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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.
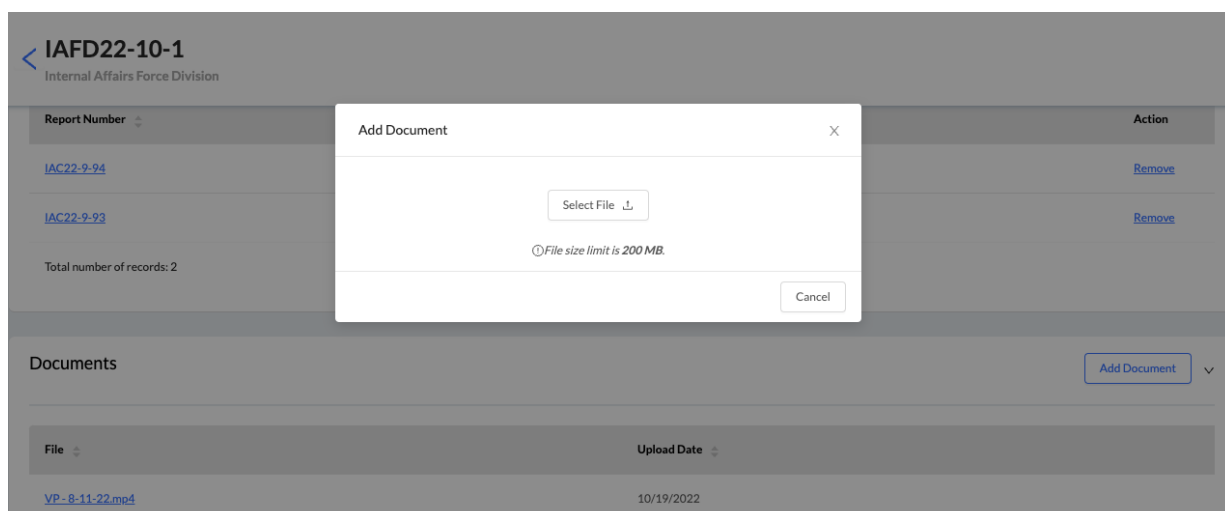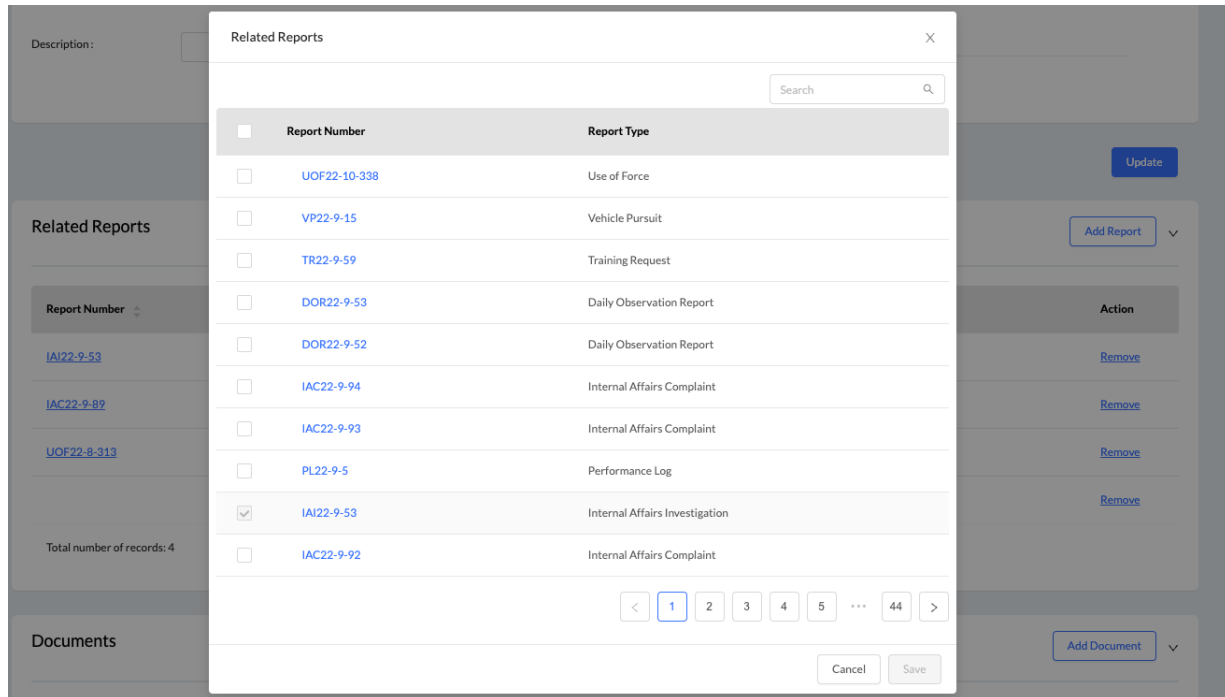
The primary use of Case File is for Internal Affairs investigations — where you can view a collection of related BMS reports (Internal Affairs Complaint, Internal Affairs Investigation, Use of Force) and external documents (court documents, recordings of interviews, evidence) together. You can use Case 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.

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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.

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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.

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	
	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

Note Details

Complete lorem ipsum dolor sit amet, consectetur adipiscing elit.

[Delete Note]   [Cancel]   [Save]

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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.

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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.

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

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