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Overview

Purpose

Hazmat, Explosives, and Arson Tracking (HEAT) application is used by the Fire Investigative Branch of the Office of the Fire Marshal to capture details of CAD events that have caused the recommendation of a Fire Marshal investigation. HEAT provides a method for the Fairfax County Fire Marshal Office to access incidents, manage investigation information and to produce reports for internal use.

Technical Environment

The presentation and business logic will be developed using ASP.NET 3.5 and the web application will reside on the Fairfax County Public Web Farm. Users will need Microsoft Internet Explorer to use the application. Data will be stored on the Fairfax County Enterprise SQL Server 2017. Reports will be developed using Generic Reporting minimizing the DBA resource requirement compared to the SQL Reporting Service reporting. Users will need Microsoft Excel to view and edit the reports. Users will be authenticated against FFX domain Active Directory. Each user must have an active Fairfax County network user Id and be a member of Active Directory group FRD-HEAT to access the application.

Security

Users will login with their Fairfax County network user Id and password. They will be authenticated against FFX domain Active Directory.
Within the application, each user is assigned to one of the following roles. The assigned role determines what the user may do within the application.

Read Only

Users with a ReadOnly role only may only view investigations and some reports.

Investigator

Users with an Investigator role have the same capabilities of ReadOnly. Users with an Investigator role may insert/update/delete investigations that they are assigned and can access all reports. The Investigator role may only view investigations not assigned to the logged in investigator.

Evidence Custodian

Users with an Evidence Custodian role have the capabilities of an Investigator role. In addition, Evidence Custodian users may track evidence on all open/closed investigations.

Supervisor

Users with a Supervisor role have all the capabilities of an Investigator role. In addition, Supervisor users may insert/update/delete all open/closed investigations and can access all reports.

SysAdmin

Users with a SysAdmin role have all the capabilities of a Supervisor role. In addition, Sysadmin users may insert/update/delete entries in the lookup tables.

Interface

FRD Data Warehouse

A job is scheduled to run every 30 minutes on the Enterprise SQL server to import Fire event data from the FRD Data Warehouse view dbo.v_HEAT_WeeklyUnitActivity to tables HEAT_CAD_EVENT and HEAT_CAD_EVENT_UNIT.

Master Address Repository (MAR)

HEAT uses the Fairfax County Master Address Repository (MAR) web service to verify an address.

Mailing Address Verification (MAV)

If an address is not found from the MAR web service, HEAT uses the U.S. Postal Service address verification web service to verify the address.

NADA Guides

HEAT provides access to NADA Guides as a research tool so that investigators can obtain values for cars, boats, motorcycles, RVs, and manufactured homes.

FRD Data Analysts Read-only Access

The FRD data analysts have been granted read-only access to the FRD_HEAT database tables and views through the SQL login FRD_Gateway to enable them to provide statistical data for management reporting. This replaces the stored procedure xxi_PBI_HEATIncident.

Real Estate Assessment Information System (iCare)

HEAT uses the Real Estate Assessment Information System (iCare) web service to obtain district descriptions, building values, and land values from the Fairfax County Department of Tax Administration by the parcel Id that returned from the Master Address Repository web service.

Weather Underground

HEAT previously used the Weather Underground web service to obtain weather data for a specific zip code and date/time. However, as of 12/31/2018, the Weather Underground web service is no longer available. The investigators must enter the required weather information until a free replacement can be found.

Logging

Any update or delete to the HEAT tables will create entries in the HEAT_LOG table. If a record in any of the HEAT tables is inserted, updated, or deleted, the following information will be logged into table HEAT_LOG:

- Table name: name of the table the record is being inserted, updated, or deleted.
- Record key: value to uniquely identify the record being inserted, updated, or deleted.
- Column name: name of the column being inserted, updated, or deleted.
- Old value: value of the column being inserted or before the delete or update.
- New value: value of the column after the delete or update.
- User Id: identify the user who inserted, deleted, or updated the record.
- Date and time: date and time the record was inserted, deleted, or updated.
- Action: indicate whether the record was ‘Inserted’, ‘Deleted’, or ‘Updated’.

Basic Functionality

Throughout the Application

The following functionality is available throughout the application unless otherwise noted.

Date

Charge Date: *

An input mask will be automatically applied to format the date as mm/dd/yyyy unless otherwise noted.

Date Range

From Date: *

To Date: *

Where there is a date range, From Date must be on or before To Date.
An input mask will be automatically applied to format the date as mm/dd/yyyy unless otherwise noted.

Incident Task Bar

INCIDENT Notes Investigations Files

The Incident task bar will capitalize the tab currently accessed by the user.

Investigation Task Bar

INVESTIGATION Contact Interview Legal Action Fixed Property Mobile Property Origin Cause Evidence

The Investigation task bar will capitalize the tab currently accessed by the user.

List

	Method Name	Validation
Edit Delete	Cell Phone	Phone
Edit Delete	Email	Email
Edit Delete	Home Phone	Phone
Edit Delete	International Cell Phone	International Phone
Edit Delete	International Home Phone	International Phone
Edit Delete	Work Phone	Phone

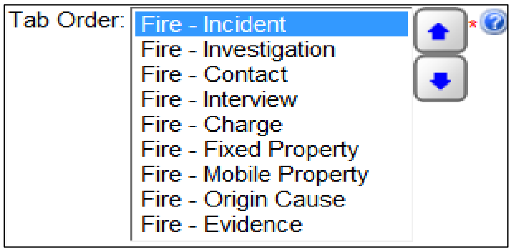
Where there is a list, all columns with an underline when hovered over with the mouse are sortable. Click once on the column header to sort ascending. Click again to sort descending.

Logout/Help

Links in the upper right corner of each page allow the user to either view the help document or log out of the application.

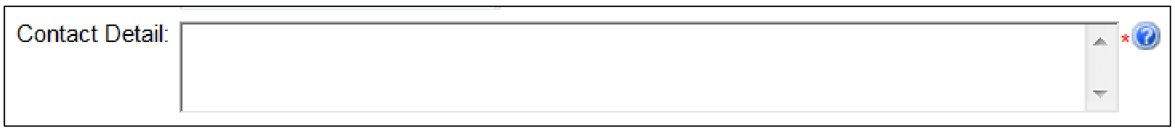
log out | help

Order



Select the item you wish to move up in the list by clicking this button. Select the item you wish to move down in the list by clicking this button.

Phone Number

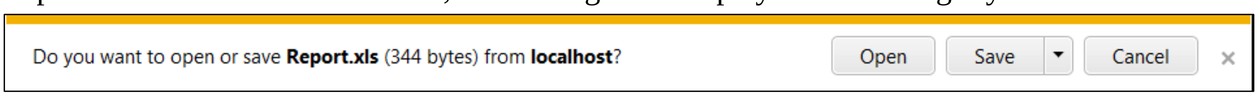


Where there is a phone number, an input mask will be automatically applied to format the phone number as nnn-nnn-nnnn unless otherwise noted.

Report

All reports display page number and date generated in the bottom of each page. Report name and selected criteria are displayed at the top of each page.

Unless otherwise noted, after clicking the Run button, the File Download message box appears. If your Internet Explorer version is older than IE 9, the message box displayed will be slightly different.



Click Open to display the report on the screen. If it is a Word document, it opens in Word format. If it is an Excel document, it opens in Excel format.

Click Save to save a copy of the report on the user's PC.

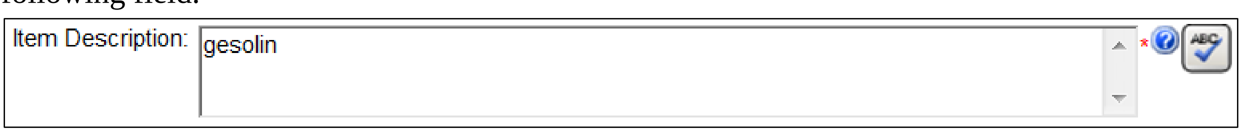
Click Cancel to disregard the report request.

Required field

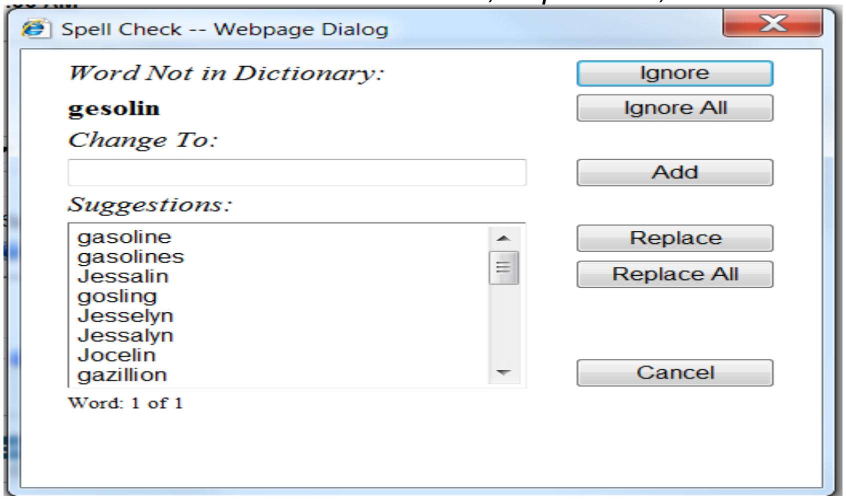
The red asterisk * next to the field indicates that the field is required.

Spell Check

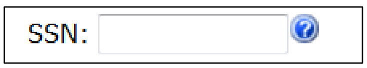
Spell check is available on various note and description fields. Click the button next to the field. For each misspelled word found, a dialog appears with suggestions. For example, a spell check is available for the following field.



When the button is clicked, a suggestions list appears.



SSN



Where there is a social security number, an input mask will be automatically applied to format the social security number as nnn-nn-nnnn unless otherwise noted.

Time

Where there is a time field, an input mask will be automatically applied to format the time as hh:mm (i.e. 09:30) unless otherwise noted. The time is based on the military 24-hour clock format.

Tooltip

Move the mouse cursor to the blue question mark to display the tooltip for that field.

Login

Description	
Prompts user for user Id and password to log in the application.	
Inputs	
User Name	User Id that the employee uses to login to the FFX domain.
Password	The password that the employee uses to login to the FFX domain.
Buttons/Links	
Login	Click to log into the application. If the login is successful, the Main Menu appears.

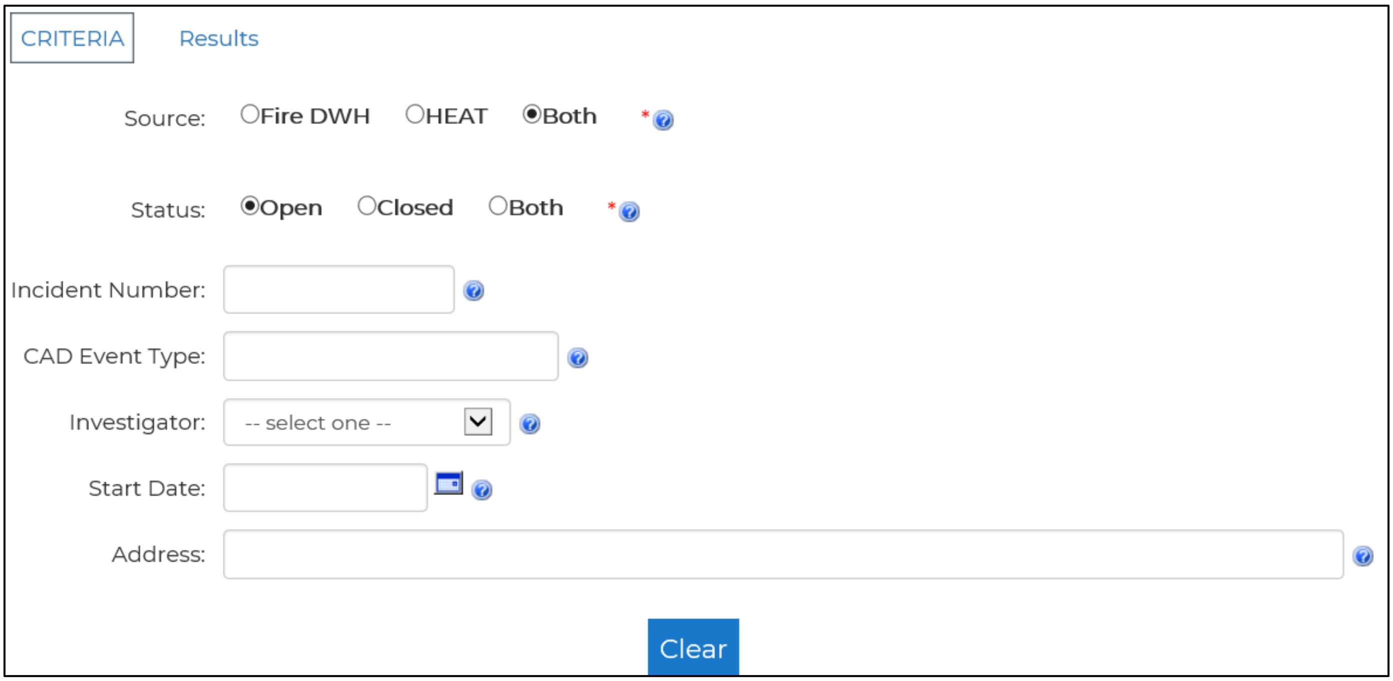
Main Menu

Description	
After successful login, the Menu items appear according to the user's role.	
Buttons/Links	
Search	Allows all users to search incidents or search contacts. By selecting Search Incidents from dropdown, all users can view incidents and all investigations that linked to an incident. Users with a SysAdmin or Supervisor role can always add and update incidents. Users with an Investigator or Evidence Custodian role can add incidents, and update assigned incidents, unless they are closed. Users with a ReadOnly role can browse the information. By selecting Search Contacts from dropdown, all users can view existing contacts who match the search criteria.
Reports	Select an item from the Reports menu to view a report.
K9 Training	Only visible to K9 handlers. Allows all users to view K9 training daily activities. Only K9 handlers can add and update K9 daily training activities.
Maps	Allows all users to view incidents that match search criteria on map. Each incident type has its own icon. Click icon to see the location information. The map can be zoomed in/out.
SysAdmin	Allows SysAdmin users to select an item from the SysAdmin menu to add/update/delete an entry in a lookup table, grant access/role to a user, or enter messages.

Incident Search

Description
Allows users to search for an incident.
User Role
ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin
Navigation
Select Incidents from the menu bar. When the page first opens, the Results tab is selected, displaying incidents with the following default criteria: - Source: Both - Status: Open - Investigator: <*current user*>

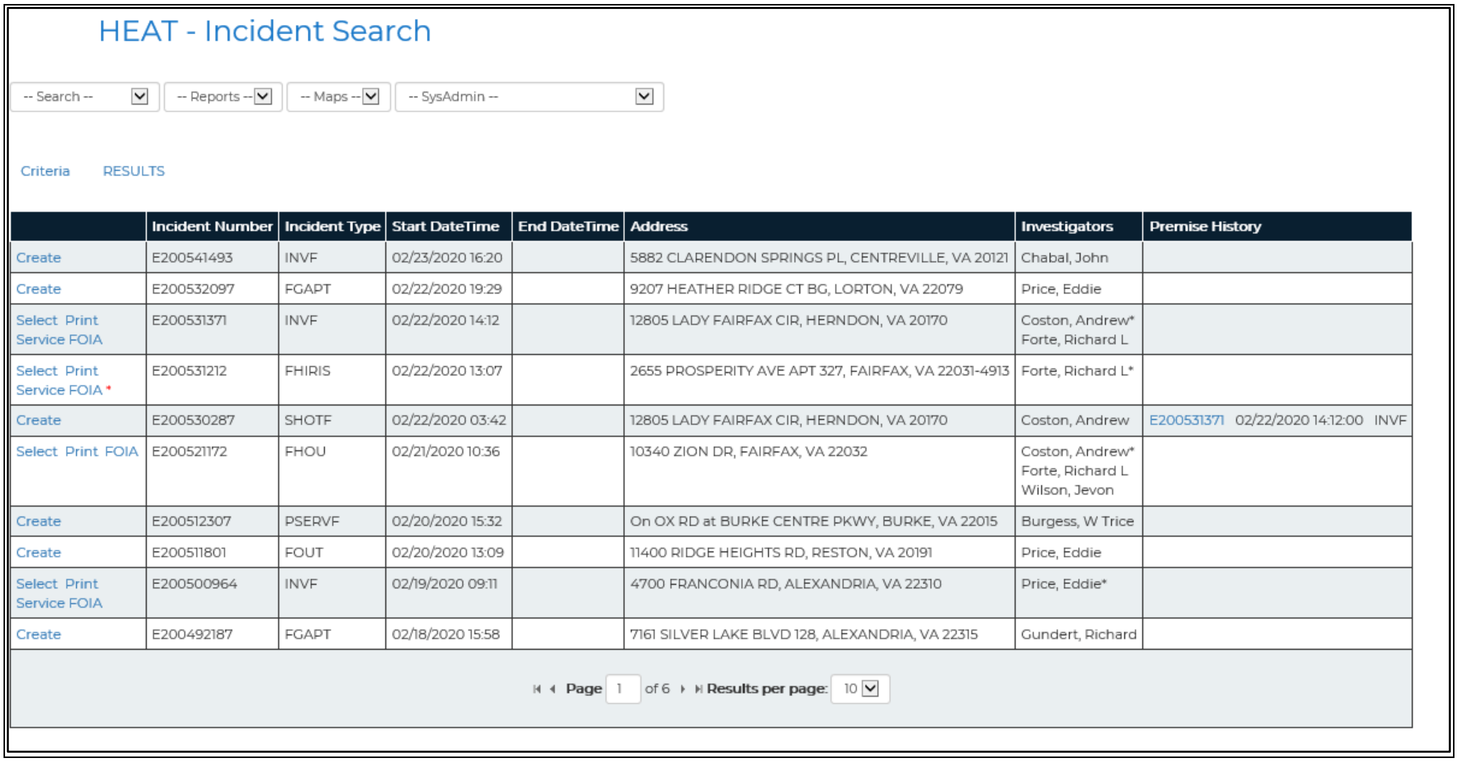
Criteria Tab



Navigation	
Select Incidents from the menu bar. Click the Criteria tab.	
Inputs	
Source	Select a source to search for the incident. Must be completed. Default to 'Both'
Status	Select a status of the incident to search. Must be completed. Default to 'Open'
Incident Number	Enter an incident number to search or leave blank for all incidents. Must be a letter followed by 9 digits. If specified, the system will search for the incident number and all other criteria will be disregarded.
CAD Event Type	Enter a CAD event type to search or leave blank for all CAD event types. Must be 20 characters or less.

Investigator	Select an investigator assigned to incidents to search or leave blank for all investigators.
Start Date	Enter a date an incident occurred to search or leave blank for all start dates. Must be on or before the current date. If specified, the system will search for incidents that occurred on the specified date, regardless of time.
Address	Enter a few letters of a street address where an incident occurred to search or leave blank for all addresses. Must be 100 characters or less. If specified, the system will search for incidents with any part of the address that matches the string entered.
Buttons/Links	
Clear	Click to clear the selected criteria.
Results Tab	Click to display the incidents that match the selected criteria.

Results Tab



HEAT - Incident Search

-- Search -- | -- Reports -- | -- Maps -- | -- SysAdmin --

Criteria RESULTS

	Incident Number	Incident Type	Start DateTime	End DateTime	Address	Investigators	Premise History
Create	E200541493	INVF	02/23/2020 16:20		5882 CLARENDON SPRINGS PL, CENTREVILLE, VA 20121	Chabal, John	
Create	E200532097	FGAPT	02/22/2020 19:29		9207 HEATHER RIDGE CT BG, LORTON, VA 22079	Price, Eddie	
Select Print Service FOIA	E200531371	INVF	02/22/2020 14:12		12805 LADY FAIRFAX CIR, HERNDON, VA 20170	Coston, Andrew* Forte, Richard L	
Select Print Service FOIA *	E200531212	FHIRIS	02/22/2020 13:07		2655 PROSPERITY AVE APT 327, FAIRFAX, VA 22031-4913	Forte, Richard L*	
Create	E200530287	SHOTF	02/22/2020 03:42		12805 LADY FAIRFAX CIR, HERNDON, VA 20170	Coston, Andrew	E200531371 02/22/2020 14:12:00 INVF
Select Print FOIA	E200521172	FHOU	02/21/2020 10:36		10340 ZION DR, FAIRFAX, VA 22032	Coston, Andrew* Forte, Richard L Wilson, Jevon	
Create	E200512307	PSERVF	02/20/2020 15:32		On OX RD at BURKE CENTRE PKWY, BURKE, VA 22015	Burgess, W Trice	
Create	E200511801	FOUT	02/20/2020 13:09		11400 RIDGE HEIGHTS RD, RESTON, VA 20191	Price, Eddie	
Select Print Service FOIA	E200500964	INVF	02/19/2020 09:11		4700 FRANCONIA RD, ALEXANDRIA, VA 22310	Price, Eddie*	
Create	E200492187	FGAPT	02/18/2020 15:58		7161 SILVER LAKE BLVD 128, ALEXANDRIA, VA 22315	Gundert, Richard	

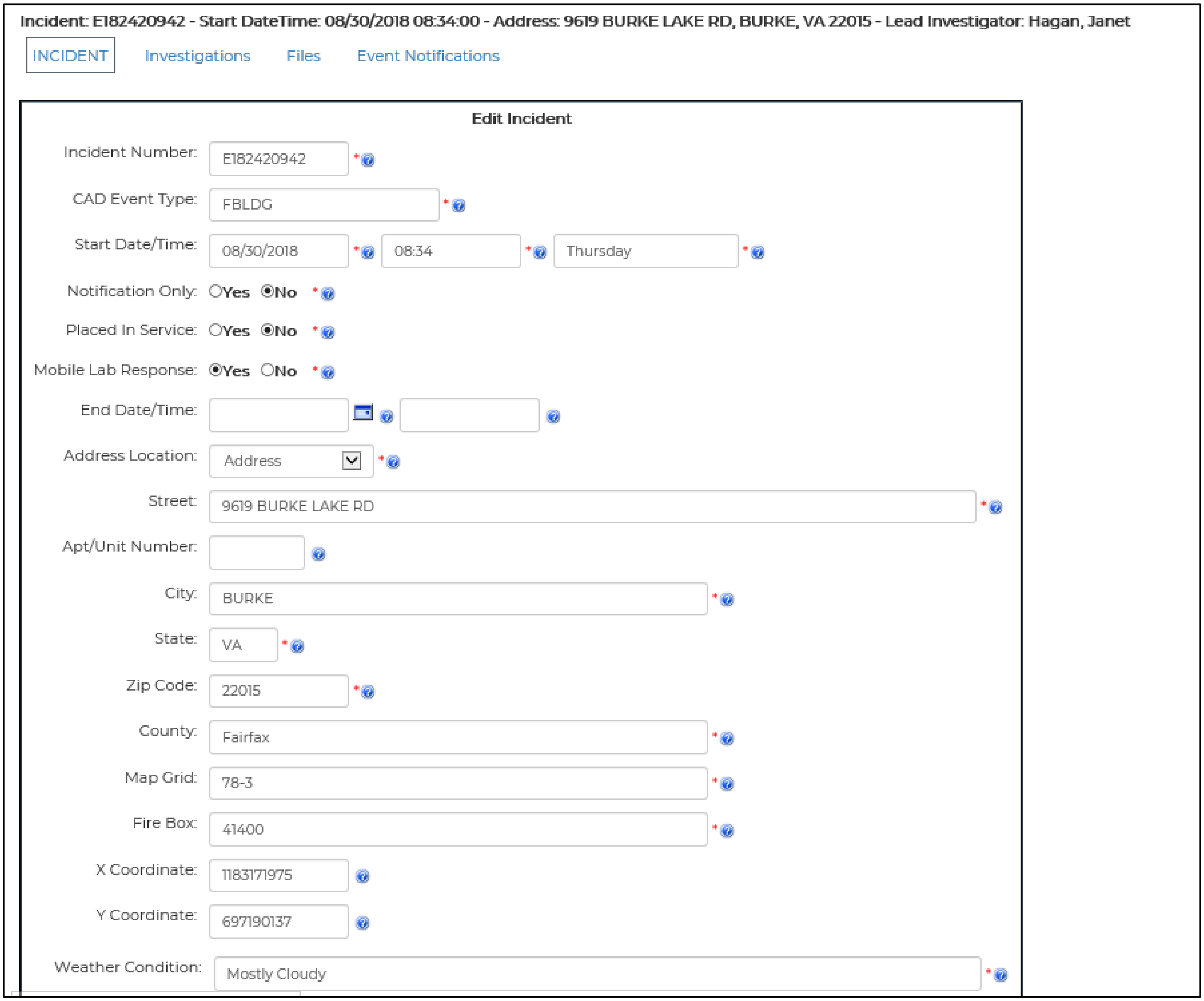
Page 1 of 6 Results per page: 10

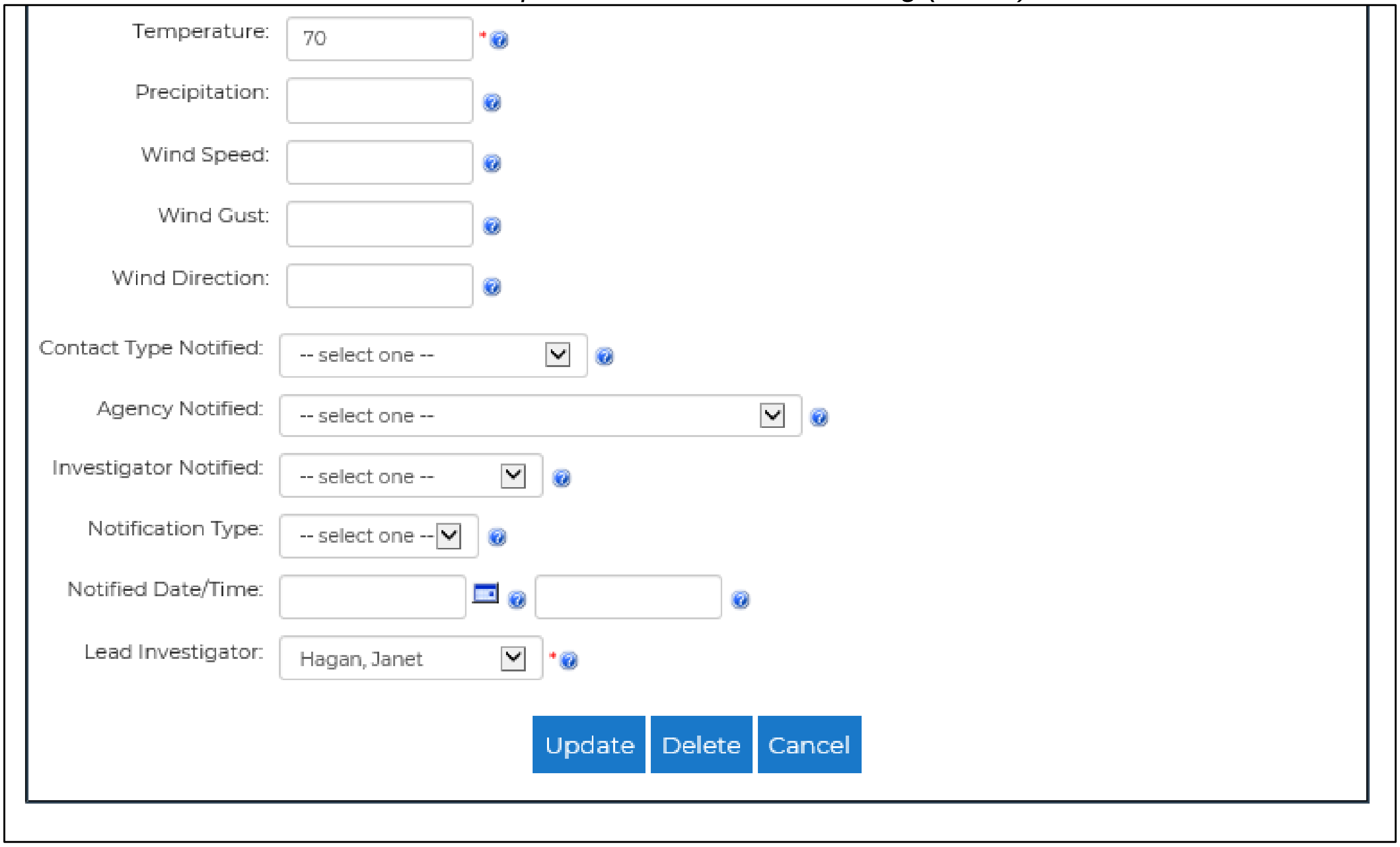
Navigation	
Select Incidents from the menu bar. Enter criteria and click the Results tab. The incident result list displays the following information sorted by Start Date/Time descending (default): - Incident Number - Incident Type - Start Date/Time - End Date/Time - Address - Investigators assigned to all investigations associated with each incident, sorted by last name. The asterisk next to an investigator indicates the lead investigator. - Premise History - list of incidents that previously occurred at the same street address and city. Sorted by incident number.	
Buttons/Links	
Select	Users with ReadOnly role - click to display the incident in ReadOnly mode. Users with Investigator role - if the incident does not have an End Date/Time and the user is an assigned investigator for the incident, click to display the incident in Edit mode. Otherwise, click to display the incident in ReadOnly mode. Users with SysAdmin or Supervisor role - click to display the incident in Edit mode.
Create	Only visible to users with Investigator, Evidence Custodian, Supervisor, or SysAdmin role and if the incident does not already exist in the HEAT application. Click to display the incident for inserting into the HEAT application.
Print	Click to print the Incident Summary Report.
FOIA	Click to print the FOIA Incident Summary Report.
Service FOIA	Click to print the FOIA Service Report.
*	Red asterisk indicates NOV and/or Summons exist for the related Service investigation.
<IncidentNumber> in the Premise History column	Click to open the Incident Summary Report.
Criteria Tab	Click to enter criteria to search.

Incident

Description
Allows users to add/edit/delete an incident.
User Role
ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin
Navigation
Select Incidents from the menu bar. Search for an incident, then click Select (ReadOnly or Edit mode) or Create (Insert mode). On the Incident page, all tabs except the Incident tab are disabled in Insert mode.

Incident Tab





Inputs	
Incident Header	Displays incident number, start date/time, and address. Also displays lead investigator if the incident already exists in HEAT application.
Incident Number	Identifies the unique number assigned by the CAD system to identify this incident. Must be completed. Must begin with letter ‘E’ followed by 9 digits. Incident number must be unique. Auto-populated from the FRD Data Warehouse and is not editable.
CAD Event Type	Identifies the CAD event type of this incident. Must be completed. Auto-populated from the FRD Data Warehouse and is not editable.
Start Date/Time	Start date and time of the incident. Must be completed. Must be a valid date. Auto-populated from the FRD Data Warehouse and is not editable.
Notification Only	Identifies notification only incident.
Placed In Service	Identifies placed in service incident. End Date/Time will be auto-populated when ‘Yes’ is selected.
Mobile Lab Response	Identifies if a mobile lab responded to an incident. Must be completed.
End Date/Time	End date and time of the incident. Must be a valid date and time. End Date/Time must be on or after Start Date/Time. Incident cannot be closed when there is an open investigation associated with the incident.

Address Location	Descriptive address location of the incident. Must be completed. Auto-populated from FRD Data Warehouse as follows: if both street number and street address are blank then 'Intersection', otherwise 'Address'.
Street	Identifies the street address of where the incident occurred. Must be completed. Must be 100 characters or less. Auto-populated from FRD Data Warehouse as follows: if both street number and street name are blank then use field 'xstreet1' (cross street), otherwise concatenate street prefix, street number, street name, street suffix, and apartment number.
Apt/Unit Number	Identifies the apartment or unit number where the incident occurred.
Intersection	Only visible if address location is 'Intersection'. If address location is an intersection, street address of the intersection must be completed. Must be 100 characters or less. Auto-populated from FRD Data Warehouse.
City	Identifies the city name of where the incident occurred. Must be completed. Must be 50 characters or less. Auto-populated from FRD Data Warehouse as follows: if city abbreviation has a match in lookup table HEAT_LKP_CITY then use the matching city name, otherwise use the city abbreviation from FRD Data Warehouse.
State	Identifies the state where the incident occurred. Must be completed. Must be 2 characters or less. Default to 'VA'
Zip Code	Identifies the zip code where the incident occurred. Must be completed. Must be 10 characters or less. Auto-populated from FRD Data Warehouse.
County	Identifies the county where the incident occurred. Must be completed. Must be 50 characters or less. Default to 'Fairfax'
Map Grid	Identifies the map grid for the incident location. Must be completed. Must be 50 characters or less. Auto-populated from FRD Data Warehouse.
Fire Box	Identifies the fire box for the incident location. Must be completed. Must be 50 characters or less. Auto-populated from FRD Data Warehouse.
Weather Condition	Identifies the weather conditions (i.e. sunny, cloudy) during the incident. Must be completed. Must be 100 characters or less. For incidents prior to 12/31/2018, this information was auto-populated from the Weather Underground web service for the specified zip code and start date/time.
Temperature	Identifies the approximate temperature (in Fahrenheit) during the incident. Must be completed. Must be a valid number. Temperature must be between -50 and 150. For incidents prior to 12/31/2018, this information was auto-populated from the Weather Underground web service for the specified zip code and start date/time.
Precipitation	Identifies the amount of precipitation (in inches) during the incident. Must be a valid number. For incidents prior to 12/31/2018, this information was auto-populated from the Weather Underground web service for the specified zip code and start date/time.

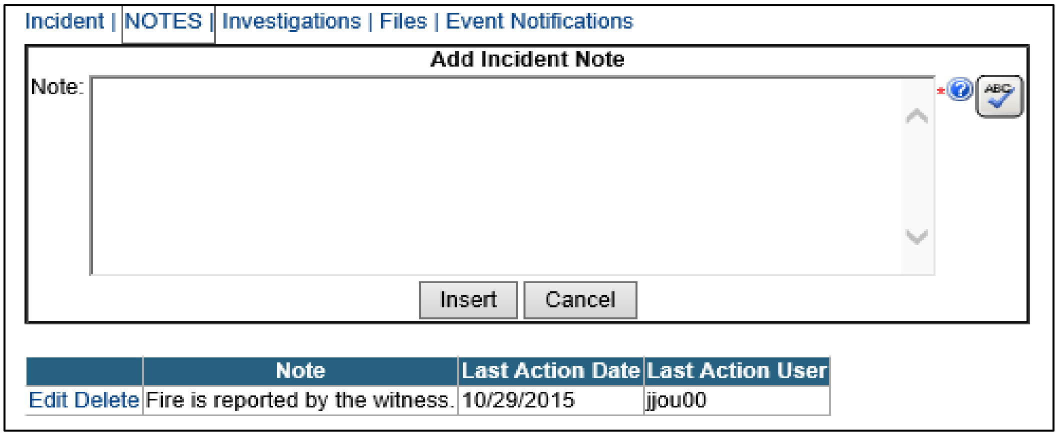
Wind Speed	Identifies the wind speed (in mph) during the incident. Must be a valid number. For incidents prior to 12/31/2018, this information was auto-populated from the Weather Underground web service for the specified zip code and start date/time.
Wind Gust	Identifies the wind gust speed (in mph) during the incident. Must be a valid number. For incidents prior to 12/31/2018, this information was auto-populated from the Weather Underground web service for the specified zip code and start date/time.
Wind Direction	Identifies the wind direction during the incident. Must be 10 characters or less. For incidents prior to 12/31/2018, this information was auto-populated from the Weather Underground web service for the specified zip code and start date/time.
Contact Type Notified	Identifies the type of person that made the notification of the incident.
Agency Notified	Identifies the agency that notified the Fire Marshal Investigation Branch about the incident.
Investigator Notified	Identifies the first investigator notified of the incident.
Notification Type	Identifies how the notification was made to the investigator.
Notified Date/Time	Date and time the first investigator was notified of the incident. Must be a valid date. Must be on or after Start Date/Time.
Lead Investigator	Identifies the lead investigator for the incident. Must be completed.

Buttons/Links

Insert button is only visible to users with Investigator, Supervisor, or SysAdmin roles. All other buttons are only visible to users with a SysAdmin role or users with an Investigator role who are an assigned investigator for the incident and the incident is not closed. Delete is no longer available. Notify DIT-PSB if an incident is required to be deleted.

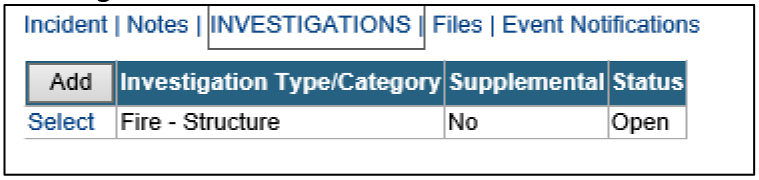
Insert	Click to insert the incident into the HEAT application. If the insert is successful, a success message appears. Address will be verified using the Master Address Repository (MAR) web service. If not found, the address will then be verified against the U.S. Postal Service Address Verification web service (MAV).
Update	Click to update the incident. If the update is successful, a success message appears. Address will be verified using the Master Address Repository (MAR) web service. If not found, the address will then be verified against the U.S. Postal Service Address Verification web service (MAV).
Cancel	Click to disregard any changes to the incident.

Notes Tab



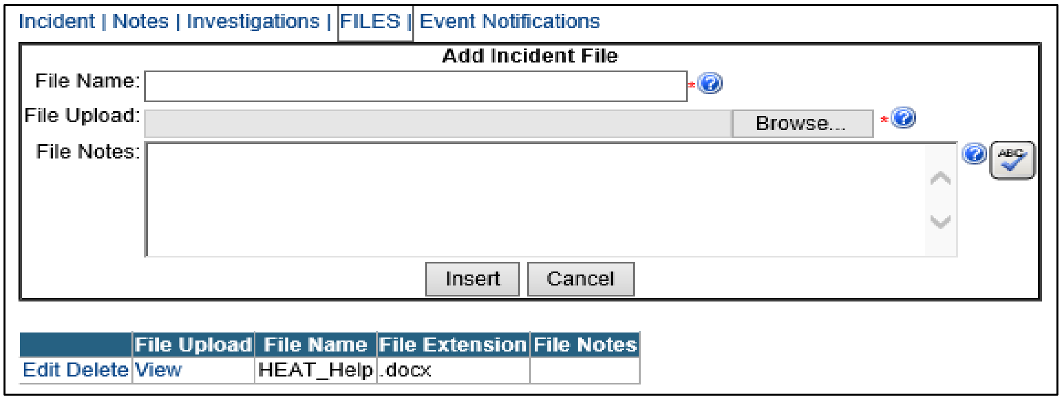
Description	
Allows users to add/edit/delete an incident note.	
User Role	
ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin	
Navigation	
Select Incidents from the menu bar. Search for an incident and click Select. Click the Notes tab. The list displays note, last action date (date the note was inserted/last updated), last action user (login Id of the user who inserted/last updated the note)	
Input	
Note	Only visible to users with a SysAdmin or Supervisor role or users with an Investigator role who are an assigned investigator for the incident and the incident is not closed. Note about the incident. Must be completed. Must be 2000 characters or less.
Buttons/Links All buttons/links listed below are only visible to users with SysAdmin role or users with an Investigator role who are an assigned investigator for the incident and the incident is not closed.	
Insert	Click to insert a new incident note. If the insert is successful, a success message appears.
Update	Click to update an incident note. If the update is successful, a success message appears.
Edit	Click to display the incident note for editing.
Delete	Click to delete the incident note. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Cancel	Click to disregard any changes to this incident note.

Investigations Tab



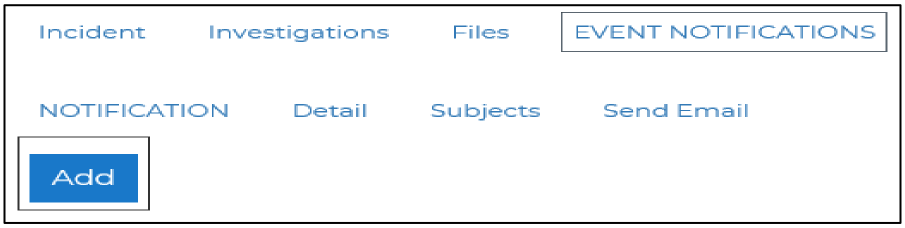
Description	
Allows users to select an investigation.	
User Role	
ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin	
Navigation	
Select Incidents from the menu bar. Search for an incident and click Select. Click the Investigations tab. The list displays the investigation type/category, whether the investigation is supplemental, and the current status of the investigation.	
Buttons/Links	
Add	Only visible to users with a SysAdmin or Supervisor role or users with an Investigator role who are an assigned investigator for the incident and the incident is not closed. Click to add a new investigation to the incident.
Select	Visible to users with ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin role. Click to display the investigation in ReadOnly or Edit mode.

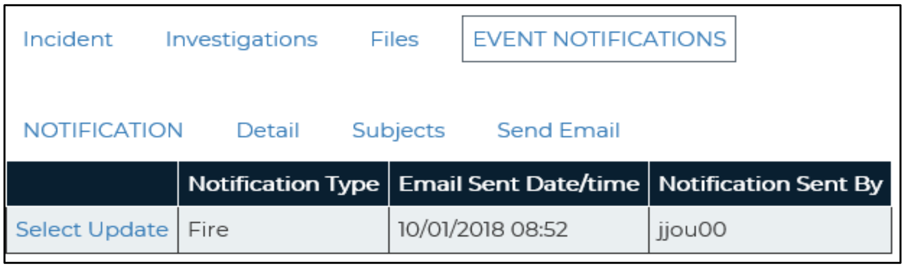
Files Tab



Description	
Allows users to add/edit/delete a file associated with the incident.	
User Role	
ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin	
Navigation	
Select Incidents from the menu bar. Search for an incident and click Select. Click the Files tab. The list displays file name, file extension (type), and note.	
Inputs	
File Name	Descriptive name of the file to upload. Must be completed. Must be 50 characters or less.
File Upload	Identifies the file to upload for the incident. Must be completed. Must be 10 MB or less.
File Notes	Notes about the file. Must be 5000 characters or less.
Buttons/Links View button is visible to users with ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin role. All other buttons/links are only visible to users with SysAdmin or Supervisor role or users with an Investigator role who are an assigned investigator for the incident and the incident is not closed.	
Insert	Click to insert a new file to the incident. If the insert is successful, a success message appears.
Update	Click to update the file. If the update is successful, a success message appears.
Edit	Click to display the file for editing.
Delete	Click to delete the file. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Cancel	Click to disregard any changes to this incident file.
View	Click to view the file.
Browse	Click to navigate to the file to upload.

Event Notifications Tab

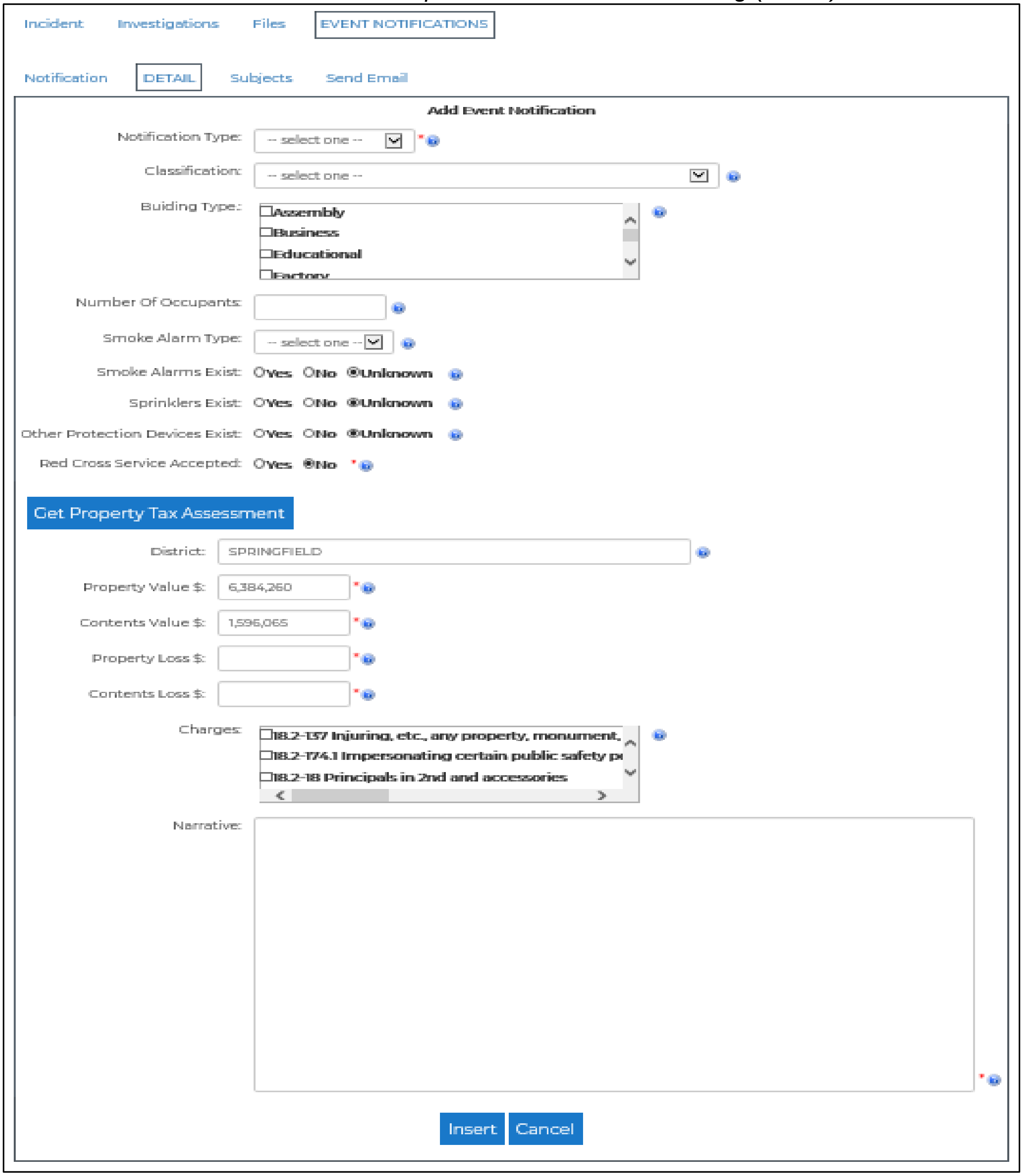




Description	
Allows users to add/select/update an Event Notification associated with the incident.	
User Role	
ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin	
Navigation	
Select Incidents from the menu bar. Search for an incident and click Select. Click the Event Notifications tab. The Notification list displays the notification type, when the event notification was sent and by whom. - To add a new Event Notification, click Add to open the add form. - To edit an Event Notification that has not been sent, click the Select button next to the desired Notification Type. If the Event Notification has been sent, it will be displayed as view only. - To modify an Event Notification that has been sent, click Update.	
Buttons/Links	
Add	Only visible to users with a SysAdmin or Supervisor role or users with an Investigator role who are an assigned investigator for the incident and the incident is open. Click to add a new Event Notification to the incident. After an event notification is added to the incident, the Add button is no longer available.
Select	Visible to users with a ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin role. Click to display the Event Notification in ReadOnly or Edit mode.
Update	Visible when the Event Notification is the most recent within the chain of notifications. It is visible to the users with a SysAdmin or Supervisor role or users with an Investigator role who are an assigned investigator to the incident and when the incident is open. When this button is clicked, the system displays the selected event notification for editing. In order to keep notification history, the system saves the modified record as a

	new event notification. If the selected event notification contains subjects, they will be copied over to the new event notification as well. To modify the subjects, click Subjects tab after the new event notification is successfully created. If multiple users select the same event notification to update simultaneously, only one user will get a successful message. The other users will get a message "Combination of selected notification and original notification must be unique".

Event Notification Detail Add/Update/Delete



Incident | Investigations | Files | EVENT NOTIFICATIONS

Notification | DETAIL | Subjects | Send Email

Add Event Notification

Notification Type: -- select one -- *

Classification: -- select one --

Buiding Type:: Assembly, Business, Educational, Factory

Number Of Occupants:

Smoke Alarm Type: -- select one --

Smoke Alarms Exist: Yes No Unknown

Sprinklers Exist: Yes No Unknown

Other Protection Devices Exist: Yes No Unknown

Red Cross Service Accepted: Yes No *

Get Property Tax Assessment

District: SPRINGFIELD

Property Value $: 6,384,260 *

Contents Value $: 1,596,065 *

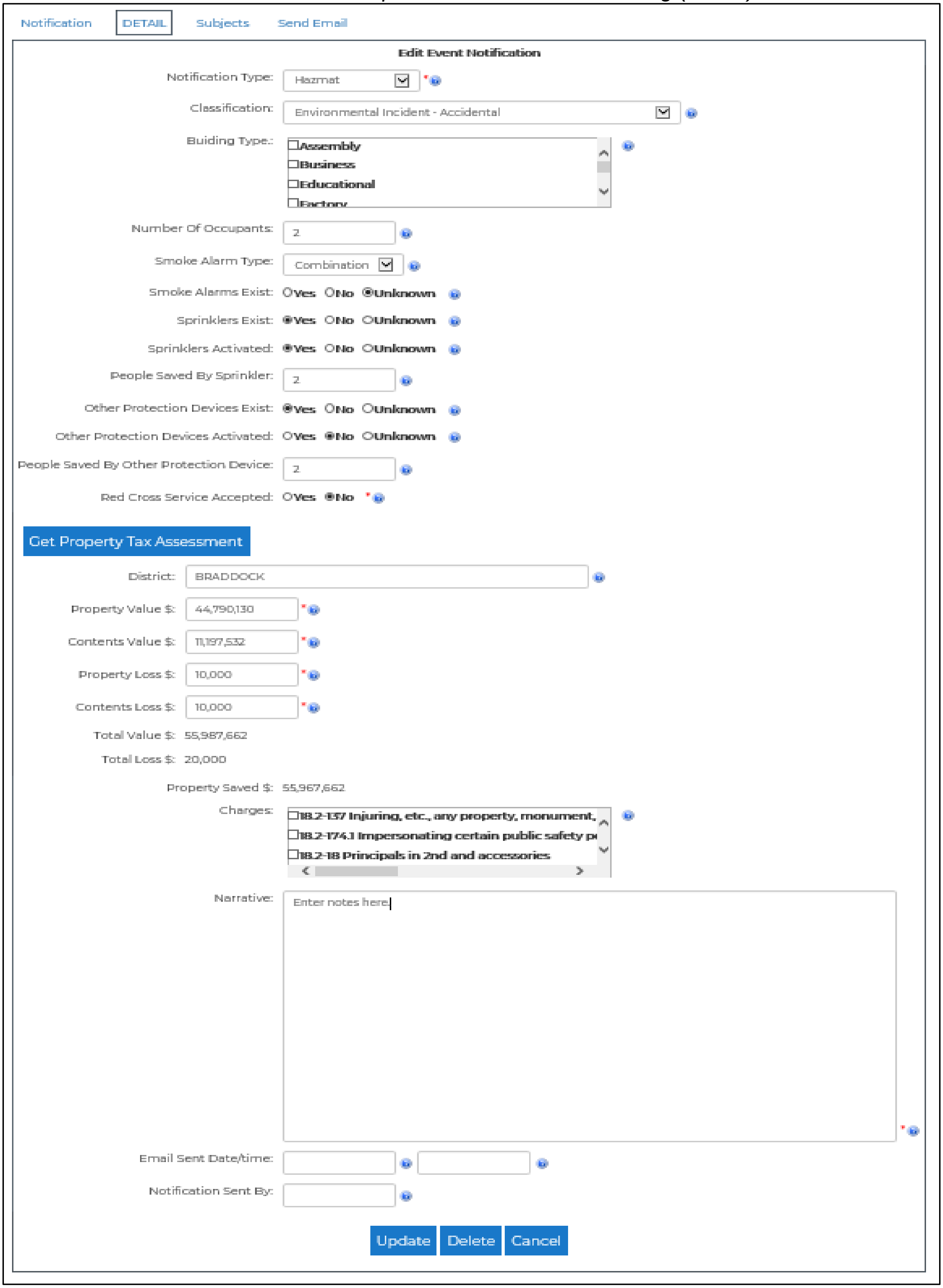
Property Loss $: *

Contents Loss $: *

Charges: 18.2-137 Injuring, etc., any property, monument, | 18.2-174.1 Impersonating certain public safety p | 18.2-18 Principals in 2nd and accessories

Narrative: *

Insert | Cancel

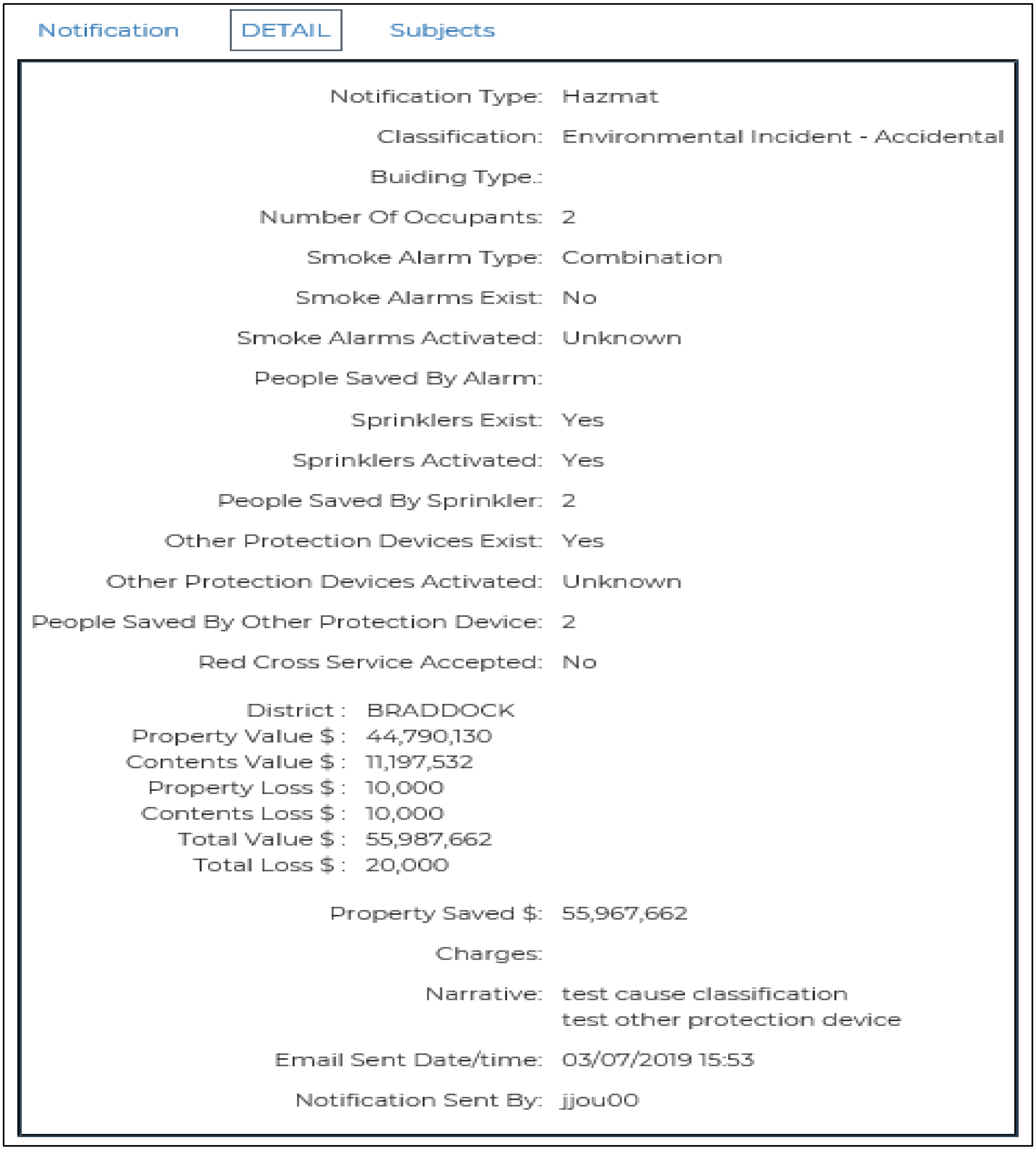

Notification
DETAIL
Subjects
Send Email
Edit Event Notification
Notification Type:
Hazmat
Classification:
Environmental Incident - Accidental
Buiding Type.:
Assembly
Business
Educational
Factory
Number Of Occupants:
2
Smoke Alarm Type:
Combination
Smoke Alarms Exist:
Yes No Unknown
Sprinklers Exist:
Yes No Unknown
Sprinklers Activated:
Yes No Unknown
People Saved By Sprinkler:
2
Other Protection Devices Exist:
Yes No Unknown
Other Protection Devices Activated:
Yes No Unknown
People Saved By Other Protection Device:
2
Red Cross Service Accepted:
Yes No
Get Property Tax Assessment
District:
BRADDOCK
Property Value $:
44,790,130
Contents Value $:
11,197,532
Property Loss $:
10,000
Contents Loss $:
10,000
Total Value $: 55,987,662
Total Loss $: 20,000
Property Saved $: 55,967,662
Charges:
18.2-137 Injuring, etc., any property, monument,
18.2-174.1 Impersonating certain public safety p
18.2-18 Principals in 2nd and accessories
Narrative:
Enter notes here
Email Sent Date/time:
Notification Sent By:
Update
Delete
Cancel

Description	
Allows users to add/update/delete Event Notification.	
User Role	
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can add Event Notifications and update/delete Event Notifications that have not been sent. Users with an Investigator role can add Event Notifications associated with incidents assigned to them when the incident is open. Users with an Investigator role can update/delete Event Notifications associated with incidents assigned to them when the incident is open and the Event Notifications has not been sent.	
Navigation	
When Detail page is displayed: - To add a new Event Notification, enter data and click Insert. - To edit an Event Notification that has not been sent, click Update to save the change. - To delete an Event Notification that has not been sent, click Delete. - To disregard the changes, click Cancel.	
Inputs	
Notification Type	Identifies the event notification type. Must be completed.
Cause Classification	Identifies the cause of the event/incident.
Building Type	Identifies the fixed property use group as building type(s) associated to this event notification.
Number of Occupants	Number of occupants. Must be a valid number.
Smoke Alarm Type	Identifies the smoke alarm type. Must be selected when smoke alarms exist.
Smoke Alarms Exist	Identifies if the smoke alarms exist.
Smoke Alarms Activated	Identifies if the smoke alarms are activated. Only visible if smoke alarms exist.
People Saved By Alarm	Number of people saved due to the smoke alarms. Must be a valid number. Only visible when smoke alarms exist. Must be completed when smoke alarms exist.
Sprinklers Exist	Identifies if the sprinklers exist.
Sprinklers Activated	Identifies if the sprinklers are activated. Only visible if sprinklers exist.
People Saved By Sprinkler	Number of people saved due to the sprinklers. Must be a valid number. Only visible when sprinklers exist. Must be completed when sprinklers exist.
Other Protection Devices Exist	Identifies if the other protection devices exist such as pull station and clean agents.
Other Protection Devices Activated	Identifies if the other protection devices are activated. Only visible if other protection devices exist.
People Saved By Other	Number of people saved due to the other protection devices. Must be a

Protection Devices	valid number. Only visible when other protection devices exist. Must be completed when other protection devices exist.
Red Cross Service Accepted	Identifies if Red Cross services are accepted or refused.
District	Identifies the Fairfax County district for tax assessment. Must be 50 characters or less. When the Add Event Notification form displays and the incident address is a valid Fairfax County address, the system automatically retrieves the property tax assessment to populate this field.
Structure Value	The property structure value in dollars. Must be completed. Must be a valid number. When the Add Event Notification form displays and the incident address is a valid Fairfax County address, the system automatically retrieves the property tax assessment to populate this field. The value is editable.
Contents Value	The property contents value in dollars. Must be completed. Must be a valid number. When the Add Event Notification form displays and the incident address is a valid Fairfax County address, the system automatically retrieves the property tax assessment to populate this field. The value is editable.
Structure Loss	The property structure loss in dollars. Must be completed. Must be a valid number.
Contents Loss	The property contents loss in dollars. Must be completed. Must be a valid number.
Property Saved	Visible when form displayed for read-only or editing. The property value saved is calculated by the system. Property Saved = Structure Value + Contents Value – Structure Loss – Contents Loss.
Charges	Identifies the charge(s) associated to the event notification.
Narrative	General notes for the event notification. Must be completed.
Email Sent Date/Time	Indicates when this event notification has been sent. Visible when form displayed for read-only or for editing.
Notification Sent By	Identifies the user who sent the event notification. Visible when form displayed for read-only or editing.
Buttons/Links	
Get Property Tax Assessment	Click to get the property tax assessment and district name from Fairfax County Department of Taxation records based on the incident street address (does not include apt/unit number).
Delete	Click to delete the Event Notification. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Event Notification may not be deleted when it is associated with any Original Notification or if an email has been sent. Event Notification may not be deleted when it is associated with any Event Notification Building. Event Notification may not be deleted

	when it is associated with any Event Notification Charge. Event Notification may not be deleted when it is associated with any Event Notification Subject.
Update	Only visible when Event Notification is displayed for editing. Click to save changes to Event Notification. If the Update is successful, a success message appears. Alarm Type must be selected if alarm exists or alarm is activated. Contents Value must be greater than or equal to Contents Loss. Structure Value must be greater than or equal to Structure Loss.
Insert	Click to insert the new Event Notification. Alarm Type must be selected if alarm exists or alarm is activated. Contents Value must be greater than or equal to Contents Loss. If the Insert is successful, a success message appears. Combination of Selected Notification and Original Notification must be unique.
Cancel	Click to disregard any changes to this event notification and re-direct to Notification Tab.

Event Notification Detail Read Only



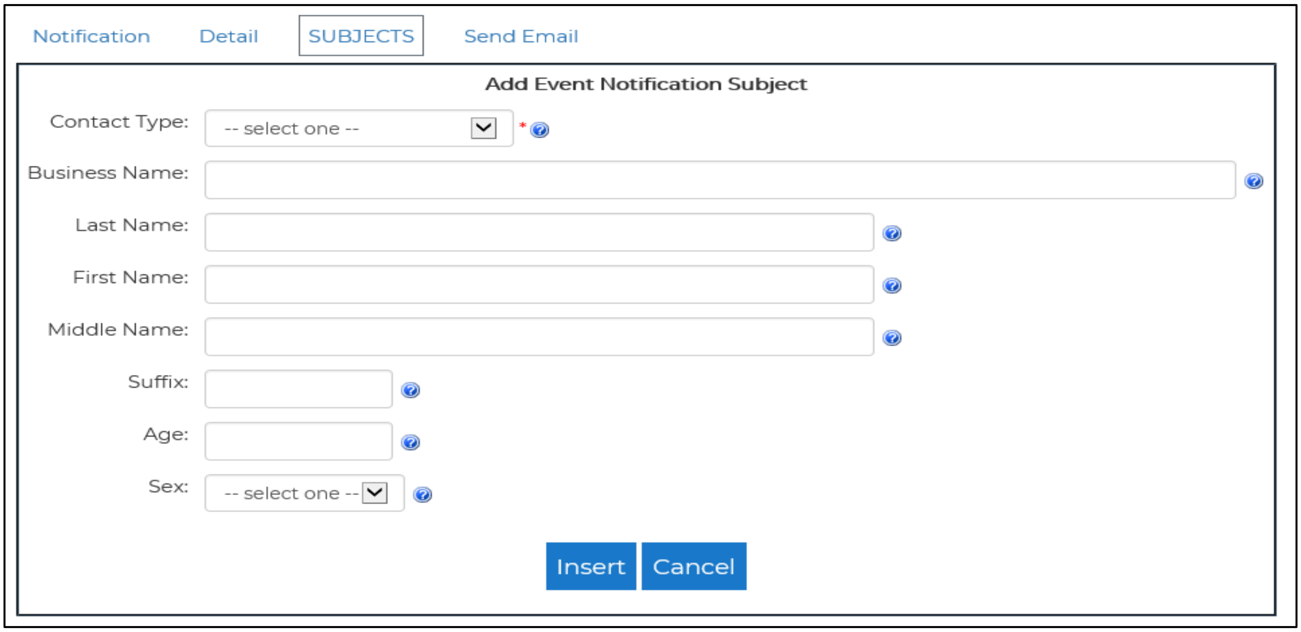
Notification | DETAIL | Subjects

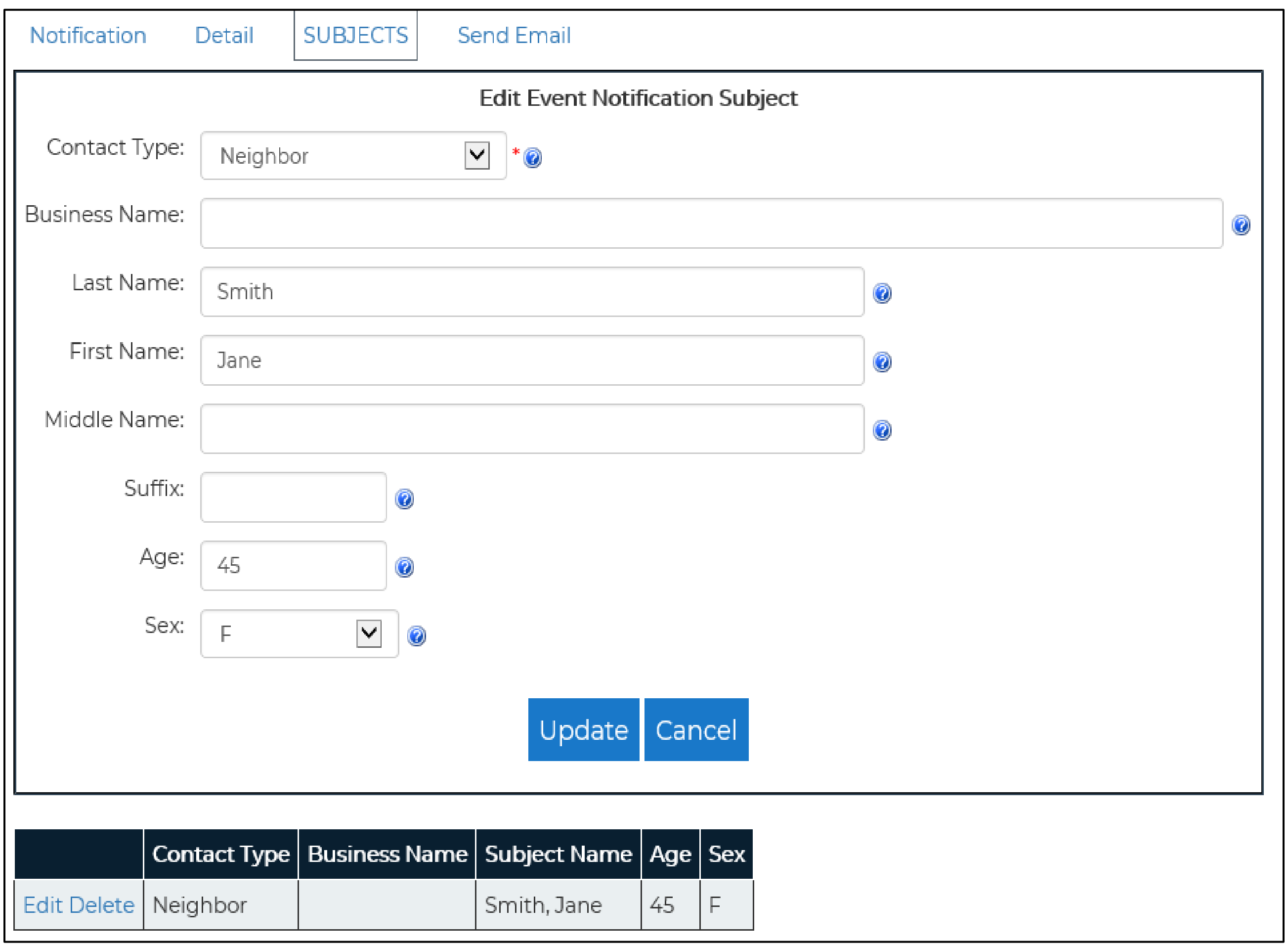
Notification Type:	Hazmat
Classification:	Environmental Incident - Accidental
Buiding Type.:	
Number Of Occupants:	2
Smoke Alarm Type:	Combination
Smoke Alarms Exist:	No
Smoke Alarms Activated:	Unknown
People Saved By Alarm:	
Sprinklers Exist:	Yes
Sprinklers Activated:	Yes
People Saved By Sprinkler:	2
Other Protection Devices Exist:	Yes
Other Protection Devices Activated:	Unknown
People Saved By Other Protection Device:	2
Red Cross Service Accepted:	No
District :	BRADDOCK
Property Value $:	44,790,130
Contents Value $:	11,197,532
Property Loss $:	10,000
Contents Loss $:	10,000
Total Value $:	55,987,662
Total Loss $:	20,000
Property Saved $:	55,967,662
Charges:	
Narrative:	test cause classification test other protection device
Email Sent Date/time:	03/07/2019 15:53
Notification Sent By:	jjou00

Description
Allows users to view Event Notification Detail when the event notification has been sent, the incident is closed or inactive, the user has a ReadOnly role, or the investigator is not one of the assigned investigators.
User Role

ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin	
Navigation	
Select an Incident from Incident Search result, then click Event Notification tab to view the Notification list: - To view the detailed information of the event notification, click Select next to the Notification Type in the list.	
Columns	
Notification Type	Identifies the event notification type.
Cause Classification	Identifies the cause of the event/incident.
Building Type	Identifies the fixed property use group as building type(s) associated to this event notification.
Number of Occupants	Number of occupants.
Smoke Alarm Type	Identifies the smoke alarm type.
Smoke Alarms Exist	Identifies if the smoke alarms exist.
Smoke Alarms Activated	Identifies if the smoke alarms are activated.
People Saved By Sprinkler	Number of people saved due to the sprinklers.
Other Protection Devices Exist	Identifies if the other protection devices exist.
Other Protection Devices Activated	Identified if the other protection devices are activated.
People Saved By Other Protection Devices	Number of people saved due to the other protection devices.
Red Cross Service Accepted	Identifies if Red Cross services is accepted or refused.
District	Identifies the Fairfax County district for tax assessment.
Structure Value	The property structure value in dollars.
Contents Value	The property contents value in dollars.
Structure Loss	The property structure loss in dollars.
Contents Loss	The property contents loss in dollars.
Property Saved	The property saved is calculated by the system. Property Saved = Structure Value + Contents Value – Structure Loss – Contents Loss.
Charges	Identifies the charge(s) associated to the event notification.
Narrative	General notes for the event notification.
Email Sent Date/Time	Indicates when the event notification email was sent.
Email Sender	Identifies the user who sent the event notification.

Event Notification Subjects Add/Update/Delete

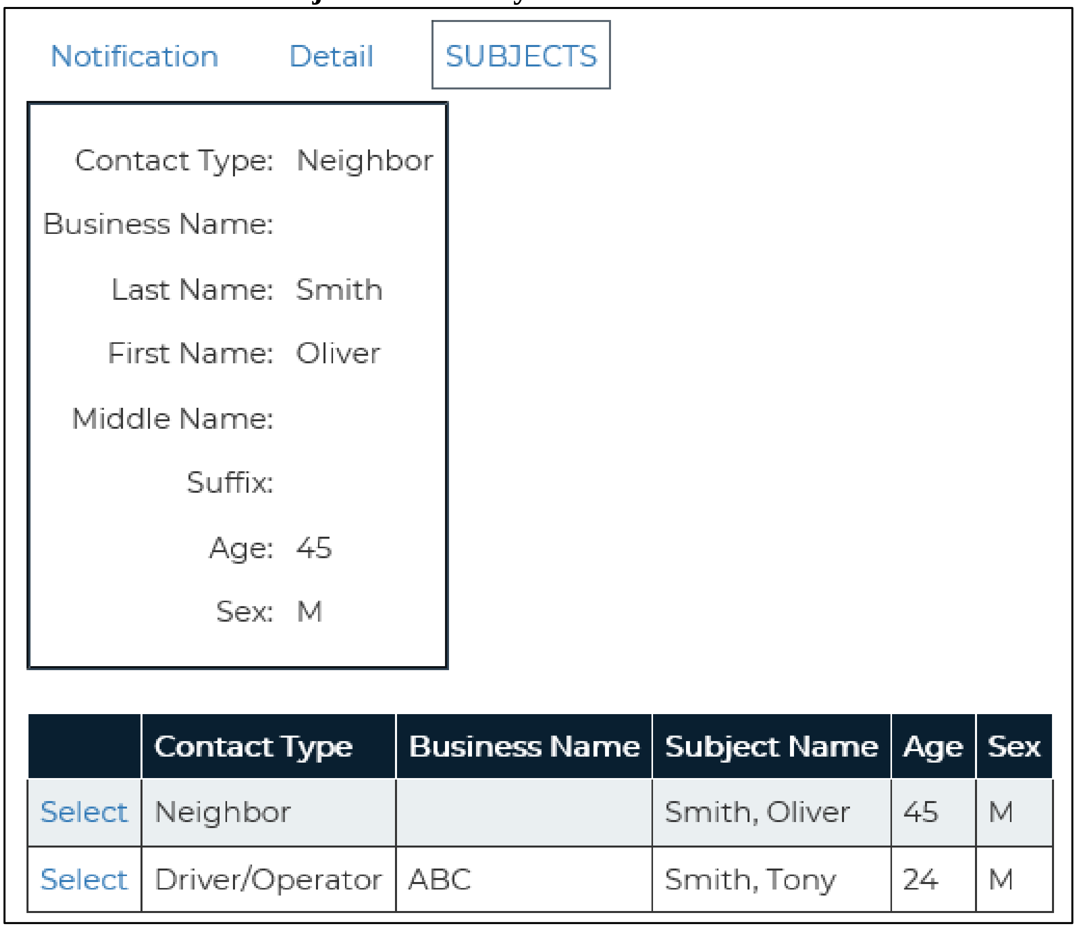




Description	
Allows users to add/update/delete Subjects when the event notification has not been sent, and the user has a SysAdmin or Supervisor role, or the user is one of the assigned investigators and the incident is still open.	
User Role	
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can add/update/delete Subjects when the Event Notification has not been sent. Users with an Investigator role can add/update/delete Subjects associated with incidents assigned to them when the incident is open and the Event Notification has not been sent.	
Navigation	
After an Event Notification Detail is displayed, click the Subjects tab. - To add a new subject, enter data and then click Insert. - To edit an existing subject, click Edit button next to Contact Type. Click Update button to save changes. - To delete an existing subject, click Delete button next to Contact Type. - To disregard the changes, click Cancel.	
Inputs	
Contact Type	Identifies the contact type.
Business Name	Business name of the subject.
Last Name	Last name of the subject.
First Name	First name of the subject.
Middle Name	Middle name of the subject.
Suffix	Suffix of the subject.
Age	Age of the subject.
Sex	Identifies gender of the subject.
Note	General note about the subject.
Buttons/Links	
Delete	Click to delete the Event Notification Subject. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Edit	Click to display the Event Notification Subject for editing.
Update	Only visible when Event Notification Subject is displayed for editing. Click to save changes to the Event Notification Subject. If the update is successful, success message appears. Age and sex is required when last name is entered. Business name or last name and first name is required. First name allows letters, apostrophe, hyphen, and space only. Last name allows letters, apostrophe, hyphen, space only. Middle name allows null value, empty string, letters, apostrophe, hyphen, and spaces only.
Insert	Click to insert the new Event Notification Subject. Age and sex is required

	when last name is entered. First name allows letters, apostrophe, hyphen, and space only. Last name allows letters, apostrophe, hyphen, and spaces only. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this event notification subject.

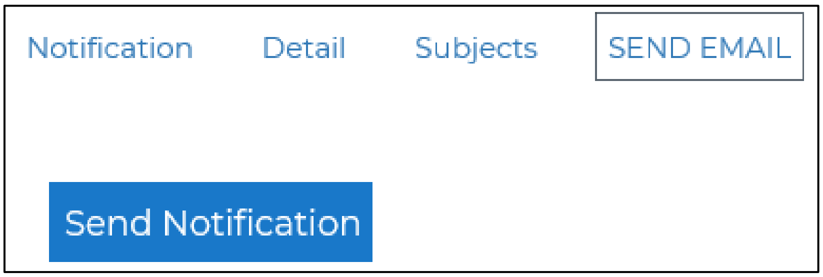
Event Notification Subjects Read Only



Description	
Allows user who has a ReadOnly role, or who is not one of the assigned investigators to view Event Notification Subjects if the event notification has been sent, or the incident is closed or inactive,	
User Role	
ReadOnly, Investigator, Evidence Custodian, Supervisor, or SysAdmin	
Navigation	
After an Event Notification is selected to view, click the Subjects tab. To view the desired Subject, click the Select button next to the Contact Type in the list.	
Columns	
Contact Type	Identifies the contact type.
Business Name	Business name of the subject.

Last Name	Last name of the subject.
First Name	First name of the subject.
Middle Name	Middle name of the subject.
Suffix	Suffix of the subject.
Age	Age of the subject.
Sex	Identifies gender of the subject.
Note	General note about the subject.

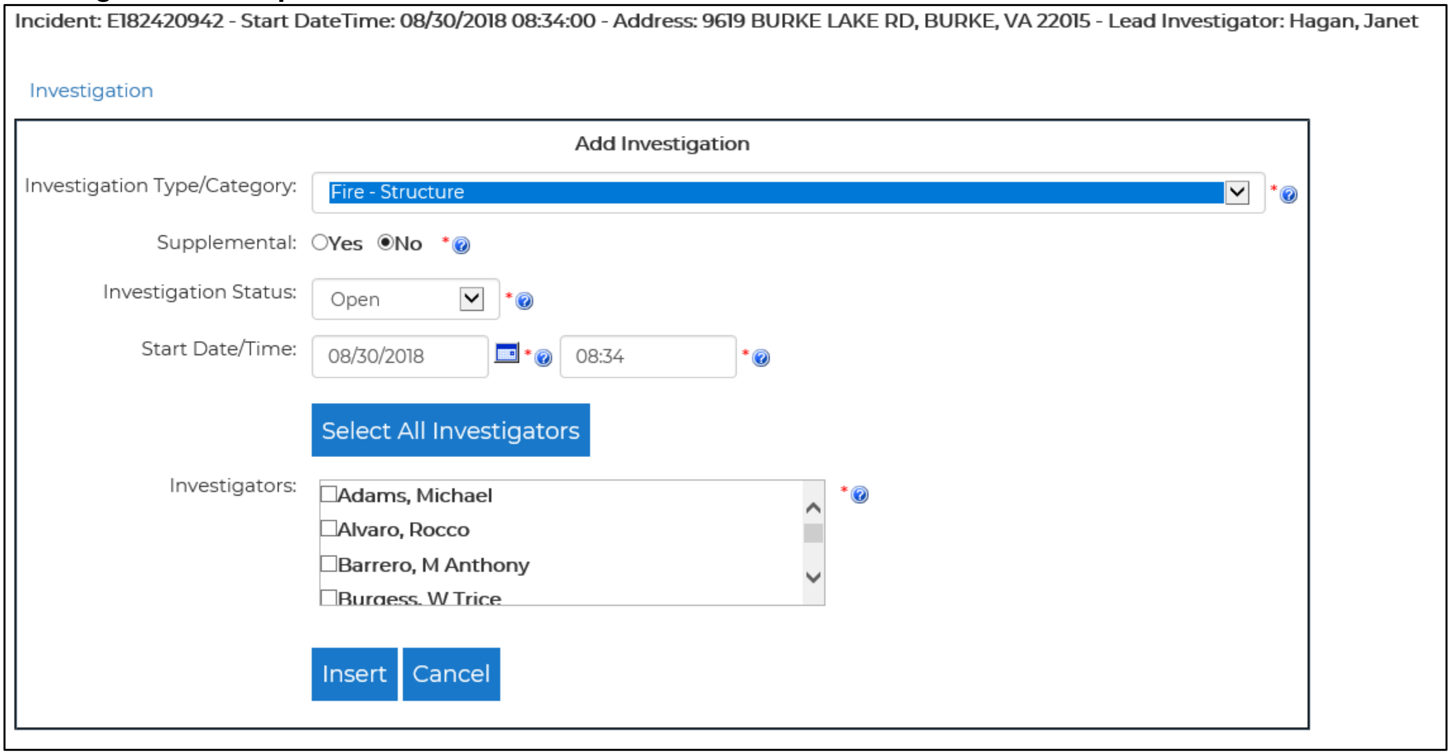
Event Notification Send Email

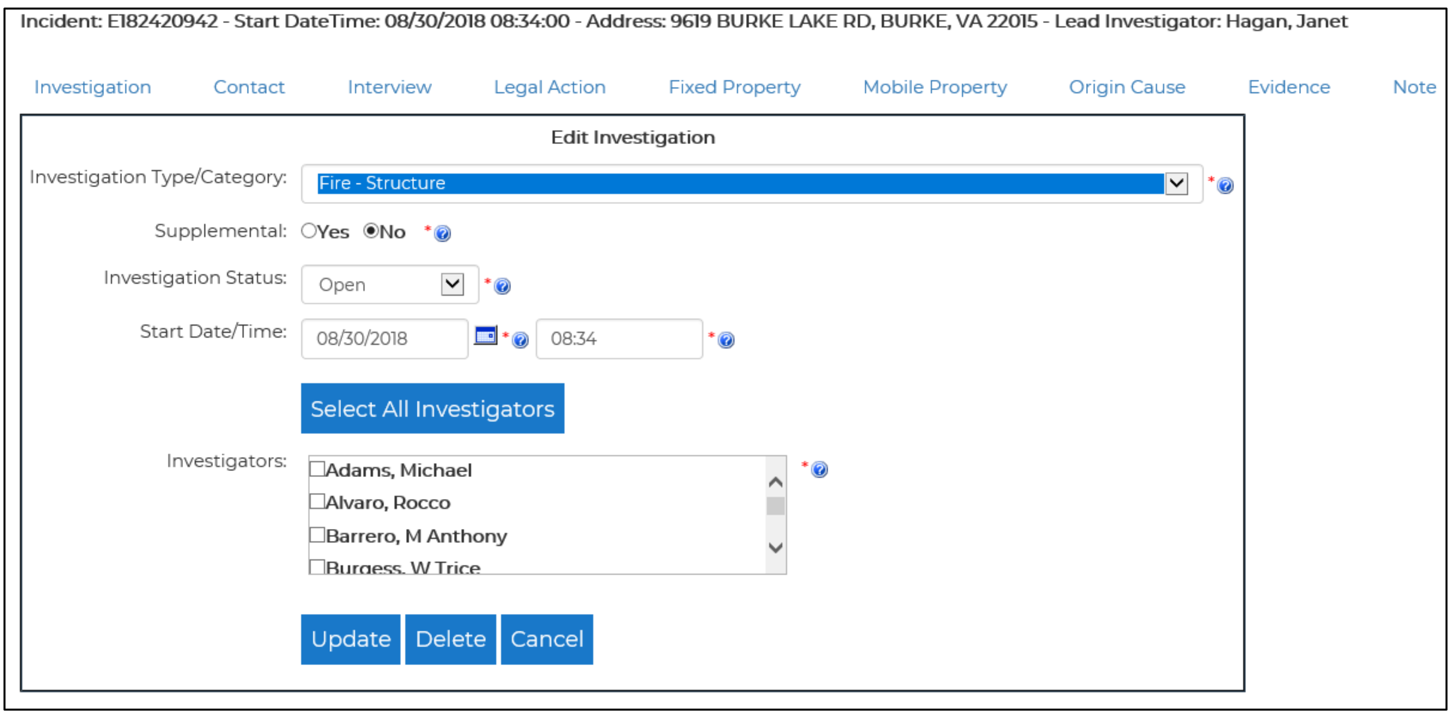


Description	
Allows users to send Event Notification. The tab is available only if the incident is still open and the event notification has not been sent.	
User Role	
Investigator, Supervisor, or SysAdmin The user who has a SysAdmin or Supervisor role or is one of the assigned investigators can send the event notification.	
Navigation	
After an Event Notification is selected for editing, click the Send Email tab. To send the notification, click the Send Notification button. Or click any tab to leave this page. When the notification is sent, the Notification list will be displayed with a successful message.	
Button/Links	
Send Notification	Send the notification to everyone in the group distribution list, FIRE-EventNotification@fairfaxcounty.gov.

Investigation

Investigation Add/Update/Delete





Description
Allows users to add/update/delete Investigations.
User Role

SysAdmin, Supervisor, or Investigator

Users with a SysAdmin or Supervisor role can always add/update/delete Investigations.

Users with an Investigator role can add/update/delete Investigations assigned to them if the investigation is open.

Navigation

Select an Investigation from an Incident, the Investigation page will display.

- To add a new Investigation, enter data and click Insert.
- To edit an Investigation, click Edit next to the desired Investigation Type/Category in the list.
- To delete an Investigation, click Delete next to the desired Investigation Type/Category in the list.
- To disregard the changes and re-direct back to the investigations list, click Cancel.

Inputs

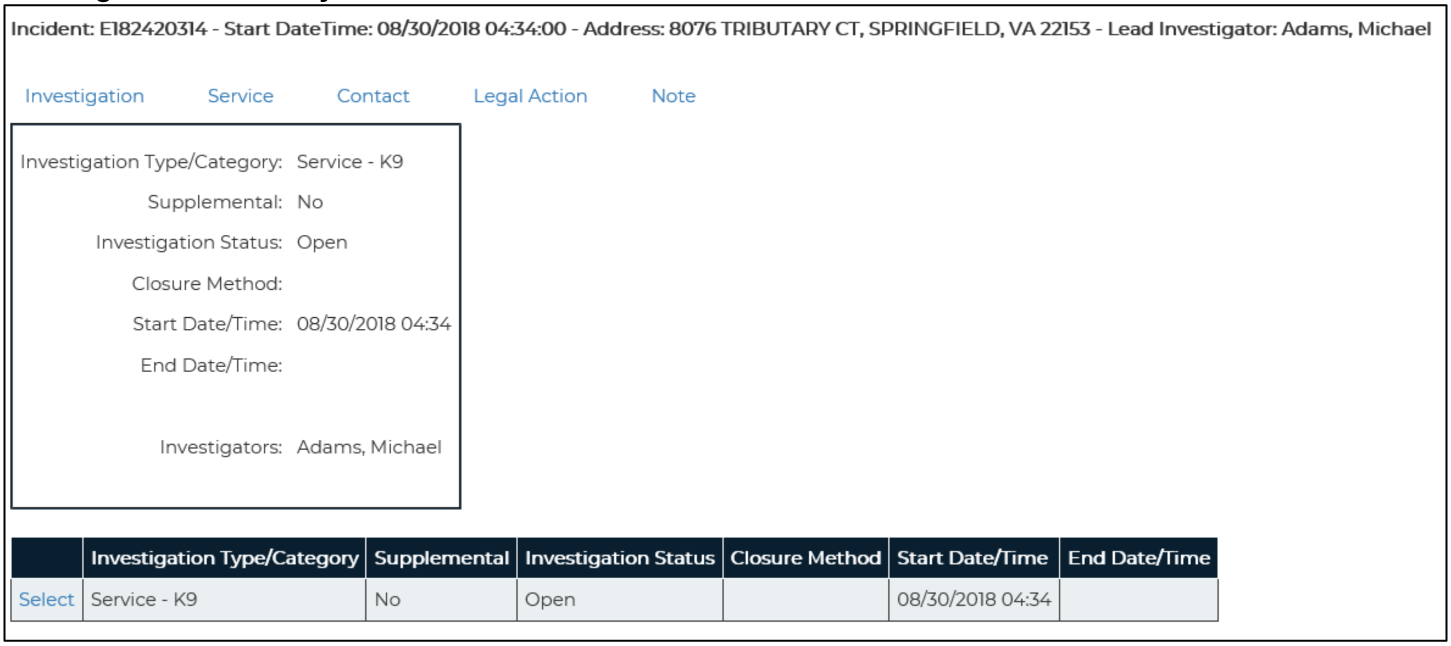
Investigation Type/Category	Identifies the investigation type and category. Must be completed.
Supplemental	Identifies if the investigation is a supplemental investigation. Must be completed.
Investigation Status	Identifies the status of the investigation. Must be completed.
Case Disposition	Identifies the case disposition for a closed investigation. Only displayed if the investigation status is Closed or Inactive. Note: Label only modified. Still references Closure Method lookup table.
Start Date/Time	Date and time the investigation started. Must be completed. Must be a valid date.
End Date/Time	Date and time the investigation ended. Must be a valid date. Only displayed if the investigation status is Closed or Inactive. Must complete Legal Action when a contact has been arrested.
Investigators	Identifies the investigators associated with the investigation.
Note	Investigation informational notes. Must be 2000 characters or less.

Buttons/Links

Select All Investigators	Click to select all investigators.
Deselect All Investigators	Click to deselect all investigators.
Edit	Click to display the investigation for editing.
Delete	Click to delete the investigation. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Deleting an Investigation also removes the association between the Investigators and the Investigation. A fire investigation may not be deleted when it is associated with any Contact, Interview, Legal Action, Fixed Property, Mobile Property, Origin Cause, or Evidence. An environmental investigation may not be deleted when it is associated with any Contact, Interview, Environmental, Legal Action, Fixed Property, Mobile Property, or Evidence. A service investigation may not be deleted when it is associated with any Service, Contact, or Legal Action.
Update	Click to save changes to the Investigation. Only visible when an Investigation is displayed for editing. If the update is successful, success message appears. The list of system validations: End Date/Time must be on or after Start Date/Time. Investigation Type/Category must be unique for the incident. Each incident may only have one main investigation but can have multiple

	supplemental investigations. Combination of Investigation and Investigator must be unique. Incident must be open before reopening an investigation. Must complete Legal Action when a contact has been arrested. Must associate all fatalities with a fixed property or mobile property before an investigation is set to closed or inactive. Must complete contact injuries for burn report. To close investigation, verify Environmental General or Environmental Narrative exists. Must complete Origin Cause information before closing a Fire investigation. Must complete Service Information before closing a service investigation. Investigation cannot be closed. Must upload NOV and/or Summons. Only one investigation allowed per incident when service is main investigation. Service Burn Report must be a main investigation. Type Category must be service type when service information exists. Notes: When the user changes the service category, the system automatically clears the fields that are no longer related to the category from the service table. For example, when the service category is changed from Blasting to K9, the system removes the value of number of blasting automatically.
Insert	Click to insert the new Investigation. If the Insert is successful, a success message appears. The list of system validations: The End Date/Time must be on or after Start Date/Time. Investigation Type/Category must be unique for the incident. Each incident may only have one main investigation but can have multiple supplemental investigations. Combination of Investigation and Investigator must be unique. Only one investigation allowed per incident when service is main investigation. Service Burn Report must be a main investigation.
Cancel	Click to disregard any changes to this investigation.

Investigation Read Only



Description	
Allows users to view the Investigation if the investigation is closed or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
Select an Investigation from an Incident, the Investigation page will display. - To view the complete information of an existing Investigation, click Select next to the Investigation Type/Category in the list.	
Columns	
Investigation Type/Category	Identifies the investigation type and category.
Supplemental	Identifies if the investigation is a supplemental investigation.
Investigation Status	Identifies the status of the investigation
Case Disposition	Identifies the case disposition for a closed or inactive investigation.
Start Date/Time	Date and time the investigation started.
End Date/Time	Date and time the investigation ended.
Investigators	Identifies investigators associated with the investigation.
Note	Investigation informational notes.
Buttons/Links	
Select	Click to display the investigation.

Contact

Contact Add/Select

-- Search -- | -- Reports -- | -- K9 Training -- | -- Maps -- | -- SysAdmin --

Incident: E182871149 - Start DateTime: 10/14/2018 13:35:00 - Address: 245 MAPLE AVE W, VIENNA, VA 22180 - Lead Investigator: Wilson, Jevon

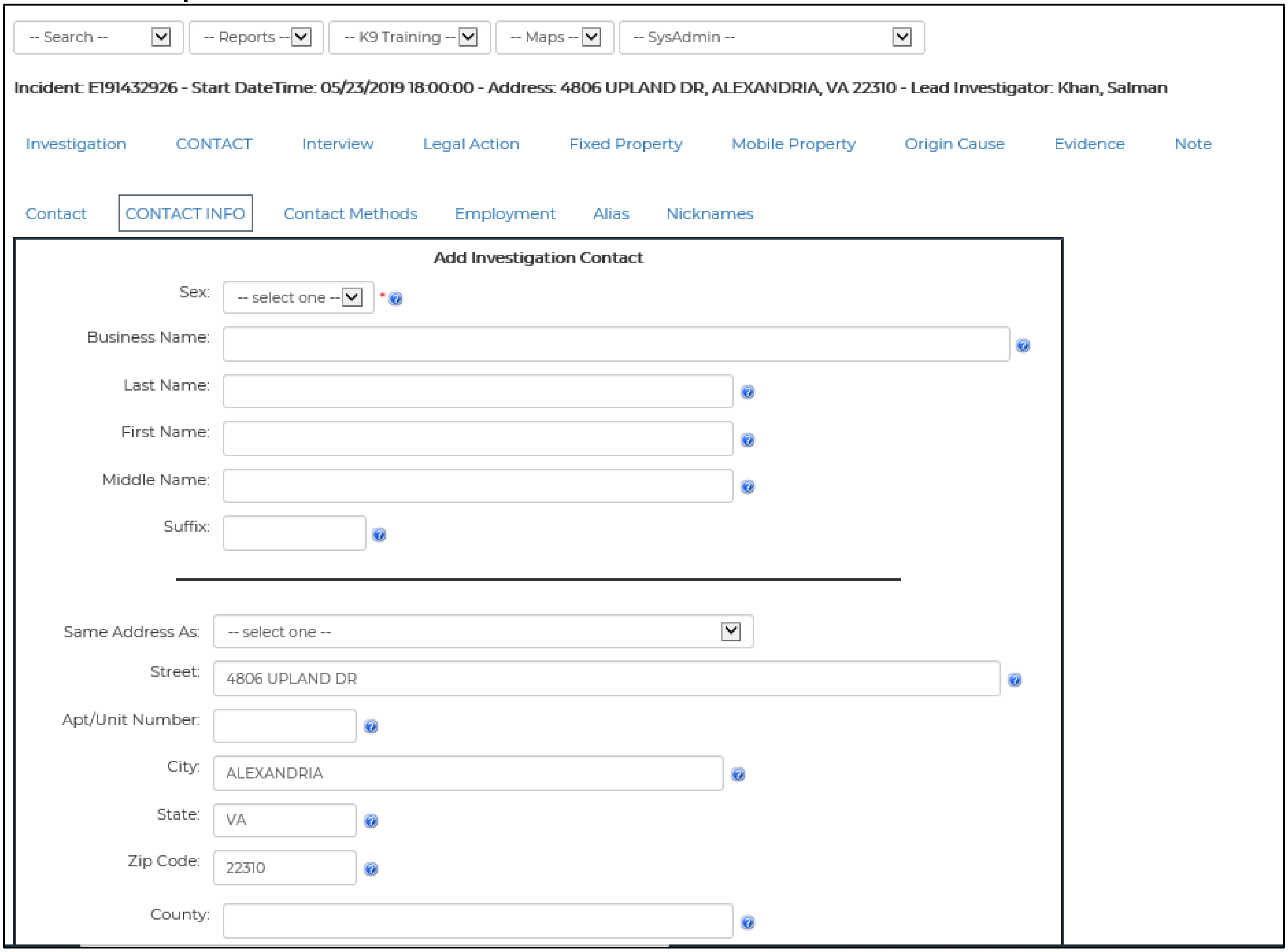
Investigation | CONTACT | Interview | Legal Action | Fixed Property | Mobile Property | Origin Cause | Evidence | Note

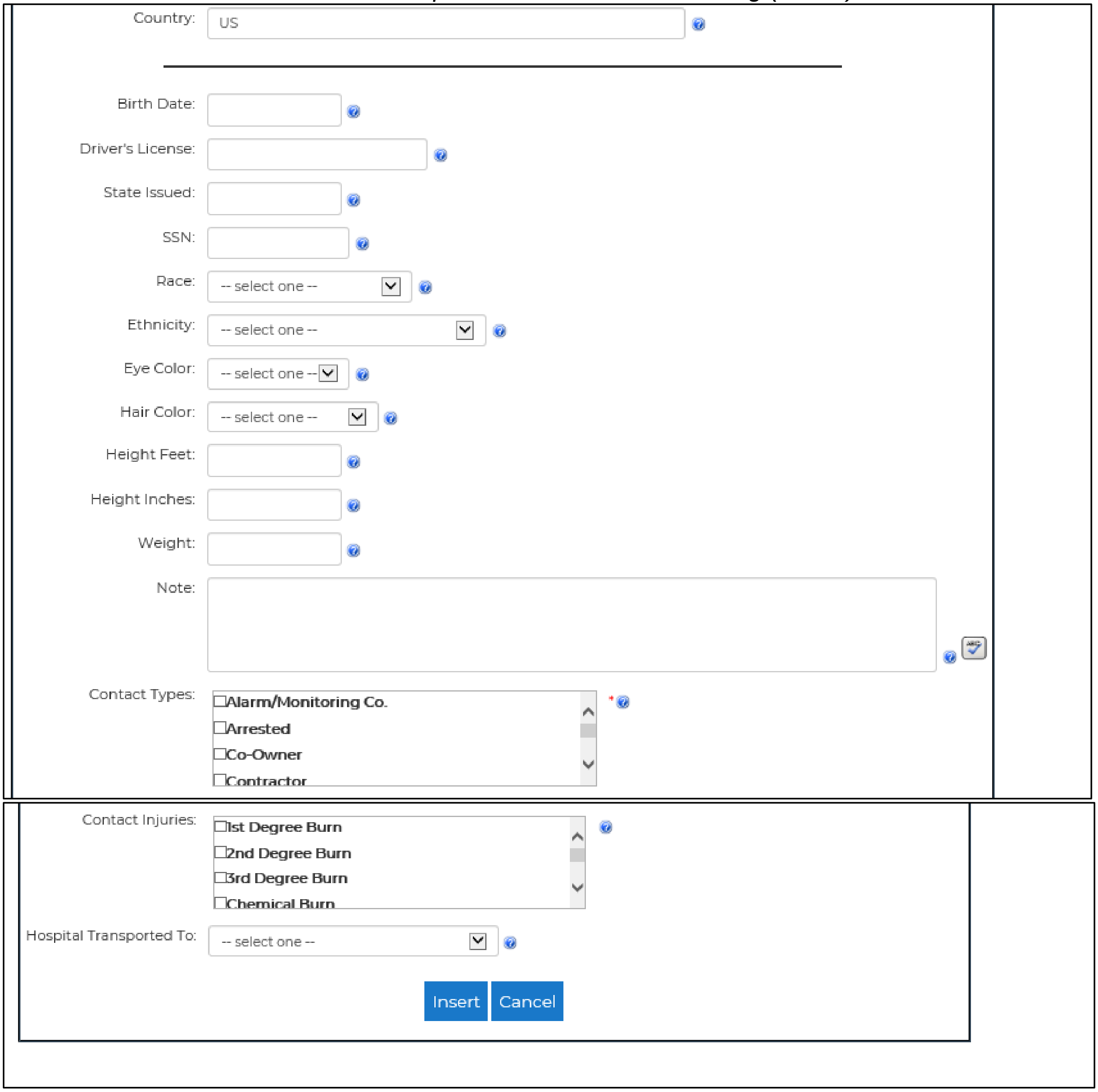
CONTACT | Contact Info | Contact Methods | Employment | Alias | Nicknames

Add	Business Name	Contact Name	Contact Types	Address	Birth Date	Sex	Injuries
Select	Maple Avenue West Association	Dalexander, D Douglas	Owner of Fixed Property	8011 AMSTERDAM CT GAINESVILLE VA 20155-2884		N	
Select	Maple Avenue West Association	Dalexander, Douglas	Co-Owner	11850 FREEDOM DR Apt/Unit: 709 RESTON VA 20190	02/15/1964	M	
Select	Marco Polo Restaurant	Maple Avenue West Association	Tenant/Lessee	245 MAPLE AVE W VIENNA VA 22180		N	
Select	Father of Kamran Martin	Matin, Hamid	Parent/Guardian	9714 MEADOWMERE DR VIENNA VA 22182		M	
Select		Matin, Kamran	Arrested Responsible Party	9714 MEADOWMERE DR VIENNA VA 22182	08/09/2004	M	
Select	Mother of Kamran Matin	Sadeghpour, Fariba	Parent/Guardian	9714 MEADOWMERE DR VIENNA VA 22182		F	
Select		Soderholm, Eliot	Arrested Responsible Party	11721 BLUE SMOKE TRL RESTON VA 20191	04/29/2005	M	
Select	Mother of Eliot Soderholm	Soderholm, Florence	Parent/Guardian	11721 BLUE SMOKE TRL RESTON VA 20191	08/18/1974	F	
Select	Father of Eliot Soderholm	Soderholm, Randy	Parent/Guardian	11721 BLUE SMOKE TRL RESTON VA 20191	03/21/1963	M	

Description	
Allows users to add/select Contact in the current investigation.	
User Role	
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add and select a Contact to edit. Users with an Investigator role can add/edit Contacts associated with investigations assigned to them if the investigation is open.	
Navigation	
Select an Investigation from an Incident, then click Contact tab: - To add a new Investigation Contact, click Add. - To edit an Investigation Contact, click Select next to the desired Contact Name in the list.	
Buttons/Links	
Add	Click to add a new Contact.
Select	Click to select the Contact for editing.

Contact Add/Update/Delete




Country:
US
Birth Date:
Driver's License:
State Issued:
SSN:
Race:
-- select one --
Ethnicity:
-- select one --
Eye Color:
-- select one --
Hair Color:
-- select one --
Height Feet:
Height Inches:
Weight:
Note:
Contact Types:
Alarm/Monitoring Co.
Arrested
Co-Owner
Contractor
Contact Injuries:
1st Degree Burn
2nd Degree Burn
3rd Degree Burn
Chemical Burn
Hospital Transported To:
-- select one --
Insert
Cancel

-- Search -- | -- Reports -- | -- K9 Training -- | -- Maps -- | -- SysAdmin --

Incident: E191432926 - Start DateTime: 05/23/2019 18:00:00 - Address: 4806 UPLAND DR, ALEXANDRIA, VA 22310 - Lead Investigator: Khan, Salman

Investigation | CONTACT | Interview | Legal Action | Fixed Property | Mobile Property | Origin Cause | Evidence | Note

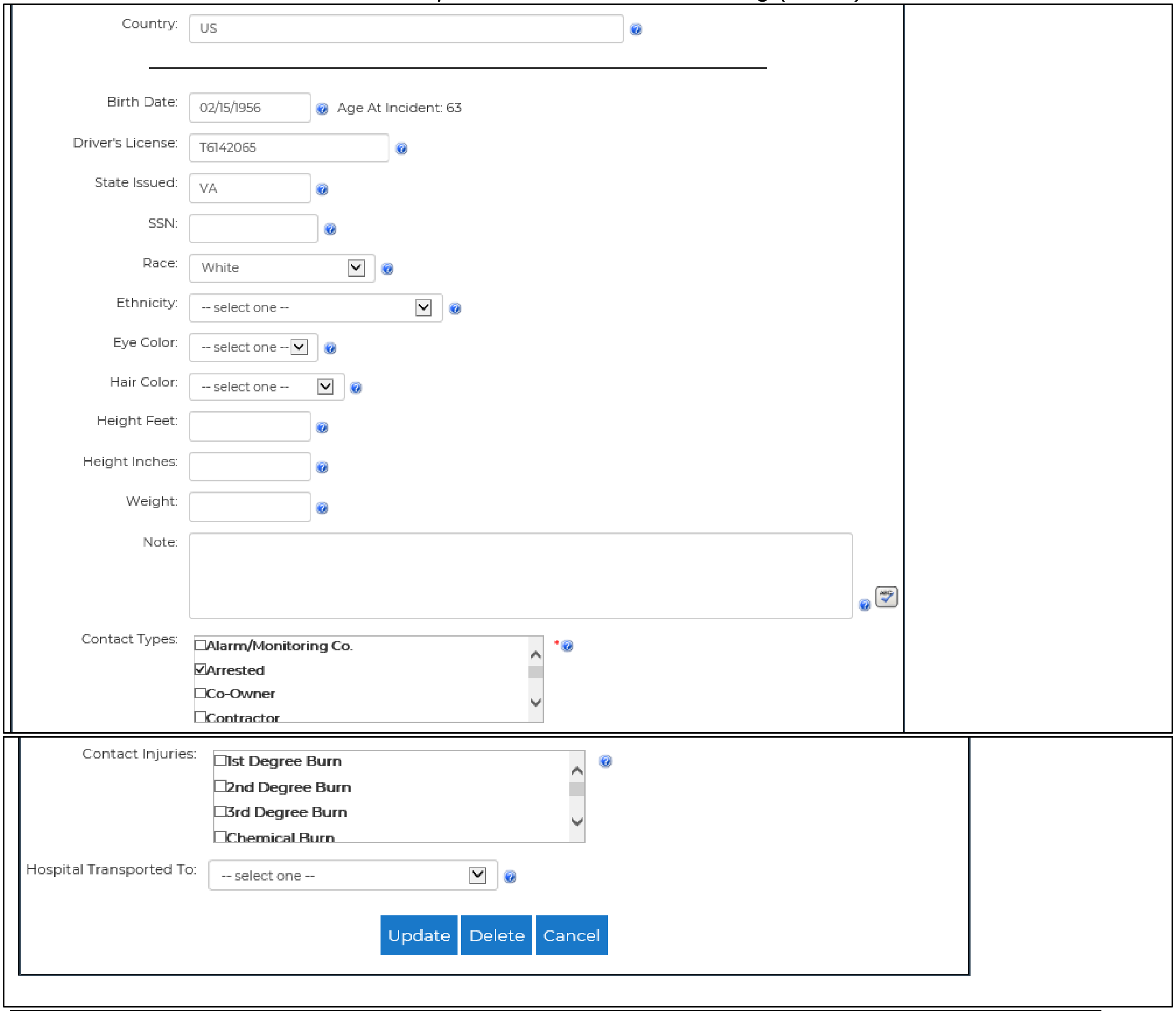
Contact: Cooke, Cassandra Ann

Contact | CONTACT INFO | Contact Methods | Employment | Alias | Nicknames

Edit Investigation Contact

Sex:	F *
Business Name:	
Last Name:	Cooke
First Name:	Cassandra
Middle Name:	Ann
Suffix:	

Same Address As:	-- select one --
Street:	6617 HOLFORD LN
Apt/Unit Number:	
City:	SPRINGFIELD
State:	VA
Zip Code:	22152
County:	



Description

Allows users to add/update/delete a Contact from the current investigation.

User Role

SysAdmin, Supervisor, or Investigator

Users with a SysAdmin or Supervisor role can always add/update/delete Contacts.

Users with an Investigator role can add/update/delete Contacts associated with investigations assigned to them if the investigation is open.

Navigation

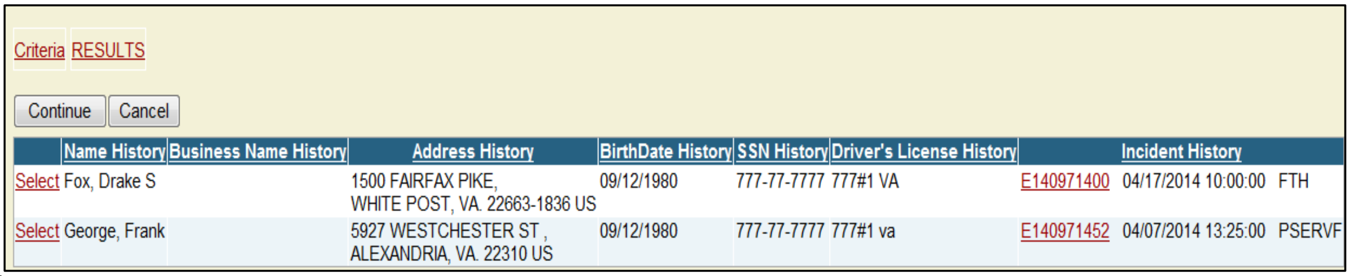
After the Add or Select button on the Contact tab is clicked, the Investigation Contact page will display.

- To add a new Investigation Contact, click Insert.
- To edit an Investigation Contact, change data displayed and click Update.
- To delete an Investigation Contact, click Delete.
- To disregard the changes, click Cancel, and the system will redirect you back to the Contact list.

Inputs	
Sex	Identifies the sex of the contact involved in the investigation. Must be completed.
Business Name	Name of the business. Must be 100 characters or less.
Last Name	Last name of the contact involved in investigation. Must be 50 characters or less.
First Name	First name of the contact involved in investigation. Must be 50 characters or less.
Middle Name	Middle name of the contact involved in investigation. Must be 50 characters or less.
Suffix	Contact name's suffix. Must be 10 characters or less.
Same Address As	Lists all the existing contact names and addresses for this investigation. Select a contact from the list or enter new address (street, city, state, zip code).
Street	Street of contact's address involved in the investigation. Must be 100 characters or less.
Apt/Unit Number	Apartment or unit number of contact's address involved in the incident.
City	City of contact's address involved in the investigation. Must be 50 characters or less.
State	State of contact's address involved in the investigation. Must be 2 characters or less.
Zip Code	Zip code of contact's address involved in the investigation. Must be 10 characters or less.
County	County of contact's address. Must be 50 characters or less.
Country	Country of contact's address. Default to "US".
Birth Date	Birth date of contact involved in investigation. Must be a valid date. Birth date must be less than the current date.
Driver's License	Driver's license number. Must be 20 characters or less.
State Issued	Issuing state of driver's license. Must be 2 characters or less.
SSN	Social security number of contact involved in investigation. Must be 11 characters or less.
Race	Identifies the race of the contact involved in the investigation.
Ethnicity	Identifies the ethnicity of the contact involved in the investigation.
Eye Color	Identifies the eye color of the contact involved in the investigation.
Hair Color	Identifies the hair color of the contact involved in the investigation.
Height Feet	Height feet of the contact involved in the investigation. Must be a valid number between 1 and 9.
Height Inches	Height inches of the contact involved in the investigation. Must be a valid number between 0 and 11.
Weight	Weight of the contact involved in the investigation. Must be a valid number between 1 and 1000.
Note	General notes about the contact involved in the investigation. Must be 2000 characters or less.
Contact Types	Identifies the role(s) of a contact associated with an investigation.
Contact Injuries	Identifies the type(s) of injuries sustained by a contact during an incident.
Hospital Transported To	Identifies the hospital the contact was transported to if injuries were sustained.
Buttons/Links	
Update	Only visible when Investigation Contact is displayed for editing. Click to save changes to

	the Investigation Contact. If the update is successful, success message appears. Birth date must be less than the current date. Business name OR last name and first name required. First name allows letters, apostrophe, hyphen, and space only. Height feet must be between 1 and 9. Height inches must be between 0 and 11. Last name allows letters, apostrophe, hyphen, and space only. Middle name allows null value, empty string, letters, apostrophe, hyphen, and spaces only. SSN must be a valid format. Weight must be between 1 and 1000. When country is "US", the address fields must be complete for address validation. Combination of Investigation and Contact must be unique.
Insert	Click to insert the new Contact. Birth date must be less than the current date. Business name OR last name and first name required. First name allows letters, apostrophe, hyphen, and space only. Height feet must be between 1 and 9. Height inches must be between 0 and 11. Last name allows letters, apostrophe, hyphen, and space only. Middle name allows null value, empty string, letters, apostrophe, hyphen, and spaces only. SSN must be a valid format. Weight must be between 1 and 1000. When country is "US", the address fields must be complete for address validation. Combination of Investigation and Contact must be unique. If the Insert is successful, a success message appears.
Delete	Click to delete the Investigation Contact. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Deleting Investigation Contact also deletes Investigation Contact Methods, Investigation Contact Injuries, and Investigation Contact Types. Investigation Contact may not be deleted when it is associated with any Charge, Fixed Property Owner, Mobile Property Owner, and Investigation Contact Interview.
Cancel	Click to disregard any changes to this investigation contact and redirect to Contact tab.

Contact Search Results

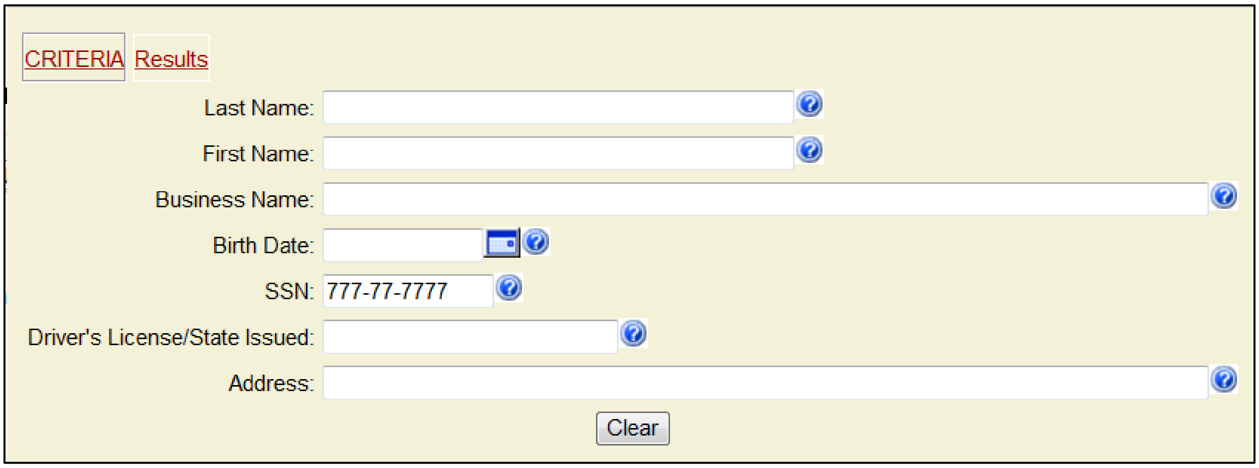

Criteria RESULTS

Continue Cancel

	Name History	Business Name History	Address History	BirthDate History	SSN History	Driver's License History	Incident History		
Select	Fox, Drake S		1500 FAIRFAX PIKE, WHITE POST, VA 22663-1836 US	09/12/1980	777-77-7777	777#1 VA	E140971400	04/17/2014 10:00:00	FTH
Select	George, Frank		5927 WESTCHESTER ST , ALEXANDRIA, VA 22310 US	09/12/1980	777-77-7777	777#1 va	E140971452	04/07/2014 13:25:00	PSERVF

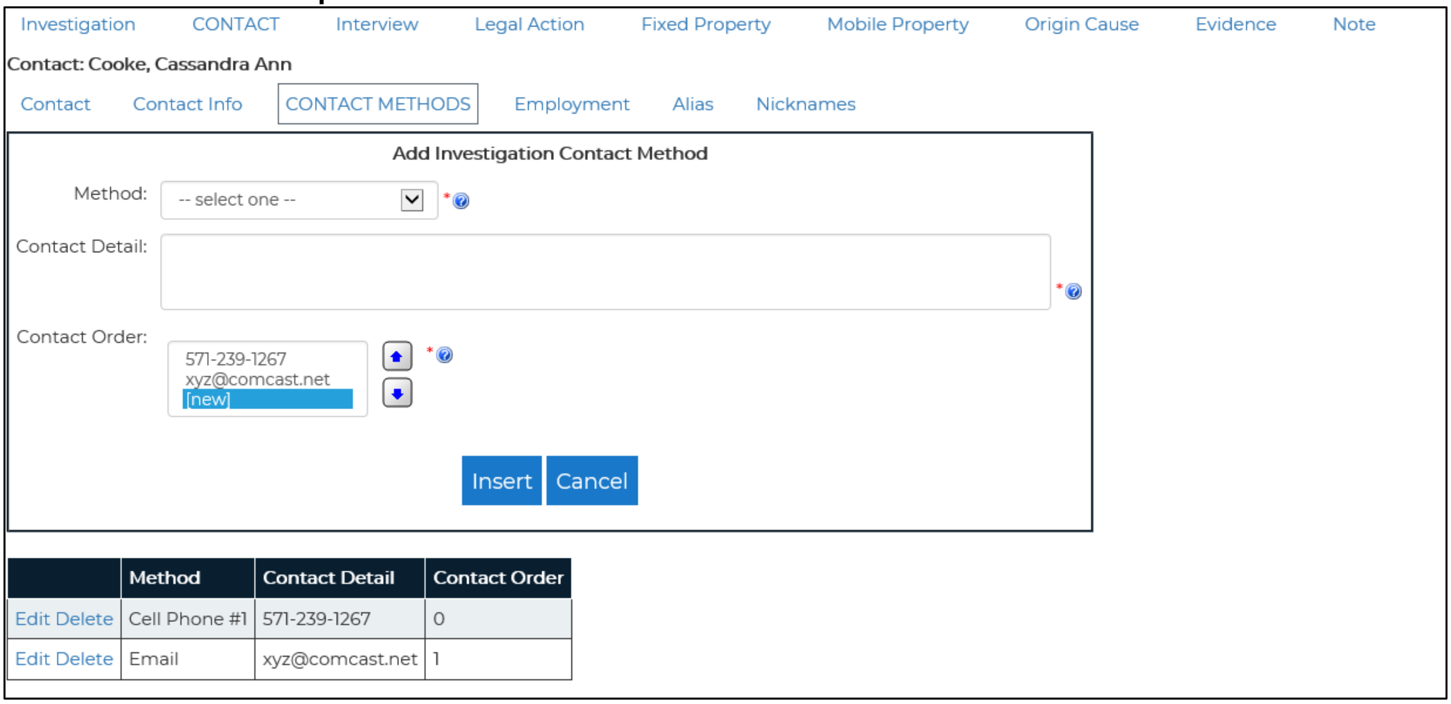
Description	
When adding a new investigation contact, the system will search for matching investigation contacts and display the search results. The system searches the database by name, address, driver's license, state issued, birth date, or SSN, if any of them entered. In the Search Results, the asterisk next to a birth date indicates the contact was a juvenile when that incident happened.	
User Role	
SysAdmin, Supervisor, Evidence Custodian, or Investigator Users with a SysAdmin or Supervisor role can always search Contacts when adding new contacts. Users with an Investigator role can search Contacts when adding new contacts to investigations assigned to them, if the investigation is open.	
Navigation	
After the Insert button is clicked on the Add Investigation Contact page, the Contact Search Results will display showing the contacts found or the message "no contacts found".	
Buttons/Links	
Select	Click to associate the new contact with the existing contact for history purpose. When an existing contact is selected, the system copies the missing personal contact information from the selected record to the new record. For example, the birth date is not entered on the Add Investigation Contact form and it exists on the selected record. The system will copy it from the selected record to the new record.
Cancel	Click to stop adding the new contact and go back to the Add Investigation Contact page.
Continue	Click to continue to add the new contact without association to any existing contact.
Criteria	Click to view or change search criteria.

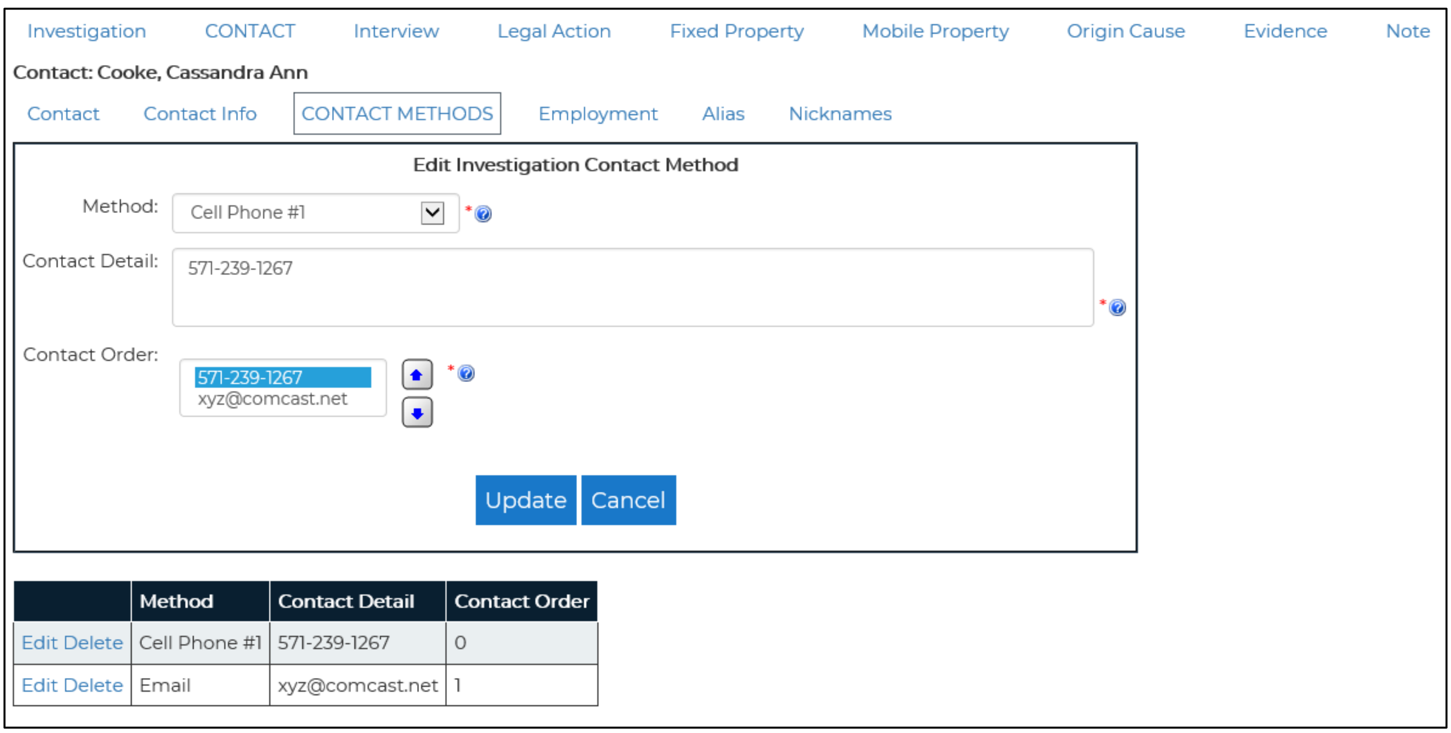
Contact Search



Description	
Allows users to search Investigation Contacts when adding a new one to the current investigation. The system searches the database by name, address, driver's license, state issued, birth date, or SSN, if any of them entered as search criteria. The search results will be expanded when more criteria entered.	
User Role	
SysAdmin, Supervisor, Evidence Custodian, or Investigator Users with a SysAdmin or Supervisor role can always search Contacts when adding new contacts. Users with an Investigator role can search Contacts when adding new contacts to investigations assigned to them if the investigation is open.	
Navigation	
When the Contact Search Results displays on top of the Add Investigation Contact form, click on the Criteria tab to change the search criteria for a different search.	
Inputs	
Last Name	Enter the first few characters of the last name to search. Must be 40 characters or less.
First Name	Enter the first few characters of the first name to search. Must be 40 characters or less.
Business Name	Enter the first few characters of the business name to search. Must be 100 characters or less.
Birth Date	Enter the date of birth of the contact to search. Must be on or before current date.
SSN	Enter social security number of the contact to search.
Driver's License/State issued	Enter the driver's license number followed by a space and state issued.
Address	Enter a few letters of the street address of the contact to search.
Buttons/Links	
Clear	Click to clear the input fields.

Contact Method Add/Update/Delete

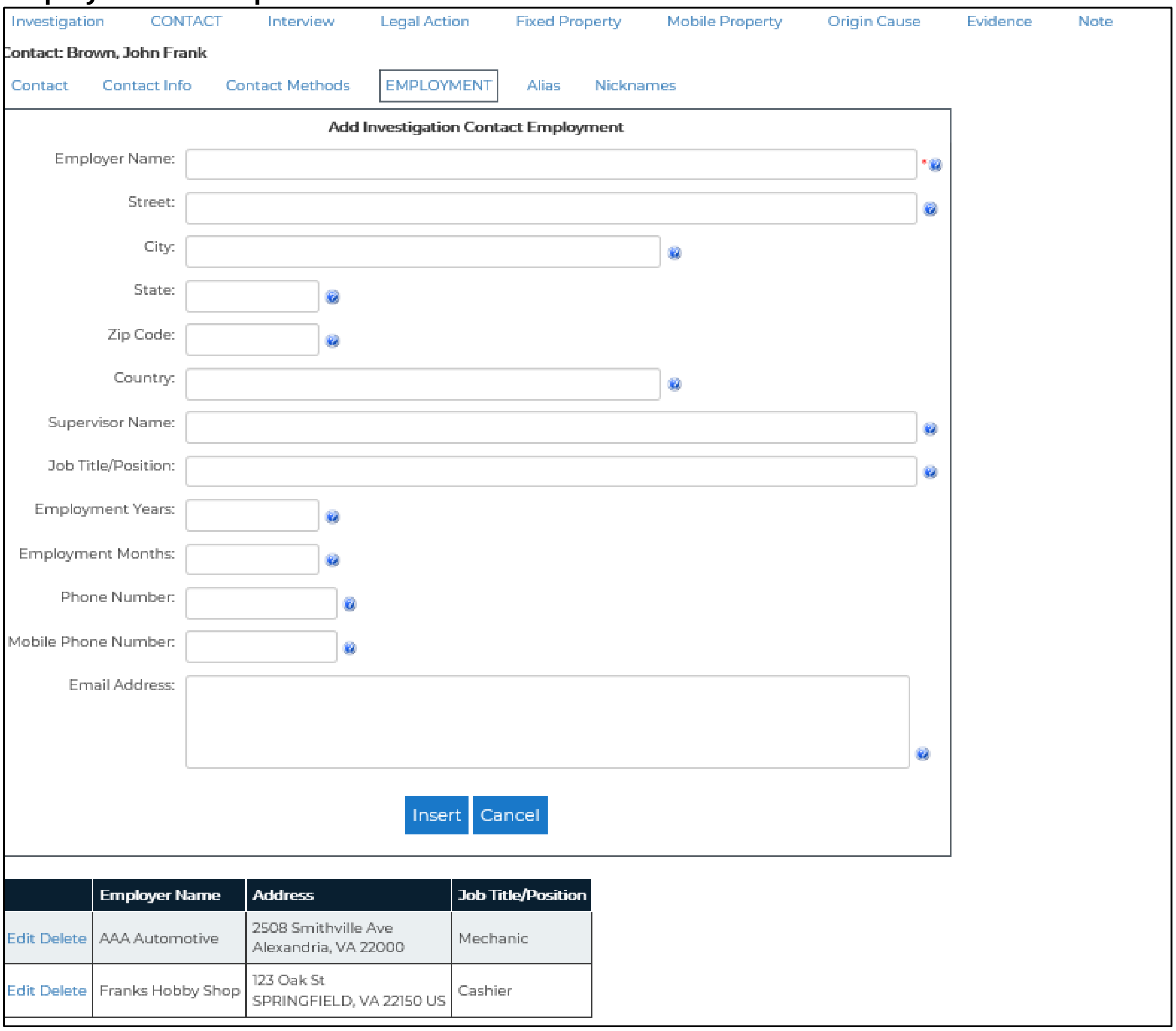




Description
Allows users to add/update/delete Contact Methods.
User Role
SysAdmin, Supervisor, Evidence Custodian, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Contact Methods. Users with an Investigator role can add/update/delete Contact Methods associated with investigations

assigned to them if the investigation is open.	
Navigation	
After a Contact is inserted or selected for edit, click Contact Methods tab to add a new contact method.	
Inputs	
Method	Identifies the method of contact for the contact. Must be completed.
Contact Detail	Detail of the contact method such as email address or phone number. Must be completed. Must be 500 characters or less.
Contact Order	Order of priority of contact methods. Must be completed. Must be a valid number.
Buttons/Links	
Edit	Click to display the Contact Method for editing.
Delete	Click to delete the Contact Method. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when Investigation Contact Method is displayed for editing. Click to save changes to the Investigation Contact Method. If the update is successful, success message appears. If method is Email or Phone, the email address or phone number must be valid format. Combination of Investigation Contact and Contact Method must be unique. Combination of Investigation Contact and Contact Order must be unique.
Insert	Click to insert the new Investigation Contact Method. If method is Email or Phone, the email address or phone number must be valid format. Combination of Investigation Contact and Contact Method must be unique. Combination of Investigation Contact and Contact Order must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this contact method.
	Click to move the highlighted item up in the order list. Then, click Update to save the change.
	Click to move the highlighted item down in the order list. Then, click Update to save the change.

Employment Add/Update/Delete



Investigation CONTACT Interview Legal Action Fixed Property Mobile Property Origin Cause Evidence Note

Contact: Brown, John Frank

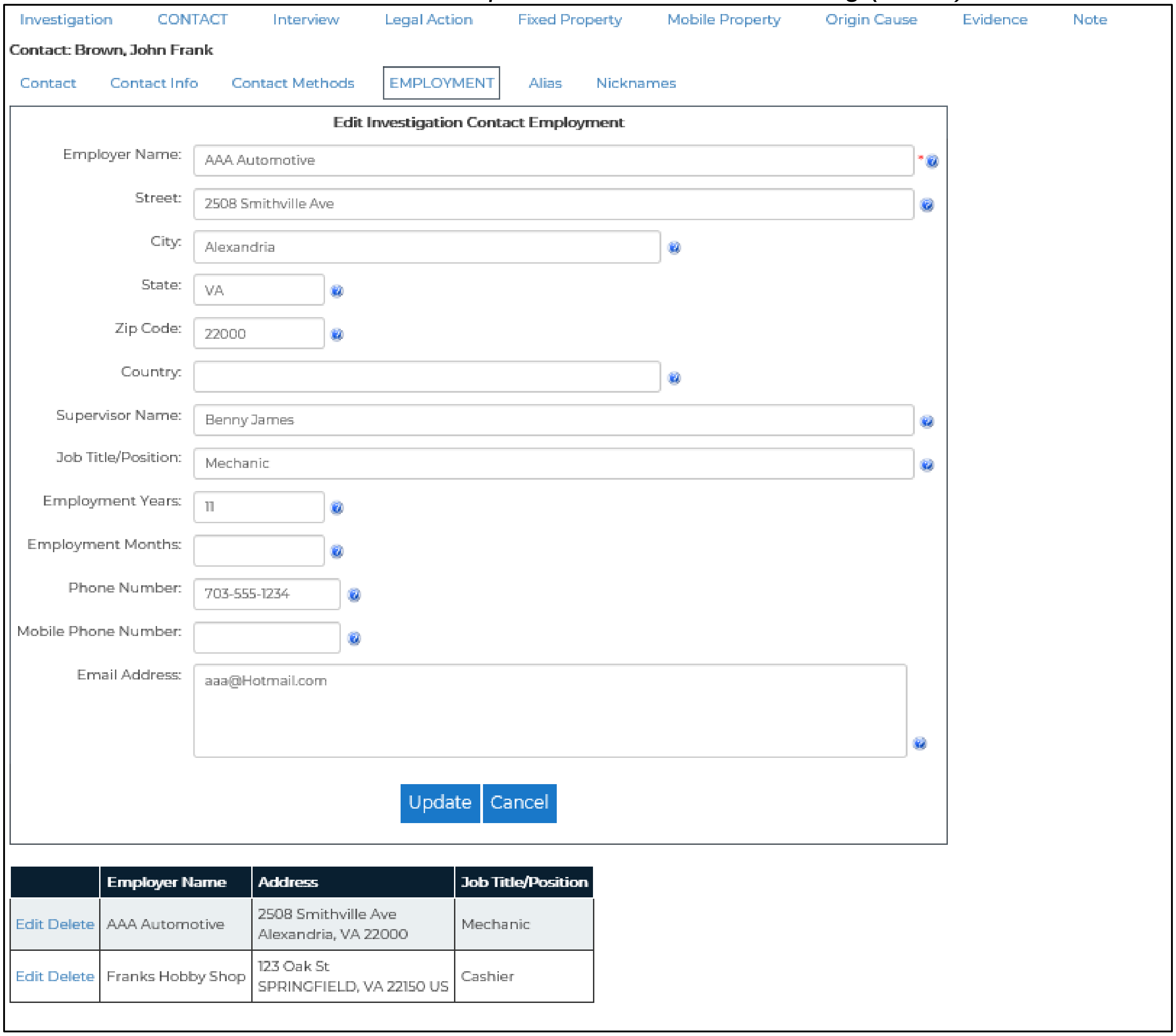
Contact Contact Info Contact Methods EMPLOYMENT Alias Nicknames

Add Investigation Contact Employment

Employer Name: *
Street:
City:
State:
Zip Code:
Country:
Supervisor Name:
Job Title/Position:
Employment Years:
Employment Months:
Phone Number:
Mobile Phone Number:
Email Address:

Insert Cancel

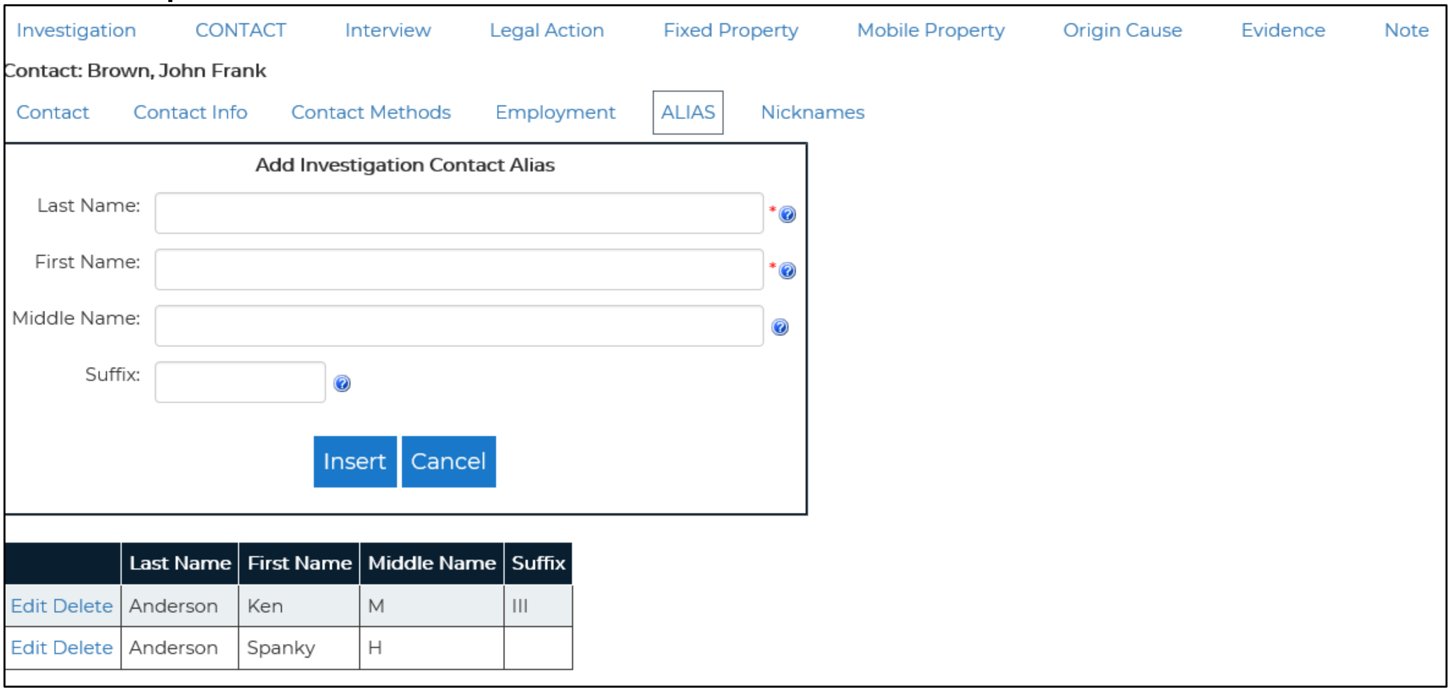
	Employer Name	Address	Job Title/Position
Edit Delete	AAA Automotive	2508 Smithville Ave Alexandria, VA 22000	Mechanic
Edit Delete	Franks Hobby Shop	123 Oak St SPRINGFIELD, VA 22150 US	Cashier

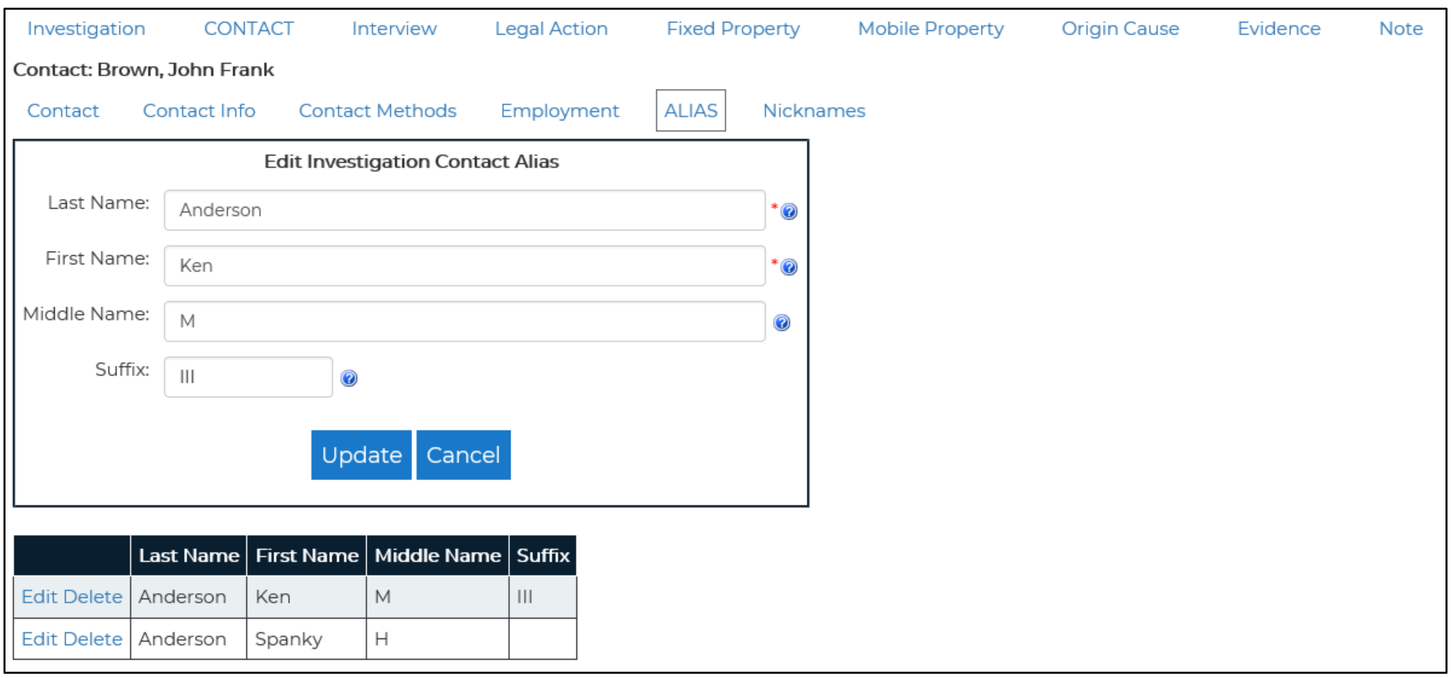


Description	
Allows users to add/update/delete Employment.	
User Role	
SysAdmin, Supervisor, Evidence Custodian, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Employment. Users with an Investigator role can add/update/delete Employment associated with investigations assigned to them if the investigation is open.	
Navigation	
After a Contact is inserted or selected for edit, click Employment tab to add new employment.	
Inputs	
Employer Name	Identifies the employer for the contact. Must be completed.
Street	Street of employer’s address. Must be 100 characters or less.
City	City of employer’s address. Must be 50 characters or less.
State	State of employer’s address. Must be 2 characters or less.
Zip Code	Zip code of employer’s address. Must be 10 characters or less.
Country	Country of employer’s address. Must be 50 characters or less.

Supervisor Name	Name of supervisor. Must be 100 characters or less.
Job Title/Position	Job Title or Position of employment. Must be 100 characters or less.
Employment Years	Number of years employed with this employer. Must be a valid number between 0 and 50.
Employment Months	Number of months employed by this employer. Must be a valid number between 0 and 11.
Phone Number	Phone number of employer. Must be a valid phone number.
Mobile Phone Number	Mobile phone number of employer. Must be a valid mobile phone number.
Email Address	Email address of employer. Must be a valid email address.
Buttons/Links	
Edit	Click to display the Employment for editing.
Delete	Click to delete the Employment. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when Employment is displayed for editing. Click to save changes to the Employment. If the update is successful, success message appears. If Phone Number, Mobile Phone Number, or Email Address is entered, the email address or phone number(s) must be valid format. Combination of Investigation Contact and Employment must be unique.
Insert	Click to insert the new Employment. If Phone Number, Mobile Phone Number, or Email Address is entered, the email address or phone number(s) must be valid format. Combination of Investigation Contact and Employment must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this Employment.

Alias Add/Update/Delete

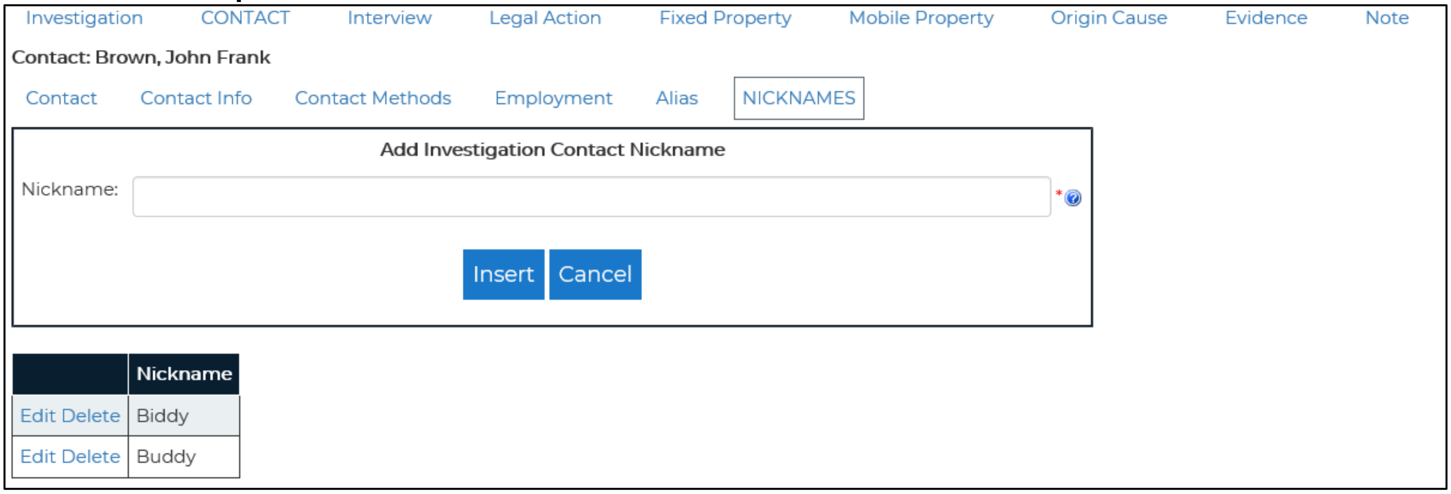


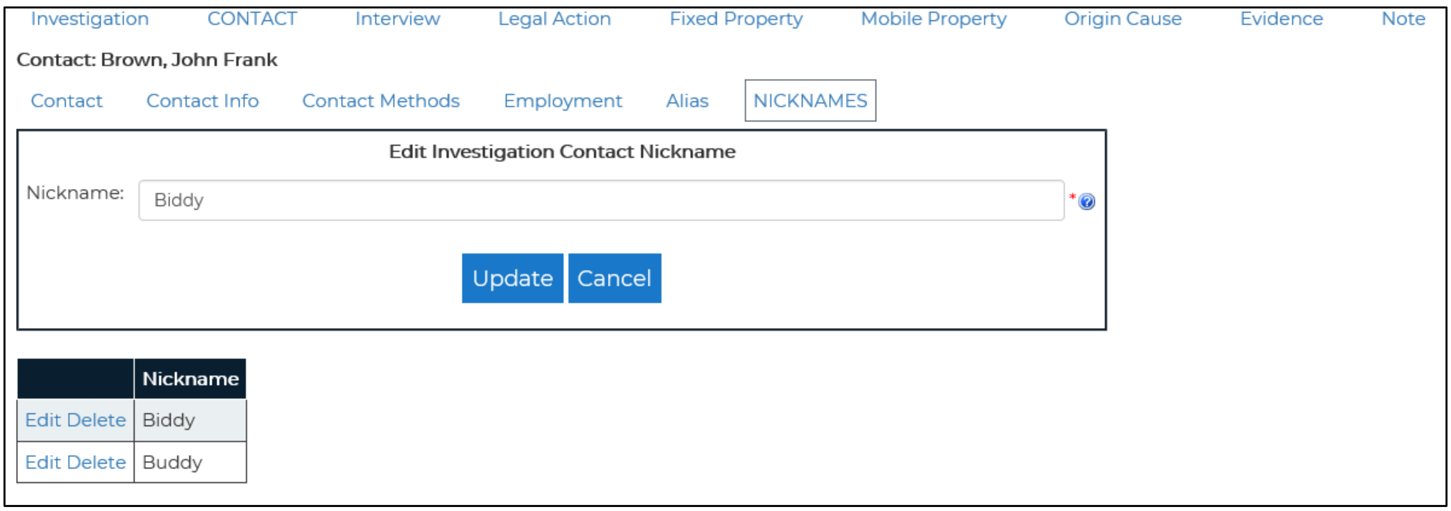


Description
Allows users to add/update/delete Alias.
User Role
SysAdmin, Supervisor, Evidence Custodian, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Alias. Users with an Investigator role can add/update/delete Alias associated with investigations assigned to them if the investigation is open.

Navigation	
After a Contact is inserted or selected for edit, click Alias tab to add new alias.	
Inputs	
Last Name	Last name of alias for the contact. Must be completed. Must be 50 characters or less.
First Name	First name of alias for the contact. Must be completed. Must be 50 characters or less.
Middle Name	Middle name of alias for the contact. Must be 50 characters or less.
Suffix	Suffix of alias for the contact. Must be 10 characters or less.
Buttons/Links	
Edit	Click to display the Alias for editing.
Delete	Click to delete the Alias. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when Alias is displayed for editing. Click to save changes to the Alias. If the update is successful, success message appears. Combination of Investigation Contact and Alias must be unique.
Insert	Click to insert the new Alias. Combination of Investigation Contact and Alias must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this Alias.

Nickname Add/Update/Delete





Description	
Allows users to add/update/delete Nickname.	
User Role	
SysAdmin, Supervisor, Evidence Custodian, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Nickname. Users with an Investigator role can add/update/delete Nickname associated with investigations assigned to them if the investigation is open.	
Navigation	
After a Contact is inserted or selected for edit, click Nickname tab to add new alias.	
Inputs	
Nickname	Nickname for the contact. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to display the Nickname for editing.
Delete	Click to delete the Nickname. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when Nickname is displayed for editing. Click to save changes to the Nickname. If the update is successful, success message appears. Combination of

	Investigation Contact and Nickname must be unique.
Insert	Click to insert the new Nickname. Combination of Investigation Contact and Nickname must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this Nickname.

Contact Read Only

-- Search -- | -- Reports -- | -- K9 Training -- | -- Maps --

Incident: E191432926 - Start DateTime: 05/23/2019 18:00:00 - Address: 4806 UPLAND DR, ALEXANDRIA, VA 22310 - Lead Investigator: Khan, Salman

Investigation | CONTACT | Interview | Legal Action | Fixed Property | Mobile Property | Origin Cause | Evidence | Note

Contact: Brown, John Frank

CONTACT | Contact Info | Contact Methods | Employment | Alias | Nicknames

	Business Name	Contact Name	Contact Types	Address	Birth Date	Sex	Injuries
Select		Brown, John Frank	Arrested	4806 UPLAND DR ALEXANDRIA VA 22310		M	
Select		Cooke, Cassandra Ann	Arrested Owner of Fixed Property	6617 HOLFORD LN SPRINGFIELD VA 22152	02/15/1956	F	
Select		Randolph, Frank	Arrested	4806 UPLAND DR ALEXANDRIA VA 22310		M	

-- Search -- | -- Reports -- | -- K9 Training -- | -- Maps --

Incident: E191432926 - Start DateTime: 05/23/2019 18:00:00 - Address: 4806 UPLAND DR, ALEXANDRIA, VA 22310 - Lead Investigator: Khan, Salman

Investigation | CONTACT | Interview | Legal Action | Fixed Property | Mobile Property | Origin Cause | Evidence | Note

Contact: Cooke, Cassandra Ann

Contact | CONTACT INFO | Contact Methods | Employment | Alias | Nicknames

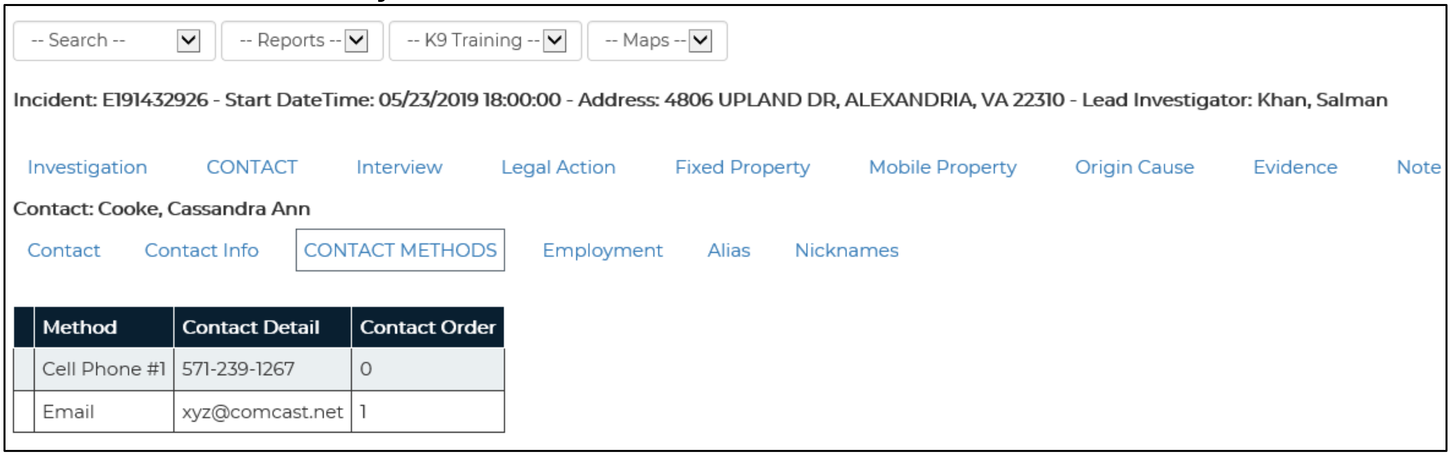
Sex: F
Business Name:
Last Name: Cooke
First Name: Cassandra
Middle Name: Ann
Suffix:

Address: 6617 HOLFORD LN
SPRINGFIELD, VA 22152
County:
Country: US

Birth Date: 02/15/1956 Age At Incident: 63
Driver's License: T6142065
State Issued: VA
SSN:
Race: White
Ethnicity:
Eye Color:
Hair Color:
Height Feet:
Height Inches:
Weight:
Note:
Contact Types: Arrested
Owner of Fixed Property
Contact Injuries:
Hospital Transported To:

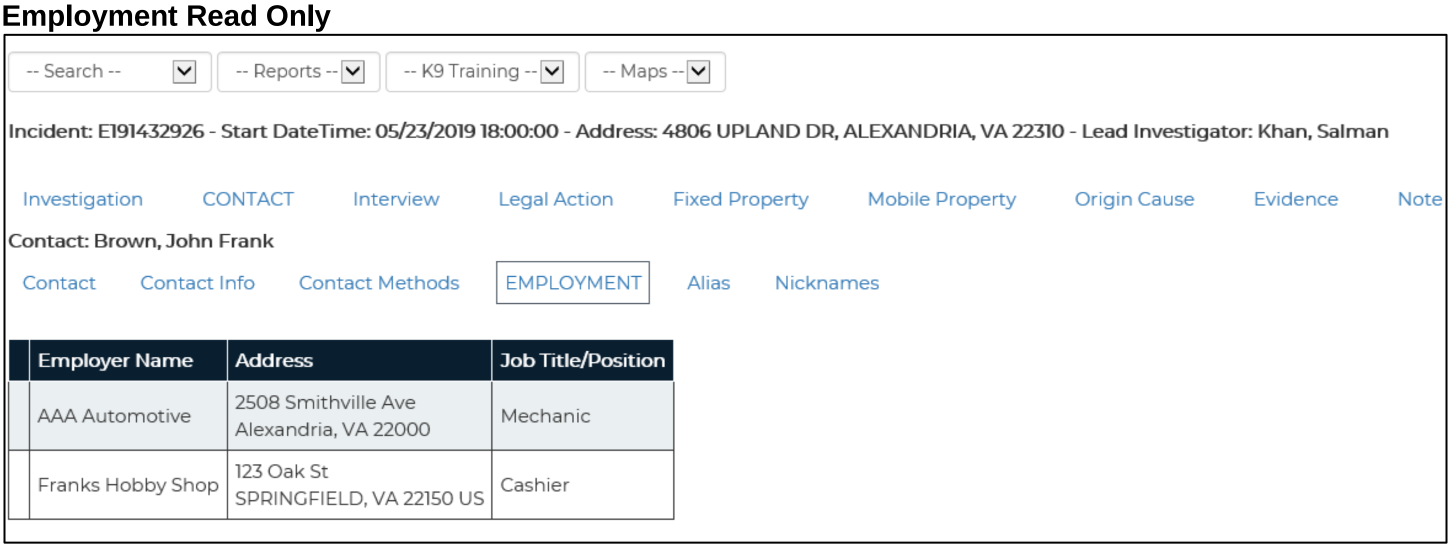
Description	
Allows users to view Contacts if the investigation is closed or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
Select an Investigation from an Incident, then click Contact tab: - To view the contact information, click Select next to the desired Contact Name in the list.	
Columns	
Sex	Identifies the sex of the contact involved in the investigation.
Business Name	Name of the business.
Last Name	Last name of contact involved in investigation.
First Name	First name of contact involved in investigation.
Middle Name	Middle name of contact involved in investigation.
Suffix	Contact name's suffix. Must be 10 characters or less.
Street	Street of contact's address involved in the investigation.
City	City of contact's address involved in the investigation.
State	State of contact's address involved in the investigation.
Zip Code	Zip code of contact's address involved in the investigation.
County	County of contact's address.
Country	Country of contact's address.
Birth Date	Birth date of contact involved in investigation.
Driver's License	Driver's license number.
State Issued	Issuing State of driver's license.
SSN	Social security number of contact involved in investigation.
Race	Identifies the race of the contact involved in the investigation.
Ethnicity	Identifies the ethnicity of the contact involved in the investigation.
Eye Color	Identifies the eye color of the contact involved in the investigation.
Hair Color	Identifies the hair color of the contact involved in the investigation.
Height Feet	Height feet of the contact involved in the investigation.
Height Inches	Height inches of the contact involved in the investigation.
Weight	Weight of the contact involved in the investigation.
Note	General notes about the contact involved in the investigation.
Contact Types	Identifies the role(s) of a contact associated with an investigation.
Contact Injuries	Identifies type(s) of injuries sustained by a contact during an incident.
Hospital Transported To	Identifies the hospital the contact was transported to if injuries were sustained.
Buttons/Links	
Select	Click to display the complete information of the contact.

Contact Methods Read Only



Description	
Allows users to view Contact Methods if the investigation is closed or inactive or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
After the selected Contact displayed, click the Contact Methods tab.	
Columns	
Method	Identifies the method of contact for the Contact.
Contact Detail	Detail of the contact method such as email address or phone number.
Contact Order	Order of priority of contact methods.

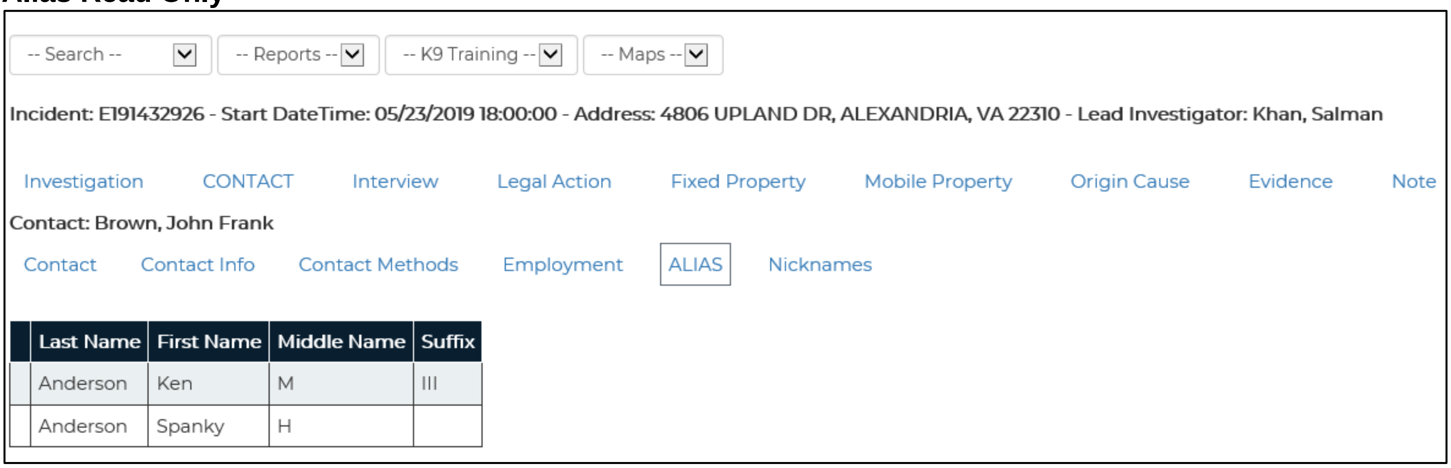
Employment Read Only



Description
Allows users to view Employment if the investigation is closed or inactive or the user has a ReadOnly role.
User Role

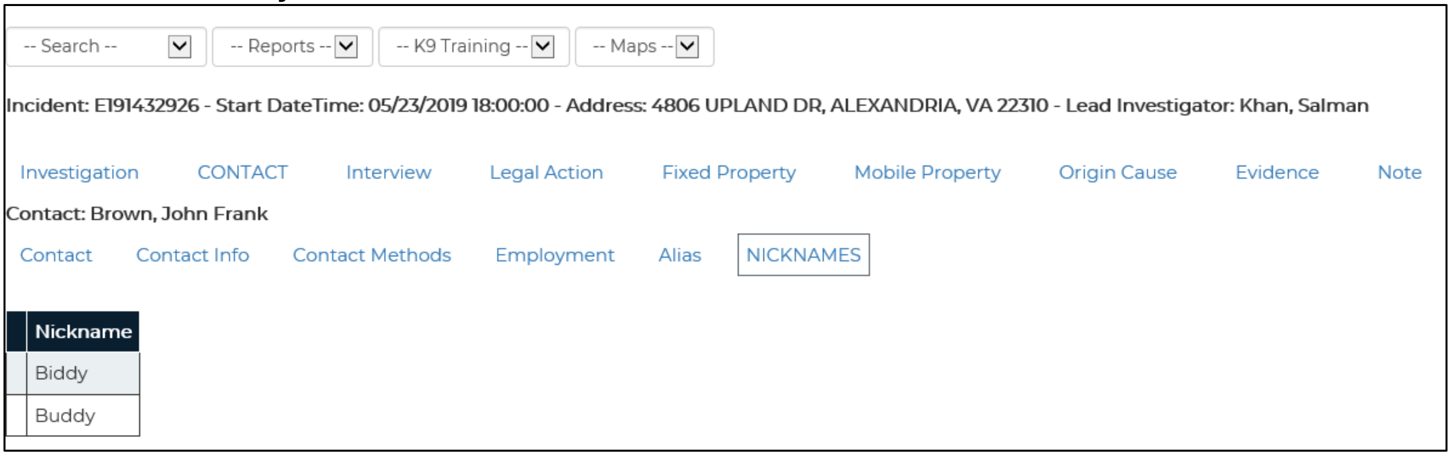
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
After a Contact is displayed, click the Employment tab.	
Inputs	
Employer Name	Identifies the employer for the contact.
Street	Street of employer’s address.
City	City of employer’s address.
State	State of employer’s address.
Zip Code	Zip code of employer’s address.
Country	Country of employer’s address.
Supervisor Name	Name of supervisor.
Job Title/Position	Job Title or Position of employment.

Alias Read Only



Description	
Allows users to view Alias if the investigation is closed or inactive or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
After a Contact is displayed, click the Alias tab.	
Inputs	
Last Name	Last name of alias for the contact.
First Name	First name of alias for the contact.
Middle Name	Middle name of alias for the contact.
Suffix	Suffix of alias for the contact.

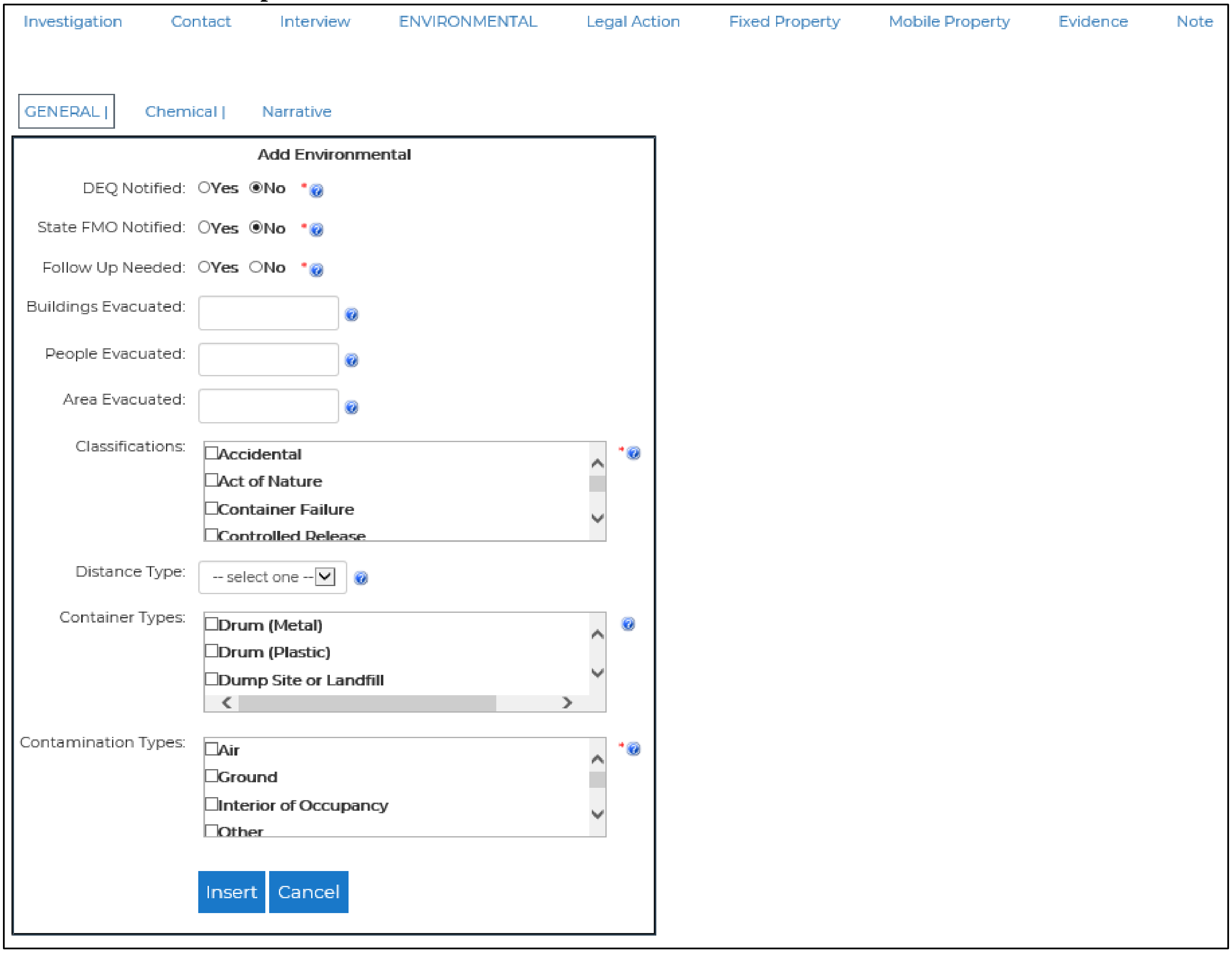
Nickname Read Only

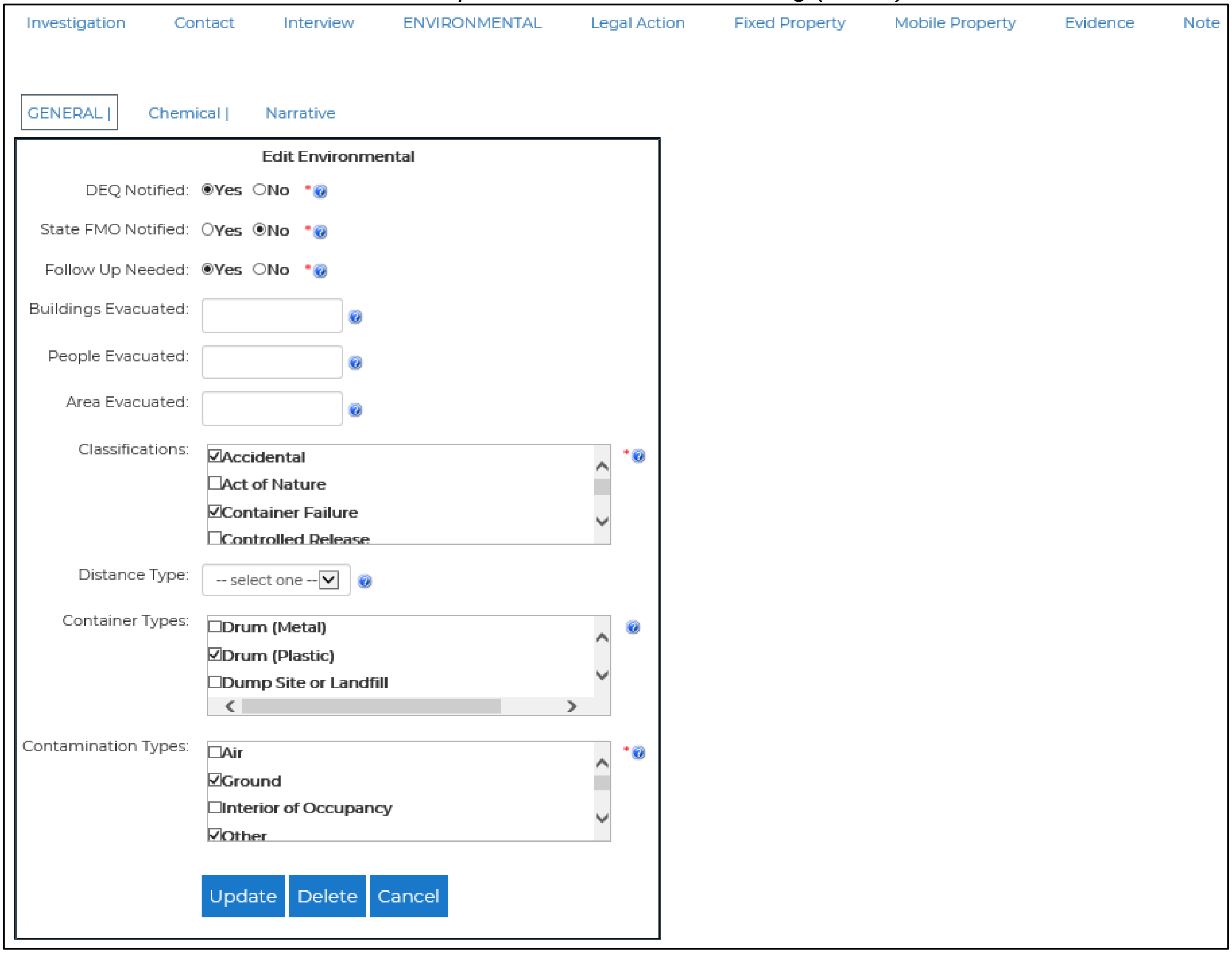


Description	
Allows users to view Nickname if the investigation is closed or inactive or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
After a Contact is displayed, click the Nickname tab.	
Inputs	
Nickname	Nickname for the contact.

Environmental

Environmental Add/Update/Delete





Description
Allows users to add/update/delete an Environmental record.
User Role
SysAdmin, Supervisor, Evidence Custodian, or Investigator SysAdmin or Supervisor role may add/update/delete the Environmental record. The assigned Investigator may add/update/delete the Environmental record only if the investigation is open.
Navigation

Select an Environmental Investigation from an Incident, then click Environmental Tab:
- To add a new Environmental record, enter data and click Insert.
- If an Environmental record exists, it will be displayed in edit mode with Update and Delete buttons.
    ○ To edit, enter the changes and click Update.
    ○ To delete, click Delete.

Input

DEQ Notified	Indicates if the DEQ has been notified of the environmental investigation. Must be completed. Default to 'No'.
State FMO Notified	Indicates if the State FMO has been notified of the environmental investigation. Must be completed. Default to 'No'.
Follow Up Needed	Indicates if narrative must be filled out. 'Yes' means narrative will need to be filled out. 'No' means narrative won't need to be filled out.
Buildings Evacuated	Identifies the number of buildings evacuated from the environmental investigation. Must be a valid number.
People Evacuated	Identifies the number of people evacuated from the environment incident. Must be a valid number.
Area Evacuated	Identifies the amount of area evacuated from the environmental investigation. Must be a valid number.
Distance Type	Identifies the type of distance the environmental investigation affected.
Classifications	Identified the classification the environmental investigation.
Container Types	Identifies the type of container that was a part of the environmental investigation.
Contamination Types	Identifies the type of contamination that was a part of the environmental investigation. Must be completed.
Note	Note about the environmental investigation.
Buttons/Links	
Insert	Click to insert the new Environmental record. Only one Environmental record is allowed per Investigation. If the insert is successful, a success message appears.
Update	Only visible when the Environmental record is displayed for editing. Click to save changes to the Environmental record. If the update is successful, a success message appears.
Cancel	Click to disregard any changes to this environmental file.
Delete	Only visible when the Environmental record is displayed for editing. Click to delete the Environmental record. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Environmental record may not be deleted when it is associated with any Chemical.

Environmental Chemical Add/Update/Delete

Investigation | Contact | Interview | ENVIRONMENTAL | Legal Action | Fixed Property | Mobile Property | Evidence | Note

General | CHEMICAL | Narrative

EPA List of Lists | WISER Online | MSDS

Add Environmental Chemical

Chemical: *

Find | Clear

UN Number:

Measurement: -- select one --

Chemical State: -- select one -- *

Product Amount:

Amount Released:

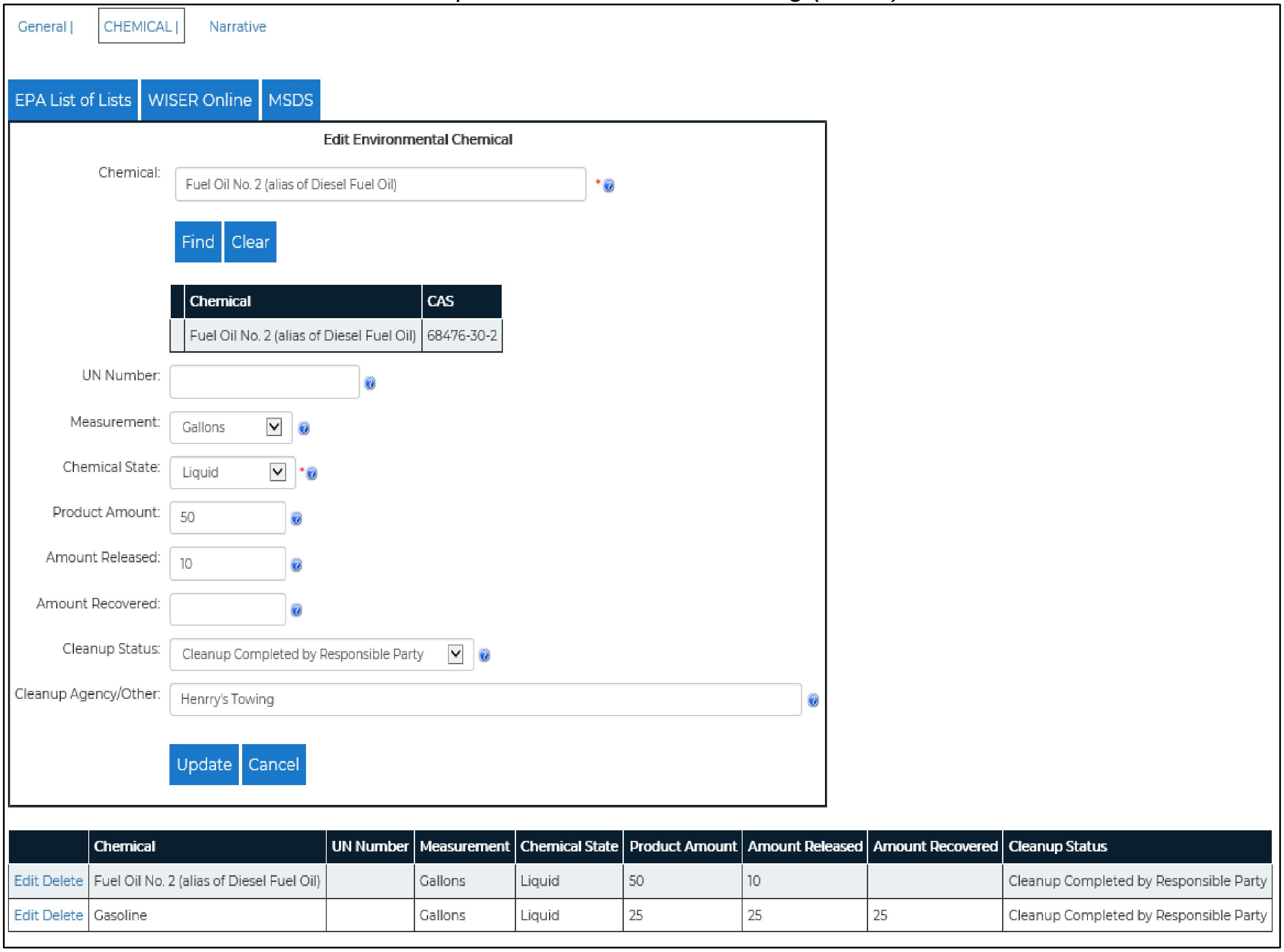
Amount Recovered:

Cleanup Status: -- select one --

Cleanup Agency/Other:

Insert | Cancel

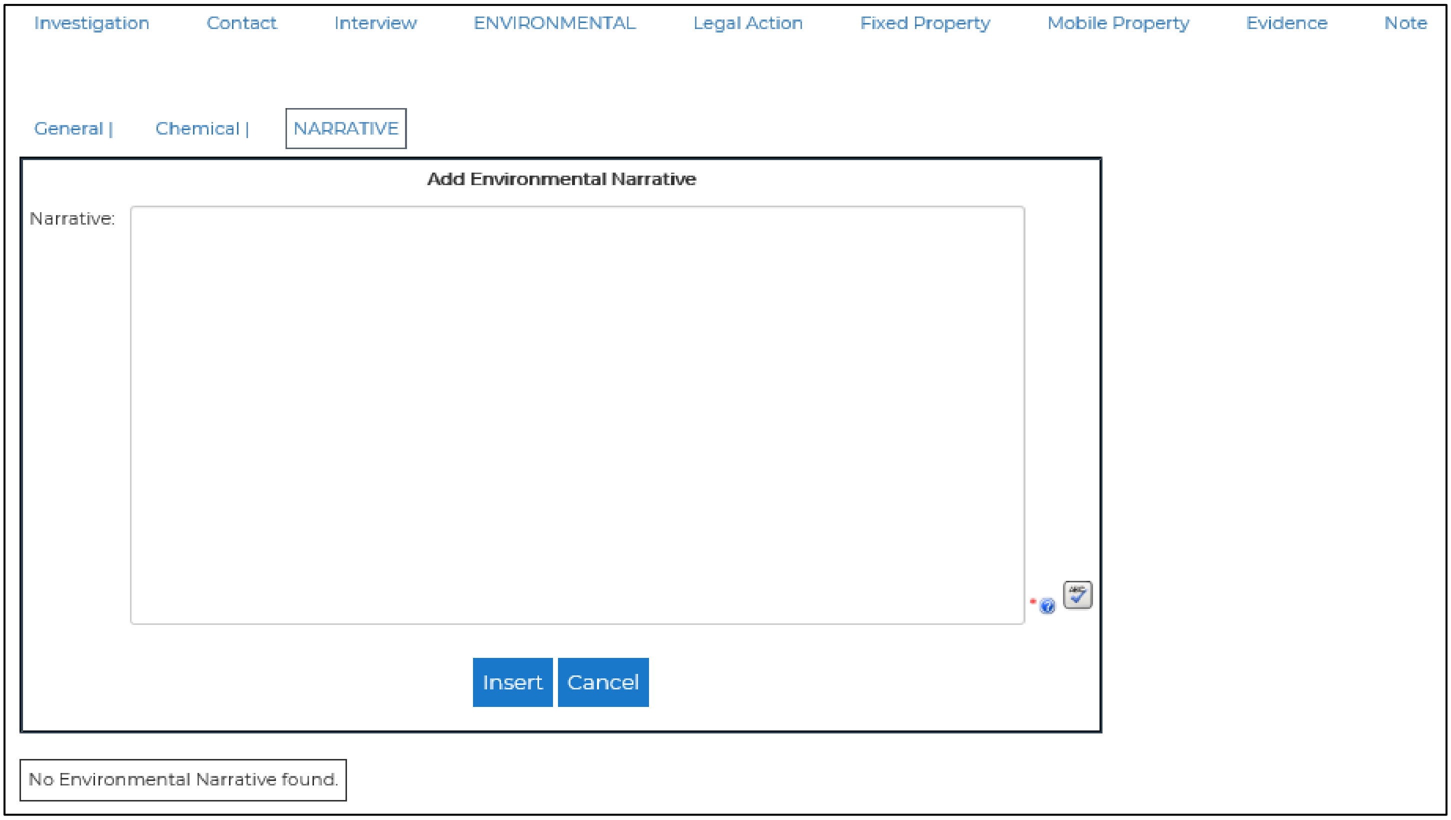
No Evironmental Chemicals found.

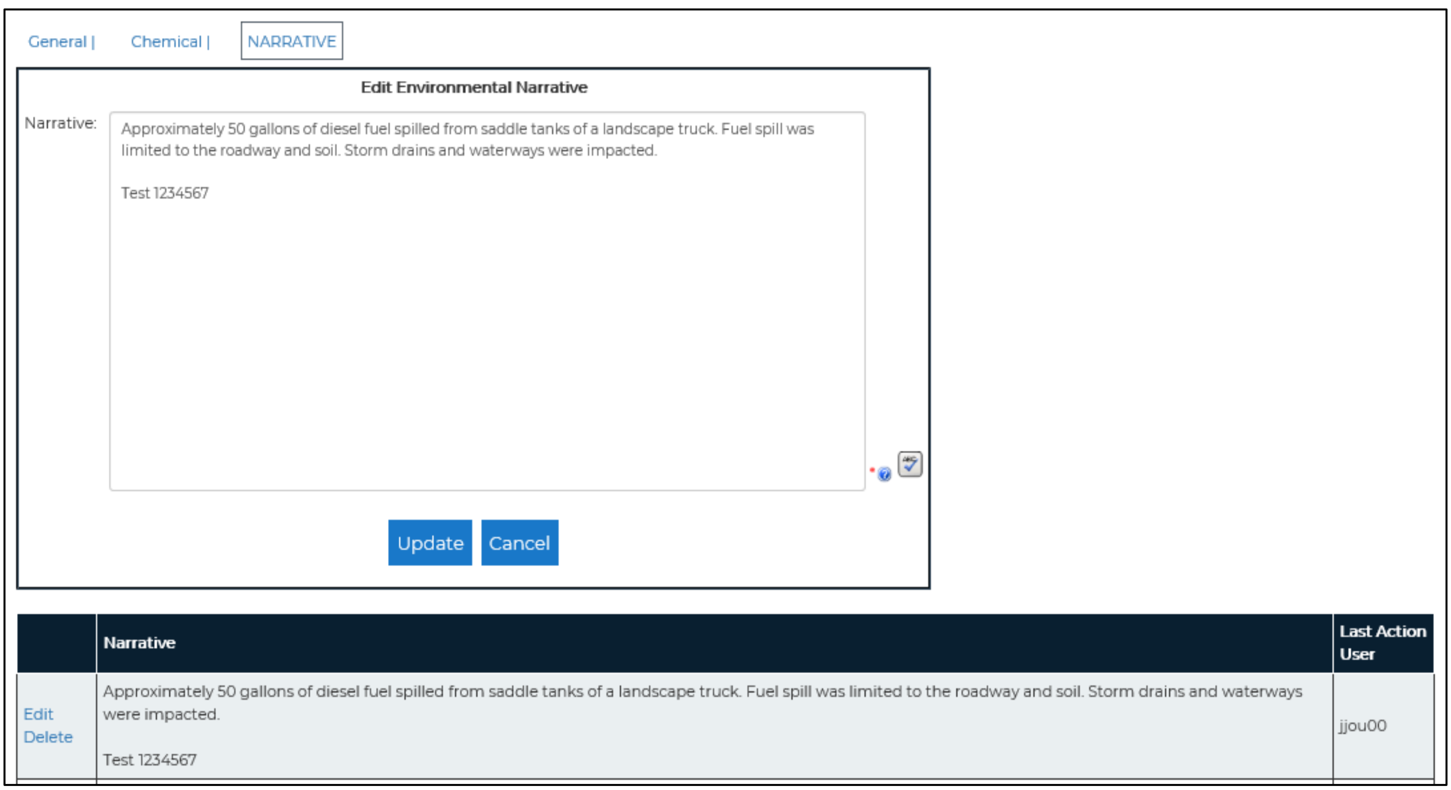


Description	
Allows users to add/update/delete an Environmental Chemical record.	
User Role	
SysAdmin, Supervisor, Evidence Custodian, or Investigator SysAdmin or Supervisor role may add/update/delete the Environmental Chemical record. The assigned Investigator may add/update/delete the Environmental Chemical record only if the investigation is open.	
Navigation	
Select an Environmental Investigation from an Incident, click Environmental Tab, then click the Chemical Tab.	
Input	
Chemical	Identifies the chemical for this environmental chemical record. Must be completed. To search for a chemical, enter a few characters of the chemical name or CAS number and click Find.

UN Number	Identifies the UN number assigned by the United Nations to identify the chemical. Must be 20 characters or less.
Measurement	Identifies the measurement type of the chemical.
Chemical State	Identifies the state of this chemical. Must be completed.
Product Amount	Identifies the amount of the product used. Must be a valid number.
Amount Released	Identifies the amount of the product released. Must be a valid number.
Amount Recovered	Identifies the amount of the product recovered. Must be a valid number.
Cleanup Status	Identifies the cleanup status for this chemical.
Cleanup Agency/Other	Identifies the agency performed the cleanup. Must be 100 characters or less.
Buttons/Links	
EPA List of Lists	Click to navigate to the EPA List of Lists document. The document will be displayed in a new window. The URL for this button may be updated by a SysAdmin user by using the SysAdmin | Settings menu.
WISER Online	Click to navigate to the WISER Online website. The website will be displayed in a new window. The URL for this button may be updated by a SysAdmin user by using the SysAdmin | Settings menu.
MSDS	Click to navigate to the Material Safety Data Sheet website. The website will be displayed in a new window. The URL for this button may be updated by a SysAdmin user by using the SysAdmin | Settings menu.
Find	Click to search for chemicals that match the specified name or CAS number. The matched chemicals are listed with chemical names and CAS numbers.
Clear	Click to clear the search criteria.
Select	Click to select the chemical.
Insert	Click to insert the new Environmental Chemical record. If the insert is successful, a success message appears.
Edit	Click to display the Environmental Chemical record in edit mode.
Update	Only visible when the Environmental Chemical record is displayed for editing. Click to save changes to the Environmental Chemical record. If the update is successful, a success message appears.
Cancel	Click to disregard any changes to this environmental chemical.
Delete	Click to delete the Environmental Chemical record. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

Environmental Narrative Add/Update/Delete

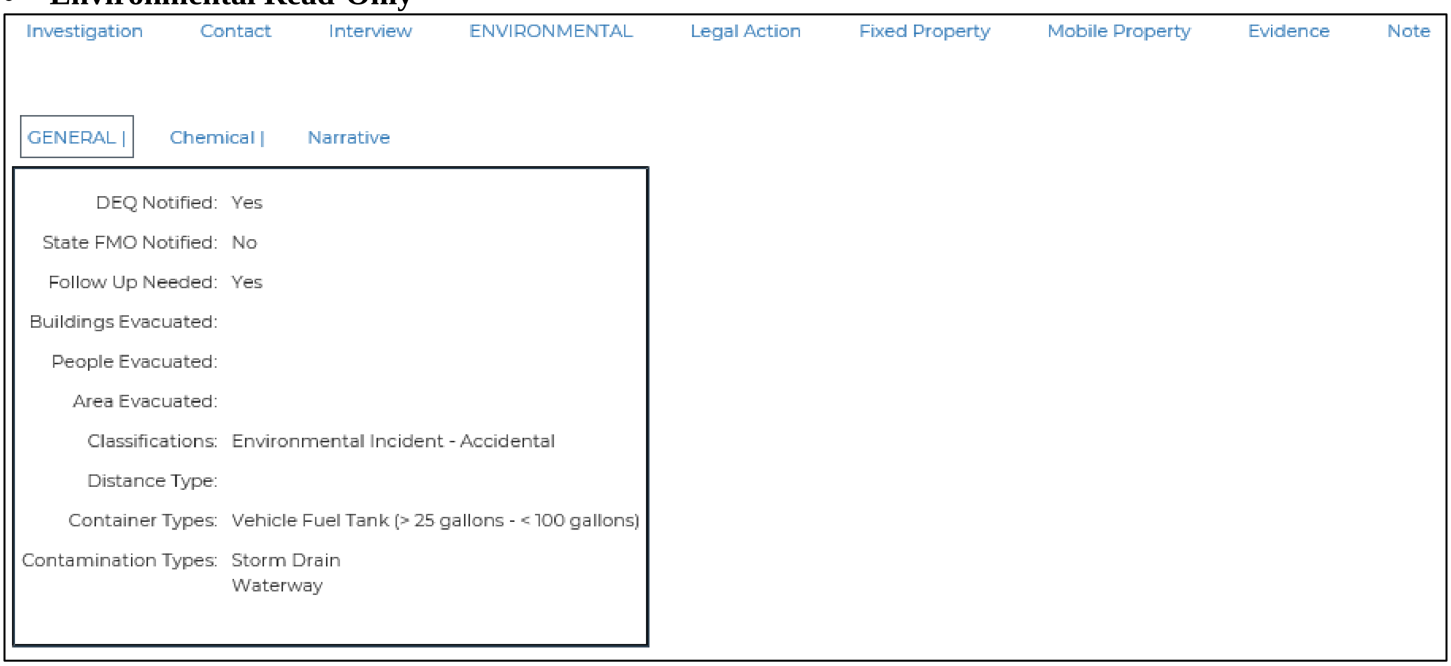




Description

Allows users to add/update/delete an Environmental Narrative record.	
User Role	
SysAdmin, Supervisor, Evidence Custodian, or Investigator SysAdmin or Supervisor role may add/update/delete the Environmental Narrative record. The assigned Investigator may add/update/delete the Environmental Narrative record only if the investigation is open.	
Navigation	
Select an Environmental Investigation from an Incident, click Environmental Tab, then click the Narrative Tab.	
Input	
Narrative	Identifies the narrative for this environmental record. Must be completed.
Buttons/Links	
Insert	Click to insert the new Environmental Narrative record. If the insert is successful, a success message appears.
Update	Only visible when the Environmental Narrative record is displayed for editing. Click to save changes to the Environmental Narrative record. If the update is successful, a success message appears.
Cancel	Click to disregard any changes to this environmental narrative.
Delete	Click to delete the Environmental Narrative record. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

- **Environmental Read-Only**



Description
Allows users to view the Environmental record if the investigation is closed or the user has ReadOnly

role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
Select an Environmental Investigation from an Incident, then click Environmental Tab.	
Data	
DEQ Notified	Indicates if the DEQ has been notified of the environmental investigation.
State FMO Notified	Indicates if the State FMO has been notified of the environmental investigation.
Follow Up Needed	Indicates if narrative must be filled out. 'Yes' means narrative will need to be filled out. 'No' means narrative won't need to be filled out.
Buildings Evacuated	Identifies the number of buildings evacuated from the environmental investigation.
People Evacuated	Identifies the number of people evacuated from the environment incident.
Area Evacuated	Identifies the amount of area evacuated from the environmental investigation.
Distance Type	Identifies the type of distance the environmental investigation affected.
Classifications	Identifies the classifications of the environmental investigation.
Container Types	Identifies the type of container that was a part of the environmental investigation.
Contamination Types	Identifies the type of contamination that was a part of the environmental investigation.
Note	Note about the environmental investigation.

- **Environmental Chemical Read-Only**

Investigation Contact Interview ENVIRONMENTAL Legal Action Fixed Property Mobile Property Evidence Note

General | CHEMICAL | Narrative

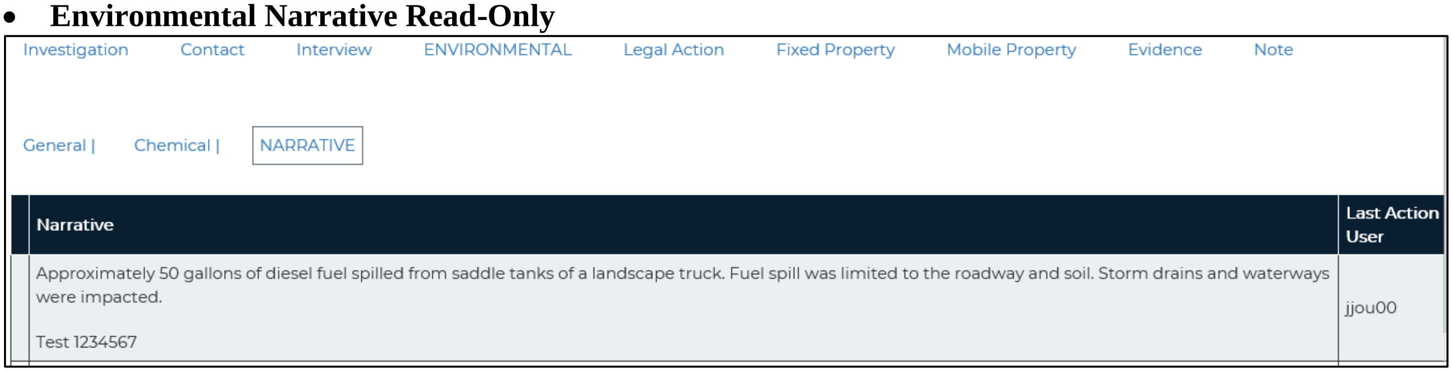
EPA List of Lists WISER Online MSDS

Chemical	UN Number	Measurement	Chemical State	Product Amount	Amount Released	Amount Recovered	Cleanup Status
Fuel Oil No. 2 (alias of Diesel Fuel Oil)		Gallons	Liquid	50	10		Cleanup Completed by Responsible Party
Gasoline		Gallons	Liquid	25	25	25	Cleanup Completed by Responsible Party

Description
Allows users to view the Environmental Chemical records if the investigation is closed or the user has ReadOnly role.
User Role
ReadOnly, Investigator, or Evidence Custodian.

Navigation	
Select an Environmental Investigation from an Incident, click Environmental Tab, then click the Chemical Tab.	
Data	
Chemical	Identifies the chemical for this environmental chemical record.
UN Number	Identifies the UN number assigned by the United Nations to identify the chemical.
Measurement	Identifies the measurement type of the chemical.
Chemical State	Identifies the state of this chemical.
Product Amount	Identifies the amount of the product used.
Amount Released	Identifies the amount of the product released.
Amount Recovered	Identifies the amount of the product recovered.
Cleanup Status	Identifies the cleanup status for this chemical.
Cleanup Agency/Other	Identifies the agency performed the cleanup.
Buttons/Links	
EPA List of Lists	Click to navigate to the EPA List of Lists document. The document will be displayed in a new window. The URL for this button may be updated by a SysAdmin user by using the SysAdmin | Settings menu.
WISER Online	Click to navigate to the WISER Online website. The website will be displayed in a new window. The URL for this button may be updated by a SysAdmin user by using the SysAdmin | Settings menu.
MSDS	Click to navigate to the Material Safety Data Sheet website. The website will be displayed in a new window. The URL for this button may be updated by a SysAdmin user by using the SysAdmin | Settings menu.

- **Environmental Narrative Read-Only**

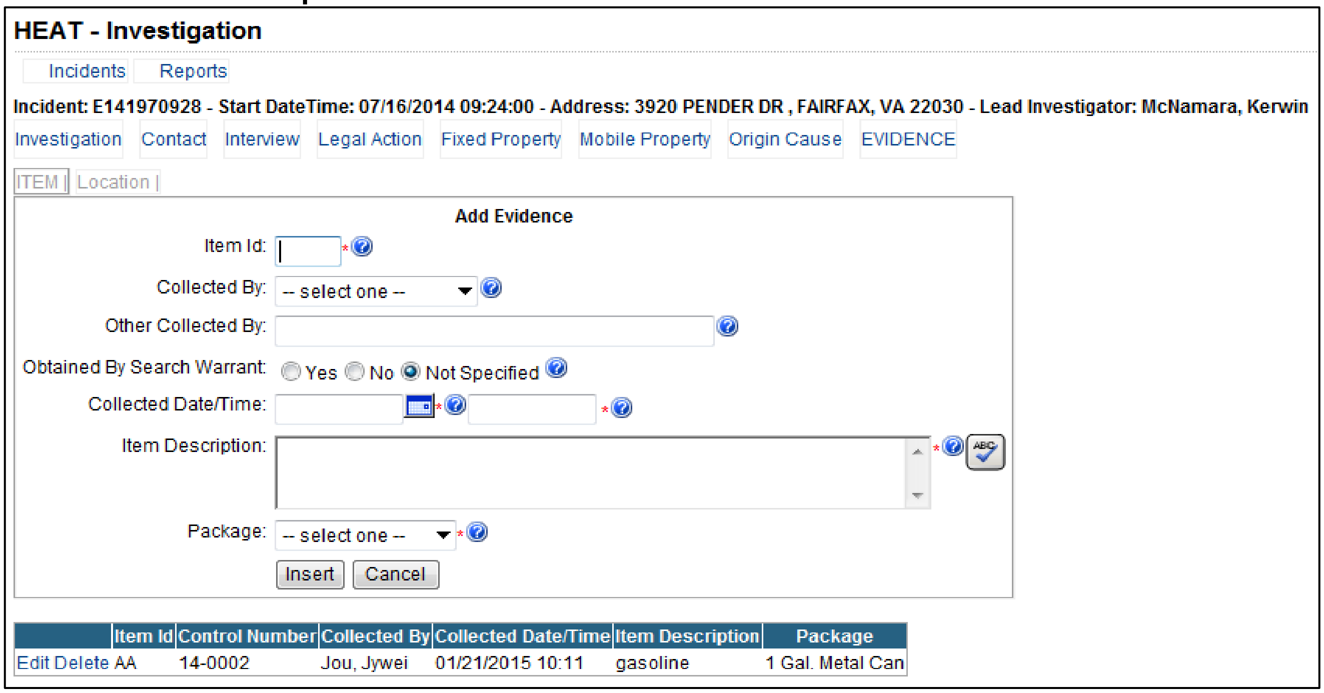


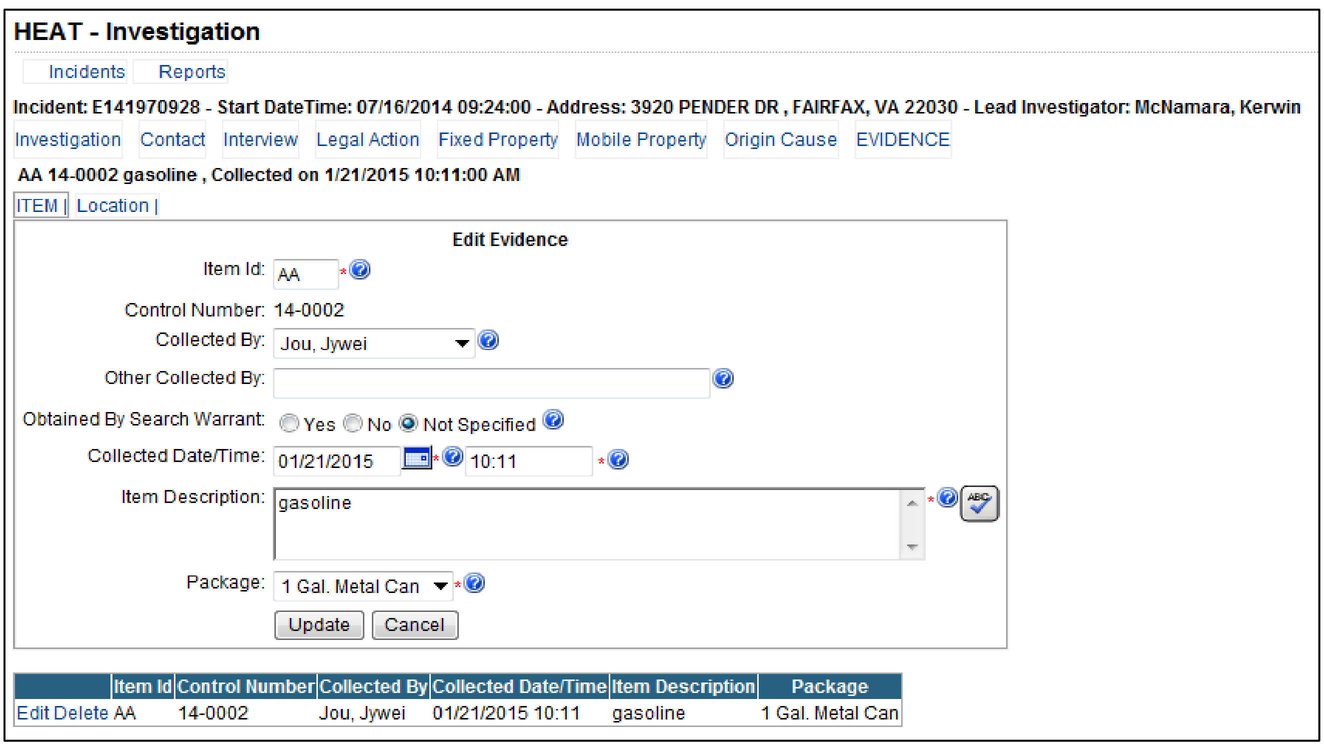
Description
Allows users to view the Environmental Narrative records if the investigation is closed or the user has ReadOnly role.
User Role
ReadOnly, Investigator, or Evidence Custodian.
Navigation
Select an Environmental Investigation from an Incident, click Environmental Tab, then click the

Narrative Tab.	
Data	
Narrative	Identifies the narrative for this environmental record.
Last Action User	Login Id of the user who last updated the narrative.

Evidence

Evidence Item Add/Update/Delete

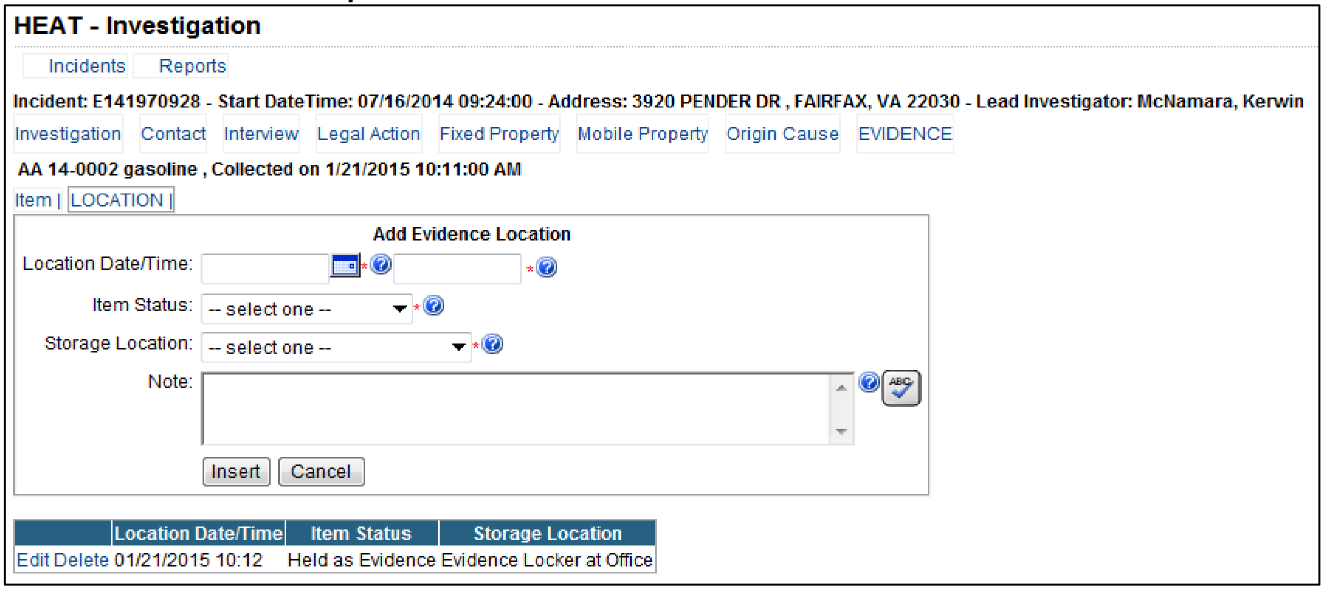


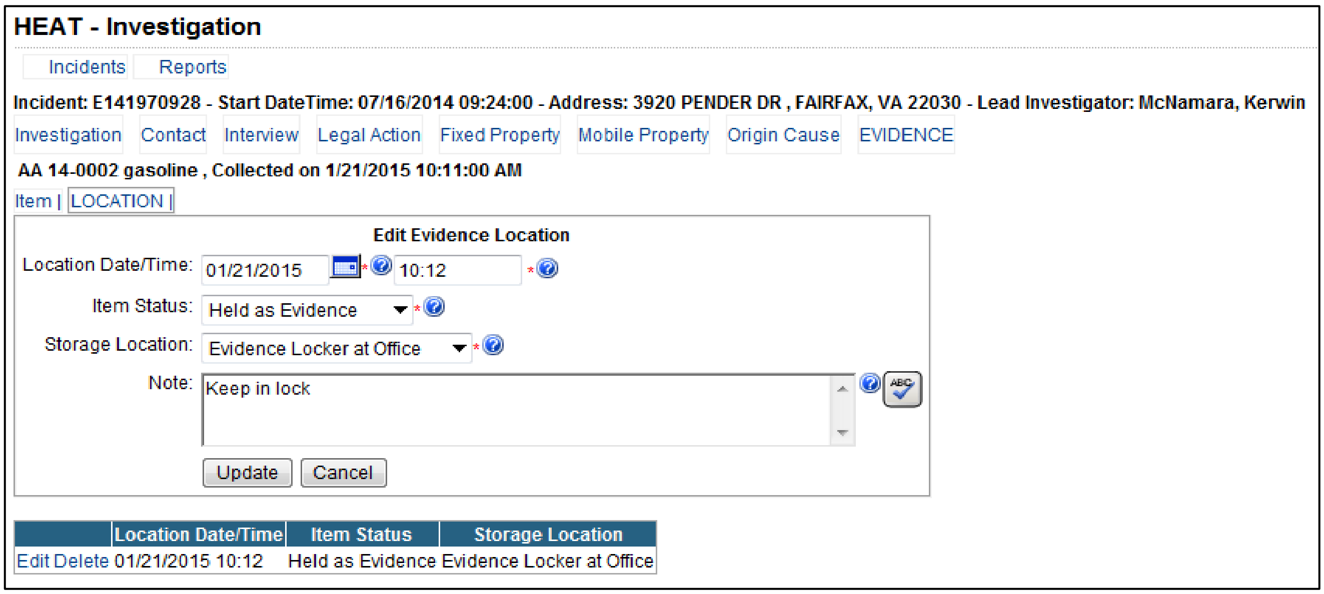


Description	
Allows users to add/update/delete Evidence Items.	
User Role	
SysAdmin, Supervisor, Investigator, or Evidence Custodian. Users with a SysAdmin, Supervisor, or Evidence Custodian role can always add/update/delete Evidence Items. Users with an Investigator role can add/update/delete Evidence Items associated with investigations assigned to them if the investigation is open.	
Navigation	
Select an Investigation from an Incident, then click Evidence tab: - To add a new Evidence Item, enter data and click Insert. - To edit an Evidence Item, click Edit next to the desired Item Id in the list. - To delete an Evidence Item, click Delete next to the desired Item Id in the list.	
Inputs	
Item Id	Identifies the evidence item entered by the investigator. Must be completed. Must be 2 characters or less.
Control No	System generated evidence item number. Item Id is visible only if evidence item selected for edit or view.
Collected By	Identifies the investigator who collected the evidence item.
Other Collected By	Identifies the outside officer who collected the evidence item. Must be 50 characters or less.
Obtained By Search Warrant	Identifies if a search warrant was issued for the evidence item.
Collected Date/Time	Date and time the evidence item was collected. Must be completed. Must be a valid date.
Item Description	Description of the evidence item. Must be completed. Must be 500 characters or less.
Package	Identifies how the evidence item is packaged. Must be completed.
Buttons/Links	
Edit	Click to display the evidence item for editing.
Delete	Click to delete the evidence item. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Evidence Item cannot be deleted when it is associated with any Evidence Location.
Insert	Click to insert the new the evidence item. Collected date time must be equal to or later than the incident start date time. Must enter collected by investigator or collected by other. Combination of Item Id and Control Number must be unique. If the Insert is successful, a success message appears.
Update	Only visible when Evidence Item is displayed for editing. Click to save changes to the Evidence Item. If the update is successful, success message appears. Collected date time must be equal to or later than the incident start date time. Must enter collected by investigator or collected by other. Combination of Item Id and Control Number must be

	unique.
Cancel	Click to disregard any changes to this evidence item.

Evidence Location Add/Update/Delete

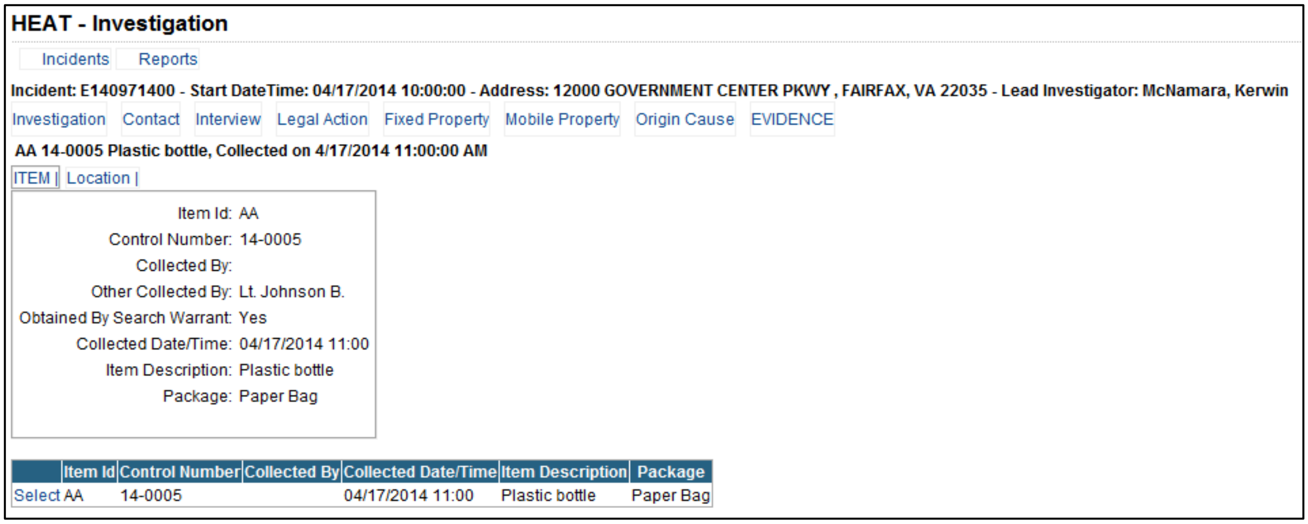




Description
Allows users to add/update/delete Evidence Locations.
User Role
SysAdmin, Supervisor, Investigator, or Evidence Custodian. Users with a SysAdmin, Supervisor, or Evidence Custodian role can always add/update/delete Evidence Locations. Users with an Investigator role can add/update/delete Evidence Locations associated with investigations assigned to them if the investigation is open.
Navigation
After an Evidence item is inserted or selected for edit, click Location tab: - To add a new Evidence Location, enter data and click Insert. - To edit an Evidence Location, click Edit next to the desired Location Date/Time in the list.

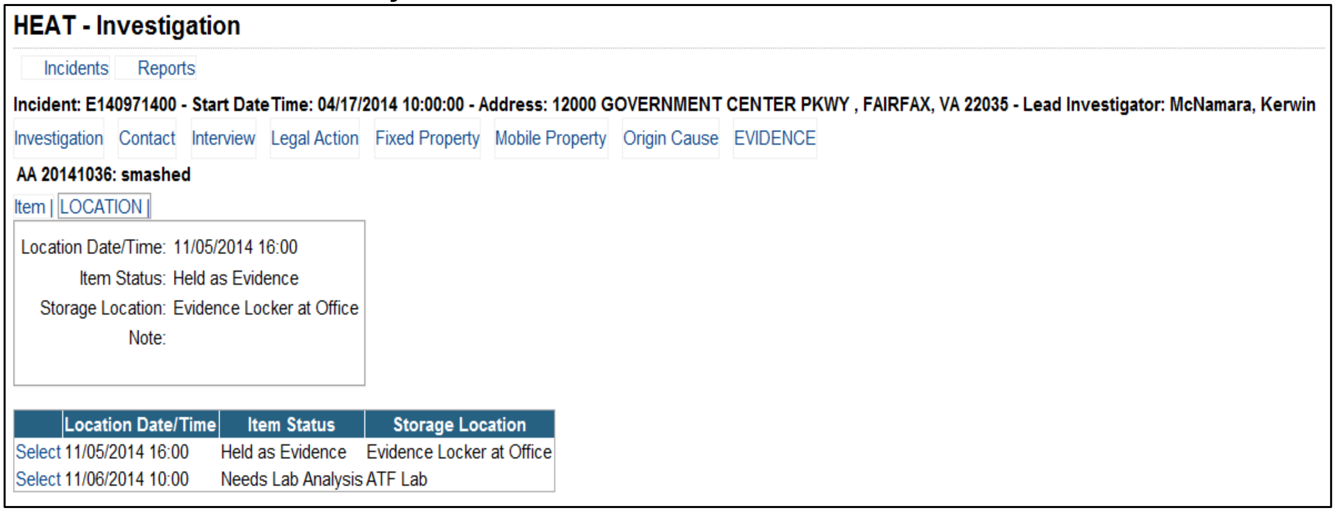
- To delete an Evidence Location, click Delete next to the desired Location Date/Time in the list.	
Inputs	
Location Date/Time	Date and Time the Evidence was stored in this Location. Must be completed. Must be a valid date.
Item Status	Identifies the dispostion of the Evidence. Must be completed.
Storage Location	Identifies the Storage Location of the Evidence. Must be completed.
Note	General Note for the evidence. Must be 2000 characters or less.
Buttons/Links	
Edit	Click to display the Evidence Location for editing.
Delete	Click to delete the Evidence Location. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when Evidence Location is displayed for editing. Click to save changes to the Evidence Location. If the update is successful, success message appears. Location Date/Time must be on or after Evidence Collected Date/Time. Combination of Evidence Item, Location Date/Time, Evidence Status and Storage Location must be unique.
Insert	Click to insert the new the Evidence Location. Combination of Evidence Item, Location Date/Time,Evidence Status and Storage Location must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this evidence location.

Evidence Item Read Only



Description	
Allows users to view Evidence Items if the investigation is closed or inactive or the user has a ReadOnly role.	
User Role	
ReadOnly or Investigator	
Navigation	
Select an Investigation from an Incident, then click Evidence tab: - To view the complete information of an evidence item, click Select next to the desired Item Code in the list.	
Columns	
Item Code	Identifies evidence item entered by the investigator.
Item Id	System generated evidence item number.
Collected By	Identifies the investigator who collected the evidence item.
Other Collected By	Identifies the outside officer who collected the evidence item.
Obtained By Search Warrant	Identifies if a search warrant was issued for the evidence item.
Collected Date/Time	Date and time the evidence item was collected.
Item Description	Description of the evidence item.
Package	Identifies how the evidence item is packaged.
Buttons/Links	
Select	Click to display the evidence item.

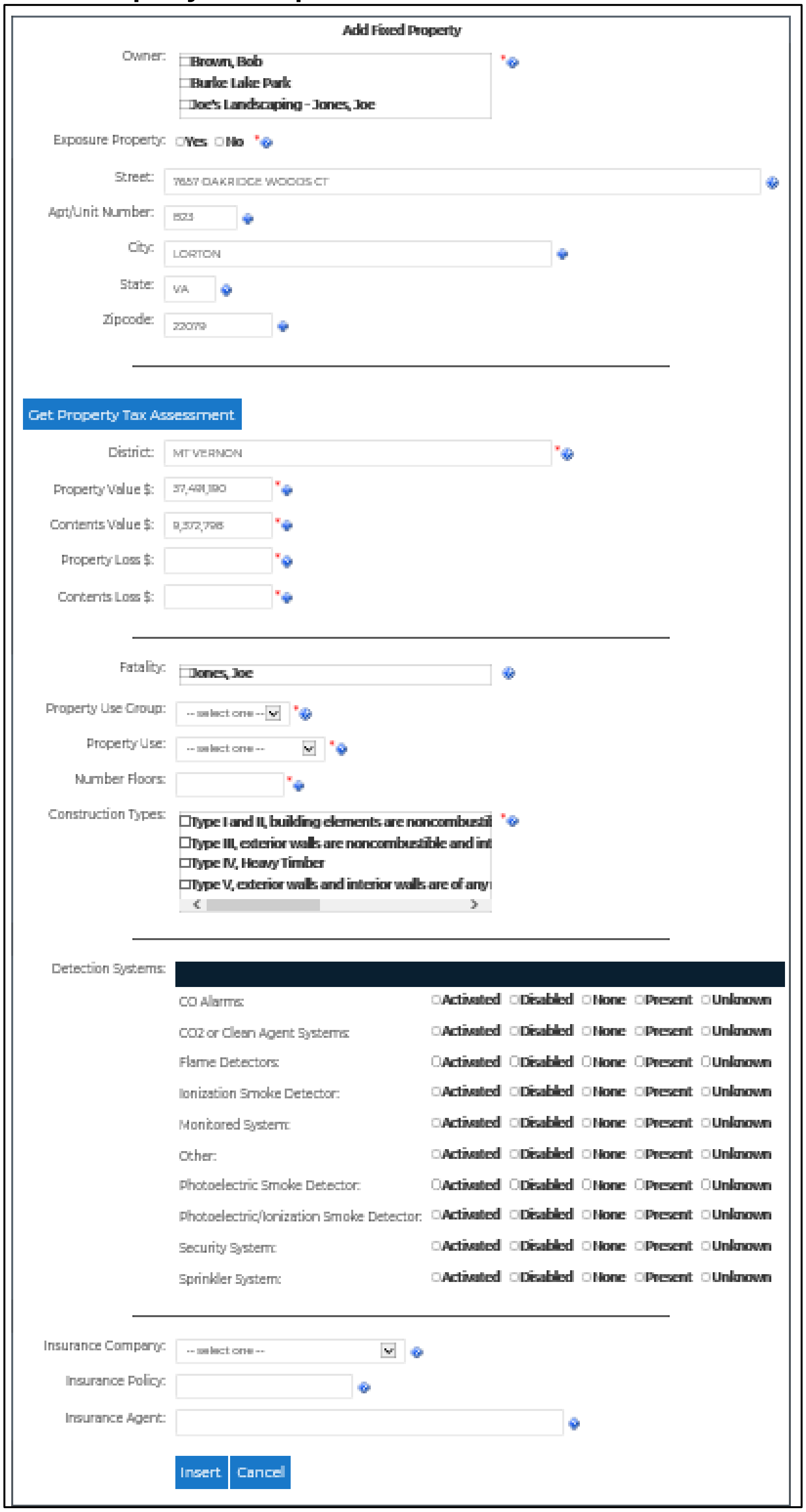
Evidence Location Read Only



Description	
Allows users to view Evidence Locations if the investigation is closed or inactive or the user has a ReadOnly role.	
User Role	
ReadOnly or Investigator	
Navigation	
After an Evidence item is selected for view, click Location tab: - To view the complete information of an evidence location, click Select next to the desired Location Date/Time in the list.	
Columns	
Location Date/Time	Date and Time the evidence item was stored in this location.
Item Status	Identifies the disposition of the evidence item.
Storage Location	Identifies the storage location of the evidence item.
Note	General note for the evidence.
Buttons/Links	
Select	Click to display the Evidence Location.

Fixed Property

Fixed Property Add/Update/Delete



Add Fixed Property

Owner: Brown, Bob / Burke Lake Park / Joe's Landscaping - Jones, Joe

Exposure Property: Yes No

Street: 7657 OAKRIDGE WOODS CT

Apt/Unit Number: 823

City: LORTON

State: VA

Zipcode: 22079

Get Property Tax Assessment

District: MT VERNON

Property Value $: 37,491,190

Contents Value $: 9,372,798

Property Loss $:

Contents Loss $:

Fatality: Jones, Joe

Property Use Group: -- select one --

Property Use: -- select one --

Number Floors:

Construction Types: Type I and II, building elements are noncombustil / Type III, exterior walls are noncombustible and int / Type IV, Heavy Timber / Type V, exterior walls and interior walls are of any

Detection Systems:

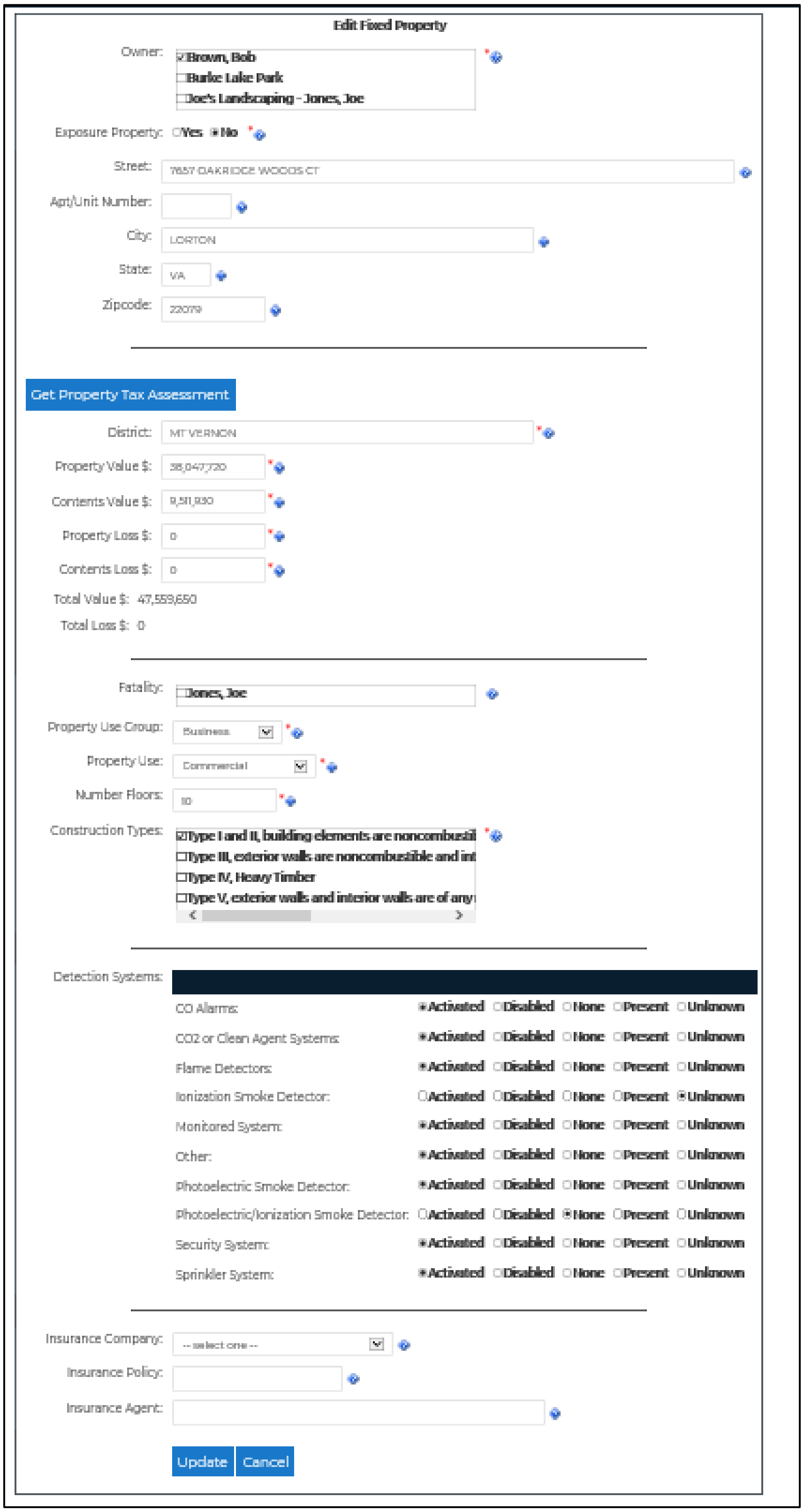
CO Alarms:	Activated	Disabled	None	Present	Unknown
CO2 or Clean Agent Systems:	Activated	Disabled	None	Present	Unknown
Flame Detectors:	Activated	Disabled	None	Present	Unknown
Ionization Smoke Detector:	Activated	Disabled	None	Present	Unknown
Monitored System:	Activated	Disabled	None	Present	Unknown
Other:	Activated	Disabled	None	Present	Unknown
Photoelectric Smoke Detector:	Activated	Disabled	None	Present	Unknown
Photoelectric/Ionization Smoke Detector:	Activated	Disabled	None	Present	Unknown
Security System:	Activated	Disabled	None	Present	Unknown
Sprinkler System:	Activated	Disabled	None	Present	Unknown

Insurance Company: -- select one --

Insurance Policy:

Insurance Agent:

Insert Cancel



Edit Fixed Property

Owner: ☑ Brown, Bob ☐ Burke Lake Park ☐ Joe's Landscaping - Jones, Joe

Exposure Property: ○ Yes ◉ No

Street: 7657 OAKRIDGE WOODS CT

Apt/Unit Number:

City: LORTON

State: VA

Zipcode: 22079

Get Property Tax Assessment

District: MT VERNON

Property Value $: 38,047,720

Contents Value $: 9,511,930

Property Loss $: 0

Contents Loss $: 0

Total Value $: 47,559,650

Total Loss $: 0

Fatality: ☐ Jones, Joe

Property Use Group: Business

Property Use: Commercial

Number Floors: 10

Construction Types: ☑ Type I and II, building elements are noncombustil ☐ Type III, exterior walls are noncombustible and int ☐ Type IV, Heavy Timber ☐ Type V, exterior walls and interior walls are of any

Detection Systems:

CO Alarms:	◉ Activated	○ Disabled	○ None	○ Present	○ Unknown
CO2 or Clean Agent Systems:	◉ Activated	○ Disabled	○ None	○ Present	○ Unknown
Flame Detectors:	◉ Activated	○ Disabled	○ None	○ Present	○ Unknown
Ionization Smoke Detector:	○ Activated	○ Disabled	○ None	○ Present	◉ Unknown
Monitored System:	◉ Activated	○ Disabled	○ None	○ Present	○ Unknown
Other:	◉ Activated	○ Disabled	○ None	○ Present	○ Unknown
Photoelectric Smoke Detector:	◉ Activated	○ Disabled	○ None	○ Present	○ Unknown
Photoelectric/Ionization Smoke Detector:	○ Activated	○ Disabled	◉ None	○ Present	○ Unknown
Security System:	◉ Activated	○ Disabled	○ None	○ Present	○ Unknown
Sprinkler System:	◉ Activated	○ Disabled	○ None	○ Present	○ Unknown

Insurance Company: -- select one --

Insurance Policy:

Insurance Agent:

Update Cancel

Description	
Allows users to add/update/delete Fixed Property.	
User Role	
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Fixed Property. Users with an Investigator role can add/update/delete Fixed Property associated with investigations assigned to them if the investigation is open.	
Navigation	
Select an Investigation from an Incident, then click Fixed Property tab: - To add a new Fixed Property, enter data and click Insert. - To edit a Fixed Property, click Edit next to the desired Owner(s) in the list. - To delete a Fixed Property, click Delete next to the desired Owner(s) in the list. - To disregard the changes, click Cancel.	
Inputs	
Owner	Identifies the investigation contact(s) associated to this fixed property. Must be completed.
Property Address	Address that identifies the physical location.
Street	Street address of fixed property. Must be 100 characters or less.
Apt/Unit Number	Identifies the apartment or unit number where the fixed property is located.
City	City where the fixed property is located. Must be 50 characters or less.
State	State where the fixed property is located. Must be 2 characters or less.
Zip Code	Zip code where the property is located. Must be 10 characters or less.
Exposure Property	Identifies if fire extended to an outside property. Must be completed.
District	Description of county district for tax assessment. Must be completed. Must be 50 characters or less.
Structure Value	Value of fixed property structure in dollars. Must be completed. Must be a valid number equal to or greater than zero.
Contents Value	Value of fixed property contents in dollars. Must be completed. Must be a valid number equal to or greater than zero.
Structure Loss	Loss amount of fixed property structure in dollars. Must be completed. Must be a valid number equal to or greater than zero.
Contents Loss	Loss amount of fixed property contents in dollars. Must be completed. Must be a valid number equal to or greater than zero.
Fatality	Identifies any fatalities that may be associated with the fixed property.
Property Use Group	Identifies the use group of the fixed property. Must be completed.
Property Use	Identifies the use of the fixed property. Must be completed.
Number Floors	Number of floors or levels of the fixed property. Must be completed. Must be a valid number between 1 and 100.
Construction Type	Identifies the construction type(s) of the fixed property. Must be completed.
Detection Systems	Identifies the status of each detection systems. Must be completed.
Insurance Company	Identifies the Insurance company for the fixed property.

Insurance Policy	Insurance policy number for the fixed property. Must be 20 characters or less.
Insurance Agent	Insurance agent for the fixed property. Must be 50 characters or less.
Notes	General notes to describe damage to fixed property. Must be 2000 characters or less.
Buttons/Links	
Get Property Tax Assessment	Click to get the property tax assessment and district name from Fairfax County Department of Taxation records based on the fixed property street address (not include apt/unit number). The values are populated to District, Structure Value, and Contents Value. The populated values are editable.
Edit	Click to display the fixed property for editing. The system calculated total values will display.
Delete	Click to Delete the Fixed Property. A confirmation message appears. Click OK to continue the Delete. If the Delete is successful, a success message appears. Deleting Fixed Property also removes the association between the Investigation Contact and the Fixed Property Owner.
Update	Only visible when Fixed Property is displayed for Editing. Click to save changes to the Fixed Property. Contents Value must be greater than or equal to Contents Loss. Number of floors must be between 1 and 100. Structure Value must be greater than or equal to Structure Loss. If the Update is successful, a success message appears.
Insert	Click to Insert the new Fixed Property. Contents Value must be greater than or equal to Contents Loss. Number of floors must be between 1 and 100. Structure Value must be greater than or equal to Structure Loss. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this fixed property.

Fixed Property Read Only

Address: 7657 OAKRIDGE WOODS CT APT A2 Apt/Unit B23 LORTON VA 22079-1859

FixedPropertyOwners: Joe's Landscaping - Jones, Joe

ExposureProperty: No

Address: 7657 OAKRIDGE WOODS CT APT A2 Apt/Unit B23
LORTON, VA 22079-1859

District : Springfield
Property Value $: 100,000
Contents Value $: 5,000
Property Loss $: 0
Contents Loss $: 1,000
Total Value $: 105,000
Total Loss $: 1,000

FixedPropertyFatals: Jones, Joe

LkpFixedPropertyUseGroup: Business

LkpFixedPropertyUse: Commercial

NumberFloors: 2

FixedPropertyConstructions: Type IV, Heavy Timber
Type V, exterior walls and interior walls are of any materials permitted by the Code, lightweight construction

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FixedPropertySystems:
CO Alarms: Unknown
CO2 or Clean Agent Systems: Unknown
Flame Detectors: Unknown
Ionization Smoke Detector: Unknown
Monitored System: Unknown
Other: Unknown
Photoelectric Smoke Detector: Unknown
Photoelectric/Ionization Smoke Detector: Unknown
Security System: Unknown
Sprinkler System: Unknown

LkpInsuranceCompany:

InsurancePolicy:

InsuranceAgent:

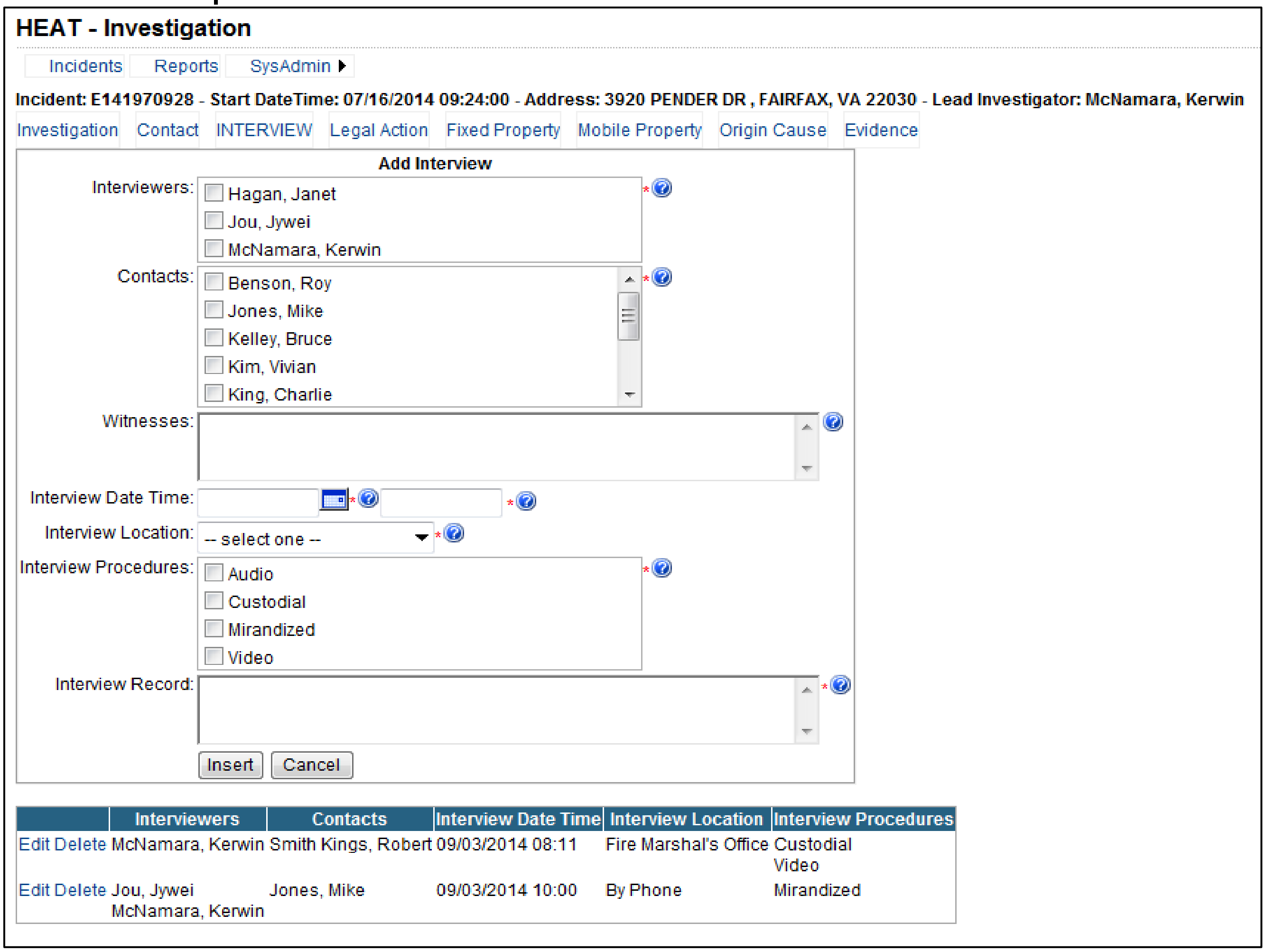
	Owner	Address	Property Use Group	Property Use	Exposure Property
Select	Brown, Bob	7657 OAKRIDGE WOODS CT LORTON, VA 22079	Business	Commercial	No
Select	Joe's Landscaping - Jones, Joe	7657 OAKRIDGE WOODS CT APT A2 Apt/Unit:B23 LORTON, VA 22079-1859	Business	Commercial	No
Select	Burke Lake Park	7657 OAKRIDGE WOODS CT Apt/Unit:B23 LORTON, VA 22079	Assembly	Commercial	Yes
Select	Brown, Bob	6633 REYNARD DR SPRINGFIELD, VA 22152	Residential	Residential	No

Description
Allows users to view Fixed Property if the investigation is closed or inactive or the user has a ReadOnly role.
User Role
ReadOnly, Investigator, or Evidence Custodian.

Navigation	
Select an Investigation from an Incident, then click Fixed Property tab: - To view the complete information of the fixed property, click Select next to the desired Owner(s) in the list.	
Columns	
Owner	List of owners for the fixed property.
Property Address	Address of the physical location.
Street	Street address of the fixed property.
Apt/Unit Number	Apartment or unit number where the fixed property is located.
City	City where the fixed property is located.
State	State where the fixed property is located.
Zip Code	Zip code where the fixed property is located.
Exposure Property	Fire that extended to an outside property.
District	Description of county district for tax assessment.
Structure Value	Value of fixed property structure in dollars.
Contents Value	Value of fixed property contents in dollars.
Structure Loss	Loss amount of fixed property structure in dollars.
Contents Loss	Loss amount of fixed property contents in dollars.
Total Value	System calculated total of structure value plus contents value.
Total Loss	System calculated total of structure loss plus contents loss.
Fatality	Identifies fatalities associated with the fixed property.
Property Use Group	Identifies the use group of the fixed property.
Property Use	Identifies the use of the fixed property.
Number Floors	Number of floors or levels of the fixed property.
Construction Type	Identifies the construction type of the fixed property.
Detection Systems	Identifies the status of each detection system.
Insurance Company	Insurance company for the fixed property.
Insurance Policy	Insurance policy number for the fixed property.
Insurance Agent	Insurance agent for the fixed property.
Notes	General notes to describe damage to fixed property.
Buttons/Links	
Select	Click to display the complete information of the fixed property.

Interview

Interview Add/Update/Delete



HEAT - Investigation

Incidents | Reports | SysAdmin

Incident: E141970928 - Start DateTime: 07/16/2014 09:24:00 - Address: 3920 PENDER DR , FAIRFAX, VA 22030 - Lead Investigator: McNamara, Kerwin

Investigation | Contact | INTERVIEW | Legal Action | Fixed Property | Mobile Property | Origin Cause | Evidence

Add Interview

Interviewers: Hagan, Janet; Jou, Jywei; McNamara, Kerwin *

Contacts: Benson, Roy; Jones, Mike; Kelley, Bruce; Kim, Vivian; King, Charlie *

Witnesses:

Interview Date Time: * *

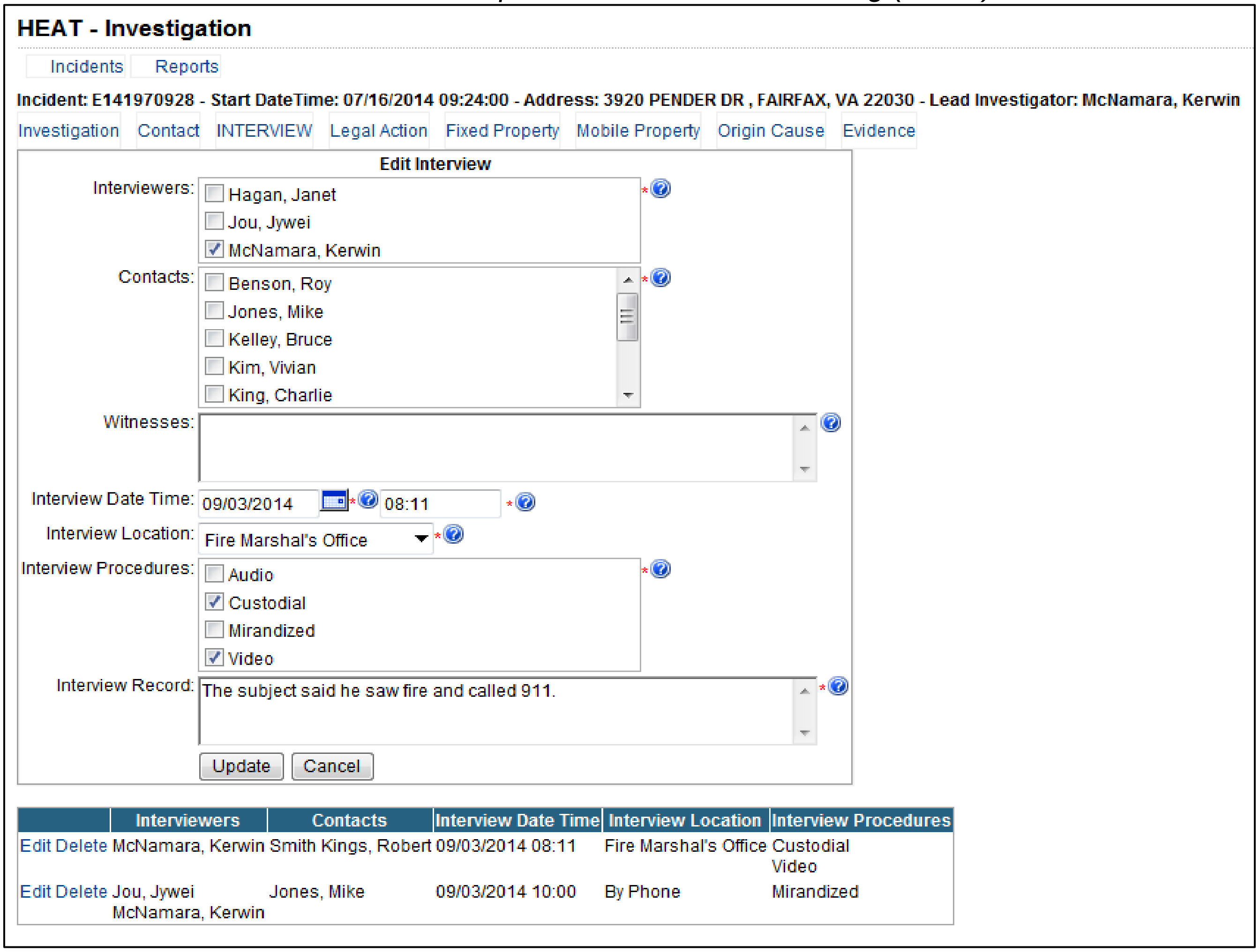
Interview Location: -- select one -- *

Interview Procedures: Audio; Custodial; Mirandized; Video *

Interview Record: *

Insert | Cancel

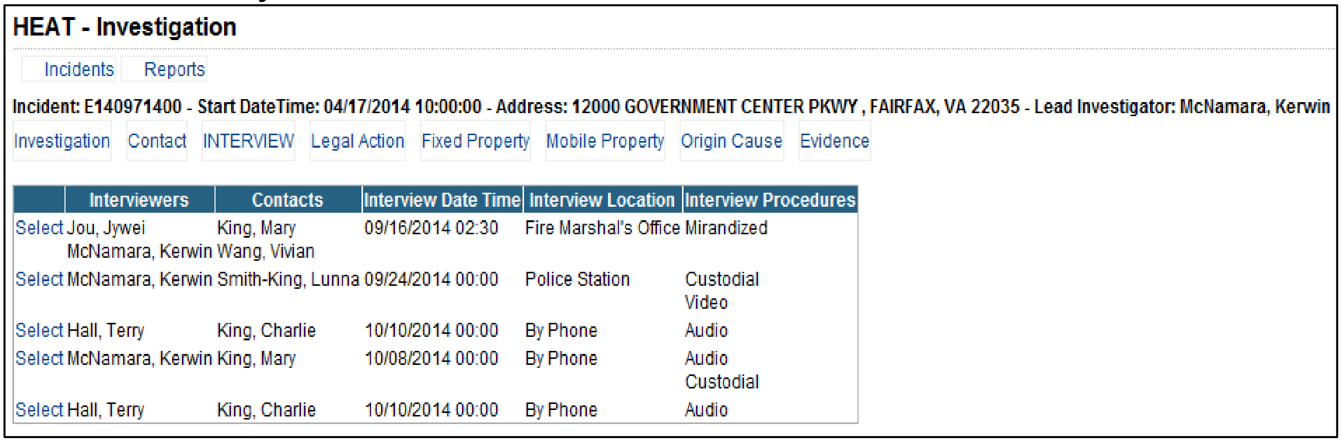
	Interviewers	Contacts	Interview Date Time	Interview Location	Interview Procedures
Edit Delete	McNamara, Kerwin	Smith Kings, Robert	09/03/2014 08:11	Fire Marshal's Office	Custodial Video
Edit Delete	Jou, Jywei McNamara, Kerwin	Jones, Mike	09/03/2014 10:00	By Phone	Mirandized



Description	
Allows users to add/update/delete Interviews.	
User Role	
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Interviews. Users with an Investigator role can add/update/delete Interviews associated with investigations assigned to them if the investigation is open.	
Navigation	
Select an Investigation from an Incident, then click Interview Tab: - To add a new Interview, enter data and click Insert. - To edit an Interview, click Edit next to the Interviewers in the list. - To delete an Interview, click Delete next to the Interviewers in the list.	
Interviewers	Identifies the list of investigators conducting an interview. Must be completed.
Contacts	Identifies the contact(s) interviewed for an investigation. Must be completed.
Witness	Identifies the witnesses of the interview. Must be 500 characters or less.
Interview Date	Identifies the date of the interview. Must be completed. Must be a valid date.
Interview Location	Identifies the location of the interview. Must be completed.

Interview Procedures	Identifies the list of interview procedures used during an interview. Must be completed.
Interview Record	Identifies the investigator's record of the interview. Must be completed.
Buttons/Links	
Edit	Click to display the Interview for editing.
Delete	Visible to the Lead Investigator only. Click to delete the Interview. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Interview may not be deleted when it is associated with any Interview Investigator or with any Interview Procedure. Investigation Contact may not be deleted when it is associated with an Investigation Contact Interview.
Update	Only visible when Interview is displayed for editing. Click to save changes to the interview. If the update is successful, a success message appears.
Insert	Click to insert the new Interview. If the insert is successful, a success message appears.
Cancel	Click to disregard any changes to this interview.

Interview Read Only



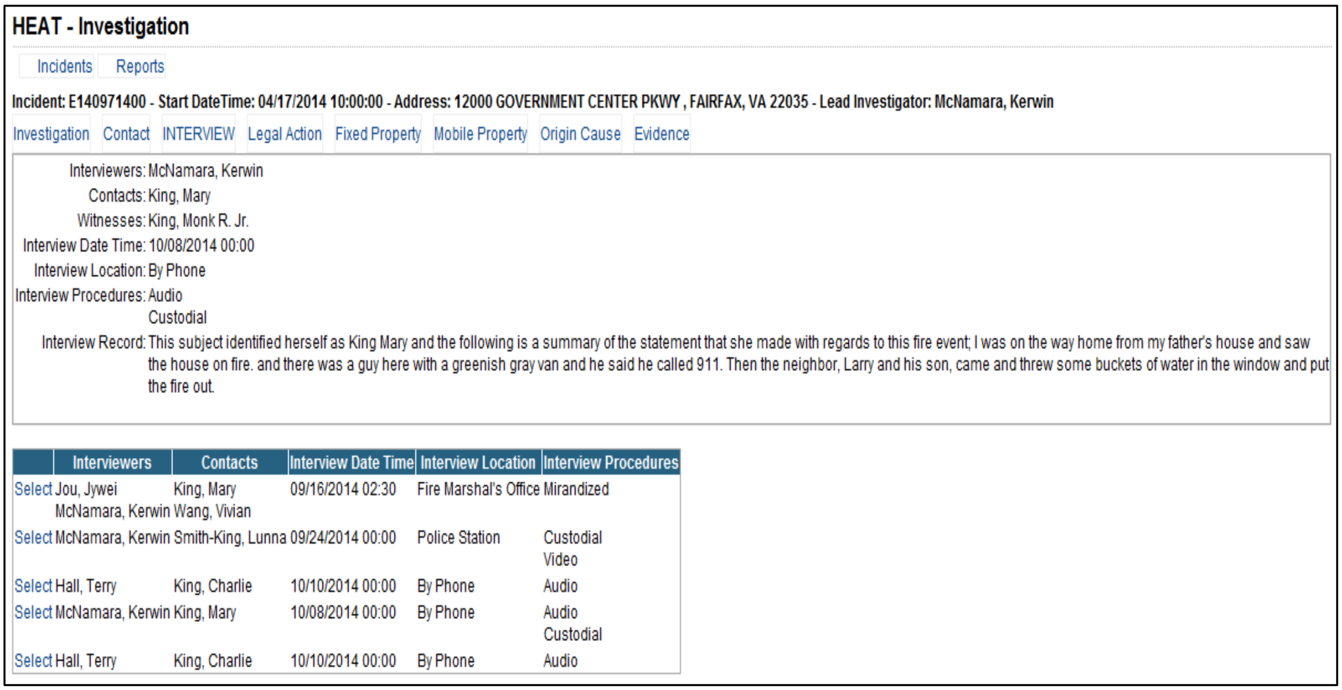
HEAT - Investigation

Incidents Reports

Incident: E140971400 - Start DateTime: 04/17/2014 10:00:00 - Address: 12000 GOVERNMENT CENTER PKWY , FAIRFAX, VA 22035 - Lead Investigator: McNamara, Kerwin

Investigation Contact INTERVIEW Legal Action Fixed Property Mobile Property Origin Cause Evidence

	Interviewers	Contacts	Interview Date Time	Interview Location	Interview Procedures
Select	Jou, Jywei McNamara, Kerwin	King, Mary Wang, Vivian	09/16/2014 02:30	Fire Marshal's Office	Mirandized
Select	McNamara, Kerwin	Smith-King, Lunna	09/24/2014 00:00	Police Station	Custodial Video
Select	Hall, Terry	King, Charlie	10/10/2014 00:00	By Phone	Audio
Select	McNamara, Kerwin	King, Mary	10/08/2014 00:00	By Phone	Audio Custodial
Select	Hall, Terry	King, Charlie	10/10/2014 00:00	By Phone	Audio



HEAT - Investigation

Incidents Reports

Incident: E140971400 - Start DateTime: 04/17/2014 10:00:00 - Address: 12000 GOVERNMENT CENTER PKWY , FAIRFAX, VA 22035 - Lead Investigator: McNamara, Kerwin

Investigation Contact INTERVIEW Legal Action Fixed Property Mobile Property Origin Cause Evidence

Interviewers: McNamara, Kerwin
Contacts: King, Mary
Witnesses: King, Monk R. Jr.
Interview Date Time: 10/08/2014 00:00
Interview Location: By Phone
Interview Procedures: Audio
Custodial
Interview Record: This subject identified herself as King Mary and the following is a summary of the statement that she made with regards to this fire event; I was on the way home from my father's house and saw the house on fire. and there was a guy here with a greenish gray van and he said he called 911. Then the neighbor, Larry and his son, came and threw some buckets of water in the window and put the fire out.

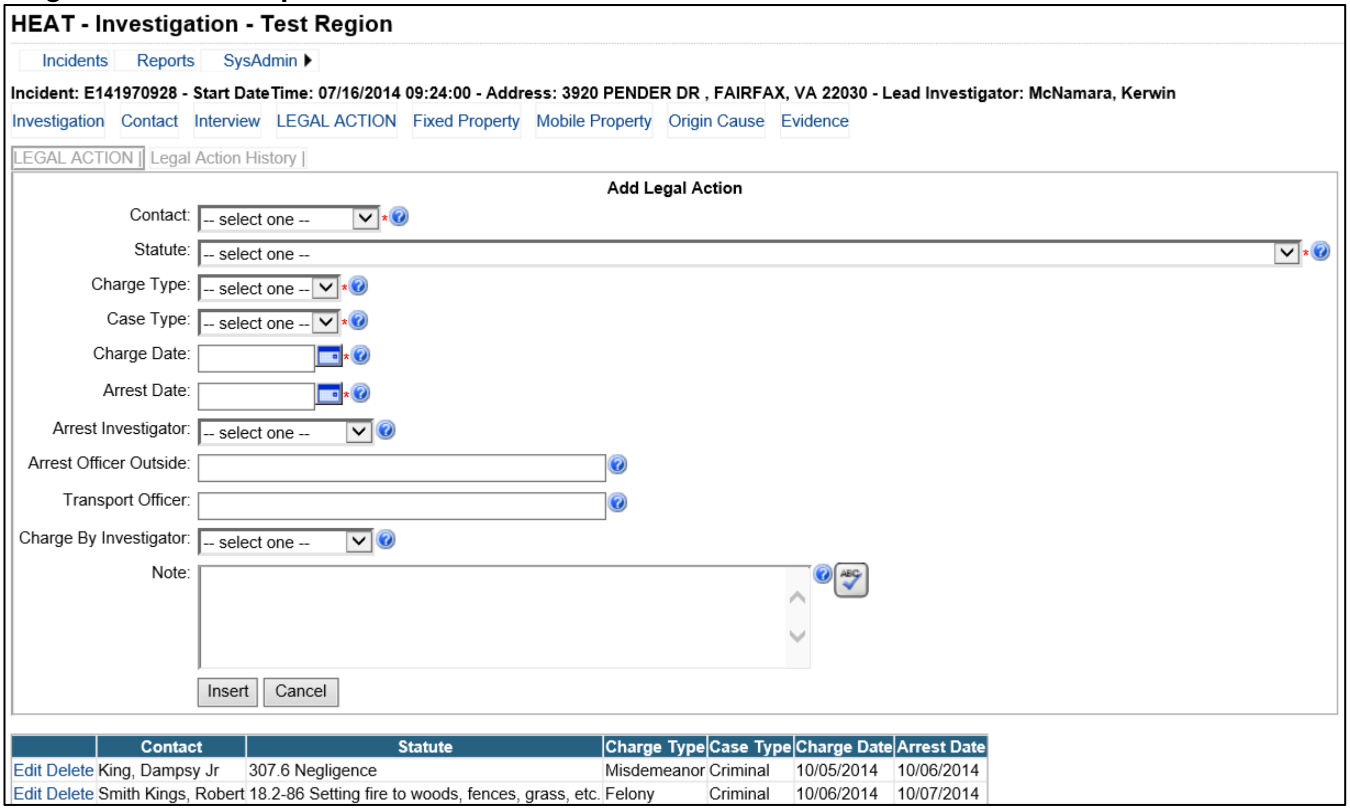
	Interviewers	Contacts	Interview Date Time	Interview Location	Interview Procedures
Select	Jou, Jywei McNamara, Kerwin	King, Mary Wang, Vivian	09/16/2014 02:30	Fire Marshal's Office	Mirandized
Select	McNamara, Kerwin	Smith-King, Lunna	09/24/2014 00:00	Police Station	Custodial Video
Select	Hall, Terry	King, Charlie	10/10/2014 00:00	By Phone	Audio
Select	McNamara, Kerwin	King, Mary	10/08/2014 00:00	By Phone	Audio Custodial
Select	Hall, Terry	King, Charlie	10/10/2014 00:00	By Phone	Audio

Description	
Allows users to view the Interview if the investigation is closed or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
Select an Investigation from an Incident, then click Interview Tab: - To view the complete information of an existing Interview, click Select next to the Interviewers in the list.	
Inputs	
Interviewers	Identifies the list of investigators for an interview.
Contacts	Identifies the contact(s) interviewed for an investigation.
Witness	Identifies the witnesses of the interview.
Interview Date	Identifies the date of the interview.

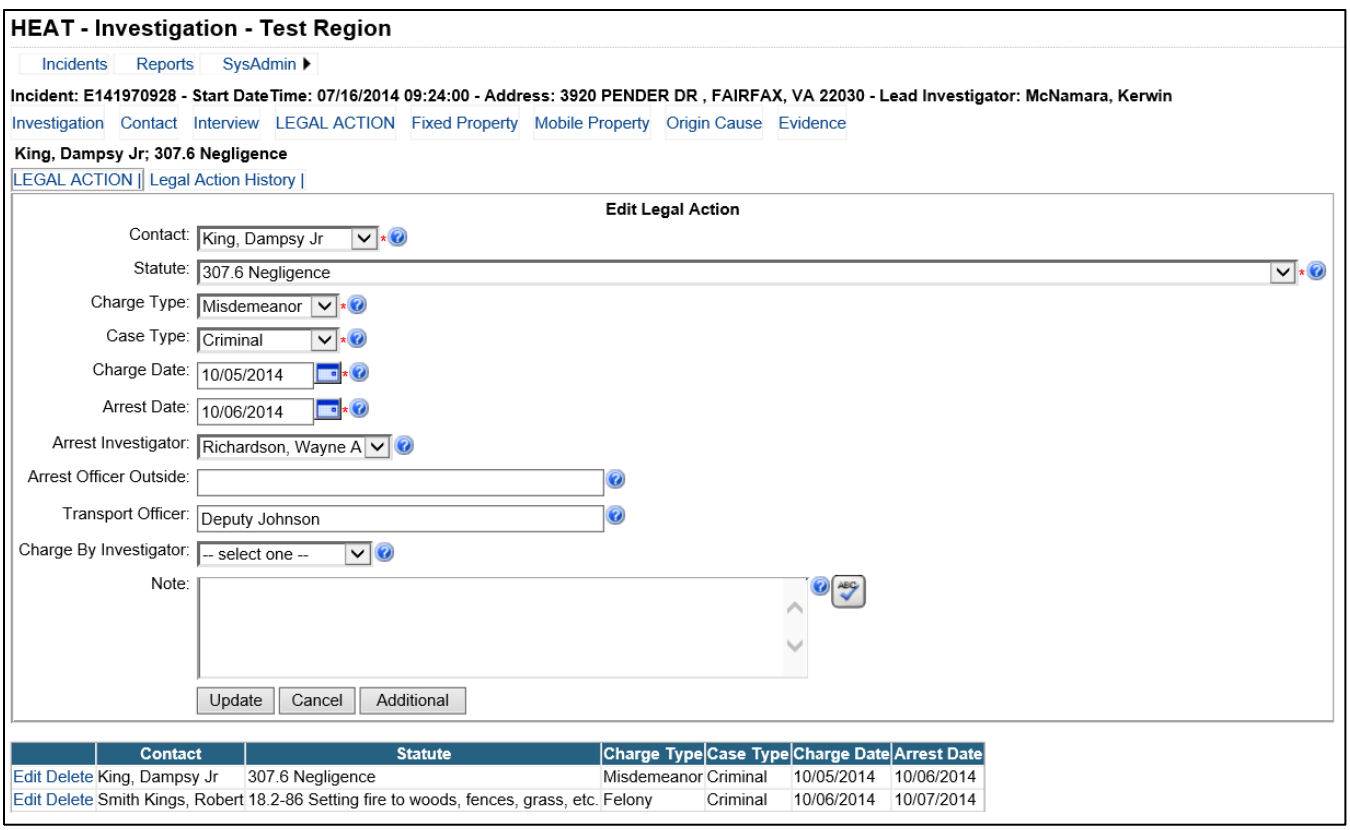
Interview Location	Identifies the location of the interview.
Interview Procedures	Identifies the list of interview procedures used during an interview.
Interview Record	Identifies the investigator's record of the interview.
Buttons/Links	
Select	Click to display the interview.

Legal Action

Legal Action Add/Update/Delete



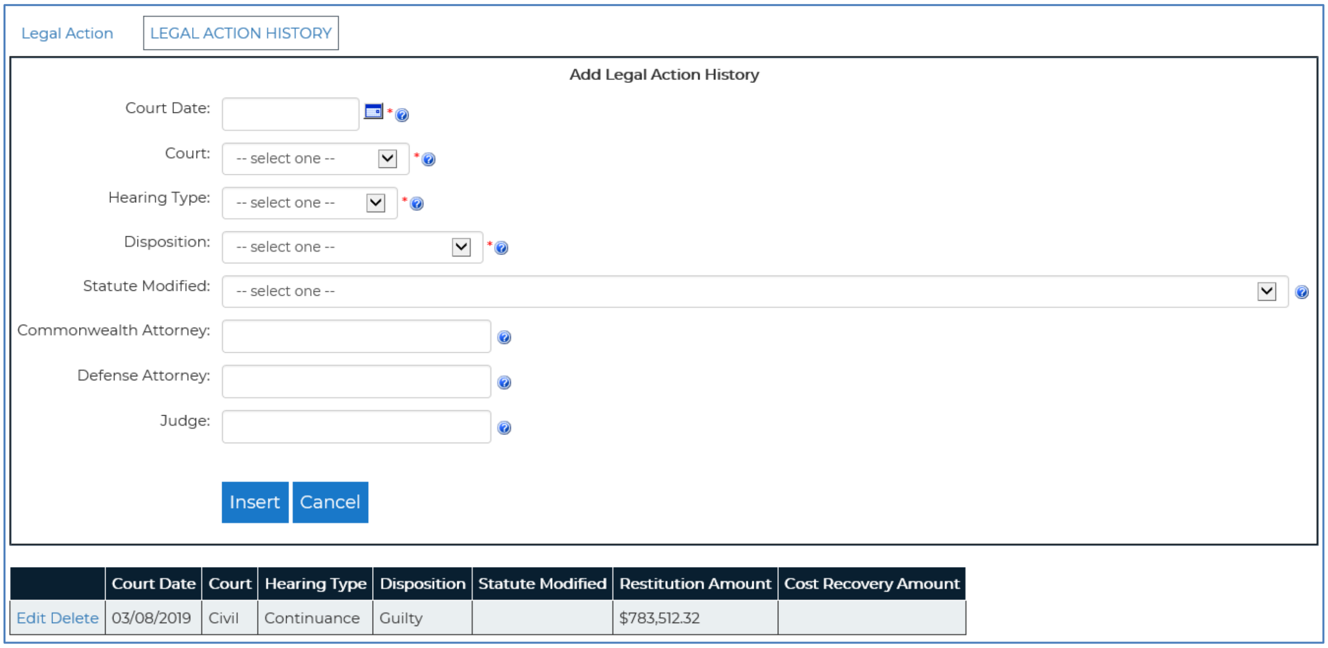
	Contact	Statute	Charge Type	Case Type	Charge Date	Arrest Date
Edit Delete	King, Dampsy Jr	307.6 Negligence	Misdemeanor	Criminal	10/05/2014	10/06/2014
Edit Delete	Smith Kings, Robert	18.2-86 Setting fire to woods, fences, grass, etc.	Felony	Criminal	10/06/2014	10/07/2014

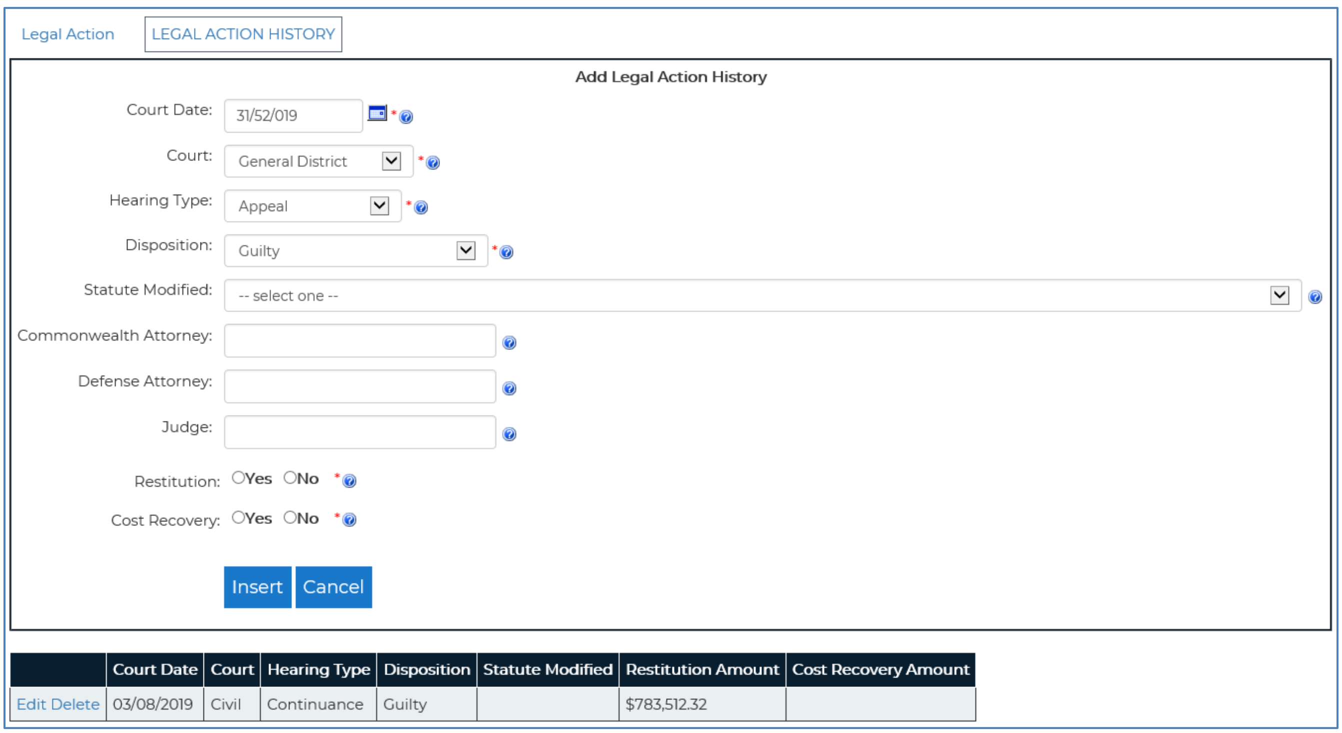


	Contact	Statute	Charge Type	Case Type	Charge Date	Arrest Date
Edit Delete	King, Dampsy Jr	307.6 Negligence	Misdemeanor	Criminal	10/05/2014	10/06/2014
Edit Delete	Smith Kings, Robert	18.2-86 Setting fire to woods, fences, grass, etc.	Felony	Criminal	10/06/2014	10/07/2014

Description	
Allows users to add/update/delete Legal Actions.	
User Role	
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Legal Actions. Users with an Investigator role can add/update/delete Legal Actions associated with investigations assigned to them if the investigation is open.	
Navigation	
Select an Investigation from an Incident, then click Legal Action Tab: - To add a new Legal Action, enter data and click Insert. - To edit a Legal Action, click Edit next to the desired Contact in the list. - To delete a Legal Action, click Delete next to the desired Contact in the list.	
Inputs	
Contact	Identifies the contact associated with the legal action. The list includes the investigation contacts that are identified as arrested. Must be completed.
Statute	Identifies the original legal action. Must be completed.
Charge Type	Identifies the legal action type. Must be completed.
Case Type	Identifies the type of case (civil or criminal). Must be completed.
Charge Date	Date of initial legal action. Must be completed. Must be a valid date.
Arrest Date	Date contact was arrested. Must be completed. Must be a valid date.
Arrest Investigator	Identifies the arresting investigator.
Arrest Officer Outside	Name of outside agency arresting officer. Must be 50 characters or less.
Transport Officer	Identifies the officer who transports the arrested contact person. Must be 50 characters of less.
Charge By	Identifies the charge by investigator.
Note	General Notes for legal action. Must be 2000 characters or less.
Buttons/Links	
Edit	Click to display the Legal Action for editing.
Delete	Click to delete the Legal Action. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Legal Action may not be deleted when it is associated with any Legal Action History.
Update	Only visible when Legal Action is displayed for editing. Click to save changes to the Legal Action. If the update is successful, a success message appears. Arrest Date must not be a future date. Charge Date must not be a future date. Must enter arrest investigator field or arrest officer outside field.
Insert	Click to insert the new Legal Action. Arrest Date must not be a future date. Charge Date must not be a future date. Must enter arrest investigator field or arrest officer outside field. If the insert is successful, a success message appears. The Edit Legal Action form displays after successful insert.
Additional	Click to add additional legal actions. The Add Legal Action form will display.
Cancel	Click to disregard any changes to this legal action.

Legal Action History Add/Update/Delete

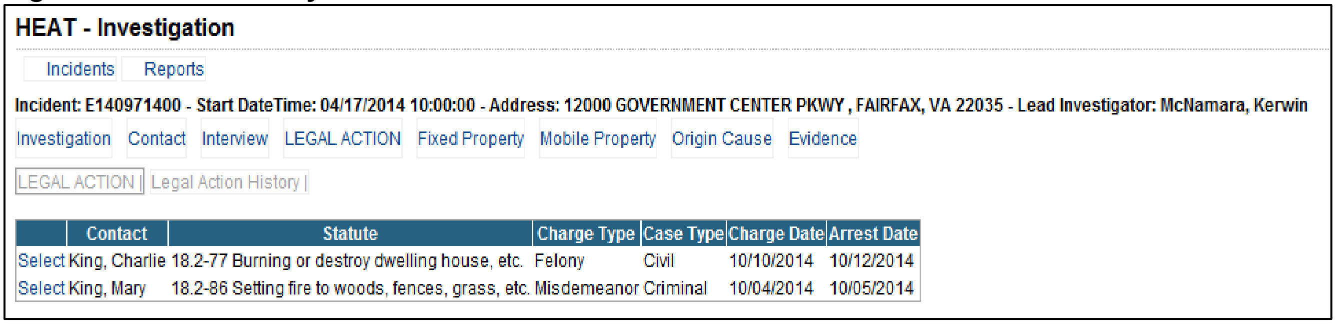


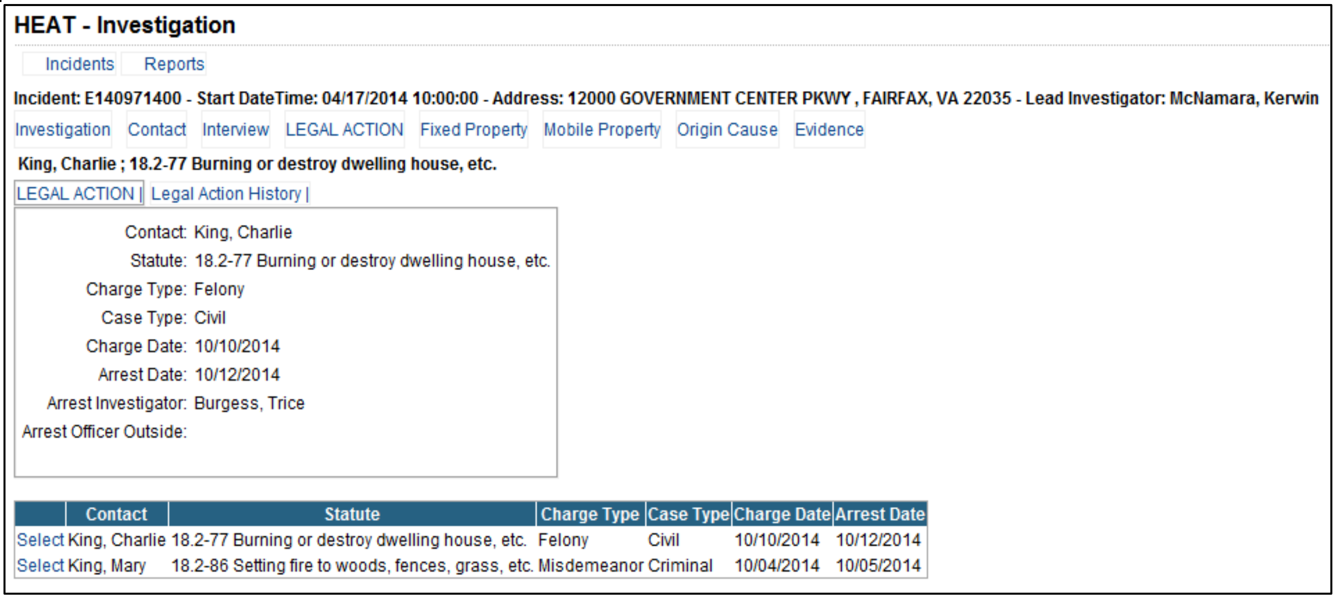


Description
Allows users to add/update/delete Legal Action History.
User Role
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Legal Action Histories. Users with an Investigator role can add/update/delete Legal Action Histories associated with investigations assigned to them if the investigation is open.

Navigation	
After a Legal Action is inserted or selected for edit, click Legal Action History tab: - To add a new Legal Action History, enter data and click Insert. - To edit a Legal Action History, click Edit next to the Court Date in the list. - To delete a Legal Action History, click Delete next to the Court Date in the list.	
Inputs	
Court Date	Scheduled court cate. Must be completed. Must be a valid date.
Court	Identifies the hearing court of the legal action. Must be completed.
Hearing Type	Identifies the hearing type. Must be completed.
Disposition	Identifies the disposition of the legal action. Must be completed.
Statute Modified	Identifies the statute that the original statute was changed to for this disposition.
Commonwealth Attorney	Name of commonwealth attorney. Must be 25 characters or less.
Defense Attorney	Name of defense attorney. Must be 25 characters or less.
Judge	Name of the judge. Must be 25 characters or less.
Restitution	Identifies if a restitution amount was ordered. Visible, no default, and must be completed for dispositions listed in the DispositionIdsForRestitutionAndCostRecovery setting.
Restitution Amount	Identifies the amount of the restitution ordered. Only visible and must be completed if Restitution is 'Yes'. When required, must be more than $0.00.
Cost Recovery	Identifies if a cost recovery amount was ordered. Visible, no default, and must be completed for dispositions listed in the DispositionIdsForRestitutionAndCostRecovery setting.
Cost Recovery Amount	Identifies the amount of the cost recovery ordered. Only visible and must be completed if Cost Recovery is 'Yes'. When required, must be more than $0.00.
Buttons/Links	
Edit	Click to display the Legal Action History for editing.
Delete	Click to delete the Legal Action History. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when Legal Action History is displayed for editing. Click to save changes to the Legal Action History. If the update is successful, a success message appears. Combination of Legal Action and Court Date and Hearing Type must be unique. Restitution and Cost Recovery must be completed for dispositions listed in the DispositionIdsForRestitutionAndCostRecovery setting. Restitution Amount must be completed if Restitution is 'Yes'. Cost Recovery Amount must be completed if Cost Recovery is 'Yes'.
Insert	Click to insert the new the Legal Action History. Combination of Legal Action and Court Date and Hearing Type must be unique. If the insert is successful, a success message appears. Restitution and Cost Recovery must be completed for dispositions listed in the DispositionIdsForRestitutionAndCostRecovery setting. Restitution Amount must be completed if Restitution is 'Yes'. Cost Recovery Amount must be completed if Cost Recovery is 'Yes'.
Cancel	Click to disregard any changes to this legal action history.

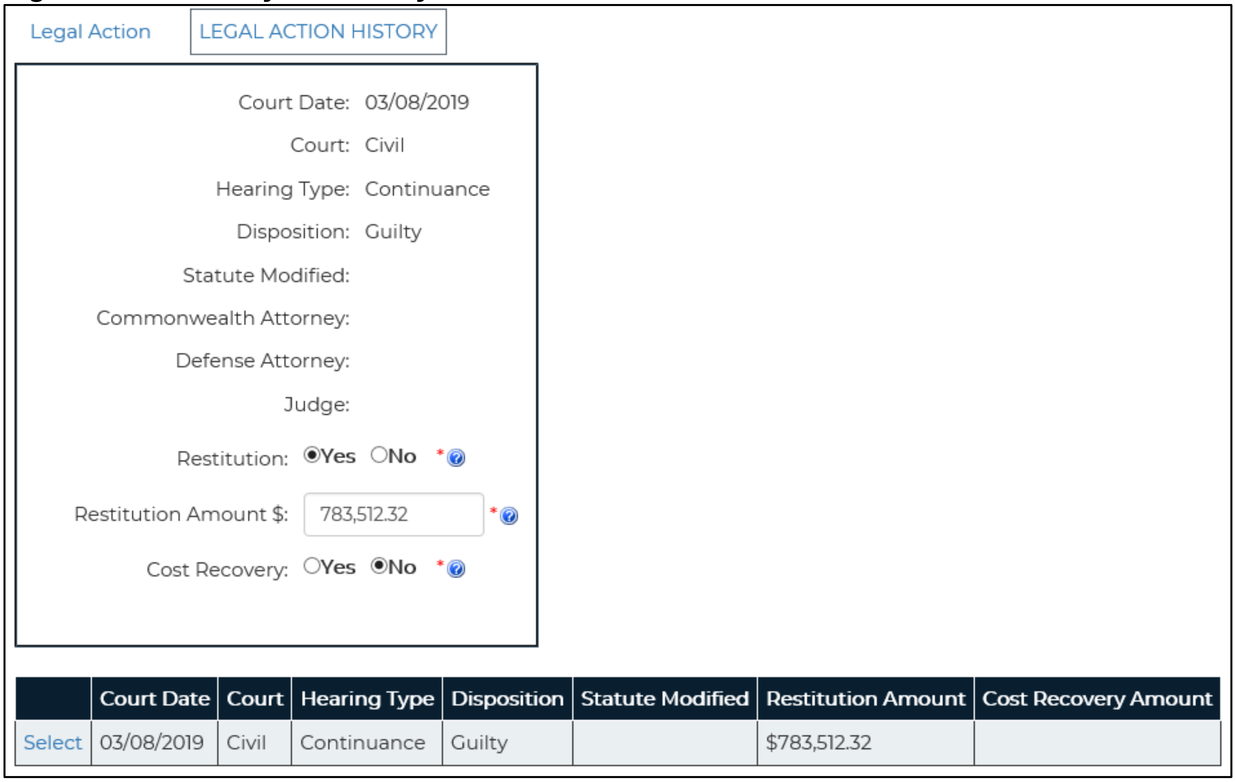
Legal Action Read Only





Description	
Allows users to view the Legal Actions if the investigation is closed or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
Select an Investigation from an Incident, then click Legal Action Tab: - To view the complete information of a legal action, click Select next to the Contact in the list.	
Inputs	
Contact	Identifies the contact associated with the legal action.
Statute	Identifies the original legal action.
Charge Type	Identifies the legal action type.
Case Type	Identifies the type of case (civil or criminal).
Charge Date	Date of initial legal action.
Arrest Date	Date contact was arrested.
Arrest Investigator	Identifies the arresting investigator.
Buttons/Links	
Select	Click to display the Legal Action.

Legal Action History Read Only


Legal Action | LEGAL ACTION HISTORY

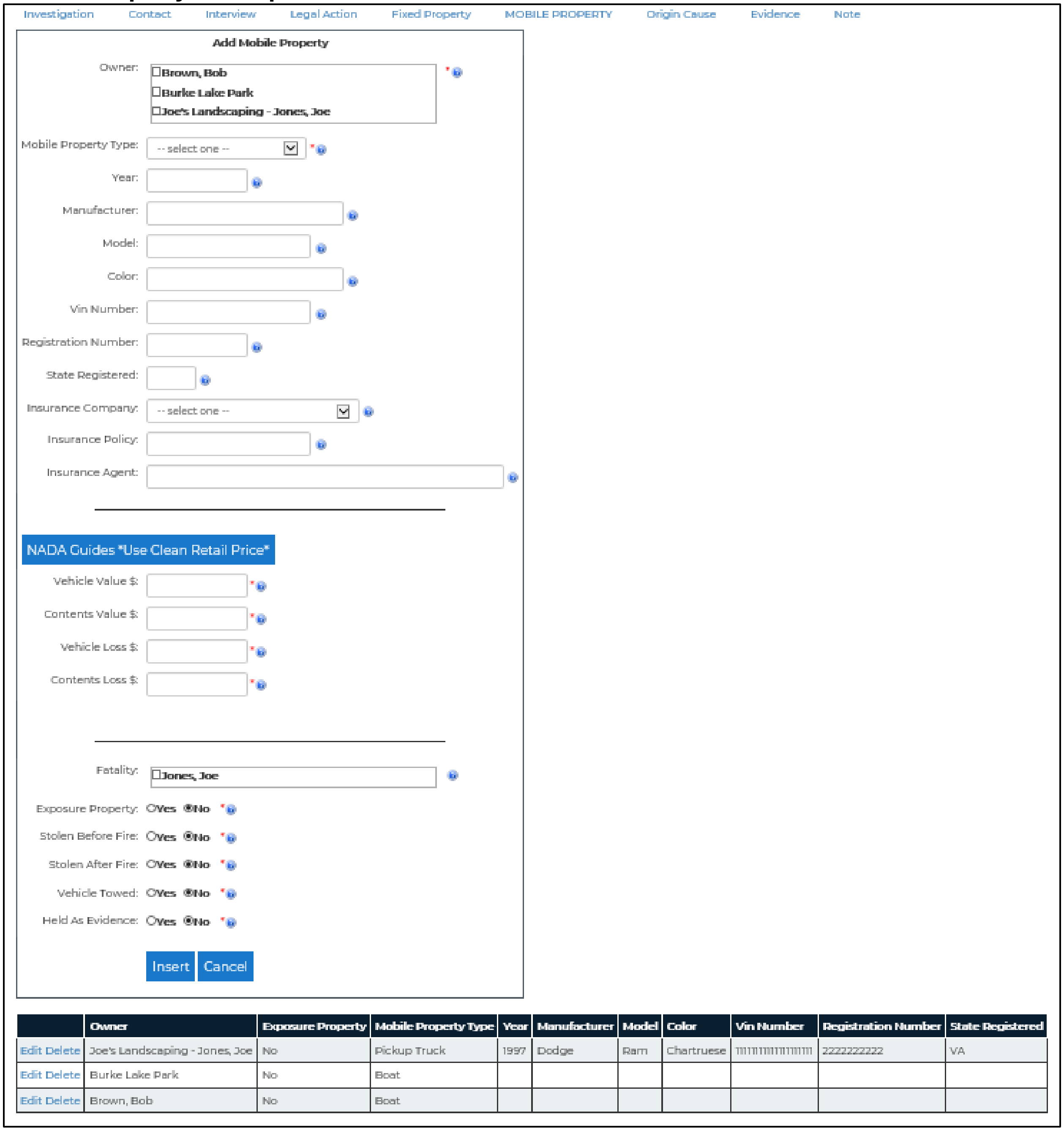
Court Date: 03/08/2019
Court: Civil
Hearing Type: Continuance
Disposition: Guilty
Statute Modified:
Commonwealth Attorney:
Defense Attorney:
Judge:
Restitution: Yes No *
Restitution Amount $: 783,512.32 *
Cost Recovery: Yes No *

	Court Date	Court	Hearing Type	Disposition	Statute Modified	Restitution Amount	Cost Recovery Amount
Select	03/08/2019	Civil	Continuance	Guilty		$783,512.32	

Description	
Allows users to view Legal Action History if the investigation is closed or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
After a Legal Action is selected for view, click Legal Action History tab : - To view the complete information of a Legal Action History, click Select next to the Court Date in the list.	
Inputs	
Court Date	Scheduled court date.
Court	Identifies the hearing court of the legal action.
Hearing Type	Identifies the hearing type.
Disposition	Identifies the disposition of the legal action.
Statute Modified	Identifies the statute that the original statute was changed to for this disposition.
Commonwealth Attorney	Name of commonwealth attorney.
Defense Attorney	Name of defense attorney.
Judge	Name of the judge.
Note	General Notes about this legal action.
Buttons/Links	
Select	Click to display the legal action history.

Mobile Property

Mobile Property Add/Update/Delete



Investigation Contact Interview Legal Action Fixed Property MOBILE PROPERTY Origin Cause Evidence Note

Add Mobile Property

Owner: Brown, Bob / Burke Lake Park / Joe's Landscaping - Jones, Joe *

Mobile Property Type: -- select one -- *

Year:

Manufacturer:

Model:

Color:

Vin Number:

Registration Number:

State Registered:

Insurance Company: -- select one --

Insurance Policy:

Insurance Agent:

NADA Guides *Use Clean Retail Price*

Vehicle Value $: *

Contents Value $: *

Vehicle Loss $: *

Contents Loss $: *

Fatality: Jones, Joe

Exposure Property: Yes No *

Stolen Before Fire: Yes No *

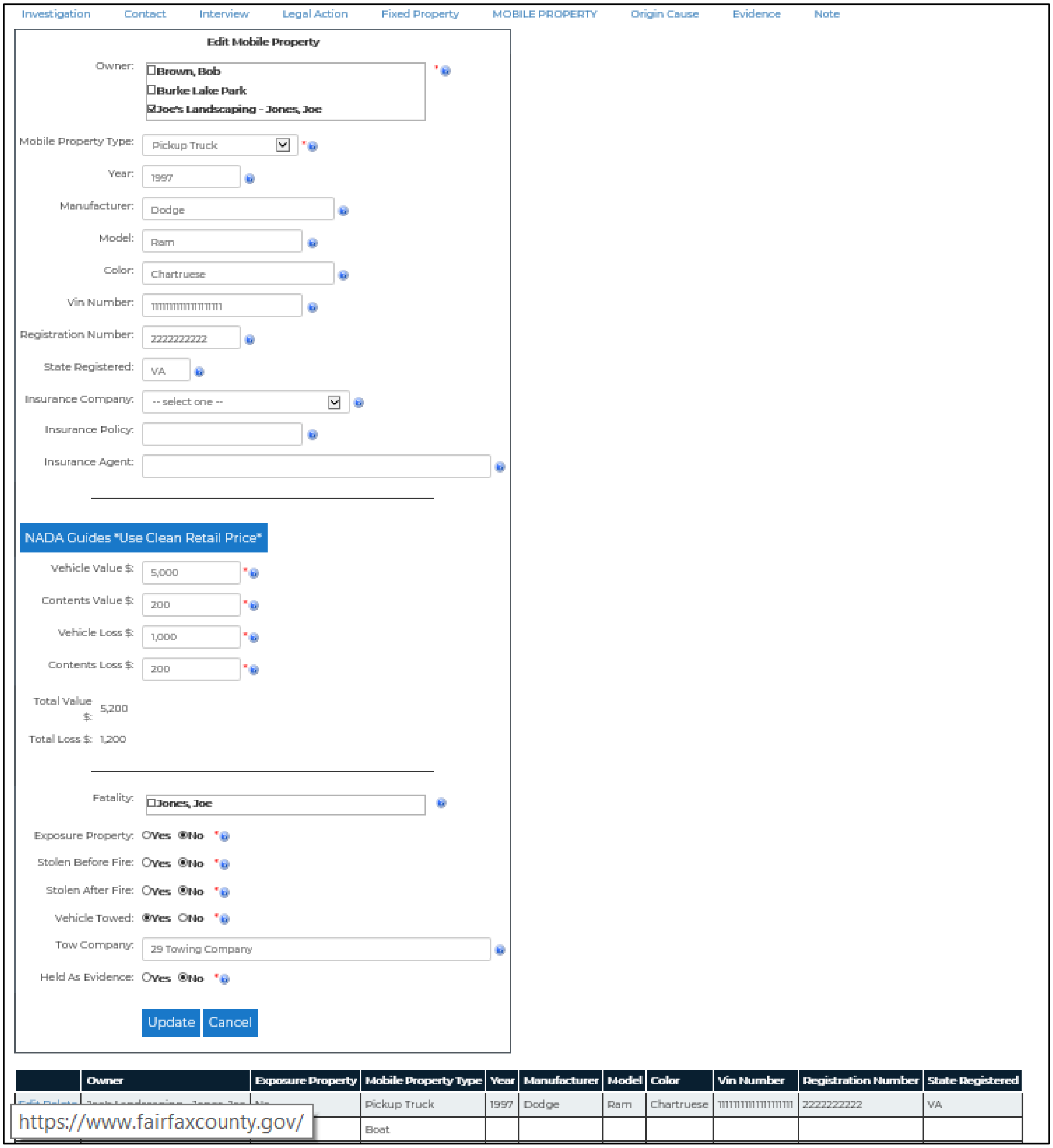
Stolen After Fire: Yes No *

Vehicle Towed: Yes No *

Held As Evidence: Yes No *

Insert Cancel

	Owner	Exposure Property	Mobile Property Type	Year	Manufacturer	Model	Color	Vin Number	Registration Number	State Registered
Edit Delete	Joe's Landscaping - Jones, Joe	No	Pickup Truck	1997	Dodge	Ram	Chartruese	11111111111111111	2222222222	VA
Edit Delete	Burke Lake Park	No	Boat							
Edit Delete	Brown, Bob	No	Boat							



Description
Allows users to add/update/delete Mobile Property.
User Role
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Mobile Property. Users with an Investigator role can add/update/delete Mobile Property associated with investigations assigned to them if the investigation is open.
Navigation

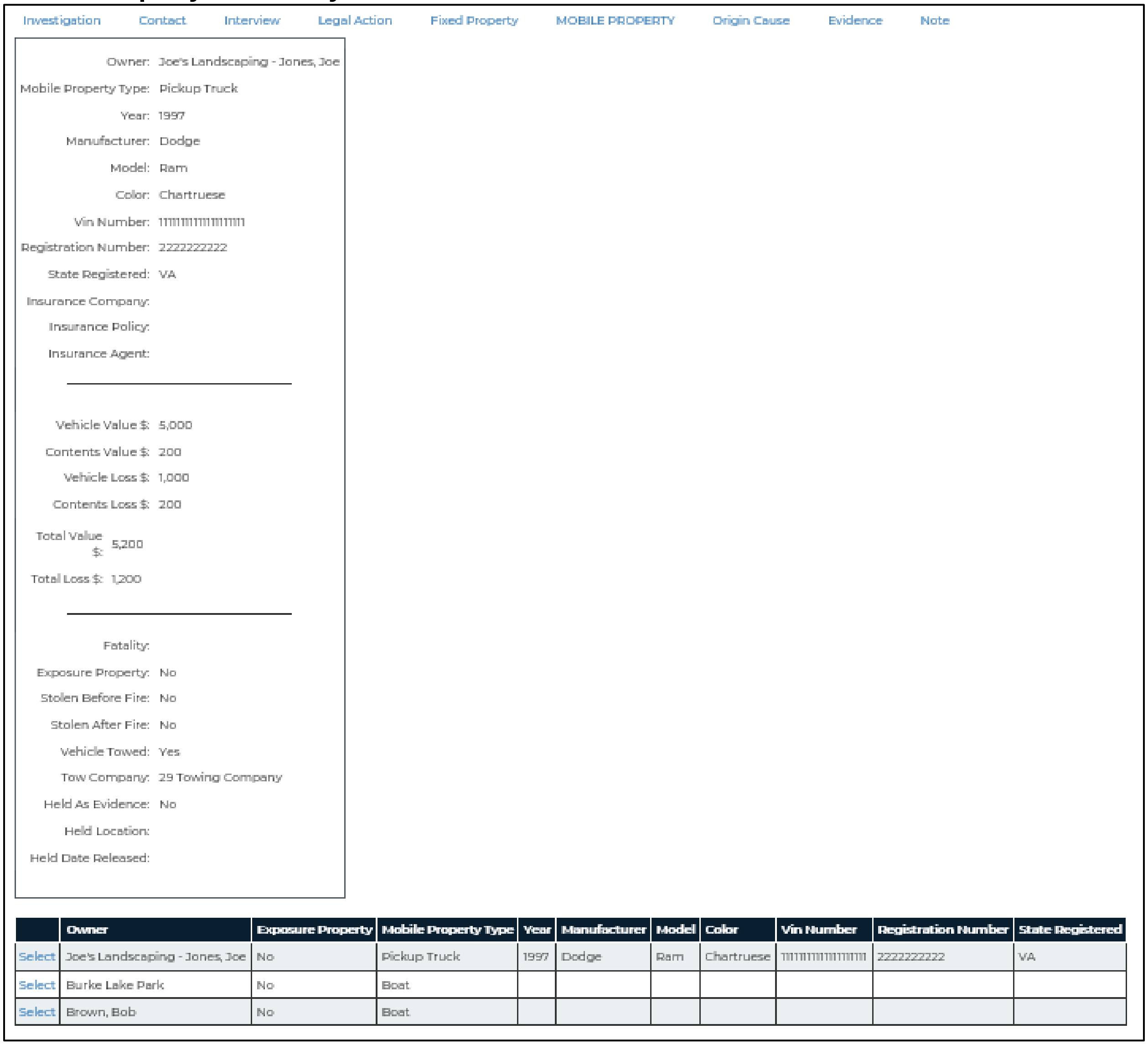
Select an Investigation from an Incident, then click Mobile Property tab:

- To add a new Mobile Property, enter data and click Insert.
- To edit a Mobile Property, click Edit next to the desired Owner in the list.
- To delete a Mobile Property, click Delete next to the desired Owner in the list.
- To disregard the changes, click Cancel.

Inputs	
Owner	Identifies the investigation contact(s) associated to this mobile property. Must be completed.
Mobile Property Type	Identifies the type of mobile property. Must be completed.
Year	Manufacture year of mobile property. Must be a valid number. Must be between 1900 and current year plus 1.
Manufacturer	Manufacturer of mobile property. Must be 25 characters or less.
Model	Model of mobile property. Must be 20 characters or less.
Color	Color of mobile property. Must be 10 characters or less.
Vin Number	Vehicle identification number of mobile property. Must be 20 characters or less.
Registration Number	Registration number of mobile property. Must be 10 characters or less.
State Registered	State where mobile property is registered. Must be 2 characters or less.
Insurance Company	Identifies Insurance company for the mobile property.
Insurance Policy	Insurance policy number for the mobile property. Must be 20 characters or less.
Insurance Agent	Insurance agent for the mobile property. Must be 50 characters or less.
Vehicle Value	Value of vehicle. Must be completed. Must be dollar amount without decimal. Can have comma with numbers. Must be zero or greater.
Contents Value	Value of vehicle contents. Must be completed. Must be dollar amount without decimal. Can have comma with numbers. Must be zero or greater.
Vehicle Loss	Loss amount of vehicle. Must be completed. Must be dollar amount without decimal. Can have comma with numbers. Must be zero or greater.
Contents Loss	Loss amount of vehicle contents. Must be completed. Must be dollar amount without decimal. Can have comma with numbers. Must be zero or greater.
Fatality	Identifies any fatalities that may be associated with the mobile property.
Exposure Property	Identifies if this mobile property is an exposure property. Must be completed.
Stolen Before Fire	Identifies if this mobile property was stolen before the fire. Must be completed.
Stolen After Fire	Identifies if this mobile property was stolen after the fire. Must be completed.
Vehicle Towed	Identifies if the vehicle was towed. Must be completed.
Tow Company	Name of company used to tow vehicle. Displays if vehicle towed is selected.
Held As Evidence	Identifies if the mobile property was held as evidence. Must be completed.
Held Location	Location where mobile property is held as evidence. Displays if held as evidence is selected.
Held Date Released	Date mobile property was released. Displays if held as evidence is selected.
Damage Description	General notes to describe damage to mobile property. Must be 2000 characters or less.
Buttons/Links	
NADA Guides * Use Clean Retail Price.*	Click to open a new window to navigate to the NADA Guides to determine mobile property values.
Edit	Click to display the Mobile Property for editing.
Delete	Click to delete the Mobile Property. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

	Deleting Mobile Property removes the association between the Mobile Property and Mobile Property Owner(s).
Insert	Click to insert the new Mobile Property. Contents Value must be greater than or equal to Contents Loss. Stolen before fire and stolen after fire cannot both be set to yes. Vehicle Value must be greater than or equal to Vehicle Loss. Year must be between 1900 and current year plus 1. If the Insert is successful, a success message appears.
Update	Only visible when Mobile Property is displayed for editing. Click to save changes to the Mobile Property. If the update is successful, success message appears. Contents Value must be greater than or equal to Contents Loss. Stolen before fire and stolen after fire cannot both be set to yes. Vehicle Value must be greater than or equal to Vehicle Loss. Year must be between 1900 and current year plus 1.
Cancel	Click to disregard any changes to this mobile property.

Mobile Property Read Only



Investigation | Contact | Interview | Legal Action | Fixed Property | MOBILE PROPERTY | Origin Cause | Evidence | Note

Owner: Joe's Landscaping - Jones, Joe
Mobile Property Type: Pickup Truck
Year: 1997
Manufacturer: Dodge
Model: Ram
Color: Chartruese
Vin Number: 11111111111111111
Registration Number: 2222222222
State Registered: VA
Insurance Company:
Insurance Policy:
Insurance Agent:

Vehicle Value $: 5,000
Contents Value $: 200
Vehicle Loss $: 1,000
Contents Loss $: 200
Total Value $: 5,200
Total Loss $: 1,200

Fatality:
Exposure Property: No
Stolen Before Fire: No
Stolen After Fire: No
Vehicle Towed: Yes
Tow Company: 29 Towing Company
Held As Evidence: No
Held Location:
Held Date Released:

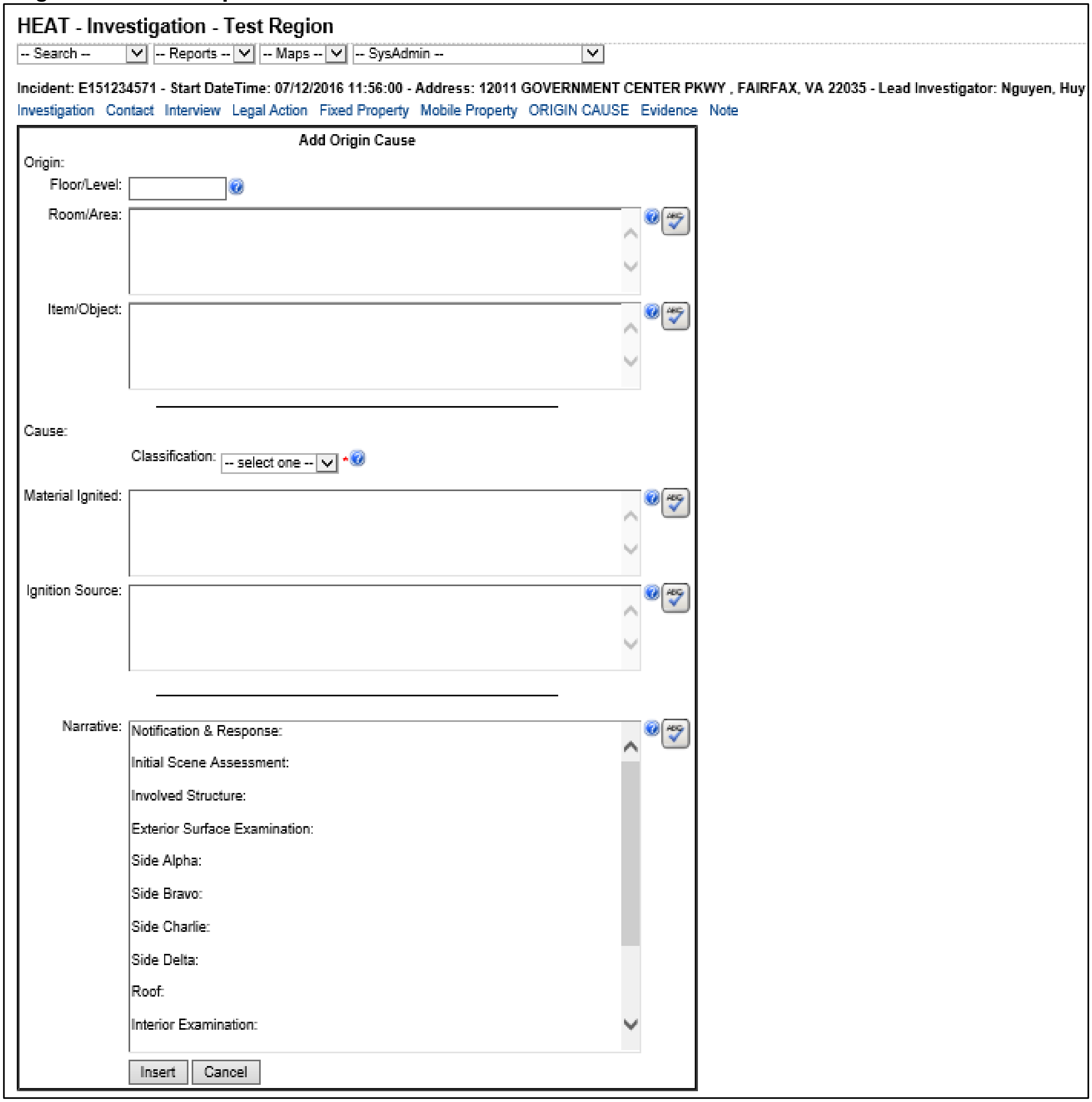
	Owner	Exposure Property	Mobile Property Type	Year	Manufacturer	Model	Color	Vin Number	Registration Number	State Registered
Select	Joe's Landscaping - Jones, Joe	No	Pickup Truck	1997	Dodge	Ram	Chartruese	11111111111111111	2222222222	VA
Select	Burke Lake Park	No	Boat							
Select	Brown, Bob	No	Boat							

Description	
Allows users to view the Mobile Property if the investigation is closed or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Navigation	
Select an Investigation from an Incident, then click Mobile Property tab. - To view the complete information of an existing Mobile Property, click Select next to the desired Owner(s) in the list.	
Columns	
Owner	Identifies the investigation contact(s) associated to this mobile property.
Mobile Property Type	Identifies the type of mobile property.
Year	Manufacture year of mobile property.
Manufacturer	Manufacturer of mobile property.
Model	Model of mobile property.

Color	Color of mobile property.
Vin Number	Vehicle identification number of mobile property.
Registration Number	Registration number of mobile property.
State Registered	State where mobile property is registered.
Insurance Company	Insurance company for the mobile property.
Insurance Policy	Insurance policy number for the mobile property.
Insurance Agent	Insurance agent for the mobile property.
Vehicle Value	Value of vehicle. Must be completed.
Contents Value	Value of vehicle contents.
Fatality	Identifies the fatalities that may be associated with the mobile property.
Exposure Property	Identifies if this mobile property is an exposure property.
Stolen Before Fire	Identifies if this mobile property was stolen before the fire.
Stolen After Fire	Identifies if this mobile property was stolen after the fire.
Vehicle Towed	Identifies if the vehicle was towed.
Tow Company	Name of company used to tow vehicle. Displays if vehicle towed is selected.
Held As Evidence	Identifies if the mobile property was held as evidence.
Held Location	Location where mobile property is held as evidence. Displays if held as evidence is selected.
Held Date Released	Date mobile property was released. Displays if held as evidence is selected.
Damage Description	General notes to describe damage to mobile property.
Buttons/Links	
Select	Click to display the complete information of the mobile property.

Origin Cause

Origin Cause Add/Update/Delete



Edit Origin Cause

Origin:

Floor/Level: 2

Room/Area: Apt. 2107 - bedroom

Item/Object: mattress

Cause:

Classification: Incendiary *

Material Ignited: mattress

Ignition Source: operating hair dryer

Narrative:

Receipt of Assignment:

On January 17, 2016 while serving as the on duty investigator for the County of Fairfax, IV07 (Lt. Gundert) was advised through dispatch of a garden apartment fire at 12216 Lincoln Lake Way, Fairfax 22032. IV06 (Lt. Adams) and IV14 (Capt. Richardson) also responded.

Arrival at Incident Scene:

Upon arrival at the scene the fire was already extinguished. There were 1 ¾ inch hand-lines in the hallway and in the fire apartment. The fire did not extend beyond the bedroom. All occupants were out of the house and accounted for.

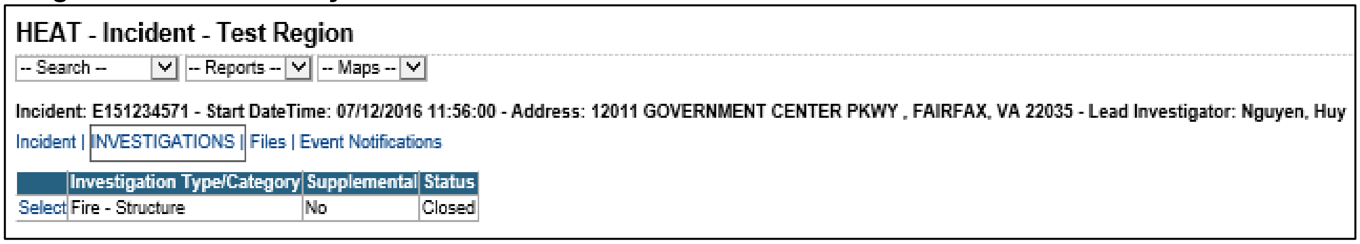
Involved Structure:

The involved structure is a four story, garden apartment building. The building is of wood frame construction with vinyl siding and stone on the exterior. The building was constructed in 1997 and has 18 units. The involved apartment is approximately 838 square feet and is serviced by electric, gas

Update Delete Cancel

Description	
Allows users to add/update/delete Origin Cause.	
User Role	
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Origin Cause. Users with an Investigator role can add/update/delete Origin Cause associated with investigations assigned to them if the investigation is open.	
Navigation	
Select an Investigation from an Incident, then click Origin Cause Tab: - To add a new Origin Cause, enter data and click Insert. - To edit the existing Origin Cause, make changes and click Update. - To delete an Origin Cause, click Delete.	
Inputs	
Origin Floor/Level	Identifies the floor or level of origin. Must be a valid number. Floor or level must be between -9 and 90.
Origin Room/Area	Identifies the room or area of origin. Must be 500 characters or less.
Origin Item/Object	Identifies the item or object of origin. Must be 500 characters or less.
Cause Classification	Identifies the classification of cause. Must be completed. When selected classification has subcategories, the subcategory dropdowns displays for selection.
Cause Material Ignited	Identifies the material ignited that caused the incident. Must be 500 characters or less.
Cause Ignition Source	Identifies the ignition source of the material. Must be 500 characters or less.
Notes	Additional notes provided by investigators about the origin and cause.
Buttons/Links	
Delete	Click to delete the Origin Cause. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when Origin Cause is displayed for editing. Click to save changes to the Origin Cause. If the Update is successful, a success message appears.
Insert	Click to insert the new Origin Cause. If the insert is successful, a success message appears.
Cancel	Click to disregard any changes to this origin cause.

Origin Cause Read Only



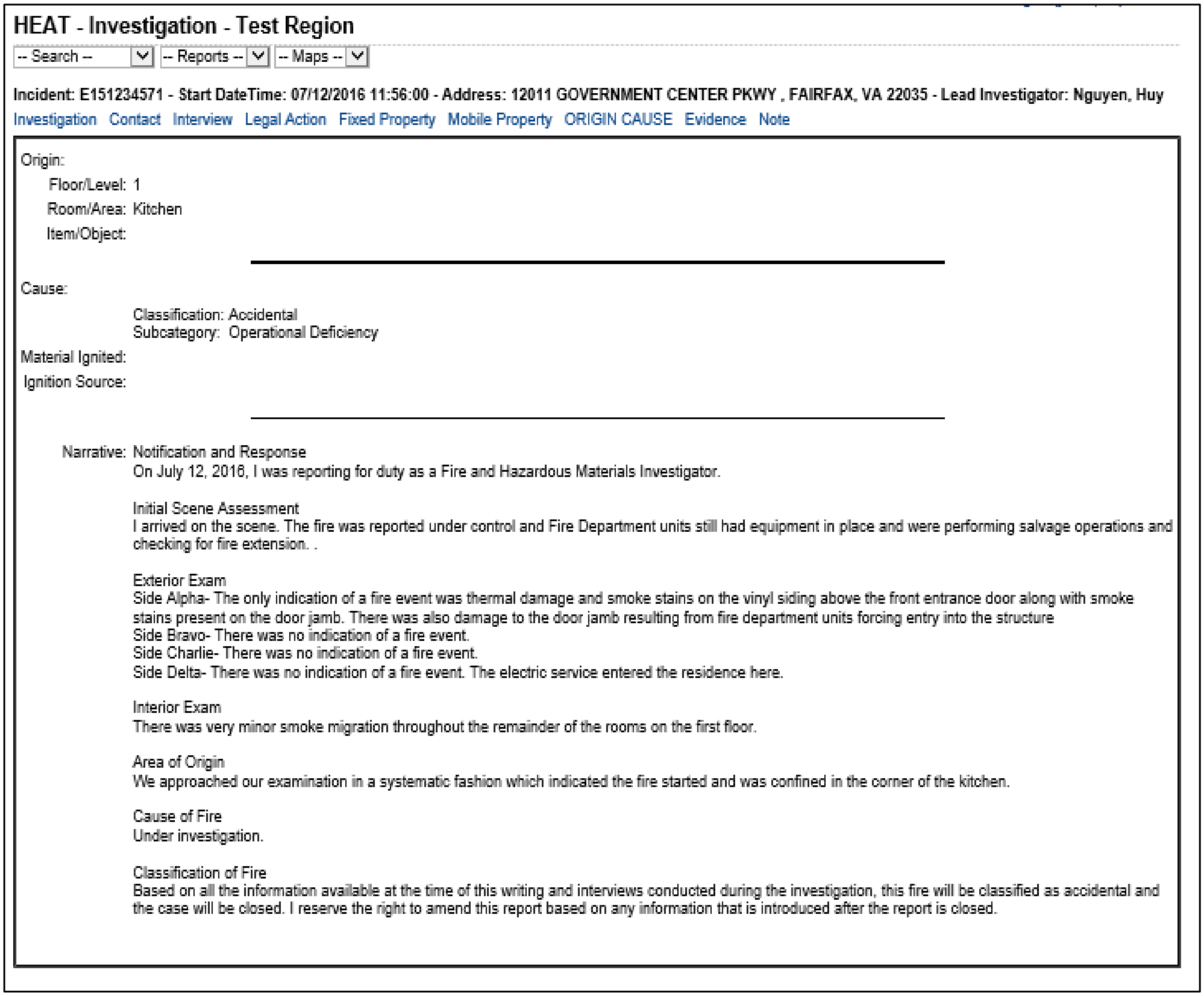
HEAT - Incident - Test Region

-- Search -- | -- Reports -- | -- Maps --

Incident: E151234571 - Start DateTime: 07/12/2016 11:56:00 - Address: 12011 GOVERNMENT CENTER PKWY , FAIRFAX, VA 22035 - Lead Investigator: Nguyen, Huy

Incident | INVESTIGATIONS | Files | Event Notifications

	Investigation Type/Category	Supplemental	Status
Select	Fire - Structure	No	Closed



HEAT - Investigation - Test Region

-- Search -- | -- Reports -- | -- Maps --

Incident: E151234571 - Start DateTime: 07/12/2016 11:56:00 - Address: 12011 GOVERNMENT CENTER PKWY , FAIRFAX, VA 22035 - Lead Investigator: Nguyen, Huy

Investigation Contact Interview Legal Action Fixed Property Mobile Property ORIGIN CAUSE Evidence Note

Origin:
Floor/Level: 1
Room/Area: Kitchen
Item/Object:

Cause:
Classification: Accidental
Subcategory: Operational Deficiency
Material Ignited:
Ignition Source:

Narrative: Notification and Response
On July 12, 2016, I was reporting for duty as a Fire and Hazardous Materials Investigator.

Initial Scene Assessment
I arrived on the scene. The fire was reported under control and Fire Department units still had equipment in place and were performing salvage operations and checking for fire extension. .

Exterior Exam
Side Alpha- The only indication of a fire event was thermal damage and smoke stains on the vinyl siding above the front entrance door along with smoke stains present on the door jamb. There was also damage to the door jamb resulting from fire department units forcing entry into the structure
Side Bravo- There was no indication of a fire event.
Side Charlie- There was no indication of a fire event.
Side Delta- There was no indication of a fire event. The electric service entered the residence here.

Interior Exam
There was very minor smoke migration throughout the remainder of the rooms on the first floor.

Area of Origin
We approached our examination in a systematic fashion which indicated the fire started and was confined in the corner of the kitchen.

Cause of Fire
Under investigation.

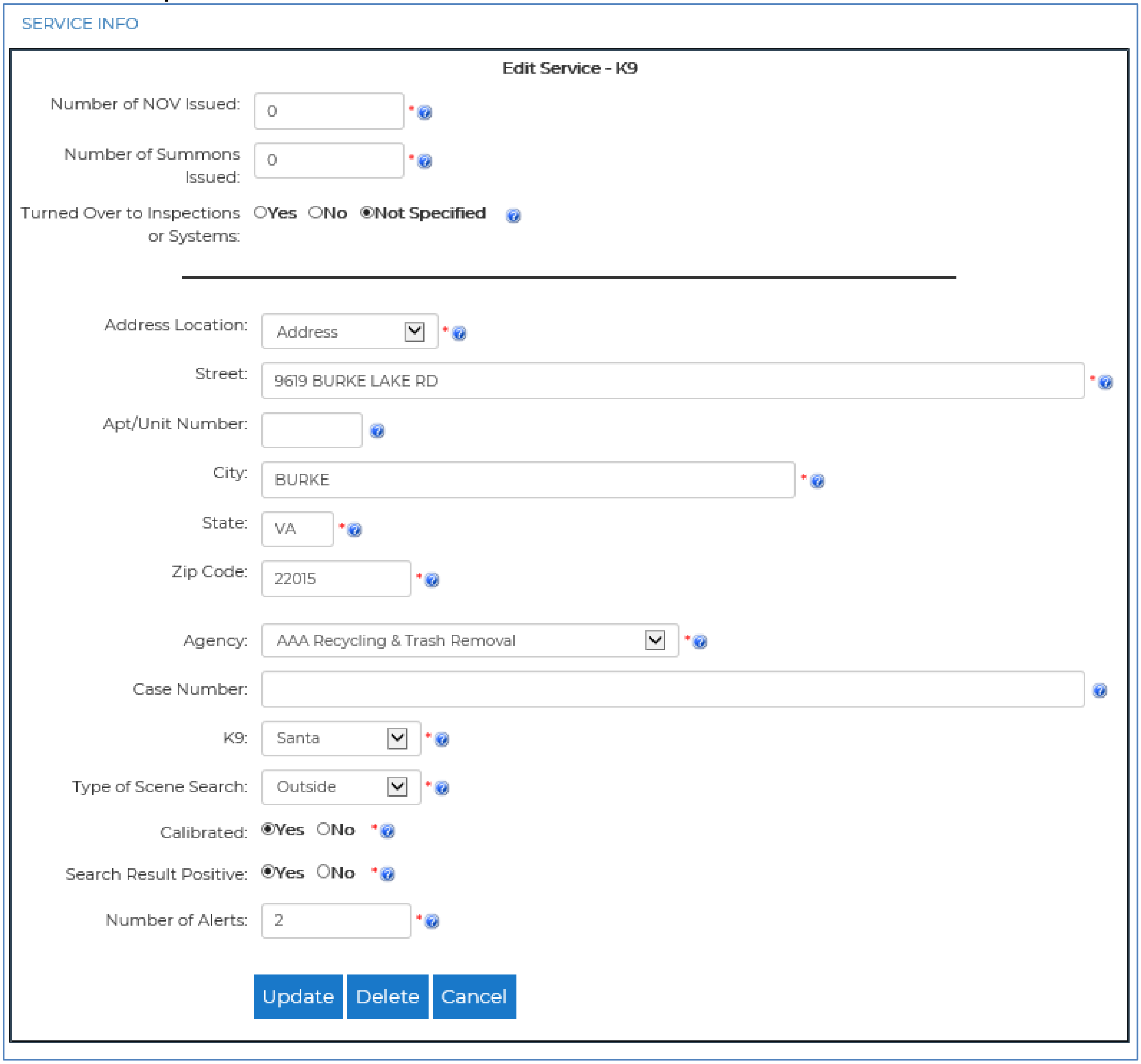
Classification of Fire
Based on all the information available at the time of this writing and interviews conducted during the investigation, this fire will be classified as accidental and the case will be closed. I reserve the right to amend this report based on any information that is introduced after the report is closed.

Description	
Allows users to view the Origin Cause if the investigation is closed or inactive or the user has a ReadOnly role.	
User Role	
ReadOnly, Investigator, or Evidence Custodian.	
Select an Investigation from an Incident, then click Origin Cause Tab.	
Inputs	
Origin Floor/Level	Identifies the floor or level of origin.

Origin Room/Area	Identifies the room or area of origin.
Origin Item/Object	Identifies the item or object of origin.
Cause Classification	Identifies the classification of cause, and its subcategory if exists.
Cause Material Ignited	Identifies the material ignited that caused incident.
Cause Ignition Source	Identifies the ignition source of material.
Notes	Additional notes provided by investigators about the origin cause.

Service

Service Add/Update/Delete

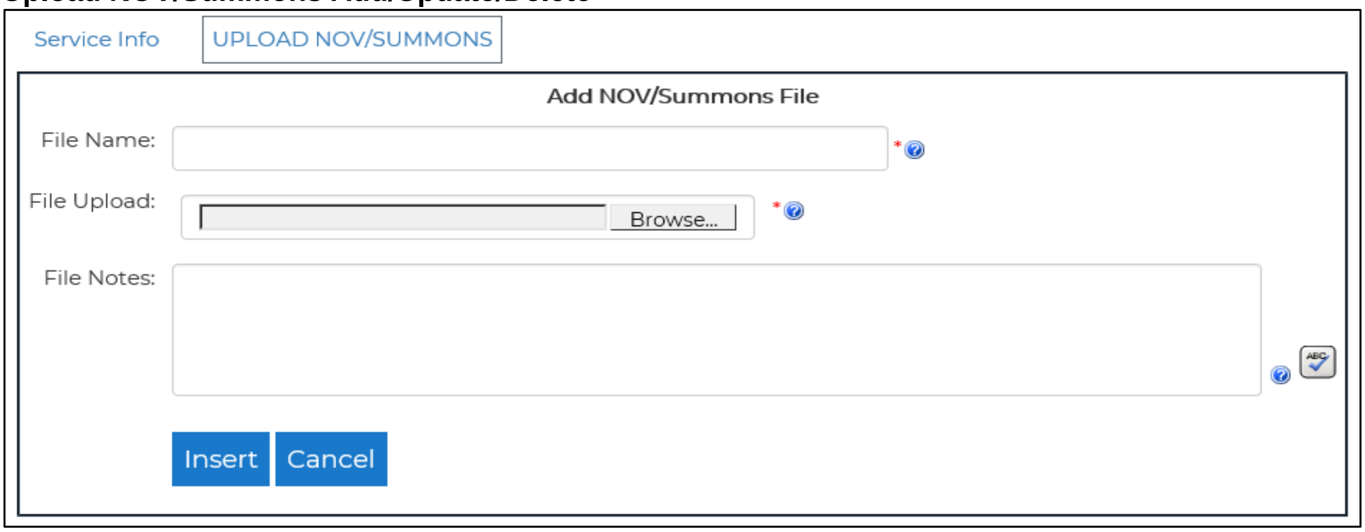


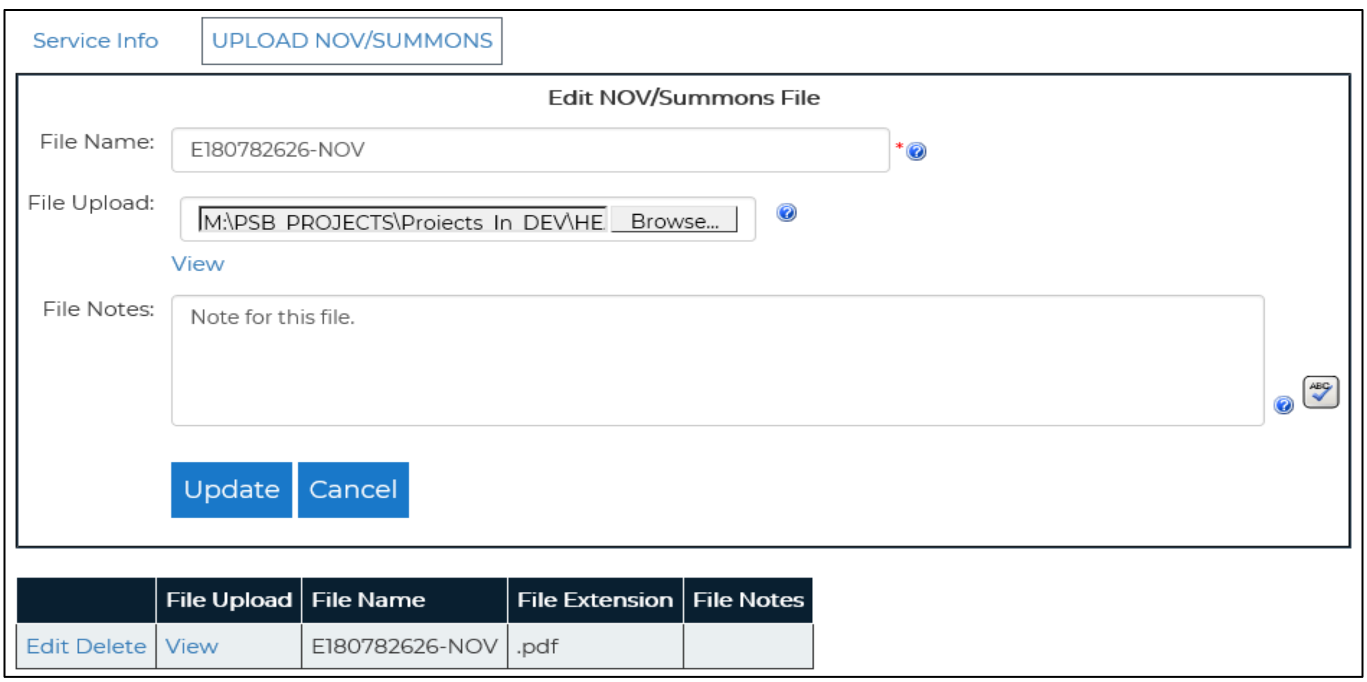
Description
Allows users to add/update/delete Service.
User Role
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete Service. Users with an Investigator role can add/update/delete Service associated with investigations assigned to them before the investigation is closed.
Navigation

Select a Service Investigation from an Incident, then click Service Tab: - To add a new Service Information, enter data and click Insert. - To edit the existing Service, make changes and click Update. - To delete a Service, click Delete.	
Inputs Input fields will vary depending on the type of Service investigation.	
Number of NOV Issued	Identifies the number of notice of violation is issued with this service. Must be a valid number equals to 0 or greater. Must be completed.
Number of Summons Issued	Identifies the number of summons is issued with this service. Must be a valid number equals to 0 or greater. Must be completed.
Turned Over to Inspections or Systems	Indicates if the service has been turned over to inspections or systems. Must be completed.
Number of Blastings	Identifies the number of blastings performed with this service. Visible only if the investigation type/category is Service – Blasting. Must be greater than or equal to 1.
Number of Truck Inspections	Identifies the number of truck inspections performed for this service. Visible only if the investigation type/category is Service – Commercial Truck Inspection. Must be greater than or equal to 1.
Address Location	Descriptive address location of the service. Must be completed.
Street	Street address of where the service occurred. Must be completed. Must be 100 characters of less.
Apt/Unit Number	Apartment/Unit number of street address where the service occurred. Must be 5 characters or less.
City	City name of where the service occurred. Must be completed. Must be 50 characters or less.
State	State where the service occurred. Must be completed. Must be 2 characters or less.
Zip Code	Zip code where the service occurred. Must be completed. Must be 10 characters or less.
Agency	Identifies the agency requesting this K9 service. Only visible for K9 Service. Must be completed for K9 Service.
Case Number	Identifies the case number from agency that requested this K9 service. Only visible for K9 Service. Must be 50 characters or less.
K9	Identifies the K9 who performed this K9 service. Only visible for K9 Service. Must be completed.
Type of Scene Search	Identifies the K9 scene search in this K9 service. Only visible for K9 Service. Must be completed.
Calibrated	Whether the K9 service was calibrated. Only visible for K9 Service. Must be completed.
Search Result Positive	Whether the search result of the K9 service is positive. Only visible for K9 Service. Must be completed.

Number of Alerts	Number of positive alerts found in this K9 service. Only visible for K9 Service where Search Result Positive is 'Yes'. Must be completed when Search Result Positive is 'Yes'. Must be between 1 and 99.
Buttons/Links	
Delete	Click to delete the Service. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when Service is displayed for editing. Click to save changes to the Service. If the Update is successful, a success message appears.
Insert	Click to Insert the new Service. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this service.

Upload NOV/Summons Add/Update/Delete

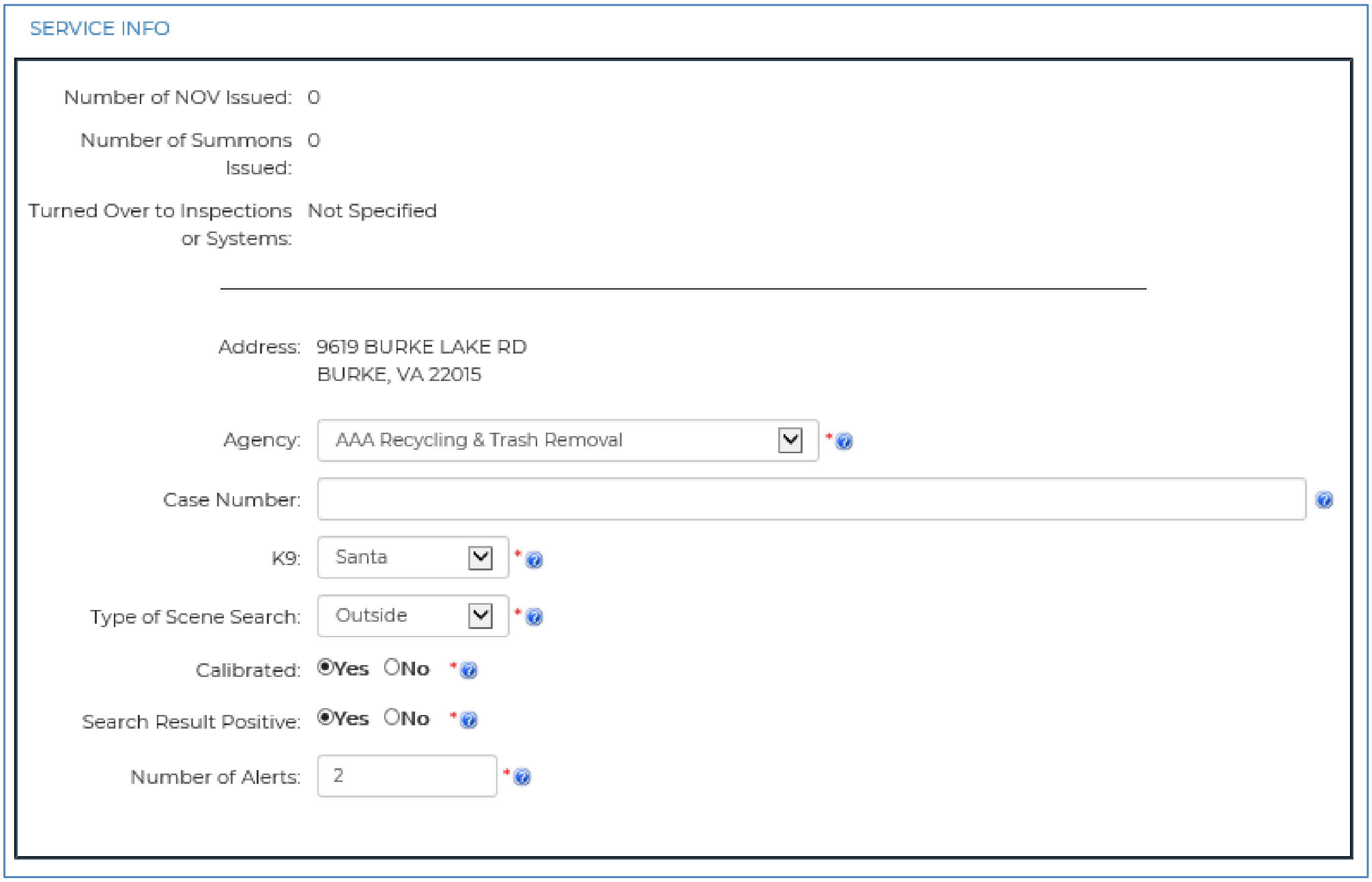




Description

Allows users to add/edit/delete NOV or Summons associated with the service.	
User Role	
SysAdmin, Supervisor, or Investigator Users with a SysAdmin or Supervisor role can always add/update/delete uploaded NOV or Summons. Users with an Investigator role can add/update/delete uploaded NOV or Summons that associated with investigations assigned to them if the investigation is open.	
Navigation	
Select a Service Investigation from an Incident, then click Service Tab. After the service is added, the Upload NOV/Summons tab will be visible only if either NOV issued or Summons issued set to true or one of these files have been uploaded.	
Inputs	
File Name	Descriptive name of the file to upload. Must be completed. Must be 50 characters or less.
File Upload	Identifies the file to upload for the incident. Must be completed. Must be 10 MB or less.
File Notes	Notes about the file. Must be 5000 characters or less.
Buttons/Links View button is visible to all logged in users. All other buttons/links are only visible to users with SysAdmin role or users with an Investigator role who are an assigned investigator for the investigation before it is closed.	
Insert	Click to insert a new NOV/Summons to the incident. If the insert is successful, a success message appears.
Update	Click to update the NOV/Summons file. If the update is successful, a success message appears.
Edit	Click to display the NOV/Summons file for editing.
Delete	Click to delete the NOV/Summons file. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Cancel	Click to disregard any changes to this NOV/Summons file.
View	Click to view the NOV/Summons file.
Browse	Click to navigate to where the file located to upload.

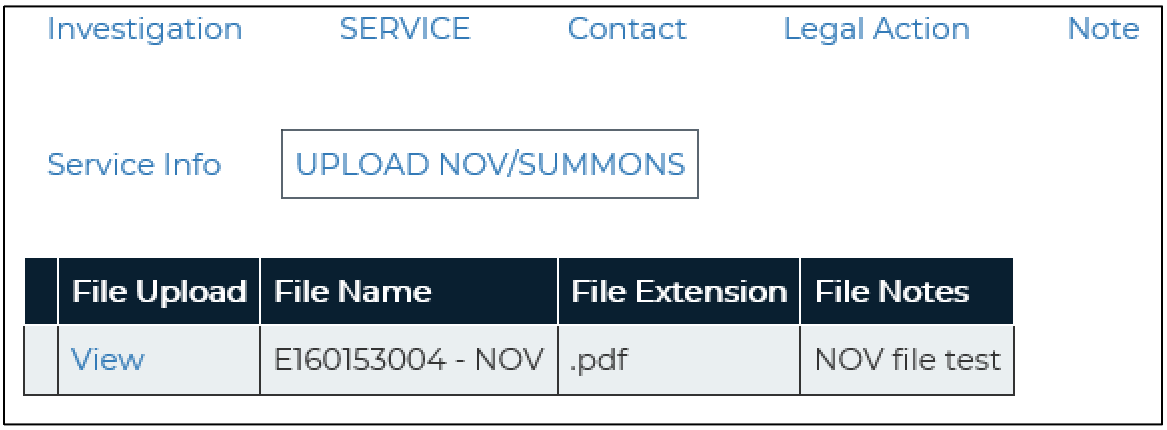
Service Read Only



Description	
Allows users to view Service.	
User Role	
ReadOnly, Investigator, or Evidence Custodian	
Navigation	
Select a Service Investigation from an Incident, then click Service Tab.	
Inputs	
Number of NOV Issued	Identifies the number of notice of violation issued with this service.
Number of Summons Issued	Identifies the number of summons issued with this service.
Turned Over to Inspections or Systems	Indicates if the service has been turned over to inspections or systems.
Number of Blastings	Identifies the number of blastings performed for this service. Visible only if the investigation type/category is Service – Blasting.
Number of Truck Inspections	Identifies the number of truck inspections performed for this service. Visible only if the investigation type/category is Service – Commercial Truck Inspection.
Address Location	Descriptive address location of the service.
Address	Address of where the service occurred.

Agency	Identifies the agency requesting this K9 service. Only visible for K9 Service.
Case Number	Identifies the case number from agency that requested this K9 service. Only visible for K9 Service.
K9	Identifies the K9 who performed this K9 service. Only visible for K9 Service.
Type of Scene Search	Identifies the K9 scene search in this K9 service. Only visible for K9 Service.
Calibrated	Whether the K9 service was calibrated. Only visible for K9 Service.
Search Result Positive	Whether the search result of the K9 service is positive. Only visible for K9 Service.
Number of Alerts	Number of positive alerts found in this K9 service. Only visible for K9 Service.

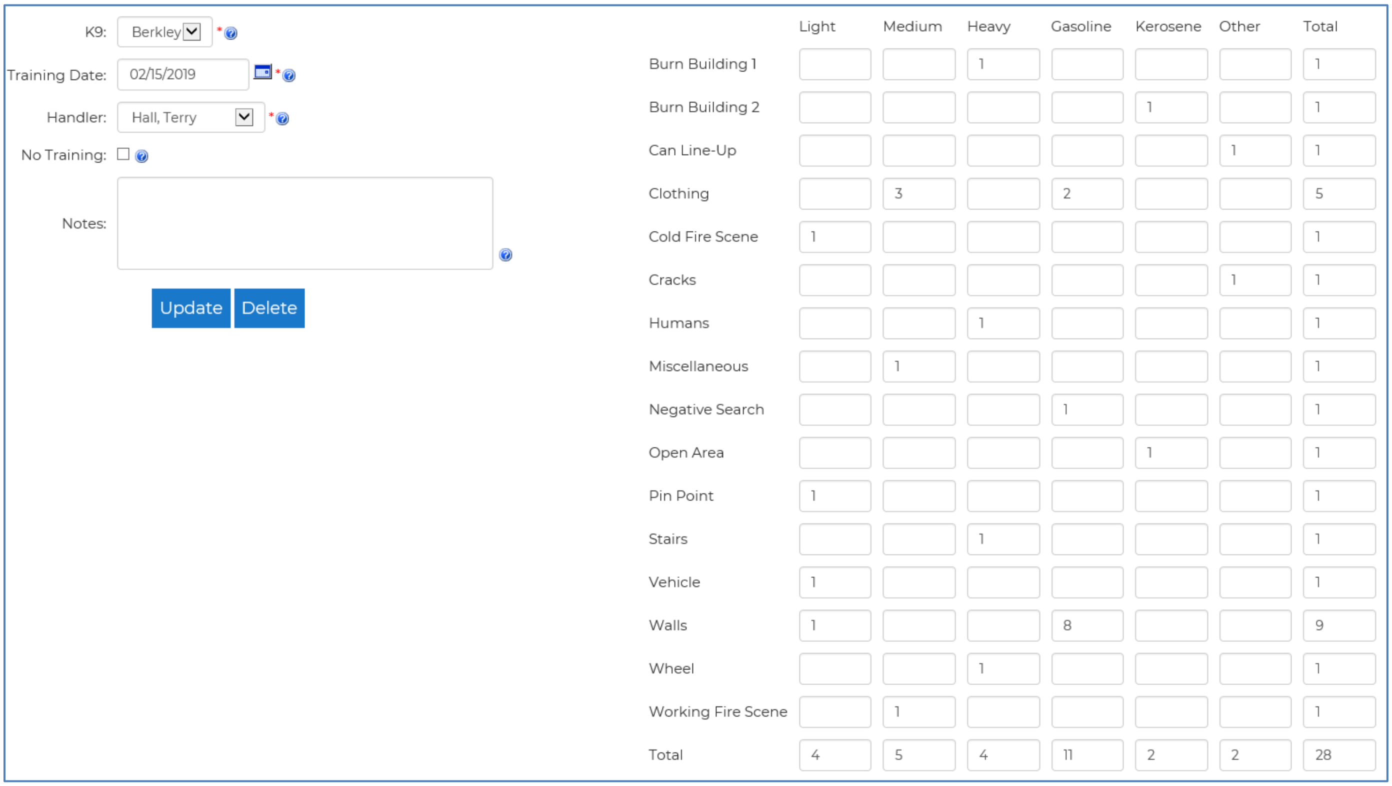
Upload NOV/Summons Read Only



Description	
Allows users to view NOV/Summons associated with the service.	
User Role	
ReadOnly, Investigator, or Evidence Custodian	
Navigation	
Select a Service Investigation from an Incident, then click Service Tab. The Upload NOV/Summons tab will be visible only if either NOV issued or Summons issued set to true or one of these files has been uploaded to associate it to this service.	
Columns	
File Name	Descriptive name of the file.
File Upload	Identifies the file has been uploaded for this service.
File Notes	Notes about the file.
Buttons/Links	
View	Click to view the file.

K9 Training

Only visible to K9 handlers. Allows K9 handlers to add/update/delete a K9 training record. Allows non-K9 handlers to view a K9 training record.



K9: Berkley

Training Date: 02/15/2019

Handler: Hall, Terry

No Training:

Notes:

Update Delete

	Light	Medium	Heavy	Gasoline	Kerosene	Other	Total
Burn Building 1			1				1
Burn Building 2					1		1
Can Line-Up						1	1
Clothing		3		2			5
Cold Fire Scene	1						1
Cracks						1	1
Humans			1				1
Miscellaneous		1					1
Negative Search				1			1
Open Area					1		1
Pin Point	1						1
Stairs			1				1
Vehicle	1						1
Walls	1			8			9
Wheel			1				1
Working Fire Scene		1					1
Total	4	5	4	11	2	2	28

Navigation	
Select K9 Training | K9 Training from the menu bar.	
Inputs	
K9	Identifies the K9 of this training record. Must be completed. All K9s are listed and order by end date and K9 name. Default to first K9 on the list. When a K9 is selected, if there exists a training record for a different K9 with the specified training date and handler, message 'There exists a training record on the selected date for a different K9 or handler.' appears.
Training Date	Date of the K9 training. Must be completed. Must be on or before the current date. Default to current date. When a training date is specified, if there exists a training record with the same training date and K9 and different handler, or same training date and handler with different K9, message 'There exists a training record on the selected date for a different K9 or handler.' appears.
Handler	Identifies the person who handled the K9 training. Must be completed. All handlers are listed and order by end date and handler name. Default to first K9 Handler on the list. When a handler is selected, if there exists a training record for a different K9 with the specified training date and handler, message 'There exists a training record on the selected date for a different K9 or handler.' appears.
No Training	Indicates that no training occurred for the specified K9, Handler, and Date. If checked, Training Details is not required and not visible. If not checked, Training Details is required.

Notes	Notes about this K9 training. Must be 2000 characters or less.
Training Details (grid)	Only visible when No Training checkbox is not checked. Training accelerants are listed horizontally, sorted by accelerant order specified in the Training Accelerant lookup page. Training activities are listed vertically, sorted by activity order specified in the Training Activity lookup page. Total column displays total repetitions for each activity. Total row displays total repetitions for each accelerant. The last box in the bottom right corner of the grid displays the grand total of repetitions for the training. Totals are only calculated after the Save button is clicked. Total boxes are not editable. Specify the training repetition for each combination of accelerant and activity. Repetition must be a valid number between 1 and 9.
Buttons/Links	
Insert	Click to insert the new training record and the associated training details. Only visible for K9 handlers. If the No Training box is not checked, there must be at least one detail record for the K9 training. Combination if training date, K9, and handler must be unique. If the insert is successful, a success message appears.
Update	Click to update the existing training record and the associated training details. Only visible for K9 handlers. If the No Training box is not checked, there must be at least one detail record for the K9 training. If the No Training box is checked, all existing Training Detail records will be deleted. Combination if training date, K9, and handler must be unique. If the update is successful, a success message appears.
Delete	Click to delete the training record and the associated training details. Only visible for K9 handlers. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

Supervisor

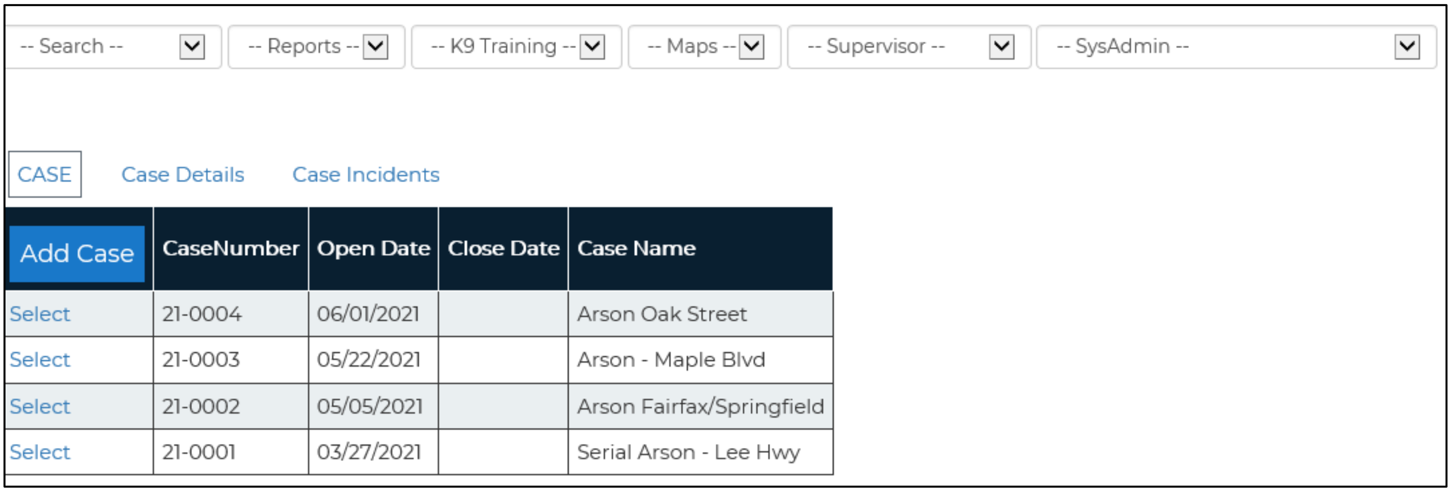
Allows SysAdmin and Supervisor users to perform case management functions and to add/update manual incidents.

Case Management

Allows SysAdmin and Supervisor users to add/update/delete case information. Case management is used to track incendiary (or possible incendiary) incidents to identify fire related serial crimes.

Description
Allows users to add/update/delete a case.
User Role
Supervisor or SysAdmin
Navigation
Select Supervisor | Case Management from the menu bar.

Case Add/Select



Description	
Allows users to add/select a Case.	
User Role	
SysAdmin or Supervisor. Users with a SysAdmin or Supervisor role can add a Case or select a Case to edit.	
Navigation	
Select Case Management from the Supervisor menu: - To add a new Case, click Add. - To edit a Case, click Select next to the desired Case Number in the list.	
Buttons/Links	
Add Case	Click to add a new Case.
Select	Click to select the Case for editing.

Case Details Add/Update/Delete


Case | CASE DETAILS | Case Incidents

Add Case

Case Number:

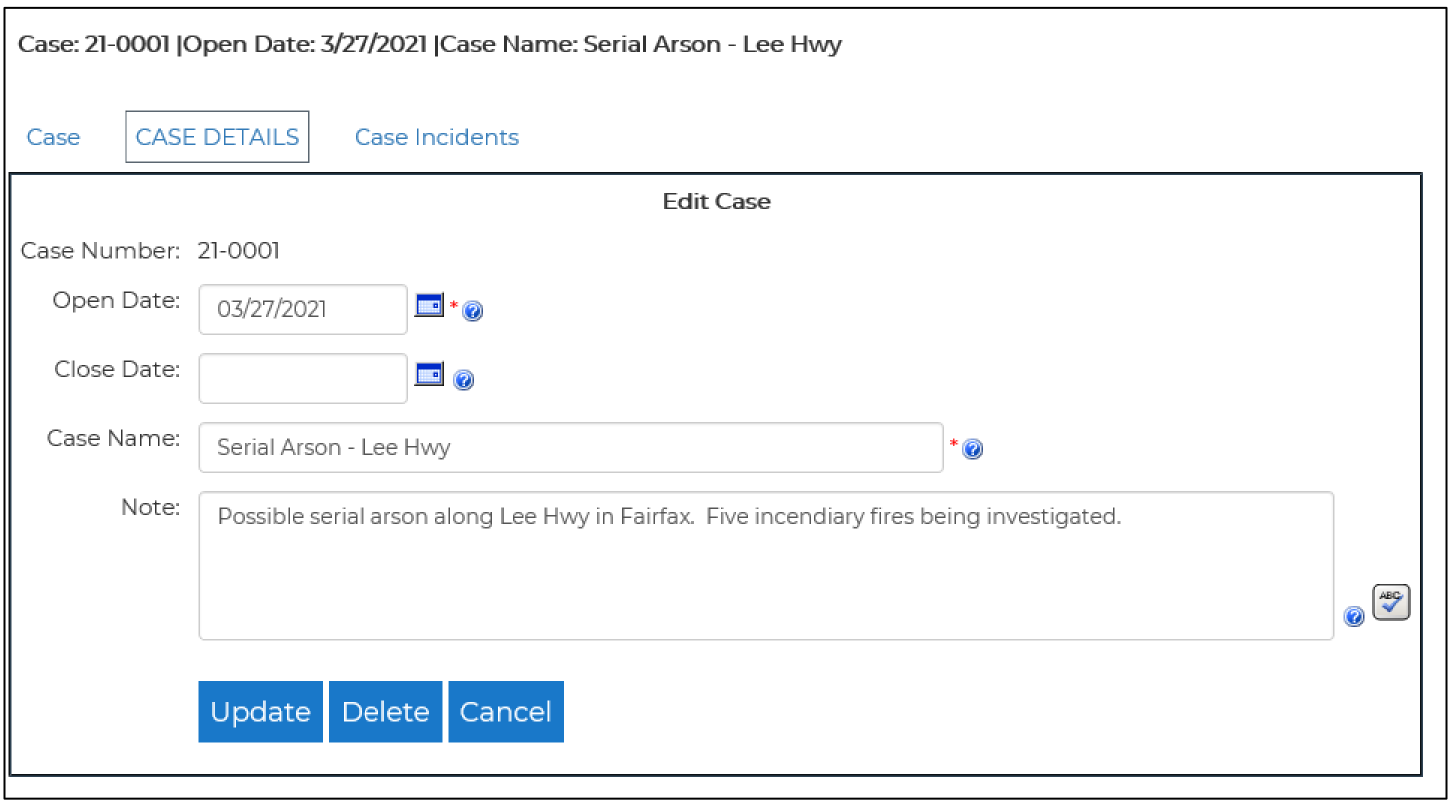
Open Date: 06/10/2021 *

Close Date:

Case Name: *

Note:

Insert | Cancel


Case: 21-0001 |Open Date: 3/27/2021 |Case Name: Serial Arson - Lee Hwy

Case | CASE DETAILS | Case Incidents

Edit Case

Case Number: 21-0001

Open Date: 03/27/2021 *

Close Date:

Case Name: Serial Arson - Lee Hwy *

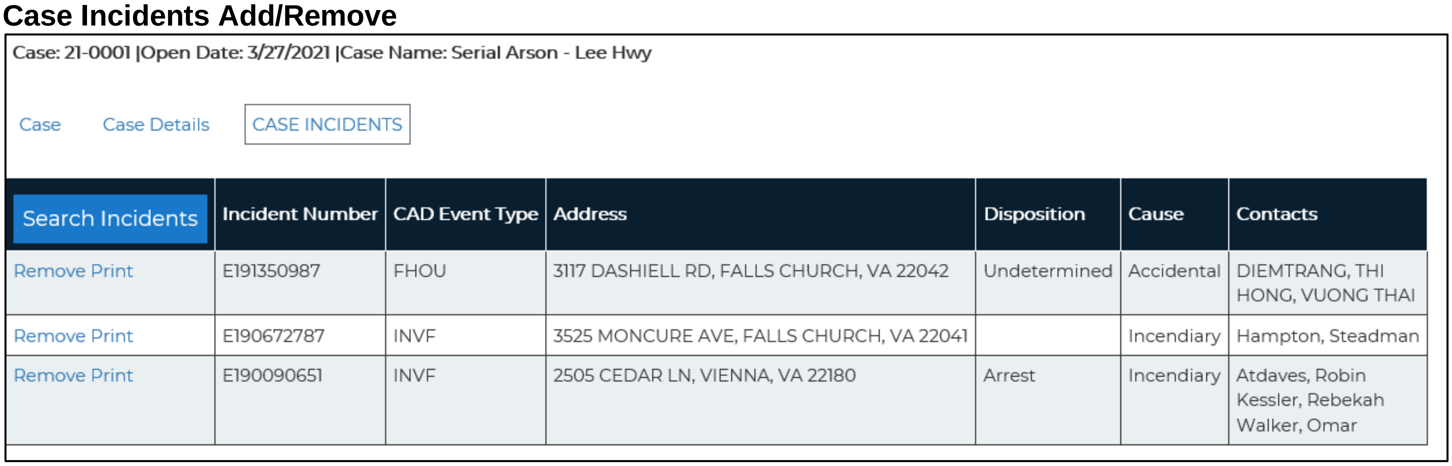
Note: Possible serial arson along Lee Hwy in Fairfax. Five incendiary fires being investigated.

Update | Delete | Cancel

Description
Allows users to add/update/delete Case Details.
User Role

SysAdmin or Supervisor. Users with a SysAdmin or Supervisor can add/update/delete Case Details.	
Navigation	
Select a Case, then click Case Details tab: - To add new Case Details, enter data and click Insert. - To edit Case Details, modify data and click Update. - To delete Case Details, click Delete.	
Inputs	
Case Number	System generated case number. Case Number is visible only if Case is selected for edit.
Open Date	Date a case was opened. Must be completed. Must be a valid date.
Close Date	Date a case was closed. Must be a valid date. Close Date must be on or after Open Date.
Case Name	Description of case. Must be completed. Must be 500 characters or less.
Note	Additional information pertinent to a case.
Buttons/Links	
Delete	Click to delete the case details. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. All related incidents for the case will be cleared.
Insert	Click to insert the new case details. If the Insert is successful, a success message appears.
Update	Only visible when Case Details is displayed for editing. Click to save changes to the Case Details. If the update is successful, success message appears.
Cancel	Click to disregard any changes to this case details and return to the Case list.

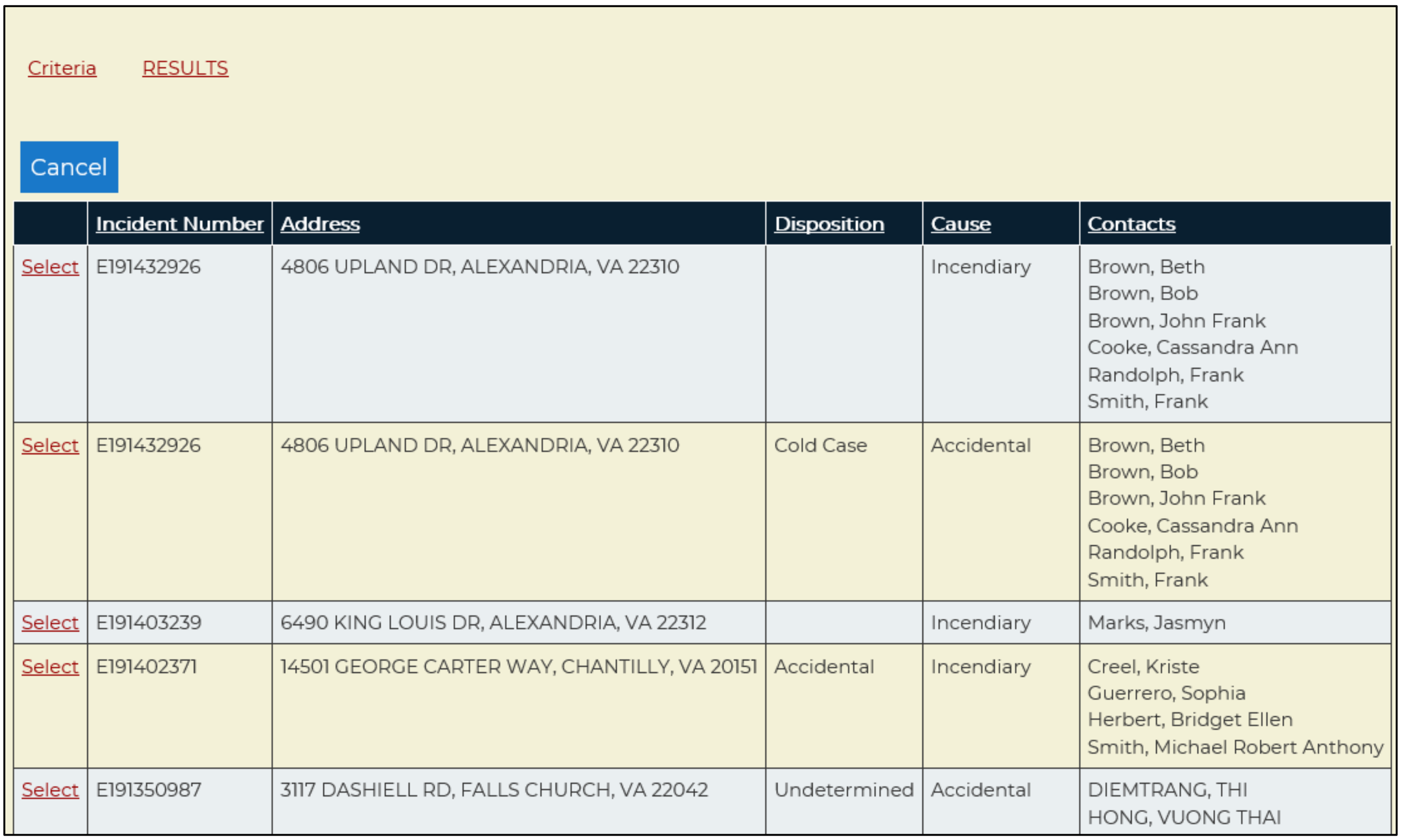
Case Incidents Add/Remove



Description
Allows users to add/remove Case Incidents related to a case.
User Role

SysAdmin or Supervisor. Users with a SysAdmin or Supervisor can add/remove Case Incidents.	
Navigation	
Select a Case, then click Case Incidents tab: - To add a new related Case Incident, click Search Incidents and select case related incident. - To remove a Case Incident, click Remove. - To print an Incident Summary Report for a Case Incident, click Print.	
Buttons/Links	
Search Incidents	Click to search for related incendiary incidents.
Remove	Click to remove the related incident from the case. A confirmation message appears. Click OK to continue the remove.
Print	Click to print an Incident Summary Report for the incident.

Case Incident Search Results


Criteria RESULTS

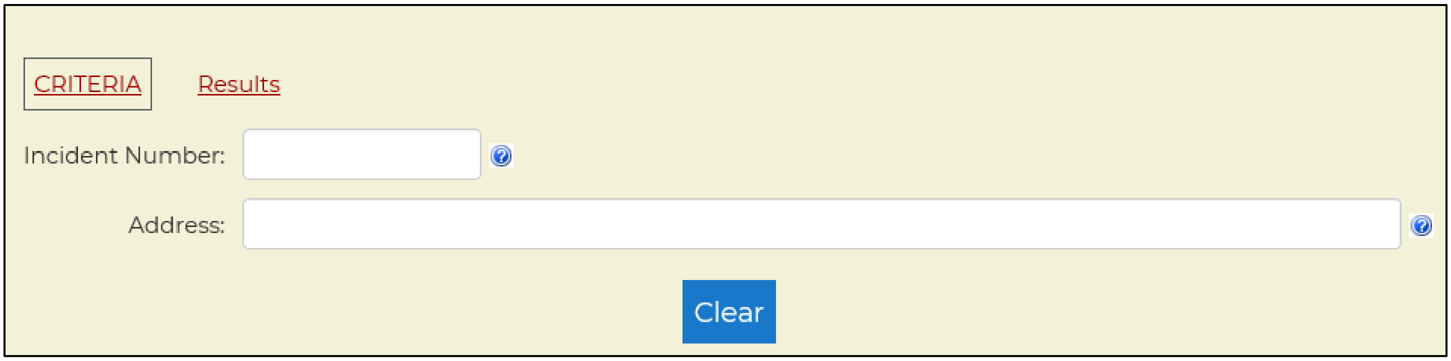
Cancel

	Incident Number	Address	Disposition	Cause	Contacts
Select	E191432926	4806 UPLAND DR, ALEXANDRIA, VA 22310		Incendiary	Brown, Beth Brown, Bob Brown, John Frank Cooke, Cassandra Ann Randolph, Frank Smith, Frank
Select	E191432926	4806 UPLAND DR, ALEXANDRIA, VA 22310	Cold Case	Accidental	Brown, Beth Brown, Bob Brown, John Frank Cooke, Cassandra Ann Randolph, Frank Smith, Frank
Select	E191403239	6490 KING LOUIS DR, ALEXANDRIA, VA 22312		Incendiary	Marks, Jasmyn
Select	E191402371	14501 GEORGE CARTER WAY, CHANTILLY, VA 20151	Accidental	Incendiary	Creel, Kriste Guerrero, Sophia Herbert, Bridget Ellen Smith, Michael Robert Anthony
Select	E191350987	3117 DASHIELL RD, FALLS CHURCH, VA 22042	Undetermined	Accidental	DIEMTRANG, THI HONG, VUONG THAI

Description
The Case Incident Search Results default to all incendiary incidents and possible incendiary incidents. The search results can be narrowed down by using the Criteria link and entering a specific incident number or a full or partial address.
User Role
SysAdmin or Supervisor.

Users with a SysAdmin or Supervisor role can search Incidents when relating incidents to a case.	
Navigation	
After the Search Incidents button is clicked, the Case Search Results will display the incidents found or the message “no incidents found”.	
Buttons/Links	
Select	Click to relate the incident to the case.
Cancel	Click to go back to the Case Incidents page.
Criteria	Click to view or change search criteria.
Results	Click to view the list of incendiary incident results.

Case Incident Search Criteria

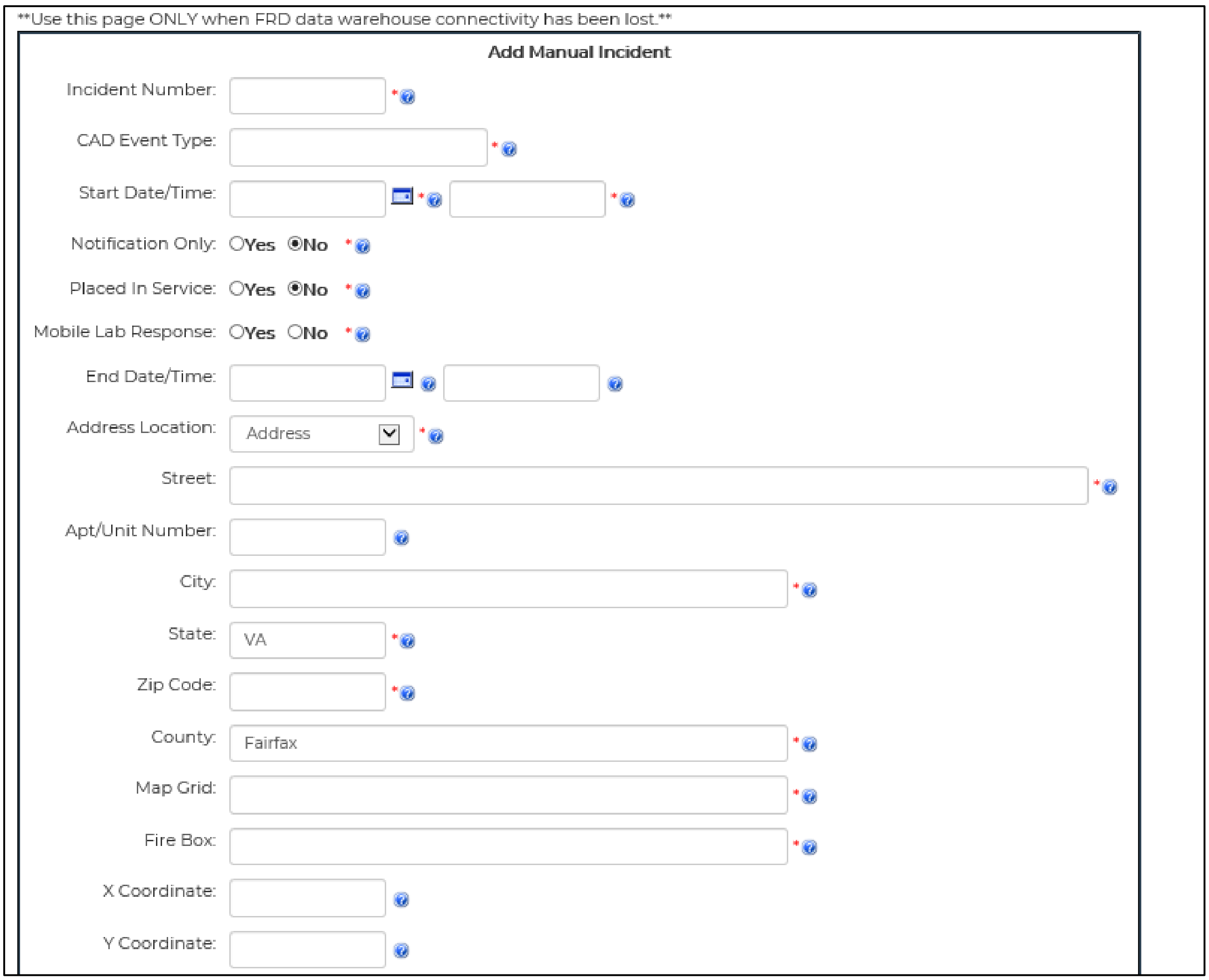


Description	
Allows users to search incendiary incidents or possible incendiary incidents to relate to a case. The system searches the database by incident number or a full or partial address. If an incident number is entered with an address, only the incident number will be used in the search criteria. Only incendiary incidents or possible incendiary incidents are retrieved from the database.	
User Role	
SysAdmin or Supervisor Users with a SysAdmin or Supervisor role can search incendiary incidents when adding incidents to a case.	
Navigation	
Click the Criteria link on the Case Incidents Results page to change the search criteria for a different search.	
Inputs	
Incident Number	Enter an incident number to search or leave blank for all incidents. Must be a letter followed by 9 digits. If specified, the system will search for the incident number and all other criteria will be disregarded.
Address	Enter a few letters of a street address where an incident occurred to search or leave blank for all addresses. Must be 100 characters or less. If specified, the system will search for incendiary incidents with any part of the address that matches the string entered.
Buttons/Links	
Results	Click to view the list of incendiary incident results.
Clear	Click to clear the input fields.

Manual Incidents

Allows SysAdmin and Supervisor users to add/update an incident when the FRD data warehouse connectivity is lost for an extended period. This function should be used sparingly and with caution.

Description
Allows users to manually add/edit an incident. Once the incident is created it can be accessed through the Incident Search tab to enter related investigation information.
User Role
Supervisor or SysAdmin
Navigation
Select Manual Incidents | Manual Incidents from the menu bar.



Use this page ONLY when FRD data warehouse connectivity has been lost.

Add Manual Incident

Incident Number: *

CAD Event Type: *

Start Date/Time: * *

Notification Only: Yes No *

Placed In Service: Yes No *

Mobile Lab Response: Yes No *

End Date/Time:

Address Location: Address *

Street: *

Apt/Unit Number:

City: *

State: VA *

Zip Code: *

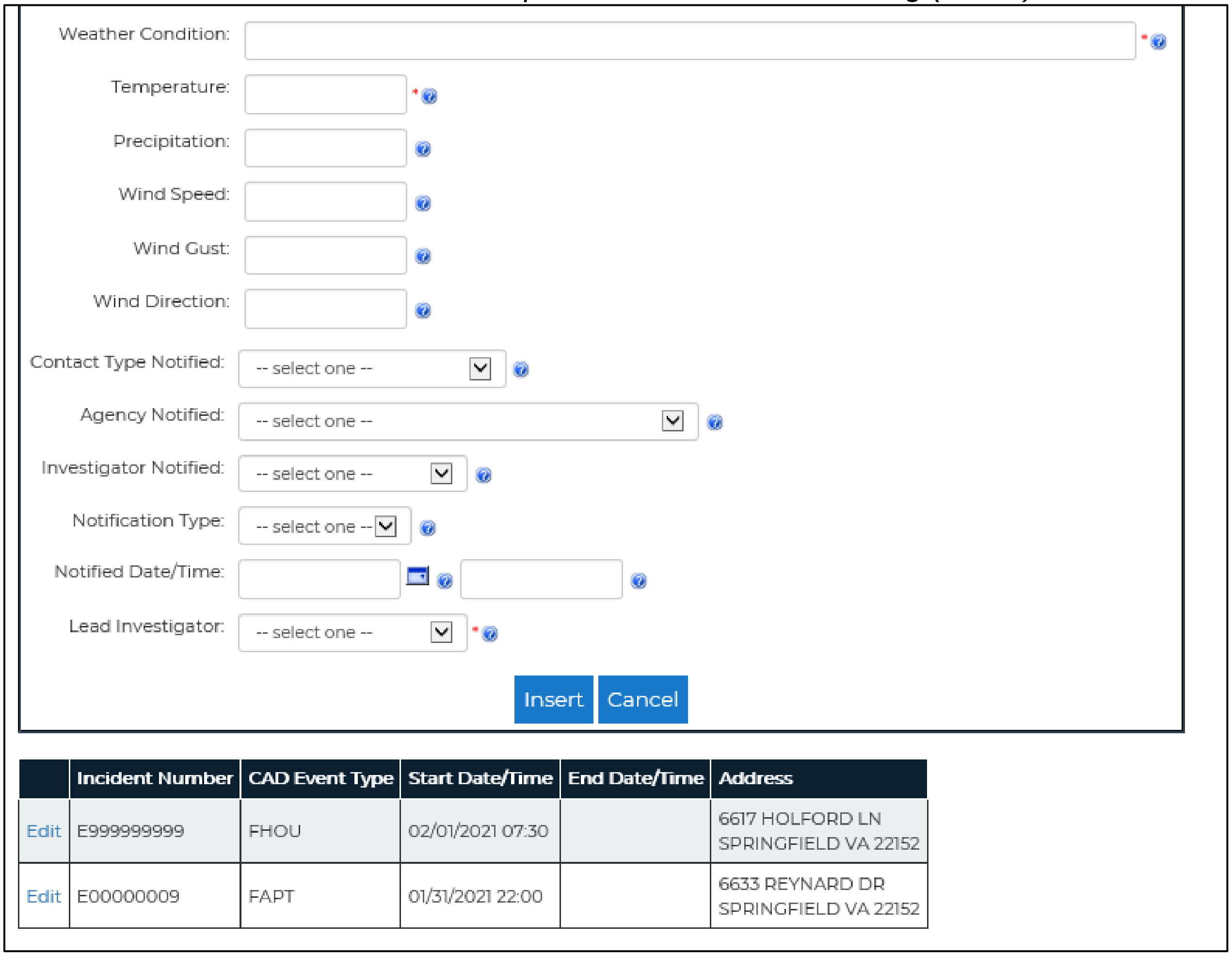
County: Fairfax *

Map Grid: *

Fire Box: *

X Coordinate:

Y Coordinate:



Weather Condition: *

Temperature: *

Precipitation:

Wind Speed:

Wind Gust:

Wind Direction:

Contact Type Notified: -- select one --

Agency Notified: -- select one --

Investigator Notified: -- select one --

Notification Type: -- select one --

Notified Date/Time:

Lead Investigator: -- select one -- *

Insert Cancel

	Incident Number	CAD Event Type	Start Date/Time	End Date/Time	Address
Edit	E999999999	FHOU	02/01/2021 07:30		6617 HOLFORD LN SPRINGFIELD VA 22152
Edit	E00000009	FAPT	01/31/2021 22:00		6633 REYNARD DR SPRINGFIELD VA 22152

Inputs	
Incident Number	Identifies the unique number assigned by the CAD system to identify this incident. Must be completed. Must begin with letter 'E' followed by 9 digits. Incident number must be unique.
CAD Event Type	Identifies the CAD event type of this incident. Must be completed.
Start Date/Time	Start date and time of the incident. Must be completed. Must be a valid date and time.
Notification Only	Identifies notification only incident. Must be completed.
Placed In Service	Identifies placed in service incident. End Date/Time will be auto-populated when 'Yes' is selected.
Mobile Lab Response	Identifies if a mobile lab responded to an incident. Must be completed.
End Date/Time	End date and time of the incident. Must be a valid date and time. End Date/Time must be on or after Start Date/Time.
Address Location	Descriptive address location of the incident. Must be completed.

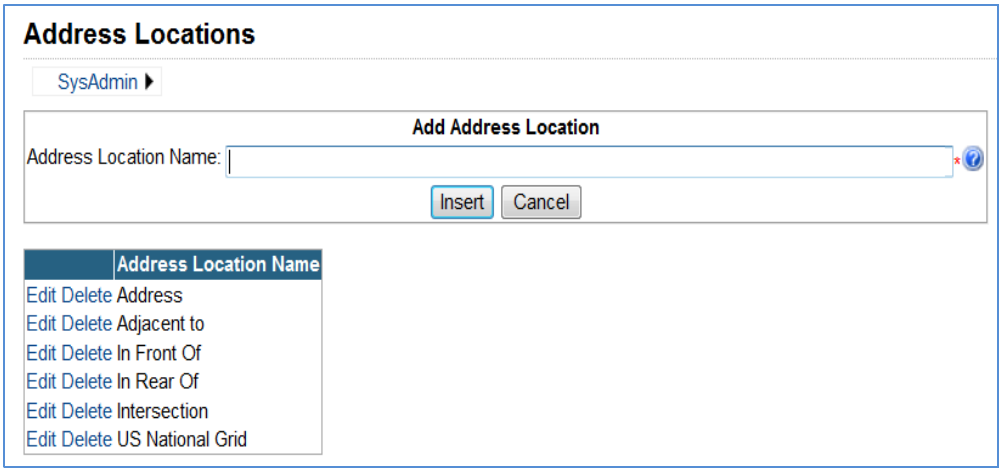
Street	Identifies the street address of where the incident occurred. Must be completed. Must be 100 characters or less. Address is verified using the Fairfax County Master Address Repository (MAR) web service and the USPS Mailing Address Verification (MAV) web service.
Apt/Unit Number	Identifies the apartment or unit number where the incident occurred.
Intersection	Only visible if address location is 'Intersection'. If address location is an intersection, street address of the intersection must be completed. Must be 100 characters or less.
City	Identifies the city name of where the incident occurred. Must be completed. Must be 50 characters or less.
State	Identifies the state where the incident occurred. Must be completed. Must be 2 characters or less. Default to 'VA'
Zip Code	Identifies the zip code where the incident occurred. Must be completed. Must be 10 characters or less.
County	Identifies the county where the incident occurred. Must be completed. Must be 50 characters or less. Default to 'Fairfax'
Map Grid	Identifies the map grid for the incident location. Must be completed. Must be 50 characters or less.
Fire Box	Identifies the fire box for the incident location. Must be completed. Must be 50 characters or less.
Weather Condition	Identifies the weather conditions (i.e., sunny, cloudy) during the incident. Must be completed. Must be 100 characters or less.
Temperature	Identifies the approximate temperature (in Fahrenheit) during the incident. Must be completed. Must be a valid number. Temperature must be between -50 and 150.
Precipitation	Identifies the amount of precipitation (in inches) during the incident. Must be a valid number.
Wind Speed	Identifies the wind speed (in mph) during the incident. Must be a valid number.
Wind Gust	Identifies the wind gust speed (in mph) during the incident. Must be a valid number.
Wind Direction	Identifies the wind direction during the incident. Must be 10 characters or less.
Contact Type Notified	Identifies the type of person that made the notification of the incident.
Agency Notified	Identifies the agency that notified the Fire Marshal Investigation Branch about the incident.
Investigator Notified	Identifies the first investigator notified of the incident.
Notification Type	Identifies how the notification was made to the investigator.
Notified Date/Time	Date and time the first investigator was notified of the incident. Must be a valid date. Must be on or after Start Date/Time.
Lead Investigator	Identifies the lead investigator for the incident. Must be completed.
Buttons/Links Delete is not available. Notify the appropriate DIT-PSB personnel if an incident is required to be deleted.	

Edit	Click to edit an incident.
Insert	Click to insert the incident into the HEAT application. If the insert is successful, a success message appears. Address will be verified using the Master Address Repository (MAR) web service. If not found, the address will then be verified against the U.S. Postal Service Address Verification web service (MAV).
Update	Click to update the incident. If the update is successful, a success message appears. Address will be verified using the Master Address Repository (MAR) web service. If not found, the address will then be verified against the U.S. Postal Service Address Verification web service (MAV).
Cancel	Click to disregard any changes to the incident.

SysAdmin

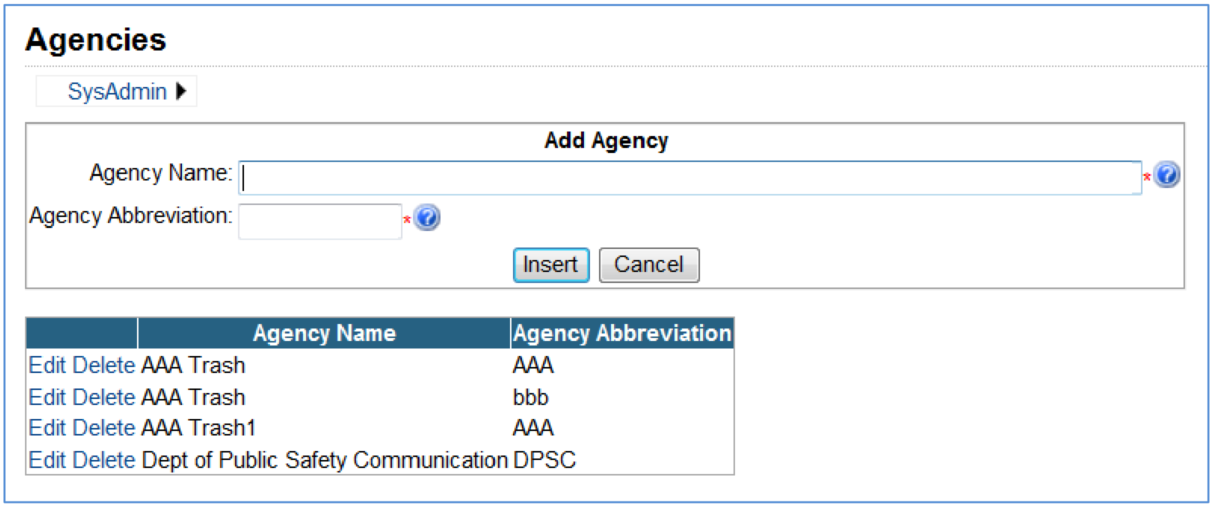
Allows SysAdmin users to add/update/delete an entry in a lookup table.

Lookup Tables – Address Locations



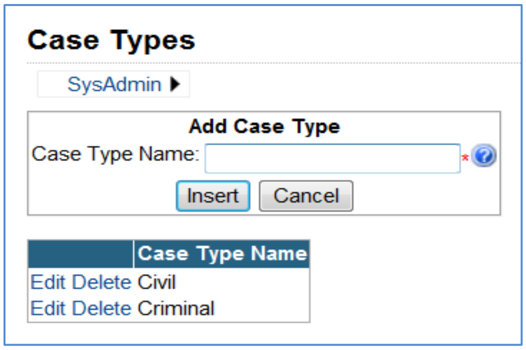
Navigation	
Select SysAdmin | Address Locations from the menu bar.	
Inputs	
Address Location Name	Identifies each Address Location. Must be completed. Must be 100 characters or less.
Buttons/Links	
Edit	Click to edit an Address Location.
Insert	Click to insert the new Address Location. Address Location Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this address location.
Update	Only visible in Edit mode. Click to save changes to the Address Location. Address Location Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Address Location. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Address Location cannot be deleted if associated with any Incident.

Lookup Tables – Agencies



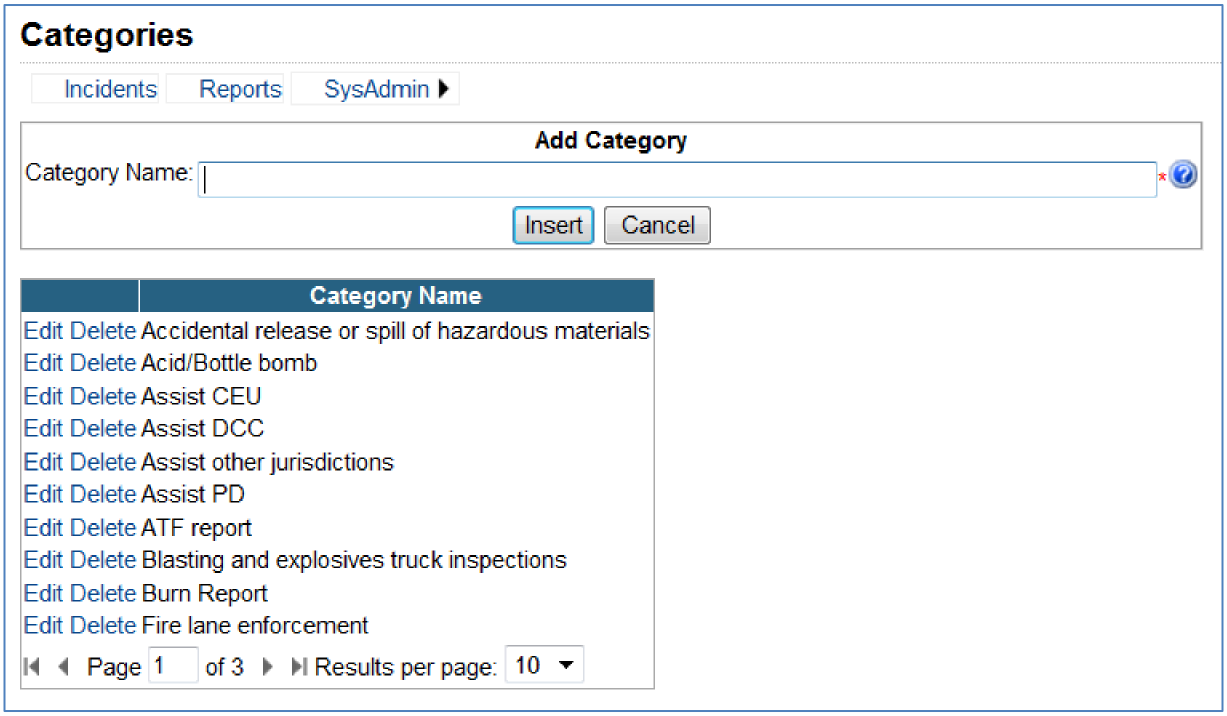
Navigation	
Select SysAdmin | Agencies from the menu bar.	
Inputs	
Agency Name	Full name of each Agency. Must be completed. Must be 100 characters or less.
Agency Abbreviation	Abbreviation name of each Agency. Must be completed. Must be 10 characters or less.
Buttons/Links	
Edit	Click to edit the Agency.
Insert	Click to insert the new Agency. A combination of Agency Name & Agency Abbreviation must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this agency.
Update	Only visible in Edit mode. Click to save changes to the Agency. A combination of Agency Name & Agency Abbreviation must be unique. If the update is successful, success message appears.
Delete	Click to delete the Agency. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Agency may not be deleted when it is associated with any Incident.

Lookup Tables – Case Types



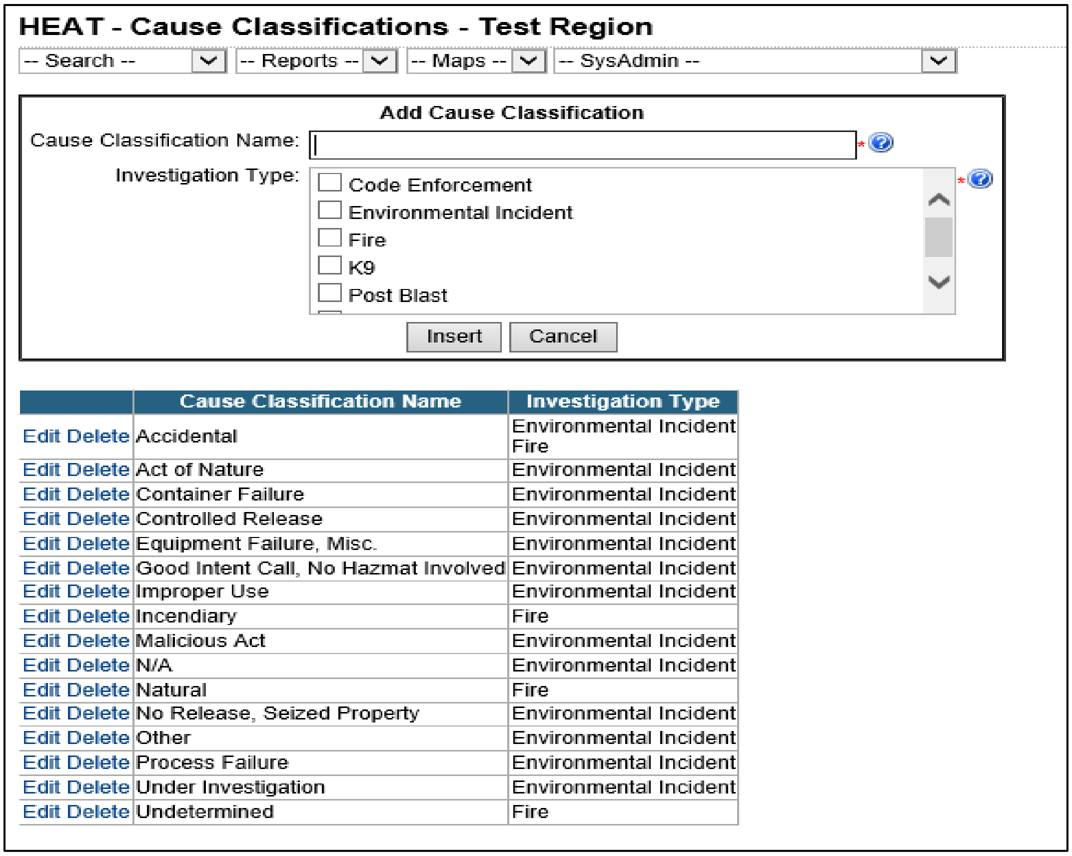
Navigation	
Select SysAdmin | Case Types from the menu bar.	
Inputs	
Case Type Name	Identifies each Case Type. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit the Case Type.
Insert	Click to insert the new Case Type. Case Type Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this case type.
Update	Only visible in Edit mode. Click to save changes to the Case Type. Case Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Case Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Case Type cannot be deleted if associated with any Legal Action.

Lookup Tables – Categories



Navigation	
Select SysAdmin | Categories from the menu bar.	
Inputs	
Category Name	Identifies the name of the Category. Must be completed.
Buttons/Links	
Edit	Click to edit a Category.
Insert	Click to insert the new Category. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this category.
Update	Only visible in Edit mode. Click to save changes to the Category. If the update is successful, success message appears.
Delete	Click to delete the Category. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Category cannot be deleted if associated with any Investigation.

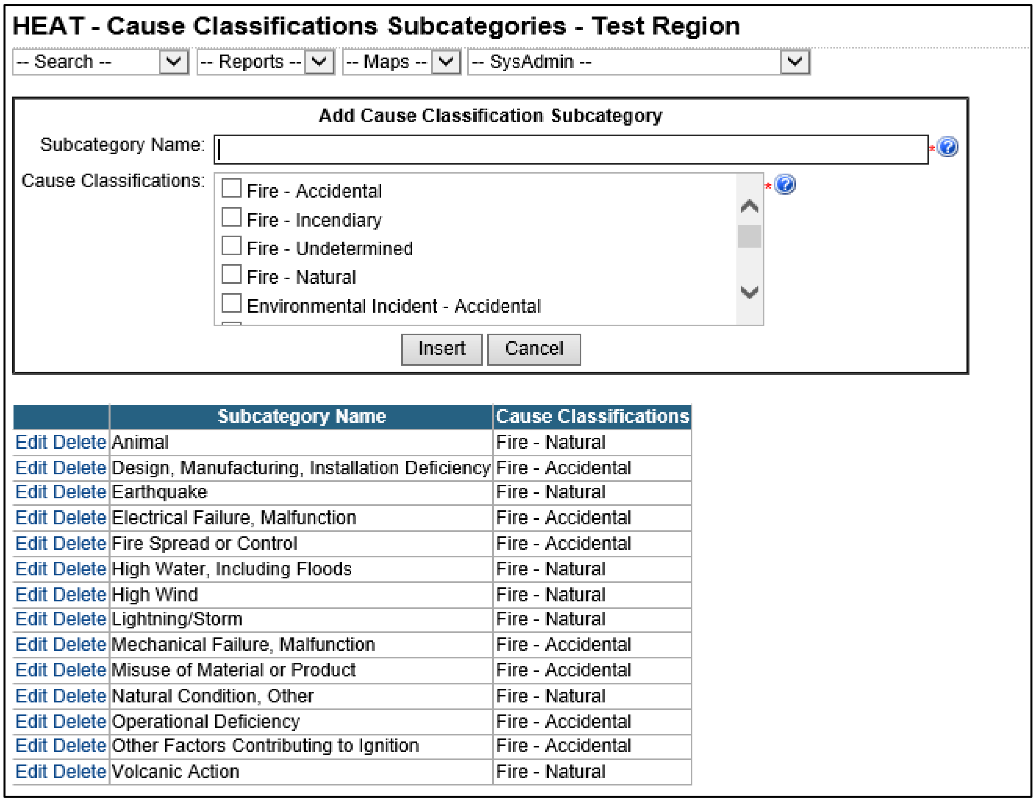
Lookup Tables – Cause Classifications



Navigation	
Select SysAdmin | Cause Classifications from the menu bar.	
Inputs	
Cause Classification Name	Identifies each Cause Classification. Must be completed. Must be 50 characters or less.
Investigation Type	Identifies Investigation Types. Must be completed. Can select multiple investigation types.
Buttons/Links	
Edit	Click to edit the Cause Classification and/or Investigation Types it is assigned to.
Insert	Click to insert the new Cause Classification and the investigation types it is assigned to. Cause Classification Name must be unique. Combination of Cause Classification and Investigation Type must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this assignment between cause classification and investigation type.
Update	Only visible in Edit mode. Click to save changes to the Cause Classification Name and/or investigation types it is assigned to. Combination of Cause Classification and Investigation Type must be unique. Cause Classification Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Cause Classification and its assignment to investigation types. A confirmation message appears. Click OK to continue the delete. If the delete is successful,

	a success message appears. Cause Classification cannot be deleted if associated with any Origin Cause or Environmental.

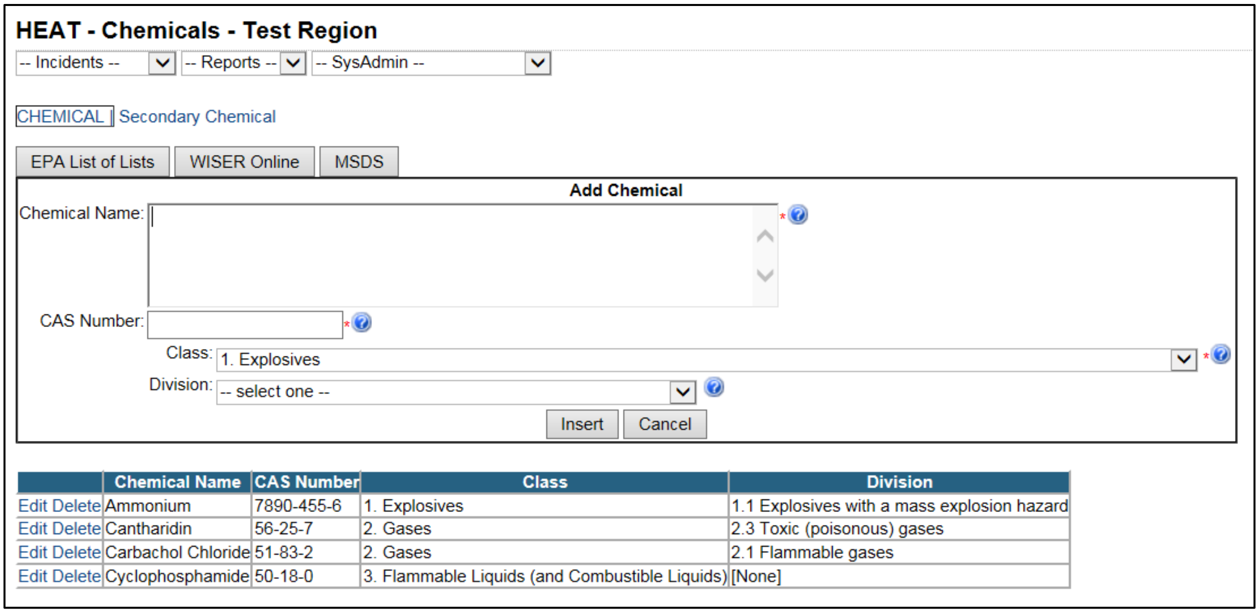
Lookup Tables – Cause Classifications Subcategories



Navigation	
Select SysAdmin | Cause Classifications Subcategories from the menu bar.	
Inputs	
Subcategory Name	Identifies each Subcategory. Must be completed. Must be 100 characters or less.
Cause Classifications	Identifies Cause Classifications. Must be completed. Can select multiple cause classifications.
Buttons/Links	
Edit	Click to edit the Subcategory and/or Cause Classifications it is assigned to.
Insert	Click to insert the new Subcategory and the Cause Classifications it is assigned to. Subcategory Name must be unique. Combination of Subcategory and Cause Classification must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this assignment between subcategory and cause classification.
Update	Only visible in Edit mode. Click to save changes to the Subcategory Name and/or its assignments to Cause Classifications. Combination of Subcategory and Cause Classification must be unique. Subcategory Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Subcategory and its assignment to Cause Classifications. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Subcategory cannot be deleted if associated with any Origin Cause.

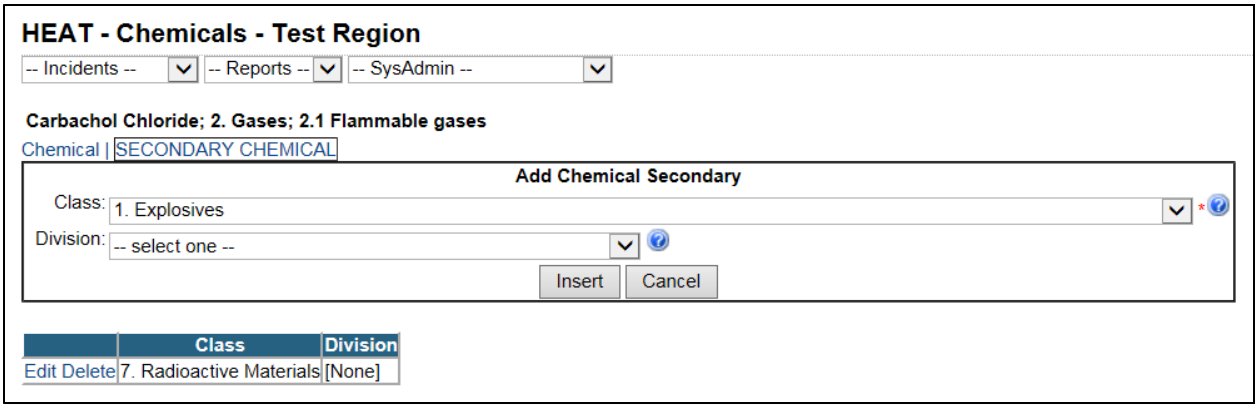
Lookup Tables – Chemicals

Add/Edit/Delete Chemical



Navigation	
Select SysAdmin | Chemicals from the menu bar.	
Inputs	
Chemical Name	Identifies each Chemical. Must be completed. Must be 50 characters or less.
CAS Number	Number assigned by the Chemical Abstracts Service to identify the chemical. Must be completed. Must be 20 characters or less.
Class	Identifies the Class that the Chemical belongs to. Must be completed.
Division	Identifies the Division that the Chemical belongs to. • Divisions may not exist for all Classes. The Division will be automatically populated with "[None]" to demonstrate that a Division does not exist for the selected Class.
Buttons/Links	
Edit	Click to edit a Chemical.
Insert	Click to insert the new Chemical. Chemical Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this chemical.
Update	Only visible in Edit mode. Click to save changes to the Chemical. Chemical Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Chemical. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Chemical cannot be deleted if associated with any Environmental Investigation.

Add/Edit/Delete Secondary Chemical



Navigation

After a Chemical has been added or selected for view, click the Secondary Chemical tab.
To view the information of an existing Secondary Chemical, click Select next to the Class in the list.

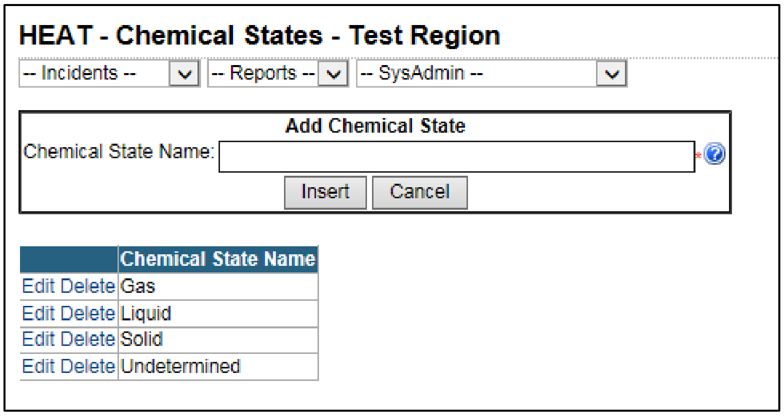
Inputs

Class	Identifies the Secondary Class that the Chemical belongs to. Must be completed.
Division	Identifies the Secondary Division that the Chemical belongs to. • Divisions may not exist for all Classes. The Division will be automatically populated with "[None]" to demonstrate that a Division does not exist for the selected Class.

Buttons/Links

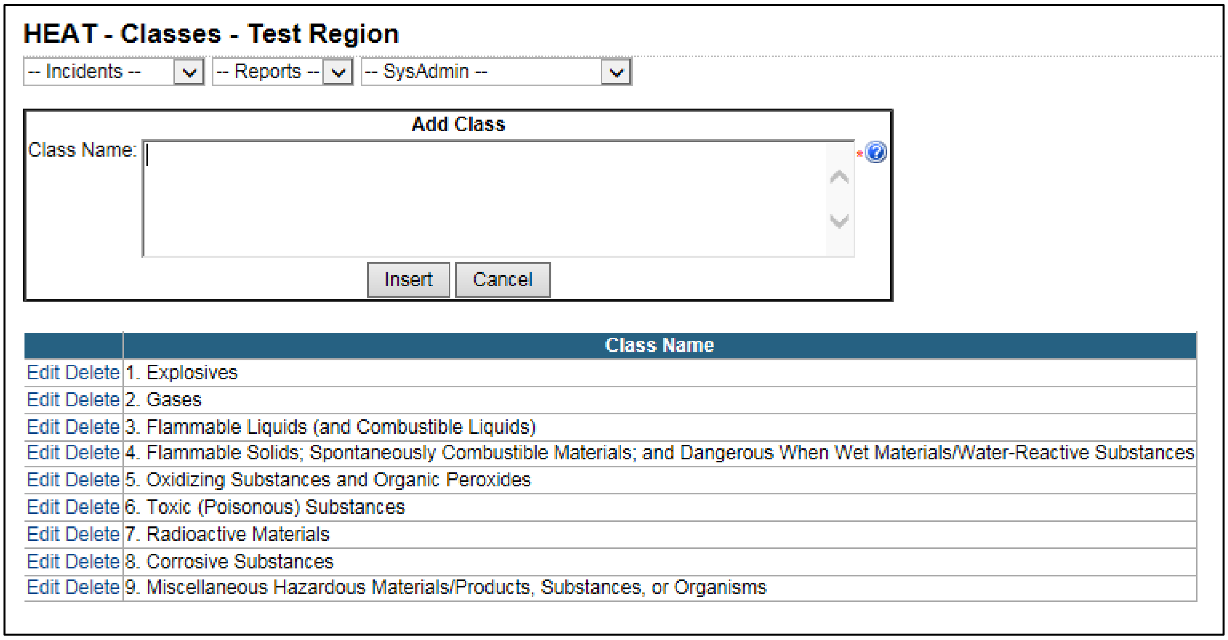
Edit	Click to edit a Secondary Chemical.
Insert	Click to insert the new Secondary Chemical. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this secondary chemical.
Update	Only visible in Edit mode. Click to save changes to the Secondary Chemical. If the update is successful, success message appears.
Delete	Click to delete the Secondary Chemical. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Secondary Chemical cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Chemical States



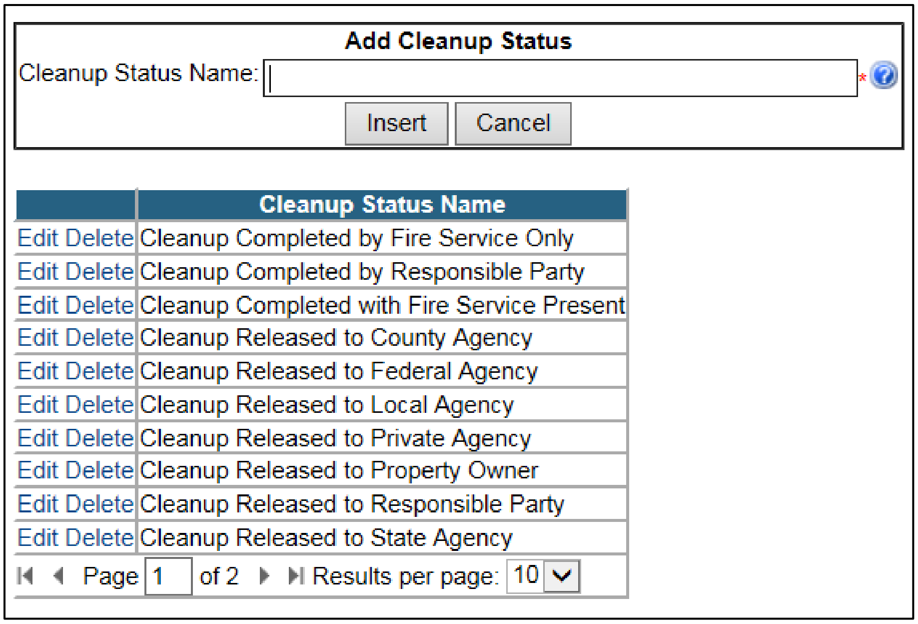
Navigation	
Select SysAdmin | Chemical States from the menu bar.	
Inputs	
Chemical States Name	Identifies each Chemical State. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a Chemical State.
Insert	Click to insert the new Chemical State. Chemical State Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this chemical state.
Update	Only visible in Edit mode. Click to save changes to the Chemical State. Chemical State Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Chemical State. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Chemical State cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Classes



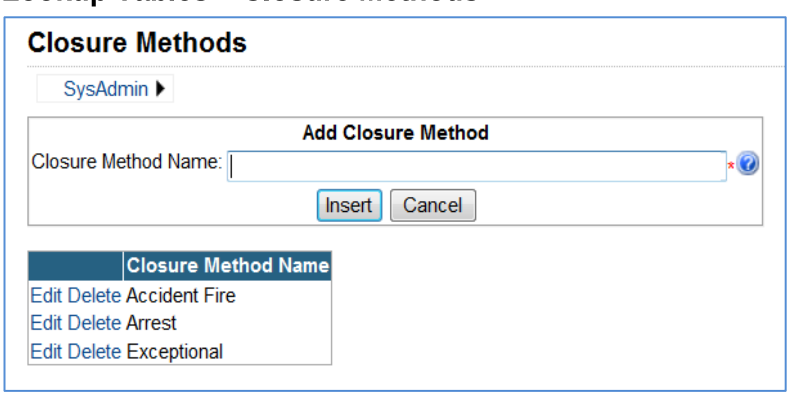
Navigation	
Select SysAdmin | Classes from the menu bar.	
Inputs	
Class Name	Identifies each Class. Must be completed. Must be 500 characters or less.
Buttons/Links	
Edit	Click to edit a Class.
Insert	Click to insert the new Class. Class Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this class.
Update	Only visible in Edit mode. Click to save changes to the Class. Class Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Class. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Class cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Cleanup Statuses



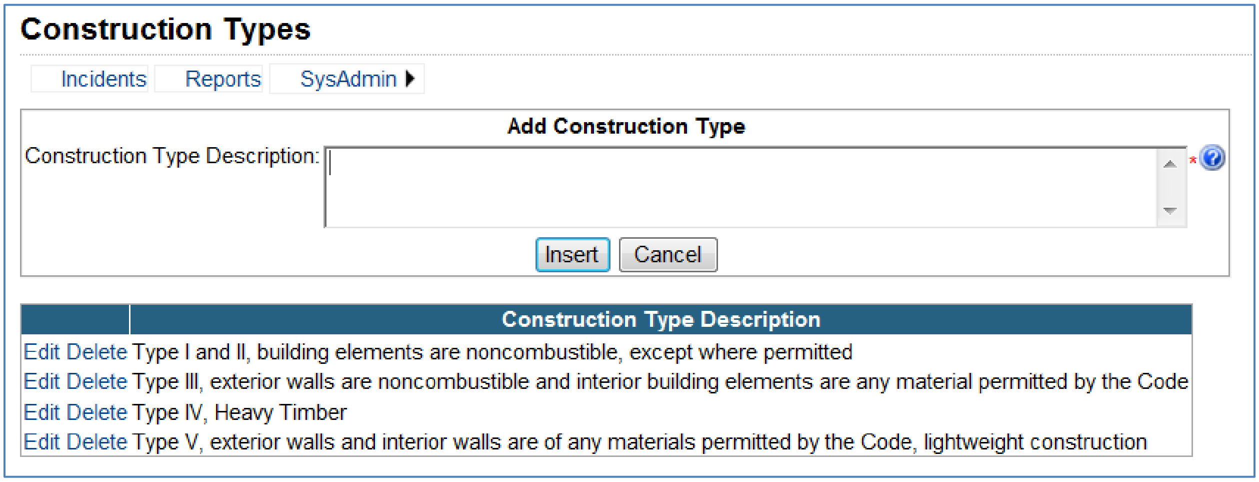
Navigation	
Select SysAdmin | Cleanup Statuses from the menu bar.	
Inputs	
Cleanup Status Name	Identifies each Cleanup Status. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a Cleanup Status.
Insert	Click to insert the new Cleanup Status. Cleanup Status Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this cleanup status.
Update	Only visible in Edit mode. Click to save changes to the Cleanup Status. Cleanup Status Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Cleanup Status. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Cleanup Status cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Closure Methods



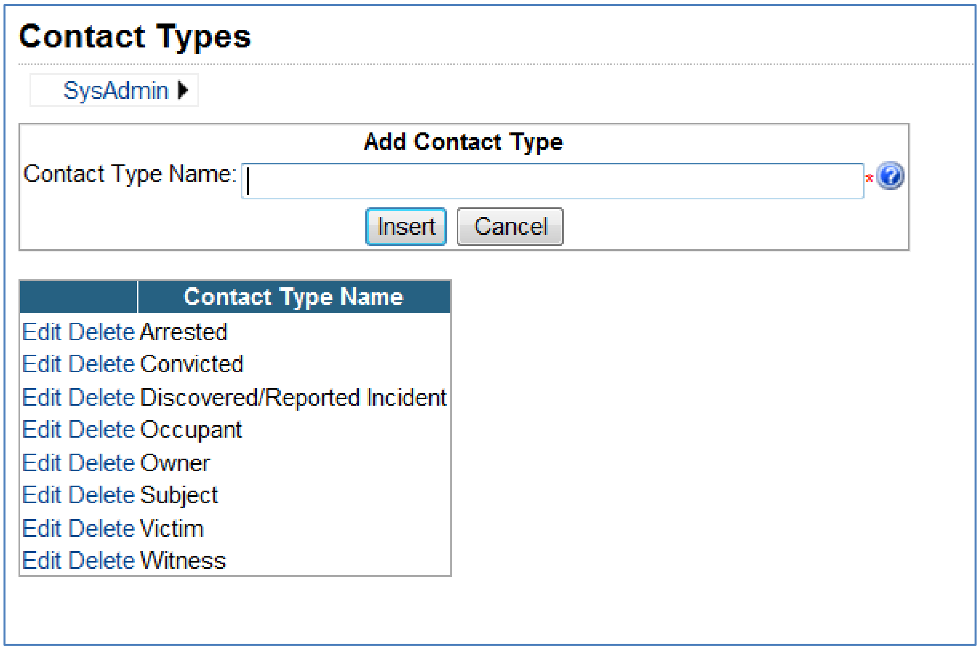
Navigation	
Select SysAdmin | Closure Methods from the menu bar.	
Inputs	
Closure Method Name	Identifies each Closure Method. Must be completed. Must be 50 characters or less. (Referred to Case Disposition on Investigation page.)
Buttons/Links	
Edit	Click to edit the Closure Method.
Insert	Click to insert the new Closure Method. Closure Method Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this closure method.
Update	Only visible in Edit mode. Click to save changes to the Closure Method. Closure Method Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Closure Method. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Closure Method cannot be deleted if associated with any Investigation.

Lookup Tables – Construction Types



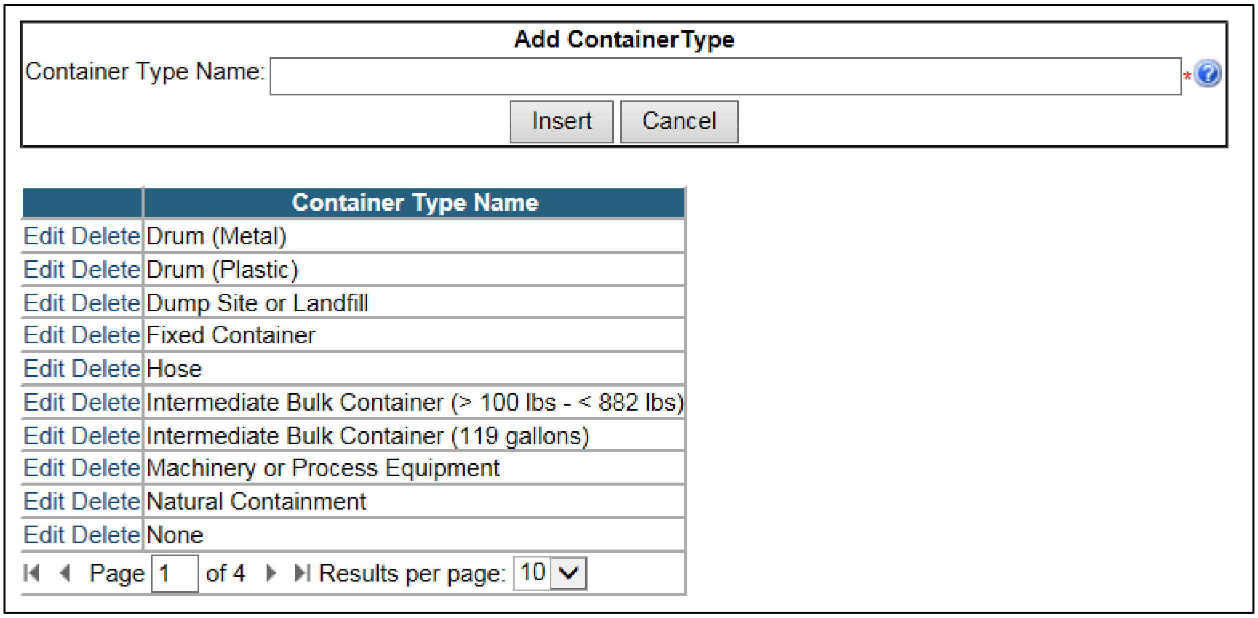
Navigation	
Select SysAdmin | Construction Types from the menu bar.	
Inputs	
Construction Type Description	Identifies each Construction Type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit the Construction Type.
Insert	Click to insert the new Construction Type. Construction Type Description must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this construction type.
Update	Only visible in Edit mode. Click to save changes to the Construction Type. Construction Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Construction Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Construction Type cannot be deleted if associated with any Fixed Property.

Lookup Tables – Contact Types



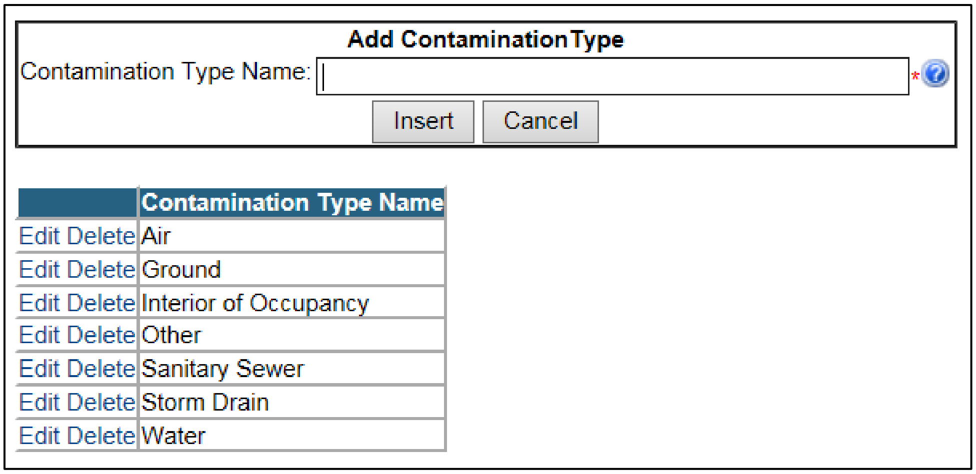
Navigation	
Select SysAdmin | Contact Types from the menu bar.	
Inputs	
Contact Type Name	Identifies each Contact Type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a Contact Type.
Insert	Click to insert the new Contact Type. Contact Type Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this contact type.
Update	Only visible in Edit mode. Click to save changes to the Contact Type. Contact Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Contact Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Contact Type cannot be deleted if associated with any Investigation Contact.

Lookup Tables – Container Types



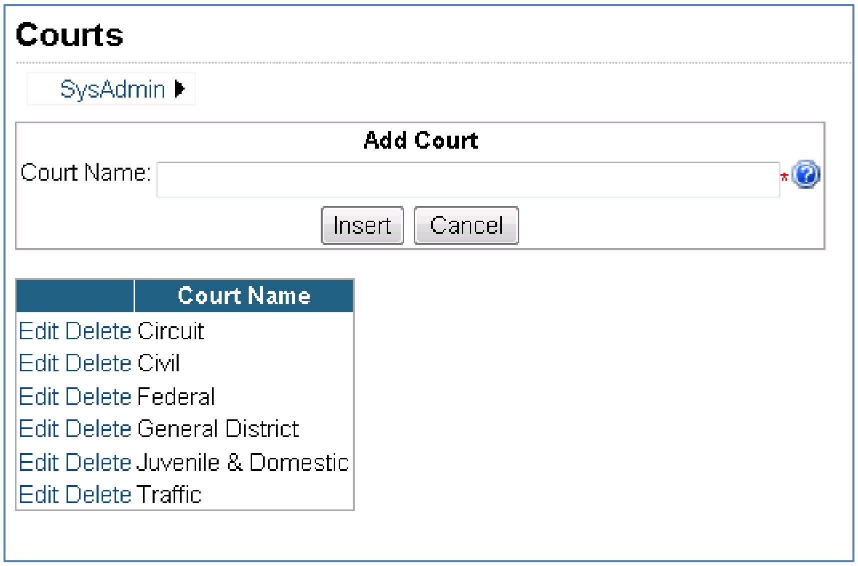
Navigation	
Select SysAdmin | Container Types from the menu bar.	
Inputs	
Container Type Name	Identifies each Container Type. Must be completed. Must be 100 characters or less.
Buttons/Links	
Edit	Click to edit a Container Type.
Insert	Click to insert the new Container Type. Container Type Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this container type.
Update	Only visible in Edit mode. Click to save changes to the Container Type. Container Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Container Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Container Type cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Contamination Types



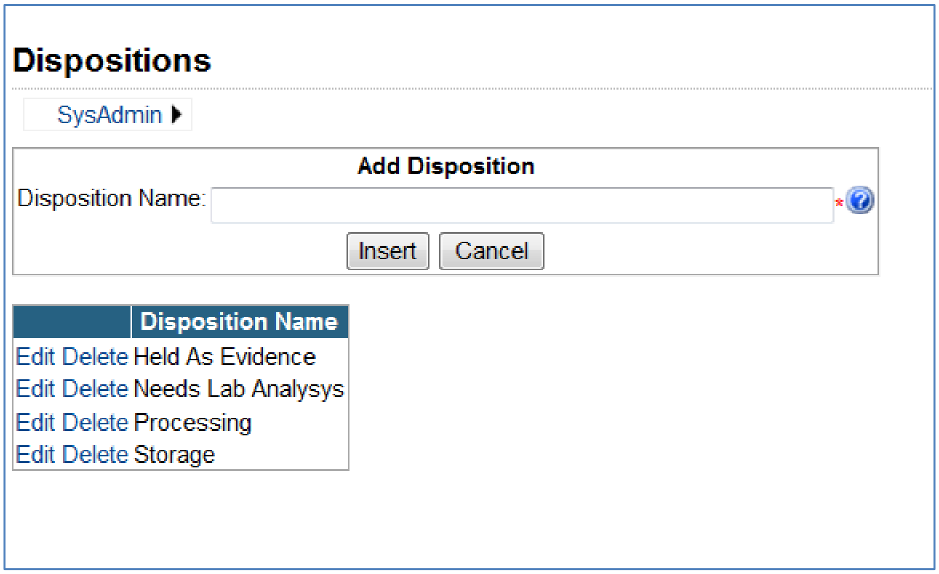
Navigation	
Select SysAdmin | Contamination Types from the menu bar.	
Inputs	
Contamination Type Name	Identifies each Contamination Type. Must be completed. Must be 100 characters or less.
Buttons/Links	
Edit	Click to edit a Contamination Type.
Insert	Click to insert the new Contamination Type. Contamination Type Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this contamination type.
Update	Only visible in Edit mode. Click to save changes to the Contamination Type. Contamination Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Contamination Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Contamination Type cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Courts



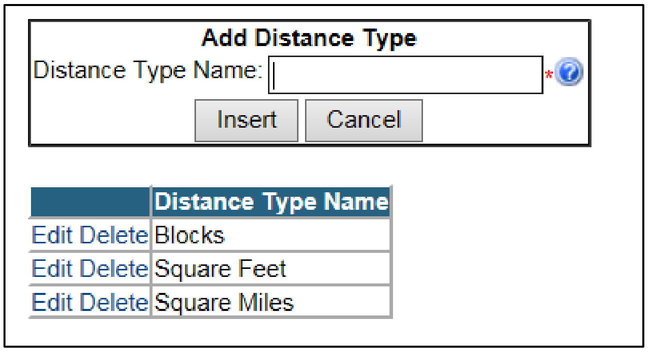
Navigation	
Select SysAdmin | Courts from the menu bar.	
Inputs	
Court Name	Identifies each Court. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a Court.
Insert	Click to insert the new Court. Court Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this court.
Update	Only visible in Edit mode. Click to save changes to the Court. Court Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Court. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Court cannot be deleted if associated with any Charge History.

Lookup Tables – Dispositions



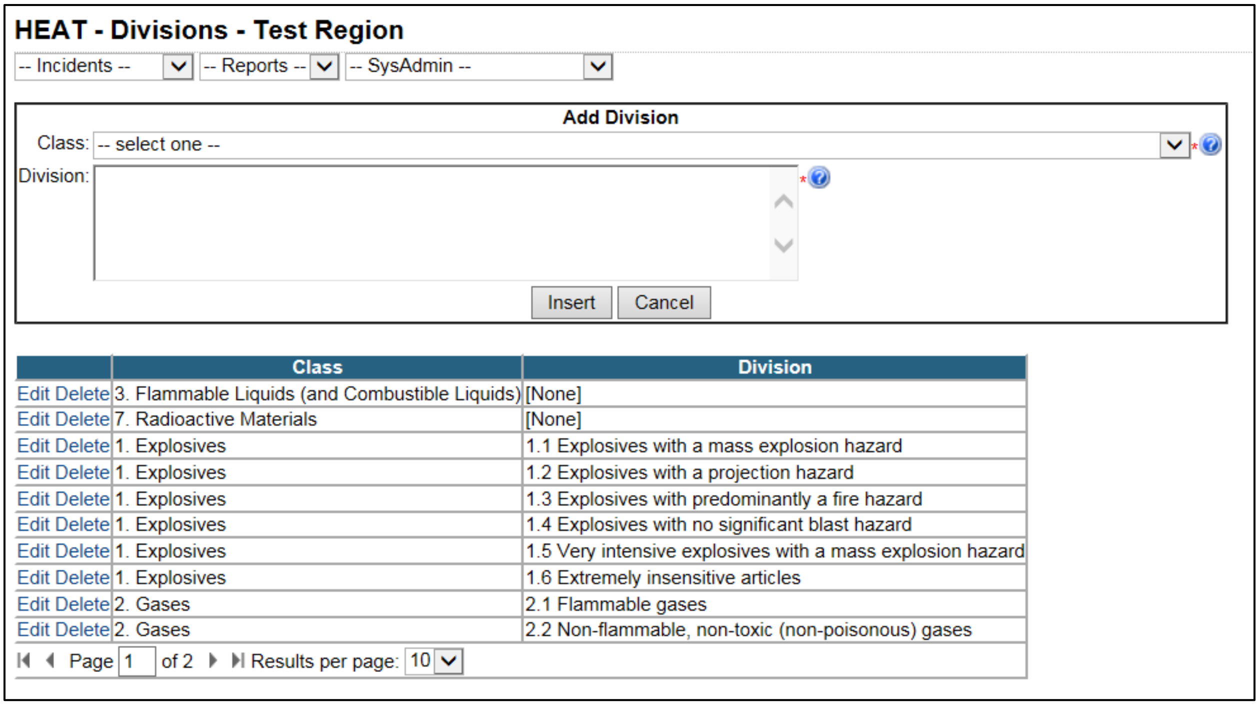
Navigation	
Select SysAdmin | Dispositions from the menu bar.	
Inputs	
Disposition Name	Identifies each Disposition type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a Disposition.
Insert	Click to insert the new Disposition. Disposition Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this disposition.
Update	Only visible in Edit mode. Click to save changes to the Disposition. Disposition Name must be unique. If the update is successful, success message appears.
Delete	Click to delete a Disposition. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Disposition cannot be deleted if associated with any Evidence Location.

Lookup Tables – Distance Types



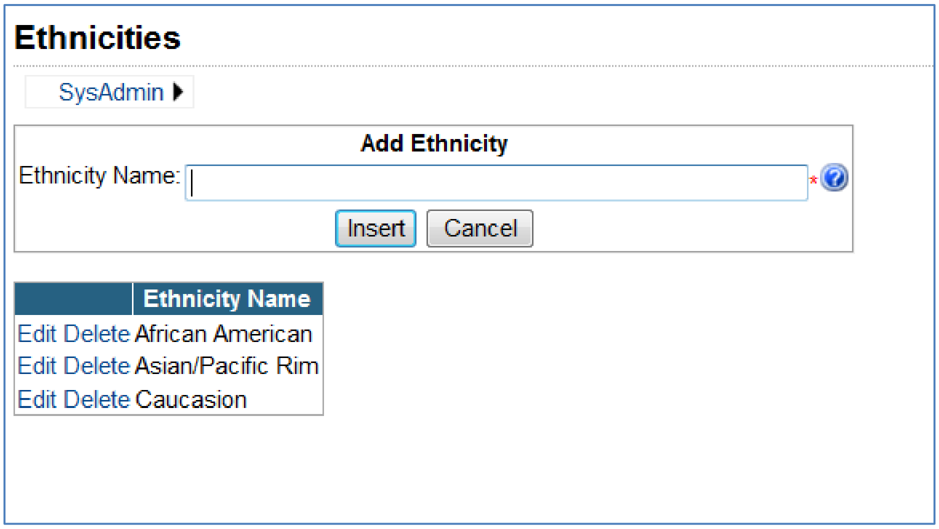
Navigation	
Select SysAdmin | Distance Types from the menu bar.	
Inputs	
Distance Type Name	Identifies each Distance Type. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit a Distance Type.
Insert	Click to insert the new Distance Type. Distance Type Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this distance type.
Update	Only visible in Edit mode. Click to save changes to the Distance Type. Distance Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Distance Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Distance Type cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Divisions



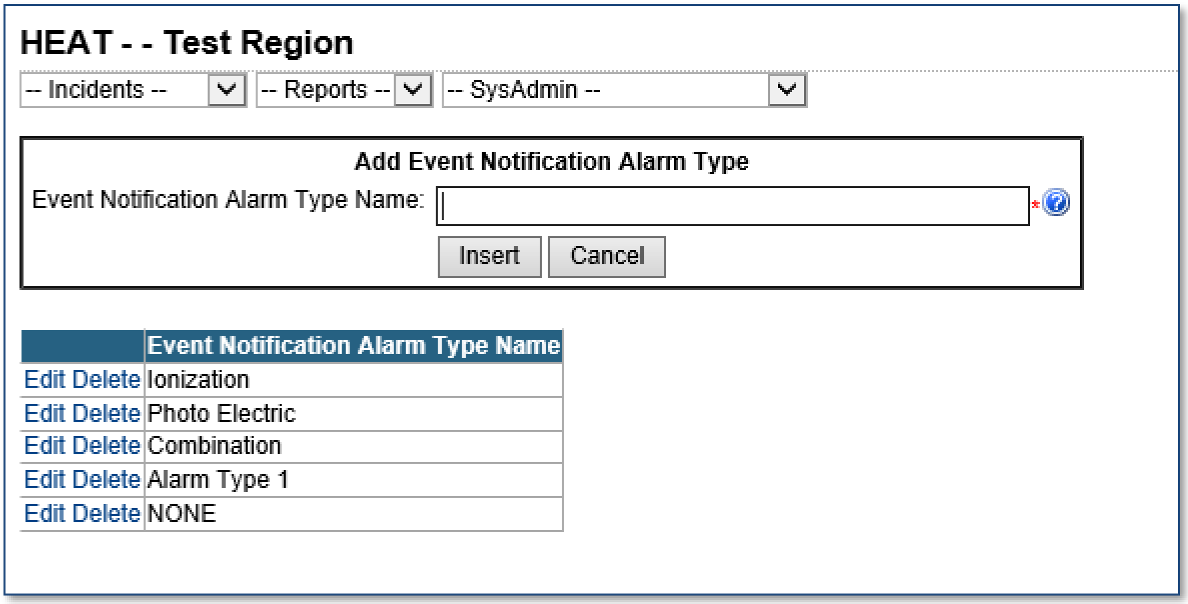
Navigation	
Select SysAdmin | Divisions from the menu bar.	
Inputs	
Class	Identifies the Class. Must be completed.
Division	Identifies each Division associated with the selected Class. Must be completed. Must be 500 characters or less. • Divisions with values of "[None]" have been programmatically added. No action is needed to add/edit/delete these Divisions.
Buttons/Links	
Edit	Click to edit a Division.
Insert	Click to insert the new Division. Division Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this division.
Update	Only visible in Edit mode. Click to save changes to the Division. Division Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Division. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Division cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Ethnicities



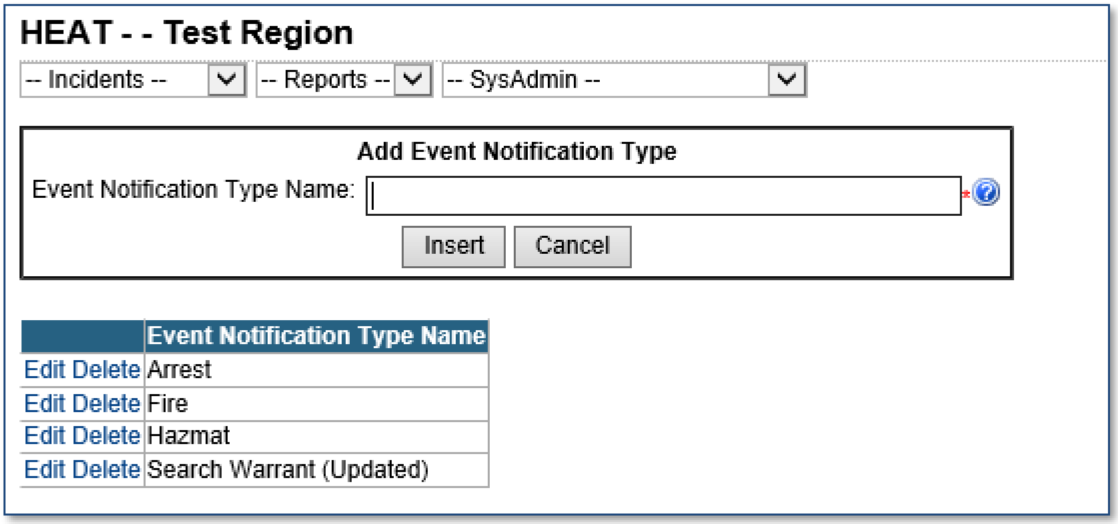
Navigation	
Select SysAdmin | Ethnicities from the menu bar.	
Inputs	
Ethnicity Name	Identifies each Ethnicity type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit an Ethnicity.
Insert	Click to insert the new Ethnicity. Ethnicity Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this ethnicity.
Update	Only visible in Edit mode. Click to save changes to the Ethnicity. Ethnicity Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Ethnicity. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

Lookup Tables – Event Notification Alarm Types



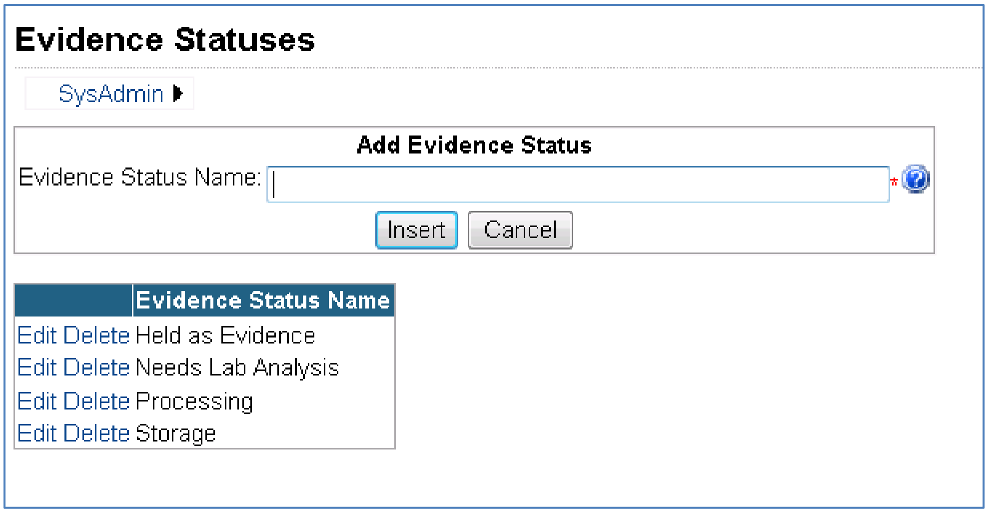
Navigation	
Select SysAdmin | Event Notification Alarm Types from the menu bar.	
Inputs	
Event Notification Alarm Type Name	Identifies each Event Notification Alarm type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit an Event Notification Alarm type.
Insert	Click to insert the new Event Notification Alarm type. Event Notification Alarm Type Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this event notification alarm type.
Update	Only visible in Edit mode. Click to save changes to the Event Notification Alarm type. Event Notification Alarm Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Event Notification Alarm type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

Lookup Tables – Event Notification Types



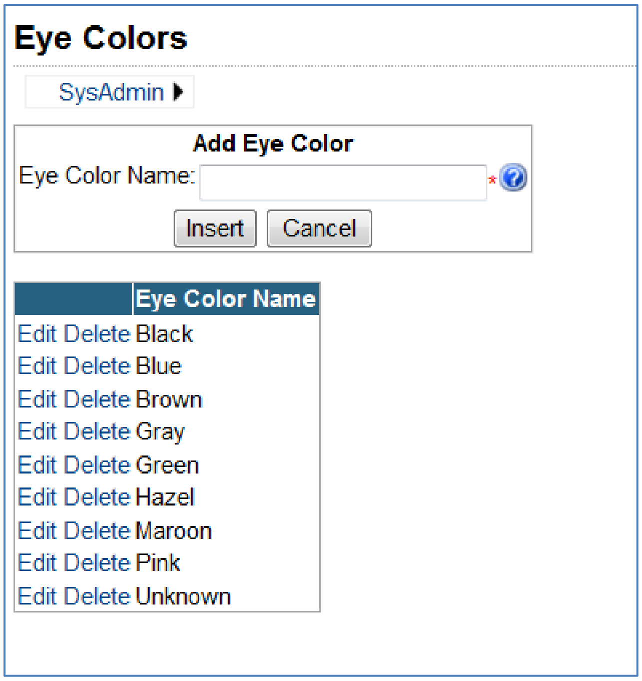
Navigation	
Select SysAdmin | Event Notification Types from the menu bar.	
Inputs	
Event Notification Type Name	Identifies each Event Notification type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit an Event Notification type.
Insert	Click to insert the new Event Notification type. Event Notification Type Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this event notification type.
Update	Only visible in Edit mode. Click to save changes to the Event Notification type. Event Notification Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Event Notification type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

Lookup Tables – Evidence Statuses



Navigation	
Select SysAdmin | Evidence Statuses from the menu bar.	
Inputs	
Evidence Status Name	Identifies each Evidence Status type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit an Evidence Status.
Insert	Click to insert the new Evidence Status. Evidence Status Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this evidence status.
Update	Only visible in Edit mode. Click to save changes to the Evidence Status Name. Evidence Status Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Evidence Status Name. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Status cannot be deleted if associated with any Evidence.

Lookup Tables – Eye Colors

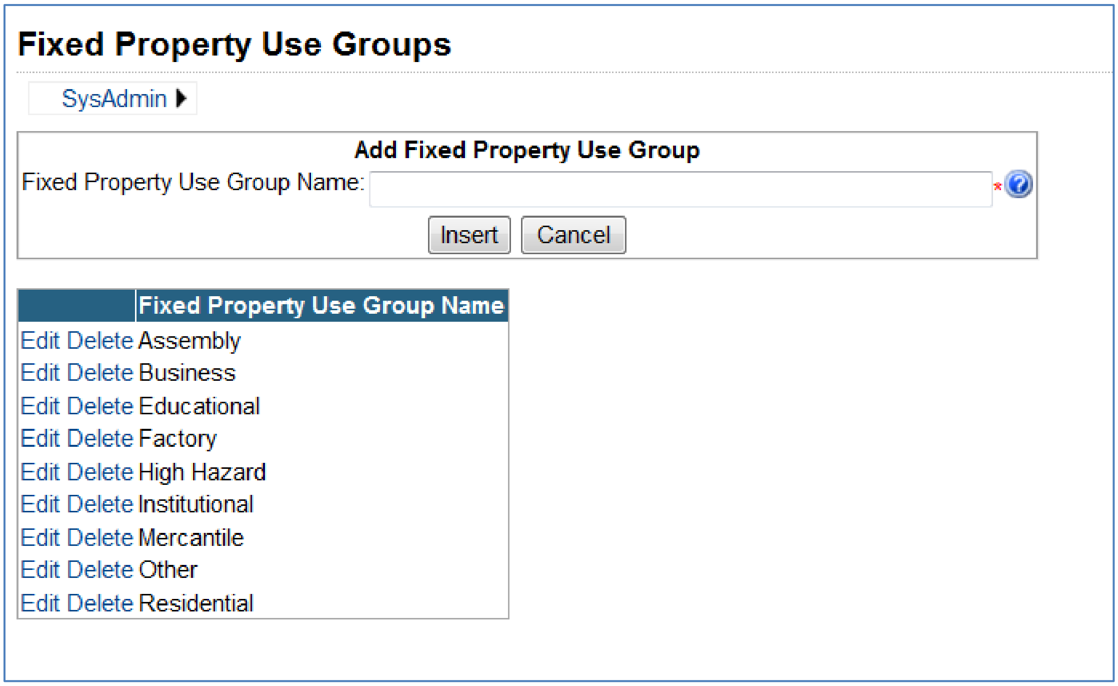


Navigation	
Select SysAdmin | Eye Colors from the menu bar.	
Inputs	
Eye Color Name	Identifies each Eye Color type. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit an Eye Color.
Insert	Click to insert the new Eye Color. Eye Color Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this eye color.
Update	Only visible in Edit mode. Click to save changes to the Eye Color. Eye Color Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Eye Color. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Eye Color cannot be deleted if associated with any Investigation Contact.

Lookup Tables – Fixed Property Uses

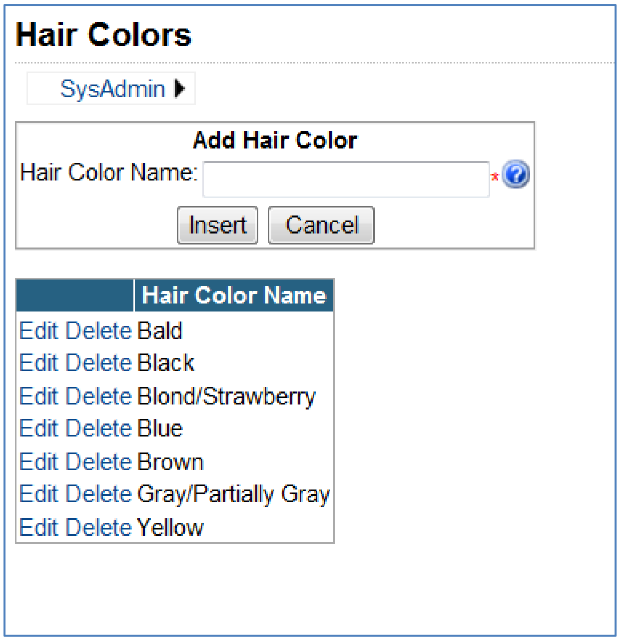
Navigation	
Select SysAdmin | Fixed Property Uses from the menu bar.	
Inputs	
Fixed Property Use Name	Identifies each Fixed Property Use type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a Fixed Property Use.
Insert	Click to insert the new Fixed Property Use. Fixed Property Use Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this fixed property use.
Update	Only visible in Edit mode. Click to save changes to the Fixed Property Use. Fixed Property Use Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Fixed Property Use. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Fixed Property Use Name cannot be deleted if associated with any Fixed Property.

Lookup Tables – Fixed Property Use Groups



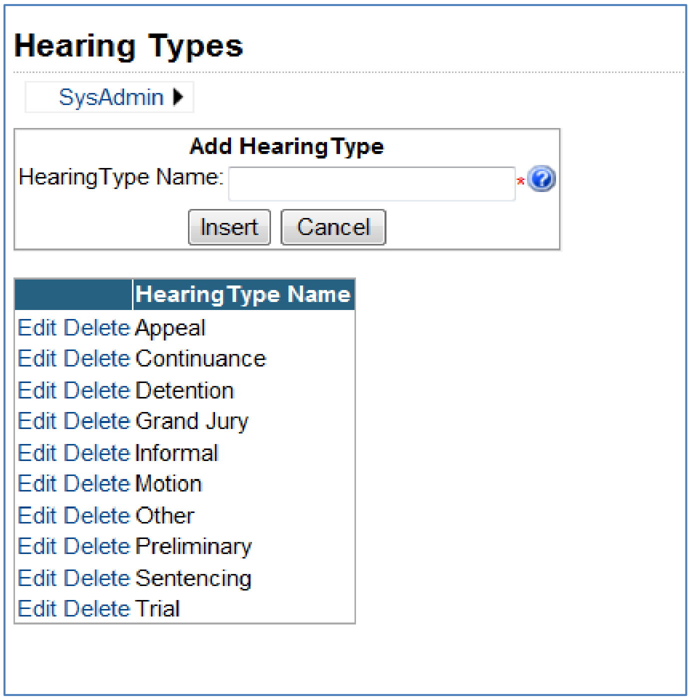
Navigation	
Select SysAdmin | Fixed Property Use Groups from the menu bar.	
Inputs	
Fixed Property Use Group Name	Identifies each Fixed Property Use Group type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a Fixed Property Use Group.
Insert	Click to insert the new Fixed Property Use Group. Fixed Property Group Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this fixed property use group.
Update	Only visible in Edit mode. Click to save changes to the Fixed Property Use Group. Fixed Property Group Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Fixed Property Use Group. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Fixed Property Use Group cannot be deleted if associated with any Fixed Property.

Lookup Tables – Hair Colors



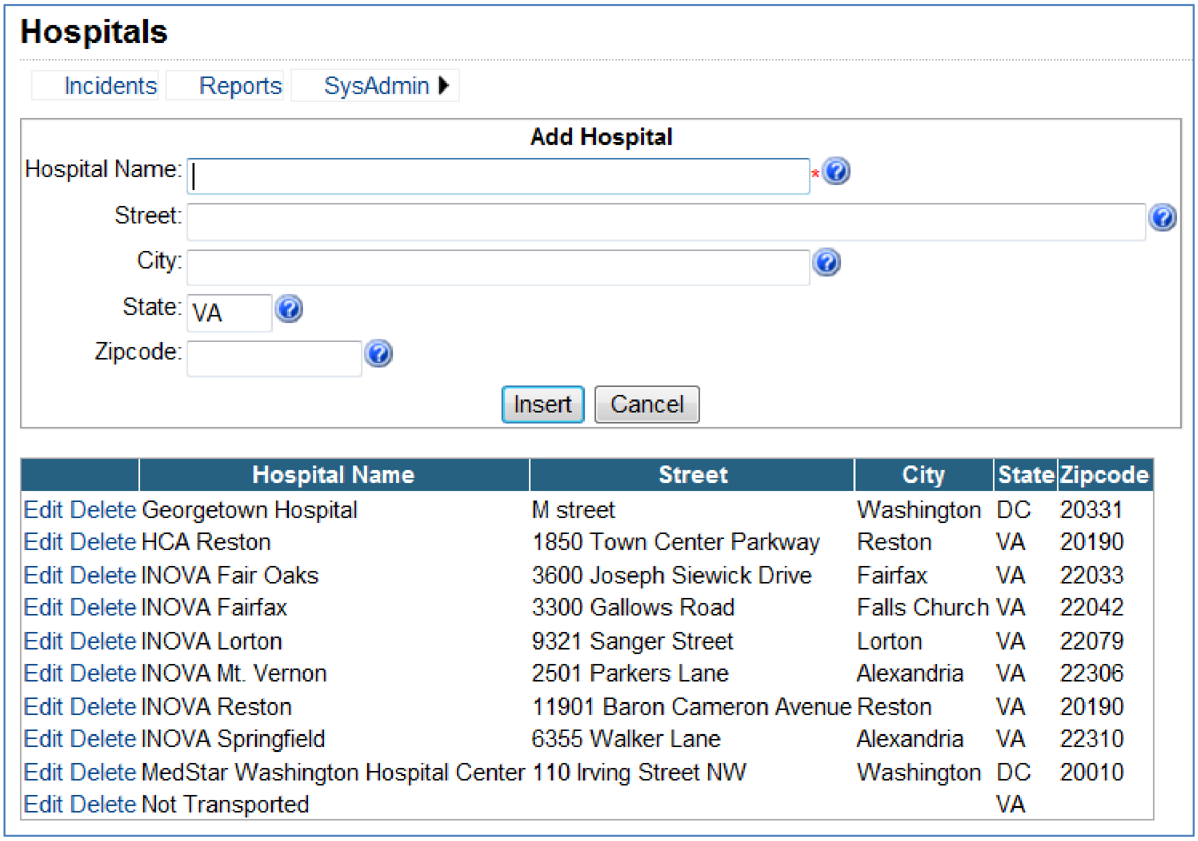
Navigation	
Select SysAdmin | Hair Colors from the menu bar.	
Inputs	
Hair Color Name	Identifies each Hair Color type. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit a Hair Color.
Insert	Click to insert the new Hair Color. Hair Color Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this hair color.
Update	Only visible in Edit mode. Click to save changes to the Hair Color. Hair Color Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Hair Color. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Hair Color cannot be deleted if associated with any Investigation Contact.

Lookup Tables – Hearing Types



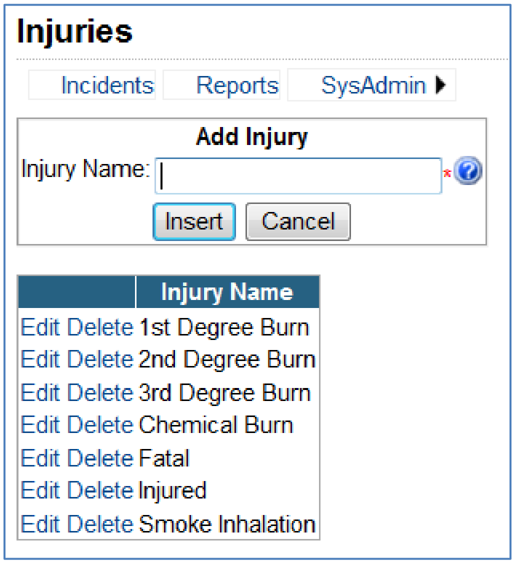
Navigation	
Select SysAdmin | Hearing Types from the menu bar.	
Inputs	
Hearing Type Name	Identifies each Hearing Type. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit a Hearing Type.
Insert	Click to insert the new Hearing Type. Hearing Type Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this hearing type.
Update	Only visible in Edit mode. Click to save changes to the Hearing Type. Hearing Type Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Hearing Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Hearing Type cannot be deleted if associated with any Legal Action.

Lookup Tables – Hospitals



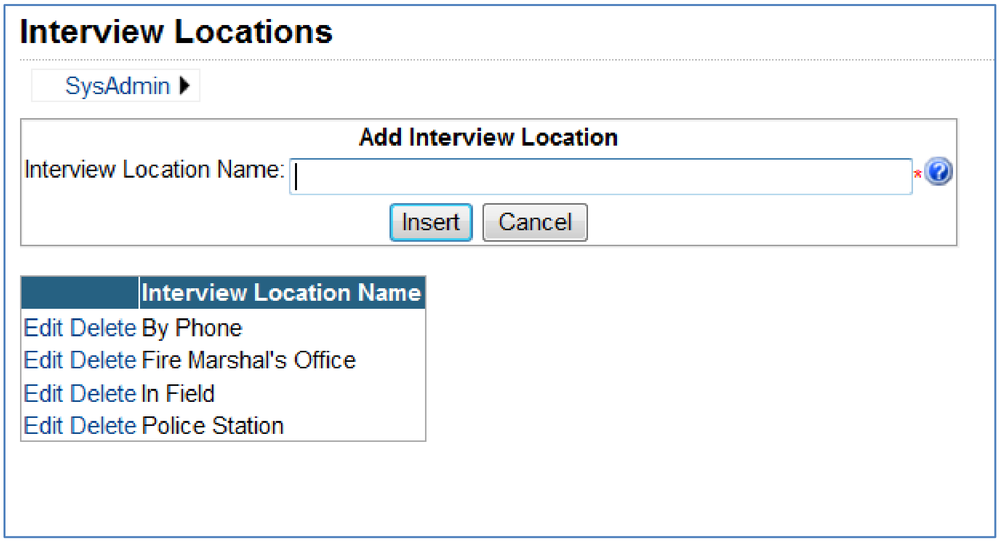
Navigation	
Select SysAdmin | Hospitals from the menu bar.	
Inputs	
Hospital Name	Name of the Hospital. Must be completed. Must be 50 characters or less.
Street	Street address of the Hospital. Must be 100 characters or less.
City	City of the Hospital. Must be 50 characters or less.
State	State code of the Hospital. Must be 2 characters or less.
Zip Code	Zip code of the Hospital. Must be 10 characters or less.
Buttons/Links	
Edit	Click to edit the Hospital.
Insert	Click to insert the new Hospital. Hospital Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this hospital.
Update	Only visible in Edit mode. Click to save changes to the Hospital. Hospital Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Hospital. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Hospital may not be deleted when it is associated with any Investigation Contact Injury.

Lookup Tables – Injuries



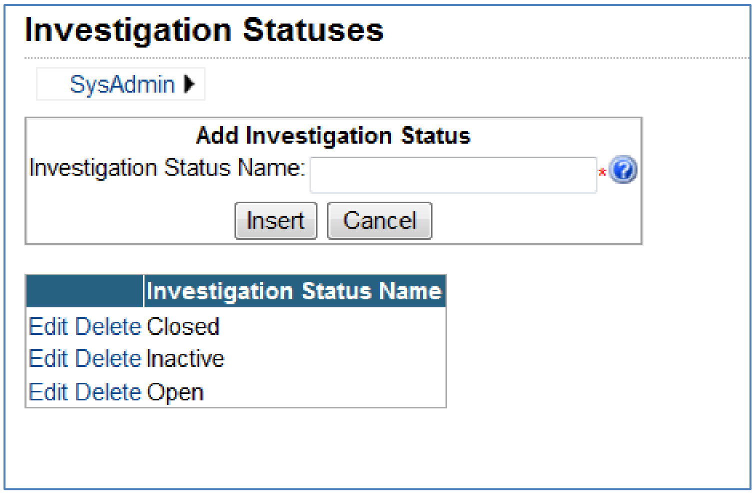
Navigation	
Select SysAdmin | Injuries from the menu bar.	
Inputs	
Injury Name	Identifies each Injury type. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit an Injury.
Insert	Click to insert the new Injury. Injury Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this injury.
Update	Only visible in Edit mode. Click to save changes to the Injury. Injury Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Injury. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Injury cannot be deleted if associated with any Investigation Contact Injury.

Lookup Tables – Interview Locations



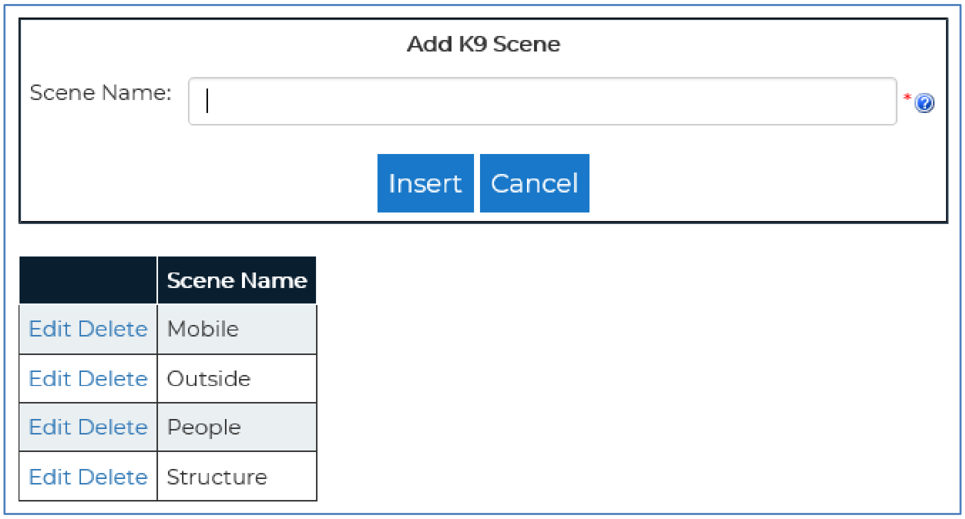
Navigation	
Select SysAdmin | Interview Locations from the menu bar.	
Inputs	
Interview Location Name	Identifies each Interview Location type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit an Interview Location.
Insert	Click to insert the new Interview Location. Interview Location Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this interview location.
Update	Only visible in Edit mode. Click to save changes to the Interview Location. Interview Location Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Interview Location. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Interview Location cannot be deleted if associated with any Investigation Contact Interview.

Lookup Tables – Investigation Statuses



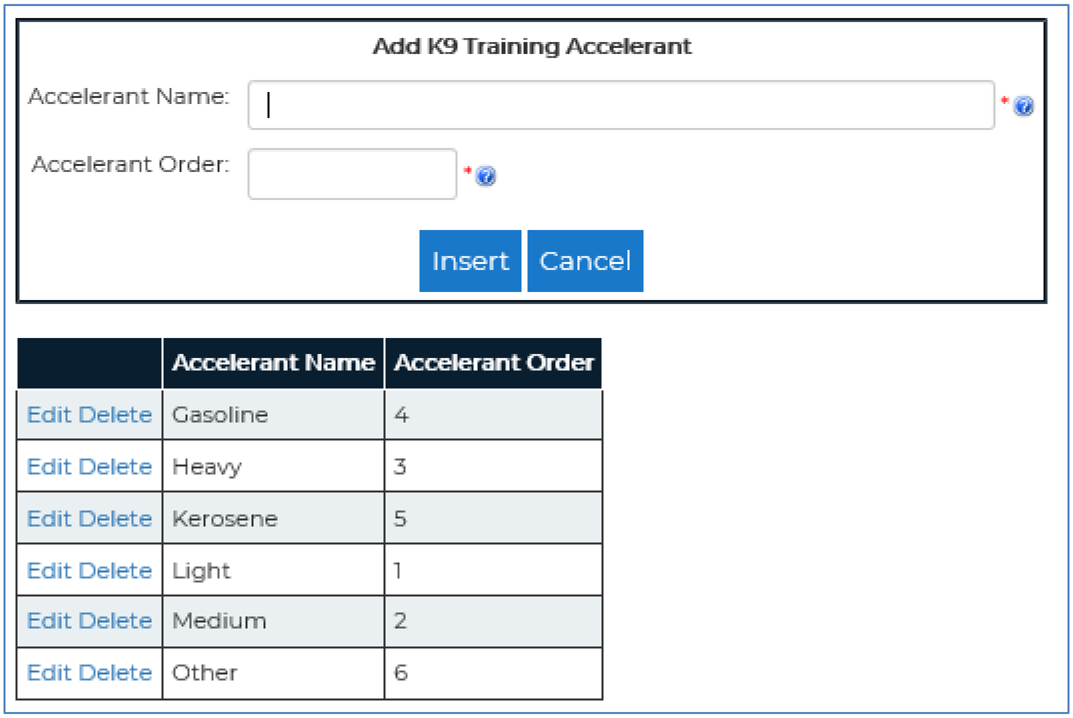
Navigation	
Select SysAdmin | Investigation Statuses from the menu bar.	
Inputs	
Investigation Status Name	Identifies each Investigation Status type. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit an Investigation Status.
Insert	Click to insert the new Investigation Status. Investigation Status Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this investigation status.
Update	Only visible in Edit mode. Click to save changes to the Investigation Status. Investigation Status Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Investigation Status. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Investigation Status cannot be deleted if associated with any Investigation.

Lookup Tables – K9 Scenes



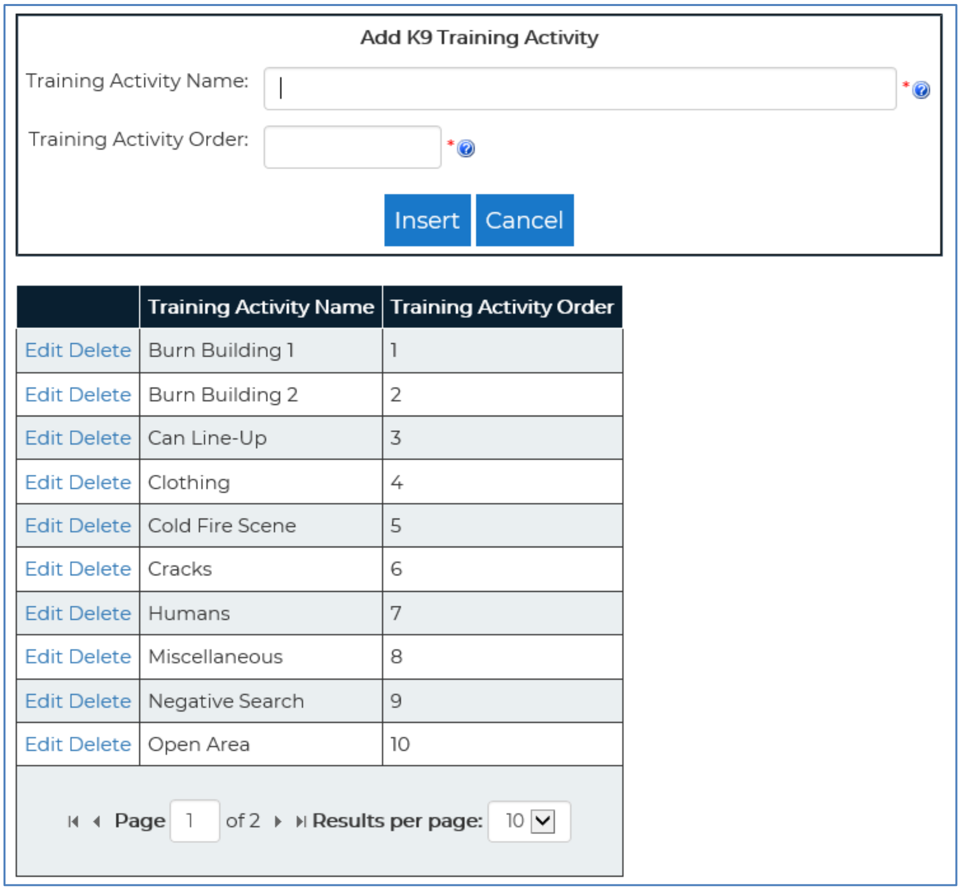
Navigation	
Select SysAdmin | K9 Scenes from the menu bar.	
Inputs	
Scene Name	Descriptive name of this K9 scene. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a K9 Scene.
Insert	Click to insert the new K9 Scene. K9 Scene must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this K9 scene.
Update	Only visible in Edit mode. Click to save changes to the K9 Scene. K9 Scene must be unique. If the update is successful, success message appears.
Delete	Click to delete the K9 Scene. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. K9 Scene cannot be deleted if associated with any K9 Service.

Lookup Tables – K9 Training Accelerants



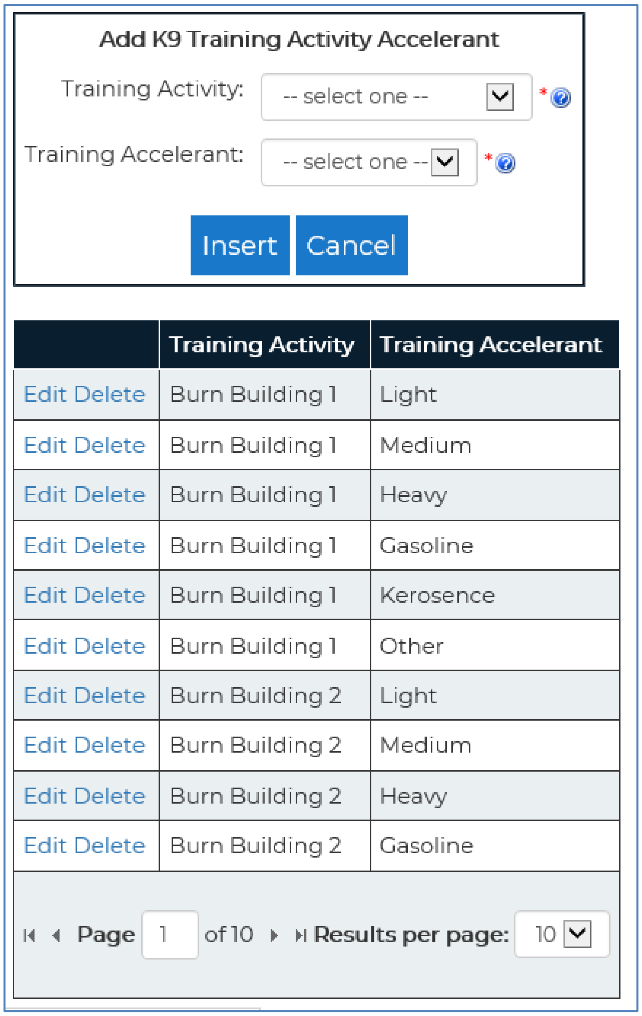
Navigation	
Select SysAdmin | K9 Training Accelerants from the menu bar.	
Inputs	
Accelerant Name	Descriptive name of this K9 training accelerant. Must be completed. Must be 50 characters or less.
Accelerant Order	Order in which this K9 training accelerant should be displayed. Must be completed. Must be a valid number.
Buttons/Links	
Edit	Click to edit a Training Accelerant.
Insert	Click to insert the new Training Accelerant. Accelerant Name must be unique. Accelerant Order must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this training accelerant.
Update	Only visible in Edit mode. Click to save changes to the Training Accelerant. Accelerant Name must be unique. Accelerant Order must be unique. If the update is successful, success message appears.
Delete	Click to delete the Training Accelerant. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Training Accelerant cannot be deleted if associated with any Training Activity.

Lookup Tables – K9 Training Activities



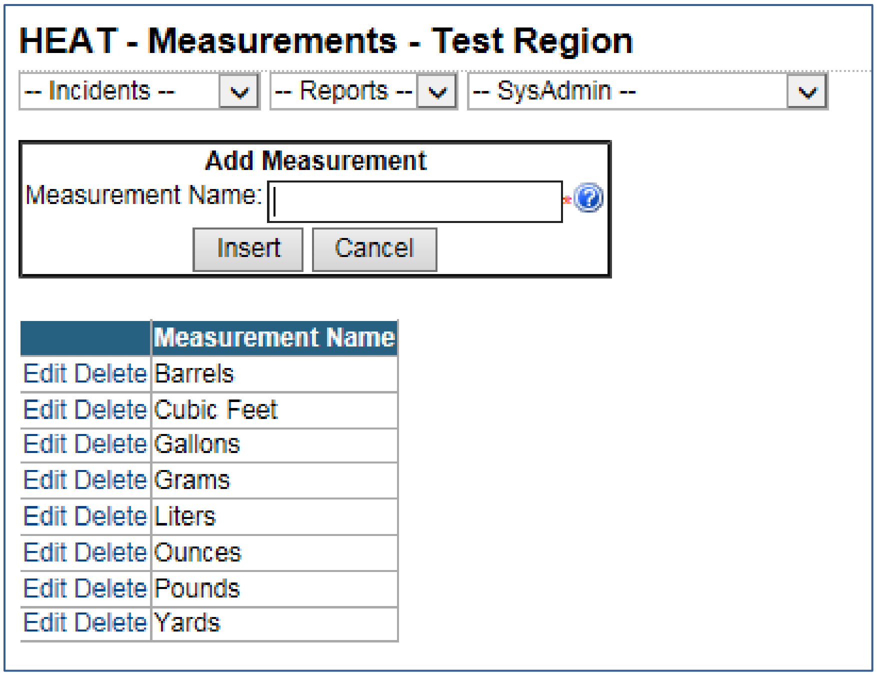
Navigation	
Select SysAdmin | K9 Training Activities from the menu bar.	
Inputs	
Activity Name	Descriptive name of this K9 training activity. Must be completed. Must be 50 characters or less.
Activity Order	Order in which this K9 training activity should be displayed. Must be completed. Must be a valid number.
Buttons/Links	
Edit	Click to edit a Training Activity.
Insert	Click to insert the new Training Activity. Activity Name must be unique. Activity Order must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this training activity.
Update	Only visible in Edit mode. Click to save changes to the Training Activity. Activity Name must be unique. Activity Order must be unique. If the update is successful, success message appears.
Delete	Click to delete the Training Activity. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Training Activity cannot be deleted if associated with any Training Accelerant.

Lookup Tables – K9 Training Activity Accelerants



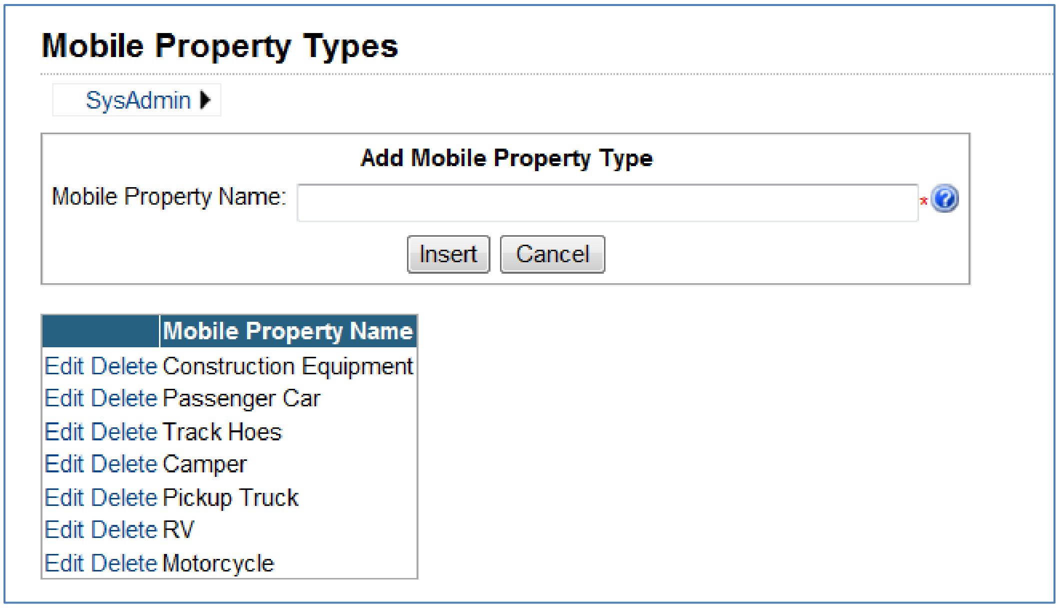
Navigation	
Select SysAdmin | K9 Training Activity Accelerants from the menu bar.	
Inputs	
Training Activity	Identifies the K9 training activity. Must be completed.
Training Accelerant	Identifies the K9 training accelerant. Must be completed.
Buttons/Links	
Edit	Click to edit a Training Activity Accelerant.
Insert	Click to insert the new Training Activity Accelerant. Combination of K9 Training Activity and Accelerant must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this training activity accelerant.
Update	Only visible in Edit mode. Click to save changes to the Training Activity Accelerant. Combination of K9 Training Activity and Accelerant must be unique. If the update is successful, success message appears.
Delete	Click to delete the Training Activity Accelerant. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Training Activity Accelerant cannot be deleted if associated with any K9 Training.

Lookup Tables – Measurements



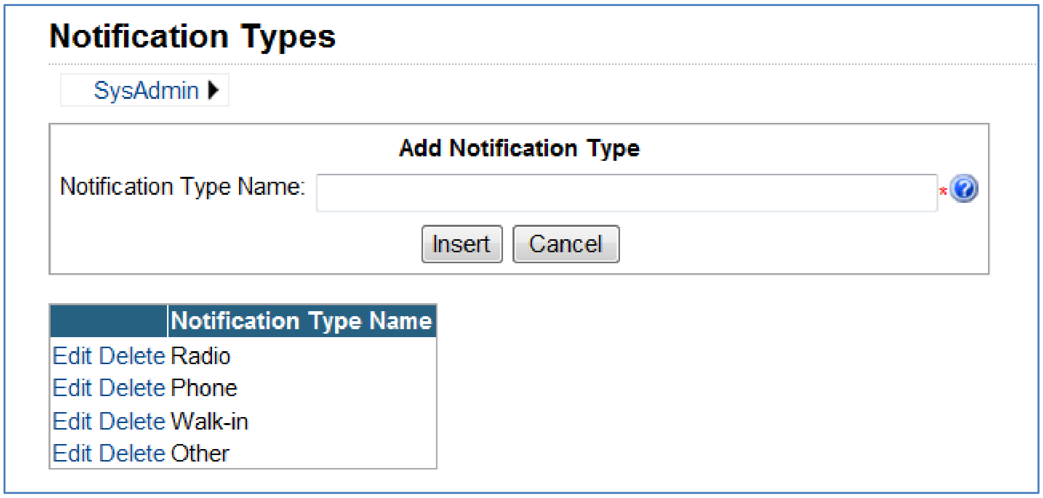
Navigation	
Select SysAdmin | Measurements from the menu bar.	
Inputs	
Measurement Name	Identifies each Measurement. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit a Measurement.
Insert	Click to insert the new Measurement. Measurement Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this measurement.
Update	Only visible in Edit mode. Click to save changes to the Measurement. Measurement Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Measurement Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Measurement cannot be deleted if associated with any Environmental Investigation.

Lookup Tables – Mobile Property Types



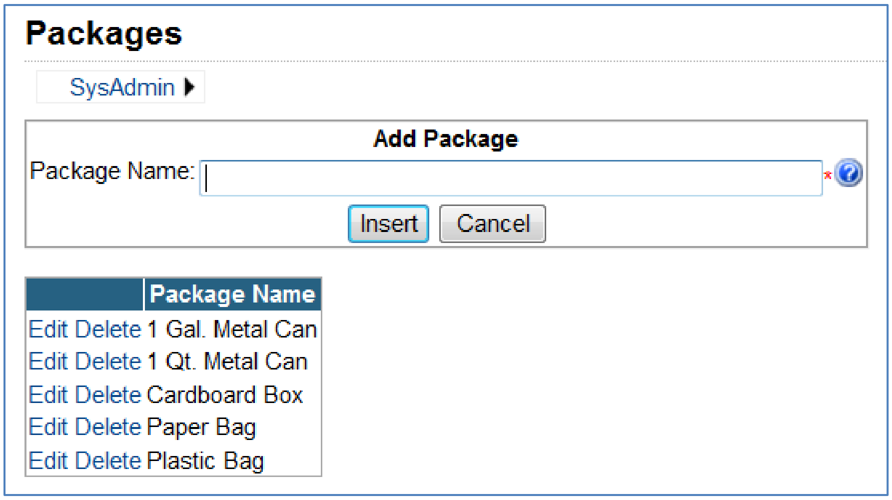
Navigation	
Select SysAdmin | Mobile Property Types from the menu bar.	
Inputs	
Mobile Property Type Name	Identifies each mobile property type. Must be completed. Must be 50 characters or less. Must be unique.
Buttons/Links	
Edit	Click to edit a Mobile Property Type.
Insert	Click to insert the new Mobile Property Type. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this mobile property type.
Update	Only visible in Edit mode. Click to save changes to the Mobile Property Type. If the update is successful, success message appears.
Delete	Mobile Property Type cannot be deleted if associated with any mobile property. Click to delete the Mobile Property Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

Lookup Tables – Notification Types



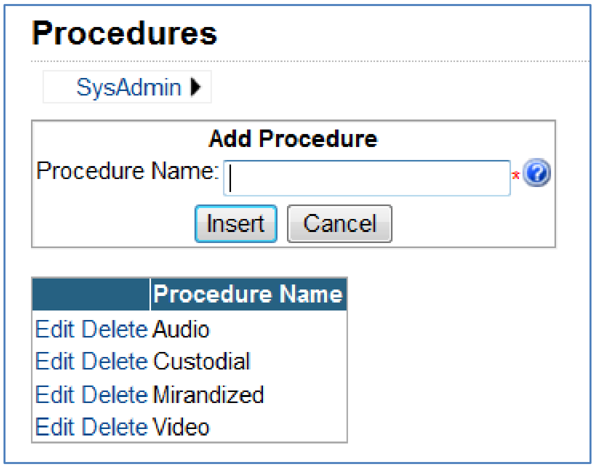
Navigation	
Select SysAdmin | Notification Types from the menu bar.	
Inputs	
Notification Type Name	Identifies each notification type. Must be completed. Must be 50 characters or less. Must be unique.
Buttons/Links	
Edit	Click to edit a Notification Type.
Insert	Click to insert the new Notification Type. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this notification type.
Update	Only visible in Edit mode. Click to save changes to the Notification Type. If the update is successful, success message appears.
Delete	Notification Type cannot be deleted if associated with any incident. Click to delete the Notification Type. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

Lookup Tables – Packages



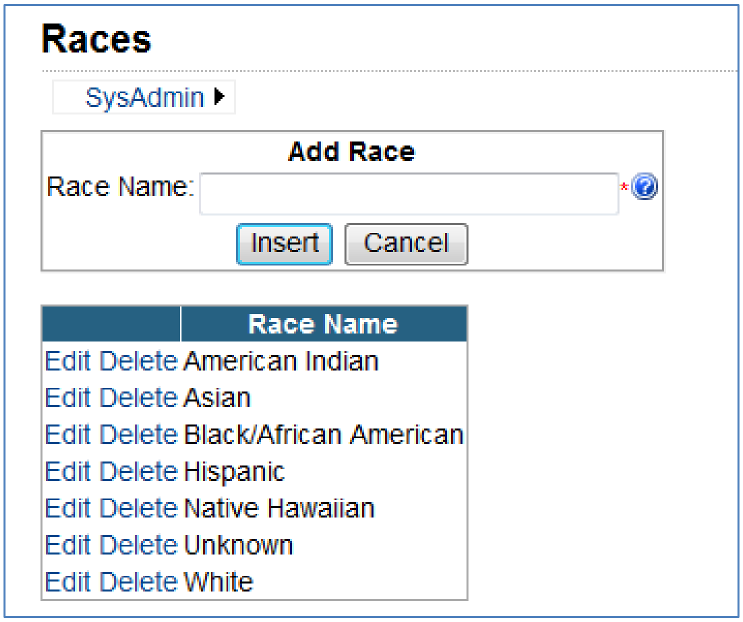
Navigation	
Select SysAdmin | Packages from the menu bar.	
Inputs	
Package Name	Identifies each evidence Package type. Must be completed. Must be 50 characters or less. Must be unique.
Buttons/Links	
Edit	Click to edit a Package.
Insert	Click to insert the new Package. Package Name must be unique. If the insert is successful, a success message appears.
Cancel	Click to disregard any changes to this package.
Update	Only visible in Edit mode. Click to save changes to the Package. Package Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Package. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Package cannot be deleted if associated with any Evidence.

Lookup Tables – Procedures



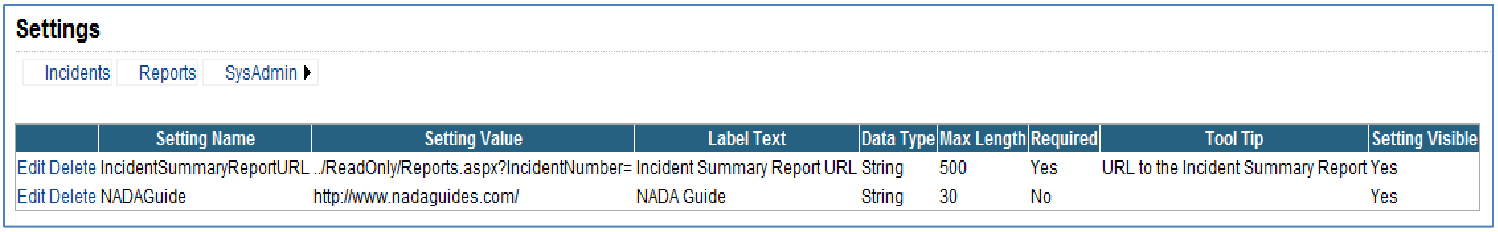
Navigation	
Select SysAdmin | Procedures from the menu bar.	
Inputs	
Procedure Name	Identifies each interview Procedure type. Must be completed. Must be 20 characters or less. Must be unique.
Buttons/Links	
Edit	Click to edit a Procedure.
Insert	Click to insert the new Procedure. Procedure Name must be unique. If the insert is successful, a success message appears.
Cancel	Click to disregard any changes to this procedure.
Update	Only visible in Edit mode. Click to save changes to the Procedure. Procedure Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Procedure. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Procedure cannot be deleted if associated with any Interview.

Lookup Tables – Races



Navigation	
Select SysAdmin | Races from the menu bar.	
Inputs	
Race Name	Full name of this race. Must be completed. Must be 30 characters or less.
Buttons/Links	
Edit	Click to edit a Race.
Insert	Click to insert the new Race. Race Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this race.
Update	Only visible in Edit mode. Click to save changes to the Race. Race Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Race. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Race may not be deleted when it is associated with an Investigation Contact.

Lookup Tables – Settings



	Setting Name	Setting Value	Label Text	Data Type	Max Length	Required	Tool Tip	Setting Visible
Edit Delete	IncidentSummaryReportURL	../ReadOnly/Reports.aspx?IncidentNumber=	Incident Summary Report URL	String	500	Yes	URL to the Incident Summary Report	Yes
Edit Delete	NADAGuide	http://www.nadaguides.com/	NADA Guide	String	30	No		Yes

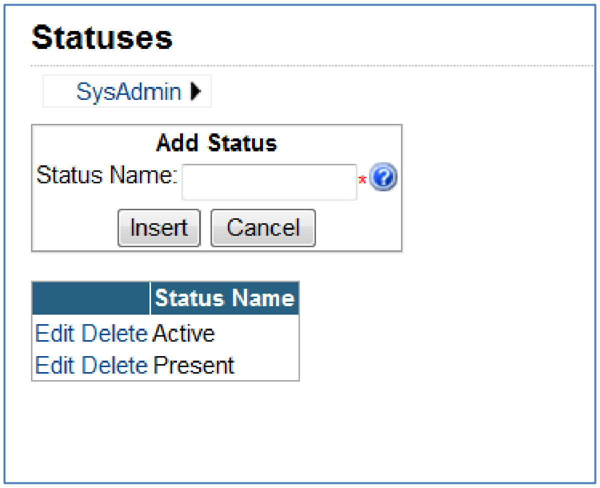
Note: Contact DIT Heat support team, if you need to add a new setting.

Navigation	
Select SysAdmin | Settings from the menu bar.	
Inputs	
Setting Name	Identifies each Setting. Must be completed. Must be 50 characters or less. Must be unique.
Setting Value	Identifies the current value of the configuration Setting. If Data Type is Email, Date, or Time must be a valid format.
Label Text	Text to display to the left of the control when prompting for the Setting Value. Must be 50 characters or less.
Data Type	Type of data to accept as the value of the Setting. Must be completed. Must be 50 characters or less. Data Type must be one of the following: String, Integer, Date, Time or Email. If Data Type is Email, Date, or Time must be a valid format.
Max Length	Maximum number of characters to accept for the Setting Value. If Data Type is String or Integer, must be completed. Must be a valid number.
Required	Whether or not the Setting Value is required. Must be completed.
Tool Tip	ToolTip to display when the cursor is over the control for the Setting. Must be 300 characters or less.
Setting Visible	Whether or not the Setting is visible to users. Must be completed.
Buttons/Links	
Edit	Click to edit a Setting.
Cancel	Click to disregard any changes to this setting.
Update	Only visible in Edit mode. Click to save changes to the Setting. If the update is successful, success message appears.
Delete	Click to delete the Setting. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

Lookup Tables – Sexes

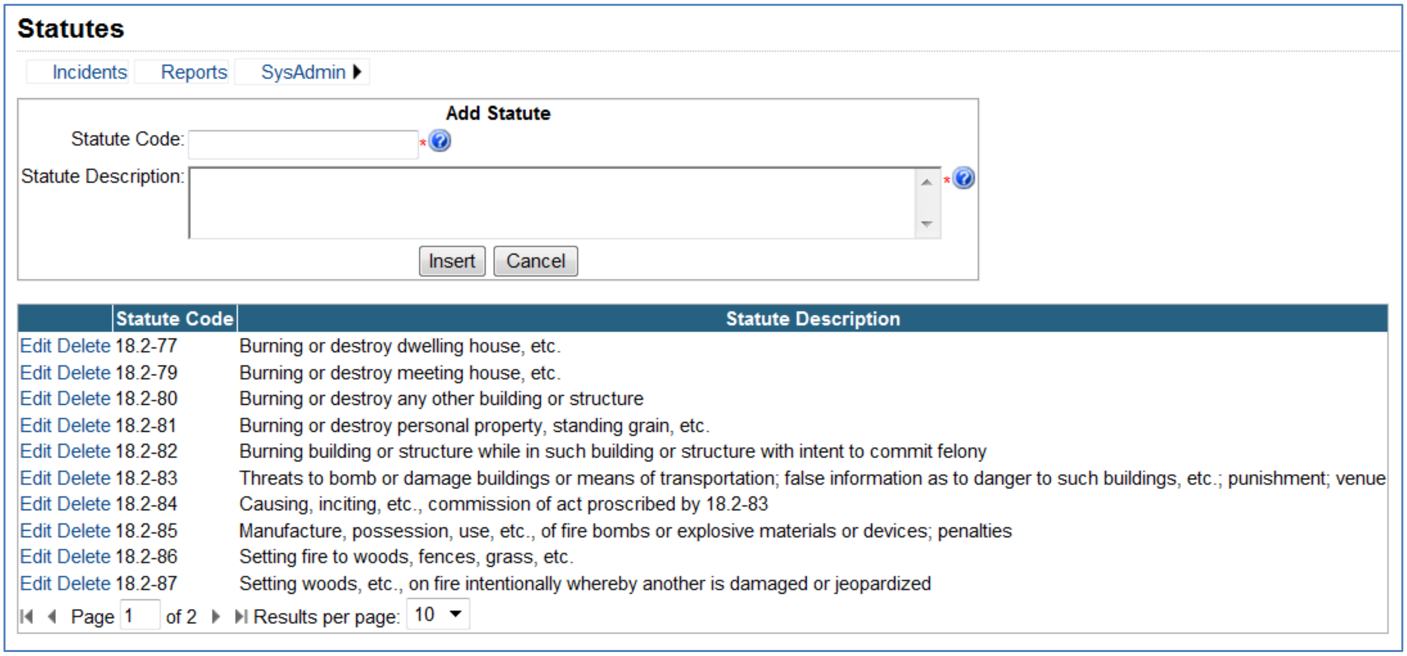
Navigation	
Select SysAdmin | Sexes from the menu bar.	
Inputs	
Sex Code	Code to identify each sex. Must be completed. Must be 1 character.
Sex Name	Full name of each sex. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit a Sex.
Insert	Click to insert the new Sex. Sex Code must be unique. Sex Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this sex.
Update	Only visible in Edit mode. Click to save changes to the Sex. Sex Code must be unique. Sex Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Sex. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Sex may not be deleted when it is associated with an Investigation Contact.

Lookup Tables – Statuses



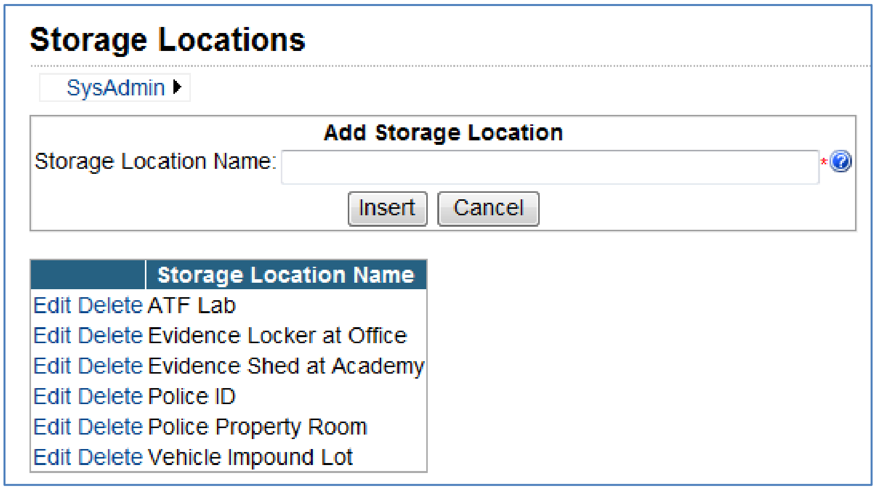
Navigation	
Select SysAdmin | Statuses from the menu bar.	
Inputs	
Status Name	Identifies each Status type. Must be completed. Must be 10 characters or less.
Buttons/Links	
Edit	Click to edit a Status.
Insert	Click to insert the new Status. Status Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this status.
Update	Only visible in Edit mode. Click to save changes to the Status. Status Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Status. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Status cannot be deleted if associated with any System Status.

Lookup Tables – Statutes



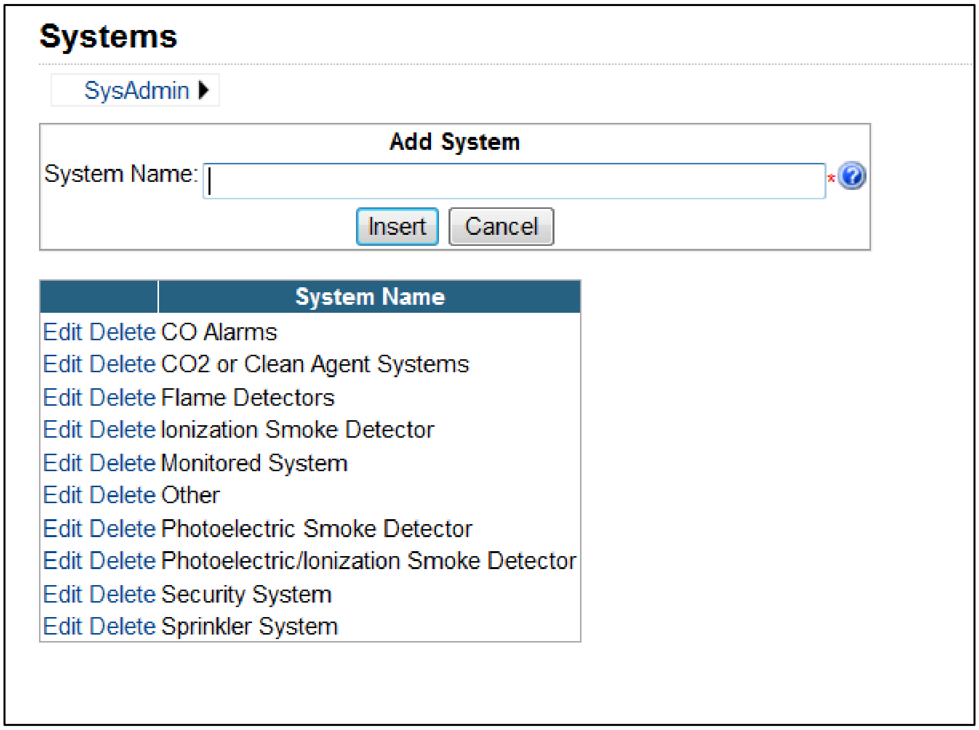
Navigation	
Select SysAdmin | Statutes from the menu bar.	
Inputs	
Statute Code	Code to identify each Statute. Must be completed. Must be 20 characters or less.
Statute Description	Description of each Statute code. Must be completed. Must be 200 characters or less.
Buttons/Links	
Edit	Click to edit the Statute.
Insert	Click to insert the new Statute. A combination of Statute Code & Statute Description must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this statute.
Update	Only visible in Edit mode. Click to save changes to the Statute. A combination of Statute Code & Statute Description must be unique. If the update is successful, success message appears.
Delete	Click to delete the Statute. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Statute may not be deleted when it is associated with any Charge or Charge History.

Lookup Tables – Storage Locations



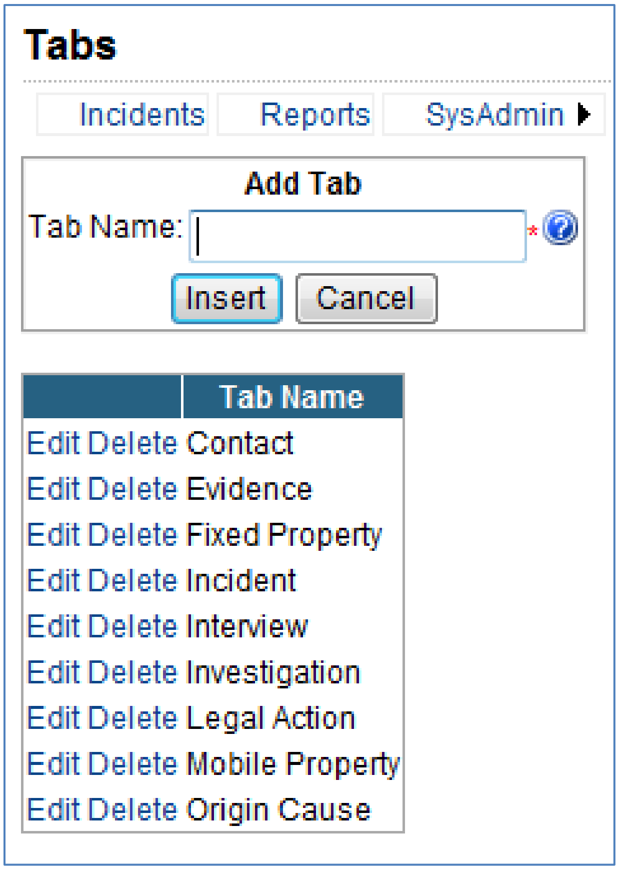
Navigation	
Select SysAdmin | Storage Locations from the menu bar.	
Inputs	
Storage Location Name	Identifies each storage location. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a Storage Location.
Insert	Click to insert the new Storage Location. Storage Location Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this storage location.
Update	Only visible in Edit mode. Click to save changes to the Storage Location. Storage Location Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Storage Location. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Storage Location may not be deleted when it is associated with any Evidence Location.

Lookup Tables – Systems



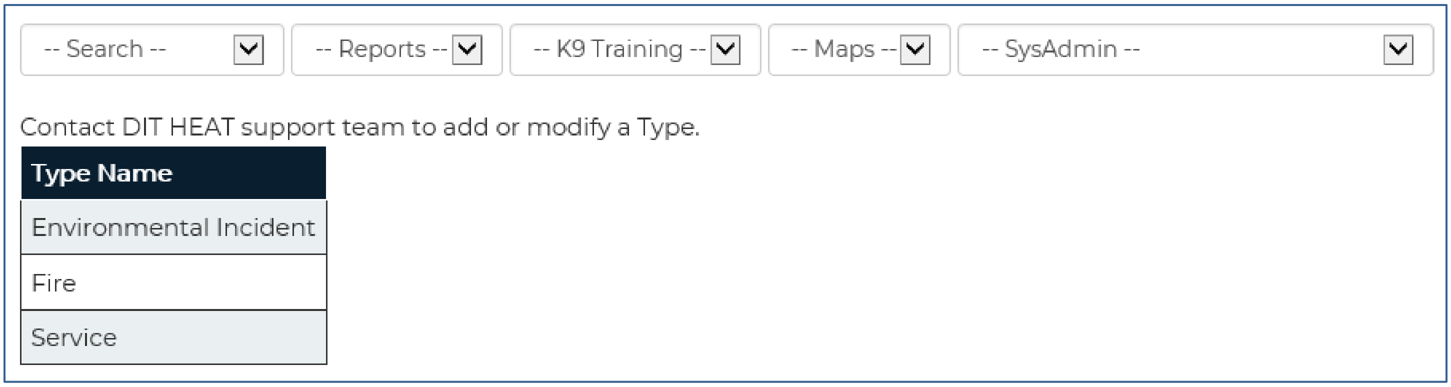
Navigation	
Select SysAdmin | Systems from the menu bar.	
Inputs	
System Name	Identifies each System type. Must be completed. Must be 50 characters or less.
Buttons/Links	
Edit	Click to edit a System.
Insert	Click to insert the new System. System Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this system.
Update	Only visible in Edit mode. Click to save changes to the System. System Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the System. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. System cannot be deleted if associated with any System Status.

Lookup Tables – Tabs



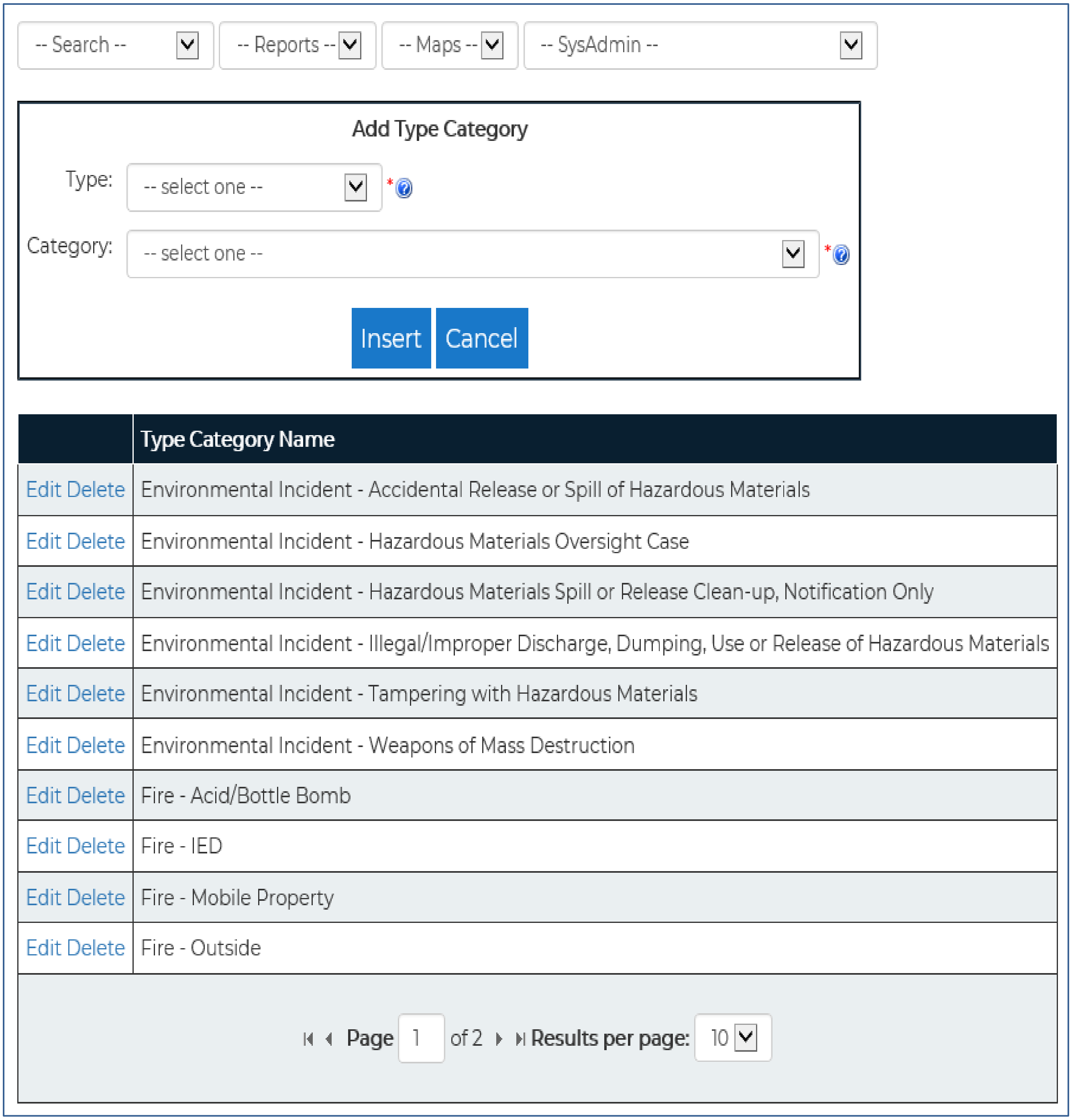
Navigation	
Select SysAdmin | Tabs from the menu bar.	
Inputs	
Tab Name	Identifies each tab. Must be completed. Must be 20 characters or less.
Buttons/Links	
Edit	Click to edit a Tab.
Insert	Click to insert the new Tab. Tab Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this tab.
Update	Only visible in Edit mode. Click to save changes to the Tab. Tab Name must be unique. If the update is successful, success message appears.
Delete	Click to delete the Tab. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Tab may not be deleted when it is associated with an Incident Investigator Access. Tab may not be deleted when it is associated with an Investigation Type Tab.

Lookup Tables – Types



Navigation	
Select SysAdmin | Types from the menu bar.	
Inputs	
Type Name	Identifies each Type of investigation. Must be completed. Must be 30 characters or less. **Contact DIT HEAT support team to add or modify a Type.**

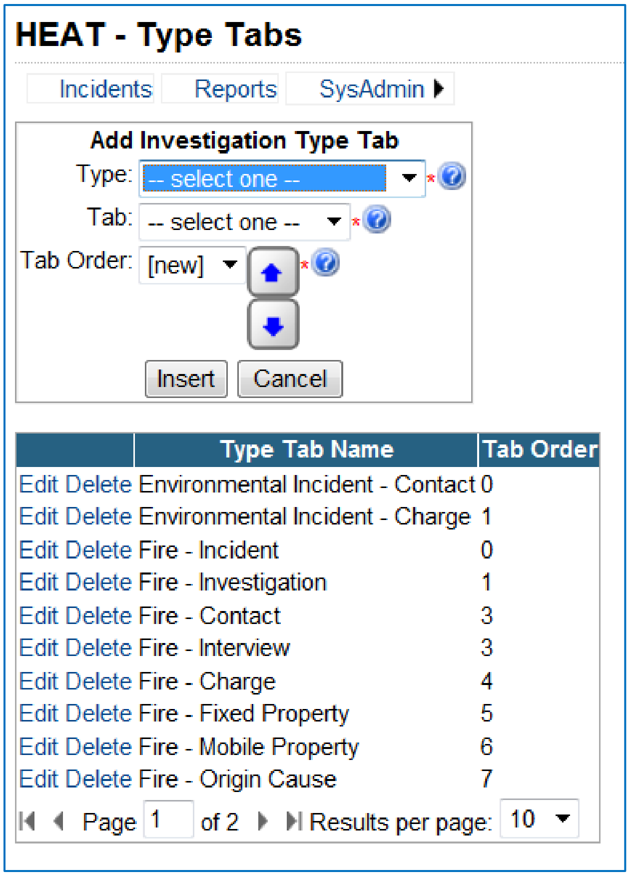
Lookup Tables – Type Categories



Navigation	
Select SysAdmin | Type Categories from the menu bar.	
Inputs	
Type	Identifies the drop down used for the Type of investigation. Must be completed.
Category	Identifies the drop down used for the Category. Must be completed.
Buttons/Links	
Edit	Click to edit a Type Category.

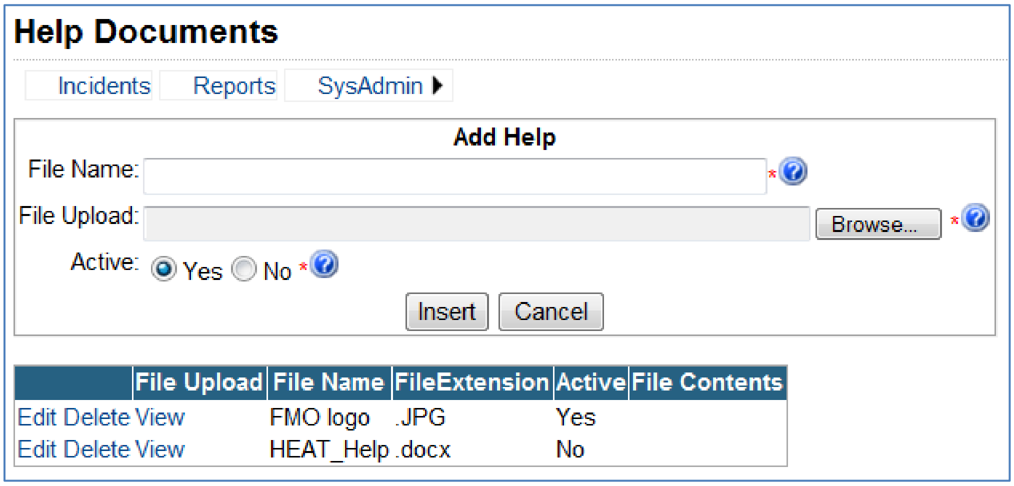
Insert	Click to insert the new Type Category. Combination of Type and Category must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this type category.
Update	Only visible in Edit mode. Click to save changes to the Type Category. Combination of Type and Category must be unique. If the update is successful, success message appears.
Delete	Click to delete the Type Category. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Type Category cannot be deleted if associated with any Investigation.

Lookup Tables – Type Tabs



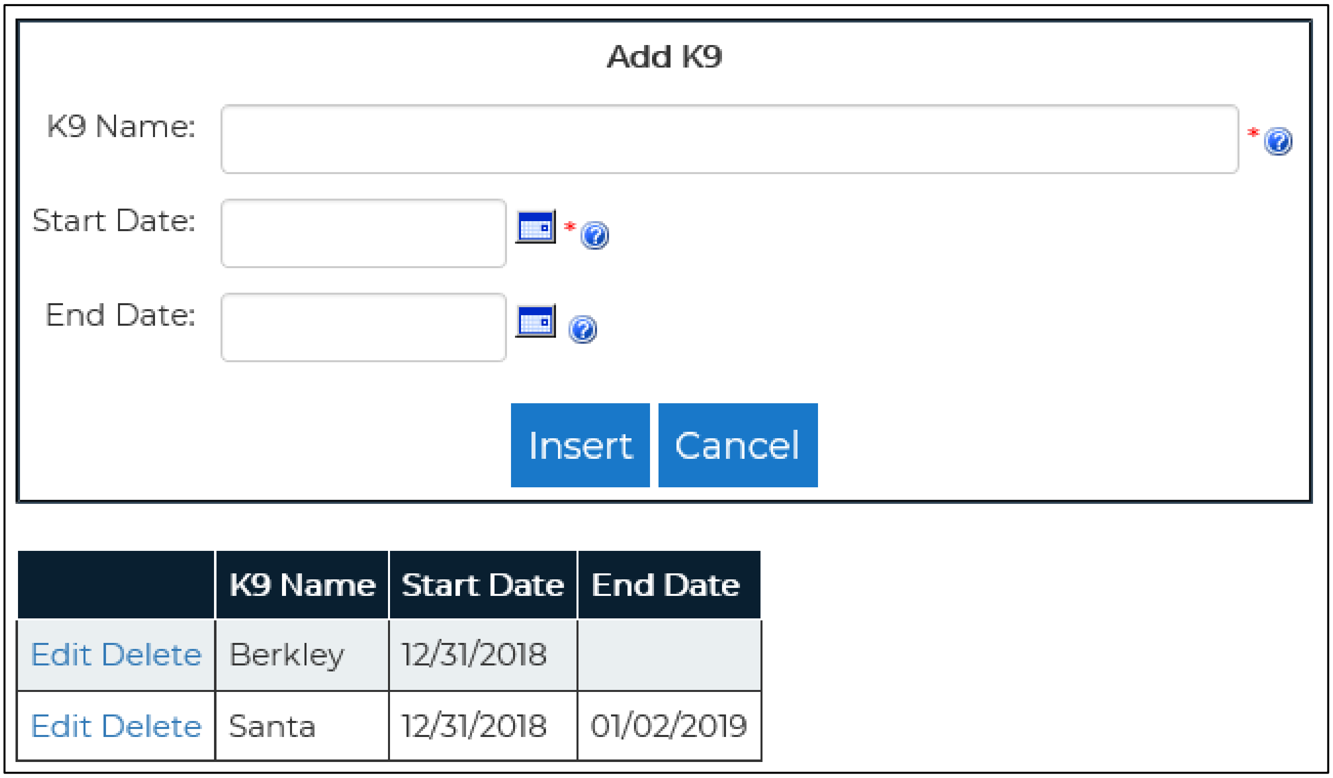
Navigation	
Select SysAdmin | Type Tabs from the menu bar.	
Inputs	
Type	Identifies the Type of investigation associated with the Tab. Must be completed.
Tab	Identifies the Tab used for the Type of investigation. Must be completed.
Tab Order	Indicates the order this Tab is displayed. Must be completed.
Buttons/Links	
Edit	Click to edit a Type Tab.
Insert	Click to insert the new Type Tab. Combination of Type and Tab must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this type tab.
Update	Only visible in Edit mode. Click to save changes to the Type Tab. If the update is successful, a success message appears.
Delete	Click to delete the Type Tab. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
	Click to move the highlighted item up in the order list. Then, click Update to save the change.
	Click to move the highlighted item down in the order list. Then, click Update to save the change.

SysAdmin – Help Documents



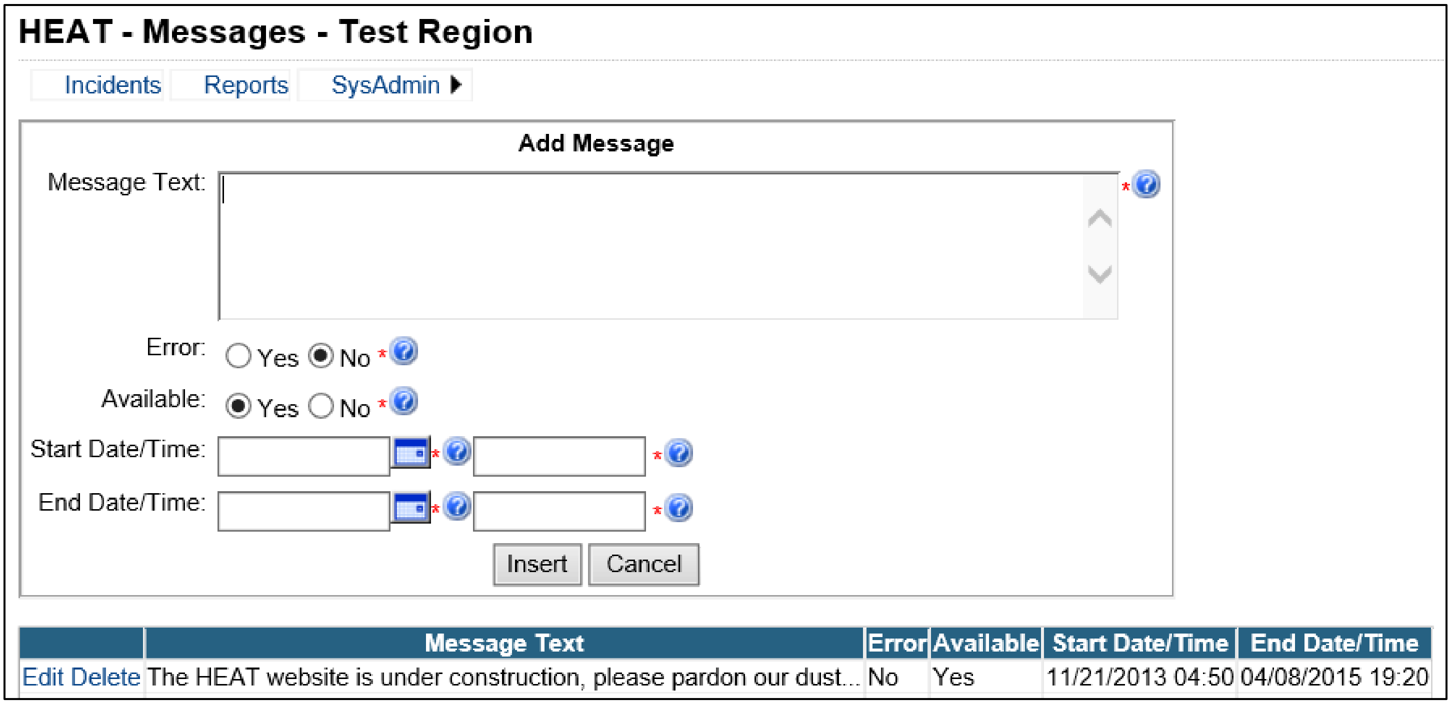
Navigation	
Select SysAdmin | Help Documents from the menu bar.	
Inputs	
File Name	Name of the Help Document. Must be completed. Must be 50 characters or less.
File Upload	Location of the file to be uploaded. Must be completed.
Active	Indicator that the file will be active or not. Active is the default.
Buttons/Links	
Edit	Click to edit the Help Document.
Insert	Click to insert the new Help Document. File Name can be duplicated, but only one active file for the same file name. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this help document.
Update	Only visible in Edit mode. Click to save changes to the Help Document. File Name can be duplicated, but only one active file for the same file name. If the update is successful, success message appears.
Delete	Click to delete the Help Document. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Browse	Click to navigate to the file to upload.

SysAdmin – K9s



Description	
Allow users to add/update/delete K9s.	
Navigation	
Select SysAdmin | K9s from the menu bar.	
Inputs	
K9 Name	Name of K9. Must be completed. Must be 50 characters or less. Must be unique.
Start Date	Date of K9 is assigned. Must be completed. Must be a valid date. Start date must be a valid date. Start date must be on or before current date.
End Date	Date K9 assignment ends. Must be a valid date. End date must be valid. End date must be on or after Start date.
Buttons/Links	
Edit	Click to display the K9 for editing.
Insert	Click to insert the new K9. K9 name must be unique. Start date must be on or before current date. End date must be on or after Start date.
Cancel	Click to disregard any changes to this K9.
Update	Click to save changes to the K9. K9 name must be unique. Start date must be on or before current date. End date must be on or after Start date.
Delete	Click to delete the K9. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. K9 cannot be deleted if associated with any K9 training or service.

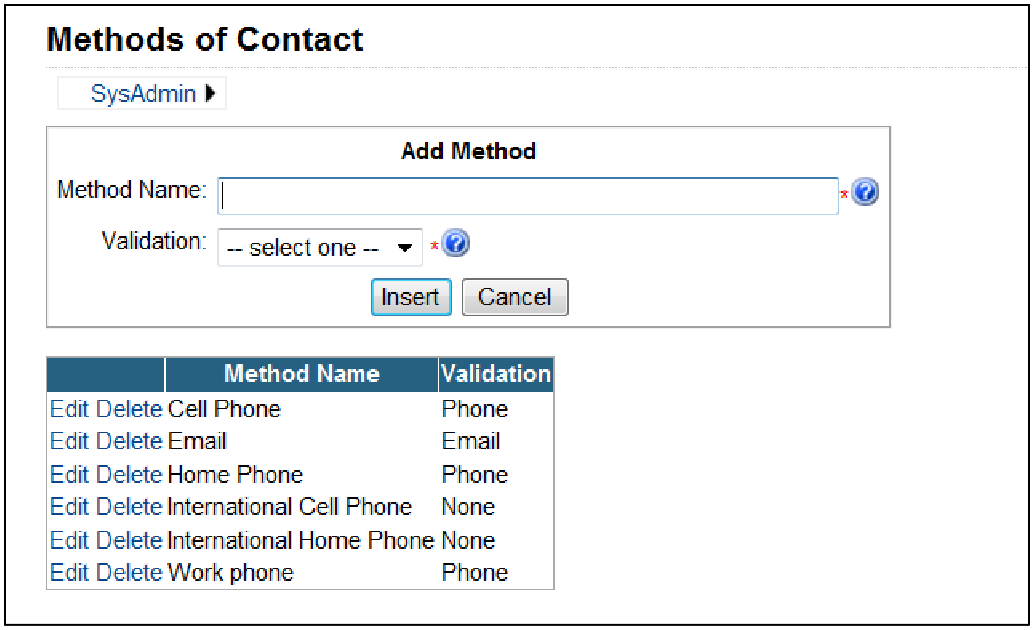
SysAdmin – Messages



Description	
Allow users to add/update/delete messages.	
Navigation	
Select SysAdmin | Messages from the menu bar.	
Inputs	
Message Text	Text of the message to display. Must be completed. Must be 2000 characters or less. Must be unique.
Error	Whether or not this message should be displayed as an error. Must be completed.
Available	Whether or not the application should be available when this message is displayed. Must be completed.
Start Datetime	Datetime this message should begin being displayed. Must be completed. Must be a valid date. Time must be in military format.
End Datetime	Datetime this message should stop being displayed. Must be completed. Must be a valid date. Time must be in military format.
Buttons/Links	
Edit	Click to display the Message for editing.
Insert	Click to insert the new Message. End Date/Time must be on or after Start Date/Time. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this message.
Update	Only visible when Message is displayed for editing. Click to save changes to the Message. If the update is successful, success message appears. End Date/Time must be on or after Start Date/Time.

Delete	Click to delete the Message. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.

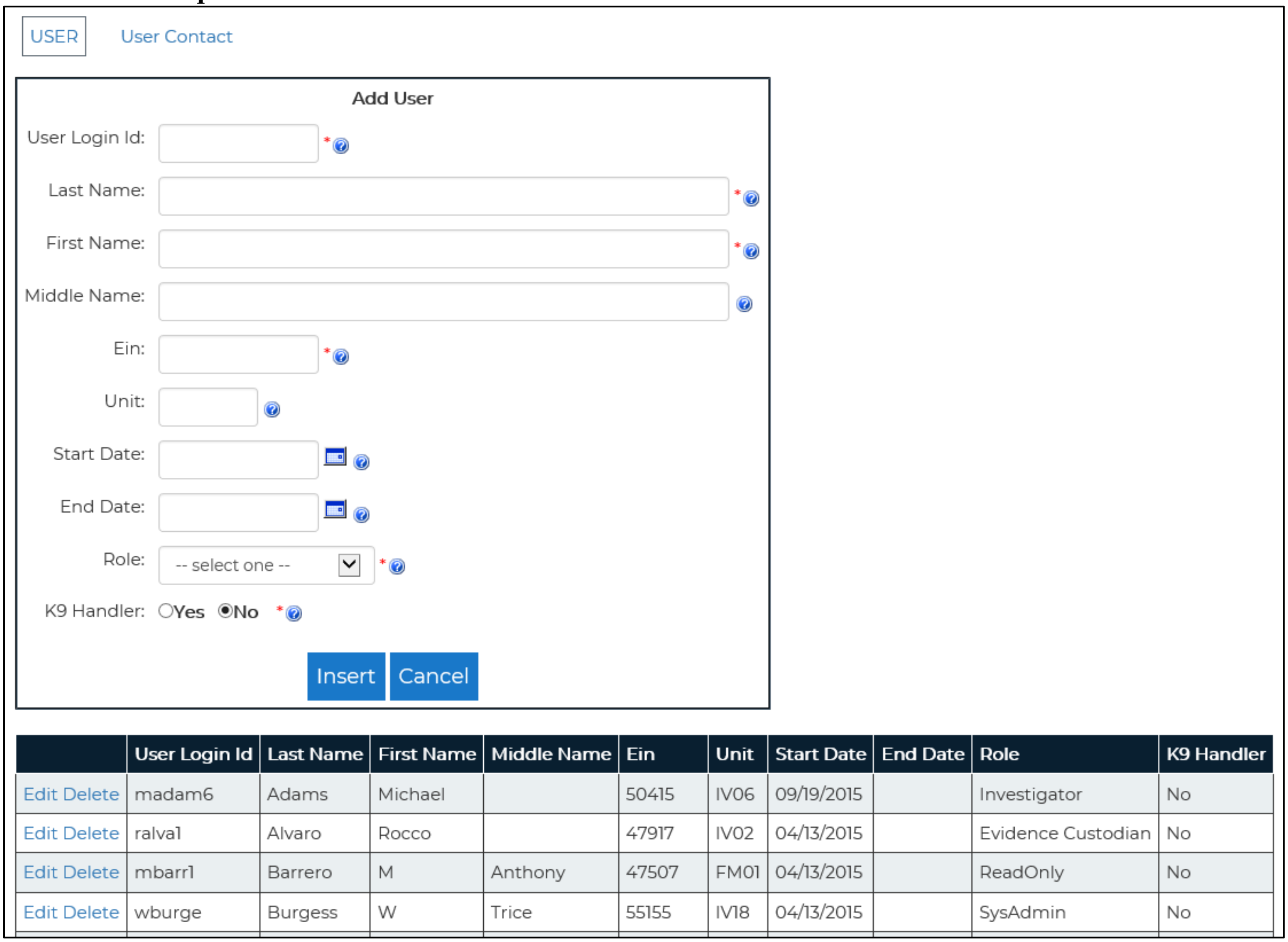
SysAdmin – Methods of Contact



Description	
Allow users to add/update/delete methods of contact.	
Navigation	
Select SysAdmin | Methods of Contact from the menu bar.	
Inputs	
Method Name	Identifies each type of method of contact. Must be completed. Must be 50 characters or less. Must be unique.
Validation	Identifies how to validate entries for this method of contact. Must be completed. The available options are “Phone”, “Email” and “None”. This will make sure that when the actual contact detail is entered, it will be validated against the type of validation chosen for that particular method of contact.
Buttons/Links	
Edit	Click to display the Message for editing.
Delete	Click to delete the Method. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. Method cannot be deleted if associated with any user contact or investigation contact.
Update	Only visible in Edit mode. Click to save changes to the Method. Validation must be one of the following: 'Email', 'Phone', 'None'. Method Name must be unique. If the update is successful, success message appears.
Insert	Click to insert the new Method. Validation must be one of the following: 'Email', 'Phone', 'None'. Method Name must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this message.

SysAdmin – Users

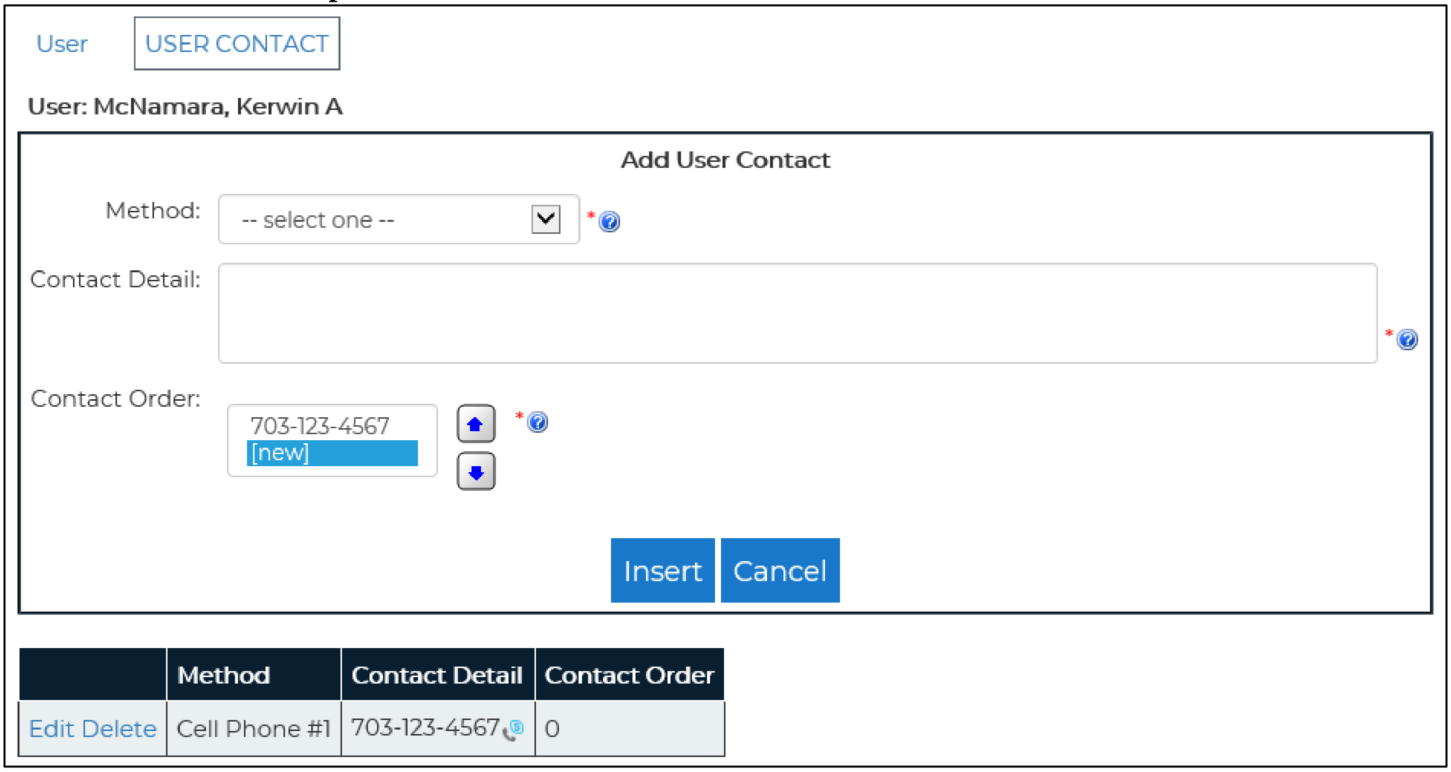
- **Users Add/Update/Delete**



Description	
Allow users to add/update/delete users.	
Navigation	
Select SysAdmin | Users from the menu bar.	
Inputs	
User Login Id	Identifies the Login Id of User. Must be completed. Must be 10 characters or less. Must be unique.
Last Name	Last name of User. Must be completed. Must be 50 characters or less.
First Name	First name of User. Must be completed. Must be 50 characters or less.
Middle Name	Middle name of User. Must be 50 characters or less.
Ein	EIN assigned to User. Must be completed. Must be a valid number.

Unit	Unit assigned to User. Must be 5 characters or less.
Start Date	Date User is assigned to unit. Must be a valid date. Must be completed if Unit is entered.
End Date	Date User unit assignment ends. Must be a valid date. End Date must be on or after Start Date.
Role	Role assigned to User. Must be completed. Must be 50 characters or less.
K9 Handler	Identifies K9 handler. Must be completed. Default to “No”.
Buttons/Links	
Edit	Click to display the User for editing.
Delete	Click to delete the User. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears. User may not be deleted if it is associated with any User Contact, Evidence Location, Fixed Property, Incident, Incident Investigator, Investigator Access, Legal Action, Mobile Property, or an Origin Cause.
Update	Only visible in Edit mode. Click to save changes to the User. User Login Id must be unique. Ein must be unique. Role must be 'SysAdmin', 'Supervisor', 'Evidence Custodian', 'Investigator', Or 'ReadOnly'. If the update is successful, a success message appears.
Insert	Click to insert the new User. User Login Id must be unique. Ein must be unique. Role must be 'SysAdmin', 'Supervisor', 'Evidence Custodian', 'Investigator', Or 'ReadOnly'. If the Insert is successful, a success message appears. After successful insert, the newly inserted user is displayed in edit mode for update and the User and User Contact tabs become accessible.
Cancel	Click to disregard any changes to this user.

- **User Contact Add/Update/Delete**



Description	
Allow users to add/update/delete User's contact methods.	
Navigation	
After a user is inserted or selected for edit, click User Contact tab: - To add a new User Contact, enter data and click Insert. - To edit, click Edit next to the desired Method in the list. - To delete, click Delete next to the desired Method in the list.	
Inputs	
Method	Identifies the method of contact for the user. Must be completed.
Contact Detail	Detail of the user contact method such as email address, phone number. Must be completed. Must be 500 characters or less.
Contact Order	Order of priority of user contact methods. Must be completed.
Buttons/Links	
Edit	Click to display the User Contact for editing.
Delete	Click to delete the User Contact. A confirmation message appears. Click OK to continue the delete. If the delete is successful, a success message appears.
Update	Only visible when User Contact is displayed for editing. Click to save changes to the User Contact. If the update is successful, success message appears. Email must be valid format. International Phone allows letters, numbers, spaces, and dashes only. Combination of User and Method must be unique.

Insert	Click to insert the new User Contact. Email must be valid format. International Phone allows letters, numbers, spaces, and dashes only. Combination of User and Method must be unique. If the Insert is successful, a success message appears.
Cancel	Click to disregard any changes to this user contact.
	Click to move the highlighted item up in the order list. Then, click Update to save the change.
	Click to move the highlighted item down in the order list. Then, click Update to save the change.

Reports

Allows users to view reports based on their roles.

-- Search -- | -- Reports -- | -- K9 Training -- | -- Maps -- | -- SysAdmin --

	Report Name	Report Description
Run	Arrest Summary	Lists the number of arrests by age group (juvenile/adult) during a specified period of time.
Run	Burn Injuries Report	Lists the burn injuries by incident number, injury type, and age group that occurred during a specified period of time.
Run	Charge Type Summary	Lists the number of charges by charge type (felony/misdemeanor) during a specified period of time.
Run	Contamination Type Summary	Lists the number of environmental incidents by contamination type opened during a specified period of time.
Run	Environmental Loss Summary	Lists the total values and losses by category and cause for environmental incidents opened during a specified period of time.
Run	EQAC Chemical List	Lists the number of environmental incidents by chemical opened during a specified date range.
Run	EQAC Storm Drain and Waterway Incidents	Lists the total number of environmental incidents with storm drain or waterway contamination types opened during a specified period of time.
Run	Evidence Log	Lists the evidence items chain of custody for a specified incident.
Run	Fatalities Summary	Lists the total number of fatalities that occurred during a specified period of time.
Run	Fatalities With Detection Systems Summary	Lists the total number of fatalities where at least one detection system exists during a specified period of time.
Run	Fatalities Without Detection Systems Summary	Lists the total number of fatalities where no detection systems exist during a specified period of time.
Run	Fire Cause Summary	Lists the number of fires by cause and subcategory opened during a specified period of time.
Run	Fire Loss Summary	Lists the total values and losses by category and cause for fire incidents opened during a specified period of time.
Run	FOIA Incident Summary Report	Reports FOIA details of an incident.
Run	FOIA Service Report	Reports FOIA details of a service incident.
Run	Incendiary Fires Closed and Inactive Summary	Lists the total number of closed and inactive incendiary fires opened during a specified period of time.
Run	Incendiary Fires Summary	Lists the total number of incendiary fires opened during a specified period of time.
Run	Incident Summary Report	Reports the details of an incident.
Run	Investigation Types Closed Report	Lists incidents that were closed during a specified period of time by investigation type.
Run	Investigation Types Summary	Lists the number of investigations by type opened during a specified period of time. This report can be used for EQAC Fire and Environmental totals.

Page 1 of 2 **Results per page:** 20

Navigation

Select Reports from the menu bar. Click Run next to a report from the list.

Reports – Arrest Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Arrest Summary

Start Date: 01/01/2016   End Date: 12/31/2018

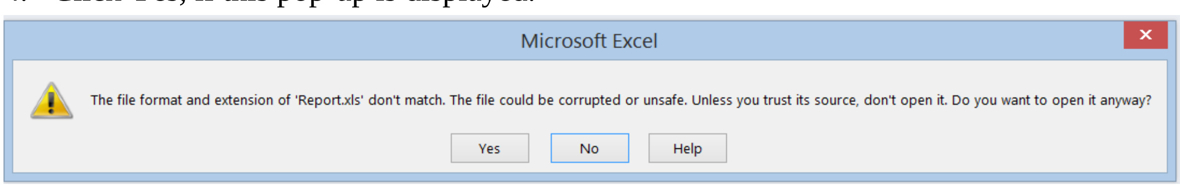
Age Group	Total Arrests
Adult	3
Juvenile	2
Unknown	6
	11

Description
To generate the Arrest Summary – Lists the number of arrests by age group (juvenile/adult) during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Burn Injuries Report

Hazmat, Explosives, and Arson Tracking (HEAT)
Burn Injuries Report

Start Date : 01/01/2018 End Date: 12/31/2018

Injury	Age	Incident #	Total
Chemical Burn	Other	E180782626	1
Direct Flame Burn	Other	E180782626	1
Direct Flame Burn	Other	E181234567	1
Direct Flame Burn	Other	E181740855	1
Direct Flame Burn	Other	E181751122	2
Direct Flame Burn	Other	E182421084	1
			7

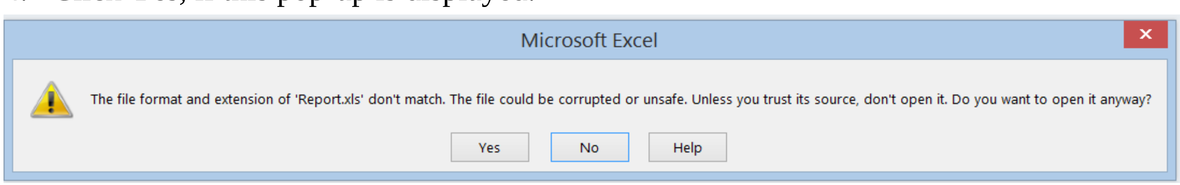
Description

To generate the Burn Injuries Report – Lists the burn injuries by incident number, injury type, and age group that occurred during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Case Management Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Case Management Summary

Start Date: 01/01/2020 End Date: 06/14/2021

Case Number	Case Name	Open Date	Close Date	Related Incidents
21-0001	Serial Arson - Lee Hwy	3/27/2021		3
21-0002	Arson Fairfax/Springfield	5/5/2021		0
21-0003	Arson - Maple Blvd	5/22/2021		0
21-0004	Arson Oak Street	6/1/2021		0

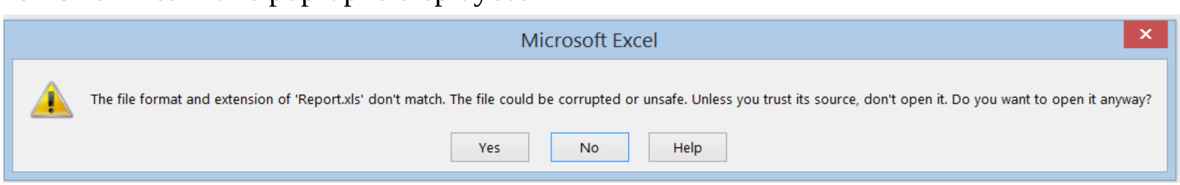
Description

To generate the Case Management Summary – Lists cases during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes if this pop-up is displayed.



Reports – Charge Type Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Charge Type Summary

Start Date: 01/01/2016 End Date: 12/31/2018

Charge Type	Total Charges
Felony	5
Misdemeanor	6
	11

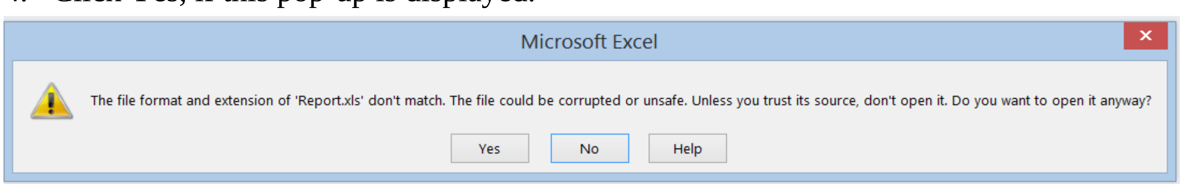
Description

To generate the Charge Type Summary – Lists the number of charges by charge type (felony/misdemeanor) during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Contamination Type Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Contamination Type Summary

Start Date: 01/01/2016 End Date: 12/31/2018

Contamination Type	Total
Air	1
Ground	8
Other	4
Roadway,Parking lot, Pavement	1
Storm Drain	4
Waterway	6
	24

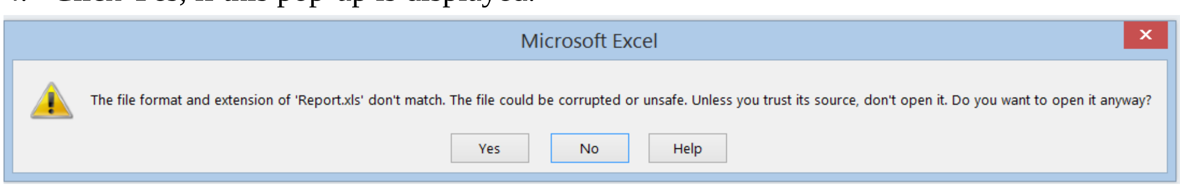
Description

To generate the Contamination Type Summary – Lists the number of environmental incidents by contamination type opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Environmental Loss Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Environmental Loss Summary

Start Date: 01/01/2016 End Date: 12/31/2018

Incident Type	Category	Cause	Structure Value	Contents Value	Structure Loss	Contents Loss	Vehicle Value	Vehicle Contents Value	Vehicle Loss	Vehicle Contents Loss
Environmental Incident	Accidental release or spill of hazardous materials	Accidental	0	0	0	0	20,000	1,000	700	200
Environmental Incident	Accidental release or spill of hazardous materials	Accidental Container Failure	0	0	0	0	2,500	760	700	0
Environmental Incident	Accidental release or spill of hazardous materials	Accidental Container Failure Good Intent Call, No Hazmat Involved	100,000	2,000	30,000	500	0	0	0	0
Environmental Incident	Accidental release or spill of hazardous materials	Under Investigation	418,600	104,650	0	0	0	0	0	0
Environmental Incident	Hazardous materials spill or release cleanup notification	Malicious Act	0	0	0	0	5,000	1,000	700	300
Environmental Incident	Illegal/Improper discharge, dumping, use or release of hazardous materials	Container Failure Controlled Release Malicious Act	2,598,440	649,610	10,000	20,000	0	0	0	0
Environmental Incident	Illegal/Improper discharge, dumping, use or release of	Good Intent Call, No Hazmat Involved	351,250	87,838	20,000	19,000	0	0	0	0
			3,468,290	844,098	60,000	39,500	27,500	2,760	2,100	500

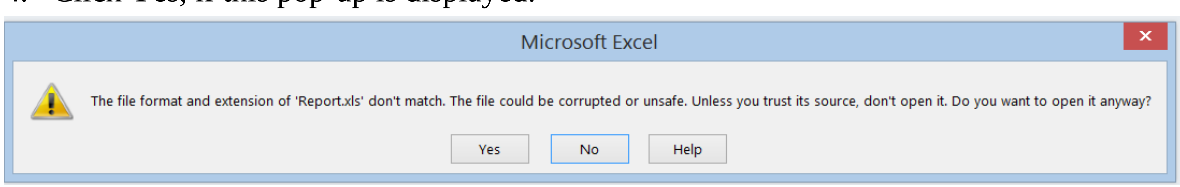
Description

To generate the Environmental Loss Summary – Lists the total values and losses by category and cause for environmental incidents opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – EQAC Chemical List

Hazmat, Explosives, and Arson Tracking (HEAT)
EQAC Chemical List

Start Date: 01/01/2016 End Date: 12/31/2018

Chemical	Total Incidents
Ammonia (alias of Ammonia Anhydrous)	1
Carbon Tetrachloride (alias of Freon 10)(alias of Halon 104)	1
Fuel Oil No. 2 (alias of Diesel Fuel Oil)	3
Gasoline	2
	7

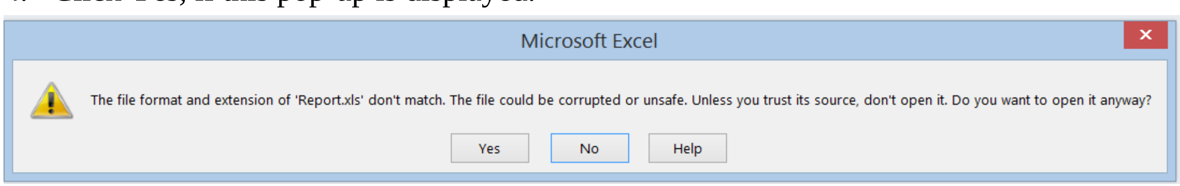
Description

To generate the EQAC Chemical List – Lists the number of environmental incidents by chemical opened during a specified period of time.

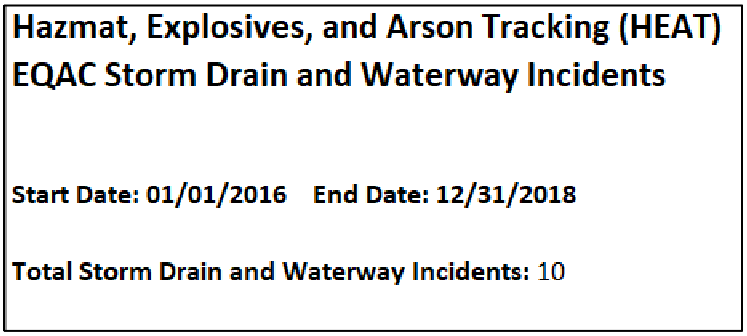
Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – EQAC Storm Drain and Waterway Incidents


Hazmat, Explosives, and Arson Tracking (HEAT)
EQAC Storm Drain and Waterway Incidents

Start Date: 01/01/2016 **End Date: 12/31/2018**

Total Storm Drain and Waterway Incidents: 10

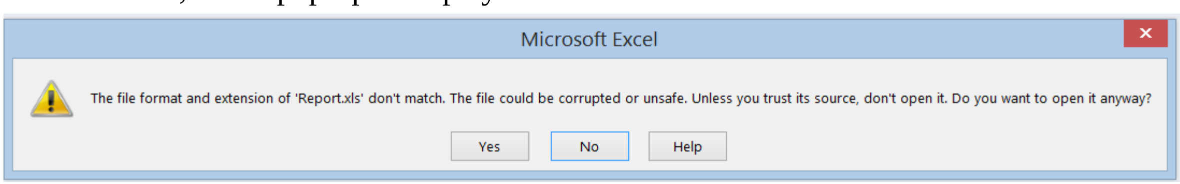
Description

To generate the EQAC Storm Drain and Waterway Incidents – Lists the total number of environmental incidents with storm drain or waterway contamination types opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.

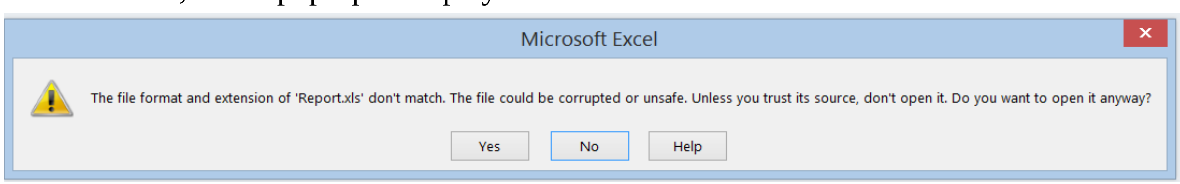


Reports – Evidence Log

Description
To generate the Evidence Log – Lists the evidence items chain of custody for a specified incident. Report format is similar to the Incident Summary.
Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Incident Number and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Fatalities Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Fatalities Summary

Start Date: 01/01/2016 End Date: 12/31/2018

Incident #	Total Fatalities
E160153004	5
E160170996	2
E163562756	1
E181692347	1
E181713312	1
E181720968	1
E181740855	1
E182420942	1
	13

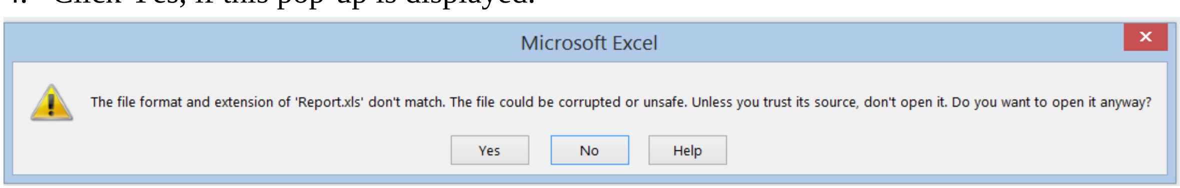
Description

To generate the Fatalities Summary – Lists the total number of fatalities by incident number that occurred during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Fatalities With Detection Systems Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Fatalities With Detection Systems Summary

Start Date: 01/01/2016 End Date: 12/31/2018

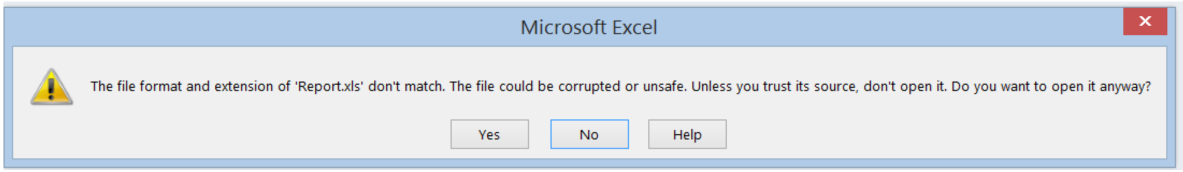
Incident #	Total Fatalities With Detection Systems
E160153004	2
E160170996	1
	3

Description
To generate the Fatalities With Detection Systems Summary – Lists the total number of fatalities where at least one detection system exists during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Fatalities Without Detection Systems Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Fatalities Without Detection Systems Summary

Start Date: 01/01/2016 End Date: 12/31/2018

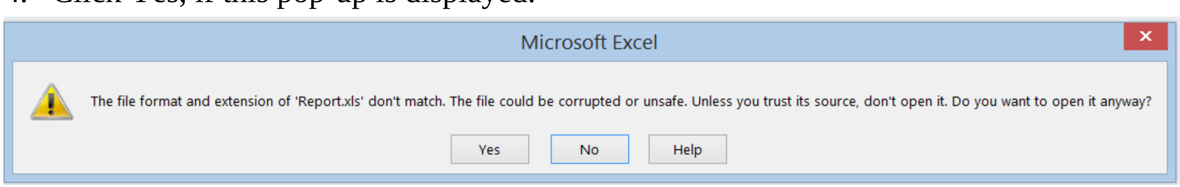
Incident #	Total Fatalities Without Detection Systems
E160153004	2
E181720968	1
E181740855	1
	4

Description
To generate the Fatalities Without Detection Systems Summary – Lists the total number of fatalities where no detection system exists during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Fire Cause Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Fire Cause Summary

Start Date: 01/01/2018 End Date: 12/31/2018

Cause	Subcategory	Total
Accidental	Electrical Failure, Malfunction	2
Accidental	Fire Spread or Control	1
Accidental	Operational Deficiency	2
Incendiary	[None]	1
Undetermined	[None]	1
		7

Description
To generate the Fire Cause Summary – Lists the number of fires by cause and subcategory opened during a specified period of time.

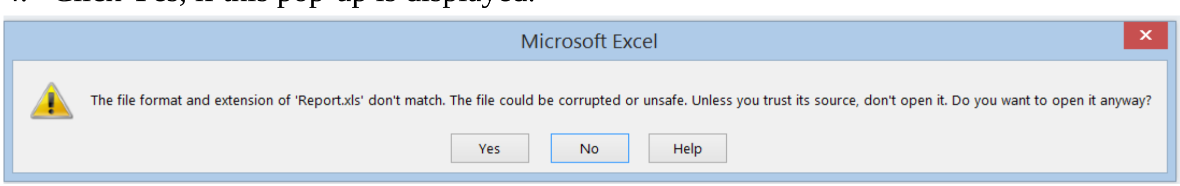
Navigation

1. Click the Run link next to the report name in the report gridview.

2. Enter the desired Start Date and End Date and click the Run button.

3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Fire Loss Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Fire Loss Summary

Start Date: 01/01/2018 End Date: 12/31/2018
Category: [All]
Cause: [All]

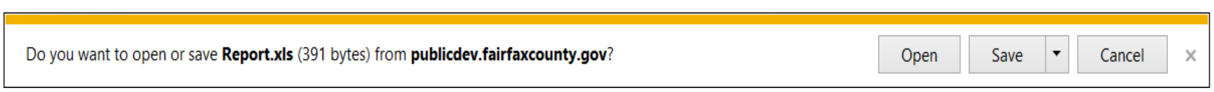
Incident Type	Category	Cause	Structure Value	Contents Value	Structure Loss	Contents Loss	Vehicle Value	Vehicle Contents Value	Vehicle Loss	Vehicle Contents Loss
Fire	Mobile Property	Accidental	2,000,000	300,000	5,000	1,000	2,000	500	200	100
Fire	Structure	Accidental	435,420	108,855	65,000	20,000	0	0	0	0
Fire	Structure	Not Specified	4,836,750	1,209,188	250	100	0	0	0	0
Fire	Structure	Undetermined	0	0	0	0	20,000	700	800	200
			7,272,170	1,618,043	70,250	21,100	22,000	1,200	1,000	300

Description

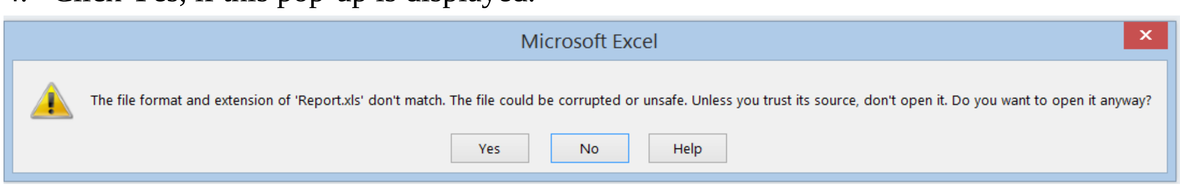
To generate the Fire Loss Summary – Lists the total values and losses by category and cause for fire incidents opened during a specified period of time. This report can be run for specific categories and causes.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date, End Date, Category, and Cause and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



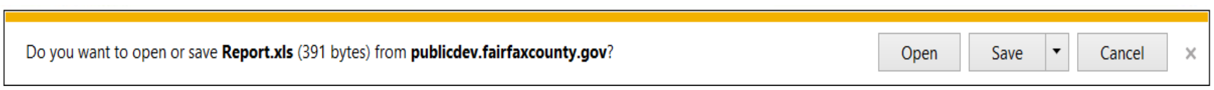
Reports – FOIA Incident Summary Report

Description

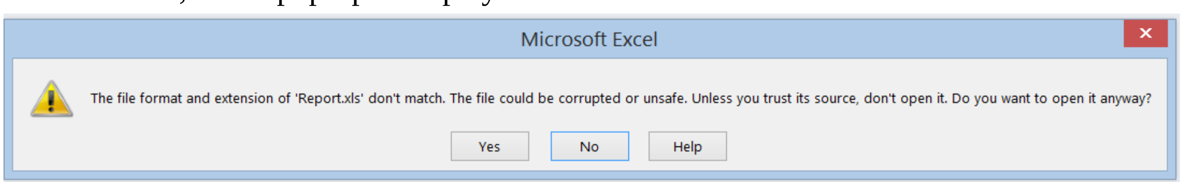
To generate the FOIA Incident Summary – Reports FOIA only details of an incident.

Navigation

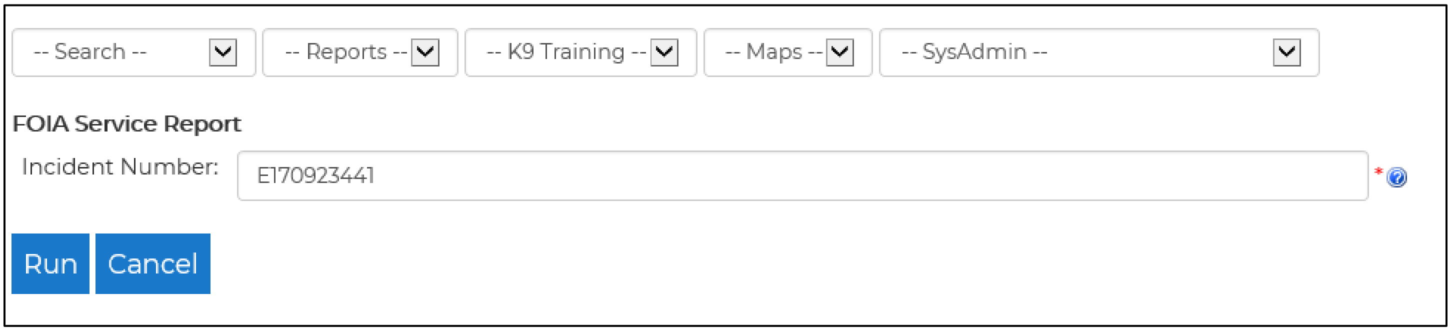
1. Click the Run link next to the report name in the report gridview.
2. Enter the desired date Incident Number and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



Reports – FOIA Service Report



Description

To generate the FOIA Service Report – Reports FOIA only details of a service incident.

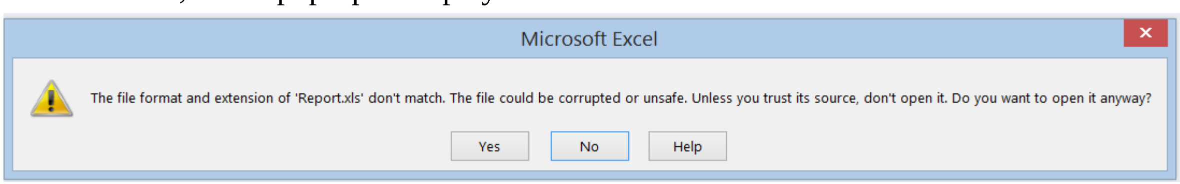
Navigation

5. Click the Run link next to the report name in the report gridview.

6. Enter the desired date Incident Number and click the Run button.

7. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

8. Click Yes, if this pop-up is displayed.



Reports – Incendiary Fires Closed and Inactive Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Incendiary Fires Closed and Inactive Summary

Start Date: 01/01/2015 End Date: 12/31/2018

Status	Total Fires
Closed	14
Inactive	2
	16

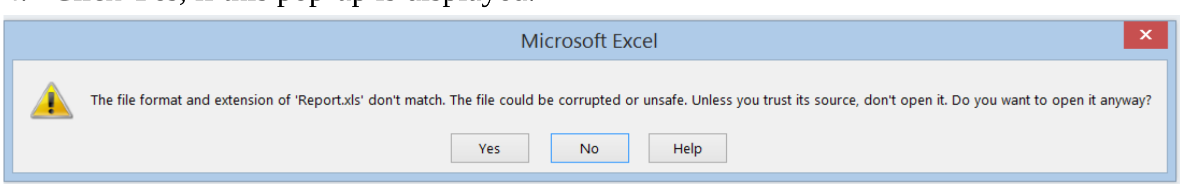
Description

To generate the Incendiary Fires Closed and Inactive Summary – Lists the total number of closed and inactive incendiary fires opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Incendiary Fires Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Incendiary Fires Summary

Start Date: 01/01/2018 End Date: 01/31/2018

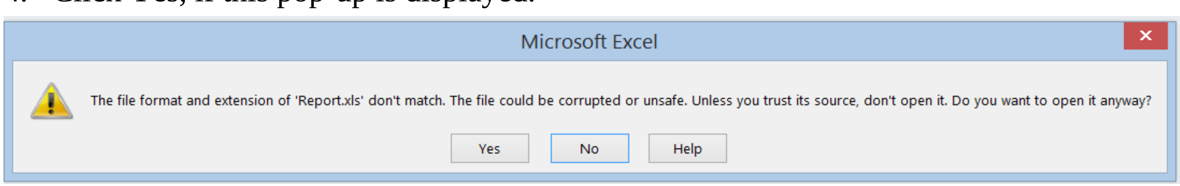
Incident Number	Start Date	Category	Lead Investigator	Total Incendiary Fires
E180021336	1/2/2018 12:52	Structure	Fayson, Terry	
E180042143	1/4/2018 19:19	Structure	Fayson, Terry	
E180092296	1/9/2018 16:27	Outside	Carney, Jeff	
E180202323	1/20/2018 21:20	Outside	Carney, Jeff	
E180211279	1/21/2018 14:47	Outside	Mascarenhas, Nelson	
E180211425	1/21/2018 16:01	Structure	Fayson, Terry	
				6

Description
To generate the Incendiary Fires Summary – Lists incendiary fire incidents opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Incident Summary Report

Description

To generate the Incident Summary – Reports the details of an incident.

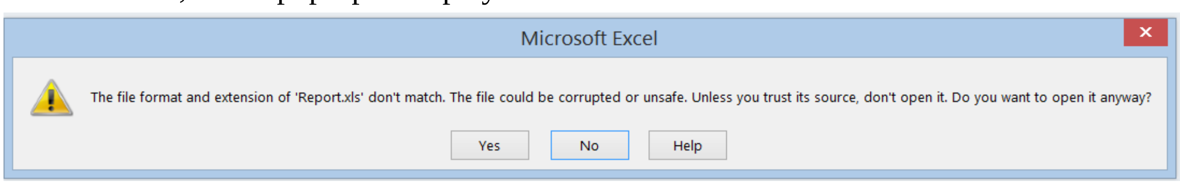
Navigation

5. Click the Run link next to the report name in the report gridview.

6. Enter the desired date Incident Number and click the Run button.

7. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

8. Click Yes, if this pop-up is displayed.



Reports – Investigation Types Closed Report

Hazmat, Explosives, and Arson Tracking (HEAT)

Investigation Types Closed Report

Start Date: 01/01/2017 End Date: 12/31/2018

Investigation Type: Fire

Investigation Type	Incident Number	Start Date	End Date	Total Investigations
Fire	E181691478	6/18/2018 12:39	6/25/2018 15:00	
Fire	E181740855	6/23/2018 9:49	2/14/2019 8:40	
Fire	E182420321	8/30/2018 4:45	9/17/2018 14:20	
				3

Description
To generate the Investigation Types Closed Report – Lists the incidents that were closed during a specified period of time by investigation type.

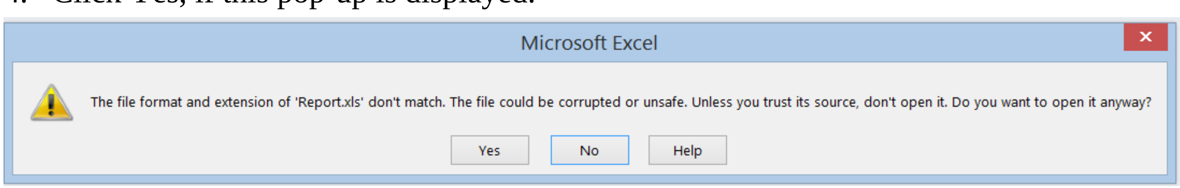
Navigation

1. Click the Run link next to the report name in the report gridview.

2. Enter the desired Start Date, End Date, and Investigation Type (Fire, Environmental, or Service) and click the Run button.

3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Investigation Types Summary

Hazmat, Explosives, and Arson Tracking (HEAT)

Investigation Types Summary

Start Date: 01/01/2016 End Date: 12/31/2018

Investigation Type	Total
Environmental Incident	19
Fire	33
Service	23
	75

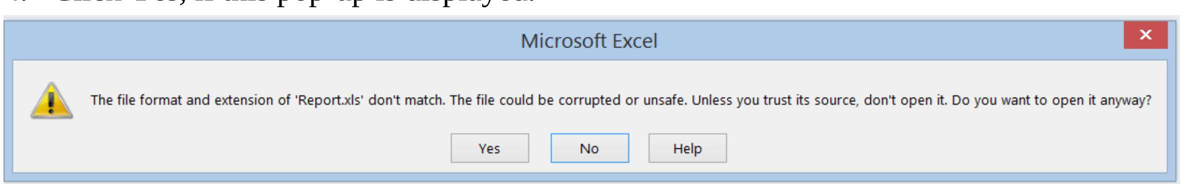
Description

To generate the Investigation Types Summary – Lists the number of investigations by type opened during a specified period of time by investigation type. This report can be used for EQAC Fire and Environmental totals.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Investigator Activity

Hazmat, Explosives, and Arson Tracking (HEAT)
Investigator Activity

Start Date: 01/01/2016 End Date: 01/15/2016

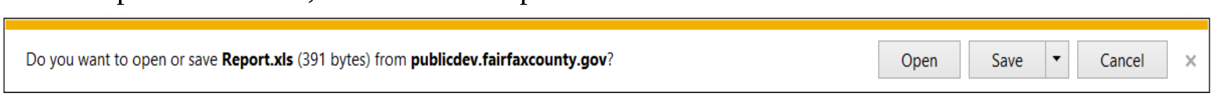
Investigator	Total Investigations
Adams, Michael	1
Alvaro, Rocco	4
Burgess, W Trice	2
Carney, Jeff	3
Chabal, John	4
Gundert, Richard	1
Khan, Salman	1
Marshall, Haywood	2
Mascarenhas, Nelson	2
Palmer, Tim	4
Price, Eddie	1
Richardson, W Allen	2
Robbins, George	1
	28

Description

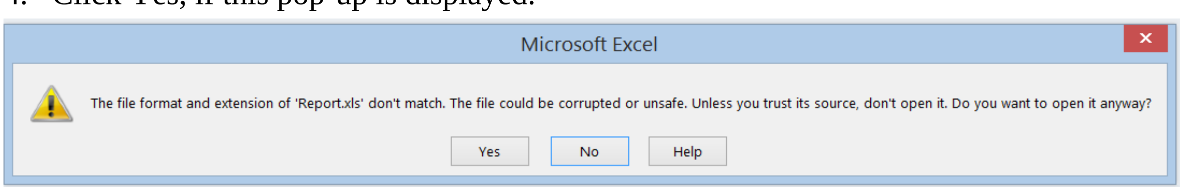
To generate the Investigator Activity – Lists the number of investigations an investigator has participated during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



Reports – K9 Service By Agency

Hazmat, Explosives, and Arson Tracking (HEAT)
K9 Service By Agency

Start Date: 01/01/2018   End Date: 04/01/2019

Agency	Total
AAA Recycling & Trash Removal	2
Fairfax County Fire & Rescue Operations Division	1
Fire Prevention Section	1
Law Enforcement Agency	1
Prince William County Fire Marshal	1
	6

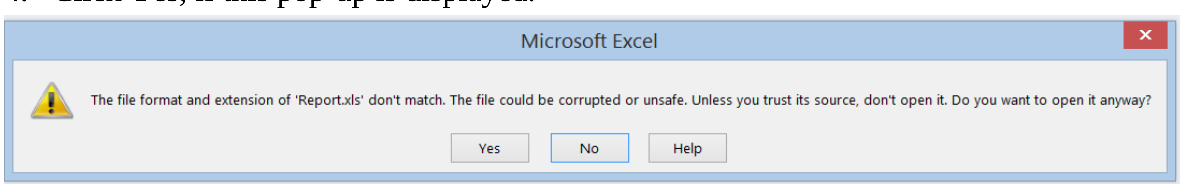
Description

To generate the K9 Service By Agency – Lists the number of Service – K9 investigations by agency that occurred during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – K9 Training Missing

Hazmat, Explosives, and Arson Tracking (HEAT)
K9 Training Missing

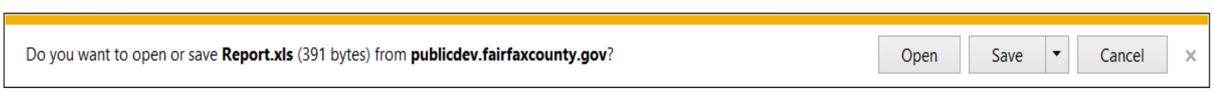
Start Date: 04/01/2019   End Date : 04/15/2019

Missing Training Date
4/6/2019
4/8/2019
4/9/2019
4/10/2019
4/11/2019
4/12/2019
4/13/2019
4/14/2019
4/15/2019

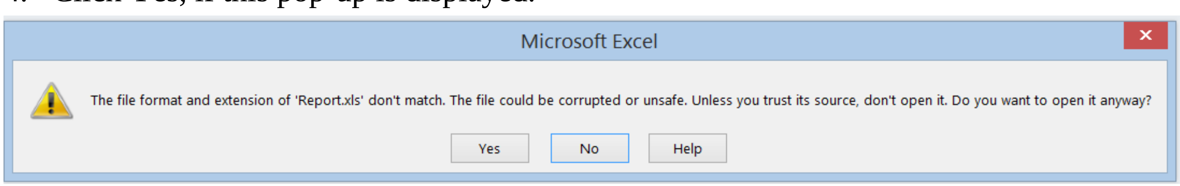
Description
To generate the K9 Training Missing – Lists the dates of missing K9 training records during a specified period of time within the past year.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



Reports – K9 Training Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
K9 Training Summary

Start Date: 04/01/2019 End Date: 04/29/2019
K9: [All]
Handler: [All]

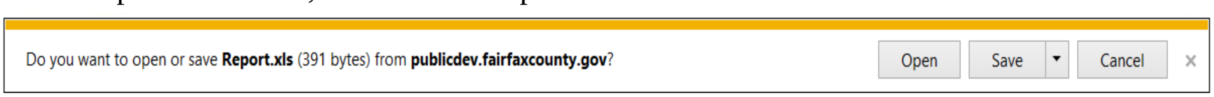
Activity	Accelerant	Repetition
Burn Building 1	Light	2
Can Line-Up	Heavy	1
Clothing	Medium	4
Cracks	Kerosene	4
Miscellaneous	Kerosene	5
Open Area	Medium	7
Pin Point	Other	7
Stairs	Gasoline	9
Stairs	Kerosene	5
		44

Description

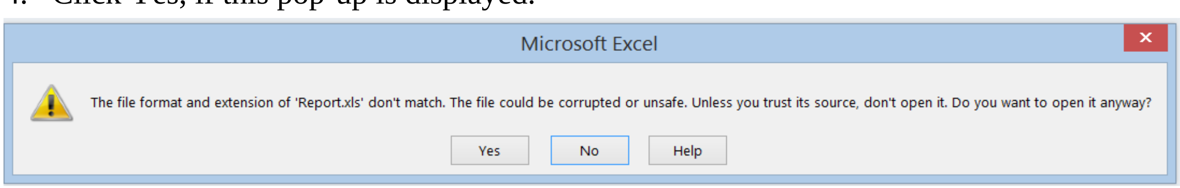
To generate the K9 Training Summary – Lists the number of K9 training records by activity and accelerant during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date, End Date, K9, and Handler and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



Reports – Large Incidents Report

Hazmat, Explosives, and Arson Tracking (HEAT)
Large Incidents Report

Start Date: 01/01/2016 End Date: 06/30/2016 Property Loss: 500,000

Incident #	Start Date	Address	Property Loss	Status	Total
E160372631	2/6/2016 0:00	9898 FURNACE RD, LORTON, VA 22079	600,000	Closed	
E160891698	3/29/2016 0:00	3140 WINDSONG DR, OAKTON, VA 22124	502,500	Closed	
E161550142	6/3/2016 0:00	6979 HECHINGER DR, SPRINGFIELD, VA 22151	1,700,000	Inactive	
E161641630	6/12/2016 0:00	2880 PINE SPRING RD, FALLS CHURCH, VA 22042	551,374	Closed	
					4

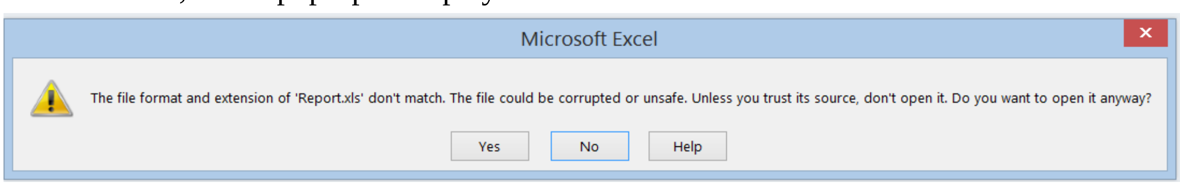
Description

To generate the Large Incidents Report – Lists incidents for a specified period of time and property loss.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date, End Date, and Property Loss and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Lead Investigator Activity

Hazmat, Explosives, and Arson Tracking (HEAT)
Lead Investigator Activity

Start Date: 01/01/2016   End Date: 12/31/2016

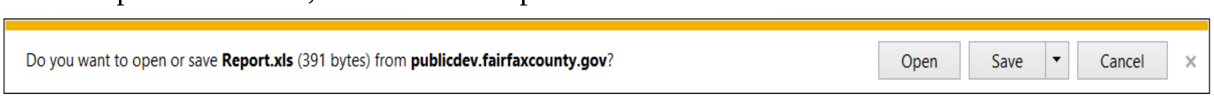
Lead Investigator	Total Incidents
Adams, Michael	3
Alvaro, Rocco	1
Burgess, W Trice	2
Carney, Jeff	3
Chabal, John	3
Gundert, Richard	8
Jou, Jywei	1
Mascarenhas, Nelson	5
McNamara, Kerwin A	1
Nguyen, Huy	6
Palmer, Tim	9
Richardson, W Allen	1
Robbins, George	1
	44

Description

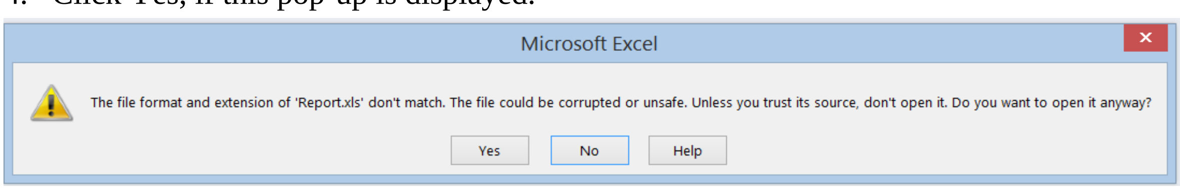
To generate the Lead Investigator Activity – Lists the number of incidents an investigator was assigned the lead during a specified period of time and value.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



Reports – Mobile Lab Response Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Mobile Lab Response Summary

Start Date: 01/01/2016   End Date: 01/01/2019

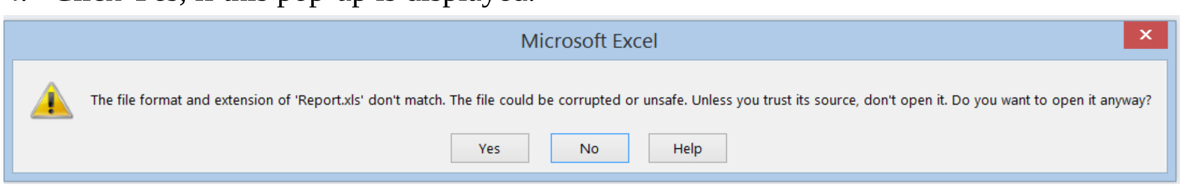
Incident Number	Total Mobile Lab Response
E181682185	
E182400530	
E182401315	
E182420927	
	4

Description
To generate the Mobile Lab Response Summary – Lists the number of mobile lab response incidents during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – MS4 Report

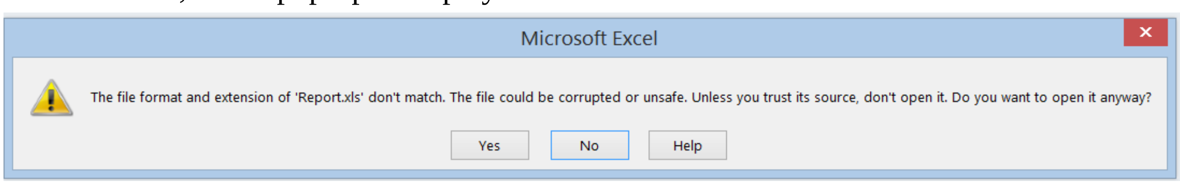
Description

To generate the MS4 Report – Lists the environmental incidents involving storm drains and waterways for a specified period of time in XML format. This report is usually requested by DPWES. Once the report is created, it is saved and then emailed as an attachment to DPWES.

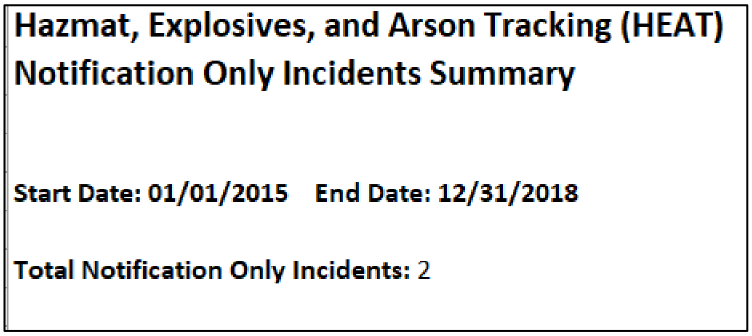
Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Notification Only Incidents Summary


Hazmat, Explosives, and Arson Tracking (HEAT)
Notification Only Incidents Summary

Start Date: 01/01/2015 End Date: 12/31/2018

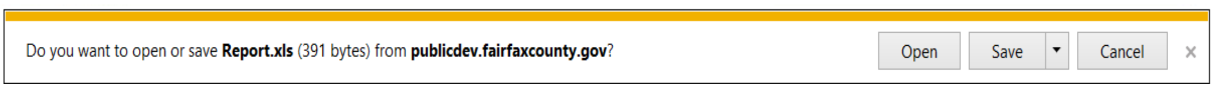
Total Notification Only Incidents: 2

Description

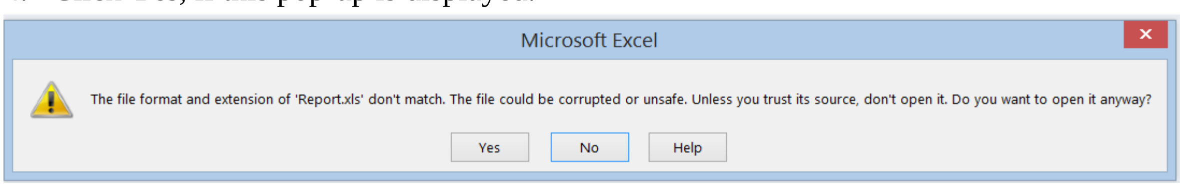
To generate the Notification Only Incidents Summary – Lists the total number of notification only incidents during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



Reports – Open Incidents > 30 Days

Hazmat, Explosives, and Arson Tracking (HEAT)

Open Incidents > 30 Days

As of: 4/29/2019

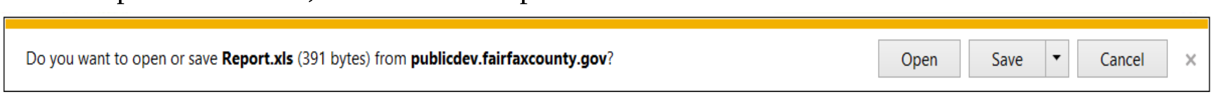
Incident Number	Address	Start Date/Time	Lead Investigator
E151234567	12000 GOVERNMENT CENTER PKWY, FAIRFAX, VA 22035	7/8/2016 14:19	Nguyen, Huy
E151234568	12011 GOVERNMENT CENTER PKWY, FAIRFAX, VA 22035	7/11/2016 11:18	Nguyen, Huy
E151234569	12011 GOVERNMENT CENTER PKWY, FAIRFAX, VA 22035	7/11/2016 14:55	Nguyen, Huy
E151234572	609 H ST NE, WASHINGTON, DC 20002-4347	7/12/2016 14:02	Jou, Jywei
E151840298	13909 STONEFIELD DR, CLIFTON, VA 20124	7/3/2015 3:57	Robbins, George
E151973052	2912 FARMINGTON DR, ALEXANDRIA, VA 22303	7/16/2015 22:11	Marshall, Haywood
E152121247	12101 RAGAN OAKS CT, FAIRFAX, VA 22033	7/31/2015 11:52	Price, Eddie

Description

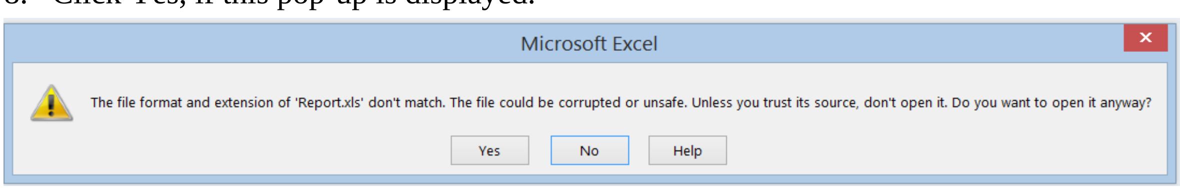
To generate the Open Incidents > 30 Days – Lists all incidents open for more than 30 days.

Navigation

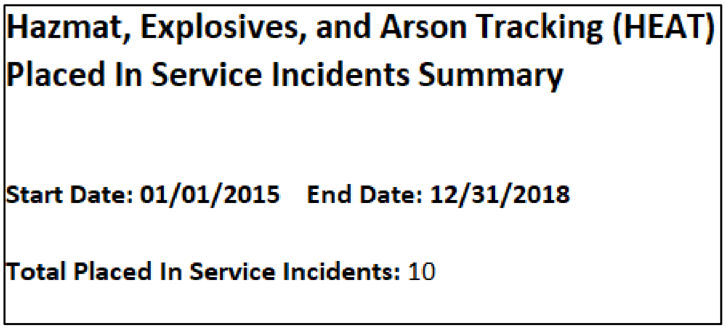
5. Click the Run link next to the report name in the report gridview.
6. Click the Run button on the report page.
7. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



8. Click Yes, if this pop-up is displayed.



Reports – Placed In Service Incidents Summary



Hazmat, Explosives, and Arson Tracking (HEAT)
Placed In Service Incidents Summary

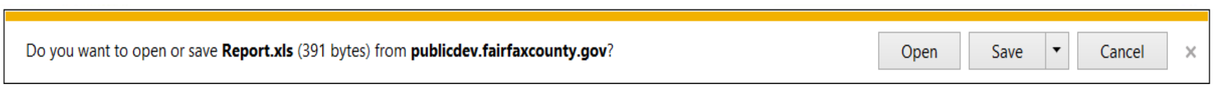
Start Date: 01/01/2015 **End Date: 12/31/2018**

Total Placed In Service Incidents: 10

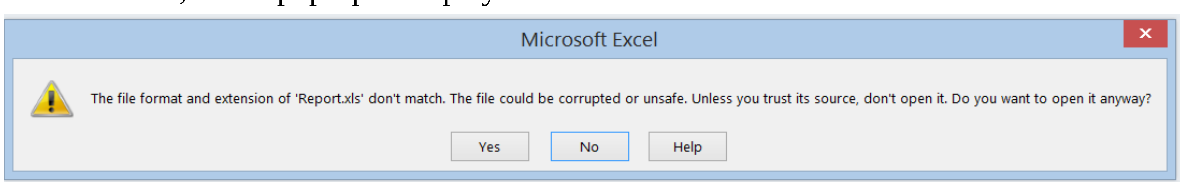
Description
To generate the Placed In Service Summary – Lists the total number of placed in service incidents opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



Reports – Service Summary

Hazmat, Explosives, and Arson Tracking (HEAT)
Service Summary

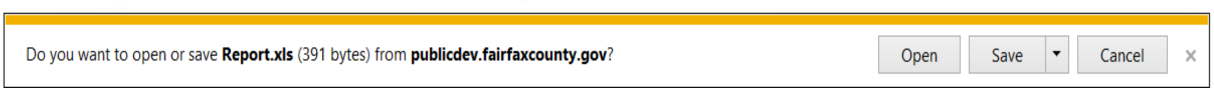
Start Date: 01/01/2018 End Date: 12/31/2018

Service Category	Service Total	NOVs	Summons	Blastings	Truck Inspections
Blasting	2	0	2	3	
Burn Report	3	0	0		
Code Enforcement	3	3	3		
Commercial truck inspections	2	2	5		80
K9	6	1	1		
	16	6	11	3	80

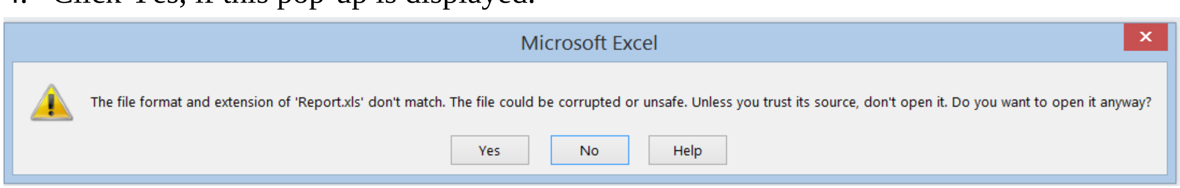
Description
To generate the Service Summary – Lists the total number of service investigations by category opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.



4. Click Yes, if this pop-up is displayed.



Reports – Smoke Alarm and Sprinkler Saves

Hazmat, Explosives, and Arson Tracking (HEAT)
Smoke Alarm and Sprinkler Saves

Start Date: 01/01/2015 End Date: 12/31/2016

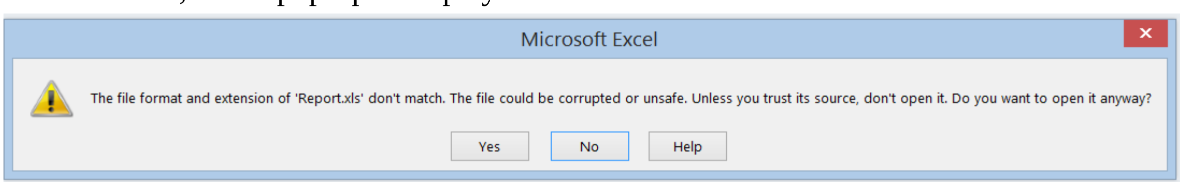
People Saved By Alarms	People Saved By Sprinklers
500	517

Description
To generate the Smoke Alarm and Sprinkler Saves – Lists the total number of people saved by smoke alarms and sprinklers for incidents opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Smoke Alarm Present

Hazmat, Explosives, and Arson Tracking (HEAT)
Smoke Alarms Present

Start Date: 01/01/2015 End Date: 12/31/2016

Smoke Alarms Present	Count
No	1
Unknown	2
Yes	1
	4

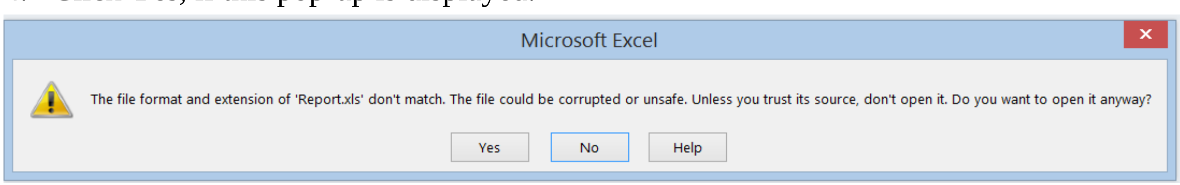
Description

To generate the Smoke Alarms Present– Lists the total number of smoke alarms that were present for incidents opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.



Reports – Sprinklers Present

Hazmat, Explosives, and Arson Tracking (HEAT)
Sprinklers Present

Start Date: 01/01/2016 End Date : 12/31/2016

Sprinklers Present	Count
Unknown	1
Yes	3
	4

Description
To generate the Sprinklers Present– Lists the total number of sprinklers that were present for incidents opened during a specified period of time.

Navigation

1. Click the Run link next to the report name in the report gridview.
2. Enter the desired Start Date and End Date and click the Run button.
3. When the following pop-up is displayed, clicked the desired button to open the report, save the report to a folder, or cancel the report.

4. Click Yes, if this pop-up is displayed.