

# PROCEDURE MANUAL

## 05-10



MICHIGAN STATE POLICE

## BlueTeam Completion Guide

**Purpose:** This manual provides guidance on how to complete reports and perform administrative functions using BlueTeam.

**Effective Date:** September 19, 2022

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## Definitions:

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**Deadly Force:** Force which can reasonably be expected to cause death or serious physical injury.

**Less-Lethal Force:** Any use of force other than that which is considered deadly force that involves physical effort to control, restrain, or overcome the resistance of another.

**Use of Force:** Any physical effort used to control or restrain a subject or to overcome the resistance of a subject.

## Section 1: BlueTeam Completion

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### 1.1 Log In

- a. Enter employee number (do not enter "H0")
- b. Initial passwords are also the employee number (do not enter "H0")
- c. After the initial sign-in, passwords must be entered in ALL CAPS

### 1.2 Password Resets

- a. Go to the main log in page and click the yellow box "Forgot my Password"
- b. Follow the instructions and enter your State of Michigan assigned email
- c. Remember that passwords default to ALL CAPS
- d. If needed, contact the Professional Standards Section for assistance

### 1.3 Incident Entry – Applies to All Incidents (Administrative Complaint, Use of Force, Vehicle Pursuit, Vehicle Accident, and Firearm Discharge)

- a. Select “Add New Incident” from the menu screen
- b. Select the Incident Type
- c. Enter the AICS Incident Number in the “Incident #” field
  - i. When entering the AICS Incident Number, use the following format, including hyphens: Post # - Complaint # - Year (e.g., 44-1234-11)
  - ii. When an address is available, include all address information
  - iii. If address is unavailable, use the “Street Name” field to capture the incident location (e.g., I-96 WB at Lansing Road)
- d. Select the District/Unit Assigned to
- e. Use the “Location of Occurrence” field to capture the county the incident occurred
- f. Select “Next”
- g. Enter the summary which is to include the reasons and circumstances that led up to the actions being recorded in BlueTeam. Most often, portions of the AICS report may be copied and pasted as space permits (limited to 3,900 characters)

The screenshot shows the incident entry form with the following fields and options:

- Incident Type:** A dropdown menu with options: Use of Force, Vehicle Pursuit, Vehicle Accident, Firearm Discharge, Citizen Complaint, Administrative Complaint.
- INCIDENT #:** A text input field.
- District/Unit Assigned To:** A dropdown menu.
- Date Received:** A date picker showing 8/29/2017.
- Date of Occurrence:** A date picker.
- Time of Occurrence:** A time picker showing h:mm - 24 hour time.
- Address of Occurrence:**
  - Street Number:** A text input field.
  - Direction:** A dropdown menu.
  - Street Name:** A text input field.
  - Street Type:** A dropdown menu.
  - Suite/Apartment Number:** A text input field.
  - City:** A text input field.
  - State/Province:** A dropdown menu.
  - Postal Code:** A text input field.
  - Location of Occurrence:** A dropdown menu.
- Buttons:** Cancel (red) and Next (blue).

### 1.4 Use of Force

All incidents in which a subject offers “Active Resistance” or higher against an enforcement member (as defined by the MCOLES Subject Control Continuum) or an enforcement member uses “Compliance Controls,” “Physical Controls,” “Intermediate Controls” (Including use of a Taser), or “Deadly Force” (as

defined by the MCOLES Subject Control Continuum) shall be documented by completing a Use of Force BlueTeam Incident Report.

The enforcement member using force shall be the one to complete the BlueTeam Incident Report. If more than one officer uses force during the same incident, the lead officer shall complete the BlueTeam Incident Report and they shall include the force used for all officers. It is not necessary to complete a different BlueTeam Incident Report for each officer involved.

Accidental discharges involving a department issued Taser shall be documented using a Use of Force BlueTeam Incident Report.

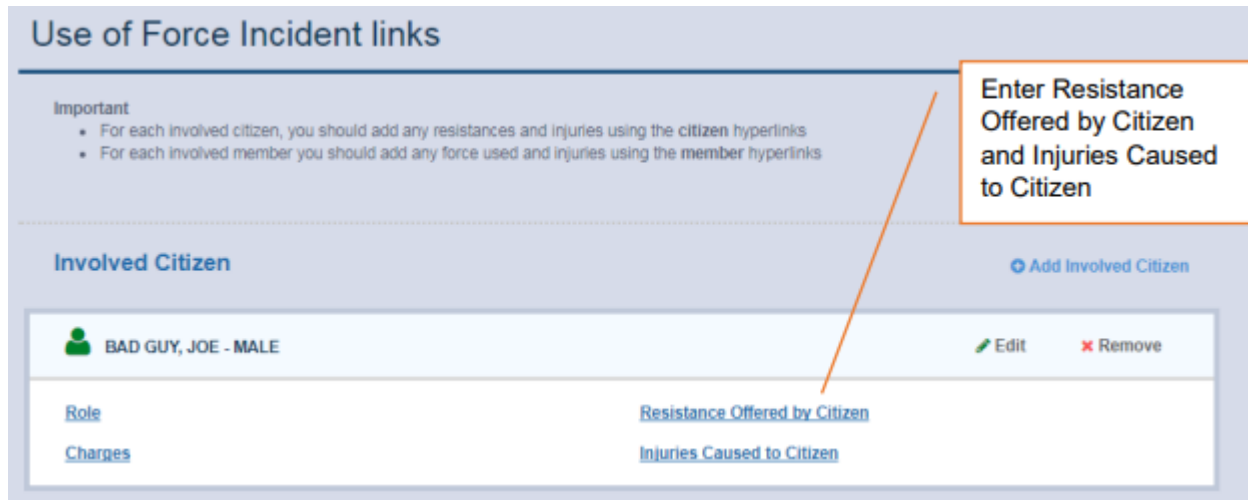
**Use of Force Details**

- a. Select the Reason for Use of Force and the Service Being Rendered
  - i. Select the option that most clearly applies, select “Other” if there is not an applicable option
  - ii. If “Other” is selected, provide a description in the notes area when forwarding to your supervisor
- b. Select “Yes” or “No” for injuries to both the Citizen and Members. Select “Yes” in the Citizen or Member Taken to Hospital field only if the Citizen or the Member were admitted to a hospital (treated and released will be captured in another area.)
- c. Select “Yes” or “No” to indicate whether the Citizen subject was arrested
- d. Select “Next”

Reason for Use of Force *	Service Being Rendered *
<input type="text"/>	<input type="text"/>
Weather Condition	Lighting Condition
<input type="text"/>	<input type="text"/>
<b>Citizen-related Information</b>	
Citizen Injured * <input type="radio"/> Yes <input type="radio"/> No	More than 1 Citizen Involved * <input type="radio"/> Yes <input type="radio"/> No
Citizen Taken to Hospital * <input type="radio"/> Yes <input type="radio"/> No	Citizen Arrested * <input type="radio"/> Yes <input type="radio"/> No
Citizen's Height	Citizen's Build
<input type="text"/>	<input type="text"/>
Distance to Citizen	MEMBER Assessment of Citizen Condition During Incident
<input type="text"/>	<input type="text"/>
<b>MEMBER related Information</b>	
MEMBER(s) Injured * <input type="radio"/> Yes <input type="radio"/> No	MEMBER(s) Taken to Hospital * <input type="radio"/> Yes <input type="radio"/> No

**Citizen Details**

- a. Enter Citizen’s (Suspect’s) Name
  - i. If the citizen was previously entered into BlueTeam, select their name from the search results. If the citizen does not show up in the search results, click “No Match.”
  - ii. Enter all known information for a new citizen entry or update the existing entry, if necessary.
  - iii. Select “Finished”



- b. Enter all citizen information
  - i. Enter all levels of Resistance Offered by Citizen
    - 1. As you select each level of resistance, it will automatically add to the right
  - ii. Enter any Injuries Caused to Citizen
    - 1. As you select each injury sustained, select “Add”
  - iii. Select the most appropriate arrest charge if citizen was arrested
- c. Select “Return to the Incident” (top, left-side corner) after each of the above is entered
- d. You can also change the role of the citizen and witnesses in the citizen witness section



### Involved Member Details

- a. Enter the Involved Member(s) – the “Next” button will be disabled unless you select at least one member and the involved citizen is added
  - i. If more than one member used force, add all involved members in one incident
  - ii. Select “Add Me” if the entering member is the Involved Member
  - iii. Select “Add Involved Member” to add an Involved Member. The employee database can be searched by either employee name or employee ID number (HRMN number without the “H0”)
- b. Enter the Involved Member Information
  - i. Enter all levels of force used by each member (verbal direction, compliance controls, etc.)
  - ii. Choose yes or no if the force was effective
  - iii. Each force will be automatically added to the right
  - iv. Select “Return to Incident” after each use of force is entered
- c. Enter all types of force used (chemical spray, expandable baton, etc.)
- d. Enter any injuries caused to member
- e. At top where it says, NOTE: to add less lethal force used by this member click here to add TASER use information

The screenshot shows a web form titled "Involved MEMBER". At the top right, there are two buttons: "Add Me As Involved MEMBER" and "Add Involved MEMBER". Below the header, there is a section for "Unknown" with a "Change to Known member" link. There are also links for "Role", "Injuries Caused To Officer", and "Force Used by Officer". A callout box points to the "Force Used by Officer" link with the text: "Enter all levels of force used by each officer -Verbal -Handcuffs -Baton".

### 1.5 Less Lethal Force

- a. To enter TASER information, select at top, *Note: to add less lethal force used by this member click here*
- b. Select the TASER-Less Lethal type
- c. Check the box if the TASER deployment was effective
- d. If the TASER deployment was the only type of Control (as defined by the Officer-Subject Control Continuum) applied indicate so by selecting the “Was the device deployed only?” option
- e. Select the “Arc Display” option if the TASER was intentionally activated and not deployed (per MSP training standards this is not permitted)
- f. Select “Citizen was painted with laser” option if the laser dot for the TASER was on the citizen in preparation for discharge, but due to citizen compliance, the TASER was not fully activated.

- g. Complete all fields, checking boxes when appropriate and filling in all information
- i. Number of Cartridges used means number of times a new TASER cartridge was fired
  - ii. Number of dart hits means number of TASER projectiles that hit/attached to intended target
  - iii. Total number of darts fired only includes projectiles that successfully are discharged by the TASER (i.e., one or two projectiles ejected per cartridge fired)

**Existing Less Lethal Force Types**

No existing less lethal items

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**Less Lethal Force Used**

Add the less lethal force used by this member and the details associated with it.

**Less Lethal Force Type \***

**Serial Number**

**Cartridge Number**

Was the force effective in achieving the desired result?

Was this an accidental discharge?

Was the device displayed only?

Was this an Arc display?

Citizen was painted with laser

Was this a direct contact/drive stun contact?

Did the application cause injury?

**Number of Drive Stuns**

**Area of Body Where Device Applied**

Was this a projectile/probe contact?

**Number of Air Cartridges Used**

**Number of Dart Hits**

**Number of Cycles Through Probes**

**Total Number of Darts Fired**

Did the application cause injury?

Did dart contacts penetrate the subject's skin?

Was the subject wearing heavy clothing?

**Area of Body Where Projectiles/Probes Made Contact**

### Attach Files

Upon completion of all Use of Force information, click "Next" to attach any files, including pictures, TASER downloads, and any other pertinent information.

- i. To attach an image or document, select "Browse" to locate the file
- ii. Select the desired file
- iii. Enter a description for the attached file

- iv. Select “Attach File” and use same method to attach any other files

After all necessary files are attached, see “Forwarding to Supervisor” on page 18 for further instructions.

**Attach Files**

- Maximum file size is 80 MB. Larger files will be rejected. Please check the file size before attaching.
- Please be patient. Large files may take some time to upload.
- You can attach multiple files, but they must be attached one at a time.

**Step 1 - Choose the file to attach \***

**Step 2 - Enter a description for the attachment \***

**Step 3 - Select a folder for the file (optional)**

## 1.6 Firearm Discharge

A Firearm Discharge BlueTeam Incident Report is required for all incidents in which a department member discharges a firearm at a suspect or animal (other than the dispatch of a domestic or wild animal as a result of injuries due to a traffic crash) as well as all accidental discharges of a department issued firearm.

The worksite commander of the member who discharges the firearm shall complete the Firearm Discharge BlueTeam Incident Report and submit it to their district or division commander, with a copy to the Professional Standards Section (email: [MSP-BlueTeam@michigan.gov](mailto:MSP-BlueTeam@michigan.gov)) within 24 hours of the incident.

### Firearm Discharge Incident Details

- a. Select “Add New Incident”
- b. Select “Firearm Discharge” in the Incident Type field (at perpetrator, animal, accidental, or other)
- c. Enter the number of members involved
- d. Select the member assessment of citizen condition at time of incident in the dropdown
- e. Select type of response to incident choosing the option that most loosely applies.
  - i. Select “Other” if there is not an applicable option
  - ii. If “Other” is selected, provide a description in the notes area when forwarding to your supervisor
- f. Select “Next”



### Firearm Discharge Incident Details

Select the Type of Firearm Discharge

At perpetrator  
 At animal  
 Accidental  
 Other

Number of MEMBERS Involved \*

# of Officers

MEMBER Assessment of Citizen Condition at Time of Incident

Type of Response to Incident

Next

#### Citizen Details

- a. Enter Citizen's (Suspect's) Name
  - i. If the citizen was previously entered into BlueTeam, select their name from the search results. If the citizen does not show up in the search results, click "No Match."
  - ii. Enter all known information for a new citizen entry or update the existing entry, if necessary
  - iii. Select "Finished"
- b. Enter Citizen Age, Number of Shots Fired by Citizen (if applicable), any injuries to the citizen, and arrest information
- c. Select "Next"

### Type of Citizen Involvement

Type \*

Suspect or offender  
 Citizen

Citizen Age when Incident was Received

38

Number of Shots Fired by Citizen

### Citizen Condition Information

Citizen Condition \*

Not injured  
 Injured  
 Killed

Party Causing the Injury

### Citizen Arrest Information

Citizen was Arrested \*

Yes  
 No

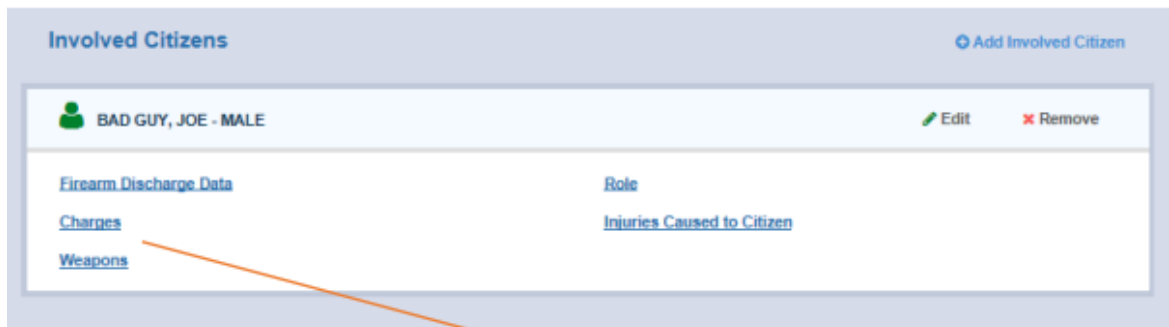
Charges Brought Against Citizen

Next

#### Citizen Options

- a. Enter the citizen information under "citizen options"
  - i. Enter any weapons used by the citizen
  - ii. Enter any injuries sustained by the citizen

- iii. Select the most appropriate arrest charge
- b. Select “Return to Incident” (top, left-side corner) after each of the above is entered



Click on each to enter the weapons, charges, injuries sustained, etc.

**Involved Member Details**

- a. Enter the Involved Member(s) – If more than one member used force, add all involved members in one incident.
  - i. Select “Add Me” if the entering member is the Involved Member
  - ii. Select “Add Involved Member” to add an Involved Member. The employee database can be searched by either employee name or employee ID (HRMN number without the “H0”
- b. Enter the Involved Member Information
  - i. Enter all weapons used by each member (handgun, rifle, etc.)
  - ii. Enter any injuries caused to officer
- c. Select “Return to Incident” after each of the above is entered



Click on each to enter the Role, Weapons, and Injuries Caused to Officer

**Attach Files**

- a. To attach an image or document, select “Browse” and locate the file
- b. Select the desired file
- c. Enter a description for the attached file

- d. Select “Attach File”
- e. Once the attached file is displayed, select “Next” and add any other files using the same method

**Attach Files**

- Maximum file size is 80 MB. Larger files will be rejected. Please check the file size before attaching.
- Please be patient. Large files may take some time to upload.
- You can attach multiple files, but they must be attached one at a time.

**Step 1 - Choose the file to attach \***

**Step 2 - Enter a description for the attachment \***

**Step 3 - Select a folder for the file (optional)**

After all necessary files are attached, see “Forwarding to Supervisor” on page 18 for further instructions.

## 1.7 Department Vehicle Accident

A Vehicle Accident BlueTeam Incident Report is required any time a department vehicle is involved in a traffic crash. Note that intentional collisions, such as ramming, or use of Precision Immobilization Technique (PIT) are not traffic crashes that must be reported in BlueTeam. These incidents shall be reported using the Pursuit BlueTeam Incident Report.

The supervisor of the department member involved in a traffic crash shall complete the Vehicle Accident BlueTeam Incident Report. The member involved in the crash shall not complete the Incident Report.

### Vehicle Accident Details

- a. Enter the Time of Accident, Cause of Accident, and Weather Condition
- b. Enter if the member or others were injured
- c. Complete the “Member was at Fault” section
  - i. This will be used to determine award levels for the Oscar G. Olander safe driver program
  - ii. If the post or district commander is not the original author of the vehicle accident incident and does not agree with the “at fault” assessment, the incident shall be “not approved” and sent back to the original author to change
- d. Enter the type of vehicle, year, make, model, and color of the vehicle
- e. Enter the vehicle’s registration plate number (ex. 1101) in the “Vehicle ID” field
- f. Enter a damage summary

- g. Complete the “Amount of Vehicle Damage” section if the amount is known, otherwise, include a good faith estimate of the amount of damage
- h. Complete the secondary vehicle section, if applicable
- i. Select “Next

The screenshot displays a web form for reporting an accident. It is divided into several sections:

- Accident Information:** Contains three dropdown menus for "Time of Accident", "Cause of Accident", and "Weather Condition".
- Amount of Damage:** Contains two text input fields for "Departmental Vehicle Damage \$" and "Other Vehicle(s) Involved Damage \$", both with "e.g 200.34" as a placeholder.
- Injury Information:** Contains three sets of radio buttons for "MEMBER was Injured \*", "Others were Injured \*", and "MEMBER was at Fault", each with "Yes" and "No" options.
- Primary Vehicle:** A sub-section with a "Fleet Number" input field containing "123".
- Vehicle Details:** Contains dropdown menus for "Type of Vehicle", "Year", "Plate State", "Make", "Model", and "Color", along with a text input field for "Plate Number".
- Damage Summary:** A large text input field at the bottom.

### Other Driver Information

- a. If another driver was involved, select “Yes”
- b. Enter Citizen’s Name
  - i. If the citizen was previously entered into BlueTeam, select their name from the search results. If the citizen does not show up in the search results, click “No Match”
  - ii. Enter all known information for a new citizen entry or update the existing entry, if necessary
  - iii. Select Finished

### Search for Citizen

- The database will be searched to determine if the citizen information is already recorded.
- Your searches are logged and monitored.

**Last Name**

**First Name (optional)**

[Search](#)

Skip this step if you **do not know** the identity of the citizen

[Skip this Step](#)

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### Search Results

- Possible match(es) to the citizen you entered were found.
- If you see a match click the **Select** link to the left of the citizen's name.
- If not, click the **No Match** button below.

	Name	D.O.B.	Race	Ethnicity	Gender	Address	Phone
Select	wagner, ryan	8/9/1960	White		Male	123 N main Street, peotone, IL 60468	(234) 687-2382
Select	Wags, Johnnie	8/2/1967	Black		Male	1234 S Walk Street, Joliet, IL 60432	(815) 174-5874

[No Match](#)

- c. Enter any charges citizen received
- d. Enter any injuries caused to citizen

### Involved Citizens

[Add Involved Citizen](#)

**BAD GUY, JOE - MALE** [Edit](#) [Remove](#)

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[Firearm Discharge Data](#) [Role](#)

[Charges](#) [Injuries Caused to Citizen](#)

[Weapons](#)

### Department Driver Information

- a. Select “Add Me as Involved Member” or “Add Involved Member”
  - i. Do not add an “Involved member” if the patrol vehicle was parked
  - ii. Only add the operator of the patrol vehicle in the “Involved Member” area
  - iii. Add member passengers in the “Member Witness” area and citizen passengers in the “Citizen Witness” area

**Involved MEMBER** [Add Me As Involved MEMBER](#) [Add Involved MEMBER](#)

No Involved MEMBER

- b. Search member by employee name or HRMN # (without the “H0”)

- c. Select the member involved from the dropdown
- d. Select Add

- e. Enter any other member witnesses or citizen witnesses
- f. Select Next

### Attach Files

- a. To attach an image or document, select “Browse” and locate the file
- b. Select the desired file
- c. Enter a description for the attached file
- d. Select “Attach File”
- e. Once the attached file is displayed, select “Next” and add any other files using the same method

After all necessary files are attached, see “Forwarding to Supervisor” on page 18 for further instructions.

## 1.8 Vehicle Pursuit

The enforcement member who initiated, or first became involved in the pursuit, shall complete the Vehicle Pursuit BlueTeam Incident Report along with their BlueTeam Incident Report. The BlueTeam Incident Report shall then be forwarded to the enforcement member’s supervisor.

### Pursuit Details

- a. Complete all fields of this section
- b. Select “Stop device was used” only if stop sticks were used

NOTE: The system treats all unchecked boxes as “No.” Thus, failure to check a box next to an area will result in a “no” for that area (e.g., pursuit was not justified, pursuit was not within policy.) Therefore, please ensure that all appropriate boxes are checked

- c. If the pursuit was called off, indicate so by selecting the “The pursuit was aborted” option and indicate the individual that called off the pursuit
- d. If an accident occurred, select the “An accident occurred” option and complete the “Type of Property Damaged” and “Parties Injured” fields
- e.
  - i. Select “None” if there were not any injuries or damaged property
  - ii. Enter vehicle damage and property damage amounts if the amount is known, otherwise, include a good faith estimate of the amount of damage
- f. Complete the required “Offender Details” fields
- g. Select “Next

### Pursuit Information

<b>Reason Pursuit was initiated</b> <input type="text"/>	<b>Time of Day of Pursuit</b> <input type="text"/>	<b>Duration in Minutes</b> <input type="text"/>
<b>Initial Violation</b> <input type="text"/>	<b>Weather Conditions</b> <input type="text"/>	<b>Maximum Speed (MPH)</b> <input type="text"/>
<b>Pursuit Distance</b> <input type="text"/>	<b>Type of Vehicle Pursued</b> <input type="text"/>	<b>Event that Concluded Pursuit</b> <input type="text"/>
<b>Beginning Location</b> <input type="text"/>	<b>Ending Location</b> <input type="text"/>	<b>DUI Factors</b> <input type="text"/>
<b>Agency Initiating Pursuit</b> <input type="text"/>	<b>Agency Ending Pursuit</b> <input type="text"/>	

<b>Helicopter Info</b>	<b>Aircraft Info</b>	<b>Stop Device Info</b>
<input type="checkbox"/> Helicopter available <input type="checkbox"/> Helicopter used	<input type="checkbox"/> Aircraft available <input type="checkbox"/> Aircraft used	<input type="checkbox"/> Stop device was used <input type="text"/>

<b>In-car Camera Info</b>	<b>Camera Video ID Number</b>
<input type="checkbox"/> In-car camera available <input type="checkbox"/> In-car camera used	<input type="text"/>

<b>Additional Information</b>		
<input type="checkbox"/> DUI arrest	<input type="checkbox"/> Pursuit was justified	<input type="checkbox"/> The pursuit was aborted
<input type="checkbox"/> Liability claim filed	<input type="checkbox"/> Pursuit was within policy	<b>Pursuit Aborted By</b> <input type="text"/>
<input type="checkbox"/> An accident occurred		

<b>Type of Property Damage</b> <input type="text"/>	<b>Parties Injured</b> <input type="text"/>
--	--

<b>Suspect Vehicle \$</b> <input type="text"/>	<b>Police Vehicle \$</b> <input type="text"/>	<b>Parked Vehicle \$</b> <input type="text"/>	<b>Property Damage \$</b> <input type="text"/>	<b>Other \$</b> <input type="text"/>
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**Involved Driver Information**

- a. If the driver is unknown, select “Skip this Step” and enter the member information

- b. If the involved driver is known, enter their last and first name
  - i. If the citizen was previously entered into BlueTeam, select their name from the search results. If the citizen does not show up in the search results, click “No Match”
  - ii. Enter all known information for a new citizen entry or update the existing entry, if necessary
  - iii. Select Finished

	Name	D.O.B.	Race	Ethnicity	Gender	Address	Phone
Select	Adams, Becky	1/10/1967	Asian		Female	100 N North Street, Daly City, CA 94015	(123) 123-1234
Select	Adams, Patricia	1/5/1965	White		Female	144 E Marina Street, Prescott, AZ 86301	(111) 123-4567

**Department Driver Information**

- a. Select “Add Me” or “Add Involved Member”

NOTE: Only add the operator of the patrol vehicle in the “Involved Member” area. Add member passengers in the “Member Witness” area.



**Involved MEMBER** Add Me As Involved MEMBER Add Involved MEMBER

No Involved MEMBER

**Citizen Witnesses** Add Citizen Witness

No citizen witnesses

**MEMBER Witnesses** Add MEMBER Witness

- b. Select either “employee name” or “employee #” to search for and select the involved member

**Add Involved MEMBER**

• Begin typing the last name of an individual, select their name from the list and click Add.

Search MEMBER

If the member is currently unidentified, click the button below.

Add Unknown MEMBER

Cancel Add

- c. Click the select option next to the involved member’s name
- d. Select “Next”

### Attach Files

Any pictures of the pursuit as well as any UD-010s and any incident reports or memoranda shall be attached as files to the Vehicle Pursuit BlueTeam Incident Report.

- a. To attach an image or document, select “Browse” and locate the file
- b. Select the desired file
- c. Enter a description for the attached file
- d. Select “Attach File”
- e. Once the attached file is displayed, select “Next” and add any other files using the same method

**Attach Files**

- Maximum file size is 80 MB. Larger files will be rejected. Please check the file size before attaching.
- Please be patient. Large files may take some time to upload.
- You can attach multiple files, but they must be attached one at a time.

**Step 1 - Choose the file to attach \***

**Step 2 - Enter a description for the attachment \***

**Step 3 - Select a folder for the file (optional)**

After all necessary files are attached, see “Forwarding to Supervisor” on page 18 for further instructions.

### 1.9 Administrative Complaint / Citizen Complaint

An Administrative Complaint is a complaint member to member. A Citizen Complaint is a complaint received by a citizen against a member. An Incident Report is required for all citizen complaints and administrative complaints made to a commander or supervisor against another member for alleged violations of rules and regulations, written directives, Code of Conduct, or law.

- a. Add new Incident, enter your summary, and select the type of complainant.

**Reporting Party**

• Please choose whether the reporting party is an officer or a citizen.

Citizen

Officer

- b. Enter citizen or employee information for complainant, then click “Finished”
  - i. If the citizen was previously entered into BlueTeam, select their name from the search results. If the citizen does not show up in the search results, click “No Match”
  - ii. Enter all known information for a new citizen entry or update the existing entry, if necessary

**Citizen Information**

• Click **Finished** to link this citizen to the incident.

**James Bad**  
**Address:** 1234 S Quest Street, Joliet, IL 60432  
**Phone:** (815) 735-2174  
Add New Address | Add New Phone #

**Cancel** **Finished**

- c. Search for the member involved using “Add Me as Involved Member” or “Add Involved Member”

**Involved MEMBER** [Add Me As Involved MEMBER](#) [Add Involved MEMBER](#)

No Involved MEMBER

- d. Select any Citizen Witnesses or Member Witnesses
- e. Select “Next”
- f. Attach documents, then click “Next”

**Attach Files**

• Maximum file size is 80 MB. Larger files will be rejected. Please check the file size before attaching.  
• Please be patient. Large files may take some time to upload.  
• You can attach multiple files, but they must be attached one at a time.

**Step 1 - Choose the file to attach \***

**Browse...**

**Step 2 - Enter a description for the attachment \***

### Forward Incident

- a. Select the “Forward Incident” button

**Note:**  
This incident has not yet been routed to your supervisor through the Chain of Command. After you are finished editing this record, be sure to forward the incident up your chain of command.

**Forward Incident**

- b. Select “Add Recipient” from the “To” line and enter “Internal Affairs” as the last name. Select “Internal Affairs, MSP”

- c. Select “Add Recipient” from the “CC” line and enter individuals required to be aware of this incident at this stage of the review and approval process. At a minimum, the following personnel shall be included:
  - i. Worksite commander, if applicable
  - ii. Division or district commander
  - iii. Assistant division or district commander
- d. Select the intended recipient from the displayed list
- e. Forward the incident for review

### 1.9 All Incidents (Except Citizen Complaints/Administrative Complaints) Forwarding to Supervisor

- a. Select “Add Recipient” from the “To” line to enter the supervisor who will be approving and forwarding this incident
  - i. Search the employee database by either employee name or employee ID number (HRMN number without the “H0”)

- b. Select “Add Recipient” from the “CC” line to enter individuals required to be aware of this incident at this stage of the review and approval process
- c. In “Instructions,” include further descriptions for those items marked as “other” if necessary as well as other instructions to the supervisor
- d. Select “Forward” to forward the incident up the chain of command

### Forward the Incident for Review

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To: \* <...Add Recipient...>

Cc: <...Add Cc...>

From: Captain Raymond Eisenburg

Instructions: \*

MS
Cancel
Save Changes
Forward

## 1.10 BlueTeam Incident Review

### Select Incident to Review

- a. Log into BlueTeam - this will be your dashboard
- b. Select “Chain of command incidents pending your review/approval”

Add New Incident



Dashboard Menu

Take Action

	0	Chain of command incidents are pending your review/approval
	0	Chain of command incidents CC'd to you
	0	Read only Chain of command incidents assigned to your groups
	0	Incidents are assigned to you

- c. Select the date of the incident to be reviewed by clicking on the date

### Chain of Command Items

Pending Your Review and Approval

- The below items are pending your review and approval.
- Click the sent date to review the chain routing and incident information.

Sent	Sent By	Involved Officer	IA No	Incident Type	Instructions	Group Routing
3/8/2017	Officer John Boone	Officer Brian Fannell	(none)	Citizen complaint	TEST	No
3/8/2017	Officer Thomas Wilson	Officer Jose Averilla	(none)	Citizen complaint	Please review and recommend	No
3/8/2017	Lieutenant Robert Batten	(Not provided)	(none)	Citizen complaint	For your review	No
3/8/2017	Officer Charles Brown	Sergeant Danny Brabham	(none)	Citizen complaint	please review this incident	No
3/8/2017	Detective Michael Sousa	Detective Samuel Johnson	(none)	Citizen complaint	for your review	No

d. Also displayed on the dashboard are incidents that were “CC’d” to you - these can be viewed and printed only

#### Add New Incident



#### Dashboard Menu

#### Take Action

	0	Chain of command incidents are pending your review/approval
	0	Chain of command incidents CC'd to you
	0	Read only Chain of command incidents assigned to your groups
	0	Incidents are assigned to you
	2	Incidents you authored need to be marked
	11	Incidents you authored need to be routed into the chain of command
	13	Incidents that you authored are available to edit
	0	Chain routings you sent have not been reviewed by the recipient. Send a reminder or change the recipient.

Chain of command incidents CC'd

## Review Incident

- a. Select a chain of command incident pending your review/approval. Once the date is selected, the incident to be reviewed is displayed

### Incident Summary

[View Incident Details \(read-only\)](#)  
[View Incident Summary](#)

**Incident Type:** Citizen complaint;  
**Received Date:** 3/8/2017;  
**Entered By:** Officer John Boone;  
**Summary:** Complaint of rude behavior;

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### File Attachments

Date Attached	Attachment Description	Attachment Type	Folder	
3/8/2017	picture of event	jpg	(not set)	<a href="#">Download</a>
3/8/2017	test		(not set)	<a href="#">View Page</a>

[Add Attachment](#)

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### Sender Information

**From:** Officer John Boone(original entry person)  
**To:** Captain Raymond Eisenburg  
**Date and Time:** 3/8/2017 8:01 AM  
**Instructions from Sender:** TEST

### Comments/Response

After reviewing the incident, please take an action below.

Approved  
 Not approved

**Comments:**

A statement from Acting Manhattan US Attorney Joon Kim released Friday said McFarland told investors that Fyre Media earned millions of dollars from thousands of artist bookings in 2016 and 2017, but in reality had brought in less than \$60,000 from about 60 artist bookings.

McFarland is also accused of providing an altered brokerage statement to an investor that claimed he owned shares of a stock worth about \$2.5 million. The shares in question are worth less than \$1,500, prosecutors said.

If convicted on the wire fraud charge, McFarland could face up to 20 years in prison. Federal agents have arrested Fyre Festival pitchman Billy McFarland on charges of wire fraud on Friday, nearly three months after the failed music and lifestyle festival left hundreds of attendees stranded in the Bahamas.

\*By forwarding this incident, you are digitally signing your review decision.

[Forward Incident](#)

- b. Select “View Incident Details/View Incident Summary” to view the details of the incident
  - i. Ensure all required information has been included based on the type of incident – see individual sections for required information
  - ii. If all required information has not been included, the incident shall be returned to the original entering member for correction
- c. Both views are read only and cannot be modified
- d. If needed, attachments can be added (documents, images, etc.)

### Approve and Forward Incident

Incidents shall only be approved and forwarded after all required information has been entered completely and accurately. If not, see the section “Send Incident back for correction.”

- a. To approve an incident, select the “Approved” option
- b. Reviewing supervisors shall indicate whether or not they believe the enforcement member’s actions complied with department policy in the “Comments/Response” area before forwarding the incident up the chain of command
- c. Select “Forward” to send the incident for further review and approval
- d. After the incident is forwarded, the summary is available to be printed

The screenshot shows a light blue header with the text "Comments/Response". Below the header, it says "After reviewing the incident, please take an action below." There are two radio button options: "Approved" (which is selected) and "Not approved".

### Sending an Incident Back for Corrections

- a. To indicate an incident is not approved, select the “Not Approved” option
- b. Select the reason for not approving
- c. Enter instructions to the person that submitted the incident for review

The screenshot shows the "Comments/Response" form with "Not approved" selected. Below the radio buttons, there is a text input field labeled "Reason for not approving" with a dropdown arrow on the right side.

- d. Select “Forward Incident” to select the recipient

The screenshot shows a light blue header with the text "Forward the Incident for Review". Below the header, there are fields for "To: <...Add Recipient...>", "Cc: <...Add Cc...>", and "From: Captain Raymond Eisenburg". There is a text input field for "Instructions:". At the bottom right, there are three buttons: "Forward" (blue), "Save" (green), and "Cancel" (red).

- e. Enter instructions for the individual to make corrections and select “Forward”
- f. The summary of the incident will now be displayed and can be printed if needed

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**Review Responsibility:** Professional Development Bureau; Professional Standards Section  
**Accreditation Standards:** CALEA