

LAW ENFORCEMENT

Automated Data Replicator



Tennessee Fusion System Agency User & Admin Manual

Version 1.0

Contents

I. General Information	1
A. Introduction	1
B. Basic System Overview	1
C. Getting Started	1
Obtaining a User Account	1
Launching the TFS System	1
Logging In	1
Changing User Password	2
Obtaining Help	3
Logging Out	3
II. Activity Searches	4
A. Name & Number Search	4
Performing a Name & Number Search	4
Using Wildcards	7
Percent Sign	7
Underscore	8
Using Multiple Wildcards	9
III. Viewing and Interpreting Search Results	10
A. Auxiliary Search Results	10
Large Results	10
Search Time Out	11
No Results	11
B. Name & Number Search Results	12
Name Number Search Results Screen	12
Name Detail Page	14
Name Activity Search Page	16
Activity Detail Page	17
IV. Vehicle Search	20
A. Performing a Vehicle Search	20
B. Viewing and Interpreting Search Results	22
Auxiliary Search Results	22
Large Results	22
Search Time Out	22
No Results	22
Vehicle Search Results	23
Vehicle Search Results Screen	23
Vehicle Activity Results Page	25
Activity Detail Page	26
V. Property Search	29
A. Performing a Property Search	29
B. Viewing and Interpreting Search Results	30
Auxiliary Search Results	30

Large Results	30
Search Time Out	31
No Results	31
Property Search Results	32
Property Search Results Page.....	32
Activity Detail Page	34
VI. Location Search	37
A. Performing a Location Search	37
B. Viewing and Interpreting Search Results.....	39
Auxiliary Search Results	39
Large Results	39
Search Time Out	39
No Results	40
Location Search Results	40
Location Search Results Page.....	40
Incident Location Activity Results Page	42
Person Location Activity Results Page.....	43
Activity Detail Page	45
VII. Narrative Search	48
A. Performing a Narrative Search	48
B. Viewing and Interpreting Search Results.....	49
Auxiliary Search Results.....	49
Search Time Out	49
No Results	49
Narrative Search Results	49
Narrative Search Results Page.....	49
Activity Detail Page	50
VIII. Telephone Search	53
A. Performing a Telephone Search	53
B. Viewing and Interpreting Search Results.....	54
Auxiliary Search Results	54
Large Results	54
Search Time Out	54
No Results	54
Telephone Search Results	55
Telephone Search Results Page.....	55
IX. Scars, Marks & Tattoos Search.....	58
A. Performing a Scars, Marks & Tattoos Search.....	58
B. Viewing and Interpreting Search Results.....	59
Auxiliary Search Results	59
Large Results	59
Search Time Out	59
No Results	60
Scars, Marks & Tattoos Search Results	60

	Scars Marks Tattoos Search Results Page	60
X.	Case Number Search	63
	A. Performing a Case Number Search	63
	B. Viewing and Interpreting Search Results	64
	Auxiliary Search Results	64
	Large Results	64
	Search Time Out.....	64
	No Results	65
	Case Number Search Results	65
	Case Number Search Results Page	65
	Activity Detail Page	66
XI.	Administration Functions	69
	List Users	69
	Change User Status.....	69
	Edit User.....	70
	Delete User	70
	Add User.....	71
XII.	Audit Search	73
	A. Performing an Audit Search	73
	B. Auxiliary Search Results	74
	No Search Results	74
	Search Results	75
	Date Range – Search Audit Results	75
	Officer Username – Search Audit Results.....	76
	Subject Name – Search Audit Results	76
	License Plate – Search Audit Results	78
	Vehicle Identification Number – Search Audit Results.....	79
XIII.	Emergency Delete Utility	81

I. General Information

A. Introduction

Welcome to the Tennessee Fusion System Agency Manual. This manual provides agency users and administrators with a working knowledge of the Activity Search functions and all administrative functions, allowing agencies to operate the Fusion System in a daily working environment. The Agency 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.

B. Basic System Overview

Each agency in the Tennessee Fusion System (TFS) network has its own Records Management System (RMS). TFS uses open-source software developed by SRC to allow information to be shared across jurisdictional boundaries regardless of the structure of the underlying data sources. Using the various search functions, authorized agency users can search on set fields and view returned match results in a pre-set format. The central database allows users to search for and view records not only in the local agency's RMS, but in the RMS of all the other contributing agencies as well. However, each agency continues to maintain its own records, which cannot be modified through the TFS. Users must have a valid user account and password to use the system.

In addition to performing queries, agency administrators have a variety of responsibilities. Agency administrators generate agency user accounts and supply initial passwords for the TFS. They will be responsible for all of their agency's users and the particular role each user has within TFS. Agency administrators will edit, delete and/or modify agency user accounts as needed to keep information current and may also view search histories of all officers for Name and Vehicle Queries. Agency administrators will be the first people to handle any agency user issues. If an issue cannot be resolved, the Agency Administrator will be responsible for contacting the TFS Administrator for assistance.

C. Getting Started

Obtaining a User Account

To log in and use the TFS, users must 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.

Launching the TFS System

1. Open the web browser (e.g. Internet Explorer).
2. Type in the appropriate URL to open the Login screen.

Logging In

1. When the Login screen opens (*see* Figure 1-1), click the ORI link and select the appropriate user organization from the menu. Then, enter the username and password previously 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.



Figure 1-1. TFS Login Screen

2. Click **SUBMIT** to log into the TFS. The username and password will then be validated against the authentication mechanism.
Contact the local Agency Administrator about any problems logging in.
3. The Name Number Search screen will open by default (see Figure 2-1). If another query type (Vehicle, Property, Location, etc.) or function is desired, click on the corresponding link on the left side of the page.

Changing User Password

1. Click on the **Change Password** link under Administration to access the Change Password page (see Figure 1-2).

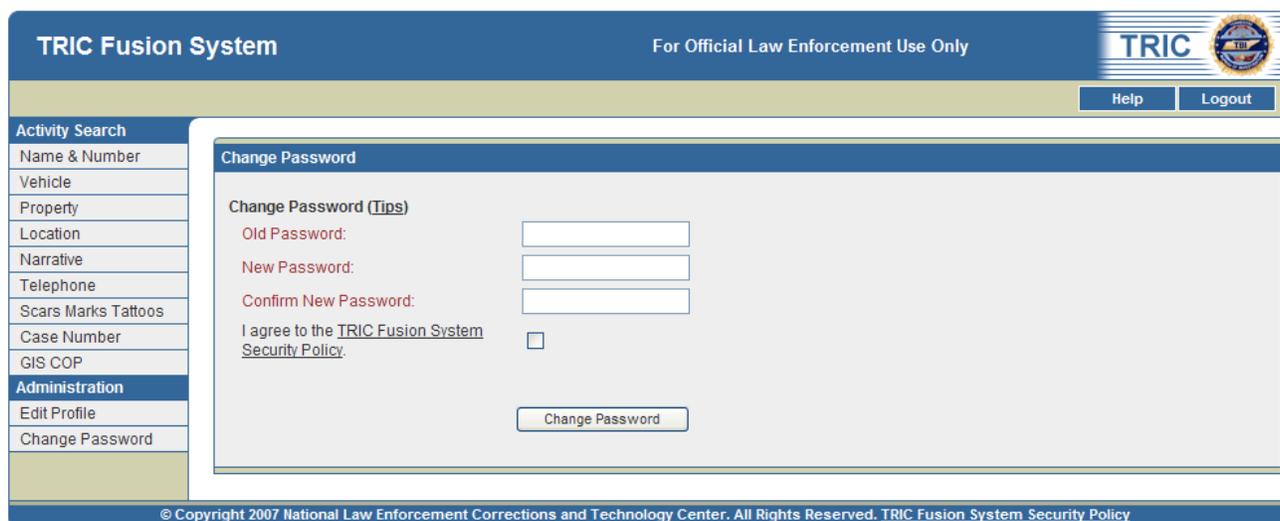


Figure 1-2. Change Password Page

2. Type the current user password into the Old Password field. Type the desired password into the New Password and Confirm New Password fields.

*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.*

3. Click the link on **TFS Security Policy** to open a PDF of the TFS Security Policy rules. After reading, click the checkbox to confirm that these rules are understood.
4. Click **Change Password** to change the user password.

*Note: If the New Password does not meet the required criteria, a message box will appear stating the required criteria. Click **OK** to return to the Change Password page and begin again.*

Obtaining Help

After logging in, users may obtain help from any of the screens by clicking the **Help** link towards the top right of each page. A box will open with narrative text providing details about that screen. In addition, users may access “roll-over” tool tips that provide a brief description of each search field by pointing at any of the field titles on the Query Search screens.

Logging Out

Users may log out of the TFS at any time by clicking **Logout** at the top right of each page. If a user is inactive in the system for 20 minutes, the user will be logged out automatically.

II. Activity Searches

A. Name & Number Search

Performing a Name & Number Search

Users may perform a Name or Number Search against an agency's RMS and the TFS central database. The system queries these data sources using the information entered on the Search screen and then returns matching records on the Search Results screen. Users can enter minimal search information, such as Last Name, and also provide more detailed data, such as Sex, Race and DOB, for a more restricted search. Users can also perform queries using an Identification Number such as a Social Security Number (SSN), State Identification Number (SID), Driver's License Number (DL), or FBI Number (FBI).

When performing Name Searches, the only required field is Last Name or Alias. When performing Number Searches by identification number, the only required fields are ID Number and ID Type. If searching a DL, State is also a required field. Using additional fields for queries is recommended to restrict the search and provide more reliable results.

1. After logging in, the Name Number Search screen appears by default (*see* Figure 2-1).

The screenshot shows the TRIC Fusion System interface. At the top, it says "TRIC Fusion System" and "For Official Law Enforcement Use Only". There are "Help" and "Logout" buttons. A navigation menu on the left lists various search categories. The main content area is titled "Name Number Search" and contains the following fields and options:

- Search For Person**
- * Last Name or Alias: [Text Input] Soundex
- First Name: [Text Input] Permutate
- Middle Name: [Text Input]
- Sex: [Dropdown Menu]
- Race: [Dropdown Menu]
- Date Of Birth: [MM] [DD] [YYYY] (MMDDYYYY)
- Year Range: [Year] to [Year] (YYYY)
- ORI: [Text Input] (TNXXXXXXXX)
- ID Type: [Dropdown Menu]
- State (if DL): [Dropdown Menu]
- ID Number: [Text Input]
- Max Results: [All] [Dropdown Menu]
- [Search] [Clear] buttons

© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved. TRIC Fusion System Security Policy

Figure 2-1. Name Number Search Screen

2. Enter the information available for the search. Items identified by * are required fields for performing queries. Table 2-1 outlines the searchable fields.

Note: The fields on the Search screen are not case sensitive.

Table 2-1. Name & Number Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
Last Name or Alias	<ul style="list-style-type: none"> • The Last Name or Alias field must be filled to perform a Name Search. • Wildcards: If unsure of an entire name or alias, an underscore (_) or percent sign (%) may be used as a substitute for single or multiple, unknown letters. Multiple wildcards may also be used. A wildcard may not be used for the first character. For example, if searching for a person with the last name Smith, SM%T% may be entered for Smith, Smyth, Smythson, Smidt, etc. (See pages 7-8 for more information.) • Aliases are automatically searched when performing a Name Search. • To search on a moniker, enter the entire moniker into the Last Name field.
First Name	<ul style="list-style-type: none"> • Wildcards: If unsure of an entire name, an underscore (_) or percent sign (%) may be used as a substitute for single or multiple, unknown letters. Wildcards can be used anywhere within the name and multiple wildcards may also be used. For example, if searching for a person with the first name John, %O%N may be entered for John, Yon, Jon, etc. (See pages 7-8 for more information.) • Aliases are automatically searched when performing a Name Search.
Middle Name	<ul style="list-style-type: none"> • Enter middle name or initial. No punctuation is needed. • Wildcards: If unsure of an entire name, an underscore (_) or percent sign (%) may be used as a substitute for single or multiple, unknown letters. Wildcards can be used anywhere within the name and multiple wildcards may also be used. For example, if searching for a person with the middle name John, J% may be entered for the name John, Jon, etc. (See pages 7-8 for more information.) • Aliases are automatically searched when performing a Name Search.
Soundex	<ul style="list-style-type: none"> • The Soundex is a coded index based on the way a last name sounds rather than the way it is spelled. Last names that sound the same but are spelled differently are assigned the same code and filed together. For instance, “Smith” and “Smyth” are spelled differently but may be pronounced the same way. • Mark this box to find a surname that may be recorded under various spellings. In the instance above, a search on “Smith” would also return data associated with “Smyth.”
Permutate	<ul style="list-style-type: none"> • The Permutate function searches for persons using all possible combinations of their entered names (Last Name, First Name, and Middle Name). For instance, a person with the first name “Dean” and last name “Russell” could be mistakenly entered as first name “Russell” and last name “Dean.” Marking this box will bring back all matches for both of these combinations.

Table 2-1. Name & Number Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
Sex	<ul style="list-style-type: none"> • Female • Male • Unknown – This value will return all values for the Sex field, including blanks.
Race	<ul style="list-style-type: none"> • American Indian • Asian • Black • Unknown – This value will return all values for the Race field, including blanks. • White
Date Of Birth	<ul style="list-style-type: none"> • Enter Date of Birth (DOB) as MM DD YYYY, with a two-digit month, two-digit day and four-digit year. • Month and/or Day fields may be left blank. Year is required for this search.
Year Range	<p>If DOB is unknown but a person’s age can be approximated, click the Year Range radio button and enter the birth year range. For instance, if a person is approximately 40 years old and the current year is 2007, the years 1962 to 1972 could be entered to search an age range of 35-45 years.</p>
ORI	<ul style="list-style-type: none"> • ORI (Originating Reporting Agency Identifier) is an FBI-assigned code for Unified Crime Reporting and is unique to each law enforcement agency. • Enter a particular agency’s ORI to only search for records at that agency.
ID Type	<ul style="list-style-type: none"> • This field is required for an ID number search. Select the appropriate ID type from the drop-down list. • SSN (Social Security Number) • SID (State Identification Number) • DL (Driver’s License) • FBI (FBI Number)
State (if DL)	<p>This is a required field when searching a DL. Select the state of the Driver’s License from the drop-down list.</p>
ID Number	<ul style="list-style-type: none"> • Enter the ID number data for a search by identification number. Data is required in this field and the ID Type field for identification number queries. • Wildcards: If unsure of all the numbers, an underscore () or percent sign (%) may be used as a substitute for single or multiple, unknown numbers. Wildcards may not be used for the first character. Multiple wildcards may be used. For example, a search on 234678% will return 2346789, 2346780, 23467898, etc. (See pages 13-16 for more information.)

Table 2-1. Name & Number Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
Max Results	<ul style="list-style-type: none"> • Select the maximum number of results to be returned from the query. • All – This value appears by default and will return all possible query results. • 25 • 50 • 100 • 200 • 500 • 1000

3. Click **SEARCH** to run the query or click **CLEAR** to clear all fields and start over.

*Note: If any required fields are incomplete or any fields are improperly filled, an error message box will appear. Click **OK** to correct the indicated search criteria.*

Using Wildcards

Wildcards may be used in multiple ways to find valuable information stored in the TFS. Agency users can use the standard wildcard symbol, the percent sign (%), or a special wildcard sign, the underscore (_). For a Name or Number Search, wildcards can only be used in the Last Name, First Name, Middle Name and ID Number fields. Wildcard specifications for other queries are discussed within the Searchable Parameters table for that query type (see Tables 3-1, 4-1, 5-1, and 9-1).

Percent Sign

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 2-2) would return J Smith, John Smith, Jack Smith, etc.

Help
Logout

Activity Search	<div style="border: 1px solid #4F81BD; padding: 5px;"> <p>Name Number Search</p> <p>Search For Person</p> <p>* Last Name or Alias: <input type="text"/> <input type="checkbox"/> Soundex</p> <p>First Name: <input type="text"/> <input type="checkbox"/> Permutate</p> <p>Middle Name: <input type="text"/></p> <p>Sex: <input type="text"/></p> <p>Race: <input type="text"/></p> <p><input checked="" type="radio"/> Date Of Birth: <input type="text"/> <input type="text"/> <input type="text"/> (MMDDYYYY)</p> <p><input type="radio"/> Year Range: <input type="text"/> to <input type="text"/> (YYYY)</p> <p>ORI: <input type="text"/> (TNXXXXXXXX)</p> <hr/> <p>ID Type: <input type="text"/></p> <p>State (if DL): <input type="text"/></p> <p>ID Number: <input type="text"/></p> <hr/> <p>Max Results: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p> </div>
Name & Number	
Vehicle	
Property	
Location	
Narrative	
Telephone	
Scars Marks Tattoos	
Case Number	
GIS COP	
Administration	
Edit Profile	
Change Password	

© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved. TRIC Fusion System Security Policy

Figure2-2. Using Wildcards - Percent Sign (%)

Underscore

Users can also use an underscore, which represents a single, unknown character. For example, if a user ran the name SM_TH, JAMES (*see* Figure 2-3), records would be returned with last name Smyth, Smith, etc., but not Smiith or Smyith.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar has a menu with items like 'Activity Search', 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', 'Case Number', 'GIS COP', 'Administration', 'Edit Profile', and 'Change Password'. The main content area is titled 'Name Number Search' and contains a search form. The form has the following fields and options:

- Search For Person**
 - * Last Name or Alias: S_TH (with a checkbox for Soundex)
 - First Name: JAMES (with a checkbox for Permutate)
 - Middle Name: (empty text box)
 - Sex: (dropdown menu)
 - Race: (dropdown menu)
 - Date Of Birth: (MMDDYYYY format, with radio button selected)
 - Year Range: (YYYY to YYYY format, with radio button unselected)
 - ORI: (TNXXXXXXXX format)
- ID Type: (dropdown menu)
- State (if DL): (dropdown menu)
- ID Number: (text box)
- Max Results: (All dropdown menu)

At the bottom of the form are 'Search' and 'Clear' buttons. The footer of the page reads: '© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved. TRIC Fusion System Security Policy'.

Figure 2-3. Using Wildcards - Underscore ()

Using Multiple Wildcards

Multiple wildcards can be used to represent multiple, unknown characters. For example, if a user ran the name SM%TH%, JAMES (*see* Figure 2-4), records would be returned with the last name Smyth, Smythe, Smithson, etc.

The screenshot shows a web application interface for a search system. On the left is a navigation menu with categories like 'Activity Search' and 'Administration'. The main area is titled 'Name Number Search' and contains a 'Search For Person' form. The form includes several input fields and checkboxes:

- * Last Name or Alias: SM%TH% (with a checkbox for Soundex)
- First Name: JAMES (with a checkbox for Permutate)
- Middle Name: (empty)
- Sex: (dropdown menu)
- Race: (dropdown menu)
- Date Of Birth: (MMDDYYYY format, with radio button selected)
- Year Range: (YYYY format, with radio button unselected)
- ORI: (TNXXXXXXXX format)
- ID Type: (dropdown menu)
- State (if DL): (dropdown menu)
- ID Number: (text input)
- Max Results: All (dropdown menu)

 At the bottom of the form are 'Search' and 'Clear' buttons. A copyright notice is visible at the very bottom of the page.

Figure 2-4. Using Multiple Wildcards

III. Viewing and Interpreting Search Results

A. Auxiliary Search Results

Large Results

The Large Results screen may appear (*see* Figure 3-1). It notifies users that a large number of records may be returned as a result of the requested search. Users may:

1. Click **Refine** to go back to the Name Number Search screen populated with the data originally entered. More information may then be entered in order to refine the search.
2. Click **Accept** to continue running the query.

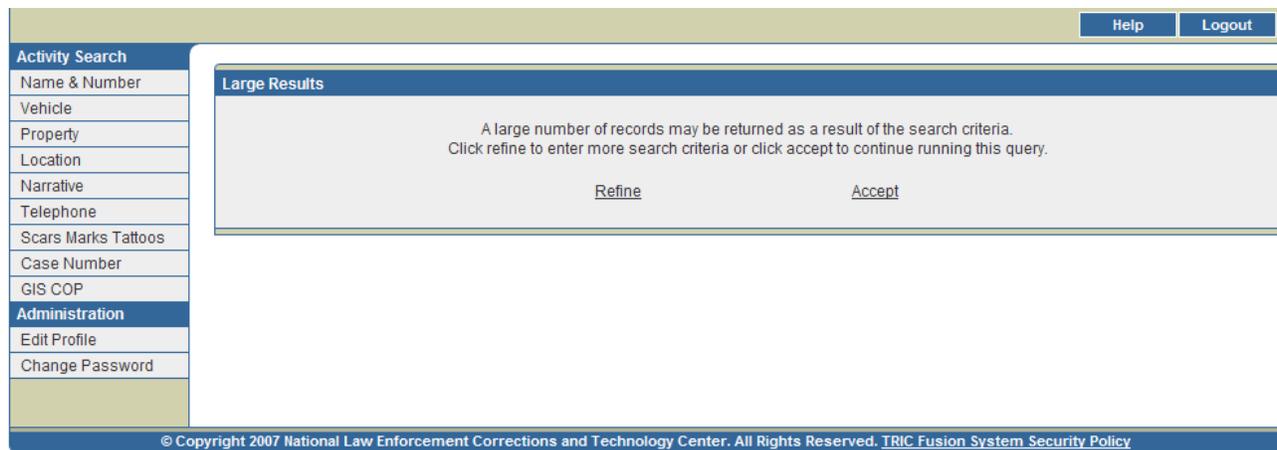


Figure 3-1. Large Results Screen

Search Time Out

If a query has been submitted and no results are returned within 15 minutes, the screen in Figure 3-2 will appear. This screen indicates that the search has been terminated. Users may click **Refine Search** to return to the Name Number Search screen populated with the data originally entered and narrow down the search by entering more search criteria.

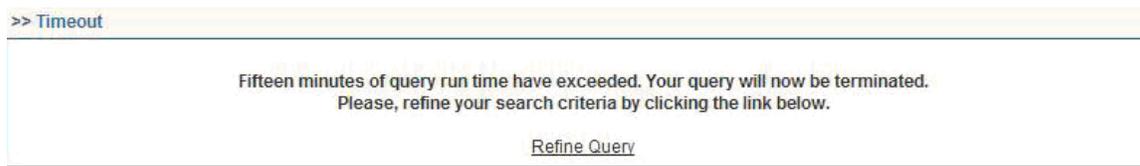


Figure 3-2. Search Time Out Screen

No Results

If the query does not return any records, the screen in Figure 3-3 will appear. Users may click **Return to Name Query** to go back to the Name Number Search screen populated with the data originally entered. Users may then adjust their search accordingly.

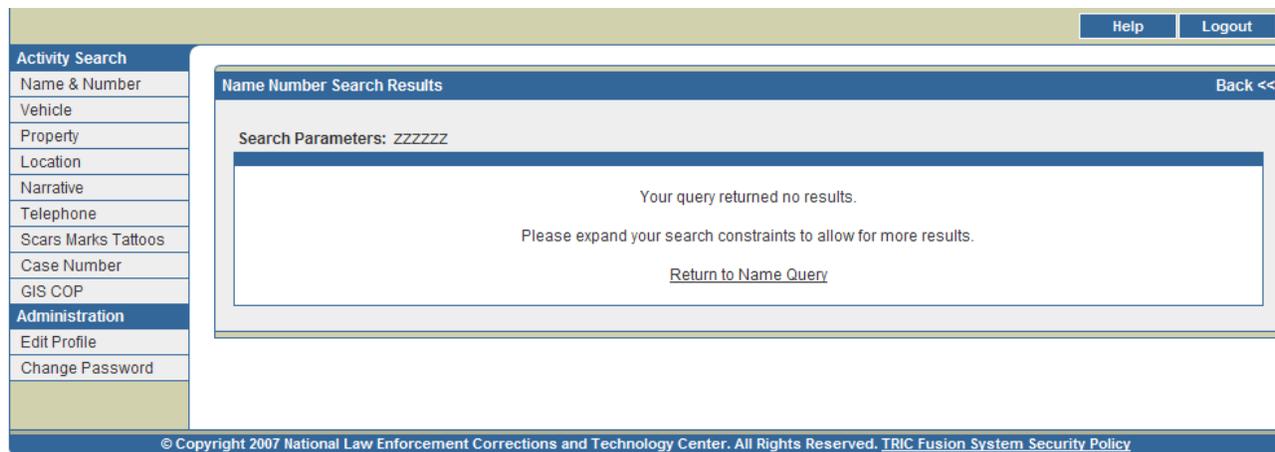


Figure 3-3. No Search Results Screen

B. Name & Number Search Results

Name Number Search Results Screen

Initial query results will be displayed on the Name Number Search Results screen (*see* Figure 3-4). This page contains a list of names that meet the query criteria entered. Records that return the same Last Name, First Name, DOB, Race and Sex are fused as a single return set. If two records do not contain one or more of the fusion criteria (Last Name, First Name, DOB, Race or Sex), they will not be fused even if they match on all other fusion criteria. For example, if two records come back for John Smith but neither contains a DOB, the records will be displayed on separate lines. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

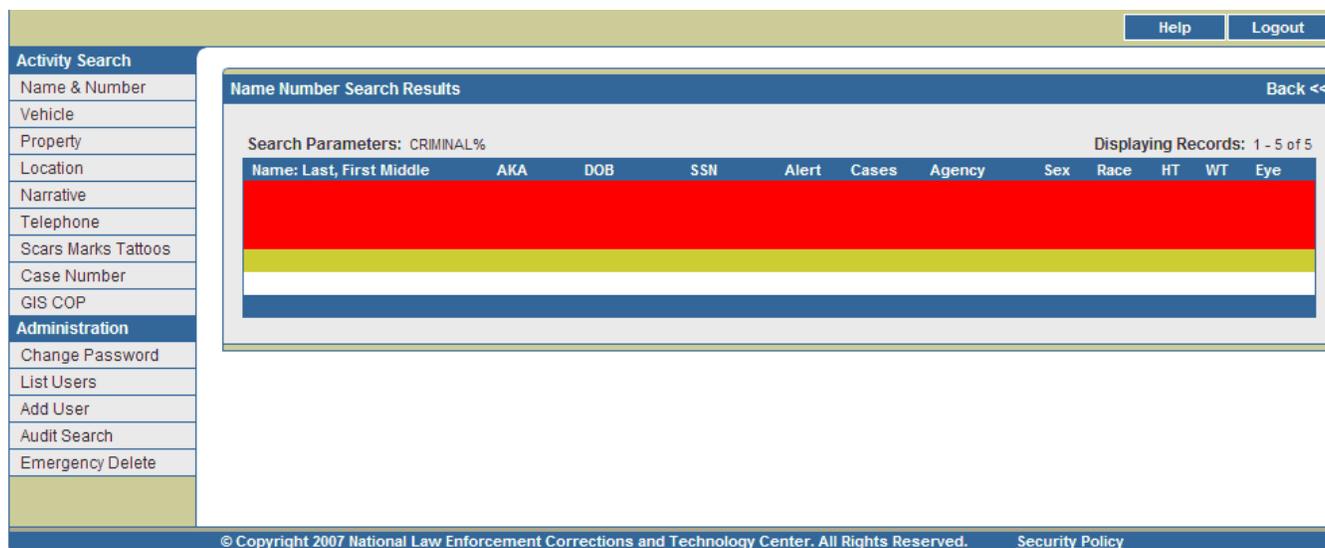


Figure 3-4. Name Number Search Results Screen

Sort Order for Returns

Names shown on the Name Number Search Results screen 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. 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.

Data Elements

The data elements displayed on the Name Number Search Results screen are outlined below in Table 3-1.

Table 3-1. Name Number Search Results Screen – Data Elements

DATA ELEMENT	DESCRIPTION
Name: Last, First Middle	The Last Name, First Name and Middle Name of the individual involved. Records within each status category are sorted alphabetically according to the Last Name and First Name.
AKA	The alias of the individual involved. This field is marked with a * if individuals have more than one alias listed. Aliases are automatically searched in a Name Search.
DOB	The date of birth of the individual involved. This is expressed as YYYY-MM-DD.
SSN	The Social Security number of the individual involved. This field is marked with a * if individuals have more than one SSN listed.
Alert	This field lists whether the individual has an Alert, which includes any cautions (i.e. firearms) or medical conditions. If an individual has neither of these, the field is blank.
Activity	The number of recorded activities/cases involving the individual.
Agency	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.
Sex	The sex of the individual involved.
Race	The race of the individual involved.
HT	The height, in feet-inches, of the individual involved.
WT	The weight, in pounds, of the individual involved.
Eye	The eye color of the individual involved.

Name Number Search Results Navigation

From the initial Name Number Search Results screen, users have several options for obtaining further information. Users may:

1. View the remaining results - The Name Number Search Results screen contains twenty records per page. Users may view the remaining pages of results using the arrows at the bottom of the screen.
2. View the Name Detail page for a particular record – Users may click on the Name: Last, First Middle field of any record to obtain the Name Detail page for that individual (see Figure 2-9). This page contains further identification information when available, such as Last Known Address, Telephone Number, Birth Information, etc.
3. View the Name Activity Search page for a particular record – Users may click on the Activity field of any record to obtain summary information for all of the incidents involving that individual. Detailed information about each incident can be accessed from this page (see Figure 3-6).

Name Detail Page

The Name Detail page (see Figure 3-5) is accessible from the Name Number Search Results screen by clicking on the Name: Last, First Middle field for an individual. This page displays known personal information about that individual.

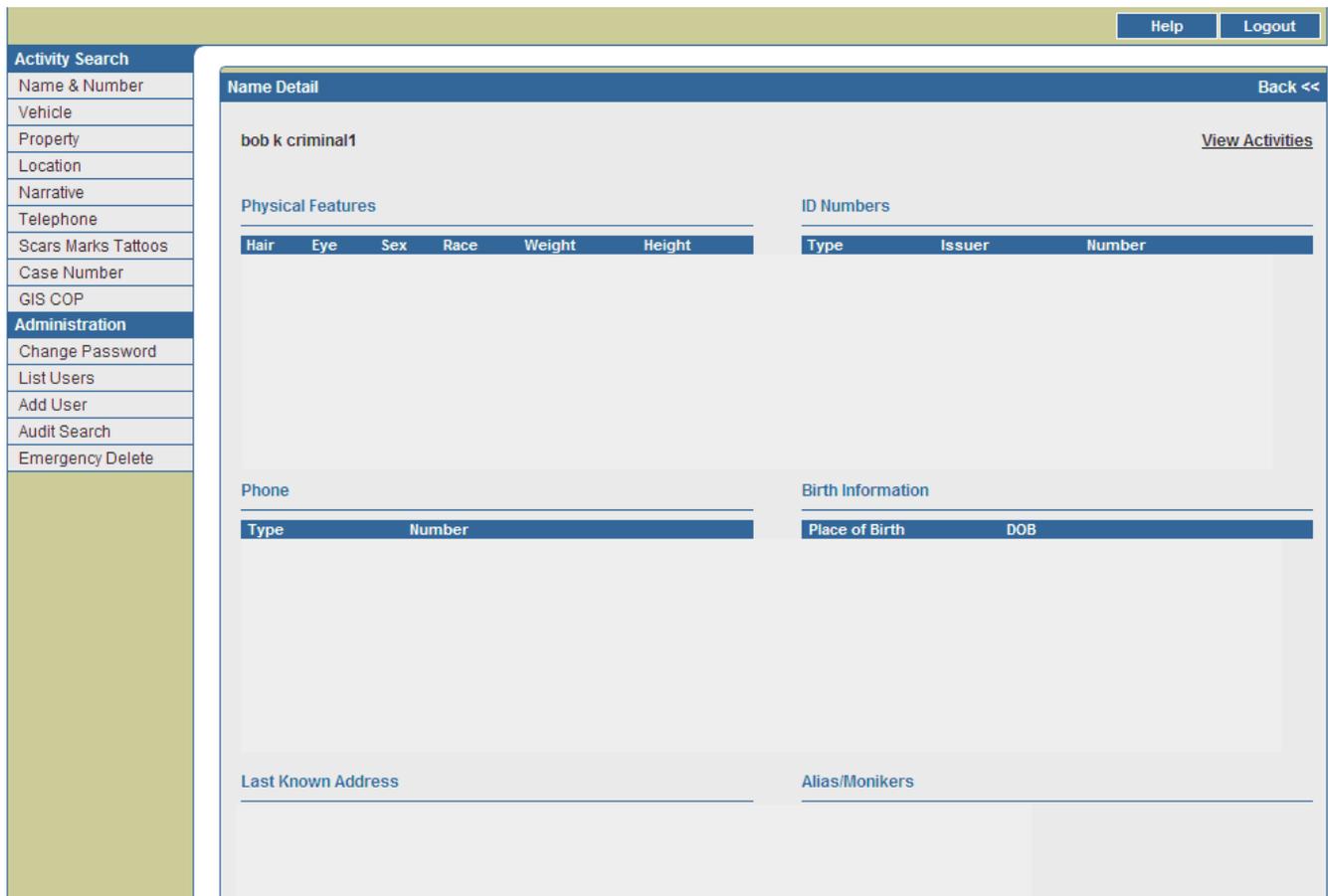


Figure 3-5. Name Detail Page

Table 2-3 describes the data elements found on this page. Some categories may have more than one entry depending on the information provided by the individual at different times.

Table 3-2. Name Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Physical Features	Physical features of the involved individual, including hair color, eye color, sex, race, weight and height.
Last Known Address	A list of all recorded addresses for the involved individual.
Phone	A list of all recorded phone numbers for the involved individual. Phone numbers are listed by type (home, work, primary, secondary).
Identifying Features	A description of any features that may identify the individual, such as scars, tattoos, birthmarks, etc.
ID Numbers	A list of all recorded identification numbers for the involved individual, including SSN, SID, DL, and FBI. This field lists the ID type, the issuer (State if DL), and the ID number. Individuals may have more than one number per ID Type if provided by the individual on multiple occasions.
Birth Information	The place and date of birth of the involved individual.
Alias/Monikers	Any aliases and monikers of the individual.
Cautions/Medical	A list of any known cautions (i.e. firearms) or medical conditions of the individual.
Last Known Employer	A list of past employers of the individual.

Users may view the Name Activity Search page (*see* Figure 3-6) for the individual by clicking the **View Activities** link at the top right of the screen. This page displays a summary of each event involving the individual.

Users can also conduct several Name and Number Searches through various links on the Name Detail page. These queries may identify additional police records that share these names and/or numbers. Query links include:

1. Social Security Number – Users may click on any of the listed Social Security numbers to perform a search on that number and type.
2. Driver’s License Number – Users may click on any listed Driver’s License number to search that number, type, and state.
3. FBI Number – Users may click on any listed FBI number to perform a search on that number and type.
4. State Identification Number (SID) – Users may click on any listed SID to perform a search on that number and type.
5. Aliases/Monikers – Users may click on and search any of the listed aliases and/or monikers.

Name Activity Search Page

The Name Activity Search page (see Figure 3-6) is accessible from the Name Number Search Results screen by clicking on the Activity field for an individual. This page displays summary information for all recorded incidents involving this individual. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

Activities in which a Warrant was issued are highlighted red, appear first and are listed in chronological order, beginning with the most recent. Activities involving Alerts are listed next in chronological order and are highlighted yellow. All other activities are listed below and are also in chronological order. Following the chronological sorting, records are then sorted by Agency. 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.

Note: The number displayed in the Activity field of the Name Number Search Results screen corresponds to the total number of cases involving the individual, not the number of resulting record lines. If the individual has more than one involvement type in a case, each will be listed on a separate record line but counted as one activity. If the case number is unavailable, the record is not included in the count.



Figure 3-6. Name Activity Search Page

Table 3-3 describes the data elements included on this page.

Table 3-3. Name Activity Search Page – Data Elements

DATA ELEMENT	DESCRIPTION
Case	The case number of the activity.
Event Date	The date the event occurred, expressed as YYYY-MM-DD.

Table 3-3. Name Activity Search Page – Data Elements

DATA ELEMENT	DESCRIPTION
Event Type	The type of event (i.e. Incident, Custody, Arrest, Warrant). A * by this field indicates that the event has multiple suspects.
Involvement	The level of involvement of the individual queried (i.e. victim, suspect, subject, witness, reported by, complainant, etc.).
Alert	This field indicates whether any Alerts were recorded during the event, such as cautions or medical conditions for involved individuals. This field is blank if no Alerts were noted.
Event Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.
Source	The agency providing the record. For example, if the Source column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.

Users can access the Activity Detail page for each event by clicking on the links in the Event Type field. The Activity Detail page provides further information about an event such as Charges, Witnesses and Vehicle Information.

Activity Detail Page

The Activity Detail Page (see Figure 3-7) displays more in-depth information about a particular incident. This page is accessed from the Name Activity Search page by clicking on the Event Type field for that incident. Users may open a printable version of this page by clicking on the printer icon in the upper right corner.

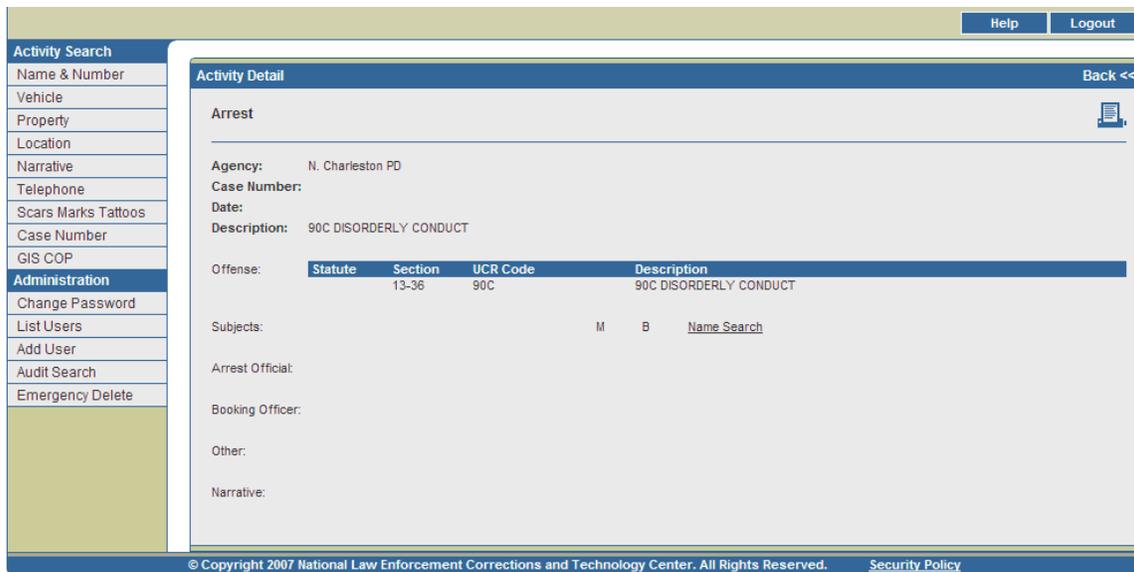


Figure 3-7. Activity Detail Page

Table 3-4 describes the data elements included on this page. Depending on the type of incident, some fields may or may not appear on each page.

Table 3-4. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Agency	The agency providing the record. For example, if the Agency field shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.
Case Number	The case number of the activity.
Date	The date the event occurred, expressed as YYYY-MM-DD.
Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.
Offense	The official charges filed for the activity, including Status, Section, UCR Code, and Description.
Location	The address of the event location.
Subjects	The people who caused the event or committed the crime. May include Name, DOB, Sex and Race.
Suspects	The people who caused the event or committed the crime.
Victims	The people harmed or adversely affected as a result of the activity. May include Name, DOB, Sex and Race.
Witness	Any recorded individual who observed the activity taking place. May include Name, DOB, Sex and Race.
Parent	The parents of the listed Subject(s). May include Name, DOB, Sex and Race.
Complainants	The person(s) who reported the activity. May include Name, DOB, Sex and Race.
Issuing Judge	The judge who issued the Warrant. May include Name, DOB, Sex and Race.
Arrest Official	The law enforcement officer(s) who arrested the Subject(s). May include Name, DOB, Sex and Race.
Booking Officer	The officer who processed the arrested individual(s). May include Name, DOB, Sex and Race.
Other	Any other persons involved in the event.
Property	Detailed information about any property involved in the event, including SN (Serial Number), Make, Model, Description, Quantity and Status.
Vehicle	Detailed information about any vehicle involved in the event, including Make, Model, Vehicle Identification Number (VIN), License Plate Number (TAG), Color, State of registration, Status and Year made.
Narrative	Any other information recorded about the event by the law enforcement officer.

Users can conduct several queries through various links on the Activity Detail page. Query options include:

1. Names – Users may click on any name on the page to access the Name Detail page for that individual (excluding non-principal individuals such as Police Officers, Judges, etc.). Users may also click on the **Name Search** link across from each name to perform a query by name and view a Name Number Search Results page.
2. Locations – Users may click on the **Incident Address Search** or **Person Address Search** links to query the listed Location. Incident Address Search performs a Location Search by Incident, which leads to a Location Activity Results page that displays all activities occurring at that address. Person Address Search performs a Location Search by Person. This search leads to a Location Activity Results page displaying all people who have provided that address as their home address and information on the activities in which they have been involved. (See the Location Search section for more information.)
3. Vehicles – Users may click on the VIN or TAG fields for any listed vehicle to perform a Vehicle Search by that number, which leads to a Vehicle Search Results page. Users may also click the **Search** link beside any listed vehicle to access a Vehicle Activity Results page for that vehicle. (See the Vehicle Search section for more information.)
4. Property – Users may click on the SN field for any listed property to access a Property Search Results page. (See the Property Search section for more information).

IV. Vehicle Search

A. Performing a Vehicle Search

Like the Name & Number Search, users may perform a Vehicle Search against an agency's RMS and the TFS central database. The system queries these data sources using the information entered on the Search screen and then returns matching records on the Search Results screen. Users can enter search information, such as TAG or VIN, State, Make, Model, Color and Year. ID Type and TAG/VIN are the only required fields for performing a Vehicle Query unless Make and Model are both entered. However, using additional fields for queries is recommended to restrict the search and provide more reliable results.

1. After logging in, the Name Number Search screen appears by default (see Figure 2-1). Click on the **Vehicle** link on the left of the screen to access the Vehicle Search screen (see Figure 4-1).

Figure 4-1. Vehicle Search Screen

2. Enter the information available for the search.

Note: The fields on the Search screen are not case sensitive.

Table 4-1. Vehicle Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
ID Type	<ul style="list-style-type: none"> • Select the appropriate vehicle ID type from the drop down list. This field is required when performing a Vehicle Search unless vehicle make and model are both entered. • TAG (License Plate Number) • VIN (Vehicle Identification Number)

Table 4-1. Vehicle Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
TAG/VIN	<ul style="list-style-type: none"> • Enter either the TAG or VIN data for the vehicle to be queried. This field is required when performing a Vehicle Search unless vehicle make and model are both entered. • A TAG must be at least one alphanumeric character long and no more than ten long. Wildcards may be used, but not for the first character. • A VIN must be at least eight characters long but no longer than 25 characters long. Wildcards may be used for a VIN, but not for the first character or the last eight characters. • Wildcards: If unsure of an entire vehicle TAG or VIN, an underscore (<code>_</code>) or percent sign (<code>%</code>) may be used as a substitute for single or multiple, unknown letters and numbers. Multiple wildcards may also be used. For example, if searching for a TAG 234-BXP, 23%-BXP will return 234-BXP, 233-BXP, 235-BXP, etc. (See pages 7-8 for more detailed information on wildcards.)
State (if TAG)	Select the state in which the vehicle ID is registered from the drop down list.
Make	<ul style="list-style-type: none"> • Enter the vehicle's make (i.e. Chevrolet, Volvo, etc.). • Wildcards: If unsure of the entire make name, an underscore (<code>_</code>) or percent sign (<code>%</code>) may be used as a substitute for single or multiple, unknown letters and numbers. Multiple wildcards may also be used. For example, if searching for a Hyundai, H%D% will return Hyundai, Honda, etc. (See pages 7-8 for more detailed information on wildcards.)
Model	<ul style="list-style-type: none"> • Enter the vehicle model. For example, a Chevrolet vehicle could be a Malibu, Colorado, Suburban, etc. • Wildcards: If unsure of the entire model type, an underscore (<code>_</code>) or percent sign (<code>%</code>) may be used as a substitute for single or multiple, unknown letters and numbers. Multiple wildcards may also be used. For example, if searching for a Pontiac Grand Am, GRAND% will return Grand Am, Grand Prix, etc. (See pages 7-8 for more detailed information on wildcards.)
Color	<ul style="list-style-type: none"> • Enter the color of the vehicle. • Wildcards: An underscore (<code>_</code>) or percent sign (<code>%</code>) may be used anywhere within the color name.
Year	<ul style="list-style-type: none"> • Enter a year range in which the vehicle was manufactured using 4-digit numbers. For instance, if a vehicle is approximately 10 years old and the current year is 2007, the years 1992 to 2002 could be entered to search a range of 5-15 years. • Wildcards: If unsure of the exact year of production, an underscore (<code>_</code>) or percent sign (<code>%</code>) may be used as a substitute for single or multiple, unknown numbers. Multiple wildcards may also be used. For example, if searching for a car made in the 1990's, 199% will return 1990, 1991, 1992, etc. (See pages 7-8 for more detailed information on wildcards.)

3. Click **SEARCH** to run the query or click **CLEAR** to clear all fields and start over.

*Note: If any required fields are incomplete or any fields are improperly filled, an error message box will appear. Click **OK** to correct the indicated search criteria.*

B. Viewing and Interpreting Search Results

Auxiliary Search Results

Large Results

The Large Results screen may appear (*see* Figure 4-2). It notifies users that a large number of records may be returned as a result of the requested search. Users may:

1. Click **Refine** to go back to the Vehicle Search screen populated with the data originally entered. More information may then be entered in order to refine the search.
2. Click **Accept** to continue running the query.

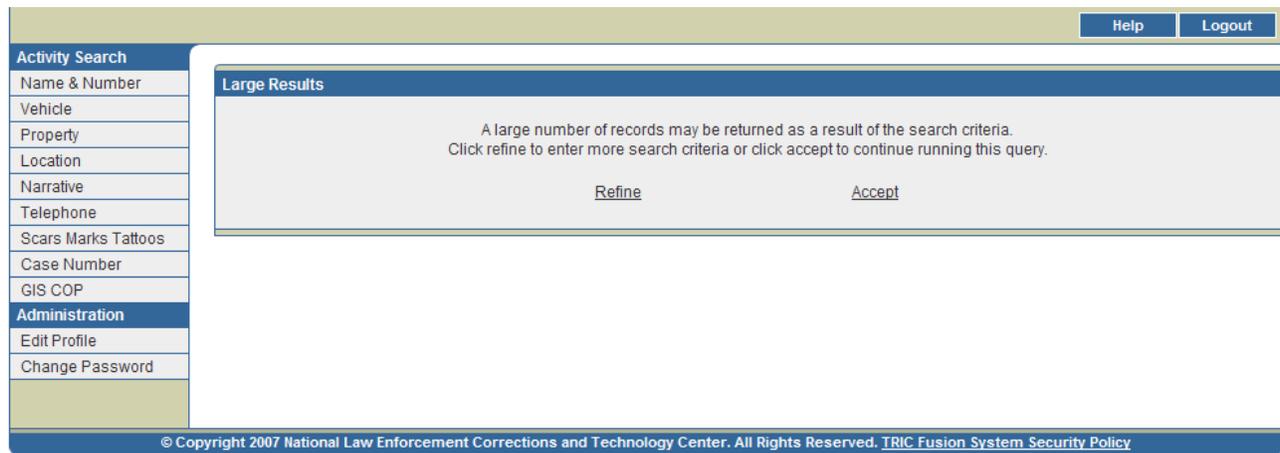


Figure 4-2. Large Results Screen

Search Time Out

If a query has been submitted and no results are returned within 15 minutes, the screen in Figure 4-3 will appear. This screen indicates that the search has been terminated. Users may click **Refine Query** to return to the Vehicle Search screen populated with the data originally entered and narrow down the search by entering more search criteria.

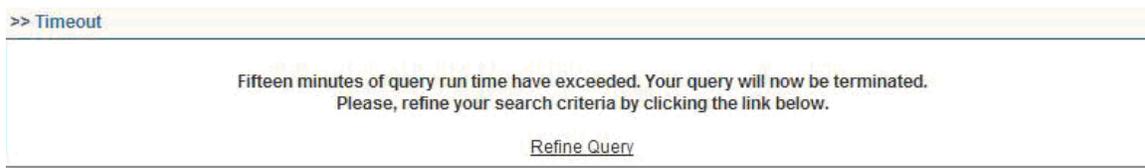


Figure 4-3. Search Time Out Screen

No Results

If the query does not return any records, the screen in Figure 4-4 will appear. Users may click **Return to Vehicle Query** to go back to the Vehicle Search screen populated with the data originally entered. Users may then adjust their search accordingly.

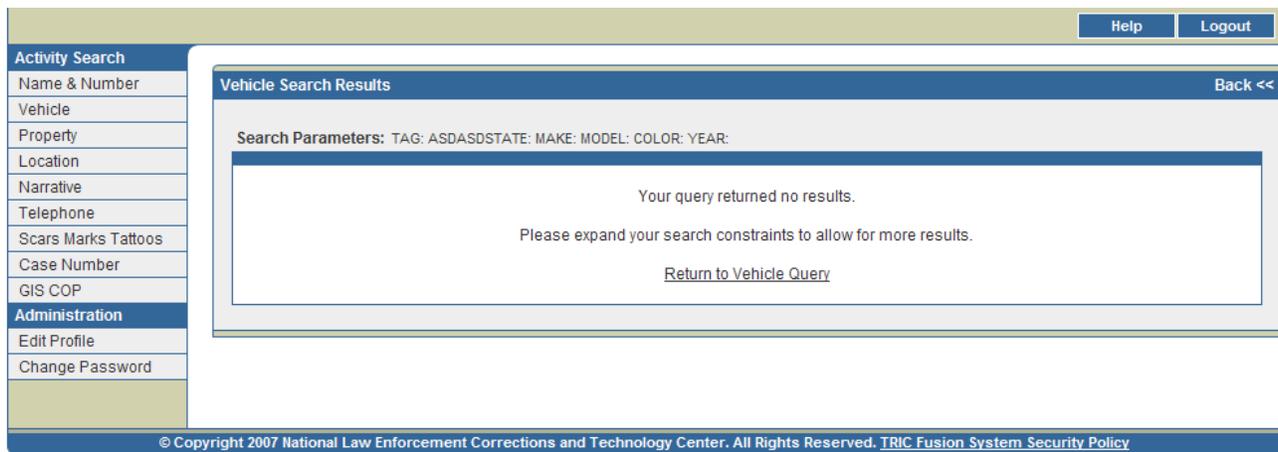


Figure 4-4. No Search Results Screen

Vehicle Search Results

Vehicle Search Results Screen

Initial query results will be displayed on the Vehicle Search Results screen (*see* Figure 4-5). This page contains a list of vehicles that meet the query criteria entered. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

Stolen vehicles are highlighted red, appear first, and are listed in chronological order by most recent event. All other vehicles are listed below and are also in chronological order by most recent event date. 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.

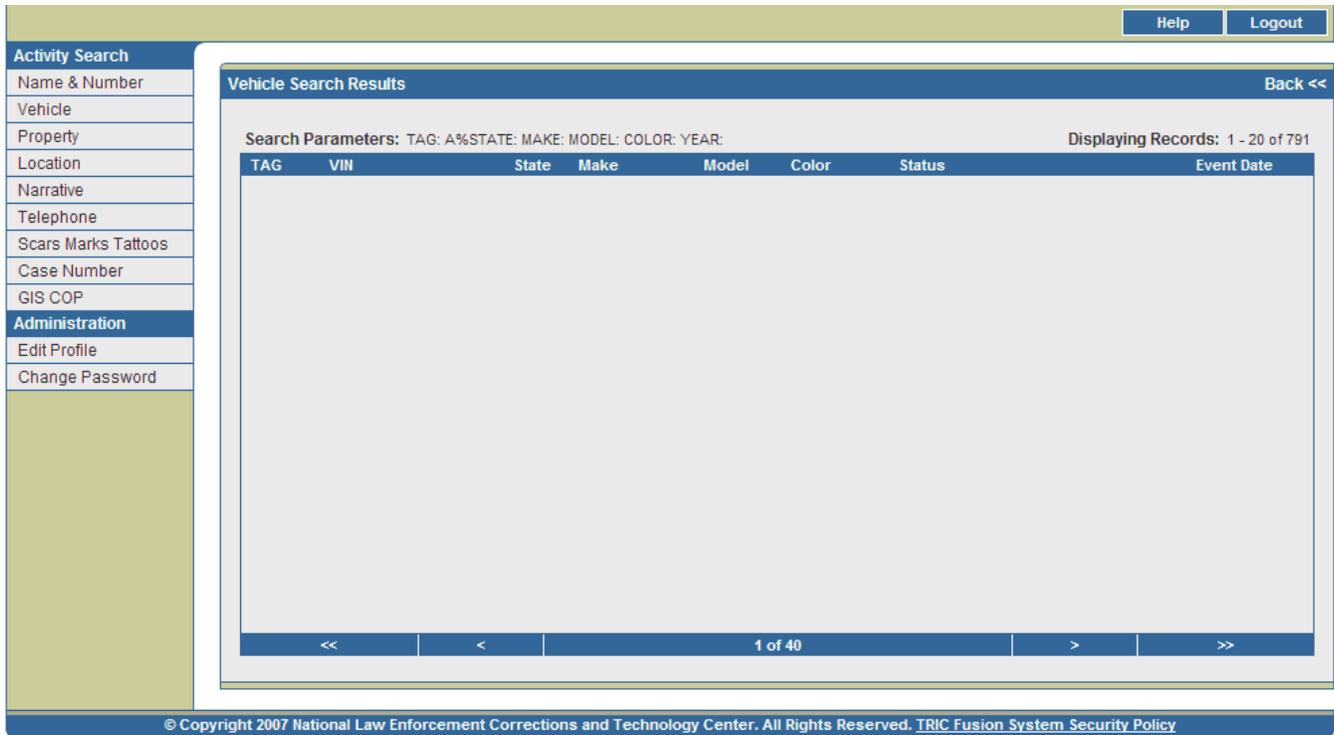


Figure 4-5. Vehicle Search Results Screen

The data elements displayed on the Vehicle Search Results screen are outlined in Table 4-2.

Table 4-2. Vehicle Search Results Screen – Data Elements

DATA ELEMENT	DESCRIPTION
TAG	The license plate number of the involved vehicle.
VIN	The Vehicle Identification Number of the involved vehicle.
State	The state in which the vehicle is registered.
Make	The make of the vehicle.
Model	The model of the vehicle.
Color	The color of the vehicle.
Status	The status of the vehicle (i.e. Stolen, Recovered, Seized, Damaged, etc.)
Event Date	The date the event occurred, expressed as YYYY-MM-DD.

From the initial Vehicle Search Results screen, users have several options for obtaining further information. Users may:

1. View remaining results – The Vehicle Search Results screen contains twenty records per page. Users may view the remaining pages of results using the arrows at the bottom of the screen.
2. View the Vehicle Activity Results page for a particular TAG – Users may click on the TAG field for any record to obtain a summary of all activities involving that TAG (see Figure 4-6).

- View the Vehicle Activity Results page for a particular VIN – Users may click on the VIN field for any record to obtain a summary of all activities involving that VIN (see Figure 4-6).

Vehicle Activity Results Page

The Vehicle Activity Results page shown in Figure 4-6 is accessible from the initial Vehicle Search Results screen by clicking on either the TAG or VIN fields for a vehicle. This page displays a summary of all recorded incidents involving this TAG and/or VIN. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

Activities in which a Warrant was issued for the individual in the Person column are highlighted red, appear first, and are listed in chronological order, beginning with the most recent. Activities in which Alerts were recorded for the individual in the Person column are highlighted yellow and are listed next in chronological order. All other activities are listed below and are also in chronological order. Following the chronological sorting, records are then sorted by Agency. 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.

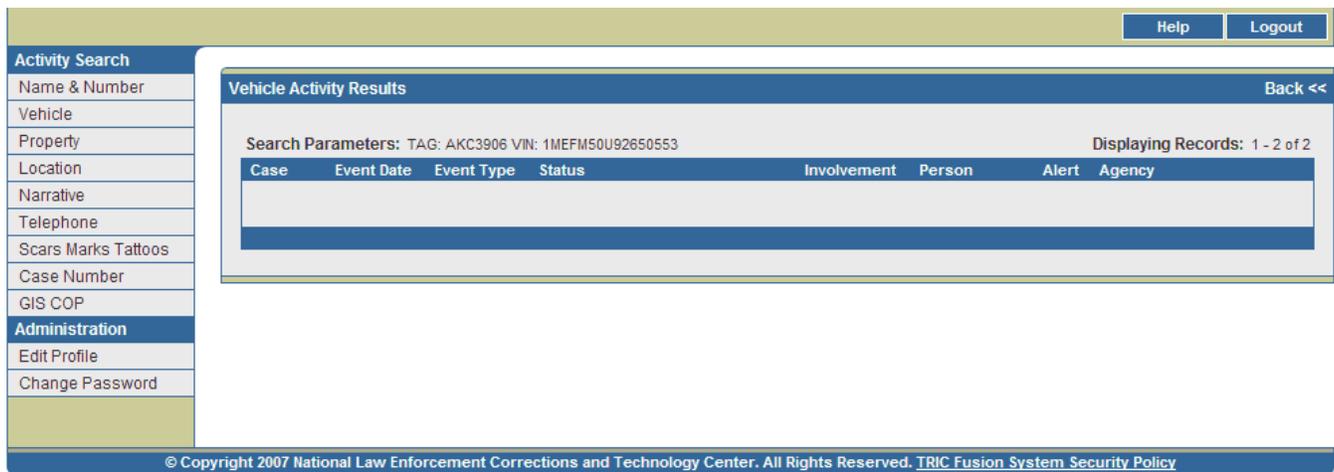


Figure 4-6. Vehicle Activity Results Page

Table 4-3 describes the data elements included on this page.

Table 4-3. Vehicle Activity Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Case	The case number of the activity involving the queried vehicle.
Event Date	The date the event occurred, expressed as YYYY-MM-DD.
Event Type	The type of event (i.e. Incident, Custody, Arrest, Warrant). A * by this field indicates multiple suspects for the event.
Status	The status of the involved vehicle (Stolen, Recovered, Seized, Damaged, etc.).

Table 4-3. Vehicle Activity Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Involvement	The level of involvement of the individual listed in the Person column (i.e. victim, suspect, subject, witness, reported by, complainant, etc.).
Person	A person associated with the incident in which the vehicle was involved. Every person involved in the incident (suspect, victim, witness, etc.) is listed on a separate record line.
Alert	This field indicates whether any Alerts, such as cautions or medical conditions, are associated with the individual in the Person column.
Agency	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.

From this page, users have three options for obtaining further information. Users may:

1. Access the Activity Detail page (*see* Figure 4-7) for each event by clicking on the links in the Event Type field. The Activity Detail page provides further information about an event such as Charges, Witnesses and Vehicle Information.
2. View the Name Detail page for any individual listed in the Person field by clicking on that name (*see* Figure 3-5).
3. Perform a Name Search on any individual listed in the Person field by clicking the **Name Search** link in the far right column of that activity. This will lead users to a Name Number Search Results screen (*see* Figure 3-4).

Activity Detail Page

The Activity Detail Page (*see* Figure 4-7) displays more in-depth information about a particular incident. This page is accessed from the Vehicle Activity Results page by clicking on the Event Type field for that incident. Users may open a printable version of this page by clicking on the printer icon in the upper right corner.

Figure 4-7. Activity Detail Page

Table 4-4 describes the data elements included on this page. Depending on the type of incident, some fields may or may not appear on each page.

Table 4-4. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Agency	The agency providing the record. For example, if the Agency field shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff’s Office.
Case Number	The case number of the activity.
Date	The date the event occurred, expressed as YYYY-MM-DD.
Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.
Offense	The official charges filed for the activity. May include Status, Section, UCR Code, and Description.
Location	The address of the event location.
Subjects	The people who caused the event or committed the crime. May include Name, DOB, Sex and Race.
Suspects	The people who caused the event or committed the crime.

Table 44. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Victims	The people harmed or adversely affected as a result of the activity. May include Name, DOB, Sex and Race.
Witness	Any recorded individual who observed the activity taking place. May include Name, DOB, Sex and Race.
Parent	The parents of the listed Subject(s). May include Name, DOB, Sex and Race.
Complainants	The person(s) who reported the activity. May include Name, DOB, Sex and Race.
Issuing Judge	The judge who issued the Warrant. May include Name, DOB, Sex and Race.
Arrest Official	The law enforcement officer(s) who arrested the Subject(s). May include Name, DOB, Sex and Race.
Booking Officer	The officer who processed the arrested individual(s). May include Name, DOB, Sex and Race.
Other	Any other persons involved in the event.
Property	Detailed information about any property involved in the event, including SN (Serial Number), Make, Model, Description, Quantity and Status.
Vehicle	Detailed information about any vehicle involved in the event, including Make, Model, Vehicle Identification Number (VIN), License Plate Number (TAG), Color, State of registration, Status and Year made.
Narrative	Any other information recorded about the event by the law enforcement officer.

Users can conduct several queries through various links on the Activity Detail page. Query links include:

1. Names – Users may click on any name on the page to access the Name Detail page for that individual (excluding non-principal individuals such as Police Officers, Judges, etc.). Users may also click on the **Name Search** link across from each name to perform a query by name and view a Name Number Search Results page. (See the Name & Number Search section for more information.)
2. Locations – Users may click on the **Incident Address Search** or **Person Address Search** links to query the listed Location. Incident Address Search performs a Location Search by Incident, which leads to a Location Activity Results page that displays all activities occurring at that address. Person Address Search performs a Location Search by Person. This search leads to a Location Activity Results page displaying all people who have provided that address as their home address and information on the activities in which they have been involved. (See the Location Search section for more information.)
3. Vehicles – Users may click on the VIN or TAG fields for any listed vehicle to perform a Vehicle Search by that number, which leads to a Vehicle Search Results page. Users may also click the **Search** link beside any listed vehicle to access a Vehicle Activity Results page for that vehicle.
4. Property – Users may click on the SN field for any listed property to access a Property Search Results page. (See the Property Search section for more information).

V. Property Search

A. Performing a Property Search

Users may also perform a Property Search against an agency’s RMS and the TFS central database. The system queries these data sources using the information entered on the Search screen and then returns matching records on the Search Results screen. Users can enter search information, such as Serial Number, Make, Model, Description, and Property Type Code. The Serial Number (SN) is required to perform a Property Search unless a combination of two other fields is filled. Using additional fields for queries is recommended to restrict the search and provide more reliable results.

1. After logging in, the Name Number Search screen appears by default (see Figure 2-1). Click on the **Property** link on the left of the screen to access the Property Search screen (see Figure 5-1).

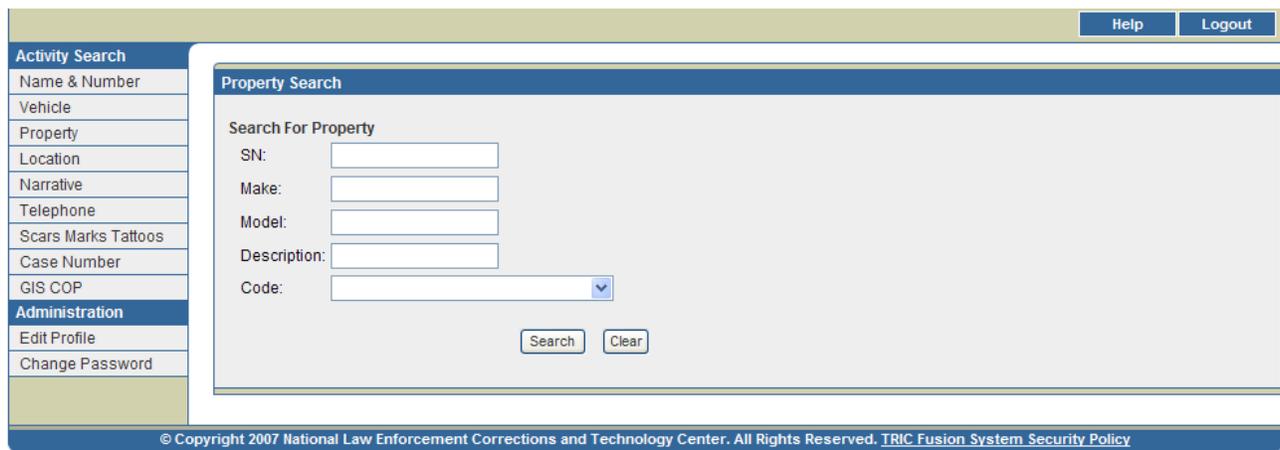


Figure 5-1. Property Search Screen

2. Enter the information available for the search. Items identified by * are required fields for performing queries. Table 5-1 outlines the searchable fields.

Note: The fields on the Search screen are not case sensitive.

Table 5-1. Property Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
SN (Serial Number)	<ul style="list-style-type: none"> • Enter the Serial Number of the property. This field is required unless at least two other fields are completed. • Wildcards: If unsure of an entire property SN, an underscore () or percent sign (%) may be used as a substitute for single or multiple, unknown numbers. Multiple wildcards may also be used. Wildcards may not be used for the first character. For example, if searching for a serial number 18975, 189% could be used to return 18975, 18998, 18950, etc. (See pages 7-8 for more detailed information on wildcards.)

Table 5-1. Property Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
Make	<ul style="list-style-type: none"> • Enter the make of the property (i.e. Sony). • Wildcards: If unsure of the full name of the property make, an underscore () or percent sign (%) may be used as a substitute for single or multiple, unknown letters and numbers. Multiple wildcards may also be used. Wildcards may not be used for the first character. For example, if searching for Hitachi, HITACH% may be entered to return Hitachi, Hitachy, etc. (See pages 7-8 for more detailed information on wildcards.)
Model	<ul style="list-style-type: none"> • Enter the property model (i.e. Playstation2). • Wildcards: If unsure of the entire property model, an underscore () or percent sign (%) may be used as a substitute for single or multiple, unknown letters and numbers. Multiple wildcards may also be used. Wildcards may not be used for the first character. For example, if searching for a Playstation, PLAYSTATION% may be entered to return Playstation1, Playstation2, etc. (See pages 7-8 for more detailed information on wildcards.)
Description	<ul style="list-style-type: none"> • Enter a free-text description of the property. • Wildcards: If unsure of some words in the property description, an underscore () or percent sign (%) may be used as a substitute for single or multiple, unknown letters and numbers. Multiple wildcards may also be used. Wildcards may not be used for the first character. (See pages 7-8 for more detailed information on wildcards.)
Code	Select the appropriate property type and code from the drop down list.

3. Click **SEARCH** to run the query or click **CLEAR** to clear all fields and start over.

*Note: If any required fields are incomplete or any fields are improperly filled, an error message box will appear. Click **OK** to correct the indicated search criteria.*

B. Viewing and Interpreting Search Results

Auxiliary Search Results

Large Results

The Large Results screen may appear (*see* Figure 5-2). It notifies users that a large number of records may be returned as a result of the requested search. Users may:

1. Click **Refine** to go back to the Property Search screen populated with the data originally entered. More information may then be entered in order to refine the search.
2. Click **Accept** to continue running the query.

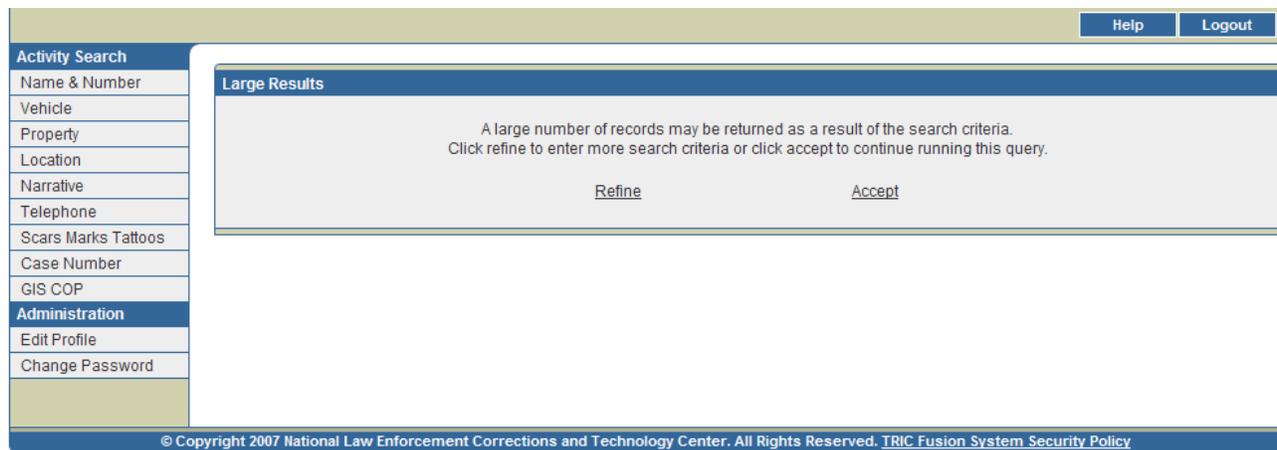


Figure 5-2. Large Results Screen

Search Time Out

If a query has been submitted and no results are returned within 15 minutes, the screen in Figure 5-3 will appear. This screen indicates that the search has been terminated. Users may click **Refine Search** to return to the Property Search screen populated with the data originally entered and narrow down the search by entering more search criteria.

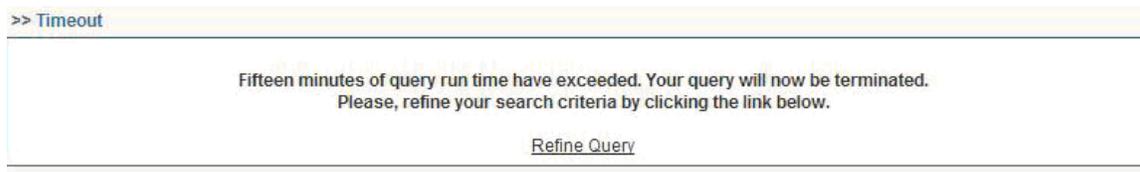


Figure 5-3. Search Time Out Screen

No Results

If the query does not return any records, the screen in Figure 5-4 will appear. Users may click **Return to Property Query** to go back to the Property Search screen populated with the data originally entered. Users may then adjust their search accordingly.

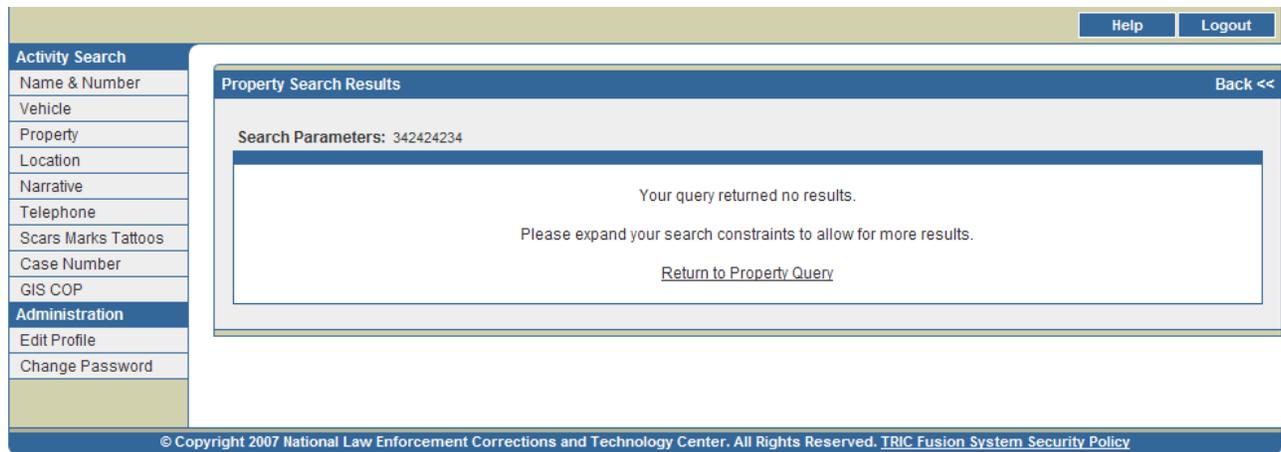


Figure 5-4. No Search Results Screen

Property Search Results

Property Search Results Page

Results from the submitted query return a Property Search Results page (*see* Figure 5-5). This page displays a summary of all recorded incidents involving the matching property. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

Activities in which a Warrant was issued are highlighted red, appear first and are listed in chronological order, beginning with the most recent. Activities involving Alerts are highlighted yellow and are listed next in chronological order. All other activities are listed below and are also in chronological order. Following the chronological sorting, records are then sorted by Agency. Users may sort records by any desired data field by clicking the data field column title. Clicking once will sort records in order by that field while clicking twice will sort records in reverse order.

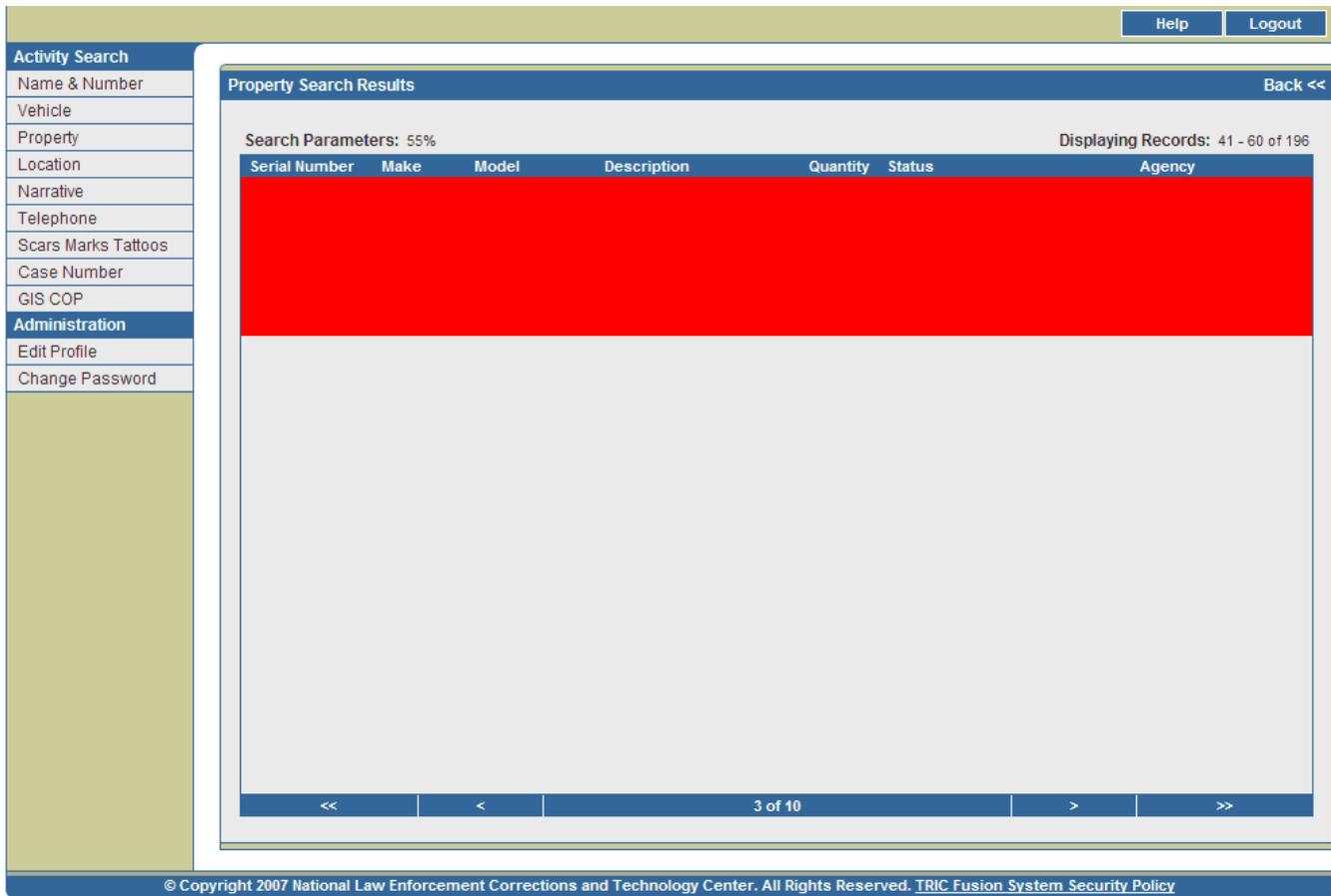


Figure 5-5. Property Search Results Page

Table 5-2 describes the data elements included on this page.

Table 5-2. Property Search Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Serial Number	The case number of the activity involving the queried property.
Make	The make of the property.
Model	The model of the property.
Description	A brief description of the property.
Quantity	The number of identical property items, with the same status, involved in the same case.
Status	The status of the involved property (Stolen, Recovered, Seized, Damaged, etc.).
Agency	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.

From this page, users may access the Activity Detail page (see Figure 5-6) for the event in which the property was involved by clicking on the **Details** link. The Activity Detail page provides further information about an event such as Charges, Suspects and Witnesses.

Activity Detail Page

The Activity Detail Page (see Figure 5-6) displays more in-depth information about a particular incident. This page is accessed from the Property Search Results page by clicking on the **Details** link for that incident. Users may open a printable version of this page by clicking on the printer icon in the upper right corner.

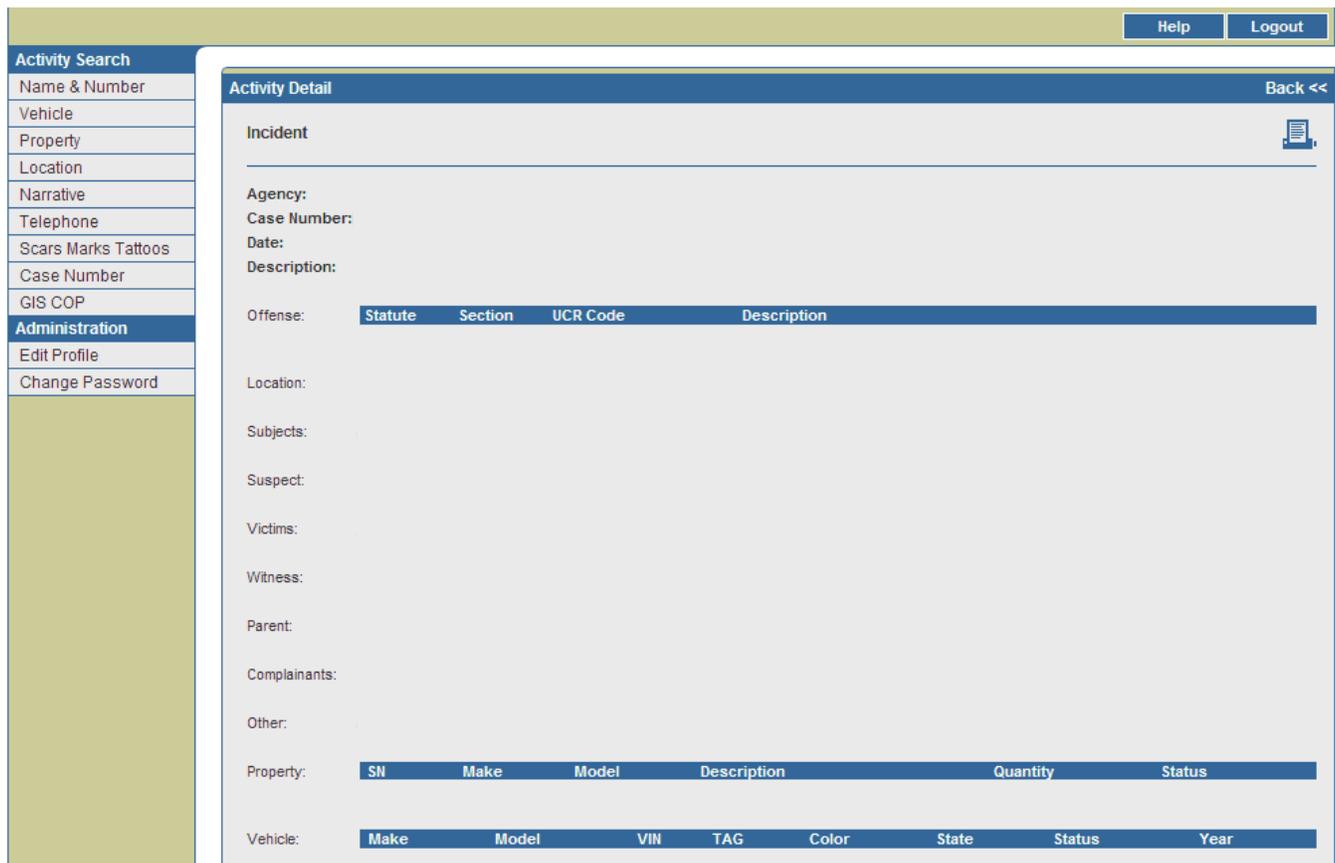


Figure 5-6. Activity Detail Page

Table 5-3 describes the data elements included on this page. Depending on the type of incident, some fields may or may not appear on each page.

Table 5-3. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Agency	The agency providing the record. For example, if the Agency field shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.
Case Number	The case number of the activity.
Date	The date the event occurred, expressed as YYYY-MM-DD.
Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.
Offense	The official charges filed for the activity. May include Status, Section, UCR Code, and Description.
Location	The address of the event location.
Subjects	The people who caused the event or committed the crime. May include Name, DOB, Sex and Race.
Suspects	The people who caused the event or committed the crime.
Victims	The people harmed or adversely affected as a result of the activity. May include Name, DOB, Sex and Race.
Witness	Any recorded individual who observed the activity taking place. May include Name, DOB, Sex and Race.
Parent	The parents of the listed Subject(s). May include Name, DOB, Sex and Race.
Complainants	The person(s) who reported the activity. May include Name, DOB, Sex and Race.
Issuing Judge	The judge who issued the Warrant. May include Name, DOB, Sex and Race.
Arrest Official	The law enforcement officer(s) who arrested the Subject(s). May include Name, DOB, Sex and Race.
Booking Officer	The officer who processed the arrested individual(s). May include Name, DOB, Sex and Race.
Other	Any other persons involved in the event.
Property	Detailed information about any property involved in the event, including SN (Serial Number), Make, Model, Description, Quantity and Status.
Vehicle	Detailed information about any vehicle involved in the event, including Make, Model, Vehicle Identification Number (VIN), License Plate Number (TAG), Color, State of registration, Status and Year made.
Narrative	Any other information recorded about the event by the law enforcement officer.

Users can conduct several queries through various links on the Activity Detail page. Query links include:

1. Names – Users may click on any name on the page to access the Name Detail page for that individual (excluding non-principal individuals such as Police Officers, Judges, etc.). Users may also click on the **Name Search** link across from each name to perform a query by name and view a Name Number Search Results page. (See the Name & Number Search section for more information.)
2. Locations – Users may click on the **Incident Address Search** or **Person Address Search** links to query the listed Location. Incident Address Search performs a Location Search by Incident, which

leads to a Location Search Results page that displays all activities occurring at that address. Person Address Search performs a Location Search by Person. This search leads to a Location Activity Results page displaying all people who have provided that address as their home address and information on the activities in which they have been involved. (See the Location Search section for more information.)

3. Vehicles – Users may click on the VIN or TAG fields for any listed vehicle to perform a Vehicle Search by that number, which leads to a Vehicle Search Results page. Users may also click the **Search** link beside any listed vehicle to access a Vehicle Activity Results page for that vehicle. (See the Vehicle Search section for more information.)
4. Property – Users may click on the SN field for any listed property to access a Property Search Results page.

VI. Location Search

A. Performing a Location Search

Users may also perform a Location Search against an agency's RMS and the TFS central database. The system queries these data sources using the information entered on the Search screen and then returns matching records on the Address Results screen. Users can enter search information, such as Street Number and Name, City, and ZIP. Type, the first Street Number box and Street Name are the only required fields for performing a Location Search. However, using additional fields for queries is recommended to restrict the search and provide more reliable results.

1. After logging in, the Name Number Search screen appears by default (*see* Figure 2-1). Click on the **Location** link on the left of the screen to access the Location Search screen (*see* Figure 6-1).

Figure 6-1. Location Search Screen

2. Enter the information available for the search. Items identified by * are required fields for performing queries. Table 6-1 outlines the searchable fields.

Note: The fields on the Search screen are not case sensitive.

Table 6-1. Location Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
Type	<ul style="list-style-type: none"> • Select the query type from the drop down list. The field is required for a Location Search. • Incident – It queries the address entered against those at which an event took place (those on the Activity Detail pages). • Person – This value queries the address entered against the home addresses of individuals in the system (those on the Name Detail pages, <i>see</i> Figure 2-9).

Table 6-1. Location Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
Street Number	<ul style="list-style-type: none"> • Enter a street number or street number range. The first number in the street number range is required for a Location Search. • Wildcards may not be used in this field.
Street Name	<ul style="list-style-type: none"> • Enter the street name, excluding the street extension. This field is required for a Location Search. • Wildcards: If unsure of an entire street name, an underscore () or percent sign (%) may be used as a substitute for single or multiple, unknown letters. Multiple wildcards may also be used. However, a wildcard may not be used for the first character. For example, if searching for a street name Laurel, L%RE% would return Laurel, Lawrel, Laurell, Loren, etc. (See pages 7-8 for more information.)
Soundex	<ul style="list-style-type: none"> • The Soundex is a coded index based on the way a word sounds rather than the way it is spelled. Street names that sound the same but are spelled differently are assigned the same code and filed together. For instance, Laurel and Lawrell are spelled differently but may be pronounced the same way. • Mark this box to find a street name that may be recorded under various spellings. In the instance above, a search on Laurel would also return data associated with Lawrell.
Street Ext	<ul style="list-style-type: none"> • Select the Street Extension from the drop down list.
City	<ul style="list-style-type: none"> • Enter the city name. • Wildcards: If unsure of an entire city name, an underscore () or percent sign (%) may be used as a substitute for single or multiple, unknown letters. Multiple wildcards may also be used. For example, if searching for the city Charleston, a search on CHARLESTO% would return Charleston, Charlestown, Charlestowne, etc.
State	<ul style="list-style-type: none"> • Select the State from the drop down list.
Zip	<ul style="list-style-type: none"> • Enter the location zip code. • Wildcards: If unsure of an entire zip code, an underscore () or percent sign (%) may be used as a substitute for single or multiple, unknown numbers. Multiple wildcards may also be used. For example, if searching for the zip code 29483, a search on 2948% would return 29483, 29485, 29487, etc.

3. Click **SEARCH** to run the query or click **CLEAR** to clear all fields and start over.

*Note: If any required fields are incomplete or any fields are improperly filled, an error message box will appear. Click **OK** to correct the indicated search criteria.*

B. Viewing and Interpreting Search Results

Auxiliary Search Results

Large Results

The Large Results screen may appear (*see* Figure 6-2). It notifies users that a large number of records may be returned as a result of the requested search. Users may:

1. Click **Refine** to go back to the Location Search screen populated with the data originally entered. More information may then be entered in order to refine the search.
2. Click **Accept** to continue running the query.

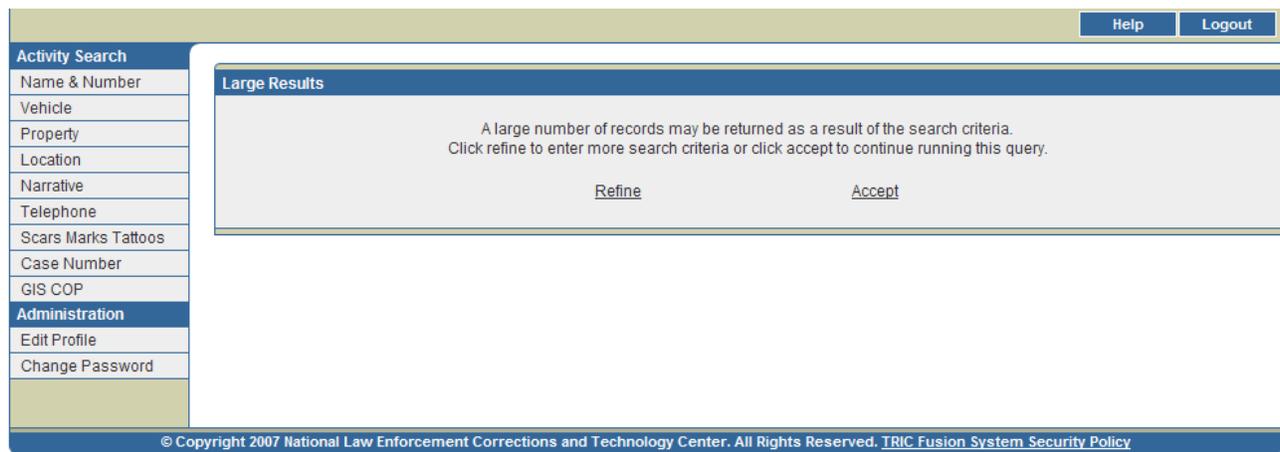


Figure 6-2. Large Results Screen

Search Time Out

If a query has been submitted and no results are returned within 15 minutes, the screen in Figure 6-3 will appear. This screen indicates that the search has been terminated. Users may click **Refine Query** to return to the Location Search screen populated with the data originally entered and narrow down the search by entering more search criteria.

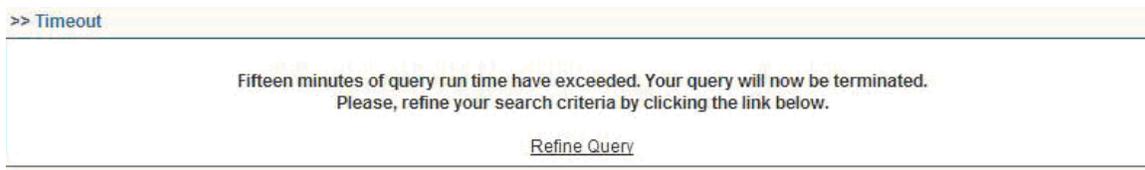


Figure 6-3. Search Time Out Screen

No Results

If the query does not return any records, the screen in Figure 6-4 will appear. Users may click **Return to Location Query** to go back to the Location Search screen populated with the data originally entered. Users may then adjust their search accordingly.

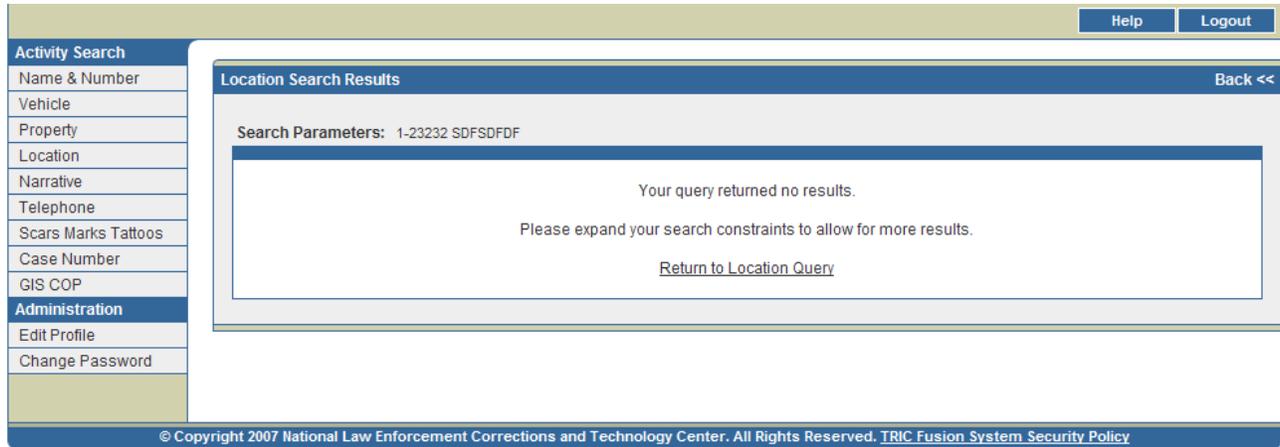


Figure 6-4. No Search Results Screen

Location Search Results

Location Search Results Page

The Location Search results will be displayed on the Location Search Results screen (*see* Figure 6-5). This screen contains a list of locations that meet the query criteria entered. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

These records are initially sorted by Street Number and then Street Name. However, users may sort the records by any desired data field by clicking on the data field column title. Users may click the column title twice to sort in either alphabetical or reverse alphabetical order.



Figure 6-5. Location Search Results Screen

The data elements displayed on the Location Search Results screen are outlined below in Table 6-2.

Table 6-2. Location Search Results Screen – Data Elements

DATA ELEMENT	DESCRIPTION
Street Number	The street number of a recorded location.
Street Name	The street name of a recorded location.
City	The city of a recorded location.
Zip	The zip code of a recorded location.
Agency	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.

Users may click on the Street Name field for any address to view further information about that particular address. If the address searched is an Incident address, users will be directed to an Incident Location Activity Results page (see Figure 6-6). This page displays a list of activities that occurred at that location. If the address searched is a Person address, users will be directed to a Person Location Activity Results page (see Figure 6-7). This page displays a list of people who provided that address as their home address as well as information about activities in which they were involved.

Incident Location Activity Results Page

The Location Activity Results page shown in Figure 6-6 is accessible from the Location Search Results screen by clicking on the Street Name field for an address. This page displays a summary of all recorded incidents occurring at this location. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

Activities in which a Warrant was issued are highlighted red, appear first and are listed in chronological order, beginning with the most recent. Activities involving Alerts are highlighted yellow and are listed next in chronological order. All other activities are listed below and are also in chronological order. Following the chronological sortings, records are then sorted by Agency. However, users may sort the records by any desired data field by clicking on the data field column title. Users may click the column title twice to sort in either alphabetical or reverse alphabetical order.

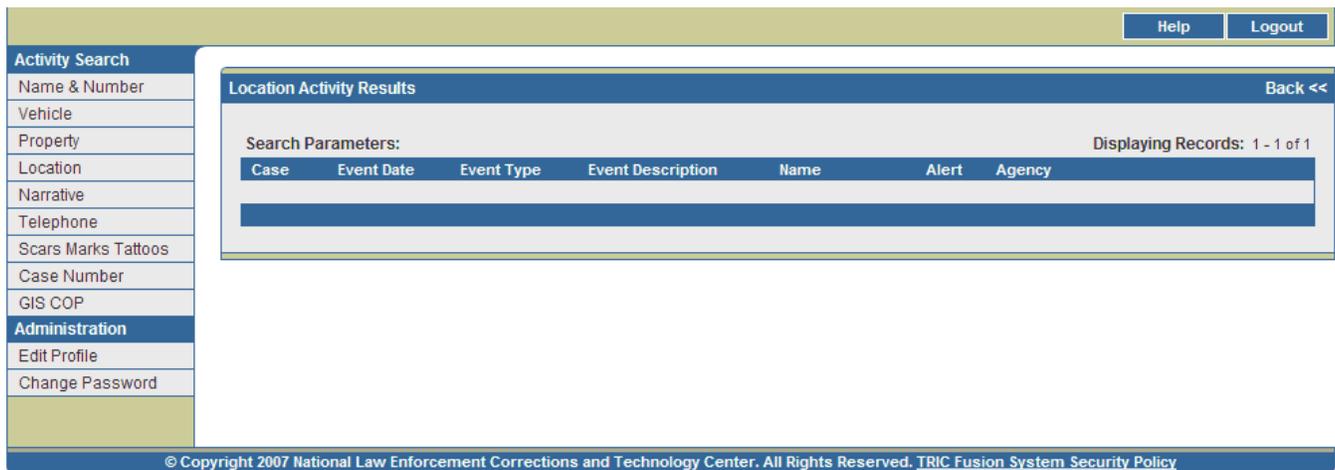


Figure 6-6. Incident Location Activity Results Page

Table 6-3 describes the data elements included on this page.

Table 6-3. Incident Location Activity Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Case	The case number of the activity occurring at the queried location
Event Date	The date the event occurred, expressed as YYYY-MM-DD.
Event Type	The type of event (i.e. Incident, Custody, Arrest, Warrant). A * by this field indicates multiple suspects for the event.
Event Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.

Table 6-3. Incident Location Activity Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Alert	This field indicates whether any Alerts, such as cautions or medical conditions, are associated with the individuals involved in the activity.
Agency	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.

Users may access the Activity Detail page (*see* Figure 6-8) for each event by clicking on the links in the Event Type field. The Activity Detail page provides further information about an event such as Charges, Witnesses and Vehicle Information.

Person Location Activity Results Page

The Location Activity Results page shown in Figure 6-7 is accessible from the Location Search Results screen by clicking on the Street Name field for an address. This page displays a list of people who provided that address as their home address at the time of an incident. Along with the names of the individuals, summary information about the incident(s) in which they were involved is also listed. Each activity for an individual is listed on a separate record line. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

Activities in which a Warrant was issued are highlighted red, appear first and are listed in chronological order, beginning with the most recent. Activities involving Alerts are highlighted yellow and are listed next in chronological order. All other activities are listed below and are also in chronological order. Following the chronological sortings, records are then sorted by Agency. However, users may sort records by any desired data field by clicking the data field column title. Clicking once will sort records in order by that field while clicking twice will sort records in reverse order.



Figure 6-7. Person Location Activity Results Page

Table 6-4 describes the data elements included on this page.

Table 6-4. Person Location Activity Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Case	The case number of the activity involving the individual in the Name column.
Event Date	The date the event occurred, expressed as YYYY-MM-DD.
Event Type	The type of event (i.e. Incident, Custody, Arrest, Warrant). A * by this field indicates multiple suspects for the event.
Event Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.
Name	The person who provided the queried location as their home address.
Alert	This field indicates whether any Alerts, such as cautions or medical conditions, are associated with the individual in the Name column.
Agency	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.

From this page, users have several options for obtaining additional information. Users may:

1. Access the Activity Detail page (see Figure 6-8) for each event by clicking on the links in the Event Type field. The Activity Detail page provides further information about an event such as Charges, Witnesses and Vehicle Information.
2. View the Name Detail page for any individual listed in the Name column by clicking on that name (see Figure 6-9).
3. Perform a Name Search on any individual listed in the Name column by clicking the **Search Name** link in the far right column of that activity. This will direct users to a Name Number Search Results screen (see Figure 6-8).

Activity Detail Page

The Activity Detail Page (see Figure 6-8) displays more in-depth information about a particular incident. This page is accessed from both the Incident and Person Location Activity Results pages by clicking on the Event Type field for that incident. Users may open a printable version of this page by clicking on the printer icon in the upper right corner.

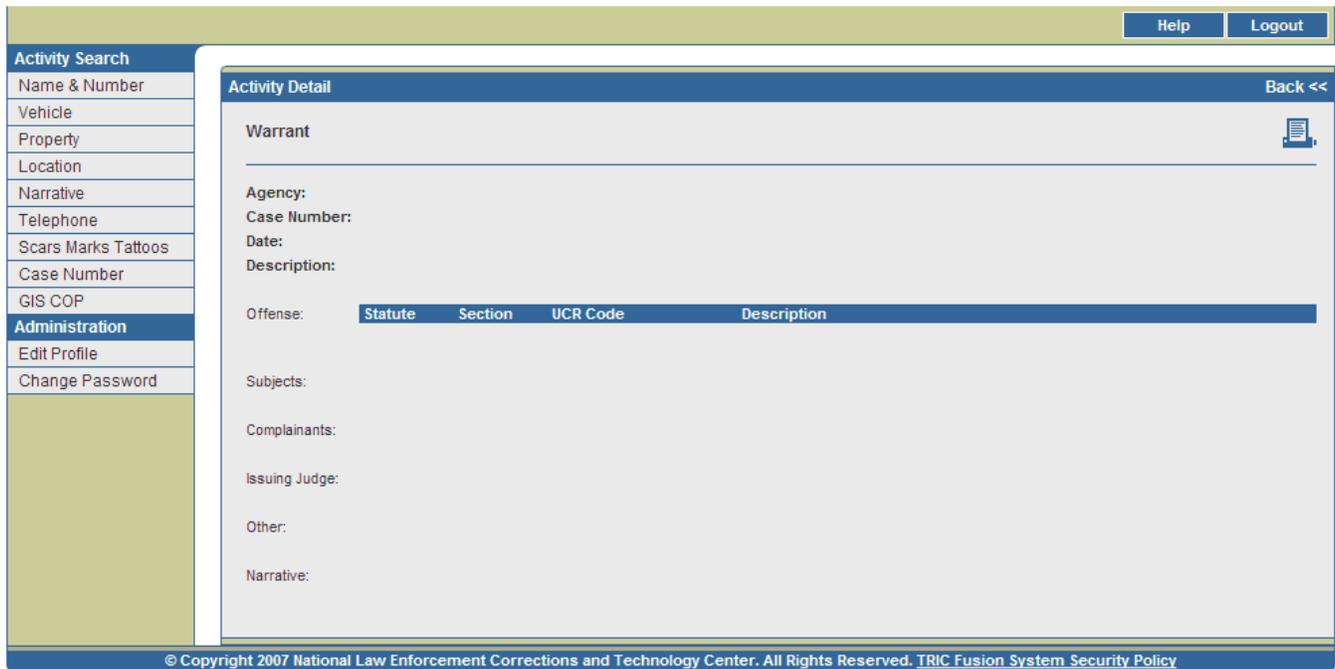


Figure 6-8. Activity Detail Page

Table 6-6 describes the data elements included on this page. Depending on the type of incident, some fields may or may not appear on each page.

Table 6-5. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Agency	The agency providing the record. For example, if the Agency field shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.
Case Number	The case number of the activity.
Date	The date the event occurred, expressed as YYYY-MM-DD.
Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.
Offense	The official charges filed for the activity. May include Status, Section, UCR Code, and Description.
Location	The address of the event location.
Subjects	The people who caused the event or committed the crime. May include Name, DOB, Sex and Race.
Suspects	The people who caused the event or committed the crime.
Victims	The people harmed or adversely affected as a result of the activity. May include Name, DOB, Sex and Race.
Witness	Any recorded individual who observed the activity taking place. May include Name, DOB, Sex and Race.
Parent	The parents of the listed Subject(s). May include Name, DOB, Sex and Race.
Complainants	The person(s) who reported the activity. May include Name, DOB, Sex and Race.
Issuing Judge	The judge who issued the Warrant. May include Name, DOB, Sex and Race.
Arrest Official	The law enforcement officer(s) who arrested the Subject(s). May include Name, DOB, Sex and Race.
Booking Officer	The officer who processed the arrested individual(s). May include Name, DOB, Sex and Race.
Other	Any other persons involved in the event.
Property	Detailed information about any property involved in the event, including SN (Serial Number), Make, Model, Description, Quantity and Status.
Vehicle	Detailed information about any vehicle involved in the event, including Make, Model, Vehicle Identification Number (VIN), License Plate Number (TAG), Color, State of registration, Status and Year made.
Narrative	Any other information recorded about the event by the law enforcement officer.

Users can conduct several searches through various links on the Activity Detail page. Search links include:

1. Names – Users may click on any name on the page to access the Name Detail page for that individual (excluding non-principal individuals such as Police Officers, Judges, etc.). Users may also click on the **Name Search** link across from each name to perform a query by name and view a Name Number Search Results page. (See the Name & Number Search section for more information.)
2. Locations – Users may click on the **Incident Address Search** or **Person Address Search** links to query the listed Location. Incident Address Search performs a Location Search by Incident, which

leads to a Location Activity Results page that displays all activities occurring at that address. Person Address Search performs a Location Search by Person. This search leads to a Location Activity Results page displaying all people who have provided that address as their home address and information on the activities in which they have been involved.

3. Vehicles – Users may click on the VIN or TAG fields for any listed vehicle to perform a Vehicle Search by that number, which leads to a Vehicle Search Results page. Users may also click the **Search** link beside any listed vehicle to access a Vehicle Activity Results page for that vehicle. (See the Vehicle Search section for more information.)
4. Property – Users may click on the SN field for any listed property to access a Property Search Results page. (See the Property Search section for more information.)

VII. Narrative Search

A. Performing a Narrative Search

Users may also perform a Narrative Search against an agency's RMS, the TFS central database, and various external sources. The system queries these data sources using the criteria entered on the Search screen and then returns matching records on the Narrative Results screen.

1. After logging in, the Name Number Search screen appears by default (*see* Figure 2-1). Click on the **Narrative** link on the left of the screen to access the Narrative Search screen (*see* Figure 7-1).

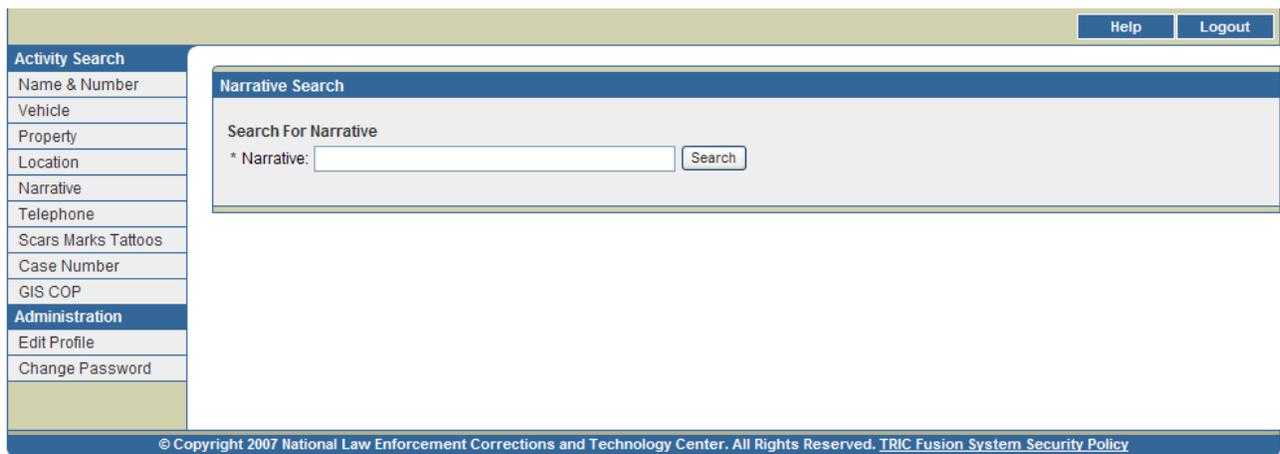


Figure 7-1. Narrative Search Screen

2. Enter any keywords for the search. The following search methods or a combination of these methods may be used:
 - One or multiple words separated by spaces: Retrieves records containing one or more of the entered words.
 - Multiple words separated by + signs: Retrieves records containing all of the entered words.
 - Multiple words in quotations: Retrieves records containing the exact phrase.
 - Words preceded by - signs: Retrieves records containing other keywords, but eliminates those containing words preceded by the - sign.

Wildcards: If unsure of an entire word, an underscore () or percent sign (%) may be used at the end of query words as a substitute for single or multiple, unknown letters and numbers. (See pages 7-8 for more detailed information on wildcards.)

Note: The fields on the Search screen are not case sensitive.

3. Click **SEARCH** to run the query.

*Note: If any required fields are incomplete or any fields are improperly filled, an error message box will appear. Click **OK** to correct the indicated search criteria.*

B. Viewing and Interpreting Search Results

Auxiliary Search Results

Search Time Out

If a query has been submitted and no results are returned within 15 minutes, the screen in Figure 7-2 will appear. This screen indicates that the search has been terminated. Users may click **Refine Query** to return to the Narrative Search screen populated with the data originally entered and narrow down the search by entering more search criteria.

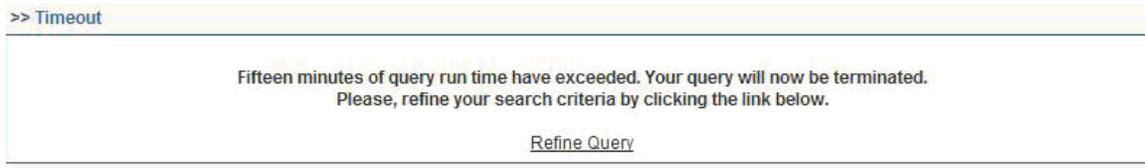


Figure 7-2. Search Time Out Screen

No Results

If the query does not return any records, the screen in Figure 7-3 will appear. Users may click **Return to Narrative Query** to go back to the Narrative Search screen populated with the data originally entered. Users may then adjust their search accordingly.

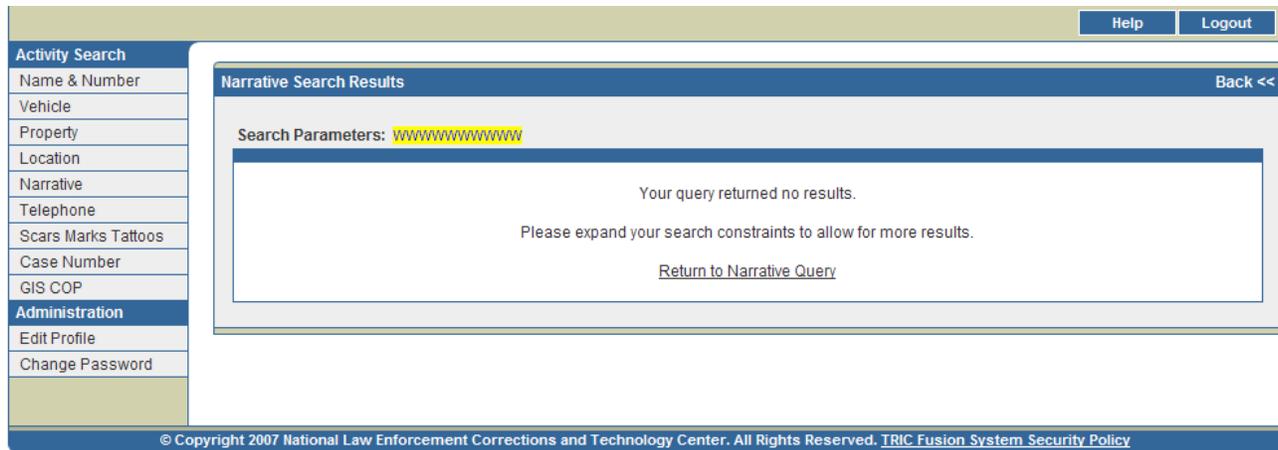


Figure 7-3. No Query Results Screen

Narrative Search Results

Narrative Search Results Page

The Narrative Search results will be displayed on the Narrative Search Results page (see Figure 7-4). This screen contains a list of cases records whose narratives contain the entered search criteria. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and

additional pages can be viewed by clicking the arrows at the bottom of the screen. These records are initially sorted by Case Number. However, users may sort the records by any desired data field by clicking on the data field column title. Users may click the column title twice to sort in reverse order.

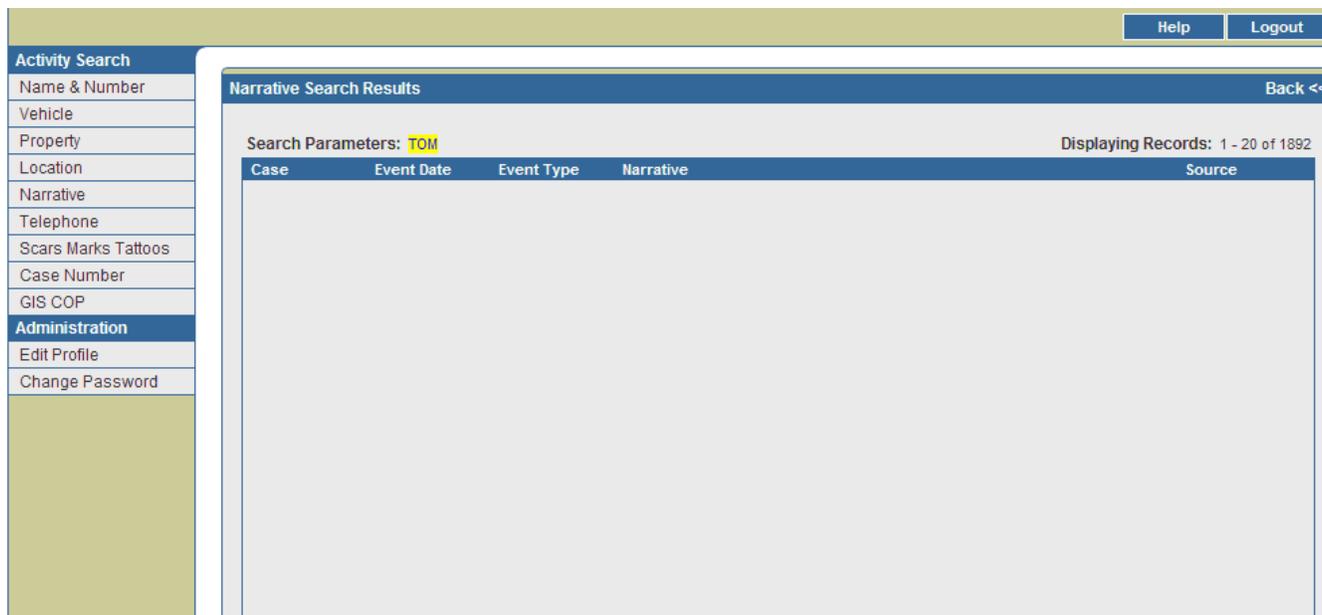


Figure 7-4. Narrative Search Results Page

The data elements displayed on the Narrative Search Results page are outlined below in Table 7-1.

Table 7-1. Narrative Search Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Case	The case number of the activity.
Event Date	The date the event occurred, expressed as YYYY-MM-DD.
Event Type	The type of event (i.e. Incident, Custody, Arrest, Warrant, etc.). A * by this field indicates multiple suspects for the event.
Narrative	Any additional information recorded about the event by the law enforcement officer.
Source	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff’s Office.

Users may click on the Event Type field for any record to view an Activity Detail page (see Figure 7-5).

Activity Detail Page

The Activity Detail Page (see Figure 7-5) displays more in-depth information about a particular incident. This page is accessed from the Narrative Search Results page by clicking on the Event Type field for that

incident. Users may open a printable version of this page by clicking on the printer icon in the upper right corner.



Figure 7-5. Activity Detail Page

Table 7-2 describes the data elements included on this page. Depending on the type of incident, some fields may or may not appear on each page.

Table 7-2. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Agency	The agency providing the record. For example, if the Agency field shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.
Case Number	The case number of the activity.
Date	The date the event occurred, expressed as YYYY-MM-DD.
Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.
Offense	The official charges filed for the activity. May include Status, Section, UCR Code, and Description.
Location	The address of the event location.
Subjects	The people who caused the event or committed the crime. May include Name, DOB, Sex and Race.
Suspects	The people who caused the event or committed the crime.

Table 7-2. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Victims	The people harmed or adversely affected as a result of the activity. May include Name, DOB, Sex and Race.
Witness	Any recorded individual who observed the activity taking place. May include Name, DOB, Sex and Race.
Parent	The parents of the listed Subject(s). May include Name, DOB, Sex and Race.
Complainants	The person(s) who reported the activity. May include Name, DOB, Sex and Race.
Issuing Judge	The judge who issued the Warrant. May include Name, DOB, Sex and Race.
Arrest Official	The law enforcement officer(s) who arrested the Subject(s). May include Name, DOB, Sex and Race.
Booking Officer	The officer who processed the arrested individual(s). May include Name, DOB, Sex and Race.
Other	Any other persons involved in the event.
Property	Detailed information about any property involved in the event, including SN (Serial Number), Make, Model, Description, Quantity and Status.
Vehicle	Detailed information about any vehicle involved in the event, including Make, Model, Vehicle Identification Number (VIN), License Plate Number (TAG), Color, State of registration, Status and Year made.
Narrative	Any other information recorded about the event by the law enforcement officer.

Users can conduct several queries through various links on the Activity Detail page. Query links include:

1. Names – Users may click on any name on the page to access the Name Detail page for that individual (excluding non-principal individuals such as Police Officers, Judges, etc.). Users may also click on the **Name Search** link across from each name to perform a query by name and view a Name Number Search Results page. (See the Name & Number Search section for more information.)
2. Locations – Users may click on the **Incident Address Search** or **Person Address Search** links to query the listed Location. Incident Address Search performs a Location Search by Incident, which leads to a Location Activity Results page that displays all activities occurring at that address. Person Address Search performs a Location Search by Person. This search leads to a Location Activity Results page displaying all people who have provided that address as their home address and information on the activities in which they have been involved.
3. Vehicles – Users may click on the VIN or TAG fields for any listed vehicle to perform a Vehicle Search by that number, which leads to a Vehicle Search Results page. Users may also click the **Search** link beside any listed vehicle to access a Vehicle Activity Results page for that vehicle. (See the Vehicle Search section for more information.)
4. Property – Users may click on the SN field for any listed property to access a Property Search Results page. (See the Property Search section for more information.)

VIII. Telephone Search

A. Performing a Telephone Search

Users may also perform a Telephone Search against an agency's RMS and the TFS central database. The system queries these data sources using the information entered on the Search screen and then returns matching records on the Search Results screen.

1. After logging in, the Name Number Search screen appears by default (see Figure 2-1). Click on the **Telephone** link on the left of the screen to access the Telephone Search screen (see Figure 8-1).

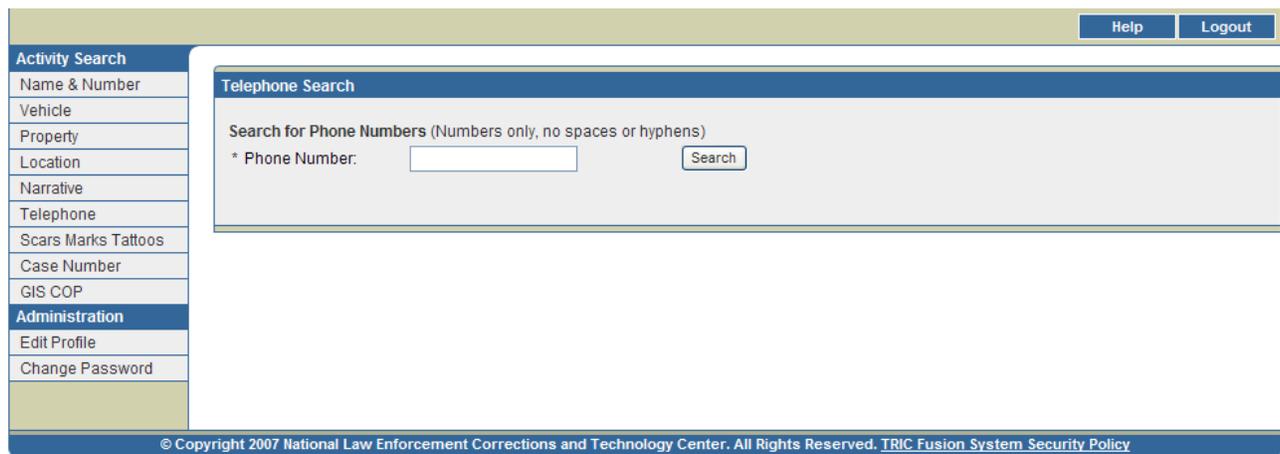


Figure 8-1. Telephone Search Screen

2. Enter any phone number for the search. A phone number must be either 7 or 10 digits long and must contain digits only, unless using wildcards. Hyphens do not have to be entered.

Wildcards: If unsure of an entire telephone number, an underscore (`_`) or percent sign (`%`) may be used as a substitute for single or multiple, unknown numbers. Multiple wildcards may also be used. For example, if searching for a phone number 234-5678, `23%-5678` will return 234-5678, 233-5678, 235-5678, etc. (See pages 7-8 for more detailed information on wildcards.)

3. Click **SEARCH** to run the query.

*Note: If any required fields are incomplete or any fields are improperly filled, an error message box will appear. Click **OK** to correct the indicated search criteria.*

B. Viewing and Interpreting Search Results

Auxiliary Search Results

Large Results

The Large Results screen may appear (*see* Figure 8-2). It notifies users that a large number of records may be returned as a result of the requested search. Users may:

1. Click **Refine** to go back to the Telephone Search screen populated with the data originally entered. More information may then be entered in order to refine the search.
2. Click **Accept** to continue running the query.

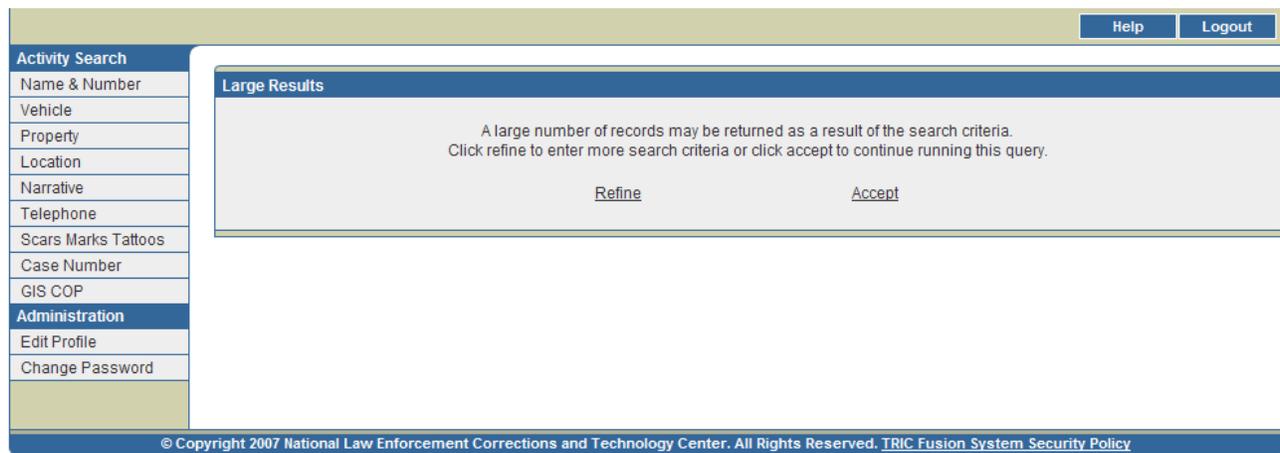


Figure 8-2. Large Results Screen

Search Time Out

If a query has been submitted and no results are returned within 15 minutes, the screen in Figure 8-3 will appear. This screen indicates that the search has been terminated. Users may click **Refine Search** to return to the Telephone Search screen populated with the data originally entered and narrow down the search by entering more search criteria.

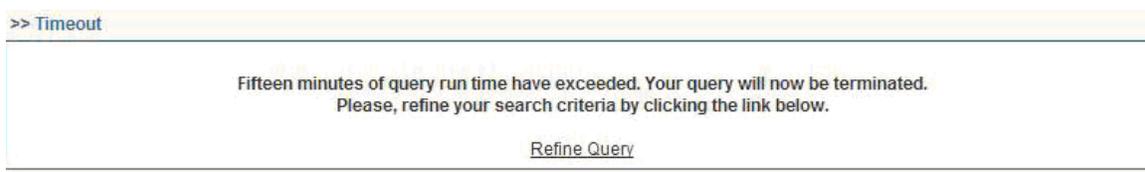


Figure 8-3. Search Time Out Screen

No Results

If the query does not return any records, the screen in Figure 8-4 will appear. Users may click **Return to Telephone Query** to go back to the Telephone Search screen populated with the data originally entered. Users may then adjust their search accordingly.

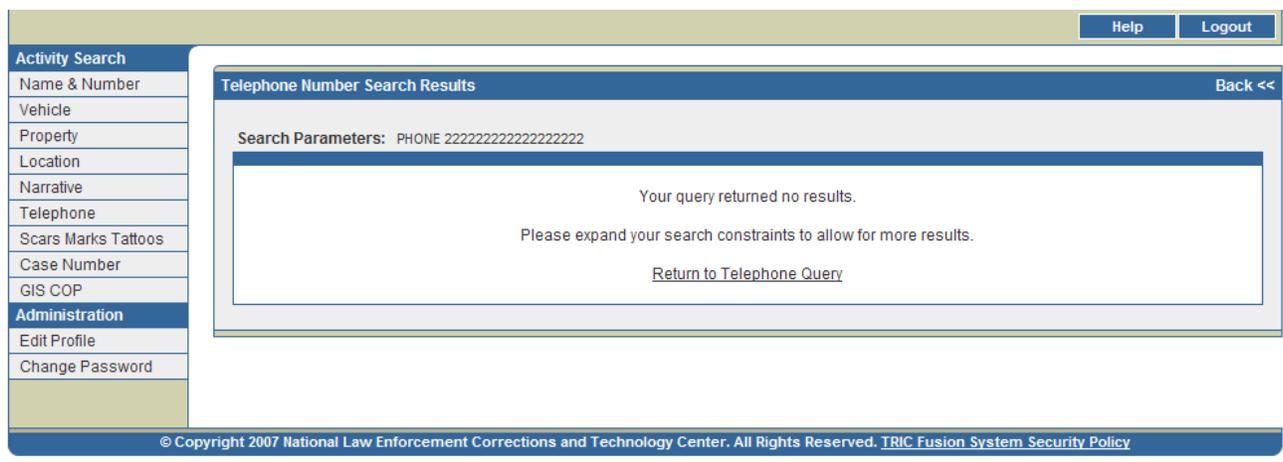


Figure 8-4. No Search Results Screen

Telephone Search Results

Telephone Search Results Page

Initial query results will be displayed on the Telephone Search Results page (see Figure 8-5). This page displays a list of people who provided that telephone number at the time of an incident (those recorded on the Name Detail pages, see Figure 3-5) as well as information about activities in which they were involved. Records that return the same Last Name, First Name, DOB, Race and Sex are fused as a single return set. If two records do not contain one or more of the fusion criteria (Last Name, First Name, DOB, Race or Sex), they will not be fused even if they match on all other fusion criteria. For example, if two records come back for John Smith but neither contains a DOB, the records will be displayed on separate lines. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.

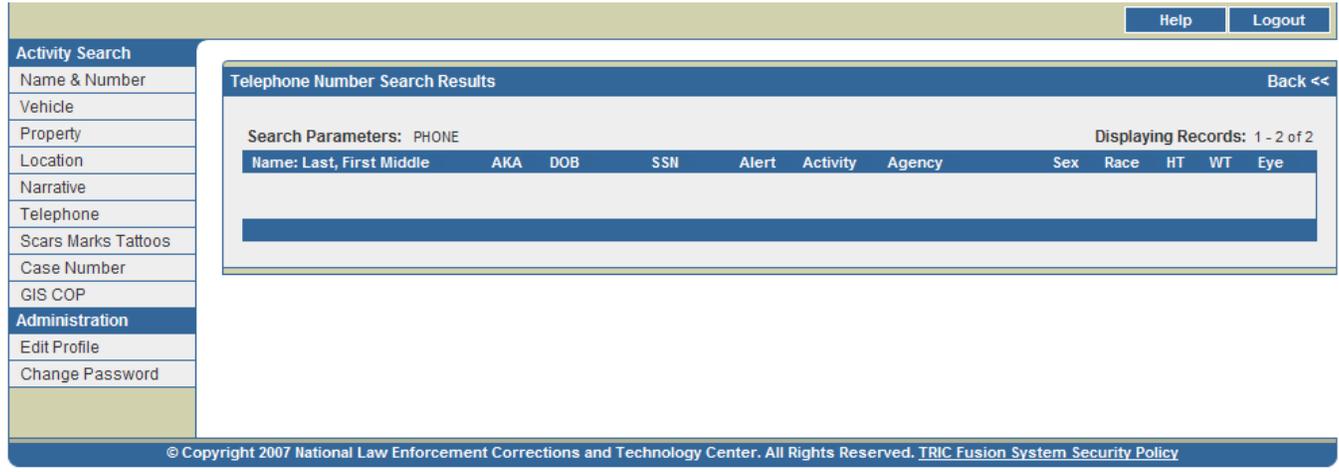


Figure 8-5. Telephone Search Results Page

Sort Order for Returns

Names shown on the Telephone Search Results page 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. 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.

Data Elements

The data elements displayed on the Telephone Search Results page are outlined below in Table 8-1.

Table 8-1. Telephone Search Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Name: Last, First Middle	The Last Name, First Name and Middle Name of the individual involved. Records within each status category are sorted alphabetically according to the Last Name and First Name.
AKA	The alias of the individual involved. This field is marked with a * if individuals have more than one alias listed. Aliases are automatically searched in a Name Search.
DOB	The date of birth of the individual involved. This is expressed as YYYY-MM-DD.
SSN	The Social Security number of the individual involved. This field is marked with a * if individuals have more than one SSN listed.
Alert	This field lists whether the individual has an Alert, which includes any cautions (i.e. firearms) or medical conditions. If an individual has neither of these, the field is blank.
Activity	The number of recorded activities/cases involving the individual.
Agency	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.
Sex	The sex of the individual involved.
Race	The race of the individual involved.
HT	The height, in feet-inches, of the individual involved.
WT	The weight, in pounds, of the individual involved.
Eye	The eye color of the individual involved.

Telephone Search Results Navigation

From the initial Telephone Search Results page, users have several options for obtaining further information. Users may:

1. View the remaining results - The Name Number Search Results screen contains twenty records per page. Users may view the remaining pages of results using the arrows at the bottom of the screen.
2. View the Name Detail page for a particular record – Users may click on the Name: Last, First Middle field of any record to obtain the Name Detail page for that individual (see Figure 3-5). This page contains further identification information when available, such as Last Known Address, Telephone Number, Birth Information, etc.
3. View the Name Activity Search page for a particular record – Users may click on the Activity field of any record to obtain summary information for all of the incidents involving that individual. Detailed information about each incident can be accessed from this page (see Figure 3-6).

IX. Scars, Marks & Tattoos Search

A. Performing a Scars, Marks & Tattoos Search

Users may also perform a Scars, Marks & Tattoos Search against an agency's RMS and the TFS central database. The system queries these data sources using the information entered on the Search screen and then returns matching records on the Search Results screen.

1. After logging in, the Name Number Search screen appears by default (*see* Figure 2-1). Click on the **Scars Marks Tattoos** link on the left of the screen to access the Scars Marks Tattoos Search screen (*see* Figure 9-1).

The screenshot shows a web application interface. On the left is a vertical navigation menu with a blue header 'Activity Search' and several menu items: 'Name & Number', 'Vehicle', 'Property', 'Location', 'Narrative', 'Telephone', 'Scars Marks Tattoos', 'Case Number', 'GIS COP', 'Administration', 'Edit Profile', and 'Change Password'. The 'Scars Marks Tattoos' item is highlighted. The main content area has a blue header 'Scars Marks Tattoos Search' and a search form. The form contains the text 'Search for Scars Marks and Tattoos' and a text input field with the label '* Scars Marks Tattoos:' followed by a 'Search' button. In the top right corner of the application area, there are 'Help' and 'Logout' buttons. At the bottom of the page, a blue footer contains the text: '© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved. TRIC Fusion System Security Policy'.

Figure 9-1. Scars Marks Tattoos Search Screen

2. Enter any keywords for the search.

Wildcards: If unsure of an entire scar, mark, or tattoo description, a percent sign (%) may be used as a substitute for single or multiple, unknown numbers. Multiple wildcards may also be used. Wildcards may not be used for the first character. For example, if searching for a tattooed named such as John, J%n could be used to return John, Jon, Jean, etc. (See pages 7-8 for more detailed information on wildcards.)

Note: The fields on the Search screen are not case sensitive.

3. Click **SEARCH** to run the query.

*Note: If any required fields are incomplete or any fields are improperly filled, an error message box will appear. Click **OK** to correct the indicated search criteria.*

B. Viewing and Interpreting Search Results

Auxiliary Search Results

Large Results

The Large Results screen may appear (*see* Figure 9-2). It notifies users that a large number of records may be returned as a result of the requested search. Users may:

1. Click **Refine** to go back to the Scars Marks Tattoos Search screen populated with the data originally entered. More information may then be entered in order to refine the search.
2. Click **Accept** to continue running the query.

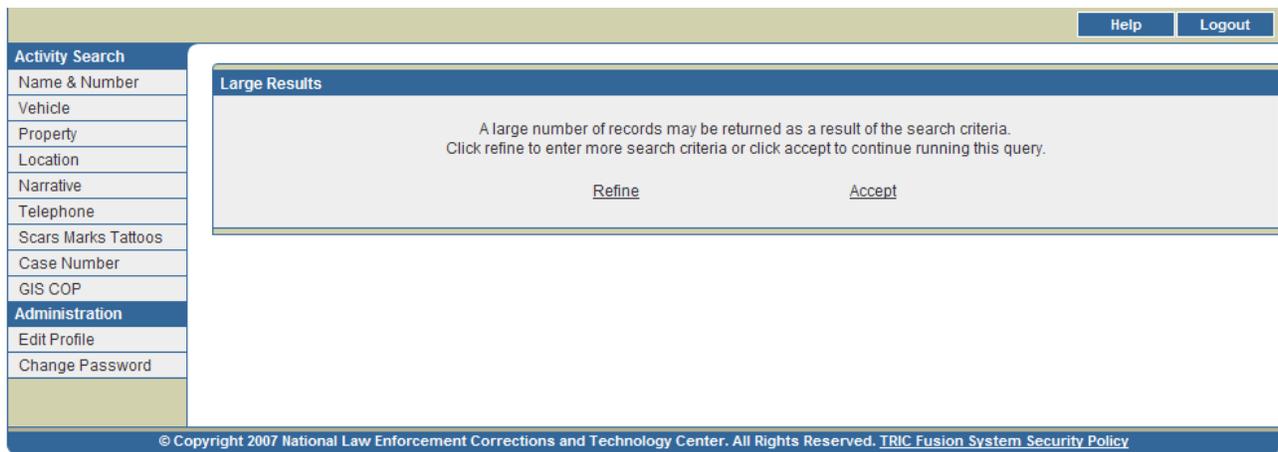


Figure 9-2. Large Results Screen

Search Time Out

If a query has been submitted and no results are returned within 15 minutes, the screen in Figure 9-3 will appear. This screen indicates that the search has been terminated. Users may click **Refine Search** to return to the Scars Marks Tattoos Search screen populated with the data originally entered and narrow down the search by entering more search criteria.

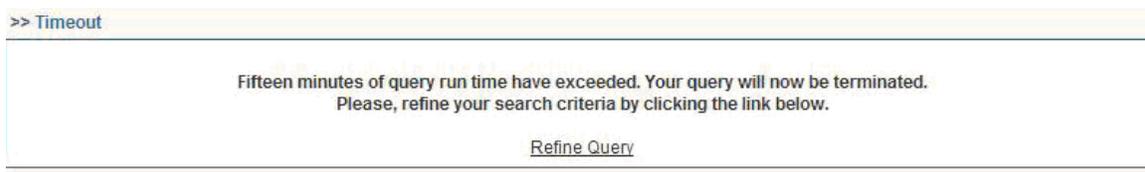


Figure 9-3. Search Time Out Screen

No Results

If the query does not return any records, the screen in Figure 9-4 will appear. Users may click **Return to Misc Query** to go back to the Scars Marks Tattoos Search screen populated with the data originally entered. Users may then adjust their search accordingly.

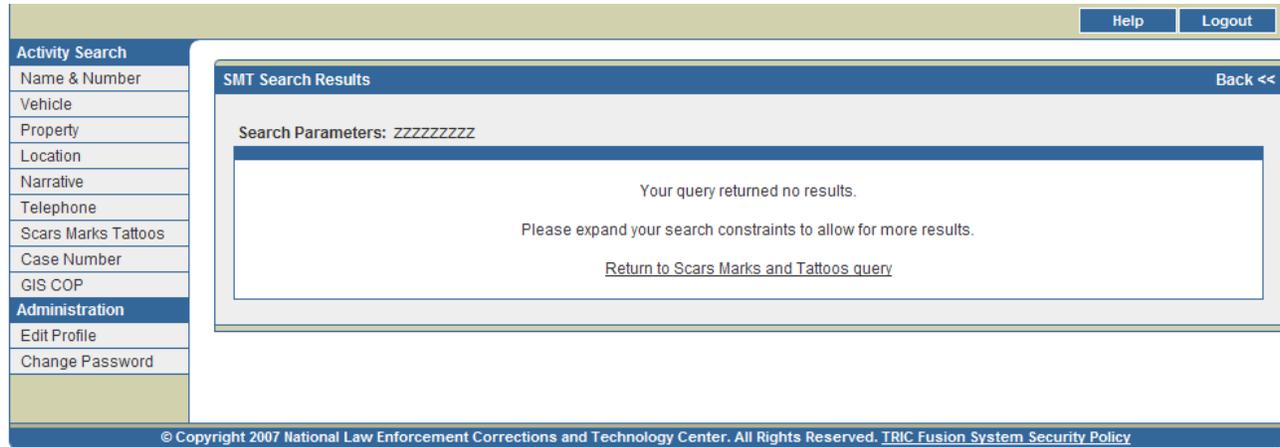


Figure 9-4. No Search Results Screen

Scars, Marks & Tattoos Search Results

Scars Marks Tattoos Search Results Page

Results from the submitted query return a Scars Marks Tattoos Search Results page (*see* Figure 9-5). This page displays a list of people whose scar, mark, or tattoo description recorded at the time of an incident (those recorded on the Name Detail pages, *see* Figure 3-5) matches the entered keywords, as well as information about activities in which they were involved. Records that return the same Last Name, First Name, DOB, Race and Sex are fused as a single return set. If two records do not contain one or more of the fusion criteria (Last Name, First Name, DOB, Race or Sex), they will not be fused even if they match on all other fusion criteria. For example, if two records come back for John Smith but neither contains a DOB, the records will be displayed on separate lines. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen.



Figure 9-5. SMT Search Results Page

Sort Order for Returns

Names shown on the Scars Marks Tattoos Search Results page 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. 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.

Data Elements

The data elements displayed on the Scars Marks Tattoos Search Results page are outlined below in Table 9-1.

Table 9-1. Scars Marks Tattoos Search Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Name: Last, First Middle	The Last Name, First Name and Middle Name of the individual involved. Records within each status category are sorted alphabetically according to the Last Name and First Name.
AKA	The alias of the individual involved. This field is marked with a * if individuals have more than one alias listed. Aliases are automatically searched in a Name Search.
DOB	The date of birth of the individual involved. This is expressed as YYYY-MM-DD.

Table 9-1. Scars Marks Tattoos Search Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
SSN	The Social Security number of the individual involved. This field is marked with a * if individuals have more than one SSN listed.
Alert	This field lists whether the individual has an Alert, which includes any cautions (i.e. firearms) or medical conditions. If an individual has neither of these, the field is blank.
Activity	The number of recorded activities/cases involving the individual.
Agency	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.
Sex	The sex of the individual involved.
Race	The race of the individual involved.
HT	The height, in feet-inches, of the individual involved.
WT	The weight, in pounds, of the individual involved.
Eye	The eye color of the individual involved.

Scars Marks Tattoos Search Results Navigation

From the initial Scars Marks Tattoos Search Results page, users have several options for obtaining further information. Users may:

1. View the remaining results - The Name Number Search Results screen contains twenty records per page. Users may view the remaining pages of results using the arrows at the bottom of the screen.
2. View the Name Detail page for a particular record – Users may click on the Name: Last, First Middle field of any record to obtain the Name Detail page for that individual (see Figure 3-5). This page contains further identification information when available, such as Last Known Address, Telephone Number, Birth Information, etc.
3. View the Name Activity Search page for a particular record – Users may click on the Activity field of any record to obtain summary information for all of the incidents involving that individual. Detailed information about each incident can be accessed from this page (see Figure 3-6).

X. Case Number Search

A. Performing a Case Number Search

Users may also perform a Case Number Search against an agency’s RMS and the TFS central database. The system queries these data sources using the information entered on the Search screen and then returns matching records on the Search Results screen.

1. After logging in, the Name Number Search screen appears by default (see Figure 2-1). Click on the **Case Number** link on the left of the screen to access the Case Number Search screen (see Figure 10-1).

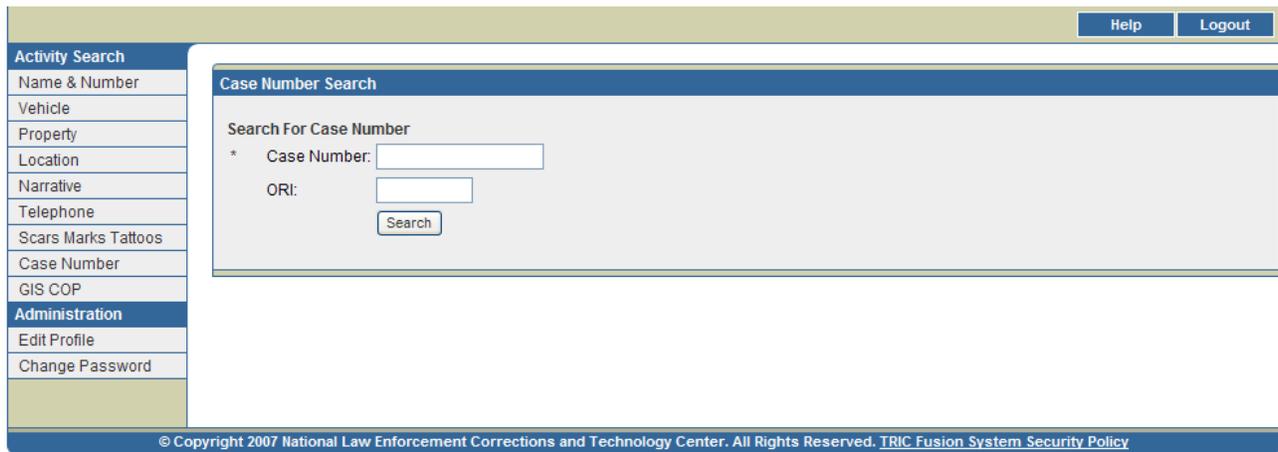


Figure 10-1. Case Number Search Screen

2. Enter the information available for the search. Items identified by * are required fields for performing queries. Table 10-1 outlines the searchable fields.

Note: The fields on the Search screen are not case sensitive.

Table 10-1. Case Number Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
Case Number	<ul style="list-style-type: none"> • Enter the case number of a recorded activity. This field is required for a Case Number search. • Wildcards: If unsure of an entire case number, a percent sign (%) may be used as a substitute for single or multiple, unknown numbers. Multiple wildcards may also be used. For example, if searching for a case number 18975, 189% could be used to return 18975, 18998, 18950, etc. (See pages 6-8 for more detailed information on wildcards.)
ORI	<ul style="list-style-type: none"> • Enter a particular agency’s ORI (Originating Reporting Agency Identifier) to only search for records at that agency. • Wildcards may also be used in this field, per above instructions.

3. Click **SEARCH** to run the query.

Note: If any required fields are incomplete or any fields are improperly filled, an error message box will appear. Click **OK** to correct the indicated search criteria.

B. Viewing and Interpreting Search Results

Auxiliary Search Results

Large Results

The Large Results screen may appear (see Figure 10-2). It notifies users that a large number of records may be returned as a result of the requested search. Users may:

1. Click **Refine** to go back to the Case Number Search screen populated with the data originally entered. More information may then be entered in order to refine the search.
2. Click **Accept** to continue running the query.

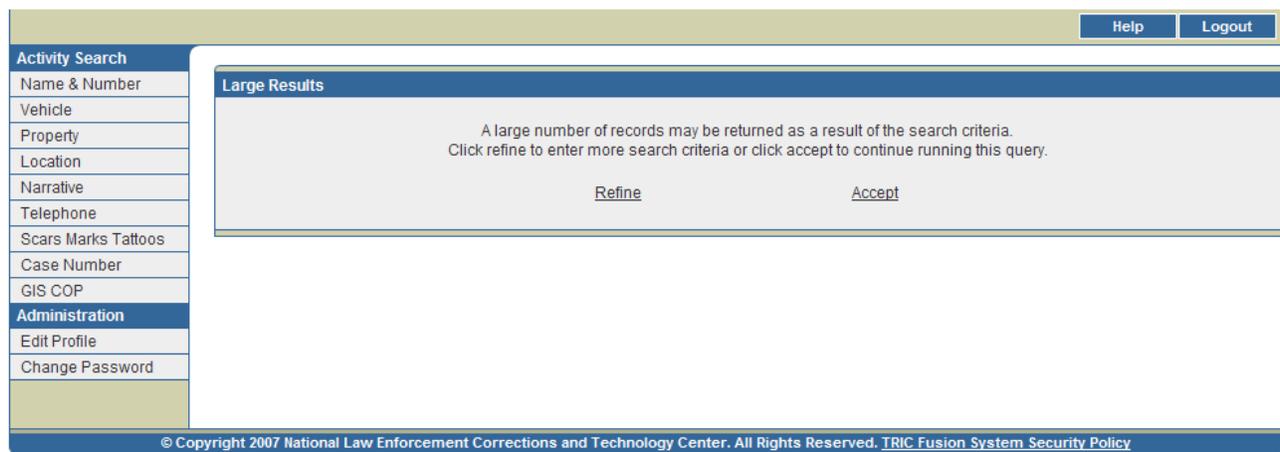


Figure 10-2. Large Results Screen

Search Time Out

If a query has been submitted and no results are returned within 15 minutes, the screen in Figure 10-3 will appear. This screen indicates that the search has been terminated. Users may click **Refine Search** to return to the Case Number Search screen populated with the data originally entered and narrow down the search by entering more search criteria.

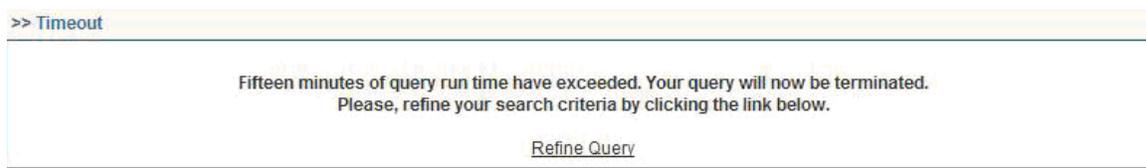


Figure 10-3. Search Time Out Screen

No Results

If the query does not return any records, the screen in Figure 10-4 will appear. Users may click **Return to Case Number Query** to go back to the Case Number Search screen populated with the data originally entered. Users may then adjust their search accordingly.

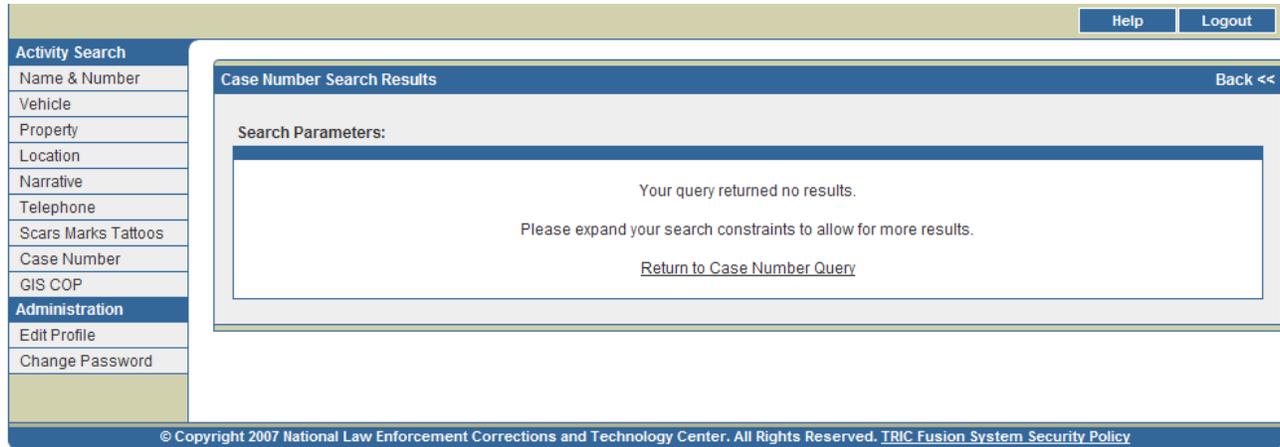


Figure 10-4. No Search Results Screen

Case Number Search Results

Case Number Search Results Page

Results from the submitted query return a Case Number Search Results page (see Figure 10-5). This page displays a list of cases records whose case numbers match the entered search criteria. If more than twenty records are returned, the first twenty of these records will be displayed on the first page and additional pages can be viewed by clicking the arrows at the bottom of the screen. These records are initially sorted by Case Number. However, users may sort the records by any desired data field by clicking on the data field column title. Users may click the column title twice to sort in reverse order.



Figure 10-5. Case Number Search Results Page

The data elements displayed on the Case Number Search Results page are outlined below in Table 10-2.

Table 10-2. Case Number Search Results Page – Data Elements

DATA ELEMENT	DESCRIPTION
Case	The case number of the activity.
Event Date	The date the event occurred, expressed as YYYY-MM-DD.
Event Type	The type of event (i.e. Incident, Custody, Arrest, Warrant, etc.). A * by this field indicates multiple suspects for the event.
Narrative	Any additional information recorded about the event by the law enforcement officer.
Source	The agency providing the record. For example, if the Agency column shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.

Users may click on the Event Type field for any record to view an Activity Detail page (see Figure 7-5).

Activity Detail Page

The Activity Detail Page (see Figure 10-6) displays more in-depth information about a particular incident. This page is accessed from the Case Number Search Results page by clicking on the **Details** link for that incident. Users may open a printable version of this page by clicking on the printer icon in the upper right corner.



Figure 10-6. Activity Detail Page

Table 10-3 describes the data elements included on this page. Depending on the type of incident, some fields may or may not appear on each page.

Table 10-3. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Agency	The agency providing the record. For example, if the Agency field shows CCSO, the record came from the Records Management System (RMS) of the Charleston County Sheriff's Office.
Case Number	The case number of the activity.
Date	The date the event occurred, expressed as YYYY-MM-DD.
Description	A detailed description of the event that took place. This may include certain law enforcement event codes and/or narrative text.
Offense	The official charges filed for the activity. May include Status, Section, UCR Code, and Description.
Location	The address of the event location.
Subjects	The people who caused the event or committed the crime. May include Name, DOB, Sex and Race.
Suspects	The people who caused the event or committed the crime.
Victims	The people harmed or adversely affected as a result of the activity. May include Name, DOB, Sex and Race.
Witness	Any recorded individual who observed the activity taking place. May include Name, DOB, Sex and Race.
Parent	The parents of the listed Subject(s). May include Name, DOB, Sex and Race.

Table 10-3. Activity Detail Page – Data Elements

DATA ELEMENT	DESCRIPTION
Complainants	The person(s) who reported the activity. May include Name, DOB, Sex and Race.
Issuing Judge	The judge who issued the Warrant. May include Name, DOB, Sex and Race.
Arrest Official	The law enforcement officer(s) who arrested the Subject(s). May include Name, DOB, Sex and Race.
Booking Officer	The officer who processed the arrested individual(s). May include Name, DOB, Sex and Race.
Other	Any other persons involved in the event.
Property	Detailed information about any property involved in the event, including SN (Serial Number), Make, Model, Description, Quantity and Status.
Vehicle	Detailed information about any vehicle involved in the event, including Make, Model, Vehicle Identification Number (VIN), License Plate Number (TAG), Color, State of registration, Status and Year made.
Narrative	Any other information recorded about the event by the law enforcement officer.

Users can conduct several queries through various links on the Activity Detail page. Query links include:

1. Names – Users may click on any name on the page to access the Name Detail page for that individual (excluding non-principal individuals such as Police Officers, Judges, etc.). Users may also click on the **Name Search** link across from each name to perform a query by name and view a Name Number Search Results page. (See the Name & Number Search section for more information.)
2. Locations – Users may click on the **Incident Address Search** or **Person Address Search** links to query the listed Location. Incident Address Search performs a Location Search by Incident, which leads to a Location Search Results page that displays all activities occurring at that address. Person Address Search performs a Location Search by Person. This search leads to a Location Activity Results page displaying all people who have provided that address as their home address and information on the activities in which they have been involved. (See the Location Search section for more information.)
3. Vehicles – Users may click on the VIN or TAG fields for any listed vehicle to perform a Vehicle Search by that number, which leads to a Vehicle Search Results page. Users may also click the **Search** link beside any listed vehicle to access a Vehicle Activity Results page for that vehicle. (See the Vehicle Search section for more information.)
4. Property – Users may click on the SN field for any listed property to access a Property Search Results page.

XI. Administration Functions

In addition to performing queries, an agency administrator can create and manage agency user accounts. They can add and edit user accounts, list users and view user search histories. In addition, agency administrators can delete people and charges from agency case records when necessary.

List Users

To view a list of an agency’s users, click the **List Users** link on the left side of the screen under Administration to access the Users page (see Figure 11-1).

The screenshot displays the 'Users' page. On the left is a navigation menu with options like 'Activity Search', 'Administration', and 'List Users'. The main content area shows a search for users with the ORI 'SC0180000'. Below the search is a table of users with columns for Name, Username, Role, Group, ORI, and Status. Each row includes links for 'Edit' and 'Delete' in the Status column.

Name	Username	Role	Group	ORI	Status	
aaaasdf, aaaasdfas asdfasdf	aaaeraseme	GangInvestigator	user	SC0180000	active	Edit / Delete
admin, dcso agency	dcsoagencyadmin	Administrator	user	SC0180000	active	Edit / Delete
agencyadmin, agencyadmin	agencyadmin	Administrator	user	SC0180000	active	Edit / Delete
agencyuser, agencyuser agencyuser	agencyuser	AgencyUser	user	SC0180000	active	Edit / Delete
chipper, chip	shark	Investigator	user	SC0180000	active	Edit / Delete
Chipper, Chip the	chips	Investigator	user	SC0180000	inactive	Edit / Delete
eraseme, eraseme eraseme	eraseme	Administrator	user	SC0180000	active	Edit / Delete
ganginvestigator, ganginvestigator ganginvestigator	ganginvestigator	GangInvestigator	user	SC0180000	active	Edit / Delete
ganguser, ganguser ganguser	ganguser	GangUser	user	SC0180000	active	Edit / Delete
Glace, Jenny	jglace	GangUser	user	SC0180000	active	Edit / Delete
investigator, investigator investigator	investigator	Investigator	user	SC0180000	active	Edit / Delete
Lake, Anna	alake	GangInvestigator	user	SC0180000	active	Edit / Delete
Nails, Rusty	rusty	AgencyUser	user	SC0180000	active	Edit / Delete
nails, rusty	chipferfree	GangInvestigator	user	SC0180000	active	Edit / Delete
Neimy, Russell ff	rneimy	Administrator	user	SC0180000	active	Edit / Delete
Olsen, Becky	bolsen	Administrator	user	SC0180000	active	Edit / Delete
user, dcso agency	dcsoagencyuser	AgencyUser	user	SC0180000	active	Edit / Delete
Webb, Taan J	Twebb	Administrator	user	SC0180000	active	Edit

© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved.

Figure 11-1. Users Page

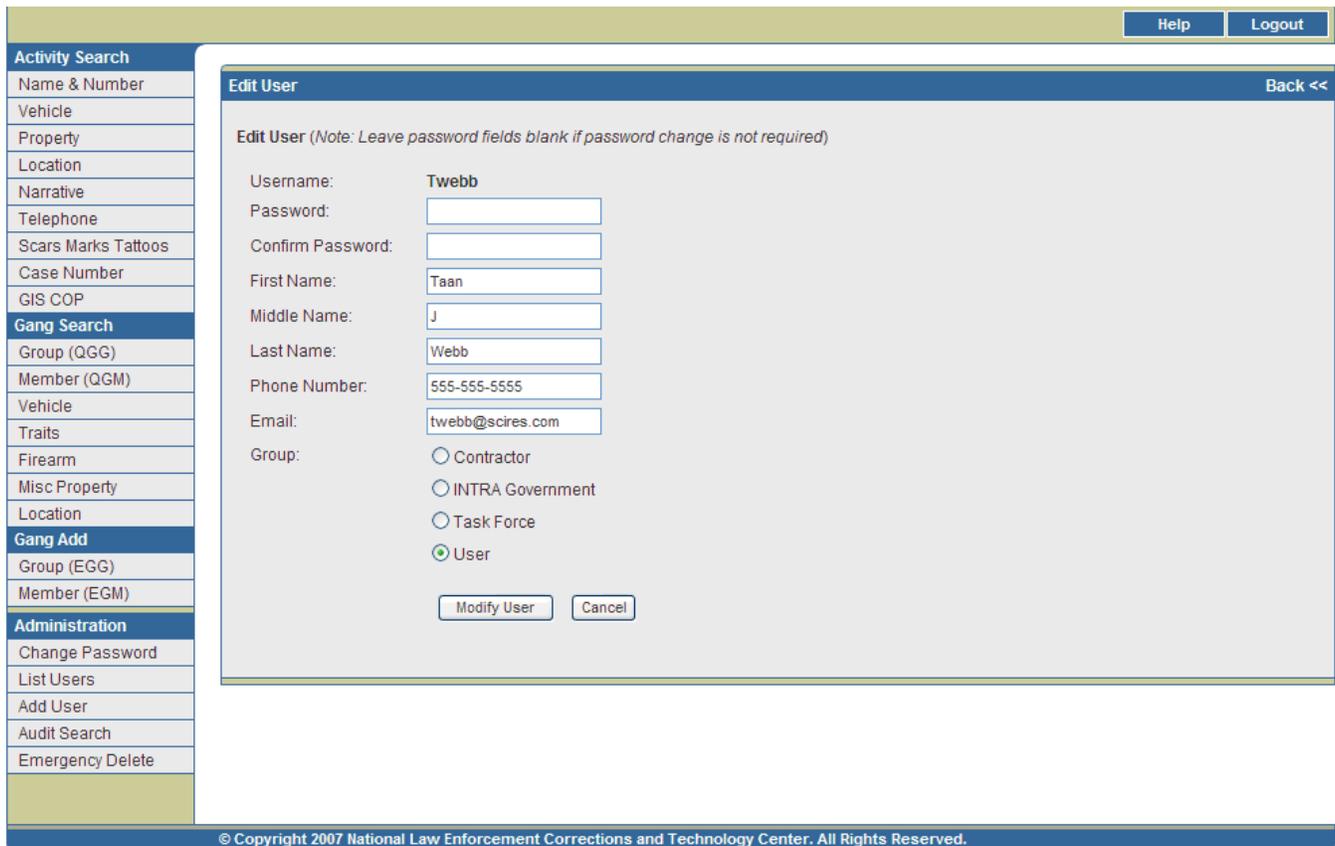
Users will be listed on separate lines listing their Name (Last Name, First Name Middle Name), Username, Role, Group, ORI and Status, based on the inputs from the Add User page (see Figure 11-3). Initially, user accounts are sorted alphabetically by Last Name and then First Name. However, users may sort 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.

Change User Status

1. To change a user’s status, click on the **Inactive** or **Active** link in the Status column for that user.
2. This will activate a message box asking whether or not to change the user’s status. Click **OK** to change the user’s status. Click **Cancel** to void this action and return to the List Users screen.

Edit User

1. To edit a user account, click on the **Edit** link in the far right column. The Edit link will direct users to the Edit Users page (see Figure 11-2).



The screenshot shows a web application interface for editing a user. On the left is a sidebar with a tree view containing categories like 'Activity Search', 'Gang Search', and 'Administration'. The main window is titled 'Edit User' and includes a 'Back <<' button. Below the title is a note: 'Edit User (Note: Leave password fields blank if password change is not required)'. The form contains the following fields and options:

- Username: Twebb
- Password: [Empty text box]
- Confirm Password: [Empty text box]
- First Name: Taan
- Middle Name: J
- Last Name: Webb
- Phone Number: 555-555-5555
- Email: twebb@scires.com
- Group: Contractor, INTRA Government, Task Force, User

At the bottom of the form are two buttons: 'Modify User' and 'Cancel'. The footer of the page contains the text: '© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved.'

Figure 11-2. Edit User Page

2. User information may be changed using the same rules outlined in Table 11-1 for the Add User page (see Figure 11-3). However, if a password change is not required, leave the password fields blank.
3. Click **Modify User** to change user information as indicated. Click **Cancel** to undo any changes made, restore the user's saved information, and begin again.

Note: If an agency administrator changes a user's password, the user must use this new password during their next login. After logging in, the user will be immediately prompted to create a new password.

Delete User

1. To delete a user account, click the **Delete** link in the far right column.
2. The Delete link will activate a message box asking whether or not to delete the user selected. Click **OK** to delete this user account. Click **Cancel** to void this action and return to the List Users screen.

Note: Because agency administrators may only be deleted by a TFS administrator, only the Edit link will appear beside these users.

Add User

- To add a user, click the **Add User** link on the left side of the page under Administration to access the Add User page (see Figure 11-3).

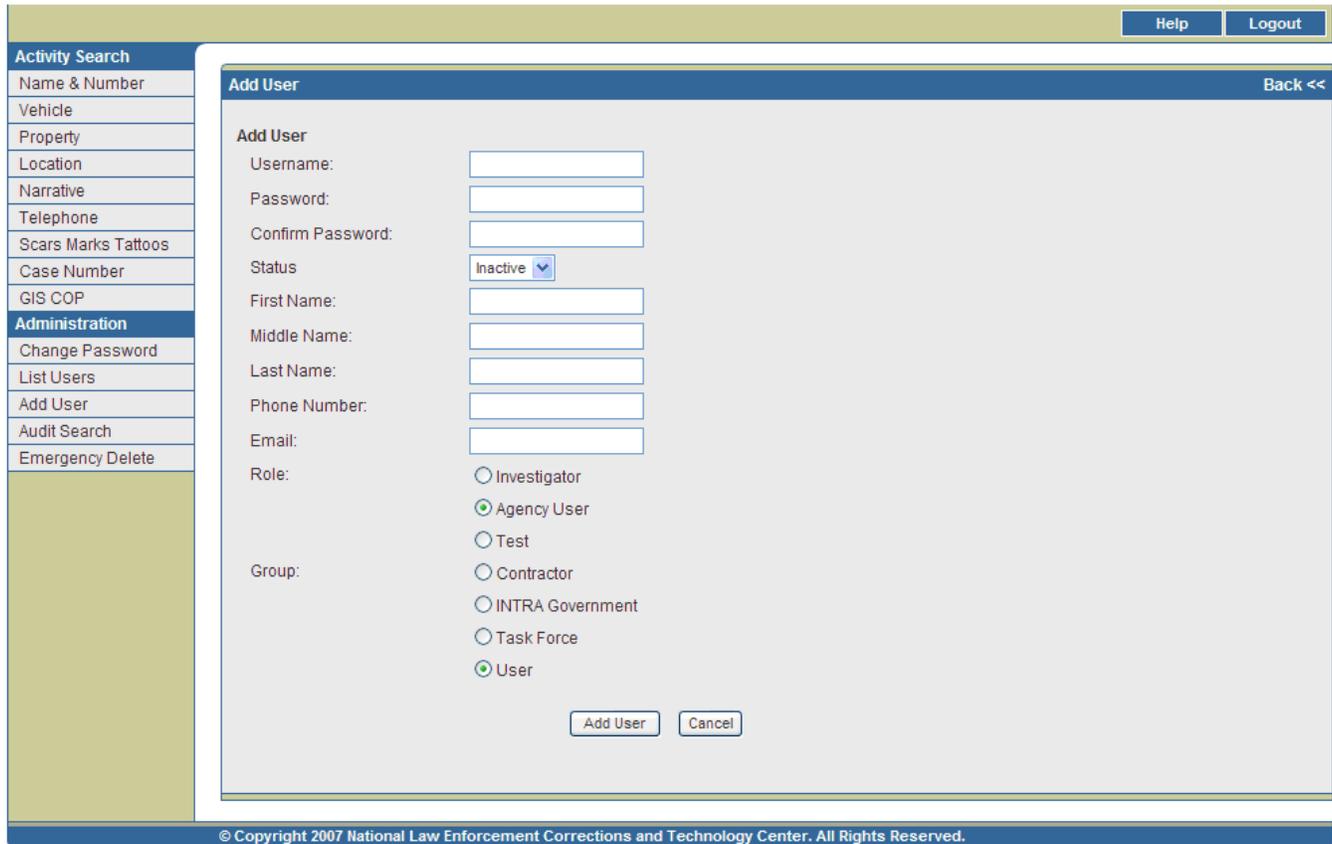


Figure 11-3. Add User Page

- Complete and select the appropriate fields on the Add User page. Table 11-1 outlines these fields.

Table 11-1. 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	<ul style="list-style-type: none"> 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 TFS. Active – This value allows a new user to log in and perform the functions authorized based on his role.

Table 11-1. Add User Page Fields

FIELD	DESCRIPTION/OPTIONS
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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Select the appropriate user group by clicking on the corresponding radio button. • Contractor • INTRA Government • Task Force • User – This value is selected by default.

3. Click **Add User** to add the new user account or click **Cancel** to clear all fields and begin again.

Note: Users accounts can only be created for the agency of the agency administrator. Agency administrators cannot add user accounts for other agencies.

XII. Audit Search

Agency administrators may view the search histories of all officers for Name and Vehicle Queries.

A. Performing an Audit Search

- To access the Audit Search page (see Figure 12-1), click the **Audit Search** link on the left side of the page under Administration.

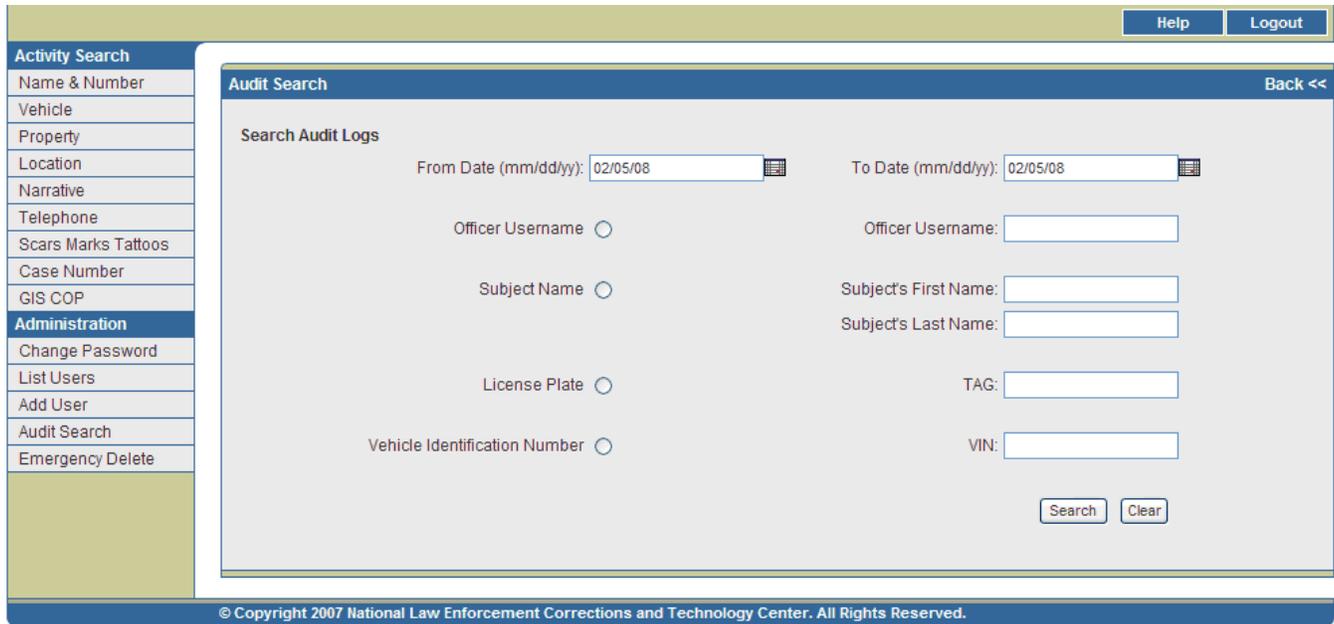


Figure 12-1. Audit Search Page

- Enter the search information in the appropriate fields. From Date and To Date are required fields. Table 12-1 outlines the searchable fields.

Table 12-1. Audit Search Page Searchable Parameters

FIELD	DESCRIPTION/OPTIONS
From/To Date	<ul style="list-style-type: none"> Enter a date range to view searches performed within those dates. A date range is required to perform a search. The current date appears by default. From Date – The earliest possible date desired for returned search results. To Date – The latest possible date desired for returned search results. Click on the calendar icons to the right of each field to access a calendar. Select the appropriate month and year from the drop down lists and then click on the date desired. Users may also enter the dates manually as MM/DD/YY. If only a date range is entered on the Search page, all searches performed in that date range will be displayed.

Search Results

Date Range – Search Audit Results

If only a date range is entered on the Search page, a Date Range – Search Audit Results page will appear (*see* Figure 12-3). This page displays all searches conducted by all officers within the dates entered. The search records are sorted chronologically, beginning with those closest to the From Date. Each search record displays the Officer Username of the officer who performed the search and the Date of the search.

The screenshot shows a web application interface. At the top right, there are 'Help' and 'Logout' buttons. On the left is a sidebar menu with categories: 'Activity Search' (containing Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number, GIS COP) and 'Administration' (containing Change Password, List Users, Add User, Audit Search, Emergency Delete). The main content area is titled 'Search Audit Results' and includes a 'Back <<' link. It displays the search criteria: 'Date Range: 02/05/2008 - 02/05/2008' and 'Displaying Records: 1 - 2 of 2'. Below this is a table with two columns: 'Username' and 'Date'. The table contains two rows: one for 'TWEBB' on '02/05/2008' and one for 'RNEIMY' on '02/05/2008'. At the bottom of the page, there is a copyright notice: '© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved.'

Username	Date
TWEBB	02/05/2008
RNEIMY	02/05/2008

Figure 12-3. Date Range – Search Audit Results Page

Details for a particular search record can be accessed by clicking on the Username column for that record. This will direct users to a Search Audit Details page (*see* Figure 12-4). The Search Audit Details page displays the Date of the search, the Time of the search, the Type of search (Name Query, Vehicle Query, etc.), and the Search Criteria entered by the officer (Name, ID Type, TAG, etc.). Searches conducted by the same officer on the same date are sorted based on the time of the search (displayed on the Search Audit Details page).



Figure 12-4. Query Details Page

Officer Username – Search Audit Results

If an officer username is entered on the Search page, only searches performed by that officer within the given date range will be displayed on the Officer Username – Search Audit Results page (see Figure 12-5). Each search record displays the Date of the search, the Time of the search, the Type of search (Name Query, Vehicle Query, etc.), and the search criteria entered by the officer (Name, ID Type, TAG, etc.). Records are sorted in chronological order based on Date and Time of the search.

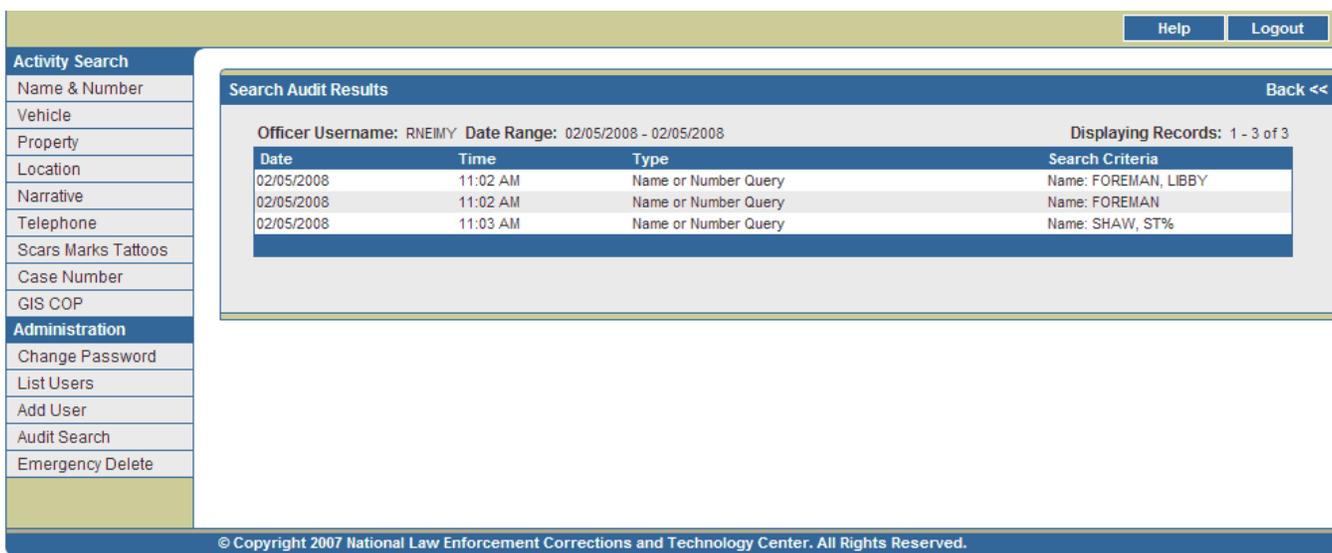


Figure 12-5. Officer Username – Search Audit Results Page

Subject Name – Search Audit Results

If a subject name is entered on the Search page, all searches on that name performed within the given date range will be displayed on the Subject Name – Search Audit Results page (see Figure 12-6). Each search

record displays the Officer Username of the officer who performed the search and the Date of the search. These records are sorted chronologically by Date and Time, beginning with searches closest to the From Date.

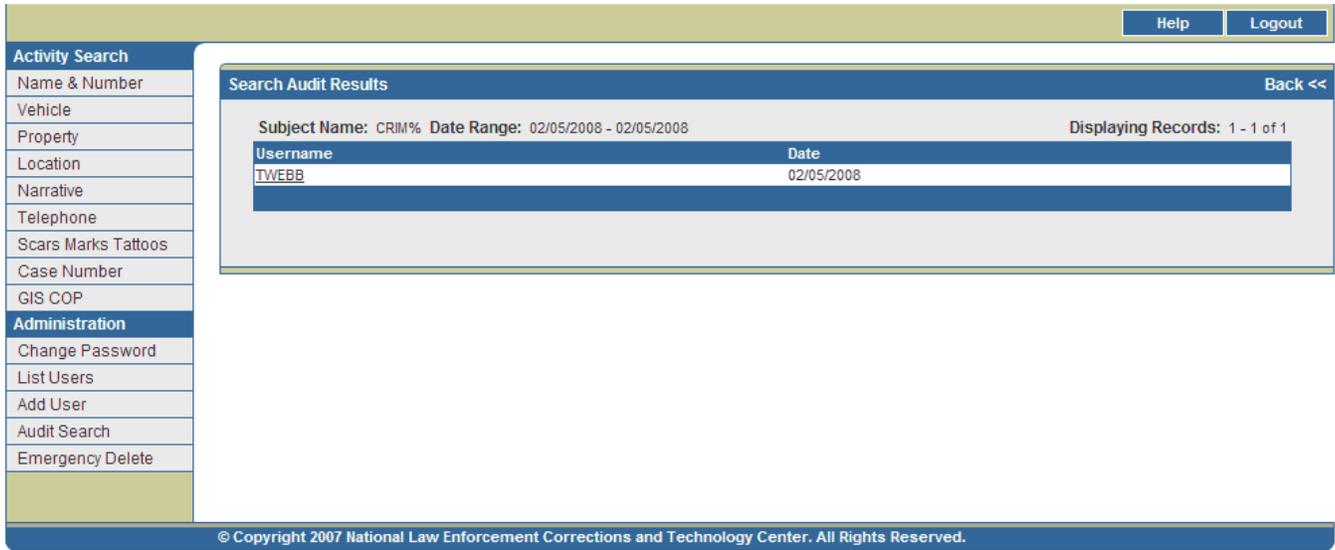


Figure 12-6. Subject Name – Search Audit Results Page

Details for a particular search record can be accessed by clicking on the Username column for that record. This will direct users to a Search Audit Details page (see Figure 12-7). The Search Audit Details page displays the Date of the search, the Time of the search, the Type of search (Name Query, Vehicle Query, etc.), and the Search Criteria entered by the officer (Name, ID Type, TAG, etc.).

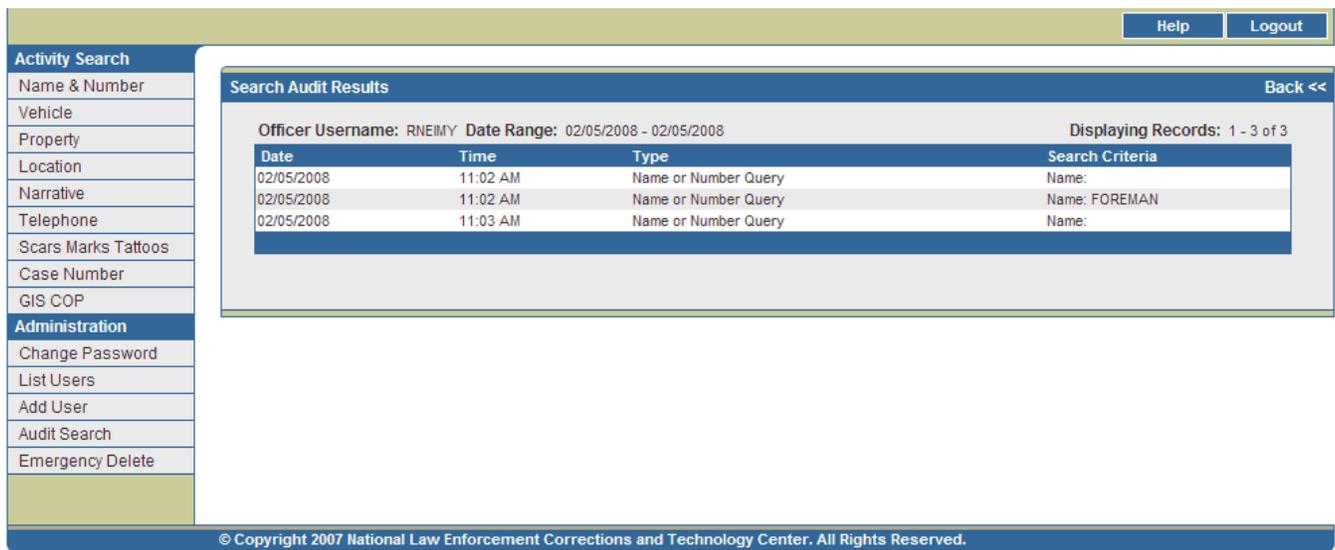


Figure 12-7. Search Audit Details Page

License Plate – Search Audit Results

If a license plate TAG is entered on the Search page, all searches on that TAG performed within the given date range will be displayed on the License Plate – Search Audit Results page (see Figure 12-8). Each search record displays the Officer Username of the officer who performed the search and the Date of the search. These records are sorted chronologically by Date and Time, beginning with searches closest to the From Date.

The screenshot displays a web application interface. At the top right, there are 'Help' and 'Logout' buttons. On the left, a sidebar menu is visible with sections: 'Activity Search' (containing Name & Number, Vehicle, Property, Location, Narrative, Telephone, Scars Marks Tattoos, Case Number, GIS COP) and 'Administration' (containing Change Password, List Users, Add User, Audit Search, Emergency Delete). The main content area is titled 'Search Audit Results' and includes a 'Back <<' link. It shows search criteria: 'License Plate: TAG711 Date Range: 02/05/2008 - 02/05/2008' and 'Displaying Records: 1 - 1 of 1'. A table below lists search results with columns for 'Username' and 'Date', showing one entry: 'TWEBB' on '02/05/2008'. The footer contains the text: '© Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved.'

Figure 12-8. License Plate – Search Audit Results Page

Details for a particular search record can be accessed by clicking on the Username field for that record. This will direct users to a Search Audit Details page (see Figure 12-9). The Search Audit Details page displays the Date of the search, the Time of the search, the Type of search (Name Query, Vehicle Query, etc.), and the Search Criteria entered by the officer (Name, ID Type, TAG, etc.).

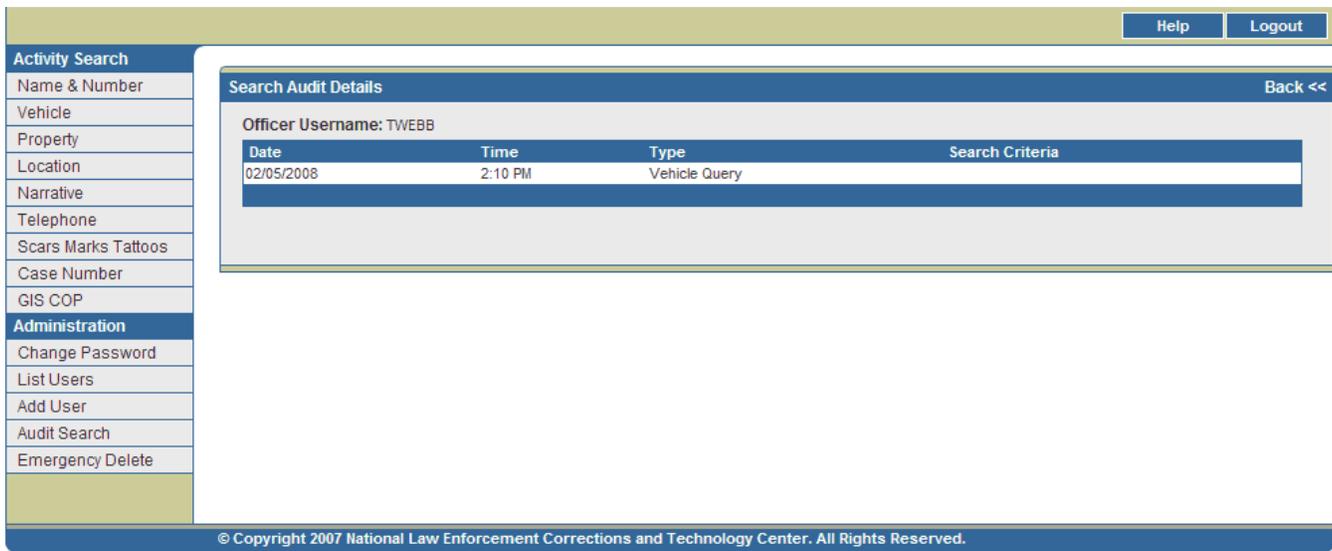


Figure 12-9. Search Audit Details Page

Vehicle Identification Number – Search Audit Results

If a Vehicle Identification Number is entered on the Search page, all searches on that VIN performed within the given date range will be displayed on the Vehicle Identification Number – Search Audit Results page (see Figure 12-10). Each search record displays the Officer Username of the officer who performed the search and the Date of the search. These records are sorted chronologically by Date and Time, beginning with searches closest to the From Date.

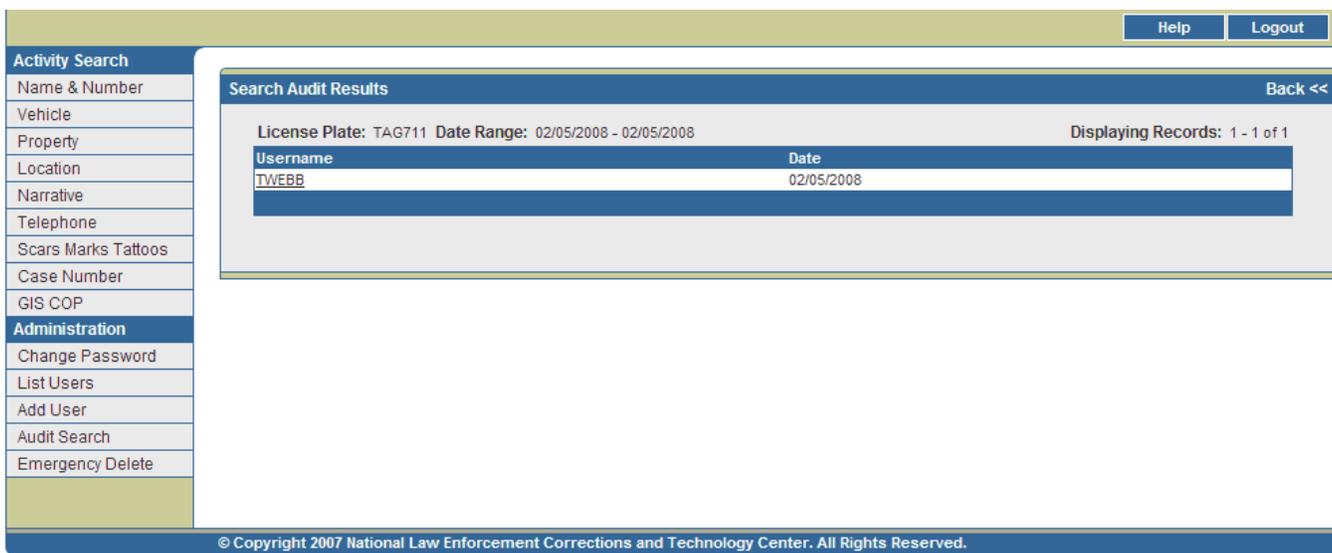


Figure 12-10. Vehicle Identification Number – Search Audit Results Page

Details for a particular search record can be accessed by clicking on the Username field for that record. This will direct users to a Search Audit Details page (see Figure 12-11). The Search Audit Details page

displays the Date of the search, the Time of the search, the Type of search (Name Query, Vehicle Query, etc.), and the Search Criteria entered by the officer (Name, ID Type, TAG, etc.).

The screenshot shows a web application interface. At the top right, there are 'Help' and 'Logout' buttons. On the left is a sidebar menu with the following items:

- Activity Search**
 - Name & Number
 - Vehicle
 - Property
 - Location
 - Narrative
 - Telephone
 - Scars Marks Tattoos
 - Case Number
 - GIS COP
- Administration**
 - Change Password
 - List Users
 - Add User
 - Audit Search
 - Emergency Delete

The main content area is titled 'Search Audit Details' and includes a 'Back <<' link. It displays the following information:

Officer Username: TWEBB

Date	Time	Type	Search Criteria
02/05/2008	2:10 PM	Vehicle Query	

At the bottom of the page, there is a copyright notice: © Copyright 2007 National Law Enforcement Corrections and Technology Center. All Rights Reserved.

Figure 12-11. Search Audit Details Page

XIII. Emergency Delete Utility

Administrators may delete people and/or charges from agency case records when necessary.

Note: This utility only needs to be run if an error has occurred with the replicator. Agency administrators should first validate whether the record has been fully expunged from their local system. If the record has been expunged but still shows in TFS, please contact technical support prior to using the EDU so any possible bugs in the replicator can be documented and fixed.

1. Click on the **Emergency Delete Utility** link on the left side of the page under Administration to access the Emergency Delete Utility page (see Figure 13-1).

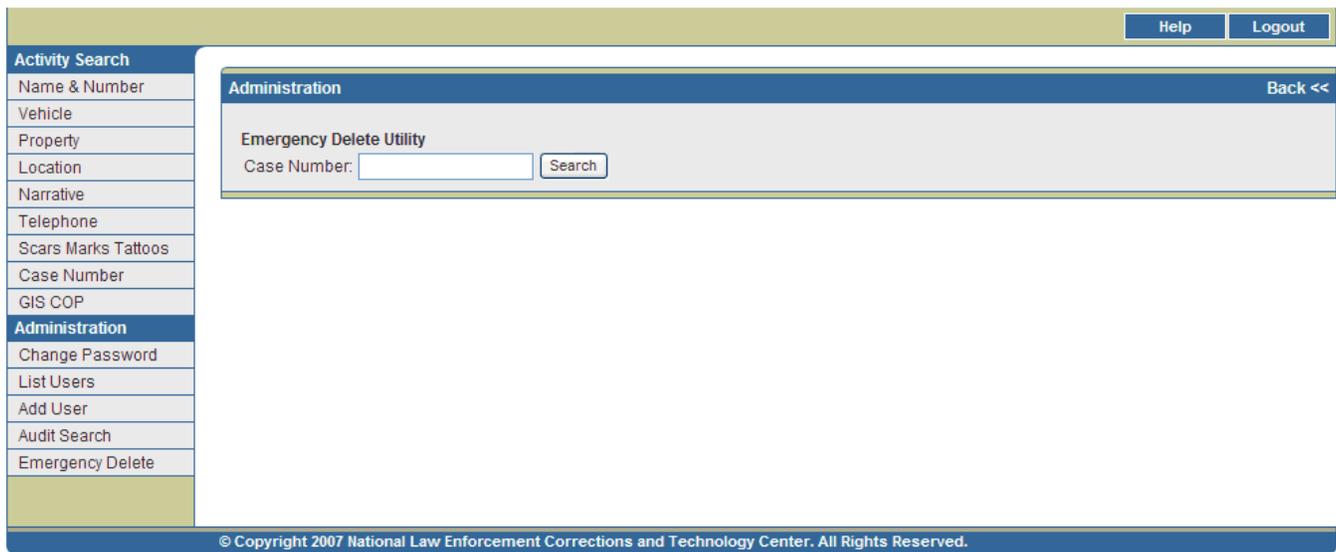


Figure 13-1. Emergency Delete Utility Page

2. Enter the case number in the available field.
3. Click **Search** to access a list of all people and charges associated with the entered case number (see Figure 13-2). Records are grouped by activity date.

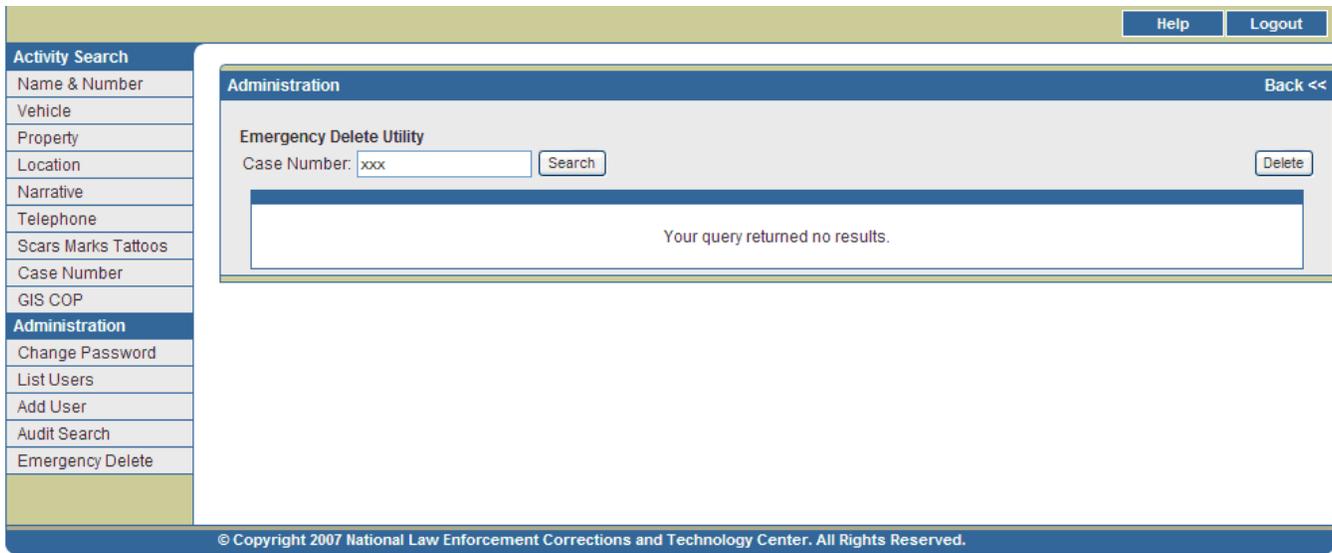


Figure 13-2. Emergency Delete Utility Results Page

The data elements displayed on the Emergency Delete Utility results page are outlined in Table 13-1.

Table 13-1. Emergency Delete Utility Results Page – Data Elements

<i>DATA ELEMENT</i>	<i>DESCRIPTION</i>
First Name	The first name of the individual involved.
Last Name	The last name of the individual involved.
SSN	The Social Security number of the individual involved.
DOB	The date of birth of the individual involved. This is expressed as MM/DD/YYYY.
Race	The race of the individual involved.
Sex	The sex of the individual involved.
Involvement	The level of involvement of the individual (i.e. victim, suspect, subject, witness, reported by, complainant, booking, arresting, etc.).
Activity	The type of event (i.e. Incident, Custody, Arrest, Warrant, etc.).
Activity Date	The date the event occurred, expressed as MM/DD/YYYY.
Charge Incident Type	The official charges filed for the activity.

- Click the checkboxes in the Delete column of the people and charges to be deleted. Checkboxes labelled “Person” indicate that the person on that row will be deleted from the case record. Checkboxes labelled “Charge” indicate that the charge listed on that row will be deleted from the case record.

Note: If every person involved in an activity is deleted from the case record, the entire record will be deleted. If every charge filed for that activity is deleted from the case record, the entire record will be deleted.

5. Click **Delete** towards the top right of the page to begin the deletion process. This will direct users to the Emergency Delete Confirmation page.
6. The selected persons and charges to be deleted will appear on this page. Click **Yes** to permanently delete these items. Click **No** to stop the deletion process and return to the previous page.



Tennessee Bureau of Investigation, Publication Authorization Number 348140 (March 2008) 600 copies.
This public document was promulgated at a cost of \$.583 per copy.