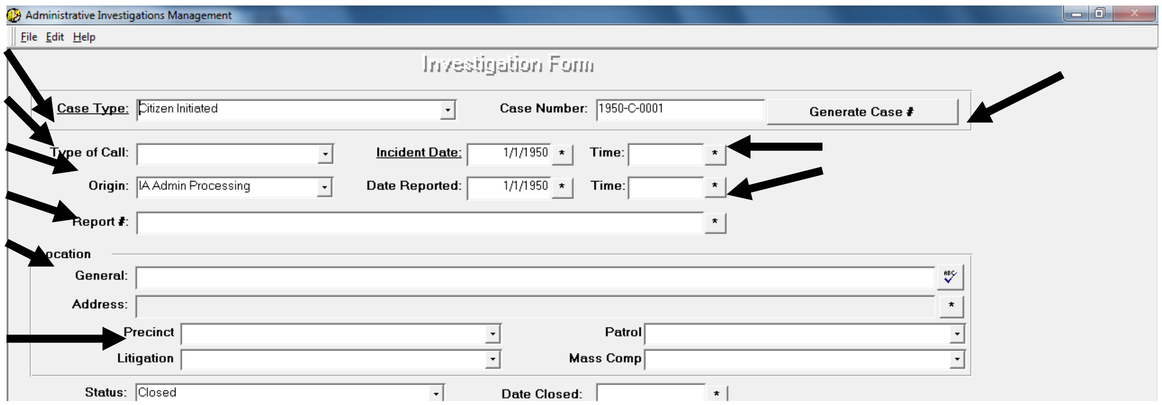
AIM Entry for IPR Initial Intake Investigations
Complete the following entries before closing the intake investigation.

Initial Page:

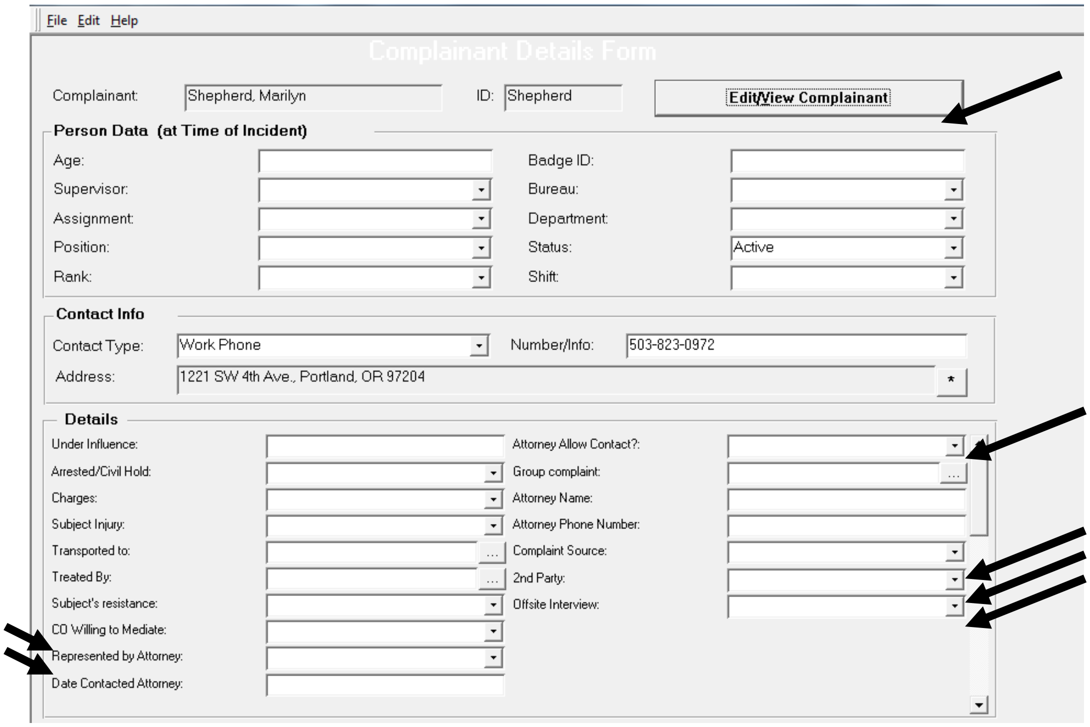


- Case type – “Citizen Initiated”
- Type of call: enter based on how vCAD categorized call for incident
- Incident date and time
- Date & time reported to IPR
- Origin: Name of IPR Investigator/Director/staff **currently assigned.** Change after changing Tracking to a new assignment.

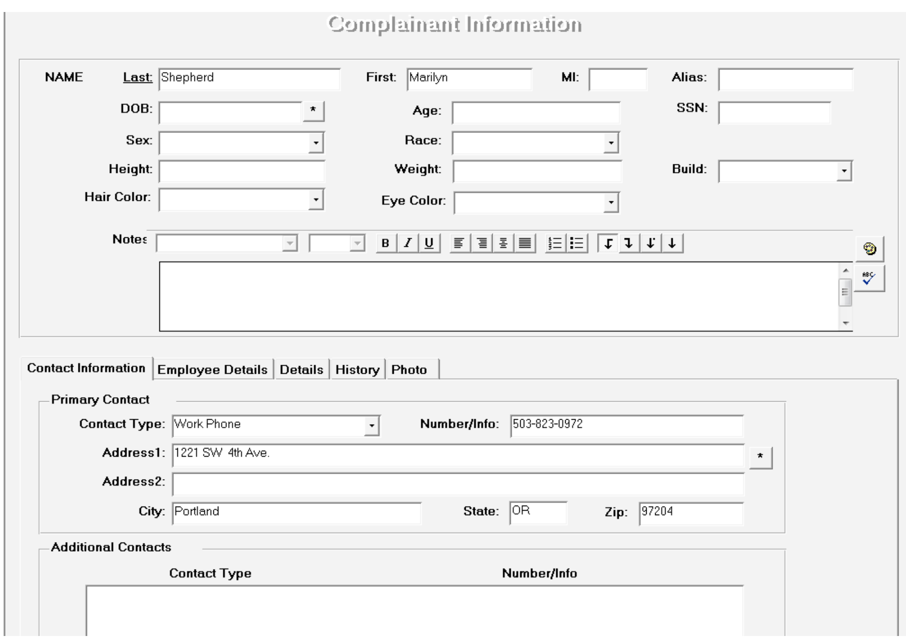
(If entering the case initially into AIM, at this point you can click “Generate Case #”)

- Report #(s)
- Location of incident
- Precinct of incident

Complainant Tab:

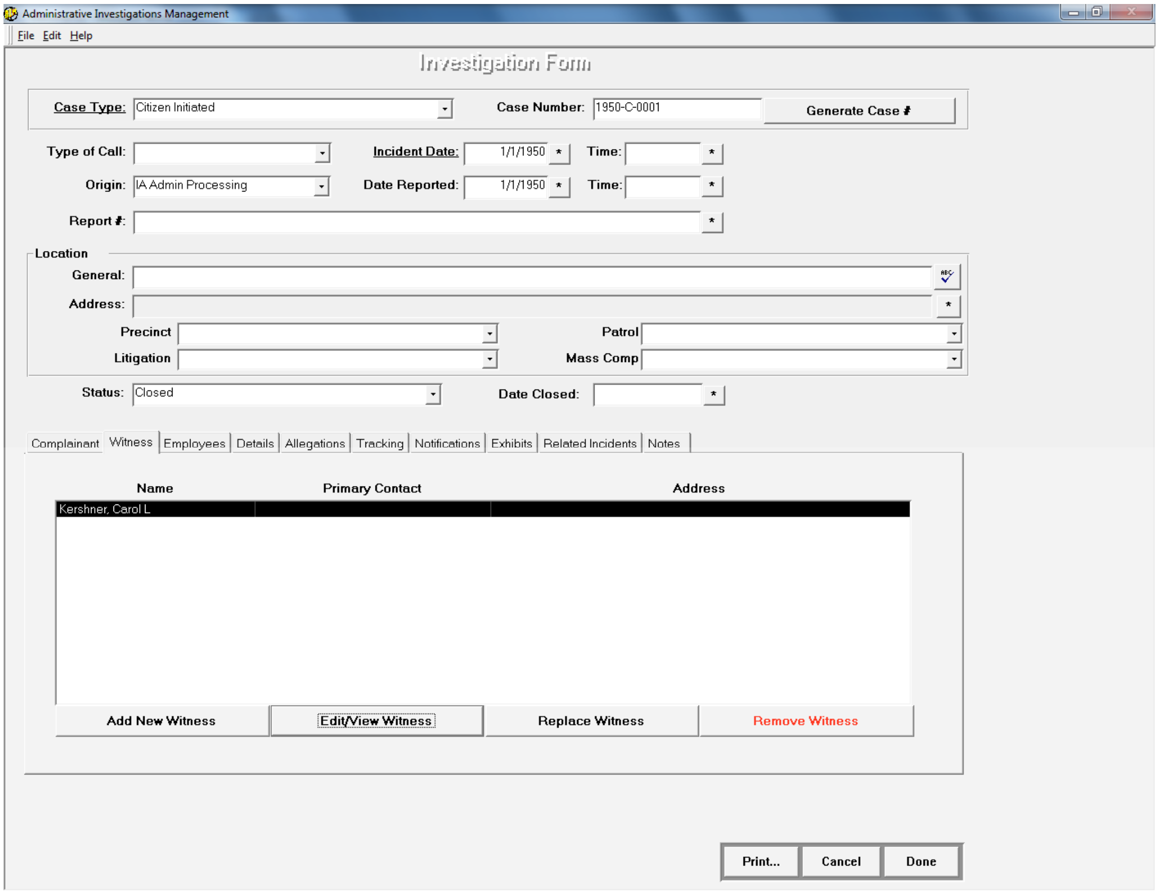


- Fill in if conducted offsite interview & if complainant is 2nd Party
- If the complainant has an attorney, fill in 'Attorney Allow Contact?'
- If willing to mediate, fill in that box.
- Fill in known demographics and Complaint Source
- To change contact information, click Edit/View Complainant



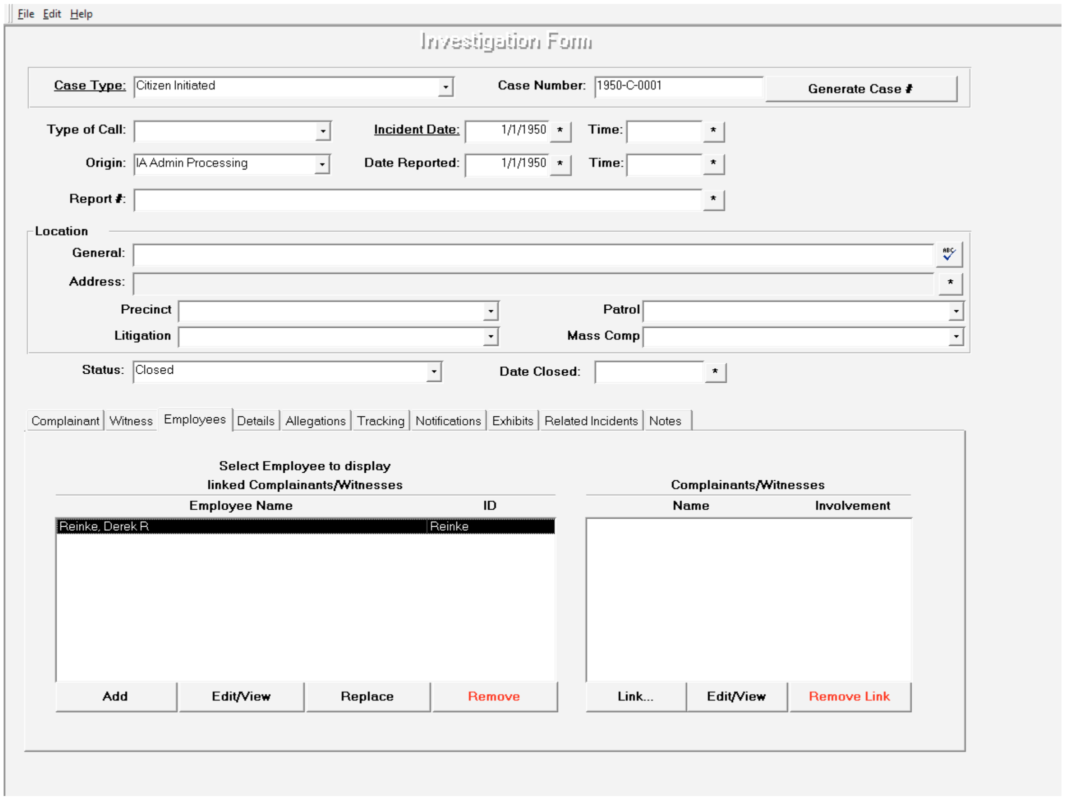
- Enter as many phone numbers and contact types as you can collect

Witness Tab:

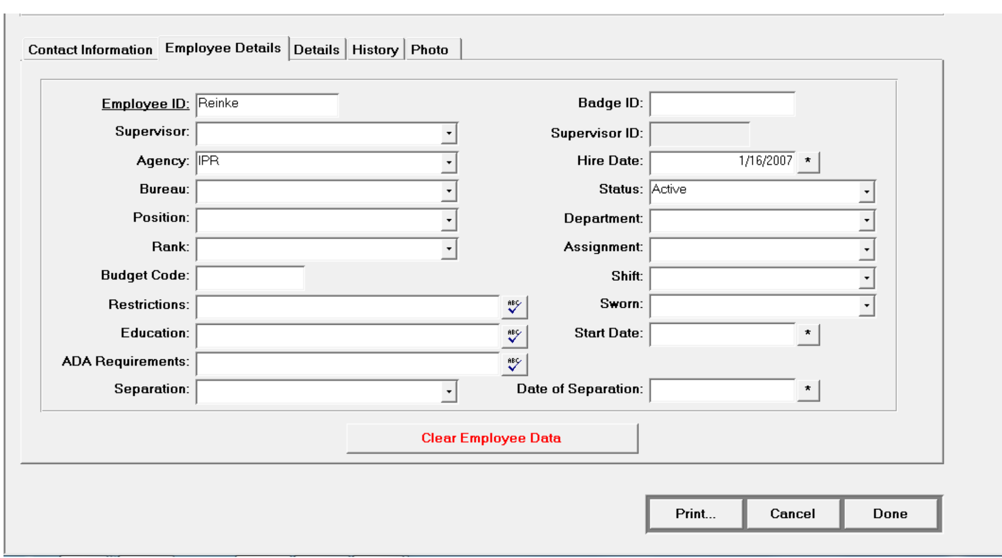


- Fill in as much contact information as possible for civilian witnesses.
- Enter any witness PPB members in the Witness tab, not under Employees
- If there is an attorney, enter the attorney in the Witness tab

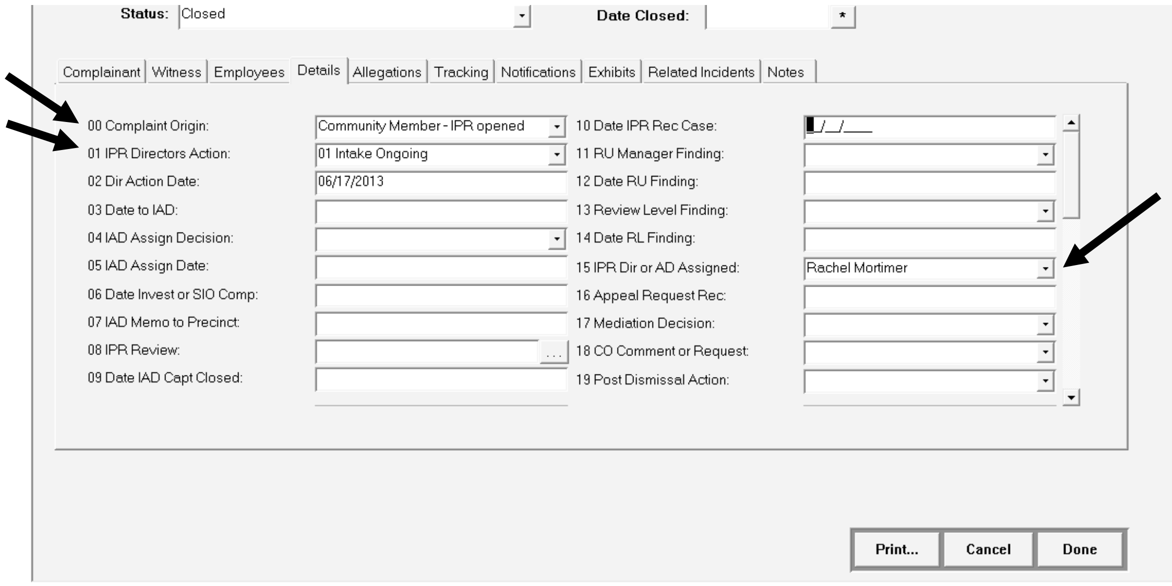
Employees Tab:



- Enter only involved PPB members
- Can enter by DPSST #:
  - Click "Add"
  - Enter the number under "Employee ID"
  - Search, and select the correct PPB member / officer
- To check Employee (officer) details, click Edit/View.
- To print, click Edit/View, then Print button.



Details Tab:



Investigators responsible to check that the following three items are entered:

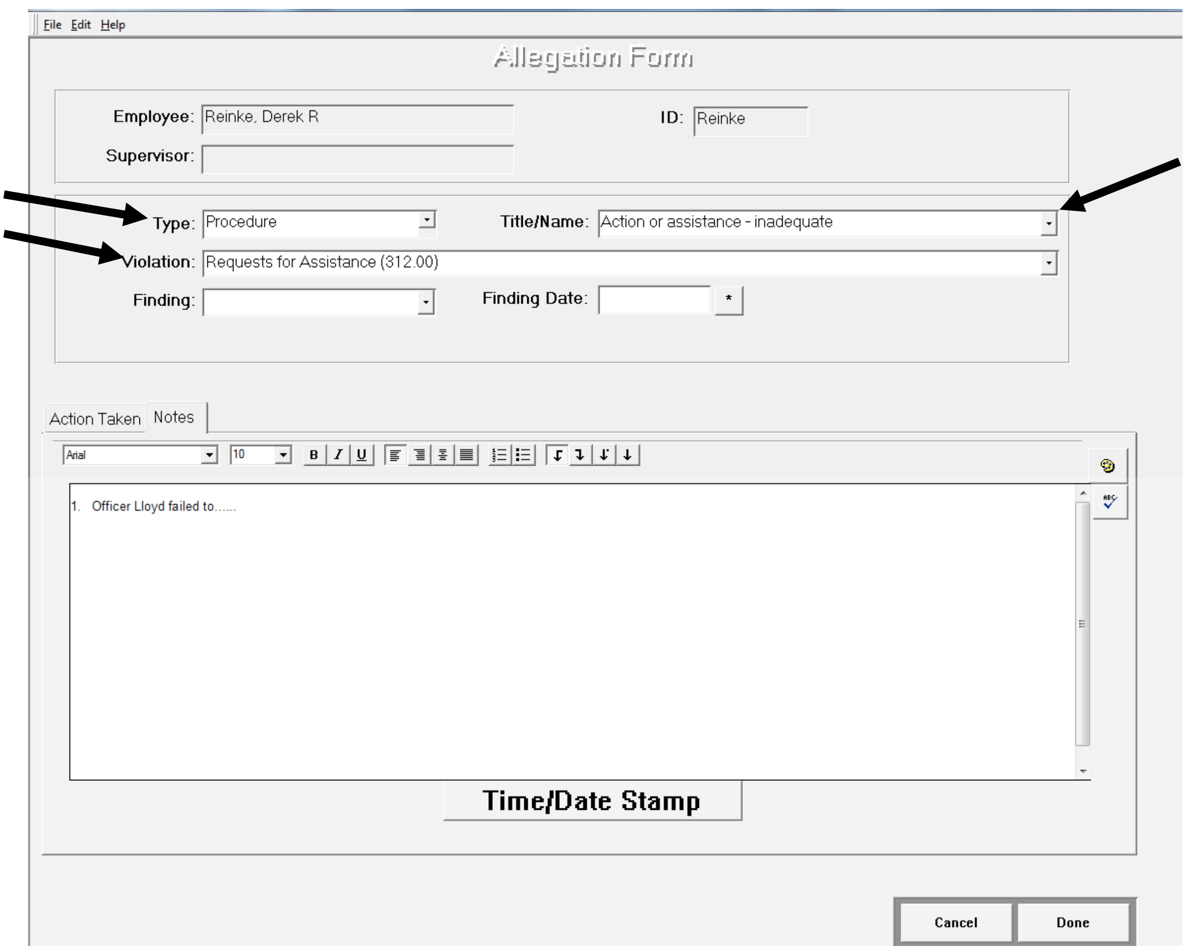
1. Complaint Origin: 'Community Member – IPR opened' if the case originated with IPR intake
2. IPR Directors Action: '01 Intake Ongoing'
3. IPR Dir or AD Assigned: Fill in according to assignments

   As of October 2013, cases assigned according to last digit of the case number:

   - 0 or 5 = to Constantin Severe
   - 1 = to Rachel Mortimer
   - 2, 3, 4, 6, 7, 8, 9 = to Anika Bent-Albert

Allegations Tab:

- For each involved member, click "Add New Allegation" for each allegation.



- Allegation numbering, wording, and format matches the allegations as listed in the Investigation Report in Microsoft Word, and in the Notes section in AIM.
- Fill in Type, Title/Name, and 'Violation' – the Directive, listed alphabetically.

Allegation Formatting:

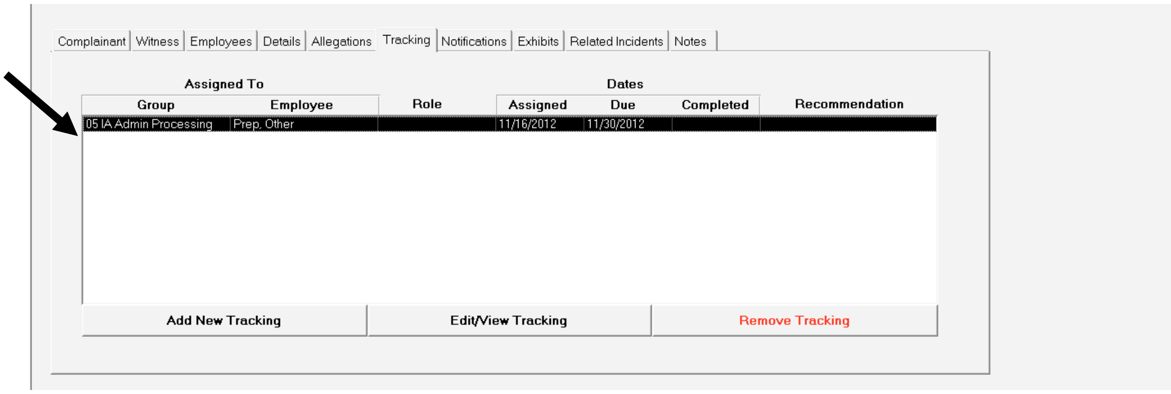
Allegations should be entered and numbered in the same order that they are listed in the Notes tab.

- If there are multiple officers with the same allegation, write an allegation for each officer separately.
- Group together all allegations against one officer, and number accordingly.
- Each allegation starts with the title and name of the officer/involved PPB member.
- After the allegation, list in all caps, within parentheses, the category of the allegation (CONDUCT, FORCE, CONTROL, PROCEDURE, COURTESY, or DISPARATE TREATMENT)
- Next, list in parentheses the directive, number, and title, in the format: (Directive xxx – Title of Directive)

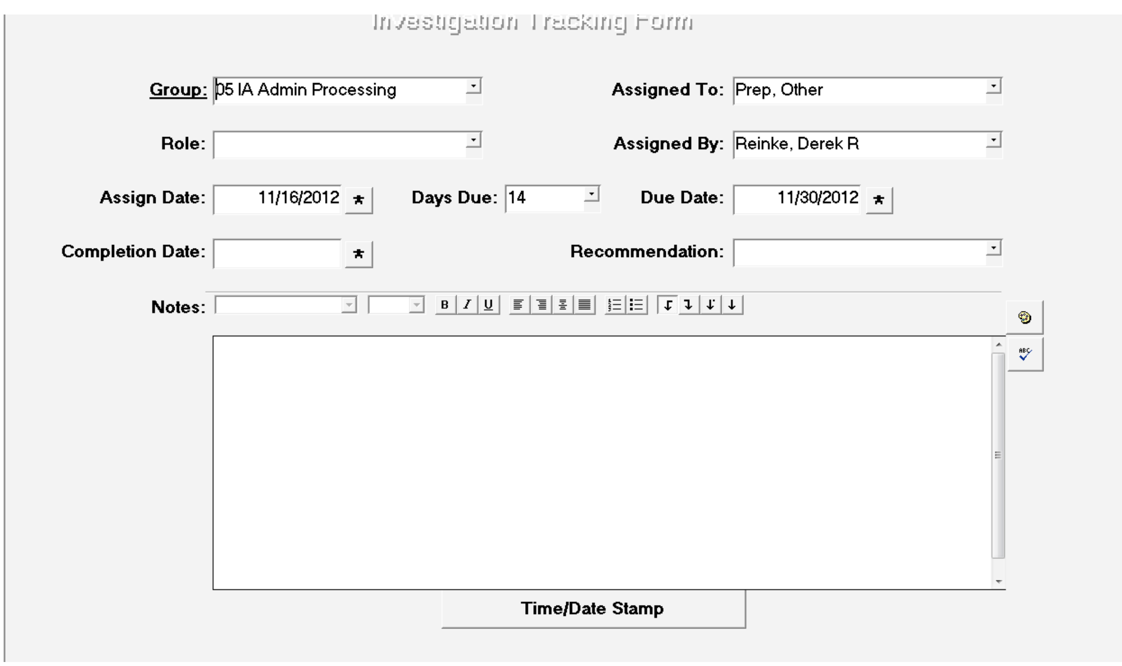
See "How to Format Allegations" for examples.

- For consistency, copy and paste the allegations from the Investigation Report document or Notes tab, which should follow the formatting rules, into the Allegation tab's section for 'Notes'.
  - After copying and pasting, check that the allegations are numbered correctly.

Tracking Tab:

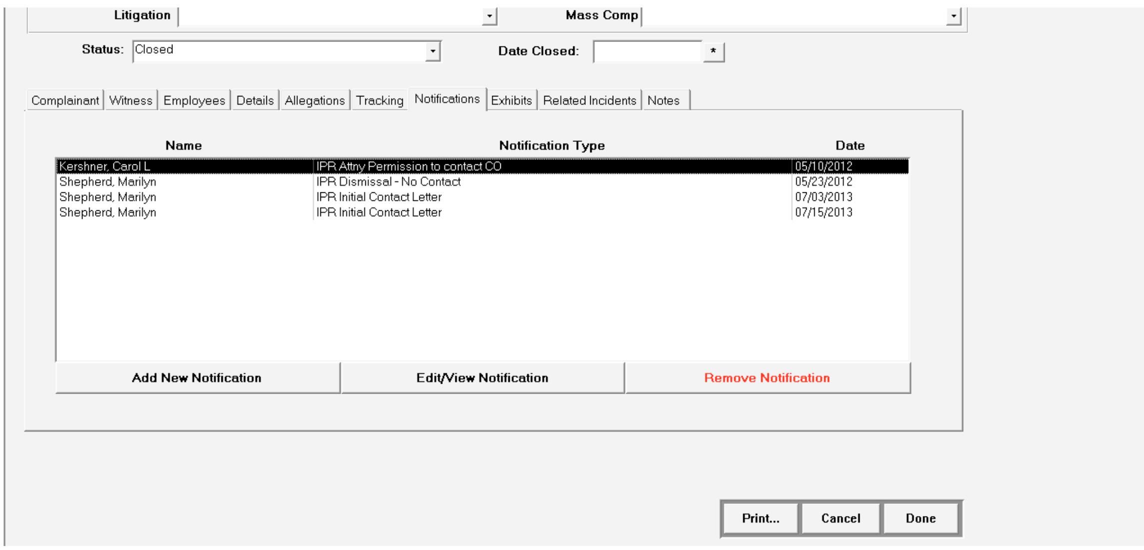


- Kelsey will enter the initial Tracking assignment for the Investigator. If Investigator is entering information in AIM themselves, click "Add New Tracking". Under "Days Due" select 14.
- If Investigator received approval for additional investigation time,
  - enter Completion Date for initial tracking assignment
  - Add New Tracking
  - Under "Group", select "03 IPR Investigation"
- When closing the investigation, Investigator:
  - click Add New Tracking
  - select Assistant Director or Director under "Group", and choose the name.
  - Under "Days Due", select 7.



Notifications tab:

- When a case is assigned for initial investigation, Kelsey merges the complainant's contact information with the IPR Initial Contact Letter and the Request to Mediate form
- If an Attorney is noted, the IPR Attorney Permission to Contact letter is merged.
- If Investigator sends a notification:
    - Add New Notification
    - Select desired letter/notice from list
    - Select desired recipient
    - "Merge"
    - Save to case file
    - Edit in saved Word file
    - Copy edited text
    - Click Edit/View Notification
    - In the Notes section of the pop-up box, paste the edited text.



Notes tab:

- Use Time/Date Stamp for each entry
- Kelsey makes a note when the case is assigned
- When investigation completed, paste IPR Investigator Report from Word template into Notes section.
- If phone calls, mail, or e-mails received after closing the investigation, enter narration in notes section
- Check that each Allegation in AIM matches the wording of allegations in the Notes section.