Police Management System Officer Guide Book

A Step-by-Step Guide for Police Officers

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Police Management System Team

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1 Introduction

Welcome to the **Police Management System**, a tool designed to streamline your daily operations as a police officer. This guide will help you navigate the application, access key features, and perform your duties efficiently. The system includes modules for managing complaints, FIRs, case investigations, criminal records, and analytics, all accessible through an intuitive Police Dashboard.

For any technical issues or questions, contact the system administrator or refer to the support resources provided by your department.

2 Getting Started

2.1 Logging In

1. Launch the Police Management System application.
2. On the Home Page, click the **Police Login** button.
3. Enter your username and password, provided by your administrator.
4. Click **Login** to access the Police Dashboard.

2.2 Police Dashboard Overview

The Police Dashboard is your central hub. It provides access to the following modules:

- Officer Profile: View your personal details.
- FIR Module: Manage complaints and FIRs.
- Case Investigations: Track ongoing and completed cases.
- Criminals Module: Manage criminal records.
- Analytics & Reporting: Analyze crime trends and performance.
- Logout: Exit the system securely.

3 Officer Profile Module

The Officer Profile Module allows you to view your personal details, such as your name, ID, contact information, and rank. This is a read-only section; contact your administrator to update your information.

To access:

1. From the Police Dashboard, click **Officer Profile**.
2. Review your details on the displayed form.
3. Click **Back** to return to the Police Dashboard.

4 FIR Module

The FIR Module helps you manage complaints, register FIRs, and view FIR details.

4.1 Viewing Complaints

1. From the Police Dashboard, click **FIR Module**.
2. Click **View Complaints** to see pending complaints.
3. Use the search bar to find a complaint by `complaintId`.
4. Select a complaint from the table to view options.
5. Click **View Details** to see all complaint information.
6. Click **Change Status** to approve, disapprove, or keep the complaint pending. If approving, assign a crime type to register an FIR automatically.

4.2 Viewing FIRs

1. From the FIR Module, click **View FIRs**.
2. Search for an FIR by `firId` using the search bar.
3. Select an FIR from the table and click **View Details** to see its information.

4.3 Managing FIRs

1. From the FIR Module, click **Manage FIRs**.
2. Search for an FIR by `firId`.
3. To add a new FIR, click **Add**, fill in the details, and submit.
4. To update an existing FIR, select it, click **Update**, edit the details, and submit.
5. To delete an FIR, select it and click **Delete**.

5 Case Investigations Module

The Case Investigations Module lets you track cases and manage evidence.

5.1 Viewing Cases

1. From the Police Dashboard, click **Case Investigations**.
2. Click **Ongoing Cases** to see active cases assigned to you.
3. Click **Completed Cases** to view finished cases (accessible to all officers).
4. Use the search bar to find a specific case.
5. Select a case and click **Case Details** to view updates or details.

5.2 Editing Case Details

1. In Ongoing Cases, select a case youre assigned to.
2. Click **Edit Case Details** to update information or upload evidence (e.g., images, files) using the file chooser.
3. If youre the lead officer, change the case status to `COMPLETED` when appropriate.

Note: Only assigned officers can edit ongoing cases. Contact your administrator for case assignments.

6 Criminals Module

The Criminals Module allows you to manage criminal records.

6.1 Viewing Criminals

1. From the Police Dashboard, click **Criminals Module**.
2. Click **View Criminals**.
3. Search for a criminal by name or ID using the search bar.
4. Select a criminal and click **View Details** to see their record, including crimes and status.

6.2 Managing Criminals

1. From the Criminals Module, click **Manage Criminals**.
2. To add a new criminal, click **Add**, enter details (e.g., name, crimes, status), and submit.
3. To update a criminals record, select them, click **Update**, edit the details, and submit.
4. To delete a record, select the criminal and click **Delete**.

7 Analytics and Reporting Module

The Analytics and Reporting Module provides insights into crime trends and performance.

1. From the Police Dashboard, click **Analytics & Reporting**.
2. Click **Check Complaints Data** to view bar charts of complaints (registered, approved, pending, disapproved) by month or year.
3. Click **Check Criminals Data** to see charts of criminals caught, organized by month or year.
4. Click **Check Cases** to analyze completed versus pending cases.

8 Key Tips for Using the System

- **Data Validation**: Ensure accurate data entry. Phone numbers must be 11 digits, NIC numbers 13 digits, and dates cannot be in the future.
- **Evidence Upload**: Use the file chooser to upload images or files in the Case Investigations Module. Supported formats include JPEG and PNG for images.
- **Security**: Always log out after your session to secure your account.
- **Support**: If you encounter errors (e.g., invalid data input), the system will display an error message. Contact your administrator for assistance.

9 Conclusion

The Police Management System is designed to make your work more efficient. By following this guide, you can navigate the system, manage complaints, FIRs, cases, and criminal records, and use analytics to gain insights. For advanced features like officer management, consult your administrator.

Thank you for using the Police Management System!