



Remedy Case Items Report Attachment for Field Based Reporting

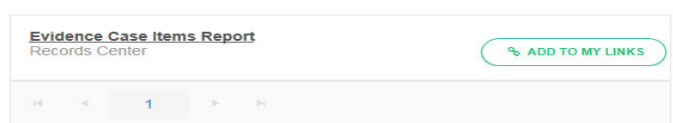
In order to streamline the Department's internal process for all cases involving evidence, an additional step has been added to the procedures for all personnel booking evidence or other items into property. Prior to submitting a report for supervisor approval, personnel shall attach a copy of the Remedy "Evidence Case Items Report" into their respective report. **This procedure is effective immediately.**

The new procedure will increase efficiency with supervisory review of reports, electronic filing of cases, and the discovery process.

Listed below is the procedure to obtain the "Evidence Case Items Report" attachment for FBR:

After all evidence is booked, users should navigate to MY18, and search for "Evidence Case Items Report." (Note: Internet Explorer may work best.)

Links



Once on the webpage, an "Evidence Case Items Report" can be obtained by entering the DR#, clicking "Search", then clicking "Export to PDF." A prompt will appear asking if you would like to open or save the file. Click the down arrow next to "Save". Select "Save as" to identify the location in which to store the file. The filename of the pdf will automatically be titled with the DR#.

DR Number	Loc...	Description	Status	Type	Crime N...	Han...	Booking / Collection	Suspect / Victim
OS20-123456.1		TEST	Dispositioned Evidence	123	None		<ul style="list-style-type: none">Date Booked: 1/8/2020 9:13:11 AMOfficer Booked: popoffeTime Date Collected: 1/8/2020 8:00:00 AMSubmitter: popoffe	<ul style="list-style-type: none">Suspect Name / DOB: UnknownVictim Name / DOB: Unknown
OS20-123456.2		TEST	Dispositioned Evidence	123	None		<ul style="list-style-type: none">Date Booked: 1/8/2020 10:07:39 AMOfficer Booked: popoffeTime Date Collected: 1/8/2020 8:00:00 AMSubmitter: popoffe	<ul style="list-style-type: none">Suspect Name / DOB: UnknownVictim Name / DOB: Unknown
OS20-123456.3		TEST	Dispositioned Evidence	123	None		<ul style="list-style-type: none">Date Booked: 1/9/2020 1:50:03 PMOfficer Booked: popoffeTime Date Collected: 1/9/2020 8:00:00 AMSubmitter: popoffe	<ul style="list-style-type: none">Suspect Name / DOB: UnknownVictim Name / DOB: Unknown

Do you want to open or save 20-123456.pdf (89.5 KB) from my18.ad.ocsd.local?

Open Save Save and open





The easiest location to save the file would be to your computer desktop or "H:" drive. The user should then add the saved pdf file to their report as an attachment in FBR.

In the event FBR is down, please follow procedures outlined in Training Bulletin 20-17 Field Based Reporting Outage Action Plan. If a paper report is done attach the "Evidence Case Items Report" to it. Email a copy of the approved report with the "Evidence Case Items Report" to [REDACTED] and pony the original copy to Stats. (Reporting Officer may be required to input report data and attach the "Evidence Case Items Report" into FBR once it is back online.)

