

PROCEDURE MANUAL



MICHIGAN STATE POLICE

eAICS Quick Reference Guide – Case Review for 30-Day, 6-Month, and 12-Month

Purpose: This manual provides reference for performing case review on incidents within eAICS.

Effective Date: August 02, 2022

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Definitions:

None

Section 1: Case Review for 30-Day, 6-Month, and 12-Month

1.1 Case Review Notifications Through Message Screen

- a. The assigned user (Primary Officer or through case assignment) will be notified with a reminder for incidents with a status of 0-Open, 1- LEIN Validated, 6-Open Pending Release of Property, and 4-Inactive that an “Action” must be completed within eAICS for an ongoing investigation through the message screen
- b. All supervisors for the assigned ORI will receive notification for all incidents with a status of 0-Open, 1- LEIN Validated, 6-Open Pending Release of Property, and 4-Inactive.

1.2 Case Review Follow Up Folder

System will automatically track an investigation through the following statuses 0-Open, 6-Open Pending Release of Property, 4-Inactive, and 1-LEIN Validation.

- a. Incident will show highlighted in yellow when they require a journal or supplement report ten days prior to the due date.
- b. Incident will show highlighted in red five days prior to due date and remain highlighted in red until follow-up requirement has been met.
- c. The Follow-up folder will sort based on the follow up due date showing incident that requires immediate action for the appropriate review.
- d. A column named Follow Up Date Due identifies the date Case Review is due.
- e. ORI Column no longer shows within the search results for the Follow Up screen.
- f. Users have the ability to sort columns through the search screen to meet their needs.

1.3 Case Review Calculations

- a. 30-Day
 - i. Calculation for 30-Day notification will begin 30 days from the reported date of the original report.

- ii. 30-Day notification will occur every 30 days from the report date until the incident has one of the following statuses: 1-LEIN Validation, 2-Unfounded, 3-Exceptional Clearance, 5-Closed, or 7-Tot Other Police Dept.
 - iii. Notifications will occur ten days prior to the 30-day review, then five days prior, and one day prior. When journal or supplement has been added to meet the 30-day review requirement the notifications will stop until the next review is due.
 - iv. Monthly reviews will be completed by the primary officer and supervisor.
- b. 6-Month
- i. All incidents that have a current status of 4-Inactive requires a 6-month review. This review will occur 6-month from the supplement date of the first inactive supplement added.
 - ii. All incidents that have a current status of 0-Open, 6-Open Pending Release of Property will start 6-month calculation from the date of report.
- c. 12-Month
- i. All incidents that have a current status of 1-LEIN Validation requires a 12-month review. The notification for the 12-month review will be calculated based on the supplement date of the first supplement marked 4-Inactive.

1.3 Case Review Guidelines in Accordance with Written Directives

30-Day: Thirty-day reviews must be completed for all open incidents. Statuses for open are 0-Open and 6-Open Pending Release of Property.

- a. 30-day review will be met through completing an Incident Journal entry or adding a supplement.
 - i. When completing a 30-Day review through an Incident Journal entry, make sure you complete "Review Type" field so the system knows that the 30-Day review has been met.
 - 1. Primary Officer or Officer Assigned will choose "30-Day."
 - 2. Supervisor will choose "Supervisor Monthly."

Enter Journal

Journal

Number: 0001 Review Type: 30-day

Text: Supervisor Month

Entered By: KJ. TNE, PPHVLENA Badge # 439738

On Behalf of: [Dropdown]

Date: MM/DD/YYYY Supervisor MR: ☐ Trooper MR: ☐

Notify: [Dropdown]

Save Cancel

- ii. When completing a 30-Day review through a supplement report, make sure the 30-Day Review check box above Supplement Date/Time and Supplement number is completed.

6-Month Review: Must be completed for all incidents that have a status of 0-Open, 6-Open Pending Release of Property, and 4-Inactive. A 6-month review requires a supplement report to be completed.

- a. A 6-month review will only be met through the addition of a supplement report. Users must be sure to check the type of review completed at the top of the supplement report.

[illegible]

12-Month Review: Must be completed for all incidents that have a status of 1-LEIN Validation. A 12-month review requires a journal entry or a supplement report to be completed.

- a. A 12-month review will be met through completing an Incident Journal entry or adding a supplement.
 - i. When completing a 12-month review through an Incident Journal entry, make sure that you complete “Review Type” field so the system knows that the 12-month review has been met.
 1. Review Type of “LEIN Validation will not appear unless the last supplement report as marked as 1-LEIN Validation.
 - ii. When completing a 12-month review through adding a supplement, make sure the box next to LEIN Validation Review is selected on the supplement report. A supplement will be required after there are ten journal entries. eAICS does not allow for more than ten journal entries prior to adding a supplement report.

Enter Journal

Journal Save Cancel

Number: Review Type:

Text:

Entered By: **KLINE, PHYLENA** Badge #: **439738**

On Behalf of:

Date: Supervisor MR: ☐ Trooper MR: ☐

Notify

User
<input type="text"/>

Add Delete

Save Cancel

Incident 00000000000000000000

Incident Number: 00000000000000000000

Date/Time: 03/22/2018 0800

Location: 35000 - VIOLATION OF VEHICULAR DISTANCE

Officer: 00000000000000000000

Vehicle: 00000000000000000000

Description: VIOLATION OF VEHICULAR DISTANCE

Supplement

Supplement Number	Supplement Type	Supplement Description	Supplement Date
00000000000000000000	VIOLATION OF VEHICULAR DISTANCE	VIOLATION OF VEHICULAR DISTANCE	03/22/2018

Review Responsibility:

CJIC; Incident Section, e-Applications Unit

Accreditation Standards:

CALEA