



Police & Security V. 1.0

Technical Manual

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Introduction

The V. 1.0 Police & Security software package provides an automated system of procedures that generates the necessary reports and other forms of records pertinent to the VA Police and Security Service (VA Police) operation. In most instances, a single data entry procedure will create the permanent record, as well as generate statistical data necessary to produce a variety of management level reports.

By statutory provisions, the Secretary of Veterans Affairs (VA) is responsible for the protection of patients, visitors, employees, protection of property, and the maintenance of law and order on property under the charge and control of the Department of Veterans Affairs. This responsibility is subsequently delegated to the Deputy Assistant Secretary for Security and Law Enforcement who provides program guidance and assistance to the VA Police located at each VA Medical Center (VAMC). The primary function of the VA Police is to prevent crime on VA property.

The role of the VA Police Officer is crime prevention, preliminary investigation of crimes, apprehension, legally correct handling of suspected offender(s), and the transfer of suspected offender(s) to appropriate authorities. This package is designed to assist the VA Police Officers in accomplishing these goals.

The ESP MASTER NAME INDEX file (#910) serves as the primary repository file for the storage of names, addresses, and other demographic data for all persons who come in contact with the VA Police during normal operations.

National Upward Reporting includes transmitting the Monthly Crime Report through MailMan to Central Office. The local office will be able to send a Uniform Offense Report (UOR) to VACO through MailMan to facilitate meeting the 48 hour notification requirement on specific types of investigations.

The V. 1.0 Police & Security software is composed of the following modules.

Daily Operations Journal Module

The Daily Operations Journal module provides a system for storage and retrieval of information currently being manually placed on the VA Police Daily Operations Journal (VA Form 10-1433) and Continuation Sheet (VA Form 10-1433A).

Evidence/Property Module

The Evidence/Property module provides a system to record and retrieve information contained on the Evidence Property Custody Record (VA Form 10-3524). The electronic record of this information allows the formation of the required Evidence Property Log and other necessary documentation in a faster manner than the current manual methods. This module contains several report options for management purposes.

Package Management Module

There are several files contained within the program that should only be altered sporadically once the package has been fully implemented. This is accomplished through the options in this module.

Quick Name Check Module

The Quick Name Check module allows for the retrieval of stored information for a selected person(s) from files in several different modules and displays the information. The Quick Name Check option displays any data on file for an individual, such as vehicle registrations, demographics, wants and warrants, violations, offenses, and previous investigative involvements.

Criminal Statute Module

The primary menus assigned throughout this program can look at or print any criminal offense code and its definition within the ESP OFFENSE CODES file (#915). This file is referenced by any "Offense Committed" question throughout the various modules of the program. Its use is expanded to include an on line lookup in order to determine the legal wording of each particular criminal offense. It is necessary for each local field station to add any local medical center, city, county or state ordinances under which they can place criminal charges to the ESP OFFENSE CODES file.

Training Records Module

The Training Records module provides a system for storing information about training completed by staff members assigned to VA Police and Security Service. The accumulation of this data allows for the printing of training records for documentation purposes, as well as management planning for funding justifications.

Uniform Crime Reports Module

The Uniform Crime Reports module accesses selective data from entries in the Offense Report and Violations modules. This data will be assembled into a standardized report format for the VA Police Chief to document the numbers and types of criminal incidents occurring at the medical center. The Uniform Crime Report is a greatly expanded version of the Automated Management Information System (AMIS) report. It provides a much more in depth record of the type of criminal activities which occur, as well as recording dollar values for investigations dealing with loss and recovery factors. The Uniform Crime Reports module downloads and transmits the Uniform Crime Reports to the database maintained within Security and Law Enforcement in Washington, DC. The combined statistical data from all VAMCs will provide important information at the national level to the Deputy Assistant Secretary for Security and Law Enforcement regarding program planning strategies.

Offense Reports Module

The Offense Reports module facilitates the entry of data normally contained on the VA Police Uniform Offense Report, Investigative Notes, and Case Log. It will also facilitate entry of data from preparatory documentation assembled during a criminal investigation. By entering the data into the Offense Reports Module, the VA Police Officer will be creating an electronic record of his investigation that will be readily retrievable for future use. At the same time, the software package will be assembling statistical data for creating trend studies and other beneficial management tools.

Vehicle Registrations Module

The Vehicle Registrations module records all information necessary for the maintenance of the VA Police Vehicle Registration program. The information contained within this module is highly beneficial to those VAMCs operating a Ride Sharing Program. Because of the diverse complexity of operations throughout the VAMCs, ranging from single building high-rise complexes to large expanded-campus style facilities, this module also contains a system of miscellaneous registration files that can be used at the discretion of the individual VA Police Chief.

Violations Module

The Violations module allows for the entry of all violation information contained on US District Court Violations Notices and Courtesy Warnings issued by VA Police Officers at the medical center. This module generates several types of management tracking reports.

Wants & Warrants Module

The Wants & Warrants module is used to record any data pertinent to individuals currently under any type of criminal proceedings. This includes individuals with outstanding warrants, summons, court commitments, or other types of legal documentation. This module provides a flag notification to officers on duty that the individual in question is wanted, has been involved in some prior serious physical altercation, or other incident that can require additional preparation, or requires caution when being approached. The Wants & Warrants module contains several print options for maintaining list of persons currently in an active want or detained status.

Daily Activity Module

The Daily Activity module provides a method for VA Police Officers to enter specific activities that occurred during their tours of duty and the time required to complete these activities. This module also allows a VA Police Officer to create an entry of his or her activities and combine them with the entries of other VA Police Officers. This information helps the Chief of VA Police to justify and plan the patrol activities of the VA Police and Security Service.

Orientation

How to Use This Manual Online

The Police & Security Technical Manual is provided in an Adobe Acrobat PDF (portable document format) file. The Acrobat Reader is used to view the document. If you do not have the Acrobat Reader loaded, it is available from the VistA Home Page, “Viewers” Directory.

Once you open the file, you may click on the desired entry name in the bookmarks listing on the left side of the screen to go to that entry in the document. You may print any or all pages of the file. Click on the “Print” icon and select the desired pages. Then click “OK”.

Implementation and Maintenance

This section of the Technical Manual provides information to assist the IRM staff and the VA Police staff in the implementation and maintenance of the package.

IRM Staff Implementation

Police & Security V. 1.0 is initialized with the ESPINI* routines as described in the Installation Guide. There are no site parameters for this package. Listed below are the requirements for IRM implementation of this package.

Menu Assignment

The IRMS staff will assign Police & Security V. 1.0 menus as specified by the VA Police and Security Service Chief or designee.

Security Key Assignment

There are four security keys with this package. The IRM staff will assign package security keys as specified by the Chief of VA Police or designee.

ESP CHIEF

This security key locks options that are normally used by the Chief of VA Police. It is the responsibility of the Chief of VA Police or designee to inform the IRM contact person which VA Police staff is to be assigned this key.

ESP EVIDENCE

This security key controls the ability of VA Police staff members to access the Evidence/Property Custody Records. This key should only be assigned to the primary and alternate Evidence/Property Custodians and the Chief of VA Police. It is the responsibility of the Chief of VA Police or designee to inform the IRM contact person which VA Police staff is to be assigned this key.

ESP POLICE

This security key functions as a filter that allows only currently assigned VA Police Officers to be entered into the database as the Investigating Officer, Follow Up Officer, Issuing Officer, etc. When a VA Police Officer terminates employment, this security key is removed and the VA Police Officer's name can no longer be entered into any of these fields. The ESP Police security key must be assigned to all current VA Police Officers.

ESP SUPERVISOR

This security key is for VA Police Officers who perform supervisory functions such as closing of Offense Reports. It is the responsibility of the Chief of VA Police or designee to inform the IRM contact person which VA Police staff is to be assigned this key.

IRM Staff Maintenance

Based on field experience, full implementation and maintenance of Police & Security Version 1.0 will require Information Resources Management Service to commit 0.01-0.10 FTEE for software support of this application. Additional FTEE resources may be warranted depending on your medical center's involvement in national testing efforts and/or local software development activities.

VA Police & Security Service Staff Implementation

The VA Police and Security Service staff are responsible for taking the necessary internal service actions to implement and maintain the Police & Security V. 1.0 software package. The files listed below need to be edited for implementation of this package.

NEW PERSON file (#200)

The Chief of VA Police or designee will need to enter the names of the VA Police Officers into the NEW PERSON file (#200). If you are not allowed access to File #200, you will need to give a list of the VA Police Officers names to the person at your facility who has this access.

Once the VA Police Officers names have been added to the NEW PERSON file (#200), the Chief of VA Police or designee can enter the badge number and rank data by using the Police Officer Add/Edit [ESP POLICE OFFICER EDIT] option. The ESP POLICE security key must be assigned to the VA Police Officer before the Chief of VA Police or designee can make entries in the RANK field of the Police Officer Add/Edit option.

ESP ACTIVITY CODES file (#911)

The Chief of VA Police and Security Service or designee needs to enter site specific data in the ESP ACTIVITY CODES file (#911). This file can be edited at your convenience. The ESP ACTIVITY CODES file (#911) includes the primary activity codes used in the last version of the Staffing Guidelines. The primary activity codes have been included with the package. In order to accurately track workload activities, it may be necessary for the Chief of VA Police to break the primary classifications down into more specific work activities. The method in the example will produce the desired results without adversely affecting the Workload Report. If additional sub classifications are added, it will require just slightly more input time to put the data in individual categories and the combined totals fields.

ESP OFFENSE CODES file (#915)

The ESP OFFENSE CODES file 915) contains only VA Regulations, so you will need to add any desired local codes such as city, state, and other offense codes. This file can be edited at your convenience. In order to add any local ordinances to the ESP OFFENSE CODES file (#915), the Chief of VA Police or designee will need to access the Offense Code Add/Edit [ESP Offense Code Edit] option.

VA Police & Security Service Staff Maintenance

Once the package has been fully implemented, some files might need to be altered sporadically. These options are accessed through the Package Management submenu.

Activity Code Add/Edit
Disposition Code Add/Edit
Master Name Add/Edit
Offense Code Add/Edit
Police Officer Add/Edit
Police Records Information
Selectables Add/Edit

Disposition Code Add/Edit

This is the option that allows the adding or editing of disposition codes which apply to several entry modules. This is a management level option and should not be accessible to all users. The software's disposition codes were selected by the Security and Law Enforcement policy directors, VACO, as the codes preferred for use. Generally, local Chiefs of VA Police do not need to add any additional codes unless directed to do so.

Master Name Add/Edit

This option allows direct entry of names into the ESP MASTER NAME INDEX file (#910). If a name is already in the file, it can be edited.

Selectables Add/Edit

The ESP SELECTABLES file (#910.7) contains colors and makes of vehicles. It is pointed to by the ESP POLICE REGISTRATION LOG file (#910.2) color and make fields. This file is also pointed to by the ESP OFFENSE REPORT file (#912) hair, skin, and eye color fields. These fields are screened so only appropriate choices can be selected.

Routines

Routine Descriptions

This section contains a list of the routines exported with the Police & Security package V. 1.0. and a brief description of the function or use of the routine.

Master Name Routines

ESPMNI	Master Name Input
ESPMNI0	ESPMNI continued-continuation input data
ESPMNI1	ESPMNI0 continued-stuffs data into ESP MASTER NAME INDEX file (#910)
ESPMNI2	Master Name Edit and displays Master Name record

Soundex

ESPLKUP	A special lookup routine for Soundex
ESPSOUN	Soundex routine extracted from Kernel V. 7.0
ESPXREF	Soundex X-ref on .01 Name field ESP MASTER NAME INDEX file (#910)

Offense Report Routines

ESPOFF	Create an Offense Report
ESPOFF0	ESPOFF continued
ESPOFF1	ESPOFF0 continued-begins stuffing data into ESP OFFENSE REPORT (#912)
ESPOFF2	ESPOFF1 continued-stuffs data in ESP OFFENSE REPORT file (#912)
ESPOFF3	Checks if report meets VACO 48 hour reporting requirement
ESPOFFC	Complete an Offense Report
ESPOFFCL	Close an Offense Report and Make a Report Sensitive
ESPDISP	Displays data when editing an Offense Report
ESPOFFDE	Delete an Offense Report
ESPOFFE	Offense Report Edit
ESPORO	Open a Closed Offense Report
ESPORM	Send Offense Report in Mail Message
ESPORM1	ESPORM continued
ESPORM2	ESPORM1 continued
ESPORM3	ESPORM2 continued
ESPORM4	ESPORM3 continued
ESPORM5	ESPORM4 continued
ESPORP	Print an Offense Report
ESPORP1	ESPORP continued
ESPORP2	ESPORP1 continued
ESPORP3	ESPORP2 continued
ESPORP4	ESPORP3 continued
ESPORP5	ESPORP4 continued
ESPSCR	Called from ESPOFF to input screen - Offender
ESPSCR0	Called from ESPOFF to input screens - Vehicle and Lost Property
ESPSCR1	Called from ESPOFF0 to input screens - Complainant, Victim, Witness, Narrative, Property Held, and Notifications

Routines

ESPORR	Review Completed Offense Report
ESPVAL	Offense Report data validation before completion of report
ESPOID	Find .01 I.D. # for Offense and ESP VIOLATIONS file (#914)
ESPUOR	Converts date/time received to UOR#. Called by ESPUTIL
ESPUTIL	Translates date/time received to UOR#

Follow-Up Notes

ESPOFI	Enter/edit Follow-Up Investigation Notes
ESPOFP	Print Only Offense Follow-Up Notes

Violations

ESPOID	Generates .01 I.D.# for Offense and VIOLATIONS file (#914)
ESPUVN	Create a U.S. District Court or Courtesy Violation Notice
ESPVNE	Edit a Violation Notice
ESPVNP	Print a Violation Notice

Evidence

ESPEVID	Make an Evidence Record Sensitive or Non Sensitive
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Quick Name Check

ESPQNC	Quick Name Check routine
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Uniform Crime Statistics

ESPUCD	Delete Uniform Crime Statistics
ESPUCM	Transmit the Uniform Crime Report in Mail Message
ESPUCM1	Transmits the first page of the Uniform Crime Report
ESPUCM2	Transmits the second page of the Uniform Crime Report
ESPUCM3	Transmits the third page of the Uniform Crime Report
ESPUCM4	Transmits the fourth page of the Uniform Crime Report
ESPUCM5	Transmits the fifth page of the Uniform Crime Report
ESPUCM6	Transmits the sixth page of the Uniform Crime Report
ESPUCP	Print the Uniform Crime Report
ESPUCP1	Prints the first page of the Uniform Crime Report
ESPUCP2	Prints the second page of the Uniform Crime Report
ESPUCP3	Prints the third page of the Uniform Crime Report
ESPUCP4	Prints the fourth page of the Uniform Crime Report
ESPUCP5	Prints the fifth page of the Uniform Crime Report
ESPUCP6	Prints the sixth page of the Uniform Crime Report
ESPUCR	Generates the Uniform Crime Report statistics
ESPUCR1	Called by ESPUCR- page 1 statistics generated
ESPUCR2	Called by ESPUCR - page 2 statistics generated
ESPUCR3	Called by ESPUCR - page 3 statistics generated
ESPUCR4	Called by ESPUCR - page 4 statistics generated
ESPUCR5	Called by ESPUCR - page 5 statistics generated

Workload Report

ESPWR	Generates Workload Report
ESPWR1	Prints Workload Report

Registration

ESPREG	Edit Registration program
ESPVEH	Vehicle Registration Inquiry
ESPVREG	Vehicle Registration Input

Daily Operations Journal

ESPJOU	Print Daily Operations Journal
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FileMan Print and Inquire for Police files

ESPFM	Allows the police chiefs to have FileMan print and inquire access to Police Files
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Other

ESPNTEG	Police routines integrity checker
ESPOST	Post INIT Routine
ESPRE	Pre INIT Routine
ESPCLEAN	Kills all variables used by Police & Security V. 1.0

Callable Routines

There are no callable entry points in the Police & Security V. 1.0 package.

Checksum Values for Routines

This section contains the checksum values for the Police & Security V. 1.0 routines. These values reflect the check sum at the time of package release. Subsequent changes (patches) to the routines will change these values.

ESPCLEAN	617130
ESPDISP	445950
ESPEVID	633580
ESPFM	71826
ESPJOU	420205
ESPLKUP	111906
ESPMNI	390757
ESPMNI0	907068
ESPMNI1	1760087
ESPMNI2	339736
ESPNTEG	477576

Routines

ESPOFF	577402
ESPOFF0	501317
ESPOFF1	1861002
ESPOFF2	874513
ESPOFF3	612029
ESPOFFC	826778
ESPOFFCL	293110
ESPOFFDE	304355
ESPOFFE	140986
ESPOFI	873726
ESPOFP	985097
ESPOID	183794
ESPORM	476318
ESPORM1	780856
ESPORM2	1613373
ESPORM3	391867
ESPORM4	212940
ESPORM5	440221
ESPORO	939123
ESPORP	209059
ESPORP1	690242
ESPORP2	758394
ESPORP3	608208
ESPORP4	994947
ESPORP5	709927
ESPORR	457912
ESPOST	5075
ESPQNC	5482737
ESPRE	342
ESPREG	049457
ESPSCR	634426
ESPSCR0	329208
ESPSCR1	394895
ESPSON	321687
ESPUCD	892232
ESPUCM	234667
ESPUCM1	3162314
ESPUCM2	1602226
ESPUCM3	2134922
ESPUCM4	0696088
ESPUCM5	624962
ESPUCM6	207702
ESPUCP	031002
ESPUCP1	796208
ESPUCP2	227056
ESPUCP3	371546
ESPUCP4	009374
ESPUCP5	482768
ESPUCP6	564270
ESPUCR	931679
ESPUCR1	602101
ESPUCR2	688017
ESPUCR3	880770
ESPUCR4	0238627
ESPUCR5	574673

ESPUOR	84432
ESPUTIL	89821
ESPUVN	1161871
ESPVAL	569800
ESPVEH	18734
ESPVNE	686447
ESPVNP	453293
ESPVREG	086257
ESPWR	006260
ESPWR1	123731
ESPXREF	231562

Files

File List

Police & Security Version 1.0 consists of a group of interrelated files that fulfill the Law Enforcement and Security policy requirements. These files are located in the ESP global and all file names and option names utilize the ESP namespace. The authorized file number series assigned to the package falls within the range of #910 and #919. The following list indicates the specific files within the package.

<u>File #</u>	<u>File Name</u>	<u>Overwrites /Merges With Existing Data</u>
910	ESP MASTER NAME INDEX	
910.1	ESP ACTIVITY REPORT	
910.2	ESP POLICE REGISTRATION LOG	
910.7	ESP SELECTABLES	Merge
910.8	ESP EVIDENCE	
911	ESP ACTIVITY CODES	Merge
911.2	ESP DISPOSITION CODES	Merge
912	ESP OFFENSE REPORT	
912.4	ESP CRIME DATA	
912.5	ESP POLICE TRAINING	
912.7	ESP CRIME CATEGORIES	Overwrite
912.8	ESP CRIME TYPES	Overwrite
912.9	ESP CRIME SUB-TYPES	Overwrite
913	ESP WANTS & WARRANTS	
914	ESP VIOLATIONS	
915	ESP OFFENSE CODES	Merge
916	ESP DAILY JOURNAL	

File Descriptions

#910 ESP MASTER NAME INDEX

The ESP MASTER NAME INDEX file contains demographic data (e.g., name, social security number, date of birth, age, AKA (also known as), or alias) of persons having a record with the VA Police. This file is pointed to by the name fields in the ESP POLICE REGISTRATION LOG file (#910.2), ESP OFFENSE REPORT file (#912), ESP VIOLATION file (#914), and the ESP WANTS & WARRANTS file (#913).

#910.1 ESP ACTIVITY REPORT

The ESP ACTIVITY REPORT file contains data recording the types of activities, number of times the activities are performed, and time spent performing the activities by each VA Police Officer on an assigned shift.

#910.2 ESP POLICE REGISTRATION LOG

The ESP POLICE REGISTRATION LOG file contains data required to implement the Vehicle Registration requirement mandated by the VA Police policy directives.

#910.7 ESP SELECTABLES

The ESP SELECTABLES file contains colors and makes of vehicles. It is pointed to by the ESP POLICE REGISTRATION LOG file (#910.2) color and make fields. This file is also pointed to by the ESP OFFENSE REPORT file (#912) hair, skin, and eye color fields. These fields are screened so only appropriate choices can be selected.

#910.8 ESP EVIDENCE

The ESP EVIDENCE file contains data necessary to implement the Evidence/Property Custody Records requirement mandated by the VA Police policy directives.

#911 ESP ACTIVITY CODES

The ESP ACTIVITY CODES file contains a list of work activities performed by VA Police Officers during a routine daily shift. It contains the name of the work activity, a code number assigned to the work activity, and the number of minutes the work activity should be performed. Local site activity codes can be added.

#911.2 ESP DISPOSITION CODES

The ESP DISPOSITION CODES file contains a series of descriptive codes which will assist the VA Police in tracking how they resolve or make disposition of recorded offenses and issued violation notices. Some disposition codes apply only to offense dispositions and others only to the disposition of violation notices. These codes are screened so they can be selected only for the appropriate type of disposition.

#912 ESP OFFENSE REPORT

The ESP OFFENSE REPORT file contains the offense report information. This file points to the ESP MASTER NAME INDEX file (#910). Once a case is closed, the offense report becomes the case history. The offense report cannot be edited once a case is closed, but can be reopened for editing by the appropriate authority.

#912.4 ESP CRIME DATA

The ESP CRIME DATA file is used to capture data for the Police & Security Monthly Crime Report. This file allows for a specific date range selection so that the report can be run for alternate time periods. The crime categories included are the only ones authorized by Police & Security management (VACO) for tracking criminal activity by the local sites.

#912.5 ESP POLICE TRAINING

The ESP POLICE TRAINING file contains data recording the types of training, subject matter, and the number of minutes of training received for each VA Police Officer.

#912.7 ESP CRIME CATEGORIES

The ESP CRIME CATEGORIES file contains thirteen major crime categories as determined by the VA Police policy managers (VACO). All offenses reported will fall initially within one of these categories. No additional categories are to be added by the local sites.

#912.8 ESP CRIME TYPES

The ESP CRIME TYPES file contains types of criminal activity which fall under each of the thirteen Crime Categories contained within ESP CRIME CATEGORIES file (#912.7). These crime types have been identified by the VA Police policy managers (VACO) and no additional crime types are to be added by the local sites.

#912.9 ESP CRIME SUB-TYPES

The ESP CRIME SUB-TYPES file contains subtypes of specific criminal activities which fall under specific crime types in ESP CRIME TYPES file (#912.8). These crime subtypes have been identified by the VA Police policy managers (VACO) and no additional crime subtypes are to be added by the local sites.

#913 ESP WANTS & WARRANTS

The ESP WANTS & WARRANTS file contains information kept on file (by VA Police) on individuals who may be wanted in reference to the commission of a crime, or who may be wanted under some type of criminal or civil court proceeding, violation, or holding document.

#914

ESP VIOLATIONS

The ESP VIOLATIONS file contains data recording the issuing of either a United States District Court Violation Notice (VA Form 10-9019) or VA Police Courtesy Violation Notice (VA Form 10-6160).

#915

ESP OFFENSE CODES

The ESP OFFENSE CODES file contains appropriate offenses contained within VA Regulations 1.218, United State Codes, Titles 18, and 21. The entries contained within the released version of the program are those offenses considered to be standard at all VA facilities. The Chief of VA Police can add any local codes (e.g., VA facility, city, county, or state) that might be enforced at the local site.

#916

ESP DAILY JOURNAL

The ESP DAILY JOURNAL file contains all information currently being recorded on the VA Police Daily Operations Journal, VA Form 10-1433 and VA Form 10-1433a Continuation Sheet. Entries into this file is identical to the information being recorded on VA Form 10-1433 and VA Form 10-1433a Continuation Sheet.

Cross References

The cross references are grouped by files. The field affected is identified along with the cross reference's name (or number if there is no name) and a brief description. B cross references are not included.

ESP MASTER NAME INDEX file (#910)

Field	X-Ref I.D.	Description
NAME	BS5	This cross reference allows you to enter the first letter of the last name and the last four numbers of the social security number. Q:\$P(^ESP(910,DA,0),U,2)]" S ^ESP(910,"BS5",\$E(X,1)\$E(\$P(^0),U,2),6,9),DA)=""
	SOUND	This is a MUMPS type x-ref. It calls the program ESPXREF. This program matches the last name and the first three characters of the first name. When a name is entered, matches are displayed. This is to prevent duplicate entries. D ^ESPXREF S ^ESP(910,"SOUN",ESPSOUN,DA)="" K ESPSOUN
SOCIAL SECURITY NUMBER	BS5	This cross reference allows you to enter the first letter of the last name and the last four numbers of the social security number. S ^ESP(910,"BS5",\$E(^ESP(910,DA,0),1)\$E(X,6,9),DA)=""
	SSN	This is a regular type x-ref for look up purposes.
DATE OF BIRTH	DOB	This is a regular type x-ref for look up and sorting purposes.
AKA	C	This is a regular type x-ref for look up purposes.

ESP POLICE REGISTRATION LOG file (#910.2)

Field	X-Ref I.D.	Description
DECAL COLOR	H	This is a regular type x-ref for look up and sorting purposes.
OWNER NAME	D	This is a regular type x-ref for look up and sorting purposes.
REGISTRATION TYPE	T	This is a regular type x-ref for look up and sorting purposes.
DATE ASSIGNED	C	This is a regular type x-ref for look up and sorting purposes.
SHORT DESCRIPTION	E	This is a KWIC type x-ref. This x-ref allows you to look up the record by each word in the Short Description field. Only search data information should be entered in this field, key words to find this vehicle (e.g., 4x4, custom van, etc.).
LICENSE TAG NUMBER	F	This is a regular type x-ref for look up and sorting purposes.

The following are regular type x-refs. There is one for each type of registration. These x-refs tie this file to the ESP MASTER NAME INDEX (#910) file by type of registration.

VEHICLE	V
BICYCLE	BI
WEAPON	W
PET	P
GOLF	G

ESP SELECTABLES file (#910.7)

Field	X-Ref I.D.	Description
TYPE	C	This is a regular type x-ref for look up and sorting purposes.
CODE	D	This is a regular type x-ref for look up and sorting purposes.

ESP EVIDENCE file (#910.8)

Field	X-Ref I.D.	Description
OWNER	C	This is a regular type x-ref for look up and sorting purposes.

ESP ACTIVITY CODES file (#911)

Field	X-Ref I.D.	Description
CODE NUMBER	C	This is a regular type x-ref for look up and sorting purposes.

ESP OFFENSE REPORT file (#912)

Field	X-Ref I.D.	Description
I.D. NUMBER	F	This is a MUMPS type x-ref. It allows you to enter a shortcut I.D. # for an Offense Report. The shortcut I.D. # is the sequential number, a period, and the two digit year (e.g., 1.93 is the shortcut I.D. # for 700093000001, 7000 is the Internal Entry # in the INSTITUTION file 93 is the two digit year, and 000001 is the sequential #).
DATE/TIME RECEIVED	C	This is a regular type x-ref for look up and sorting purposes.
	UOR	This is MUMPS type x-ref for look up purposes. It transforms the date/time received into the UOR # (e.g., 3/12/93@12:00 becomes 303121200).
	D XR^ESPUTIL S ^ESP(912,"UOR",ESPUOR,DA)=" " K ESPUOR	
BEGINNING DATE/TIME OF OFFENSE	AC	This is a regular type x-ref for sorting purposes.
COMPLETED FLAG	H	This is a regular type x-ref for look up and sorting purposes.

The following x-refs are used in the Quick Name Check.

COMPLAINANT NAME	D	This is a regular type x-ref for look up and sorting purposes.
VICTIM	E	This is a regular type x-ref for look up and sorting purposes.
OFFENDER	G	This is a regular type x-ref for look up and sorting purposes.
WITNESS	I	This is a regular type x-ref for look up and sorting purposes.

ESP CRIME TYPES file (#912.8)

Field	X-Ref I.D.	Description
CATEGORY	AC	This is a regular type x-ref. Identifies category of this type.

ESP CRIME SUB-TYPES file (#912.9)

Field	X-Ref I.D.	Description
TYPE	AC	This is a regular type x-ref. Identifies type of this sub-type.
CATEGORY	AD	This is a regular type x-ref. Identifies category of this sub-type.

ESP VIOLATIONS file (#914)

Field	X-Ref I.D.	Description
I.D. NUMBER	F	This is a MUMPS type x-ref. It allows you to enter a shortcut I.D. # for a Violation. The shortcut for I.D. # is the sequential number, a period, and the two digit year (e.g., 1.93 is the shortcut I.D. # for 700093000001, 7000 is the Internal Entry # in the INSTITUTION file (93) is the two digit year, and 000001 is the sequential number).
DATE/TIME OF OFFENSE	C	This is a regular type x-ref for sorting and look up purposes.
COURTESY/ VIOLATION	AC	This is a regular type x-ref for sorting purposes.
OFFENSE CHARGED	AD	This is a regular type x-ref for sorting purposes.
VIOLATION NUMBER	D	This is a regular type x-ref for look up and sorting purposes.
ISSUING OFFICER	AE	This is a regular type x-ref for sorting purposes.
OFFENDER	E	This is a regular type x-ref for look up and sorting purposes.
LICENSE TAG# NUMBER	G	This is a regular type x-ref for look up and sorting purposes.

ESP OFFENSE CODES file (#915)

Field	X-Ref I.D.	Description
SECTION	C	This is a regular type x-ref for look up purposes.

File Flow (Relationship between files)

Use the following steps to get information about the file relationships in the Police and Security software.

1. VA FileMan Menu
2. Data Dictionary Utilities Menu
3. List File Attributes Option
4. Enter file number or range of file numbers.
5. Select Listing Format: Standard
6. You will see what files point to the selected file(s). To see what files the selected files point to, look for fields that say "POINTER TO".

Exported Options

This section contains Police & Security V. 1.0 exported options, distribution of menus to users, and any restrictions on menu distribution.

ESP ACTIVITY ADD/EDIT
ESP ACTIVITY CODE EDIT
ESP ACTIVITY MENU
ESP ACTIVITY REPORT
ESP ADD JOURNAL ENTRY
ESP CAR POOL ASSIGNMENTS
ESP CAR POOL AVAILABILITY
ESP CAR POOL LISTS
ESP CASE ASSIGNMENT ALL
ESP CASE ASSIGNMENT OPEN
ESP CLOSE AN OFFENSE REPORT
ESP COURTESY VIOLATION INPUT
ESP CREATE JOURNAL
ESP CRIME REPORTS
ESP CRIMINAL STATUTE INFO
ESP CRIMINAL STATUTE LOOKUP
ESP CRIMINAL STATUTE PRINT
ESP DAILY OPERATIONS JOURNAL
ESP DELETE CRIME STATISTICS
ESP DELETE OFFENSE REPORT
ESP DISPOSITION CODE EDIT
ESP EDIT OFFENSE REPORT
ESP EDIT OWN OFFENSE REPORT
ESP EVIDENCE MAKE SENSITIVE
ESP EVIDENCE PRINT-ALL
ESP EVIDENCE PRINT-OPEN
ESP EVIDENCE PROPERTY LOOKUP
ESP EVIDENCE/PROPERTY ADD/EDIT
ESP EVIDENCE/PROPERTY MENU
ESP FILEMAN INQUIRY
ESP FILEMAN OPTIONS
ESP FILEMAN PRINT
ESP FOLLOW-UP ADD/EDIT
ESP FOLLOW-UP OFFENSE REPORTS
ESP FOLLOW-UP OFFICER MENU
ESP FOLLOW-UP OFFICER NOTES
ESP FOLLOW-UP OFFICER PRINT
ESP FOLLOW-UP PRINT-ANY
ESP GENERATE CRIME STATISTICS
ESP ISSUED USDCVN'S REPORT
ESP MAKE SENSITIVE
ESP MASTER NAME ADD/EDIT
ESP MISC BICYCLE EDIT
ESP MISC GOLF REGISTRATION
ESP MISC PET EDIT

ESP MISC REGISTRATIONS
ESP MISC WEAPON REGISTRATION
ESP MISSING PATIENT REPORT-ALL
ESP MISSING PATIENT REPORT-OPN
ESP MISSING PATIENT REPORTS
ESP OFFENSE CODE EDIT
ESP OFFENSE MATCH
ESP OFFENSE MENU
ESP OFFENSE OFFICER MENU
ESP OFFENSE REPORT INPUT
ESP OPEN A CLOSED OR
ESP PACKAGE MANAGEMENT
ESP PERSONAL DESCRIPTOR LOOKUP
ESP POLICE & SECURITY MENU
ESP POLICE CHIEF MENU
ESP POLICE CLERICAL
ESP POLICE OFFICER EDIT
ESP POLICE OFFICER MENU
ESP POLICE SUPERVISOR
ESP PRINT ANY OR
ESP PRINT CRIME REPORT
ESP PRINT JOURNAL
ESP PRINT OFFENSE REPORT
ESP QUICK NAME
ESP RESUME AN OFFENSE REPORT
ESP REVIEW COMPLETED OR
ESP SELECTABLES EDIT
ESP SUPERVISOR
ESP TRAINING EDIT
ESP TRAINING MENU
ESP TRAINING PRINT 1
ESP TRAINING PRINT 2
ESP TRAINING PRINT 4
ESP TRAINING PRINT 5
ESP TRANSMIT CRIME REPORT
ESP TRANSMIT OR
ESP USDCVN ENTRY
ESP VEHICLE EDIT
ESP VEHICLE IDENTIFY
ESP VEHICLE INQUIRY
ESP VEHICLE REGISTRATION LOG
ESP VEHICLE REGISTRATIONS
ESP VIO PRINT BY NAME
ESP VIOLATION EDIT
ESP VIOLATION MATCH
ESP VIOLATION PRINT
ESP VIOLATIONS BY OFFICER
ESP VIOLATIONS MENU
ESP W&V ISSUED REPORT
ESP WANTS & WARRANTS ACTIVE
ESP WANTS & WARRANTS ALL
ESP WANTS & WARRANTS INPUT
ESP WANTS & WARRANTS LOOKUP
ESP WANTS & WARRANTS MENU

Menu Distribution

The Police & Security Package V. 1.0 consists of four main menus. A fifth menu containing all four of the main menus has been included for use by IRM staff and the Police & Security Service applications coordinator (ADPAC). At sites where the Police Chief also functions as the ADPAC it is suggested that she/he be assigned the combination menu. The following provides recommended distribution of menus to users.

1. Police Chief [ESP POLICE CHIEF MENU]

Recommended Assignments: Chief of Police, Assistant Chief of Police, and possibly the Police Chief's Secretary.

2. Police Supervisor [ESP POLICE SUPERVISOR]

Recommended Assignments: Supervisors and Detectives.

3. Police Officer [ESP POLICE OFFICER MENU]

Recommended Assignments: Police Officers (patrol level).

4. Police Clerical [ESP POLICE CLERICAL]

Recommended Assignments: Secretary, Clerks, and Dispatchers.

5. Police Menu [ESP POLICE & SECURITY MENU]

Police Chief [ESP POLICE CHIEF MENU]
 Police Supervisor [ESP POLICE SUPERVISOR]
 Police Officer [ESP POLICE OFFICER MENU]
 Police Clerical [ESP POLICE CLERICAL]

Recommended Assignments: IRM staff, Police Service ADPAC, and possibly the Chief of Police.

6. We know there is a significant diversity in the systems due to the different size and complexity of most local sites. Most likely, larger sites will be able to follow the above indicated breakdown of menu assignments. We expect that smaller sites, due to limited staffing, will need to determine the appropriate menu assignments for the size and complexity of their individual operations.

Restrictions on Menu Distribution

The assignment of the Police Chief [ESP POLICE CHIEF] menu and the Police Supervisor [ESP POLICE SUPERVISOR] menu should be restricted to VA Police staff that have been given the authority by the Chief of Police to perform management level functions. The Package Management [ESP PACKAGE MANAGEMENT] option on the Police Chief menu and the Supervisor Functions option on the Police Supervisor menu allow access to files that should only be edited or changed by supervisory staff.

MENU TEXT DESCRIPTION

NAME

TYPE

Create/Add Daily Activity Entry

ESP ACTIVITY ADD/EDIT

edit

This is a submenu edit option which allows field stations to enter the Daily Activity Report information for each officer assigned to work a shift during that 24 hour period.

Edit file: ^ESP(910.1,

Activity Code Add/Edit

ESP ACTIVITY CODE EDIT

edit

This is the submenu option that allows for the entry of additional activity codes. This is essential for the tracking of site specific work activities which need to be tracked in addition to those initially provided by the program. This is a management level option which should not be accessible to all users.

Edit file: ^ESP(911,

Daily Activity

ESP ACTIVITY MENU

menu

This submenu allows access to the Daily Activity Report options, allowing for entry of information and printing of reports.

Menu:

CDA	Create/Add Daily Activity Entry
PWR	Print Workload Report

Print Workload Report

ESP ACTIVITY REPORT

run routine

This submenu option allows the VA Police staff to print a statistical report that showing the number of actions and time spent for a variety of work load areas.

Run routine: ESPWR

Add a Journal Entry

ESP ADD JOURNAL ENTRY

edit

This submenu option allows a Police Service staff member to add a Journal entry to an existing Journal without having to scroll through multiple data fields.

Edit file: ^ESP(916,

Assigned Car Pool Spaces

ESP CAR POOL ASSIGNMENTS

print

This submenu option provides a list of assigned car pool parking spaces.

Print file: ESP(910.2,

Car Pool Availability List

ESP CAR POOL AVAILABILITY

print

This submenu option provides a list, by zip code, area of staff with registered vehicles, and indicates if they participate in car pooling.

Print file: ESP(910.2,

MENU TEXT
DESCRIPTION

NAME

TYPE

Car Pool Lists This submenu contains car pool print lists. Menu: ACPA Car Pool Availability List ACPS Assigned Car Pool Spaces	ESP CAR POOL LISTS	menu
Case Assignment Register-All This submenu option allows VA Police staff to print a Case Assignment Register displaying all investigations within a selected time frame, regardless of case status. Print file: ESP(912,	ESP CASE ASSIGNMENT ALL	print
Case Assignment Register-Open This submenu option allows VA Police staff to print a Case Assignment Register displaying only those investigations with the status of Open. Print file: ESP(912,	ESP CASE ASSIGNMENT OPEN	print
Close an Offense Report This submenu option allows designated supervisors holding the ESP SUPERVISOR key to review and close an Offense Report. The Offense Report must be designated as complete before it can be closed. Run routine: ESPOFFCL	ESP CLOSE AN OFFENSE REPORT	run routine
Create Courtesy Violation Notice This submenu option allows for the entry or editing of the record of issued Courtesy Violation Notices. Run routine: ESPUVN	SP COURTESY VIOLATION INPUT	run routine
Create a Daily Journal This submenu option allows the Police Service staff to create a new Daily Operations Journal. Edit file: ^ESP(916,	ESP CREATE JOURNAL	edit
Uniform Crime Reports This submenu allows authorized users access to all functions associated with the Uniform Crime Report. The user must hold the ESP CHIEF security key in order to access the options. Menu: DCS Delete Crime Statistics GCS Generate Crime Statistics PCR Print Crime Report TCR Transmit a Crime Report	ESP CRIME REPORTS	menu
Criminal Statute Info This is a submenu that allows VA Police staff to look up or print the definition of a particular criminal statute, or print a list of all statutes contained within the file. Menu: CSL Criminal Statute Lookup PCS Print Criminal Statute List	ESP CRIMINAL STATUTE INFO	menu
Criminal Statute Lookup This is a submenu option that allows police officers to look up offense statutes. It allows them to read or print specific information on each individual offense statute and include statute number and the actual definition of the statute. Inquire	ESP CRIMINAL STATUTE LOOKUP	inquire

**MENU TEXT
DESCRIPTION****NAME****TYPE**

Print Criminal Statute List ESP CRIMINAL STATUTE PRINT print
This submenu option allows the VA Police staff to print a list of criminal offense statutes contained within the OFFENSE CODE file. This list prints by statute and by section and contains definitive information. This option is locked by the ESP CHIEF key to prevent excessive system workload.

Print file: ESP(915,

Daily Operations Journal ESP DAILY OPERATIONS JOURNAL menu

This is the submenu which allows access to the Daily Operations Journal Module options.

Menu:

AJE Add a Journal Entry
CDJ Create a Daily Journal
PDJ Print Daily Journal

Delete Crime Statistics ESP DELETE CRIME STATISTICS run routine

This option allows persons holding the ESP CHIEF key to delete crime statistics in the ESP CRIME DATA file for a specific time period.

Run routine: ESPUCD

Delete Offense Report ESP DELETE OFFENSE REPORT run routine

This submenu option allows the deletion of a Uniform Offense Report. Authority to delete an Offense Report is restricted to individuals holding the ESP CHIEF security key.

Run routine: ESPOFFDE

Disposition Code Add/Edit ESP DISPOSITION CODE EDIT edit

This is the submenu option that allows the adding or editing of disposition codes that apply to several entry modules. This is a management level option and should not be accessible to all users.

Edit file: ^ESP(911.2,

Edit a Completed Offense Report ESP EDIT OFFENSE REPORT run routine

This submenu option allows VA Police staff to edit a completed open offense report.

Run routine: ESPOFFE

Edit Offense Report ESP EDIT OWN OFFENSE REPORT run routine

This submenu option allows VA Police staff to edit an Offense Report that they personally created. They cannot edit an Offense Report that they did not create.

Run routine: EN1^ESPOFFC

Make Evidence Sensitive ESP EVIDENCE MAKE SENSITIVE run routine

This submenu option allows authorized VA Police staff to make an Evidence entry sensitive. Sensitive entry can only be viewed by staff members holding the ESP CHIEF security key.

Run routine: ESPEVID

Print All Evidence/Property Record ESP EVIDENCE PRINT-ALL print

This submenu option allows VA Police staff to print a list of Evidence/Property Custody Records for a specified date range within ESP EVIDENCE file (#910.8). The print out lists data on all records regardless of whether status is "Open" or "Closed".

Print file: ESP(910.8,

MENU TEXT
DESCRIPTION

NAME

TYPE

Print Open Evidence/Property Record This submenu option allows the VA Police staff to print a list of Evidence/Property Records with a record status of "Open". This list contains items that should currently be in the Evidence/Property Storage Locker. Print file: ESP(910.8,	SP EVIDENCE PRINT OPEN	print
Lookup Evidence/Property Record This submenu option allows VA Police staff to look up a specific Evidence Property Custody Record.	ESP EVIDENCE PROPERTY LOOKUP	inquire
Create/Edit Evidence/Property This submenu option allows for the adding or editing of an Evidence or Property Custody Record. This option is accessible only to VA Police staff who have been assigned the ESP EVIDENCE key. Edit file: ^ESP(910.8,	ESP EVIDENCE/PROPERTY ADD/EDIT	edit
Evidence/Property This is the submenu which allows the VA Police staff to access the Evidence/Property Custody Records module. Menu: CER Create/Edit Evidence/Property Record LER Lookup Evidence/Property Record MES Make Evidence Sensitive PAR Print All Evidence/Property Records POR Print Open Evidence/Property Records	ESP EVIDENCE/PROPERTY MENU	menu
Inquire to Police Files This submenu option allows authorized VA Police staff to inquire to Police Package files. Run routine: INQ^ESPFM	ESP FILEMAN INQUIRY	run routine
Police Records Information This submenu allows the Police Chief and authorized staff to access VA FileMan functions limited strictly to the Police & Security package files. Menu: IPF Inquire to Police Files PPF Print from Police Files	ESP FILEMAN OPTIONS	menu
Print from Police Files This sub menu option allows authorized VA Police staff to print from Police Package files. Run routine: PRNT^ESPFM	ESP FILEMAN PRINT	run routine
Follow-Up Entry Add/Edit This submenu option allows VA Police staff to add investigative follow-up entries to an existing Uniform Offense Report which is still "Open". It will also allow staff to edit a previously entered follow-up entry. Run routine: ESPOFI	ESP FOLLOW-UP ADD/EDIT	run routine
Follow-Up Offense Reports This submenu gives VA Police staff to access those options necessary to add, edit or print Follow-Up Investigative Notes. Menu: FOA Follow-Up Entry Add/Edit PAF Print Any Follow-Up Note	ESP FOLLOW-UP OFFENSE REPORTS	menu

MENU TEXT
DESCRIPTION
NAME**TYPE**

Follow-Up Officer Notes

ESP FOLLOW-UP OFFICER MENU

menu

This submenu option allows VA Police Officers to add follow-up notes to an existing offense report and printing of follow-up notes that are not classified as incomplete or sensitive.

Menu:

OFN Add/Edit Officer Follow-Up Notes

PFN Print Officer Follow-Up Notes

Add/Edit Officer Follow-Up Notes

ESP FOLLOW-UP OFFICER NOTES

run routine

This submenu option allows VA Police Officers to add follow-up investigative notes to a previously entered offense report.

Run routine: ESPOFI

Print Officer Follow-Up Notes

ESP FOLLOW-UP OFFICER PRINT

run routine

This submenu option allows VA Police staff to print only the follow-up notes portion of a Uniform Offense Report. This option allows VA Police Officers to print only reports that are completed and non sensitive.

Run routine: ESPOFP

Print Any Follow-Up Note

ESP FOLLOW-UP PRINT-ANY

run routine

This submenu option allows the Chief of VA Police and other designated staff to print any follow-up note regardless of status.

Run routine: OR1^ESPOFP

Generate Crime Statistics

ESP GENERATE CRIME STATISTICS

run routine

This option allows persons holding the ESP CHIEF key to generate crime statistics for a specific time period.

Run routine: ESPUCR

Violation Notices Issued Report

ESP ISSUED USDCVN'S REPORT

print

This submenu option provides a list of all violation notices issued for a selected time period. It only includes U.S. District Court Violation Notices, not Courtesy Warnings.

Print file: ESP(914,

Make a Report Sensitive

ESP MAKE SENSITIVE

run routine

This submenu option allows the Chief of VA Police or any person assigned the ESP CHIEF key to designate a completed offense report as sensitive and inaccessible to others.

Run routine: OR1^ESPOFFCL

Master Name Add/Edit

ESP MASTER NAME ADD/EDIT

run routine

This submenu option allows direct entry of names into the ESP MASTER NAME INDEX file (#910). If a name is already in the MASTER NAME INDEX file, it can be edited.

Run routine: ESPMNI

Missing Patient Report-All Cases

ESP MISSING PATIENT REPORT ALL

print

This submenu option allows the VA Police staff to generate a report of all missing patient reaction investigations. The option allows you to select a date range based upon the Date/Time of the Offense field contained within the Uniform Offense Report.

Print file: ESP(912,

Missing Patient Report-Open Cases

ESP MISSING PATIENT REPORT OPN

print

This submenu option allows VA Police staff to generate a report of all missing patient reaction investigations currently having a case status of open.

Print file: ESP(912,

MENU TEXT
DESCRIPTION

NAME

TYPE

Missing Patient Reports	ESP MISSING PATIENT REPORTS	menu
This menu contains options that allows VA Police staff to generate management reports extracting data on investigations of missing patient reactions.		
Menu:		
MPRA	Missing Patient Report-All Cases	
MPRO	Missing Patient Report-Open Cases	
Bicycle Registration Add/Edit	ESP MISC BICYCLE EDIT	edit
This submenu option allows the entry of bicycle registration information into the Registration Module. This option is provided with the package but will not be required for use at all facilities. Each facility can determine whether its use is necessary.		
Edit file: ^ESP(910,		
Golf Registration Add/Edit	ESP MISC GOLF REGISTRATION	edit
This submenu option allows the entry of golf registration information into the Registration Module. This option is provided with the package but will not be required for use at all facilities. Each facility can determine whether its use is necessary.		
Edit file: ^ESP(910,		
Pet Registration Add/Edit	ESP MISC PET EDIT	edit
This submenu option allows the entry of pet registration information into the Registration Module. This option is provided with the package but will not be required for use at all facilities. Each facility can determine whether its use is necessary.		
Edit file: ^ESP(910,		
Miscellaneous Registrations	ESP MISC REGISTRATIONS	menu
This submenu option allows access to all miscellaneous registrations within the Registration Module. This option is provided with the package but will not be required for use at all facilities. Each facility can determine whether its use is necessary.		
Menu:		
Bicycle Registration Add/Edit		
Golf Registration Add/Edit		
Pet Registration Add/Edit		
Weapon Registration Add/Edit		
Weapon Registration Add/Edit	ESP MISC WEAPON REGISTRATION	edit
This submenu option allows for the entry of weapons registration information into the Registration Module. This option is provided with the package but will not be required for use at all facilities. Each facility can determine whether its use is necessary.		
Edit file: ^ESP(910,		
Offense Code Add/Edit	ESP OFFENSE CODE EDIT	edit
This is the submenu option that allows the adding or editing of offense codes. This is a management level option and should not be accessible to all users. Local sites are required to utilize this option for adding state, county, and medical center local criminal statutes.		
Edit file: ^ESP(915,		
Offense Match Report	ESP OFFENSE MATCH	print
This submenu option allows VA Police staff to produce a report based upon scanning several fields looking for specific pieces of data. This report can be used by the Chief of VA Police or his designee to develop offense trend patterns.		
Print file: ESP(912,		

**MENU TEXT
DESCRIPTION****NAME****TYPE****Offense Reports****ESP OFFENSE MENU**

menu

This is a submenu that allows access to all functions relative to the Uniform Offense Report Module within the Police & Security package.

Menu:

CARA	Case Assignment Register-All
CARO	Case Assignment Register-Open
CLOR	Close an Offense Report
COR	Create Offense Report
DOR	Delete Offense Report
ECOR	Edit a Completed Offense Report
FOR	Follow-Up Offense Reports ...
MPR	Missing Patient Reports
MRC	Make a Report Sensitive
OCOR	Open a Closed Offense Report
OMR	Offense Match Report
POR	Print Any Offense Report
RCOR	Review Completed Offense Report
RORE	Resume an Offense Report Entry
TOR	Transmit An Offense Report

Offense Report Options**ESP OFFENSE OFFICER MENU**

menu

This submenu allows VA Police Officers to access a limited selection of the Uniform Offense Report options.

Menu:

COR	Create Offense Report
EOR	Edit Offense Report
FON	Follow-Up Officer Notes ...
RORE	Resume an Offense Report Entry

Create Offense Report**ESP OFFENSE REPORT INPUT**

run routine

This submenu option allows the entry of Uniform Offense Report data into the ESP OFFENSE REPORT file (#912). This option records statistical data that will be reflected in the Uniform Crime Report. Do not use VA FileMan to enter data into this file.

Run routine: ESPOFF

Open a Closed Offense Report**ESP OPEN A CLOSED OR**

run routine

This submenu option allows a closed Offense Report to be reopened and copied to a new internal entry number location. The Open a Closed Offense Report option also allows the VA Police Officer to print/edit the Offense Report after it has been reopened.

Run routine: ESPORO

Package Management**ESP PACKAGE MANAGEMENT**

menu

This is the primary submenu that allows accessibility to the code type files that provide data to several of the input modules. This is a management level option and should not be accessible to all users. These files are considered to be fixed and they are not expected to be altered on a routine basis.

Menu:

ACA	Activity Code Add/Edit
DCA	Disposition Code Add/Edit
MNA	Master Name Add/Edit
OCA	Offense Code Add/Edit
POA	Police Officer Add/Edit
PRI	Police Records Information ...
SAE	Selectables Add/Edit

MENU TEXT
DESCRIPTION

NAME

TYPE

Personal Descriptor Lookup ESP PERSONAL DESCRIPTOR LOOKUP print
 This submenu option allows VA Police staff to do a quick scan of the ESP MASTER NAME INDEX file (#910) to identify individuals matching a range of known personal descriptors, such as race, height, weight, and etc.
 Print file: ESP(910,

Police Menu ESP POLICE & SECURITY MENU menu
 This is the main menu in the Police & Security package. This menu allows access to the four menu options available within the package.

Menu:

- 1 Police Chief...
- 2 Police Supervisor...
- 3 Police Officer...
- 4 Police Clerical...

Police Chief ESP POLICE CHIEF MENU menu
 This is the primary menu assigned to the Chief of VA Police. This menu allows full access to all menu options available within the package.

Menu:

- DOJ Daily Operations Journal ...
- EVID Evidence/Property ...
- PACK Package Management ...
- QNC Quick Name Check
- STAT Criminal Statute Info ...
- TRN Training Records ...
- UCR Uniform Crime Reports ...
- UOR Offense Reports ...
- VEH Vehicle Registrations ...
- VIO Violations ...
- WANT Wants & Warrants ...
- WORK Daily Activity ...

Police Clerical ESP POLICE CLERICAL menu
 This is the primary menu assigned to the general clerical/secretarial staff with the appropriate level of access to the package.

Menu:

- DOJ Daily Operations Journal ...
- POR Print Offense Report
- QNC Quick Name Check
- STAT Criminal Statute Info ...
- TRN Training Records ...
- UCR Uniform Crime Reports ...
- VEH Vehicle Registrations ...
- VIO Violations ...
- WANT Wants & Warrants ...
- WORK Daily Activity ...

Police Officer Add/Edit ESP POLICE OFFICER EDIT edit
 This submenu option allows for the editing or adding of police officer information into the NEW PERSON file (#200). This is a management level function and should not be accessible to all users.
 Edit file: ^VA(200,

<u>MENU TEXT</u>	<u>NAME</u>	<u>TYPE</u>
DESCRIPTION Police Officer This is the primary menu to be assigned to police officers who have limited entry authorization. Menu: CDA Create/Add Daily Activity Entry CSL Criminal Statute Lookup DOJ Daily Operations Journal ... LER Lookup Evidence/Property Record LWR Lookup Wants & Warrants Record ORO Offense Report Options ... PDL Personal Descriptor Lookup QNC Quick Name Check VRS Vehicle Registrations ...	ESP POLICE OFFICER MENU	menu
Police Supervisor This is the primary menu assigned to shift supervisors or other VA Police staff authorized to input data into the program. Menu: DOJ Daily Operations Journal ... EVID Evidence/Property ... QNC Quick Name Check STAT Criminal Statute Info ... SUPV Supervisor Functions ... TRN Training Records ... UCR Uniform Crime Reports ... UOR Offense Reports ... VEH Vehicle Registrations ... VIO Violations ... WANT Wants & Warrants ... WORK Daily Activity ...	ESP POLICE SUPERVISOR	menu
Print Any Offense Report This submenu option allows the Chief of VA Police or his designee to print any Offense Report including those designated as sensitive or incomplete. Run routine: OR1^ESPORP	ESP PRINT ANY OR	run routine
Print Crime Report This submenu option allows persons holding the ESP CHIEF key to print a crime report for a specific time period. You must first run the Generate Crime Statistics option before you can print a crime report. Run routine: ESPUCP	ESP PRINT CRIME REPORT	run routine
Print Daily Journal This submenu option allows VA Police and Security Service staff to print a Daily Operations Journal to the screen or to a designated printer. Run routine: ESPJOU	ESP PRINT JOURNAL	run routine
Print Offense Report This is the submenu option you use for printing a Uniform Offense Report. Run routine: ESPORP	ESP PRINT OFFENSE REPORT	run routine

MENU TEXT
DESCRIPTION
NAME
TYPE

Quick Name Check	ESP QUICK NAME	run routine
This option allows you to display any data on file for an individual, such as vehicle registrations, demographics, wants and warrants, violations, offenses, and previous investigative involvements. Enter the individual's name and the option allows you to select a record from different files for displaying or printing.		
Run routine: ESPQNC		
Resume an Offense Report Entry	ESP RESUME AN OFFENSE REPORT	run routine
This submenu option allows VA Police staff to continue entering data into an Offense Report that has not been designated as complete. VA Police staff can only gain access to Offense Reports that they have originated. Once the VA Police staff designates the entry as complete, a bulletin is sent to the Chief or designated supervisor that the report is ready for review. The Resume an Offense Report Entry option can also be used to complete an entry of an Offense Report when necessary.		
Run routine: ESPOFFC		
Review Completed Offense Report	ESP REVIEW COMPLETED OR	run routine
This submenu option allows the designated supervisor to review an officer's completed offense report. If the report is completed fully, the supervisor can close the report. If the report needs additional information, then a mail message will be sent to the investigating officer informing him or her that the Offense Report needs additional work.		
Run routine: ESPORR		
Selectables Add/Edit	ESP SELECTABLES EDIT	edit
This is the submenu option that allows the adding or editing of entries within the ESP SELECTABLES file (#910.7). You may need to use this option only occasionally for updating entries. This is a management level option and should not be accessible to all users.		
Edit file: ^ESP(910.7,		
Supervisor Functions	ESP SUPERVISOR	menu
This is a submenu that provides access to options assigned only to supervisors or specifically designated staff.		
Menu:		
MNA	Master Name Add/Edit	
OCA	Offense Code Add/Edit	
POA	Police Officer Add/Edit	
Create/Edit Training Record	ESP TRAINING EDIT	edit
This submenu option allows the entry of a police training record.		
Edit file: ^ESP(912.5,		
Training Records	ESP TRAINING MENU	menu
This submenu allows access to both input options and report options regarding police officer training records contained in the Training Module.		
Menu:		
AOR	All Officers Record Print	
CTR	Create/Edit Training Record	
IOR	Individual Officer Record Print	
PTR	Print Training Record by Selections	
STT	Select Type of Training Print	
All Officers Record Print	ESP TRAINING PRINT 1	print
This submenu option generates a printed report of training records for the department sorted by police officer.		
Print file: ESP(912.5,		

MENU TEXT

<u>DESCRIPTION</u>	<u>NAME</u>	<u>TYPE</u>
Select Type of Training Print This submenu option generates a printed report of police officers training records sorted by type of training. Print file: ESP(912.5,	ESP TRAINING PRINT 2	print
Individual Officer Record Print This submenu option lets you print a Police Training Record for only one police officer or a range of police officers, rather than the entire departmental record. Inquire	ESP TRAINING PRINT 4	inquire
Print Training Record by Selection This submenu option allows VA Police staff to print training information by several sort ranges. Print file: ESP(912.5,	ESP TRAINING PRINT 5	print
Transmit a Crime Report This submenu option allows the Chief of VA Police and Security Service or designee to transmit a Crime Report in a mail message. Run routine: ESPUCM	ESP TRANSMIT CRIME REPORT	run routine
Transmit An Offense Report This submenu option allows the Chief of VA Police and Security Service or designee to transmit a Uniform Offense Report to the Office of Security and Law Enforcement, VACO, for review. This option is designed to help field stations comply with the 48 hour notification requirement. Run routine: OR1^ESPORM	ESP TRANSMIT OR	run routine
Create Violation Notice Entry This submenu option allows the entry of U.S. District Court Violation Notice information. Run routine: ESPUVN	ESP USDCVN ENTRY	run routine
Create/Edit Vehicle Registration This submenu option allows the entering or editing of vehicle registration information into the Registration Module. The use of this registration option is required by Police and Security program standards. Run routine: ESPVREG	ESP VEHICLE EDIT	run routine
Identify Unknown Vehicle This submenu option allows VA Police staff to run a check of Registration records when only a limited amount of information is known about the vehicle. This is particularly useful when conducting investigations where a hit and run vehicle is involved. Print file: ESP(910.2,	ESP VEHICLE IDENTIFY	print
Lookup Vehicle Registration This submenu inquiry option allows the user to look up vehicle registration information on a specific registered vehicle. The inquiry may be obtained by entering the vehicle's registration plate number, decal number, or owner's name. Run routine: ESPVEH	ESP VEHICLE INQUIRY	run routine
Print Vehicle Registration Log This submenu option generates a printout of all vehicle registrations contained within the Vehicle Registration module. This option is locked with the ESP CHIEF key to avoid unnecessary system workload. Print file: ESP(910.2,	ESP VEHICLE REGISTRATION LOG	print

MENU TEXT	DESCRIPTION
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91	91
92	92
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95	95
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100	100

NAME

TYPE

Vehicle Registrations

ESP VEHICLE REGISTRATIONS

menu

This submenu allows access to options that apply to the entry or retrieval of vehicle registration information from the Registration Module.

Menu:

CPL	Car Pool Lists ...
CVR	Create/Edit Vehicle Registration
IUV	Identify Unknown Vehicle
LVR	Lookup Vehicle Registration
PVL	Print Vehicle Registration Log

Print a Violation by Name

ESP VIO PRINT BY NAME

run routine

This submenu option allows VA Police staff to print any violation by the offender's name.

Run routine: CSY^ESPVNP

Update Violation Notice Entry

ESP VIOLATION EDIT

run routine

This submenu option allows the VA Police staff to edit a Courtesy or USDC Violation Notice.

Run routine: ESPVNE

Violation Match Report

ESP VIOLATION MATCH

```
print
```

This submenu option allows VA Police staff to sort through violation records by several different fields. This report would generally be used by the Chief of Police or designee to develop criminal trend studies.

Print file: ESP(914,

Print a U.S.D.C. Violation by

ESP VIOLATION PRINT

run routine

This submenu option allows the VA Police staff to print a United States District Court Violation Notice by number.

Run routine: ESPVNP

Violations Issued By Officer

ESP VIOLATIONS BY OFFICER

```
print
```

This submenu option allows VA Police staff to print out a list of U.S.D.C. Violation Notices and Courtesy Warning Notices issued. The Violations Issued By Officer option also allows VA Police staff to sort by a specific time period, a specific officer, and several other sorts alternative.

Print file: ESP(914,

Violations

ESP VIOLATIONS MENU

menu

This submenu option allows access to all functions relative to the Violation notices, Courtesy Warnings, and associated reports contained within the Violations Module.

Menu:

CCVN	Create Courtesy Violation Notice Entry
CUVN	Create Violation Notice Entry
PVBN	Print a Violation by Name
PVNU	Print a U.S.D.C. Violation by #
UVNE	Update Violation Notice Entry
VIBO	Violations Issued By Officer
VMAT	Violation Match Report
VNIP	Violation Notices Issued Report
WVIP	Warnings and Violations Issued Report

Warnings and Violations Issued

ESP W&V ISSUED REPORT

```
print
```

This submenu option generates a list of all Violation Notices and Courtesy Warnings issued for a selected time period sorted by offense charged.

Print file: ESP(914,

MENU TEXT
DESCRIPTION

NAME

TYPE

Print Active Wants & Warrants This submenu option provides a printout of all current Wants & Warrants records with an Active status indicator. Print file: ESP(913,	ESP WANTS & WARRANTS ACTIVE	print
Print Wants & Warrants Records This submenu option provides a printout of all entries within the WANTS & WARRANTS file (#912.9), regardless of Detainer Status. Print file: ESP(913,	ESP WANTS & WARRANTS ALL	print
Create/Edit Wants & Warrants Record This submenu option allows VA Police staff to make entries or corrections into the WANTS & WARRANTS file (#912.9). Edit file: ^ESP(913,	ESP WANTS & WARRANTS INPUT	edit
Lookup Wants & Warrants Record This submenu option allows VA Police staff to look up an individual Wants & Warrants record. Inquire	ESP WANTS & WARRANTS LOOKUP	inquire
Wants & Warrants This submenu option allows access to the options pertaining to the maintenance of the WANTS & WARRANTS file (#912.9). Menu:	ESP WANTS & WARRANTS MENU	menu
CWR	Create/Edit Wants & Warrants Record	
LWR	Lookup Wants & Warrants Record	
PAW	Print Active Wants & Warrants	
PDL	Personal Descriptor Lookup	
PWR	Print Wants & Warrants Records	

Archiving and Purging

At present, no provisions are made for archiving and purging on the national level for Police & Security V. 1.0. Individual sites may purge information as required by regulation.

Package-Wide Variables

Police & Security Version 1.0 software package contains no package-wide variables.

External/Internal Relations

External Relations

Police & Security Version 1.0 was designed to be a stand alone package. Listed below are the external relations for this package.

Special Relations to Other Files

The following files are pointed to by Police & Security V. 1.0.

- The NEW PERSON file (#200) is pointed to by fields requiring a police officer's name.
- The INSTITUTION file (#4) is pointed to by the INSTITUTION field (#5.01) in the ESP OFFENSE file (#912) and the INSTITUTION field (#5.01) in the ESP VIOLATION file (#914).
- The RACE file (#10) is pointed to by the RACE field (#.09) of the ESP MASTER NAME INDEX file (#910) , the RACE field (#.04) of the VICTIM sub field (#912.04) of the ESP OFFENSE REPORT file (#912), and the RACE field (#.04) of the OFFENDER sub field (#912.05) of the ESP OFFENSE REPORT file (#912).
- The STATE file (#5) is pointed to by any field named STATE.
- The SERVICE SECTION file (#49) is pointed to by the SERVICE field (#.05) of the ESP MASTER NAME INDEX file (#910).

External Routines

Police & Security V. 1.0 has no external routines that are essential to the functions of this package.

Software Requirement

Police & Security V. 1.0 requires Kernel V. 7.0 and VA FileMan V. 20.0 minimum.

Internal Relations

There are internal interdependencies in the Police & Security V. 1.0 package. This section identifies all files and routines which cannot function independently of other such programs within the package. This section also identifies menus that stand alone, options which function independently, and options with entry actions.

Files Which Cannot Function Independently

The ESP MASTER NAME INDEX file (#910) is the center file of the Police & Security V. 1.0 package. The Offense Reports, Violations, Registration, Wants & Warrants, and Evidence/Property Modules all require this file. The Quick Name Check checks this file and reports all the records that contain a certain name. File #910 uses the routine ESPXREF which calls ESPSOUN routine to create the SOUNDEX x-ref. The ESPMN*, ESPSOUN, and ESPXREF routines are required.

The Uniform Crime Report is based on entries in the ESP OFFENSE REPORT file (#912) and the ESP VIOLATIONS file (#914). The ESP OFFENSE REPORT file (#912), ESP CRIME DATA file (#912.4), ESP CRIME CATEGORIES file (#912.7), ESP CRIME TYPES file (#912.8), ESP CRIME SUB-TYPES file (#912.9), ESP VIOLATIONS file (#914), and ESPOR*, ESPUC*, ESPUV*, ESPSC* routines are all required.

The ESP OFFENSE REPORT file (#912) requires the routines ESPOID and ESPUTIL. The ESPOID routine creates the .01 field, the ID NUMBER. It requires that the variable DUZ(2) be defined. The ESPUTIL program creates the UOR NUMBER x-ref.

The ESP VIOLATION file (#914) requires the ESPOID routine which creates the .01 field (I.D. NUMBER) and causes the variable DUZ(2) to be defined.

Daily Activity/Workload Report Module Files

The ESP ACTIVITY REPORT file (#910.1) points to this file.

- ESP ACTIVITY CODES file (#911)

Evidence/Property Module Files

The ESP EVIDENCE file (#910.8) points to these files.

- ESP MASTER NAME INDEX file (#910)
- ESP OFFENSE REPORT file (#912)

Offense Report Module Files

The ESP OFFENSE REPORT file (#912) points to these files.

- ESP DISPOSITION CODES file (#911.2)
- ESP OFFENSE CODES file (#915)
- ESP MASTER NAME INDEX file (#910)
- ESP SELECTABLES file (#910.7)
- ESP CRIME CATEGORIES file (#912.7)
- ESP CRIME TYPES file (#912.8)
- ESP CRIME SUBTYPES file (#912.9)
- ESP POLICE REGISTRATION LOG file (#910.2)

ESP CRIME TYPES file(#912.8) points to this file.

- ESP CRIME CATEGORIES file (#912.7)

ESP CRIME SUBTYPES file (#912.9) points to these files.

- ESP CRIME TYPES file (#912.8)
- ESP CRIME CATEGORIES file (#912.7).

Violation Module Files

The ESP VIOLATIONS file (#914) points to these files.

- ESP SELECTABLES file (#910.7)
- ESP DISPOSITION CODES file (#911.2)
- ESP MASTER NAME INDEX file (#910)
- ESP POLICE REGISTRATION LOG file (#910.2)
- ESP OFFENSE CODES (#915)

Registration Module Files

The ESP POLICE REGISTRATION LOG file (#910.2) points to these files.

- ESP SELECTABLES file (#910.7)
- ESP MASTER NAME INDEX file (#910)

Wants & Warrants Module Files

The ESP WANTS & WARRANTS file (#913) points to these files.

- ESP MASTER NAME INDEX file (#910)
- ESP OFFENSE REPORT file (#912)
- ESP OFFENSE CODE file (#915)

Routines Which Cannot Function Independently

ESP MASTER NAME INDEX file (#910) Routines

Required routines for ESP MASTER NAME INDEX file (#910).

ESPMNI	Master Name Input
ESPMNI0	ESPMNI continued- continuation input data
ESPMNI1	ESPMNI0 continued- stuffs data into ESP MASTER NAME INDEX file (#910)
ESPMNI2	Master Name Edit and displays Master Name record

Soundex Routines

ESPLKUP	A special lookup routine for Soundex
ESPSOUN	Soundex routine extracted from Kernel V. 7.0
ESPXREF	Soundex X-ref on .01 Name field in the ESP MASTER NAME INDEX file #910

Offense Report Module Routines

Required routines for Offense Report Module.

ESP MASTER NAME INDEX file (#910) routines

ESPOFF	Create an Offense Report
ESPOFF0	ESPOFF continued
ESPOFF1	ESPOFF0 continued- begins stuffing data into ESP OFFENSE REPORT file (#912)
ESPOFF2	ESPOFF1 continued-stuffs data in ESP OFFENSE REPORT file (#912)
ESPOFF3	Checks if report meets VACO 48 hour reporting requirement
ESPOFFC	Resume an Offense Report
ESPOFFCL	Close an Offense Report and Make a Report Sensitive
ESPDISP	Displays data when editing an Offense Report
ESPOFFDE	Delete an Offense Report
ESPOFFE	Offense Report Edit
ESPORO	Open a Closed Offense Report
ESPORM	Transmit Offense Report in Mail Message
ESPORM1	ESPORM continued
ESPORM2	ESPORM1 continued
ESPORM3	ESPORM2 continued
ESPORM4	ESPORM3 continued
ESPORM5	ESPORM4 continued
ESPORP	Print an Offense Report
ESPORP1	ESPORP continued
ESPORP2	ESPORP1 continued
ESPORP3	ESPORP2 continued
ESPORP4	ESPORP3 continued
ESPORP5	ESPORP4 continued
ESPSCR	Called from ESPOFF to input screen-Offender
ESPSCR0	Called from ESPOFF to input screens-Vehicle and Lost Property
ESPSCR1	Called from ESPOFF0 to input screens-Complainant, Victim, Witness, Narrative, Property Held, and Notifications
ESPORR	Review Completed Offense Report
ESPVAL	Offense Report data validation before completion of report

ESPOID	Generates .01 I.D. # for ESP OFFENSE REPORT file (#912) and ESP VIOLATIONS file (#914)
ESPUOR	Converts date/time received to UOR#. Called by ESPUTIL
ESPUTIL	Translates date/time received to UOR#

Follow-Up Notes Routines

ESPOFI Enter or edit Follow-Up Investigation Notes
 ESPOFPPrint Only Follow-Up Notes

Violation Module Routines

Required routines for Violation Module.

ESP MASTER NAME INDEX file (#910) routines

ESPOID	Generates .01 I.D. # for ESP OFFENSE REPORT file (#912) and ESP VIOLATIONS file (#914)
ESPUVN	Create a U.S. District Court or Courtesy Violation Notice
ESPVNE	Edit a Violation Notice
ESPVNP	Print a Violation Notice

Quick Name Check Module Routines

Required routines for Quick Name Check Module.

ESPQNC	Quick Name Check routine
ESPVNP	Print a Violation Notice
ESPORP	Print an Offense Report
ESPORP1	ESPORP continued
ESPORP2	ESPORP1 continued
ESPORP3	ESPORP2 continued
ESPORP4	ESPORP3 continued
ESPORP5	ESPORP4 continued
ESPUOR	Converts date/time received to UOR#

Uniform Crime Reports Module Routines

ESPUCD	Delete Uniform Crime Statistics
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Required routines to transmit the Uniform Crime Report in Mail Message.

ESPUCM	Transmit the Uniform Crime Report in Mail Message
ESPUCM1	Transmits the first page of the Uniform Crime Report
ESPUCM2	Transmits the second page of the Uniform Crime Report
ESPUCM3	Transmits the third page of the Uniform Crime Report
ESPUCM4	Transmits the fourth page of the Uniform Crime Report
ESPUCM5	Transmits the fifth page of the Uniform Crime Report
ESPUCM6	Transmits the sixth page of the Uniform Crime Report

Required routines to print the Uniform Crime Report.

ESPUCP	Print the Uniform Crime Report
ESPUCP1	Prints the first page of the Uniform Crime Report
ESPUCP2	Prints the second page of the Uniform Crime Report
ESPUCP3	Prints the third page of the Uniform Crime Report
ESPUCP4	Prints the fourth page of the Uniform Crime Report
ESPUCP5	Prints the fifth page of the Uniform Crime Report
ESPUCP6	Prints the sixth page of the Uniform Crime Report

Required routines to generate the Uniform Crime Report.

ESPUCR	Generates the Uniform Crime Report statistics
ESPUCR1	Called by ESPUCR- page 1 statistics generated
ESPUCR2	Called by ESPUCR - page 2 statistics generated
ESPUCR3	Called by ESPUCR - page 3 statistics generated
ESPUCR4	Called by ESPUCR - page 4 statistics generated
ESPUCR5	Called by ESPUCR - page 5 statistics generated

Daily Activity/Workload Module Routines

Required routines for Daily Activity/Workload Module.

ESPWR	Generates Workload Report
ESPWR1	Prints Workload Report

Registration Module Routines

Required routines for the Registration Module.

ESP MASTER NAME INDEX file (#910) routines

ESPREG	Edit Registration program
ESPVEH	Vehicle Registration Inquiry
ESPVREG	Vehicle Registration Input

Stand Alone Menus

The Police & Security V. 1.0 package contains no stand alone menus. All menus have an Exit Action that calls the routine ESPCLEAN to kill all variables.

Options Which Function Independently

All of the Police & Security V. 1.0 options can function independently of other such options within this package. The following is a list of options with Entry Actions.

NAME:	ESP CASE ASSIGNMENT ALL
MENU TEXT:	Case Assignment Register-All
ENTRY ACTION:	W !!,\$C(7) To receive correct print format, select a 132 character device!",!

NAME:	ESP CASE ASSIGNMENT OPEN
MENU TEXT:	Case Assignment Register-Open
ENTRY ACTION:	W !!,\$C(7) To receive correct print format, select a 132 character device!",!

NAME:	ESP COURTESY VIOLATION INPUT
MENU TEXT:	Create Courtesy Violation Notice Entry
ENTRY ACTION:	S ESPTYPE="C"
NAME:	ESP EVIDENCE PRINT-ALL
MENU TEXT:	Print All Evidence/Property Records
ENTRY ACTION:	W !,,\$C(7) To receive correct print format, select a 132 character device!",!
NAME:	ESP EVIDENCE PRINT-OPEN
MENU TEXT:	Print Open Evidence/Property Records
ENTRY ACTION:	W !,,\$C(7) To receive correct print format, select a 132 character device!",!
NAME:	ESP ISSUED USDCVN'S REPORT
MENU TEXT:	Violation Notices Issued Report
ENTRY ACTION:	W !,,\$C(7) To received correct print format, select a 132 character device!"
NAME:	ESP MASTER NAME ADD/EDIT
MENU TEXT:	Master Name Add/Edit
ENTRY ACTION:	S ESPVAR=1
NAME:	ESP MISC WEAPON REGISTRATION
MENU TEXT:	Weapon Registration Add/Edit
ENTRY ACTION:	S ESPRT=3
NAME:	ESP OFFENSE MATCH
MENU TEXT:	Offense Match Report
ENTRY ACTION:	W !,,\$C(7)To receive correct print format, select a 132 character device!",!
NAME:	ESP TRAINING PRINT 1
MENU TEXT:	All Officers Record Print
ENTRY ACTION:	W !,,\$C(7)To receive correct print format, select a 132 character device!",!
NAME:	ESP TRAINING PRINT 2
MENU TEXT:	Select Type of Training Print
ENTRY ACTION:	W !,,\$C(7) To receive correct print format, select a 132 character device!",!
NAME:	ESP TRAINING PRINT 4
MENU TEXT:	Individual Officer Record Print
ENTRY ACTION:	W !,,\$C(7) To receive correct print format, select a 132 character device!",!
NAME:	ESP TRAINING PRINT 5
MENU TEXT:	Print Training Record by Selections
ENTRY ACTION:	W !,,\$C(7) To receive correct print format, select a 132 character device!",!
NAME:	ESP USDCVN ENTRY
MENU TEXT:	Create Violation Notice Entry
ENTRY ACTION:	S ESPTYPE="V"
NAME:	ESP VEHICLE REGISTRATION LOG
MENU TEXT:	Print Vehicle Registration Log
ENTRY ACTION:	W !,,\$C(7) To receive correct print format, please select a 132 character device!",!
NAME:	ESP VIOLATION MATCH
MENU TEXT:	Violation Match Report
ENTRY ACTION:	W !,,\$C(7) To receive correct print format, select a 132 character device!",!

External/Internal Relations

NAME:	ESP VIOLATIONS BY OFFICER
MENU TEXT:	Violations Issued By Officer
ENTRY ACTION:	W !,,\$C(7) To receive correct print format, select a 132 character device!",!
NAME:	ESP W&V ISSUED REPORT
MENU TEXT:	Warnings and Violations Issued Report
ENTRY ACTION;	W !,,\$C(7) To receive correct print format, select a 132 character device!",!

Security

The Police & Security V. 1.0 package is used to store investigative data accumulated during official VA Police offense investigations. This data is considered to be sensitive in nature and should be safeguarded against unauthorized disclosure both from internal, as well as external sources. It is the responsibility of each VAMC to insure that the Police & Security files generated and maintained within this package are not accessible by VAMC staff other than those assigned to the VA Police and Security Service, or other person(s) as specifically designated by the Chief of VA Police.

Purpose of Security Keys

Police & Security V. 1.0 security keys were developed and included with this package to allow each Chief of VA Police some flexibility and control over which VA Police staff have access and assigned authority to perform specific management level functions. The four security keys are as follows.

NAME: ESP CHIEF DESCRIPTIVE NAME: POLICE CHIEF KEY

PERSON LOOKUP: LOOKUP

This key locks options that are normally used by the VA Police Chief.

NAME: ESP EVIDENCE DESCRIPTIVE NAME: ESP EVIDENCE

This security key controls the ability of VA Police staff members to access the Evidence/Property Custody Records. This key should only be assigned to the primary and alternate Evidence/Property Custodians and the VA Police Chief.

NAME: ESP POLICE DESCRIPTIVE NAME: ESP POLICE

PERSON LOOKUP: LOOKUP

This security key functions as a screen that allows only currently assigned VA Police Officers to be entered into the database as the Investigating Officer, Follow Up Officer, Issuing Officer, etc. When a VA Police Officer terminates employment this security key is removed, therefore, the VA Police Officer name can no longer be entered into any of these fields. The ESP Police Security Key must be assigned to all current VA Police Officers.

NAME: ESP SUPERVISOR DESCRIPTIVE NAME: SUPERVISOR

This key is for VA Police Officers who perform supervisory functions such as closing Offense reports.

Options Locked by Security Keys

Police & Security V. 1.0 security keys lock a number of specific options that have been identified as authorization specific. The security keys have been established to assist in assuring that only authorized staff is able to access package specific options. Below is a list of the options locked by security keys.

NAME: ESP ACTIVITY REPORT MENU TEXT: Print Workload Report

TYPE: run routine

LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY

X ACTION PRESENT: YES

DESCRIPTION - This submenu option will allow the VA Police staff to print a statistical report that will show the number of actions and time spent for a variety of work load areas.

EXIT ACTION: D ^ESPCLEAN ROUTINE: ESPWR

UPPERCASE MENU TEXT: PRINT WORKLOAD REPORT

NAME: ESP CRIME REPORTS MENU TEXT: Uniform Crime Reports

TYPE: menu

LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY

X ACTION PRESENT: YES

DESCRIPTION - This submenu allows authorized users access to all functions associated with the Uniform Crime Report. The user must hold ESP CHIEF Security Key in order to access the options.

ITEM: ESP GENERATE CRIME STATISTICS SYNONYM: GCS

 DISPLAY ORDER: 1

ITEM: ESP PRINT CRIME REPORT SYNONYM: PCR

 DISPLAY ORDER: 2

ITEM: ESP DELETE CRIME STATISTICS SYNONYM: DCS

 DISPLAY ORDER: 4

ITEM: ESP TRANSMIT CRIME REPORT SYNONYM: TCR

 DISPLAY ORDER: 3

 EXIT ACTION: D ^ESPCLEAN TIMESTAMP: 55929,35795

UPPERCASE MENU TEXT: UNIFORM CRIME REPORTS

NAME: ESP CRIMINAL STATUTE PRINT MENU TEXT: Print Criminal Statute List

TYPE: print

LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY

X ACTION PRESENT: YES

DESCRIPTION - This submenu option allows the VA Police staff to print a list of criminal offense statutes contained within the OFFENSE CODE file. This list prints by statute and by section and contains definitive information. This option is be locked by the ESP CHIEF key to prevent excessive system workload.

EXIT ACTION: D ^ESPCLEAN DIC {DIP}: ESP(915,

L.: 0 FLDS: [ESP STATUTE LOOKUP]

BY: [ESP STATUTE PRINT]

UPPERCASE MENU TEXT: PRINT CRIMINAL STATUTE LIST

NAME: ESP DELETE CRIME STATISTICS MENU TEXT: Delete Crime Statistics
 TYPE: run routine
 LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY
 X ACTION PRESENT: YES
 DESCRIPTION - This option allows persons holding the ESP CHIEF key to delete crime statistics in the ESP CRIME DATA file for a specific time period.
 EXIT ACTION: D ^ESPCLEAN ROUTINE: ESPUCD
 UPPERCASE MENU TEXT: DELETE CRIME STATISTICS

NAME: ESP DELETE OFFENSE REPORT MENU TEXT: Delete Offense Report
 TYPE: run routine
 LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY
 X ACTION PRESENT: YES
 DESCRIPTION - This submenu option allows the deletion of a Uniform Offense Report. Authority to delete an Offense Report is restricted holding the ESP CHIEF security key.
 EXIT ACTION: D ^ESPCLEAN ROUTINE: ESPOFFDE
 UPPERCASE MENU TEXT: DELETE OFFENSE REPORT

NAME: ESP EDIT OFFENSE REPORT MENU TEXT: Edit a Completed Offense Report
 TYPE: run routine
 LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY
 X ACTION PRESENT: YES
 DESCRIPTION - This submenu option allows VA Police staff to edit a completed open offense report.
 EXIT ACTION: D ^ESPCLEAN ROUTINE: ESPOFFE
 TIMESTAMP: 55545,29683
 UPPERCASE MENU TEXT: EDIT A COMPLETED OFFENSE REPOR

NAME: ESP GENERATE CRIME STATISTICS MENU TEXT: Generate Crime Statistics
 TYPE: run routine
 LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY
 X ACTION PRESENT: YES
 DESCRIPTION - This option allows persons holding the ESP CHIEF key to generate crime statistics for a specific time period.
 EXIT ACTION: D ^ESPCLEAN ROUTINE: ESPUCR
 UPPERCASE MENU TEXT: GENERATE CRIME STATISTICS

NAME: ESP MAKE SENSITIVE MENU TEXT: Make a Report Sensitive
 TYPE: run routine
 LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY
 X ACTION PRESENT: YES
 DESCRIPTION - This submenu option allows the Chief or other designated persons assigned the ESP CHIEF key to designate a completed offense report as sensitive and inaccessible to others.
 EXIT ACTION: D ^ESPCLEAN ROUTINE: OR1^ESPOFFCL
 UPPERCASE MENU TEXT: MAKE A REPORT SENSITIVE

NAME: ESP PRINT CRIME REPORT MENU TEXT: Print Crime Report

TYPE: run routine

LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY

X ACTION PRESENT: YES

DESCRIPTION - This option allows persons holding the ESP CHIEF key to print a crime report for a specific time period. You must first run the Generate Crime Statistics option before you can print a crime report.

EXIT ACTION: D ^ESPCLEAN ROUTINE: ESPUCP

UPPERCASE MENU TEXT: PRINT CRIME REPORT

MENU TEXT: Print Vehicle Registration Log

TYPE: print

LOCK: ESP CHIEF PACKAGE: POLICE & SECURITY

E ACTION PRESENT: YES X ACTION PRESENT: YES

DESCRIPTION - This submenu option generates a print-out of all vehicle registrations contained within the Vehicle Registration module. This option is locked with the ESP CHIEF key to avoid unnecessary system workload.

EXIT ACTION: D ^ESPCLEAN

ENTRY ACTION: W !,,\$C(7),"To receive correct print format, please select a 132 character device!",!

DIC {DIP}: ESP(910.2, L.: 0

FLDS: [ESP VEHICLE REGISTRATION LOG] BY: [ESP VEHICLE REGISTRATION LOG]

UPPERCASE MENU TEXT: PRINT VEHICLE REGISTRATION LOG

NAME: ESP EVIDENCE/PROPERTY ADD/EDIT MENU TEXT: Create/Edit Evidence/Property Record

TYPE: edit

LOCK: ESP EVIDENCE PACKAGE: POLICE & SECURITY

X ACTION PRESENT: YES

DESCRIPTION - This submenu option allows for the adding or editing of an Evidence or Property Custody Record. This option is accessible only to those members who have been assigned the ESP EVIDENCE key.

EXIT ACTION: D ^ESPCLEAN DIC {DIC}: ESP(910.8,

DIC(0): AEMQL DIE: ESP(910.8,

DR {DIE}: [ESP EVIDENCE ADD/EDIT]

UPPERCASE MENU TEXT: CREATE/EDIT EVIDENCE/PROPERTY

NAME: ESP CLOSE AN OFFENSE REPORT MENU TEXT: Close an Offense Report

TYPE: run routine

LOCK: ESP SUPERVISOR PACKAGE: POLICE & SECURITY

X ACTION PRESENT: YES

DESCRIPTION - This submenu option allows designated supervisors, holding the ESP SUPERVISOR key to review and close an offense report. The offense report must be designated as complete before it can be closed.

EXIT ACTION: D ^ESPCLEAN ROUTINE: ESPOFFCL

UPPERCASE MENU TEXT: CLOSE AN OFFENSE REPORT

NAME: ESP REVIEW COMPLETED OR MENU TEXT: Review Completed Offense Report

TYPE: run routine

LOCK: ESP SUPERVISOR PACKAGE: POLICE & SECURITY

X ACTION PRESENT: YES

DESCRIPTION - This submenu option allows the designated supervisor to review an officer's completed offense report. If the report is completed fully, the supervisor may close the report. If the report needs additional information, then a mail message will be sent to the investigating officer informing them that the offense report needs additional work.

EXIT ACTION: D ^ESPCLEAN ROUTINE: ESPORR

UPPERCASE MENU TEXT: REVIEW COMPLETED OFFENSE REPORT

VA FileMan Access Codes

VA FileMan access codes have been assigned to the Police & Security V. 1.0 package files at the time of installation. It will be necessary for each site to assign VA FileMan access codes as locally specified to the VA Police staff.

<u>FILE NAME</u>	<u>FILE NUMBER</u>	<u>DD ACCESS</u>	<u>WR ACCESS</u>	<u>LAYGO ACCESS</u>	<u>DEL ACCESS</u>	<u>RD ACCESS</u>
ESP MASTER NAME INDEX	910	@	@	@	@	@
ESP ACTIVITY REPORT	910.1	@	@	@	@	@
ESP POLICE REGISTRATION LOG	910.2	@	@	@	@	@
ESP SELECTABLES	910.7	@	@	@	@	@
ESP EVIDENCE	910.8	@	@	@	@	@
ESP ACTIVITY CODES	911	@	@	@	@	@
ESP DISPOSITION CODE	911.2	@	@	@	@	@
ESP OFFENSE REPORT	912	@	@	@	@	@
ESP CRIME DATA	912.4	@	@	@	@	@
ESP POLICE TRAINING	912.5	@	@	@	@	@
ESP CRIME CATEGORIES	912.7	@	@	@	@	@
ESP CRIME TYPES	912.8	@	@	@	@	@
ESP CRIME SUB-TYPES	912.9	@	@	@	@	@
ESP WANTS & WARRANTS	913	@	@	@	@	@
ESP VIOLATIONS	914	@	@	@	@	@
ESP OFFENSE CODES	915	@	@	@	@	@
ESP DAILY JOURNAL	916	@	@	@	@	@

Other Security Measures

The Police & Security V. 1.0 package, once implemented, is used to store investigative data accumulated during official VA Police offense investigations. This data is considered to be sensitive in nature and should be safeguarded against unauthorized disclosure, both from internal as well as external sources. The Police & Security V. 1.0 files can also be protected by implementing Part 3 of the Kernel V. 7.0. Please refer to the Kernel V. 7.0 Systems Manual for FileMan's new method of file access to protect unauthorized VAMC staff from accessing the Police & Security files.

Police & Security Official Policies

The Police & Security V. 1.0 files, programmed routines, and report formats provided with this package are not to be locally modified. Any locally added fields, templates, or options will conform to the ESP namespacing and field number conventions as designated by current policies.

Package Distribution

This package has been designed in a modular format consisting of individual sections and modules addressing specific areas of responsibility within the realm of a VA Police operation. These modules, listed below, are interconnected to form a comprehensive system.

- Daily Operations Journal Module
- Evidence/Property Module
- Quick Name Check Module
- Training Records Module
- Uniform Crime Report Module
- Offense Report Module
- Violations Module
- Registrations Module
- Wants & Warrants Module
- Daily Activity/Workload Module

On-line Documentation

Police & Security File Numbers

The Police & Security file numbers range from #910-#919. A listing of these files can be obtained by using the VA FileMan V. 19 (or greater) List File Attributes [DILIST] option. Depending on the VA FileMan template used to print the list, this option will print out all or part of the data dictionary for the Police & Security files.

Namespace

The namespace for the Police & Security V. 1.0 is ESP.

Special Templates

There are no special templates included in this package.

Retrieving On-Line Help Using Kernel Documentation

See Kernel documentation for instructions on how to access the various kinds of On-line Documentation other than Help Frames. On-line documentation about the Kernel can be obtained in a number of ways. The OPTION file and Menu Management will display a list of namespaced options associated with VA FileMan and the Kernel. Other namespaced entries may also be retrieved from the Print, Input, and Sort Templates files, and the Security Key, Function, Bulletin, and Help Frame files. The structure of the file may be displayed with the VA FileMan List File Attributes options in several formats.

Routines

A list of any or all of the Police & Security routines can be produced using the Kernel V. 7.0, List Routines [XUPRROU] option. This option is found on the Routine Tools [XUPR-ROUTINE-TOOLS] menu, which is a sub-menu of the Systems Manager menu [EVE] option. When prompted with "ROUTINE:" type in the following: ESP* or -ESPIN* (to exclude INITs) to get a listing of all Police & Security routines. A listing of just the first line of each routine can be produced by using the Kernel First Line Routine Print [XU FIRST LINE PRINT] option. The first line of each routine contains a brief description of the general function of the routine. This option is also found on the Routine Tools [XUPR-ROUTINE-TOOLS] menu.

Globals

The Police & Security V. 1.0 package uses the ESP global. A list/printout of any part of this global can be produced by using the Kernel option List Global [XUPRGL]. This option is found on the Programmer Options [XUPROG] menu, which is a submenu of the Systems Manager menu [EVE] option.

% INDEX

The %INDEX is a Kernel utility that produces a report called the V.A. CROSS REFERENCE. This report is a technical listing and cross reference for a routine or group of routines. It provides a summary of errors and warnings for routines that do not comply with programming standards and conventions, a list of local and global variables and what routines they are referenced in, and a listing of internal and external routine calls. %INDEX is invoked from programmer mode:

```
>D ^%INDEX
```

When selecting routines, select ESP* and exclude the routines ESPIN* (the INITs).

The Kernel Management submenu of the Operations Management menu has an option called Kernel Help that lists the help frames associated with the Kernel. Extensive information is available and the reader is encouraged to display or print this series of frames.

The use of question marks at the file and field level is described in the VA FileMan Technical Manual. The use of question marks within the menu system will invoke help about options and menus. One question mark at the top level menu prompt will display the items available on the menu. Two question marks will show the Common Menu available to all users as well as any secondary menu options for the current users. Locked options are displayed if the user holds the key. Three question marks displays descriptions of the options from the OPTION file (#19). Four question marks displays a help frame if one has been associated with this option in the OPTION file (#19). A question mark followed by the name of an option on the current menu will display a help frame if one has been named for that option in the OPTION file (#19).

How to Print Data Dictionaries

The structure of the file can be printed using VA FileMan List File Attributes options.

Example: How to print a data dictionary using VA FileMan.

```
Select VA FileMan Option:  8  List File Attributes <RET>
OUTPUT FROM WHAT FILE:  // 910 ESP MASTER NAME INDEX <RET>
Select SUB FILE: <RET>
Select LISTING FORMAT:  STANDARD//  <RET>
DEVICE: Enter Printer Name  RIGHT MARGIN:  132// <RET>
```

How to Print Menu Diagrams

The menus and options exported by the Police & Security package all begin with the ESP namespace. Individual options can be viewed by using the Kernel option Inquire [XUINQUIRE]. This option is found on the Menu Management [XUMAINT] menu, which is a submenu of the Systems Manager menu [EVE].

A diagram of the structure of the Police & Security package menus and options can be produced by using the Kernel option Diagram Menus [XUUSERACC]. This option is found on the Menu Management [XUMAINT], which is a sub menu of the Systems Manager menu [EVE] option.

Select Menu Management Option: **MENU** Diagrams

Abbreviated Menu Diagrams

Diagram Menus

Full Diagram with Header, Entry & Exit Actions

Select Menu Diagrams Option: **FULL** Diagram with Header, Entry & Exit Actions

Select USER (U.xxxxx) or OPTION (O.xxxxx) name: **ESP POLICE CHIEF ??**

ESP POLICE CHIEF MENU Police Chief

DEVICE: HOME// <RET> LAN RIGHT MARGIN: 80// <RET>

Police Chief (ESP POLICE CHIEF MENU) <RET>

**EXIT ACTION: <RET>

D ^ESPCLEAN <RET>

|
|

```
--DOJ Daily Operations -----AJE Add a Journal
      Journal [ESP              Entry [ESP ADD
      DAILY OPERATIONS          JOURNAL ENTRY]
      JOURNAL]                  **EXIT ACTION:
      **EXIT ACTION:            D ^ESPCLEAN
      D ^ESPCLEAN
```


Glossary

Activity Code	An activity performed by VA Police Officers for workload reporting purposes
AKA	Also Known As or alias
AMIS	Automated Management Information System
Arrest	This is the placing of a person in custody or under restraint, usually for the purpose of compelling obedience to the law and to have the person answer for a criminal charge. This does not include issuance of a United States District Court Violation Notice (USDCVN) in lieu of physical incarceration for the purpose of the Uniform Crime Report statistics.
Assault Types	<p>Aggravated - Assault with or without injuries, involving a weapon, i.e., chair, lamp, etc.</p> <p>Dangerous - Assault with or without injuries involving a dangerous weapon, i.e., gun, knife.</p> <p>No Weapon - Actual physical assault, with or without injuries (i.e., fist, kicking).</p> <p>Simple - Verbal assault or threats with no physical contact.</p>
Classification Code	One of the 14 major crime categories
Closed	This is an offense report status when the investigation is complete. A closed report may not be edited. The supervisor who reviews a completed report is asked if the case is closed. If the VA Police Officer answers YES, the report is marked closed and cannot be edited.
Complainant	The person, company, or agency that notified the VA Police that an incident has occurred that requires the preparation of a Uniform Offense Report investigation. In investigations where the complainant is also the victim, dual entry of the name is not necessary within the report. It is preferred that the person be entered into the Uniform Offense Report as the victim. They can be identified as the complainant in the narrative portions of the report.

Completed	This is an offense report status achieved when a VA Police Officer has entered all information for a report and editing is finished. The program asks the officer if the report is complete. If the officer answers YES, the report is marked complete and a mail message is sent to a supervisor mail group, ESP UOR REVIEW, notifying the supervisor that this report is ready for his/her review.
Courtesy Violation	VA FORM 10-6160
Crime Category	Thirteen major crime classifications as determined by the VA police policy management staff (VACO). All offenses reported will fall within one of these categories. No additional categories are to be added at the local facility.
Crime Sub-Type	Sub categories of specific criminal activities that fall under Crime Sub-Types. These Crime Sub-Types have been identified by the VA Police policy management staff (VACO) and no additional Crime Sub-Types are to be added at the facility level.
Crime Type	Sub categories of criminal activity falling under the thirteen crime categories. These crime types have been identified by the VA Police policy management staff (VACO) and no additional crime types are to be added at the facility level.
Disposition Code	Offense or violation disposition. Descriptive of resolution of recorded offenses and issued violation notices. Some apply only to offenses and others only to violation notices. These codes are screened so that only appropriate choices can be made.
Dual Entry of Names	<p>When an individual's name and personal data can be placed in more than one name field within the Uniform Offense Report (i.e., Complainant & Victim; Victim & Witness; or Complainant, Victim & Witness). It is not necessary to enter the individual in multiple name fields within the Uniform Offense Report. Enter the name in the report in its highest priority and identify other involvement within the Narrative portions of the report. In situations where multiple involvement occurs, the priority of involvement should be:</p> <p>(1) Victim (2) Complainant (3) Witness</p>

I.D.#	Site number concatenated with two digits for year and a sequential number (e.g., 700093000001, where 7000 is the site number, 93 is the year and 000001 is the sequential number). This is the .01 field in the ESP OFFENSE REPORT file (#912) and ESP VIOLATIONS file (#914).
Investigative Detention (Stop)	When knowledge of specific facts leads a VA Police Officer to reasonably suspect that a person is involved in criminal activity. The police officer may stop and briefly detain the person for questioning even though probable cause does not yet exist for an arrest. A detention on less than probable cause should be brief unless mitigating circumstances are present, generally limited to fifteen minutes or less.
Master Name	A name in the MASTER NAME INDEX file (#910)
Master Name Index	A central file containing the names of all individuals in the police records
NCIC	National Crime Information Center
Offender	The person who has been identified as being responsible for the commission of a crime or other incident recorded in a Uniform Offense Report
Offense Code	Criminal offenses contained within VA Regulations 1.218, United State Code Titles 18 and 21
Open	This is an offense report status when the case is still being investigated. A report must be open to be edited.
Quick Name Check	A look up for a selected person's name in multiple files. It reports all files which contain the selected person and allows immediate inquiry to a record.
Reopened	This is an Offense Report status. If, for some reason the Offense Report needs to be edited after it was closed, it must be reopened by a VA Police Officer holding the ESP SUPERVISOR key. This should be an infrequent occurrence.

Glossary

Selectables	A file containing makes and colors which are selectable for fields such as vehicle color and eye color. Selections are screened so that you cannot choose RED as an eye color. The appropriate selections are based on the NCIC codes.
Sensitive	An offense report or evidence entry status so that only persons holding the ESP CHIEF key may have access to this report. Only these people may make a report or evidence entry sensitive.
Soundex	SOUNDEX prevents duplicate entry of names. The last name and first 3 characters of the first are used to find sound a likes. For example if you type in SMYTHE,JOHN, you will find SMITH,JOHN. If you type in only SMYTHE, it will not be found because it also checks the first 3 characters of the first name. This is to prevent extremely lengthy match listings when entering a common name.
Uniform Crime Report	A record of crime and misconduct, incidents, property, and traffic infractions at a VA facility for a specific time period
UOR #	The date/time received in a different format. UOR#=the last digit of the year, 2 digit month, 2 digit day, and military time. Example: 3/12/93@12:00 UOR# =303121200. This is often displayed as 3-03-12-1200.
USDCVN	United States District Court Violation Notice
VA Tag I.D.	An I.D. in ESP POLICE REGISTRATION LOG file (#910.2). For vehicles, enter the VA Decal number. This file also may contain other registrations. This field is free text 3-30 characters so that an appropriate VA I.D. may be entered.
Victim	The individual, company or agency that has been determined to be have been injured or wronged by the action or incident requiring the preparation of the Uniform Offense Report

Want	An official notification indicating that a law enforcement agency has reason to make contact with a specific individual
Warrant	A legal court document issued against an individual, normally requiring the individual to be taken into custody and/or requiring the individual to post some type of monetary security bond
Witness	An individual that has observed some action or possesses information pertinent to the event or action being recorded by the Uniform Offense Report. If this person has already been identified as the complainant or victim, it is not necessary to make a dual entry of the name. If the person is a assisting VA Police Officer, identify that individual's participation in the investigation in the narrative portions of the Uniform Offense Report.
Workload Report	A report of the VA Police Officer activity summary based on entries in the ESP ACTIVITY REPORT file (#910.1)

