



LAW ENFORCEMENT WEBRMS

TnCOP User Guide



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I. Introduction to RMS

Introduction

Welcome to the TnCOP User Guide Manual. This manual provides agency users and administrators with a working knowledge of TnCOP activity search capabilities, administrative management features, and the add, edit, and delete functions, allowing agencies to operate and apply the TnCOP System in a daily working environment. The manual is organized to give users and administrators a high-level understanding of each application and the skills necessary to operate each application to its fullest extent.

Basic System Overview

TnCOP is open-source software user interface (UI) developed by Scientific Research Corporation (SRC) that allows agency-users to search, view, edit, and delete various types of records and reports from an agency's local Records Management System (RMS) repository. TnCOP was designed to support TIBRS/NIBRS standards in support of Law Enforcement (LE) needs to meet required regulations.

Users can input job-related activity data into their RMS system by using TnCOP easy-to-use web interface. The data may then be uploaded into a central repository by TnCOP for back-up, maintenance, and data sharing capabilities with other LE agencies. Although agency RMS data is sent to a central repository linked with other LE agencies, TnCOP is designed to support agency autonomy of their RMS system by preventing modification of the data in the central repository and presenting it to other users as read-only information.

In order to utilize the system, TnCOP users must have a valid user account and password. With appropriate access and sufficient permission levels, TnCOP users can view, add, edit, and delete comprehensive Group A and Group B reports as well as create/modify administrative functions on the system. In addition, users can perform data searches on the RMS system by using the user-friendly query features, and can view returned match results in a pre-set format.

TnCOP agency administrators can manage their system users, set permission levels, and perform a variety of administrative activities for TnCOP feature-rich software. Administrators can view, edit, and/or delete agency user accounts as needed to keep information current including: user passwords, status (active or inactive), and personal user information such as name, e-mail address, phone number, user role, user group, etc. Administrators can also view and print detailed search histories of any agency officer performing Name and Vehicle queries. The administrative section of TnCOP gives agency administrators the ability to respond rapidly and effectively to administrative system problems and become the first responder for the local agency rather than a remote help desk. If any issue cannot be resolved locally, the Agency Administrator is responsible for contacting the TnCOP Administrator for assistance.

Obtaining a User Account

To log in and use TnCOP, individuals must obtain a valid username and password from the Agency Administrator.

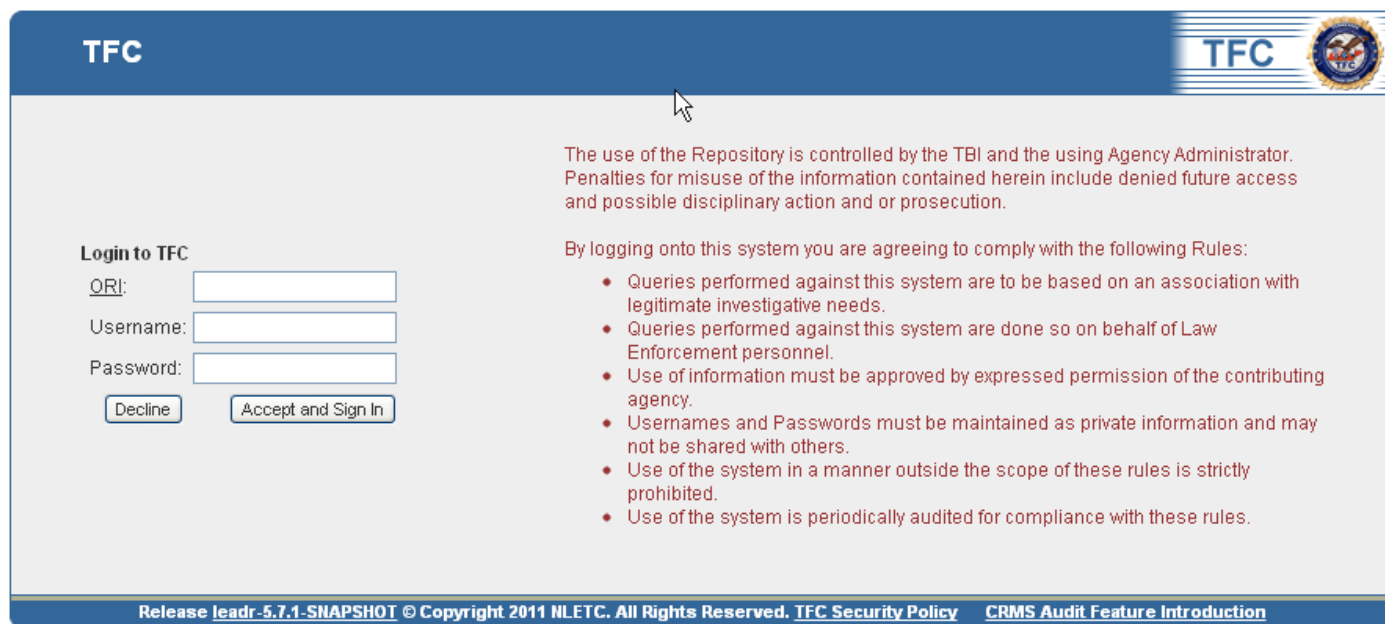
II. Login Procedures

To log in and use the TnCOP system, users must log in to the Tennessee Fusion Center (TFC) and have a valid user account and password. User accounts are obtained from the Agency Administrator. Contact the local Agency Administrator for a valid username and password.

Logging in to the system

1. When the **Login** screen opens (*see Figure 2.1*), click the **ORI** link and select the appropriate user organization from the menu.
2. Enter your **Username** and **Password** assigned by the local Agency Administrator.

*Note: Passwords are case sensitive. Usernames are not case sensitive.
There is no maximum length limitation for Usernames or Passwords.*



The screenshot shows the TnCOP login interface. At the top left, the text 'TFC' is displayed. At the top right, there is a 'TFC' logo and a circular seal. The main content area is divided into two sections. On the left, under the heading 'Login to TFC', there are three input fields labeled 'ORI:', 'Username:', and 'Password:'. Below these fields are two buttons: 'Decline' and 'Accept and Sign In'. On the right, there is a paragraph of text stating: 'The use of the Repository is controlled by the TBI and the using Agency Administrator. Penalties for misuse of the information contained herein include denied future access and possible disciplinary action and or prosecution.' Below this is another paragraph: 'By logging onto this system you are agreeing to comply with the following Rules:'. This is followed by a bulleted list of six rules regarding system usage, information privacy, and auditing. At the bottom of the page, a blue footer bar contains the text: 'Release leadr-5.7.1-SNAPSHOT © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 2.1 Login Screen

3. Click the **Submit** button to log into the **TFC system**.
 - a. The **Welcome** screen will open by default (*see Figure 2.2*)

Note: The username and password will then be validated against the authentication mechanism. Contact the local Agency Administrator in order to resolve login issues.

The screenshot shows the TnCOP Welcome Screen. At the top, there is a blue header with the text "TFC" and "For Official Law Enforcement Use Only". On the right side of the header, there is a "TFC" logo and a "Help" button. Below the header, there is a navigation menu on the left side with the following categories and items:

- State Search**
 - Name & Number
 - Vehicle
 - Property
 - Location
 - Narrative
 - Telephone
 - Scars Marks Tattoos
 - Case Number
- RMS Search**
 - Incident Search
 - Name Search
 - Error Report
- RMS Add Report**
 - Group A
 - Group B
 - Suspicious Activity
 - Field Interview
 - Interdiction Plus
- Administration**
 - Add User
 - List Users
 - Audit Search
 - Element Filter
 - Emergency Delete
 - Officers
 - Gangs
 - Change Password

The main content area of the page is white and contains the following elements:

- A large white box with the text "Welcome to the TFC".
- An image of a padlock on a computer monitor.
- A box with the text "Announcements".
- A box with the text "test - Fri Feb 11 08:10:11 EST 2011" followed by a line of asterisks.

At the bottom of the page, there is a blue footer with the text "Release leadr-5.7.1-SNAPSHOT © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 2.2 Welcome Screen

4. Click a link in the left-side navigation panel to query **Web RMS, Add Incidents, Add Activity Reports**, and/or access **Admin** features.

III. Viewing and Interpreting Search Results

Search Reports

Users may perform searches against an agency's RMS and the TFC central databases. The system queries these data sources using the information entered on the Search screens and returns matching records on Search Results screens. Search pages can be accessed by clicking the links in the navigation bar on the left-hand side of the screen.

Available search pages in the system include:

- Incident Search
- Name Search
- Error Report

The following information describes appropriate searching techniques for the system, and displays common results page possibilities.

Search Parameters Using Wildcards

Wildcards may be used in multiple ways to find valuable information stored in the TFC.

Agency users can use the following wildcard symbols:

- () The underscore to represent a singular character.
- (%) The percentage sign to represent multiple characters

Underscore

Users can use an underscore (_), which represents a single, unknown character.

For example, records would be returned with last name Smyth, Smith, etc. (but not Smiith or Smyith) if a user ran the name SM_TH, JAMES (see *Figure 3.1*).

The screenshot displays the TFC (Tennessee Crime Information System) Name Search interface. The top navigation bar includes the TFC logo, the text "For Official Law Enforcement Use Only", and a "TFC" logo with a seal. Below the navigation bar are "Help" and "Logout" buttons. The main content area is titled "Name Search" and contains the following search fields:

- Search For Name**
- * Last Name:
- First Name:
- Sex:
- Race:
- Date of Birth: / /
-

The left sidebar contains the following navigation menu:

- State Search**
 - Name & Number
 - Vehicle
 - Property
 - Location
 - Narrative
 - Telephone
 - Scars Marks Tattoos
 - Case Number
- RMS Search**
 - Incident Search
 - Name Search
 - Error Report
- RMS Add Report**
 - Group A
 - Group B
 - Suspicious Activity
 - Field Interview
 - Interdiction Plus
- Administration**
 - Add User
 - List Users
 - Audit Search
 - Element Filter
 - Emergency Delete
 - Officers
 - Gangs
 - Change Password

The footer contains the text: "Release leadr-5.7.1 © Copyright 2011 MLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction"

Figure 3.1 Using Wildcards - Underscore (_)

Percent Sign

Users can also use a percent sign (%), which represents multiple characters.

The percent sign represents zero or more characters that are unknown at the time of the query. For example, the query for SMITH, J% (*see Figure 3.2*) would return J Smith, John Smith, Jack Smith, etc.

The screenshot displays the TnCOP (Tennessee Crime and Justice Information System) interface. The top navigation bar includes the TnCOP logo, the text "For Official Law Enforcement Use Only", and "Help" and "Logout" buttons. A left-hand sidebar contains a menu with categories: "State Search" (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), "RMS Search" (Incident Search, Name Search, Error Report), "RMS Add Report" (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and "Administration" (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password). The main content area is titled "Name Search" and contains the following search form:

Search For Name

* Last Name:

First Name:

Sex:

Race:

Date of Birth: / /

At the bottom of the interface, a footer contains the text: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction"

Figure 3.2. Using Wildcards - Percent Sign (%)

Using Multiple Wildcards

Multiple wildcards can be used to represent multiple, unknown characters.

For example, records would be returned with the last name Smyth, Smythe, Smithson, etc. if a user ran the name SM%TH%, JAMES (see *Figure 3.3*).

The screenshot displays the TnCOP (Tennessee Crime and Justice Information System) interface. The top navigation bar includes the TnCOP logo, the text "For Official Law Enforcement Use Only", and "Help" and "Logout" buttons. A left-hand sidebar contains a menu with categories: "State Search" (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), "RMS Search" (Incident Search, Name Search, Error Report), "RMS Add Report" (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and "Administration" (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password). The main content area is titled "Name Search" and contains the following fields: "Search For Name" (with a sub-label "* Last Name:" and a text input field containing "SM%TH%"), "First Name:" (with a text input field containing "JAMES"), "Sex:" (with a dropdown menu), "Race:" (with a dropdown menu), and "Date of Birth:" (with three input fields separated by slashes). A "Search" button is located at the bottom of the search form. The footer of the page contains the text: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 3.3 Using Multiple Wildcards

Search Results Pages

View Results on a Search Results Screen

Query results will be displayed on a Search Results page and will return data that met the entered criteria.

Example: the Name Search will return the Name Search Results page (see *Figure 3.4*).

The screenshot displays the TnCOP Name Search Results screen. The header includes the TFC logo and the text "For Official Law Enforcement Use Only". The main content area shows the search results for a name search. The search parameters are "LAST NAME #.SM%TH% OR:TNTE0000". The results table has the following data:

Person Name	Date of Birth	Sex	Race	Activities
Smith, Jaymes	02/14/1983	M	W	(1)

The screen also includes a navigation menu on the left with categories like State Search, RMS Search, RMS Add Report, and Administration. The footer contains the text: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 3.4 Example of a Search Results Screen: Name Search Results

Sort Data by Field

- Records within each status/alert category are listed in alphabetical order by Last Name and First Name.
- Users may sort records by any desired data field by clicking on the data field column title.
- Clicking once will sort records in order by that field while clicking twice will sort records in reverse order.

Results Screen – Person Details Tab – Default Sorting Features/Descriptions

- Names shown on the **Name Search Results** screens are initially sorted by status and alerts.
- Persons with a **Warrant** are highlighted red and appear first.
- Persons with both a **Warrant** and **Alerts** for cautions/medical conditions are also highlighted red, but are listed before those with just a warrant.
- Persons with only **Alerts** for cautions and/or medical conditions are highlighted yellow and appear next.
- All other matching records without a **Warrant** or **Alert** follow and are alternately highlighted grey and white.

No Results Screen

If the query does not return any records, the **No Results** screen in **Figure 3.5** will appear. Users may click **Return** to go to the previous screen populated with the data originally entered. Users may then adjust their search accordingly.

The screenshot displays the TnCOP interface for a 'No Results' screen. At the top, the header includes 'TFC' and 'For Official Law Enforcement Use Only'. A navigation menu on the left lists various search and administration options under categories like 'State Search', 'RMS Search', 'RMS Add Report', and 'Administration'. The main content area, titled 'Incident Search Results', shows the search parameters: 'INCIDENT #ZZZZZZZZZZZ ORI:TNTB0000'. A message states: 'Your query returned no results. Please expand your search constraints to allow for more results.' Below this message is a link: 'Return to Incident Search'. The footer contains the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 3.5 No Search Results Screen

IV. Web RMS Section

Incident Search Screen

The **Incident Search** screen is the primary method for finding incidents located in the **Web RMS** database.

Query an Incident

1. Click the **Incident Search** link in the **Web RMS** section on the left hand side of the screen (*see Figure 4.1*).

The screenshot displays the TFC Incident Search interface. At the top, the header includes the TFC logo and the text "For Official Law Enforcement Use Only". A navigation bar contains "Help" and "Logout" buttons. On the left, a sidebar menu lists various search and administrative options under categories like "State Search", "RMS Search", "RMS Add Report", and "Administration". The main area is titled "Incident Search" and features a "Search For Incident" form with the following fields:

- Incident #:
- CAD #:
- Date Range: / / - / /
- Offense:
- Reporting Officer:
- Incident Type:

A "Search" button is located at the bottom right of the form area. The footer of the page contains the text: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 4.1 Incident Search Screen

2. Input desired query data into the text boxes and drop-down lists located on the search screen including:
 - a. Incident #
 - b. CAD #
 - c. Date Range
 - d. Offense
 - e. Incident Type
 - f. Reporting Officer

Note: The fields on the Search screen are not case sensitive. Entering nothing and clicking search will return all incidents.

3. Click the **Search** button to run the query.
4. The **Incident Search Results** screen will appear (*see Figure 4.2*). This screen will show all the Incidents that matched your search criteria.

TFC For Official Law Enforcement Use Only **TFC** Help Logout

State Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

RMS Search

- Incident Search
- Name Search
- Error Report

RMS Add Report

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

Administration

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

Incident Search Results Back <<

Search Parameters: INCIDENT #:1% ORI:TNTBI0000 Displaying Records: 1 - 6 of 6

Incident Number	CAD Number	Incident Type	Incident Date	Incident Time	Reporting Officer
101210111059		SAR	01/01/2000	01:01-01:01	
101210142411		SAR	01/01/2000	01:01-01:01	
110608111521		A	04/28/2011	12:04-13:30	
110612135537		A	01/01/2011	01:02-01:03	
110612182524		B	05/23/2011	03:05-05:00	
110612183253		B	06/01/2011	06:00-07:00	

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Figure 4.2 Incident Search Results

5. The Incidents will be sorted by **Incident Number**. The screen will also show:
 - a. CAD Number
 - b. Incident Type
 - c. Incident Date
 - d. Incident Time
 - e. Reporting Officer

- Click on the desired **Incident Number** to view the **Full Report** screen for that incident type (*see Figure 4.3*).

The screenshot displays the TnCOP interface for a 'Full Report'. The header includes the TnCOP logo, the text 'For Official Law Enforcement Use Only', and a 'TFC' logo with a seal. Navigation buttons for 'Help' and 'Logout' are present. A left-hand sidebar contains menu items for 'State Search' (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), 'RMS Search' (Incident Search, Name Search, Error Report), 'RMS Add Report' (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and 'Administration' (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password).

The main content area is titled 'Group A Report' and includes a 'Show/Hide Full Report' toggle and a 'Print' button. The report details are as follows:

- Notification(s):** *Victim required
- Administrative:** ORI #: TNTBI0000 (tbl), Incident Number: 11060611521, CAD Number: [blank], Incident Date: 04/28/2011, Incident Time: 12:04-13:30, Exceptional Clearance: Not Applicable, Clearance Date: [blank], Incident Date is: Actual Date, Incident is Not Reportable: N/A
- Offense:** 1 Code: 13A, Offense: Assault (Aggravated), Bias: 99, Location: 03
- Offender(s)/Arrestee(s):** 1 Name: Jaymes Smith, DOB: 02/14/1983, Sex: M, Race: W, Arrested: Y
- Victim(s):** No Victim Entered
- Complainant(s):** No Complainant Entered
- Witness(s):** No Witness Entered
- Narrative:** No Narrative Entered

At the bottom of the screen, a footer contains the text: 'Release leadr-5.7.1 © Copyright 2011 ILETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 4.3 Full Report Screen

Name Search Screen

The **Name Search** screen is the primary method for finding names located in the Web RMS database.

Users may query the system with any combination of the following fields (*see Figure 4.4*):

- Last Name #
- First Name
- Sex
- Race
- Date of Birth

Query a Name

1. Click the **Name Search** link to return the **Name Search** screen (*see Figure 4.4*).

The screenshot shows the TnCOP web interface. At the top, there is a blue header with 'TFC' on the left, 'For Official Law Enforcement Use Only' in the center, and 'TFC' with a logo on the right. Below the header, there are 'Help' and 'Logout' buttons. On the left side, there is a vertical menu with the following items: **State Search** (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), **RMS Search** (Incident Search, Name Search, Error Report), **RMS Add Report** (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and **Administration** (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password). The main content area is titled 'Name Search' and contains a 'Search For Name' section with the following fields: '* Last Name:' (text input), 'First Name:' (text input), 'Sex:' (dropdown menu), 'Race:' (dropdown menu), and 'Date of Birth:' (three text inputs for day, month, and year). A 'Search' button is located at the bottom right of the search section. At the bottom of the page, there is a footer with the text: 'Release leadr-5.7.1 © Copyright 2011 INLET. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 4.4 Name Search Screen

- Input desired query data into the text boxes located in the search screen.

*Note: The fields on the Search screen are not case sensitive. * denotes a required field*

- Click the **Search** button to run the query.
- The **Name Search Results** screen will appear (*see Figure 4.5*). This screen will show all the names that matched your search criteria. The names will be sorted alphabetically. The screen will also show:
 - Date of Birth
 - Sex
 - Race
 - Activities (link)

The screenshot displays the TnCOP Name Search Results screen. The header includes 'TFC' and 'For Official Law Enforcement Use Only'. The left sidebar contains navigation options such as 'State Search', 'RMS Search', 'RMS Add Report', and 'Administration'. The main content area shows the search results for the query 'LAST NAME # SM%TH ORI: TNTBI0000'. The results table is as follows:

Person Name	Date of Birth	Sex	Race	Activities
Smith, Jane				(1)
Smith, Jane		F	U	(1)
Smith, Jaymes	02/14/1983	M	W	(1)
Smith, John				(1)
Smith, John		M	U	(1)

Below the table, there are tabs for 'Activities' and 'Person Details'. The footer of the screen contains the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 4.5 Name Search Results

- Click a name link under the **Person Name** field to display further information associated with the selected person on the **Person Details** tab (see *Figure 4.6*).

The screenshot displays the TFC web application interface. The top navigation bar includes the TFC logo, the text "For Official Law Enforcement Use Only", and "Help" and "Logout" buttons. A left-hand navigation menu is organized into sections: "State Search" (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), "RMS Search" (Incident Search, Name Search, Error Report), "RMS Add Report" (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and "Administration" (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password).

The main content area shows "Name Search Results" with a "Back <<" link. The search parameters are "LAST NAME # SM%TH ORI: TNTBI0000". The results table displays the following data:

Person Name	Date of Birth	Sex	Race	Activities
Smith, Jane				(1)
Smith, Jaymes	02/14/1983	M	W	(1)
Smith, John		M	U	(1)

Below the table, there are two tabs: "Activities" and "Person Details". The "Person Details" tab is currently selected.

At the bottom of the page, the footer text reads: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 4.6 Person Details tab

- Click a number link under the **Activities** field to display all activities associated with the selected person under the **Activities** tab (see *Figure 4.7*).

TFC
For Official Law Enforcement Use Only

[Help](#)
[Logout](#)

State Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

RMS Search

- Incident Search
- Name Search
- Error Report

RMS Add Report

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

Administration

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

Name Search Results Back <<

Search Parameters: LAST NAME #.SM%TH ORI:TNTBI0000 Displaying Records: 1 - 1 of 1

Person Name	Date of Birth	Sex	Race	Activities
Smith, Jaymes	02/14/1983	M	W	(1)

Activities

Person Details

Search Parameters: LAST NAME #.SMITH FIRST NAME #.JAYMES Displaying Records: 1 - 1 of 1

Activity Number	Activity Date	Involvement	Offense	Activity Type
110606111521	04282011	subject	13A - Assault (Aggravated)	A
110606111521	04282011	subject	13A - Assault (Aggravated)	A

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Figure 4.7 Activities tab

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- Click an **Activity Number Link** located under the **Activity Number field** under the **Activities tab** to view the full report (*see Figure 4.8*).

The screenshot displays the TnCOP web application interface. On the left is a navigation menu with sections: State Search, RMS Search, and Administration. The main content area shows 'Name Search Results' for 'SMITH, JAYMES'. Below this, the 'Activities' tab is active, showing a table of activities. The 'Activity Number' '110606111521' is highlighted with a black box. The footer contains the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Person Name	Date of Birth	Sex	Race	Activities
Smith, Jaymes	02/14/1983	M	WW	(1)

Activity Number	Activity Date	Involvement	Offense	Activity Type
110606111521	04282011	subject	13A - Assault (Aggravated)	A
	04282011	subject	13A - Assault (Aggravated)	A

Figure 4.8 Activity Number link

- The **Full Report** screen displays (*see Figure 4.9*). The available links allow the user to **add**, **view**, **edit**, and **delete** data in the report.

TFC
For Official Law Enforcement Use Only

[Help](#) [Logout](#)

State Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

RMS Search

- Incident Search
- Name Search
- Error Report

RMS Add Report

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

Administration

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

Group A Report
Show/Hide Full Report
Print

Notification(s):
* Victim required

Administrative: [details / edit / del](#)

ORI #: TNTE0000 (tbi)	Incident Number: 110606111521	CAD Number:
Incident Date: 04/28/2011	Incident Time: 12:04-13:30	Incident Date is: Actual Date
Exceptional Clearance: Not Applicable	Clearance Date:	Incident is Not Reportable: N/A

Offense: [add](#)

1	Code: 13A	Offense: Assault (Aggravated)	Bias: 99	Location: 03	details / edit
---	-----------	-------------------------------	----------	--------------	--------------------------------

Offender(s)/Arrestee(s): [add](#)

1	Name: Jaymes Smith	DOB: 02/14/1983	Sex: M	Race: W	Arrested: Y	details / edit
---	--------------------	-----------------	--------	---------	-------------	--------------------------------

Victim(s): [add](#)

No Victim Entered

Complainant(s): [add](#)

No Complainant Entered

Witness(s): [add](#)

No Witness Entered

Narrative: [add](#)

No Narrative Entered

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Figure 4.9 Full Report screen

Error Report Screen

The Error Report screen shows all incidents currently with errors, along with an error count and the errors themselves (see *Figure 4.10*).

The screenshot displays the TnCOP Error Report screen. The top navigation bar includes the TnCOP logo, the text "For Official Law Enforcement Use Only", and buttons for "Help" and "Logout". The left sidebar contains a menu with the following items:

- State Search**
 - Name & Number
 - Vehicle
 - Property
 - Location
 - Narrative
 - Telephone
 - Scars Marks Tattoos
 - Case Number
- RMS Search**
 - Incident Search
 - Name Search
 - Error Report
- RMS Add Report**
 - Group A
 - Group B
 - Suspicious Activity
 - Field Interview
 - Interdiction Plus
- Administration**
 - Add User
 - List Users
 - Audit Search
 - Element Filter
 - Emergency Delete
 - Officers
 - Gangs
 - Change Password

The main content area is titled "Incident Error Results" and includes a "Back <<" button. It shows search parameters: OR:TNTBI0000 and "Displaying Records: 1 - 1 of 1". A table displays the error results:

Incident Number	CAD Number	Incident Type	Total Errors	Error Messages
110606111521		A	1	* Victim required

At the bottom of the screen, a footer contains the text: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 4.10 Error Report Screen

1. Click on an **Incident Number** to view the full report for that incident (*see Figure 4.11*).

The screenshot displays the TnCOP interface for a full incident report. The header includes the TFC logo, the text "For Official Law Enforcement Use Only", and navigation buttons for "Help" and "Logout". A left-hand sidebar contains various search and administrative options such as "State Search", "RMS Search", "RMS Add Report", and "Administration".

The main content area is titled "Group A Report" and includes a "Show/Hide Full Report" toggle and a "Print" button. The report details are as follows:

- Notification(s):** * Victim required
- Administrative:**
 - ORI #: TNTBI0000 (tbi)
 - Incident Date: 04/28/2011
 - Exceptional Clearance: Not Applicable
 - Clearance Date:
 - CAD Number:
 - Incident Date is: Actual Date
 - Incident is Hot Reportable: N/A
- Offense:**
 - 1 Code: 13A Offense: Assault (Aggravated) Bias: 99 Location: 03
- Offender(s)/Arrestee(s):**
 - 1 Name: Jaymes Smith DOB: 02/14/1983 Sex: M Race: W Arrested: Y
- Victim(s):** No Victim Entered
- Complainant(s):** No Complainant Entered
- Witness(s):** No Witness Entered
- Narrative:** No Narrative Entered

At the bottom of the screen, a footer contains the text: "Release leadr-5.7.1 © Copyright 2011 MLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 4.11 Full Report Screen

Add Incident Section

Introduction to Group A Incident Reports

Group A Incident Reports usually contains administrative, offense, property and/or vehicle (if applicable), victim, witness, complainant, offender and narrative information. Details concerning arrests may be included if apprehensions were made by the time the initial report was submitted. However, in many cases, arrests will be made after the initial report and the arrestee information will be submitted as an update to the initial report. LEOKA data is submitted when an officer is assaulted or killed.

A Group A incident consists of segments including:

- Administrative
- Offense
- Property
- Vehicle
- Drug
- Offender/Arrestee
- Victim
- Complainant
- Witness

Once a Group A incident has been added to the program there may be times where additional offenses or property segments will need to be added to the incident. Additional vehicles, offenders, victims and witnesses can also be added to an incident report.

All incident times entered into TnCOP/TIBRS must be in 24 hour military time. (see Table 5.1)

Table 5.1 - Military Time Table	
A.M.	P.M.
Midnight = 0000	Noon = 1200
01:00 = 0100	02:00 = 1400
02:00 = 0200	03:00 = 1500
03:00 = 0300	04:00 = 1600
04:00 = 0400	05:00 = 1700
05:00 = 0500	06:00 = 1800
06:00 = 0600	07:00 = 1900
07:00 = 0700	08:00 = 2000
08:00 = 0800	09:00 = 2100
09:00 = 0900	10:00 = 2200
10:00 = 1000	11:00 = 2300
11:00 = 1100	

Table 5.1 displays military time conversions

Add a Group A Incident

The **Group A** link in the **Add Incident** section permits the entry of a new Group A incident.

1. Click the **Group A** link on the left side of the page under the **Add Incident** section on the left-hand side of the screen to access the **Group A Report – Administrative - Add** screen (see *Figure 5.1*).

Figure 5.1 Group A Report – Administrative- Add Screen

2. Enter the incident data on the screen including the following types of required and additional information: **Offense, Property, Vehicle, Offender/Arrestee, Victim, Witness, Complainant** and **Narrative**.

Note that the ORI#, Agency and Incident #s are auto populated by the application.

3. Start by entering the **Incident Date** using eight numerical characters (mm/dd/yyyy).
4. Enter the time (military) of the incident or time frame if the incident took place over several hours on the same day.
5. Add information into the following required fields including: **Street #, Address, Apartment, Suite, City, State, and Zip**.
6. Add information into the following optional fields including: **Zone, Latitude, Longitude, Arrival Date, Arrival Time, and Reporting Officer**.
 - a. Address, Apt., and Zone should reflect where the incident took place.
 - b. Arrival time is when the officer reaches the scene.

- c. Reporting officers that have been added to the system in the administration section can be included in the report entry by choosing the officer's name from the drop-down list.
7. Enter the **Exceptional Clearance** data if applicable.
 - a. Exceptional Clearance is a reason beyond law enforcement control that will prevent an arrest from taking place. Usually this information is edited at a later date.
 - b. When a valid Exceptional Clearance is selected, the user must enter a Clearance Date in the provided fields.

NOTE: If the incident will be cleared by exception, the AGE, SEX and RACE of the offender must be included in the OFFENDER/ARRESTEE Segment. If a situation arises where there are two offenders and one person is arrested and the other person will not be arrested due to one of the valid reasons for exceptional clearance, enter arrestee information on the one offender and list AGE, SEX and RACE for the other offender. Do not clear the incident exceptionally in this case. Valid reasons for an Exceptional Clearance are listed on Pages 9-10 in the current TIBRS Data Collection manual.

8. Once the information has been entered, click **OK**. The application will now show you the **Group A Report** screen (see *Figure 5.2*).
 - a. View the **Notification** section on the **Group A Report** screen, and note that an **Offense** is required for this incident.

Note: Once you have clicked OK, the incident date and/or time cannot be edited. If incorrect information was entered, the incident must be deleted, then re-entered.

The screenshot shows the TnCOP application interface. At the top, it says 'TFC For Official Law Enforcement Use Only' with a 'Help' and 'Logout' button. The main content area is titled 'Group A Report' and includes a 'Show/Hide Full Report' link and a 'Print' button. The 'Notification(s)' section shows a red message: '* Offense required'. Below this is the 'Administrative' section with fields for ORI # (TN1B0000 (tbl)), Incident Date (01/01/2011), Exceptional Clearance (Not Applicable), Incident Number (110612135537), Incident Time (01:02-01:03), Clearance Date, CAD Number, Incident Date is (Actual Date), and Incident is Not Reportable (N/A). There are links for 'details / edit / del'. The 'Offense' section shows 'No Offense Entered' with an 'add' link. The 'Narrative' section shows 'No Narrative Entered' with an 'add' link. The sidebar on the left contains sections for 'State Search', 'RMS Search', 'RMS Add Report', and 'Administration'.

Figure 5.2 Group A Report Screen

Group A Report Screen

A summary of all data added to the report can be seen on the **Group A Report** screen.

- The **Notification(s)** section at the top of the report will make the user aware of any errors or required information in their incident. This text will be in red.
- The **details** link will expand that section of the report.
- The **edit** link will take the user to an editable version of that section
- The **delete (del)** link will allow the user to delete that section.
- The **add** link allows the user to add data for that section.
- The **Show/Hide Full Report** link at the top of the screen will expand or hide all sections

Add an Offense in a Add a Group A Report

The **Group A Report** screen requires the input of an **offense** for the Group A incident. More than one offense can be added in this section.

1. Click the **add** link on the right side of the page in the **Offense** section to access the **Group A – Offense – Add** screen (see *Figure 5.3*).

*Note: * Denotes Required Field*

The screenshot displays the TnCOP web interface. The top navigation bar includes the TnCOP logo, the text "For Official Law Enforcement Use Only", and a "TFC" logo with a seal. Below the navigation bar are "Help" and "Logout" buttons. On the left is a vertical menu with sections: "State Search" (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), "RMS Search" (Incident Search, Name Search, Error Report), "RMS Add Report" (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and "Administration" (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password). The main content area is titled "Group A Report" and includes "Show/Hide Full Report" and "Print" options. The report content is as follows:

- Notifications(s):** * Offense required
- Administrative:**
 - ORI #: TN1B10000 (tbl)
 - Incident Date: 01/01/2011
 - Exceptional Clearance: Not Applicable
 - Incident Number: 110612135537
 - Incident Time: 01:02-01:03
 - Clearance Date:
 - CAD Number:
 - Incident Date is: Actual Date
 - Incident is Not Reportable: N/A
- Offense:** No Offense Entered
- Narrative:** No Narrative Entered

There are "add" links at the end of the Offense and Narrative sections. A black box highlights the "add" link in the Offense section.

At the bottom of the page, the footer text reads: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction"

Figure 5.3 Group A Full Report Screen

2. Notice the **Group A Report – Offense – Add** screen appears (*see Figure 5.4*).

The screenshot displays the TnCOP web interface for adding a Group A Report - Offense. The interface includes a top navigation bar with the TnCOP logo and the text "For Official Law Enforcement Use Only". A sidebar on the left contains navigation menus for "State Search", "RMS Search", "RMS Add Report", and "Administration". The main content area is titled "Group A Report - Offense - Add" and "Page 1". It contains several input fields and dropdown menus: "ORI #" (TNTBI0000), "Incident #" (110612135537), "Code" (13A), "Offense" (Assault (Aggravated)), "Bias" (Non-Specific (Unknown)), and "Location" (Bar/Nightclub). Below these fields are radio buttons for "Completed" (selected) and "Attempted". There are three sections of checkboxes: "Offender suspected of using" (Alcohol, Drug, Computer Equipment), "Home Invasion" (Invasion, No Invasion), and "Type of Entry" (Force, No Force, # Premises). At the bottom of the main content area, there are four page tabs: "Page 1", "Page 2", "Page 3", and "Page 4". The footer contains the text "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 5.4 Group A Report – Offense – Add Screen – Page 1

3. Note the four page tabs at the bottom of the screen. The **Page 1** tab is selected by default.

Add an Offense – Page 1

1. Enter the offense **Code** (*see Figure 5.4*).
 - a. **There are two ways to enter the *offense Code.**
 - i. **By TIBRS Code** - If you know the **TIBRS Code**, type it into the **Code** field. The application will automatically choose the offense from the drop-down list.
 - ii. **By TIBRS Offense** – Choose the offense from the drop-down list. The application will automatically insert the code in the **Code** box.
2. Select the offense **Bias** from the **Bias** drop-down list. The default selection is “none”.
3. Enter the offense **Location** from the **Location** drop-down list.
4. Select an **Offense** radio button: **Completed** or **Attempted**.
 - a. Assault offenses and homicide offenses are always completed.
 - b. All other offenses can be marked attempted or completed.
 - c. Refer to the current **TIBRS Data Collection Manual** for guidelines in determining attempted vs. completed.
5. Select the appropriate check boxes for the **Offender suspected of using** section. Multiple options may be selected.
6. Select a **Home Invasion** radio button: **Invasion** or **No Invasion**
 - a. This option applies only to the following offenses, a Robbery that takes place in a residence/home, or a Burglary that takes place in a residence/home with a second crime against a person being committed (09A, 09B, 100,11A, 11B, 11C, 11D, 13A, 13B and13C).
7. Select a **Type of Entry** radio button: **Force** or **No Force**, and enter the **# of Premises** data if applicable.
 - a. This option applies only to the offense **Burglary (220)**.
 - b. Select **Force** or **No Force** used in entering the structure. See the current **TIBRS Data Collection Manual** for further guidelines.
 - c. **# of Premises**: Applies only to a Burglary (220) that occurs in a Hotel/Motel (14) or Rental Storage Facility (19). Count the number of rooms, units, suites, or storage compartments that were entered. Once all the information is entered, click on Page 2 at the bottom of the screen.
8. After the applicable elements have been selected, click on the **Page 2** tab.

Add an Offense – Page 2

1. Click the **Page 2** tab to display the **Group A Report – Offense - Add** page 2 (see *Figure 5.5*).

The screenshot displays the 'Group A Report - Offense - Add' interface on Page 2. The top navigation bar includes 'TFC' and 'For Official Law Enforcement Use Only'. The sidebar on the left lists various search and report options. The main content area features the following sections:

- Weapons:** A list of weapon types with checkboxes: 11 = Firearm, 12 = Handgun (checked), 13 = Rifle, 14 = Shotgun, 15 = Other Firearm, 20 = Knife (checked), 30 = Blunt Object, 35 = Motor Vehicle, 50 = Poison.
- Automatic:** A single checkbox, which is checked.
- (Check from one to three):** A list of offense codes with checkboxes: 40 = Personal Weapons (fist, hands and feet), 60 = Explosives, 65 = Fire/Incendiary Device (checked), 70 = Drugs/Narcotics/Sleeping Pills, 85 = Asphyxiation, 90 = Other, 95 = Unknown, 99 = None (no other selections used).
- Criminal Activity (check up to three):** A list of activities with checkboxes: Buying/Receiving, Distributing/Selling, Using/Consuming, Exploiting Children, Possessing/Concealing, Operating/Promoting/Assisting, Transporting/Transmitting/Importing, Cultivating/Manufacturing/Publishing.

At the bottom, there are navigation tabs for Page 1, Page 2 (selected), Page 3, and Page 4. The footer contains the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 5.5 Group A Report – Offense – Add Screen - Page 2

2. Select the appropriate check boxes for **Weapons** involved in the incident, if applicable, in the **Weapons** section.
 - a. Up to three types of weapons can be selected per offense.
 - b. Weapons: The following offenses require type of weapon to be selected (even if the type is “None”): 09A, 09B, 09C, 100, 11A, 11B, 11C, 11D, 120, 13A, 13B, 210, 520.
 - c. If the weapon is a fully automatic firearm, check the box.
3. Select the appropriate check boxes for the **Criminal Activity B**.
 - a. Up to three activities can be selected for each offense.
 - b. Criminal Activity: The following offenses require this element: 250, 280, 35A, 35B, 39C, 370, 520.
 - c. If weapons or criminal activity is not required for the offense you can skip past Page 2 by clicking Page 3.
4. After the necessary elements have been selected, click on the **Page 3** tab.

Add an Offense – Page 3

1. Click the **Page 3** tab to display the **Group A Report – Offense - Add** page 3 (see *Figure 5.6*).

Figure 5.6 Group A Report – Offense – Add Screen - Page 3

2. Select the appropriate radio button for **Gang Involvement**, if applicable, in the **Check Type of Gang Involvement** section, which includes:
 - a. No Gang Involvement
 - b. Other Gang
 - c. Juvenile Gang
 - d. Juvenile and Other
3. If a gang is involved in the incident, select a gang name from the **Press down arrow to select Gang Name** drop-down list.
4. If more than one gang is involved, select a secondary gang name from the **Press down arrow to select additional Gang Name** drop-down list.
5. If the name of the gang is not included in the drop-down list, enter the name in the **Enter Gang Name if not in list above** text box.
6. Select a gang type radio button in the **Click to select first type of Gang** section, which includes:
 - a. Prison/Security Threat
 - b. Street

- c. Outlaw Motorcycle
 - d. Organized Crime
 - e. Terrorist/Subv. Group
 - f. Misc Group
7. If a secondary gang is not included in the drop-down list, enter the name in the **Enter second Gang Name if not in list above** text box.
8. Select a gang type radio button in the **Click to select second type of Gang** section, which includes:
 - a. Prison/Security Threat
 - b. Street
 - c. Outlaw Motorcycle
 - d. Organized Crime
 - e. Terrorist/Subv. Group
 - f. Misc Group
9. After the necessary elements have been selected, click on the **Page 4** tab.

Add an Offense – Page 4

1. Click the **Page 4** tab to display the **Group A Report – Offense - Add** page 4 (see *Figure 5.7*)

The screenshot shows the 'Group A Report - Offense - Add' form on Page 4. The form is titled 'Group A Report - Offense - Add' and includes the following fields and sections:

- ORI #:** TNTB0000
- Incident #:** 110612135537
- Drug Related:** Radio buttons for No and Yes.
- Select Drug:** A dropdown menu currently showing 'Other Prescription Drugs'.
- Origin of Drug:** Radio buttons for:
 - Clandestine Lab
 - Diverted Prescription Drug
 - Illegally Imported
 - Indoor Marijuana Grow
 - Outdoor Marijuana Grow
- Methamphetamine Lab Precursors:** Radio buttons for:
 - Single entity tablet/capsule
 - Combination entity tablet/capsule
 - Gelcap
 - Liquid
 - Unknown/Not present

At the bottom of the form, there are 'Cancel' and 'OK' buttons, and a navigation bar with tabs for Page 1, Page 2, Page 3, and Page 4 (selected). The footer of the page reads: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 5.7 Group A Report – Offense – Add Screen – Page 4-2

2. Drug Related Incidents: Specify whether or not the incident is drug related. If **Yes**, select the type of drug from the drop-down list, then select the **Origin of Drug**.
3. Select the appropriate radio button for **Drug Related Incidents**, if applicable, in the **Drug Related** section, which includes:
 - a. No
 - b. Yes

4. If drugs are related, select the drug type from the **Selected Drug** drop-down list, which includes:
 - a. Crack Cocaine
 - b. Cultivated Marijuana
 - c. Ecstasy
 - d. GHB
 - e. Heroin
 - f. Hydrocodone
 - g. Ketamine
 - h. Methamphetamine
 - i. Other Non-prescription drugs
 - j. Other Prescription drugs
 - k. Oxycodone
 - l. Powder Cocaine
 - m. Powder Marijuana
5. Select a drug origin radio button from the **Origin of Drug** section, which includes:
 - a. Clandestine Lab
 - b. Diverted Prescription Drug
 - c. Illegally Imported
 - d. Indoor Marijuana Grow
 - e. Outdoor Marijuana Grow
6. Select a methamphetamine lab precursor radio button in the **Methamphetamine Lab Precursor** section, which includes:
 - a. Single entity tablet/capsule
 - b. Combination entity tablet/capsule
 - c. Gelcap
 - d. Liquid
 - e. Unknown/Not Present

7. After the necessary elements have been selected, click the **OK** button to save the offense.
 - a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 5.8*).

The screenshot displays the 'Group A Report - Offense - Add' screen in the TnCOP system. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation menus for 'State Search', 'RMS Search', 'RMS Add Report', and 'Administration'. The main content area is titled 'Group A Report - Offense - Add' and includes the following fields and sections:

- ORI #:** TNTB0000
- Incident #:** 110612135537
- Drug Related:** Radio buttons for 'No' and 'Yes' (Yes is selected).
- Select Drug:** A dropdown menu showing 'Other Prescription Drugs'.
- Origin of Drug:** Radio buttons for 'Clandestine Lab', 'Diversed Prescription Drug' (selected), 'Illegally Imported', 'Indoor Marijuana Grow', and 'Outdoor Marijuana Grow'.
- Methamphetamine Lab Precursors:** Radio buttons for 'Single entity tablet/capsule' (selected), 'Combination entity tablet/capsule', 'Liquid', 'Gelcap', and 'Unknown/Not present'.

At the bottom of the form, there are 'Cancel' and 'OK' buttons. The footer of the page indicates 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 5.8 Group A Report Screen with an Offense added

8. At this point, the user can **view the details**, **edit**, or **delete** the Administrative segment.
 - a. The user can also view, add, edit and delete information to the **Administrative**, **Offender(s)/Arrestee(s)**, **Complainant(s)**, **Witness(s)**, and **Narrative** segments if applicable.
9. Click the **Print** link in the top right hand corner of the screen to print the report.
10. View the **Notification** section on the **Group A Report** screen, and note that an **Offender** is required for this incident (*see Figure 5.8*).

Add an Offender in a Group A Report

The **Group A Report** screen requires the input of an **Offender** for the Group A Incident.

1. Click the **add** link on the right side of the page in the **Offender** section to access the **Group A – Offense – Add** screen (see *Figure 5.9*).

*Note: * Denotes Required Field*

The screenshot shows the TnCOP web interface for adding an offender to a Group A report. The page title is "Group A Report - Offender/Arrestee - Add" and it is labeled "Page 1". The form includes the following fields and options:

- ORI #:** TNTB00000
- Incident #:** 110612135537
- Sequence #:** 1
- Arrested:** Radio buttons for Yes and No (No is selected).
- Sex:** Radio buttons for Male, Female, and Unknown (Unknown is selected).
- Race:** Radio buttons for Asian, Black, Indian, White, and Unknown (Unknown is selected).
- D.O.B.:** Three input fields for day, month, and year.
- Offender Age Range:** Two input fields for minimum and maximum age.
- Age:** Input field with "00" and "Unknown Age" label.
- First Name:** Billy
- Middle Name:** (empty)
- Last Name:** Buttons
- Suffix:** (empty)
- Additional Entry:**
 - Street #:** (empty)
 - Address:** (empty)
 - Apartment #, Suite etc.:** (empty)
 - City:** Chattanooga
 - State:** Tennessee (TN)
 - Zip:** 37402

At the bottom of the form, there are three page tabs: "Page 1" (selected), "Page 2", and "Page 3". The footer contains the text: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 5.9 Group A Report - Offender/Arrestee – Add Screen – Page 1

2. Note the three page tabs at the bottom of the screen. The **Page 1** tab is selected by default.

Add an Offender – Page 1

1. Select an **Arrested** radio button: **Yes** or **No** (*see Figure 5.9*).
 - a. If **Yes** is selected, the following fields are required:
 - i. Date of Birth or Offender Age Range
 - ii. Sex
 - iii. Race
 - iv. Arrestee Name (First, MI, and Last)
 - v. Street #
 - vi. Address
 - vii. Apartment/Suite
 - viii. City, State, and Zip are fields that should be populated if that information is available.
2. Enter the **Date of Birth** or the **Offender Age Range** in the provided text boxes.
3. Select the **sex of the offender** in the **Sex** field via a radio button including:
 - a. Male
 - b. Female
 - c. Unknown
4. Select the **race of the offender** in the **Race** field via a radio button:
 - a. Asian
 - b. Black
 - c. Indian
 - d. White
 - e. Unknown
5. Type appropriate text in the remaining text boxes and/or drop-down lists including:
 - a. Arrestee Name (First, MI, and Last)
 - b. Street #
 - c. Address
 - d. Apartment/Suite
 - e. City, State, and Zip - if available.
6. After the necessary elements have been selected, click on the **Page 2** tab.

Add an Offender – Page 2

1. Click the **Page 2** tab to display the **Group A Report – Offender - Add** page 2 (see *Figure 5.10*).

The screenshot shows the 'Group A Report - Offender/Arrestee - Add' screen, Page 2. The interface includes a navigation menu on the left, a header with 'TFC' and 'For Official Law Enforcement Use Only', and a main form area. The form contains fields for ORI # (TN10000), Incident # (110612136637), and Sequence # (1). The 'Additional Entry' section includes Social Security # (111-11-1111), License # (1111111111), State of License (Tennessee (TN)), Height (5 ft 11 inches), and Weight (175). There are also sections for Eye Color (Brown selected) and Hair Color (Blonde selected). The 'Clothes' field contains 'Brown baggy pants and a navy blue t-shirt'. Below are fields for 1st through 5th SMT (Shoulder Marking Type) with text input boxes.

Figure 5.10 Group A Report - Offender/Arrestee – Add Screen – Page 2

2. Type appropriate text in the **Additional Entry** section text boxes and/or drop-down lists including:
 - a. Social Security #
 - b. License #
 - c. State of License
 - d. Height
 - e. Weight
 - f. Clothes

3. Select the eye color from the **Eye Color** radio buttons including:
 - a. Brown
 - b. Blue
 - c. Black
 - d. Green
 - e. Gray
 - f. Hazel
 - g. Multicolored
 - h. Maroon
 - i. Pink
4. Select the hair color from the **Hair Color** radio buttons including:
 - a. Bald
 - b. Black
 - c. Blonde
 - d. Brown
 - e. White
 - f. Red
 - g. Sandy
 - h. Gray
5. Type appropriate, descriptive text in the following five **Scars, Marks, and Tattoos (SMR)** section text boxes.
6. After the necessary elements have been selected, click on the **Page 3** tab.

Add an Offender – Page 3

1. Click the **Page 3** tab to display the **Group A Report – Offender - Add** page 3 (see *Figure 5.11*).

The screenshot shows the 'Group A Report - Offender/Arrestee - Add' form on Page 3. The form is divided into several sections:

- Top Section:** ORI # (TNTB0000), Incident # (110612135537), Arrest Sequence # (), Transaction # (), State Control # (), Arrest Date (/ /).
- Selection Section:** Enter code or click on arrow to select: TIBRS Code (), TIBRS Offense (), Ethnicity (Unknown), Type of Arrest (On-View), Resident (Resident), Count Arrestee (Not Applicable), Juvenile Disposition (Not Applicable).
- Armed with Section:** Check up to two weapons, check if gun is automatic. Includes checkboxes for Firearm, Handgun, Rifle, Shotgun, Other Firearm, Cutting Instrument, Club, blackjack, brass knuckles etc., and Unarmed. An 'Automatic' checkbox is also present.
- Warrant Signed By Section:** Includes checkboxes for Officer, Victim, and Not Applicable.

Navigation tabs at the bottom indicate Page 1, Page 2, and Page 3 (selected). The footer contains the text: Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction.

Figure 5.11 Group A Report - Offender/Arrestee – Add Screen - Page 3

2. If the offender was arrested, enter the Arrest Date in the **Arrest Date** text boxes.
3. Select the arresting offense by using the **TIBRS Offense drop-down box**. All of the remaining data fields on this page must now be populated.
4. Select the appropriate text in the drop-down lists including:
 - a. Ethnicity
 - b. Type of Arrest
 - c. Resident
 - d. Count Arrestee
 - e. Juvenile Disposition

5. Select the appropriate check boxes in the **Check up to two weapons, check if gun is automatic** section including:
 - a. Firearm
 - b. Handgun
 - c. Rifle
 - d. Shotgun
 - e. Other Firearm
 - f. Cutting Instrument
 - g. Club, Blackjack, brass knuckles, etc.
 - h. Unarmed
6. Select the appropriate check boxes in the **Warrant signed by** section including:
 - a. Officer
 - b. Victim
7. After the necessary elements have been selected, click the **OK** button to save the offender data.
 - a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 5.12*).

The screenshot displays the TnCOP Group A Report interface. The top navigation bar includes the TnCOP logo, the text "For Official Law Enforcement Use Only", and a "TFC" logo with a seal. Below the navigation bar are "Help" and "Logout" buttons. The main content area is titled "Group A Report" and includes a "Show/Hide Full Report" toggle and a "Print" button. The report is divided into several sections:

- Notification(s):** A red asterisk indicates "* Victim required".
- Administrative:** Contains fields for ORI # (TNTBI0000 (tbi)), Incident Number (110612135537), CAD Number, Incident Date (01/01/2011), Incident Time (01:02-01:03), Exceptional Clearance (Not Applicable), and Clearance Date. Links for "details / edit / del" are provided.
- Offense:** Shows a table with one entry:

Code	Offense	Bias	Location	Action
13A	Assault (Aggravated)	88	03	add / details / edit
- Offender(s)/Arrestee(s):** Shows one entry:

ID	Name	DOB	Sex	Race	Arrested	Action
1	Billy Buttons		U	U	N	add / details / edit
- Victim(s):** No Victim Entered.
- Complainant(s):** No Complainant Entered.
- Witness(s):** No Witness Entered.
- Narrative:** No Narrative Entered.

The left sidebar contains navigation options: State Search, RMS Search, RMS Add Report, and Administration. The footer contains the text: "Release leadr-5.7.1 © Copyright 2011 MLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 5.12 Group A Report Screen with an Offender added

8. At this point, the user can **view the details, edit, or delete** the Administrative segment.

- a. The user can also view, add, edit and delete information to the **Administrative, Offender(s)/Arrestee(s), Complainant(s), Witness(s), and Narrative** segments if applicable.
9. Click the **Print** link in the top right hand corner of the screen to print the report.
10. View the **Notification** section on the **Group A Report** screen, and note that an **Victim** is required for this incident (*see Figure 5.12*).

Add a Victim in a Group A Report

The **Group A Report** screen requires the input of an **Victim** for the Group A incident. The first thing to do is determine which victim to enter and then click on the offenses that apply to that victim. Remember that each offense must have one victim attached to it. There can be multiple victims of the same offense within an incident.

1. Click the **add** link on the right side of the page in the **Victim** section to access the **Group A – Offense – Add** screen (see *Figure 5.13*).

*Note: * Denotes Required Field*

The screenshot displays the 'Group A Report - Victim - Add' screen. The top navigation bar includes 'TFC' and 'For Official Law Enforcement Use Only'. The left sidebar contains a 'State Search' menu with options like 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', and 'Case Number'. Below this is an 'RMS Search' menu with 'Incident Search', 'Name Search', and 'Error Report'. The 'RMS Add Report' menu is expanded, showing 'Group A', 'Group B', 'Suspicious Activity', 'Field Interview', and 'Interdiction Plus'. The 'Administration' menu includes 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main content area has a title bar 'Group A Report - Victim - Add' and 'Page 1'. It contains three input fields: 'ORI #' with value 'TNTE0000', 'Incident #' with value '110612135537', and 'Victim Sequence #' with value '1'. Below these is a section 'Select ALL offenses that apply to this Victim:' with a checkbox for '13A = Assault (Aggravated)'. The 'Type of Victim:' section has radio buttons for 'Individual', 'Law Enforcement Official', 'Business', 'Financial Institution', 'Government', 'Religious Organization', 'Society/Public', 'Other', and 'Unknown'. At the bottom, there are four page tabs: 'Page 1' (selected), 'Page 2', 'Page 3', and 'Page 4'. The footer text reads: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 5.13 Group A Report - Victim – Add Screen – Page 1

2. Note the three page tabs at the bottom of the screen. **Page 1** is selected by default.

Add an Victim – Page 1

1. Notice that the **Victim Sequence number** is assigned by the program.
2. Select the **Type of Offense** from the check boxes in this section. The checkboxes listed may be variable according to other data input into the incident.
3. Select the victim type from the **Type of Victim** radio buttons including:
 - a. Individual
 - b. Law Enforcement Individual
 - c. Business
 - d. Financial Institution
 - e. Government
 - f. Religious Organization
 - g. Society/Public
 - h. Other
 - i. Unknown

Note: If Individual or Law Enforcement Official is chosen then go to page 2, 3 and 4 to fill out information. If any other choice is made you can add optional information on Page 2, or you can go directly to Page 4 to click on OK.

4. After the necessary elements have been selected, click on the **Page 2** tab.

Add an Victim – Page 2

1. Click the **Page 2** tab to display the **Group A Report – Offender - Add** page 2 (see *Figure 5.14*).

The screenshot shows the 'Group A Report - Victim - Add' form on Page 2. The form is titled 'Group A Report - Victim - Add' and includes a 'Page 2' indicator in the top right corner. The form is divided into several sections:

- Top Section:** ORI #: TNTB0000, Incident #: 110612135537, Victim Sequence #: 1.
- Defaults selected, make necessary changes:**
 - Race:** Asian, Black, Indian, White, Unknown
 - Sex:** Male, Female, Unknown
 - Ethnicity:** Hispanic, Non-Hispanic, Unknown
 - Resident:** Resident, Non-Resident, Unknown
 - Age:** Under 24 hrs., Newborn (1-6 days old), 7-364 days old, 99 (Over 98 years old), Known D.O.B or Age Range, Unknown Age
- Victim is:** Student, Security, Faculty/Staff, Other
- Domestic Violence:** Yes, No
- Transported to safety:** Yes, No
- Violation Order Protection:** Yes, No
- Personal Information:**
 - First Name:** John, **Middle Name:** , **Last Name:** Smith, **Suffix:**
 - Additional Entry:** Name of Business or Organization:
 - Street #:** 1234, **Address:** Congress, **Apartment #, Suite etc.:** Street
 - City:** Chattanooga, **State:** Tennessee (TN), **Zip:** 37402
 - D.O.B.:** / / , **Age:** 00 Unknown Age, **Age Range:** 00 -
 - Phone #:** - - , **Social Security #:** - - -

At the bottom of the form, there are navigation tabs for Page 1, Page 2 (selected), Page 3, and Page 4. The footer contains the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 5.14 Group A Report - Victim – Add Screen – Page 2

2. Fill out the any information acquired concerning the **Victim on Group A Report – Victim – Add** Page 2.

3. Select a radio button in the **Race** field including:
 - a. Asian
 - b. Black
 - c. Indian
 - d. White
 - e. Unknown
4. Select a radio button in the **Sex** field including:
 - a. Male
 - b. Female
 - c. Unknown
5. Select a radio button in the **Ethnicity** field including:
 - a. Hispanic
 - b. Non-Hispanic
 - c. Unknown
6. Select a radio button in the **Resident** field including:
 - a. Resident
 - b. Non-Resident
 - c. Unknown

Note: Resident means the victim lives in the jurisdiction where the crime took place.

7. Select a radio button in the **Age** field including:
 - a. Under 24 Hours
 - b. Newborn (1-6 days old)
 - c. 7 – 364 days old
 - d. 99 (Over 96 years old)
 - e. Known D.O.B or Age Range
 - f. Unknown Age
8. Select a radio button in the **College Student** field including:
 - a. Yes or No

Note: College Student: Answer yes or no. (Remember you are only responsible for reporting college student victims that attend colleges located in your county.) If the crime happened on campus, check yes and then you must identify what college the student attends. A drop down box will be enabled. You can scroll through the list to find the correct college name.

9. Select a radio button in the **On Campus** field including:
 - a. Yes or No
10. Select a radio button in the **Domestic Violence** field including:
 - a. Yes or No

Note: Domestic Violence: Only the victims of the following offenses can be marked as domestic violence, 13A, 13B, 13C, 13D, 09A, 11A, 11B, 11C, 11D, 36A, 36B. (Also only certain relationships can be used to show victim to offender relationships if the victim is marked domestic violence.)

11. Select a radio button in the **Transported to Safety** field including:
 - a. Yes or No
12. Select a radio button in the **Violation Order Protection** field including:
 - a. Yes or No
13. Select a college from the **Click on Arrow to select College** drop-down list.
14. Fill in the remaining text boxes including:
 - a. First Name, Initial, and Last Name
 - b. Street #, Address, Apartment #, Suite, etc.
 - c. City, State, and Zip
 - d. D.O.B
 - e. Phone #
 - f. Social Security #
15. After the necessary elements have been selected, click on the **Page 3** tab.

Add an Victim – Page 3

1. Click the **Page 2** tab to display the **Group A Report – Offender - Add** page 2 (see *Figure 5.15*).

The screenshot shows the TFC (Tennessee Crime Reporting System) interface for adding a victim to a Group A report. The page is titled "Group A Report - Victim - Add" and is labeled as "Page 3". The interface includes a sidebar with navigation options such as "State Search", "RMS Search", "RMS Add Report", and "Administration". The main content area contains several sections for data entry:

- ORI #:** TNTBI0000
- Incident #:** 110612135537
- Victim Sequence #:** 1
- Injuries (Check up to five):**
 - N None
 - B Broken Bones
 - I Poss. Internal Injuries
 - L Severe Lacerations
 - M Minor Injuries
 - O Other Major Injury
 - T Loss of Teeth
 - U Unconsciousness
- Homicide/Aggravated Assault (Check up to two):**
 - 01 Argument
 - 02 Assault on Law Official
 - 03 Drug Dealing
 - 04 Gangland
 - 05 Juvenile Gang
 - 06 Lover's Quarrel
 - 07 Mercy Killing
 - 08 Other Felony
 - 09 Other Circumstances
 - 10 Unknown Circumstances
- Negligent Manslaughter Codes (Check one):**
 - 30 Child playing with weapon
 - 31 Gun cleaning accident
 - 32 Hunting accident
 - 33 Other Neglig. Weapon Handling
 - 34 Other Negligent Killings
- Additional Justifiable Homicide (Select Action of Criminal):**
 - A Attacked police officer and that officer killed criminal
 - B Attacked police officer and criminal killed by another officer
 - C Attacked a civilian
 - D Attempting flight from crime
 - E Killed in commission of crime
 - F Resisted Arrest
 - G Unable to determine. Not enough information
- Justifiable Homicide Codes (Check one):**
 - 20 Criminal killed by private citizen
 - 21 Criminal killed by police officer

At the bottom of the form, there are navigation tabs for "Page 1", "Page 2", "Page 3", and "Page 4". The footer of the page contains the text: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 5.15 Group A Report - Victim – Add Screen – Page 3

2. Select injuries from the **Injuries (Check up to five)** check boxes (this is required for victims of the following offenses, 100, 11A, 11B, 11C, 11D, 120, 13A, 13B, and 210.N None) including:
 - a. B Broken Bones
 - b. I Possible Internal Injuries
 - c. L Severe Lacerations
 - d. M Minor Injuries
 - e. O Other Major Injury
 - f. T Loss of Teeth
 - g. U Unconsciousness

3. Select a radio button from the **Negligent Manslaughter Codes (Check one)** section including:
 - a. Child Playing with Weapon
 - b. Gun Cleaning Accident
 - c. Hunting Accident
 - d. Other Neglig. Weapon Handling
 - e. Other Negligent Killings
4. Select Homicide/Aggravated Assault options from the **Homicide/Aggravated Assault (Check up to two)** check boxes (If the offense is 13A or 09A then up to two circumstances can be checked) including:
 - a. 01 Argument
 - b. 02 Assault on a Law Official
 - c. 03 Drug Dealing
 - d. 04 Gangland
 - e. 05 Juvenile Gang
 - f. 06 Lover's Quarrel
 - g. 07 Mercy Killing
 - h. 08 Other Felony
 - i. 09 Other Circumstances
 - j. 10 Unknown Circumstances
5. Select a radio button from the **Additional Justifiable Homicide Circumstances (Check one)** section including:
 - a. A Attacked a police officer and that officer killed criminal
 - b. B Attacked a police officer and criminal killed by another officer
 - c. C Attacked a civilian
 - d. D Attempting to fight from a crime
 - e. E Killed in commission of crime
 - f. F Resisted Arrest
 - g. G Unable to determine. Not enough information.
6. Select a radio button from the **Justifiable Homicide Codes (Select Action of Criminal)** section including:
 - a. 20 Criminal killed by private citizen
 - b. 21 Criminal killed by police officer
7. After the necessary elements have been selected, click on the **Page 4** tab.

Add an Victim – Page 4

1. Click the **Page 4** tab to display the **Group A Report – Offender - Add** page 4 (see *Figure 5.16*).

TFC For Official Law Enforcement Use Only **TFC** Help Logout

State Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

RMS Search

- Incident Search
- Name Search
- Error Report

RMS Add Report

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

Administration

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

Group A Report - Victim - Add Page 4

ORI #: TNTB0000 Incident #: 110612135537 Victim Sequence #: 1

Relationship Codes (relationship is VICTIM to OFFENDER):

CH = Child	SE = Spouse	AG = Acquaintance	FR = Friend
CS = C. Law Spouse	SC = Stepchild	BE = Babysitter (child)	HR = Homosexual Relationship
GC = Grandchild	SP = Stepparent	BO = Boy/Girlfriend	NE = Neighbor
GP = Grandparent	SS = Stepsibling	CF = Child of BG	OK = Otherwise Known
IL = In-Law	VO = Offender	EE = Employee	RU = Relationship Unknown
PA = Parent	OF = Other Family	ER = Employer	ST = Stranger
SB = Sibling		XS = Ex-Spouse	

Victim/Offender Relationship Code:

1 RU Offender 1 Billy Buttons

Cancel OK

Page 1 / Page 2 / Page 3 / Page 4

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Figure 5.16 Group A Report - Victim – Add Screen – Page 4

2. View the list of relationship codes in the **Relationship Codes (relationship is VICTIM to Offender)** section and choose the appropriate selection.

Note: Relationship: This will show victim to offender relationship. This must be filled out for the following offenses, 13A, 13B, 13C, 13D, 100, 09A, 09B, 09C, 120, 11A, 11B, 11C, 11D, 36A, 36B.

3. Click in the **Victim/Offender Relationship Code** text box and type in the selected code from the aforementioned list.
4. After the necessary elements have been selected, click the **OK** button to save the victim data.

5. If an **Assault on a Law Official** check box was chosen on page 4, a secondary **Page 4** will appear concerning the officer involved in the incident (*see Figure 5.17*).

The screenshot displays the 'Group A Report - Victim - Edit' interface on the 'Secondary Page 4'. The top navigation bar includes 'TFC', 'For Official Law Enforcement Use Only', and 'TFC' with a logo. A 'Help' and 'Logout' button are visible. The left sidebar contains navigation menus for 'State Search', 'RMS Search', 'RMS Add Report', and 'Administration'. The main content area includes the following fields and sections:

- ORI #:** TNTB0000
- Incident #:** 11061213537
- Victim Sequence #:** 1
- Enter officer ORI # if employed by different agency:** (Empty field)
- Officer ORI #:** (Empty field)
- Vehicle Assignment:**
 - F = Two-man vehicle
 - G = One-man vehicle (alone)
 - H = One-man vehicle (assisted)
 - I = Detec./spec. assignment (alone)
 - J = Detec./spec. assignment (assisted)
 - K = Other (alone)
 - L = Other (assisted)
- Circumstances Involved:**
 - 01 = Responding to disturbance
 - 02 = Burglary in progress
 - 03 = Robbery in progress
 - 04 = Attempting other arrests
 - 05 = Civil disorders
 - 06 = Handling/transporting of prisoners
 - 07 = Investigating suspicious persons/Circumstances
 - 08 = Ambush, no warning
 - 09 = Mentally deranged
 - 10 = Traffic pursuits
 - 11 = All others

At the bottom of the main content area, there is an 'OK' button and a page navigation bar showing 'Page 1', 'Page 2', 'Page 3', and 'Page 4'.

Figure 5.17 Group A Report - Victim – Add Screen – Secondary Page 4

6. Select the ORI# from the **Officer ORI#** drop-down list.
7. Select a radio button from the **Vehicle Assignment** section including:
 - a. F = Two-man vehicle
 - b. G = One-man vehicle (alone)
 - c. H = One-man vehicle (assisted)
 - d. I = Detec./spec. assignment (alone)
 - e. J = Detec./spec. assignment (assisted)
 - f. K = Other (alone)
 - g. L = Other (assisted)

8. Select a radio button from the **Circumstances Involved** section including:
 - a. 1 = Responding to disturbance
 - b. 2 = Burglary in progress
 - c. 3 = Robbery in progress
 - d. 4 = Attempting other arrests
 - e. 5 = Civil disorders
 - f. 6 = Handling/transporting of prisoners
 - g. 7 = Investigating suspicious persons/Circumstances
 - h. 8 = Ambush, no warning
 - i. 9 = Mentally deranged
 - j. 10 = Traffic Pursuits
 - k. 11 = All Others
9. After the necessary elements have been selected, click the **OK** button to save the data.
 - a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 5.18*).

The screenshot shows the TFC Group A Report screen. The header includes 'TFC' and 'For Official Law Enforcement Use Only'. The sidebar on the left contains navigation menus for State Search, RMS Search, RMS Add Report, and Administration. The main content area is titled 'Group A Report' and includes a 'Show/Hide Full Report' button and a 'Print' button. The report is organized into several sections:

- Notification(s):** No Errors Found...
- Administrative:** Includes ORI #, Incident Date, Exceptional Clearance, Incident Number, Incident Time, Clearance Date, CAD Number, Incident Date is, and Incident is Not Reportable.
- Offense:** Includes Code, Offense, Bias, and Location.
- Offender(s)/Arrestee(s):** Includes Name, DOB, Sex, Race, and Arrested status.
- Victim(s):** Includes Type, Name, and Phone Number.
- Complainant(s):** No Complainant Entered.
- Witness(s):** No Witness Entered.
- Narrative:** No Narrative Entered.

Each section has a corresponding 'add', 'edit', or 'del' link. The footer of the screen contains the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 5.18 Group A Report Screen with a Victim added

10. At this point, the user can **view the details, edit, or delete** the Administrative segment.
 - a. The user can also view, add, edit and delete information to the **Administrative, Offender(s)/Arrestee(s), Complainant(s), Witness(s), and Narrative** segments if applicable.

11. Click the **Print** link in the top right hand corner of the screen to print the report.
12. View the **Notification** section on the **Group A Report** screen, and note that no errors are found (*see Figure 5.18*).

Add a Complainant in a Group A Report

The **Group A Report** screen allows the input of a **Complainant** for the Group A incident. In the **Complainant** segment, the **ORI#** and **Incident#** will be auto populated by the system. All other fields are optional.

1. Click the **add** link on the right side of the page in the **Complainant** section to access the **Group A – Complainant – Add** screen (*see Figure 5.19*).

The screenshot shows the 'Group A Report - Complainant - Add' screen. The top navigation bar includes 'TFC', 'For Official Law Enforcement Use Only', and 'TFC' with a logo. Below the navigation bar are 'Help' and 'Logout' buttons. The left sidebar contains a 'State Search' menu with options like 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', and 'Case Number'. Below this is an 'RMS Search' menu with 'Incident Search', 'Name Search', and 'Error Report'. The 'RMS Add Report' menu is expanded, showing 'Group A', 'Group B', 'Suspicious Activity', 'Field Interview', and 'Interdiction Plus'. The 'Administration' menu includes 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main form area has the following fields: 'ORI #' (TNTB0000), 'Incident #' (110612135537), 'Additional Entry' section with 'First Name' (John), 'Middle Name', 'Last Name' (Smith), 'Suffix', 'Street #' (123), 'Address' (Complainant Street), 'Apartment #, Suite etc.', 'City' (Chattanooga), 'State' (Tennessee (TN)), 'Zip' (37402), 'Home Phone #' (111-111-1111), and 'Work Phone #' (111-222-3333). There are 'Cancel' and 'OK' buttons at the bottom of the form.

Figure 5.19 Group A Report – Complainant – Add Screen

2. Fill in the text boxes on the **Group A Report – Complainant – Add** screen including:
 - a. First Name, Initial, and Last Name
 - b. Street #, Address, Apartment #, Suite, etc.
 - c. City, State, and Zip
 - d. Home Phone #
 - e. Business Phone #
3. After the necessary elements have been selected, click the **OK** button to save the data.

- a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 5.20*)

The screenshot shows the TnCOP Group A Report screen. The top navigation bar includes 'TFC' and 'For Official Law Enforcement Use Only'. The sidebar menu has sections for 'State Search', 'RMS Search', 'RMS Add Report', and 'Administration'. The main content area is titled 'Group A Report' and includes a 'Print' link in the top right. The report is divided into several sections, each with an 'add' link on the right:

- Notifications:** No Errors Found...
- Administrative:** ORI #: TNTBI0000 (tbl), Incident Number: 110612135537, CAD Number: [blank], Incident Date: 01/01/2011, Incident Time: 01:02-01:03, Exceptional Clearance: Not Applicable, Clearance Date: [blank], Incident Date is: Actual Date, Incident is Not Reportable: N/A
- Offense:** 1 Code: 13A, Offense: Assault (Aggravated), Bias: 88, Location: 03
- Offender(s)/Arrestee(s):** 1 Name: Billy Buttons, DOB: [blank], Sex: U, Race: U, Arrested: N
- Victim(s):** 1 Type: I, Name: John Smith, Phone Number: [blank]
- Complainant(s):** 1 Name: John Smith
- Witness(s):** No Witness Entered
- Narrative:** No Narrative Entered

At the bottom of the screen, there is a footer: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.


Figure 5.20 Group A Report Screen with an Complainant added

4. At this point, the user can **view** the details, **edit**, or **delete** the Administrative segment.
 - a. The user can also view, add, edit and delete information to the **Administrative**, **Offender(s)/Arrestee(s)**, **Complainant(s)**, **Witness(s)**, and **Narrative** segments if applicable.
5. Click the **Print** link in the top right hand corner of the screen to print the report.
6. View the **Notification** section on the Group A Report screen, and note that no errors are found (*see Figure 5.20*).

Add a Witness in a Group A Report

The **Group A Report** screen allows the input of a **Witness** for the Group A Incident. In the Witness segment, the ORI# and Incident# will be auto populated by the system. All other fields are optional.

1. Click the **add** link on the right side of the page in the **Witness** section to access the **Group A – Witness – Add** screen (*see Figure 5.21*).

TFC For Official Law Enforcement Use Only 

Help Logout

State Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

RMS Search

- Incident Search
- Name Search
- Error Report

RMS Add Report

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

Administration

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

Group A Report - Witness - Add

ORI #: TNTB0000 Incident #: 110612135537

Additional Entry:

First Name: Jane	Middle Name: 	Last Name: Smith	Suffix:
Street #: 123	Address: Witness St	Apartment #, Suite etc.: 	
City: Chattanooga	State: Tennessee (TN)	Zip: 37402	
Home Phone #: 333 - 444 - 555	Work Phone #: 666 - 888 - 7777		

Cancel OK

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Figure 5.21 Group A Report – Witness – Add Screen

2. Fill in the text boxes on the **Group A Report – Witness – Add** screen including:
 - a. First Name, Initial, and Last Name
 - b. Street #, Address, Apartment #, Suite, etc.
 - c. City, State, and Zip
 - d. Home Phone #
 - e. Business Phone #
3. After the necessary elements have been selected, click the **OK** button to save the data.
 - a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 5.22*)

The screenshot displays the TnCOP Group A Report interface. The header includes 'TFC' and 'For Official Law Enforcement Use Only'. A navigation menu on the left lists various search and report options. The main content area shows the 'Group A Report' with a 'Show/Hide Full Report' toggle and a 'Print' link. The report is organized into several sections:

- Notification(s):** No Errors Found...
- Administrative:** Includes ORI #, Incident Number, CAD Number, Incident Date, Incident Time, Exceptional Clearance, and Clearance Date.
- Offense:** Lists offense details such as Code, Offense description, Bias, and Location.
- Offender(s)/Arrestee(s):** Lists offender information including Name, DOB, Sex, Race, and Arrested status.
- Victim(s):** Lists victim information including Type, Name, and Phone Number.
- Complainant(s):** Lists complainant information including Name.
- Witness(s):** Lists witness information including Name.
- Narrative:** A section for entering a narrative, currently showing 'No Narrative Entered'.

At the bottom of the screen, there is a footer with release and copyright information: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 5.22 Group A Report Screen with an Witness added

4. At this point, the user can **view the details, edit, or delete** the Administrative segment.
 - a. The user can also view, add, edit and delete information to the **Administrative, Offender(s)/Arrestee(s), Complainant(s), Witness(s), and Narrative** segments if applicable.
5. Click the **Print** link in the top right hand corner of the screen to print the report.
6. View the **Notification** section on the Group A Report screen, and note that no errors are found (*see Figure 5.22*).

Add a Narrative in a Group A Report

The **Group A Report** screen allows the input of a **Narrative** for the Group A Incident. On the **Narrative** screen segment, the ORI# and Incident# will be auto populated by the system. A narrative of up to 2,048 characters can be entered on this screen. Click OK. You will be returned to the report screen. The report screen will reflect your additions. (Figure 1.28)

1. Click the **add** link on the right side of the page in the **Narrative** section to access the **Group A – Narrative – Add** screen (*see Figure 5.23*).

The screenshot displays the TnCOP web application interface. At the top, the header includes 'TFC' and 'For Official Law Enforcement Use Only'. A sidebar on the left lists various search and administrative functions. The main content area is titled 'Group A Report - Narrative - Add'. It features two input fields: 'ORI #' with the value 'TNTB0000' and 'Incident #' with the value '110612135537'. Below these is an 'Additional Entry' section with a 'Narrative' label and a character count of '57 characters'. A large text area contains the text 'This is a narrative text box. I can write anything I want'. At the bottom of the form are 'Cancel' and 'OK' buttons. The footer contains copyright information: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 5.23 Group A Report – Narrative – Add Screen

2. Click in the **Additional Entry** text box on the **Group A Report – Narrative – Add** screen
3. Type in the desired text.
4. Click the **OK** button to save the data.
 - a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 5.24*)

TFC		For Official Law Enforcement Use Only		TFC	
State Search Name & Number Vehicle Property Location Narrative Telephone Scars Marks Tattoos Case Number		Group A Report Show/Hide Full Report Print			
RMS Search Incident Search Name Search Error Report		Notification(s): No Errors Found...			
RMS Add Report Group A Group B Suspicious Activity Field Interview Interdiction Plus		Administrative: details / edit / del ORI #: TNIB0000 (tbl) Incident Number: 110612135537 CAD Number: Incident Date: 01/01/2011 Incident Time: 01:02-01:03 Incident Date is: Actual Date Exceptional Clearance: Not Applicable Clearance Date: Incident is Not Reportable: N/A			
Administration Add User List Users Audit Search Element Filter Emergency Delete Officers Gangs Change Password		Offense: add 1 Code: 13A Offense: Assault (Aggravated) Bias: 68 Location: 03 details / edit			
		Offender(s)/Arrestee(s): add 1 Name: Billy Buttons DOB: Sex: U Race: U Arrested: N details / edit			
		Victim(s): add 1 Type: I Name: John Smith Phone Number: details / edit			
		Complainant(s): add 1 Name: John Smith details / edit / del			
		Witness(s): add 1 Name: Jane Smith details / edit / del			
		Narrative: edit / del This is a narrative text box. I can write anything I want			

Figure 5.24 Group A Report with a Narrative added

5. At this point, the user can **view** the details, **edit**, or **delete** the Administrative segment.
 - a. The user can also view, add, edit and delete information to the **Administrative**, **Offender(s)/Arrestee(s)**, **Complainant(s)**, **Witness(s)**, and **Narrative** segments if applicable.
6. Click the **Print** link in the top right hand corner of the screen to print the report.
7. View the **Notification** section on the Group A Report screen, and note that no errors are found (*see Figure 5.24*).

Add a Property in a Group A Report

The **Group A Report** screen allows the input of **Property** for the Group A incident. If an offense involves applicable codes (example: Burglary), then a **Property** section becomes available on the **Group A Report** Screen.

In an incident, ten different property categories can be submitted for each type of property loss. If more than ten categories are involved, the nine most valuable types are to be reported and the remaining are to be combined and reported as “Other”.

In the TnCOP software an agency has two choices concerning how to enter the property (both ways are correct. It will be up to the individual agencies how they want to handle the property).

Example: A burglary occurs and the offender takes the TV (\$300), VCR (\$200) and the Stereo (\$250)

1. The following can be entered:

Category – Radio/TV/VCR	Quantity – 3	Value - \$750
-------------------------	--------------	---------------

(By entering the property this way the individual serial numbers cannot be entered.)

2. If the entering agency wants to track individual items in the software by serial numbers then 3 separate items should be entered in the software.

Category – Radio/TV/VCR	Quantity – 1	Value - \$300
Category – Radio/TV/VCR	Quantity – 1	Value - \$200
Category – Radio/TV/VCR	Quantity – 1	Value - \$250

Note The Quantity field can only hold a numeric value of 99 or less.
The Total Value field cannot contain commas or dollar signs.*

Add a Property in a Group A Report

1. Click the **add** link on the right side of the page in the **Narrative** section to access the **Group A – Property – Add** screen (see *Figure 5.25*).

The screenshot displays the TnCOP Group A Report interface. On the left is a navigation menu with options like 'State Search', 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', 'Case Number', 'RMS Search', 'Incident Search', 'Name Search', 'Error Report', 'RMS Add Report', 'Group A', 'Group B', 'Suspicious Activity', 'Field Interview', 'Interdiction Plus', 'Administration', 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main content area is titled 'Group A Report' and includes a 'Show/Hide Full Report' toggle and a 'Print' button. It contains several sections: 'Notification(s)' with red error messages; 'Administrative' fields for ORI #, Incident Number, CAD Number, Incident Date, Incident Time, Exceptional Clearance, and Clearance Date; 'Offense' table with columns for Code, Description, Bias, and Location; 'Property' section with 'No Property Entered' and an 'add' link; 'Offender(s)/Arrestee(s)' table with fields for Name, DOB, Sex, Race, and Arrested; 'Victim(s)' table with fields for Type, Name, and Phone Number; 'Complainant(s)' table with Name; 'Witness(s)' table with Name; and a 'Narrative' section with a text area containing 'This is a narrative text box. I can write anything I want' and an 'add' link.

Figure 5.25 Group A Report with a Property Section added

2. The **Group A Report – Property – Add** Screen displays (see *Figure 5.26*).

The screenshot displays the 'Group A Report - Property - Add' screen within the TnCOP system. The interface includes a sidebar on the left with various search and report options, a main form area, and a footer with legal notices.

Form Fields:

- ORI #:** TNTB0000
- Incident #:** 110612135537
- Property Information:**
 - Offense:** 220=Burglary/Breaking and Entering Completed
 - Category:** 06=clothes/ furs
 - Loss Type:** 7=Stolen
- General:**
 - Quantity:** 1
 - Total Value:** 1
- Additional Entry:**
 - Description:** fur coat
 - Serial Number:** (empty)

Buttons: Cancel, OK

Footer: Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction

Figure 5.26 Group A Report – Property – Add Screen

3. Select an offense from the **Offense** drop-down list.
4. Select a category that matches the item from the **Category** drop-down list.
5. Select the type of loss from the **Loss Type** drop-down list.
6. Type in the quantity of the property into the **Quantity** text box.
7. Type in the total value of the property into the **Total Value** text box.
8. Type in a description of the property into the **Description** text box.
9. Type in the serial number of the property into the **Serial Number** text box.

10. After the necessary elements have been selected, click on the **OK** button to save the data.

- a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 5.27*)

The screenshot displays the TnCOP Group A Report interface. The top header includes 'TFC' and 'For Official Law Enforcement Use Only'. A navigation menu on the left lists various search and report options. The main report area is titled 'Group A Report' and contains the following sections:

- Notification(s):** No Errors Found...
- Administrative:** ORI #: TNTB0000 (bi), Incident Date: 01/01/2011, Incident Number: 110612135537, Incident Time: 01:02:01.03, CAD Number: [blank], Incident Date is: Actual Date, Exceptional Clearance: Not Applicable, Clearance Date: [blank], Incident is Not Reportable: N/A.
- Offense:**

1	Code: 13A	Offense: Assault (Aggravated)	Bias: 99	Location: 03	add
2	Code: 220	Offense: Burglary/Breaking and Entering	Bias: 99	Location: 03	details / edit / del
- Property:**

1	Code: 220	Loss Type: !=None	Category:	add
				details / edit / del
- Offender(s)/Arrestee(s):**

1	Name: Billy Buttons	DOB:	Sex: U	Race: U	Arrested: N	add
						details / edit
- Victim(s):**

1	Type: I	Name: John Smith	Phone Number:	add
2	Type: B	Name: Furs R Us	Phone Number: 803-343-2323	details / edit / del
- Complainant(s):**

1	Name: John Smith	add
		details / edit / del
- Witness(s):**

1	Name: Jane Smith	add
		details / edit / del
- Narrative:** This is a narrative text box. I can write anything I want. (edit / del)

Figure 5.27 Group A Report with a Property added

11. At this point, the user can **view** the details, **edit**, or **delete** the Administrative segment.

- a. The user can also view, add, edit and delete information to the **Administrative**, **Offender(s)/Arrestee(s)**, **Complainant(s)**, **Witness(s)**, and **Narrative** segments if applicable.

12. Click the **Print** link in the top right hand corner of the screen to print the report.

13. View the **Notification** section on the **Group A Report** screen, and note that no errors are found (*see Figure 5.27*).

V. Group B

Introduction to Group B Incident Reports

This chapter will show how to Add, Edit, and View a Group B incident. Group B Incident Reports usually contain administrative, offense, property and/or vehicle (if applicable), victim, witness, complainant, offender and narrative information. Details concerning arrests may be included if apprehensions were made by the time the initial report was submitted. However, in many cases, arrests will be made after the initial report and the arrestee information will be submitted as an update to the initial report. LEOKA data is submitted when an officer is assaulted or killed.

A Group B entry is made when a subject is arrested for a Group B offense. If an offender commits more than one Group B offense at one time, enter only the offense you deem to be the most serious for that incident.

A Group B incident contains the following segments: **Administrative, Offender/Arrestee, and Narrative.**

Add a Group B Incident

The initial **Group B Add** screen permits the entry of a new Group B incident. After filling in the information and clicking OK, the application will show the Group B Report screen. From there, you can enter the following types of required and additional information: **Offender/Arrestee and Narrative.**

A Group B incident consists of segments including:

- Administrative
- Offender/Arrestee
- Narrative

Note: all incident times entered into TnCOP/TIBRS must be in 24 hour military time. (see Table 6.1)

Table 6.1 - Military Time Table	
A.M.	P.M.
Midnight = 0000	Noon = 1200
01:00 = 0100	02:00 = 1400
02:00 = 0200	03:00 = 1500
03:00 = 0300	04:00 = 1600
04:00 = 0400	05:00 = 1700
05:00 = 0500	06:00 = 1800
06:00 = 0600	07:00 = 1900
07:00 = 0700	08:00 = 2000
08:00 = 0800	09:00 = 2100
09:00 = 0900	10:00 = 2200
10:00 = 1000	11:00 = 2300
11:00 = 1100	

Table 6.1 displays military time conversions

1. Click the **Group B** link on the left side of the page under the **Add Incident** section on the left-hand side of the screen to access the **Group B Report – Administrative - Add** page (see *Figure 6.1*).

The screenshot shows the 'Group B Report - Administrative - Add' screen. The top navigation bar includes 'TFC' and 'For Official Law Enforcement Use Only'. The left sidebar contains a 'State Search' menu with options like 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', and 'Case Number'. Below that is an 'RMS Search' menu with 'Incident Search', 'Name Search', and 'Error Report'. The 'RMS Add Report' menu is expanded, showing 'Group A', 'Group B', 'Suspicious Activity', 'Field Interview', and 'Interdiction Plus'. The 'Administration' menu includes 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main form area has the following fields:

- ORI #:** TNTB0000
- Incident #:** 110612183253
- CAD #:** [Empty]
- Incident Date:** 06 / 01 / 2011
- Incident Time:** 06 : 00 - 07 : 00
- Incident is Not Reportable:**
- Additional Entry:**
 - Street #:** 80231
 - Address:** Group B Street
 - Apartment #, Suite etc.:** [Empty]
 - City:** Chattanooga
 - State:** Tennessee (TN)
 - Zip:** 37402
 - Zone:** [Empty]
 - Latitude:** 0.000000
 - Longitude:** 0.000000
 - Arrival Date:** [Empty]
 - Arrival Time:** [Empty]
 - Reporting Officer:** [Dropdown]

An 'OK' button is located at the bottom right of the form area. The footer contains the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 6.1 Group B Report – Administrative – Add Screen

2. Enter the incident data on the screen including the required and optional information.

Note :The ORI#, Agency and Incident #s are auto populated by the application.

3. Start by entering the **Incident Date** using eight numerical characters (mm/dd/yyyy).
4. Enter the time (military) of the incident in the **Incident Time** text boxes.
5. Add information into the following required fields including: **Street #, Address, Apartment, Suite, City, State, and Zip.**

6. Add information into the following optional fields including: **Zone, Latitude, Longitude, Arrival Date, Arrival Time, and Reporting Officer.**
 - a. **Address, Apt., and Zone** should reflect where the incident took place.
 - b. **Arrival time** is when the officer reaches the scene.
 - c. **Reporting Officers** that have been added to the system in the administration section can be included in the report entry by choosing the officer's name from the drop-down list.
7. Once the information has been entered, click **OK**. The application will now show you the **Group B Report** screen (see *Figure 6.2*).
 - a. View the **Notification** section on the Group B Report screen, and note that an **Offender** is required for this incident.

Note: Once you have clicked OK, the incident date and/or time cannot be edited. If incorrect information was entered, the incident must be deleted, then re-entered.

The screenshot displays the TnCOP Group B Report screen. The interface includes a navigation menu on the left and a main report area. The report area shows the following information:

Group B Report		Show/Hide Full Report	Print
Notification(s): * Offender required			
Administrative:			
ORI #: TN1B10000	Agency Name: tsi	Incident Number: 110612183253	details / edit / del
Incident Date: 06/01/2011	Incident Time: 06:00-07:00	Incident is Not Reportable: N/A	
Offender(s)/Arrestee(s):			
No Offender Entered add			
Narrative:			
No Narrative Entered add			

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Figure 6.2 Group B Report Screen

Group B Report Screen

A summary of all data added to the report can be seen on the **Group B Report** screen.

- The **Notification(s)** section at the top of the report will make the user aware of any errors or required information in their incident. This text will be in red.
- The **details** link will expand that section of the report.
- The **edit** link will take the user to an editable version of that section
- The **delete** (del) link will allow the user to delete that section.
- The **add** link allows the user to add data for that section.
- The **Show/Hide Full Report** link at the top of the screen will expand or hide all sections

Add an Offender/Arrestee in a Group B Report

The **Group A Report** screen requires the input of an **offender** for the Group A Incident.

1. Click the **add** link on the right side of the page in the **Offender/Arrestee** section to access the **Group A – Offender/Arrestee – Add** screen (*see Figure 6.3*).

Figure 6.3 Group B Report - Offender/Arrestee - Add

2. Note the three page tabs at the bottom of the screen. **Page 1** is selected by default.

Add an Offender – Page 1

1. Select an **Arrested** radio button: **Yes** or **No** (*see Figure 6.3*).
 - a. If **Yes** is selected, the following fields are required:
 - i. Date of Birth or Offender Age Range

- ii. Sex
 - iii. Race
 - iv. Arrestee Name (First, MI, and Last)
 - v. Street #
 - vi. Address
 - vii. Apartment/Suite
 - viii. City, State, and Zip are fields that should be populated if that information is available.
2. Enter the **Date of Birth** or the **Offender Age Range** in the provided text boxes.
3. Select the **sex of the offender** in the **Sex** field via a radio button:
 - a. Male
 - b. Female
 - c. Unknown
4. Select the **race of the offender** in the **Race** field via a radio button:
 - a. Asian
 - b. Black
 - c. Indian
 - d. White
 - e. Unknown
5. Type appropriate text in the **remaining text boxes** and/or drop-down lists including:
 - a. Arrestee Name (First, MI, and Last)
 - b. Street #
 - c. Address
 - d. Apartment/Suite
 - e. City, State, and Zip
6. After the necessary elements have been selected, click on the **Page 2** tab.

Add an Offender – Page 2

1. Click the **Page 2** tab to display the **Group B Report – Offender/Arrestee - Add** page 2 (see *Figure 6.4*).

The screenshot shows the 'Group B Report - Offender/Arrestee - Add' form on page 2. The form is titled 'TFC' and 'For Official Law Enforcement Use Only'. It includes a navigation menu on the left with options like 'State Search', 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', 'Case Number', 'RMS Search', 'Incident Search', 'Name Search', 'Error Report', 'RMS Add Report', 'Group A', 'Group B', 'Suspicious Activity', 'Field Interview', 'Interdiction Plus', 'Administration', 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main form area contains the following fields and sections:

- ORI #:** TNTB0000
- Incident #:** 110612183253
- Sequence #:** 1
- Additional Entry:**
 - Social Security #:** [] - [] - []
 - License #:** []
 - State of License:** []
 - Height:** 5 [] ft 4 [] inches
 - Weight:** 115 []
 - Clothes:** white jeans, pink halter top
 - Eye Color:**
 - Brown
 - Blue
 - Black
 - Green
 - Gray
 - Hazel
 - Multicolored
 - Maroon
 - Pink
 - Hair Color:**
 - Bald
 - Black
 - Blonde
 - Brown
 - White
 - Red
 - Sandy
 - Gray
- 1st SMT:** heart tattoo on neck
- 2nd SMT:** []
- 3rd SMT:** []
- 4th SMT:** []
- 5th SMT:** []

At the bottom, there is a navigation bar with 'Page 1', 'Page 2' (selected), and 'Page 3' tabs. A footer contains the text: 'Release | aadr-2.7.1 | © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 6.4 Group B Report - Offender/Arrestee Segment - Page 2 – Add

2. Type appropriate text in the **Additional Entry** section text boxes and/or drop-down lists including:
 - a. Social Security #
 - b. License #
 - c. State of License
 - d. Height
 - e. Weight
 - f. Clothes
3. Select the eye color from the **Eye Color** radio buttons including:
 - a. Brown
 - b. Blue
 - c. Black
 - d. Green
 - e. Gray
 - f. Hazel

- g. Multicolored
 - h. Maroon
 - i. Pink
4. Select the hair color from the **Hair Color** radio buttons including:
 - a. Bald
 - b. Black
 - c. Blonde
 - d. Brown
 - e. White
 - f. Red
 - g. Sandy
 - h. Gray
 5. Type appropriate, descriptive text in the following five **Scars, Marks, and Tattoos (SMR)** section text boxes.
 6. After the necessary elements have been selected, click on the **Page 3** tab.

Add an Offender – Page 3

- Click the **Page 3** tab to display the **Group A Report – Offender/Arrestee - Add** page 3 (see *Figure 6.5*).

Note: ORI#, Incident#, Arrest Sequence# and Transaction#: These numbers are automatically generated by the system.

The screenshot shows the 'Group B Report - Offender/Arrestee - Add' form on Page 3 of the TnCOP system. The form is divided into several sections:

- Top Section:** ORI # (TNTBI0000), Incident # (110612183253), Arrest Sequence # (1), Transaction # (110612183253), State Control # (empty), Arrest Date (06 / 01 / 2011).
- Enter code or click on arrow to select:**
 - TIBRS Code: 90C
 - TIBRS Offense: Disorderly Conduct
- Ethnicity:** Non-Hispanic
- Type of Arrest:** On-View
- Resident:** Resident
- Arrested Age:** 29
- Juvenile Disposition:** Not Applicable
- Armed with:**
 - Firearm:
 - Handgun:
 - Rifle:
 - Shotgun:
 - Other Firearm:
 - Cutting Instrument:
 - Club, blackjack, brass knuckles etc.:
 - Unarmed:

Navigation tabs at the bottom show Page 1, Page 2, and Page 3 (selected). The footer contains the text: 'Release leadr-5.7.1 © Copyright 2011 MLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 6.5 Group B Report Offender/Arrestee – Add Screen – Page 3

- Click in the **State Control #** text box and type the State Control #.
 - State Control Number:** This is a Tennessee data element. This number is found on the fingerprint card.
- If the offender was arrested, enter the arrest date in the **Arrest Date** text boxes.
 - Arrest Date:** Date the offender was actually arrested. It is not the date the warrant may have been obtained or the date the incident took place.
- Select the arresting offense by using the **TIBRS Offense** drop-down box.
 - TIBRS Offense:** Choose an offense from the drop-down list. The TIBRS Code will automatically appear in the box above.
- All of the remaining data fields on this page must now be populated.
- Select the appropriate text in the drop-down lists including:
 - Ethnicity**
 - Enter the ethnic origin of the arrestee.
 - Type of Arrest**

- i. The first choice is **On-View** (the offender is arrested at the scene as the crime happened or just thereafter).
 - ii. The second choice is **Summoned/Cited** (the offender was issued a citation to appear in court but was not actually taken to the jail and booked).
 - iii. The third choice is **Taken Into Custody** (the offender is arrested based on a warrant and/or previously submitted incident report).
 - iv. There does not necessarily have to be a warrant issued to be counted as Taken Into Custody.
 - c. **Resident**
 - i. Enter the arrestee's residence status
 - d. **Juvenile Disposition**
 - i. When a juvenile is arrested, one of the following must be selected: Handled Within the Department or Referred to Other Authorities.
7. Select the appropriate check boxes in the **Check up to two weapons, check if gun is automatic** section including:
 - a. Firearm
 - b. Handgun
 - c. Rifle
 - d. Shotgun
 - e. Other Firearm
 - f. Cutting Instrument
 - g. Club, Blackjack, brass knuckles, etc.
 - h. Unarmed

Note: If the subject possessed a weapon when they were arrested that was not used in the commission of the crime. If the weapon was illegal (i.e. brass knuckles) report a Group A Weapon Law Violation (520) instead of the Group B offense.

8. After the necessary elements have been selected, click the **OK** button to save the offender data.
 - a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 6.6*).

The screenshot displays the TnCOP Group B Report interface. The top navigation bar includes the TnCOP logo, the text "For Official Law Enforcement Use Only", and "Help" and "Logout" buttons. A left-hand sidebar contains a menu with categories: "State Search" (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), "RMS Search" (Incident Search, Name Search, Error Report), "RMS Add Report" (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and "Administration" (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password). The main content area is titled "Group B Report" and includes a "Show/Hide Full Report" toggle and a "Print" link. The report content is organized into sections: "Notification(s)" (No Errors Found...), "Administrative:" (ORI #: TNTE0000, Agency Name: tbi, Incident Number: 110612183253, Incident Date: 06/01/2011, Incident Time: 06:00-07:00, Incident is Not Reportable: N/A), "Offender(s)/Arrestee(s):" (1 Name: Tonya Tony, DOB: 02/14/1982, Sex: F, Race: U, Arrested: Y), and "Narrative:" (No Narrative Entered). Each section has a "details / edit / del" link.

Figure 6.6 Group B Report Screen with offender information

9. At this point, the user can **view the details**, **edit**, or **delete** the Administrative segment.
 - a. The user can also add, edit, or delete information in the **Narrative** segment if necessary.
10. Click the **Print** link in the top right hand corner of the screen to print the report.

Add a Narrative in a Group B Report

The **Group B Report** screen allows the input of a **Narrative** for the Group B Incident. On the Narrative screen segment, the ORI# and Incident# will be auto populated by the system. A narrative of up to 2,048 characters can be entered on this screen. Click OK. You will be returned to the report screen. The report screen will reflect your additions. (Figure 1.28).

1. Click the **add** link on the right side of the page in the **Narrative** section to access the **Group B – Witness – Add** screen (see *Figure 6.7*).

The screenshot displays the TnCOP web application interface. At the top, the header includes 'TFC' and 'For Official Law Enforcement Use Only'. A sidebar on the left lists various search and report options. The main content area is titled 'Group B Report - Narrative - Add'. It features two input fields: 'ORI #' with the value 'TNTB0000' and 'Incident #' with the value '110612183253'. Below these is an 'Additional Entry:' section with a 'Narrative:60 characters' label and a large text box containing the placeholder text 'This is a narrative text box. I can write anything in here.'. At the bottom of the form are 'Cancel' and 'OK' buttons. The footer contains the text 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 6.7 Group B Report – Narrative – Add Screen

2. Click in the **Additional Entry** text box on the **Group A Report – Narrative – Add** screen
3. Type in the desired text.

4. Click the **OK** button to save the data.
 - a. The **Group A Report** screen will display, and will reflect any changes/additions (*see Figure 6.8*)

TFC For Official Law Enforcement Use Only **TFC**

Help Logout

Activity Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

Web RMS

- Incident Search
- Name Search
- Error Report
- Reportable Audit

Add Incident

- Group A
- Group B

Add Activity Report

- Field Interview
- Suspicious Activity
- Interdiction Plus

Administration

- Change Password
- List Users
- Add User
- Element Filter
- Audit Search
- Emergency Delete
- Officers
- Gangs

Group B Report Show/Hide Full Report Print

Notification(s):
No Errors Found...

Administrative: details / edit / del
 ORI #: TNTBI0000 Agency Name: TBI Incident Number: 090219133400
 Incident Date: 01/01/2001 Incident Time: 01:01-01:02

Offender(s)/Arrestee(s):
 1 Name: Sadsad Sally DOB: 01/01/1981 Sex: F Race: A Arrested: Y details / edit / del

Narrative: add
 I can write text in this box... edit / del

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Figure 6.8 Group B Report with a Narrative added

5. At this point, the user can **view the details**, **edit**, or **delete** the Administrative segment.
 - a. The user can also add, edit, or delete information in the **Administrative**, **Offender/Arrestee**, and **Narrative** segments if necessary.
6. Click the **Print** link in the top right hand corner of the screen to print the report.

VI. Administration

The **Administration** section contains permissions-based access rights. Users may be given different levels of access according to their needs from the system.

The full **Administration** section includes the following links:

- Change Password
- List, Add and Edit User
- Element Filter
- Audit Search
- Emergency Delete
- Officers
- Gangs

Change Password Screen

All users may change their password on the **Change Password** screen.

1. Click on the **Change Password** link under **Administration** to access the **Change Password** screen (see *Figure 7.1*).

The screenshot displays the TnCOP web application interface. At the top, there is a blue header with 'TFC' on the left, 'For Official Law Enforcement Use Only' in the center, and 'TFC' with a logo on the right. Below the header is a navigation menu on the left side, listing various search and administration options. The 'Administration' section is currently selected and expanded, showing options like 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main content area is titled 'Change Password' and contains the following fields and controls:

- Change Password (Tips)**: A heading for the form.
- Old Password:** A text input field.
- New Password:** A text input field.
- Confirm New Password:** A text input field.
- I agree to the TFC Security Policy:** A checkbox.
- Change Password:** A button to submit the form.

At the bottom of the page, there is a footer with the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 7.1 Change Password Screen

2. Type the current user password into the **Old Password** field.
3. Type the desired password into the **New Password** and **Confirm New Password** fields.
4. Click the link on **TFC Security Policy** to open a PDF of the TFC Security Policy rules.

- a. After reading, click the checkbox to confirm that these rules are understood.

*Note: Passwords must contain at least eight characters, including an upper and lower case alphabetical character, a number, and a special character (i.e. @ # *). Passwords are case sensitive.
To view these requirements in detail, click the Password Tips link.*

List Users Screen

The **Users** screen lists the users with access to the system. Users with access to this section can change a user's status, edit a user, and/or delete a user.

View a list of an agency's users:

Users will be listed on separate lines listing their **Name (Last Name, First Name Middle Name)**, **Username**, **Role**, **Group**, **ORI** and **Status**, based on the inputs from the **Add User** page.

Initially, user accounts are sorted alphabetically by **Last Name** and then **First Name**. However, users may sort these records alphabetically by **Name**, **Username**, **Role** or **Group** by clicking on the **data field** column titles. Clicking on a column title twice will sort the records in reverse alphabetical order.

1. Click the **List Users** link on the left side of the screen under **Administration** to access the User page (see *Figure 7.2*).

The screenshot shows the TnCOP web application interface. At the top, there is a blue header with 'TFC' on the left, 'For Official Law Enforcement Use Only' in the center, and 'TFC' with a logo on the right. Below the header is a navigation menu on the left side, organized into sections: 'State Search' (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), 'RMS Search' (Incident Search, Name Search, Error Report), 'RMS Add Report' (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and 'Administration' (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password). The 'List Users' link is highlighted under the Administration section.

The main content area is titled 'Users' and contains a search bar labeled 'Search For Users' with the input 'ORI: TNTBI0000'. Below the search bar is a table displaying user information. The table has columns for Name, Username, Role, Group, ORI, and Status. The first row shows a user with Name 'user, test', Username 'TNTBI0000', Role 'Administrator', Group 'user', ORI 'TNTBI0000', and Status 'Active'. There is an 'Edit' link in the Status column. The text 'Displaying Users: 1 - 1 of 1' is shown in the top right corner of the table area.

At the bottom of the page, there is a footer with the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 7.2 List Users Screen

Change User Status

1. Click on the **Active** link or the **Inactive** link in the **Status** column for that user.
 - a. This will activate a message box asking whether or not to change the user's status.
2. Click the **OK** button to change the user's status, or click the **Cancel** button (see *Figure 7.3*) to void this action and return to the **Users** screen.

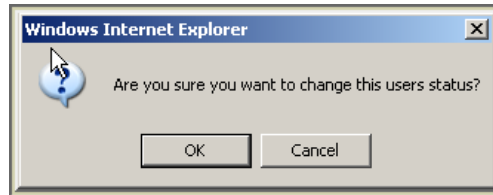


Figure 7.3 OK and Cancel button

Edit User Screen

All users can edit their profiles on the **Edit User** screen by clicking on the **Edit Profile** link.

General users can change their **Username, First Name, Middle Initial, Last Name, Phone Number, Email, and Group** (See *Figure 7.4*).

The screenshot shows the 'Edit User' screen in the TnCOP system. The top navigation bar includes 'TFC' and 'For Official Law Enforcement Use Only'. The sidebar menu is organized into sections: 'State Search' (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), 'RMS Search' (Incident Search, Name Search, Error Report), 'RMS Add Report' (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and 'Administration' (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password). The main content area is titled 'Edit User' and contains a form with the following fields and options:

- Username: TNTBI0000
- Password: [Empty field]
- Confirm Password: [Empty field]
- First Name: test
- Middle Name: [Empty field]
- Last Name: user
- Phone Number: [Empty field] - [Empty field] - [Empty field] x [Empty field]
- Email: not@provided.com
- Group:
 - Contractor
 - INTRA Government
 - Task Force
 - User

Buttons for 'Modify User' and 'Cancel' are located at the bottom of the form. The footer of the page reads: 'Release leadr-5.7.1 © Copyright 2011 MLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 7.4 General User Edit Profile Screen

However, users with full permissions in the **Edit Profile** section can edit their own profiles as well as the profiles of other applicable system users. In addition, more data fields are available to users with extra permission rights (*See Figure 7.5*).

The screenshot displays the 'Edit User' interface within the TnCOP system. The top navigation bar includes 'TFC' and 'For Official Law Enforcement Use Only'. A sidebar on the left lists administrative functions. The main content area is a form for editing user profiles, with fields for various identifiers and contact information. The 'Role' section is a key feature, allowing selection from multiple roles, with 'User' currently selected. The form concludes with 'Modify User' and 'Cancel' buttons. A footer at the bottom provides version and copyright details.

Figure 7.5 Edit Profile Screen - Full Permissions

1. Click on the **Edit Profile** link under **Administration** to access the **Edit Profile** screen with full permission rights (*see Figure 7.5*).
2. Click in the text boxes and/or radio buttons to make desired changes.

Note: Leave the password fields blank if a password change is not required

3. Click the **Modify User** button to accept the changes.
4. Click the **Cancel** button to void this action.

Add Users Screen

User accounts can be created by an agency administrator for the agency. Agency administrators cannot add user accounts for other agencies.

Add a User

1. Click the **Add User** link on the left side of the page under **Administration** to access the **Add User** screen (see *Figure 7.6*).
2. Select and complete the appropriate fields on the **Add User** page.
3. Click the **Add User** button to add the user to the system.
4. Click the **Cancel** to clear all the fields and begin again.

The screenshot shows the 'Add User' screen within the TnCOP application. The top navigation bar includes the TFC logo and the text 'For Official Law Enforcement Use Only'. A sidebar menu on the left lists various search and report functions, with 'Administration' expanded to show 'Add User'. The main form area contains the following fields and options:

- Username:** Text input field.
- Password:** Text input field.
- Confirm Password:** Text input field.
- Status:** Dropdown menu set to 'Inactive'.
- First Name:** Text input field.
- Middle Name:** Text input field.
- Last Name:** Text input field.
- Phone Number:** Text input field with a format of [] - [] - [] x [] [].
- Email:** Text input field.
- Role:** Radio button options: Investigator, Agency User (selected), Test, Contractor, INTRA Government, Task Force, User.
- Group:** Radio button options: Investigator, Agency User (selected), Test, Contractor, INTRA Government, Task Force, User.

At the bottom of the form are two buttons: 'Add User' and 'Cancel'.

Figure 7.6 Add User Screen

Table 7-1. Add User Page Fields

FIELD	DESCRIPTION/OPTIONS
Username	Enter the username for the new user. Usernames may not contain a space at the beginning or end of the string, a special character (i.e. # % &), or any of the following characters: , ; ‘ “ + \ < >
Active/Inactive	Select either Active or Inactive from the drop down list. Inactive – This value is selected by default. When selected, the user account created will exist but the user will not be allowed to log in or perform any function within LEADR. Active – This value allows a new user to log in and perform the functions authorized based on his role.
Password	Assign a password for the username. Passwords must contain at least eight characters, including an upper and lower case alphabetical character, a number, and a special character (i.e. @ # *). Passwords are case sensitive.
Confirm Password	Retype the password entered in the Password field. Remember, passwords are case sensitive.
First Name	Enter the user’s first name.
Middle Name	Enter the user’s middle name, if available.
Last Name	Enter the user’s last name.
Role	Select the appropriate user role by clicking on the corresponding radio button. Investigator – This user has query, ad hoc query, and limited administration privileges (change password). Agency User – This user has query and limited administration privileges (change password). This value is selected by default. Test – This user is intended for testing log in access and query execution without accessing any information.
Group	Select the appropriate user group by clicking on the corresponding radio button. Contractor INTRA Government Task Force User – This value is selected by default.

Table 7-1 outlines the fields in the Add User screen

Element Filter Screen

The **Element Filter** screen allows users with access to this section to select or edit what types of activities will be included and/or omitted from search results including:

- Incidents
- Arrests
- Warrants
- Custody

Select or Edit an Activity

1. Click the **Element Filter** link on the left side of the page under **Administration** to access the **Transaction Viewer** screen (*see Figure 7.7*).

The screenshot shows the TFC (Tennessee Crime and Justice Information System) interface. At the top, it says "TFC For Official Law Enforcement Use Only" with a "Help" and "Logout" button. The left sidebar contains several sections: "State Search" (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), "RMS Search" (Incident Search, Name Search, Error Report), "RMS Add Report" (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and "Administration" (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password). The "Element Filter" link is highlighted in the Administration section.

The main content area is titled "Transaction Viewer" and contains the following text:

Select or Edit an Activity

INCIDENT Allow Do not Allow

ARREST Allow Do not Allow

WARRANT Allow Do not Allow

CUSTODY Allow Do not Allow

Submit

At the bottom of the screen, there is a footer: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction"

Figure 7.7 Transaction Viewer Screen

2. Click the **Incident, Arrest, Warrant, or Custody** link to open the **Transaction Viewer** (see *Figure 7.8*).
 - a. Or select the desired **Allow** or **Do not Allow** radio buttons next to the **Warrant** or **Custody** links to change the status of those features.
 - b. If the user is finished making changes after selecting a radio button on this screen, click the **Submit** button to accept the changes.

The screenshot shows the TnCOP Transaction Viewer interface. At the top, there is a blue header with 'TFC' on the left and 'For Official Law Enforcement Use Only' in the center. On the right of the header, there is a 'TFC' logo and a 'Logout' button. Below the header, there is a 'State Search' sidebar with options like 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', and 'Case Number'. There is also an 'RMS Search' section with options like 'Incident Search', 'Name Search', 'Error Report', and 'RMS Add Report'. The 'Administration' section includes 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main content area is titled 'Transaction Viewer' and contains a list of tables with 'edit' links for each:

Select a Table to edit	
ACTIVITY	edit
CHARGE	edit
INCIDENTFORCE	edit
INCIDENTFACTOR	edit
PASSAGEPOINT	edit
ORGANIZATION	edit
LOCATION	edit
LOCALE	edit
PROPERTY	edit
IDENTIFICATION	edit
VEHICLE	edit
CHARGERELATIONSHIP	edit
VICTIM	edit
SUBJECTRELATIONSHIP	edit
PERSONNAME	edit
PERSONDESCRIPTION	edit
PHYSICALFEATURE	edit
MEDICAL	edit
CONTACT	edit

At the bottom of the main content area, there is a 'Back' button. The footer of the page contains the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 7.8 Transaction Viewer Screen

- Click the **Edit** link to edit the desired activity (*see figure 7.9*), and to open another **Transaction Viewer** screen.

The screenshot displays the TnCOP Transaction Viewer interface. At the top, there is a blue header with 'TFC' on the left, 'For Official Law Enforcement Use Only' in the center, and 'TFC' with a logo on the right. Below the header are 'Help' and 'Logout' buttons. The left sidebar contains a navigation menu with the following sections:

- State Search**: Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number
- RMS Search**: Incident Search, Name Search, Error Report
- RMS Add Report**: Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus
- Administration**: Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password

The main content area is titled 'Transaction Viewer' and includes a 'Back <<' link. It features an 'Edit an Element' table with the following fields and radio button options:

Field	Allow	Do not Allow
ACTIVITYNARRATIVE	<input checked="" type="radio"/>	<input type="radio"/>
ACTIVITYNUMBER	<input checked="" type="radio"/>	<input type="radio"/>
ACTIVITYTYPE	<input checked="" type="radio"/>	<input type="radio"/>
CODEAGENCYORI	<input checked="" type="radio"/>	<input type="radio"/>
CODELOCALAGENCY	<input checked="" type="radio"/>	<input type="radio"/>
DATESTART	<input checked="" type="radio"/>	<input type="radio"/>
DATESTART_PRE	<input checked="" type="radio"/>	<input type="radio"/>
INCIDENTDATE	<input checked="" type="radio"/>	<input type="radio"/>
INCIDENTDATE_PRE	<input checked="" type="radio"/>	<input type="radio"/>
INCIDENTTIME	<input checked="" type="radio"/>	<input type="radio"/>
REPORTEDDATE	<input checked="" type="radio"/>	<input type="radio"/>
REPORTEDTIME	<input checked="" type="radio"/>	<input type="radio"/>
CASESTATUS	<input checked="" type="radio"/>	<input type="radio"/>

A 'Submit' button is located at the bottom left of the table.

At the bottom of the page, there is a footer with the text: 'Release leadr-5.7.1 © Copyright 2011 MLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 7.9 Transaction Viewer Screen

- Select the desired **Allow** or **Do not Allow** radio buttons in the Edit and Element list to change the status of those features.
- Click the **Submit** button to accept the changes.

Emergency Delete

The Emergency Delete Screen allows users with access to this section to delete an incident by its case number.

Delete an Incident

- Click the **Emergency Delete** link on the left side of the page under the **Administration** section to access the **Administration** screen (*see Figure 7.12*).

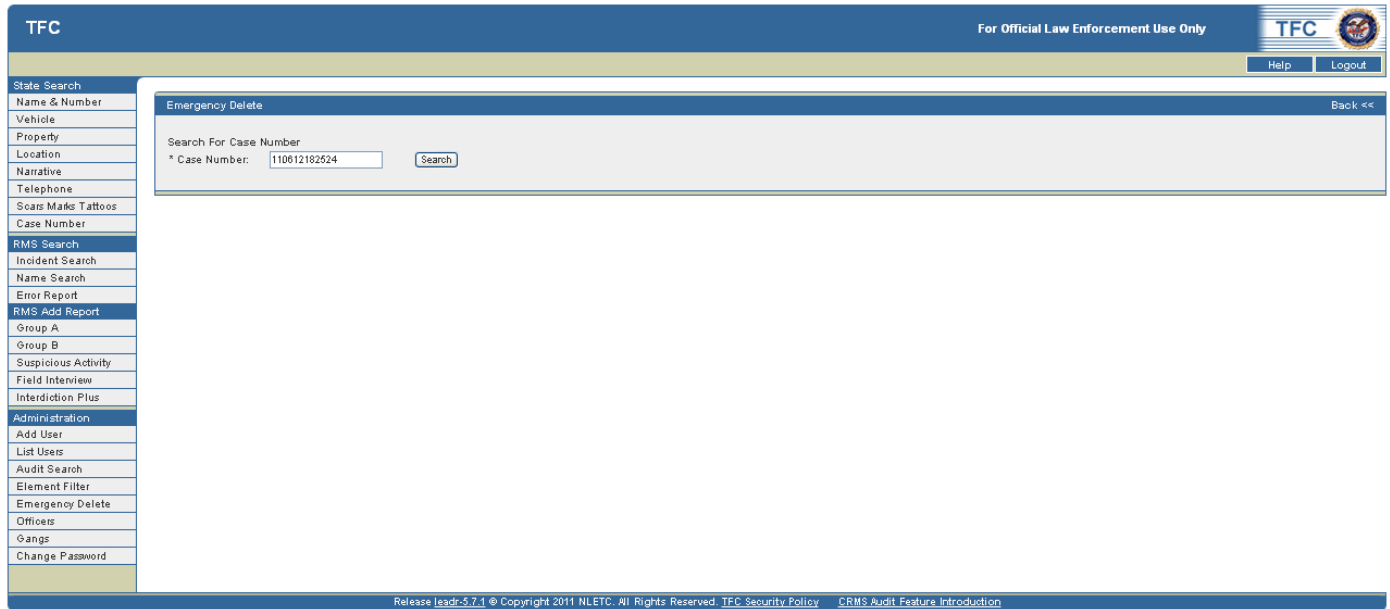
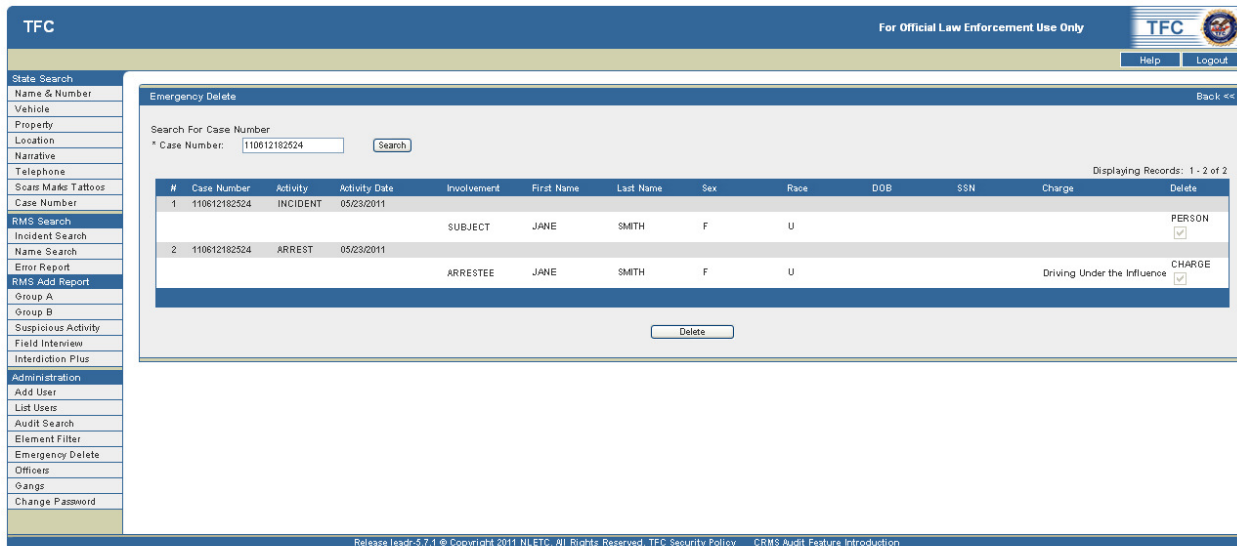


Figure 7.12 Administration Screen – Emergency Delete Utility

2. Click in the text box and type in a **Case Number**.

Note: The case number must be known in full. Normal search parameters do not apply to this text field

3. Click the **Search** button to perform the query and display the Administrative Screen (see figure 7.13)



TFC For Official Law Enforcement Use Only **TFC** Help Logout

Emergency Delete Back <<

Are you sure you want to delete the following records?

Performing this Delete function will remove the incident from the CRMS system. The incident will no longer be shown in query results. This does not delete the incident from the TnCOP database. To delete the incident from the TnCOP database select the case number report through the Web RMS Incident Search screen. Select del from the Administrative section of the incident report.

Should the agency need to update an incident through the TnCOP database that was previously removed from the CRMS system, it would then need to be removed again from CRMS system, once it has replicated.

Displaying Records: 1 - 2 of 2

#	Case Number	Activity	Activity Date	Involvement	First Name	Last Name	Sex	Race	DOB	SSN	Charge	Delete
1	110812182524	INCIDENT	05/23/2011	SUBJECT	JANE	SMITH	F	U				PERSON <input checked="" type="checkbox"/>
2	110812182524	ARREST	05/23/2011	ARRESTEE	JANE	SMITH	F	U			Driving Under the Influence	CHARGE <input checked="" type="checkbox"/>

Yes No

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Figure 7.13 Administration Screen- Delete Confirmation


4. Select the **Yes** button to proceed with the Delete.

Officers Screen

The **Officers** screen lists all current officers that have been entered into the system. Officers can be added, edited and deleted from this screen by users with access to this section.

Add an Officer

1. Click the **Officers** link on the left side of the page under the Administration section to access the **Officer's** screen (*see Figure 7.14*).

TFC For Official Law Enforcement Use Only 

[Help](#) [Logout](#)

State Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

RMS Search

- Incident Search
- Name Search
- Error Report

RMS Add Report

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

Administration

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

Officers Back <<

ORI: TNTBI0000 Displaying Records: 1 - 1 of 1

Badge ID	First Name	Last Name	
1290123	Tim	Tebow	edit / del

Add Officer:

Badge ID:

First Name:

Last Name:

Edit Officer:

Badge ID:

First Name:

Last Name:

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Figure 7.14 Officers Screen

2. Enter the **Badge ID**, **First Name**, and **Last Name** in the **Add Officer** text boxes (*see figure 7.15*)

The screenshot shows the TnCOP interface for the 'Officers' section. The top navigation bar includes 'TFC', 'For Official Law Enforcement Use Only', and 'TFC' with a logo. A 'Help' and 'Logout' button are visible. The left sidebar contains a 'State Search' menu with options like 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', and 'Case Number'. Below this is an 'RMS Search' menu with options like 'Incident Search', 'Name Search', and 'Error Report'. The 'RMS Add Report' menu includes 'Group A', 'Group B', 'Suspicious Activity', 'Field Interview', and 'Interdiction Plus'. The 'Administration' menu includes 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main content area is titled 'Officers' and displays 'ORI: TNTBI0000' and 'Displaying Records: 1 - 1 of 1'. A table lists one officer: Badge ID 1290123, First Name Tim, Last Name Tebow, with 'edit / del' links. To the right of the table is the 'Add Officer' form, which is highlighted with a black box. The 'Add Officer' form has fields for 'Badge ID' (234343), 'First Name' (Ryan), and 'Last Name' (Murphy), with 'Clear' and 'Add' buttons. Below it is the 'Edit Officer' form with fields for 'Badge ID', 'First Name', and 'Last Name', with 'Clear' and 'Save' buttons. The bottom of the page has a footer with 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 7.15 Add Officer Section

3. Click the **Clear** button to clear the text boxes.
4. Click the **Add** button to add the officer.
5. The Officer will be saved and will appear in the main list to the left (*see figure 7.16*).

TFC For Official Law Enforcement Use Only  [Help](#) [Logout](#)

State Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

RMS Search

- Incident Search
- Name Search
- Error Report

RMS Add Report

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

Administration

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

Officers Back <<

ORI: TNTBI0000 Displaying Records: 1 - 2 of 2

Badge ID	First Name	Last Name	
234343	Ryan	Murphy	edit / del
1290123	Tim	Tebow	edit / del

Add Officer:

Badge ID:

First Name:

Last Name:

Edit Officer:

Badge ID:

First Name:

Last Name:

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Figure 7.16 Officers Screen – Added Officer

Edit an Officer

1. Click the **edit** link next to an officer's name in the main list to populate the **Edit Officer** fields at the lower right of the screen. These fields can now be freely edited (*see figure 7.17*)

The screenshot displays the TFC (Tennessee Crime & Justice Information System) interface for law enforcement. The top navigation bar includes the TFC logo, the text 'For Official Law Enforcement Use Only', and 'Help' and 'Logout' buttons. The left sidebar contains a 'State Search' menu with options like Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, and Case Number. Below this is an 'RMS Search' section with Incident Search, Name Search, and Error Report. The 'RMS Add Report' section includes Group A, Group B, Suspicious Activity, Field Interview, and Interdiction Plus. The 'Administration' section includes Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, and Change Password.

The main content area is titled 'Officers' and shows a table of officer records. The table has columns for Badge ID, First Name, Last Name, and edit/delete links. The records are:

Badge ID	First Name	Last Name	
234343	Ryan	Murphy	edit / del
1290123	Tim	Tebow	edit / del

To the right of the table is an 'Add Officer' form with fields for Badge ID, First Name, and Last Name, and 'Clear' and 'Add' buttons. Below this is an 'Edit Officer' modal form, which is highlighted with a black border. It contains the same fields as the 'Add Officer' form, but the Badge ID field is pre-filled with '1290123'. It also has 'Clear' and 'Save' buttons.


At the bottom of the interface, there is a footer with the text: 'Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'.

Figure 7.17 Edit Officer Section

2. Edit the **Badge ID**, **First Name**, and **Last Name** in the text boxes
3. Click the **Clear** button to clear the text boxes.
4. Click the **Add** button to add the officer.
 - a. The changes to the officer data will be saved and appear in the main list to the left.

Delete an Officer

1. Click the **delete (del)** link next to an officer's name in the main list (see figure7.18).

TFC For Official Law Enforcement Use Only  [Help](#) [Logout](#)

State Search

- Name & Number
- Vehicle
- Property
- Location
- Narrative
- Telephone
- Scars Marks Tattoos
- Case Number

RMS Search

- Incident Search
- Name Search
- Error Report

RMS Add Report

- Group A
- Group B
- Suspicious Activity
- Field Interview
- Interdiction Plus

Administration

- Add User
- List Users
- Audit Search
- Element Filter
- Emergency Delete
- Officers
- Gangs
- Change Password

Officers Back <<

ORI: TNTBI0000 Displaying Records: 1 - 2 of 2

Badge ID	First Name	Last Name	
234343	Ryan	Murphy	e / del
1290123	Tim	Tebow	e / del

Add Officer:

Badge ID:

First Name:

Last Name:

Edit Officer:

Badge ID:

First Name:

Last Name:

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Figure 7.18 Officer Main List

- No warning will appear. The officer will be automatically deleted from the list (*see Figure 7.19*).

The screenshot shows the TFC (Tennessee Crime Information System) interface. The top navigation bar includes the TFC logo, the text "For Official Law Enforcement Use Only", and buttons for "Help" and "Logout".

On the left side, there is a vertical menu with categories: "State Search" (Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number), "RMS Search" (Incident Search, Name Search, Error Report), "RMS Add Report" (Group A, Group B, Suspicious Activity, Field Interview, Interdiction Plus), and "Administration" (Add User, List Users, Audit Search, Element Filter, Emergency Delete, Officers, Gangs, Change Password).

The main content area is titled "Officers" and includes a "Back <<" link. It displays the following information:

- ORI: TNTBI0000
- Displaying Records: 1 - 1 of 1

Badge ID	First Name	Last Name	
234343	Ryan	Murphy	edit / del

Below the table, there are two sections for adding and editing officers:

- Add Officer:** Includes input fields for Badge ID, First Name, and Last Name, with "Clear" and "Add" buttons.
- Edit Officer:** Includes input fields for Badge ID, First Name, and Last Name, with "Clear" and "Save" buttons.

At the bottom of the page, a footer contains the text: "Release leadr-5.7.1 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction".

Figure 7.19 Officers Screen- Deleted Officer

Gangs Screen

The **Gangs** screen lists all current gangs that have been entered into the system by users with access to this section.

Gangs can also be chosen for editing from this list. The edit fields at the lower right of the screen will be automatically filled upon clicking a gang's **edit** link. These fields can now be freely edited. The **Save** button will save your changes.

Add and Delete a New Gang

1. Click the **Gangs** link on the left side of the page under the **Administration** section to access the **Gangs** screen (see *Figure 7.20*).

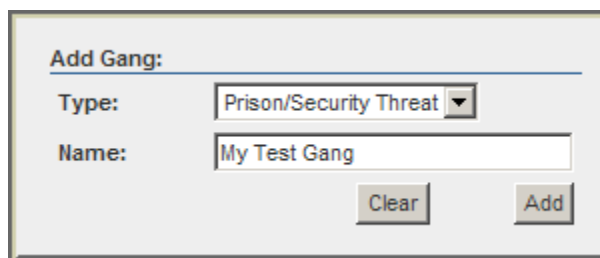
The screenshot displays the TnCOP Gangs screen. At the top, there is a blue header with 'TFC' on the left and 'For Official Law Enforcement Use Only' on the right, along with a 'TFC' logo and 'Help' and 'Logout' buttons. Below the header is a sidebar with a list of navigation options, including 'State Search', 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', 'Case Number', 'RMS Search', 'Incident Search', 'Name Search', 'Error Report', 'RMS Add Report', 'Group A', 'Group B', 'Suspicious Activity', 'Field Interview', 'Interdiction Plus', 'Administration', 'Add User', 'List Users', 'Audit Search', 'Element Filter', 'Emergency Delete', 'Officers', 'Gangs', and 'Change Password'. The main content area is titled 'Gangs' and shows a table of records. The table has columns for '#', 'Name', 'Type', and 'Statewide'. The records list various gangs such as '357 Crips', 'American Liberation Front', 'American Nazi Party', etc. To the right of the table is an 'Add Gang' form with a 'Type' dropdown menu (set to 'Street') and a 'Name' text input field, with 'Clear' and 'Add' buttons below.

#	Name	Type	Statewide
1	357 Crips	S	Y
2	American Liberation Front	R	Y
3	American Nazi Party	R	Y
4	American Patriot Federation	R	Y
5	Aryan Brotherhood	T	Y
6	Aryan Christian Nation	R	Y
7	Aryan Nations	R	Y
8	Aryan Warriors	T	Y
9	Asian Street Gang (General)	S	Y
10	Ba Hala Na	S	Y
11	Bataan Boys	S	Y
12	Black Disciples	S	Y
13	Black Gang, Discop/Broth of Struggle	S	Y
14	Black Guerrilla Family	T	Y
15	Black Panthers	R	Y
16	Black P. Stone Nation	S	Y
17	Black Stone Rangers	S	Y
18	Bloods	S	Y
19	Born to Kill	S	Y
20	Bottom Boys	S	Y
21	Bounty Hunters	S	Y
22	Castalia Taking Over	S	Y
23	Celtic Guard	R	Y
24	Church of Identity	R	Y
25	Church of the Creator	R	Y
26	Crips (General)	S	Y
27	Diamond Kings	S	Y
28	Dirty White Boys	T	Y
29	Disciple Ass Niggers	S	Y
30	Dixie Homes Posse	S	Y
31	Drug cartels	C	Y
32	East Coast Blood Killas	S	Y
33	East Side Gammas	S	Y
34	East Side Posse	S	Y
35	Ei Rukns	S	Y
36	Folk Nation (General)	S	Y
37	Gangster Disciple Darkside	S	Y
38	Gaylords	S	Y
39	Ghost Riders	O	Y
40	Green Hill Packers	S	Y
41	Hells Angels	O	Y
42	Hispanic Street Gang (General)	S	Y
43	Imperial 22 Crips Set	S	Y

At the bottom of the screen, there is a blue footer with the text: '© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved. TFC Security Policy'.

Figure 7.20 Gangs Screen

2. Go to the **Add Gang** section in the top right-hand corner of the screen, and choose the gang type from the **Type** drop-down list (see *Figure 7.21*).



Add Gang:

Type:

Name:

Figure 7.21 Add Gang Section

3. Click in the **Name** text box, and type in the name of the new gang.
4. Click the **Clear** button to clear the text boxes.
5. Click the **Add** button to add the officer.
 - a. The new gang will be saved and appear in the main list to the left (*see Figure 7.22*).



73	Memphis Connection	S	Y	
74	Mexican Mafia	T	Y	
75	My Test Gang	T	N	delete
76	No-Nazi groups	R	Y	
77	North Side Folks	S	Y	
78	NWA	S	Y	
79	Outlaws	O	Y	

Figure 7.22 Add Gang into the Main List of Gangs

6. To delete the new gang, click the **delete** link located next to the gang name.