



infoshare™ Policy & Procedure Module

The InfoShare™ InfoP&P module gives your organization the ability to author, approve and distribute documents throughout the agency. It integrates seamlessly with the InfoShare™ RMS and Personnel modules.

Promote Conformity and Understanding of Your Organization's Policies!



Create new policies and procedures, or upload existing documents & maintain a history of policy changes

Perform a document text search to find policy and procedure documents and any attached agency forms



Ensure proper distribution by publishing and distributing policies and documents to defined recipient groups, limiting access to documents, and defining permission to edit, review, and approve

Complete, customized attestation feature:

- Create multiple choice, true/false, short answer and fill-in-the-blank examination questions
- Set time limits and due dates for all tests
- Grade tests automatically or manually



01

Automatic email reminders

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Keyword searching

Customizable workflow for collaboration and approval activities

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04

Version control

Full audit trail capabilities

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Manage certification and accreditation process

Efficiently and Effectively Communicate Policies and Procedures Across Your Organization

Distribute policy documents electronically to all or selected staff

Provide alerts to Policy and Procedure administrative staff when postings expire

Promote Comprehension and Compliance



Hold employees accountable for awareness and understanding by setting due dates to read and electronically sign policies and procedures



Optionally test employees to ensure they have read and understand each policy



Automatically notify Policy and Procedure administrative staff when individuals do not achieve an examination passing grade



Generate certificates and post them to the employee's personnel file



Supports **initial and re-certification process** for police departments' national and state accreditations. Also **facilitates standards compliance management** by integrating with InfoShare™ Police RMS to move accreditation proof reports to the agency's Accreditation Proof folder.

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