

2018

# RIPA Admin Tools

SUBMISSION & EDIT

COUNTY OF SAN DIEGO SHERIFF'S DEPARTMENT

## TABLE OF CONTENTS

RIPA Submission & Edit tools .....	3
<b>Editing Stops</b> .....	5
<b>Submit Stops To CA DOJ</b> .....	10
<b>Index</b> .....	16

## RIPA SUBMISSION & EDIT TOOLS

This document outlines the steps to take in order to submit RIPA data collected to the California Department of Justice (CA DOJ).

Only users with authorized admin privileges have access to the Admin tools, which will show in the menu bar of the RIPA application. An admin group in AD needs to be created and set up in the Application Settings of IIS.

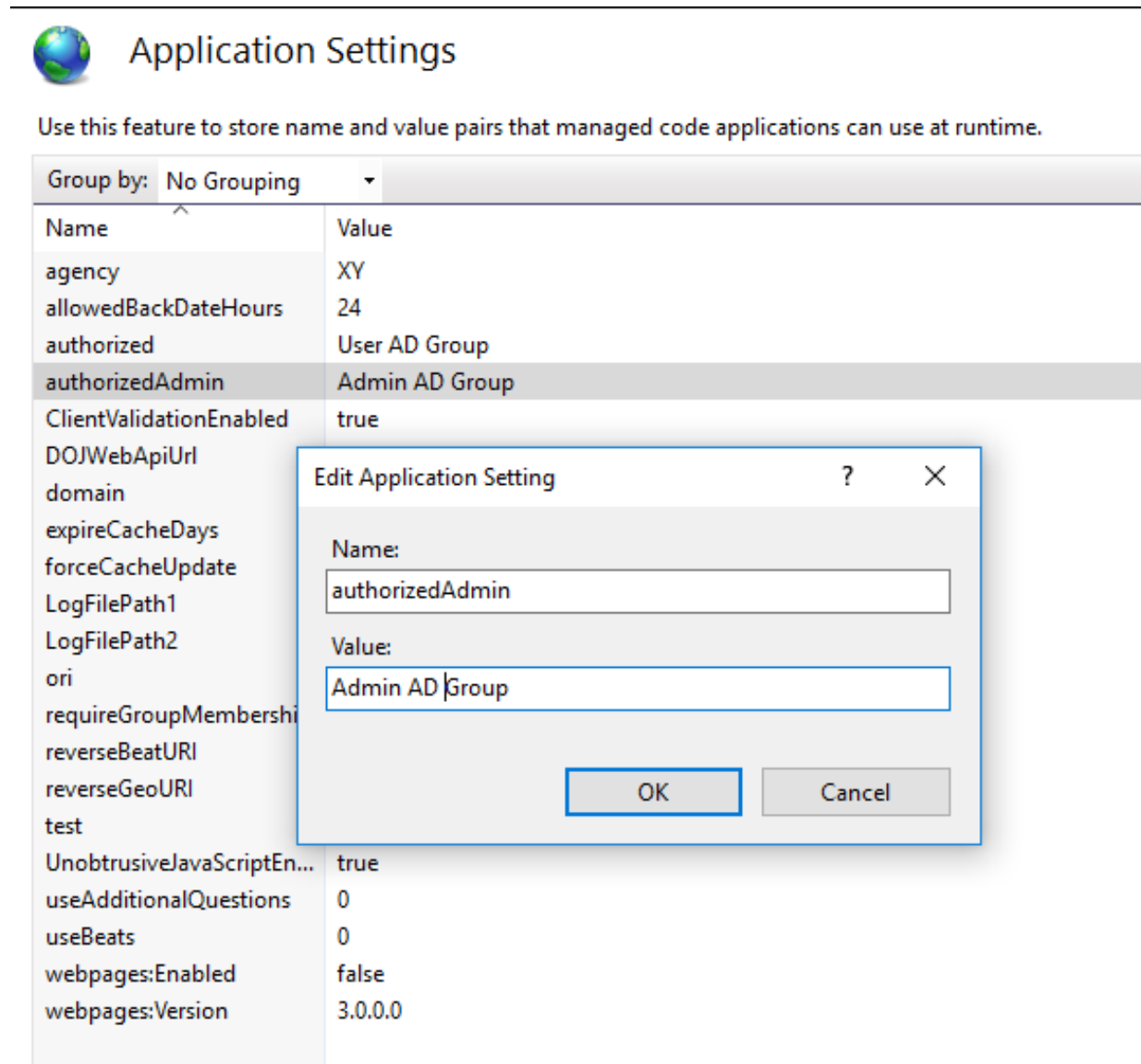


Figure 1 - IIS Application Settings

The users with admin rights should belong to this group. In IIS under Application Settings "authorizedAdmin" Name Value set should be set to the admin group created in AD. The above example

shows value of "authorizedAdmin" set as "Admin AD Group", and the general access group, "authorized", set as "User AD Group".

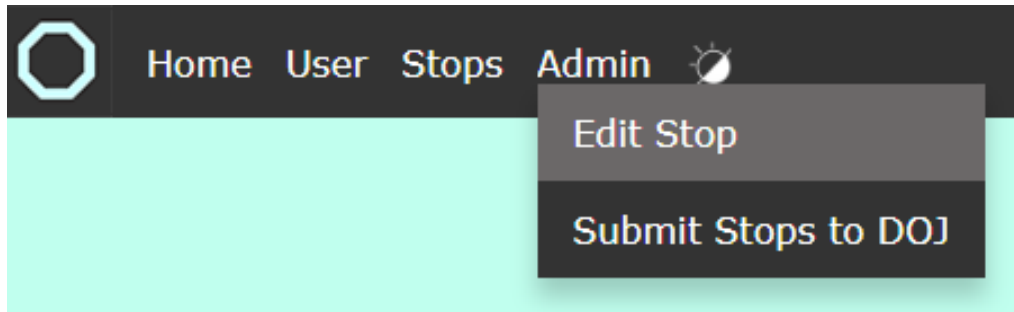


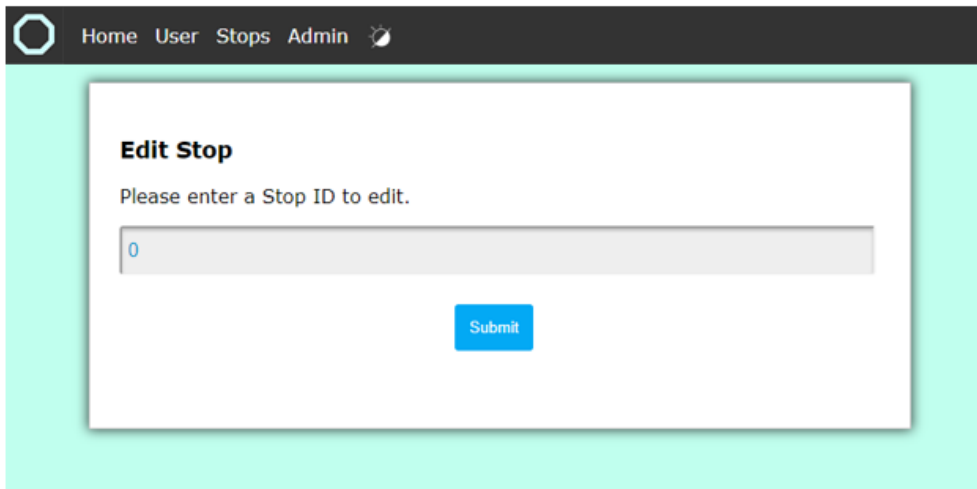
Figure 2 - Admin Menu

## EDITING STOPS

With the Edit Stop tool you can edit RIPA data collected pre and post submission.

Pre submission editing will allow the administrator to fix issues that need fixing before submitting the records to CA DOJ. For example PII information was found and needs to be redacted.

Post submission editing will allow the administrator to fix errors that were encountered after submission to CA DOJ. These errors will be accompanied with an error code, e.g. RV087, and a Message explaining the problem.

The screenshot shows a web application interface for editing stops. At the top is a dark navigation bar with a logo and links for 'Home', 'User', 'Stops', and 'Admin'. Below this is a light blue background. In the center is a white box titled 'Edit Stop'. Inside this box, there is a prompt 'Please enter a Stop ID to edit.' followed by a text input field containing the number '0'. Below the input field is a blue 'Submit' button.

**Figure 3 - Edit Stop Tool**

**Note:** Only RIPA data after July 1<sup>st</sup> 2018 are editable/submittable. If a Stop has already been submitted successfully, it is no longer editable.

Upon entering the Stop ID one or more Person buttons will be presented for editing.

**Edit Stop**

Please enter a Stop ID to edit.

12158

Submit

**Stop ID #12158**

Please select the person you would like to edit. For general stop info updates, select any person.

Person 1 Person 2 Person 3

**Figure 4 - Editing a Stop with 3 Persons**

**Note:** To modify the general information for a particular Stop, such as Date of Stop or Location, you can choose any of the Person buttons.

You can modify any information for the selected Person except the perceived data.

[New Search](#)

## Editing Stop ID #13073

Currently editing Person 2. For general stop info updates, select any person.

Person 1

Person 2

Person 3

Step 2 of 5 (Person 2)

Perceived Race

White

Perceived Age 18

Perceived Gender Male

Gender Nonconforming false

Perceived LGBT No

Perceived Disability

None

Back

Cancel

Next

Step 2 of 5 (Person 2)

Figure 5 - Perceived Data is not editable

On the last page, "Review and Submit" (Step5), you will be presented with a textbox field to enter the reason for the change. Any change that is made will be captured in an audit table. It is the sole responsibility of the using LEA to make sure the reason for the change is allowable by the RIPA regulation.

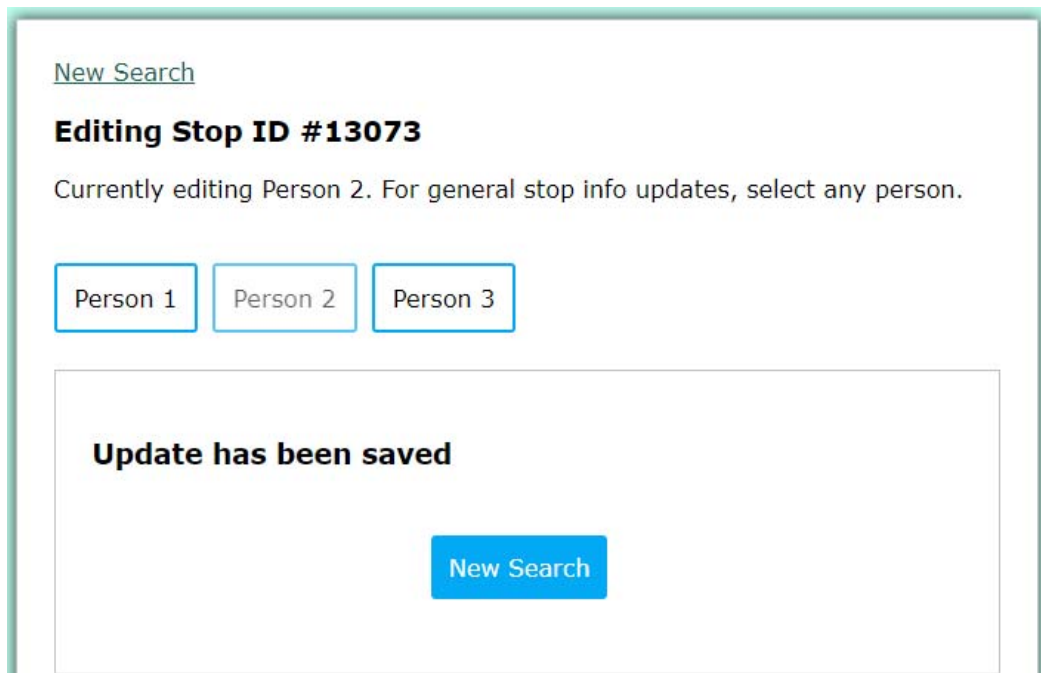
The screenshot displays a web interface for a five-step process. At the top, it shows the 'Result of Stop' as 'Custodial Arrest without warrant' and a specific incident: '21310 PC - CARRY CON/DIRK OR DAGGER (F) 52564'. Below this, a section titled 'Please Add Reason for Change' contains a large, empty text input field. A small label '250 characters remaining' is positioned at the bottom left of the input area. At the bottom of the form, there are three buttons: 'Back' (outlined in blue), 'Cancel' (greyed out), and 'Submit' (solid blue). A blue progress bar is located at the very bottom, with the text 'Step 5 of 5' centered underneath it.

**Figure 6 - Reason for change**

**Note:** This field is required in order to proceed to submitting your changes.



Once submission is successful you will be redirected to the following page. At this point you can either choose another person to edit or start a new search.



The screenshot shows a web interface with a light blue border. At the top left, there is a link labeled "New Search". Below it, the heading "Editing Stop ID #13073" is displayed. A message states, "Currently editing Person 2. For general stop info updates, select any person." Below this message are three buttons labeled "Person 1", "Person 2", and "Person 3". At the bottom, a large white box contains the text "Update has been saved" and a blue button labeled "New Search".

[New Search](#)

**Editing Stop ID #13073**

Currently editing Person 2. For general stop info updates, select any person.

Person 1 Person 2 Person 3

**Update has been saved**

New Search

Figure 7 - Confirmation Message

## SUBMIT STOPS TO CA DOJ

This tool allows you to submit RIPA data in a range of dates to the CA DOJ via their web service interface. The form will automatically determine the Start Date, preventing the user from submitting RIPA data that has already been sent to CA DOJ in previous submissions. The End Date is inclusive of all the Stops for that day.

**Submit Stops To Department Of Justice**

Start Date  
7/1/2018 12:00:00 AM

End Date

[Submit](#)

Total 0 Success 0 Fatal 0 Error 0 Service Error 0

[Update Stats](#)

**Submission History**

ID	Dates	Start	Status	Total	Success	Fatal	Errors	Service Errors
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Figure 8 - Submission Tool

The CA DOJ accepts all RIPA data from July 1<sup>st</sup> 2018 onward, which would be your Start Date when you first use this tool.

## Submit Stops To Department Of Justice

Start Date

7/6/2018 12:00:00 AM

End Date

mm/dd/yyyy

Submit

Total 0 Success 0 Fatal 0 Error 0 Service Error 0

[Update Stats](#)

### Submission History

ID	Dates	Start	Status	Total	Success	Fatal	Errors	Service Errors
130	07/04/2018 07/05/2018	11/26/2018 4:29:57 PM	<a href="#">Pending Fixes</a>	380		380		
131	07/01/2018 07/03/2018	11/26/2018 5:05:59 PM	<a href="#">Pending Fixes</a>	308	1	307		
129	07/01/2018 07/03/2018	11/26/2018 10:13:15 AM	Resubmit	607	299	308		

Figure 9 - Submission History after several submissions

Total 99 Success 56 Fatal 43 Error 0 Service Error 0

While submitting the progress of your submission is indicated. The counts will dynamically update as Stop submissions are processed. Total will display how many Stops have been processed cumulatively.

To see your submission Status you can click on [Update Stats](#) link. Once refreshed the Submission History table will display the submission In Progress, Pending Fixes or Finished. Here are the possible values of Status and their meanings:

- In Progress – The submission is in progress. By clicking on the ID button you can continue to editing the Stops while submission is in progress.
- Pending Fixes – The submission is done, but there are errors that need to be addressed.
- Finished – The submission is successfully done and there are no outstanding errors.
- Resubmit – You will see this status after the unsuccessful Stops have been fixed and resubmitted.

## Submission History

ID	Dates	Start	Status	Total	Success	Fatal	Errors	Service Errors
<a href="#">129</a>	07/01/2018 07/03/2018	11/26/2018 10:13:15 AM	<a href="#">In Progress</a>	22	14	8		

Figure 10 - An example of a submission In Progress

## Submission History

ID	Dates	Start	Status	Total	Success	Fatal	Errors	Service Errors
<a href="#">18</a>	11/01/2018 11/01/2018	11/13/2018 10:42:35 AM	<a href="#">Pending Fixes</a>	273	272	1		
15	10/02/2018 10/31/2018	11/2/2018 2:36:41 PM	Finished	3	3			
10	10/02/2018 10/31/2018	11/1/2018 7:17:35 PM	Resubmit	6133	6130	2	1	

Figure 11 - Submissions grouped by date range and date & time of submission

**Note:** The Submission History table rows are grouped by date range and in descending order of the date and time of submission, third column (Start).

You can proceed to editing the Stops with errors by clicking on the Submission ID button, while the submission is In Progress or Pending Fixes.

[New Submission](#)

### DOJ Submission Results

Submission ID: 18

Date Range: 11/1/2018 12:00:00 AM - 11/1/2018 12:00:00 AM

Start: 11/13/2018 10:42:35 AM

Total Stops: 273

Status: Pending Fixes

Total 273 Success 272 Fatal 1 Error 0 Service Error 0

[Log File](#)

### Submission Errors

Stop	Status	Error	Message	Edited
49319	fatal	DV013	Date of Stop is invalid. Required format is MM/DD/YYYY.	<a href="#">Edit</a> <input type="checkbox"/>

[Resubmit](#)

### Submission History

ID	Dates	Start	Status	Total	Success	Fatal	Errors	Service Errors	Log File
18	11/01/2018 11/01/2018	11/13/2018 10:42:35 AM	Pending Fixes	273	272	1			<a href="#">Log</a>

Figure 12 - Results of a specific submission; e.g. Submission ID 18.

At the top of the page you are given a summary of the submission. Total Stops is the number of stops that was attempted to be submitted.

New Submission

**DOJ Submission Results**

Submission ID:

18

Date Range:

11/1/2018 12:00:00 AM - 11/1/2018 12:00:00 AM

Start:

11/13/2018 10:42:35 AM

Total Stops:

273

Status:

Pending Fixes

Figure 13 - Submission Summary

Total

273

Success

272

Fatal

1

Error

0

Service Error

0

Figure 14 - Progress bar

Progress bar displays the progress of the submission. The counts will continue changing if the submission Status is In Progress. The Total is the count of Stops that where actually processed.

[Log File](#)

**Submission Errors**

Stop	Status	Error	Message	Edited
49319	fatal	DV013	Date of Stop is invalid. Required format is MM/DD/YYYY.	<div><div>Edit</div><div></div></div>

Resubmit

Figure 15 - List of Stops that perhaps require editing

The [Log File](#) link provides more detail information for each Stop regarding the current submission.

Stops with errors can be fixed by clicking on the [Edit](#) button, which will take you to the Edit Stop tool.

**Note:** The Resubmit button is disabled while the submission is In Progress.

Upon fixing a Stop, the "Edited" check box will be checked, to indicate which record has been fixed.

While the submission is In Progress, the [Resubmit](#) button will stay disabled. Once the submission Status is changed to "Pending Fixes", at least one Stop needs to be fixed before the [Resubmit](#) button is enabled.

## Submission History

ID	Dates	Start	Status	Total	Success	Fatal	Errors	Service Errors	Log File
10	10/02/2018 10/31/2018	11/1/2018 7:17:35 PM	Resubmit	6133	6130	2	1		<a href="#">Log</a>
15	10/02/2018 10/31/2018	11/2/2018 2:36:41 PM	Finished	3	3				<a href="#">Log</a>

Here Submission History **only** displays submissions related to the specific date range that is displayed under **DOJ Submission Results**, for example 10/02/2018 to 10/31/2018.

Log files for each submission is provided in this table.

To start a new submission click on [New Submission](#) button.

## INDEX

"Edited" check box .....	13	Person buttons .....	4
authorized admin.....	2	Post submission editing .....	2
CA DOJ.....	2, 8	Pre submission editing .....	2
Edit Stop .....	2, 3, 13	progress .....	9, 12
End Date .....	8	reason for the change .....	6
Finished .....	10	Resubmit.....	10
grouped by date range .....	10	Resubmit button .....	13
In Progress.....	10, 11, 12, 13	Start Date .....	8
July 1 <sup>st</sup> 2018.....	3, 8	Status .....	10, 12, 13
LEA .....	6	Stop ID .....	4
Log file .....	13	Submission History .....	9, 10, 13
Log File .....	12	Submission ID button .....	11
Note .....	3, 4, 6, 10, 13	Total .....	12
Pending Fixes .....	10, 11, 13	Total Stops.....	12
perceived data.....	5		