Illinois State Police

VITAL

Violent Crime Information Tracking and Linking

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Created on 12/07/1999 by Randall Kesselring
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Logging Into VITAL

1. Turn on PC
2. Log onto the Network known as VITAL-1
3. Double Click the VITAL Icon found on the desktop of the PC.
4. Log into VITAL with your user-id and password.
5. Make sure the latest version of VITAL is downloaded to the PC

    A. If a new version is available that is not yet downloaded, a yellow box stating a new version is available will be found in the upper right hand corner of the VITAL screen.

    B. To download the latest version (if a new version is available), click on the yellow box and follow the instructions you are prompted with. This normally takes about 5 minutes.

    C. You will be prompted to re-start VITAL in order to use the new version.

6. Each time you log into VITAL you should check the lower right hand area of the VITAL screen to see if a green icon with the word Update, appears. When you click on this VITAL will download the latest changes to drop down lists such as Criminal Activity Class and MO's. You should always have the latest codes downloaded to your PC.

7. This lower right hand corner of the VITAL screen is also the location of VITAL E-mail, list of user's logged on, and where you can set your preferences. The preferences you may change are color of links chart and whether VITAL will view the notebook first or the links chart first when you open full vital. You may also turn the Auto Save Feature off although this is not recommended. The yellow question mark has a list of frequently asked questions by users. The multi-colored state of Illinois icon is a map of the Resource Support Centers throughout the State of Illinois. Finally the blue Icon which says NEW has a list of the changes found in the latest version of VITAL.

8. At this point a menu should be available in the lower left portion of the VITAL screen. From this menu you can select what portion of VITAL you wish to work in. The choices are:

    A. Hot Intells
    B. Basic Query and Submission
    C. Notebook
    D. Full Text Search
    E. Dissemination Tracking
    F. Reports and Statistics
    G. The Criminal Group Dictionary
    H. The Quit VITAL button.

9. Found on the background screen (the State Icon can be turned off to save memory on the PC) are notes of importance regarding upcoming VITAL training and important messages usually from ISB VITAL Technical Staff, or the VITAL training staff, Jack Matthews.

Hot Intells

1. Click on Hot Intells in the main menu of VITAL. This is found in the lower left corner of the VITAL screen

2. Down the left side of the *Hot Intells* screen are several Topics of interest. They are:

   A. Officer Safety
   B. Drugs
   C. Criminal Groups
   D. Wanted/Missing
   E. Sex Offenses
   F. Theft/Robbery
   G. Violent Crimes
   H. Miscellaneous

   Click on the Topic of interest and a list of entries will appear

3. Click on the item of interest and *Hot Intells* will download the item for viewing.

4. You may select a different Topic or item at any time while *Hot Intells* is open.

5. You may print by using the print button which is found in the upper right corner of the *Intells* screen.

6. Exit *Hot Intells* by clicking the Exit button found in the upper right corner of the *Intells* Screen.

Note: *Hot Intells* submissions are normally submitted by individuals at the various Resource Support Centers or Illinois State Police Districts who have Hot Intelligence Information that needs to be available to all Law Enforcement Personnel. VITAL Quality Control has not (in the past) been involved in working with this type of Intelligence Information. VITAL Quality Control would submit any such intelligence to chain of command for their direction in handling said intelligence.

Basic Query & Submission

1.   Click on Basic Query & Submission in the VITAL Main Menu.
2.   Basic VITAL opens up in the query mode.

   A.   To run a Query:

      1.   Enter the search criteria in the appropriate fields.

         A.   You may query on names of Business or persons, addresses or License plates for vehicles.

      2.   Press the Enter Key or use your mouse to click the Query button. If a match for the query criteria is found, it will appear displayed in a results list.

         A.   If you click on a result of a query you will see the information displayed and you will have the following options to select :

            1.   Return to Query Screen
            2.   Create a Subject Profile
            3.   Jump to Notebook (Full VITAL)
            4.   E-Mail the author of the entry

         B.   If the result is an entry created in Full VITAL you will still be able to view it in basic only if it has one person, vehicle, business or address. All other VITAL entries will be viewed in Full VITAL.

   B.   To make a Basic VITAL submission:

      1.   Click on the New Submission button found in the upper right hand corner of the Basic screen.
      2.   Enter your person information. Note: If you have more than one person or other entities to include, make a submission in Full VITAL (Notebook).

         A.   First name, middle name, last name and or nickname
         B.   Sex/Race
         C.   Date of birth
         D.   Reason of Interest (ROI) (ROI is a red field which is required)

3.   Address information (additional addresses may be included in the narrative. Note: If the addresses are of extreme importance to the entry, you might consider making the submission in Full VITAL (Notebook).

    A.   Note: The required (red) field is the Reason of Interest for the address. This shows the relationship of the address to the person in the entry.

4.   Enter vehicle information. Note: If you have information on more than one vehicle that is important to the case, make a submission in Full VITAL (Notebook).

    A.   A required field is the Link To Person field. This describes the relationship of the vehicle to the person of the entry/case.

5.   The Criminal Predicate, Data Evaluation and Narrative are all required fields of any submission.

    A.   The Criminal Predicate also includes:
        1.   Topic
        2.   Criminal Activity and MO's

    B.   Data Evaluation includes"
        1.   Source of information
        2.   Source reliability
        3.   Validity Assessment

    C.   Narrative:
        1.   Free form typing which serves to "Tell the Story", justifying the entry in order to satisfy 28CFR-23 minimum requirements. It is recommended this field be typed in Upper and lower case for ease of reading.

        2.   The narrative can be spell checked by clicking the spell check button in the upper right hand part of the narrative field. You are allowed a maximum of 32000 characters.

        3.   Remember, if you have a large typed narrative, scan and OCR it and paste into the narrative to keep from retyping it.

        4.   Any Criminal Activity Class and Mo assigned in the Notebook must be justified in the Narrative.

6.   Submitting a Basic Entry

    A.   Click on the submit button in the lower right hand corner of the Basic VITAL screen. A control number will be assigned to your submission.

7.   Three important factors to remember about Basic VITAL submission:

    A.   Only one person, address, vehicle or business may be included in the entry.

    B.   VITAL creates a link chart explaining the relationship of entities in the entry which can only be viewed on the links chart in Full VITAL.

    C.   In the upper right hand corner of Basic Submission are two lines which read:

        1.   Get Rejected Submissions (entries that need correction before being approved) Sent to you by your approver or VITAL Quality Control

        2.   Get Pending Basic Submissions (you can view your pending submissions but cannot modify them. The will need to be rejected to you by an approver in order for changes to be made (modifications).

The VITAL Notebook (Full VITAL)

1. Click on Notebook in the VITAL Menu. The download of the database should only take about 2 minutes if located in the Springfield area. A bit longer the farther you are from the Armory (location of the sever).

2. Depending on the settings selected in user preferences, VITAL will either open up to the Header page of the Notebook or the Links Chart. To change these settings, see the instructional item # 7 on page 1.

3. To tab from the Notebook to the Links Chart, click on the View Links Chart button found in the upper right hand corner of the screen.

4. To tab from the Links Chart to the Notebook, click on the View Notebook button found in the upper right hand corner of the screen.

5. The Notebook is laid out pretty much as it sounds, there is a separate tab(Page) for each of the following bits of information:

   A. Header page. For listing the source of information, Reporting Agent, etc.
   B. Person page. For listing the person (Target of suspicion), and their physical description.
   C. Address page. For listing Addresses and their description.
   D. Telephone page. For listing telephone numbers and description.
   E. Organization/Business page. For listing Organizations and Businesses important to the case.
   F. Vehicle page. For listing vehicles involved.
   G. Weapon page. For listing weapons found or used in the criminal activity.
   H. Article page. For listing items confiscated, etc.
   I. Event page. For documenting criminal activity, traffic stops, arrests, etc.
   J. Graffiti page. Most commonly used for identifying graffiti found in various locations. Also photos can be scanned and attached.

6. On the right side of the VITAL Notebook screen is the Narrative. The Narrative can be expanded by clicking on the Full Width button found at the top right hand corner of the Narrative Box. To run a spell check on the Narrative, click on the spell check button.

7. In the bottom right hand corner of the VITAL Notebook screen is the Subject List. This list contains each entity found within the entry being created/viewed. A user can move from one to the other by simply clicking on the particular entity you wish to view. The entity you wish to view will appear on it's Notebook page.

8. In the lower left hand corner of the Header page you will find a Query section. In this

area you may query on a control number, or the User id, or by approver, or by date for entries made by users. To run a query of this type, enter the user id of the author. Remember, you need to select the appropriate status before running queries. NOTE: A VITAL user may only view their own pending entries. This area is useful to VITAL users or Approvers in finding and accessing lists of VITAL entries. Just below this area you will see a sentence written in Green letters that gives a count of entries you have in development and a count of entries rejected to you by the approver. The statement will say something like the following. (Example: 10 Entries in Development/8 Rejected By Approver.)

9.   If you have entries in development, they need to be finished and submitted for approval. If you have entries rejected, you need to open them up, read the entry history to find out what needs to be fixed, make the modifications and submit for approval. This can be done by clicking on the Green line of words. A results list will appear with rejected entries highlighted by dark blue.

10   If you are working as a VITAL Quality Control Rep (ISP Crime Information Evaluator), you will have, in the lower right hand corner of the Header page, a set of words like the following:

   A.   Quality Control (Header of the Quality Control section in VITAL).
   B.   Stats (Click on this to obtain the list of entries that are Pending QC/Approval).
   C.   QC Group (Click on this to select members of your QC Group. Your QC Group are VITAL users whose work you check for Quality Control of their VITAL entries).

11. Each day, on a daily basis, check your stats which will give you a results list of pending QC entries. Work through those entries checking for violations of 28CFR-23, Consistency issues on Topic/CAC/MO vs. Narrative and other issues dealing with "Maintaining Integrity of The Database". There are adopted rejection policies based on 28CFR-23 and ISP policy. A copy of these policies adopted October 1, 1999 are included in this manual. This activity known as Quality Control checking users entries is priority business for the unit.

12. If you are working as a work group Approver, you will find in the lower right hand corner of the Header Page a set of words like the following:

   A.   Approval (Header of the Approval Section in VITAL).

   B.   Stats (Click on this to obtain the list of entries pending your approval.

13. If you are working as an approver for the Quality Control Unit, you will have the following in the Approval Section found in the lower right hand corner of the Header

page.

A.   Approval/Quality Control (Header of the Approval Section).

B.   Stats /Click this to obtain the following lists:

     1.   Entries made by the QC workgroup that are pending your approval
     2.   The number of entries rejected to QC.
     3.   The number of new image links.
     4.   The number of entries pending Quality Control Checks
     5.   The number of entries that have been rejected by Quality Control Reps
        which are now pending final rejection.

C.   QC Group (Click this to select or de-select the workgroups or users you wish to
check entries for Quality Control.

Running Queries in Full VITAL (Notebook)

1. Enter the search criteria in the appropriate fields.

    A. You may search any field in VITAL and most any combination. Keep in mind that VITAL will search for exactly what you ask it to. Simple queries are best at first and if a large number of results are received, you can then add to the criteria and narrow down the search.

    B. If you are not receiving results to queries and are unsure of the spelling of a name or Organization/Business for example, you can enter the * at the end of the search criteria. A % also acts as a wild card and can be used in the same manner. This serves as a soundex (sounds like) for various spellings of say the name Smith (could be Smythe or Smithe). The * also will serve to retrieve multi word names like We the People.

    C. Results to queries will appear in a window called the Results List. The result of your query will be titled by the criteria you searched on. Example: A query done on a person will be titled Person Query, a query done on an address will be titled Address Query. File Options are as follows:

        1. Open
        2. Save as Text File
        3. Print
        4. Exit.
        5. View Images (Will bring up all the images found in the results list of the search criteria.) Note: Not all subjects of the same name are necessarily the same person.

    D. The Results list will give information about the VITAL entry in the following manner. These are shown from left to right and are different depending on the type of query. Example: Different information is available for a person query versus an address query. For this Example we will use the person query. The information shown:

        1. If a photo of the person is attached there will be a smiley face (yellow) in the far left side of the result.
        2. ID # is the identification number assigned by VITAL to that person. Note: each entity in vital has an id # whether it be a person, vehicle, address, etc.
        3. DOC is denoted by a Y which means the person is a parolee from IDOC (Illinois Department Of Corrections).
        4. LEADS is denoted by a Y which means the person can also be found documented in LEADS. (Usually as a gang member, sex offender or other wanted person.)
        5. Name of the person (Result of the search criteria)
        6. Sex/Race&DOB
        7. CTRL denotes the control number assigned to the VITAL entry the information queried on is found in.

8. Author explains who made the VITAL entry the information is contained in.

9. DATE shows the date the entry was created.

E. To view information found in the result of a query, click on the result you wish to view. The following options apply to the results list:

1. View Data (Inserts the information queried on, onto the appropriate page {tab} in the Notebook for viewing. Also the information may be "Borrowed" as part of a new submission being created.)

2. Plot Links (Inserts the links chart of the entry the information is found in. This is helpful in seeing who or what the person has been linked to not only in the entry in question, but also any cross-page links that have been made. Cross page links are made usually to link together two or more entries about the same entity {again we are dealing with the person in this example} which may be made by different users or the same user at different times. This happens when new or updated information becomes available.) Note: Use Plot Links when making Like Subject Links (this will be explained in detail in the instructions for making entries. When viewing the links canvas any icons linked by a faded blue line are actually found in other entries which have been cross-page linked to indicate they are either the same or have some relationship. The relationship should be found in the comments box of the reason of link.

3. Open Report (Click this to view the complete VITAL entry in question.)

4. Show Image (Click this to view an image that has been attached to the VITAL entry {In this example a photo of a person attached to the person page}.)

5. Show Image Set (Click this to view all photos attached to the entity {again, we are dealing with the person} This is necessary because of new information being added that may include a very recent photo of the person showing any aging or change in appearance.)

6. Subject Profile (Click this to obtain a profile of the search criteria which can be printed for dissemination.)

7. Edit Image Links (Click this to add new photos which might show changes to appearance due to aging or other possibilities.

F. In the event the result you are interested in is typed in the color Blue and has a plus (+) sign, you will find the result you have selected contains more than one entry. This is the result of a query on a Like Subject Link. To view all the entries making up the Like Subject Link, left click with the mouse on that result and select Show =Links For This

Subject and it will expand (in the results list) showing each entry and its identifying information. Once you have opened up the plus (+) sign, you may select the entry you want and proceed with viewing it. While viewing the Links Chart where Cross-Page Links are found you will notice the name of icons may be highlighted in green. This indicates there are other icons linked which can be expanded and brought out by right clicking on the icon and selecting Expand Links. This will bring onto the Links Chart any entity linked to that icon which can be found in the other VITAL entry. What will result by opening these other links is a large links chart showing the "Big" picture which may assist you in understanding the case in question. Further instructions on manipulating the Links Chart are found on the page titled Using the Links Chart.

NOTE: When executing queries in the VITAL application, start with just the first and or last name, or the nickname of the subject you wish to find. The more information you put into the query criteria the least likely to get a result. Start simple, then if a large amount of results appear, narrow down the search by adding information. ALSO: the asterisk (*) sign is the wild card for
soundex on a name you are not sure of the spelling on. The asterisk should be placed after the name/word you are searching for.

Making Submissions in Full VITAL (Notebook)

1. The first step to making an entry in Full VITAL (Notebook) is to enter information on the Header Page (tab). This information is listed and explained below.

   A. Topic (What criminal activity is this VITAL entry concerned with reporting.)

   B. Reporting Agent's ID# (The Agent or Source of the information being entered Example: M/Sgt Rick Smith whose id # is 1234. 1234 is the ID #.

   C. ISP District (Location where the reporting agent is assigned {work location} Example: D50 for Headquarters usually in the Springfield area.)

   D. Reporting Agent's name (The name of the person who is submitting the information. For VITAL users who are making the submission for the Reporting person, the Reporting Person's name is still used here. Your name as the author will be automatically inserted in the proper place by VITAL. {Remember you are logged into VITAL as yourself...it has recognized who is using the Notebook.})

   E. Reporting Agent's Office (Can be the same as the ISP District Location.)

   F. Report Title (Usually the name of the person committing the crime. If no name is available, a description of the crime is sufficient. Example: "Cocaine Intelligence")

   G. Purpose of the Intelligence Submission (This normally is used to explain what has taken place to warrant an intelligence submission. Example: "Document arrest of subject."

   H. Related Case Numbers (This area is used to list all case numbers that relate to the substance of the subject of the entry. Example: Federal Case Numbers, State Police Case Numbers or related numbers from County or Local agencies.

   I. Data Sensitivity Levels

1. Intra Agency (ISP)	2. External
A. Full Access	A. Full Access
B. Notification	B. Notification
C. No Access	C. No Access

   Full Access indicates that any VITAL user can view the information (Intra-Agency ISP indicates State Police Personnel and External indicates levels for All other Law Enforcement Personnel who have access to VITAL.)
   Notification indicates that a user who makes a query on information with this level will receive a result that informs them to contact the author for information. This allows the author to share or not share the information at their discretion. No Access will allow information to be entered into the database but a user will receive no response to a query. This is designed to protect sources or sensitive information. Note: The author who selects no access will be the only person who can access the information, with the exception of ISB VITAL Staff, VITAL Field Liaison, Quality Control Personnel and the supervisor with approval status in the same workgroup author.

J.   Data Evaluation Scale

    1.   Source of Information
    2   Source Reliability   2.   Validity Assessment

A.	Highly Reliable		A.	Factual	
B.	Usually Reliable		B.	Possibly True	
C.	Not Often Reliable		C.	Hearsay	
D.	Unknown		D.	Unknown	

NOTE: The Department of Justice/Washington D.C. has viewed VITAL and stated that under no circumstances can information in a database be labeled as Unknown/Unknown. There will be some idea of how the information was obtained. An entry with Unknown/Unknown is grounds for rejection as stated in Rejections based on 28CFR-23. This can be found in the Policy rejections adopted 10/1/1999.

Person Page (Tab)

1.   When you first access the person tab, you will be in the query mode. To perform a query, enter the search criteria in the proper fields and left mouse click on the query button found on the right hand side of the person tab (just under the vertical row of tabs).

2.   After receiving a result to your query (assuming you get a hit) verify the result against the information you have about the subject in question. You may do this by left clicking with the mouse on the result you wish to view. A menu will appear, choose View Data. This will bring the information of the entry found by performing the query (remember, we are using the example of a person query, however this will work with any of the entities in the Notebook {ie: Addresses, Telephone numbers, vehicles, weapons, incidents, etc.}.)

3.   If the information you have found matches and you wish to use it (this eliminates the need for you to retype it while creating your entry) you may do so by clicking the Add To Report button found in the upper right hand corner of the person page (tab). Note: When you first click on any page (tab) in the Notebook the upper left hand corner has the word Query (In Red letters).

3.   After doing a query and you did not find a match but wish to start making a person page (or address or any other page {tab}), you will have to click on the Create New Person button which is found in the upper right hand corner of the tab in question. This is the same spot you will find the Add To Report button. This is true for all tabs in the Notebook. If you have started entering information on a tab (Example: Person Page) and you forgot to click on the Create New Person button, when you exit that tab to go to another (Say the Address tab) you will be prompted with the following pop-up window asking you: "The data found on this page is not part of this report. Do you wish to add it to the report?" You have the option to click yes or no. Clicking yes will add the information to the Intelligence Submission you are creating and you will not loose the information. Clicking no will clear the page and you will loose the information you have entered.

4.   As you create your person page (tab) you can move from data field to data field by striking the tab button on your keyboard or by clicking the left mouse button in the data field you wish to enter information into. Please remember to include all the information you have to share keeping in mind we have no hard copy documentation in the file room to back up the database. Also as you create your person tab you will notice there are several buttons for different types of information. For example the following are buttons:

A.   Scars Marks and Tattoos (Various identifying information such as missing appendages health problems etc. Please study this list, there are a lot of descriptive items here that can be used rather than the Notes field.

B.   Aliases/Nicknames (Additional names for subject can be entered here.)
C.   Alias DOB's (Additional dob's used by the subject can be entered here.)
D.   Occupation(s)/Employer(s) (The employment information can be entered here if there is no value to making a Org/Business tab for said business.)
E.   Criminal Group Affiliations (Any time a user selects the Criminal Activity Class and Method Operandi (CAC/MO) of Gang Member for any subject, VITAL will automatically open the Criminal Group Affiliation Data Field. This is required per ISP Policy. It looks like a gang card and must be utilized in conjunction with the CAC/MO of Gang Member or Motorcycle Gang Member.

Also you will see data fields with a down arrow in the right side of the field. These are pull down lists and you cannot free for type information into them. Often times they are lengthy and you need to scroll down a bit to find the most fitting item to use.

5.   Finally, as you finish your Person Page, you will find there are two Red (required) fields. These are the Reason Of Interest (ROI) and the Criminal Activity Class and Modus Operandi (CAC/MO). You must have something chosen for these two fields. VITAL will not allow a control number for your submission if this information is missing. Note: If you have a page (tab) that has no information entered on it you do not need to have these fields filled.

6.   The notes field is reserved for information about the subject being entered that could not be identified by other means available in the pull down lists or data fields.

7.   To link a photo of the subject in an entry, minimize VITAL and open the scanning software. Scan the photo to the hard drive (C:). After the photo has been scanned, go back into VITAL and on the person page, to the right of the Reason Of Interest (ROI) you will find in blue letters the word, Photos. By clicking on this you can follow the directions and like a photo. This will work for attaching a photo of any entity to the appropriate page (tab). If you finished the entry and got a control number without linking the photo you can move the Pending entry back into In-Development for modification and you can then attach the photo. For instructions in moving an entry from Pending to In-Development, see the yellow question mark (?) found in the lower right hand corner of the VITAL screen for frequently asked questions.

Address Page

1. Remember when you first access the address tab, you will be in the query mode. To perform a query, enter the search criteria in the address data fields and click the query button found on the right hand side of the address page. Click with the left mouse button and the query will perform.

2. If you obtain a result to your query, you may view data, open entry, plot links etc. Remember you may even borrow the data to assist you in creating your new entry or link your new entry to the old if they are the same entity. Example: Like Subjects.

3. After conducting the query and assuming you did not get a result on the address in question, you will click the Create New Address found in the upper right hand corner of the address tab. You can then proceed with entering the address.

4. The address format is created in the following manner. You have the following data fields for information:

    A. Number
    B. Direction
    C. Street Name
    D. Street Type
    E. City
    F. State
    G. US Zip Code
    H. Apartment #
    I. Name on Mailbox (For Rural Areas)
    J. Building/Location Name (Commonly used for a P.O. Box #, an intersection, or other location. Example: South Grand @ 6th St.
    K. Highway
    L. Mile Marker
    M. County Mile Marker
    N. G.P.S. Coordinates (Global Positioning Satellite Coordinates)
    O. Country (If in the United States this field will default to United States of America
    P. International Zip Code.
    Q. Notes Field (Used when no other fields will suffice for descriptors of the address in question. Often times users will insert a statement identifying what the address belongs to. Example: LKA of subject Jones.

5. Reason Of Interest (Relates the association of the Address to the target of suspicion.)
6. Criminal Activity Class and Modus Operandi (CAC/MO) (Explanation of criminal activity of the target of suspicion.

Telephone Page

1.   The Telephone Tab is exactly like all other tabs, when you first view it you are in the query mode. To perform a query, enter the query criteria or strike the Alt/Q keys at the same time or, left mouse click on the query button.

2.   If you obtain a result to your query, you may view data, open entry, plot links etc. Remember you may even borrow the data to assist you in creating your new entry or link your new entry to the old if they are the same entity. Example: Like Subjects.

3.   After performing a query on the telephone number in question, assuming you did not get a response, you must click the Create New button found in the upper right hand corner of the tab. You may then begin making an entry on the telephone tab.

4.   The telephone tab consists of the following data fields:

   A.   Area Code-Prefix-Suffix (Enter the telephone number here.)
   B.   Type of telephone number (select the type of telephone by using the Radio Buttons.)

      1.   Residential
      2.   Business
      3.   Other
      4.   Unknown

   C.   Type of telephone line (Select the type of telephone line by using the Radio Buttons.)

      1.   Land line
      2.   Cellular
      3.   Pager
      4.   Fax
      5.   Modem
      6.   Other
      7.   Unknown

   D.   International

      1.   Country Code
      2.   Country Number
      3.   City Number

   E.   Notes Field (Normally used to describe the telephone number in ways not

available in the data fields. Example: Telephone number for subject Adam Jones.)

F.   Reason Of Interest (Relates the association of the Telephone Number to the target of suspicion.)

G.   Criminal Activity Class and Modus Operandi (CAC/MO) (Explanation of criminal activity of the target of suspicion.

Org/Business Tab

1. When you first access the Org/Business tab, you will be in the query mode. To perform a query, enter the search criteria in the appropriate data fields and left mouse click on the query button found on the right hand side of the Org/Business tab.

2. If you obtain a result to your query, you may view data, open entry, plot links etc. Remember you may even borrow the data to assist you in creating your new entry or link your new entry to the old if they are the same entity. Example: Like Subjects.

3. Assuming you did not obtain a result of the query, you must then left mouse click on the Create New button found in the upper right hand corner of the Org/Business tab. This will allow you to enter the new information.

4. The Org/Business tab consists of the following data fields:

    A. Name (Enter the name of the Org/Business here.)
    B. Type (You may select the item that best describes the type of business Example. Business for profit.)
    C. State of Charter or Incorporation (The state of origin of the Org/Business)
    D. Date of Incorporation (Date the Org/Business was incorporated)
    E. Years in operation (How many years the Org/Business has been operating)
    F. Notes field (Normally used to describe the Org/Business in ways not available in other data fields. Example: This business is owned by Adam Jones, the Defendant.)
    G. Reason Of Interest (Relates the association of the Org/Business to the target of suspicion.)
    H. Criminal Activity Class and Modus Operandi (CAC/MO) (Explanation of criminal activity of the target of suspicion.

Vehicle Page

1. When you first access the vehicle page, you will be in the query mode. To perform a query, enter the search criteria into the appropriate field (License Plate # into the Registration/License Plate/Other Number field) and left mouse click on the Query Button found on the right hand side of the vehicle tab.

2. If you obtain a result to your query, you may view data, open entry, plot links etc. Remember you may even borrow the data to assist you in creating your new entry or link your new entry to the old if they are the same entity. Example: Like Subjects.

3. Assuming you did not receive a result to your query, you must left mouse click on the Create New button found in the upper right hand corner of the vehicle tab. You may then start entering the new information.

4. The Vehicle tab consists of the following data fields:

   A. Type (This describes the vehicle Example: A Ford Explorer has a truck Chassis so therefore it is a truck)
   B. Make (Brand name of the vehicle Example: Ford) Vital has two lists in this pull-down, Click one to see common makes and the other list for all brand names.
   C. Model (A free form field to type in the body style Example: Explorer
   D. Style (Sort of like Type Example: A Ford Explorer is a Sport Utility Vehicle {SUV} or a Carry-All. Carry-all is the type available in VITAL
   E. Vehicle Year (Enter the Model Year of the vehicle here)
   F. Colors (1 & 2) (Enter the color or colors of the vehicle in this pull down list.
   G. VIN number (Enter the Vehicle Identification Number {VIN} in this free form field.
   H. Vehicle Value
   I. Rental Vehicle check box (Check this box if the vehicle is a rental.
   J. Registration/Lic Plate/Other number (Enter the license plate and state in this field.
   K. Notes Field (This data field is normally used to further describe the vehicle in ways not available in other data fields. Example: A vehicle that has more than two colors like Red/White and Blue could be identified in this data field.
   L. Reason Of Interest (Relates the association of the Vehicle to the target of suspicion.)
   M. Criminal Activity Class and Modus Operandi (CAC/MO) (Explanation of criminal activity of the target of suspicion.

Weapon Page (Tab)

1. When you first access the Weapons tab, you will be in the query mode.

2. To perform your query, enter the search criteria into the appropriate fields and left click the mouse button on the Query Button which is found on the right hand side of the Weapons Tab.

3. If you obtain a result to your query, you may view data, open entry, plot links etc. Remember you may even borrow the data to assist you in creating your new entry or link your new entry to the old if they are the same entity. Example: Like Subjects.

4. Assuming you did not obtain a result for your search, you must left mouse click on the Create New button found in the upper right hand corner of the Weapons Tab. You may then begin entering the new information.

5. The Weapons Tab includes the following data fields:

    A. Type of Weapon (Enter the type of Handgun in this data field Example: Handgun
    B. Maker (Enter the brand name of the Weapon Example: Strum Ruger
    C. Model (Enter the design of the gun Example: Model 44
    D. Color&Finish (Enter the type of finish the weapon has. Example: Stainless Steel
    E. Caliber/Gauge (Enter the size of cartridge/shell the weapon is designed to fire. Example: .44 Caliber
    F. Unit Of Measure (UOM) (Enter the descriptor of the type of cartridge or shell. Example: Caliber, Gauge etc.
    G. Serial Number (Enter the manufacturers serial number of the weapon in this data field.
    H. Check boxes to indicate the following:
        1. Assault Weapon
        2. Gun was loaded
        3. Silencer Found
        4. Gun Was Loaded

    Click on the boxes that apply. This will place a check mark in the boxes.
    I   Notes Field
    J. Reason Of Interest (Relates the association of the Weapon to the target of suspicion.)
    K. Criminal Activity Class and Modus Operandi (CAC/MO) (Explanation of criminal activity of the target of suspicion.

Article Page (Tab)

1. When you first access the Article Page, you will be in the query mode.

2. To perform a query, enter the search criteria in the appropriate data field and left click the mouse on the Query button. The Query button is found in the upper right hand corner of the Article Tab.

3. If you obtain a result to your query, you may view data, open entry, plot links etc. Remember you may even borrow the data to assist you in creating your new entry or link your new entry to the old if they are the same entity. Example: Like Subjects.

4. Assuming you did not receive a result to your query, you must left mouse click on the Create New button found in the upper right hand corner of the Article Tab.

5. You may now start to enter new information into the Article Tab.

6. The Article tab contains the following data fields:

    A. Category (Enter the category of the item. Example: Drugs)
    B. Article (Enter the type of item. Example: Cannabis)
    C. Maker (Enter the brand name of the item. Example: If the item were a bicycle it would be a Huffy brand.)
    D. Model (Enter the model of the item. Example: The Huffy Bicycle was a Sport Model.)
    E. Serial Number (Enter the serial number of the item in this location.)
    F. U.S. Street Value (Enter the value of the item if it hd a street value. Example: Cocaine is worth X amount of $$ per grams/Ounce/Kilo.)
    G. Packaging (Enter how the item was package. Example: The Illegal Pharmaceutical drugs {Pills} were found in a letter at the U.S. Post Office.)
    H. Currency & Currency Amount Seized (Enter the amount of currency taken in the drug bust.)
    I. Drugs, Quantity, Measure & Concealment Location   (Enter the location the drugs were found at and the amount of the drugs which were found.
    J. Notes Field (Normally used to further identify the item/article.
    K. Reason Of Interest (Relates the association of the Article to the target of suspicion.)
    L. Criminal Activity Class and Modus Operandi (CAC/MO) (Explanation of criminal activity of the target of suspicion.

Event Page (Tab)

1. When you first access the Event Tab, you will be in the Query Mode.

2. To perform a Query, enter the search criteria in the appropriate data fields and left mouse click on the Query button found on the right hand side of the Event tab.

3. If you obtain a result to your query, you may view data, open entry, plot links etc. Remember you may even borrow the data to assist you in creating your new entry or link your new entry to the old if they are the same entity. Example: Like Subjects.

4. Assuming you did not obtain a result to your search, you must then left mouse click on the Create New button found in the upper right hand corner of the Event tab. You may then begin entering new information.

5. The Event Tab contains the following data fields:

   A. Type of Event (This is a pull down field, select the item that best describes the event. If non apply leave blank.)
   B. Date Reported (Enter the date the event was reported.)
   C. Beginning Date & Time (Enter the date and or time the event started)
   D. Ending Date & Time (Enter the ending date and or time)
   E. Prosecuting Court (City, County, State or Federal) (This is a pull down list. Select the appropriate item. If none apply, leave blank.
   F. Notes Field (Commonly used to describe the Event in detail. Example. On 12/01/1999, The Illinois State Police conducted a street sweep. As a result 5 subjects were arrested.)
   G. Reason Of Interest (Relates the association of the Event to the target of suspicion.)
   H. Criminal Activity Class and Modus Operandi (CAC/MO) (Explanation of criminal activity of the target of suspicion.

Graffiti Page (Tab)

1. When you first access the Graffiti Tab, you will be in the Query Mode.

2. To perform a query, enter the search criteria in the appropriate data field and left mouse click on the Query button.

3. If you obtain a result to your query, you may view data, open entry, plot links etc. Remember you may even borrow the data to assist you in creating your new entry or link your new entry to the old if they are the same entity. Example: Like Subjects.

4. Assuming you did not obtain a result to your query you then must left mouse click on the Create New button found in the upper right hand corner of the Graffiti Tab. You may then begin to enter new information.

5. The Graffiti Tab includes the following data fields:

   A. Date First Seen (Enter the date of the first sighting of said graffiti in this data field.)
   B. A check box can be clicked to indicate conflict or disrespect. (Click on this check box to indicate the graffiti is indicating conflict or disrespect.)
   C. Symbols button. (Click on this button to select gang symbols to describe the graffiti.)
   D. Related Criminal Groups (Click on this button to select a certain Criminal Group that would be affiliated or involved in the graffiti in question.)
   E. Notes field. (Normally used to further identify or describe the graffiti.)
   F. Limit Search to _Subjects with Images (This data field is used to enter search criteria when searching for specific graffiti re: criminal groups/gangs.)
   G. Geographic Area (This data field allows search criteria for a geographic are in looking for entries about graffiti in said location(s).

The Narrative

1. The Narrative is designed to tell the story around the entities mentioned in the Notebook and Links Chart.
2. The Narrative can contain up to 30,000 characters.
3. There is a spell check function available.
4. Please include the full name of each person entered into the Notebook at least one time in the narrative. This includes names of people and org/businesses found in notes fields and description boxes.
5. Each person and business must be named in the Narrative to provide justification for their being included in an intelligence database which falls under the scrutiny of 28CFR-23 Federal Intelligence Guidelines.
6. You can insert entities found in the Notebook by selected the Shift key while left mouse clicking on that entity you wish to use. Note: This eliminates spelling errors/inconsistencies.
7. You can insert text from other documents by using the Copy/Paste Function.
8. To view a larger portion of the narrative, click on Full Width (found just above the Narrative box). If in the Full Width mode and you wish to reduce, click on the Half Width found in the same place.
9. It is recommended this field be typed in Upper and lower case for ease of reading.
10. Remember, if you have a large, typed narrative (report), scan and OCR it and then copy/paste into the narrative. This eliminates the need to retype the report.

Manipulating the Links Chart

1.   About the Links Chart. The Links Chart is where the associations between the various entities is explained. The Links Chart is also useful in linking between intelligence submissions (cross-page links). This allows a user to query a suspect's name, get a hit and go to the Links Chart to view all the possible links. When viewing the Links Chart, and you see icons with the description in green, this means there are more links to open up. If you see icons linked by a faded, dashed line, this means the two are on different reports. Also, if a photo of a subject is attached to the VITAL entry, a thumbnail photo of the subject will take the place of the icon. The photo can be viewed by right clicking with the mouse on the icon and selecting View Image or View Image Set.

    A.   If you right click the mouse on the Links Chart (Out in the field) you will receive a menu of commands. They are:

        1.   Make Icons Fit
        2.   Scatter Icons
        3.   Undo Move
        4.   Print Link Chart

    B.   If there are Icons on the Links Chart at the time you right click the mouse, the following menu of commands appear. They are:

        1.   Make Icons Fit
        2.   Scatter Icons
        3.   Undo move
        4.   Enlarge Link Chart
        5.   Print Link Chart

    C.   To Hide or remove icons from the Links chart you use the following commands:

        1.   Draw a "Rubber Band" around the icon(s) to be effected by left clicking and drawing a box.
        2.   After the box is drawn release the mouse button and select either Hide or Delete.

    D.   You can get hidden icons back by Refreshing the Links Chart. This is done by clicking the Reset button found in the Tool Bar at the top of the Links Chart.

    E.   Additional menu commands available are:

        1.   Merge Like Subjects
        2.   Expand All Links

2.   The Tool Bar at the Top of the Links Chart screen can be used to add entities to your VITAL submission. To add additional icons use the following instructions:

A.   Click on the icon you wish to add to your report. This will put the icon onto the Links Chart and add to your Subject List found in the lower right hand corner of the notebook screen.

B.   To hide or show all icons of a particular type (Example: person), click the small check box a the bottom of the tool bar. One click will hide and the second will bring them back.

3.   Additional features of the Links Chart. Also found in the Tool bar are the following menu commands:

A.   Show

        1.   Icon Text
        2.   Link Codes
        3.   Default Icons
        4.   Subject Control Number
        5.   Subject ID Number
        6.   Reported Info

B.   Zoom

        1.   X2
        2.   X1
        3.   ½
        4.   1/4

5.   To delete a link you have drawn between two Icons, right click on the link description. A menu box will appear giving you the following options:

        A.   Edit
        B.   Delete

6.   To complete the links canvas after entering information in the notebook, follow the below listed instructions:

        A.   You can move icons to create the Links Chart by left clicking the mouse on the Icon you wish to move and hold the mouse button down. This creates a drag effect. You can move the Icon to the desired location and release the mouse button.
        B.   A single click of the right mouse button on the icon, will give you a menu of commands. These commands are:

                1.   Link to
                2.   View Data
                1.   Hide

4.   Remove Icon

5.   Change Icon

C.   While viewing a Links Chart and you right click on a particular Icon, the following menu will appear:

1.   View Date

2.   Open Report

3.   Expand Links (Provided cross-page links have been made {Like Subject Links}).

4.   Show Image (Provided there is a photo attached.)

5.   Show Image Set (Provided there is more than one photo attached)

6.   Hide

7.   Change Icon

7.   After positioning the icons in the manner you wish, link them to show their association to the target of suspicion. This is done by right clicking the mouse on the icon and selecting Link To. Then point at the icon to be linked.

B.   You will then be prompted to select the Reason Of Link (This is a lot like the Reason Of Interest in the Notebook.).

C.   Finally, to complete the link, a comment can be typed into the comments box. Example: Adam Jones is linked to his address. The comments box might read "This address is Adam Jones' residence."

NOTE: Note: Links can be accomplished without going to the links canvas by using the following instructions: Go to the page of the entity you desire to link and clink on Link To (Blue letters) found in the lower right hand portion of the page/tab. This will open a window asking you to select the item to be linked to the entity you are viewing. Next select a reason of link and give a description. This can be done for each item in the Link To window. When you view the links chart, Linking will be done for you.

Creating a Like Subject Link

A.   The first step to creating a Like Subject Link actually started when you queried a bit of information in the notebook and received a "Hit" indicating there already is information in VITAL about this person/place or thing. Example: You queried on Adam Jones and got a results list indicating he is the same person you have new information about. You verify this by Physical descriptors such as Name/Sex/Race/DOB/SOC#/FBI# or IDOC#. If these match to be the same subject you leave the results list minimized in the background and proceed with the VITAL entry.

B.   The second step comes while finishing the Links Chart. Select from the Results list of your query the entry you wish to link to by left clicking one time with the mouse. This will highlight the entry and give you the menu of commands including Plot Links.

C.   Select Plot Links which puts an icon of the entity (In our example we are using people) onto the Links Chart of your new entry. It will also put an icon of any entity linked in the original entry. These can stay (If you have room on the Links Chart) or can be hidden by the different methods already described in this manual.

D.   To finish the Like Subject Link, right click on one of the Like icons and select the Link To command.

E.   Draw the link to the other matching icon and choose the Reason Of Link equals sign (=).

F.   A statement must be articulated in the comments box justifying the link. The statement should read like the following example. "Linked as Like Subject by VITAL QC on 12/01/1999."

7.   You can also create Like Subject Links without making a new entry in the event you find two or more entries about a subject, but have no new information. The steps to accomplish this are much the same except the following:

      A.   You do not have to have information on the person pages of the entry.
      B.   You need only have the links canvas, a narrative fully explaining the entry and the Header page.

NOTE: Criminal Associates in different entries may be linked using the above methods, however, you **MUST** provide adequate justification in the comments box of the link which will serve to explain and justify said action.

Finishing Your VITAL Entry & Saving To The Database

1. After you have completed the Notebook, Links Chart and the Narrative you are ready to save the VITAL submission and get a Control Number. You may do this by following the below listed instructions:

   A. Left click the mouse on the Save button found in the upper right hand corner of the VITAL Notebook screen.

   B. You will be prompted to answer the following question: "Is this contribution ready for Approval. You may answer Yes or No or Cancel. By answering Yes, you will send the entry to your approver and you will receive a control number. The submission will now be in the pending status. If you choose No, the entry will be put into the In-Development Status for your further review or revision. You will still receive a Control Number. At such time as you go back to the In-Development entry and finish it, just click the save button and continue. If you choose cancel you will still have the information in VITAL but will need to make sure it has been saved to the hard drive of your PC if you wish to keep it prior to exiting VITAL.

   C. After receiving a Control Number, you will be prompted to acknowledge the Control Number and VITAL will then clear all pages, the narrative and the links chart. You may then proceed with your next Intelligence Submission.

2. SPECIAL NOTES:

   A. You may only view your own Pending entries.

   B. You cannot modify anyone else's Approved entry. You must make a new one including the new updated information. Don't forget to link the two entries together with a Like Subject Link.

   C. You cannot modify any of your own entries in the Pending Status. They must first be put back into the, In-Development Status. This is accomplished by the following instructions:

      1. Query the control number in question (Do not "Open" the entry. You must find it in a Results List) by listing it in the Control Number data field and selecting the Status of Pending.

      2. Left clicking the mouse on the Query button found on the right hand side of the VITAL Notebook screen.

      3. After receiving a Results List of the entry in Question, you may right click

the mouse on the entry in the list and select the command listed as "Put entry back into In Development Status."

4.   The next step is to Query the control number in the In-Development Status.

5.   After getting a Results List with the entry in the In-Development Status, you can open the entry, make the necessary revisions, link any photos etc. and save to Approval.

3.   VITAL is making a save to your Hard Drive about every 5 minutes. This is done automatically. The purpose of this is to allow you to retrieve information in the event that VITAL might go down or crash. These entries can be viewed by clicking the restore button, selecting the entry in question and clicking the Restore button.

4.   If you attempt to save an entry and receive a reject, VITAL will normally explain where the problem is. However, it is possible the Reason for Reject will only make sense to a programmer involved in writing VITAL. You can contact them VIA VITAL E-mail, CMS E-Mail or by calling 4-1961.

5.   It is possible when contacting ISB for support you will be asked to send the entry to the administrator. This is accomplished by following these directions:

A.   Click the Restore button,
B.   Select the entry in question (Make sure you have the backup of the finished product.)
C.   Click on Send to Administrator.

6.   If at any time you think there is a possibility VITAL might go down and you do not want to loose information, you can do a manual save to PC. This is accomplished by clicking on the Save to PC.

7.   On occasion it wise to delete the auto and manual saves from your hard drive. The take up valuable space. This can be done in VITAL (individually) or in the Windows Explorer. The path is: C:\Program Files\VITAL. The files is question will be titled with your USERID (Example Kesselr...) And will be a save file.

8.   At the bottom of the VITAL screen is a menu bar. This menu bar will keep you updated as to the Query Process and how it is proceeding and also while submitting entries it will tell you where a problem might be occurring.

9.	When you submit an entry for Approval, and VITAL gives you an Error, there usually is an Error List that appears in the upper left hand corner of the VITAL screen. Any Error found here will be pretty much self explanatory. Some of these Errors are listed below. They are:

A.	Topic is missing on Header Page
B.	Reporting Agent is missing on Header Page
C.	Report Title is missing on Header page
D.	Purpose is missing on Header Page
E.	Source is missing on Header Page
F.	District Office is missing on Header Page
G.	Intra Agency Access is missing on Header Page
H.	External Agency Access is missing on Header Page
I.	Source Reliability is missing on Header Page
J.	Validity Assessment is missing on Header Page
K.	You have Link Islands on the Links Chart
L.	You have a Null Not Null Column (This means you have selected a Criminal Activity Class but have left the Modus Operandi column blank). Check the CAC/MO's for all pages.
M.	Reason of Link is missing on Links Chart

10.	There are two methods used to add multiple entities (More than one Person. Address, etc) in the VITAL notebook. Follow the below listed instructions to accomplish this:

A.	Method number one: ·

1.	After you have finished entering the first person (Remember we are using the person for our example.), you can click on the Clear button at the bottom of the person tab. DO NOT CLICK THE LARGE RED CLEAR button at the top of the page. This will CLEAR THE WHOLE ENTRY!!!

2.	By clicking the clear button at the bottom of the person tab, you will access a fresh person tab and can perform a new query or make an entry on an additional subject. This will work for each tab in the notebook.

B.	Method number two:

1.	Click on the proper icon found in the Tool Bar at the top of the VITAL Notebook screen. This will give you a new page for that entity and an icon on the links canvas. Note: If you use this method you will NOT be in the query mode when you go the page (tab) for that particular entity. You will be in the Create New mode.

11.	When doing queries in VITAL it is important to note the following:

A.   When you query on a name in VITAL and are not sure if the name is an alias or nickname, you should also query those data fields also.

B.   A query in Full Text Search is also necessary. It is possible the person you are searching for is included in the Narrative of a VITAL entry and not in the notebook or a user has included in Full Text Search, information received from various sources that did not meet 28CFR-23 guidelines.

Conducting Quality Control Checks & Approving VITAL Entries

1. All user's entries will be reviewed for Adherence to 28CFR Part 23 and Illinois State Police Policy Guidelines for Quality as adopted on October One, 1999. See the attachment on page 50 for Rejections and ISP Policies.

2. All user's entries will be checked for a period of 90 days at which time, at the QC Rep's discretion, only 25% of a user's entries will be selected and checked on a random basis.

3. Quality control checks are done in the same manner in which Approvals are made. The following instructions are offered:

    A. By clicking on QC Group, found in the lower right hand corner of the Header Page in Full VITAL, you may select a work group and the users in that work group who's work you are assigned to QC/Approve. For example, if you were assigned the following work groups, (TOG,Dist #9 Investigations and selected users from the STRATGRP) you would first click on TOG and it would be highlighted.
    B. You would then click "Add All To Group". Add All To Group is found at the bottom of the QC Group Screen and will put each user in said work group into you QC Group.
    C. To continue you would then select Dist. #9 Investigations and again Add All To Group.
    D. To select individual users such as five or six from a work group of 15 to 20 users, you click and highlight the work group (Example: STRATGRP), then click each individual user you have been assigned.
    E. After completing your task of adding users to your QC Group, you will click on "Done" found in the lower right hand corner of the screen. This will complete adding users and will retain them until you add or take away from your list
    F. Usually on a daily basis you will click on the "Stats" button found in the lower right hand portion of your Header Page in Full VITAL. This will give you a current count of how many entries are ready for you to Quality Control check and how many of those are entries previously QC'd, rejected, fixed and re-approved. Also you will find a count of how many entries have been rejected for Further Review by the Quality Control Supervisor.

    NOTE: At any time you may view the Entry History to track the entry from the author, past the approver to QC. If the entry has been back and forth for any rejections you will be able to see the reason for rejection. Entries that have been Rejected, Corrected and Re-Approved will be highlighted in blue in the results list you work out of for QC.

G. After obtaining a results list with the current Pending QC Approval entries it usually is best to "Sort" the results list. Normally by clicking on the Header bar of the results list. Click "Author" to sort by Author, or CTRL for sorting by Control Number.

H. By left clicking the mouse button on a particular entry you will receive a menu of commands. These are:

1. Open Report (Bold)
2. View Image (Usually Grayed out unless a photo is attached)
3. View Image Set (Usually Grayed out unless photos are attached)
4. Edit Image Links (Usually Grayed out, remember you cannot modify another user's entries.)
5. Display Entry History

I. Click Open Entry to view the entry for QC/Approval. Make sure that there is Criminal Activity above and beyond Traffic Violations. Traffic Violations only do not meet the minimum requirements for inclusion in VITAL, however, they can be included along with other criminal activity.

J. Items checked for Quality and for Approval of a user's entry are much the same. They are:

1. Topic, CAC/MO and Narrative must correlate and be consistent. It is possible to have more than one CAC/MO listed for a subject, however, all must be justified in the narrative.
2. If a subject's name is used for the Report Title, that name must be included in the narrative.
3. If your workgroup has specific guidelines for Data Sensitivity Levels and the Data Evaluation Scale, check to make sure they are being followed.
4. The next step is to read the narrative to gain an understanding of how all subjects and other entities are related to the criminal activity of the Target of Suspicion (RE: 28CFR-23). Check each page to verify correct spelling of names, correct use of CAC/MO's, etc.
5. Please ensure that all subject's names are spelled the same throughout the VITAL entry.
6. Finally check to make sure the Links Chart has been created in a manner that the relationships of the entities can be correctly observed as stated in the narrative.
7. If there are Like Subject Links or Cross-Page Links of any kind, make sure they are correct. (Example: Like Subjects linked to the wrong person.)

8. After determining the entry is ready for QC/Approval, go back to the Header Page (Tab) and click on the QC Approve button for Quality Control or the Approve button for Work Group Approvers. The entry will then be put into the QC'd status and will show such status in results lists. If you are an Approver for a Work Group, the status will now be Ready For QC.

9. If the entry needs modification by the Author for any reason, click on the Reject button found at the bottom of the Header Page (Tab). A window will appear showing the entry history and in the upper right hand corner you will state the reason for the reject. After typing (free-form) the reason, click on the reject button. This will send the entry back to the user in the In-Development Status if you are a Work Group Approver. For Quality Control Representatives you are instructed to send the entry for Further Review unless otherwise directed by the Quality Control Supervisor to reject straight to the Work Group Approver of the entry. The Work Group Approver will receive the entry and reject it back to the Author.

10. The entry will appear in the Author's Header page as In-Development and rejected by Approver. The entry can then be viewed, corrected and re-approved.

NOTE: Please remember that what you type for reasons of rejection are a permanent part of an entry and can ultimately be viewed by all VITAL users. Please be kind and polite.

Note: In addition to rejecting entries, Quality Control Personnel may either call a user or send an E-Mail "Tip". The purpose of such a telephone call or "Tip" is to advise the user of issues relating to the quality of their VITAL entries that may or may not be rejectable issues. These calls or "Tips" are offered in a friendly, kind manner with the intention of assisting a user in enhancing their VITAL entries. Remember, VITAL is a paperless society, we do not have a hard copy contained in a file in the file room, for second guessing a VITAL submission. Our job as Approvers and Quality Control Representatives is to assist the users in creating a usable product. Never, ever, question the amount of information a user has. Only reject an entry that does not satisfy the minimum requirement of 28CFR-23, which is Reason of Suspicion or for the quality of how the information was reported.

Using Full Text Search

1.   Click on the Full Text Search button in the VITAL main menu.

    A.   Log into VITAL Full Text Search by entering your userid and password. This is necessary as VITAL Full Text Search is now web based.

    B.   VITAL Full Text Search can also be accessed by going to the Illinois State Police's intranet.

        1.   Double click the Internet icon and you will be taken to the State Police Web Site.
        2.   Go to the address bar at the top of the page and type "home." This will take you to the State Police Intranet.
        3.   Click on Enforcement Support (found in the list down the right had side of the page).
        3.   Click on Full Text Search (found in the list down the left side of the page
        4.   You will be asked to sign into VITAL Full Text Search using your userid and password.

    C.   When you are logged in to VITAL Full Text Search, you will see a drop down list of all the collection groups which contain documents. Depending upon your access, you will be able to search on words or phrases found in these collection groups.

        1.   Select the collection group(s) you desire.
        2.   Type in the word or phrase you are seeking.
        3   Click on "Search"
        4.   You will also find a "Help" section which will aid you in various types of searches.

Accessing Dissemination Tracking

1. Click on Dissemination Tracking in the Main Menu of VITAL.

2. The purpose of Dissemination Tracking is to provide an audit trail of the following information:

    A. Subject
    B. Topic
    C   CAC
    D. MO
    E. Type of Info
    F. Taken by....
    G. Date Taken
    H. Assigned to
    I. Date Assigned
    J. Related Case Numbers

    K. Disseminated To

        1. First Name
        2. Last Name
        3. Transmitted By
        4. Date Transmitted
        5. Method

    L. Requested By

        1. First Name
        2. Last Name
        3. Agency
        4. Address
        5. City/State/Zip
        6. Telephone Number
        7. Notes Field (Free form typing like the Narrative in Full VITAL.)

    M. Query Only

        1. You can query on an Inquiry Number
        2. You can query on your In Progress Dissemination Tracking submission
        3. You can query on the Dissemination Tracking submissions created by users in your work group.

Important Notes about Dissemination Tracking

1.   Dissemination Tracking is used primarily by Analytical Staff in tracking information provided to requesters. VITAL Quality Control should refer any requests for information to the Central Illinois Resource Support Center at the following telephone number, 217/524-9574.

VITAL Reporting

1. Click on VITAL Reporting

2. Select the category you need. The possible categories are:

   A. 4-34 Dissemination Activity
   B. Administration (Approvers Only)
   C. Authorized Users Only
   D. ISP District Reports
   E. Quality Control (Authorized Users Only)
   F. Statistics
   G. Utility Reports

3. After selecting the category, you click on Run Report, found in the lower right hand corner of the Reporting Screen.

4. You have the option of limiting the total number of results to this query. You can do this by entering the desired count in the free form field found near the Run Report button. This should be done prior to running the report.

Statistics Reporting

User Statistics

1. Click on Statistics in the VITAL Main Menu

2. Select on of the User Activity Statistics (One Required)

3. Select Date Range (Optional)

4. Fill out the remaining search criteria for your Statistics and click Run.

Data Statistics

1. Set the Search Criteria by clicking the appropriate data boxes (as indicated)

2. Click Run

3. When you are finished running Statistics, click Done to exit.

The Criminal Group Dictionary

1. Left mouse click on Criminal Group Dictionary to access.

2. Select the name of the Criminal Group you wish to view from the pull down list in the upper left hand corner of the screen under Profile (Name)

3. Click on the Query button found in the lower right hand corner of the Criminal Group Dictionary screen.

4. If the group you searched for is included in the Criminal Group Dictionary, the entry it is contained in will appear in the data fields. The following types of information will be available:

    A. Subset of
    B. Type
    C. Attached photos should appear in the lower left corner of the Criminal Group Dictionary screen
    D. Characteristics

        1. Symbol(s)
        2. Signal(s)-Hand Signs
        3. Color(s)
        4. Dress Code
        5. Identifying Words
        6. Crime Specialty

    E. Notes Field (Free Form typed narrative.)

5. Two types of reports can be generated from the Criminal Group Dictionary, they are:

    A. Members (by group) you can include their address(s)
    B. Count of members of said group

6. Important Note: A corresponding entry in the VITAL Notebook allows for entries about members of said organization to be linked back to the justifying entry about the group. This can be done using the same instructions for Like Subject Linking at the time of a new entry except the Reason For Link would be Criminal Associate.

Linking Parolee Photos

1. Verify the information found on the back of the photo or in the personal information if the Parolee record is a printed form from IDOC.

2. If the IDOC number matches from the photo to the information about the subject, query the subject in VITAL. This is accomplished using the following instructions:

   A. Go to the Person Page (Tab) and click on the word in blue letters that says "IDOC Parolees". This is found at the bottom of the VITAL Screen. Just to the right of Limit Search to....

   B. This will open a date field which allows you to enter IDOC numbers and perform multiple searches on Parolees at one time. Example: You might query 25 at a time. You will receive a results list with the Parolees listed.

   C. Verify the photos you have against the list.

3. Leave the list up (Minimize VITAL)

4. Go to your scanning software (EZPHOTO for black and white or color photos, Desk Scann II for 8 ½ X 11 printed photos)

5. Perform the scanning operation by following the prompted instructions.

6. Save each photo to the EZPhoto Gallery using the Parolee's IDOC # as the name of the file. Note: Each Parolee has their own IDOC # which is unique to them.

7. Make any necessary changes to the photos such as cropping or color/tone enhancements.

8. Maximize VITAL and bring up the results list.

9. Left Click on the desired result for a particular IDOC Parolee and select Edit Image Links

10. From the window that appears, select Add Image.

11. From the next window that appears you select (Click on) the file you saved using the IDOC number (Remember IDOC #'s are unique to each parolee) and open the file.

12. Then click on Add Image.

Scanning & OCR Process

1. If you have a scanner attached to your pc, and if you have OmniPro scanning software, you can scan documents, OCR (Optical Character Recognition) and use the information without retyping the document. This is particularly useful when dealing with multiple pages. The following instructions can be followed to copy text into the VITAL Narrative:

   A. Insert the document (Multiple Page Documents) into the Document Feeder on the scanner (Face Up) and click on the Auto scan button (Hopefully you will already have the process settings correctly selected). If you have a single page document, place it face down on the scanner and close the lid.

   B. OmniPro will scan the document and automatically draw zones and complete the OCR process. Note: This works fine if the document is in paragraph form. If you have a 4-3 (Investigative Report) you should click the manual scan button, draw your own text zones and click the OCR button manually.

   C. The OCR'd text will appear in a window ready for spell check/word verification.

   D. After completing the spell check/word verification, you can save the file to diskette, the hard drive of your pc, the network or you can click and highlight the text desired and copy it to the clip board of your pc. The text can then be pasted into any document you are creating or into the VITAL Narrative. The copy function can be executed by striking the Control/Insert keys at the same time for the copy function. The paste function is executed by striking the Shift/Insert keys at the same time.

   NOTE: If you do not have a scanner attached to your pc, you may go to a pc that has a scanner, scan the desired documents and save them to the network or diskette's, go to the pc that has VITAL installed on it. You cam open the document into word perfect and copy it from word perfect, into VITAL.

2. Scanning photos to be used in VITAL can be accomplished using the following instructions. If you have Deskscan II:

   A. Place the photo face down on the scanner bed.
   B. Open Deskscan II
   C. Click on scan image
   D. Crop the image (resize)
   E. Select the proper setting for the photo (Black and White, Color, etc)
   F. Click on Zoom if necessary.
   G. Click on Final scann

H. Name the document and select where the file will be stored.

Note: If you have EZPhoto installed on the pc, save all images to the gallery of EZPhoto. This will allow you to edit the image as well as provide a common place to "Store" the image.

3. Scanning Photos using EZPhoto software:

A. Open EZPhoto and open the gallery
B. Click on "Add Photo"
C. Slide the photo, face down, to the right into the scanner (Found in the pc just like a disk drive)
D. The photo will be scanned as it is passed back to you by the pc.
E. Click on save photo and name the image. (This will save the image to the gallery of EZPhoto.

NOTE: OmniPro has an image scanning software called Image Assistant. It is free when you order OmniPro from the CAERE Corporation.

EZPhoto is great software, however the company is out of business and has not been purchased. Therefore no further products are available and support is non-existant. October 1, 1999

Rejections based on 28 CFR Part 23

1. The name of person or business listed ANYWHERE (notes section & fields) in the NOTEBOOK should be justified in the narrative.

2. Reason of Interest (suspect, victim, complainant, witness, etc.),Criminal Activity Class/MO, Topic, and narrative must correlate and be justified in the narrative.

3. Source of Reliability and Validity Assessment CANNOT be unknown/unknown.

4. Person or Business CANNOT be other for Reason of Interest.

5. Each VITAL entry must include a target with criminal predicate within the NOTEBOOK before any non-criminal information is listed. If there is no suspect identified, you must utilize the EVENT page to document a criminal incident. Your target would be your event page.

6. You CANNOT make a Basic Submission unless you can use one of the following Reason of Interests: suspect, defendant, arrested person, subject of criminal incident, arrest pending, or parolee.

7. Submissions that contain only traffic violations are not acceptable by itself. Traffic violations may be listed along with some sort of criminal activity.

Rejections based on ISP policy

1. The spelling of person or business names within the notebook and narrative must be consistent.

2. If the CAC of GANG is used, the Criminal Group Affiliation Box or Gang Card must be completed.

3. Improper use of the VITAL application.

Recommendations or VITAL Tips:

1. We recommend that all supervisors/approvers mandate that everything listed in the subjects box must also be noted in the narrative. The shift button plus a click of the mouse will add the information into the narrative.

2. Use the spell check function to proof the narrative.

3. Images should be linked to the appropriate page.

4. Use the comments box on the link chart to enhance the VITAL entry.

5. Use of multiple CAC/MO is encouraged when appropriate.