



**Police & Security V. 1.0**

**Installation Guide**

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Department of Veterans Affairs  
Office of Enterprise Development  
Management & Financial Systems



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## Revision History

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# Preface

The Police & Security Version 1.0 Installation Guide is designed to provide the Department of Veterans Affairs Medical Center (VAMC), Information Resource Management Service (IRM), VA Police and Security Service (VA Police), and the Automated Data Processing Application Coordinator (ADPAC) with the necessary technical information required to install the Police & Security software package.

Police & Security V. 1.0 is a first time installation. This manual contains the instructions for establishing the installation environment and performing the installation process.

Instructions for setting package parameters, making site specific changes, and other post-installation setup tasks are provided in the Police & Security V. 1.0 Technical Manual.





# Introduction

The Police & Security Version 1.0 software package provides an automated system of procedures that will generate the necessary reports and other forms of records pertinent to a VA Police and Security Services operation. In most instances, the single data entry procedure will create the permanent record, as well as generate statistical data necessary to produce a variety of management level reports. Functionality includes offense reports, a quick name check, violation notice recording, crime report, daily activity logs, wants and warrants, vehicle and property registration, and ID/badges.

By statutory provisions, the Administrator of Veterans Affairs is responsible for the protection of patients, visitors, employees, the protection of property, and the maintenance of law and order on property under the charge and control of the Department of Veterans Affairs (VA). This responsibility is subsequently delegated to the Deputy Assistant Secretary for Security and Law Enforcement who provides program guidance and assistance to the VA Police located at each medical center. The primary function of the VA Police is to prevent crime on VA property.

The role of the VA Police Officer is crime prevention, preliminary investigation of crimes, apprehension, legally correct handling of suspected offender(s), and the transfer of suspected offender(s) to appropriate authorities. The Police & Security V. 1.0 package has been designed to assist the VA Police Officer in accomplishing these goals.

## Notations

Listed below are notations and directions used throughout the Police & Security V. 1.0 Installation Guide.

- Computer screen reproductions will be in 10 point courier new font.
- The user responses are in bold print.
- The note box is used to highlight a point before or after an example or explanation.

### Example:

**NOTE:** The CRIME CATEGORIES file (#912.7) contains 13 major crime categories as determined by the VA Police policy authorities.

- The caution symbol indicates that a critical action should be performed.

### Example:

**\*CAUTION:** All users **must** be off the system prior to this installation.



# General Information

This section provides IRM Service with information that should be recognized prior to the initialization of the package.

## **Police & Security V. 1.0 New Release**

There are no previous versions of this software.

## **FTEE Resources**

Based on field experience, full implementation and maintenance of Police & Security Version 1.0 will require Information Resources Management Service to commit 0.01-0.10 FTEE for software support of this application. Additional FTEE resources may be warranted depending on your medical center's involvement in national testing efforts and/or local software development activities.

## **First Time Installation**

If you are currently running any Class 3 Police & Security applications, it will not interface with the Police & Security V. 1.0 software. Police & Security V. 1.0 is a completely new package. A review was conducted in 1990 that revealed most primary Class 3 Police & Security applications had been significantly altered to meet individual site needs. It was determined that development of a conversion routine to address multiple versions of several different applications would not be feasible. Sites are being encouraged to maintain current records for historical purposes and to begin population of the new Police & Security V. 1.0 software package with current data. This suggestion for dual records (current and historical) has been approved by Security and Law Enforcement and Database Administration management staff. Review the installation procedures section of this guide for installation instructions.

## **Namespace**

The namespace ESP has been assigned to the Police & Security V. 1.0 package.

## **Tape/Diskettes**

The Police & Security V. 1.0 software consists of one tape/diskette which contains all the ESP\* routines and the INITS.

## **Police & Security Global**

ESP global is included within the initialization process and must have proper global protection.

## **System Configuration**

There are no special system configuration requirements associated with the installation of the Police & Security V. 1.0 software.

### Formula for Sizing

A formula for sizing is not applicable for this version of the Police & Security package.

### Minimum Version Software Required

Kernel V. 7.0

VA FileMan V. 20.0

### Non Police & Security Files Required

<u>File Name</u>	<u>File #</u>
INSTITUTION	4
STATE	5
RACE	10
SECURITY KEY	19.1
SERVICE SECTION	49
NEW PERSON	200

### Security Keys

There are four security keys required with this package.

**NOTE:** The Chief of VA Police is responsible for designating security key assignment.

#### **ESP CHIEF**

This security key locks options that are normally used by the Chief of VA Police. The Chief of VA Police is responsible for designating security key assignment.

#### **ESP EVIDENCE**

This security key controls the ability of VA Police staff members to access the Evidence/Property Custody Records. This key should only be assigned to the primary and alternate Evidence/Property Custodians and the Chief. The Chief of VA Police is responsible for designating security key assignment.

#### **ESP POLICE**

This security key functions as a filter that allows only currently assigned VA Police Officers to be entered into the database as the Investigating Officer, Follow Up Officer, Issuing Officer, etc. When a VA Police Officer terminates employment, this security key is removed, therefore, the VA Police Officer name can no longer be entered into any of these fields. The ESP Police security key must be assigned to all current VA Police Officers.

#### **ESP SUPERVISOR**

This security key is for VA Police Officers who perform supervisory functions such as closing Offense Reports. The Chief of VA Police is responsible for designating security key assignment.

## Mail groups

IRM staff will need to create two new mail groups for receiving the bulletin.

**ESP UOR COMPLETED** is a mail group for the ESP UOR COMPLETED bulletin. This mail group should contain the names of supervisors who need to know when a Uniform Offense Report is completed and ready for review.

**ESP VACO 48 HR CRITERIA** is a mail group for the ESP VACO 48 HR CRITERIA bulletin. This mail group should contain the name of the Chief of VA Police and others who need to know when a Uniform Offense Report has been entered that meets the VACO 48 hour reporting criteria.

## Bulletins

Three bulletins will be created during the INIT process. These bulletins must be edited after the INIT process. See the Post-Installation Instructions for proper editing procedure. Here is a sample of the three bulletins.

ESP SUPERVISOR REVIEW

NAME: ESP SUPERVISOR REVIEW SUBJECT: UOR REVIEWED  
 MESSAGE: Your offense report, UOR # |1|, has been reviewed and additional information is needed. Please see me for further details.  
 DESCRIPTION: This bulletin is sent to an investigating officer when his UOR has been reviewed and needs additional information.  
 PARAMETER: 1  
 DESCRIPTION: the UOR#

ESP UOR COMPLETED

NAME: ESP UOR COMPLETED SUBJECT: UOR COMPLETED- READY FOR REVIEW  
 MESSAGE: UOR # |1| has been investigated by |2| and is ready to review. The UOR was entered into the records by |3|.  
 MAIL GROUP: ESP UOR COMPLETED  
 DESCRIPTION: Bulletin to Police Supervisors that a UOR has been completed and is ready to review.  
 PARAMETER: 1  
 DESCRIPTION: The UOR #  
 PARAMETER: 2  
 DESCRIPTION: Investigating Officer  
 PARAMETER: 3  
 DESCRIPTION: The USER

ESP VACO 48 HR CRITERIA

NAME: ESP VACO 48 HR CRITERIA SUBJECT: UOR INPUT  
 MESSAGE: UOR # |1| has been input. This UOR falls within the VACO 48 hour reporting criteria.  
 MAIL GROUP: ESP VACO 48 HR CRITERIA  
 DESCRIPTION: Bulletin to Chiefs that a UOR input that falls within the VACO 48 hour reporting criteria.  
 PARAMETER: 1  
 DESCRIPTION: UOR #



# Resource Requirements

The following resource requirements must be implemented by IRM prior to installing Police & Security V. 1.0 software.

## **Disk space**

Disk space requirements vary greatly. Disk space requirements are dependent on many factors, especially the number of entries in the Police & Security files (e.g., ESP MASTER NAME INDEX file), the number of offense reports, the number of violation notices, the number of vehicle registrations, and what parts of the package are being utilized. The %GE routine shows that the ^ESP( global now requires 254 blocks with very minimal information.

## **Global**

ESP global is included within the init process and must have proper global protection. The global protection should be defined as follows.

```
System=RWD
World=RWD
Group=RWD
UCI=RWD
```

## **CPU Capacity**

Police & Security V. 1.0 contains 250 routines. Once the INITs have been run, the ESPIN\* routines may be removed and stored on tape or other preferred medium. The Police & Security V. 1.0 package contains 17 associated files and adds two fields to the NEW PERSON file (#200). Based on data entry at the alpha and beta test sites, we anticipate that a VA Police and Security Service database will use approximately 20,000 blocks per year at a medium to large medical center.

## **Minimum Version Software Requirements**

The following packages **MUST** be installed before installing the Police & Security V. 1.0 software package.

```
Kernel V. 7.0
VA FileMan V. 20.0
```

### **Non Police & Security Files Required**

Police & Security V.1.0 uses a current version of the files listed below. The following files MUST be installed before installing Police & Security V. 1.0 software package.

<u>File Name</u>	<u>File #</u>
INSTITUTION	4
STATE	5
RACE	10
SECURITY KEY	19.1
SERVICE SECTION	49
NEW PERSON	200

### **Peripherals**

The VA Police and Security Service will require minimum equipment for this new release of the Police & Security V. 1.0 package.

**CRTs** - Small medical centers will require at least two CRTs, one for the Chief and one for the operations area. Typical medical centers will require at least four or more terminals, one for the Chief, one for Assistant Chief, one for the secretary, and one or more for the operations area(s). The number of operations area(s) will vary depending on if the hospital is multidivisional. We recommend that one CRT be dedicated to the dispatcher at medical centers that have 24 hours manned operations room coverage.

**Printers** - Small medical centers will require at least two printers, one for the Chief and one for the operations area. Typical medical centers will require at least four or more printers, one for the Chief, one for the Assistant Chief, one for the secretary, and one or more for the operations area(s). The number of operations area(s) will vary depending on if the hospital is multidivisional. Printers should be on dedicated lines, not slaved. We recommend having at least one near letter quality printer and one heavy duty line printer.



# Pre-Installation Procedures

The following pre-installation procedures must be performed by the IRM Service prior to installing Police & Security V. 1.0 software.

**NOTE:** The Police & Security V. 1.0 software package will not impact on any current locally created or existing Class 3 Police records.

1. Alpha and beta test sites **only**: Insure that the VA Police and Security Service users are off the system.
2. Backup system (optional).

**NOTE:** Alpha and beta test sites have loaded the Police & Security V. 1.0 software into test accounts and production accounts without problems. Total installation should be approximately 15 minutes.

3. The ESP global is included within the initialization process and **MUST** have proper global protection.

Under a VAX cluster configuration, these globals need to be set and protected on the proper volume set using the %GLOMAN utility.

Within the 486 configuration, globals are created by the ^GLBPLACE System Utility. Global protection attributes are changed using the ^%GCH System Utility routines.

The global should be defined as follows.

```
System = RWD
World=RWD
Group=RWD
UCI=RWD
```



# Installation Procedures

The following installation procedures must be performed by the IRM Service in the order as listed below.

1. Place globals with appropriate protection.
2. Sign onto UCI where the package will be loaded.
3. Verify that DUZ, DTIME, and U are defined and set DUZ(0)="@".
4. Insure that a hard copy or data capture is obtained for the following steps.
5. Load the Police & Security V. 1.0 routines.

```
>D ^%RR (VAX and MSM systems)
```

```
Saved by %RS from [GLD,DEV] on 31-MAR-1994 08:05:06.07  
Header: DALISC/RWW 3/31/94 POLICE & SECURITY V1.0 ESP
```

```
Restore All (A), Selected (S), or Confirm on overwrite (C) ? <A>
```

```
ESPCLEAN  ESPDISP  ESPEVID   ESPFM     ESPIN001  ESPIN002  ESPIN003  ESPIN004  
ESPIN005  ESPIN006  ESPIN007  ESPIN008  ESPIN009  ESPIN00A  ESPIN00B  ESPIN00C  
ESPIN00D  ESPIN00E  ESPIN00F  ESPIN00G  ESPIN00H  ESPIN00I  ESPIN00J  ESPIN00K  
ESPIN00L  ESPIN00M  ESPIN00N  ESPIN00O  ESPIN00P  ESPIN00Q  ESPIN00R  ESPIN00S  
ESPIN00T  ESPIN00U  ESPIN00V  ESPIN00W  ESPIN00X  ESPIN00Y  ESPIN00Z  ESPIN010  
ESPIN011  ESPIN012  ESPIN013  ESPIN014  ESPIN015  ESPIN016  ESPIN017  ESPIN018  
ESPIN019  ESPIN01A  ESPIN01B  ESPIN01C  ESPIN01D  ESPIN01E  ESPIN01F  ESPIN01G  
ESPIN01H  ESPIN01I  ESPIN01J  ESPIN01K  ESPIN01L  ESPIN01M  ESPIN01N  ESPIN01O  
ESPIN01P  ESPIN01Q  ESPIN01R  ESPIN01S  ESPIN01T  ESPIN01U  ESPIN01V  ESPIN01W  
ESPIN01X  ESPIN01Y  ESPIN01Z  ESPIN020  ESPIN021  ESPIN022  ESPIN023  ESPIN024  
ESPIN025  ESPIN026  ESPIN027  ESPIN028  ESPIN029  ESPIN02A  ESPIN02B  ESPIN02C  
ESPIN02D  ESPIN02E  ESPIN02F  ESPIN02G  ESPIN02H  ESPIN02I  ESPIN02J  ESPIN02K  
ESPIN02L  ESPIN02M  ESPIN02N  ESPIN02O  ESPIN02P  ESPIN02Q  ESPIN02R  ESPIN02S  
ESPIN02T  ESPIN02U  ESPIN02V  ESPIN02W  ESPIN02X  ESPIN02Y  ESPIN02Z  ESPIN030  
ESPIN031  ESPIN032  ESPIN033  ESPIN034  ESPIN035  ESPIN036  ESPIN037  ESPIN038  
ESPIN039  ESPIN03A  ESPIN03B  ESPIN03C  ESPIN03D  ESPIN03E  ESPIN03F  ESPIN03G  
ESPIN03H  ESPIN03I  ESPIN03J  ESPIN03K  ESPIN03L  ESPIN03M  ESPIN03N  ESPIN03O  
ESPIN03P  ESPIN03Q  ESPIN03R  ESPIN03S  ESPIN03T  ESPIN03U  ESPIN03V  ESPIN03W  
ESPIN03X  ESPIN03Y  ESPIN03Z  ESPIN040  ESPIN041  ESPIN042  ESPIN043  ESPIN044  
ESPIN045  ESPIN046  ESPIN047  ESPIN048  ESPIN049  ESPIN04A  ESPIN04B  ESPIN04C  
ESPIN04D  ESPIN04E  ESPIN04F  ESPIN04G  ESPIN04H  ESPINIS  ESPINIT  ESPINIT1  ESPINIT2  
ESPINIT3  ESPINIT4  ESPINIT5  ESPINITY  ESPJOU  ESPLKUP  ESPMNI  ESPMNI0  ESPMNI1  
ESPMNI2  ESPNTEG  ESPOFF  ESPOFF0  ESPOFF1  ESPOFF2  ESPOFF3  ESPOFFC  ESPOFFCL  
ESPOFFDE  ESPOFFE  ESPOFI  ESPOFP  ESPOID  ESPORM  ESPORM1  ESPORM2  ESPORM3  
ESPORM4  ESPORM5  ESPORO  ESPORP  ESPORP1  ESPORP2  ESPORP3  ESPORP4  ESPORP5  
ESPORR  ESPOST  ESPQNC  ESPRE  ESPREG  ESPSCR  ESPSCR0  ESPSCR1  ESPSOUN  
ESPUCD  ESPUCM  ESPUCM1  ESPUCM2  ESPUCM3  ESPUCM4  ESPUCM5  ESPUCM6  ESPUCP  
ESPUCP1  ESPUCP2  ESPUCP3  ESPUCP4  ESPUCP5  ESPUCP6  ESPUCR  ESPUCR1  ESPUCR2  
ESPUCR3  ESPUCR4  ESPUCR5  ESPUOR  ESPUTIL  ESPUVN  ESPVAL  ESPVEH  ESPVNE  
ESPVNP  ESPVREG  ESPWR  ESPWR1  ESPXREF  
246 routines restored
```

**NOTE:** At 486 Sites routines should be loaded and the INITs should be run on the Print Server where TaskMan resides.

6. You should now access your system and proceed to the programmer prompt level. Use a terminal which can provide a hard copy of the process.

>D ^XUP

This will set your local partition variables. Failure to have proper local variables will cause the installation process to abort. Ensure that DUZ(0)="@" and that DTIME is set to a high value (600) to prevent timing out during the INIT process.

7. Install Police & Security V. 1.0 routines as follows.

>D ^ESPINIT

This version (#1.0) of 'ESPINIT' was created on 31-MAR-1994  
(at GLD,DEV ISC, by VA FileMan V.20.0)

I AM GOING TO SET UP THE FOLLOWING FILES:

200 NEW PERSON (Partial Definition) Note: You already have the 'NEW PERSON' File.

910 ESP MASTER NAME INDEX

910.1 ESP ACTIVITY REPORT

910.2 ESP POLICE REGISTRATION LOG

910.7 ESP SELECTABLES (including data) I will MERGE your data with mine.

910.8 ESP EVIDENCE

911 ESP ACTIVITY CODES (including data) I will MERGE your data with mine.

911.2 ESP DISPOSITION CODES (including data) I will MERGE your data with mine.

912 ESP OFFENSE REPORT

912.4 ESP CRIME DATA

912.5 ESP POLICE TRAINING

912.7 ESP CRIME CATEGORIES (including data) I will OVERWRITE your data with mine.

912.8 ESP CRIME TYPES (including data) I will OVERWRITE your data with mine.

912.9 ESP CRIME SUB-TYPES (including data) I will OVERWRITE your data with mine.

- 913 ESP WANTS & WARRANTS
- 914 ESP VIOLATIONS
- 915 ESP OFFENSE CODES (including data) I will MERGE your data with mine.
- 916 ESP DAILY JOURNAL

SHALL I WRITE OVER FILE SECURITY CODES? NO// **YES** (YES)

NOTE: This package also contains BULLETINS

SHALL I WRITE OVER EXISTING BULLETINS OF THE SAME NAME? YES// (YES)

NOTE: This package also contains SORT TEMPLATES

SHALL I WRITE OVER EXISTING SORT TEMPLATES OF THE SAME NAME? YES// (YES)

NOTE: This package also contains INPUT TEMPLATES

SHALL I WRITE OVER EXISTING INPUT TEMPLATES OF THE SAME NAME? YES// (YES)

NOTE: This package also contains PRINT TEMPLATES

SHALL I WRITE OVER EXISTING PRINT TEMPLATES OF THE SAME NAME? YES// (YES)

NOTE: This package also contains SECURITY KEYS

SHALL I WRITE OVER EXISTING SECURITY KEYS OF THE SAME NAME? YES// (YES)

NOTE: This package also contains OPTIONS

SHALL I WRITE OVER EXISTING OPTIONS OF THE SAME NAME? YES// (YES)

ARE YOU SURE EVERYTHING'S OK? NO// **YES** (YES)

...SORRY, JUST A MOMENT PLEASE.....

'ESP SUPERVISOR REVIEW' BULLETIN FILED -- Remember to add mail groups for new bulletins.

'ESP UOR COMPLETED' BULLETIN FILED -- Remember to add mail groups for new bulletins.

'ESP VACO 48 HR CRITERIA' BULLETIN FILED -- Remember to add mail groups for new bulletins.....

- 'ESP ACTIVITY ADD/EDIT' Option Filed
- 'ESP ACTIVITY CODE EDIT' Option Filed
- 'ESP ACTIVITY MENU' Option Filed
- 'ESP ACTIVITY REPORT' Option Filed
- 'ESP ADD JOURNAL ENTRY' Option Filed
- 'ESP CAR POOL ASSIGNMENTS' Option Filed
- 'ESP CAR POOL AVAILABILITY' Option Filed
- 'ESP CAR POOL LISTS' Option Filed
- 'ESP CASE ASSIGNMENT ALL' Option Filed
- 'ESP CASE ASSIGNMENT OPEN' Option Filed
- 'ESP CLOSE AN OFFENSE REPORT' Option Filed
- 'ESP COURTESY VIOLATION INPUT' Option Filed
- 'ESP CREATE JOURNAL' Option Filed
- 'ESP CRIME REPORTS' Option Filed
- 'ESP CRIMINAL STATUTE INFO' Option Filed
- 'ESP CRIMINAL STATUTE LOOKUP' Option Filed
- 'ESP CRIMINAL STATUTE PRINT' Option Filed
- 'ESP DAILY OPERATIONS JOURNAL' Option Filed

## Installation Procedures

'ESP DELETE CRIME STATISTICS' Option Filed  
'ESP DELETE OFFENSE REPORT' Option Filed  
'ESP DISPOSITION CODE EDIT' Option Filed  
'ESP EDIT OFFENSE REPORT' Option Filed  
'ESP EDIT OWN OFFENSE REPORT' Option Filed  
'ESP EVIDENCE MAKE SENSITIVE' Option Filed  
'ESP EVIDENCE PRINT-ALL' Option Filed  
'ESP EVIDENCE PRINT-OPEN' Option Filed  
'ESP EVIDENCE PROPERTY LOOKUP' Option Filed  
'ESP EVIDENCE/PROPERTY ADD/EDIT' Option Filed  
'ESP EVIDENCE/PROPERTY MENU' Option Filed  
'ESP FILEMAN INQUIRY' Option Filed  
'ESP FILEMAN OPTIONS' Option Filed  
'ESP FILEMAN PRINT' Option Filed  
'ESP FOLLOW-UP ADD/EDIT' Option Filed  
'ESP FOLLOW-UP OFFENSE REPORTS' Option Filed  
'ESP FOLLOW-UP OFFICER MENU' Option Filed  
'ESP FOLLOW-UP OFFICER NOTES' Option Filed  
'ESP FOLLOW-UP OFFICER PRINT' Option Filed  
'ESP FOLLOW-UP PRINT-ANY' Option Filed  
'ESP GENERATE CRIME STATISTICS' Option Filed  
'ESP ISSUED USDCVN'S REPORT' Option Filed  
'ESP MAKE SENSITIVE' Option Filed  
'ESP MASTER NAME ADD/EDIT' Option Filed  
'ESP MISC BICYCLE EDIT' Option Filed  
'ESP MISC GOLF REGISTRATION' Option Filed  
'ESP MISC PET EDIT' Option Filed  
'ESP MISC REGISTRATIONS' Option Filed  
'ESP MISC WEAPON REGISTRATION' Option Filed  
'ESP MISSING PATIENT REPORT-ALL' Option Filed  
'ESP MISSING PATIENT REPORT-OPN' Option Filed  
'ESP MISSING PATIENT REPORTS' Option Filed  
'ESP OFFENSE CODE EDIT' Option Filed  
'ESP OFFENSE MATCH' Option Filed  
'ESP OFFENSE MENU' Option Filed  
'ESP OFFENSE OFFICER MENU' Option Filed  
'ESP OFFENSE REPORT INPUT' Option Filed  
'ESP OPEN A CLOSED OR' Option Filed  
'ESP PACKAGE MANAGEMENT' Option Filed  
'ESP PERSONAL DESCRIPTOR LOOKUP' Option Filed  
'ESP POLICE & SECURITY MENU' Option Filed  
'ESP POLICE CHIEF MENU' Option Filed  
'ESP POLICE CLERICAL' Option Filed  
'ESP POLICE OFFICER EDIT' Option Filed  
'ESP POLICE OFFICER MENU' Option Filed  
'ESP POLICE SUPERVISOR' Option Filed  
'ESP PRINT ANY OR' Option Filed  
'ESP PRINT CRIME REPORT' Option Filed  
'ESP PRINT JOURNAL' Option Filed  
'ESP PRINT OFFENSE REPORT' Option Filed  
'ESP QUICK NAME' Option Filed  
'ESP RESUME AN OFFENSE REPORT' Option Filed  
'ESP REVIEW COMPLETED OR' Option Filed  
'ESP SELECTABLES EDIT' Option Filed  
'ESP SUPERVISOR' Option Filed  
'ESP TRAINING EDIT' Option Filed

'ESP TRAINING MENU' Option Filed  
'ESP TRAINING PRINT 1' Option Filed  
'ESP TRAINING PRINT 2' Option Filed  
'ESP TRAINING PRINT 4' Option Filed  
'ESP TRAINING PRINT 5' Option Filed  
'ESP TRANSMIT CRIME REPORT' Option Filed  
'ESP TRANSMIT OR' Option Filed  
'ESP USDCVN ENTRY' Option Filed  
'ESP VEHICLE EDIT' Option Filed  
'ESP VEHICLE IDENTIFY' Option Filed  
'ESP VEHICLE INQUIRY' Option Filed  
'ESP VEHICLE REGISTRATION LOG' Option Filed  
'ESP VEHICLE REGISTRATIONS' Option Filed  
'ESP VIO PRINT BY NAME' Option Filed  
'ESP VIOLATION EDIT' Option Filed  
'ESP VIOLATION MATCH' Option Filed  
'ESP VIOLATION PRINT' Option Filed  
'ESP VIOLATIONS BY OFFICER' Option Filed  
'ESP VIOLATIONS MENU' Option Filed  
'ESP W&V ISSUED REPORT' Option Filed  
'ESP WANTS & WARRANTS ACTIVE' Option Filed  
'ESP WANTS & WARRANTS ALL' Option Filed  
'ESP WANTS & WARRANTS INPUT' Option Filed  
'ESP WANTS & WARRANTS LOOKUP' Option Filed  
'ESP WANTS & WARRANTS MENU' Option Filed.....

.....  
NOTE THAT FILE SECURITY-CODE PROTECTION HAS BEEN MADE





# Post-Installation Instructions

This section contains post-installation instructions for IRM Service to implement once the Police & Security V. 1.0 installation process is complete.

## **486 Sites Only**

Once the installation process is complete, the ESP routines, excluding INITs routines, should be moved to the Compute Servers and any other Print Servers.

## **All Sites**

### **Security Keys**

IRM Service will need to assign the following four security keys as designated by the Chief of VA Police.

<p><b>NOTE:</b> The Chief of VA Police is responsible for designating security key assignment.</p>
--

### **ESP CHIEF**

This security key locks options that are normally used by the Chief of VA Police. The Chief of VA Police is responsible for designating security key assignment.

### **ESP EVIDENCE**

This security key controls the ability of VA Police staff members to access the Evidence/Property Custody Records. This key should only be assigned to the primary and alternate Evidence/Property Custodians and the Chief. The Chief of VA Police is responsible for designating security key assignment.

### **ESP POLICE**

This security key functions as a filter that allows only currently assigned VA Police Officers to be entered into the database as the Investigating Officer, Follow Up Officer, Issuing Officer, etc. When a VA Police Officer terminates employment, this security key is removed, therefore, the VA Police Officer name can no longer be entered into any of these fields. The ESP Police security key must be assigned to all current VA Police Officers.

### **ESP SUPERVISOR**

This security key is for VA Police Officers who perform supervisory functions such as closing Offense Reports. The Chief of VA Police is responsible for designating security key assignment.

## Mail Groups

IRM will need to create two new mail groups, ESP UOR COMPLETED and ESP VACO 48 HR CRITERIA. The mail groups should be created as follows.

**ESP UOR COMPLETED** is a mail group for the ESP UOR COMPLETED bulletin. This mail group should contain the names of supervisors who need to know when a Uniform Offense Report is completed and ready for review. You must edit the ESP UOR COMPLETED bulletin and enter the mail group as ESP UOR COMPLETED.

**Example:** How to create the ESP UOR COMPLETED mail group.

```
Select MAIL GROUP NAME: ESP UOR COMPLETED
  ARE YOU ADDING 'ESP UOR COMPLETED' AS
  A NEW MAIL GROUP ? Y (YES)
NAME: ESP UOR COMPLETED//
Select MEMBER: (Add members as designated by Chief, Police &
Security.)
DESCRIPTION:
  1>Mail group to which UOR completed bulletin is sent.
EDIT Option:
TYPE: public
ORGANIZER: <RET>
Select AUTHORIZED SENDER: <RET>
ALLOW SELF ENROLLMENT?: NO
REFERENCE COUNT: <RET>
LAST REFERENCED: <RET>
RESTRICTIONS: UNRESTRICTED
Select MEMBER GROUP NAME: <RET>
Select REMOTE MEMBERS: <RET>
Select DISTRIBUTION LIST: <RET>
```

**ESP VACO 48 HR CRITERIA** is a mail group for the ESP VACO 48 HR CRITERIA bulletin. This mail group should contain the name of the Chief of VA Police and others who need to know when a Uniform Offense Report has been entered which meets the VACO 48 hour reporting criteria. You must edit the Bulletin ESP VACO 48 HR CRITERIA and enter the mail group as ESP VACO 48 HR CRITERIA.

**Example:** How to create the ESP VACO 48 HR CRITERIA mail group.

```
Select MAIL GROUP NAME: ESP VACO 48 HR CRITERIA
  ARE YOU ADDING 'ESP VACO 48 HR CRITERIA' AS
  A NEW MAIL GROUP ? Y (YES)
NAME: ESP VACO 48 HR CRITERIA  Replace <RET>
Select MEMBER: (Add members as designated by Chief, Police &
Security.) <RET>
DESCRIPTION:
  1>This mail group consists of the VA Police Chief and
  2>Assistant Chief. A bulletin is sent to this group
  3>notifying when a specific Offense Report falls into
  4>the VACO 48 hour reporting criteria is input.
EDIT Option: <RET>
TYPE: public
ORGANIZER: <RET>
Select AUTHORIZED SENDER: <RET>
ALLOW SELF ENROLLMENT?: NO
REFERENCE COUNT: <RET>
LAST REFERENCED: <RET>
RESTRICTIONS: UNRESTRICTED
Select MEMBER GROUP NAME: <RET>
Select REMOTE MEMBERS: <RET>
Select DISTRIBUTION LIST: <RET>
```

### Bulletins

The ESP UOR COMPLETED and ESP VACO 48 HR CRITERIA bulletins must be edited to connect them to the correct mail groups. The ESP SUPERVISOR REVIEW bulletin is self generated by the software package in conjunction with the entering of the User's DUZ and does not require any editing. The ESP UOR COMPLETED and ESP VACO 48 HR CRITERIA bulletins are edited as follows using the Management MailMan option.

**Examples:** How to edit the ESP UOR COMPLETED and ESP VACO 48 HR CRITERIA bulletins.

```
BULLETIN edit <RET>

Select BULLETIN NAME: ESP UOR COMPLETED
NAME: ESP UOR COMPLETED// <RET>
SUBJECT: UOR COMPLETED- READY FOR REVIEW Replace <RET>
Select MAIL GROUP: ESP UOR COMPLETED
  ARE YOU ADDING 'ESP UOR COMPLETED' AS
    A NEW MAIL GROUP (THE 1ST FOR THIS BULLETIN)? Y (YES)
Select MAIL GROUP:
DESCRIPTION:
  1>Bulletin to Police Supervisors that a UOR has been completed and
  2>is ready to review.
EDIT Option: <RET>
MESSAGE:
  1>UOR # |1| has been investigated by |2|and is ready to review. The
  UOR was entered into the records by |3|
EDIT Option: <RET>
Select PARAMETER: 3// <RET> (You may "^" at this point if you wish.)
  PARAMETER: 3// <RET>
  DESCRIPTION:
    1>The USER
EDIT Option: <RET>
Select PARAMETER: <RET>

Select BULLETIN NAME: ESP VACO 48 HR CRITERIA
NAME: ESP VACO 48 HR CRITERIA Replace <RET>
SUBJECT: UOR INPUT// <RET>
Select MAIL GROUP: ESP VACO 48 HR CRITERIA
  ARE YOU ADDING 'ESP VACO 48 HR CRITERIA' AS
    A NEW MAIL GROUP (THE 1ST FOR THIS BULLETIN)?
Select MAIL GROUP:
DESCRIPTION:
  1>Bulletin to Chiefs that a UOR input that falls within the VACO 48
  2>hour reporting criteria.
EDIT Option: <RET>
MESSAGE:
  1>UOR # |1| has been input. This UOR falls within the VACO
  2>48 hour reporting criteria.
EDIT Option: <RET>
Select PARAMETER: 1// <RET> (You may "^" at this point if you wish.)
  PARAMETER: 1// <RET>
  DESCRIPTION:
    1>UOR #
EDIT Option: <RET>
Select PARAMETER: <RET>
```