

# **Police & Security Technical Manual V. 1.0**

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## **Glossary**

## 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**

The Police & Security Technical Manual is provided in Adobe Acrobat PDF (portable document format) files. The Acrobat Reader is used to view the documents. 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 table of contents 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 effecting 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

**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

#### Quick Name Check

**ESPQNC** Quick Name Check routine

#### 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

### FileMan Print and Inquire for Police files

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

### Other

**ESPNTG** 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
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
ESPSOUN	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.

<b><u>File #</u></b>	<b><u>File Name</u></b>	<b><u>Overwrites /Merges With Existing Data</u></b>
910	ESP MASTER NAME INDEX	
910.1	ESP ACTIVITY REPORT	
910.2	ESP POLICE REGISTRATION LOG	
910.7	ESP SELECTABLES	<b>Merge</b>
910.8	ESP EVIDENCE	
911	ESP ACTIVITY CODES	<b>Merge</b>
911.2	ESP DISPOSITION CODES	<b>Merge</b>
912	ESP OFFENSE REPORT	
912.4	ESP CRIME DATA	
912.5	ESP POLICE TRAINING	
912.7	ESP CRIME CATEGORIES	<b>Overwrite</b>
912.8	ESP CRIME TYPES	<b>Overwrite</b>
912.9	ESP CRIME SUB-TYPES	<b>Overwrite</b>
913	ESP WANTS & WARRANTS	
914	ESP VIOLATIONS	
915	ESP OFFENSE CODES	<b>Merge</b>
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 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,	ESP ACTIVITY ADD/EDIT	edit
Activity Code Add/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,	ESP ACTIVITY CODE EDIT	edit
Daily Activity 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	ESP ACTIVITY MENU	menu
Print Workload Report 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	ESP ACTIVITY REPORT	run routine
Add a Journal Entry 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,	ESP ADD JOURNAL ENTRY	edit
Assigned Car Pool Spaces This submenu option provides a list of assigned car pool parking spaces. Print file: ESP(910.2,	ESP CAR POOL ASSIGNMENTS	print
Car Pool Availability List 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,	ESP CAR POOL AVAILABILITY	print



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,

Print Open Evidence/Property Record                      SP EVIDENCE PRINT OPEN                      print  
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,

Lookup Evidence/Property Record                    ESP EVIDENCE PROPERTY LOOKUP                    inquire  
This submenu option allows VA Police staff to look up a specific Evidence Property Custody Record.

Create/Edit Evidence/Property                    ESP EVIDENCE/PROPERTY ADD/EDIT                    edit  
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,

Evidence/Property                    ESP EVIDENCE/PROPERTY MENU                    menu  
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

Inquire to Police Files                    ESP FILEMAN INQUIRY                    run routine  
This submenu option allows authorized VA Police staff to inquire to Police Package files.  
Run routine: INQ^ESPFM

Police Records Information                    ESP FILEMAN OPTIONS                    menu  
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

Print from Police Files                    ESP FILEMAN PRINT                    run routine  
This sub menu option allows authorized VA Police staff to print from Police Package files.  
Run routine: PRNT^ESPFM

Follow-Up Entry Add/Edit                    ESP FOLLOW-UP ADD/EDIT                    run routine  
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

Follow-Up Offense Reports                    ESP FOLLOW-UP OFFENSE REPORTS                    menu  
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

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,

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,











Print Vehicle Registration Log                      ESP VEHICLE REGISTRATION LOG                      print  
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,

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,

Print Active Wants & Warrants                      ESP WANTS & WARRANTS ACTIVE                      print  
This submenu option provides a printout of all current Wants & Warrants records with an Active status indicator.  
Print file: ESP(913,

Print Wants & Warrants Records                      ESP WANTS & WARRANTS ALL                      print  
This submenu option provides a printout of all entries within the WANTS & WARRANTS file (#912.9), regardless of Detainer Status.  
Print file: ESP(913,

Create/Edit Wants & Warrants Record                      ESP WANTS & WARRANTS INPUT                      edit  
This submenu option allows VA Police staff to make entries or corrections into the WANTS & WARRANTS file (#912.9).  
Edit file: ^ESP(913,

Lookup Wants & Warrants Record                      ESP WANTS & WARRANTS LOOKUP                      inquire  
This submenu option allows VA Police staff to look up an individual Wants & Warrants record.  
Inquire

Wants & Warrants    ESP WANTS & WARRANTS MENU                      menu  
This submenu option allows access to the options pertaining to the maintenance of the WANTS & WARRANTS file (#912.9).

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.

# 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
ESPOFP	Print 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

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 !!,SC(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 !!,SC(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 !!,SC(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 !!,SC(7) To receive correct print format, please select a 132 character device!",!

NAME: ESP VIOLATION MATCH  
MENU TEXT: Violation Match Report  
ENTRY ACTION: W !!,SC(7) To receive correct print format, select a 132 character device!",!

NAME: ESP VIOLATIONS BY OFFICER  
MENU TEXT: Violations Issued By Officer  
ENTRY ACTION: W !!,SC(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 !!,SC(7) To receive correct print format, select a 132 character device!",!

## Package-Wide Variables

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





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 Sensit ive  
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 a s  
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 REPOR

## 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</u> <u>NAME</u>	<u>FILE</u> <u>NUMBER</u>	<u>DD</u> <u>ACCESS</u>	<u>WR</u> <u>ACCESS</u>	<u>LAYGO</u> <u>ACCESS</u>	<u>DEL</u> <u>ACCESS</u>	<u>RD</u> <u>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	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: <b>(1) Victim (2) Complainant (3) Witness</b>
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.
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. <b>Example:</b> 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)