# **PROCEDURE MANUAL**



## MICHIGAN STATE POLICE

# eAICS Quick Reference Guide – Incident Journal Entry

**Purpose:** This manual provides instructions on documenting investigative items and tasks for incidents within eAICS.

Effective Date: August 02, 2022

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## **Definitions:**

#### None

### **Section 1: Incident Journals**

The purpose of the incident journal is to document investigation items and task throughout the life of an open incident. The incident journal is active once the incident number has been issued for an open incident. Incident status must be one of the following: Open, Open Pending Release of Property.

#### 1.1 Journal Entry

a. Users will enter the incident journal through the journal entry screen located on incident tree

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b. Select Add Incident Journal to open the Journal Entry screen.

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c. Incident Journal entry may also be completed within the Case Management screen upon approval by a supervisor. A pop-up window for the incident journal screen will occur directly after approval of originals, supplemental, inactive and detective review. Supervisors will be allowed to cancel out of the Incident Journal pop up and enter the journal at a later time.

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#### 1.2 Narrative – Merged Journals

- a. Incident journals will only merge into a supplement narrative report. The incident journal will merge into the first unapproved supplement report. Only journals dated prior to the supplement date will merge into that narrative. All journals dated after the supplement will merge into the next supplement issued.
- b. The system will track where journal entries have merged and this will show on the Incident Journal Report.
- c. Deletion of a narrative which contains merged narratives will remerge when the narrative is recreated.
- d. Journals will appear in journal date order, a maximum of 10 journals will merge into one narrative, journaled by will show the name of Entered by unless the "On Behalf" field is completed then the Journaled by will the user that is selected in the "On Behalf" field. An Example of how the incident journal is merged into the narrative is provided below.

DATE	JOURNALED BY	ACTION
MM-DD-YYYY	STOKES, DAVID, 127, LIEUTENANT	I/R, Pends further investigation.
MM-DD-YYYY	STOKES, DAVID, 127, LIEUTENANT	Check with store owner and obtain video footage from the day of incident. There should be some video to take to the tech services unit in Lansing.
MM-DD-YYYY	STOKES, DAVID, 127, LIEUTENANT	Warrant obtained from prosecutors office this date. Pends arrest. OIC, make attempts to arrest suspect.

#### 1.3 Incident Journal Report Availability

- a. Incident Journal Report is available through
  - i. Report and Analytics
  - ii. Print screen: Print icon is selected within an incident
- b. When generating the report from the print queue within the incident, all incident journals entered from the "Report Date/Time" to current date and time will show on the report. The report will list the journals in date order with the journal entry. The report will also identify if the journal has been merged into a narrative by showing the supplement number next to the journal entry. When the journal has not been merged the Supplement field will show blank.

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c. When generating the incident journal report from report and analytics the user can run the report for a specific date range of journals; by supplement number to show what journal merged into a specific supplement; by officer name to show only journals entered by a specific officer; or just complete the incident number and date range always beginning with the date of report and ending with current date to see all incident journals entered.

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**Review Responsibility:** 

CJIC; Incident Section, e-Applications Unit

Accreditation Standards: