



Benchmark Analytics®

FEATURE UPDATE

Case File

Case File is a new feature created so that an Agency can review reports and external documents all in one place.

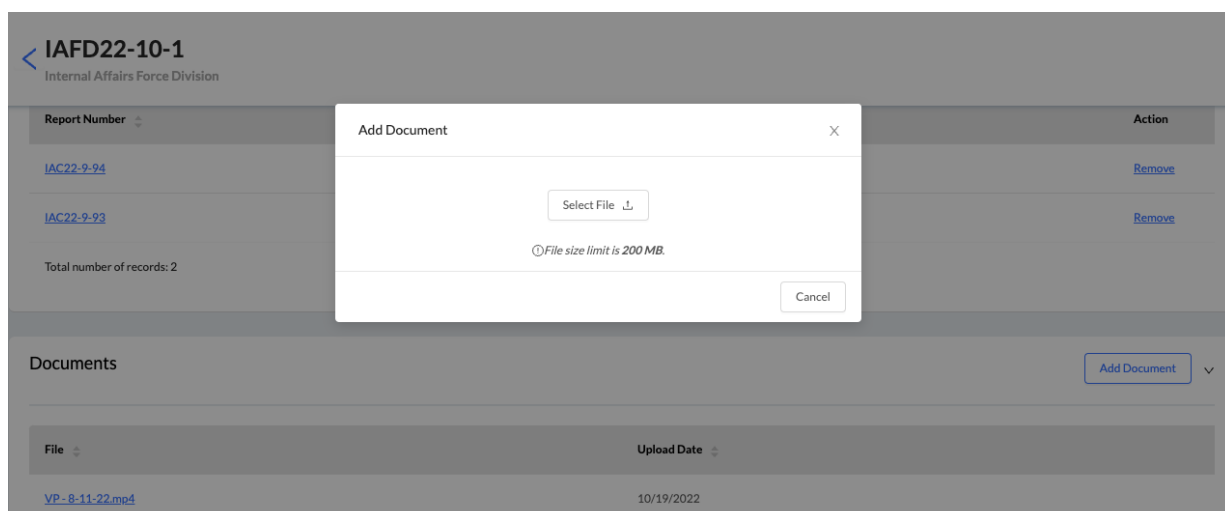
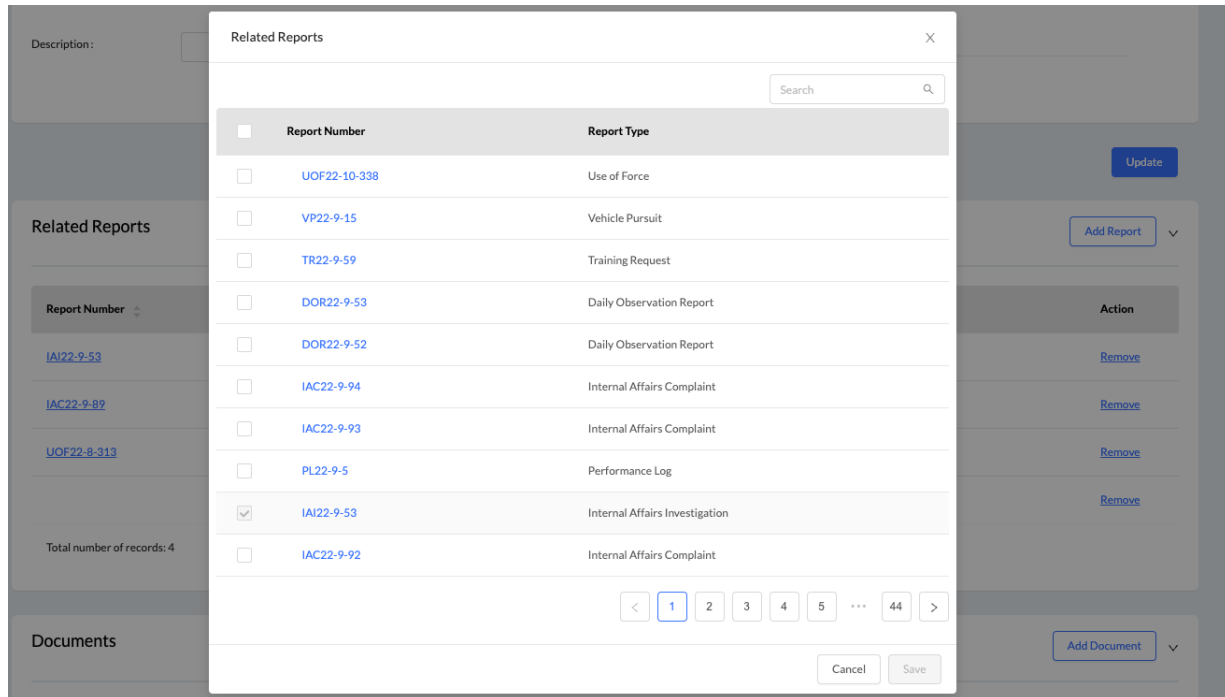
The primary use of Case File is for Internal Affairs investigations — where you can view a collection of related BMS reports (Internal Affairs Complaint, Internal Affairs Investigation, Use of Force) and external documents (court documents, recordings of interviews, evidence) together. You can use Case Files to communicate findings as part of the investigation and track progress of the case.

Case Files can be set up for other uses such as tracking Performance, Training or Misconduct.

Associating Reports and Documents

About This Feature

Case Files can house Benchmark reports and external documents in one location. When updating a Case File, you can add any Benchmark report. You can also upload media files, including images, videos and pdfs.



Adding Notes

About This Feature

In addition to documents, you can add notes to a Case File. Notes allow you to provide updates on the progress of your case, provide context about the documentation and give feedback to your colleagues.

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CPOA23-1-3

Civilian Police Oversight Association

Report Number	Report Type	Action
IAC22-11-96	Internal Affairs Complaint	Remove
UOF22-10-338	Use of Force	Remove
IAI22-9-53	Internal Affairs Investigation	Remove
VP22-9-15	Vehicle Pursuit	Remove

Total number of records: 4

Documents

Add Document

File	Upload Date
Standard Off-Off Agreement	01/11/2023

Total number of records: 1

Notes

Add note

Note Details	Created	Updated	Action
Added a Vehicle Pursuit for for supporting evidence.	01/11/2023, 16:57:27 by Quinn Pressly	01/11/2023, 16:58:01 by Quinn Pressly	Detail
Court document	01/11/2023, 16:53:33 by Olivia Person		Detail

Total number of records: 2

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Note Details

Complete lorem ipsum dolor sit amet, consectetur adipiscing elit.

Delete Note

Cancel

Save

Sharing and Un-sharing Case File

About This Feature

Since Internal Affairs investigations require confidentiality, Case File owners can control who has access to their Case Files. This is possible through the sharing feature where Case File owners can grant view or edit access to specific colleagues. This makes collaboration easy, allowing multiple investigators to provide updates and information on the case.

Collaborators can be removed from your Case File or granted a different level of access at any time.

The screenshot shows a web application interface for a case file. The background is a 'File Overview' page for case 'IA22-08-1'. The dialog box, titled 'Share Case File', is in the foreground. It has two sections: 'Edit Case File' with a single input field containing 'Maya Anderson' and a close button 'X'; and 'View Case File' with two input fields containing 'Eddie Bauer' and 'Toni Collete', each with a close button 'X'. At the bottom of the dialog are 'Cancel' and 'OK' buttons. The background page includes fields for 'File Title' (Investigation of Officer Mallard), 'Created on' (08/02/2022), 'Description' (Investigation for Excessive UOF on 8/15), and 'Type' (Internal Affairs). It also has a 'Related Reports' table with three rows of report numbers and descriptions, and a 'Documents' section at the bottom.

Report Number	Description	Action
IAI20-101011	Internal Affairs Investigation	Remove
IAI20-101011	Internal Affairs Investigation	Remove
IAI20-101011	Internal Affairs Investigation	Remove

Manage All Case Files

About This Feature

Department Directors and Admins will be able to access all Case Files created within their agency. This provides oversight of all ongoing investigations. In addition to accessing all Case Files, Admins can edit and share all Case Files. This way, Admins can assign their team members Case Files to manage or review.

RB

Ryan Bannister
Deputy Chief

Logan City Police Department

New Report

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Reports

Case Files

Training

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Log Out

BENCHMARK
ANALYTICS

Customer Support

Case Files

+ Create New Case File

ID	Title	Description	Created Date	Owner
IA23-1-3	Investigation of Jane Doe	The case is investigating Jane Doe for Use of Force during a routine traffic stop.	01/23/2023	Olivia Person
FTO23-1-1	FT reports for John Smith	Invenire quaerendum ut ius, convenire sapientem duo in, suas impedit intellegat per id.	01/17/2023	Don Toliver
IA23-1-2	UOF IA investigation	Invenire quaerendum ut ius, convenire sapientem duo in, suas impedit intellegat per id.	01/16/2023	Ryan Banister
COPA23-1-1	Community Investigation on behalf of Dontae Robinson	Invenire quaerendum ut ius, convenire sapientem duo in, suas impedit intellegat per id.	01/10/2023	Eddie Hayes
IA23-1-1	Investigation of Lt. Johnson	Invenire quaerendum ut ius, convenire sapientem duo in, suas impedit intellegat per id.	01/05/2023	Olivia Person
PE23-1-1	Performance Evaluations for Officer Carrie Conley	Invenire quaerendum ut ius, convenire sapientem duo in, suas impedit intellegat per id.	01/05/2023	George Peterson

If you would like this feature enabled, please reach out to your Implementation Project Lead for next steps.