

## CAPS -- Criminal History Records Management

CAPS is an automated criminal history record-keeping system for public safety agencies. With easy-to-use, English-language menus and prompts, CAPS provides efficient report creation and maintenance of offenses, incidents and related records. CAPS is highly integrated within the application and with other CISCO software, so that data entry is kept at a minimum. With features such as the system-wide Master Name Index, UCR and IBR reporting, CAPS is one of the foremost software systems available.

Each module contains an inquiry feature which allows the record files to be searched using key data elements and a variety of reports which produce timely information for management personnel, investigators, and required local, state, and federal reports.

Designed for simple, step-by-step use, CAPS integrated for ease of use and more accurate into the system allows for future data capture with other CISCO software systems to build coverage.



is a series of modules which are fully record keeping. One-time entry of names on that individual. CAPS can also interact comprehensive criminal history record

### CAPS MODULES

**ARREST** - The Arrest module captures information on arrestees and includes a soundexing technique to aid in the location of similar sounding names. Relevant information such as arrest ID-number, physical descriptors, offense information, location of arrest, and agency information is captured and stored.

**JUVENILE** - The Juvenile module functions very much like the Arrest module, but captures information gathered from juvenile contact forms and offense reports. Information such as physical descriptors, ethnic origin and race, offense information, date of contact and case disposition is captured and stored.

**OFFENSE** - The Offense module captures information from original and supplemental offense reports. A record of all reportable crimes is maintained including information on persons, property, and vehicles related to the event.

**PROPERTY AND INVENTORY** - The Property and Inventory module uses information gathered from offense and property reports. Information on property items which were stolen, lost, recovered and found is stored. Elements captured include type, brand, model, serial number, date information and value stolen/recovered/damaged.

**VEHICLE** - The Vehicle module uses information gathered from offense and vehicle reports. Information on stolen and recovered vehicles is stored. NCIC format is used for many of the file elements. Information such as VIN number, class, color, make and model are stored.

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**UNIFORM CRIME REPORTS** - Data elements are extracted automatically from the Arrest, Juvenile, Property, Vehicle and Offense modules to produce incident-based or tally-based UCRs. Reports produced contain all data required and are presented in a manner suitable for submission with no manual intervention.

**MASTER NAME INDEX** - This module enables the user to enter the name of a person, case number or alias and recall appropriate information for a specified date range from modules throughout the CISCO systems. The Master Name Index includes a soundexing technique in which similar sounding names are also extracted. Specific records can be recalled from the appropriate module. The index by case number recalls all persons, property and vehicles associated with that case. A vehicle/incident inquiry will search all records in the Offense, Incident Name, Property and Vehicle files using a specified data element such as report number, license plate number, or vehicle ID number.

**INCIDENT NAME** - The Incident Name module provides information on persons contacted during the commission of an offense or incident. Descriptive characteristics such as physical descriptors, offense, date reported, grid of occurrence and method of operation is stored.

**FIELD CONTACT** - The Field Contact module captures information relating to field interviews (persons/vehicles). Relevant information such as physical description (hair color, eyes, build, etc.), contact grid, vehicle information (year, make, model, etc.) is stored using NCIC classification codes.

**SUSPECT** - The Suspect module captures data related to suspect persons and vehicles. Descriptive characteristics such as height, weight, scars-marks-tattoos and vehicle license number are stored using NCIC classification codes.

**KNOWN OFFENDER** - The Known Offender module captures relevant information on known criminals. Descriptive characteristics such as height, weight, scars-marks-tattoos and hair color are stored using NCIC classification codes. CAPS known offender information is integrated with the Investigation Support module.

**INVESTIGATION REPORTS** - The primary source of data for this module is the Suspect, Known Offender and Field Contact modules. A number of statistical reports are produced which provide valuable information for investigators.

**CALLS FOR SERVICE** - The Calls For Service module captures data entered from dispatch cards. Information such as dispatcher ID-number, complainant name, location of the incident and officer-ID is stored. In addition, this module uses user-defined codes for verification of many of the information elements such as patrol area, grid, activity type, disposition and method of receipt. Time of call received, dispatched, arrival on scene and call completion are stored and used to provide information for a number of statistical reports. This module can receive information directly from CISCO's A-CAD system as well, which eliminates manual data entry.

**PERSONNEL PROCESSING** - The Personnel Processing module is a comprehensive compilation of employee information, handled by fourteen submodules: Employment Information, Personal Information, Training Information, Schedule Cycle Definition, Schedule Employee Time Off, Schedule Temporary Assignment, Employee Assignment, Non-Agency Training, Recruitment, Injury Tracking, Course Scheduling, Personal Equipment Inventory and Personal Inventory Transactions.

Numerous reports are produced by these submodules, including Rosters by Name, Rank, Division, Evaluation Due Date, ID Number, Listing for Free Time, Department; Personal Information by Name or ID Number; Training Information reports by Division, Course, Skill, ID Number; Personnel Schedule reports by Duty Cycle Code, Individual Employee Schedule, listings of All Schedule Definitions, Individual Schedule Definition, Employee Shift Rosters, Call Back Rosters; reports of Employee Time Off by Employee, Date Range and Reason.

**PAWN** - The Pawn module captures information on items pawned. Pertinent information includes shop identification, ticket number, pawn date, owner information including a soundex of the owner's name and property information such as make, model, color, other descriptors, and serial and/or owner applied number. Pawned items may be checked against stolen property entered in the CAPS System.

**FINGERPRINT CLASSIFICATION** - The fingerprint module provides the capability of storing information contained on fingerprint cards including descriptive information (DOB, hair, eyes, height, weight, etc.). Both Henry and NCIC classification systems are supported. The fingerprint module verifies these codes at data entry. A search capability is included which allows for the retrieval of suspects based upon full or partial latent prints, descriptive information and M.O.

**EVIDENCE TRACKING** - This module captures information about evidence through two submodules: Property Management and Property Transactions. Property Management provides a complete description of the item and its storage location. Property Transactions tracks movement of the item(s) in and out of storage.

**MULTIPLE ALIASES** - This module provides the ability to enter multiple aliases and is accessible both directly and through other CAPS modules: Arrest, Field Contact, Known Offender, Incident, Suspect and Warrants.

**BOOKING** - The Booking module provides a means for booking prisoners in and out. In addition to identifying information, data is kept on rights read, booking dates in and out, booking times in and out, submodules capture information on prisoner property, court history, medical and mental health questions and suicide prevention. The utilities modules maintain booking parameters, medications given to inmates, medical transactions, master delete and master copy, and final release booking-out data.

**AUTOMATIC NUMBERS** - CAPS' Automatic Numbers feature provides for optional system generation of important tracking numbers. The user can initialize and reset these numbers, as required.

**VICTIM NAMES** - The Victim Names module captures information on Victims associated with a particular offense.

**DRUG TRANSACTIONS** - Information on type of drug, quantity, value, and method of confiscation is maintained. The drug transactions are linked to offenses.