

AIM Entry Instructions

AIM Entry for IPR Initial Intake Investigations

Complete the following entries before closing the intake investigation.

Initial Page:

The screenshot shows the 'Investigation Form' window in the 'Administrative Investigations Management' application. The form contains the following fields and values:

- Case Type:** Citizen Initiated
- Case Number:** 1950-C-0001
- Generate Case #:** (button)
- Type of Call:** (dropdown menu)
- Incident Date:** 1/1/1950 *
- Time:** *
- Origin:** IA Admin Processing
- Date Reported:** 1/1/1950 *
- Time:** *
- Report #:** *
- Location:** (dropdown menu)
- General:** (text field)
- Address:** (text field)
- Precinct:** (dropdown menu)
- Patrol:** (dropdown menu)
- Litigation:** (dropdown menu)
- Mass Comp:** (dropdown menu)
- Status:** Closed
- Date Closed:** *

Arrows in the image point to the following fields: Case Type, Case Number, Generate Case #, Type of Call, Incident Date, Time, Origin, Date Reported, Time, Report #, Precinct, and Address.

- 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

AIM Entry Instructions

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

AIM Entry Instructions

Witness Tab:

The screenshot shows the 'Administrative Investigations Management' software interface. The main window is titled 'Investigation Form'. At the top, there are fields for 'Case Type' (set to 'Citizen Initiated'), 'Case Number' (set to '1950-C-0001'), and a 'Generate Case #' button. Below this are fields for 'Type of Call', 'Incident Date' (1/1/1950), 'Time', 'Origin' (IA Admin Processing), 'Date Reported' (1/1/1950), 'Time', and 'Report #'. A 'Location' section contains dropdowns for 'General', 'Address', 'Precinct', 'Patrol', 'Litigation', and 'Mass Comp', along with 'Status' (Closed) and 'Date Closed'. A navigation bar includes tabs for 'Complainant', 'Witness', 'Employees', 'Details', 'Allegations', 'Tracking', 'Notifications', 'Exhibits', 'Related Incidents', and 'Notes'. The 'Witness' tab is active, displaying a table with columns 'Name', 'Primary Contact', and 'Address'. One entry is visible: 'Kershner, Carol L.'. Below the table are buttons for 'Add New Witness', 'Edit/View Witness', 'Replace Witness', and 'Remove Witness'. At the bottom right, there are 'Print...', 'Cancel', and 'Done' buttons.

- 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

AIM Entry Instructions

Employees Tab:

The screenshot shows the 'Investigation Form' with the 'Employees' tab selected. The form contains various input fields for case information, location, and status. Below the main form area, there are several tabs: Complainant, Witness, Employees, Details, Allegations, Tracking, Notifications, Exhibits, Related Incidents, and Notes. The 'Employees' tab is active, showing a table with columns for 'Employee Name' and 'ID'. Below the table are buttons for 'Add', 'Edit/View', 'Replace', and 'Remove'. To the right, there is a section for 'Complainants/Witnesses' with columns for 'Name' and 'Involvement', and buttons for 'Link...', 'Edit/View', and 'Remove Link'.

- 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.

The screenshot shows the 'Employee Details' form. It has tabs for Contact Information, Employee Details, Details, History, and Photo. The 'Employee Details' tab is active, showing a form with various fields for employee information. The fields include Employee ID, Supervisor, Agency, Bureau, Position, Rank, Budget Code, Restrictions, Education, ADA Requirements, Separation, Badge ID, Supervisor ID, Hire Date, Status, Department, Assignment, Shift, Sworn, and Start Date. Below the form is a 'Clear Employee Data' button. At the bottom of the window, there are buttons for 'Print...', 'Cancel', and 'Done'.

AIM Entry Instructions

Details Tab:

The screenshot shows a web-based form for entering case details. At the top, there are dropdown menus for 'Status' (set to 'Closed') and 'Date Closed'. Below these are several tabs: 'Complainant', 'Witness', 'Employees', 'Details', 'Allegations', 'Tracking', 'Notifications', 'Exhibits', 'Related Incidents', and 'Notes'. The 'Details' tab is active. The form contains 19 numbered fields:

00 Complaint Origin:	Community Member - IPR opened	10 Date IPR Rec Case:	MM/DD/YY
01 IPR Directors Action:	01 Intake Ongoing	11 RU Manager Finding:	
02 Dir Action Date:	06/17/2013	12 Date RU Finding:	
03 Date to IAD:		13 Review Level Finding:	
04 IAD Assign Decision:		14 Date RL Finding:	
05 IAD Assign Date:		15 IPR Dir or AD Assigned:	Rachel Mortimer
06 Date Invest or SIO Comp:		16 Appeal Request Rec:	
07 IAD Memo to Precinct:		17 Mediation Decision:	
08 IPR Review:		18 CO Comment or Request:	
09 Date IAD Capt Closed:		19 Post Dismissal Action:	

At the bottom right of the form are three buttons: 'Print...', 'Cancel', and 'Done'.

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

AIM Entry Instructions

Allegations Tab:

Status: Closed Date Closed:

Complainant | Witness | Employees | Details | Allegations | Tracking | Notifications | Exhibits | Related Incidents | Notes

Employee Name	ID	Supervisor	Title/Name	Violation	Finding
Reinke, Derek R	Reinke				

Edit/View Employee Info Remove Add New Allegation Edit/View Remove

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

File Edit Help

Allegation Form

Employee: Reinke, Derek R ID: Reinke
Supervisor:

Type: Procedure Title/Name: Action or assistance - inadequate
Violation: Requests for Assistance (312.00)
Finding: Finding Date: *

Action Taken Notes

Arial 10 B I U [Rich Text Editor Icons]

1. Officer Lloyd failed to.....

Time/Date Stamp

Cancel Done

- 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.

AIM Entry Instructions

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.

AIM Entry Instructions

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.

Name	Notification Type	Date
Kershner, Carol L	IPR Attny Permission to contact CO	05/10/2012
Shepherd, Marilyn	IPR Dismissal - No Contact	05/23/2012
Shepherd, Marilyn	IPR Initial Contact Letter	07/03/2013
Shepherd, Marilyn	IPR Initial Contact Letter	07/15/2013

AIM Entry Instructions

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.

The screenshot displays the 'Investigation Form' interface. At the top, there are fields for 'Case Type' (Citizen Initiated), 'Case Number' (1950-C-0001), and a 'Generate Case #' button. Below these are fields for 'Type of Call', 'Incident Date' (1/1/1950), 'Time', 'Origin' (Admin Processing), 'Date Reported' (1/1/1950), and 'Time'. A 'Report #' field is also present. The 'Location' section includes 'General', 'Address', 'Precinct', 'Patrol', 'Litigation', and 'Mass Comp' dropdown menus. The 'Status' is set to 'Closed' and 'Date Closed' is empty. A navigation bar at the bottom of the form includes tabs for 'Complainant', 'Witness', 'Employees', 'Details', 'Allegations', 'Tracking', 'Notifications', 'Exhibits', 'Related Incidents', and 'Notes'. The 'Notes' tab is active, showing a text area with three entries, each starting with a timestamp and the name 'Reinke'. The first entry is bolded and underlined. A 'Time/Date Stamp' button is located below the text area. At the bottom right, there are 'Print..', 'Cancel', and 'Done' buttons.