incident Details' with options: Occurrence Details, Occurrence Address, Summary, Incident Links, Attachments, and Incident Assignment. The main content area is titled 'Occurrence Details' and contains several form fields: Incident Type, Command, District Assignment, Command, Date Received (11/02/2019), Date of Occurrence (11/02/2019), a numeric field (1555), and Location of Occurrence (District 1). At the top right, there are two buttons: 'Forward' and 'Forward to Administrator'. At the bottom right, there is a 'Save' button and a timestamp 'Last saved at 4:01 PM'. Two yellow callout boxes with red borders and arrows provide instructions: one points to the sidebar menu and the other points to the 'Forward' button.

By choosing the different options, the user can review the incident

After review, the user will forward the incident to the next level of review or Forward to the incoming bin of IA Pro if they are the last level of review

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Chain of Command Review

Forwarding an incident for Review

Forward the Incident for Review

From: Captain Lloyd Cox

To Employee Group Mailbox

Employee Search

Joann Baker (9981) Lieutenant ✕

CC Recipient Search - Group Mailbox Search

Search Group Show All

CC Recipient Search - Employee Search

Search Employee

Instructions

Please Review

Cancel Forward

Enter the last name of the person to receive the incident

Note: If you enter a space in either the search boxes it will display all employees and group mailboxes (ver 6.1.29) or “Show All” added in 6.8.32

Enter the instructions for the review and Forward

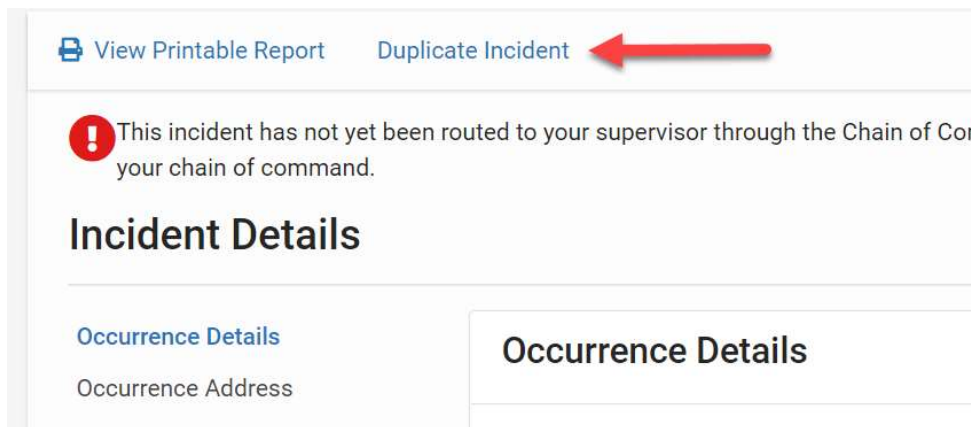
Note: the reviewer will receive an email, notifying them that an incident has been forwarded to them for review.

See [Inbox Routings](#), [“Pending Review”](#) for instructions.

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Duplicating an Incident

Users can use the “Duplicate Incident” function when you have a single incident results in the need to enter multiple incident types. Such as employees involved in a pursuit was also involved in a traffic collision and a Use of Force during the same incident. The user can enter the Pursuit, then use the duplicate feature to create the Traffic Collision and Use of Force incidents in BlueTeam and reduce data entry.



Note: Agency admins can restrict which users can duplicate incidents therefore this option will not be visible if the admin has turned it off.

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When duplicating an incident you can select the new incident type, enter the date and time received and also duplicate the same attachments to the new incident.

Duplicate Incident



Note

Select the incident type and received date for the new incident.

Incident Type

Date Received

Time Received

Duplicate Attachments

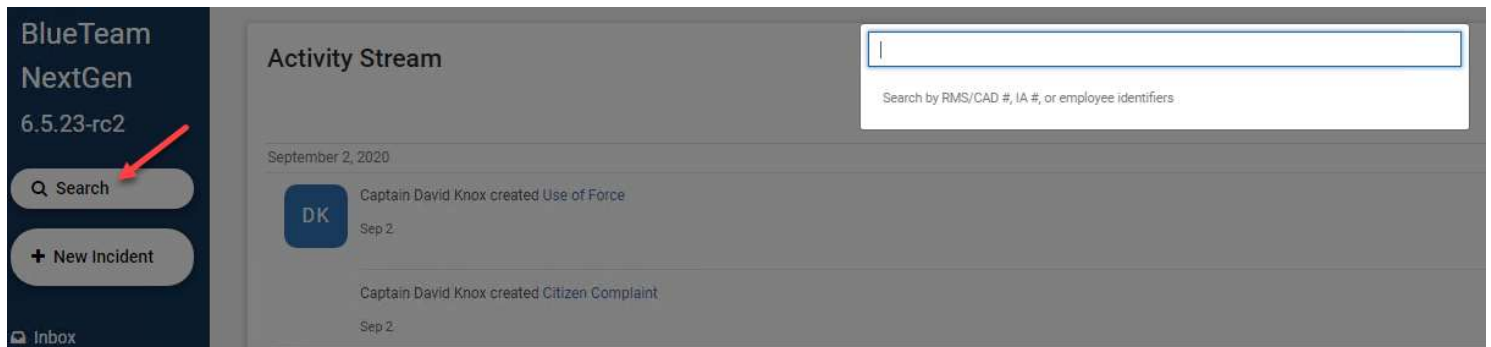
Cancel

Duplicate Go To New Incident

Duplicate Go Back To Current Incident

Search (Ver 6.5.23)

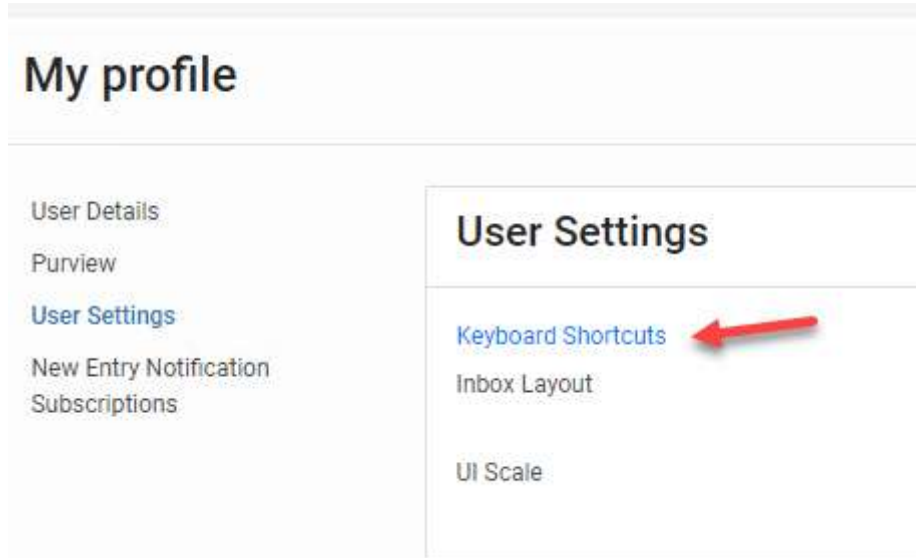
Allows user to search both the Inbox and Purview Inbox using the agency assigned number's or employee identifiers. Users can search by selecting the search button or pressing “/” (forward slash) on their keyboards from any screen.



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Keyboard shortcuts

Users can get a list of keyboard shortcuts by typing “?” (question mark) or under the user profile, selecting Keyboard shortcuts to get a list of options while using the application.



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Inbox

The User's Inbox contains all incidents created by the user, forwarded to the user or assigned to the user.

Felix Police Department
6.5.55

Search

+ New Incident

- Dashboard
- Inbox**
- Purview Inbox
- El Dashboard
- Michael Murphy
 - Manage Felix Police Department
 - My Profile
 - Sign out

Incidents you authored that need to be completed: 5

Incidents assigned to you for action and forwarding: 2

Incidents pending your review and approval: 4

My Inbox | All | Other

Activity Stream

Today

- MM: I sent a(n) Citizen Complaint incident to Captain David Knox (FYR) 9 hours ago

Yesterday

- DK: Captain David Knox sent a(n) Citizen Complaint incident to Me (Feb 4)

February 3, 2021

- MM: I created a new Citizen Complaint incident (21-123456) (Feb 3)

January 31, 2021

- DK: Captain David Knox sent a(n) Forced Entry incident to Me (FYR) (Jan 31)

Inbox

Incidents assigned to you

My Incidents

- Assigned: 2
- Incomplete: 5

Chain Routings

- Pending My Review: 4
- Sent by Me: 3
- CCs to Me: 2
- Group Read Only: 2

Start typing a case number or file number Advanced ▾

< 1 to 2 of 2 >

⚙	Date Due ↕	IA # ↕	RMS/CA...	Incident Type ↕	Incident Employ...	Summary	Date Sent ↕
	● 2/01/2020	None	None	Alert	Juan Alverado		Jan 20
	● 2/25/2020	UOF18-004	2018-020...	Use of Force	Officer Solomon ...	See Departmental Report	📎 2/24/2020

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Assigned - This category of the Inbox contains incidents that have been assigned to the user for completion. **Note** that as the due date approaches, the due date colors change from green to orange and then to red when the incident is overdue.

Inbox

Incidents assigned to you

My Incidents

Assigned 2

Incomplete 5

Chain Routings

Pending My Review 4

Sent by Me 3

CCs to Me 2

Group Read Only

Start typing a case number or file number

Search

Advanced

< 1 to 2 of 2 >

Date Due	IA #	RMS/CA...	Incident Type	Incident Employ...	Summary	Date Sent
● 2/01/2020	None	None	Alert	Juan Alverado		Jan 20
● 2/25/2020	UOF18-004	2018-020...	Use of Force	Officer Solomon ...	See Departmental Report	2/24/2020

< 1 to 2 of 2 >

Date Due	IA #	RMS/CA...	Incident Type	Incident Employ...	Summary	Date Sent
● 2/01/2020	None	None	Alert	Juan Alverado	Incident type specific alert: Use of Force has triggered an alert. As of 01/20/2021, 2 Use of F...	Jan 20
● 2/25/2020	UOF18-004	2018-020...	Use of Force	Officer Solomon ...	See Departmental Report	2/24/2020

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For an assigned incident, the user has two options:

Option 1: Edit the incident by accessing the Incident Details on the left side of the page and then when finished with the editing, “Mark Complete.” This will enable the incident to be forwarded for review.

The screenshot displays a web interface for incident management. At the top, there are two buttons: "View Printable Report" and "Duplicate Incident". On the right side of the top bar, there are two buttons: "Mark Complete" (highlighted with a red box) and "Re-assign Incident". Below the top bar, a notification message states: "This incident has been assigned to you to investigate. Once completed, mark the incident complete. This incident can also be assigned to a different user. Both the previous assigned user and the newly assigned user will be notified by email." The main content area is titled "Incident Details" and is divided into two sections. On the left, a sidebar menu lists several options: "Occurrence Details" (highlighted with a red box), "Occurrence Address", "Summary", "Incident Links", "Attachments", "Incident Assignment", and "Routing History". A red arrow points from the "Occurrence Details" menu item to the "Mark Complete" button. The right section, titled "Occurrence Details", contains a form with the following fields: "Incident Type" (set to "Internal Investigation"), "Case No" (set to "12345"), "Date Received" (set to "09/20/2019"), "Time Received" (set to "HHMM"), "Date of Occurrence", "Time of Occurrence" (set to "HHMM"), and "Location of Occurrence". A "Save" button is located at the bottom right of the form.

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Option 2: Re-assign incident to another user

[View Printable Report](#) [Duplicate Incident](#) [Mark Complete](#) [Re-assign Incident](#)

! This incident has been assigned to you to investigate. Once completed, mark the incident complete. This incident can also be assigned to a different user. Both the previous assigned user and the newly assigned user will be notified by email.

Incident Details

- Occurrence Details
- Occurrence Address
- Summary
- Incident Links
- Attachments
- Incident Assignment
- Routing History

Occurrence Details

Incident Type	Case No
Internal Investigation	<input type="text" value="12345"/>
Date Received	Time Received
<input type="text" value="09/20/2019"/>	<input type="text" value="HHMM"/>
Date of Occurrence	Time of Occurrence
<input type="text"/>	<input type="text" value="HHMM"/>
Location of Occurrence	
<input type="text"/>	

[Save](#)

Note: Once an incident has been Marked Complete, it can no longer be re-assigned. The incident can only be forwarded. Do not mark complete unless you are the assigned investigator and you have completed editing of the incident.

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Incomplete - This category contains all incidents the user has not yet completed and can edit. **Note** that since these incidents have never been forwarded and were created by the user, the user still has the option of deleting them by clicking on the trash can icon to the right.

Note: Agency admins can restrict which users can delete incomplete incidents therefore this option will not be visible if the admin has turned it off.

Inbox

Incidents that you authored are available to edit

My Incidents

- Assigned 2
- Incomplete 12**

Chain Routings

- Pending My Review 5
- Sent by Me 8
- CCs to Me 2
- Group Read Only

Q Search Advanced ▾

< 1 to 10 of 12 >

RMS/CAD ...	Incident Type ↕	Incident Employees	Summary	Date Received ↕
None	Vehicle Pursuit	Officer Charles Baker		Feb 5
None	Commendation	No Involved Employees	Test Narrative	Feb 4
None	Forced Entry	No Involved Employees	No narrative available	Feb 4

With the incident opened, the user can edit the incident details by accessing the options on the left.

View Printable Report Duplicate Incident Forward Forward to Administration

! This incident has not yet been routed to your supervisor through the Chain of Command. After you are finished editing this record, be sure to forward the incident up your chain of command.

Incident Details

- Occurrence Details
- Occurrence Address
- Summary
- Use of force Details
- Incident Links
- Attachments
- Incident Assignment

Edit and review each page

Occurrence Details

Incident Type Case No

Use of force

Date Received Time Received

06/27/2019 1434

Date of Occurrence Time of Occurrence

HHMM

Location of Occurrence

Save

When completed, forward the incident for review.

View Printable Report Duplicate Incident Forward Forward to Administration

! This incident has not yet been routed to your supervisor through the Chain of Command. After you are finished editing this record, be sure to forward the incident up your chain of command.

Incident Details

- Occurrence Details
- Occurrence Address
- Summary
- Use of force Details
- Incident Links
- Attachments
- Incident Assignment

Occurrence Details

Incident Type Case No

Use of force

Date Received Time Received

06/27/2019 1434

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Some incidents the user created do not go through a chain of command review process but instead are immediately sent to the incoming bin of IAPro when marked complete.

The screenshot shows a web interface for incident management. At the top, there are links for "View Printable Report" and "Duplicate Incident". A "Mark Complete" button with a checkmark icon is highlighted with a red box. Below this, a message states: "This incident entry is still in progress. Once completed, use the Mark Complete button to forward it along." The main section is titled "Incident Details" and contains a sidebar menu with items: "Occurrence Details", "Occurrence Address", "Summary", "Incident Links", "Attachments", and "Incident Assignment". The "Occurrence Details" sidebar item is highlighted with a red box. A red arrow points from the "Mark Complete" button to a yellow text box that reads: "Complete the incident by accessing the pages on the left and then 'Mark Complete.'" The main content area shows a form for "Occurrence Details" with fields for "Incident Title", "Formal Classification", "Date Received" (with a date picker showing 06/12/2020), "Date of Occurrence", "Time of Occurrence" (with a time picker showing HHMM), and "Location of Occurrence". A "Save" button is located at the bottom right of the form.

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Some Incidents created by the user need to be forwarded through a chain of command review process.

View Printable Report Duplicate Incident Forward Forward to Administration

Incident Details

- Occurrence Details
- Occurrence Address
- Summary
- Use of force Details
- Incident Links
- Attachments
- Incident Assignment

Forward for Review

Incident Type
Use of force

Date Received: 06/04/2019
Time Received: HHMM

Date of Occurrence
Time of Occurrence: HHMM

Location of Occurrence

Save

Inbox Chain Routings - All incidents that have been routed to the user.

Carbon Copies - Incidents that have been carbon copied to the user.

Inbox
Chain of command incidents CC'd to you

My Incidents
Assigned: 2
Incomplete: 12

Chain Routings
Pending My Review: 5
Sent by Me: 8
CCs to Me: 2
Group Read Only

Start typing an employee name, case number or file number Advanced

Select

Sender	Receiver	IA #	RMS/CA...	Incident Type	Incident Employ...	Summary	Date Sent
<input type="checkbox"/> Captain D...	→ Me	None	None	Citizen Complaint	Officer Jennifer ...		Feb 4
<input type="checkbox"/> Captain D...	→ Me	None	None	Commendation	Administrator Ka...	Test	Jan 30

[Return to Table of Contents](#)

[View Printable Report](#) [Duplicate Incident](#) [Delete](#)

! You have been Cc'd on this Chain of Command routing. These details are being provided to you for informational purposes only. No action is required on your part. You can delete this Cc record once you have read it. Please review this routing

Review Incident

- Incident Summary**
- Sender Information
- Attachments
- Previous Routings

Incident Summary

Incident T
Use of fo
Entered B
Captain R
Summary


Once a carbon copied incident has been reviewed, it is recommended the copy be deleted from the user's inbox.

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CC Response Option

The BlueTeam Administrator can enable the option to allow employees to respond/write a comment about an incident they were involved in (Application Configuration > Data Entry Options > “Enable CC Response Feature”). Some states require the employee have the option to write a response or acknowledge any adverse comment written against them. When the CC response has been enabled and the incident is forwarded through the chain of command, a user needs to CC the involved employee on the incident. The employee will receive an email they have been CC on the incident. When the employee logs into BlueTeam and selects the CC to Me inbox, they will see the incident.

The employee has the option to write a comment or just Acknowledge the information which is logged showing the employee is aware of the comment written on the routings tab.

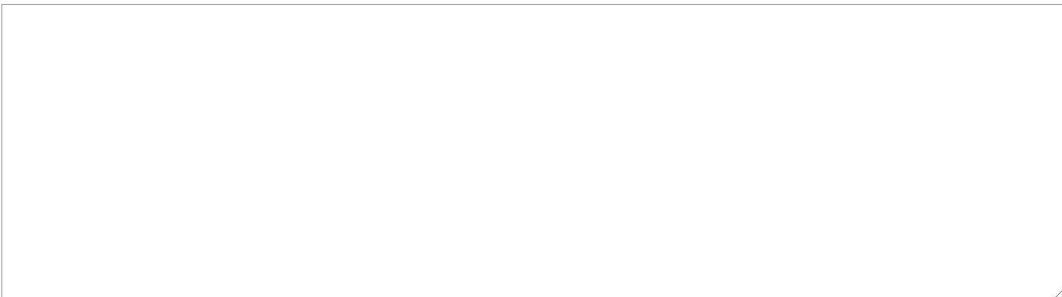
 You have been Cc'd on this Chain of Command routing for an incident involving yourself. Please acknowledge receipt and optionally provide a comment. Please review this routing


Review Incident	Incident Type	RMS/CAD #	IA #
	Citizen Complaint	987987	No IA #

- Routings
- Incident Details
- Attachments
- Tasks
- Response** 

Comments/Response

Comments



 [Acknowledge](#)

[Back](#)

Group Read Only - Incidents sent to a group for review.

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Pending My Review - Incidents that have been forwarded to the user and are awaiting the user's review. ([See Reviewing an incident](#))

Sent by Me - Incidents the user has forwarded to another reviewer, but the incident has not been opened by the new reviewer as of the current date.

Inbox

Chain routings you sent have not been reviewed by the recipient

My Incidents		Start typing an employee name, case number or file number							Q Search	Advanced ▾
Assigned	2								< 1 to 3 of 3 >	
Incomplete	5									
Chain Routings		Sender	Receiver	IA #	RMS/CA...	Incident ...	Incident ...	Summary	Date Sent	
Pending My Review	4	Me	Captain D...	None	None	Citizen C...	Officer C...	Test	10:38 AM	
Sent by Me	3	Me	Captain D...	None	None	Vehicle C...	Sergeant ...	Test Narrative for Crash	Jan 31	
CCs to Me	2	Me	Deputy C...	None	2020-020...	Vehicle C...	Officer K...		Jan 30	
Group Read Only										

Version 6.5.15 added the ability to send email reminders to “Sent by Me” unreviewed chain incidents once every 24 hours. Open the incident and select Send reminder email from the top menu bar

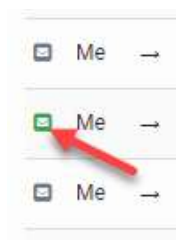
[View Printable Report](#) [Duplicate Incident](#) [Send Reminder Email](#) [Change Recipient](#)



 The recipient hasn't reviewed this routing yet. If necessary, you can re-route this to a new recipient.

Review Incident

The mail icon will turn green indicating a reminder has been sent from the list view.



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An unreviewed chain routing “Sent by Me” will remain in the list until the reviewer accesses the incident. If for some reason, the incident is not accessed and needs to be sent to another reviewer, the user can open the incident and “Change Recipient.”

[View Printable Report](#) [Duplicate Incident](#) [Send Reminder Email](#) [Change Recipient](#)

! The recipient hasn't reviewed this routing yet. If necessary, you can re-route this to a new recipient.

Review Incident

Incident Type	RMS/CAD #	IA #
Citizen Complaint	21-123456	No IA #

Routings Incident Details

Routings

Change Recipient

New Recipient Employee Group Mailbox

Employee Search

Raymond Brown (1144) Sergeant ✕

CC Recipient Search - Group Mailbox Search

Search Group

CC Recipient Search - Employee Search

Search Employee

Instructions

Sgt. Smith is on extended leave, please review this incident and send up the chain.

Reason For Change

Cancel **Update**

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Advanced Search

Selecting “Advanced” will open additional search criteria to allow users to find incidents they are looking for. Advanced search is available in both Inbox and Purview Inbox.

Inbox

Incidents assigned to you

My Incidents

- Assigned 2
- Incomplete 4

Chain Routings

- Pending My Review 5
- Sent by Me 8
- CCs to Me 2
- Group Read Only

Start typing a case number or file number

Received Since	Received Until
<input type="text"/>	<input type="text"/>
Due Since	Due Until
<input type="text"/>	<input type="text"/>
RMS/CAD #	IA #
<input type="text"/>	<input type="text"/>
Incident Employee	Involved Citizen
<input type="text"/>	<input type="text"/>
Incident Types	Has files linked
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Is overdue	
<input type="radio"/> Yes <input type="radio"/> No	

Reviewing an incident

Inbox

Chain of command

Open the incident for review.

My Incidents

Assigned	2
Incomplete	5

Chain Routings

Pending My Review	4
Sent by Me	3
CCs to Me	2
Group Read Only	

Start typing an employee name, case number or file number

Sort ▾ ● Ascending ● Descending

< 1 to 4 of 4 ▾ >

Captain D. Knox → Me Jan 31

Forced Entry – No IA # – No RMS/CAD #

Officer John Butkus
Test Summary for Forced Entry

Captain D. Knox → Me Jan 30

Citizen Complaint – No IA # – No RMS/CAD #

Officer Charles Baker
test


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Incident Review

Incident Review was simplified in version 6.5.55 allowing users to quickly view the details of an incident, view the routing history, view attachments or add new attachments and provide a response/decision to the incident.

Users can step through the incident by selecting next which will take you through each of the incident tabs or you can move between incident tabs by selecting them directly.

[View Printable Report](#) [Duplicate Incident](#)


 Please review this routing


Review Incident

Incident Type	RMS/CAD #	IA #
Forced Entry	No RMS/CAD #	No IA #

- Routings**
- Incident Details
- Attachments
- Response


Routings


 Captain David Knox *forwarded to* Officer Michael Murphy

 FYR

01/31/2021 14:25:00

Awaiting your response





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Incident details can be viewed directly within the incident tabs or the reviewer can select the “View Printable Report” option to open the entire report in a separate tab.

Users can use the Next/Back button to navigate the incident or move directly between tabs by selecting the tab they wish to view.

[View Printable Report](#) Duplicate Incident

Please review this routing

Review Incident

Incident Type: Citizen Complaint RMS/CAD #: No RMS/CAD # IA #: No IA #

Routings

- Incident Details**
- Attachments
- Response

Incident Details

[Print](#) [Edit Incident Details](#)

CI-Tech PD Citizen Complaint Report

Incident Details

Date Received	Date of Occurrence	Time of Occurrence
01/29/2021	01/29/2021	05:00

Record ID Number	RMS/CAD #	IA #
998		

Date/Time Entered	Entered By
01/22/2021 06:35	Captain David Knox - 4037

Incident Summary

[Back](#) [Next](#)

View Printable Report - A printable version of the entire report will appear for review.

Virginia Beach Police Department Use Of Force Report

[Print](#)

Incident Details

Date Received	Date of Occurrence	Time of Occurrence
11/07/2019	11/07/2019	08:00
Record ID Number	Case No	IA Number
752	19-12354	
Date/Time Entered	Entered By	
11/07/2019 15:48	Sergeant Brian DeLaurentis	

Incident Summary

Use of Force narrative

Incident Location

Addresses

- Location of Occurrence: District 1

Use of Force Details

Reason For Using Force	Service Being Rendered	More Than 1 Citizen Involved
Active Physical Aggression	Officer Dispatched	No
Weather Condition	Light Condition	Distance to Citizen
Clear	Outdoors-Dimly Lit	1 feet to 3 feet
Citizen Injured	Citizen Hospitalized	Citizen Arrested


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Chain Forward Editing an Incident (Ver 6.6.0)

If the BlueTeam Administrator has enabled Chain Reviewers to edit incidents you will see an “Edit Incident Details” button. This will allow any user in the Chain of Command who receives this incident the ability to edit/modify the report.

All changes are documented in the BlueTeam Usage log which require a BlueTeam Administrator to view the specific changes.

[View Printable Report](#) [Duplicate Incident](#)

 Please review this routing

Review Incident

Incident Type: Citizen Complaint RMS/CAD #: No RMS/CAD # IA #: No IA #

- Routings
- Incident Details**
- Attachments
- Response

Incident Details

[Print](#) [Edit Incident Details](#)

CI-Tech PD Citizen Complaint Report

Incident Details

Date Received	Date of Occurrence	Time of Occurrence
01/29/2021	01/29/2021	05:00

Record ID Number	RMS/CAD #	IA #
998		

Date/Time Entered	Entered By
01/22/2021 06:35	Captain David Knox - 4037

Incident Summary

[Back](#) [Next](#)

After selecting Edit Incident Details you must select “Start Edit” to begin the editing process. Any changes made from this point forward will be logged showing the old and new values you modify. The exception is summary data and this will be based on how your BlueTeam Administrator configures the application. For further details see the BlueTeam Administrators Manual.

[← Back to Routing](#) [🖨 View Printable Report](#) [Duplicate Incident](#)

[→ Forward](#)

 This incident has not yet been routed to your supervisor through the Chain of Command. After you are finished editing this record, be sure to forward the incident up your chain of command.

Incident Details

Occurrence Details

Occurrence Address

Summary

Incident Links

Attachments

Incident Assignment

Categories

Tasks

Routing History

Occurrence Details

Incident Type

[Citizen Complaint](#)

IA #

[Data not entered](#)

Date Received

[02/14/2021](#)

Date of Occurrence

[02/14/2021](#)

Location of Occurrence

[Commercial Building](#)

RMS/CAD #

[123456789](#)

Unit Assigned

[Investigations](#)

Time Received

[0600](#)

Time of Occurrence

[0400](#)

[Start Edit](#)

[Return to Table of Contents](#)

Once editing is completed, select SAVE then End Edit to prevent any additional changes.

Incident Details

Occurrence Details

Occurrence Address

Summary

Incident Links

Attachments

Incident Assignment

Categories

Tasks

Routing History

Occurrence Details

Incident Type

Citizen Complaint

RMS/CAD #

123456789

IA #

Data not entered

Unit Assigned

Investigations

Date Received

02/14/2021

Time Received

0600

Date of Occurrence

02/14/2021

Time of Occurrence

0400

Location of Occurrence

Commercial Building

Save

End Edit

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Purview Inbox - From IAPro

Each command officer/manager can be given purview of the employees and supervisors in their chain of command. The Purview Inbox allows them to monitor incidents in BlueTeam which are under their command. The “From IAPro” dashboard includes all incidents that have been assigned by the IAPro Administrator. Access is granted on the “Administrate” Tab in an employee’s folder of IAPro.

A description of each type follows:

Pending Assignment

These are items that have been sent to BlueTeam unassigned. The command officer should open the incident and follow the prompts to assign it to the appropriate employee for action.

The screenshot displays the 'Purview Inbox' interface. At the top, it states 'Incidents sent out from IAPro which haven't been assigned'. Below this, there is a search bar with the placeholder text 'Start typing a case number or file number'. A yellow callout box with the text 'Open the incident to assign' points to the search bar. On the left side, there is a list of categories: 'From IAPro', 'Pending Assignment' (highlighted with a red box and a count of 1), 'Currently Assigned' (count 8), 'Pending Review' (count 0), 'New Entries', 'Initial Entry' (count 1), 'In Chain' (count 6), and 'In Holding Bin'. Below the categories, there is a table with the following columns: 'Assigned Investiga...', 'Current Routing', 'Incident Type', 'Case No', 'IA Number', and 'Date Due'. A red box highlights the first row of the table, which contains the following data: 'Unassigned', 'No Reviewer', 'PREA Invest...', 'None', 'None', and an empty cell. A pagination control shows '< 1 to 1 of 1 >'. The 'Pending Assignment' category is highlighted with a red box.

Assigned Investiga...	Current Routing	Incident Type	Case No	IA Number	Date Due
Unassigned	No Reviewer	PREA Invest...	None	None	



Forward/Assign

→ Forward/Assign

! This incident assignment can also be forwarded through the chain of command in order to be assigned an investigator by another user who does not have access to the Incident Management Dashboard.

Incident Details

Occurrence Details

Occurrence Address

Summary

Incident Links

Attachments

Incident Assignment

Routing History

Occurrence Details

Incident Type

PSB Investigation

IA #

ADM20-001

Date Received

02/26/2020

Date of Occurrence

Data not entered

Location of Occurrence

Data not entered

RMS/CAD #

20-12345

Unit Assigned

Patrol

Time Received

Data not entered

Time of Occurrence

Data not entered

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Forward/Assign



Reviewer's Comment

Please investigate this incident

If assigning an incident for investigation, the manager will click on “Assign Incident” and follow the prompts.

Other Options are to forward to another supervisor with directions for them to assign the incident or Submit the incident to IAPro.

Cancel

Forward Incident

Submit to IA Pro

Assign Incident

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Assign Incident for Investigation



Employee Search

Sergeant Brian DeLaurentis

The below email message will be sent to Sergeant Brian DeLaurentis. When finished, click the **Assign Incident** button.

Dear Sergeant Brian DeLaurentis:

Lt. Michael Smith has assigned a "PREA Investigation" incident for you to investigate. Please sign into BlueTeam and review. Click the below link to sign in. If you cannot click the below link, copy and paste it into your web browser's address bar. Thank you.

Note: This is an automatically generated email initiated by Lt. Michael Smith.

Instructions

Please investigate

Cancel

Assign

[Return to Table of Contents](#)

To assign the incident, conduct a search for the employee the incident will be assigned and enter the instructions. Click on the "Assign" button.

Currently Assigned

This dashboard provides a list of incidents currently assigned in BlueTeam under the command officer's purview. The command officer can monitor the status of the incidents from this screen.

Purview Inbox

Incidents sent out from IAPro that have been assigned

From IAPro

Pending Assignment

Currently Assigned 9

Pending Review 2

New Entries

Initial Entry 4

In Chain 6

In Holding Bin

Search Advanced ▾

< 1 to 9 of 9 >

Assigned Investiga...	Current Routing	Incident Type	Case No	IA Number	Date Due
Sergeant Brian DeL...	No Reviewer	PREA Invest...	None	None	
Sergeant Brian DeL...	Sergeant Brian DeL...	Commendat...	None	None	
Sergeant Brian DeL...	Sergeant Brian DeL...	Alert	None	None	
Sergeant Brian DeL...	No Reviewer	Commendat...	12345	None	
Sergeant Brian DeL...	Sergeant Brian DeL...	Internal Inve...	12345	CN2019-049	
Sergeant Brian DeL...	Sergeant Brian DeL...	Alert	None	None	
Sergeant Brian DeL...	Sergeant Brian DeL...	Alert	None	None	
Sergeant Brian DeL...	Sergeant Brian DeL...	Protective C...	None	Test	
Sergeant Brian DeL...	Sergeant Brian DeL...	Alert	None	None	

If needed, the command officer can open the incidents and re-assign them.

[View Printable Report](#) [Duplicate Incident](#) [Re-assign Incident](#)

! This incident can also be assigned to a different user. Both the previous assigned user and the newly assigned user will be notified by email.

Incident Details

Occurrence Details	Occurrence Details	
Occurrence Address		
Summary		
Incident Links	Incident Type	Case No
Attachments	PREA Investigation	Data not entered
Incident Assignment	Date Received	Time Received
Categories	09/04/2019	Data not entered
Tasks	Date of Occurrence	Time of Occurrence
Routing History	Data not entered	Data not entered
	Location of Occurrence	
	Data not entered	

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Pending Review



The Pending Review dashboard includes incidents that were assigned but are now somewhere in the chain being reviewed. The user will only see these within their purview.

Purview Inbox

Incidents sent out from IAPro that are going through the review and approval process

From IAPro	
Pending Assignment	1
Currently Assigned	4
Pending Review	1
New in BlueTeam	
Initial Entry	9
In Chain	22
In Holding Bin	3

Start typing a case number or file number

	Date Due...	Felix Police Dep...	Current Routing	IA Numb...
	2/25/...	Officer Michael ...	Captain David Kn...	UOF18-004

[Return to Table of Contents](#)

! This incident assignment can also be forwarded through the chain of command in order to be assigned an investigator by another user who does not have access to the Incident Management Dashboard. This incident can also be re-opened and assigned to a different user or set to pending assignment and will create a new the Chain of Command routing.

Incident Details

Occurrence Details

- Occurrence Address
- Summary
- Vehicle Pursuit Details
- Incident Links
- Attachments
- Incident Assignment
- Routing History

Occurrence Details	
Incident Type	Vehicle Pursuit
IA #	TRF19-011
	Patrol
Date Received	10/10/2019
Time Received	0730
Date of Occurrence	10/10/2019
Time of Occurrence	0730
Location of Occurrence	Highway

Click on an incident to open and review. When the review is completed, select “Forward/Assign” or “Re-open Incident”

Selecting Forward/Assign allows the user to forward or assign the incident to another user.

The Re-Open incident button will be displayed when an incident has been marked as Completed but not yet brought into IAPro. Users with purview have the option to Re-Open the Incident and leave it unassigned or assigning it to an individual. The options will appear as follows:

Re-Open Incident & Re-assign Investigator Form ×

Option 1
I want to re-open this completed incident and want to leave it pending assignment.

Leave Unassigned

Option 2
I want to re-open this completed incident and want to assign it to another person.

Assign Incident

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Purview Inbox - New in BlueTeam

Each command officer/manager can be given purview of the employees and supervisors in their chain of command. The Purview Inbox > New in BlueTeam allows them to monitor “new” incidents created and being routed in BlueTeam which are under their command, but have not yet been sent to or imported into IAPro. Once imported into IAPro the incident will no longer be displayed in the “New in BlueTeam” section. Access to the “New in BlueTeam” is granted on the “Administrative” Tab in an employee’s folder of IAPro.

A description of each type follows:

Purview Inbox

Incidents sent out from IAPro which haven't been assigned

From IAPro

- Pending Assignment 1
- Currently Assigned 4
- Pending Review
- New in BlueTeam**
- Initial Entry 9
- In Chain 22
- In Holding Bin 3

Start typing a case number or file number Advanced ▾

< 1 to 1 of 1 >

Date Due...	Felix Police Dep...	Current Routing	IA Numb...	RMS/CA...	Incident Type	Date Sent
● 4/30/...	Unassigned	Deputy Chief Chr...	PSB18-012	2018-020...	Administrative In...	3/01/2020

Initial Entry

Initial Entry incidents have been created by a BlueTeam user but have not been forwarded for review and can still be deleted by the creator.

For the employee with purview and access to this screen, the entries will list who created the incident, the incident type and the case number.

Purview Inbox

Incidents that have been newly created in the field

From IAPro

- Pending Assignment 1
- Currently Assigned 4
- Pending Review
- New in BlueTeam**
- Initial Entry** 9
- In Chain 22
- In Holding Bin 3

Start typing a case number or file number

Initial Entry By	RMS/CAD #	Incident Type	Organizational C...	Summary	Date Received
Officer Michael ...	None	Vehicle Pursuit	Support Division...		Feb 5
Captain David Kn...	None	Vehicle Collision	Administrative Di...	Test Narrative	Feb 4
Officer Michael ...	None	Forced Entry	--	No narrative available	Jan 30

Click on the incident to open and review.

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If you are the user who created the incident, the forward options will be visible.

→ Forward

→ Forward to IA Unit

of Command. After you are finished editing this

Incident Details

Occurrence Details

Occurrence Address

Summary

Firearm Discharge ...

CIT Details

Incident Links

Attachments

Incident Assignment

Categories

Occurrence Details

Incident Type

Firearm Discharge

RMS/CAD #

IA #

Data not entered

Unit Assigned

Community Support ▼

Date Received

02/19/2020

Time Received

HHMM

Date of Occurrence

02/19/2020

Time of Occurrence

1000

Location of Occurrence

▼

Last saved at 12:45 PM

Save

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Incident Details

Occurrence Details

Occurrence Address

Summary

Use of Force Details

CIT Details

Incident Links

Attachments

Incident Assignment

Categories

Tasks

Occurrence

Incident Type	RMS/CAD #
Use of Force	2020-0100387
IA #	Unit Assigned
Data not entered	Patrol
Date Received	Time Received
01/03/2020	2300
Date of Occurrence	Time of Occurrence
01/03/2020	2300
Location of Occurrence	
Roadway	

If the incident was created by someone in the user's chain of command, then no forward options will appear. The incident can be reviewed only.

In Chain

Items in this list will be incidents under the user’s purview (Chain of Command) that are currently in the Chain of Command approval process. The user can open these incidents and review but has no access beyond that unless the incident is pending their specific review. Users with purview over these incidents however can forward/assign them to other users.

Note: Only “New” incidents, those that have not been submitted or imported into IAPro will appear in this list.

As of version 6.8.36, if a user opens an incident that is assigned to them through the in-chain routing, they will be able to forward the incident to another user or IAPro (if given permission) instead of having to access the incident through the users Inbox (preferred method).

Beginning with version 6.8.36, BlueTeam will show the Forward/Assign button when a user is in the In-Chain or In-Holding bin areas under the “New in BlueTeam” section. In prior versions the Forward/Assign button would not display based on the [IAPro chain routing send out setting](#).

Purview Inbox

Incidents that are going through the review and approval process

From IAPro

Pending Assignment	1
Currently Assigned	4
Pending Review	

Start typing a case number or file number

 Initial Entry By	Current Routing	RMS/CAD # 
--	-----------------	---

New in BlueTeam

Initial Entry	9
In Chain	22
In Holding Bin	3

Officer Michael ...	Captain David Kn...	None
Officer Michael ...	Officer Michael ...	None
Officer Michael ...	Captain David Kn...	None

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BlueTeam Routing in IAPro

In general, all U.S. customers should be using the default option configuration. The 2nd option was developed for New Zealand to create an optional BlueTeam routing when you send out an incident from IAPro to a BlueTeam user. These settings are located in IAPro > Application Configuration > BlueTeam Settings.

The screenshot displays the 'Application Configuration' interface. On the left, a sidebar lists various settings categories: Data Entry Options, Customize Labels, **BlueTeam Settings** (highlighted with a red arrow), Employee Settings, Enhanced Security, Email Notification Settings, Active Directory Settings, GIS Settings, Linked File Storage, and Public Portal Settings. The main content area is titled 'BlueTeam Settings' and contains two primary configuration options:

- BlueTeam In Use:** A radio button selection with 'Yes' selected and 'No' unselected. Below it, a note reads: 'Indicate if BlueTeam field support web application is in-use at this installation'.
- BlueTeam Routing Requirement on Send-out:** A radio button selection with two options:
 - Selected (circled in red):** BlueTeam routing will be created and sent whenever an incident is sent from IAPro to BlueTeam (default)
 - Unselected: Creating a BlueTeam routing is optional whenever an incident is sent from IAPro to BlueTeam

A note at the bottom of the second option states: 'Note: In this mode, BlueTeam routings are not sent when an incident is sent from IAPro to BlueTeam (New Zealand model). Please consult CI Technologies support staff prior to changing these settings'.

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In Holding Bin

Items in this list have been sent to IAPro for final review before being removed from BlueTeam and imported into IAPro.

Beginning with version 6.8.36, BlueTeam will show the Forward/Assign button when a user is in the In-Chain or In-Holding bin areas under the “New in BlueTeam” section. In prior versions the Forward/Assign button would not display based on the [IAPro chain routing send out setting](#).

Purview Inbox

Incidents that have been forwarded to IAPro but which have not been released

From IAPro		Start typing a case number or file number	
Pending Assignment	1		
Currently Assigned	4		
Pending Review		 Initial Entry By	RMS/CAD # 
New in BlueTeam		Officer Michael ...	None
Initial Entry	9	Sergeant Lawren...	2020-0202713
In Chain	22		
In Holding Bin	3	Officer Miguel Or...	2020-0201512

Employee Explorer (ver 6.7.0)

Employee Explorer (name may vary based on agency settings) allows agencies to grant BlueTeam users direct access to their employee’s records contained within IPro based on security and purview. This feature is using the EIPro application without the analytics or additional functions provided in the full product.

Your BlueTeam Administrator will need to configure EIPro, then using IPro NextGen version 7.5.74-230 or higher, grant access to users before they will see any employees.

Agencies who have purchased the full EIPro application will still need to log into EIPro to gain access to the analytical data.

Customers interested in the full analytical capabilities of EIPro can visit our [WEB SITE](#) for additional details or send us an [EMAIL](#) for additional details.

Employee Explorer will provide the following records:

- Count of each Incident type
- Ability to drill down and view:
 - Involved Employees
 - Involved Citizens
 - Force Type for Use of Force incidents
 - Summary of the incident
 - Ability to print out a BlueTeam Report on the incident

To enable users access to the Employee Explorer after the API is configured, the IPro Administrator will need to log into IPro NexGen (version 7.5.74-230 or higher). Select employees from the Employee Configuration list and select the “Update Employee Explorer Access Permission” button.

The screenshot shows the 'Employee Configuration' interface. At the top, there is a search bar with the placeholder text 'Search for a name or employee number' and a red 'Search' button. To the right of the search bar is a dropdown menu labeled 'Advanced'. Below the search bar are three icons: a grid, a group of people, and a list. The group of people icon is highlighted with a red box. Below the icons is a table with three columns: 'Title', 'First Name', and 'Last Name'. The table has three rows of data. The first row is 'Administrator', 'Mantral', 'Aarush'. The second row is 'Officer', 'Juan', 'Alverado'. The third row is 'Officer', 'Calvin', 'Anderson'. Each row has a checkbox in the first column, and all three checkboxes are checked and highlighted with red boxes.

<input type="checkbox"/>	Title	First Name	Last Name
<input checked="" type="checkbox"/>	Administrator	Mantral	Aarush
<input checked="" type="checkbox"/>	Officer	Juan	Alverado
<input checked="" type="checkbox"/>	Officer	Calvin	Anderson

Note: You can select individual employees, all employees, or select employees by Title/Rank. See the IPro NextGen Administrator manual for further details.

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Once you select the employees to modify, you will be given the option to set the users access to Yes (Enable) or No (Disable) the Employee Explorer in BlueTeam NextGen

Bulk Permission Update ×

By clicking save, you will be updating the access permissions to 3 employees you have selected.

Access to Employee Explorer Yes No

Cancel Save

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Employee Explorer Use

In the below example, the logged on Patrol Lieutenant has access to the “Patrol” organizational unit, but can filter the list down to lower units such as “B Shift” or “X20 Zone” by clicking on the hyperlinks in the records below.

Each of the employees within the Lieutenants Purview show the number of incidents within the IPro application based on their purview and EIPro access level.

Employee number or name Search Advanced

Clear all filters Only Direct Reports: No x Since: 03/26/2018 x

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ALVERADO, Juan Officer

Operational Division Patrol

B Shift X20 Zone

AI 0	A 1	CC 0	C 1
ER 0	FD 0	FE 1	IP 0
I 0	KU 0	MC 0	OIS 0
PD 0	SE 0	SOF 0	SI 0
UOF 5	VC 0	VP 1	

ANDERSON, Calvin Officer

Operational Division Patrol

C Shift X20 Zone

AI 0	A 0	CC 0	C 0
ER 0	FD 0	FE 0	IP 1
I 0	KU 0	MC 0	OIS 0
PD 0	SE 0	SOF 0	SI 0
UOF 0	VC 0	VP 0	

BAUTISTA, Samuel Officer

Operational Division Patrol

C Shift X21 Zone

AI 0	A 0	CC 1	C 0
ER 0	FD 0	FE 0	IP 0
I 0	KU 0	MC 0	OIS 0
PD 0	SE 0	SOF 0	SI 1
UOF 0	VC 0	VP 0	

BELTON, Solomon Officer

Operational Division Patrol

B Shift X21 Zone

AI 1	A 0	CC 1	C 1
ER 0	FD 0	FE 0	IP 0
I 0	KU 0	MC 0	OIS 0
PD 0	SE 0	SOF 0	SI 2
UOF 6	VC 0	VP 1	

BELTRAN, Emanuel Officer

Operational Division Patrol

B Shift X20 Zone

AI 0	A 0	CC 1	C 2
ER 0	FD 1	FE 0	IP 1
I 0	KU 0	MC 0	OIS 0
PD 0	SE 0	SOF 0	SI 0
UOF 2	VC 0	VP 0	

BROWER, Michael Corporal

Operational Division Patrol

C Shift X20 Zone


AI 0	A 0	CC 1	C 2
ER 0	FD 0	FE 0	IP 0
I 0	KU 0	MC 0	OIS 0
PD 0	SE 0	SOF 0	SI 0
UOF 1	VC 0	VP 0	

Users can click on an individual employees name to bring up their history

ALVERADO, Juan Officer

Operational Division Patrol

B Shift X20 Zone



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Juan Alverado Officer

Division [Operational Division](#)
Unit [B Shift](#)
Specialty [No assignment](#)
Date of Hire [01/01/2012](#)

Bureau [Patrol](#)
Squad [X20 Zone](#)
Admin Assign [No assignment](#)

Race [Hispanic](#)
Sex [Male](#)
Date of Birth [10/23/1990](#)

Incident Activity

[Involved Incident](#)

Advanced ▾

[Clear all filters](#) Since: [03/26/2018](#) ✕

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ALERT -

[Generate Secure Printable Report](#)

[Officer Juan Alverado](#) is involved in this incident
 [None Linked](#)

Narrative Excerpt

Incident type specific alert: Use of Force has triggered an alert. As of 01/20/2021, 2 Use of Force incidents are linked to Officer Juan P Alverado [082/8843] that have occurred since 01/20/2020. 2 or more Use of Force incidents during a 12 month period indicates that the employee's performance may need to be reviewed. Organizational-specific threshold override alert criteria for :.

USE OF FORCE -

[Generate Secure Printable Report](#)

[Officer Juan Alverado](#) is involved in this incident
 [Betsy Tamburo](#) is involved in this incident
 [None Linked](#)
 [None Linked](#)

Users can also click on an individual incident type count for an employee to see just those incidents.

PD	0	SE	0	SOF	0	SI	0
UOF	5	VC	0	VP	1		

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USE OF FORCE -

[Generate Secure Printable Report](#)

 [Officer Juan Alverado](#) is involved in this incident

 [Betsy Tamburo](#) is involved in this incident

 *None Linked*

 *None Linked*

[Narrative Excerpt](#)


[File Attachments](#)

USE OF FORCE -

[Generate Secure Printable Report](#)

 [Officer Juan Alverado](#) is involved in this incident

 [Henry Smith](#) is involved in this incident

 *None Linked*

 *None Linked*

[Narrative Excerpt](#)

[test 1](#)

USE OF FORCE - UOF19-012

[Generate Secure Printable Report](#)

 Received on [06/19/2019](#) and occurred on [06/19/2019](#)

Users can view the entire incident report by clicking on the “Generate Secure Printable Report” button.

USE OF FORCE -  [Generate Secure Printable Report](#)

Once the report is generated, click on the “View Report”

USE OF FORCE - [View Report](#)

This will generate the full report for the incident:

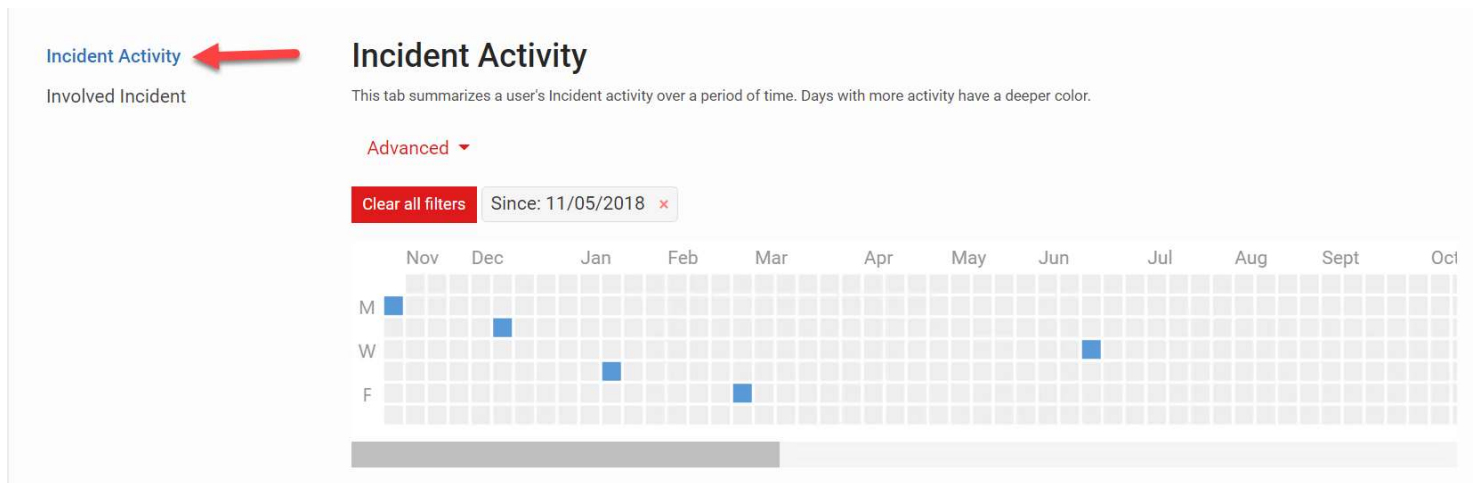
[Print](#)

CI-Tech PD Use Of Force Report

Incident Details

Date Received	Date of Occurrence	Time of Occurrence
01/20/2021		
Record ID Number	RMS/CAD #	IA #
993		
Date/Time Entered	Entered By	
01/20/2021 19:16	[IAPro entry - Captain David Knox]	
Felix Police Department Assigned Investigator	IAPro Assigned Investigator	
Officer Michael Murphy - 7000	Un-assigned	

Users can also view incidents activity in a timeline view. After selecting an employee click on “Incident Activity”.



You will then see the number of incidents based on the “Since” date for the employee. The incidents are listed by Day of week (Sun-Sat) on the left side, and by month across the top.

Hovering over any of the colored squares will display the number of incidents and date. Clicking on the colored square will bring up the incidents for further review.

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Employee Explorer vs EI Dashboard

The employee explorer allows customers to grant employees access to see incident types based on their role, see the number of incidents for each incident type, and ability to drill down and view the details of an incident, all based on the security/permissions setup within EIPro and based on the EI access level.

If an agency enables the API between BlueTeam NextGen and EIPro, then the default BlueTeam EI Dashboard is automatically replaced by the EI Pro Threshold Dashboard and offers additional functionality:

- Optional access to access level 0
- EIPro access level config on the user
- Optional completed status filter

In addition, the EIPro Threshold Dashboard offers drilldown capabilities to view the specific details of an incident as listed above in the Employee Explorer.

EI Dashboard however is based on thresholds setup by the IAPro Administrator and will show the user any threshold over or approaching that by color as listed in the EI Dashboard section below.

In addition, the IAPro Administrator can still choose whether to display or not display the EI Dashboard for users. Similar to setting the Employee Explorer access in bulk, this can also be done in IAPro NextGen. See the IAPro NextGen Administrator manual for further details.

EI Dashboard (BlueTeam Version)

The EI Dashboard is a feature that can be turned on in IAPro from the employee's "Administrate" tab in their employee folder. See Employee Explorer vs EI Dashboard (above) for details on EI Dashboard replacement when the EIPro API is enabled.

Employee folder: Officer Calvin Robert Acosta [582/1212]

Save Reports Concise EI Timeline Prop

General | Currently assigned | Contact info | Monitored | Education/awards | Images: 2 | Administrate | Disclosure | Userlog

Employee's BlueTeam usage settings

The employee can forward an incident from the BlueTeam into IAPro

Employee's e-mail address: calvin.acosta@dpd.com

Employee's Active Directory User Name: calvin.acosta

The employee has access to BlueTeam's EI features

The employee has access to BlueTeam's Incident Management Console

The employee can be a BlueTeam NextGen administrator

Employee's EIPro access level

- 1 Top Secret
- 2 Secret
- 3 Confidential
- 4 Restricted
- 5 Unclassified

Integrated activity information

It provides the user with basic information for Early Intervention threshold analysis for themselves or employees under their purview. As the employee nears or meets a threshold, the color of the employee changes from white, to amber to red. An amber color means the employee is one incident away from meeting a threshold thereby notifying the supervisor that there might be a problem to be discussed with the employee. Red signifies that the employee has met or surpassed a threshold and might be in need of intervention of a more structured type. As you hover your mouse over a threshold, the threshold setting will be displayed.

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Note: This dashboard does not provide any details of the incidents displayed. It provides numbers only and a color analysis of the threshold compared to the number of incidents achieved by the employee compared to their peers.

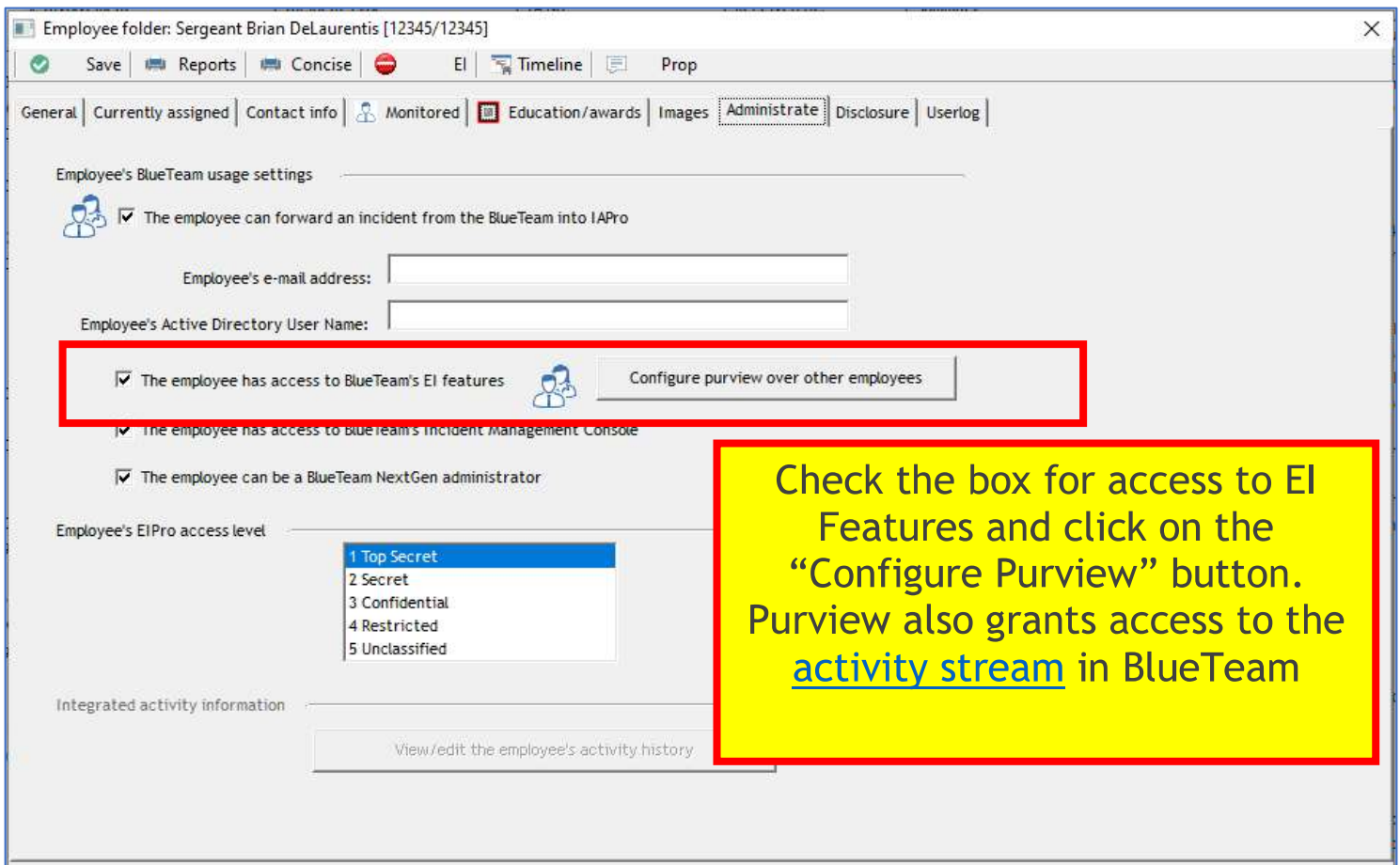
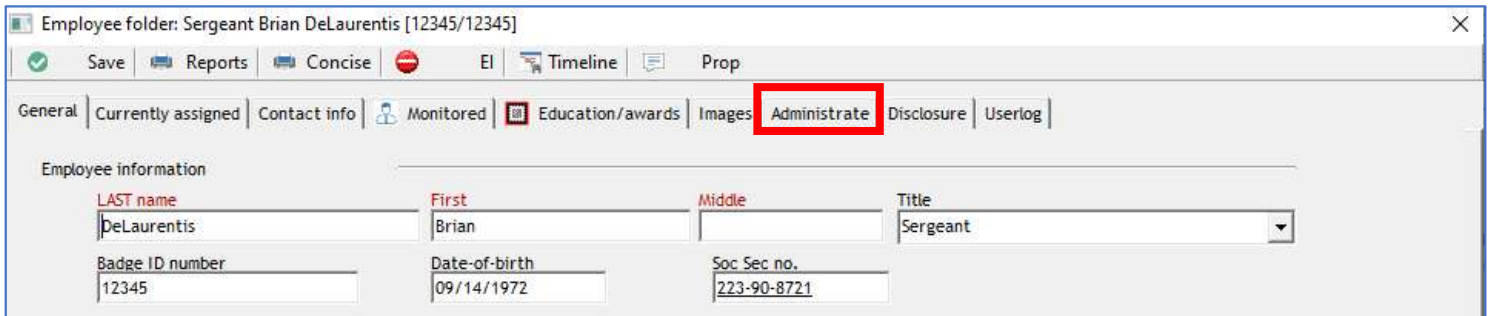
CI Technologies does offer a companion product known as [EIPro](#) which provides agencies with additional analytics and incident sharing capabilities. For further details see [companion products](#).

The screenshot displays the 'EI Dashboard' interface. At the top, there is a search bar with the placeholder text 'Enter the last name of the employee' and a 'Search' button. Below the search bar, the dashboard is organized into a grid of employee profiles. Each profile includes the officer's name, their division and precinct, and a set of incident statistics for different categories: AI, CC, FP, PA, PPV, VC, VP, and OVAL. The statistics are presented as small boxes with numbers inside. For example, Officer Calvin ACOSTA has 4 incidents in the CC category (highlighted in red) and 1 in the PA category (highlighted in yellow). Officer Jose AVERILLA has 1 incident in the CC category (highlighted in red). Other officers like James AVERY, Salvatore BARONE, Eric BEARD, Theresa BOMAN, John BOONE, and Charles BROWN all show 0 incidents across all categories. The dashboard also features a 'Show all' button at the bottom right and a navigation bar at the bottom left with a PDF icon and the text 'IA Pro Purchase Or....pdf'.

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Purview for the EI Dashboard is also configured from the “Administrate” tab in IAPro. Log into IAPro as a “User” and search for a supervisor’s name in Employee Explorer. Double click on the name of the supervisor and proceed to the “Administrate” tab.

Note: The IAPro user logged in must have “BlueTeam Features” enabled to see the “Administrate” tab.



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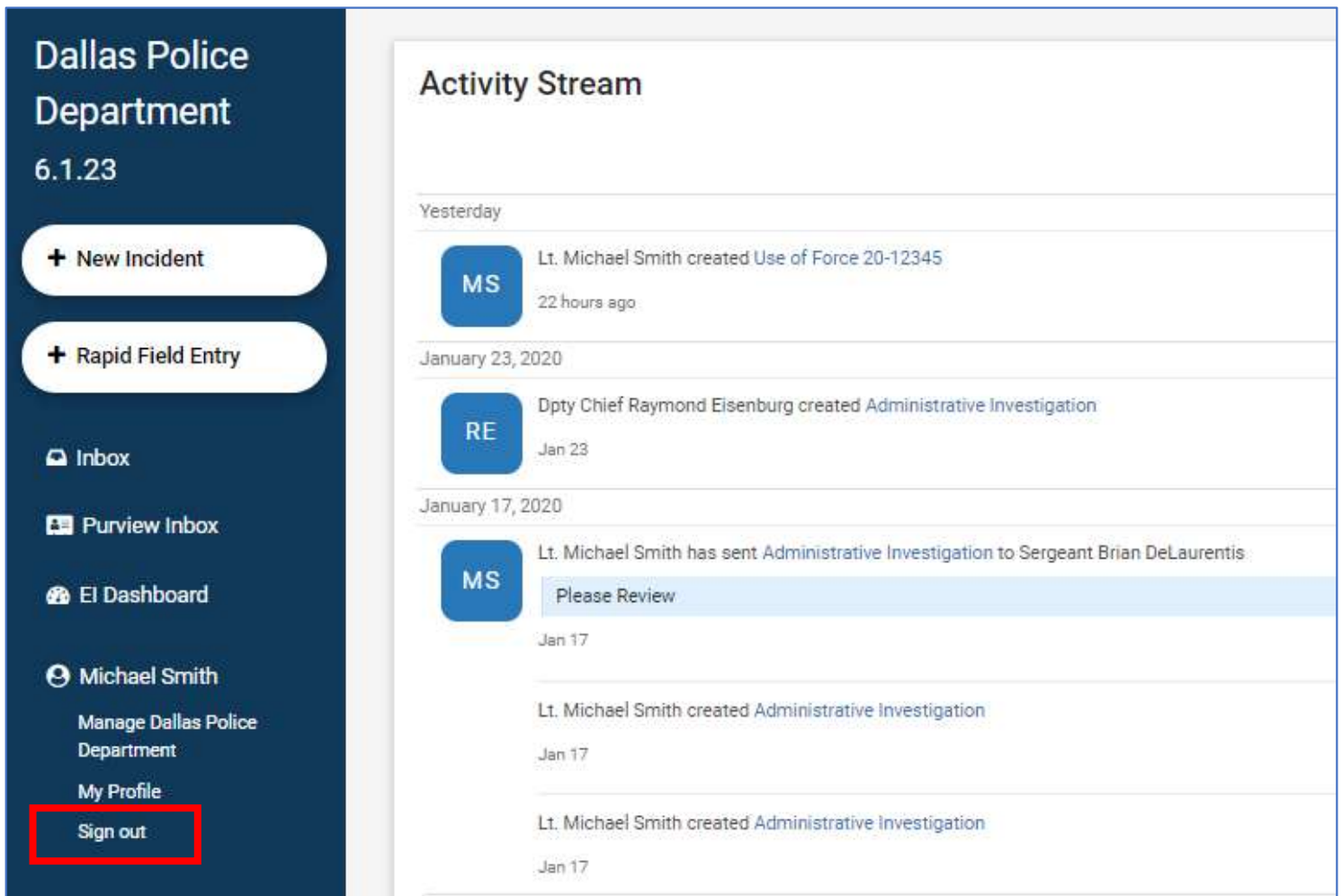
The screenshot shows a software window titled "Early Intervention Employee Oversight Configuration". It contains several sections with checkboxes for selecting units:

- Division:** Chiefs Staff Division, Investigative Division, Operational Division
- Bureau:** Detective Bureau, Internal Affairs, Animal Control Bureau, Command Duty Officer, Court Liaison, First Precinct, Fourth Precinct, Logistical Support, Personnel and Training, Records & Crime Report, Second Precinct, Special Investigations, Special Operations
- Assignment:** A Shift, Auto Theft Unit, Aviation Unit, B Shift, Bomb Squad, C Shift, C. O. P. Program, Canaine Unit, Computer Crimes, Crime Prevention, Crimes Solvers Unit, Criminal Intelligence, Day Beats
- Squad:** Beat 14, Beat 15, Beat 16, Beat 17, Beat 18, Beat 19, Beat 20, Beat 21, Beat 22
- [Un-used]:** Two empty sections with checkboxes.

Check the boxes for those units in which the supervisor is responsible. You should only check boxes in one list but you can select multiple boxes in that list

Sign Out

A user can sign out of the application by clicking on “Sign Out” at the bottom left of the screen.



The screenshot displays the Dallas Police Department application interface. On the left is a dark blue sidebar with the following elements:

- Dallas Police Department
6.1.23
- + New Incident
- + Rapid Field Entry
- Inbox
- Purview Inbox
- EI Dashboard
- Michael Smith
Manage Dallas Police Department
My Profile
- Sign out** (highlighted with a red box)

The main content area is titled "Activity Stream" and shows a list of activities:

- Yesterday
 - MS: Lt. Michael Smith created Use of Force 20-12345 (22 hours ago)
- January 23, 2020
 - RE: Dpty Chief Raymond Eisenburg created Administrative Investigation (Jan 23)
- January 17, 2020
 - MS: Lt. Michael Smith has sent Administrative Investigation to Sergeant Brian DeLaurentis. A "Please Review" button is visible below this entry.
 - MS: Lt. Michael Smith created Administrative Investigation (Jan 17)
 - MS: Lt. Michael Smith created Administrative Investigation (Jan 17)

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Troubleshooting Solutions

These are common issues and how to resolve them.

Organizational levels have disappeared.

Citizen Complaint: ADM20-003

Save | Print | BT Rpt | BlueTeam | QA | Flag | Timescales | Properties

Links | Summary | Status + Assign | Tasks | Routings | When + where | Statistical | Usage log

Unit assigned: [] | Investigator assigned: Field Assigned, - | Supervisor assigned: Un-assigned

Delegated to front-line and assigned to: Knox, David A Captain [4037 / 005]

Source of information: Citizen | Priority: Medium | Investigator: []

Status

Initial

Active | Open date: 06/09/2020 | Assign date: 06/09/2020 | Due date: 08/09/2020

Suspended/pending | Date: [] | End date: [] | Reason: []

Forwarded | Date: [] | Reason: []

Completed | Date: [] | Disposition: []

Incident-level organizational assignments

Division: Administrative Division | Bureau: Professional Standards

Unit: Quality Assurance | Squad: []

Specialty: [] | Admin Assign: []

Possible Problem: The organizational levels have been de-activated by the administrator.

Solution: Log in as the IPro Administrator and re-activate the needed organizational levels. You will find these on the configuration page in Customer defined labels and nomenclature. Select the level you wish to reactivate, give it a field name and press the Activate button.

User-defined fields settings

Core Settings | Correctional Mode Settings | Nomenclature

Organizational component name settings

Set IAPro's organizational components so that they reflect the organizational structure of your agency.

IAPro offers six organizational component fields, displayed in the menu to the left. The top menu item should be re-named to reflect the top level of the organization, with the item below it for the second level, etc. Please note that most customers do not need to utilize all six levels available.

User-defined organizational components are set by single-clicking on a level, and editing the value that displays in the yellow field below. Then click the Apply button to save changes.

User defined field	User defined caption	Activated
Level 1	Division	Yes
Level 2	Bureau	Yes
Level 3	Unit	Yes
Level 4	Squad	Yes
Level 5	Specialty	Yes
Level 6	Admin Assign	No

Field name: <-- New in version 7.1 is capability to de-activate display of un-used organization levels in EIPro

BlueTeam incident entered and forwarded or assigned but recipient cannot view incident.
Possible Problem: Administrator has turned on “Involved Employee Screening”

BlueTeam NextGen 6.2.31

Incident Type Management

Incident Type Template Management

Application Configuration

User Purview Verification

Group Mailbox Management

Pick List Management

Mandatory Fields Management

Application Configuration

Application Settings

Data Entry Options

Customize Labels

Email Notification Settings

Active Directory Settings

GIS Settings

Data Entry Options

Rapid Field Entry Enabled Yes No

Rapid Field Entry allows users to quickly create a new incident with their current GPS location as the address, the current date and time as the occurrence date and time, as well as automatically linking them as the involved employee. This requires the application to be running with a valid SSL certificate and the URL must be trusted by the users' browsers.

Classic Workflow Enabled Yes No

Classic workflow hides the incident navigation tabs until the user has "Finished" the entry and will allow the user to proceed with a "Next" button

Involved Employee Screening Enabled Yes No

Involved Employee Screening prevents users from being able to access incidents which they were involved in. In addition, incidents cannot be forwarded or assigned to individuals who are involved or to groups where a member is involved.

Hide citizen's past addresses and phone numbers Yes No

Prevent BlueTeam NextGen users from accessing address and phone information of citizens that were

Solution: Proceed to Manage BlueTeam and access “Application Configuration,” select Data Entry Options and change the “Yes” to a “No” for the above option.

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Companion Products

CI Technologies is an international software solutions provider to public safety agencies across the globe. Our products are the #1 solution for Professional Standards/Internal Affairs investigations and analytics. Our products are used by both small agencies and the largest ones in both the US and abroad. Because of the diversity and number of customers we work with to provide them with solutions, our talented developers are always introducing new features to ensure our products remain relevant to your needs. The companion products you see listed below were a direct result of customer feedback and needs in your industry.

These products use the same data from both IAPro and BlueTeam to further enhance agencies use of the data they collect.

EIPro

Basic Early Intervention capability is built into IAPro and BlueTeam. EIPro is a significantly enhanced early intervention application which takes this data to a new level providing significantly more analysis for today's public safety agencies. It provides front-line supervisory and command staff a portal to enhanced analytics. EIPro also allows agencies the ability to allow approved personnel to see incidents in IAPro or BlueTeam. For example, a Sergeant could be granted access to view use of force incidents based on his/her purview over their team or their watch to assist in early intervention by identifying patterns.

Public Portal

Public Portal is a NextGen application which allows members of the public to submit Complaints, Compliments, or other incident types using a public facing web site. This application integrates with IAPro NextGen (the replacement for the windows desktop application) and allows IAPro users to import the Public Portal incident, keep the citizen updated on the status of the investigation via email or text message as well as allow the citizen to return to the Public Portal web site for status and dispo updates.

If you are interested in learning more information about any of these companion products, please contact sales@ci-technologies.com

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Document Updates

Date	What was updated	By
2/6/2020	Added new attachment search/sorting feature ver 6.1.28	L. Cox
3/31/2020	Updated Activity Stream section to reflect employees granted purview over other employees see that activity as well.	L. Cox
3/31/2020	Added information on using Inbox/Purview Inbox advanced search	L. Cox
5/12/2020	Added additional details related to the use of the Re-Open option under employee's purview, Pending Review list	L. Cox
6/4/2020	Troubleshooting solutions added	N. Felix
8/25/20	As of version 6.5.10 – New fields are available for Citizen information. Ethnicity, Drivers License Number, Call Back or CI code, SS #, and a narrative box for additional citizen information	L. Cox
8/25/20	As of 6.5.10 – New Incident email subscription	L. Cox
9/1/20	Version 6.5.15 – Ability to search pick list management, Users can send email reminders to unreviewed chain routings	L. Cox
9/16/20	Version 6.5.23 – Added new searching option to find incidents, keyboard shortcut help menu. ability to add inactive employees into a	L. Cox
9/21/20	Version 6.5.24 – Added the ability to list Unknown UOF Location, Unknown Injury location for both citizen and employee on the body image. Reporting on these new fields available in IAPro NextGen Ad-	L. Cox
9/28/20	6.5.26 – Added ability to download multiple or all file attachments into a single zip file	L. Cox
10/16/20	6.5.34 – Added new citizen involved firearm discharge data	L. Cox
10/22/20	Updated manual to indicate when users who are not the authors can add attachments to incidents	L. Cox
10/22/20	Added links to provide address verification feedback to Mapbox vendor	L. Cox
11/27/20	6.5.48 added option for Small and Smaller UI scale options for laptops with small screens	L. Cox
2/8/21	6.5.55 added Dashboard , Activity Cards , Column Settings . Manual updated to reflect new screen shots/workflow updates	L. Cox

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3/9/21	Ability to edit incidents in Chain of Command Review	L. Cox
4/19/21	New feature: Employee Explorer & EIPro EI Dashboard replacement in version 6.7.0	L. Cox
5/6/21	New Feature: Session resume to prevent data loss version 6.7.4	L. Cox
11/9/21	Added support for mp3 audio files with built in viewer	L. Cox
1/26/22	Updated Manual to better cover the CC Response feature	L. Cox
2/9/22	Dropped support for tif/tiff image formats due to browser limitations	L. Cox
3/7/22	6.8.30 – Updated manual to reflect terminology change from Incident Management Dashboard (IMD) to Purview Inbox	L. Cox
3/10/22	6.8.32 – Added “Show All” button to display group mailboxes available	L. Cox
4/7/22	6.8.36 – Modified functionality of Purview > In-Chain holding bin	L. Cox

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