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INTRODUCTION

This document describes the Rwanda National Police data entry form in the Rwanda Integrated Electronic Case Management System (Rwanda IECMS) application developed for the Justice, Reconciliation, Law and Order Sector (JRLOS) of Rwanda. It provides the necessary instructions that the user should follow during the data entry process. The document is addressed to those who will use the Rwanda IECMS application to record information on case proceedings at the police institutions of all levels and ranks.

OVERVIEW

The Integrated Electronic Case Management System for Rwanda (Rwanda IECMS) is an automated information management system, which is designed within the initiative of modernizing Rwanda’s Justice, Reconciliation, Law and Order Sector (JRLOS). It is intended to ensure improved access to and transparency of justice information both for the government institutions and general public. Moreover, the system aims at facilitating information sharing at key decision points, as well as to improve efficiency and coordination of the police, prosecution, and court activities in the Republic of Rwanda. Furthermore, it is intended to replace the paper-based case records and static spreadsheets and workflows with their computerized counterparts in order to enable full reproduction of cases along with case proceeding information in the event of loss or physical damage of the case file.

The main objective of Rwanda IECMS is to serve as a centralized and unique database for all justice sector institutions, including the Rwanda National Police (RNP), National Public Prosecution Authority (NPPA), Rwanda Judiciary (RJ), and Rwanda Correctional Services (RCS). Also, it is a sector-wide platform to assist all the officials accessing the system to have an easy and ad-hoc access to the information required for processing the cases and implementing day-to-day operations. Rwanda IECMS is intended to help to standardize case record information storage and to streamline current processes, and, thus, ensure more effective follow-up at different levels. It is also the main database and data collection and reporting system as it guarantees effective access to the case data, promotes accountability, and increases public trust and confidence.

Rwanda IECMS consists of the following applications, each dedicated to one justice agency and used to handle their business processes:

- Rwanda National Police
• Rwanda National Public Prosecution Authority
• Rwanda Judiciary
• Rwanda Correctional Service
• Civil Litigation Service

The Rwanda National Police module within Rwanda IECMS is designed to extend its functionality to the police institutions of all levels and ranks, including Police Posts, District and Regional police offices, as well as the Police Headquarters located in Kigali. It is intended to serve as a tool for all users at all organizational structure levels to handle the cases (along with their information) at their own institutions, as well as all the cases filed in the police offices under their direct supervision.

In the current design, the Rwanda National Police form consists of the following sections:

• The General Information section is used to add and display general information about the complaint/case. The information to be provided in this section includes the date when the complaint was received and filed, reporting police station and police officer name, name of the person conducting investigation, parties involved into the case, their legal representatives, crime type, etc.

• The Investigation Checklist section is used to provide detailed information about the investigation team members and items (e.g. equipment, etc.) used during the investigation process. The information to be provided includes the types of equipment issued and used, team members involved into the investigation, as well as vehicles used.

• The Expert Reports section is used to store expert reports that contain testimonies of the investigation team members and subject-matter experts involved into the case investigation. The information to be provided in this section includes the request date, expert name, name of the judicial police officer requesting expertise, attached expert reports, signed copies of the expert reports, etc.

• The Statements / Summons section is used to display information on the police statements, such as pro-Justitia and arrest statements, that form an inseparable part of a police record. The information to be provided in this section includes statement / summons details and other related information.

• The Warrants section is used to provide key information about the authorization documents of different types – warrants - that empower their bearers to perform a certain act against
another person or entity. The information to be provided in this section includes the warrant type, issue date, party it is related to, prosecutor, etc.

- The **Exhibits** section is used for storing and displaying information about physical or documentary evidence collected by the police during case processing. Examples of exhibit items may include a weapon allegedly used in the crime in criminal cases or a written contract in a civil trial. Information on exhibit recovery, personal effects, seized items, as well as return of seized items is handled in this section as well.

- The **Notes / Attachments** section is used to record additional comments and issues related to the given police case, as well as attach supporting documents and other files. The case workflow details are also presented in this section.

- The **History** section of is used to view information on access to the given case record and the changes made to it.

*Rwanda IECMS* provides a web-based user interface and requires having a web browser pre-installed.
GENERAL INFORMATION

The General Information section of the Rwanda National Police form (Figure 1 and Figure 2) is used to add and display general information about the complaint/case. The information to be provided in this section includes the date when the complaint was received and filed, reporting police station and police officer name, name of the person conducting investigation, parties involved into the case, their legal representatives, crime type, etc.

Figure 1: General Information Section (Part 1)
Figure 2: General Information Section (Part 2)
For more details on what information is requested in the General Information section, refer to the table below.

**Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Provide the information requested in this field by indicating the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>QR Code</strong> – displays an automatically generated unique Quick Response barcode that is produced based on the IECMS police case ID. When read by an imaging device, it displays the summary of the police case it is attached to.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Complaint Received Date</strong> – indicate the date when the complaint was received. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Complaint Filed Date</strong> – indicate the date when the complaint was recorded in the application. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Case Opened</strong> – indicate the date when the case was issued. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Reporting Police Station</strong> – specify the police station that reports the complaint. <em>This field is mandatory.</em> Please, note that if the list of reporting police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Selection of a reporting police station will filter the list in the Reporting Police Officer field and display only those instances that are related to the selection.</td>
</tr>
</tbody>
</table>
- **Investigating Police Station** – specify the police station that inspects the complaint. Please, note that if the list of investigating police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

  Note: Selection of an investigating police station will filter the list in the *Investigating Police Officer* field and display only those instances that are related to the selection.

- **Reporting Police Officer** – select the name of the police officer who recorded the complaint from the drop-down list. *This field is mandatory.* Please, note that if the list of reporting police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

- **Investigating Police Officer** – select the name of the police officer who investigates the complaint from the drop-down list. Please, note that if the list of investigating police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

- **Case Summary** – enter a short overview of the complaint in the form of free text.

<table>
<thead>
<tr>
<th>Parties</th>
<th>Provide information about the parties involved in the police case in different capacities. For more details, see <a href="#">Managing Case Participants</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Representatives</td>
<td>Provide information about the legal representatives of the parties involved in the police case. For more details, see <a href="#">Managing Case Participants</a>.</td>
</tr>
<tr>
<td><strong>Complaint</strong></td>
<td>Provide a detailed description of the complaint and list the accessory facts that closely precede or follow it, that depend on it, or that support or qualify it.</td>
</tr>
<tr>
<td><strong>Crimes Committed</strong></td>
<td>List all acts that are encompassed by the complaint and that are contrary to the law or legal code. For more details, see <a href="#">Managing Committed Crime Records</a>.</td>
</tr>
<tr>
<td><strong>Offence Date and Place</strong></td>
<td>Provide information about the date when the offence took place. Also, indicate the place where the offence occurred. For more details, see <a href="#">Managing Offence Dates and Places</a>.</td>
</tr>
</tbody>
</table>
| **Related Tasks** | Record all tasks that have been originated within the scope of the given and other related cases. For more details, see [Managing Related Tasks](#).  
**Note:** The functionality of recording case related tasks becomes available upon the first save of the *Rwanda National Police* form. |
| **Related Cases** | This is an automatically generated field that displays information on other cases (e.g. prosecution, judicial, etc.) related to the complaint. The information displayed in this field for each case includes the case number, institution it is processed at, current status, and date. |
Managing Case Participants

This chapter outlines how to select the parties and legal representatives involved in the police case, as well as how to create new case participant records, edit and remove them. It also describes how you can browse among the case participant records to find the one that you are looking for.

Adding a Case Participant Record

In order to add a case participant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Parties / Legal Representatives* field. A *Parties / Legal Representative* form will open (Figure 4).
2. Indicate the case participant type (*Individual* or *Legal Entity*) by selecting the appropriate instance from the drop-down list.
3. Locate the person or legal entity that will be involved in the given case. This can be done by using the search mechanism the *Parties / Legal Representative* form is equipped with. To find a case participant, enter the participant ID, name or part of the name in the search box and specify the field to look in.
   
   **Note:** For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search in IECMS** button. The list of all records that match the search criteria will be displayed in the table below.
   
   **Note:** If the desired party / legal representative cannot be found in the *Rwanda IECMS* database, you can create a new case participant record. For more details, see [Creating a Case Participant Record](#).
5. Select the case participant record that you want to add to the police case by ticking the checkbox to the left of the record.
6. For each case participant selected, define in what capacity they will act in relation to the given case. *This field is mandatory.*
7. Click the **Save** button. The selected records will be listed in the respective *Parties / Legal Representatives* field.
8. For each legal representative selected, define what party they are going to represent and whether they are going to represent or assist the selected party. *These fields are mandatory.*
9. In the *Parties / Legal Representatives* field, define which of the selected records are active by ticking the respective checkbox.
Figure 4: Adding a Case Party Record

Browsing among Case Participant Records

In order to ensure fast page loading, the Parties / Legal Representatives table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.
To browse among the records displayed to you in the *Parties / Legal Representatives* table, click the number link of the page you want to navigate to. The \( \text{First} \), \( \text{Previous} \), \( \text{Next} \), and \( \text{Last} \) buttons are used to navigate back and forth through the pages.

### Creating a Case Participant Record

In order to create a new case participant record, follow the steps below:

1. Click the **Add New** button in the *Parties / Legal Representative* form. Depending on the type of the case participant – individual or legal entity, you will be navigated either to the *Individual* or *Legal Entity* module in *Rwanda IECMS* where a blank data entry form will open.

2. Fill in the form as it is described in the respective *Rwanda IECMS Individual Form User Manual* or *Rwanda IECMS Legal Entity Form User Manual* in REFERENCES.

3. Save the information input and close the form.

### Editing Case Participant Records

In order to edit a party / legal representative record, follow the steps below:

1. Click the \( \text{Edit} \) button to the left of the record that you want to modify. Depending on the type of the case participant – individual or legal entity, you will be navigated either to the *Individual* or *Legal Entity* module in *Rwanda IECMS* where the record summary will be displayed.

2. Click the **Edit** button in the top right corner of the record summary page.

3. Make the required changes in the data displayed as it is described in the respective *Rwanda IECMS Individual Form User Manual* or *Rwanda IECMS Legal Entity Form User Manual* in REFERENCES.

4. Save the changes made and close the form.

### Removing Case Participant Records

In order to remove a case participant record, click the **Remove** button to the left of the record.
Managing Committed Crime Records

This chapter outlines how to add and remove committed crime records. It also describes how you can browse among the committed crime records to find the one that you are looking for.

Adding a Committed Crime Record

In order to add a committed crime record, follow the steps below:

1. Click the **Add** button at the bottom of the *Crimes Committed* field. A *Crimes Committed* form will open (Figure 5).
2. Locate the crime or crimes committed. This can be done by using the search mechanism the *Crimes Committed* form is equipped with. To find a crime, create filtering criteria that will be used to find and display all crime records that match the selection. The following criteria are available:
   - Case Category
   - Case Type
   - Subcategory
   - Article / Subtype

   **Note:** Selection of a case category will filter the lists in the *Case Type, Subcategory, and Article / Subtype* fields and display only those instances that are related to the selected category. Also, if the lists in the fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Alternatively, you may enter the case category title or any part of it in the search box.

   **Note:** For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search** button. The list of all the case categories matching the criteria will be displayed in the *Case Categories* table below.
5. For each case category added to the police case, select the case participant responsible for committing the crime from the drop-down list. *This field is mandatory.* Please, note that the list will contain all parties involved into the case. For more details, see [Managing Case Participants](#).
6. Click the **Save** button to save the information input. You will be directed back to the **GENERAL INFORMATION** section.
7. In **GENERAL INFORMATION** section, specify the offender type and provide crime particulars for each crime listed in the *Crimes Committed* field.
Browsing among Committed Crime Records

In order to ensure fast page loading, the *Case Categories* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.
To browse among the records displayed to you in the Case Categories table, click the number link of the page you want to navigate to. The (First), (Previous), (Next), and (Last) buttons are used to navigate back and forth through the pages.

Removing Committed Crime Records

In order to remove a committed crime record, click the (Remove) button to the left of the record.

Managing Offence Dates and Places

This chapter outlines how you can add, edit, and remove offence date and place records.

Adding an Offence Date and Place Record

In order to add a record for an offence that took place in Rwanda, follow the steps below:

1. Click the Add button at the bottom of the Offence Date and Place field. An Offence Date and Place form will appear (Figure 6).
2. Provide the information requested in the form as described in the table below:

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Provide the Date when the offence took place. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td>Committed by</td>
<td>Select the person who committed the offence from the drop-down list. This field is mandatory. Please, note that the list will contain all parties involved into the case. For more details, see Managing Case Participants. Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Crime         | Select the **Crime** from the drop-down list. *This field is mandatory.* Please, note that the list will contain all crime types committed by the case participant selected in the previous field. For more details, see [Managing Committed Crime Records](#).  
*Note:* If the list of crime articles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| Country       | Specify the **Country** where the offence took place. *This field is mandatory.* Please, note that by default, the incident country will be set to Rwanda. However, you can select a different country. For countries other than Rwanda, you will be requested to provide the incident address in the form of free text. For the offences that took place in Rwanda, you will be asked to make selection or enter information in the fields displayed.  
*Note:* If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| Province      | This field becomes available if the incident country is set to Rwanda and is used to indicate the **Province** for the offence. *This field is mandatory.* Please, note that selection of a province will filter the list in the *District* field and display only those instances that are related to the selected province.  
*Note:* If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| District      | This field becomes available if the incident country is set to Rwanda and is used to indicate the **District** for the offence. *This field is mandatory.* Please, note that selection of a district will filter the list |
in the *Sector* field and display only those instances that are related to the selected district.

**Note:** If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

### Sector

This field becomes available if the incident country is set to Rwanda and is used to indicate the *Sector* for the offence. *This field is mandatory.* Please, note that selection of a sector will filter the list in the *Cell* field and display only those instances that are related to the selected sector.

**Note:** If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

### Cell

This field becomes available if the incident country is set to Rwanda and is used to select the *Cell* for the offence. *This field is mandatory.* Please, note that selection of a cell will filter the list in the *Village* field and display only those instances that are related to the selected cell.

**Note:** If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

### Village

This field becomes available if the incident country is set to Rwanda and is used to enter the name of the *Village* for the offence. *This field is mandatory.*

**Note:** If the list of villages is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Click the Save button to save the information input. Or, click Cancel to terminate the operation.
In order to add a record for an offence that took place in a country other than Rwanda, follow the steps below:

1. Click the Add button at the bottom of the Offence Date and Place field. An Offence Date and Place form will open (Figure 4).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>

![Image of the Offence Date and Place form](image-url)
### Date
Provide the **Date** when the offence took place. *This field is mandatory.* A calendar popup is available for this field, see [Figure 3: Calendar](#).

### Committed by
Select the person who committed the offence from the drop-down list. Please, note that the list will contain all parties involved into the case. For more details, see [Managing Case Participants](#).

**Note:** If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

### Crime
Select the **Crime Type** from the drop-down list. *This field is mandatory.* Please, note that the list will contain all crime types committed by the case participant selected in the previous field. For more details, see [Managing Committed Crime Records](#).

**Note:** If the list of crime types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

### Country
Specify the **Country** where the offence took place from the drop-down list. *This field is mandatory.*

**Note:** If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

### Address
Enter the address where the offence took place. *This field is mandatory.*

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.
In order to edit an offence date and place record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The **Offence Date and Place** form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

**Removing Offence Date and Place Records**

In order to remove an offence date and place record, click the **(Remove)** button to the left of the record.
Managing Related Tasks

This chapter outlines how to add and edit police case related tasks.

Adding a Related Task Record

In order to add a task record, follow the steps below:

1. Click the Add button at the bottom of the Related Tasks field. You will be navigated to the Task module in Rwanda IECMS where a blank data entry form will open.
2. Fill in the form as it is described in the Rwanda IECMS Task Form User Manual in REFERENCES.
3. Save the information input and close the form.

Editing a Related Task Record

In order to edit a task record, follow the steps below:

1. Click the Edit button on the left of the task record that you want to modify. You will be directed to the Task module in Rwanda IECMS where the task summary will be displayed.
2. Click the Edit button in the top right corner of the task summary page.
3. Make the required changes in the data displayed as it is described in the Rwanda IECMS Task Form User Manual in REFERENCES.
4. Save the changes made and close the form.
INVESTIGATION CHECKLIST

The Investigation Checklist section of the Rwanda National Police form (Figure 8) is used to provide detailed information about the investigation team members and items (e.g. equipment, etc.) used during the investigation process. The information to be provided includes the types of equipment issued and used, team members involved into the investigation, as well as vehicles used.

Figure 8: Investigation Checklist Section

For more details on what information is requested in the Investigation Checklist section, refer to the table below.
<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Issued</td>
<td>Provide information on the equipment that was issued, according to the regulations, during the case investigation process. For more details, see Managing Equipment Issued.</td>
</tr>
<tr>
<td>Equipment Used</td>
<td>Provide information about the pieces of equipment that were used during case investigation. For more details, see Managing Equipment Used.</td>
</tr>
<tr>
<td>Team Members</td>
<td>Provide information about the professionals that took part in the case investigation and that form the investigation team. For more details, see Managing Investigation Team Members.</td>
</tr>
<tr>
<td>Vehicles Used</td>
<td>Provide information about the vehicles that were used during case investigation. For more details, see Managing Vehicles.</td>
</tr>
</tbody>
</table>

**Note:** In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the user who created a record in the Investigation Checklist section. This information is displayed in the Created by column of the tables listed in this section.

**Managing Equipment Issued**

This chapter outlines how to add, edit, and remove issued equipment records.

**Adding an Issued Equipment Record**

In order to add an issued equipment record, follow the steps below:

1. Click the Add button at the bottom of the Equipment Issued field. An Equipment Issued form will open (Figure 9).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.
Figure 9: Adding an Issued Equipment Record

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Indicate the Date when the equipment was issued. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Select the type of the Equipment issued from the drop-down list. This field is mandatory. <strong>Note:</strong> If the list of equipment is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Comment</td>
<td>Provide additional notes and comments, if necessary.</td>
</tr>
</tbody>
</table>

3. Click the Save button to save the information input. Or, click Cancel to terminate the operation.
Editing Issued Equipment Records

In order to edit an issued equipment record, follow the steps below:

1. Click the (Edit) button to the left of the record that you want to modify. The Equipment Issued form will open.
2. Make the required changes in that data displayed.
3. Click the Save button to save the modifications made. Or, click Cancel to discard them.

Removing Issued Equipment Records

In order to remove an issued equipment record, click the (Remove) button to the left of the record.

Managing Equipment Used

This chapter outlines how to add, edit, and remove used equipment records.

Adding a Used Equipment Record

In order to add a used equipment record, follow the steps below:

1. Click the Add button at the bottom of the Equipment Used field. An Equipment Used form will open (Figure 10).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.
Figure 10: Adding a Used Equipment Record

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Indicate the <strong>Date</strong> when the equipment was used. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td>Equipment Issued</td>
<td>Select the type of the <strong>Equipment</strong> that was issued from the drop-down list. <em>This field is mandatory.</em> Please, note that the list will contain all types of equipment issued for case investigation. For more details, see Managing Equipment Issued. Also, note that selection of the equipment issued will filter the list in the Equipment Used field and display only those instances that are of the selected equipment type.</td>
</tr>
</tbody>
</table>
3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

### Editing Used Equipment Records

In order to edit a used equipment record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Equipment Used* form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the modifications made. Or, click **Cancel** to discard them.

### Removing Used Equipment Records

In order to remove a used equipment record, click the **(Remove)** button to the left of the record.

### Managing Investigation Team Members

This chapter outlines how to add, edit, and remove investigation team member records.

### Adding a Team Member Record
In order to add a team member record, follow the steps below:

1. Click the **Add** button at the bottom of the *Team Members* field. A *Team Member* form will open (Figure 11).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

![Team Member Form](image)

**Figure 11: Adding an Investigation Team Member Record**

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date *</td>
<td>08/12/2016</td>
</tr>
<tr>
<td>Team Member</td>
<td>John Smith</td>
</tr>
<tr>
<td>Position</td>
<td>Photographer</td>
</tr>
<tr>
<td>Team Member *</td>
<td></td>
</tr>
<tr>
<td>Position *</td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
</tbody>
</table>
Date
Indicate the Date when the team member record was created. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar.

Team Member
List all persons that are included into the investigation team. For more details, see Managing Investigators.

Comment
Provide additional notes and comments, if necessary.

3. Click the Save button to save the information input. Or, click Cancel to terminate the operation.

Editing Team Member Records

In order to edit a team member record, follow the steps below:
1. Click the (Edit) button to the left of the record that you want to modify. The Team Member form will open.
2. Make the required changes in that data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

Removing Team Member Records

In order to remove a team member record, click the (Remove) button to the left of the record.

Managing Investigators

This chapter outlines how to add and remove investigator records.

Adding an Investigator Record

In order to add an investigator record, follow the steps below:
1. Enter the name of the investigator that will be included into the investigation team. This field is mandatory.
2. Specify the Position that the selected investigator occupies. This field is mandatory.
3. Click the Add button. The new record will appear in the Team Members table (Figure 12).
Removing Investigator Records

In order to remove an investigator record, click the (Remove) button to the left of the record.

Managing Vehicles

This chapter outlines how to add, edit, and remove vehicle records.

Adding a Vehicle Record

In order to add a vehicle record, follow the steps below:

1. Click the Add button at the bottom of the Vehicles Used field. A Vehicle Used form will open (Figure 13).
2. Provide the information requested in the form as described in the table below:

   **Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.
Date | Indicate the **Date** when the record was created. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar.

Vehicle Type | Select the **Vehicle Type** from the respective drop-down list. *This field is mandatory.*

Comment | Provide additional notes and comments, if necessary.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

![Figure 13: Adding a Vehicle Record](image)

**Editing Vehicle Records**

In order to edit a vehicle record, follow the steps below:
1. Click the (Edit) button to the left of the record that you want to modify. The Vehicle Used form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

Removing Vehicle Records

In order to remove a vehicle record, click the (Remove) button to the left of the record.
The *Expert Reports* section of the *Rwanda National Police* form (Figure 12) is used to store expert reports that contain testimonies of the investigation team members and subject-matter experts involved into the case investigation. The information to be provided in this section includes the request date, expert name, name of the judicial police officer, attached expert reports, signed copies of the expert reports, etc.

![Figure 14: Expert Reports Section](image)

For more details on what information is requested in the *Expert Reports* section, refer to the table below.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Expert Request / Expert Report | Provide information on the professionals whose subject-matter expertise is requested during the case investigation. For more details, see Managing Expert Requests / Expert Reports.  
**Note:** In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when an expert request / expert report record is last modified. This information is displayed in the **Last Updated on** column of the Expert Request / Expert Report table. |

**Note:** The system allows for exporting records displayed in this section. For more details on how to export records, see EXPORTING FILES.
Managing Expert Requests / Expert Reports

This chapter outlines how to add expert requests and reports, edit, view, and remove them.

Adding an Expert Request / Expert Report Record

In order to add an expert request / export report record, follow the steps below:

1. Click the Add button at the bottom of the Expert Request / Expert Report field. An Expert Request / Expert Report form will open (Figure 15).

![Figure 15: Adding an Expert Request / Expert Report Record](image)

2. Provide the information requested in the form as described in the table below:

   **Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.
<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date</td>
<td>Indicate the date when the request was placed. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
</tbody>
</table>
| Judicial Police Officer  | Indicate the name of the **Judicial Police Officer** who placed the request. *This field is mandatory.*  
**Note:** If the list of police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| Expert Name              | Indicate the name of the expert whose advice was requested and who will submit a report on the investigation findings. *This field is mandatory.*                                                           |
| Expert Job Institution    | Indicate the institution where the expert works.                                                                                                                                                             |
| Expert Job Title         | Indicate the position that the expert occupies in their institution.  
**Note:** If the list of occupations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| Summary of Facts         | Add a brief description of facts on which professional expertise is needed.                                                                                                                                    |
| Tasks Given              | Specify the tasks to be carried out by the expert during the case investigation. *This field is mandatory.*                                                                                                   |
| Expert Report            | Attach a document generated by the expert and offering their opinion on points of controversy that existed in the police case. For more details, see Managing Attachments.                                              |
3. Click the Save button to save the information input. Or, click Cancel to terminate the operation.

### Editing Expert Request / Expert Report Records

In order to edit an expert request / expert report record, follow the steps below:

1. Click the (Edit) button to the left of the record that you want to modify. The Expert Request / Expert Report form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

### Viewing Expert Request / Expert Report Records

In order to view the details of expert request / expert report records, click the (View Form) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

### Removing Expert Request / Expert Report Records
In order to remove an expert request / expert report record, click the (Remove) button to the left of the record.
STATEMENTS / SUMMONS

The Statements / Summons section of the Rwanda National Police form (Figure 16) is used to display information on the police statements, such as such as pro-Justitia and arrest statements, that form an inseparable part of a police record. The information to be provided in this section includes statement / summons details and other related information.

For more details on what information is requested in the Statements / Summons section, refer to the table below.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro-Justitia Statement</td>
<td>Provide information on the statements issued to interview the complainants, suspects, and witnesses within the scope of the given case. For more details, see Managing Pro-Justitia Statements.</td>
</tr>
<tr>
<td>Summons to Appear</td>
<td>Provide information about the legal documents requesting a person to appear at the police station and issued within the scope of the given case. For more details, see Managing Summons to Appear.</td>
</tr>
<tr>
<td>Arrest Statement</td>
<td>Provide information about the legal document empowering police officers to execute arrest. For more details, see Managing Arrest Statements.</td>
</tr>
<tr>
<td>Provisional Release Statement</td>
<td>Provide information about the legal documents granting provisional release to a person and issued within the scope of the given case. For more details, see Managing Provisional Release Statements.</td>
</tr>
<tr>
<td>Search and Seizure Statement</td>
<td>Provide information about the legal documents empowering police officers to execute search and seizure. For more details, see Managing Search and Seizure Statements.</td>
</tr>
<tr>
<td>Constatation Statement</td>
<td>Provide information about the verification documents issued within the scope of the given case. For more details, see Managing Constatation Statements.</td>
</tr>
</tbody>
</table>
| Case File Information Statement | Provide information about the legal documents that contain case file information. For more details, see Managing Case File Information Statements.  

**Note:** You can have only one case file information statement added to the case. If you want to add another case file information statement, you will have to remove the previously added record (see Removing Case File Information Statement Records) and add a new one (see Adding a Case File Information Statement Record). |

**Note:** In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the user who created a record in the Statements / Summons section. This information is displayed in the Created by column of the tables listed in this section. Moreover, the system allows for exporting records from all the fields of this section. For more details on how to export records, see EXPORTING FILES.
Figure 16: Statements / Summons Section
Managing Pro-Justititia Statements

This chapter outlines how to add, edit, view, and remove pro-Justititia statement records.

Adding a Pro-Justititia Statement Record

In order to add a pro-Justititia statement record, follow the steps below:

1. Click the **Add** button at the bottom of the **Pro-Justititia Statement** field. A **Pro-Justititia Statement** form will appear (Figure 17).
2. Provide the information requested in the form as described in the table below:

   **Note**: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Type</td>
<td>Indicate the type of the statement based on what the capacity of the interviewee is in relation to the case. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: If the list of statement types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Interviewee</td>
<td>Select the name of the <strong>Interviewee</strong> from the drop-down list. <em>This field is mandatory.</em> Please, note that the drop-down list will contain all the parties that are involved into the case in the capacity dictated by the selected statement type. For more details on how to add parties to the police case, see the <strong>GENERAL INFORMATION</strong> section. <strong>Note</strong>: If the list of interviewees is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Preferred Language</td>
<td>Select the <strong>Preferred Language</strong> of the interview. The following options are available:</td>
</tr>
<tr>
<td><strong>Personal Information</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td></td>
</tr>
</tbody>
</table>

- English
- French
- Kinyarwanda
- Other

Please, note that if the Other option is selected, you will be asked to enter the name of the preferred language in the new field that appears.

**Note:** If the list of languages is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

<table>
<thead>
<tr>
<th><strong>Judicial Police Officer</strong></th>
</tr>
</thead>
</table>

Select the name of the Judicial Police Officer who requested a pro-Justitia statement. *This field is mandatory.*

**Note:** If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

<table>
<thead>
<tr>
<th><strong>Who Owns</strong></th>
</tr>
</thead>
</table>

Indicate the assets, such as lands, vehicles, etc., that the person being interviewed owns.

<table>
<thead>
<tr>
<th><strong>Interview Date</strong></th>
</tr>
</thead>
</table>

Indicate the date when the interview took place. *This field is mandatory.* A calendar popup is available for this field, see [Figure 3: Calendar](#).

<table>
<thead>
<tr>
<th><strong>Crime Committed</strong></th>
</tr>
</thead>
</table>

This is a read-only field that is automatically generated by the system and that becomes available when recording suspect statements. It lists all legal acts and codes that were violated by the person being interviewed. For more information on how to record crimes committed by any case participant, see the [GENERAL INFORMATION](#) section.

<table>
<thead>
<tr>
<th><strong>Offence</strong></th>
</tr>
</thead>
</table>

Give a brief description of the Offence that took place.

<table>
<thead>
<tr>
<th><strong>Signed Copy</strong></th>
</tr>
</thead>
</table>

Attach a Signed Copy of the pro-Justitia statement. For more details, see [Managing Attachments](#).
Advocate Present

State whether the advocate was present at the interview.

Q: / R:

Record all questions (Q:) that were asked during the interview, as well as the responses (R:) to them. This field is mandatory. For more details, see Managing Interview Questions / Responses.

Validated

Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the Save button to save the information input. Or, click Cancel to terminate the operation.

Editing Pro-Justitia Statement Records

In order to edit a pro-Justitia statement record, follow the steps below:

1. Click the (Edit) button to the left of the record that you want to modify. The Pro-Justitia Statement form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Pro-Justitia Statement Records

In order to view the details of pro-Justitia statement records, click the (View Form) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Pro-Justitia Statement Records
In order to remove a pro-Justitia statement record, click the (Remove) button to the left of the record.

Figure 17: Adding a Pro-Justitia Statement Record

Managing Interview Questions / Responses
This chapter outlines how to add and remove question and response records.

**Adding a Question / Response Record**

In order to add a question / response record, follow the steps below:

1. Record the question that was asked during the interview. *This field is mandatory.*
2. Record the response that the interviewee gave to the question asked. *This field is mandatory.*
3. Click the **Add** button. The new record will appear in the respective table and will be assigned a sequential number (Figure 18).

![Figure 18: Adding a Question / Response Record](image)

**Editing Question/Response Records**

In order to edit a question / response record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. This will activate the selected record.
2. Make the required changes in the data displayed.
3. Click the **(Save)** button to record the changes made. Or, click **(Cancel)** to discard them.
Removing Question / Response Records

In order to remove a question / response record, click the (Remove) button to the left of the record.

Managing Summons to Appear

This chapter outlines how to add, edit, view, and remove summons to appear records.

Adding a Summons to Appear Record

In order to add a summons to appear record, follow the steps below:

1. Click the Add button at the bottom of the Summons to Appear field. A Summon to Appear form will open (Figure 19).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judicial Police Officer</td>
<td>Select the name of the Judicial Police Officer who issued the summons. This field is mandatory.</td>
</tr>
<tr>
<td></td>
<td>Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Appear Date</td>
<td>Indicate the Date when the respective party should appear at the police station. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td></td>
<td>Apart from indicating the date, the calendar also allows specifying the time when the case participant should appear in the police station. Use the Hour and Minute sliders to set the exact time.</td>
</tr>
<tr>
<td><strong>Summon No</strong></td>
<td>Enter a unique identification number assigned to the summons. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Summon Issue Date</strong></td>
<td>Indicate the date when the summons was issued. <em>This field is mandatory.</em> A calendar popup is available for this field, see <a href="#">Figure 3: Calendar</a>. Apart from indicating the date, the calendar also allows specifying the time when the summons was issued should appear in the police station. Use the <strong>Hour</strong> and <strong>Minute</strong> sliders to set the exact time.</td>
</tr>
<tr>
<td><strong>Party</strong></td>
<td>Select the name of the party who was asked to appear in the police station from the drop-down list. <em>This field is mandatory.</em> Please, note that the list will contain all parties involved into the case and specified in the <strong>GENERAL INFORMATION</strong> section. <strong>Note:</strong> If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td><strong>Appear Address</strong></td>
<td>The information in this field is automatically generated based on the <strong>Investigating Police Station</strong> selected in the <strong>GENERAL INFORMATION</strong> section. It displays the address of the police station where the summoned person should appear. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td><strong>Signed Copy</strong></td>
<td>Attach a signed copy of the summons to appear file. For more details, see <a href="#">Managing Attachments</a>. <strong>Note:</strong> The <strong>Date Attached</strong> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
</tr>
<tr>
<td><strong>Validated</strong></td>
<td>Check the accuracy of the information provided by selecting the <strong>Validated</strong> checkbox. Please, note that system validation renders all the information provided in the form as non-editable.</td>
</tr>
</tbody>
</table>

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.
Editing Summons to Appear Records

In order to edit a summons to appear record, follow the steps below:

1. Click the (Edit) button to the left of the record that you want to modify. The Summon to Appear form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

**Note:** The possibility of editing record details is available for records that have not been validated yet.

Viewing Summons to Appear Records

In order to view the details of summons to appear records, click the (View Form) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

**Note:** The possibility of viewing record details is available for validated records only.
Removing Summons to Appear Records

In order to remove a summons to appear record, click the (Remove) button to the left of the record.

Managing Arrest Statements

This chapter outlines how to add, edit, view, and remove arrest statement records.

Adding an Arrest Statement Record

In order to add an arrest statement record, follow the steps below:

1. Click the Add button at the bottom of the Arrest Statement field. An Arrest Statement form will open (Figure 20).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrest Statement Date</td>
<td>Indicate the date when the arrest statement was issued. This field is mandatory. A calendar popup is available for this field, see <a href="#">Figure 3: Calendar</a>.</td>
</tr>
<tr>
<td>Arrest Date</td>
<td>Indicate the date when the arrest took place. This field is mandatory. A calendar popup is available for this field, see <a href="#">Figure 3: Calendar</a>. Apart from indicating the date, the calendar also allows specifying the time when the case participant was arrested. Use the Hour and Minute sliders to set the exact time.</td>
</tr>
<tr>
<td>Arrest Place</td>
<td>Enter the address of the place where the arrest was executed.</td>
</tr>
<tr>
<td>Judicial Police Officer</td>
<td>Select the name of the Judicial Police Officer who executed arrest from the drop-down list. This field is mandatory. Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance</td>
</tr>
</tbody>
</table>
that you are looking for, you should enter the keyword in the search box above the drop-down list.

| Party       | Select the name of the party the arrest statement was issued to. *This field is mandatory*. Please, note that the drop-down list will contain all parties involved into the case and specified in the **GENERAL INFORMATION** section.  
**Note:** If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Committed</td>
<td>This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated by the case party arrested. For more information on how to record crimes committed by any case participant, see the <strong>GENERAL INFORMATION</strong> section.</td>
</tr>
</tbody>
</table>
| Arrest Reasons | Specify the reason for executing arrest by selecting it from the **Available** list and clicking the **Add** button. The selected instance will appear in the **Selected** list. Clicking the **Add All** button will move all instances from the **Available** list to the **Selected** list. 
In order to remove a selected instance from the list, highlight it in the **Selected** list and click the **Remove** button. The selected reason will be removed from the **Selected** list. Clicking the **Remove All** button will move all the instances from the **Selected** list to the **Available** list. |
| Serious Grounds | Enter a brief description of the grounds for arrest. |
| Suspect Detain in | Indicate the station or department where the suspect is detained.  
**Note:** If the list of detaining police stations is long and hard to browse in, you can make use of the search option. To locate the
<table>
<thead>
<tr>
<th><strong>Arrest Warrant No</strong></th>
<th>Enter the unique identification number assigned to the arrest warrant.</th>
</tr>
</thead>
</table>
| **Issuing Authority** | Indicate the authority that issued the arrest warrant. Please, note that selection of an issuing authority will filter the list of prosecutors in the *Issued by* field and display only those instances that are related to the selected authority.  
*Note:* If the list of issuing authorities is long and hard to browse, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| **Issued by** | Indicate the name of the prosecutor who issued the arrest warrant.  
*Note:* If the list of prosecutors is long and hard to browse, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| **Arrest Warrant** | Attach the arrest warrant file to the record. For more details, see *Managing Attachments*.  
*Note:* The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file. |
| **Signed Copy** | Attach a *Signed Copy* of the arrest warrant. For more details, see *Managing Attachments*.  
*Note:* The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file. |
| **Validated** | Check the accuracy of the information provided by selecting the *Validated* checkbox. Please, note that system validation renders all the information provided in the form as non-editable. |
3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

![Figure 20: Adding an Arrest Statement Record](image)
# Editing Arrest Statement Records

In order to edit an arrest statement record, follow the steps below:

1. Click the ![Edit](Edit) button to the left of the record that you want to modify. The Arrest Statement form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

**Note:** The possibility of editing record details is available for records that have not been validated yet.

# Viewing Arrest Statement Records

In order to view the details of arrest statement records, click the ![View Form](View Form) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

**Note:** The possibility of viewing record details is available for validated records only.

# Removing Arrest Statement Records

In order to remove an arrest statement record, click the ![Remove](Remove) button to the left of the record.

# Managing Provisional Release Statements

This chapter outlines how to add, edit, view, and remove provisional release statement records.

## Adding a Provisional Release Statement Record

In order to add a provisional release statement record, follow the steps below:

1. Click the **Add** button at the bottom of the Provisional Release Statement field. A Provisional Release Statement form will open (Figure 21).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.
<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Date</td>
<td>Indicate the date when the provisional release statement was issued. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.оперограма</td>
</tr>
<tr>
<td></td>
<td>Apart from indicating the date, the calendar also allows specifying the time when the statement was issued. Use the <strong>Hour</strong> and <strong>Minute</strong> sliders to set the exact time.</td>
</tr>
<tr>
<td>Release Date and Time</td>
<td>Indicate the date and time when the provisional release took place. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.оперограма</td>
</tr>
<tr>
<td></td>
<td>Apart from indicating the date, the calendar also allows specifying the time when the release took place. Use the <strong>Hour</strong> and <strong>Minute</strong> sliders to set the exact time.</td>
</tr>
<tr>
<td>Judicial Police Officer</td>
<td>Select the name of the <strong>Judicial Police Officer</strong> who released the detainee from the drop-down list. <em>This field is mandatory.</em> оперограма</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Arrest Statement / Party</td>
<td>Select the name of the party who was released by the provisional release statement. <em>This field is mandatory.</em> Please, note that the list will contain the case parties having arrest warrants recorded for them. For more details, see Managing Arrest Statements. The list of parties become available upon saving the police case form.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Detained from</td>
<td>This is a read-only field that is automatically populated with the date when the party selected in the previous field was arrested.</td>
</tr>
</tbody>
</table>
### Detained to
Indicate the date when the selected party was released. *This field is mandatory.* A calendar popup is available for this field, see [Figure 3: Calendar](#).

### Cause of Release
Provide a brief description of the reason for provisional release. *This field is mandatory.*

### Crime Committed
This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated by the case party released. For more information on how to record crimes committed by any case participant, see the [GENERAL INFORMATION](#) section.

### Observation
Enter additional observations on the provisional release, if any.

### Signed Copy
Attach a **Signed Copy** of the provisional release statement. For more details, see [Managing Attachments](#).

**Note:** The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.

### Validated
Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.
Editing Provisional Release Statement Records

In order to edit a provisional release statement record, follow the steps below:
1. Click the 
   (Edit) button to the left of the record that you want to modify. The Provisional Release Statement form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

**Note:** The possibility of editing record details is available for records that have not been validated yet.

### Viewing Provisional Release Statement Records

In order to view the details of provisional release statement records, click the (View Form) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

**Note:** The possibility of viewing record details is available for validated records only.

### Removing Provisional Release Statement Records

In order to remove a provisional release statement record, click the (Remove) button to the left of the record.

### Managing Search and Seizure Statements

This chapter outlines how to add, edit, view, and remove search and seizure statement records. It also describes how you can expand a search and seizure statement record to view the items included in it.

### Adding a Search and Seizure Statement Record

In order to add a search and seizure statement record, follow the steps below:

1. Click the Add button at the bottom of the Search and Seizure Statement field. A Search and Seizure Statement form will open (Figure 22).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.
<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Indicate the date when the search and seizure statement was issued. <em>This field is mandatory</em>. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
</tbody>
</table>
| Judicial Police Officer | Select the name of the Judicial Police Officer who performed search and seizure from the drop-down list. *This field is mandatory.*  
**Note:** If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| Holder               | Select the name of the item Holder from the drop-down list. *This field is mandatory*. Please, note that the drop-down list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.  
**Note:** If the list of item holders is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| Owner                | Select the name of the item Owner from the drop-down list. *This field is mandatory*. Please, note that the drop-down list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.  
**Note:** If the list of item owners is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
<p>| Seizure assisted by  | Indicate the name of the person who assisted the judicial police officer during the item seizure.                                              |
| Local leader / rep. of | Enter the name of the person who is responsible for the area where the item was seized.                                                   |</p>
<table>
<thead>
<tr>
<th><strong>Premise of</strong></th>
<th>Indicate the place and premises where the item was seized.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration No</strong></td>
<td>Enter a unique registration number assigned to the seized item. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td><strong>Witness</strong></td>
<td>Provide the name of the <strong>Witness</strong> to the search and seizure act.</td>
</tr>
<tr>
<td><strong>Seized item</strong></td>
<td>List all items that were seized. For more details, see <a href="#">Managing Seized Items</a>.</td>
</tr>
<tr>
<td><strong>Note</strong>: The <em>Date Attached</em> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
<td></td>
</tr>
<tr>
<td><strong>Signed Copy</strong></td>
<td>Attach a <strong>Signed Copy</strong> of the search and seizure statement. For more details, see <a href="#">Managing Attachments</a>.</td>
</tr>
<tr>
<td><strong>Note</strong>: The <em>Date Attached</em> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
<td></td>
</tr>
<tr>
<td><strong>Validated</strong></td>
<td>Check the accuracy of the information provided by selecting the <strong>Validated</strong> checkbox. Please, note that system validation renders all the information provided in the form as non-editable.</td>
</tr>
</tbody>
</table>

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.
Figure 22: Adding a Search and Seizure Statement Record
Editing Search and Seizure Statement Records

In order to edit a search and seizure statement record, follow the steps below:

1. Click the 🖌️ (Edit) button to the left of the record that you want to modify. The Search and Seizure Statement form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

**Note:** The possibility of editing record details is available for records that have not been validated yet.

Viewing Search and Seizure Statement Records

In order to view the details of search and seizure statement records, click the 📄 (View Form) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

**Note:** The possibility of viewing record details is available for validated records only.

Expanding Search and Seizure Statement Records

You can expand a search and seizure statement record to view the list of seized items that are included in the statement. This way, when you select to view additional information on the seized items, you can see the item ID, name, and other particulars.

To expand a search and seizure statement record, click the 📚 (Open) icon to the left of the record. Clicking the 📚 icon will hide the seized item related information.

Removing Search and Seizure Statement Records

In order to remove a search and seizure statement record, click the 🗑️ (Remove) button to the left of the record.
Managing Seized Items

This chapter outlines how to add and remove seized item records.

Adding a Seized Item Record

In order to add a seized item record, follow the steps below:

1. Enter the name of the item that was seized. This field is mandatory.
2. Provide additional comments, if necessary.
3. Click the Add button. The new record will appear in the Seized Items table (Figure 23).

![Adding a Seized Item Record](image)

Removing a Seized Item Record

In order to remove a seized item record, click the \(\text{(Remove)}\) button to the left of the record.

Managing Constatation Statements

This chapter outlines how to add, edit, view, and remove constatation statement records.

Adding a Constatation Statement Record

In order to add a constatation statement record, follow the steps below:
1. Click the Add button at the bottom of the Constatation Statement field. A Constatation Statement form will open (Figure 24).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Submission Date and Time  | Indicate the date when the verification statement of the case record was submitted. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar.  
Apart from indicating the date, the calendar also allows specifying the time when the verification took place. Use the Hour and Minute sliders to set the exact time of assertion. |
| Judicial Police Officer   | Indicate the name of the Judicial Police Officer in charge of the verification. This field is mandatory.  
**Note:** If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| Province                  | Indicate the Province where the verification took place. This field is mandatory. Please, note that selection of a province will filter the list in the District field and display only those instances that are related to the selected province.  
**Note:** If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. |
| District                  | Indicate the District where the verification took place. This field is mandatory. Please, note that selection of a district will filter the list in the Sector field and display only those instances that are related to the selected district. |
**Note:** If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

<table>
<thead>
<tr>
<th>Sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate the <strong>Sector</strong> where the verification took place. <em>This field is mandatory.</em> Please, note that selection of a sector will filter the list in the Cell field and display only those instances that are related to the selected sector.</td>
</tr>
</tbody>
</table>

**Note:** If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

<table>
<thead>
<tr>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate the <strong>Cell</strong> where the verification took place. <em>This field is mandatory.</em> Please, note that selection of a cell will filter the list in the Village field and display only those instances that are related to the selected cell.</td>
</tr>
</tbody>
</table>

**Note:** If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

<table>
<thead>
<tr>
<th>Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the name of the village where the verification took place. <em>This field is mandatory.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crime Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify the crime types that are committed within the scope of the given case (see <a href="#">GENERAL INFORMATION</a>) and that the verification statement is issued for. This can be done by selecting the crime record in the <em>Available</em> list and clicking the <strong>(Add)</strong> button. The selected instance will appear in the <em>Selected</em> list. Clicking the <strong>(Add All)</strong> button will move all instances from the <em>Available</em> list to the <em>Selected</em> list.</td>
</tr>
</tbody>
</table>

In order to remove a selected crime record from the list, highlight it in the *Selected* list and click the **(Remove)** button. The selected...
instance will be removed from the Selected list. Clicking the (Remove All) button will move all the instances from the Selected list to the Available list.

<table>
<thead>
<tr>
<th>Description</th>
<th>Provide a brief Description of the crime scene and how the crime was committed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First person at the scene</td>
<td>Select the case participant that was first discovered at the crime scene from the drop-down list. Please, note that the list will contain all case participants recorded in the GENERAL INFORMATION section.</td>
</tr>
<tr>
<td>Signers</td>
<td>Indicate the roles and names of all persons who are entitled to sign a constatation statement. This field is mandatory. For more details, see Managing Constatation Statement Signers.</td>
</tr>
</tbody>
</table>
| Signed Copy                  | Attach a Signed Copy of the constatation statement. For more details, see Managing Attachments.  
**Note:** The Date Attached field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file. |
| Validated                    | Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable. |

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.
Figure 24: Adding a Constatation Statement Record
Editing Constatation Statement Records

In order to edit a constatation statement record, follow the steps below:

1. Click the (Edit) button to the left of the record that you want to modify. The Constatation Statement form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Constatation Statement Records

In order to view the details of constatation statement records, click the (View Form) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Constatation Statement Records

In order to remove a constatation statement record, click the (Remove) button to the left of the record.

Managing Constatation Statement Signers

This chapter outlines how to add and remove constatation statement signer records.

Adding a Constatation Statement Signer Record

In order to add a constatation statement signer record, follow the steps below:

1. Indicate in what capacity the signer acts in relation to the case. This field is mandatory.
   Note: If the list of role types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Enter the signer’s name.
3. Click the **Add** button. The new record will appear in the **Signers** table (Figure 25).

![Signers Table](image)

**Figure 25: Adding a Constatation Statement Signer Record**

**Removing Constatation Statement Signer Records**

In order to remove a constatation statement signer record, click the **(Remove)** button to the left of the record.

**Managing Case File Information Statements**

This chapter outlines how to add, edit, view, and remove case file information statement records.

**Adding a Case File Information Statement Record**

In order to add a case file information statement record, follow the steps below:

1. Click the **Add** button at the bottom of the **Case File Information Statement** field. A **Case File Information Statement** form will open (Figure 26).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this section are mandatory to be filled in. They are marked with an asterisk.
<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Date</td>
<td>Indicate the date when the case file information statement was submitted. <em>This field is mandatory.</em> A calendar popup is available for this field, see <em>Figure 3: Calendar.</em></td>
</tr>
<tr>
<td>Statement Date</td>
<td>Indicate the date when the case file information statement was issued. <em>This field is mandatory.</em> A calendar popup is available for this field, see <em>Figure 3: Calendar.</em></td>
</tr>
<tr>
<td>Judicial Police Officer</td>
<td>Indicate the name of the <em>Judicial Police Officer</em> in charge of the case file information statement. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Prosecution Level</td>
<td>Indicate what type of legal proceedings were carried out against the case parties. <em>This field is mandatory.</em> Please, note that selection of a prosecution level will filter the list in the <em>Prosecution Office</em> field and display only those instances that are related to the selected prosecution level.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of prosecution levels is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Prosecution Office</td>
<td>Select the <em>Prosecution Office</em> in charge of the case from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of prosecution offices is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Material element</td>
<td>Give a brief description of the <em>Material element</em> of the case, if any.</td>
</tr>
</tbody>
</table>
### Intentional element
Give a brief description of the **Intentional element** of the case, if any.

### Legal element
Give a brief description of the **Legal element** of the case, if any.

### Conclusion
Give a brief **Conclusion** about the case. *This field is mandatory.*

### Case File Content
This is a read-only field that lists all the files that were attached to the given case.

### Signed Copy
Attach a **Signed Copy** of the case file information statement. For more details, see [Managing Attachments](#).

*Note:* The **Date Attached** field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.

### Validated
Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

### Editing Case File Information Statement Records

In order to edit a case file information statement record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The **Case File Information Statement** form will open.

2. Make the required changes in the data displayed.

3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

*Note:* The possibility of editing record details is available for records that have not been validated yet.
### Case File Information Statement

**Submission Date**: 07/12/2015

**Statement Date**: 07/12/2015

**Judicial Police Officer**: Chantal MUKESHIMANA

**Prosecution Level**: Prosecution National Level

**Prosecution Office**: Nyanza NL

**Material element**

**Intentional element**

**Legal element**

**Conclusion**

*The Public Prosecutor sir, we hereby submit you this case for appropriate decision*

**Case File Content**

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrest Statement</td>
<td>14810274047651.docx</td>
</tr>
</tbody>
</table>

**Signed Copy**

**Date Attached**:  

[Figure 26: Adding a Case File Information Statement Record]
Viewing Case File Information Statement Records

In order to view the details of a case file information statement record, click the (View Form) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Case File Information Statement Records

In order to remove a case file information statement record, click the (Remove) button to the left of the record.
WARRANTS

The Warrants section of the Rwanda National Police form (Figure 27) is used to provide key information about the authorization documents of different types – warrants - that empower their bearers to perform a certain act against another person or entity. The information to be provided in this section includes the warrant type, issue date, party it is related to, prosecutor, etc.

![Figure 27: Warrants Section](image)

For more details on what information is requested in the Warrants section, refer to the table below.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Police Warrants | List all Police Warrants that have been issued within the scope of the given case. For more details, see Managing Police Warrants.  
*Note:* In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when a police warrant record is last modified. This information is displayed in the Last Updated on column of the Police Warrants table. |

Managing Police Warrants

This chapter outlines how to add, edit, view, and remove police warrant records.
Adding a Police Warrant Record

In order to add a police warrant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Police Warrant* field. A *Police Warrant* form will open (Figure 28).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warrant Type</strong></td>
<td>Select the <strong>Warrant Type</strong> that best describes it from the respective drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of warrant types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td><strong>Warrant Number</strong></td>
<td>Enter a unique identification number assigned to the warrant and used for future reference.</td>
</tr>
<tr>
<td><strong>Issuing Authority</strong></td>
<td>Specify the authority that issued the police warrant by selecting it from respective drop-down list. <em>This field is mandatory.</em> Please, note that selection of the warrant issuing authority will filter the list of prosecutors in the <em>Issued by</em> field and display only those instances that are related to the selected authority.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of warrant issuing authorities is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td><strong>Issued By</strong></td>
<td>Select the prosecutor the warrant is <strong>Issued by</strong> from the respective drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are</td>
</tr>
</tbody>
</table>
looking for, you should enter the keyword in the search box above the drop-down list.

<table>
<thead>
<tr>
<th><strong>Warrant Issue Date</strong></th>
<th>Specify the date when the warrant was issued. A calendar popup is available for this field, see Figure 3: Calendar.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Party</strong></td>
<td>Select the Party the warrant is issued to from the drop-down list. This field is mandatory. Please, note that the drop-down list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.</td>
</tr>
<tr>
<td><strong>Signed Copy</strong></td>
<td>Upload a Signed Copy of the police warrant or other related document. For more details, see Managing Attachments. Note: The Date Attached field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
</tr>
<tr>
<td><strong>Validated</strong></td>
<td>Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.</td>
</tr>
</tbody>
</table>

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

![Figure 28: Adding a Police Warrant Record](image-url)
Editing Police Warrant Records

In order to edit a police warrant record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Police Warrant* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

**Note:** The possibility of editing record details is available for records that have not been validated yet.

Viewing Police Warrant Records

In order to view the details of police warrant records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

**Note:** The possibility of viewing record details is available for validated records only.

Removing Warrant Records

In order to remove a police warrant record, click the **(Remove)** button to the left of the record.
EXHIBITS

The *Exhibits* section of the *Rwanda National Police* from (Figure 29) is used to store and display information on physical or documentary evidence collected by the police during the case processing. Examples of exhibit items may include a weapon allegedly used in the crime in criminal cases or a written contract in a civil trial. Information on exhibits recovery, personal effects, seized items, as well as return of seized items is also handled in this section.

![Figure 29: Exhibits Section](image)

For more details on what information is requested in the *Exhibits* section, refer to the table below.
### Component Name | Description
---|---
**Exhibits Recovery** | First, provide information about the exhibit items collected during the case processing. For more details, see Managing Exhibit Recovery Records.

Next, attach all diagram files that have been prepared by the police officers involved into the process of exhibit recovery. For more details, see Managing Diagrams.

**Personal Effects / Seized Items** | Provide information on the personal effects (i.e. personal belongings, such as items of clothing, jewelry, etc., normally worn or carried on a person) of the suspect and their possible seizure. For more details, see Managing Personal Effects / Seized Items.

**Return of Seized Items** | Record information on return of seized items. For more details, see Managing Returned Items.

**Note:** The system allows for exporting records from all the fields of this section. For more details on how to export records, see EXPORTING FILES.

### Managing Exhibit Recovery Records

This chapter outlines how to add, edit, view, and remove exhibit recovery records. It also describes how you can expand an exhibit recovery record to view the items recovered.

### Adding an Exhibit Recovery Record

In order to add an exhibit recovery record, follow the steps below:

1. Click the **Add** button at the bottom of the *Exhibits Items* field. An *Exhibits Recovery* form will open (Figure 30).
2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this form are mandatory to be filled in. They are marked with an asterisk.
**Component Name** | **Description**
--- | ---
**Recovery Date** | Indicate the date and time when the exhibit recovery took place. *This field is mandatory.* A calendar popup is available for this field, see [Figure 3: Calendar](#).
Apart from indicating the date, the calendar also allows specifying the time when the recovery took place. Use the **Hour** and **Minute** sliders to set the exact time.

**Team Lead JPO**
Specify the name of the judicial police officer acting in the capacity of the team lead during the exhibit recovery. **This field is mandatory.**

**Province**
Indicate the **Province** where the exhibit recovery took place. **This field is mandatory.** Please, note that selection of a province will filter the list in the **District** field and display only those instances that are related to the selected province. **Note:** If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

**District**
Indicate the **District** where the exhibit recovery took place. **This field is mandatory.** Please, note that selection of a district will filter the list in the **Sector** field and display only those instances that are related to the selected district. **Note:** If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

**Sector**
Indicate the **Sector** where the exhibit recovery took place. **This field is mandatory.** Please, note that selection of a sector will filter the list in the **Cell** field and display only those instances that are related to the selected sector. **Note:** If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

**Cell**
Indicate the **Cell** where the exhibit recovery took place. **This field is mandatory.** Please, note that selection of a cell will filter the list in
the Village field and display only those instances that are related to the selected cell.

**Note:** If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

### Village
Indicate the Village where the exhibit recovery took place. *This field is mandatory.*

### Street/Apt
Specify the street or apartment where the exhibit recovery took place.

### Other Personnel
Specify whether Other Personnel was involved in the exhibit recovery as well and indicate who they were.

### Items
List all exhibit items that were recovered. For more details, see Managing Exhibit Items.

### Signed Copy
Attach a Signed Copy of the exhibit recovery act. For more details, see Managing Attachments.

**Note:** The Date Attached field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.

### Validated
Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

### Editing Exhibit Recovery Records

In order to edit an exhibit recovery record, follow the steps below:

1. Click the **(Edit)** button to the left of the exhibit recovery record that you want to modify. The Exhibits Recovery form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

**Note:** The possibility of editing record details is available for records that have not been validated yet.

### Viewing Exhibit Recovery Records

In order to view the details of exhibit recovery records, click the [View Form] button to the left of the record. The record summary will open in a separate window in the non-editable mode.

**Note:** The possibility of viewing record details is available for validated records only.

### Expanding Exhibit Recovery Records

You can expand an exhibit recovery record to view the list of seized items that were recovered. This way, when you select to view additional information on the recovered items, you can see the item ID, exhibit type, and other particulars.

To expand an exhibit recovery record, click the [open] icon to the left of the record. Clicking the [hide] icon will hide the recovered item related information.

### Removing Exhibit Recovery Records

In order to remove an exhibit recovery record, click the [Remove] button to the left of the record.

### Managing Exhibit Items

This chapter outlines how to add and remove exhibit item records.

### Adding an Exhibit Item Record

In order to add an exhibit item record, follow the steps below:

1. Click the **Add** button in the *Exhibits Recovery* form. An *Exhibits Item* form will open (Figure 31).
Figure 31: Adding an Exhibits Item Record

2. Provide the information requested in the form as described in the table below:

**Note:** Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Party</td>
<td>Select the <strong>Party</strong> the exhibit item to be recovered belongs to from the drop-down list. <em>This field is mandatory.</em> Please, note that the list will contain all parties involved into the case and specified in the <strong>GENERAL INFORMATION</strong> section.</td>
</tr>
</tbody>
</table>
Note: If the list of case parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

**Type of Exhibits**
Select the **Type of Exhibits** that best describes the item to be recovered from the drop-down list.

Note: If the list of exhibit types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

**Exhibit Name**
Enter the name of exhibit item. *This field is mandatory.*

**Where Found**
Specify the location where the exhibit item was found. *This field is mandatory.*

**Recovered by**
Indicate the person the exhibit item was recovered by. *This field is mandatory.*

**Packaging Method**
Specify the method used for packaging the exhibit item.

**Photographed?**
Indicate whether the exhibit item has been photographed by activating the respective radio button. If the Yes option is selected, upload the respective image file. For more details, see [Managing Attachments](#).

**Marking (Direct-D; Indirect-I)**
Indicate whether the exhibit item has a Direct-D or Indirect-I marking by selecting the corresponding radio button.

**Is Evidence**
Indicate whether the exhibit item serves as an evidence in the case by selecting the respective checkbox.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

---

**Removing Exhibit Item Records**
In order to remove an exhibit item record, click the (Remove) button to the left of the record.

Managing Diagrams

This chapter outlines how to add, edit, view, and remove diagram records.

Adding a Diagram Record

In order to add a diagram record, follow the steps below:

1. Click the Add button at the bottom of the Diagrams field. A Diagram form will open (Figure 32).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Specify the date and time when the diagram was created. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the diagram was created. Use the Hour and Minute sliders to set the exact time.</td>
</tr>
<tr>
<td>Title</td>
<td>Enter the diagram Title. This field is mandatory.</td>
</tr>
<tr>
<td>Province</td>
<td>Select the Province the diagram is related to. This field is mandatory. Please, note that selection of a province will filter the list in the District field and display only those instances that are related to the selected province. Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>District</td>
<td>Select the District the diagram is related to. <em>This field is mandatory.</em> Please, note that selection of a district will filter the list in the Sector field and display only those instances that are related to the selected district.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Sector</td>
<td>Select the Sector the diagram is related to. <em>This field is mandatory.</em> Please, note that selection of a sector will filter the list in the Cell field and display only those instances that are related to the selected sector.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Cell</td>
<td>Select the Cell the diagram is related to. <em>This field is mandatory.</em> Please, note that selection of a cell will filter the list in the Village field and display only those instances that are related to the selected cell.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Village</td>
<td>Select the Village the diagram is related to from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Preparer</td>
<td>Indicate the name of the police official who prepared the diagram.</td>
</tr>
<tr>
<td>Rank</td>
<td>Select the Rank of the diagram preparer from the drop-down list.</td>
</tr>
</tbody>
</table>
### Attachment
Attach the image file of the diagram prepared. *This field is mandatory.* For more details, see [Managing Attachments](#).

### Validated
Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

## Editing Diagram Records

In order to edit a diagram record, follow the steps below:

1. Click the **(Edit)** button to the left of the exhibits recovery record that you want to modify. The **Diagram** form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

**Note:** The possibility of editing record details is available for records that have not been validated yet.

## Viewing Diagram Records

In order to view the details of diagram records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

**Note:** The possibility of viewing record details is available for validated records only.

## Removing Diagram Records

In order to remove a diagram record, click the **(Remove)** button to the left of the record.
Managing Personal Effects / Seized Items

This chapter outlines how to add, edit, view, and remove personal effect / seized item records. It also describes how you can expand a personal effect record to view the items seized.
Adding a Personal Effect Record

In order to add a personal effect record, follow the steps below:

1. Click Add button at the bottom of the Personal Effects / Seized Items field. A Personal Effects / Seized Items form will open (Figure 33).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Specify the date and time when the personal effects were seized. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the seizure took place. Use the Hour and Minute sliders to set the exact time.</td>
</tr>
<tr>
<td>Suspect</td>
<td>Specify the Suspect that the seized items belong to. This field is mandatory. Please, note that the drop-down list will contain all case participants involved into the case and specified in the GENERAL INFORMATION section. Note: If the list of case parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
<tr>
<td>Judicial Police Officer</td>
<td>Specify the name of the Judicial Police Officer who performed personal effect seizure. This field is mandatory. Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</td>
</tr>
</tbody>
</table>
Custodian | Enter the name of the person who is responsible for the safe return of the seized items.

Observation | Enter observations about the seized items and personal effects.

Seized Item | List all items and personal belongings that were seized. For more details, see Managing Seized Objects.

Validated | Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the Save button to save the information input. Or, click Cancel to terminate the operation.

![Figure 33: Adding a Personal Effect Record](image)

Editing Personal Effect Records
In order to edit a personal effect record, follow the steps below:

1. Click the Edit button to the left of the personal effect record that you want to modify. The Personal Effects / Seized Items form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

**Viewing Personal Effect Records**

In order to view the details of personal effect records, click the View Form button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

**Expanding Personal Effect Records**

You can expand a personal effect record to view the list of items that were seized. This way, when you select to view additional information on the seized items, you can see the item ID, item type, and other particulars.

To expand a personal effect record, click the icon to the left of the record. Clicking the icon will hide the personal effect related information.

**Removing Personal Effect Records**

In order to remove a personal effect record, click the Remove button to the left of the record.

**Managing Seized Objects**

This chapter outlines how to add and remove seized object records.

**Adding a Seized Object Record**
In order to add a seized object record, follow the steps below:

1. Select the seized **Item Type** that best describes it from the drop-down list. *This field is mandatory.*
2. Provide additional details, if any.
3. Click the **Add** button. The new record will appear in the *Seized Items* table (Figure 34).

![Figure 34: Adding a Seized Object Record](image)

**Note:** Each seized object will be assigned a unique number that will identify it and be used for future reference. The identification number will automatically be generated by the system and displayed in the *Seized item number* column.

### Removing Seized Object Records

In order to remove a seized object record, click the *(Remove)* button to the left of the record.

### Managing Returned Items

This chapter outlines how to add, edit, view, and remove returned item records.

### Adding a Returned Item Record

In order to add a returned item record, follow the steps below:

1. Click the **Add** button at the bottom of the *Return of Seized Items* field. A *Return of Seized Items* form will open (Figure 35).
2. Provide the information requested in the form as described in the table below.

**Note:** Some fields in this form are mandatory to be filled in. They are marked with an asterisk.
Figure 35: Adding a Return of Seized Item Record

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return Date</td>
<td>Specify the date and time when the seized personal effect was returned. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the return took place. Use the <strong>Hour</strong> and <strong>Minute</strong> sliders to set the exact time.</td>
</tr>
</tbody>
</table>
### Name of Holder

Specify the name of the person to whom the seized objects need to be returned. *This field is mandatory.* Please, note that the list will contain all case parties that have personal belongings seized within the scope of the given case. For more details, see [Managing Personal Effects / Seized Items](#).

### Seized Object Numbers

Specify the seized objects that need to be returned to their holder. This can be done by selecting the seized object in the *Available* list and clicking the **Add** button. The selected instance will appear in the *Selected* list. Clicking the **Add All** button will move all instances from the *Available* list to the *Selected* list.

**Note:** The list of available objects will be comprised of the items that belong to the case party indicated in the previous field and that have been seized. For more details, see [Managing Personal Effects / Seized Items](#).

In order to remove a selected object from the list, highlight it in the *Selected* list and click the **Remove** button. The selected instance will be removed from the *Selected* list. Clicking the **Remove All** button will move all the instances from the *Selected* list to the *Available* list.

### Judicial Police Officer

Specify the name of the *Judicial Police Officer* who performed the return of the seized items. *This field is mandatory.*

### Witnesses Names

Specify the names of the witnesses who can testify to the return of the seized items to their owner or their representative.

### Statement Signing Date

Indicate the date when the statement on return of the seized items was signed by all the parties involved. *This field is mandatory.* A calendar popup is available for this field, see [Figure 3: Calendar](#).

Apart from indicating the date, the calendar also allows specifying the time when the return took place. Use the **Hour** and **Minute** sliders to set the exact time.
Signed Copy

Upload a Signed Copy of seized item return statement or other related document. For more details, see Managing Attachments.

**Note:** The Date Attached field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.

Validated

Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

**Editing Returned Item Records**

In order to edit a returned item record, follow the steps below:

1. Click the **(Edit)** button to the left of the personal effect record that you want to modify. The Return of Seized Items form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

**Note:** The possibility of editing record details is available for records that have not been validated yet.

**Viewing Returned Item Records**

In order to view the details of returned item records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

**Note:** The possibility of viewing record details is available for validated records only.

**Removing Returned Item Records**

In order to remove a returned item record, click the **(Remove)** button to the left of the record.
The Notes / Attachments section of the Rwanda National Police form (Figure 34) is used to record additional comments and issues related to the given police case, as well as attach supporting documents and other files. The case workflow details are also presented in this section.

For more details on what information is requested in the Notes / Attachments section, refer to the table below.
## Component Name

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments / Issues</td>
<td>First, provide the police case related comments and issues. For more details, see Managing Comments / Issues. Then, provide additional particulars on the comments and issues recorded. For more details, see Managing Comment Details.</td>
</tr>
<tr>
<td>Attachments</td>
<td>Attach supporting documents or images. For more details, see Managing Attachments.</td>
</tr>
<tr>
<td>Workflow Details</td>
<td>This field becomes available after saving the Rwanda National Police form and provides information about the actions made to the corresponding form. The information displayed in this table includes the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Action Date</strong> – date when the action was taken;</td>
</tr>
<tr>
<td></td>
<td>• <strong>Action</strong> – name of the action taken;</td>
</tr>
<tr>
<td></td>
<td>• <strong>Details</strong> – details of the action taken;</td>
</tr>
<tr>
<td></td>
<td>• <strong>User</strong> – name of the user who performed the action;</td>
</tr>
<tr>
<td></td>
<td>• <strong>Resulting Status</strong> – workflow status of the form, resulting from the action taken.</td>
</tr>
</tbody>
</table>

### Managing Comments / Issues

This chapter outlines how to add, edit, and remove comment and issue records. It also describes how you can expand a comment / issue record to view its particulars.

### Adding a Comment / Issue Record

In order to add a comment / issue record, follow the steps below:

1. Click the **Add** button at the bottom of the Comments / Issues field. A Comments / Issues form will open (Figure 37).
2. Provide the information requested in the form as described in the table below.

**Note:** Some fields in this form are mandatory to be filled in. They are marked with an asterisk.
Component Name | Description
---|---
Note Type | Specify whether the comment is public or private by activating the respective radio-button. *This field is mandatory.*
Subject | Enter the note subject. *This field is mandatory.*
Related Users | This field becomes available is the note types is to *Private* and is used to select the users the note will be shared with. For more details, see [Managing Related Users](#).

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

![Figure 37: Adding a Comment / Issue Record](image)

**Editing Comment / Issue Records**

In order to edit a comment / issue record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Comments / Issues* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

### Expanding Comment / Issue Records

You can expand a comment / issue record to view the issue particulars added for it (see Managing Comment Details). This way, when you select to view additional information on the comment / issue, you can see the name of the user who recorded the comment particulars, the date when the information was recorded in the system, and other details.

To expand a comment / issue record, click the icon to the left of the record. Clicking the icon will hide the comment / issue related information.

### Removing Comment / Issue Records

In order to remove a comment / issue record, click the **(Remove)** button to the left of the record.

### Managing Related Users

This chapter outlines how to add and remove related user records. It also describes how you can browse among the related user records to find the one that you are looking for.

### Adding a Related User Record

In order to add a related user, follow the steps below:

1. Click the **Add** button in the Comments / Issues form. A Comments / Issues Details Users form will open (Figure 38).
2. Locate the user or users the comment with be shared with. This can be done by using the search mechanism the Comments / Issues Details Users form is equipped with. To find a user, create filtering criteria that will be used to find and display all users that match the selection. The following criteria are available:
   - Level
   - Institution Office
   - Responsible Role
**Note:** Selection of an instance from one drop-down will filter the list in the next field and display only those instances that are related to the selection. Also, note that if the lists in the drop-down fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Alternatively, you may enter the user’s name or any part of it in the search box.
   **Note:** For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.

4. Click the **Search** button. The list of all users matching the criteria will be displayed in the table below.

5. Select the user that you want to share the comment with by ticking the checkbox to the left of the user name.

6. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

### Browsing among Related User Records

In order to ensure fast page loading, the **Related Users** table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the **Related Users** table, click the number link of the page you want to navigate to. The (First), (Previous), (Next), and (Last) buttons are used to navigate back and forth through the pages.

### Removing Related User Records

In order to remove a related user record, click the (Remove) button to the left of the record.
Managing Comment Details

This chapter outlines how to add, edit, and remove comment details records.

Adding a Comment Details Record

In order to add a comment details record, follow the steps below:

1. Click the Add Comment button to the right of the comment / issue record you want to provide additional information for. A Comments / Issues Details form will open (Figure 39).
2. Provide the comment details in the respective field. This field is mandatory.
3. Attach comment details related documents and images. For more details, see Managing Attachments.
4. Click the Save button to save the information input. Or, click Cancel to terminate the operation.

![Figure 39: Adding a Comment Details Record](image)

**Editing Comment Details Records**

In order to edit a comment details record, follow the steps below:

1. Expand the comment / issue record the comment details are provided for.
2. Click the (Edit) button to the left of the record that you want to modify. The Comments / Issues Details form will open.
3. Make the required changes in the data displayed.
4. Click the Save button to save the changes made. Or, click Cancel to discard them.

**Removing Comment Details Records**

In order to edit a comment details record, follow the steps below:

1. Expand the comment / issue record the comment details are provided for.
2. Click the (Remove) button to the left of the record.

Managing Attachments

This chapter outlines how to attach documents and images, view, edit, and remove them.

Adding an Attachment

In order to attach a document or image, follow the steps below:

1. Click the Add button at the bottom of the Attachments field. An Attachments form will open (Figure 40).
2. Select the attachment Type from the drop-down list. This field is mandatory.
   
   **Note:** If the list of attachment types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Enter the attachment Title. This field is mandatory.
4. Provide a brief description of the attachment content in the Details field.
5. List all Keywords to be used for locating the file attached.
   
   **Note:** Please, note that the keywords should be separated with a semicolon symbol (;).
6. Click the Choose File button and select a file to upload.
7. Click the Save button to upload the selected file. Or, click Cancel to terminate the operation.

   **Note:** If you want the attachment to be available to the parties involved into the given police case, you may select the Share With Public checkbox at the bottom of the Attachments form.

Viewing Attachments

Click the title of the corresponding attachment you want to view. The attached file will be displayed in your browser or you may download it to your local PC.
Editing Attachments

In order to edit an existing attachment, follow the steps below:

1. Click the (Edit) button to the left of the attachment title. The Attachments form will open.
2. Make the required changes in the data displayed.
3. Click the Save button to save the changes made. Or, click Cancel to discard them.

Removing Attachments

In order to remove an attachment, click the (Remove) button to the left of the attachment title.

Note: Attachments can be deleted only from the section they have been added from.
HISTORY

The *History* section of the *Rwanda National Police* form (Figure 41) stores historical data about changes made to the *Rwanda National Police* form and is intended for keeping track of the modifications introduced to the record. Each saved version of the form provides detailed information about the corresponding record, including its creation and management history, information on the date/time when modifications were introduced to the form, the modifier details, etc.

![Figure 41: History Section](image)

For more details on what information is stored and can be viewed in the *History* section, refer to the table below.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Trail</td>
<td>This field provides information about the recent changes made to the corresponding form. The information displayed in this table includes the following:</td>
</tr>
<tr>
<td></td>
<td>- <em>S/N</em> – serial number assigned to the modification;</td>
</tr>
<tr>
<td></td>
<td>- <em>Date</em> – date when the modification was made;</td>
</tr>
<tr>
<td></td>
<td>- <em>User</em> – name of the user who performed the action;</td>
</tr>
</tbody>
</table>
• **Role** – capacity of the user who performed the action;
• **Action** – description of the action performed;
• **Resulting Status** – workflow status of the form, resulting from the action taken.

**Note:** The system stores all the previous modified versions of the task record and makes them available for comparison. For more details, see [Comparing Rwanda National Police Form Versions](#).

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## Comparing Rwanda National Police Form Versions

The *History* section is integrated with an easy-to-use tool for comparing different versions of the records stored in the system with the aim of detecting and tracking the modifications and updates made to the recent data. It also provides detailed information about each saved version, including the creation and management history, modifications date and time, etc.

In order to compare two versions of a case form, follow the steps below:

1. Select the two versions that you want to compare by ticking the checkboxes to the left of the records.
2. Click the **Compare** button to start auditing the selected versions. A new window will appear displaying the selected versions of the case form (Figure 42).
3. Expand the fields by clicking the ☰ sign next to the name of the field to see how the fields differ in the selected versions. Please, note that the ☰ sign displayed to the left of the field, as well as different background and font colors denote the fields that have been modified or updated.
<table>
<thead>
<tr>
<th>1 / System Account / 06/12/2016 18:10:08</th>
<th>6 / System Account / 07/12/2016 17:47:51</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Details</td>
<td>1.1 Details</td>
</tr>
<tr>
<td>1.2 Parties</td>
<td>1.2 Parties</td>
</tr>
<tr>
<td>Muhammad Donald</td>
<td>Muhammad Donald</td>
</tr>
<tr>
<td>Party Name / Contact Name Muhammad Donald</td>
<td>Party Name / Contact Name Muhammad Donald</td>
</tr>
<tr>
<td>1.3 Legal Representatives</td>
<td>1.3 Legal Representatives</td>
</tr>
<tr>
<td>1.4 Complaint</td>
<td>1.4 Complaint</td>
</tr>
<tr>
<td>1.5 Crimes Committed</td>
<td>1.5 Crimes Committed</td>
</tr>
<tr>
<td>1.6 Offence Date and Place</td>
<td>1.6 Offence Date and Place</td>
</tr>
<tr>
<td>2.1 Equipment Issued</td>
<td>2.1 Equipment Issued</td>
</tr>
<tr>
<td>2.2 Equipment used</td>
<td>2.2 Equipment used</td>
</tr>
<tr>
<td>2.3 Team Members</td>
<td>2.3 Team Members</td>
</tr>
<tr>
<td>2.4 Vehicles Used</td>
<td>2.4 Vehicles Used</td>
</tr>
<tr>
<td>4.1 Pro-Justitia Statement</td>
<td>4.1 Pro-Justitia Statement</td>
</tr>
<tr>
<td>4.2 Summons to Appear</td>
<td>4.2 Summons to Appear</td>
</tr>
<tr>
<td>4.3 Arrest Statement</td>
<td>4.3 Arrest Statement</td>
</tr>
<tr>
<td>4.5 Search and Seizure Statement</td>
<td>4.5 Search and Seizure Statement</td>
</tr>
<tr>
<td>4.6 Constatation Statement</td>
<td>4.6 Constatation Statement</td>
</tr>
<tr>
<td>4.7 Case File Information Statement</td>
<td>4.7 Case File Information Statement</td>
</tr>
<tr>
<td>5.1 Police Warrants</td>
<td>5.1 Police Warrants</td>
</tr>
<tr>
<td>6.1 Exhibits recovery</td>
<td>6.1 Exhibits recovery</td>
</tr>
<tr>
<td>6.2 Personal effects / Seized Items</td>
<td>6.2 Personal effects / Seized Items</td>
</tr>
<tr>
<td>6.3 Return of Seized Items</td>
<td>6.3 Return of Seized Items</td>
</tr>
<tr>
<td>7.1 Comments / Issues</td>
<td>7.1 Comments / Issues</td>
</tr>
<tr>
<td>7.2 Attachments</td>
<td>7.2 Attachments</td>
</tr>
</tbody>
</table>

Figure 42: Comparing Rwanda National Police Case Versions
Browsing among History Records

The History section of the Rwanda National Police form has been enhanced with the pagination option. This means that it is enabled with the possibility of splitting the list of records in the field into pages for paged navigation.

To navigate through the pages, you can use the page numbers at the bottom of the field, as well as the (First), (Previous), (Next), and (Last) arrow buttons.

![Figure 43: Browsing among History Records](image-url)
EXPORTING FILES

The system allows exporting the details of records provided in the appropriate fields of the *Rwanda National Police* form.

In order to export the corresponding field details, follow the steps below:

1. Click the (Export Details) button in the furthermost right column of the respective field. The *Export Details* popup will appear (Figure 44).

![Figure 44: Specifying File Export Details](image)

2. Choose the **Format** you want the file to be downloaded in by selecting the respective **PDF** or **WORD** radio button.
3. Select the **Language** you want the file to be downloaded in by selecting the respective **ENG**, **FR**, or **KRW** radio button.
4. Click the **Export** button to proceed. The exported file will be downloaded to your local PC in accordance with the selected settings - format and language.

SAVING DATA
When you are finished with the data input or modification, you should save your changes before you leave the page. Click the **Save** button to save the data entered and to remain in the opened page. Or, click the **Save and Close** button to save the changes made and navigate away from the Data Entry screen. Clicking the **Cancel** button will discard any changes made and close the data entry window.

**REFERENCES**

Please, refer to the following Rwanda IECMS related documents to obtain more information about the system and how it functions:

- Rwanda IECMS Analytical Interface User Manual
- Rwanda IECMS Portfolio User Manual
- Rwanda IECMS Dashboard User Manual
- Rwanda IECMS Rwanda National Public Prosecution Authority Application User Manual
- Rwanda IECMS Rwanda Judiciary Application User Manual
- Rwanda IECMS Rwanda Correctional Service Application User Manual
- Rwanda IECMS Civil Litigation Service Application User Manual
- Rwanda IECMS Task Form User Manual
- Rwanda IECMS Individual Form User Manual
- Rwanda IECMS Legal Entity Form User Manual
- Rwanda IECMS Case Processing Workflow User Manual
- Rwanda IECMS Settings Administrator’s Guide
- Rwanda IECMS User Management Administrator's Guide
- Rwanda IECMS Data Management Administrator's Guide
- Rwanda IECMS Workflow Management Administrator's Guide