



*Law Enforcement  
Officer's Toolkit*

*www.leot.ohio.gov*

*... an Ohio-built records  
management system*

# The Ohio Law Enforcement Officer's Toolkit (LEOT)

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User Manual:  
Field Interview Module

# **THE OHIO LAW ENFORCEMENT OFFICER'S TOOLKIT (LEOT)**

## **INTRODUCTION**

The User Manual for the Field Interview Module is provided to assist those who use the Law Enforcement Officer's Toolkit (LEOT) application. LEOT is a personal computer application developed for Ohio's local law enforcement agencies by the Ohio Office of Criminal Justice Services (OCJS). It is a system by which local law enforcement agencies can record citations and provide statistics.

This manual provides the means to successfully capture information given during the course of an interview.

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## STARTING THE APPLICATION

To access the Law Enforcement Officer's Toolkit program, go to Start, Programs, Law Enforcement Officer's Toolkit, Law Enforcement Officer's Toolkit. Or, create a shortcut icon on your desktop and double click on the icon. Once that is done, the following login screen appears.



### Login

Type your login name that was given to you by the system administrator into the Login field.

- *The system automatically formats the Login name to capital letters.*

### Password

Type your password that was given to you by the system administrator into the Password field.

- *You can change the password using the 'Password Change' option under the Utility menu.*

### Ok (Action button)

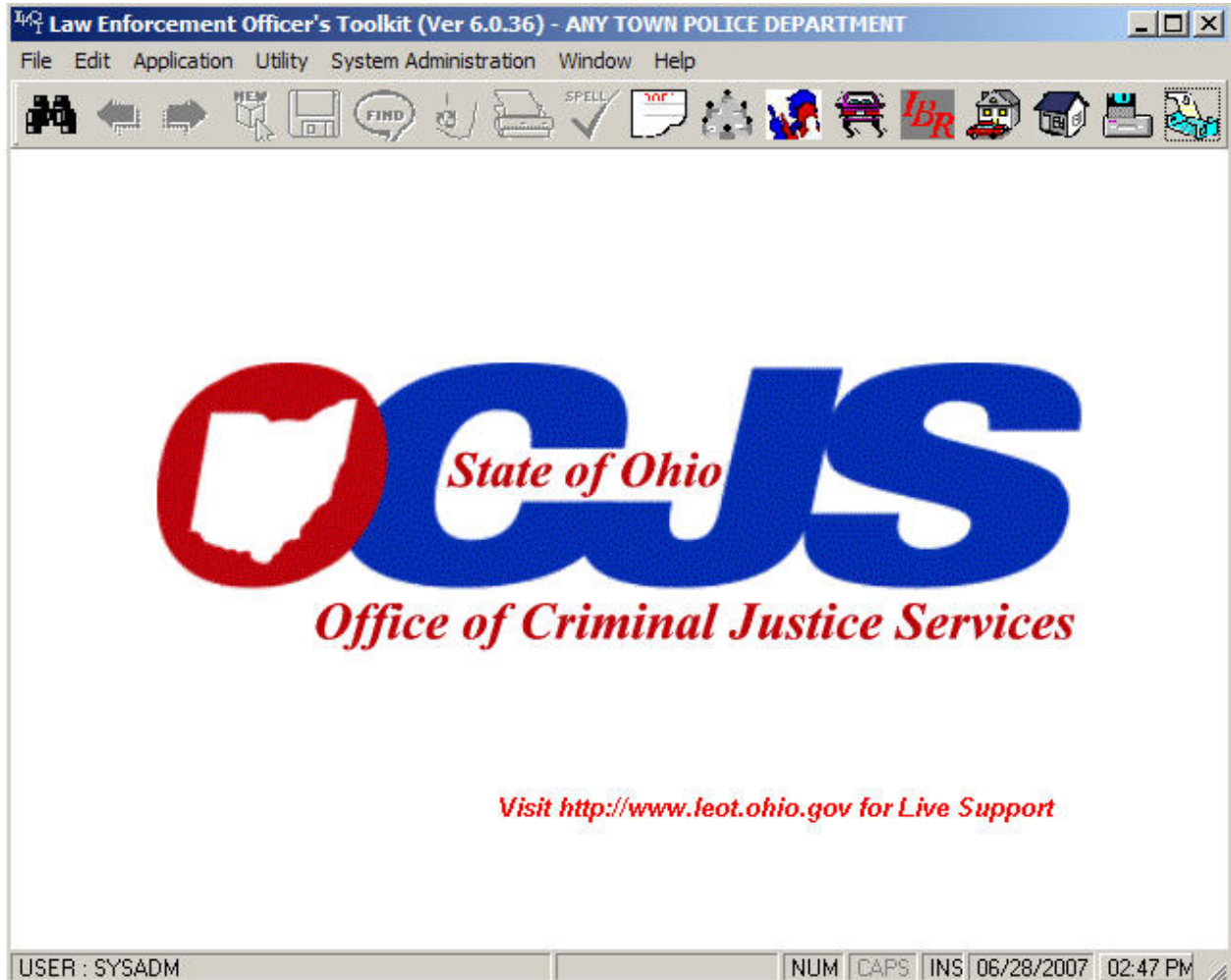
Once you have entered your Login name and Password, click on the 'Ok' action button to enter the program.

- *You can also hit the 'Enter' key from your keyboard to enter the program.*

### Cancel (Action button)

Click on the 'Cancel' action button at any time if you would like to exit the Login screen without entering the program.


After completing the Login screen, the application Title screen will appear. A sample screen is shown below.



**\*\*\*NOTE\*\*\***

You will notice a light blue background color in certain fields on each screen of the toolkit. These fields need to be filled in to save and/or print the citation.

### ACCESSING THE FI MODULE

You access the Citation module by clicking on the “FI” icon  on the toolbar, or by selecting **Field Interrogation** from the Application menu. This will put you directly into the Personal Details section of the FI module.

## PERSONAL DETAILS

Field Interview

Interrogation No.: 07 9999

Personal Details | Location & Vehicle | Narrative | Associates | Reporting Officer

Name: Last: Smith First: John Middle: Suffix:

Nick Name: Johnny SSN: 999-99-9999 Paste

Address: 1970 W Broad St

City/State/Zip: Columbus OH 43222- Phone: (614) -

DOB: 07/12/1977 Age: 30 Sex: Male Race: White

Height: 600 - Weight: 200 - Hair: BROWN

Eye Color: BROWN Scars/Marks/Tatoos: BALD/BALDING

Occupation /Grade: Pro Bowler Employer

Entry in Edit...

### Last Name

Enter the interviewee's last name.

### First Name

Enter the interviewee's first name.

### Middle

Enter the interviewee's middle name.

### Nick Name

Enter the interviewee's nick name.

## SSN

Enter the occupant's Social Security Number.

## Paste



Personal information can be moved from several realms of the LEOT into the FI Module.

- *Information from the MNI, Names & Address Search, and the BMV interface once copied can be pasted into the citation module using this option.*

## Address

Enter the occupant's address.

## City/State/Zip

Enter the occupant's city, state, and zip code.

## Phone

Enter the occupant's phone number.

## Date of Birth

Enter the occupant's date of birth.

## Age

Enter the occupant's age.

- *This will automatically generate based upon the date of the crash and the occupant's date of birth.*

## Sex

Enter the sex of the occupant.

- *Drop down*

## Race

Enter the race of the interviewee.

- *Drop down*

## Height

Enter the height in a three-digit format (e.g., enter 503 for a height of 5'3") if the Victim is an individual or police officer.

- *If a height range is entered, the first number should be less than the last number (e.g., enter 500-506 for a range of 5' to 5'6").*

## Weight

Enter the weight if the Victim is an individual or police officer.

- *If weight range is entered, the first number should be less than the last number (e.g., enter 140-160 for a range of 140 to 160 pounds).*

## Hair

Enter the hair color if the victim is an individual or police officer.

- *Drop down list*

## Eyes

Enter the eye color if the victim is an individual or police officer.

- *Drop down list*

## Scars, Marks, Tattoos

Enter up to five different codes for any scars, marks or tattoos the individual may have.

- *Drop down list*

## Occupation

Enter the individual's occupation.

## LOCATION AND VEHICLE

Field Interview

Interrogation No.: 07 9999

Personal Details | **Location & Vehicle** | Narrative | Associates | Reporting Officer

**Location of Incident**

Date of Incident: 07/12/2007 Time of Incident: 08:44

Address: 1970 W Broad St

City/State/Zip: Columbus OH 43223-

Make of Car: Year: Type:

Color: License Plate No.: State:

Driver Lic #: State: Type:

Entry in Edit...

### Incident Date/Time

Enter the date (format MM/DD/YYYY) and time (format HH:MM) at which the incident which lead to the FI occurred.

### Address

Enter the address of the incident location.

### City/State/Zip

Enter the city, state, and zip code of the incident location.

**Make**

Enter the make of the vehicle.

**Year**

Enter the manufacture year of the vehicle in the format YYYY.

**Type**

Enter the Type of the vehicle.

➤ *Drop Down*

**Color**

Enter the color of the vehicle.

➤ *Drop down list*

**Drivers License No.**

Enter the interviewee's Drivers License No.

**State of Issue**

Enter the state where the interviewee's drivers license was issued from.

➤ *Drop down list*

**Type**

Enter the type of endorsements or restrictions contained in the Drivers License.

## NARRATIVE

Field Interview

Interrogation No.: 07 9999

Personal Details | Location & Vehicle | **Narrative** | Associates | Reporting Officer

Date of Contact: 07/12/2007 Time of Contact: 08:44

Reason for Interrogation:  
John Witnesses altercation at 1970 W Broad St

Disposition:

Entry in Edit...

### Date of Contact

Enter the date during which the subject was interviewed.

### Time of Contact

Enter the time that the subject was interviewed.

### Reason for Interrogation

Record the reason and transcribe the content of the interviews.

### Disposition

Record any disposition related to the outcome of the interview in this field.

## ASSOCIATES

Field Interview

Interrogation No.: 07 9999

Personal Details | Location & Vehicle | Narrative | Associates | Reporting Officer

Unit	First Name	Last Name	Middle Name	Suffix	Address1	A
------	------------	-----------	-------------	--------	----------	---

**Associates with suspect**

Associates No. 1 Name Last First Middle Suffix

Address

City/State/Zip Phone ( ) -

Relation of Associate to Individual:

Add Update Delete Clear

Entry in Edit...

- To **save** a record in the 'Associates' file folder, the user, once all available information has been entered for the particular individual, would need to select the 'ADD' action button located below the data entry fields. That will add the individual to the grid above the data entry fields.
- To **update** a record in the 'Associates' file folder, the user would need to select that record by clicking on the particular row from the Associates grid. Once the row is highlighted, go to the necessary data entry fields below to update the record. Once the update is complete, click on the 'UPDATE' action button located below the data entry fields.
- To **delete** a record from the 'Associates' file folder, the user would need to select that record by clicking on the particular row from the Associates grid. Once the correct row is highlighted, click on the 'DELETE' action button located below the data entry fields.

- *To **Clear** a record from the 'Associates' file folder, the user would need to select that record by clicking on the particular row from the Associates grid. Once the correct row is highlighted, click on the 'CLEAR' action button located below the data entry fields.*

## Name

Enter the name of the associated person.

- *You can use the Address Search ('Edit' menu or F4 key) here.*

## Address/Phone

Enter the address and telephone number of the associated person.

- *Once you have entered the city and state, you can access a zip code and the area code by hitting your F2 key while in the state field. If you have only typed the zip code, you can access the city, state and area code by hitting your F2 key while in the zip code field. The command will appear at the bottom left of your screen.*
- *You can use the Address Search ('Edit' menu or F4 key) here.*

## Relation of an Associate to Suspect

Enter the associate's relationship to the individual.

- *Drop down list*

## REPORTING OFFICER

Field Interview

Interrogation No.: 07 9999

Personal Details | Location & Vehicle | Narrative | Associates | Reporting Officer

Officers Reporting

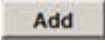
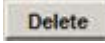
	Officer Badge No.	Officer Name
▶	943	Officer A. Manchester

Officer Badge: 943 | Officer Name: Officer A. Manchester | Add | Delete

Entry in Edit...

### Officer Badge

Use this field to record the officer who has conducted the interview.

- *Drop down*
- *Use the Add button  to add an officer to the grid.*
- *To remove the officer from the grid use the Delete button .*

**PRINTOUT**

FIELD INTERVIEW CARD			
<b>LAW ENFORCEMENT FIELD INTERVIEW CARD</b>			
<b>Date</b>	<b>Time</b>	<b>City</b>	<b>Location</b>
07/12/2007	08:44	Columbus	1970 W Broad St
<b>SUBJECT:</b>	<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>
	Smith	John	
<b>DOB</b>	<b>Sex</b>	<b>Race</b>	
07/12/1977	Male	White	
<b>Height</b>	<b>Weight</b>	<b>Hair</b>	
600-	200-	BROWN	
<b>Eye Color</b>	<b>Scars/Marks/Tatoos</b>		
BROWN	BALD/BALDING		
<b>Driver License</b>	<b>State</b>	<b>Social Security #</b>	
		999999999	
<b>Nick Name</b>		<b>Telephone #</b>	
Johnny		614	
<b>Residence Address</b>			
1970 W Broad St			
<b>City</b>	<b>State</b>	<b>Zip</b>	
Columbus	OH	43222	
<b>Veh. LP</b>		<b>Veh. State</b>	<b>Yr. Model</b>
<b>Color</b>	<b>Make</b>	<b>Type</b>	
<b>Comments:</b>			
John Witnesses altercation at 1970 W Broad St			
<b>Officer's Name</b>			<b>ID/Badge #</b>
Officer A. Manchester			943
<b>Agency</b>			
ANY TOWN POLICE DEPARTMENT			
<b>FOR LAW ENFORCEMENT USE ONLY</b>			



Use the Print icon to generate a printed copy of the FI card.