



*Law Enforcement
Officer's Toolkit*

www.leot.ohio.gov

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

The Ohio Law Enforcement Officer's Toolkit (LEOT)

System Administrator Manual: All Modules

LAW ENFORCEMENT OFFICER'S TOOLKIT (LEOT)

INTRODUCTION

The *System Administrator Manual* is provided along with the User Manuals for the Ohio Law Enforcement Officer's Toolkit software. It completes the documentation required for user assistance in running the Toolkit application. This manual provides information and troubleshooting tips. It includes information about the utility of certain administrative functions and instructions for use.

As the system administrator, you are strongly recommended to read this guide and strictly follow it for an error-free installation and trouble-free maintenance of the software.

The functions of the system administrator are broadly classified as:

- Installation of the System
- System Setup
- Security Setup
- System Maintenance

While the initial Installation of the System and Setting up of the System are a one-time process, Security Setup and System Maintenance require regular involvement of the system administrator.

The Ohio Law Enforcement Officer's Toolkit involves several tasks that must be carried out by a person with system administrator privileges. This document describes the tasks that can be done by the system administrator. It is assumed that the system administrator is familiar with:

- Windows 2000, XP, and/or NT workstation
- Windows NT, 2000 or 2003 networks (if using networked computers)

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INSTALLATION OF THE SYSTEM

The Minimum System Configuration

Before loading the Toolkit software, please make sure that your system has the following requirements. The minimum configuration required to run the application is the following:

Description of the Equipment	Minimum Requirement
Type of processor	Pentium, Celeron, AMD Athlon, AMD Duron
Clock Speed	600 MHz Minimum
RAM	512 MB Minimum
Operating System	Windows 2000, XP, NT workstation

Installation Procedures for the LEOT Software

IMPORTANT NOTE FOR EXISTING LEOT USERS:

If you are an existing LEOT user, be sure to make a BACKUP of your database folder before updating the LEOT Software.

- I. Place the LEOT CD into your CD drive. If the CD auto run is turned on, your machine should bring up a menu on its own. If this menu does not come up, proceed directly to step VI.



Note: If, for any reason, you have a problem seeing the contents of the CD, you might want to check the settings for the CD-ROM on your machine. The way to check the CD-ROM settings is to:

- Right click on My Computer and then click Properties.

- Click the Performance tab and then the File System button below.

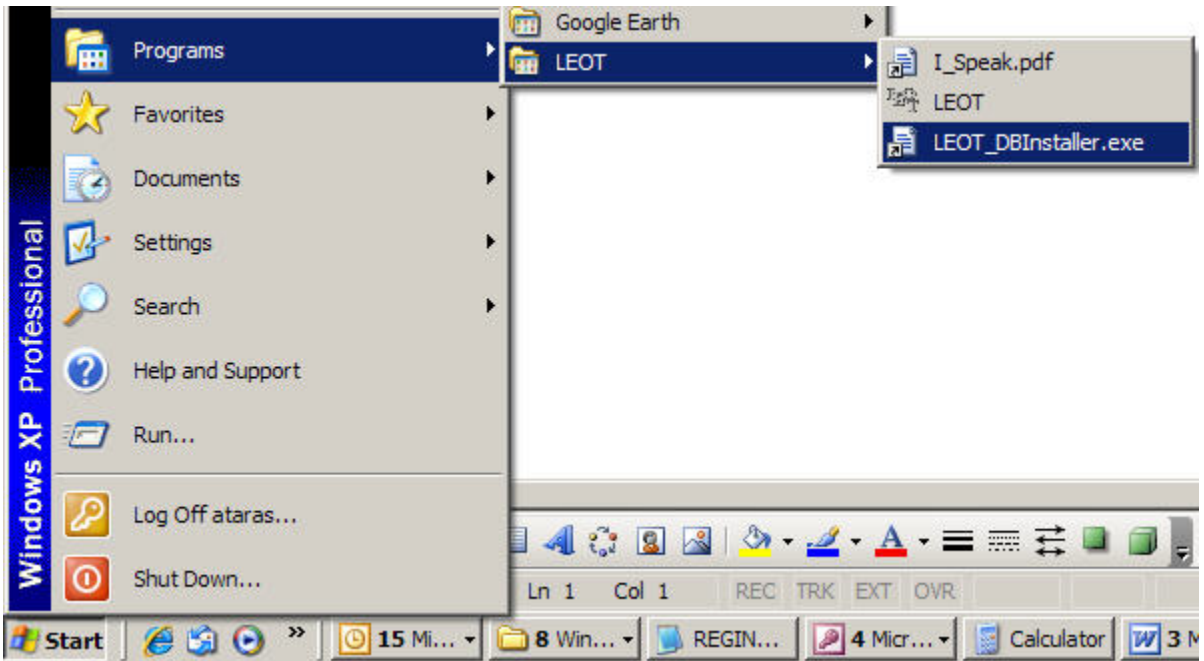
- Select the CD-ROM tab. Try making the 'Supplemental Cache Size' to 'Small' and the 'Optimize Access Pattern' for 'No Read Ahead.' You will need to reboot the machine after changing these settings. If these settings do not work, try other settings in the available options.

- II. Before beginning the LEOT installation, make a backup of your Access database in case errors occur. Then, select the first option which is '**Install LEOT.**' This will install the software and updated executable on the machine that you are running it from. Be sure, when prompted, to select the option install for all users. By doing this, regardless of multiple windows accounts, the LEOT will install for all users on that computer. After the software installation is complete, a final message indicating the software was installed successfully should appear. If any message states, "An error occurred while registering the file..." click 'Ignore' and let the software continue with the installation. You will need to run this option on each of the machines in which you run the software.
- III. After the LEOT has successfully installed, the next step is to install the crystal component. This component allows the end user to print out reports from the LEOT. Please note that this step is unnecessary if the LEOT is being installed on a computer (i.e., MDT) that reports will never be printed from. Be sure, when prompted, to select the option install for all users. By doing this, regardless of multiple Windows accounts, the Crystal Component will install for all users on that computer.
- IV. After the Crystal Component has successfully installed, the next step is to install the Auto Address Component. This component allows the validation of street addresses within the LEOT for greater accuracy in crime mapping and crash locations.
- V. Once steps II to IV are completed, the option exists to install the LEOT Service Center. The Service Center allows automated uploads of OIBRS/UCR data, OLLEISN data, & Citation data (applicable only if your agency has an interface with your court's system). Please note that it is preferred that the Service Center be installed on only one computer as to keep the upload schedule consistent.
- VI. If the CD does not auto run, double click on 'My Computer,' find your CD ROM drive and open the contents. You will see the following screen:

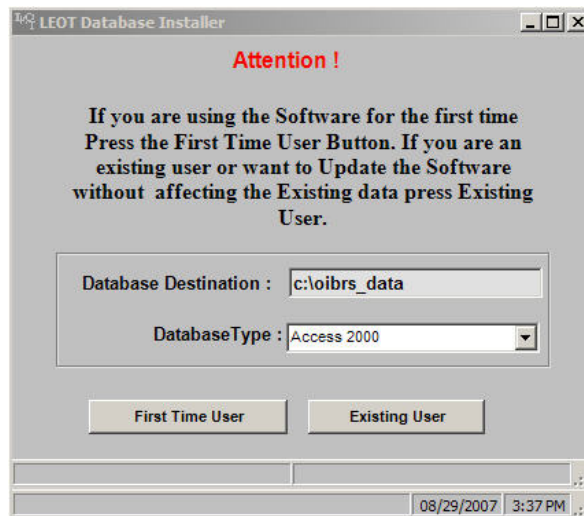
LEOT_AutoAddress_Component	File Folder	10/27/2006 08:44 AM
LEOT_Crystal_Component	File Folder	05/07/2007 01:39 PM
LEOT_INSTALL	File Folder	08/07/2007 01:18 PM
LEOT_Service_Center	File Folder	07/13/2007 08:12 AM
LEOT_TRAINING	File Folder	08/17/2006 01:03 PM
Manuals	File Folder	08/17/2006 01:03 PM
mdac	File Folder	08/17/2006 01:03 PM
oibrs_data_stru	File Folder	08/29/2007 09:06 AM
oibrs_data_stru_2K	File Folder	08/29/2007 09:07 AM
autorun.inf	1 KB Setup Information	03/24/2000 12:01 PM
dcom95.exe	1,200 KB Application	03/19/1999 12:27 PM
DCOM98.EXE	1,194 KB Application	06/12/1998 02:02 PM
dotnetfx.exe	22,960 KB Application	04/12/2006 02:05 PM
Errorfixes.pdf	176 KB Adobe Acrobat Doc...	12/10/2003 09:42 AM
JETCOMP.exe	64 KB Application	08/11/1999 09:13 AM
leot_db.exe	144 KB Application	02/18/2005 04:03 PM
LEOT_Installer.exe	260 KB Application	08/16/2007 10:11 AM
LEOT_Minimum_Specs.doc	24 KB Microsoft Word Doc...	08/21/2007 08:21 AM
LEOTService.exe	28 KB Application	02/12/2007 01:56 PM
License Card Scanners.doc	24 KB Microsoft Word Doc...	03/22/2006 04:03 PM
msxml.msi	5,166 KB Windows Installer P...	02/08/2005 11:11 AM
Problem Printers.doc	21 KB Microsoft Word Doc...	08/21/2002 03:54 PM
Sample_oibrs.ini	1 KB Configuration Settings	03/08/2007 01:55 PM
Shortcut to LEOTService.exe	1 KB Shortcut	06/22/2007 04:05 PM
Toolkit changes.doc	74 KB Microsoft Word Doc...	08/10/2007 11:54 AM
WindowsInstaller V3_1.exe	2,526 KB Application	04/25/2006 04:51 PM

Inside the contents of the CD, double click on the LEOT_Installer.exe. This will open up the installation menu. Proceed back up to step II.

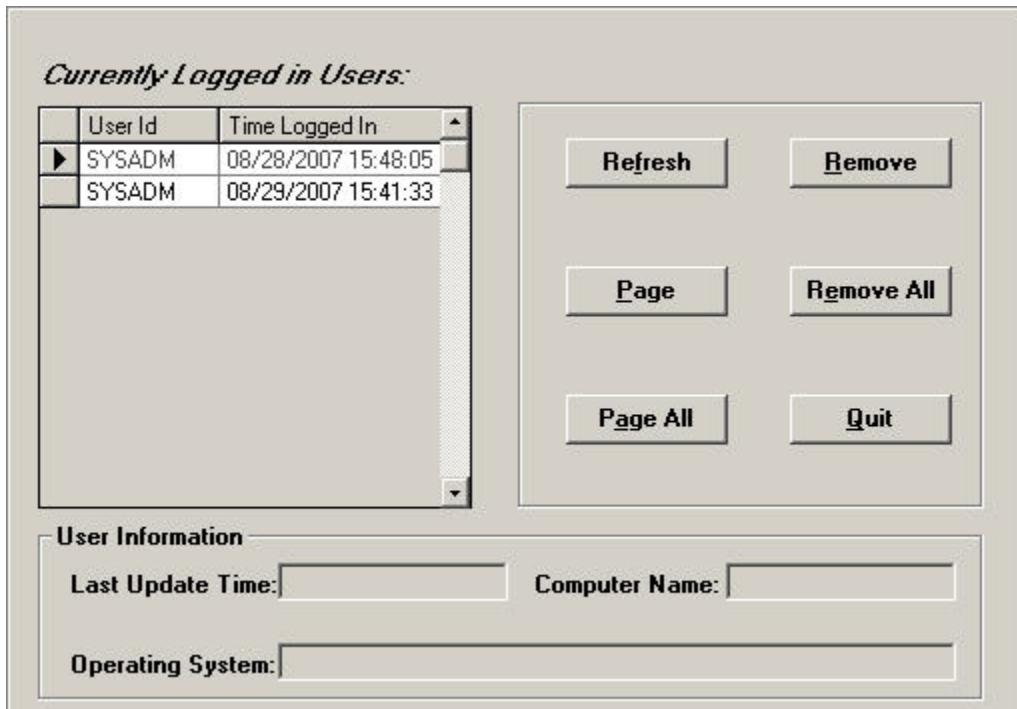
If any changes were made to the database structure, codes, etc., then you will need to run the 'DBInstaller.exe' option located in the start menu, all programs, LEOT.



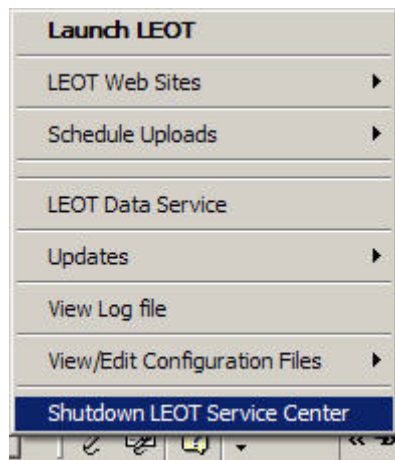
This option allows you to convert your existing Access database files with any changes that have been made to the database structure, codes, etc., since the last update. Once you select this option, a form comes up where you need to specify where your Access database files are stored. The destination folder shows as c:\oibrs_data, but you need to fill in your actual Access database location. Finally, be sure to select 'Existing User' once you have identified your database destination folder. This feature safeguards your existing data.



Note: If the database is on a network, be sure all other users are logged off when running the 'Database Installation' option.



Note: The LEOT Service Center must be shut down prior to running the 'Database Installation.'

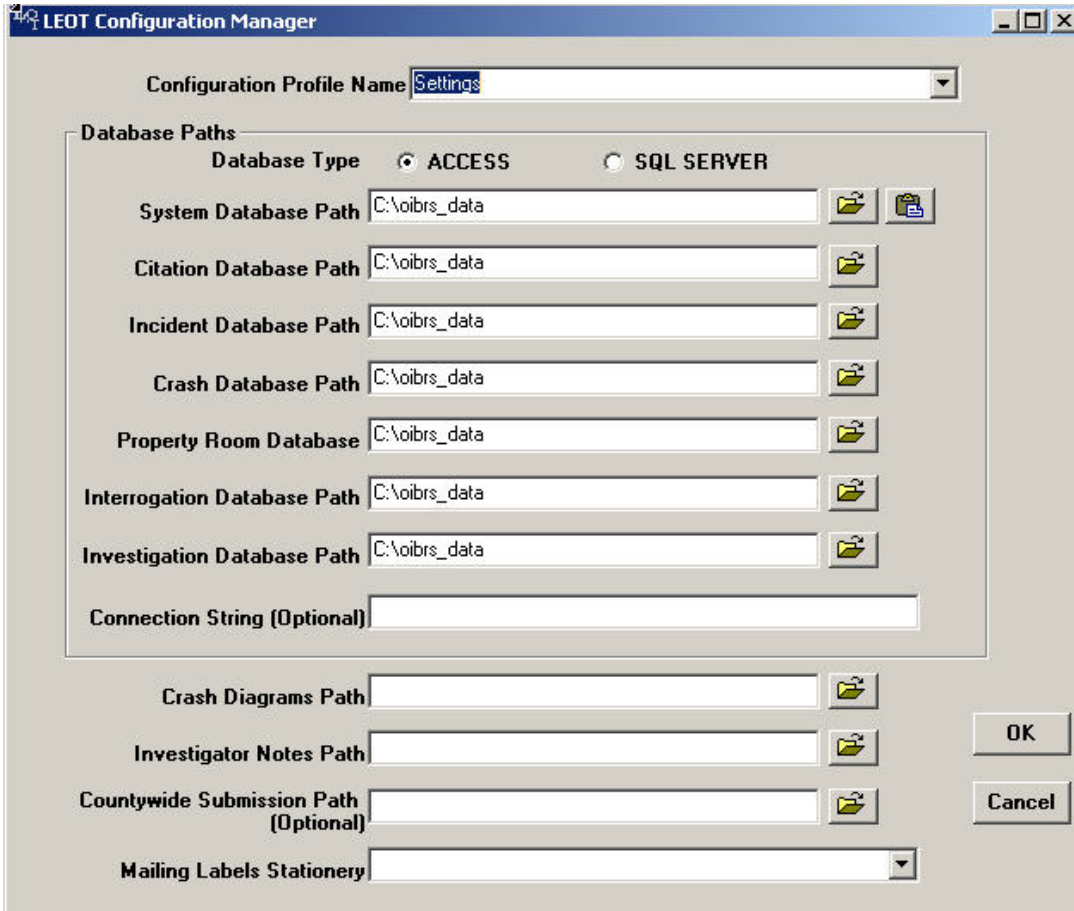


Finally, try logging into the software. A message may appear stating, "System File not Found!!!"



If that is the case, click 'OK' and in each field in the box that appears type in the location

where you stored the database files. A sample screen is shown below.



Once that is complete, the login screen should appear.

Installing the Driver File

The initial installation of the Law Enforcement Officer's Toolkit is a demo version of the software. An agency can enter up to 25 incidents to give them an idea of how the software works. If an agency signs the User Agreement and becomes a full time user of the software, then The Office of Criminal Justice Services will issue a driver file disk to that agency. The driver file disk will contain that agency's ORI number and the number of license rights they signed on with. The Agency Information will need to be entered into the software so the ORI number on the driver file disk matches the ORI number on the Agency Information screen (see p. 13). The software will no longer be a demo once the driver file is installed. To install the driver file disk, the agency will need to follow these instructions:

1. Exit the software application.
2. Insert the driver file diskette or open the e-mail with the driver file attachment.
3. Make sure there is only one file listed named "oib.drv".
4. Copy the oib.drv file to the database destination folder (defaults to c:\oibrs_data)
5. Log into the software as the system administrator and select the "License Information" option under the "System Administration" menu to ensure that the correct number of license rights show.

Updating your LEOT Software - Installation Procedure

NOTE FOR EXISTING LEOT USERS:

*Be sure to make a **BACKUP** of your database folder before updating the LEOT Software.*

Before beginning the LEOT installation, make a backup of your Access database in case errors occur. Then, select the first option which is '**Install LEOT 3.0.**' This will install the software and updated executable on the machine that you are running it from. After the software installation is complete, a final message indicating the software was installed successfully should appear. If any message states, "An error occurred while registering the file..." click 'Ignore' and let the software continue with the installation. Also, if any message states, "A file being copied is not newer than the file currently on your system..." click "No to All" and let the software install the file it is trying to copy. If no changes were made to the database structure, codes, etc., then you will only need to run the 'Install LEOT 2.0' option from the menu to update the software. You will need to run this option on each of the machines you run the software.

If any changes were made to the database structure, codes, etc., then you will need to run the '**Database Installation**' option in the menu. This option allows you to convert your existing Access database files to any changes that have been made to the database structure, codes, etc., since the last update. Once you select this option, a form comes up where you need to specify where your Access database files are stored. The destination folder shows as c:\oibrs_data, but you need to fill in your actual Access database location. Finally, be sure to select '**Existing User**' once you have identified your database destination folder. This feature safeguards your existing data.

Note: If the database is on a network, be sure all other users are logged off when running the 'Database Installation' option.

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 **SYSADM** into the Login field. It is suggested that only one person at an agency use the 'SYSADM' login name. This login name gives the user full access to all options within the software.

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

Password

Type **oibrs** into the Password field. This is the initial password given to the 'SYSADM' Login name. Be sure to type this password in lower case letters.

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

Configuration Name

This is a setup for agencies using a multiple database configuration. Multiple database names and paths can be assigned here

- *The Add/Edit function allows the end user to assign multiple database designations and paths.*

Ok (Action button)

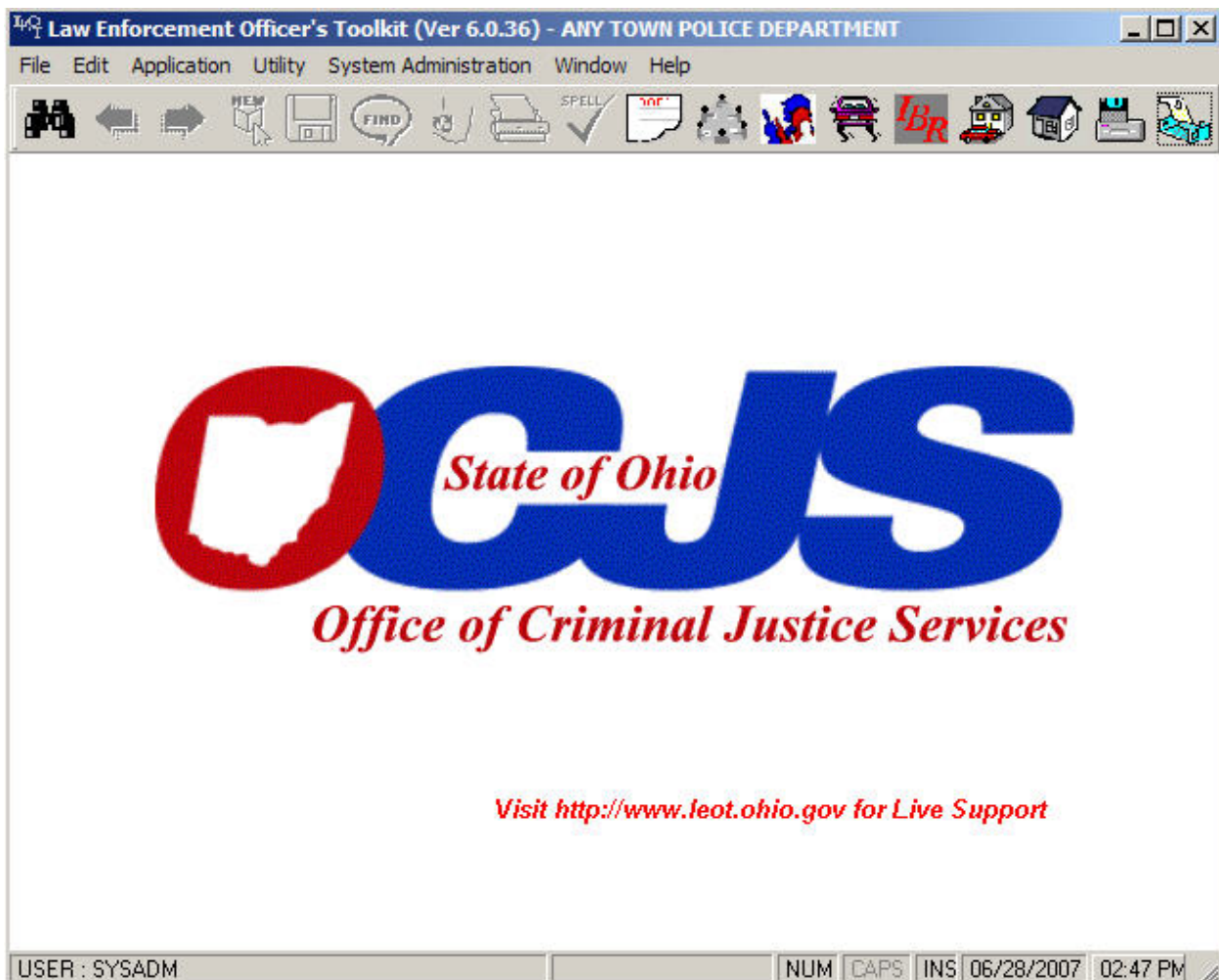
Once you have entered the Login name and Password, click on the 'Ok' action button to enter the program.

- *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.



SYSTEM SETUP

When you install the software for the first time, you are required to enter some initial data in the system. The information that is mandatory in the system is:

- Agency Information (Name, Address, ORI number, etc.)
- Code Maintenance (Geo codes, Officer names, etc.)

This information is used for validating data for each incident and also providing default values in various screens. You access the System Setup option under the System Administration menu.

Agency Information

This screen allows the user to enter information about the agency. Some of the information entered here appears as the default on several other screens during entry of data. You access the Agency Information screen by going to the System Administration menu, System Setup, then click on **Agency Information**. A sample screen is shown below.

The screenshot shows a software window titled "Agency Information" with two tabs: "Default Information" (selected) and "Control Information". The form contains the following fields and options:

- Agency Number:
- Agency Name:
- Address:
- City/State/Zip:
- Telephone No.: Default Tel. Area Code:
- Fax No.:
- E-mail:
- Community Name:
- License Card Scanner Communication Port(1 or 2):
Enter 0 For Keyboard Interface
- Countywide Integration: Client Server

At the bottom of the window are two buttons: "Cancel" and "Save & Exit".

Default Information (File folder)

Agency Number

Enter your agency's nine-character NCIC Originating Agency Identifier (ORI) Number that has been assigned to each agency.

➤ *Mandatory*

Agency Name

Enter your agency's name.

➤ *Mandatory*

Agency Address, City/State/Zip

Enter your agency's full address.

Telephone No.

Enter your agency's telephone number.

Default Tel. Area Code

Enter your agency's three-digit telephone area code number.

➤ *This number will appear as the default in the telephone number fields.*

Fax No.

Enter your agency's fax number.

E-mail

Enter your agency's primary e-mail address.

Community Name

Enter your community name. This is the name automatically given for crimes against society in the victim/reportee/witness screen.

Card Scanner Port (1 or 2)

Enter which port a card scanner will be plugged into.

Countywide Integration (Check box)

Check this box if you are part of a countywide integration project.

Countywide Integration — Client/Server (Radio buttons)

Only if your agency is a part of a countywide integration project, and the Countywide Integration box is checked, should you use these buttons. In general, such an agency should choose “Client” on all their machines. The only machine on which “Server” should be chosen is the computer that houses the countywide database.

Cancel (Action button)

Click on the ‘Cancel’ action button to exit the Default Information screen without saving any changes.

Save & Exit (Action button)

Click on the ‘Save & Exit’ action button to save any changes to the Default Information screen, then exit.

Control Information (File folder) – Incident

This screen is where the system administrator designates how the system controls each module. A sample screen is shown below.

The screenshot shows a software dialog box titled "Control Information" with a tabbed interface. The "Incident" tab is selected. The dialog contains several configuration options:

- Incident Number Assigned:** Radio buttons for "Manually" (selected) and "By System".
- Incident Number:** Text boxes for "Prefix" (containing "07") and "Suffix" (empty).
- Incident Number to start with:** Text box containing "1".
- Incident No. same as Call No.:** Radio buttons for "Yes" (selected) and "No".
- Call Number Assigned:** Radio buttons for "Manually" (selected) and "System".
- Call Number to start with:** Text box containing "1".
- MNI Recreate Interval (Days):** Text box (empty).
- Use Call Record Details:** Radio buttons for "Use Call Record Details" (selected) and "Call Record Only for Information".
- Approval is Mandatory:** Radio buttons for "Approval is Mandatory" (empty) and "Approval is Not Mandatory" (selected).

At the bottom of the dialog are two buttons: "Cancel" and "Save & Exit".

Incident Number Assigned – Manually/By System (Radio buttons)

Click on the option that designates how your agency will assign the Incident numbers.

- **Manually** will allow the user to enter a specific number assigned by the agency.
- **By System** will generate the number automatically once the data has been entered on the Administrative screen and the 'SAVE' icon is selected.

Incident Number – Prefix/Suffix

If the user wants to default a Prefix and/or a Suffix for each incident number, then type the number in the corresponding field.

- *If you do not enter a default Prefix and/or Suffix on this screen, then one may be entered manually for each incident during the incident data entry.*

Incident Number to start with

If the 'By System' radio button is selected for the Incident number assignment, then the user can enter the Incident start number in this field to let the system know where to begin the assignment of numbers.

- *If this field is left blank, then the Incident number will start with one (1). You can disregard this field if 'Manually' is chosen for the Incident number assignment.*

Incident No. same as Call No. – Yes/No (Radio buttons)

Your agency can designate whether the Incident number and Call number for a specific report will be the same.

Call Number Assigned – Manually/System (Radio buttons)

Click on the option that designates how your agency will assign the Call numbers.

- **Manually** will allow the user to enter a specific number assigned by the agency.
- **System** will generate the number automatically once the data has been entered on the Call Record screen and the Save icon is selected.

MNI Recreate Interval (Days)

This field is not necessary to complete. The system will automatically update the Master Name Index each time a new record is entered.

Use Call Record Details/Call Record Only for Information (Radio buttons)

Your agency has the option to have the Call Record information transfer to the Administrative screen during Incident data entry.

- *When ‘**Use Call Record Details**’ is selected, any corresponding data in the Call Record screen (e.g. Geo code, Incident Location, Dispatch Date and Time, etc.) will automatically transfer to the Administrative screen once the Call Record number is typed in the Administrative section.*
- *When ‘**Call Record Only for Information**’ is selected, any data in the Call Record screen will not transfer over to the Administrative screen.*

Approval is Mandatory/Approval is Not Mandatory (Radio buttons)

Your agency has the option to have the approval of a record mandatory, or not mandatory.

- *When ‘**Approval is Mandatory**’ is selected, every report must have an Approving Officer in the ‘Reporting Officer’ section.*
- *When ‘**Approval is Not Mandatory**’ is selected, the reports will not require an Approving Officer in the ‘Reporting Officer’ section.*

Cancel (Action button)

Click on the ‘Cancel’ action button to exit the Control Information screen without saving any changes.

Save & Exit (Action button)

Click on the ‘Save & Exit’ action button to save any changes to the Control Information screen then exit.

Control Information (File folder) – Citation

This screen is where the system administrator designates how the system controls each module. A sample screen is shown below.

The screenshot shows a software interface with two tabs: 'Default Information' and 'Control Information'. The 'Control Information' tab is active and contains four sub-tabs: 'Citation', 'Incident', 'Crash', and 'Field Interrogation'. The 'Citation' sub-tab is selected. The form includes the following fields and controls:

- 'Citation Number Assigned' with radio buttons for 'Manually' (selected) and 'By System'.
- 'Citation Number' section with 'Prefix' (text box containing '2007') and 'Suffix' (text box).
- 'Ticket Number to start with' (text box containing '0').
- 'Type' (dropdown menu showing 'City') and 'Name' (text box containing 'ANYTOWN').
- 'Court Code' (dropdown menu showing '0000') and a text box containing 'Anytown Court'.
- 'County Code' (dropdown menu showing '25') and a text box containing 'Franklin'.
- 'Default Time for Court Appearance' (text box with a colon separator).
- A 'Default Statement of Facts' button.
- 'Cancel' and 'Save & Exit' buttons at the bottom.

Citation Number Assigned – Manually/By System (Radio buttons)

Click on the option that designates how your agency will assign the Citation numbers.

- **Manually** will allow the user to enter a specific number assigned by the agency.
- **By System** will generate the number automatically once the data has been entered on the Administrative screen and the 'SAVE' icon is selected.

Citation Number – Prefix/Suffix

If the user wants to default a Prefix and/or a Suffix for each citation number, then type the number in the corresponding field.

- *If you do not enter a default Prefix and/or Suffix on this screen, then one may be entered manually for each citation during the citation data entry.*

Citation Number to start with

If the 'By System' radio button is selected for the Citation number assignment, then the user can enter the Citation start number in this field to let the system know where to begin the assignment of numbers.

- *If this field is left blank, then the Citation number will start with one (1). You can disregard this field if 'Manually' is chosen for the Citation number assignment.*

Type

Your agency has the option to have a default area type (City, Village, or Township).

- *Drop down list for type*

Name

Fill in the name of the default city, village, or township.

Court Code

Your agency has the option to have a default court code.

- *Drop down list for court code. The description that corresponds with the court code will be automatically populated and cannot be changed through this screen (if it needs to be changed, do so through the code maintenance screen).*

County Code:

Your agency has the option to have a default county code.

- *Drop down list for county code. The description that corresponds with the county code will be automatically populated and cannot be changed through this screen (if it needs to be changed, do so through the code maintenance screen).*

Default Time for Court Appearance

Fill in the default time for court appearance in 24-hour, military standard time.

Default Statement of Facts (Action Button)

A default statement of facts can be entered if desired.

Cancel (Action button)

Click on the 'Cancel' action button to exit the Control Information screen without saving any changes.

Save & Exit (Action button)

Click on the 'Save & Exit' action button to save any changes to the Control Information screen then exit.

Control Information (File folder) – Crash

This screen is where the system administrator designates how the system controls each module. A sample screen is shown below.

The screenshot shows a software interface with a tabbed menu at the top containing 'Default Information', 'Control Information', and 'Field Interrogation'. Under 'Control Information', there are sub-tabs for 'Citation', 'Incident', 'Crash', and 'Field Interrogation'. The 'Crash' sub-tab is active. The main area contains the following fields and controls:

- Crash Number Assigned:** Two radio buttons, 'Manually' (selected) and 'By System'.
- Crash Number:** 'Prefix:' text box with '07CR', 'Suffix:' text box (empty).
- Crash Number to start after:** Text box with '0'.
- Document Number to start after:** Text box with '1'.
- Vendor Prefix:** Text box with '0'.
- Crash Form Revision Date (mmyy):** Text box with '1099'.
- Fips Code:** Dropdown menu showing '99049'.
- City/Village/Twp.:** Three radio buttons: 'City' (selected), 'Village', and 'Twp.'.
- City/Village/Twp. Name:** Text box with 'Franklin (County)'.
- County:** Dropdown menu showing 'Franklin'.

At the bottom of the window are two buttons: 'Cancel' and 'Save & Exit'.

Crash Number Assigned – Manually/By System (Radio buttons)

Click on the option that designates how your agency will assign the Crash numbers.

- **Manually** will allow the user to enter a specific number assigned by the agency.
- **By System** will generate the number automatically once the data has been entered on the Administrative screen and the 'SAVE' icon is selected.

Crash Number – Prefix/Suffix

If the user wants to default a Prefix and/or a Suffix for each Crash number, then type the number in the corresponding field.

- *If you do not enter a default Prefix and/or Suffix on this screen, then one may be entered manually for each citation during the crash data entry.*

Crash Number to start after

If the ‘By System’ radio button is selected for the Crash number assignment, then the user can enter the Crash start number in this field to let the system know where to begin the assignment of numbers.

- *If this field is left blank, then the Crash number will start with one (1). You can disregard this field if ‘Manually’ is chosen for the Crash number assignment.*

Document Number to start after

If the ‘By System’ radio button is selected for the Crash number assignment, then the user can enter the Crash start number in this field to let the system know where to begin the assignment of numbers.

- *If this field is left blank, then the Crash number will start with one (1). You can disregard this field if ‘Manually’ is chosen for the Crash number assignment.*

Vendor Prefix

If the end user wishes, it can put the vendor prefix in this field.

Crash Form Revision Date

Month and year the OH1 form was revised.

- *OH1 was revised October 1999.*

FIPS Code

Each agency has a unique FIPS code which can be selected from the drop down list.

- *The FIPS codes are broke down by county in the drop down list.*

City/Village/Township

Each agency has to select its population designation.

City/Village/Township Name

This information will be automatically loaded when the FIPS code is selected.

County

This information will be automatically loaded when the FIPS code is selected.

Control Information (File folder) – Field Interview

This screen is where the system administrator designates how the system controls each module. A sample screen is shown below.

The screenshot shows a software window titled 'Control Information' with a sub-tab 'Field Interrogation'. The window contains the following fields and controls:

- 'Interrogation Number Assigned' with two radio buttons: 'Manually' (selected) and 'By System'.
- 'Interrogation Number : Prefix:' with a text input field containing '07'.
- 'Interrogation Number : Suffix:' with an empty text input field.
- 'Interrogation Number to start after :' with a text input field containing '0'.
- 'Cancel' and 'Save & Exit' buttons at the bottom.

Field Interview Assigned – Manually/By System (Radio buttons)

Click on the option that designates how your agency will assign the FI numbers.

- **Manually** will allow the user to enter a specific number assigned by the agency.
- **By System** will generate the number automatically once the data has been entered on the Administrative screen and the 'SAVE' icon is selected.

Field Interview Number – Prefix/Suffix

If the user wants to default a Prefix and/or a Suffix for each FI number, then type the number in the corresponding field.

- *If you do not enter a default Prefix and/or Suffix on this screen, then one may be entered manually for each citation during the crash data entry.*

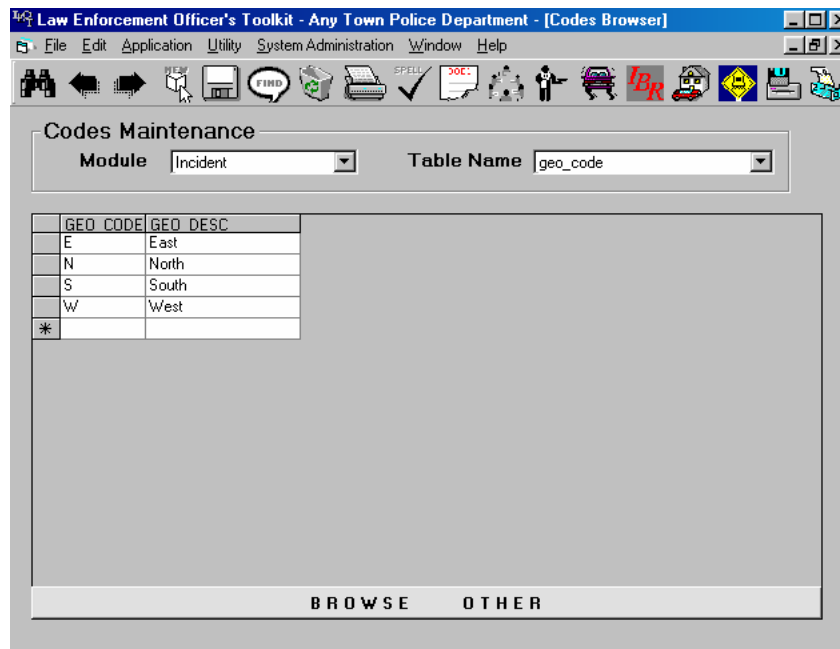
Field Interview Number to start after

If the 'By System' radio button is selected for the FI number assignment, then the user can enter the FI start number in this field to let the system know where to begin the assignment of numbers.

- *If this field is left blank, then the FI number will start with one (1). You can disregard this field if 'Manually' is chosen for the FI number assignment.*

Code Maintenance

The Code Maintenance feature gives direct access to all the data tables to the system administrator. This feature should be used with extreme CAUTION as it allows full access to add/edit the data in the tables. The system administrator should use most tables only in exceptional cases. For example, the users are unable to recover the incidents entered by them on the Reports, or the users find duplicate records of incidents appearing on the Reports. You access the Code Maintenance screen by going to the System Administration menu, System Setup, then click on **Code Maintenance**. A sample screen is shown below.



Module

Select the module where you want access (Incident).

- *Drop down list*

Table Name

Select the table name from the module selected where you want access. Once you have selected the table, the codes will appear in the table.

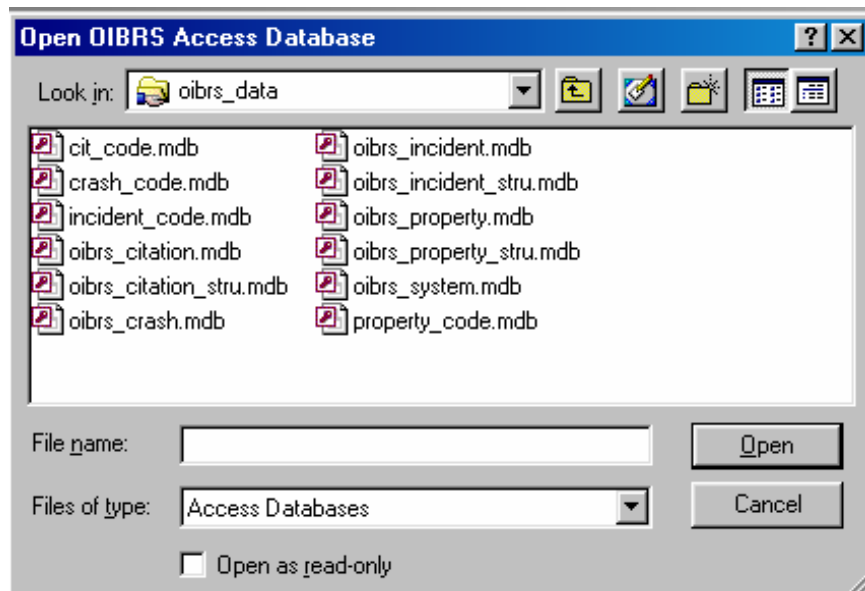
- *NOTE: Most of the tables for the incident module should not be changed. They are FBI specific codes and will affect your system if you change them without speaking with someone in the NIBRS section at OCJS. The only tables you should change are listed below.*

<u>Table</u>	<u>Description</u>
<u><i>Incident Module</i></u>	
Analysis_request_code	Analysis Request
Arrest_disp_code	Arrest Dispositions
Call_status_code	Call Status
Geo_code	Geocode
Local_offense_code	Local Offenses/Ordnances
Nature_incd_code	Nature of the Incident
Restitution_code	Restitution
Spl_cpy_code	Special Copies
Towed_code	Towing Companies

- *The old “Agency Officers” information can be found by choosing the module “System” and the table “Officer_code”. It is the only table you should change without speaking to a NIBRS Representative from OCJS under the “System” module in this screen.*

Browse Other (Action button)

Click on the 'Browse Other' action button at the bottom of the screen to browse other Microsoft Access files. A sample screen is shown below.



SECURITY SETUP

The system administrator is responsible for setting up the security for all users of the software. The primary functions are to set up each individual user's Access Rights and Password Maintenance. You access the Security Setup option under the System Administration menu, System Setup, then click on **Security**. A sample screen is shown below.

The screenshot shows a web-based form titled "Security Setup" with three tabs: "Security", "Module Access", and "General Access". The "Security" tab is active. The form contains the following fields and controls:

- User ID: A dropdown menu with "SYSADM" selected.
- Enabled: A checked checkbox.
- Supervisor Access: A checked checkbox.
- User Name: A text input field containing "System Administrator".
- Password: A text input field containing "*****".
- Valid Date: A section with two date input fields: "From" (01/01/1994) and "To" (12/31/2010).
- Telephone: A text input field containing "614-555-5555".
- Reentry Times: A text input field containing "5".
- Department: A text input field containing "ODPS\OCJS".
- Unit: An empty text input field.
- Post: An empty text input field.
- District: An empty text input field.

Every user is required to have a User ID and a valid password to enter the application. The system administrator through the Security Setup screen provides the User IDs and passwords. The system reserves the User ID 'SYSADM' only for the system administrator. The system administrator has access to all screens and data. This person also has the rights to change, add and delete users of the system.

- *When setting up the security in the software, the internal date on your computer must be correct.*

Security (File folder)

User ID

Enter a login ID for the user.

- *Mandatory, drop down list for existing User IDs.*

Enabled (Check box)

This field enables the rights for the user, hence, giving them access to the system.

Supervisor Access (Check box)

If checked, this gives the user limited system administrator qualities.

User Name

Enter the name of the user.

Password

Enter the password for the user.

- *It is important for the users to remember their password. If desired by the user, the system administrator may not give a password at all. This, however, is not suggested!*

Valid Date – From/To

Enter the date range the user will have access to the system. Beyond this time, the dates will need to be reset.

Telephone

Enter the user's telephone number.

Re-entry Times

When users try to login, they may enter a wrong password or make a typing mistake. The system will allow the users to re-enter the password without throwing them out of the application if they have been given more than one attempt to enter it. Enter the number of times users may retry to enter the password while logging in.

- *If there is no entry here, the user will not be able to log in at all.*

Department, Unit, Post, District

These fields are available if an agency desires to use them for a user.

Once the system administrator has entered the applicable data in the Security file folder, click on the 'SAVE' icon on the toolbar to save the information. Once the 'SAVE' icon has been selected, go to the User ID drop down list and select that user. Then, go to the Module Access file folder to assign the specific access rights for the user.

Module Access (File folder)

The system administrator determines the screens to which each authorized user has access. While all authorized users can get past the login screen into the application, they need to have access rights to specific screens. Some of the screens can be executed only by the system administrator (e.g. Security, Code Maintenance, User Monitor, etc.). Whenever the user calls up a screen, the system checks the screen access rights for that user. If the user is permitted to use the screen, the screen is displayed for further action. If the user is not authorized for that screen, a message will appear indicating that they do not have the access rights. A sample screen is shown below.

Screen Name	*Full Access	*Read Only	*No Access
Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigator_note	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offense_detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting_officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susparr_offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susparr_warrant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspect_arrestee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspect_associate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspect_juvenile	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspect_runaway	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Victim_offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Click on Heading to Select the Full Column

Module

This will access the screen names for the specific module you will be assigning the access rights for. You will need to assign the rights for the Call Record, Incident, Citation, and Property Room modules for this application.

- *Drop down list*

Full Access (Check boxes)

Check the box under this heading if you would like to give the user full access rights to that specific screen listed on the left. The user will be able to add and change data in that screen.

- *Click on the 'Full Access' heading to select the full column.*

Read Only (Check boxes)

Check the box under this heading if you would like to give the user read only rights to that specific screen listed on the left. The user will only be able to view the screen, but not add or change data in that screen.

- *Click on the 'Read Only' heading to select the full column.*

No Access (Check boxes)

Check the box under this heading if you would like to give the user no access rights to that specific screen listed on the left. The user will not be able to access the data in that screen.

- *Click on the 'No Access' heading to select the full column.*

On each module, the system administrator will need to click on the **'SAVE'** icon from the Module Access file folder after assigning the specific rights for that user. For example, after assigning the rights for the Incident module, click the 'SAVE' icon. Then, after assigning the rights for the Property Room module, click the 'SAVE' icon.

General Access (File folder)

This screen allows the system administrator to assign whether a specific user can have access to other functions within the application other than the data entry screens. Putting a check in a box indicates that the user has access to that function. Leaving the box empty indicates the user does NOT have access to that function. A sample screen is shown below.

Security	Module Access	General Access
<input type="checkbox"/> License Information	<input type="checkbox"/> Change Incident/Call Number	<input type="checkbox"/> Calculator
<input type="checkbox"/> Database Location	<input type="checkbox"/> User Monitor	<input type="checkbox"/> Notepad
<input type="checkbox"/> Compact Database	<input type="checkbox"/> Backup/Restore	<input type="checkbox"/> PaintBrush
<input type="checkbox"/> Repair Database	<input type="checkbox"/> Diskette Transfer	<input type="checkbox"/> Sound Recorder
<input type="checkbox"/> Code Maintenance	<input type="checkbox"/> Reports	<input type="checkbox"/> Master Name Index
<input type="checkbox"/> Extraction	<input type="checkbox"/> DOS Prompt	<input type="checkbox"/> Search
<input type="checkbox"/> Delete Incident / Call Record	<input type="checkbox"/> Windows Explorer	<input type="checkbox"/> Validation/Hold
<input type="checkbox"/> Go to property room		

Once you have established the General access rights for that user, click on the 'SAVE' icon from the toolbar. This will bring you back to the Security file folder with all the fields cleared so you can enter the information for the next user.

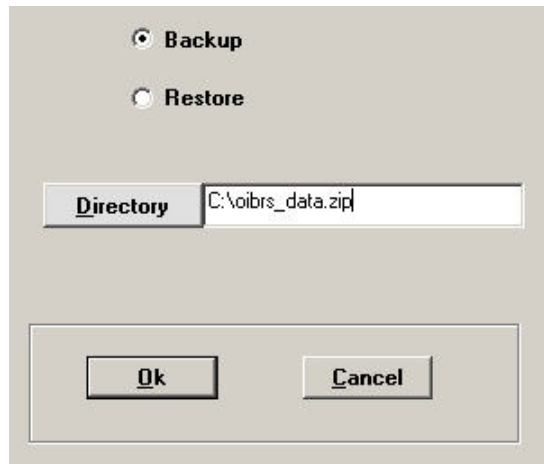
SYSTEM MAINTENANCE

The system administrator has to carry out several tasks of data organization and database management to ensure smooth and efficient running of the system. The system administrator has the following functions and options under the System Administration menu of the Toolkit:

- Backup/Restore
- County Data Submission
 - *Disabled unless Countywide Integration is checked on the Agency Information screen*
- Diskette Transfer/Backup
- Officer Signature (for use in the Citation Module)
- User Monitor
- Change Incident/Call No./Crash No.
- Delete Incident/Call Record
- Extraction
- OLLEISN
- Compact Database
- License Information
- Database Location

Backup/Restore

This is an important database maintenance function that the system administrator must carry out on a regular basis. As the database grows in size, it becomes necessary to create backup copies of it to provide for any contingency or crises. You access the Backup/Restore option by going to the System Administration menu and selecting **Backup/Restore**. A sample screen is shown below.



The screenshot shows a dialog box with a light gray background. At the top, there are two radio buttons: the first is labeled 'Backup' and is selected (indicated by a filled circle), and the second is labeled 'Restore' and is unselected (indicated by an empty circle). Below the radio buttons is a text input field with the label 'Directory' on the left and the text 'C:\voibrs_data.zip' inside the field. At the bottom of the dialog box, there are two buttons: 'Ok' on the left and 'Cancel' on the right.

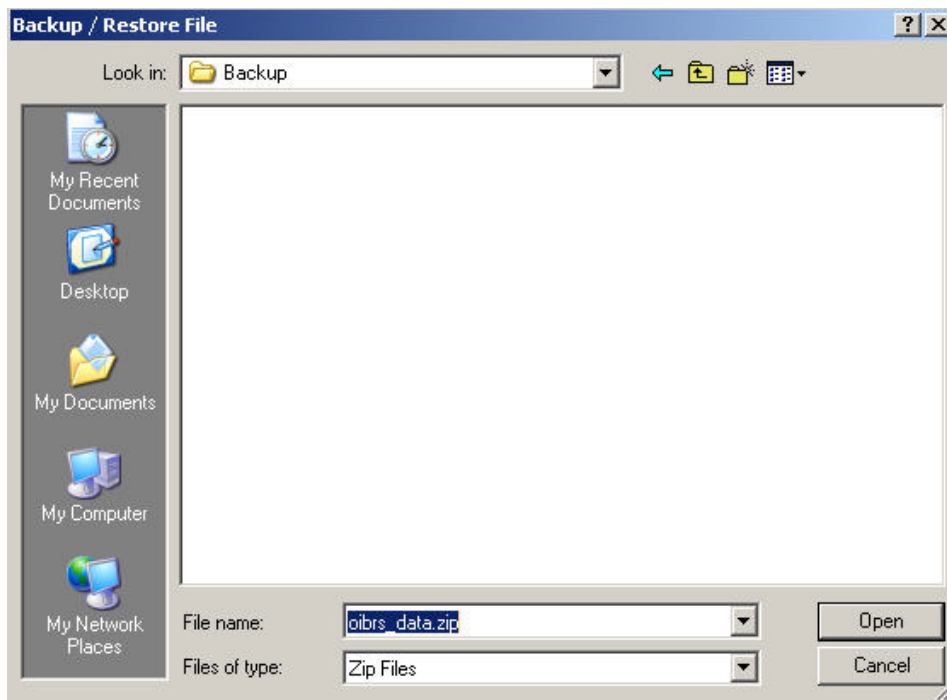
- *It is strongly recommended that the system administrator backup the data once a day.*

Backup/Restore (Radio buttons)

Select whether you want to backup the data, or restore data from a backed-up file.

Directory (Action button)

Once you have determined whether to backup or restore, click on the Directory action button. This will pull up the following screen.



- *If **Backup** is selected, then select the drive in the 'Look in' field where you want to backup the data. Then, give a name to the file by typing that in the 'File name' field. Once that is established, click on the 'Open' action button to take you back to the initial screen.*
- *If **Restore** is selected, then select the drive in the 'Look in' field where the backed-up data is located. The file name that was assigned should appear in the large box. Highlight that file name, then click on the 'Open' action button to take you back to the initial screen.*

Ok (Action button)

Once you have established your directory, click on the 'Ok' action button to start the backup or restore process.

Cancel (Action button)

Click on the 'Cancel' action button to exit the Backup/Restore screen.

County Data Submission

The County Data Submission screen is only to be used if your agency is a part of a Countywide Integration Project. If not, this screen can be ignored (it will be disabled in the System Administration Menu).

Law Enforcement Officer's Toolkit - Any Town Police Department - [County Data Submission]

File Edit Application Utility System Administration Window Help

MODULE ALL

Last Submission Date 01/01/1990

To Date 01/04/2002

Destination Folder c:\nibrs_up

Download Resubmit

Final Test

Generate Quit

Module

Select the module from which you would like to submit data. The system defaults to ALL.

- *The system will take all Citation Module and Call Record Module data for the chosen time period, but only the data for the Validated Incidents from that time period will be included.*
- *The system will also automatically submit any changed records since the last submission.*

Last Submission Date

The system will automatically have the last submission date entered in this field.

- *Drop down calendar*

To Date

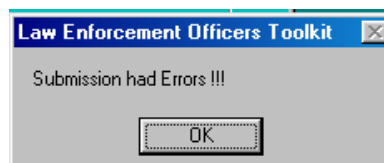
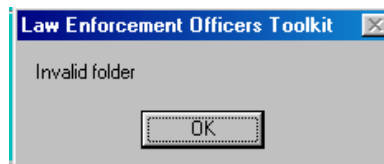
The system will automatically have the current date entered in this field.

- *Drop down calendar*

Destination Folder

Enter the drive where the submission should go.

- *Click on the action button to the right of this field to pull up a directory screen to select the submission destination*
- *The system defaults to “c:\nibrs_up”, but this folder needs to be created on your C drive before a submission can occur. If the folder does not exist, you will get the following messages:*



- *You can change the default destination file for the County Data Submission in the “oibrs.ini” file on your machine. If you are looking to do this, please contact a NIBRS representative at OCJS for assistance.*

Download/Resubmit (Radio buttons)

Select whether you are downloading information for the first time (Download radio button), or resubmitting a prior time period’s information (Resubmit radio button).

- *Resubmitting data will override any data that is currently in the County Database.*

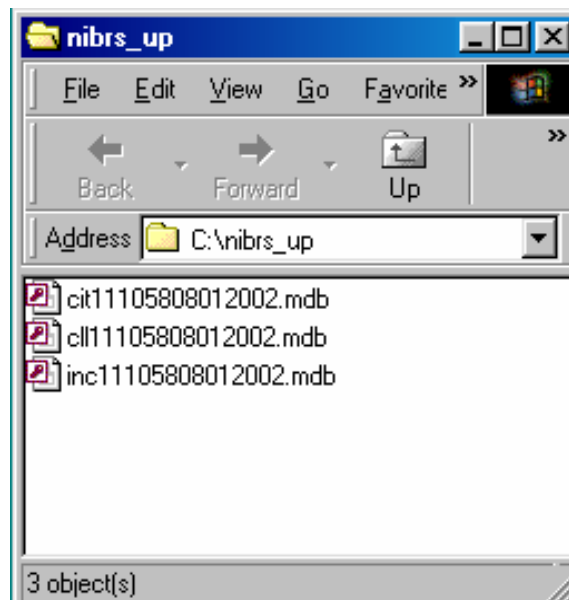
Final/Test (Radio buttons)

Select whether you would like to conduct the final submission for that time period, or just a test.

- *Select the **'Final'** radio button and the system will conduct the final submission.*
- *Select the **'Test'** radio button and the system will test the submission process. This is valuable since it will indicate if there are any problems with the submission process before running the final submission for that time period.*
- *This works similarly to the Extraction Process.*

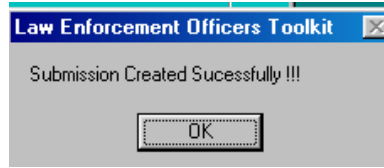
Generate (Action button)

Once you have established the destination, click on the 'Generate' action button to begin the submission process. A file or files will be generated in the destination location you established (anywhere from one to three files will be created depending on the module you choose, "ALL" will make three files). These files will have a name with both letters and numbers. An example is shown below.



The names of these files represent the following information. The Citation Module data is the file that starts with "cit". The Call Record Module data is the file that starts with "cl". The Incident Module data is the file that starts with "inc". The numbers represent the following information. For "11105808012002", the "111058" is the time that the file was created in sshmm format, where "11" is the second, "10" is the hour (in 24-hour, military standard time), and "58" is the minute; and "08012002" is the date that the file was created in ddmmyyyy format, where "08" is the day, "01" is the month, and "2002" is the year.

When the download is complete, the following message will appear.



Quit (Action button)

Select the 'Quit' action button to exit the County Data Submission screen.

Diskette Transfer/Backup

The Diskette Transfer/Backup screen is used to select certain incidents, download them from a laptop or another non-networked workstation and upload them onto the main machine. The user can access the Diskette Transfer/Backup screen by going to the System Administration menu and selecting **Diskette Transfer/Backup**, or click on the 'DATA TRANSFER' icon from the toolbar. This screen is the same as the Export and Import screens found under the Utility menu. A sample screen is shown below.

The screenshot shows a window titled "Data Transfer Module" with a blue title bar. The window is divided into several sections:

- MODULE:** A dropdown menu set to "INCIDENT".
- OPTIONS:** Two checkboxes: "Overwrite" (checked) and "Show Log" (unchecked).
- SOURCE:** Two radio buttons: "Profile" (selected) and "File". The "Profile" dropdown is set to "Test".
- DESTINATION:** Two radio buttons: "Profile" (selected) and "XML". The "Profile" dropdown is set to "Others".
- By Period:** A radio button (selected) with "From" and "To" date pickers both set to "07/05/2007".
- By Report #:** A radio button (unselected) with "From" and "To" text input fields.
- ALL:** A radio button (unselected).
- Buttons:** "Ok" and "Quit" buttons at the bottom.
- Note:** "Note: Re-inserting data multiple times will NOT insert duplicate records. But will overwrite data."

Module

Select the module from which you would like to Export (download) or Import (upload) data. The system defaults to the Incident Module.

Download/Upload (Radio buttons)

Select whether you would like to Export (download) or Import (upload) data. The system defaults to the Download radio button.

Period From/To

Enter the date period you would like to download your data from. The system will access the data based on the reported dates of the incidents. If only downloading from one day, put that date in both fields. If only one field is filled, it will download the entire database.

- *The user will need to either enter a date range or an incident number range. This field will be disabled when the 'Upload' radio button is selected.*

Incident No./To

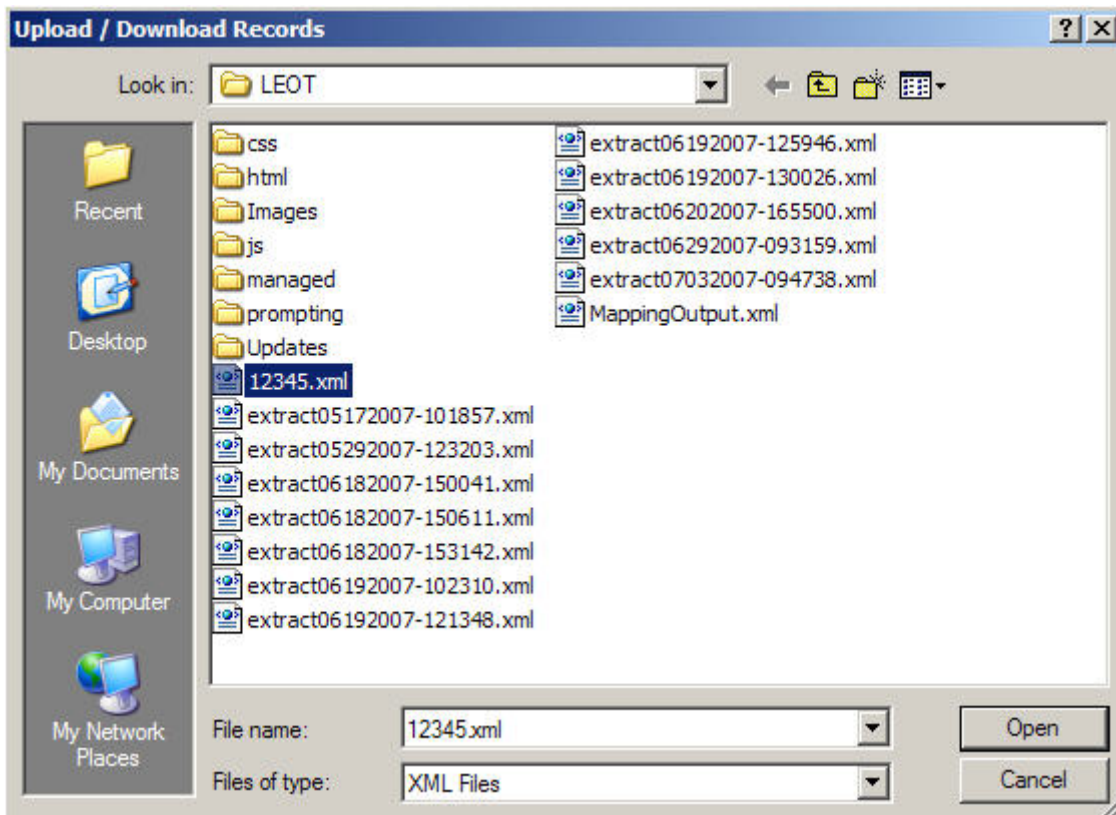
Enter the incident number range you would like to download your data from. If only downloading one incident number, put that incident number in both fields. If only one field is filled, it will download the entire database.

- *The user will need to either enter an incident number range or a date range. This field will be disabled when the 'Upload' radio button is selected.*

Directory (Action button)

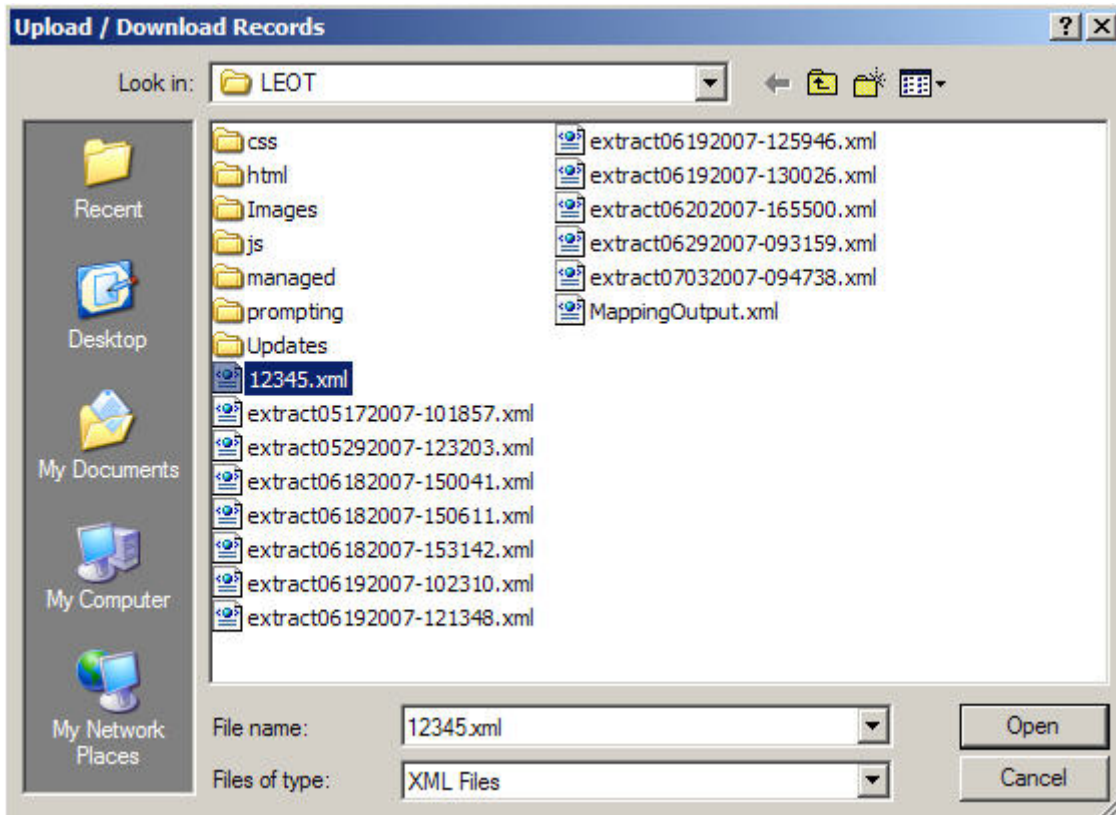
Select the directory/drive to where the selected records will be downloaded or uploaded by clicking on the 'Directory' action button.

- *When the 'Download' radio button is selected and the user has established the date period or incident number ranges, then select the 'Directory' action button, select the drive (Look in:) to where you would like to download the data, then assign a file name (File name:) to that data. Then click 'Open', then click 'Ok' on the main screen. A sample screen is shown below.*



- *When the 'Upload' radio button is selected, the user will only need to click on the 'Directory' action button and select the file name that was given to the*

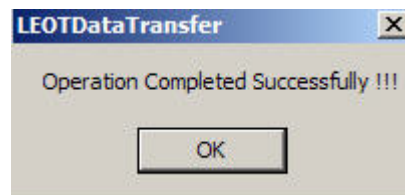
downloaded data that is to be uploaded. Select the drive (Look in:) where the data is located, then double click on the file name. Then click 'Ok' on the main screen. A sample screen is shown on the following page.



Ok (Action button)

Once the directory has been selected for either the download or upload, click on the 'Ok' action button to have the system carry out the procedure.

- When downloading or uploading, the following message will appear to let you know the procedure was carried out:



Quit (Action button)

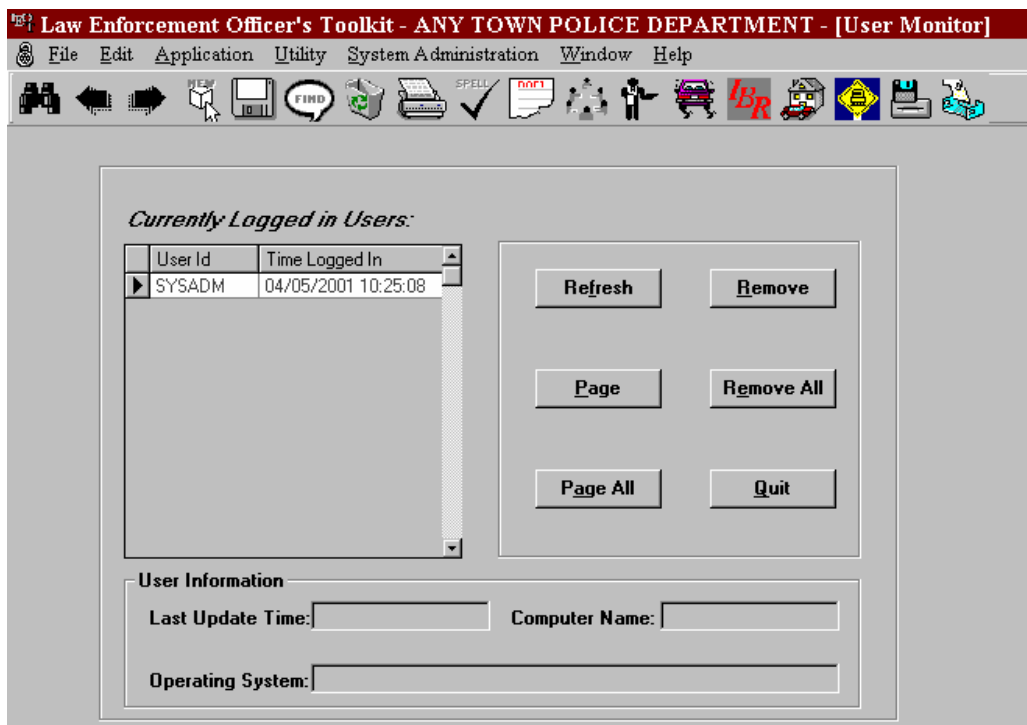
You can exit the 'Data Transfer/Backup' screen by selecting the 'Quit' action button.

User Monitor

When a user logs into the application, a record is created in a log table with that User ID and the time the user logged in. At the time the user logs out, the same record of the user is deleted by the application. This enables the application to identify the total number of users currently working in the software. Since every agency is assigned a maximum number of users, it is necessary for the system to have a correct count of the currently logged in users. It also has to ensure that the same User ID is not logged in more than once from two different terminals.

Avoid exiting the program inappropriately. This happens when a user quits the application using keystrokes other than those permitted. For example, pressing the Ctrl+Alt+Del keys, hard booting the computer, or switching the computer off and on. In case of such an exit, the application is unable to delete the record of the user. Hence, it continues to count the user as currently logged in.

The User Monitor feature allows the system administrator to fix any inappropriate exits by the users from the application. Make sure the user is not using the application when being removed. Serious data corruption problems can occur if the user is using the system while being removed. The system administrator cannot be removed from the application. You access the User Monitor screen by going to the System Administration menu and select **User Monitor**. A sample screen is shown below.



Currently Logged in Users Grid

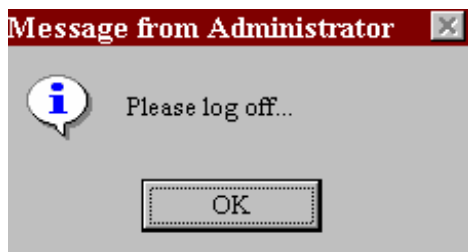
This is the grid on the left portion of the screen. It displays the User ID and the Time Logged In for any user currently logged into the application.

Refresh (Action button)

This will update the User Monitor screen with any changes to users that have logged in or logged out of the system since the last check.

Page (Action button)

This action button enables you to send a message to any currently logged in user on a network. Highlight the user you want to page by clicking on the particular row from the grid. Click the 'Page' action button and a text screen will appear where you type your message. Once you have typed your message, click 'Ok' and your message will be posted. A sample screen is shown below.



Page All (Action button)

This action button enables you to send a message to all currently logged in users on a network at one time. Click the 'Page All' action button and a text screen will appear where you type your message. Once you have typed your message, click 'Ok' and your message will be posted.

Remove (Action button)

This action button enables you to remove any user who is logged in the application, or is stuck in the application and cannot log back in. You will need to click on the row from the grid of the user you are going to remove, the line should then be highlighted. Then, click on the 'Remove' action button to carry out the procedure.

- *Remember to make sure the user is not using the application when being removed. Serious data corruption problems can occur if the user is using the system while being removed.*

Remove All (Action button)

This action button enables you to remove all currently logged in users at one time.

Quit (Action button)

Select this action button to exit the 'User Monitor' screen.

User Information

This section at the bottom of the 'User Monitor' screen will show the Last Update Time, the Computer Name, and Operating System of the highlighted user on the grid.

Change Incident/Call/Crash No.

This screen is used to change any Incident, Call Record, or Crash number to another assigned number. You access this screen by going to the System Administration menu and select **Change Incident/Call No.** A sample screen is shown below.

The screenshot shows a web form with three radio buttons at the top: "Call Number" (selected), "Incident Number", and "Crash Number". Below the radio buttons is a "Change From" field with a three-digit input box and an ellipsis button, followed by a "To" field with a three-digit input box. Underneath is a "Reported Date" field with two slashes. A section titled "Incident Location" contains an "Address" field, a blank input box, a "City/State/Zip" field, a dropdown menu, and a blank input box. At the bottom are "Change" and "Quit" buttons.

Call Number/Incident Number (Radio buttons)

Select whether you want to change a specific Call number or Incident number.

Change From

Enter the current Call or Incident number you want to change. Tab through this field once the number is entered to pull up the Reported Date and Incident Location information.

- *Click on the action button to the right of this field and a box will appear with a list of all your Call or Incident numbers based on the radio button selected.*

Change To

Enter the new Call or Incident number to which you want to change the original number.

Reported Date

Once a Call or Incident number is entered in the 'Change From' field, the Reported Date will automatically appear in this field.

Incident Location

Once a Call or Incident number is entered in the 'Change From' field, the Incident Location address will automatically appear in this area.

Change (Action button)

Once the 'Change From' and 'Change To' fields are entered, click on the 'Change' action button to officially make the number change. An initial message will appear making sure you want to make the change.



Click the 'Yes' action button and the following message will appear indicating the change was made successfully. Click 'No' and that will take you back to the Change Incident/Call No. screen.



Quit (Action button)

Select the 'Quit' action button to exit the Change Incident/Call No. screen.

Delete Incident/Call Record

This screen is used to delete an entire Incident or Call Record number. You access this screen by going to the System Administration menu and select **Delete Incident/Call Record**. A sample screen is shown below.

The screenshot shows a software window titled "Law Enforcement Officer's Toolkit - ANY TOWN POLICE DEPARTMENT - [Delete Incident]". The menu bar includes "File", "Edit", "Application", "Utility", "System Administration", "Window", and "Help". The toolbar contains various icons including a printer, a magnifying glass, a trash can, a spell checker, and a search icon. The main area has two radio buttons: "Incident" (selected) and "Call Record". To the right of the radio buttons is a "Number" field with three input boxes and a search icon. Below this is a "Reported Date" field with two input boxes. A "Location" box contains three input fields for "Address", "City/State/Zip", and a dropdown menu. At the bottom are "Delete" and "Quit" buttons.

Incident/Call Record (Radio buttons)

Select whether you want to delete a specific Incident or Call Record number.

Number

Enter the Incident or Call Record number you want to delete. Tab through this field once the number is entered to pull up the Reported Date and Location information.

- *Click on the action button to the right of this field and a box will appear with a list of all your Incident or Call Record numbers based on the radio button selected.*

Reported Date

Once an Incident or Call Record number is entered in the 'Number' field, the Reported Date will automatically appear in this field.

Location

Once an Incident or Call Record number is entered in the 'Number' field, the Incident Location address will automatically appear in this area.

Delete (Action button)

Once the 'Number' field is entered, click on the 'Delete' action button to officially delete the record. An initial message will appear making sure you want to delete that record.



Click the 'Yes' action button and the following message will appear indicating the record was deleted successfully. Click 'No' and that will take you back to the Delete Incident/Call Record screen.



Quit (Action button)

Select the 'Quit' action button to exit the Delete Incident/Call Record screen.

Extraction

Agencies are required to submit data on incidents reported by them, in a pre-defined ASCII format to NIBRS. The data submission is required to be done on a specific date each month. This process of picking out the incidents that are complete in all respects is 'Extraction.' The Extraction functions extract the data on those incidents whose data is complete in all respects. All incidents that have taken place until that date are validated for correctness of data. If they are cleared by the validations, they are extracted into an ASCII file in the OIBRS directory.

OIBRS Extraction

You access this screen by going to the System Administration menu, Extraction, and selecting **OIBRS Extraction**. A sample screen is shown below.

The screenshot shows a software window titled "Law Enforcement Officer's Toolkit - ANY TOWN POLICE DEPARTMENT - [Extraction]". The window has a menu bar with "File", "Edit", "Application", "Utility", "System Administration", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is a form with the following fields and controls:

- Last Extract Date:** A dropdown menu showing "02/28/2001".
- Extract Date:** A dropdown menu showing "03/31/2001".
- Destination:** A text input field containing "a:" followed by a file explorer button.
- VALIDATE:** A section with two radio buttons: "Yes" (selected) and "No" (unselected).
- Final/Test:** A section with two radio buttons: "Final" (unselected) and "Test" (selected).
- Buttons:** "Extract" and "Quit" buttons at the bottom.

Last Extract Date

The system will automatically have the last extract date entered in this field.

- *Drop down calendar*

Extract Date

The system will automatically have the current date entered in this field.

- *Drop down calendar*

Destination

Enter the drive where the extract should go.

- *Click on the action button to the right of this field to pull up a directory screen to select the extract destination.*

Validate – Yes/No (Radio buttons)

Select whether you would like to have all the incidents go through the validation process before extracting.

- *Select the ‘Yes’ radio button and the system will attempt to validate all the incidents before extracting. Any incident that has errors will go on hold.*
- *Select the ‘No’ radio button and the system will skip the validation process and begin the extraction.*

Final/Test (Radio buttons)

Select whether you would like to conduct the final or test extraction for that time period.

- *Select the ‘Final’ radio button and the system will conduct the final extraction. You will not be able to extract for that time period again once this is done.*
- *Select the ‘Test’ radio button and the system will test the extraction process. This is valuable since it will indicate if there are any problems with the extraction process before running the final extraction for that time period.*

The ideal situation for these options is to select ‘Yes’ for validate and to ‘Test’ the extraction. This will first run the incidents through the validation process and also test the extraction process to show you whether it is running properly. Once that is done, select ‘No’ for validate since it has already gone through that process, and run it through the ‘Final’ validation.

Extract (Action button)

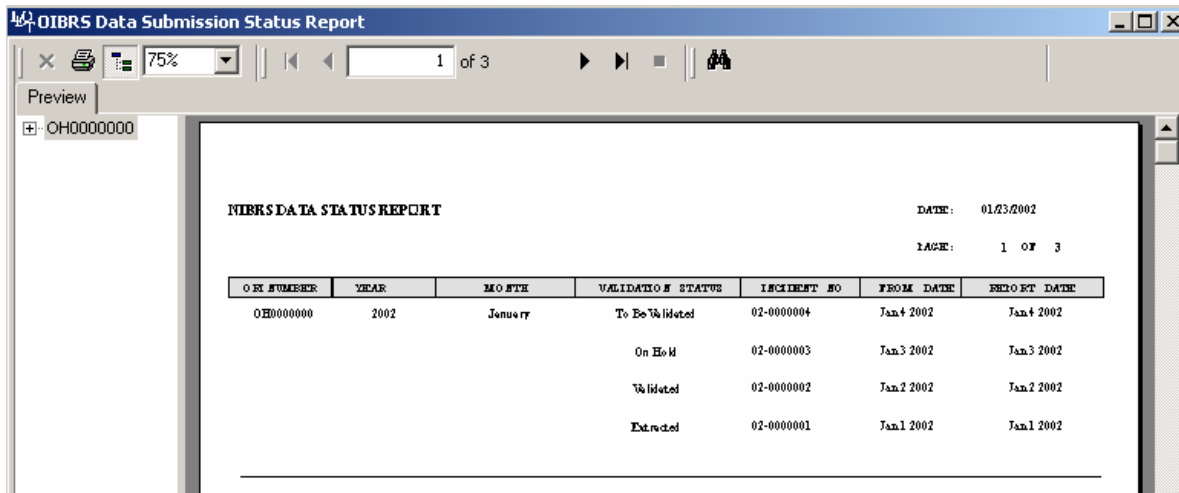
Once you have established the destination, click on the ‘Extract’ action button to begin the extract process. A file will be generated in the destination location you established. This file will have a name that is only numbers, for example OH0000000.0102, where the first nine characters are your agency’s ORI number, and the last four numbers are MMY, where MM is the month, and YY is the last two digits of the current year.

Quit (Action button)

Select the ‘Quit’ action button to exit the Extraction screen.

OIBRS Data Report

You access this screen by going to the System Administration menu, Extraction, and selecting **OIBRS Data Report**. A sample screen is shown below.



Preview

OH0000000

NIBRS DATA STATUS REPORT

DATE: 01/23/2002

PAGE: 1 OF 3

ORI NUMBER	YEAR	MONTH	VALIDATION STATUS	INCIDENT NO	FROM DATE	REPORT DATE
OH0000000	2002	January	To Be Validated	02-0000004	Jan 4 2002	Jan 4 2002
			On Hold	02-0000003	Jan 3 2002	Jan 3 2002
			Validated	02-0000002	Jan 2 2002	Jan 2 2002
			Extracted	02-0000001	Jan 1 2002	Jan 1 2002

ORI Number

The ORI number of the agency will be listed once at the beginning of the NIBRS Data Status Report.

Year

The year the report was made.

Month

The month the report was made.

Validation Status

The status of the report is listed here.

- *Extracted: the report has been extracted to be sent to the State/FBI.*
- *Validated: the report is validated, but has not been extracted.*
- *On Hold: the report has validation errors that need to be fixed before it can be extracted.*
- *To Be Validated: the report has not been validated; it may or may not contain errors.*

Incident No.

The incident number for the report.

From Date

The “occurred from” date on the report.

Report Date

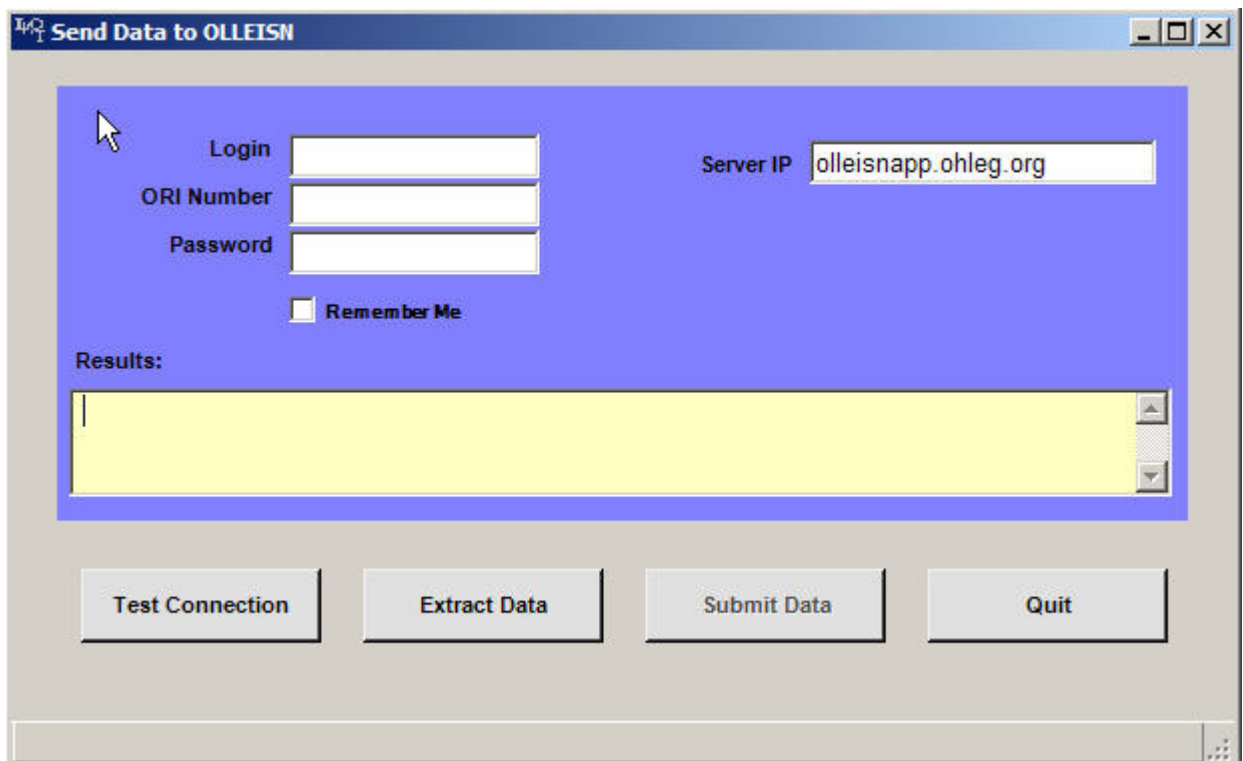
The date the incident was reported.

OLLEISN

OLLEISN is short for Ohio Local Law Enforcement Information Sharing Network. OLLEISN is focused on sharing information among all local Ohio law enforcement agencies, using technical standards that will eventually allow for integration with other disciplines and agencies in the law enforcement enterprise.

OLLEISN Upload

The OLLEISN Upload allows agencies to upload arrest information to the OLLEISN server. This information is easily shared with other Law Enforcement agencies in Ohio. Below is a sample screen.



The screenshot shows a software application window titled "Send Data to OLLEISN". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). The main content area is light blue and contains the following elements:

- A "Login" text box.
- An "ORI Number" text box.
- A "Password" text box.
- A "Remember Me" checkbox.
- A "Server IP" text box containing the value "olleisnapp.ohleg.org".
- A "Results:" label above a large, empty yellow text area.
- Four buttons at the bottom: "Test Connection", "Extract Data", "Submit Data", and "Quit".

Login

Login is assigned to the end user by OHLEG. This allows access on to the OLLEISN server in order to upload arrest information.

ORI Number

Enter your agency's nine-character NCIC Originating Agency Identifier.

Password

Password is assigned to the end user by OHLEG. This allows access on to the OLLEISN server in order to upload arrest information.

Remember Me

By clicking this radio button, the LEOT will remember the end user's OLLEISN credentials and associate it with their user account.

Test Connection

This button will test connectivity to the OLLEISN server. A message will appear in the text box indicating if there is a connection problem or if the test is successful.

- *Note, in order to upload information to the OLLEISN server your agency must have a VPN connection setup and configured to upload/download information.*

OLLEISN Search

The screenshot shows the OLLEISN Search application window. It is divided into several sections:

- Search:** Contains input fields for Last Name, Driver Licen, First Name, State (dropdown), Middle Nam, SSN, and Date of Birth. It includes 'Clear' and 'Search' buttons.
- Connection OHLEG:** Contains input fields for Username, Password, ORI Number, and Server IP (pre-filled with 'olleisnapp.ohle'). It includes a 'Remember Me' checkbox and a 'Test' button.
- Search Results:** A large empty area for displaying search results.
- Activity Results:** A section with tabs for 'Details', 'Reported Activities', and 'Contact Information'. The 'Details' tab is active, showing fields for Name, Marital Status, Ethnicity, Alt Names, SSN, Nationality, Age, Driver's License, Citizenship, Height, Scars, Marks Tatoos, US Citizen Indicator, Weight, Eye Color, and Hair.

This feature allows end users to search OLLEISN through the LEOT.

Compact Database

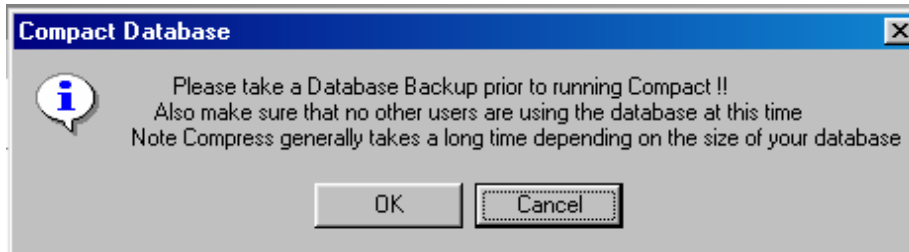
Note: The application should NOT be in use by any other user when this utility is run, as it requires exclusive access to all database tables.

This function physically removes all deleted records from the database. This also increases performance of the database as well. You have the option to compact specific module databases, or compact all at one time. You access this function by going to the System Administration menu, Compact Database, then click on one of the available options. A sample screen is shown below.

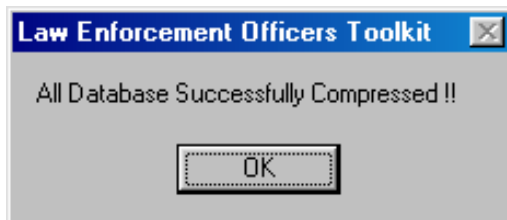


The available options to compact are the System Database, Incident Database, Property Database, Citation Database, Crash Database, or compact all databases at one time.

Once you have clicked on an option, the following message will appear.

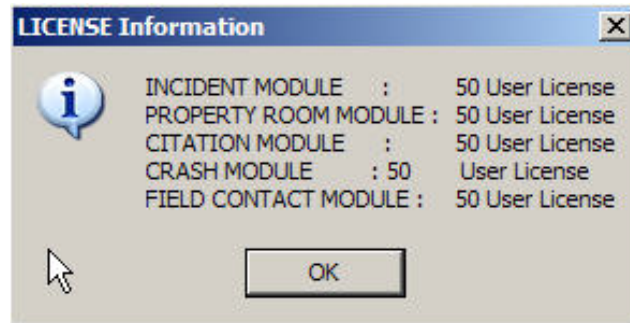


Click 'Ok' to begin the compact process. Once the process is complete, the following message will appear indicating it was done successfully.

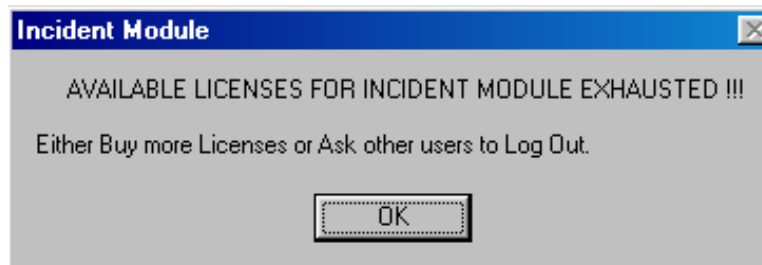


License Information

This screen will show how many user licenses your agency has for a specific module. You access this screen by going to the System Administration menu and select **License Information**. A sample screen is shown below.



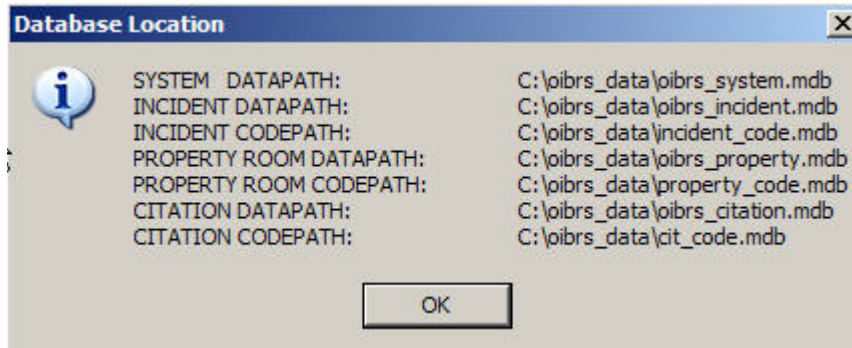
The system will check this every time a user logs in. When a user tries to access a module when there is already the maximum amount of users logged in, the system will give that user the following message.



If no other users are logged in and this message still appears, the system administrator will need to go to the User Monitor screen and remove any users that are stuck in the system.

Database Location

This screen will show where your database is located on the machine you are running the software. You access this screen by going to the System Administration menu and select **Database Location**. A sample screen is shown below.



APPENDIX I

LEOT Field Name Search Reference List

The search capabilities of the Law Enforcement Officer's Toolkit are quite extensive. Anything that is entered into the toolkit can be retrieved through searching. The following list will assist you in searching by telling you which Module, Section, and Element you would use to find specific information. Please see the Search Module Section of the User Manuals for more details about specific searches.

<i>Module</i>	<i>Section</i>	<i>Element</i>
Call_Record	Call_record	Arrival Date
Call_Record	Call_record	Arrival Time
Call_Record	Call_record	Badge Number
Call_Record	Call_record	Badge Officer Initials
Call_Record	Call_record	Badge Officer Name
Call_Record	Call_record	Call Narrative
Call_Record	Call_record	Call Number
Call_Record	Call_record	Clearance Date
Call_Record	Call_record	Clearance Time
Call_Record	Call_record	Complainant Address 1
Call_Record	Call_record	Complainant Address 2
Call_Record	Call_record	Complainant City
Call_Record	Call_record	Complainant First Name
Call_Record	Call_record	Complainant Last Name
Call_Record	Call_record	Complainant Middle Name
Call_Record	Call_record	Complainant Phone
Call_Record	Call_record	Complainant State
Call_Record	Call_record	Complainant Suffix
Call_Record	Call_record	Complainant Zip
Call_Record	Call_record	Cross Street
Call_Record	Call_record	Direction Code
Call_Record	Call_record	Direction Cross Street
Call_Record	Call_record	Dispatch Date
Call_Record	Call_record	Dispatch Time
Call_Record	Call_record	Distance Cross Street
Call_Record	Call_record	Distance Unit of Measurement
Call_Record	Call_record	Geo Code
Call_Record	Call_record	Location Address 1
Call_Record	Call_record	Location Address 2
Call_Record	Call_record	Location City
Call_Record	Call_record	Location State
Call_Record	Call_record	Location Zip
Call_Record	Call_record	Nature Code
Call_Record	Call_record	Report Completed Flag
Call_Record	Call_record	Report Date
Call_Record	Call_record	Report Time
Call_Record	Call_record	Status Code
Call_Record	Call_record	Street Name
Call_Record	Call_record	Street Type

Module

Section

Element

Citation	citation_lic	Encounter Number
Citation	citation_lic	License Expired Flag
Citation	citation_lic	License None Flag
Citation	citation_lic	License Orc Indicator
Citation	citation_lic	License Orc Number
Citation	citation_lic	License Revoked Flag
Citation	citation_lic	License Six Month Flag
Citation	citation_lic	License Suspended Flag
Citation	citation_lic	ORI Number
Citation	citation_lic	Suspension Type
Citation	Citation_Omvi	Blood Alcohol Concentration
Citation	Citation_Omvi	Blood Alcohol Flag
Citation	Citation_Omvi	Blood Breath Urine Indicator
Citation	Citation_Omvi	Encounter Number
Citation	Citation_Omvi	Influence Flag
Citation	Citation_Omvi	ORC Indicator
Citation	Citation_Omvi	ORC Number
Citation	Citation_Omvi	ORI Number
Citation	Citation_Omvi	Refused Flag
Citation	Citation_Restriction	Encounter Number
Citation	Citation_Restriction	ORI Number
Citation	Citation_Restriction	Restriction Code
Citation	Citation_Restriction	Restriction Description
Citation	Citation_Safety_belt	Child Flag
Citation	Citation_Safety_belt	Child ORC Indicator
Citation	Citation_Safety_belt	Child ORC Number
Citation	Citation_Safety_belt	Driver Passenger Flag
Citation	Citation_Safety_belt	Driver Passenger ORC Indicator
Citation	Citation_Safety_belt	Driver Passenger ORC Number
Citation	Citation_Safety_belt	Encounter Number
Citation	Citation_Safety_belt	ORI Number
Citation	Citation_Speed	Encounter Number
Citation	Citation_Speed	ORC Indicator
Citation	Citation_Speed	ORC Number
Citation	Citation_Speed	ORI Number
Citation	Citation_Speed	Over Limit Indicator
Citation	Citation_Speed	Radar Laser Air Calib Time
Citation	Citation_Speed	Radar Laser Air Indicator
Citation	Citation_Speed	Radar Laser Air Number
Citation	Citation_Speed	Speed
Citation	Citation_Speed	Speed Zone
Citation	Citation_Speed	Stationary Moving Indicator
Citation	Citation_Speed	Vascar Pace Indicator
Citation	Citation_Speed	Viewed

<i>Module</i>	<i>Section</i>	<i>Element</i>
Citation	Citation_Ticket	Encounter Number
Citation	Citation_Ticket	ORI Number
Citation	Citation_Ticket	Other Offense Sequence No 1
Citation	Citation_Ticket	Other Offense Sequence No 2
Citation	Citation_Ticket	Ticket No
Citation	Complaint	Bus Flag
Citation	Complaint	Const Zone
Citation	Complaint	Cross Street Name
Citation	Complaint	Direction Code
Citation	Complaint	Direction Crossst
Citation	Complaint	Direction From Cross Street
Citation	Complaint	Dist From Cross Street
Citation	Complaint	Distance Measurement Type
Citation	Complaint	DOT Number
Citation	Complaint	Hazardous Material Flag
Citation	Complaint	Highway Street Name
Citation	Complaint	Incd Addr Type
Citation	Complaint	Lanes Divided
Citation	Complaint	Latitude DD
Citation	Complaint	Latitude MM
Citation	Complaint	Latitude SS
Citation	Complaint	Latitude SSSS
Citation	Complaint	Loc County Code
Citation	Complaint	Loc Type
Citation	Complaint	Local Incident No
Citation	Complaint	Longitude DD
Citation	Complaint	Longitude MM
Citation	Complaint	Longitude SS
Citation	Complaint	Longitude SSSS
Citation	Complaint	Mile Post
Citation	Complaint	No of Lanes
Citation	Complaint	Operate Park Flag
Citation	Complaint	Over 26001 Flag
Citation	Complaint	Passenger Commercial Indicator
Citation	Complaint	Public Highway Street Name
Citation	Complaint	Street Name
Citation	Complaint	Vehicle Color
Citation	Complaint	Vehicle Make Code
Citation	Complaint	Vehicle Plate Number
Citation	Complaint	Vehicle State
Citation	Complaint	Vehicle Year
Citation	Complaint	Violation Date
Citation	Complaint	Violation Time
Citation	Conditions	Area Business Flag

<i>Module</i>	<i>Section</i>	<i>Element</i>
Citation	Conditions	Area Industry Flag
Citation	Conditions	Area Residence Flag
Citation	Conditions	Area Rural Flag
Citation	Conditions	Area School Flag
Citation	Conditions	Crash Indicator
Citation	Conditions	Crash Report Number
Citation	Conditions	Criminal Charge Flag
Citation	Conditions	Driver License Flag
Citation	Conditions	Injury Indicator
Citation	Conditions	Pavement Dry Flag
Citation	Conditions	Pavement Ice Flag
Citation	Conditions	Pavement Snow Flag
Citation	Conditions	Pavement Wet Flag
Citation	Conditions	Remarks Memo
Citation	Conditions	Statistical Code 1
Citation	Conditions	Statistical Code 2
Citation	Conditions	Traffic Indicator
Citation	Conditions	Vehicle Seized Flag
Citation	Conditions	Visibility Clear Flag
Citation	Conditions	Visibility Cloudy Flag
Citation	Conditions	Visibility Dawn Flag
Citation	Conditions	Visibility Dusk Flag
Citation	Conditions	Visibility Night Flag
Citation	Conditions	Weather Fog Flag
Citation	Conditions	Weather Na Flag
Citation	Conditions	Weather Rain Flag
Citation	Conditions	Weather Snow Flag
Citation	Encounter	Active Revoked
Citation	Encounter	Case Number
Citation	Encounter	Country
Citation	Encounter	Court Download
Citation	Encounter	Driver License Flag
Citation	Encounter	Encounter Number
Citation	Encounter	Fr Height
Citation	Encounter	Fr Weight
Citation	Encounter	Hp Dist
Citation	Encounter	Hp Post
Citation	Encounter	Hp Unit
Citation	Encounter	Initials
Citation	Encounter	Linked Crash No
Citation	Encounter	Linked Incident Number
Citation	Encounter	Officer Code
Citation	Encounter	Omvi Flag
Citation	Encounter	ORINO

<i>Module</i>	<i>Section</i>	<i>Element</i>
Citation	Encounter	Safety Belt Flag
Citation	Encounter	Speed Flag
Citation	Encounter	Submission Flag
Citation	Encounter	Suffix Code
Citation	Encounter	To Height
Citation	Encounter	To Weight
Citation	Encounter	Two Part Flag
Citation	Encounter	Uom Code
Citation	Encounter	Vehicle Body Code
Citation	Other_Offense_Details	Encounter Number
Citation	Other_Offense_Details	Offense Description
Citation	Other_Offense_Details	Offense Sequence Number
Citation	Other_Offense_Details	ORC Indicator
Citation	Other_Offense_Details	ORC Number
Citation	Other_Offense_Details	ORI Number
Citation	Summons	Appear Flag
Citation	Summons	Costs
Citation	Summons	Court Appearance Address
Citation	Summons	Court Mailing Address
Citation	Summons	Court Payment Made To
Citation	Summons	Dt Set Flag
Citation	Summons	Fines
Citation	Summons	Sign Obtain Indicator
Citation	Summons	Statement of Facts Memo
Citation	Summons	Summons Court
Citation	Summons	Summons Date
Citation	Summons	Summons Served Date
Citation	Summons	Summons Time
Citation	Summons	Total
Citation	Violator	Address 1
Citation	Violator	Address 2
Citation	Violator	City
Citation	Violator	City Flag
Citation	Violator	Class Code
Citation	Violator	Court County Code
Citation	Violator	Date of Birth
Citation	Violator	Endorsement Code
Citation	Violator	Eye Code
Citation	Violator	Financial Proof Flag
Citation	Violator	First Name
Citation	Violator	Gender Flag
Citation	Violator	Hair Code
Citation	Violator	Last Name
Citation	Violator	License Exp Date

<i>Module</i>	<i>Section</i>	<i>Element</i>
Citation	Violator	License Issue Date
Citation	Violator	License Issue State
Citation	Violator	License Number
Citation	Violator	Middle Name
Citation	Violator	Phone
Citation	Violator	Place
Citation	Violator	Race Code
Citation	Violator	Restraint Code
Citation	Violator	SSN
Citation	Violator	State Code
Citation	Violator	Violator Court
Citation	Violator	Zip
Citation	Violator_Present_Address	Present Address City
Citation	Violator_Present_Address	Present Address County
Citation	Violator_Present_Address	Present Address First Name
Citation	Violator_Present_Address	Present Address Last Name
Citation	Violator_Present_Address	Present Address Middle Name
Citation	Violator_Present_Address	Present Address Phone
Citation	Violator_Present_Address	Present Address State Code
Citation	Violator_Present_Address	Present Address Street 1
Citation	Violator_Present_Address	Present Address Street 2
Citation	Violator_Present_Address	Present Address Suffix
Citation	Violator_Present_Address	Present Address Zip
Crash	Crash	Animal Flag
Crash	Crash	Badge Number
Crash	Crash	Checked By
Crash	Crash	Crash County
Crash	Crash	Crash Date
Crash	Crash	Crash Day
Crash	Crash	Crash Location Code
Crash	Crash	Crash Narrative
Crash	Crash	Crash Number
Crash	Crash	Crash Occurred On
Crash	Crash	Crash Severity Code
Crash	Crash	Crash Time
Crash	Crash	Crash Type Code
Crash	Crash	Crash Within Feet
Crash	Crash	Crash Within Miles
Crash	Crash	Data Report Filed
Crash	Crash	Direction Code
Crash	Crash	Driver Error Vehicle
Crash	Crash	Environment Code
Crash	Crash	Form Number
Crash	Crash	Hit Skipped Solved

<i>Module</i>	<i>Section</i>	<i>Element</i>
Crash	Crash	Latitude
Crash	Crash	Light Condition Code
Crash	Crash	Local Report Number
Crash	Crash	Location Identifier
Crash	Crash	Location Work Zone Code
Crash	Crash	Longitude
Crash	Crash	NCIC Code
Crash	Crash	No Error
Crash	Crash	Number of Vehicle Involved
Crash	Crash	Occurrence Code
Crash	Crash	Officer Field Notes
Crash	Crash	Officer Name
Crash	Crash	Other Time
Crash	Crash	Photos Taken
Crash	Crash	Place Code
Crash	Crash	Place Name
Crash	Crash	Reference Point Name
Crash	Crash	Reference Used Code
Crash	Crash	Report Taken Code
Crash	Crash	Reported Agency
Crash	Crash	Reported Date
Crash	Crash	Reported Time
Crash	Crash	Road Code
Crash	Crash	Road Conditions Code
Crash	Crash	Road Contour Code
Crash	Crash	School Bus Related Code
Crash	Crash	Time Arrived
Crash	Crash	Time Call Received
Crash	Crash	Time Cleared
Crash	Crash	Time Dispatched
Crash	Crash	Total Minutes
Crash	Crash	Weather Code
Crash	Crash	Work Zone Related Code
Crash	Crash	Work Zone Type Code
Crash	Crash	Workers Present Flag
Crash	Occupant	DPV Unit Number
Crash	Occupant	Ejection Code
Crash	Occupant	EMD Agency ID
Crash	Occupant	EMS Agency Name
Crash	Occupant	EMS Report No
Crash	Occupant	Occupant Address
Crash	Occupant	Occupant Age
Crash	Occupant	Occupant Air Bag Switch Status
Crash	Occupant	Occupant Air Bag Usage Code

<i>Module</i>	<i>Section</i>	<i>Element</i>
Crash	Occupant	Occupant Birth Date
Crash	Occupant	Occupant City
Crash	Occupant	Occupant Condition Code
Crash	Occupant	Occupant Crash Number
Crash	Occupant	Occupant First Name
Crash	Occupant	Occupant Gender
Crash	Occupant	Occupant Injuries Code
Crash	Occupant	Occupant Last Name
Crash	Occupant	Occupant Middle Name
Crash	Occupant	Occupant Number
Crash	Occupant	Occupant Phone
Crash	Occupant	Occupant Safety Equipment Code
Crash	Occupant	Occupant Seating Code
Crash	Occupant	Occupant State Code
Crash	Occupant	Occupant Taken To
Crash	Occupant	Occupant Transport MF Code
Crash	Occupant	Occupant Trapped Code
Crash	Occupant	Occupant Zip Code
Crash	Vehicle	Address
Crash	Vehicle	Age
Crash	Vehicle	Alcohol Drug Code
Crash	Vehicle	Alcohol Test Result
Crash	Vehicle	Alcohol Test Status Code
Crash	Vehicle	Alcohol Type Code
Crash	Vehicle	Carrier Address
Crash	Vehicle	Carrier City
Crash	Vehicle	Carrier ID
Crash	Vehicle	Carrier Name
Crash	Vehicle	Carrier State
Crash	Vehicle	CBT Code
Crash	Vehicle	CC Motorist Code
Crash	Vehicle	CDL Class Code
Crash	Vehicle	Citation Number
Crash	Vehicle	City
Crash	Vehicle	Crash Number
Crash	Vehicle	CS Code
Crash	Vehicle	Damage Scale Code
Crash	Vehicle	Date of Birth
Crash	Vehicle	Direction Code
Crash	Vehicle	Direction of Force to Vehicle
Crash	Vehicle	DL State
Crash	Vehicle	Drivers License
Crash	Vehicle	Driver's Social Security Number
Crash	Vehicle	Drug Sample Code

<i>Module</i>	<i>Section</i>	<i>Element</i>
Crash	Vehicle	Drug Test Code
Crash	Vehicle	Drug Test Result Code
Crash	Vehicle	Emergency Use
Crash	Vehicle	EMS Agency ID
Crash	Vehicle	EMS Agency Name
Crash	Vehicle	EMS Report Number
Crash	Vehicle	First Harmful Event
Crash	Vehicle	First Name
Crash	Vehicle	Gender
Crash	Vehicle	Haz. Mat. Released
Crash	Vehicle	Haz. Material Placard
Crash	Vehicle	Home Phone Number
Crash	Vehicle	ICCMC
Crash	Vehicle	Last Name
Crash	Vehicle	License Number
Crash	Vehicle	License Plate Number
Crash	Vehicle	Location NM Code
Crash	Vehicle	LP State
Crash	Vehicle	MF Doc. No.
Crash	Vehicle	Middle Name
Crash	Vehicle	Most Harmful Event
Crash	Vehicle	Number from Diamond
Crash	Vehicle	Number of Occupants
Crash	Vehicle	Owner Address
Crash	Vehicle	Owner Phone
Crash	Vehicle	Owner Vehicle
Crash	Vehicle	Placard Number
Crash	Vehicle	POI Code
Crash	Vehicle	Posted Speed
Crash	Vehicle	Pre Crash Action Code
Crash	Vehicle	PUCO
Crash	Vehicle	Speed Detected Code
Crash	Vehicle	State Code
Crash	Vehicle	Traffic Control Code
Crash	Vehicle	Trailer Registration State
Crash	Vehicle	Trailer Registration Year
Crash	Vehicle	Type of Unit Code
Crash	Vehicle	Unit Number
Crash	Vehicle	UO Code
Crash	Vehicle	US. DOT.
Crash	Vehicle	Vehicle Color
Crash	Vehicle	Vehicle Defect Code
Crash	Vehicle	Vehicle Insurance
Crash	Vehicle	Vehicle Insurance Policy No

<i>Module</i>	<i>Section</i>	<i>Element</i>
Crash	Vehicle	Vehicle Make
Crash	Vehicle	Vehicle Model
Crash	Vehicle	Vehicle Role Code
Crash	Vehicle	Vehicle Speed
Crash	Vehicle	Vehicle Style Code
Crash	Vehicle	Vehicle Style Type
Crash	Vehicle	Vehicle Towing
Crash	Vehicle	Vehicle Year
Crash	Vehicle	Work Phone Number
Crash	Vehicle	WT. Code
Crash	Vehicle	Zip Code
Crash	Vehicle	Zip Code
Incident	Admin	Arrival Date
Incident	Admin	Arrival Time
Incident	Admin	Call Number
Incident	Admin	City Cross Street
Incident	Admin	Clearance Code
Incident	Admin	Clearance Date
Incident	Admin	Clearance Officer Initials
Incident	Admin	Clearance Officer Name
Incident	Admin	Clearance Time
Incident	Admin	Clearancy By
Incident	Admin	Completed Flag
Incident	Admin	Direction Code
Incident	Admin	Direction Cross Street
Incident	Admin	Dispatch Date
Incident	Admin	Dispatch Time
Incident	Admin	Distance Cross Street
Incident	Admin	Distance Unit of Measurement
Incident	Admin	Extraction Flag
Incident	Admin	Field Category
Incident	Admin	Follow Up
Incident	Admin	Follow Up Officer Initials
Incident	Admin	Follow Up Officer Name
Incident	Admin	From Date
Incident	Admin	From Time
Incident	Admin	Geo Code
Incident	Admin	Incident Address 1
Incident	Admin	Incident Address 2
Incident	Admin	Incident City
Incident	Admin	Incident Number
Incident	Admin	Incident State
Incident	Admin	Incident To Date
Incident	Admin	Incident To Time

<i>Module</i>	<i>Section</i>	<i>Element</i>
Incident	Admin	Incident Type
Incident	Admin	Incident Zip
Incident	Admin	Intelligence Flag
Incident	Admin	Investigation Flag
Incident	Admin	Nature Code
Incident	Admin	Nature Description
Incident	Admin	Records Flag
Incident	Admin	Report Date
Incident	Admin	Report Time
Incident	Admin	Special Copies Code
Incident	Admin	Street Name
Incident	Admin	Street Type
Incident	Admin	Validation Flag
Incident	Investigator_note	Document Path
Incident	Investigator_note	Incident Number
Incident	Investigator_note	Note Date
Incident	Investigator_note	Note Number
Incident	Investigator_note	Note Text
Incident	Investigator_note	Note Time
Incident	Investigator_note	Officer Code
Incident	Investigator_note	Officer Initials
Incident	Investigator_note	Officer Name
Incident	Investigator_note	Print Flag
Incident	Narrative	Narration
Incident	Offense	Criminal Activity 1
Incident	Offense	Criminal Activity 2
Incident	Offense	Criminal Activity 3
Incident	Offense	Hate / Bias
Incident	Offense	Larceny Type
Incident	Offense	Offense Attempted / Completed
Incident	Offense	Offense Code
Incident	Offense	Offense FMD
Incident	Offense_detail	Alcohol Flag
Incident	Offense_detail	Computer Flag
Incident	Offense_detail	Drug Flag
Incident	Offense_detail	Location Code 1
Incident	Offense_detail	Location Code 2
Incident	Offense_detail	Method Of Entry
Incident	Offense_detail	Method Of Entry Code 1
Incident	Offense_detail	Method Of Entry Code 2
Incident	Offense_detail	Method Of Entry Code 3
Incident	Offense_detail	Method Of Exit Code 1
Incident	Offense_detail	Method Of Exit Code 2
Incident	Offense_detail	Method Of Exit Code 3

<i>Module</i>	<i>Section</i>	<i>Element</i>
Incident	Offense_detail	Method Of Operation Code 1
Incident	Offense_detail	Method Of Operation Code 2
Incident	Offense_detail	Method Of Operation Code 3
Incident	Offense_detail	Method Of Operation Code 4
Incident	Offense_detail	Method Of Operation Code 5
Incident	Offense_detail	Motor Vehicle Entry Code
Incident	Offense_detail	NA Flag
Incident	Offense_detail	Operation Description
Incident	Offense_detail	Premises Count
Incident	Offense_detail	Weapon Code 1
Incident	Offense_detail	Weapon Code 2
Incident	Offense_detail	Weapon Code 3
Incident	Property	Area
Incident	Property	Drug Code
Incident	Property	ID Number
Incident	Property	Loss Code
Incident	Property	Make
Incident	Property	Model
Incident	Property	NCIC Number
Incident	Property	Other Number
Incident	Property	Property Code
Incident	Property	Property Description
Incident	Property	Property Number
Incident	Property	Property Room Flag
Incident	Property	Property Value
Incident	Property	Quantity
Incident	Property	Recovered Value
Incident	Property	Recovery Date
Incident	Property	Serial Number
Incident	Property	Shelf Number
Incident	Property	Unit of Measurement Code
Incident	Property	Vehicle Number
Incident	Property	Victim Number
Incident	Reporting_officer	Officer Code
Incident	Reporting_officer	Officer Initials
Incident	Reporting_officer	Officer Name
Incident	Reporting_officer	Officer Type
Incident	Reporting_officer	Serial Number
Incident	Reporting_officer	Start Date
Incident	Reporting_officer	Start Time
Incident	Reporting_officer	Stop Date
Incident	Reporting_officer	Stop Time
Incident	Reporting_officer	Time Spent
Incident	Susparr_offense	FM Degree Code

<i>Module</i>	<i>Section</i>	<i>Element</i>
Incident	Susparr_offense	Larceny Code
Incident	Susparr_offense	Offense Code
Incident	Susparr_offense	Suspect Number
Incident	Susparr_warrant	Incident Number
Incident	Susparr_warrant	Suspect Number
Incident	Susparr_warrant	Warrant Description
Incident	Susparr_warrant	Warrant Number
Incident	Suspect	Address 1
Incident	Suspect	Address 2
Incident	Suspect	Alcohol Flag
Incident	Suspect	Alias
Incident	Suspect	Birth Place
Incident	Suspect	Charges Filed
Incident	Suspect	City
Incident	Suspect	Date Of Birth
Incident	Suspect	Driving License Number
Incident	Suspect	Driving License State
Incident	Suspect	Drug Flag
Incident	Suspect	Employer Address 1
Incident	Suspect	Employer Address 2
Incident	Suspect	Employer City
Incident	Suspect	Employer Name
Incident	Suspect	Employer Phone Number
Incident	Suspect	Employer State
Incident	Suspect	Employer Zip
Incident	Suspect	Eye Code
Incident	Suspect	First Name
Incident	Suspect	From Age
Incident	Suspect	From Height
Incident	Suspect	From Weight
Incident	Suspect	Gang Affiliation
Incident	Suspect	Hair Code
Incident	Suspect	Last Name
Incident	Suspect	Marital Code
Incident	Suspect	Middle Name
Incident	Suspect	Occupation
Incident	Suspect	Phone
Incident	Suspect	Potential Injury
Incident	Suspect	Race Code
Incident	Suspect	Remarks
Incident	Suspect	Residential Status Code
Incident	Suspect	Scar Code 1
Incident	Suspect	Scar Code 2
Incident	Suspect	Scar Code 3

<i>Module</i>	<i>Section</i>	<i>Element</i>
Incident	Suspect	Scar Code 4
Incident	Suspect	Scar Code 5
Incident	Suspect	Sex Code
Incident	Suspect	Social Security Number
Incident	Suspect	State Code
Incident	Suspect	Suffix Code
Incident	Suspect	Suspect Category
Incident	Suspect	Suspect Number
Incident	Suspect	Suspect To Age
Incident	Suspect	Suspect To Height
Incident	Suspect	Suspect To Weight
Incident	Suspect	Suspect Type
Incident	Suspect	Weapon Code 1
Incident	Suspect	Weapon Code 2
Incident	Suspect	Weapon Code 3
Incident	Suspect	Zip Code
Incident	Suspect_arrestee	Address 1
Incident	Suspect_arrestee	Address 2
Incident	Suspect_arrestee	Arrest Date
Incident	Suspect_arrestee	Arrest Disposition Code
Incident	Suspect_arrestee	Arrest Time
Incident	Suspect_arrestee	Arrest Type Code
Incident	Suspect_arrestee	Bail Amount
Incident	Suspect_arrestee	BCI Amount
Incident	Suspect_arrestee	Card Number
Incident	Suspect_arrestee	City
Incident	Suspect_arrestee	Court
Incident	Suspect_arrestee	Court Date
Incident	Suspect_arrestee	FBI Number
Incident	Suspect_arrestee	Final Disposition Code
Incident	Suspect_arrestee	Final Disposition Date
Incident	Suspect_arrestee	Fingerprints Flag
Incident	Suspect_arrestee	Miranda Time
Incident	Suspect_arrestee	Miranda Witness
Incident	Suspect_arrestee	Multiple Arrest Indicator
Incident	Suspect_arrestee	Number of Photos
Incident	Suspect_arrestee	Photo Flag
Incident	Suspect_arrestee	Photo ID
Incident	Suspect_arrestee	State Code
Incident	Suspect_arrestee	Suspect Number
Incident	Suspect_arrestee	Transaction Number
Incident	Suspect_arrestee	Zip Code
Incident	Suspect_associate	Address 1
Incident	Suspect_associate	Address 2

<i>Module</i>	<i>Section</i>	<i>Element</i>
Incident	Suspect_associate	Associate Number
Incident	Suspect_associate	City
Incident	Suspect_associate	First Name
Incident	Suspect_associate	Last Name
Incident	Suspect_associate	Middle Name
Incident	Suspect_associate	Phone
Incident	Suspect_associate	Relation Code
Incident	Suspect_associate	State Code
Incident	Suspect_associate	Suffix Code
Incident	Suspect_associate	Suspect Number
Incident	Suspect_associate	Zip Code
Incident	Suspect_juvenile	Juvenile Disposition Code
Incident	Suspect_juvenile	Notified By
Incident	Suspect_juvenile	Notified Date
Incident	Suspect_juvenile	Notified Flag
Incident	Suspect_juvenile	Notified Time
Incident	Suspect_juvenile	Parent 1 Address 1
Incident	Suspect_juvenile	Parent 1 Address 2
Incident	Suspect_juvenile	Parent 1 City
Incident	Suspect_juvenile	Parent 1 First Name
Incident	Suspect_juvenile	Parent 1 Last Name
Incident	Suspect_juvenile	Parent 1 Middle Name
Incident	Suspect_juvenile	Parent 1 Phone
Incident	Suspect_juvenile	Parent 1 Relation Code
Incident	Suspect_juvenile	Parent 1 State
Incident	Suspect_juvenile	Parent 1 Suffix
Incident	Suspect_juvenile	Parent 1 Zip
Incident	Suspect_juvenile	Parent 2 Address 1
Incident	Suspect_juvenile	Parent 2 Address 2
Incident	Suspect_juvenile	Parent 2 City
Incident	Suspect_juvenile	Parent 2 First Name
Incident	Suspect_juvenile	Parent 2 Last Name
Incident	Suspect_juvenile	Parent 2 Middle Name
Incident	Suspect_juvenile	Parent 2 Phone
Incident	Suspect_juvenile	Parent 2 Relation Code
Incident	Suspect_juvenile	Parent 2 State Code
Incident	Suspect_juvenile	Parent 2 Suffix
Incident	Suspect_juvenile	Parent 2 Zip Code
Incident	Suspect_juvenile	Relation Code
Incident	Suspect_juvenile	State Code
Incident	Suspect_juvenile	Suffix Code
Incident	Suspect_juvenile	Suspect Number
Incident	Suspect_runaway	Dress Description
Incident	Suspect_runaway	Emancipation Date

<i>Module</i>	<i>Section</i>	<i>Element</i>
Incident	Suspect_runaway	Entry Date
Incident	Suspect_runaway	Entry Time
Incident	Suspect_runaway	Last Contact Date
Incident	Suspect_runaway	NCIC Number
Incident	Suspect_runaway	Previous Runaway Flag
Incident	Suspect_runaway	Suspect Number
Incident	Vehicle	Abandoned Flag
Incident	Vehicle	Agency Address 1
Incident	Vehicle	Agency Address 2
Incident	Vehicle	Agency City
Incident	Vehicle	Agency Name
Incident	Vehicle	Agency Phone
Incident	Vehicle	Agency State
Incident	Vehicle	Agency Zip Code
Incident	Vehicle	Area Stolen Flag
Incident	Vehicle	Color Bottom
Incident	Vehicle	Color Top
Incident	Vehicle	Damage Flag
Incident	Vehicle	Hold Vehicle Flag
Incident	Vehicle	Impounded Flag
Incident	Vehicle	Keys Flag
Incident	Vehicle	License Issuing State
Incident	Vehicle	License Plate Number
Incident	Vehicle	License Plate Type
Incident	Vehicle	License Year
Incident	Vehicle	NCIC Number
Incident	Vehicle	Owner Verified Code
Incident	Vehicle	Owner's Address 1
Incident	Vehicle	Owner's Address 2
Incident	Vehicle	Owner's City
Incident	Vehicle	Owner's First Name
Incident	Vehicle	Owner's Last Name
Incident	Vehicle	Owner's Middle Name
Incident	Vehicle	Owner's Phone Number
Incident	Vehicle	Owner's State
Incident	Vehicle	Owner's Zip Code
Incident	Vehicle	Received Flag
Incident	Vehicle	Recovered Flag
Incident	Vehicle	Recovery Date
Incident	Vehicle	Recovery Place
Incident	Vehicle	Release Condition Flag
Incident	Vehicle	Remarks
Incident	Vehicle	State Code
Incident	Vehicle	Stolen Flag

<i>Module</i>	<i>Section</i>	<i>Element</i>
Incident	Vehicle	Stolen Jur. Flag
Incident	Vehicle	Style
Incident	Vehicle	Suffix Code
Incident	Vehicle	Suspect Number
Incident	Vehicle	Suspect Vehicle Flag
Incident	Vehicle	Theft Flag
Incident	Vehicle	Total Recovered Vehicles
Incident	Vehicle	Total Stolen Vehicles
Incident	Vehicle	Towed By
Incident	Vehicle	Unauthorized Use Flag
Incident	Vehicle	Value
Incident	Vehicle	Vehicle ID Number
Incident	Vehicle	Vehicle Locked Flag
Incident	Vehicle	Vehicle Make
Incident	Vehicle	Vehicle Model
Incident	Vehicle	Vehicle Number
Incident	Vehicle	Vehicle Year
Incident	Vehicle	Victim Reportee Number
Incident	Vehicle	Victim's Vehicle Flag
Incident	Victim_offense	Offense Code
Incident	Victim_offense	Victim Number
Incident	Victim_repwtns	Aggravated / Homicide Code 1
Incident	Victim_repwtns	Aggravated / Homicide Code 2
Incident	Victim_repwtns	City
Incident	Victim_repwtns	Date of Birth
Incident	Victim_repwtns	Employer Address 1
Incident	Victim_repwtns	Employer Address 2
Incident	Victim_repwtns	Employer City
Incident	Victim_repwtns	Employer Name
Incident	Victim_repwtns	Employer Phone
Incident	Victim_repwtns	Employer State
Incident	Victim_repwtns	Employer Zip Code
Incident	Victim_repwtns	Eye Code
Incident	Victim_repwtns	First Name
Incident	Victim_repwtns	From Age
Incident	Victim_repwtns	From Height
Incident	Victim_repwtns	From Weight
Incident	Victim_repwtns	Hair Code
Incident	Victim_repwtns	Injury Code 1
Incident	Victim_repwtns	Injury Code 2
Incident	Victim_repwtns	Injury Code 3
Incident	Victim_repwtns	Injury Code 4
Incident	Victim_repwtns	Injury Code 5
Incident	Victim_repwtns	Justifiable Homicide Code

<i>Module</i>	<i>Section</i>	<i>Element</i>
Incident	Victim_repwtns	Last Name
Incident	Victim_repwtns	Middle Name
Incident	Victim_repwtns	Occupation
Incident	Victim_repwtns	Phone
Incident	Victim_repwtns	Race Code
Incident	Victim_repwtns	Remarks
Incident	Victim_repwtns	Reportee Flag
Incident	Victim_repwtns	Residential Status Code
Incident	Victim_repwtns	Sex Code
Incident	Victim_repwtns	Social Security Number
Incident	Victim_repwtns	State Code
Incident	Victim_repwtns	Statement Obtained Flag
Incident	Victim_repwtns	Statement Oral Flag
Incident	Victim_repwtns	Statement Other Flag
Incident	Victim_repwtns	Statement Taped Flag
Incident	Victim_repwtns	Statement Written Flag
Incident	Victim_repwtns	Suffix Code
Incident	Victim_repwtns	To Age
Incident	Victim_repwtns	To Height
Incident	Victim_repwtns	To Weight
Incident	Victim_repwtns	Victim Number
Incident	Victim_repwtns	Victim Address 1
Incident	Victim_repwtns	Victim Address 2
Incident	Victim_repwtns	Victim Flag
Incident	Victim_repwtns	Victim Injury Flag
Incident	Victim_repwtns	Victim Type Code
Incident	Victim_repwtns	Witness Flag
Incident	Victim_repwtns	Zip Code
Incident	Victim_suspect	Relation Code
Incident	Victim_suspect	Suspect Number
Incident	Victim_suspect	Victim Number
Property Room	Chain_Of_Custody	Chain of Custody Date
Property Room	Chain_Of_Custody	Chain of Custody From
Property Room	Chain_Of_Custody	Chain of Custody Time
Property Room	Chain_Of_Custody	Chain of Custody To
Property Room	Chain_Of_Custody	Officers Code
Property Room	Chain_Of_Custody	Officers Name
Property Room	Firearms	Firearms Barrel Length
Property Room	Firearms	Firearms Calibre
Property Room	Firearms	Firearms Engraved
Property Room	Firearms	Firearms Finish
Property Room	Firearms	Firearms Gun Make Code
Property Room	Firearms	Firearms Others
Property Room	Firearms	Firearms Type Code

<i>Module</i>	<i>Section</i>	<i>Element</i>
Property Room	Owner_Recovered_From	Address 1
Property Room	Owner_Recovered_From	Address 2
Property Room	Owner_Recovered_From	City
Property Room	Owner_Recovered_From	Date of Birth
Property Room	Owner_Recovered_From	Deceased Flag
Property Room	Owner_Recovered_From	Finder Flag
Property Room	Owner_Recovered_From	First Name
Property Room	Owner_Recovered_From	Last Name
Property Room	Owner_Recovered_From	Middle Name
Property Room	Owner_Recovered_From	Owner / Recovered from Flag
Property Room	Owner_Recovered_From	Phone
Property Room	Owner_Recovered_From	Social Security Number
Property Room	Owner_Recovered_From	State
Property Room	Owner_Recovered_From	Suffix
Property Room	Owner_Recovered_From	Suspect Flag
Property Room	Owner_Recovered_From	Victim Flag
Property Room	Owner_Recovered_From	Zip
Property Room	Property	Area
Property Room	Property	Bar Code Number
Property Room	Property	Current Disposition
Property Room	Property	Detective
Property Room	Property	Detective's Name
Property Room	Property	Drug Code
Property Room	Property	ID Number
Property Room	Property	ID Number 1
Property Room	Property	ID Number 2
Property Room	Property	Incident Number
Property Room	Property	Loss Code
Property Room	Property	Make
Property Room	Property	Model
Property Room	Property	NCIC Number
Property Room	Property	Other Number
Property Room	Property	Plate Number
Property Room	Property	Property Code
Property Room	Property	Property Date
Property Room	Property	Property Details
Property Room	Property	Property Number
Property Room	Property	Property Owner Flag
Property Room	Property	Property Quantity
Property Room	Property	Property Recovered from Flag
Property Room	Property	Property Turned In by Code
Property Room	Property	Property Turned In by Name
Property Room	Property	Property Value
Property Room	Property	Recovered Location

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Property Room
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Element

Recovery Date
Recovery Value
Release By - Officer Code
Release By - Officer's Name
Release Date
Release Time
Release To - First Name
Release To - Last Name
Release To - Middle Name
Release To - Suffix
Release to Officer Code
Release To Others Flag
Remarks
Report Number
Sequence Number
Serial Number
Shelf
Unit Of Measurement
VR. Number