

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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eAICS Quick Reference Guide – Incident Journal Entry

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Definitions:

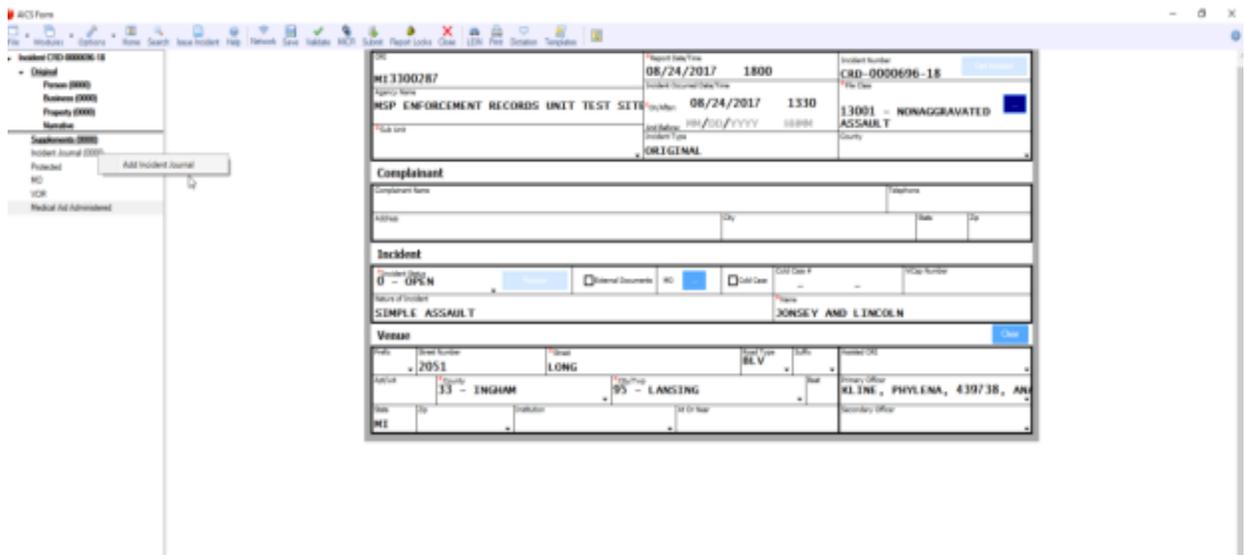
None

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



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

Journal

Number: 0001

Text: [Empty text area]

Entered By: KLINE, PHYLENA Badge # 439738

On Behalf of: [Dropdown menu]

Date: MM/DD/YYYY

Notify: [User selection table with Add/Delete buttons]

Supervisor MR Trooper MR

Save Cancel

Identifies the user that entered the Journal. (points to Entered By field)

Text box: Type up to 300 alpha numeric characters for the journal entry. Journal will merge into the next supplement narrative which is generated. Note: Once Journal is saved user will not be able to delete. User will be able to update the entry until it is merged to the narrative. (points to Text area)

Future Enhancement: Monthly Review check boxes. When checked this will set the 30 Day review notification. Edit will be in place to allow user to check based on permissions for supervisor. When trooper is checked, it will send notification to owner of the incident. (points to Supervisor MR and Trooper MR checkboxes)

On behalf is only completed when the journal entry is entered for a different person other than who is entering the journal. Trooper ask admin to complete a journal entry for him/her. The admin would choose the correct officer name. (points to On Behalf of dropdown)

Enter the date of the journal. Journal date cannot be prior to the date of report (points to Date field)

Complete this field when you want to notify someone of the journal entry. Drop down will consist of users assigned to the ORI of the incident. (points to Notify user selection table)

- 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.

Case Management

ORI: MI3300287 Date Range: 08/27/2017 0000 - 08/27/2018 2359

Officer: [Dropdown]

Buttons: [Review] [In Progress] [Rejected] [Follow-up] [Reviewed] [Detective Review]

| Incident Number | File Class | Type | Status |
|-----------------|------------|---------------|--------|
| MI000001 | 11 10000 | ADULT BATTERY | OPEN |
| MI000002 | 11 10000 | ADULT BATTERY | OPEN |
| MI000003 | 11 10000 | ADULT BATTERY | OPEN |
| MI000004 | 11 10000 | ADULT BATTERY | OPEN |
| MI000005 | 11 10000 | ADULT BATTERY | OPEN |
| MI000006 | 11 10000 | ADULT BATTERY | OPEN |
| MI000007 | 11 10000 | ADULT BATTERY | OPEN |
| MI000008 | 11 10000 | ADULT BATTERY | OPEN |
| MI000009 | 11 10000 | ADULT BATTERY | OPEN |
| MI000010 | 11 10000 | ADULT BATTERY | OPEN |
| MI000011 | 11 10000 | ADULT BATTERY | OPEN |
| MI000012 | 11 10000 | ADULT BATTERY | OPEN |
| MI000013 | 11 10000 | ADULT BATTERY | OPEN |
| MI000014 | 11 10000 | ADULT BATTERY | OPEN |
| MI000015 | 11 10000 | ADULT BATTERY | OPEN |
| MI000016 | 11 10000 | ADULT BATTERY | OPEN |
| MI000017 | 11 10000 | ADULT BATTERY | OPEN |
| MI000018 | 11 10000 | ADULT BATTERY | OPEN |
| MI000019 | 11 10000 | ADULT BATTERY | OPEN |
| MI000020 | 11 10000 | ADULT BATTERY | OPEN |
| MI000021 | 11 10000 | ADULT BATTERY | OPEN |
| MI000022 | 11 10000 | ADULT BATTERY | OPEN |
| MI000023 | 11 10000 | ADULT BATTERY | OPEN |
| MI000024 | 11 10000 | ADULT BATTERY | OPEN |
| MI000025 | 11 10000 | ADULT BATTERY | OPEN |
| MI000026 | 11 10000 | ADULT BATTERY | OPEN |
| MI000027 | 11 10000 | ADULT BATTERY | OPEN |
| MI000028 | 11 10000 | ADULT BATTERY | OPEN |
| MI000029 | 11 10000 | ADULT BATTERY | OPEN |
| MI000030 | 11 10000 | ADULT BATTERY | OPEN |
| MI000031 | 11 10000 | ADULT BATTERY | OPEN |
| MI000032 | 11 10000 | ADULT BATTERY | OPEN |
| MI000033 | 11 10000 | ADULT BATTERY | OPEN |
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| MI000035 | 11 10000 | ADULT BATTERY | OPEN |
| MI000036 | 11 10000 | ADULT BATTERY | OPEN |
| MI000037 | 11 10000 | ADULT BATTERY | OPEN |
| MI000038 | 11 10000 | ADULT BATTERY | OPEN |
| MI000039 | 11 10000 | ADULT BATTERY | OPEN |
| MI000040 | 11 10000 | ADULT BATTERY | OPEN |
| MI000041 | 11 10000 | ADULT BATTERY | OPEN |
| MI000042 | 11 10000 | ADULT BATTERY | OPEN |
| MI000043 | 11 10000 | ADULT BATTERY | OPEN |
| MI000044 | 11 10000 | ADULT BATTERY | OPEN |
| MI000045 | 11 10000 | ADULT BATTERY | OPEN |
| MI000046 | 11 10000 | ADULT BATTERY | OPEN |
| MI000047 | 11 10000 | ADULT BATTERY | OPEN |
| MI000048 | 11 10000 | ADULT BATTERY | OPEN |
| MI000049 | 11 10000 | ADULT BATTERY | OPEN |
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| MI000060 | 11 10000 | ADULT BATTERY | OPEN |
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| MI000064 | 11 10000 | ADULT BATTERY | OPEN |
| MI000065 | 11 10000 | ADULT BATTERY | OPEN |
| MI000066 | 11 10000 | ADULT BATTERY | OPEN |
| MI000067 | 11 10000 | ADULT BATTERY | OPEN |
| MI000068 | 11 10000 | ADULT BATTERY | OPEN |
| MI000069 | 11 10000 | ADULT BATTERY | OPEN |
| MI000070 | 11 10000 | ADULT BATTERY | OPEN |
| MI000071 | 11 10000 | ADULT BATTERY | OPEN |
| MI000072 | 11 10000 | ADULT BATTERY | OPEN |
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| MI000075 | 11 10000 | ADULT BATTERY | OPEN |
| MI000076 | 11 10000 | ADULT BATTERY | OPEN |
| MI000077 | 11 10000 | ADULT BATTERY | OPEN |
| MI000078 | 11 10000 | ADULT BATTERY | OPEN |
| MI000079 | 11 10000 | ADULT BATTERY | OPEN |
| MI000080 | 11 10000 | ADULT BATTERY | OPEN |
| MI000081 | 11 10000 | ADULT BATTERY | OPEN |
| MI000082 | 11 10000 | ADULT BATTERY | OPEN |
| MI000083 | 11 10000 | ADULT BATTERY | OPEN |
| MI000084 | 11 10000 | ADULT BATTERY | OPEN |
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| MI000086 | 11 10000 | ADULT BATTERY | OPEN |
| MI000087 | 11 10000 | ADULT BATTERY | OPEN |
| MI000088 | 11 10000 | ADULT BATTERY | OPEN |
| MI000089 | 11 10000 | ADULT BATTERY | OPEN |
| MI000090 | 11 10000 | ADULT BATTERY | OPEN |
| MI000091 | 11 10000 | ADULT BATTERY | OPEN |
| MI000092 | 11 10000 | ADULT BATTERY | OPEN |
| MI000093 | 11 10000 | ADULT BATTERY | OPEN |
| MI000094 | 11 10000 | ADULT BATTERY | OPEN |
| MI000095 | 11 10000 | ADULT BATTERY | OPEN |
| MI000096 | 11 10000 | ADULT BATTERY | OPEN |
| MI000097 | 11 10000 | ADULT BATTERY | OPEN |
| MI000098 | 11 10000 | ADULT BATTERY | OPEN |
| MI000099 | 11 10000 | ADULT BATTERY | OPEN |
| MI000100 | 11 10000 | ADULT BATTERY | OPEN |

Enter Journal

Number: 0001

Text: [Empty text area]

Entered By: KLINE, PHYLENA Badge # 439738

On Behalf of: [Dropdown menu]

Date: MM/DD/YYYY

Notify: [User selection table with Add/Delete buttons]

Supervisor MR Trooper MR

Save Cancel

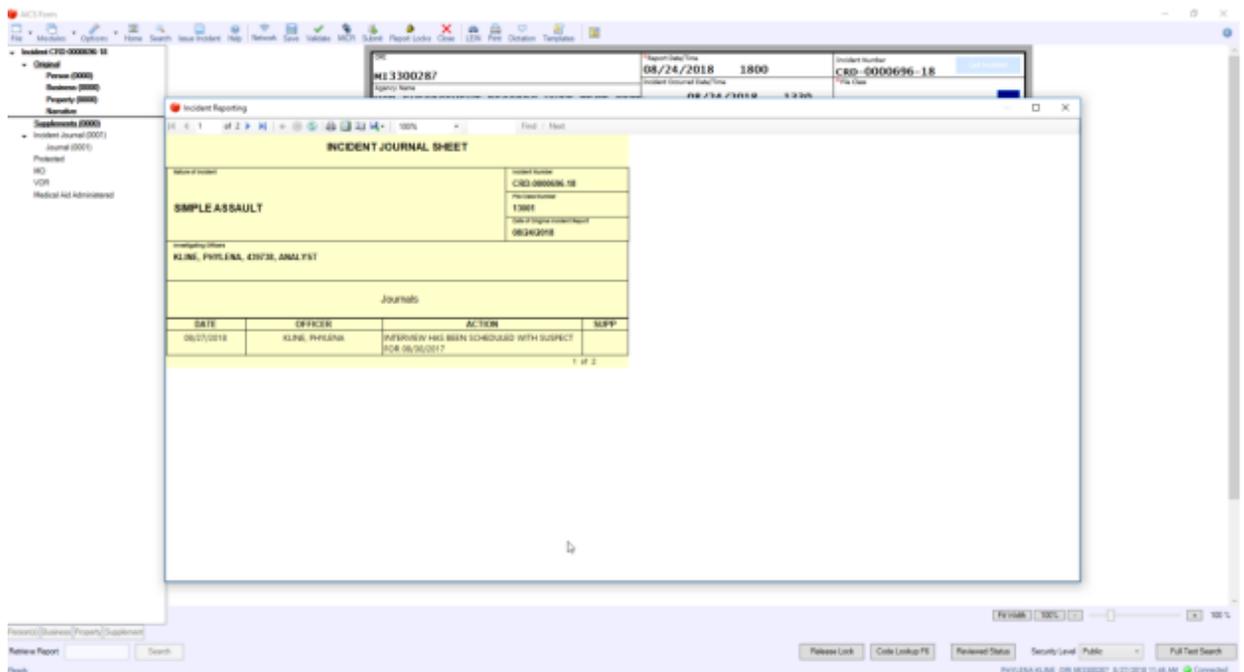
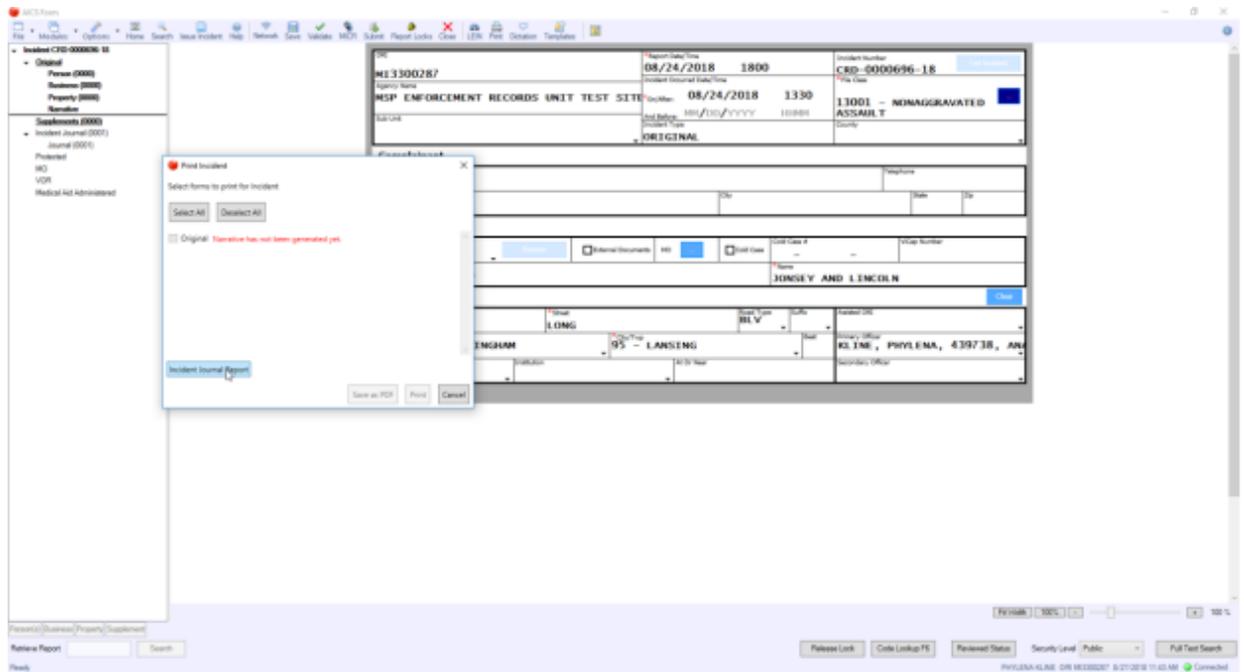
1.2 Narrative – Merged Journals

- 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 be 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.

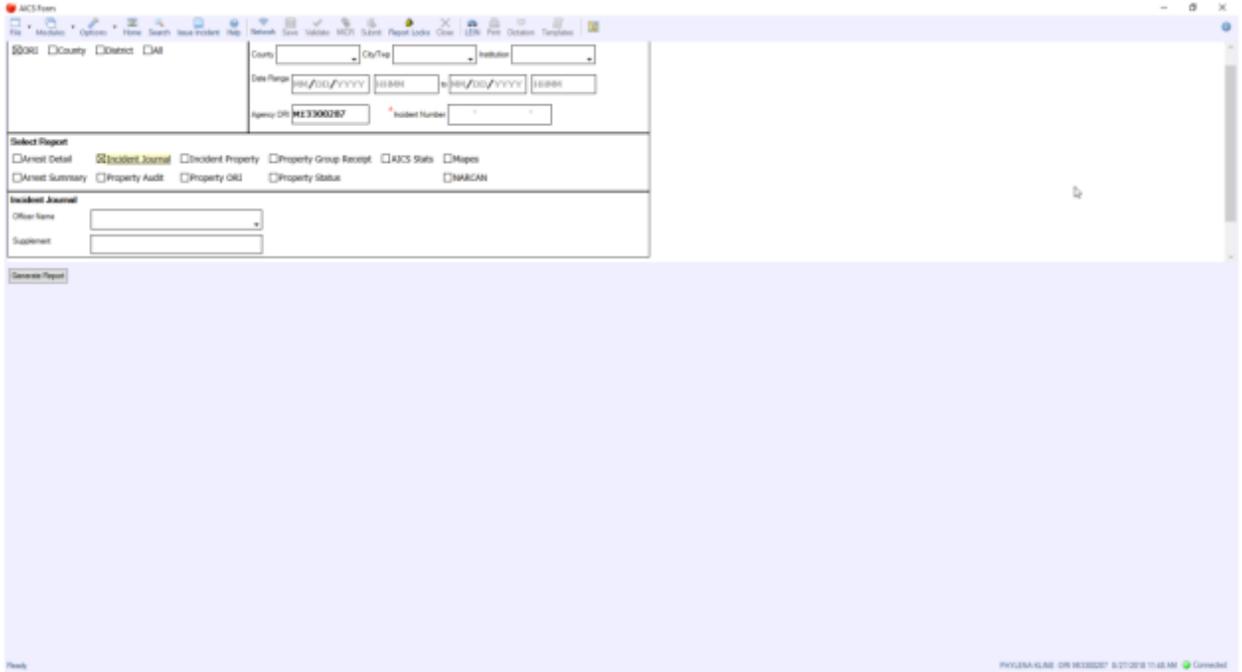
| DATE | JOURNALED BY | ACTION |
|------------|--------------------------------|--|
| MM-DD-YYYY | STOKES, DAVID, 127, LIEUTENANT | I/R, Pends further investigation. |
| MM-DD-YYYY | STOKES, DAVID, 127, LIEUTENANT | Check with store owner and obtain video footage from the day of incident. There should 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.



- 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.



Review Responsibility:

CJIC; Incident Section, e-Applications Unit

Accreditation Standards:

CALEA