



Public Safety Computer Services LLC



Internal Affairs

The Internal Affairs program from Public Safety Computer Services takes a proactive approach with an "early warning" system providing visual notification of developing trends and problems. Early intervention is aided through a warning system based on key triggers such as use of force, pursuits, vehicle accidents, injury to others, absenteeism, lateness, insubordination or racial profiling. By noting changing indicator colors, the IA officer can detect pending problems before they become full blown. Triggers, point values and corrective actions are all agency defined making the system fully customizable. Menu driven screens, auto-numbering of cases and drop-down selection boxes provide for ease of management and data input. Both canned and ad hoc statistical reports can be produced. Because of the sensitive nature of internal affairs, security is built in.

Key Features:

1. Early intervention through a warning system based on triggers such as use of force, pursuits, vehicle accidents and injuries to citizens detect potential problems.
2. Ease of management and tracking with menu driven software, auto-numbering of incidents and drop-down selection boxes that assist in data entry throughout the program. .
3. Automation of correspondence to citizens and officers.
4. Statistical reports and charts both canned and ad hoc.
5. Security.
6. Ability to assign multiple complainants to an incident.
7. Ability to assign multiple employees to an incident.
8. Summary reports showing number of complaints, type of complaints and use of force by department and individual.

Internal Affairs

Glendale Police Department Main Menu

Status Monitor

Data Entry - New Records

View or Update Records

Table Maintenance

Reports

Administration

EXIT

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Version - 8.02.01

The PSCS Internal Affairs program is menu driven with user-friendly screens for ease of operation.

Internal Affairs

Glendale Police Department Status Monitor

Select Date Range

Start Date: 10/1/2007

Set

End Date: 5/31/2008

Set

Early Warning Performance Scorecard | **Infractions** | Beat

Comm#	Name	Bureau	Division	Trend Indicator	Offences
200	Daniels, David D.	Administration	Administration	17	View
201	Adams, Charlie Wayne	Corrections	Detention Bureau	15	View
302	Folks, Joe J.	Corrections	Court Holding	13	View
432	Fuller, Allen Davis	Operations	Patrol	10	View
220	Bowers, Roy S.	Administration	Personnel	9	View
215	Scheen, Butch J.	Operations	Patrol	9	View
567	Gibson, George Paul	Administration	Civil	9	View
506	Perkins, Henry James	Corrections	Booking	5	View
216	Martin, Tammy Faye	Operations	Crime Scene Investigations	5	View
210	Shaul, Sam A.	Operations	Animal Control	5	View
221	Turner, Dale C.	Corrections	Evidence/Property	4	View

Close

One of the key features of the PSCS Internal Affairs program is a proactive approach with an "early warning" system providing visual notification of developing trends and problems. The Status Monitor provides a warning to the IA user through numeric and colored Trend Indicators. By clicking on the View button the user can see all of the offenses that are associated with each individual in the Master Incident Information screen.

Internal Affairs

Glendale Police Department Incident Information

IA#: 10-07-001

Origin Of IA: IA

Infraction | Complainant | Officer Involvement | Location | Vehicle Involvement | Supplements | Other Persons Involved | Evidence

Incident Date:	10/2/2007	Set	Apply IA #	Incident Time:	17:21			
Event Type:	Traffic Stop	Event Number:	P07123654	Origin of Event:	On-View			
Risk Management Number:	332	Records Management Number:	89455					
Reported Date:	10/2/2007	Set	Time:	10:45	Method:	Anonymous	Reported To:	Communications
Infraction	Use of Force	Points:	4					
Disposition:	Sustained							
Assigned To:	Civil	Comm#:	220	Assigned Date:	10/15/2007	Set		
Secondary Assigned To:	Animal Control	Comm#:	200	Assigned Date:		Set		
Reviewed By	Chaplain	Comm#:	215	Reviewed Date:	10/17/2007	Set		
Hearing Date:	10/24/2007	Set	Hearing Time:	10:30				
							Closed Date:	10/24/2007 Set

Add New Record

Close

On the Infraction tab of the Master Incident Information screen the user enters the date and time of the incident and if the reported incident occurred during an event, the event information is entered.

Note that a place is provided for a Risk Management case number if one has been assigned to this incident. A Risk Management module is available from PSCS or a number from another system may be entered here. In addition, provision is made to record a CAD Event Number and a Records Management Number so that these may be associated with the incident.

Internal Affairs

Glendale Police Department Incident Information

IA#: 10-07-001

Origin Of IA: IA

Infraction | Complainant | Officer Involvement | Location | Vehicle Involvement | Supplements | Other Persons Involved | Evidence

Incident Date:	10/2/2007	Set	Apply IA #	Incident Time:	17:21			
Event Type:	Traffic Stop	Event Number:	P07123654	Origin of Event:	On-View			
Risk Management Number:	332	Records Management Number:	89455					
Reported Date:	10/2/2007	Set	Time:	10:45	Method:	Anonymous	Reported To:	Communications
Infraction	Use of Force	Points:	4					
Disposition	Avoidable Hot Pursuit							
Assigned To	Citizen Complaint	Assigned Date:	10/15/2007	Set				
Secondary	Coercion							
Reviewed	Conviction of Felony	Assigned Date:		Set				
Hearing Date	Court Ordered Loss of Firearm	Reviewed Date:	10/17/2007	Set				
	Court Ordered Suspension of License >90 Days							
	Criminal Activity	Closed Date:	10/24/2007	Set				
	Damage to Property							
	Dereliction of Duty							
	Discourteous Conduct							

Add New Record

Close

When the Infraction is selected from the drop-down, the point value associated with this infraction is automatically displayed on the screen. Infractions and their point values are agency configurable under Table Maintenance.

Internal Affairs

Glendale Police Department Incident Information

IA#: 10-07-001

Origin Of IA: IA

Infraction Complainant Officer Involvement Location Vehicle Involvement Supplements Other Persons Involved Evidence

Name	Complainant Classification	Involvement
Dale Bridges		Reporting Person
David D. Daniels	Department	Arrestee
Roy S. Bowers		Officer
Jay Arnold		Reporting Person
		Suspect
		Victim
		Witness

Add Complainant

Add New Record

Close

On the Master Incident Information screen, each complainant in the incident is listed on the Complainant tab. Multiple complainants may be added to each infraction recorded in the Internal Affairs software from PSCS. The complainant's involvement in the incident is recorded in the drop-down boxes for the complainant classification and involvement. The use of drop-down lists speed data input and accuracy. All drop-down lists in the Internal Affairs program are fully configurable by the agency. The data items in these lists can be modified, added to or deleted by the agency. Drop-down lists such as the ones shown here, assist in data entry throughout the program.

Internal Affairs

Glendale Police Department Incident Information

IA#: 10-07-001

Origin Of IA: IA

Infraction | Complainant | Officer Involvement | Location | Vehicle Involvement | Supplements | Other Persons Involved | Evidence

Comm#	Name	Bureau	Division
200	Daniels, David D.	Administration	Administration
567	Gibson, George Paul	Administration	Civil
220	Bowers, Roy S.	Administration	Personnel

Add Officer

Add New Record

Close

On the Officer Involvement tab of the Master Incident Information screen each officer involved in the incident is listed. The Internal Affairs software from PSCS has the ability to list multiple employees involved in an incident.

Internal Affairs

Glendale Police Department Incident Information

IA#: 10-07-001

Origin Of IA: IA

Infraction | Complainant | Officer Involvement | Location | Vehicle Involvement | Supplements | Other Persons Involved | Evidence

Name	Person Category	Involvement
Adams, David	Citizen	Witness
Cunningham, Bill	Citizen	Reporting Person
Cunningham, John	Citizen	Victim

Add Involvement

Add New Record

Close

Other persons such as victims, witnesses, other officers and reporting persons may be involved in the incident. These are listed on the Other Persons Involved tab and their category and involvement selected from the drop-down list.

Internal Affairs

**Glendale Police Department
Search or Update Records**

Incident

Traffic Accident

Location

Person by Name

Organization

Property

Vehicle

CLOSE

Duplication of data entry is eliminated through the use of master tables for persons, locations, organizations, property and vehicles. A Master Employee Index links the employee to their records in persons and locations.

Records can be searched for viewing or updating by Incident Number, Traffic Accident, Location, Person, Organization, Property or Vehicle.

Internal Affairs

Glendale Police Department Internal Affairs Search Menu

Select IA #: 10-07-003

Select RMI #: 204

Select RMS #: 80258

Select Officer: Scheen, Butch J.

Complainant: James, Bill

Start Date: 11/1/2007 Set End Date: 11/30/2007 Set

Infraction: Avoidable Hot Pursuit

Beat: 1A

Address: 200 CENTENNIAL DR

View All Incidents

Search by Internal Affairs #

Search by Risk Management #

Search by Records Management #

Search by Officer Involvement

Search by Complainant Name

Search by Date Range

Search by Infraction

Search by Beat

Search by Location

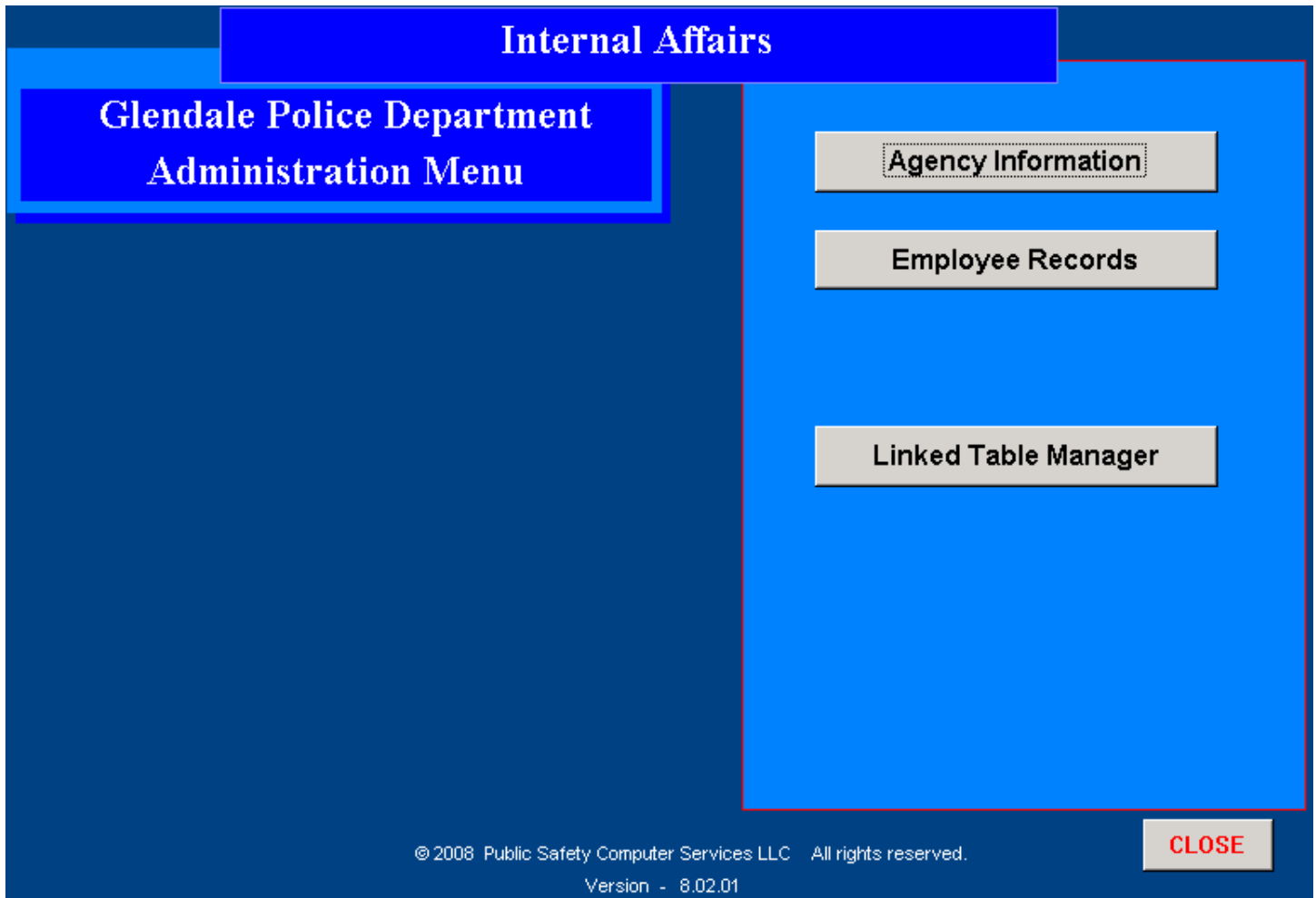
CLOSE

Previous

Next

Reset Search

From the Incident Search Menu the user can view all of the incidents in the database or search for incidents based on a number of different categories.



The Administration Menu is used to access Agency Information and Employee Records along with the Linked Table Manager.

The Linked Table Manager button is used to link the client program on each workstation to the external database on the server. In a small environment where there is only one client workstation, the server software can reside on the same computer, but is still in a separate database. Using this method, updates to the client software may be installed without overwriting existing data in the database.

Internal Affairs

Glendale Police Department Agency Information

Agency Information

ORI#:	LA0000000						
Agency Name:	Glendale Police Department						
Address Line 1:	1 Police Plaza						
Address Line 2:							
City:	Glendale	ST:	LA	Zip Code:	71111-0000	County:	Casper
Contact Person:	Jim Taylor	Title:	Chief				
Phone:		FAX:					

CLOSE

Agency information is maintained for use in report headers and form letters.

Internal Affairs

Glendale Police Department Personnel Information

Employee Name: Daniels, David

Name | Address | Emergency Contact | Employment Information | Employment History | Training | Certifications

Last Name: Daniels | First: David | Middle: D. | Prefix: Mr. | Suffix: |
DOB: 10/21/1950 | Set | Place of Birth: Monroe, LA | SSN: 555-55-9999
Marital Status: Married | DLN: 6541239870 | DL ST: LA | DL Type: Commercial |
Sex: Male | Race: White | Ethnicity: Not of Hispanic Origin |
Resident Status: Resident | Blood Type: A- |

Enter New Employee

CLOSE

The PSCS Internal Affairs software is not a human resources package, however law enforcement personnel records are included for operational needs. The Personnel Information form is where all of this employee information is maintained. Tabs provide access to the various screens for entry and update of employee name, address information, physical description, employment information, emergency contact information, training and certification records.

Internal Affairs

Glendale Police Department Personnel Information

Employee Name: Daniels, David

Name Address Emergency Contact Employment Information Employment History Training Certifications

Type: PR24

Description: PR-24

Class Date: 11/14/2007 Set

Location:

Instructor:

Completed:

Certificate#:

Certificate Date: 11/19/2007 Set

Certification Expires: 11/19/2008 Set

Add Training

Record: 1 of 1

Enter New Employee

CLOSE

The agency can also track Training and Certifications in the Personnel Information section. Expiration dates show in yellow 30 days prior to expiration and in red when the certification has expired. In addition to agency specific training and certification, this can also be used to track things like driver's license and automobile insurance expiration dates.

Internal Affairs

Glendale Police Department Personnel Information

Employee Name: Daniels, David

Name Address Emergency Contact Employment Information Employment History Training Certifications

Type	Description	Date		Location	Instructor	Expires	
Fire Arms	Certified on Glock 9m	2/15/2002	Set	Gold Point Firing Range	Abbott Smith	1/18/2008	Set
PR-24	Baton Certification	0/14/2002	Set	Jones Gym	Sam Jones	12/31/2007	Set

Add Certifications

Record: 1 of 2

Enter New Employee

CLOSE

Internal Affairs

Glendale Police Department Table Maintenance

Code Tables	Organizations	Person Tables	Property Tables	Vehicle Tables	Traffic Accident Tables
Employment Codes	Infraction	Corrective Action	Dispositions	Rank Descriptions	
Employment Categories	Use Of Force	Numbers	Event Types	Incident Disposition	
Origin of Event	Reported Method	Involvement	Division	Beats/Districts	
Origin Of IA	Evidence Disposition	Bureau	IA Numbers		

[CLOSE](#)

Each of the static tables in the database is modified through the Table Maintenance screen. The various tables are grouped according to their category: Code Tables, Organizations, Person, Property, Vehicle or Traffic Accident.

Tables and drop-down boxes speed data entry and help prevent operator error. Table maintenance screens provide a means for modifying, updating and adding to the data in tables used by the drop-down selection boxes found throughout the program. From the Table Maintenance screen the agency can customize the PSCS Internal Affairs program to their specific department policies and procedures.

On the Infractions and Point Values form, the user can modify, delete or add to the generic infractions that ship with the product. Point Values can also be changed in accordance with agency policy.

Infractions and Point Values	
Description	Point Value
Avoidable Hot Pursuit	5
Citizen Complaint	4
Coercion	3
Conviction of Felony	20
Court Ordered Loss of Firearm	20
Court Ordered Suspension of License >90 Days	20
Criminal Activity	20
Damage to Property	3
Dereliction of Duty	4
Discourteous Conduct	3
Fraud or Deception	5
Injuries to others	5
Insubordination	4
Loss of Equipment Through Neglect	3
Misuse or Abuse of Authority	5
Participation in Prohibited Political Activity	20
Preventable Accidents/Safety Violation	5
Racial Profiling	20
Substance Abuse	20
Unwillingness or Failure to Perform Duties	2
Use of Force	4
Vehicle Accidents	4
Violation of Departmental Policy & Procedure	2
Violation of Harassment Policy	5
Willful Discourteous Conduct	5

CLOSE

Corrective Action	
Description	Point Value
Demotion	16
Letter of Corrective Action	2
Oral Counseling	1
Suspension - 1 Day or Fine	8
Suspension - 10 Day or Fine	11
Suspension - 15 Day or Fine	12
Suspension - 2 Day or Fine	9
Suspension - 30 Day or Fine	13
Suspension - 5 Day or Fine	10
Suspension - 60 Day or Fine	14
Suspension - 90 Day or Fine	15
Termination	20
Written Reprimand	5

CLOSE

On the Corrective Action form, the user can modify, delete or add to the generic corrective actions that ship with the product. Point Values can also be changed in accordance with agency policy.

Optional add-ons:

- ✓ Risk Management Module
- ✓ Background Investigation Module for pre-employment investigations
- ✓ Additional extended 12 month warranty which includes continued support and software updates.
- ✓ Data conversion from existing systems.

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